

Infinity BusinessCards & ProLabels

Quick Start Guide

STEP 1 INSTALLATION

Installing Infinity BusinessCards & ProLabels

Disable any virus protection software and fire walls on your computer and be sure to close any running applications (email, browser, etc.). Restart your system if prompted. Insert CD into your CD-ROM drive and follow the steps of the onscreen Install Wizard. If the Install Wizard does not open automatically, select **Run** from the Windows Start menu and type **D:\setup.exe** to start the install wizard.



After installation, click on the "Infinity BusinessCards & ProLabels" icon to launch program.

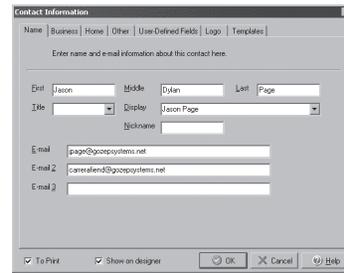
GENERAL TIPS

- **Open files** with **Control + O**.
- **Open the Select Template Window** with **Control + N**.
- Click the **F1 Key** to open the **Help Files** for the screen or window that is currently open.
- **To delete** an object from your design screen, click mouse on the object and press **Delete Key**.
- **Undo** last action by holding down the **Alt Key** and **Backspace Key** or **Control + Z**.
- **Resize** an object by holding down the **Shift Key** and pressing 1 of the 4 **Arrow Keys**.
- **To move** an object 1 pixel at a time, hold down the **Control Key** and press 1 of the 4 **Arrow Keys**.
- **To reposition**, hold the **Shift Key** down and left click the mouse on data boxes. Next click on specific alignment box.
- **To change the details** about any object in your design, right click the object and click on **Format**, select **Object Properties** to modify the object.
- **Alt + Enter** opens the **Object Properties** dialog box for the selected object.
- **Rotate** text or images after placed by opening the **Object Properties** dialog box and selecting the **rotate tab**.

STEP 2 CONTACT MANAGER

Enter company names, contact names, business, home, fax, and mobile phone numbers, email addresses or store a logo per contact. This information can be automatically entered in project layouts using the **Field Text Properties** function.

1. Close **Getting Started** window and **Tips and Tricks** window.
2. Click **Data** at the top menu.
3. Click **Contact Manager**.
4. Click **New**.
5. Type data in the appropriate fields from the **Contact Information** menus.
6. Click **OK** to close the window when finished.

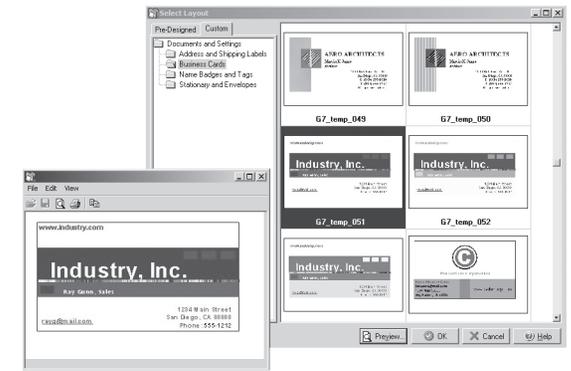


Tips for the Contact Manager

If you need to create multiple contacts with similar information (address and phone number) in your Contact Manager, enter the first contact and then click "New from Current" to change the relevant information for the next record. It's quick and easy!

STEP 3 CREATE A NEW DOCUMENT FROM PRE-DESIGNED LAYOUT

1. Click **File**, then click **Getting Started**.
2. Click **Create a New Document from Pre-Designed Layout**.
3. Select appropriate project folder: **Address and Shipping Labels**, **Business Cards**, **Name Badges and Tags**, or **Stationery and Envelopes**.
4. **To enlarge** a Pre-Designed Layout click on **Preview**.
5. **Double click** to select a pre-designed layout to edit.
6. **To enter text** from the Contact Manager, click **Display Contact** (on the special menu bar) to display contact names.
7. Click on the desired person or business and then click **OK**. The information is automatically entered into the data fields.



8. Delete any unused fields.
9. Click **Save** for reuse at a later date.
10. Follow the step-by-step instructions for printing your finished project.

Tips for Modifying a Pre-Designed Layout

Add your own text to a layout:

1. Click **Insert Text** and click on layout and a text box automatically appears.
2. Type in desired text.
3. Click outside the box to continue.

Change font, font size, font style, color and alignment from Insert Text option:

1. Double click on text to make a box.
2. **Highlight** text you wish to modify.
3. Use top menu options to modify text color, font, font size.

Borders & Backgrounds:

1. Click on text.
2. Click **Format** and **Object Properties** for menu.

Add your own Field Text from the Contact Manager:

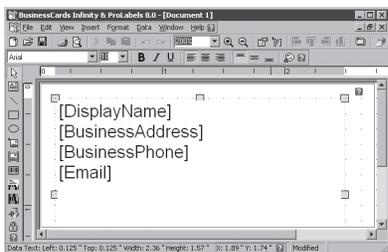
1. Click **[A] Insert Field Text** on the side menu and click on your layout to access the **Field Text Properties** window.
2. Click **Data** then click **Field Name**. Choose any additional fields you want included on your layout.
3. Click **OK** and the data will automatically be entered from the Contact Manager.
4. Click once outside text box to continue.

CONTINUED:

Tips for Modifying a Pre-Designed Layout

Change font, font size, font style, color and alignment from [A] function:

1. Double click on the text box to access the **Field Text Properties** window.
2. Click **Data**.
3. Click **Font** and modify as desired.



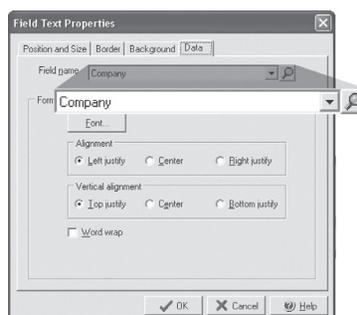
To reposition text or graphics:

1. Single click on the text or graphics and hold down left mouse button *to reposition* on the layout.

2. Click **Open** and the selected graphic or background appears in the **Image Properties** screen where additional modification options are available.
3. Click **OK** when ready to insert into document.
4. Single click on the text or graphics and hold down left mouse button *to reposition* on the layout.
5. Place arrow on anchor points to **enlarge** or **reduce** backgrounds, graphics and text boxes.

· **Add your own Field Text** from the Contact Manager.

1. Click [A] **Insert Field Text** on the side menu and click on your layout to access the **Field Text Properties** window.
2. Click **Data** then click **Field Name**. Choose any additional fields you want included on your layout.



3. Click **OK** and the data will automatically be entered from the Contact Manager.
4. Click once outside text box to continue.

· **To add your own text** to your layout click **Insert Text**.

1. Click on layout and a text box automatically appears.
2. Type in desired text.
3. Click **Save** when you finish modifying the layout for reuse at a later date.
4. Follow the step-by-step instructions for printing.

STEP 4

CREATE A NEW DOCUMENT FROM SCRATCH

1. Click **Create a New Document From Scratch!**
2. Select the type of document you wish to create from the list provided or click **G7PS-General Purpose Labels** for additional selections. Click on your selection and click **OK**.
3. A blank canvas will be displayed.

· **To add a background or image** click on **Insert Image** and single click in the box and the **Image Properties** screen will appear.

1. Click **Picture** and **Browse** for a list of graphics and backgrounds - see display on the right-hand side.

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