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**0**

# 1 Welcome

## 1.1 Welcome

### Thank you for using Business Card Designer Plus.

We hope you enjoy using this product and hope that it meets your needs. We have worked extremely hard to make **Business Card Designer Plus** everything our customers want it to be and continue to strive to make it a better product each day.

If you have a problem, question, comment or suggestion please read the [FAQ](#) section for answers or to contact us.

If you have not already purchased a license, please consider doing so. As a licensed user you will enjoy many benefits and will be able to continue using **Business Card Designer Plus** forever without any time or feature limitations. You can securely purchase a license by clicking the **BUY FULL VERSION** button on the introduction screen displayed when **Business Card Designer Plus** starts or by choosing **Purchase License...** on the Help menu.

Sincerely,

The **Business Card Designer Plus** Team

For more information on this and all our other products visit:

<https://www.camdevelopment.com>

NOTE: This help file contains documentation on all features in the full version of the software. Depending on the product/edition you are using some features may not be available.

## 1.2 Frequently Asked Questions & Troubleshooting

For answers to common questions or to contact us please visit:

<https://www.camdevelopment.com/support.htm>

# 2 Getting Started

## 2.1 Getting Started

This topic explains how to create a new business card and open an existing business card.

### Related Topics

How do I...

[Create a New business card](#)  
[Create a New business card for a Layout That is Not Listed](#)  
[Create a New business card from a Picture I Already Have](#)  
[Open an Existing business card](#)  
[Import an Existing business card](#)

## 2.2 How Do I...

### 2.2.1 Create a new business card

1. Select **New** on the **File** menu.
2. Select the layout you want to use on the [Select your Paper Stock](#) screen in the [Design Wizard](#).
3. Click **Next**.
4. Select a template.
5. (Optional) Specify optional data on the [Data tab](#) in the **Design Wizard**
6. (Optional) Select an optional logo on the [Logo tab](#) in the **Design Wizard**
7. (Optional) Change the font name, color and size of all the text in the **business card** and the color scheme on the [Appearanc tab](#) in the **Design Wizard**.
8. Click **Finish**.
9. Modify your **business card** as needed in [The Design Area](#) in [The Main Window](#).

#### Notes:

- Some templates do not collect any data so the **Data** tab may not be available.
- Some templates do not contain a logo so the **Logo** tab may not be available.
- You can click the **Finish** button to complete your **business card** at any point.

#### Related Topics

[Design Wizard](#)  
[Select your Paper Stock](#)  
[Data tab](#)  
[Logo tab](#)  
[Appearance tab](#)

[The Main Window](#)  
[The Design Area](#)

How do I...

[Open an Existing Design](#)  
[Create a New Design for a Layout That is Not Listed](#)  
[Create a New Design from a Picture I Already Have](#)  
[Import an Existing Design](#)

## 2.2.2 Create a new business card for a layout that is not listed

1. Select **Edit Layouts** on the **File** menu.
2. Select the layout that most closely matches the paper stock you are using.
3. Click **New**.
4. Use the [Layout dialog box](#) to specify the layout.
5. Click **OK**.
6. [Create a New Design](#) as usual. Your new layout will now be listed.

### Related Topics

[Layout dialog box](#)

How do I...

[Create a New Design](#)

[Create a New Design from a Picture I Already Have](#)

[Open an Existing Design](#)

## 2.2.3 Create a new business card from a picture I already have

1. Select **New** on the **File** menu.
2. Select the layout you want to use on the [Select your Paper Stock](#) screen in the [Design Wizard](#).
3. Check the **Create a blank design using the selected layout** option at the bottom.
4. Click **Next**.
5. Select **Background** on the **Edit** menu.
6. Click **Select Another Picture** on the [Background dialog box](#)

### Related Topics

[Design Wizard](#)

[Select your Paper Stock](#)

[Data tab](#)

[Appearance tab](#)

[The Main Window](#)

[The Design Area](#)

[Background dialog box](#)

How do I...

[Create a New Design](#)  
[Create a New Design for a Layout That is Not Listed](#)  
[Open an Existing Design](#)

## 2.2.4 Open an existing business card

1. Select **Open** on the **File** menu.
2. Choose the folder and the business card file you want to open.
3. Click **Open**.

### Related Topics

How do I...

[Create a New Design](#)  
[Create a New Design for a Layout That is Not Listed](#)  
[Create a New Design from a Picture I Already Have](#)  
[Import an Existing Design](#)

## 2.2.5 Import an existing business card

1. Select **Import** on the **File** menu.
2. Choose the folder and the business card file you want to import.
3. Click **Open**.

### Tips:

- This is used to import a business card created with one of our other products or an older version that used a different file extension, NOT to import a picture. To create a new business card from an existing picture see [Create a New Design from a Picture I Already Have](#).
- After your design is imported it may require some minor adjustments, then you can save it in the new format by clicking **Save** on the **File** menu. You can then click **Open** on the **File** to open it in the future.

### Related Topics

How do I...

[Create a New Design](#)  
[Create a New Design for a Layout That is Not Listed](#)  
[Create a New Design from a Picture I Already Have](#)  
[Open an Existing Design](#)



## 3 Working with Objects

### 3.1 Working with Objects

This topic explains how to insert and modify individual objects within your design.

Objects are the individual pieces of your business card, for example: text, a box, a picture, a line, etc. You insert objects by selecting the appropriate tool then clicking in [The Design Area](#). Once inserted you can [move](#), [resize](#) and [edit the properties](#) of each object.

#### Related Topics

##### [The Design Area](#)

How do I...

[Select an Object](#)

[Delete an Object](#)

[Move an Object](#)

[Resize an Object](#)

[Change the Level of an Object](#)

[Edit an Object's Properties](#)

[Insert a Text Object](#)

[Insert a Line Object](#)

[Insert a Shape Object](#)

[Insert a Picture Object](#)

### 3.2 How Do I...

#### 3.2.1 Select an Object

1. Select the **Select** on the **Tool** menu.
2. Click once on the object you want to select.

#### Tips:

- To select more than one object hold the SHIFT key down while selecting.
- An object must be selected before it can be edited or its properties changed.

#### Note:

- When an object is selected a thin border is displayed around the object. If the object can be sized, a set of eight "grapples" are displayed on each edge and on each corner. You can click on any of these "grapples" to size the selected object.

#### Related Topics

## [The Design Area](#)

### 3.2.2 Delete an Object

1. Select the object(s). (See [How do I Select an Object](#))
2. Select **Delete** on the **Edit** menu or press **Ctrl + Del** on the keyboard.

#### **Tips:**

- If you accidentally delete an object, select **Undo** on the **Edit** menu to undo the deletion.

#### **Related Topics**

[Delete](#)  
[Undo](#)

How do I...  
[Select an Object](#)

### 3.2.3 Move an Object

1. Select the object(s). (See [How do I Select an Object](#))
2. Move the mouse anywhere within the object's border and press and hold the left mouse button while dragging the object to where you want it.
3. Release the mouse button.

#### **Tips:**

- You can enter the top and left coordinates of the selected object in the [The Property Editor](#).
- You can also move selected objects using the arrow keys on the keyboard.

#### **Related Topics**

How do I...  
[Select an Object](#)

### 3.2.4 Resize an Object

1. Select the object(s). (See [How do I Select an Object](#))
2. Move the cursor over a grapple on one of the edges or corners until the mouse cursor changes to a double arrow.
3. Press the left mouse button.

4. Drag the mouse to size the object.
5. Release the mouse button.

#### **Tips:**

- You can enter the width and height of the selected object in the [The Property Editor](#)
- You can use the [Fit to Margins](#) command on the Alignment menu to automatically size an object so it entirely fills the area within the margins.

#### **Related Topics**

[Fit to Margins](#)

How do I...

[Select an Object](#)

### 3.2.5 Change the Level of an Object

1. Select the object(s). (See [How do I Select an Object](#))
2. To make an object appear that it is at the lowest level (behind all other objects), use the [Send to Back](#) command on the **Alignment** menu.

To bring an object to the highest level (in front of all other objects), use the [Bring to Front](#) command on the **Alignment** menu.

#### **Notes:**

- The level of an object defines the order in which it is printed. For example, you may have a picture object that you want to overlay with text. In this case you want the picture to be printed first, then the text on top of it.
- By default, objects are printed in the order they are created.

#### **Related Topics**

[Send to Back](#)

[Bring to Front](#)

How do I...

[Select an Object](#)

### 3.2.6 Edit an Object's Properties

1. Select the object. (See [How do I Select an Object](#))

2. Use [The Property Editor](#) to modify the properties for the object.

 **Note:**

- An object's properties are what define the object's look and behavior. Size, color, line size, text and style are examples of an object's properties.

 **Related Topics**

How do I...

[Select an Object](#)

### 3.2.7 Insert a Text Object

1. Select **Text**, **Arc Text**, **Spiral Text**, **Radial Text**, **Variable Size Text** on the **Tool** menu then click in [The Design Area](#) where you want to insert the object.

OR

1. Click the **Add Text** button on the [Quick Tools Panel](#)
2. Specify the text you want to use and select the style and other text properties in the [Text Properties dialog box](#).
3. Use the [Text tab](#), [Style tab](#) and [Effects tab](#) in the [The Property Editor](#) to further customize the text object.

 **Notes:**

- The default style for a text object, Text (No Wrap), causes the text to wrap only where you insert a hard line break regardless of the width of the object's bound. If you want your text to wrap to the width of the object's bound, set the style to Text (Wrap).

 **Related Topics**

[The Design Area](#)  
[Text Properties dialog box](#)

[The Property Editor](#)  
[Text tab](#)  
[Style tab](#)  
[Effects tab](#)

How do I...

[Edit an Object's Properties](#)

### 3.2.8 Insert a Counter (auto increment field)

1. Select **Text** or **Rich Text** on the **Tool** menu then click in [The Design Area](#) where you want to insert

the counter.

OR

1. Click the **Add Counter** button on the [Quick Tools Panel](#).
2. Enter the properties for the counter in the [Counter Properties dialog box](#).
3. Use the [Style tab](#) and [Effects tab](#) in the [The Property Editor](#) to further customize the counter.

 **Note:**

- The default style for a text object, Text (No Wrap), causes the text to wrap only where you insert a hard line break regardless of the width of the object's bound. If you want your text to wrap to the width of the object's bound, set the style to Text (Wrap).
- Rich Text objects do not have a Style or support Effects, but can contain formatting for each character, word or paragraph.

 **Related Topics**

[The Design Area](#)  
[Counter Properties dialog box](#)

[The Property Editor](#)  
[Text tab](#)  
[Style tab](#)  
[Effects tab](#)

How do I...  
[Edit an Object's Properties](#)

### 3.2.9 Insert a Barcode

1. Select **BarCode** on the **Tool** menu then click in [The Design Area](#) where you want to insert the barcode.

OR

1. Click the **Add Bar Code** button on the [Quick Tools Panel](#).
2. Enter the data for the bar code and select the bar code type and options in the [Bar Code Properties dialog box](#).
3. Use the [Text Tab](#), [Style tab](#) in the [The Property Editor](#) to select the type of barcode you want to display.

 **Note:**

Most barcodes require very specific text to render. For example :

- Postnet require 5, 9 or 11 digits (0-9)

- USPS Intelligent Mail require digits (0-9) in a specific sequence provided by the USPS.
- UPC A requires 11 digits (0-9)
- EAN 8 requires 7 digits (0-9)
- EAN13 requires 12 digits (0-9)
- Code 25I can render only and even number of digits 0-9. If you need to render an odd number add a zero at the beginning, for example instead of 123 use 0123
- Code128 can render just about any ASCII character
- Code39 can render all alpha-numeric characters
- PDF417 can render all alpha-numeric characters
- QR Code can render all alpha-numeric characters

#### Related Topics

[The Design Area](#)  
[Bar Code Properties dialog box](#)

[The Property Editor](#)  
[Text tab](#)  
[Style tab](#)  
[Effects tab](#)

How do I...  
[Edit an Object's Properties](#)

### 3.2.10 Insert a Line Object

1. Select **Line** on the **Tool** menu then click in [The Design Area](#) where you want to insert the line.

OR

1. Click the **Add Line** button on the [Quick Tools Panel](#).
2. Set the line properties in the [Line Properties dialog box](#).
3. Use [Line tab](#) in [The Property Editor](#) to further customize the line object.

#### Related Topics

[The Design Area](#)  
[Line Properties dialog box](#)

[The Property Editor](#)  
[Line tab](#)

How do I...

[Edit an Object's Properties](#)

### 3.2.11 Insert a Shape Object

1. Select the appropriate tool then click in [The Design Area](#) where you want to insert the shape.

OR

1. Click the **Add Shape** button on the [Quick Tools Panel](#).
2. Set the shape properties in the [Shape Properties dialog box](#).
3. Use the [Shape tab](#) and [Effects tab](#) in [The Property Editor](#) to further customize the shape object.

#### Related Topics

[The Design Area](#)  
[Shape Properties dialog box](#)

[The Property Editor](#)  
[Shape tab](#)  
[Effects tab](#)

How do I...

[Edit an Object's Properties](#)

### 3.2.12 Insert a Picture Object

1. Select **Picture** on the **Tool** menu then click in [The Design Area](#) at the position where you want to insert the picture.

OR

1. Click the **Add Picture** button on the [Quick Tools Panel](#).
2. Select a picture to insert using the [Pick Picture dialog box](#).
3. Use [Picture tab](#) in [The Property Editor](#) to edit the picture's properties.

#### Tips:

- **Choose pictures with the resolution of the printer in mind.**

When displayed on the screen, intricate graphics may appear distorted because the screen's resolution is far less than the printer's resolution. In general, a graphic that is displayed and printed, pixel for pixel, will appear much smaller on the printer. This means that the graphic must be "stretched" to print with the same dimensions as displayed on the screen. What really matters is how the graphic looks on paper! For the best print quality, it's best to use graphics that are much larger than the desired size and scale them to the size you desire. This way the graphic will contain enough information to print at the higher printer resolution without having to be stretched.

For example, if the printer has a resolution of 300 by 300 dpi then a 300 by 300 pixel graphic will print 1 inch by 1 inch at 300 dpi. On the screen the same graphic may be larger than the entire design at 100% scale. This program uses a virtual resolution of 100 by 100 dpi screen resolution to provide WYSIWYG formatting, which means that the graphic will require 3 inches by 3 inches. With this in mind, scaling the graphic to occupy 100 by 100 pixels on the screen (1 inch by 1 inch virtual, 33 1/3 % scale) will cause the graphic to be printed at exactly 300 by 300 dpi, utilizing 100% of the printer's resolution capabilities and provide the ultimate print quality! Now this may seem complicated but really it is not. Just try to use graphics that are about the same size when printed 100% scale as the size on the screen you desire.

- **Try to keep the aspect ratio (height / width) of the scaled object the same as the aspect ratio of the unscaled object.**

If the picture contains lines on angles, changing the **aspect ratio** could cause the lines to appear jagged. It's always best to maintain the **aspect ratio** of any graphic object when sizing the object. (Size the graphic by dragging a corner to change the height and width of a graphic together and maintain the aspect ratio.)

 **Note:**

- A **Picture** object is used to insert an image (logo, icon, bitmap, what ever you want to call it) into your design. The object stores the actual picture inside your design file. Because of this, your design file can become very large if large pictures are added.

 **Related Topics**

[The Design Area](#)  
[Pick Picture dialog box](#)

[The Property Editor](#)  
[Picture tab](#)

How do I...  
[Edit an Object's Properties](#)

## 4 Printing and Alignment

### 4.1 Printing and Alignment

This topic explains how to print a business card you already have created and adjust the layout to account for any alignment problems.

 **Related Topics**

How do I...  
[Print a Design](#)  
[Correct Alignment Problems](#)  
[Have a Design Professionally Printed](#)  
[Switch To a Different Paper Stock Layout](#)



## 4.2 How do I...

### 4.2.1 Print a business card

1. Select **Printer Setup** on the **File** menu to select the printer and change its settings if necessary.
2. Select **Preview** on the **File** menu to preview the printout before printing or select **Print** on the **File** menu to print your business card without a preview.
3. Set your printing options using the [Print Options dialog box](#).
4. Click **OK**.

#### **Note:**

- If you have the **Set printer orientation and page size automatically** option checked on the [Printing tab](#) of the [Options dialog box](#) **Business Card Designer Plus** will try to select the printer's page size and orientation for you even after you choose it manually. If the automatic selection is incorrect or you want to choose manually be sure to uncheck this option first.

#### **Tips:**

- Because all printers are slightly different, it is recommended that you print a single page draft of your business card the first time you print. Do this on regular paper and verify that the alignment is correct to avoid wasting expensive business card stock.
- When you choose **Preview** you can see how your business card will look when printed and what area on the page is not printed by your printer hardware. Most printers have an area around the edge of the page that cannot be printed on, which is indicated by the red rectangle on the preview screen.
- Many paper stocks have printable area outside the printable area of most printers. If the edges of your business card are cutoff when printed or outside the red rectangle on the preview screen, move the objects in your business card further from the edge. The printer's unprintable area is a hardware limitation. No software can print in this area. The unprintable area is usually 0.25-0.50 inches (6.35-12.7 mm) or more around the edge of the page on all sides.
- If your printout is not aligned correctly on the printout see [Correct Alignment Problems](#).

#### **Related Topics**

[Print Options dialog box](#)  
[Correct Alignment Problems](#)  
[Have a Design Professionally Printed](#)

[Options dialog box](#)  
[Printing tab](#)

### 4.2.2 Correct Alignment Problems

1. Select **Adjust Layout** on the **File** menu.

2. Use the [Layout dialog box](#) to adjust the layout as needed.

 **Tips:**

- Often a printer will pull thicker business card stock into the printer differently than plain paper. This is a limitation of the printer and there is nothing that the software can automatically do about this. If, for whatever reason your business card is not aligned correctly when printing on actual business card stock use the steps above to adjust the layout and test with the actual business card stock.
- If you need to make adjustments due to mis-aligned printing you should enter the same values using the **Edit Layouts** command on the **File** menu so that all new business cards you create will be aligned correctly without further adjustment.

 **Related Topics**

[Layout dialog box](#)

### 4.2.3 Have a Design Professionally Printed

1. Save your design as a 300 dpi or higher resolution PNG or BMP file. (See [Save As Graphic](#))
2. Send/Bring that file to the print shop.

 **Tips:**

- Some print shops offer a tool so that you can "print" directly to their server or to a special file that you bring to them. For those that do not offer their own method of transferring your business card to them you can use the following method.
- Check with the print shop you want to use to find out the best resolution and format graphic.

 **Related Topics**

[Save As Graphic dialog box](#)

### 4.2.4 Switch To a Different Paper Stock Layout

1. Select **Switch Layout** on the **File** menu.
2. Use the [Edit Layouts dialog box](#) to select or create the business card stock layout.

 **Tips:**

- Use this to switch the layout of a business card you already have created so that it will print correctly on a different business card stock.
- You can switch to any layout that is already defined or create a new layout to switch to.

 **Related Topics**

[Edit Layouts dialog box](#)

## 5 Backgrounds

### 5.1 Backgrounds

This topic explains how to add, change, customize, resize and clear the background of a **business card**.

 **Related Topics**

How do I...

[Select an Existing Background](#)

[Customize a Background](#)

[Clear an Existing Background](#)

[Resize the Background](#)

### 5.2 How do I...

#### 5.2.1 Select an Existing Background

1. Select **Background** on the **Edit** menu or double click on an empty space in the business card.
2. If there is no background in use you will automatically be on the [Existing tab](#) of the [Background dialog box](#), otherwise click the **Existing** tab.
3. In the [Background dialog box](#) select a background category, then a background.
4. Click **OK**.

 **Tip:**

- If you want to customize the selected background click the [Customize tab](#) and see [Customize a Background](#).

 **Related Topics**

[Background dialog box](#)

[Existing tab](#)

[Customize tab](#)

[Pick Picture dialog box](#)

How do I...

[Customize a Background](#)  
[Clear an Existing Background](#)  
[Resize the Background](#)

## 5.2.2 Customize a Background

1. Select **Background** on the **Edit** menu or double click on an empty space in the business card.
2. If there is already a background in use you will automatically be on the [Customize tab](#) of the [Background dialog box](#), otherwise select a background then click the **Customize** tab.
3. If you want to use a picture for all or parts of your background check the **Use Picture** check box then select the picture. Optionally check the **Tile** checkbox to tile the picture and adjust the brightness and contrast of the image as desired.
4. If you are using a picture, check one or more of the check boxes under **Picture Size** then specify the size in 1/100 inch units. The areas you select will be filled with the selected picture. If you do not check any of the check boxes the picture will fill the entire background.
5. Optionally check the **Use Color Fill** checkbox to define a color fill to be used to fill any area not covered by a picture then select two colors and the fill type.
6. If you want to save the background into the custom background list enter a descriptive name under **Background Name** then click the **Add To Custom Backgrounds** button.
7. Click **OK**.

### Related Topics

[Customize tab](#)  
[Background dialog box](#)  
[Pick Picture dialog box](#)

How do I...

[Select an Existing Background](#)  
[Clear an Existing Background](#)  
[Resize the Background](#)

## 5.2.3 Clear an Existing Background

1. Select **Background** on the **Edit** menu or double click on an empty space in the business card.
2. Click **No Background**.

### Related Topics

[Background dialog box](#)

How do I...

[Select an Existing Background](#)  
[Customize a Background](#)  
[Resize the Background](#)

## 5.2.4 Resize the Background

1. Select **Margins** on the **Alignment** menu.
2. Use the [Margins dialog box](#) to change the margins to bound the area where you want the background drawn.
3. Click **OK**.

### Related Topics

[Margins dialog box](#)

How do I...

[Select an Existing Background](#)

[Customize a Background](#)

[Clear an Existing Background](#)

# 6 Personal Databases

## 6.1 Personal Databases

This topic explains how to use the built-in **Personal Databases**.

The **Personal Databases** are a set of databases of information for use with the [Design Wizard](#) and to link to your designs. Different types of templates prompt for this information so storing it in your **Personal Databases** makes it easy to access when you create a new design from a template.

Each **Personal Database** stores a different type of information. For example the **Names and Addresses** database stores contact information while the **Texts** database stores reusable pieces of text. In each **Personal Database** you create multiple categories, each storing a different set of records.

### Related Topics

[The Personal Databases dialog box](#)

[Import dialog box](#)

[Design Wizard](#)

How do I...

[Add a New Record](#)

[Delete a Record](#)

[Edit a Record](#)

[Import Records](#)

[Export Records](#)

[Create a New Category](#)

[Delete a Category](#)

[Rename a Category](#)

## 6.2 How do I...

### 6.2.1 Insert a New Record

1. Select the database you wish to add a record to from the tabs on the top.
2. Select the **Category** you want to add the record to.
3. Click the **Add (+)** button.
4. Enter the information.
5. Click the **Post** (check mark) button.

#### Related Topics

[The Personal Databases dialog box](#)

How do I...

[Delete a Record](#)

[Edit a Record](#)

[Import Records](#)

[Export Records](#)

[Create a New Category](#)

[Delete a Category](#)

[Rename a Category](#)

### 6.2.2 Delete a Record

1. Select the database from which you wish to delete a record from the tabs on the top.
2. Select the **Category** you want to delete a record from.
3. Select the record from the **Records List**.
4. Click the **Delete (-)** button.

#### Related Topics

[The Personal Databases dialog box](#)

How do I...

[Add a New Record](#)

[Edit a Record](#)

[Import Records](#)

[Export Records](#)

[Create a New Category](#)

[Delete a Category](#)

[Rename a Category](#)

### 6.2.3 Edit a Record

1. Select the database you wish to change a record in from the tabs on the top.
2. Select the **Category** you want to edit a record in.
3. Select the record from the **Records List**.
4. Modify the appropriate information.
5. Click the **Post** (check mark) button.

#### Related Topics

[The Personal Databases dialog box](#)

How do I...

[Add a New Record](#)

[Delete a Record](#)

[Import Records](#)

[Export Records](#)

[Create a New Category](#)

[Delete a Category](#)

[Rename a Category](#)

### 6.2.4 Import Records

1. Select the database you wish to import to from the tabs on the top.
2. Select or add a **Category** you want to import to.
3. Click the **Import** button.
4. Use the [Import dialog box](#) to match the field names.
5. Click **OK**.

#### Related Topics

[The Personal Databases dialog box](#)

How do I...

[Add a New Record](#)

[Delete a Record](#)

[Edit a Record](#)

[Export Records](#)

[Create a New Category](#)

[Delete a Category](#)

[Rename a Category](#)

## 6.2.5 Export Records

1. Select the database you wish to export from the tabs on the top.
2. Select the **Category** you want to export the data from.
3. Click the **Export** button.
4. Specify a filename to export to.
5. Click **Save**.

### Related Topics

[The Personal Databases dialog box](#)

How do I...

[Add a New Record](#)

[Delete a Record](#)

[Edit a Record](#)

[Import Records](#)

[Create a New Category](#)

[Delete a Category](#)

[Rename a Category](#)

## 6.2.6 Create a New Category

1. Select the database you wish to add a category to from the tabs on the top.
2. Click the **Add Category** button.
3. Enter the name of the new category.
4. Click **OK**.

### Related Topics

[The Personal Databases dialog box](#)

How do I...

[Add a New Record](#)

[Delete a Record](#)

[Edit a Record](#)

[Import Records](#)

[Export Records](#)

[Delete a Category](#)

[Rename a Category](#)

## 6.2.7 Delete a Category

1. Select the database you wish to delete a category in from the tabs on the top.



2. Select the **Category** you want to delete.
3. Click the **Delete Category** button.
4. Click **Yes**.

#### Related Topics

[The Personal Databases dialog box](#)

How do I...

[Add a New Record](#)

[Delete a Record](#)

[Edit a Record](#)

[Import Records](#)

[Export Records](#)

[Create a New Category](#)

[Rename a Category](#)

## 6.2.8 Rename a Category

1. Select the database you wish to change a category in from the tabs on the top.
2. Select the **Category** you want to rename.
3. Click the **Rename** button.
4. Enter the new category name.
5. Click **OK**.

#### Related Topics

[The Personal Databases dialog box](#)

How do I...

[Add a New Record](#)

[Delete a Record](#)

[Edit a Record](#)

[Import Records](#)

[Export Records](#)

[Create a New Category](#)

[Delete a Category](#)

# 7 Templates

## 7.1 Templates

The [Design Wizard](#) allows you to create a new **business card** from a **template** or from a blank layout

quickly and easily. **Templates** are just design files with special text objects in them that are replaced with information provided by the user when the template is used. It's easy to create a new template or modify an existing one to meet your needs.

### Related Topics

[Design Wizard](#)

How do I...

[Create a Template](#)

## 7.2 How do I...

### 7.2.1 Create a Template

Once your **business card** is created (blank or from another template) you can include any text, graphics or shapes plus an optional background in the template. These objects become part of the **business card**, unchanged, when it is created from the template.

The following text objects are recognized by the [Design Wizard](#) as replaceable fields. These objects are replaced with the template information when a **business card** is created using the **Design Wizard**.

**These objects must be in upper case.**

NAME  
FROMNAME  
COMPANY  
TITLE  
ADDRESS  
RETADDRESS  
PHONE  
ALTPHONE  
OTHERPHONE  
MOBILE  
PAGER  
FAX  
EMAIL  
EMAIL2  
WEBSITE  
GOOGLE  
LINKEDIN  
FACEBOOK  
SKYPE  
TWITTER  
QRDATA

COVERTTEXT  
INSIDETEXT  
MEDIATITLE  
MEDIAAUTHOR  
MEDIADescription  
MEDIACONTENTS

USER1  
USER2  
USER3  
USER4  
USER5  
USER6  
USER7  
USER8  
USER9  
USER10  
USER11  
USER12  
USER13  
USER14  
USER15  
USER16  
USER17  
USER18  
USER19

For example, if you have a text object with the text NAME in a template, when you select it in the Design Wizard you will be prompted to enter a name and that text object will be replaced with the name you enter.

 **Tip:**

- The USERX objects can be renamed in the template so they appear with any label you want instead of USER1, USER2, etc. This gives your template a cleaner appearance in the **Design Wizard**. To rename the USER1 object to Product use the following text in the template in place of USER1:

```
{-USER01=Product-}
```

After you save the template and open it in the **Design Wizard** you will see "Product" in place of USER1. You can repeat this process for any of the other USERX objects.

 **Related Topics**

[Design Wizard](#)

[How do I Create a New Design](#)

[How do I Insert a Text Object](#)

[Save As Template](#)

## 8 The User Interface

### 8.1 The Main Window

#### 8.1.1 The Main Window

The **Main Window** consists of the entire area where you work with a design. It contains the [main](#)

[menu](#), [toolbars](#), [design area](#), [quick tools panel](#), [property editor](#), [region tabs](#)

### Related Topics

[The Main Menu](#)

[Toolbars](#)

[The Design Area](#)

[The Property Editor](#)

[Quick Tools Panel](#)

[The Region Tabs](#)

## 8.1.2 The Main Menu

### 8.1.2.1 The Main Menu

The **Main Menu** is displayed along the top edge of [The Main Window](#) by default and allows you to display sub-menus by clicking on them.

#### Tip:

- The Main Menu can be undocked from its default location and left floating or docked at other edges of **The Main Window**.

### Related Topics

[The Main Window](#)

## 8.1.2.2 File Menu

### 8.1.2.2.1 New

Allows you to create a new business card from a template or from a blank layout.

### Related Topics

[Design Wizard](#)

### 8.1.2.2.1.1 Design Wizard

To display the **Design Wizard** select **New** on the **File** menu.

The **Design Wizard** gathers all the necessary information to create a new business card from a template or a blank layout quickly and easily.

#### **Show All Templates** checkbox

Select this option to display all templates, even if they are not specifically designed for the selected layout. This gives you more flexibility and can be useful, but can also lead to designs that simply do not look right.

## Select a template

Select a template category from the tree view. You can use the + and - buttons next to a category to show and hide individual categories and use the scroll bar to scroll up and down.

### Tip:

- If you want to start with a blank design, select **Blank** at the top of the tree.

## Template grid

Select a template from the available list. Thumbnails of the templates are shown to select from and a preview is shown to the right.

### Tip:

- You can adjust the height of the Design Wizard window to display more or less templates at once.

## Related Topics

[Select your Paper Stock](#)

[Data page](#)

[Logo page](#)

[Font and Background page](#)

[Save As Template](#)

Allows you to select the paper stock you want to use for your business card. It also allows you to add, edit and delete paper stock layouts.

A paper stock layout describes the physical arrangement of a sheet of paper stock. It specifies the width and height of each element (label or card) on the page, the number of rows and columns, along with margins and the spacing between rows and columns. It also defines the size of a page of the paper stock and the way each element is divided into [Regions](#).

## Common Layouts Tab

Allows you to select from a list of the most commonly used layouts.

**Stock type** combo box

**US (Letter/inch)**

Select this to create a standard size **US** business card on **Letter** size stock.

**International (A4/mm)**

Select this to create a standard size **Metric** business card on **A4** size stock.

## All Layouts Tab

Allows you to select from all available layouts, add, remove and edit layouts.

### Search by Product or SKU # edit

Enter a paper stock product or SKU # you will be using.

### Stock Type to Include radio boxes

Allows you to include US or metric stock types. US stock is generally on letter size paper (8 1/2 x 11 inch) while metric stock is generally on A4 paper.

### Category combo box

Select a category to narrow your search.

### Manufacturer combo box

Select a manufacturer to narrow your search.

### Layout list box

Allows you to select an available layout based on the options you specified above.

### List all SKU variations checkbox

Check this option to list all SKU's, including identical SKU's listed under different SKU numbers

### Remember Selection checkbox

Check this option to remember the last selected layout the next time you open this screen.

### New button

Click to create a new layout. (See [Layout dialog box](#))

### Delete button

Click to delete the selected layout.

### Edit button

Click to edit the selected layout. (See [Layout dialog box](#))

### Tips:

- To display the All Layouts tab initially uncheck the *Show the Basic option as the first step in the Design Wizard* option in the [Options](#) dialog box (Advanced section).
- If you cannot find the exact layout you need or you want to define a custom layout you should select the closest one then click the **New** button to add the new layout. (See [Layout dialog box](#))

- If you find that a layout is slightly off when printing on your printer you can use the **Edit** button to edit the layout so that all new designs created from it will print correctly without further adjustment.
- If you have a **Stock type** or **Manufacturer** selected and you enter a **Keyword**, keep in mind that only results within the selected **Stock type**, **Manufacturer** and **Units** are displayed. To search all layouts for the selected unit type set the **Stock type** and **Manufacturer** to << ALL >>.

#### Reverse the Orientation checkbox

Check this option to reverse the orientation of the business card. Most layouts default to a portrait orientation, so checking this option would result in a layout in a landscape orientation. For example, check this option to create a tall (vertical) business card instead of a standard wide (horizontal) business card.

#### Related Topics

[Data page](#)  
[Logo page](#)  
[Font and Background page](#)  
[Layout dialog box](#)

Allows you to specify data to be included on the template. The data tab's contents varies or may not even be visible based on the selected templates.

- Enter the information you want to appear in your business card or click the **Pick** button to pick information from one of your [Personal Databases](#).

#### Related Topics

[Select your Paper Stock](#)  
[Logo page](#)  
[Font and Background page](#)

[Personal Databases](#)

Allows you to specify a picture or logo to replace the YOUR LOGO HERE text in some templates.

#### **Select Logo...** button

Click this to select a picture for the logo in the design.

#### **Scan Logo...** button

Click this to scan a picture for the logo in the design.

#### **Transparent** checkbox

Check this to make the background of the picture transparent.

### **Related Topics**

[Select your Paper Stock](#)

[Data page](#)

[Font and Background page](#)

[Pick Picture dialog box](#)

Allows you to adjust the appearance of the font name and color and the background and icon layers of the design.

### **Font**

Allows you to select the **font name**, **color** and **size** for all text in the business card. If you want to change individual text wait until the business card is created then select the text you want to change and change it on the main design screen.

#### **Specify Font Name** checkbox

Check this to specify a font name for all text in the design.

#### **Font Name** combobox

Select the font you want to use for all text in the design.

#### **Specify Font Color** checkbox

Check this to specify a font color for all text in the design.

#### **Font Color** button

Select the font color you want to use for all text in the design.

#### **Change in Size**

Enter the number of points you want to increase or decrease the font size for all text in the design.

#### **Background Layer Color Shift** group

Allows you to specify the color scheme for background layer objects.

#### **Red, Green, Blue** trackbars

Allow you to select the red, green and blue color shifts for the background layer objects in the business card. Objects that are part of the background layer are defined in the template. The background itself as well as any shapes that part of the background are included in this layer.

#### **Icon Layer Color Shift** group



Allows you to specify the color scheme for icon layer objects.

### **Red, Green, Blue** trackbars

Allow you to select the red, green and blue color shifts for the icon layer objects in the business card. Objects that are part of the icon layer are defined in the template. Small icon images that are integral to the business card are generally included in this layer.

### **Background** button

Click to specify the background. (Only available when a background layer is not present.)

#### Tip:

- Once your design is created with the Design Wizard you can modify objects individually on the main design screen. This gives you complete control over each and every object in the design, even if it cannot be changed within the Design Wizard.

#### **Related Topics**

[Select your Paper Stock](#)

[Data page](#)

[Logo page](#)

#### 8.1.2.2.2 Open

Allows you to open a business card you previously saved to a file.

#### 8.1.2.2.3 Import

Allows you to import a business card created with an earlier version or with another application.

#### **Tip**

- After your design is imported it may require some minor adjustments. Then you can save it in the new format by selecting **Save As** on the **File** menu.

#### **Related Topics**

[Design Wizard](#)

#### 8.1.2.2.4 Save

Allows you to save the currently open business card to a file.

## 8.1.2.2.5 Save As

Allows you to save the currently open business card to a file with a new name.

 **Related Topics**

[Save As Graphic](#)

[Save As Template](#)

## 8.1.2.2.6 Save As Template

Allows you to save the currently open business card as a template for use with the [Design Wizard](#).

 **Related Topics**

[Design Wizard](#)

[Save As Template dialog box](#)

## 8.1.2.2.6.1 Save As Template dialog box

To display the **Save As Template dialog box** select **Save As Template** on the **File** menu.

Allows you to save your business card as a [Template](#) for use with the [Design Wizard](#).

**Name**

Enter a descriptive name for the template. This is the name that will be shown in the **Design Wizard**.

**Template Type**

Select the type of template. This corresponds to the type of paper stock you are using your template on and allows the **Design Wizard** to display your template when the corresponding stock is selected.

**Wizard Type**

Select the **Wizard Type**. This tells the **Design Wizard** which information it should prompt for.

**Reversed** checkbox

Check this if you have designed the template in reversed orientation. For example, a tall business card as opposed to a wide one.

 **Related Topics**

[Template](#)

[Design Wizard](#)

[Create a Template](#)

#### 8.1.2.2.7 Save As Graphic

Allows you to save the currently open business card as a graphic file to bring to a professional printer, email or print using another application.

#### Related Topics

[Save As Graphic dialog box](#)

#### 8.1.2.2.7.1 Save As Graphic dialog box

To display the **Save As Graphic dialog box** select **Save As Graphic** on the **File** menu.

Allows you to save your business card as a graphic file to bring to a local print shop or email to others.

#### Graphic Type

Select the type of graphic you want to save your design as.

##### **PNG**

This is a lossless format that uses compression to minimize file size.

##### **Bitmap**

This is a lossless format that does not use compression. Most compatible.

##### **JPEG**

This is a lossy format that can produce high quality and very small image files. It works best with

##### **TIFF**

This is a specialty format that has some specialty use. It is not recommended unless you specifically need this format.

##### **Metafile**

This is a vector format that is fully scalable. It is not recommended unless you specifically need this format.

##### **Tip:**

- If you are sending your graphic to a printer to have professional copies made the best format to use is a lossless format, such as PNG.

#### Filename

Check the ... button to select a filename to store your graphic in.

#### Resolution

Select the desired resolution.

 **Tip:**

- If you are sending your graphic to a printer to have professional copies made be sure to select a resolution of 300 or more.

### JPEG Options

#### Quality

Specify the quality of the compressed image. In general the larger the **quality**, the better the **quality** of the graphic and the larger the file size.

#### Progressive

Check this option to use the JPEG progressive compression.

#### 8.1.2.2.8 Printer Setup

Allows you select a printer to be used when printing and set options specific to the selected printer.

#### Related Topics

[Set Default Printer](#)  
[Print](#)  
[Preview](#)

#### 8.1.2.2.9 Set Default Printer

Allows you to select a printer to be used as the default for **Business Card Designer Plus**. This setting does not effect the default printer selected in Windows itself. When you print your design the printer you have selected will be automatically selected. This is useful if you have multiple printers and use one specific one for printing your business card and another for other documents.

#### Related Topics

[Set Default Printer dialog box](#)  
[Set Default Printer](#)  
[Print](#)  
[Preview](#)

#### 8.1.2.2.9.1 Set Default Printer dialog box

To display the **Set Default Printer** screen select **Set Default Printer** on the **File** menu.

Allows you to select a printer to be use as the default for **Business Card Designer Plus**. This does not effect the default printer set in Windows.

## Default Printer

Select a printer to be used as the default for **Business Card Designer Plus**.

### Note:

- This setting does not effect the default printer selected in Windows itself. When you print your design the printer you have selected will be automatically selected. This is useful if you have multiple printers and use one specific one for printing your designs and another for other documents.

#### 8.1.2.2.10 Preview

Allows you to preview the printout of the currently open business card.

### Related Topics

[Print Options dialog box](#)

[Set Default Printer](#)

[Print](#)

#### 8.1.2.2.10.1 Print Options dialog box

To display the **Print Options dialog box** select **Print or Preview** on the **File** menu.

Allows you to specify options for printing, such as the number business cards to print, the starting position as well as many other options. There are two methods of selection depending on the selection you make under **Elements to Print**. You can either select elements on a single page by clicking on a graphical representation of the page or by entering the total number to print and the starting position.

### Elements to print

#### Selected elements on a single page

Select this to enable graphical selection of one or more elements on a single page (see **Click to select/deselect individual elements** below).

#### Multiple pages of elements

Select this to enter the total number of elements to print and the start position (see **Specify the qty to print and start position** below.)

### Click to select/deselect individual elements

#### Element selection panel

Click the individual element to select or deselect each on a single page.

 **Note:**

- To print more than one page at a time choose **Multiple pages of elements** under **Elements to print** and see **Specify qty to print and start position** below.

**All** button

Click this to select all elements.

**None** button

Click this to select no elements.

**Start position and quantity****Start position on first sheet**

Enter the position where the first item is printed on the first sheet. The upper left side item is 1, the number increases across, then down. You must start at position 1 if you are printing both sides of the page.

**Quantity to Print/Records to Print**

Enter the number of **elements** or **pages** you want to print.

**Elements**

Check this if you want the **Quantity to Print** to represent the number of actual **elements** being printed.

 **Note:**

- **Elements** refers to the number of individual labels, cards, etc.

**Pages**

Check this if you want the **Quantity to Print** to represent the number of actual **pages** being printed.

**Options****Print crop marks** checkbox

Check this option to print **crop marks**. Crop marks are marks that are printed at the edge of the paper to show the position of each row and column to aid in cutting the stock. Use crop marks and/or corner marks (see below) as a guide when cutting your own stock.

**Print corner marks** checkbox

Check this option to print **corner marks**. Corner marks are marks that are printed at the corner of each element to aid in cutting the stock. Use corner marks and/or crop marks (see above) as a guide when cutting your own stock.

**Print Filename at Top of Page** checkbox

Check this option to print the filename at the top of each page. Printing the filename on the page can help you when proofing multiple designs. Choose this option to print the filename of the design file at the top of the page.

#### **Print Filename at Bottom of Page** checkbox

Check this option to print the filename at the bottom of the page. Printing the filename on the page can help you when proofing multiple designs. Choose this option to print the filename of the design file at the bottom of the page.

#### **Adjust Layout** button

Click this to edit the layout to correct spacing issues or set other options for the design.

### **Sides to Print**

#### **Side 1** checkbox

Check this to print the first side of the design.

#### **Side 2** checkbox

Check this to print the second side of a two sided design. You will be prompted to turn the paper and re-insert it into your printer after side 1 is printed.

#### **Duplex** checkbox

Check this to enable duplex printing. **Duplex** printing allows you to print on both sides of the paper automatically. Some printers have this option built in, others offer an add-on to do this and some do not support it at all.

#### **Printer Setup** button

Click this button to select the printer to print to and set printer options.

#### **Remember Selected Options** checkbox

Check this option to save the selected options use the next time you print or preview the same design:

NOTE: Options on saved for each design individually. When you create a new design the default options are always initially selected.

#### **Tips:**

- Because all printers are slightly different, it is recommended that you print a single page draft of your design the first time you print. Do this on regular paper and verify that the alignment is correct to avoid wasting expensive specialty stock.
- If your printout is not aligned correctly on the printout. (See [Edit Current Layout](#))

#### **Related Topics**

[Edit Current Layout](#)

## 8.1.2.2.11 Print

Allows you to print the currently open business card.

 **Related Topics**[Print Options dialog box](#)[Set Default Printer](#)[Preview](#)

## 8.1.2.2.11.1 Print Options dialog box

To display the **Print Options dialog box** select **Print or Preview** on the **File** menu.

Allows you to specify options for printing, such as the number business cards to print, the starting position as well as many other options. There are two methods of selection depending on the selection you make under **Elements to Print**. You can either select elements on a single page by clicking on a graphical representation of the page or by entering the total number to print and the starting position.

**Elements to print****Selected elements on a single page**

Select this to enable graphical selection of one or more elements on a single page (see **Click to select/deselect individual elements** below).

**Multiple pages of elements**

Select this to enter the total number of elements to print and the start position (see **Specify the qty to print and start position** below.)

**Click to select/deselect individual elements****Element selection panel**

Click the individual element to select or deselect each on a single page.

 **Note:**

- To print more than one page at a time choose **Multiple pages of elements** under **Elements to print** and see **Specify qty to print and start position** below.

**All** button

Click this to select all elements.

**None** button

Click this to select no elements.



## Start position and quantity

### Start position on first sheet

Enter the position where the first item is printed on the first sheet. The upper left side item is 1, the number increases across, then down. You must start at position 1 if you are printing both sides of the page.

### Quantity to Print/Records to Print

Enter the number of **elements** or **pages** you want to print.

#### Elements

Check this if you want the **Quantity to Print** to represent the number of actual **elements** being printed.

#### Note:

- **Elements** refers to the number of individual labels, cards, etc.

#### Pages

Check this if you want the **Quantity to Print** to represent the number of actual **pages** being printed.

## Options

### Print crop marks checkbox

Check this option to print **crop marks**. Crop marks are marks that are printed at the edge of the paper to show the position of each row and column to aid in cutting the stock. Use crop marks and/or corner marks (see below) as a guide when cutting your own stock.

### Print corner marks checkbox

Check this option to print **corner marks**. Corner marks are marks that are printed at the corner of each element to aid in cutting the stock. Use corner marks and/or crop marks (see above) as a guide when cutting your own stock.

### Print Filename at Top of Page checkbox

Check this option to print the filename at the top of each page. Printing the filename on the page can help you when proofing multiple designs. Choose this option to print the filename of the design file at the top of the page.

### Print Filename at Bottom of Page checkbox

Check this option to print the filename at the bottom of the page. Printing the filename on the page can help you when proofing multiple designs. Choose this option to print the filename of the design file at the bottom of the page.

### Adjust Layout button

Click this to edit the layout to correct spacing issues or set other options for the design.

### Sides to Print

#### Side 1 checkbox

Check this to print the first side of the design.

#### Side 2 checkbox

Check this to print the second side of a two sided design. You will be prompted to turn the paper and re-insert it into your printer after side 1 is printed.

#### Duplex checkbox

Check this to enable duplex printing. **Duplex** printing allows you to print on both sides of the paper automatically. Some printers have this option built in, others offer an add-on to do this and some do not support it at all.

### Printer Setup button

Click this button to select the printer to print to and set printer options.

### Remember Selected Options checkbox

Check this option to save the selected options use the next time you print or preview the same design:

NOTE: Options on saved for each design individually. When you create a new design the default options are always initially selected.

### Tips:

- Because all printers are slightly different, it is recommended that you print a single page draft of your design the first time you print. Do this on regular paper and verify that the alignment is correct to avoid wasting expensive specialty stock.
- If your printout is not aligned correctly on the printout. (See [Edit Current Layout](#))

### Related Topics

[Edit Current Layout](#)

#### 8.1.2.2.12 Edit Layouts

Allows you to add, edit and delete layouts.

### Related Topics

[Edit Layouts dialog box](#)

#### 8.1.2.2.12.1 Edit Layouts dialog box

To display the **Edit Layouts dialog box** do one of the following:

- Select **Edit Layouts** on the **File** menu.
- Select [Switch Layout](#) on the **File** menu.

Allows you to select the paper stock you want to use for your business card. It also allows you to add, edit and delete paper stock layouts.

A paper stock layout describes the physical arrangement of a sheet of paper stock. It specifies the width and height of each element (label or card) on the page, the number of rows and columns, along with margins and the spacing between rows and columns. It also defines the size of a page of the paper stock and the way each element is divided into [Regions](#).

#### **Select a Product or SKU #** edit

Enter a paper stock product or SKU # you will be using.

#### **Stock Type to Include** radioboxes

Allows you to include US, metric or both stock types. US stock is generally on letter size paper (8 1/2 x 11 inch) while metric stock is generally on A4 paper.

#### **Category** combo box

Select a category to narrow your search.

#### **Manufacturer** combo box

Select a manufacturer to narrow your search.

#### **Layout** Listbox

Allows you to select an available layout based on the options you specified above.

#### **Reverse Orientation** checkbox

Check this option if you want to design and print in landscape mode instead of portrait.

#### **New** button

Click to create a new layout. (See [Layout dialog box](#))

#### **Delete** button

Click to delete the selected layout.

#### **Edit** button

Click to edit the selected layout.

#### **Notes:**

- This button is only enabled when you select a layout you added.
- To effectively edit a pre-defined layout, select it then click the **New** button, specify a new name and modify the options as you need to.

#### **Tips:**

- If you cannot find the exact layout you need or you want to define a custom layout you should select the closest one then click the **New** button to add the new layout. (See [Layout dialog box](#))
- If you have a **Type** or **Manufacturer** or US or Metric Units selected and you enter a Keyword, keep in mind that only results within the selected **Type**, **Manufacturer** and **Units** are displayed. To search all layouts set the **Type** and **Manufacturer** to << ALL >> and set the units to Both.

#### **Related Topics**

[Layout dialog box](#)  
[Switch Layout](#)  
[Regions](#)

#### 8.1.2.2.13 Adjust Layout

Allows you to adjust the layout of the currently open business card.

#### **Related Topics**

[Layout dialog box](#)

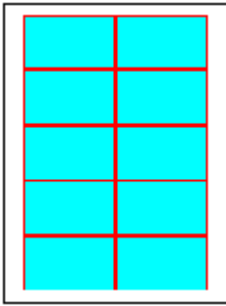
#### 8.1.2.2.13.1 Layout dialog box

To display the **Layout dialog box** select **Edit Current Layout** on the **File** menu.

Allows you to enter the properties for a new layout or edit the properties of an existing layout. The layout defines how the elements (cards or labels) are arranged on the page. For example, the standard business card layout is defined as follows:

Width	3.5
Height	2.0
Rows	5
Columns	2
Space between rows	0
Space between columns	0
Side margin	0.75
Top margin	0.50

This would produce a page arranged like this:



In this case there is no gap between the rows nor between the columns. The shaded area represents the cards and the non shaded area represents the margins.

When you create a new file based on this layout you will be given a 3.5 x 2.0 inch area to design. When you print a full page, ten cards will be printed on the page, arranged as shown above.

To enter the properties for a layout perform the following steps:

#### Layout Name

Enter a descriptive name for the layout.

#### Paper Type

Select the paper type from the list.

##### Note:

- This setting is used if you have the **Set printer orientation and paper size automatically** option checked under **Options** on the **View** menu.

#### Element Size

Enter the **width and height** of a single element (this is the size of a single element on the page).

##### Note:

- The units are entered as either **Inches** or **Millimeters** depending on whether the **Use millimeter units instead of inches** option is checked under **Options** on the **View** menu.

#### Region/Stock Type

This area for display only.

#### Page Layout

Enter the **number of rows and columns** on a page.

Enter the **top margin**.

Enter the **side margin**.

Enter the **spacing between each column**.

Enter the **spacing between each row**.

Enter the **Stagger Offset**

 **Note:**

- This should normally be 0, but can be useful for defining asymmetric layouts. It defines the additional left margin used for every other element.

Enter the **Inner Circle Radius**

 **Note:**

- This is the radius of the inner hole on a CD or DVD layout.

Check the **Clip to Bounding Area** checkbox if you want **Business Card Designer Plus** to clip the output when printing to the defined area.

Check the **Allow Edge Bleeding** checkbox if you want **Business Card Designer Plus** to over-print any background slightly.

 **Notes:**

- This can be useful when trying to cover an entire design background.
- Do not use this option if the layout you are using does not have space between each element.

## Units

Shows you the units that are being used.

 **Note:**

- The units are entered as either **Inches** or **Millimeters** depending on whether the **Use millimeter units instead of inches** option is checked under [General tab](#) of [Options dialog box](#).

Click **OK**.

 **Tips:**

- The layout should be entered in a portrait orientation. That is, as if you are looking at the paper with the long side up and down.
- The sum of the widths, margins and spacing between columns should equal the width of the paper.
- The sum of the heights, margins and spacing between rows should equal the height of the paper.

## Related Topics

[Options dialog box](#)  
[General tab](#)

#### 8.1.2.2.14 Switch Layout

Allows you to switch the layout of the currently open **business card** so it will print on different paper stock.

#### Related Topics

[Edit Layouts dialog box](#)

#### 8.1.2.2.14.1 Edit Layouts dialog box

To display the **Edit Layouts dialog box** do one of the following:

- Select **Edit Layouts** on the **File** menu.
- Select [Switch Layout](#) on the **File** menu.

Allows you to select the paper stock you want to use for your business card. It also allows you to add, edit and delete paper stock layouts.

A paper stock layout describes the physical arrangement of a sheet of paper stock. It specifies the width and height of each element (label or card) on the page, the number of rows and columns, along with margins and the spacing between rows and columns. It also defines the size of a page of the paper stock and the way each element is divided into [Regions](#).

#### **Select a Product or SKU #** edit

Enter a paper stock product or SKU # you will be using.

#### **Stock Type to Include** radioboxes

Allows you to include US, metric or both stock types. US stock is generally on letter size paper (8 1/2 x 11 inch) while metric stock is generally on A4 paper.

#### **Category** combo box

Select a category to narrow your search.

#### **Manufacturer** combo box

Select a manufacturer to narrow your search.

#### **Layout** Listbox

Allows you to select an available layout based on the options you specified above.

#### **Reverse Orientation** checkbox

Check this option if you want to design and print in landscape mode instead of portrait.

#### **New** button

Click to create a new layout. (See [Layout dialog box](#))

**Delete** button

Click to delete the selected layout.

**Edit** button

Click to edit the selected layout.

 **Notes:**

- This button is only enabled when you select a layout you added.
- To effectively edit a pre-defined layout, select it then click the **New** button, specify a new name and modify the options as you need to.

 **Tips:**

- If you cannot find the exact layout you need or you want to define a custom layout you should select the closest one then click the **New** button to add the new layout. (See [Layout dialog box](#))
- If you have a **Type** or **Manufacturer** or US or Metric Units selected and you enter a Keyword, keep in mind that only results within the selected **Type**, **Manufacturer** and **Units** are displayed. To search all layouts set the **Type** and **Manufacturer** to << ALL >> and set the units to Both.

 **Related Topics**

[Layout dialog box](#)

[Switch Layout](#)

[Regions](#)

#### 8.1.2.2.15 Exit

Allows you to close **Business Card Designer Plus**.

### 8.1.2.3 Edit Menu

#### 8.1.2.3.1 Undo

Allows you to **undo** the last change you made.

 **Related Topics**

[Redo](#)

#### 8.1.2.3.2 Redo

Allows you to **redo** the last undo you did.



 **Related Topics**[Undo](#)

## 8.1.2.3.3 Cut

Copies the currently selected object(s) to the clipboard and removes them from your design.

 **Note:**

- The **Cut** command is only available when an object is selected.

 **Related Topics**[Copy](#)[Paste](#)

## 8.1.2.3.4 Copy

Copies the currently selected object(s) to the clipboard.

 **Note:**

- The **Copy** options are only available when an object is selected.

 **Related Topics**[Cut](#)[Paste](#)

## 8.1.2.3.5 Paste

Pastes the current object on the clipboard into your design.

 **Notes:**

- The **Paste** option is only available when an object is available on the clipboard.
- The pasted object will appear in the top left corner of the design area and can be treated like any other object in your design.

 **Related Topics**[Cut](#)[Copy](#)

## 8.1.2.3.6 Delete

Removes the selected object(s) from your design.

## 8.1.2.3.7 Select All

Selects all objects in your design.

 **Related Topics**

[Select None](#)

## 8.1.2.3.8 Select None

Unselects all objects in your design.

 **Related Topics**

[Select All](#)

## 8.1.2.3.9 Background

Allows you to specify a background for your design.

A **background** is an image and/or color fill that is displayed in the background of your design. The background you choose is stretched to fit the entire margin area (which is the entire design by default). You can change the area the background occupies by changing the margins (see [Margins](#)).

 **Related Topics**

[Margins](#)

## 8.1.2.3.9.1 Background dialog box

To display the **Background dialog box** select **Background** on the **Edit** menu or double click on an empty space in your design.

Allows you to select an existing or create your own background for use in your design.

The **background** screen contains two tabs. One is used to select an existing background and the other is used to customize the selected background or create an entirely new background.

For information on specific tab click one of the following links:

[Existing tab](#)  
[Customize tab](#)

To display the **Background dialog box, Existing tab** select **Background** on the **Edit** menu or double click on an empty space in your design then click on the **Existing tab**.

### Background Category

Select a background category.

### Background

Select a background from the list.

Depending on the background category chosen, there may also be controls available for selecting a picture.

#### Tips:

- Custom backgrounds you previously saved are shown in the **Custom** category. (See [Customize tab](#))
- To select your own picture as the background choose any category under **Picture Filled** then click the **Picture...** button to select, scan or apply effects to the picture using the [Pick Picture dialog box](#).
- To specify your own solid color filled background choose the **Solid Colors** category under **Color Filled** then specify the color.
- To specify your own gradient filled background choose the **Gradient Colors** category under **Color Filled** then specify the colors.

#### Related Topics

[Pick Picture dialog box](#)  
[Customize tab](#)

To display the **Background dialog box, Customize tab** select **Background** on the **Edit** menu or double click on an empty space in your design then click on the **Customize tab**.

### Use Picture

Click this to use a picture for all or part of the background.

### Picture... button

Click this to select, scan or apply effects to the picture using the [Pick Picture dialog box](#).

### Tile Picture

Check this to tile the picture so it fills the background instead of stretching it.

### Picture Size

Select the appropriate checkbox to show the picture on zero or more sides then specify the size of the picture on each side.

**Left**

Check this to show the picture on the left side.

**Top**

Check this to show the picture on the top.

**Right**

Check this to show the picture on the right side.

**Bottom**

Check this to show the picture on the bottom side.

 **Tip:**

- If you do not choose at least one side the picture will fill the entire background.

**Use Color Fill**

Click this to use a color fill for all or part of the background.

**Fill Color 1**

Select the first color of the fill. For solid fills this is the only color used.

**Fill Color 2**

Select the second color of the fill.

**Fill Type**

Select the type of fill you want to use.

**Background Name**

If, after you customize a background, you want to save it for use later, enter a descriptive name.

**Add To Custom Backgrounds** button

Click this to add the current background to the custom background list. The custom backgrounds are available under the **Custom** category on the [Existing tab](#).

 **Related Topics**

[Pick Picture dialog box](#)  
[Existing tab](#)

## 8.1.2.4 Alignment Menu

### 8.1.2.4.1 Margins

The margins are used as an aid to aligning objects in the design area and to specify the area occupied by a background. Objects can be placed outside of the margins.

#### Notes:

- Margin settings are saved with the file. Each file can have its own margin settings.
- Margins are used for design-time alignment and to define the size of the background image.

#### Related Topics

[Margins dialog box](#)

### 8.1.2.4.1.1 Margins dialog box

To display the **Margins dialog box** select **Margins** on the **Alignment** menu.

Allows you to specify Margins for your design. **Margins** are used to specify the area covered by a **Background** and when objects are **Aligned**.

#### **Left**

Enter the left margin in the units shown.

#### **Right**

Enter the right margin in the units shown.

#### **Top**

Enter the top margin in the units shown.

#### **Bottom**

Enter the bottom margin in the units shown.

#### **Units**

Shows the units that are being used.

#### Note:

- The units are entered as either **Inches** or **Millimeters** depending on whether the **Use millimeter units instead of inches** option is checked under [General tab](#) of the [Options dialog box](#).

#### Notes:

- Margin settings are saved with the file. Each file can have its own margin settings.
- Margins are used for design-time alignment and to define the size of the background image.

### Related Topics

[Align](#)

[The Property Editor](#)  
[General tab](#)

#### 8.1.2.4.2 Align

Allows you to align a selected object relative to the margins or align a group of selected objects relative to each other. For example, you can align one object so it's centered or align a group so all their left sides are aligned.

### Related Topics

[Alignment dialog box](#)  
[Margins](#)

#### 8.1.2.4.2.1 Alignment dialog box

To display the **Alignment dialog box** select **Align** on the **Alignment** menu.

Allows you to align objects in relation to each other and in relation to the [Margins](#).

### Horizontal Group

#### **No Change**

Check this so that no change is made to the horizontal alignment.

#### **Left**

Check this so that the left side of the selected object or object block is aligned with the left margin.

#### **Center**

Check this so that the center of the selected object or object block is centered between the left and right margins.

#### **Right**

Check this so that the right side of the selected object or object block is aligned with the right margin..

**Group** (these options are enabled only when more than one object is selected)

**No Change**

Check this so that no change is made to the horizontal alignment.

**Left Sides**

Check this so that the left sides of all the selected objects are moved to the left side of the selected block.

**Centers**

Check this so that the centers of all the selected objects are moved to the center of the selected block.

**Right Sides**

Check this so that the right sides of all the selected objects are moved to the right side of the selected block.

**Space Equally**

Check this so that the selected objects are spaced equally horizontally within the selected block.

**Vertical Group****No Change**

Check this so that no change is made to the vertical alignment.

**Top**

Check this so that the top of the selected object or object block is aligned with the top margin.

**Center**

Check this so that the center of the selected object or object block is centered between the top and bottom margins.

**Bottom**

Check this so that the bottom of the selected object or object block is aligned with the bottom margin.

**Group** (these options are enabled only when more than one object is selected)

**No Change**

Check this so that no change is made to the vertical alignment.

**Tops**

Check this so that the tops of all the selected objects are moved to the top of the selected block.

**Centers**

Check this so that the centers of all the selected objects are moved to the center of the selected block.

**Bottoms**

Check this so that the bottoms of all the selected objects are moved to the bottom of the selected block.

**Space Equally**

Check this so that the selected objects are spaced equally vertically within the selected block.

 **Related Topics**[Margins](#)

## 8.1.2.4.3 Align Selected to Grid

Aligns the selected object(s) with the nearest grid points.

 **Related Topics**[General tab](#)

## 8.1.2.4.4 Align All to Grid

Aligns all objects to the nearest grid points.

 **Related Topics**[General tab](#)

## 8.1.2.4.5 Bring to Front

Moves the selected object closer to the top of the stacking order. Objects higher in the stacking order cover objects below them.

 **Related Topics**[Send to Back](#)

## 8.1.2.4.6 Send to Back

Moves the selected object closer to the bottom of the stacking order. Objects lower in the stacking order are covered by objects above them.



 **Related Topics**

[Bring to Front](#)

#### 8.1.2.4.7 Fit to Margins

Expands the selected object so it fills the entire design inside the set margins.

 **Related Topics**

[Margins](#)

### 8.1.2.5 Tool Menu

#### 8.1.2.5.1 Select

Selects the **Selection Tool**.

With the **Selection Tool** selected you can click on any object in your business card to select it.

 **Tip:**

- Press and hold the SHIFT key on your keyboard with clicking on objects to select multiple objects.

#### 8.1.2.5.2 Picture

Selects the **Picture Tool**.

 **Important:**

- With the **Picture Tool** selected you must click on any empty area in your business card to add a new picture object.

 **Tip:**

- Once the object is inserted use [The Property Editor](#) to edit its properties.

 **Related Topics**

[The Property Editor](#)  
[Picture tab](#)

## 8.1.2.5.2.1 Pick Picture dialog box

To display the **Pick Picture dialog box** do one of the following:

- Select [Picture](#) on the **Tool** menu then click on an empty area in your business card.
- Click the **Insert Picture** button the the [Quick Tools Panel](#).
- Click twice on a **Picture** object in your business card.
- Select a **Picture** object in your business card then click the **Picture...** button on the [Picture tab](#) in **The Property Editor**.
- Select a **Text** or **Shape** object in your business card then click the **Texture...** button on the [Effects tab](#) in **The Property Editor**.

### Select Picture tab

Allows you to select a picture from a file or from the cloud picture gallery.

#### Select a picture from a file tree

The tree shows the available folders to select a picture file from anywhere on your computer or network.

#### Select a picture from the Cloud Picture Gallery tree

Allows you to download pictures from the cloud picture gallery and select pictures you have already downloaded.

- Click the **Browse the Cloud Picture Gallery** item to browse the gallery for images. Clicking on a thumbnail downloads the picture and selects it.
- The **Pictures you have downloaded** items shows all the pictures that have already been downloaded. Clicking on a thumbnai selects the picture.

### Apply Effects tab

Allows you apply effects to the currently selected picture.

#### Effects combo box

Select the effect you want to apply to the image. The choices are:

##### Crop

This effect removes all but the selected area in the picture. Before clicking the **Apply Effect** button you must click and drag within the preview image to select an area you want to keep.

##### Mirror

This effect mirrors the picture left and right.

**Flip**

This effect flips the picture up and down.

**Rotate**

This effect rotates the picture by the number of degrees you select. Positive angles result in clockwise rotation and negative angles result in counter-clockwise rotation.

**Negative**

This effect created the negative of the picture.

**Light**

This effect changes the brightness and contrast of the picture.

**Erode**

This effect erodes the image by enhancing dark areas in the picture.

**Dilate**

This effect enhances the light areas in the picture.

**Gamma**

This effect changes the color balance of the picture.

**Noise**

This effect adds uniform noise to the picture. The higher the selected value, the more noise that is added.

**Jitter**

This effect adds a uniform offset to each pixel in the picture. The higher the selected value, the more each pixel is offset.

**Color Shift**

This effect shifts the selected colors in the image. To increase the red, green or blue component of colors in the image move the appropriate track bar to the right. To decrease move to the left.

**Apply Effect** button

Click this to apply the selected effect.

**Undo Effect** button

Click this to undo the last effect.

**Scale to Fit** checkbox

Check this to scale the picture so it fills the entire **Preview Area**.

## Preview Area

Displays a preview of the selected picture with any effects applied.

### Scan Picture button

Click this to scan a picture from a scanner or other TWAIN source you have installed.

### Related Topics

[Picture](#)

[The Property Editor  
Picture tab](#)

[Options dialog box  
Folder Options tab](#)

#### 8.1.2.5.3 Text

Selects the **Text Tool**.

Using this tool you can insert either a plain Text object or a Rich Text object.

A **Text** object displays text in your business card from a variety of different sources. A text object can be used to display text with all the same format, but does allow shadows, gradient and texture fills, plus many styles that a rich text object cannot support. A text object can contain macros for counters, date/time.

A **Rich Text** object displays text in your business card from a variety of different sources. A rich text object can be used to display formatted text within a single object. You can have multiple fonts, styles, sizes and alignments with the rich text object. A rich text object can contain macros for counters, date/time.

### Important:

- With the Text Tool selected you must click on any empty area in your design to add a new text object.

### Tip:

- Once the object is inserted, use [The Property Editor](#) to edit its properties.

### Related Topics

[The Property Editor  
Text tab  
Style tab  
Effects tab](#)

## 8.1.2.5.3.1 Text Properties dialog box

To display the **Text Properties dialog box** select **Add Text** on the **Quick Tools Panel**.

Allows you to the specify the properties of a text or rich text object.

#### Use Rich Text checkbox

This option is available when editing the properties of a plain text object with the Manual Wrap style. Checking this option converts the plain text object to a Rich Text object.

#### Text

Enter the text.

#### Font and Alignment

If the text object is Plain Text the font and alignment settings you specify apply to the entire text object.

If the text object is Rich text the font and alignment settings you specify apply to the select text, just like a word processor.

#### Style

Select the **Style**. Additional sub-styles and parameters may be available depending on which style is chosen.

The **Manual Wrap** style makes the text object display as it is entered without wrapping text, unless you manually create a line break (press ENTER) while entering the text. On the screen, portions of the text may not be shown if the object's bound is not large enough. All text is printed on the printer regardless of the bound size though.

The **Auto Wrap** style makes the text object automatically wrap its text to the size of its bounding rectangle.

The **Maximum Fill** style makes the text object automatically select a font size so that the text fills the bounding rectangle as much as possible.

The **Auto Reduce** style makes the text object automatically reduce the font size when the text becomes too wide to fit in the bounding rectangle.

The **Bar Code** style makes a text object that displays its text as a bar code. You must enter text that can be rendered by the code.

Type	Specifies the type of the barcode.
Show Text	Specifies whether or not the text is displayed below the barcode.
Bar Width	Specifies the width of the barcode bars.

The **Arc Text** style makes your text display in an arc. The sub-styles specify full circle, 1/2 circle or 1/4 circle and the starting angle.

Sub Style	Specifies the part of a circle the text
-----------	---

	occupies
Start Degrees	The number of degrees to the starting point of the text measured from the right horizon.
Rotate Chars	Select Yes to rotate each character around the arc or No to leave each character unrotated.

The **Radial Text** style makes your text display like the spokes on a bicycle tire. You can optionally make the text get larger as it gets further from the starting point.

Direction	Specifies the direction of rotation.
Inner %	Specifies the size of the inner circle from which the "spokes" start from as a percentage of the size of the object.
Delta	Specifies the increase in point size.

The **Spiral Text** style makes your text appear in a spiral.

Direction	Specifies the direction of the spiral.
Inner %	Specifies the size of the inner circular starting point as a percentage of the size of the object.
Spacing	Specifies how tight or loose the spiral is.

The **Variable Size** Text option makes your text increase or decrease in size.

Sub-Style	Specifies whether the text is staggered size, increasing size or decreasing size.
Alignment	Specifies the vertical alignment of the text.
Delta	Specifies the change in the point size of the text.

### Preview

Shows a preview of the text based on the entered text and selected properties.

### Related Topics

[The Property Editor](#)  
[Text/Rich Text tab](#)  
[Style tab](#)

#### 8.1.2.5.4 Barcode

Selects the **Barcode Tool**.

### Important:

- With the **Barcode Tool** selected you must click on any empty area in your business card to add a new barcode object.

 **Tip:**

- Once the object is inserted use [The Property Editor](#) to edit its properties.

 **Related Topics**

[The Property Editor](#)

[Text tab](#)

[Style tab](#)

[Effects tab](#)

#### 8.1.2.5.4.1 Bar Code Properties dialog box

To display the **Bar Code Properties dialog box** select **Add Bar Code** on the **Quick Tools Panel**.

Allows you to the specify the properties of a text object.

#### **Bar Code Data**

Enter the text you want to display.

#### **Type**

Select the bar code type.

#### **Color**

Select the bar code color.

#### **Preview**

Shows a preview of the bar code based on the entered bar code data and selected properties.

 **Related Topics**

[The Property Editor](#)

[Text/Rich Text tab](#)

[Style tab](#)

#### 8.1.2.5.5 Counter

Selects the **Counter Tool**.

 **Important:**

- With the **Counter Tool** selected you must click on any empty area in your business card to add a

new counter object.

 **Tip:**

- Once the object is inserted use [The Property Editor](#) to edit its properties.

 **Related Topics**

[Counter Properties dialog box](#)

[The Property Editor](#)

[Text tab](#)

[Style tab](#)

[Effects tab](#)

#### 8.1.2.5.5.1 Counter Properties dialog box

To display the **Counter Properties dialog box** select **Add Counter** on the **Quick Tools Panel** or select a text/rich text object in your design and click the **Insert** button and select **Counter** on the menu on the [Text/Rich Text tab](#) in the [The Property Editor](#).

Allows you to specify the properties of a counter. Counters display an incrementing number that varies for each element. Each time a counter prints it increases by the number specified after Increment. For example, if the Minimum number of digits is 5 and the Starting number is 10 and Increment is 5, the first element will print 00010 and the second 00015, etc. You can specify a negative Increment value to make the counter decrement.

#### **Minimum number of digits**

Enter the minimum number of digits for the counter.

#### **Starting number**

Enter the starting number for the counter.

#### **Increment**

Enter the number to increment the counter by.

#### **Use Rich Text** checkbox

Check this to insert a counter as a Rich Text object instead of a Plain Text object.

 **Related Topics**

[The Property Editor](#)

[Text/Rich Text tab](#)



#### 8.1.2.5.6 Line

Selects the **Line Tool**.

 **Important:**

- With the **Line Tool** selected you must click on any empty area in your business card to add a new line object.

 **Tip:**

- Once the object is inserted use [The Property Editor](#) to edit its properties.

 **Related Topics**

[The Property Editor](#)  
[Line tab](#)

#### 8.1.2.5.6.1 Line Properties dialog box

To display the **Line Properties dialog box** select **Add Line** on the **Quick Tools Panel**.

Allows you to the specify the properties of a line object.

**Line Type**

Select the line type.

**Line Size**

Select the thickness of the line.

**Color**

Select the color of the line.

 **Related Topics**

[The Property Editor](#)  
[Line tab](#)

#### 8.1.2.5.7 Shape

Selects the **Shape Tool**.

 **Important:**

- With the **Shape Tool** selected you must click on any empty area in your business card to add a new shape object.

 **Tip:**

- Once the object is inserted use [The Property Editor](#) to select the shape type and to edit its properties.

 **Related Topics**

[The Property Editor](#)

[Effects tab](#)

[Shape tab](#)

#### 8.1.2.5.7.1 Shape Properties dialog box

To display the **Shape Properties dialog box** select **Add Shape** on the **Quick Tools Panel**.

Allows you to the specify the properties of a shape object.

#### **Shape Style**

Select Hollow or Filled.

#### **Shape**

Select the type of shape.

#### **Line Size**

Select the width of the shape outline.

#### **Outline Color** checkbox

Select the color of the shape outline.

#### **Fill Color**

Select the shapes fill color (only available is Filled is selected for the shape style)

 **Related Topics**

[The Property Editor](#)

[Shape tab](#)

#### 8.1.2.5.8 Custom Object

Selects the **Custom Object Tool**.

 **Important:**

- With the **Custom Object Tool** selected you must click on any empty area in your business card to add a new custom object.

 **Tip:**

- Once the object is inserted use [The Property Editor](#) to edit its properties.

 **Related Topics**

[Object Library Dialog Box](#)

8.1.2.5.8.1 Object Library dialog box

**Object List**

Lists all the object in the Object Library.

**Delete** button

Click this to delete the selected object.

**Rename** button

Click this to rename the selected object. You will be prompted for the new name.

 **Tips:**

- If you have accessed the Object Library dialog box via the Custom Object tool with the intention of inserting a custom object into your business card you must select the object then click OK to insert it.

 **Related Topics**

[Custom Object tool](#)

**8.1.2.6 View Menu**

8.1.2.6.1 Toolbars

Allows you to show and hide toolbars.

8.1.2.6.2 Panels

Allows you to show and hide panels.

8.1.2.6.3 Zoom In

Allows you to zoom in on the design area so the business card appears larger.

 **Tip:**

- You can also use the **Zoom** combobox on the **Zoom** toolbar to specify an exact zoom level.

### Related Topics

#### [Zoom Out](#)

##### 8.1.2.6.4 Zoom Out

Allows you to zoom out on the design area so more of your business card fits on the screen.

### Tip:

- You can also use the **Zoom** combobox on the **Zoom** toolbar to specify an exact zoom level.

### Related Topics

#### [Zoom In](#)

##### 8.1.2.6.5 TWAIN Source Manager

Allows you to select the source used when acquiring images from scanners and cameras.

##### 8.1.2.6.6 Personal Databases

Allows you to edit the **Personal Database**.

The **Personal Databases** are a set of databases of information for use with the [Design Wizard](#) and to link to your designs. Different types of templates prompt for this information so storing it in your **Personal Databases** makes it easy to access when you create a new business card from a template.

Each **Personal Database** stores a different type of information. For example the **Names and Addresses** database stores contact information while the **Texts** database stores reusable pieces of text. In each **Personal Database** you create multiple categories, each storing a different set of records.

### Related Topics

#### [The Personal Databases dialog box](#) [Design Wizard](#)

##### 8.1.2.6.6.1 The Personal Databases dialog box

### **Database Tabs**

Select this tab for the database you want to work with.

### **Category**

Select the category you want to work with.

 **Tip:**

- Each category is really just a different database file with the name you specified as the category name and a .DAT extension. All databases are stored in the database folder you specify on the [Folders tab](#) in the [Options dialog box](#).

**Add Category** button

Click this to add a new category.

**Delete Category** button

Click this to delete the selected category.

**Rename Category** button

Click this to rename the selected category.

**Import** button

Click this to import a comma delimited text file into the selected category.

**Export** button

Click this to export the selected category to a comma delimited text file.

**Records**

Lists the records in the selected database and category and allows you to select a record.

**Insert Record** button

Click this to add a new record.

**Delete Record** button

Click this to delete the selected record.

**Post** button

Click this to post any changes you made to the record data.

**Cancel** button

Click this to cancel any changes you made to the record data before clicking the **Post** button.

**Data**

Allows you to edit a record from the database. The available data depends on which type of database you have selected on the [Database Tabs](#).

### Related Topics

[Import dialog box](#)  
[Database Tabs](#)

[Options dialog box](#)  
[Folders tab](#)

To display the **Import dialog box** click the **Import** button in [The Personal Databases dialog box](#).

### **File to Import**

Displays the file being imported

... button

Click this to select the file to import.

### **Match Field Lists**

Select a field name in the first list then the matching field name in the second list.

> button

Click this to move the selected field pairs in the Match Field Lists to the To Import list.

< button

Click this to remove the selected field pairs from the To Import list.

**Import** button

Click this to import the selected fields.

### Related Topics

[The Personal Databases dialog box](#)

#### 8.1.2.6.7 Object Library

Allows you to edit the **Object Library**.

The **Object Library** is a collection of objects that you commonly use.

You add an object to the **Object Library** by selecting it then choosing *Add to Object Library* on the right click menu.

You can then quickly add a saved object to any design by selecting [Custom Object](#) on the Tools bar or Tool menu and clicking on the design, just like you add other objects.

#### 8.1.2.6.7.1 Object Library dialog box

##### **Object List**

Lists all the object in the Object Library.

##### **Delete** button

Click this to delete the selected object.

##### **Rename** button

Click this to rename the selected object. You will be prompted for the new name.

##### **Tips:**

- If you have accessed the Object Library dialog box via the Custom Object tool with the intention of inserting a custom object into your business card you must select the object then click OK to insert it.

##### **Related Topics**

[Custom Object tool](#)

#### 8.1.2.6.8 Options

Allows you to set application options and defaults.

##### **Related Topics**

[Options dialog box](#)

[General tab](#)

[Printing tab](#)

[Folders tab](#)

[Advanced tab](#)

#### 8.1.2.6.8.1 Options dialog box

To display the **Options dialog box** click **Options** on the **View** menu.

Allows you to set application options and defaults. To view a particular tab click the name in the list on the left side of the dialog box. For more information on a tab click a link below:

##### **Related Topics**

[General tab](#)

[Printing tab](#)

[Folders tab](#)

[Advanced tab](#)

To display the **General** tab select **Options** on the **View** menu then click **General** on the left side of the screen.

**Prompt when deleting objects**

Check this to prompt before deleting an object from your design.

**Use millimeter units (mm) instead of inches**

Check this to use metric units in dialogs by default and on the rulers. This option also causes metric layouts and templates to be shown by default.

**Grid Size**

Enter the number of logical pixels between grid lines.

**Display Grid**

Check this to display the grid on the screen.

**Snap to Grid**

Check this to automatically align objects to the grid when they are inserted or moved.

**Show Tooltips**

Check this to show a tooltips when hovering the mouse pointer over a control.

**Updates Check**

Select the number of days between update checks. Update checks are done in the background at the interval specified. You will not receive any message unless an update is available.

 **Tip:**

- The **Display Grid** option does not have to be checked to use the grid.

 **Related Topics**

[Printing tab](#)

[Folders tab](#)

[Advanced tab](#)

To display the **Printing** tab select **Options** on the **View** menu then click **Printing** on the left side of the screen.



### Print crop marks by default

Check this to print **crop marks** on the printout by default. This option can be overridden on the screen displayed before you actually print. **Crop marks** are marks that are placed at the edge of the paper to show the position of each row and column to aid in cutting the stock. Use **crop marks** and/or **corner marks** (see below) as a guide when cutting your own stock.

### Print corner marks by default

Check this to print **corner marks** on the printout by default. This option can be overridden on the screen displayed before you actually print. **Corner marks** are marks that are placed at the corner of each element to aid in cutting the stock. Use **corner marks and/or crop marks** (see above) as a guide when cutting your own stock.

### Set printer orientation and paper size automatically

Check this to automatically select the paper type and switch the printer between **portrait and landscape orientation**. The orientation is determined by the layout of the page. If you have trouble printing try unselecting this option and choosing **Printer Setup** on the **File** menu to manually select the page size and orientation before printing.

### Resample images when printing

Check this to resample images when being printed. This can improve the look of some images when printed but is normally done automatically by the printer driver and can be slow when large images are used. This option does not affect images when displayed on the screen within the design editor or on the print preview. See the [Advanced tab](#) to change resampling on screen output.

### Related Topics

[General tab](#)

[Folders tab](#)

[Advanced tab](#)

To display the **Folders** tab select **Options** on the **View** menu then click **Folders** on the left side of the screen.

### Default Document folder

Specify the starting folders to be used when opening and saving design files. Each time you open or save a design the last folder is used so this setting is only used when the last used location is not available or cannot be read.

### Clear Cached Thumbnails button

Click this button to remove all cached thumbnail images. The thumbnails will be rebuilt as needed, but will slow down rendering on the Design Wizard screen while the thumbnails are being rebuilt.

**It is normally not necessary to use this button.**

 **Related Topics**

[General tab](#)  
[Printing tab](#)  
[Advanced tab](#)

To display the **Advanced** tab select **Options** on the **View** menu then click **Advanced** on the left side of the screen.

**Return to the select tool automatically**

Check this to automatically return to the select tool after you use the currently selected tool. If this option is not checked the currently selected tool remains selected until you select another.

**Enable double-click object editing**

Check this to display the object property dialog box when clicking twice on an object in the design. Either way you can edit an object's properties in the Property Editor by clicking on an object once to select it.

**Use last selected object's properties for next object inserted**

Check this to use the properties of the last selected object for the next object you insert. For example if you select a red, bold Arial 10 pt. text object then insert another text object the text will default to red and bold with a font of 10 pt. Arial. This is useful when you want to insert several objects that you want to look the same.

**Prompt to create or open a design when the application starts**

Check this to show a screen when the application starts where you can choose to open a recently used design, open an existing design from a file or create a new design using the [Design Wizard](#).

**Show the Common Layouts Tab initially on the first step in the Design Wizard**

Check this to select the **Common Layouts tab** initially on the first step in the **Design Wizard**. This option allow you create business cards from the most commonly used layouts without selecting a specific layout. You can choose the **All Layouts tab** if you want to choose from an existing layout or define your own. If you want to select the **All Layouts tab** initially uncheck this option.

**Resample images on screen**

Check this to resample images when being displayed on the screen. This can improve the look of some images in the design editor and on the print preview, but can be slow when large images are used. This option does not affect the quality of printed output. See the [Printing tab](#) to change resampling on printed output.

 **Related Topics**

[Design Wizard](#)  
[General tab](#)  
[Printing tab](#)

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## [Folders tab](#)

### 8.1.2.7 Window Menu

#### 8.1.2.7.1 Tile

Tiles all open design windows within the main window.

#### 8.1.2.7.2 Cascade

Cascades all open design windows within the main window.

#### 8.1.2.7.3 Arrange Icons

Arranges all minimized design windows within the main window.

#### 8.1.2.7.4 Close All

Closes all open design windows.

### 8.1.2.8 Help Menu

#### 8.1.2.8.1 Help Topics

Displays this help file.

#### 8.1.2.8.2 Send Us a Message

Send your feedback directly to us.

#### 8.1.2.8.3 Check For Updates

Connects to our servers to see if a new version of **Business Card Designer Plus** is available.

#### 8.1.2.8.4 Support Resources

Display additional support resources.

#### 8.1.2.8.5 Purchase License...

Allows you to purchase one or more licenses for **Business Card Designer Plus**.

#### 8.1.2.8.6 Enter/Modify License Information...

Allows you to enter your license information. You receive your license information (Name and ID code) after [Purchasing](#) a license. This converts the trial to the full version without the need to download anything additional.

#### 8.1.2.8.7 Other Products from CAM Development

Displays information on our other products.

#### 8.1.2.8.8 About

Displays the **About** screen that shows information about **Business Card Designer Plus**.

### 8.1.3 Toolbars

#### 8.1.3.1 Toolbars

Consists of several toolbars containing buttons for commonly used menu commands.

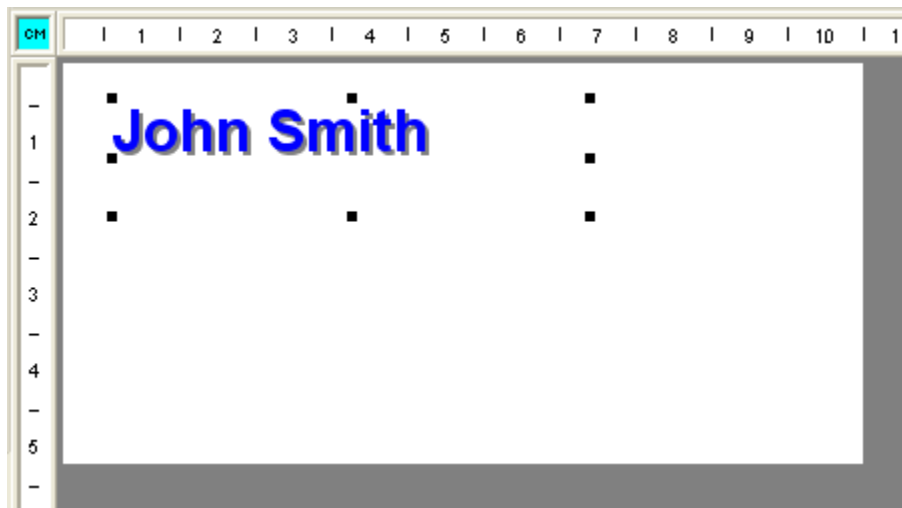
#### Related Topics

[The Main Window](#)

### 8.1.4 The Design Area

#### 8.1.4.1 The Design Area

The area in the [The Main Window](#) where you edit your design. This is available after the [Design Wizard](#) has generated a new design or immediately when an existing design is opened.



#### Related Topics

[The Main Window](#)

### 8.1.5 Quick Tools Panel

#### 8.1.5.1 Quick Tools Panel

Consists of all the tools you need to design and edit a business card.

#### Related Topics

[The Main Window](#)

### 8.1.6 The Property Editor

#### 8.1.6.1 The Property Editor

Allows you to change the properties of the selected object.

#### Related Topics

[Text/Rich Text tab](#)

[Style tab](#)

[Effects tab](#)

[Line tab](#)

[Shape tab](#)

[Picture tab](#)

[The Main Window](#)

## 8.1.6.1.1 Text/Rich Text tab

Allows you specify a text object's text and set text formatting options.

A text object can be used to display text information in several ways. A simple text object simply displays text, while a **Barcode** text object displayed text in the form of a barcode. An **Arc Text** text object displays text in an arc. **Text** objects can be used as counters, to display incrementing numbers.

**💡 Tips:**

- For Rich Text objects the controls on this tab effect the properties of the **selected text** (like a word processor).
- For Text objects the controls on this tab effect the **entire text** object.

**Specify the same text for all elements** radio button

Choose this to make all elements contain the same text. Enter the text you want to be printed. Whatever text you specify will print on all elements.

**Font Name**

Select the font face name.

**Size**

Select or enter a font point size. You can enter other values other than what is listed.

... button

Click this to select the font properties through a standard font dialog box. This is useful if you need to select a language script other than the default script.

**💡 Tip:**

- If you are using fonts with languages other than English, click this button and select a font and Script that matches your language. Click **OK** then enter your text. This allows Windows to properly display the text in other character sets.

**Font Style**

Click the appropriate button (bold, italic, underline and/or strikethrough) to change the text style.

**Text Color**

Select the color of the text.

Text Memo

**Insert** button

Click this to display a menu of options.

**Counter**

Click this to select a symbol using the [Counter Properties dialog box](#).

### **Symbol**

Click this to select a symbol using the [Choose Symbol dialog box](#).

### **Long Date Macro**

Click this to insert a macro that displays the current date in long format.

### **Short Date Macro**

Click this to insert a macro that displays the current date in short format.

### **Time Macro**

Click this to insert a macro that displays the current time.

### **Address from Names and Addresses Database**

Click this to select an address from the [Names and Addresses Database](#) for the text.

### **Text from Texts Database**

Click this to choose text from the [Texts Database](#).

### **Specify variable text**

Choose this to specify a list of text that prints in turn on each element of the layout. For example, if you specify the text as "line 1" then "line 2" the first element will contain the text "line 1", the second element will contain the text "line 2", and so on.

#### **Edit...** button

Click this to enter a list of variable text in the [Variable Text dialog box](#).

### **Horizontal Alignment Buttons**

#### **Left**

Select this to left align the text.

#### **Center**

Select this to center the text between the left and right edges.

#### **Right**

Select this to right align the text.

### **Vertical Alignment Buttons**

#### **Top**

Select this to top align the text.

#### **Center**

Select this to center the text between the top and bottom edges.

#### **Bottom**

Select this to bottom align the text.

### Size and Position

#### Left

The position of the left edge of the object in the units shown.

#### Top

The position of the top edge of the object in the units shown.

#### Width

The width of the object in the units shown.

#### Height

The height of the object in the units shown.

#### Non-Printing checkbox

Check this to make the object non-printing. Non-printing objects are displayed at design time on the screen but are not printed on the printer.

#### Position and Size Locked checkbox

Check to lock the position and size of the object on the screen. This prevents the object from being moved or re-sized by mistake.

### Rotation

#### Rotation slider/edit

Select or specify the rotation in degrees (0-359).

#### Notes:

- The default style for a text object, **Text (No Wrap)**, causes the text to wrap only where you insert a hard line break regardless of the width of the object's bound. If you want your text to wrap to the width of the object's bound, set the style to **Text (Wrap)** on the [Style tab](#).
- When the style is set to display a **barcode**, the text you specify for the text object is encoded in the barcode. That means that, for example, you link a text object to a field in a database containing barcode data, you can set the style to display a barcode and print different barcodes on each element.

#### Related Topics

[The Property Editor](#)

[Style tab](#)

[Effects tab](#)

[Line tab](#)



[Shape tab](#)  
[Picture tab](#)

[Counter Properties dialog box](#)  
[Choose Symbol dialog box](#)  
[Texts Database](#)  
[Names and Addresses Database](#)  
[Variable Text dialog box](#)

#### 8.1.6.1.1.1 Choose Symbol dialog box

Allows you to select a symbol for the text in a text object. Symbols are simply single characters from special fonts which are designed to be used as symbols. What symbol fonts are available depends on what fonts are installed on your computer.

#### Font

Select the font you want to use.

#### Symbol

Click on a symbol to select it.

#### Symbol fonts only

Check this option to only show fonts designed for symbols in the font list.

#### Related Topics

[The Property Editor](#)  
[Text/Rich Text tab](#)

#### 8.1.6.1.1.2 Variable Text dialog box

To display the **Variable Text dialog box** select a text object in your design and click the **Specify Variable Text** option on the [Text tab](#) in the [Property Editor](#) and click the **Edit** button..

#### Note:

- Variable text is only available when a Text object is selected. It does not work with Rich Text objects.

Allows you to specify different text on each element printed. The first text item is printed on the first element, the second text item on the second element and so on. The number of text items in the list must match the number of elements you want to print.

#### Variable Text List

Displays and allows you to select a text item in the variable text list.

**💡 Tip:**

- You can re-order the list of text items by dragging and dropping the items in the list.

**Text**

Enter the text you want to use for a single item.

**Add** button

Click this to add the text item you entered into the Variable Text List.

**Remove** button

Click this to remove the selected text item in the Variable Text List.

**Pick Text** button

Click this to select a text item from the [Texts Database](#).

** Related Topics**

[The Property Editor  
Text/Rich Text tab](#)

[Texts Database](#)

## 8.1.6.1.2 Style tab

Allows you to set a text object's style properties.

**Text Style**

Select the **Style**. Additional sub-styles and parameters may be available depending on which style is chosen.

The **Manual Wrap** style makes the text object display as it is entered without wrapping text, unless you manually create a line break (press ENTER) while entering the text. On the screen, portions of the text may not be shown if the object's bound is not large enough. All text is printed on the printer regardless of the bound size though.

The **Auto Wrap** style makes the text object automatically wrap its text to the size of its bounding rectangle.

The **Maximum Fill** style makes the text object automatically select a font size so that the text fills the bounding rectangle as much as possible.

The **Auto Reduce** style makes the text object automatically reduce the font size when the text becomes too wide to fit in the bounding rectangle.

The **Bar Code** style makes a text object that displays its text as a bar code. You must enter text that can be rendered by the code.

Type	Specifies the type of the barcode.
Show Text	Specifies whether or not the text is displayed below the barcode.
Bar Width	Specifies the width of the barcode bars.

The **Arc Text** style makes your text display in an arc. The sub-styles specify full circle, 1/2 circle or 1/4 circle and the starting angle.

Sub Style	Specifies the part of a circle the text occupies
Start Degrees	The number of degrees to the starting point of the text measured from the right horizon.
Rotate Chars	Select Yes to rotate each character around the arc or No to leave each character unrotated.

The **Radial Text** style makes your text display like the spokes on a bicycle tire. You can optionally make the text get larger as it gets further from the starting point.

Direction	Specifies the direction of rotation.
Inner %	Specifies the size of the inner circle from which the "spokes" start from as a percentage of the size of the object.
Delta	Specifies the increase in point size.

The **Spiral Text** style makes your text appear in a spiral.

Direction	Specifies the direction of the spiral.
Inner %	Specifies the size of the inner circular starting point as a percentage of the size of the object.
Spacing	Specifies how tight or loose the spiral is.

The **Variable Size** Text option makes your text increase or decrease in size.

Sub-Style	Specifies whether the text is staggered size, increasing size or decreasing size.
Alignment	Specifies the vertical alignment of the text.
Delta	Specifies the change in the point size of the text.

## Related Topics

[The Property Editor](#)

[Text tab](#)

[Effects tab](#)

[Line tab](#)

[Shape tab](#)

[Picture tab](#)

## 8.1.6.1.3 Effects tab

Allows you to specify the **Fill, Outline and Shadow** properties of an object.

**Color Fill**

Select this option to either fill the entire object with a solid color or specify two colors that create a gradient background.

**Gradient Type**

Select the type of gradient you want. If you select a **Gradient Type** other than None you can select the **Gradient Color**, which is used as the ending color of the gradient.

**Colors**

Select up to two colors you want the object filled with, based on the type of fill you have chosen. If you select the first (solid) option for the fill type only one color will be able to be selected.

**Texture Fill**

Select this option to use any picture as a fill for the background.

**Texture...** button

Click this to select, scan or apply effects to the texture using the [Pick Picture dialog box](#).

 **Tip:**

- For **Shape** objects you must select Filled for the Shape Style on the [Shape tab](#) for the above mentioned properties to work.

**Outline**

Select the **style, width** and **color** of the outline. These values are used to draw an outline around the object in the width and color you choose.

**Shadow**

Select the **horizontal and vertical offsets** for the shadow and the **shadow color**. These values are used to draw a shadow behind the object with the offsets and color you choose.

 **Related Topics**

[The Property Editor](#)

[Text tab](#)

[Style tab](#)

[Line tab](#)

[Shape tab](#)

[Picture tab](#)

#### 8.1.6.1.4 Line tab

Allows you to specify properties specific to **Line** objects.

### Line

**Line Type** radio buttons

Select the type of line (**horizontal, vertical, slanted up or slanted down**).

**Line Size** combobox

Select the width of the line.

**Color**

Select the color of the line.

### Size and Position

**Left**

The position of the left edge of the object in the units shown.

**Top**

The position of the top edge of the object in the units shown.

**Width**

The width of the object in the units shown.

**Height**

The height of the object in the units shown.

**Non-Printing checkbox**

Check this to make the object non-printing. Non-printing objects are displayed at design time on the screen but are not printed on the printer.

**Position and Size Locked checkbox**

Check to lock the position and size of the object on the screen. This prevents the object from being moved or re-sized by mistake.

### Related Topics

[The Property Editor](#)

[Text tab](#)

[Style tab](#)

[Effects tab](#)

[Shape tab](#)  
[Picture tab](#)

#### 8.1.6.1.5 Shape tab

Allows you to specify properties specific to **Shape** objects.

### Shape Style

**Style** radio boxes

Select the style for the shape object. Filled shapes can display a color or texture filled background using the [Effects tab](#).

**Shape**

Select the type of shape you want to display.

### Size and Position

**Left**

The position of the left edge of the object in the units shown.

**Top**

The position of the top edge of the object in the units shown.

**Width**

The width of the object in the units shown.

**Height**

The height of the object in the units shown.

**Non-Printing checkbox**

Check this to make the object non-printing. Non-printing objects are displayed at design time on the screen but are not printed on the printer.

**Position and Size Locked checkbox**

Check to lock the position and size of the object on the screen. This prevents the object from being moved or re-sized by mistake.

### Rotation

**Rotation** slider/edit

Select or specify the rotation in degrees (0-359).

 **Related Topics**

## [The Property Editor](#)

[Text tab](#)

[Style tab](#)

[Effects tab](#)

[Line tab](#)

[Picture tab](#)

### 8.1.6.1.6 Picture tab

Displays and allows you to set properties specific to **Picture** objects.

#### **Picture**

##### **Transparent** checkbox


Check this if you want your picture to display transparently. The transparent color is the color of the bottom left pixel in the picture. Any pixel that has the transparent color will display whatever is "under" it in your design.

##### **Preserve Aspect** checkbox

Check this if you want your picture to display with the proper aspect ratio regardless of how you size the object. With this unchecked the picture will be stretched to fill the object's bounding rectangle.

##### **Picture...** button


Click this to select, scan or apply effects to the picture using the [Pick Picture dialog box](#).

 button

Click to correct the aspect ratio based on the display width of the picture (only available when Preserve Aspect is unchecked).

 button

Click to correct the aspect ratio based on the display height of the picture (only available when Preserve Aspect is unchecked).

 button

Click to display the picture full size.

##### **Blending** slider/edit

Select or specify the blending value (0-254). The higher the blending value, the more of whatever is behind the picture shows through.

#### **Size and Position**

##### **Left**

The position of the left edge of the object in the units shown.

**Top**

The position of the top edge of the object in the units shown.

**Width**

The width of the object in the units shown.

**Height**

The height of the object in the units shown.

**Non-Printing checkbox**

Check this to make the object non-printing. Non-printing objects are displayed at design time on the screen but are not printed on the printer.

**Position and Size Locked checkbox**

Check to lock the position and size of the object on the screen. This prevents the object from being moved or re-sized by mistake.

**Rotation****Rotation slider/edit**

Select or specify the rotation in degrees (0-359).

 **Related Topics**

[The Property Editor](#)

[Text tab](#)

[Style tab](#)

[Effects tab](#)

[Line tab](#)

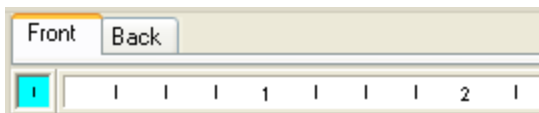
[Shape tab](#)

[Pick Picture dialog box](#)

## 8.1.7 The Region Tabs

### 8.1.7.1 The Region Tabs

One or more tabs just above the [The Design Area](#) that let you select the region you want to work on for layouts that have more than one region.



**Regions** are different sections of a design that you can design independently. Most designs have two



regions, the **Front** and the **Back**. **Folded** designs may have more regions. For example, a folded business card has three regions, the **Cover**, the **Inside Cover** and the **Inside**.

When a design is created, its **Primary Region** is initially displayed. The primary region is the region that normally has most of the information on it. On most designs this is the **Front** region. On some folded designs it can be the **Inside** region or some other region.

You can easily switch regions by selecting the appropriate tab above your design in the main window.

Each region is designed independently and when you choose to print they are combined and printed in the proper location and side of the stock.

### Related Topics

[The Design Area](#)