

Business Card Composer Quick Start Guide

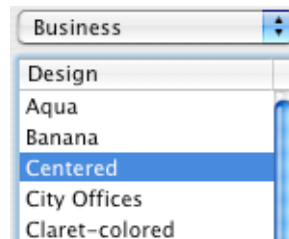
Create nice-looking business cards quickly and easily!

Welcome to the **Business Card Assistant**. It lets you create a card in 3 easy steps! **Assistant** comes up when you start the program.



Step One:

First, select a design for your card. Most cards in the package are horizontal, but you can also choose the vertical card (each category contains several vertical layouts). Then specify a category from the *Category* list at the left. The *Design* list will display available designs for this category. Select a design from the list. It will appear in the preview area at the right. Once you've found the design you like, click the **Next** button.



Step Two:

Fill the card out with personal information. You can either enter the information manually in the corresponding fields of the form, or choose a person from the *Address Book* list at the right. We recommend that you enter your personal data into the Address Book for later use.

First Name:	Helen
Last Name:	Neresova
Title:	PR Manager



Step Three:

Pick the card stock you will use. Popular stocks from major vendors are included, you can choose them from the list. If you want to use some other paper, choose one of the layouts marked as *Your Own*. Use the filters at the bottom to narrow the choice.

Manufacturer	Description	Size
Avery	Laser - Gray	3.5x2.0 in
Avery	Laser (Clean Edge)	3.5x2.0 in

Finally, click on **Finish** to preview your card (and edit, if necessary).

Editing Your Card

In the Edit window you can modify and move objects (pictures, text, etc.) and add new objects.

Selecting and Moving Objects

Click on an object to select it and drag the mouse to move it around. Hold down the **Shift** key and click to select more than one object, and then drag the mouse to move them all together. When you select an object, it displays the resize handles. The corner handles resize the objects proportionally, preserving the width/height ratio. The side handles resize only that side. To duplicate selected objects, press **Cmd+D**. To delete the objects, press **Del**.

Text

Each text on the card belongs to a certain category (phone number, address, etc.). To create a text field, choose the **Text** tool on the toolbar and click on the card. Choose the category from the pop-up list, and then type the text. Text may consist of 2 parts – a label and the main text (for instance, *tel: 234-56-78*). You can enable, disable and modify labels on the **Properties** panel. Start editing text by double-clicking on it. To change the font attributes (font, size) use the **Fonts** panel, to change the color use the **Colors** panel, for alignment and other properties use the **Properties** panel. All these panels can be accessed from the toolbar.

Pictures

Use pictures to make your card more attractive. To add a picture, drag it from the *Clipart Collection* at the left and drop onto the card. It contains more than 500 images, organized by categories. You can switch between the categories in the drop-down list at the top. To insert your own picture, use the Insert **Picture** button on the toolbar. In the **Properties** panel you can modify the properties of the selected picture. You can apply a mask, change opacity, rotate or flip the picture. By using the *Tint image* flag you can change its color. In this case the *Opacity* control in the **Color** panel sets the saturation of the color. If there is a picture selected on the card, you can replace it with a new one by clicking a picture at the *Clipart Collection*.

Background

Your card can have a background image on it. To toggle between the Clipart and Background collections, use the *Collection switch*, located at the bottom left corner of the window. Play with backgrounds, see how your card looks with different backgrounds. To replace the background, just click on a background image in the *Background collection*. You can apply the same effects to the selected background as to a regular picture, by using the **Properties** panel. To use a custom image as the background, click the **Browse** button and navigate to the file on the disk. Finally, the **Generate** button creates a random background from various geometric figures. Try it, it's interesting!

Separators and Filled Boxes

To create a separator or a filled box, use the corresponding tools on the toolbar. Their properties can be changed in the **Properties** panel.

Printing Cards

Most printers require calibration to print your cards precisely. By doing it once you save time in your later work. To calibrate the printer, choose the menu item **File > Calibrate Printer**, and click the **Print Calibration Sheet** button in the dialog that comes up. Then by using the instructions on the printed sheet, correct the values in the **X** and **Y** fields and print the calibration sheet once again to see the changes. To apply all changes, click the **OK** button.

In the *Copies & Pages* section of the **Print** dialog set how many cards you would like to print. The default value is 10. In the *Business Card Composer* section you can set from which position to start printing cards, and whether to print cut marks. If you're printing on a standard card stock, print one test card first, to check printer calibration, print quality and color settings (specify 1 in the *Copies* field in the **Print** dialog). Make sure the layout you've chosen for the card (its ID can be changed in the **File > Card Properties** dialog) matches your paper. To continue printing on the same sheet, start printing from the second card (specify it in the *Business Card Composer* section of the **Print** dialog).

Registering Program

Once you've received your License Code after the purchase, you need to register the program to remove the limitations of the trial version. Call the **License** dialog from the *application menu* or by clicking the **License** button after launching the program. In the dialog, enter your name and the License Code you received.

Additional Information

More information can be found in the Online Help and in the FAQ section on the program's Web site.

www.belightsoft.com/support/BCCHelp

www.belightsoft.com/composer

www.belightsoft.com/faq

If you don't find the answer to your question there, or something is still unclear, please write us to support@belightsoft.com or fill out the form at www.belightsoft.com/support

We are always glad to help you,
BeLight Software Team, the creators of Business Card Composer.