

INSTRUCTIONS FOR USING A NEW GRAPHIC WITH GREENRIBBON V1.3





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1. Task Definition

GreenRibbon v1.3 contains a small number of clichés (graphic files) in a library as standard. You would like to emboss a new cliché for your application, e.g., a heart or similar, on a ribbon using GreenRibbon v1.3.

To do this, the new cliché must be added to the GreenRibbon v1.3 graphics library.

1.1 Prerequisites

- Graphic file in JPG format
- Administrator rights on your computer
- Internet access
- Freeware GreenRibbon Version 1.3 (<https://greenribbon.de/>)

2. Add Graphic To Library

2.1 Convert JPG Graphics To WMF

GreenRibbon only uses WMF (Windows Meta Format) files. You have a JPG file and must therefore convert it to WMF.

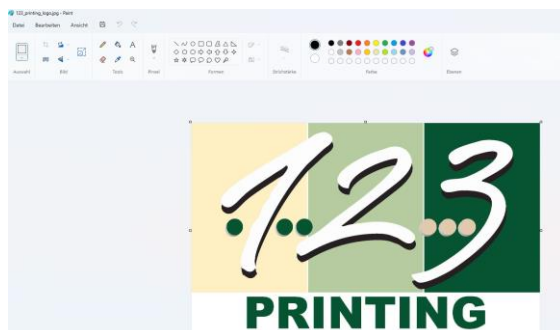
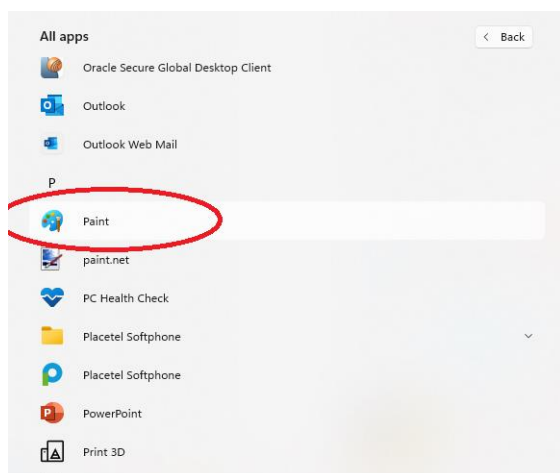
The graphics must also be monochrome (single color).

2.1.1 Converting Colored Graphics To Monochrome

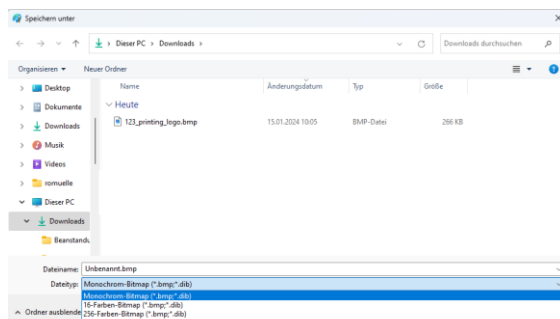
To do this, use the Microsoft Windows standard programme Paint.

Please carry out the following steps:

Double-click to run the Paint programme.



Open the JPG graphic.



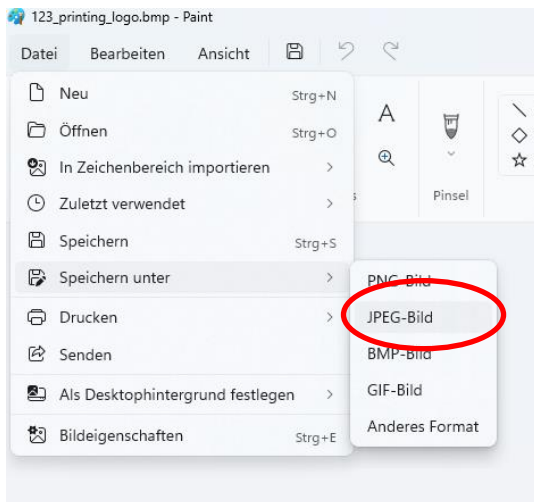
Save the file as a monochrome bitmap (BMP).



Here is the graphic saved as a monochrome bitmap (BMP).



Save the monochrome bitmap (BMP) graphic as a JPG file.

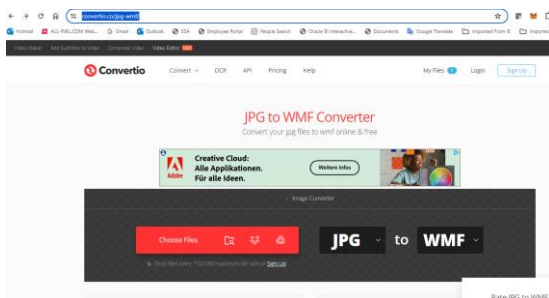


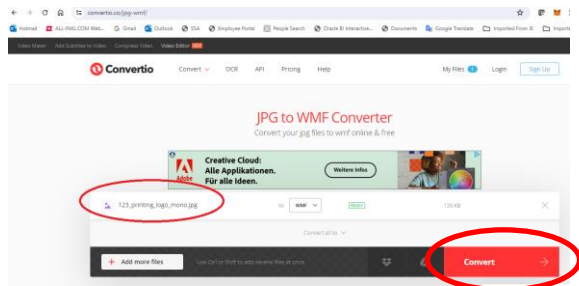
2.1.2 Convert JPG To WMF

Your monochrome graphics can be converted to WMF using the freeware convertio available online.

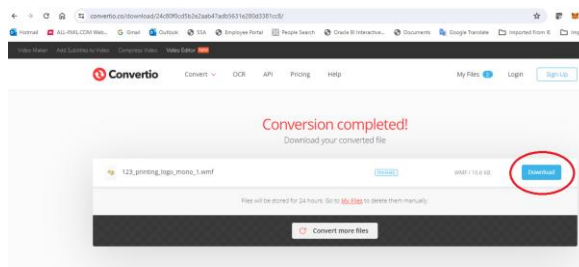
Please carry out the following steps:

Open the browser and search for <https://convertio.co/jpg-wmf/>



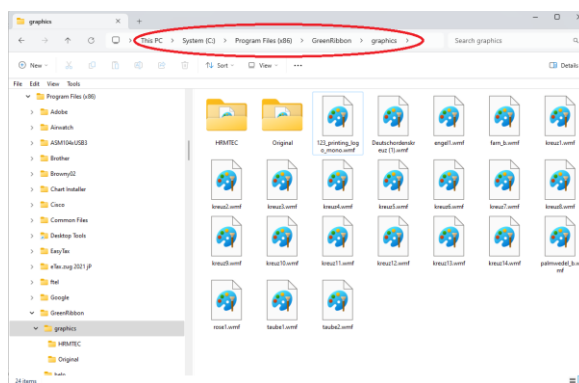


- Select the JPG file to be converted or load it using drag & drop.
- Click "Convert".
- The JPG file is converted to WMF.

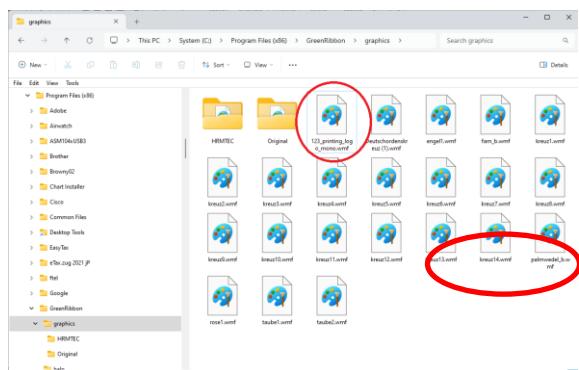


Download the converted file (WMF) to your hard drive.

2.1.3 Add WMF File To GreeRibbon Library



- Find the graphics library in the "graphics" folder.
- This is usually in C:\Program Files(x86)\GreenRibbon\graphics



- Copy the previously prepared WMF file into the "graphics" folder.
- To do this, you need the administrator rights of the computer.

3. Use Graphics In GreenRibbon

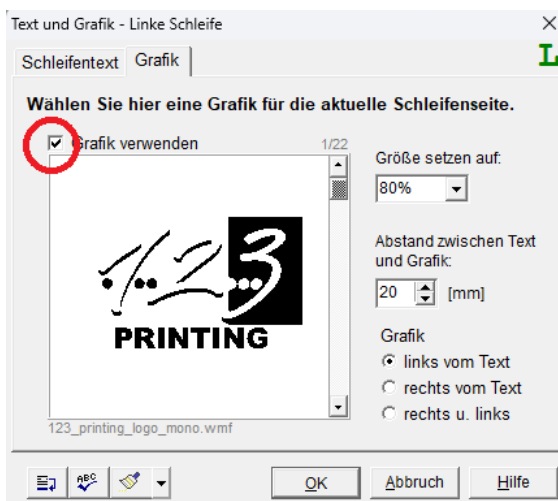
3.1 Restarting GreenRibbon

The new graphic added to the library is only visible after restarting GreenRibbon.

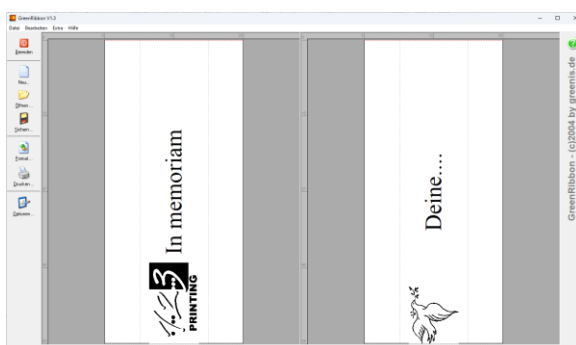
3.1.1 Using New Graphic In A Ribbon

The new graphic is now integrated in the library and can be used in a ribbon. The ribbon is created as usual using a layout template and the new graphic is inserted.

Open layout template with cliché.



- Click on the new cliché.
- Ensure that the "Use graphic" box is ticked.



- The graphic is now in ribbon layout.
- Adjustments to size, placement etc. can be made.



4. Help

4.1 General

If you require further assistance despite the process described above, our support team is available to help you.

Basic support is free of charge for normal use and is **only provided remotely** (email, telephone). Remote maintenance is subject to a charge.

Send an **email to support@hrmtec.com and briefly describe your problem**. You can send the photos directly from your smartphone. Only with this information will the support team be able to help you efficiently.

Support will suggest a solution by email or request further details/photos. If deemed appropriate by Support, a call and/or a remote maintenance session will be made.

4.2 Premium Care Customers

Premium Care customers have a dedicated email address and phone number for support requests, which will be communicated upon purchase of the Care Package. Inquiries from customers with an ongoing Premium Care package are treated with priority and in accordance with our service level standards.