

# Labels To Go

Version 2.0

by Jeff Roubik

"Labels To Go" is a utility which produces fast & easy mailing labels. It's so quick because it prints in a super-fast Native Imagewriter font. It's so easy to use because it lines up the labels into columns for you while spacing them vertically (regardless of the number of lines on each label). I developed this program out of necessity. At the place where I work, I was often asked to do mailing labels. I spent many hours trying to line up labels in a word processor so that they would print out right on our labels. Because of the different sized Macintosh fonts, a lot of guess work was involved and I soon concluded that there must be a better way. I tried many other labeling programs that are shareware or public domain, but none of them fit my needs. Often they required the user to keep a special data base that was not compatible with any other program. This wouldn't do since I often wanted to use a database program to generate the desired addresses, but had no way of converting them into a format that these labeling programs could understand. So I wrote a program to avoid this problem. By using the 'text only' format, I was able to make Labels To Go compatible with most word processors and data base programs. I have found it to be an invaluable tool and use it all the time. I hope that you will find it as beneficial as I have. Best of all, there is no charge for the program. Use and distribute it freely with a clear conscience.

## **REQUIREMENTS**

Macintosh Computer

Any Word Processor (*with the capacity for saving in a 'TEXT' file*)

Imagewriter Printer (*Sorry, not compatible with the Imagewriter LQ*)

Computer Mailing Labels

## **INSTRUCTIONS**

### **Step #1 - Create a Text File**

Use your favorite word processor to type up a list of mailing addresses. Each address can be anywhere from 1 - 6 lines. For best results, try to keep them to 4 or less. Leave at least one blank line in between each label. Don't worry about typing the addresses into multiple columns. LTG will take care of this for you. Just type them in one column. When you are done typing in your labels, save them in a text file. This is very important! If it is not done, LTG will not recognize your document. If you are not sure of how to do this, refer to your word processor's manual. Database programs vary a lot more in the way they do things. You will have to refer to the manual to find out how to generate a report with the addresses you want and then send it to a disk as a TEXT file.

### **Step #2 - Load Labels into Printer**

First of all, you need an Imagewriter printer (or comparable). Load enough Printer Labels into the printer the same way you load paper (refer to manual). Line up the top of the first label you want printed on with the red line on the paper guide. If you do not load enough labels and end up printing out only half of them before you run out of labels, a simple way to continue is to go back to the word processor and delete out the

addresses that have already been printed. Save them in a TEXT file and then continue with Step #2.

### Step #3 - Print out Labels

First check in chooser to make sure that you are ready to use an imagewriter. If you try to use another type of printer you may get a system error and have to restart your computer. If you use more than one type of printer, be careful and check the chooser.

Double click on the "Labels To Go" Icon. Select 'Open' in the 'File' menu. A dialog box asking you to choose a set of addresses comes up. Choose the file you created in Step #1. If your file of addresses isn't listed, you probably didn't save it as Text Only. Click 'Cancel' and quit the program and go back to your word processor and save the addresses in a TEXT file. If you can find your labels, click 'Ok'. A window will open up and list your labels similarly to how they will print out. If using 3 across labels, the last column might not be displayed on the screen because it is not wide enough. Thus, the top of the window should list the number of columns that you are set for. Also listed should be the number of labels in the file. This will be helpful for figuring out how many pages of labels you need to load into your printer.

When ready, select 'Label Setup' from the 'File' menu. Select the options as needed. The draft print quality will definitely mean the fastest printing. Standard will also print quite fast. Near Letter will mean printing with a much better quality but will also be much slower than using draft or standard. Click 'Ok' when everything is ready.

Select 'Print' from the 'File' menu. The program should begin printing immediately. A dialog will be displayed informing you to type command-(.) if you wish to pause or halt the printing of these labels. When you do this, a dialog box will come up asking you if you want to continue or halt the printing. I often press command-(.) after the first row of labels prints and then check to make sure that the addresses are perfectly centered on the labels. When satisfied, I press the 'continue' button to finish printing the rest of my labels.

### Side Note

Version 2.0 of Labels To Go now has an option for creating a default setup. This will be very helpful if you use a format other than 3.5 inch wide labels and 2 across on a page. Instead of having to change the settings each time you want to print some labels, your setup will be loaded automatically. To do this, get into LTG and open up any set of labels. Select 'Labels Setup' from the 'File' menu and setup the preferences the way that you would like them. When everything is the way you want it, click on the 'default' button. The setup should be saved now for future use. All you have to do is run LTG for them to be loaded. These settings can be changed at any time in the future through the same process.

Send Comments/Questions To:

Generic Products  
c/o Jeff Roubik  
2561 S. 96th Street  
West Allis, WI 53227