

Tutorial: Getting Started

In this tutorial we will start off with a blank sticker, add items to it, position them and set various settings.

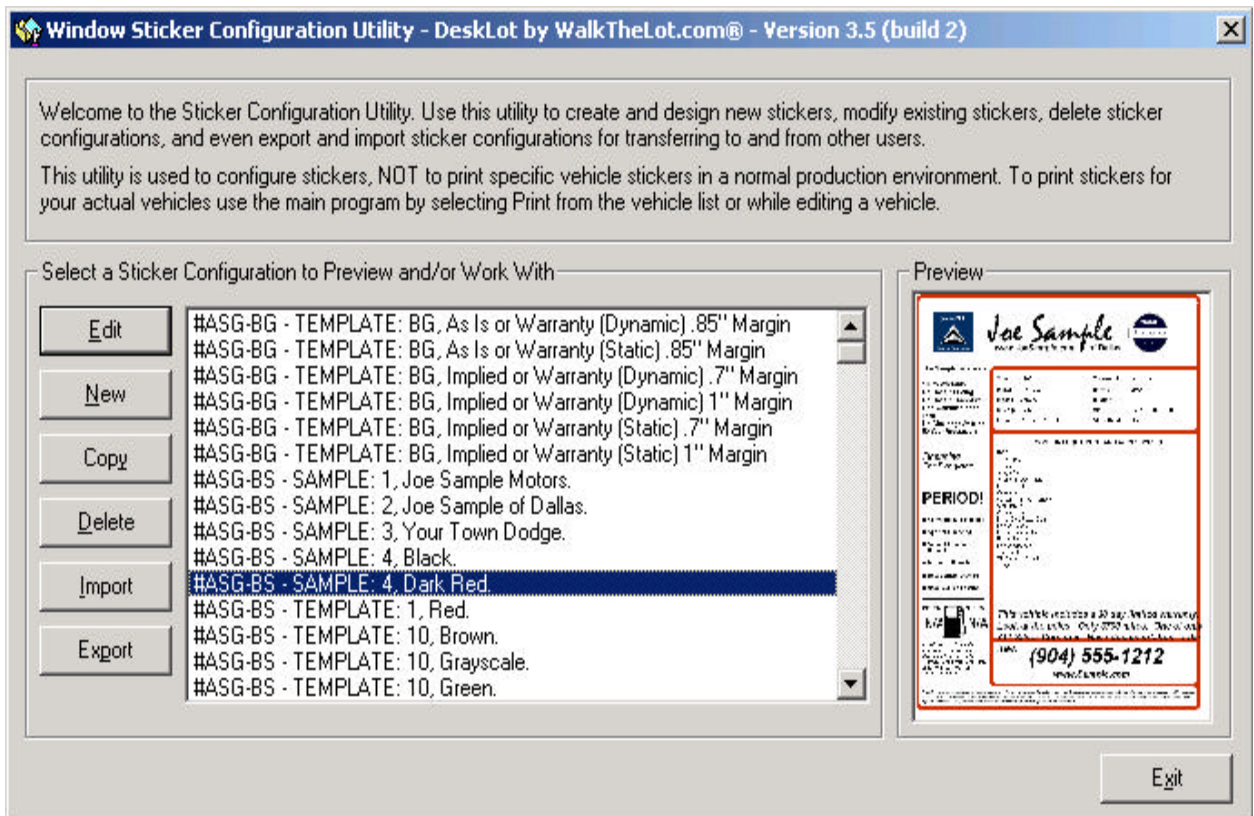
In normal situations you probably will not need to create a sticker from scratch like this but would more than likely slightly modify one of the pre-designed sticker templates included within the software. However, by doing this tutorial this way, it will walk you through the necessary skills to create a sticker configuration from scratch or successfully modify an existing sticker design.

Let's get started.

Launch the sticker configuration utility by either:

- A) Going to your Start menu, Programs, DeskLot Window Sticker Printing Software, Window Sticker Configuration Utility.
- B) Within DeskLot click Window Stickers and then Configure Window Stickers from the main menu (where you see your vehicle list from).
- C) Run StickerC.exe which is located in your C:\Program Files\WalkTheLot DeskLot\ folder.

You should see the following screen. If you see the Select an Account screen 1st, simply select an account and then you will see the following screen.



From the above Window Sticker Configuration Utility screen, click the "New" button.

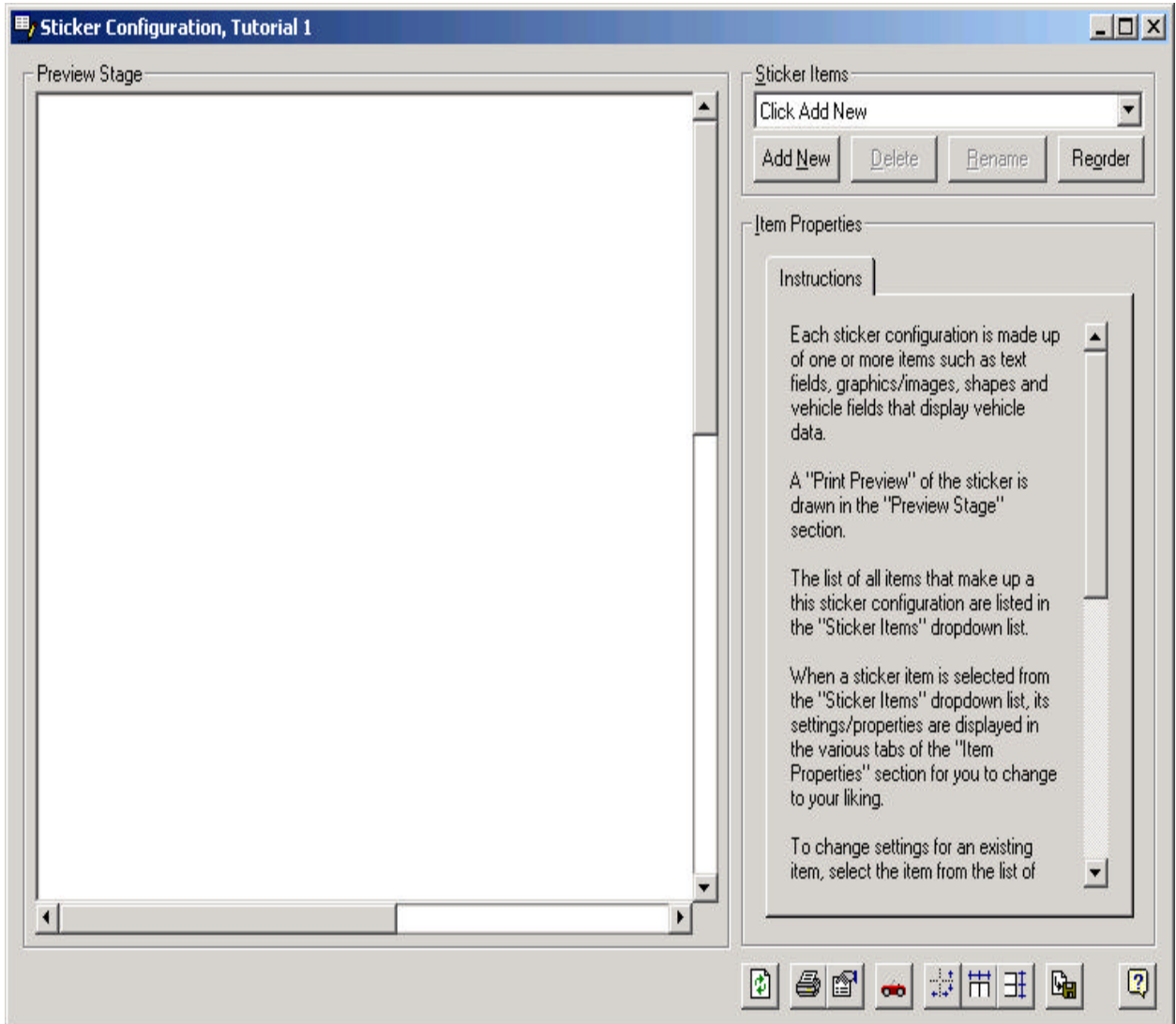
The "Sticker Name" dialog box will open asking you to enter the descriptive name you would like to call this sticker. Let's name it "Tutorial 1". Enter "Tutorial 1" in the input box and click "OK".

You will now see "Tutorial 1" listed within the stickers in the Window Sticker Configuration Utility screen (shown

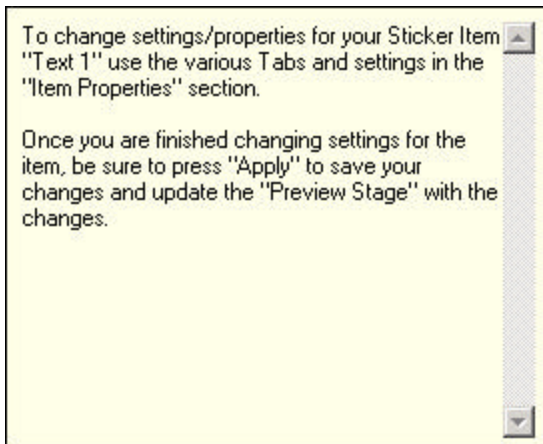
above). It should be the sticker that is already selected from the list for you. If it is not, locate "Tutorial 1" and click it. The "Preview" window will be blank as this is a totally blank sticker.

When "Tutorial 1" is selected in the list, click the "Edit" button to edit this sticker.

The Sticker Configuration screen will now be open showing your blank sticker as shown below.



Before we go much further, if your screen size allows you to maximize the Sticker Configuration screen, please do so. This will allow more area for viewing and also allow extra space for help tips to be displayed. If your screen is large enough, you will see helpful tips shown from time to time such as those listed below:



Use the Tabs in Item Properties to change settings for the Item you just added.

Quickly look the screen over and take notice of 3 specific area:

The "Preview Stage". This is where the sticker is displayed at. It is displayed just as it will be printed. Basically what you see in this large white section is your paper and a print preview. Notice as you move you mouse over the "Preview Stage" it turns into a cross-hair and gives you a help tip that tells you how to add an item to you sticker.

The "Sticker Items" section. This drop-down list displays all of the items that make up your sticker. Items in the list could be images, vehicle fields, shapes, text, etc. This area will make more sense onces we begin adding items.

The "Item Properties" section. When you select a "Sticker Item" from the "Sticker Items" drop-down list, the system then displays the "Item Properties" tabs. Within these tabs you set various settings for the item you selected. This will make more sense a bit later.

Move your mouse over the "Preview Stage". As you do you will notice in the border around the "Preview Stage" the word "Preview Stage" also displays a number for "Left Position" and for "Top Position". These are the coordinates/position a new item would be placed if you left-clicked your mouse at that position.

Move your mouse over the "Preview Stage" until you are a Left Position 10 and Top Position 10. Once there, click your mouse button once.

The "Add a Sticker Item" dialog box will appear as shown below:



As you click through the sticker item types in the list more information about what the particular sticker item type does will be displayed beneath the list.

Select "Text" from the list and click the "OK" button.

You will now notice the sentence "My New Text 1" displayed in the "Preview Stage". The upper-left hand corner of the sentence is at Left Position 10 and Top Position 10. What this means is, it is positioned 10 pixels from the left hand edge of the sticker and 10 pixels from the top edge of your sticker.

"Text" 1 is also now selected from the list of "Sticker Items" and its properties are displayed in the "Item Properties" section.

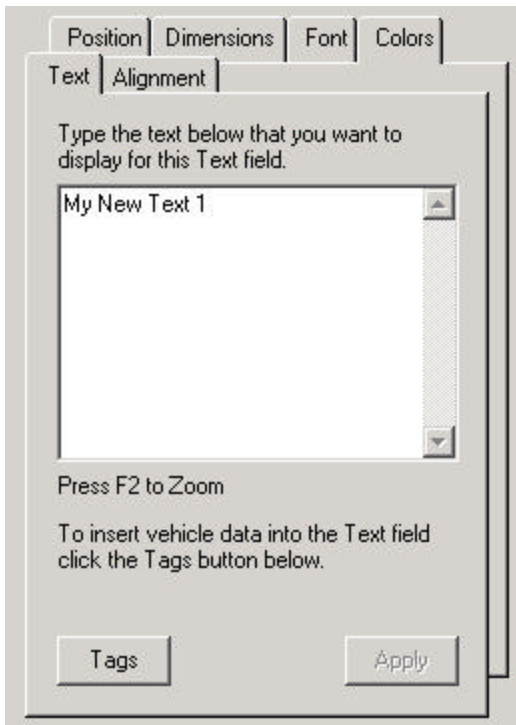
Let's "Rename" "Text 1" in the list of "Sticker Items" by clicking the "Rename" button.

The "Rename Item" dialog box will open. Change the name from "Text 1" to "Our Company Name Text" and click "OK".

All that renaming does is rename the friendly name to something that makes sense to you. This way, when you have 50 items in your list of "Sticker Items" you can more quickly understand what each one is.

Ok, let's change what the text says.

In the "Item Properties" section, if it is not already the selected Tab, click the "Text" tab as shown below:



Change the sentence "My New Text 1" to "Acme Motors - 111 S. Somewhere. Sometown, FL. 32080".

Click the "Apply" button to save your changes and update the "Preview State" with the results.

Now click the "Font" tab and from within the "Font" tab section click "Select Font" button.

The "Font" dialog box will open.

Change the font from "MS Sans Serif" to "Arial".

Change the "Font Style" from "Regular" to "Bold".

Change the "Size" from "10" to "14".

Click "OK".

The "Font" dialog box will close and the "Sample Text" will now display a sample of the new font settings. HOWEVER, the "Preview Stage" is not updated until you press "Apply" to save your changes. Press "Apply".

Click the "Alignment" tab and try all 3 "Text Alignment" settings and press "Apply". When you are done playing, align the text Left again and press "Apply".

Click the "Colors" tab and try different colors by pressing the "T" item within the "Foreground and/or Font Color" section.

Click the "Position" tab.

You will notice the "Position from Left Edge of Sticker" setting is "10"... which is what we set it at when we clicked onto the "Preview Stage". Change it to 5 and click "Apply". You will notice the text section moved to the Left 5 more pixels.

Change the "Position from Top Edge of Sticker" from "10" to "50" and press "Apply". You will notice the text moved further down the sticker.

Note: You can manually enter numbers in the position boxes or for large changes use the scrollbars.

Click the "Show Position Grid" button. You will notice the "Preview Stage" now has dots all over it. These dots are placed every 10 pixels to help you know which position you want to place things at.

Toward the bottom right of the screen where all of the icons are, click the Print icon.



The sticker design will print and you will get a message box stating:

"Along with the printing of your preview, the printout also has a layout grid printed on it for assistance in measuring and laying out your form. Dots are placed every 10 pixels beginning with 10. All sticker item settings on the design screen are in pixels, just as the grid has dots every 10 pixels.

The grid is intended to be a starting reference point and due to the diversity of printer manufacturers and their respective margins, can not be exact."

You will notice on the print out that not only are there dots every 10 pixels but there are also numbers along the top and left hand side. This is to help you know which positions to choose when laying out sticker items on your sticker. When we design sticker configurations to print on pre-printed forms, we will print this sheet and lay it over the pre-printed form and draw out where we want things. This can be a very helpful tool.

Click the "Hide Position Grid" button. We don't need it anymore.

Click the "Dimensions" tab.

Only the "Width" settings is enabled as that is the only property that applies to text fields. The width for text fields will tell the system how far to allow the text to go to the right before it word-wraps into a new line. We can just leave this setting as it is.

Let's add some vehicle data

Move your mouse over the preview stage to Left Position 5 and Top Position 100 and click your left mouse button.

From the "Add a Sticker Item" dialog box, once again select "Text" and click "OK".

"Text 2" is now selected from the "Sticker Items" list and the "Text" tab is selected in the "Item Properties" section.

In the "Item Properties" section and the "Text" tab, change the text from "My New Text 2" to "Year:" and click "Apply".

Move your mouse over the preview stage to Left Position 50 and Top Position 100 and click your left mouse button.

From the "Add a Sticker Item" dialog box, once again select "Vehicle Field" and click "OK".

"Vehicle Field Data 1" is now selected from the "Sticker Items" list and the "Vehicle Field" tab is selected in the "Item Properties" section.

Change the "Vehicle Field" in the "Vehicle Field" tab in the "Item Properties" section from "Stock Number" to "Year" and click "Apply".

This demonstrates how you could layout vehicle data on a sticker with the description in a text field and the

vehicle field data next to it as a vehicle field item type.

But, what if we wanted it to say something like "2007 Dodge Durango Limited" as one sentence? We can't really add each item as it's own vehicle field since the length of the data would vary depending on which vehicle we were printing a sticker for. There might be many spaces between for example the year make and model or the fields might overlap each other. SO, let's try a different way.

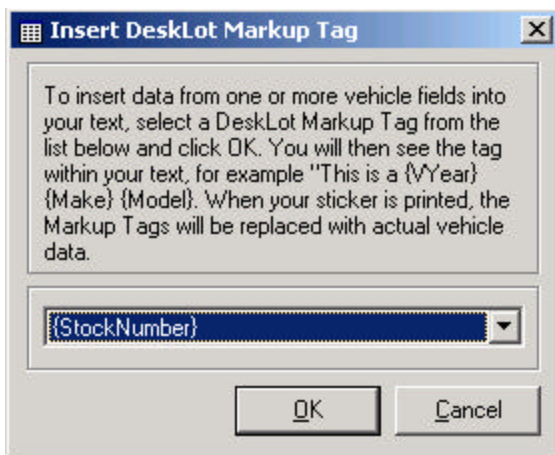
Move your mouse over the preview stage to Left Position 5 and Top Position 150 and click your left mouse button.

From the "Add a Sticker Item" dialog box, once again select "Text" and click "OK".

"Text 3" is now selected from the "Sticker Items" list and the "Text" tab is selected in the "Item Properties" section.

In the "Item Properties" section and the "Text" tab, delete the existing text that says "My New Text 3".

Click the "Tags" button. The tags dialog box will appear as shown below:



Select "VYear" from the dropdown list.

Note: Notice it displays the brackets and surrounding fields and that some fields have different names such as "VYear" rather than "Year". These are how the markup tags are displayed. You can either manually enter these tags in text or use this tags dialog box to enter them for you. They have to be spelled EXACTLY as they are displayed in the dropdown box and they are cASEsensiTIVE.

Click "OK".

You will notice that the word "VYear" is now in the text.

Add a space after it. Make sure your cursor is after the space. When you click the "Tags" button again it will insert the next tag right where the cursor is.

Click the "Tags" button again and this time select "Make" and click "OK".

Add a space after it.

Repeat this process for the tags "Model" and "Trim".

When you are finished click "Apply" to save your changes and display the results.

You should see something like "2007 Dodge Durango Limited". Of course you will see a different vehicle depending on what vehicles you have typed into your copy of DeskLot.

Note: If you want to display sample data from a different vehicle, click the red car icon toward the bottom right of the screen.



Let's add a graphic

Click another location on the "Preview Stage" where you would like to place a graphic.

From the "Add a Sticker Item" dialog box select "Graphic" and click "OK".

The "Open" dialog box will appear. Use this to browse your computer and located a GIF, JPG or BMP graphic. For tutorial purposes we suggest you go ahead and use one of the sample graphics located in the C:\FilesDeskLot_Images_Graphicsfolder. We will select the graphic "award.gif" and click "OK".

Once you have selected a graphic, the "Image" tab will be selected in the "Item Properties" section.

Notice the "Select New Image" button. Use this if you decide you want to select a different graphic.

Click the "Dimensions" tab.

The settings for the "Width" and "Height" are the actual dimensions of the graphic you selected. For best results you really want the graphic you select to ALREADY be the size you want it to be on your sticker. If it is not, you should (if you have the computer expertise) use a graphic editing program to scale the image to the size you want. HOWEVER, you can change the width and height settings to change the size it is displayed as. Note: This does NOT change the size of the actual file... it just changes the size it is displayed at... which may not give you the best display/printing results.

If you do need to use the "Width" and "Height" settings to change the size the graphic is displayed as, you will want to change both settings the same percentage, otherwise the image will be out of proportion.

For example, we selected the "award.gif" graphic. The "Width" of the original image is "141" and the "Height" is "231". If we want to shrink it 25 percent then we take $141 * .75$ which is 105 and then 25 percent of 231 ($231 * .75$) which is 173. This way we are decreasing both values by 25% which keeps it in its proper proportion.

Final Notes

You may use the Tab key on your keyboard to tab through settings.

F1 is always available for Help or you can click the Help icon at the lower-right.

Additional helpful tips are shown in the Tips boxes if you have your screen large enough the the Sticker Configuration screen maximized. Maximizing your screen gives the Sticker Configuration screen room enough to display these helpful tips.

To find out what a button does, such as the ones at the bottom of the screen, click it BUT hold your left mouse button and then drag your mouse off of the button. This basically just selects the button as the active button, which displays the help text for it but by dragging your mouse off of it, it doesn't actually click the button. The help text is displayed in the colored section right above the buttons at the bottom right of the screen.

To delete a "Sticker Item" select it from the list of "Sticker Items" and click the "Delete" button.

To rename a "Sticker Item" to a more friendly name select it from the list of "Sticker Items" and click the

"Rename" button.

To reorder the order in which items are drawn/printed (meaning which items get printed first) and the order in which items appear in the "Sticker Items" dropdown, click the "Reorder" button.

Once you have your sticker designed, it is a really good idea to make a backup copy of it in case your computer crashes. You can do this with the "Export" button at the select a sticker screen. It is also a good idea to make a copy of any sticker you are getting ready to modify, in case you screw up you can always revert back to the unmodified sticker. Do this with the "Copy" button at the select a sticker screen.

If you get stuck anywhere and can not get it figured out after reviewing the help system, do not hesitate to call support.

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