CardShop*Plus!*™

# Quick Start Card – Macintosh CD-ROM

System Requirements

CardShop Plus! requires the following minimum system components:

- Macintosh® LCII or higher
- Hard drive with 12 MB free space
- Macintosh System 7.1 or higher
- CD-ROM drive.
- Apple® Macintosh or 100% Macintosh-compatible printer (grayscale or color)
- 256-color display recommended.

Installing CardShop Plus!

Installing *CardShop Plus!* is easy. Follow these steps:

1. Put the disc in your CD-ROM drive with the label side up. (You may need to Restart your Macintosh to read from your CD-ROM drive.)
2. Double-click the *CardShop Plus!* Installer icon.
3. Choose **Continue** on the logo screen.
4. On the Read Me screen, choose **Continue** to install the program. You can also choose **Save** or **Print** to copy the Read Me dialog to disk or print it.
5. Choose **Install**, at the CardShop Plus! dialog.
6. At the prompt, choose **Yes** to continue installing.
7. In the file dialog, choose **Desktop**, select your hard drive, and choose **Save** to install the CardShop Plus! folder.
8. After installation is done, choose **Restart** to reboot your Macintosh.

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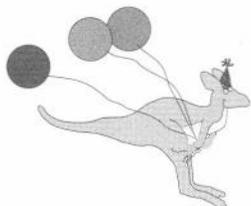
Starting CardShop Plus!

You start *CardShop Plus!* in the same way as your other Macintosh applications.

To start CardShop, double-click on its icon in the CardShop folder. The New Card Type dialog box appears. Select the card fold you want and click OK. The CardShop screen appears.

Illustrations of CardShop's main features are presented in this card. For details, see your User's Guide.

Exiting CardShop Plus!

To exit *CardShop Plus!* choose **Quit** from the **File** menu or press ⌘-**Q**.

Card Making in Six Easy Steps

To make your first card in minutes, follow these steps:

1. From the **Occasion Bar**, choose the occasion for which you want to create a card.
2. Type the names of the **Sender** and **Receiver** of your card.
3. From the **Card Palette**, choose a blank card.
4. Drag and drop pictures from the **Graphics** area onto the card.
5. Drag and drop messages from the **Message Area** onto the card.
6. Choose **Print** from the **File** Menu.

Main Menu: choose options to do tasks
Tool Bar: choose tools to do tasks
Occasion Bar: choose a holiday or special occasion
Work Area: current card side displayed
Card Palette: choose a blank or predesigned card or full page

| File | Edit | Card | Font | Size | Style | Color |

untitled 2 Card

Birthday

Sender
Brien
Receiver
Anne
Click here to change names

HAPPY BIRTH DAY!

Blank

Blank

Blank

Front
If you think getting
old is hard

Inside
You should try getting
younger!

Make a wish Anne...
it's your special day!

100%   Side Fold
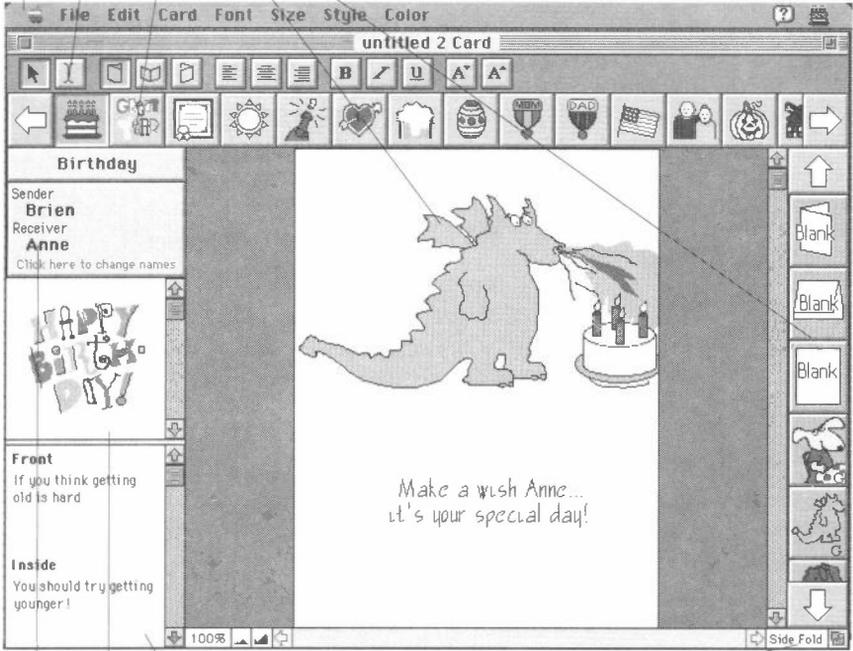
Clue Bar: get explanation of screen areas
*Message Area: scroll to view text, then drag and drop onto card*
Graphics Area: scroll to view art, then drag and drop onto card
Personalized Names: enter Receiver and Sender names

Tools

Tools are a quick way to do things without menus.

➤ Click on a tool in the Tool Bar to do its action.

Text Cursor   *Card sides*   *Justification*   *Bold*   *Italic*   *Enlarge Font*

| ▲ | I | | | | ≣ | ≣ | ≣ | **B** | *I* | <u>U</u> | A˄ | A˅ |

Selector Cursor   *Inside*   *Left*   *Right*   *Underline*   *Reduce Font*

Front   *Back*   *Center*

3
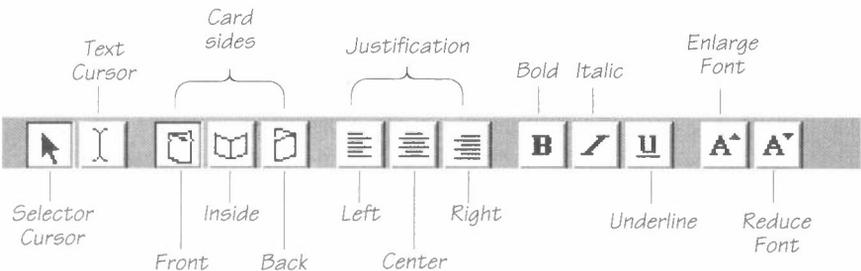
Occasion Bar

CardShop Plus! offers dozens of occasions for which you can create greeting cards, stationery, signs and certificates.

➤ To choose an occasion, click an icon on the **Occasion Bar**. Its name appears above the graphics area. The art, messages and predesigned cards change to match the current occasion.

Birthday Awards New Year St.Patrick's Day Mother's Day Grandparent's Day

Great Years Any Day Valentine's Day Easter Father's Day Halloween scroll to see more choices

Independence Day
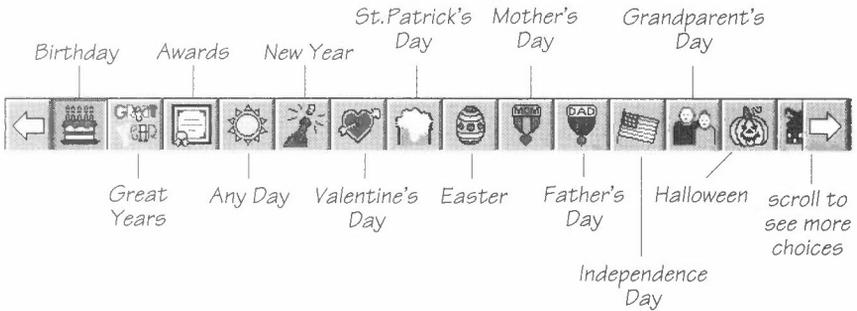
Card Palette

The **Card Palette** shows icons of ready-made cards you can choose for the current occasion, as well as blank card icons for creating cards from scratch and a full page icon for certificates and awards, stationery and signs.

➤ To choose a blank or predesigned card, click its icon. The tone of the card's message is shown with a **G** for general or **H** for humorous. (You may have to click the palette's scroll arrows to view all the selections.)

Need Help?

If you need help on something, choose **CardShop Help** from the Help icon on the menu bar.

Menus

Menus offer an alternative way to do most of the same things you can do with tools. If an option is followed by three dots (...) a dialog box will appear.

➤ To choose a command from the menu bar, pull down the menu by pointing to its title and holding down the mouse button. Then drag the pointer to the command you want and release the mouse button.

Use this menu:	To:
File	Create, open, save, or print a card, and exit the program.
Edit	Undo actions, cut, copy, paste, clear, and select all text.
Card	Change the view to the front, inside, or back of the card, pull or push objects, zoom in or out, and change the names of the sender and receiver.
Font	Change to a different type font.
Size	Change the size of the font.
Style	Change the appearance of text attributes and justification.
Color	Display a color chart for changing the color of selected text.

Technical Support

For technical support in the USA, please contact:

The Software Toolworks, Inc.
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Novato, CA 94949
Telephone: (415) 883-5157
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America Online Keyword: Toolworks

For technical support in Europe, Please Contact:

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Maltings Park, Burgess Hill,
West Sussex, RH15 9PQ
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Telephone: 0444 239600
FAX: 0444 248996
(Monday to Friday 9:30 to 13:00 hrs
and 14:00 to 16:30 hrs)

For technical support in Australia and New Zealand, Please Contact:

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