



First Name Almanac

User Guide

A complete step-by-step guide and easy-to-understand 'how-to' manual. Includes installation and use of the software, tips & tricks and quick-start directions.



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Getting Started

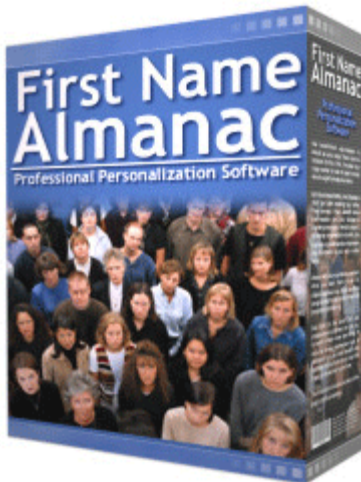
Welcome

What's in a name? Shakespeare penned this line hundreds of years ago, and now First Name Almanac brings the answer to that question right to your fingertips. Not only does this amazing software tell you what is in a name — its meaning, its history, lucky numbers and astrological signs associated with it and more — First Name Almanac can tell you what lies behind more than 250,000 names!

And that's just the tip of the iceberg. First Name Almanac also gives you the power to use all those names to create dazzling printouts that are sure to sell. Certificates, desk name plates, wearable buttons, custom-tailored leave-behinds, family trees, Christmas ornaments, coffee mugs, letters from Santa — all this and more can be created right from your computer and sold to happy customers.

The program will even create a poem using each letter of any first name. First Name Almanac Pro supports color printers and gives you complete control over your color selections. The possibilities are endless.

First Name Almanac is a proven money-maker with a 22-year track record among people from many walks of life. Professionals, from health care providers to insurance agents, can use First Name Almanac to create personalized certificates for their clients, which will increase customer loyalty as well as enhance the professionals' name recognition. Fund raisers can use First Name Almanac to create personalized spill-proof cups, can-coolers, and key-chains to raise contributions for their schools, churches, scout troops or fraternal organizations. Entrepreneurs can use First Name Almanac to create personalized mugs, steins, and jewelry boxes, starting a new business with a modest capital investment. Corporations can use First Name Almanac to create dazzling certificates, desk name plates, wearable buttons and custom-tailored leave-behinds, eliminating the need to buy expensive personalized gifts for their employees, customers and prospects.



What's New in This Version

Date	Version	Type	Comments
24 Feb 2013	12.2	Minor	Added checkbox to Single Name and Dual Names to allow you to Omit Personality traits' headings and bullets. Give a more "clean" look

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			to printout. Checkbox is located at bottom of personality traits in both single and dual names. When checked, headings like "Emotional Spectrum" and bullet following won't print. Sticky.
10 Sep 2011	12.0.0	Major	Introducing Persistent Activation . On same physical machine, the software activation and registration will import to each new version of the program. No need to re-register when upgrading even if you totally un-install the software, the new re-install will self-register. Same applies to all <i>Live Updates</i> to program.
11 Oct 2010	11.93	Minor	New Background Artwork update
21 Mar 2010	11.91	Minor	Corrected some British English dictionary errors in Letters to Santa and Easter Bunny.
08 Nov 2009	11.9	Major	Windows 7 Native Mode Compatibility. Now compatible with Windows XP, Vista & 7
08 Aug 2009	11.8	Minor	Added new art background releases from All About Names. Live Update is now moved outside the program into the Program Group.
08 Aug 2009	11.7	Major	Windows XP, Vista [32 & 64-bit] No longer requires that UAC in Vista be turned off.
22 Nov 2008	11.6	Minor	Updated internal controls as some mouse clicks were not recognized when changing male/female, etc. Occurred mostly on laptops. Better Windows Vista compatibility. Deleted old registration method by disk. Now choice of offline (telephone) or instant online activation. Old registration floppies and CD's will no longer work.
20 Oct 2008	11.5	Minor	Added ability to export/import favorites to/from an external disk. Available under file menu . Helpful when installing First Name Almanac on a new computer. Saves trouble of re-creating your saved favorites.
10 Mar 2008	11.4	Major	Now Windows Vista Compatible Add HTML Context-Sensitive Help Print-on-Demand full color, user manual Now installs with high-end, intelligent Windows

			MSI installer. Windows Vista Certified. Installer signed with Microsoft Authenticode
15 May 2006	11.2	Update	Added support for southern hemisphere Astrology Sun Sign Dates. Enable in Preferences Page. Fixed bug in Reverse Mirror Printing Added "Preserve Sentiment Line" to keep same tag line from name to name.
19 Mar 2006	11.1	Major Update	Added Optional Ornate Font as Name Headline Accessed just before printing under font options. Reverse Mirror Printing & PDF creation not available with this font option. Pro version only
06 Jan 2006	11.0	Major Update	Added Internet Activation Added ability in Internet Activated version to edit dealer tag line.
06 Dec 2005	10.9	Minor Update	Corrected Typo in Letter from Santa
01 Oct 2005	10.8	Minor Update	Added New Letter from Santa Background
08 May 2005	10.7	Minor Update	Added extensive error handling
21 Feb 2005	10.6	Minor Update	Added a bold font Nero Bold for improved readability on intense backgrounds.
04 July 2004	10.5	Major Update	Optional Sentiment line now saves last 50 entries. Re-use any sentiment from drop-down box or type a new one. Note: resets to default after printing so that the tag line doesn't accidently print on next new name. The previous tag line can always be re- selected. Eliminated flourish before and after name in keychains only. Put long names with flourish outside printable border.
30 May 2004	10.4	Major Update	Corrected problem using private database for both names in dual names. Corrected problem with "00" being defaulted in day of the month after entering a single digit date.

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10 May 2004	10.3	Major Update	Corrected problem with fonts not embedding correctly in PDF.
14 May 2004	10.2	Major Update	Corrected problems with LIVE UPDATE
07 May 2004	9.9.1	Major Update	<p>Background artwork is now separated from the program and placed in its own common file subdirectory.</p> <p>The artwork is now shared by all our software that uses these images. This will eliminate repetitive downloads of the same art, when only the software itself changes. The backgrounds are now available as a separate download. Click here to download</p> <p>Corrected some minor internal errors.</p>
30 Apr 2004	9.9	Major Update	<p>Overhauled the Preferences section. Now you may select and save your startup defaults as a group. And this time it actually works :-)</p> <p>Fixed major bug in N is for Names section when using a l-o-n-g name. Now proportions are correct.</p>
29 Apr 2004	9.8	Major Update	<p>Added ability to save and load favorites (memory settings). For more info see: Load & Save Favorites This is a similar function to the old Memory Buttons, but expanded. Make sure you read the above link to understand this new feature.</p> <p>Corrected problems with N is for Names when using British English.</p> <p>Expanded number of entries available in N is for Name from 13 to 24. Formerly name was limited to 13 characters.</p>
27 Apr 2004	9.7	Minor Update	<p>Corrected some problems with "Live Update"</p> <p>Corrected Problem with not recognizing PRO version after update or re-install</p>
25 Apr 2004	9.5	Minor Update	Corrected spacing in "N" is for Names
25 Apr 2004	9.4	Major Update	<p>Added Dual Name Graphics to print between two names. Optional. Select the desired graphic on the page where you select the background image. Exemplar available to print.</p> <p>Simplified choice of Lucky Numbers, inspirational verses or nothing. Now on main</p>

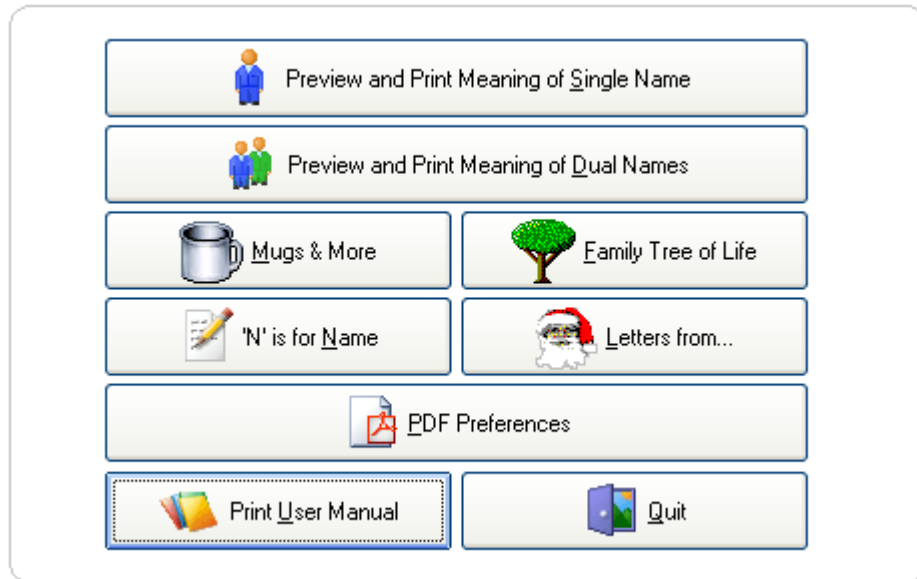
			<p>input page as a radio button selection.</p> <p>Added optional year to birthdate. If a year is entered, it will print. Available on anything that prints the birthdate.</p> <p>Artists who own copyrights to the background images now require us to watermark the display images you see on the screen with "For Display Only". Does NOT print on the actual pre-printed background images. Protects copyright owner from theft of the low-resolution images. If you use or display these images in any form, you must use these watermarked versions. Does NOT affect the paid, pre-printed versions you buy and actually print on.</p>
21 Apr 2004	9.3	Minor Update	Corrected various minor bugs
21 Apr 2004	9.2	Minor Update	<p>Corrected Adobe PDF Creation in "N is for Names "</p> <p>Corrected empty Help Menus</p>
21 Apr 2004	9.1	Minor Update	Corrected Font Installation Problem
20 Apr 2004	9.0	Major Update	Initial release of 32-bit version

Quick Start Guide

This Quick Start Guide should get you up and running in no time. Although First Name Almanac offers many powerful features for customization, each section of the program involves only a few basic steps, which are explained below. For further details on each program section, refer to the other sections of this manual.

This Quick Start Guide is divided into separate sections for the following areas of the application (refer to the screen shot of the main menu below):

- Preview and Print Meaning of Single or Dual Names – Design and print a document that explains a name's meaning, history and other traits. You can also create a document that displays this information for two names side by side.
- Mugs & More – Design and print documents that can be applied to specialty products such as mugs, coasters and Christmas ornaments.
- Family Tree of Life – Create and print a detailed family tree.
- 'N' is for Name – Print a clever poem that examines the meaning of each letter of a name.
- Letters from... – Customize a letter to a child from Santa Claus, the Easter Bunny or Tooth Fairy.



Preview and Print Meaning of Single or Dual Names

To print single or dual names:

1. From the main menu, select one of the following options:
 - **Preview and Print Meaning of Single Name**
 - **Preview and Print Meaning of Dual Names**
2. Enter a first name and select the appropriate gender. Then click **Lookup Meaning and Traits** to retrieve that information from the database. The meaning and traits will display to the right in the Edit All Properties area. You can edit this information as needed. For details see Step 1: Enter First Name .
3. If you are printing the meaning of dual names, click the **Enter Name 2 of 2** tab and enter the second name.
4. Click the **Select a Background** tab and select the proper background art.
5. Click the **Customize and Print** tab and customize the print settings. Preview the document , and then print it . You can also choose to create a PDF that you can e-mail to your customer.

That's all there is to it!

Mugs & More

To create printouts using Mugs & More:

1. From the main menu, select **Mugs & More**.
2. Enter a first name, select a gender and edit the name properties as you see fit.
3. Click the **Select a Specialty Product** tab and select the product for which you want to create a printout.
4. Click the **Select a Background** tab and choose the appropriate background art.

5. Click the **Customize and Print** tab and customize the print settings. Preview the document , and then print it .

Family Tree of Life

To create a Family Tree of Life:

1. From the main menu, select **Family Tree of Life**.
2. Enter the family surname in the upper-left corner of the tree and then fill in the names and birthdates of the family members on the branches of the tree.
3. Preview the document , and then print it .

'N' is for Name

To create printouts using 'N' is for Name:

1. From the main menu, select **'N' is for Name**.
2. Enter a first name and select the appropriate background art.
3. Click the **Step 2: Select Options and Print** tab and customize the print settings. Preview the document , and then print it . You can also choose to create a PDF that you can e-mail to your customer.

Letters From...

To create printouts using Letters from...:

1. From the main menu, select **Letters from....**
2. Enter a child's name and address, select a gender and choose the appropriate letter.
3. Click the **Step 2: Select a Background** tab and choose the background art.
4. Click the **Step 3: Customize and Print** tab and customize the print settings. Preview the document , and then print it . You can also choose to create a PDF that you can e-mail to your customer.

Home Screen Menu Options

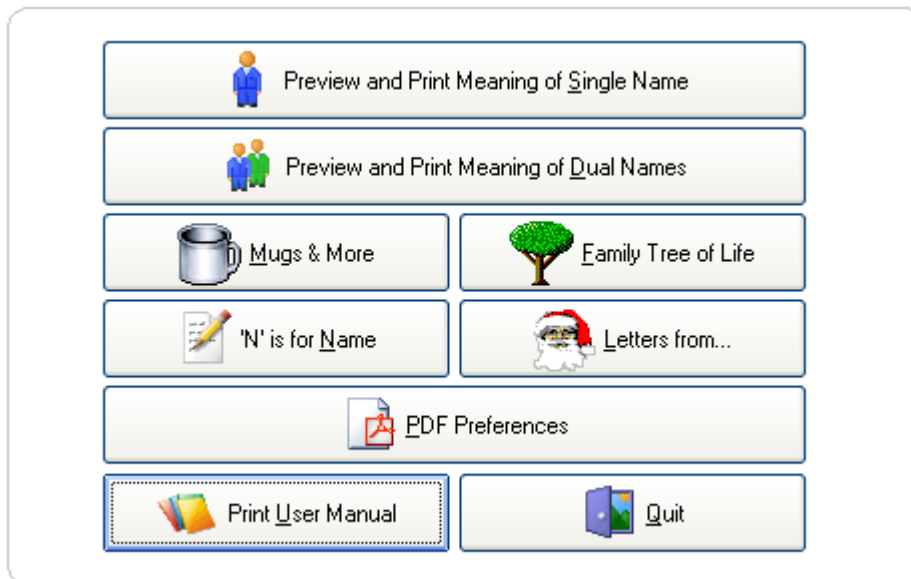
The Main Menu

The main menu gives you access to the other sections of the application, as well as the PDF Preferences and printed user manual.

Note: You can return to the home screen at any time by clicking the **Home** button found on various screens throughout First Name Almanac.

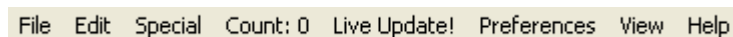
Preview and Print Meaning of Single Name	Design and print a document that explains a name's meaning, history and other traits.
Preview and Print Meaning of Dual Names	Print the meaning of two names side by side.
Mugs & More	Design and print documents that can be applied to specialty products such as mugs, coasters and Christmas ornaments.

Family Tree of Life	Create and print a detailed family tree.
'N' is for Name	Print a clever poem that examines the meaning of each letter of a name.
Letters from ...	Customize a letter to a child from Santa Claus, the Easter Bunny or Tooth Fairy.
PDF Preferences	Allows you to set the PDF e-mailing preferences .
Print User Manual	Prints the user manual for First Name Almanac. The printed version contains the same information as the online help file.
Quit	Closes the application



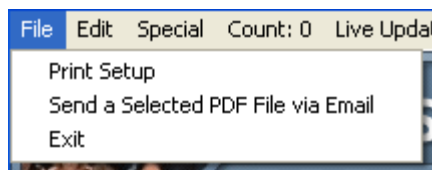
The Top Menu Bar

Across the top of the screen, you'll see a menu bar that provides the following options:



File Menu

The **File** menu provides the following options:

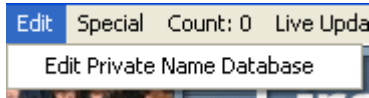


Print Setup	Allows you to set up your printer to work
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	with the software
Send a Selected PDF File via Email	Lets you e-mail a PDF file that has already been created
Exit	Closes the application

Edit Menu

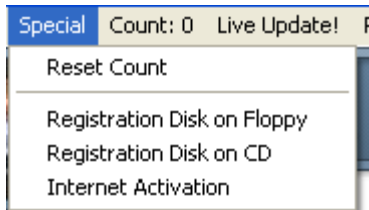
The **Edit** Menu provides the following option:



Edit Private Name Database	Allows you to edit the private name database, where you can save and edit your own names and meanings.
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Special Menu (Before Activation)

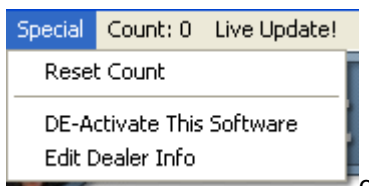
Before you activate the software, the **Special** menu provides the following options:



Reset Count	Lets you reset the print counter
Registration Disk on Floppy	Registers the software via floppy disk, an alternative to Internet registration
Registration Disk on CD	Registers the software via CD, another alternative to Internet registration
Internet Activation	Allows you to activate the software so that you can take advantage of its full features.

Special Menu (After Activation)

After you activate the software, the **Special** menu provides the following options:



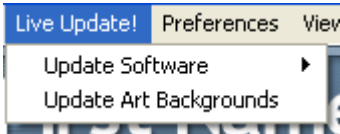
Reset Count	Lets you reset the print counter
DE-Activate This Software	Deactivates the software. If you want to install First Name Almanac on a different computer, you will first have to deactivate it on your first computer.
Edit Dealer Info	Lets you modify the dealer information that appears at the bottom of printouts and PDFs.

Count Indicator

The count indicator lets you know how many documents and PDFs you have created. You can reset this counter to zero if necessary.

Live Update Menu

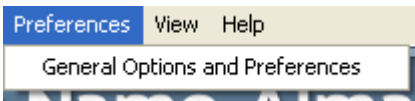
The **Live Update** menu provides the following options:



Update Software	Allows you to check for updates over the Internet and schedule automatic updates to occur periodically.
Update Art Backgrounds	Checks for updates to the background art used throughout the program.

Preferences Menu

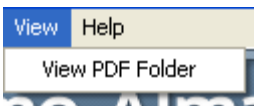
The **Preferences** menu provides the following option:



General Options and Preferences	Opens the General Options and Preferences screen , where you can specify a number of default settings.
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View Menu

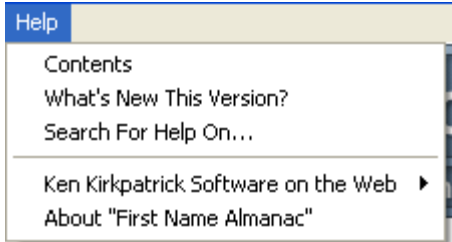
The **View** menu provides the following options:



View PDF Folder	Opens the folder in which PDFs generated by the program are saved (Error! Hyperlink reference not valid.).
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Help Menu

The **Help** menu provides the following options:



Contents	Opens the online help file.
What's New This Version?	Tells you what's new in this version of the software.
Ken Kirkpatrick Software on the Web	Provides links to the following pages on Ken Kirkpatrick Software's Web site: Technical Support, Home Page, Updates and Purchase Software Online.
About "First Name Almanac"	Displays information pertaining to the software and contact information for Ken Kirkpatrick Software.

Printing the Meaning of a Single Name

Step 1: Enter First Name

The first step in creating your document is to enter a name, retrieve its meaning and other data from the database and then customize this information as necessary.


To complete Step 1: Enter First Name:

1. Enter a first name and select the appropriate gender. The program will automatically capitalize the first letter of each name, so you do not need to use the **Shift** or **Caps Lock** key.
2. Click **Lookup Meaning and Traits..** The meaning and traits display to the right in the Edit All Properties area.
3. Review and edit the information in the Edit All Properties area as needed. Use the following table as a guide:

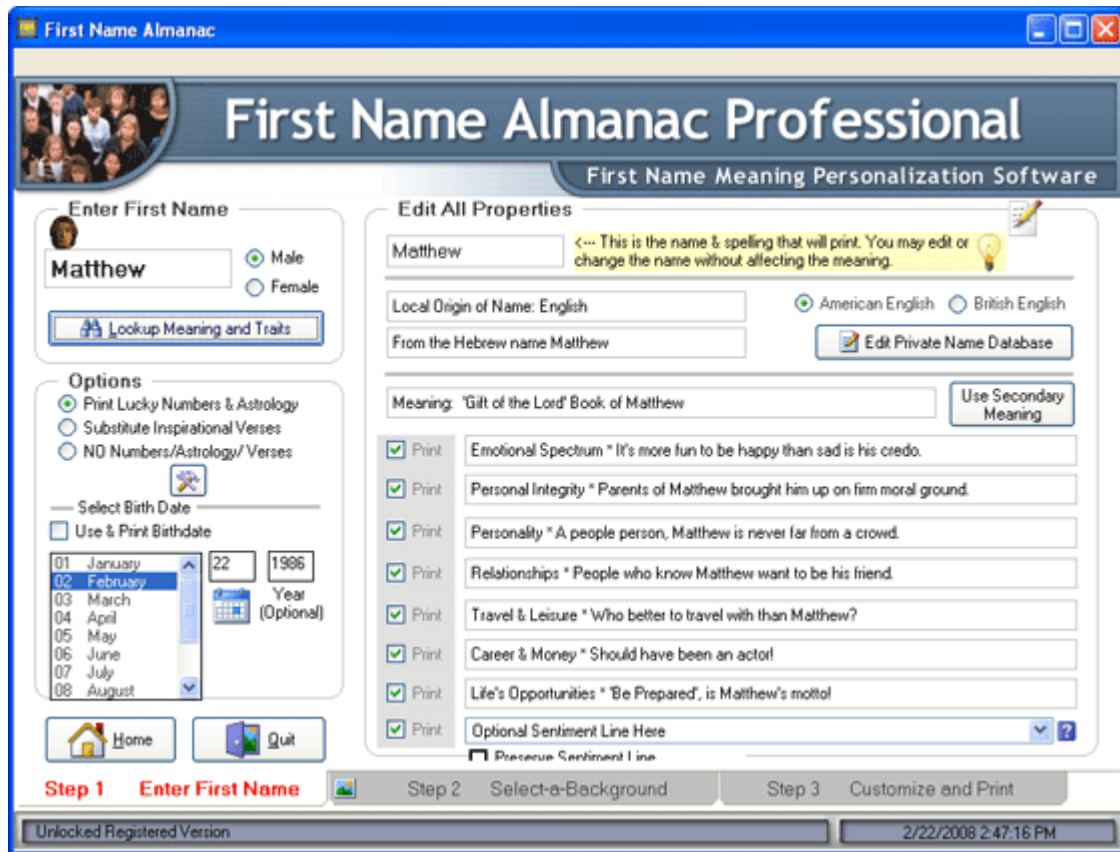
Printed name	The first box shows you how the name will print. You may edit this without affecting the name's meaning.
Origin information	The two fields below the printed name tell you the origins of the name you have entered. You may also change this information as needed.
American English / British English	Select one of these buttons to indicate which form of English you would like to use in the printout.
Edit Private Name Database	Click this button to edit the Private Name Database .
Meaning	This box explains the meaning behind the name. You may change this text.
Use Secondary Meaning / Use Original Meaning	Click this button to switch between the name's original and secondary meanings. Many names in the database have two meanings.
List of traits	<p>The list of traits associated with the name, such as the person's emotional spectrum, personal integrity and personality, are displayed below the name's meaning. You may edit each of these as you see fit.</p> <p>A green check mark in the Print box indicates that the trait will be included in the printout. To omit a trait from the printed document, just deselect its Print check box by clicking it.</p> <p>The last trait box is for entering or selecting a sentiment to include in the document. For more information see Sentiment Lines .</p>
Preserve Sentiment Line	Select this check box if you would like the software to save the sentiment that you have entered in the text

	box above.
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4. In the Options area, select the options that you want to apply to the document. Use the following table as a guide:

Print Lucky Numbers & Astrology	Select this button to print the lucky numbers and astrological information associated with the name.
Substitute Inspirational Verses	Select this button to print inspirational verses instead of lucky numbers and astrology.
No Numbers/ Astrology/ Verses	Select this button to print neither lucky numbers and astrology nor inspirational verses.
Options and Preferences  button	Click this button to view and modify General Options and Preferences .
Select Birthdate	To print the person's birthdate, select the Use & Print Birthdate check box, select a month from the list and then enter the date in the box to the right. You also have the option to enter the year.

Now you are ready to continue to Step 2: Select a Background .



Step 2: Select a Background

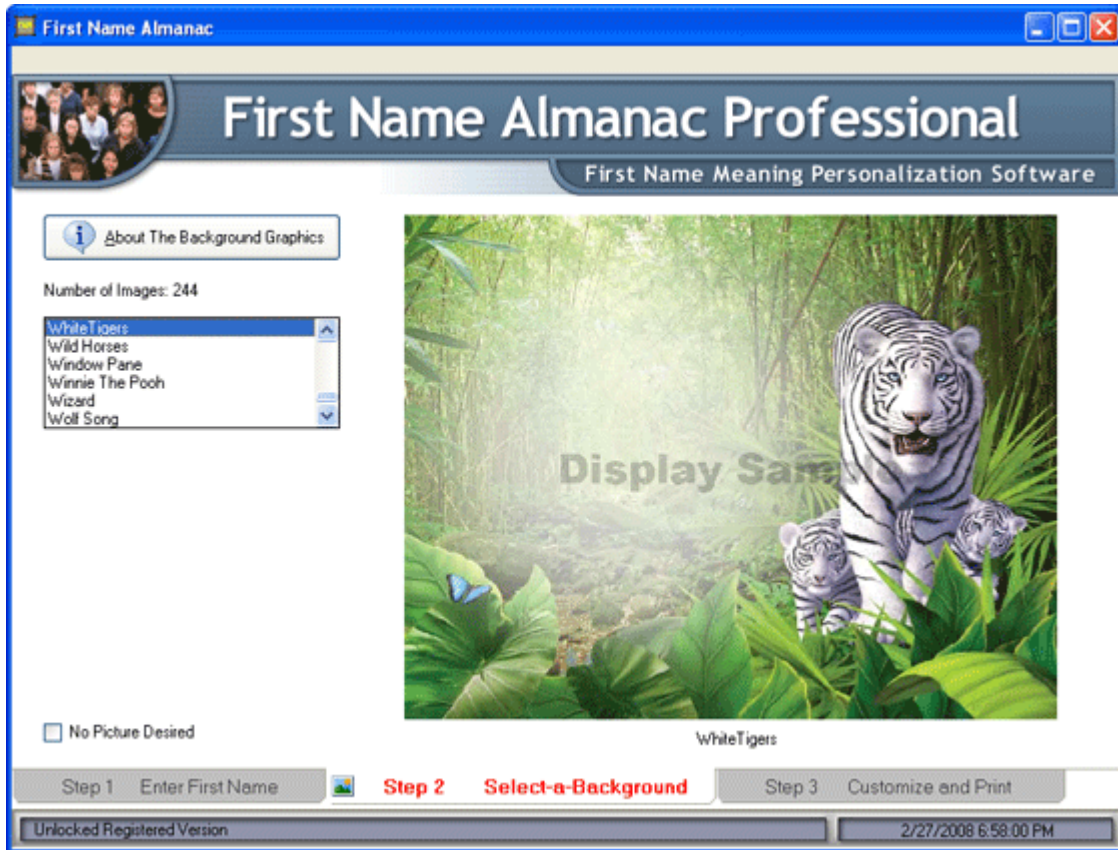
After you have entered a name, you are ready to select the background art.

Note: First Name Almanac's background art will not show up in the printed document. They are shown for alignment and sales purposes only and are intended to give you an approximate representation of the finished product when you print to a particular stock available from your paper supplier.

To complete Step 2: Select a Background:

1. Click the **Step 2: Select a Background** tab at the bottom of the screen.
2. From the list of available backgrounds, select the one that you would like to preview. The selected background will display to the right. If you do not wish to preview a background image, select the **No Picture Desired** check box.

Now you are ready to continue to Step 3: Customize and Print .



Step 3: Customize and Print

On the Customize and Print screen, you can modify a number of settings that determine the appearance of the final document.

To customize and print the document:

1. Click the **Step 3: Customize and Print** tab at the bottom of the page.
2. Modify the settings on this screen as you see fit. The following sub-sections explain the options found in each area.
3. Click **Preview** to preview the document .
4. Take either of the following steps for generating the document:
 - Click **Print Single Name** to print the document .
 - Click **Create PDF** to generate a PDF of the document.

Printing Options

In the Printing Options area, you have the following options:

Note: Orientation settings are automatically determined based on the background you have selected. For best results, do not change these default settings.

Orientation of the Paper


You can select one of the following options:

- **Landscape**

	<ul style="list-style-type: none"> • Portrait
Orientation of the Text on the Paper (Does not appear for dual names)	<p>You can select one of the following options:</p> <ul style="list-style-type: none"> • Horizontal • Vertical
Mirror Printing	<p>Mirror printing, a technique used with heat-transfer papers, will produce a mirror image so that you can transfer printed output to saleable items such as mouse pads and T-shirts. Please make sure you are using the proper type of printer and paper before you turn on mirror printing.</p> <p>To turn on mirror printing, click the Mirror Printing button. When it is activated, the button will read Mirror Printing On. To turn off mirror printing, click the button so that it reads Mirror Printing Off.</p>

Font Options

In the Font Options area, you have the following options:

Default Font Black Forest Universal Hand Nero Bold	Select one of these buttons to apply that particular font to the document.
Font Size	Move the slider left or right to decrease or increase the font size.
Print Name in Ornate Font	Select this button if you would like the name to be printed in an ornate font. This option is available only in First Name Almanac Professional.
Select Font Color	Click this button to select a font color from the color palette.
Options & Preferences Button 	Click this button to open the General Options and Preferences screen , where you can modify the default font settings and other options.

Current Printer

In the Current Printer area, you can select the printer to which the document will be sent. To change the default printer, click **Printer Setup**. For more information, see Print Setup .

Print Centering

In the Print Centering area, you have the following options:

Horizontal Micro-Adjustment	Click the left and right arrows to move the text
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	horizontally on the page in 1/8" increments.
Vertical Micro-Adjustment	<p>Click the up and down arrows to move the text vertically on the page in 1/8" increments.</p> <p>Note: The changes you make to the horizontal and vertical micro-adjustment will be used for every printout until you either modify these settings again or quit the program.</p>
Reset to 0	Click this button to re-center the text on the page. The horizontal and vertical adjustments will be reset to 0.
Load Favorites	Click this button to load one of your favorite settings. For more information see Loading and Saving Favorites .
Load Defaults	Click this button to load the default application settings.



Printing the Meanings of Dual Names

Enter Name 1 of 2

The options that you see on this screen are similar to those you see when entering a single name. Please refer to Step 1: Enter First Name for details.

Note: The settings that you choose for the first name will also apply to the second name, except for the birthdate and gender.

Once you have completed this step, continue to Enter Name 2 of 2 .

Enter Name 2 of 2

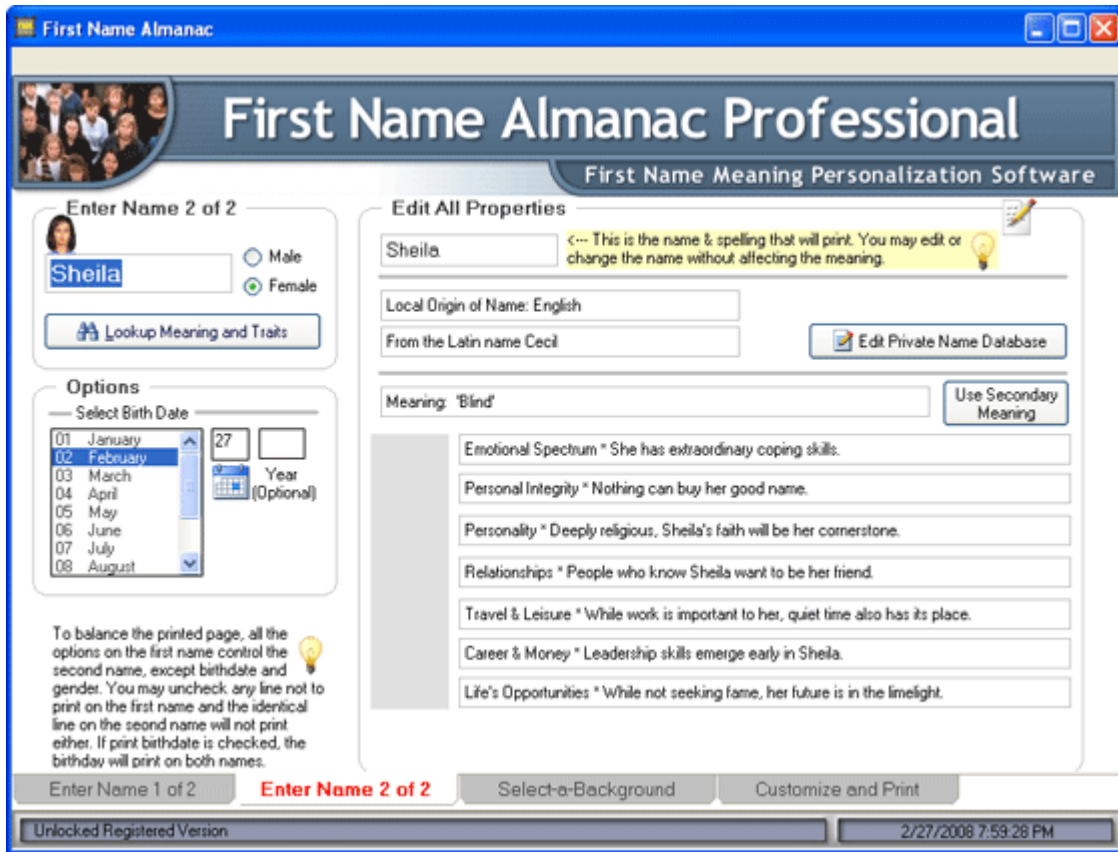
Entering the second name is much like entering the first.

Note: The settings that you have chosen for the first name will also apply to the second name, except for the birthdate and gender.

To enter the second name:

1. Click the **Enter Name 2 of 2** tab at the bottom of the screen.
2. Type the name and select a gender as you did for the first name.
3. Click **Lookup Meaning and Traits**. The meaning and traits display to the right in the Edit All Properties area. You can edit the text of these as you did for the first name. The same traits that you selected to print for the first name will also print for the second name.
4. If you chose to print the birthdate for the first name, select a birthdate for the second name as well.

You are now ready to continue to Select a Background .



Select a Background

Selecting a background for dual names is much like selecting one for a single name, with the added feature of being able to select a graphic to display between the names.

To select a background:

1. Click the **Select a Background** tab at the bottom of the screen.
2. From the list of available backgrounds, select the one that you would like to preview. The selected background will display to the right. If you do not wish to preview a background image, select the **No Background Picture Desired** check box.
3. If you would like to print a graphic between the two names, select an image from the **Dual Name Graphics** list. The selected graphic will be included in the printed document or PDF. To print an exemplar of the dual-name graphics used by the software, click **Print Dual Names Graphics Exemplar**.

Now you are ready to continue to Customize and Print .



Customize and Print

The Customize and Print screen for dual names is the same as it is for a single name. Please refer to Step 3: Customize and Print for details.

Note: You cannot change the text orientation for dual names. This setting is determined automatically by the software.

First Name Almanac Professional
First Name Meaning Personalization Software

Printing Options
Background: Moonglow
 Landscape Portrait **Orientation of paper**
Paper orientation is determined by the background paper orientation **Mirror Printing OFF**

Font Options
Current Font: *Sample of Font Text*
 Default Font Print Name in Ornate Font (Pro Only)
 Black Forest Universal Hand Nero Bold
Smallest.....Font Size.....Full Size
100%

Current Printer
1-Step RoboPDF
Printer Setup

Moonglow
About The Background Graphics

Print Centering
Horizontal Micro-Adjustment: 0
Left / Right
Reset to 0
Vertical Micro-Adjustment: 0
Up / Down
Load Favorites
Load Defaults

Using the controls above, you may move the entire text on the page, up or down and left or right. The text will move in 1/8 inch increments in either direction from dead center. The setting will be used for every print until changed or you quit the program. This feature allows you to print on any paper and adjust the centering of the printed area to fit your particular printer and paper.

Print Dual Names
Preview
Create PDF
PDF Options
Home
Quit Program

Enter Name 1 of 2 Enter Name 2 of 2 Select-a-Background **Customize and Print**

Unlocked Registered Version 2/27/2008 7:40:05 PM

Mugs & More

Enter First Name

Entering a first name for Mugs & More is identical to Step 1 of printing the meaning of a single name. Please refer to Step 1: Enter First Name for details.

After entering the first name, please continue to Select a Specialty Product .

The screenshot shows the 'First Name Almanac Professional' software interface. The main window title is 'First Name Almanac'. The software is titled 'First Name Almanac Professional' and is described as 'First Name Meaning Personalization Software'. The interface is divided into several sections:

- Enter First Name:** A text input field contains the name 'Gerald'. There are radio buttons for 'Male' (selected) and 'Female'. A button labeled 'Lookup Meaning and Traits' is below.
- Options:** Three radio buttons are present: 'Print Lucky Numbers & Astrology' (selected), 'Substitute Inspirational Verses', and 'NO Numbers/Astrology/ Verses'. Below is a date selection area with a calendar icon and a 'Year (Optional)' field.
- Edit All Properties:** A text input field contains 'Gerald'. A yellow tooltip says '<--- This is the name & spelling that will print. You may edit or change the name without affecting the meaning.' Below are fields for 'Local Origin of Name: English', 'From the Middle English name Gerald', and 'Meaning: "Spear" + "ruler"'. There are radio buttons for 'American English' and 'British English' (selected). A button 'Edit Private Name Database' is also present.
- Printable Traits:** A list of traits with 'Print' checkboxes:
 - Emotional Spectrum * You can't keep him down for long!
 - Personal Integrity * An honest person, people search out Gerald for advice.
 - Personality * A lover of life, too bad there are only 24 hours in a day!
 - Relationships * Gives a lot, but expects a lot from friends.
 - Travel & Leisure * While his career is important, his hobby takes front seat!
 - Career & Money * While finances are high on his list, money isn't everything.
 - Life's Opportunities * Joy and happiness await this blessed person.
 - Optional Sentiment Line Here
- Bottom Navigation:** A bar with four tabs: 'Enter First Name', 'Select a Specialty Product', 'Select-a-Background', and 'Customize and Print'. The 'Enter First Name' tab is active.
- Status Bar:** Shows 'Unlocked Registered Version' and the date/time '2/27/2008 8:38:01 PM'.

Select a Specialty Product

First Name Almanac can print names for a variety of specialty products, such as coffee mugs, jewelry boxes and Christmas ornaments.

To select a specialty product:

1. Click the **Select a Specialty Product** tab at the bottom of the screen.
2. From the list on the right, select the product for which you are printing.
3. If you would like to include the cutout borders in the printout, make sure **Print Cutout Borders** is selected. The borders if the selected product will appear as dashed lines in the printout so that you can easily cut out the proper shape with scissors.

Now you are ready to continue to Select a Background .



Select a Background

Selecting a background for specialty items is as easy as a couple mouse clicks.

Note: First Name Almanac's background art will not show up in the printed document. They are shown for alignment and sales purposes only and are intended to give you an approximate representation of the finished product when you print to a particular stock available from your paper supplier.

To select a background:

1. Click the **Select a Background** tab at the bottom of the screen.
2. From the list of available backgrounds, select the one that you would like to preview. The selected background will display to the right. If you do not wish to preview a background image, select the **No Picture Desired** check box.

Now you are ready to continue to Customize and Print .



Customize and Print

The Customize and Print screen for Mugs & More is basically the same as it is for printing a single name. Please refer to Step 3: Customize and Print for details.

Note: You cannot change the text orientation for Mugs & More. This setting is determined automatically by the software. You also cannot create a PDF version of the document.

First Name Almanac
[Min] [Max] [Close]

First Name Almanac Professional

First Name Meaning Personalization Software

Printing Options

Background: Africa

Landscape
 Portrait
 Orientation of paper

Paper orientation is determined by the background paper orientation

Mirror Printing OFF

Font Options

Current Font: *Sample of Font Text*

Default Font
 Print Name in Ornate Font (Pro Only)

Black Forest
 Universal Hand
 Nero Bold

Specialty items, by their nature, are fixed in size and therefore cannot be reduced in size. They can however be moved anywhere on the page.

Current Printer

1-Step RoboPDF

Africa

About The Background Graphics

Print Centering

Horizontal Micro-Adjustment

0

← Right / Left

Vertical Micro-Adjustment

0

↑ Up / Down

Using the controls above, you may move the entire text on the page, up or down and left or right. The text will move in 1/8 inch increments in either direction from dead center. The setting will be used for every print until changed or you quit the program. This feature allows you to print on any paper and adjust the centering of the printed area to fit your particular printer and paper.

Enter First Name
Select a Specialty Product
Select-a-Background
Customize and Print

Unlocked Registered Version
2/27/2008 8:39:49 PM

Family Tree of Life

Entering Names and Birthdates on the Family Tree

Creating a family tree is as simple as entering the names and birthdates and clicking **Print**.

Note: The image of the tree will not show up in the printed document. It is shown for alignment and sales purposes only and is intended to give you an approximate representation of the finished product when you print to a particular stock available from your paper supplier.

To enter names and birth dates on the family tree:

1. In the upper-left corner of the screen, enter the family surname.
2. In the boxes around the tree, enter the first names and birthdates of the individuals in the family. You can enter this information as you see fit.

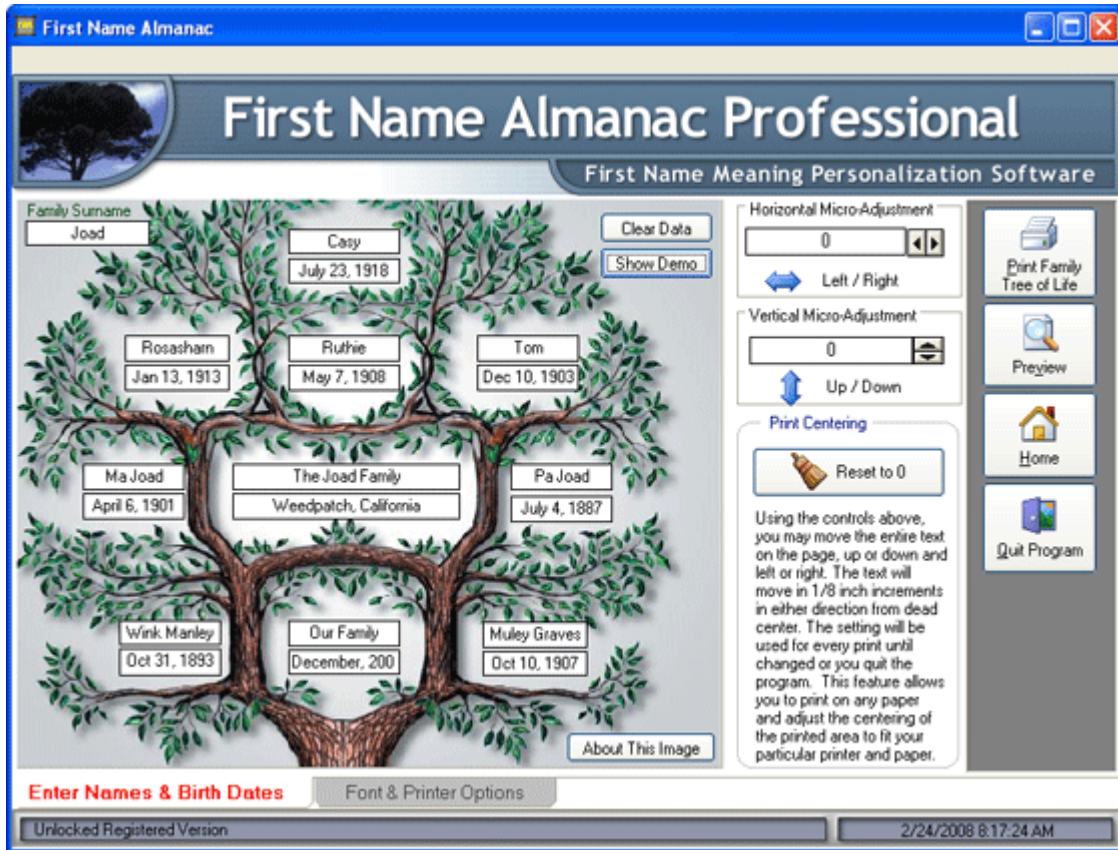
Note: To see a demonstration of how the Family Tree should look, click the **Show Demo** button in the upper-right corner of the tree. Also, you can clear all names and birthdates from the tree at any time by clicking **Clear Data**.

3. In the area to the right of the Tree, adjust the placement of the text as you see fit. Following are your options:

Horizontal Micro-Adjustment	Click the left and right arrows to move the text horizontally on the page in 1/8" increments.
Vertical Micro-Adjustment	Click the up and down arrows to move the text vertically on the page in 1/8" increments. Note: The changes you make to the horizontal and vertical micro-adjustment will be used for every printout until you either modify these settings again or quit the program.
Reset to 0	Click this button to re-center the text on the page. The horizontal and vertical adjustments will be reset to 0.

4. Click the **Preview** button to preview the document .
5. Click the **Print Family Tree of Life** button to print the document .

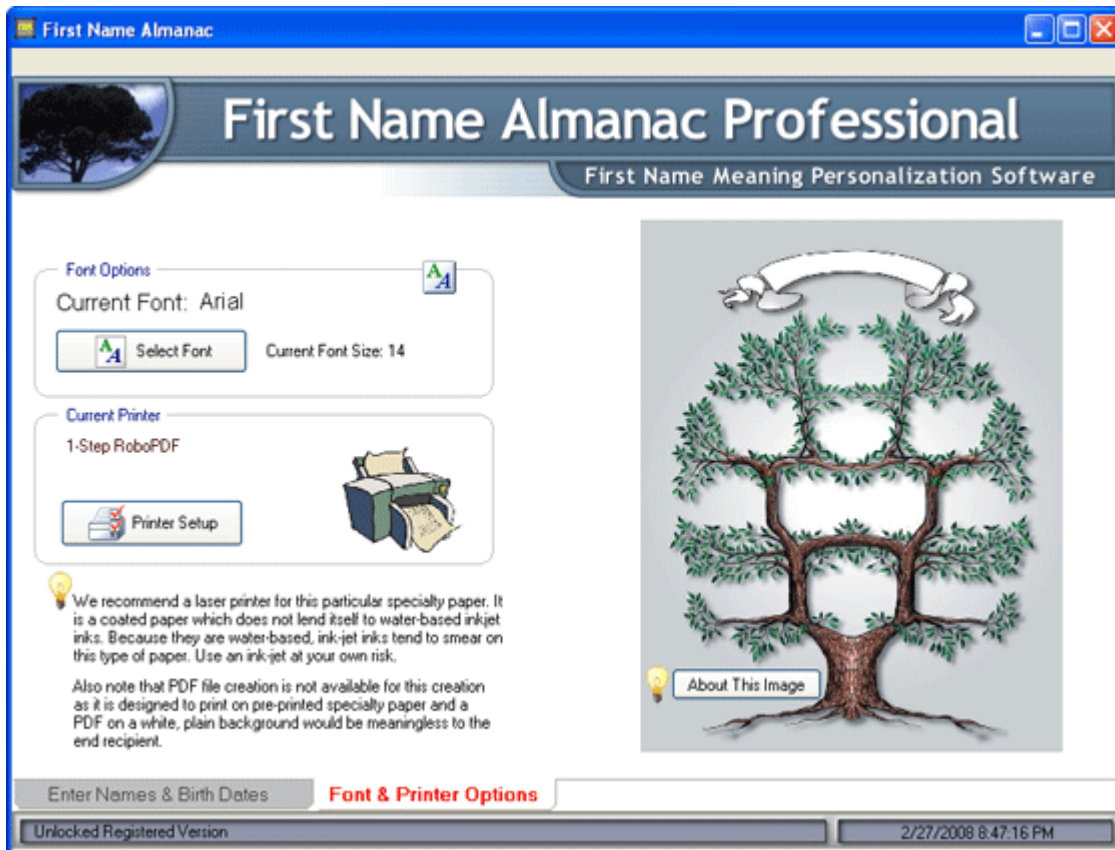
Note: You can change the printing options in the Font & Printer Options .



Font and Printer Options

To change the font and printer options for the Family Tree of Life, just click the **Font & Printer Options** tab at the bottom of the screen. Your options are as follows:

Font Options	To change the current font and font size, click Select Font . Then select a font, font style and size, and click OK .
Current Printer	Click Printer Setup to open the Print Setup , where you can select the printer on which you would like to print the Family Tree.



'N' is for Name

Step 1: Enter First Name and Select Background

Step 1 of the 'N' is for Name section involves entering a name and sentiment and selecting a background image.

To complete Step 1:

1. Type a name in the Enter First Name area.
2. Select either **American English** or **British English**.
3. If you would like to add a sentiment line to the printout, type one in the **Optional Sentiment Line Here** box, or click the box and select a sentiment line that has already been saved. To save the sentiment line that you enter, select the **Preserve Sentiment Line** check box. For more information, see Sentiment Lines .
4. Select a background from the list of background art. Or, to omit the background art, select **No Picture Desired**.

Now you are ready to continue to **Step 2: Select Options and Print ..**



Step 2: Select Options and Print

The options available on this screen are identical to what you see on the Customize and Print screen for printing the meaning of a single name.



Letters from ...

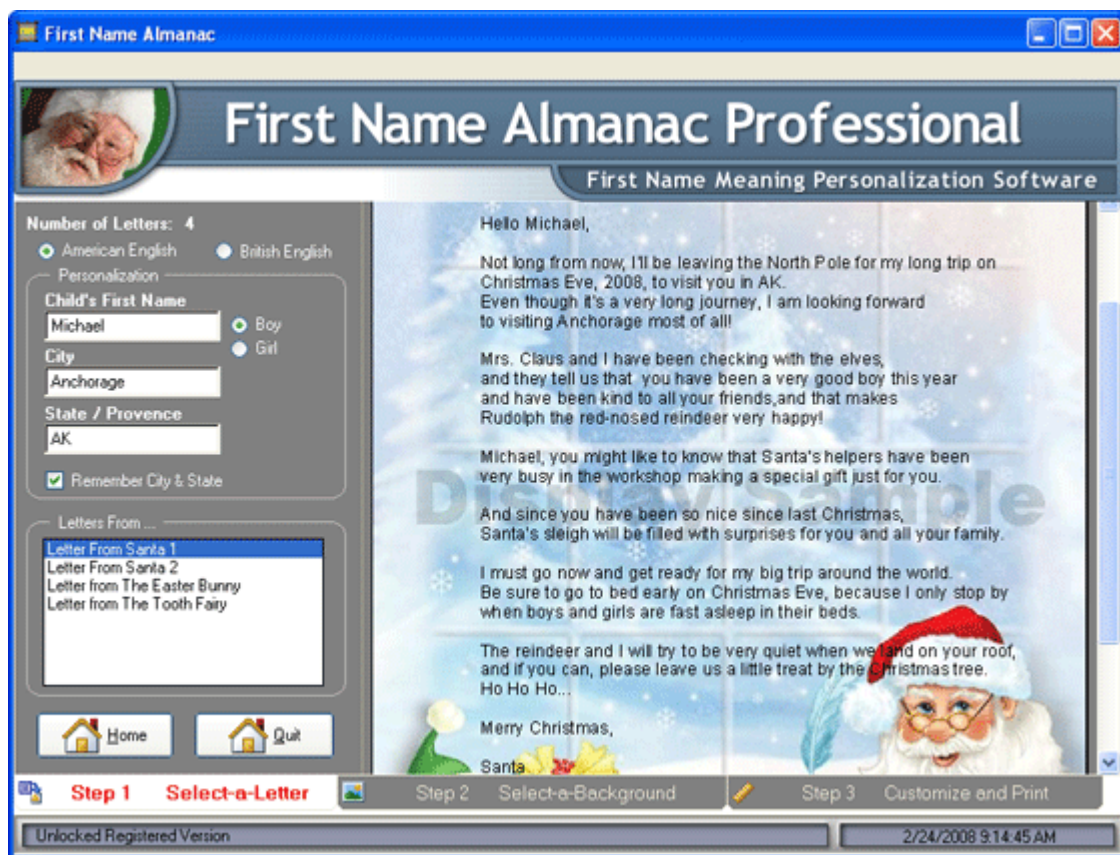
Step 1: Select a Letter

The first step in creating a letter is to enter the child's name and address and select the type of letter to be sent.

To select a letter:

1. Select either **American English** or **British English**.
2. In the Personalization area, enter a child's first name and select either **Boy** or **Girl**.
3. Enter a city and state (or province). If you would like First Name Almanac to remember the city and state the next time you open this screen, select the **Remember City & State** check box.
4. In the Letters From area, select the letter that you would like to print.

Now you are ready to continue to Step 2: Select a Background .



Step 2: Select a Background

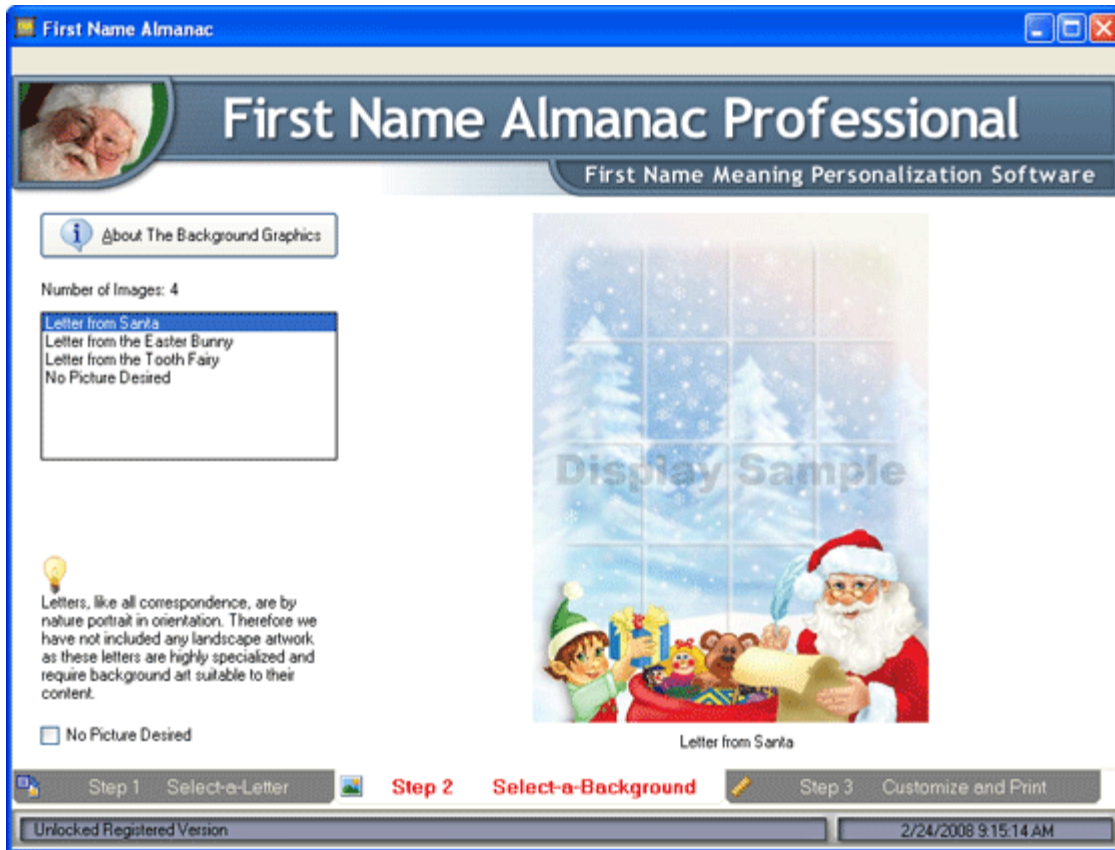
First Name Almanac provides a sample background image for each type of letter.

Note: The background images represent screen copies of popular printed images available from your paper supplier. The screen views provide an approximate representation of the finished product when printed on the selected stock. These images do not print. They are shown for alignment and sales purposes only.

To select a background:

1. Click the **Step 2: Select a Background** tab at the bottom of the screen.
2. From the list on the left, select a background image. Or, if you do not wish to view a background image, select **No Picture Desired**.

Now you are ready to continue to Step 3: Customize and Print .



Step 3: Customize and Print

The customization options in this section of the application are similar to what you see in the other sections.

To customize and print the document:

1. Click the **Step 3: Customize and Print** tab at the bottom of the screen.
2. Modify the settings on this screen as you see fit. The following sub-sections explain the options found in each area.
3. Click **Preview** to preview the document .
4. Take either of the following steps for generating the document:
 - Click **Print** to print the document .
 - Click **Create PDF** to generate a PDF of the document.

Printing Options

In the Printing Options area, you have the following options:

Orientation of the Paper	<p>You can select one of the following options:</p> <ul style="list-style-type: none"> • Landscape • Portrait
---------------------------------	---

Font Options

In the Font Options area, you have the following options:

Select Font	To change the current font and font size, click Select Font . Then select a font, font style and size, and click OK .
Select Font Color	Click this button to select a font color from the color palette.
Font Size	Move the slider left or right to decrease or increase the font size.

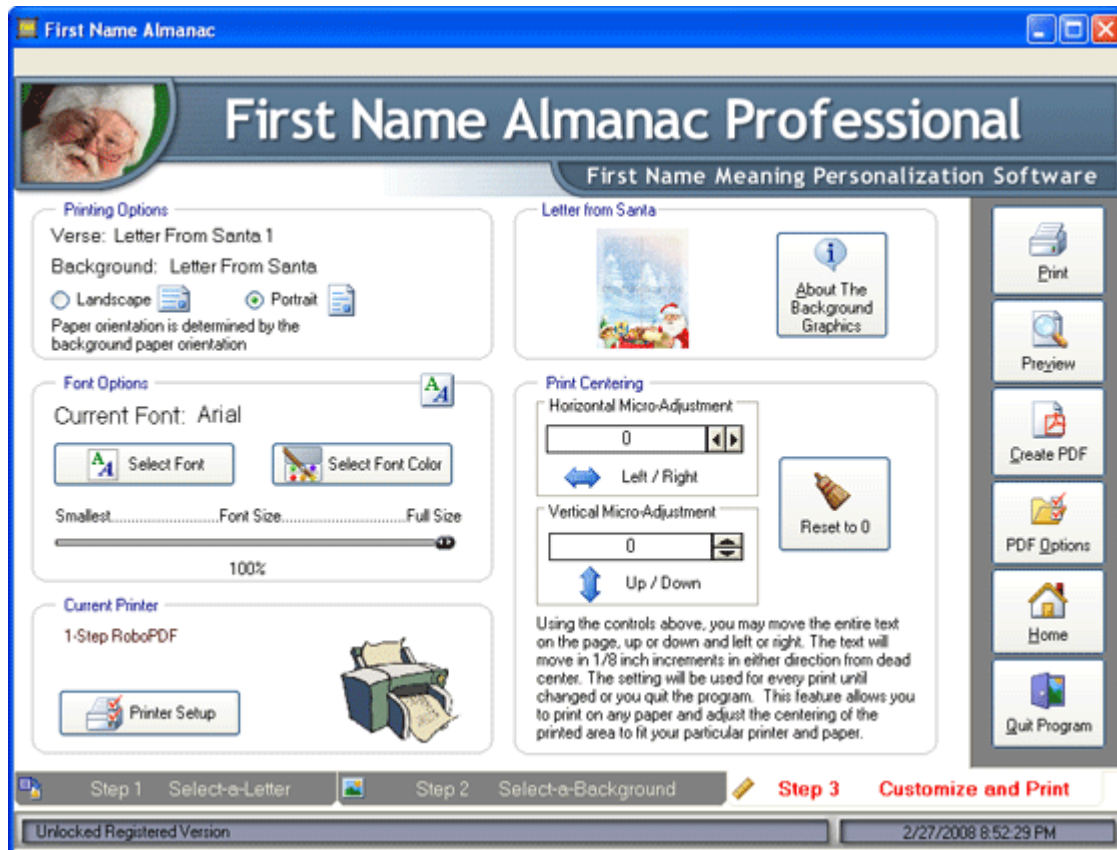
Current Printer

In the Current Printer area, you can select the printer to which the document will be sent. To change the default printer, click **Printer Setup**. For more information, see [Print Setup](#) .

Print Centering

In the Print Centering area, you have the following options:

Horizontal Micro-Adjustment	Click the left and right arrows to move the text horizontally on the page in 1/8" increments.
Vertical Micro-Adjustment	<p>Click the up and down arrows to move the text vertically on the page in 1/8" increments.</p> <p>Note: The changes you make to the horizontal and vertical micro-adjustment will be used for every printout until you either modify these settings again or quit the program.</p>
Reset to 0	Click this button to re-center the text on the page. The horizontal and vertical adjustments will be reset to 0.



Customizing and Printing

Loading and Saving Favorites

First Name Almanac allows you to specify many of settings for each printout, such as the background art, text orientation, font size and color and more. To help you enter those settings as quickly and easily as possible, we have created a way for you to save a group of settings as a "favorite" that can be recalled and applied to documents in the future.

The use of favorites applies to the printing of name meanings, 'N' is for Names and Mugs & More.

Saving a Favorite Setting

Whenever you create a new favorite, First Name Almanac saves the settings you have selected for the following items:

- Background art
- Paper orientation (Landscape or Portrait)
- Text orientation (Horizontal or Vertical)
- Font
- Font color
- Font size
- Left/right adjustment of the text position
- Up/down adjustment of the text position
- The flourish that prints to the left and right of the name (see General Options and Preferences)
- The bold line that prints above and below the meaning of the name instead of the flourish (see General Options and Preferences)

Note: The birthdate is not saved, as it varies from customer to customer.

To create a new favorite memory setting:

1. Create a printout using the settings that you want to save for future use. Be sure to enter the values you desire for each of the settings listed above.
2. Preview the document to make sure it is exactly as you want it to be.
3. On the Customize and Print screen, click the **Load Favorites** button. The Load and Save Favorites area displays.



Load & Save Favorites




Load Saved Favorite


!Default Settings!
A New Test
Angel Tide Settings

 Delete This  Load this Favorite

Save Current Settings as a Favorite

Save as: !Default Settings!

  New  Save Favorite



4. Click **New**.
5. In the **Save As** box, type a name for the favorite. Be sure to use a descriptive name that will remind you what the setting is in the future. We suggest using the name of the background artwork plus the type of document for which it was used, such as "Footprints - Single Name". You are free to name the favorite setting anything you desire.
6. Click **Save Favorite**. Your new favorite is saved and will now appear in the list of favorites whenever you are printing.

Note: First Name Almanac allows you to create an unlimited number of favorites.

Loading a Favorite Setting

Whenever you load a favorite into memory, its saved settings are applied to the printout you are currently creating.

To load a favorite:

1. After you have entered a name and selected a gender, go to the Customize and Print screen, and click the **Load Favorites** button. The Load and Save Favorites area displays.
2. From the list of favorites, select the one that you wish to load.
3. Click **Load this Favorite**. The saved settings are loaded into memory. You can now preview and print the document.

Note: Every time you re-enter a particular program section (Print Single Name, Mugs & More, etc.), the default settings are loaded so that you are not stuck with the settings you used for the last document you printed.

Editing a Favorite Setting

After you have saved a favorite, you can recall it from memory, make changes to its settings and save it again.

To edit a favorite setting:

1. Load the favorite by following the steps above .
2. Make any desired changes to the loaded settings.
3. On the Customize and Print screen, click the **Load Favorites** button again.
4. From the list of favorites, select the favorite that you have just edited.
5. Confirm that the name in the **Save As** box is the name you wish to use.
6. Click **Save Favorite**. Your changes have now been saved.

Deleting a Favorite

You can easily delete favorites that you no longer need.

To delete a favorite:

1. From the Load and Save Favorites area, select the favorite you wish to delete from the list of favorites.
2. Click **Delete This**. The favorite is removed from the list.

Note: You cannot delete the !Default Settings! favorite.

Previewing Results

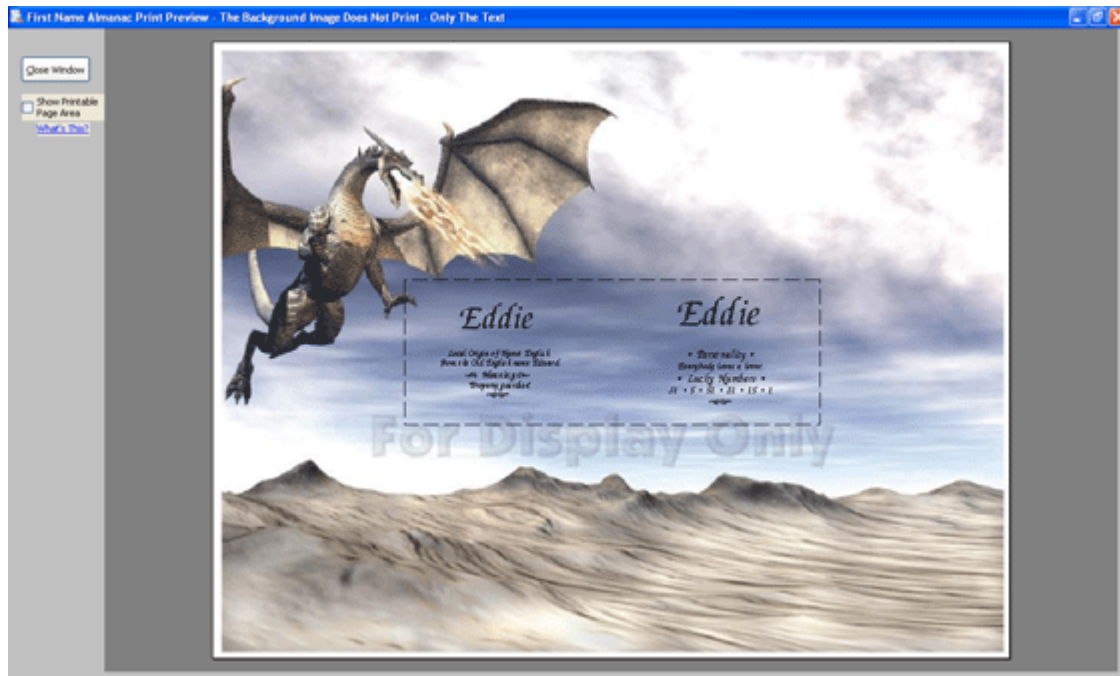
In each section of First Name Almanac, you are allowed to preview a document before you print.

To view the full-screen print preview:

1. Click the **Preview** button on the right sidebar menu. The print preview displays.
2. Review the document to make sure it is what you want.

Note: You can modify a few of the printing options in the Preferences window.

3. To display the printable page area, select the **Show Printable Page Area** check box in the upper-left corner of the screen. This will show you a black outline of the actual printable page area of the printer you have selected in the Print Setup . Because some printers are unable to print all the way to the paper margins, this handy feature lets you make sure your document will not be cropped by the printer.
4. Click **Close Window** to exit the print preview.



Printing

In each section of First Name Almanac, after you have customized a document to your liking, you can print it by clicking the **Print** button found on the right sidebar menu. The document will print using the settings you have specified in the Print Setup .

Creating a PDF

The Portable Document Format (PDF) is a great way to send your documents electronically because it is compatible across all computer platforms. The Birthday Chronicle can create a PDF version of a document with just a click of your mouse.

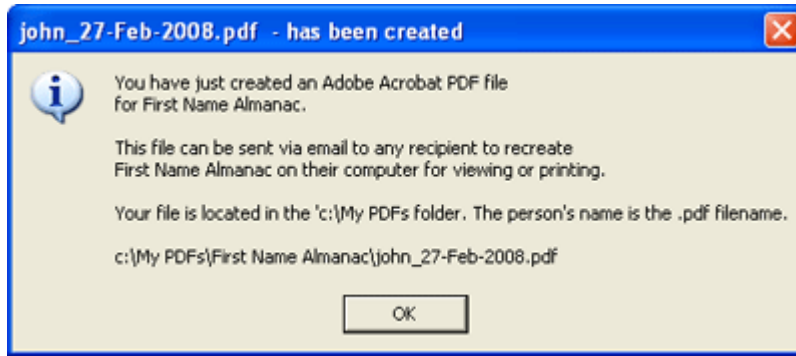
Note: New PDFs are saved in **Error! Hyperlink reference not valid.** .

To create a PDF:

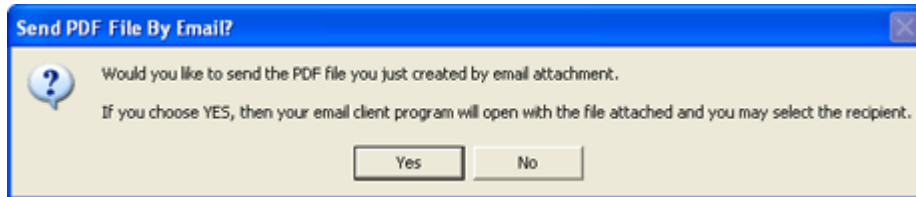
1. Click the **Create PDF** button on the right sidebar menu.



2. In a few seconds, you will see the following message, which tells you the name of the new PDF file and where it has been saved.



3. Click **OK** to continue. You will be given the following option. If you would like to e-mail the PDF file to a customer, click **Yes**. See E-Mailing a PDF for further instructions.



Otherwise, click **No** to return to the Customize and Print screen.

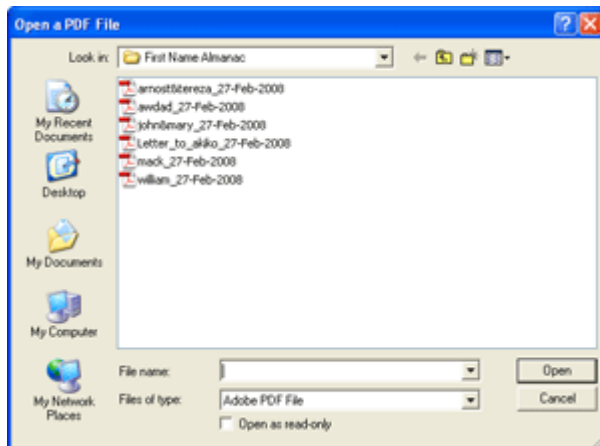
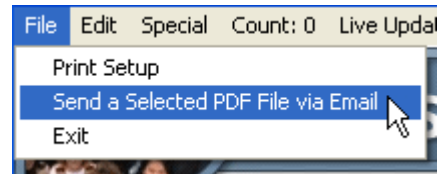
E-Mailing a PDF

Instead of printing a document for a customer, you can also e-mail them a high-quality PDF version.

Note: First Name Almanac also gives you the option to e-mail when you initially create a PDF .

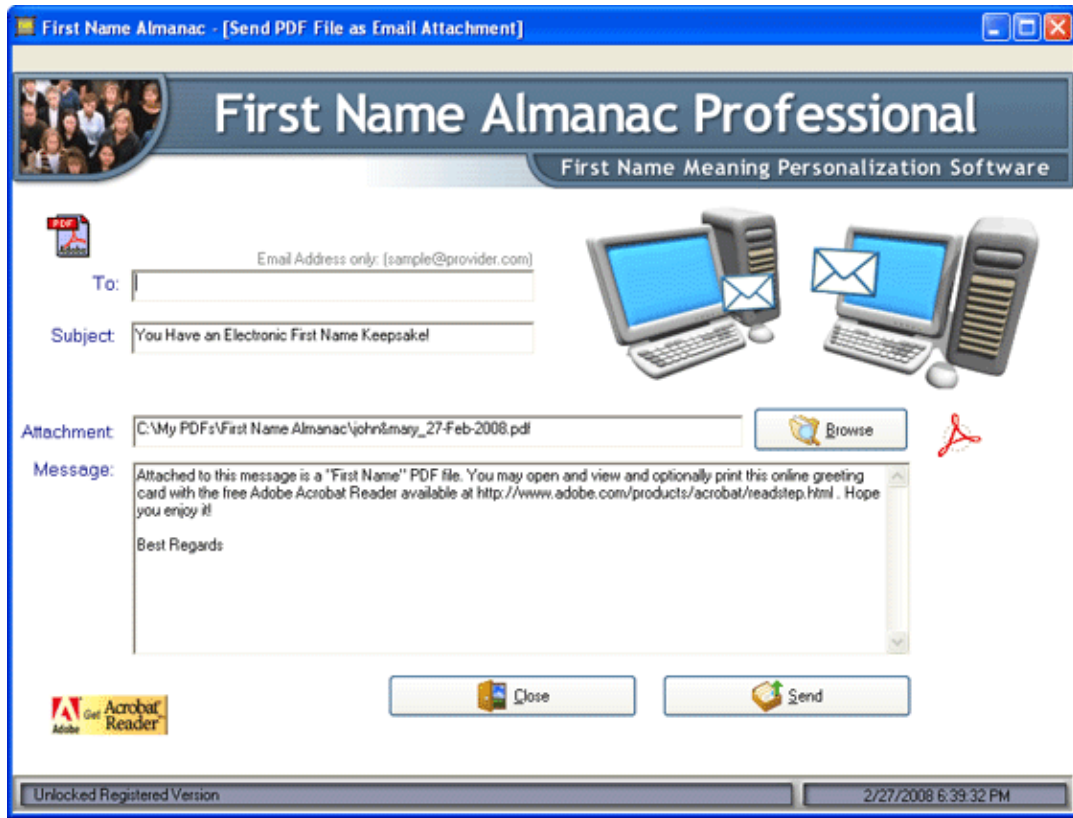
To e-mail a PDF:

1. From the **File** menu, select **Send a Selected PDF File via Email**.
2. In the Open PDF File dialog box that displays, select the appropriate file and click **Open**.

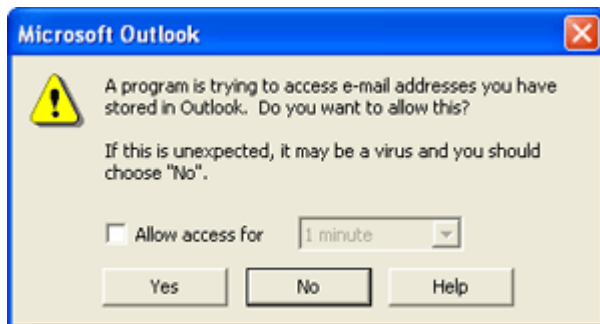


3. In the e-mail message that displays, enter your customer's e-mail in the **To** field. You can also modify the **Subject** and **Message** fields as you see fit. In the **Attachment** field, you will see the name of the PDF you have selected. If necessary, you may click **Browse** and select a different file to send.

Note: The default text that appears in these fields can be modified in the PDF Options .



4. Click **Send** to send the e-mail. With some e-mail programs, you may see a message similar to the following. This is simply a warning that First Name Almanac is attempting to send an e-mail using your e-mail program. Be sure to allow this access.



5. First Name Almanac will interface with your e-mail program and send the message.

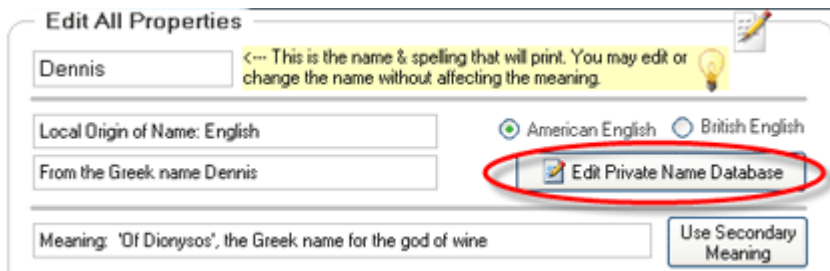
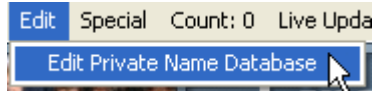
Additional Features

Editing the Private Name Database

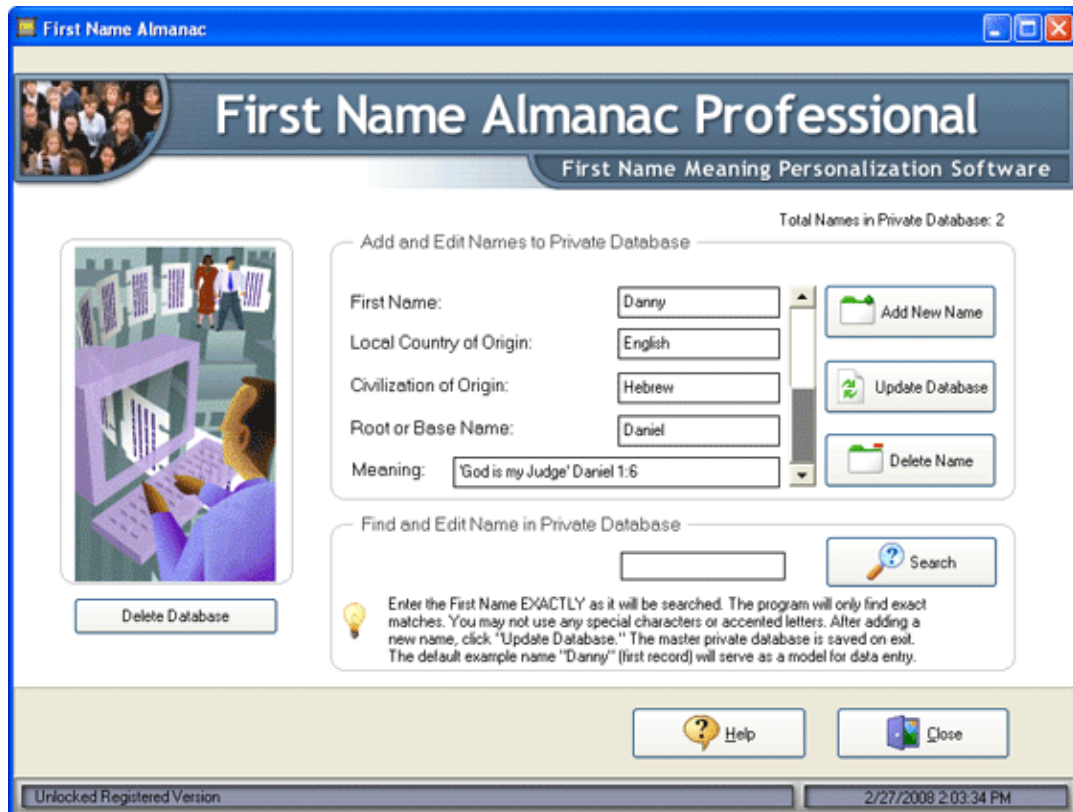
In addition to the permanent database of more than 250,000 names, First Name Almanac also provides a separate private name database in which you can save your own names, along with their meanings and other details. Whenever you search for a name, the private name database takes precedence over the permanent database. That is, if the same name is found in both databases, the private database entry will be displayed instead of the permanent entry. This handy feature allows you to customize names and their meanings to suit your customers.

To access the private database editing screen:

From the **Edit** menu on the home screen, select **Edit Private Name Database**. You can also access this screen by clicking the **Edit Private Name Database** button found on the Step 1 screen when you are printing the meaning of single or dual names.

A screenshot of the 'Edit All Properties' screen for the name 'Dennis'. The name 'Dennis' is entered in a text box. Below it, there are fields for 'Local Origin of Name: English', 'From the Greek name Dennis', and 'Meaning: 'Of Dionysos', the Greek name for the god of wine'. There are radio buttons for 'American English' (selected) and 'British English'. A red circle highlights the 'Edit Private Name Database' button. A yellow tooltip says '<--- This is the name & spelling that will print. You may edit or change the name without affecting the meaning.' There is also a 'Use Secondary Meaning' button.

The private database editing screen displays. The following sections explain the options you see on this screen.

A screenshot of the 'First Name Almanac Professional' software interface. The title bar says 'First Name Almanac'. The main window has a blue header with the title 'First Name Almanac Professional' and subtitle 'First Name Meaning Personalization Software'. On the left, there is an illustration of a person at a computer with a 'Delete Database' button below it. The main area is divided into two sections: 'Add and Edit Names to Private Database' and 'Find and Edit Name in Private Database'. The 'Add and Edit' section has fields for 'First Name: Danny', 'Local Country of Origin: English', 'Civilization of Origin: Hebrew', 'Root or Base Name: Daniel', and 'Meaning: 'God is my Judge' Daniel 1:6'. There are buttons for 'Add New Name', 'Update Database', and 'Delete Name'. The 'Find and Edit' section has a search box and a 'Search' button. A yellow tooltip explains: 'Enter the First Name EXACTLY as it will be searched. The program will only find exact matches. You may not use any special characters or accented letters. After adding a new name, click "Update Database." The master private database is saved on exit. The default example name "Danny" (first record) will serve as a model for data entry.' At the bottom, there are 'Help' and 'Close' buttons. The status bar shows 'Unlocked Registered Version' and the date/time '2/27/2008 2:03:34 PM'.

Adding a New Name

You can add as many names as you like to the private name database. If you add a name that already exists in the standard database, you are in effect overriding the permanent entry.

To add a new name:

1. Click **Add New Name**.
2. In the **First Name** box, type the name you want to add. Be sure to spell it correctly, as the program will only be able to find exact matches when you search.
3. Enter the appropriate information in the **Local Country of Origin**, **Civilization of Origin**, **Root or Base Name**, and **Meaning** fields. The example name "Danny" is provided as a model for how you should complete these fields.
4. Click **Update Database**. The record is saved in the private database.

Deleting a Name

Deleting a name from the private database is as easy as finding it and clicking **Delete**.

To delete a name:

1. In the Find and Edit Name in Private Database area, type a name in the box.
2. Click **Search**. If a match is found, the name's details will display in the Add and Edit Names to Private Database area.
3. Click **Delete Name**. The record is removed from the database.

Editing a Name

After finding a name in the private database, you can edit its details and save your changes.

To edit a name:

1. In the Find and Edit Name in Private Database area, type a name in the box.
2. Click **Search**. If a match is found, the name's details will display in the Add and Edit Names to Private Database area.
3. Edit the fields as you see fit.
4. Click **Update Database**. The record is updated.

Deleting the Database

You can delete the entire contents of the Private Name Database by clicking **Delete Database**. This will erase every name in the database except for the example name "Danny". Don't worry — this will not affect the thousands of names found in the permanent database.

Sentiment Lines

When you are printing the meaning of single or dual names or using the 'N' is for Name or Mugs & More feature, First Name Almanac allows you to personalize the printout by adding a sentiment line which will appear in the document. This sentiment line could be any text that you wish to enter. The program will remember the last fifty sentiment lines entered. You also have the option of preserving a sentiment line so that it does not get erased automatically.

To preserve a new sentiment line:

1. In the **Optional Sentiment Line Here** box, enter any text you desire.

2. Select the **Preserve Sentiment Line** check box. First Name Almanac will save the sentiment so that it is not deleted after more than fifty additional sentiments have been entered.

To delete a sentiment line:

1. Click the sentiment line list box and select the line that you wish to delete.
2. Press the **Delete** key on your keyboard. The line is deleted.

Settings

General Options and Preferences

To access the general options and preferences, go to the **Preferences** menu on the home screen and select **General Options and Preferences**.

Startup Defaults

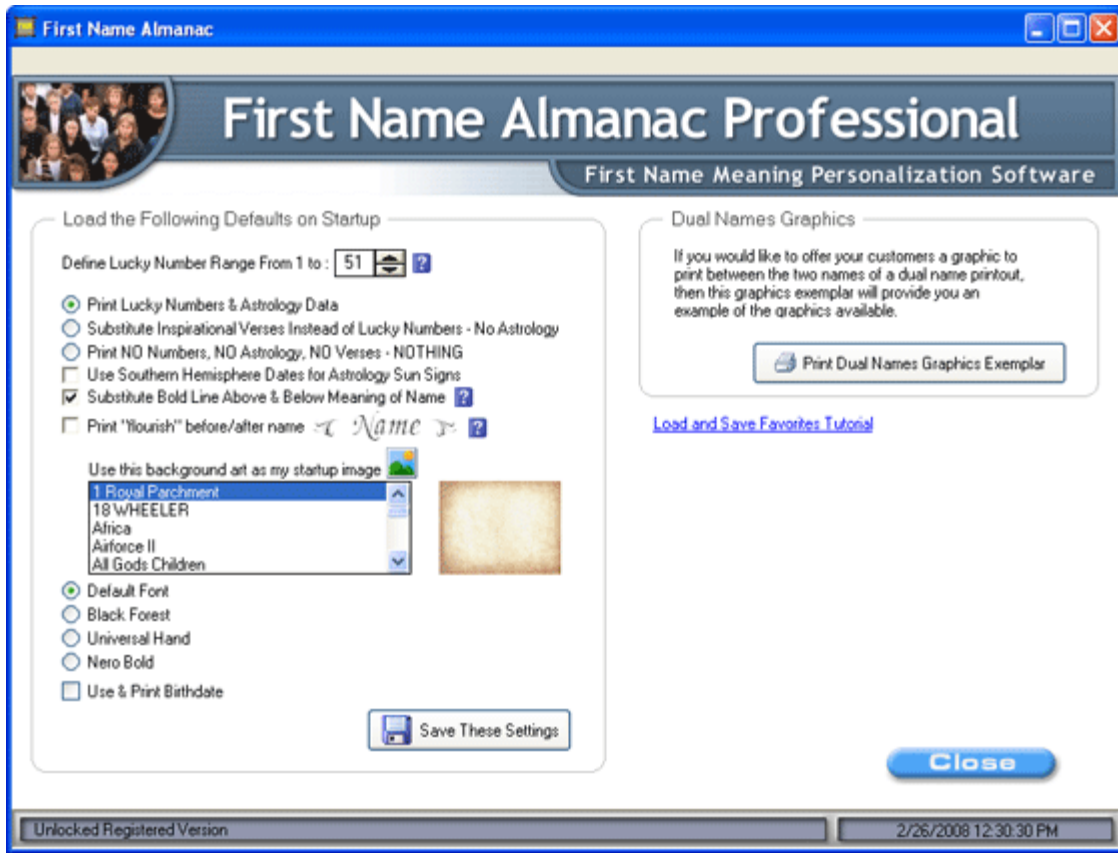
The Startup Defaults area lets you specify an assortment of settings to be applied each time you launch First Name Almanac. Many of these default settings can be modified for each document that you print. Your options are as follows:

Define Lucky Number Range	To change the range of lucky numbers, use the up and down arrows to increment or decrement the upper limit. Lucky numbers are randomly chosen from the numbers between 1 and the upper limit that you specify.
Substitute Inspirational Verses Instead of Lucky Numbers - No Astrology	Select this button to print inspirational verses by default instead of lucky numbers and astrology. This setting can be modified for each document you print.
Print NO Numbers, NO Astrology, NO Verses - Nothing	Select this button to make this the default print setting. No lucky numbers, astrology or inspirational verses will be printed. This setting can be modified for each document you print.
Use Southern Hemisphere Dates for Astrology Sun Signs	Select this button to use southern hemisphere dates for astrology sun signs instead of northern hemisphere dates.
Substitute Bold Line Above & Below Meaning of Name	When this box is selected, bold lines will print above and below the name instead of the decorative curly cues.
Print "flourish" before/after name	When this box is selected, decorative flourishes will print to the left and right of each name.
Use this background art as my startup image	Select one of the background images from this list to make it the default art chosen for each document.
Default Font Black Forest Universal Hand Nero Bold	Select one of these options as your default font at startup.
Use & Print Birthdate	Select this check box to print a birthdate for each name by default. You can modify this default setting when you enter a name.

After making changes to the startup defaults, be sure to click **Save These Settings**.

Dual Names Graphics

In the Dual Names Graphics area, you can print an exemplar of the graphics that you can select to print between dual names.



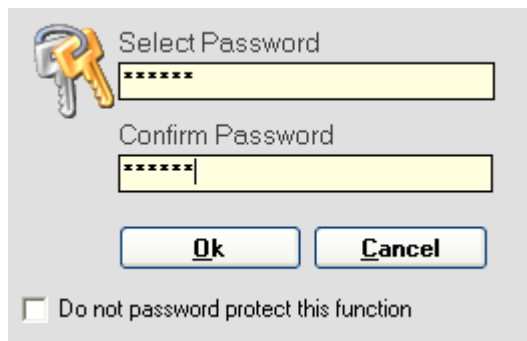
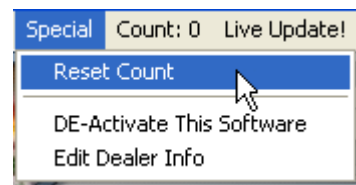
Resetting the Print Counter

On the menu bar at the top of the screen, you'll see a counter that tells you how many documents have been created.

To reset the counter:

1. From the **Special** menu, select **Reset Count**.

The first time you select this option, you will be asked to select a password that will be required anytime you wish to reset the counter.



2. Enter the password in the appropriate fields and click **OK**. The counter will be reset to zero. Anytime you attempt to reset the counter in the future, you will need to enter the same password. Be sure you don't forget it!

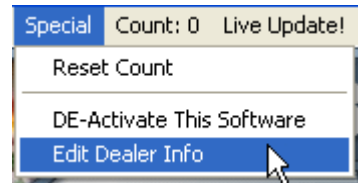
Note: If you do not want to password-protect the counter-reset function, select the check box at the bottom of the dialog box. You will not need to select a password.

Editing the Dealer Tag Line

At the bottom of every printed page and PDF document, First Name Almanac prints a tag line that can contain any text that you specify.

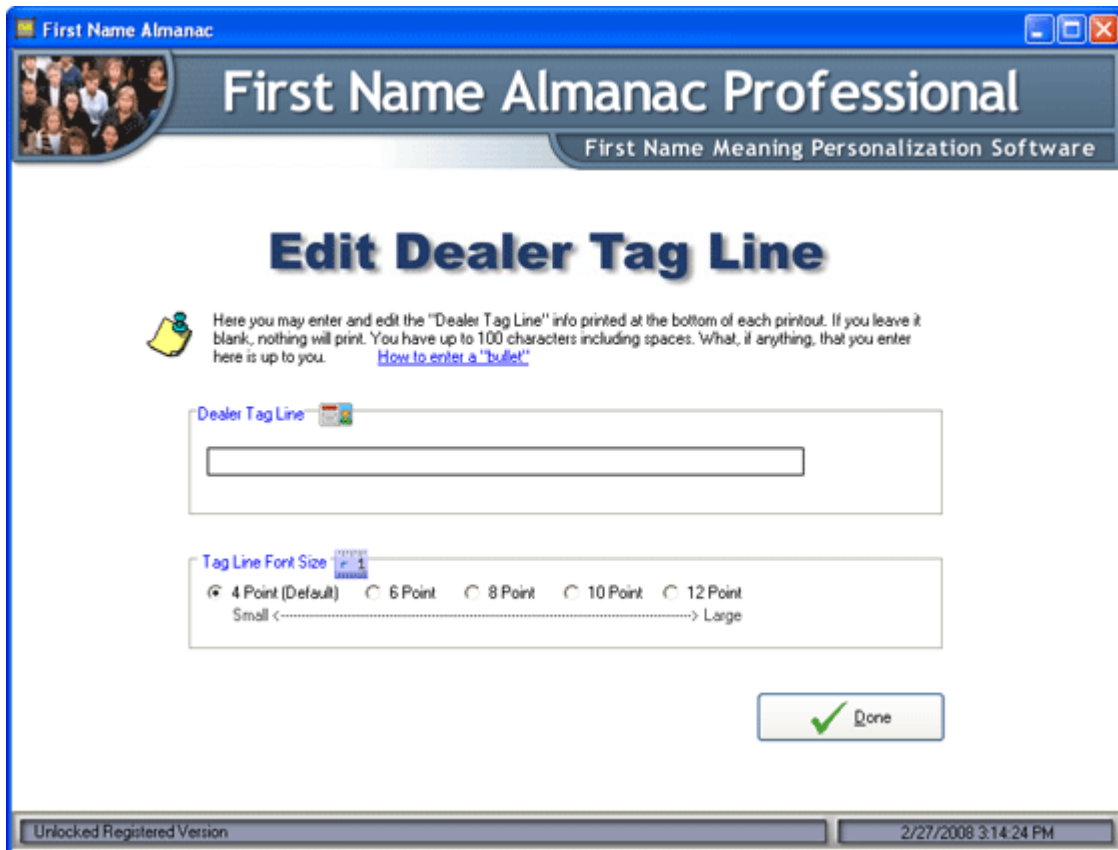
To edit the dealer tag line:

1. From the **Special** menu, select **Edit Dealer Info**.
2. In the window that displays, type your text in the **Dealer Tag Line** box. You are free to enter anything you'd like, such as your business name, address or a simple message.



Note: If you do not enter a tag line, nothing will print at the bottom of the page.

3. In the Tag Line Font Size area, select the size you would like the dealer tag line text to be.
4. Click **Done**.



PDF Options

You can access the PDF Preferences screen by clicking the **PDF Options** button found on the sidebar menu of the Customize and Print screen. Here you can specify the default e-mail subject, message text and signature that will be used whenever you e-mail a PDF to a customer. To make changes to the default text, simply click in the box and type your own. Be sure to click **Save** when you are finished.

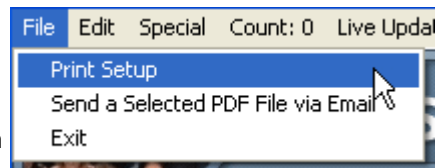


Print Setup

The Print Setup allows you to set up your printer to work with First Name Almanac.

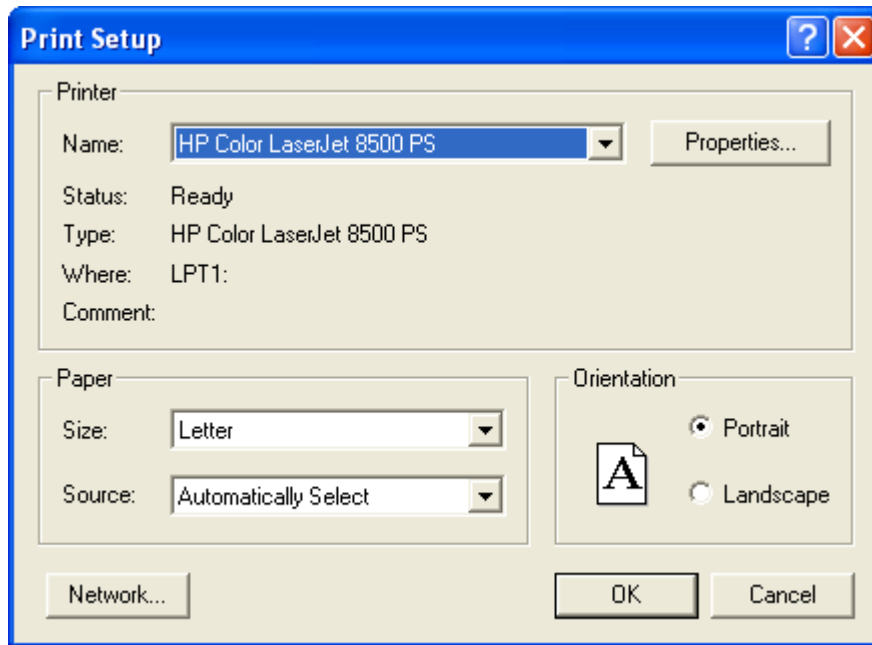
To set up your printer:

1. From the **File** menu, select **Print Setup**. The Print Setup dialog box displays.
2. In the Printer area, select a printer from the **Name** dropdown list. This will be the default printer to which the program will print. If you are already using a printer with your computer, it should appear in this list. To further specify printer settings, click the **Properties** button.



Note: To select a network printer, click the **Network** button

3. In the Paper area, select the paper size and source. We recommend that you use the default settings.
4. In the Orientation area, select either **Portrait** or **Landscape**.
5. Click **OK**.



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