HomePrint Labels

Created by Cristallight Inc.

HomePrint Labels

Published by Cristallight Inc.®

Refund Policy

1. It is the responsibility of the urchaser to fully evaluate the suitability of the product by downloading the demo.
2. Once the Purchaser pays for the product, he or she will receive a Key which will allow the user to download and install a fully functional version of the product. Once the user the receives the Key, for distribution and refund purposes, the product is
treated in the same way as a software product purchased at a retail outlet that has been opend (that is, the seal has been broken):
We will not refund the funds for the product, unless the product is:
(a) shown to be substantially defective in some manner not revealed by the evaluation of the demo version, and
(b) we do not repair the defect within 15 business days and provide to the purchaser a version of the product that is free from any reported defects
If we do not perform to remedy defects as specified in items 2(a) and 2(b), then we will fully refund the amount paid for the product. The refund will appear as a credit to the original credit card account against which the original charge was made.

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First Things First

HomePrint Labels

Part I

1   INTRODUCTION

Welcome to HomePrint Labels, a sophisticated label management and creation program powerful enough for your most complex tasks, yet easy to use. With HomePrint Labels you will soon be designing and printing professional quality labels for virtually any purpose.

1.1   HOW TO USE THIS MANUAL

You should begin with the Installation instructions. Following these instructions carefully will assure that HomePrint Labels is properly installed and ready to run on your computer system.
The *Tutorial* provides two step-by-step lessons which allow you to create your first set of labels. The *Tutorial* covers the basics of how to use HomePrint Labels to create an information database that you will later print onto labels. It then describes how to create a label on which to print your database information. Finally, this section will tell you how to print your first set of labels. The *Features Overview* section describes the various components that make up the HomePrint Labels application. *Databases in Depth*, *Labels in Depth*, and *Printing in Depth* cover the advanced features that this program has to offer. The *Menu Reference* runs through the menu bar, describing each menu function.

1.2   CONVENTIONS USED IN THIS MANUAL

We have tried to allow for users who aren't entirely familiar with the general terms and conventions associated with computers. If you are not certain what a particular section means, reread the section and then consult the Owner's Manual which came with your computer before using HomePrint Labels.
Keyboard commands and keyboard keys are printed "**[Ctrl]** - **A**." In this case you would hold down the **[Ctrl]** key and press **A**.
The terms *labels* and *envelopes* are used interchangeably in the manual, since the same steps are used to define either labels or envelopes.
The term "click," unless otherwise specified, refers to a "left-click," a click HomePrint Labels

HomePrint Labels

Part

II

2   INSTALLATION

HomePrint Labels is distributed on a CD-ROM. HomePrint Labels requires a minimum of 64 megabytes of RAM and 12 megabytes of hard disk drive space. Of course, the more information you store in the HomePrint Labels database, the more memory and hard disk space HomePrint Labels will require. As HomePrint Labels is updated and new features are added, these minimum system requirements could change. The system requirements printed on the box reflect the system requirements for the current version of HomePrint Labels

2.1   How to Install HomePrint Labels

1. Download the latest version from the Cristallight website.
2. Close all open windows on your computer screen.
3. Click on the **Start** button in the Windows Task Bar.

4. Move the mouse until the cursor is over the word **Run** in the menu which appears. Click the mouse button.

5. A dialog box will appear. In the text field provided, type "<path>hplabels.exe" and click on the **Run** button. The Install Wizard will run. Please follow the instructions on your screen to finish installing HomePrint Labels
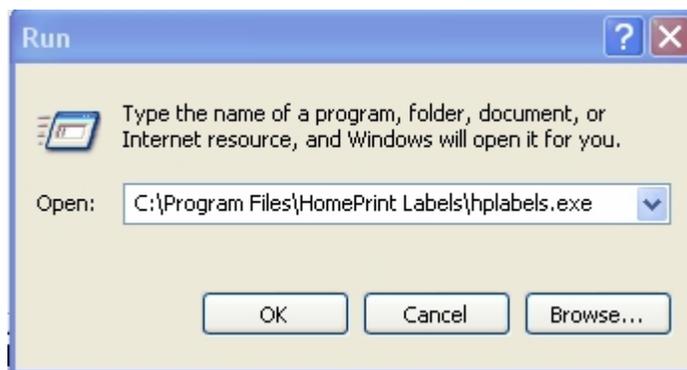
2.2 TECHNICAL SUPPORT

If you have any technical difficulties running or installing HomePrintLabels please contact Cristallight Inc. technical support. You may to visit our website and look for any updates or technical support pages available. The address is:
http://www.cristallight.com

2.3 KNOWN TROUBLESHOOTING ISSUES

1) If you have rotated text on your label, you may see a "dotted" or "gray" background behind the text when the labels print. If this happens, choose **Print Setup** from the **File** menu and click on the **Properties** button in the
dialog box. You will see a new dialog box, with a choice of several *tabs*. Click on the **Graphics** *tab* to bring up the graphics options. Set the **Dithering** to **None** and click **OK** to close the "Properties" dialog box. Click
OK to close the "Print Setup" dialog box, and you will be ready to print normally.
2) We STRONGLY warn you against using a particular sheet of labels more than once. Every time you run a sheet of labels through a printer, the adhesive on the labels breaks down from the heat and the tight printer path and the labels "loosen" on the page. The labels could detach from the page and stick on the print rollers RUINING YOUR PRINTER! Once again, we strongly recommend that you only use a particular sheet of labels ONCE to avoid damage to your printer. We assume NO responsibility for damage to your printer caused by running a sheet of labels through the printer more than once.
3) A non-technical but common issue arises when a new computer user is unfamiliar with the Windows file system. When you save a file on your computer, remember the folder in which you saved it. If you save the database "Reunion" in the "Reunion Files" directory, please remember that you need to open this folder when you next use the program.

HomePrint Labels

Part

III

3 TUTORIAL

3.1   Introduction

We understand that you want to start using HomePrint Labels immediately, and this section is here to help you with this. We have tried to make this section easy to understand even if you have not used your computer much before. It can be frustrating to work with a new program for the first time, but if you follow these steps, you will be soon sending off those important invitations or company newsletters with just a little effort and a few clicks of your mouse button. Please follow the instructions closely; at the end of each tutorial lesson we will show you how to start on your own database and labels, but during the lessons please enter every section exactly as you are shown. Not only will this ensure that everything goes smoothly, but will help to diagnose any problems you may have if a technical issue should arise.

3.2   Lesson One

Starting and Working With a New Database

3.2.1   Lesson Overview

In the first lesson, we will setup a new database. A *database* is a collection of information, such as names and addresses, stored in a format which computers can easily understand. Imagine the database as a big filing cabinet or Rolodex® with the names of all your friends or clients (or business associates, alumni, etc.)
This lesson will show you how to:

- Start HomePrint Labels
- Create a new database
- Add records to the database
- Modify a record in the database
- Delete a record from the database

In this lesson, we want to make a new database. This lesson covers the simplest and most frequently used database tasks that you will use with Labels and Cards Pro. In Lesson Two, **Creating and Printing a Label** , you will see how to generate your labels in a matter of minutes.

3.2.2   How to Start the Program

Before working in HomePrint Labels, you first need to start the program.

> **1.** Close all open windows on your computer screen.
> **2.** Click on the **Start** button to access the Windows **Start** menu.

> **3.** Move the mouse cursor up to the word **Programs** in the menu which appears. A new menu will appear to the side of the **Start** menu.

> **4.** Move the mouse cursor over the **HomePrint Labels** item in the menu. Another new menu

will appear.
5. Move the mouse cursor over the **HomePrint Labels** application icon and click the left mouse button to start the program.

6. Congratulations and welcome to HomePrint Labels.

3.2.3   How to Create a New Database

Before you can begin work on a new database, you must first create it. To create a database, choose New...Database from the File menu:

1. Move the mouse cursor to the word **File** on the menu bar.
2. Click the left mouse button with the cursor still over the word **File**.
3. Move the mouse cursor over the word **New** in the list which appears. A smaller menu will appear to the side of the **File** menu.
4. Move the mouse cursor over the word **Database** and click the left mouse button.
5. A dialog box will appear asking you to name the database. Type in the name "Tutorial" and click on the **Save** button to finish creating the database. A new, blank database will appear.

3.2.4   How to Start Working With the Database

Let's get started with the database. In a database, each individual person's information is called a *Record*. Every record is made up of *Fields* which contain information, such as a person's first name, address, or ZIP code. In the Database window, each field looks like a white box following the field name.

1. In the upper-left corner of the HomePrint Labels database window is the Date field. The current day's date is displayed here. You should leave this field alone, as you may later want to sort the database entries by date.

2. In the upper-right   corner of the database window is the Salutation field. Here you may enter things like "Mr.," "Mrs.," or "Dr." For our lesson's purposes, please place thecursor over the Salutation field and click the left mouse button. A blinking cursor will appear in the field. Type in "Mr."

3. To move to the next field, press the **[Tab]** key. The cursor will move to the Name field. You may have noticed that the Name field is in two parts, one for the first name and one for the last name. The cursor will be in the first of these two fields. Type the name "Joe."

4. Press the **[Tab]** key again to move to the second Name field. Type the name "White."
5. Press the **[Tab]** key *three* times to advance to the Street field. You will be skipping the Title and Company fields. For this tutorial will will not be using these fields, but in your own database you may use these fields to enter the companies and official titles of your business associates. Now you may enter the first line of the person's address. Type in "1329 Pierce Grove Street."

3.

6.   Continue to press **[Tab]** and add information until the next few lines look like:

7.   You now have a complete record, and your database is started.

3.2.5   How to Add a New Record to Your Database

1. Now that our database has one record, it is time to add more. Hold down the **[Shift]** key and press the **[Enter]** key to create a new, blank record.
2. Place your cursor over the Salutation field once again and click the left mouse button. Type in "Mr. and Mrs."
3. Press the **[Tab]** key to once again move to the Name field. Type in "Steve and Mary."
4. Press the **[Tab]** key again to move to the second Name field and type "Jones."
5. Continue until the address is completed as follows:

Street   3421 Barnes Circle
Ci, St, ZIP   West City CA 90909
Phone   (501) 555-3645

6. The completed record should look something like this (the date in your database will, of course, be different.)

Date	01/25/2005
Salutation	Dr.
First Name	Tracy
Last Name	Rice
Title	
Company	
Street	12345 South Park Way
Ci, St, Zip	Rancho	MN	86341
Country	
Phone 1,2	(702) 555-9910

Date	01/25/2005
Salutation	Ms.
First Name	Helen
Last Name	London
Title	
Company	
Street	1764 Indiana Pkway. Apt. L-14
Ci, St, Zip	Baltimore	MD	20102
Country	
Phone 1,2	(920) 555-4639

Salutation	
First Name	Barry
Last Name	Jenks
Title	
Company	
Street	421 Pines Ave. South Apt. 26
Ci, St, Zip	Plymouth	MN	55418
Country	
Phone 1,2	

7. If you would like to change the Date field, you will need to click on it with the mouse cursor, as you cannot use the **[Tab]** key to jump to that field.

8. Hold down the **[Shift]** key and press **[Enter]** to create a new, blank record.

9. Enter the following three records to your database, starting with the Salutation and continuing by pressing **[Tab]** to move from field to field. If you accidentally pass a field by pressing **[Tab]** too many times, you may return to a previous field at any time by moving the mouse cursor over the field and clicking. Finish each record by holding down the **[Shift]** key and pressing **[Enter].**

At the left side of the Database Window, you will see the *Browser Work Area*, or, simply, the Browser. Here you will see the list of last names in your database. You can select any individual entry by clicking on the person's last name. Click on the name "White" to select that record. You should now see the entry for Joe White. The Browser is an easy way to run through your database to find a particular entry. When you begin to make labels from your database, you may occasionally wish to choose a particular database entry to print or preview, you would do this by clicking on the entry in the Browser.

3.2.6   How to Make the Database Work for You.

The database in HomePrint Labels is a very powerful tool, and with a little practice you can use the database to perform many special tasks and keep large amounts of information handy. You can use the database to keep records of friends and family, clients, merchandise, and all kinds of information you might normally keep in a list or address book.

3.3   Lesson Two

Creating a Label

3.3.1   Lesson Overview

In the second lesson, you will create and print labels from the Tutorial database.Labels use information from the database to print a series of different labels, as well as information of their own to print the same thing on each labels, such as a picture or friendly greeting. The lesson will show you how to:

- Select a predefined label,
- Add "static" text to the label,
- Add a field from your database to the label,
- Add a graphic object to the label.
- Review your label as it will be printed
- Print the label

This lesson covers the simplest and most frequently-used label tasks that you will use with HomePrint Labels. When combined with Lesson One, you will be ready to generate hundreds of labels in a matter of minutes. Please be sure to run through Lesson One before you start this lesson, or you will not get very far!

3.3.2   How to Start the Label

The first thing you will need to do is make sure that the database from which you will be printing labels is open. If you have closed the "Tutorial" database we made in the first lesson, follow these steps to open it again.

1. Start the program if it is not currently running.
2. Click on the **File** menu at the left of the menu bar.

3. Move the mouse over the word **Open** in the menu which appears.
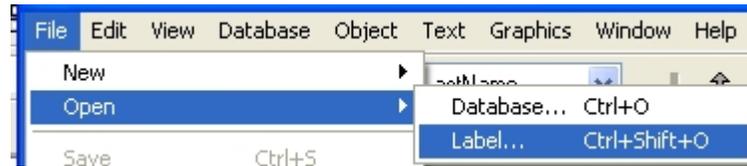
4. You will see another menu appear to the right of this menu. Move your mouse until the cursor is over the word **Database** and click the left mouse button.
5. A dialog box will appear, showing a list of files. Look for the file named "Tutorial" and click once on it. Now click on the **Open** button at the right side of the dialog box. The "Tutorial" database is now open and you can begin creating your label.

3.3.3   How to Create a New Label

For your own labels, you will need to purchase the specific label type you will be printing on. Avery labels are a popular brand, but many other companies make labels as well. For the purposes of this lesson, we will pretend that you have purchased "361 Laser Bussiness Card" labels, shipping and mailing labels which are very popular and are large enough to include graphics as well as text and addresses.

1. Move your mouse over the word **File** in the menu bar. Click the leftmouse button.
2. Move the mouse down to the word **New** and then move the mouse across to the word **Label...** Click the left mouse button.
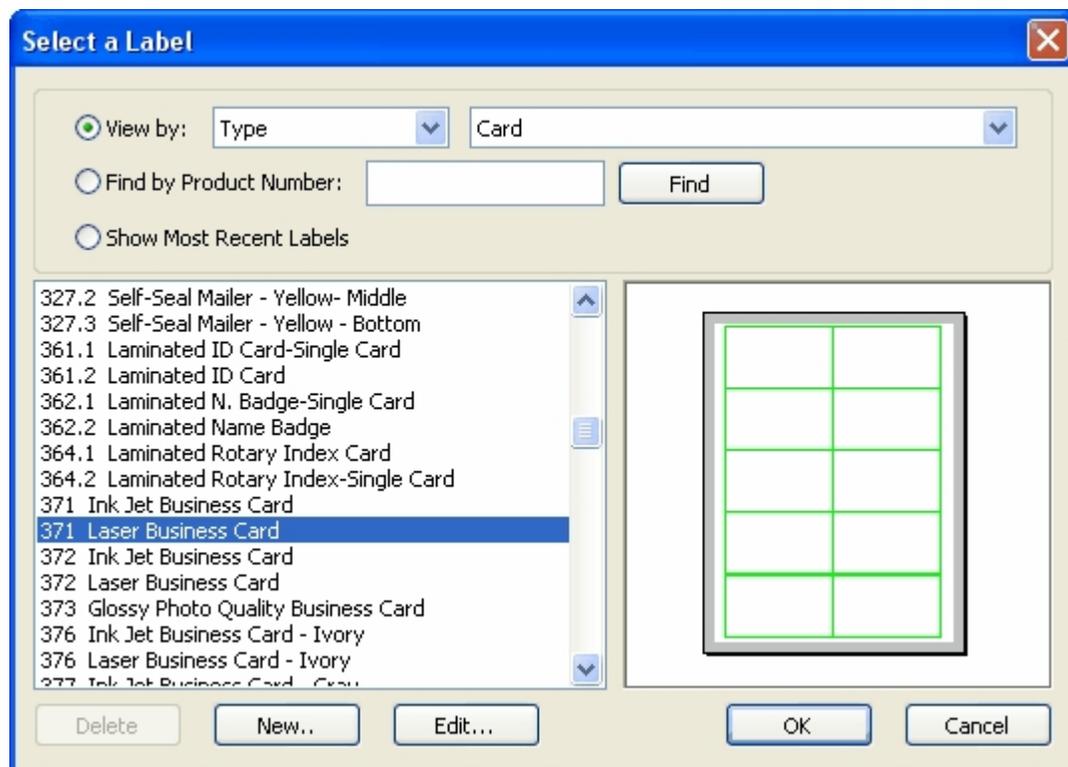
3. A new dialog box, the "Label List," will appear. Here you may choose from one of many pre-defined label formats. Choose the label "361 Laser Bussiness Card" in the list in the middle of the

dialog box and click on the **OK** button.

4. The *Label Window* will be displayed. In the center of the window will be a picture of the label, displayed at actual size. The label name starts out as "Label1," but we will change that later when we save the label. You will see that parts of the label are gray - this means that those areas of the label will not print. Every printer needs a little bit of room to move the sheets of paper through the printer;depending on which label you are using with which printer, these gray areas will change.
5. These labels are going to be for party invitations, so let's start off with the "Static" text, the text

which will be the same on *every* label. Click on the **Text Box Tool.** This tool allows you to specify a place for text on the label. To use the tool, position the mouse cursor in the upper left corner of the label in the middle of your label window. Click and hold the left mouse button down and drag the mouse across the label and down a little bit to draw a *Text Box*.

Imagine a text box like a small sticker or sticky-note--you can put text on this sticker and move it around wherever and whenever you like.
6. Once you have drawn the text box, choose the **Text Tool** from the toolbar. This tool allows you to place the text itself. Click inside the text box you just placed and begin typing. For the lesson, type the words "Have you heard about our" into the text box. We are going to add another text box for the word "Party" in just a few minutes. If you do not see any letters when you begin typing, you may not have made the text box tall enough. This is easy to fix. The text box has little black squares around the edges; these are called *Handles*, as they help you to move the text box around and change its size.

Move the mouse cursor over the handle in the lower right corner of the text box and click and hold the left mouse button. Drag the mouse down a bit and you will see the box change size in that direction. Don't make the box *too* big, just enough so that the text appears; release the left mouse button..
7. Now we need to make the text box a little shorter from side to side. Click and hold the mouse cursor on the lower right handle of the text box and move the mouse slowly to the left. Make the box *just* long enough to hold all of the text "Have you heard about our."
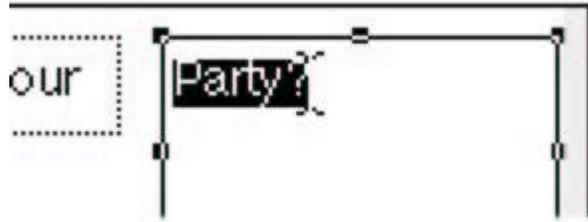
8. Now select the **Text Box Tool** again and draw a new, taller box just to the right of the first text box. Select the **Text Tool** again and type "Party?" in the new text box. Now take the mouse and place the cursor at the very end of the text, right after the question mark. Click the left mouse button and drag the mouse to the left so that the text is selected. The text will appear white-on-black now, instead of black-on-white. Now we can change the text a bit.

9. Move the cursor over the word **Text** in the menu bar and click the left mouse button. Move the mouse down to the word **Font**; a new menu will appear to the side of this. Select the font **Times New Roman** from the list and click the left mouse button. (If the Times New Roman font does not appear in the list, choose another font that you like.)

10. Now change the size of the font. Click on the word **Text** again, and move down to the **Size** menu item, choosing **24 point** from the submenu.

11. Now make the text red. Click once more on **Text**, then choose **Color** from the menu and **Red** from the submenu. You may now wish to resize the text box so that it is just slightly larger than the text "Party?" at the right of the label.

12. Finally, you may want to move the two text boxes slightly so that they line up neatly. To move a text box or any other item on a label, you will need to select the **Object Tool** from the toolbar. With this tool selected, click on either text box and hold the left mouse button down. As long as you have not accidentally clicked on one of the handles, the cursor will look like a four-pointed arrow and you will be able to move the text box around without changing its shape. Once you have the text boxes lined up, the label should now look like this:

3.3.4   How To Get the Addresses From Your Database Onto the

Now we come to the part where we make the database and the label work together.

1. Choose **Place QuickAddress...** from the **Object** menu. A dialog box will be displayed. Here you can specify which information from the database you wish to place on your label.
2. In this box you will see two main sections. In the section on the left you will find three checkboxes which allow you to specify certain properties of your Quick-Address as well as a preview of the QuickAddress as it will appear on the label. Click on the **Print Barcode** checkbox to turn off the Barcode option for this label. The **Print Barcode** option in the QuickAddress dialog will automatically print the Postnet Barcode the US Postal Service uses in routing your mail. For most small mailings this will not make a difference. It really comes in handy when you are printing a large bulk mailing for your business. The **Eliminate Blank Lines** and **Eliminate Blank Space Between Fields** options make your labels look nicer when they print, so leave them on.
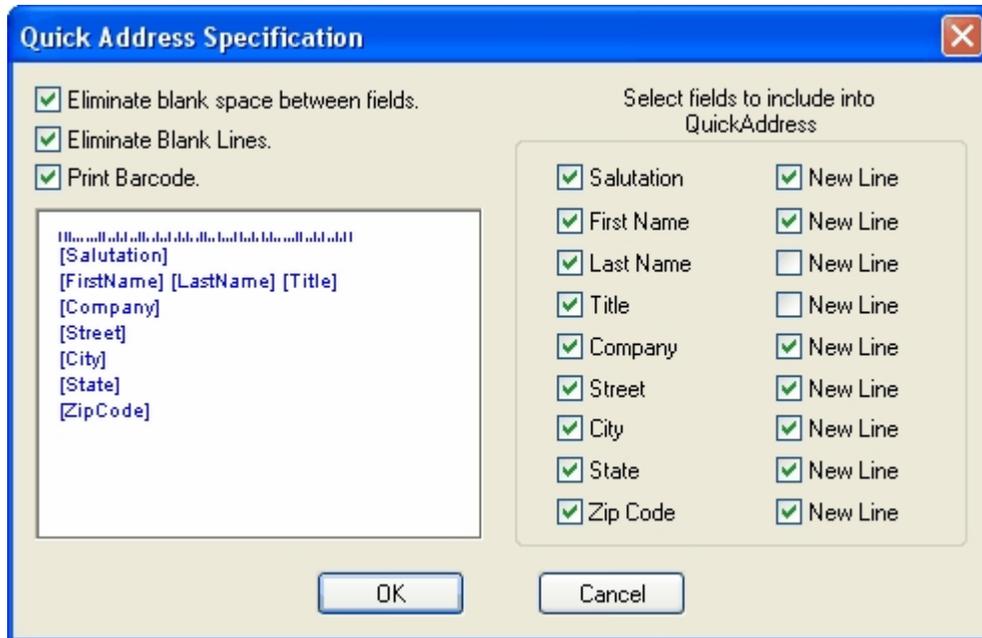
3. In the section on the right you will see a number of fields from your database. Each field which has its name checked will appear in the QuickAddress. Each field with **New Line** checked will begin printing on a new line of the QuickAddress. "Uncheck" the Title And Company fields by left-clicking on the boxes next to these items. When your dialog box looks the same as the picture below, click on the **OK** button at the bottom of the dialog box.
4. You will see that your cursor has changed. It is now a miniature picture of a QuickAddress, represented by a series of horizontal lines next to a "plus" symbol. Place the cursor over your label where you would like the *upper left corner* of the QuickAddress to appear. Click the left mouse button once.

5. The QuickAddress you specified will appear on your label. Now left-click on the **Object Preview Tool** at the bottom of the toolbar. This tool looks like an eye. Move your cursor over the QuickAddress and click the mouse button. You will see the information from the selected database entry appear in its place.

6. Choose the **Object Tool** again and use it to move the QuickAddress down to the lower right corner of the label. Be sure to leave room for longer entries, especially those with four lines of text instead of three. You label should now look something like this:
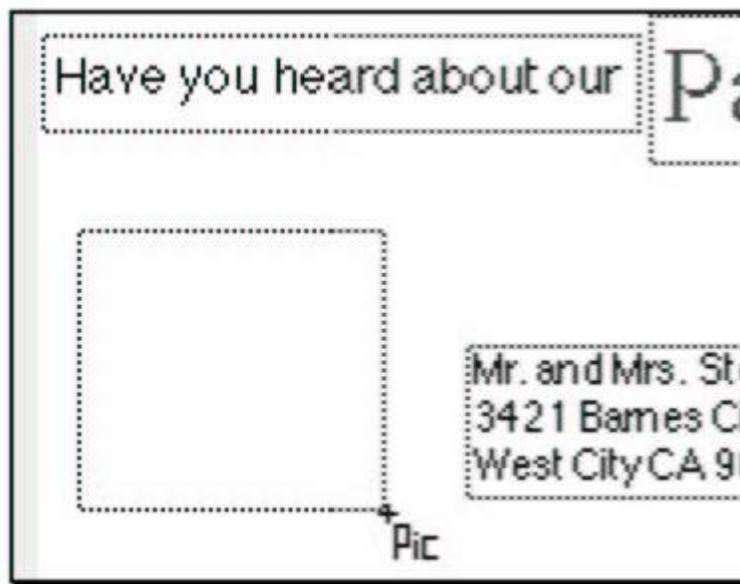
When you print your label, each individual Database entry will have its information printed at the QuickAddress location on its own separate label.
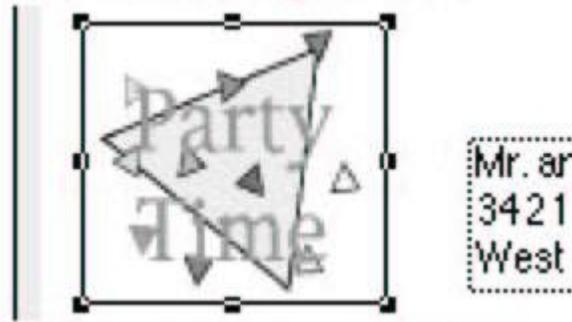
3.3.5   How to Put Pictures On Your Label

Before we print, we want to put a piece of clipart on the label.

1. Choose Import Graphics**...** from the **File** menu. The standard **Open** dialog box will appear. Here you can select clipart to place on your label. Click on the file "Lesson2.GIF" and click on the **Open** button.
2. Move the mouse cursor over the label. You will see that the cursor has changed to the *Pic Cursor*. Place the cursor at the middle-upper-left of the label. Click and hold the mouse button and drag the mouse down and to the right to draw a graphics box, as shown on the next page.
3. Release the mouse button. The picture you selected earlier ("Lesson 2 Picture") will be placed in the graphics box. The graphic is automatically sized to fit in the box.

3.3.6   How to Print Your Labels

Now we can print the labels.

1. Make certain that the "Tutorial" database is open. If a label has any information from a database on it (such as name fields, QuickAddresses, or user-defined fields) you will need to have a database open. To check and see if the database is open, click and hold the mouse over the **Window** menu in your menu bar. If *both* the items "Tutorial" and "Tutorial Label" appear in the menu, you are okay. If not, open the "Tutorial" database using the **Open...Database** option from the **File** menu.
2. Once you have ensured that the Tutorial database is open, move the mouse over the word **File** in the menu bar. Click the left mouse button. Move the mouse cursor down to the word **Print** in the menu. A submenu will appear to the side of this menu. Move the mouse to the words **Labels From Database...** and click the left mouse button again.
3. A standard "Print" dialog box will appear. Click on the **Print** button to begin printing your labels. A sheet of four "labels" will print. Each item on the paper will have a different name from the database.

3.3.7   How to Print a Page of the Same Label

You may occasionally need to print an entire sheet of the same label, for return address labels, for instance, or for a price tag or inventory item. For the tutorial, we will be making a set of return labels.

1. Close the label named "Tutorial Label." Close the "Tutorial" database.
2. Choose **Return Address Info...** from the **Edit** menu. The "Return Address Info" dialog box will appear. Here you can enter information about your own address, phone number, etc. so you can print return address labels any time you want. The **Active record** button takes the information from the currently active database record and uses it as the information for the return address labels. For the purposes of our lesson, enter the information as follows:

3. When you have finished entering the information, click the **OK** button.

4. Select **File** from the menu bar, then **New**, and then **Label** to create a new blank label. You will once again see the "Label List" dialog box. Scroll through the list until you see a label named "Avery 5160." Click on that label and click on **OK** to create a new, blank label. Avery 5160 is a popular return address label. As you can see, it is much smaller than the label we used earlier for the "Tutorial Label."

5. We are only going to put one item on this label. Choose **Place QuickAddress...** from the **Object** menu. Deselect the Salutation field at the right side of the dialog box by clicking on the checkbox to make the "X" go away. Also deselect the Title, Company, and Address 2 fields. Deselect the **Print Barcode** option (click on the checkmark to make it go away). Now click on **OK** to return to the label. Place the cursor in the upper left corner of the blank label and click the mouse button. A new QuickAddress will appear on the label.

6. Now we want to preview the label to make sure our address will fit correctly. Click on the **Object Preview Tool**. This tool allows you to see the information from your database as it will appear on your label. The program takes the information from the selected item in the database. Now click on the You should now see something like this:

7. Now you may wish to save this label. Choose **Save** from the **File** menu. Name the label "ReturnAddress" and click on the **Save** button.

8. At last we get to print the return address labels. Select the **File** menu. Move the mouse down to the **Print** item and choose **Return Address Labels** from the submenu which appears. The standard "Print" dialog box will be displayed. Click on the **Print** button to print one sheet of return address labels. Every label on the page should be the same. If only five entries print, each with a different name, you may have accidentally chosen the item **Print...Labels from Database...** instead of **Print...Return Address labels**.

9. You may now close the label.

3.3.8 How to Make Labels Work for You

HomePrint Labels allows you to print many kinds and sizes of labels, with millions of different possibilities. You can print price tags, inventory

3.4 Lesson Three

Working With an Existing Database

3.4.1 Lesson Overview

In this lesson, we will make some changes to the database we used in the first two lessons. You will learn how to:

- Delete a record,
- Change the Browser field,
- Sort your database,
- Customize your database,
- Use the Fast Fill feature.

This lesson covers some of the more advanced features of the HomePrint labels database. You may not use all of the advanced database features, and you can skip this section at first if you find that you have a good idea of how the program works and you need to get working on your labels quickly. You may safely return to this lesson at any time without problems.

3.4.2 How to Delete a Record from the Database

In this portion of the tutorial, we want to delete the record with Last Name of "White."

1. Make sure the "Tutorial" database is open. If it is not open, please open it now.
2. Select the name "White" in the Browser at the left side of the database.

3. Select **Delete Record** from the **Database** menu or left-click on the **Delete Record** button in the Database Toolbar. You will be asked to make sure you want to delete the record. Click on the **OK** button.

4. The record is now deleted. If you look at the Browser, you will see that the name "White" no longer appears in the list. If you delete a record and change your mind, you may choose **Undo** from the **Edit** menu to bring it back.

3.4.3 How to Change the Browser Field.

You may sometimes want to look through your database for a particular entry by searching for something other than a person's last name. For this example, we are going to look for a person by

their home state.

MN
CA
MD
MN

1. With the database open choose **Browser Field** from the **Database** menu and select **State** from the submenu which appears.
2. You will see that the Browser will now list a series of state abbreviations instead of a list of last names.
3. In a database this size it is still easy to find a particular entry, but in a larger database, you might have difficulty since the records are still sorted by Last Name, not State. Next you will learn to sort the records by a field other than Last Name.

3.4.4   How to Sort the Records in the Database

You may want to sort your database by a field other than Last Name. Follow these steps to change the order of the records in the Browser from sorted alphabetically by Last Name to alphabetically by State.

1. Move the mouse cursor over the downward-pointing arrow next to the **Sort by** box in the Toolbar. Click the left mouse button and a list of the fields in the database will appear. Move the cursor down to the word **State** and click the left mouse button.

CA
MD
MN
MN
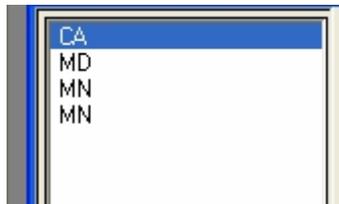
2. The list is now sorted alphabetically by State. **Note:** HomePrint Labels provides the capability to sort based on up to three fields in the database. To sort the database, select the **Sort** menu item from the **DataBase** menu. A dialog box is displayed that allows you to select the fields by which the database will be sorted. The first sort field is the Primary sort field. The second and third sort fields sort items which have the same first-sort field. For example, if you set the first sort to Last Name, and your second sort to First Name, "Anderson, Allen" would appear in the Browser window before "Anderson, Betty."

3.4.5   How to Customize Your Database

HomePrint Labels allows you to customize your database for special purposes. You can name up to six fields to hold information other than standard address information. You may also name User Categories which help you to display and print smaller sets of entries from your database without wasting labels for entries you do not need to print. For the tutorial lesson, we will add a field in the database to keep track of our friends' birthdays and choose to invite only a few people to our party.

1. Before we add the Birthday field to our database, you first should change the database back to being sorted by Last Name and displaying the Last Name field in the browser. Choose **Last Name** from the **Sort** item in the tool bar. Now choose **Browser Field** from the **Database** menu

and select **Last Name** from the submenu which appears.

2. Choose **Create User Fields** from the **Edit** menu. A dialog box will appear with spaces for six user fields. Change the first of the user fields to say "Birthday" and click on the **OK** button.

3. Now look at the lower part of the database window. You will see that the first field after the Picture field is named Birthday. Now click on each name in the browser in turn and add the following information to the
Birthday field for each entry:
Jenks- June 3
Jones- September 11 (Steve) May 22 (Mary)
London- December 19
Rice- March 23

4. Now if we ever want to know a friend's birthday, we can look it up in our database.

5. We can now go on to create a User Category to select only a few friends for whom we will print invitation labels. Select **Create User Categories** from the **Edit** menu.

6. A dialog box will appear with spaces for the names of your user categories. The first name in the list is "Selected." Change this to read "Invited" and click on the **OK** button.

7. Look at the right side of your Database Window. You will see a series of checkboxes, and the first one is now labeled "Invited." Click on this checkbox to select it in every entry except the one for Helen London.

8. Now we will choose to view *only* records which have been marked as Invited. Choose **Select Categories to View...** from the **Database** menu. A dialog box will appear. Here you can choose which categories will be displayed. Usually, the View All Categories option is checked, allowing you to see and print labels for every record in your database. Click on the checkbox next to View All Categories to "uncheck" it. Make sure that Invited is checked and click on the **OK** button.

9. Now you will see that only the three records which we marked as Invited appear in the Browser.
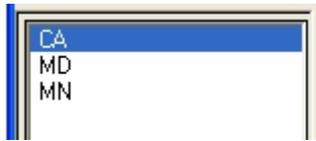
If we were to print labels from this database, only three labels would be printed. To undo this at any time, simply
choose **Select Categories to View...** from the **Database** menu and click on the checkbox next to View All Categories again and click **OK**. This feature will come in handy time and again once you become used
to it. You can use it to maintain a master database and mark individual records as friends, business associates, club members, relatives, and so on.

3.4.6   How to Use the Fast Fill Feature of the Database

HomePrint Labels features Fast Fill, another powerful tool for managing your database. You may set your database to automatically fill in a blank record with information as you type a name. For example, when you begin filling the Last Name field, HomePrint Labels will automatically find the first record with the same last name. This feature allows you to quickly find a record by entering a few letters of a particular field, and allows you to make sure you don't enter any duplicate records. You can set Fast Fill to either happen on command or automatically. The default setting only Fast Fills on command. To change this to automatic Fast Fill, follow these steps:

1. Choose **Data Entry Options...** from the **Edit** menu. A dialog box will bedisplayed.
2. Click on the **Fast Fill** tab at the top right of the window. You may now choose **Always Fast Fill Automatically** by clicking on the button next to this option. Click on **OK**. You will be notified that Automatic Fast Fill requires the Last Name field to be entered first and you will be asked if this is OK. Click on the **OK** button.
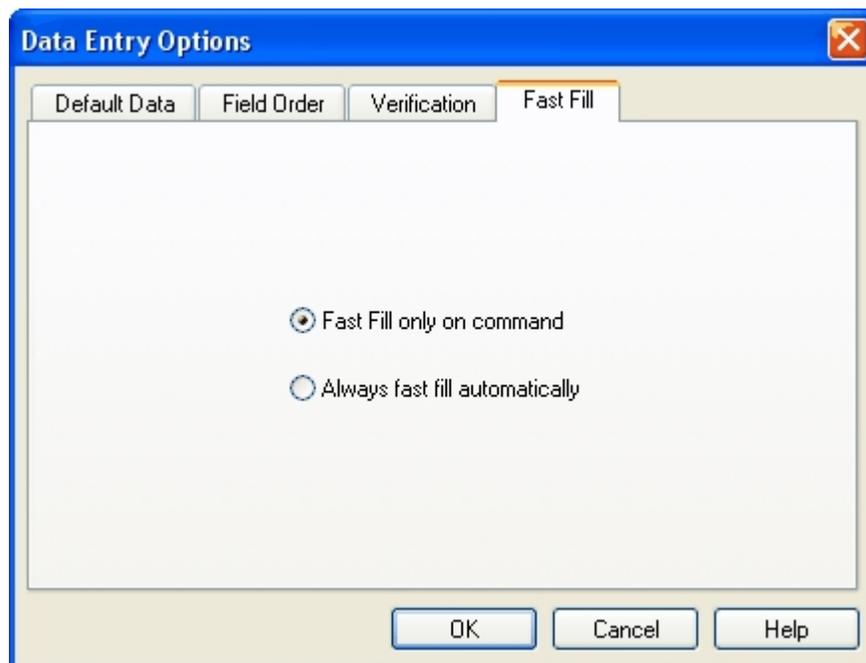
3. Now hold down the **[Shift]** key and press the **[Enter]** key to create a new, blank record. Begin typing in the Last Name field with the letters "Je" to begin Fast Filling the record. You will see the

record for "Barry Jenks" appear in the database window, with the name "ghosted out" in a light gray. If you type the letter "r" to continue (thus making your entry say "Jer") you will see that the information disappears and you can continue filling the information normally.
4. You may switch Fast Fill from "Automatic" to "On Command" by once again choosing **Data Entry Options...** from the **Edit** menu and switching back. The command for Fast Fill is listed at the very bottom of the **Edit** menu. You may Fast Fill On Command at any time by holding down the **[Ctrl]** and **[Shift]** keys and pressing the **F** key.

3.4.7   Where to Go from Here

HomePrint Labels is an extremely powerful tool. This program has millions of uses, most of which *we* have never imagined. Begin by making your own database. All the features of this program are covered in greater detail later in this manual. Please browse through the manual at your leisure.

HomePrint Labels

Part IV

4 FEATURES OVERVIEW

4.1 FEATURES OVERVIEW

This section provides a quick rundown of the features of HomePrint Labels Here you will find a complete overview of every button, toolbar, and menu in HomePrint Labels. Here you will also find the official name of each window and display. Much of this information has already been covered in the **TUTORIAL** section, but everything is included again in this handy reference. Each feature will be covered more thoroughly in the following sections, but here you may remind yourself quickly which button does what. HomePrint Labels consists of two integrated modules or sections:

1) A database for entering, sorting, and viewing names, addresses, categories, and user customizable fields.
2) A label maker for creating customized labels.

With the powerful database in HomePrint Labels you can:

- enter data
- sort the data based on up to three fields
- quickly locate and view any record in the database
- filter the records viewed based on categories or any filter criteria you select
- quickly import and export data to virtually any other application
- split your database or merge it with other databases to quickly get your task accomplished
- customize the database with user defined fields
- use the data in your database when printing labels
- With the creative label maker in HomePrint Labels you can:
- create innovative labels containing text, graphics, and clipart in minutes
- easily insert data entered into the database onto your label
- preview how the label will look before you print it
- insert a built-in counter into the label that lets you automatically number labels
- draw boxes, rounded boxes, circles, ovals, arcs, ellipses, and lines in any width, color or pattern
- import graphics created with other applications

The text editor allows you to produce text in different fonts, colors, styles, and type sizes, the ability to control line spacing (leading) of text, to produce text boxes of different shapes, sizes, and orientation and the ability to control alignment of text on the page. Special text boxes can be created and chained so that text flows smoothly from one text box to another. Text can be imported from and exported to files for use with other applications. Graphics objects in many common formats can be imported from the clipboard to any location on the page using the picture boxes. You can also import and export graphics to and from other applications. You can rotate any object to any angle. You can use HomePrint Labels to generate many different types of barcodes. These include Postnet 5, 9, or 11 (with delivery point) digit bar codes. The delivery point is automatically calculated by HomePrint Labels You can generate EAN-8, EAN-13, UPC-A, UPC-E, Code 39, Code 128, Codabar, Interleaved 2 of 5 bar codes and more for product and inventory needs. The combination of these features provides a single application to manage all your address book and label generation requirements.

4.2 PULL-DOWN MENUS

Designed as a standard application, HomePrint Labels displays a set of pull-down menus in the menu bar at the top of the computer screen. Pulldown menus are activated by clicking the left mouse button on the title of the menu and moving the mouse cursor down to highlight the desired item. Some items in some of the pull-down menus activate sub-menus: a submenu
becomes activated when the primary menu item is highlighted. When this happens, move the mouse

cursor to highlight the desired action in the sub-menu and click the left mouse button again. The manual will call this process "Select x menu item from the y menu," where x is the desired menu item and y is the desired pull-down menu. Alternatively, the manual will call
the process of selecting a menu item from a sub menu as "Select x menu item from the z submenu in the y menu," where y is the desired menu z is the submenu in that menu and x is the menu item in the submenu.

The pull down menus:

File   Contains submenus and actions for creating and opening databases and labels; importing and   exporting data from other sources; and printing.
Edit   Contains actions for editing objects and text.
View   Contains actions for modifying the style and presentation of graphic objects and text.
Database   Contains additional actions for manipulating the records of a database.
Object   Allows various options for work with objects placed on a label. It displays full information about an   object's current location and position, and its colors, shades, and patterns. It deletes, duplicates,   groups and ungroups objects. It also contains additional options of placing barcode, counter,   QuickAddress, database field objects on a label and making transformations between them.
Text   Contains a comprehensive text editor capability.
Graphics   Contains a full set of options for graphic object appearance control.
Window   Displays the currently active windows, and allows you to activate any one of them.

4.3   TOOLBARS

HomePrint Labels provides three toolbars. The Label Toolbar and Database Toolbars contain buttons and pop-up menus. The Floating Tool Palette contains tools for creating and manipulating graphic objects.

4.3.1   Label Tool Bar

The Label Tool Bar appears as the horizontal row of icons directly below the menu. It contains a selection of Buttons for activating commands. The Label Tool Bar provides buttons and boxes to manipulate files and objects, and change the attributes of text. Using a button is equivalent to selecting the same option from one of the HomePrint Labels menus. The following describes the actions associated with each icon in the Label Tool Bar in more detail.

Font Box
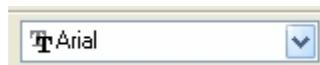
The **Font** box includes a text box and a pop-up menu that activates when you click and hold on the downward facing arrowhead to the right of the text box. Drag down to the desired font then release. The selected text changes to the selected font. You may also type the name of the font directly into the text box and press **[Enter]** or **[Tab]**.

Font Size Box

12

The **Font Size** box includes a text box and a pop-up menu that activates when you click and hold on the downward facing arrowhead to the right of the text box. Drag to the desired font size and release. The selected text changes to the new font size. You may also type the font size into the text box and press **[Enter]** or **[Tab]**.

Bold, Italic, Underlined Font Buttons

B *I* U
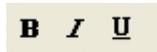
Changes the selected text to a corresponding style.

Align Left, Center, Right, Justify text Buttons

Aligns text in the current paragraph to the corresponding alignment.

One and a Half Leading and Double Leading Buttons
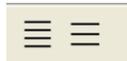
Changes the text line spacing of the current paragraph to the corresponding leading amount.

Cut Button

Removes an object or text segment and places it on the Clipboard.

Copy Button

Copies an object or segment of text to the Clipboard without removing it from the document.

Paste Button

Pastes an object or text segment from the Clipboard into the active document.

Group Button

Groups two or more objects into an object that can be manipulated as one unit.

Ungroup Button

Ungroups collections of objects into their individual components.

Move to Back Button

Moves the selected object behind all the other objects on the active page.

Move to Front Button

Moves the selected object in front of all the other objects on the active page.

Barcode Button

Opens the "Barcode Information" dialog box.

QuickAddress Button

Opens the "QuickAddress Specification" dialog box.

Counter Button

Opens the "QuickAddress Specification" dialog box.

4.3.2   Database ToolBar

The Database Tool Bar appears as the horizontal row of icons directly below the Label Tool Bar. It also contains a selection of buttons for activating commands. The Database Tool Bar provides buttons that manipulate database documents currently open. The following describes the actions associated with each icon in the Database Tool Bar:

Find Box

The **Find** box indicates the name of the database search criteria. It includes a text box and a pop-up menu that activates when you click and hold on the downward facing arrowhead to the right of the text box. Drag down to the desired find category, then release. A dialog box appears which allows you to enter the desired search criteria.

Sort By Box
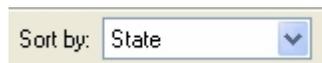
The **Sort By** box indicates the name of the database field which is selected to be this database sorting criteria. It includes a text box and a pop-up menu that activates when you click and hold on the downward facing arrowhead to the right of the text box. Drag down to the desired field name, then release.

Move Down, Move Up, Move Bottom, Move Top Buttons

Clicking on these buttons helps navigate through the currently active database.

Add Record Button

Adds a new record to the active database.

Delete Record Button

Deletes a record from the active database.

Insert Field Box

Contains the name of the database filed object currently active on your label, or which you are going to place on the label or insert into a text box. When there are no text boxes active, using of this box places a database field box object on your label, otherwise, it inserts the information from the active database record into the active text box. It includes a text box and a pop-up menu that activates when you click and hold on the downward facing arrowhead to the right of the text box. Drag down to the desired database field name, then release.

4.3.3   Floating Tool Palette

The Floating Tool Palette is a row of icons, located starting at the left side of the computer screen. It becomes visible first time a new label document opens. It allows object manipulation and creation, changing the current view size and label preview. Clicking in the Close Box removes the palette from the desktop. Individual buttons on the palette are activated by clicking on them. The functions of the individual buttons are described below:

4.3.3.1   Object Tool

Use the **Object Tool** to activate or reposition one or more objects. An object is active when first created, or is activated by clicking on it. Handles indicate an object is active and are used to resize the object. An object remains active until you click outside of it. Activate multiple objects in one of two ways: hold the **[Shift]** key and click on inactive objects, or click outside of objects and drag the mouse across them. **[Shift]** - click on one or more active objects to remove it/them from a multiple selection.

4.3.3.2   Text Tool

Use the **Text Tool** to highlight a segment of text in a text box, or to position the text insertion point (which allows you to type new text into a text box). When the **Text Tool** is selected, the pointer becomes an I-beam when moved over the document layout window. To highlight a text segment, click and hold the mouse button at one end of the text segment and drag to the other end. The highlighted text segment is shown in reverse video on the screen. To position the text insertion point, move the pointer (I-beam) where you want to enter new text and click once. A vertical bar indicates the text insertion point.

A

4.3.3.3   Text Box Tool

Use the **Text Box Tool** to create a new text box (a rectangular region in which text is placed). Click on the **Text Box Tool**, then move the pointer where you want one corner of the text box to be placed. The pointer appears as a set of crosshairs when moved over the document window. Click and hold the mouse button, drag to the diagonal corner, and release. Lines mark the text box boundary, and handles on those lines indicate that the text box is active. The pointer changes to an I-beam located in the upper left corner of the newly created text box so you may start typing text immediately.

A

4.3.3.4   Hand Tool

Moves imported graphics around within the graphics placement boxes.

4.3.3.5   Graphics Objects Creation Tools

Draw a graphic object of the type specified on the page of a document. To create a straight line or an arc, click on the correspondent icon, then position the pointer where you want one end of the line placed. Click and hold the mouse button, drag to where you want the other end of the line, and release. The newly created line appears with handles on the ends indicating that it is active.

4.3.3.6   Rotation Tool

Use the **Rotation Tool** to rotate an object around any point. To rotate an object, make the object active. Click on the **Rotation Tool** and place the pointer in the position about which you want to rotate the object (the pivot point). The pointer changes to crosshairs centered in a circle when moved over the page. Click and drag from the pivot point in any direction. The pivot point is now indicated by the crosshairs and the pointer changes to an arrow. A line is displayed between the pivot point and the pointer. This line acts as a reference to the original orientation of the object. As you move the pointer around the pivot point, the outline of the object rotates. When you have placed the object in the desired orientation, release the mouse button. If the **[Shift]** key is held down while rotating an object, the movement is constrained to 45-degree increments.

4.3.3.7   Zoom Tool

Use the **Zoom Tool** to zoom in on a particular part of the page. Click and hold at the corner of an area on which you wish to focus. Drag a rectangle over that area and release. The view of the area becomes the largest view possible in the current window. Clicks zoom in and **[Ctrl]** - clicks zoom out the view size by predefined amount. You can change this amount using the **Preferences** option from the **Edit** menu.

4.3.3.8   **Object Preview Tool**

Replaces the field object with its preview, based on the information, contained in the currently active database.

4.4   DATABASE WINDOW

When you create a new database or open an existing database, the Database Window associated with that database appears. Pull down menus **File**, **Edit**, **Database**, and **Window** are displayed on the Menu Bar and are active for the Database Window. (The pull down menu's file functions are described in detail later in the manual.) Also, a **Database Tool Bar** appears under the HomePrint Labels menu bar on the top of the Database Window. This toolbar allows you to move through the database, and insert and delete database records. Three additional options are accessible through the Label Tool Bar: **Cut**, **Copy**, and **Paste** (Paste becomes active if **Copy** or **Cut** has been used). The Database Window consists of three components: the Browser Work Area, the Database Data Entry Area, and the Category Work Area. These components are described separately below.

4.4.1   The Browser Work Area

The rectangular box on the left side of the Database Window is called the Browser Work Area or simply the Browser. The Browser is the portion of your screen that allows you quick access to records within your database. It displays in list form, the entry for one field from each viewable record in the database. You may display any record by clicking on its entry in this list. There are several database features (**Categories** and **Find**, **Search**, **Query**, described later in this manual) which allow you to define which records are viewable; the program printing functions print out only the set of viewable records. You can select which database field is displayed in the Browser Work Area by selecting the

desired field from the **Browser Field** submenu in the **Database** pull down menu. or select from popup menu by *clicking right mouse button* to The **Browser Field** that is currently in effect is marked with a check mark on the submenu. The selected field will be displayed in the Browser Work Area. For example, the Browser may be configured to show the last name of all the individuals currently viewable in your database.

At the bottom of the Browser Work Area are three numbers.

- The leftmost number indicates which record from the current database is currently selected (the Record Indicator).
- The center number indicates the current number of records in the Browser.
- The number to the right of the Record Indicator is the total number of records in the viewable database. If a subset of the database is being viewed, this number does not indicate all the records in the database
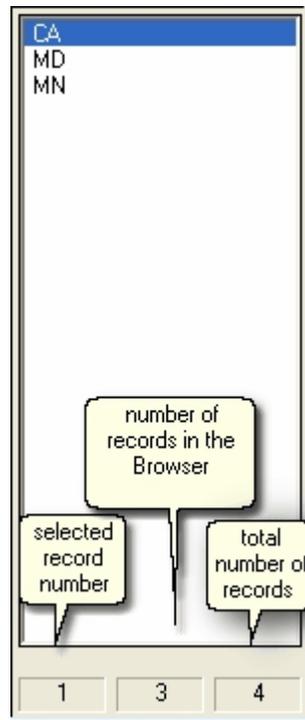
4.4.2   Database Data Entry Area/Current Record Display

The center portion of the Database Window is called the Database Data Entry Area or Current Record Display. It displays the database fields of the active record in the database. You can view and change the values of these
database fields. HomePrint Labels has 25 data fields field for each record in its database. 18 of these fields, such as name and address, are permanently defined for address book and mailing list management. One of it the image field. The last 6 fields are user-definable User Fields that can hold any information you wish, and may be labeled any name you wish. If you generate EAN-8, EAN-13, UPC-A, UPCE or Code 39 or other bar codes from database fields with HomePrint Labels
you will want to type your bar code information in one of the User Fields. You can label the User Fields by selecting **Create User Fields** from the **Edit** menu. When this is done, a dialog box (titled "Name User Fields") allows you to enter the names of the User Fields. User Fields may be given different names for different databases.

4.4.3 Category Work Area

The right side of the Database Window is called the Category Work Area. This work area contains 14 check boxes for setting items called Record Selection Categories, User Categories, or simply Categories, for each record in your database.
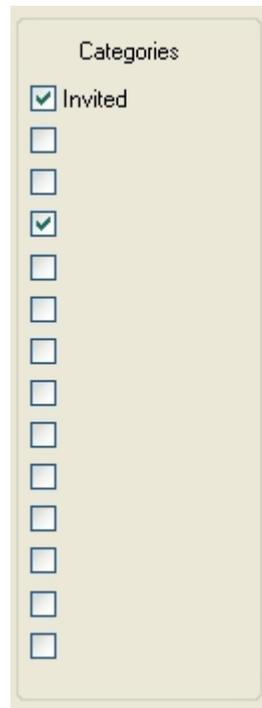
Categories

☑ Invited
☐
☐
☑
☐
☐
☐
☐
☐
☐
☐
☐
☐
☐

HomePrint Labels lets you set these Record Selection Categories for each record through a system of check boxes and then allows you to view only records that have specific Categories set. You may name these Categories and use them however you wish. The categories can be defined by selecting **Create User Categories** from the **Edit** menu. When this is done, a dialog box allows you to enter the names of the Categories.
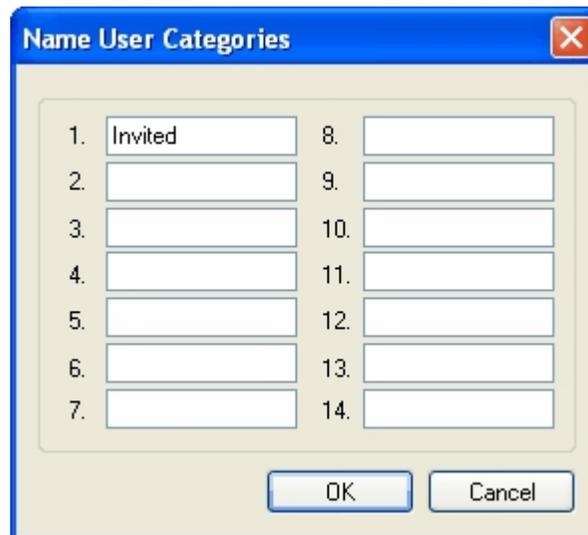
Name User Categories

1.	Invited	8.	
2.		9.	
3.		10.	
4.		11.	
5.		12.	
6.		13.	
7.		14.	

OK   Cancel

Each User Category is either "selected" or "not selected" at any given time for a given record, depending on whether you've placed a check mark in that category's box for this record. HomePrint Labels allows you several mechanisms to filter the records being viewed in the database and then act on only those displayed or "viewable" records. Filtering of database records can be accomplished by either using User Categories or the Find All features.

User Categories can be used to limit or filter which records in the database are displayed in the Browser. You can then view, manipulate, and print these displayed database records. You can

change which records are displayed
by clicking on **View Categories** menu item from the **Database** menu, then by clicking on the name of the user category you wish to display. The "Select Categories to View" dialog box is shown below.
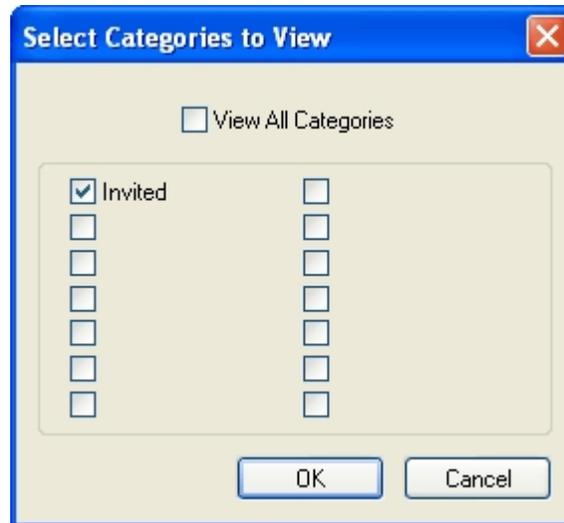
4.5   LABEL WINDOW

When you create a new label or open an existing label, the Label Window appears. The Label Window is used design and edit the actual label to be printed. The Label Window consists of the label drawing area, page navigation
and view size controls and the rulers. The label drawing area is the printable portion of the label. This is the area were you place and manipulate objects for printing on each label. The Label Tool Bar allows you to change fonts, font size, and font style. Cutting, copying, pasting, grouping and ungrouping options as well as bar code and Quick-Address placement are available on this tool bar. You may also insert a field by accessing the **Insert** box on the Database Tool Bar. The Floating Tool Palette allows you to place, modify, and view text and graphic objects, rotate any object on a label, zoom, preview database field objects, and other objects on a label.
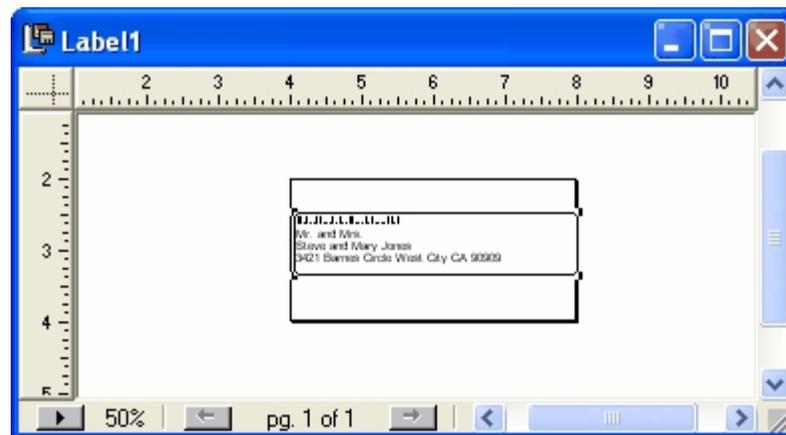
4.6   MOUSE SHORTCUTS

HomePrint Labels provides a set of mouse shortcuts, which allows you to quickly initiate special actions.

- *Object Selection (with the Object Tool):*
    visible object click on item
- *Object Resizing:*
    drag handle constrain* **[Shift]** - drag constrains a box to square, an oval to circle, or a line to 0/45/90°
- *Object Dragging:* drag
- *Info Dialog boxes activation:*
    Object Info dialog box double-click on object
    QuickAddress Object Info dialog box **[Shift]** - double-click on a QuickAddress object
- *Text Highlighting*
    Clicking to Highlight Characters - The initial click within text positions the text insertion point. A subsequent drag then highlights groups of characters. Alternatively, use**[Shift]** - Arrow shortcuts to highlight text.
    The highlighting is also possible by multiple clicks:
    clicks characters highlighted
    1 character by character
    2 words
    3 lines
    4 paragraphs
- *Contextual Menus*
    Right-click on an object in the Label Window to bring up a menu with
    several operations you may wish to use.

4.7   KEYBOARD SHORTCUTS

HomePrint Labels provides a set of keyboard shortcuts which allow you to do things that would otherwise require use of a pull-down menu. Keyboard shortcuts are usually indicated to the right of each entry on a
menu. To use these commands, first hold down the **[Ctrl]** and/or **[Shift]** keys, then press the indicated letter. The keyboard shortcuts are listed
below:
- *Arrow Keys* — Moving the text insertion point and highlighting text:
    left previous character
    right next character
    up previous line
    down next line
The **[Shift]** key can be used to extend the current selection.

To delete previous character   **[Delete]**

- ***New paragraph***   **[Enter]**
New Line   **[Shift]** - **[Enter]**

- ***Dialog Boxes Control:***
OK (or other highlighted button):   **[Enter]**
Cancel: **[Esc]**

- ***File Menu***
New...   Database   **[Ctrl]** - N

	Label	**[Ctrl]** - **[Shift]** - N
Open...	Database	**[Ctrl]** - O
	Label	**[Ctrl]** - **[Shift]** - O
Save		**[Ctrl]** - S
Import Text		**[Ctrl]** - M
Import Graphics		**[Ctrl]** - **[Shift]** - M
Label Setup		**[Ctrl]** - L
Print		
Label From Database or Quick Database Report **[Ctrl]** - P

- *Edit Menu*

Undo	**[Ctrl]** - Z
Cut	**[Ctrl]** - X
Copy	**[Ctrl]** - C
Paste	**[Ctrl]** - V
Select All	**[Ctrl]** - A
Find/Replace Text	**[Ctrl]** - F
Preferences	**[Ctrl]** - Y

- *Database Menu*

New Record	**[Shift]** - **[Enter]**
Update Record	**[Enter]**
Add As New Record	**[Ctrl]** - **[Shift]** - A
Delete Record	**[Ctrl]** - **[Shift]** - D or **[Ctrl] + Delete**
Duplicate Record	**[Ctrl]** - D
Select Categories to View	**[Ctrl]** - T
Find One	**[Ctrl]** - F
Query	**[Ctrl]** - U
Show All Records	**[Ctrl]** - R
Fast Fill	**[Ctrl]** - **[Shift]** - F

- *Object Menu*

Object Info	**[Ctrl]** - I
Frame Info	**[Ctrl]** - **[Shift]** - I
Text Runaround	**[Ctrl]** - R
Duplicate	**[Ctrl]** - D
Group	**[Ctrl]** - G
UnGroup	**[Ctrl]** - U
Bring To Front	**[Ctrl]** -]
Send To Back	**[Ctrl]** - [
Shuffle Forward	**[Ctrl]** - \
Align Objects	**[Ctrl]** - **[Shift]** - A

- *Text Menu*

Tabs	**[Ctrl]** - **[Shift]** - T
Character Info	**[Ctrl]** - **[Shift]** - H
Paragraph Info	**[Ctrl]** - **[Shift]** - G

- *View Menu*

Fit in Window	**[Ctrl]** - 0
Actual Size	**[Ctrl]** - 1
200%	**[Ctrl]** - 2
75%	**[Ctrl]** - 7
50%	**[Ctrl]** - 5

HomePrint Labels

Part V
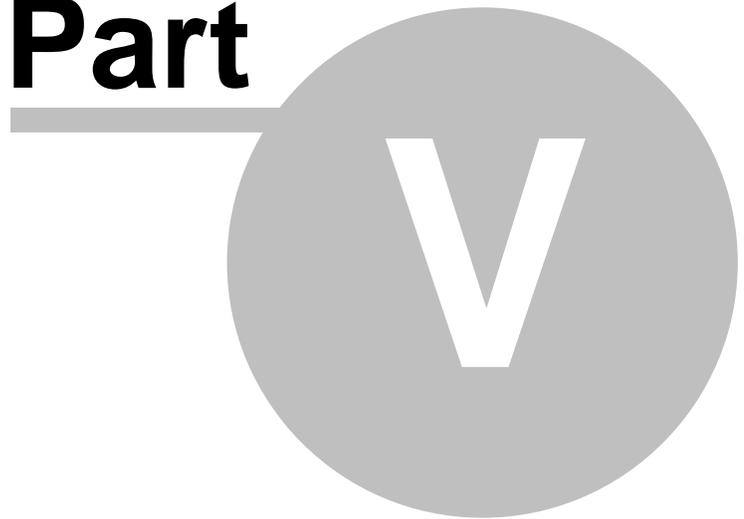
5 DATABASES: IN DEPTH

5.1 Database Principles

A database is a collection of records. Think of each record as a single index card containing information about a single entity, such as an person or company. The database comprises collections of these index cards.

Each record is a collection of fields. The same fields are assumed to exist for each record of the database, but the data contained in corresponding fields from one record to the next may differ. For example, there may be a Last Name field in each record of your database. The specific last name in each record will probably be different.

Records in a database can be grouped into categories.

A category is a characteristic that defines a subset of all records in the database. Assume for example, that a database contains one record for each member of Congress. One useful category would be those members affiliated with the Republican (or Democratic) Party. The category "Republican" is a characteristic that applies to a subset of the members of Congress. Categories are used by HomePrint Labels to identify a subset of records that you wish to work with, when you do not want to work with the entire database. For example, if you want to write a letter only to Republican members of Congress, you could filter the visible database to all records which have the "Republican" category and print only those records.

You can use multiple categories together to further limit the selection of records in the database. For example, another category could be "Chairperson." Then, if you select both Republican and Chairperson, you will limit the set of applicable records to those members of congress who are Republican Chairpersons.

5.2 The HomePrint Labels Database

HomePrint Labels has the ability to create, work with, and save databases. You amy also work merge databases, split databases, sort by selected fields, import from a text file, and export to a text file.

A HomePrint Labels database is manipulated through the use of selected items in various pull-down menus and the use of the Database Window. A Database Window appears when you create a new database or open an existing database.

- To create a new database, drag the **File** pull-down menu to **New**. A submenuappears. Select **Database** from the submenu, by dragging the mouse over it to highlight it and then releasing the mouse button. A dialog boxallows you to select the name and the folder for the new database.
- To open an existing database, drag the **File** pull-down menu to **Open**. A submenu appears. Select **Database** from the submenu by dragging the mouse over it to highlight it, and then releasing the mouse button. A dialog box is activated which allows you to select particular database to be opened.

It may be helpful for you to open a database at this time so that you can experiment with the various ways to work with the database as they are described below. The "Congress" database is supplied with the HomePrint Labels disk. Select **Open** from the **File** menu, and use the "Open File" dialog box which is activated to locate the "Congress" database. In the event that you may make an unwanted change to the database, you may wish to make a copy of the congress database to a new name to preserve the original database. To accomplish this task, save the database file to a different name after you have opened the database. Select **Save As** from the **File** menu. A dialog box is activated that allows you to select a folder and a new name for the database. Provide a new name, such as "Learning" and click on the **Save** button. Note that the title bar of the Database Window changes to match the new database name. You can also copy the "Congress" database from the HomePrint Labels disk.

Note: If you make an unwanted change and did not copy the database to a new name, you can copy the original database from the HomePrint Labels disk again.

The Database Window is divided into three sections.

1) The leftmost section is the Browser Work Area, or simply the Browser.
2) The middle section is the Database Window or Current Record Display, the workspace that you use to modify the currently active record.
3) The rightmost section is the User Category Work Area which provides for the selection of categories for a record. In addition, the Tool Bars appear on the top of the Database Window and can be activated by selecting the **Show Tools** item in the **View** pull-down menu.

The HomePrint Labels Database has a set of twenty predefined fields. These fields appear in every database. In addition, HomePrint Labels lets you name up to six fields, called User Fields. Name them whatever you want, and use them however you wish. They may contain letters, numbers, or a combination of both. Certain fields are *verified* for allowable data. Verification depends on whether the database is in domestic or international verification mode. The verification mode can be changed by selecting the **Verification** menu item from the "Data Entry Options" dialog box, that can be opened from the **Edit** pull-down menu. Two radio buttons allow you to select the verification mode.
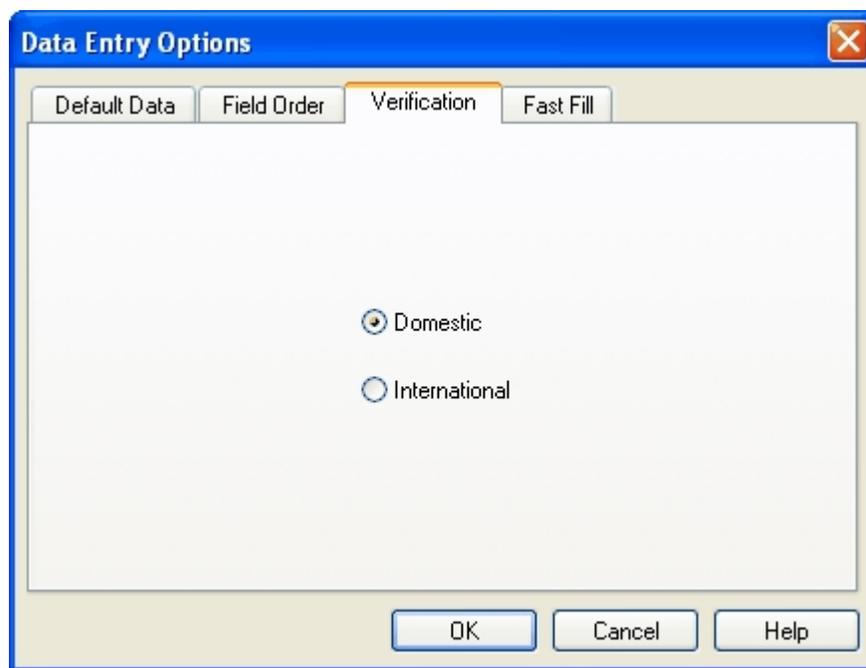
 As an example of verification, in domestic mode, the address State field must be a legal two-character state abbreviation. In addition, the ZIP code must be either 5, 9, or 11 digits long. If you have not entered a valid state or ZIP code and attempt to exit the field, HomePrint Labels will display a dialog box warning you that the field did not pass validation.

The HomePrint Labels pre-defined fields are described as follows:
Salutation
   The Salutation field can be used for a greeting or title that you would like to
   include in a mailing address, such as Dr., Ms., The Honorable, etc. The
   Salutation may be up to 25 characters.
Date
   If HomePrint Labels is set to Domestic Verification, enter the date in MM/DD/YY format. If
   HomePrint Labels is set to International, enter the date in DD/MM/YY format. The Date field will
   accept only numeric data separated by /. The Date field can be used to identify when the record
   was inserted into the database or when the record was last updated.

FirstName
LastName
　The Name field is divided into First Name and Last Name sections. The
　First Name field will accept up to 30 characters, Last Name will accept up to
　30 characters.
Title
　The Title field can be used to record a job title or designation. This field will
　accept up to 60 characters.
Company
　The Company field contains the name of a company. The Company field will
　accept up to 60 characters.
Street
　The Street line is used to hold the street address or PO box. The
　Street field will accept up to 100 characters.
City
　Enter the name of the city. The City field will accept up to 32 characters.
State
　Enter the state abbreviation. The State field will accept 4 characters.
　However, only valid state abbreviations will be accepted if **Verification** is
　set to **Domestic**.
ZIP/Postal Code
　Enter the ZIP or Postal Code. The ZIP/Postal Code field will accept up to 11
　digits. If the **Verification** is set to **Domestic**, only 5, 9, or 11 digit ZIP codes
　will be accepted. You can place optional dashes in the ZIP code to separate
　the ZIP from the additional four digits and 2 digit delivery code (i.e., 12345-
　1234-12).
Country
　Enter the country. **Verification** does not check this field.
Phone 1,2
Mobile
Fax
　Enter the phone number. The Phone field will accept up to 20 characters.
WWW
　 Enter the internet website address. The WWW field will accept up to 100 characters.
EMail
　Enter the email address.The Email field will accept up to 100 characters.
Notes
　Enter the Notes. The Notes field will accept up to 32000 characters

Picture
　This field contains the picture you wish to store in this database field. When you place this field on
　a label (see the **LABELS: IN DEPTH** section of this manual), HomePrint Labels will load the
　corresponding picture into this field (when in Object Preview mode) or the name of the picture
　otherwise. Each database record can contain a picture.
　For example, you can store the photo of a person you keep the data of in the same database
　record.
　Double click on field or press Enter when field is selected the **Select Image dialog** is displayed.
　You can choose the picture.Use the scale control and move picture while left button is pressed to
　select needed area of then press **Crop** button to save parts of the image.
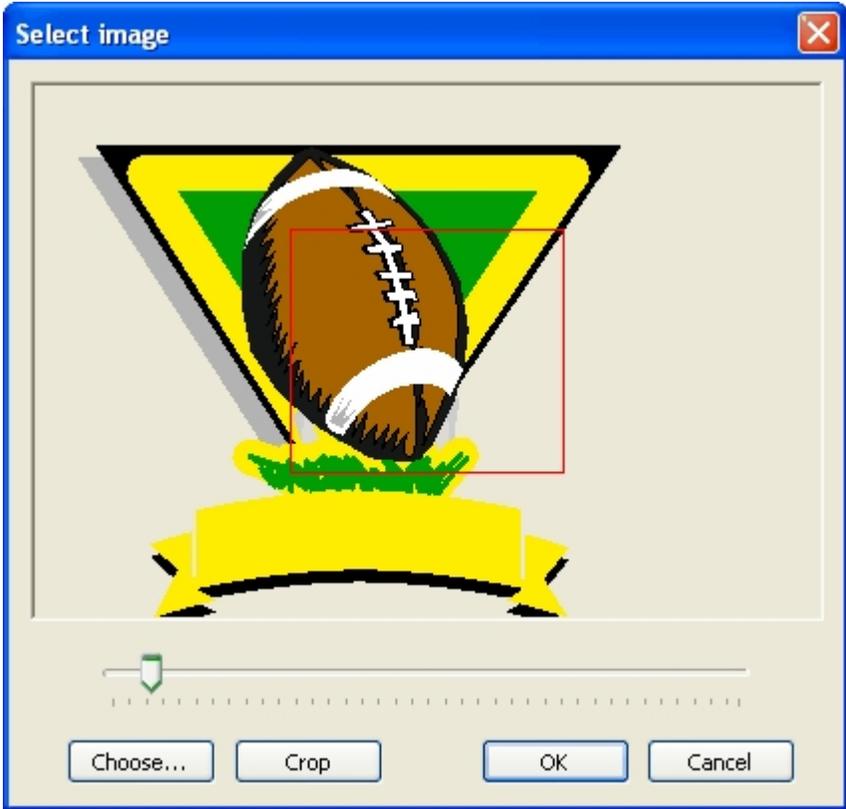
HomePrint Labels provides six user-definable fields. The User Fields are user-definable data fields that can be used to hold any

information you choose. If you plan to generate bar codes for the records in the database, you would need to place the bar code information in one of these user fields. Each User Field, will accept up to 255 characters. You can label each User Field by using the **Create User Fields** item in the **Edit** pull-down menu. HomePrint Labels provides 14 user-definable categories. To change the name of a category, use the **Name User Categories** item of the **Edit** pull-down menu.
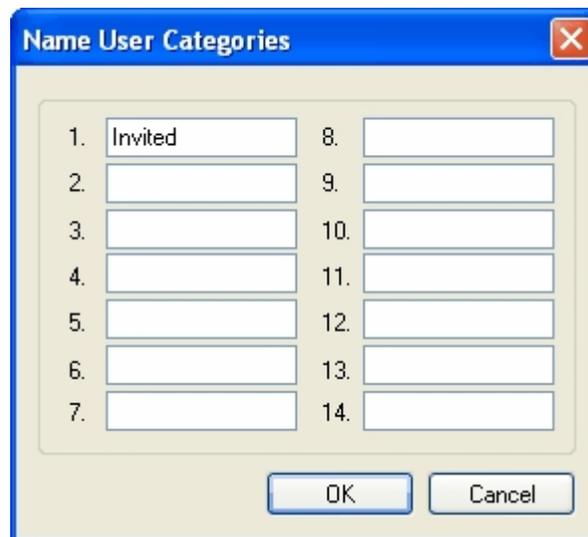
5.3 Selecting the Current Database Record

Moving between records in HomePrint Labels is easy. You can move between records by using the Browser or the Database Tool Bar. Move between records by clicking on (choosing) a name in the Browser display area. If necessary, use the scroll bars to scroll to the desired record (the active record is displayed in the Browser) and highlight it by clicking on it. The fields of the choosen record are now displayed in the Database Data Entry Area, and the categories corresponding to this record are indicated in the Category Work Area. Checkboxes indicate which categories in the current record are active or selected.

5.4 Using Find, Find All, Query and Search All Fields

The **Find, Find All, Query** and **Search All Fields** commands can be used to search through the database, locate, and move to a record based on a find criteria. Choosing **Find** from the **Database** menu activates the dialog box allowing you to enter the search criteria. Enter text into the fields so that it contains the text you want to match for that field. For example, if you're trying to find a person in your database whose last name is "Anderson," you could click on the Last Name field and enter the word "Anderson". Or, you could enter just the characters common to all the people you're trying to find. For example, you could just enter "son" to find all the people whose Last Names contain these three letters. Also, you could find all the people in ZIP codes 55401 - 55499 by entering just "554" in the Zip field. After deciding on your find criteria, you must decide how you want the search to be conducted. You have three additional options: **Find, Next,** and **Previous.**
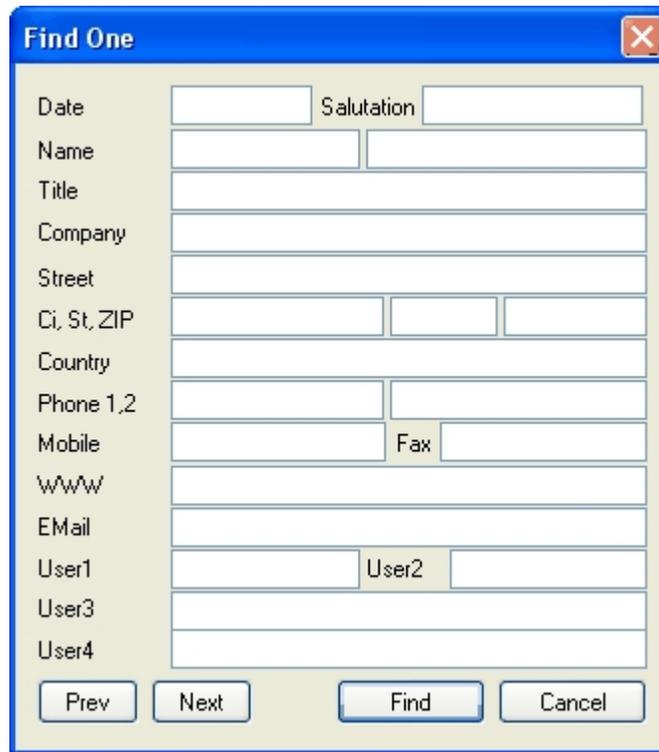
Find will find the first record in the database that contains the information you pecified.
Next will find the next record containing your specifications, starting from the urrent actively displayed record in the database.
Prev will find the previous record containing your specifications, starting from the current actively displayed record in the database.
Find All allows you to filter the viewable database based on your find criteria. The selected records appear in the Browser. The number of records in the viewable database is displayed at the bottom of the Browser Window.
Using the **Find All** and **View Categories** features allows you to work with, manipulate and print a subset of records in your database without affecting the rest of the database. When you are done, you can end the **Find All**
command by selecting the **Show All Records** menu item from the **Database** menu.

Search All Fields finds all the records having at least one entry matching your sample. (**Find One** and **Find All** search only
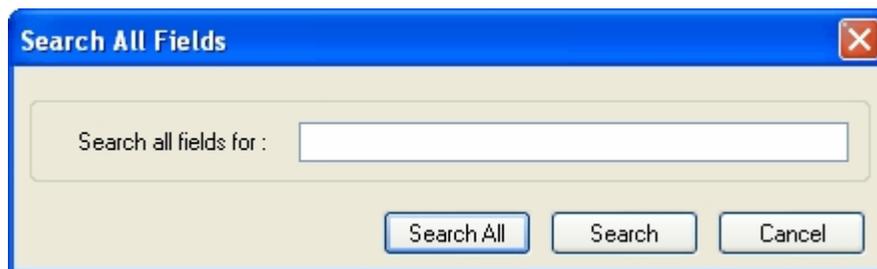
the records containing the given sample in a chosen field. Using **Search** finds only one record matching your criteria.
The **Query** feature is the most complicated of all the search operations. It selects the records in a

certain field which satisfy
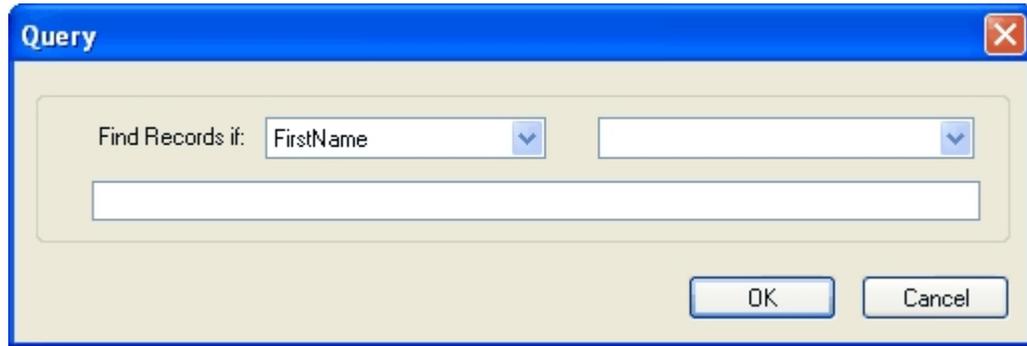
your field entry. After the **Query** option is chosen, a dialog box appears, presenting two pop-up menus and a field for entering text. The first pop-up menu allows you to select the field which will be searched. The second pop-up menu contains the number of conditions you can apply to the contents of the selected database
field.

For example:
   Find records if Zip Code is Less than 55555 gives you all the records of the current database with Zip Codes less than 55555. All these records will be displayed in the browser. To discard the **Query** operation results, as well as of **Find All** and **Search All Fields** operations, use the **Show All Fields** menu option.

5.5   Modifying Fields in Current Record

The fields of the current record can be modified in the Database window. Next to each field name is a text box displaying the data in that field. Place the cursor in the text box next to the field you want to change and click. The cursor changes to an I-beam insertion cursor, indicating that text editing is in progress. At this point, text typed in at the keyboard is entered directly in the corresponding field for that record. Right and left keyboard arrows move forward and backwards one character. A section of text in a field text box can be selected by dragging across it. When a section of text is selected it appears as reverse video.
Commands in the **Edit** pull-down menu used to modify text (and/or labels)
are:
Undo / Redo
   Reverses the effect of the previous edit action.
Cut
   Removes a section of selected text. The text is saved in the clipboard.
Copy
A section of selected text is moved to the clipboard. It is not deleted from the text box.
Paste
   The content of the clipboard is inserted after the cursor in the current text box.
Clear
A section of selected text is removed. It is not saved in the clipboard.To move forward between fields, press the **[Tab]** key. To move backward between fields, press the **[Shift]** and **[Tab]** keys at the same time. To update an existing record simply press the **[Enter]** key, or select the **Update Record** option from the **Database** menu. By double clicking any of the field names in the "Field Order" panel of the "Data Entry Options" dialog box (found by selecting **Data Entry Options** from the **Edit** menu) you can force HomePrint Labels to skip the selected field as you **[Tab]** from field to field in the database entry screen. Each time HomePrint Labels creates a new database, it automatically adds the date field to be skipped. You can override this action by deselecting the Date field in the "Fields to Skip"

dialog box.

Dragging the fields into the sequence you prefer for entry makes HomePrint Labels change the default order of data entry. Selecting **Clear** from the **Database** pull-down menu removes all information from the fields of the current record and deselects all categories.

5.6   Modifying Categories

Modifying Categories in the Current Record

Clicking on a check-box next to a Category in the Category Work Area adds the currently active record to that category. Unchecking the box removes it.

Modifying Categories for all Records in the Viewable Database

HomePrint Labels allows you to manipulate categories on all records in the viewable database. You can set and reset categories. You can also invert or toggle selected categories.

Select **Categories Operation** from the **Database** menu. A submenu appears that allows you to select from **Set Categories**, **Reset Categories**, or **Invert Categories**. Selecting an item from this submenu activates a corresponding dialog box. Each dialog box contains 14 check boxes, one for each category. A category is selected by clicking in the corresponding check box. This is indicated by an x appearing in the box. A selected category is

deselected by clicking in the corresponding check box. Once the desired set of categories has been selected, click **OK** to activate the command. The effect of each command is described as follows:

Set Categories

Each category chosen in the "Set Categories" dialog box is considered to be an attribute of each record in the filtered database. Categories not chosen in the "Set Categories" dialog box remain unchanged.

Reset Categories

Each category chosen in the "Reset Categories" dialog box is deselected (considered not to be an attribute of) each record in the Database. Categories not chosen in the Reset Categories dialog box remain unchanged.

Invert Categories

The status of each chosen category is reversed. If the category was previously selected for a given record, it is deselected for that record. If the category was deselected for that record it is selected. Categories not chosen in the Invert Categories dialog box remain unchanged.

5.7   Adding Records

A new database record can be added to the current database by selecting **New Record** from the **Database** pull-down menu. The **Add Record** Button from the Database Tool Bar can also be used to add a record. A blank record is added to your database, the cursor automatically moved to the first field in the Field Order (you assigned this in the "Field Order" table of the "Data Entry Options" dialog box.)

There are two modes for adding new records.
- the first mode adds a new record using the **[Ctrl]** - **[Shift]** - **A** shortcut. In this mode the cursor is always placed in the field which is currently first in the Field Order.
- the second mode is used when the record is added by simultaneously pressing the **[Shift]** and **[Enter]** keys

HomePrint Labelscan speed your data entry for commonly entered items. Each time you create a new record, HomePrint Labels automatically inserts any information from the "Field Default Data" table of the "Data Entry Options" dialog box into the appropriate field in the new record. Select **Data Entry Options** from the **Edit** menu. A dialog box is activated. Text entered into any of these fields appears in any new record created. Each time HomePrint Labels creates a new database, it automatically adds a "date stamp" in the Date field of the record. The Date Stamp will automatically insert the current date in the Date field. You can override the default value in the date (or remove the default value) by editing the Date field in the record.

5.8   Fast Fill Feature

In order to allow users to add records quickly,HomePrint Labels can implement the so called Fast Fill operation. This operation combines adding record with an immediate searching the closest match to the information you enter. There are two modes of this feature operation

   1) **Fast Fill on Command** - the default mode

2) **Always Fast Fill Automatically**.

The switch between the two modes can be accomplished using the "Fast Fill" table of the "Data Entry Options" dialog box (under the **Edit** menu.) The first mode allows you to Fast Fill a record from the information that has already been typed in.

Data Entry Options

| Default Data | Field Order | Verification | Fast Fill |

○ Fast Fill only on command

○ Always fast fill automatically

OK Cancel Help
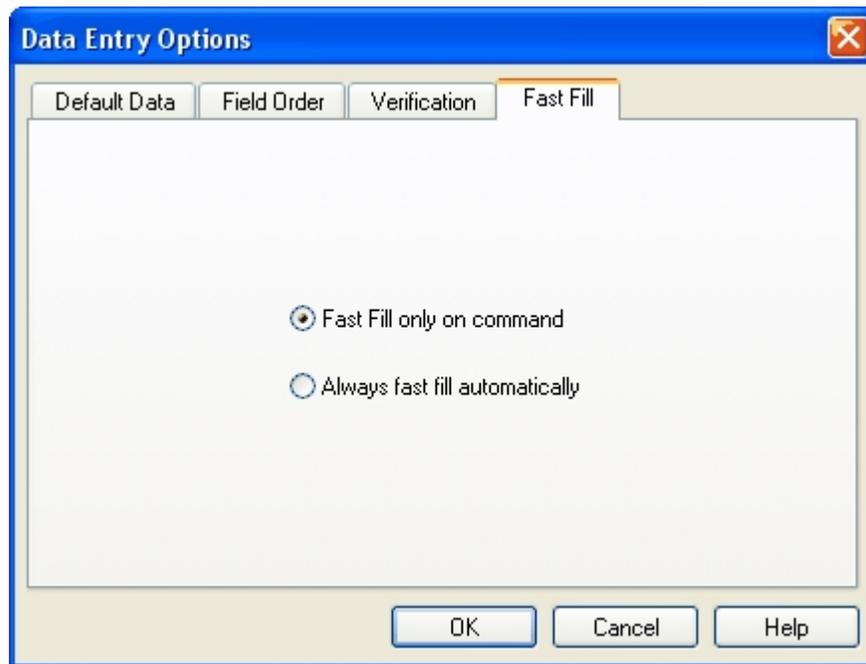
To make the fast fill in this mode you should add a new record into the database, enter the desired information into the fields of the record, and use the **Fast Fill** item under the **Database** menu. If there is a record in the database matching to the entered information its information will be displayed in gray. Pressing **[Enter]** will finish updating the record.If you choose **Fast Fill Automatically**, the procedure for adding a new record changes. HomePrint Labels checks if Last Name is the field the cursor is placed into. If not, a dialog is presented that says, " The Always Fast Fill Automatically option requires the Last Name to be entered first. Do you wish to change the field order right now?" If you click on **OK**, the Field Order changes to:

- Primary Fast Fill Search Field: Last Name
- Second Fast Fill Search Field: First Name
- Third Fast Fill Search Field: Company
- Fourth Fast Fill Search Field: Title
- Fifth Fast Fill Search Field: Street

Practically speaking, the way the **Always Fast Fill Automatically** option works is like this:
Say you have the following names in your database: Fred Johnson, Ralph Johnson, and Tom Jones. If you enter "j" in the Last Name field, the program immediately Fast Fills the record with the Fred Johnson record. If you hit the **[Tab]** key to jump to the First Name field and enter "r", the program automatically replaces the current record with the record for Ralph Johnson.
You can then further modify the record. Choose **Update Record** or **Add As New Record** from the **Database** menu to finish modifying the record.

5.9   Deleting and Duplicating Database Records

The current record can be deleted by selecting **Delete Record** from the **Database** pull-down menu. The **Delete Record** button from the Database Tool Bar can also be used to delete a record. Selecting **Duplicate Record** from the **Database** pull-down menu creates a new record which is identical to the current record.

5.10   Sorting the Database

HomePrint Labels can sort the records in the current database. Select **Sort...** from the **Database** menu. The "Sorting Criteria" dialog box is activated.This dialog box provides three pull-down menus that allow you to select
up to three fields on which to perform the sort.
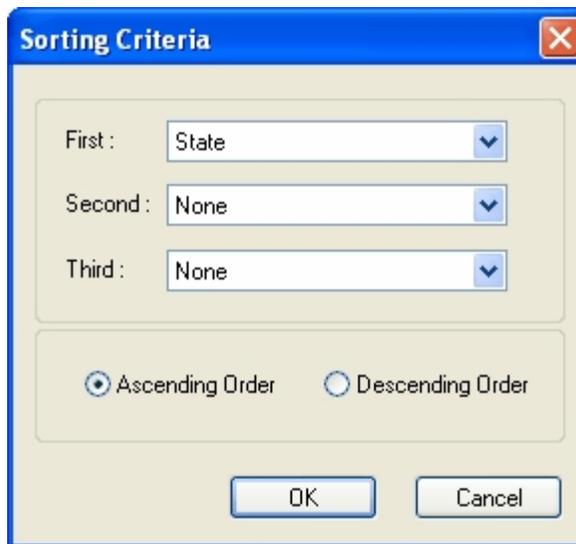
The first field has the highest priority, the second field the second highest priority, and the third field has the lowest priority. This means that when the sort has been completed, the entire database will be ordered (alphabetically) on the first field. A set of records with the same value for the first field will be grouped together. The records in this group will be ordered (alphabetically) on the second field. Similarly, a group of records with the same first and second fields will be ordered by the value in the third field.
For example, if you set the first sort to Last Name, and your second sort to First Name, Anderson, Allen would appear in the Browser before Anderson, Betty. Be careful, because multiple level sorts can take a long time on a large database. You can set the second and third sort to None in order to speed up sorting.
Once the sort fields have been properly set, click on **OK** to sort the database. The first sorting criterion may be set using the **Sort by** box on the Database Tool Bar:

5.11   Working with Selected Subsets of Records

You may not always want to work with *all* of the records in your database. The Browser at the left side of the Database Window lists all records in your database which are currently *viewable*. Your database might contain hundreds of records, and you may want to view a "subset" or shorter viewable

list of records. Only viewable records are affected by most of the commands that act on the database. For example, the **Print** command only prints viewable records(the records currently listed in the Browser). Categories and the **Find...** commands are two ways to create a shorter list of viewable records.

Select **Select Categories to View** from the **Database** menu. A dialog box full of check boxes is activated. Here you can choose the categories you wish to view. First you will need to click on the box next to View All

Categories to remove the checkmark. Once you have selected the categories you wish to view, only records which have these categories checked will be selected and viewable. When you have selected the categories you wish to view, click **OK** . HomePrint Labels makes only those records that fall into all the selected categories viewable, and therefore displayed in the Browser. To again view all the records in the database, choose **Select Categories to View** from the **Database** menu and click on the checkbox next to View All Categories to select it and click **OK**.

The **Find** commands allow you to find all the records in your database containing specific information and display only those records. You can then work with those selected records. For example, you could conduct a mailing to every person in your database who lives in California by specifying "CA" in the State field and then clicking on **Find All**. Further, after finding all the records of people living in California, you could then sort them by Zip code by selecting **Sort** from the **Database** menu. After conducting a **Find All** search, HomePrint Labels will show all the records meeting your search criteria in the Browser. You may further narrow your set of viewable records by conducting more **Find All** searches or using the **Select Categories to View** feature. (see also **Selecting the Current Database Record** section, printed above).

Use the **Show All Records** command to cancel the effects of your **Find All** search and return all the records in your database to the Browser. Note, however, if you previously have selected only certain categories to view by choosing **Select Categories to View...** from the **Database** menu, **Show All Records** will not show records which do not match your currently selected categories to view. You will need to cancel the effects of the **Select Categories to View...** command by selecting View All Categories in the "Select Categories to View" dialog box.

5.12 Modifying Fields with Selected Subsets of Records

Allows to make updating in the chosen field in all records in your database which are currently *viewable*.
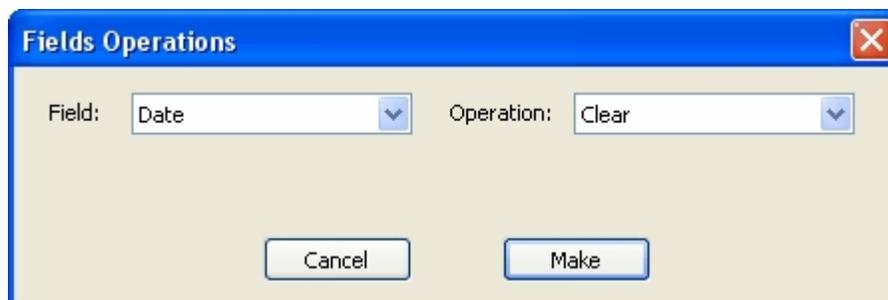
The Fields Operations command offers you next operations:

- **Clear**
- **Trim Spaces**
- **Set Value**

- **Find/Replace**

These operations apply only to the records currently displayed in the browser window.

Clear lets you clear value in chosen field for *all* the records shown in the Browser.
For Example: This operation can your delete all images for each records in the Browser.

Trim Spaces allows you to trim first and last spaces in chosen field.
This is usefull options correct same field value after importing database from file.

Set Value allows you to set equal value in chosen filed for all records shown in the Browser.

Find/Replace allows you to change the contents in the chosen filed for all records shown in the Browser.

5.13   Exporting a Database

Use the **Export Database** command from the **File** menu to export the database records currently displayed in the Browser into a text file.(As Plane Text) All records are stored as a list in the resulting text files. After selecting the **Export Database** command from the **File** menu, the "Export Database" dialog box is displayed with the list of the field names. The order of the field names in the list is the default order for the fields of records in the exported file. If different order is desired, click on the field name and drag it up or down to move it to the position in order you prefer. While dragging, the field name becomes bold and italicized. If you do not wish to export a particular field, double-click on the name in the list; it will become red and will not be exported with the rest of the database.
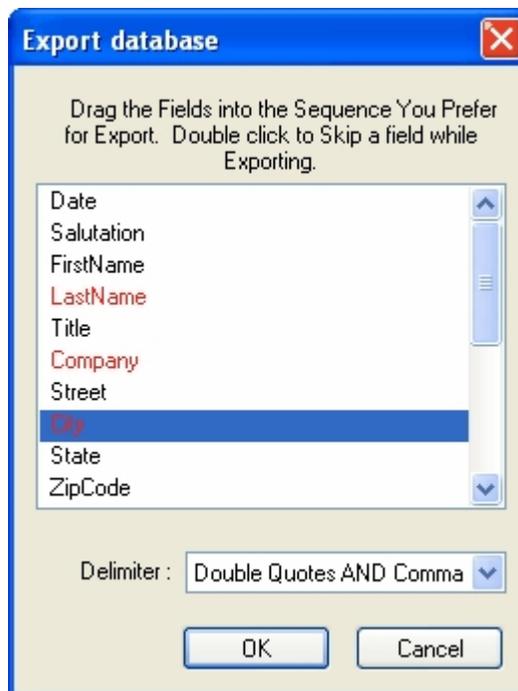
Delimitation is the way database programs recognize where a particular field begins and ends in an exported text file. The **Delimiter** pop-up menu allows the database file to be exported in this delimitation formats:

- Space delemited

- Comma delimited
- Tab delimited
- Colon delimited
- Double Quotes AND Comma

Click **OK** to accept the order of fields or click **Cancel** to cancel the request. If you accept the request, a dialog box will appear which allows you to name the exported file and place it in a folder. A default file name is provided. Select **Save** on this dialog box after you have entered a folder and file name, or if you are satisfied with the defaults provided.
Also You can export all fields from database records currently displayed in the Browser into a text file in LDIF and VCard file format .

5.14   Importing a Database

Select the **Import Database** command from the **File** menu to import database records from a text file.
Select a name from the file list, then click **Open**, or double-click on the file name. The "Import Database" dialog box is displayed with two tables. The left one displays the contents of the fields of the import file, and the right one shows the names of the current database fields. Arrows between the two tables show the correspondence between the imported information and the fields to which it is imported.
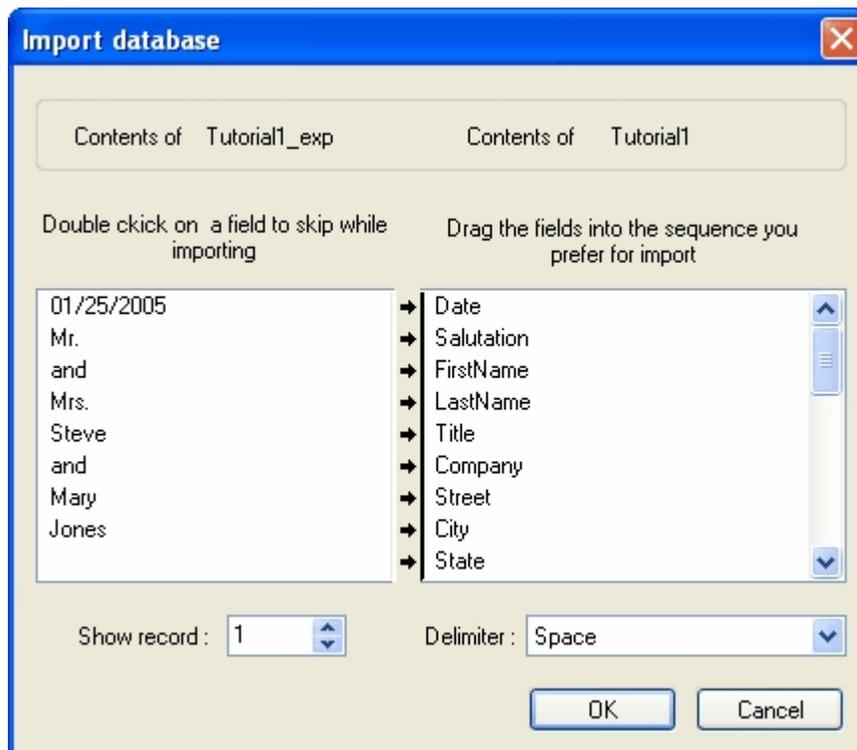
You have several options :
1. To look through the import file records with the help of the Show Record control:
Clicking the up and down arrows of the Show Record control changes the contents of the left table; the number of the record is displayed in the Show Record edit field. This allows you to look through

the contents of the file to be imported.
2. To change the import order:
Click the field name in the right table and drag it opposite the text of the first table which will go into
this field after import. The field name is bold and italicized while dragging.
3. To skip a field while importing:
If you don't want a certain field to be imported at all, double click the corresponding text in the *left*
table. The words turn red and the arrow indicating that item's field name disappears.
The Delimiter pop-up menu on the Import Database dialog box allows a database file to be imported
in these formats:

- Comma-delimited
- Tab-delimited (the default)
- Space-delimited
- Colon-delimited
- Semicolon-delimited
- Double-quotes-and-commas-delimited

If you are importing a Text file, and there is an error in a particular record, the alert dialog box will be
displayed indicating the number of fields missing. If you use the **Skip** option, this record will not be
imported. If you use the **Ignore** option, HomePrint Labels will import this record. If you use the **Ignore
All** option,HomePrint Labels will import all the records from the text file no matter what information is
missing.

5.15 Merging Database Files

Use the **Merge Database...** command under the **File** menu to merge your current database file with
any other HomePrint Labels database file. Having chosen this menu entry, the "Merge" dialog box is
displayed. To merge databases, select a name from the file list, and click **Open**, or double-click on
the name. The program will take the records from the database you opened and add them to your
current database file. You will see these new records appear in the Browser. The merge operation
affects *only* your currently open database; it does not affect the database that you merged into your
current database.

5.16 Splitting a Database File

The **Split Database...** command in the **File** menu creates a new database file which contains the
current viewable database (which does not necessarily contain every record in the database). *The
original database file remains unchanged—* HomePrint Labels makes a copy of the records in the
viewable database in a new file. Having chosen **Split Database...**, the "Split" dialog box is displayed.
A default database name for the new split part of the database is supplied in the **Save As** field. Click
Save to accept the supplied name or enter a new name and click **Save**. If you want to replace an
existing file select a name from the list of files and click **Save**, or double-click on the name.

HomePrint Labels

Part VI

6 Labels: IN DEPTH

HomePrint Labels makes it easy to design attractive customized labels, which incorporate the data in your database with graphics, static text, and clip-art.

6.1 Working with Predefined Label Templates

HomePrint Labels maintains a list (called the "Label List ") of predefined label templates. These label templates are compatible with common printer label sheets. You may also create your own predefined label template and save it in the Label List. To work with the HomePrint Labels Label List, drag to **New** in the **File** pull-down menu. A submenu appears. Select and highlight **Label** from this submenu.The "Label List" dialog box is activated. It contains the list of the label formats HomePrint Labels supports, a preview box displaying the layout of the highlighted label format, and a row of buttons allowing you to either:

1. Select from a list of predefined label formats
2. Create your own new label format
3. Edit an existing label format
4. Delete an existing label format
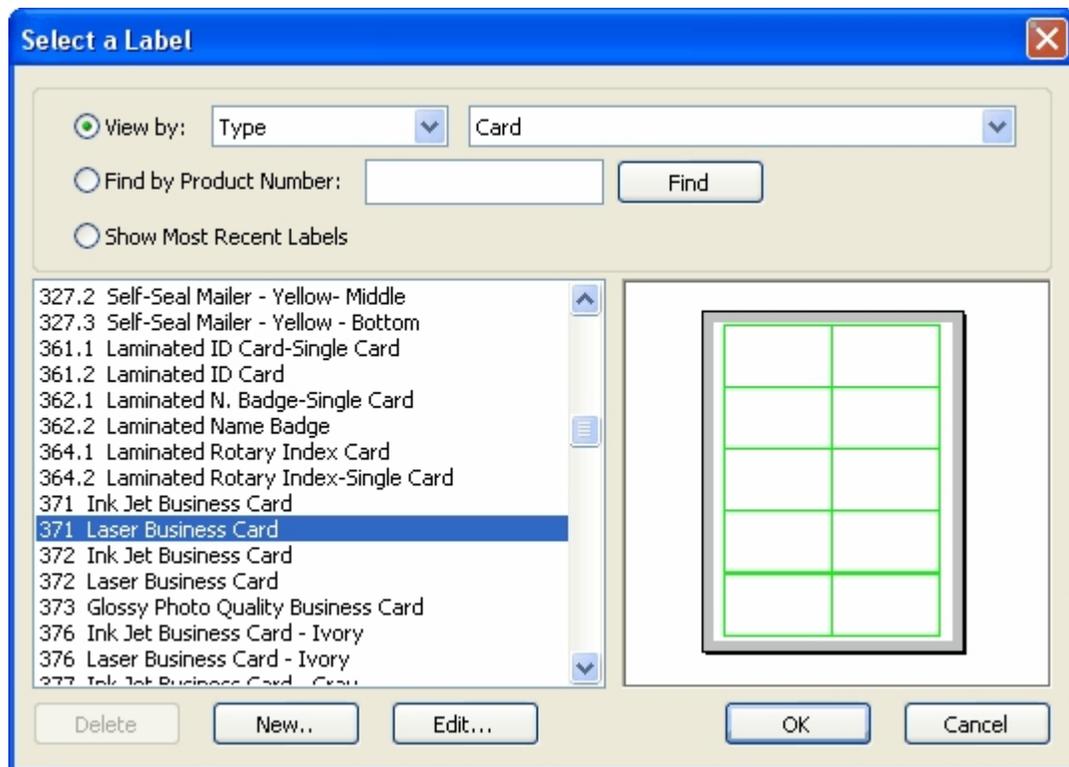
6.2 Selecting a Predefined Label Template

To select a predefined label template, select the desired label template from the scroll list in the center of the dialog box. To do this, click once on the name of the predefined label template to highlight it, and then click on **OK**. A Label Window will be displayed showing the label type you just selected. You can now begin designing your label.

6.3   Creating a New Label Template

To create a new label format, click on the **New** button on the right side of the dialog box. A second dialog box is activated that allows you to specify the dimensions and other parameters controlling the format and layout of the label. In this dialog box are text boxes that allow you to specify the parameters of the new label. All dimensions are given in units that you specify in the Units pop-up menu described as follows:.
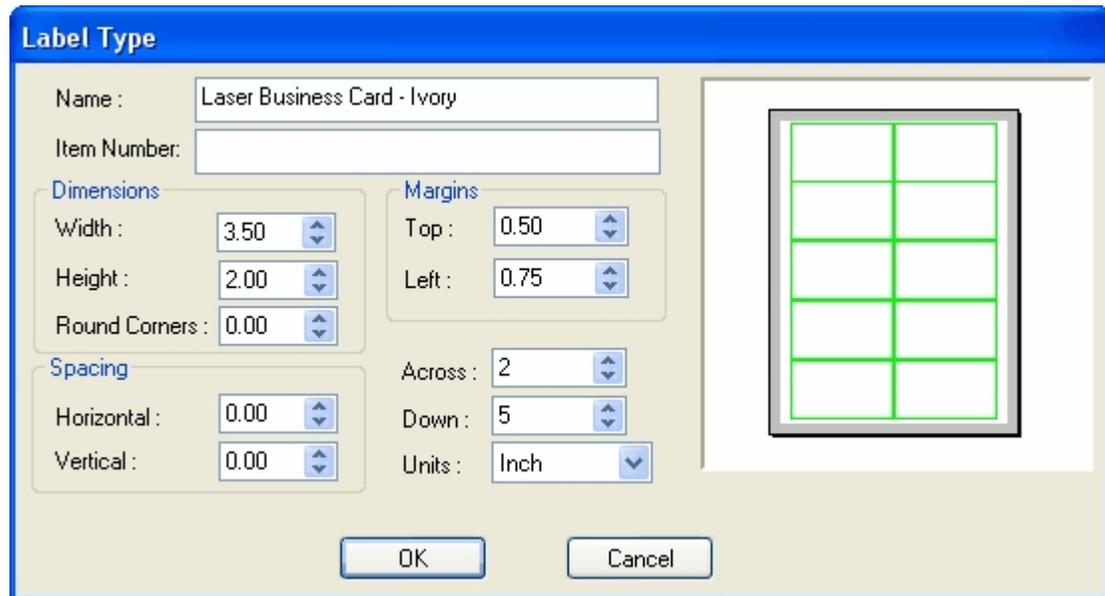
• **Label Name** specifies the unique name for this label template.
• **Under Dimensions** are text boxes that allow you to specify the Width and Height of the label, in units that you specify in the Units pull downmenu(description following).
• Under **Margins** are text boxes that allow you to specify the distance that the first label will begin from the **Left** side of the page and the **Top** of the page.
• Under **Spacing** are text boxes that allow you to specify the distance verttically between rows and horizontally between columns.
• **Item Number -** Enter the item number under which you wish to save the new template here. The item number must be unique. If you enter an item number that already exists, a corresponding message is displayed.
Round Corners If you have selected Rounded Rectangle as the shape, enter the desired radius for rounding, e.g. 2 mm, in the field. This option is disabled for rectangle and ellipse.

• In the lower right corner of the dialog box are two text boxes, **Across** and **Down** which indicate the number of columns of labels to appear across and rows down each page respectively.
• In the bottom right corner of the dialog box is a pop-up menu that allows you to specify the units (points, inches,centimeters, picas) displayed on the ruler surrounding the label.

The "Label Format Preview Box" is to the right of the dialog box, showing you the label's layout. When specifying the parameters for a new label, be sure to consider the printable area of your printer. Most printers can not print all the way to the edge of the paper, as they need a little bit of the edges of a sheet of paper to feed it through the paper. The unprintable area of a sheet of labels is indicated by a light gray line on the label. Most labels will have a light gray line at each edge of the label. When you go on to create the label, make sure that all the items on your label are inside this gray area. Clicking on **OK** closes the dialog box and saves the new label template in the label list. Clicking on **Cancel** cancels the new label and returns to the "Label List" dialog box.

To use the newly-created label, select the new label template from the scroll list in the "Label List" dialog box and click **OK**.

Editing an Existing Label Template
To edit an existing label format, highlight the label template to be edited in the scroll list and click on the **Edit** button at the right side of the dialog box or double-click on the label template. A "Label Type" dialog box is activated that allows you to modify the dimensions and other parameters controlling the format and layout of the label template. This dialog box is identical to the one activated when you create a new label template. You can also change the name of this format by entering the name in the text box to the right of Label Format Name at the top of the dialog box. Click on **OK** to accept the changes and save the new label template. Click on **Cancel** to cancel the changes and return to the "Label List" dialog box.

Deleting an Existing Label Template
To delete an existing label format, highlight the label template to be deleted in the scroll list of the "Label List" dialog box and click on the **Delete** button on the right side of the dialog box. You will be prompted with a second dialog box to confirm your decision. Click on **OK** and the label type is removed from the "Label List." Click on **Cancel** to cancel your decision. *Sort the Predefined Label Templates List* To sort the predefined label template list in alphabetical order by label name, select **Label** from the **New** submenu in the **File** menu. Click on the **Sort** button on the right side of the "Label List" dialog box. This operation can not be undone.

6.4 Working with Existing Labels

HomePrint Labels allows you to open an existing label to edit it, or change its presentation. To work with an existing label, drag to **Open** and then to **Label** in the **File** pull-down menu. A submenu appears that allows
you to select a label to open. Once the correct file and folder have been selected, click **OK** and the label is opened. Once modifications or printing of the label have been completed, it can be saved using the **Save** or **Save As...** commands from the **File** pull-down menu.

Changing Format of an Existing Label
Once a label has been opened, its parameters (dimensions, margins, spacing) can be changed. Select **Label Setup...** from the **File** menu. A dialog box appears, identical to the dialog box that appears when a new label template is created. This dialog box allows you to change the parameters for this label only. When this has been completed, click on **OK** and the new specifications are applied to this label.

Resizing the Label Display
The relative size of the label display can be increased or decreased to make working with it easier. Selecting **50%**, **75%**, **Actual Size**, or **200%** from the **View Size** submenu of the **View** pull-down menu scales the display to 50%, 75%, 100%, or 200% (respectively) of the actual size of the label. You can select any other view size from 10% up to 400% using the **Other...** option from the **View Size** submenu. You are able quickly change the view size using the **View Size** pop-up menu on the bottom of the Label Window.

Customizing Rulers on Label Display
By default, rulers will be shown along the top and left side of the Label Window. Rulers can be removed by using the **Show Rulers** command from the **View** menu. Selecting **Show Rulers** will activate the Label Window rulers if they are not currently being displayed. The units displayed on the Label Window rulers can be changed using the **Ruler Settings...** command from the **Edit** menu. Dragging to **Ruler Settings...** activates a submenu. Drag to the desired setting displayed in this submenu and release. You can also toggle through the available display units by clicking on the intersection between the rulers in the upper left corner of the Label Window.

6.5   Creating a Label Design

HomePrint Labels provides you with the capability of creating unique label presentations to suit your particular requirements. Label presentations are constructed from one or more of the following components:

  1.   Text objects
  2.   Graphic objects
  3.   Database field objects
  4.   Sequential counters
  5.   Bar codes
  6.   Imported pictures

6.6   Selecting an Object on the Label

The **Object Tool** is used to select or activate one or more items and to reposition them. An item is active when it is first created, and can later be selected by clicking on it with the **Object Tool.** A selected item is indicated either by the presence of "handles" (handles look like little black boxes spaced along the edges of the box that surrounds an item) that are used to

6.7   Placing Text on a Label

Creating a Text Box
Text in HomePrint Labels must be created in or placed in a text box. A text box is a contained region on the page. To create a new text box, click on the **Text Box Tool** in the Floating Tool Palette, then move the pointer over the document layout window to the place where you want one corner of the text box located. Click and hold the mouse button, then drag to where you want the diagonally opposite corner and release. The boundaries of the text box appear as solid lines and handles appear on the outline. Handles indicate an active text box. The attributes for a text box are very similar to those for a graphics object: it can be moved and resized using the **Object Tool**, and it can be grouped with other text boxes and graphic objects. You can change attributes such as color, shade, fill pattern, background color, and so forth the same way as
with a graphics object by using the attribute control commands in the **Graphics menu**. Create special effects by placing text on different color backgrounds, over different fill patterns, or in text boxes with a variety of different borders.

Entering Text Into a Text Box
To type text directly into a text box, activate the **Text Tool** by clicking on the text tool icon in the Floating Tool Palette. When the **Text Tool** activates, the pointer changes to a text insertion bar when moved over the active text box. Click where you want to start entering text. The blinking vertical bar that appears is the text insertion point. Enter text normally. You can move the text insertion point anywhere in an active text box by
clicking on the new location. You can also move the text insertion point one character to the left or right using the left or right arrows on your keyboard, or move the text insertion point up one line or down one line using the up or down arrows. Enter text into a text box any of three ways:

  • typing at the keyboard
  • pasting from the clipboard
  • importing from other documents stored on disk

Entering Text from the Keyboard
After placing the text insertion bar in the text box, text will appear normally as you type.

Entering Text from the Clipboard
The clipboard allows you to transfer text from other locations in a HomePrint Labels document or

from other applications. Place objects and text on the clipboard using the **Copy** or **Cut** commands in the **Edit menu.** Once the text has been copied to the clipboard, it can be placed immediately at the text insertion point by using the **Paste** command. There are three ways to do this:

- Select **Paste** from the **Edit menu**
- Enter the keyboard shortcut for the **Paste** command (**Ctrl** - **V**)
- Click on the **Paste** button in the Label Tool Bar

Importing Text from a Document Stored on Disk
Import text directly from another document by using the **Import Text** command from the **File** menu. The **Text Tool** must be selected to use **Import Text**. To import text, select a name from the file list in the dialog box which is displayed and click **Open** or double-click on the file name.

6.8 Working with Existing Text

Some beginners may not be familiar with the way computers work with text. A text segment is a series of characters (letters, spaces, numbers, etc.). You will usually not want to modify *all* the existing text in a document, and specific segments of text can be activated or highlighted to be modified.
To select a segment of text, activate the text tool by clicking on the **Text Tool** icon in the Floating Tool Palette. Then either click and hold at one end of the segment and drag to the other end or click to position the text insertion point at the beginning of a section of text, then hold the **[Shift]** key down while pressing the Arrow keys. The selected segment becomes highlighted. All the text in a text box can be selected at one time using **Select All** from the **Edit** menu or by pressing (**Ctrl** - **A**).

Removing Text from a Text Box
Remove selected text from a document using either the **Cut** command (**Ctrl** - **X**) or the **Clear** command from the **Edit** menu; the text must be selected before these commands will be effective. **Cut** makes a copy of the selected text on the clipboard before removing it from the document. **Clear** removes the selected text from the document without making a copy of it on the clipboard. You may also remove text by using the **[Delete]** key or the **[Backspace]** key. Deleted text does not appear on the clipboard.

6.9 Setting Character Attributes

This section describes the various attributes of individual characters (letters, numbers, etc), how these attributes affect the way the characters look on the page, and how to use the commands and tools in HomePrint Labels to set the attributes of a character or group of characters. The character attributes which can be set in HomePrint Labels are:
- Font
- Size
- Style
- Color
- Shade
- Line Spacing (also known as *leading*)

Font
The name of the font currently in effect is displayed in the **Font** box in the Label Tool Bar whenever the **Text Tool** is active. The font that is currently showing is the font that will be applied to the next character you type at the keyboard. The current font, or, if a segment of text is highlighted, the font of the highlighted characters, can be changed by:
- using the **Font** box from the Label Tool Bar - click and hold on the **Font box** button, scroll to the font name you wish to use and release the mouse button

- using the **Font** command from the **Text** menu in the same way
- using the **Character Info** command from the **Text menu**. The "Character Information" dialog box will appear where different options are available.
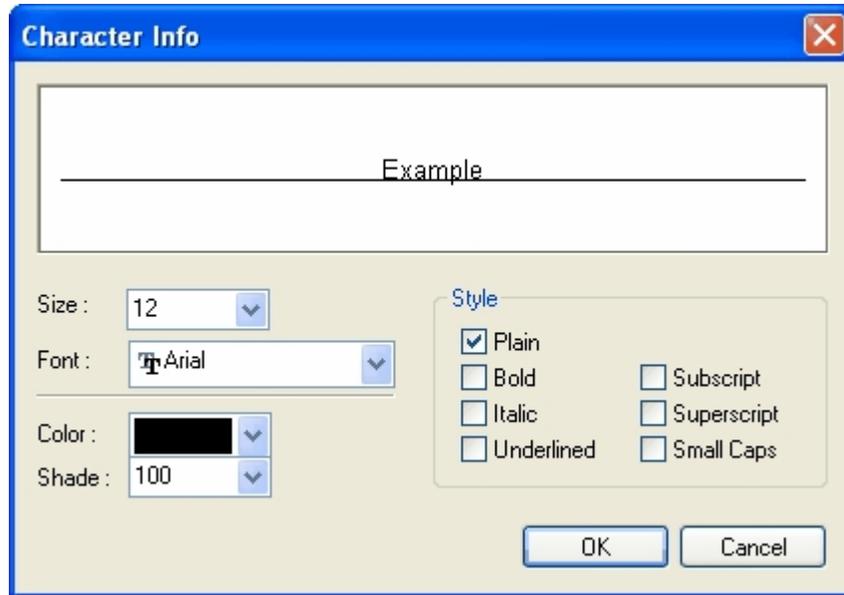
Font Size
HomePrint Labels allows you to select font sizes from 6 to 400 points. The font size currently in effect is displayed whenever the **Text Tool** is active in the **Font Size** box in the Label Tool Bar. The font size that is currently in effect is the font that will be applied to the next character you type. The current font size, or, if a segment of text is highlighted, the font size of the highlighted characters, can be changed by:

- using the **Font Size** box from the Label Tool Bar - click on the **Font Size** box button, scroll to the font size you wish to use and release the mouse button
- type a font size directly into the **Font Size** box
- using the **Size** command from the **Text** menu the same way
- using the **Character Info** command in the **Text** menu

Font Style
HomePrint Labels allows you to select among a variety of font styles. A font style changes the way the characters look; you may make the font:
plain, **bold**, *italic*, underlined, , condensed, e x t e n d e d , SMALL CAPS, superscript and subscript.
It is possible that two or more styles may be applied to a set of characters. For example, it is possible that characters be presented in both ***bold and italic***. Some combinations are mutually exclusive (superscript and subscript, for example).
The current font style can be changed by:

- using the **Style** command from the **Text** menu
- using the **Character Info** command from the **Text** menu

Some styles such as Superscript, Subscript, and Small Caps have settings that may be customized through the controls in the "Preferences" dialog box, opened by choosing **Preferences...** from the **Edit** menu.

Color

HomePrint Labels allows you to apply a variety of colors to your text. The available colors are presented on a palette which appears on a pulldown submenu of the **Text** menu. Sixteen colors are available on this palette at any one time. However, an unlimited number of colors can be created using the **Create Color** option in the **Edit** menu.The current color will be applied to the next character you type at the keyboard. The current color can be changed by:

- using the **Color** command from the **Text** menu
- using the **Character Info** command from the **Text** menu

Shade
Shading alters the lightness or darkness of characters on the page. The extent to which a segment of text is shaded is controlled by the **Shade** submenu of the **Text** menu. The submenu allows you to select shades from **0%** to **100%** in increments of 10%. In addition, you can select shades in increments of 1% by selecting the **Other** item from the **Shade** submenu. This activates a dialog box which allows you to specify shades in 1% increments.

6.10   Working with Paragraphs

Alignment
When text is added to a document, whole words are filled in on a line until the next full word cannot appear on the same line. The next whole word is then placed on the next line. Usually the number of characters varies on each line, so there are several ways for lining up, or aligning, the characters appearing on each line.
The options for text alignment are: **Left**, **Right**, **Center**, and **Justified**. When text is **Left**-aligned, it is kept flush to the left border of the text box. The right side of the text is not kept flush to the border, but filled as necessary with white space. The right side of the text has a "ragged" appearance. When text is **Right**-aligned, the characters on a line are shifted to the right as necessary to kept the text flush to the right border. The left side of the text is not kept flush to the border, and has a "ragged" appearance. When text is aligned to the **Center**, the characters are shifted so that the same amount of fill space appears on both the left and right side of each line. It is not kept flush to either the right or left border of the text. When text is **Justified** the characters are "spread out" so that the entire line is filled with characters. The text appears flush on both the left and right border. To set the alignment for a text paragraph, select Alignment under the Text menu. The pop-up menu is presented with the above described types of alignment. You may also use the alignment buttons on the Label Tool Bar. To set alignment along with the other paragraph attributes use the Paragraph Info dialog box. To Force Justify, go to the "Preferences" dialog box via the **Preferences** option in the **Edit** menu and click on the **Force Justified** radio button. This may occasionally give your text a "drawn-out" appearance.

Changing Paragraph Line Spacing
The Line Spacing or "leading" is the amount of space vertically between lines of text. Adjust leading using the in the **Line Spacing** submenu under the **Text** menu, or using the **Leading** buttons on the Label Tool Bar. Use **Select All** to adjust all of your text to consistent line spacing.

Defining Tabs for a Paragraph
Use **Tabs...** under the **Text** menu to display a dialog box that allows you to add or remove tab stops for the current paragraph. Tab stops are the points at which the cursor stops when pressing the **[Tab]** key on your keyboard. Up to 20 tab stops may be defined for a given paragraph. When you add a tab stop you can specify up to three attributes for it. These are:

- **Alignment**: Left, Right, or Center.
- **Line spacing** (**leading**)
- **Character Sequence**: Any valid sequence of characters, including spaces.
- **Position**: May be set at any location on the horizontal ruler.

The alignment of the tab stop determines how text aligns to it:
- Left tab alignment places the first character typed at the tab stop position. As additional characters are typed in, the text moves to the right of the tab stop.
- Right alignment places the last character typed flush to the tab stop position. As additional characters are typed in, the text moves to the left of the tab stop.
- Center alignment centers the text segment to the center of the tab stop position. As additional characters are typed in, the text moves both to the left and the right of the tab stop position, so the text segment remains centered.

Set the tab stop alignment by clicking and holding on the down facing arrowhead to the right of the Alignment display box in the "Tabs" dialog window. This displays a pop-up menu showing three options. Drag to the desired selection and release. The selected alignment now appears in the display box. Specify the position of a tab stop by typing the value into the text box to the right of Position. The unit of measure for the position is the same as that being used for the horizontal ruler.

Setting Paragraph Attributes
Selecting **Paragraph Info** from the **Text** menu activates a dialog window that allows you to modify the attributes of the current paragraph. (The "current" paragraph is the one that contains the highlighted text or the text insertion bar.) To modify an attribute, enter a new value in the text box where the current value is being displayed. See the detailed description of the "Paragraph Info" dialog box in the **MENU REFERENCE** section of this manual.
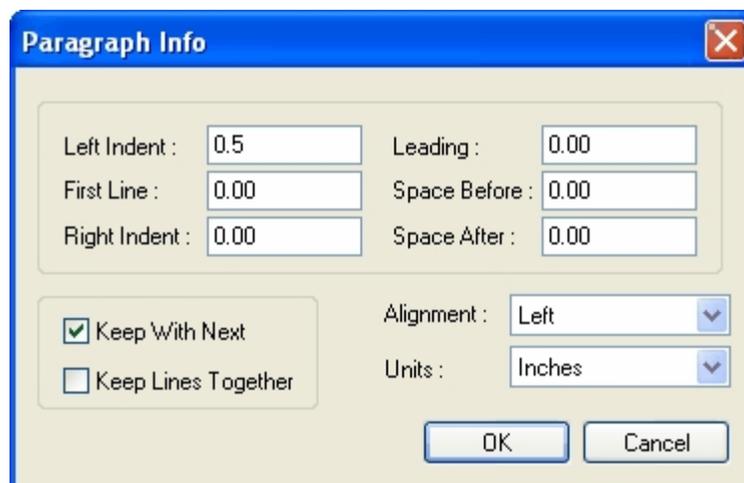
Search for and Replace Text
Find/Replace Text in the **Edit** menu activates a dialog box. Here you can search the document for specific text and text styles.

Find Next: Begins the search, or finds the next occurrence of the specified search criteria.
Replace: Makes changes specified by the Change to column.
Replace All: Changes *all* occurrences of the search criteria. An alert box is displayed showing the number of occurrences changed.
Close: Closes the dialog box. Ignore Case finds a word whatever its style.
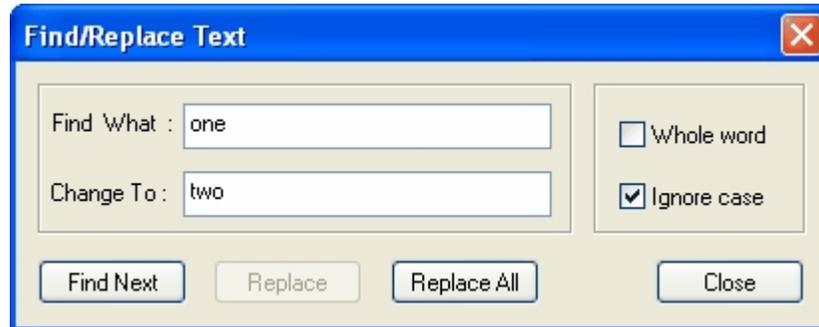
6.11 Text Runaround

When the **Text Runaround** command is selected from the **Object** menu, a dialog box appears that allows you to control the manner in which text flows around any object in the text box. The types of text flow control that are available:

- None - text flows unobstructed.
- Rectangular Boundary of Object - text is obstructed by and flows around the item.
- Actual Shape of Object: - text flows around the outline of an object.

You can specify the **Margin Between Text and Object** value that offsets the text from the inner edge of the border. This value is displayed in points.

Getting the Text Box Information
It may be useful when placing a text box on a label to set the *precise* characteristics which define its current position on the label (as well as setting other attributes which affect the text box representation and printing). The "Text Box Information" dialog box helps you do this. Activate the text box you wish to position and select **Object Info** from the **Object** menu. A detailed description of the presented options is under the **Object Info** section in the **MENU REFERENCE** section of this manual.

6.12   Placing Database Fields on a Label

HomePrint Labels gives you the ability to place information from your database on your label. To place database fields on your label, click and hold down the mouse button over the **Insert** box on the Label Tool Bar. A pop-up menu appears that provides you with the available fields to place on the label. The fields from the most recently activated database are available via this menu. (The database you last used is the current database. A database *MUST* be open and active to print labels with database information on them. You can make sure a database is open by clicking and holding on the **Window** menu in your menu bar. If a database is open, it will appear in the list.) By dragging onto and highlighting the desired field, and then releasing the mouse button, the **Field Tool** is activated. This is indicated when the cursor changes from an arrow to the "+FLD" pointer.

Decide where you want the selected database field to be placed on the label. Move the cursor to that position and click the mouse button. The field will be placed at that location. If you ant to move the field around on the
label after it has been placed, choose the **Object Tool** from the Floating Tool Palette. Click and hold o the field and drag it around with the mouse, releasing the mouse button when the field is in the correct position. You
may preview how the database field will actually look with the **Object Preview Tool** from the Floating Tool palette. Choose this tool and click once on the database field. If no database is open, you will see sample database information previewed.

Placing An Address on a Label (QuickAddress Method)
The **QuickAddress** option, available via the **QuickAddress** button on the Label Tool Bar, is the most convenient way to tell HomePrint Labels you are defining an address label. The **QuickAddress** option will automatically
print address information from your database, but will not print nonaddress information contained in the Phone field or User Fields.

Customizing QuickAddress
The database information in a QuickAddress can be changed by using the **QuickAddress Specification** command from the **Object** menu, or right after the **QuickAddress** button on the Label Tool Bar is clicked. When this command is selected, a dialog box appears. This dialog box allows you to add or delete fields from the database that will appear in the QuickAddress field on the label. A database field will be included in the QuickAddress field if the check-box next to its name is checked. Otherwise it will be excluded.

Across from each field name is a checkbox next to a new line title. Use this check-box to start a new line when that database field is printed in the QuickAddress. If this box is checked, the field will start the beginning of a
new line of text. Otherwise, it will follow after and appear on the same line as the previous field. The QuickAddress Preview box helps in understanding of how the check box settings affect a QuickAddress appearance. Note that when a QuickAddress field has been selected, and then the **QuickAddress Specification** command used, only that *particular* QuickAddress field is changed. The default specification for a QuickAddress field is not changed. To change the default specification, use the **QuickAddress Specification** command in the **Object** menu when no QuickAddress field has been highlighted.
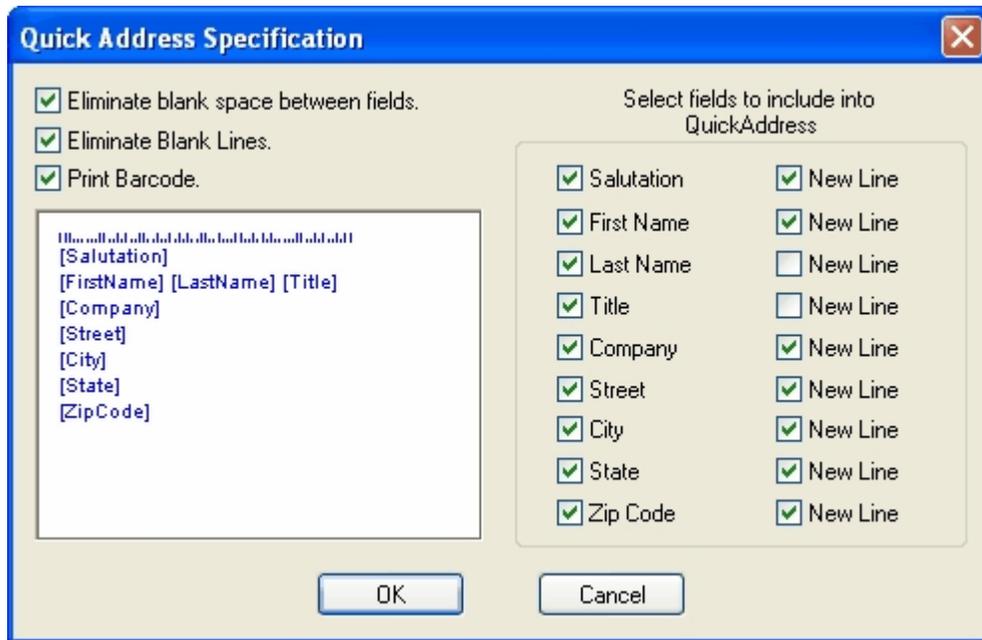
A QuickAddress object may contain a postnet bar code in it. Check the **Print Bar Code** check box when you are changing the QuickAddress Specification in the correspondent dialog box to include a bar code into it, or
use the **Make Object a Bar Code** option from the **Object** menu if you have already placed the QuickAddress on your label. A checkmark shows whether the **Make Object a Bar Code** option is currently in effect.

Placing a Sequential Counter on the Label
A sequential counter is a special object that changes for each label when the label is printed . On the first label printed, the Counter field will have a starting value (for example, 1); for each subsequent label, the Counter field
value is increased ("Incremented")by another value, and the new value appears in the location of the counter object on the printed label. What this means, practically speaking, is that every label has a counter on it which increases a specific amount for each label, i.e. the counter starts at1, then goes to 2, then to 3, etc. Or, the counter could start at 0, then go to 5, then to 10, then to 15 and so on. To place a sequential counter on a label, scroll to the **Place Counter...** option under the **Object** menu. Selecting this command activates a "Counter Specification" dialog box. The items in this dialog box and their impact on the presentation of the sequential counter are described as follows:

Preamble: Text placed in the text box next to this item will precede the number that is printed in the Counter field. For example, "A1."

Postamble Text placed in the text box next to this item will follow the num-ber printed in the sequential counter field. For example, "1A."

Starting Number The number placed in the text box next to this item will appear on the first label printed.

Increment by: The number placed in the text box next to this item will be added to the counter value whenever the counter is incremented. Use Same Value: The number in the text box next to this item specifies the number of times the current counter value is used before it is incremented. Padding Options**:** Select either **None**, **Zero**, or **Space**. The selection has the following effect: **None**: No spaces or leading zeros are used to "pad" the size of the Counter field. The amount of space used by the counter number depends on its magnitude. For example, a "1" takes one space, whereas a counter value of "1000" takes four spaces on the printed label.

Zero: The number is padded on the left with 0's to create a fixed width field. The width of the field is the number appearing in the text box next to the Fixed Length Width option; i.e. if the Fixed Length Width is set to 4, "1" will be printed "0001." **Space**: The number is padded on the left with blanks to create a fixed width field. The width of the field is the number appearing in the text box next to the Fixed Length Width; i.e. "1" is printed " 1."

Making the Counter into a Bar Code

You may change the counter into a bar code. This powerful feature may be useful for printing sequentially numbered bar codes for inventory items, tickets, etc.

To do this, simply activate the Counter object by clicking on it, then select the
[Make Object a Bar Code](#) option from the **Object** menu. You may then customize the bar code specifications through the "Bar Code Specification" dialog box, which may be displayed by either using the **Bar Code** button from the Label Tool Bar, or by double-clicking on the bar coded counter while the **[Option]** key is pressed. Be sure that the number can be legitimately turned into a bar code. For example, the counter "Pre001Post" can *not* be displayed as a UPS bar code, because UPS Bar

codes require a certain number of digits (11, 13 or 16) for encoding, and you will be presented with an empty box instead of the bar code. But selecting **Code128** or **Interleaved** in the **Bar Code** pop-up menu will make the counter into a bar code.

Placing a Bar Code on the Label
To place a bar code on a label, click on the **Bar Code Tool** from the Label Tool Bar. The specifications of a bar code that will be placed on the label can be changed through the use of the "Bar Code Specification" dialog box.
There are two ways to activate the "Bar Code Specification" dialog box for a specific bar code object. You may either double-click on the bar code object in the label, or select the bar code object by clicking on it once to activate it, and then selecting the **Bar Code** button from the Label Tool Bar, or the **Place Bar Code** option from the **Object** menu. The "Bar Code Specification" dialog box fields and their impact on the specification of the current bar code object are described as follows:
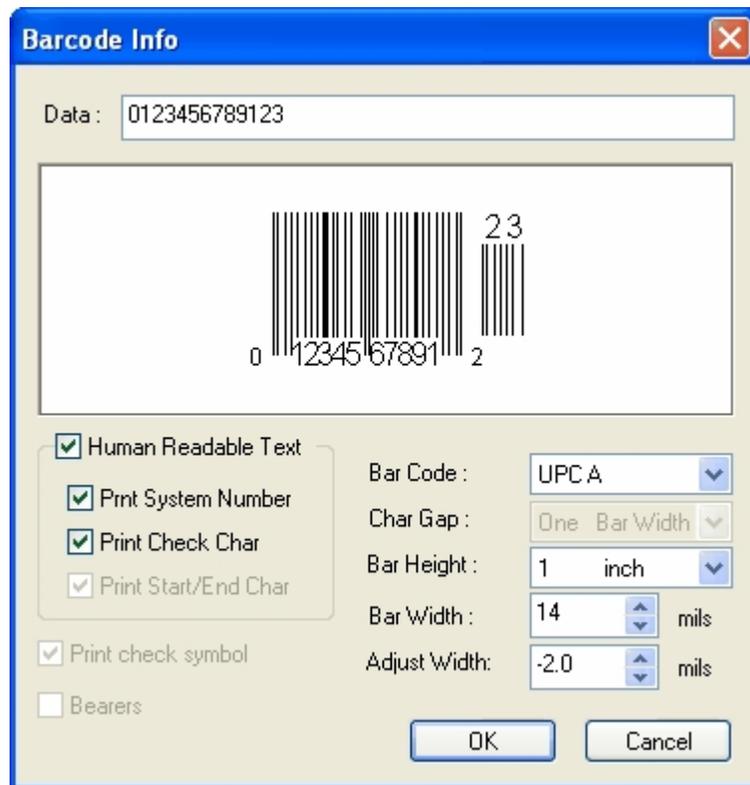
Data: Located at the top of the dialog box. Enter the information for your bar code here.
Human Readable Text: When checked, then numerals (such as the digits associated with each bar code character) are generated along with the bar code.
Print System No. When checked, a system number is generated with the bar code.
Print Check Char. When checked, an end number is generated with the bar code.
Print Start/End Char: When checked, start and end symbols are printed with the bar code.
Print Check Symbol: When checked, a check symbol is generated with the bar code.
At the bottom left side of the "Bar Code Specification" dialog box is a checkbox that controls whether or not optional features are added to the bar code when it is generated. These options only apply to certain bar code types.
Bar code: In the middle right-side of the dialog box is a pull-down menu, titled **Bar Code**. This menu allows you to select the bar code type to be used.

Bar Width: Regulates the length of the bar code.
Bar Height: Regulates the height of the bar code.
As you make changes to the bar code specification, the form in which the generated bar code will appear on the label is displayed in the preview box near the top of this dialog box. Click **OK** to accept the settings made.

Placing Database Fields
To Place a Database Field object (an object containing a database field information in it) onto your label, use the **Place Database Field** menu item on the **Object** menu. Select a database field name from the pop-up menu and release the mouse button. Clicking anywhere on the label places the database field object.
If a you place a Picture field object (a picture contained in the Picture field of the currently active database) on your label, you get the full path to this picture displayed. Using the **Object Preview Tool** or the **Print Preview**
option in the **File** menu, you can preview the contents of the picture.

Using Database Fields to Generate Bar Codes
Database fields can be used to generate bar codes on labels when they are printed. For example, you may want to use the ZIP Code field to generate a Postnet bar code.
- First select the field and put it in the desired location on the label using **Place Database Field** option from the **Object** menu.
- While it is still active, use the **Make Object a Bar Code** option from the **Object** menu. The object changes from a database field to a bar code object.
- Check if the encoded data is not suitable to the postnet bar code. Use the "Bar Code Specification" dialog box, displayed by clicking on the **Bar Code** button in the Label Tool Bar. Note that when the "Bar Code
- Specification" dialog box is activated for this bar code, the data field contains the database field name - Zip Code - that was used to generate this code.
- Select **PostNet** bar code from the **Bar Code** pop-up menu of the "Bar Code Specification" dialog box and click **OK**.
- Select the **Object Preview Tool** from the Floating Tool Palette and click the database field object. The postnet bar code appears on the label.

Note: even without the last operation the Zip Code field would look like the barcode when printing.

6.13   Placing a Picture on a Label

To import a clipart image, use the **Import Graphics** option from the **File** menu. The "Import Picture Graphics" dialog box is activated. Use this dialog box to select a file containing the desired image, then click on Open. The pointer changes to a Pic icon when it is positioned over the label. Click at the location in the label where you want the image to be placed, and then drag out an area for the image to occupy. When you release the mouse button, the image is imported into the area indicated.
To place a picture stored in the database (if any), place a Picture Field object on the label (see the *Placing Database Fields* section above). You will be shown the path to this picture. Previewing this object with the **Object Preview Tool** you'll see the picture on your label.
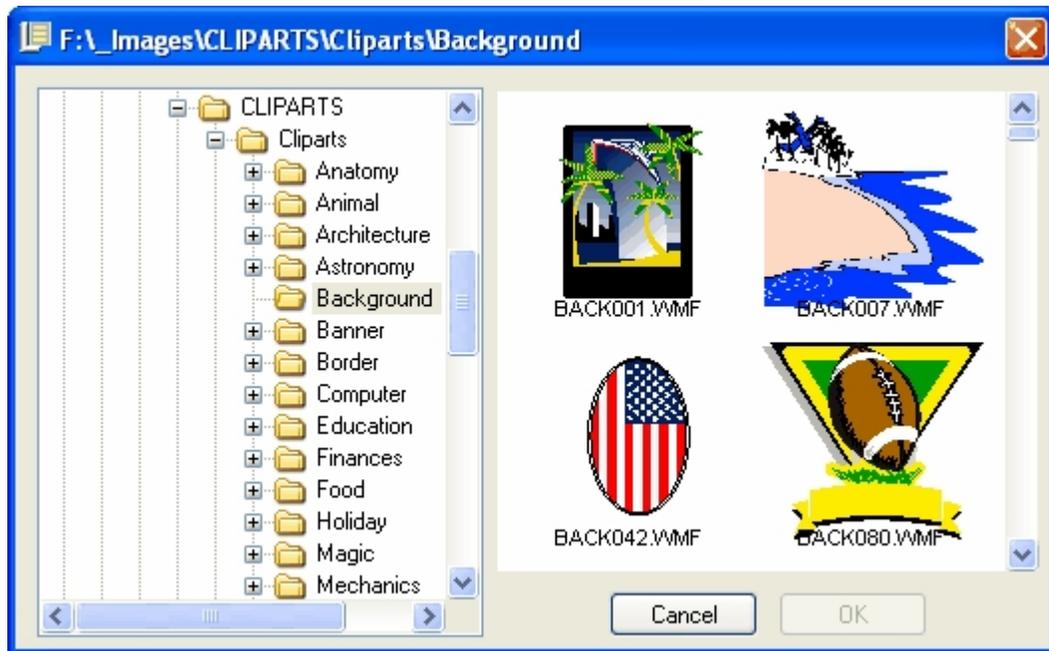
Modifying Images
Picture attributes may changed through the "Picture Info" dialog box. Activate the picture first by clicking on it with the **Object Tool**, then select the **Object Info** item from the **Object** menu. The "Picture Info" dialog box is then displayed. After making changes click **OK** to save them.

6.14   Rearranging Objects on a Label

Once positioned on the label, objects can be moved around. Activate the **Object Tool** from the Floating Tool Palette. Position the **Object Tool** over an object on the label, then click and hold the mouse button. The pointer
changes into a four-pointed arrow. The selected object can now be dragged to another location on the label.
Objects have a "stacking" order when placed on a page. This means that each object placed on a label has its own "layer"; each new object rests on a higher layer than the previous object. Imagine that each object on the
label is on its own scrap of paper, and these scraps of paper are stacked on the label in a particular order. To change this order there are three options on the **Object** menu:

- **Bring to Front**
- **Send to Back**
- **Shuffle Forward**

Use **Bring to Front** to move the the object to the topmost layer, **Send to Back** to move the object to the bottom layer, and the **Shuffle Forward** command to move the object one layer higher in the stacking order. The Label Tool Bar contains two buttons, a **Bring to Front** button and a **Send to Back** button.

Rearranging Objects on a Label with the Keyboard
To move an object on a label in one point intervals press the corresponding arrow key.
To move an object on a label in ten point intervals hold the **[Shift]** key down and then press the

arrows.

6.15   Placing Graphics Objects on a Label

Creating Graphic Shapes
HomePrint Labels allows you to create, alter, and manipulate graphics objects. The five basic graphic shape types created with tools from the Floating Tool Palette are:
- **Rectangle**
- **Round-corner rectangle**
- **Oval**
- **Line**
- **Arc**

The process of creating a rectangle, round-corner rectangle, oval, and arc are the same. Click on the icon for the shape in the Floating Tool Palette. Move the pointer where you want one corner of the object ("Corner" for the round corner rectangle and oval means the corner of a rectangle surrounding the object). Click and hold the mouse button and drag the mouse in any direction. As the area of the object is dragged out, its boundaries display as a rectangle with lines represented by closely spaced dots. When the mouse button is released, the object appears and is now a part of the page layout. The process of creating lines is similar to that of creating the other graphics objects, except that as you "drag out" or draw the line, the line which is being created is represented as a line rather than a bounding rectangle. Both ends of the line will have "handles" for resizing the line.

Changing the Appearance of Graphic Shapes
A graphic shape has a number of attributes affecting its appearance on a label. There are attributes reflecting the location and position of the object, and attributes describing the object's color, shade, pattern, width, etc.
Objects also have "frames" which surround the objects and define the edges of the objects, and "fills" which are the areas within the frames. All the attributes affecting an object location and appearance, and also
some characteristics affecting object printing are contained in several dialog boxes:

6.16   "Object Information" dialog box

"Object Information" dialog box - defines object position on a label, its dimensions, rotation angle, etc.. There are several types of "Object Information" boxes, depending on the type of an object :
- "Graphics Item Info"
- "Text Box Info"
- "Picture Box Info"
- "Group Box Info"
- "Line Info"

"Frame Information" dialog box - defines the appearance of an object's frame - its color, pattern, shade, and any other characteristics.
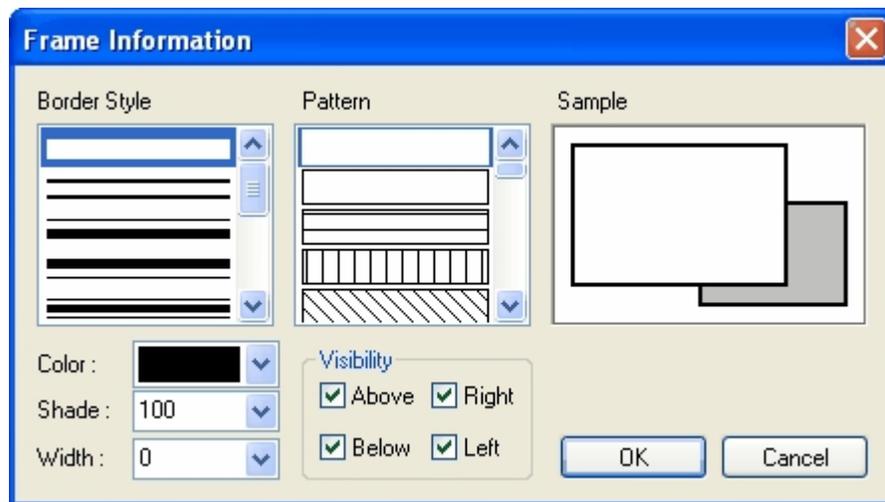
"Fill Information" dialog box - defines the same attributes for an object's interior.
Certain attributes may be changed directly by menu commands.
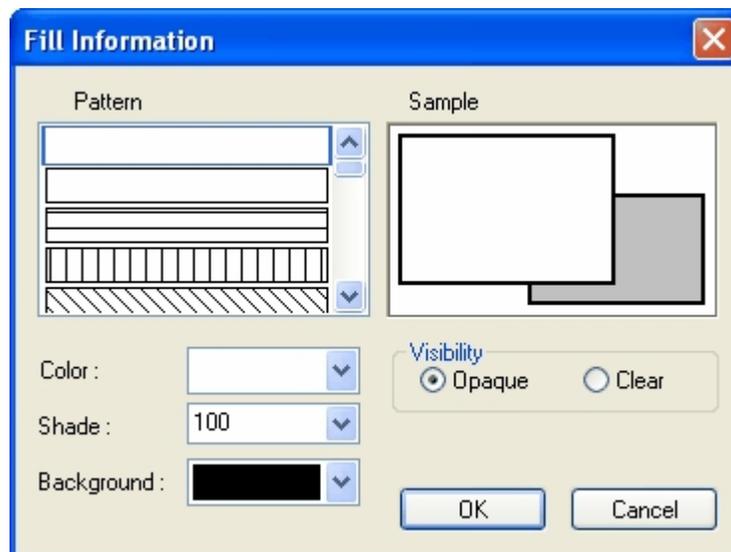
Changing the Attributes of a Graphic Object
There are a variety of commands available for changing the attributes of an object. One way is
described above, through the various dialog boxes, but you can do many of the same operations
using various menu commands
and keyboard shortcuts. Select the object by clicking on it with the **Object Tool**. Eight small handles
appear around the boundary of the object to let you know the object is active (selected). Change
attributes using dialog
boxes or the various menu commands.

Changing the Frame Color Pattern, Style and Width
To change the color, pattern, style or width of an object's frame, scroll to the desired item in the **color**
or **pattern** menus in the "Frame Information" dialog box and release the mouse button. The frame of
the currently active object will be changed once you click **OK**.

Changing the Style of Line Objects
Change the line style by using the **Line Style** command from the **Graphics** menu. A submenu

appears that allows you to select from the available line styles shown in the menu. Select the specific line style by dragging down to it, and when it becomes highlighted, releasing the mouse button. The line of the selected graphic shape is changed to the corresponding style. A check mark in the **Line Style** submenu indicates the current line style. You can also change a line style by adding arrowheads or caps to either end. Activate the line, then select **Object Info** from the **Objects** menu. In the **Caps & Way** box, press on the left or right side of the dark bar in the box. A pull-down menu displays the endcap selections available. Scroll to the desired cap to select it. A preview of your choice displays in the **Caps & Way** box. Click **OK** to put your changes into effect.
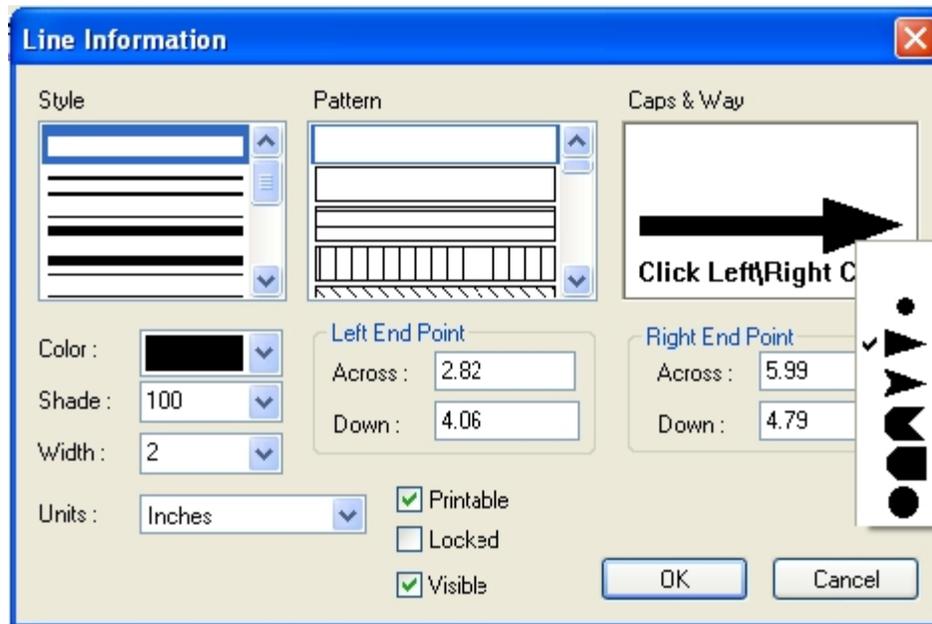
6.17   Changing the Attributes of the Interior of an Object

Change the attributes of the interior of an object using the **Fill Color**, **Fill Shade**, **Fill Pattern**, and **Background Color** commands in the **Graphics** menu.

Changing the Fill Pattern
Change the fill pattern by using the **Fill Pattern** command in the **Graphics** menu. A submenu appears that allows you to select from a variety of patterns. The specific fill pattern is selected by dragging to it, and when it
becomes highlighted, releasing the mouse button.

Changing the Fill Color
Change the fill color by using the **Fill Color** command from the **Graphics** menu. A submenu appears that allows you to select from a variety of colors. The specific fill color is selected by dragging to it, and when it becomes highlighted, releasing the mouse button. The fill color applies to the line elements of the fill pattern only. For example, if you have an object with a fill pattern consisting of closely spaced horizontal lines and you change the fill color to red, only the horizontal lines will be presented in red. To change the color of the background elements of a fill pattern, use the **Background Color** command.

Changing the Fill Shade
Change the fill shade by using the **Fill Shade** command from the **Graphics** menu. A submenu appears that allows you to select a range of shading from **0%** to **100%** in increments of 10%. Select the specific fill shade by dragging to it, and when it becomes highlighted, releasing the mouse button.

You may also drag to and select the **Other** menu item from the **Fill Shade** submenu. When this is done, a dialog box appears that allows you to select a fill shade value between 0 and 100 % in increments of 1 %. As with the fill color, the fill shade applies to the line elements of the fill pattern only. For example, if you have a rectangle with a fill pattern consisting of closely spaced horizontal lines, then only the horizontal lines will be shaded to the degree specified.

Changing the Background Color
Change the background color by using the **Background Color** command from the **Graphics** menu. A submenu appears that allows you to select from a variety of colors. Select the specific background color by dragging to it,
and when it becomes highlighted, releasing the mouse button.The background color applies to the background elements of the fill pattern only (the areas that are normally white). For example, if you have a rectangle with a
fill pattern consisting of closely spaced horizontal red lines and you change the background color to yellow, then only the spaces between the horizontal lines will be appear in yellow. To change the color of the line elements of a fill pattern, use the **Fill Color** command described above.

6.18   Changing the General Attributes of a Graphic Object

The general attributes of an existing graphic object include size (horizontally and vertically), location (with respect to the boundaries of the label), stacking (with respect to other objects on the page), grouping (with respect to other objects), and angle of rotation. Change these using the various menu commands available in HomePrint Labels

Changing the Location of a Graphics Object
Use the **Object Tool** from the Floating Tool Palette to drag the object around. For more precise control, use the **Object Info** selection under the **Object** menu to reposition a graphic object. Type in the desired location in
the **Origin Across** and **Origin Down** boxes.

Aligning Graphics Objects
The **Align Objects** command is used to control the placement of active objects in relation to one another. **Align Objects** is available if the **Object Tool** is selected and two or more items are active. Options are available in the "Align Objects" dialog box that appears when the **Align Objects** command is selected. Here you can arrange items horizontally and/or vertically, by either the edges or centers of the objects. A graphic representation of the settings is shown on the preview screen, helping you to get an idea of the results of your actions.
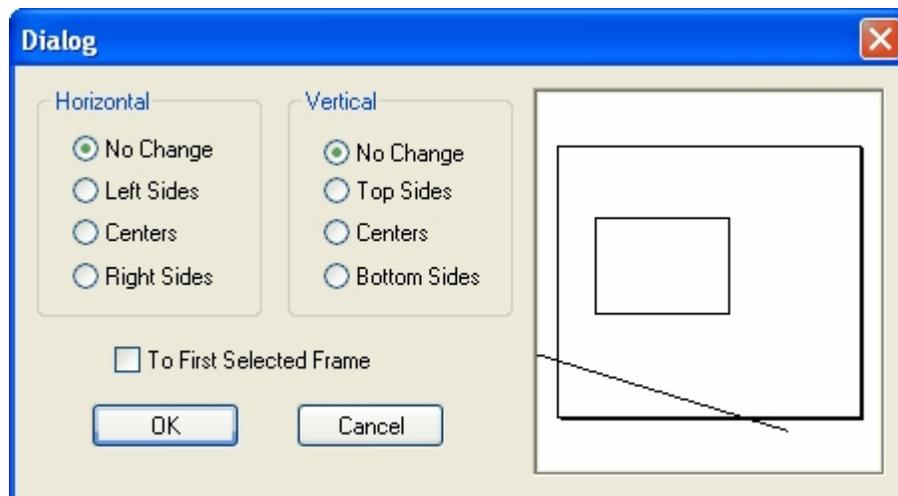
Rotating a Graphics Object
Objects may be rotated to any orientation using the **Rotation Tool** on the Floating Tool Palette. Activate the object you want to rotate by clicking on it. Choose the **Rotation Tool** in the Floating Tool Palette. Move the cursor over any point on the object. Click the mouse and drag it to one side; a line appears drawn from the object to your cursor. Drag the mouse around to rotate the object as much as you would like and release the mouse button. To rotate an object to a precise angle, use the "Object Information" dialog box. Use the **Box Angle** field to enter the angle amount you want and click **OK**.

Duplicating a Graphics Object
The **Duplicate** command in the **Object** menu is used to make a copy of an object. The entire object is duplicated exactly. The **Horizontal** and **Vertical Offsets** last specified in the "Duplicate" dialog box determine where the copy is placed. (Default setting is 10 points to the right and 10 points below the original.

Creating Color
If you want to change one or more colors available in the **Color** pop-up menu, you are able to create them by selecting **Create Color** from the **Edit** menu. This activates a dialog box which allows you to create new colors
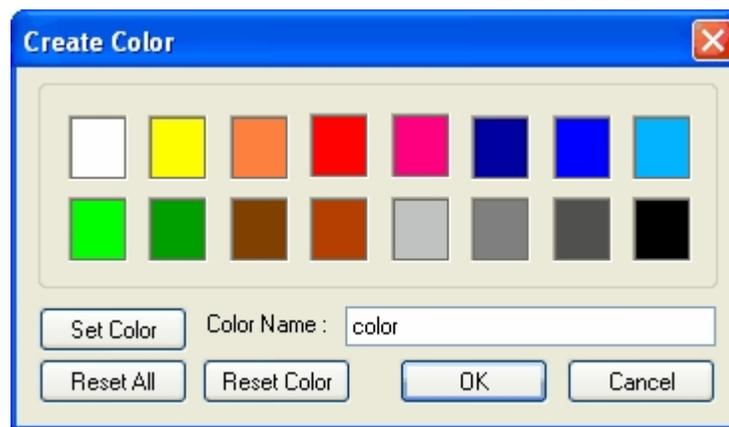
and place them on the color palettes which display from the **Graphics** and **Line** pull-down menus or by selecting **Color** from the **Text** menu. To create a new color, select **Create Color** from the **Edit** menu. You will see a dialog box in which you may create a new color either by clicking on any part of the color palette or by setting the precise values in the various fields. You can reset any or all colors changed by clicking on the **Reset** buttons in the "Create Color" dialog box. Experimentation is the best teacher when creating colors. Nothing you do in this dialog box cannot be undone by choosing the **Reset All** button.

6.19 Previewing a Label Layout With Database Data

The label acts as a template. Database field objects on your label (and QuickAddresses) are filled with actual data from the database when the label is printed. To preview this, select **Print Preview** from the **File** menu.
All the field objects are displayed with the data contained in the corresponding fields of a database record. This allows you get a better picture of what the label will look like with actual database data. You can also use the
Object Preview Tool from the Floating Tool Palette. Click on the **Object Preview Tool** icon. The cursor changes to an eye icon. When the cursor is clicked on a database field object in its original form, the field is displayed with database data. If the field is shown with database data, it changes

back to its original form.
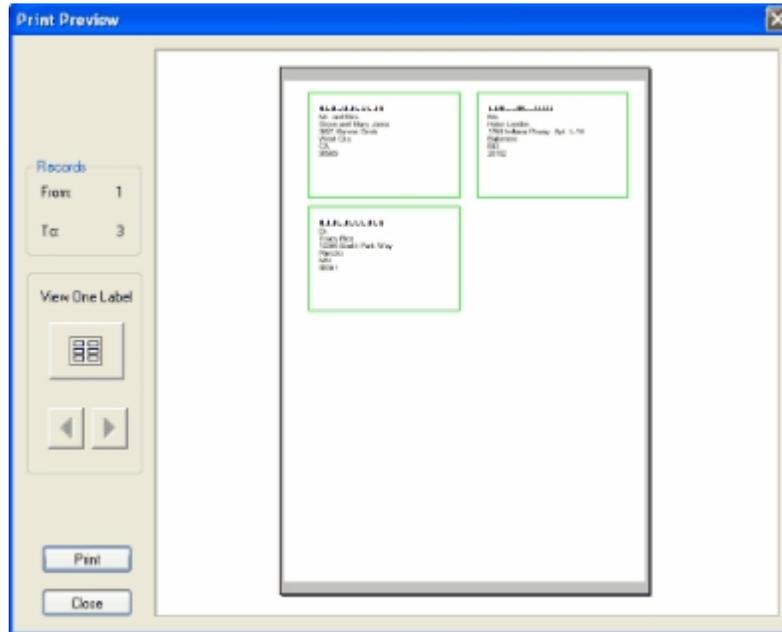
The database record that is used in the Print Preview is the currently active record of the database, or, if no database is currently active, the Return Address Info data, which can be displayed and modified. To do this, select **Return Address Info** from the **Edit** pull-down menu. A database screen is displayed. This screen allows you to change the default database data used to display field objects. Any field in this default data record can be changed by clicking in the corresponding text box and typing in the desired changes. At the bottom of this dialog box is an **Active Record** button that allows you to load all the fields with the data from the active record of the most recently activated database. When the Return Address Info has been correctly set up, click **OK**. All changes to the Return Address Info can be discarded by clicking on the **Cancel** button at the bottom of the dialog box.

6.20   Working With the Clipboard

HomePrint Labels works with the standard clipboard. While an object is selected, you can copy or cut the object to the clipboard. For example, place a bar code on a label. Select the bar code and then select **Copy** from the **Edit** menu. View the clipboard by selecting the **Show Clipboard** menu item from the **View** menu.
You can also paste an object from the clipboard onto your label by selecting **Paste** from the **Edit** menu. To avoid pasting an unwanted item, view the contents of the clipboard before selecting **Paste**. You can remove selected objects from a label and delete them completely without placing them on the clipboard by selecting the **Clear** menu item from the **Edit** menu **Page Navigation** HomePrint Labels allows you to create a label containing a number of pages. This feature allows you to create small brochures or documents. You can also create several labels of the same format in one document. As an example create a label of three pages:
1.   Select the **New...Labels** option from the **File** menu and click **OK** in the "Label List" box. Avery 12-294 label is displayed.
2.   Place a Bar Code on the label and select the **Insert Page** option from the **View** pull-down menu. Insert 2 pages after the page 1.
3.   Place a graphic on the second page and a text box with some text on the third page.

When you want to print this label choose Print labels **From:** 1 and **To:** 12.
This gives you:
- two printed pages with bar coded labels (8 labels on the first sheet and 4 on the other)
- two printed pages with the picture, laid out the same way, and two sheets with text.

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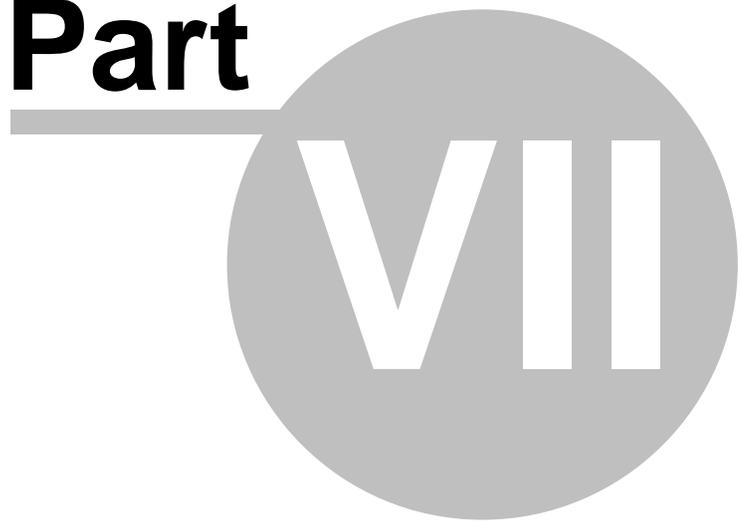
7   Printing: IN DEPTH

HomePrint Labels makes printing fast and easy. The printing function allows you to print an entire set of labels or a portion of a database on virtually any printer supported by your computer. In addition, HomePrint Labels provides for printing several reports.

7.1   Printing Labels From Database

You can access this menu option when you have both types of the HomePrint Labels documents open - a label and a database. HomePrint Labels prints label sheets based on your label design. A label sheet contains one or more labels. A label sheet may have one or more labels across and one or more labels down the label sheet.
Each label on the label sheet is printed using a label design and the data from the database. For each record in the viewable database, a label is printed using the label design and any field values from that record in the
database. For example, if a label design has a Last Name field on it, the first label to be printed will be printed using the Last Name field from the first record in the viewable database. Before printing labels, it is always a good idea to preview how the label will be printed by using the Preview feature. You can preview a label by selecting **Print Preview** from the **File** menu. You could also print labels on a blank sheet of paper and lay it over a sheet of labels to see if they line up correctly.

7.2   To print labels, follow these steps

To print labels, follow these steps:
1. Select an active database. If more than one database is open, the last selected Database Window is the active database. You can switch active databases by simply clicking on the database's Database Window or selecting the desired database using the **Window** pull-down menu.
2. Select an active label design. HomePrint Labels uses the most recently activated Label Window. Make sure the desired label file has been opened and is the most recently selected among all the available label files. You can switch active label designs by clicking on the label's Label Window or by selecting the desired label design using the **Window** pull-down menu.
3. Select **Labels From Data Base...** from the **Print** submenu in the **File** menu. A print dialog box will be displayed.
4. If you placed a Counter field on your label, you should review the counter specifications before printing to make sure they are set correctly for this print job.
5. Modify the settings as desired and click on the **Print** button. If you wish to print all the records in the database, make sure the **All** option button is selected next to **Records:**. If you wish to print a range of records,
click the option button next to **Labels From:**, type in the starting record number that you wish to start printing in the **From:** box, and type in the ending record you wish printed in the **To:** box.
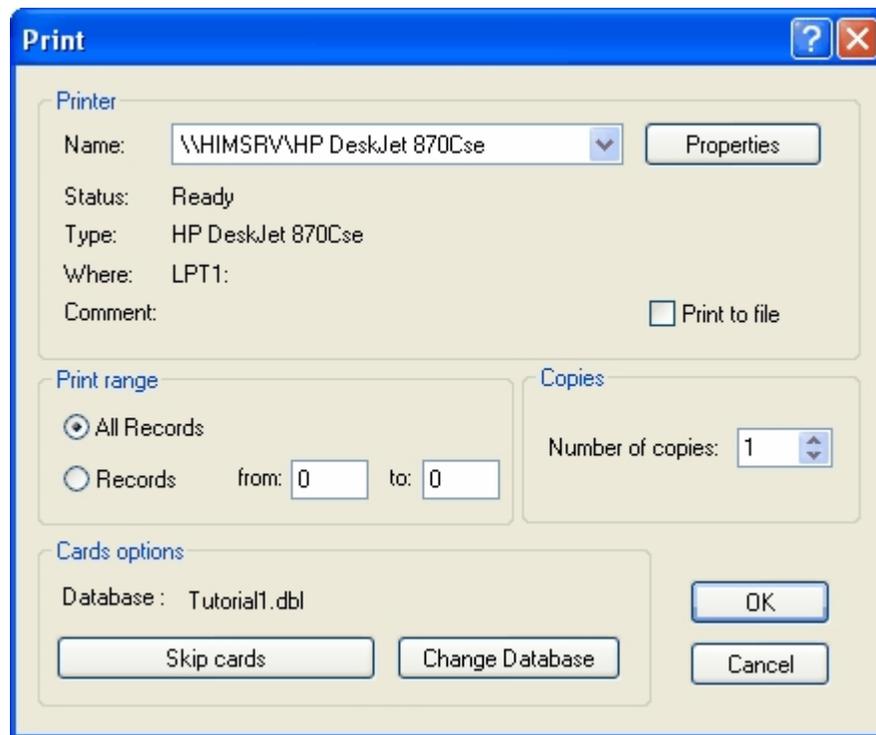
NOTE: if you have rotated text on your label, you may see a "dotted" or "gray" background behind the text when the labels print. If this happens, choose **Print Setup** from the **File** manu and click on the **Properties** button in the dialog box. You will see a new dialog box, with a choice of several *tabs*. Click on the **Graphics** *tab* to bring up the graphics options. Set the **Dithering** to **None** and click **OK** to close the "Properties" dialog box. Click **OK** to close the "Print Setup" dialog box, and you will be ready to print normally.

There are two additional buttons on the right of the "Print" dialog box. If you have several databases open, clicking on the **Change Database** button changes the database from which labels will be printed. The **Select**

Starting Position option allows you to define the first label to be printed on the first sheet of paper; click on the first label to be printed and all the previous labels will turn gray. This allows you to print on a partially-used sheet of labels.
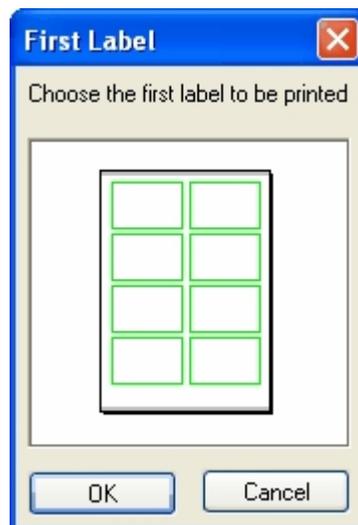
7.3   IMPORTANT NOTE

IMPORTANT NOTE: We STRONGLY warn you against using a particular sheet of labels more than once. Every time you run a sheet of labels through a printer, the adhesive on the labels breaks down from the heat and the tight printer path and the labels "loosen" on the page. The labels could detach from the page and stick on the print rollers RUINING YOUR PRINTER! Once again, we strongly recommend that you only use a particular sheet of labels ONCE to avoid damage to your printer. We assume NO responsibility for damage to your printer caused by running a sheet of labels through the printer more than once. If you wish to print label sheets from the manual feeder, make sure you select the appropriate **Paper Source**. Envelopes should be printed using the "US Letter" **Paper Size** with an orientation of **Landscape** (set in the **Page Setup** menu item from the **File** menu). If you wish to have duplicate copies of the labels printed, select the number of copies on the print dialog box.

7.4   Printing a Sheet of the Active Label

With the **Print...Sheet of Active Label** menu item, you can print a number of duplicate labels and preview your label layout. The only objects which may change appearance from label to label are counters and bar coded counters.
1. Select the **Sheet of Active Label** menu item from the **Print** submenu in the **File** menu.
2. Click the **Print** button.

7.5   Printing Bulk Mail Labels

This is fully analogous to the Printing Labels from Database option, except for the preliminary bulk mail sorting operation added before printing the labels.

7.6   Printing Envelopes

Printing envelopes is even easier than printing labels. For each type of envelope, several label formats are provided. The different formats are specified to match the type of printer you use with the proper envelope label
format. Before selecting an envelope label format, check how your printer supports printing envelopes. Notice how the envelopes are fed into the printer and whether they are fed in face up or down. You may want to
experiment to make sure you get the best results. Most printers feed envelopes through a special or manual feeder. Check how your printer feeds in envelopes. Envelopes may feed in on the left side, right side or middle of the feeder. Some even feed upside down. Based on the position of the envelope when feeding the printer, select the appropriate envelope label format. To print an envelope:
   1. Determine how envelopes are fed into your printer as discussed above.
   2. Select the label template appropriate for your printer.
   3. Define what you want printed on the envelope. This is the same process as for labels. You may want to add your return address in the upper left hand corner. You may include text, graphics, database fields, or pictures.
   4. Select **Page Setup** from the **File** menu. In the page setup dialog box, select the **Landscape** orientation, and click the **OK** button.
   5. Print the envelopes by selecting the **Labels from DataBase...** menu item from the **Print** submenu in the **File** menu.

You may want to experiment printing an envelope by selecting the **Print Preview** menu item from the **File** menu. This allows you to verify that the envelopes are being printed properly and with the right orientation.

If you are having a problem with the location of the text for an envelope, you may have used the wrong envelope label template. You can correct this problem by selecting **Label Setup** from the **File** menu and modifying the

parameters in the dialog boxes. If your envelopes are printing too high, increase the top margin. If the envelopes are printing in the wrong orientation, you need to change the orientation in the "Page Setup" dialog box. If the envelope is printed upside down, rotate the of the envelopes before feeding them into the printer.

7.7   Generating Reports

In addition to printing labels, HomePrint Labels can generate database reports. To generate a report file, select the **DataBase Report** menu item from the **Export** submenu in the **File** pull-down menu. A "Database Report"

dialog box is activated.
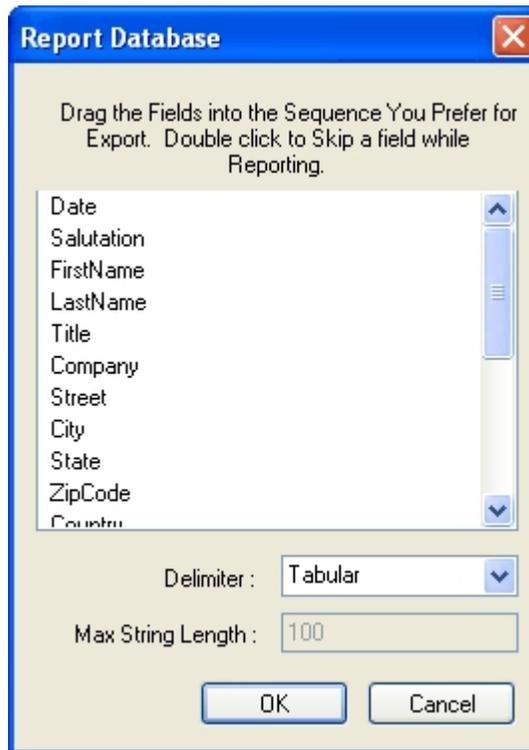
This dialog box allows you to select the fields from the database and the manner in which they will appear in the report. A list of database field names is presented to allow changes. If you want to exclude a database field from being printed in the report, double click on it. It will turn red. Change the order of the fields by clicking on a particular field name and dragging it up or down. The field name becomes bold and italicized while dragging.

At the bottom of the "Database Report" dialog box, immediately to the right of the text "Report:**,**" is a pop-up menu that allows you to select either a **Tabular** report or a **Roster** report. The reports print several lines for each record in the database. The type of report determines how the fields on each line are separated. The tabular report prints the report with tabs separating each field. The Roster report separates the fields with commas. Categories are printed in top to bottom order from the User Category Work Area using a series of ones and zeros separated by a space. Each symbol represents

the value of that category in the record. A "0" symbol indicates this category is not set for this record. A "1" symbol indicates this category is set for this record. When you have selected all the options you want from the "Database Report" dialog box, select the **OK** button. A "Save" dialog box will appear. Select the file name and location where you want the file saved and select the **Save** button. If you select the **Quick Database Report** option from the **File** menu, HomePrint Labels will ask you to select the order and delimitation of your database, generate a temporary text file, and print it, all in one quick sequence.

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8   MENU REFERENCE

An entry from each record is displayed in the scroll list in the Browser. You can select which field is displayed in the Browser Window using the **Browser Field** item in the **Database** pull-down menu. Drag down the
Database pull-down menu to **Browser Field** . A submenu appears that lists the fields in the current database. The Browser field that is currently in effect is marked with a check mark. Drag down to and highlight the field to be displayed in the Browser. This field now becomes active in the Browser. The Database Tool Bar also contains tools for moving around the database. Clicking on the up arrow in the Database Tool Bar moves to the previous record in the viewable database. Clicking on the down arrow moves to the next record in the viewable database. You can also use the up and down arrows on the keyboard. The "Bar-Up-Arrow" moves to the first record in the database. The "Bar-Down-Arrow" moves to the last record in the database.

8.1   Menu Reference

This section describes the menu structure available in HomePrint Labels Each menu item is explained. You can also find information on the menu structure in the HomePrint Labels on-line help.

8.1.1   File Menu

The **File** menu includes the following commands:
- **New**
    Database
    Label
- **Open**
    Database
    Label
- **Save**/**Save As**
- **Close All**
- **Import Database**
- **Merge Database**
- **Split Database**
- **Export**
        Database (LDIF file)
        Database (vCard file)
        Database (plane Text)
        Database Report...
        Bulk Mail Records
- **Import Text**
- **Import Graphics**
- **Label Setup**
- **Page Setup**
- **Print**
    Labels from Database...
    Sheet of Active Label...
    Return Address labels...
    Bulk Mail Labels...
    Quick Database Report...
- **[Recently-Opened Documents]**
- **Exit**

8.1.1.1   New

The **New** command enables you to create either a new database file or a new label. You may have nine files (either databases or labels) opened at any one time. When you choose **New** from the **File** menu, a pop-up menu is displayed and you can select a new database or label file. When you choose **New...Database**, the "New" dialog box is displayed in which you can specify the name for a new database. Type in the name you

want into the **File Name** field and click **OK**. You may also accept the supplied name - "Database 0" is initially displayed in the field. When you save a file for the first time the "Save As" dialog box is displayed. You specify the database file name and select the folder within which you wish to save the file. When you choose **Label** from the **New** submenu, the dialog box containing a number of label formats is displayed. You can choose one of the pre-formatted labels, or create a new label. To create a new label, click on **New** and the "Label Format" dialog box appears. It allows you to enter both label characteristics and page parameters. It is not necessary to define all the parameters initially. You may even leave all the fields (except for the Label Dimensions fields) at their defaults and click **OK**. You must provide all the label information before printing the label. To modify the label layout information after you've already created a new label, choose the **Label Setup** menu entry (from the **File** menu) and make your changes. Label Dimensions- the size of the label. This can range from as small as 1" x 1", to as large as 19" x 19". Label Dimensions may be customized in a number of measurement systems: Inches, Points, Centimeters, and Picas. Margins - the label offsets from top and left edges of the page when printing. Spacing - the horizontal and vertical distance between labels when printing. Labels across page, Labels down page - specify the number of labels in a row and the number of rows on a page. To create a new label from a predefined label format, choose the predefined format in the Label List and click **OK**, or double-click on it. The label initially has the name of its format. You can give the label a new name using the **Save As** menu item. To edit an existing label format choose the **Edit** button.
The keyboard shortcut for
   New...Database - **[Ctrl] N**
   New...Label - **[Ctrl] [Shift] N**

8.1.1.2   Open

Use the **Open** command to retrieve an existing database file or a label from disk. The "Open" dialog box normally displays all types of HomePrint Labels files. To open a document, select a name from the file list and click **Open** or double-click on the name.
If your document is on another disk, click **Eject** and insert the disk. You can also click the **Hard Drive** or **Desktop** button to search other areas of your computer.
The keyboard shortcut for
   Open...Database - **[Ctrl] O**
   Open...Label - **[Ctrl] [Shift] O**

8.1.1.3   Save

Use **Save** to save the changes you have made to a file. The **Save** option is dimmed until you've made changes that need to be saved. If you are saving a new document, the "Save As" dialog box is displayed. Enter a name for your document and click **Save**.
Note: It is a good idea to periodically save your work in any application, including HomePrint Labels.This ensures that your work will not be lost in the event of a power failure, system malfunction, etc.
The keyboard shortcut for **Save** is **[Ctrl] S**.

8.1.1.4   Save As

Use **Save As** to save a new document, to rename a document, or to save a copy on a different disk drive.
Enter a name for your document and click **Save**. You can also click the **Hard Drive** or **Desktop** button to save in a different location on your computer.

8.1.1.5   Close All

Use **Close All** to close all open windows. To close a specific window you can use the close box in the upper left corner of that particular window. If you try to close a document with unsaved changes HomePrint Labels
will ask if you want to save the changes. Click **Yes** to save, or **No** to discard your changes. **Cancel** will abort the **Close All** command.

8.1.1.6   Import Database

Use the **Import Database** option to import records into a database from a text file. Select a name from the file list then click **Open**, or double-click on the file name. The "Import Database" dialog box is displayed with two
tables. The left one displays the contents of the fields of the import file, the right one shows the names of the current database fields. Arrows between the two tables show you which information will be imported
to which fields. You have several options:
1. To look through the various records of the file you are importing, click the up and down arrows of the Show Record control.
2. To change the import order, click the field name in the right table and drag it up or down to place it opposite the string of the first table which must contain this string after import. The field name becomes bold and italicized while dragging.
3. To skip some fields while importing, double click the item in the left table. It turns red and the arrow indicating the correct field name disappears. The **Delimiter** pop-up menu allows a database file to be imported in these formats:
  * comma-delimited,
  * tab-delimited,
  * space-delimited
  * colon-delimited,
  * semicolon-delimited
  * double-quotes-and-comma-delimited
If you import from a data file created in text editor and there is an error in it, an alert dialog box will be displayed indicating the number of fields missing. You can **Skip** such a record, **Ignore** one error of that kind, or **Ignore All** errors in the file.

8.1.1.7   Merge Database

The **Merge Database** option merges your current database file with any other HomePrint Labels database file. Having chosen this menu entry, the "Merge" dialog box is displayed.
To merge databases:
Select a name from the file list and click **Open** or double-click on the name. If the database file you want to merge is on another disk, click Eject and insert the disk. You can also click **Hard Drive** or **Desktop** to access a list of databases elsewhere on your computer. You can also merge database files as described in the **Export Database** section..

8.1.1.8 Split Database

The **Split Database** option creates a new database file which contains the current contents in the Browser. The original database file remains unchanged. After choosing this menu entry, the "Split" dialog box is displayed.
To split the current database enter a file name and click **Save**. If you want to save the new split database file to another disk, click **Eject** and insert the disk. You can also click the **Hard Drive** or **Desktop** button to access lists of databases there.

8.1.1.9 Export

The Export menu entry allows you to export:
- Database (LDIF file)
- Database (vCard file)
- Database (Plane Text)
- Database Report
- Bulk Mail Records

Use the **Export Database** command to export the database records currently displayed in the browser into a text file. The **Delimiter** pop-up menu allows the database file to be opened in next formats:
- comma-delimited,
- tab-delimited,
- space-delimited
- colon-delimited,
- semicolon-delimited
- double-quotes-and-comma-delimited

You can combine Export/**Import** commands to easily merge database files. To accomplish this task, export a database, then open another database and import the file that you have just exported. Click **OK** to accept the fields order for export or **Cancel** to discard it. **Export Database Report** and **Export Bulk Mail Records** use the contents of the database file to create new files with information about the database. The "Bulk Mail Sorting" dialog allows you to choose which type of bulk mail report to generate. The "Report Database" dialog box allows you to specify record fields to be printed. Select **Tabular** or **Roster** report from the pop-up menu. The information will be stored in a new TEXT file. All TEXT files store information sequentially. After selecting the Export Database command from the File menu, the Export Database dialog box is displayed with field names contained in the table box in a sequential order
for export. To change the export order, click the field name and drag it up or down to the location you prefer for export. The field name becomes bold and italicized while dragging.

8.1.1.10 Import Text

Use **Import Text** to import text into HomePrint Labels. It can also be pasted into documents from the Scrapbook desk accessory and the Clipboard.
The **Text Tool** must be selected in order to use **Import Text**. You must have an active text box on your label. Select **Import Text...** from the **File** menu. A dialog box will be displayed. Choose the file you wish to import from the list and click **Open** to import the file. Click **Cancel** to cancel the import. Standard TEXT files can be imported into HomePrint Labels without any additional support.
The keyboard shortcut for **Import Text** is **[Ctrl] M**.

8.1.1.11 Import Graphics

You may import graphic objects into both types of HomePrint Labels documents: labels and databases.

Importing graphics when the database is active attaches the picture to the current database record. The full picture path is inserted into the Picture field of the database record. You can attach a different picture to every database record.

Importing graphics with a label active places the picture on the label. Import graphic objects using the **Import Graphics** command. When you select **Import Graphics** from the **File** menu, a dialog box appears that allows

you specify the file from which the picture is to be imported. HomePrint Labels can accept graphics in a variety of different forms.

If **Picture Preview** is checked, a representation of the picture is displayed when you select its name in the file list. To import a picture, select a name from the file list then click **Open**, or double- click on the name. The percentage of the file that has been read in is displayed by the indicator under the files list.

Note: a picture is imported into the active picture box. If you want to import it into a new one, make sure that no picture box is active.

Show Type - allows you to select the type of images displayed in the box.

To Import a picture into your database:

1. Select the database record to which you want to attach the picture

2. Click the Picture field to make it active

3. When the text insertion point appears in the picture field, select **Import Graphics**. A dialog box appears that allows you specify the file from which the picture is to be imported

4. Double click the picture name or click the **Open** button. The full picture path is now displayed in the Picture field.

The keyboard shortcut for **Import Text** is **[Ctrl] [Shift] M**.

8.1.1.12 Label Setup

Use **Label Setup** to change the layout of labels on a page. For a detailed escription of label attributes see the **New** section of this appendix.

The keyboard shortcut for **Label Setup** is **[Ctrl] L**.

8.1.1.13 Page Setup, Print Preview, Print Setup

Use these controls to control how a document is printed. The dialog boxes correspond to the printer you are using and reflect the options for your printer.

Print

The Print menu entry allows you to print either:

- Labels from DataBase
- Sheet of Active Label
- Return Address Labels
- Bulk Mail Labels

When you choose **Print Labels from DataBase** option, you'll get labels printed from the information in your database. HomePrint Labels automatically inserts the information from each field in your database into the

place you specified for each field on your label.

Sheet of Active Label gives you the option of printing one entire sheet of labels using the information *only from the currently active database entry*.

Return Address labels prints one entire sheet (or more) of labels from the information in your **Return Address Info**, specified under the **Edit** menu.

Bulk Mail Labels is similar to **Labels from Database** except for one step it first sorts your database in according to the Bulk Mail criteria. There are two options in the dialog box displayed by this selection :

- First Class Bulk Mail Presort,
- Standard mail (A) Presort.

The "Print" dialog box corresponds to the printer you are using and reflects the options for your printer. Options specific to one printer are noted as such.
Quick Database Report prints a database report quickly, first asking you to set up the database.
The keyboard shortcut for **Print** (prints quick database report when working with databases or prints the Labels from Database option when working with labels)
The keyboard shortcut for **Print** is is **[Ctrl] P**.

8.1.1.14 Recently Opened Documents

After the **Print** menu items, you will see a list of the four most-recently opened documents, as you would with most Windows applications.

8.1.1.15 Exit

The Exit option exits a HomePrint Labels session. If you quit without saving a new document or changes to an existing document, HomePrint Labels asks you if you want to save the changes. Click Yes to save, or No to discard your changes. Cancel will abort the Exit command.
The keyboard shortcut for **Print** is is **[Alt] F4**.

8.1.2   Edit Menu

The **Edit** menu is used to manipulate text and pictures, to control the Clipboard, to provide work with categories and fields names and to define a template for records added.
The **Edit** menu includes the following commands:

- **Undo**
- **Cut**
- **Copy**
- **Paste**
- **Clear**
- **Select All**
- **Create User Categories**...
- **Create User Fields...**
- **Data Entry Options**...
- **Return Address Info**...
- **Find/Replace Text...**.
- **Create Color...**
- **Ruler Settings...**
- **Guide Settings...**
- **Preferences...**

8.1.2.1 Undo/Redo

Use **Undo** to reverse the last editing action that was performed. If the most recent action you performed can't be undone, Undo is "dimmed." After choosing **Undo**, the command becomes **Redo**. Choosing **Redo** reverses the effect of **Undo**. You can alternately switch between **Undo** and **Redo** to observe the effect of a change.
The keyboard shortcut for Undo (and Redo) is **[Ctrl] Z**.

8.1.2.2 Cut

Use **Cut** to move items to the Clipboard. When working with database records use **Cut** to remove highlighted text from a record field and place it on the Clipboard. Use **Paste** to place the text in another field. The item remains in the Clipboard until something else replaces it. When working with

labels you can use **Cut** to place any active item or multiple items (bar codes, pictures, text lines, graphic elements, etc.) on the
Clipboard. *To cut an item:* Activate the item with the **Item Tool** and choose **Cut**. Use **Paste** to place these cut items into the same or another document or even another application.
The keyboard shortcut for **Cut** is **[Ctrl] X**.

8.1.2.3   Copy

Use **Copy** to place a copy of items on the Clipboard. When working with database records you can use **Copy** to place a copy of the highlighted text on the Clipboard. Use **Paste** to place the text in another field. The text remains on the Clipboard until something else replaces it. To copy a whole record use **Duplicate Record** in the **Database** menu. When working with labels use **Copy** to place a copy of any active item or multiple items (bar codes, pictures, text lines, graphic elements, etc.) on the Clipboard. Use **Paste** to place these copied items into the same or another document or even another application.
The keyboard shortcut for Copy is **[Ctrl] C**.

8.1.2.4   Paste

Use **Paste** to insert a copy of the Clipboard contents into a document. The Clipboard contents are determined by the last **Cut** or **Copy** action performed.
The keyboard shortcut for Paste is **[Ctrl] V**.

8.1.2.5   Clear

Clear deletes an the currently selected item or text without moving it to the Clipboard.

8.1.2.6   Select All

Select All selects all items on a label or the entire contents of a database field.
The keyboard shortcut for **Select All** is **[Ctrl] A**.

8.1.2.7   Create User Categories

Select **Create User Categories** to define or change the category names you assign to records of the database file. A dialog box appears which allows you to set the category names. You can assign up to 13 categories. When you name the categories, they will be displayed on the right side of the database window.

8.1.2.8   Create User Fields

Use the **Create User Fields** option to define or change the names of the five database fields initially named User fields. Selecting the **Create User Fields** menu entry displays a dialog box within which you can name each User field in your database file. After you name the fields, the new names display in the database window.

8.1.2.9 Data Entry Options

The "Data Entry Options" dialog box contains four tables:
- **Default Data**
- **Filed Order**
- **Verification**
- **Fast Fill**

Each time you create a new record, HomePrint Labels automatically inserts any information from the **Default Data** into the appropriate field in the new record. Selecting this option allows you to add or edit any of the Field Default Data. Each time HomePrint Labels creates a new database, it automatically adds a "date stamp" in the Date field of the Field Default Data. The Date Stamp automatically inserts the current date in the Date field. Override the default value in the date (or remove a default value) by editing the date field in the Field Default Data table of the Data Entry Options dialog box. By clicking a field name in a Field Order table of the "Data Entry Options" and dragging it up or down you are able to set the desired order as you **[Tab]** from field to field in the database entry screen. Double-clicking a field name forces HomePrint Labels to skip the selected field while tabbing. The field name turns red. HomePrint Labels is pre-set to verify ZIP Code, State, and Date fields
in accordance with United States standards. If the verification is set on "Domestic," HomePrint Labels will verify that the ZIP code contains 5, 9, or 11 digits. If the verification is set for "International," HomePrint Labels
will not do any verification. The Fast Fill table serves for switching between the Fast Fill modes. The **Fast Fill on Command** mode allows you first enter all the desired information into a new database record, already created with the **Add Record** command, then Fast Fill it with the help of the **Fast Fill** command (**Database** menu). The detailed description is given below under the Fast Fill article of the Database menu section. The **Always Fast Fill Automatically** mode adds a new record and immediately searches the match to the data you are entering, however laying some restrictions on the order of data entering . If the user chooses to **Always Fast Fill Automatically**, the procedure for adding a new record changes slightly. The **Field Order** becomes invalid and the HomePrint Labels checks if Last Name is the field the cursor is placed into. If not, a dialog is presented that says, " The 'Always Fast Fill automatically' option requires the Last Name to be entered first. Do you wish to change the Field Order right now?" If the user presses **OK**, the Field
Order changes to:
- Primary Fast Fill Search Field: Last Name
- Second Fast Fill Search Field: First Name
- Third Fast Fill Search Field: Company
- Fourth Fast Fill Search Field: Title
- Fifth Fast Fill Search Field: Street

8.1.2.10 Return Address Info

Use **Return Address Info...** to enter your return address info. This allows you to quickly and easily print a sheet of return address labels to put on letters or packages without typing the information on a label every time.

8.1.2.11 Find/Replace Text

Selecting **Find/Replace** from the **Edit** menu activates a dialog box that allows you to search the document for specific text or a pattern using special characters and change them quickly. The following options are available:
Whole Word: finds only occurrences that are distinct words (not part of other text). For example, if you search for "the," "the" will be found, but not "their" or "other." If **Whole Word** is unchecked (default setting), any occurrence of the specified text, regardless of its position within other words, is found.
Ignore Case: (default setting) finds any occurrence of the specified text, regardless of its capitalization. If **Ignore Case** is unchecked, the exact capitalization as entered must be present. To find text, enter the text you want to find in the field labeled Find What. Enter the replacement text in the Change To field. Leave this field blank if you want to search for (but not change) specific text, or if you want to delete the search text. Position the text insertion point where you want the search to begin.
The four buttons on the bottom of the "Find/Replace" dialog box control the search and changes:
- **Find Next**: begins the search, or finds the next occurrence of the specified search criteria.
- **Replace**: changes the highlighted text.
- **Replace All**: changes all occurrences of the search criteria. An alert is displayed showing the number of occurrences changed.
- **Close**: closes the dialog box.
The keyboard shortcut for **Find/Replace Text** is **[Ctrl] F**.

8.1.2.12 Create Color

The **Create Color** command is used to modify the colors that are used in the current document. Selecting **Create Color** from the **Edit** menu activates a dialog box that allows you to create new colors and place them on the color palettes which display with commands such as **Fill Color** or **Color**. To define colors for a specific document, choose **Create Color** when the document is active. The color definitions you make are saved with and will be used with that document.

8.1.2.13 Ruler settings

The **Ruler Settings** command is used to change the units displayed on the rulers displayed along the left side (vertical ruler) and at the top (horizontal ruler) of the document layout window. Different units can be displayed for the horizontal and vertical rulers. When **Ruler Settings** is selected from the **Edit** menu, a dialog box appears which allows you to set the individual ruler measures. The available units are: inches, picas, points, and centimeters.

8.1.2.14 Guides Settings

When **Guide Settings** is selected from the **Edit** menu, a dialog box appears that allows you to change the guide frequency for both horizontal and vertical guides, the units of measure for the guides, whether or not the
guides are to be displayed, and whether or not objects are to be snapped to the guides.
Guide Frequency: allows placing guides on a page at predefined distances;
Units: specifies the distance measurement units;
Show Guides check box: makes the guides visible, acts like the Show Guides option from the Page

menu;
Snap to Guides check box: makes the selected item location dependent on the guides.
The **Guide Settings** are saved with the current document and will be used the next time the
document is opened.

8.1.2.15 Preferences

The **Preferences** command is used to change various attributes of HomePrint Labels.
When **Preferences** is selected from the **Edit** menu, a dialog box appears that allows you to change
these attributes. The changes become permanent and will affect the operation of the application when
you work on other documents. There are different set of preferences for database and label
documents.
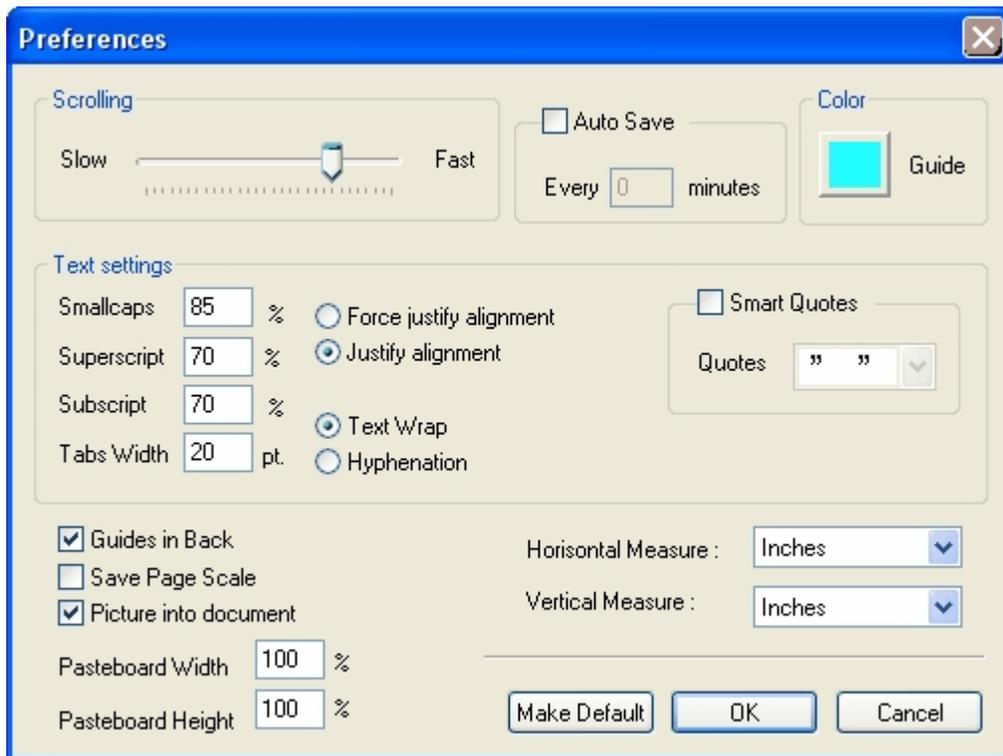
• *Color* - defines Margin Guides and Ruler Guides colors. You can change any of these colors by
clicking on the corresponding button and selecting a new color from the standard Set Color dialog
box.
• *Scrolling* - changes the document scroll unit. Moving the Scrolling slider toward Fast increases the
scroll speed, toward Slow decreases the scroll speed.
• *Guides in Back* - when checked, makes the document guides underlay all the other objects on a
page.
• *Auto Save Every* … minutes - when checked, saves the current document once in the specified
period of time.
• *Save Page Scale* - when checked, saves the page scale when saving a document. Opening the
document next time displays it in the scale used on saving.
• *Picture into document* - saves a copy of all the picture graphics with a Labels document. Moving the
document from one location to another on your hard drive won't affect the picture graphic. This
increases document size by the size of the picture graphics.
• *Pasteboard Height and Width* - defines dimensions of the pasteboard in percents relative

to the vertical or horizontal page size.
• *Horizontal/Vertical measures* - sets default measurement units for new documents.

Text settings:
• *Smallcaps* value - specifies the percentage of a font height in Small Caps font style and the font height in plain font style.
• *Superscript* and *Subscript* values indicate the percentage of the current font size baseline shift for that given font. Superscript shifts the baseline up, while Subscript down.
• *Text Wrap/Hyphenation* switches between the two modes of text lines breaking. When switched to Text Wrap, lines break at the end of the words only, Hyphenation searches for possible word breaks also.
• *Smart Quotes check box* and pop-up allows you to activate the smart quotes mode and to select the desired type of smart quotes to be used with your text.
• *Tab Width* edit field allows you to change the length of tabs in MacPublisher Pro from twenty points, which is standard, to any other value.

Changing any of these attributes affects the current document. To make them HomePrint Labels defaults, click the Make Default button. New documents created afterwards will use the new settings.

The keyboard shortcut to go for **Preferences** is **[Ctrl] Y**.

8.1.3   View Menu

Use the commands in the **View** menu to set the layout of the page display, as well as for inserting and deleting pages. The commands in the **View** menu are:

- **View Size**
- **Show Rulers**
- **Show Guides**
- **Show Non-printing Areas**
- **Insert Page**
- **Delete Page**
- **Go To Page**
- **Show Tools**
- **Show Clipboard**

8.1.3.1   View Size

Use **View Size** to display a submenu that allows you to change the size of the page as it is displayed on the screen. Available options are:

- **Fit in Window**
- **25%**
- **50%**
- **75%**
- **Actual Size**
- **200%**
- **Other**

Selecting **Fit in Window** changes the size of the display so that exactly one page is displayed in the document layout window. Selecting **25%**, **50%**, **75%**, **Actual Size**, or **200%**, changes the display of the page to 25%, 50%, 75%, 100%, and 200% of actual size respectively.
Selecting **Other** activates a dialog box that allows you to change the size of the document to any

value between 10 and 400 % in increments of 1%. A check mark indicates the active **View Size** menu option.

8.1.3.2   Show Rulers

If the horizontal and vertical page rulers are not being displayed, then the second object in the **View** menu, **Show Rulers**, is not checked. Selecting **Show Rulers** displays the rulers in the document layout window.
If the horizontal and vertical page rulers are currently being displayed then the second object in the **Page** menu is checked. Selecting **Show Rulers** removes the rulers from the document layout window.

8.1.3.3   Show Guides

Use **Show Guides** to display margin guides, column guides, ruler guides and box outlines, and to pull ruler guides from the rulers. When guides and box outlines are displayed, the menu entry is checked. To create or remove guides, click the mouse on the horizontal on vertical ruler and drag to a location over your label. Release the mouse button. A guide will be created at that point - horizontal if dragged from the horizontal ruler, vertical if dragged from the vertical ruler.
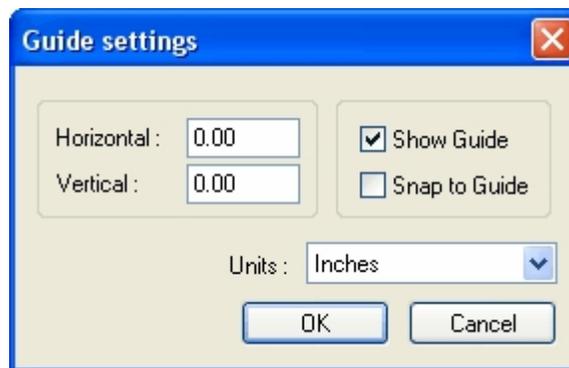
8.1.3.4   Show Non-Printing Areas

Selecting **Show Non-Printing Areas** from the **View** menu displays the gray colored area showing the "printer dead zones" of the label. All printers need a small portion of a sheet of paper to "handle" the paper, or feed it through the printer. Making certain that objects are inside the gray areas on your label ensures that they will print on every label.

8.1.3.5   Insert Page

Use the Insert Page command to insert copies of a master page into a document. Select Insert Page to display a dialog box that allows you to select the location and number of pages to insert.
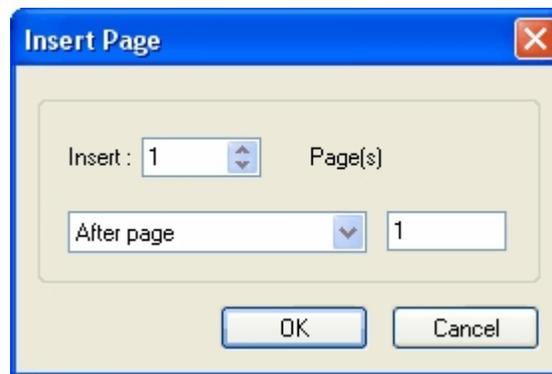
8.1.3.6 Delete Page

Use the **Delete Page** command to remove pages from a document. Select **Delete Page** to display a dialog box that allows you to select a range of pages to be deleted.
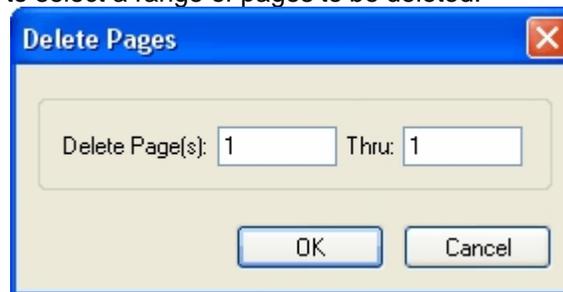
8.1.3.7 Go to Page

Use the **Go to Page** command to go directly to a specific page. A dialog box will appear allowing you to specify the correct page to go to.

8.1.3.8 Show Tools

Selecting **Show Tools** from the **View** menu activates a submenu that allows you to display or hide the Floating Tool Palette. the two toolbars, and the status bar.
If the Floating Tool Palette is currently visible on the desktop, select **Hide Floating Tool Palette** to remove it. You can also click in the close box at the top of the Floating Tool Palette. If the Floating Tool Palette is currently not being displayed,the **Show Tools** submenu will display **Show Floating Tool Palette**. Selecting this item puts the floating tool palette back on the desktop. Similarly, the Label Tool Bar and Database Tool Bar can be removed from the desktop by selecting **Hide Label Tool Bar** and **Hide Database Tool Bar** from the **Show Tools** submenu. If either the Database Tool Bar or Label Tool Bar is not currently displayed, then **Show Label Tool Bar** and/or **Show Database**

Tool Bar will be displayed in the Show Tools submenu. Selecting either of these items will cause the corresponding toolbar to be displayed on the desktop in its normal location.

8.1.3.9 Show Clipboard

Use **Show Clipboard** to display the current contents of the Clipboard. The Clipboard contents are determined by the last **Cut** or **Copy** that was performed. You cannot edit in this window.

8.1.4 Database Menu

The **Database** menu allows various operations with database records. You can add records in a database file, remove records from the database file, make duplicates of records, clear all fields in the current record, or save
changes you have made in one record. You can view user categories, specify the field you want to browse the database, search for particular records and groups of records, sort records, and assign categories to records that are in the Browser.
The Database menu includes the following commands:
- **New Record**
- **Update Record**
- **Add As New Record**
- **Delete Record**
- **Duplicate Record**
- **Clear All Fields**
- **Delete All Duplicate Records**
- **Select Categories to View**
- **Categories operations**
- **Browser field**
- **Find one**
- **Find All**
- **Search All Fields**
- **Query**
- **Show All Records**
- **Sort**
- **Fast Fill**

8.1.4.1 New Record

Use **New Record** to add a record to a database file. Once you have entered all the data for a particular record, select **New Record** from the Database menu to add the record to the database and create a new, blank record. The new record will have the default fields specified by the **Default Data** table of the "Data Entry Options" dialog box (from the **Edit** menu). Blank records are eliminated when closing the database file. The keyboard equivalent for **New Record** is **[Shift] [Enter]**.

8.1.4.2 Update Record

Use **Update Record** to save changes to the displayed database record. A new record that was not updated is deleted when closing a database. **Update Record** is made automatically when you select another record in
the browser, or press **[Enter]**.

8.1.4.3   Add As New Record

Save any changes to the current record as a new record, keeping the current
record intact as a separate entry. The keyboard shortcut is **[Ctrl] [Shift] - A**.

8.1.4.4   Delete Record

Use **Delete Record** to delete a current record from the database file. When you choose **Delete Record**, a dialog box is displayed to ask if you really want to delete the record. If yes, press **OK**, otherwise press **Cancel**.
The keyboard shortcut for **Delete Record** is **[Ctrl] [Shift] D**.

8.1.4.5   Duplicate Record

Use **Duplicate Record** to copy the displayed database record.
The keyboard shortcut for **Duplicate Record** is **[Ctrl] D**.

8.1.4.6   Clear All Fields

Clear All Fields allows you to clear the contents of all the fields in the displayed record without moving them to the Clipboard. Choosing **Clear All Fields** from the **Database** menu will clear all the information in the current record. You may also clear the contents of a specific field by highlighting that field and then choosing **Clear** from the **Edit** menu.

8.1.4.7   Delete All Duplicate Records

Use **Delete All Duplicate Records** to sort through the database and remove any records which appear more than once.

8.1.4.8   Select Categories to View

Select Categories to View allows you to select which records will be viewed in the browser. After clicking on a particular category box in the "View Categories" dialog box, only those records in your database that contain a checkmark in the matching category box will display. For example, if you have a database containing all the members of the U.S. House of Representatives, and you had created Republican and Democrat categories, you could elect to view only the Republicans or only the Democrats through the "Select Categories to View" dialog box. If two or more categories are chosen, the records satisfying *both* of them are displayed in the Browser window.
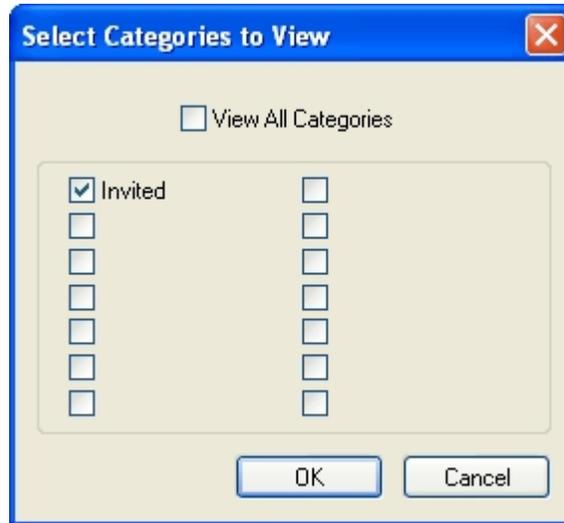
The keyboard shortcut for **Select Categories to View** is **[Ctrl] T**.

8.1.4.9   Categories Operations

The Categories Operations command offers you three options:
- **Set Categories**
- **Reset Categories**
- **Invert Categories**

These options apply only to the records currently displayed in the browser window.

Set Categories lets you select (or set) a particular category for *all* the records shown in the Browser.
To accomplish this, select the **Set Categories** menu entry. The "Select Categories for SET operation" dialog
box will display which contains all the available categories. Click on the category boxes for the
categories you wish to select for each record. Then, click **OK**.

Reset Categories allows you to reverse (or unset) the status of a category box. Choose **Reset Categories** and check those boxes you wish to unset. Then, click **OK**. For example, if you are
browsing the records for "people to whom letters were sent last week" category, and you wish to re-set
all of these records so that this category box is no longer checked, you can do so with the **Reset Categories** option.

Invert Categories inverts (or toggles) the status of all the Category checkboxes that you select. Select
the **Invert Categories** option and check those boxes you wish to change. Then, click **OK**. For the
categories you select in the "Invert Categories" dialog box, the checkboxes that were checked
become un-checked and the categories that were un-checked become checked.

8.1.4.10   Browse Field

The Browser is the left-most portion of the database screen. It allows quick access to records within
your database and helps you see how your records are sorted. The **Browse Field** option allows you to
determine which field is displayed in the Browser. Choosing **Browse Field** from the **Database** menu
displays a pop-up menu where you specify the field you want to browse. The Browser field currently
being used is marked with a check.

8.1.4.11 Find One

Find One allows you to easily locate a single record within your database. Choose **Find One** from the **Database** menu to display a dialog box. Click on the field(s) containing the information you want to locate. Then enter the information you want to find. The **Find** button finds the first record with a field that contains the information you specified. **Next** finds the next record containing your specifications from the current actively displayed record in the database. **Prev** finds the previous record containing your specifications from the current actively displayed record in the database.

The keyboard shortcut for Find One is **[Ctrl] F**.
See also: Using Find, Find All, Query and Search All Fields

8.1.4.12 Find All

The **Find All** option allows you to easily locate a single record within your database or locate a group of records for viewing or printing. Choosing **Find All** from the **Database** menu displays a dialog box. Click on the field(s) containing the information you want to locate. Then enter the information you are trying to find. If you are trying to find all the people in your database whose last name is "Anderson," you could click on the Last Name field and enter the name "Anderson." You could also enter just the characters common to all the people you're trying to find. You could have just entered "son" to find all the people whose Last Names contain these three letters. Also, you could find all the people in ZIP codes 55401 - 55499 by entering just "554."
Find All is a very powerful option; it allows you to find all the records in your database containing the information you specified and display only those records. You can then further process those selected records. You could conduct a mailing to everyone in your database who lives in California by specifying "CA" in the State field and then clicking on **Find All**. After finding all the records of people living in California, you could then sort them by ZIP code by selecting the **Sort** option from the **Database** menu. After conducting a **Find All** search, the computer will show all the records meeting your criteria in the Browser. You may now narrow your target further by conducting more **Find All** searches, or you may sort all the records. NOTE: When you print, HomePrint Labels will print only those records shown in the Browser. To return to the full database, select **Show All Records** from the **Database** menu.

8.1.4.13 Search All Fields

Search All Fields locates records within your database containing at least one field matching the supplied search pattern (entered in the "Search All Fields" dialog box). You can search for any category of information no matter what category is showing in the browser. All selections matching the search criteria display in the browser field. **Search All** highlights the first record in the browser which contains a match of your search criteria in any of its field. You can toggle through the browser for additional matches, if any.

8.1.4.14 Query

The **Query** feature removes from all records the information in any field you choose. After **Query** is chosen, a dialog box appears which displays two pop-up menus and a field for entering text. The first menu allows you to
select the field which will be searched. The second menu contains the number of conditions you can apply to the contents of the selected database field. For example, the sequence "Find records if Zip Code is Less then 55555" gives you all the records of the current database in which the Zip Code is less then the selected five digit Zip Code "55555." All these records will be displayed in the browser. To discard the **Query** operation results, as well as the **Find All** and **Search All Fields** operations, use **Show All Records**. The keyboard shortcut for **Query** is **[Ctrl] U**.

8.1.4.15 Show All Records

Use **Show All Records** to cancel the effects of any of the search operations (**Find All**, **Search All Fields** and **Query**) and return all the records in your database to the Browser. If you have selected only certain categories
to view, you will need to cancel the effects of the **View Categories** command by selecting **View All Categories** in the "View Categories" dialog box.
The keyboard shortcut for **Show All Fields** is **[Ctrl] R**.

8.1.4.16 Sort

Use **Sort** to sequentially arrange the records in the database. A dialog box displays where you can specify the first, second and third sorting criteria (for example Last Name, Title and Delivery Point). After clicking **OK**, Labels and Cards Pro re-arranges all the records in your database according to the sort criteria you entered. The first sorting criteria is displayed at the Label Tool Bar in the **Sorting Criteria** box. You are able to change it using the **Sorting Criteria** button . You can select **None** for any of the three sorting criteria. Selecting **None** for *all three* sorting criteria may be useful when you are importing a very large database. After being imported each record is sorted by the sorting criteria you set for your database. Using **None** for all three shortens the import time greatly.

8.1.4.17 Fields Operations

The Fields Operations command offers you next operations:

- **Clear**
- **Trim Spaces**
- **Set Value**
- **Find/Replace**

These operations apply only to the records currently displayed in the browser window.

Clear lets you clear value in chosen field for *all* the records shown in the Browser.

Trim Spaces allows you to trim first and last spaces in chosen field.
This is usefull options correct same field value after importing database from file.

Set Value allows you to set equal value in chosen filed for all records shown in the Browser.

Find/Replace allows you to change the contents in the chosen filed for all records shown in the Browser.

8.1.4.18 Fast Fill

This command allows you to **Fast Fill** a record from the information that has already been typed in. To use **Fast Fill** you should **Add** a new record into the database, enter the desired information into the fields of the record, and choose **Fast Fill** from the **Database** menu. If there is a record in the database matching to the entered information. it will be displayed in gray. Pressing **[Enter]** will update the record.
The keyboard shortcut for **Fats Fill** is **[Ctrl] [Shift] F**.

8.1.5   Object Menu

The commands in the **Object** menu are used to control the appearance and location of objects . The commands under the object menu are:

- **Object Info**
- **Frame Info**
- **Fill Info**
- **Text Runaround**
- **Duplicate**
- **Delete**
- **Group**
- **Ungroup**
- **Align Objects**
- **Bring to Front**
- **Send to Back**
- **Shuffle Forward**
- **Align Objects**
- **Place Barcode**
- **Place Counter**
- **Place Quick Address**
- **Place Database Field**
- **Make Object a Barcode**

8.1.5.1   Object Info

Use **Object Info** to change the attributes of a text box, picture box, line, graphic items or group. When you select **Object Info** a dialog box displays that allows you to change various attributes of the selected object. The dialog box that displays depends on the type of object selected.

- Text Box Information
- Picture Box Information
- Graphics Item Information
- Line Information
- Group Information

When active items are all of one type (for example, all text boxes), choosing **Object Info** displays the corresponding specifications dialog box, (for example, "Text Box Information"). Fields containing values that vary among active items are blank. Menus containing values that vary among active items show mixed settings.
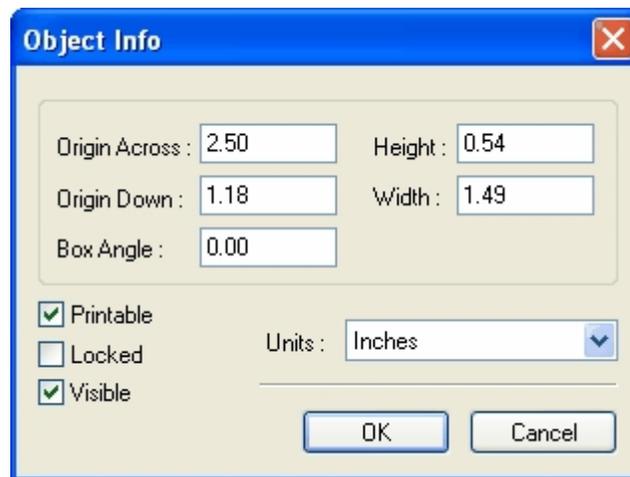
When active items are of different types (for example, text boxes and lines), choosing **Object Info** displays the **"Group Information"** dialog box.
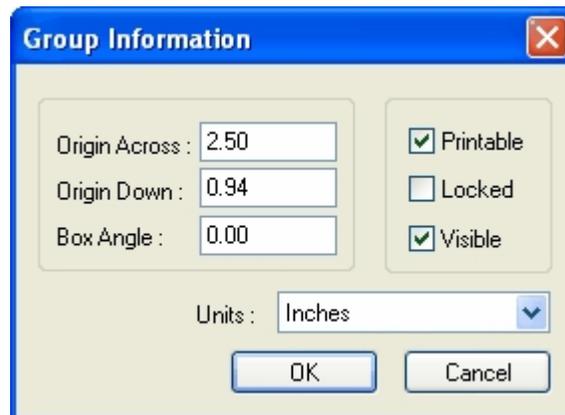
When an active group contains a *group*, **Object Info** isn't available. "Object Info" dialog boxes contain controls common for each of the type of object as well as some specific controls intrinsic to a particular object. These common controls are contained in the "Graphics Item Information" box: *Origin Across , Origin Down*: repositions the original upper left corner of the text box or the bounding box around multiple text boxes. These values are relative to the current ruler origin.
Width , Height: changes the size of the active text box. Changing a box's size doesn't alter its origin. These fields are unavailable when more than one text box is active.
Box Angle: rotates the active text box or the bounding box around multiple text boxes around its center. Rotating a constraining text box rotates all constrained items as well.
Printable check box: when unchecked, prevents from printing.
Locked check box: prevents an occasional replacing or moving of the graphics object.
Visible check box: makes an object visible or invisible.
Units: indicates measurement units used for all the numeric information displayed.

   Text Box Information
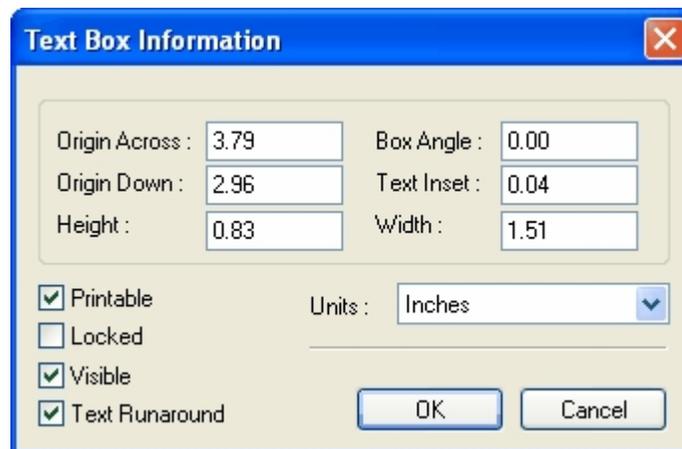
The "Text Box Information" dialog box is displayed when one or more text boxes are active and you choose **Object Info**. In addition to common attributes listed above it contains:
Text Inset: specifies the space between text and the inner edge of active text boxes.
Runaround check box: makes the text contained in the text box to wrap around all the objects.

Picture Box Information
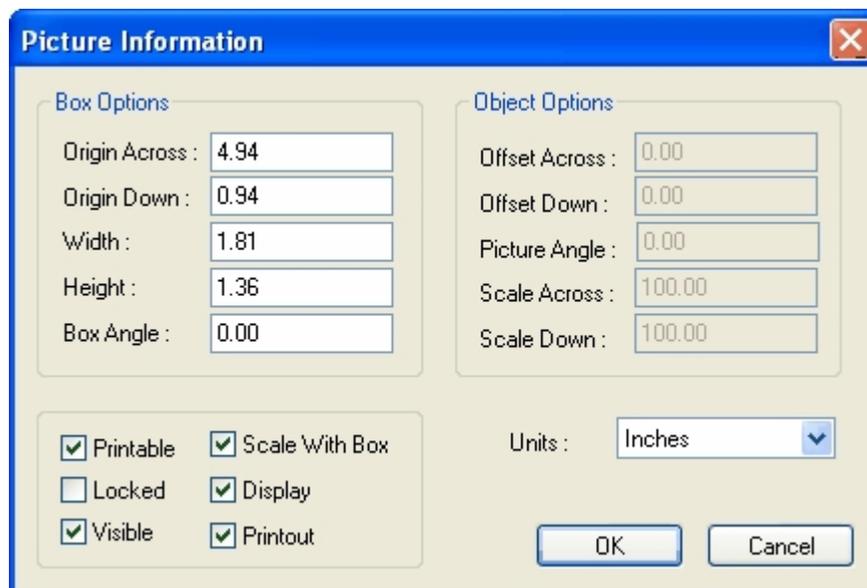
The "Picture Box Information" dialog box is displayed when one or more picture boxes are active and you choose **Object Info**. In addition to the common attributes listed above, it contains:
Offset Across , Offset Down: adjusts the distance between the original upper left corner of active picture boxes and the picture each box contains. For a nonrectangular picture box, these values are measured from the origin
of the picture box's bounding box.
Picture Angle: rotates the pictures in active picture boxes around each picture's center (as determined by the application in which the picture was created), independent of its picture box.
Scale Across, Scale Down: adjusts the size and proportions of the pictures in active picture boxes from 10% to 1000%. Changing picture scale doesn't alter the picture offset.
Scale with Box: resizes the picture to its box height and width

Display: displays or does not display the picture on the screen. The corresponding picture box is still displayed.
Printout: when checked, allows the pictures in active picture boxes to print. Frames and background colors print also.

Line Information
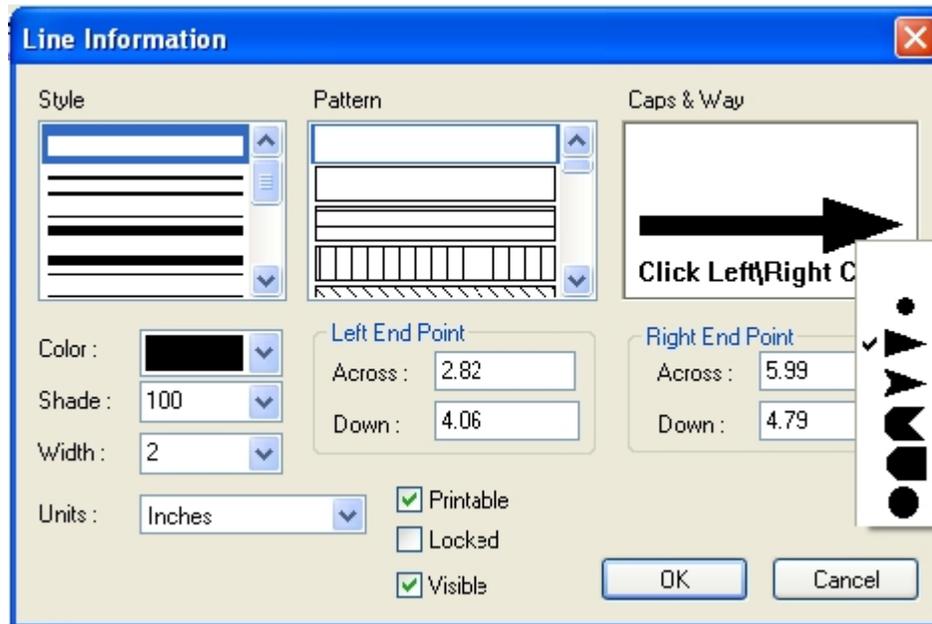
The "Line Information" dialog box is displayed when one or more lines are active and you choose **Object Info**. The following attributes can be changed:
Style: changes the style of active lines.
Pattern: changes the pattern of active lines.
Caps&Ways: displays a line preview. Clicking on the each end of the line displays the endcaps pop-ups, allowing you to specify up to seven different caps to each end of the line.
Color: specifies the color of active lines.
Shade: specifies the color saturation of active lines.
Width: changes the thickness of active lines.
Origin Across: horizontal position of a line starting/ending point;
Origin Down: vertical position of a line starting/ending point;
When more than one line is active, the fields contain mixed values, or are empty.

Group Information
The "Group Information" dialog box displays when active items are of different types (for example, text boxes and lines) and you choose **Object Info**. It contains only the common attributes described in the **Object Info section**.

8.1.5.2   Frame Info

When the **Frame Info** command is selected from the **Object** menu a dialog box appears that allows you to change attributes of the selected frame.These attributes include the style, fill pattern, color, shade width, and
border style.
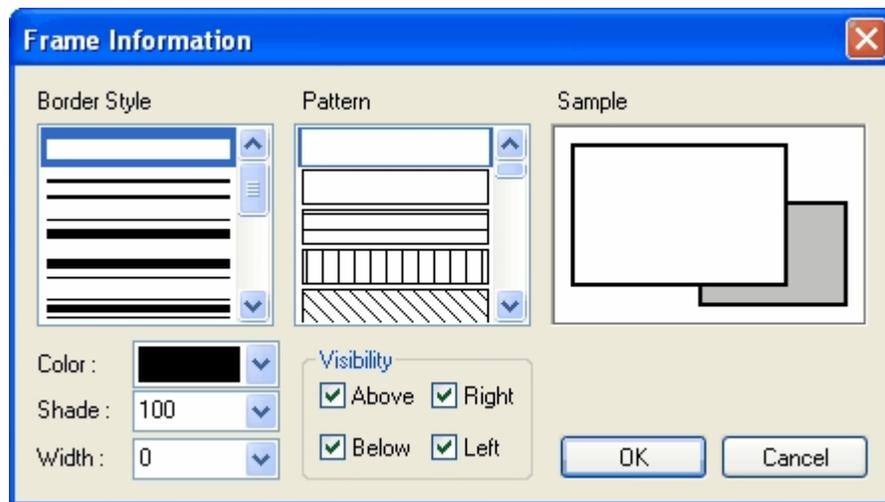
Style: changes the style of the frame.
Pattern: changes the pattern the frame.
Color: specifies the color of active lines.
Shade: specifies the color saturation of active lines.
Width: changes the thickness of active lines.
The **Sample** field is located in the upper right corner of the "Frame Information" dialog box showing the what the frame looks like with the settings made.
The **Sides** group contains four check boxes. Unchecking any of them erases the appropriate side of the text frame. For example unchecking the **Above** checkbox makes the frame display without a top line.

8.1.5.3   Fill Info

When the **Fill Info** command is selected from the **Object** menu a dialog box appears that allows you to control the fill color and pattern of the selected object. The specific attributes that are controlled by the **Fill Info** command are the pattern, visibility (opaque or clear), shade, and background color:
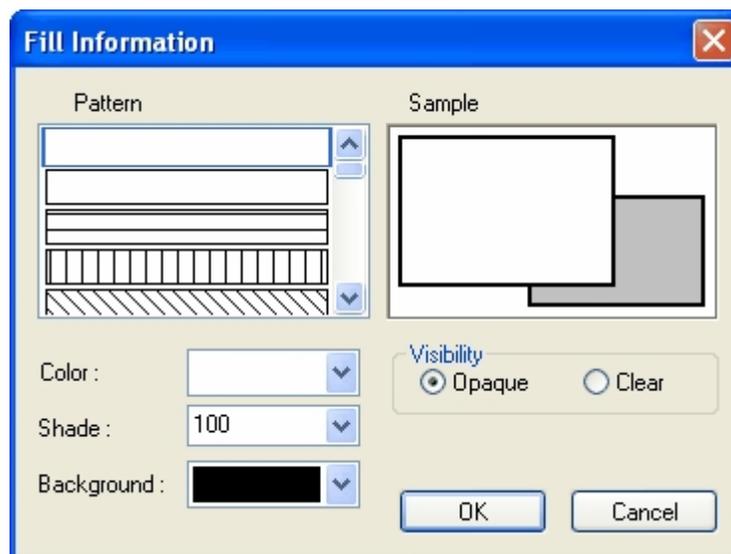
Pattern: changes the pattern the frame.
Visibility radio group: allows to make the object opaque or clear.
Color: specifies the color with which the item is filled.
Shade: specifies the color saturation of item.
Background: specifies the background color .
The Sample field is located in the upper right corner of the "Fill Information" dialog box.
Click **OK** to accept the settings, or **Cancel** to discard them.

8.1.5.4 Text Runaround

When the **Text Runaround** command is selected from the **Object** menu, a dialog box appears that allows you to control the manner in which text flows around an object in the text box. The types of text flow control available are:
None: text flows unobstructed.
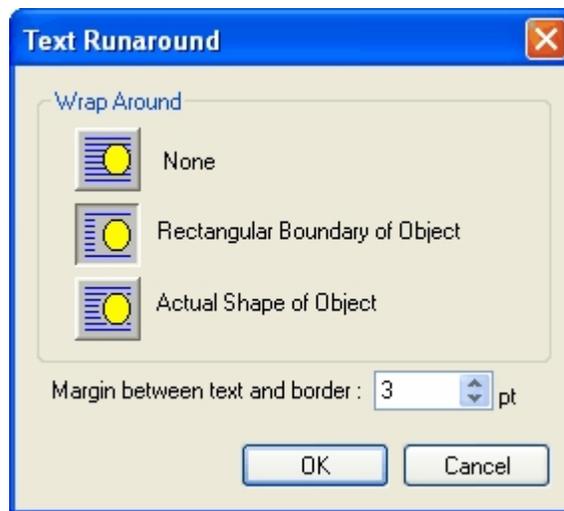
Rectangular boundary of object: text is obstructed by and flows around the item.
Actual shape of object: (picture boxes only) text flows around the outline of a graphic object.
You can specify the **Margin Between Text and Object** value that offsets the text from the inner edge of the border. This value is displayed in points.

8.1.5.5 Duplicate

The **Duplicate** command is used to make a single copy copy of an object. The contents of text or picture boxes are also duplicated. A duplicate of a text box that is part of a chain contains all of the text whether visible or not.

8.1.5.6 Delete

The **Delete** command is used to remove the active text box, picture box, line or group from a document. Links are reestablished automatically around a text box within a chain.

8.1.5.7 Group

Use **Group** to make a group of the active text boxes, picture boxes, lines, or groups, so they act as a single item. **Group** is available if the **Object Tool** is selected and more than one item is active. You can perform many of the same basic operations on a group that you can on a single item, for

example **Cut**, **Copy**, **Duplicate**, **Delete**, **Lock**, etc. You cannot resize a group. An active group is displayed within a bounding box (indicated by a dotted line) that completely encloses the items in the group. When an active group consists of different kinds of items (for example, text boxes and lines), choosing **Object Info** from the **Object** menu displays the "Group Information" dialog box. When a group consists of similar types of items (for example, only text boxes), choosing **Object Info** displays the corresponding information dialog box.

8.1.5.8 Ungroup

The **Ungroup** command is used to ungroup selected items so they act as individual items again. When the active group contains other groups, **Ungroup** ungroups the outermost group only.

8.1.5.9 Bring to Front

Use **Bring to Front** to change the "stacking" or front-to-back relationship of objects on a page. **Bring to Front** places the active object in front of all other objects in that window.
The keyboard shortcut for **Bring to Front** is **[Ctrl]]**.

8.1.5.10 Send to Back

Use **Send to Back** to change the "stacking" or front-to-back relationship of objects on a page. **Send to Back** places the active object behind all other objects in that window.
The keyboard shortcut for **Send to Back** is **[Ctrl] [**.

8.1.5.11 Shuffle Forward

Use **Shuffle Forward** to move the active object one level upward in the stacking order of the objects in the window.
The keyboard command for **Shuffle Forward** is **[Ctrl] =**.

8.1.5.12 Align objects

Use **Align Objects** to control the placement of active objects in relation to one another. **Align Objects** is available if the **Object Tool** is selected, and two or more objects are active. Select **Align Objects** to display a dialog box
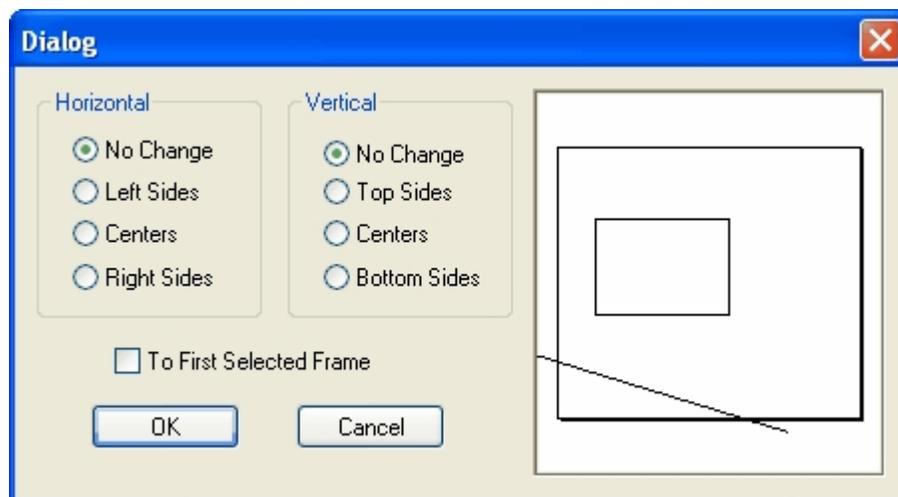
that allows you to arrange objects horizontally, vertically, by the left/top edge, centers, or right/bottom of an object. The keyboard shortcut for **Align Objects** is **[Ctrl] [Shift] A**.

8.1.5.13 Place Barcode

Use **Place Barcode** to choose the type of barcode you wish to use. A barcode preview is presented in the preview box and adjusts immediately to reflect any changes you make in the barcode specifications.
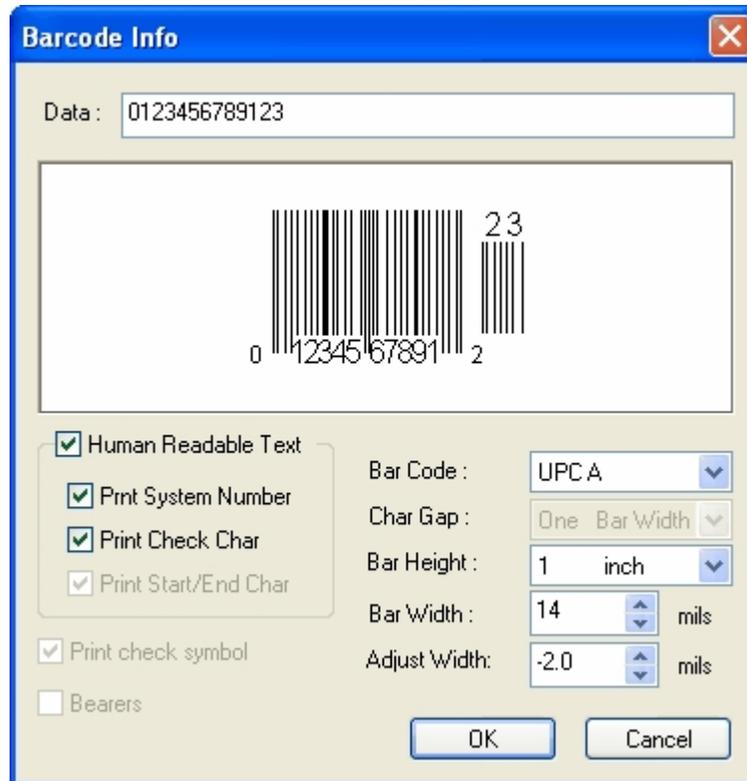
The barcode preview shows nothing if the data you've entered, or the specifications you've set, are invalid for the type of barcode you've selected. The "Barcode Info" dialog box lets you define:
Data: Editable string of characters for barcode encoding.
Barcode Type: Use the **Barcode** pop-up menu. You can choose:
Postnet (Delivery Point calculated automatically for all Zip + 4 addresses)
FIM A
FIM B
FIM C
Horizontal bars
UPC A (+ 2, 5 digit supplements)
UPC E (+ 2, 5 digit supplements)
EAN 13 (+ 2, 5 digit supplements)
EAN 8 (+ 2, 5 digit supplements)
ISBN (+ 2, 5 digit supplements)
ISSN (+ 2, 5 digit supplements)
Codabar;
Code 39;
Interleaved 2 of 5;

Height: Barcode height in inches. You can choose values from 0" to 2" in 1/4" increments from the pop-up menu. The height indicated is that of the barcode and the human readable text when you select the HRT option, or of the barcode symbol itself if the Human Readable Text is not selected. (**NOTE:** Some barcode readers will not read bar codes that are either too short, too small or too large. We *strongly* recommend that you use the default size settings);
Width: Defines the barcode width. Defines the character element width in dots and mils.
Char Gap: Defines the Intercharacter gap value in mils.
Human Readable Text: Print/Don't Print human readable text under the bar codes. If you wish, you may change the font and size of the human readable text after you've placed it on your label either with the help of text size
and font boxes on the Label Tool Bar or via the Character Info barcode color, and shade as well)
Barcode Check Symbol: Print/not Print check symbol.
Click **OK** to accept settings or **Cancel** to discard them.

8.1.5.14 Place Counter

The "Counter Specifications" dialog box allows you to define the parameters for HomePrint Labels built-in Counter feature. With the Counter feature, you can automatically sequentially number labels while printing. Further, you can assign a Pre-amble, Post-amble, Starting Number, Incremental Interval, and Same Value Repetition for these bar codes. This feature is extremely useful in generating serial-number and inventory bar codes. You can also place a counter on a label as a barcode.

After setting the counter specifications, you can place the counter barcode on a label by:

1) Either selecting **Place Counter** from the Object menu or the **Counter** button from the Database Tool Bar
2) Placing the Counter in its desired location on the label,
3) Selecting the preview mode with the help of **Object Preview Tool**.
4) Selecting the **Make Object a Barcode** option from the **Object** menu

After performing these steps, the computer will display a barcode frame on the label. Press the **[Ctrl]** key and double-click to open the "Barcode Info" dialog (double-clicking gives a "Counter Info" dialog box, **[Shift]**-doubleclicking gives the "Object Info" dialog). Select the Barcode type you need and click **OK**.

The "Counter Specifications" dialog box gives you the following options:

Preamble: Defines a string up to 20 characters (and spaces, if desired) that precede the Starting Number.
Starting Number: Defines a number, containing up to 8 digits that can either increase or decrease in value.
Postamble: Defines a string up to 20 characters (and spaces) that follows the Starting Number.
Increment by: Defines the value to increase or decrease the counter when incrementing. This value may be positive or negative.
Use same value: Allows you to designate the number of times a counter is used during printing before the number is changed. For example if you entered 10 in this field, HomePrint Labels will change the counter after every 10 labels. This feature can be used for situations where you need multiple labels for the same item. For example, raffle tickets or order numbers. One label might be provided to the customer and another retained for record purposes.
Padding Option: Allows you to specify a certain number of Zeros and Spaces at the beginning of the Starting Number. **None** puts no padding before the Starting Number.
Fixed Fields Length: This field becomes active if **Zero** or **Space** is selected. It defines the number of Zeros or Spaces (up to 8) to be placed before the Starting Number. If the number of digits is greater than the the Fixed Fields Length the entire counter will still be printed. For example:

- Preamble - COUNTER
- Starting Number - 1
- Fixed Field Length - 4
- Padding option - Zero

makes the first counter = COUNTER0001.
If you print 1000 labels, the last counter will be COUNTER1000. If you print 10001 labels, the last counter will be COUNTER0001.

8.1.5.15 Place QuickAddress

Selecting **Place QuickAddress** from the **Object** menu will allow you to determine which fields are automatically included whenever you place a QuickAddress on the label.
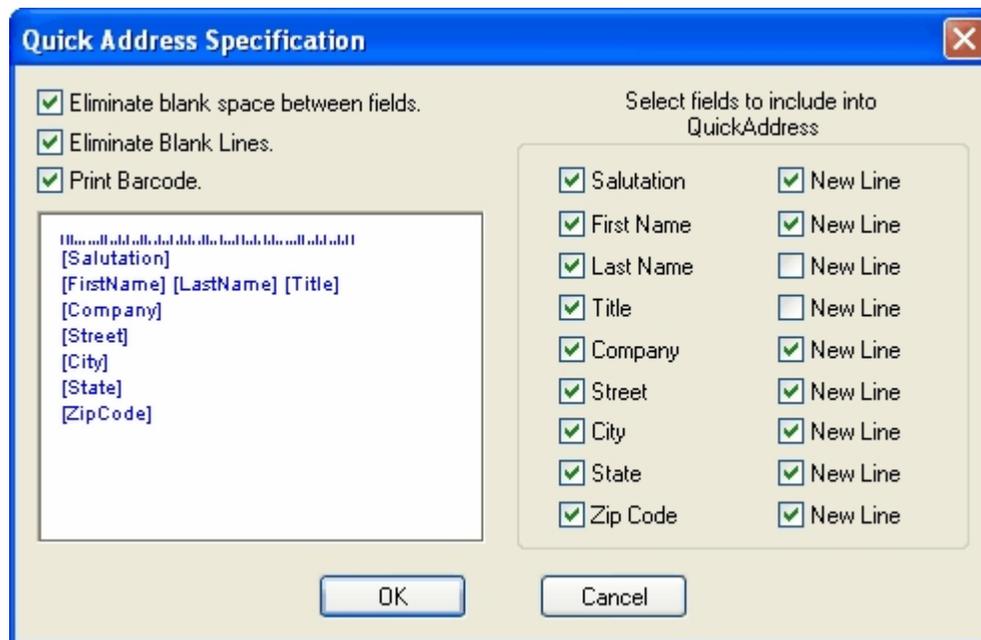
Check the appropriate box of the field names you want included in the QuickAddress structure. Boxes that are checked will be included, while boxes that are not checked will not be included in the QuickAddress. Check the appropriate box of the field names you want to begin with a new line. You can also access the "Quick Address Specifications" dialog box by double-clicking on a Quick Address field on a label. If you make a Quick Address field a barcode (by selecting **Make Object a Barcode** from the **Object** menu), HomePrint Labels will add a postnet barcode of the ZIP code to the QuickAddress.

8.1.5.16 Place Database Field

The **Place Database Field** option allows you to place database fields on a label. When you choose this menu item (or click on the **Insert** box on the Label Tool Bar), a pop-up menu containing all the field names appears.
Choose the field you want, place the cursor on the label and click. The field appears on your label. The contents of all the database record fields placed on the label are displayed when the preview mode is on (To switch the preview mode on, select the **Preview Tool** from the Floating Tool Palette and click the previewed object.).

8.1.5.17 Make Object a Barcode

The **Make Object a Barcode** command is used to place object on a label as a barcode. After using this option, the data string of the object becomes a data string of the barcode, and the barcode is placed on the label instead of the original object. For more details refer to the **Place Counter** section above.

8.1.6 Text Menu

The **Text** menu provides commands for changing the attributes and appearance of text on the page. It includes commands for changing the attributes of characters, text lines, paragraphs, and text pages.
- **Font**
- **Size**

- **Style**
- **Color**
- **Shade**
- **Alignment**
- **Tabs**
- **Line Spacing**
- **Insert Page Number**
- **Insert Database Field**
- **Character Info**
- **Paragraph Info**
- **Spelling**

8.1.6.1 Font

Use **Font** to display a submenu that lists the font faces available on your system. To select a specific font, drag to and highlight it, then release the mouse button.
The **Font** command works in two ways. If a segment of text is highlighted during the font selection, only the highlighted text segment changes. If no text segment is highlighted, then text entered from the position of the text insertion bar will appear in the new font. When you display the **Font** submenu either for the highlighted segment of text or at the position of the text insertion bar, a check mark appears next to the active font. The active font face also displays in the **Font** box of the Tool Bar.

8.1.6.2 Size

Use **Size** to display a submenu that allows you to change the size of text. The options available are **9**, **10**, **12**, **14**, **18**, **24**, and **36** point sizes, **Larger**, **Smaller**, and **Other**. Selecting any of the point sizes from this submenu changes the character size to that selection. Select **Other** to open a dialog box that allows you to set the font size from 1 to 400 points in increments of 1 point.
The **Size** command works in two ways. If a segment of text is highlighted during the size selection, only the highlighted segment changes. If no text segment is highlighted, then text entered from the position of the text insertion bar will appear in the new size.
When you display the **SIze** submenu either for the highlighted segment of text or at the position of the text insertion bar, a check mark appears next to the active font size. The active font size also displays in the **Size** box in the Tool Bar.
Larger and **Smaller** increase or decrease the font size without opening the "Select Other" dialog box.

8.1.6.3 Style

Use **Style** to display a submenu that allows you to change the style of text to **Bold**, *Italic*, Underline, , Shadow Shadow, Condensed, Extended, SMALL CAPS, Plain, Subscript and Superscript. Selecting any of the font styles from this submenu changes the character style to that selection. The **Style** command works in two ways. If a segment of text is highlighted during the style selection, only the highlighted segment changes. If no text segment is highlighted, then text entered from the position of the text insertion bar appears in the new style.
When you display the **Style** submenu either for the highlighted segment of text or at the position of the text insertion bar, a check mark appears next to the active font style.

8.1.6.4 Color

Use *Color* to display a color palette that allows you to change text color. To select a specific color, drag to and highlight it, then release the mouse button. You can also change the color of text by using

the **Color** box in the
Tool Bar. The **Color** command works in two ways. If a segment of text is highlighted during the color selection, only the highlighted segment changes. If no text segment is highlighted, then text entered from the position of the text insertion bar appears in the new color.
When you display the **Color** submenu either for the highlighted segment of text or at the position of the text insertion bar, a check mark appears next to the active font color. Also, the selected color displays in the **Color** box in the Tool Bar.

8.1.6.5   Shade

Use **Shade** to display a submenu that allows you to change the shade (print density) of text. The options range from 0 to 100 % in increments of 10 %. Select **Other** to open a dialog box that allows you to set the shade from 0 to 100 % in increments of 1 %. The **Shade** command works in two ways. If a segment of text is highlighted
during the shade selection, only the highlighted segment changes. If no text segment is highlighted, then text entered from the position of the text insertion bar appears in the new shade. When you display the **Shade** submenu either for the highlighted segment of text or at the position of the text insertion bar, a check mark appears next to the active font shade.

8.1.6.6   Alignment

Use **Alignment** to display a submenu that allows you to change the justification of the current text paragraph. The current paragraph contains highlighted text or the text insertion bar. The options available are **Left**, **Center**, **Right**, and **Justified**. You can also click on the **Align Left**, **Align Center**, **Align Right**, and **Justify** buttons in
the Tool Bar.

8.1.6.7   Tabs

Use **Tabs** to display a dialog box that allows you to add or remove tab stops for the current paragraph. The current paragraph contains highlighted text or the text insertion bar. Up to 20 tab stops may be defined for a given paragraph. When you add a tab stop you can specify up to three attributes for it.
Alignment:
- **Left**
- **Right**
- **Center**

Leading Character Sequence: Any valid sequence of characters, including a space.
Position: May be set at any location on the horizontal ruler.
The alignment of the tab stop determines how text aligns to it:
• **Left** tab alignment places the first character typed at the tab stop position. As additional characters are typed in, the text moves to the right of the tab stop.
• **Right** alignment places the last character typed flush to the tab stop position. As additional characters are typed in, the text moves to the left of the tab stop.
• **Center** alignment centers the text segment to the center of the tab stop position. As additional characters are typed in, the text moves both to the left and the right of the tab stop position, so the text segment remains centered. Set the tab stop alignment by clicking and holding on the down facing arrowhead to the right of the **Alignment** display box in the "Tabs" dialog box. This displays a pop-up menu showing three options. Drag to the desired selection and release. The selected alignment now appears in the display box. Specify the position attribute of a tab stop by typing the value into the text box to the right of Position. The unit of measure for the position is the same as that being used for the horizontal ruler.

8.1.6.8 Line Spacing

Selecting **Line Spacing** from the **Text** menu activates a submenu containing three entries: **Single Spacing**, **One and a Half Spacing**, and **Double Spacing**.
Selecting **Single Spacing** makes the spacing (also called *leading*) normal. **One and a Half Spacing** makes the *leading* amount one and a Half of the normal amount. **Double Spacing** makes the lines spaced double of the normal amount.
Spacing buttons on the Tool Bar may also be used for changing leading of the current paragraph, or a selected number of paragraphs.

8.1.6.9 Insert Page Number

The **Insert Page Number** command is used to modify the format of the page numbering. It displays the pop - up menu, containing all the page numbering formats:
1,2,3,4 Numeric
I,II,III,IV Upper case Roman
i,ii,iii,iv Lower case Roman
A,B,C,D Upper case Alphabetic
a,b,c,d Lower case Alphabetic
Scroll to a desired format and release the mouse button. A page number will be placed into the text box next to the current text insertion point position.

8.1.6.10 Insert Database Field

Insert Database Field allows you insert database fields into the text box currently active. When you choose **Insert Database Field** a pop-up menu containing all field names appears. Choose the field you want and release the mouse button. Make Sure that the **Text Tool** from the Floating Tool Palette is currently selected. The name of the selected field will be inserted into your text at the text insertion point current position.
To see the contents of all the database fields placed, use the **Object Preview Tool** from the Floating Tool Palette.

8.1.6.11 Character Info

Use Character Info to display a dialog window that allows you to modify the font, size, color, shade, spacing, baseline shift, and style of text characters. The Character Info command works in two ways. If a segment of text is highlighted during the Character Info selection, only the highlighted segment changes. If no text segment is highlighted, text entered from the position of the text insertion bar appears with the new attributes.
• **Font**
To the right of **Font** in this dialog window is a display line with a downward facing arrowhead. Clicking and holding anywhere on the display line activates a pop-up menu with a list of fonts available in your system. Drag to and highlight the desired font, then release. The selection becomes the current font and appears in the display line.
• **Size**
To the right of **Size** in this dialog window is a right facing arrowhead, and to the right of that is a text box that displays the current font size in points. Clicking and holding on the arrowhead activates a pop-up menu with a list of font sizes. Drag to and highlight the desired size, then release. The selection becomes the current font size. You can also enter the font size directly into the text box and then press **[Enter]** or **[Tab]**. The system
accepts any font size in the range of 1 to 400 points in increments of 1 point.
• **Color**
To the right of **Color** in this dialog window is a right facing arrowhead, and to the right of that is a box that displays the current text color. Clicking and holding on the arrowhead activates a pop-up menu with a palette of available colors. Drag to and highlight the desired color, then release. The selection

becomes the current text color.
• **Shade**
To the right of **Shade** in this dialog window is a right facing arrowhead, and to the right of that is a text box that displays the current text shade (print density). Clicking and holding on the arrowhead activates a pop-up menu
that allows you to select a shade from 0 to 100 % in increments of 10 %. Drag to and highlight the desired shade, then release. The selection becomes the current shade. You can enter the shade directly into the text
box and then press **[Enter]** or **[Tab]**. The system accepts any shade from 0 to 100 % in increments of 1 %.
• **Style**
On the right side of the Character Info dialog box is a set of checkboxes that allows you to specify character style. Make a style selection by clicking in the text box next to the name of the style. If the style is in effect, an X will appear in the checkbox. Clicking on a checkbox with an X in it will remove the X and will cause the style to no longer be in effect. It is possible to have more than one character style in effect. For example, it is possible to have text that is both **Bold** and **Underlined**, or *Italicized*, *Shadowed Shadowed* and in SMALL SMALL CAPS CAPS. This allows you to create a large variety of effects with the text you produce. Some style selections are mutually exclusive, such as Condensed and Extended, or Subscript and Superscript, or Plain and any other choice.
The keyboard shortcut for **Character Info** is **[Ctrl] [Shift] H**.

8.1.6.12 Paragraph Info

Use **Paragraph Info** to display a dialog window that allows you to modify the attributes of the current paragraph. The current paragraph contains the highlighted text or the text insertion bar.
The attributes that display and are available for modification are:
• **Left Indent**
The **Left Indent** is the horizontal distance from the left page margin that defines the left margin of the current paragraph. A positive value sets the left margin of the paragraph to the right of the page margin. Modify the left
indent by entering a new value in the text box where the current value is displayed.
• **First Line**
The **First Line** offset is the horizontal distance between the left margin of the current paragraph (as defined by the left indent), and the first character of the first line of text in the paragraph. If the value is negative, the first
character of the first line appears to the left of the paragraph margin becoming a hanging indent. If it is positive, the first character of the first line appears to the right of the paragraph margin becoming a normal indent.
Modify the first line offset by entering a new value in the text box where the current value is displayed.
• **Right Indent**
The **Right Indent** is the horizontal distance from the right page margin that defines the right margin of the current paragraph. A positive value sets the right margin of the paragraph to the left of the page margin. Modify the **Right Indent** by entering a new value in the text box where the current value is displayed.
• **Leading**
Leading is a common publishing and word-processing term for the spacing between lines of text. Modify the **Leading** by entering a new value in the text box where the current value is displayed.
• **Space Before**
The value of this attribute specifies the distance between the last line of the previous paragraph of the first line of the current paragraph. Modify the spacing by entering a new value in the text box where the current value is
displayed.
• **Space After**
The value of this attribute specifies the distance between the last line of the of the current paragraph

and the upper boundary of the next object or paragraph on the page. Modify the spacing by entering a new value in the text box where the current value is displayed.

• Keep with Next

When this option is in effect, the current paragraph is kept on the same page as the following object or paragraph. An X appears in the checkbox to the left of **Keep with Next** when the option is in effect. Clicking on the checkbox puts the option in effect if it is not, or causes it not to be in effect if it already is.

• Keep Lines Together

When this option is in effect, the lines of the current paragraph are kept on the same page. An X appears in the checkbox to the left of **Keep Lines Together** when the option is in effect. Clicking on the checkbox selects or
deselects the option.

• Alignment

To the right of Alignment, in the lower right corner of the "Paragraph Info" dialog, is a display box with a downward facing arrowhead. Click and hold on the display line to display a pop-up menu that allows you to select from four types of paragraph alignment, **Left**, **Right**, **Center**, and **Justified**. Drag to and highlight the desired alignment, then release. The selection is now displayed in the display box.

• Units

To the right of **Units**, in the lower right corner of the "Paragraph Info" dialog, is a display box with a downward facing arrowhead. Click and hold on the display line. This activates a pop-up menu that allows you to select from four units of measure—**Inches**, **Points**, **Centimeters**, and **Picas**. Drag to and highlight the desired measurement unit, then release. The selection is now displayed in the display box. The unit of measure will now be used for all dialog boxes and menus in describing the attributes of the current paragraph.

The keyboard shortcut for **Paragraph Info** is **[Ctrl] [Shift] G**.

8.1.6.13 Spelling

Use the **Spelling** command to check the spelling of a highlighted word, a text chain or entire document. Choosing **Spelling** displays a submenu that contains three entries:

Paragraph: Checks all words in the current paragraph. It is available when a text box is active.
Story: Checks all words in the current text chain. It is available when a text box is active.
Document: Checks all words in the document. Word spelling is verified by scanning the dictionary.

When **Spelling** is chosen, a dialog box is displayed with a list of words similar in spelling to the word in question. If the word is correctly spelled, it is highlighted in the list.

8.1.7 Graphics Menu

The pull down **Graphics** menu is used to control the attributes of graphics objects. It includes the following commands:

- **Color**
- **Shade**
- **Fill Color**
- **Fill Shade**
- **Fill Pattern**
- **Background Color**
- **Line Width**
- **Line Style**

8.1.7.1 Color

Use **Color** to display a palette of colors available for the outer lines of an object, or to to change the colors of the lines. A check mark indicates the active fill color for the selected object.

8.1.7.2 Shade

Use **Shade** to display a submenu that allows you to select the shade of the lines of an object. The shade options range from 0% shade to 100% shade in increments of 10%. A check mark indicates the active shade for the selected object. Select **Other** from this submenu to display a dialog box that allows you to select shades from 0 to 100 % in increments of 1 %.

8.1.7.3 Fill Color

Use **Fill Color** to display a palette of colors available to fill the interior of an object, or to color the fill pattern within an object. A check mark indicates the active fill color for the selected object.

8.1.7.4 Fill Shade

Use **Fill Shade** to display a submenu that allows you to select the shade of the interior of an object. The shade options range from 0% shade to 100% shade in increments of 10%. A check mark indicates the active fill shade for the selected object. Select **Other** from this submenu. to display a dialog box that allows you to select shades from 0 to 100 % in increments of 1 %.

8.1.7.5 Fill Pattern

Use **Fill Pattern** to display a palette of fill patterns available to fill the interior of an object. A check mark indicates the active fill pattern for the selected object.

8.1.7.6 Background Color

Use the **Background Color** command to assign a background color to a selected graphic object. The **Background Color** is displayed in the interior of the object at all points not represented by black in the current fill pattern. Select **Background Color** to display a palette of available background colors. A check mark indicates the active background color for the selected object.

8.1.7.7 Line Width

Use **Line Width** to display a submenu that allows you to select the width of the lines of an object. Line width options available are **1**, **2**, **4**, **6**, **8**, **12**, and **Other**. Selecting **1**, **2**, **4**, **6**, **8**, and **12** changes the line width to that selection. Select **Other** from this submenu to display a dialog box allowing line widths in the range of 1 to 400 points in increments of 1 point. A check mark indicates the active line width.

8.1.7.8 Line Style

Use Line Style to display a submenu that allows you to choose a line style. A check mark in the submenu indicates the active line style.

8.1.8 Window Menu

The **Window** menu provides access to standard Windows window operations.
It also contains a list of all the documents that are currently open.

8.1.9 Help Menu

This provides help for various HomePrint Labels operations.

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