

Belltech  
**Greeting Cards Designer**

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**User Guide**

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## **Introducing Belltech Greeting Cards Designer**

Belltech Greeting Cards Designer is a powerful, easy-to-use software application for designing and printing beautiful looking Greeting Cards. Designing, editing, adding your photos, background and clip-arts, applying special effects — all you can do using Greeting Cards Designer. The application gives you the total control over your Greeting Card design. You can create half-fold or quarter-fold cards; in quarter-fold you can choose side-fold or top-fold. This software application supports greeting card paper from Avery, Staples, Office Depot and more.

Just to give you an idea about what Belltech Greeting Cards Designer can do for you, here are some of its features.

- **Create Greeting Cards:** Create great looking greeting cards with your own photos, clip-arts, graphics and background images.
- **Use templates and graphics:** Use from the supplied card templates, background and clip-arts to start the layout of your card easily.
- **Verse Tool:** Insert from 100's of simple to understand verses supplied with the application.
- **Choose Type:** Create half-fold or quarter-fold cards.
- **Quick and Easy Design:** Select and draw shapes and text. Resize, tilt, change color, fill with gradient color or do anything with your design elements.
- **Convenient Design tools:** Can draw rectangle/triangle/circle or any freehand lines and shapes.
- **Right clicks and short-cuts:** The application is equipped with right-click menus and short-cuts to commonly performed actions for your convenience.
- **Choose Background:** Use the supplied backgrounds or use your own. Supports any image of type bmp, jpg, gif, tif, png and wmf.
- **Use your own clip-arts, logo and photos:** We supply you with many graphics that you can use, but you can use your own pictures, logos, clip-arts and design the perfect card you want.
- **Supports any standard papers:** Supports all standard greeting card papers from Avery and other suppliers.
- **Cut-Copy-Paste:** Offers cut-copy-paste functionality for all the design elements. You can also copy-paste texts and images from other applications.
- **Undo/Redo:** Supports Undo/Redo.
- **Use Color blends:** This is a unique feature of this software. You can have a color blend the way you want. This is not a static background image, but a filled shape whose color-blend and texture you control completely. Possibilities are endless!
- **More Drawing tools:** You can insert shapes like smiles, hearts, call-outs, sun, moon, star, explosion etc.
- **Align/Rotate:** You can align the selected elements to the right, left, top or bottom, or can rotate them to any desired angle.

## Installation and Uninstallation



### Installation

System Requirement:

Your system must meet these specifications in order to run Belltech Greeting Cards Designer.

- Windows 98, Windows NT 4.0, Windows 2000, Windows Me, Windows XP or higher
- 90 MHz processor (400 MHz or more recommended)
- 16 MB RAM (128 MB or higher recommended)
- 8 MB of hard-disk space for program installation
- For printed output, a Windows-supported printer

Once you have met these specifications, you can start your installation

1. Locate the setup exe file and double click on it.
2. Follow the instruction presented on the screen to finish installation.

The trial version of the application can be found at <http://www.belltechsystems.com/>

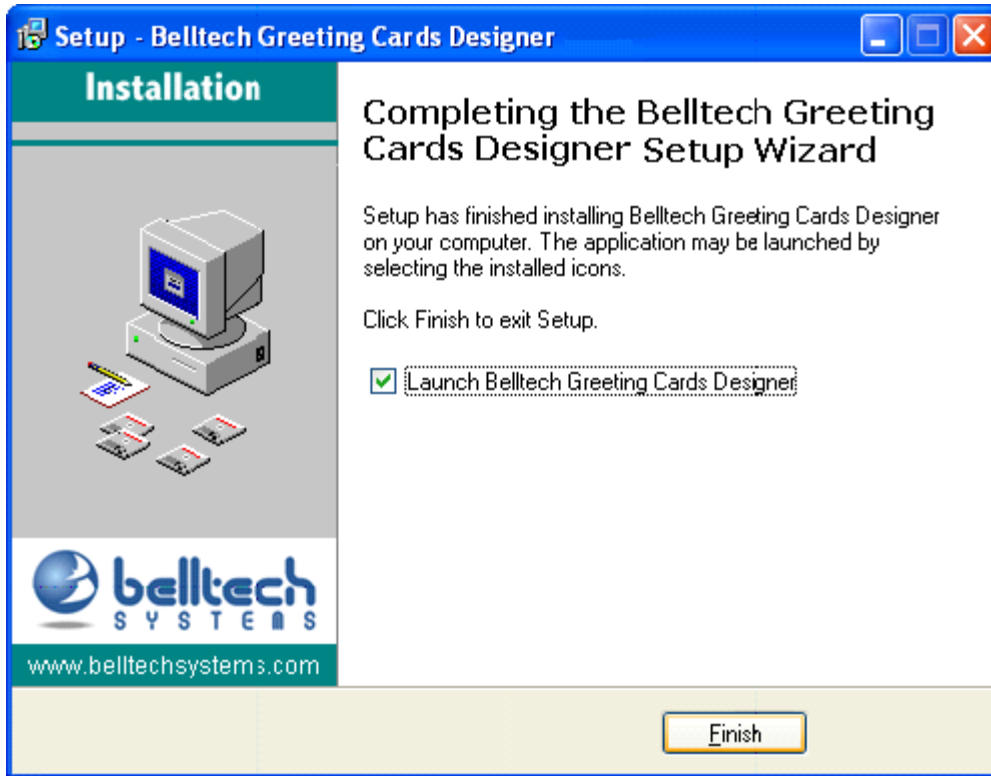


### Running the Application

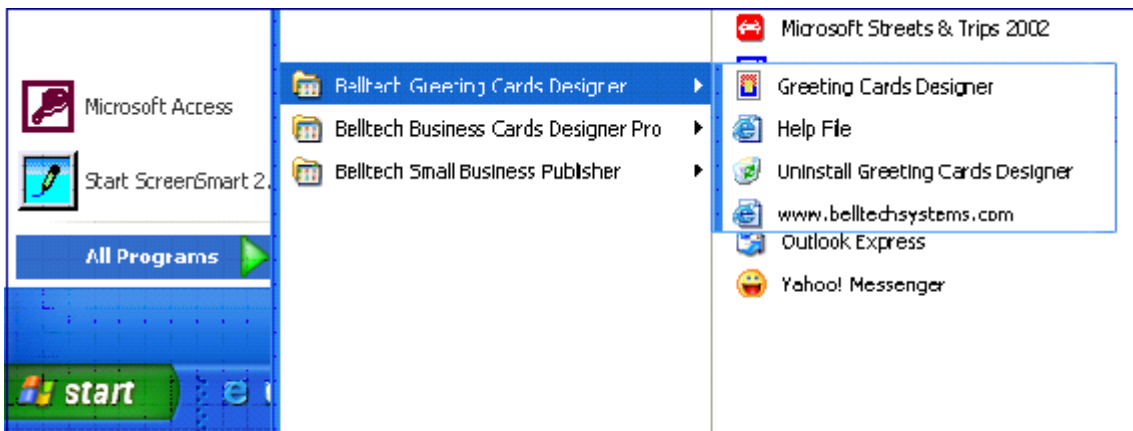
Once you have finished installation, you are ready to use it right away, no need to restart Windows. You can run in one

of these ways:

1. Run at the end of installation by checking the box “Launch Belltech Greeting Cards Designer” as show in Fig. below.



2. Go to Windows taskbar's “Start” button→“Programs” → “Belltech Greeting Cards Designer”  
And select “Greeting Cards Designer” as shown in Fig below.



3. If you have added an Icon to the desktop, go to your desktop and double-click on the “Belltech Greeting Cards Designer” icon.

#### Uninstallation

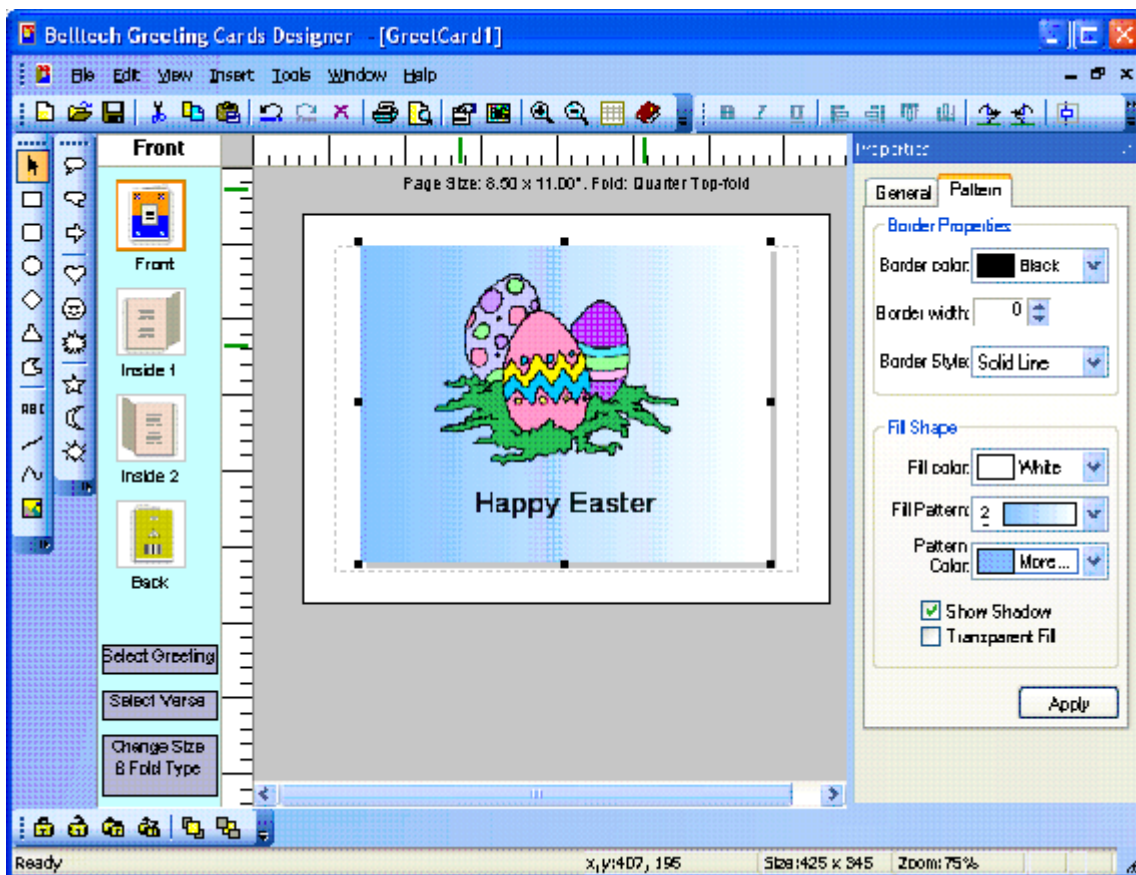
To remove the application from your system, go to Windows taskbar's “Start” button→“Programs” → “Belltech Greeting Cards Designer”  
And select “Uninstall Greeting Cards Designer” as shown in Fig. above.

## User Interface At A Glance

The application offers a WYSIWYG (What You See Is What You Get) interface that allows you to do everything you need to design a Greeting Card.

### The Main Interface:

The main interface consists of the main window, child windows, toolbars, menus etc. as shown in fig below. The menu bar is equipped with pull-down submenus for all the user interactions with the application. The toolbars provide you the quick access to commonly used tasks. Belltech Greeting Cards Designer can create many Greeting Cards under one main window. Each card will be shown in separate child window.



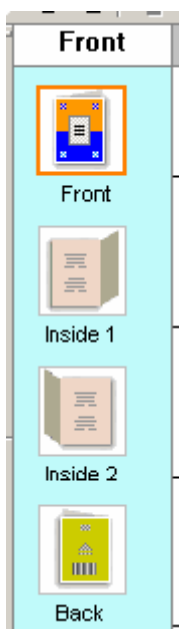
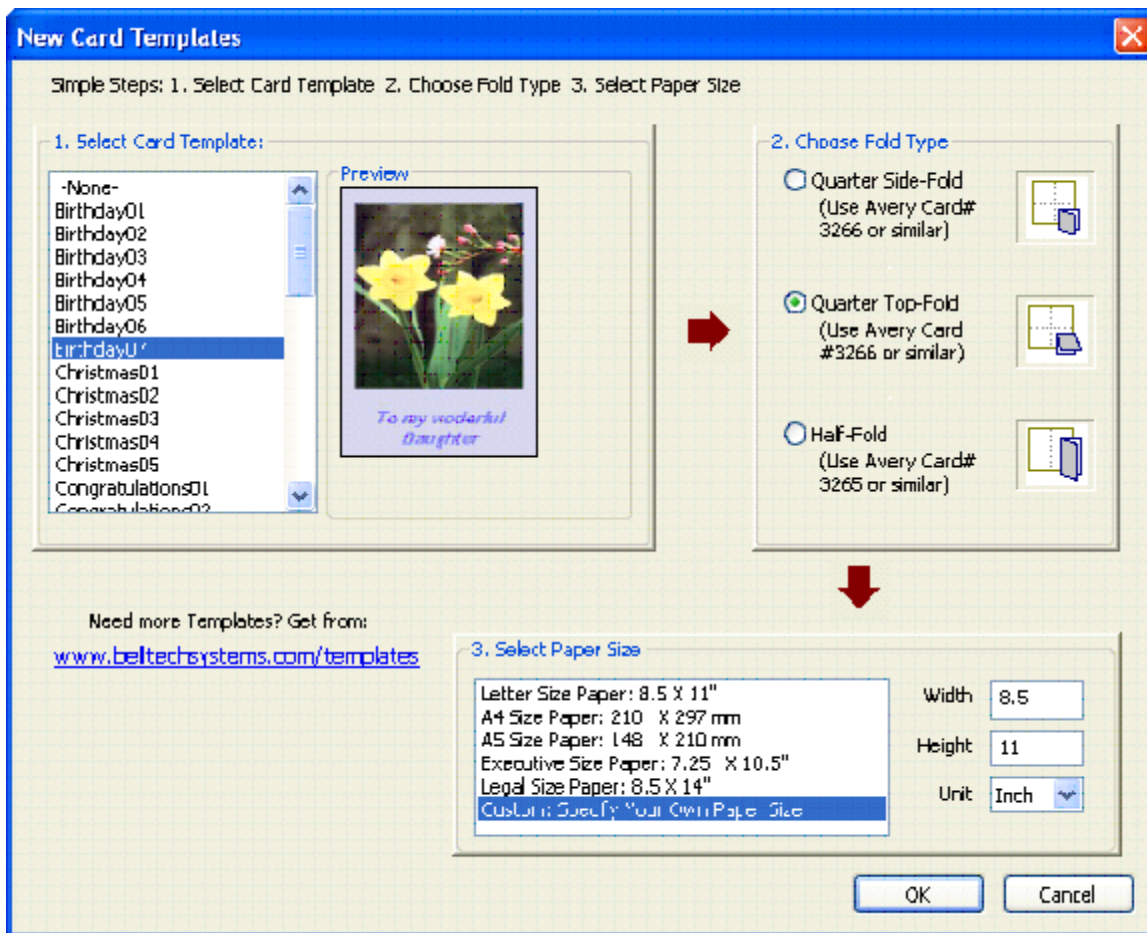
## Getting Started

After installation, you can start creating your first greeting card from a template.

### Choosing templates

Go to menu **File->New**, the New Card Template window (as shown) opens up. This allows you to create a new design from a template quickly and easily. You simply choose a template and click OK to get the structure of your Greeting Card. Now you just need to change the text and your Greeting Card is ready to be printed. You can also insert new text, photos or shapes to personalize your card.

The user interface is shown below.



### Card Orientation - Quarter Top-fold or Half-fold

Belltech Greeting Cards Designer supports creating 3 different types of orientation – Quarter Side-fold, Quarter Top-fold and Half-fold cards. The supplied templates contain a mix of all 3 layout types. For blank card without any template, select appropriate selection in the blank document area of New Card Template window.

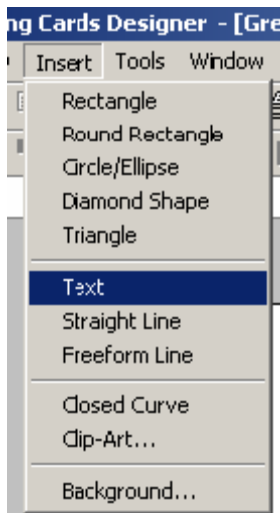
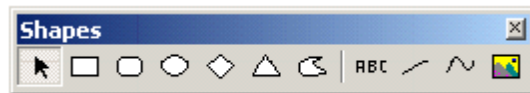
### Designing the Front or Back or Insides

Your greeting cards designed with Belltech Greeting Cards Designer will have 4 sides like a standard greeting card. You can design these four sides separately and print them all at ones. During your design you can the side you want to work on.

Look at the left side of your window(as shown) and click on “Front” or “Inside 1” or “Inside 2” or “Back” to show the respective sides.

## Drawing Elements

Two shape-bars (shown below) are provided for easy access to all the shapes that you can add to your design. These are described below:



### ABC Text Element:

A Text element is used to display text information in several ways. To insert a text element do the following:

1. Select 'ABC' tool from the shape-bar or select menu **Insert->Text**.
2. Click on the design area where you want to insert the text element, or click on the area and drag to create it and then release your mouse button.
3. Double click to go to it properties page and change the text, color, font, rotation etc.

(More on **Modifying Your Design**)



### Rectangle, Round Rectangle, Circle/Ellipse, Diamond, Triangle, Callout, Heart, Smile, Star, Sun, Moon, Explosion, Arrow shape Elements:

To insert a Rectangle, Round Rectangle, Circle/Ellipse, Diamond, Triangle, Callout, Heart, Smile, Star, Sun, Moon, Explosion or Arrow shape follow the same steps as for "Text" above.

1. Select the appropriate shape from the shape-bar.



2. Click on the design area where you want to insert the object, or click on the area and drag to create it and then release your mouse button.

3. Go to its properties page (appears at the right side) and change the pattern, color, size, tilt angle etc.  
(More on **Modifying Your Design**)

#### **Straight Line Element:**

A straight line can be inserted by choosing the "Line" tool from shape bar or menu

**Insert->Straight Line**, and then follow the same steps as in Text. Double click to go to its properties page and change the line color, style, type, border etc.  
(More on **Modifying Your Design**)

#### **Freeform Line, Closed Curve Element:**

Belltech Greeting Cards Designer supports inserting any freeform line (open curves) and Closed Curves, on your Greeting Card design to meet your specific needs.

To insert a Freeform Line or a Closed Curve element do the following:

1. Select the Freeform Line or a Closed Curve from the shape-bar or from Insert menu.
2. Click on the area where you want to start the curve from and drag to create it and then release your mouse button to end the curve.
3. Double click to go to its properties page and change the pattern, color, border style, tilt angle etc.  
(More on [Modifying Your Design](#))

#### **Picture Element:**

You can add any number of graphics; for example, you can add your company logo, your small-sized product picture, or any picture that will identify your business or make your Greeting Card professional and attractive.

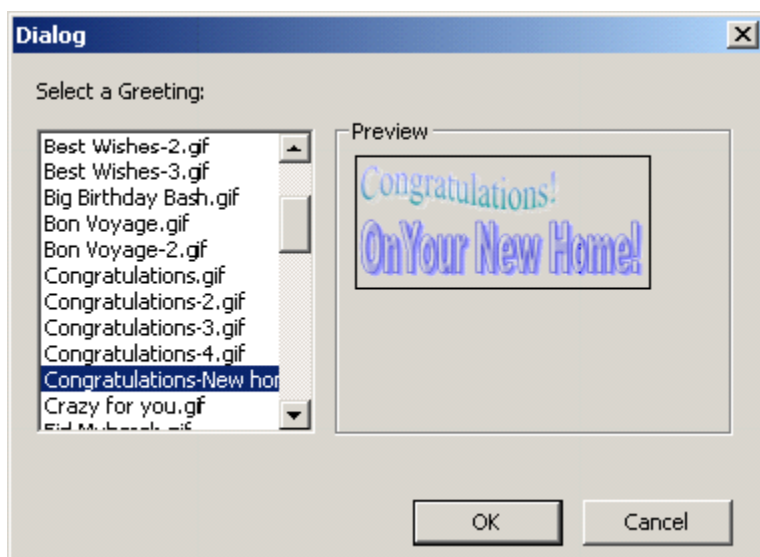
To insert a picture:

1. Select "Picture" tool button or **Insert->Clip-Art** menu.
2. A file selector window will appear. Select your image file and click Ok.
3. The image will be placed on your design, now click and drag the picture element to reposition. You can also double click on it to go to its properties page and modify its size, position, tilt angle etc.

Belltech Greeting Cards Designer supports a wide variety of image file formats - JPG, GIF, BMP, TIFF, PNG and WMF.

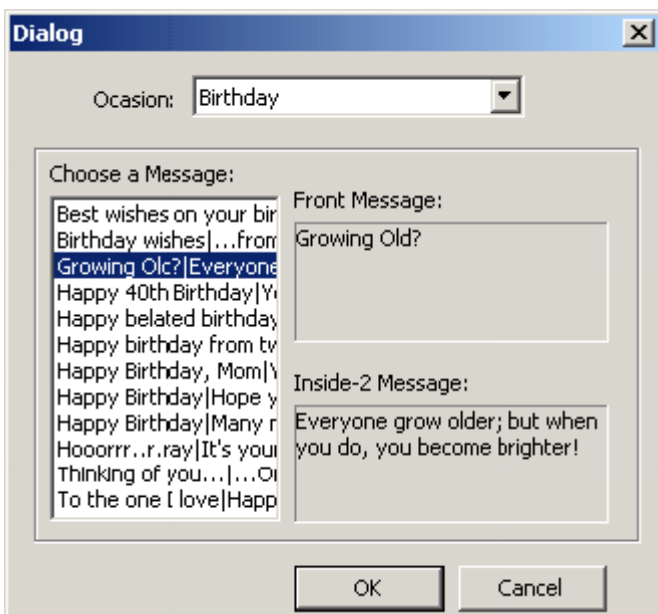
**To resize or move any element, select it by clicking on it, and then hold and drag the resize handles.**  
(More on [Modifying Your Design](#))

## Select a Seasonal Greeting



You can select a ready-made greeting to your card. Select the link “Select Greeting” on the left side of your card window, and a new window appears as shown.

Choose greeting from the available ones and click OK. The greeting will be inserted on the side of the card you are currently working on.



## Select a Verse

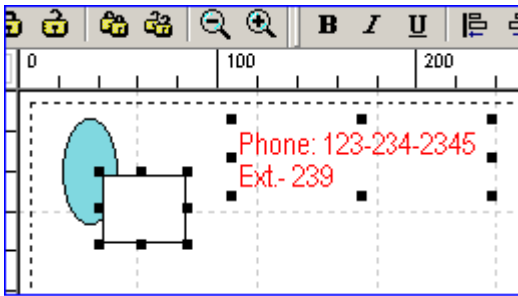
The application supplies 100's of simple verses to be used in your card. They are categorized by occasions. You will find many verses for a single occasion.

To insert the supplied verses, click on the link “Select Verse” on the left side and the verse window will appear. Now choose the occasion and select the verse you want.

A verse has two parts. The first part will be placed on the front side of your card and the 2nd part is the inside-2 page.

## Modifying your design

You can modify your design after your initial draft in several ways. You can save the design as .bgcf file and can reopen the file later for modification.



### Selecting elements:

The first step in modifying your design is selecting one or many design elements. Click on one element to select it. Make sure that "mouse pointer" tool-button is selected in the shape-bar. If you want to select more elements, hold the SHIFT key down and click on the 2nd element, and then the 3rd element and then the 4th one and so on.

If you want to de-select (unselect) one selected element, hold the SHIFT key down and click on the selected element. If you want to select all the elements press Ctrl+A or choose menu

### *Edit->Select All.*

To de-select all the elements, click on anywhere except on the elements.

### Deleting


To delete an element, first select the element/elements as described above, then hit the delete button on your keyboard. You can also select menu *Edit->Clear selection*. All the selected elements will be removed from the design. If you want to bring them back, just hit "Undo" tool button immediately.

(See [Undo/Redo.](#))

### Moving

You can move the selected elements easily by using your mouse or arrow keys on your keyboard.

**Use Mouse to move:** Select the elements you want to move. Then hover your mouse on one of the selected elements.

Notice that your mouse pointer changes to . At that time, hold your mouse left-key down and start dragging, and your selected elements will start moving. Now bring them to a place where you want them to be and release the mouse button.

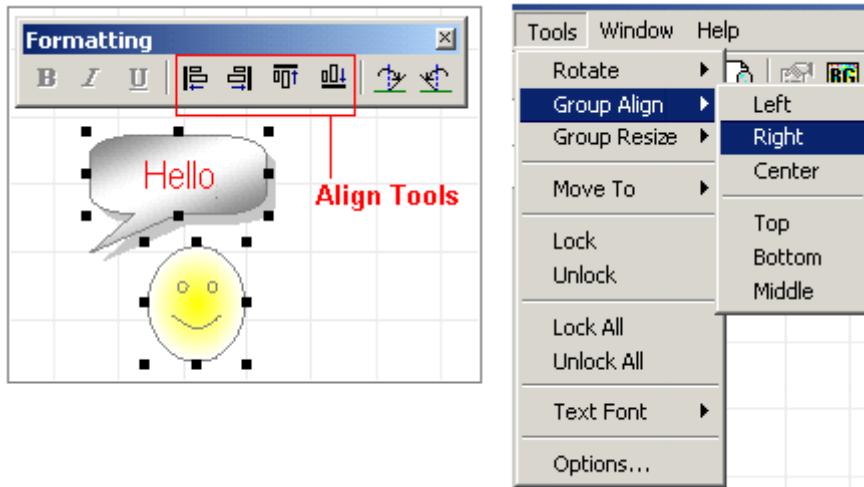
**Use Keyboard to move:** Selected the elements and hit your keyboard's arrow keys(left, right, up or down).



Each hit to the arrow key will move them by 1 pixels. To move elements by 10 pixels, you can hold the Ctrl key down and hit the arrow keys.

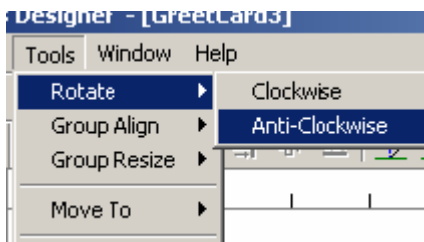
### **Aligning:**

You can align the selected elements to the right, left, top or bottom. To do that, select the elements you want to align and then click on the appropriate tool button (shown below).



For align left: the selected elements will be aligned with the left most element.  
 For align right: the selected elements will be aligned with the right most element.  
 For align top: the selected elements will be aligned with the top most element.  
 For align bottom: the selected elements will be aligned with the bottom most element.

Align center and align middle are also available from menu **Tools->Align**



#### Rotating:

Rotation of your design elements is a unique feature of Belltech Greeting Cards Designer. To rotate an element, double click on the element to open up its properties window and enter rotation value (in degree) in "Rotate Shape by" box.

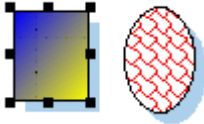
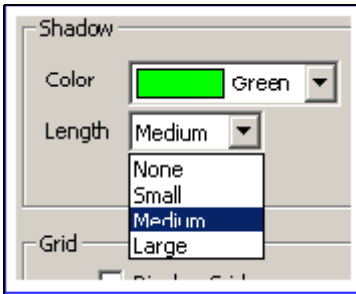
You can rotate the selected element(s) by 45 degree by clicking on the "Rotate Clockwise/Anti-Clockwise" tool button.

#### Showing Shadows:

All closed elements can have shadows.

To show shadow:

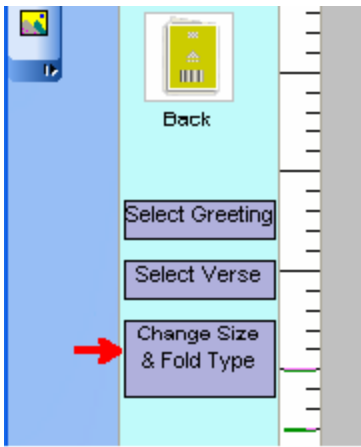
- Go to shapes properties windows, and check on "show shadow".
  - If shadow doesn't appear, then your shadow option is turned off totally.
- Go to menu **Tools->Options** and choose shadow length to small/medium/large. You can also choose shadow color there.
  - If you change shadow color, all elements will have the same shadow colors. However, you can turn off individual shadows for elements in their properties window.



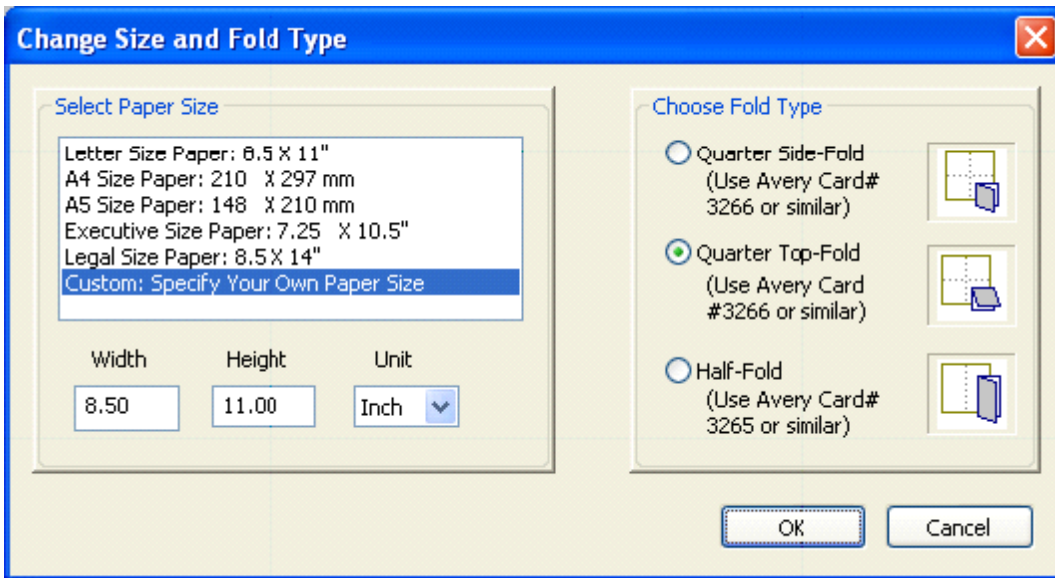
Medium Shadow

**Changing Size and Fold Type:**

You can change your card size or fold type at anytime while designing your card. Click on the “Change Size & Fold Type” link as shown.



A window appears, where you can change paper size and fold type as shown in fig.



## Patterns and Color blends (Gradient)

You can fill your closed shapes with amazing color gradient and give your Greeting Card a very unique look. Open the properties window and choose fill pattern #25 through 42. You change the fill color and pattern color to change the gradient effect in millions of ways. See the figure for a few gradient effects.

For a closed element you can fill its area with up to 43 different patterns/textures, and any color. Go to the properties window and modify the Fill Shape area.

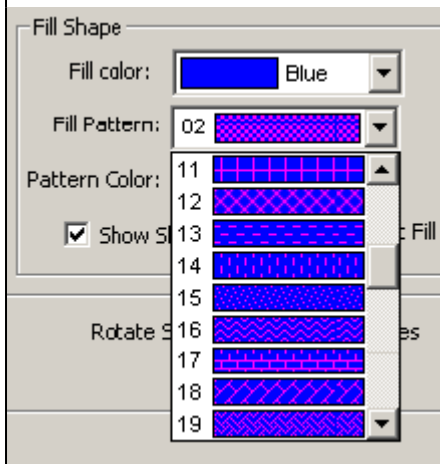
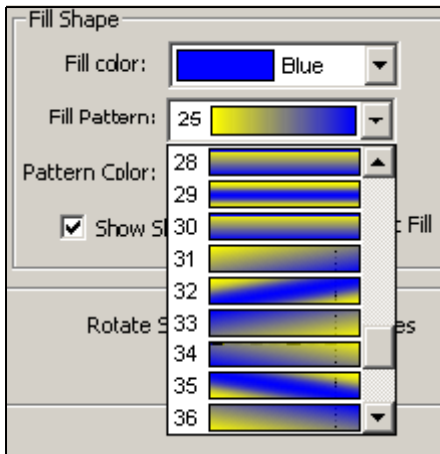
Fill color - is the background color of the shape.

Pattern color - is the foreground color of the pattern.

Fill Pattern - is the geometric pattern that you want to apply to your element.

### Color Patterns

The Patterns: 00 is no pattern; 01 is a solid, one-color pattern; 02 through 24 are texture patterns; and 25 through 42 are gradient patterns. The numbers to the left of the patterns dropdown list are just labels, and are meant to help you identify the applied pattern.



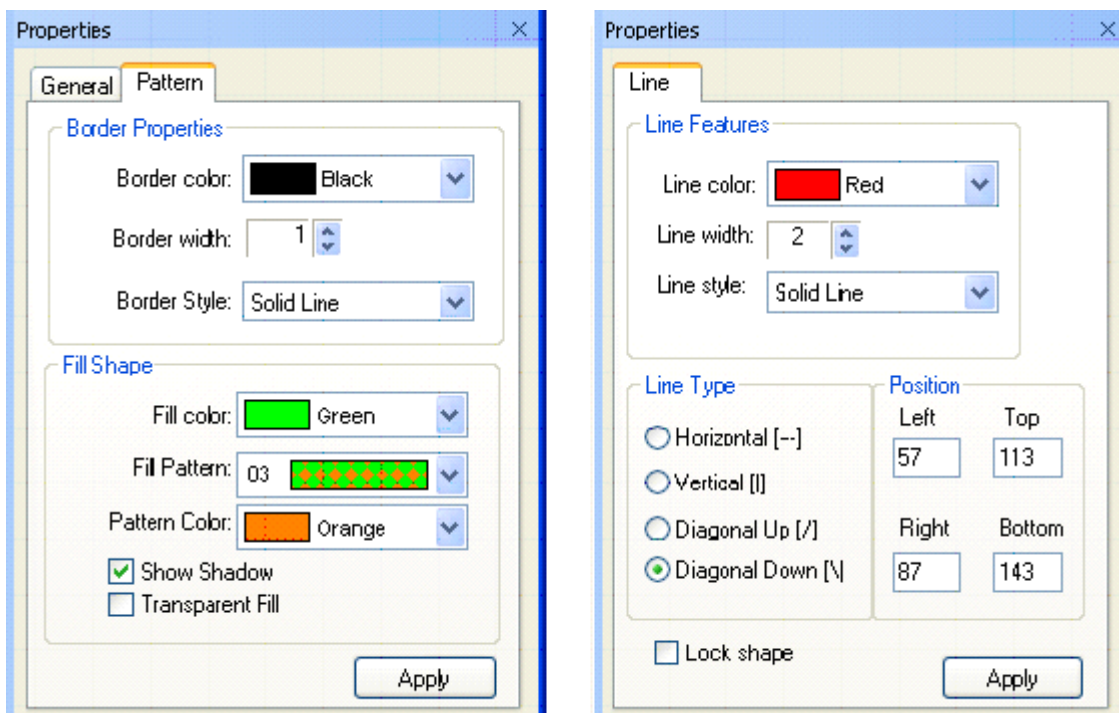
### Transparent Fill

While you can fill any closed shape with millions of patterns, you can also choose to make it transparent, so that the elements behind it can be seen through. Check the "Transparent Fill" option box or choose pattern #00("None") in the properties window to achieve that.

## Interacting With The Design Elements

### Changing border

All the elements except Text and Straight Line have border width and border color properties. You can change the border width or border color by opening their properties window. Double click on an element(or select the element, right click on it and choose properties) to bring up the properties window. Now in the Border section - select a new border color, border width or border style.



For line elements, you can open up its properties window and change line color, line width or line style.

### **Cut-Copy-Paste**

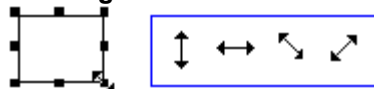
You can cut/copy any selected element(s) and paste to your design. You can also copy text or image from other applications and paste to your design.

**Cut-Copy-Paste Shape elements:** Select the element(s) by clicking on them. (See [Selecting elements](#)). Then press Ctrl+C to copy, Ctrl+X to cut, Ctrl+V to paste the element(s). If you copy and paste any shape element, the new pasted element will be placed closed to the copied element(with a slight right and down shift). You can move or resize the element(s) after pasting.

**Copy-Paste text content:** Copy any text from other applications (e.g. Notepad, MS word, web page), return to Belltech Greeting Cards Designer and press Ctrl + V to paste to your Greeting Card design area. You will notice that a text element will be created with that text. Now move/resize/change text to your need. Note, that if the text is more than 200 characters long, it will be truncated to 200 characters.

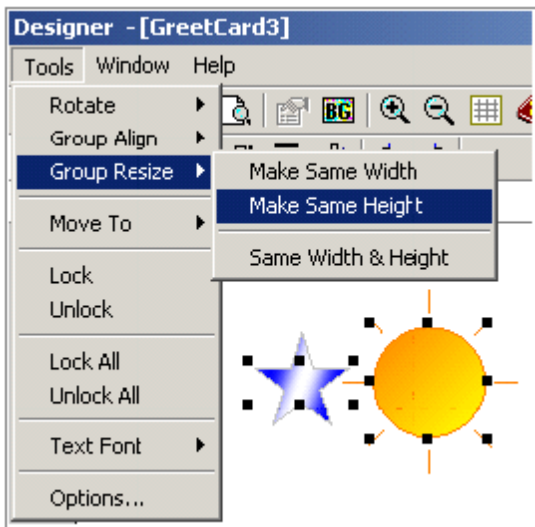
**Copy-Paste image content:** Copy any image from other applications (e.g. MS Paint, Adobe Photoshop, Microsoft Photo Editor), return to Belltech Greeting Cards Designer, press Ctrl+V to paste to your Greeting Card design area. You will notice that a picture element will be created with that image. Now move/resize to your need.

### **Resizing**



Select the element you want to resize (See [Selecting elements](#)). Then hold and drag the resize handles(as shown) to resize it. You can also go to its properties window and change Top/Left and





Width/height(or bottom/right for Lines) to resize.

### **Making Same size:**

You can select multiple elements and make their width, height or both same. Select two or more elements, then select menu **Tools->Make Same Size->Width/Height/Both** .

### **Undo/Redo**

After making any change to you existing design, if you decide to revert back to the old design, you can perform Undo action. You also can redo the undo actions.

To perform undo action: click on the "undo" tool button, or Ctrl+Z

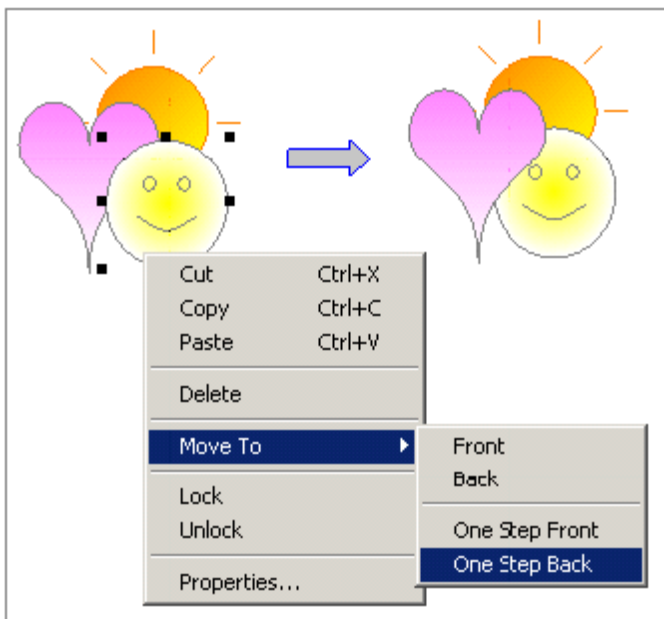
To perform redo action: click on the "redo" tool button, or Ctrl+Y

You can perform up to 5 levels of undo/redo.

### **Z-indexing:**

#### **What is Z-indexing anyway?**

Z-indexing is to move elements in the z-axis, what that means is that you can move an element to the front or to the back of another elements. Think of a pile of books, placed vertically, the 1st one at the bottom, the 2nd one on top the 1st one, the 3rd one on top of the 2nd one and so on. Now you want to move, say, the 8th book below the 7th book. So you need to change the z-indexing. In Belltech Business



Card Designer Pro, the elements are placed in the same way and each element has a unique z-index in the stacking order.

You can change the stacking level of any element, as you can do to the pile of books. The commands Move to Front/Back/One Step Front/One Step Back help you change the stacking order, as described below.

### **Move to Front/Back/One Step Front/One Step Back:**

Select the element, right-click on it, a popup menu appears, select **"Move To->Front"** or **"Move To->Back"** etc. as desired(as shown).

Move To->Front : moves the element totally on top of all other elements.

Move To->Back : moves the element totally at the bottom of all other elements.

Move To->One Step Front : moves the element just above the element which is on top of it.

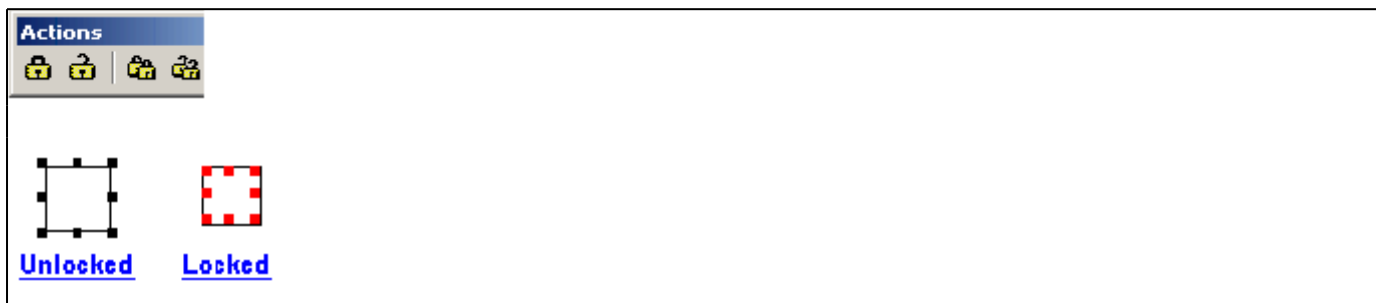
Move To->One Step Back : moves the element just below the element which is just behind it.

#### Usage:

For example, you have put some text element, and then you have created a picture element. Now you want to overlay the picture element with the text. You moved the text over to the picture, and saw that the text is hiding behind the picture element. What to do? Right-click on the picture and select menu **"Move To->Back"**.



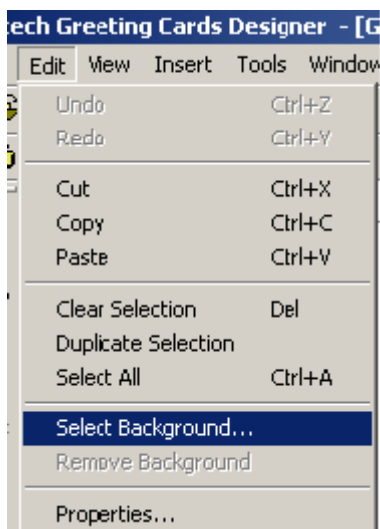
#### Locking elements



While designing your card, you might want to lock the position and size of an element so that it does not get moved accidentally. To do that, select the element and click on the "lock" tool-button; to unlock click on the "unlock" tool-button. You also can do locking/unlocking from its properties window.

The "Lock All" and "Unlock All" tool-button, will lock/unlock all the elements in your design. When you select a locked element, the selection marks become red and go inward as shown.

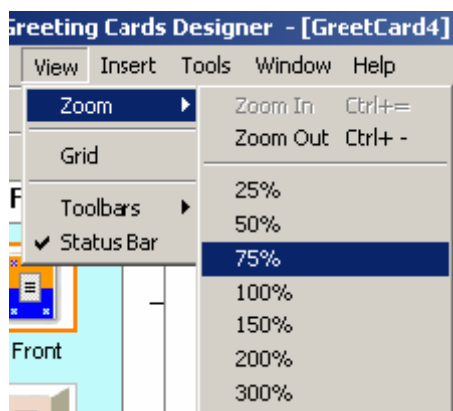
## Greeting Card Background



#### Background Image

You can choose any picture as the background of your design. All the other design elements will appear in front of the background image. To select a background image go to menu **Edit->Select Background....** If there is already an existing background image, the menu changes to **Edit->Change Background....** The background image you choose is stretched to fit the entire area. If a background image is selected, the background color may be hiding behind the background image. If the background is partially transparent, the background color may be seen through partially. To remove a background image select menu **Edit->Remove Background.**

## Zooming Your Workspace



### Zooming options

Click on the Zoom In/Zoom Out button to get an enlarged/shrunk view of your card. Go to menu **View->Zoom** to get more zooming levels.

The application can zoom your work area to one of these zoom levels: 25%, 50%, 75%, 100%, 150%, 200%, 300%

## Saving Your Work


After you have completed your Greeting Card design, you can save the file as a .bgcf file so you can re-open it later for modifying, or just print it.

### Save as .bgcf file

It is advisable to save your design as a .bgcf file. This format is Belltech System's proprietary file format for Belltech Greeting Cards Designer. A .bgcf file keeps the original format of your design and you can open it again later using Belltech Greeting Cards Designer and modify your design easily.

Select menu **File->Save as** to save the card as a .bgcf file with a new name.

## Printing Your Greeting Card

 Printing is the final output of your Greeting Card. You can print your card to any Windows compatible printer.

Select menu **File->Print**, to print your card.

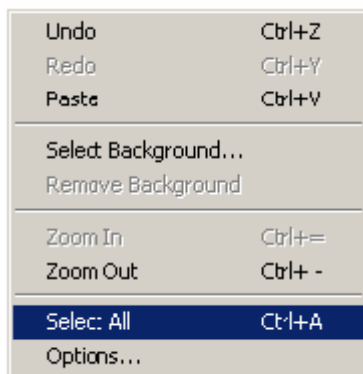
For printing Half-fold cards, choose "Two-sided Printing" option with "Short-sides" in your printer settings.

### Print Preview

Choose **File->Print Preview** to preview your print layout before printing.

### Print Setup

Choose **File->Print Setup** to setup your printer option, paper size, print quality etc.



## Right clicks and short-cuts

Belltech Greeting Cards Designer is equipped with right-click menus and short-cuts to commonly performed actions for your convenience.

### Some short-cuts:

"Ctrl + C" = Copy

"Ctrl + V" = Paste

"Ctrl + X" = Cut

"Ctrl + A" = Select All

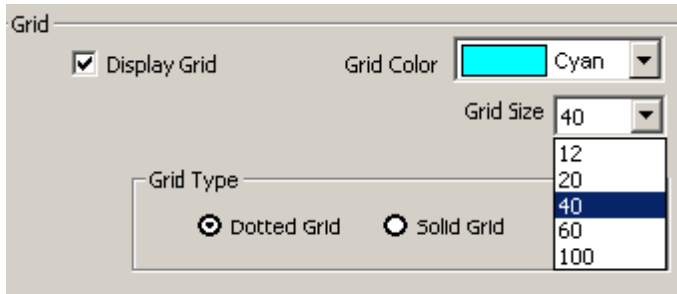
"Ctrl + P" = Print

"Ctrl + =" = Zoom In

"Ctrl + -" = Zoom Out

"Ctrl + S" = Save

## Setting your Options



Go to menu **Tools->Options** to change display options like show/hide grid, change grid color, change shadow color/length, background color etc.

The "Display inner border" option shows/hides the thin non-printing inner border around the periphery of your design area. This border serves as a guide and does not get printed.

### Rulers/Grids

Rulers are the scales at the top and left of your design area, and grids are non-printing horizontal and vertical lines. Rulers help you determine the position/size of your elements, and distance between elements etc, while grids help you align your elements. You can choose to hide your grids or change grid density and color in Options window.

### Show-Hide Toolbars

Go to menu **View->Toolbars** to show or hide any toolbars for your convenience. All toolbars actions are available from the menus/sub-menus.

## Contacting Belltech Systems

If you have more questions about this product please visit the Frequently Asked Questions section at our website <http://www.belltechsystems.com/support.asp>

**Sales:** If you have a question regarding our product purchase, please email [sales@belltechsystems.com](mailto:sales@belltechsystems.com)

**Support:** We are always there to help you about our products, its free. For any technical questions or enquiries, please email [support@belltechsystems.com](mailto:support@belltechsystems.com)

**General Enquiries:** For general questions about our products or support, please email [info@belltechsystems.com](mailto:info@belltechsystems.com)

## Useful Links

Download a free evaluation copy at: <http://www.belltechsystems.com/products.asp>

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Product Support: <http://www.belltechsystems.com/support.asp>