

NCH Software

CardWorks Business Card Software

This user guide has been created for use with
CardWorks Business Card Software Version 5.xx

Technical Support

If you have difficulties using CardWorks Business Card Software please read the applicable topic before requesting support. If your problem is not covered in this user guide please view the up-to-date CardWorks Business Card Software Online Technical Support at

www.nchsoftware.com/businesscard/support.html.

If that does not solve your problem, you can contact us using the technical support contacts listed on that page.

Software Suggestions

If you have any suggestions for improvements to CardWorks Business Card Software, or suggestions for other related software that you might need, please post it on our Suggestions page at www.nch.com.au/suggestions/index.html.

Many of our software projects have been undertaken after suggestions from users like you. You get a free upgrade if we follow your suggestion.

CardWorks Business Card Software

Contents

Introduction.....	2
Getting started.....	3
Entering and Customizing your Card Details and Images.....	4
Selecting and Customizing a Template.....	5
Saving a Template.....	6
Apply to Stationery Template.....	7
Printing Your Cards.....	8
Supported Stationery.....	9
Storing Multiple Sets of Business Details.....	10
CardWorks Options.....	11
Shortcut Keys.....	12
NCH Software Suite.....	13
Software License Terms.....	14
Screen References	
Select Templates.....	16
Export to PDF - Preview.....	17
Print - Preview.....	18

Introduction

Thank you for installing CardWorks Business Card Software.

CardWorks is a business card creator software program for Windows and Mac. It comes with a variety of professional quality templates that you can select from to create your own business cards without any further modification. All you have to do is enter your details, select the template design you like, and then CardWorks will handle the rest for you. You can print the business cards on your own ink jet or laser printer, or better yet, save it as PDF file and send it to your favorite print shop.

CardWorks is designed to be very easy and intuitive to use. Within minutes you will be able to design and print professional-looking business cards yourself.

Features

- Wide selection of design templates and color schemes
- Supports standard paper sizes
- Supports popular Avery Business Card templates
- Print single- or double-sided cards
- Save as PDF file to take to the print shop
- Stores names and addresses for multiple businesses
- Supports many file formats for adding a logo and a photo including jpg, gif, tiff, bmp and png
- Simple and intuitive interface
- Designed to be very easy to use for day-to-day operation

System Requirements

- Windows XP / Vista / 7 / 8 / 10

Getting started

It's easy to create a business card with CardWorks. Just follow these simple steps:

- Select a template from the thumbnail previews. The selected template will appear in the preview area below. More templates can be downloaded by clicking the **Download more templates** button located above the template preview thumbnails. Learn more about templates from the [Templates](#) topic in this manual.
- Select a Stationery Template from the **Apply to Stationery Template** drop down menu. This allows you to set the print layout of your cards according to the type of printing paper you are using and the options available.
- Click any text field on the preview and its editing parameters will appear in the left panel. You can enter new text, change the font and select text alignment. If you don't want a text field to appear, leave the text in the left panel blank.
- Click the **Print** button on the toolbar to print the cards using your printer, or click the **Export**

Entering and Customizing your Card Details and Images

Entering your business card details

All business details can be edited in the left panel, either by selecting a text field from the preview to make that field's text options appear in the left panel, or by selecting the name of the text field from the **Set Business Information** drop menu located at the top of the left panel. To add your business details, simply replace the default text in the left panel with the text you want to appear on your business card. If you do not want to include a certain text field on your card, leave the text field blank.

To reposition any text on the card, click the text in the preview panel and drag it to a new location. If your text is cut off in the preview panel, select the text on the preview panel and adjust the bounding lines around the text to increase the size of the text area.

Add a logo or photo

To add a logo or photo, select **Logo** or **Photo** from the **Set Business Information** drop menu in the left panel, then click the **Add** button to the right of the image fields to browse for your image. To remove a logo or photo, click on the Delete button next to the image. The Delete button is enabled only when the current chosen image is different from the original one of the template. CardWorks supports a wide range of popular image formats including jpg, gif, bmp, png and tif. You can also use our image converter software [Pixillion](#) for more image conversion options.

Images can be resized in the preview panel using the grey bounding lines that appear around the image. Hover the mouse cursor over one of these grey lines until the cursor changes to a double-arrow, then click and drag the line in or out to increase or decrease the size of the image.

Change the position of the image by clicking in the center of the image and dragging it to a new location.

Selecting and Customizing a Template

Selecting and previewing a template design

CardWorks displays a list of templates in the top right panel under the heading **Select Your Design**. By default, all the templates are shown as double-sided, with the front side on the top and the back side underneath. You can view the templates in a variety of color schemes by selecting a new color scheme from the drop down list. If you only want to create one-sided business cards, you can do so by adjusting the settings in the Options dialog.

To preview any template, simply mouse over the template. To apply the template as your design, click on it.

Additional templates are available for download by clicking the **Download more templates** button located above the template thumbnails.

Select a Stationery Template

Cardworks displays a list of stationery templates that are available for use when you are ready to print your cards. Depending on the type of stationery you are using, you can find the types of templates supported and choose the one that best works for you. You can choose from a single card layout or up to a 10 card layout.

Customizing your card

CardWorks does not allow you to build a card from scratch, but you can use the given tools to use your own card design. The easiest way to do so is to start by using the **Simple** template, which has a white background and comes with the default text fields.

To use your own background, you will have to create the background in another program, such as **PhotoPad** or **DrawPad**, and then import it into CardWorks. To add a new background, click the **Set Business Information** drop menu in the left panel and select either **Front Template Background** or **Back Template Background**, and then click the **Add** button to add your background to the card. If you want to reuse the original background, click the **Delete** button. The Delete button is enabled only when the current chosen image is different from the original one of the template.

To customize your text, select the text field on the card and adjust the text attributes in the left panel. You can reposition any text on the preview by clicking and dragging it to a new position.

Saving a Template

Saving a template

You can save your designed template for later use.

To save a template, simply select the template you want to save and choose **Save Template** from **File** menu item or click on **Save As** button. A new template will be created and stored.

The current selected images will become the original images of the new template. You can then open a saved template by using **Open Template** from **File** menu item.

Note: The **Save As** on tool bar is used to save a new template from the current selected template, it does not save business information set. If you want to save as the current business information set, please click button "Add a new business information set" on the left panel and then choose "Pre-fill" in the consequent dialog.

Apply to Stationery Template

Apply to Stationery Template

You can specify at the design stage which stationery you want to use for printing your business cards.

Clicking on the drop-down list locating above the list of templates. Select your chosen stationery. Your current design card will be adjusted to fit your selected stationery. This setting will be kept when you go to the [printing dialog](#). It makes sure what you design is what you print.

If you do not select any specific stationery, the card size parameters provided in [Options dialog](#)

For more information about stationery, please refer to [Supported Stationery](#).

Printing Your Cards

Print/export your business card design

Once you are happy with the template design you selected, you can proceed to print the business cards using your printer, or export to PDF to send to a professional print shop. Clicking on either the Print or Export button will open the Print Preview or Export To PDF Preview window which allows you to adjust all the layout settings as well as the stationery.

- Stationery for printing cards: select the stationery you will use for printing your business cards. Please refer to [Supported Stationery](#) for more information.
- Number of printing cards: specify how many cards you would like to print.
- Top Margin: the margin from the top of the page
- Left Margin: the margin from the left of the page
- Horizontal Gap: the horizontal margin between the cards
- Vertical Gap: the vertical margin between the cards
- Side To Print: if the double-sided card option is enabled from the Options dialog, select which side you want to print first
- Bleeds and Crop-marks: Enabling bleeds will ensure the colors on the card extend all the way to the edge when the cards are cut. Enabling crop-marks allows you to see approximately where the edges will be cut on the card.
- Print only text: Enabling print only text allows you to print only text on the card.
- Duplex print adjustment for back side: Do some adjustment for long-side duplex printing. It is only for Print Preview.

Once the settings are correct, click the Print button to print the cards with your printer or click the Export button to save as a PDF file, depending on which preview you opened.

Supported Stationery

Supported stationery

CardWorks supports standard paper sizes and popular Avery Business Card templates. Click the drop down menu under **Apply to Stationery Template** to select from a list of templates available. Also clicking on either the Print or Export button will open the Print Preview or Export To PDF Preview, window which allows you to set the stationery for printing your business cards.

You can either select standard paper sizes or a specific Avery Business Card template.

There are three standard paper sizes including A4, US Letter and US Legal for you to select. If you select one of these general paper sizes, the Card Size Settings from Options dialog will be used. You can also specify how many cards you would like to print out. You can also specify number of cards you want in a single page such as 8 cards (4x2), 10 cards (5x2), or custom. In custom mode, adjusting appropriate layout parameters including Top Margin, Left Margin, Horizontal Gap and Vertical Gap is a key to meet your needs.

CardWorks also supports popular Avery Business Card templates on which you can print 8 or 10 cards with A4 and US Letter paper settings. Select the item for the list which is correspondent to the Avery Business Card paper you use. Although you can adjust layout parameters, you are not recommended to do so except your designed business cards are not well aligned with the Avery Business Card papers.

We recommend you print on a plain paper and check the printed result with your Avery stationery before printing on real Avery stationery.

Please refer to [Print/export your business card design](#) for more information about adjusting card layout for printing or exporting.

Once the settings are correct, click the Print button to print the cards with your printer or click the Export button to save as a PDF file, depending on which preview you opened.

Storing Multiple Sets of Business Details

CardWorks automatically saves the details you enter for later use. By default, the first time you enter information, it is saved under the "Default" profile. To create a new profile, simply click on the button located next to the Business Information Set drop-down menu and enter a name for the new set. You may be asked if you would like to pre-fill the organization details from the current business set you are on. Selecting **Pre-fill** will transfer the text fields and settings. You can then edit the font sizes and positions as needed in the new business set.

You can always switch between the profiles by selecting the profile from the **Select Business Information Set** drop menu. All the templates and the current card design will be automatically updated to reflect the new card details.

To delete a business information set, select the business name from the list and click the trash can icon to the right of the Business Information Set drop-menu.

CardWorks Options

This dialog contains CardWorks Business Card Software Options, and can be found by clicking the Options button on the main toolbar.

Card

Support creating one-sided business card only - Check this box if you only need to create one side business cards. This will tell CardWorks to display or not display the back side of the templates.

Default card size - Select the card size that you would like to use.

Regional

Display sizes in - Select the card size unit that you would like to use.

Shortcut Keys

The following shortcut key combinations can be used in CardWorks to save time:

Ctrl + O Open Template

Ctrl + Shift + S Save Template

Ctrl + P Print

F1 Open Help Documentation

Alt+F4 Exit CardWorks

Enter Print/Export PDF in preview window

ESC Close preview window of print/export PDF

NCH Software Suite

This is a useful way to browse all the software available from NCH Software

You can see a set of products by type like Audio, Video and so on and view the product. From there you can try out the product and it will download and install it for you to trial. If you already have the product installed then you can click "Run It Now" and the program will be launched for you.

There is also a list of features for products in the category. Click on a feature, such as "Edit a Video File", to install a product with that ability.

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6. You may copy or distribute the installation file of this software in its complete unaltered form but you may not, under any circumstances, distribute any software registration code for any of our programs without written permission. In the event that you do distribute a software registration code, you will be liable to pay the full purchase price for each location where the unauthorized use occurs.
7. Use of data collected by the software is subject to the NCH Software Privacy Statement which allows automatic anonymized collection of usage statistics in limited circumstances.
8. Choice of Law. If you reside in the United States, your relationship is with NCH Software, Inc, a United States company, and this agreement is governed by the laws and courts of Colorado. If you reside anywhere in the world outside of the United States, your relationship is with NCH Software Pty Ltd, an Australian company, and this agreement is governed by the laws and courts of the Australian Capital Territory. Such courts have continuing and exclusive jurisdiction over any dispute between you and us, regardless of the nature of the dispute.
9. U.S. Customers Only: Arbitration Agreement and Class Action Waiver: **PLEASE READ THIS CAREFULLY. IT MAY AFFECT YOUR RIGHTS.**

If you reside in the United States, NCH Software and you agree to arbitrate all disputes and claims between us. This agreement to arbitrate is intended to be broadly interpreted. References to "NCH" "you," and "us" include our respective subsidiaries, affiliates, agents, employees, predecessors in interest, successors, and assigns. This arbitration agreement does not preclude you from bringing issues to the attention of U.S. federal, state, or local agencies. Such agencies can, if the law allows, seek relief against us on your behalf. This Agreement evidences a transaction in interstate commerce, and thus the Federal Arbitration Act governs the interpretation and enforcement of this provision. This arbitration provision shall survive termination of this Agreement.

A party who intends to seek arbitration must first send to the other, by certified mail, a written Notice of Dispute ("Notice"). The Notice to NCH should be addressed to:

Legal Department
NCH Software, Inc.
6120 Greenwood Plaza Blvd, Ste 120
Greenwood Village CO, 80111
USA

("Notice Address"). The Notice must (a) describe the nature and basis of the claim or dispute; and (b) set forth the specific relief sought ("Demand"). If NCH and you do not reach an agreement to resolve the claim within 30 days after the Notice is received, you or NCH may commence an arbitration proceeding. The amount of any settlement offer made by NCH or you shall not be disclosed to the arbitrator.

A. The arbitration will be governed by the Commercial Arbitration Rules and the Supplementary Procedures for Consumer Related Disputes (collectively, "AAA Rules") of the American Arbitration Association ("AAA"), as modified by this Agreement, and will be administered by the AAA. The AAA Rules are available online at adr.org, by calling the AAA at 1-800-778-7879, or by writing to the Notice Address. The arbitrator is bound by the terms of this Agreement. All issues are for the arbitrator to decide, including issues relating to the scope and enforceability of the arbitration provision. Unless NCH and you agree otherwise, any arbitration hearings will take place in Greenwood Village Colorado. If your claim is for \$10,000 or less, we agree that you may choose whether the arbitration will be conducted solely on the basis of documents submitted to the arbitrator, through a telephonic hearing, or by an in-person hearing as established by the AAA Rules. If your claim exceeds \$10,000, the right to a hearing will be determined by the AAA Rules. Regardless of the manner in which the arbitration is conducted, the arbitrator shall issue a reasoned written decision. NCH will pay all AAA filing, administration, and arbitrator fees for any arbitration initiated in accordance with the notice requirements above. If, however, the arbitrator finds that either the substance of your claim or the relief sought in the Demand is frivolous or brought for an improper purpose then the payment of all such fees will be governed by the AAA Rules. In such case, you agree to reimburse NCH for all monies previously disbursed by it that are otherwise your obligation to pay under the AAA Rules. In addition, if you initiate an arbitration in which you seek more than \$75,000 in damages, the payment of these fees will be governed by the AAA rules.

B. The arbitrator may award declaratory or injunctive relief only in favor of the individual party seeking relief and only to the extent necessary to provide relief warranted by that party's individual claim. **YOU AND NCH AGREE THAT EACH MAY BRING CLAIMS AGAINST THE OTHER ONLY IN YOUR OR ITS INDIVIDUAL CAPACITY, AND NOT AS A PLAINTIFF OR CLASS MEMBER IN ANY PURPORTED CLASS OR REPRESENTATIVE PROCEEDING.** Further, unless both you and NCH agree otherwise, the arbitrator may not consolidate more than one person's claims, and may not otherwise preside over any form of a representative or class proceeding. If this specific provision is found to be unenforceable, then the entirety of this arbitration provision shall be null and void.

C. Notwithstanding any provision in this Agreement to the contrary, we agree that if NCH makes any future change to this arbitration provision (other than a change to the Notice Address) you may reject any such change by sending us written notice within 30 days of the change to the Arbitration Notice Address provided above. By rejecting any future change, you are agreeing that you will arbitrate any dispute between us in accordance with the language of this provision.

D. To opt out of this Arbitration Agreement and class action waiver send an Opt Out notice to the Notice Address stating "I am electing to opt out of the Arbitration Agreement and class action waiver contained in the Legal Terms applicable to my purchase of an NCH product." Your Opt Out Notice must include the date and proof of purchase. The Opt Out Notice must be postmarked no later than thirty (30) days after the date of purchase. A separate Opt Out Notice must be sent for each product purchased.

Screen References - Select Templates

This window allows you to select templates that can be downloaded and installed. Check the templates to be installed and click the Download button when finished.

Screen References - Export to PDF - Preview

The "Export to PDF - Preview" dialog shows a preview of your cards layed out on a page, with the ability to export the result to a PDF file.

Toolbar

Export

After configuring the options and checking the page preview, click here to select the file path of the PDF to export.

Front / Back

Changes the page preview between the front and back sides.

Options

Stationery Settings

Select the stationery. Please refer to [Supported Stationery](#) for more information.

Card Layout

Adjust the number of cards printed on each page, the margins between the top of the page and the top of the cards, the left of the page and the left of the cards, and the gaps between the columns and rows of cards.

Side to Print

Select whether to output the front sides of the cards only, the back sides of the cards only, or both sides.

Bleeds & Crop-Marks

Adjust the bleeds (the area along the edge of a card that will be trimmed off when the card is cut to final size), and crop-marks (which indicate the exact place where the paper is to be trimmed).

Print only text

Check this box if you only need to print text.

Screen References - Print - Preview

The "Print - Preview" dialog displays the front and back sides of the business card as it will be printed by the printer.

Toolbar

Print

You can print the business card by clicking the Print button. This will open the printer selection and settings dialog where you can select which side of the business card to print.

Front / Back

Changes the page preview between the front and back sides.

Options

Stationery Settings

Select the stationery. Please refer to [Supported Stationery](#) for more information.

Card Layout

Adjust the number of cards printed on each page, the margins between the top of the page and the top of the cards, the left of the page and the left of the cards, and the gaps between the columns and rows of cards.

Side to Print

Select whether to output the front sides of the cards only, the back sides of the cards only, or both sides.

Bleeds & Crop-Marks

Adjust the bleeds (the area along the edge of a card that will be trimmed off when the card is cut to final size), and crop-marks (which indicate the exact place where the paper is to be trimmed).

Print only text

Check this box if you only need to print text.

Duplex print adjustment for back side

When you want to print both sides of the cards on the same paper in duplex printing, you need to check **Duplex adjust** to tell CardWorks to adjust the position of the back side of the cards so that the back side can match the front side after the duplex printing. Sometimes, there are also offsets between both sides on some printers even if the **Duplex adjust** is selected. In this case, you can view and measure the offsets in the following steps:

1. Click **Print sample to measure manually** button to print a sample in duplex way.
2. Make a small hole at the origin of the coordinate of the front side after printing the sample.
3. Face the back side to measure the offsets of the hole in the coordinate of the back side.
4. Input the offsets to **Duplex offset X** and **Duplex offset Y**.

Note:

1. The above duplex adjustment is just for the back side.
2. You should select duplex printing with long-side staple option.
3. There are still very small offsets between both sides after the above duplex adjustment because of calculation error and mechanical error of the printer.

Page Preview

A preview of what the front or back page will look like with all options applied.