peka PRINT

MEMORIAL CARD SOFTWARE

Some basics to get you started:

Installation:

Insert the PekaPrint CD into your CD-ROM tray and choose "PekaPrint Software"

If the installation fails to begin automatically:

    1. Open "My Computer"
    2. Open "D:" drive (Drive letter may be different for CD-ROM)
    3. Double-click "peka_setup.exe" file

Read the instructions on the screen to complete the installation.

Upon completion of installation, the following icon will appear on your desktop:
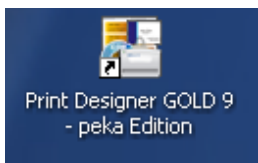
"Try before you Buy" Program:

1. Doubleclick on icon to open program.
2. Upon first use, choose "Try Now". This is a FREE 15 day trial offer. A watermark will appear on your printed matter.
3. If you choose to "Buy", please contact our office via telephone (440-888-7940) or email "info@pekacards. com" for price and licensing agreement.
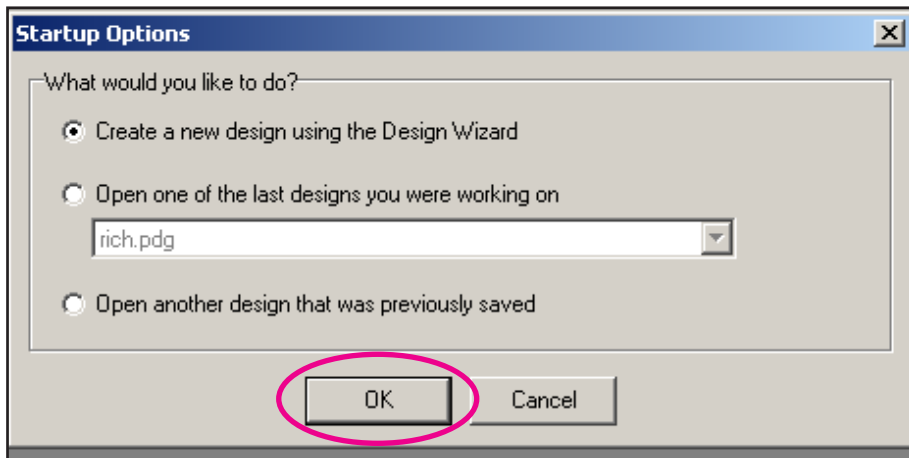
Support:

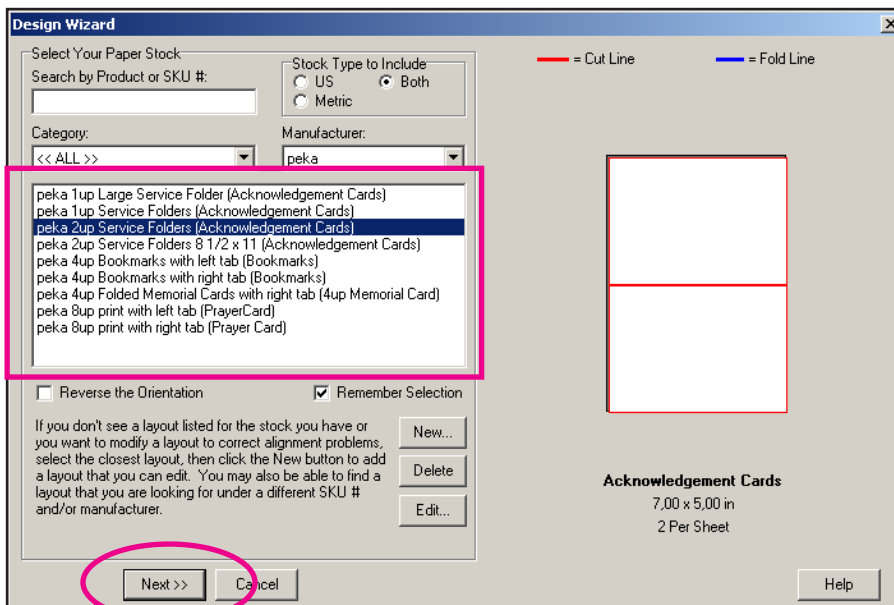"http://www.camdevelopment.com/support.htm"

Request help with "Print Designer GOLD"

Using the Program

1. Choose "Create a new design…" and press "OK"


2. The "Design Wizard" appears:

3. Select proper template (eg: peka 2-up Service Folder Acknowledgment Cards)
4. Press "NEXT"
5. At the next screen press "FINISH" (use of templates is shown later in this document)
6. One blank card will appear at this time

Saving your layout:

File > Save as > (name your work)

To add your own text:

1. Choose a text option (eg: Plain text, Rich text)
2. Position cursor over blank card. Use left click to create a textframe. You can increase the size of the text frame if you click in the corner. You find more info about Plain text and Rich text later in this document.
3. Use Property Editor on right side of screen to select font style, size, color attributes (bold, italic, etc) and alignment.
4. Add text to text box in Property Editor. You can then adjust the size of the text box and / or the font style and size to fit card.
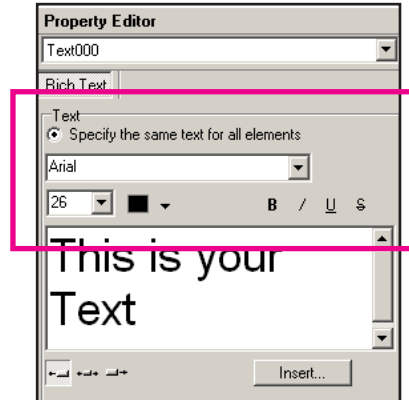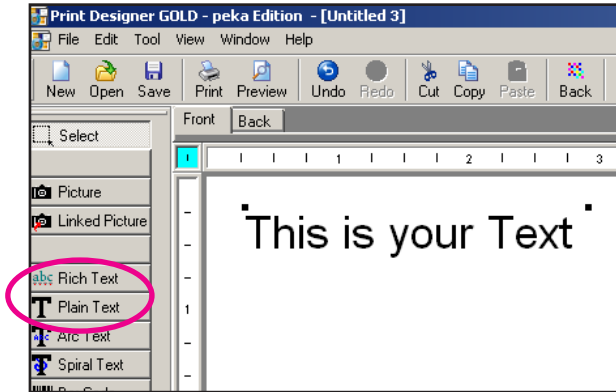
To add pre-loaded prayers or text:

1. Select "Rich text"
2. Position cursor over blank card. Left click.
3. Using Property Editor on right side of screen, left click on "Insert"
4. Choose "Text from Texts Database" Category > scroll down to "Prayers"
5. Select Prayer > OK

You can then adjust the size of the text box and / or the font style and size to fit card.
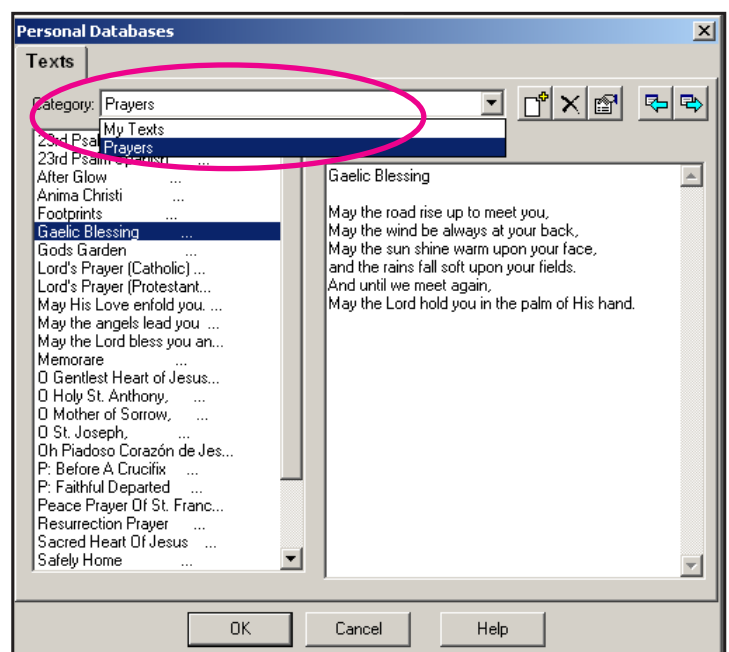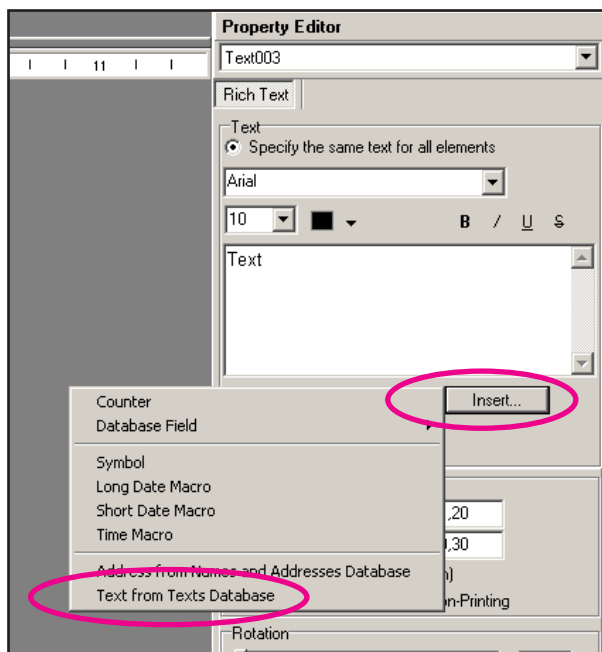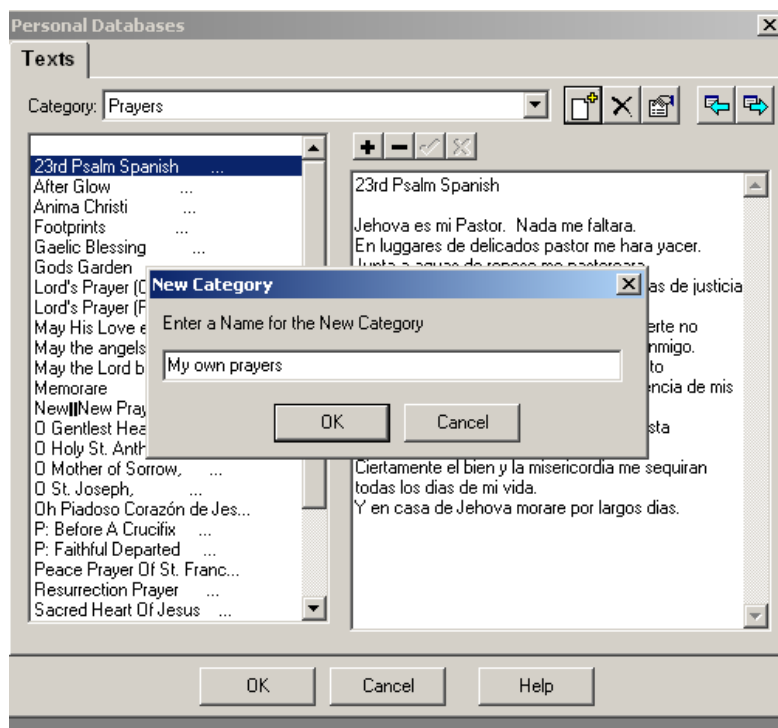
To save a prayer or text:

1. Select "Rich text"
2. Position cursor over blank card. Left click.
3. Using Property Editor on right side of screen, left click on "Insert"
4. Choose "Text from Texts Database"
5. Choose your category (My texts, Prayers, OR add another category)
6. Left click on "+" sign.
7. Enter text in blank text box on the right
8. "OK" Your text will be saved in the category you chose, and you will be returned to the template with your text already added to the Property Editor text box. (Note: You may edit the text within the Property Editor text box, but it will not be saved.)
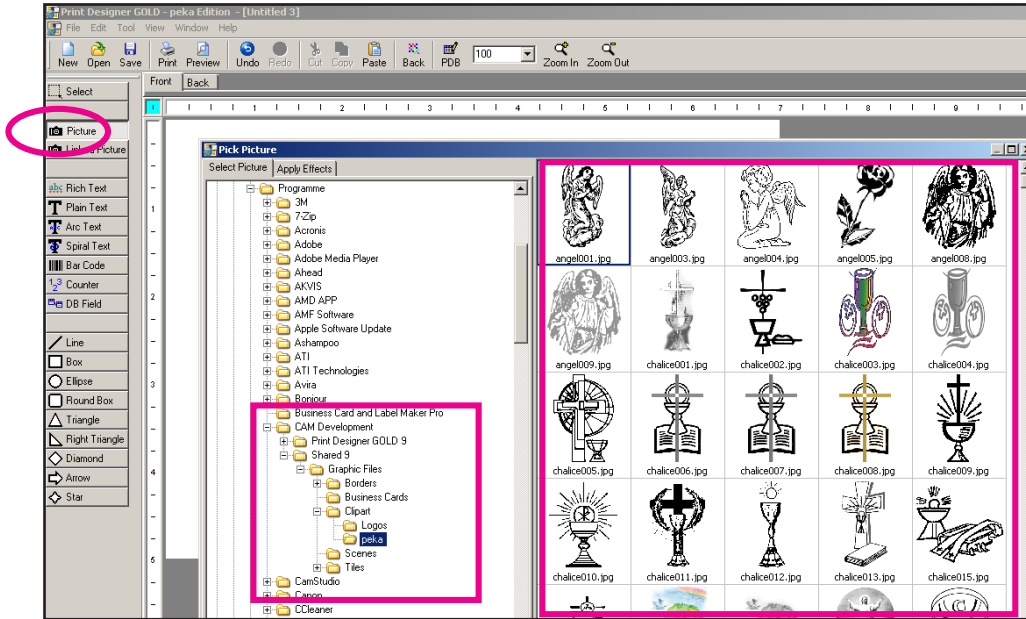

To edit a preloaded or saved text:

1. Select "Rich text"
2. Position cursor over blank card. Left click.
3. Using Property Editor on right side of screen, left click on "Insert"
4. Choose "Text from Texts Database"
5. Choose your category (My texts, Prayers, OR add another category)
6. Select text/prayer you wish to edit.
7. Make corrections to text.
8. "OK" Your new text will be saved and you will be returned to the template.

## To add pre-loaded graphics, borders and pictures:

1. Left click on "Picture"
2. Position cursor over blank card. Left click.
3. Select image from files:
4. Peka pre-loaded graphics, borders, icons, etc. are found in the file: My computer > Local disk > Program files >CAM development > Shared 9 > Graphic files
5. "OK"

You can save your own logo or pictures in a file and select it at this point.

## To insert picture in a shape:

1. Select Shape (eg: Ellipse)
2. Position cursor over blank card. Left click.
3. Using Property Editor on right side of screen: Effects -> Texture Fill -> Choose Texture -> Select Picture -> OK
4. You can then adjust the size of the shape to fit.
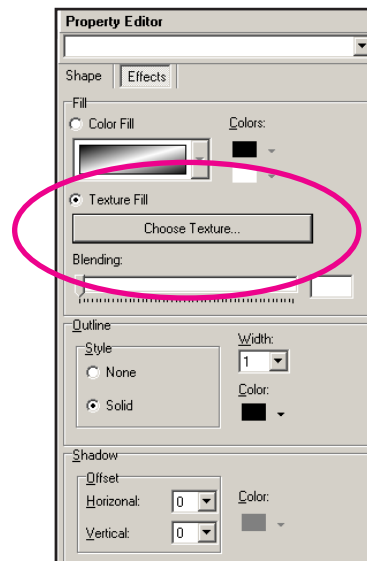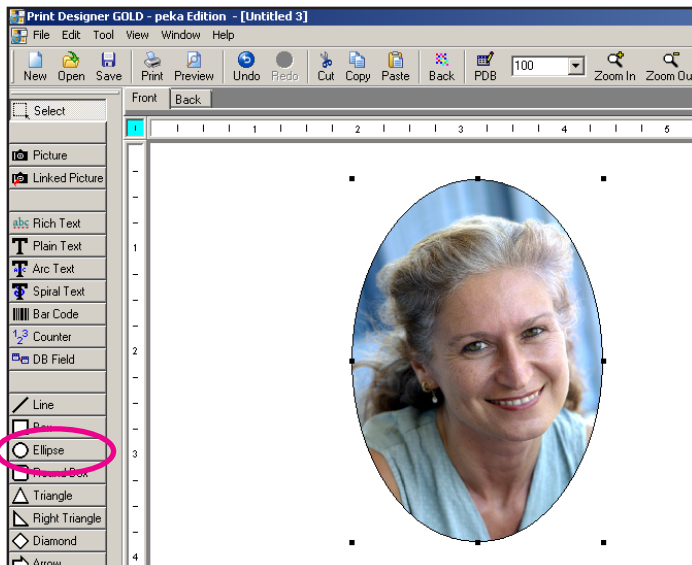
Printing:

It is always best to print one sheet and check it for correct placement. You can then make adjustments as needed before printing multiple copies.

1. Select "Print" OR "Preview" from tool bar.
2. Select the areas you prefer to print - in most cases this should be "all". You can choose to deselect any cards if you do not wish to print on all of them.
3. "OK"
4. "Sides to print" should always be "Side 1"
5. Printer Setup – Set to "Landscape" for 8-up cards, 4-up bookmarks and 1 up service folders. Set to "portrait" for 2-up service folders and 2-up acknowledgement cards.
6. "OK"
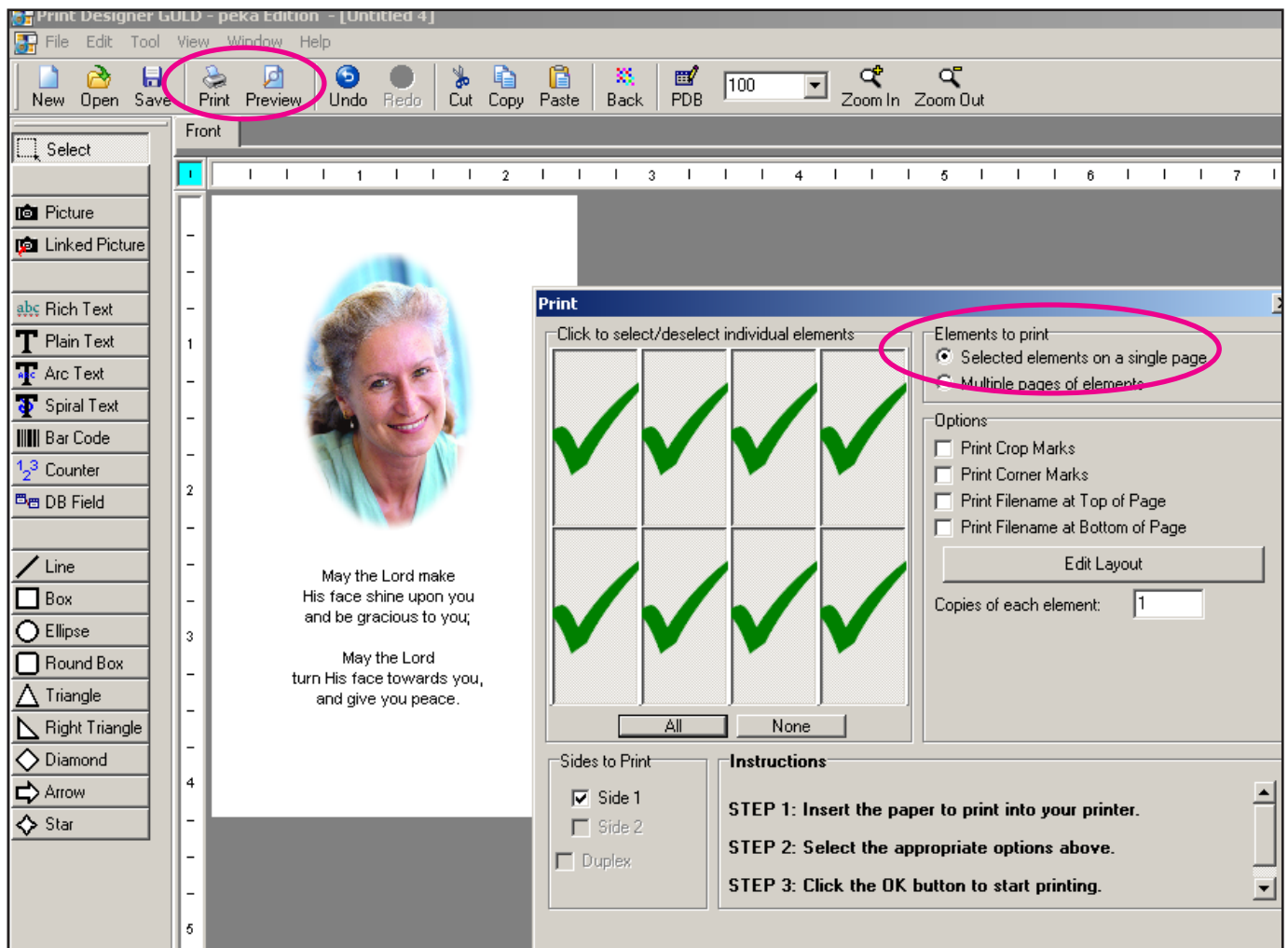
Working with Templates:

For some Layouts (i.e. folding cards) are Templates which show the folding lines available:

1. Choose "Create a new design…" and press "OK"
2. The "Design Wizard" appears:
3. Select proper template (eg: peka 2-up Service Folder Acknowledgment Cards)
4. Press "NEXT"
5. Mark "Show All Templates"
6. Expand "peka" and choose the Template (i.e. Folded Acknowledgement Card) you need.

The Folding lines are non printing!
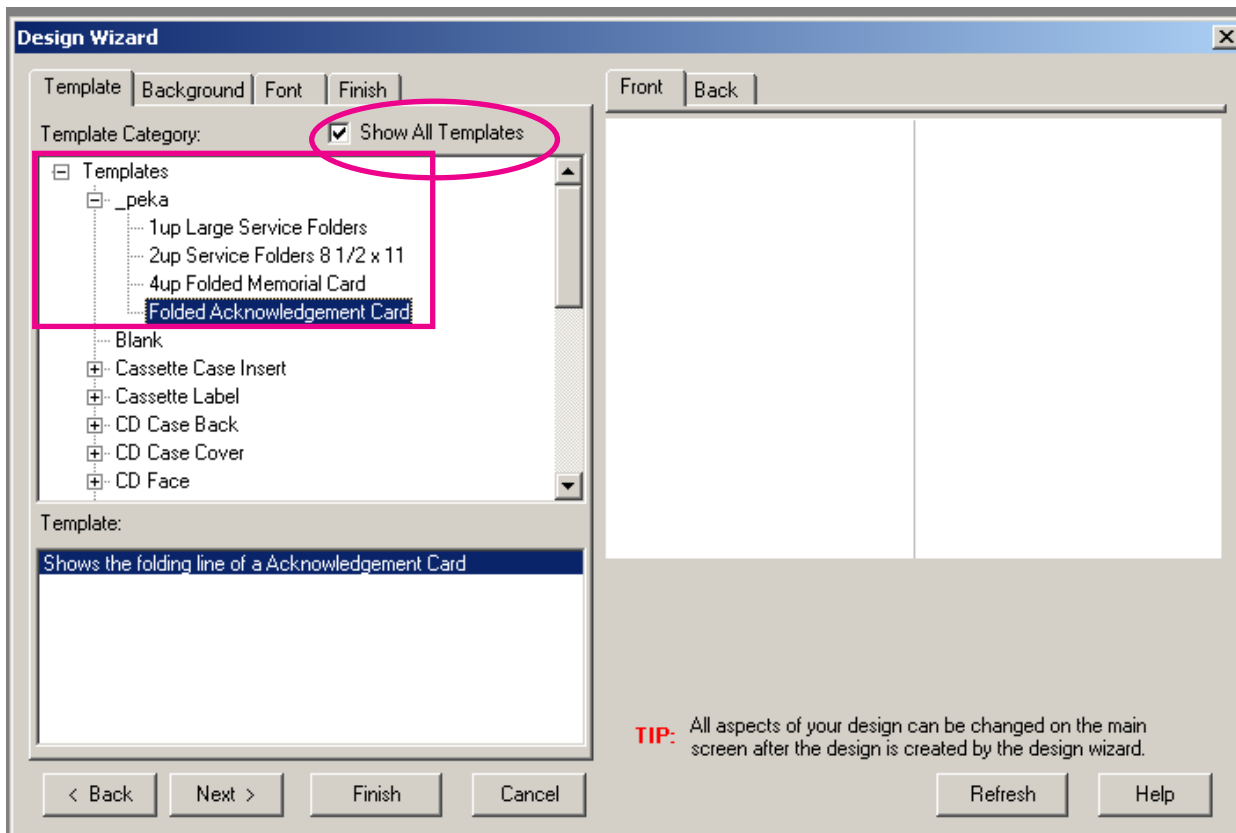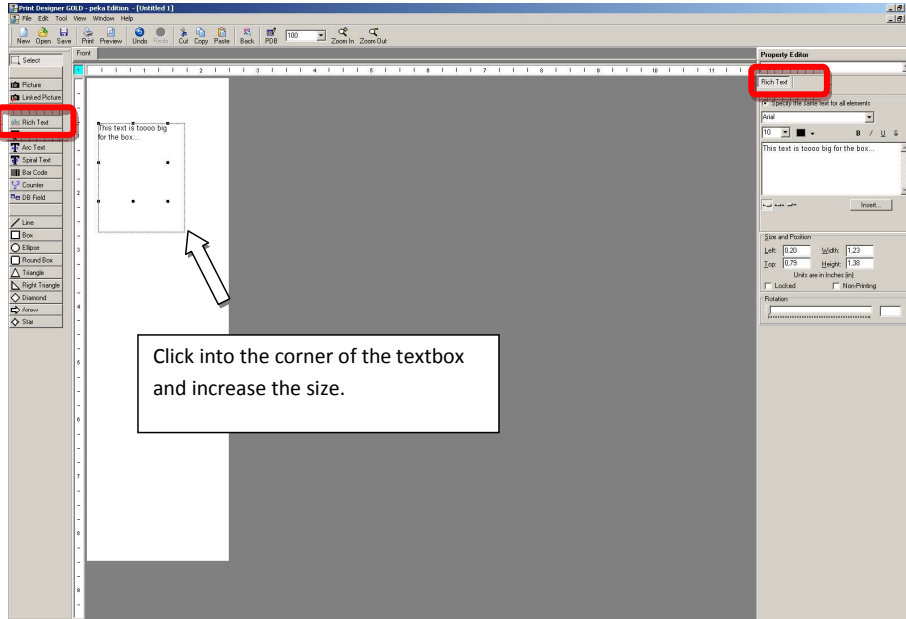

Saving your own Templates:

1. File > Save as Template > (name your Template)
2. "BUSINESSCARD" as Template Type
3. "None" as Wizard Type
4. OK
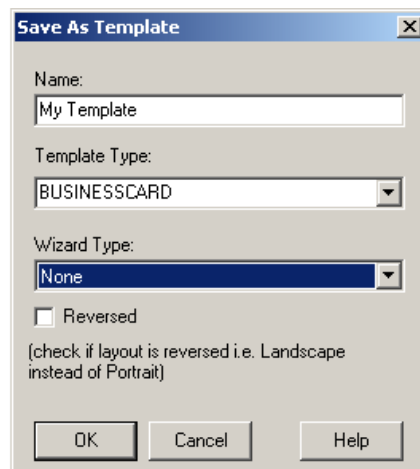
Textboxes:

Working with Rich text box and Plain text box.

If you use a rich text box

Click into the corner of the textbox and increase the size.

If you use a plain text box

You have to make the wraps manually. Or use „Style" and select „Auto Wrap" for automatic wraps.

Click into the corner of the textbox and increase the size.