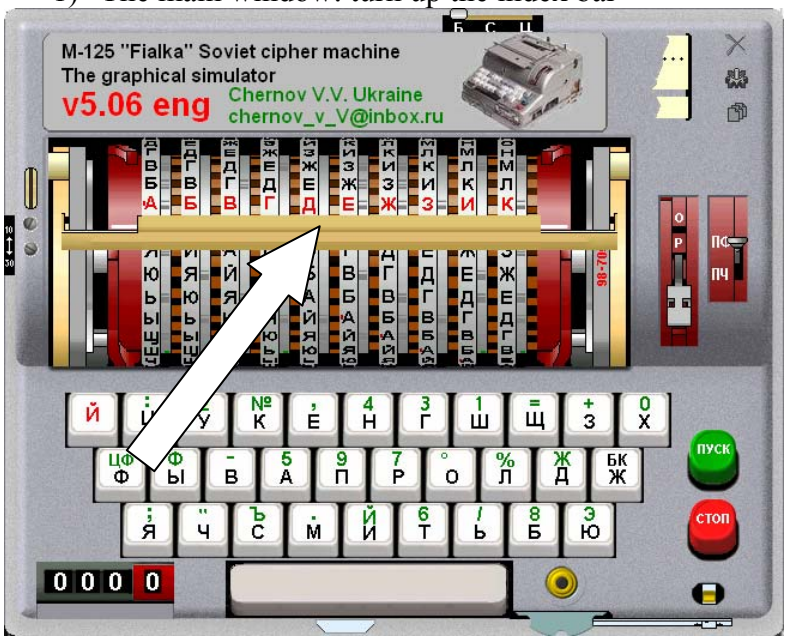
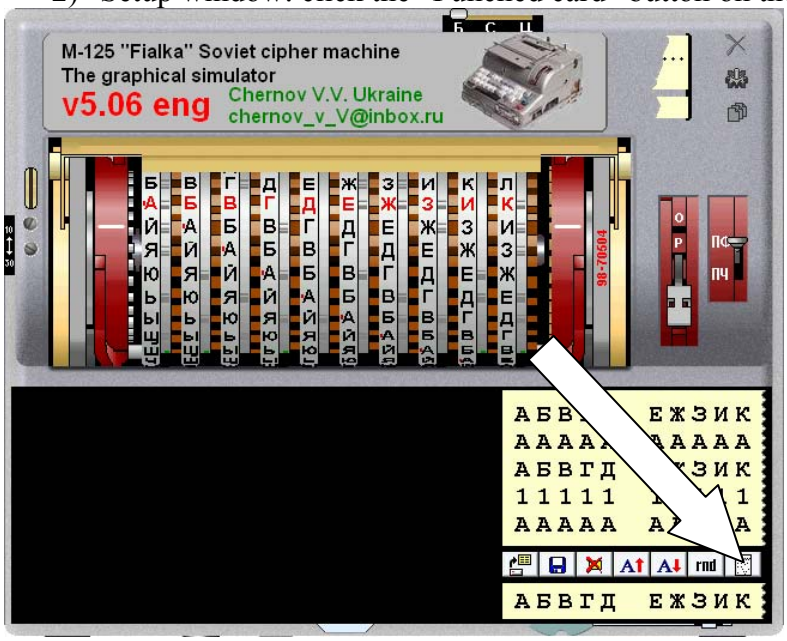
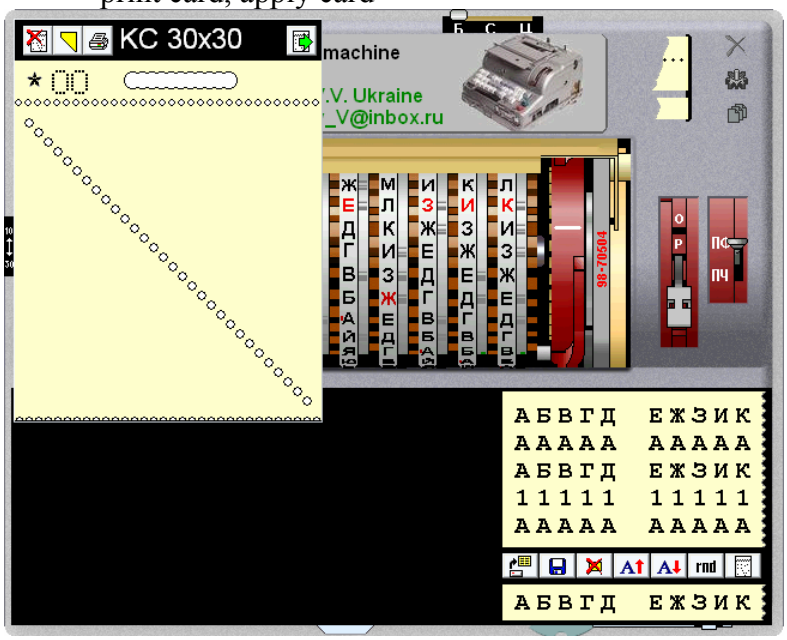
1) The main window: turn up the index bar



2) Setup window: click the “Punched card” button on the right-down side



3) Punched card edit window: the buttons in the top of window are – clear card, insert triangle, print card, apply card