MultiLabel 3.0

INTRODUCTION

MultiLabel is the ideal way for you to print multiple labels, whether they're identical labels or whether you want to print individual labels for different addresses. Using *Windows* 3.1, you can use any font, up to two clip art images, and line, box, and circle drawing tools to create the very best labels you've ever seen. A built-in **Address Book** lets you store and use almost any label information for instant access. Best of all, the program lets you print on any *Avery Laser Label* or on custom label sizes on just about any printer that works with *Windows*.

LICENSE INFORMATION

MultiLabel is a shareware program. You may use it for a trial period of up to 30 days. After that time, you must register your copy of the program. The registration fee is only $20. Registered users will receive the very latest version of the program, a printed manual, and are entitled to full support by phone, fax, mail, BBS and on CompuServe. When you register, all phone numbers and access information will be provided. Registered users are also entitled to unlimited free upgrade downloads on the OsoSoft BBS. Non BBS upgrades will incur a small charge. **Non-registered users receive only a bare minimum of support, and are not entitled to telephone support at all.**

To register your copy, run the program. In the Help menu is an entry for OsoSoft Information. There, you can get information on all OsoSoft programs and fill out an order blank on screen. When you're done, click the **[Print]** button to print out a copy, then mail it with your payment to the address on the form.

You can also register with a credit card by calling Public Software Library at 800-242-4775 or 713-524-6394. **NOTE:** These numbers are for **ORDERS ONLY!** The author of this program is not available at those numbers, and no information will be provided to callers. This is only an ordering service. A shipping and handling charge of $4 is added to all credit card orders.

CompuServe users may also register on CompuServe. Just type GO SWREG at any system prompt, then find the program and register it. Charges are added to your CompuServe bill.

OSOSOFT BBS

Please feel free to call the OsoSoft BBS at any time. The number is (805) 528-3753, and you may call at any baud rate from 300-14400. Set your parameters to 8 bits, No parity, and 1 stop bit. The latest shareware versions of OsoSoft programs are always online, along with clip art collections and a number of free

programs from OsoSoft. If you have a modem, be sure to call!

SYSTEM REQUIREMENTS

Multilabel requires a 386/486 CPU, *Windows 3.1,* a hard disk and mouse, plus a minimum of 2 MB of RAM and 2 MB of hard disk space, VGA or better graphics and a *Windows* compatible graphics printer You'll also need about 6 MB of free disk space on the disk where you store .**TMP** files for Temporary files. This program supports only *TrueType* and *Adobe Type Manager* fonts. **NOTE**: Dot-matrix printers will work with this program, but ***only*** with 8 1/2 X 11 inch sheets of labels, not with continuous-feed labels, due to a limitation in *Windows* dot-matrix printer drivers.

FEATURES

WYSIWYG Design Screen
Print Duplicate Labels or Use Built-In Address Book Database
Use any Avery Laser Label Format
Design Custom Label Sizes
Line, Box, and Circle Drawing
Adjustable Margins
Split Lines of Type
Create Bulleted Lists
Insert up to Two **BMP** or **PCX** Clip Art images on Label
Preview Clip Art Before Loading
Scale and Position Pictures—.01" Accuracy
Insert Character Formats inside Lines
Save Completed Designs to Disk.
.01" Positioning and Scaling Accuracy
Text Reverses for flexibility

INSTALLATION

To install *Multilabel*, first create a directory especially for the program (E.G.: **C:\ MLTLBL**) from the DOS prompt or with the *Windows* File Manger. If you need help with the **DOS MKDIR (MD)** command, see your DOS manual. Don't be tempted to copy the *Multilabel* files into your main **WINDOWS** directory. There are too many files, and you'd only cause yourself confusion.

Now, copy all the files on the *Multilabel* disk(s) into your new directory. You can use the DOS command line, the *Windows File Manager,* or another *Windows* shell program to do this. Finally, copy the **VBRUN200.DLL, CSPICTUR.VBX, QPRO200.DLL,** and **PPORIENT.DLL** files from the distribution disk into your **WINDOWS\SYSTEM** directory. You can then delete those four files from your *Multilabel* directory. These files ***MUST*** go in the correct location.

Next, start up the *Windows Program Manager*, if it's not already on the screen. If you use another program shell, such as *Norton Desktop for Windows*, you'll need to consult that program's instructions on manually installing a new program. Otherwise, with *Program Manager*, follow the instructions below:

1. Click on the program group you want to contain the *Multilabel* icon.
2. Click the Program Manager's **File** menu command.Click the **New** command.
3. Click **[OK]** in the next dialog box to create a new program item.
4, In the **Description** field, type **Multilabel**, then press the **<Tab>** key.
5. In the **Command Line** field, type the **Path** to your *Multilabel* directory, then type **MLTLBL.EXE** in the dialog box field. Your entry should look like this:

C:\MLTLBL\MLTLBL.EXE

6. Press **<Tab>**, then enter the same path in the **Working Directory** field, with no backslash. Your entry should look like this:

C:\MLTLBL

7. Check your information, then click **OK**.
8. The *Multilabel* icon will appear in the program group box you selected. You may have to use the scroll bars to find it, but you can then drag the icon to a new location.

THE MULTILABEL INTERFACE

If this is the first time you've used *Multilabel*, be sure to read this entire manual. It contains important information on using the program. Become familiar with all the menus, buttons, and techniques supplied here. If you try to go it on your own, you're likely to run into problems, since label design isn't always completely intuitive. While the program does a simple task, it's a complex job, as you'll see if you try to create labels in a word processor or other program.

To run *Multilabel*, start *Windows,* then double click on the *Multilabel* icon in the *Program Manager*. When you start *Multilabel*, you'll have a short delay while the program creates its font list and prepares the rest of the program. A notice will appear on your screen as the program loads. If you have a large font library, this may take up to a minute. On subsequent program loading, the program will load the font list from its own file. If you add or delete fonts, *Multilabel* will prompt you to refresh your font list. **HINT**: *MultiLabel* uses your default printer, with the settings in place when you start the program. Setup your printer ***BEFORE*** starting *MultiLabel*.

Next, you'll see the *Multilabel* main screen. Unlike many other *Windows* programs, *Multilabel* uses command buttons and drop-down list boxes, rather than menus, to perform most functions. The commands you need to create label

designs are always right on the screen, grouped according to function. Traditional *Windows* menus offer some less-used commands. A combination of menu and on-screen commands will take you through label design in just minutes.

EDITING AND DISPLAY BOXES

You'll see two boxes on the screen. At the top is the text-editing box. Here, you'll enter and edit all the text to be included on your label. Just below it is another box, where a WYSIWYG display of your label appears. You can't edit directly in this WYSIWYG box.

Editing Text in Multilabel
*Multilabel'*s editing box works much like your *Windows* word processing program. You can simply type your text in the box, pressing **<Enter>** to move to a new line.. To position the cursor in your text, use the cursor keys or click the mouse cursor where you want to type. If you select text by dragging with the mouse, new text you type replaces the selected text.

If you have the auto-update feature on, the WYSIWYG display updates when the cursor moves from one line of text to another. You'll find it much faster to reposition the cursor with the mouse in most cases. Use the mouse whenever you're moving the cursor more than one line.

When you're entering text, all attributes continue from line to line when you press the **<Enter>** key. You are limited to 36 lines of text in *Multilabel.*

LEFT SIDE COMMAND BUTTONS

On the far left of your screen is a vertical row of buttons, in three groups. These buttons handle basic file and printing operations.

The Text Group
[Edit]—This button returns the cursor to the text editing box. Since *Multilabel* normally returns control to this box, you'll rarely, if ever, have to click this button.

[Exit]—Click this button to leave *Multilabel.* You'll be asked to confirm this choice.

The Label Group
[Update]—This button updates the WYSIWYG display. To prevent excessive delays, some commands used in *Multilabel* do not automatically update this display.

[Clear]—This button clears your current label from the screen and from memory. You'll be asked to confirm this command in a dialog box.

[New]—This button clears your current label and prepares *Multilabel* for an entirely new label, with no filename attached.

[Load]—The Load command lets you retrieve an existing label design from your hard disk. You'll see a typical *Windows* file opening dialog box, listing the files available. Normally, your label designs will have the file extension **.LAB**, unless you specify a different extension.

[Save]—Saves the current label with the current filename. No prompting takes place, and the design on the screen at the time of the save overwrites any previous data.

[Save As]—Lets you assign a new name for a label design. If you're creating several variations of the same label, be sure to use this command to prevent overwriting a previous design. If you enter a filename without an extension, *Multilabel* will use **.LAB.**

[Serial #]—Inserts a serial number on your label. This serial number will be incremented with each label on the sheet and the last serial number used will be stored in the label file when you save it. Serialization will proceed with the next number when you reprint the same label. You can imbed this code in any text on the label.

The Layout Group
[Grid]—This button overlays a grid on the WYSIWYG display, to help you position text and graphics. The grid has divisions of .1-inch, with full inch lines in bold. The grid disappears when you click the button again. Use this feature with clip art and when using custom alignment for text.

[Format]—Drops down the label style selection menu. You may choose any *Avery Laser Label* type or create your own custom label format. For details see the information in the Menu descriptions.

[Margins]—This button lets you set customized margins for your label. These margins affect only the top and sides. The default is .1 inch. **NOTE**: This margin affects only the left and top margins. Watch your text at the bottom and right of the label.

RIGHT SIDE COMMANDS

On the right side of the editing and WYSIWYG windows are three other groups of commands. These deal with text formatting and graphics. Some of these are buttons, while others present options in list boxes for easy selection. Starting from the top:

Text Attributes (Whole Line)
[Line]—Displays the current line number, as determined by the position of your cursor in the text editing box.

[Dupe Previous]—This button allows you to repeat the formatting of the line above the current line. This is useful whenever you want duplicate formats on several lines. Just format any line, then move to the next line and click this button. All line attributes will be duplicated. When typing, pressing **<Enter>** automatically copies the previous line's formatting.

[Font]—This drop-down list box displays the current font, and allows you to change a line to another font. Click on the arrow to drop down the font selection list. Scroll through the list, then click on your font selection. You'll see a sample of your selected font.

[Size]—Displays the current size for the font used on the current line. Click the arrow to drop down a list of available font sizes for the line. Sizes range from 4 to 36 points, in one-point intervals for the smaller fonts. **HINT**: Changing the font size of a blank line affects line spacing. Use this trick to adjust line spacing in 1-point intervals.

[Align]—This control affects the alignment of the selected line. To change, click the arrow, then select your option. You can choose left or right aligned, centered, split lines, or set a customized horizontal and vertical position. **HINT:** When using customized line postions, apply these to lines at the bottom of the label's text to avoid later misalignments in normal lines.

NOTE: For split lines, insert a tilde **(~)** in the text box where you want the line to split. *Multilabel* will automatically separate the two halves of the line. You cannot insert internal formatting codes in split lines. Normally, lines are split with the left half aligned with the left margin and the right half aligned with the right margin. By inserting spaces before or after the text, you can create custom alignments, such as blocks of text centered on both sides.

[Style]—Four check boxes control text attributes for the entire line.

[Rev.]—This option prints the current line in white type on a black background. You cannot use this option on split lines or when using inserted formatting commands. You can, however use any of the other text attributes with this feature. **NOTE**: Print a test label.

The Clip Art Group
[AddArt]—Opens a dialog box for loading **.BMP** or **.PCX** clip art images. *Multilabel* supports black and white or color images up to 256 colors. To see a preview of an image, click once on the filename. To load the image, double-click the file or click OK. *Multilabel* will automatically select either the first or second

clip art image, and position it in the WYSIWYG display. **TIP**: If your desired clip art image appears far too large or small, edit it in a graphics program to make it approximately the correct size before importing it into your label.

[Delete]—Deletes the currently-selected clip art image. Once you have deleted an image, you must load it again with **[AddArt]. NOTE:** If you're loading a label created by an **earlier version of *Multilabel*,** your image will not appear on the label. First, select the **PIC 1** option, then delete the image and reload it from disk.

[Option Buttons]—Select one of the two clip art images. You may select by clicking the button, or by double-clicking on the image itself. You must select an image before acting on it. Options are **PIC 1** and **PIC 2**. Normally, **PIC 1** is on the left side of the label, and **PIC 2** is on the right side of the label. When selected, a thin border will appear around the image.

[Sizing Scroll Bar]—Use this control to resize a selected clip art image. For small changes, click the arrows. Click between the arrows for larger changes. Avoid moving the thumb to prevent sizing problems.

Moving a Clip Art Image
You can move a clip art image by dragging it around the screen with the mouse. To do this, first select the image you want to move by clicking the appropriate option button in the Clip Art Group, or by double-clicking on the image itself. When the image is selected, a thin border appears around the image. With the image selected, click the left mouse button somewhere ***outside*** of the image. The image will instantly move with its upper, left corner at the position where you clicked. Then, with the mouse button held down, you can drag the image to a new location. The new location is stored with the label when you save. If you try to drag the image by first clicking on the image, a message will appear telling you to click outside the image. For precise positioning, try turning on the **Grid** display before positioning the image.

Scaling a Clip Art Image
To alter the size of a clip art image, select it as described above, using the option buttons or by double-clicking on the image. Then, use the scroll bar in the Clip Art group of commands to change the size. For small changes, click the arrows on the scroll bar. For larger changes, click the blank space between the arrows. Avoid using the thumb to change image sizes, since it may alter the size of the surrounding box containing the image. You can scale images between 10% to 500% of the original size.

HINT: Avoid major changes in clip art image size, to avoid image degradation. If you need to enlarge or reduce an image very much, do so in a paint program like *Windows Paintbrush* before loading it into *Multilabel*. This will result in an improved appearance on your label, since paint programs have sophisticated scaling routines.

Also, very large images scaled to fit a label may create a temporary file when printed that is too large for your free disk space. Again, scale your images outside of the program. To help you with that, you can edit the currently selected image with the **Edit Image** command in the **Edit** menu. If you do this, after editing the image, delete the current image, then reload the new version from disk with the **[AddArt]** button.

The Graphics Objects Group
This group controls line drawing, plus positioning and scaling of line drawing objects.

[Object]—This drop-down list box allows you to select an individual object for editing. If you do line drawings, each line, box, or circle gets an object number, which appears near the object. Whenever you update your image, this number is refreshed. Select the object you want to modify in this list box.

[Width]—This box controls the width of line drawing elements. Widths range from 1 to 24 pixels on the screen, which translates roughly to point measurements on the printer. If you change the current setting, it will affect the current object, if present, or the next object you draw.

[Draw]—This check box enables line drawing. Click it before attempting to create a line. *Multilabel* will automatically select the first available object number.

[Line], **[Box], [Circle]**—These options determine the type of object you want to draw.

Draw **[Black]** or **[White]** Options—These options control the color of the object you are going to draw, or change the color of an existing object. Black is the default color.

DRAWING AN OBJECT
To draw an object in the WYSIWYG screen, first select the type of object (**[Line] [Box] [Circle]**), then set the width for the lines used to draw the object. Next click on the [**Draw]** checkbox. Move the mouse pointer inside the WYSIWYG display. While holding the left button down, drag the mouse pointer to a new location. A rubber-band image of your object will appear as you draw. Draw slowly for best results. When the object is approximately the right size, release the left mouse button to place your object on the screen. A number will appear next to the object to identify it. You can move or size any object later.

NOTE: *Multilabel* does not check to make sure your object is within the boundaries of the label. That's your responsibility. Objects extending past the label's edges ***WILL*** print outside the label's boundaries.

[Move], **[Size]** Options—These two options determine whether the scroll bars (see below) move or size the current object.

[Scroll Bars]—Horizontal and vertical scroll bars control positioning of graphical elements. Depending on which of the option buttons above is selected, you can move or scale all graphical objects in .005 inch increments. Try the **[Grid]** command for accuracy.

MOVING AN OBJECT
Start by selecting the object in the **[Object]** list box. Next, click on the **[Move]** option button. To move the object in .005" increments, click on the **[Up]**, **[Down]**, **[Left]**, or **[Right]** arrows on the appropriate scroll bar. To move the object in .05" increments, click the scroll bar regions between the arrows and the position button on the scroll bar. To move the object in larger increments, click and drag the thumb on either scroll bar.

SCALING A LINE DRAWING OBJECT
First, select the object you want to resize, then click the **[Size]** option button. Then use the scroll bars as described above to alter the size of the object.

ERASING AND RESTORING A LINE DRAWING IMAGE
[Erase Selected]—This button erases the current image, as identified in the **[Object]** list box. This erasure is temporary.

[Restore]—This button restores objects deleted with the **[Erase Selected]** button. Objects remain in memory unless removed by the **[Clear]** or **[Draw]** buttons or until a new file is loaded.

[Erase All]—This button removes all graphical elements from the screen. As with the erase selected button, the image remains in memory, and can be restored with **[Restore]**.

MENU COMMANDS

FILE MENU
New Label Design—Clears the current label and sets up for a new design. If a label is already on the screen, you'll be prompted to clear it or abort.

Open Label File—Opens an existing **.LAB** label design file. For simplicity, store your labels in the **MLTLBL** directory.

Save Current Label—Saves the current label with the current filename. The current file will be overwritten without warning. If you're making a different label, use the Save As... command.

Save Current Label As...—Lets you save the current design under a different

filename.

Insert Graphic File—Lets you select a clip art image for insertion in your design. *Multilabel* supports up to two clip art images on each label. Same as **[AddArt]**.

Print Sheet(s) of Labels—This command prints your current labels on the selected label stock. If you're not using the **Address Book**, you'll get an entire sheet of identical labels. If you are using the **Address Book,** labels will print until all selected records are printed. **NOTE**: If you print labels from the **Address Book**, select the Manual Feed option for your printer ***before*** starting *MultiLabel*, unless your printer can feed labels from a paper tray.

Print Single Text Label—This command prints a single label, with a border, on plain paper. Use this command for fast checking of your design as it will appear when printed.

Multiple Copies—In most cases, you'll be asked how many copies you want to print. If your printer, like most laser printers, supports internal multiple copies, printing goes much faster if you select the number of copies here. If your printer does not support this feature, which is common for dot-matrix and inkjet printers, you'll see a dialog box. In this case, just print each copy by giving the print command again. **NOTE**: If you're using serial numbers on your labels, do not print multiple copies in this way. Instead print each sheet separately with the print command.

Update Font List—*MultiLabel* handles fonts very well, but there may be times when you need to relist your currently available fonts. This command does that. You probably will never need to use it, since the program rebuilds its font list, if necessary, each time it starts.

Exit—Quits *Multilabel*, with a confirmation box. Click **[Yes]** to save the current label and exit. Click **[No]** to exit without saving. Click **[Cancel]** to return to *Multilabel*.

EDIT MENU

Cut—Removes selected text from the editing box, then stores it in the clipboard.

Copy—Sends a copy of selected text to the *Windows Clipboard.*

Paste—Copies text from the **Windows Clipboard** to the current cursor location.

Edit Current Picture—Starts *Windows PaintBrush* and loads the picture selected with the option buttons for editing. When you exit *PaintBrush*, you'll return to *Multilabel*. To insert the altered image, delete the current image, then use **[AddArt]** to reload the image from disk.

Auto-Updating Enabled—This command is normally off. Click it to add a check mark and enable updating whenever you change lines in the text editing box.

LAYOUT MENU

Show Grid—Like the **[Grid]** button, this overlays a grid on your WYSIWYG display. Give the command again to remove the Grid.

Label Format—Displays the Label Format list. Select a standard *Avery Laser Label* format or create a Custom Design. If you select the **Custom Design** option, you'll see a series of dialog boxes. Enter the information requested, using a ruler to measure the actual dimensions on your labels. Measurements must be in inches, and in decimal format. (E.G.: 1.5 or 3.125)

Margins—Sets margins for label text. Small changes have big effects, so start with small margin measurements. The default is .1 inch.

Printer Fudge Factors—This command displays a submenu you can use to alter the dimensions of your printouts slightly. Use it to compensate for slight differences between printers. In the submenu, select the option you want to change, then enter a value in the resulting dialog box. Both positive and negative numbers are allowed, and all measurements should be in decimal inches as in the label format example. Measurements are added to or subtracted from the current settings.

Special note for HP DeskJet Users: Use the **Top Margin Offset** command with a value of approximately -.22 to shift your page up .22" if you're having trouble with the last row of labels printing on the next page.

FORMAT MENU

Make Current Font Default—This command sets all the lines of a label design to the font currently shown in the font selection list box. Lines already having another font name will not change. This command also sets the font for printing the descriptive lines on layout sheets.

Left Align All Lines—Sets all lines on a label to the left margin. You can override this setting or any of the other All Lines settings, by using the **Align** list box.

Center All Lines—Centers all lines on the label.

Right Align All Lines—Sets alignment for all lines to the right margin.

Insert Formatting Codes—The commands in this submenu insert special codes in your document which allow you to alter the appearance of just part of a line. Whenever possible, use the whole line formatting tools instead.

Normal—Inserts <Norm> in the line. This code returns the line to normal text.
Bold—Inserts **<Bold>** in the line, boldfacing the following text.
Ital—Inserts **<Ital>** in the line, italicizing the followin text.
Underline—Inserts **<Undr>** in the line, underlining the following text.
Superscript—Inserts **<Supr>** in the line, superscripting the following text.
Subscript—Inserts **<Subs>** in the line, subscripting the following text.
Bullet—Inserts a standard bullet character at the cursor position. Try using the **Custom Alignment** option to align bulleted lines.

NOTE: You cannot use inserted codes, other than the bullet, in lines which have their alignment set to Centered, Right-Aligned, or Split at Tilde. This would cause misalignments, so the options are greyed-out if you attempt to do this.

Insert Serial Number—Like the **[Serial #]** button, inserts a **<Ser#>** code for a serial number at the current cursor location. You can add text on either side of the code for special effects. When you give this command, you'll be asked for the starting serial number. Enter only the number in this dialog box. Add other text to the number as you would any other text. **NOTE**: If you use a serial number, don't use the multiple copy feature to print more than one copy of sheets of labels. All sheets will use the same numbers. Instead, print each sheet with the print commands in the file menu.

ADDRESS BOOK MENU

Giving this command opens the *MultiLabel* **Address Book**, where you can create, store, and edit address list files for use with the program. See the **Using the Address Book** section of this manual for details.

HELP MENU

Help with Multilabel <F1>—This command opens a new window. On the left is an index of topics. To get help on a topic, just click on the topic's name. You can scroll through the list or type the first letter of your topic. Once the program finds the topic, the index name will appear highlighted at the top of the screen to the right, with the help information below. In some cases, a topic will have more than one entry.

About—Displays information about *Multilabel*, including the current version number and support information.

OsoSoft Program Information—OsoSoft offers several other programs which may interest you. This command displays a window that lets you learn about these other programs and lets you order OsoSoft products. To view information on a program, click the **[Info]** button next to that program's name. To order, enter the quantity desired for each product. Then fill out your name and address information and mark the appropriate disk size box with an X. Click the **[Print]** button to print the form or the **[Cancel]** button to return to *Multilabel*.

USING THE ADDRESS BOOK

The **Address Book** menu command opens a new window in *MultiLabel*, containing an address book database you can use to store and select addresses for use on your labels. When you first open the address book, you'll see an empty list box. The first time you use the **Address Book**, there will be no addresses stored there.

Creating Address Book Files

You can store up to 750 addresses in each address book file, but you may have as many address book files as you like. The default file extension for address books is **.ADR**, and you should stick to that extension, or *MultiLabel* won't be able to find your files quickly.

To create your first address book file, select the **[Edit]** or **[Add]** button, then type in the information you want to enter in the fields that appear. You can type anything you like in each field, but each line is limited to 30 characters. If you type more than 30 characters, the entry will be truncated. Enter the data as you want it to appear on the labels. For best results, fill out the lines in order, avoiding blank lines between two full lines. Click the **[Add]** button to create additional entries. When you've finished entering data, select the **[Save]** button, then enter a file name. **HINT**: Just enter the filename without an extension. Address Book will add the **.ADR** extension automatically.

Using the List View

When you give the **Address Book** command, the **Address Book** list is empty. Use the **[Open]** button to bring up the file selection dialog. After selecting a file, you'll see the List View, with the first field in each record appearing in the list box. The list is unsorted.

To select a record, just click on the line for that record. Most often, you'll want to select multiple records for use on your labels. You can drag the mouse over multiple records, or hold down the **<Ctrl>** key and click on individual records to select non-adjacent records.

To edit a record, click the **[Edit]** button to move to the record editing display for the currently selected record. If you have selected multiple records, the record surrounded by the dotted box will appear in the editing fields.

To add a record, click the **[Add]** button. The **Address Book** will find the first blank record in the file and move to the record editing field. If records have been deleted, leaving blank spaces in the list box, you'll be adding the first blank record.

To delete a record, click the **[Delete]** button. After you confirm your decision, that record will be removed. If multiple records are selected, the record surrounded by the dotted box will be deleted.

To search for text, select the **[Find]** button. Enter the text to find in the dialog box and click **[OK]**. Only the first field is searched, and the search is not case-sensitive, so "bob" will locate "BOB" or "Bob." To find the next occurrence of a search, select **[Find Next]**.

Using the Edit View
When you give the **[Add]** or **[Edit]** command, you move to the edit view, with the six fields for a label displayed. Press **<Tab>** or **<Enter>** to move to the next field, and **<Shift>-<Tab>** to move backward. Normal *Windows* text editing procedures apply to the fields.

Four new buttons appear in this view, under the field display. Select **[Return to List View]** to return to the list view after editing. Select **[Next]** or **[Previous]** to scroll through the records, one at a time. The current record number always appears at the top right of the window. the **[Dupe Current Record]** button creates a new record identical to the one on the screen. Use this feature to print more than one copy of a single label by making more entries in your address list.

While in this view, you can use the **[Add]** button as well. The **[Delete]** button also works, but does not clear your current fields. It does, however, remove the current record from the list. All other buttons also work in this view, including the **[Find]** button.

Selecting Records for Use in Labels
Record selection must be done in the **Address Book**'s List View. Use the selection techniques described above, with click and drag, or **<Ctrl>**-click to select the records you want to include on your labels. You can clear your selections by clicking on a single record. When all records are selected, click **[Return]** to return to the main *MultiLabel* window.

You'll see a dialog box asking if you want to save your data, if you've made any changes. Next, you'll be asked if you want to use the data in your labels. Answer **[Yes]** to use the data, **[No]** to return to the main window, or **[Cancel]** to return to the **Address Book**.

Using Address List Data in Labels
After using the **Address Book** database, click the **[Return]** button to resume working in the main *MultiLabel* Window. When you return, you'll see two new items on the main menu, **Insert Data Field** and **Preview.** You'll use those two menus to create a label which uses mail-merge techniques to insert different information on each label you print.

Start with a blank label. If you already have a label on the screen, use the **[New]** or **[Clear]** commands to clear the label. Then you're ready to create a label template, using the two new menu items.

Insert Data Field—When you click this menu item, you'll see a sub-menu used to insert field codes in the text editing box. Click any of these entries, or press the associated function key to insert the appropriate code, which will look like: **{Line1}**, **{Line2}**, and so on. Don't put any other text on a line containing a field code; It will be ignored when you print.

These codes represent the lines in your database. You can align them any way you like, apply formatting like boldfacing, italics, etc., and choose fonts and font sizes. You can also use the automatic formatting options in the **Format** menu to center lines or make them all left or right aligned. The codes will appear in the text editing box and in the WYSIWYG display.

While you can't put other text on the lines containing the fields, you can include any other text you wish on other lines. This lets you customize your labels. You can also include clip art images on labels which use address book data.

Preview—You'll want to see what a typical label will look like when printed. To do this, select the **View Sample Label** command in the **Preview** menu. You'll see your label with the data from the first record in the Address Book database. This can help you with alignment. To return to the field display, choose the **Restore to Normal** command in the **Preview** menu. If you start printing, you'll automatically return to the normal, field code display.

Printing Address List Labels

Once you are satisfied with your label, just use the normal print command to print all the labels you selected. If you've selected less addresses than will fit on a label sheet, the remaining labels will be blank. If you've selected more addresses than will fit on one sheet, additional sheets will print. Make note of how many addresses you've selected and be sure you have enough label stock loaded to avoid printing on blank paper.

Address List Tips

1. Watch your alignment. Remember that data from your database is wider than the code shown on your label. Use the Preview feature to make sure everything will fit. Some users create a dummy first record, with a full 30 characters per field to make the preview more accurate for a field that has lots of characters.
2. Don't use the Address Book just for names and addresses. You can use any data, such as product information or whatever you wish.
3. If you've printed labels with addresses from the Address List, then want to print multiple labels, you need to select the Address Book command, then return from the Address Book, but select **[No]** when asked whether you want to use the data in labels. Anytime the two extra menu items are on the screen, you'll only print as many labels as you've selected.
4. ***Be extremely careful*** about printing on partial sheets of labels, especially in

laser printers. If you peel a label inside the printer, you'll be unhappy. In some cases, you can reverse a partial sheet of labels, but it's not recommended!
5. Don't leave blank lines between full lines in the Address Book. *MultiLabel* doesn't remove blank lines when printing. It's better to enter each label with consecutive fields full. Then, insert field codes so that any blank lines will be at the end of the text.

EDITING YOUR DESIGNS

Editing Text

The easiest way to replace existing text with new text is to highlight existing text by dragging over it with the mouse, one line at a time. Once the text is highlighted, just type your new text, which will automatically replace the highlighted text.

Controlling Line Spacing

To make fine changes in the spacing between lines of text, make sure there's at least one blank line between the lines you want to change. Then, position the cursor on a blank line and change the font size for that line. When you update the display, you'll see the changes on your screen. You can make changes in 1-point (1/72") intervals. If you need a font size smaller or large than those offered in the font size list, simply type it in the display area of the list. *Multilabel* does not accept fractional font sizes.

Placing Text Beside Clip Art

You'll often want to position text next to or around clip art images. To do this, use the **[Alignment]** options. For example, to position text to the right of an image, choose the **Right Aligned** alignment option, then add spaces after the text to move it to the position you want. Similarly, use the **Left Aligned** option to position text to the left of an image. This time, however, place your spaces to the left of the text. To wrap text on both sides of an image, insert a tilde (~) where you want the text to break, then choose the **Split at Tilde** alignment option. Once again, pad the text with spaces to achieve the position you need. Don't forget the **Custom Alignment** option for even more precise positioning of lines.

Working with Split Lines

Multilabel's ability to split lines is very powerful, letting you position blocks of text on both sides of the label. Normally, the left half of the line is flush with the left margin, while the right half is right-aligned. Often, however, you'll want to center blocks of text or manipulate the alignment in other ways. As described above, use spaces to pad the text until it's aligned just the way you want.

Printing Samples

When working with complex label designs, it's a good idea to print occasional samples of your design for checking. After printing a sample, you can make changes to correct slight misalignments. For speed, use the **Print Quick Sample**

command.

MULTILABEL TIPS

Printing

Printing takes time. *Multilabel* and *Windows* have to compose graphical pages before a page emerges. You'll need a little patience.

If you're printing sheets of labels for instant use, you'll get the best results by printing a sheet on good quality label stock. Use the multiple copy feature in the Print routine to specify more than one copy. **HINT**: Remember to set your printer's options in the *Windows* Control Panel's Printer Setup screen ***BEFORE starting Multilabel.***

For maximum quality when printing *Multilabel* label designs, be sure your laser printer has a good toner cartridge. If you can set print density, choose a medium or dense setting to achieve dark blacks for reproduction. If you're sending your label to a print shop as camera-ready copy, select a high-quality paper for printing.

Multilabel can handle color clip art images, but the final output will depend on how your printer interprets the colors in your clip art. You'll get the best results by far if you choose black and white line drawings, rather than color or gray-scale images.

Working With Clip Art Images

Multilabel accepts both **.BMP** and **.PCX** graphics files. Graphics programs, such as *Windows Paintbrush*, supplied with *Windows 3.x*, can create these files. You can convert other file types, using any of a number of format conversion programs, such as *HIJAAK, Publisher's PaintBrush,* and others.

The size of your image is important. Art for labels is quite small, almost never exceeding 1" in any dimension. While *Multilabel* can handle much larger images, it's usually better to scale large images in a program specifically designed to do that. *Windows Paintbrush* can handle preliminary scaling quite well. If you have a scanner, you can create your own clip art in minutes. Simply scan the image, then use your scanner software to produce a **.BMP** or **.PCX** file approximately 300 pixels in each dimension. Naturally, tall narrow images will use other dimensions, but you get the idea.

You can also create clip art images with any paint program that can produce **.BMP** or **.PCX** files. Creating custom logos isn't difficult at all. Also, a number of clip art libraries are available, both commercially and as shareware. Often, however, these images may need conversion to a supported format or scaling. You'll also find interesting clip art files on the OsoSoft BBS.

Clip Art Tips

Very thin lines often don't print well.

Large black areas may present problems for your laser printer, and sometimes don't reproduce as completely black.

Reducing a large image to label logo size often results in loss of detail. Increasing the size of tiny images such as *Windows* .**ICO** icon files usually results in jagged lines on your printout.

Lines, Boxes, and Circles

You cannot draw a graphical element that extends into a clip art image. The line will end at the edge of the image. You can, however, overwrite text with a line graphic. Let the WYSIWYG display be your guide. Be careful not to let lines, boxes, or circles extend past the label's borders. Always check the WYSIWYG display for conflicts.

Use the **[Update]** button to see the results of your changes. As you draw and move lines, text may not appear if it has been overwritten. Update to see the actual image.
Use the **[Draw White]** option to create special effects. Combining thick lines with intersecting white lines can create interesting effects. You can create quite complex drawings using the line drawing tools alone, including simple logos. You can also draw boxes or circles around existing text on your design. It's best to first create the text, then follow up with lines, boxes, and circles. Use the positioning scroll bars for precise sizing and placement.

Tips for Effective Labels

Since *Multilabel* can produce sheets of labels on any *Avery Laser Label* stock or on custom label stock, you can use it to create small batches of labels for any purpose. Many professional users offer their clients a set of 50-100 labels to get them by until their printed labels are ready. Individual users can use this program to produce their entire set of labels, avoiding the print shop altogether. The tips below will help you get the best results:

Use the darkest setting available for your printer.

Select a good quality label stock paper, but make sure your printer can handle this material. *Avery Laser Labels* are excellent. Test less expensive labels carefully, and ***NEVER*** use labels designed for copiers, since they may peel inside the printer.

Select the feed option for your printer that sends the paper on the straightest path possible through the printer. Usually this means using the rear output tray. Make the label fit your profession. Doctors, lawyers, and other professionals usually use conservative label designs with few embellishments. On the other hand, if you're a gardener or a musician, you may choose a bright, lively label design which grabs the recipient's attention immediately and makes him or her remember your name.

Don't overdo the use of fonts. While it's amazingly easy to include multiple fonts using *Windows*, *Multilabel* and *Adobe Type Manager,* try to resist the temptation. Typically, your best bet is to choose one attractive font for your name, company name, or other main lines, then use a simpler font, like Arial, for details such as addresses and telephone numbers.

Avoid over-using reversed text. White on black text shouts at the reader! Similarly, watch your use of graphics. A garish or highly ornamental graphic is usually not very effective in label designs. Instead, select a company logo or a simple line drawing to catch the reader's eye without shocking him or her. Most companies have discovered that a highly memorable iconic logo has far more impact than an ornate image.

The same thing applies to line, boxes, and circles. Keep your design simple for best results. Don't let a too-bold line object overpower your label. After all, you want your customers or clients to remember your name or company name...not a black line.

If your label needs to display several items in a list, try using *Multilabel*'s **[Bullet]** feature along with **Custom Alignment**. It's easy and effective.

If you want to use the **Custom Alignment** options, which let you place a line of text anywhere on your label, use the option on lines at the bottom of the edit box. Since following lines will be influenced by the custom-aligned line, this will avoid line shifting.

If you want a block of text, with all lines having exactly the same left alignment, as in a bulleted list or another block of text, put the first line of the block at the bottom of the edit box, then align it with the **Custom Alignment** tools. If you then add lines below this first line, they will have the same left alignment. Experiment. When positioning text with the custom alignment options, if you don't want the vertical alignment to change, leave the vertical alignment set to 0, which puts it in the default position. Should you accidentally shift a line vertically, reset it to 0 to restore your layout.

Keep the **PIC 1** image on the left side of the label and the **PIC 2** image on the right, as they first appear. This will make it easy to remember which picture is which.

You can't overwrite a clip art image with text in this program, so plan your clip art and text placement to avoid positioning conflicts.

Remember, to move a clip art image, first select it with an option button, then click ***outside*** the image where you want the upper left corner of the image. This works slightly differently than some other *Windows* programs.

Use the **[Grid]** button to temporarily display a grid on your label for positioning purposes. The grid spacing is .1 inch.