Peloton's WinLabel(TM) 1.12 On-line Help

The on-line help for WinLabel is intended to be a supplement to the hard copy manual. It consists of brief descriptions and tips on using WinLabel as well as the latest notes.

How To...

How Do I Make a Label?

Using the Mouse

Deleting Blocks or Objects

Layering

Adding Graphics

Adding Lines, etc...

Merging Data

Printing

Calibrating Your Printer

Printing

Opening And Saving Files

Opening Label Files

Saving Labels

Opening Sheet Files

Saving Sheets

How Do I Make a Label?

1. Choose a label sheet from File/Sheet/Open...   There are 42 predefined Avery label sheets to meet most of your needs.   You can measure and define your own sheet using Sheet Setup in the File menu.

2. Click on the A ToolIcon.   The mouse pointer will change to a cross hair when over the label.   Now simply click on the label (don't worry about where, you can move the text block later).   The Edit Text dialog will appear.   Type your label text into the text box and click OK.   That's it.   The text is now on your label.

3. Click on the arrow tool.   Now click on your text.   The text block will be outlined and will have handles (small black boxes) at the corners.

4. To move the text, drag and drop it (click and hold down the left mouse button while moving the block to a new location) to a new location on the label.

5. To resize the text, grab a corner handle with the left mouse button and drag it to a new size.

6. To edit the text, change fonts, or justify the block within itself, select the text block and click the RIGHT mouse button to load the Edit Text dialog.

7. To position the text block on the label, click the Position ToolIcon and set the position accordingly.

8. Add more text blocks or graphics in the same manner.   Choose the desired tool and click on the label.   To edit any block, select it with the arrow tool and click the RIGHT mouse button.

Related Subjects:

Using the Mouse

Deleting Blocks or Objects

Layering

Adding Graphics

Adding Lines, etc...

Merging Data

Opening Labels

Saving Labels

Opening Sheets

Saving Sheets

Deleting

To delete any block:

1. Choose the Arrow ToolIcon.
2. Select the block by clicking on it (a block can be text, lines, graphics, etc...).
3. Hit the Delete key or click on the Trash Can ToolIcon.

Related Subjects:

How Do I Make a Label?

Using the Mouse

Layering

Adding Graphics

Adding Lines, etc...

Merging Data

Layering

All blocks on a label are in their own layer.   When a new block such as a large box is added to a label it may cover other objects such as text.   If this occurs, you can change the order of the layers to bring blocks forward.

1. Choose the Arrow ToolIcon.
2. Select the block to shift.
3. Goto the Edit menu and choose the appropriate action...Send to Back, Bring to Front, Back One, Forward One.   This will move the select block back and forth in the layers on the label.

Related Subjects:

How Do I Make a Label?

Using the Mouse

Deleting Blocks or Objects

Adding Graphics

Adding Lines, etc...

Merging Data

Adding Graphics

WinLabel imports several image file formats including BMP, PCX, TIFF, GIF, DIB, and TGA.   To add an image or logo to your label:

1. Choose the Import Picture ToolIcon.
2. Drag out a window on the label to place the image in.
3. An Import Picture dialog will load allowing you to choose the image file to be place on the label.
4. You can move, resize, or edit the image using the same procedures as any other block.

If the image is distorted or does not load at all, then the file is not compatible with WinLabel.   Please use your painting program to resave the image in another format.

Related Subjects:

How Do I Make a Label?

Using the Mouse

Deleting Blocks or Objects

Layering

Adding Lines, etc...

Merging Data

Printing

1. Choose File/Print.
2. Select the labels to print on by clicking them on and off with the mouse (green-on, red-off).   Use the Select All or Deselect All buttons to quickly select or deselect all of the labels.
3. Place the label sheet (if this is your first time to print a label sheet, be sure to use a piece of paper and not an actual label sheet for practice)

Be sure your printer's paper size is set to match the sheets page size and the actual label sheet size.

Related Subjects:

Calibrating Your Printer

Calibrating Your Printer

Most laser printers are very accurate and will not need any manual calibration (adjustments for paper feeding differences).   Use the Calculate Offset button in the Printing dialog to get the printer manufacturer's specifications for offset.

When using some printers, such as a HP Desk Jet, the paper feeding can be unpredictable. These printers might need to be calibrated manually as follows:

1. Make sure the default printer is the one you want to calibrate.
2. Click the Print Calibration Sheet button in the Print dialog.
3. WinLabel will print a page with two lines on it.   Get out your ruler and measure the vertical and horizontal offsets from the edge of the page to the line and input these numbers into the appropriate boxes in the Print dialog.

Be sure your printer's paper size is set to match the sheets page size and the actual label sheet size.

Related Subjects:

Printing

Using the Mouse

Mouse clicking on the label plays an important role in the use of WinLabel.

Remember, if the mouse pointer is a cross hair, you can't select a block for editing.   When the pointer is a cross hair, some tool is selected such as text, lines, or graphics.   When you click on the label, you are adding the selected object.

To edit, move, delete, or resize any object or block, make sure you select the Arrow tool first. Then select the block and use the left mouse button to move or resize the block.

Use the right mouse button to edit any selected block.

Related Subjects:

How Do I Make a Label?
Deleting Blocks or Objects
Layering
Adding Graphics
Adding Lines, etc...
Merging Data

Adding Lines, etc...

You may add lines, boxes, circles/ellipses, or rounded boxes to your labels.

1. Choose the desired tool from the tool bar.
2. Click on the label and drag out you object.
3. Repeat step 2 until all of the objects of that type are on the label.
4. Choose the Arrow tool.
5. Select the object to edit, move, delete, or resize.
6. Use the left mouse button to move, or resize the object and use the right mouse button to edit the object's attributes.
7. Hit the delete key or the Trash Can tool to delete the selected object.

Related Subjects:

How Do I Make a Label?
Using the Mouse
Deleting Blocks or Objects
Layering
Adding Graphics
Merging Data

Merging Data

WinLabel allows you to merge several types of data files including ASCII, Word Perfect 5.1 DOS, MS Access, dBase III, dBase IV, Paradox 3.x, Fox Pro 2.0,   and Fox Pro 2.5, for creating mailing labels, name tags, etc...

See the WinLabel manual for a detailed description of the WinLabel Custom Delimited (ASCII) file format.

To merge a data file you must first select the file type:

1. Choose Merge Data... from the File menu.
2. Choose the type of merge file to load from the drop down list in the bottom left corner of the window.
3. Click the Open Merge Data button.
4. Select the file. (Note..Word Perfect 5.1 files must be saved as DOS text in Word Perfect before they can be imported into WinLabel).
5. Select the records to be merged.

Now when you add text to the label you will be allowed to select from the Merge Fields list and add merge fields to the label which will be replaced by the data when printed.

Related Subjects:

How Do I Make a Label?

Using the Mouse

Deleting Blocks or Objects

Layering

Adding Graphics

Adding Lines, etc...

Opening Labels Files

You can save and open labels at a later time.   Label files are complete definitions of the label sheet layout and the blocks or objects on the label.

To open a label file:
1. Choose Label from the File menu.

2. Choose Open….

3. Select the file. (Note..WinLabel label files have an *lab* extension unless it was overridden by the user).

Related Subjects:

Saving Labels
Opening Sheet Files
Saving Sheets

Saving Labels

You can save any label for future use.   Label files are complete definitions of the label sheet layout and the blocks or objects on the label.   Any graphics (bitmaps) that were added are not stored in the label file.   Rather, the location of the bitmap file is stored.   When you reopen a label with an image on it, WinLabel looks for the bitmap file.   If it is not located WinLabel will notify you.

To save a label file:
1. Choose Label from the File menu.
2. Choose Save…. if the label has been previously saved and you want to replace the old one or choose Save As… if the label has yet to be saved or you want to rename the file.
3. Type in the name of the file if you chose Save As… and click the OK button.
   (Note..WinLabel label files have an *lab* extension unless it was overridden by the user).

Related Subjects:

Opening Label Files
Opening Sheet Files
Saving Sheets

Opening Sheet Files

A sheet file is small file that contains the definition of the label sheet layout (label size, location, and number of labels).

To open a sheet file:
1. Choose Sheet from the File menu.
2. Choose Open....
3. Select the file. (Note..WinLabel sheet files have an *sht* extension unless it was overridden by the user).

WinLabel comes with over 40 predefined sheets that cover almost all Avery(r) labels and most other label files.   You can create a custom sheet using Sheet Setup in the File menu and save the sheet for future use.

Related Subjects:

Opening Label Files

Saving Labels

Saving Sheets

Saving Sheets

You can save any sheet for future use.   A sheet file is small file that contains the definition of the label sheet layout (label size, location, and number of labels).

WinLabel comes with over 40 predefined sheets that cover almost all Avery(r) labels and most other label files.   You can create a custom sheet using Sheet Setup in the File menu and save the sheet for future use.

To save a sheet file:
 1. Choose Sheet from the File menu.
 2. Choose Save.... if the sheet has been previously saved and you want to replace the old one or choose Save As... if the sheet has yet to be saved or you want to rename the file.
 3. Type in the name of the file if you chose Save As... and click the OK button.
    (Note..WinLabel sheet files have an *sht* extension unless it was overridden by the user).

Related Subjects:

Opening Label Files
Saving Labels
Opening Sheet Files