

[Intro]

## **Introduction:**

Welcome to the Zweckform Assistant for Microsoft® Word for Windows 95 and Microsoft® Word 97.

Using this Assistant you can quickly and simply design Zweckform Perfect Printout products with your word processing system and produce printouts. For this the Assistant contains the templates for the

- Zweckform Inkjet+Laser+Copier Labels
- Zweckform Fanfold Computer Labels and
- Zweckform Design + Print Products

Simply select the desired Perfect Printout template, write your text on it and then print out in Word. In this way the whole process is carried out in your usual word processing system. It couldn't be simpler. But see for yourself...

Click on the field <Close> and commence working with the Assistant by clicking on <Continue>. The questions in the individual display masks guide you step by step through the Assistant.

Obtain further information on the Perfect Printout products by clicking on the field <Products> in the Assistant's start mask (only available in the CD version).

The Zweckform Team hope you enjoy working with the Assistant and its associated Perfect Printout products.

**Not forgetting:** The Zweckform Perfect Printout Products can be obtained from your local office supplier. Or request information free of charge from:

**Zweckform Büro-Produkte GmbH**  
**Export Department**  
**P.O. Box 1252**  
**D-83602 Holzkirchen (Germany)**  
**Tel. +49 - 80 24 64 10**  
**Fax +49 - 80 24 56 11**  
**Internet: <http://www.zweckform.com>**  
**Internet: <http://www.perfectprintout.com>**  
**e-Mail: [info@zweckform.com](mailto:info@zweckform.com)**

*in the UK:*

**Zweckform UK Ltd.**  
**Merchant Drive Ind. Estate**  
**Mead Lane**  
**Hertford**  
**Herts SG13 7AY**  
**Tel. +44 – 19 92 50 19 26**

**Fax +44 – 19 92 50 56 64**

*in Greece:*

**Delendas International Agencies  
24 A Skoufa Street  
10673 Athen  
Tel. +30 – 1 362 46 61  
Fax +30 – 1 361 32 68**

*in Iceland:*

**Prentsmidjan ODDI Ltd.  
P.O. Box 1572  
00112 Reykjavik  
Tel. +354 – 1 87 33 66  
Fax +354 – 1 51 55 001**

*in Malta:*

**Golden Gate Co. Ltd.  
Naxxar Road  
San Gwann, SGN 08  
Tel. +356 – 38 12 83  
Fax +356 – 37 19 65**

*in Israel:*

**Philip Trading Co. Ltd.  
P.O. Box 2 11 07  
61210 Tel Aviv  
Tel. +972 – 3 92 41 434  
Fax +972 – 3 92 41 434**

*in Hong Kong:*

**Speedy Development Company  
Room 13 5/F Wah Shing Centre  
11-13 Shing Yip Street, Kwun To  
Tel. +852 – 27 93 10 18  
Fax +852 – 23 42 56 32**

*in Malaysia:*

**Lindeteves-Jacoberg (Malaya) Sdn. Bhd.  
P.O. Box 10 369  
50712 Kuala Lumpur  
Tel. +60 – 3 73 63 810  
Fax +60 – 3 73 64 022**

*in Singapore:*

**Lindeteves Marketing Services Pte Ltd.**

**Linberg Centre**

**15 Tai Seng Drive**

**Singapore 1953**

**Tel. +65 – 38 33 788**

**Fax +65 – 38 33 877**

*in Bahrein:*

**Paper Art Products Co.**

**P.O. Box 26 142**

**Bahrein A. Gulf**

**Tel. +9973 – 2 91 918**

**Fax +9973 – 2 95 169**

*in Saudi Arabia:*

**Khalid Stationery**

**P.O. Box 6017**

**31442 Damman**

**Tel. +966 – 3 82 67 746**

**Fax +966 – 3 82 67 397**

*in United Arabian Emirates:*

**Al Hammadi N. Trading**

**P.O. Box 7872**

**Dubai**

**Tel. +971 – 4 52 62 54**

**Fax +971 – 4 52 97 82**

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[END]

[Product]

## **Product Selection:**

In this mask you select the Zweckform template to be printed out. In order to do this, you must first of all decide whether you want to print out

- **Inkjet+Laser+Copier Labels A4**
- **Inkjet+Laser+Copier Labels A5**
- **Fanfold Computer Labels or**
- **Design + Print Card Products.**

In the table below appear the respective articles for the selected product group. The currently selected article number is shown in reverse and appears at the same time in the mask's preview window. Using the vertical scroll strip you can display all the article numbers for the selected product group. If you would like to have the articles for the selected product group sorted according to article number, name or size, in ascending or descending order, you simply have to click once or twice on the relevant fields <Art.No.>, <Name> or <Size> and the information is sorted accordingly.

If you have found the desired article number in the table, select this for processing either by double-clicking directly on the article number or by clicking once on the article number and calling up the next mask with <Continue>.

Detailed information on the Zweckform Perfect Printout products can be obtained in the Assistant's start mask. Click there on the field <Products> and you automatically switch to Zweckform's Perfect Printout product catalogue.

Click on <Close> to close this help mask and return to the Assistant.

[END]

[Inscription]

**Choice of Text:**

The Assistant offers four different possibilities for label and card layout:

- **All labels or cards with the same text**
- **Labels or cards with different text**
- **Compiling an address list and printing the addresses printed on labels or cards**
- **Use of an existing address list or database file and printing the addresses or data records on labels or cards**

You select the desired type of text by clicking once on the fields provided.

Click on <Close> to close this help mask and return to the Assistant.

[END]

[Equal]

## All Labels or Cards with the same Text:

In order to produce a sheet of paper with the same labels or cards, you must proceed as follows:

- Enter the desired label or card text in the label field. The maximum label text area is shown by the white vertical and horizontal bars above the input window. You can format the text by using the icons arranged above it. Alternatively, you can also activate the individual mask functions by combinations of keys. Further details on this can be found at the end of this help mask.

As well as inputting text, you can also incorporate word-field functions (e.g. for graphics). For this you must position the cursor on the desired part of the label and click on the relevant icon {a}. Then select the required field function and set the other parameters for the respective field function.

*An example:* You would like to insert a graphics with the name ,Logo.bmp' at the current cursor position and this graphics file is to be found on your hard disk ,C' in the ,Bitmaps' subdirectory. Activate the word-field function via the icon {a} and enter the following in the dialogue field: INSERTGRAPHICS "C:\\Bitmaps\\Logo.bmp"

Confirm this input with OK and you will obtain at the selected cursor position a dummy for the field function. When you later complete the work with the Assistant with the field <Complete> and return to Word, the field function will be performed, that is the graphics appears on the screen.

- If the layout of the label or card has been completed, set the start position for the printing job in the page viewing function. The present start position is shown underlined in blue. If you want to alter the start position, you simply have to click on a label other than the selected one.
- Below the sheet displayed in the viewing function, you can determine how often the label or card is to be produced.
- Before you complete the work with the Assistant with the field <Complete> and return to Word, we recommend you check the layout in advance on <Preview>. If you want to switch back to the Assistant from the Word Preview, you must click on the Word field <Close> and the last Assistant mask to be opened will reappear on the screen.

Click on <Close> to close this help mask and return to the Assistant.

### Key Combinations:

Bold	CTRL+SHIFT+B
Underlined	CTRL+SHIFT+U
Italics	CTRL+SHIFT+I
Left justify	CTRL+L
Centred	CTRL+E
Right Justify	CTRL+R

Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Clear Everything	CTRL+ALT+A
Insert Field	CTRL+ALT+E
Alter the Start Position in the Preview [END]	ALT+LEFT/RIGHT/ UP/DOWN/HOME/END

[Different]

## Labels or Cards with Different Text:

If you want to print the labels or cards on a sheet of paper with different text, you must proceed as follows:

- Select in the page preview the first label to be printed by clicking on it with the mouse. This will be shown underlined in blue.
- Enter the desired label or card text in the left label field. The maximum label text area is shown by the white vertical and horizontal bars above the input window. You can format the text by using the icons arranged above it. Alternatively, you can activate the individual mask functions by combinations of keys. Please obtain further details of the key combinations from the help mask for identical labels.

As well as inputting text, you can also incorporate word-field functions (e.g. for graphics). For this you must position the cursor on the desired part of the label and click on the relevant icon {a}. Then select the required field function and set the other parameters for the respective field function.

*An example:* You would like to add a graphics with the name ,Logo.bmp' at the current cursor position and this graphics file is to be found on your hard disk ,C' in the ,Bitmaps' subdirectory. Activate the Word Field Function via the icon {a} and enter the following in the dialogue field: INSERTGRAPHICS "C:\\Bitmaps\\Logo.bmp"

Confirm this input with OK and you will get on the selected cursor position a dummy for the field function. When you later complete the work with the Assistant with the field <Complete> and return to Word, the field function will be performed, that is the graphics appears on the screen.

- If the layout of the first label has been completed, you can switch to the next label by clicking on it once in the page preview. This will there upon be shown as underlined in blue and the previously captioned label underlined in grey. A simple click of the mouse on the label underlined in grey (i.e. the already formatted label) is sufficient to call it up once again for revision.
- *Not forgetting:* With the Assistant you can also transfer or copy text already entered, or field functions already added inside one label, from one label to another . For this you must first of all mark with the mouse the text or field function to be transferred and click on the icon for "Cut" or "Copy". Then switch to the position where you would like to add the marked text or field function and click on "Paste" to add the contents of the interim block to this position.
- Before you complete the work with the Assistant with the field <Complete> and return to Word, we recommend you check the layout in advance on <Preview>. If you want to switch back to the Assistant from the Word Preview, you must click on the Word field <Close> and the last Assistant mask to be opened will reappear on the screen.

Click on <Close> to close this help mask and return to the Assistant.  
[END]

[DataFileSave]

## **Compiling an Address List:**

By using the third type of text entry “Compile new Address List” you can quickly and easily create your own address files.

For this you must, as the first step, define the name of the address list. Either enter the name directly into the dialogue field or click on the field <Search> and determine the file name and target file in the open dialogue box. If you select a file name which already exists, you will be asked whether the existing data are to be reused or whether a new address list is to be created under the selected file name. The latter causes your original addresses to be lost.

With a view to allowing flexible usage of your address files, the address lists created with the Assistant will be stored as a Word merge file document. This enables you to access it at any time with the Assistant or directly with Word.

After you have selected the name for the address list you must click on <Continue> to switch to the Assistant’s data input mask.

## **Input Mask for Address Lists:**

Thanks to the preset address input mask, you can quickly and easily capture your addresses. For this you should observe the following:

If you have written in a data field (e.g. Name1), you can switch to the next data field (e.g. Name2) with the “Enter” or “Tab” keys. If in the last data field ,Email‘ you press the “Enter” key, a new data record appears on the screen and the input mask appears empty. Alternatively, a new data record can also be added at end-of-file by clicking on the field <New Address>.

If you would like to delete an existing address, you must first call up the address to be deleted onto the screen and then remove this by using the field <Delete>. In this way deleted addresses can no longer be retrieved.

The field <Restore> is useful if you want to cancel changes made to an address.

If you have already entered several addresses and would like to search for a specific entry, you must click on <Search> and enter the search criteria as well as the search field in the open mask. After searching, the first data record which fulfils the search criteria will be displayed in the background.

The field <Data Source> is not used in the Zweckform Label Assistant. You should therefore not use this function.

After you have entered your addresses, click on <OK> to switch to the next Assistant mask.

Click on <Close> to close this help mask and return to the Assistant.  
[END]

[Phonebook]

## **Selection, Arrangement and Formatting of the Data Fields to be printed**

After you have entered your addresses in the previous step, you can now select the data fields to be printed from the address file, arrange it on the label and format it.

For the selection of data fields to be printed, the available data fields from the address file will be shown in the right-hand side of the mask.

When you mark the desired data field in the left window and click on the field <Insert Field>, the data field is transferred onto the label. You can now arrange and format the selected data field in the label window. For field formatting, you can use the most important functions with the icons arranged above. Alternatively, you can also activate individual mask formatting functions using combinations of keys. Please obtain further details of the key combinations from the help mask for identical labels

If you would like to remove a data field already selected for print, you must mark this data field in the right-hand label window and then remove it by pressing the 'Del' key.

Before you complete the work with the Assistant with the field <Complete> and return to Word, we recommend you check the layout in advance on <Preview>. Here you can alternate between the field names and the data records via the Word Symbol <<ABC>>. If you would like to switch back to the Assistant from the Word Preview, you must click on the Word Field <Close> and the last Assistant mask to be opened will reappear on the screen.

Click on <Close> to close this help mask and return to the Assistant.

[END]

[Mailmerge]

## **Selection, Arrangement and Formatting of the Data Fields to be printed:**

In this mask, select the data fields to be printed from the imported file and determine the arrangement and formatting of these fields on the label.

For the selection of data fields to be printed, the available data fields from the address file will be shown in the right-hand side of the mask.

When you mark the desired data field in the left window on the field <Insert Field>, the data field is transferred onto the label. You can now arrange and format the selected data field in the label window. For field formatting, you can use the most important functions with the icons arranged and displayed above. Alternatively, you can also activate individual mask functions using combinations of keys. Please obtain further details of the key combinations from the help mask for identical labels.

If you would like to remove a data field already selected for print, you must mark this data field in the right-hand label window and then remove it by pressing the 'Del' key.

Before you complete the work with the Assistant with the field <Complete> and return to Word, we recommend you check the layout in advance on <Preview>. Here you can alternate between the field names and the data records via the Word Symbol <<ABC>>. If you would like to switch back to the Assistant from the Word Preview, you must click on the Word Field <Close> and the last Assistant mask to be opened will reappear on the screen.

Click on <Close> to close this help mask and return to the Assistant.

[END]