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SECTION A, LABELS UNLIMITED

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Labels Unlimited lets you create professional-looking labels quickly and conveniently. Disk labels, inventory labels, file labels, binder covers, labels for audio and video cassettes--anything requiring neat, graphic printing is easy to produce. You do the creative part; your computer and printer take care of the tedious mechanical tasks.

This section helps to give you an overview of the program before you actually begin using it. It covers two topics:

- How it works
- New features of version B.00

HOW IT WORKS

Labels Unlimited creates labels in a group called a label series. A label series is very much like a data base file within which the labels are individual records. If you're not familiar with data bases, think of a label series as a binder and the labels as pages within the binder.

Certain characteristics apply to the entire label series. You set the label size for the entire series and choose one of sixteen preset formats that divide the printing area into as many as three zones. The formats provide nearly any text orientation (the way the letters read) within each zone--including vertical text (one letter above the next).

On each separate label within the series you can specify one of five type sizes for each text line, from Small (about 12 characters per inch) to Giant (1/2" high). You can type different text on each label, or create a single label and print several copies of it.

Labels Unlimited also offers a number of special features designed to speed up and enhance your work. To save keystrokes, the Ditto function copies the same line on to successive labels. A review feature lets you see all the entries for any line in a label series and sort them alphabetically. The Count function sequentially numbers copies of labels. Using the Import and

Export routines, you can exchange information with other programs, saving hours of data-entry time. You can save as many labels as will fit on your disk in each series, and print labels up to 36 across.

Labels Unlimited can create nearly any type of label. The output is always crisp, neat, easy to read--and easy to produce.

NEW FEATURES OF VERSION B.00

Version B.00 of Labels Unlimited includes many of the features that users of version A.00 have requested:

- Support for HP LaserJet compatible printers
- No restriction on the number of labels in a series
- The ability to import and export data
- The ability to measure labels in 1/32" increments
- Printing of up to 36 labels across the page

FILE COMPATIBILITY

You shouldn't have any trouble using label files created with older versions of Labels Unlimited.

THE .LBL EXTENSION Version B.00 requires that the name of every label file end with the .LBL extension. If you named an older label file using a different extension, you will have to rename it before using the file with version B.00.

For example, if your old file was named BINDER.JAN, use the DOS RENAME command as follows:

```
RENAME BINDER.JAN BINDER.LBL
```

Version B.00 does not recognize any label file without the .LBL extension.

GIANT TEXT Giant size text is slightly larger in version B.00 than it was in earlier versions. If you created a label with several lines of giant text using an version A.00 of Labels Unlimited, some of the text at the bottom of the label may be truncated.

SECTION B, GETTING STARTED

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Labels Unlimited is so easy to use, you'll get good work from it the first time you run it--especially if you've read the instructions and printed the reference guide. This section explains most of what you need to know to begin using Labels Unlimited:

- Using commands and moving around
- Printing the reference guide (PRINT ME FIRST).

USING COMMANDS AND MOVING AROUND

If you've ever used another Power Up product, you shouldn't have any trouble navigating through Labels Unlimited. Every menu displays a numbered list of the available options and a prompt at the bottom of the list. To activate one of the options on the menu, type that option's number at the prompt and press RETURN. As you work, you'll see that the active function keys are always displayed at the bottom of every screen. When the program requires a response from you, a prompt appears.

There are only a few simple keystrokes you need to remember to move around in Labels Unlimited:

UP/DOWN arrow	Moves up or down by one line.
LEFT/RIGHT arrow	Moves left or right one character.
TAB	Moves to next prompt.
SHIFT-TAB	Moves to previous prompt.
F1	Displays a relevant help screen.
F2	Displays these instructions.
F10	Performs current task, or moves to next screen.
ESC	Cancels current task, or returns to previous screen.

EXITING THE PROGRAM

To exit the program and return to DOS, select E from the Main Menu. The message, "Exit to DOS (Y/N)?" appears. Type Y (yes) or N (no). When you type Y, you exit Labels Unlimited and the DOS prompt appears; N returns you to Labels Unlimited. If you try to exit without saving the current labels, Labels Unlimited warns you so that you can return to the Main Menu and save your work.

PRINTING THE REFERENCE GUIDE (PRINT ME FIRST)

The program diskette includes a handy reference guide that illustrates each of the 16 available label formats. The reference guide contains sample labels that show some of the inventive things you can do with each format. You can do a lot more with the program than there is space to show in these samples. As you work with Labels Unlimited you'll find that each format can become the basis for whole families of labels. The sample labels include borders, so you can see the size that was specified for each design.

Be sure to print the reference guide and add it as an appendix to these instructions. The samples in the guide will greatly enhance your understanding of the program. The file is set up to print on standard 8 1/2" by 11" paper.

To print the reference guide, select option 7, PRINT ME FIRST, from the Main Menu. When you press Enter, the PRINT ME FIRST screen appears. See "Printing Labels," below, for instructions on responding to the prompts on this screen. Labels Unlimited always displays your most recent printer selections. Check that these selections are correct, or change them if necessary. If you have printed from another program since you turned the computer on, turn the printer off and then on again. With the printer on-line and loaded with paper, press F10 to start printing.

SECTION C, CREATING LABELS

This section explains all of the basic functions involved in creating and modifying labels:

- Overview
- Defining a label format
- Adding and editing labels
- Special editing functions

OVERVIEW

Labels are created and saved in groups called label series. There are 3 basic steps in creating a finished label series:

1. **DEFINING A LABEL FORMAT** The label format determines the size and text placement of the entire label series. Once you have entered text onto a label, the format cannot be changed.
2. **TEST PRINTING THE LABEL FORMAT** Before you enter any text into a new label series, use the Print Samples function to make sure that you have specified the correct label size to match your label stock.
3. **ENTERING THE TEXT** You can enter text separately on each label in the series. You can specify different size text and alignment for each line of text on every label. You can also use such features as Count and Ditto to speed and enhance your work.

DEFINING A LABEL FORMAT

Before you enter any of the text that will later appear on your labels, you must define a label format. The label format applies to every label in the label series. It determines the physical size of the label, how many text zones that label contains, and the orientation of the text within each zone.

IMPORTANT: Once set, the label format cannot be changed.

Formatting information is saved with the label-series file, so when you later edit the file, the same format is used. Because the format must be accurate, it's critical to test your format by printing test labels, as described below, before entering all of your labels into the file.

The most critical part of defining a label format is getting the size of your label exactly right. If your label format is not exactly the same size as your label stock, they will never line up correctly. Always test-print your format before you save it, and NEVER ENTER DATA INTO AN UNTESTED FORMAT.

NOTE It is possible, in effect, to use the Import Labels function to reformat a label series. The Import Labels function allows you to import the data from one label series into a new label series. However, this process is more time

consuming and complex than getting your label format right at the beginning.

To begin defining a label format:

1. Choose option 1, Define Label Format, from the Main Menu.

The Define Label Format screen appears.

2. To set the format for the current label series, respond carefully to the prompts on this screen.

Remember, once you add labels to a series, the format definition cannot be altered for that series. The instruction below tell you how to respond to the prompts.

SELECTING A TEXT FORMAT

There are 16 different formats, each with its own combination of text zones, character and line orientations.

To select a text format:

- Press PgDn or PgUp until the format you want appears.

Each format contains a large E and directional arrows to help you understand how the label will look. Text orientation varies by format: the arrows show the direction the lines of text will read; the large "E" shows the orientation (horizontal or vertical) of characters within the lines. For example, a large E with arrows aiming to the right indicates that characters will print horizontally and will read from left to right. Each format contains a large primary text zone, and some formats use secondary zones at left and/or right. Use the on screen indicators, along with the printed reference guide (see above), as aids when you select a format. Each format is numbered for easy reference.

NOTE You specify the number of labels you want printed across the page during the print routine.

SETTING THE LABEL SIZE

The Label Size prompts define the label dimensions and set the spacing between adjacent labels.

- Press the TAB, SHIFT-TAB, or UP and DOWN arrow keys to move between prompts; a box indicates the active prompt.
- Press the RIGHT and LEFT arrow keys to increase and decrease the displayed dimension by 1/32 inch at a time.

- Press the CONTROL (Ctrl) key and the arrow together to change the value 1/2 inch at a time.

NOTE Most labels measure to the nearest 1/16 inch and are separated from each other by 1/16 inch. You may find that some labels can only be measured accurately in 1/32 inch increments. Always measure the label you want to print, and then set the entries at the Label Size prompts to match.

Don't trust the manufacturer's stated dimensions, since these often include the space between labels (many "one-inch" labels actually measure 15/16 inch). Multiply the width of the labels (including space between) by the number of labels across to make sure the total horizontal measure does not exceed the available print width: 8" for a standard-carriage printer, 13" for a wide-carriage model.

Here are the Label Size prompts and the range of possible entries:

TOP TO BOTTOM Sets the height of each label in the current label series. Remember to only measure the label itself, don't count the space between labels. Measure from the top edge of the label, to the bottom edge.

- Default = 15/16"; Minimum = 3/8"; Maximum = 11"

LEFT TO RIGHT Sets the width of each label in the current label series.

- Default = 3 1/2"; Minimum = 3/8"; Maximum = 13"

VERTICAL DISTANCE BETWEEN LABELS Specifies the space to allow between the bottom of one label and the top of the next label. The default value is correct for most tractor-feed labels.

- Default = 1/16"; Minimum = 0"; Maximum = 11"

HORIZONTAL DISTANCE BETWEEN LABELS For printing labels two or more across, this prompt specifies the space to allow between the right edge of one label and the left edge of the next. Leave it at the default setting for single labels.

- Default = 1/8"; Minimum = 0"; Maximum = 5"

DISTANCE TO LEFT MARGIN After test printing your design (see below), use this prompt as needed to adjust the distance from the left edge of the label to the first character position.

- Default = 0"; Minimum = 0"; Maximum = 5"

TESTING YOUR FORMAT

As stated earlier, it is very important to test your label format before you put any information into it. This is your only chance to change it.

To test the format as set by the prompts on the Define Label Format screen: press F8, Print Samples. The Print Samples screen appears. Make entries at the prompts (see "Printing Labels," below, for detailed instructions), check that your printer is ready, and then press F10 to print. Labels Unlimited prints two rows of sample labels in the specified format, 1 to 36 labels wide (as specified at the Labels Across prompt). The printed samples include dummy text in several sizes, giving you a good idea of what the actual labels will look like.

If you choose to print borders, solid lines will be printed that reflect the dimensions that you entered earlier. Dashed lines separate the text zones. If the borders line up exactly with the labels in your printer, size and spacing are correct. Change the settings at the Label Size prompts and print again. When you are happy with the look and fit of the specified label format, press F10 to record the format and return to the Main Menu.

ADDING AND EDITING LABELS

Once you have selected a label format (or loaded a label file from disk--see below), you can create and edit labels. Choose option 2, Add/Edit Labels, from the Main Menu, and the Add/Edit Labels screen appears.

UNDERSTANDING THE ADD/EDIT LABELS SCREEN

The exact appearance of this screen depends on the current label format and the type sizes specified. When the format uses just one zone, the Add/Edit Labels screen displays a single Primary zone of up to 18 lines. When the format uses left and/or right text-entry areas, additional zones appear, with up to three lines each. A counter at the top of the screen shows the number of the current label in the series. Columns on the left side show line numbers, text sizes, and text alignment. A highlight bar indicates the current line.

The actual number of text lines available within a zone and the number of characters available within a line depend on the size of the label and the type size selected for each line. Sizes include Small (SML), Medium (MED), Large (LRG), Jumbo (JMB), and

Giant (GNT). Smaller type yields more lines per zone and more characters per line. Samples of each type size are included in the reference guide (see above). Press Enter or the up and down arrow keys to move the highlight bar from line to line. The length of the bar always matches the number of characters available on the current line.

When you first select Add/Edit Labels, Labels Unlimited displays the number of Small lines that will fill the zones in the current format. You can change the type size for every line of text on each separate label in the label series. Lines that won't fit in the specified label format are shaded. When you change type size, the shaded area moves up and down to reflect the number of lines that will fit. As you add labels to a label series, the line sizes for the label last displayed are carried over to each new label. When the label series is complete, press ESCAPE to return to the Main Menu.

CONTROL KEYS

Use the following keys as you enter and edit text:

CTRL-A	Adds (inserts) a line above the current line; succeeding lines move down.
CTRL-D	Deletes the current line; succeeding lines move up.
CTRL-E	Erases text from the current line, leaving it blank.
CTRL-R	Restores the line just erased.
ALT-E	Erases (clears) the current entries from the screen.
ALT-R	Restores the entries erased from the screen.
Ins	Changes between insert and overwrite modes.
Del	Deletes the character at the cursor position.
Home	Moves the cursor to the beginning to the line.
End	Moves the cursor to the end of the line.
Tab	Moves the cursor to the next non-ditto line.
Shift-Tab	Moves the cursor to the previous non-ditto line.
PgDn	Displays the next label in the current series.
PgUp	Displays the previous label in the current series.

Ctrl-Home Displays the first label in the series.

Ctrl-End Displays the last label in the series.

SPECIAL FUNCTIONS

While adding or editing labels, you can use a number of extra features to speed up and improve your work.

F3 SIZE

Changes the type size (and thus the number of available characters) for the current line. When you press F3, a window appears, listing the type sizes. Press the up and down arrow keys to highlight your choice; press Enter to select it. A three-character abbreviation to the left of each line indicates the currently selected type size.

F4 ALIGN

Changes the alignment of the current line. When you press F4, a window appears, listing the alignment options. If the line prints horizontally, the options are left, center, and right (coded L, C, R on your screen). If the line prints vertically, the options are top, center, and bottom (coded T, C, B). Press the up and down arrow keys to highlight your choice; press Enter to select it.

F5 DITTO

The F5 key turns the Ditto function on and off for the current line. Use the Ditto function to avoid repeating keystrokes when labels in a series contain duplicate text. Ditto lines are duplicated only on labels that are created when you press F10, Add Another (see below). An asterisk indicates each Ditto line. When Ditto lines are used, the tab key moves the highlight bar between non-Ditto lines only, allowing quick text entry. The Enter and up and down arrow keys move to all lines, including Ditto lines. The Ditto function can be turned on and off within a label series, so you can use it as needed.

AN EXAMPLE The Ditto function can be an enormous time saver. You might set up a label that looks like this (asterisks represent Ditto lines):

- * NIGHT OWL VIDEO
- * format: VHS
- movie title
- rating
- * Please rewind!

With this format, you can quickly create individual labels for several video cassettes without retyping the name of the store every time. Then, to create labels for Beta cassettes, you'd change the format line, still keeping it as a Ditto line. The new Ditto line would appear in each subsequent label, until, of course, you edited the line again--or changed it to a non-Ditto line.

NOTE The Ditto function has no effect on labels that have already been created. For example, if you are working on a label series that contains 10 labels, adding a Ditto line to the first label has no effect on the other labels.

F6 COUNT

Use the Count function to produce sequentially numbered labels of otherwise identical design. The Count function works in conjunction with the Copies per Label prompt on the Print Labels menu. After defining a Count field with the F6 key, you specify how many copies of the label you want using the Copies per Label command during the print routine. The number shown in the Count field is then increased by one in each copy of the label.

The Count function has no effect on other labels in the same label series. If you are working on a label series containing 10 labels, placing a count field on the first label has no effect on the other nine labels. It also has no effect on new labels that you add to the series. If, however, you place a Count field on the first of a series of 10 labels and then tell the program to print 10 copies of each label, the number displayed in the Count field on the first label in the series will be increased from 1 to 10 on each copy of the first label. All the printed copies of the other 9 labels will be identical to each other.

HOW THE COUNT FUNCTION WORKS Any or all lines can contain a single auto-incrementing field. Up to four digits can be incremented, and you can begin with any number in the range. Like an automobile odometer, the highest number in the series is always 9 in each character position. When a 9 appears in each available position, the count field starts over. Thus, 0 counts to 9, then returns to 0; 00 goes to 99 and then back to 00, etc. When you create a Count field, be sure to provide enough digits to reach the anticipated total. For example, enter 001 to count to 100.

You can increment any one to four digit segment of any number in the range. Thus the last three numbers of a label that reads, "Part Number 388-0600-500" could be incremented--or the first three, or the middle four, or any one to four digit segment anywhere within the number.

DEFINING A COUNT FIELD To identify a number or numeric segment for incrementing:

1. Type the number or segment on the selected line.
2. Place the cursor on the left-most digit that you want to increment, and then press F6 (Count).

That character, plus the next three numeric characters to the right (if any) will begin to blink; the blinking characters are now identified as the first number in the one to four digit count field. To complete the line, add any other characters you need (they will not affect the count field you have just identified). These examples show what you can do:

SOME EXAMPLES To increment the number 000, place the cursor under the left-most 0, and then press F6; 000 will blink and will count (001, 002, etc.) to 999 before returning to 000.

To increment the middle four digits of the number 100-0000-100, place the cursor under the first 0 after the first hyphen, and then press F6; the middle four 0's will blink and count to 9999 before returning to 0000.

To increment just the first two digits of the number 5000, type the digits 5 and 0, place the cursor under the 5, and then press F6; 50 will blink. Finally, place the cursor to the right of 50, and type the remaining two 0's. The first two digits of 5000 will continue to blink, but the last two digits will not. The first two digits will count from 50 through 99, then go to 00, and then count to 49 before returning to 50.

When you design labels with Count fields, take advantage of the great flexibility this feature provides. You might let a serial number appear more than once, perhaps in different sizes and orientations, or create a count field that provides a tally ("Item 085 of 100" for example). The printed reference guide has good examples of both ideas. Labels that contain count fields should be saved as files containing just one label: to get numbered labels, you simply print multiple copies.

ADDITIONAL COMMANDS F7

The F7 key invokes a window containing a menu of four important additional commands. Press the up and down arrow keys to

highlight the command you want to use and then press Enter to activate it.

PRINT LABEL Prints the current label, or all the remaining labels in the series. Use this option when you want a sample copy--or multiple copies--of the current label. When you select this option, the Print Labels screen appears. See "Printing Labels," below, for printing instructions.

An additional prompt, Print to End of Series? (Y/N), appears on this version of the Print Labels screen. To print labels from the current label to the end of the label series, type Y (yes); to print just the current label, leave the prompt set at N (no), the default setting.

Printing to the end of the series lets you add labels to a series, then print only the ones you've added--handy when you've already printed the first labels in the series, or when your printer jams halfway through a series of labels.

REMOVE LABEL Removes the currently displayed label from the series. Use this option to eliminate labels you no longer need. When you select this option, a message appears asking you to confirm the command (unless the label is blank). Press Y (yes) to remove the label; press N (no) to cancel the command and return to the Add/Edit Labels screen.

DISPLAY FORMAT Opens a window that displays the current label format. Use this option when you want a quick reminder of what your label will look like. Press F10 to return to the Add/Edit Labels screen; or, to adjust the left-hand margin and the vertical and horizontal distance between labels, press F3 (Change Label Separation). This function allows you to adjust the print position of your labels, but not their size, which was permanently recorded when you set the label format.

When you press F3, a small command area is added to the window, and a highlight bar appears at the Vertical Distance Between Labels prompt. Use the up and down arrow keys to move the highlight bar between prompts. Use the left and right arrow keys to adjust the highlighted setting by 1/32 of an inch; to adjust by 1/2 inches, hold the Ctrl key down as you press the arrow keys. Press F10 (Continue) to save your changes and return to the Add/Edit Labels screen. Press Esc (Restore) to return to the Add/Edit Labels screen, restoring the label-space settings as they appeared when you pressed F3.

SHOW/SORT BY LINE Displays a screen that lists the contents of the line at the current cursor position for all labels in the series. Use this option to check previous entries, or to locate and move to another label in the series.

Use Home, End, PgUp, PgDn, and the up and down arrow keys to move about in the list. When there are more entries than will fit on the screen, small arrows point the way to additional entries.

While you are viewing this screen, you can use the followings keys to change the sort order:

- To sort the items in the list alphabetically, press F5, Sort Up.
- To sort in reverse alphabetical order, press F6, Sort Down.
- To restore the original sort order--the one in effect when you selected Show/Sort by Line--press F7, Undo.

The order in effect when you exit this screen becomes part of the file the next time you save it.

To see how useful the Sort feature is, load the sample video-cassette label file, VIDEO.LBL (see "Working with Label Files," for file-loading instructions). Go to the Add/Edit Label screen and highlight the name of the first actor on the first label. Then press F7 and select Show/Sort by Line. A list of all the leading actors appears, with the first actor highlighted. Press F5 (Sort Up), and the list appears in alphabetical order, making it easy to look up a particular actor. Repeat the process for the "star" rating line. This time Press F6 (Sort Down), and you'll see how many good movies appear on the list. There's a surprise at the top of the list. Press Home to highlight that top item, and then press F10, to see which film earned such high acclaim.

Make a habit of checking key lines in a label series for accuracy and completeness. To do this quickly, use Show/Sort by Line to alphabetize the line entries, and then check the list.

SEARCHING WITH THE SORT FUNCTION The sort function lets you use key line entries to search for and display any label in a series. A highlight bar appears over the line entry belonging to the label you were on when you pressed F7. To move to another label, sort the list, and then highlight the matching line entry belonging to the other label. Press F10, and the Add/Edit Labels screen will reappear, this time displaying the label whose line entry you highlighted.

F10 ADD ANOTHER

Adds a new label to the end of the label series. All specifications from the label last displayed, including ditto lines, are automatically duplicated on this new label.

SECTION D, PRINTING

=====
This section covers all issues relating to printing with Labels Unlimited.

- Overview
- Printing labels
- Trouble shooting printing problems

OVERVIEW

Printing a label series with Labels Unlimited is a simple process. With a label series in memory, you choose the Print Labels command from the main menu. Next, you respond to the prompts on the Print Labels screen. Most of these prompts are self-explanatory. When you complete the prompts, you check to make sure that your printer is ready and loaded with the correct labels, and tell the program to start printing.

Don't forget, you need not produce the entire label series each time you print. From the Add/Edit screen, press F7 (More), and then use the Print Label prompt to print the current label. (The Show/Sort by Line prompt makes it easy to locate labels for printing, especially in a long list.) Or use the Print to End of Series prompt to print from the current label to the end of the series--when you need to print the most recent additions to a list, for example.

PRINTING LABELS

The print routine is essentially the same no matter what type of printer you have:

1. Choose option 3, Print Labels, from the Main Menu.

The Print Labels screen appears. Press Tab and Shift-Tab, Return, or the arrow keys to move between the prompts.

2. At the Copies Per Label prompt, type the number of copies of each label you want printed (1-9999).

Count fields (see above) will be incremented by one on each copy.

3. If you want a border around each label, type a Y at the Print Label Border prompt, otherwise leave it set to N.
4. At the Labels Across prompt, enter the number of labels you want printed in each row.

The printer settings prompts at the lower half of the screen vary depending on the type of printer you are using. The first time you run the program, the dot matrix printing settings appear.

5. Press F3 to switch back and forth between the dot matrix, and laser printing settings.

Follow the instructions below that match the type of printer you are using.

IF YOU'RE USING A DOT MATRIX PRINTER

1. From the displayed list, enter the number that matches your printer

If your printer is not on the list, it is probably compatible with one of the listed printers. Look in your printers manual for suggestions. Choose the printer that is the most similar to yours.

2. At the Print To prompt, type the name of the port your printer is connected to.

Valid entries include LPT1, LPT2, LPT3, COM1, COM2, and PRN. Try LPT1 first if you are uncertain.

3. At the Single/Double Pass prompt, type S for single pass, D for double pass.

The latter yields darker labels, but takes more time. The printer head must move over each line twice.

4. At the Bidirectional prompt, type Y or N.

To print faster, select bidirectional (left to right, plus right to left) printing. Turn this option off if the character output

takes on a jagged appearance, or if your printer does not support bidirectional printing. If your printer doesn't support bidirectional printing in graphics mode, your response to this prompt is ignored. Most dot matrix printers are not capable of bidirectional printing in graphics mode.

5. Press F10 when you have finished with all the prompts.

A screen appears that tell you to check that your printer is on-line, with labels or paper in position. You have the option of pressing F10 to continue, or Escape to cancel.

6. Press F10 to begin printing.

When printing is complete, the main menu reappears.

IF YOU'RE USING A LASER PRINTER

1. At the Print To prompt, type the name of the port your printer is connected to.

Valid entries include LPT1, LPT2, LPT3, COM1, COM2, and PRN. Try LPT1 first if you are uncertain.

2. At the Label Rows Per Page prompt, type the number of rows of labels that each page of your label stock contains.

This number should be between 1 and 36.

3. Enter the number of the row where you want the program to start printing at the Starting Label Row prompt.

4. At the Space Down From Top to First Row prompt, enter the exact amount of space between the very top of the paper and the top of the first row of cut labels.

5. Press F10 when you have finished with all the prompts.

A screen appears that tell you to check that your printer is on-line, with labels or paper in position. You have the option of pressing F10 to continue, or Escape to cancel.

6. Press F10 to begin printing.

When printing is complete, the main menu reappears.

TROUBLE SHOOTING PRINTING PROBLEMS

If you have a printing problem when working with Labels Unlimited, check the items in the list that follows. Always begin with your equipment, then analyze your printout. Here are some possible problems and their solutions:

PRINTER PRINTS GARBAGE

If your printer prints "garbage," or refuses to print at all, check the following items. Then turn your printer and computer off for a minute, turn them back on, and try again:

1. Make sure your printer cable is tightly plugged into both the computer and the printer and that the printer is on-line and is not out of paper or ribbon.
2. Make sure you've specified the right printer selection and that your printer has any required options.
3. Make sure that all printer switches are properly set to print graphics (see your printer manual for details).
4. If you are using a serial printer, make sure the COM port has been properly configured with the DOS MODE command. See your DOS manual.
5. If you have an Okidata printer, first turn it off, then on. Then specify the IBM option on the Print Label screen and print again.
6. If the problem persists, return to the Print Labels screen. Select S at the Single/Double Pass prompt and N at the Bidirectional prompt. Turn your printer off, then on. Try printing again.

VERTICAL ALIGNMENT

If vertical alignment seems to change as you're printing, the problem lies in the label format, not your printer--it's either an inaccurate top-to-bottom dimension or an inaccurate vertical spacing specification.

All is not lost. Press Esc to stop printing. Return to the Add/Edit screen, press F7 (More), and choose Display Format. Press F3 (Change Label Separation), and then change the vertical spacing. Press F10 (Continue) to save the new entry and return to the Add/Edit screen. Now press F7 (More) again. This time, select Print Label, and then choose Print to End of Series. When

the Print Label screen appears, adjust the labels in your printer, turn the printer off and then on again, and then press F10 to continue printing where you left off.

LASER PRINTING PROBLEMS

Your laser printer will cut off the top row of text if you set the "Space down from top to first row" to 0. The HP Laserjet has built in top and bottom margins of 3/8". With no margin defined, the printer tries to pull the text up the page.

SECTION E, WORKING WITH LABEL SERIES

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This section addresses functions related to the saving, loading, and clearing of label series:

- Working with label files
- Clearing a label series

WORKING WITH LABEL FILES

Each label series you create is contained in a DOS file you can save, retrieve, and erase. To work with a label file, select the Get/Save/Remove function (main menu option 4), and then follow the instructions below.

FILE NAME REQUIREMENTS

Version B.00 of Labels Unlimited requires that label files end in the .LBL extension. If you used version A.00 of the program to create a label series you may have to rename it using DOS. For example, if your old file was named BINDER.JAN, use the DOS RENAME command as follows:

```
RENAME BINDER.JAN BINDER.LBL
```

GETTING A LABEL FILE

Before you can print or edit a previously saved label series, you must first load it into memory.

1. Select option 1, Get Label File, from the Get/Save/Remove Menu.

A list of files in the current directory appears. The current drive and directory names appear at the Name of File prompt, followed by the cursor.

2. To get a file, type its name and press Enter.

Labels Unlimited opens the file and returns to the main menu.

To change to a different drive or directory, backspace over the current drive and directory entry, type a new entry, press Enter, and a new listing appears.

IMPORTANT When you get a label file from a floppy disk, the disk it is stored on must remain in the drive while you add to, edit, or print the file. Do not remove the disk until you have saved or cleared the file (see below), or you have exited the program.

SAVING A LABEL FILE

To save the label series currently in memory:

1. Select option 2, Save Label File, from the Get/Save/Remove menu.

A list of files in the current directory appears. The current drive and directory appear at the Name of File prompt. The program adds the .LBL extension to the file name if you do not specify an extension (the three letters after the period in a file name are called the extension). Remember that you must use the .LBL extension with the file name or the program will not recognize the file as a label series.

2. Type a name for your label file, and then press Enter.

Labels Unlimited saves the file and returns to the main menu (if the file was previously saved, you'll be asked to confirm the command).

To save the file in a different drive or directory, backspace over the current entry and type a new one.

REMOVING A LABEL FILE

To remove a label file from disk:

1. Select option 3, Remove Label File, from the Get/Save/Remove Menu.

A list of files in the current directory appears. The current drive and directory names appear at the Name of File prompt, followed by the cursor. To change to a different drive or directory, backspace over the current drive and directory entry, type a new entry, press Enter and a new listing appears.

2. Type the name of the file you want to delete and then press Enter.

For safety, Labels Unlimited asks you to confirm the command.

3. Press F10 to remove the file; press Esc to cancel the operation and return to the main menu.

CLEARING A LABEL SERIES

When you clear a label series you remove all data from the current label series, leaving only the format in memory. You must clear the label series in memory before defining a new label format. It's also a convenient way to use an old format as the basis for a new series of labels. When you create the new series, you can give it a new name when you save it, or you can keep the old name and overwrite the original file.

To clear the label series currently in memory:

1. Select option 5, Clear, from the main menu.

Labels Unlimited asks you to confirm the command.

2. Press F10 to continue; press Esc to return to the main menu without clearing.

SECTION F, IMPORTING AND EXPORTING LABELS

If you're reading this section you probably already understand the value of exchanging information between various applications. If you've already entered the information you want into another program, or if you want to change the format of an existing Labels Unlimited file, Labels Unlimited can save you hours of work by importing data directly into a new label series. Labels

Unlimited can import data from the three most popular data structures, as well as from another label series. You can place data where you like on an import label and repeat information if necessary. Labels Unlimited can also export data. This allows you to use other programs to change the data in a label series.

This section covers all of Labels Unlimited's import and export features.

- Import overview
- About data file structures
- Importing data into a label series
- Using import specifications
- Appending import data to an existing label file
- Exporting data from a label series

IMPORT OVERVIEW

Labels Unlimited includes a powerful and flexible import routine. Here are some of the important things the program can do:

- It can import data from word processing, delimited, and fixed format data files. These formats are explained fully below.
- It can also import data from another Labels Unlimited label series. This allows you, in effect, to change the format of an existing label series.
- Imported text can be placed anywhere on an import label template and combined with new text. The same piece of data can be placed on a label several times.
- The Count function can number labels sequentially during the import routine.
- The Import-Append routine can import data into an existing label series that already contains data.

WHAT YOU'LL DO

Importing data into a label series involves choosing a format for the label, identifying the data file, placing fields and extra text on an import label template, and then actually importing the data. Here is a brief summary of the steps you will follow:

1. Define a new label format. This process is exactly the same as defining an ordinary label format.

2. Tell the program the name of the file and the structure of data you want to import. If necessary, supply extra information about the format of your data file.
3. Create an import label template using the Import Label Template screen.
4. Import the data file into a new label series.

After all the data has been imported, you may save, print, or modify the new label series in the same way as any other label series.

ABOUT THE DATA STRUCTURE OPTIONS

Labels Unlimited can import data from three different data structures. These structures are quite standard, but you may know them by different names. Read the descriptions below to determine which of the three your data conforms to.

GENERAL RULES

An imported file must contain only recognizable alphanumeric characters plus common punctuation marks, carriage returns and line feeds. Such files are often called ASCII text files. If you are importing, and don't know the import file data structure, you can use the DOS TYPE command to determine it.

To use the DOS TYPE command, exit Labels Unlimited, change to the directory containing your data file, and at the DOS prompt type:

```
TYPE <file name>
```

For example, enter TYPE SEMINAR1.TXT to look at a file named SEMINAR1.TXT.

The file should look like one of the three options described below.

WORD PROCESSING

Each field is on one line and is followed by a carriage return/line feed. Fields may be surrounded by quotes ("). If a field is blank, then this is reflected by a blank line, or quotes ("). The fields can be in any order as long as they are in the same order in each record. Word processors such as WordStar, Microsoft Word, WordPerfect, and PFS Write save this type of file. Displayed below is a sample word processing file with two

records of ten fields each (nine fields of data and one field for carriage return/line feed between each record):

Mary
Smith
President
Acme Products, Inc.
5466 Maple Lane
Suite 500
Pittsburgh
Pennsylvania
24566

John
Schaeffer
Product Manager
Wilke Forecasting
One Wilke Lane
P.O. Box 100
Varina
Kentucky
34522

After you choose the word processing option, enter the number of fields for each record. In the example above, you would need to enter a 10 even though there are nine fields because you have a carriage return/line feed (blank line) between records.

FIXED

This option is also called Space Delimited Format (SDF). Each field is a fixed length. If the information in the field is not as long as the allocated length, blank characters fill the space. Similar fields from different records all start in the same horizontal position. Records end with a carriage return/line feed, and are all the same length. Lotus 123 and Symphony both export files in the fixed format.

Below is a sample of two records with four fields each:

Mary	Smith	Pittsburgh	314-432-3456
John	Schaeffer	New York	212-432-6421

DELIMITED

Fields are separated by commas or another delimiting character, and may also be surrounded by quotation marks ("). Each record ends with a carriage return/line feed. Data base program such as DBase III export data in the delimited format.

The sample below is two records with three fields each and the comma as a delimiter:

```
"Mary", "Smith", "Acme Products, Inc."  
"John", "Schaeffer", "Wilke Forecasting"
```

After you choose the delimited option, you will have to enter the delimiting character. The comma is usually used as a delimiter, but you may also use ! @ # \$ % ^ & * < > ? or |. A space may also be used as a delimiter if each field is surrounded by quotes (").

IMPORTING DATA INTO A LABEL SERIES

PART ONE: CHOOSING THE LABEL FORMAT

Before you import data into a new label series, you have to choose a label format. The same would be true if you were typing text into the labels yourself.

1. Choose Import/Export from the main menu.
2. Select item one, Start new import.

The Define Import Label Format definition screen appears, it is identical to the Define Label Format screen. Read "Defining a Label Format" above if you don't remember how to create a new label format. Imported data can be placed in any text zone.

3. Set the format and size of the new label and press F10 when you're done.

The Import File Information screen appears.

PART TWO: TELLING LABELS UNLIMITED ABOUT THE IMPORT FILE

Once you have defined a label format for importing, the Import File Information screen appears. It contains two prompts. The first is for the name of the file you wish to import, and the second relates to the structure of the data.

1. Type the name of the file you want to import at the Import From File prompt. If the wrong directory or drive name appears, backspace over them and enter the correct drive and directory name. Press Return to move to the next prompt.

If you don't remember the name of the file you want to import, press F4 and a list of all the files in the current directory appears.

2. Type the letter corresponding to the type of data you are importing at the File Format prompt.

If you're not sure what type of data you have, read "About the Data Structure Options" above. If you're still not sure, don't be afraid of trying each one. You can always back up by pressing the Escape key and try something new.

Depending on which data structure option you select, additional prompts may appear. Follow the instructions below that match the data format that you selected.

IF YOU CHOOSE LABELS UNLIMITED If you choose Labels Unlimited, you don't need to tell the program anything more about the data structure. No prompts appear, but a window displaying the data from the first label pops up on the right side of the screen. You don't have to do anything with this window, it exists just so that you can check to make sure you have the right file. You can press PgUp/PgDn to move between records.

- Press F10 to continue to the Import Label Template screen.

Skip ahead to "PART THREE: THE IMPORT LABEL TEMPLATE SCREEN."

IF YOU CHOOSE WORD PROCESSING When you choose the Word Processing option, a prompt appears asking you to enter the number of lines per record. This is the number of lines from the first line to the last line of each record, including blank lines. If your records are all three line addresses with one blank line in between you would enter 4.

1. Type the number of lines per record at the prompt and press F10.

A window pops up displaying the first record of your data file. Use this window to make sure that you are working with the right data file and that you have supplied the correct data structure information. You should look at several records in the import data file before deciding that everything is fine, the first record may be quite different from the others. Press PgDn and PgUp to move from record to record in the data file.

If you chose the correct data structure option and entered the right number of lines per record, you should see all the lines from the first record. If you see the first lines of the next record, the number was too high. If you don't see all the lines of the first record, the number was too small. When you press

PgDn, corresponding data fields should appear on the same line. If you need to, press Escape and change the number of lines per record.

2. Press F10 to proceed to the Import Label Template screen.

Skip ahead to "PART THREE: THE IMPORT LABEL TEMPLATE SCREEN."

IF YOU CHOOSE DELIMITED When you choose the Delimited option, a prompt appears for you to enter the delimiting character. The delimiting character is the character that separates every field. Usually the character is a comma.

1. Enter the delimiting character at the prompt and press F10.

A window pops up on the right side of the screen displaying the first record of your data file. Use this window to make sure that you are working with the right data file and that you have supplied the correct data structure information. Press PgDn and PgUp to move from record to record in the data file.

If you entered the right delimiting character, one field should appear on each line. If all the fields are mixed up, you probably got the character or the data structure option wrong; press Escape, re-enter the delimiting character and try again.

2. Press F10 to proceed to the Import Label Template screen.

Skip ahead to "PART THREE: THE IMPORT LABEL TEMPLATE SCREEN."

IF YOU CHOOSE FIXED After choosing the Fixed option, pressing F10 causes a one-line window to pop up at the bottom of the screen. The window displays a flashing cursor at the left side and as much of the first record as will fit. Using this format you must mark the beginning of each field so that Labels Unlimited will know where each field begins.

1. Move the cursor with the arrow keys until it is beneath the first character of the first field.

2. Press the Space Bar to mark the beginning of the first field.

Repeat this procedure until you have marked the first character of each field. If you press the Space bar at a position you marked earlier, it will be un-marked.

When you have marked the first character of every field in the first record, press PgDn a few times to make sure that you have marked the fields correctly for every record. You may not have marked the first character of the fields that were empty in the

first record. The markers should appear beneath the first character of every field in every record.

3. Once all the fields have been marked, press F10 to proceed to the Import Label Template screen.

PART THREE: THE IMPORT LABEL TEMPLATE SCREEN

Once you have told Labels Unlimited about the file you want to import, the Import Label Template screen appears. It looks similar to the Add/Edit Labels screen, but a window displaying the import data appears at the right side of the screen.

At this stage you have not yet imported the data into a label series, you are still preparing for the import. It may appear as though you are creating a single label exactly as you always have, but you are actually creating a template for all of the labels that will be created during the import routine. Once you arrange the imported data fields on the label template and enter any additional text, Labels Unlimited imports all the data from the import file. It creates a separate label for each record and places the data exactly where you specified. Anything you type in any of the text zones will be placed on every import label.

Most of the text editing keys that are active at the Add/Edit labels screen work at the Import Label Template screen as well. Review "Entering Text" in the Adding and Editing Labels section above. The F7 key does not invoke a list of secondary commands as it does in Add/Edit, instead it brings up the Show Format window. The F5 key does not invoke the Ditto command, since Ditto is not applicable to importing labels.

In addition to entering the text that you want to appear on every label, you must tell Labels Unlimited where to place the various fields of the data you are importing. You use the F5 key during the process of placing each piece of imported data. You only have to place the data from a single record, the program lays out all the rest of labels in exactly the same way. By arranging the data from a single record, you are defining rules for the entire file.

HOW TO START There is no set routine for creating an import label template, but these instructions will get you started.

1. Use the arrow keys to move the cursor to where you want the first character of an imported field to be placed, and press F5.

This marks the position at which the first character of an imported field should be placed. An arrow is left to mark the cursor position and the cursor moves over to the window at the

right side of the screen, where the first field of the import data is highlighted.

2. Use the arrow keys to highlight the field that you want to place in the position that you just marked and press RETURN.

The text from the field you selected appears on the line you marked. The text is displayed only as an indicator of the field that you intend to place in that position. The number of characters in the field you placed is unimportant, the program prints any characters in the given field.

COMBINING IMPORTED FIELDS WITH ENTERED TEXT You can combine imported fields with text that you enter directly into the label template. You could use this feature to place text next to the imported data. In the example below you would type in the "Last name", "Customer #" and "Balance to date", and then place the corresponding import fields after them on the same line.

```
      Last name: Rothenberg
      Customer #: 123-124-241
Balance to date: 456.32
```

Any text that you place on a line will show up on every label that is created during the import, even if the field on the same line is empty.

PLACING SEVERAL FIELDS ON THE SAME LINE You can place as many fields as will fit on each line of your label. For example if your import data file contains separate fields for city, state, and zip, you could place the city field, move the cursor to the end of the field, enter a comma and a space, press the F5 key and place the state, insert two more spaces and then add the zip code. During the import routine, Labels Unlimited will place the city field on each label, insert a comma and a space followed by the state, two more spaces, and finally the zip code.

USING COUNT DURING IMPORT The Count function works differently during the import routine than it does in the rest of the program. If you designate a count field on the import label template, that number is incremented on each label that is created during the import. The numbers that end up on the individual labels in the label series are not count fields themselves. The method for defining a count field is exactly the same. Read "F6 Count" above. You cannot designate an imported field as a Count field.

PART FOUR: IMPORTING THE DATA

When your label template is complete you are ready to import your data file.

1. Press F10 at the Import Label Template screen to begin importing.

A prompt appears asking you if you want to save the Import Specification. The Import Specification includes all the formatting and data structure information you have defined thus far. Import Specifications can be re-loaded to save you the trouble of starting from scratch every time. This is explained more fully below.

2. Press Y or N at the Save Import Specification prompt.

If you press N, a prompt appears offering you the choice of pressing F10 to begin importing the data, or pressing Escape to cancel. If you press Y, the standard file saving screen appears. Type a name for your Import Specification and make sure that it ends with the .IMP extension, (.IMP is added by the program if you don't type an extension). Once the file has been saved, the import routine continues.

3. Press F10 to begin importing data, or Escape to cancel.

If you choose to cancel, the previous screen reappears, you don't have to start over. If you choose to continue, Labels Unlimited imports the data file into a new label series. The amount of time this routine takes depends on the number of records in your data file, and the speed of your computer.

PART FIVE: FINISHING UP

Once the program has finished importing your data file, the main menu appears. A label series created by the import routine is no different than any other. If you wish to view the labels you can select Add/Edit Labels, or you can save immediately, or go straight into the print routine.

USING IMPORT SPECIFICATIONS

An import specification (or import spec for short) is a file containing all the information that you supply the program during the import routine. When you tell Labels Unlimited to use a previously saved import specification to import a data file, it imports the data in exactly the same way it did when you created the import specification. Import specifications can automate the import routine, saving you the trouble of repetitive steps. If you need to print imported labels in the same format on a regular basis, using an import specification can be a major time saver.

SAVING AN IMPORT SPECIFICATION

To save an import specification:

1. From the main menu, choose Import/Export.
2. Choose Start new import.
3. Go through the various import screens as documented earlier until you reach the Import Label Template screen.

When you finish with the Import Label Template screen, a prompt appears asking you whether you want to save the import specification.

4. Press Y at the Save Import Specification to Disk prompt.

The standard file saving screen appears.

5. Type a valid file name at the prompt, (the program adds the required .IMP extension automatically, so don't type an extension). If necessary, specify a new drive and/or directory. Press F10 to save the spec file.

The import specification MUST have the .IMP extension or Labels Unlimited will not recognize it as an import specification.

USING AN EXISTING IMPORT SPEC

When you load an import specification file that you saved earlier, Labels Unlimited sets all of the import parameters to the same values that you defined when you saved the file, including the name of the file which will be imported.

To use an existing import specification:

1. Choose Import/Export from the main menu.
2. Choose Use Saved Import Specification.
3. Enter the name of the import spec at the prompt and press F10.
4. Decide whether you want to modify the spec, or import immediately.

When you choose to use an import specification you have the option of importing the data immediately, or modifying the spec.

- Modifying the spec involves going through every step in the import routine, but all the options you chose when you saved the spec file will be present initially.
- If you choose to import immediately, all of the steps are bypassed and your data is imported directly into a new label series, exactly the way you specified earlier.

Labels Unlimited stores the name of the file to be imported as part of the specification. Be sure to bear this in mind before choosing to import directly. Remember that to import successfully the type of data and the structure of the file itself must be exactly the same as the file you used when you created the specification.

APPENDING IMPORT DATA TO AN EXISTING LABEL FILE

The Import Append function allows you to append imported data to the end of an existing label series. You can use this routine to merge two label files, or to add data from another program to a label series that already contains data.

The Import Append procedure is almost identical to the normal import routine. When you choose to append imported data to an existing label file, you must first tell the program which label file you wish to append to. Labels Unlimited then reads the label size and format information from the existing label file. Once you supply the needed information about the file you are importing, the Import Label Template screen appears. After you arrange the imported fields on the Import Label Template, Labels Unlimited imports the data, adding the new import labels to the end of the existing label series. Once this is complete, the main menu appears. You should then save the merged file to disk.

NOTE Before using the Import Append function, take a careful look at the existing series to which you are appending. During the append procedure, Labels Unlimited copies all of the text size and justification options from the first label in the existing series. It does not copy Ditto or Count field status. If you want to continue a numerical sequence present in the existing label series, look at the number of the last label in the series and define a Count field on the Import Label Template that starts at the correct number.

To use the Import Append function:

1. Select Import/Export from the main menu.

2. Choose Import Append.

The LABEL FILE TO APPEND TO screen appears, prompting you to enter the name of the label file to append to.

3. Type the name of the label file to which you want to append imported data. If necessary, specify a new drive or directory.

The Import File Information screen appears. From this point the Import Append routine is nearly identical to the normal import procedure that was documented earlier. Follow the importing instructions above starting at the heading "PART TWO: TELLING LABELS UNLIMITED ABOUT THE IMPORT FILE". The only major difference between the two routines is that you cannot save an import specification during the Import Append procedure.

EXPORTING DATA FROM A LABEL SERIES

The Export command exports all the data from an existing label series to a delimited ASCII text file. Most data base programs can import such a file. If you used the DOS TYPE command to view an exported label file containing two labels with three lines of text per label, it would look like this:

```
"first line","second line","third line"  
"first line","second line","third line"
```

RECORD LAYOUT

Labels Unlimited treats every label in a label series as a separate record and every text line within the label as a separate field. The program exports every text line as a field, even if the line is empty.

Remember that when you define the label size and format, the program determines the number of small text lines that fit on the label. If you choose to use larger text, some of the lines are shaded. During export, the program exports every line on every label in the order that they appear on the screen. If you use different sized text on some of the labels in the series, the number of fields exported per label will not be consistent. This could cause problems if you are trying to import Labels Unlimited data into a data base file.

For example, if the first label in your series has 10 Small text lines, and the second has 5 Giant text lines, there will be 10 fields in the first exported record, and only 5 in the second.

If you plan on importing a Labels Unlimited export file into a data base, you should make sure that the same information appears on the same text line on every label in the series. For example, the name should always be on line 1, address on line 2, city on line 3, etc. If you are inconsistent, the information may end up in the wrong fields in your data base.

WHAT TO DO

To export the data from an existing label series, you simply tell the program the name of the label series file you want to export, and the name of the new export file.

1. Choose Import/Export from the main menu.
2. Choose Export.

A screen appears with a prompt across the top asking you to select the label file to be exported. This screen is identical to the Get label file screen.

3. Type the name of the label series file that you want to export at the prompt. If the wrong drive or directory name appears at the prompt, backspace over them and enter the correct drive and directory name. Press F10 to continue.

The next screen prompts you to enter the name of the export file. This is the file that will contain all the exported data when the routine is finished. Make sure that you type a new file name, if you type the same name as the original label file, it will be overwritten during the export procedure.

4. Type a name for the new export file, making sure that correct drive and directory are specified. Press F10 to begin exporting.

A status screen displays the number of records that have been exported. If there aren't many labels in your file, this screen may only flash briefly. When the export function is complete, the main menu reappears.

----- End of instructions -----