

Click on Toolbar Button for information:



Menu Topics:

<u>File Menu</u>	Opening, saving and printing layout files.
<u>Layout Menu</u>	Design and edit layout files.
<u>Database Menu</u>	Connecting to Dbase Files.
<u>Options Menu</u>	Setting up the system options.
<u>Help Menu</u>	Help on using the system.

Other Topics:

<u>Print Resolution</u>	Selecting the best printer output.
<u>Database Engine</u>	Working with external files.
<u>Default Font</u>	Setting the default text font.
<u>Editing Objects</u>	Editing existing objects.
<u>Layout Grid</u>	Why objects "snap" into place.
<u>Label Stocks</u>	Labels that work with this program.
<u>The Record/Print Que</u>	Printing selected database records.

File Menu

The file menu allows you to open, save and print files. It also allows you to exit the system. Menu options are as follows:

New

Open

Save

Save As

Print

Print Setup

Backup Files

Quit

File New

Use this option to open an empty (new) layout file. The new file will be entitled TEMP.LBL until you use the File SaveAs option to save it. When you save your file, you may name it however you like, such as HOME.LBL or BUSINESS.LBL, etc. Note that label layouts must end with a '.LBL' file extension. This allows easy identification of the files by looking at their name and also allows the program to find these files. As you may have already guessed, the LBL stands for label.

See Also

[File Open](#)

[File Save As](#)

[Moving Objects](#)



File Open

This feature allows you to open your saved layout files. All objects (text, pictures, etc.) will be drawn on your screen. Once the objects are drawn, you may change, add or delete any of the objects in this file. NOTE: If you make any changes to the file, you will be prompted to save the changes. If you choose not to save the changes, they will not be added to the file. Use this feature to open some of the sample label layouts to get an idea of how the system works and what it can do.

When you use the File Open menu option, you will notice a box at the bottom of the dialog box entitled "List Files of Type". Click on the arrow on the right side of the box and the list will drop down. Select which file type you want displayed. The files matching this file type will be displayed. You can switch back and forth between file types by using this box. The type of files supported are Label (*.lbl), Rolodex (*.rdx) and business card (*.bcd). Note that when you open a label file, you select the size of the layout using the Size Selection option on the Layout Menu. See that topic for more information. You cannot size rolodex and business cards.

See Also

[File New](#)

[File Save As](#)

[Size Selection](#)

File Save

This option will save any changes made to the layout to the current open file. You may save the changes to another file by using the File Save As menu option. Any changes you make to the current layout are not saved into the file until you select one of the save options. If you try to exit a file without saving it, you will be prompted to do so.

See Also

[File Open](#)

[File Save As](#)

File Save As

This option allows you to save the current layout file to another file name. This enables you to copy the existing file objects into another file. You can also use this feature after you have opened up a new file. When you are satisfied with your new layout, use the Save As option to save your work to a file. Once a layout has been saved to a file, you may open it at any time by using the File Open menu option.

See Also

[File New](#)

[File Open](#)

[File Save](#)

File Print



This option allows you to print the current layout on your printer. The current page layout settings are used. If your labels do not print correctly on your printer, you will need to adjust the page layout to print the layout. Helpful hint! Print your first layout on a plain piece of paper and hold it up to your labels to see if it looks like it's printing correctly. If it does, go ahead and print your layout on your labels. You can also select this option by clicking on the tool bar button shown above, from the main menu.

When you select this option, a box will appear asking you for information about which labels you want printed. The information about how to select labels is found in the "Print Selected Labels" topic below. If you want to "tag" specific records from the database file for batch printing, see the "Record/Print Que" topic below.

See Also

[File Print Setup](#)

[Page Layout](#)

[Print Resolution](#)

[Print Selected Labels](#)

[The Record/Print Que](#)

Print Setup

Using this option allows you to select between different printers. All printers must have been previously setup using Windows. Note that you can also use Windows Control Panel to select different printers as well. This program will print your layouts on the currently selected default printer.

See Also

[File Print](#)

[Page Layout](#)

[Print Resolution](#)

File Exit

Use this option to close down your files and exit the program. You can also double-click your mouse on the control box in the upper left hand corner of the main screen.

Layout Menu

The Layout Menu provides you with options to create your layout designs. The available options are:

Size Selection

Text

Picture

Line

Rectangle

Refresh

Clear Contents

Change All Fonts

Page Layout

Character Spacing

Calibration Ruler



Text Objects

Use this option to add Text Objects to your layouts. You can select this feature by using the Layout Menu or by selecting the picture button (shown above) from the tool button bar. NOTE: A new Text Object is always placed using the current default font.

When you select this option, the cursor will turn into a cross. Move the cross to the area of your layout that you want to place the text on, then click the left mouse button to place the Text Object. Next, double-click on the Text Object to change it's attributes. You can change the text, font or remove the object from the layout. You can also move text to a different location by "dragging" it around your layout. See "moving objects" for more information on this. Note: As with all objects, the Text Objects will "snap" into place on the layout grid. Please read the layout grid topic for more information.

See Also

[Default Font](#)

[Editing Objects](#)

[Layout Grid](#)

[Moving Objects](#)



Picture Objects

Use this option to add Picture Objects to your layouts. You can select this feature by using the Layout Menu or by selecting the picture button (shown above) from the tool button bar.

When you select this option, first you are prompted to select a picture file. After selecting a picture the cursor will turn into a cross. Move the cross to the area of your layout that you want to place the picture on, then click the left mouse button to place the Picture Object. If you want to edit the picture, you can double-click on the image. You can also move pictures to a different location by "dragging" it around your layout. See "moving objects" for more information on this. Note: As with all objects, the Picture Objects will "snap" into place on the layout grid. Please read the layout grid topic for more information.

See Also

[Editing Objects](#)

[Moving Objects](#)

[Layout Grid](#)



Line Objects

Use this option to add Line Objects to your layouts. You can select this feature by using the Layout Menu or by selecting the picture button (shown above) from the tool button bar. Note: All lines may only be drawn straight (up/down or left/right).

When you select this option, the cursor will turn into a cross. Move the cross to the area of your layout that you want to place the beginning of the line at and single-click the left mouse button and hold it down. While holding down the mouse button, move the cursor to where you want the end of the line to be and release the mouse button. If you want to edit the line, you can double-click on the line. You can also move lines to a different location by "dragging" it around your layout. See "moving objects" for more information on this. Note: As with all objects, the Line Objects will "snap" into place on the layout grid. Please read the layout grid topic for more information.

Important Note: lines (rectangles included), do not use fonts. When you print your layout, you may need to increase or decrease the size of your object to obtain the desired results. For example, if you draw a box around your name, depending on what font your name is printed in, you may need to increase or decrease the width of the box to print it out properly so that it surrounds your name. It does not matter if the lines look different on your screen then when you print them, what matters is that you get the line to print on your printer how you want it to. Printing your test layouts on blank paper will help you make these type of layout adjustments. While we attempted to make your layout on the screen look like the one that will be printed, lines are just a different type of graphic image that sometimes require adjustments. Of course, this all depends on what you are trying to do with your lines. If you work with your line objects, you can make them do anything you want.

See Also

[Editing Objects](#)

[Layout Grid](#)

[Moving Objects](#)

[Rectangle Objects](#)

Rectangle Objects



Use this option to add Rectangle Objects to your layouts. You can select this feature by using the Layout Menu or by selecting the picture button (shown above) from the tool button bar.

Note: rectangles are drawn in the color red so that you can tell which boxes were created with a rectangle and which boxes were created with lines.

When you select this option, the cursor will turn into a cross. Move the cross to the area of your layout that you want to place the upper-left corner of the rectangle at and single-click the left mouse button and hold it down. While holding down the mouse button, move the cursor to where you want the bottom-right corner of the rectangle to be and release the mouse button. If you want to edit the rectangle, you can double-click on it. You can also move rectangles to a different location by "dragging" it around your layout. See "moving objects" for more information on this.

Note: As with all objects, the Rectangle Objects will "snap" into place on the layout grid.

Please read the layout grid topic for more information.

See Also

[Editing Objects](#)

[Layout Grid](#)

[Line Objects](#)

[Moving Objects](#)

Refresh

This option will clear the layout and redraw it on your screen. This is useful when you move objects such as large fonts that leave a small piece of the object in the old location. Refreshing the screen will get rid of these types of screen clutter. It is a good idea to refresh your layout periodically to get rid of items left behind as screen clutter. The program will automatically refresh your screen when you move and edit most objects. When you need to do it manually, this feature is provided.

See Also

[Change All Fonts](#)

[Clear Contents](#)

Clear Contents

This option will delete all objects from your layout file. If you want to get rid of all the objects in a layout file and start from scratch, this is the option to use. To remove only a single object from your layout, double-click the left mouse button on the object and choose the delete button. Note that you can start a brand new layout file by using the File New menu option.

See Also

[Change All Fonts](#)

[File New](#)

[Refresh](#)

Change All Fonts

This feature allows you to change all text fonts on your layout at once. First, you must select the font you want to change to. Next you will be asked to confirm the change with the new font. If you select yes, all Text Objects will be changes to the newly selected font. If you want to change the font for only a single Text Object, double-click the left mouse button on the Text Object you want to change and then select the font button.

See Also

Clear Contents

Refresh

Load Paintbrush



This option will load and run the Windows Paintbrush program. Paintbrush is a utility that comes with Microsoft Windows. You can create and edit image files with Paintbrush. The images you create can be used by this program to place pictures in your layouts. Read the Paintbrush online help for information about creating image files. You can load paintbrush by using the Options Menu or by clicking on the paintbrush picture button (shown above) located on the picture button toolbar.

Options Menu

The options menu allows you to specify how you like your system to interface with you while designing your layouts. Menu options are:

Load Paintbrush

Layout Grid

Sound

Confirm Deletions

Backdrop Color

Screen Font

Layout Grid

This option allows you to specify if you want the layout grid drawn on your screen. If this item is checked, it means it is turned on. NOTE: If you turn the layout grid off, your objects will still snap to the grid when you move or place them. The layout grid is only a visual reference.

See Also

[Layout Grid](#)

Options Sound

This option allows you to specify if you want the program to sound the system beep sound when an error, warning or other important message is displayed. If you turn the sound off, you will still receive a visual message. This option allows you more flexibility for setting up your system preferences. If this menu item is checked, it is turned on.

Help Menu

The help menu allows you to review the online help and to display the Copyright and Trademark notices along with information on how to reach M & R Technologies. Menu options are:

[Contents](#)

[Label Stocks](#)

[Card Stocks](#)

[About](#)

Help Contents

This menu option allows you to load the help file. You can read about all of the programs features by reviewing this file.

Help About

This menu option displays the Copyright and Trademark notices as well as information on how to contact M & R Technologies.

Moving Objects

To move any object, single-click the left mouse button on the object that you want to move, making sure not to release the mouse button. A rectangle will appear around the object. While holding down the mouse button, move the mouse to the new location and release the mouse button. By using this "point and click" method, moving objects is very easy!

When you release the mouse button, the object will be redrawn at the new location. All objects will "snap into place" on the layout grid. See the layout grid topic for more information.

See Also

[Editing Objects](#)

[Layout Grid](#)

[Line Objects](#)

[Picture Objects](#)

[Rectangle Objects](#)

[Text Object](#)

Editing Objects

To edit any object, double-click the left mouse button on the object that you want to edit. Depending on what type of object you selected, an editing window will appear. This window will allow you to change the object or delete it.

Text Object: When editing a Text Object, you can change the text, the font or delete the object. The current font name, size and style will appear in the editing window.

Picture Object: When editing a Picture Object, you can change it to a different picture, edit the existing picture or delete it. All pictures are stored in Windows bitmap formats (*.BMP), allowing you to create and edit pictures using Windows Paintbrush. You can launch paintbrush by using the TOOLS menu or by clicking on the paintbrush picture button.

Line Object: When editing a line, you can change the length of the line or delete it. NOTE: Lines are always printed on your printer last. Therefore, if a line looks "covered up" on your screen by the white-space around a picture, it will not be covered when it is printed.

Rectangle Object: When editing rectangles, you can change the height, width or delete the object. Rectangles are printed on your printer after Picture Objects. See the note above about white-space.

See Also

Layout Grid

Line Objects

Moving Objects

Picture Objects

Print Resolution

Rectangle Objects

Text Object

Picture Editor

The picture/image editor allows you to change or delete a current picture object. When you double-click the left mouse button on a Picture Object, the picture editor will appear. You can change the picture, edit or delete it. Use the picture editor to manage all of your Picture Objects. You can create your own pictures by using Windows Paintbrush. Also, you may use any pictures in bitmap format, such as the ones created with Paintbrush. This program does not need the bitmap to be stored with the program files. It can use any bitmap no matter where it is on your computer. It will remember the disk and directory you selected the image from and will always look there when it needs to find the image file. This will save hard disk space by not having a copy of the same image in two directories.

See Also

Editing Objects

Load Paintbrush

Text Editor

Backdrop Color

This option allows you to change the color of the screen behind your layout window, also known as the backdrop. Some users like a bright color, while others do not. Some prefer no color at all. This provides you with an option to select your preference.

Confirm Deletions

If this option is turned on, the system will ask you to confirm the deletion of an object (line, rectangle, picture or text), before it is removed from your layout. If this option is turned off, objects will be deleted as soon as you press the DELETE button. Turning this feature off allows you to create and modify layouts much quicker by not having to confirm every object deletion.

Printer Resolution

For each printer that you use, you should have a driver installed under Windows to tell it how you want your printed output. You can access this information by using the Windows Control Panel and selecting the "Printers" button option. A list of installed print drivers will be displayed, allowing you to change and/or setup any information specific to that printer. One of the options available is the print resolution, which can usually be found via the "Setup" button. Consult your Windows or printer manual for further information on setting up your print resolution.

The print resolution setting is a very important part of your printer configuration. For example, if you setup your printer driver to print 300 DPI (dots per inch) instead of 150 DPI, your output will look much nicer because 300 dots per inch are printed instead of 150. However, on most laser printers, you won't notice the difference unless you look very closely! Printing 300 DPI instead of a lesser amount, requires much more free disk space and more memory. Memory or disk space you may not have. If you use a lower print resolution, you can print more sheets of labels at a time, because less memory and disk space is required to "draw" your layout. Also, at 300 DPI it takes about twice as long to print your labels because Windows Print Manager is printing at a much higher resolution. For a good example of the difference between 150 DPI and 300 DPI, print out "SAMPLE1.LBL" on plain paper using both settings. Note the difference between each printed layout, such as the shaded areas.

All of these settings are up to you. Be aware, that this program can use a high resolution to print your labels, if you have the hardware to support it. This is an issue between your hardware and Windows. If your printed output appears poor, increase your print resolution and request less sheets of labels to be printed at a time. If you have plenty of hard disk space and/or memory, this will probably not be an issue to you. If you receive an "out of memory" error, you'll want to consider this information. You don't really need to print 500 labels at a time! When you print in small quantities, you can request a higher print resolution without much regard for owning bigger hardware. Try printing only one sheet of labels at a high resolution. If it succeeds, increase your number of sheets during your print cycles. Otherwise, decrease your print resolution!

A Text Object is an object containing a line of text such as "How are you" or "Have a nice day". You can move, edit or delete any object. Text Objects are the way you add text to your layouts.

A Picture Object is an object containing a picture image. You can move, edit or delete any object. Picture Objects are the way you add pictures to your layouts. All picture files must be in bitmap format and can reside in any directory on your computer.

A Line Object is an object containing a straight line. You can move, edit or delete any object. Line Objects are the way you draw lines on your layouts. Lines do not use fonts, so they may need to be increased or decreased in size to obtain your desired result.

A Rectangle Object is an object containing a four-sided box. You can move, edit or delete any object. Rectangle Objects are the way you draw boxes on your layouts. Rectangle Objects are drawn using the color red so that you can tell a Rectangle Object from a box made with four Line Objects.

Label Size Selection

Use this Layout Menu option to select the size of the labels you will be printing your layout on. This allows you to print your layout on various size label stocks. Depending on which size you have selected, the program will change the layout window size to match the label. When you save your layout file, the current size selection is stored with the layout file. Next time you open that file, the layout window will change it's size automatically. Use the Size Selection option to change are current label size or when creating a new label layout file.

See Also

[Layout Grid](#)

Label Stocks and Product Numbers

This software program can print labels on various types of label stock. Below are various label stocks which work with this system. The Avery stock numbers can be found in most local office supply stores. The brand and stock numbers are listed below. We have also listed Deluxe Business Forms in St. Paul, MN. for toll-free ordering and delivery to your home or business. Dial 1-800-328-0304 and give them the Keycode and product numbers below. If you don't find the Avery stock in your supply store, give Deluxe a call. The keycodes below insure that they send you the correct labels.

Deluxe Label Stocks (toll-free: 1-800-328-0304)

1" by 2 5/8"	KeyCode: T08706	Product# 92127
1" by 4"	KeyCode: T08706	Product# 82050
1 1/3" by 4"	KeyCode: T08706	Product# 92128
2" by 4"	KeyCode: T08706	Product# 82119
3 1/3" by 4"	KeyCode: T08706	Product# 82116

Avery Label Stocks

Return address (small)	Stock# 5267
1" by 2 5/8"	Stock# 5160
1" by 4"	Stock# 5161
1 1/3" by 4"	Stock# 5162
1 1/2" by 2.8"	Stock# 5360
2" by 4"	Stock# 5163
3 1/3" by 4"	Stock# 5164
3.5" Disk Labels	Stock# 5196

See Also

[Print Margins](#)

[Print Resolution](#)

[Card Stocks](#)

File Backup



Use the backup utility to periodically backup your data files to a floppy disk. In the event of hardware failure, having a backup will allow you to restore your system to the way it was on your last backup date. We strongly encourage you to backup your files! It only takes a couple of minutes and can save you hours of aggravation. **WARNING:** We will not be able to help you restore your system if you do not maintain a backup disk! If you have a backup disk, we will always be glad to help you restore your files after a hardware failure. **NOTE:** Only your data files are backed up, not the program files. Always keep your program diskette in a safe place with your backup disk. You will probably need both disks if you experience hardware failure.

When you backup for the first time, you should insert an empty, FORMATTED disk and then select the drive A or B. Select the OK button and the backup will begin. The program will notify you when the backup is complete. Then place the disk in a safe place. The next time you backup, you can use the same disk. The old backup files will be replaced with the new backup files.

In the event that you ever need to restore your system from your backup files, simply copy all the files from the backup disk into the directory where your Financial Freedom Labels program is. The next time you start the system, your system will be exactly how it was when you did your last backup.

Database Menu

The database menu allows you to connect to external database files. Menu options are as follows:

Connect

Unconnect

Place New Field

Database Manager

See Also

Database Engine

The Database Engine

The database engine provides you with many powerful tools to access external DBase-compatible data files and include the information in your printed layout files. Topics are as follows:

Connecting to Databases

Unconnecting Databases

Placing Fields on Layout

The Database Manager

The FFDBFILE Database

The "+" Field Operator

The Record/Print Que

Printing Selected Records

Connecting to Database Files

This feature allows you to connect to ANY DBase-compatible file. Once connected, you can include the information in the data file in your printed layouts. This option is simply the feature that "connects" a file to your layout.

To begin, select the "Connect" menu option from the Database Menu and select a database file. WARNING: If the file is not a DBase-compatible file, you will receive an error! All files must be DBase-compatible files. If you don't know what DBase files are, then you should utilize the database file included with this program called "FFDBFILE.DBF". See that topic for more about this file.

Please note that when you save your layout file to disk, the program will also save the information about which database you are currently connected to. This way, the next time you open this layout file, the database will be loaded automatically for you. If you connect to many different database files, you may want to create a layout file for each different database so that the databases are loaded for you each time you open that layout file. Name your layout files something like FRIENDS or CUSTOMER so that you will be able to tell which database you are looking for when opening your layout files. You may create as many layout files as you need with this program.

Once a data file has been connected, you will see the name of the file and the record count appear next to the toolbar buttons and the "Unconnect" and "Place New Field" options on the Database Menu will activate. See those topics for more information.

See Also

[Unconnecting Databases](#)

[Placing Fields on Layout](#)

[The Database Manager](#)

[The FFDBFILE Database](#)

[The "+" Field Operator](#)

[The Record/Print Que](#)

[Printing Selected Records](#)

Unconnect Database Files

This option is found on the Database Menu and is only available if you are currently connected to a database file. This feature allows you to remove the database connection and all associated database fields from your layout. You can either re-connect to another database or leave the connection off.

See Also

[Connecting to Databases](#)
[The Database Engine](#)



Placing Database Fields

This option is found on the Database Menu and is only available if you are currently connected to a database file. This feature allows you to place a database field on your layout. When the layout is printed, the information from the field in the database is printed. If you don't know anything about database files or database fields, read the "FFDBFILE" topic below.

When you select this option, you will see a list of database fields displayed in a listbox on the right side of your layout. Select (highlight) a field from the list box and then select the place button and the listbox will close. Next, place the field on your layout just as you would a text or picture object. Once the field has been placed you can also move it just as you would any other object. Double-clicking on the field name allows you to edit the field object. Simply select this option again to place another field.

You can also "chain" database character fields by using the "+" (plus sign) operator. See that topic in the Database Engine for more information.

See Also

[The Database Engine](#)

[The FFDBFILE Database](#)



The Database Manager

This utility is found on the Database Menu and allows you to create database files, add and remove records and view the data file. You can use this feature to manage your own database files if you do not own a database management program. This utility is not meant to replace a database management system, however, it's basic features will provide you the ability to utilize the database engine with this program. NOTE: You can't modify the structure of a database file with this utility. You will need a full-blown database management system to do this. This program was designed to work with existing database files or ones created using the FFDBFILE database structure.

IMPORTANT: You should not modify a database file that is used by another program as you may create a big problem for the other program that uses this file! You should limit your use of the file to only "connecting" the data fields in your layout for printing. If the database is exclusively used by this program, you may make any changes you desire. If you really need to modify the information within a file that is used by another program, use the "Copy To" menu option to create another database file. Then do all your operations on the new database. This will leave the old database intact for use by the other program. This is the safest way to manipulate data files that are used by other programs.

DB-FILE MENU:

FILE OPEN: Use this menu option to open a database file. Once the file is open, you can use any of the other menu options to manipulate the data. A window will appear allowing you to view all the records in that database file. When the window is open you can scroll through the records by using the scroll bars, if they are displayed. You can edit the information in the database by clicking the mouse on a field and editing the data. Note that the active field is displayed in a different color than the other fields.

COPY TO: This feature allows you to copy the current database to another file using the name you specify. This allows you to create other database files for use with this program. You can create customer, friends, etc. database files. Once you copy the file, the new file will be automatically loaded, allowing you to make any changes specific to this data file.

SORT TO: This option allows you to sort the currently opened database file to another file, sorted by the field you select. You must first enter the name of the file to sort the records into and then select the field to sort on. Once the file has been sorted, the new file will be loaded into the viewing window.

CLOSE: This option will close the database manager and return to the main menu. Any changes which were made to the data file will be saved before exiting.

DB-RECORD MENU:

ADD: Use this menu option to add a record to the database. A new record will be added to the bottom of the datafile. Simply type the new information into each desired field. You can use the horizontal scroll bar to move back and forth between fields if the database is wider than your screen.

DELETE: Use this feature to remove unwanted records from the database file. Simply click the mouse on the record you want to delete and then select the delete option. The program will then ask you to confirm the deletion of this record. If you select the OK button, the record will be

marked as deleted. (See the status bar on the bottom of the data window. It shows the currently selected record number and whether it is marked for deletion.) When you close down the database manager, all records which were marked as deleted, will be removed. NOTE: You must have at least one record in a database file, therefore, if you try to delete all the records in a file, one will always remain. You can then add a new record and delete the one that remained.

TOP and BOTTOM: Use these two menu options to move to the top and bottom of the database file. You can also use the vertical scroll bar (if displayed) to move up and down the data file.

DB-HELP MENU: Displays this help file.

See Also

The Database Engine

The FFDBFILE file (File Name: FFDBFILE.DBF)

This file is delivered with your labels program. It is a DBase-compatible file that can be used by the database manager to create different database files for use with the labels program. **YOU SHOULD NEVER MODIFY THIS FILE DIRECTLY!** You should use the database manager to open this file and COPY it to another file name and then use the new file. Name the new file something like Customer.dbf or business.dbf and add records specific to this file. The "DBF" file extension stands for dbase file and is usually a standard file extension for most database files, although, this is not always the case.

The FFDBFILE.DBF file is a database consisting of 1 dummy address record. The database has five fields for each record and the fields are called FFLINE1, FFLINE2, FFLINE3, FFLINE4 and FFLINE5, (open the sampledb.lbl file to see how we connected to this database). You can place any or all of these five fields on your layout. Whatever information is in that field, will appear on your layout when it is printed. You can enter ANY information you desire in these database fields, but generally, you will want to enter addresses in these fields. Each time a label is printed, it will jump to the next record in the database before printing the next label.

This file is present to allow persons who do not have a database management system to create databases for use with the label program.

See Also

[The Database Engine](#)

The "+" Field Operator

Use this feature if you need to connect two or more character fields together in your layout. For example, suppose you connect to a database file who has two fields called FIRSTNAME and LASTNAME. Remember that fields can be of variable length, depending on which database you are connected to. Therefore, if you tried to place the FIRSTNAME field on your layout and then the LASTNAME field, you wouldn't know how far apart to space them and the FIRSTNAME field may overlap the LASTNAME field. Additionally, it doesn't look very good when printed unless these two fields are right next to each other.

To overcome the variable length problem, you can use the + (plus sign) operator to chain the fields together, trimming all the blank spaces out of each field before printing. Simply place the FIRSTNAME field on your layout, then double-click on it to edit it. Change the field name to FIRSTNAME + LASTNAME. When these fields are printed, the LASTNAME field will print right after the FIRSTNAME field.

Another example of the use of the + operator would be if you had fields called CITY, STATE and ZIPCODE. To make these three fields print together, place the CITY field, then double-click on it and change the field name to CITY + STATE + ZIPCODE.

Please note that you can only chain together CHARACTER fields. Fields that hold a date, numeric value or logical value may not be chained. These type of fields must be placed by themselves.

See Also

[The Database Engine](#)

Printing Selected Records

When you print a layout, a window appears allowing you to select the specific labels that you want printed. In addition, if the layout is connected to a database file, you can set the starting record number for the database. The combination of these settings allow you to print one or more labels for the database record(s) you want. The Record Que allows you to select specific records from the database for "batch printing". See the Record Que topic below for more about this.

The NUMBER OF PAGES tells the program how many sheets of labels that you want printed. If the layout file is connected to a database, the number of pages printed may be different than the number requested depending on the database record count. See below (EXIT AT END-OF-FILE) for more about this.

The START AT LABEL# tells the program which label you want to start printing on. Generally, this number would be 1 unless you are starting the print cycle with a partially-used sheet of labels. The labels are printed from LEFT to RIGHT with the left-most top label being number 1 and then counting across the page, skipping to the next row and continuing the count. If you wanted to start printing on label number 6, enter a 6 in this box. On a sheet of 1" by 2 5/8" labels, there are 30 labels. The top-most left label is number 1 and the bottom-most right label is number 30.

The END AT LABEL# tells the program when to stop printing. When you enter a number here, IT OVERRIDES EVERYTHING! Once this label number is printed, the program will stop printing and eject the page. By leaving the default value of 99999 in the box, all required labels will be printed. To print only a single label on label number 5, you would enter a starting label number of 5 and an ending label number of 5.

START AT RECORD# is only available if you are connected to a database file. It allows you to enter the record number you want to start printing at. You can also use the SELECT START button below to view or select the record by clicking on the record in the view window and selecting the EXIT menu on the view window. The record number will be automatically loaded into the start at record number box.

EXIT AT END-OF-FILE, if marked with an "X", will stop printing labels when the last record in the database has been printed. If this option is not selected, the database will go back to the first record and keep printing the selected number of labels. This option is nice if you want to print duplicate labels for each record, since the database is "cycled" through one or more times. This feature is also nice when working with the print que. For example, if you have 5 records queued for printing and this option turned on, only five records will be printed. On the other hand, if you have this option turned off, the 5 records will be "cycled" through printing them over and over again until the number of sheets you have requested have been printed. For more about this, see item #9 in the "Common Asked Questions" menu option on the Cards & Labels Help Menu.

IGNORE BLANK LINES, if marked with an "X", will ignore any blank fields connected to a database when printing. For example, suppose you have connected five address lines to your layout. Lines 1,2 and 5 have data in the fields. When the layout is printed, only lines 1,2 and 5 will print right under each other, ignoring lines 3 and 4 because they did not contain any data. This allows you to "compact" address lines. Please note, some printers do not print correctly

when this option is turned on. If your layouts do not print properly with this option turned on, try turning it off to see if it makes a difference on your printed output.

See Also

[The Database Engine](#)

[The Record/Print Que](#)

Help Picture Button



The toolbar picture button shown above loads the online help contents.

See Also

[Help Contents](#)

Card Stock

This software program can print business and rolodex cards on various types of card stock. Below are various card stocks which have been tested with this system. Most can be found in your local office supply stores. The brand and stock numbers are listed below.

It is also important for you to remember that you can create ANY kind of a card with this software. You can create Appointment Cards, Membership Cards, Coupons, Tickets and the list goes on and on! You may want to consider designer card stocks to enhance the final appearance of your cards. While this software will work fine with the plain white card stocks you can find at your local office supply store, you will be absolutely amazed at the difference the designer card stock from Deluxe Business Systems will make on the final appearance of your cards. We were very amazed! At least call them for their FREE "Laser Image Makers" catalog so you can see what we mean.

Rotary (Rolodex) Card Stock (plain white color)

Rolodex Brand Laser Cards	Stock# LCC-24	2 1/4 x 4 in.
Avery Laser Rotary Cards	Stock# 5385	2 1/6 x 4 in.

Business Card Stock (plain white color)

Avery Laser Business Cards	Stock# 5371	2 x 3 1/2 in.
Deluxe Business Systems	Keycode# T08706	Product# 77105

Add Color to your Business Cards!!

Deluxe Business Systems in St. Paul, Minnesota, has a wide variety of colorful business card stocks to choose from. We have tested our software with these cards and they have assigned a keycode of T08706 to use when customers place their orders. This tells them which line of products work with this software so that you will be sure to get the right forms.

To get these cards all you have to do is call 1-800-328-0304, place your order using keycode T08706 and the product number and they will deliver it to your front door step! You don't even have to leave your home or office! The listings below are for designer card stocks, (the plain white stock is listed above). When you get their catalog and decide which design you like, use the numbers below to place your order:

1) Antique Design	KeyCode: T08706	Product# 78055
2) Apple Design	KeyCode: T08706	Product# 78003
3) Aurora Design	KeyCode: T08706	Product# 78100
4) Expo Design	KeyCode: T08706	Product# 78085
5) Gentry Design	KeyCode: T08706	Product# 78025
6) Monterey Design	KeyCode: T08706	Product# 78070
7) Oxford Design	KeyCode: T08706	Product# 78040
8) Paragon Design	KeyCode: T08706	Product# 78115

See Also

Label Stocks
Print Margins
Print Resolution

The Record Que (Batch Printing Que)

The Record Que button allows you to "batch" print from your connected database file. This feature is only available if you are connected to a database file. The record que allows you to select which records from your database will be printed on your layout. You must select at least two (2) records to print from the que file. If you only want to print one (1) label, see the topic "Printing Selected Records" below. Please note that you can also print a single database record on a whole sheet of labels. See item number 9 in the "Common Asked Questions" topic, located on the Cards & Labels Help Menu for details.

You will see two record lists (windows) appear. The list on the left is the current Qued records and the list on the right is your database records. Simply click on a database record (to make it the active record) and select the "<< Add" button. The "<< Replace" button will replace the currently selected (highlighted) que record with the currently selected database record. The "<< Delete" button will remove the currently selected record from the record que. When you add your first record to the que, use the "<< Replace" button to fill in the first blank record. After that, use the "<< Add" button to add more records.

IMPORTANT: The record que is only active during the current print cycle. All qued records are removed from the que after they are printed or by closing (canceling) the current print job. Also, if you have "exit at end of file" turned ON (checked), the number of pages setting is ignored as all records in the que will be printed on as many sheets as is required. Make sure you have ample print stock loaded in your printer. If you turn "exit at end of file" OFF (unchecked), only the number of pages requested will be processed from the que.

See Also

[Connecting to Databases](#)

[Printing Selected Records](#)

[The Database Engine](#)

Layout Grid

The layout grid is used to place the objects on your layout. This program does not work on a pixel by pixel layout, instead, it was designed to work on logical units that represent a height and width of most labels while maintaining an aspect ratio which will work on all printers. For example, the logical units for a 2" by 4" label is 38 units wide and 11 units for the height. What this means to you is that you can move objects across your screen in 38 different places (right/left) and you have 11 different places (up/down) that you can move objects. This layout grid allows you to create beautiful designs very quickly.

If you use a large font, you should space the Text Objects further apart than if you were using a smaller font. All of this is a rather "practical" and "logical" way of providing you with a powerful and fast designing tool. When you design your layouts, it is important that you do not create "screen clutter" by placing objects too close to each other. You should utilize your layout grid so that there is plenty of empty space on your labels or they will appear "cluttered" to your customers.

When you place an object in your layout, it will "snap" to the closest logical unit location and plant itself there. When you use large fonts or pictures, obviously, they will occupy more than one logical unit. Unless you move a large Text Object or picture away from another object, they may overlap each other, creating screen clutter. Also remember that you will be printing out the objects and you should not make text objects touch each other. It is very important that you try to leave as much "white space" on your layout as you can to produce a professional, uncluttered appearance.

The more fancy you want to make your designs, the harder you will have to work to create your layout. This usually means creating layouts, printing them, editing layouts, printing them, etc. until you achieve your desired results. Of course, we encourage you to create nice layouts and we know our program can handle them. It will just require you to spend a little additional time creating your layout.

See Also

[Page Layout](#)

[Print Resolution](#)

Default Font

The default font is used to place new Text Objects on your screen. You can change the current default font a couple of ways. When you double-click your mouse on a Text Object and change the font, the new font becomes your default font. This is useful when you start a new layout. Place your first text line, double-click on it and change the font to your preference. This is now your default font. All other new Text Objects will now use this font when you add them. The other way to change the default font is when you use the "change all fonts" option on the Layout Menu to change all the fonts. You can always tell what font a Text Object is using by double-clicking the mouse on a Text Object. The font name, size and style are displayed at the top of the edit window.

See Also

Text Editor

Text Editor

The text editor allows you to change or delete a current Text Object. When you double-click the left mouse button on a Text Object, the text editor will appear. You can change the text, change the font or delete it. The current font, size and style are always shown in the top of the text editor. When you select the fonts option, it is assumed that you are changing the font and therefore the font selection box is not updated to reflect the current font. Select a new font, or choose the cancel button to close the window.

When you change the font, it becomes your default font. All new text objects added to your layout will use the current default font. Use the text editor to manage all of your Text Objects.

If you are editing database field names, you should read The Database Engine topic below. It explains how to manipulate database fields.

See Also

[Default Font](#)

[Editing Objects](#)

[Picture Editor](#)

[The Database Engine](#)

Page Layout (Margin Settings)

This feature allows you to define special margin settings that are used when you print your layouts. If for some reason, your layout is not printing correctly on the labels, you can use this feature to adjust the top and right margins of the printer. When you open this option, the margins for the currently selected label size are displayed. Therefore, you must have the label displayed on your screen that you want to change the margins for. This is usually the case.

Printers vary widely. Depending on what brand of printer you have, you may need to adjust the margins. You must print the calibration ruler to help you make these adjustments. The calibration ruler allows you to make pin-point accurate settings by allowing you 300 calibration units per inch! Furthermore, we have provided an option on the Layout menu which allows you to change the character spacing specific to each of your layouts. See below for more about that. With all of these options, not only can you calibrate this software to work with any printer, you can create some spectacular designs. When you adjust your margins, you can move the image that prints on your labels in any direction you desire, allowing you complete control over how your labels are printed.

You can adjust the top and/or left margins by entering numbers into the two displayed fields. The numbers you enter represent one calibration unit spacing for the top and left margins. Be careful when you change these numbers. Also, when you enter these numbers, be sure to include any spaces between your labels. The idea is to set the top margin so that the margin equals the top edge of your card or label and the left margin equals the left edge of the first label. These two adjustments tell your printer where to start printing on your sheet of labels. Since we have made the calibration units very small, it is not required that you enter these numbers exactly, just try to get as close as possible.

You may also specify the height and width of your card or labels. The combination of height and width tell the printer how far to move down and right when printing your designs. Make sure you include any spaces between your labels. Use the calibration ruler to measure your card or label stock. Generally, you do not need to change these numbers unless you do not get a full sheet of printed cards/labels.

When you change these settings, print out your design on plain paper and place it in front of your label stock and hold it up to the light. You will be able to tell if your settings are close using this method before you actually print on your card stock. When the adjustments appear close, print on your actual card stock to see the results, then make any final adjustments required.

See Also

[Calibration Ruler](#)
[Character Spacing](#)
[File Print Setup](#)
[File Print](#)
[Print Resolution](#)

Calibration Ruler

The Calibration Ruler provides you with a visual representation of your printer spacing and width. Use the ruler to measure your label or card stock in the event you need to adjust your print margins. There are 300 calibration units per inch, which provides you with pin-point accuracy. When using the ruler, hold the piece of paper behind your card/label stock and hold it up to a light. The right and left margin settings can be read from the ruler. Measure the top and left margin values and enter them in the print margin settings. Then, print an actual layout on the card stock and make your final "visual" adjustments. Please note that there are two rulers printed, one for top to bottom and right to left. Be sure you use the correct ruler when doing your measurements.

See Also

[Character Spacing](#)

[Print Margins](#)

Character Spacing

The character spacing allows you to set the height and width of your printed line characters. These settings are stored with each layout file. Therefore, changing these settings will not effect your other layout files. You may need to change these settings if you use large or bold face fonts. You will easily tell if you need to modify these adjustments when you print your layout file. If any of the fonts appear "cut off", then you can make your adjustments here. The units you enter here should be obtained by using the Calibration Ruler. When you turn on the layout grid (Options Menu), each dot represents one character. Therefore, altering these character settings "moves" printed output from their displayed grid setting.

Please note that you can "shrink" and "expand" your cards and labels by changing these values. Be careful! If you shrink your line, you may need to use smaller fonts on your layouts to obtain your desired results. Also, please note that we used these settings to allow us to "center" the bitmap image on the SAMPLE.BCD layout. When your images print on your printer, they will do so with much more clarity than displayed on your screen. This is because your printer resolution does not match your screen. Since our bitmap image was so large, it makes a difference when printed.

The character adjustments allow you very powerful adjustment options. You may need to adjust and print your layout several times before you achieve your desired results. Print your test copies on plain paper and match them to your card and label stock for accuracy. This will save your stock until your are ready to print the finalized layout.

See Also

[Calibration Ruler](#)

[Print Margins](#)

Screen Font

This option allows you to select a font for use by this program to display all other program text, such as the About box. This font has no effect on your layout file, only the program itself. This is provided to allow you to enlarge your screen text if the default font appears to small. NOTE: a font size greater than 10 will probably be too big, however, this depends on your monitor.

