BUSINESS CARD MAKER™

DESIGN, CREATE AND PRINT YOUR OWN BUSINESS CARDS!

MANUAL

INTRACORP INC.

COMMODORE BUSINESS CARD MAKER MANUAL

BUSINESS CARD MAKER

COMMODORE 64 OPERATING MANUAL

TABLE OF CONTENTS

INTRODUCTION

WHAT IS BUSINESS CARD MAKER?

BUSINESS CARD MAKER is an entertainment and productivity program designed to allow you to easily and efficiently print business cards. The program allows you to design and create the icon (graphic symbol) that you will be placing on the card, or to use one of the many prestored icons. The program then allows you to pick styles for your type, and place text onto the card. Finally, you can move this text around until you have the card composition you desire and then print the card on your printer.

The Business cards that you will create with Business Card Maker are intended for recreational and entertainment usages. They are not meant to replace professional typeset business cards that you can obtain from a printer. The Publisher realizes that the program is limited by the quality of your printer. Unless you have a very fine printer, BUSINESS CARD MAKER cards will not equal typeset business cards. Nevertheless, BUSINESS CARD MAKER is the first program to give you the opportunity to create, design, and print fun and usable cards from your computer system.

We are sure you are going to have hours of fun with BUSINESS CARD MAKER and find hundreds of uses for the cards you will create! Read through this manual carefully before beginning the program.

4

INTRODUCTION

GETTING MORE BUSINESS CARD MAKER PAPER

The **BUSINESS CARD MAKER** paper is a custom paper stock that was created specifically for use with the Business Card Maker program. Paper is included with this program. However, you may find you need more paper. The paper is sold in separate paper packs. Paper Packs contain enough paper to create 500 business cards. Please ask your computer dealer for more information on buying the Business Card Maker paper packs. If your dealer does not have the paper in stock you may purchase it directly from IntraCorp, Inc. Please call us at 1-305-382-6567 and have your credit card handy. (Sorry, no CODs). We will be happy to ship you the additional paper directly. Since paper prices change occasionally, you will have to ask our order desk for the price of the paper pack when you call.

GETTING STARTED

SETUP

In order to run the **BUSINESS CARD MAKER** program you will need the following equipment:

1) A Commodore 64, 64C, or 128 computer. **BUSINESS CARD MAKER** will run on a Commodore 128 while in C-64 mode only. To place your Commodore 128 into C-64 mode, type in the command **GO64** and press the RETURN key, or turn on the computer while pressing the C= key.

2) A printer. **BUSINESS CARD MAKER** will work with any Commodore 1525 compatible printer. If you have a non-Commodore printer, make sure your printer interface is set up for 1525 mode. **BUSINESS CARD MAKER** will also work with Epson FX-80 compatible printers. If you have an FX-80 or compatible and wish to use the Epson print mode, make sure your interface is set for transparent transmission (consult your interface manual). Of course, any Epson printer can be used with the 1525 print option, as long as you set up your printer interface accordingly. **BUSINESS CARD MAKER** requires that the printer be set as device 4 on the serial bus.

3) A monitor or TV set. Although **BUSINESS CARD MAKER** screen displays are in full color and are best enjoyed with a color monitor or TV set, all displays are equally legible with a black-and-white TV set or a monochrome

6

monitor.

4) A disk drive. **BUSINESS CARD MAKER** requires only one disk drive. The use of a Commodore 1541 or 1571 disk drive is recommended, although the program should work equally well with non-Commodore disk drives. **BUSINESS CARD MAKER** requires that the disk drive be set as device 8 (if a dual drive, device 8 drive 0) on the serial bus.

5) A joystick is recommended. Although most functions can be accessed from both the keyboard and the joystick, a joystick is required for some of the Icon Maker commands.

6) The use of a fast-load cartridge such as Epyx's FastLoad is optional. **BUSINESS CARD MAKER** should work correctly with most cartridge-based fast-load software. However, *the use of disk-based fast-load software is strongly discouraged*. The high-resolution graphics of **BUSINESS CARD MAKER** require a lot of memory, and **BUSINESS CARD MAKER** makes use of virtually all of the 64K of RAM available on the Commodore 64. If you experience loading or operating problems while using **BUSINESS CARD MAKER** with a fast-load cartridge installed, turn off your computer and disconnect the cartridge before reloading **BUSINESS CARD MAKER**.

PRINTER SETUP

BUSINESS CARD MAKER will work with any 1525 compatible or Epson FX-80 compatible printer.

GETTING STARTED

compatible or Epson FX-80 compatible printer. Of course, any printer can be used if you have the appropriate interface set to emulate a 1525 printer.

To set up **BUSINESS CARD MAKER** for your particular printer, you must first run the printer initialization program supplied on the **BUSINESS CARD MAKER** program disk. To run the program type in **LOAD "PRINTER INIT",8** and press the RETURN key. After the computer responds with the READY prompt, type in **RUN** and press the RETURN key.

Once loaded, the PRINTER INIT program will display instructions and a list of printer options. Follow the instructions carefully.

PRINTER INIT must only be run once to set up your printer type. It need not be run every time you use **BUSINESS CARD MAKER** unless you change printers.

LOADING BUSINESS CARD MAKER

Before loading **BUSINESS CARD MAKER**, you may want to create a data disk to store your **BUSINESS CARD MAKER** card and icon creations. Refer to your disk drive manual for the correct procedure to format (new) a diskette. Saving material on the **BUSINESS CARD MAKER** program disk is strongly discouraged. Except when setting up your printer configuration (see Printer Setup), you should keep the write-protect notch on the **BUSINESS CARD MAKER** program disk covered at all times.

computer, monitor, printer, and disk drive
(remember not to turn on the disk drive with
a disk inserted and the door closed). Plug
your joystick into Control Port 2 on the
right side of your computer. Load the
BUSINESS CARD MAKER program disk into the
drive, then type **LOAD "BCM",8** and press
RETURN. When the computer responds with
READY, type in **RUN** and press RETURN. After a
short while the IntraCorp logo will be
displayed, along with the current printer
configuration and the message "Now Loading."
When the program has completely loaded, you
will be presented with the Card Maker editor
main screen.

CARD MAKER

THE MAIN SCREEN

The Main screen consists of a light gray menu bar running across the top of the screen, and a white rectangular area underneath depicting an empty business card. Inside the card area is a blue arrow, the "pointer." The menu bar contains the following options:

    CARDS   FONTS   ICONS   DISK   EXIT

To select any of the options, move the pointer over the option desired with the cursor keys or the joystick, then press the STOP key on the keyboard or the joystick fire button to pull down the appropriate menu. The menus are listed below; each option is described in detail later on. Alternately, you can make your selection by pressing the C= key and the first letter of the desired option.

The CARDS menu (press C= and C)
    Cancel
    About BCM
    Open
    Close
    Print

The FONTS menu (press C= and F)
    Cancel
    Enter text
    Select width
    Select height
    Select underline
    Select reverse
    Select overwrite

10

Select font
Reset font

The ICONS menu (press C= and I)
Cancel
Icon Maker
Open
New screen

The DISK menu (press C= and D)
Cancel
Delete icon
Delete card
Command mode

The EXIT selection (press C= and X) asks for keyboard confirmation before returning to BASIC.

SELECTING POINTER SPEED

You can change the pointer speed at any time while all menus are closed. To change the pointer speed, simply press a key from 1 to 9. Pressing 1 selects the slowest available pointer speed; 9 selects the fastest.

MAKING MENU SELECTIONS

When a menu is opened, or "pulled," from the menu bar, you will be presented with that menu's choices, and the pointer will be placed on the "Cancel" option. The menu choices will be displayed in black type; the option on which the pointer rests will be displayed in white. To make a selection, move

11

the pointer vertically with either the cursor up/down key or with the joystick up/down control until the pointer rests on the 'desired option and the option is displayed in white, then press either the STOP key on the keyboard or the joystick fire button.

To cancel a menu, simply select the "Cancel" option. You can also cancel a menu by moving the pointer horizontally with the cursor right/left key or the joystick right/left control. When a menu is canceled, it will disappear from the screen and the pointer will be returned to its location when the menu was called.

KEYBOARD CONFIRMATION

Many options in **BUSINESS CARD MAKER** will require some keyboard input before they are executed. Because many of these options are "destructive" in some way, this keyboard confirmation is a safeguard against accidental execution of an unwanted option.

Most of these confirmation requests take the form "Press STOP to go ahead, or any other key to abort." Press the STOP key to confirm your original request; press any other key to return to the main screen.
Joystick input is not acceptable for keyboard confirmation. Any joystick operations made while a confirmation window is displayed will be ignored.

12

THE CARDS MENU

From this menu you can load, save, and print a business card. You can also request program information. The CARDS menu options are:

ABOUT BCM

Displays the name and version of the program, along with the program credits. Press any key to return to the main screen.

OPEN

Use this option to recall previously saved cards. Refer to the section on Opening and Closing Files for more information on the submenu called by this option.

CLOSE

Use this option to save the card currently on screen. Refer to the section on Opening and Closing Files for more information on the submenu called by this option.

PRINT

Use this option to print the card currently on screen. **BUSINESS CARD MAKER** will prompt for the number of cards to print, then will request keyboard confirmation before proceeding. Make sure your printer is on-line

13

and you have paper or the **BUSINESS CARD MAKER**
card stock loaded before confirming the print
request.

Before printing make sure you have installed
the correct printer driver for your printer.
Refer to the Printer Setup section for
additional instructions.

BUSINESS CARD MAKER will print cards two
across. If an odd number of cards is
requested, the last card will be printed on
the left side of the paper.

To stop a print in progress, turn off your
printer, then answer the "continue" prompt
accordingly.

THE FONTS MENU

From this menu you can select the size,
style, and other aspects of the type, as well
as enter this type onto the card. The FONTS
menu options are detailed below.

THE SAMPLE WINDOW

Underneath the FONTS menu is a small window.
It displays the font and options selected.
What you see in this sample window is what
you will get in the ENTER TEXT option. The
contents of the window are as follows:

1. In the upper left-hand corner of the
window is a small blue rectangle. This

rectangle (the "status window") displays the status of two flags:

a. If the current font has no lower-case letters, a "U" will be displayed indicating that everything typed will be uppercase only.

b. If the overwrite option is on (see below), an "O" will be displayed indicating that any new type will not destroy whatever was already on the screen.

2. Adjacent to the status window is the name of the selected font. If no font has been selected, this line will read "Default."

3. Underneath the status window is the word "Sample" (or "SAMPLE" if the current typeface is uppercase-only). It will be displayed in the current settings (i.e. width, height, underline, reverse). This is what your text will look like when you select the ENTER TEXT option. Any selections you make from the FONTS menu will be immediately reflected on this line.

ENTER TEXT

Use this option to place text on the cards screen. Use the cursor keys to move the cursor to the desired position. To backspace, use the cursor back key. Use the space bar to blank out unwanted type. Use RETURN to move to the next whole line, and HOME to move to the top of the screen. To exit the text mode, press the STOP key. The joystick is disabled

in Text mode.

Note that the cursor keys will always move the cursor in single-space increments, even with double-size characters. This enables you to move in half-space or half-line intervals when using larger sizes of type. This may seem confusing when dealing with the Micro ST typeface, which uses half-size characters. With Micro ST, the cursor will not advance when typing until two characters have been typed in. The cursor keys will therefore appear to move the cursor over two spaces (two letters).

SELECT WIDTH

This selection will toggle the current font between regular and double width. The current setting will be reflected by the type in the sample window.

Refer to A Note About Fonts on the next page for additional information on this option.

SELECT HEIGHT

This selection will toggle the current font between regular and double height. The current setting will be reflected by the type in the sample window.

SELECT UNDERLINE

This selection will toggle the underline option on the current font. The current setting will be reflected by the type in the sample window.

SELECT REVERSE

This selection will toggle the reverse option on the current font. The current setting will be reflected by the type in the sample window.

SELECT OVERWRITE

This selection will toggle the overwrite option on the current font. When this option is on, an "O" appears in the status window.

When entering text with the overwrite option off, the area under the cursor is erased before each letter is actually placed on the card. When the overwrite option is on, this area is not erased; instead, the type is overlaid on whatever is below it. This can be used to create interesting effects, or to avoid erasing pieces of the icons when typing too close to them.

SELECT FONT

Use this option to select the current font. Refer to Opening and Closing Files for

additional information on the submenu called by this option.

When a new font is selected, the sample window will display the new font in the current settings.

A NOTE ABOUT FONTS

Fonts whose names end in ST (i.e. Micro ST) are the smallest size available. They are half the "normal" width of a character. *Double width cannot be selected on ST fonts.*

Fonts whose names end in UC (i.e. Deco UC) have only uppercase letters. Any lowercase letters typed in will be displayed on the card as upper case. The "U" flag will be displayed in the status window when a UC font is selected.

THE ICONS MENU

From this menu you can create your own icons,
incorporate previously saved icons onto your
card, and clear the card screen. Its options
are:

ICON MAKER

Select this option to load the Icon Maker
editor. This editor will allow you to design
an icon for your business card that exactly
suits your needs. You will be prompted for
keyboard confirmation, then again to insert
the program disk in the drive, before the
Icon Maker is loaded. Refer to the section on
the Icon Maker editor for a full explanation
on this option.

OPEN

Use this option to select an icon to place on
your card. Refer to the section on Opening
and Closing Files for more information on the
submenu displayed by this option.

Once you have selected an icon, the following
submenu will appear:

    ICONS: Select pos.
    Cancel
    Upper left
    Upper right
    Lower left

Lower right

Select the position for your icon. The icon will then be transferred to the card.

NOTE: It is recommended that you select and position your icon before entering any text. When an icon is transferred to the card, the area where it will appear is cleared first. While you can type text over an icon without erasing it, the same is not true when adding an icon to a card.

NOTE: You may insert up to four icons on a card, one for each icon position. Please note, however, that the UPPER and LOWER icon positions overlap by one line. (There are nine single lines to an icon, and 17 to a card.) Unless you design your icons accordingly, you will lose a portion of an icon when another is placed vertically adjacent to it.

NEW SCREEN

Use this option to clear the card screen. Everything on the card screen will be lost, so if you want to keep your creation, close the card first. Refer to the CLOSE section of the CARDS menu for information on closing a card.

THE DISK MENU

From this menu you can delete unwanted icons

and cards from your disk, and send commands
to your disk drive. Its options are:

DELETE ICON

Use this option to delete an unwanted icon
from your disk. Make sure the correct disk is
in the drive, then type in the name of the
icon you wish to delete. To exit this
selection, press the STOP key or enter an
empty line as the file name.

DELETE CARD

Use this option to delete an unwanted card
from your disk. Make sure the correct disk is
in the drive, then type in the name of the
card you wish to delete. To exit this
selection, press the STOP key or enter an
empty line as the file name.

COMMAND MODE

Use this option to send commands to your disk
drive. Anything typed here will be sent to
the disk drive via its command channel. The
message returned by the disk drive will then
be displayed. To exit this option, press the
STOP key or enter an empty line as the
command. Refer to your disk drive manual for
more information on disk commands.

EXIT

This menu bar selection will terminate the program and return you to BASIC. Any card on screen that hasn't been closed will be permanently lost. This option will request keyboard confirmation before proceeding.

THE ICON MAKER EDITOR
INTRODUCTION

THE ICON MAKER EDITOR

The Icon Maker editor is called up with the ICON MAKER option of the main ICONS menu. With it you can create icons for your cards that suit your particular needs. You can then incorporate these icons onto your business cards.

THE ICON MAKER MAIN SCREEN

The Icon Maker main screen consists of a light gray menu bar running across the top of the screen, and two small rectangular areas of the same size underneath. The area on the left, in white, is the actual icon being created. The area to the right, in gray, is a buffer screen for loading icons from other commercial graphics programs. The pointer is inside the main icon screen. Menu selections are made in the same manner as in the main program.

The menu bar contains the following options:

   ICONS   SHAPES   TOOLKIT   RETURN

The menus are:

The ICONS menu (press C= and I)
    Cancel
    Open
    Close
    New icon

The SHAPES menu (press C= and S)
    Cancel
    Draw
    Line
    Box
    Circle

The TOOLKIT MENU (press C= and T)
    Cancel
    Save
    Restore
    Fill
    Move icon

The RETURN option asks for keyboard
confirmation before returning to the main
screen.

THE SCALE

Pressing the F7 key will display the current
position of the pointer in a window across
the bottom of the screen. This window can be
called up at almost any time. The F7 key will
toggle the scale on and off; that is, if the
window is open the F7 key will close it. The
window will be automatically closed whenever
another key is pressed to execute an option.
The scale window will slow down the pointer
movement since for every move of the pointer
the window must be updated.

*The scale is not available when a menu is
open or on the SAVE, RESTORE, OPEN, CLOSE,
and MOVE ICON options.*

THE ICONS MENU

From this menu you can load and save your
icons, load icons from other graphics
programs, and clear the icon screen. The
ICONS options are:

OPEN

Use this option to recall previously saved
icons. When this option is called, the
following submenu appears:

    ICONS
    Cancel
    Open a BCM icon
    Open a PS-A icon
    Open a PS-B icon

Use the OPEN A BCM ICON option to open an
icon created by the Icon Maker program.

Use the OPEN A PS-A ICON option to load an
icon from a Print Shop side A icons disk.
(Side A is commonly the "non-Commodore
printers" side of a Print Shop icons disk.)

Use the OPEN A PS-B ICON option to load an
icon from a Print Shop side B icons disk.
(Side B is commonly the "Commodore printers"
side of a Print Shop icons disk.)

Once you have selected your Open option, you
will be presented with the standard Open
sequence and submenu. Refer to the section on

Opening and Closing Files for information on
this submenu.

If you are opening a Print Shop icon, the
icon will be loaded onto the gray buffer
screen. Once the icon has been loaded, you
will be prompted to determine the position of
the icon on the main icon screen. Use the
cursor keys or the joystick to move the
pointer to the new position of the icon's
upper left corner, then press STOP or the
fire button to move the icon or F3 to abort.
Note that because the PS-B icons are smaller
than the PS-A icons, when moving a PS-B icon
you will be allowed more movement of the
pointer than when moving a PS-A icon.

CLOSE

Use this option to save the icon currently on
screen. Refer to the section on Opening and
Closing Files for more information on the
submenu called by this option.

NEW SCREEN

Use this option to clear the icon screen.
Everything on the icon screen will be lost,
so if you want to keep your creation, close
the icon first. Refer to the CLOSE section
above for information on closing an icon.

THE ICON MAKER EDITOR
THE ICONS MENU (cont'd)

THE SHAPES MENU

From this menu you can select your drawing
options. The options are described below.

SHAPES options require a lot of keyboard
confirmation. Some of the standard responses
are detailed here:

The STOP key is used within an option to set
a position (box corner, circle center, etc.).

The F1 key is used to draw or set a draw
mode.

The F2 key is used to undraw (erase) or set
an undraw mode.

The F3 key aborts the option.

Prompts accompany every step of SHAPES
options. They detail which keys are active
and give detailed instructions.

DRAW

This option selects free-style drawing and
single-point plotting. A joystick is required
for free-style drawing. The regular pointer
is replaced by a small rectangle; the center
of this rectangle points to the dot being
worked on.

Press F1 to activate draw mode. In draw mode,
the pointer is red.

27

Press F2 to activate erase mode. In erase mode, the pointer is blue.

Move the pointer with the cursor keys or the joystick. To draw or erase, press the fire button on the joystick as you move the pointer with the joystick control. Pressing the fire button will draw when the pointer is red and erase when the pointer is blue. (It is hard to free draw without the joystick.)

To plot or erase a single point, move the pointer to the desired position and press the STOP key. Pressing the STOP key will plot a point when the pointer is red and erase a point when the pointer is blue.

To exit the DRAW option, press F3.

LINE

Use this option to draw lines.

Move the pointer to the point where you wish the line to start, then press the STOP key or fire button to mark the position. A small cross will mark this position.

Next, move the pointer to the point where you wish the line to end, then press the STOP key or fire button. Another small cross will mark this position.

To draw a line between the two points, press F1.

THE ICON MAKER EDITOR
THE SHAPES MENU (cont'd)

To erase a line between the two points, press
F2.

To abort the option, press F3.

BOX

Use this option to draw boxes.

Move the pointer to the point where you want
the box's top left corner, then press the
STOP key or fire button to mark the position.
A small corner will mark this position.

Next, move the pointer to the point where you
want the box's bottom right corner, then
press the STOP key or fire button. Another
small corner will mark this position.

To draw the box, press F1.

To erase the box, press F2.

To abort the option, press F3.

CIRCLE

This option will draw circles, as well as
other multi-sided shapes.

Move the pointer to the point where you want
the circle's center, then press the STOP key
or joystick fire button to mark the position.
A small cross will mark the position.

Next, move the pointer to the circle's highest point and press the STOP key or joystick fire button. The point will be marked with two small vertical arrows, joined at their heads.

Now move the pointer to the circle's widest point and press the STOP key or joystick fire button. The point will be marked with two small horizontal arrows, joined at their heads.

Finally, select the number of sides you wish for the circle. The number of sides can be set from 3 to 360; 160 sets a detailed circle. The higher the number of sides, the longer it will take to draw the shape. Setting the number of sides to 3 will draw a triangle; 5, a pentagon, etc. A small window at the bottom of the screen displays the number of sides and the segment angle selected. To change the number of sides use the cursor keys or the joystick, thus:

CURSOR UP or joystick up subtracts 1 from the number of sides.

CURSOR DOWN or joystick down adds 1 to the number of sides.   CURSOR LEFT or joystick left subtracts 10 from the number of sides.

CURSOR RIGHT or joystick right adds 10 to the number of sides.

STOP or the joystick fire button enters the number of sides.

To draw the circle/shape, press F1.

To erase the circle/shape, press F2.

To abort the option, press F3.

THE TOOLKIT MENU

From this menu you can fill in an image, make
a snapshot copy of the icon, recall the
snapshot copy of the icon, and move an icon
from the buffer screen to the main screen.
The TOOLKIT options are:

SAVE

Use this option to make a "snapshot" copy of
your icon. A copy of the icon currently on
screen will be saved in the computer's
memory. Use this option before making any
changes to an icon that you may later not
like. Later, to "undo" the changes you made,
simply use the RESTORE option (see below) to
recall the copy of the icon you saved.

BUSINESS CARD MAKER will prompt for keyboard
confirmation before executing this option.
Please note that you can only have one icon
image SAVEd at a time. SAVEing an icon will
destroy the previously SAVEd icon. When this
option is executed, the screen border will
"flash" as if a snapshot had been taken of
the screen.

RESTORE

Use this option to recall a previously SAVEd
icon (see above). **BUSINESS CARD MAKER** will
prompt for keyboard confirmation before
executing this option. When this option
executes, the contents of the main icon
screen are replaced by the contents of the
SAVE buffer. If there is no icon in the SAVE
buffer, the main icon screen will be cleared.
You can RESTORE the contents of the SAVE
buffer as many times as you want.

FILL

Use this option to fill an enclosed area of
your icon. Move the pointer to a point within
the area you wish filled, then press the STOP
key to fill the area. Or press the F3 key to
abort the option.

*CAUTION: The area to be filled must be
COMPLETELY ENCLOSED. If there is even one dot
missing in the border of the area to be
filled, the FILL option will "leak" out of
the area and start filling other segments of
the icon. If a FILL is requested on an icon
screen with no enclosed areas, the entire
icon screen will end up filled. It is a good
idea to SAVE the icon screen before
attempting a FILL, especially when filling
areas drawn with the DRAW or CIRCLE options.*

RETURN
THE TOOLKIT MENU (cont'd)

RETURN

This menu bar selection will terminate the
Icon Maker editor and return you to the main
screen. Any icon on screen that hasn't been
closed will be permanently lost. This option
will request keyboard confirmation, then
prompt for insertion of the program disk,
before returning.

33

OPENING AND CLOSING FILES

When you select any OPEN or CLOSE option in **BUSINESS CARD MAKER**, as well as the SELECT FONT option in the main FONTS menu, you will be presented with the same submenu or prompt screen. This section examines the procedures for OPENing and CLOSEing files.

OPEN A FILE

When you select an OPEN option (or the SELECT FONT option), **BUSINESS CARD MAKER** will respond with the following:

1. You will be prompted to insert the appropriate disk into the drive, and to supply keyboard confirmation.

2. **BUSINESS CARD MAKER** will load the appropriate directory from the disk. If you want to OPEN a card, for example, **BUSINESS CARD MAKER** will load only the directory of card files. While the directory is loading, the pointer disappears from the screen and a small clock is displayed to the left of EXIT or RETURN on the menu bar.

BUSINESS CARD MAKER will remember the directory it just loaded, in an effort to reduce wait time while loading unneeded directories. If a second request is made for the same directory and **BUSINESS CARD MAKER** cannot determine any obvious changes to the disk, it will display the directory in its memory instead of reloading it. *CAUTION*

34

*should be taken with this feature, however,
since BUSINESS CARD MAKER cannot determine if
the disk has been removed from the drive.* If
you attempt to OPEN a file from a directory
that does not correspond to the disk
currently in the drive, **BUSINESS CARD MAKER**
will respond with a FILE NOT FOUND error and
abort the OPEN request. If you have changed
the disk in the drive but the OPEN option
displays a directory from another disk,
simply select the NEW DISK option on the
directory submenu to force **BUSINESS CARD
MAKER** to reload the directory.

3. If no files of the requested type were
found, you will be presented with the
following submenu:

    MENU HEADER   (*--CARDS, FONTS, or ICONS*)
    Cancel
    New Disk

    No files on
    this disk

Otherwise, the directory submenu will be
displayed. This submenu looks like this:

    MENU HEADER   (*--CARDS, FONTS, or ICONS*)
    Cancel
    Next page
    Previous page
    New disk
    file 1   (*the first eight file*
    file 2   *names are displayed,*
    file 3   *here shown as*
    file 4   *"file 1" ... "file 8"*)

35

file 5
file 5
file 7
file 8

Select NEXT PAGE to see the next eight file
names. If less than eight file names remain,
the last eight file names will be displayed.

Select PREVIOUS PAGE to see the previous
eight file names, or the top eight file names
if at the top of the list.

Select NEW DISK to load a new directory. You
will be prompted to insert the appropriate
disk, and for keyboard confirmation, and the
process will start all over.

Select one of the eight file names displayed
to load that file. While a file is loading,
the pointer disappears from the screen and
the clock is redisplayed.

CLOSE A FILE

When you select the CLOSE option from the
main CARDS menu or the Icon Maker ICONS menu,
you will be presented with the following:

1) The main screen will disappear. If you are
closing a previously opened file, the name of
the opened file will be displayed. You will
then be prompted if you want to save the file
with the same file name, replacing the file
on the disk with that name. If you answer yes
to the prompt, the file will be saved.

2) If you are closing a new file, or if you answered no to the replace prompt above, you will be prompted for a file name. You may type up to 15 characters. Graphics characters and uppercase letters are not accepted. Press the RETURN key to enter your response. Press the STOP key or enter an empty file name to abort the option.

3) If you are attempting to close a file with a name that already exists and that file isn't the one open, **BUSINESS CARD MAKER** will display a FILE EXISTS error and abort the option.

4) Once the file is saved, the main screen will be redisplayed.

CAUTION: Even though BUSINESS CARD MAKER remembers the name of the file it has opened, it cannot determine whether the disk has been removed from the drive. If you OPEN a file from one disk and then try to CLOSE it to another disk, you may lose an unrelated file on the second disk if it happens to have the same name as the one currently open.

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