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<u>SUBJECT:</u>   Vertically Printed Landscape Labels

It is possible to print labels on an HP LaserJet Series II printer for use on the spines of loose-leaf binders so that the letters are one on top of the other, such as:

L
A
B
E
L

First you must define the labels form. Press Shift-F8 (Format), #2 (Page), #7 (Paper Size/Type), and #2 (Add) to create the form. Choose #9 (Other) to create your own name for the form if you like. The "Form Size" option should equal the dimensions of the form in the landscape orientation. For example, a standard 8.5" X 11" form would be listed as 11" X 8.5". The "Location" should be set to Manual, "Prompt to Load" set to No, and "Labels" set to Yes. You may now proceed to define the label information according to the specific labels you will be using. Our definition was created by taking all measurements from the form held in landscape orientation. For instance, the labels we will use in this example are 3.43" wide and .563" high in portrait orientation. These dimensions should be inserted in the opposite selections. (See below) The Columns and Rows should also be reversed. Follow these same steps for the rest of the definition.

Format: Labels

    1 - Label Size
                Width   0.563"
                Height   3.43"

    2 - Number of Labels
                Columns   8
                Rows   1

    3 - Top Left Corner
                Top   0.047"
                Left   0.581

    4 -   Distance Between Labels
                Column   0.089"
                Row   0"

    5 - Label Margins
                Left   0"
                Right   0.083"
                Top   0.279"
                Bottom   0.197"

After the form is completely defined, press F7 (Exit) twice and with the Label form highlighted, press #1 to select this form within the document. Press Shift-F8 (Format), #2 (Page), and answer Yes to #1 (Center Page). This will center the information on the label top to bottom. To enter the information that will be printed on the label you must place one character on each line. (Like the word LABEL above). Press Shift-F6 (Center) before each character to center the information on the label left to right. (See below what the Reveal Codes should look like).

[Paper Sz/Typ:6.19" X 3.5", Labels, 0.563" X 3.43"][Font:Helv 12pt (Land) (AC)][Center Pg][Center]L[HRt]
[Center]A[HRt]
[Center]B[HRt]
[Center]E[HRt]
[Center]L[HPg]
[Center Pg][Center]L[HRt]
[Center]A[HRt]...

There should be one center page code per label to center top to bottom and one center code (Shift-F6) per letter to center left to right. Notice the [HPg] code right before the second [Center Pg]. You need to repeat these codes eight times for the eight labels. The easiest way to do this is to block from (and including) the first [Center Pg] code to (and including) the [HPg] and copy down the page seven times. We found that these kind of labels seem to work best with a 14 pt. or larger font.

This procedure for defining the labels is simple, yet you must be exact with the inserted information. The dimensions included in this example may not be exact for the particular label form you are using. In this event, you will need to adjust and experiment with the dimensions according to the specific form. (The form used in this example was Avery self-adhesive file folder labels).

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