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Creating and Editing Labels

Click a topic to find out about creating and editing labels:

To Create a Label
To Clear the Current Label
To Edit Text
To Change Fonts
To Capture a Graphic Image
To Modify a Graphic Image

To Create a Label

Type the label text into the label edit window.   Keep these points in mind:

* * Change font, font style, and fonts size by selecting text and clicking Fonts in the menu bar.
* * Change the label format by clicking Format in the menu bar and setting format controls in the Label Format dialog.
* * Apply a label format that has been associated with a Smart Label Icon by clicking the icon.

Print the label either by clicking the quick PRINT button or by choosing Print from the Label menu.

Related topics

To Print the Current Label

Creating and Editing Labels

Setting Label Format

To Clear the Current Label

From the Label menu, choose New.

The current label is cleared and you may begin typing a new label.

Related topics

Creating and Editing Labels

To Edit Text

Select the text that you want to edit by dragging, by double-clicking, or by a combination of double-clicking and dragging.   Or, choose Select All from the Edit menu to select all the text in the label.

Once text is selected,use any of the following techniques:

* To copy the selected text from the label to the Clipboard, choose Copy from the Edit menu.
* To paste text from the Clipboard to the label, click where you want the Clipboard text to be inserted, or select text that you want the Clipboard text to replace.   Then, choose Paste from the Edit menu.
* To delete the selected text, leaving a copy on the Clipboard for later pasting, choose Cut from the Edit menu.
* To delete the selected text from the label, leaving the contents of the Clipboard unaffected, choose Delete from the Edit menu.

Related topics

Creating and Editing Labels

To Change Fonts

1   Click anywhere in the line whose font you want to change, or select any part of the line.

2   In the menu bar, click Fonts.

The Font Selection dialog appears.

3   From the list, select a new font to apply to the selected line.

Check Display sample text to see a sample of the font in the label edit window.   Uncheck Display sample text to return the label edit window to its previous state.

4   Click Done to apply the font to the selected line.

Click Change All to apply the font to all lines in the label.

Related topics

Creating and Editing Labels

To Capture a Graphic Image

1 Make sure the graphic image that you want to capture is displayed behind the SLP window.   Also, make sure that one of the Graphic layouts is selected in the Layout area of the Format dialog.

2 From the Graphic menu, choose Capture.

   The SLP window is minimized and the cursor changes to a cross hair.

3 Position the cross hair cursor at one corner of the image that you want to capture and drag a rectangle around the image.

   As soon as you release the mouse button, the SLP window reappears and the graphic image that you captured appears in the label edit window.

The background color of the image appears as white.   All other colors in the image appear as black.

Related topics

To Modify a Graphic Image

Creating and Editing Labels

To Modify a Graphic Image

Use any of the following techniques:

* To copy the graphic image from the label to the Clipboard, choose Copy from the Graphic menu.

* To paste the graphic image from the Clipboard to the label, choose Paste from the Graphic menu.

* To delete the graphic image from the label, choose Clear from the Graphic menu.

* To trim a graphic image to fit the label, copy the image to the Clipboard and then choose Clip Extra from the Graphic menu.

* To paste an enlarged or reduced version of a graphic image to fit the label, copy the image to the Clipboard and then choose Enlarge/Reduce and Paste from the Graphic menu.   Or, choose Enlarge/Reduce from the Graphic menu and then choose Capture from the Graphic menu to capture the image.

* To paste a stretched or shrunken version of a graphic image that fits the label, copy the image to the Clipboard and then choose Stretch/Shrink and Paste from the Graphic menu.   Or, choose Stretch/Shrink from the Graphic menu and then choose Capture from the Graphic menu to capture the image.

Related topics

To Capture a Graphic Image

Creating and Editing Labels

Printing Labels

Click a topic to find out about printing labels:

[To Print the Current Label](#)
[To Print Labels From a File](#)
[To Print Selected Labels](#)
[To Interrupt Printing](#)
[To Select a Printer Port](#)

To Print the Current Label

Click the quick PRINT button in the SLP window.

The label is printed.

To print one or more labels:

1 From the Label menu, choose Print.

   The Print dialog appears.

2 In the **Number of copies** box, enter the number of copies of the label to print (1-99).

3 Click OK.

   The label prints in the number of copies you entered.

Related topics

Printing Labels

To Print Labels From a File

1 From the Label menu, choose Print File.

 The Print file dialog appears.

2 Enter the name of the file to print in the **Files in** list, or select the file to print from the **Files in** list.

 Note that a file specification entered in the **File Name** box above will restrict the files listed in the **Files in** list.

 Note also that the file to print must be formatted as a text file.

3 Click OK.

 The list prints.

Related topics

Printing Labels

To Print Selected Labels

1   From the Label menu, choose Print Selected.

The Print Selected Labels dialog appears.   The names of all labels saved in the label database appear in the Labels list.

2   Set the controls of the Print Selected Labels dialog to determine which labels appear in the Labels list:

 * To show the names of all labels saved, check Show all labels.

 * To show the names of labels in specific categories, check the category in the Select Categories area.

3   Select a label for printing by clicking the label name in the list.   If you change your mind, click the name again to deselect it.   Continue clicking names until all the labels you want to print are selected.

4   To apply the current format to all labels you select, check Use Current Format.

5   Click OK.

The selected labels are printed.

Related topics

Printing Labels

To Interrupt Printing

From the Label menu, choose Stop Print.

Related topics

Printing Labels

To Select a Printer Port

1   From the Label menu, choose Printer Setup.

    The Printer Setup dialog appears.

2   Click the port to which the SLP Plus is connected.

3   Click OK.

    The printer port is selected.

Related topics

Printing Labels

Setting Label Format

Click a topic to find out about setting label format:

To Set Label Margins

1 From the menu bar, select Format.

   The Label Format dialog appears.

2 Click the appropriate Top/Bottom margin as follows:

   * Equal: The distance from the top edge of the label to the top of the first line is equal to the distance from the bottom edge to the bottom of the last line.

   * Flush Top: The top of the first line is near the top edge of the label.

   * Flush Bottom: The bottom of the last line is near the bottom edge of the label.

3 Click the appropriate Right/Left margin as follows:

   * Aligned, Centered: The label lines are flush left against an imaginary box containing the label text and the box is centered in the label.

   * All Lines Centered: All lines are horizontally centered in the label.

   * Flush Left: Lines are against the left edge of the label.

4 Click OK.

Related topics

Setting Label Format

To Set Label Print Mode

1   From the menu bar, select Format.

The Label Format dialog appears.

2   Click the appropriate print mode as follows:

*   Higher Speed: print faster.

*   Higher Quality: print more accurately, though a bit slower.

3   Click OK.

Related topics

Setting Label Format

To Set Label Layout

1   From the menu bar, select Format.
        The Label Format dialog appears.

2   Click the appropriate label layout as follows:

   * All Text: The label has only text (no graphic image).

    * All Graphic: The label has only a graphic image (no text).

   * Left Graphic: The label has a graphic image on the left side (approximately 1/4 of the width of the label) and text on the right side.

    * Right Graphic: The label has a graphic image on the right side (approximately 1/4 of the width of the label) and text on the left side.

    * Horz. Folder: The top half of the label is an upside-down copy of the text on the bottom half.(for horizontal file folders).

    * Vert. Folder: The top half of the label is a copy of the text on the bottom half.   (for vertical file folders).   It's best to use a vertical font for this label layout.

Related topics

Setting Label Format

To Adjust Label Darkness

1 From the menu bar, select Format.

   The Label Format dialog appears.

2 Adjust the Darkness slider to reflect an appropriate level of darkness.

   Note that it's best to use the lightest darkness setting that produces satisfactory printing.

3 Click OK.

Related topics

Setting Label Format

To Print a POSTNET Bar Code

1   From the menu bar, select Format.

    The Label Format dialog appears.

2   Click POSTNET bar code.

3   Click OK.

    Labels with a zip code will be printed with a POSTNET bar code.

Related topics

Setting label format

To Save a Label Format and Fonts

1 Make sure that the font selected in the Font Selection Dialog is the one you want to save.

2 From the menu bar, select Format.

The Label Format dialog appears.

3 Make sure that all settings in the Format dialog are the ones you want to save.

4 Click Save.

The Save Format and Fonts To dialog appears.

5 In the Format Name box, enter a name for the format.

If you enter the name of a previously saved format, the previous format will be replaced.

6 Save the format:

 * To save the format as one of the six Smart Label Icons, click the icon with which you want the format associated.

 * Click OK to save the format without associating it with a Smart Label Icon.

The format is saved under the name you entered.   You can reload the saved format by clicking the asterisk icon (*) in the SLP Plus window.

Related topics

To Change Fonts

To Load a Label Format and Font

Setting Label Format

To Load a Label Format and Font

1 From the SLP Plus window, click the asterisk icon (*) or click a Smart Label Icon.

   * If you clicked a Smart label Icon, the format and font are loaded immediately.

   * If you clicked the asterisk icon, the Load Format dialog appears.

2 From the Format Name list in the dialog, select the name of the format you want to load and click OK (or simply double-click the name).

3 The format and font is loaded and can be applied to the next labels printed.

Related topics

To Save a Label Format and Font

Setting Label Format

To Delete a Saved Format

1 From the menu bar, select Format.

   The Label Format dialog appears.

2 Click Delete.

   The Delete Format dialog appears.   The names of the saved format appear in the Format Name list.

3 From the Format Name list, select a format to delete.

4 Click OK.

   The saved format is deleted.

Related topics

To Save a Label Format and Font

Setting Label Format

To Assign a Format to a Smart Label Icon

1 Make sure that the font selected in the Font Selection Dialog is the one you want to save.

2 From the menu bar, select Format.

   The Label Format dialog appears.

3 Make sure that all settings in the Format dialog are the ones you want to save.

4 Click Save.

   The Save Format and Fonts dialog appears.

5 Save and assign the format and fonts by clicking the Smart Label Icon with which you want the format associated.   Note that you can associate any format with any Smart Label Icon, though the icons are intended to be assigned as follows (from left to right):

   * Letter address labels

   * File folder labels

   * General-purpose labels

   * Graphic labels

   * Bar code labels

   * Floppy disk labels

   You can reload the saved format by clicking the Smart Label Icon in the SLP Plus window.

Related topics

To Change Fonts

To Load a Label Format and Font

Setting Label Format

Importing and Exporting

Click a topic to find out about importing and exporting:

To Import a Text File to the Label Database
To Export the Label Database to a Text File

To Import a Text File to the Label Database

1 From the Utilities menu, choose Import from file.

   The Import from File dialog appears.

2 Enter the name of the file in the **File Name** box, or select the directory and file to import in the **Files in** list.   A file specification entered in the **File Name** box above will restrict the files listed in the **Files in** list.

3 In the Save in Categories area, check each category to which you want to assign the labels in the file to be imported.   For example, if the labels in the imported file are customers, you probably will assign them to the Customer category.

4 If you are updating labels saved in the label database (that is, you want to replace duplicate labels currently saved) check Overwrite duplicate labels.

5 Click OK.

   The file is imported and added to the label database.

Related topics

To Export the Label Database to a Text File

To Export the Label Database to a Text File

1   From the Utilities menu, choose Export to file.

    The Export to File dialog appears.

2   In the **File Name** box, enter the path and name of the file to which you want to export the labels in the label database.

    Or, in the **Files in** list, select the directory where you want the exported file to be located. Then, in the **File Name** box, enter the name of the file to which you want to export the labels in the label database.

3   Click OK.

    The labels in the label database are exported.

Related topics

To Import a Text File to the Label Database

Using Categories

Click a topic to find out about using categories:

To Assign a Label to a Category
To Name a Category

To Assign a Label to a Category

1 From the Utilities menu, choose Assign Categories.

   The Assign Label Categories dialog appears.   The names of all labels in the label database appear in the Labels list.

2 Select a label to assign to a category by clicking the label name in the list.   If you change your mind, click the name again to deselect it.   Continue clicking names until all the labels you want to assign are selected.

3 To assign the selected labels to a category, check the category in the Category area.

4 Click OK.

   The labels are assigned to the selected categories and will be printed when you choose Print Selected from the Label menu and select those categories.

Related topics

To Name a Category

To Print Selected Labels

To Name a Category

1 From the Utilities menu, choose Category Names.

The Category Names dialog appears.

2 Enter or edit a name for any or all of the ten categories and click OK.   For example, if you want a category to include your club members, you might enter "Club Members" in one of the boxes.

The additions or changes will be reflected where the categories are listed.

Related topics

To Assign a Label to a Category

Saving and Recalling Labels

To Recall a Saved Label

1 From the Label menu, choose Open.   The names of labels saved in the label database appear in the Labels list.   Note that only the labels belonging to the category selected below are shown.

2 If you wish you can display all labels or only labels in a specific category.

  * To show all labels, check Show all labels.

  * To restrict the list to a specific category, click the category.

3 Click the name of the label to open and click OK.

   Or, double-click the name of the label to open.

   The label opens and appears in the label edit window where you can edit and print it as you wish.

Related topics

To Save a Label for the First Time

To Resave a Label With the Same Name

To Save a Label With a New Name

To Save a Label for the First Time

1 Create a new label by selecting New from the Label menu and entering label text and/or graphics in the label edit window.

2 From the Label menu, choose Save or Save As.

   The Label Save As dialog appears.   The first line of the new label and the names of labels in the label database are displayed in the Label Name list.

3 Edit the first line of the new label to reflect the name under which you want to save the label.   If the line is a first and last name, and you want to reverse the names, click Swap Names.

4 Click categories in the Save in Categories area below to indicate the category or categories to which you want to assign the label.

   You can change the assignment at any time by choosing Assign Categories from the Utilities menu.

5 Click OK.

   The label is saved.

Related topics

To Recall a Saved Label

To Resave a Label With the Same Name

To Save a Label With a New Name

To Resave a Label With the Same Name

From the Label menu, choose Save.

The label is saved.

Related topics

To Recall a Saved Label

To Save a Label for the First Time

To Save a Label With a New Name

To Save a Label With a New Name

1 From the Label menu, choose Save As.

2 The Label Save As dialog appears.   The first line of the label and the names of labels in the label database are displayed in the Label Name list.

3 Edit the first line of the label to reflect the new name under which you want to save the label.   If the line is a first and last name, and you want to reverse the names, click Swap Names.

4 Click items in the Save in Categories area, below to indicate the category or categories to which you want to assign the label.

   You can change the assignment at any time by choosing Assign Categories from the Utilities menu.

5 Click OK.

   The label is saved under the new name.

Related topics

To Recall a Saved Label

To Save a Label for the First Time

To Resave a Label With the Same Name

To Delete One or More Saved Labels

1 From the Label menu, choose Delete.

The Delete Selected Labels dialog appears.   The names of labels in the label database are displayed in the Labels list.

2 Select a label to delete by clicking the label name in the list.   If you change your mind, click the name again.   Continue clicking names until all the labels you want to delete are selected.

3 Click OK.

A message asks you to confirm that you want to delete one or more labels.

4 To confirm the deletion, click Yes.

The labels are deleted from the label database.

Related topics

Saving and Recalling Labels

Menu Commands

Click a topic to find out about menu commands:

[Label](#)

[Edit](#)

[Format](#)

[Fonts](#)

[Graphic](#)

[Utilities](#)

[Help](#)

Label

Click a menu command for a brief description:

New

Open

Save

Save As

Delete

Print

Print Selected

Stop Print

Printer Setup

Print File

Exit

Edit

Click a menu command for a brief description:

[Cut](#)

[Copy](#)

[Paste](#)

[Select All](#)

[Delete](#)

[WYSIWYG Centering](#)

Format

The Format command displays the Format dialog which allows you to:

* Set label margins
* Set print mode (higher speed or higher quality)
* Select label layout
* Set label print darkness
* Save current format and fonts so that you can recall them by clicking a Smart Label Icon or the asterisk icon (*) in the SLP Plus window.
* Delete a saved format.
* Print a POSTNET code on a label.

Related topics

To Set Label Margins

To Set Label Print Mode

To Set Label Layout

To Adjust Label Darkness

To Print a POSTNET Bar Code

To Save a Label Format and Font

To Delete a Saved Format

To Assign a Format to a Smart Label Icon

Fonts

The Fonts command lets you apply a font, font style, and font size to any or all lines in a label.

Related topics

To Change Fonts

To Save a Label Format and Font

To Delete a Saved Format

Graphic

Click a menu command for a brief description:

Capture

Copy

Paste

Clear

Clip Extra

Stretch/Shrink

Enlarge/Reduce

Show Outline

Utilities

Click a menu command for a brief description:

Import from file

Export to file

Category names

Assign Categories

Help

Provides help on SLP Windows.

New

Clears the label edit window so you can enter new label text.

Related topics

To Create a Label

To Clear the Current Label

Open

Recalls a label from the label database.

Related topics

To Recall a Saved Label

Save

Saves a label for the first time, or resaves a label with the same name.

Related topics

To Save a Label for the First Time

To Resave a Label With the Same Name

Save As

Saves a label with a new name.

Related topics

To Save a Label With a New Name

Delete

Deletes a saved label from the label database.

Related topics

To Delete One or More Saved Labels

Print

Prints the current label.

Related topics

To Print the Current Label

Print Selected

Prints labels selected from the label database.

Related topics

To Print Selected Labels

Stop Print

Stops printing.

Related topics

To Interrupt Printing

Printer Setup

Lets you select a printer COM port.

Related topics

To Select a Printer Port

Print File

Prints labels from a file.

Related topics

To Print Labels From a File

Exit

Exits the SLP Plus program.

Cut

Deletes selected text and leaves a copy on the Clipboard for later pasting.

Related topics

To Edit Text

Copy

Places a copy of selected text on the Clipboard for later pasting.

Related topics

To Edit Text

Paste

Pastes the contents of the Clipboard at the text insertion point in the label edit window.

Related topics

To Edit Text

Select All

Selects all text in the label edit window.

Related topics

To Edit Text

Delete

Deletes selected text without affecting the contents of the Clipboard.

Related topics

To Edit Text

WYSIWYG Centering

When turned on, displays margins centers accurately as you type in the label edit window.

Related topics

To Edit Text

Capture

Captures a graphic image for later pasting into the label edit window.

Related topics

To Capture a Graphic Image

To Modify a Graphic Image

Copy

Places a copy of a graphic image on the Clipboard for later pasting.

Related topics

To Modify a Graphic Image

Paste

Pastes a copy of a graphic image from the Clipboard into the label edit window.

Related topics

To Modify a Graphic Image

Clear

Deletes a graphic image from the label edit window.

Related topics

To Modify a Graphic Image

Clip Extra

Trims a graphic image to fit the label.

Related topics

To Modify a Graphic Image

Stretch/Shrink

Pastes a stretched or shrunken version of a graphic image to fit the label.

Related topics

To Modify a Graphic Image

Enlarge/Reduce

Pastes an enlarged or reduced version of a graphic image to fit the label.

Related topics

To Modify a Graphic Image

Show outline

Shows or hides an outline "placeholder" for a graphic image.

Related topics

To Modify a Graphic Image

Import from file

To import a text file into the label database.

Related topics

To Import a Text File to the Label Database

Export to file

Export labels in the label database to a text file.

Related topics

To Export the Label Database to a Text File

Category names

Assigns names to label categories.

Related topics

<u>To Name a Category</u>

Assign Categories

Assigns a label to a category.

Related topics

To Assign a Label to a Category

Keyboard shortcuts

Alt+P: Prints a label (same as clicking the Print button).

Alt+1 through Alt+7: Selects the Smart Label Icons in the label edit window (does not select icons in the Save Format and Fonts To dialog.

F9: Turns on WYSIWYG Centering.