



2017 NEW WORSSELL PLAQUE DESIGN

INSTRUCTIONS

Install Worssell plaque design (from the link on our HOME PAGE www.worssell.com.au)

*****GOOGLE CHROME IS THE MOST EFFECTIVE BROWSER FOR THIS SOFTWARE.*****

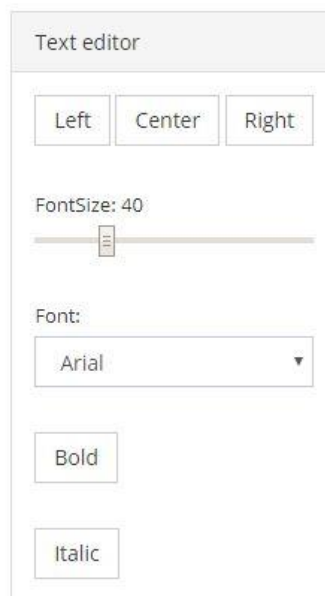
Worssell Plaque designs software is easy to use and gives a wide range of options.

Click on **SELECT PLAQUE SYTLE, SIZE, WIDTH, HEIGHT, COLOUR AND CREATE.**

Right click on the page to **ADD EITHER STRAIGHT OR CURVED TEXT TEXT.**

Right click again will allow you to centre the text in the Horizontally on the page (CENTRE)

DOUBLE CLICK ON THE TEXT BOX YOU HAVE CREATED AND IT WILL BRING UP A TEXT EDITOR BOX TO THE RIGHT OF THE SCREEN THIS ALLOWS YOU TO A VARIETY OF FUNCTIONS.



TO THE TOP LEFT OF THE SCREEN ARE ALL THE FOLDERS WITH THE **EMBLEMS, SCULPTURES, BORDERS, DETACHABLE PLATES AND PHOTOS ETC.** (hold down the left mouse button over the object and drag it to the page then let go of the button).

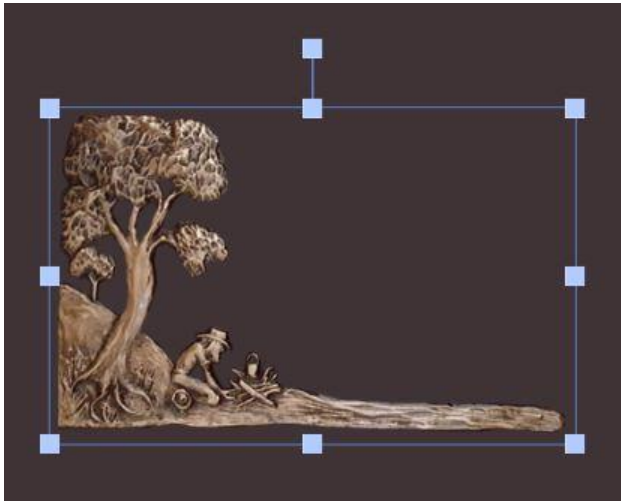


NOTE

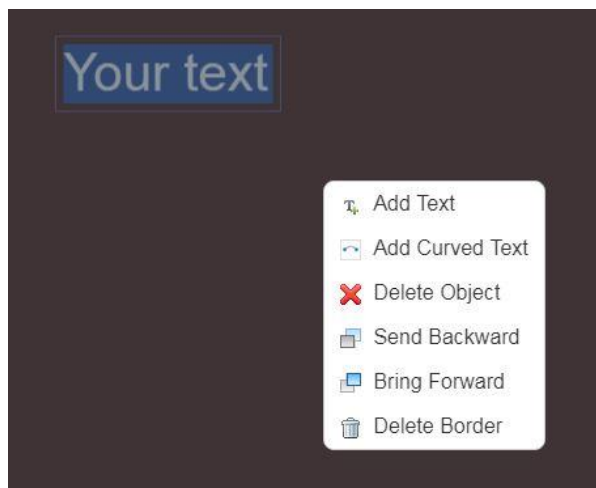
THE TWO MOST COMMON SIZES FOR DETACHABLE PLATES ARE FOR 380X216,230 AND 280MM IS 156X70MM AND FOR THE 59X280MM PLAQUES IS 180X85MM

ALL EMBLEMS AND SCULPTURES CAN MIRRORED, ROTATED AND RESIZED.

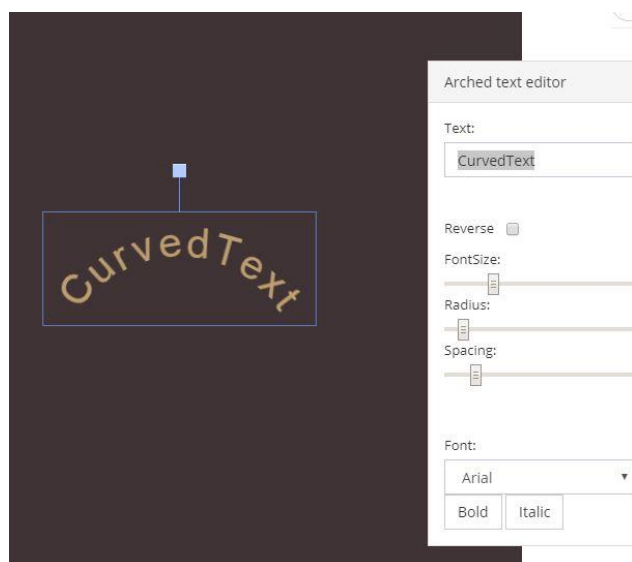
HOLD THE LEFT MOUSE ON THE BLUE SQUARE YOU WISH TO CHANGE.



REMEMBER ONCE YOU HAVE CREATED YOUR PLAQUE YOU CAN REMOVE OBJECTS OR BORDERS AS LONG AS YOU HAVE A BLUE LINE AROUND THE OBJECT OR TEXT BY RIGHT CLICKING THE SCREEN



Type text directly to page

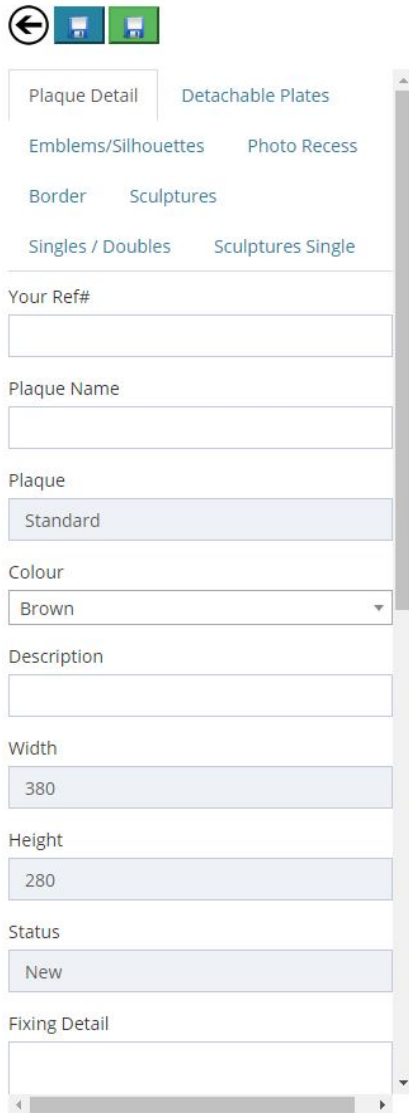


Type Text in Text Editor Box

WHEN YOU HAVE CREATED YOUR PLAQUE USE THE SCROLL BAR AND CLICK ON THE BOX IN THE TOP LEFT HAND CORNER CALLED **PLAQUE DETAIL** AND FILL IN YOU PLAQUE INFORMATION, FIXING DETAILS ETC. (**NOTE ALL FIELDS MUST BE FILLED IN OTHERWISE YOU WILL NOT BE ABLE TO SAVE THE JOB.**)

Use the **BLUE BUTTON TO SAVE THE JOB AND GREEN BUTTON TO SAVE AS A TEMPLATE.**

SAVE AS TEMPLATE, this allows you create a plaque with a layout that you use on a regular basis and just edit the text or motifs. (Second green from the left).



The image shows a web form for editing plaque details. At the top left, there are three icons: a back arrow, a blue button, and a green button. Below these are two tabs: 'Plaque Detail' (selected) and 'Detachable Plates'. Under the 'Plaque Detail' tab, there are several sub-sections: 'Emblems/Silhouettes' and 'Photo Recess', 'Border' and 'Sculptures', and 'Singles / Doubles' and 'Sculptures Single'. The main form area contains the following fields:

- Your Ref#: A text input field.
- Plaque Name: A text input field.
- Plaque: A dropdown menu with 'Standard' selected.
- Colour: A dropdown menu with 'Brown' selected.
- Description: A text input field.
- Width: A dropdown menu with '380' selected.
- Height: A dropdown menu with '280' selected.
- Status: A dropdown menu with 'New' selected.
- Fixing Detail: A text input field.

A vertical scrollbar is visible on the right side of the form, and a horizontal scrollbar is at the bottom.

BY USING THE SLIDE BAR TO RIGHT OF THE PLAQUE DETAIL BOX, SCROLL DOWN TO INSERT AN ATTACHMENT.











*****NOTE- You can only upload files after you have saved the job.*****

The screenshot shows a vertical scrollable interface. At the top is a 'Fixing Detail' section with a text input field. Below it is a 'Notes' section with another text input field. A yellow 'Upload' button is present, with a 'Choose file' button and the text 'No file chosen'. Below the upload section is a table area with a message 'No data available in table'. A vertical scrollbar is on the right side of the scrollable area. At the bottom of the page, there is a dark red horizontal bar and a navigation toolbar with icons for back, home, refresh, and other actions.

***AFTER UPLOADING A FILE, YOU MUST SAVE THE JOB AGAIN. ***

ALSO FROM HERE YOU CAN PRINT REPORTS, PLAQUE PRINTS AND **SUBMIT THE PLAQUE TO WORSSELL'S** AS AN ORDER, OR REQUEST FOR PROOF AND QUOTE.

If you submit an order and you need to make changes, **click the BLUE Action** button beside the plaque you need to change then un submit, make the changes and submit the file again.

Status	Action
New	
New	
New	
New	
Submitted	
Submitted	
Re-Submitted	
Re-Submitted	
Re-Submitted	
Processed	



We hope you enjoy using the programme and with many more features and easier to use than the original programme we encourage you to use it as a tool for proofs as many of our clients already do.

*****NOTE- YOU WILL NOT BE ABLE TO ACCESS THE EXISTING
WORSSELL PROGRAMME AFTER THE END OF DECEMBER 2017. *****

WORSSELL & Co. Pty Ltd

ESTABLISHED IN 1943 AUSTRALIAN OWNED

ACN 100 960 227 ABN 19 100 960 227

GENERAL ENGRAVERS &

BRONZE PLAQUE FOUNDRY

70 MICA STREET

CAROLE PARK QLD 4300

Web Site www.worssell.com.au

PH. 3271 1544 FAX. 3271 1626