Expert Labels for Windows
Help Contents{ewc hlp256, hlp256_tile, honey.bmp}

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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!

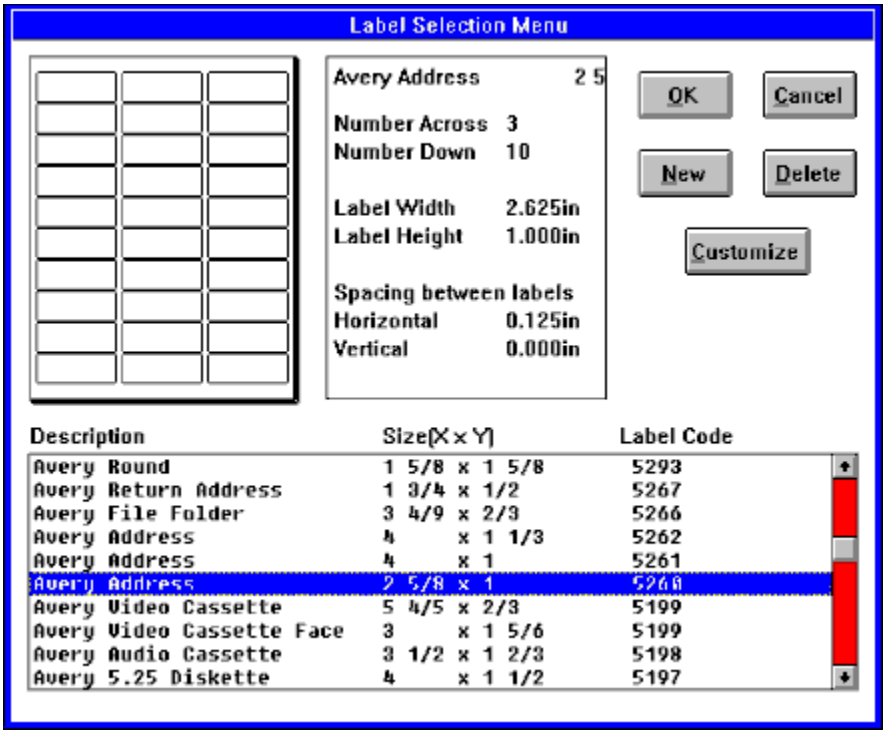
It's that easy! Continue with the Tutorial for detailed information.

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.

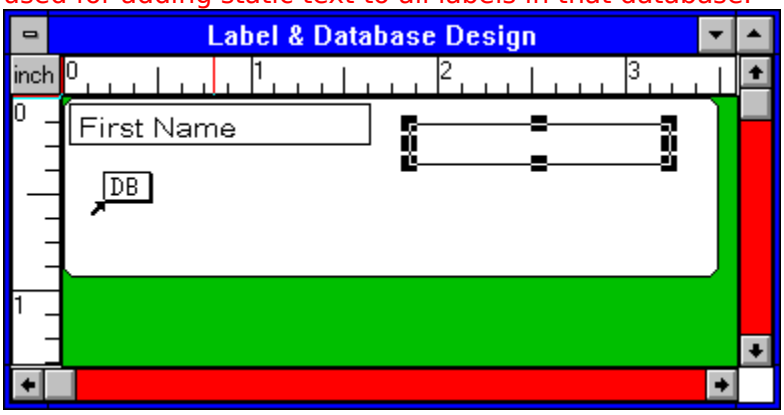
Hint: You should resize your windows on your screen accordingly, so you can see the full label on the Print Preview, Label & Database Design and the Database Windows.

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.

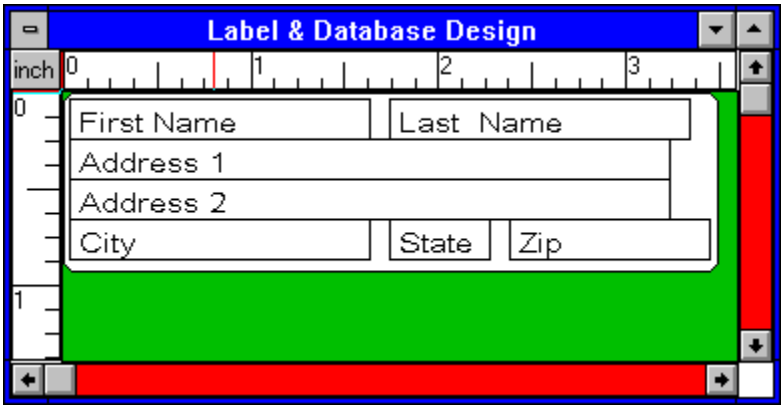
Tutorial

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

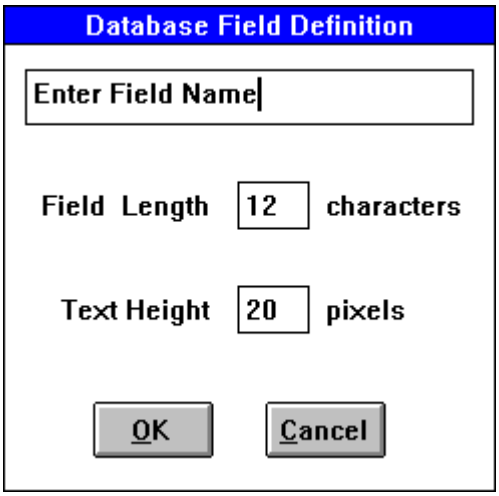
Adding data fields manually

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

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.

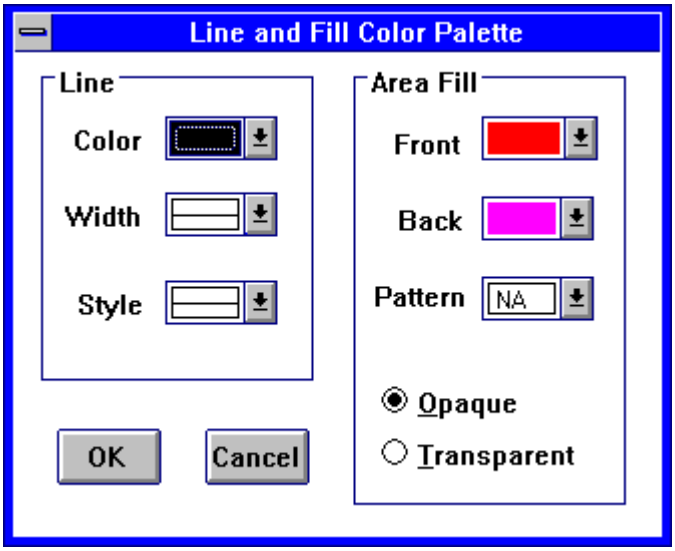
Note: When you add objects or text to your layout it is saved with the layout and prints on all labels in that particular database.

Tutorial

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

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

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

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

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

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

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

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

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

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

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

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

Zoom in/out

Click the topic for an explantion

Zoom 50% Zoom 200%

Tutorial

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

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:

 Go to the first record in the database

 Move one record down in the database

 Move one record up in the database

 Go to the last record in the database

 Add a record to the database

 Delete a record from the database

 Update a record in the database

 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 Designer

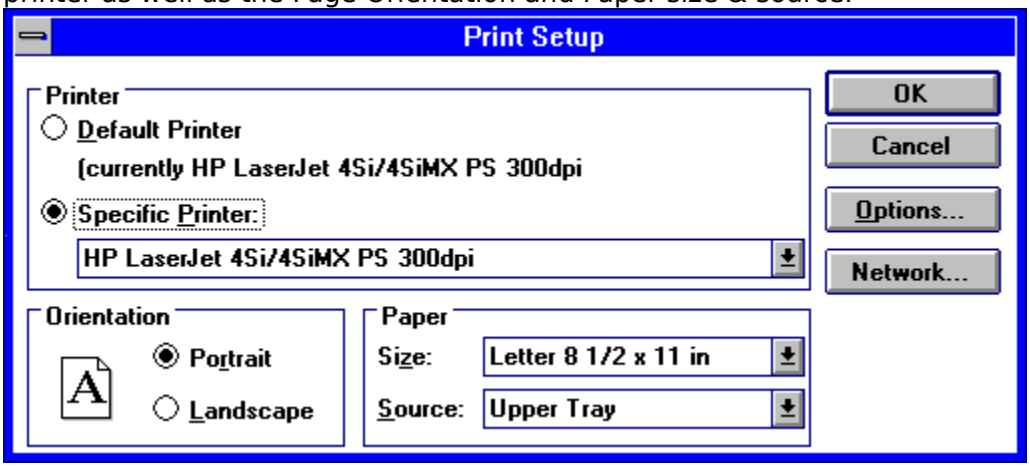
Database Entry

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:

Type	***Comment***	***Extension***
Database	in dBase format	(.DBF)
Lotus 1-2-3®	in 1-2-3 release 1 fromat	(.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

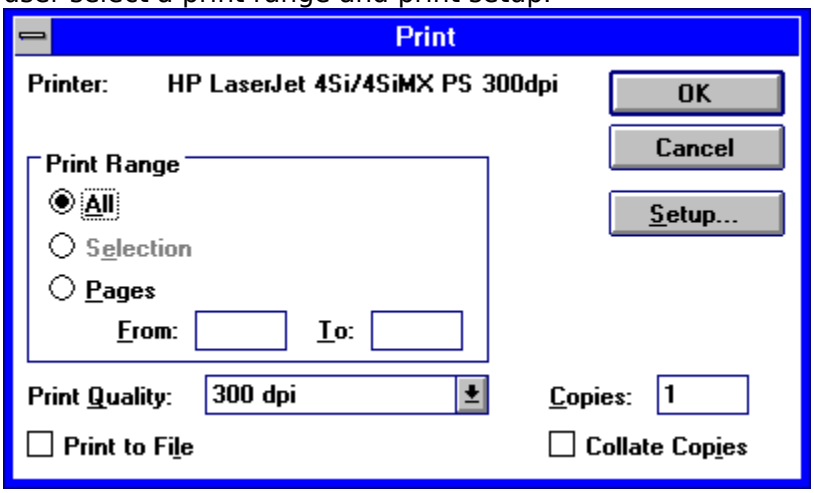
Open

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.



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:

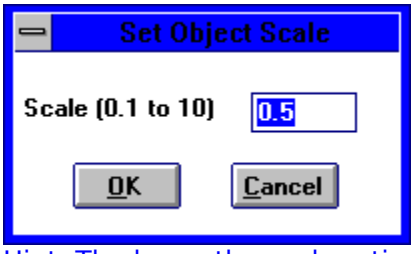
Flip Vertical

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.

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).

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

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.

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.

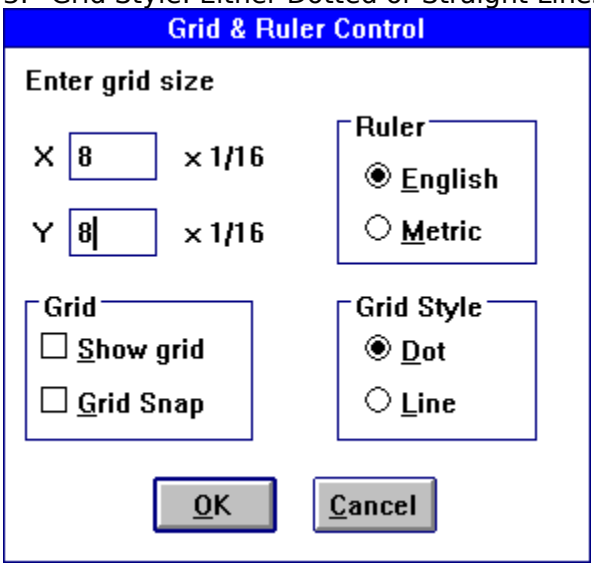
See Also:

Color Palette

Grid

This menu option lets the user modify:

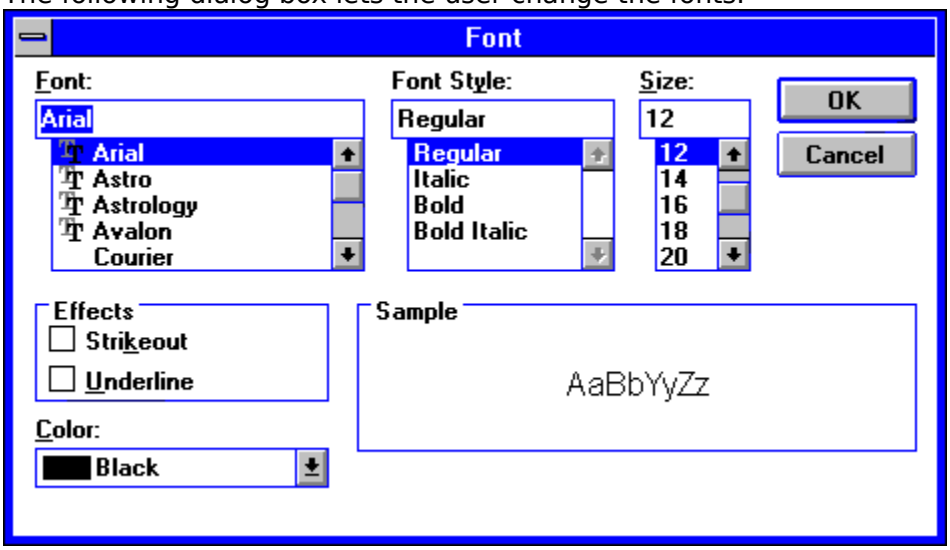
1. Grid Size (X and Y Coordinates)
2. Ruler Option: Either English or Metric Units.
3. Grid Style: Either Dotted or Straight Lines.



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

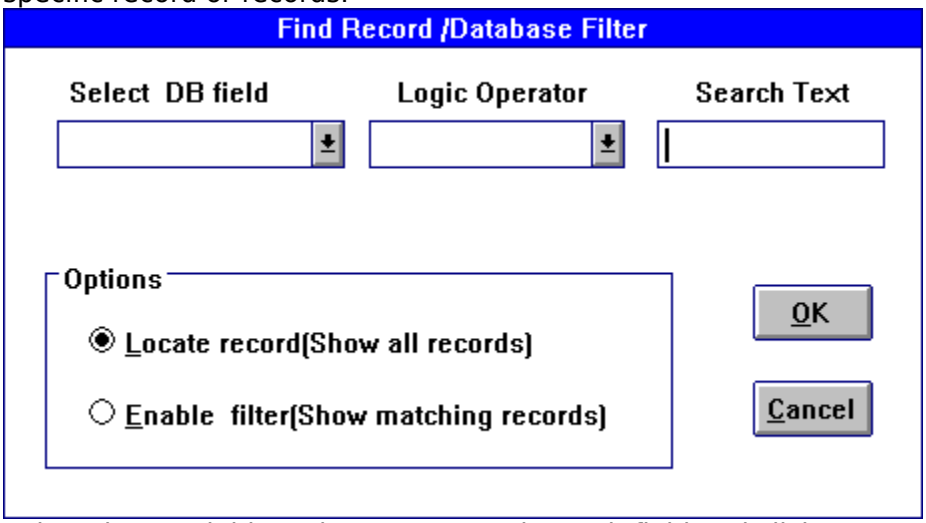
Find Records

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.



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:

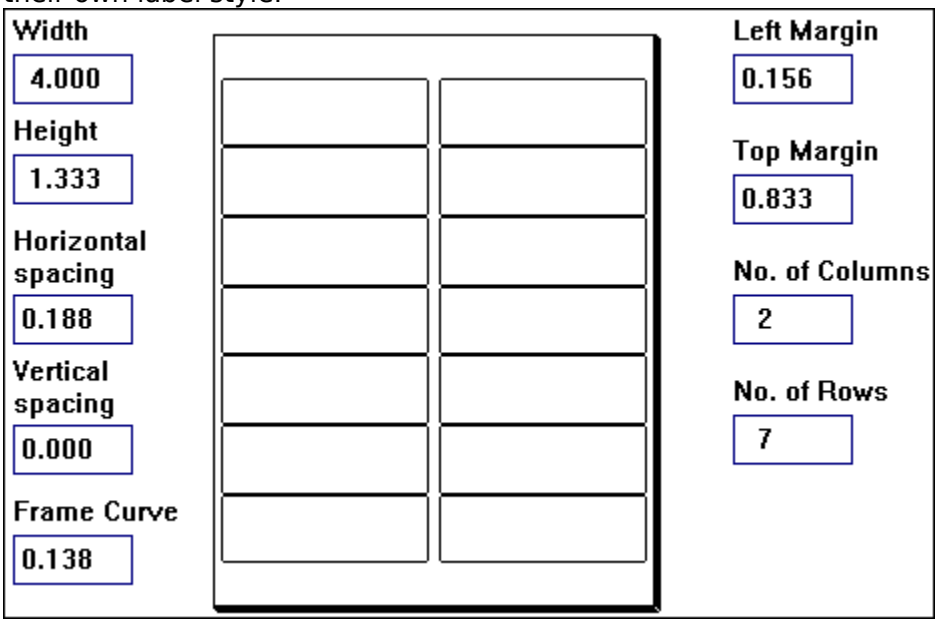
Next Page

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.



See Also:

Choosing Label Types

Quick Address

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

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

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

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

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

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

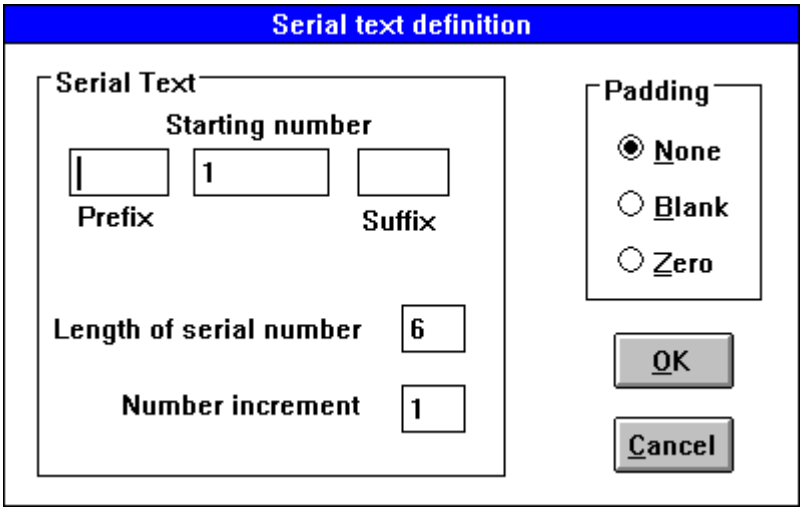
To add Serial Text

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)



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

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

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.

See Also:
Adding A Record
Editing a Record
Sorting the Database

Editing a Record

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:

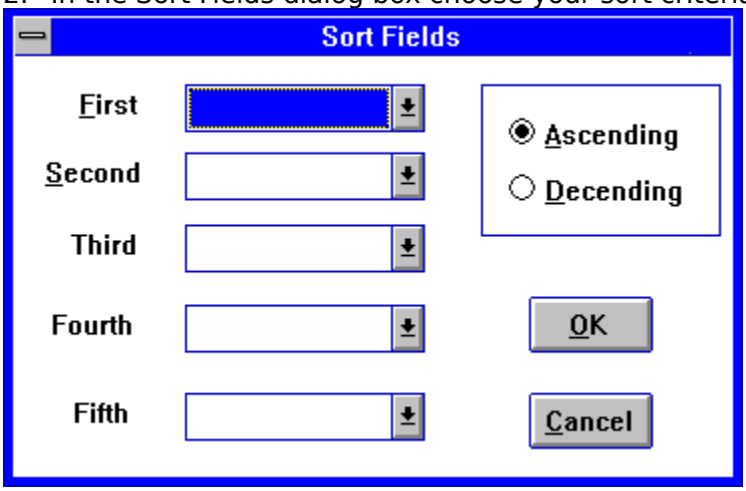
Adding A Record

Finding A Record

Sorting the Database

Sorting the Database

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:

Type	***Comment***	***Extension***
Database	in dBase format	(.DBF)
Lotus 1-2-3®	in 1-2-3 release 1 fromat	(.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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