

# 2020 CoverPage Designer User Guide



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# About 2020 CoverPage Designer

CoverPage helps you create attractive, informative cover pages for several different uses. Here are a few examples of possible uses for a cover page:

- ▶ Approval Pages — allow an end user to sign off on pricing and information within a specific worksheet for an upcoming project.
- ▶ Proposal Page — for bid purposes on a job, where a dealer could prepare a page that specifies that the information is for estimates only.
- ▶ Fax Cover Pages — to send as a fax front page on a worksheet that a user may want to send to a client.

Interoffice Cover — to pass information from one department to another within an office. This could serve as a verification that information has been passed from design to sales and then to order entry.

There are infinite ways to create a cover page. A company or dealer could create a cover page and have everyone in the company use it. Once the cover page is created it can become the default for a dealership to create a consistent look when preparing internal information or presentation for clients.

This application includes an editor and WYSIWYG (What You See is What You Get) preview screen. In a cover page you can include: company logos, imported graphics, freehand drawing elements and worksheet data that is dynamically updated from a worksheet, such as pricing and customer information from Worksheet Properties.

# Hints and procedures

As in other Windows applications, there are many ways to do specific tasks in 2020 Cover Page Designer. You can:

- ▶ Use the [menu bar](#) to select the command
- ▶ Click on an icon on the [toolbar](#)
- ▶ Right-click to access the [context menu](#)

Instead of showing different ways of performing the same task, procedures in this help file show you only one way so that you can quickly learn how to use the application.

**Note:** Make sure all Cover Page Designer toolbars are displayed for procedures directing you to click icons.

## Getting Started

To get started quickly, follow these steps:

1. [Create a new cover page layout](#) or [create a cover page layout based on an existing one](#).
2. Customize the layout by inserting [text](#), [images](#) or [drawing lines or shapes](#).
3. [Link worksheet information to the cover page](#).
4. [Save the cover page layout](#).
5. [Print](#) or [preview](#) the cover page layout.

To print the cover page itself (fields are replaced by corresponding data in the worksheet), see [Print a cover page in the 2020 Worksheet online help](#).

# Preferences

2020 CoverPage Designer preferences allow you to control specific characteristics of the program.

From the **Tools** menu, select **Preferences**.

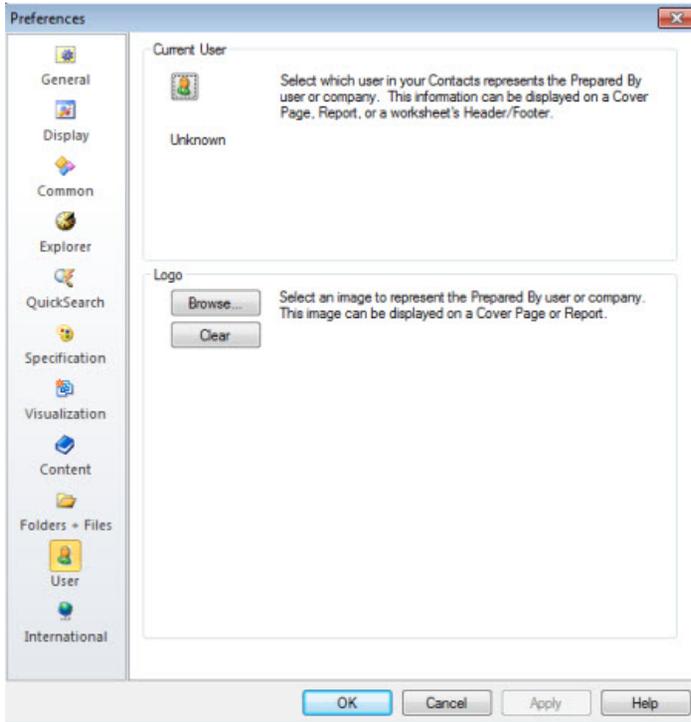
When you change preferences in the 2020 CoverPage Designer **Preferences** dialog, they are also modified in 2020 Worksheet and in 2020 CAP.

- ▶ [User](#) - assign the current user and logo
- ▶ [Folders and files](#) - select folders where documents are stored

## User preferences

Set the User preferences to choose the current user and logo.

1. From the **Tools** menu select **Preferences**.
2. Click the **User** tab.



3. Click the button under **Current User**.

This is a shortcut to the **Prepared By** field in the Contacts database.

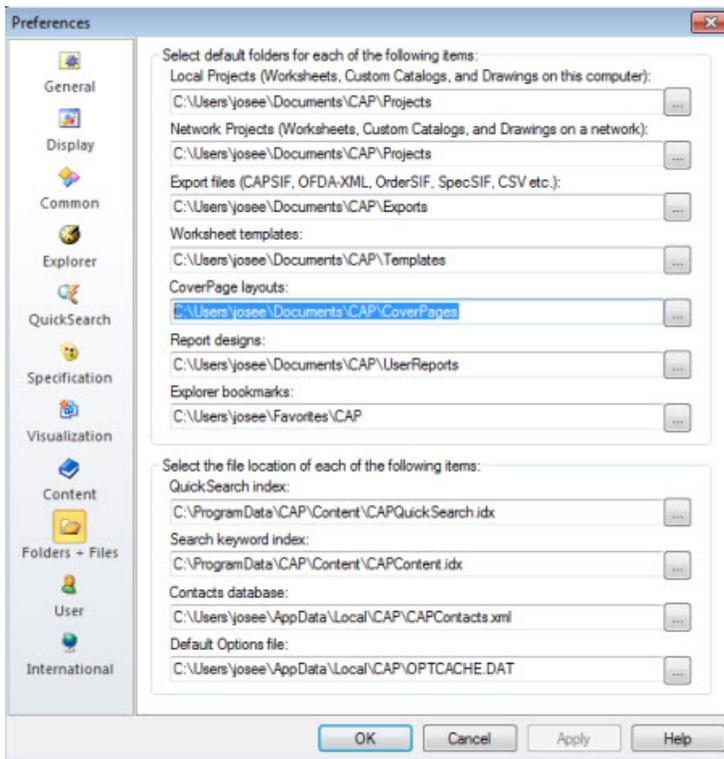
Change your information in the 2020 Contacts dialog, then click **Set Default**. The record you set as default appears as the **Current User**. This information can be used on a cover page, report or printed worksheet's header/footer.

4. Click **Browse...** under **Logo** to select the default image to represent the **Current User**. This logo can be used on a cover page or report.

## Folders and files preferences

Use **Folders and Files** preferences to select the folders where documents are stored. In most cases you will **not** need to edit these locations because defaults are set during installation.

1. From the **Tools** menu select **Preferences**.
2. Click the **Folders + Files** tab.



3. Change any of the following settings by clicking the  icon beside it.

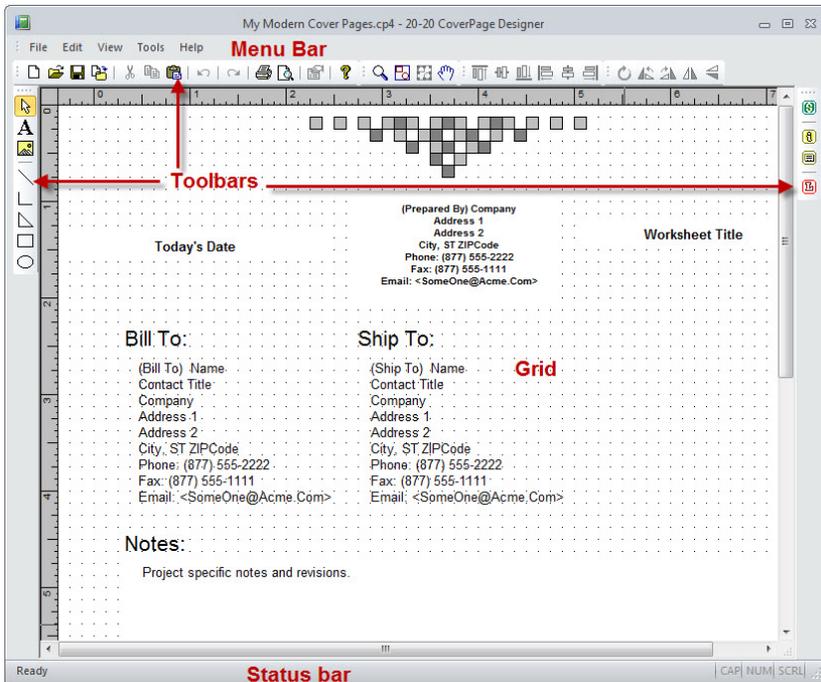
Setting	Description
Local Projects	<p>These are folders that appear in the Explorer bar's Projects tab. This is the primary search folder for opening and saving worksheets.</p> <p>Select the folder where projects will be stored on the local computer.</p>
Network Projects	<p>These are folders that appear in the Explorer bar's Projects tab.</p> <p>Select the folder where projects will be stored on the network.</p>
Export files	<p>Select the folder where export files will be stored. Can be on the local computer or on the network.</p>
Worksheet templates	<p>Select the folder where worksheet templates will be stored. Can be on the local computer or on the network.</p>
CoverPage layouts	<p>Select the folder where cover page templates will be stored. Can be on the local computer or on the network.</p>
Report designs	<p>Select the folder where report designs will be stored. Can be on the local computer or on the network.</p>
Explorer bookmarks	<p>Select the folder where bookmarks will be saved. This folder should be on the local computer.</p>
QuickSearch index	<p>Select the location of the index accessed by QuickSearch in Explorer and Worksheet.</p>
Search keyword index	<p>Select the location of the index accessed by Search in Explorer and Worksheet.</p>
Contacts database	<p>Select the location of the Contacts database.</p>
Default Options file	<p>Select the location of the default options file.</p>

4. Click **OK** to save and close.

Or, click **Apply** to save and keep the **Preferences** dialog box open.

## Screen components

This section covers components of the 2020 CoverPage Designer screen. It includes a brief description of all toolbars and their icons, and links to the appropriate detailed topics.



As illustrated on the previous page, the 2020 Cover Page layout screen consists of:

- ▶ [Menu bar](#)
- ▶ [Toolbars](#)
- ▶ [Grid](#)
- ▶ [Status bar](#)

**See also:** [Context menus](#)

## Menu bar

Located on top of the 2020 CoverPage Designer screen are menu names (from File to Help). They list the tasks you can do in 2020 CoverPage Designer.



Click a menu to open it.

Underlined letters in menu and command names indicate they can be accessed through a shortcut.

For example, to quickly open the **F**ile menu:

1. Press ALT+F to open the **F**ile menu.
2. Type in a letter corresponding to the underlined letter of the command you need.  
For instance, type the letter "S" to save.

Some commands have even quicker shortcuts. Instead of opening menus, you can directly access a command by pressing CTRL plus a letter. For example, CTRL + letter "O" displays the **O**pen dialog.

See the following topics under [Command reference](#) for commands available on each menu:

- ▶ [File menu](#)
- ▶ [Edit menu](#)
- ▶ [View menu](#)
- ▶ [Tools menu](#)
- ▶ [Help menu](#)

## Toolbars

As in standard Windows applications, toolbars in 2020 CoverPage Designer allow you to perform frequent operations quickly with icons (images representing an action or a command).

You can easily customize toolbars. Click on the links below for more information:

- ▶ [Show or hide a toolbar](#)
- ▶ [Move a toolbar](#)

There are several built-in toolbars in 2020 CoverPage Designer, each representing a category of commands:

- ▶ [General toolbar](#)
- ▶ [Drawing toolbar](#)
- ▶ [Zoom toolbar](#)
- ▶ [Alignment toolbar](#)
- ▶ [Rotation toolbar](#)
- ▶ [Worksheet Data toolbar](#)

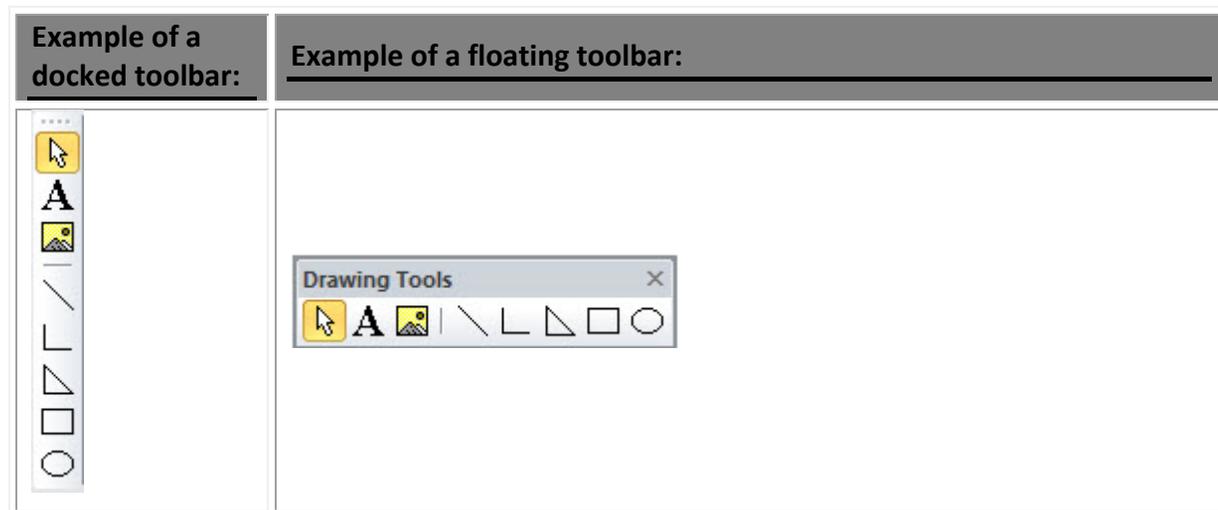
## Show or hide a toolbar

1. From the **View** menu, select **Toolbars**.
2. Select the toolbar name to toggle the toolbar on and off.

If it is off (no  next to the name), click it and the toolbar will appear on your screen (a  will also appear next to its name). Selecting it again will turn it off.

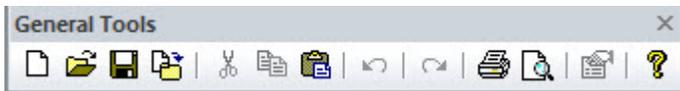
## Move a toolbar

A toolbar can be docked or floating. It is docked when no title bar appears and a move handle is available on the left side or on top of the toolbar.



- ▶ To undock a toolbar and leave it floating, click and hold the left mouse button on the move handle on the left side of the toolbar , then move the toolbar anywhere you want and release the mouse button.
- ▶ To dock a floating toolbar, click and hold the left mouse button on the title bar, then move the toolbar to the desired spot and release the mouse button.
- ▶ To remove a floating toolbar from the screen, click the x in the title bar; to remove a docked one, use **View, Toolbars**.

## General toolbar



Icon	Name	Shortcut	Description
	New	Ctrl+N	<a href="#">Create a new cover page layout</a>
	Open	Ctrl+O	<a href="#">Open a cover page layout</a>
	Save	Ctrl+S	<a href="#">Save the cover page layout</a>
	Save as		<a href="#">Save the existing cover page layout</a> under a different name.
	Cut	Ctrl+X or Shift+Delete	<a href="#">Cut a component</a> from the layout.
	Copy	Ctrl+C	<a href="#">Copy a component</a> from the layout.

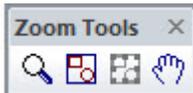
Icon	Name	Shortcut	Description
	Paste	Ctrl+V	<a href="#">Paste a component</a> on the layout.
	Undo	Ctrl+Z or Alt+Backspace	<a href="#">Undo an action</a>
	Redo	Ctrl+Y	<a href="#">Redo an action</a>
	Print	Ctrl+P	<a href="#">Print a cover page layout</a>
	Print Preview		<a href="#">Preview before printing</a>
	Properties	Alt+Enter	View the Properties of a <a href="#">text</a> box, <a href="#">line</a> , <a href="#">shape</a> or <a href="#">worksheet data</a> field.
	Help Topics	F1	View the 2020 Cover Page online help.

## Drawing toolbar



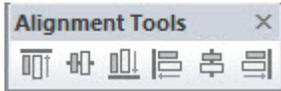
Icon	Name	Shortcut	Description
	Select	Esc	Select a component
	Text		<a href="#">Insert a text box</a>
	Image		<a href="#">Insert an image</a>
	Line		Insert a <a href="#">line</a>
	Polyline		Insert a <a href="#">polyline</a>
	Polygon		Insert a <a href="#">polygon</a>
	Rectangle		Insert a <a href="#">rectangle</a>
	Ellipse		Insert an <a href="#">ellipse</a>

## Zoom toolbar



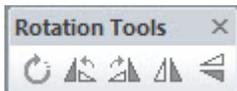
Icon	Name	Description
	Zoom	<a href="#">Zoom</a> in or out
	Zoom to Fit	<a href="#">Display the entire cover page layout</a>
	Zoom to Selection	<a href="#">Zoom</a> to selected component
	Pan the view	<a href="#">Zoom</a>

## Alignment toolbar



Icon	Name	Description
	Align Top	<a href="#">Align components</a> vertically along their top edge
	Align Middle	<a href="#">Align components</a> vertically along their middle
	Align Bottom	<a href="#">Align components</a> vertically along their bottom edge
	Align Left	<a href="#">Align components</a> horizontally along their left edge
	Align Center	<a href="#">Align components</a> horizontally along their center
	Align Right	<a href="#">Align components</a> horizontally along their right edge

## Rotation toolbar



Icon	Name	Description
	Rotate	<a href="#">Rotate</a> to any degree
	Rotate Left	<a href="#">Rotate</a> 90 degrees to the left
	Rotate Right	<a href="#">Rotate</a> 90 degrees to the right

Icon	Name	Description
	Flip Vertical	<a href="#">Flip</a> on the vertical center
	Flip Horizontal	<a href="#">Flip</a> on the horizontal center

## Worksheet Data toolbar

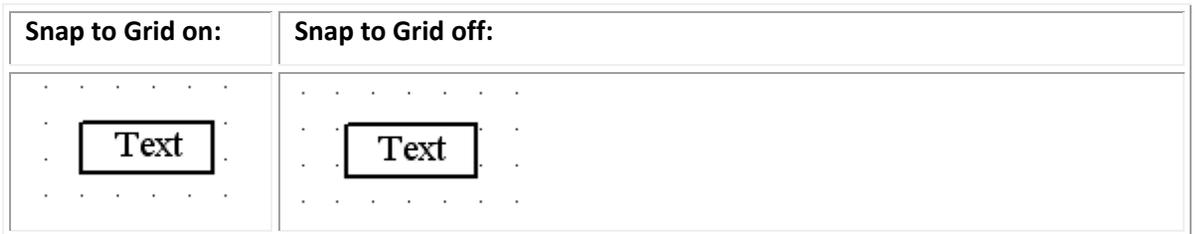


Icon	Name	Description
	Pricing	Insert a <a href="#">Pricing</a> box
	Worksheet Properties	Insert a <a href="#">Worksheet Properties</a> box
	Contact	Insert a <a href="#">Contact information</a> box
	Logo	Insert the worksheet <a href="#">logo</a>

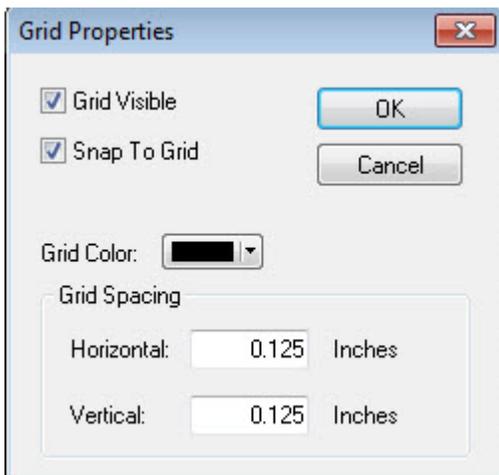
## Grid

The 2020 CoverPage Designer grid helps you align components and visualize the distances between them.

- ▶ To display or hide the grid, select **View, Grid**.
- ▶ To snap components to points on the grid, select **View, Snap to Grid**.



- ▶ To change grid properties, select **View, Grid Properties**. Change the **grid color**, **horizontal** or **vertical** spacing, then click **OK**.



## Status bar

When you hover the mouse pointer over an icon on the [toolbar](#) or a [Menu](#) item, the Status bar displays a brief description.

For example, if you hover over the [Save](#) icon, you will see a brief description on the Status bar:



The Status bar also indicates if the CAP, NUM or SCRL locks are on.

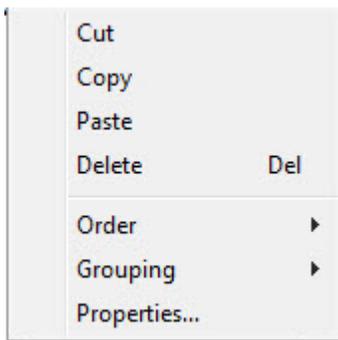
## Context menus

Context menus—sometimes called pop-up menus—display a subset of commands that are specific to the context or the element selected.

To display a context menu, right-click on an element.

### Example:

Right-click on a text box then select **Copy** to copy it.



## Create a new cover page layout

To create a new cover page layout, click  on the [General toolbar](#).

## Open a cover page layout

1. Click  on the [General toolbar](#).
2. In the **Look in** field, choose the disk/folder where the file is located.

By default, user cover page layouts are saved under *My Documents\CAP\CoverPages*.

3. In the **List of files and folders** area, select the filename then click **Open**.

**Note:** To open a cover page layout you worked on recently, select the **File** menu. Right before the **Exit** command are the last four files you worked on. Select the file to open it.

## Create a cover page layout based on an existing one

The quickest way to create a cover page layout is to use any of the Standard cover page layouts available and then save it as a user cover page layout.

1. Click  on the [General toolbar](#).
2. In the **Look in** field, browse to the folder *Documents and Settings\All Users\Application Data\CAP\CoverPages*.
3. Click **Open**.
4. From the **File** menu, select **Save As**.

5. Beside **Save In**, browse to the user cover page layouts folder. By default, this should be *My Documents\CAP\CoverPages*.
6. Type a new **File Name**.
7. Click **Save**.

You can also create a new cover page layout based on an existing one from 2020 Worksheet. See *Manage cover page layouts in the 2020 Worksheet* online help for details.

## Save a cover page layout

1. Click  on the toolbar.
2. If this is the first time you are saving the cover page layout, enter the file name in the **Save As** dialog.

By default, user cover page layouts are saved under *My Documents\CAP\CoverPages*.

### To save under a different name:

1. Click  on the toolbar.
2. Enter the new file name in the **Save As** dialog.

By default, user cover page layouts are saved under *My Documents\CAP\CoverPages*.

# Design a cover page

See the following topics to find out how to customize your cover page layout:

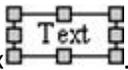
- ▶ [Insert text](#)
- ▶ [Insert an image](#)
- ▶ [Drawing lines or shapes](#)
- ▶ [Link worksheet information to the cover page](#)
- ▶ [Resize or move a field or component](#)
- ▶ [Edit commands](#)
- ▶ [Rotate components](#)
- ▶ [Align components](#)
- ▶ [Change cover page measurements and size](#)
- ▶ [Set the Default Line, Fill and Font](#)

## Insert text

1. Click  on the [Drawing Toolbar](#).

The cursor appears on the grid as the **Text** tool.

2. Without clicking, move the cursor and notice how the coordinates on the ruler follow the cursor.



3. Click again to place a Text Box.

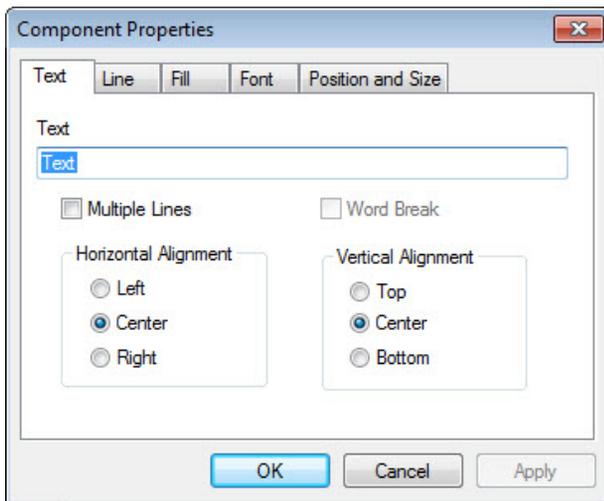
**See also:** [Resize or move a field or component](#)

To change the text properties, right-click on the text box and select **Properties**. Click on one of the tabs in the **Component Properties** dialog:

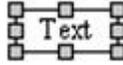
- ▶ [Text Tab](#)
- ▶ [Line Tab](#)
- ▶ [Fill Tab](#)
- ▶ [Font Tab](#)
- ▶ [Position and Size tab](#)

## Text Tab

1. Right-click on the [text box](#) and select **Properties**.
2. Click on the **Text** tab in the **Component Properties** dialog.



3. Under **Text**, type your text, then click **Apply**.



Notice that your text appears in the Text Box.

4. Change any of the following:

If the text will be more than one line, check **Multiple Lines**.

If you want text in multiple lines to wrap, check **Word Break**.

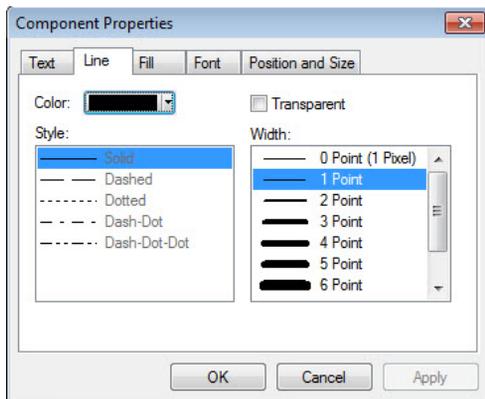
To adjust **Horizontal Alignment**, click **Left**, **Center** or **Right**.

To adjust **Vertical Alignment**, click **Top**, **Center** or **Bottom**.

5. Click **Apply** to see how the text will appear.
6. Click **OK** to save your changes and close the **Component properties** dialog.

## Line Tab

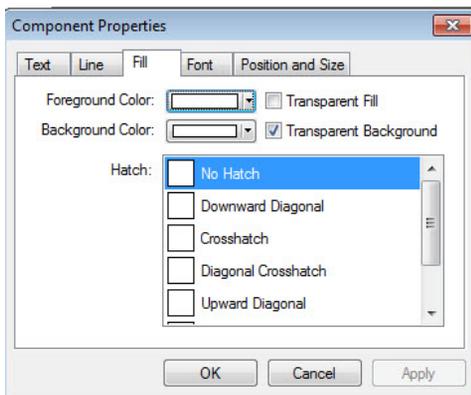
1. Right-click on the [text box](#) and select **Properties**.
2. Click on the **Line** tab in the **Component Properties** dialog.



3. Change any of the following properties:
  - Click **Color** to select the color of the line. Select the color from the dropdown menu or click **Other** to create a custom color.
  - Choose the **style** of the line around the text box.
  - Choose the **width** of the line around the text box.
  - Click **Transparent** if you do not want a border to appear around the text box.
4. Click **Apply** to see how the text box appears with these settings.
5. Click **OK** to save and close the **Component Properties** dialog.

## Fill Tab

1. Right-click on the [text box](#) and select **Properties**.
2. Click on the **Fill** tab in the **Component Properties** dialog to add shading or texture.



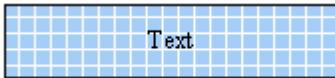
3. Change any of the following properties:
  - Choose a **Foreground Color** from the dropdown.

Click **Other** to create a custom color.

- The foreground color will fill the text box unless you choose a **hatch** pattern.
- Check **Transparent Fill** if you want the text box to be transparent.
- Choose a **Background Color** from the dropdown. Click **Other** to create a custom color.

Note that you will see the background color only if you choose a **hatch** pattern.

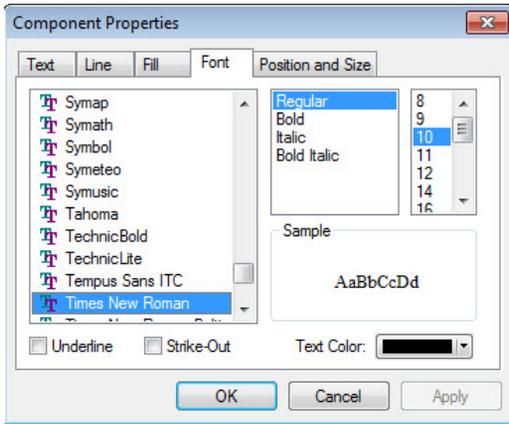
Example: white foreground, light blue background and crosshatch pattern



- Beside **Hatch**, select a hatch pattern to appear across the text box. Select **No Hatch** if you do not want a pattern.
  - Click **Transparent Background** if you want the background of the hatch pattern to be transparent.
4. Click **Apply** to see how the text box appears with these settings.
  5. Click **OK** to save and close the **Component Properties** dialog.

## Font Tab

1. Right-click on the [text box](#) and select **Properties**.
2. Click on the **Font** tab in the **Component Properties** to edit text attributes.



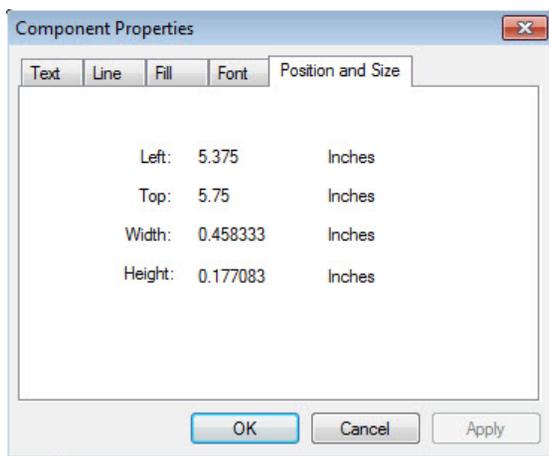
Notice that the **Sample** section in the lower right area gives a preview of font appearance.

3. Change any of the following properties:
  - Choose the font by scrolling through the list on the left.
  - Check **Underline** for underlined text.
  - Check **Strike-Out** for ~~strike-out~~ text.
  - Click on Regular, Bold, Italic, or Bold Italic.
  - Select the font size.
  - Select the **text color**.
4. Click **Apply** to see how the text box appears with these settings.
5. Click **OK** to save and close the **Component Properties** dialog.

## Position and Size tab

To view the left and top position, and width and height of the text box:

1. Right-click on the [text box](#) and select **Properties**.
2. Click on the **Position and Size** tab in the **Component Properties**.



## Insert an image

You can insert images in .bmp, .jpg, .dib, .ico or .emf format.

1. Click  on the [Drawing Toolbar](#).
2. In the **Open** dialog, select your image then click **Open**.
3. Move the cursor to the desired coordinates on the ruler and click once. The image appears, centered on the grid point you clicked.

See also [Resize or move a field or component](#).

## Drawing lines or shapes

On the [Drawing Toolbar](#), click any of these icons to start drawing:



Line



Polyline



Polygon



Rectangle

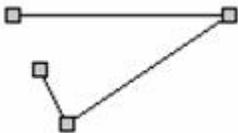


Ellipse

### Example: draw a polyline

1. Click the **Polyline** icon.
2. Click on the grid to start drawing the first line.
3. Drag the cursor across the screen to draw the line. Click to finish the line.
4. Repeat the previous step to draw more lines.
5. Double-click or press Esc to stop drawing.

The end nodes will be highlighted.



6. Drag an end node to reshape the line.

To change the line or shape's properties, right-click on it then select **Properties**. Click on any of the tabs:

▶ [Line Tab](#)

▶ [Fill Tab](#)

**See also:**

▶ [Resize or move a field or component](#)

▶ [Position and Size tab](#)

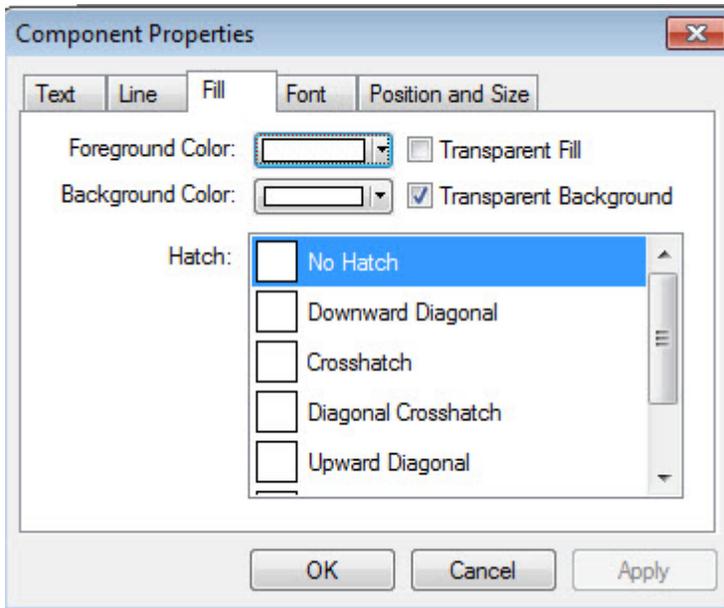
## Line Tab

1. Right-click on the [line or shape](#) and select **Properties**.
2. Click on the **Line** tab in the **Component Properties** dialog.
3. Change any of the following properties:
  - Click **Color** to select the color of the line. Select the color from the dropdown menu or click **Other** to create a custom color.
  - Choose the **style** of the line.
  - Choose the **width** of the line.
  - Click **Transparent** if you want the line to be transparent.
4. Click **Apply** to see how the line appears with these settings.
5. Click **OK** to save and close the **Component Properties** dialog.

## Fill Tab

If you drew a polygon, rectangle or ellipse, you can use the **Fill** tab to change the shape's color or hatching.

1. Right-click on the [shape](#) and select **Properties**.
2. Click on the **Fill** tab in the **Component Properties** dialog.



3. Change any of the following properties:
  - Choose a **Foreground Color** from the dropdown. Click **Other** to create a custom color.
  - The foreground color will fill the shape unless you choose a **hatch** pattern.
  - Check **Transparent Fill** if you want the shape's interior to be transparent.

- Choose a **Background Color** from the dropdown. Click **Other** to create a custom color.

Note that you will see the background color only if you chose a **hatch** pattern.

- Beside **Hatch**, select a hatch pattern to appear in the drawing. Select **No Hatch** if you do not want a pattern.

- Click **Transparent Background** if you want the background of the hatch pattern to be transparent.

4. Click **Apply** to see how the shape appears with these settings.
5. Click **OK** to save and close the **Component Properties** dialog.

## Link worksheet information to the cover page

Worksheet data fields are all dynamically populated components. This means that when you change linked data in a worksheet, the same changes automatically appear in the cover page. This conveniently eliminates the time and potential errors of double-entering.

You can insert four types of data fields on the cover page:

- ▶ [Pricing](#)
- ▶ [Worksheet Properties](#)
- ▶ [Contacts](#)
- ▶ [Logo](#)

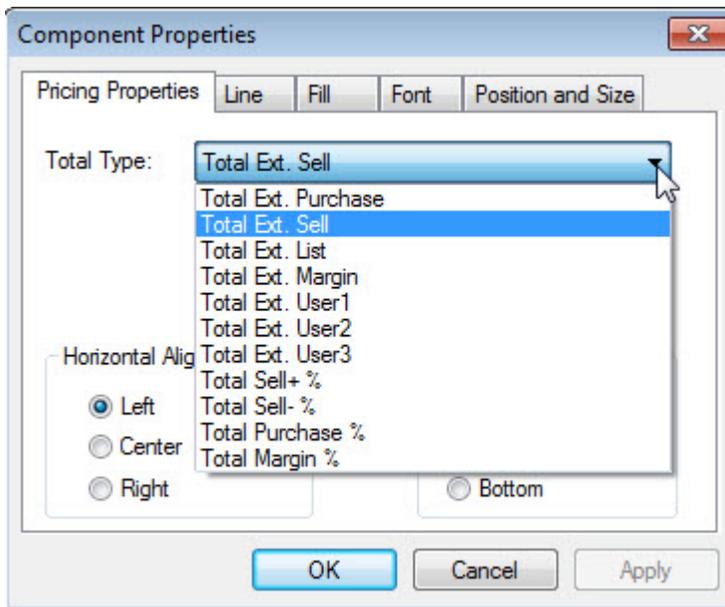
## Pricing

The **Pricing** button imports one total price variable from Worksheet and places it in a Pricing box. You can place more than one Pricing box and you can change the variable shown in each.

1. Click  on the [Worksheet Data](#) toolbar and place a Pricing box on the Cover Page grid.

- 
- 
- 
- Total Ext. Sell**
- . . . . .  . . . . .

2. Right-click the Pricing box, then select **Properties**.



3. Click the **Total Type** drop-down arrow. From here you can see **Total Ext. Sell \$** and other price variables that will be dynamically updated from Worksheet. Select the variable that you want to display in the Cover Page.
4. In **Horizontal Alignment**, set the text to appear at **Left**, **Center**, or **Right** of the box.
5. In **Vertical Alignment**, set text to appear at **Top**, **Center**, or **Bottom** of the box.
6. Click **Apply** to see how these settings appear.
7. Click **OK** to accept them and exit.

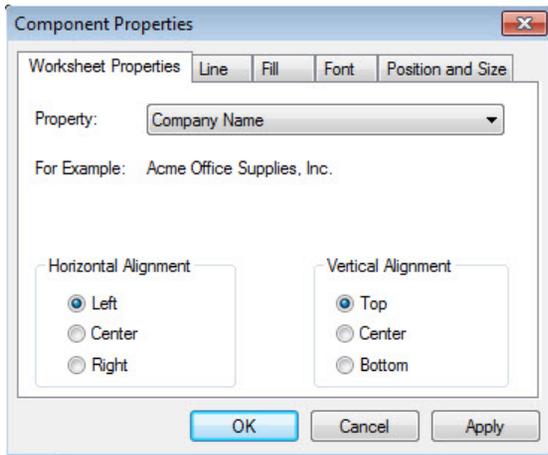
**See also:**

- ▶ [Line Tab](#)
- ▶ [Fill Tab](#)
- ▶ [Font Tab](#)
- ▶ [Position and Size tab](#)

## Worksheet Properties

The **Worksheet Properties** button imports data (Worksheet Title, Company Name, or other text-based Worksheet Data) from Worksheet Properties. You can place more than one Worksheet Properties box and you can change the property shown in each.

1. Click  on the [Worksheet Data](#) toolbar and place a Properties box  in the Cover Page grid.
2. Right-click the box, then select **Properties**.
3. In the **Property** dropdown menu, select one item (such as **Worksheet Title** or **Company Name**) to appear in the **Properties** box. This item will be dynamically updated from the Worksheet.



**Note:** **File Name**, **File Path**, **Today's Date** and **Short Date** are linked to the Worksheet's file name, directory and the current date.

4. In **Horizontal Alignment**, set the text to appear at **Left**, **Center**, or **Right** of the box.
5. In **Vertical Alignment**, set text to appear at **Top**, **Center**, or **Bottom** of the box.
6. Click **Apply** to see how these settings appear.
7. Click **OK** to accept them and exit.

**See also:**

- ▶ [Line Tab](#)
- ▶ [Fill Tab](#)
- ▶ [Font Tab](#)
- ▶ [Position and Size tab](#)

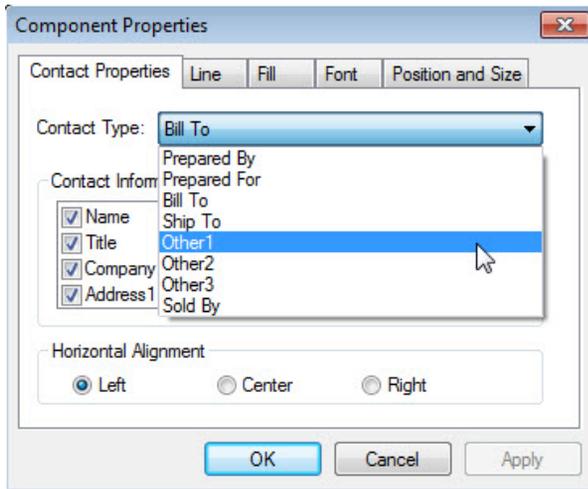
## Contacts

The **Contacts** button imports contact information from the worksheet and places it in a preformatted Address box. You can place more than one Address box and you can change the formatting and the address shown in each.

1. Click the **Contacts** button  on the [Worksheet Data](#) toolbar and place a Contact box in the Cover Page grid.

<input type="checkbox"/> (Bill To) Name	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Address 1	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> City, ST ZIPCode	<input type="checkbox"/>	<input type="checkbox"/>

2. Right-click the Contact box then click **Properties**.
3. In the **Contact Type** dropdown menu, you see **Bill To**, **Prepared By**, **Prepared For**, and other contact data. These are linked to information that you entered in Worksheet Properties.



4. Under **Contact Information**, check the information that you want to display.
5. In **Horizontal Alignment**, set the text to appear at **Left**, **Center**, or **Right** of the box.
6. Click **Apply** to see how these settings appear.
7. Click **OK** to accept them and exit.

**See also:**

- ▶ [Line Tab](#)
- ▶ [Fill Tab](#)
- ▶ [Font Tab](#)
- ▶ [Position and Size tab](#)

**Note:** You can change the **Prepared By** contact information for the worksheet from CoverPage Designer by selecting **Tools**, [Preferences](#).

## Logo

The **Logo** button imports logo information from the worksheet and places it in a preformatted box. You can place more than one Logo box.

1. Click  on the [Worksheet Data toolbar](#).
2. Click on the Cover Page grid to place the logo.

**Note:** You can change the logo for the worksheet from CoverPage Designer by clicking **Tools, Preferences**.

## Resize or move a field or component

### To move a text box, shape or image:

1. Hover your mouse pointer over the component.

Notice the pointer changes to a crosshair  .

2. Click and hold the component, then drag to its new position.

### To resize a text box, shape or image:

1. Click within the component.
2. Hover your mouse pointer over any of the component's edges.
3. When the pointer changes, drag to resize.

Press and hold SHIFT as you resize to keep component's original proportions.

## Edit commands

This section explains the various tasks you can perform to alter you cover page layout. These include:

- ▶ [Cut, copy and paste a component](#)
- ▶ [Delete a component](#)
- ▶ [Bring a component to the front](#)
- ▶ [Send a component to the back](#)
- ▶ [Bring a component one step closer to the front](#)
- ▶ [Send a component one step toward the back](#)
- ▶ [Group or ungroup components](#)
- ▶ [Undo an action](#)
- ▶ [Redo an action](#)

### Cut, copy and paste a component

#### To cut or copy a component:

1. Click on the component to select it.
2. Right-click and select **Cut** or **Copy**.

To paste a component, right-click on the [grid](#) and select **Paste**.

## Delete a component

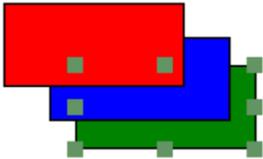
1. Click on the component to select it.
2. Press the Delete key.

## Bring a component to the front

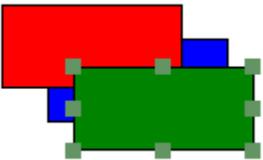
You can use this command when components are overlapping or stacked and you wish to bring a component to the front.

Right-click on targeted component and choose **Order, Bring to Front** from the pop-up menu.

### Before Bring to Front on green rectangle



### After Bring to Front

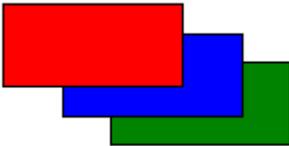


## Send a component to the back

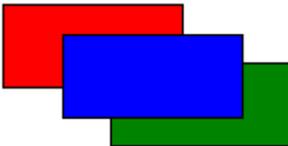
You can use this command when components are overlapping or stacked and you wish to send a component to the back.

Right-click on the targeted component and choose **Order, Send to Back** from the pop-up menu.

### Before Send to Back on red rectangle



### After Send to Back

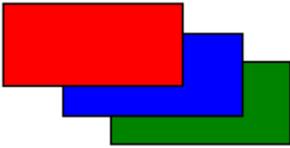


## Bring a component one step closer to the front

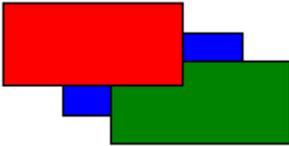
You can use this command when three or more components are overlapping or stacked and you wish to bring one of the components closer to the front.

Right-click on the targeted component and choose **Order, Bring Forward** from the pop-up menu.

### Before Bring Forward on green rectangle



**After Bring Forward**

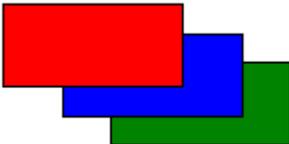


## Send a component one step toward the back

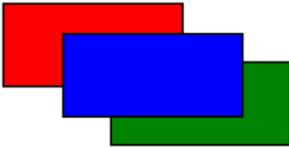
You can use this command when three or more components are overlapping or stacked and you wish to bring one of the components closer to the back.

Right-click on the targeted component and choose **Order, Send Backward** from the pop-up menu.

**Before Send Backward on red rectangle**



## After Send Backward



## Group or ungroup components

You can group components together so that they are treated as one entity.

### To put components in one group:

1. Click on the first component to select it.
2. Press and hold the CTRL key, then click the other components.
3. Right-click then select **Grouping, Group**.

### To ungroup:

1. Click on the group to select it.
2. Right-click then select **Grouping, Ungroup**.

## Undo an action

To undo the last action, click  on the [General toolbar](#).

## Redo an action

To redo the last action you [undid](#), click  on the [General toolbar](#).

## Rotate components

Use the **Rotate** toolbar to rotate or flip text boxes, data fields, images, shapes.



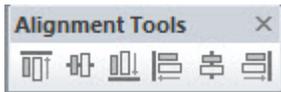
**Note:** By default, **Angle Snap** is on so that when you rotate, the angle snaps to degree increments. To turn **Angle Snap** off so that the selected field can be rotated fluidly, right-click on the [grid](#) then select **Angle Snap**.

1. Select the text box, image or drawing.
2. Do any of the following:

To ...	Do this...
Rotate to any degree.	<ol style="list-style-type: none"><li>1. Click .</li><li>2. Click and rotate the component.</li></ol>
Rotate 90 degrees to the left	Click  .
Rotate 90 degrees to the right	Click  .
Flip on the vertical center	Click  .
Flip on the horizontal center	Click  .

See also [Align components](#)

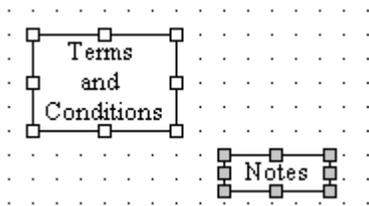
## Align components



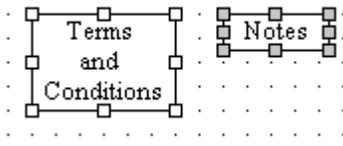
Instead of moving components one by one, Alignment tools are a quick way of aligning components vertically or horizontally along the grid.

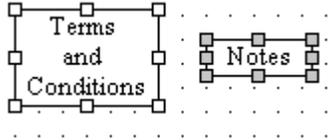
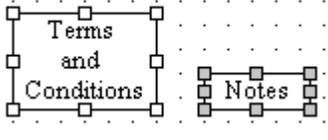
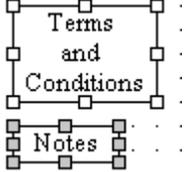
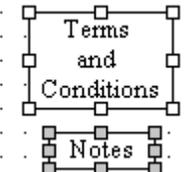
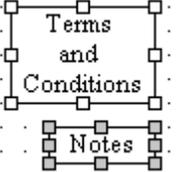
1. Select two or more components.

Note that components will align to the last component selected, in other words the last component selected will not move. In the example below, the smaller text box was selected last.



2. Click on any of the alignment icons:

Icon	Description	Result
	Align components vertically along their top edge	

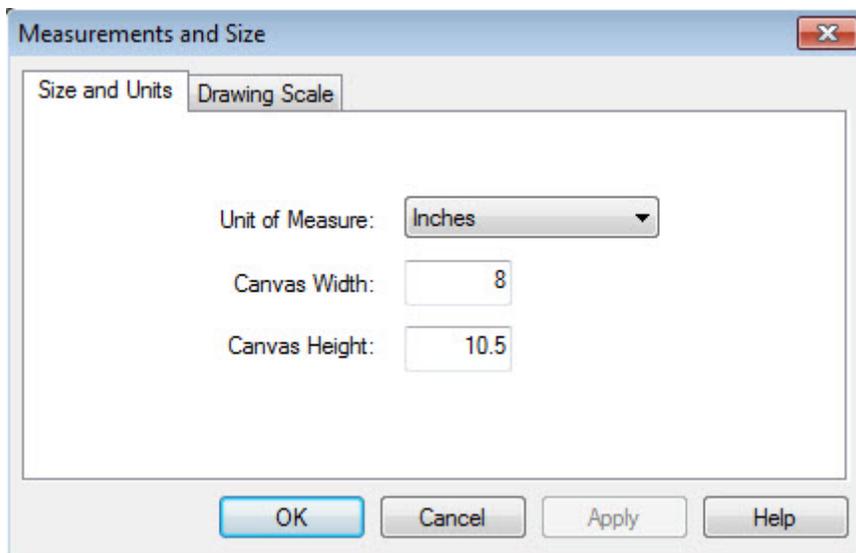
Icon	Description	Result
	Align components vertically along their middle	
	Align components vertically along their bottom edge	
	Align components horizontally along their left edge	
	Align components horizontally along their center	
	Align components horizontally along their right edge	

See also [Rotate components](#)

## Change cover page measurements and size

To set default measurements and scale, from the **Edit** menu select **Measurements and Size**.

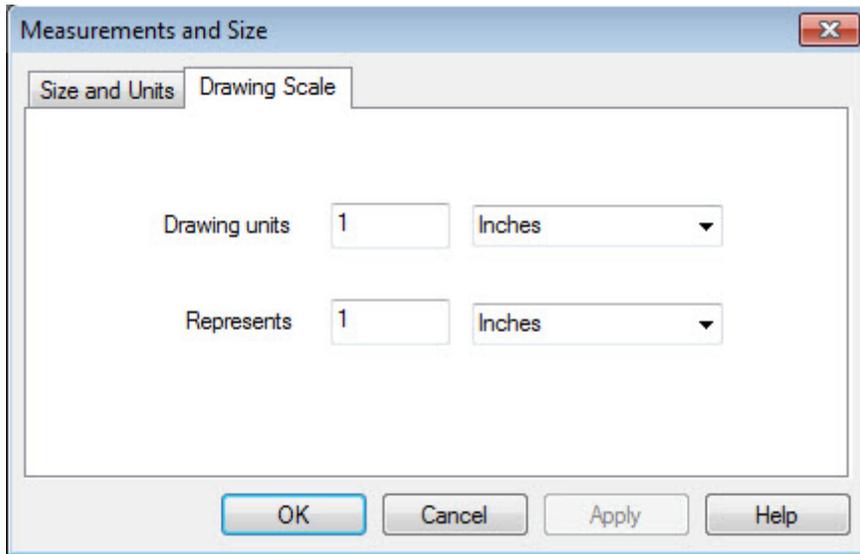
- ▶ In **Size and Units** tab, you can change the unit of measure used in the CAP CoverPage grid, as well as the page width (Canvas Width) and page height (Canvas Height).



- ▶ In the **Drawing Scale** tab, you can change measurement preferences and size represented by the CAP CoverPage grid.

**Drawing units** equals the CoverPage grid.

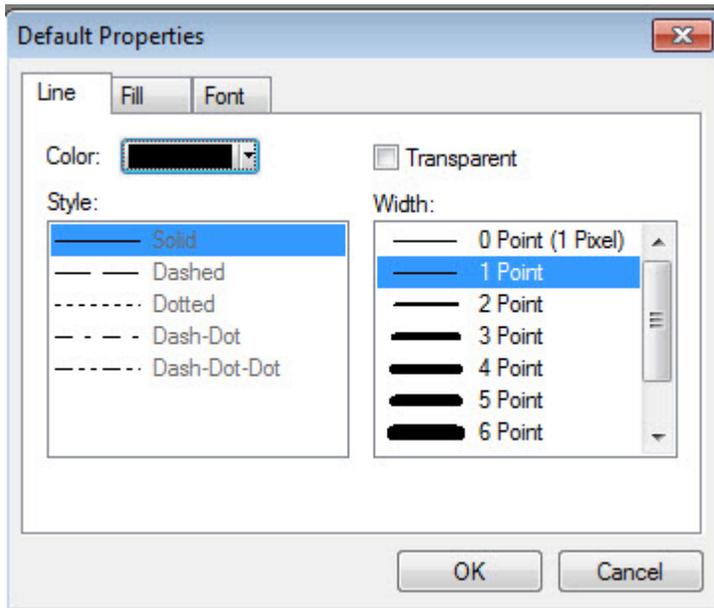
**Represents** is the area represented by one square of the grid. For example, one grid square equals one inch.



## Set the Default Line, Fill and Font

To set the default line, fill and font properties:

1. Right-click on the [grid](#) and select **Default Properties**.



2. See [Line Tab](#), [Fill Tab](#) and [Font Tab](#) to change these default properties.
3. Click **OK**.

The settings you chose here will be the default selected when you insert [text](#), [lines](#) or [shapes](#).

## Print a cover page layout

The 2020 CoverPage Designer print command is a WYSIWYG (What You See is What You Get) style of printing. The worksheet data fields that are on the cover page layout will be printed as is.

1. Click  on the [General toolbar](#).
2. On the **Print** dialog, select the **Printer**, the **Print Range** and the **Number of Copies**.
3. Click **OK**.

To print the cover page where fields are replaced by corresponding data in the worksheet, see: Print a cover page in the 2020 Worksheet online help.

### See also:

- ▶ [Set the default printer](#)
- ▶ [Preview before printing](#)
- ▶ [Set up the page](#)

## Set the default printer

To set the default printer, paper size and orientation for all cover page layouts:

1. From the **File** menu, select **Print Setup**.
2. In the **Printer Setup** dialog, select the printer, paper size and orientation.
3. Click **OK**.

**Note:** This information is linked to the computer, not to a specific cover page layout.

## Preview before printing

1. Click  on the [General toolbar](#).
2. Using the buttons at the top of the preview tab, you can print, go to the next or previous page, view two pages at a time, zoom in and out, and close the print preview.
3. If the print preview looks correct, click **Print**.

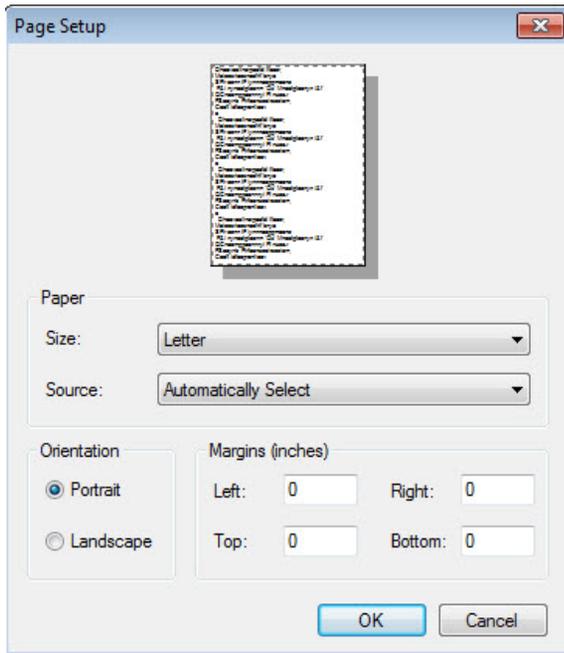
If you need to modify the cover page layout before printing, click **Close** then make the changes.

## Set up the page

Page setup controls the way the cover page layout prints. Once you change it for your cover page layout it will stay that way. This information is **linked to a specific cover page layout**, not to the computer.

1. From the **File** menu, select **Page Setup**.

2. Change any of the following settings: **Paper, Orientation or Margin.**



3. Click **Printer** to select the default printer.
4. Click **OK** to save the page setup.

# Zoom

Use the [Zoom toolbar](#) or the **View** menu to zoom or pan the cover page layout.

To ...	Do this...
Zoom in or out	<ol style="list-style-type: none"><li>1. Click .</li><li>2. Left-click on an area to zoom in or right-click to zoom out</li></ol>
Display the entire cover page layout	Click  .
Zoom to an object	<ol style="list-style-type: none"><li>1. Click on an object on the cover page layout.</li><li>2. Click  to zoom to the selected object.</li></ol>
Zoom to a custom percentage	<ol style="list-style-type: none"><li>1. From the <b>View</b> menu, select <b>Zoom Custom</b>.</li><li>2. Type in the magnification then click <b>OK</b>.</li></ol>
Zoom to 50%, 75%, 100% or 200%	<ol style="list-style-type: none"><li>1. From the <b>View</b> menu, select <b>Zoom Percent</b>.</li><li>2. Select the percentage.</li></ol> <p>You can also use the <b>Zoom Custom</b> command.</p>

To ...	Do this...
Go back to the default zoom (100%)	From the <b>View</b> menu, select <b>Zoom Normal</b> .
Pan the cover page layout	<ol style="list-style-type: none"><li data-bbox="566 358 721 397">1. Click .</li><p data-bbox="611 443 993 505">The mouse pointer changes to a hand.</p><li data-bbox="566 529 1011 594">2. Click on the layout, then hold and drag to pan to another section.</li></ol>

# Command reference

This section lists commands available through the various [menus](#). All commands are already referenced by their respective tasks in this help file. The following topics give you a brief description of menus and commands and provide links to corresponding topics.

- ▶ [File menu](#)
- ▶ [Edit menu](#)
- ▶ [View menu](#)
- ▶ [Tools menu](#)
- ▶ [Help menu](#)

## File menu

Command	Shortcut	Description	Topic
New	CTRL+N	Create a new cover page layout	<a href="#">Create a new cover page layout</a>
Open	CTRL+O	Open an existing cover page layout	<a href="#">Open a cover page layout</a>
Save	CTRL+S	Save the cover page layout	<a href="#">Save the cover page layout</a>
Save As		Save the existing cover page layout under a different name	<a href="#">Save the cover page layout</a>

Command	Shortcut	Description	Topic
Print	CTRL+P	Print the cover page layout	<a href="#">Print a cover page layout</a>
Print Preview		Preview the cover page layout before printing	<a href="#">Preview before printing</a>
Print Setup		Select the default printer when printing the cover page layout	<a href="#">Set the default printer</a>
Page Setup		Set up the cover page layout for printing	<a href="#">Set up the page</a>
<Recent Files List>		The four most recent cover page layouts you worked on	<a href="#">Open a cover page layout</a>
Exit		Close 2020 CoverPage Designer	

## Edit menu

Command	Shortcut	Description	Topic
Undo	CTRL+Z	Undo the previous action	<a href="#">Undo an action</a>
Redo	CTRL+Y	Redo the last action you just undid	<a href="#">Redo an action</a>

Command	Shortcut	Description	Topic
Cut	CTRL+X	Cut a component	<a href="#">Cut, copy and paste a component</a>
Copy	CTRL+C	Copy a component	<a href="#">Cut, copy and paste a component</a>
Paste	CTRL+V	Paste a component on the layout	<a href="#">Cut, copy and paste a component</a>
Delete	Del	Delete a component from the layout	<a href="#">Delete a component</a>
Measurements and Size		Change the cover page measurements and size	<a href="#">Change cover page measurements and size</a>
Default Properties		Set the Default Line, Fill and Font for text boxes, lines and shapes	Set the Default Line, Fill and Font
Item Properties	ALT+Enter	Change the text, line, fill or font properties of a text box Change the line or fill properties of a line or shape Change the properties of a Pricing, Worksheet Properties or Contacts data field	<a href="#">Insert text</a> <a href="#">Drawing lines or shapes</a> <a href="#">Pricing</a> <a href="#">Worksheet Properties</a> <a href="#">Contacts</a>

## View menu

Command	Description	Topic
Toolbars	<a href="#">Show or hide a toolbar</a>	<a href="#">Show or hide a toolbar</a>
Status Bar	Show or hide the Status bar	<a href="#">Status Bar</a>
Page Bounds	Show or hide the page limits	
Grid	Show or hide the grid	<a href="#">Grid</a>
Snap to Grid	Snap components to the grid	<a href="#">Grid</a>
Grid Properties	Change grid spacing and color	<a href="#">Grid</a>
Zoom Normal	Go back to the default zoom magnification (100%)	<a href="#">Zoom</a>
Zoom to Fit	Zoom the layout to fit the screen	<a href="#">Zoom</a>
Zoom Custom	Zoom to a custom percentage	<a href="#">Zoom</a>
Zoom Percent	Zoom to 50%, 75%, 100% or 200%	<a href="#">Zoom</a>

## Tools menu

The [Preferences](#) dialog is accessible from the **Tools** menu.

## Help menu

The following commands are available from the **Help** menu:

- ▶ **Topics** - Open 2020 CoverPage Designer Online Help
- ▶ **About 2020 CoverPage Designer** - View the 2020 CoverPage Designer version number