



Expert Labels for Windows

Help Contents{ewc hlp256, hlp256_tile, honey.bmp}



For Help on **Help** press **F1**



Overview

Click on the icon for an overview of Expert Labels for Windows software.



How To Create Labels: A Step-By-Step Tutorial

A step-by-step guide to creating labels and using Expert Labels for Windows.



Product Support

All Expert Software customers in need of product assistance can receive free support Monday through Friday from 9:00 AM to 5:00 PM Eastern Standard Time.



System Information

Information about your computer's basic configuration.

How To Create Labels: A Step-By-Step Tutorial

Next step...

On the next few pages, you will learn how to create labels step-by-step. These lessons are designed to get you up and running with Expert Labels quickly and efficiently.

Follow the instructions for each step exactly and then, after you've finished, click on the

Next step...

button to continue.

Tutorial

Next step...

The Tutorial explains the basics on how to easily create labels with Expert Labels by following the these steps:

1. Choose a label template (preformatted layouts of commonly used label sheets).
2. Place data fields and text on your label layout.
3. Enter information into your database.
4. Preview your labels, make the necessary cosmetic adjustments and then print!

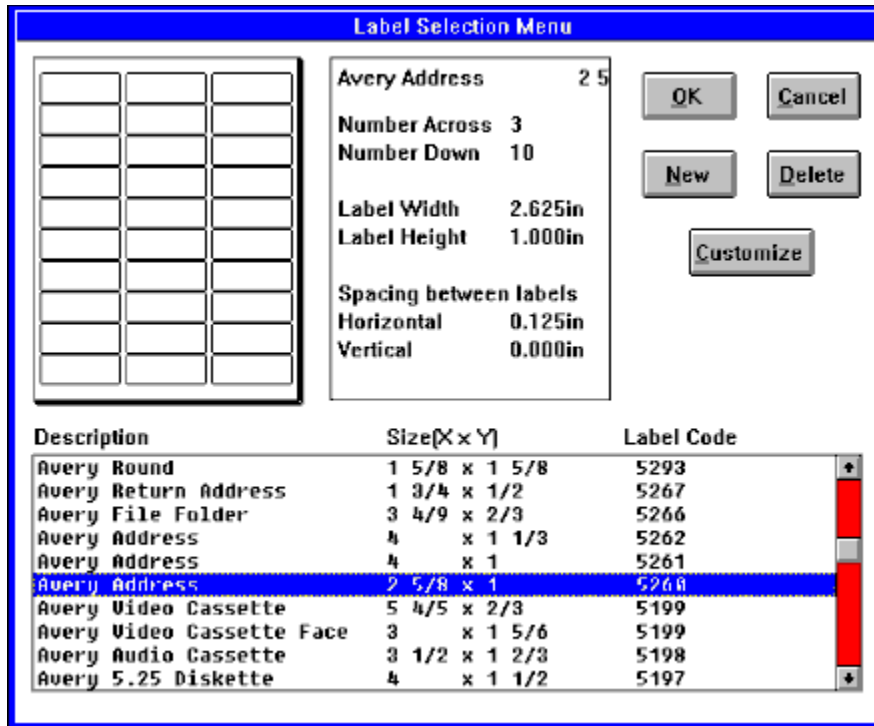
It's that easy! Continue with the Tutorial for detailed information.

Tutorial

Next step...

Choose a label template

The first step in creating a new design is to select a label template from the list of available labels.



There are over 125 label formats, the label selection dialog box displays the label name, size and code. To choose your label template do the following:

1. Choose File/New or click on .
2. Select label "Avery address Label 5262", then click on OK.


Note: Labels can be identified by both name and product code. They are also listed in numeric order of the product code.

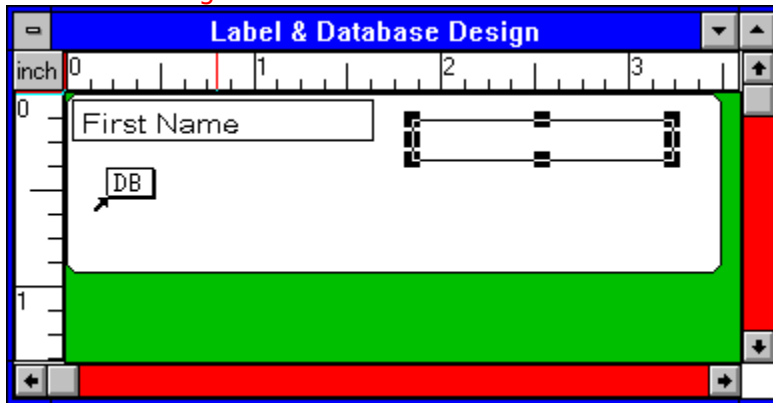
Hint: You should resize your windows on your screen accordingly, so you can see the full label on the Print Preview, Label & Database Design and the Database Windows.

Tutorial

Next step...

Manually design your label layout

Caution: You should not use the Tools/Text command or the  button to add text to your label, since this is only static text and it is not entered in your database. This should only be used for adding static text to all labels in that database.



Or you can use Fast Address formatting.

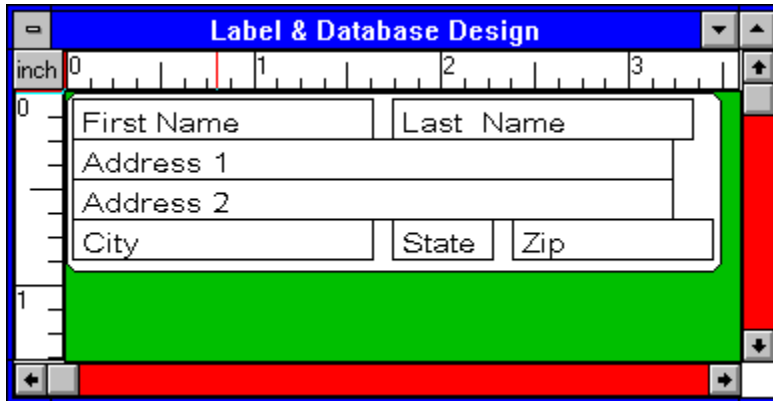
Tutorial

Next step...



Automatically design your label layout Fast Address

In order to do any type of data entry in the database you must have defined data fields in your label design and layout window.

You can use the preformatted Fast Address data field layout that contains standard label fields.



Follow these steps to place the Fast Address data fields:

1. Choose Tools/Fast Address or click on .
2. Position the  to point to the upper left corner of the label in the Label & Database Design window, then click the left mouse button.

The data fields appear on the label, these fields have already been named and defined by height and length.



Tutorial

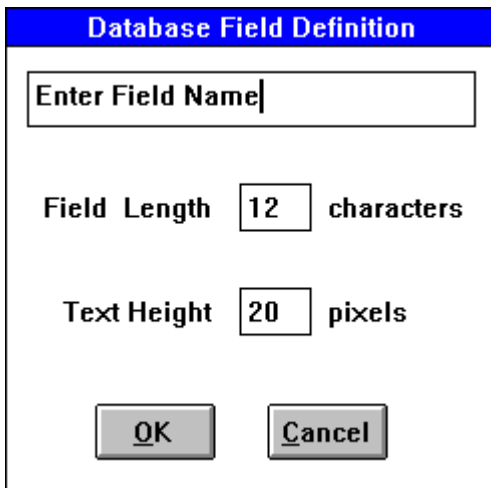
Next step...

Adding data fields manually

In order to do any type of data entry in the database you must have defined data fields in your label design and layout window.


Follow these steps to add a field manually:

1. Choose Tools/DB Record Field or click on .
2. Position the  to point to the bottom left corner of the label in the Label & Database Design window, then click the left mouse button.
3. The data field dialog box appear.



4. This lets you define the length and size of your data field.
5. Enter the name of the new field, name this field COUNTY. **Caution: You must always enter the name of your field when creating fields. If a name is not specified, then the field will not be created.**
6. Enter a field length of 10 characters and a default height of 25. The data field box appears with the name *county* in it.

Note: Once a data field is created and the layout is saved you cannot change its attributes, its size and height.



Caution: You should not use the Tools/Text command or the  button to add text to your label, since this is only static text and it is not entered in your database. This should only be used for adding static text to all labels in that database.

Tutorial

Next step...

Adding objects to your labels

Expert Labels provides 12 drawing tools. You can use these tools to draw borders, lines, circles, etc.

1. Choose Tools/Rectangle or click on .
2. Position the  to point to the bottom right corner of the label in the Label & Database Design window, then drag the mouse to draw a small rectangle.


Note: When you add objects or text to your layout it is saved with the layout and prints on all labels in that particular database.

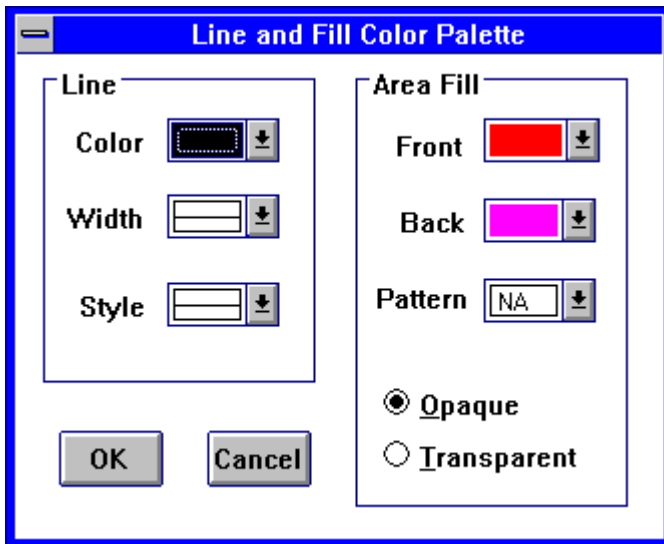
Tutorial

Next step...

Changing the color and patterns of objects

Expert Labels also allows you to change the pattern, line and fill color. To change any of these attributes do the following:

1. Select the pointer tool .
2. Double click on the small rectangle you previously drew. The Line and Fill color dialog box appear.



3. Under the Area Fill section, click on the bright blue, just under black. Then click on OK.



Note: You can also use this to change the fill pattern and line colors for the line tool, which includes circle, ellipse, arc, parabola, freehand and polygon.

Tutorial

Next step...

Using the Text Tool

You can use the text tool to enter static text such as logos, headings, return addresses, etc.,.


1. Choose Tools/Text or click on .
2. Place the  on the starting point of your text, Click the left mouse button.
3. Enter the text in the dialog box for this tutorial, type in **EXPERT** and click on OK.

Tutorial

Next step...

Changing text color, font or size

To change the color, font, size and/or characteristic of your text you should do the following:

1. Click on the pointer or Selector tool .
2. Place the pointer on the word *EXPERT* you previously typed in. Click on the left mouse button, so the handles appear around the text.
3. Choose Options/Fonts.
4. The standard Windows Font dialog box appears, select your color as gray, bold, Arial and size as 8, or a size font so that the word *EXPERT* can fit in the blue rectangle. Click on OK to confirm.

Tutorial

Next step...

Selecting and moving objects

To move the word EXPERT onto the blue rectangle:

1. Select the new text as described in the [previous step](#).
2. Drag the text on top of the box.
3. Use the pointer tool to select and move the box and/or text to the correct position.

Note: If you have more than one object close to each other and you are having some difficulty when trying to select one. Press and hold the Shift key down while using the select tool to select an object. This will toggle or cycle the selection among neighboring objects.

Tutorial

Next step...

Add a bar code to your design:

There are four types of bar codes that can be added to your design:

- UPC (A)
- Code 39
- Interleaved 2/5 (ITF)
- POSTNET

In our example, we will use the PostNet bar code.

1. Choose Tools/Bar Code or click on 
2. Place the  where you would like to place a bar code, then click the left mouse button.
3. Choose the PostNet bar code in the bar code dialog box and enter **33134** (Zip Code) in the NUMBER edit field. Click on the **OK** button.



Note: Bar codes can not be resized, they can however be moved by first selecting the bottom left corner and then dragging when the handles appear. Refer to Chapter 4 in the manual for more information on the bar codes.

Tutorial

Next step...

Adding a graphic image to your design:

The Graphic Tool allows you to add a graphic image on your label layout.

1. Choose Tools/Place Clipart or click on 
2. Place the  where you would like to place the graphic and click the left mouse button.
3. Choose a graphic by selecting its name from the list of file names. If the graphic is in another directory or drive, change to that location by selecting it in the directory or drive box.

Note: If you are importing graphics of some other format other than .BMP then be sure to select the filter type in the **List file of Type** scroll box.

Tutorial

Next step...

Saving your layout

The Save option allows you to quickly save your label layout. You must save your data fields layout before you add information to the database.

1. Choose File/Save As.
2. Enter the file name (TEST.LOF), set the drive to the **C:** drive and the directory to **ELAB**. Click on the **OK** Button.

Note: Expert Labels uses a proprietary .LOF extension to save the layouts and also hold the database or information related to that layout.

Hint: If you were to go back to the Label & Database Design Window to rearrange fields you can do so by simply clicking anywhere in that Window and then select and move fields. To reflect the new changes in your database layout, which is directly related to your layout

Window, you should just click the QuickSave button  .

Tutorial

Next step...

Using the database

The Database Window allows you to enter information in fields created in the Design Window. It also allows you to store static information such as return addresses, logos, names, etc., so that it may be used in the future and throughout the database.

1. Click in the first name field of the database.
2. Enter the information, then press Enter to jump to the next field.
3. When you get to the last field, press Enter to register the last record's data and to proceed to a new record.
4. Enter four more records in the database just for practice. You must press Enter after entering data for each field.

Note: A small window appears at the top of the label showing the current record number and the status bar shows the total number of records in that particular database.

Caution: As with all database applications it is highly recommended that you save your work regularly. Select the Label & Database Design window and click on the QuickSave button to quickly save in one step.

Tutorial

Next step...

Review records

You can review your previously entered records by using the following buttons.



Go to the top or first record in the database.



Go to the next record in the database.



Go to the previous record in the database.



Go to the last record in the database.


Hint: You can also use your Home, down arrow, up arrow or End keys for the same effect as mentioned above.

Tutorial

Next step...

Searching for a record

If you wanted to find a record in the database after you saved, do the following:

1. Choose Database/Find records or click on 
2. Enter the search string and the data field name that string might occur in. Example, the name John is likely to occur in the first name data field. *If that record is found it will appear as the current record in the Database Window.*

Note: When a label is saved it also saves the images and objects (drawn or typed) on the label layout.

Tutorial

Next step...

Updating records

If you wish to update a record in the database after you saved, do the following:

1. Follow the instructions in the [previous step](#) to find the record.
2. Make your changes in the fields.

3. Choose Database/Update or click on



Tutorial

Next step...

Print preview and printing

The Print Preview Window is used to view your design and check the layout and fit of your data images and labels. You can also use it as a database previewer since it previews all the records in the database within the defined layout.

Tutorial

[Next step...](#)

Zoom in/out

[Click the topic for an explanation](#)

[Zoom 50%](#)

[Zoom 200%](#)

Tutorial

Next step...

Page preview

If your records take more than one page and you wish to preview additional records on the following pages then do the following:



Go to first page of the printouts.



Go to the next page of the printouts.



Go to the previous page of the printouts.



Go to the last page of the printouts.

Tutorial

End of Tutorial

Printing Labels

To print the currently active labels in the database use either of the following:

- Choose File/Print, or
- Ctrl+Shift+F12.

The standard Print dialog box appears. It allows you to:

- Enter the number of copies to be printed.
- Select the Setup button if you wish to change the current printer or driver settings.

Note: It is very important that you have the correct printer driver installed. If you need further information on printer settings check your Microsoft Windows User's Guide.

Quick Reference

Reference:

[Overview](#)

[Tutorial](#)

Menu Options:

[Commands](#)

Icon Descriptions:

[Label Icon Description](#)

[Database Icon Description](#)

[Print Preview Icon Description](#)

Overview

Congratulations on your purchase of Expert Labels! Creating and printing labels in the past has never been a quick and easy task, but that has changed with Expert Labels. We designed Expert Labels to provide an easy to use fully integrated label making tool. At your finger tips you have a label designer, a data base, and a label print previewer all on one simple program. Expert Labels is the easiest way to create and print professional-looking labels on a laser, ink jet or dot matrix printer. The development team spent hundreds of hours developing and testing Expert Labels to ensure that it is of the highest quality.

Expert Labels comes with over 120 label templates, clipart images, 4 types of bar codes, 17 drawing and graphic tools, a powerful database and a full page print previewer. We feel Expert Labels exceeds all other label programs in overall features and ease of use. If you are creating a single disk label or a mailing list of 100's of addresses, Expert Labels will enable you to create and print it quickly and easily.

To create a label, all you have to do is choose a label template, select the field names and enter information in the easy-to use database window. As you enter information into the database you will be able to view the full page of labels with your undated information in the print preview screen. Use the **Label & Database Designer** to create custom label designs and custom database fields. Import and store label data in the powerful **Database** and view it all in your full page **Print Previewer**.

Enjoy the program, and please send us your comments. We pay careful attention to our customer's feedback, and our goal is to make each succeeding version of our programs better than the last!

See Also:

[Step-by-step Tutorial](#)

[Start A New Design](#)

[Add Images & Text](#)

[Use the Database](#)

Label Icon Description

Button Label Design Tools:



Save designs to disk



Shrink the design by 50 %



Magnify the design by 200 %



Add new database field



Choose a label type & size



Select an area of your design



Add a clip art image to your design



Add text to your design



Add quick address database fields



Add a bar code to your design



Draw straight lines



Draw squares and rectangles



Draw circle images


See Also:

[Database Icon Description](#)

[Print Preview Icon Description](#)


Database Icon Description


Button Data Base Tools:

 **Next step.** Go to the first record in the database


 **Next step.** Move one record down in the database

 **Next step.** Move one record up in the database


 **Next step.** Go to the last record in the database

 Add a record to the database

 Delete a record from the database

 **Next step.** Update a record in the database

 **Next step.** Find a record in the database

 Sort records in the database

See Also:

[Label Icon Description](#)

[Print Preview Icon Description](#)

Print Preview Icon Description

Button



Print Preview Tools:

Shrink the image by 50 %



Magnify the image by 200 %



View the first page



View next page



View previous page



View last page

See Also:

[Label Icon Description](#)

[Database Icon Description](#)

Menu Commands

[Label & Database Design Window](#)

[Database Entry Window](#)

[Print Preview Window](#)

Label & Database Designer

[File Menu](#)

[Edit Menu](#)

[View Menu](#)

[Tools Menu](#)

[Options Menu](#)

[Window Menu](#)

Database Entry

[File Menu](#)

[Database Menu](#)

[Window Menu](#)

Database File Menu

New

Open

Close

Save

Save As

Print

Print Setup

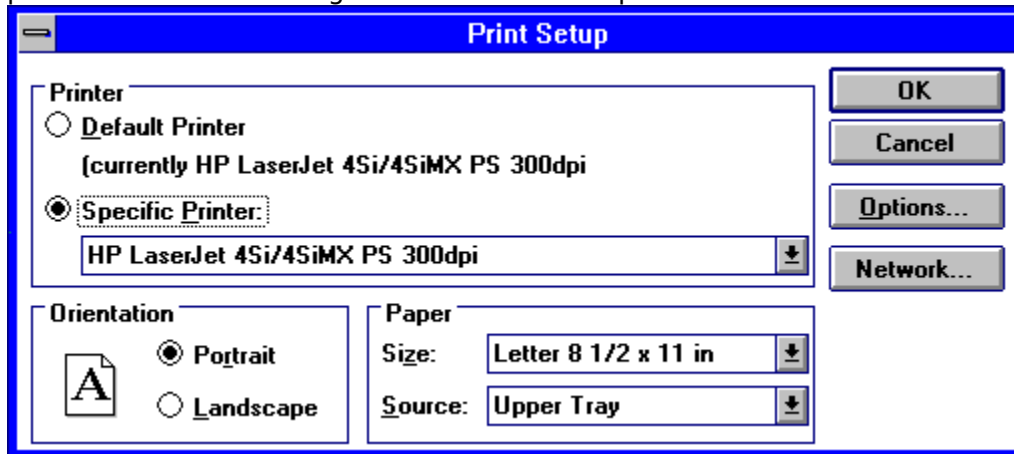
Export Database

Import Datafile

Exit

Print Setup

This menu option displays a dialog box (listed below) which allows the user to select a printer as well as the Page Orientation and Paper size & source.



See Also:

[Print](#)

[Print Preview](#)

Export Database

This menu option allows the user to save the current database as a .TXT file.

See Also:

[Import Datafile](#)

Import Datafile

This menu option displays a dialog box, which allows the user to open any of the following types of files:

<i>Type</i>	<i>Comment</i>	<i>Extension</i>
Database	in dBase format	(.DBF)
Lotus 1-2-3®	in 1-2-3 release 1 format	(.WK1)
Comma-delimited		(.CSV)
Comma-delimited ASCII text		(.TXT)
Microsoft® Word		(.DOC)
Microsoft Excel®		(.XLS)
WordPerfect® merge		(any extension)

See Also:

[Export Database](#)
[Importing Data](#)

Print Preview Menu

[File Menu](#)

[Page Menu](#)

[Window Menu](#)

Print Preview File Menu

[Close](#)

[Print](#)

[Print Setup](#)

[Exit](#)

Start A New Design

The first step in creating a new design is to select a label from the list of available labels.

1. Choose New from the File menu.
2. The Label Selection Menu will then appear.
3. Highlight the desired label and click OK.

See Also:

[Creating A Design](#)
[Choosing Label Types](#)
[Custom Label Size](#)

Add Images & Text

[Square](#)

[Line](#)

[Bar Code](#)

[Bit Map Images](#)

[Circle](#)

[Text](#)

[Serial Text](#)

[Arc](#)

[Rectangle](#)

[Freehand Image](#)

[Ellipse](#)

[Parabola](#)

[Polygon](#)

[Round Rectangle](#)

[Horizontal/Vertical Line](#)

Use the Database

Database Overview

The Expert Labels database allows you to enter and access 50,000 database records. The database is used to enter information to be printed, store label data, and to search for data. The database will also allow you to import dBASE, Ascii, Comma-delimited, WP, Word, XLS and WK1 files.

See Also:

[Creating A Field](#)

[Adding A Record](#)

[Finding A Record](#)

[Editing a Record](#)

[Sorting the Database](#)

[Importing Data](#)

[Exporting Data](#)

[Adding Shapes And Lines](#)

Adding Shapes And Lines

1. Select a drawing tool from the designer toolbar (or from the Tools menu) or select place a bitmap image by selecting the graphic icon from the toolbar (or from the Tools menu).
2. Click the point on the labels where you would like to place the image.

See Also:

[Add Images & Text](#)

Creating A Field

Entering Record Information

To enter information in the database, create the desired fields in the Label & Database Design Window.

1. Click once on the create field icon tool on the toolbar (or select DB Record Field from the Tools menu). Move the cursor over the label, at this point the text cursor will appear.
2. Place the pointer where you would like to place a DB field and then click the left mouse button.
3. The Database Field Definition Window will then appear. In this window, you will choose the field name as well as its length and height.
4. Click on the **OK** button when you have made your selections.

See Also:

[Database Record Field](#)

File Menu

New

Open

Close

Save

Save As

Print

Print Preview

Exit

New

This menu option allows the user to start a new design. The user is first prompted to save any un-saved material. Then the user is prompted to select a new label design from the list of labels.

See Also:

[Open](#)

[Close](#)

[Save](#)

[Save As](#)

Open

This menu option allows the user to select any saved design/database files for use in the program. The user can select any files with the .LOF extension.

See Also:

[New](#)

[Close](#)

[Save](#)

[Save As](#)

Close

This menu option allows the user to close the currently active program file. If there is any un-saved material the user will be asked if they would like to save the file before closing.

See Also:

[New](#)

[Open](#)

[Save](#)

[Save As](#)

Save

This menu option allows the user to save the currently active file. If the current file is untitled, then a dialog box will appear that allows the user to name the file with a .LOF extension.

See Also:

[New](#)

[Open](#)

[Close](#)

[Save As](#)

Save As

This menu option lets the user name or rename the currently active file. A dialog box appears that allows the user to save the file with a .LOF extension.

See Also:

[New](#)

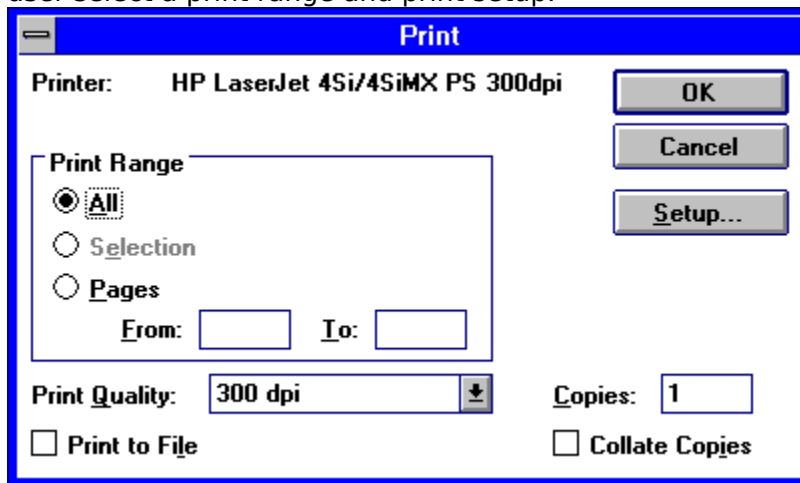
[Open](#)

[Close](#)

[Save](#)

Print

This menu option allows the user to print. A dialog box shown below appears that lets the user select a print range and print setup.



The image shows a 'Print' dialog box with a blue title bar. The printer name is 'HP LaserJet 4Si/4SiMX PS 300dpi'. The 'Print Range' section has three radio buttons: 'All' (selected), 'Selection', and 'Pages'. Below 'Pages' are 'From:' and 'To:' input fields. The 'Print Quality' is set to '300 dpi' with a dropdown arrow. The 'Copies' field is set to '1'. There are checkboxes for 'Print to File' and 'Collate Copies', both of which are unchecked. On the right side, there are three buttons: 'OK', 'Cancel', and 'Setup...'.

See Also:

[Print Preview Menu Option](#)

[Print Preview](#)

Print Preview Menu Option

This menu option switches the current window to the Print Preview Window.

See Also:

[Print](#)

[Print Preview](#)

Exit

This menu option lets the user EXIT Expert Labels. Before exiting however, the user is asked to save any un-saved material.

See Also:

[New](#)

[Open](#)

[Close](#)

[Save](#)

[Save As](#)

Edit Menu

Undo

Redo

Select

Cut

Copy

Paste

Clear

Select All

Bring to Front

Send to Back

Flip Vertical

Flip Horizontal

Scale

Undo

This menu option "undoes" the last command.

See Also:

[Redo](#)

Redo

This menu option "redoes" the last "Undo" command.

See Also:

[Undo](#)

Cut

This menu option lets the user cut any selected objects from the design window to the clipboard.

Note: Only those objects which have been selected with the select tool can be cut to the clipboard.

See Also:

[Copy](#)

[Paste](#)

[Clear](#)

Copy

This menu option lets the user copy any selected objects to the clipboard.

Note: Only those objects which have been selected with the  tool can be copied to the clipboard.

See Also:

[Cut](#)

[Paste](#)

[Clear](#)

Paste

This menu option allows the user to paste any objects saved in the clipboard to the label in the design window. A special cursor appears that lets the user position the object where they want to paste it.

See Also:

[Cut](#)

[Clear](#)

[Copy](#)

Clear Menu Option

This menu option clears all the objects in the design window.

See Also:

[Cut](#)

[Copy](#)

[Paste](#)

Select All

This menu option allows the user to select all objects in the Database & Design Window.

See Also:

[To Select one Object](#)

Bring to Front

This menu option allows the user to move selected objects to the front of other objects.

See Also:

[Send to Back](#)

[Flip Horizontal](#)

[Flip Vertical](#)

Send to Back

This menu option allows the user to move selected objects to the back of other objects.

See Also:

[Bring to Front](#)

[Flip Vertical](#)

[Flip Horizontal](#)

Flip Vertical

This menu option allows the user to flip the selected objects vertically.

See Also:

[Flip Horizontal](#)

[Bring to Front](#)

[Send to Back](#)

Flip Horizontal

This menu option allows the user to flip the selected objects horizontally.

See Also:

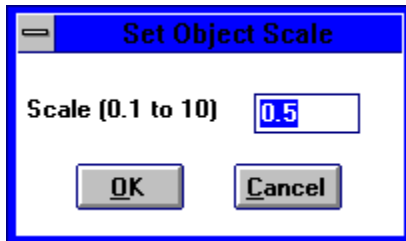
[Flip Vertical](#)

[Send to Back](#)

[Bring to Front](#)

Scale

This menu option lets the user change the scale of a selected object using the dialog box below:



Hint: The lower the scale ratio number the smaller the selected image will shrink to. Conversely, the higher the scale ratio number the larger the image will grow to.

See Also:

[Bring to Front](#)

[Send to Back](#)

[Flip Vertical](#)

[Flip Horizontal](#)

View Menu

[Label Types](#)

[Actual Size](#)

[Zoom 200%](#)

[Zoom 50%](#)

[Fit in Window](#)

[Zoom in Rectangle](#)

[Redraw](#)

[Clear](#)

Label Types

A dialog box appears that shows the user the active label and its component parts; as well as a

scrolling description box which has a listing of all labels contained in the program.

Next step...

See Also:

[Label & Database Designer](#)

Actual Size

Returns the image in the design box to its actual size.

See Also:

[Fit in Window](#)

[Zoom 50%](#)

[Zoom 200%](#)

[Zoom in Rectangle](#)

Zoom 200%

Magnifies the image in the design box by 200 %.

See Also:

[Actual Size](#)

[Fit in Window](#)

[Zoom 50%](#)

[Zoom in Rectangle](#)

Zoom 50%

Reduces the image in the design box by 50 %.

See Also:

[Actual Size](#)

[Fit in Window](#)

[Zoom 200%](#)

[Zoom in Rectangle](#)

Fit in Window

This option allows an oversized label to be fitted into the Label & Design Window.

See Also:

[Actual Size](#)

[Zoom 200%](#)

[Zoom 50%](#)

[Zoom in Rectangle](#)

Zoom in Rectangle

This option allows the user to select an area of the design image to enlarge. Use the square cursor to select the area you wish to enlarge, then release the mouse.

See Also:

[Zoom 50%](#)

[Zoom 200%](#)

[Actual Size](#)

[Clear](#)

[Redraw](#)

Redraw

This menu option allows the user to redraw the image in the Label & Design Window.

See Also:

[Clear](#)

Clear

This menu option allows the user to clear the Label & Design Window. To redraw the design simply select the View - Redraw menu option.

See Also:

[Redraw](#)

Tools Menu

[DB Record Field](#)

[Bar Code](#)

[Serial Text](#)

[Quick Address](#)

[Placing Clipart](#)

[Freehand](#)

[Line](#)

[Rectangle](#)

[Ellipse](#)

[Parabola](#)

[Polygon](#)

[Text](#)

[Circle](#)

[Square](#)

[Round Rectangle](#)

[Horizontal/Vertical Line](#)

[Arc](#)

DB Record Field

This menu option allows the user to add record fields to Label & Design Window.

1. A DB cursor lets the user place the field anywhere on the selected label.
2. Then a dialog box appears that lets the user select the text height and field length. (see figure below).

Next step...

See Also:

[Adding A Record](#)

Quick Address Menu Option

This menu option allows the user to place a pre-made Address field stamp into the Label in the Design Window. The fields are: *First Name, Last Name, Address 1, Address 2, City, State and Zip.*

Note: Quick Address can also be reached via the Toolbar.

See Also:

[Quick Address](#)

Freehand

This menu option allows the user to draw freehand images on the Design window. Place the drawing cursor where you would like the design to begin then hold down the left mouse button and release when you are finished with your design.

See Also:

[Arc](#)

[Circle](#)

[Line](#)

[Parabola](#)

[Polygon](#)

[Rectangle](#)

[Round Rectangle](#)

[Square](#)

Rectangle

Next step...

To add a rectangle to your design:

1. Click the Rectangle tool on the toolbar (or Select Rectangle from Tools menu). Move the pointer onto the design: the pointer will change to the rectangle pointer.
2. Place the pointer where you would like to draw a rectangle. Press and hold the left mouse button and drag the pointer.
3. Release the mouse button when the rectangle is the desired size.

See Also:

[To add a Quick Address](#)

[To add a Square](#)

[To add a Line](#)

[To add some Text](#)

[To add Bit Map Images](#)

[To add a Bar Code](#)

[To add Serial Text](#)

Ellipse

This menu option allows the user to draw an ellipse on the image in the Design Window.

1. Select Ellipse from the Tools menu. Move the pointer onto the design: the pointer will change to the ellipse pointer.
2. Place the pointer where you would like to draw an ellipse. Press and hold the left mouse button and drag the pointer.
3. Release the mouse button when the ellipse is the desired size.

See Also:

[Arc](#)

[Circle](#)

[Freehand](#)

[Line](#)

[Parabola](#)

[Polygon](#)

[Rectangle](#)

[Round Rectangle](#)

[Square](#)

Parabola

This menu option allows the user to draw a parabola on the label in the Design Window.

1. Select Parabola from the Tools menu. Move the pointer onto the design: the pointer will change to the parabola pointer.
2. Place the pointer where you would like to place the first arm of the parabola. Press and hold the left mouse button and drag the pointer to the desired place for the second arm of the parabola.
3. Use the cursor to "pull" the parabola so it has the desired arc.

See Also:

[Arc](#)

[Circle](#)

[Ellipse](#)

[Freehand](#)

[Line](#)

[Polygon](#)

[Rectangle](#)

[Round Rectangle](#)

[Square](#)

Polygon

This menu option allows the user to draw a polygon on the label in the Design Window.

1. Select Polygon from the Tools menu. Move the pointer onto the design: the pointer will change to a polygon cursor.
2. Click the mouse where you would like the first edge of the polygon to be.
3. For each subsequent edge/corner of the polygon click the mouse button.
4. When you are finished with the design, return the polygon cursor to the starting point of the figure and double click the mouse button.

See Also:

[Arc](#)

[Circle](#)

[Ellipse](#)

[Freehand](#)

[Line](#)

[Parabola](#)

[Polygon](#)

[Rectangle](#)

[Round Rectangle](#)

[Square](#)

Round Rectangle

This menu option allows the user to draw a Round Rectangle on the label in the Design Window.

1. Select the Round Rectangle from the Tools menu. Move the pointer onto the design: the pointer will change to a polygon cursor.
2. Click the mouse button where you would like one corner of the Rectangle to be placed.
3. Drag the cursor until you have the desired size of the Rounded Rectangle.

See Also:

[Arc](#)

[Circle](#)

[Ellipse](#)

[Freehand](#)

[Line](#)

[Parabola](#)

[Polygon](#)

[Rectangle](#)

[Square](#)

Horizontal/Vertical Line

This menu option allows the user to draw perfectly straight horizontal or vertical lines on the label in the Design Window.

1. Select the Horizontal/Vertical Line from the Tools menu. Move the pointer on to the design: the pointer will change to a pencil cursor.
2. Click the mouse button where you would like to start the line.
3. Drag the mouse until you have reached the desired length of the line.

Note: The cursor will only allow vertical or horizontal lines to be drawn.

See Also:

[Arc](#)

[Ellipse](#)

[Freehand](#)

[Line](#)

[Parabola](#)

Arc

This menu option allows the user to draw arcs on the label in the Design Window.

1. Select the Arc from the Tools menu. Move the pointer on to the design: the pointer will change to arc-pencil cursor.
2. Click the mouse button where you would like to start the arc.
3. Drag the mouse, this pulls the line to create an arc.

See Also:

[Circle](#)

[Ellipse](#)

[Freehand](#)

[Line](#)

[Parabola](#)

[Polygon](#)

[Rectangle](#)

[Round Rectangle](#)

[Square](#)

Options Menu

[Color Palette](#)

[Screen Color](#)

[Grid](#)

[Fonts Menu Option](#)

[Measure](#)

Color Palette

This menu option lets the user change the line color as well as the fill color.

There is also an option to let the user choose whether they want an opaque or transparent background.

Next step...

See Also:
[Screen Color](#)

Screen Color

This menu option lets the user change the current color of the screen background windows. A dialog box appears with 48 Basic Colors and 16 Custom Colors. Here the user has the option of selecting one of the given colors or creating their color design.

See Also:

[Color Palette](#)

Grid

This menu option lets the user modify:

1. Grid Size (X and Y Coordinates)
2. Ruler Option: Either English or Metric Units.
3. Grid Style: Either Dotted or Straight Lines.

Grid & Ruler Control

Enter grid size

X × 1/16

Y × 1/16

Ruler

English

Metric

Grid

Show grid

Grid Snap

Grid Style

Dot

Line

See Also:

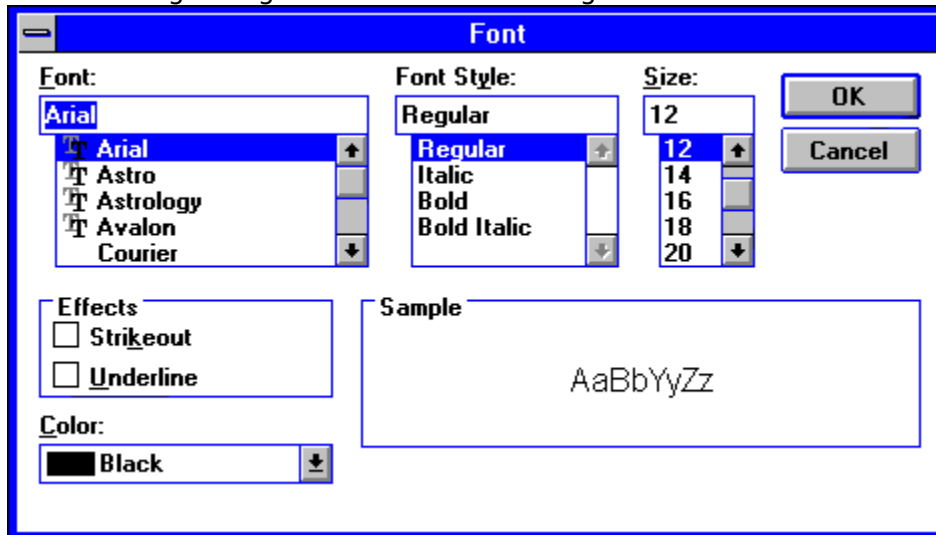
[Measure](#)

[Ruler Tool](#)

[Options](#)

Fonts Menu Option

The following dialog box lets the user change the fonts.



See Also:

[Changing the Fonts Options](#)

Measure

This menu option allows the user to measure distances on the label design.

1. Select Measure from the Options menu.
2. Move the pointer to the label on the Design Window: the cursor becomes a minimized ruler.
3. Click the mouse button where you would like the starting point of the measurement and then keep it pressed and drag the cursor to the destination point.
4. A final measurement in either inches or centimeters will then be displayed.

See Also:

[Grid](#)

[Ruler Tool](#)

[Options](#)

Window Menu

[Cascade](#)

[Tile](#)

[Arrange Icons](#)

[Close All](#)

Cascade

This menu option cascades all windows with overlapping area.

See Also:

[Tile](#)

[Arrange Icons](#)

[Close All](#)

Tile

This menu option tiles the windows without overlapping their areas.

See Also:

[Cascade](#)

[Arrange Icons](#)

[Close All](#)

Arrange Icons

This menu option arranges all iconized windows.

See Also:

[Cascade](#)

[Tile](#)

[Close All](#)

Close All

This menu option closes all open windows.

See Also:

[Cascade](#)

[Tile](#)

[Arrange Icons](#)

Database Menu

[Clear Database](#)

[Update Database](#)

[Add Records](#)

[Find Records](#)

[Goto Record #](#)

[Delete](#)

[Top of Record](#)

[End of Record](#)

[Next Record](#)

[Previous Record](#)

Clear Database

This menu option clears the current database record content.

See Also:

[Update Database](#)

[Add Records](#)

[Find Records](#)

[Goto Record #](#)

[Delete](#)

Update Database

This menu option updates the current record content.

See Also:

[Clear Database](#)

[Add Records](#)

[Find Records](#)

[Goto Record #](#)

[Delete](#)

Add Records

This menu option appends a new record at the end of the database.

See Also:

[Clear Database](#)

[Update Database](#)

[Find Records](#)

[Goto Record #](#)

[Delete](#)

Find Records

This menu option calls a dialog box (shown below) that allows the user to find or filter a specific record or records.

The dialog box is titled "Find Record /Database Filter". It features three input fields at the top: "Select DB field", "Logic Operator", and "Search Text", each with a dropdown arrow. Below these is an "Options" section containing two radio buttons: "Locate record (Show all records)" (selected) and "Enable filter (Show matching records)". To the right of the options are "OK" and "Cancel" buttons.

Select the DB Field, Logic Operator and search field and click on OK.

This dialog box can be used to locate a specific record, while maintaining the entire database. It can also be used to filter out specific records.

See Also:

[Update Database](#)

[Add Records](#)

[Clear Database](#)

[Goto Record #](#)

[Delete](#)

Goto Record #

This menu option allows the user to go to a specific record. A dialog box appears that prompts the user for the record number of the desired record.

See Also:

[Update Database](#)

[Add Records](#)

[Find Records](#)

[Clear Database](#)

[Delete](#)

Delete

This menu option lets the user delete a specific record. However, before the record is deleted the user is asked if they 'really' want to delete that record.

See Also:

[Update Database](#)

[Add Records](#)

[Find Records](#)

[Goto Record #](#)

[Clear Database](#)

Top of Record

This menu option lets the user jump to the first record in the database.

See Also:

[End of Record](#)

[Next Record](#)

[Previous Record](#)

End of Record

This menu option lets the user jump to the last record in the database.

See Also:

[Top of Record](#)

[Next Record](#)

[Previous Record](#)

Next Record

This menu option lets the user skip to the record following the current record.

See Also:

[Top of Record](#)

[End of Record](#)

[Previous Record](#)

Previous Record

This menu option lets the user skip back to the record prior to the current record.

See Also:

[Top of Record](#)

[End of Record](#)

[Next Record](#)

Page Menu

[Zoom In](#)

[Zoom Out](#)

[First Page](#)

[Next Page](#)

[Previous Page](#)

[Last Page](#)

First Page

This menu option lets the user jump to the first page of the print preview pages.

See Also:

[Next Page](#)

[Previous Page](#)

[Last Page](#)

Next Page

This menu option lets the user skip to the next page of the print preview pages.

See Also:

[First Page](#)

[Previous Page](#)

[Last Page](#)

Previous Page

This menu option lets the user jump back to the previous page of the print preview pages.

See Also:

[First Page](#)

[Next Page](#)

[Last Page](#)

Last Page

This menu option lets the user jump to the last page of the print preview pages.

See Also:

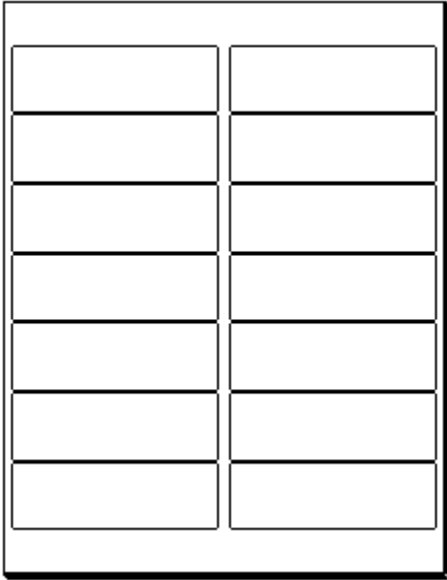
[Next Page](#)

[Previous Page](#)

[First Page](#)

Custom Label Size

The following dialog box appears which allows the user to alter the current label and create their own label style.

Width <input type="text" value="4.000"/>		Left Margin <input type="text" value="0.156"/>
Height <input type="text" value="1.333"/>		Top Margin <input type="text" value="0.833"/>
Horizontal spacing <input type="text" value="0.188"/>		No. of Columns <input type="text" value="2"/>
Vertical spacing <input type="text" value="0.000"/>		No. of Rows <input type="text" value="7"/>
Frame Curve <input type="text" value="0.138"/>		

See Also:

[Choosing Label Types](#)

Quick Address

Next step...

To use the quick address option in your design:

1. Click once on the quick address tool in the toolbar (or select Quick Address from the Tools menu). Move the pointer onto the design; the pointer will change to the QA pointer.
2. Place the pointer where you would like to place the address fields and then click the left mouse button.

See Also:

[To add a Square](#)

[To add a Circle](#)

[To add a Line](#)

[To add some Text](#)

[To add Bit Map Images](#)

[To add a Bar Code](#)

[To add Serial Text](#)

Square

To add a square to your design:

1. Select square from the Tools menu. Move the pointer onto the design; the pointer will change to the Square pointer.
2. Place the pointer where you would like to draw a square and then click the left mouse button and drag the pointer.
3. Release the mouse button when the square is the desired size.

See Also:

[To add a Quick Address](#)

[To add a Circle](#)

[To add a Line](#)

[To add some Text](#)

[To add Bit Map Images](#)

[To add a Bar Code](#)

[To add Serial Text](#)

Line

Next step...

To add a line to your design:

1. Click the Line tool on the toolbar (or select Line from the Tools menu). Move the pointer onto the design: the pointer will change to the Line pointer.
2. Place the pointer where you would like to draw a line. Press and hold the left mouse button and drag the pointer.
3. Release the mouse button when the line is the desired length.

See Also:

[To add a Quick Address](#)

[To add a Circle](#)

[To add a Square](#)

[To add some Text](#)

[To add Bit Map Images](#)

[To add a Bar Code](#)

[To add Serial Text](#)

Bar Code

Next step...

To add a bar code to your design:

1. Click on the Bar Code tool in the toolbar (or select Bar Code from the Tools menu).
2. Move the pointer onto the design: the pointer will change to the Bar Code pointer.
3. Place the pointer where you would like to place a bar code. Click and release the left mouse button.
4. The Bar Code dialog box will appear. Choose the desired bar code and click OK.

See Also:

[To add a Quick Address](#)

[To add a Circle](#)

[To add a Line](#)

[To add some Text](#)

[To add Bit Map Images](#)

[To add a Square](#)

[To add Serial Text](#)

Bit Map Images

Next step...

To add a graphic to your design:

1. Click once on the Graphic tool in the toolbar (or select Place Clipart from the Tools menu). Move the pointer onto the design: the pointer will change to the Graphic pointer.
2. Place the pointer where you would like to place the graphic and click once.
3. At this point you will get a dialog box which allows you to locate and select BMP images.

See Also:

[To add a Quick Address](#)

[Creating A Design](#)

[To add a Circle](#)

[To add a Line](#)

[To add some Text](#)

[To add a Square](#)

[To add a Bar Code](#)

[To add Serial Text](#)

Circle

Next step...

To add a circle to your design:

1. Click the Circle tool on the toolbar (or Select Circle from the Tools menu). Move the pointer onto the design: the pointer will change to the circle pointer.
2. Place the pointer where you would like to draw a circle. Press and hold the left mouse button and drag the pointer.
3. Release the mouse button when the circle is the desired size.

See Also:

[To add a Quick Address](#)

[To add a Square](#)

[To add a Line](#)

[To add some Text](#)

[To add Bit Map Images](#)

[To add a Bar Code](#)

[To add Serial Text](#)

Adding Text

Next step...

To add text to a design:

1. Activate the label design window by clicking in the window.
2. Select the test icon with the cursor.
3. Move the cursor over the label, at this point the text cursor will appear.
4. Click the point on the labels where you would like to place text.

See Also:

[To add a Quick Address](#)

[To add a Circle](#)

[To add a Line](#)

[To add a Square](#)

[To add Bit Map Images](#)

[To add a Bar Code](#)

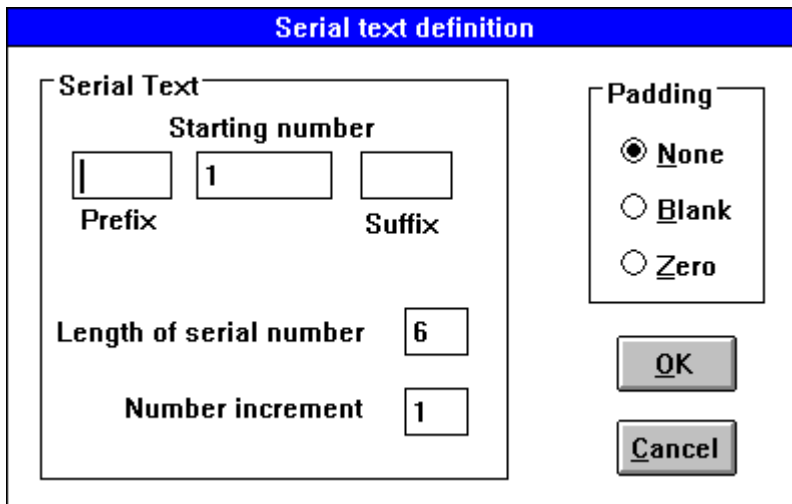
[To add Serial Text](#)

Serial Text

To place Serial Text:

The Serial Number feature is used for printing sequential numbers. You can control the starting number and the increment, and you can add a prefix, suffix or padding to the serial number.

1. Select the Serial Text from the Tools menu.
2. The Serial Text Definition box will then appear. (see the image below)



The image shows a dialog box titled "Serial text definition". It is divided into two main sections: "Serial Text" and "Padding".

Serial Text section:

- Starting number:** A row of three input boxes. The first is empty, the second contains "1", and the third is empty.
- Prefix:** A label below the first input box.
- Suffix:** A label below the third input box.
- Length of serial number:** A label followed by an input box containing "6".
- Number increment:** A label followed by an input box containing "1".

Padding section:

- Three radio button options: None, Blank, and Zero.
- Two buttons: "OK" and "Cancel".

3. Make your Serial Text selections and choose **OK**.

See Also:

[To add a Quick Address](#)

[To add a Circle](#)

[To add a Line](#)

[To add some Text](#)

[To add Bit Map Images](#)

[To add a Square](#)

[To add a Bar Code](#)

Adding A Record

Next step...

1. To add a record activate the database window and select the add record icon. This will add a blank record to the current open database.
2. At this point you are ready to enter data in the new record. The number of records that can be entered is limited only by your hard drive space.

See Also:

[Finding A Record](#)

[Editing a Record](#)

[Sorting the Database](#)

Finding A Record

Next step...

1. To find a record activate the database window and select the find record icon. This will bring up the Find Record/ Database Filter Dialog Box.
 - If you wish to locate a specific record, without filtering the entire database, select the Locate record option at the bottom of the dialog box.
 - If you wish to filter the entire database for a specific record string, then select the Filter record option at the bottom of the dialog box.
2. Input the necessary search criteria: *DB field*, *Logical Operator* and *Search Text*.
3. Select OK.

Find Record /Database Filter

Select DB field Logic Operator Search Text

Options

Locate record(Show all records)

Enable filter(Show matching records)

See Also:

[Adding A Record](#)

[Editing a Record](#)

[Sorting the Database](#)

Editing a Record

Next step...

1. To edit a record activate the database window and select the edit record icon.
2. Make the desired changes to the record and hit the return key.

See Also:

[Adding A Record](#)

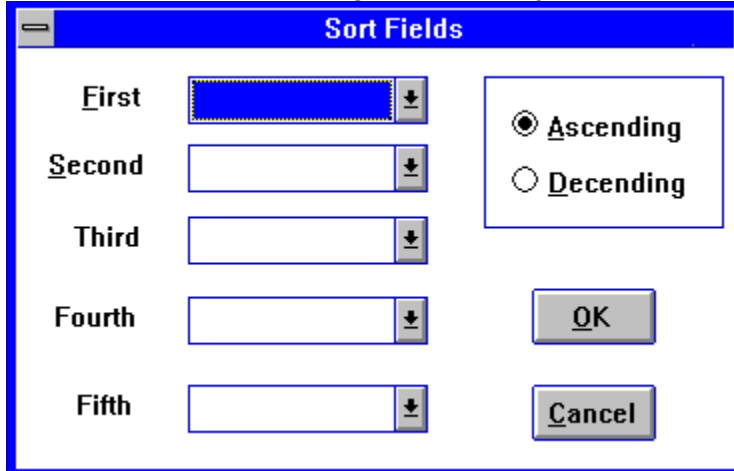
[Finding A Record](#)

[Sorting the Database](#)

Sorting the Database

Next step...

1. To sort a list activate the database window and select the sort record icon.
2. In the Sort Fields dialog box choose your sort criteria to be used and select OK.



See Also:

[Adding A Record](#)

[Editing a Record](#)

[Finding A Record](#)

Importing Data

Expert Labels allows you to import seven types of files:

<i>Type</i>	<i>Comment</i>	<i>Extension</i>
Database	in dBase format	(.DBF)
Lotus 1-2-3®	in 1-2-3 release 1 format	(.WK1)
Comma-delimited		(.CSV)
Comma-delimited ASCII text		(.TXT)
Microsoft® Word		(.DOC)
Microsoft Excel®		(.XLS)
WordPerfect® merge		(any extension)

1. Activate the Database window by clicking in the window.
2. Select Import from the File menu.
3. The Open dialog box will then appear.
4. Choose the drive, directory and file to import.
5. Click on OK.

See Also:

[Exporting Data](#)

Exporting Data

Expert Labels allows you to export the database records as a .TXT file.

1. Activate the Database window by clicking in the window.
2. Select Export from the File menu.
3. The Save As dialog will then appear.
4. Name the file and choose the drive and directory, you wish to export the file to.
5. Click on OK.

See Also:

[Importing Data](#)

Creating A Design

Expert Labels Designer

The Expert Label Designer window allows you to create, modify, view and print designs. The label designer window is the starting point for all of your labels. In the label designer you are able to write text, create an image or import an image into a label design. Now let's see how the label designer works together with the data base and the label page view option.

Use the Designer Tools on the toolbar, which is displayed vertically along the left edge of the screen. The Toolbar contains icons that represent the functions they perform. For example, the box is used to create a box.

To use a tool, use your mouse to point the arrow to the tool you want to use, click the left mouse button and move the mouse to the Design workspace. Each tool in the toolbar has a corresponding menu command that can also be chosen from the menu bar.

The Designer Status bar is located at the bottom of the screen and displays the status of several important items in your design, including:

Scale of the image	Location of the object	Tool description
0 record	Avery Address	2 5/8 x 1 5260

Expert Labels Design Basics

Opening an Existing Design

1. In the Label Designer window, choose Open from the File menu. The Open dialog box will then be displayed.
2. From the File Name list box, select a design such as EXAMPLE.LOF, in the designer window.

Expert Labels allows you to save a design once you have finished designing it. A design can be saved using the Save or the Save As options; which are both located under the File menu. If you would like to save the original design, it should be saved under a different name.

See also:

[Selecting and Resizing an Object](#)

[Using Objects in your design](#)

[Changing the Font](#)

[Serial Text Option](#)

[Ruler Tool](#)

[Saving Changes to an Existing Design](#)

Ruler Tool

The Ruler tool is used to measure the distance between two objects.

1. Select Measure from the Options menu.
2. Move the pointer over the Label & Database Design window: the pointer will change to the Ruler tool.
3. Place the ruler at the pointer where the measurement will begin. Press and hold down the left mouse button as you drag the mouse to the point to be measured. When the measurement area has been covered release the mouse button.
4. A dialog box will appear displaying the distance measured as well as the X and Y coordinates.

See Also:

[Measure](#)

[Grid](#)

Selecting and Resizing an Object

Each object can be used as is or can be resized to fit exactly the way you want it.

When working with objects, their properties can be re-sized, moved, deleted or changed by using the object's sizing handles.

See Also:

[To Select an Object](#)

[To Move an Object:](#)

[Changing Properties of an Object](#)

Changing Properties of an Object

An object's properties, such as alignment, line width, sizing options can all be changed using the following steps:

1. Select the object.
2. Place the pointer anywhere on the object to be changed and the pointer will become a four-headed arrow.
3. Double click the right mouse button. A dialog box will appear that allows you to make changes to the object's properties.
4. When you have completed making the changes, choose the OK button.

See Also:

[To Move an Object:](#)

[To Select an Object](#)

To Select an Object

Eight squares will appear along the object's frame when it is selected. The squares are called sizing handles which are used to re-size an object.

1. Place the pointer somewhere inside the image you want to select and click the left mouse button.
2. To de-select an object that has been selected, click anywhere outside the object.

Several objects can be selected at once using the "select all" method. To do this, hold down the left mouse button and draw a box around the objects you want to select. Handles will appear along the border of the objects selected. This method is very helpful when you want to move objects together instead of moving each one separately.

See Also:

[To Move an Object:](#)

[Changing Properties of an Object](#)

To Move an Object:

1. Select the object to be moved.
2. Place the pointer anywhere on the object and the pointer will become a four-headed arrow.
3. Press and hold the left mouse button and drag the object to a new location.
4. Release the mouse button at the desired location.

See Also:

[To Select an Object](#)

[Changing Properties of an Object](#)

Using Objects in your design

The designer feature allows you to create text objects, graphic objects and bar codes. Images can easily be added to any design by selecting the appropriate tool in the toolbar or the corresponding menu command. The following images can be added to a design element:

[Text Objects](#)

[Graphic Object](#)

[Line Objects and Shape Objects](#)

[Bar Code Object](#)

Text Objects:

This option is used to create a single label or a label design that will be saved and used multiple times. To add text to your label directly from the label designer follow these five steps:

1. Activate the Label & Database Designer window by clicking in it.
2. Select the Text icon from the designer toolbar (or select Text from the Tools menu).
3. Move the cursor over the label, at this point the text cursor will appear.
4. Click the point on the labels where you would like to place text.
5. Type in the desired text in the dialog box provided and click OK.

See Also:

[To add Text](#)

[Graphic Object:](#)

[Line Objects and Shape Objects](#)

[Bar Code Object:](#)

Graphic Object

Expert Labels comes with 40 clipart images that can be used in your label designs. You can also import 10 graphic image types: *BMP, PCX, GIF, PCT, WMF, TIF, EPS, TGA, JPG and WPG*.

1. Click once on the Graphic tool in the toolbar (or select Place Clipart from the Tools menu). As you move your pointer over the label image it will become the graphic tool.
2. Place the pointer where you would like to place the graphic and click the left mouse button once.
3. At this point you will get a dialog box which will allow you to set the graphic type you want to import, and then locate and select it.

See Also:

[To add Bit Map Images](#)

[Text Objects:](#)

[Line Objects and Shape Objects:](#)

[Bar Code Object:](#)

Line Objects and Shape Objects

There are 12 drawing tools that can be used when creating an image on your label. All the drawing tools can be accessed from the Tools menu. To use any of the tools provided:

1. Select the tool to be used and move the cursor over the Label & Database Design window.
2. The pointer will change to the tool selected.
3. Click the left mouse button and drag the mouse to activate the tool.

See Also:

[To add a Line](#)

[To add a Square](#)

[To add a Circle](#)

[Bar Code Object:](#)

[Graphic Object:](#)

[Text Objects:](#)

Bar Code Object

There are four types of bar codes available in Expert Labels.

1. **UPC-A (Universal Product Code)**: This code is used in the United States and Canada. The (A) stands for Version A of UPC. The code is generated from 12 digits consisting of the number system character, a 5-digit manufacturer identification number, a 5 digit item code and a check digit.
2. **Code 39**: This code has been established as the standard in a large number of Federal Government offices. The Code 39 was given that name because it has three thick bars/spaces in each group of nine for each character encoded.
3. **Interleaved 2/5 (ITF)**: It is widely accepted as a numeric bar code in the warehouse and manufacturing industries. With this code one character is encoded by bars and the character next to it is created by the spaces of the bars.
4. **POSTNET**: This bar code was developed for use by the United States Postal Service. The code is made up of two frame bars at the beginning and end; with a combination of five long and short bars for each of the ZIP code digits. Guidelines for the creation and use of POSTNET are set by the USPS (United States Postal Service).

See Also:

[To add a Bar Code](#)

[Text Objects:](#)

[Graphic Object:](#)

[Line Objects and Shape Objects:](#)

Saving Changes to an Existing Design

Using a Different Name

1. Open the design to be changed.
2. Make the desired changes to the design.
3. Choose Save As from the File menu. The Save As dialog box will appear.
4. Type the new name of the design in the File Name field.
5. The design is now saved under the new name, with the original intact.

See Also:

[Save](#)

[Save As](#)

[Creating A Design](#)

Fonts

To change the font of a text object:

1. Select the text to be changed.
2. Place the pointer anywhere on the object and the pointer will become a four-headed arrow.
3. Double click the right mouse button. A dialog box will appear that allows you to make changes to the text.
4. Select the OK Button when you have selected the desired font style.

See Also:

[Fonts Menu Option](#)

[Changing Properties of an Object](#)

[Text Objects:](#)

Product Support

Your purchase of an Expert product includes free product support to help you get the most out of your software. All Expert products are thoroughly tested and come with a **Help** file that, in most cases, will answer many of your questions.

If you are having problems starting or running the program, please feel free to give us a call. We can be reached at (305) 567-9996, Monday through Friday, 9:00AM to 5:00PM EST (Eastern Standard Time).

When you call, you should be at your computer. Be ready to give the Product Support Specialist the following information:

1. The 10-digit program version number from the front of your program CD.
2. The version of DOS that is installed on your computer. (You can determine the version by typing VER at the DOS prompt.)
3. The version of Windows installed on your computer.
4. The type of hardware you are using:
 - Brand of computer you own
 - CPU type (386, 486, Pentium)
 - Video type (EGA, VGA, Super VGA)
 - Model and type of printer
5. The exact wording of any messages that appeared on the screen.
6. What happened and what you were doing when the problem occurred.

We encourage Windows 3.1 (or MS-DOS 6.X) users who need product support to print an MSD report. Have it available for the Product Support Specialist who answers your call. You will find the MSD (Microsoft Diagnostics) program in either the Windows or the DOS directory.

System Information

This dialog box contains information about your computer's basic configuration (i.e., hardware, memory, operating system, drivers, applications running, etc.)

If you chose to install it, the System Information icon will appear in the Expert Software program group. Double-click on the icon to load the program. The **Expert Software – System Information** dialog box will appear.

Click on **Close** to exit the program.

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