Swift Platinum

LABEL PUBLISHER
for
Windows™

Reference Manual

up and running

installing the files
Insert distribution disk #1 into an available drive and change to that drive by typing A: (or B: if the disk is in drive B) and press [Enter].
Type *INSTALL* and press [Enter].
Follow the instructions which will be presented on your screen.

running the program
The installation process creates a Windows group titled COSMI. Open this group in the Program Manager and double click this application's icon.

screen layout

The illustration above shows the main components of the Label Publisher screen: The *Menu, Toolbar, Label Image,* and *Database Dialog.* The *Toolbar* and *Label Image* are discussed here. The *Menu* and *Database Dialog* are discussed elsewhere in this guide and the on-line help.

toolbar

The toolbar provides push buttons to make main functions easily accessible. When you move the mouse cursor over a toolbar button then a brief description of the button's function displays in the status bar. Click the left mouse button on a button to perform its function. See the Menu section to learn more about these and other functions.

label image

This illustrates a label image and all of the possible elements which can be optionally placed into it. See the on-line help and other parts of this manual for a complete discussion of these elements.

menus
The help menu
This manual serves as a quick reference while the on-line Help system provides extensive information on the use of this product. When the application is opened, click the left mouse on the **Help** menu to pop-up the Help options. The help menu is described below.

contents
Selecting this option from the Help menu will open the Help window showing the main help topics. Click the left mouse on any topic in the Help window to get more information on that topic. If this is the first time you've used this application, then please be sure to read the help topic: ***Tutorial - Creating a Label Job.*** If you are new to using MS-Windows, it is recommended that you select **Using Help** from the Help menu to learn how to use the Help system.

using help
Select this option if you are new to MS-Windows to learn how to use the Help system.

about
Selecting this option from the Help menu will display a Dialog box with product information. Click the OK button in this dialog to close it.

file menu

New Job
Select **New** to start a fresh label job. If you have been working on a label job prior to selecting **New** then you will be asked if you want to save that job. If you select Yes that job is saved. The screen will refresh to display the selected label.

open Job
Displays a list of files saved previously with **Save** or **Save As.** Select the desired file from the list and click the OK button to open the file or click CANCEL to close the list without opening any file.

Save
Saves the work you've done to a file which can later be retrieved with **Open**.

Save as
Prompts you to enter a file name to save to. Enter a file name of eight or less characters. Do include the extension ".job" when saving.

About
Displays credit information. Click OK to close the About dialog.

print
You will be presented with the options **Test, Print,** and **Cancel**. Select **Test** if you want to make sure your labels are aligned properly in the printer - two rows of test labels will be printed. Select **Print** to begin printing.. Select **Cancel** if you decide not to print labels. Press the [Esc] key while printing is in progress to stop the printing process.

print setup
Displays a dialog for specifying the printer and its characteristics .

exit
Exits the Label Publisher program. If you have been working on a label job prior to selecting **Exit** then you will be asked if you want to save that job. If you select yes that job will be saved.

database menu
new
Select this option when you want to create a new database.

open database
Displays a list of database files saved previously with **Database-Save** or **Database-Save As.** Select the desired file from the list and click the OK button to open the file or click CANCEL to close the list without opening any file.

Save
Saves the work you've done to a database file which can later be retrieved with **Database-Open**.

Save as
Prompts you to enter a new file name to save the current database.

Label-types menu
choose or edit
This is the only option in this menu. When this option is selected, the **Label Types** dialog will display as shown below.

The Label Publisher includes over 100 definitions of the most popular label types and can be selected from this dialog. You can also add & edit your own custom label definitions.

Manufacturer - Click the drop down button next to the Manufacturer list box to select the Manufacturer. When you choose a manufacturer, the contents in the *Product Code* list (described below) changes to the product codes associated with that manufacturer.
Product Code - Click the drop down button next to the Product Code list box to select the product code desired. Use the scroll bar if needed.
Width and *Height* - are the width and height in inches of a single label.
Across and *Down* - indicates the number of labels across and down a single page. If you are using continuous forms then enter a value of -1 (minus one) for *Down.*
Vert and *Horiz* gaps - the distance in inches between labels vertically and horizontally. Note that inch entries can be entered as fractions such as "1/16".

Click the *Add* button to create a new label definition. You will be prompted for a Manufacturer name and a product code. The default Manufacturer name will be the same as is currently selected in the *Manufacturer List but* you can type in any name you wish. A blank definition will be created and added to the list. All that remains to do is enter the values for the fields described above.

Click the *Choose* button if you want to use the label selected in *Manufacturer* and *Product Code* in your job*.*

Click the *Save and Exit button* if you only want to save your changes without using this label in your job.

Zipcode bar codes

You may print a POSTNET (Zip+4) bar-code on envelopes or any labels which are at least 3-3/4" wide and 3/4" tall. In order to print this bar-code, the current database (See the on-line help topic "Create a Database") must include a field name of "ZIP". The zipcode values in the records must be of the form: 99999-9999 or 99999.

The POSTNET bar-code, when attached to an envelope, should appear at least 1/2 inch from the bottom of the envelope.

For more information on the POSTNET code, contact your postal service account representative or the "National Address Information Center" at: 1-800-238-3150.

including a ZIP bar code in the label
Make sure that you have a field named "ZIP" in the current database.
Include the ZIP field in the label (See the online help topic "Include database fields").
Click the RIGHT mouse button on "ZIP" in the label image. The text options menu will popup with the additional option *Add Zip barcode*.
Select *Add Zip bar-code from this menu.* A sample ZIP bar-code will display in the upper-left corner of the label image.
Move the bar-code to the desired location as you would a bitmap (See the on-line help topic "Move Clipart").

UPC bar codes

You may print UPC (Universal Price Code) bar-code on your labels. Although the UPC code is typically used in a retail Point-of-Sale system, it could be used in other applications such as a means of efficiently "reading" your inventory items. The UPC code is a 12-digit computer code. The first digit, called the Number System character, identifies the product: A '0' (zero) is assigned to all nationally branded products except the following:

a '2' signals random weight items such as cheese or meat;
a '3' means drug and certain health related products;
a '4' means products marked for price reduction by the retailer.
a '5' signals cents off coupons.

The next five digits represent the manufacturer. This number is assigned by the: Uniform Code Council (UCC).

The next five digits are assigned by the manufacturer (which may be you) to

represent the product/item and could include size, color, or whatever.

The final digit is called the check digit. It signals the bar-code reader if one of the other digits is incorrect. **NOTE: DO NOT enter the check digit** as part of the UPC field in your database - it is computed automatically.

In order to print this bar-code, the current database (See the on-line help topic "Create a Database") must include a field name of "UPC". The UPC values in the records must be of the form: 9-99999-99999 (you may leave out the dashes). The UPC bar-code requires a label which has minimum dimensions of 2-1/4 inches wide and one inch in height.

For more information on the UPC code, contact:

Uniform Code Council, Inc.
8163 Old Yankee Road
Suite J
Dayton, Ohio 45458
513-435-3870

including a upc bar code in the label
Make sure that you have a field named "UPC" in the current database.
Include the UPC field in the label (See the on-line help topic "Include database fields").
Click the RIGHT mouse button on "UPC" in the label image. The text options menu will pop-up with the additional option *Add UPC bar-code.*
Select *Add UPC bar-code from this menu.* A sample bar-code will display in the upper-left corner of the label image.
Move the bar-code to the desired location as you would a bitmap (See the on-line help topic "Move Clipart").

WARRANTY

desired by the user. COSMI shall not be liable for any damage to data or property which may be caused directly or indirectly by use of this program.

The disk on which this software is recorded will be replaced within 90 days of purchase if found to be defective in material or workmanship. This shall constitute the sole remedy of purchaser and the sole liability of COSMI, Inc.

IN NO EVENT WILL COSMI BE LIABLE FOR ANY DAMAGES, INCLUDING ANY LOST PROFITS, LOST SAVINGS OR OTHER INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF YOUR USE OR INABILITY TO USE THE PROGRAM, OR FOR ANY CLAIM BY ANY OTHER PARTY.

The License Agreement and Warranty shall be construed, interpreted and governed by the laws of the state of California.

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TABLE OF CONTENTS

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