

WELCOME TO STARSHINE SOFTWARE

Label Maker

Label Maker contains an on-line help system. Please refer to the on line help system for questions regarding the use of the program.

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Support

Voice, fax, Internet e mail

We encourage our users to provide comments and suggestions about this program.

This program is supported by voice, fax and Internet.

Starshine software's web site, www.starshinesoftware.com is your first and best resource for support. Available 24 hours daily, Starshine's web site contains detailed information on all Starshine products as well as technical support. You are almost certain to get the answer that you need by visiting our web site. There is no charge for support through our web site.

Internet

Support questions may be addressed to support@starshinesoftware.com. There is no charge for support via email.

Voice

Voice is available as follows (all times are in the Pacific time zone):

Monday through Thursday, 8:30am-12:00 noon and 1:00pm – 4:00 pm.

Friday, 8:30am-12 noon. You may call 310-886-1744 with your support questions.

VOICE SUPPORT IS SUBJECT TO A CHARGE OF \$5 PER INCIDENT THAT IS WAIVED FOR PROGRAM ERRORS.

Fax

You may fax us at 310-886-3517. There is no charge for support via fax.

ACKNOWLEDGMENTS

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Testing/QC: Programming team Cosmi: Emerald Burke, Carol Dunn, Cesar Garcia, Brian Snofsky.

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YEAR 2000 READINESS STATEMENT

Our Y2K test and its results

TEST PROCEDURE FOR STARSHINE PROGRAMS YEAR 2000 READINESS DISCLOSURE

Please read this information. It contains significant information on your legal rights and the license and warranty terms for this program as well as results of our Year 2000 simulation.

1. Starshine Software Corporation conducted a detailed test of this program on a machine which was operating Windows 95 properly, with NO other software on July 18, 1998. (The machines were manufactured by Gateway 2000). Definition: standard configuration: OEM setup of Windows 95 with minimum required drivers, and files installed by our program's install routine with no other files or programs.
2. The machine was connected to a printer and mouse, but no other peripheral devices.
3. The test consisted of installing the program properly in complete accordance with directions.
4. Operating the program and accessing all major functions, and all functions related to dates.
5. The program functioned nominally with the system date set to:
 - a. July 18, 1998
 - b. December 31, 1999
 - c. February 29, 2000
 - d. April 4, 2004
6. The following was **not** tested:
 - a. DDE/OLE with non year 2000 compliant programs
 - b. Operation with peripherals which are not year 2000 compliant
 - c. Operation of the program with other processes such as virus scanners loaded in memory.

- d. Operation in any non-default system configuration such as insufficient GDI or operation on a system with Year 2000 compliance utilities.
 - e. Operation of the program in the year 2000 or beyond without proper installation.
- 7. Accordingly, if the program works properly before the year 2000 on your machine, the program itself will operate properly thereafter. However, we can provide no assurance of operation if your system has Year 2000 patches or is not in a properly configured condition.
 - 8. Computer programs may experience bugs whether or not the year 2000 has arrived due to user error, such as deleting need files or libraries.
 - 9. Catastrophic failure of a computer or operating system may cause all programs to cease to function.

This information is subject to change. Users addresses and contact information is being retained, and we will attempt to notify users of changes to this information.

LEGAL NOTICE:

The provision of this information does not alter the end user license and warranty terms for this program.

YEAR 2000 STATEMENT:

- 1. If any current shipping Starshine Software program is working correctly, then when the Year 2000 arrives our simulation testing shows that if all else is well, the program will continue to operate properly. IF A PROGRAM IS NOT SATISFACTORIALLY WORKING AT THIS TIME THE CHANGE OF CENTURIES WILL MOST LIKELY NOT CORRECT ANY PROBLEMS.
- 2. However, the program may still not work if the computer or any other hardware or other software makes year 2000 errors. It is possible for errors in the system to be reflected by a properly operating program.
- 3. If there are any infrastructure problems, such as interruption of electricity, the program will not work due to the lack of power.
- 4. If the program receives data from any other program or the operating system that is incorrect, it will probably not work correctly.

5. If you have created templates, forms or other output you should verify that the dates are acceptable to you.
6. Starshine programs are year 2000 capable.

If the assumption that the simulation represents actual operating conditions is incorrect, then your operation may be different.

WARRANTY

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

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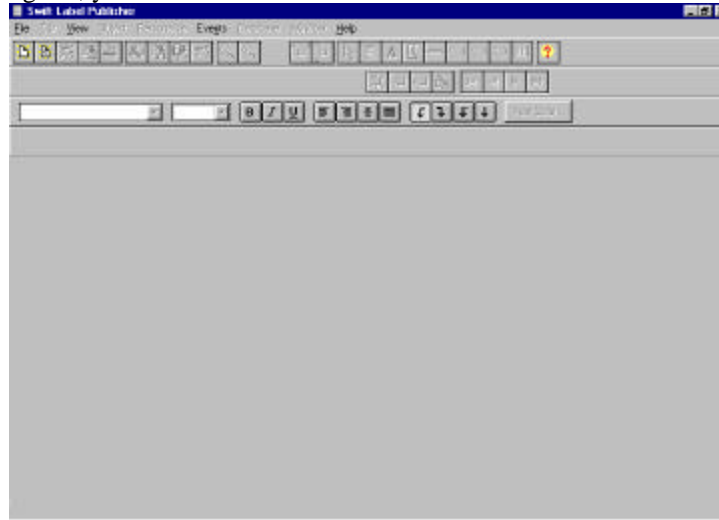
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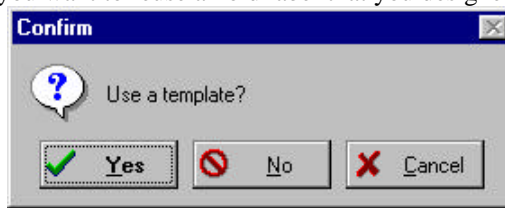
E-mail: support@starshinesoftware.com

Main Menu Screen

After starting the program, you will see the main menu:



To create a new label, select FILE, NEW, and then select whether or not you want to use a template. IF YOU WANT TO USE THE LABEL WIZARD, SELECT **NO**. We recommend that you use the Label Wizard's menu driven system to make your labels. The Label Wizard is the simplest way to create labels. By answering a few questions you can design both simple and complicated labels. Normally you will not need to use templates unless you want to reuse an old label that you designed.



The Label Wizard offers you a selection of different size types of labels in the opening screen:



Depending upon the type of label that you select, the next screen will show you the types of labels that the Label Wizard can help you create. Remember, each time that you answer a question in the Wizard click on the NEXT Button to go to the next screen. If you make a mistake you can go back one screen, go back to the beginning or cancel if you do not want to continue.

To assist you in using the Label Wizard, the following information will help you to find out which type of label is covered by each choice:

Major categories of labels:

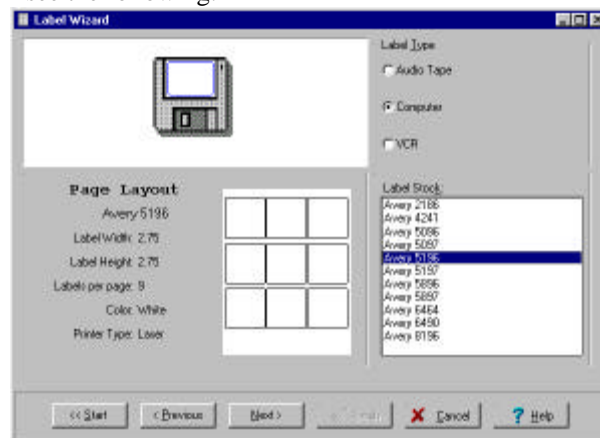
OFFICE: Badges, Business Cards, Folders, Inventory, and Rotary

MISCELLANEOUS: All types, Index Cards, Post Cards, Tent Cards, and General

ADDRESS: Address, Return, and Shipping

MEDIA: AudioTape, Computer, and VCR

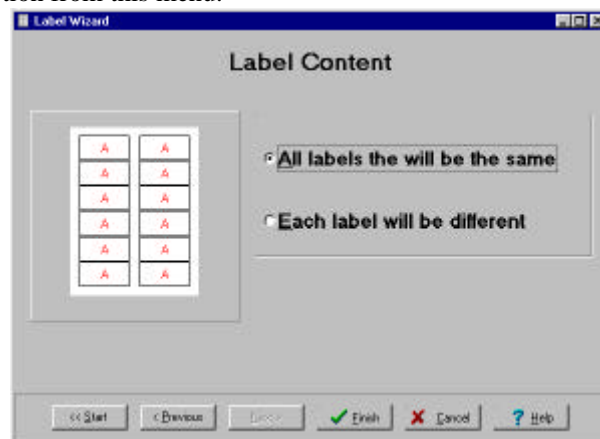
The next Wizard screen is where you select the type of label that you will print. For example, after selecting MEDIA you will see the following:



As you will notice, the Label Wizard provides you with a picture of the labels that you can create as well as the dimensions of the label, and manufacturers part number. By comparing your labels to the ones shown on screen you can be sure that you have a match.

The next step is to select whether the labels will all be the same, or if each will be different.

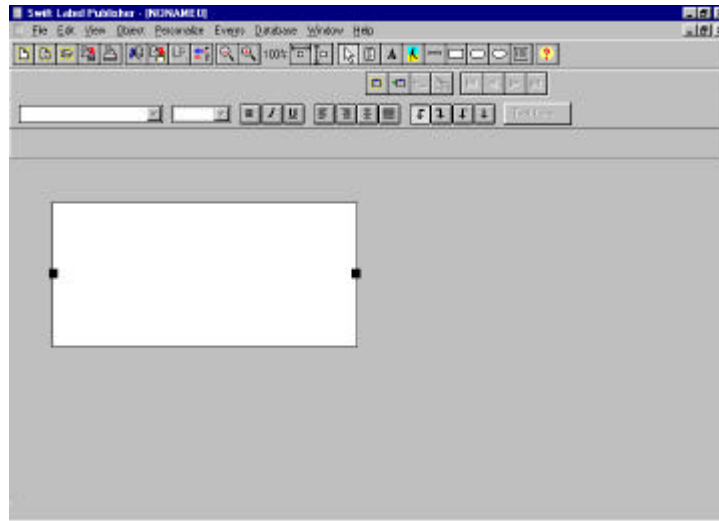
You will make this selection from this menu:



At this point, you have completed work in the Wizard. Click on FINISH.

Design Screen

You will then reach the design screens.



Placing objects on the labels

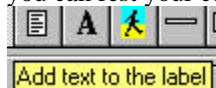
To make your labels, place objects on the outline of the label. You can do so by selecting the object that you wish to place on the label from the OBJECT menu or by selecting the object you wish to use from the toolbar.

This is a view of the toolbar with desktop publishing objects:



What's An Object?

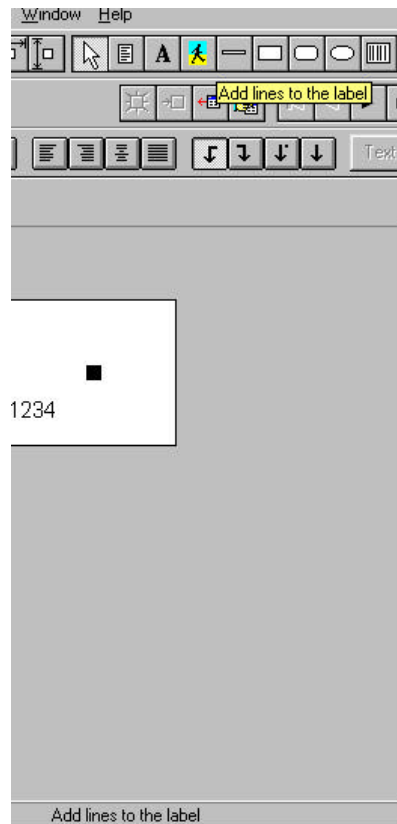
Good question. Any item that you place on a label by clicking on one of the speed buttons is an object. These include graphics, text, headlines, rectangles, ellipses and more. For more information on each object, you can rest your cursor on the object and get a "hint:"



← Hint for text label (last to the left)

If you rest your cursor over the icon of the sheet of paper with writing, you'll see that this is the icon for adding text to a label. There are hints for all of the objects in the toolbar.

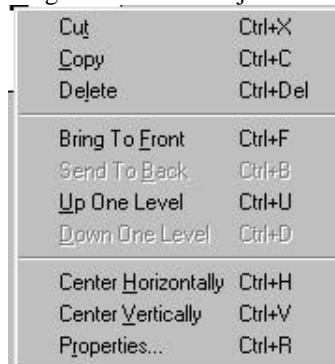
Information about the current operation being performed is also shown on the program's bottom panel status bar:



← Status bar

Once you have placed an object on the label, RIGHT CLICKING your mouse allows you to further customize that object on your label.

The following menu appears when you right click on an object:




This menu allows you to perform many operations on the presently selected object. We strongly recommend that you spend a few moments reviewing the online manual for further information on the creation of labels.

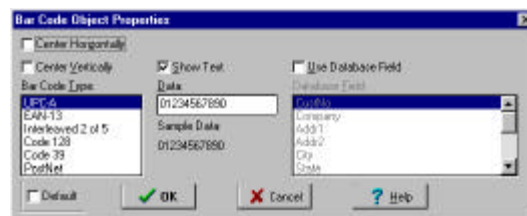
Advanced features

Bar Codes

Label Publisher with Wizards supports the following types of bar codes:

- UPC-A
- EAN-13
- Interleaved 2 of 5
- Code 128
- Code 39
- Post Net (U.S.P.S)

To add a bar code to your labels, click on the bar code speed button . You will then be prompted to provide the type of bar code you wish to use and what information you want to bar code by the following menu:



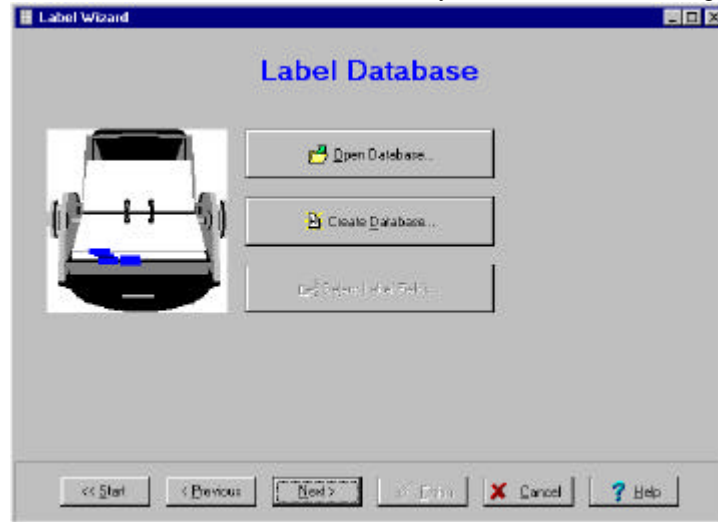
The bar code is independent of other objects, so you can put any type bar code you need on the label.

Database

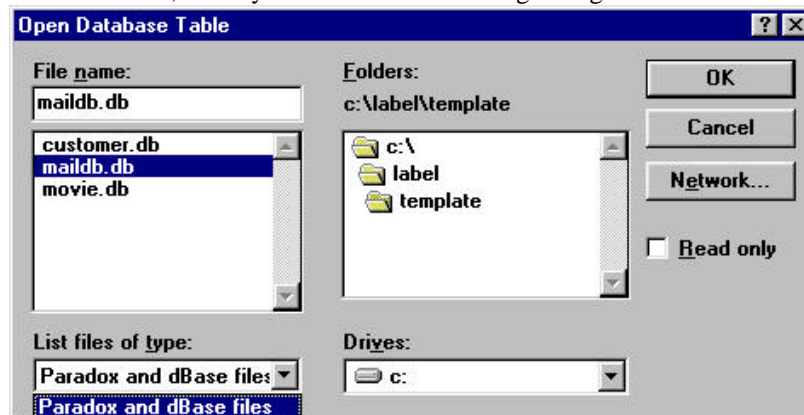
Label Publisher with Wizards supports creating labels, or objects within labels, from databases. Label Publisher supports Paradox, D Base, Borland BDE and ASCII (Text) databases. If you have databases in another format you can use the EXPORT function of your database to export your present database to Paradox, D Base or ASCII (Text) databases.

When you select "EACH LABEL WILL BE DIFFERENT" from the Label Wizard, you may then either create a database or use an existing one to make your labels. This is great for Christmas card lists, customer lists, or subscribers to a newsletter.

When you select "EACH LABEL WILL BE DIFFERENT" you will see the following menu:

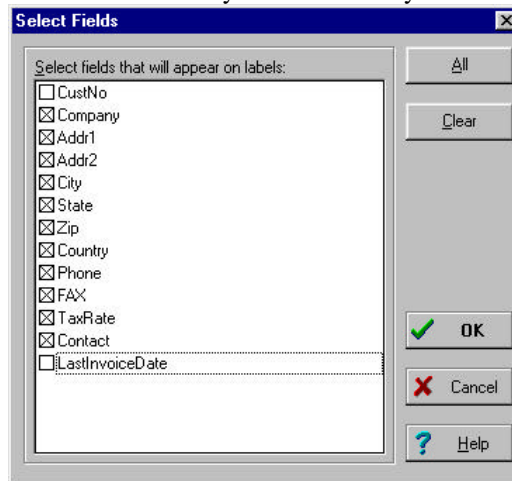


For purposes of our example, we will use the MAILDB.DB file in the template folder (sub-directory). After you select OPEN DATABASE, select you will see the following dialog:



Selecting Fields for your label

Then click on SELECT FIELDS. This will show you the fields in your database:



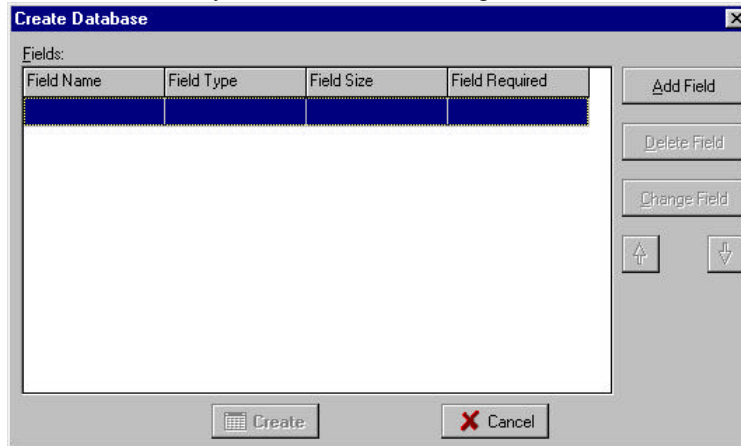
If the box has an X through it ☒ State, it is selected. If it is not checked, it is not selected. In the illustration above LastInvoiceDate is not selected.

The fields that you select will be placed on the label in the order that they are in your database.

Making A New Label Database

You may also create new databases.

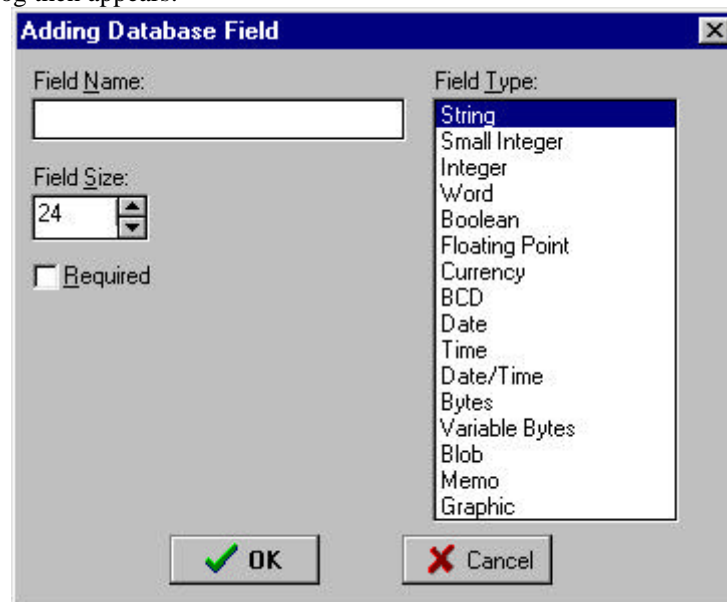
When you select NEW DATABASE, you will see the following:



The "Create Database" dialog box features a table with four columns: Field Name, Field Type, Field Size, and Field Required. Below the table is a large empty space for additional fields. To the right of the table are buttons for "Add Field", "Delete Field", and "Change Field", along with up and down arrow buttons. At the bottom are "Create" and "Cancel" buttons.

Field Name	Field Type	Field Size	Field Required

Design your database by selecting ADD FIELD until you have placed all of the fields you need. The following dialog then appears:



The "Adding Database Field" dialog box contains input fields for "Field Name" and "Field Size" (set to 24), and a "Required" checkbox. A "Field Type" list on the right includes options like String, Integer, Word, Boolean, Floating Point, Currency, BCD, Date, Time, Date/Time, Bytes, Variable Bytes, Blob, Memo, and Graphic. "OK" and "Cancel" buttons are at the bottom.

Field Name:

Field Size:

☐ Required

Field Type:

- String
- Small Integer
- Integer
- Word
- Boolean
- Floating Point
- Currency
- BCD
- Date
- Time
- Date/Time
- Bytes
- Variable Bytes
- Blob
- Memo
- Graphic

Once you select CREATE you can then put data in your database. Here is a design for a Christmas card database (for United States addresses):

The screenshot shows a 'Create Database' dialog box with a table of fields. The table has four columns: Field Name, Field Type, Field Size, and Field Required. The fields are: First Name (String, 30, Yes), Last Name (String, 30, Yes), Address-line1 (String, 50, Yes), Address-line2 (String, 50, No), City (String, 30, Yes), State (String, 2, Yes), and Zip-Code (String, 14, No). The 'Zip-Code' row is highlighted. To the right of the table are buttons for 'Add Field', 'Delete Field', and 'Change Field', along with up and down arrow buttons. At the bottom of the dialog are 'Create' and 'Cancel' buttons.

Field Name	Field Type	Field Size	Field Required
First Name	String	30	Yes
Last Name	String	30	Yes
Address-line1	String	50	Yes
Address-line2	String	50	No
City	String	30	Yes
State	String	2	Yes
Zip-Code	String	14	No

Field Types

There are many field types available to you. Field types that are not in bold are normally only used with complex databases. *Feel free to entirely skip reading* any field type that is not in bold -- unless you intend to use complex databases containing non-printable information for use in sorting, filtering or creating external reports in another application.

String - This is alphabetical and numerical information. Think of it as a line of text. In our Christmas Card example, all of the fields are strings because they are short written statements. Why is the zip code listed as a String, and not as an Integer (Integer means number without a decimal)? Because it can have a dash in it, for example: 90220-0001. There is another computer science reason to make a zip code, or other postal code: you can't do numerical operations (like adding) on zip codes. (For programmers this is important because it prevents bugs in programs due to type mismatches. Great news- you can forget all of this except that strings are text, unless you want to take up database programming as a hobby.)

Small Integer - numbers 1 from to 255.

Word - A computer word. Ignore this unless you are a programmer and need to store system data. (This DOES NOT mean a written word. That's a string.)

Boolean - A value which is true or false. In our Christmas Card example, you could add a field of "they_sent_us_a_card" which can be set true or false, so you can weed out people from your list who haven't sent you a card.

Floating Point - A number with a decimal point, such as 3.14159, or a number above 255.

Currency - Dollars and cents. Use this for money rather than a floating point. In our Christmas Card example you could add a currency field to indicate how much you intend to spend on the person. The more usual use of a currency item is when you make price tags.

BCD - Binary Coded Decimal. This is a number that is coded differently in computer memory than regular numbers to reduce rounding errors. It is usually only used with dollar amounts. However, currency is a better choice. This is left in for compatibility with older databases.

Date - A calendar date. If you need to mail some Christmas cards earlier than others, you could add a date field to the database. Run a second hand store? You can use DATE for putting on a price tag or inventory tag when you received the merchandise.

Date/Time - A combination of date and time.

Bytes - Single computer bytes.

Variable Bytes - Bytes of differing sizes depending on the architecture (16 vs 32 bit.) Safe to ignore entirely, unless you would like to impress people with your computer knowledge.

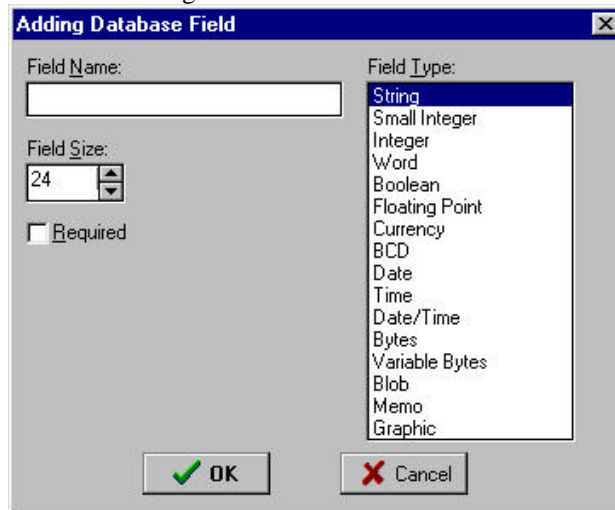
Blob - Binary Large Object. For example, if you wanted to put a personal note about some people on your Christmas Card list you could put a BLOB field to allow you to write very long comments on the person.

Memo - A string longer than the maximum allowed in a string field.

Graphic - A picture stored in bmp or wmf format. Going back to our Christmas card example, if you want to put a picture of Rudolph the Red Nose Reindeer on each label you could add this to the database as a string.

Other Database Topics

There are three other items on the Adding Database Field Screen.



The screenshot shows a dialog box titled "Adding Database Field". It has a "Field Name:" label followed by a text input field. Below that is a "Field Size:" label followed by a spinner box showing the value "24". To the left of the "Field Type:" label is a "Required" checkbox. The "Field Type:" label is followed by a list box containing the following options: String, Small Integer, Integer, Word, Boolean, Floating Point, Currency, BCD, Date, Time, Date/Time, Bytes, Variable Bytes, Blob, Memo, and Graphic. At the bottom of the dialog are two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon.

Field Size is the number of characters allowed. For example, in our Christmas card database we allowed 30 characters for the first name. If the spinner won't go as high as you would like, choose another Field Type. For example, very long strings need to be saved as Memos, and numbers above 255 need to be stored as Floating-Point numbers.

Field Name is a description of the field. Use something clear to make working with the database easier in the future.

Finally, REQUIRED indicates that there must be an entry in the field. For example, we did not require a zip code entry in the Christmas card example since there may be some times when you don't know it, or will add it later. If we had made this required we could not continue without typing in a string.

FREQUENTLY ASKED QUESTIONS

1. When I print out sheets of similar items (such as labels) the printout does not look like what I designed on screen. What is happening?

Answer: You probably need a new printer driver (printer software). See question # 2.

2. How do I get new printer drivers?

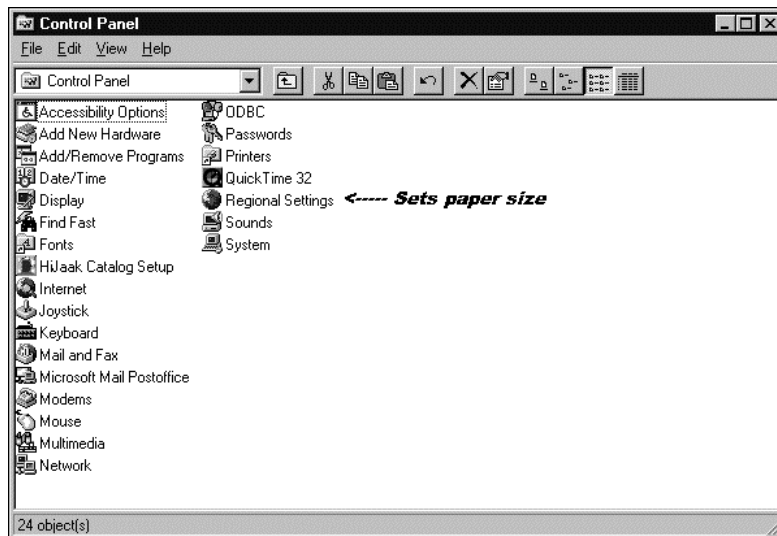
Answer: The World Wide Web site for your printer manufacturer almost always has updates to printer drivers. In some cases customer service at Cosmi can assist you in locating updated drivers. You may also write or contact the customer service department for the maker of your printer.

3. How often do I need new printer drivers?

Answer: Every 2 years is a good guess. However, you **MUST** install new printer drivers if the manufacturer has located a problem. Updating printer drivers will usually speed performance. Updating may be required if the printer driver that you have is recalled or changed by the manufacturer of your printer.

4. How do I change default paper sizes. For example, I would rather use A4 size paper than 8.5" by 11" U.S. Letter size paper.

Answer: Label Publisher with Wizards sets the paper sizes used by checking your system's country setting. If the country setting you have chosen uses international standard paper, such as A4, the program will automatically change. You can change what country's standards are used by accessing the **REGIONAL SETTINGS** item on the **WINDOWS CONTROL PANEL**.



5. My screen displays look different than some of those shown in this manual. Why?
Answer: This manual uses Windows 95 "screen shots" to illustrate operation of the program. Windows 3.x screens may differ.

6. The display on the screen looks sharper (less sharp) than the actual printed output. Why?

Answer: The screen will display at its current resolution. Your printer, depending on its design and its settings, may print to a higher or lower resolution than the screen. Please review your printer manual and learn how to set it for the highest quality output. The settings that your printer is currently using may NOT be the highest quality.

7. What's an object?

Answer: Any element in a publication is an object. A text box, headline box, picture, line, ellipse or any other item that can be placed on the card is an object.

8. Can I print out the detailed manual that goes over all of the features?

Answer: Yes. Please be sure to install Acrobat Reader. You may then print out the detailed technical manual.

Label PUBLISHER with/Wizards Help Sheet

The following help sheet was prepared by Cosmi's Customer Service Department.

HOW DO I CREATE A DATABASE WITH MULTIPLE ENTRIES?

Prepare your label type:

- Click on 'File' and select 'New'
- Select 'No' to use a template, then click 'Next'
- Select 'Address Labels' (If you want to choose something instead of the address label, you must make that selection now, then click 'Next'.)
- Select the address labels stock you are going to use, then click 'Next'
- Select if the labels will be the same or different, then click 'Next'

Prepare your label database:

- Click on the 'Create Database' button
- Give your database a name then click 'OK'

Create database:

- Click on 'Add Fields'
- Type in the fields. (Fields consist of name, address, city, state and zip. These fields are what actually create the label.)
- Now click on 'Create'
- Select 'Open Database'
- Select name you chose for your database, then click 'OK'
- Click on 'Next'

Label Wizard Screen:

- Click on the arrow at City, then select city
- Click on the arrow at State and select state
- Click on the arrow at Zip and select zip
- Click 'Finish'

Headline Object Properties Window:

- In order to separate the fields, place the cursor in between each field and hit enter. Each field should appear on its own line.
<Name>

<Address>

<City, State, Zip>
- Click on 'OK'

Editing Your Database:

- Click on 'Database' from the menu bar and select 'Edit'
- Now start entering the information into your database.
- To add a new name to your database, click on the plus (+) sign on the menu bar.
- When you are finished, just click on the 'Close' button.

Printing Your Database:

- Click on 'File'
- Select 'Print'

You may go back and add to this database, by clicking on 'Database' and selecting disconnect database and then selecting 'Edit'. This will allow you to add more names.

