

# Label Ease

Version 3.1A

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## Introduction

Welcome to Label Ease. This program is designed to print envelope labels from within the Microsoft Windows 3.1 environment. The user interface features a label form with two graphical labels. The top label is actually 4 data fields. The bottom label is a listbox for displaying labels. A toolbar consisting of buttons (OPEN, SAVE, PRINT, EXIT, UPDATE and DELETE) for the most common actions, is at the top of the screen. The program begins with a blank label form. I have tried to make the program as user-friendly as possible.

## Program Instructions

**CREATING LABELS:** Use the fields in the top label to enter data. You can use TAB or ENTER keys to navigate between fields. After you have created a label, press the UPDATE button(looks like a label) on the toolbar. This clears the fields, updates the database and places the label in the listbox. **NOTE:** A label can't print or be saved unless it has been updated.

**SAVING LABELS:** When you have finished creating labels, you can save the labels to disk. Press the SAVE button(looks like a disk drive with a arrow pointing towards the drive) on the toolbar. A dialog box will prompt for a filename. The default extension is LBL. After entering the filename, press the OK button to save the file.

**EDITING LABELS:** Double click on any label in the listbox to edit it. The label is displayed in the fields. After editing is complete, press the LABEL button to update the database.

**OPENING A FILE:** To open a file click on the OPEN button(looks like a disk drive with a arrow pointing away from the drive). Double click on one of file in the files listbox to select a file. Press OK to open the file.

**DELETING LABEL:** Double click on one of the labels in the listbox. Press the DELETE button(trash can). A dialog box will prompt for confirmation of the delete.

**PRINTING LABELS:** Double click on one of the labels in the listbox. Press the

PRINT button(looks like a printer). A dialog box will prompt for the number of labels to print.

EXITING THE PROGRAM: Press the EXIT button(looks like a stoplight) to exit the program.

MENUS: The top level menus can be used in lieu of the toolbar. However, I think you will find the toolbar faster and easier.

### Copyright Information

Label Ease is provided as is. I am not responsible for any damage caused by the program.

SHAREWARE. Label Ease is not free, it is shareware. If you like the program please send \$15 to the address below. I will send you the latest version of the program and one future update.

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NOTE: Label Ease uses stock Windows fonts for printing. The program may not work correctly if you have font generation programs such as Adobe Type Manager installed. If you experience print problems with Label Ease, temporarily disable the font generation program.