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USER'S GUIDE



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Single User / Single Computer

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Installation / Set-Up



Opening Set-Up Screen



Software License Agreement

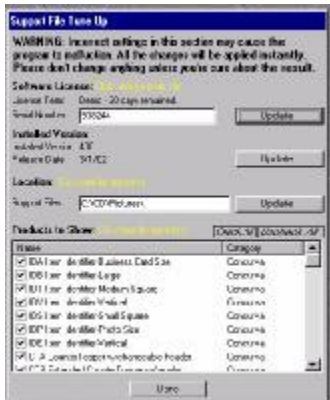


Options Overview Screen

Program Options Screen



Support File Tune-Up Options and Registration Screen



Menu Item / Message Database



Insert the Sign-O-Matic™ CD into your CD Drive and run "Set-Up" [Click on "My Computer" and then click on your CD drive icon. Then double-click on "Set-Up".] The "Install / Quit" screen should appear in a few seconds. Click on "Install" to proceed.

After the software installs, start Sign-O-Matic by double clicking on the shortcut on the desktop or from "Start>Programs>Sign-O-Matic."

Please review the Sign-O-Matic™ Software License Agreement that appears on first use (and also on the second page of the User's Guide) and click on "I Agree" if you agree to the terms of this

- Use the program "Options" screen to select Paper "Standard" – U.S. sizes (Letter and Tabloid) or International sizes (A4/A3). Other options can be selected at a later time when you are more familiar with Sign-O-Matic's features. In the interim, use the default options shown.
- Use the "Tune Up" options screen to:
 - Register your Sign-O-Matic Software (see below)
 - Select the directory where your support files are stored, typically <CD Drive>:\Pictures"
 - To select the Sign Products you will be making inserts for. (This will limit the products presented to you each time you start Sign-O-Matic.) You can edit your "Menu Item / Message" database on your first use of Sign-O-Matic or edit the database later. (See Page 10.)
- After you become more familiar with Sign-O-Matic's features, you can use "View / Options" or "View / Tune-Up" to select or de-select options at any time.

Registration Procedures:

You must register your software with VGS within 30 days of installation. You can register by calling VGS Customer Service at 800-203-0301 between 9:00 AM and 5:00 PM, Monday to Friday (EST).

You can also register by e-mail: SOM@vgs-inc.com When calling or e-mailing, please provide the Temporary Trial Mode Serial Number that appears on your screen. You will be given a Permanent Serial Number to enter in the dialog box. [Note: The Registration dialog box can be accessed later using the View / Tune-Up menu.]

Upon completion of the Set-Up process, the Sign-O-Matic opening screen will appear – see next page.



Quick Start

Detailed instructions will be found on the following pages, but if you are anxious to get going, use this "Quick Start" page to print your first batch of professionally designed signs.

Install

Insert the Sign-O-Matic™ CD into your CD Drive. Run "Set-Up" from it.

Start

Double click on the Sign-O-Matic icon on your Desktop or click "Start>Sign-O-Matic" to bring up the opening screen. Click on the "Create New Insert" icon or "File / New Insert" to begin the 9 easy steps to creating professional looking signs.

STEP 1

Select Product



Click on the Product Series and specific Model you need inserts for.

STEP 2

Choose a Layout



Click on a Layout to fit your presentation needs.

STEP 3

Enter Menu Items /



Double-click on a Menu Item from the database or type directly into the Layout form.

STEP 4

Select Style



Browse the library of Styles and apply a style to an individual insert Layout or to all the inserts at once.

STEP 5

Design / Inserting



Double-click on an Image Placeholder or Text Box to insert Pictures and change fonts, font color, type size and alignment

STEP 6

Save



Save your Insert Page for later recall and editing.

STEP 7

Adjust



Click the Adjust button to improve the appearance of your inserts.

STEP 8

Print Preview



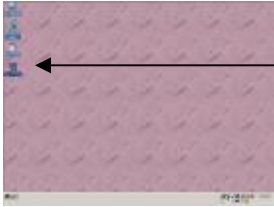
STEP 9

Print

Print on pre-perforated paper or print with perforation guides.
It's that simple!



Opening Screen



Double clicking on the Sign-O-Matic Icon on your Desktop or Start Menu brings up the opening screen

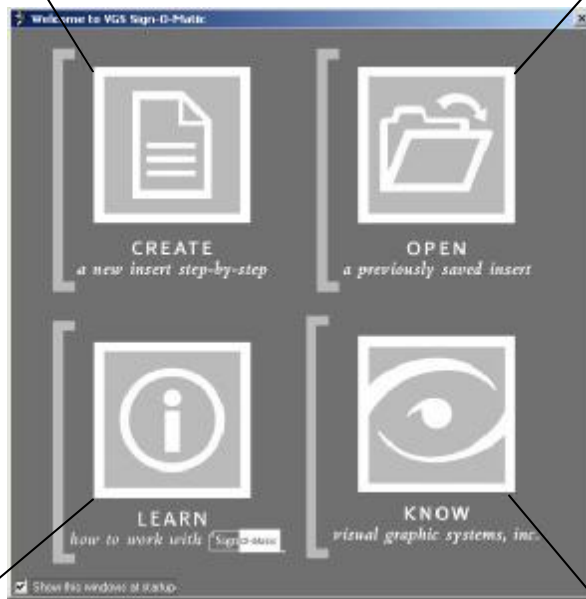
Click on one of the four icons "Create New



Create a New Insert by Selecting the Product Type



Open a Previously Saved Insert Page



Learn How to Work with Sign-O-Matic and Print User

Know VGS – Link to VGS Web Site

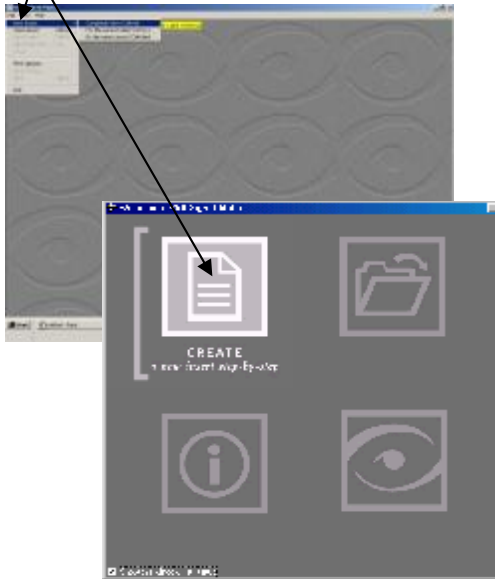




Creating Sign Inserts

Start

Click on the "CREATE" icon on the Opening Screen or Click on "FILE / NEW INSERT" to begin. [Note shortcut = "CONTROL+N"]

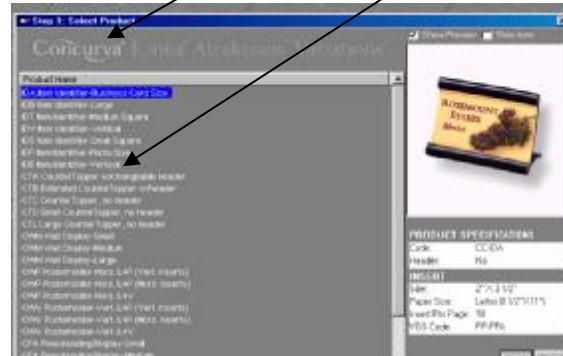


STEP 1

Select Product

Product

Models



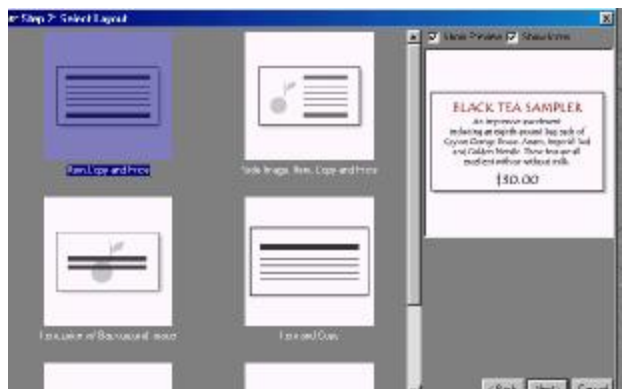
Click on a "Product Series" (*Concurva*[®], *Linea*[®], etc.) to select the Series you need inserts for.

You will see a list of models within that series. As you scroll through the models, a picture of each will appear in the upper right corner and the paper and size specifications for related inserts will appear in the box below.

Highlight the model of interest and click "Next" to proceed to Step 2.

STEP 2

Choose a Layout



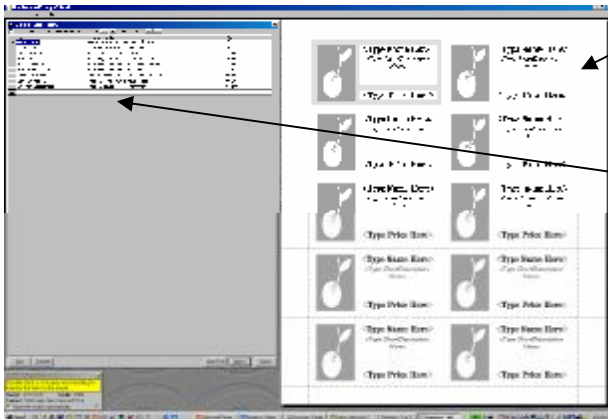
After selecting the product / model you need inserts for, you are presented with a series of "Layouts" appropriate for that model. Click on any Layout to see a preview in the upper right corner. Click on the Layout of choice and then click "Next" to proceed to Step 3. [NOTE: You can change fonts, photos and other design elements in Step 5.]



Creating Sign Inserts

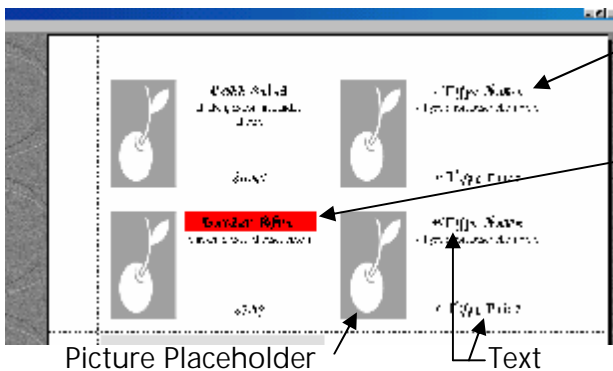
STEP 3

Enter Menu Items /



A "Form" appears on the right side of the screen that illustrates the number of inserts that print on one sheet of letter sized (or A4) paper for this product size (e.g. – ten inserts print on sheet for IDA Item Identifiers / Business Card size).

The "Item Database" on the left of the screen contains a list of menu items and related data (meal, category, etc.). Double clicking on the left row heading button of any menu item will automatically insert the data into the Form and move to the next insert on the form. *[NOTE: See Page 9 for more detailed instructions on managing your "Menu Item / Message" database.]*

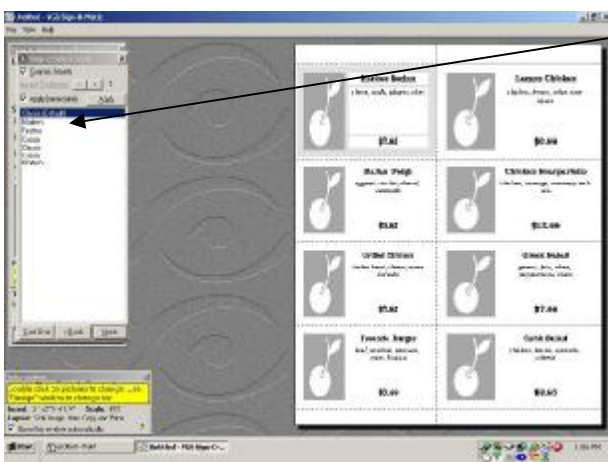


You can also type directly into the Form by clicking on any "Text Box". *[NOTE: A Text Box or Image Box with no data will be blank when it prints.]*

If a Text Box turns red, it means the message is too long to fit. You can edit the message to shorten it in this step or continue to Steps 4 and 5, where you can change the font or type size to correct the problem. *[NOTE: Photos and Illustrations can be added or changed in Step 5.]* After entering your messages, click "Next".

STEP 4

Select Style



You can apply a "Style" to the entire form or any individual insert. If the "Apply Immediately" box is checked, you will see the appearance of the inserts change as you scroll through the different styles.

If the "Connect Inserts" box is checked, the style will be applied to all the inserts on the Form. If it is not checked, the style will be applied to the highlighted insert. *[NOTE: You can tell the highlighted insert because the background turns gray when selected.]*

Each insert on a Form can have a different style if desired.

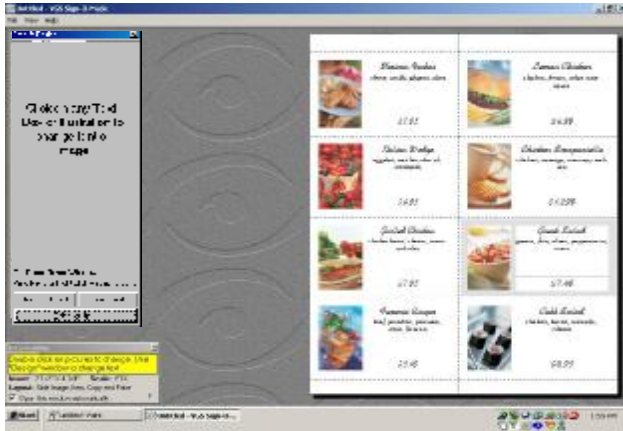
After applying Style(s), click "Next".



Creating Sign Inserts

STEP 5

Design / Inserting



The "Design" step allows you:

- Insert "Pictures" (photos and other graphic images) into your Layouts from the built-in library of JPG images.
- Change the Alignment, Font, Type Size and Font Color of any Text Box
- Reposition and re-size Objects (Text and Pictures) (for advanced users only!).
- Add your own digital photos, clip art, or other graphics.

To change an "Object", double-click on it to bring up the Object dialog boxes.

To change a Picture, double-click on the Picture placeholder and the "Select Picture" library will appear. As you scroll through the file names, the images will appear in the selected placeholder. To choose a particular image, double-click on the file name or another placeholder.

After selecting a Picture, the "Design Picture" dialog box appears. You can change the size and position of the image by clicking on the arrow buttons, but it is recommended that you maintain the defaults. *[NOTE: Except for abstract images, you should maintain the Aspect Ratio or the image will become distorted.]*

To insert your own Pictures, click on the "Add" button in the Select Picture dialog box. Using the "Browse" button, you can quickly locate your Picture files. Double-click on a file name to select it. Then give it an easy to remember name to select it from the Picture Library.

NOTE: The Pictures you add can be assigned to "This Layout" or made available to "All Layouts" by checking the appropriate box.

NOTE: For ready access, it is best to save your Pictures in the default "C:\Program Files\Sign-O-Matic\My Sign-O-Matic Pictures" sub-directory.

Click on a Text Box to bring up the Text Box Properties box. Highlight the text and use the graphic formatting tools to change the Font Size, Font Color, Type Size, and Text Alignment. You can also re-size and re-position the boxes by clicking on the arrow keys (for advanced users only.)

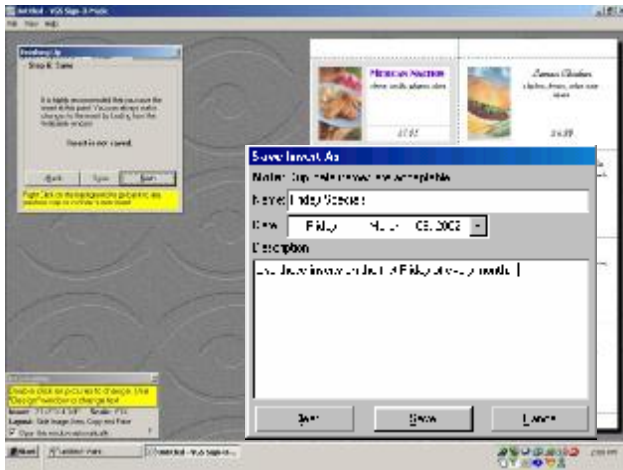
Click "Finishing Up" to proceed to Step 6.



Creating Sign Inserts

STEP 6

Save



Click on the “Save” button to preserve your Insert Page for future recall. *[NOTE: It is not essential to Save before Printing, but it is highly recommended.]*

The “Save Insert As” box allows you to name your Insert Page for easy recall at a future time. In addition to naming your Insert Page, you can add comments.

NOTE: You can later use the “File / Open” menu to recalled saved Insert Pages. When recalling a saved insert, you can read “Description” comments and also sort your saved inserts by name, size and date by clicking on the file table headings.

STEP 7

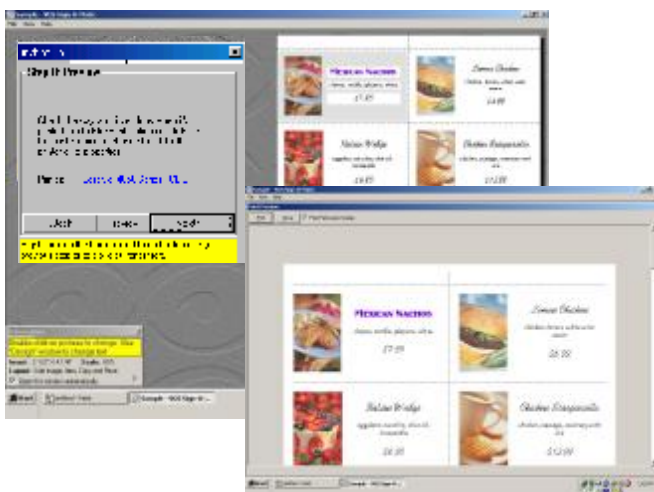
Adjust



“Adjusting” usually improves the appearance of inserts by vertically centering the text boxes and eliminating white space. You can “Adjust” a single insert or the entire page. *[NOTE: Once adjusted, you cannot revert to the original layout unless you recall the saved insert page. This is why it is important to save your work in Step 6.]*

STEP 8

Print Preview



Clicking on the “Preview” button allows you to see how your Insert Page will look when printed.

If you are not using VGS “PP” series perforated paper, click on “Print Perforation Guides” to help you cut inserts to the right size after printing.

NOTE: Clicking on the Printer name hyperlink brings up a dialog box that allows you to change the printer default settings. It also allows you to change the non-printing area in the event you have problems printing the insert page.



Printing Sign Inserts

STEP 9 Print



Insert a sheet of VGS "PP" series pre-perforated paper or other paper in the manual feed tray of your printer. You can choose to print with or without perforation guides by checking or un-checking the box.

Simply click on the "Print" button to send your Insert Page to the printer.

Note: Clicking on the Printer name hyperlink brings up a dialog box that allows you to change the printer default settings.

Note: VGS has checked Sign-O-Matic on a wide variety of printers, but we cannot guarantee it will work on every printer. If you have problems printing, try increasing the "non-printable" margins by clicking on the Printer hyperlink. If you continue to have problems, call VGS Technical Support at 800-203-0301 or e-mail us at SOM@vgs-inc.com.

Managing Your Menu Item / Message Database

A major feature of Sign-O-Matic™ is the ability to store your menu items, prices, descriptions, etc. in a database. When creating a Sign-O-Matic insert page, you can select any of these items and insert them into a Layout by simply double-clicking on the left row heading button. *[Note: The software comes with several menu items pre-loaded for sample purposes. You can overtype these items or right click on any one to Delete it.] To "Add New" items, simply right-click anywhere on the data table.*

Left Row Header

Column Headings

Name	Category	Meal	ShortDescription	LongDescription	Price	Price2
Iced Tea	Beverage	Lunch			\$9.95	\$16.99
Coffee		Lunch	fresh brewed coffee with a layer of foam milk		\$7.95	\$14.99
Old-Fashioned Fried	Sandwiches	Lunch	fried chicken breast, american cheese and	Grilled eggplant, squash and zucchini brushed with olive oil. Served on to	\$6.95	\$12.45
Beef Burger	Sandwiches	Lunch	beef, lettuce, tomato, onions	Half a pound of fresh ground beef grilled, then topped with melted pe	\$7.95	\$14.99
Ham & Cheese Hero	Sandwiches	Lunch	chicken breast, cheese, bacon	We top a tender char-broiled chicken breast with our classic barbecue so	\$7.45	\$13.99
Sweet Desserts	Desert	Lunch			\$5.45	\$9.95
Lemon Chicken	Poultry	Lunch	chicken, lemon, white wine sauce	Breast of chicken sautéed in lemon and white wine sauce. Accompanied	\$6.99	\$12.95
Chicken Scarpinella	Poultry	Lunch	chicken, sausage, rosemary with rice	Sautéed chicken and sausage with rosemary, and peppers and potatoes	\$12.99	\$23.95
N.Y. Steak		Lunch	grilled sirloin w/spiced peppercorn sauce	Served traditional style with cheddar cheese on crispy tortilla chips, topped	\$14.45	
Fish Platter	Entree	Lunch	jumbo shrimps, scallops, rice and potato		\$13.95	
Greek Salad	Salad	Lunch	feta cheese, grape leaves	Fresh mixed greens, topped with crumbled feta, stuffed grape leaves, k	\$8.95	

By Right-Clicking on a Column Heading, a menu will appear that allows you to select which columns you want to see when creating inserts. For example, you may only need to have one price per item, so you can uncheck the "Price2" column heading. *[Note: By de-selecting a column, you do not lose the data stored in the column. You can see the data again by checking the column name again.]*

You can Sort the data in any column by simply left-clicking on the column heading. For example, you might want to sort your menu items by "Meal" or by "Category."

If you use "cycle menus", you can use the Category field to store cycle information. For example, you could use a code consisting of "A/B/C/D" for weeks 1 through 4 and the numbers 1 through 5 for days for Monday to Friday. You could even add a meal code. Hence "Week 2, Tuesday, Lunch" could be entered as "B-2-L".

Note: Menu Item Name, Short Description, Long Descriptions and Price fields are "mapped" to specific layouts. If there is no data in these fields, there will be a blank area on the insert.