

# Instructions: WilsonJones® CaptureCard™ Template



Welcome to WilsonJones® CaptureCard™ application, the simplest way to quickly create high performance business cards. Design your card and customize the self-adhesive labels to enhance your brand identity and maximize your business card's performance. WilsonJones® CaptureCard™ sheets work with all standard laser and ink jet printers, so anyone can use them!

Before you start designing your WilsonJones® CaptureCard™ business card, Carefully read the step-by-step instructions below.

## **Step 1: Personalize your information**

Type your name and contact information in the corresponding fields. The information you enter will automatically appear in the preview area. Be sure to proofread your work.

## **Step 2: Choose a layout**

You can customize the front and back of your CaptureCard™ business card. The front has three standard layout options that include your logo and contact information. The back has four self-adhesive labels. To design the labels, choose from three existing layouts, create your own layout or leave the labels blank. Be sure to sign up for e-mail updates to be notified of new template designs in the future.

## **Step 3: Choose a font**

Choose from one of the fonts in the drop down menu and view your choice in the preview area.

## **Step 4: Import your logo**

Refer to the section on INSTRUCTIONS FOR PREPARING YOUR LOGO on page 2.

## **Step 5: Print your CaptureCard™ business card**

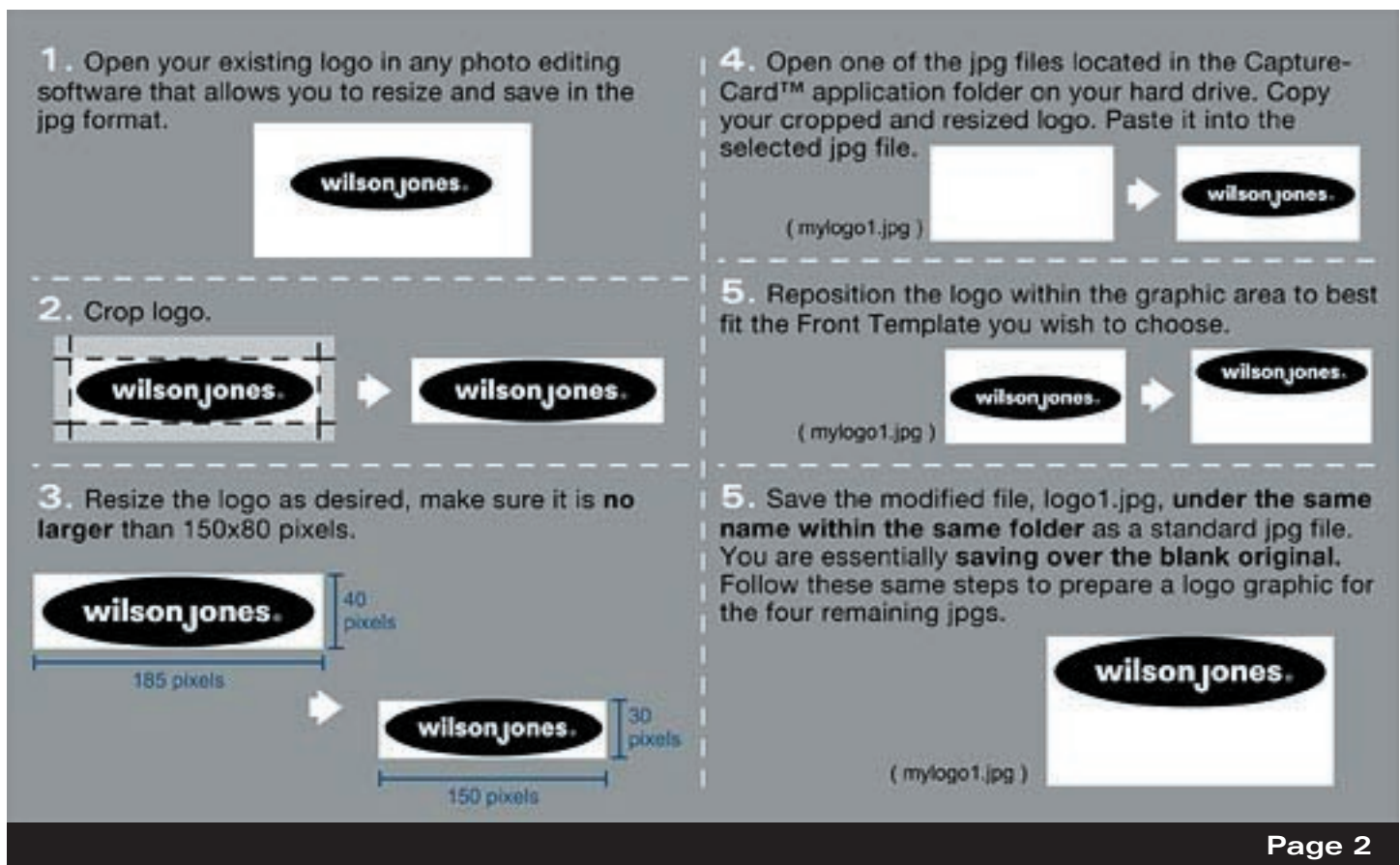
After you've finished designing your card, click the PRINTING INSTRUCTIONS button. To print the front of your card, set your printer to portrait format and insert the CaptureCard™ business card stock. Once the front is complete, flip the sheet over and set your printer to landscape format to print the back. **Since printer configurations differ, it is a good idea to check the alignment of the card and label text as well as which direction to insert the business card stock with the practice sheets enclosed in your package.**

## INSTRUCTIONS FOR PREPARING YOUR LOGO


- WilsonJones® CaptureCard™ allows you to choose from five of your own logo designs and five sample designs from WilsonJones®.
- After you download and install the WilsonJones® CaptureCard™ application, a folder containing 11 jpg files will be created on your computer's hard drive. (Be sure to pay special attention to where this application folder is saved.) The files will be named: nologo.jpg, mylogo1.jpg through 5 and samplelogo1.jpg through 5. Each of these files is exactly 150x80 pixels (or 2.083x1.111 inches) in size, and has a resolution of 72dpi. **Note: When saving your logo designs, you must retain the file names and keep all jpg files in the WilsonJones® CaptureCard™ folder to use them.**
- You can adjust your logo in any photo editing software that allows you to resize and save in the jpg format.
- To have the option of a logo-free business card, you must keep the “nologo.jpg” file blank.

### Generalized Logo Preparation Instructions


The steps illustrated to below are a generalized set of instructions for preparing your logos to the CaptureCard™ template specifications. There are a variety of image editing software applications available to use. We've also created a separate set of step-by-step instructions for two of the more common image editors: Microsoft Photo Editor and Paint Shop Pro. (See pages: 3 - 9)



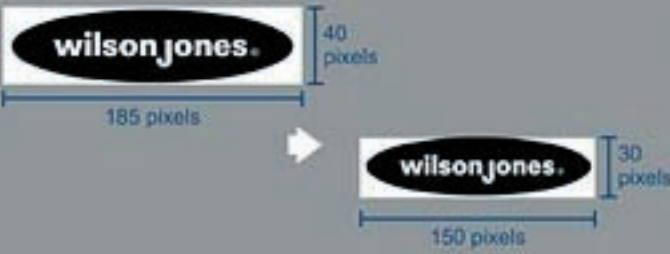
**1.** Open your existing logo in any photo editing software that allows you to resize and save in the jpg format.




**2.** Crop logo.




**3.** Resize the logo as desired, make sure it is **no larger than 150x80 pixels**.




**4.** Open one of the jpg files located in the CaptureCard™ application folder on your hard drive. Copy your cropped and resized logo. Paste it into the selected jpg file.



**5.** Reposition the logo within the graphic area to best fit the Front Template you wish to choose.



**5.** Save the modified file, logo1.jpg, under the same name within the same folder as a standard jpg file. You are essentially saving over the blank original. Follow these same steps to prepare a logo graphic for the four remaining jpgs.

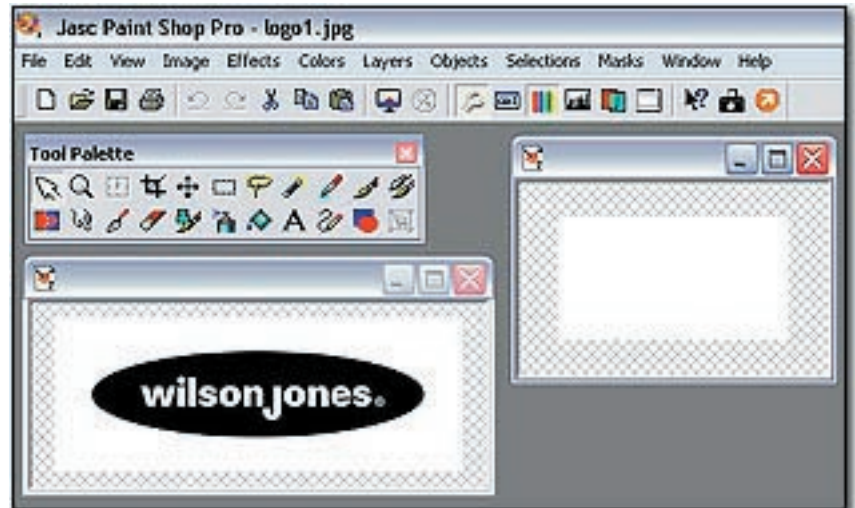


## DIRECTIONS FOR EDITING LOGO GRAPHICS IN PAINT SHOP PRO

Page 1

### Step 1:

Open Paint Shop Pro. Open your existing logo graphic (must be jpeg format) as well as one of the blank, numbered logo jpegs (example: mylogo1.jpeg) located within the CaptureCard directory (this is the folder you created during installation).



### Step 2:

Beginning in your existing logo file, in the Tool Palette, locate and select the **Crop tool**. Click and drag around the full area of your logo.



### Step 3:

A crop box will appear in the area you selected after you release the mouse button. By placing the mouse button on the edges of the box you can adjust the area of the box to fit exactly around the area of your logo leaving little to no remaining margin.

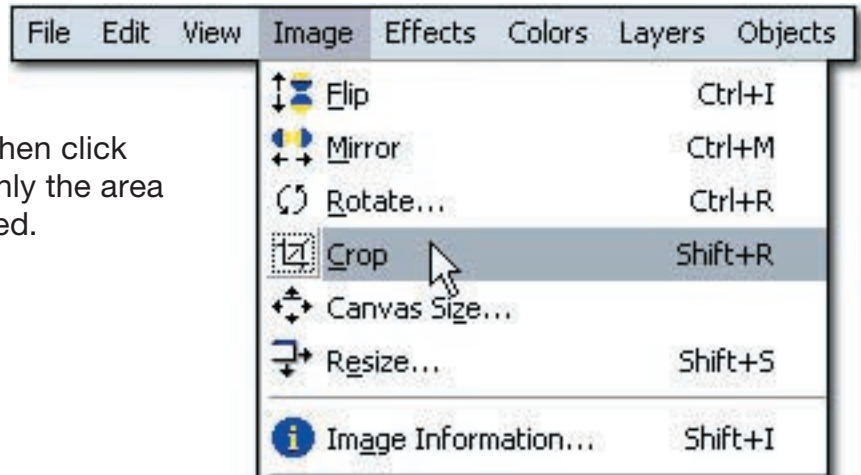


## DIRECTIONS FOR EDITING LOGO GRAPHICS IN PAINT SHOP PRO

Page 2

### Step 4:

Click on the **Image** drop down menu. Then click on **Crop**. The graphic now consists of only the area contained within the crop box you created.

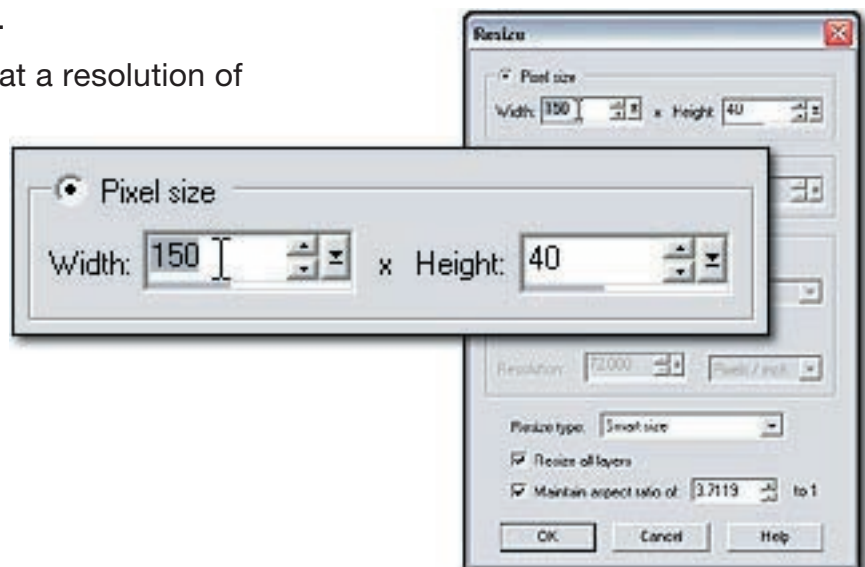


### Step 5:

Click on the Image menu again. Click on Resize. A pop-up menu will appear providing you with some simple options for resizing your graphic to fit properly within the final logo jpeg. Click on the top button for Pixel Size if it is not already selected.

Each logo jpeg is exactly 150x80 pixels at a resolution of 72 pixels per inch.

If the height of your logo is greater than the width, change only the height to 80 pixels. Conversely, if the width of your logo is greater than the height change only the width to 150 pixels. Once completed, click OK.



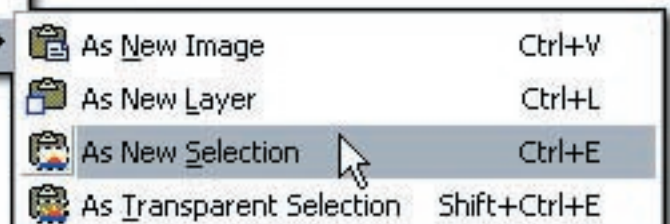
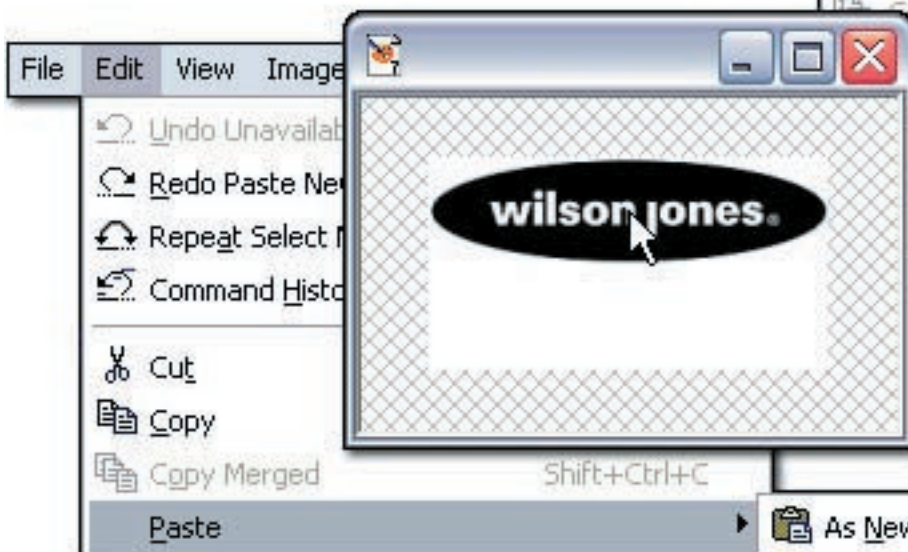
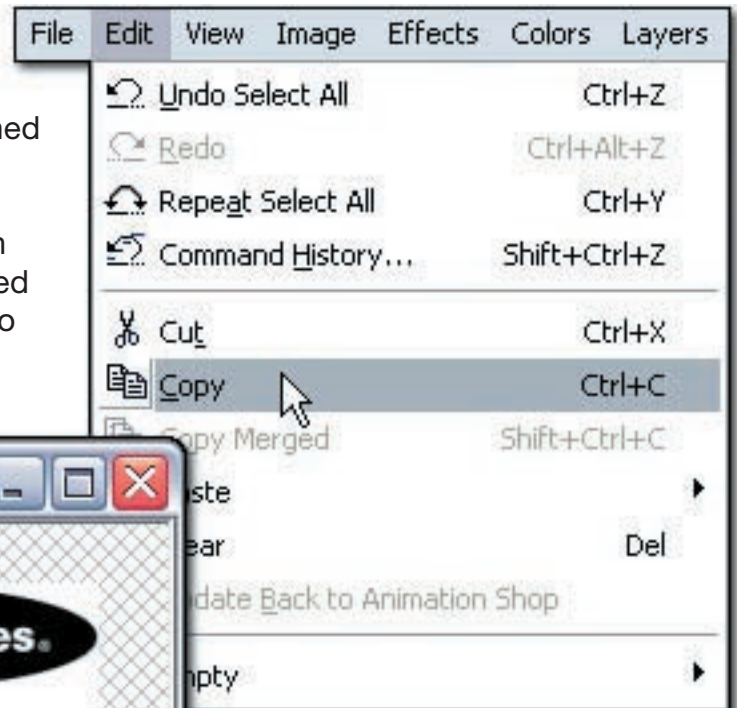
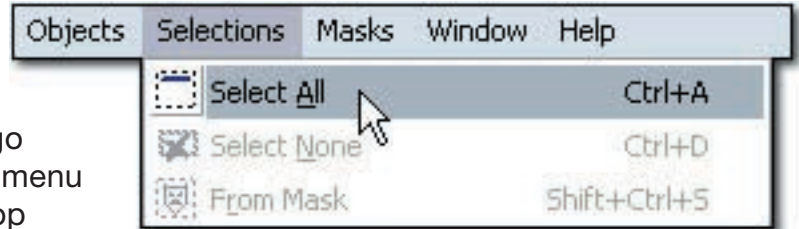
## DIRECTIONS FOR EDITING LOGO GRAPHICS IN PAINT SHOP PRO

Page 3

### Step 6:

To put your properly resized logo into the logo jpeg file, click on the **Selections** drop down menu and click on **Select All**. Click on the **Edit** drop down menu and click on **Copy**. In the numbered logo jpeg also open in Paint Shop Pro, click on the **Edit** drop down menu and click on **Paste** and then click on **As New Selection**.

The resized logo now appears within the previously blank logo jpeg. However the logo is now floating above the blank image and is attached to the movement of your mouse cursor. Position the pasted logo within the image area in order to best fit the business card layout you prefer within the CaptureCard template. Once you've positioned it as desired, simply click the left mouse button to permanently place the logo within the image.



## DIRECTIONS FOR EDITING LOGO GRAPHICS IN PAINT SHOP PRO

Page 4

### Step 7:

You'll notice a dotted selection marquee appears around the logo you have pasted. Click on the **Selections** drop down menu and click on **Select None**.

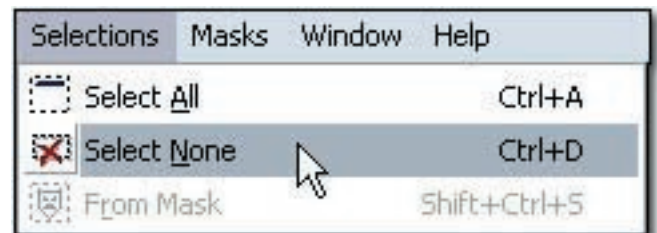


### Step 8:

Make sure to save the logo jpeg file under its existing name (example: mylogo1.jpg) and within the same directory, essentially saving over the old blank logo file. Renaming the logo or placing it in a separate directory will render it unusable within the CaptureCard Template application.

### Step 9:

**DO NOT** resave your original file containing your logo. Only resave the CaptureCard logo file.



*Directions for editing logo graphics in Microsoft Photo Editor on Page 7.*

## **DIRECTIONS FOR EDITING LOGO GRAPHICS IN MICROSOFT PHOTO EDITOR**

Page 1

### **Step 1:**

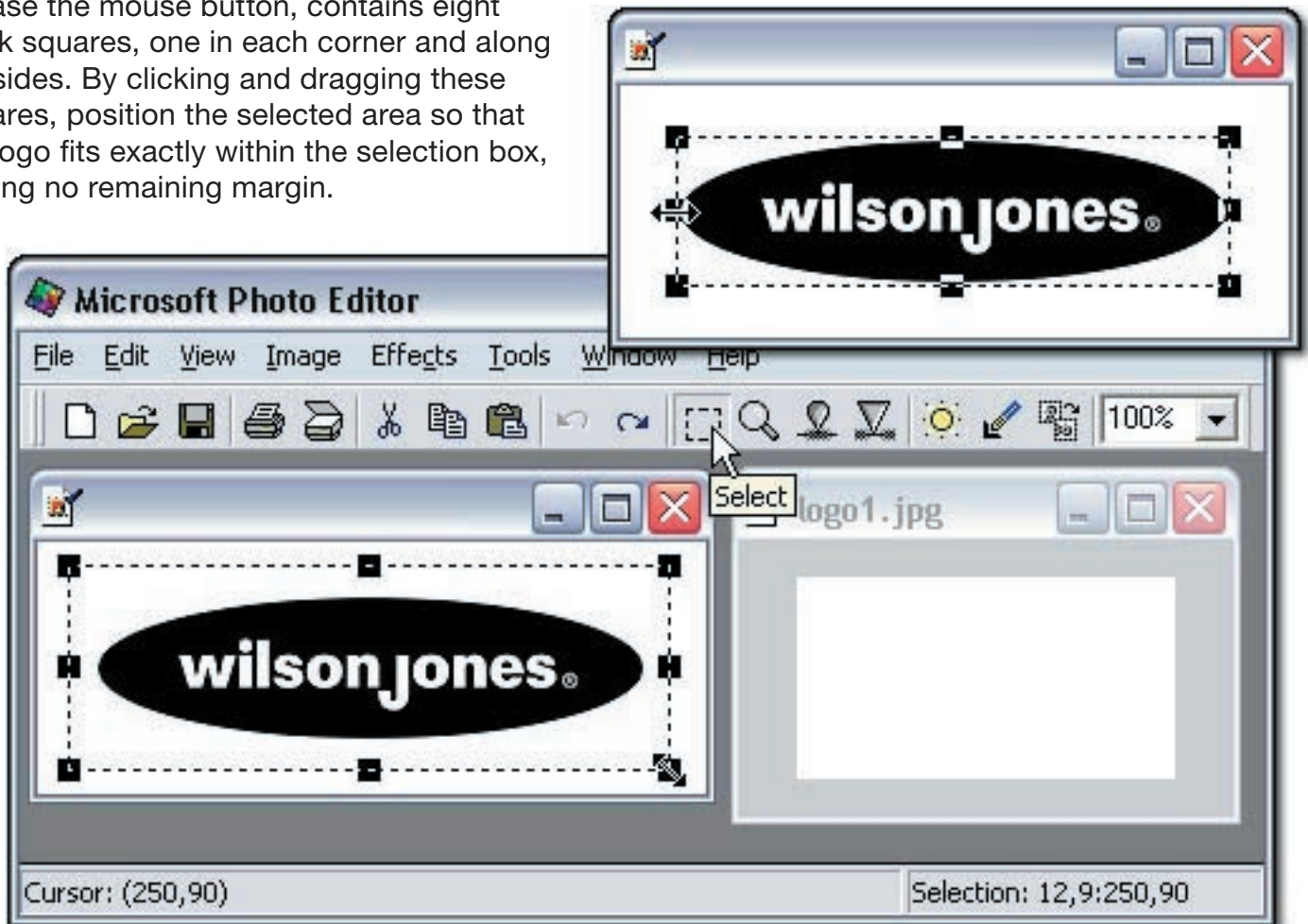
Open Microsoft Photo Editor. Open your existing logo graphic as well as one of the blank, numbered logo jpeg files (example: mylogo1.jpg) located within the CaptureCard directory on your hard drive (this is the folder you created during installation).

### **Step 2:**

Beginning in your existing logo file, in the tool bar at the top, click on the selection tool (dotted line square shape) and click and drag a selection around the full area of your logo.

### **Step 3:**

The selection box, which appears after you release the mouse button, contains eight black squares, one in each corner and along the sides. By clicking and dragging these squares, position the selected area so that the logo fits exactly within the selection box, leaving no remaining margin.

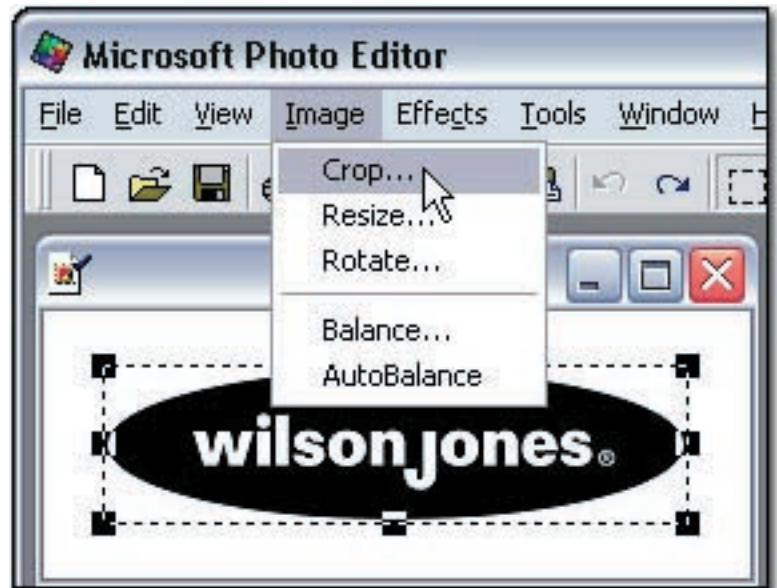


## DIRECTIONS FOR EDITING LOGO GRAPHICS IN MICROSOFT PHOTO EDITOR

Page 2

### Step 4:

Click on the **Image** drop down menu. Click on **Crop** within the list of options. Click **OK**. The graphic now consists of only the area contained within the selection you created.



### Step 5:

Click on the **Image** drop down menu again. Click on **Resize**. A pop-up menu will appear providing you with some simple options for resizing your graphic to fit properly within the final logo jpeg.

Begin by setting the **Units** to **Pixels** in the drop menu. Make sure that **Smooth** is checked and **Allow Distortion** is not checked before entering in the width and height values.

Each logo jpeg is exactly 150x80 pixels at a resolution of 72 pixels per inch.

If the height of your logo is greater than the width, change only the height to 80 pixels. Conversely, if the width of your logo is greater than the height change only the width to 150 pixels. Once completed, click **OK**.





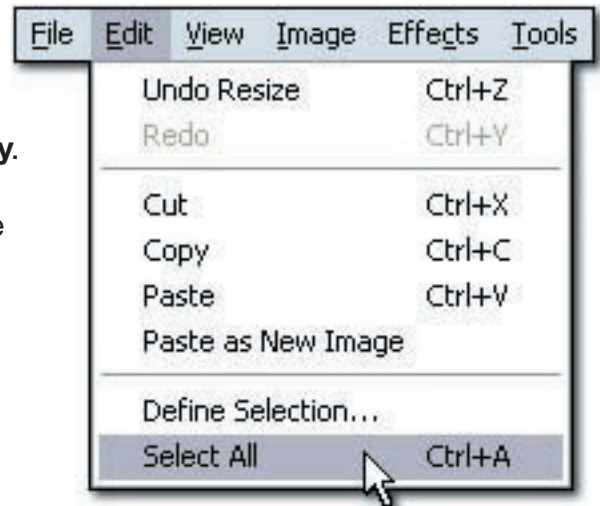
## DIRECTIONS FOR EDITING LOGO GRAPHICS IN MICROSOFT PHOTO EDITOR

Page 3

### Step 6:

To put your properly resized logo into the logo jpeg file, click on the **Edit** drop down menu and click on **Select All**. Click on the **Edit** drop down menu again and choose **Copy**. Go to the numbered logo jpeg file (example: mylogo1.jpg) which should already be open in Photo Editor. Click on the **Edit** drop down menu and choose **Paste**.

The resized logo now appears within the previously blank logo jpeg.



### Step 7:

Position the pasted logo within the image area in order to best fit the business card layout you prefer within the CaptureCard Template.

### Step 8:

**Make sure to save the logo jpeg file under its existing name (example: mylogo1.jpg) and within the same directory, essentially saving over the old blank logo file. Renaming the logo or placing it in a separate directory will render it unusable within the CaptureCard Template application.**

### Step 9:

**DO NOT resave your original file containing your logo. Only resave the CaptureCard logo file.**

