

WELCOME TO YOUR STEP-BY-STEP INSTRUCTIONS FOR THE ON A PERSONAL NOTE NOTEPAD CREATOR CD-ROM!

By now, you should have installed your program. If you encountered any problems with your installation, please double-check and make sure that you have completely exited out and turned off any programs that may be currently running on your computer and try the install again. If you have done this, and are still having problems, please contact us at support@oapn.com and we will do our best to assist you.

Once you have installed your program, you may click on the "Notepad Creator" icon on your desktop to pull up your program. Your CD-Rom does NOT need to be in the computer to run the program once it has been installed. Once you have clicked on the icon, you will be at the Main Menu page and ready to begin your fun.

COVER PAGE

The top button on the Main Menu is the "Create New Cover Page" button. Please note: Cover pages are optional. Each Notepad Creator notepad you purchase comes with a translucent (vellum) page that can be used as a cover for your notepad. The cover page acts as a "title page" for your notepad, and offers protection for the notepad pages. It is a fun way to "title" your notepad and add some adorable graphics, but it is not necessary.

1. IF you choose to have a cover page for your notepad, click the "Create New Cover Page" button and let's begin.

BORDER

2. The first thing you will do is create a border for your cover page if you choose to have one. Again, having a border on the cover page (or not) is YOUR decision - let your creativity be your guide. Click on the "Border" button and the options to select your border size (the thickness of the border line) and color will automatically pop up. Once you have selected the size and color for your border and clicked "OK" at the bottom of the color box, the border you chose will appear on the Cover Page Template on the right hand side of your screen so you can see how it looks. This "template" will come in handy as you create your cover page, as it acts as an automatic "Print Preview".

TEXT

3. Now it is time to add text to your cover page. Click on the "Text" button. Begin typing your text in the text box and what you type will appear on the template. You may change the font, font size, and font color simply by using the buttons directly underneath the text box. It is fun to try out various fonts to create the look you want. One of our favorite fonts is the "Comic Sans" font, which comes standard on most computers. Any font that your computer currently has is available to use with your Notepad Creator. As you are typing your text and trying to decide on the size, keep in mind that more than likely you will be adding some graphics to the cover page as well, so you don't want to fill the entire cover page just with text. Once you have typed your text and you wish to adjust it for any reason, click the "Text" button again to make the changes.

PERSONAL PALS

4. Now it's really time to have some fun - adding Personal Pals to your cover page. Click the "Personal Pals" button to open up your Personal Pal Screen. We offer over 600 graphics that you may use to make your notepad cover and pages as personal as you want. Start by finding which Personal Pals will work for you. It is pretty self-explanatory. Click "Girls" to browse through the girl gallery, "Boys" for boys, "Babies" for both boy and girl babies and toddlers, etc. Please note: The "moms and expectant moms" can be found in the "Babies" gallery. The first pages of the galleries feature just "head shots" - full bodies are found on the pages after the head shots. It is fun trying to find the Personal Pals that best resemble your friends and loved ones. Once you have found just the right graphic, click on that graphic and then click the "Select" button on the bottom right hand side of the screen. The program will pop you back to your template with your selected graphic appearing in the upper left hand corner of your cover page. Click onto the image and a temporary black "image box" will frame your graphic to let you know that this is the particular graphic you are working with. (You may also name your Personal Pal if you wish. There is a "Name Me" Box right in the middle of the screen. Once again, you can choose the

font, font size and color for naming your Personal Pal. Once a Personal Pal is named, the name will travel with the Pal wherever you choose to place it. Remember, naming your Personal Pal is optional.)

To place your Personal Pal on the cover page, simply click on and "drag" the image right to where you want it. There is a small black square in the lower right hand side of the image box. When clicked on, this square allows you to re-size or shape your graphic. You can make the graphic taller, shorter, wider, or thinner. Just experiment with it and you will get the hang of it in no time. When you are done placing your first graphic and want to "accessorize" this particular graphic or add another Pal, click the "Add A New Personal Pal" Button in the upper middle part of the screen, right underneath the blue heading that reads "Personal Pals". This button will take you right back to the Personal Pals screen. You may add another Personal Pal at this time by using the same method you did to put your first one on. You may place your Personal Pals right next to each other, and make them appear as if they are holding hands. Clicking on and browsing through the "Other Cute Things" gallery is a MUST! There are many adorable graphics here that will really add to your Personal Pals. For example, they can be standing on some grass under the sun, or they can be holding a balloon or some ballet slippers, or dribbling a basketball etc. The possibilities are endless!! Simply use the exact same method of retrieving your images and clicking and dragging. You will definitely need to use the resize button mentioned earlier when adding the "Other Cute Things". (You don't want the ladybug to be as large as your sun, or maybe you do!) This is such a fun part of the program to "play" with. Your images can be layered right on top of each other to create some great looks. When layering your images, take advantage of the "Bring This Personal Pal to the Front" option to make it look just right. For example, the "dress up shoes" can be placed right on the feet of the image, and the "hats" be placed on the heads, and the "baseball glove" right on the hands, etc. You get the idea... Just be creative and have fun! PLEASE NOTE: Your cover page is translucent so that the notepad itself will show through on the bottom of your cover page. We think that this adds a nice touch to your completed notepad. On your template, there is a dotted guideline (this line is just on the template only - it will not actually print), that shows where most notepad text and graphics will show through.

To make your finished notepad look its best, we recommend that you do not put any cover page text or graphics below this line. This may not make a lot of sense at first, but when you put your notepad together, it will!

PRINT

5. Once you have created the perfect cover page for your notepad, you are ready to print it. Since there is only one cover page per pad, we have included some extra notepad pages that can be used as "test sheets" for you to make sure that everything looks O.K. when it is printed. These test sheets will also help you determine how your printer will print the pages - just make sure the holes end up being at the top of your finished pages! We have found that it is best to put more than one sheet of notepad paper into the printer when printing, rather than one at a time - they just seem to line up better. So if you are printing a test page, stick a stack of notepad paper into your printer. Every printer is different, but for most printers, place your notepad pages into the printer as far to the right as possible. (*See the "Printing Tips" below for more specific instructions.) Click the "Print" button and follow the prompts to print. Once your test page has printed (if you are printing a test page) and you like the look of it, and you are ready to print your real cover page, place your translucent page on top of the notepad pages already in the printer and print it out. PLEASE NOTE: It takes a few minutes for the ink to completely dry on the translucent paper, so be extremely careful when handling your cover page right after it comes out of the printer. After it dries, it will smear if it gets wet, so take care to keep it dry.

Printing Tips

1. Make sure your paper is loaded correctly:

For most printers, the paper is loaded at the top of your printer. Simply insert the paper to the far right with the holes facing down and the oapn.com (printed in light gray) facing the back. Slide the paper guide over to hold the paper snugly in place and print.

If you have a printer that loads the paper from the bottom (i.e. an HP), insert the paper to the far right, with the holes facing inside and the oapn.com (printed in light gray on the notepad pages) facing up.

Slide the paper guide over to hold the paper in place. Some bottom-loading printers can be a bit "temperamental" when it comes to printing a border on a smaller size paper. If you are having trouble with a crooked border, try gently "guiding" the cover page with your hand while it is feeding. If this doesn't work, you may want to select the "no border" option, and just go without a border on your cover page.

2. If you have chosen to print directly from the Idea Gallery, and your computer does not have the same font that was used in the gallery, it may use a different one, or you may get an error message. If this happens, simply recreate the idea using a font that is available on your computer.

ATTENTION NEW HP PRINTER OWNERS:

If you receive an error message when trying to print your notepads, please go to www.oapn.com to download an update that will allow you to print.

SAVE

6. You may save your cover page if you want to use it again or refer back to it on a day when your creativity is running low. Simply click on the "Save" button, and your cover page will be saved and can be pulled up later by clicking on the "Saved Projects" button on the Main Menu. (If you try to return to the Main Menu at any time during the creation of your cover page, the program will automatically ask you if you want to save your cover page.) You can name the cover page anything you want, but the program will automatically use the text you typed on the cover page as the title of your saved page. Now carefully place your completed cover page aside, and let's get started on your notepad pages!

NOTEPAD PAGES

Once you have completed your cover page, your notepad pages will be a snap to do!

1. Return to the Main Menu and click on the "Create New Notepad Page"

button, and the notepad page template and options will pop up. Keep in mind as you are creating your notepad pages, that this is what they are - pages to write notes on, so you will probably want to put the text and graphics in a limited area toward the bottom of these pages and allow plenty of room for "note space". The notepad template also has a guideline to remind you of this. We do not recommend that you put any text or graphics above this guideline if you are making a traditional notepad page.

TEXT

2. Begin by typing your text, selecting your font, font size and font color, just like you did on the cover page. Since this is the notepad page, you will probably want to use a bit smaller font than you did on the cover page. Just experiment with it and see what you feel looks the best. Leave enough space to add some graphics if you wish to - we feel that the graphics really make the notepad pages personal and unique.

PERSONAL PALS

3. Click on the "Personal Pals" button to add your graphics. Once again, you put your graphics onto the page just like you did on the cover page (see pg. 2 of these instructions). We recommend using the head shots from the Personal Pals galleries for the notepad pages, as they tend to fit better. (FYI: most full body characters have a corresponding head shot, so you can keep your Personal Pals looking uniform on the cover page and the notepad page.) Look at the online Idea Gallery or the Idea Gallery in your program for examples of different ways to combine text and graphics. Don't forget to take your time and browse for just the right graphic. We have so many fun ones to choose from - from dump trucks and caterpillars to butterflies and ballet slippers. You will most likely have to size your graphics down a bit to get them to fit just right either to the side or underneath your text. Just use the "little black box" in the lower right side of the image box to resize your graphic (see pgs. 2 and 3 of these instructions).

PRINT

4. Once you like the look and placement of your notepad page text and graphics, you are ready to print your notepad pages! Click on the "Print" button and follow the prompts. Every printer is different,

(i.e. they load and feed paper differently), so you are going to have to experiment a bit. As we mentioned earlier, we have included a few extra sheets of notepad paper that you can use as test sheets. Our Notepad Creator notepad paper has our website (www.oapn.com) printed in light grey ink at the bottom of one side of your notepad pages. This is obviously the back side of the page, and your text and graphics will be printed on the front side. Your Notepad Creator notepads have 70 pages each, but you can make your notepads as big or as small as you wish. Simply enter the number of pages you want printed on your computer's printer menu. For most printers, load your paper as far right as possible in the paper tray. We recommend taking out any other paper in your printer and sliding the paper guide right up against your notepad pages. (*If you are having difficulty, please refer to the Printing Tips on pages 4 & 5)

SAVE

5. You may save your notepad pages exactly the same way you saved your cover page. Just click on the "Save" button, and name your notepad page, or use the default. Once again, if you try to return to the Main Menu without saving your project, the program will automatically ask you if you want to save it. You can pull up your notepad page at a later time by clicking on the "Saved Projects" button on the Main Menu. You can actually print more of the exact same notepad pages from the "Saved Projects" screen, or you can make changes and print a new version.

IDEA GALLERY

1. We have included an "Idea Gallery" in our program to give you some fun ideas and suggestions for making personalized notepads. They make such fun gifts - from grandparents to coaches! Feel free to browse through our Idea Gallery - we hope it may spark some new creativity in you! You may also make modifications to our Idea Gallery pads by clicking on the "Customize this Cover" (or "Customize this Notepad") button. Just make any changes you wish and then print them out for yourself. *Please note: If your computer does not have the same font that was used in the gallery, it may use a different one, or you may get an error message. If this happens, simply change the font to one that is available on your computer.

PERSONAL PAL CLIP ART

Our graphics may be used as clip art for other projects. Click on the "Personal Pal Clip Art" button. This will take you to the Personal Pal screen. To copy an image to your clipboard, first select your desired graphic, and then click the "Select" button at the bottom of the screen. Using your computer's tool bar, you may then "Paste" the image onto your other project. (To view your Windows task bar, push the Windows icon on your keyboard next to the Alt button). This will allow you to see and access the other projects that you may want to use your clip art in. Please keep in mind that other programs are set up differently and once our graphics are put into other programs, these programs may have limitations that could restrict what can or cannot be done with our graphics.

YOUR COMPLETED NOTEPAD'S FINISHING TOUCHES

1. Once you have completed printing out all of the pages for your notepad, you are ready to "tie it all together". We have included 3 yards of ribbon in your Notepad Creator Kit, and there is more ribbon available at WONDERFUL prices on our website. Here are a few tips on tying your notepad: Roll the ends of your ribbon up tightly and push them through the holes at the top of your notepad. If you need to, use the tip of your scissors to help thread it through. Tie your bow like you would any bow. It may take a few tries to get it to look just the way you want, but keep trying. For really stubborn ribbon that won't stay put, a little glue from a glue gun goes a long way! Trim the excess ribbon at an angle. We recommend no more than a 1 ½ to 3 inch tail on your bow, but do what you feel looks best. (Here's a little tip to prevent your ribbon edges from fraying: Carefully burn the edges of the ribbon just a tiny bit with a lighter to seal up the raw fabric, but don't burn yourself, your notepad, or your house!)
2. There are 3 translucent gift bags included in your Notepad Creator Kit, and more gift bags are available online at www.oapn.com. The gift bags have a self-sealing strip that should go in the back. Place your "final creation" in the gift bag and wait for the delighted reactions!

We hope you enjoy your Notepad Creator Kit!