WinLabel v2.0

WinLabel v2.0 ... 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:

<div align="center">

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    1) By phone: (313)373-7904
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ALL attendant files are included on the distribution diskette, and only
if NO files are modified in any way. The WinLabel files that MUST be
included on the distribution diskette are:

```
  WinLabel.EXE   -  WinLabel executable
  WinLabel.HLP   -  WinLabel help file
  WinLabel.WRI   -  WinLabel documentation
  QPro.DLL -  Dynamic link library, Copyright Crescent Software
  VBRun100.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
  Sound.DRV      -  Sound driver, Copyright Crescent Software
  EraseWL.BAT    -  Batch file used to remove WinLabel
  EraseWL.PIF    -  Pif file used by EraseWL.BAT
  SetUpKit.DLL  -  Dynamic link library, Microsoft Corporation
  StartUp.INI   -  Installation data file
  SetUp.LST      -  Installation data file
  Files.DAT      -  Installation data file
  SetUp1.EXE     -  Installation file
```

See the form at the end of this document please.

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 has one more label printing feature that must be noted. It
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.

The product is supplied on disk with an automatic install routine. Insert the product disk into the floppy drive and type "Setup1" and answer the questions. The install routine will setup a new windows group for WinLabel and load all the files into the proper locations.

An erase batch file is also provided to help with the removal of WinLabel if that option becomes necessary.

CONFIGURING WinLabel:

If automatic install fails ...
WinLabel requires nothing major for installation. The dynamic link libraries (.DLL files), VBX, and DRV files should be located in the DOS path or in the same directory as the .EXE file. For simplicity, I recommend that the .DLL, VBX, and DRV files be located in your "Windows\System" sub directory. WinLabel.EXE and WinLabel.HLP can be located anywhere. The program Manager can be used to add WinLabel to the desktop and the command line should include the full DOS path if WinLabel is not located in a sub directory called out in your DOS path statement.

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

USING WinLabel:

Startup:

After WinLabel is executed (started) the opening screen appears.

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. Please verify
the pricing information and check for the latest version number with the
author before sending the form in, pricing is subject to change. <ins>Unit
pricing must be supplied or the form will not print.</ins>

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.

Other products are available and a list of them is provided at the end
of this manual. Please feel free to contact the author for the latest
pricing and product descriptions.

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 specification
            Use DOS equivalent - wild cards are allowed

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

5.   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

6.   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

7.   Select OK

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

9.   Select OK

10.   Select the label to print on

11.   Select the Print command

12.   Repeat steps 2 through 11 for other disks

13.   Select Send command to print on label paper stock

14.   Quit

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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 specification - Use DOS equivalent

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

      4.   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

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

      6.   Select OK

      7.   Select the Print command

      8.   Repeat steps 1 through 7 for other disks

      9.   Quit

Paper Output:

To produce paper output follow the sequence provided below.

      1.   Choose the disk drive to search

      2.   Choose the search specification - Use DOS equivalent

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

      4.   Choose Setup command

      5.   Type header and footer text

      6.   Select the positions for the header and footer text

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

      8.   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)

9.   Select the font information for the file data

9.   Select OK

10.   Select the Print command

11.   Quit

WinLabel Main Program:

Drop Down Menu:

Printer: Selected to change the default printer and setup. "Alt-P"

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: 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.

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<u>Label Page Setup: (Available only when label output is selected)</u>
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.

<u>Search Data: (Always available)</u>
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.

<u>Disk Stats: (Always available)</u>
The disk stats 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 has 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 to determine if the label type should be changed
from file data to notes possibly.

Type of Output: (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.)

Start Search Command: (Always available)

This command causes WinLabel to search the specified disk for all files matching the search specification. This search is fully recursive and all sub directories are searched and any files matching the search specification 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.

Printer/File/Paper Setup and Print Section: (Always available)

This section works closely with the "Label Information" section described above. The section title will change depending on the output selected. "Printer" is the title for labels. "File" is the tile for file output. "Paper" is the title of the section when sheet paper output is selected.

The "Set Up" command button has a different function depending if the output is specified to be a label, disk file or print form. Its function will be more fully described in the following section.

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 four sections.

Label Information - Title Data:
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 6 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.

Data Information - File Data:
The file data is printed if the "Title and Notes" box in the File Data section 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 6 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 - 6 point.

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

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 6 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 to whether or not a disk search was initiated. If file data is printed, then disk stats must also be printed. However, if notes are to be printed, the disk stats will still be printed if a search of the disk took place.

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 6 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 still 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 always centered on the label between the title and the bottom of the label or disk status information. Notes are left justified and the "Setup" form determines if the notes fit the label based on the font information provided. *(The "Setup" command is discussed earlier in this manual.)* 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 font data selected in the file data section. 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 specification
    4.   Select size, date, time, and archive bit, search the disk
          (this provides disk capacity status only note labels)
    5.   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
    6.   Select OK to return to the main form
    7.   Fill in the note form if necessary
    8.   Select OK
    9.   Select the "Print" command to set the data for the label
    10.   Repeat steps 2 through 9 for other disks
    11.   Select the "Send" command to print the label sheet

<u>Reset:</u>
The "Reset" command resets the form to the default data and cancels all output.

<u>OK:</u>
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 specification
    3.   Select size, date, time, and archive bit, search the disk
    4.   Select the disk file name
    5.   Set the number of printed columns
    6.   Set the gap between the printed columns
    7.   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 three sections.

Page Information - Margin Data:
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 6 to 16 points.

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

The final area for page formatting are the margins. 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.

Data Information - File Data:
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.

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 6 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 specification
        3.   Select size, date, time, and archive bit, search the disk
        4.   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
        5.   Select OK to return to the main form
        6.   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 v2.0

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72716,1522 CompuServe I.D.

</div>

Products:

    Deskjet Landscaper v5.0   Sideways print routine for the HP
                               Deskjet Printer. ($20.00)

    Dos Pro Plus   Dos file management system, shell
    with   and menu environment with many file
    Dos Pro Utilities   utilities.   ($20.00)

    DP-Editor   Dos Pro Editor for the PC. A full
                               featured, but simple to use ASCII
                               editor.   ($20.00)

    PageIt   Booklet page sort routine for the
                               PC. Ideal for preprocessor to
                               landscaper above or other publishers.
                                           ($10.00)

     CHOYCE   Windows based file association program
                                to allow for multiple associations on
                                file extensions. ($10.00)

     WinLabel   Windows based disk label printing
                                program that handles labels, standard
                                paper and disk file output.
                                           ($35.00)

    Registration only: (at $35.00 each) _____ _____
                           (at $20.00 each) _____ _____
                           (at $10.00 each) _____

              Total: _____

         Shipping is included with all product registration

    Name:
    Company:
    Address:

    State Zip:
    Phone Number:

    Send check or money order to:
          Robert L. Amans
          3242 Salem Dr.
          Rochester Hills, MI 48306

PRODUCT REGISTRATION FORM:

Products:

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Product serial number:
Purchase date:
Place of purchase:

Name:
Company:
Address:

State Zip:

Phone Number:

End of Documentation