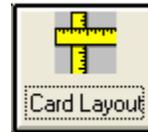




HOW TO DESIGN A CARD

This document will walk you thru designing a sample card. You can then take the techniques and design your own cards.

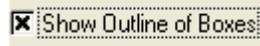
- 1) Start by clicking of the Card Layout Button.



- 2) The next setup is to determine the card orientation. Select either the Portrait or Landscape radio Buttons. In our example, we are using Landscape.



- 3) For ease of viewing, Lets click the Show Outline of Boxes so the it is marked.



- 4) Next we can add a Text Box by Click the button. You will see a box appear next to the left of the button. On the right side of the screen click into the box on the right side of the screen.

- 5) Type in your Company Name and click or press ENTER.

- 6) Now you will see the company name next to the button.



- 7) Click the  button. Now Left Click and hold on the Company name, and drag the box on the card where you would like it.
- 8) Now click the  button. This will bring up the standard windows font picker. Pick the font, style, and size of text you want the company name to appear in, and click OK. Now click  or press ENTER to accept the changes.
- 9) Now lets add a field from the database. Click the  button. Just like on the Text box you will see a box appear next to the  button. On the right side of the screen click the down arrow of the field Name  . Now select the field name “FIRST LAST” and click set or press enter. Now you can click and hold the FIRST LAST box and drag it to the card where you want it. You can also click the font button and make font changes if you like.
- 10) Now let’s add a Photo Box. Click the  button, a box will appear next to the  box. Left click and hold, and drag the box on to the card where you want it.
- 11) Now is a good time to save our card, Type in a card name under the Card Name Label and  click  .
- 12) Now lets add a bitmap to the card. Click the  button. Now we can click then  button. This will bring up a open dialog which we can use to help use find our bitmap. If you do not have a bit map, you can select the “TSILOGO.JPG” in the application directory(usually “c:\program files\time saver



- id"). Now click or press ENTER. The bitmap will show up on the screen.
- 13) Sometimes the logo is too large for the card, in this case press then button. A dialog will appear, now you can enter either the height or the width of the new bitmap size. The other value will be calculated for you so that the bitmap is not skewed. When you click preview it will show you a sample of the new bitmap size. When you're satisfied, simply click .
 - 14) Left click and hold on the Bitmap, and drag the box on to the card where you want it.
 - 15) You can add multiple Text Boxes, Data Items, and Bitmaps to any card design. You can add multiple photo boxes; however, they will print the same photo.
 - 16) Remember to save your card design when you are finished.