BeLight Software

Business Card Composer

User's Manual

Version 5
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Business Card Composer End User License Agreement

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Contents

Chapter 1: Introduction

Welcome to Business Card Composer

Business Card Composer is is a home and office tool for designing and printing personal or business cards.

Business Card Composer lets you print out cards on specific paper stock from world-wide manufacturers (Avery, Apli, Herma, Paper Direct and more).

Business Card Composer is supplied with the built-in clipart and template library.

System Requirements

- Apple Macintosh computer (Intel or PowerPC)
- Mac OS X 10.4.11 or higher
- 200 MB of available disk space
- Printer (optional): inkjet or laser
- Internet connection to use online services

Installing and Removing Business Card Composer

To install the application:
1. Double-click on the Business Card Composer installer icon.
2. Drag the application to the Applications folder.

To remove the program from your computer, please delete these files and folders:
Applications/Business Card Composer 5.app
~/Library/Preferences/com.belightsoft.BusinessCardComposer5.plist
~/Library/Caches/com.belightsoft.BusinessCardComposer5
~/Library/Application Support/Business Card Composer 5/

"~" is user's Home folder.

Attention! By default, custom templates are saved in this folder:
~/Library/Application Support/Business Card Composer 5/
Don't delete it if you plan to use your templates later.

To access the *Library* folder, in the Finder choose **Go > Go to Folder** (**Cmd-Shift-G**). Then type "~/Library/" into the edit box, and click the **Go** button.

Updating Business Card Composer

To check for updates manually, choose **Business Card Composer > Check for Updates...**

To check for updates automatically, select the corresponding check box in the program *Preferences* (**Cmd-,**).

Licensing

If you purchased the download version of the program, you will find the license code in the purchase confirmation email.

To enter the license code:

1. Open the application.
2. Bring up the *License* dialog by choosing **Business Card Composer > License...** in the menu.
3. Enter your name and license code.

It is recommended that you keep the e-mail containing your license code in a safe place in case you re-install or update the application.

The unlicensed version of Business Card Composer is fully operational. The only limitation is that it adds the "Business Card Composer Trial Version" text at the bottom of each printed design. To eliminate this text, enter the license code.

To upgrade from the trial to the licensed version of the program you need to purchase and enter the license code. See details on BeLight's web site: *http://www.belightsoft.com/buy/*

Technical Support

The developer of Business Card Composer offers free technical support.

By E-mail:
support@belightsoft.com

Technical support form on BeLight's website:
http://www.belightsoft.com/support/

Forum on BeLight's website:
http://www.belightsoft.com/forum/

When reporting a problem, please make sure to specify:
- The version of Business Card Composer you are using.
- The version of Mac OS X installed on your computer.
- Your previous actions that could have lead to the problem.
- If the problem persists, describe how to reproduce it.
- When necessary, illustrate your report with screenshots (press **Cmd-Shift-3** to save a screenshot on your Desktop).

Useful Web Resources

Business Card Composer Page:
http://www.belightsoft.com/composer/
Information about Business Card Composer, links to Download, Latest Update, Buy and FAQ sections.

Business Card Composer Resources Page:
http://www.belightsoft.com/products/composer/resources.php
Useful articles related to the usage of Business Card Composer.

BeLight Software Web site:
http://www.belightsoft.com
Check it out for updates, new product announcements, special offers.

Buy Business Card Composer:
http://www.belightsoft.com/buy/
Here you can purchase Business Card Composer.

BeLight Software Technical Support:
http://www.belightsoft.com/support/
Visit this page if you have questions about the software.

Conventions Used in this Document

- **Bold Text** is used for names of menu items, shortcuts, buttons, radio buttons, edit boxes, check boxes and other controls.

- *Text in Italics* is used for names of windows, dialog boxes, panels, tabs and other elements of the program interface.

  Such text formatting is used for names of programs, files, folders and web links.

  It is also used for chapter and section references, and to introduce important remarks.

- For menu items hierarchy, the ">" symbol is used. A record **File > Open** is equivalent to "the Open item under the File menu".

- A shortcut (shortkey) is one or several keys which are pressed together. **Cmd-S** means you should hold down the **Command** (**Apple**) key while pressing the **S** key, then release them.

- Ctrl-click is a click holding the **Ctrl** key down. Right-click is a click by the right button of a two-button mouse. Both actions are equivalent.

- Context (contextual or shortcut) menu is a pop-up menu which contains options that vary depending on the object (image, text, etc.) you have clicked on. To open the context menu, right-click or Ctrl-click on the object.

Chapter 2:
Getting Started

Setting up the Program after Installation

The *Preferences* dialog contains application settings. To open the dialog, choose **Business Card Composer > Preferences...** (**Cmd-,**) in the menu bar.

Here we will review only the basic settings. For a more detailed description of the *Preferences* dialog, see *Chapter 3, "Interface of Business Card Composer" > "The Preferences Dialog"*.

In the *General* tab:
- Set up **Measurement Units** to best fit your needs.
- Select the **Open Assistant on start-up** check box to get the *Assistant* to launch when you start the program. The *Assistant* lets you choose a business card template from the built-in library.

The Assistant

The *Assistant* helps you choose a document template (Step 1) and then
select the appropriate paper layout (Step 2). The templates are grouped into
categories by type, style, and profession.

Custom templates are located in a separate category, "MY TEMPLATES". To add
your document to this category, open it in Business Card Composer and select
File > Save as Template in the menu bar. To delete a custom template, or
change the file name, select the "MY TEMPLATES" category and click on the
arrow icon.

The Finder application will display a folder containing custom templates. Move
the unnecessary template to the Trash.

When you launch the program, the *Assistant* comes up by default. In the
program *Preferences* dialog you can choose whether the *Assistant* opens
automatically or not. To open the *Assistant* manually once inside the program,
choose **File > New from Assistant** (**Shift-Cmd-N**) in the menu bar.

You can also open a document using the *Assistant*. Click the **Open** drop-
down list and either choose the name of a recent document, or click **File...** to
browse your computer for a document.
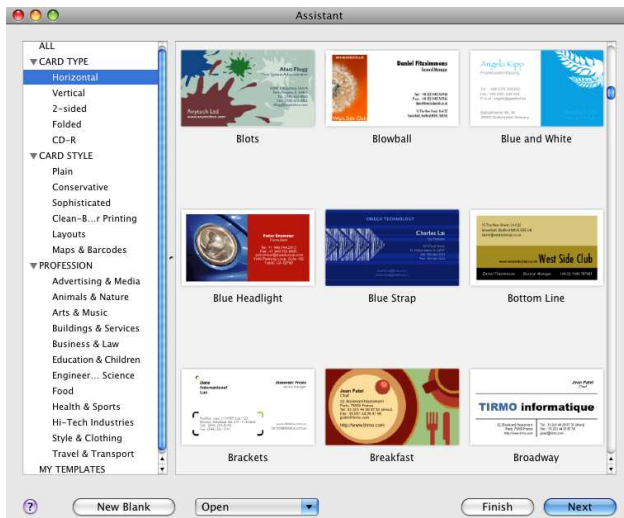
To open a template in the program:

1. Select a thumbnail in the *Assistant*.

2. Click **Next** to open the paper layout list. To skip the paper selection, click **Finish**.

3. Select paper from the paper layout list (see the detailed description in *Chapter 4, "Working with Documents" > "Paper Layout"*).

4. Click **Finish**.

Quick Start Guide

This guide describes how to use the supplied templates to create and print business or personal cards. If you are creating your card from scratch, click **New Blank** (for empty document) or **Open** (to load a document from your disk) at Step 1.

Step 1: Choosing a Template in the Assistant
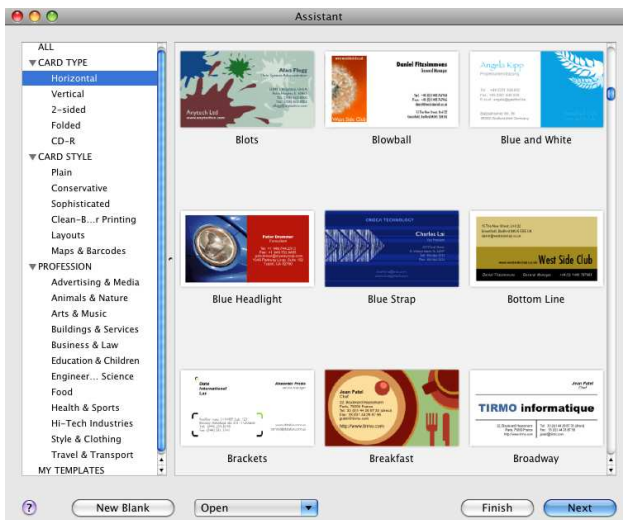
1. When Business Card Composer is running, but you don't see the *Assistant* on the screen, choose **File > New from Assistant...** in the menu.

   By default, the *Assistant* opens automatically when you start the program.

2. Select the template category. Then select the thumbnail of a template you wish to open.

3. Click **Next** to proceed to paper selection. To quit the *Assistant*, click **Finish**.

Step 2: Choosing a Paper Layout

Business card papers have different sizes and card arrangements on the sheet. For accurate printing, select the paper stock you will print on.
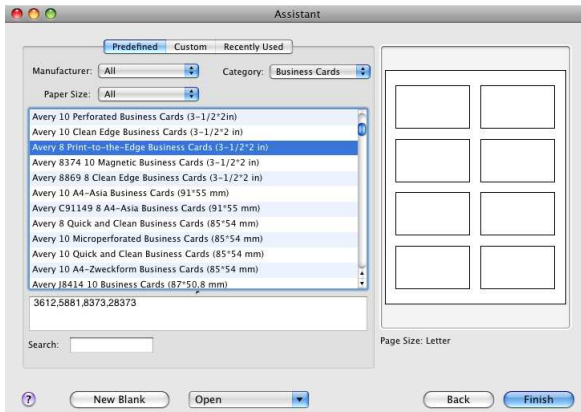
1. Set the **Paper size**, **Manufacturer** and **Category** pop-up menus to "All".

2. Type the paper name (for instance, "Avery 08371") into the **Search** box. You can also scroll down the list to find your paper, but this way is less effective.

   Note that there are a lot of papers with equal dimensions but with different coating or color. You can choose such compatible paper if the exact paper type was not found in the list.

3. Click **Finish**.

To select the paper layout when the *Assistant* is closed, choose **File > Change Layout** in the menu.

Step 3: Calibrating Your Printer

To print accurately on business card paper, a proper paper layout should be selected (see Step 2) and you should calibrate your printer.

Once you have calibrated your printer, the calibration information is saved in the program. You don't have to run calibration every time you print business cards.

For calibration, choose the same print settings and media that you will use for printing: quality (high, normal or draft), resolution, color/monochrome, paper type (plain, glossy), etc. It is a mistake to print the calibration sheet at low quality and then switch to high quality for printing the document.

1. If you haven't selected a paper layout in Step 2 or want to change it now, use the *Paper Layout* dialog (**File > Change Layout**).

2. Choose **File > Calibrate Printer** in the menu.

3. Select your printer.

4. Turn on the printer and insert a sheet of the business card paper that will be used for printing your cards. Using plain paper or business card paper of another type is not effective.

5. Click **Print**.

6. The distance between the ruler zero point on the calibration sheet and the edge of the top-left card is a calibration value. There are two values **Horizontal** and **Vertical**. Type these values into the corresponding boxes of the calibration dialog. Both positive and negative values are possible.

7. The printer may squeeze or stretch the printed content so that cards at the top are aligned, but the bottom cards are printed too high or too low. The **Scale** value will be non-zero in this case. You should set it in the calibration dialog as well.

8. After entering calibration values print your cards. Don't print the calibration sheet again.
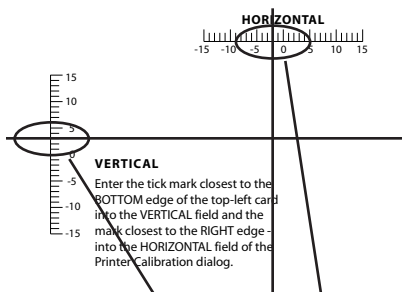
HORIZONTAL

HORIZONTAL

VERTICAL

VERTICAL
Enter the tick mark closest to the
BOTTOM edge of the top-left card
into the VERTICAL field and the
mark closest to the RIGHT edge -
into the HORIZONTAL field of the
Printer Calibration dialog.

Step 1	Select a printer:	hp LaserJet 1320 s ⬍

Step 2 Insert a sheet of card paper in the printer

Step 3 Print a calibration sheet: (Print)

Step 4 Values shown on the rulers by the edge of the card should
be entered into the corresponding boxes. Use the minus
sign to enter negative values.

Horizontal: -2.00 ⬍ mm

Vertical: 3.00 ⬍ mm

To make sure calibration done well, print your cards.
Do not print the calibration sheet for this!

Enter the Scale value if the top cards print fine, but the
bottom ones do not line up.

☑ Scale: -4.00 ⬍ mm

⑦ (Cancel) (OK)

SCALE
Enter the tick mark closest to
the TOP side of the
bottom-right card into the
SCALE field in the Printer
Calibration dialog.
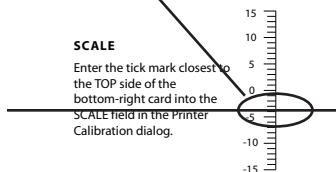
Step 4: Editing Your Card

Here you can find brief information about editing the card design and contact information.

Text Fields

To change what kind of information is displayed in the selected text field, choose another text field type from a drop-down menu in the *Text* tab of the *Inspector*.

To populate a text field with data from Address Book, select a name in the *Contacts* section of the *Source* panel (**Window > Contacts**).
To modify the text manually, double-click on it.

To format the text (change the font, alignment, color, etc.), use tools in the *Text* tab of the *Inspector* (**Window > Inspector > Text**).

Graphics

To add an image, drag it from Finder or from the *Source* panel (**Window > Import** or **Window > Clipart**) and drop it onto the canvas.

To delete an image, select it and press the **Del** key.

To modify images, use tools located in the *Image*, *Fill & Shadow* and *Geometry* tabs of the *Inspector*.

To apply Core Image effects to an image, double-click on it.

Note that images and text might be located in the background layer. To change the active layer, select **View > Show Background** or **View > Show Foreground Layer** in the menu.

To edit the back side of the card, choose **View > Show Back Side** in the menu.

Step 5: Printing Your Card

These instructions cover printing one business card design with one person's information. More detailed instructions on how to print different designs on the same page, and how to activate the automatic substitution of information on the card design to print cards for different persons, find in *Chapter 8, "Printing and Exporting" > "Printing"*.

Successful card printing depends on Steps 2 and 3.

1. Click the **Print** button in the toolbar, or choose **Print** from the **File** menu to open the *Print* dialog.

2. Select a printer in the **Printer** drop-down list.

3. Set the number of cards you want to print.

4. If you want to utilize a partially used sheet, you can start printing from a certain card on the sheet. To do this, choose the position in the **Start from card** field.

5. Set up the print mode options.

   Print as Raster Image: send the document to the printer as a raster image, rather than vector. Enable this option if you have problems printing your cards. The default value can be set in the *Preferences* dialog.

Convert Text to Curves: converts text to vector images before sending the design to the printer. The option lets you avoid some problems with printers.

6. Set up **Marking** options if you want to print cards on plain paper and cut them out by yourself.

7. For double-sided cards, choose which side to print to in the **Print Side** pop-up menu.

8. Click the **Next** button. In the system print dialog check the standard print options.

9. Click the **Print** button.

Chapter 3: Interface of Business Card Composer

Main Window

1 – The Source panel tabs let you access Address Book contacts, photos and clipart images.

2 – Toolbar.

3 – Source panel. Here you can find contacts, photos or clipart for use in your document. The panel content depends on the selected tab (1).

4 – Search field. Use it to search for contacts or images by their names or keywords.

5 – Sort tool. This tool lets you change the order of contacts in the Source panel, sorting them by the selected data field.

6 – Handle of the Source panel. Drag it to extend or close the panel.

7 – Foreground and Background tabs open the corresponding document layers.

8 – Selector of the front or back card side.

9 – Design canvas. This is the area where you preview and edit your documents.

10 – Zoom control.

The design canvas has foreground and the background layers. To choose the active layer, click on that layer tab at the bottom of the design canvas (7). When you're working with one layer, you can't select or modify objects on the other layer, though you can normally see them.

The document can contain designs for the front and back sides. To activate a certain side, click on the button (8).

The Toolbar

1 – Selection tool. Use it to select and move objects.

2 – Text Field tool for adding text fields.

3 – Rectangle tool. Use it to draw rectangles and squares.

4 – Line tool. Use it to draw lines.

Clicking once on the Text, Rectangle or Line tool, you can add one object before the Selection tool reactivates. To add multiple objects, double-click the tool. In this case, the tool remains active until you select another tool.

5 – Canvas zoom controls.

6 – Open or close the Inspector.

7 – Open or close the Colors panel.

8 – Open or close the Font panel.

9 – Insert a barcode.

10 – Insert a map (Internet connection is required).

11 – Open the Art Text plug-in. Click it to activate the Art Text application (installed separately) to create art text objects (textual graphics, icons and logos).

12 – Print button. Click it to open the print dialog in order to print the current document.

To customize the toolbar buttons, choose **View > Customize Toolbar** in the menu bar.

The Source Panel

The *Source* panel is a part of the main window. It lets you add images from external sources or from the clipart, as well as import contact information from Address Book.

1 – The Contacts section displays contact information imported from Address Book.

2 – The Import section lets you import images from iPhoto, Aperture or a folder.

3 – The built-in clipart.

4 – Hide or show the Source panel.

5 – In this drop-down list, you can select a group of contacts from Address Book. In the Import and Clipart sections, you can select photo albums or image categories.

6 – List of contacts. In the Import and Clipart sections, image thumbnails are displayed.

7 – Search tool.

8 – Contact sorting tool.

9 – Handle to close or change the width of the Source panel.

To populate text fields with contact information, select a name in the list.

To add an image in the design, drag the image thumbnail onto the canvas.

The Inspector Window

The *Inspector* window contains the main set of tools for editing objects in Business Card Composer. The tools are distributed over six tabs: *Document*, *Geometry*, *Fill & Shadow*, *Image*, *Text* and *Alignment*. These tools allow you to modify properties of selected objects: size, position, color, etc.

To open one of the *Inspector* tabs, select its name in the **Window > Inspector > (tab name)** menu. Or, click the **Inspector** button in the toolbar.

To select the measurement units, use the program *Preferences* dialog (**Cmd-,**).

The *Document* tab displays the name and preview of the selected paper, the size of an individual card.

The *Geometry* tab contains tools for changing location, size and rotation angle of objects.

The *Fill and Shadow* tab controls color of objects, their border line and shadow.

The *Image* tab lets you tint, mask and edit images.

The *Text* tab contains text formatting tools.

The *Align* tab contains tools for aligning objects in the layout.

Document Size

Width:	3.500 in
Height:	2.000 in

Layout

Avery 10 Clean Edge Business Cards (3-1/2*2 in)

Change Layout...

Orientation:

◉ Landscape
○ Portrait
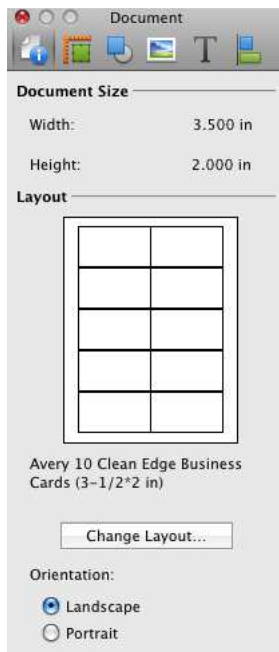
The Preferences Dialog

The *Preferences* dialog contains settings, which are applied by default every time you run the application. The program settings are located in three tabs: *General*, *Fields* and *Printing*. To open them, select **Business Card Composer > Preferences (Cmd-,)** in the menu.
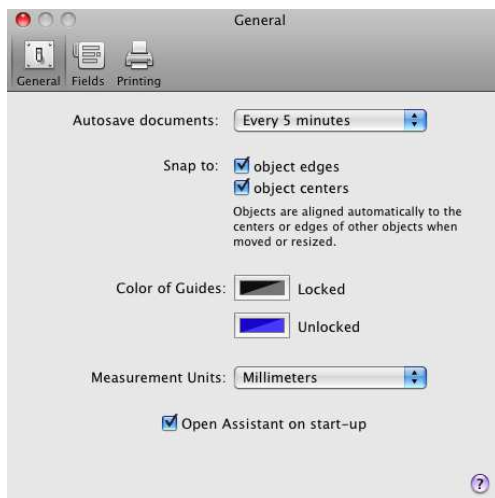
General

Autosave documents specifies how often the program automatically saves open documents. To turn autosave off, choose "Never". It is recommended that you activate this feature to avoid data loss in the event of an unexpected power outage or computer crash.

Snap to object edges specifies whether or not the program snaps an object to others when you move or resize it. This feature aligns object edges.

Snap to object centers specifies whether or not the program snaps an object to others when you move or resize it. This feature aligns object centers.

The **Color of Guides** controls let you change the color of locked and unlocked guides.

Measurement Units are used throughout the application (on the rulers, in the *Inspector*, etc.).

Open Assistant on start-up opens the *Assistant* to begin creating a new document from a ready-made business card template.

Check for updates daily specifies whether the program automatically checks for updates. To check for updates manually, choose **Business Card Composer > Check for Updates...**

Fields

The options below determine how text fields are populated with data.

Display order specifies the information order in the *Full Name* text field. For instance, "Harry Potter" or "Potter Harry".

Address Order lets choose the order in which City, State/Province, ZIP/Postal Code, and Country are shown.

The **Set address field in a line** option converts multi-line addresses imported from the Address Book, to a single line.

Default Address Source specifies which address to use (work or home) if both are present in Address Book. You can specify whether to use another address from the contact or leave the address field blank if the address selected as the default is not present in Address Book.

Printing

With the **Ignore printer page settings** option selected, the program changes the paper format for printing (the document is not affected). This allows you to avoid cutting the bottom of cards when the Letter sized paper is selected for your document.

Barcode Reader

Business Card Composer can decode "Data Matrix ASCII" and "QR Code" barcodes.

The original barcode can be scanned using a web-camera. The program can also recognize barcodes in graphic files.

To decode a barcode using a web-camera:

1. Select **Window > Barcode Reader...** in the menu to open the barcode reader tool.

2. Click the **iSight** button.

3. Place the barcode in front of the camera.

4. Click the **Capture Image** button.

To decode a barcode in a graphic file:

1. Select **Window > Barcode Reader...** in the menu to open the barcode reader tool.

2. Click the **Image** button.

3. Click the **Open File...** button and select a file.

You can select and copy the decoded text.

Business Card Composer Menus

The "Business Card Composer" Menu

About Business Card Composer	Display information about the program.
License…	Open the registration dialog.
Check for Updates…	Check for the latest update on the Internet.
Preferences… (Cmd-,)	Bring up the program's Preferences dialog.
Quit Business Card Composer (Cmd-Q)	Quit the application.

The "File" Menu

New (Cmd-N)	Create a new document.
New from Assistant… (Cmd-Shift-N)	Create a new document with the help of Assistant.
Open… (Cmd-O)	Open a document.
Open Recent > …	Open a recently edited document.
Close (Cmd-W)	Close the open document window.
Save (Cmd-S)	Save the current document.
Save As… (Cmd-Shift-S)	Save a copy of the current document.
Save As Template… (Cmd-Opt-Shift-S)	Save the open document as a template.
Export… (Cmd-Opt-E)	Export the current document to a graphic file.
Revert to Saved	Cancel all the changes in the current document that were made after the last saving.
Change Layout…	Open a dialog where you can select the paper layout.
Calibrate Printer…	Display the printer calibration dialog where you can calibrate the printer for more precise printing.
Print for Several People…	Print the card for several people in one print session.
Print Multiple Designs…	Print several documents in one print session.

| Print… (Cmd-P) | Bring up the standard Print dialog. |
| Order Cards Online... | Open an on-line web page with instructions. |

The "Edit" Menu

Undo (Cmd-Z)	Reverse the last operation you performed.
Redo (Cmd-Shift-Z)	Reverse the last Undo operation.
Cut (Cmd-X)	Remove the selected objects or text and place the selection onto the Clipboard.
Copy (Cmd-C)	Copy the selected objects or text onto the Clipboard.
Paste (Cmd-V)	Paste the content of the Clipboard into the document.
Paste and Match Style (Cmd-Shift-Opt-V)	Paste text from the Clipboard into the text box. The inserted text takes the style used for the existing text in the box (or the default style if the box is empty).
Duplicate (Cmd-D)	Duplicate the selected object(s).
Delete (Del or Backspace)	Remove the selected object(s).
Edit LinkBack Item	Open the selected LinkBack object in the corresponding application for editing.
Find > Find… (Cmd-F)	Open the Find dialog.
Find > Next (Cmd-G)	Find the next occurrence of the word or phrase entered into the Find dialog box.
Find > Previous (Cmd-Shift-G)	Find the previous occurrence of the word or phrase entered into the Find dialog box.
Find > Use Selection for Find (Cmd-E)	Find the next occurrence of a word or phrase that you have selected in the text box.
Find > Jump to Selection (Cmd-J)	Show the selected object(s) in the document view.
Spelling > Spelling… (Cmd-":")	Open the Spelling dialog.
Spelling > Check Spelling (Cmd-";")	Check spelling.
Spelling > Check Spelling as You Type	Check spelling as you type.

Select All (Cmd-A)	Select all objects on the active layer of the document.
Special Characters… (Cmd-Opt-T)	Open the Special Characters palette.

The "Insert" Menu

Vertical Guide	Insert a vertical guide line.
Horizontal Guide	Insert a horizontal guide line.
Barcode >	Insert a barcode from the list.
File Data	Insert a File Data field.
Counter	Insert an auto-incrementing counter field.
Text Box	Insert a text box.
Image > From File… (Cmd-Opt-I)	Insert an image from a file into the current document.
Image > Merged Image	Insert a dummy image that will be replaced by actual images upon printing.
Image > Generate Random…	Insert an image generated at random.
Image > Search on the Internet…	Search images on the Internet.
Image > Google Maps…	Insert a map.
Smart Shape > …	Open the list of Smart Shapes.
Art Text…	Launch the Art Text application.
Date & Time…	Insert the current date and time.

The "View" Menu

Zoom In (Cmd-Ctrl-"=")	Enlarge the current view.
Zoom Out (Cmd-Ctrl-"-")	Zoom out of the current view.
Actual Size	Display the document in its actual size (100%).
Fit Width (Cmd-Ctrl-W)	Scale the document to the width of the window.

Fit Height (Cmd-Ctrl-H)	Scale the document to the height of the window.
Fit Page (Cmd-Ctrl-P)	Fill the window with a single document page.
Show/Hide Rulers (Cmd-R)	Show or hide the rulers.
Toggle Preview Mode (Cmd-\)	Show or hide the guidelines, margins and other auxiliary marking.
Show Back/Front Side	Open the back or front side of the card.
Show Background/ Show Foreground	Open the selected layer (background or foreground) for editing.
Show/Hide Foreground Objects	Display or hide foreground objects when the Background layer is active.
Show/Hide Toolbar (Cmd-Option-T)	Display or hide the toolbar.
Customize Toolbar…	Open the Customize Toolbar dialog.
Enter/Exit Full Screen (Ctrl-Cmd-F)	Enter or exit the full screen view mode.

The "Format" Menu

Font > Show/Hide Fonts (Cmd-T)	Display the Font dialog.
Font > Bold (Cmd-B) Font > Italic (Cmd-I) Font > Underline (Cmd-U) Font > Outline (Cmd-Shift-O)	Modify the properties of the selected text.
Font > Bigger (Cmd-"+") Font > Smaller (Cmd-"-")	Increase or decrease the size of the selected text.
Font > Kern Font > Ligature Font > Baseline	Modify the properties of the selected text.

Text > Align Left Text > Center Text > Align Right Text > Justify	Align text to the left, right, center or justify.
Image > Edit…	Open the Edit Image window.
Image > Tile	Create a tiled image.
Image > Crop	Activate the Crop tool.
Image > Original Size	Return the image to its original size.
Add Shadow	Add a shadow to the selected object.
Bring Forward (Cmd-Option-F) Bring to Front (Cmd-Shift-F) Send Backward (Cmd-Option-B) Send to Back (Cmd-Shift-B)	Move the selected objects above or behind all other objects.
Move to Background/ Foreground	Move an object to the Background (Foreground) layer.
Align > Left Edges	Align the left edges of the selected objects.
Align > Right Edges	Align the right edges of the selected objects.
Align > Top Edges	Align the top edges of the selected objects.
Align > Bottom Edges	Align the bottom edges of the selected objects.
Align > Centers Horizontally	Align the centers of the selected objects horizontally.
Align > Centers Vertically	Align the centers of the selected objects vertically.
Distribute > Spacing Vertically	Create equal vertical spacing between selected objects.
Distribute > Spacing Horizontally	Create equal horizontal spacing between selected objects.
Distribute > Centers Vertically	Create equal vertical spacing between the centers of selected objects.
Distribute > Centers Horizontally	Create equal horizontal spacing between the centers of selected objects.
Center Horizontally	Move selected objects to the center horizontally.
Center Vertically	Move selected objects to the center vertically.

Group (Opt-Cmd-G)	Group the selected objects.
Ungroup (Opt-Shift-Cmd-G)	Ungroup the selected objects.
Lock/Unlock Guides	Lock or unlock guides.

The "Window" Menu

Close Window (Cmd-W)	Close the currently active window.
Minimize (Cmd-M)	Minimize the currently active window.
Bring All to Front	Move all application windows in front of the windows of other active applications.
Contacts	Open the Contacts section of the Source panel to import Address Book contacts.
Import	Open the Import section of the Source panel to import images from iPhoto, Aperture or graphic files.
Clipart	Open the clipart.
Show/Hide Inspector (Cmd-Shift-I)	Show or hide Inspector.
Inspector > Document (Cmd-1) Inspector > Geometry (Cmd-2) Inspector > Fill & Shadow (Cmd-3) Inspector > Image (Cmd-4) Inspector > Text (Cmd-5) Inspector > Alignment (Cmd-6)	Open the specified tab of Inspector window.
Barcode Reader...	Open the barcode reader.
Colors (Cmd-Shift-C)	Display or hide the system Colors window.
Fonts (Cmd-T)	Display or hide the system Font window.

The "Help" Menu

Business Card Composer Help (Cmd-?)	Open the Help documentation delivered with the application.
BeLight Software Web Site	The web site of the Business Card Composer developer.
Useful Online resources	Useful resources on the BeLight Software web site related to Business Card Composer.
Art Text…	Open the web page of the Art Text program.
Image Tricks…	Open the web page of the Image Tricks program.
Send Feedback	Send feedback to the developers by e-mail.
Online Registration…	Send your registration information to the developer.

Keyboard Shortcuts

Working with Documents

Cmd-N	Create a new blank document.
Cmd-Shift-N	Create a new document using the Assistant.
Cmd-O	Open an existing document.
Cmd-W	Close the current document.
Cmd-S	Save the current document.
Cmd-Shift-S	Save the current document under a new filename.
Cmd-Shift-Option-S	Save the current document as a template.
Cmd-Option-E	Export the document to another file format.
Cmd-Q	Quit Business Card Composer.
Cmd-P	Print the document.

Working with Objects

Cmd-Z	Undo the last operation.
Cmd-Shift-Z	Redo the last operation.
Cmd-X	Cut the selected objects or text and send them to the Clipboard.
Cmd-C	Copy the selected objects or text to the Clipboard.
Cmd-V	Paste the content from the Clipboard into the document.
Cmd-D	Duplicate the selected object(s).
Del	Delete the selected object(s).
Cmd-A	Select all objects on the active layer of the document.
Cmd-Option-F	Bring Forward.
Cmd-Shift-F	Bring to Front.
Cmd-Option-B	Send Backward.
Cmd-Shift-B	Send to Back.
Cmd-Option-I	Insert an image from a file.

Cmd-Option-G	Group selected objects.
Cmd-Shift-Option-G	Ungroup objects.
Arrow	Move the selected objects.
Shift-Arrow	Move the selected objects (increased shift).
Cmd-Shift-Option-[Left Arrow]	Rotate the selected object counterclockwise by 5º steps.
Cmd-Shift-Option-[Right Arrow]	Rotate the selected object clockwise by 5º steps.

Working with Windows and Dialogs

Cmd-Ctrl-"="	Zoom In.
Cmd-Ctrl-"-"	Zoom Out.
Cmd-Ctrl-W	Fit width.
Cmd-Ctrl-H	Fit height.
Cmd-Ctrl-P	Fit page.
Cmd-M	Minimize the active window.
Cmd-W	Close the current document window.
Cmd-","	Bring up the application Preferences dialog.
Cmd-Shift-C	Display or hide the color properties dialog.
Cmd-T	Display or hide the font properties dialog.
Cmd-R	Show or hide the rulers.
Cmd-1	Open the Document tab of Inspector.
Cmd-2	Open the Geometry tab of Inspector.
Cmd-3	Open the Fill & Shadow tab of Inspector.
Cmd-4	Open the Image tab of Inspector.
Cmd-5	Open the Text tab of Inspector.
Cmd-6	Open the Alignment tab of Inspector.
Cmd-Shift-I	Display or hide Inspector.
Cmd-\	Activate or deactivate the preview mode
Cmd-Option-T	Display or hide the toolbar.
Ctrl-Cmd-F	Enter or exit the full screen view mode.

Working with Text

Cmd-B	Make text Bold.
Cmd-I	Make text Italic.
Cmd-U	Underline text.
Cmd-Shift-O	Outline text
Cmd-"+"	Increase font size.
Cmd-"-"	Decrease font size.
Cmd-Option-[Left Arrow]	Tighten text.
Cmd-Option-[Right Arrow]	Loosen text.
Option-[Up Arrow]	Rise baseline.
Option-[Down Arrow]	Lower baseline.
Return	Insert a line break in a text field or box.
Cmd-":"	Open the Spelling dialog.
Cmd-";"	Check spelling.
Cmd-Opt-T	Open Special Characters palette.

Working with the Mouse

Hold down Shift when working with handles	Invert proportional resize to disproportional, and vice versa.
Cmd-Mouse	Toggle the snap object mode on/off.
Option-Mouse	Duplicate objects.
Shift-click	Select or deselect object without changing other objects' properties.
Ctrl-click or right-click an object	Bring up the context menu for the object.

Search

Cmd-F	Open the Find dialog box.
Cmd-G	Find the next occurrence of the word or phrase entered into the Find dialog box.
Cmd-Shift-G	Find the previous occurrence of the word or phrase entered into the Find dialog box.
Cmd-E	Find the next occurrence of a word or phrase that you have selected in a text box.
Cmd-J	Show the selected object(s) in the document view.

Other

Cmd-?	Open the Online Help system supplied with the software.

Chapter 4:
Working with Documents

Creating Cards From Scratch

1. Select **File > New** (**Cmd-N**) in the menu bar or click the **New Blank** button in the *Assistant*.

2. Select **File > Change Layout** and choose the paper layout that corresponds to the paper you will print on.

3. Add text fields and graphics to the card design.

4. Type contact information into the text fields. To populate the text fields with information from the Address Book, select a person in the *Source* panel.

5. To create a double-sided card, open the back side (**View > Show Back Side**) and add text or graphics to it.

6. Print your card (**File > Print**) or export it to a graphic file (**File > Export**).

Here are given basic directions. More detailed information can be found in the respective sections.

Creating, Opening and Saving Documents

To create a new blank document, choose **File > New** (**Cmd-N**) in the menu.

To open an existing document, select **File > Open** in the menu, or find the document and double-click on it in Finder.

To save the current document using the same file name, choose **File > Save** in the menu, or select **File > Save As** to save it under a new name.

To save a document as a template, choose **File > Save as Template**. To create a new document using your template, select this template in the MY TEMPLATES section of the *Assistant*.

Paper Layout

The *Paper Layout* dialog displays the list of papers (predefined, custom and recently used). To open this dialog, choose **File > Change Layout** in the menu, or click the **Change Layout** button in the *Document* tab of the *Inspector*.

The paper layout determines how several cards are arranged on the paper sheet (the card size, gaps between cards, and gaps along the paper edge). Most business card papers have eight or ten cards per sheet. The canvas in the main window displays only one card. When you start printing, the program uses the paper layout information to populate the standard paper format (Letter or A4) with the card design. It is important to select the correct paper type prior to printing.
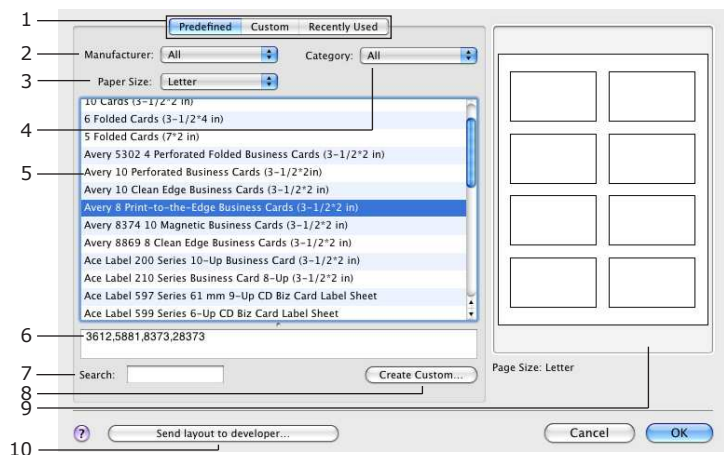
To select a paper layout:

1. In the *Paper Layout* dialog, choose the *Predefined* section containing standard papers (it is selected by default). Other sections contain custom papers and previously used papers (1).

2. Click on the paper name in the list (5) to select it. The names of paper layouts compatible with the selected one are displayed in the box (6).

   To find a paper, select "All" in the drop-down lists **Manufacturer** (2), **Paper Size** (3), and **Category** (4). Then type the paper name into the search box (7).

   To narrow down the displayed list by a specific manufacturer, paper size, or category, choose it in the corresponding drop-down lists (2, 3 or 4).

3. Click **OK** when the necessary paper is selected.

When you are looking for compatible papers, use information in the list (6) and the preview (9).

To customize a standard paper, select it and click the **Create Custom** button (8). Further details can be found in *Chapter 4, "Working with Documents" > "Custom Paper Layout"* section.

Custom Paper Layout

Business Card Composer contains a library of standard business card paper layouts. If your paper isn't listed in the program, you can create a custom paper layout in the *Custom Layout* dialog.

To create a custom paper layout:

1. Open the *Document Layout* dialog (**File > Change Layout**). Choose the *Custom* tab at the top. The new paper layout you are create will be listed here. Click the **Create New...** button.
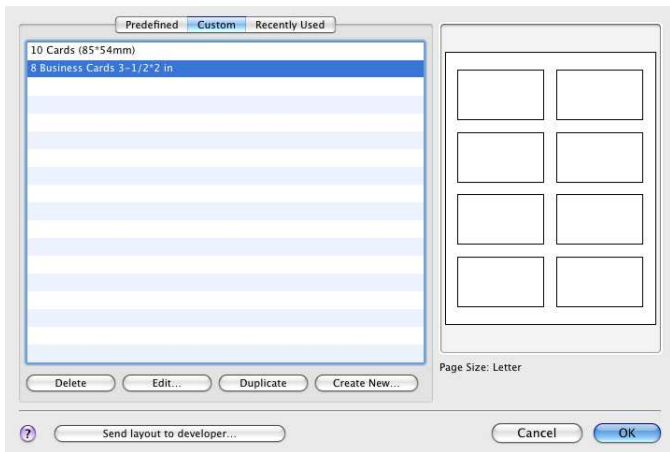
2. The *Custom Layout* dialog displays and lets you change the properties of the custom paper layout.
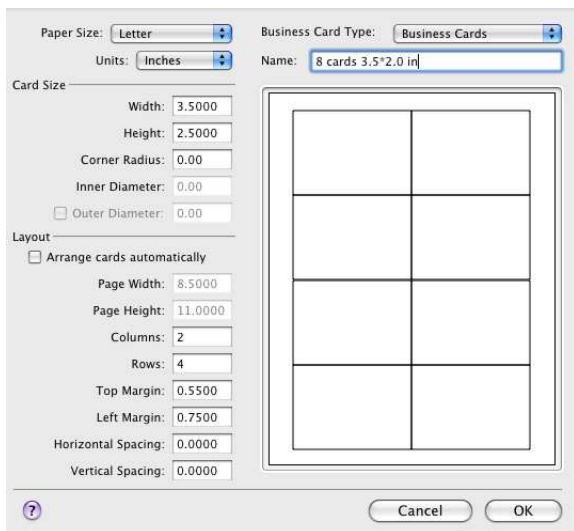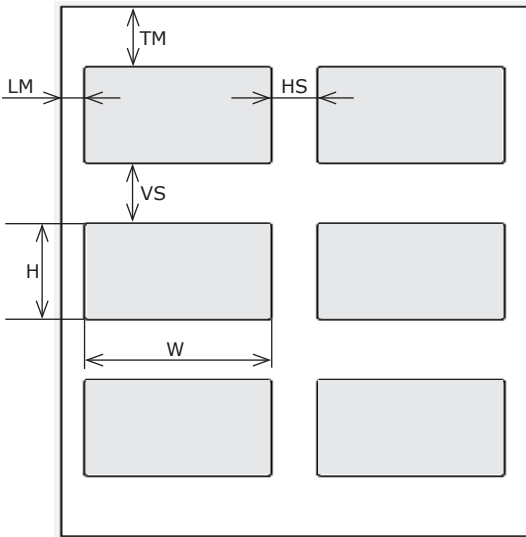

Select the business card type. The program displays a layout template that corresponds to the selected type.

Choose the measurement units.

Type the layout name. It can contain the size, number of cards per sheet, or other information that may help you identify the paper layout in the future.

In the *Card Size* section, input the width (W in the picture) and height (H).

• The *Layout* section determines the page size and how the cards are arranged on the page.

• The **Paper Size** drop-down list allows you to choose a standard or custom paper format.

• **Page Width** and **Page Height** display the exact size of the paper selected in the **Paper Size** drop-down list above. Here you can customize the size if you have chosen *Other* in the **Paper Size** drop-down list.

• **Columns** and **Rows** specify how many cards are on the page.

• **Top Margin** (TM) is the distance between the top edge of the page and the top-left card.

• **Left Margin** (LM) is the distance between the left edge of the page and the top-left card.

• **Horizontal Spacing** (HS) is the distance between columns of cards.

• **Vertical Spacing** (VS) is the distance between rows of cards.

If you don't mimic any paper but create your own layout, let the program arrange cards automatically. Select the **Arrange cards automatically** check box. According to the given paper size, it places as many cards onto the page as possible.

3. Click **OK** to save the layout. The new paper is available in the list labeled *Custom* (see the picture in the step 1).

Foreground and Background Layers

Objects in the business card design can be arranged in two layers: foreground and background. To activate a certain layer, use the *Background* and *Foreground* tabs at the bottom of the main window. To activate a layer using the menu, select **View > Show Background** or **View > Show Foreground**.

Objects located in the inactive layer cannot be selected or moved.

When the foreground is activated, you can see the background objects. When the background is activated, foreground objects are invisible. To see the foreground objects while editing the background layer, select **View > Show Foreground Objects** in the menu.

Placing Objects in Layers

Layers are useful when you want to place a text or a logo on top of a larger image. Place this image in the background. This will prevent you from occasional selecting or moving it while working with the text or the logo.

To move an object from one layer to another, right-click on it and select **Move to Foreground** or **Move to Background** in the context menu.

Creating the Card Background

To add a solid color background, add a rectangle using the **Rectangle** tool. Then open the *Fill & Shadow* tab of the *Inspector* and set the fill color. Here you can also choose a linear or radial gradient fill.

To place an image in the background, drag an image from the clipart or Finder into the background layer. You can also import images from your iPhoto of Aperture libraries in the side panel. Also, you can use the internal image generator. To open it, select **Insert > Image > Generate Random**.

Note that if you want an image to cover the whole card, place the image so that its edges go a little bit outside the design canvas. This prevents you from printing cards with white stripes along the card edges.

Vertical Cards

To create a vertical card, you can use the vertical card design templates from the *Assistant* (**Cmd-Shift-N**).

To change the orientation of the card on the canvas, use the *Document* tab of *Inspector*. The objects in the card design will not rotate together with the card.

The card design and printing processes are the same as for horizontal cards.

Double-Sided Cards

Business Card Composer lets you design and print double-sided cards. The program saves the front and the back sides of the card to the same document.

You can switch between sides using the **View > Show Back Side** or **View > Show Front Side** menu items. The currently opened card side is indicated by a tag at the bottom of the main window. You can also use it to move from one side to another.

Two methods can be used to print double-sided cards depending on the paper you have: printing on both sides of the paper or using foldable paper.

Printing on both sides of the paper sheet

You need to use paper that allows for printing on both sides. If this is not indicated on the paper package, ask a store assistant for this information, or do a test print. Some perforated card papers can be used for this purpose.

The *Print* dialog allows you to choose which side to print: the front, back, or both. If you print a single-sided card, only one side will be enabled.

Printing double-sided cards requires you to insert every sheet into the printer twice (except for duplex printers).

The **Duplex printing order** check box in the *Print* dialog controls the order the pages are printed.

- If the **Duplex printing order** check box is cleared, see the "Attention" message in the print dialog for the necessary amount of sheets of paper.

  For instance, you are going to print 20 cards (10 cards per sheet, two sheets).

  The printer task will be to print four sheets. You should insert two sheets into the printer and start printing. When they are printed, the program will stop and ask you to flip the paper over to print to the other side. Do this. Make sure that you feed the same end into the printer. Click on the **Continue** button in the message box.

- If the **Duplex printing order** check box is selected (most common) you will have to feed the paper into the printer manually one by one, flipping each paper sheet over to print the back side.

  Duplex printers do this automatically.

See *Chapter 8, "Printing and Exporting" > "Printing"* for additional information.

Using foldable paper stock

Another option is to use foldable paper, from Conqueror, for example. The printing process is similar to printing single-sided cards.

The Conqueror paper has an adhesive layer on the back of the paper. You should design the face of the card on the left part of the card template, and the back of the card - on the right side (or vice versa). After printing, separate the cards from the page and fold them. The sides will stick to each other. In this respect, Conqueror paper is similar to folded card stock, but the result is a double-sided card, not a booklet-like card.
More about Conqueror paper can be found on its web site:
http://www.conqueror.com

Document Properties in the Inspector

The *Document* tab of the *Inspector* displays basic information about the selected paper.
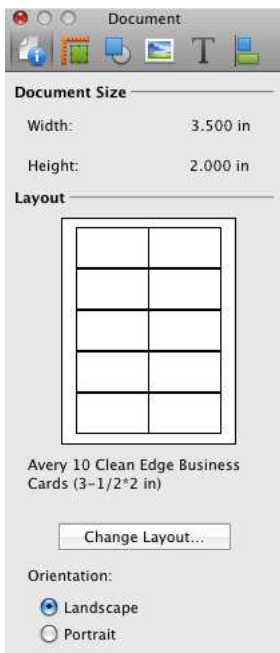
The *Document Size* section displays the size of an individual card.

The *Layout* section shows the name and preview of the selected paper. To select another type of paper, open the *Paper Layout* dialog by clicking on the **Change Layout** button.

The **Orientation** controls rotate the card on the canvas 90 degrees. The objects' orientation doesn't change.

Chapter 5: Editing Business Card Designs

Basic Operations on Objects

Objects in Business Card Composer are text fields, text boxes, images and Smart Shapes.

All operations on objects can be done by using the Inspector or the program menu and some of them by using the context menu. To open the context menu, Ctrl-click or right-click on an object. The object must be selected before you perform any operations on it.

To select an object, click it with the Selection tool. To select several objects, click them in order holding down the **Shift** key. The objects will be selected one by one. You can also press and hold down the mouse button to select objects with a frame. All the objects touched by the rectangle will become selected.

Moving Objects

To move an object, drag it with the mouse.

For precise movement, select an object and use the arrow keys on the keyboard. For faster movement, press **Shift-[Arrow key]**.

In the *Geometry* tab of *Inspector* you can enter the coordinates of the object to place it into an exact location. Measurement units can be changed in the program *Preferences* (**Cmd-,**).

When you move an object with the mouse, it snaps automatically to guides and edges or centers of other objects. You may toggle the snap function on or off if you hold down the **Cmd** key as you move the object. To turn it off permanently, clear the **Snap** checkbox in the program *Preferences*. When an edge of the object you are moving aligns with another object, a smart guide is displayed (blue dashed line).
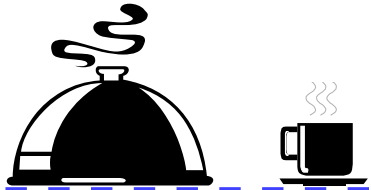
The commands **Center Horizontally** and **Center Vertically** in the **Format** menu move the selected objects to the page center along the horizontal or vertical axis.

Changing the Size of Objects

The size of an object can be changed with the mouse. Simply select the object and drag one of the handles on its border. To resize an object preserving its aspect ratio, use the corner resize handles. Side handles resize that particular side only. You can resize an object without preserving its aspect ratio using corner handles by holding the **Shift** key down while resizing it.

In the *Geometry* tab of the *Inspector*, you can enter the dimensions of the object to make it an exact size. Measurement units can be changed in the program *Preferences*.

When you set a new size and **Fix aspect ratio** is selected, the side proportion will be preserved.

Several images can be resized together. When you resize a group of selected images, they have a common selection frame and behave as a single image.

Rotating Objects

To rotate the selected object, use controls from the *Rotate* section in the *Geometry* tab of the *Inspector*. Images can be flipped vertically and horizontally. Text can not be flipped. To do this, you have to convert it to an image (right-click and select **Convert Text to Image** in the context menu).

To rotate an object with the mouse, click on it to select it. Then move the cursor over a corner handle of the selection frame. When the cursor icon turns into a bi-directional arrow, drag the handle to turn the object.
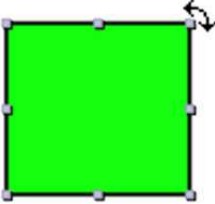
Several objects can be rotated together. When you rotate a group of objects, they move around the center of the selection.

Grouping Objects

Objects can be grouped together. A group of objects behaves as a single object when you move or resize it.

To group objects, select them and press **Cmd-Opt-G**, or Ctrl-click (right-click) on selected objects and choose **Group** in the pop-up menu. The group function can be also found under the **Format** menu.

To ungroup objects, press **Cmd-Opt-Shift-G** or choose **Format > Ungroup**.

Business Card Composer supports nested groups. This is a group of objects that includes a smaller group.

Controls, available for individual objects, may be locked when a group is selected.

Editing Objects
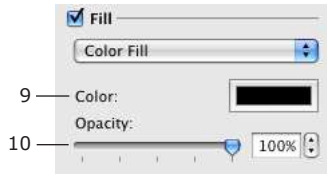
To edit text, double click on it.

Double-clicking on an image opens the *Edit Image* window. Here, you can crop the image or apply Core Image filters.

The Fill Option

The *Fill* controls are located in the *Fill & Shadow* tab of the *Inspector* window. Use the pop-up menu (1 in the picture) to choose the way to fill an object.
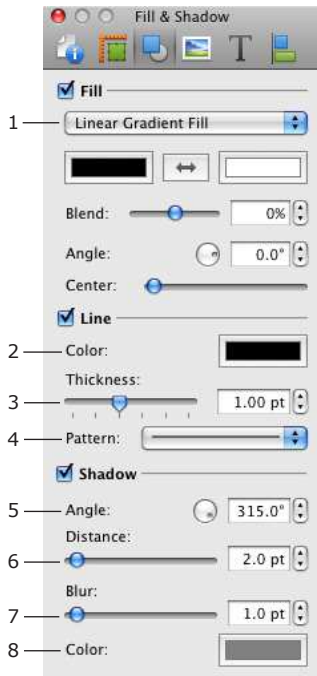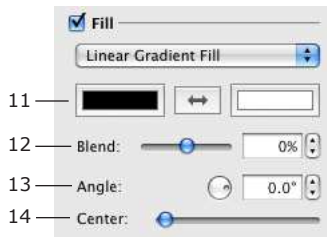
Color Fill

You can change the fill color (9) and opacity (10).

Color Fill lets you change the background of text or fill a Smart Shape with color.

Linear Gradient Fill

Linear Gradient Fill fills an image with a gradient fill.

The **Color** buttons (11) let you choose the two base colors for the gradient.

The **Blend** slider (12) redistributes space among colors. When the slider is in the middle, the margin between colors lays in the center. When the slider is moved to the right or left, the center of the gradient moves, making one color more dominant.

Angle (13) changes the direction of the gradient.

The **Center** slide bar (14) shifts the colors.

Radial Gradient Fill
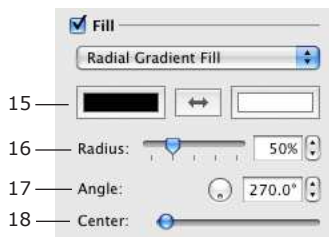
Radial Gradient Fill creates a circular gradient.
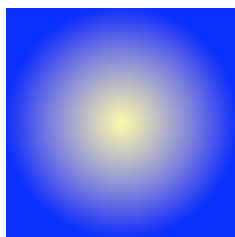
The **Color** buttons (15) let you choose the two base colors for the gradient.

Radius (16) changes the size of the spot of color in the middle.

Center (18) moves the color spot out of the center.

When the color spot is not in the center, the **Angle** control defines its offset direction.

Image Fill
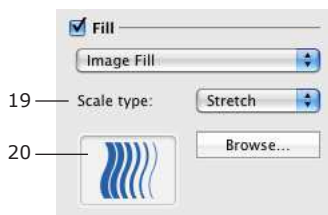
You can only fill a Smart Shape with an image.

The **Scale type** pop-up menu defines how an image will be inserted into a smart shape. **Scale type** is explained in the Working With Smart Shapes section.

The **Browse** button lets you choose an image on your computer. Or drag and drop an image from the *Source* panel into the box (20).

The Line Option
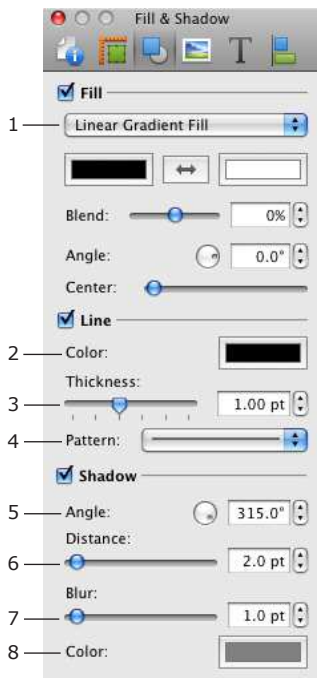
Border lines can be made visible or invisible by using the Line check box in the *Fill & Shadow* tab of the *Inspector*.

Use the **Color** button (2) to change the color and opacity of a line.

Adjust the thickness of the line using the **Thickness** controls (3).

The **Pattern** pop-up menu lets you choose dashed, dotted, and other types of lines.

The Shadow Option

To add and control the shadow of an object, use the *Shadow* section in the *Fill & Shadow* tab of the *Inspector*.

The distance from the shadow to the object (6), its angle (5) and blur (7) can be adjusted with the help of the respective controls.

The **Color** button (8) lets you change the color and opacity of the shadow.

A shadow can also be added to text (to the letters), if you select a portion of text and apply the shadow as described above. Note that the shadow controls in the *Inspector* produce a different shadow than controls in the standard *Font* dialog.

Aligning Objects

The *Alignment* tab of the *Inspector* has several options for aligning objects. Select two or more objects and click one of the align buttons. You can align left edges, right edges, top edges, and bottom edges. You can also align the centers of the objects vertically or horizontally.

If you need to align several objects, first select them. Open the *Alignment* tab of the *Inspector* and select the type of the alignment you need. The same commands can be found in the **Format > Align** menu.

You can align objects to guide lines. To add a guide line, select I**nsert > Vertical Guide** or **Insert > Horizontal Guide** in the menu. To delete a guide line, right-click or Ctrl-click on it and select **Delete Guide**. To align an object to the guide line, move an object near the guide until it snaps.
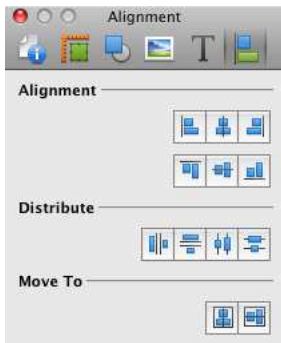
Distributing Objects

The commands from the **Format > Distribute** menu and the *Distribute* section of the *Alignment* tab of the *Inspector* affect how selected objects are distributed on the page. These commands are used to create equal spacing between objects and can be only used for three or more objects.

Distribute > Spacing Horizontally – move the middle object(s) horizontally to make the horizontal spacing between the edges of the objects equal.
Distribute > Spacing Vertically – move the middle object(s) vertically to make the vertical spacing between the edges of the objects equal.
Distribute > Centers Horizontally – move the middle object(s) horizontally to make the spacing between the vertical axes of the objects equal.
Distribute > Centers Vertically – move the middle object(s) vertically to make the spacing between the horizontal axes of the objects equal.

Changing the Object Order in the Layout

Objects in the same layer may form a stack, laying one over another. To change the position of an object in the stack, use the **Bring Forward**, **Bring to Front**, **Send Backward**, **Send to Back** commands in the **Format** menu.

Bring Forward (**Opt-Cmd-F**) places the selected object one level higher.
Bring to Front (**Shift-Cmd-F**) places the selected object above others.
Send Backward (**Opt-Cmd-B**) places the selected object one level lower.
Send to Back (**Shift-Cmd-B**) places the selected object below others.

When you add objects to a document, each subsequent object lays over the existing ones in the stack. In other words, the image added later will cover the ones added earlier. The commands described here help to arrange the order in which objects appear in the layout.

The commands listed above affect objects within the current layer (background or foreground).

The commands **Move To Background** and **Move To Foreground** from the **Format** menu move the selected object to another layer. If you move an object to another layer, it will appear in front of other objects in this layer.

In some cases you may need to select an object that is fully covered by another one and cannot be accessed by mouse click. For instance, to resize or move an image used as the background for text. The easiest way to access lower objects is using the throughout selection. Click several times on the pile of objects holding down the **Cmd** key. Each time you click, the next object behind the current one will be selected. If the front object is not transparent (is a picture, for instance), you will see only the selection handles of objects behind.

Working with Text Fields

Use of Text Fields

Text fields are used to display:

- Contact information.
- Custom text.
- Information imported from a text file (also see *Chapter 6, "Automated Insertion of Text and Images"*).
- Image titles from iPhoto and Aperture (also see *Chapter 6, "Automated Insertion of Text and Images"*).
- Counter.

Unlike text boxes, each text field has the predetermined type (for example, First Name, Company, Phone, etc.). The contact information in text fields is automatically changed when you select another person. In the *Print for Multiple People* mode, the information on each card may vary according to the contacts you have selected.

Adding and Deleting Text Fields

To add a text field:

1. Click the "**T**" toolbar button (the mouse pointer icon will change).
2. Click on the card, the pop-up list will display the text field types.
3. Select a text field type.

To delete a text field, select it and press the **Delete** key.

Modifying the Content of Text Fields

To change what kind of information is displayed in the selected text field, choose another text field type from a drop-down menu in the *Text* tab of the *Inspector*.

To populate a text field with data from Address Book, select a name in the *Contacts* section of the *Source* panel. The Custom text field is not linked with any data source. The information inside a Custom field should be typed manually.

To modify the text manually, double-click on it.

To format the text (change the font, alignment, color, etc.), use tools in the *Text* tab of the *Inspector* (**Window > Inspector > Text**).

How to perform common tasks such as rotation, alignment, etc. is described in *Chapter 5, "Editing Business Card Designs" > "Basic Operations on Objects"*.

Text Field Label

The text field label is a part of the text field object. Labels are used to display "Tel:", "Fax:" and so on, next to the corresponding information. To show or hide the label, select the text field and click the **Show label** check box in the *Text* tab of the *Inspector*. To edit the label text, double-click on it.

You can apply different formatting to the text field and its label.

Working with Text Boxes

Text boxes are used to add regular text to the card designs. If you need to create multi-line text or text with sophisticated formatting, use text boxes. For personal information, use text fields because they can be automatically populated with information from your Address Book.

To add a text box, select **Insert > Text Box**.

To type or modify text, double-click on it. When text doesn't fit inside the text box, a red triangle is displayed on the bottom side of the frame. In this case, you should increase the text box size.

Text formatting tools are located in the *Text* tab of the *Inspector* (**Window > Inspector > Text**). How to perform common tasks such as rotation, alignment, etc. is described in *Chapter 5, "Editing Business Card Designs" > "Basic Operations on Objects"*.

To convert text to a vector image, right-click on the text and in its context menu and choose **Convert text to Image** in the context menu. When a text has been converted to an image, you can apply graphic effects that otherwise do not work with text (Core Image filters, flipping, etc.).

To check spelling, select **Edit > Spelling** in the menu and choose one of the possible options.

Working with Images

Business Card Composer lets you use images from different sources in your documents.

Some operations common for different objects are described in *Chapter 5, "Editing Business Card Designs" > "Basic Operations on Objects"*.

On how to import and insert images automatically see *Chapter 6, "Automated Insertion of Text and Images"*.

Adding Images

To add an image from the clipart:

1. Open the *Clipart* tab of the *Source* panel.
2. Select an image category from the drop-down list.
3. Drag and drop an image onto the document.

To insert an image from iPhoto or Aperture:

1. Open the *Import* tab of the *Source* panel.
2. Select iPhoto or Aperture from the drop-down list.
3. Drag and drop an image onto the document.

To insert an image from a file on the disk:

1. Open the *Import* tab of the *Source* panel.
2. Select **Custom Folder** from the drop-down list and select a folder containing images. To access images from subfolders, select the **Get Images from Subfolders** check box. Click **Choose**.
3. Drag and drop an image onto the document.

Another way to add an image is to drag a graphic file from Finder and drop it onto the canvas.

To search and download an image from the Internet:

1. Open the *Clipart* tab of the *Source* panel.
2. In the search box, click on the magnifying glass icon and chose *Internet*.
3. Type a keyword and hit the **Return** key.
4. Drag and drop an image onto the document.

Generating images

The built-in image generator can be used to create images for backgrounds.

If the Image Tricks program is installed on your computer, Business Card Composer uses its generator plug-in to create images.

To generate and insert an image, choose **Insert > Random Image** in the menu. An alternative way to open the image generator is to click the **Generate...** button in the *Image* tab of the *Inspector*.

The built-in generator inserts a new image immediately. The Image Tricks plug-in lets you choose one of multiple generators and adjust its parameters.

Replacing One Image with Another

You can replace an image in your document with a new one from the *Source* panel so that the new image will take up exactly same amount of space as the existing image and the card layout will not be changed. To replace an image, select an image on your card and drag a new image over the selected one. A blue frame appears around the selected image indicating that you can drop a new image inside. If the old and new images have a different side proportion, the new one will be stretched to fit the size of the old image. This way works well for the background graphics.

To replace an image so that a new one retains its original aspect ratio, select the old image and then click on a new image in the clipart panel.

Image Properties in the Inspector

Image properties are located in the *Fill & Shadow* and *Image* tabs in the *Inspector*. The *Fill & Shadow* tab is described in the *Chapter 5, "Editing Business Card Designs" > "Basic Operations on Objects"*. Tools in the *Image* tab (**Window > Inspector > Image**) are described here.
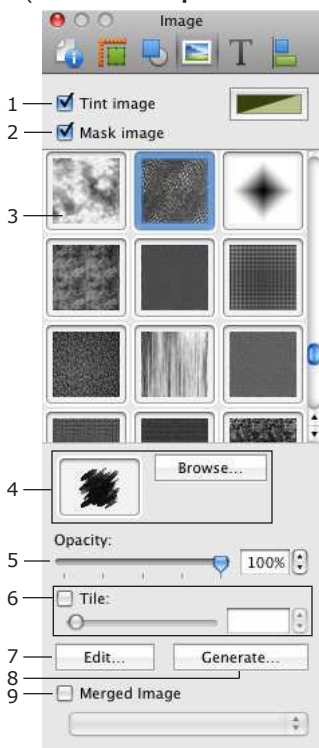
1 – Tint image.

2 – Mask image. This tool lets you apply a mask to the selected image. You can select a mask from the mask library or choose an image from clipart or graphic file on your disk.

3 – Library of masks. Click on the mask thumbnail to select it.

4 – Custom mask tool. To apply a custom mask, drag and drop an image from the *Source* panel or from Finder into the drop box, or click the **Browse** button and select a graphic file.

5 - Image opacity.

6 – Tile image tool. It changes the image size retaining the original image bound size.

7 – Image editing tool. When you click the **Edit** button, the selected image opens in the Image Tricks plug-in window where you can apply Core Image filters or crop the image.

8 – Image generator.

9 – Merge Image tool. It lets you select an image source and automatically import images and place a different one on each card during the printing process.

Cropping Images

To crop an image, right-click on it and select **Crop** in the pop-up menu. The handles on the image frame will turn red indicating that the crop mode is activated. Drag a handle on the side that you want to crop. To quit the crop mode, click outside of the image.

While the crop mode is activated, you can move the image inside its selection frame using the mouse.

Working with Smart Shapes

The built-in clipart contains the *Smart Shapes* category. Smart Shapes are vector images. In addition to generic properties, Smart Shapes have:
- The possibility to adjust the shape.
- The possibility to be filled with an image.

The graphic tools common for all images are described in these sections:
- Basic Operations on Objects
- Image Properties in the Inspector

Note that tools like **Tile** and **Mask Image** cannot be applied to a Smart Shape, but to an image inside it.

Adjusting the Shape

The shape of some Smart Shapes can be changed using the **Curve** and **Side Count** controls located on the *Geometry* tab of the *Inspector*.
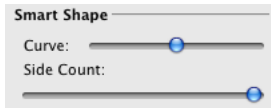
For example, you can change the number of rays of a star using the **Side Count** control and the ray angle using the **Curve** control.

Filling a Smart Shape with an Image

A Smart Shape can be filled with a solid color, gradient and an image. To insert an image into a Smart Shape, select the shape, then drag and drop the image from the Clipart into the Smart Shape.

Alternatively:

1. Select the Smart Shape.

2. Open the *Fill & Shadow* tab of the *Inspector* (**Window > Inspector > Fill & Shadow**).

3. Enable the **Fill** option.

4. Choose *Image Fill* in the drop-down list.

5. Drag the image into the box on the left from the **Browse** button.

6. Choose the appropriate way of filling in the **Scale type** option.

When you resize a Smart Shape, the inserted image gets resized too.

The **Scale type** parameter in the Inspector controls how to insert the image into the Smart Shape.
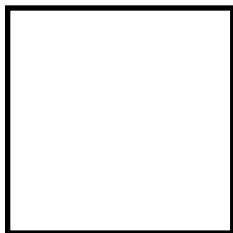
Original Smart Shape
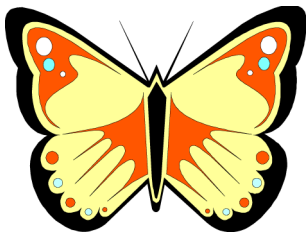
Original image
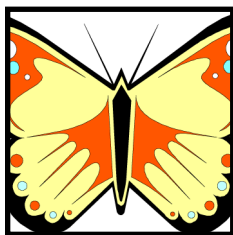
Fill – does not change the aspect ratio of the image. A part of the image may not be seen in the Smart Shape.
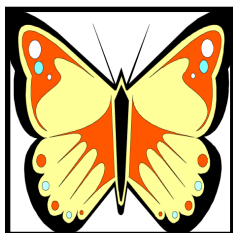
Stretch – the whole image fits into the Smart Shape. The image may be deformed.
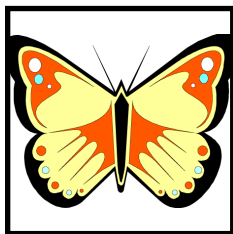
Fit – the whole image fits into the Smart Shape. The proportion of the sides will not change. Blank space may be left inside the Smart Shape.

Working with Barcodes

You can use a barcode to place information on your card in a form that can be recognized by an optical reader.

To insert a barcode, select **Insert > Barcode** in the menu and choose one of the barcode types.

To modify the encoded information or barcode type, double-click on the barcode in the document.

Barcode Type:

QR Code

☐ Show human-readable text

Barcode Data:

Ralf Kratz
Teacher
Address: 1586 Parkway Loop, Suite 196
Tustin CA 92760
Tel: +1 949.455.2813
CE Phones College
E-mail: ralf@ce-phones.org

Insert Card Details As:

Close

You can type and edit text in the Barcode Data edit box. Note that not all symbols are supported. If the selected barcode type supports multi-line text, press **Opt-Return** to type text in a new line.

To insert the contact information into the **Barcode Data** edit box, click the **Insert Card Details As** pop-up menu and select the format: plain text or vCard. The program inserts the data contained in text fields added in the card design. For example, to have a telephone number added, you should place the *Phone* text field in the document.

The **Show human-readable text** option is available for the Code 128 barcodes.

Working with Art Text

Business Card Composer integrates with the Art Text application (purchased separately). Due to this, graphics created in Art Text can be easily handled in Business Card Composer.

Art text in Business Card Composer is an object with special properties. In Business Card Composer, you can operate with it as with an image, but the object contains the original text available for further modification. Graphics created in Art Text (text, logos, etc.) are called "Art Text objects" in this documentation.

For inserting an Art Text object into a Business Card Composer document, the Art Text application should be installed on your computer.

The Art Text application creates an image from ordinary text (or another image), allows you to apply effects and transformations, and then sends the image to Business Card Composer.
Business Card Composer uses the Link Back technology to send an art text object back into Art Text for modification upon double clicking on the object.

To insert an Art Text object:

1. Choose the **Insert > Art Text...** menu command or click the Art Text icon in the toolbar.

2. Type your text and change the effect parameters in the Art Text application.

3. Click the **Link Back...** button in Art Text to send the modified image to Business Card Composer.

To modify an Art Text object:

1. Select an Art Text object and choose the **Edit in Art Text** command in the **Edit** menu or double-click on the Art Text object.

2. Make the necessary changes in the Art Text application.

3. Click the **Link Back...** button in Art Text to send the modified image to Business Card Composer.

To remove an Art Text object, select it and press the **Delete** key.

Note:
1. Only images made in the Art Text application can be sent back for editing to Art Text.
2. After some modifications (like applying Core Image filters in Image Tricks plug-in), an Art Text object may turn into an ordinary image that can no longer be changed in Art Text.

To learn more about Art Text or download the program, see the product web page:
http://www.belightsoft.com/products/arttext/

To learn more about Link Back, see the official web site:
http://www.linkbackproject.org

Editing Images

To edit an image:

- Double-click on the image.
- Select the image and choose **Format > Image > Edit...** in the menu.
- Select the image and click the **Edit...** button in the *Image* tab of the *Inspector*.

The set of filters is organized into filter categories (color, blur, etc.). Some filters have adjustable parameters.

The picture in the preview area immediately changes after selecting a filter or if you change the parameters of the selected filter. Every time you select a new filter, you'll see the result applied to the original picture.

Some filters have an additional parameter. It is a point on the image. Effects that have such a parameter allow you to edit images with a mouse click directly on the image. The mouse click determines the base point of distortion or other effect. When you move the mouse pointer on the image with the button pressed (the left button for a two-button mouse), the image changes in real time (the reaction depends on the performance of your computer and of your graphic card).

The filters for which you can select such a point are marked in the filter list by the crosshair icon on the right. When such a filter is selected, the mouse pointer will also look like a crosshair.

Filters of another type are marked with a color ball icon. This means that such a filter has color as a parameter. Selecting such a filter will enable the **Color** button.

To change the image size, click the **Size** button and set the new image dimensions.

Using LinkBack vs. the Image Tricks Plug-In

The Image Tricks application provides more capabilities than its plug-in. You can edit images by using the stand-alone Image Tricks instead of the plug-in. In this case, you should copy an image from the Image Tricks into a Business Card Composer document through the clipboard.

Later, when you want to edit the image, double-click on it. Image Tricks will open the image. When you finish modifying it, choose **File > Save** in the menu of Image Tricks to update the image in the document.

By installing the latest version of Image Tricks, you will get all the available features in the plug-in. The plug-in integrated into the program contains a reduced number of filters.

More information related to Image Tricks and Core Image filters can be found on the Image Tricks Web page:
http://www.belightsoft.com/imagetricks

Using Image Generators

Generating Images

Having the Image Tricks plug-in installed, you can generate images using special mathematical algorithms. If Image Tricks has not been installed, the internal image generator will be used instead.

To access generators, click the **Generate** button in the *Image* tab of the *Inspector*, or choose **Insert > Image > Generate Random** in the menu bar.

Some Generators (like Spinning Squares) show the same image if the same parameters were set, and some can produce random images (Star Field). To get another randomly generated image, click the **Render** button.

If you decide to open one of the previously generated but not saved images, use the history buttons "<" and ">".

When you select a generator, the program shows an image generated with the default set of parameters.

It may take time for some generators to show a picture. If you just play with parameters (especially color) to find an appropriate combination, it is recommended that you set a smaller image size. 200x200 pixels is enough for a preview. Then you can change the image size and re-generate it in better quality.
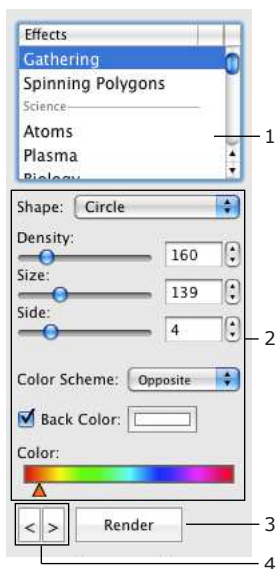
1 – List of generators
2 – Generator parameters
3 – Generate another image
4 – Go backward or forward to preview the previously generated images

Generator Parameters

Generators have different sets of parameters. Parameters can be separated into the following groups:

- Shape – Some generators use a number of smaller images to create a bigger one and you can select one to use.

- Numeric parameters such as angle, size, resolution and other.

- Color Scheme – Determines how many colors to use in the image. The base color is taken from the **Color** control.

  • Opposite – Two colors (selected color and a complementary one) and up to four of their tints.

  • Triadic – Three colors (selected one and two complementary) and up to four of their tints.

  • Tetradic – Four colors (selected one and three complementary) and up to four of their tints.

  • MonoStep – One base color and four of its tints.

  • MonoBlack – One base color and four of its tints, darker than the base one.

  • MonoWhite – One base color and four of its tints, lighter than the base one.

  • Mono – One base color with an unlimited number of tints.

- The color selector is one of these types:

  • Color

  • Color Range
  You can move color sliders separately. To move them together, drag any of them holding the **Shift** key.

- Back Color – Color of the image background. It is applicable to images with a transparent background.

Image Size

To change or verify the image size, click the **Size** button.

Creating the Background

To create the background for your card, place an image in the background layer.

Creating a solid color background:

1. Open the background layer (**View > Show Background**). You can the use the foreground for all graphics as well.

2. Click on the **Rectangle** tool in the toolbar and draw a rectangle that covers the area where the background should be.

3. To place the rectangle behind other objects, right-click on it and select **Send to Back** in the pop-up menu.

4. Click on the **Colors** button in the toolbar and select the color (the rectangle should be selected).

Creating a background with an image:

1. Open the background layer (**View > Show Background**). You can the use the foreground for all graphics as well.

2. Drag an image onto the card, or generate an image using the Image Tricks plug-in (**Insert > Image > Generate Random**).

3. Resize the image and move it to the proper position if necessary.

4. To place the image behind other objects, right-click on it and select **Send to Back** in the pop-up menu.

To avoid printing cards with white stripes along the card edges, place the image so that its edges go a little bit outside the design canvas.

Adding a Map

Business Card Composer is integrated with the Google Maps online service (*http://maps.google.com/*).
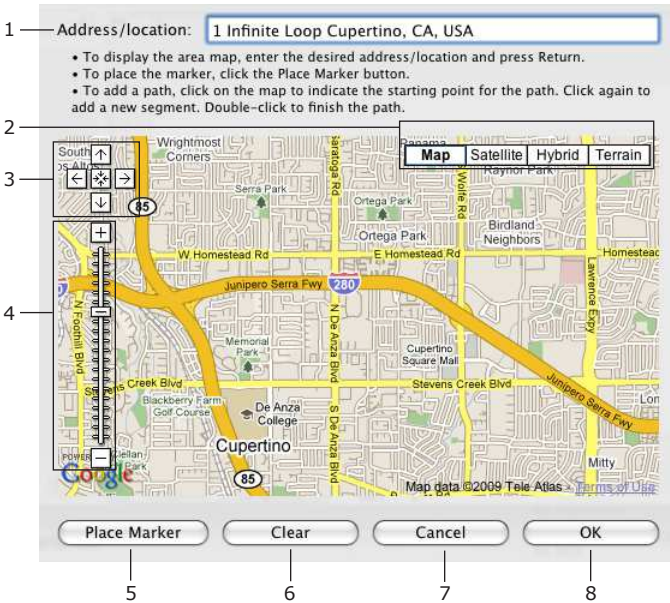
To add a map in your document:

1. Select **Insert > Image > Google Maps...** in the menu.

2. Enter the address into the text field (1) and press the **Return** button to renew the map. The address displayed on the canvas is used by default.

3. Select the map type by clicking on buttons (2): Map (street map), Satellite, Hybrid (satellite with street names), or Terrain (terrain with street names).

4. Adjust the area displayed in the preview using the zoom tool (4) and scroll buttons (3). You can also pan the map with the mouse.

5. Add a marker and path onto the map if necessary.

   To add a marker, click the **Place Marker** button (5). You can move the marker to adjust its location.

   How to add and edit a path is described in "*Adding and Editing a Path"* section.

   To delete all markers and paths, click the **Clear** button (6).

6. To add the map into the document, click the **OK** button (8).

If the address has not been changed, the dialog displays a cached map when you open it again. To reload the map, press the **Return** button.

Adding and Editing a Path
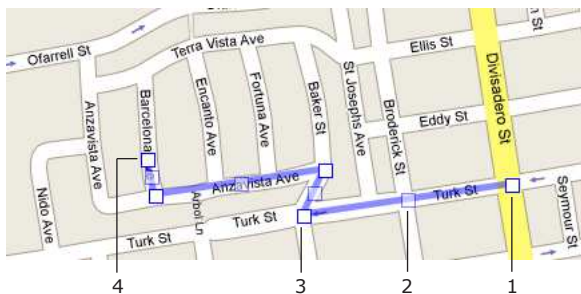
1. Click on the map to indicate the beginning of the path (1).

2. Click on the map again to add intermediate points (3) where the path changes its direction.

3. Double-click on the map, to place the end point (4).

You can move the points after they have been added to adjust any inaccuracies.

To add more intermediate points, place the cursor over the path and drag aside the semitransparent point (2) in the middle of the path segment.

Chapter 6: Automated Insertion of Text and Images

File Data

Business Card Composer can import text data from a file and automatically insert it into a File Data text field. You should link it with a text file that contains the information you want to print. During the printing process, the program imports portions of information from the linked file and inserts them into each File Data field.

To add a File Data field to your document, choose **Insert > File Data** in the menu bar.

To link a File Data field to a file or change data import parameters, select the field and click the **Choose** button in the *Text* tab of the *Inspector*. In the *Open* dialog, select a file in the plain text format. If the file has only one column, select **Single Column Data**. If there are several columns separated by a delimiter (tabulation, semicolon or other), choose **Multiple Column Data** and select the column delimiter. Indicate the number of the column containing the data.

If the imported text is unreadable (check the print preview), you should change the character encoding. Text editors usually let you set the encoding when you save the file. The same encoding should be selected at import.

The first row of the text file might be the header. To exclude it from printing, select the **First row is header** check box.

Let's examine a file that includes the following lines:

001,Russell Simmons,Manager,347-12-567
002,Shirley Kaiser,Accountant,653-54-444

For this file, you should choose comma as the delimiter. To display the person's occupation, set the **Column** to 3 (here the first column is the index number, the second is name, and the third is occupation).

Note that text data from files is not displayed on the canvas, but appears in the print preview and in print.

If the length of the imported text lines vary, make sure that the longest line fits the provided space. The program does not add line breaks.

The format for the data file is described in *Chapter 6, "Automated Insertion of Text and Images" > "Automated Image Importing and Insertion"*.

Automated Image Importing and Insertion

Business Card Composer allows you to automatically insert images onto your card when you print multiple cards (each card contain a different image). Images can be taken from the following locations:

- Address Book. This image source is useful for printing name badges when personal records contain contact information and photos.

- iPhoto and Aperture. You can print multiple images from iPhoto or Aperture on your cards in a series. Use this to create a sampler, to print name badges, or for other tasks.

- Text File. If your pictures are stored in one or several folders on your hard disk, you can create a text file where images are listed (image paths).

An image from the selected source will be shown on the document right after the source is selected. The other images will appear on the consecutive cards in the print dialog.

Address Book

To insert images from the Address Book:

1. Select **Insert > Image > Merge Image** in the menu.

2. In the *Image* tab of the *Inspector*, select *Address Book* in the drop-down list below the **Merge Image** checkbox.
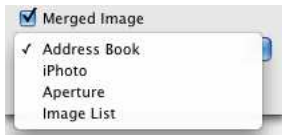
3. Select a person in the *Source* panel. Then select **File > Print**.

   To print images from several Address Book contacts, choose File > Print for Several People, select the contacts, and click Print.

Note: Images are automatically inserted onto cards after you start printing. Images will look the same as in the selected source unless you have edited it in the Image *tab of the* Inspector. *The effects applied to the image in the Image Tricks plug-in will not retain while printing. If you want to edit one, print it separately.*

iPhoto and Aperture

To insert images from iPhoto or Aperture:

1. Select **Insert > Image > Merge Image** in the menu.

2. In the *Image* tab of the *Inspector*, select *iPhoto* or *Aperture* in the drop-down list below the **Merge Image** checkbox.

3. Select the images you wish to print.

4. Select **File > Print** to start printing.

Note: Images are automatically inserted onto cards after you start printing. Images will look the same as in the selected source unless you have edited it in the Image *tab of the* Inspector. *The effects applied to the image in the Image Tricks plug-in will not retain while printing. If you want to edit one, print it separately.*

Image Titles from iPhoto and Aperture

To add image titles from iPhoto or Aperture to the design:

1. Add a new text field using the **Text Field** tool in the toolbar. In the pop-up menu, select the type for this field: *iPhoto Title* or *Aperture Title*.

2. In the *Text* tab in the *Inspector*, click **Choose** in the *Text Fields* section.

3. Select images whose titles you wish to import and click **Choose**. The imported titles will be listed in the *Inspector*.

Image titles will be pasted in your design during the printing process.

Text File

Business Card Composer can print images listed in a text file (the path to each image must be there, one per line).

To insert images using a list of their locations:

1. Select **Insert > Image > Merge Image**.

2. In the *Image* tab of the *Inspector*, select *Image List* in the drop-down list below the **Merge Image** checkbox.

3. Click the **Browse** button and select a file.

4. Set up the data import from the selected file.

   • Select the **First row is header** check box to skip information in the first line.

   • Select the text encoding. If you don't know what to choose, leave the default selection.

   • Select whether data in the text file is organized in one or several columns. If you choose **Multiple Column Data**, select the delimiter (a symbol that separates data in each line) and select the number of the column. The "delimiter" and "column number" are described in the "*Structure of the Image List File*" section below.

5. Select **File > Print** to begin printing.

Note: Images are automatically inserted onto cards after you start printing. Images will look the same as in the selected source unless you have edited it in the Image *tab of the* Inspector. *The effects applied to the image in the Image Tricks plug-in will not retain while printing. If you want to edit one, print it separately.*

Structure of the Image List File

The text file contains paths to graphic files.

Data in the text file is distributed among lines and columns. There can be a single line or column. Every cell of this imaginary table contains some data (in our case, the path to an image). Cells are separated by a specified symbol (delimiter). This can be a space, tab, comma, or other symbol.

The file may have the following structure:

[IMAGE PATH][DELIMITER][IMAGE PATH][DELIMITER]...[IMAGE PATH]
[RETURN]
...
[IMAGE PATH][DELIMITER][IMAGE PATH][DELIMITER]...[IMAGE PATH]
[RETURN]

Or more simple:

[IMAGE PATH][RETURN]
[IMAGE PATH][RETURN]
...
[IMAGE PATH][RETURN]

You can also use a combination of different sorts of data in a single text file. For automatic name badge creation, put contact information and an image path into the same file.
Look at the sample below (the line break is only after "*.jpg*").

001,Russell Simmons,Manager,347-12-567,Users/Admin/Seminar Participants/Russell Simmons.jpg
002,Shirley Kaiser,Accountant,653-54-444,Users/Admin/Seminar Participants/ Shirley Kaiser.jpg

Here, each personal record (line) has five data fields (columns). Text data from the first four columns can be automatically inserted into File Data text fields. The last column contains paths to photos.

Settings to import text data (column numbers are different for the name, title, etc.):

☐ First row is header		Encoding: Unicode (UTF–8) ⬦
○ Single Column Data		
⦿ Multiple Column Data	Delimiter: Comma ▾	Column: 2 ⬍

Setting to import image paths:

☐ First row is header		Encoding: Unicode (UTF-8) ⬍
○ Single Column Data		
⦿ Multiple Column Data	Delimiter: Comma ⬍	Column: 5 ⬍
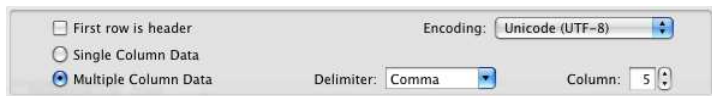
When you are creating such a data file manually, don't use a symbol as the delimiter if it is present in in the text data or path. In our example, the space symbol couldn't be used as the delimiter because the personal names and image paths contain spaces.

How to Create a List of Images to Import

Your list may already be stored in a database or spreadsheet. In this case you should export it to a text file (usually tab- or comma-delimited).

To create a list manually:

1. Open a new file in the Text Edit application.

2. Switch to the plain text format (**Format > Make Plain Text** or **Cmd-Shift-T**).

3. In Finder, open open the folder containing your image and drag and drop one or several images into the text file. The path to the image will be added there.

4. To add one more image, move the cursor to the end of the last added path and press **Return**. Then repeat Step 3.

5. Save the file.

Do not add any unnecessary symbols! Otherwise you will break the file structure.

Note: Only files in plain text format can be used for import.

Chapter 7: Dynamic Data Fields

Date & Time

You can insert the current date and time into your design. To do this, choose *Insert > Date & Time* in the menu bar. Then choose how the data will be shown by clicking on one of the templates. Then click **OK**.
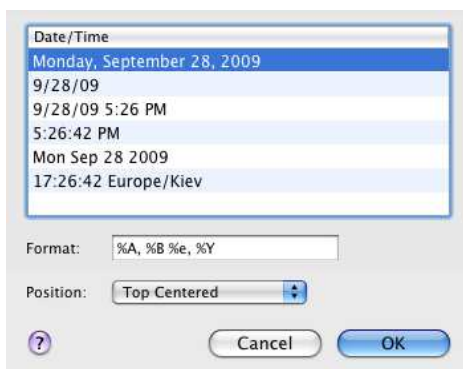
The **Position** drop-down menu specifies where the inserted field is located on the document (top center, bottom left, etc).

Current date and time information appears in a special text box in the Business Card Composer document. You cannot edit it directly. To update the information or change the data format, double-click on the text box. To change the text format (font, size, etc.) use controls in the *Text* tab of the *Inspector*.

Counter

Counter fields are used for automatically numbering cards, name badges, or raffle tickets. To add a counter field, choose **Insert > Counter** in the menu bar or click the **Text Field** tool, click on the canvas and then select *Counter* in the pop-up menu.

Counter parameters are displayed in the *Text* tab of the *Inspector*.

Text Fields

| Counter | ⬍ |

Starting Number:	1	⬍	
Increment:	1	⬍	
Minimum Digits:	1	⬍	
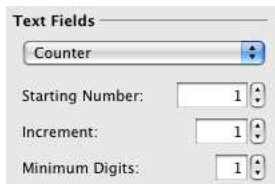
Starting Number defines the initial value.

Increment defines the interval between numbers in succession. E.g. if you would like to obtain a row of figures such as 10, 20, 30 and so on, enter 10.

To have a constant quantity of digits, set it in **Minimum Digits**. If necessary, leading zeros will be added to the beginning of numbers. If you set **Minimum Digits** to 4, number 3 will be converted to 0003, and 346 to 0346.

Note that numbers aren't displayed on the canvas, but appear in the print preview and in print.

Chapter 8: Printing and Exporting

Printer Calibration

Printed cards may not line up properly on the card stock. This can happen when you print on thick or glossy paper that slips when it's being fed into the printer or when the printer is not configured properly.

These problems can be solved by calibrating the printer. Calibration adjusts the position of printed text and graphics on the paper.

To bring up the printer calibration dialog, choose **File > Calibrate Printer** in the menu. In the dialog, input the horizontal and vertical distances from the printed card to its predetermined position on the paper.

Card edge on the paper   Printed card design edge

3 mm offset
Set Vertical to 3

2 mm offset
Set Horizontal to -2
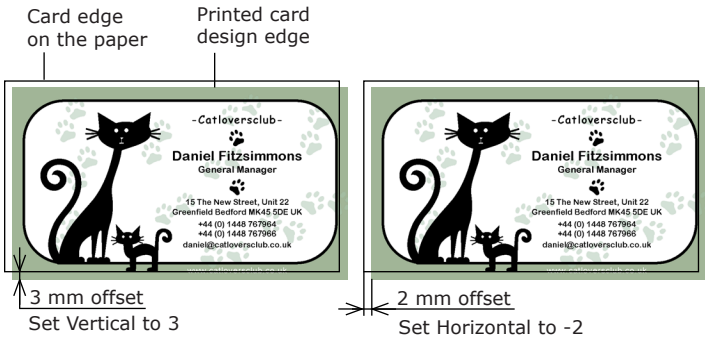
The sign of the entered value (positive or negative) affects the shift direction.

Value	Horizontal	Vertical	Scale
Positive	Moves cards rightward	Moves cards upward	Moves bottom cards upward
Negative	Moves cards leftward	Moves cards downward	Moves bottom cards downward

Insert a sheet of your business card paper into the printer, and click on the **Print** button to print the calibration rulers on the sheet. Then, enter the ruler values that are against the RIGHT and BOTTOM edges of the top-left card on the sheet into the **Vertical** and **Horizontal** fields.
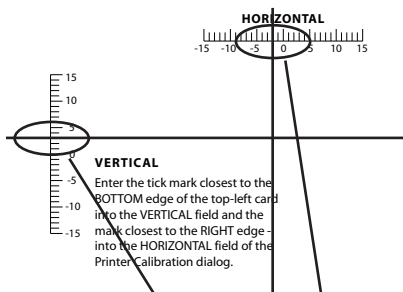
HORIZONTAL

-15 -10 -5   0   5   10   15

VERTICAL

Enter the tick mark closest to the BOTTOM edge of the top-left card into the VERTICAL field and the mark closest to the RIGHT edge - into the HORIZONTAL field of the Printer Calibration dialog.

Step 1	Select a printer:	hp LaserJet 1320 s
Step 2	Insert a sheet of card paper in the printer	
Step 3	Print a calibration sheet:	(Print)

Step 4   Values shown on the rulers by the edge of the card should be entered into the corresponding boxes. Use the minus sign to enter negative values.

Horizontal: -2.00 mm

Vertical: 3.00 mm
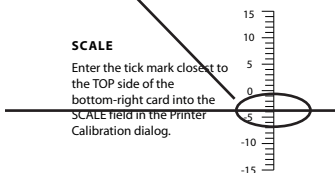
To make sure calibration done well, print your cards. Do not print the calibration sheet for this!

Enter the Scale value if the top cards print fine, but the bottom ones do not line up.

☑ Scale: -4.00 mm

(?)   (Cancel) (OK)

SCALE

Enter the tick mark closest to the TOP side of the bottom-right card into the SCALE field in the Printer Calibration dialog.

Should it happen that your top cards print okay, while the bottom ones are still slightly off, enter the value against the TOP edge of the bottom-right card into the **Scale** field of the dialog.

To be sure that you have calibrated your printer successfully, print a copy of your document. Printing the calibration sheet for this again makes no sense.

After calibration, cards in the middle of the page remain blank. You can still print on them. Remember, that printing on the same paper again is not recommended for laser printers.

ATTENTION!
For calibration, choose the same print settings and media that you will use for printing: quality (high, normal or draft), resolution, color/monochrome, paper type (plain, glossy), etc. It is a mistake to print the calibration sheet at low quality and then switch to high quality for printing the document.

You can calibrate each printer you use, just select the printer and go through each of the above steps in the *Printer Calibration* dialog.

Printing

Before printing on business card paper:
- Select a paper layout from the *Paper Layout* dialog.
- Calibrate printer (usually this is necessary only once).
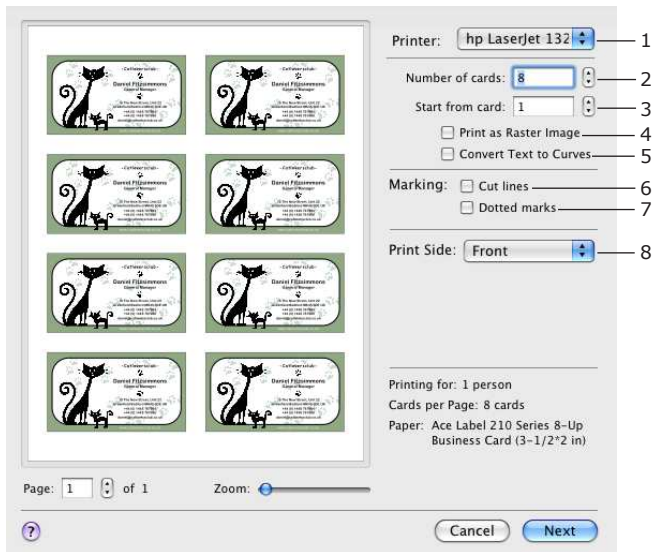
1. Select **File > Print** (**Cmd-P**) from the menu.

   The print dialog will come up. In the dialog you can see a preview of the cards as they will be positioned on the printed sheet.

2. Select the printer from the **Printer** drop-down list (1).

3. Set up the number of cards you want to print (2). To start printing from a certain position on the page (to make use of a partially used sheet) but not from the first, set the position number in **Start from card** (3). For example, to skip the first three cards, set "4" here.

4. Select **Print as Raster Image** (4) if you need to convert all the vector graphics and text to the raster format before sending your card to the printer. This helps avoid problems on some PostScript printers.

5. Select **Convert Text to Curves** if you need to convert all text to a vector image before sending your card to the printer. This helps avoid problems with printing fonts.

6. Select **Cut lines** (6) or **Dotted marks** (7) check boxes if you are going to print on regular paper rather than on special card paper.

7. Select one or both card sides (8) if you are printing a double-sided card. See "*Printing Double-Sided Cards"* for more information.

8. Click the **Next** button to proceed to the standard print dialog. Change the printer settings (print quality, type of paper, etc.), if necessary.

   Note that the **Copies** parameter in the standard print dialog defines the number of cards (not sheets!).

9. Click the **Print** button.

If the printed cards are cut off at the bottom of the page (only the Letter format), select the **Ignore printer page settings** option in the *Printing* section of the program *Preferences* (**Cmd-,**). Make sure that the printer has been calibrated and the correct paper has been selected.

If you want to print cards for several people using the same card design, use the **Print for Several People** option from the **File** menu.

If you would like to print cards with different designs (saved in different files) on one page, use the **Print Multiple Designs** option from the **File** menu.

Printing Double-Sided Cards

The procedure of printing double-sided cards is similar to the steps described above.

You can print both sides or any side of a double-sided card separately. To choose the side(s) to print, use the **Print Side** drop-down list (8). If you selected *Both Sides*, the print preview will show each paper side as a separate page. Do not be confused by this!

You can choose one of two options of printing order with **Duplex printing order** checkbox:

- If **Duplex printing order** is deselected, the front side of all pages will be shown in the preview and printed first, then the back side.

  According to the number of cards you need, the program will calculate how many paper sheets you should insert into the printer.

  When the front side is printed on all paper sheets, you will be asked to flip the paper to another side. Do this and click the **Continue** button to print the back side. Make sure the paper is not turned upside down.

- If **Duplex printing order** is selected, the print order will be as follows: front of page 1, back of page 1, front of page 2, back of page 2 and so on.

  If you are printing on a regular printer (without a duplex printing feature), you will have to feed sheet of paper manually one by one. When its front side is printed, insert it into the printer again to print the opposite side. Then insert the next sheet and repeat the operation.

Printing Cards for Several People

It is possible to print the same card for many people (for instance, ID cards, name cards, badges, etc.). The program will automatically populate text fields on the card with the contact information.

1. Create or open a document.

2. Select **File > Print for Several People** from the menu to open the list of persons from your Address Book.

   Check the people for whom to print cards

   | Group: | G1-3 | | Address Type: | Work |

   - Sakib Afridi
   - ☑ Peter Drummer
   - Daniel Fitzsimmons
   - Alan Flegg
   - ☑ Angela Kipp
   - ☑ Charles Lai
   - Michel Maillard
   - ☑ Kirk Y. Matsuo

   | Select All | Clear All |

   ? | Cancel | Print

3. Select the contacts by clicking on the check boxes near the names. Buttons below the list let you select and deselect all the names. Also, you can sort the list by the first name, last name, and company name.

4. Click the **Print** button and follow the standard print procedure.

It is possible to combine the "Print for Several People" feature with the "merge image" feature. This lets you print unique images (like a portrait) and information on each card.

Printing Multiple Designs

You can print several documents in one print session. This is useful when you wish to print card samples before bulk printing, or if your business requires different cards for different purposes.
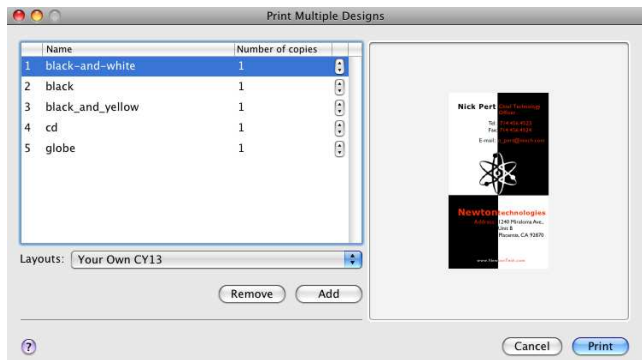
To print different cards designs in one print session:

1. Select **File > Print Multiple Designs** in the menu.

2. Click the **Add** button and select one or several documents. To select a document from another folder, click **Add** again.

3. Select the number of copies of each card.

4. Select the type of paper from the **Layouts** drop-down menu. If the selected documents have the same paper layout, it is selected by default.

5. Click the **Print** button to proceed to the *Print* dialog.

It is not recommended that you print several card designs together if they have a different card shape or size.

Exporting Cards to Graphic Files

Business Card Composer can export your card to a graphic file. Such files can be sent to a printing company or used to preview the card design on a computer that doesn't have Business Card Composer installed.

To export a card:

1. Choose **File > Export** (**Cmd-Opt-E**) in the menu.

2. Type the file name.

3. Select the output file format.
   Click the **Options...** button to check or modify the export options.

4. Click **Save**.

To export a page with multiple cards to the PDF format:

1. Choose **File > Print** (**Cmd-P**) from the menu.

2. Select the number of cards on the page. It cannot be greater than the number of cards in the selected paper layout. If necessary, activate the printing cut marks.

3. Click **Next** to open the standard Print dialog.

4. Click the **PDF** button and select **Save as PDF** from the pop-up menu.

Export Options

For the PDF format:
- Bleeds and cut marks.
- Include both sides of the card. Select this check box to export the front and back sides of the card to one PDF file.
- PDF Filter. You can apply a Quartz Filter to the graphic output.
- Convert text to curves. If text is converted to curves, the presence of fonts used in the document is not required to preview or print the PDF file.

For the TIFF format:
- Resolution.
- Use LZW compression. Enables compression of a TIFF image to reduce the image file size.
- Bleeds and cut marks.
- Color Model. You can choose to save an image with RGB or CMYK colors.

For the EPS format:
- Bleeds and cut marks.
- Convert text to curves.

For the JPEG format:
- Resolution.
- Quality (compression rate).
- Bleeds and cut marks.
- Color Model. You can choose to save an image with RGB or CMYK colors.

Bleeds are an additional area along the page (image) edges. Setting bleeds enlarges the page (image) size. Bleeds are used to print special markings like crop marks, and to trim pages after printing.

Choosing a Graphic Format to Export

If you are not sure which format to use, contact the print shop or the place where you are going to send your document.

The TIFF format produces higher quality images compared to JPEG, due to uncompressed graphics. The disadvantage of TIFF is that it takes more time to export and results in a larger file size.

Click the **Options** button if you need to change the resolution of a TIFF document. Contact your print shop to find out if they have any specific requirements for the resolution of the TIFF images.

JPEG can be used for pictures, but not always for text, tables and graphics with thin lines. Use JPEG when you want to make a lower-quality preview of your document, send it by e-mail, or place it on a web site.

Click the **Options** button if you need to change the resolution and quality of a JPEG file.

In most cases, the PDF format is the best. PDF files are small because of efficient compression. This format is optimal for documents with both text and graphics. PDF files can contain data in a vector format.

Print Shops and Ordering Cards Online

Printing in the print shop makes sense if you need to print a large amount of business cards (100 or more) or achieve the best possible quality.

Print shops usually accept graphic files in TIFF or PDF format.

To export your card, select **File > Export** from the menu and choose TIFF or PDF format. To set up bleeds, cut marks and image resolution, click the *Options* button. Each print shop may have specific requirements as to the bleed size. Check this in advance.

To open on-line directions on how to prepare your design for a commercial printer, select **File > Order Cards Online**.

Note*: Print shops require cards that are easy to cut. So, for best results don't position text too close to the edges of the cards. If you're using images, check that they either don't reach the edge of the card or go over it.*

Chapter 9: Solving Problems

Technical Support

BeLight Software offers you free technical support.

By E-mail:
support@belightsoft.com

Technical support form on BeLight's web site:
http://www.belightsoft.com/support/

Forum on BeLight's web site:
http://www.belightsoft.com/forum/

When reporting a problem, please make sure to specify the following:
- The version of Business Card Composer you are using.
- The version of Mac OS X installed on your computer.
- Your previous actions that could have lead to the problem.
- If the problem persists, describe how to reproduce it.
- When necessary, illustrate your report with screenshots (press **Cmd-Shift-3** to save a screenshot to your Desktop).

Troubleshooting

The license code is not accepted

Input the license code again. See directions in the *Chapter 1, Introduction > Licensing*.

Printing Problems

The printer does not print:
- Check the cable connection between the printer and the computer.
- Make sure the printer is turned on.
- If several printers are installed in your system, make sure the correct printer is selected in the program.
- Check the printer paper source selection: some printers have several input trays.
- Make sure that the paper is properly loaded into the printer.
- Some printer models do not start printing when the paper output tray is closed.

If your text or images have low quality (light bands or gaps on the printout, the printout fades out, you see wrong colors), check the ink or toner level.

If the printout is blurry or the ink takes a long time to dry, make sure that:

- The paper meets printer specification.
- The paper face has been put up or down in the paper tray depending on the printer documentation.
- The proper paper type (normal, glossy, etc.) is selected in the printer settings.

To localize the cause of the problem, do a test print using other software.
If the problem persists, more than likely, the problem is connected with the hardware.

For more detailed guidance, refer your printer User's Manual.

Cards do not line up at printing

If printed cards go out the cards' boundary on the paper, you should calibrate your printer.

The program cannot access the clipart moved to other location

In some cases, you may want to move the clipart and card templates to other location. In this case you should tell the program a new clipart location. There are several ways to do this.

Way 1
Using program preferences

Move the folder with the internal clipart to a new location. Let's suppose you are moving the BeLight Software folder from "*/Library/Application Support*" to another folder on your disk.
Leave the new clipart location open in Finder, we will use it later.

1. Open the Terminal application from the *Applications/Utilities* folder.

2. Copy the following line to the Clipboard (**Cmd-C**)

   defaults write com.belightsoft.BusinessCardComposer5 FTUseSharedContentLibrary -bool true

   and paste it into the Terminal window (**Cmd-V**).

3. Press the **Return** button.

4. Copy the following line to the Clipboard (**Cmd-C**)

   defaults write com.belightsoft.BusinessCardComposer5 FTSharedContentLibraryPath

   and paste it into the Terminal window (**Cmd-V**).

5. Press the **Space** button.

6. Drag the "BeLight Software" folder from Finder (new location) onto the Terminal window.

   In the Terminal, you will get a line similar to the following:

   defaults write com.belightsoft.BusinessCardComposer5 FTSharedContentLibraryPath /Library/Application Support/BeLight Software

   The end of the command line will be different because it shows your own clipart location.

   The shown sample command writes the default path to the clipart.

7. Press the **Return** button.

Note: *Do not add any extra symbols, including spaces.*

Way 2
Using a folder alias

Move the folder with the clipart to a new location. Let's suppose you are moving the BeLight Software folder from "*/Library/Application Support*" to another folder on your disk. Leave the new clipart location open in Finder, we will use it later.

1. Open the Terminal application from the *Applications/Utilities* folder.

2. Copy the following line to the Clipboard (**Cmd-C**)

   ln -s

   and paste it into the Terminal window (**Cmd-V**).

3. Press the **Space** button.

4. Drag the "*BeLight Software*" folder from Finder (new location) into the Terminal window.

5. Press the **Space** button.

6. Copy the following line to the Clipboard (**Cmd-C**)

   ~/desktop/BeLight Software

   and paste it into the Terminal window (**Cmd-V**).

7. Press the **Return** button.

   An alias will be created on your Desktop.

8. Move the alias to the "*/Library/Application Support/*" folder (default location of the clipart and templates).

Note: *using an alias is more universal. If you have several products from BeLight Software, they share the same folder with supporting files. So making an alias will give all the programs access the moved folder.*