LabelPro For Windows

Welcome to Avery LabelPro for Windows, the fast and easy way to create great-looking Avery labels, index dividers, and other Avery products.

Click here if you have the LabelPro Working Model that comes on one disk.

LabelPro allows you to create custom designs in minutes for Avery labels and other Avery supplies using scaleable fonts, graphic images, bar codes and more.

- Merge your existing database files of any size directly from popular file formats.
- Use built-in clip art or import corporate logos and other custom images.
- Store addresses and other lists for future use.
- Add postal bar codes with built-in USPS bar code capability.

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About This Quick-Start

This Quick-Start provides some basic information to help you get started with LabelPro. The Quick Start to Using LabelPro will show you how to use the three principal components of LabelPro: the Designer window, the List Manager window, and the Merge window.

For more complete information on any subject, refer to the on-line help which provides an exhaustive reference to LabelPro.

When you need information on how to use a particular feature, use QuickSteps, an on-screen step-by-step reminder for important procedures in LabelPro that's built into Help.

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LabelPro Overview

Printing an entire page, or multiple pages, of identical labels is easy with LabelPro. You simply create a design, and print.

LabelPro can quickly and easily print Avery labels (and other Avery supplies) using information you have stored in a list. For example, you may want to print labels for everyone in your address list. For those occasions when you want to print information stored in a list, you will use the List Manager and Designer windows. You can also print information from lists that were created in other programs, such as WordPerfect, Microsoft Word, Word for Windows, Paradox, dBASE, or any program that can create a delimited file. Finally, you can print labels containing the same text on every label, for example, return address labels.

The key to understanding how the List Manager and Designer windows work together lies in understanding the difference between the way they handle lists. The List Manager *stores* addresses and other list information (in a way that's easy to sort and edit); the Designer *links* the list to your design and *prints* it.

Before You Begin...

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Before You Begin...

Read these tips to get started instantly with LabelPro for Windows.

Tips for using LabelPro

- Click twice on text you want to edit. On the first click, sizing handles appear on the corners of the box around the text. On the second click, an insertion point appears. When the insertion point appears inside the box, you can edit as in any Windows program.
- LabelPro's tool buttons are used to create elements on a label design. When you click a tool, the mouse pointer changes to show you which tool is selected. Drag the mouse to create a new text or graphics box, or click the Arrow tool to restore the arrow pointer.
- If you click a tool by mistake, click the Arrow tool or press Esc to restore the arrow pointer.
- Use Help. LabelPro's on-line help is designed to help you wherever you are in LabelPro and contains all the information you need to use LabelPro. Inside Help youll also find QuickSteps. QuickSteps provide an on-screen reminder of the steps to complete many of the procedures described in the how-to section of Help.
- LabelPro prints big mailing lists faster if you turn off Windows Print Manager. Use the Printers icon in Control Panel to clear the Use Print Manager check box.

Starting LabelPro

1. In the Windows Program Manager, open the Avery Products program group and find the Avery LabelPro icon.

2.   Double-click on the Avery LabelPro icon.
        LabelPro displays the Designer window. From here, you can design and print a label or choose List Manager to do list management tasks.

Starting a Design

Printing Identical Labels

Printing Lists

Starting a Design

1. From the File menu, choose New Design.

    LabelPro displays the New Design dialog box.

2. Choose the type of product (and orientation, if applicable) you want to use from the Type drop down list.

    Many of the product types are available in portrait and landscape orientations.

    NOTE: In LabelPro for Windows, portrait and landscape orientation refer to the orientation of the individual *label* (or other Avery product)--and not the orientation of the page.

3. Select the product you want to use from the Products list box.

    Take a moment to click on a few of the products to see the available sizes. The image to the right of the Products list box shows you how the labels appear on the sheet.

4. Choose the OK button.

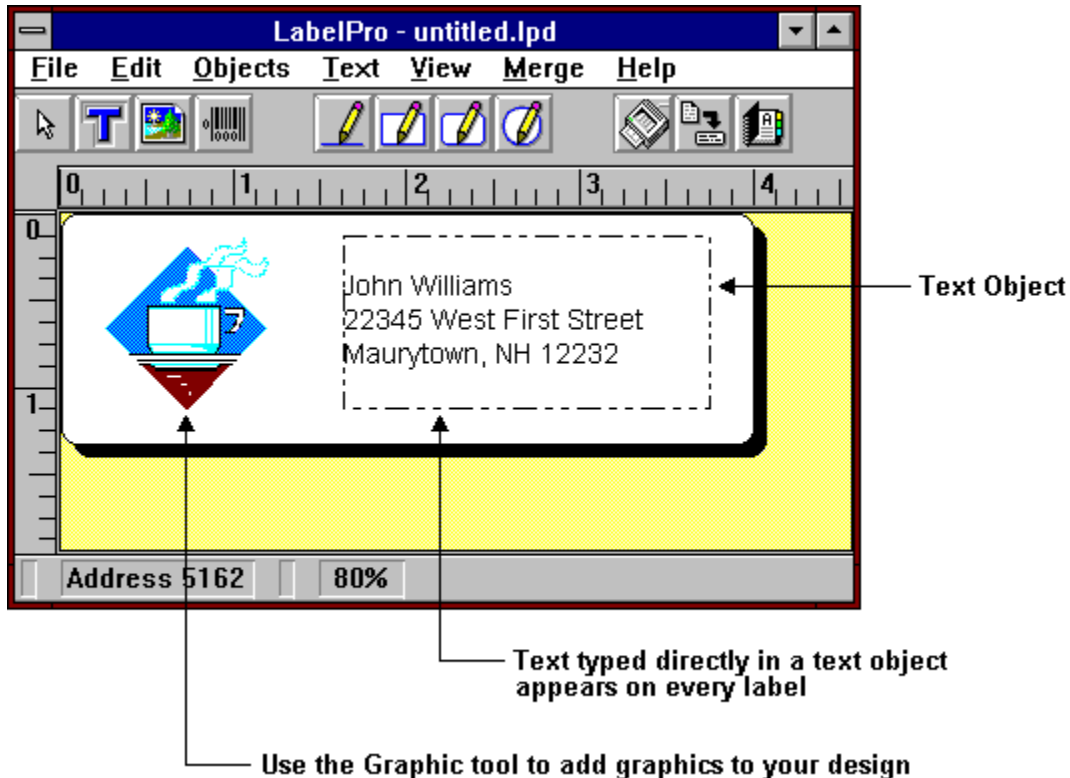   LabelPro opens the selected product and displays it in the Designer window.

LabelPro Overview

Printing Identical Labels

Printing Lists

Using the Designer Tools

Quick Start: Printing Identical Labels

Use the Designer to create a design (see the Designer window below).

Now you can simply type your text and print as many identical labels as you like. You can add graphics or shapes using the Designer tools.
Click twice on text you want to edit. On the first click, sizing handles appear on the corners of the box around the text. On the second click, an insertion point appears. When the insertion point appears inside the box you can edit as in any Windows program.
Printing Lists with LabelPro

Quick Start: Printing Lists

The quick tour on the following pages shows how easy it is to print information stored in a list. By following these simple steps, you will be able to print information from a variety of list formats quickly and easily.
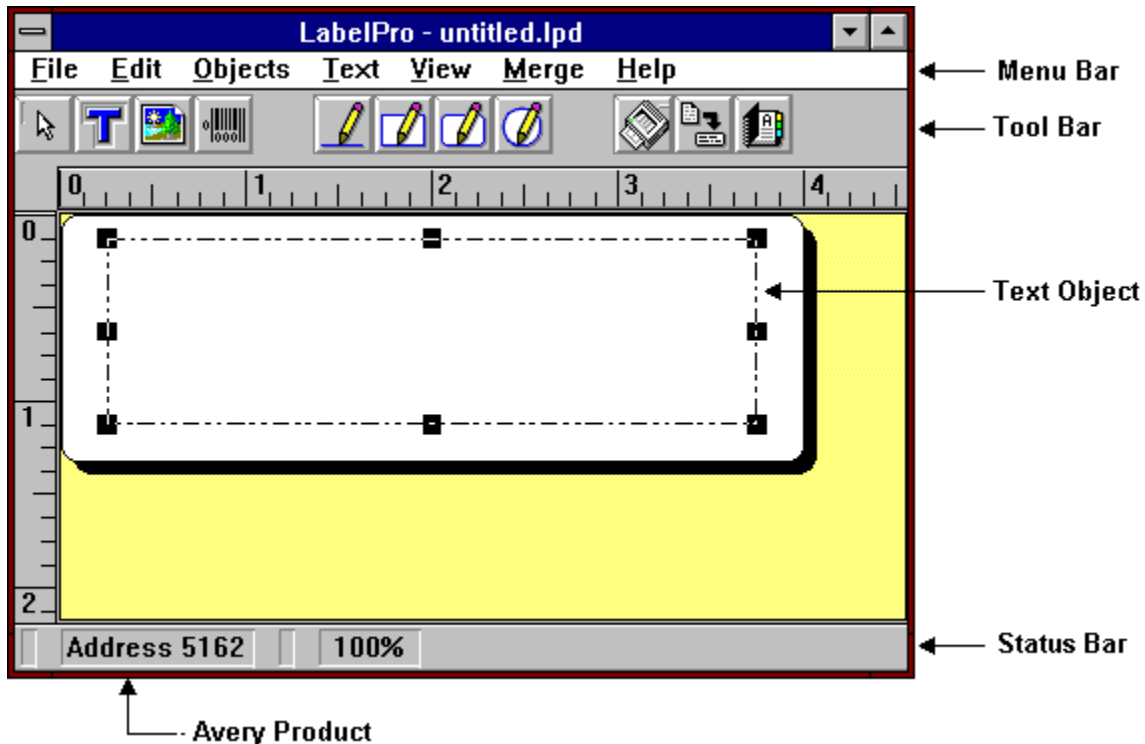
[1. Create a Design](#)

[2. Click the AutoMerge Tool](#)

[3. Add Merge Fields](#)

[4. Print the Design](#)

❶ Create a design

Use the Designer to create a design with a text object (see the Designer window below).

Now you can simply type your text and print as many identical labels as you like, or follow the steps below to print from a list.

Click twice on text you want to edit. On the first click, sizing handles appear on the corners of the box around the text. On the second click, an insertion point appears. When the insertion point appears inside the box you can edit as in any Windows program.
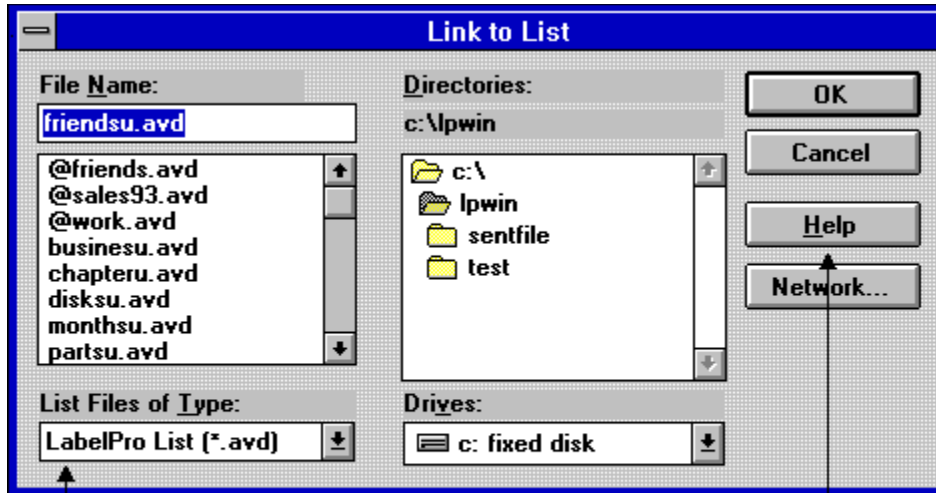
Using the Designer Tools

❷ **Click the**

AutoMerge Tool

The AutoMerge tool steps you through the merge process, beginning with the Link to List dialog box below.

Link to List

File Name:
friendsu.avd

@friends.avd
@sales93.avd
@work.avd
businesu.avd
chapteru.avd
disksu.avd
monthsu.avd
partsu.avd

List Files of Type:
LabelPro List [*.avd]

Directories:
c:\lpwin

c:\
lpwin
sentfile
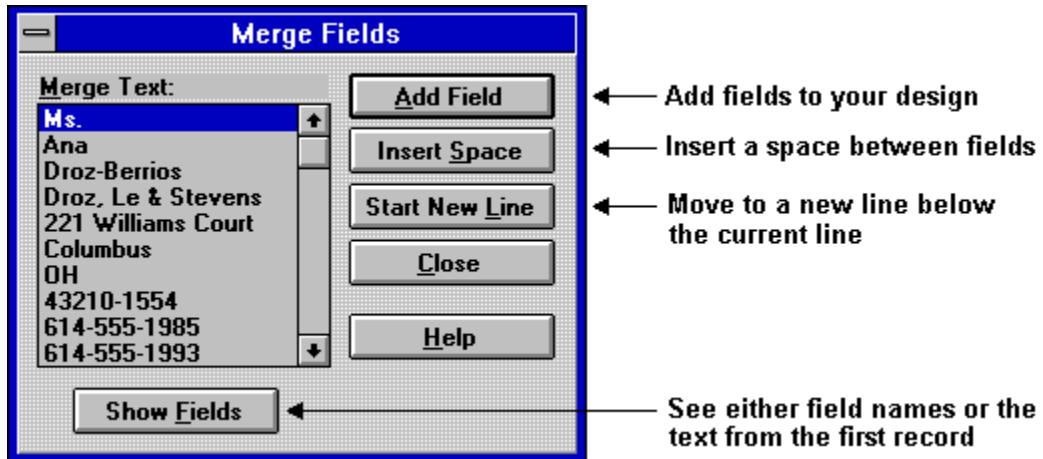test

Drives:
c: fixed disk

OK
Cancel
Help
Network...

— Pick the type of file to be merged

You can always click the Help button for more information —
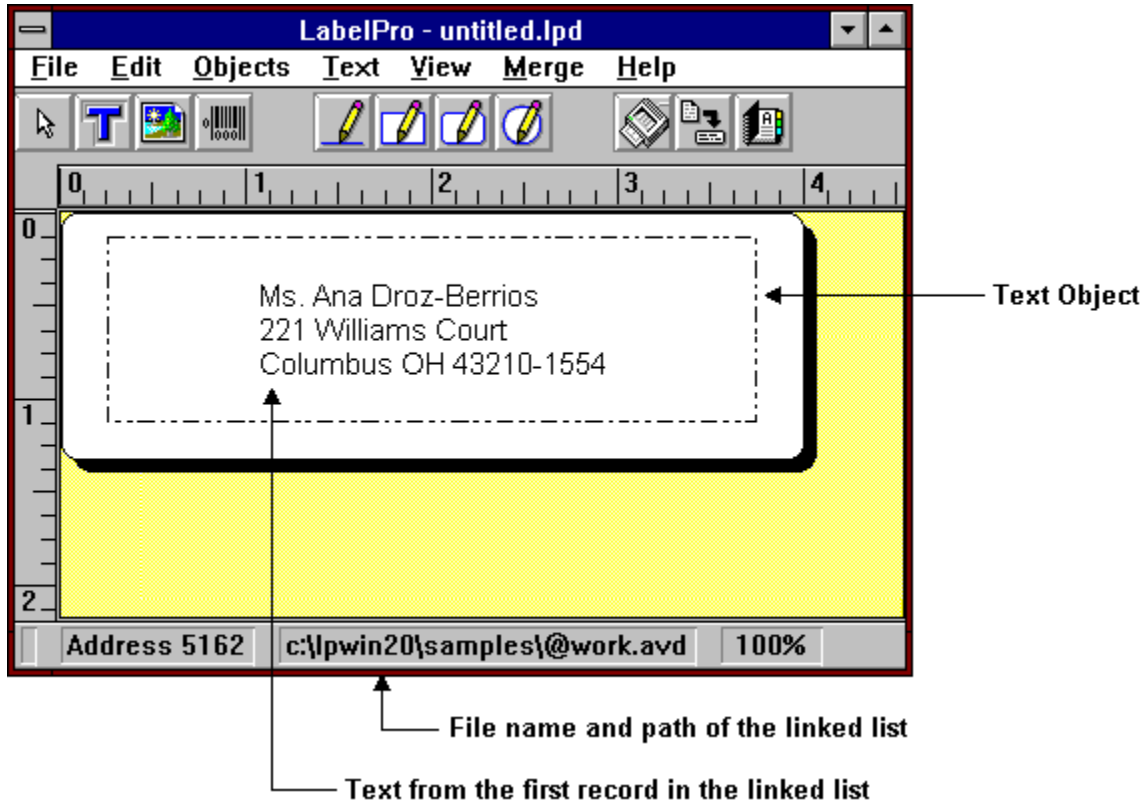
[3. Add Merge Fields](#)

❸ Add Merge Fields

The Merge Fields dialog box (shown below) appears so you can add the fields you want to print .

Merge Fields	
Merge Text:	
Ms.	
Ana	
Droz-Berrios	
Droz, Le & Stevens	
221 Williams Court	
Columbus	
OH	
43210-1554	
614-555-1985	
614-555-1993	

- **Add Field** ◄——— Add fields to your design
- **Insert Space** ◄——— Insert a space between fields
- **Start New Line** ◄——— Move to a new line below the current line
- **Close**
- **Help**

Show Fields ◄————— See either field names or the text from the first record

[4. Print the Design](#)

❹ Print the Design

Use the Print command on the File menu to print your completed design (see the design with merged data below). You can use the Print Preview command on the Print menu to check each record in your list.

```
┌─────────────────────────────────────────────────┐
│ ▬        LabelPro - untitled.lpd          ▼ ▲   │
├─────────────────────────────────────────────────┤
│ File  Edit  Objects  Text  View  Merge  Help    │
│                                                  │
│  ▣ T 🖼 ▥   ✎ ✎ ✎ ✎      ◈ 🗒 ▤          │
│                                                  │
│  0      1      2      3      4                   │
│                                                  │
│ 0                                                │
│        Ms. Ana Droz-Berrios          ◀───── Text Object
│        221 Williams Court                        │
│        Columbus OH 43210-1554                    │
│                                                  │
│ 1                                                │
│                                                  │
│                                                  │
│                                                  │
│ 2                                                │
├─────────────────────────────────────────────────┤
│ Address 5162   c:\lpwin20\samples\@work.avd  100% │
└─────────────────────────────────────────────────┘
```

— File name and path of the linked list

— Text from the first record in the linked list

Use the Show Merge Fields and Show Merge Text commands on the View menu to see either the names of the fields you have merged or the text of the first record in the linked list.

[Using the Designer Tools](#)

Using the Designer Tools

The Designer tools comprise the toolbar, which is displayed either horizontally just under the menu bar, or vertically along the left edge of the screen. It contains icons that represent the most-often used functions in Designer.

To use a tool, simply point to the tool you want to use, click the left mouse button and move the mouse to the Design workspace.   The mouse pointer changes to show you which tool is selected. Drag the mouse to create a new text or graphics box, or press Esc to restore the arrow pointer. Use the tools to create new objects, not to edit or move existing objects.

Each tool in the toolbar has a corresponding menu command which can also be chosen from the menu bar. For example, the Text tool can be also be selected by choosing Text from the Objects menu (Alt, O, T).

●   If you click a tool by mistake, click the Arrow tool, or press Esc to restore the arrow pointer.

The following table presents each tool in the toolbar and its meaning.

Button	Clicking this tool lets you:
	Restore the pointer so you can select, move and size objects.
	Add text and special fields to your design
	Add a bit-mapped graphic to your design
	Add a bar code to your design
	Draw straight lines
	Draw rectangles and squares with sharp corners
	Draw rectangles and squares with rounded corners
	Draw ellipses and circles
	Print one page or one set of the current design.
	Step you through merge setup.
	Open the List Manager

Using Help

Using Help

Help is just a keystroke away whenever you are using LabelPro. Use the on-line help to get an overview of how a feature works or get step-by-step instruction on how to use a feature with QuickSteps.

The on-line help is a complete reference for LabelPro. It has detailed information on every aspect of using LabelPro and contains useful information not found in this manual. The on-line help also includes a glossary where frequently used terms are defined.

To get help when you are in LabelPro, press F1 or click on Help in the menu bar.

[Searching Help for a topic](#)

[Using QuickSteps](#)

Searching Help for a topic

LabelPro's Help is fully indexed, just like a book. Use the Search button in Help to search for a word or phrase.

To search for a Help topic

1. From the Help menu, choose Search for Help On.

    LabelPro displays the Search dialog box.

2. Type the first few letters of the term you want to search for.

    As you type, Help displays new keywords in the list box.
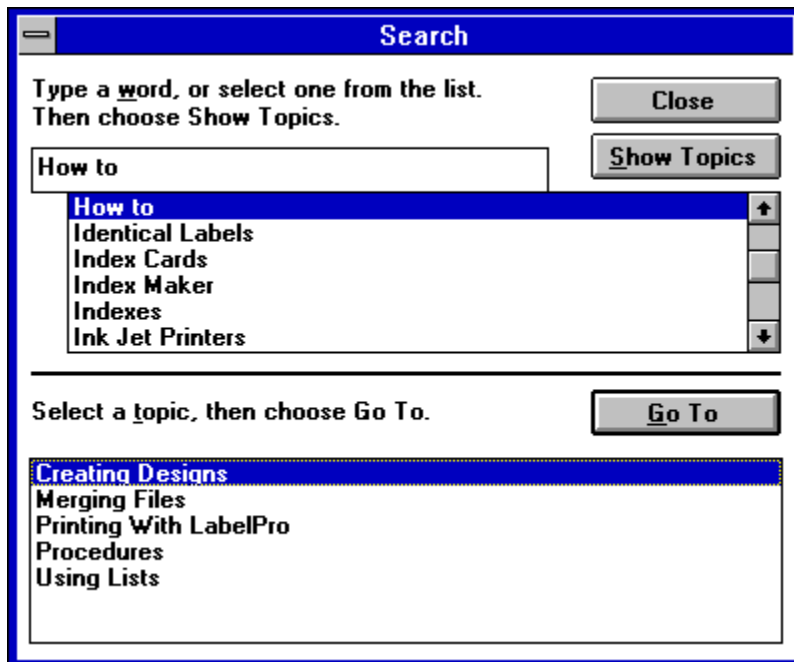
3. Double-click a keyword related to your subject (or select a keyword and press ENTER).

    Help displays the relevant topics for that keyword.

4. Double-click your topic (or select the topic you want and press ENTER).

Using QuickSteps

Using QuickSteps

QuickSteps provide a brief summary of the steps required to complete a task. QuickSteps remain on your screen, on top of all your other windows, until you click the Close button in the QuickSteps window.

To use QuickSteps

1. From the Help menu, choose QuickSteps; the LabelPro QuickSteps screen is displayed.

2. Select the topic you want to learn about.

   A QuickSteps window displaying information about the topic you have chosen is displayed on top of your other windows.

3. Follow the steps in the window to complete your task.

   You can get additional information about the task by clicking on the highlighted (and underlined) terms and phrases in the QuickSteps window.

   ③ **NOTE:** When using QuickSteps, you can quickly return to your screen of origin at any time by clicking the Close button in the QuickSteps window.

4. Choose the Close button when you have completed the task.

Using Help

Quitting LabelPro

Quitting LabelPro

3 From the File menu, choose Exit.

3 **NOTE:** To remove LabelPro from your computer, run the Setup program again and follow the instructions on the screen to de-install the program.

Changing the Selection of Avery Products

You can change the selection of Avery products that are available in LabelPro by using the LabelPro Product Setup program.

1. In the Windows Program Manager, open the Avery Products program group and find the LabelPro Product Setup icon.

2. Double-click on the LabelPro Product Setup icon.
   The LabelPro Product Setup window is displayed. From here, you can add or remove groups of products. Click the Help button for more information.

   • **NOTE:** To change to a different Avery product within LabelPro, use the New Design command on the File menu. You can choose from any listed Avery product in the New Design dialog box.   See Starting a Design.

Ordering a Printed Manual

If you received this copy of LabelPro without a manual (on a CD-ROM, for example), you can order a printed manual for LabelPro for Windows through the Avery Consumer Service Center.

You can call the Consumer Service Center, at (800) 252-8379 between the hours of 7 A.M. and 4 P.M. (Pacific time) Monday through Friday.

• Call the Consumer Service Center to purchase manuals and upgrades for Avery software products.
• Avery's Consumer Service Center provides product information for all Avery products sold in the US and Canada.
• Call the Consumer Service Center to find where to purchase Avery products. They can help you get products quickly, even if the products are not carried by dealers in your area.
• You cannot reach Avery Technical Support by calling this number. See LabelPro's on-line help for information on Avery's product support services.

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Should you have any questions concerning this agreement, before using the software please contact in writing: Avery Dennison Office Products, 20955 Pathfinder Road, Diamond Bar, California 91765.

LabelPro Working Model

This is a working model of Avery LabelPro for Windows. It is fully functional, and will print on the full line of Avery labels and other Avery products for laser, ink jet and dot matrix printers. There are several differences between this demonstration version and the retail version of LabelPro.

This working model has only a few of the 35 clip art images that are included in the retail version of LabelPro. The sample designs and lists that are included in this working model are different from those that are included in the retail version of LabelPro. LabelPro's Help describes the sample designs and lists that are included in the retail version of LabelPro.

This working model will only merge dBASE and delimited (CSV) files. The retail version of LabelPro will also read WordPerfect, Word for Windows, and Paradox files.

This working model of LabelPro will cease to function after a specified number of uses. Follow the instructions on the opening screen to order a license, which will allow you to continue using LabelPro. When you order, you will receive a copy of the latest version of LabelPro for Windows and a complete *LabelPro Users Guide*.