

Summitsoft Corporation Stationery Design Studio™ Manual

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ABOUT STATIONERY DESIGN STUDIO

Thank you for purchasing ***Stationery Design Studio***.

The Fonts

Stationery Design Studio includes 750 TrueType® fonts for use on personal and business projects (i.e. personal websites, business cards, presentations, newsletters, party invitations, etc.). These fonts are not intended for commercial use, which include any for-profit projects and large advertising campaigns.

If this is the first time you are using a Summitsoft font product, you will need to install the Advanced Font Manager™, or use another font installation program. *Installing the Advanced Font Manager does not automatically install all 750 fonts into your system.* You will need to use a font manager to preview and choose the fonts you are interested in using. Once you install a font, it will become available in all your applications (make sure to close any running applications prior to installing the font; or just close and reopen any application to get the newly installed fonts to appear in your system font list).

Note: *It is not recommended to have more than 500 fonts installed on your system at any time. Installing over 500 fonts can seriously degrade your system, causing slow performance and system crashes. Therefore, only install those fonts that you will be using.*

The Advanced Font Manager protects previously installed fonts and vital system fonts by only removing fonts that were installed using the Advanced Font Manager.

Stationery Design Studio

Use custom layout designs to create and print high impact business stationery for any industry or interest. Reinforce your identity by instantly matching letterhead, labels and envelopes to your business card for a consistent look and feel.

Stationery Design Studio delivers professionally printed results by sending your designs to any print service, and also supports all inkjet and laser printers.

STATIONERY DESIGN STUDIO INSTALLATION

Insert Stationery Design Studio CD-ROM into your CD-ROM drive. The program should auto-run and open an installation window.

NOTE: *If you have auto-run disabled, Click on **Start | Run**, and type in **D:\Autorun.exe** (Where "D" is the letter of your CD-ROM Drive).*

INSTALLING STATIONERY DESIGN STUDIO

Click the **Install - SDS** button and follow the installation instructions. When the program has been installed successfully, you will return to the main Stationery Design Studio installation window where you can choose to install the Advanced Font Manager, register the program, or exit the main window.

INSTALLING THE FONT MANAGER

Click the **Install - Fonts** button and follow the installation instructions. When the program has been installed successfully, you will return to the main Stationery Design Studio installation window where you can choose to install Stationery Design Studio, register the program, or exit the main window.

To open the Advanced Font Manager, double-click on the **Advanced Font Manager** icon located on your desktop or go to Start>Programs>Summitsoft>Advanced Font Manager>Advanced Font Manager.

Once you've installed the Advanced Font Manager you can now browse, preview and install the fonts located on the disc in your drive (**you must keep the Stationery Design Studio disc in your drive to view and install the fonts**). The Advanced Font Manager also protects your computer and files by not allowing you to unintentionally remove any system fonts that may cause problems.

PRODUCT REGISTRATION

Registering Stationery Design Studio is important. Registration provides you with timely access to the latest product updates, technical support, valuable information about new product releases, articles, tips and hints, and special offers on other Summitsoft products.

You can register online at www.SummitsoftCorp.com/Register.asp.

USING THE ADVANCED FONT MANAGER

Summitssoft's Advanced Font Manager is an innovative way to manage and preview the fonts you want to use in your online or print projects.

Working with this program is easy once you familiarize yourself with the user interface.

THE USER INTERFACE



A - Font Folder selection. Select specialized fonts from different folders on the Summitssoft fonts CD-ROM. **Note:** *Not all fonts are available on all Summitssoft CD-ROM products.*

B - New fonts available on the Summitssoft CD-ROM (If no CD-ROM is used, this area will be blank).

C - New font installation button. Select a font you wish to install and click the Install button.

D - Pangram selection. Select from three different Pangrams, or click your mouse pointer inside the Font Preview pangram box to type your own custom text.

E - Currently selected font preview. Allows you to instantly view either a currently installed font, or a new font that is available on the Summitssoft fonts CD-ROM. You can change the font size, font color and the preview background color to get the right look.

F - Currently installed fonts on your computer. You can preview the style of installed fonts, but you can only remove fonts in this section that were installed using the Advanced Font Manager.

G - Remove a font that was installed by Summitsoft Advanced Font Manager. Select a font you wish to remove and click the Remove button.

NOTE: *The first time you run Advanced Font Manager, it takes a 'snapshot' of all currently installed fonts. These fonts cannot be removed with Advanced Font Manager.*

FONT FAQs

Q. How do I get the fonts to show up in my applications?

Answer: The first time you place the font disc into your drive, it will install the Advanced Font Manager which you will need to view the fonts available on the CD-ROM. Once that installs, you can open the font manager by double clicking on the desktop icon, or going into Start> Programs> Summitsoft> Advanced Font Manager> Advanced Font Manager.

Once it opens (make sure to keep the font disc in the drive) there will be two panes in the program window. The one on the right shows you a preview of all fonts currently installed in your system. The one on the left shows the fonts available to install from the disc that's in your drive; browse through these fonts to find one that you want and then (with that font highlighted in the pane) click on the "Install (font name)" button to install it to your system. Now open any program that uses fonts (Microsoft Word, for example) and the font will be available in the dropdown font menu.

Q. How do I install fonts that are not located on a Summitsoft CD-ROM?

Answer: If the fonts are part of another CD collection, simply place the font CD in your drive and then open the Advanced Font Manager to preview and install the fonts.

If your fonts are located on your hard drive, open the Advanced Font Manager and click OK when a "No Fonts Found" window appears. When the font manager opens, go to File> Open and locate the fonts using the "Browse for Folder" window. Click on the folder and hit the OK button to load the fonts into the Advanced Font Manager.

Q. Are the fonts I install with Advanced Font Manager permanent, and will they still be available when I restart my computer?

Answer: Yes. Fonts installed with Advanced Font Manager are permanently installed to your computer. There is no need to restart your computer to start using these fonts.

Q. Will Advanced Font Manager install Open Type or Adobe type fonts?

Answer: No. Advanced Font Manager v3.0 will only install TrueType® fonts.

Q. Every time I install a new font I see a message saying I shouldn't install more than 500 fonts. Why?

Answer: Having too many fonts installed may slow your computer down. Having too many fonts installed will use up precious system resources (memory). *Microsoft® suggests no more than 1,000 fonts be installed at any given time. We suggest you install no more than 500 fonts at a time.* If you install a lot of fonts and you notice your system is slowing down, try removing some fonts.

USING STATIONERY DESIGN STUDIO

This section is set up in an FAQ format that should answer the majority of questions commonly asked on how to get the full use from Stationery Design Studio.

PRODUCT UPDATES

Q. How can I check for updates to this product?

Answer: *Stationery Design Studio* has a built-in feature that will allow you to make sure that your application is up-to-date with any fixes or enhancements that might be released for this version. At any time, you can use the **Check for updates** menu item from the **Help** menu to launch the Update Wizard.

When the Update Wizard appears, follow the instructions presented to check for newer versions of the application. If a newer version is detected, you will be prompted to download the updated installation. Before installing this update you will need to close any currently running versions of *Stationery Design Studio* in order for the update to complete properly.

When the updated installation completes you will be running the most recent version of this application. You can check for updates in the future at any time. You can also launch the Update Wizard from the **Start Menu** through **Programs->Summitsoft->Stationery Design Studio->Update Stationery Design Studio**.

CREATING NEW DOCUMENTS

Q. How do I create a new Business Card from a blank design?

Answer: Select the **File->New->Business Card** menu item OR press the **New Business Card** button on the toolbar OR double-click the **Business Card** shortcut under **Create New Documents** on the left.

You will then be presented with a dialog listing some popular Avery Business Card stock paper. Select the item that corresponds to the type you have purchased. If you are not using an Avery stock or the Avery item you have purchased is not listed, see the topic: [How do I create Business Cards/Labels if my paper stock is not listed?](#)

Press the **OK** button to continue with the paper stock that you have selected.

You will then be presented with a dialog that will let you choose to create a blank Business Card or to create a Business Card using the Design Wizard. To create a blank Business Card, select Blank Design and then press OK. To create a Business Card using the Design Wizard, see the topic [How do I create a new document with some initial content?](#)

A new blank Business Card will be created.

Q. How do I create a new Label from a blank design?

Answer: Select the **File->New->Label** menu item OR press the **New Label** button on the toolbar OR double-click the **Label** shortcut under **Create New Documents** on the left.

You will then be presented with a dialog listing some popular Avery or NEATO Label stock paper. Select the item that corresponds to the type you have purchased. If you are not using an Avery or NEATO stock or the Avery or NEATO item you have purchased is not listed, see the topic: [How do I create Business Cards/Labels if my paper stock is not listed?](#)

Press the **OK** button to continue with the paper stock that you have selected.

You will then be presented with a dialog that will let you choose to create a blank Label or to create a Label using the Design Wizard. To create a blank Label, select Blank Design and then press OK. To create a Label using the Design Wizard, see the topic [How do I create a new document with some initial content?](#)

A new blank Label will be created.

Q. How do I create a new Letterhead from a blank design?

Answer: Select the **File->New->Letterhead** menu item OR press the **New Letterhead** button on the toolbar OR double-click the **Letterhead** shortcut under **Create New Documents** on the left.

You will then be presented with a dialog that will let you choose to create a blank Letterhead or to create a Letterhead using the Design Wizard. To create a blank Letterhead, select Blank Design and then press OK. To create a Letterhead using the Design Wizard, see the topic [How do I create a new document with some initial content?](#)

A new blank Letterhead will be created.

Q. How do I create a new Envelope from a blank design?

Answer: Select the **File->New->Envelope** menu item OR press the **New Envelope** button on the toolbar OR double-click the **Envelope** shortcut under **Create New Documents** on the left.

You will then be presented with a dialog that will let you choose to create a blank Envelope or to create an Envelope using the Design Wizard. To create a blank Envelope, select Blank Design and then press OK. To create an Envelope using the Design Wizard, see the topic [How do I create a new document with some initial content?](#)

A new blank Envelope will be created.

Q. How do I create a new document with some initial content?

Answer: Follow the steps to create a blank document (from above), but when presented to create a blank document or use the Design Wizard, select Use Design Wizard and press the **OK** button.

You will be presented with a dialog that will allow you to enter information to be placed in your new document.

Enter your information and then press the **Next** button.

You will then be presented with a dialog that will allow you to choose a background to place in your document. *Stationery Design Studio* comes pre-loaded with some popular background images. Select the **Change Background** button to browse the images supplied or to choose your own.

Press the **Next** button to continue.

Stationery Design Studio also comes pre-loaded with popular stationery layouts. In this next dialog, you will have the opportunity to flip through the layouts provided, which will arrange the information you entered earlier in popular formats. Once you have found the format you like, press the **Finish** button.

A new document will be created with the background and layout that you have chosen. You may now customize your document further or if you are satisfied, proceed to print your document.

Q. How can I create a Business Card, Letterhead, and Envelope that have the same theme?

Answer: *Stationery Design Studio* allows you to quickly create a design for your Business Cards, Letterhead and Envelopes that have a common design theme. Begin by selecting QuickStart Templates from the shortcuts on the left.

You will be presented with a dialog that will allow you to enter information to be placed on your Business Card, Letterhead and Envelope.

Enter your information and then press the **Next** button.

You will then be presented with a number of categories to choose from. Each category has a different layout and theme applied to a Business Card, Letterhead and Envelope. Choose the theme that best suites your style and press the **Finish** button.

A document will then be created for each of your new Business Card, Letterhead and Envelope in the style you have chosen.

Q. Why isn't a Label included in the documents created using the QuickStart Templates?

Answer: A Label is not included in the QuickStart Templates because this would typically be a return address label to be placed on your Envelope. However, using *Stationery Design Studio* your return address will be placed directly on your Envelope. Should you find that you still need a Label to be created with the same theme, you can simply create a new Label and find the same background image that was added to your Business Card.

Q. How do I create Business Cards/Labels if my paper stock is not listed?

Answer: If you are not using one of the included Avery or NEATO paper stocks, you can still create Business Cards or Labels that will print correctly on your paper stock.

Begin by creating a new Business Card. In the dialog for choosing the paper stock, press the **Create Custom** button.

You will then be presented with a dialog that will allow you to enter the specifications for your Business Card or Label and the paper stock you will be printing to.

The paper stock that you purchased should contain all of the details necessary for this page. If for some reason you are unable to locate these details, you can also use a standard ruler to measure each one of the entries on this dialog. If you have any doubt, you should print a test page on plain paper to ensure that you don't waste your paper stock.

Q. I want my Business Card to have a vertical format, rather than horizontal. How can I do that?

Answer: After you have followed the steps for creating a new Business Card, you can simply choose the **Format->Card Orientation->Portrait** menu item. Selecting this menu item will make all of the necessary changes to your Business Card and page layout for creating and printing a Business Card with a vertical format.

TEXT BOXES

Q. How do I add text to my documents?

Answer: To add text to your documents you will use the Text Box item. To add a Text Box, choose Text Box from the **Insert** menu, press the **Insert Text Box** button **T** on the toolbar, or right-click on an empty space in your document and choose **Insert->Text Box**.

This will place you into insert mode. Now place your mouse pointer in the desired location in your document and press and hold the left mouse button.

While continuing to hold the left mouse button, drag your mouse pointer down and to the right. You will see the outline of the Text Box.

Release the left mouse button when the Text Box is the desired size. You can resize the Text Box at any time using any of the handles on the outline of the Text Box.

To enter text into the Text Box, simply start typing.

Q. How do I edit text in my documents?

Answer: To edit the text in your Text Box you need to be in Edit Mode. To enter Edit Mode in a Text Box, simply double-click in the location where you want to edit text. You will then see the blinking cursor appear at that location in your text. You can then edit your text as you would in any text editor.

Q. What sort of formatting can I apply to text in my documents?

Answer: *Stationery Design Studio* allows you to add a number of eye-catching effects to text in your documents. To apply any of these effects to your text select the Text Box that you wish to apply the effect to and select the **Format->Text->Effects** menu item, or right-click on the desired Text Box and select the **Text->Effects** menu item.

You will then be presented with the Text Effects dialog. In this dialog you can choose to have your text appear as:

- A solid color

Sample Text

- One of 16 hatch patterns

Sample Text


- One of 4 directional gradient patterns


Sample Text

- Outlined with one of 4 outline patterns

Sample Text

You can also rotate your text to any angle between 0 and 360 degrees. Simply select the Text Box that you wish to rotate and select the **Format->Text->Rotate** menu item, press the

Rotate button  on the toolbar, or right click in the desired Text Box and select the **Text->Rotate** menu item. When prompted, enter the desired angle and press the **OK** button.

To apply a transparency to your text select the desired Text Box and select the **Format->Text->Transparency** menu item, press the **Transparency** button  on the toolbar, or right-click on the desired Text Box and select the **Text->Transparency** menu item.

In the Transparency dialog, select the level of transparency between 0 and 100% to apply (where 0 is solid and 100 is completely transparent).


IMAGES & PICTURES

Q. What image types are supported?

Answer: *Stationery Design Studio* supports the following image types:

- Enhanced Metafile (.emf)
- Windows® Metafile (.wmf)
- JPEG File Interchange Format (.jpg, .jpeg)
- Portable Network Graphics (.png)
- Windows® Bitmap (.bmp, .dib, .rle, .bmz)
- Graphics Interchange Format (.gif, .gfa)
- Tag Image File Format (.tif, .tiff)

Q. How do I add images to my documents?


Answer: To add an Image item, choose **Image** from the **Insert** menu, press the **Insert Image** button  on the toolbar, or right-click on an empty space in your document and choose **Insert->Image**.

You will then be presented with the Open dialog. This dialog will let you choose which image file to insert from your file system. Choose the image file you would like to use and then press the **Open** button.

The image will then be inserted into your document. You may move and resize this image inside your document as you see fit.

Q. What types of effects can I apply to images in my documents?


Answer: Image items support transparency and rotation.

To apply a transparency to your Image select the desired Image and select the **Format->Image->Transparency** menu item, press the **Transparency** button  on the toolbar, or right-click on the desired Image and select the **Image->Transparency** menu item.

In the Image Transparency dialog, select the level of transparency between 0 and 100% to apply to the entire image.

You can also choose to make a single color in the image completely transparent. Select the check box in this dialog and then choose the color that should be completely transparent anywhere it appears in the image.

To rotate your text to any angle between 0 and 360 degrees, simply select the Image that you wish to rotate and select the **Format->Image-Rotate** menu item, press the **Rotate**

button  on the toolbar, or right click in the desired Image and select the **Image->Rotate** menu item. When prompted, enter the desired angle and press the **OK** button.

Q. When I try to resize an image it doesn't apply the new size that I've given it. Why?

Answer: By default, Images inserted into your document have the aspect ratio locked so that the Image size will always maintain the same ratio of width to height. This means the Image's width or height cannot be "stretched" when resizing. The Image will then look the same when it is resized. To remove this limitation select the desired Image and select the **Format->Image->Lock Aspect** menu item, or right-click on the desired Image and choose the **Image->Lock Aspect** menu item so that it appears unchecked. You will now be able to "stretch" the Image's width or height as you desire.




If you wish to return to the Image's original aspect ratio, simply select the **Lock Aspect** menu item again, so that it appears checked. The Image will automatically be resized so that it now has the original aspect ratio.

SHAPES

Q. What types of shapes can I add to my documents?

Answer: *Stationery Design Studio* allows you to add lines, rectangles and ellipses.

Q. How do I add shapes to my documents?

Answer: To add a shape, choose **Line**, **Rectangle** or **Ellipse** from the **Insert->Shape** menu, press one of the shape buttons , ,  on the toolbar, or right-click on an empty space in your document and choose **Line**, **Rectangle**, or **Ellipse** from the **Insert->Shape** menu.

This will place you into insert mode. Now place your mouse pointer in the desired location in your document and press and hold the left mouse button.

While continuing to hold the left mouse button, drag your mouse pointer down and to the right. You will see the outline of the desired shape.

Release the left mouse button when the shape is the desired size. You can resize the shape at any time using any of the handles on the outline of the shape.

Q. What types of effects can I apply to shapes in my documents?

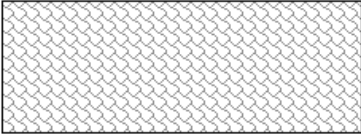
Answer: *Stationery Design Studio* allows you to add a number of eye-catching effects to shapes in your documents. To apply any of these effects to your shapes select the shape that you wish to apply the effect to and select the **Format->Shape->Color** menu item, or right-click on the desired shape and select the **Shape->Color** menu item. (NOTE: For Rectangles and Ellipses you will first fill the shapes by selecting the **Fill** menu item, which will also present the Color Options dialog.)

You will then be presented with the Color Options dialog. In this dialog you can choose to have your shape appear as:

- A solid color



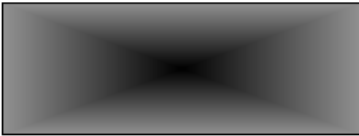
- One of 16 hatch patterns




- One of 4 linear gradient patterns




- With a path gradient pattern



You can also rotate your shape to any angle between 0 and 360 degrees. Simply select the shape that you wish to rotate and select the **Format->Shape->Rotate** menu item, press the

Rotate button  on the toolbar, or right click in the desired shape and select the **Shape->Rotate** menu item. When prompted, enter the desired angle and press the **OK** button.

To apply a transparency to your shape select the desired shape and select the **Format->Shape->Transparency** menu item, press the **Transparency** button  on the toolbar, or right-click on the desired shape and select the **Shape->Transparency** menu item.

In the Transparency dialog, select the level of transparency between 0 and 100% to apply.

USING RECORDS (CONTACT DATABASE)

Q. What is the purpose of the Records feature?

Answer: The Records feature in *Stationery Design Studio* provides the ability to create a single document that will pull in information dynamically at print time. For instance, you can create a single address label that at print time will pull the information stored in your Records to create a label addressed to each marked Record. This feature can be very powerful and timesaving. As your Records grow, you do not have to redesign anything to produce a document tailored to your new records.

Q. How do I import contacts from my Outlook, Outlook Express or other contact lists?

Answer: First you will need to export your contacts to a Comma Separated Values (.csv) text file.

Once you have created the exported text file, you are then ready to import these contacts into *Stationery Design Studio*. To do this select the **Records->Import** menu item.

You will then be presented with the Open dialog, which will allow you to select the exported .csv text file from your file system. Select the file to import and then press the **OK** button.

The file will then be loaded and you will see a confirmation of the number of Records that were imported. If there were any errors during the import, these will be reported at this time as well.

Q. How do I manage my Records?

Answer: You can choose to import from your contact lists or create the Records manually. These Records can then be managed through the **Records->Manage** menu item.

This will present you with the Records dialog, where you can manage all aspects of your Records. Here you can flip through your existing Records to read or update their information, create new Records, or delete existing Records. Pressing the **New Record** button will create a blank record and allow you to fill in the information.

Q. How can I filter the records that are displayed?

Answer: If you have a large number of Records you may find it difficult to get to a single Record to review or update. To make this easier, *Stationery Design Studio* provides the ability to filter the Records that are displayed.

First, to specify the field that should be used to sort the Records press the **Sort By** button.

Select the field from the Single Field list that the Records should be sorted by and press the **OK** button. The Records will then be ordered according to the selected field.

To then filter the Records, press a button to specify the criteria for the selected field. For instance, to display only those Records where the Last Name field starts with the letter R,

use the **Sort By** button to first choose the Last Name field then press the **R** button. You can also specify that the selected field should start with a number by pressing the **#** button.


To display only those Records marked for printing, use the **Printing** button. For more information, see the topic [How can I control which Records are used when printing?](#)

To return to displaying all of your Records, simply press the **All** button.

Q. How do I use fields from my Records in my documents?

Answer: Once you have imported or created your Records, you can then create documents that will reference this information at print time. To do this you will first want to create a new document and insert a Text Box.

Once the Text Box is created you can insert a Record Field by selected the desired Text Box and choosing the **Format->Text->Insert Record Field** menu item, pressing the **Insert**

Record Field button  on the toolbar, or by right-clicking the desired Text Box and choosing the **Text->Insert Record Field** menu item.

You will then be presented with the Select Field dialog. Select the field from the Single Field list that you want to be contained in this Text Box and press the **OK** button. Please see the topic, [How do I work with Multi-valued Fields?](#) for how to use the entries in the Multi-valued Fields list.

You will then see that some text has been entered into your Text Box. For instance, if you chose to use the First Name field you will see that the text <First Name> has been entered into your Text Box. The format of this text is important to note. You can quickly insert a Record Field manually by using this format. For instance, you could then add the Last Name field to your Text Box by editing the text in the Text Box adding <Last Name> so that the full text reads <First Name> <Last Name>.

You can see the effects of these Record Fields by doing a Print Preview of your document. When presented with the Print dialog, make sure that you check the Use Records check box. This is how *Stationery Design Studio* knows to look for and replace these Record Fields with information stored in your Records.

You can continue to add Record Fields along with normal text to create the document layout that you desire that can then be filled with your Record information at print time.

Q. How do I work with Multi-valued Fields?

Answer: Multi-valued Fields are simply a pre-designed combination of single Record Fields. These Multi-valued Fields are included to provide a quick means of combining your Record information into the most common and useful layouts. For instance, you could easily create a Mailing Address Label by inserting the Multi-valued Field titled Standard Mailing Address. This particular item will insert the following text into your Text Box:

<First Name> <Middle Name> <Last Name>
<Home Street>
<Home Street 2>
<Home City>, <Home State> <Home Postal Code>

This text will pull all of the necessary information from your Records and format it so that it resembles the common Address Label. Please note that you could create this same layout by entering this text into a Text Box manually. With this in mind, you should see how easy it is to create any layout of your Record information that suits your needs.

Q. How can I create a basic Address Label with names and addresses stored in my Records?

Answer: You can create a basic Address Label using the information described above, or even easier by creating a new Label using the Design Wizard. When provided with the initial Label Design Wizard dialog select the option to Create a new label that will use information stored in my Records.

Then select the type of Label to create, such as Standard Mailing Address.

Press the **Finish** button to create your new Label. The Label will be created with the necessary links to your Records and you are ready to print. It's just that easy!

Q. How can I create Envelopes with my return address and addresses stored in my Records?

Answer: You can easily create Envelopes that have your return address and that are addressed to contacts stored in your Records. To begin, create a new Envelope document using the Design Wizard. This will create an Envelope that has your return address information. See the topics: [How do I create a new Envelope from a blank design?](#) And [How do I create a new document with some initial content?](#) for more information about creating an Envelope using the Design Wizard.

You can then create new a Text Box to hold your Address Label. Once the Text Box is created, you can insert the Standard Mailing Address Multi-valued Record Field. See the topics: [How do I use fields from my Records in my documents?](#) and [How do I work with Multi-valued Fields?](#) for more information about working with Record Fields.

That's it. You now have an Envelope that will print with your return address information as well as be addressed to all of your selected contacts.

Q. How can I create Letterheads that address contacts stored in my Records?

Answer: You can easily create Letterheads that address contacts stored in your Records. To begin, create a new Letterhead document using the Design Wizard. This will create a Letterhead that has your return contact information. See the topics: [How do I create a new Letterhead from a blank design?](#) and [How do I create a new document with some initial content?](#) for more information about creating a Letterhead using the Design Wizard.

You can then create new Text Boxes to address the Letterhead to your contacts. This could be a single text box that has the contact's name. You could even author the letter directly within *Stationery Design Studio* inserting the contacts name in the body of the letter. This would be comparable to doing a Mail Merge operation in Microsoft Word. To do this, you would simply insert a Record Field corresponding to the piece of information you need from your Records, such as <First Name>. For example, the following text in a Text Box could be used for the greeting and body of your Letterhead:

Dear <Title> <First Name> <Last Name>,

Thank you for meeting with me the other day <First Name>. It was a pleasure speaking with you.

The text above would be converted to contain actual information from your selected Records at print time. See the topic: [How do I use fields from my Records in my documents?](#) for more information.

PRINTING THROUGH YOUR PRINTER

Q. How can I see what my printed document will look like before printing?

Answer: Each document (Business Card, Label, Letterhead, Envelope) supports Print Preview. You can select this through the **File->Print Preview** menu item.

You will then be prompted with the Print dialog to choose your printing options. If you have inserted Record Fields (see the topic : [How do I use fields from my Records in my documents?](#) for more information) then you will want to check the Use Records checkbox. This will ensure that your Print Preview reflects the information stored in your Records, rather than displaying the Record Field placeholders.

Press the OK to see a preview of your printed document.

If you have selected to print using your Records or are printing more than one copy, then you can use the **Next Page** and **Prev Page** buttons to view each page. You can also preview two pages at a time using the **Two Page** button.

When you are done preview you can either go directly to printing by pressing the **Print** button or press the **Close** button to exit the preview.

Q. How can I skip Cards or Labels on a sheet when printing?

Answer: When printing Business Cards or Labels you have the option of skipping some Cards or Labels on a sheet. This feature may be useful if you don't print a full sheet of Business Cards or Labels at a time or if you cancelled printing in the middle of a sheet and don't want to print to the used locations again.

To specify which Cards or Labels to skip, you will need to be in Print Preview mode (see the previous question).

While in Print Preview, press the **Skip** button. You can then select the Cards or Labels to skip by double-clicking in the location to skip. A skipped location will appear in dark gray and will not be printed to.

To reset a location to be printed again, simply double-click in the location again. It will no longer appear in dark gray and will be printed to.

After selecting the locations to skip you can then either proceed directly to printing by pressing the **Print** button, or you may exit the Print Preview (the skipped locations will be saved).

Q. How do I specify that information from my Records should be used during printing?

Answer: When you select Print Preview or Print you will be presented with the Print dialog. In this dialog you can specify that the document you are printing should be processed and filled with information from your Records (see the topic : [How do I use fields from my Records in my documents?](#) for more information).

Select the Use Records checkbox if you want to pull information from you Records during printing.

You can also choose to use all existing Records, only those Records marked for printing (see the next question), or only the first certain number of existing Records.

Note: if you do not choose the Use Records option, then any Record Fields in your document will not be processed and therefore will not contain any of your Record information.

Q. How can I control which Records are used when printing?

Answer: For each item in your Records, you can specify whether or not the item should be included when printing. To do this use the **Records->Manage** menu item to open the Records dialog.

You can then flip through each Record and check or uncheck the Print Record checkbox. *All Records are marked for printing upon creation.*

When printing, you can then use the All Marked Records option to specify that only those Records that were marked for printing are included.

Q. How can I print my documents to a PDF file?

Answer: When you installed *Stationery Design Studio* you were presented with an option to install the *PDF reDirect* application. *PDF reDirect* is a powerful application that allows you to print any document to a PDF file. This application was included with *Stationery Design Studio* as a bonus to give our customers another option for delivering the documents that they create to a professional printer. If you chose not to install *PDF reDirect*, then you will need to run the installation, which is available at the location that you chose to install *Stationery Design Studio*, typically **Program Files\Summitsoft\StationeryDesignStudio\Install PDFR.exe**.

Once this application is installed, you can then proceed to print your document as usual but choose *PDF reDirect v2* as your printer. Once you have selected this printer and pressed the **OK** button to print, you will see *PDF reDirect* launched.

In the **Folders** section of *PDF reDirect* select the folder to save the new PDF file to. Then enter the name for the new file in the **PDF Output Filename** section and press the **Save** button.

Your PDF file will then be generated at the specified location. If you set the checkbox "**View PDF File after it has been created**", then the file will attempt to launch. If you do not have an application installed to view PDF files, then you may want to visit the Adobe® website to download their free viewer at www.adobe.com.

After reviewing the PDF file you can then send it to your professional printer of choice.

PDF reDirect v2 system requirements:

- Operating System: Windows® 95, 98, ME, NT4, 2000, XP (required Internet Explorer v5.0 or greater)
- Processor:
 - 133 MHz for Windows® 95
 - 200 MHz for Windows® 98, ME, NT4
 - 300 MHz for Windows® 2000, XP
- Minimum Memory:
 - 16 MB for Windows® 95
 - 64 MB for Windows® 98, ME, NT4
 - 128 for Windows® 2000, XP

For more information about *PDF reDirect* prior to installing please visit <http://www.exp-systems.com>.

PROFESSIONAL PRINTING

Q. What options do I have for delivering my documents to a professional printer?

Answer: To ensure that the highest quality of your *Stationery Design Studio* documents are carried over into the printed form you may want to send your documents to a professional printer. To this end we want to provide our customers with adequate means for delivering these documents to a professional printer. *Stationer Design Studio* provides two features for producing output that can be sent to a professional printer: generating a PDF file to be sent (with the *PDF reDirect* option described in the previous topic), or generating an image file to be sent.

For details on using *PDF reDirect* please see the previous topic: [How can I print my documents to a PDF file?](#)

To create an image file that can be sent to a professional printer you will first want to contact them and ask which file format they prefer to work with. *Stationery Design Studio* provides the ability to create the following image file formats:

- Enhanced Metafile (.emf)
- Windows® Metafile (.wmf)
- JPEG File Interchange Format (.jpg, .jpeg)
- Portable Network Graphics (.png)
- Windows® Bitmap (.bmp, .dib, .rle, .bmz)
- Graphics Interchange Format (.gif, .gfa)
- Tag Image File Format (.tif, .tiff)

Once you know which file format you need to create for your printer you can select the **Save As Image** menu item from the **File** menu. You will then be presented with the Save As dialog, where you can specify the name, location and image type of the file to be created. To change the image type, use the Save as type dropdown to select the desired image file format. Press the **Save** button to finish saving your document in the desired image format.

If you plan on emailing the image file to your printer, you can also use the **Email As Attachment** menu item from the **File** menu. This feature goes through the same steps described above, but upon completion it will automatically generate a new email with this file attached. You can then simply enter the email address of the printer and send it right off.

SAVING

Q. What does Save As... from the File menu do?

Answer: This is the standard Windows® “Save As” functionality, where you can save a document to a new file. If you have a version of document that you want to modify and save without modifying the original, you would use this save command to accomplish this.

Q. What does Save As Image... from the File menu do?

Answer: This feature is described in the topic: [What options do I have for delivering my documents to a professional printer?](#) as it discusses the option of saving the document to an image for delivery to a professional printer.

Q. What does Save Selected As Image... from the File menu do?

Answer: This feature is similar to the Save As Image feature except that it will only save the items in your document that are selected. This feature may be useful if you design a logo that you like in a document and then you want to save the items that make up that logo to an image to be inserted into your other documents.

GETTING TECHNICAL SUPPORT

Purchasing your Summitsoft program gives you free access to Summitsoft's online technical support. Many questions may be answered by checking our Frequently Asked Questions (FAQs) web page. If you cannot find your answer among the FAQs, you can email us for technical assistance with your problem.

View Frequently Asked Questions (FAQs):
<http://www.summitsoftcorp.com/support.asp>

Email Technical Support: **support@summitsoftcorp.com**