

Bug Reports

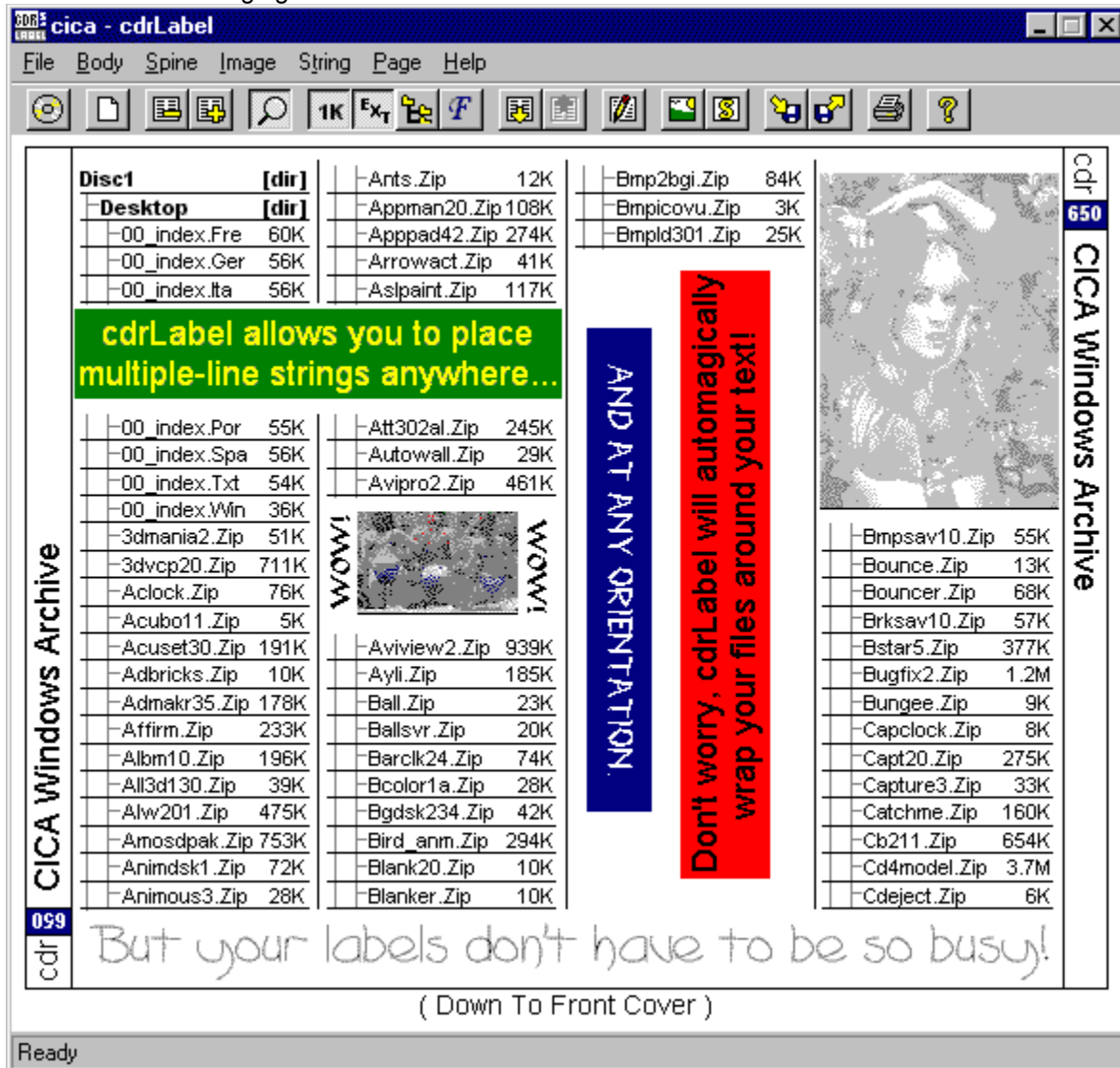
If ZipLabel crashes on you, or doesn't print out correctly on your printer I'd like to hear about it. Please make sure to include the following information to speed things up:

- Operating System
- Printer Type, Language(PCL, GDI, PS), Connection(network, local, etc)
- Series of operations to cause failure (if it's repeatable)

Just mail your reports off to earle@ziplabel.com

cdrLabel

cdrLabel enables you to create catalog labels for all your CD-ROMs and CD-Recordables. It has the same easy interface as ZipLabel, but adds special features just for CDs, like multi-page booklet labels and music CD cataloging.

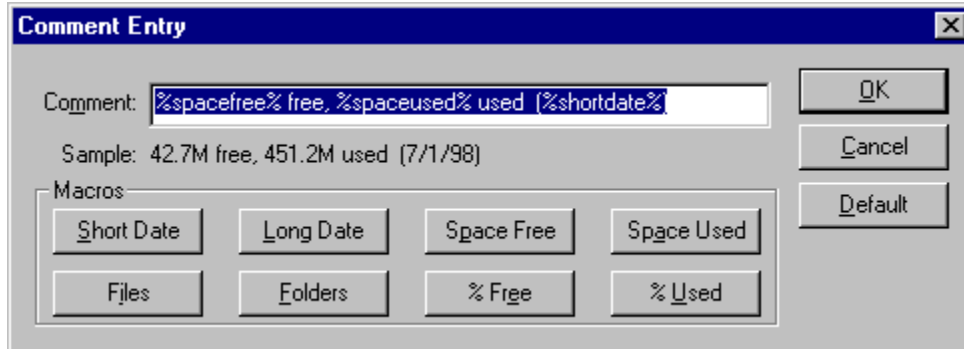


Download your copy of cdrLabel today from the following web page:

<http://www.ziplabel.com>

Comment Editor

Each label contains a single-line comment that may be hidden or shown. This comment normally contains information about the disk free space and scan date, but is completely customizable. Double click the comment text or use the `Body->Edit Label Comment` menu to bring up the editor.



There are three sections to this dialog, the editor where you can type a new comment, a line below that which shows how the entered comment will appear, and a series of macro buttons.

To set the label to a default comment, click the Default Data button. This will give a handy summary of disk space free and used, as well as last scan date for your disks.

These macro buttons are very powerful, and may be used to automatically customize each label with your own comment line.

Comment Macros

The buttons on the bottom of the dialog insert macros, strings that will be replaced with calculated values automatically by the program. Examine the comment in the shown dialog:

%spacefree% free, %spaceused% used (%shortdate%)

And the sample line:

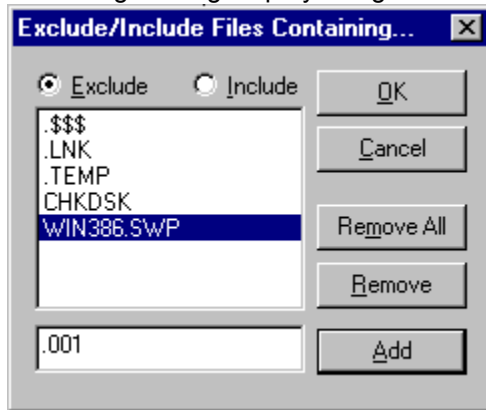
42.7M free, 451.2M used (7/1/98)

Note how the %spacefree% was replaced with the space free on the disk. Here's what the macro buttons do:

| Name | Description | Sample |
|------------|-----------------------------------|--------------------------|
| Short Date | Shorthand date | (1/23/98) |
| Long Date | Longhand date | Monday, January 23, 1998 |
| Space Free | Space available on disk | 10.3M |
| Space Used | Space used by files on disk | 87.9M |
| Files | Number of files scanned from disk | 185 |
| Folders | Number of directories scanned | 32 |
| % Free | Percentage of disk empty | 20.4% |
| % Used | Percentage of disk used by files | 82.0% |

Exclude/Include Files

ZipLabel allows you to specify either which files to ignore or only those to display thorough a simple to use dialog. Bring it up by using the `File->Exclude/Include Files` menu item.




There are two ways of using this dialog, either in exclude or in include mode. In exclude mode, when the Exclude radio button is selected, any filenames containing a string in the list will be removed from the label. In include mode just the opposite occurs: only filenames containing strings in the list will be displayed.

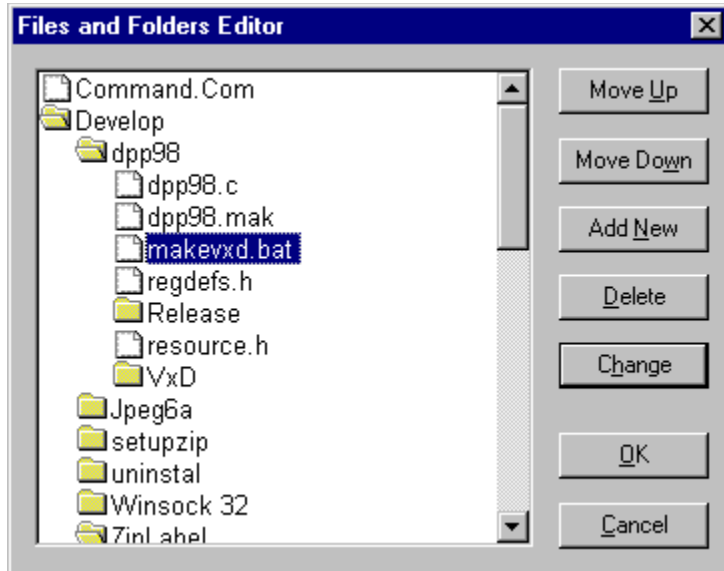
- Choose which mode by using the two radio buttons, either exclude or include
- Add a string by entering it in the area and clicking Add
- Remove one string by clicking on it and selecting "Remove," or
- Remove all strings with the "Remove All" button

Note: The strings entered may not contain any special wildcard characters, i.e. there is no need to put "*.TXT", instead use ".TXT"

Files and Folders Editor

ZipLabel contains a graphical file and folder editor window. Bring it up by using the Body-

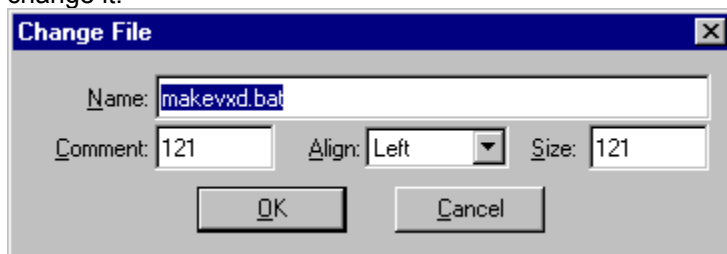
>Edit Files and Folders menu or the  toolbar button.



The window is divided into two sections, a graphical tree representation of every file and folder displayed on your label; and a column of action buttons.

- Double-clicking on a directory will open or close it.
- Select a file with the mouse and use the Move Up and Move Down buttons to change its position in the list. Note, however, that you can only rearrange a file in its own directory.
- Remove files you don't want to see on your label by the Delete button. This will only change your label, and will **not** delete the file from your disk.
- Click where you'd like to insert a file and select the Add button to insert a new file.

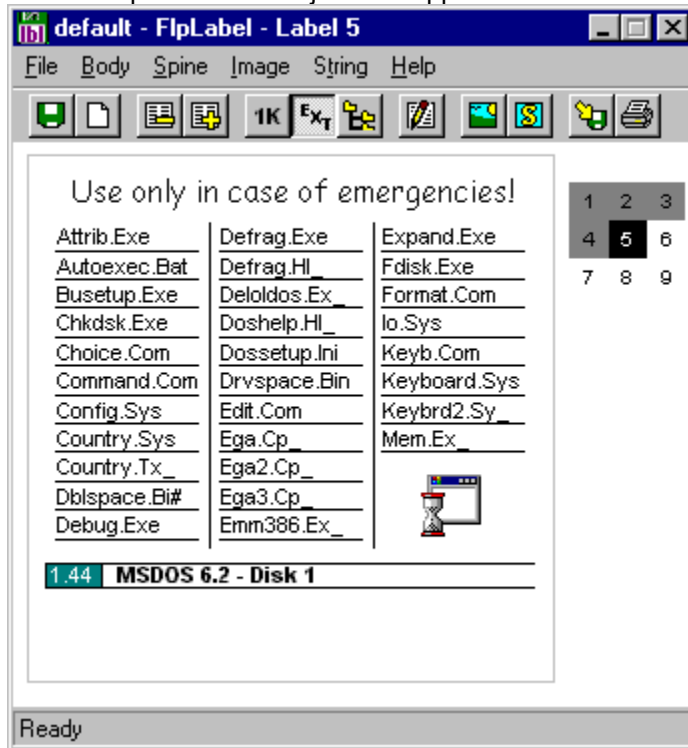
Double-clicking on a file, or selecting the Change button will bring up an editor window allowing you to change it.



- The name and size sections of this new dialog are self explanatory.
- The comment section is the 16-character string that normally contains a text representation of a file's size. (i.e. a file of 12,612 bytes has a comment of 12K).
- Use the Align combo-box to change an item's alignment in the column of files.

FlpLabel

FlpLabel is a utility for creating sticky-labels for 3.5" disks. It has the same easy interface as ZipLabel, but adds special features just for floppies. Don't throw out your old disks, label them!




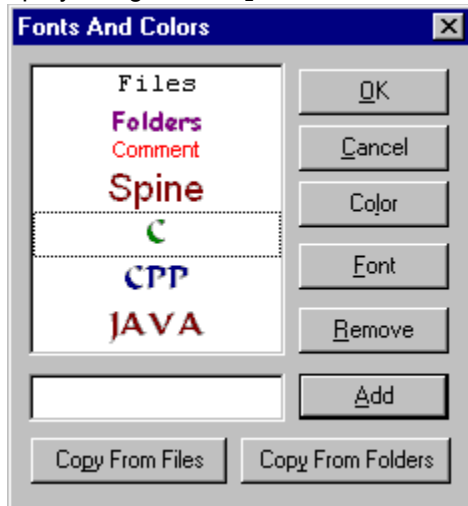
Download your copy of FlpLabel today from the following web page:

<http://www.ziplabel.com>

Fonts and Colors

ZipLabel supports customizing file display on a per-extension basis, through the use of the Fonts and Colors window. Use this window to change the fonts of files you want to stand out. For example, a programmer could make all .C files green, all .CPP files blue, and all .JAVA files red. Bring this window

up by using the Body->Set Fonts and Colors menu or the  toolbar button.



The first four items in this list are fixed as Files, Folders, Comment, and Spine.

- Customize the fonts and colors used for all files and folders with the first two items, the comment line with the third, and the spine with the fourth.

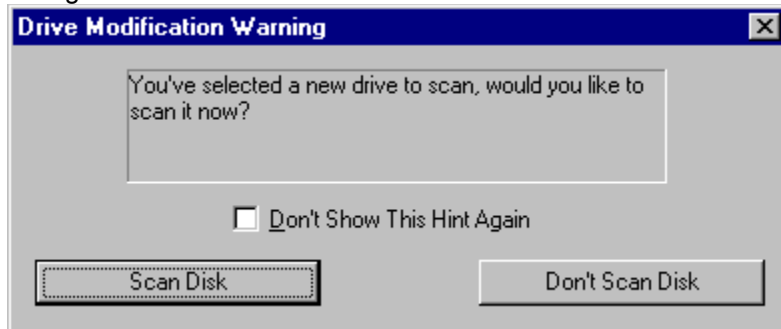
Add additional file extensions by typing their extension in the edit box and clicking the Add button.

- The extension will be added to the list, with it's font and color the same as normal files.
- Use the color picker window to select a new color.
- Or, select the newly added extension and click the Font button to change it's font.

The Copy from Files or Copy from Folders duplicates the standard file or folder color and font into the currently selected extension.

Help Dialogs

ZipLabel can display helpful hints when certain operations are performed, such as selecting a new drive or changing directory scanning levels. Below is an example of a dialog that appears when the drive is changed:



This dialog has a text box, containing the information ZipLabel has for the user, two different options, and a "Don't Show This Hint Again" checkbox. Once the checkbox is selected the dialog will no longer appear until all help dialog boxes are reset.

- If you don't want any help dialog boxes to appear simply select `Help->Help Dialogs->Hide All Dialogs`.
- Conversely, use `Help->Help Dialogs->Show All Dialogs` to display all help boxes again.

How Do I...

How do I make a label as fast as possible, with the least fuss?

Use this program! Just double-click on the label and the program will scan your disk.

The program isn't displaying anything after a period (.). How do I change this?

You've got the Show Extensions menu option unchecked, and the program is hiding them. Check the `Body->Show Extensions` item.

How do I make the program scan my entire disk and not just the root directory?

Use the `File->Directory Levels` option and select how many levels you want to scan. Be aware that scanning disks with many levels can take a long time.

How do I add a background picture of my baby/dog/girlfriend to my label?

Use the Add Image button in the toolbar, select a .BMP or .JPG of your tiny/furry/cute friend. You'll see the picture appear in the center of the label. Finally, right-click on the image and select `Make Background`.

I have a LOT of files. How can I catalog them all?

You've got several options:

- Use a larger label format via `File->Label Format`
- Increase the number of columns, possibly turning off extensions or file sizes
- Change the font for directories and folders to something smaller
- Hide directories you don't need to see

The program keeps reading my hard drive! How can I make it scan the correct drive?

Use the `File->Select Drive` option.

How do I move a tiny image or string?

Hold down the **SHIFT** key when you're working with a block that's very small to tell the program you want to move the image or string, not resize it.

How do I make rotated text print properly on my Brother Laser printer?

Your printer's driver doesn't handle rotated text properly. Tell it to let Windows to handle rotated fonts by checking the Download TrueType Fonts as Graphics from the printer's control panel.

How do I make certain types of files stand out?

Use the Fonts and Colors window to add pizzazz to special file types by changing their fonts or colors. For example, you could make all your source files (.C, .H) green and all your executables (.EXE, .DLL) blue.

How do I move the label's position on the printed page?

Use the `File->Print Setup` menu, and uncheck the Default Position box and enter X and Y offsets for the upper-left-hand corner of the label.

How do I thank you for this neat program?

Email me with suggestions for additions or improvements, and [register](#).

Adding Images

ZipLabel can import .BMP (Windows Bitmap) and .JPG (JPEG) files into your labels. GIF files are not currently supported, nor will they be due to Unisys's patent and licensing restrictions.

Simply select `Body->Insert Image` or the  toolbar button to bring up a file selector. Choose your image and it will appear centered on your label.

To select an image in your label, left-click on it. Click-and-drag to move the label around. Right-click to bring up a menu of options to delete, center, or change the image's position relative to the text. Above Label makes the text flow around the image, while On Label and Below Label place an image without text wrapping.

To set a photo the background for the current page, just select `Image->Make Background`.

Remember that with a dark image it's easiest to see white text, and with a light image it's easiest to see dark text.

Use the little size-blocks to change an image's size, or use the Image popup-menu's scaling options.

HINT: If you are having trouble dragging a tiny image, hold down the SHIFT key while you click the left button. This turns off the size-blocks and always drags an image.

Bitmaps of greater than 72dpi are supported automatically, so you can scan an image in at a higher resolution than the screen supports, yet still print out at the higher resolution. This is especially useful for line art, where 72dpi conversion can cause excessive jaggies.

ZipLabel v4.1

Released July 17, 1998
Copyright (c) 1997-1998
Earle F. Philhower, III
earle@ziplabel.com

ZipLabel is the premiere shareware utility for the creation of labels to be placed in Zip disk jewel cases. It generates a multitude of different of labels, containing directory information, images, fonts, and more. Use ZipLabel to organize all your Zips!

We can also label your CDROM, Jaz, SyQuest, LS-120, and floppy disks!
Take a look in this help file for some samples, then stop by:

<http://www.ziplabel.com>

Your First ZipLabel

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ZipLabel Awards



- ZDNet HotFiles Editor's Pick - <http://www.hotfiles.com>

Installation

ZipLabel is easy to get installed and running. Just double-click on the Setup.exe program and you'll have the opportunity to select an installation directory and whether or not to add icons to your start menu.

ZipLabel doesn't install any DLLs, nor does it require any. However, under Windows 3.1 you need to have the last version of Win32s, **v1.30c**. If you don't have it installed, you can download a copy direct from Microsoft at the following URL:

<http://support.microsoft.com/support/kb/articles/Q122/2/35.asp>

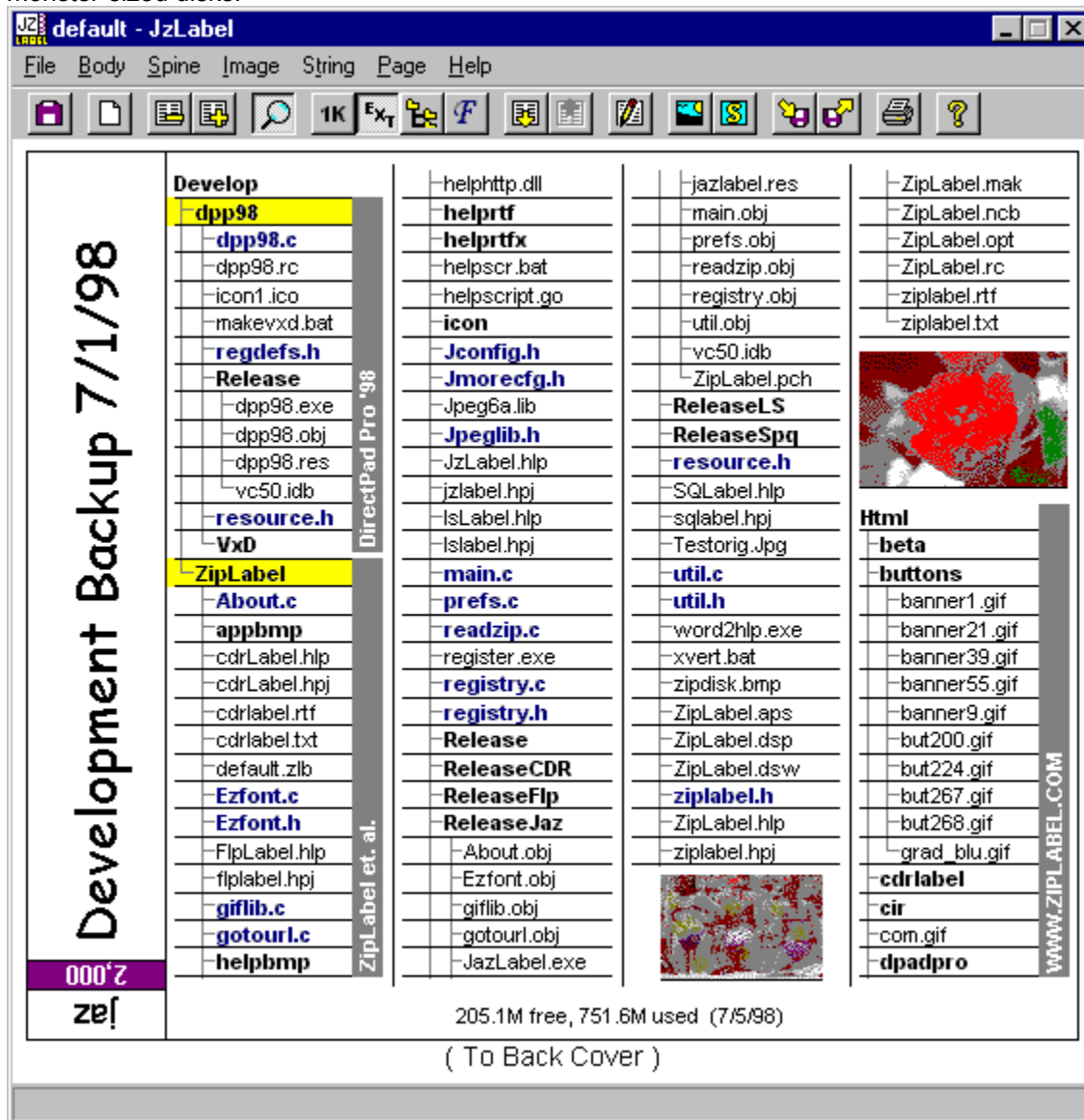
Technical Users Only:

For those of you really interested in what the installer is doing to your computer, here's a quick rundown...

- Creates the installation directory and copies all files.
- Creates ZipLabel.ini in the Windows directory, where it stores all application settings.
- Adds two file extensions to the Explorer interface for template and label files.
- Adds uninstall information to the registry.
- Adds a menu to the Start menu containing shortcuts to various files.

JzLabel

JzLabel is a utility for creating labels for Iomega Jaz disks. Now you'll always know what's on your monster-sized disks!



Download your copy of JzLabel today from the following web page:

<http://www.ziplabel.com>

License

ZipLabel is shareware, (c) 1997-8 by Earle F. Philhower, III. All rights reserved. No warranties are made as to it's correctness or functionality. Use it at your own risk. Neither I nor this application have any association or endorsement from any storage solution company.

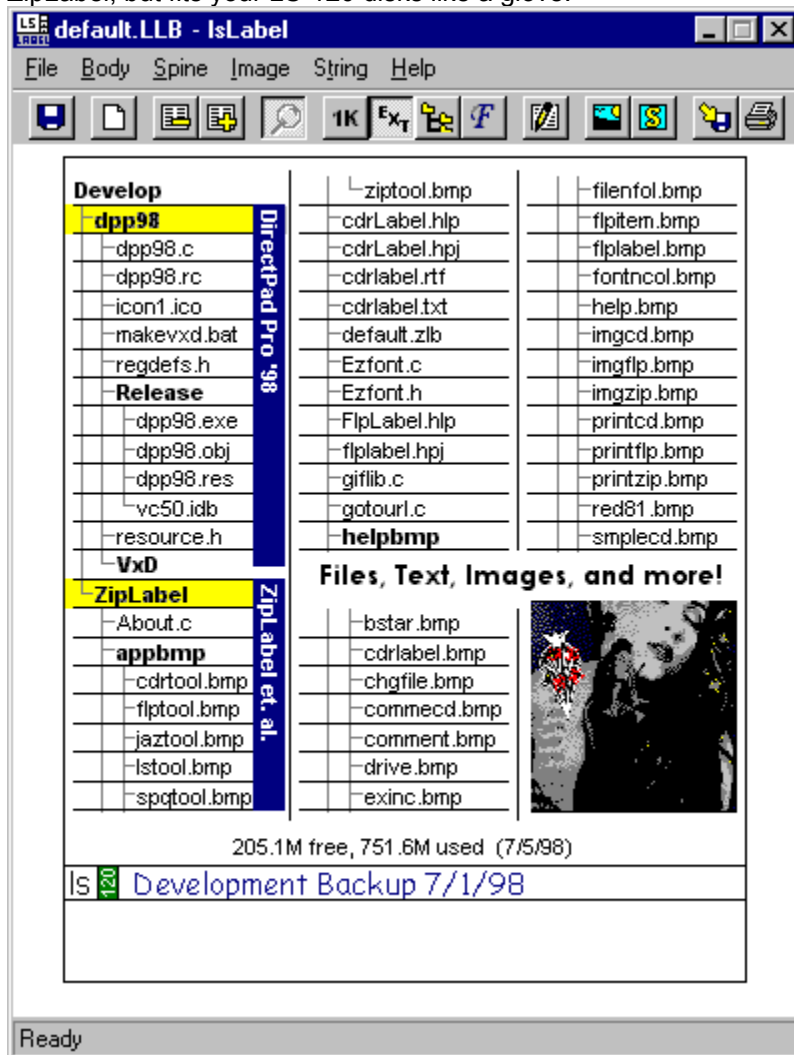
You may use ZipLabel free of charge only for a 30 day evaluation period. After that, you must either register your copy by paying a small license fee, or stop using it.

I encourage and grant license for anyone to copy and distribute unregistered version of this program, provided that:

- Copies contain all files of original distribution in unmodified state.
- No fee is charged other than a nominal duplication and handling fee.
- Software is clearly identified as shareware.

IsLabel

IsLabel is a utility for creating jewel case inserts for LS-120/SuperDrive disks. It has all the power of ZipLabel, but fits your LS-120 disks like a glove!



Download your copy of IsLabel today from the following web page:

<http://www.ziplabel.com>

Menu Items

Here are the menus that are available through the menu bar. You can also right-click on any screen item to bring up it's popup menu.

File

New

Clear the current label of all text and images.

Open...

Read a saved label from disk.

Open Recent File

Choose a file recently opened or saved from this menu to load it.

Save

Save the currently edited label to disk under the last file name entered.

Save As...

Prompt for a new name to save the current label to disk.

Select Drive

Chooses the drive letter associated with your drive. Does not actually read in a disk!

Label Format

Choose how you'd like them formatted from this menu. This menu also controls how many labels will be printed per sheet. See [Working With Labels](#) for more information on the different formats.

Directory Levels

ZipLabel only scans down the number of directories you specify here.

Scan Directories Only

When checked, ZipLabel will only read in the names of directories and not files. Use this mode when you have lots of directories that you want to see, but don't care about the files in those directories.

Directory Size In Files/Kilobytes/None

Determines what to place in the comment field of directories.

Scan Archives

When checked ZipLabel reads the table of contents of all .ZIP and .ARJ files and adds them to the label as if they were real directories. Very useful for backups

Exclude/Include Files

Brings up the [Exclude/Include Files](#) to allow you to select which file types to show or hide.

Use Template Files

When checked, ZipLabel automatically formats your label according to the template file stored on the disk. If the disk doesn't have a template file, no action is taken. See [Templates](#) for more information.

Read Template File

Read in the [formatting information](#) stored in a disk's template file. See [Templates](#) for more information.

Write Template File

Save only the [formatting information](#) from the current label to disk as a template. See [Templates](#) for more information.

Reset To Defaults

Set all font, color, and formatting options to sane defaults.

Printer Setup

Specify printout options. See [Printer Setup](#) for more details.

Print

Print displayed label.

Window Scaling

If ZipLabel's window appears too small or large you can adjust it's scaling from this menu. This scaling does not affect printed output, only the on-screen display.

Exit

Quits ZipLabel.

Body**Display File Sizes**

Show or hide the file sizes for the current label.

Display Extensions

Show or hide extensions from the files present in the current label.

Display Comment

Show or hide disk comment, the single line of text at the bottom of the label summarizing free space, scan date, etc.

Columns

Selects the number of columns of files to display.

No Columns

Do not display files on the current label.

Lined

Check to draw a thin line under each file name.

Sorting

Sort the files in the current label by name, extension, or size, and either ascending or descending order.

Set Fonts And Color

Select the font and color for files, folders, and other label elements. See [Fonts and Colors](#) for more information.

Background Color

Select the background color for the label body. Note that this color will be printed by your printer, and may consume a lot of ink.

Read Disk

Scan a disk into the currently selected label. If "Use Templates" is selected in the File menu, also reads template and applies formatting and images.

Edit Files and Folders

Modify the contents of the label by adding, removing, or moving files. See [Files And Folders](#) for more information.

Edit Label Comment

Modify the comment displayed at the bottom of the label. See [Comment Editor](#) for details.

Choose Subdirectories

Select the directories to display or hide. See [Subdirectory Selector](#) for more information.

Clear Label

Removes images, text, and files from the current label.

Duplicate Format

Copies just the formatting (colors, fonts, and alignments) from the current label to all other labels. Does not copy files, strings, or images.

Zoom

Zoom in or out of the current label.

Spine

Edit Spine Text

Modify the text printed on the label spine.

Spine Font

Choose the font of the spine text.

Spine Color

Choose the foreground color of the spine text.

Alignment

Select the justification used for the spine text.

Background Color

Choose the background color for the spine.

Display Logo

Insert the logo box on the spine.

Color Logo

When the logo box is displayed, color the numeric box in blue.

Customize Initials

Registered users may change the logo box to their initials, etc.

Image

Insert Image

Place a JPEG(.JPG) or Windows Bitmap(.BMP) on the label.

Copy

Duplicate the currently selected image.

Delete

Remove the currently selected image.

Above Label

Have file listing flow around image border. No file names are overwritten by the image in this mode.

On Label

Simply draw the image on the label, do not flow the file names around it. File names may be obscured by the image.

Below Label

Draw the image under the label, with file names appearing on top of the image. Especially useful for background bitmaps.

Center Horizontally

Center the image left-to-right in the label.

Center Vertically

Center the image top-to-bottom in the label.

Make Background

Maximize the current image and moves it below the label creating a background bitmap.

Scale

25%-200%

Stretch the image to a percentage of it's original size.

True Scale

By default ZipLabel modifies the size of imported images to give a good display and printout. Use this setting to go by the absolute values specified in the image file.

Size To Body

Stretch the image to fill the body of the label, leaving the spine empty.

Size To Label

Stretch the image to fill the entire label, spine and all.

Maximum Aspect

Make the image as large as possible while preserving it's aspect ratio.

String**Insert String**

Place a text string on the label. See [String Editor](#) for more details.

Copy

Duplicate the currently selected image.

Delete

Remove the currently selected image.

Modify Text

Modify the selected string's text, font and color using the [String Editor](#).

Font...

Choose a new font for the current string.

Foreground Color

Choose a new foreground color for the current string.

Background Color

Choose a new background color for the selected string.

Transparent

When selected, do not draw a background color for the string. Useful when overlaying text on images.

Automatically Size

Adjust the bounding box of the currently selected string automatically.

Orientation

Rotate the string 0, 90, 180, or 270 degrees.

Alignment

Select the alignment of the string within it's bounding box.

Above Label

Have file listing flow around image border. No file names are overwritten by the image in this mode.

On Label

Simply draw the image on the label, do not flow the file names around it. File names may be obscured by the image.

Below Label

Draw the image under the label, with file names appearing on top of the image. Especially useful for background bitmaps.

Center Horizontally

Center the image left-to-right in the label.

Center Vertically

Center the image top-to-bottom in the label.

Help**Contents**

Displays the help file contents.

Search

Displays the help file's search system.

Check For New Version

Goes to the ZipLabel web server and checks for new releases.

Go To Web Site

Brings up a web browser pointed to <http://www.ziplabel.com>.

Order Form

Runs registration program to allow you to register via email or postal mail.

Online Registration

Runs registration program to allow you to register via the World Wide Web. This is the preferred method of registration

Enter Registration Codes

Enter the codes returned with your registration. Once completed allow customization of the spine initials.

Help Dialogs

ZipLabel tries to help out new users with helpful prompts when certain actions are performed. If you don't like this, just select `Hide All Dialogs` in this menu. To turn them all back on select `Show All Dialogs`.

About ZipLabel

Give information about this great program and it's author.

What's New

ZipLabel has been around in one form or another from January 1997. Here's what's been changed since the last release:

Version 4.0:

- Files and Folders Editor fixed (4.1)
- Windows 98 support for Register.EXE (4.1)
- Archive (ZIP and ARJ) scanning
- Exclude or Include files based on name
- Strings can now contain up to 8000 characters
- Directory comment customizable to files or size
- Template files are working again
- Recent File listing
- Save/Save As fixed to not overwrite image files
- Window named title of label
- Print Only front or back, and further printout customizations
- Help dialogs for new users
- Menu and interface cleanups, accelerators added, etc.
- More internet links added, new web site linked.

Version 3.0:

- May now edit all pages of a booklet label
- Multi-line strings, with more formatting options
- Graphical directory browser and file editor
- Store printer and page setup between runs
- Automated, customizable comment line
- Space between labels for people with shaky hands
- Icons for all saved files with double-click opening
- Registered users get to customize their initials on-the-fly
- Ergonomic changes to interface, tweaks to menu tree
- This help file!

Version 2.0:

- Booklet labels, create ultra-fat catalogs!
- Audio CD support
- Opposable spine option
- Crop marks to make it easier to cut
- Customizable borders
- Printer setup dialog, can choose non-default printer and get WYSIWYG
- Can place label anywhere on printouts
- Very small font sizes supported
- Up to 7 columns now available
- Spine can be custom aligned

Ordering ZipLabel

ZipLabel is shareware; after the initial evaluation period a \$15.00 registration fee is requested. If ZipLabel isn't useful to you, or you find some important features lacking, feel free to email me at earle@ziplabel.com.

It's easiest to register online from the Help->Online Registration, or use the following hyperlink:

<http://order.kagi.com/?4VG>

If you would rather snail-mail your registration just use the Help->Order Form menu item to print out a paper registration form.

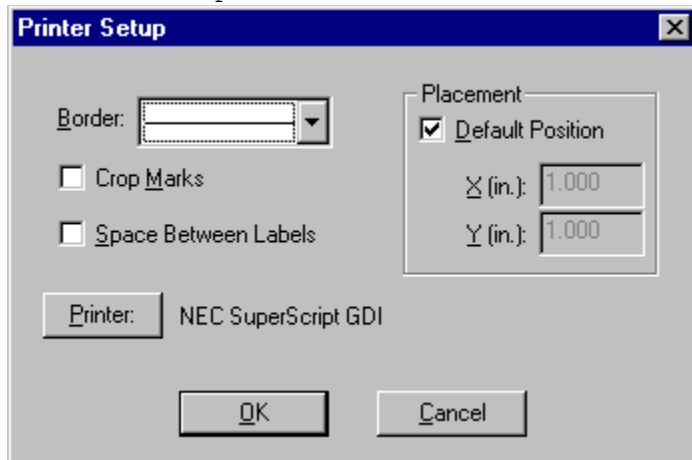
Registered Users Receive

- A registration code that can be entered into the Registration dialog. This code will remove the random nag screen on printouts, as well as allow customization of the initials.
- Registration will be good for all future releases of ZipLabel.
- Addition to the mailing list for new releases and betas. **Your contact information will not be distributed outside of ZipLabel.com.**
- A warm, fuzzy feeling for supporting the shareware concept.

Printer Setup

Set your printer and output options with the printer setup dialog. Bring it up via the File-

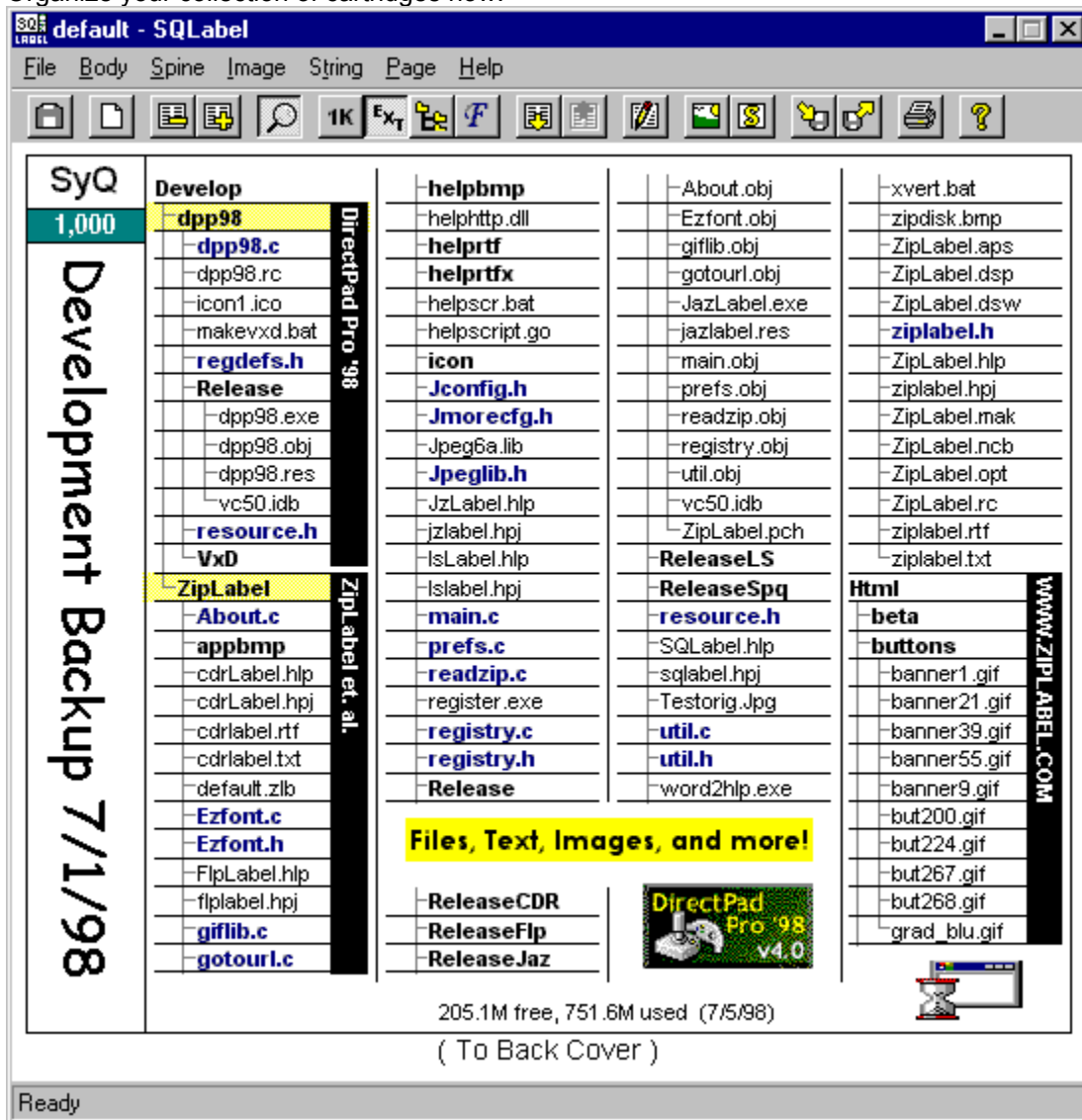
>Printer Setup menu:



- Border** Use this popup to determine how ZipLabel should outline your labels. If you are using a paper cutter, you can turn off the border and turn on crop marks for a neat, borderless label.
- Crop Marks** Crop marks are 1 inch lines along the edge of the sheet indicating where cuts need to be made. These are especially handy for use with paper cutters. These marks only appear on the printed output.
- Space Labels** If you have trouble cutting out labels with a shared edge, use this option to give you a small gap between multiple labels per page.
- Printer** ZipLabel interrogates the currently selected printer to determine the size of fonts, graphics capabilities, and more. To print to a non-default printer use this button to select it from the list.
- Placement** Specify the upper-left-hand corner of printouts yourself using these boxes, making it easy to use different paper sizes and perforated templates. When the Default checkbox is checked, the labels will be placed in the approximate center of the page.

SQLabel

SQLabel is a utility for creating labels for many different kinds of SyQuest and compatible media. Organize your collection of cartridges now!



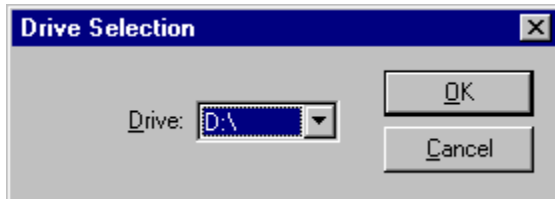
Download your copy of SQLabel today from the following web page:

<http://www.ziplabel.com>

Getting Started

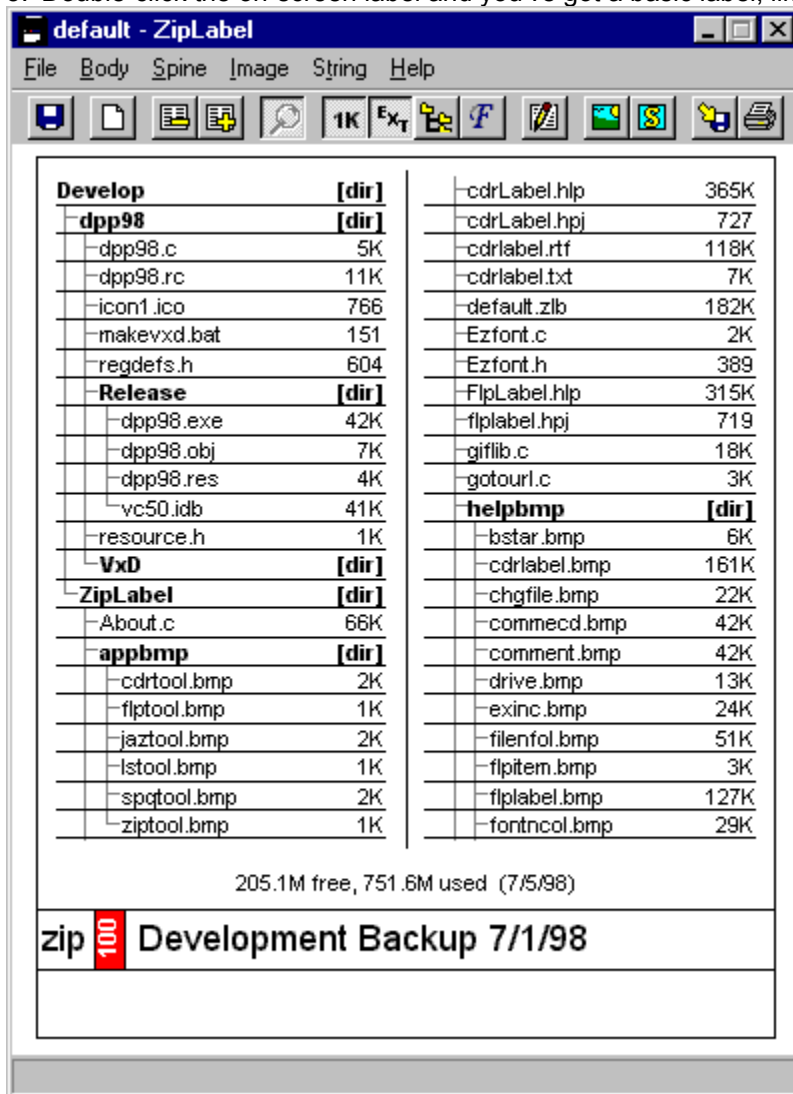
It's as easy as 1...2...3 to make your first label using ZipLabel!

1. If you haven't already selected your zip drive using the File->Select Zip Drive menu, do that now.



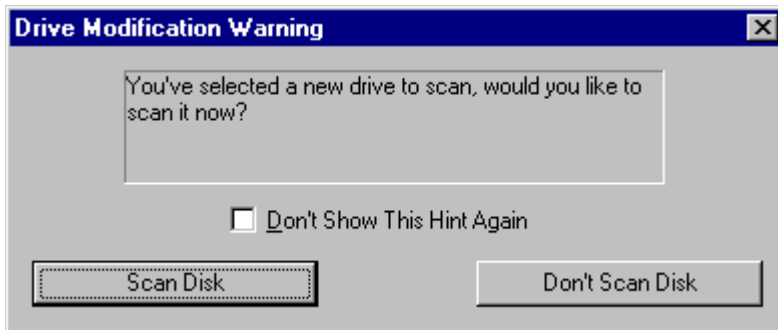
2. Insert the disk you want to catalog.


3. Double-click the on-screen label and you've got a basic label, like this one:

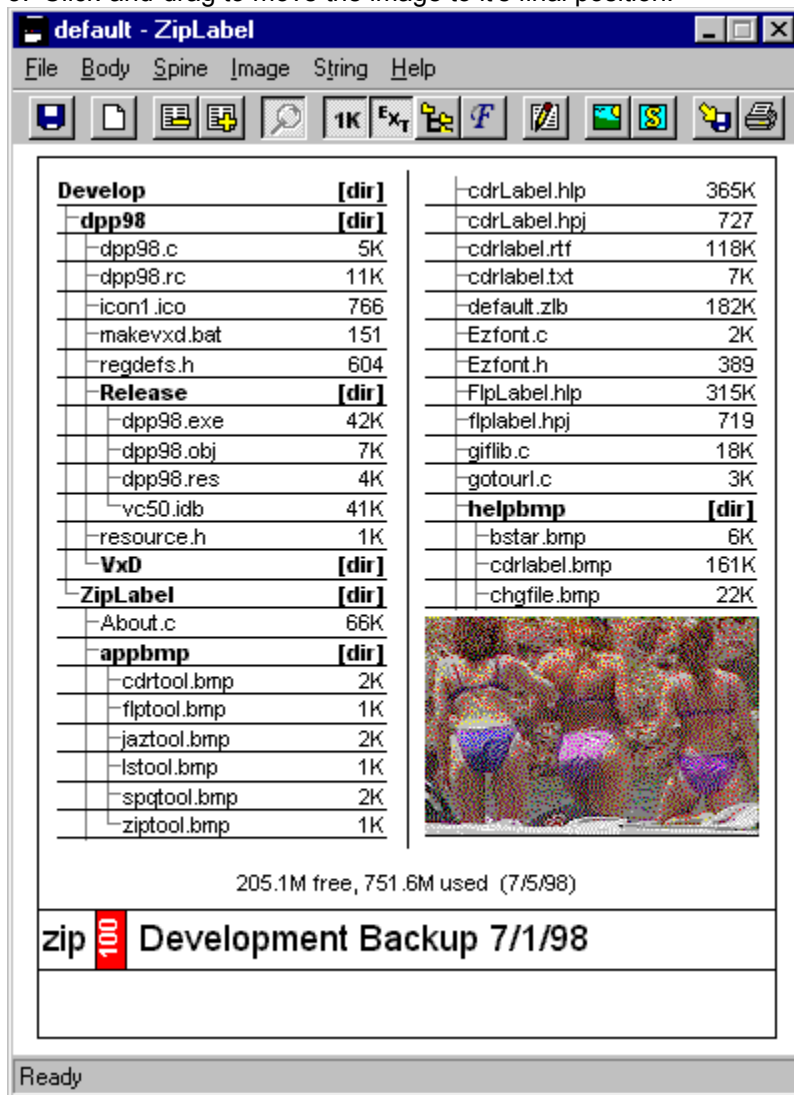



Wasn't that easy? Now that you've scanned your disk into the label, you can have fun adding pictures and text, changing the fonts and colors, or just printing and admiring it!

Let's add an image to your label, it's also as easy as 1...2...3!



1. Click the  toolbar button.
2. Select the image (either BMP or JPEG format) from the file dialog.
3. Click-and-drag to move the image to it's final position:




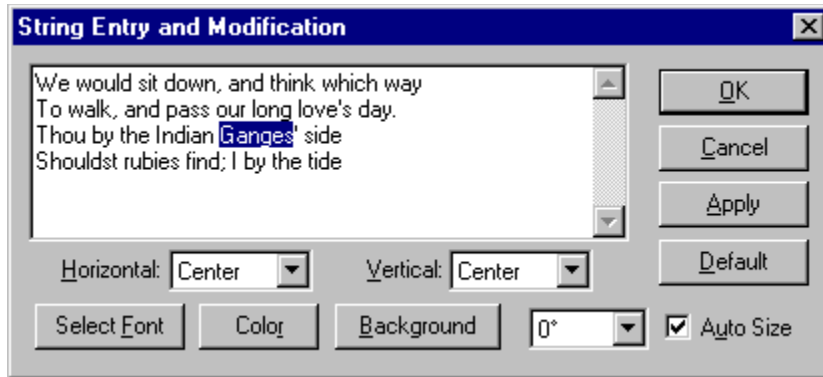
Once your label is perfect, print it by using the  toolbar button. Cut it out, put it in your Zip's jewel case, and show off to your friends.

This is just a tiny sample of ZipLabel's capabilities. Explore on your own or use this help file to get more information about additional cool features.

Adding Strings

ZipLabel allows the insertion of multiple-line strings anywhere on the label. Up to 8,192 characters per string are allowed, and every feature of the string can be customized. Bring up the string editor by

double-clicking on a string or create a new string via the `String->Insert String` menu or  toolbar button.



Note: Whenever you make a change to a string you can immediately see how it looks on your label by clicking the Apply button. You can also click the Apply button in any font or color pickers that appear from this window.

The largest part of this window consists of an area for entering the text of your string. Type or paste up to 8,192 characters into this box.


Customize your string's appearance by using the other controls in this window.

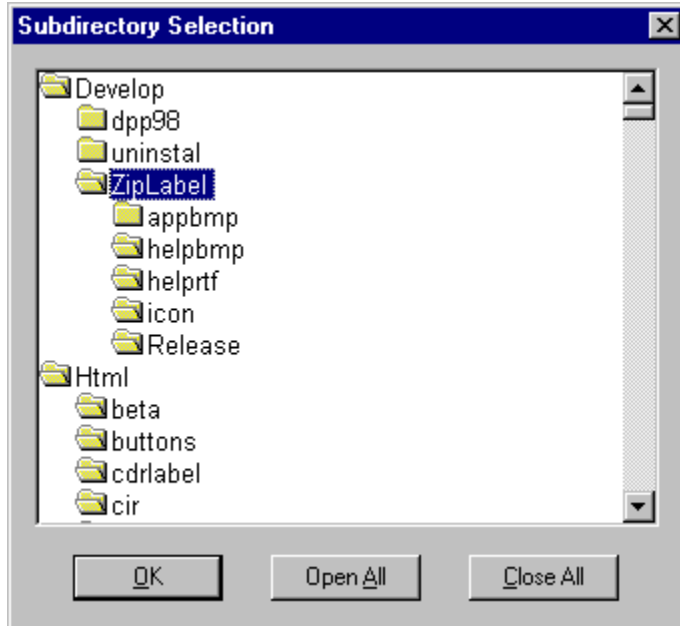
- The two popup boxes, Horizontal and Vertical, control the alignment of your string within it's bounding box.
- Change the string's font, color, and background with the buttons along the bottom.
- Rotate the string in 90 degree increments with the orientation popup menu.

To have the program automatically size the string to fit all text without cutting any off, check the Auto Size checkbox. Unchecking this box will allow you to stretch the string's bounding box manually.

The Default button copies the current spine font and color to the string.

Subdirectory Selector

ZipLabel allows you to choose which directories it shows and which it hides with the Subdirectory Selector. Bring it up by using the `Body->Choose Subdirectories` menu option or the  toolbar button.



- Double-click on a directory to open or close it.
- Closed directories contents are not shown.
- Use the Open All button to open up every folder
- Use the Close All to close every folder.

Note: If you want to actually delete folders, and files, use the Files and Folders Editor.

Templates

A template is a small text file created by ZipLabel that contains all formatting information for a label. It allows you to add and delete files from a disk while preserving the label's appearance between runs of ZipLabel. If you're going to be updating the contents of a disk frequently they can save you lots of time. However, if you are scanning a label that isn't going to change often then save it normally via `File->Save`.

Templates store the following information:

- General format, including font and colors
- Images and Strings
- Directories displayed/hidden

This is enough information for ZipLabel to create a new label when files are added or removed. Best of all, these files won't take up much disk space (normally under 5Kb)!

Using Templates

It's easy and fast to start using templates for your disks:

1. First, select the `File->Use Templates`. This will make ZipLabel search for a hidden file, "ZipLabel.?LT", on each disk it scans and read it's formatting.
2. Now, insert your disk and read it in. Set the font, directory tree, and the images you want and select `File->Write Template`. If prompted, save it in the root directory of your drive.
3. The next time ZipLabel reads in the disk with your saved template, it will automatically format it the way you specified.

I use templates on all my disks, and it's saved me countless hours of tweaking!

Special Thanks

Thanks to the beta testers who tested the program with their own strange computer configurations.

The JPEG decoding routines are taken from JPEG-6a sources, and they'd like me to say: "this software is based in part on the work of the Independent JPEG Group." These guys make no warranty as to their JPEG decoder, and neither do I!

Greg Kochaniak is the author of the registration utility Kagi uses, and he's kind enough to give it away to all of us authors.

Thanks to all the registered users for their feedback and support. Keep the suggestions and bug reports coming in!

Using the Printed Labels

Cut out the label, it should be pretty obvious where to cut and where to fold. Insert the label into your jewel case. Admire just how cool it looks, and then go make some more!


When you print out quad-length labels don't cut apart the individual labels. Instead, cut around the labels, then fold the cutout in half along its horizontal center. This gives a tall, skinny label. Fold this skinny label down, and insert into a jewel case. No staples or glue necessary!

If you have access to a paper cutter you can add crop marks to the printed output to make it easier for you to cut.

Try using some colored, heavy-bond copier paper. Packs of 5 colors can be bought at any office supply store, and make it very easy to classify your disks (i.e. **RED** for backups, **GREEN** for games, etc.)!

Working With Labels

ZipLabel supports three different label formats: single-, double-, and quad-length. Your choice of label format will depend upon how many files your disk contains. Select a label format by using the `File->Number Of Labels` menu.

You may zoom in or out of the current label by using the  toolbar button. To change the label you're working on, you may click it while zoomed-out, or type it's number.

Note: All items in the "Body" and "Spine" menus only work on the currently selected label. Each label may be completely customized different from its siblings.

Double-Length Labels

Two double-length label modes are available in ZipLabel, with the spine either in the middle or on the bottom of the labels. Choose `File->Labels Format->Two, Fold Out` for double length labels that have the spine on the bottom, and whose second label has to be "folded out" to read. Choose `File->Number of Labels->Two, Fold Around` for labels that have a spine in the center, and are actually folded-around the disk in the case.

While editing in zoomed-out mode, you can see both sides of the label, but when you are zoomed in you can only see either the first or second page. To toggle between pages, click on the "Up To Page Two" or "Down To Page One" areas at the bottom of the label. You can also use the up and down arrow keys to perform the same function.

Note: The "Up/Down to Page Two/One" will not be printed out on your labels.

Quad-Length Labels

ZipLabel also supports a quad-label mode, allowing you to catalog twice as many files as double-length mode. Use this for your really full disks! Simply choose `File->Label Format->One, Quad Length` and you're on your way.

When you print out your quad-length labels, please don't cut apart the individual panes. Instead, cut around the labels, then fold the cutout in half along its horizontal center. This gives a tall, skinny label. Fold this skinny label down, and insert into a jewel case. No staples or glue necessary!

