EASY PERSONAL LABELS

A program to let you quickly print one address label, a series of labels with different addresses, or a complete sheet of return address labels.   A database is provided to store your addresses, or you can simply type or paste an address that you wish to print.   You can use any of your Windows True Type fonts,   select from left justified or centered text, and print in color.   A 30 label sheet containing 1" x 2 5/8" labels is required.

WINDOWS INSTALLATION

SETUP

      Fonts

      Address Book

USAGE

      Entering Label Information

      Using Color

      Printing

      Printer Adjust

 SHAREWARE NOTICE

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EASY PERSONAL LABELS is shareware, and unregistered versions will function for a 30 day trial period. To receive a registered version (3.5" disk),   send $12.00 along with your name, address (postal and e-mail) and telephone number to the address below.   Please note that you are registering EASY PERSONAL LABELS.

If you would like to save the cost of postage and handling,   send a check for $9.00 .   You will receive a a registration code by E-mail.

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Order Form

Text Box

A computer interface that enables the user to input text to the computer.   Text boxes can also be used to display text.

WINDOWS INSTALLATION

EASY PERSONAL LABELS and the installation program require VBRUN300.DLL to run.   This file is not included with the program or with Windows 3.1.   It is supplied with Windows 3.11 and Windows 95.

For easiest installation:

1. Locate the install program drive and directory using Microsoft Windows File Manager or Windows 95 Explorer.

2. Double-click file INSTALL.EXE, follow instructions.

If you decide to uninstall this program, simply delete the icon, the program directory and all of its files. None of your system or Windows files were modified during installation.

ADDRESS BOOK

If desired, you may store addresses in the Address Book database. The Last Name List   is used to select an address from the database.   It will be in alphabetical order using the name entered in the Last Name text box

Adding an Address

Type a name in the   Last Name text box and the complete address in the Full Address text box. Click **ADD**.

Deleting Addresses

Select an item from the Last Name List, click **DELETE**.

Editing Addresses

Type changes to the Full Address or Last Name, click **SAVE CHANGE.**

Return Address

If you want your own address to appear first in the Last Name List, use an underscore as the first character in the Last Name text box.

ENTERING LABEL INFORMATION

Before printing a label you must enter the address information in the Full Address text box.   You can type the information, select from the address book, or   paste   from the Windows clipboard.

Typing Label Information

If you have entries in the   Address Book , click **CLEAR** before typing.

Using Address Book

Select one or more names from the Last Name List.

Windows Clipboard

You can use the Windows clipboard to copy an address from another Windows application. .   Click **PASTE** to copy the address to the Full Address text box.

PRINTING

You can print one label, a group of labels with different addresses, or all 30 labels containing a single address. The label text will be left justified unless Center Text is selected.

Printing One Label

Select a label from 1 to 30.

Type, paste or select an address, click

Printing a Group of Labels

Select a label from 1 to 30. This will be the first label printed.

Select multiple addresses (maximum of 30), click

Printing 30 labels

Type, paste or select an address, click

Print Preview

To preview the label text format and font prior to printing, click .

FONTS

You should select a font the first time you use the program.   If a font is not selected, the Windows default font will be used.

Selecting a Font

Click the down arrow on the Font List to display a list of available fonts.   Select the font of your choice. A screen representation of the font will be displayed.   If you leave the Save as Default button selected, this font will be recalled the next time you start the program.

Large Font

Selecting Large Font will increase the size of the font by 20%.

Paste is a term for copying data stored in the Windows clipboard to another application.   Most Windows programs copy data to the clipboard in the EDIT menu.   You can also use the keyboard to copy by selecting the data, and then holding the **CTRL** key while clicking the **INSERT** key.

EZ PERSONAL LABELS ORDER FORM

NAME & ADDRESS

_____

_____

_____

E-MAIL ADDRESS

_____

TELEPHONE #

_____

REGISTRATION TYPE DESIRED

3.5 " DISK   [ ]   REGISTRATION FEE $12.00
E-MAIL   [ ]   REGISTRATION FEE $9.00

MAIL TO:
        Joel Graffman
        1879 SW Windcross Run
        Palm City, FL 34990

PRINTER AJUSTMENT

If your printer does not center the label text vertically, or horizontally in the Center Text mode,   you should use Printer Adjustment.

<u>To Adjust Your Printing Zone</u>, click **Print Adjust** on the menu bar.   Use the arrow buttons to change the default settings and click **OK**.

To select more than one name from the Last Name List, hold the **CTRL** key down while clicking names from the list.   To select a series of consecutive names, hold the **SHIFT** key down and select the first and last names.

SELECTING TEXT COLOR

The default label text color is black.

To Use Color

Click **TEXT COLOR**, select desired color and click **OK**.

Previewing Color

To preview the label text format and font prior to printing, click .