

Label Wizard Help Index

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File menu commands

The File menu offers the following commands:

<u>New</u>	Creates a new document.
<u>Open</u>	Opens an existing document.
<u>Close</u>	Closes an opened document.
<u>Save</u>	Saves an opened document using the same file name.
<u>Save As</u>	Saves an opened document to a specified file name.
<u>Print</u>	Prints a document.
<u>Print Preview</u>	Displays the document on the screen as it would appear printed.
<u>Print Setup</u>	Selects a printer and printer connection.
<u>Settings</u>	Set default settings for Label Wizard.
<u>Send...</u>	Sends the active document through electronic mail.
<u>Exit</u>	Exits Label Wizard.

Edit menu commands

The Edit menu offers the following commands:

<u>U</u> ndo	Reverse previous editing operation.
<u>C</u> ut	Deletes data from the document and moves it to the clipboard.
<u>C</u> opy	Copies data from the document to the clipboard.
<u>P</u> aste	Pastes data from the clipboard into the document.
<u>S</u> elect <u>A</u> ll	Select the entire document.
<u>F</u> ind...	Find the specified text.
<u>R</u> eplace...	Replace specific text with different text.

View menu commands

The View menu offers the following commands:

<u>T</u> oolbar	Shows or hides the toolbar.
<u>S</u> tatus <u>B</u> ar	Shows or hides the status bar.

Panel menu commands

The Panel menu offers the following commands; which enable you to change the characteristics of the text contained within the active panel.

<u>Fonts...</u>	Open the Font dialog box for the active panel.
<u>Enlarge Font</u>	Enlarge the font size of the active panel one point.
<u>Reduce Font</u>	Reduce the font size of the active panel one point.
<u>Style</u>	Select all font formatting.
<u>Align</u>	Align the text within the active panel.
<u>Rotate</u>	Rotate the text of the active panel 90 degrees clockwise.
<u>Margins...</u>	Set the active panel's margins.
<u>Hide Text</u>	Hide the text of the active panel.
<u>Paragraph Mode</u>	Toggle between list and paragraph mode.
<u>Clone...</u>	Copy panel fields to duplicate panels.

Window menu commands

The Window menu offers the following commands, which enable you to arrange multiple views of multiple documents in the application window:

<u>Cascade</u>	Arranges windows in an overlapped fashion.
<u>Tile Horizontal</u>	Arranges windows in non-overlapped tiles.
<u>Tile Vertical</u>	Arranges windows in non-overlapped tiles.
<u>Arrange Icons</u>	Arranges icons of closed windows.
<u>Split</u>	Split the active window into panes.
<u>Next Pane</u>	Switch to the next window pane.
<u>Window 1, 2, ...</u>	Goes to specified window.

Help menu commands

The Help menu offers the following commands, which provide you assistance with this application:

<u>I</u> ndex	Offers you an index to topics on which you can get help.
<u>U</u> sing <u>H</u> elp	Provides general instructions on using help.
<u>A</u> bout	Displays the version number of this application.

New command (File menu)

Use this command to create a new document in Label Wizard.

You can open an existing document with the Open command.

Shortcuts

Toolbar:



Keys: CTRL+N

File New dialog box

This dialog box has a listbox filled with all the labels contained in the default label template. At the bottom of the dialog box is the description of the currently selected label in the listbox and the name of the current label template file.

To open another template file then select the **Change** button. This will open the [Select Template dialog box](#).

To make that template file the default template file, then select the **Make Default** button. Until you select a new default template the File New dialog box will appear with the list of labels of that label template file.

In the registered copy the **Edit** button allows you to edit the current label template and the **New** button allows you to create and edit a new label template.

Select Template dialog box

This dialog box works just like the File Open dialog box. At the bottom of the dialog box is the name of the template file and its description.

Open command (File menu)

Use this command to open an existing document in a new window. Label Wizard displays the File Open dialog box to allow you to choose the existing document. Label Wizard allows you to have more than one open document. Use the Window menu to switch among the multiple open documents. See Window 1, 2, ... command.

You can create new documents with the New command.

Shortcuts

Toolbar:



Keys: CTRL+O

File Open dialog box

The following options allow you to specify which file to open:

File Name

Type or select the filename you want to open. This box lists files with the extension you select in the List Files of Type box.

List Files of Type

Select the type of file you want to open:

Label Files (*.lwl)

Template Files (*.lwt)

All Files (*.*)

Drives

Select the drive in which Label Wizard stores the file that you want to open.

Directories

Select the directory in which Label Wizard stores the file that you want to open.

Network...

Choose this button to connect to a network location, assigning it a new drive letter.

Close command (File menu)

Use this command to close all windows containing the active document. Label Wizard suggests that you save changes to your document before you close it. If you close a document without saving, you lose all changes made since the last time you saved it. Before closing an untitled document, Label Wizard displays the Save As dialog box and suggests that you name and save the document.

You can also close a document by using the Close icon on the document's window, as shown below:



Save command (File menu)

Use this command to save the active document to its current name and directory. When you save a document for the first time, Label Wizard displays the Save As dialog box so you can name your document. If you want to change the name and directory of an existing document before you save it, choose the Save As command.

Shortcuts

Toolbar:



Keys: CTRL+S

Save As command (File menu)

Use this command to save and name the active document. Label Wizard displays the Save As dialog box so you can name your document.

To save a document with its existing name and directory, use the Save command.

File Save As dialog box

The following options allow you to specify the name and location of the file you're about to save:

File Name

Type a new filename to save a document with a different name. A filename can contain up to eight characters and an extension of up to three characters. Label Wizard adds the extension you specify in the Save File As Type box.

Drives

Select the drive in which you want to store the document.

Directories

Select the directory in which you want to store the document.

Network...

Choose this button to connect to a network location, assigning it a new drive letter.

Settings command (File menu)

Use this command to set the default values for the following:

Printer Margins

Default Font

Default Colors

Printer Margins command (File menu)

Use this command to display the Printer Margins dialog box. **Do not change the zero settings and Software mode unless you cannot get the test label to print properly.**

The meaning of the offset fields of the dialog box depend on the selected mode. Set the mode to Hardware if you know for sure the printer hardware margins (margins the printer cannot physically print to). When the mode is set to Software, as long as the printer margins are set to its hardware margins the offset should be zero. If it is not then you can use the offset to correct your printer margins.

Troubleshooting:

There is a test template included with Label Wizard. With the mode set to Software and the offset to zero, print the absolute test box in portrait and landscape mode. If the absolute test box is not accurately placed, measure the box's distance from the top and left of the page. If you subtract the distance your box is from the edge of the page from what it should be (two inches), you get the values for the offset. If you have no problem with Software mode and zero offset then the relative test box will print to the hardware margins. You can use the distance of that box from the edge of the page as the hardware margins.

There should be no problem with Software mode and zero offset as long as the printer margins are not changed and are set to the hardware margins. Only use Hardware mode if you only use one printer and you tend to change the printer margins frequently. Hardware mode can compensate for a change in user margins, but the printing area will be decreased and you may experience partial printouts.

Printer Margins dialog box

There is a choice between two modes: **Software** and **Hardware**.

Software mode uses the offset as a correction factor for the currently set margins.

Hardware mode uses the offset as the absolute hardware printer margins from the top-left corner of the page.

The units used for the offset are 0.01 inch. That is to say 100 units equals 1 inch.

For a more lengthy discussion on Software and Hardware mode see [Printer Margins](#).

Send command (File menu)

Use this command to send the active document through electronic mail. This command presents a mail window with the active document attached to it. You may then fill out the To: field, Subject: field, etc., and add text to the body of the message if you wish. When you are finished you may click the "Send" button to send the message.

1, 2, 3, 4 command (File menu)

Use the numbers and filenames listed at the bottom of the File menu to open the last four documents you closed.
Choose the number that corresponds with the document you want to open.

Exit command (File menu)

Use this command to end your Label Wizard session. You can also use the Close command on the application Control menu. Label Wizard prompts you to save documents with unsaved changes.

Shortcuts

Mouse: Double-click the application's Control menu button.



Keys: ALT+F4

Undo command (Edit menu)

Use this command to reverse the last editing action, if possible. The Undo command is unavailable if you cannot reverse your last action.

Shortcuts

Keys: CTRL+Z or
ALT-BACKSPACE

Redo command (Edit menu)

<< Write application-specific help here. >>

Cut command (Edit menu)

Use this command to remove the currently selected data from the Edit Pane and put it on the clipboard. This command is unavailable if there is no data currently selected.

Cutting data to the clipboard replaces the contents previously stored there.

Shortcuts

Toolbar:



Keys: CTRL+X

Copy command (Edit menu)

Use this command to copy selected data onto the clipboard. This command is unavailable if there is no data currently selected.

Copying data to the clipboard replaces the contents previously stored there.

Shortcuts

Toolbar:



Keys: CTRL+C

Paste command (Edit menu)

Use this command to insert a copy of the clipboard contents at the insertion point. This command is unavailable if the clipboard is empty.

Shortcuts

Toolbar:



Keys: CTRL+V

Toolbar command (View menu)

Use this command to display and hide the Toolbar, which includes buttons for some of the most common commands in Label Wizard, such as File Open. A check mark appears next to the menu item when the Toolbar is displayed.

See [Toolbar](#) for help on using the toolbar.

Toolbar



The toolbar is displayed across the top of the application window, below the menu bar. The toolbar provides quick mouse access to many tools used in Label Wizard,

To hide or display the Toolbar, choose Toolbar from the View menu (ALT, V, T).

Click	To
-------	----



Open a new document.



Open an existing document. Label Wizard displays the Open dialog box, in which you can locate and open the desired file.



Save the active document or template with its current name. If you have not named the document, Label Wizard displays the Save As dialog box.



Print preview the active document.



Print the active document, bypassing the Print dialog box.



Remove the selected data from the document and stores it on the clipboard.



Copy the selection to the clipboard.



Insert the contents of the clipboard at the insertion point.



Open the Font dialog box for the active panel.



Increase the size of the active panel's font by one point size.



Reduce the size of the active panel's font by one point size.



Toggle **bold** formatting of the active panel's font.



Toggle *italic* formatting of the active panel's font.



Toggle underlining of the active panel's font.



Left align text within the active panel.



Center align text within the active panel.



Right align text within the active panel.



Rotate the active panel's text by 90 degrees clockwise.



Set the active panel's left and right margins.



Hide the text of the active panel.



Toggle between list mode and paragraph mode.



Display Label Wizard's about box.



Obtain context sensitive help.

Status Bar command (View menu)

Use this command to display and hide the Status Bar, which describes the action to be executed by the selected menu item or depressed toolbar button, and keyboard latch state. A check mark appears next to the menu item when the Status Bar is displayed.

See [Status Bar](#) for help on using the status bar.

Status Bar



The status bar is displayed at the bottom of the Label Wizard window. To display or hide the status bar, use the Status Bar command in the View menu.

The left area of the status bar describes actions of menu items as you use the arrow keys to navigate through menus. This area similarly shows messages that describe the actions of toolbar buttons as you depress them, before releasing them. If after viewing the description of the toolbar button command you wish not to execute the command, then release the mouse button while the pointer is off the toolbar button.

The right areas of the status bar indicate which of the following keys are latched down:

Indicator	Description
CAP	The Caps Lock key is latched down.
NUM	The Num Lock key is latched down.
SCRL	The Scroll Lock key is latched down.

Fonts command (Panel menu)

Use this command to display the Font dialog box. The Font dialog box allows you to change the font of the active panel.

Shortcut

Toolbar:



Enlarge Font command (Panel menu)

Use this command to enlarge the font size of the active panel by one point size.

Shortcut

Toolbar:



Reduce Font command (Panel menu)

Use this command to reduce the font size of the active panel by one point size.




Shortcut

Toolbar:



Align command (Panel menu)

Use this command to select the text alignment within the active panel.

Command	Action	Shortcut
Left	left align text	 CTRL+L
Center	center align text	 CTRL+E
Right	right align text	 CTRL+R
Top	top align text	
Middle	center text vertically	
Bottom	bottom align text	

Paragraph Mode command (Panel menu)

Use this command to toggle between list mode (default) and paragraph mode.

Shortcut

Toolbar:



Explanation of List mode and Paragraph mode:

List mode implements word-wrap by indenting the word wrapped lines. This is the default mode for each panel. Space characters after each line of text in the Edit Pane are disregarded when displayed in the panel. If you want to include spaces after a line of text I suggest you add character 160 to the end of the line. This is accomplished by holding down the ALT key and typing 0160 on the numeric keypad.

Paragraph mode implements a normal word-wrap. Each line of text in the Edit Pane is displayed as the next sentence in the panel. Two spaces are placed in between each sentence (line of text you type in the Edit Pane) in the panel. Paragraph mode allows you to type out paragraphs of text. In paragraph mode, no space is disregarded, linefeed and carriage return characters (those invisible characters at the end of each line) are turned into spaces and \n is used to start a new line.

The first two sentences of these two paragraphs would look like this in the Edit Pane:

List mode implements word-wrap by indenting the word wrapped lines.
This is the default mode for each panel.\n

Paragraph mode implements a normal word-wrap.
Each line of text in the Edit Pane is displayed as the next sentence in the panel.

Rotate command (Panel menu)

Use this command to rotate the text within the panel by 90 degrees clockwise.

Shortcut

Toolbar:



Margins command (Panel menu)

Use this command to set the margins for the text within the active panel. Label Wizard displays the Margins dialog box for your input.

Shortcut

Toolbar:






Keys: CTRL+M

Margins dialog box

This dialog box allows you to adjust the margins for the active panel. The units are equivalent to 1/32 of an inch. A value of 32 would provide you with a margin of one inch. The maximum margin size is 320 units or 10 inches. The combined left and right margin cannot be greater than the width of the panel. The combined top and bottom margin cannot be greater than the height of the panel. You can reset the margins by hitting the **Clear** button.

Style command (Panel menu)

Use this command to select the font's style for the active panel.

Command	Action	Shortcut
Regular	deselect all font formatting	F5
Bold	toggle bold formatting	 CTRL+B
Italic	toggle <i>italic</i> formatting	 CTRL+I
Underline	toggle <u>underline</u> formatting	 CTRL+U
Strikeout	toggle strikeout formatting	

Hide Text command (Panel menu)

Use this command to hide the text of the active panel. This will prevent the text from printing and appearing in print preview. The text will be displayed using the inactive color.

Shortcuts

Toolbar:



Keys: CTRL+H

Clone command (Panel menu)

Use this command to quickly copy the active panel's fields to duplicate panels. Label Wizard displays the Clone dialog box for your input.

Clone dialog box

The Clone dialog box allows you to choose the following commands, which enable you to quickly copy the active panel's attributes to duplicate panels. Duplicate panels are panels that share the same name, because they share the same functionality.

Panel:

Font	Copy font to duplicate panels. font name, size and style
Text	Copy text to duplicate panels.
Attributes	Copy attributes to duplicate panels. panel margins panel mode (Paragraph or List) panel alignment (Left, Center or Right) panel hidden text property.
<u>Sequence</u>	Expands the Clone dialog box to accomodate sequencing.

Direction:

Both	Clone to every panel in the path.
Forward	Clone to every panel in the path that follows the active panel.
Reverse	Clone to every panel in the path that precedes the active panel.

Path:

Label	Restrict cloning to the whole label.
Row	Restrict cloning to the current row (across).
Column	Restrict cloning to the current column (down).

Clone Sequence (Clone dialog box)

Use this feature to easily insert a sequence of numbers into your label document.

In the **Replace** edit box enter the text you want replaced with a number sequence. Enter the initial value in the **Starting with** edit box. The text you entered in the **Replace** edit box may appear more than once in a panel. You have the option to increment your sequence once per panel (**Each Panel**) or with every instance (**Each Instance**) of the replace text. Enter the amount your sequence is incremented/decremented by in the **Increment by** edit box.

Tips:

1. Make the replace text a combination of characters that do not normally appear in your panel text. For example: %1,#1#,~1~.
2. You can clone text and sequence at the same time. First the text is cloned and then sequencing is applied to that text.
3. Your sequence will be incremented with a positive value in the **Increment by** edit box and decremented with a negative number in the **Increment by** edit box.
4. If you don't want to increment the sequence number, then enter a **0** in the **Increment by** edit box.

New command (Window menu)

Use this command to open a new window with the same contents as the active window. You can open multiple document windows to display different parts or views of a document at the same time. If you change the contents in one window, all other windows containing the same document reflect those changes. When you open a new window, it becomes the active window and is displayed on top of all other open windows.

Cascade command (Window menu)

Use this command to arrange multiple opened windows in an overlapped fashion.

Tile command (Window menu)

Use this command to arrange multiple opened windows in a non-overlapped fashion.

Tile Horizontal command (Window menu)

Use this command to vertically arrange multiple opened windows in a non-overlapped fashion.

Tile Vertical command (Window menu)

Use this command to arrange multiple opened windows side by side.

Arrange Icons command (Window menu)

Use this command to arrange the icons for minimized windows at the bottom of the main window. If there is an open document window at the bottom of the main window, then some or all of the icons may not be visible because they will be underneath this document window.

1, 2, ... command (Window menu)

Label Wizard displays a list of currently open document windows at the bottom of the Window menu. A check mark appears in front of the document name of the active window. Choose a document from this list to make its window active.

Index command (Help menu)

Use this command to display the opening screen of Help. From the opening screen, you can jump to step-by-step instructions for using Label Wizard and various types of reference information.

Once you open Help, you can click the Contents button whenever you want to return to the opening screen.

Using Help command (Help menu)

Use this command for instructions about using Help.

About command (Help menu)

Use this command to display the copyright notice and version number of your copy of Label Wizard.

Shortcut

Toolbar:



Context Help command

Use the Context Help command to obtain help on some portion of Label Wizard. When you choose the Toolbar's Context Help button, the mouse pointer will change to an arrow and question mark. Then click somewhere in the Label Wizard window, such as another Toolbar button. The Help topic will be shown for the item you clicked.

Shortcuts

Toolbar:



Keys: SHIFT+F1

Title Bar



The title bar is located along the top of a window. It contains the name of the application and document.

To move the window, drag the title bar. Note: You can also move dialog boxes by dragging their title bars.

A title bar may contain the following elements:

- Application Control-menu button
- Document Control-menu button
- Maximize button
- Minimize button
- Name of the application
- Name of the document
- Restore button

Scroll bars

Displayed at the right and bottom edges of the document window. The scroll boxes inside the scroll bars indicate your vertical and horizontal location in the document. You can use the mouse to scroll to other parts of the document.

Size command (System menu)

Use this command to display a four-headed arrow so you can size the active window with the arrow keys.



After the pointer changes to the four-headed arrow:

1. Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.
2. Press a DIRECTION key to move the border.
3. Press ENTER when the window is the size you want.

Note: This command is unavailable if you maximize the window.

Shortcut

Mouse: Drag the size bars at the corners or edges of the window.

Move command (Control menu)

Use this command to display a four-headed arrow so you can move the active window or dialog box with the arrow keys.



Note: This command is unavailable if you maximize the window.


Shortcut

Keys: CTRL+F7

Minimize command (application Control menu)

Use this command to reduce the Label Wizard window to an icon.

Shortcut


Mouse: Click the minimize icon  on the title bar.

Keys: ALT+F9

Maximize command (System menu)

Use this command to enlarge the active window to fill the available space.

Shortcut

Mouse: Click the maximize icon  on the title bar; or double-click the title bar.

Keys: CTRL+F10 enlarges a document window.

Next Window command (document Control menu)

Use this command to switch to the next open document window. Label Wizard determines which window is next according to the order in which you opened the windows.

Shortcut

Keys: CTRL+F6

Previous Window command (document Control menu)

Use this command to switch to the previous open document window. Label Wizard determines which window is previous according to the order in which you opened the windows.

Shortcut

Keys: SHIFT+CTRL+F6

Close command (Control menus)

Use this command to close the active window or dialog box.

Double-clicking a Control-menu box is the same as choosing the Close command.



Note: If you have multiple windows open for a single document, the Close command on the document Control menu closes only one window at a time. You can close all windows at once with the Close command on the File menu.

Shortcuts

Keys:	CTRL+F4 closes a document window
	ALT+F4 closes the Label Wizard application window or dialog box

Restore command (Control menu)

Use this command to return the active window to its size and position before you chose the Maximize or Minimize command.

Switch to command (application Control menu)

Use this command to display a list of all open applications. Use this "Task List" to switch to or close an application on the list.

Shortcut

Keys: CTRL+ESC

Dialog Box Options

When you choose the Switch To command, you will be presented with a dialog box with the following options:

Task List

Select the application you want to switch to or close.

Switch To

Makes the selected application active.

End Task

Closes the selected application.

Cancel

Closes the Task List box.

Cascade

Arranges open applications so they overlap and you can see each title bar. This option does not affect applications reduced to icons.

Tile

Arranges open applications into windows that do not overlap. This option does not affect applications reduced to icons.

Arrange Icons

Arranges the icons of all minimized applications across the bottom of the screen.

Font dialog box

The following options allow you to specify the font you want to use:

Font

Type or select the font you want to use. This box lists all the screen fonts you currently have installed on your system.

Font Style

Select the style of font you want to use.

Size

Select the point size of the font. A point is $1/72$ of an inch. You are restricted to a point size between 2 and 360.

Effects

Select strikeout or underline formatting for the font.

Color

Select the color of the font.

Color dialog box

You can adjust the current color of the active panel or the inactive panel with this dialog box.

When adjusting the color of the active or inactive panel, make sure that you do not select the same color for both, it will only make things confusing. The default colors are red for the active panel and blue for the inactive panel.

Find command (Edit menu)

Use this command to search the Edit Pane for a specific string. Label Wizard displays the Find dialog box as a response to this command.

Find dialog box

The following options are available:

Find What

Type the text you want to find.

Match Case

Select to match capitalization exactly.

Find Next

Click to search for the next instance of the search text.

Replace command (Edit menu)

Use this command to replace a specific string with a different string in the Edit Pane. Label Wizard displays the Replace dialog box as a response to this command.

Replace dialog box

The following options are available:

Find What

Type the text you want to find.

Replace With

Type the text you want to replace the found text with.

Match Case

Select to match capitalization exactly.

Find Next

Click to search for the next instance of the search text.

Replace

Click to replace the highlighted found text.

Replace All

Click to replace all instances of the found text with the replace text.

Select All command (Edit menu)

Use this command to select all the text contained within the Edit Pane.

Next Pane command (Window menu)

Use this command to switch to the next pane.

Shortcut

Key: F6.

Split command (Window menu)

Use this command to activate the split bar between the Edit Pane and the Label Pane. This allows you to resize the relative size of the two panes with the keyboard. You can also use the mouse to select the split bar and resize the relative size of the two panes.

Modifying the Document

<< Write application-specific help here that provides an overview of how the user should modify a document using your application.

If your application supports multiple document types and you want to have a distinct help topic for each, then use the help context i.d. generated by running the MAKEHELP.BAT file produced by AppWizard. Alternatively, run MAKEHM as follows:

```
makehm IDR_HIDR_0x2000 resource.h
```

If the IDR_ symbol for one of your document types is, for example, IDR_CHARTTYPE, then the help context i.d. generated by MAKEHM will be HIDR_CHARTTYPE.

Note, AppWizard defines the HIDR_DOC1TYPE help context i.d. used by this help topic for the first document type supported by your application. AppWizard produces an alias in the .HPJ file for your application, mapping HIDR_DOC1TYPE to the HIDR_ produced by MAKEHM for that document type. >>

No Help Available

No help is available for this area of the window.

No Help Available

No help is available for this message box.

<< If you wish to author help specific to each message box prompt, then remove the AFX_HIDP_xxx values from the [ALIAS] section of your .HPJ file, and author a topic for each AFX_HIDP_xxx value. For example, AFX_HIDP_INVALID_FILENAME is the help topic for the Invalid Filename message box. >>

Print command (File menu)

Use this command to print a document. This command presents a Print dialog box, where you may specify the range of pages to be printed, the number of copies, the destination printer, and other printer setup options. The toolbar button bypasses the Print dialog box.

Shortcuts

Toolbar:



Keys:

CTRL+P

Print dialog box

The following options allow you to specify how the document should be printed:

Printer

This is the active printer and printer connection. Choose the Setup option to change the printer and printer connection.

Setup

Displays a Print Setup dialog box, so you can select a printer and printer connection.

Print Range

Specify the pages you want to print:

- All** Prints the entire document.
- Selection** Prints the currently selected text.
- Pages** Prints the range of pages you specify in the From and To boxes.

Copies

Specify the number of copies you want to print for the above page range.

Collate Copies

Prints copies in page number order, instead of separated multiple copies of each page.

Print Quality

Select the quality of the printing. Generally, lower quality printing takes less time to produce.

Print Progress Dialog

The Printing dialog box is shown during the time that Label Wizard is sending output to the printer. The page number indicates the progress of the printing.

To abort printing, choose Cancel.

Print Preview command (File menu)

Use this command to display the active document as it would appear when printed. When you choose this command, the main window will be replaced with a print preview window in which one or two pages will be displayed in their printed format. The Print Preview toolbar offers you options to zoom in and out of pages; and initiate a print job.

Shortcut

Toolbar:



Print Preview toolbar



The print preview toolbar offers you the following options:

Print

Bring up the print dialog box, to start a print job.

Next Page

Preview the next printed page.

Prev Page

Preview the previous printed page.

Zoom In

Take a closer look at the printed page.

Zoom Out

Take a larger look at the printed page.

Close

Return from print preview to the editing window.

Print Setup command (File menu)

Use this command to select a printer and a printer connection. This command presents a Print Setup dialog box, where you specify the printer and its connection.

Print Setup dialog box

The following options allow you to select the destination printer and its connection.

Printer

Select the printer you want to use. Choose the Default Printer; or choose the Specific Printer option and select one of the current installed printers shown in the box. You install printers and configure ports using the Windows Control Panel.

Orientation

Choose Portrait or Landscape.

Paper Size

Select the size of paper that the document is to be printed on.

Paper Source

Some printers offer multiple trays for different paper sources. Specify the tray here.

Options

Displays a dialog box where you can make additional choices about printing, specific to the type of printer you have selected.

Network...

Choose this button to connect to a network location, assigning it a new drive letter.

Page Setup command (File menu)

<< Write application-specific help here. >>

Overview

Welcome to Label Wizard. Label Wizard is an all purpose label utility program. With Label Wizard you will be able to create any type of label you desire. The program is only limited by the label template files you have. Included in the registered copy is a file describing the Label Wizard Template language called LWTLANG.WRI. By reading LWTLANG.WRI and examining the template files included you should be able to create your own template files. To get the most out of this software I do suggest that you go through the [Guide to Label Wizard](#).

See also...

[Register Label Wizard](#)

Statement of Disclaimer

Frank A. Pellegrino, the author of Label Wizard, hereby disclaims all warranties relating to this software, whether expressed or implied, including without limitation any implied warranties of merchantability or fitness for a particular purpose. The author will not be liable for any special, incidental, consequential, indirect or similar damages due to loss of data or any other reason, even if the author or an agent of the author has been advised of the possibility of such damages. In no event shall the author's liability for any damages ever exceed the price paid for the license to use the software, regardless of the form of the claim. The person using the software bears all risk as to the quality and performance of the software.

What's New: Version History

Version 2.4

There are two version of the executable, one 16 bit and one 32 bit executable. The 16 bit executable runs on Windows 3.x, Windows 95 and Windows NT. The 32 bit executable is only supported for the current release version of Windows 95 and Windows NT.

Color support for text is now only through the font dialog box.

Added the ability to mail the active document (Send...).

Text rotation and vertical alignment was added. You can now rotate the text within the fixed panel by 90 degrees and center the text vertically among other things.

Registered users:

The template editor is now integrated into Label Wizard.

The label template language can handle floating point numbers.

Version 2.3

Added color support for text.

Fixed a printer margin bug in version 2.2.

Version 2.2

The Panel menu has changed again.

Cloning capabilities have been expanded. You can now also insert a sequence in your document.

The Print button on the toolbar now bypasses the print dialog box to quickly print your document. Label documents now store their orientation. Files created with old template files will default to the current printer orientation. Files created from the new templates will automatically change the printer's orientation when printing.

Prevent text from being printed with the Hide Text feature.

Zoom in/Zoom out with the right mouse button clicked on non-panel areas in the Label Pane. Delete the active panel's text with the delete key.

New Font dialog box and improved use of font resources.

Dialog boxes to change default settings.

Version 2.1

You can now double click on a panel, and the Edit Pane becomes active for immediate editing.

You now have complete control over margins in each panel.

In the New dialog box the Open Template button now opens up in the directory that the last default label template was located.

You can adjust the printer margins for accurate printing.

New file format.

Version 2.0a

Interim release with a few bug fixes.

Version 2.0

The Panel menu has changed and the Clone menu has been added.

You now have a right mouse button menu for the Edit Pane and a CTRL right mouse button information menu for the panels.

Most importantly you have the ability to create your own template files (read LWTLANG.WRI included in the registered version) and the ability to work with different types of labels.

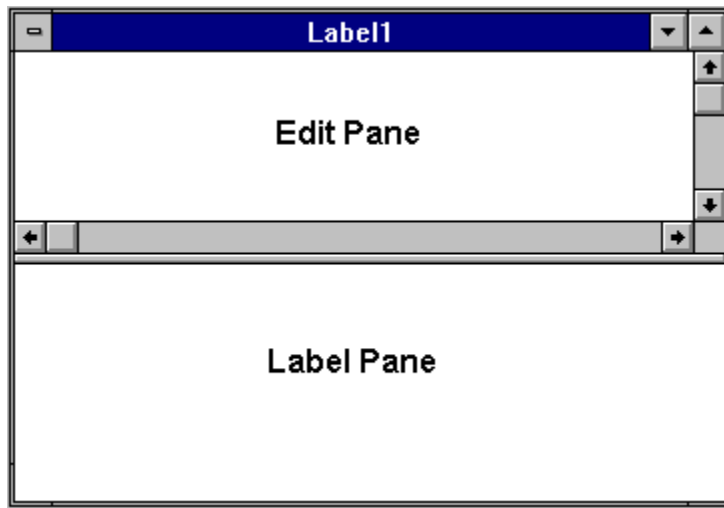
Version 1.0

First publicly distributed version of Label Wizard.

File Format Changes

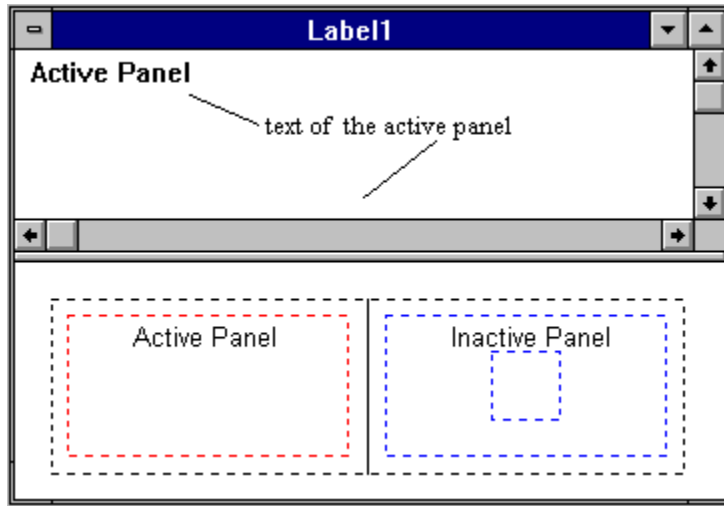
Label Wizard registered version can read older files, but they will not work properly with the newer features. Older files will not clone properly when cloning of rows and columns becomes available. The document margins of files older than Label Wizard v2.1 are all relative. Old files that were made for precision labels like a mailing label or floppy label may not print properly.

The Document Window



Label Wizard's document window is split into two panes. The top pane is the Edit Pane. The bottom pane is the Label Pane.

Edit Pane



The Edit Pane contains the text of the active panel. To select the Edit Pane you must click your cursor within the Edit Pane or double click in the active panel. You can use the Edit menu commands to edit the text in the Edit Pane. As you type text into the Edit Pane, the active panel is updated.

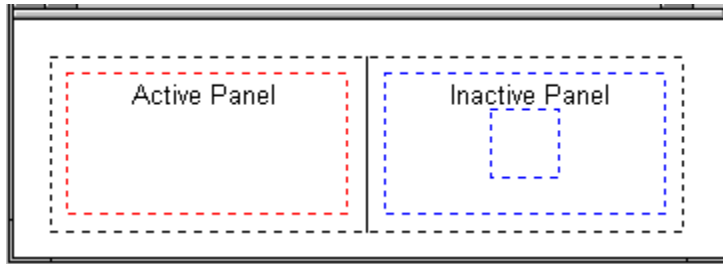
With the right mouse button clicked within the Edit Pane, you can pull down a compact pop-up version of the Edit menu. You can select the menu items with either the left or right mouse button. To cancel the pull down menu you can either press the <ESC> key or click outside the menu with the left mouse button.

Cu t	Ctrl+X
C opy	Ctrl+C
P aste	Ctrl+V
S elect A ll	

See also...

Label Pane

Label Pane



The Label Pane contains the view to your Label Wizard document. It is from this pane that you can examine the layout of your label. You also use this view to navigate through your label.

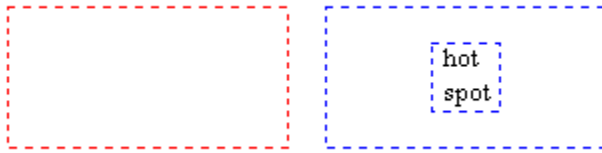
MUST SEE:

What exactly is a label?

What exactly is a label?

In Label Wizard, a label is a collection of text panels and borders.

Panels

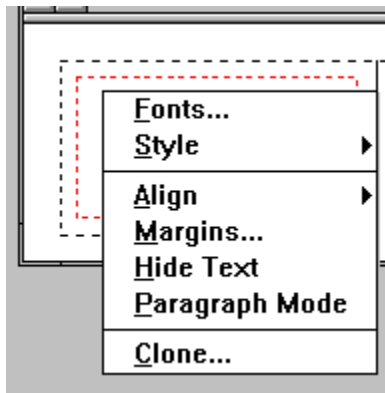


Panels are the rectangular dotted boxes that hold your text. You can only edit one panel at a time. This panel is the active panel. You can change the text it contains by editing it in the Edit Pane. You can change the appearance of the panel's text by using the command in the Panel menu.

Navigation

To select a panel (make it the active panel), you click on it with the left mouse button, within its boundaries. The area you click within, to activate a panel, is its selection boundary. Some panels have a restricted selection boundary. This restricted boundary is called a hotspot. To select panels with a hotspot you must click within the hotspot's boundary. Hotspots allow overlapping panels to have a unique selection boundary. Hotspots usually appear as smaller rectangles within a panel.

With the right mouse button clicked within a panel's selection boundary, you can pull down a compact pop-up version of the Panel menu. You can also select a panel with the right mouse button. You can select the menu items with either the left or right mouse button. To cancel the pull down menu you can either press the <ESC> key or click outside the menu with the left mouse button.



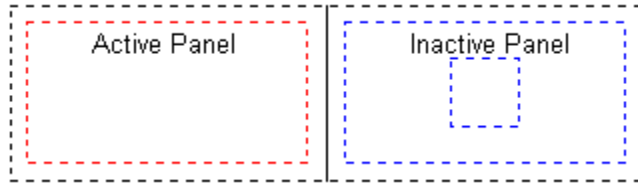
If you hold down the CTRL key and press the right mouse button an information menu will pop up. Contained within the information menu is the current panel's name, the font and point size, and the margin settings. Use the information menu to to save time from invoking the Font dialog box and Margin dialog box just to find out the settings. You should also take note of the panel's name. Panel's with the same name are duplicate panels. The Cloning function can operate on those members.

If you click the right mouse button outside of a panel, the label pane will toggle between zoom in and zoom out. You can also delete the text of the active panel with the delete key.

See also...

Borders

Active Panel



When you start a new label or open a previously saved label, the first panel is made the active panel. The active panel is the one that is affected by all the Panel menu commands.

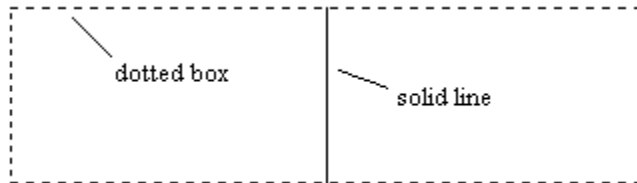
In Label Wizard's default settings, the active panel is the red panel. The inactive panels are the blue panels.

See also...

[Changing the Default Colors](#)

[Changing the Default Font](#)

Borders



Borders are the lines and boxes that form the boundaries of your label.

See also...

[Panels](#)

Changing the Default Colors

You will be able to adjust the color of the active and inactive panel with a [Color dialog box](#). You must make sure they are different.

See also:

[Settings](#) command.

Changing the Default Font

You will be able to adjust the default font with a Font dialog box.

See also:

Settings command.

Registering Label Wizard

Label Wizard is user supported (SHAREWARE) software and is not free. Users may evaluate Label Wizard for a maximum of 30 days, after which a registration fee must be paid, or Label Wizard should be deleted from your system. You are free to give out copies of the shareware version of Label Wizard and are encouraged to do so, so long as the following files are contained in the archive:

LABELWIZ.EXE	
LABELWIZ.HLP	
README.1ST	
*****.LWT	initial label templates (audio cassette (J-Card) label...)
*****.LWL	sample files
SAMPLES.TXT	
FILE_ID.DIZ	

Registering Label Wizard enables and encourages the author to continue upgrading this program. Registered users will no longer see the introduction dialog box. Registered users also receive the latest registered version of Label Wizard in their choice of diskette size, notices of future updates when they become available, and extended product support. In the registered version you also get the documentation to create your own label templates and a program to facilitate the editing of label templates. To register just fill out the [Registration Form](#).

Registration Form / Invoice

Ordering by credit card or CompuServe's Software Registration Service

Ordering by check or money order: To order, send this order form and a check or money order to:

Frank A. Pellegrino
1412 Avenue M - Suite 2213
Brooklyn, NY 11230

To print this order form, select File | Print Topic. **Payments must be in US dollars drawn on a US bank.** Alternately, you can send international postal money orders in US dollars. **For orders outside the US and Canada add an extra \$5 for shipping and handling.** Prices below reflect a \$3 shipping and handling charge. Allow 3-4 weeks shipping.

Disk size: (please circle one) 5.25" **3.5"**

Label Wizard Single Copy _____ copies at **\$30** each = _____

Write for information on site license price structure.

Total payment = _____

Registered User Information (Name and Company as will appear in the About box)

Name: _____

Company: _____

Mailing Address (Name, Company, Address, City, State, Zip, Country)

Phone

Day: __ (____) _____ Evening: __ (____) _____

Electronic Mail address: _____

Customer Survey

1. How did you hear about Label Wizard 2.4?

___ Friend

___ BBS _____

___ Other _____

3. Comments / Suggestions for future versions:

2. Your computer system:

CPU: _____

RAM: _____

Printer: _____

Credit Card Orders

To order by MasterCard, Visa, American Express, or Discover, contact the Public (software) Library at:

Phone 1-800-2424-PsL or 713-524-6394
FAX 713-524-6398
Email CompuServe mail to 71355,470 or
 Internet mail to 71355.470@compuserve.com
Mail PsL
 P.O. Box 35705
 Houston, TX 77235-5705

Please be sure to include your credit card number and expiration date on all credit card orders.
Label Wizard's product number is 11238.

THE ABOVE NUMBERS ARE FOR ORDERS ONLY!

Any questions about the status of the shipment of the order, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, etc, must be directed to:

Frank A. Pellegrino
1412 Avenue M - Suite 2213
Brooklyn, NY 11230

or by Email:

Internet: **v088mdnl@ubvms.cc.buffalo.edu**
CompuServe: **73513,2660**

To insure that you get the latest version, PsL will notify us the day of your order and we will ship the product directly to you.

CompuServe's Software Registration Service

Enter **GO SWREG** at the ! prompt and follow the menus.
Label Wizard's registration id is 2264.

Registration Profile

In order to successfully complete this section you must type in your registration name, company and number exactly as it was given to you. The name and company were taken off your order form. If for any reason you cannot get past the Registration Profile with your information then get in touch with me.

see [Obtaining Product Support](#)

Obtaining Product Support

Product support may be obtained by any of the following:

US mail address:

Frank A. Pellegrino
1412 Avenue M - Suite 2213
Brooklyn, NY 11230

Electronic mail address:

Internet: **v088mdnl@ubvms.cc.buffalo.edu** (good until May 1994)

CompuServe: **73513,2660**

In all correspondences, please put the name of the program in the subject line for E-mail and on the envelope for postal mail. The best way to get in touch with me is through E-Mail.

I'd like to hear any opinion or suggestion you have about Label Wizard. If you want to see certain features in the next version, write to me about it.

I'd also like to hear about any bugs you find in the program. Just fill out the [Bug Report Form](#) and send it to the address above.

See also...

[Register Label Wizard](#)

Bug Report Form

Name: _____

Company: _____

Mailing Address (Name, Company, Address, City, State, Zip, Country)

Phone

Day: __ (____) _____ Evening: __ (____) _____

Electronic Mail address: _____

Version of Label Wizard: _____

1. Your computer system type and configuration:

2. Bug and how to reproduce it:

