

LABELBASE

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Welcome to LABELBASE

This is LABELBASE version 1.02. The version has some features that were not included in the previous edition.

Here are some of the features available to you thru LABELBASE. You are provided with a fixed form database for addresses or other data. You can add records to the database (til your disk is full), or edit any existing record. You can create labels of any size and any format, also, includes a font editor to program any of the ten possible font slots. The program maintains complete pathlists for any OS-9 directory, and it will keep track of the current filename.

SYSTEM REQUIREMENTS

You will need OS-9 Level II, a disk drive, and a printer.

GETTING STARTED

This diskette is a double sided double density disk. It has been formatted as a single sided 35 track disk.

The program LABELBASE is located in the CMDS directory. The font file Font-codes.FNT is located in the root directory, along with several predefined labels

If you wish to use the program with double sided disks, then copy LABELBASE to the execution directory of that disk. Now copy the rest of the files to the directory of your choice. The Font-codes.FNT file must be in the current data directory when you first run the program.

The program was designed to run in an 80 column window. The window may be text or graphic. If the window is graphic, then make sure to merge stdfonts into that window.

The program requires that the following modules must be in memory or in the current execution directory, runb, gfx2, tmode.

Now type LABELBASE. The disk drive will come on and load the font file.

MAIN MENU

=====

- D directory
- A address file
- O output labels
- C configure printer codes
- Q Quit program

Now to explain the options.

DIRECTORY

This will give you a directory of the current data directory. Pressing any key will return you to the MAIN MENU.

ADDRESS FILE

Now you will be taken to the address menu. The menu gives you the following options:

- Create file
- Rename fields
- Add record
- Edit records
- Quit

Press the first letter of the option you wish to select.

CREATE FILE

Create file is the first step in maintaining the database. After selecting this option you will be asked for a path list to the directory where you wish this file to reside. Next, you will be asked for a file name. Now, the file will be created and you will be returned to the ADDRESS MENU.

RENAME FIELDS

Rename fields is the option where you can change the field names of any file. A window will pop up with the current pathlist displayed. If you wish to use the pathlist displayed then hit enter. If not, then type the complete pathlist of the directory you wish to use. The same will happen for the filename. Now you will be provided with a list of the current field names with the first name highlighted. Use the arrow keys to select the field name you wish to change then hit <ENTER>. You will be prompted to type in the new field name (18 letters maximum), and press <ENTER>. When you have changed all the field names you wish to change, press the <CTRL> key and 'Q' at the same time. The disk drive will come on permenately changing the field names of that file, and you will be returned to the ADDRESS MENU.

ADD RECORD

Add a record is just that, adding a record to the file. You will be prompted for the field to enter. Type in what you wish that field to contain or <ENTER> to leave the field blank. You will be taken thru all the fields in the file, and then asked if you wish to add more. Respond with a 'Y' or an 'N'. Selecting 'N' will return you to the ADDRESS MENU. Selecting 'Y' will start the process over again.

EDIT RECORDS

Editing the file is quite simple. Again you will be prompted for a pathlist and filename as explained before. Then you are given three ways to access that file. Record by record will start you with the first record, and by using the left and right arrow keys you can move back and forth thru the file. By record number is the way to individually select a chosen record. You will be prompted for the record number of the file you have chosen, then the editor selects that record and you can edit it. Pressing the left arrow key, while in the editor, will return you to the record number prompt. Simply pressing <ENTER> will return you to the EDIT MENU. Searching for a special record is a way of selecting records that have something in common. Again you will be prompted for a path list and filename. Then you will have to chose a field in which to search. Use the left and right arrow keys to select the field then press <ENTER>. Now you will have to type in a key for the search. The key can be anything. Selecting first name for the field and 'A' for the key will select any first name with a capitol A in it. Using the right arrow will move you to the next record, until there are no more record with that key.

Now on using the editor itself. Use the up and down arrow keys to select the field you wish to edit, and now press <ENTER>. Look to the bottom of the screen and you will see a prompt asking you to input the field that is selected. If you press <ENTER>, without inputing anything at the prompt, that field will be cleared. To exit the editor and return to the menu, press <CTRL> and 'Q'.

QUIT

Quitting is just that. You will be return to the MAIN MENU.

OUTPUT LABELS

Here you will be given the LABEL MENU.

LABEL MENU

```

-----
Edit
Test
Print
Save
Load
Configure
Quit

```

To select an option press the first letter of the option you wish to use.

CONFIGURE

The first thing you should do is to configure the label. You will first be asked for the length of the label. This can be typed in as decimal, for example, 1.5 would mean one and a half inches, or standard, 1 1/2. When typing in standard be sure that you seperated the whole number from the fraction with a space. If you wish to create a form letter select 11 1/2 inches. Now you are asked for the width of the label. Type the width in inches as you did when typing in the length. If you do not configure the label it will default to 5 1/2 inches in length and 8 inches wide.

EDIT

Editing the label is simple and effective. On the screen you will see the editing header. Displayed here is the label length and width, in decimal. There is the font guide showing possible widths with different type styles. There is no constraint as to how many characters across you can type into the label. Also, displayed is the current column and row of the cursor.

Moving about in the editor is fairly simple. Use the left and right arrow keys to move left and right. Use the up and down arrow keys to move from row to row. Using the shifted up and shifted down arrow keys will move you from one screen to the next, depending on the size of the label. In other words, if you select a label length of 15/16 of an inch you will only be allowed 6 lines to edit in. This is not a constraint, you can press <CTRL> and 'Q' to exit the editor and reconfigure the length. Come back to the label editor and you will be allowed that much more room to edit in. Pressing the <ENTER> key will drop you down a line and to the first column of that line.

Other features of the editor allow to merge the font and data marker into the label. By pressing the <ALT> key along with any number from 0-9 will provide you with a font marker. This will be an inversed symbol shown on the screen. What if you can't remember all of the different symbols, not to worry. In the lower right hand of the header is space reserved for showing you the markers on the screen. Move the cursor over on of these markers and the words 'FONT' or 'MERGE' will be displayed along with the name of that marker. By pressing the <ALT> key and 'M' at the same time, you will be shown a list of field names that can be inserted into the label. These will also show up as an inverted character on the screen. If you had not previously worked with an address file before using the editor, you will be asked to type in a pathlist and filename. This is so the program can access the proper field names for your selection.

TEST LABEL

This feature is for testing the way a label will print. This works exactly the same as printing a label, except, only one label will be printed.

PRINT LABEL

Here is how we print labels. First you will be asked is this is an address merge. In other words, does the label we wish to print have any merge markers. If you answer 'Y' and you have not previously worked with an address file then you will be asked for a pathlist and a filename.

Now you will be asked if you wish to search the file. If you answer 'Y' then you will be taken to a window that runs identical to placing a merge marker. After selecting a field you will be asked to type in a key. The labels are now printed according to the field and key that you have selected. If you wish to verify what records will be printed before printing, then go back to address file and search the file according to the field and key that you will select when printing.

If you answered 'N' to searching the record then every record will be used in printing out the label.

If you answered 'N' to address merge then you will be asked if you wish a form feed after the label. Use the form feed if printing form letters, or invitations, or letter heads.

Now you will be asked for the number of labels you wish to print. After answering this question the labels will be printed.

If you altered line spacing with font codes then make sure to test a label before printing. This could save you a lot of labels.

SAVING A LABEL

This is where a label is saved to disk. You will be asked for a pathlist and then a filename. The program will add '.LBL' to the end of the file. Do not type this extension in, the program will take care of this for you.

LOADING A LABEL

Loading a label is the same as saving a label. You will be asked for a pathlist and a filename. Please do not type the extension '.LBL' when loading or saving the file. After loading the file you can test, print, edit or reconfigure the label.

CONFIGURE PRINTER CODES

Here you will input the codes that will select the font of your printer. This program will accept up to six number for turning the sequence on, and it will accept the same number for the off feature.

First you will be asked for the font number you wish to change. Simply type the number that corresponds to the font you wish to select. You will now be asked if you wish to change the name. Type in either 'Y' or 'N'. If you select 'Y' then input the name. The field will hold 15 characters. If you selected 'N' then the name will not be changed.

You are now asked if you wish to change the on codes. If you answer 'Y' then you will be asked to type in the proper escape codes for your printer. Separate each number with a colon. When done press <ENTER>. If you typed 'N' to changing the on codes then the codes will remain as they are.

You are now asked if you wish to change the off codes. This works exactly the same as changing the on codes.

Now you are asked to type in the number of the font you wish to change. If you wish to exit then type <CTRL> and 'Q'. This combination can be typed to exit the procedure, whenever you are asked to answer 'Y' or 'N'. When exiting the file will be rewritten to the disk.

THE END

That is LABELBASE. I hope you enjoy the program and it is of use to you. Any further suggestions are welcome.

FIELD LENGTHS

```
-----  
#1 First Name (-----20-----)  
#2 Last Name (-----25-----)  
#3 Address (-----30-----)  
#4 City (-----20-----)  
#5 State (-----15-----)  
#6 Zip1 (--5--)  
#7 zip2 (--4-)  
#8 Country (-----25-----)  
#9 Query (-----30-----)  
#10 Area Code (--4-)  
#11 Phone (-----10-----)  
#12 Birth Month (-----10-----)  
#13 Birth Day (-2)  
#14 Birth Year (--4-)
```