V21102026

🕮 Zungo Business Card Creator – Official Helpfile

Welcome to the Zungo Business Card Creator! This professional, lightweight desktop application allows you to design high-impact corporate business cards and manage client directories completely offline. Following our signature framework of *"Simple, Simple, Simple,"* this utility allows you to create, customize, and print a full stack of retail networking cards using standard A4 paper and an existing office printer—with absolutely zero monthly fees.

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Directory Navigation & Canvas Customization

📂 Step 1: Manage Your Card Directory

The software utilizes a built-in database navigation array to let you store multiple employee records or distinct company card profiles:

- Use the control row (**First**, **Prev**, **Next**, **Last**, **Add**, **Delete**) to flip between existing templates or instantly stand up a brand-new card dataset field.

✍️ Step 2: Input Your Corporate Text

Type your business details directly into the designated data form boxes. The layout updates instantly on the live central preview card canvas.

🎨 Step 3: Direct Canvas Visual Selection (Interactive Zones)

Bypass clunky menus completely by clicking directly on the card canvas areas to customize your layout:

- **The Background Template:** Click directly on the upper text section where `Zungo App Studio` is located to open your file directory and select your custom background image file.
- **The Corporate Logo:** Click directly on the far-left circle area where the logo sits to instantly add, change, or remove your brand graphic.
- **The Colored Accent Band:** Click directly on the lower colored strip where `Andrias 0743447540` is located to open the palette matrix and change that band to whatever color matches your corporate branding.

✍️ Step 2: Input Your Corporate Text

Type your business details directly into the designated data form boxes. The layout updates instantly on the live central preview card canvas:

- **Name:** Input your Company Name or Primary Brand Header.
- **Address 1 & Address 2:** Enter your physical location or domain (e.g., *www.zungo.co.ke*).
- **Phone:** Enter your primary contact details or sales lines.
- **Mail & Web:** Add your customer service inbox addresses.

🎨 Step 3: Direct Canvas Visual Selection

Bypass clunky system selection menus entirely with our interactive preview canvas:

- **Backgrounds & Logos:** Simply click directly onto the visual card template illustration to open your file directory. Choose your custom `.png` background graphic or brand logo to snap them into the card layout instantly.
- **Logo Position Toggles:** Click the alignment block toggles (**Left** or **Right**) to shift your graphic assets smoothly so they never overlay vital text lines.

Typography Calibration & Canvas Display Modes

🎨 Step 4: Refine Font & Accent Palettes

Ensure high legibility on your printed card stock using the dedicated styling panel:

- **Font Controls:** Select between clean fonts (such as *Bahnschrift Light* or *Arial*), input your target scaling size, and toggle standard styles like **Bold**.
- **Color Selection:** Map custom text color values against your active background images using the quick-select color block swatches.

📄 Step 5: Master the Interface Display Toggles

Maximize your workspace using the tactical UI view anchors located at the bottom right corner of the primary application frame:

- **`Hide`:** Click to immediately sweep all control toolboxes away from the workspace, giving you a full, un-obscured preview of your layout design.

- **`Show`:** Click to instantly recall all configuration toolboxes when you need to make immediate text or structural edits.
- **`< side >`:** Click to automatically separate the configuration modules, placing them perfectly down the far-left and far-right margins of your monitor screen. This anchors your workspace cleanly and opens a large central column to view your designs.

Standard A4 Printing & Assembly Matrix

🖨️ Step 6: Deploy to an A4 Print Engine

Transform a single sheet of heavy cardstock paper into an instant stack of professional corporate materials without ordering minimum batches from an external printer:

- Click the main **Print** button on the control panel to automatically duplicate your finalized card template into a perfect **2x5 grid layout**.
- The software perfectly balances and structures **exactly 10 cards on a single sheet of standard A4 paper**.

🔄 **Grid Layout Line Toggle (Borders ON/OFF):** Before hitting the main **Print** button, you can choose whether or not to display the thin white border lines between each of the 10 card blocks.

- **Toggle ON:** Highly recommended when printing on plain cardstock paper; it creates a crisp, clear cutting line grid for your scissors.
- **Toggle OFF:** Ideal when using specialized pre-perforated business card stock paper sheets to achieve a seamless, borderless full-bleed print output.

CRUCIAL SYSTEM PRINT CONFIGURATION:

When your default Windows printer configuration window loads on screen, you **must explicitly select the "Fit to Page" (or "Fit") option** within your system layout properties. This ensures the card border alignment grids scale accurately to your paper edges without trimming away important text data.

Step 7: Clean Cutting & Finalization

- Execute the print command to push the layout to your A4 machine using heavy paper stock.
- Using scissors or a paper cutter, trim directly along the faint, white alignment guide grids embedded between the card frames.
- Your 10 professional, double-column business cards are ready to distribute immediately!