



First Name Almanac PRO-Quick Start

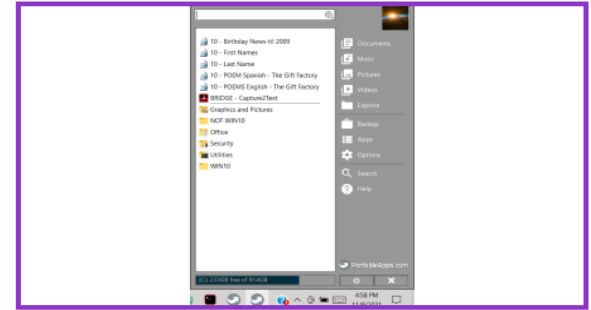


1 QUICK START

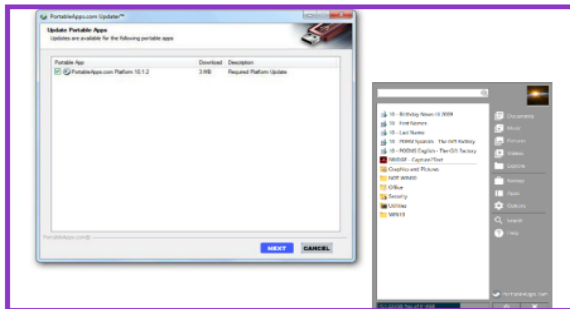
Maybe you are not new to this but going forward this section will be our *foundation*.



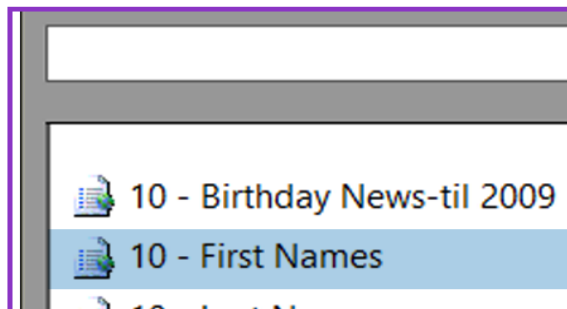
2 Double LEFT-CLICK on the START menu icon we PINNED to the TASKBAR at the end of the install video.



3 The menu will pop-up on the right, above the CLOCK. Wait a moment to see if there is an UPDATE pop-up.



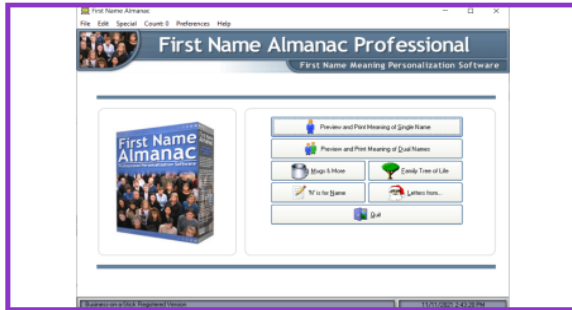
4 If there is an UPDATE popup window then CANCEL it. You can update later. Click on the **CANCEL** button.



5 On the menu at the lower right of your screen, toward the top, is First Name Almanac. It simply says **First Names**. Single-click on it.



6 The first time you open an app give it time. It will take a little longer than normal while it builds its data structures. **Be patient WAIT!**



7 The HOME screen for the First Name Almanac will open.

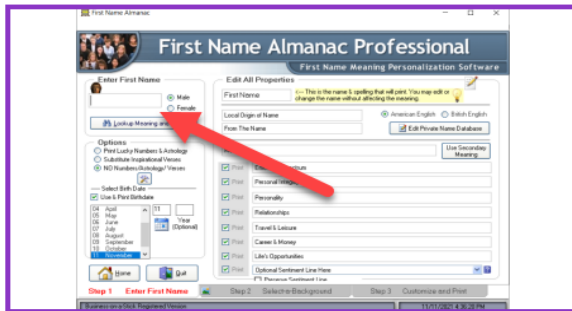


8 Wait as long as the mouse pointer is spinning.

Move the mouse a little, it is ready to use when the spinner stops and the mouse pointer returns.



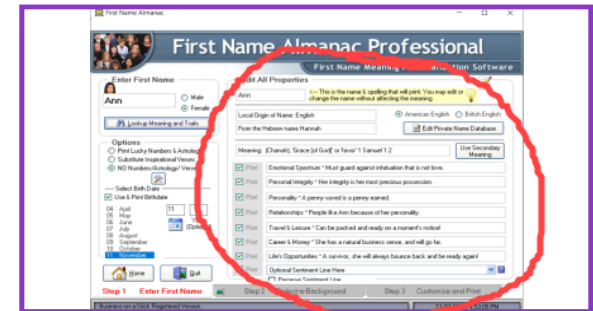
9 Click on the top option, "Preview and Print Meaning of single Name"



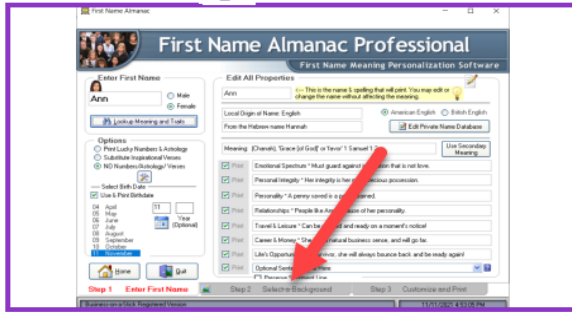
10 Step 1 Enter First Name
The cursor is flashing in the Enter First Name field, waiting for us to type in the name we want to look up.



11 Enter First Name
1- Enter a first name
2- Select the gender.
3- Click Lookup Meaning and Traits
This will retrieve that information from the database.



12 Edit All Properties
The meaning and traits will display to the right in the Edit All Properties area. You can edit this information as needed. Any editing here is **NOT** saved into the master database.



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Move to Step 2

When satisfied with the data then move to the next step by clicking on **Step 2 Select-a-Background** found at the bottom center of the screen.



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Step 2 Select-a-Background

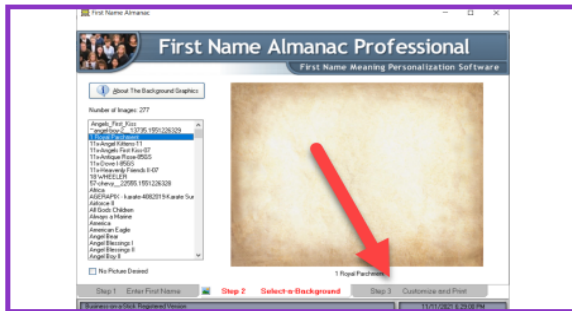
Here you can select the background you will use to print on. You can scroll through the options in the scrollbar on the left.



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Art Scrollbar

Click in the Art Scrollbar, type in the first letter of an art, or scroll up or down using the arrow keys. The selected background will display to the right. Let's choose "1 Royal Parchment."



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Move to Step 3

When the art is selected, then move to the next step by clicking on **Step 3 Customize and Print** found at the bottom right of the screen.



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Step 3 Customize and Print

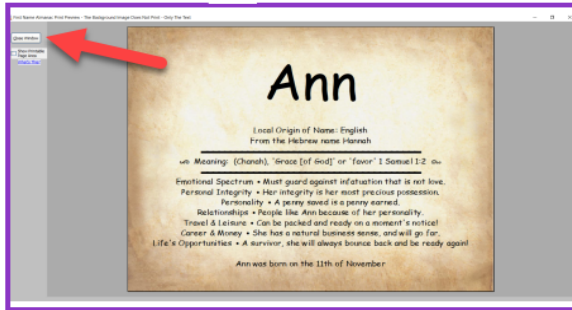
On this screen, you can modify a number of settings that determine the appearance of the final document. More on this screen in later training.



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PREVIEW

To preview the name before we print, then CLICK on the preview BUTTON on the right side of this window.



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PREVIEW SCREEN

The name certificate is displayed with the name on the selected art. To close this window **CLICK** on the **Close Window** button on the upper left of the window.



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PRINTING A SINGLE NAME

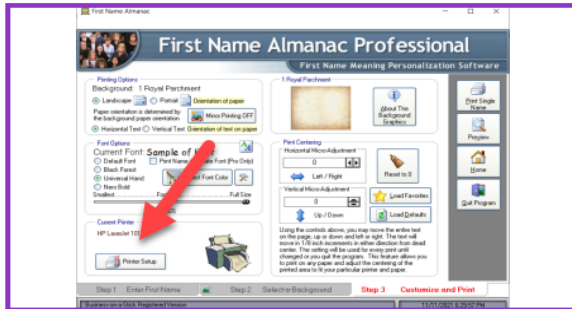
We are now back on the **Customize and Print** screen. If the preview looked good then we can print on the art in our printer by **CLICKING** the button **Print Single Name** on the upper right.



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PRINTING

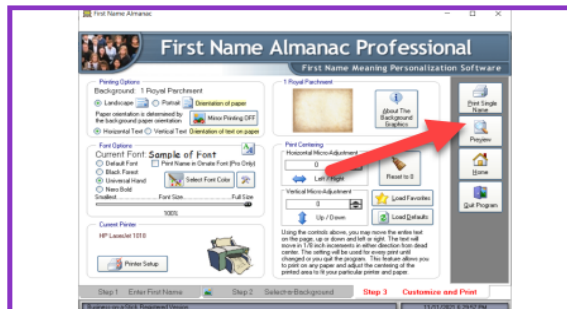
As explained in install video # 2, **PRINT** will use the last printer used before you opened the First Name Almanac. With the art print in the printer, it will now print the name on it.



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Another Name

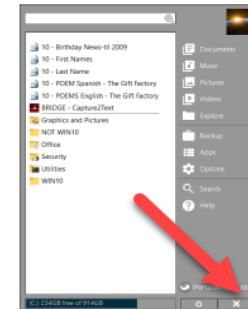
In order to do another name **CLICK** on **Step 1 Enter First Name** at the bottom left. Then repeat from step #10.



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HOME or QUIT

On the right side of the window **CLICK** the **HOME** button to go HOME to choose another product like *Two Names* or *Family Tree*, etc. Or you can **CLICK Quit** to exit



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EXIT the Main Menu

After you **QUIT** First Name Almanac you can exit the Main Menu by **CLICKING** on the **X** at the lower right of the menu. **First, be sure all KKSoft apps are closed!**