MultiLabel 4.0
Windows Labeling Solution
(UN-Registered Shareware Version)

INTRODUCTION

System Requirements
MultiLabel requires a 386/486 CPU, *Windows 3.1* or later, 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. **HP DeskJet users**: *MultiLabel* supports all models of these printers. See the section on **HP DeskJet printers** near the end of this manual.

VBRUN300.DLL REQUIRED
This program requires that the **VBRUN300.DLL** file, the runtime file for *Visual Basic* 3.0 programs be installed in your **WINDOWS\SYSTEM** directory. You may obtain a copy of this file as **VBRUN300.ZIP** on the OsoSoft BBS, at the number below.

MultiLabel 4.0 includes a number of new features, in addition to the many powerful features included in earlier versions. Whether you've used a previous version, or are using *MultiLabel* for the first time, please read this manual thoroughly. It'll save you a lot of time and help you use the program better.

MultiLabel's Features
*Use any TrueType or Adobe Type Manager Font
*Insert up to Two BMP, WMF or PCX Clip Art Images
*Draw Lines, Boxes and Circles
*Use Any Avery Laser Label Stock
*Create Custom Label Designs
*Works with Any Windows-Compatible Printer

*WYSIWYG Display
*Address Book Module for Mail Merges
*Full Support for Color Printers
*Rotate Text
*Easily Insert Foreign or Symbolic Characters
*Create Post Cards, Name Badges, and Rolodex Cards
*Import Comma-Delimited Database Files into Address Book
*AutoFit Shrinks Text To Fit during Merges
*Overlay Text on Graphics
*Filled Boxes and Circles with Text Overlays
*Enter Dimensions in Any Measurement System
*Right-Click Help
*Zoom View Feature for Large Labels

New Features in Version 4.0
*Automatic POSTNET Bar Code Insertion (TrueType Font Included)
*Click and Drag to Position Text Instantly
*Use Custom Colors for Text and Line Art
*Now supports **WMF** Clip Art files
*Undo for Most Commands
*Transparent Screen Graphics Show Underlying Text
*Improved Printing Speed and Error Handling

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This is the unregistered version of *MultiLabel 4.0*. *MultiLabel* is a shareware program. You may try this copy of the program for a period not to exceed 30 days to determine whether or not it is suitable for your needs. After that time, if you continue to use the program, you must register your copy with the author. To register, use the **OsoSoft Program Info** command in the **Help** Menu to print the registration form. The Registration fee for this program is $20.

Limitations—The shareware version of *MultiLabel* has some advanced features of the program disabled. In all cases, other methods are available for evaluating all functions of the program. These disabled menu items are identified by notes in this document and a message will appear when you try to use them.

You can also register with a Visa or MasterCard by calling OsoSoft at (805) 528-1759 during normal West Coast business hours. Credit card orders incur a $4 shipping and handling fee for each order, regardless of how many programs are ordered. OsoSoft programs may also be registered on CompuServe in the SWREG forum. Registrations will be charged to your CompuServe account.

Registration Reminders—At random intervals when you start or exit this shareware version of *MultiLabel*, a reminder screen will appear telling you that you are using the shareware version of the program. This screen will not appear at any time while you are actually using the program.

Registered users receive the very latest version of the program, a printed manual, automatic notification of major upgrades, and support. In addition, when you register, you'll always be entitled to upgrade to new registered versions at no charge on the OsoSoft BBS at (805) 528-3753. Registered users are entitled to unlimited free support by telephone, fax, on the OsoSoft BBS, on Microsoft Network and on Compuserve.

Unregistered users receive only a minimum of support, limited to some installation help, if necessary, and are not entitled to telephone support. If you call the OsoSoft voice number for support as an unregistered user, you will be asked to register at that time by credit card.

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INSTALLATION

The Shareware and Online Update versions of *MultiLabel* use a manual installation technique. The Full Registered Version includes an automated installation program. To install this program, take the following steps. If you need help with any of the file and directory procedures, consult your *Windows* or DOS Manual.

1. Copy all files from the distribution diskette or the **ZIP** file containing the program into a directory on your hard disk. OsoSoft recommends that you create a directory called **MLTLBL** for the files.

2. Now, copy all files with the extensions .**DLL** and .**VBX** from the **MLTLBL** directory into your **WINDOWS\SYSTEM** directory. If you're working from the DOS prompt while in the **MLTLBL** directory, the commands would be:

COPY *.DLL C:\WINDOWS\SYSTEM
COPY *.VBX C:\WINDOWS\SYSTEM

Naturally, you'd substitute your own drive and directory information if you installed *Windows* in a different directory.

NOTE: Once you have successfully copied all **DLL** and **VBX** files into the **WINDOWS\SYSTEM** directory, you may delete them from the MultiLabel home directory, if desired, to save disk space. Do not, however, delete any other files.
You must also have a copy of **VBRUN300**.**DLL** in your **WINDOWS\ SYSTEM** directory. See the note above if you do not have a copy of that file.

NOTE: If you're installing in Windows 95, skip to that section now.

3. If *Windows* is not running, start it. Then, from the Program Manager, click once inside the program group where you want the *MultiLabel* icon. Then, select the **New** command from the Program Manager's **File** menu. Make certain the **Program Item** option is selected, then click **OK** or press **<Enter>**.

4. In the **Description** field of the resulting dialog box, type **MultiLabel**, then press **<Tab>.**

5. In the **Command Line** field, type **C:|MLTLBL\MLTLBL.EXE**, substituting other drive and directory information, if necessary. Press **<Tab>**.

6. In the Working Directory field, type **C:\MLTLBL,** or substitute other drive and path information, if necessary.

7. Press **<Enter>** or click **OK** to complete the installation. The *MultiLabel* icon will appear in the program group you selected earlier.

Windows 95 Installation
If you use MultiLabel in Windows 95, copy the files, as described above, then right click the Taskbar and select Properties from the menu that appears. Click the Start Menu Programs tab, then click Add. Type the full path and filename for MLTLBL.EXE or use the Browse button to locate the file. Click Next and choose a folder for your MultiLabel shortcut. Click Next, then type MultiLabel as the name for the shortcut on the Start menu. Choose an icon, if necessary, then click Finish and close the Taskbar Properties window. You'll be able to start MultiLabel from the Start menu.

Note for International Users
Due to a flaw in *Windows* 3.x, you must use U.S. style numerical notation when using *MultiLabel* . Otherwise dimensions will be lost when card files are saved, then reloaded. To change to this notation,

double-click the International icon in the Windows Control Panel, click the **Number Format** button, then change your settings to use a comma (,) as a thousands separator and a period (.) as a decimal separator.

Uninstalling MultiLabel
If you ever need to uninstall *MultiLabel*, simply delete all files from the directory in which you installed the program, then remove the directory. You can do this using File Manager or Explorer in Windows 95. During installation, *MultiLabel* also installed several **DLL** and **VBX** files in your **Windows\System** directory. Since these file may also be used by other programs, it is recommended that you do ***not delete*** these files. If you wish to delete them, you'll find a complete list of files installed by *MultiLabel* in the **FILES.TXT** file on your installation disk. However, delete them with caution to prevent problems with other programs which may also use these files.

Installing the POSTNET Bar Code Font
If you plan to use *MultiLabel's* Automatic POSTNET Bar Code feature, you'll need to install the OsoPostTT TrueType bar code font in Windows. To do this, follow the steps below. You'll find **OSOPOST.TTF**, the font file, in your *MultiLabel* directory.

Windows 3.x
Run the Fonts application in the Windows Control Panel.
Click Add, then change to your *MultiLabel* directory.
Locate the OsoPostTT font and select it by clicking on it.
Click OK.
Close the Fonts dialog and Control panel, then restart Windows.

Windows 95
Open the Control Panel from My Computer, then run the Fonts application.
Select File*Install New Font
Change to your *MultiLabel* directory, then choose OsoPostTT from the list.
Click OK, then close the font selection and My Computer windows.
Restart Windows 95.

USING MULTILABEL
To run *MultiLabel*, start *Windows,* then double click on the *MultiLabel* icon in the *Program Manager (In Windows95, use the Start Menu)*. A notice will appear on your screen as the program loads and creates its font list. 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.

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 many functions. Most commands you need to create label designs are right on the screen, grouped according to function. Traditional *Windows* menus offer other commands. As with most *Windows* programs, shortcut keys are available for most functions.

HELP TIP: *Whenever you wonder what a button or command does in* MultiLabel*, just right click on the button. A help line will appear in the* MultiLabel *title bar.*

EDITING AND DISPLAY WINDOWS
You'll see two windows on the screen. At the top is the text-editing window. Here, you'll enter and edit all the text to be included on your label. Just below it is another window, where a WYSIWYG display of your label appears. You can't edit directly in this window, although many functions operate by clicking in this window.

Editing Text in MultiLabel
MultiLabel''s text 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 pointer where you want to type. If you select text by dragging with the mouse, new text you type replaces the selected text. The WYSIWYG display updates when you press <**Enter**> or perform any formatting command. When you're entering text, all attributes continue from line to line when you press the <**Enter**> key. When you delete lines, remaining text maintains its formatting. You are limited to 80 lines of text in *MultiLabel.*

NOTE: *It's very important to remember that* MultiLabel *depends on line numbers for its formatting. Before performing any formatting operation, select the line of text you want to format, by positioning the cursor in the text window.*

TUTORIAL: YOUR FIRST SHEET OF LABELS
This brief tutorial will help you understand the principles of using *MultiLabel*. The program can do much, much more than produce simple labels, though. Read the rest of this manual to discover *MultiLabel's* other features and experiment with them until you're comfortable using them on actual labels.

Getting to know any program takes some time, plus careful reading of

the manual. However, to speed up your introduction to *MultiLabel*, here's a guide to producing your first sheet of labels. Since everyone needs return address labels, we'll start with that project. Just start *MultiLabel*, then follow the steps below to create your labels.

1. In the **Layout** menu, choose a **Label Format** option which matches the labels you have. The default is Avery 5160, which are 1" X 2 5/8" labels, the most popular size.

2. Choose a font and font size for the first line of your labels, using the drop-down lists at the right of your screen.

3. Type in your name, or the first line of your label. Don't press <**Enter**> yet.

4. Choose an alignment for your text in the drop down list at the right of your screen. Left aligned is the default. **TIP**: If you want all the lines of your label to be aligned the same way, click the **Layout** menu and choose one of the alignment options there.

5. Press <**Enter**>, then type the next line for your label. Notice that your text appears in the WYSIWYG window, aligned just the way you chose. As long as you don't make any formatting changes, each line will have the same formatting as the first line.

6. Continue typing lines of text for your label until you've entered all your text. You don't have to press <**Enter**> after the last line to see that line on the screen. Click the **[Update]** button instead.

7. If you'd like your label to include a POSTNET bar code, select Automatic PostNet Bar Codes in the Options menu. Bar codes always appear at the bottom of the label. You may have to reduce the font sizes on your label to accommodate the space used by the bar codes.

8. Now that all your text is entered, you can make layout changes. Start by making the first line a little larger than the others. To do this, click with the mouse on the first line in the **Text Box** at the top of the screen. Then, drop down the **Font Size** list on the right and click on a larger font size. The WYSIWYG screen will update instantly.

9. Now, let's add boldfacing to the first line. Since the cursor's already on that line, just click the **Bold** checkbox on the top right section of the screen. Check the WYSIWYG window to see your results.

10. These changes may have caused the last line of your label to run off the window. Move the cursor to the second line in the **Text Box**,

and reduce the font size slightly. To make the remaining lines the same, move the cursor down to each line, then click the **[Dupe Prev]** button. **NOTE**: All formatting commands operate on the line where the text box cursor is located.

11. If you'd like to add a graphic image to your label, click the **[AddArt]** button and select a graphic file from the list, then click **OK**. The image will appear on the left side of your label. You can use up to two images per label.

12. If the image is too large, use the **[Scale] Scroll Bar** in the **Clip Art** section of the commands on the right to decrease its size.

13. To move an graphic, make sure that the **Pic 1** or **Pic 2** option button is marked, then left-click in the WYSIWYG window *outside* of the graphic. Hold down the button to drag the image around until it's where you want.

14. With an image on your label, you may want to switch text to be Right Aligned. Use the **Layout** menu to apply this formatting to the entire label quickly.

15. If you want to add a line, box or circle to your label, click the appropriate item on the bottom right of your screen. Choose a color, if desired, plus a line width if you want something other than a thin line, then click the **[Draw]** check box. Now left-click in the WYSIWYG window where you want the object's upper left corner and drag the object to size. When you release the mouse button, the object will appear. See the section of this manual on line drawing tools for more information.

16. When your label looks just the way you want, click the **File** menu, then click **Print Single Test Label**. Don't put label paper in your printer yet, though. Print your test on plain paper. Once the page emerges from the printer, hold it up behind a sheet of the labels you'll use and check the alignment. If it's not perfect, use the **Fudge Factors** command in the **Layout** menu to shift printing, and test again. Once everything's perfect, save your fudge settings as defaults. You won't have to set them again, in most cases.

17. Finally, insert a sheet of label stock in your printer and select the **Print Sheets of Labels** command in the **File** Menu to print out your return address labels.

COMMAND REFERENCE

LEFT SIDE COMMAND BUTTONS

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.

[Click to Move Text]—This command lets you move text instantly to any position. To use this check box, position your cursor in the text box on the line of text you want to move. Then click this command. Now, click in the WYSIWYG display and drag the resulting box to the location where you want the text to appear. NOTE: with some line formats, like rotated text, the box will not reflect the actual angle or size of the text, but the upper left corner will be accurately positioned. Also, you cannot click inside a graphic image to move text, although you can later drag the text over the image. To position text inside a graphic image, select the HideArt button before dragging text.

[TxtColor]—*MultiLabel* 4.0 can print in color on color printers. To choose a color, first place your text box cursor on the line you want to change. Then click a color bar. **NOTE**: On most non-color printers colored text will print as a shade of gray.

[Custom]—Click this button to use the Windows standard custom color dialog box, choose one of the color selections or click Define Custom Colors to create a new color. Depending on your monitor setup, custom colors may not appear on the screen exactly as they will print. Experiment with sample printouts to get just the color you want. **NOTE**: On most non-color printers colored text will print as a shade of gray. If colors all print as black, try changing your Printer Setup by marking the Print TrueType Fonts as Graphics.

The Label Group
[Update]—This button updates the WYSIWYG display. To improve performance, 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.

[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. Click the button again to remove the grid. Use this feature with clip art and when using custom alignment.

[Zoom]—This button can help you see the large size label formats added in this version. While you can't edit zoomed labels, you can view them and scroll the WYSIWYG display to see the entire label. When you click this button to zoom a label, the button's caption changes to read **[UnZoom]**. To return to the normal, editing view, just click again.

[Scale]—This displays the current magnification of your WYSIWYG window. In most cases it will read 100%, but for large-sized labels it may show another value. If the value is anything other than 100%, you can use the **[Zoom]** button to see an enlarged view.

RIGHT SIDE COMMANDS

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.

[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 72 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 positions, 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. Lines are split with the left half aligned with the left margin and the right half aligned with the right margin.

[Style]—Four check boxes control text attributes for the entire line. You can select more than one style for any line. Clicking **[Normal]** removes all other style settings.

[Rev.]—This option prints the current line in white type on a black background. You cannot use this option on split or rotated 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 to make sure you're getting what you want.

[Rotate]—*MultiLabel* now lets you rotate text up to 90 degrees in either direction. Start by selected the line to rotate, as you normally do, then click this button. Use the scroll bars in the dialog box that appears to set a rotation angle, then click **[Accept]** to apply the rotation. You can also click **[No Change]** to keep the current rotation or **[Default]** to return to normal alignment. **TIP**: Combine rotation with the **[Click to Move Text]** feature to position rotated text wherever you want it.

The Clip Art Group
[AddArt]—Opens a dialog box for loading **.BMP, .WMF** 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 much too large or small, edit it in a graphics program to make it approximately the correct size before importing it into your label.

[HideArt]—A new command, this button temporarily removes all clip art and line drawing art from the WYSIWYG display. Since *MultiLabel* can overlay text on a graphic or line art object, use this command to help you see text position better if it is obscured by a clip art image. When clip art is hidden, a dotted box shows its location. When you click this command, its caption changes to **[ShowArt]**. Clicking it again will redisplay your graphics.

[Delete]—Removes the currently-selected clip art image.

[Option Buttons]—Selects 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.

[Scale]—Use this control to resize a selected clip art image. Remember, the command only affects the image selected with the option buttons. For small changes, click the arrows. Click between the arrows for larger changes. The image always stays in proportion. **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.

Where Clip Art Files Are Stored
MultiLabel doesn't store the actual graphical image in its .**LAB** files. Instead, it stores the name and location of the file containing that image. If you move the image or delete it, *MultiLabel* will not be able to find it later when you reload the .**LAB** file. If this occurs, the program will warn you, and you'll have to reload the image with the AddArt button.

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.

The Line Drawing Group
[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. 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 creating an object. *MultiLabel* will automatically select the first available object number.

[Filled]—This check box appears only when you've drawn or selected a box or circle. If you check it, the box or circle will be filled with the same color used to draw the box. Uncheck it to remove the fill. **NOTE**: Some printers always draw a solid black box around the object. This can't be prevented, so test your work by printing a sample label. **TIP**: *MultiLabel* can print text inside filled boxes. Use this technique to create boxes filled with one color, then use a contrasting color for the text. On black and white printers, you'll have to experiment to get just the right effect. Also, remember that you can position text with the **[Click to Move Text]** command.

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

[LnColor]—This set of color bars lets you set the line and fill color for either a new object or for an existing object picked from the object list. Select the object, then apply a color. The same color is used for both the lines and fill.

[Custom]—As with text, you can apply custom colors to your lines, using this command to call the Windows Custom Color dialog box.

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, and the color for that object. Next click on the [**Draw]** checkbox. Move the mouse pointer inside the WYSIWYG display where you want the upper left corner of the object. 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.
TIP: *MultiLabel* automatically converts all lines drawn at small angles

to either horizontal or vertical straight lines. Lines drawn at other angles will maintain their angle.

[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 Line Drawing Objects
[Erase Selected]—This button erases the current image, as identified in the **[Object]** list box. This erasure is permanent.
[Erase All]—This button removes all graphical elements from the screen.

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 *MultiLabel* home 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.

Print Sheet(s) of Labels—This command prints your current labels on the selected label stock. You'll get a full sheet of identical labels or a sheet of labels with different text if you're using the **Merge** commands.

Print Sheets of Current Merge Label—Use this command to print whole sheets of the current label you created with the **Address Book** module's fields, as shown with the **Preview** command.

Print Single Test Label—This command prints a single label on plain paper. The label will appear in the top left label position for your label stock. Use this command for fast checking of your design as it will appear when printed, and to test alignment on your printer.
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, *MultiLabel* will still print multiple sheets, although the process will take longer since the program actually executes the print command as many times as you specify. If your labels include serial numbers, the numbering will continue to increment with each sheet.

Print Color Sample—Every printer handles color differently. Use this command to print samples of text in all the colors shown on the color bar chart. For black and white printers, this will produce shades of gray in most cases. **NOTE**: If some colors print as black on color printers, change settings to enable color printing, using the **Printer Setup** command.

Printer Setup—Use this command to alter printer settings or to change printers. You'll see the normal *Windows* Printer Setup dialog box for your printer. When you return to the program, you'll be asked if you want to update your font list. If you changed printers, you should answer **Yes** to avoid font conflicts.

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*. If you've changed printer settings during your session, you'll be asked if you want to reset printer options.

EDIT MENU
Undo—Most commands in *MultiLabel* which require more than a single click, can be undone with this **Undo** command. If you make a change, then decide to go back to a previous state, check this command. If it says **Can't Undo**, then change back manually. Otherwise, the command will tell you what will be undone.

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

Copy—Sends a copy of selected text to the clipboard.

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

Insert Special Character—This new command pops up a grid showing all the special, foreign, and symbolic characters available in the currently selected font. Hold down the left mouse button over a character to see an enlarged view. Double-click on a character to add it to the box at the top of the screen. When you click the **Insert** command, all characters in the box will be inserted at the current cursor location.

VIEW MENU
Zoom/UnZoom—Works just like the **Zoom/UnZoom** button on the left side of the screen. See that command's information.

LAYOUT MENU
Rotate Current Line—Like the **[Rotate]** button, this command displays the text rotation dialog box for the current line.

Show Grid—Like the **[Grid]** button, this overlays a grid on your WYSIWYG display. The grid disappears when you give the command again.

Standard Label Formats—Displays a list of the most commonly used Avery Laser Label types. To select a label format, click on the Avery number or choose by size if you're using another brand. The WYSIWYG display will change to match the selected format.

Other Label Formats— Displays a list of other formats, including name badges, post cards, etc. Click on the appropriate item.

Custom Formats— *MultiLabel* lets you create, save, and load customized templates for non-standard labels. If you select the **Design Custom Format** option, you'll see a series of dialog boxes. Enter the information requested, using a ruler to measure the actual dimensions on your labels.

Measurement System: Normally, you'll enter dimensions in inches (1.5, 2.33, etc.), but you can use any system of measurement by adding an abbreviation after the measurement. This is true any time MultiLabel asks for measurements. The abbreviations are, **mm** for millimeters, **cm** for centimeters, **pt** for points and **pi** for picas. abbreviations can be in upper or lower case, but must follow the number, with or without a space. (Valid Examples: 2mm, .21 cm, 2PT, .5 PI.)

*Saving a Template: Once you've created and tested a new label template, use the **Save Current Design as Template** command under the **Custom Formats** command to save the label template. Type just the filename...*MultiLabel* will add the **MLT** extension and store the file in its home directory. You can save a template at any time, even if you've typed in text. Only the measurements will be saved in an **MLT** file.

*Loading a Saved Template—Once you've saved templates, you can load them quickly with this command under the **Custom Formats** menu, using normal *Windows* file selection tools.
These two functions are only available in the registered version of MultiLabel.

Margins—Sets left or top margins separately for text. Use this command to set margins to compensate for pre-printed areas on labels or other stock. Choose the appropriate subcommand. Small changes have big effects, so start with small margin measurements. The default is .1 inch. You may use any measurement system, as described above. **NOTE**: Margins affect only text, and can be overridden by either the **Click to Position Text** or **Custom Alignment** options.

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 or in another system as described above. Measurements are added to or subtracted from the current settings. Use the **Save Offsets as Defaults** to make your changes the defaults, once you're satisfied. This way, you'll only have

to perform these operations once for your printer, since the default offsets are loaded when the program runs.

NOTE: If you set incorrect fudge factors or change your printer, select the **Delete Saved Offsets** command under the **Fudge Factors** menu to remove all settings.

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 following 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.

NOTE: You cannot use inserted codes in **Rotated** Text or in lines which have their alignment set to **Centered, Right-Aligned,** or **Split at Tilde**. This would cause misalignments.

Insert Serial Number—Inserts a **<Ser#>** code for a serial number at the current cursor location. When you give this command, you'll be asked for the starting serial number. Enter only the number in this dialog box. After entering a starting number, you'll be asked if you want to enter a "formatting string." Leave this blank if you just want to print the number as-is. This can let you format your serial number in just about any way you wish. Here are some examples of formatting strings, with the results as they will print, if you entered the starting number as 1:

Formatting String	Result	
No formatting string	1	
000-000-000	000-000-001	*Use for Leading Zeros*
####	1	*Prints only numbers that exist*

101-000-000	101-000-001	*Numbers in string print as-is*
\A\B0000-000-000	AB0000-000-001	*Precede literal characters with backslash*

Naturally, the serial numbers will increment as normal during printing. Experiment with these formatting strings to get the results you want. **NOTE**: Serial numbers are stored when you save a label. If you print serial numbered labels, be sure to save them before exiting *MultiLabel* to preserve the sequence next time you load the label file.

CLIP ART MENU

Insert Clip Art File—Lets you choose clip art files, just as with the **[AddArt]** button.

*Position Current Image—With either the **PIC1** or **PIC2** option buttons selected, this command will allow you to specify a precise position for either clip art images. When prompted, enter dimensions in any measurement system, as described elsewhere in this manual. **This command is disabled in the shareware version of MultiLabel.*

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 use the altered image, delete the current image, then use **[AddArt]** to reload the image from disk. **NOTE**: you cannot edit WMF files in PaintBrush.

OPTIONS MENU

Make Current Font Name Default—This command sets the current font, as highlighted in the font menu, as the default for all blank lines in your label. It's best to use this command before entering any text.

Make Current Font Size Default—As above, but sets the current font size as the default for blank lines in your label.

AutoFit Enabled—Turns on the **AutoFit** function for Merged Labels, as described below in the **Using the Address Book** section of this manual.

Automatic PostNet Barcode—Turns POSTNET bar code display and printing on or off. When this command is checked, MultiLabel finds and ZIP code on the last line of your label and automatically creates a centered POSTNET bar code at the bottom of your label. This function works both in manual labels and merged labels from the Address book. **NOTE**: For this function to work, the ZIP code must be the last item on the bottom line of the label. Otherwise, MultiLabel can't find the code

properly.

*Save Default Settings—Stores the Font, Size, POSTNET and AutoFit settings made earlier in a file which is loaded each time *MultiLabel* runs. Use this command if you want to save these settings for use in most labels.
**This function is disabled in the shareware version of MultiLabel.*

Delete Default Settings—Deletes the default settings file. Use this command if you want to make a permanent change in your default Font, Size and **AutoFit** settings.

MERGE MENU
Giving this command opens the *MultiLabel* **Address Book**, where you can create, import, store, and edit address list files for use with the program. See the **Using the Address Book** section of this manual below 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 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*.
NOTE: You can always order OsoSoft products with your **Visa** or **MasterCard** as well. Just call (805) 528-1759 to order.

MERGE: 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**, with the **Merge*Address Book** command, 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 60 characters. If you type more than 60 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. The **Address Book** will add the **.ADR** extension automatically.

NOTE: If you include ZIP codes in your data, be sure to put them at the end of the last field in the record. Otherwise *MultiLabel* won't be able to find them when using the POSTNET bar code feature.

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 hold down the left button and 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 five 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 adds another copy of the record on the screen, starting with the next available blank record. Use this to create as many duplicate entries as you like, then edit only the information that is different. .

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.

Importing Data from Other Programs
MultiLabel's address book can import data from any program which can export a database in standard comma-delimited format. See the other program's manual for instructions on exporting a database.

To import a database file, click the **[Import]** button in the Address Book Menu. For complete, step by step instructions on importing a file, click the **[Instructions]** button in the Import Dialog Box. Follow these steps closely for best results.

NOTE: Since data stored in other programs is usually stored in smaller, individualized fields than used in a labeling program, *MultiLabel*'s import facility lets you merge individual fields on on line of its own data files. You'll find details on the **[Instructions]** screen.

TIP: If you want your records from an imported file sorted in a

particular way, such as by zip code for a mailing, sort the records before exporting the data to a comma-delimited format.

NOTE: In a few cases, with comma-delimited files created by some database software, data will not be saved properly in the Import screen. If this occurs, you can still use the data, but *MultiLabel* may not be able to detect how many records you have selected for printing. If this occurs, simply re-save the .**ADR** file in the main address book module, then open the file again. That will correct the problem permanently.

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 you want to use 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
Once you return to the main *MultiLabel* screen, you can drop down the **Merge** menu to use the data you've selected on your labels. It's best to 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.

Merge*Insert 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. **CAUTION**: Don't put any other text on a line containing a field code; It will be ignored when you print.
HINT: Notice the function key shortcuts (**F2-F6**) in this menu. They can save you time by letting you simply press the key to insert field markers.

These codes represent the lines in your address book. You can align the codes any way you like, apply formatting like boldfacing, italics, etc., and choose fonts and font sizes for each line. You can also use the automatic formatting options in the **Layout** 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.

Merge*Preview—You'll want to see what a typical label will look like when printed. To do this, select the **View Next Label** command in the **Preview** menu. You'll see your label with the data from the first record in the **Address Book** database. Give this command again to view additional labels from your series of addresses. This can help you with alignment. To return to the field display, choose the **Show Fields** command in the **Preview** menu.

POSTNET Bar Codes—If you've checked the Automatic PostNet Barcodes command in the Options menu, you'll see a dummy bar code on the screen as you insert field markers. Use this to help you set font sizes for your lines to avoid conflicts with text and the bar code. **HINT**: 8-point Arial type works quite well for 4 or 5 line labels on the default 5160 label stock.

Printing Address List Labels
Once you are satisfied with your label, just use the normal **Print Sheet** 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. You'll be told how many sheets you'll need before beginning to print.

Printing a Whole Sheet from One Address Book Entry
You can also print full sheets of a single entry from the address book. Use the **View Next Label** command to find the label you want to print, then select the **Print Sheets of Current Merge Labe**l in the File menu.

AutoFit
MultiLabel can automatically shrink the size of **Address Book** text which would not normally fit on your label. This valuable tool lets you ignore the length of text when laying out your labels. To turn this feature on, select the **AutoFit** command in the **Options** menu. A check will be added to the command, and your label text will automatically shrink if it's too long. **NOTE**: **AutoFit** is very valuable, but vertical alignment is also affected when *MultiLabel* shrinks text. It's best to try to choose font sizes which work correctly with most entries in your **Address Book** file.

Address List Tips
Don't use the **Address Book** just for names and addresses. You can use any data, such as product information or whatever you wish.

Be extremely careful about printing on partial sheets of labels, especially in laser printers. If you peel off a label inside the printer, you may face **expensive repairs**. In some cases, you can reverse a partial sheet of labels, but it's not recommended! This is the reason that *MultiLabel* does not allow you to specify a particular label position.

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 or the **Click to Position Text** check box.. 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** or **Click to Move Text** options for even more

flexible positioning of lines.

Overlaying Graphics with Text
You can print text on top of clip art graphics, but this text may be partially obscured on the screen by the graphic. To see text which will overlay a clip art image clearly, click the **[HideArt]** button. A dotted box will appear to show where the graphic is located. Use overlaid text with caution, since it may obscure part of a clip art image. **HINT**: Try using a contrasting color for text which overlays a graphic.

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.

Creating Columns in MultiLabel
It's easy to create columns for text. To do this, select a custom alignment or use the **Click to Move Text** command for the first line in the column, positioning it exactly where you want it to appear on your label. Then, either enter new text on subsequent lines or click the **[Dupe Prev]** button on subsequent lines. All lines will line up with the first line.
TIP: When creating columns of text, it's best to place this text at the bottom of the text in the text window. This helps prevent misalignments of other text.

Working With Rotated Text
If you want to use rotated text on a label, it's best to add the text to the bottom of the text box. This helps prevent misalignments of other text on the label. Before typing the text to be rotated, click the **Click to Move Text** check box, then click and drag in the WYSIWYG window to position the top left of the text to appear. Then type the text and click **[Update]**. You can use the **Click to Move Text** as often as you like to get just the right positioning.

Printing Samples
When working with complex label designs, it's a good idea to print occasional samples of your design for checking, and to save your work frequently. After printing a sample, you can make changes to correct slight misalignments. For speed, use the **Print Single Test Label** command. **REMEMBER**: This sample label prints in the top left location on the label stock you're using. Use this command to check alignment if you're using **Fudge Factors**.

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, you'll get the best results by printing 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 Printer Setup screen ***BEFORE*** starting to print!

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.

MultiLabel can handle color clip art images, but the final output will depend on how your printer interprets the colors in your clip art. **HINT**: If some colors print as black on a color printer, change that printer's settings in the **Printer Setup** dialog box.

Notes for HP DeskJet Users
Some DeskJet printer drivers set their ZERO point differently than most printers. You may have to set **Fudge Factors** to get proper alignment with standard label sheets. Print a sample sheet of labels with text in the upper left corner, then set **Fudge Factors** to compensate for misalignment. When your labels are properly aligned save your **Fudge Factors** as the defaults and you'll be able to ignore these items from then on.

Watch your bottom margins. On some label formats, text too close to the bottom of a label may cause the printer to eject pages rather than printing the last row of labels.
Try setting the paper size to **Legal** if your printer ejects pages and doesn't print the bottom row of labels.

DeskJet color printers may print some of the colors as black if **Dithering** is set to **Standard**. To fix this, set the printer for any other **Dithering** type in the **Options** section of the **Printer Setup** dialog box.
REMEMBER: Load label sheets face down in your DeskJet's paper tray!

Working With Clip Art Images
MultiLabel accepts **.BMP, .WMF,** 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 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 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, and print a single test label as a final check.

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.

You can also draw boxes or circles, with fills, 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, and print a quick sample to make sure no errors occur due to the different resolutions of your screen and printer.

Try using a filled box or circle to set off text. Use a light color with black

or dark colored text or a dark color combined with white text for special effects.

Overlaying white text on a black filled box is the best way to create reversed text. The Reverse command included with the program is primarily there for compatibility with previous versions, but is not as good a way to create reversed text as a filled box.

Special Label Formats
MultiLabel now support many new label formats. Some of the formats aren't even for labels, but work with other pre-scored stock, available from Avery or other manufacturers. Be sure and take a look at these formats in the **Other Label Formats** menu.

Name Badges
MultiLabel supports all the name badge products from Avery and other suppliers. If you need name badges for a reunion, meeting, or trade show, use the Address Book to create lists from any source, then print all the name badges in one pass. It can save hours of typing and produce a professional look.

Rolodex Cards
MultiLabel supports two styles of Rolodex cards produced by Avery and other vendors. Use the program to create as many of these as you need for quick reference by your customers.

Post Cards
Post cards are a valuable form of advertising, and *MultiLabel* can create them quickly and easily, in either vertical or horizontal format. Print your cards either on pre-scored label stock available from many suppliers or on plain label stock (67 lb. max for laser printers), then cut them on a paper cutter.

NOTE: Print post cards in two passes....one for your message, then another pass on the other side, using the **Address Book** to do an automatic mail merge for your customer list. You can easily print on both sides of the paper.

TROUBLESHOOTING
Setup Doesn't Work—You may have older versions of some of the files needed by *MultiLabel* installed in incorrect directories. Load **README.WRI** into *Windows Write* and use the manual installation procedures described there.

Small Fonts Appear Incorrectly in the WYSIWYG Display—Due to the way *Windows* handles TrueType fonts smaller than 8.75 points,

your WYSIWYG display may not display these fonts correctly in small sizes. They will print correctly, however.

Reversed Printing and Shaded Text Don't Print Correctly—Change your printer settings with the **Printer Setup** command to enable the *Print True Type Fonts as Graphics* check box.

Clip Art Images Don't Print—Exit *MultiLabel*, then run *Windows Setup* from the icon in Program Manager. Change to a graphics driver which displays 256 colors or less. Some high-color display drivers are incompatible with *MultiLabel*'s graphics printing methods.

A Thin Line Prints on the Right Side of Clip Art Images—With some video cards and printers, this may occur if you display 256 colors or more. This is a flaw in the video or printer driver. Switch to a 16-color mode to eliminate the problem until you can obtain improved drivers.

Labels Print in The Wrong Place on The Sheet—Use the **Fudge Factors** command in the **Layout** menu to adjust *MultiLabel* for your printer.

Small Fonts Appear Incorrectly in the WYSIWYG Display—Due to the way *Windows* handles TrueType fonts smaller than 8.75 points, your WYSIWYG display may not display these fonts correctly in small sizes. They will print correctly, however. You'll have to print test labels to check alignment.

Some Colors Print as Black on My DeskJet Printer—To print all the possible colors, you need to reset the **Dithering** Setting in **Printer Setup**. You'll find dithering settings in the **Options** section of the dialog box.

I Can't Print Tractor Feed Labels on My Dot-Matrix Printer—*Windows* doesn't handle continuous feed labels well, since it thinks about printer output in pages. While it's possible to set up a custom paper size in the **Printer Setup** dialog and combine that with a **Custom Layout**, this is difficult. It's better to stick with sheet labels, even in a dot-matrix printer.

All But the Last Row of Labels Prints, Then My Printer Ejects a Page—See the section of this manual on DeskJet printers, and try setting the printer for Legal Sized paper.

Rotated Text Messes Up My Layout—To prevent this, enter text to be rotated at the bottom of the text in the text editing window, then

position it with the **Custom Alignment** or **Click to Move Text** options, then rotate it. Alignment of text below the rotated text is affected by the rotated text.

I Can't Figure Out What All the Buttons Do—To get help on any button and on most other items on the screen, click on the item with the right mouse button. Look at the title line of the main window for a line of help.

My Labels Don't Line Up On The Label Stock When I Print—Use the **Fudge Factors** in the **Layout** menu to adjust the program to suit your printer. When you get it exactly right, save these factors as default settings. Use the **Print Single Test Label** command in the **File Menu** to help check alignment.

I Get an Error When I Print Labels With Graphics—Your graphic files may be too large or you may not have enough free hard disk space for the TMP files created by Print Manager. Try scaling the graphics in another program or turn off Print Manager in the Printer section of the Control Panel. Also, your printer may not have enough memory to handle a full page of graphics.

When I Load a Label from Disk, Graphics are Missing—This can be caused by two things, both of which are easy to fix:
1. The graphic file is no longer in the same place on your hard disk. *MultiLabel* does not store the graphic itself in the LAB file. You'll see a dialog box if this happens.
2. You're an international user and you're using European numeric notation. See the note at the beginning of this manual for more information.

I Prefer to Use Metric Measurements When Creating Labels— That's no problem. Anywhere the program asks you for a measurement, give the dimensions in any system you want, then follow the number by an abbreviation for the scale. For example: **mm** for millimeters, or **cm** for centimeters. No space is required between the number and the abbreviation, but you may include one if you wish. Other abbreviations you may use are: **pi** for picas or **pt** for points.