# WinLabel v3.0

**WinLabel v3.0** ... Disk File Management Tool and Diskette Label Maker

A Windows Productivity Tool
By
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Changes are periodically made to the information contained herein. These changes will be incorporated into future editions of this publication.

Contact the person below with comments and questions:

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Review the README.txt file on the distribution disk for the latest information pertaining to WinLabel such as current pricing.

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*WinLabel v3.0 – Disk File Management Tool and Diskette Label Maker*

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If this version of WinLabel is a Shareware product, it is made available to the general computing public for evaluation.  Users are licensed to operate WinLabel on their personal computers for the purpose of test and evaluation on a trial basis for a limited period of time.  If the user decides the program is not of sufficient merit to warrant purchase through registration with R.L. Amans, program use should cease.  Otherwise, if the program is deemed useful and is in regular use, registration with R.L. Amans is required.

WinLabel is a fully functional Shareware product.  Shareware is a computer program distribution/marketing method that permits potential buyers to thoroughly try the program prior to purchase.  It is NOT free and it is not in the Public Domain.  If after evaluating the program, you find it to be useful enough to use it on a regular basis, you are expected to pay for it by registering with R.L. Amans.  Technical support will be provided through two means:

    1) By phone: (313)373-7904
    2) Electronically through CompuServe: 72716,1522

If you have a problem evaluating this program please do not hesitate to contact R.L. Amans.  Technical support will be available through the U.S. mail, telephone, or CompuServe.

***The Shareware version of WinLabel is fully functional and not limited. See the Readme.Txt file for information on files included with the shareware version of WinLabel.***

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*WinLabel v3.0 – Disk File Management Tool and Diskette Label Maker*

**REGISTRATION:** (See the license & registration files on distribution diskette)

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WinLabel is the sole property of R.L. Amans.  The shareware version may be freely copied and transferred to individual parties for evaluation purposes.  It may be posted on Bulletin Board systems (BBS) for electronic access as long as NO FEE is charged for its distribution except for private BBS operations that charge a regular user subscription fee.

WinLabel may NOT be distributed on diskette by any disk distributor/vendor that charges more than $10.00 for the diskette upon which the program and attendant files are recorded without written consent from R.L. Amans and Practice marketing Services.

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Vendors who meet the above requirements may distribute WinLabel only if ALL attendant files are included on the distribution diskette, and only if NO files are modified in any way. The WinLabel files that **<u>MUST</u>** be included on the distribution diskette are:

```
  WinLabel.EXE  -  WinLabel executable
  WinLabel.HLP  -  WinLabel help file
  WinLabel.WRI  -  WinLabel documentation
  QPro200.DLL   -  Dynamic link library, Copyright Crescent Software
  CSGroup.VBX   -  Dynamic link library, Copyright Crescent Software
  CSText.VBX    -  Dynamic link library, Copyright Crescent Software
  VBRun200.DLL  -  Dynamic link library, Copyright Microsoft Corp.
  CMDialog.VBX  -  Common Dialog Files, Copyright Microsoft Corp.
  COMMDlg.DLL   -  Dynamic Link Library, Copyright Microsoft Corp.
  Readme.TXT    -  Misc update information
  License.TXT   -  License agreement
  Vendor.TXT    -  3rd party vendor agreement and information.
  Disclaim.TXT  -  What the software is and is not capable of
  Register.TXT  -  Registration information and forms
```

The following files may be included for automatic install if disk room permits:

```
  SetUpKit.DLL  -  Dynamic link library, Microsoft Corporation
  StartUp.INI   -  Installation data file
  SetUp.LST     -  Installation data file
  SetUp.EXE     -  Installation file
  Ver.DLL       -  Dynamic link library, Microsoft Corporation
  DDEML.DLL     -  Dynamic link library, Microsoft Corporation
```

**INTRODUCTION:**

WinLabel is a unique product.  It is a Windows based disk file management tool and diskette label maker that is more complete than its DOS based sister products.  WinLabel does recursive directory searches, allows for three types of output, and gives the user more control over font selection, font size, and data position on the label.

WinLabel handles two label sizes - 4x1.5 inch labels for the 5.25 inch disks and 2.75x2.75 inch labels for the 3.5 inch disks.  WinLabel is not based on any specific or predefined label stock.  The user is given the ability to address any label position on the label stock regardless of its relative position.  Fine position adjustment for individual labels is also provided - but is rarely required.

With WinLabel, label paper stock handling is also more efficient over similar products because the data is sent to the printer on command. This means that multiple labels can be printed on the same label stock without reinserting the paper.  WinLabel uses Windows to buffer the data making printing faster and label stock handling much more efficient.

WinLabel also shows the user graphically which label is currently being used and which labels are <u>already</u> used.  The product shows the user a picture of the label paper stock and remembers current label usage. This makes it easier for the user to select the label to be printed on and also assists in the management of the full sheet of label paper stock.

Along with label printing features, more fully discussed in the next sections of this manual - WinLabel prints the data to a disk file or full sheet of paper.  The ability to print to a disk file or full sheet of paper facilitates data recording for larger volumes such as hard drives.  The disk file output mode works well with software products that can read ASCII text files such as spreadsheets, databases, and word processors.  This allows for database operations on file data, desktop publishing quality output and countless other file data operations.

I hope this manual provides the necessary information to assist in the usage of WinLabel.  WinLabel is a truly unique product.  It is a tool that will make disk file management easier and less of a hassle. WinLabel is a product intended to serve where other products have failed **... to be so easy to use there is no reason not to use it**. Hopefully, you will agree that WinLabel is a "Windows productivity tool".

Information on support and pricing is included in the package.  Please feel free to contact the author any time through mail, phone, or CompuServe.  Please contact the author for the latest version number and current pricing information.

If the product is supplied on disk with an automatic install routine.
Insert the product disk into the floppy drive and type "Setup" and
answer the questions.  The install routine will setup a new windows
group for WinLabel and load all the files into the proper locations.

Automatic installation ...

        Type A:SETUP.EXE and follow the onscreen instructions

**CONFIGURING WinLabel:**

If automatic install fails ...

Some files may have the last letter of their extension replaced with an
underscore, i.e. SetupKit.DL_ this is to insure the install routine does
not execute the files on the installation disk,  Unlike the typical
Microsoft installation, no files included in the WinLabel distribution
are compressed.  The files are in their original state - only the
extension was changed.  This insures proper automatic installation.

**For manual installation -- Setup.EXE not included or fails ...**

It is not necessary for the automatic installation files to be included
in the distribution.  This is done to reduce the size of the final
compressed file used by BBS systems and shareware distributors.  Follow
the rules below if the distribution does not have Setup.EXE or automatic
installation fails.

Copy WinLabel.EXE, WinLabel.HLP, and WinLabel.WRI files into a
directory of your choice.  They should be on the DOS path for proper
help file operation.  The various text files should be read and
understood -- print them if you like.  They are not needed for proper
operation of WinLabel.  The following library files (extensions
ending with .DLL and VBX) should be copied to the Windows\System
subdirectory:  VBrun200.DLL, CmDialog.VBX, COMMDlg.DLL, QPro200.DLL,
CSGroup.VBX, and CSText.VBX.  Any files that have an extension ending
with the underscore character must be renamed.  Simply replace the
underscore character, "_" with the letter "L".  Example, CmDialog.DL_
should be renamed to CmDialog.DLL.

VBRun200.DLL may not be included with the distribution to reduce the
size of the compressed file.  If the distribution does not include
VBRun200.DLL, a dynamic link library from Microsoft, is available
on most BBS systems.  This file and the automatic installation system
is included on any distribution from Practice Marketing Services.

Command:    D:\WinApps\WinLabel.EXE      Starts WinLabel
                                         from the "D" drive
                                         and the WinApps sub directory

**Order Information:**

The order screen is accessed from the main system screen using the
WinLabel drop down menu system.

The order form is divided into three sections - user name and address,
ordering information, and pricing data.  If necessary, the unit price
can be altered.  Check with the author for the latest price data.  Fill
in each of the sections and the final pricing information is supplied
automatically.  Move between the data entry areas with the "TAB" or
"SHIFT-TAB" keys, or by clicking on the proper area with the mouse.  The
"ENTER" key does not initiate any action, unless the focus is on the
"Print Order" or "Cancel" buttons.  In these cases this will cause the
order form to be printed or cancel the entire operation.  <u>Unit pricing
must be supplied or the form will not print.</u>

Selecting the "Print Order" button sends the data to the current system
printer.  Please make sure the paper orientation is portrait and the
system font is set to a fixed pitch font (most printers do default to
this mode).  If problems are encountered in printing the form it is not
necessary to use it.  Manually fill out a piece of paper with the same
data on it as the form and mail it along with a check or money order to
the author.  The address is provided on the form and noted elsewhere in
this package.

**QUICK START**

**Disk Label Output:**

To produce labels for disks follow the sequence provided below.

1. Choose the label size
   3.5 inch disk or 5.25 inch disk

2. Choose the disk drive to search

3. Choose the search string
   Use DOS equivalent - wild cards are allowed

4. Select the sort order - dos, file name, or file extension

5. Select the file information - size, date, time, and archive
   bit and then initiate search

6. Set the label stock paper margins
   Top margin - inches from top of paper to top row
   Left Margin - inches from left of paper to left column
   Row-Gap - inches between rows of labels
   Col-Gap - inches between columns of labels

7. Set up the label data
   Choose title
   Choose title font information
                        Choose if label is to include notes,
                   ***(file data is not printed***
         ***with notes)***
   Choose file data font information
   Select if 3.5 inch disk is to include an edge title,
                   date and time stamp

8. Select OK

9. If Title Label is selected, fill in the note pad with notes

10. Select OK

11. Select the label to print on

12. Select the Print command

13. Repeat steps  2 through 12 for other disks

13. Select the Send command to actually print on the label paper

14. Quit

**Disk File Output:**

To produce a disk file output follow the sequence provided below.

1.  Choose the disk drive to search

2.  Choose the search string - Use DOS equivalent

3.  Select the sort order - dos, file name, or file extension

4.  Select the file information - size, date, time, and archive
        bit and then initiate search

5.  Choose the disk file name
        DOS valid file names allowed
        If the file exist choose Append/New/Cancel
                <u>Append</u> - add to the existing file
                <u>New</u> - erase existing and create a new file
                <u>Cancel</u> - provide a different file name, or stop

6.  Set up the disk file data
        Choose number of print columns
        Choose number of spaces between print columns

7.  Select OK

8.  Select the Print command

9.  Repeat steps  1 through 7 for other disks

10. Quit

**Paper Output:**

To produce paper output follow the sequence provided below.

1. Choose the disk drive to search

2. Choose the search string - Use DOS equivalent

3. Select the sort order - dos, file name, or file extension

4. Select the file information - size, date, time, and archive bit and then initiate search

5. Choose Setup command

6. Type the header and footer text

7. Select the positions for the header and footer text

8. Select the font information for the header/footer text

9. Set the stock paper margins
   Top margin - inches of gap reserved for header info.
   Left Margin - inches from left edge to start of data
   Right Margin - inches from right edge to end of data
   (Bottom Margin is the same as the top margin)

10. Select the font information for the file data

11. Select OK

12. Select the Print command

13. Quit

**WinLabel Main Program:**

**Drop Down Menu:**

Printer:     Selected to change the default printer and setup.  "Alt-P"
                  (Standard Windows Dialog Box for printer setup)

Go:          Same function as "Start Search".  Initiates directory search
             routines that develop the file database.  "ALT-G"

Quit:        Exits WinLabel and returns to the underlying desktop or
                  system.  "ALT-Q"

Help:                 Invoke the Windows Help System and launch WinLabel
             help.  Use the drop down menu system with the following key
             stroke, "ALT-H" (or use the mouse).  The F1 key can also be
             used to go directly to the help window describing the terms
             used on the current form.

Order:       Ordering information is provided and a printed order form is
             processed for ordering WinLabel.  "ALT-O"

**Main Screen:**

Label Size: (Available only when label output is selected)
Starting at the top left corner of the screen the user selects the style
of label required.  The choices are a label for 3.5 inch disks which use
2.75x2.75 inch labels, or 5.25 inch disks which use 4x1.5 inch labels.

Select Label: (Available only when label output is selected)
The zone right beneath the label size area is the label select area.
Notice that this region of the form provides visual selection of labels
for either disk size.  The 2.75x2.75 inch labels are presented on a 3x3
grid - 9 labels per label stock paper.  The 4x1.75 inch labels are
presented on a 2x7 grid - 14 labels per label stock paper.  Coupled with
the other position controls provided on this form or through the label
setup form (discussed later) any label stock paper and label orientation
can be accommodated.  The used labels will be noted by yellow squares,
the presently selected label is cyan, and the unused or non selected
labels will remain white in color.  Select the label best fitting the
relative position when compared to the top left corner of the paper
stock.

Labels are selected with the mouse by clicking on the picture, or by
using the "TAB" and "SHIFT-TAB" keys to move through the choices.
Hitting the "ENTER" key selects the label that has the focus and moves
the focus to the next area of the form.

Label Paper Setup: (Available only when label output is selected)
The left margin, top margin, row gap between labels and column gap
between labels are entered in the region called "Label Paper Setup".
These values are the defaults used for each label on the label paper
stock.  The initial values appear in the margin boxes based on the
system printer connected to the Windows environment.  These values are
the minimums and can not be reduced.  The values are then adjusted by
the user based on actual measurements from the top left edge of the
paper stock to the top left edge of the first label.

Top Margin:
            The top margin is the measurement, in inches, from the top
            edge of the paper to the top edge of the first row of
            labels.

Left Margin:
            The left margin is the measurement, in inches, from the left
            edge of the paper to the left edge of the first column of
            labels.

Row Gap:
            The row gap is the measurement, in inches, of the gap
            between the rows of labels.

Column Gap:
            Column gap is the measurement, in inches, of the gap between
            the columns of labels.

Because all printers feed paper slightly differently, a fine adjustment
tool was added to the "Label Setup" screen and is described later.  This
fine adjustment tool is used to assist in centering the disk data on
labels that are slightly moved from the proper top/left corner position
due to paper feeding errors or printer hardware dependent margins.

Search Specification: (Always available)
The search data area is used to select the disk drive to search and
allows the user to input a file specification to limit the search.  The
file specification area works exactly like the DOS file specification,
wild cards are allowed as well as any valid DOS file expression.

File Data: (Always available)
The file data area is used to select what file information is recorded
when the disk drive is searched.  The selections include file size, file
date and time stamp, and file attribute.  Use the mouse to select any
combination of the four choices available.

Search Data: (Always available)
The search data area is not used for user input but provides information
back to the user.
      Dirs  -      Number of directories searched
      Files -      Number of files found matching the search spec.
      Free  -      Amount of unused disk space - free space available
      Size  -      Size of the disk

The remaining area, Files Found, is a drop down box that the user can use to display the information found before printing the disk label, creating the output disk file, or printing a full listing on sheet paper.  The drop down box gives information that can be used to assist the user on output validity, or possibly to determine if the label type should be changed from file data to notes.

<u>Type of Output:</u> (Always available)
       Disk Label  -      Print disk label
       Disk File   -      Print file on disk, user provides file name
       Print Form  -      Print disk data on full sheets of paper
              ***(See below for descriptions of each.)***


<u>Sort Order:</u> (Always available)
       Directory - The files will list in the DOS order they appear
       File Name - The files will list in alphabetical order, decending,
              sorted by file name
       File Ext  - The files will list in alphabetical order, decending,
              sorted by file extension


<u>Search Command:</u> (Always available)
This command causes WinLabel to search the specified disk for all files
matching the search string.  This search is fully recursive and <u>all</u> sub
directories are searched and any files matching the search string are
recorded.  The disk stats such as disk space free, overall disk size,
number of directories searched, and quantity of files found is also
recorded for printing.  This is the command executed when the "Go"
command on the menu system is initiated.  Disk stats are printed if the
label type includes file information or notes.  The start search command
is a dual purpose button.  After a search is initiated the "Search"
button changes to a "Stop" button.  The stop command will stop any
search in progress.  The data recorded will reflect the results of the
search up to the point stop was invoked.  After a search is stopped the
"Stop" button will revert back to its original state, a "Search" button.


<u>Print Label, Print File, and Print Form Section:</u> (Always available)
This section works closely with the "Type of Output" section described
above.  The section title will change depending on the output selected.
"Print Label" is the title for labels.  "Print File" is the tile for
file output.  "Print Form" is the title of the section when sheet paper
output is selected.

The "Set Up" command button has a different function depending on the
type output selected.  A more detailed description is included below.

The "Print" button initiates the output, and is used under all three
output modes.  However, printing is not fully complete in the label mode
due to the need to "print" to multiple labels on a single sheet of
paper.

The label mode also requires the "Send" button to initiate actually
sending the data to the printer.  The disk mode and the paper form modes
do not require the "Send" command.  You will note that with the last two
output modes the "Send" command is disabled.

**Disk Label Output Mode:**

When the "Disk Label" output mode is selected the label form screen is displayed after the "Set Up" command is entered.

This screen contains three main sections.

Enter Label Title and Select Font:
The Title is placed on the top of the disk label.  For 3.5 inch disk labels the title is spaced down from the top so it can be read from the front of the disk.

The font information is selected by the user.  The choices provided are based on the system printer.  The user selects the font information by actuating the Select Font button.  The font size can be either typed in or the slide bar can be used to select the desired font size.  The font size is limited to 4 to 16 points.  The other font characteristics can also be selected and the results are displayed on the form next to the Select Font button.

If the "Title and Note Label" box is checked then file data is not printed.  The user will be asked to supply notes to have printed on the label instead of the usual file information.  ***(See Notes below.)***

If the title is blank (Null) the file data will start at the top of the disk label just below the date/time info.  If the date/time info is not printed, the file data will start at the top of the label.  If no title is desired but the user does not want the file info to start at the top of the label, use a title of a single blank space and a font sized to give the desired gap.  For 3.5 inch disk labels this will force the file data to be placed on the label starting down from the top so that all file data will be on the front of the label.

If the title will not fit the label because of the font size selected, the user is notified and the title is clipped to show the relative size of an acceptable title.  The title size is, however, relative to the font selected and font size.  Therefore, longer titles are allowed with smaller fonts.  The maximum title size is about 2.6 inches for both label styles.

Select File Data Font and File Data Information:
The file data is printed if the "Title and Notes" box is not checked.

The font information is selected by the user.  The choices provided are based on the system printer.  The user selects the font information by actuating the Select Font button.  The font size can be either typed in or the slide bar can be used to select the desired font size.  The font size is limited to 4 to 16 points.  This is also the font used to print the date/time information, the disk stats information, and the notes if requested.  The disk stats, print date, print time, and edge title are always printed at a set font size - 4 point.

Next, the user decides whether to print date and time stamps, and the

edge title.  The date and time stamps are printed at the top of the disk label if the appropriate boxes are checked.  The date and time values are obtained from the computer system's date and time settings.

Disk stats such as directory count, file count, free space, and disk size will also be printed using the font selected for the file data. However, the size is maintained at 4 point.  Like the date/time data, the position is also maintained, but at the bottom of the label.  The user's ability to control the printing of this data is limited.  The data is printed if a disk search was initiated.  The data is not printed if a disk search was not initiated.  This is independent of notes or directory listing label style.

The 3.5 inch disk has an edge that is 1/8 inch thick.  The labels used on these disks wrap around this edge.  WinLabel will put the disk label title on this edge if the "Edge Title" box is selected.  This facilitates reading the disk title from the top of a disk storage container.  The edge title option is available only for the 3.5 inch diskette labels.  The title will be placed on the edge of the disk using the font selected for the file data and notes.  The size is maintained at 4 point.

Label Position – Fine Adjust:
If the label position must be moved slightly, WinLabel has two adjustment slide bars.  Each label can be moved up/down or right/left by .005 inch increments.  This process should not be needed but is provided if the paper used has some labels offset from the optimal position. Moving the slide bars to the right for each direction will move the print position down and to the right.  Moving the slide bars to the left for each direction will move the print position up and to the left. *(Labels at the left or right edge of the paper stock might need this feature because of hardware margin minimums.)*  The best position control is provided on the main form.  See the manual under "Label Paper Setup".

Notes: (Available only when label output is selected)
If notes are to be printed then file data is not printed.  However, if a search is done before the label is printed the disk statistics totals are printed along with the notes.  This information is sometimes useful when notes are printed because the disk capacity information, coupled with a descriptive note, is often more useful than what is actually on the disk.  When the number of files can not be fully listed on the label, use descriptive notes to provide useful information.

Notes are justified based on the selected button at the right of the note area.  Notes can be left, right, or center justified.  If the notes do not fit the label the number of lines allowed shows what will fit and the user is given the opportunity to change the notes or adjust the font and font size.

Notes are printed with the same font selected for the file data.  The note box size presented to the user is based on this font.  The note pad includes full word wrap functionality and the usual word processing cursor movement is supported.

Follow the steps below to print labels.

1.    Select label size
2.    Select the disk drive
3.    Select a search string
4.    Select the sort order - dos, file name, or file extension
5.    Select size, date, time, and archive bit, search the disk
       (this provides disk capacity status only note labels)
6.    Set up the label data
              select font information for the title
              enter the title data
              choose the "Title and Note Label" box for note
                      printing
              select font information for the file data or notes
7.    Select OK to return to the main form
8.    Fill in the note form if necessary
9.    Select OK
10.   Select the "Print" command to set the data for the label
11.   Repeat steps 2 through 9 for other disks
12.   Select the "Send" command to print the label sheet

Reset:
The "Reset" command resets the form to the default data and cancels all
output not currently scheduled for the printer.  Once a label has been
scheduled for the printer, "Print" selected, printed ouput can not be
cancelled

OK:
The "OK" command starts the formatting process for the label selected.
If Title Label is checked it brings up the note pad.  The note pad is
used to type notes to be included on the disk label.  (See notes above.)

**Disk File Output Mode:**

When the "Disk File" output mode is selected the file output screen is displayed after the "Set Up" command is entered.

If the file output mode is selected the user is prompted for a valid DOS file name.  The system is queried and if the file exists the user is then asked if the file is to be erased and started new, appended to, or if the user wishes to use a new file name.

WinLabel will show the file name and allow the user to select how many columns wide the data is to be written in, how many blank spaces between columns are to be provided, and if the file data should include the file size, creation data and time, and archive bit.

Follow the steps below to print a disk file.

> 1.   Select the disk drive
> 2.   Select the search string
> 3.   Select the sort order - dos, file name, or file extension
> 4.   Select size, date, time, and archive bit, search the disk
> 5.   Select the disk file name
> 6.   Set the number of printed columns
> 7.   Set the gap between the printed columns
> 8.   Select OK to return to create the disk file

Reset:
The "Reset" command stops the process and resets the data to the default values.

OK:
The "OK" command starts the disk file storage process.

**Paper Form Output Mode:**

When the "Paper Form" output mode is selected the paper form screen is displayed after the "Set Up" command is entered.

This screen contains two main sections.

The page information section is on the top portion of the form.  This section contains the information to control the look of the printed page.  Included in this section is the header/footer info, the position of the header/footer text, font information, and page margin data. Note, the page margin data from the main window is not utilized.

The header and footer information is placed into the areas marked for that purpose.  The drop down box is used to select the font name.  To input the font size type the point size into the box labeled size, or use the slide bar.  The limit on font size is 4 to 16 points.  Please note ... WinLabel trys to center the header and footer text in the margin space.  However, due to minimum margin spacing imposed by printers this is not always possible.

The margins are checked to see if the header and footer will fit into the area allowed.  If not, the top and bottom margin spaces are increased to allow for the header and/or footer and the user is notified.

The header and footer can include the print date, print time and page number by using the following rules:
```
     "&P"  -      Print page number in place of &P
     "&D"  -      Print the current date in place of &D
     "&T"  -      Print the current time in place of &T
```

Example:   This is a header statement - page &P
```
     will result is a header ...
           This is a header statement - page 1
           This is a header statement - page 2
           ..
           This is a header statement - page n
```

Example:   This is a footer - Date = &D Time = &T
```
     will result in a footer ...
           This is a footer - Date = 10/17/1991 Time = 12:00:32
           This is a footer - Date = 10/17/1991 Time = 12:00:32
           ..
           This is a footer - Date = 10/17/1991 Time = 12:00:32
```

Next, WinLabel allows the user to set the top and bottom, left, and right margins.  The hardware minimums determined by the system print driver are initially shown in the margin boxes when the print settings window first appears.  The user is allowed to increase these values but not reduce them.  If margins are set that will not accommodate the header and/or footer, adjustments are made to the margin settings automatically and the user is notified.

The data section of the print settings window is used to set the style
of the data as it appears on the printed page.  Please note, the area
showing number of print columns is not set by the user but serves as an
indication as to how many columns of file data will be printed.  This
number is calculated to maximize file data usage of the paper based on
margin settings.

The font information is selected by the user.  The choices provided are
based on the system printer.  The user selects the font information by
actuating the Select Font button.  The font size can be either typed in
or the slide bar can be used to select the desired font size.  The font
size is limited to 4 to 16 points.

The file data will be placed on the paper to optimize paper usage.
Obviously if the full file data box is checked then less data is placed
on the paper due to limited room.  The system considers the margin
settings, the font size, and file information to determine the number of
columns to print data in.  This number is not modifiable by the user and
is intended to optimize the printed output.  If this is not acceptable
send the disk data to a file and use a word processor to format the
printed output.

Disk stats such as directory count, file count, free space, and disk
size will also be printed using the font and size selected for the file
data at the bottom of the last page.

Columns       -       This is determined at print time and input from the
                      user is not allowed.  Printing between the
margins is              optimized based on the font size and the number
of                      columns is calculated for best page fit.

Printing Paper Forms:
The user selects the proper output mode, and then selects the "Print"
command.  The "Send" command is never used to send the data to the
printer.  This command is only used when printing labels.

Follow the steps below to print the file data on sheet paper.

        1.      Select the disk drive
        2.      Select the search string
        3.      Select the sort order - dos, file name, or file extension
        4.      Select size, date, time, and archive bit, search the disk
        5.      Set up the sheet paper
                        enter the header text - if any
                        enter the footer text - if any
                        select the header/footer page position
                        select font information for the header/footer text
                        enter the top, left/right, and bottom margin space
                        select font information for the file data
        6.      Select OK to return to the main form
        7.      Select the "Print" command to send the data to the printer

Reset:

The "Reset" command resets the form to the default data and cancels all output.

<u>OK:</u>
The "OK" command starts the printing process for the printed form.

**WINDOWS RELEASES SUPPORTED:**

WinLabel runs under Windows 3.0 and 3.1 in standard, and 386 enhanced modes.

***WinLabel is a Windows based program and follows the keyboard and mouse operation conventions of a Windows program.  Please see the Microsoft documentation on Windows for information pertaining to the proper use of the keyboard and mouse.  This information is also accessed through the help system provided with Windows.***

**LIMITATIONS:**

None known.  However, the output is of higher quality with laser or postscript type printers.  WinLabel has been tested with Adobe's Type Manager and True Type provided with Windows 3.1 with excellent results.

**TRADEMARKS:**

MS-DOS, Windows, True Type -- Microsoft Corporation.

Adobe Type Manager -- Adobe, Inc.

**CLOSING:**

Pay special attention to the Readme.Txt file for update information.

Thanks for your support and registering of this software package.

<div align="center">

**WinLabel v3.0**

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**WinLabel.INI File: (Addendum)**

WinLabel will now automatically create an "INI" file in the Windows
subdirectory.  If the file should become corrupt or deleted, WinLabel
will automatically create a new file.  The file is automatically read
when the openning screen is loaded.  The values are saved when the
"QUIT" menu selection is used.  However, the user is asked for "INI"
file save verification.  If the user answers "YES" to the save querry,
the WinLabel.INI file is updated with the current settings.  If the user
answers "NO" to the querry the WinLabel.INI file is not updated.

Not all of the WinLabel variables are saved in the "INI" file.  Label
paper settings, printed paper settings, font information, header/footer
alignment, and note justification settings are the only variables saved.

***The following is an example WinLabel.INI file with the default values:***
```
LabelType=-1                    -1=3.5 inch desk, 0=5.25 inch disk
LeftMargin=0.25                 inches
TopMargin=0.283                 inches
RowGap=0                        inches
ColGap=0                        inches
TitleFontName=Courier           label title font
TitleFontSize=0                 size (points - typical)
TitleFontBold=0                 bold (-1,0 - typical)
TitleFontItalic=0               italic (-1,0 - typical)
TitleFontUnderLine=0            underline (-1,0 - typical)
TitleFontstrikeThru=0           strike through (-1,0 - typical)
TitleFontColor=0                color (0=black - typical)
ProgFontName=Courier            label file data font
ProgFontSize=0                  size
ProgFontBold=0                  bold
ProgFontItalic=0                italic
ProgFontUnderLine=0             underline
ProgFontstrikeThru=0            strike through
ProgFontColor=0                 color
PageTopMargin=0                 paper output top margin setting (inches)
PageLeftMargin=0                paper output left margin setting (inches)
PageRightMargin=0               paper output right margin setting (inches)
FileFontName=Courier            paper output file data font
FileFontSize=0                  size
FileFontBold=0                  bold
FileFontItalic=0                italic
FileFontUnderLine=0             underline
FileFontstrikeThru=0            strike through
FileFontColor=0                 color
HeadFontName=Courier            paper output header font
HeadFontSize=0                  size
HeadFontBold=0                  bold
HeadFontItalic=0                italic
HeadFontUnderLine=0             underline
HeadFontstrikeThru=0            strike through
HeadFontColor=0                 color
HeadPosition=0                  paper output header justification (-1,0,1)
```

```
FootPosition=0                    paper output footer justification (-1,0,1)
NoteAlignment=0                   disk label note justification (0,1,2)
```

Note:  If you experience problems simply erase the WinLabel.INI file and
a new one is created automatically.

                                              End of Documentation