Creating a Label

PrintMaster Gold makes it easy to create dozens of different types of labels. Create mailing labels or labels for floppy disks or video cassettes.

All PrintMaster Gold projects are arranged in an on screen album for easy access. Click the project tab located on the right side of the album to select a project category.

Beginning a Label

The following instructions describe how to create a new Label project, open an existing Label project (or template), save a Label project, and print a Label project.

1. Click on the **Labels** tab located on the PrintMaster Gold project album to:

   a. Start a *new* Label project.

   b. Open an *existing* Label project (or template).

PrintMaster Gold provides many different categories of Labels from which you may choose from. To browse a category, simply click on its tab located on the project album.

To create a new Label:

1. Click the **Make Your Own Label** button to start a new Label project.

2. When creating a new Label, you will be prompted to choose a **Label Type**.
   • Select **Laser Labels** if you will be printing on a laserjet, inkjet, or bubblejet printer.
   • Select **Dot Matrix Labels** if you will be printing your labels on a dot matrix printer.

3. From the provided list, pick the a label type. Click **OK** or press **[ENTER]** to begin editing.

To open an existing Label:

1. Choose the category to open by clicking on its tab. To open your own saved Label projects, click the tab labeled: **Your Own**.

2. Highlight a Label project by clicking on its preview. To see other Label projects within the same category click the **Next** button on the bottom right section of the album.

A larger sample of a Label project can be viewed by selecting the **Big Previews** item located just below the project album. To return to the standard preview mode click the Big Previews item again.

3. Click the **Open** button or press **[ENTER]** to open the selected Label project.

Opening projects from another disk

1. To open a project from a floppy disk, pull down the **File** menu and select the **Open From Disk...** item.

2. Select a Label by clicking on its name in the File Name list—a preview of the highlighted Label will appear to the right.

3. Click the **Open** button or press **[ENTER]** to open the selected Label project.

Label Design Choices

The Design Choices menu provides a list of key design elements and commands you can work with to create, print, and save your own customized Label projects. Additional commands and editing features may be accessed from the toolbar or menus at the top of the PrintMaster Gold screen.

Choose a design option by clicking on the corresponding sidebar button.

Select Background - Click this button to begin working on your Label's **Background**.

Select Text - Click this button to begin working on **Text** for your Label.

Select Pictures - Click this button to begin working on **Pictures** for your Label.

After confirming your selection, the sidebar will change to display the design elements available for editing your background, text, or pictures.

See the command reference sections later on in this guide for a complete description of working with backgrounds, text and pictures.

Save Label

This command will enable you to save your Label project with a unique name and description that you provide.

1. Click the **Save Label** button located on the sidebar menu.

   To save an existing Label project under a new name and description, select **Save As...** from the **File** menu. PrintMaster Gold will then prompt you to type in a new file name and description.

2. If you are saving a new Label project, PrintMaster Gold will prompt you for a unique file name. Type in the new **File Name** into the box provided.

3. Your Label project will be saved under the category as displayed. To select a different category click on the **Category** box and click the desired category from the drop-down menu.

4. You may also attach a short description to your Label project by typing it into the **Description** box.

5. To change the default drive and/or directory that your project will be saved to click **Change...** and select the new destination.

6. Click **OK** or press **[ENTER]** to save your Label project.

Save Picture Files in Project

This function embeds a copy of the picture files used in your Label within the document itself so that the original picture file is not required the next time you open your Label.

This feature is particularly useful when using pictures that are selected from a floppy disk or CD. When selected PrintMaster Gold will not require you to insert the floppy disk or CD containing the picture(s) used each time you open your project.

Print Label

This option brings up the Print dialog enabling you to print your Label project. From this dialog you can also choose the number of printed copies, the print quality, and other features. See the chapter entitled: *Printing a Project* for more details.

1. Click the **Print Label** button to display the Print dialog box.

2. Click **Print** to begin printing your project.

Done with Label

This option closes the Label project screen and returns you to the main PrintMaster Gold screen. From the main screen you can select other project types (*i.e., Banner, Calendar, etc.*) or exit the program.

1. Click **Done with Label** to exit and return to the main menu. If you have not already saved your Label project, you will be prompted to do so at this point.