

Insert Object Dialog Box

The **Insert Object Dialog Box** allows you to create a new object or select an object from an existing file. You can choose to display the object in its native form or as an icon. You can also create a link to an existing file. The available types depend on the OLE2 compliant application your computer.

Creating a new object

To create a new object to insert into the document perform the following steps:

1. Check the **Create New** radio button.
2. Select the object type from the **Object Type** listbox.
3. Click Ok.

To Create an object from an existing file perform the following steps:

1. Check the **Create from File** radio button.
2. Enter the name of the file that contains the object or choose **Browse**.
3. Optionally check the **Link** checkbox to create a link to the object.
4. Click Ok.

In either case, you can optionally display the object or link as an icon by performing the following steps:

1. Select an object as explained above.
2. Check the **Display As Icon** checkbox. (The default icon is displayed.)
3. Choose **Change Icon** to select a new icon..

Paste Special Dialog Box

The **Paste Special Dialog Box** allows you to choose the format on an object to be inserted from the clipboard. The available types depend on the type of object currently on the clipboard.

Pasting an Object

To paste an object into your document perform the following steps:

1. Check the **Paste** radio button to paste an actual object or check the **Paste Link** radio button to paste a link to the object.
2. Select the object type you would like the object pasted as from the **As** listbox.
3. Click Ok.

Whether you paste an object or a link, you can optionally display the object or link as an icon by performing the following steps:

1. Select an object as explained above.
2. Check the **Display As Icon** checkbox. (The default icon is displayed.)
3. Choose **Change Icon** to select a new icon..

Convert Dialog Box

The **Convert Dialog Box** allows you to convert an object to another type or activate an object as another type. The available types depend on the type of object.

Converting an Object

To convert an object to another type perform the following steps:

1. Check the **Convert To** radio button.
2. Choose the object type from the **Object Type** listbox.
3. Click Ok.

To activate a object as another type of object perform the following steps:

1. Check the **Activate As** radio button.
2. Choose the object type from the **Object Type** listbox.
3. Click Ok.

You can optionally display the object or link as an icon by performing the following steps:

1. Select an object as explained above.
2. Check the **Display As Icon** checkbox. (The default icon is displayed.)
3. Choose **Change Icon** to select a new icon..

Links Dialog Box

The **Links Dialog Box** display the links in your document and allows you to do such things as update, change and break links. It also allows you to specify whether or no the link is automatically updated.

To update a link click **Update Now**.

- The link is updated to reflect the actual content of the source object.

To Break a Link click **Break Link**.

- The link is removed from your document.

To change the source of a link click **Change Source** and select the new source file.

- The link now points to a new object.

To open the source click **Open Source**.

- The object is opened by the application that created it.

With any link you can specify whether is will be automatically updated or manually updated.

- Check the **Automatic** radiobutton to have the link automatically updated.
- Check the **Manual** radio button to make the link update only when you explicitly update it.

Change Icon Dialog Box

The **Change Icon Dialog Box** allows you to specify the icon and label that will represent an object or a link to an object. The default icon is the icon provided by the application that created the object.

To use the current icon check the **Current** radio button.
- The icon remains unchanged.

To use the default icon check the **Default** radio button.
- The icon changes to the default icon.

To select an icon from another file perform the following steps:

1. Check the **From File** radio button.
2. Enter the file that contains the desired icon or choose **Browse**.
3. Select the icon from the available list.
4. Click Ok.

Regardless of the icon chosen for an object or link, you can specify a label for the icon in the **Label** edit control. The label is displayed under the icon in your document.

File Open Dialog Box

The *File Open Dialog Box* allows you to choose a file that contains an object.

Change Source Dialog Box

The *Change Source Dialog Box* allows you to select a new source for a link.

Choose Icon File Dialog Box

The ***Change Icon File Dialog Box*** allows you to choose a file from which to extract an icon to be displayed in place of an object.

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Special pricing is available to registered users for major version upgrades. Please contact me.

General Description

Labels, Cards & More (32-bit) is the easiest to use label program available. But don't think that means you have to miss out on features, just because it's easy to use. This program can print on anything from labels to cards to tags and even full page displays on any Windows compatible printer. It's so easy to use, you'll be creating labels in minutes!

Frequently Asked Questions

General

- Q. When I print a sheet, the labels are not aligned correctly on the sheet. What should I do?
- A. Because all printers are slightly different you may need to make minor adjustments to the label spacing in order to achieve the proper results. You can adjust the spacing between the labels using the Edit Current Layout command on the File menu. Make sure to use this command as opposed to the Edit Layouts command because the settings changed under Edit Layouts do not take effect until you create a new label based on the corresponding layout.
- Q. When I use the Edit Current Layout command some of the settings are disabled. How can I change the settings that are disabled?
- A. The Edit Current Layout command effects the layout of the current label only. Because the label is already created certain settings cannot be changed. To change these settings by using the Edit Layouts command then creating a new label based on the corresponding layout. The new label will use the new layout, which includes the modified settings that are disabled after the label is created.

Graphics

- Q. What graphic file formats are supported?
- A. BMP, WMF, PCX, JPG, PNG and TIF formats are supported. Additionally, any graphic you can copy to the clipboard as a DIB can be pasted in.
- Q. How do I use a graphic file that is in an unsupported format?
- A. To use a graphic file in an unsupported format, you must convert the file to one of the supported formats. The easiest way to do this is to convert the graphic to a bitmap (BMP). Most paint and desktop publishing programs allow you to save a graphic as a bitmap.
- Q. When I insert several large graphic objects into my label and attempt to edit other objects in the label performance is very slow. What can I do?
- A. When several large graphics objects exist in a label Windows needs time to re-draw those objects each time you modify the label. To speed things up, check the Show Graphic Placeholders in the Configuration dialog box. This will cause all graphic objects to be drawn as a box with an X in it on the screen. When you print your label the graphics will be printed normally.

Objects

- Q. How do I change the color of an object?
- A. You can change the foreground color for all objects except a graphic object and you can change the background color of text objects. To change the color (foreground or background) select the object then choose Foreground Color or Background Color on the Colors menu. Select the color in the color selection dialog box and click OK.
- Q. How do I delete an object from a label?
- A. Do delete an object from a label, select the object by choosing the selection tool and clicking inside the object, then choose Delete on the Edit menu.

Text Objects

- Q. How to I edit the text in a text object?

A. To edit the text in a text object, select the text object and click the right mouse button. Choose the Edit Text menu item on the popup menu.

Q. When I select the color of a text object in the font selection dialog box the color of the text is not effected. What's going on here?

A. See know problem #1 below.

Q. How do I change the font and style of a text object?

A. To change the font and/or style of a text object, select the text object and choose Font on the Text menu. Note you cannot select the font color here, use the foreground color command.

Q. How do I rotate text?

A. To rotate text, select the text object and Rotate on the Text menu. Click in the rotation circle to achieve the desired rotation. You can also click in the rotation/font status box or the Rotate item on the popup menu to bring up the rotation dialog.

Known Problems

1. The color selected in the font selection dialog box is ignored. To change the color of a text (or any other) object, use the Foreground Color command. This is done by design, but may cause confusion, so it's listed here as a known problem. Just use the Foreground Color command to change the color of all objects and you will have no problem.

Quick Start

To start a new label choose File|New. Choose an existing layout or create your own and click OK. (See [The Layout Maintenance Dialog Box](#)) A label to your exact specifications is created and all you need to do is add objects and print.

The process of adding object to a label is very simple:

- Choose a tool (from the tool toolbar or from the Mode menu)
- Click in the label where you want to insert the object.
 - For Lines, Boxes and Circles click at one corner and drag to the other corner.
 - For Graphics, click at the insertion point and choose the bitmap file.
 - For Text objects, click at the insertion point and enter the text.
- Adjust the position of any object by choosing the Selection tool and clicking on the object.
 - This will select the object.
 - Now you can click on it again and drag it anywhere in the label.
 - While an object's selected you can change the object's settings using various commands. (See the rest of this Help file for more details.)
 - You can size Box, Circle and Graphic objects by clicking on a grapple and drag.
- Save the label by choosing File|Save.
- Print a draft by choosing File|Print (Use plain paper for this).
- Make any necessary adjustments to the label and layout page spacing.
- Print the final labels on the appropriate sheet.

This is only the beginning... You can do much, much more with **Labels, Cards & More** so please read the rest of this file and experiment with all the other exciting features in the program. I think you'll find **Labels, Cards & More** can handle all you label, card and envelope needs.

Inserting an OLE Object

What is OLE

OLE (Object Linking and Embedding) is a standard for sharing data between OLE compliant applications. The original OLE (OLE1) specification did not allow for drag and drop or in place editing. **Labels, Cards & More** supports both OLE and OLE2. OLE2 allows you to insert an object by simply dragging it into the label. It also lets you double click on any embedded OLE2 object to edit it in place. For example you can drag a picture from your favorite OLE2 compliant drawing program and drop it right in your label. If you decide to make a change to the picture, just double click on it and **Labels, Cards & More** will transform itself into the drawing program to let you edit it. When you're done click anywhere else in the label and **Labels, Cards & More** return to normal and the picture is updated.

You can also insert a link to an object in another application or file. When the object is updated in one place, the changes appear in all place than have a link to it.

Most word processors support OLE and provide servers for graphs, charts and word art. All of these features can easily be added to your label. My favorite is word art. You can make some really fancy art work out of any text in your label using some of the word art programs available.

Inserting an OLE Object

Select Edit|Insert Object

OLE2 objects can be inserted two ways. You can use the Edit|Insert Object command or you can drag the object directly from a server application and drop it in the label. The directions outlined below are brief, but the process of inserting an OLE object is the same for all applications that support OLE.

To insert an OLE object using the Edit|Insert Object command perform the following steps:

1. Select Edit|Insert Object.
2. Choose the object type to insert.
(You can also choose to insert a link or display the object as an icon.)
3. Click Ok and the server application will start.

To insert an OLE2 Object using the drag method perform the following steps:

1. Start the server application.
2. Click the object to insert and drag it into the label.
3. Release the mouse button and the object will be inserted into the label.

Notes:

Only OLE2 supports drag and drop. For older OLE server application you must use the Edit|Insert Object method.

Inserting a Text Object



Select Mode|Text

A text object can take on two forms. There is a regular text object that lets you specify a single piece of text and there is a *Variable Text* object that lets you specify a list of text. With *Variable Text* each piece of text is printed in turn. If you print more than the number of items you specify, the field will be blank for the remaining printouts.

To insert a Text object perform the following steps:

1. Select the Text tool.
2. Click in the label where you want to insert the text.
3. Enter the text.

- You can either specify a single piece of text or select the “Specify variable text” checkbox and use the Add button to create a list of text.

- If you specify variable text you can use the Up and Down buttons to move an item within the list, the Change button to modify an item already in the list or the Delete button to remove an item from the list.

4. Choose the justification. (see below)
5. Click OK.

Notes:

Justification Settings

The justification settings (Left, Center or Right) allow you to specify how a text object is aligned. For example, if you choose right justification the program will ensure that the text object is aligned with its right edge on the screen and on the printer.

The justification is automatically set when you use the *Alignment* commands.

Justification has no effect on rotated text.

Also See:

[Changing the Font](#)

[Rotating Text](#)

[Editing a Text Object](#)

Inserting a Line Object



Select Mode|Line

To insert a Line object perform the following steps:

1. Select the Line tool.
2. Click on the beginning of the line.
3. Drag to the end of the line and release.

Also See:

[Changing the Foreground Color](#)

[Changing the Line Size](#)

Notes:

If you hold the SHIFT key while inserting a line object, the line will automatically snap to either the vertical or horizontal direction. This lets you create straight lines very easily.

Inserting a Box Object



Select **Mode|Box** or **Mode|Filled Box** or **Mode|Shadow Box** or **Mode|Rounded Box** or **Mode|Rounded Filled Box**

To insert a Box object perform the following steps:

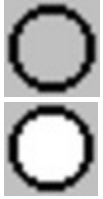
1. Select the Box, Filled Box, Shadow Box, Rounded Box or Rounded Filled Box tool.
2. Click on the upper left corner of the box.
3. Drag to the lower right corner and release.

Also See:

[Changing the Foreground Color](#)

[Changing the Line Size](#)

Inserting a Circle Object



Select Mode|Circle or Mode|Filled Circle

To insert a Circle object perform the following steps:

1. Select the Circle or Filled Circle tool.
2. Click on the upper left corner of the bounding rectangle.
3. Drag to the lower right corner and release.

Also See:

[Changing the Foreground Color](#)

[Changing the Line Size](#)

Inserting a Graphic Object



Select Mode|Graphic

To insert a Graphic object perform the following steps:

1. Select the Graphic tool.
2. Click in the label at the position where you want to insert the graphic.
3. Select the filename of the graphic file and click Ok.
 - The supported graphic formats are BMP, PCX, WMF, TIF, JPG, PNG

If a graphic object is too large to fit in the label it will be automatically scaled. The scaling is done in such a way to preserve the aspect ratio of the graphic object so that the object is not distorted.

Try right clicking on a selected graphic object and choose the Graphic Info... command to view the actual and displayed properties of the object. This can be very helpful when trying to improve the quality of the printed page as explained below.

When inserting a graphic object you should pay close attention to the following:
(Please note that these suggestions can greatly improve the quality of SOME graphics, but there are many situations where they may be unnecessary. Don't think that the following (somewhat technical) suggestions need to be fully understood to successfully use **Labels, Cards & More**.)

1. Choose graphic objects with the resolution of the printer in mind.

When displayed on the screen, intricate graphics may appear distorted because the screen's resolution is far less than the printer's resolution. In general, a graphic that is displayed and printed, pixel for pixel, will appear much smaller on the printer. This means that the graphic must be "stretched" to print with the same dimensions as displayed on the screen. What really matters is how the graphic looks on paper! For the best print quality, it's best to use graphics that are much larger than the desired size and scale them to the size you desire. This way the graphic will contain enough information to print at the higher printer resolution without having to be stretched.

For example, if the printer has a resolution of 300 by 300 dpi (as most laser printers do) then a 300 by 300 pixel graphic will print 1 inch by 1 inch at 100% scale. On the screen the same graphic may be larger than the entire label at 100% scale. **Labels, Cards & More** uses a virtual resolution of 100 by 100 dpi screen resolution to provide WYSIWYG formatting, which means that the graphic will require 3 inches by 3 inches. With this in mind, scaling the graphic to occupy 100 by 100 pixels on the screen (1 inch by 1 inch virtual, 33 1/3 % scale) will cause the graphic to be printed at exactly 300 by 300 dpi, utilizing 100% of the printer's resolution capabilities and provide the ultimate print quality! Now this may seem complicated but really it is not. Just try to use graphics that are about the same size when printed 100% scale as the size on the screen you desire.

2. Try to keep the aspect ratio (height / width) of the scaled object the same as the aspect ratio of the unscaled object.

If the graphic contains lines on angles, changing the aspect ratio could cause the lines to appear jagged.

It's always best to maintain the aspect ratio of any graphic object when sizing the object. (Size the graphic by dragging a corner to change the height and width of a graphic together and maintain the aspect ratio.)

Also See:

[Sizing a Graphic](#)

Inserting a Special Object



Select Mode|Special

To insert a Special object perform the following steps:

1. Select the Special tool.
2. Click in the label at the point where you want to insert the object.
 - The special objects selection dialog will appear.
3. Select the object type you want to insert.
(See [Choosing a Special Object Type](#))
4. Click Ok.

Choosing a Special Object Type

Special Object Types are as follows:

DB Fields Type

This type allows you to insert fields from a mail merge data file in to your label. To use a DB Fields you must first link your label to a data file (See [Data Files](#))

Once you have a data file linked to your label, inserting a DB Field is simple.

1. With the Special tool selected, click in the label at the position to insert.
2. Select the **DB Field** special object type from the special object dialog box.
3. Select the field to insert from the field selection dialog box and it's justification.
(See [Choosing a DB Field](#))

Notes:

The available fields are defined in the data file linked to the label and will vary depending on the data file linked to the label.

Only the field name will be displayed on the screen for each DB field. When the labels are printed, each DB Field's text will be take on the value of the corresponding field in the data file.

Auto Counter Type

The Auto Counter type allows you to insert a field into your label that will take on an incrementing value when the labels are printed.

1. With the Special tool selected, click in the label at the position to insert.
2. Select the **Auto Counter** special object type from the special object dialog box.
3. Enter the minimum number of digits to print. and it's justification.
(See [Inserting a Counter Object](#))

Notes:

The counter field will only display zeros on screen.

When the labels are printed, the counter field will be incremented for each label printed and display the corresponding number. You can start the count at any value by specify a starting count in the print dialog box.

My Name, My Company Name, My Title, My Phone Number, My Fax Number, My Email Address, My Address Types

These types allow you to insert common information directly into your label without re-entering it each time. The actual text used to fill these fields is obtain from the personal information you specify in the [Personal Info Page](#) of the configuration dialog box.

1. With the Special tool selected, click in the label at the position to insert.
2. Select the appropriate special object type from the special object dialog box.
 - The appropriate information is inserted into the label.

Quick Address Type

See [Entering a Quick Address](#)

All the Special Objects described above can have their font, color, rotation and size changed just like any normal text object.

Also See:

[Inserting a Special Object](#)

Choosing a DB Field

To choose a DB field perform the following steps:

1. Select the desired field to insert from the list.
2. Select the desired justification.
 - Use left for normal alignment.
 - Use center for DB fields that will be centered.
 - Use right for DB fields that will be right aligned.
3. Click Ok.

Notes:

Justification settings are used to keep an object aligned correctly on the printer when the text in the justified object is a variable length (i.e. DB fields and counter objects are replaced with the corresponding text when printed). For example a DB field may be {NAME} when displayed on the screen. When you print labels the text in the DB field will become, for example, John Doe. If you have the object centered on the screen and use left justification the object will not be centered on the printout. If you use center justification the object will remain centered when printed because **Labels, Cards & More** will know to adjust the position of the object so that it remains centered around the point it's centered on on the screen. The same is true for right justification. Print a few trials to get a feel as to how this works. You'll find that it works quite nicely.

Also See:

[Inserting a Special Object](#)

Inserting a Counter Object

To insert a Counter object perform the following steps:

1. Enter the MINIMUM number of digits to be printed.
2. Select the desired justification.
 - Use left for normal alignment.
 - Use center for counter object that will be centered.
 - Use right for counter objects that will be right aligned.
3. Click Ok.

Notes:

Justification settings are used to keep an object aligned correctly on the printer when the text in the justified object is a variable length (i.e. DB fields and counter objects are replaced with the corresponding text when printed). For example a DB field may be {NAME} when displayed on the screen. When you print labels the text in the DB field will become, for example, John Doe. If you have the object centered on the screen and use left justification the object will not be centered on the printout. If you use center justification the object will remain centered when printed because **Labels, Cards & More** will know to adjust the position of the object so that it remains centered around the point it's centered on the screen. The same is true for right justification. Print a few trials to get a feel as to how this works. You'll find that it works quite nicely.

Also See:

[Inserting a Special Object](#)

Entering a Quick Address

The Quick Address object allows you to insert a complete address into your label in one quick and easy step. It's very useful for printing a single envelope (See Quick Tip below)

To enter a Quick Address perform the following steps;

1. Enter the address you want to insert into the label.
2. Click Ok.

Note: You can leave any part of the address blank to leave it out of the label.

Quick Tip - Create a Custom Envelope Template

To Create a Custom Envelope Template:

1. Create a new label using the envelope template
 - Create a new label template if necessary for your envelope size.
2. Add you return address using the *My Address* special object.
3. Added any other objects to customize you envelope.
 - Leave the address section of the envelope empty.
4. Save the new label as ENVELOPE.LCM

In the future use ENVELOPE.LCM to create an envelope quickly and easily as follows:

1. Open the ENVELOPE.LCM file.
2. Use the **Quick Address** special object to add the address in the middle of the envelope.
3. Print the envelope. (Be sure to set the printer orientation and page size correctly)

Also See:

[Inserting a Special Object](#)

Changing the Style of a Box or Circle Object

You can change the style of a box or circle object by selecting the Style command on an object's context menu. For boxes, you may choose between normal, filled and shadow. For circles the available styles are normal and filled.

Also See:

[Inserting a Box Object](#)

[Inserting a Circle Object](#)

Notes:

When you add an object you can choose the initial style by selecting the appropriate tool. For example, if you choose the shadow box tool, you are adding a box with the shadow style.

Data Files

To use DB Fields and the mail merge features of *Labels, Cards & More* you must create a data file that contains the information you want to link to your labels. DB Fields allow you to create mass mailing labels, envelopes, etc.

Use the **File|Link to DB File** command to link your label to a data file or change the link in an existing label.

Creating a Data File

The data file is a simple delimited text file with the first line defining the fields used in the file. The format of the data file is as follows:

Example: Comma delimited with Name, Company and 3 Address fields per record

```
.,,"Name","Company","Address1","Address2","Address3"  
"John Doe","Joe's Auto, Inc.,""Suite 5A","111 Willy Lane","East Allentown PA 12345"  
"Jane Doe","Jane's Collectibles","222 Lamb Lane","Billsburg NY 11756",""  
.  
.  
.
```

Notes:

Note the two commas at the beginning of the first line. The first specifies the character to be used as the delimitator, the second is the delimitator between the delimitator and the first field description. (You can use any character here , | and TAB. are the most common).

The first line contains the delimitator followed by delimited fields that contain the field names. (This line **MUST** be the first line in the file, **NO BLANK LINES BEFORE IT.**)

The remaining lines contain the records.

DO NO LEAVE BLANK LINES BETWEEN RECORDS OR AT THE END OF THE FILE.

Each record must conform to the fields defined on the first line, but excess fields may be left out. (as in the second record in the example above)

You are **NOT** limited to names and address, fields can be anything up to 50 characters each.

You can either create data files manually using any text editor or use a database program to export selected fields from an existing database to a delimited text file, then manually insert the first line to describe the fields.

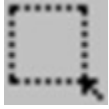
When you save your label, the link to the data file is saved with the label. If you modify the field description in the data file and open the label at a later date you will be given a warning that the fields in the data file have changed. If any of the fields present in the label have been removed since the label was saved, those fields will not print correctly.

There can be a maximum of 20 fields per data file.

The "" grouping characters are optional. Most programs that export to a delimited text file will

group the fields with "" characters.

Selecting an Object



Select Mode|Select

To select an object perform the following steps:

1. Select the Selection tool. (Not necessary to select OLE objects)
2. Click on the object you want to select.

When an object is selected a thin border is displayed around the object. If the object can be sized, a set of eight "grapples" are displayed on each edge and on each corner. You can click on any of these "grapples" to size the selected object.

Also See:

[Sizing an Object](#)

Notes:

To select more than one object hold the CTRL key down while selecting.

Continue to hold the CTRL key down and you can move all selected objects at once.

An object must be selected before it can be edited or its settings changed.

For objects that overlap, the smallest object that contains the point of selection is selected.

When an object is selected, all applicable settings for that object become the current settings. (For example, when a text object is selected, the object's Font, Rotation, Foreground and Background colors become the current settings. When a line, box or circle object is selected, the object's Foreground color and line size become the current settings.)

To select an embedded OLE object you need not select the Selection tool. If you click the left mouse button within an OLE object it will be selected. Double click to edit the OLE object.

Moving an Object

To move an object perform the following steps:

1. Select the object(s) (**See Selecting an Object**)
2. Click anywhere within the object's border and drag the object to where you want it.
3. Release the mouse button to update the label.

Notes:

If multiple objects are selected you must hold the CTRL key to move all objects at once.

Changing the Level of an Object

You can changing the level of an object by using the Bring to Front and Send to Back command on the context menu for a selected object.

To make an object appear that it is at the lowest level (behind all other objects) use the Send to Back command.

To bring an object to the highest level (in front of all other objects) use the Bring to Front command.

Making an Object Non-Printing

A non-printing object is an object that is displayed at design time but is not printed. Non-printing objects are used primarily in templates. They allow you to display a feature on the screen that is pre-printed on the paper stock.

You can make an object non-printing by performing the following steps:

1. Select the object. (**See [Selecting an Object](#)**)
2. Click the right mouse button with the cursor positioned on the select object.
3. Choose the Non-Printing command on the menu.

Cut, Copy and Paste Commands



The Cut, Copy and Paste Commands allow you to move objects to and from the clipboard.

Cut and Copy allow you to move objects to the clip board.

Cut removes the object from the label after copying it to the clipboard.

Paste allows you to copy an object from the clipboard in to a label.

Paste Special allows you to choose the format of the object on the clipboard to be inserted.

To Copy or Cut an object perform the following steps:

1. Select the object (**See [Selecting an Object](#)**)
2. Select Edit|Cut or Edit|Copy.

To Paste an object in to the label perform the following steps:

1. Select Edit|Paste. (See note below)
2. The pasted object will appear in the top left corner of the label.
 - It can now be treated like any other object in the label.

To Paste Special perform the following steps:

1. Select Edit|Paste Special.
2. Choose the object type to paste into the label.
3. Click Ok and the object will be pasted into the label.

Notes:

The Cut and Copy options are only available when an object is selected.

The Paste option is only available when an object is available on the clipboard.

Graphic objects are treated as DIBS (Device Independent Bitmaps) when being move between a label and the clipboard. Be aware of this when trying to transfer bitmaps from other applications through the clipboard.

Printing Your Label



Select File|Print

Before printing your label you can specify several parameters to customize how the labels are printed as follows:

To print one or many labels perform the following steps:

1. Select File|Print.
2. In the Print dialog box click *Printer Setup* and verify the printer settings.
3. Choose the starting label.
 - By allowing you to choose a starting label, **Labels, Cards & More** lets you to print on partially used sheets of labels. There's no need to waste an entire sheet of labels to print a single label!
3. Enter the number of labels to print.
 - You can click the *All in Data File* button to select all labels in a linked data file (if you have one).
4. Enter the number to start any counters with if you've included any *Auto Counter* objects.
5. Click Ok to print you labels.

Notes:

Because all printers are not created equal, I recommend printing a single page draft of your labels the first time you use a layout. Do this on regular paper and verify that the alignments are correct before wasting more expensive labels.

Once you've verified that a layout prints correctly you don't need to verify it each time you print labels using the same layout.

If a layout produces unacceptable results use the Edit Layout and Edit Current Label' Layout commands on the File menu to adjust the layout and retry. Again, this will only need to be done the first time you use a given layout. After that you'll get perfect results every time.

The Layout Maintenance Dialog Box

Select File|New or File|Edit Layouts

The Layout Maintenance dialog box is displayed when you choose to create a new label. It allows you to select an existing layout, create new layouts, edit existing layouts and set the default layout. You can also display the Layout Maintenance dialog box without creating a new label by selecting the File|Edit Layouts command.

Selecting an Existing Layout

To select an existing layout to use as a template for you label perform the following steps:

1. Select File|New.
2. Select the layout from the list provided.
3. Click Ok.
 - A new (blank) label is created in the layout you selected.

Editing an Existing Layout

You may want to make minor adjustments to a layout if the alignment on your printer is incorrect.

To edit an existing layout perform the following steps:

1. Select File|Edit Layouts or File|New (to create a new label at the same time).
2. Select the label you want to edit.
3. Click Edit.
4. Edit the label's properties to suite your needs. (See [Entering a Layout](#))
5. Click Ok.

Creating a New Layout

To create a new layout perform the following steps:

1. Select File|Edit Layouts or File|New (to create a new label at the same time).
2. Click Add.
3. Enter the label's properties to suite your needs. (See [Entering a Layout](#))
4. Click Ok.

Setting the Default Layout

The default layout is the layout that is initially selected when you enter the *Layout Maintenance* dialog box.

To set the default layout perform the following steps:

1. Select File|Edit Layouts or File|New (to create a new label at the same time).
2. Select the layout you want to be the default layout.
3. Click Set As Default.

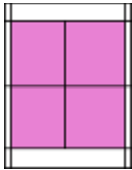
4. Click Ok.

Entering a Layout

The Layout Definition dialog box allows you to enter the properties for a new layout or edit the properties of an existing layout. The layout defines how a page of labels is laid out. For example, you might create a layout that has four 4x4 inch labels centered on an 8.5 x 11 inch page with 2 rows and 2 columns. You would use the following settings:

Width:	4.0
Height:	4.0
Rows:	2
Columns:	2
Space between rows:	0
Space between columns:	0
Side Margin:	0.25
Top Margin:	1.50

This would produce a page arranged like this:



In this case there is no gap between the rows nor between the columns. The shaded area represents the four labels and the non shaded area represents the margins.

When you create a new label based on this layout you will be given a 4 x 4 inch area to design. When you print a full page, four labels will be printed on the page, arranged as shown above.

To enter the properties for a layout perform the following steps:

1. Enter the name of the layout.
 - The name can be up to 20 characters and should describe the layout.
2. Enter the width and height of a single layout.
 - The width and height but be at least 0.5 inch.
3. Enter the number of rows and column on a page of labels.
4. Enter the top margin.
5. Enter the side margin.
6. Enter the spacing between columns
7. Enter the spacing between rows
8. Choose the type of marker you would like displayed.
 - A Marker is used to display a feature on the screen to help alignment. For example, you can include a marker that marks the position of a pre-printed line, box or circle on your label. This helps you when positioning objects on screen so they line up with the pre-printed object on your label when printed. Markers are not printed.
9. Enter the position of the marker so it matches that on the pre-printed label.
10. Click OK.

Notes:

When entering layout properties note the following:

The sum of the widths and spacing between columns should equal the width of the printing area on a page.

The sum of the heights and spacing between rows should equal the height of the printing area on a page.

After entering a layout's properties, look at the preview window in the Layout Maintenance dialog box to get an idea of how the labels sit on the page and make any necessary adjustments.

Changing the Font



Select Text|Font

To change the font of a single text objects perform the following steps:

1. Selected the Text object (**See** [Selecting an Object](#))
2. Select Text|Font.
3. Choose the font, size and style and click Ok.

To change the current font perform the following steps:

1. Make sure no object is selected
2. Select Text|Font.
3. Choose the font, size and style and click Ok.

NOTE: This command is available only when a single Text object is selected.

Rotating Text



Select Text|Rotate

To rotate the text in a single Text object perform the following steps:

1. Select the Text object (**See [Selecting an Object](#)**)
2. Choose Text|Rotate.
3. Click in the rotation circle to obtain the desired rotation and click Ok.

To change the current text rotation perform the following steps:

1. Make sure no object is selected.
2. Choose Text|Rotate.
3. Click in the rotation circle to obtain the desired rotation and click Ok.

NOTE: This command is available only when a single Text object is selected.

Editing a Text Object



Select Text|Edit

To edit a Text object perform the following steps:

1. Select the text. (**See** [Selecting an Object](#))
2. Choose Text|Edit.
3. Type in the desired text or modify the variable text list.
4. Choose the justification. (see below)
5. Click OK.

Notes:

Justification Settings

The justification settings (Left, Center or Right) allow you to specify how a text object is aligned. For example, if you choose right justification the program will ensure that the text object is aligned with its right edge on the screen and on the printer.

The justification is automatically set when you use the *Alignment* commands.

Justification has no effect on rotated text.

The *Edit Text* command is available only when a single Text object is selected.

Adjusting the Margins

Select Alignment|Margins

The Margins are used as an aid to align objects on the label. **Objects CAN be placed outside of the margins.**

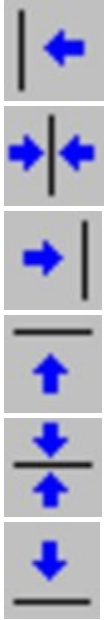
To set the margins perform the following steps:

1. Choose Align|Margins.
2. Enter the left, right, top and bottom margins.

Notes:

Margin settings are saved with the label. Each label can have its own margin settings. The margins are set automatically when the label is loaded.

Aligning Objects



Select **Align|Left** or **Align|Center Horizontal** or **Align|Right**
or **Align|Top** or **Align|Center Vertical** or **Align|Bottom**
or **Align|Align Selected to Grid** or **Align|Align All to Grid**

Alignment with the Margins

Alignment options allow you to left align, center or right align an object with the margins.

To align an object with the margins perform the following steps:

1. Select the object. (**See [Selecting an Object](#)**)
2. Choose the desired alignment.

Alignment with the Grid

Objects can also be aligned with the grid. If the *Snap to Grid* option is on, all objects are automatically aligned to the grid when inserted or moved. If the *Snap to Grid* option is not on, objects can still be aligned to the grid using the **Align Selected to Grid** or **Align All to Grid** menu commands.

To align the selected objects with the grid perform the following steps:

1. Select the object. (**See [Selecting an Object](#)**)
2. Choose **Align|All Selected to Grid**

To align ALL objects to the grid perform the following steps:

1. Choose Align|Align All to Grid

Also See:

[Adjusting the Margins](#)

Notes:

If there are multiple objects selected and you choose the alignment commands, the objects are aligned with the current selection bound, NOT with the margins.

Changing the Foreground Color



Select Colors|Foreground Color

To change the foreground color of the selected objects perform the following steps:

1. Select the object(s) (**See Selecting an Object**)
2. Choose Colors|Foreground Color.
3. Choose the desired color and click Ok.

To change the current foreground color perform the following steps:

1. Make sure no object is selected.
2. Choose Settings|Foreground Color.
3. Choose the desired color and click Ok.

Changing the Background Color



Select Colors|Background Color

To change the background color of the selected objects perform the following steps:

1. Select the object(s) (**See** [Selecting an Object](#))
2. Choose Colors|Background Color.
3. Choose the desired color and click Ok.

To change the current background color perform the following steps:

1. Make sure no object is selected.
2. Choose Colors|Background Color.
3. Choose the desired color and click Ok.

Sizing an Object

To change the size of a Box, Circle, Graphic or OLE object perform the following steps:

1. Select the object. (**See Selecting an Object**)
2. Move the cursor over a grapple on one of the edges (left, right, top or bottom).
 - The cursor will change to a double arrow.
3. Press the left mouse button.
4. Drag the mouse to size the object.
5. Release the mouse button to register the changes.

To change the height and width of the selected object at the same time perform the following steps:

1. Select the object. (**See Selecting an Object**)
2. Move the cursor a grapple on one of the corners of the object.
 - The cursor will change to a diagonal double arrow.
3. Press the left mouse button.
4. Drag the mouse to size the object.
5. Release the mouse button to register the changes.

Notes:

It's best to use the latter sizing method with graphic objects that require the aspect ratio to be preserved.

Text objects and DB Field objects can not be sized, they assume the size of the text they contain.

Changing the Line Size

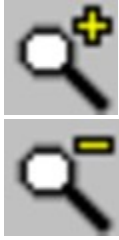
To change the line size of the selected objects perform the following steps:

1. Select the object(s) (**See Selecting an Object**)
2. Select the desired linesize from the tool palette or from the *Line* menu.

To change the current line size perform the following steps:

1. Make sure no object is selected.
2. Select the desired linesize from the tool palette or from the *Line* menu.

Zooming In and Out



Select **View|Zoom In** or **View|Zoom Out**

Use the Zoom commands to zoom in or out on your label.

Configuration

Select Options|Configuration

The configuration option opens a dialog box that contains three tabs.

The General Tab

The general options include the following:

1. Show graphic place holders.

- Check this option if you use LARGE graphic objects that take time to display.
- You wont see the graphic on the screen, but display time will be MUCH faster.

2. Prompt when deleting an object

- Check this option to prompt before deleting an object from the label.

3. Print crop marks on label boundaries

- Check this option to print crop marks on the corners of each label.
(Excellent for use as a guide if you're cutting your own labels out.)

4. Remind to print a test page

- Uncheck this option to stop the reminder to print a test page each time you print your labels.

5. Display the "Tip of the Day" at startup

- Uncheck this option to stop showing the "Tip of the Day" at startup

The Grid Tab

The grid options include the following:

1. Grid Size

- Enter the number of logical pixels between grid lines.

2. Show Grid

- Check this option to display the grid on the screen.

3. Snap to Grid

- Check this option to automatically align objects to the grid when they are inserted or moved.

Note: The Show Grid option does not have to be check to use the grid.

The Personal Info Tab

The edit controls on this page allow you to specify name, address, and phone number information to be used when inserting *Special Objects* into your labels.

Check this option if you use LARGE graphic objects that take a long time to display. You won't see the graphic on the screen, but display time will be MUCH faster.

Check this option to prompt before deleting an object from the label.

Check this option to print crop marks on the corners of each labels. (Excellent for use as a guide if you're cutting the labels out yourself.)

Uncheck this option to stop the reminders to print a test page every time you print your labels.

Uncheck this option to stop showing the "Tip of the Day" at startup.

This specifies the size of the grid.

Check this option to display the grid in your label.

Check this option to automatically align all objects to the grid when they are inserted.

Your name..

Your company name.

Your title.

Your address.

Your address.

Your phone number.

Your fax number.

Your e-mail address.

