

Viable  
Software  
Alternatives'

# *ViaPrint*

Version 2.0

CIS: SWREG 2120

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(Avery™ Product Code Numbers are Trade Marks of the Avery Dennison Corporation)

# Overview

## Welcome to *ViaPrint!*

*ViaPrint* is an all purpose **Windows Printing Utility**. Use *ViaPrint* for:

- **Mailing Labels!** Handy pre-set Avery™ Laser Label sizes are easy to select for whatever label you want to create.
- **Flyers!** Full page flyers are a breeze with *ViaPrint*. Advertise your next garage sale - sell your dog!
- **Business Cards!** Using cardstock paper for you printer, create your own business cards!
- **Cassette Tape Labels!**
- **Video Tape Labels!**
- **More!** Your **imagination** is your *ViaPrint's* only limit.

If you've been looking for something quick and uncomplicated to handle your custom printing needs, *ViaPrint* is for you. We've packed lots of features into *ViaPrint* to make it as easy and fast to use as possible.

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### Features Include:

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- \* **"What You See Is What You Get" document design.**
- \* **Import your favorite Pictures.** Add up to 10 **.BMP** (Windows Bitmap) or **.WMF** (Windows Metafile) pictures to your label or flyer.
- \* **Print MAILING Labels using *ViaPrint's* Database Printing Capability!** "Comma-Delimited ASCII" format, dBASE IV format, and the new **ViaBase** format are supported.
- \* **Text Rotation!**. Rotate your text to any angle for attention grabbing headlines or tiny copyright notices.
- \* **"Drag and Drop" text, box, and picture placement.**
- \* **Line Box and Picture Resizing.** Stretch your pictures and boxes to the size you need using your mouse.
- \* **Easy to use, up front controls.** Make use of all your True Type fonts.
- \* **Built in Font Viewer and Character Selector.** Use your "WingDing" or "DingBat" fonts for interest effects.
- \* **Color capability.** Use colored fonts and boxes for special effects.

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**PROGRAM REQUIREMENTS:**

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IBM Compatible Computer with an 80286, 386, 486, or Pentium processor running Microsoft Windows 3.x.

A hard disk drive.

A mouse is required.

A printer.

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**LICENSE INFORMATION:**

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***ViaPrint*** is a copyrighted, proprietary program offered "as is", without any warranty of merchantability or fitness for a particular purpose, performance, or otherwise; all warranties are expressly disclaimed. By using ***ViaPrint***, you agree that the author will not be liable for any use of (or inability to use) or performance of this product, or for any damages whatsoever.

The registered version of ***ViaPrint***, ***ViaPrint Ultra***, may be used on only one machine at any one time. Site Licenses are available for multiple copies - see below.

This software is being distributed as **Shareware**. You may use this program freely for thirty (30) days. If you use it for longer than thirty days, you are required to register it with the author for \$29.50 US. You may also copy and distribute this program, as long as all the files are distributed intact in a single archived file - and the conditions in the accompanying VENDOR.DOC are adhered to. You may not sell this program, and you may charge only nominal fee for distribution not exceeding \$8.00 a copy.

# REGISTRATION:

*ViaPrint* is Shareware.

(Note: The shareware version of *ViaPrint* produces printed documents and labels with the "watermark" - **ViaPrint Unregistered** -. The registered version, *ViaPrint Ultra*, doesn't print this watermark, of course. This watermark will appear on the first label of each page.)

The registration fee for *ViaPrint* is \$29.50 (\$25.00 + 4.50 shipping and handling). **For your fee you will receive *ViaPrint Ultra* with the following:**

\* **Notification of updates.** *ViaPrint* will be updated with new features and conveniences (and bug fixes) regularly. Registration will insure that you receive notification of, and significant discounts on, all future updates.

\* **Technical Support.**

\* **A printed *ViaPrint* Manual.** Our little 5" x 5" manual will make learning and using *ViaPrint* a breeze.

\* **Full Picture and Angle Box Capability.** Use up to ten Picture Boxes and Angle Boxes per label! The shareware version is limited to **two** of each.

\* **A full range of Avery™ Preset Label Templates.** The Shareware version of *ViaPrint* allows printing of only the first twenty Avery Label Templates. The registered version lets you print them all!

\* **A Viable Software Alternatives Shareware Distribution** disk, with at least FOUR other shareware programs including the latest versions of our popular Windows games, *World Empire II*, *Poke-It Poker!*, and our new Label database for Windows, *ViaBase* (When *ViaBase* becomes available, probably January, 1994)

\* **A FREE - Completely free, no strings attached - REGISTERED version of our popular VGA arcade game, *Heavy Water Jogger* - complete with the coveted cheat codes!**

\* **A certificate allowing you to purchase the JCSM Shareware Collection™ CDROM for only \$9.95 + s & h - a regular 19.95 value! Hundreds of megabytes of the best shareware around! (Offer good until July, 1994)**

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Register your copy of **ViaPrint** soon!

**In the US and Canada:**

Send ONLY **\$29.50** for each copy needed (Site Licences are available: **\$25.00** each for quantities from 2 to 5; **\$20.00** each - 5 to 15 copies; **\$15.00** each - over 15 copies) to:

**Viable Software Alternatives  
PO Box 98134  
Las Vegas, NV 89193-8134**

Or Call:

**1-800-854-4902 with your MasterCard or VISA number.**

(Orders ONLY, please. For Site Licensing info or other questions call 618-549-5227)

**In Europe and the UK:**

Send ONLY Pounds: **19.95** for each copy needed to:

**The Thompson Partnership  
Church Croft  
Bramshall  
Uttoxeter, Staffs  
ST14 5DE**

Or Call:

**Phone +44 (0)889 564601  
Fax +44 (0)889 563219  
BBS +44 (0)889 568625  
(MasterCard, Visa, American Express, Diner's Club)**

An order form is provided under the file name "ORDERFRM.TXT". You can Open this file using Windows Notepad and print it.

**For technical support call: (618) 549-5227**

Or I can be contacted via CompuServe at:

**Casey Butler, 72043,46**

**You can also register via CompuServe by entering "GO SWREG" and requesting product 2120...**

Thanks for trying **ViaPrint!**  
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# Info On...

## ViaPrint's Main Edit Screen

*ViaPrint* creates a label on the screen the same size as the label you want to print (see below, The "Page Setup" Window). You then simply add Text Boxes (lines of text), Picture Boxes (.BMP or .WMF picture files), Angle Boxes (special text boxes that you can rotate), and Line Boxes (decorative lines and frames to enhance your label), drag them around the screen label and resize them to look like you want - then print your labels, business cards, flyers, etc... on your printer. It's that easy.

### ViaPrint Object Priority

Text Boxes, Picture Boxes, etc... are treated as **objects** in *ViaPrint*. As such, each has its own place in the scheme of things and each has a **priority**. Think of this priority as a physical position on the screen **depth-wise**. Line Boxes have the lowest priority - all other objects are placed **on top of** Line Boxes. Angle Boxes come next, then Text Boxes, and, finally, Picture Boxes have the highest priority in *ViaPrint*. That means that a Picture Box will cover any Line Boxes, Angle Boxes, or Text Boxes that it is placed on top of - **unless** you've selected "Imbed Picture Boxes" (See below under *ViaPrint* Controls).

To access a Line Box that is entirely hidden by an un-embedded Picture Box, you'll need to move the Picture Box so the Line Box is visible.

Individual objects have priorities too. These are changeable, however - see below under the "To Front" and "To Back" buttons.

## Text Boxes, Picture Boxes, Angle Boxes, and Line Boxes

### **Working with the Text Box:**

The *ViaPrint* Label Edit Screen is easy to use and self-explanatory. After setting the size of the label you wish to create using the Page Setup Window's "Label Width" and "Label Height" text entry boxes (for Custom Labels), or selecting the desired Avery Label Template, the Label area at the bottom of your screen will change to that size.

Initially you'll see a single TEXT BOX that says "Blank Line" and that's highlighted by red resizing tabs.

Only the left and right resizing tabs on Text Boxes have any effect in *ViaPrint*. They change the Text Box's width. To change the size of a Text Box, click on the left or right resizing tab and hold down the left mouse button to "drag" the box until the box is as wide as you want it.

As you enter text into the edit box, the text will also be displayed in the current Text Box, the text wrapping and the height of the Text Box expanding as you type.

You can move the Text Box to any position on the Label by placing the mouse cursor over the Text Box (The mouse cursor will change from a "cross hair" to an "up arrow" when it is over a moveable object). Then depress the left mouse button and, holding it down, "drag" the Text Box to the new location. Indicators on the horizontal and vertical rulers will assist you in lining up Text Boxes evenly. If you've selected "Snap To Grid" from the "Page Setup" Window, the Text Box will align itself to the current grid setting.

Use the Font Name, Font Size, and Font Style Options (Bold, Italic, and Underline) tools to display the text in your Text Box the way you want. You can align the text in your Text Box by selecting "Left", "Right", or "Center" - use the "Text" Menu from the **ViaPrint** Menu Bar, then select "Alignment".

Use the Edit Text entry box in the upper left of your screen to change the text in the currently highlighted Text Box.

To add another Text Box, select "Add Text Box" from the "Object" Menu.

### **Working with the Angle Box:**

Angle Boxes have the capability to display text at an angle. Otherwise they are much like Text Boxes, but:

1. Because of their rotation capabilities, Angle Boxes are as wide as they are high, that is, as wide as the text they hold. This makes them cumbersome as they will "cover" any Line Boxes they're over. For this reason, it's usually a good idea to add Angle Boxes **after** other objects have been created and placed on the label.

2. Angle Boxes print only in Black.

3. When an Angle Box is currently selected, a rotate control will appear next to the "Viable" button on your screen. Use this control to change the angle at which your text is displayed.

Use the Font Name and Font Size tools to display the text in your Angle Box the way you want. ALL FONTS ARE NOT ROTATEABLE! Most True Type fonts will rotate fine. (Printout results for Angle Boxes are not yet always accurate! Always test by printing first to scrap paper.)

Use the Edit Text entry box to change the text in the currently highlighted Angle Box.

To add another Angle Box, select "Add Angle Box" from the "Object" Menu.

### **Picture Boxes:**

This same Add, Drag and Drop technique is used to move Picture Boxes and Line Boxes around on your Label. The resizing tabs on these two DO affect each, however.

To add a picture to your Label, select "Add Picture Box" from the "Object" Menu. From the "File Type:" List Box in the File Window, choose either **.BMP** or **.WMF** (Windows' MetaFile). Then select the picture file you want to display, press "Okay", and drag it and resize it until it's displayed as you wish.

To resize a picture, move the mouse cursor over the resizing tab that corresponds to the direction you want to "stretch" or "shrink" the Picture Box. When the mouse cursor is

over the resizing tab it will change to a double arrow. Press the left mouse button, and, holding it down, drag the corner or edge of the Picture Box until it's the size you want. Be patient, resizing .BMP pictures takes time!

### **Line Boxes:**

To create a Line Box you first need to draw the size and position of the Line Box on your Label. Move the mouse cursor to the point where you want the upper left corner of the Line Box to be. The mouse cursor **MUST** be in the shape of a "cross hair" - if it isn't, that means you're already on top of another Line Box, Text Box, Angle Box, or Picture Box.

Press the left mouse button and, holding it down, drag the mouse cursor down and to the right. As you do this a blue box outline will appear on the Label. When this box is the approximate size of the Line Box you want to create, release the mouse button.

A box will appear - but not yet a Line Box! When you release the mouse button you'll notice that the "Draw Line Box" selection in the "Object" Menu is selectable. Click on this selection and your Line Box will be created and highlighted - ready to reposition and resize as you wish.

The color of Line Boxes can be specified using the "Color" selection from the "Object" Menu. When a color other than white is selected for a Line Box the box appears opaque - you can't see through it. When white is chosen, the Line Box will appear transparent.

## **Moving Or Copying A Group Of Objects**

To move a **group** of objects in *ViaPrint* you first need to draw a box around all of the Text Boxes, Picture Boxes, Angle Boxes, and Line Boxes you want included in the copy or move. Place the mouse cursor over the point where you want the upper left corner of the box to be. The mouse cursor **MUST** be in the shape of a "cross hair" - if it isn't, that means you're on top of a Line Box, Text Box, or Picture Box.

With the cursor shaped as a cross hair, press the left mouse button and, holding it down, drag the mouse cursor down and to the right, including all of the objects to be moved or copied within your box. As you do this a blue box outline will appear on the Label. Now release the mouse button.

A Move Box will appear around your selected Text Boxes.

**Moving:** To **move** the selected objects, move the mouse cursor onto the center of this Move Box and drag it to the new position. All Text Boxes, Picture Boxes, Angle Boxes, and Line Boxes within will be repositioned. You can continue repositioning until you're happy with the results. When that happens, just click anywhere on the Label **OTHER** than over the Move Box, or click on the "End Move" selection under the "Draw Line Box" function in the "Object" Menu, and the move will be completed.

**Copying:** To **copy** the selected objects, click on the "Copy Object(s)" Function in the "Edit" Menu. The objects you drew your line around will be copied to the clipboard, ready to "Paste".



# Setting Label Size And Page Setup

There are thirty Preset Avery™ Label Page Templates built into *ViaPrint*, as well as a "Full Page Flyer" size and a customizable size. Version 2.0 also contains the A4 Avery label templates for use with metric measurements.

## The "Page Setup" Window

The screenshot shows the "Setup For Custom Labels" dialog box. It has a teal header. The main area is divided into several sections:

- Label Size:** Label Height: 1, Label Width: 3.75, Number of labels across page: 2.
- Page Size:** Letter (Inches) is selected, A4 (Centimetres) is unselected.
- Grid:** Show Grid and Snap To Grid are unselected, Grid Spacing: .125.
- Label Page Settings:** Top Margin: .5, Bottom Margin: .75, Left Margin: .5, Right Margin: .5, Page Length: 11, Page Width: 8.5, Vertical Divider: 0, Horiz. Divider: 0.
- Pre-Loaded Settings:** Custom Size is selected in the dropdown.

Buttons for "Okay" and "Cancel" are at the bottom.

### Setting Your Label Size and Specifications

To select one of the Preset Avery Label sizes, select "Label Size and Page Setup" from the "Page" Menu and the "Page Setup" Window will appear. From the "Preset" list box at the bottom of the window, select which Avery size you want - or choose "Custom" to enter your own measurements.

If you require metric label sizes, first click on the "A4" button in the "Page Size" menu box. This will cause the Avery metric label sizes to be displayed in the "Preset" list box.

**Note:** The shareware version of *ViaPrint* will not let you print the last ten Avery label sizes. **You can get around this limitation**, however, by noting the width and margins shown and entering them as a "Custom Label".

You can change the Top Margin, Bottom Margin, Left Margin, and Right Margin text boxes to compensate for differences in Printers. Experiment using scrap paper to get your margins correct for final label printing.

You can also set the "gutter" between labels here. The gutter is the unused portion of the page that appears between the labels themselves. In the "Page Setup" Window enter gutter sizes in the "Vertical Divider" and "Horiz. Divider" entry boxes.

Unless you've selected the "A4" page size, the Page Setup measurements are in INCHES, so a 1/2 inch left margin would be entered as ".5", a 3/4 inch margin as ".75", and so on.

**IMPORTANT NOTE:** *ViaPrint 2.0* allows landscape printing. You must set your Windows Print Manager to "Landscape" mode - and enter the proper "Page Length" and "Page Width" in the "Page Setup" Window.

#### Using A Layout Grid

Since Objects in *ViaPrint* can be moved anywhere on a label (that's why it's so fast and easy to use) aligning objects properly can be a tedious job. *ViaPrint* provides a label "grid" to help alleviate this situation.

The label grid causes your Text Boxes, Angle Boxes, Picture Boxes, and Line Boxes to automatically be "dropped" in incremental positions on your label. For example, if you've set the grid spacing to .25 (one quarter) of an inch, any object you "drop" will adjust itself to that spacing. If you "drop" a Text Box directly below another, the box you "dropped" will align itself .25 inches below the first.

There are three controls that affect the label Grid:

The "Show Grid" check box: Selecting this will cause the grid to be drawn on your label. (Large labels with small grid spacings take some time to update with a visual grid, so be patient.)

The "Snap To Grid" check box: If this check box is selected all objects will automatically align themselves to the grid when "dropped". If the check box is unselected, objects will stay where "dropped".

The "Grid Spacing" entry box: The number you enter here determines grid spacing. Grid spacing less than .05 inches will not be shown even if the "Show Grid" check box is selected. The entire label would be blue!

Using the label grid will speed up label design considerably.

## Printing Your Label Document

Experimentation is the best way to get your labels lined up on the page correctly before printing and possibly wasting some expensive label sheets.

The "Label Print Configuration" Window

Start printing at which label position?	
<input checked="" type="radio"/>	

If you are printing a Custom Label size, before selecting the "Print" Button be sure your margins are set correctly in the "Page Setup" Window. After selecting "Print", the "Label Print Configuration" Window will appear with a sample label page.

If you want to configure your printout (start printing at a certain label on the page, print only a certain number of labels, enter Database specifications, etc...), you can do it here.

On the right side of the Label Print Configuration Window is a small version of your label page. To begin print at a label other than the first on the page, click on the position of the label where you want to start printing.

You can also specify the number of labels per page to print - and the number of pages (unless you're printing from a database). When everything looks right, press the "Print" command button.

### **ViaPrint Database Options**

If you have selected a database to print labels from, two additional controls are visible on the screen: the "Start at Record#" entry box and the "Set Conditional Fields" Button. If you want to start printing labels from your database at any record other than the first, enter the record number in the "Start at Record#" entry box.

The "Set Conditional Fields" Window

The screenshot shows a dialog box titled "Set Conditional Fields". It has a light blue header bar. Below the header, there are three rows of conditional field settings. Each row consists of a label (e.g., "Print Label If:"), a text input field containing "Don't Use", a small downward-pointing arrow, a button labeled "Equals", and another empty text input field. The first row is followed by "And If:", the second row by "And If:", and the third row by "And If:". At the bottom of the dialog are two buttons: "Okay" and "Cancel".

You can set up to three **Conditional Sentences** that filter the printing of labels from a database in **ViaPrint**.

To set conditions on printing labels (the field in the database must match the information you enter here for the condition to be "true" and the label to be printed), click on the Field Name List Box that appears after the prompt "Print Label If:", and select the field you want to conditionalize.

Eight conditions are available and are accessed by pressing the "Equals" command button. As you click on this button its caption will change to other conditions. They are: "Doesn't Equal", "Is Greater Than", "Is Less Than", "Contains", "Doesn't Contain", "Is Blank", "Is Not Blank", and, finally, back to "Equals".

After selecting the condition, enter the text that must be matched in the entry box to the right of that conditional command button. This is the text that must be matched within the database record if that record is to have its fields printed within your label.

The varying conditions and their effects are listed below:

**Equals:** In order for a record to be printed as a label, the database field must **exactly match** the text you entered to the right of the conditional command button (the comparison ignores case).

**Doesn't Equal:** The field must be **different** from the text you entered.

**Is Greater Than:** The field must be alphanumerically **greater than** the text you entered.

**NOTE:** If the database you are using is a dBASE IV compatible database or a **ViaBase** database, the field will first be converted intended type (ie. Numeric, Date, etc...) before the comparison is made. Because there is no way for ViaPrint to know what type of fields are within them contained in a "Comma-Delimited ASCII" database, all fields are compared as characters (alphanumerically).

**Is Less Than:** The field must be alphanumerically **less than** the text you entered. See Note above.

**Contains:** The field will be scanned for the text you've entered. If the text is found anywhere **within** the field, the record will be printed. For example, if the field you are conditionalizing contains the text "1/5/93" and you enter "93" as the conditional text, the label will be printed.

**Doesn't Contain:** The field will be scanned for the text you've entered, but the record will be printed only if the text was **not** found.

**Is Blank:** The record will only be printed if the field is **blank**.

**Is Not Blank:** The record will only be printed if the field is **not** blank.

A complete **Conditional Sentence** might look like this:

Print Label If: **Last\_Name** Equals **Smith**

or:

Print Label If: **Date\_Ordered** Is Less Than **1/1/93**

Between the three **Conditional Sentences** in the Set Conditional Fields Window are command buttons that change from "And" to "Or" and back to "And" again. These give you greater flexibility in conditionalizing your printout.

For example, if you set your **Conditional Sentences** to read...

Print Label If: Last\_Name Equals Smith

**Or** If: Last\_Name Equals Jones

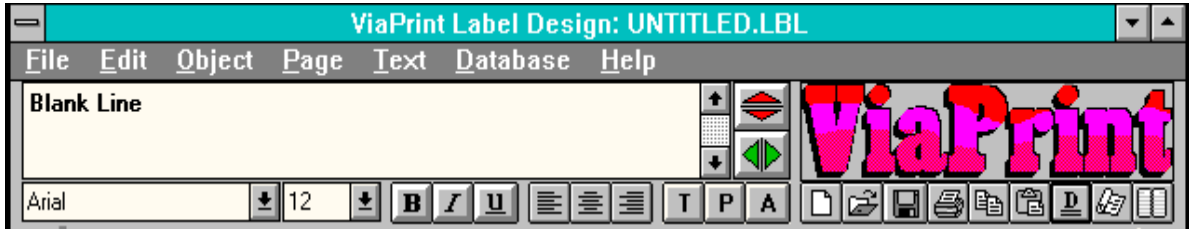
**And** If: Date\_Ordered Is Less Than 1/1/93

... **ViaPrint** will print all records of anyone named Smith or Jones that ordered after January 1, 1993.

To print ALL records in a database, be sure all that all Field Name List Boxes in the "Set Conditional Fields" Window are set to "**Don't Use**" (The default).

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All possible within our current means was done to insure printer compatibility. If you have a problem, write us giving your printer brand and model, and we'll see what we can do.

# ViaPrint Controls



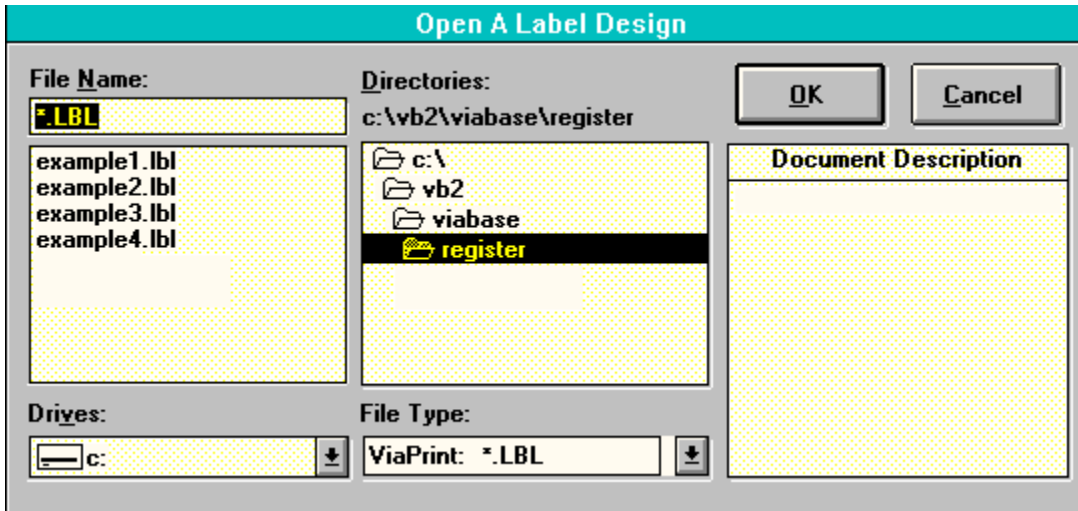
## File Menu

### The "New Label Design" Option

Selecting this option will clear the current label of all Line Boxes, Picture Boxes, and Text Boxes, then place a single Text Box at the lower right of the visible part of the label with the words "Blank Line".

### The "Open Label Design" Option

The "File" Window (Used for all disk operations)



Use this function to load a previously saved label into **ViaPrint** for editing or printing. Select the label you wish to load from the list of files on the File Window that will appear and press "OK".

### **The "Save Label" Option**

Select this option when you're ready to save your work. If the label is being saved for the first time a File Window will appear. Enter a name for the saved label and select OK.

The File Extension that *ViaPrint* uses for saved labels is ".LBL".

### **The "Save Label As" Option**

Use this option to save the current label under a different name.

### **The "Print" Option**

Click on this selection and the Print Configuration Window will appear. See above under "Printing Your Label Document" for more information.

### **The "Printer Setup" Option**

Clicking on this selection will cause the Printer Setup Window of the **Windows Control Panel** to appear over the *ViaPrint* screen. Use this Setup Window to configure your printer for page size, print quality, etc...

### **The "Exit" Option**

Selecting this option will end your *ViaPrint* session and return you to Windows. If you've not saved the current label since changing it, you'll be given the chance to do so before the program ends.

## **Edit Menu**

### **The "Copy Object Contents" Option**

Selecting this option will copy the **contents** of the currently selected Text Box, Picture Box, or Angle Box to the clipboard. **Note:** You can copy picture displayed in a Picture Box for pasting into other programs, but you cannot paste pictures directly into Picture Boxes.

### **The "Copy Object(s)" Option**

Selecting this option will copy the currently selected object into the clipboard. If you've drawn a Move Box around several objects when you select this option, **all** included objects will be copied.



### **The "Paste" Option**

Selecting this option will "paste" the contents of the clipboard onto the **ViaPrint** Label Edit screen. If a group of objects was pasted, a Move Box will appear around the objects so you can place them on your label where you wish.

### **The "Select Character" Option**

This option activates **ViaPrint's** Font Viewer and Character Selector. The character set for the font you're currently using will be displayed. To select a character to include in your current Text Box, click on the little box ABOVE that character. The characters you select will appear at the top of the window. To clear these characters, press the "Clear" button.

Any characters you select will be placed in your Text Box when you "Close" the Font Viewer. If no characters were selected, the selected Text Box will remain unchanged.

### **The "Delete Object" Option**

Selecting this option will delete (remove from the label) the currently highlighted Text Box, Picture Box, Angle Box, or Line Box. After deletion, the highlight will settle on the last edited Text Box. Careful with this option - there's no Undo feature in **ViaPrint** yet!

You CANNOT delete the last Text Box on a label.

## **Object Menu**

### **The "Add Text Box" Function**

Pressing this button will cause a new Text Box to appear on the lower right corner of the visible part of your label. The new Text Box will have the same properties, ie. width, font, font size, font style... as the Text Box that is currently selected when you pressed the "Text Box" button.

When the new Text Box appears, it will read "Blank Line". Just enter your new text into the Edit Box.

**ViaPrint** allows up to 60 Text Boxes per label.

### **The "Add Picture Box" Function**

Pressing this button with your mouse causes a file window to open. Select the .BMP or .WMF picture file that you want to display on your label, and press "OK" on the file Window.

The picture you selected will be placed in a Picture Box and centered in the visible part of the label you are editing. Move the picture to the location you want it to appear and resize it as necessary.

The registered version of **ViaPrint** allows up to 10 Picture Boxes per label, the shareware version only two.

### **The "Add Angle Box" Function**

Pressing this button with your mouse adds an Angle Box to your label in the same way that a Text Box is added.

The registered version of **ViaPrint** allows up to 10 Angle Boxes per label, the shareware version only two.

### **The "Imbed Picture Boxes" Option**

This option places the images your Picture Boxes contain into the **ViaPrint** label background. This allows you to see other objects and place them properly without the Picture Boxes hiding them.

**NOTE:** If it is turned on, you must turn off Picture Box imbedding before you can move or resize your pictures.

### **The "Draw Line Box" Function**

This option is not accessible until you have outlined the position for your Line Box on the label. To create a Line Box, move the mouse cursor over the label and press the mouse button when the CROSSHAIR is at the point where you want the upper left hand corner of the Line Box to be. Holding the mouse button down, drag the mouse down until the Line Box outline is the size you want it, then release the mouse button.

At this point the Draw Line Box function will operate. Select it, and your new Line Box will be highlighted, ready to move or resize as necessary.

### **The "Center Object" Function**

Selecting this option will cause the currently selected or highlighted Text Box, Picture Box, Angle Box, or Line Box to be centered within then current label.

If you change the font or font size of a centered Text Box or Angle Box, or resize a centered Picture Box or Line Box, you'll need to re-center them again using this option.

### **The "Snap To Guidelines" Function**

The "Snap To" option has no effect unless the **ViaPrint Guidelines** are visible. When the Guidelines are visible, selecting this option causes the currently selected Line Box or Text Box to position itself in relation to the Guideline settings.

If only the Vertical GuideLine is visible, then the Text or Line Box will only align itself vertically. If only the Horizontal GuideLine is visible, then the Text or Line Box will only align itself horizontally.

### **The "To Back" Option**

This option changes an object's priority on your label. For example, if you have two Line Boxes that overlap one another, pressing the "To Back" option will cause the current Line Box to be displayed **under** the box it overlaps. This option has no effect on Picture Boxes.

### **The "To Front" Option**

This option changes an object's priority on your label. For example, if you have two Line Boxes that overlap one another, pressing the "To Front" option will cause the current Line Box to be displayed **over** the box it overlaps. This option has no effect on Picture Boxes.

### **The "Object Color" Option**

This option is used to change the color of text in a Text Box or the color of the inside of a Line Box. The Color option has no effect on Picture Boxes or Angle Boxes.

## **Page Menu**

### **The "Label Size and Page Setup" Option**

When you select this option, *ViaPrint's* Page Setup Window will appear. Here you can select from several preset Avery Label sizes, select a full page flyer, or select "Custom", an option that allows you to define your own label sizes and margins.

For a more detailed description of Page Setup and margins in *ViaPrint*, see "How To Set Label Size And Setup Page" and "How To Print Your Label Document" elsewhere in this Manual.

### **The "Label Border" Option**

When you click on this selection, you'll find three choices for adding a line border to your label. Click on "None", "Single", or "Double" border, and the appropriate border will be drawn on your label.

### **The "Preview" Option**

This option activates *ViaPrint's* Preview Window, which is especially useful when editing large labels or flyers that do not fit on the Windows screen. Horizontal and Vertical Rulers are provided for comparison purposes.

Small labels can be viewed here as they will be printed on a sheet of 8 1/2 by 11 Label or Card Stock.

Font sizes on the Preview Window vary, so **don't depend entirely on this view**. Print test pages on your printer using scrap paper to get an accurate idea of what your printed sheet will look like.

## **Text Menu**

### **Changing Font Style**

Three Font Styles are available in **ViaPrint**, Bold, Italic, and Underline. To change the style a particular font in the selected Text Box is displayed in, select from "**Normal**", "**Bold**", "**Italic**", or "**Underline**". The selected Text Box will immediately reflect your change of font style.

### **Aligning Text In A Text Box**

When you select "**Alignment**" from the Text Menu, you'll find three choices for aligning the text in the current Text Box. Click on "**Left**", "**Right**", or "**Center**", and the appropriate alignment will take effect in your Text Box.

## **Database Menu**

### **The "Use Database" Option**

When you click on this selection a File Window will appear/. From the "File Type:" list box choose the type of database file you wish to work with, then select which file from list of files that appears. When you've selected a database this option will change to "**Database Off**" and the other three options under this menu will be accessible.

### **The "Set Conditional Fields" Option**

See above under "Printing Your Label Document" for a description of this option.

### **The "View Database" Option**

When you click on this selection, the database you've selected will be displayed record by record. Only records that match the **Conditional Sentences** you've created will be shown. See above under "Printing Your Label Document" for more information.

### **The "Insert Field" Option**

While you can enter Field Names between brackets yourself, the "Insert Field" option is provided to conveniently do this for you. Select the "Insert Field" option and select the Field Name you wish to add from the List Box that appears. You can then choose to create a new Text Box for that Field Name or just *add* the Field Name to the currently selected Text Box.

Add text, carriage returns, and punctuation between the fields as necessary by using the Edit Text box.

## **Help Menu**

### **The "Documentation" Option**

Displays program documentation.

### **The "ViaPrint Manual" Option**

Displays this manual.

### **The "Order Form" Option**

Displays *ViaPrint's* Order Form Window. Fill this form out and select "Print" to order a copy of *ViaPrint Ultra*.

## **ViaPrint Toolbar Controls**

### **The Edit Box**

The "Edit Box", in the upper left corner of *ViaPrint's* Tool Bar, is where text is entered. Any text you type here is recreated on the label you are currently editing. Once text is entered, you may use the mouse to "drag" the text into the position you want.

Pressing the [ENTER] key after entering your text will cause a new line to be started in the current Text Box.

Text entered in the Edit Box appears in the current Text Box as you type.

### **Changing Fonts**

To change the font that the text in the selected Text Box is displayed in, click on the arrow beside the current font name. A list of the fonts installed in your Window System will drop down. Click on the new font name and the currently selected Text Box will immediately change to that font. The Text Box will resize itself accordingly.

### **Changing Font Size**

To change the font SIZE that the text in the selected Text Box is displayed in, click on the arrow beside the current font size. A list of the font sizes available will drop down. Click on the new font size and the selected Text Box will immediately change to that font size. The Text Box will resize itself accordingly.

### The *ViaPrint* Shortcut Icons



Most Menu functions are duplicated as Shortcut Icons in version 2.0. From left to right the Icons initiate the following Menu Options: **Bold, Italic, Underline, Align Left, Align Center, Align Right, Add Text Box, Add Picture Box, Add Angle Box, New Label Design, Open Label Design, Save Label, Print, Copy Object(s), Paste, Use Database, Label Size and Page Setup**, and, finally, **Preview**.

## Other Controls

### The *ViaPrint* Guidelines

The Guidelines are normally not visible. To set a Guideline to a particular measurement on your label, move the mouse pointer over either the horizontal or vertical rulers on the side and top of the label.

Click the left mouse button and the Guideline will appear at the point on the ruler that you specified.

To remove the GuideLines, press the "G" Button at the intersection of the two rulers, and the GuideLines will disappear. Pressing the "G" button again will make the Guidelines reappear.

Pressing the "Snap To" Button while one or two of the Guidelines are displayed will cause the current Text Box or Line Box to align itself to the Guidelines.

## Keyboard Functions

A mouse is required in **ViaPrint**, however the keyboard will make some operations easier.

To move an object the amount of space that you've set for the label grid, use SHIFT plus the ARROW keys.

To change "focus" immediately to the "Edit" box, press F2.

To change which object is currently selected (highlighted) press CTRL plus TAB.

This manual is available at most times in the program by pressing F1.

## Using **ViaPrint** To Print Database Labels

**ViaPrint** 2.0 allows you to print labels containing data from three types of Database files, "Comma-Delimited ASCII", "dBASE IV Format", and Viable Software's own **ViaBase**. Most other Database programs have the capability of saving their databases in one of the two former formats.

**Databases** are lists of information. Your telephone directory is a database! Database lists consist of **Records** and **Fields**. Using the telephone directory as an example, a telephone directory **record** is the entire entry for one person or household. That **record** is made up of individual **fields** - which include that person's *name*, their *address*, and their *telephone number*.

As another example - you may have a database that lists and keeps track of your Video Library. In your database each movie has its own record. In each record are fields that contain the name of the movie, what the movie is rated, its release date, who directed it, etc...

Fields are given names. For example, the field containing the movie title would be called "Movie Name" - the field containing the name of the director would be called "Director", and so on.

In **ViaPrint**, Field Names for dBASE IV and **ViaBase** fields will reflect the names you gave them when you created them in your database. If you named a field "Director" in your database program, you'll also call that field "Director" in **ViaPrint** as you layout your custom labels.

Comma-Delimited ASCII fields on the other hand, are **assigned** names in **ViaPrint**. The first field in a record is given the name "Field1", the second "Field2", and on through until all the fields in a record have been named.

This means, when working with a Comma-Delimited ASCII Database File, **you** need to know what the fields are! **ViaPrint** tries to assist by reading the first record in the database and displaying each field's contents along with the field name.

The rest of this section will assume Comma-Delimited ASCII field names - just to help you get used to them.

In **ViaPrint** field names can be embedded within Text Boxes. In order to indicate the presence of a field name in the Text Box, "lesser than" (<) and "greater than" (>) brackets must be placed at the beginning and end of the field name. For example, entering "<<Field10>>" anywhere in a Text Box will cause the data in the tenth field of the current database record to be printed in place of the field name. (As, if you're using a dBASE IV file, "<<Movie Name>>" would cause the actual movie title field to be printed on the label.)

**Example:**

Your movie database contains three records, each consisting of four fields:

Field1 (Movie Name) Field2 (Release Date) Field3 (Rating) Field4 (Director)

**Record 1**

**Gargoyles!                    1989                                    PG13                                    Sam Jones**

**Record 2**

**Blue Moon                    1992                                    PG                                    Phil Philadendron**

**Record 3**

**Gone With The Rain 1939                                    G                                    Jim Germain**

In a Text Box on your label you enter: "<<Field4>> directed <<Field1>> in <<Field2>>. The film was rated <<Field3>>."

When you print your labels, using your Movie Database, the above Text Box will be printed as:

**First Label: Sam Jones directed Gargoyles! in 1989. The film was rated PG13.  
Second Label: Phil Philadendron directed Blue Moon in 1992. The film was rated PG.  
Third Label: Jim Germain directed Gone With The Rain in 1939. The film was rated G.**

Each instance of "<<FieldX>>" has been replaced with the appropriate data from fields in your database!

**A Step-By-Step Walkthrough For Printing A Database:**

Start **ViaPrint!** When the Main Edit screen appears, select "Label Size and Page Setup" from the "Page" Menu and select or enter the size of label you're going to create - then Close the "Page Setup" Window. Be sure to set the grid feature in the "Page Setup" Window if you want automatic alignment of your text boxes.

Now select "Use Database" from the "Database" Menu. A window will appear requesting which format you wish to use. Select the format and the File Window will appear. Now



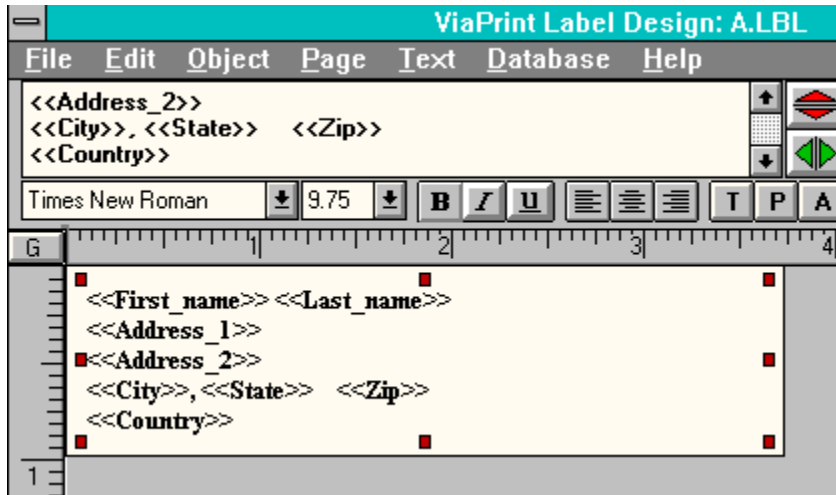
select the database you want to use with your labels and press "OK".

The "Insert Field" option under the "Database" Menu will now be enabled. **While you can enter Field Names between brackets yourself**, the "Insert Field" option is provided to conveniently do this for you. Select "Insert Field" and choose the Field Name you wish to add from the List Box that appears. **You can then choose to create a new Text Box for that Field Name or just add the Field Name to the currently selected Text Box.**

Add text, carriage returns, and punctuation between the fields as necessary by using the Edit Text box.

Continue adding Field Names, text, pictures, and boxes - and changing their font and style - until the label is satisfactory. **Remember, when the field name is replaced by data from your database when the labels are printed - the length of the text will change.** Be sure and design your label taking this into account!

Example of an address label Text Box (Using ViaBase Field Names for clarity):



Because all the field names are in **one** Text Box, if a field is blank that field and the space or carriage return that follow it will not be printed. This prevents your labels from having blank lines.

When your text is formatted, select "Print" from the "File" Menu. Specify which database record to start printing with, where on the page to start printing, and how many records (labels) you'll be printing - you can even specify which labels by setting **Conditional Sentences** (see above under "Printing Your Label Document")!.

That's it! You've now printed from a database... this feature will give you real printing power! Experiment a little and soon you'll be printing mailing labels from **ViaPrint** rather than your database or word processor!