



az print 2

MANUAL

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1. Installation

1.1. Configuration required

az print™ version 2 is designed to run on computers with a 32-bit Windows operation system:

- Windows 95™
- Windows 98™
- Windows Me™
- Windows NT™
- Windows 2000™
- Windows XP™

The minimum configuration needed to operate comfortably is as follows:

- Intel P166 or equivalent processor
- 32 MB RAM
- 5 MB free space on hard disk
- SVGA monitor configured in 800 x 600 mode
- Laser or ink jet printer
- CD-ROM drive for software installation

1.2. Installing **az print™**

Starting the installation

az print™ is supplied on CD-ROM. In general the installation program should start automatically when the CD-ROM is inserted in the drive.

If this is not the case, open the Explorer, go to the CD-ROM drive and run the *setup* program at the root of the drive.

Installation

Answer the questions asked by the installation program, then click on *Next*. If you do not know the answer, click directly on *Next*.

- ***User information***

Enter your name and company, then click *Next*.

- ***Select the installation directory***

The program is normally installed in the directory

Program Files\AZPrint2

If you wish to install it at another location, click on the *Browse* button then select the appropriate directory (you must have the access rights needed to create files there).

Now click *Next*.

- **Selecting the program folder**

A program folder *AZPrint2* is normally created in the *Programs* folder of your PC's *Start* menu.

If you want to alter this name or add the **az print™** access icon in an existing file, enter the desired value or select a folder from the list of existing folders.

Now click *Next*.

- **Installation complete**

On this last screen, select *Run the program* then click on *Done*.

IMPORTANT: FIRST PRINTING

The first time you print with **az print™**, you must tell the system how your printer handles small paper formats. If you need further information, see the *Printing / Printer parameters* section.

1.3. Uninstalling

az print™ complies with the Windows standard for software installation. You can, therefore, uninstall **az print™** as follows:

- Open the *Start menu*.
- Select *Control Panel*.
- Double-click on the *Add / Remove software* icon.
- Select the *Install / Uninstall* tab
- Select the *AZPrint2* entry in the list.
- Press the *Add / Remove* button.
- Confirm uninstall by clicking on *Yes*.

az print™ is then fully uninstalled.

2. General presentation

2.1. az print™

The purpose of **az print™** is to simplify creation, management and printing of all types of index labels for the L'OBLIQUE® range of filing products. This includes Oblique, Unifile and Executive folders and the Flag Guide labels.

az print™ enables labels to be created quickly in pre-dimensioned fields which match the characteristics of the sheet.

You can exchange data to and from office applications (spreadsheets, word processors, databases) using the Windows clipboard.

You can use all Windows fonts and their attributes (bold, italic, underline, size, color, etc.). It is now possible to mix several fonts and attributes within a single field.

az printTM enables you to print text in all four directions to match your usual filing methods. A new vertical printing mode, (with characters placed one above the other) completes this function.

Labels can be divided up to define fields which will be perfectly aligned when printed. You can define the number and width of the fields.

You may indicate a background color for each cell (sorting by color code).

A size check can be performed on request, ensuring that the text does not overlap the dimensions of the chosen label.

az printTM operates with almost all printers on the market which have a Windows driver and accept sheet feeding regardless of the printing technology used.

az printTM lets you reuse sheets of labels which have already been partly used, without requiring any complicated calculations or parameter settings. Simply tell the program the number of labels remaining on the sheet. Combined with the selective printing function, this enables you to change your filing system as required while keeping an up-to-date file which can be used to reprint any labels required.

Naturally, you can save and reload the information entered, without losing the characteristics of the labels. Each file may contain thousands of labels.

az printTM also has numerous editing possibilities, making it extremely easy to produce clear and attractive indexing labels for suspension files and flag guides.

2.2. Quick start guide

To print a series of labels, proceed as follows:

1/ **Create a new file** by clicking on the *Create* tool .

2/ **Select a type of sheet** from the list available.


3/ **Enter your labels** in the resulting data entry chart:


- Enter the text corresponding to the first label.
- Confirm by pressing *Return*.

- The cursor moves to the next label to allow you to enter a second label, etc.

4/ **Display the result** by clicking on the *Preview* tool . Correct if necessary.

5/ **Place the paper in the printer:** the pre-printed text should be positioned like a sheet of headed paper.


6/ **Print the sheet** by clicking on the *Print* tool . A print confirmation dialog box is displayed. Confirm by clicking *OK* and the page will be printed.

7/ **Save your work** if desired, by clicking on the *Save* tool . The Save file dialog box lets you name your file. Enter a comprehensible name then confirm by clicking *OK*.

8/ **Close the data entry screen** by clicking on the cross at the top right of the screen



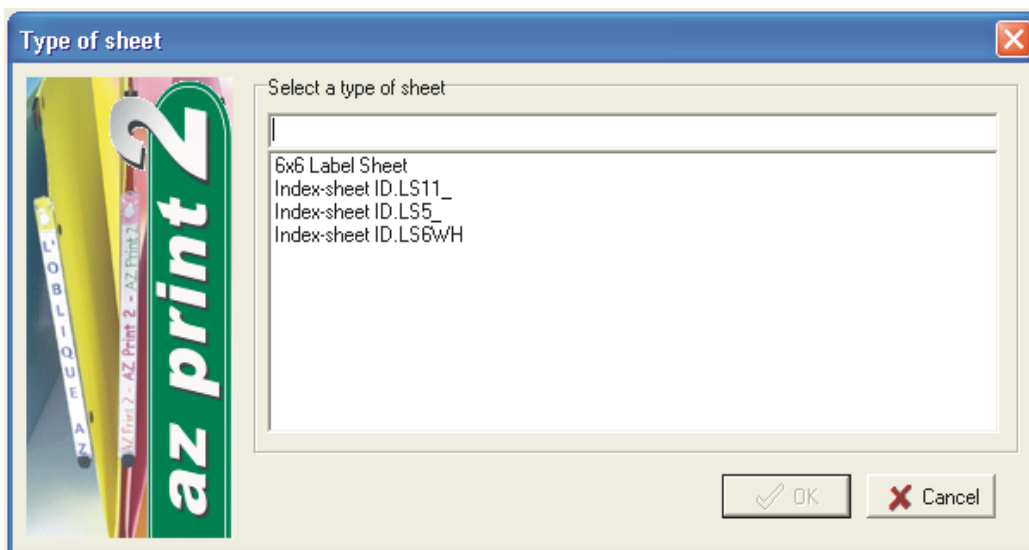
That's it!

You can restore your list by clicking on the *Open* tool . The Open file dialog box is displayed. Select your file then click on *OK* to continue working on your list.

3. Data entry

3.1. Selecting a sheet

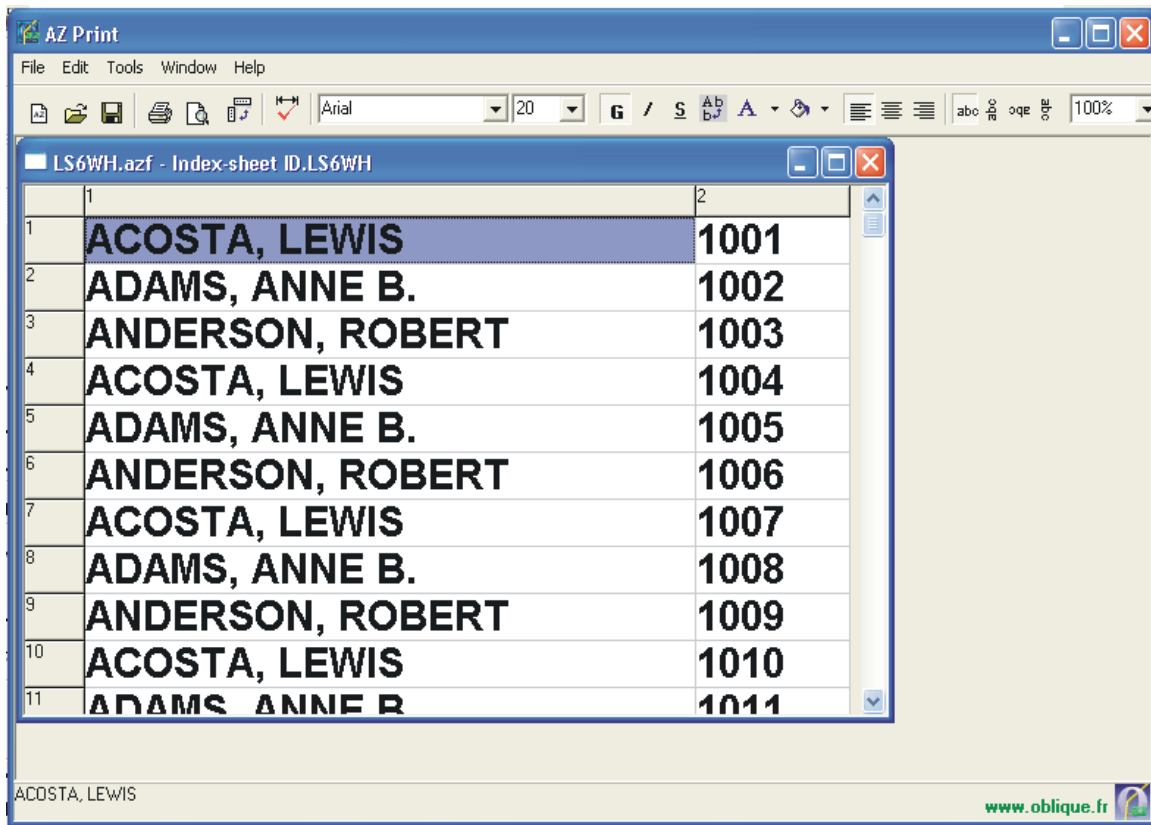
When a new file is created, the first operation is to select the type of sheet. The screen below is displayed automatically to create a new sheet.



Select the line corresponding to the model you wish to use then click on *OK*.
Alternatively you can double-click on the selected line.

3.2. **Data entry window**

The data entry window (or editing window) is used to create labels, modify the contents of the label and select various formatting options.



The sheet is presented as a data entry form similar to a spreadsheet.

- The title bar lists the file name and the selected sheet type.
- The menus give access to the various control, editing and parameter functions.
- The toolbar gives easy access to the most common functions (font, size, display, etc.)

The data entry form presents the labels in a table, matching the end result as closely as possible. The table is divided into **cells** organized in **lines** and **columns**.

Each line corresponds to one label. If you use sheets with several labels side by side, they are entered one above another, and **az print**TM positions the labels in the right direction on the sheet.

The possible actions affecting labels are described in the Actions on labels section.

Each column corresponds to one zone on the label. Splitting the label into columns makes it easier to align the text segments, keep the presentation uniform and use color codes effectively.

The possible actions affecting columns are described in the Actions on columns section.

Moving around the cells

You can move around the table in several ways:

- Access a cell by clicking on the left mouse button.
- Move to an adjacent cell with one of the arrow keys (up / down / left / right). It is not possible to move outside the bounds of the table, except that moving downwards automatically creates new lines if necessary.
- Move to the next / previous cell in the usual order for writing text (at the end of the line the cursor moves to the start of the next line, creating a new label if necessary).
- The *Home* key moves to the first cell in a label.
- The *End* key moves to the last cell in a label.
- The *Ctrl + Home* keys move to the first cell of the first label.
- The *Ctrl + End* keys move to the last cell of the last label.
- The *Return* key acts like the down arrow key.
- The *Ctrl + Alt + Enter* keys move the cursor down one line **inside a cell**.

Entering text

When you want to enter text in a cell, start by moving to the cell using one of the ways described above.

Enter your text as described in the Editing text section.

Vertical display: *The Display direction* function enables the labels on certain types of sheets to be displayed in the direction in which they are used. Note that in this case the lines become columns and the columns become lines. The descriptions in this manual assume that the labels are visible horizontally.

3.3. Editing text

Starting to enter data

Editing mode is accessed as follows:

- Enter text: the contents of the current cell are deleted and data entry started in a blank cell.
- Double-click in a cell or press F2: the cell enters editing mode and the cursor moves to the end of any text which may be present.

Editing

Once you are in editing mode, all usual text editing functions are available: selecting, inserting, copy and paste.

Editing always shows horizontal characters. Only the **font, size, bold, italic, underline and character color** attributes are visible while editing.

Using the corresponding tools only affects the selected text, not the entire cell.

The operation of all other functions remains unchanged.

Validating data entered.

The program automatically leaves editing mode as soon as you move to another cell or press *Return*.

Abandoning edits

It is possible to quit editing mode and abandon all changes made by pressing the *Esc* key.


3.4. Toolbar


The toolbar enables you to quickly select the font, size and style of characters on your labels, and provides immediate access to the most common functions. It is located under the menu bar in the main window.

Standard Toolbar




 Start a **NEW** label file.

 **OPEN** an existing file.

 **SAVE** the labels entered.

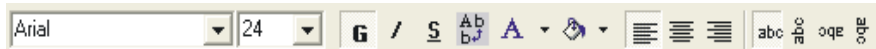
 **Print** labels

 Obtain a **PREVIEW** of the sheet before printing.

 **TOGGLE** the direction of label display (horizontal / vertical)

 **CHECK** overhanging fields.

Formatting toolbar



The icons of this toolbar act in the same way as the corresponding menu options.

Pressing a button modifies the display characteristics:

- of the selected text if you are in editing mode (within a cell)
- of the selected cell(s) if not.

If one or more entire columns is selected, the action also affects the default column format (the default column format applies automatically for all new labels created).



Font: Defines the character font. All Windows fonts available for both display and printing are proposed in the drop-down list.



Size: Indicates the size of the characters used. The list of sizes proposed varies depending on the font. Choose a suitable size to ensure that the characters do not overlap the label. You may also enter a size which is not in the list.



Bold: Enables or disables bold type.



Italic: Enables or disables italic type



Underline: Enables or disables character underlining



Vertical writing: characters are placed above each other (like Chinese characters)



Character color: alters the color of the characters. This button is split in two:

Left hand side: used to re-apply the last color selected (current color). This color is shown by the line under the letter A.


Right hand side (arrow): used to choose and apply a new color, which becomes the current color.

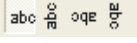



Background color: alters the cell's background color. This button works in the same way as the character color button:

Left hand side: used to re-apply the last color selected (current color). This color is shown by the line under the letter A.

Right hand side (arrow): used to choose and apply a new color, which becomes the current color.

 **Text alignment:** locates the text at the left, in the center or at the right hand side of the column.

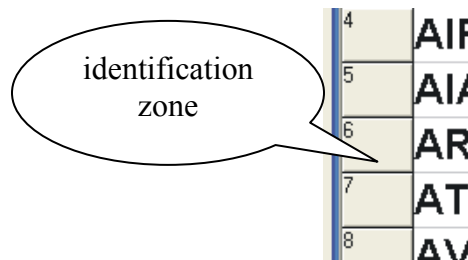
 **Text direction:** used to write from left to right, bottom to top, right to left or top to bottom. This concerns the text's directing line. It is compatible with vertical text.

 **Zoom:** used to modify the zoom factor for displaying the data entry chart. You may type a value or click on the arrow to select a pre-defined scale.

Brief help in the various tools is available by holding the mouse pointer over the tool and waiting for a few seconds.

3.5 Actions on labels

By default, labels are presented horizontally in the data entry form. Each label is identified by a number in the grey box to the left of the label.



This number helps you keep track of labels and may be used in the *Go to* function available in the *Edit* menu.

As well as this simple identification, this zone can be used to select and move labels.

Moving labels

You can modify the position of a label in the file as follows:

- Click on the label identification with the left mouse button and keep the button pressed.
- Drag the mouse to the desired location, remaining on the identification zone and without releasing the button. A grey line shows the location to which the label will be moved.
- Release the mouse button to move the label.

Selecting labels

You can modify the label selection as follows:

- To select a single label, simply click on the identification zone with the left mouse button.
- To select a group of consecutive labels, select the first label in the group normally then hold down the *Shift* key and select the last one.
- You can also toggle whether or not a label is selected (i.e. select a label which is not currently selected). This is done by holding down the *Ctrl* key while selecting.
- The *Select all* option in the context-sensitive menu or the *Edit* menu also lets you select all labels in the file at once. You can also achieve this by clicking on the grey identification area at the top left of the data entry form.

Inserting labels

New labels adopt the default display characteristics of the various columns (font, color, etc.).

You can insert new labels in several ways:

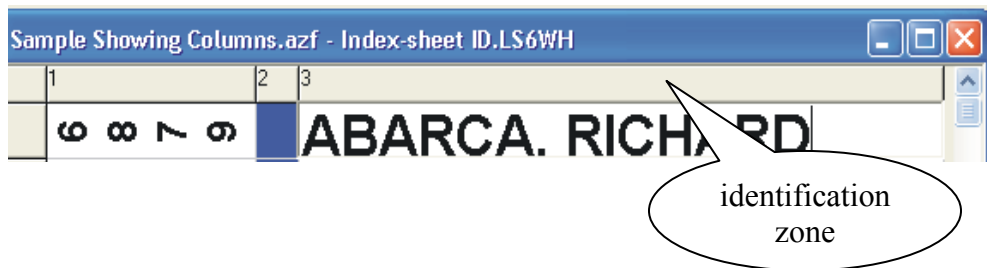
- Press the *Insert* key to create a new label at the cursor position and move all the other labels downwards. You can also use the *Insert label* operation of the context-sensitive menu or the *Edit* menu.
- Move down with the arrow keys or the *Return* key to below the end of the file to automatically create a new label. This enables you to type text without having to worry about creating new lines.
- Use the *Insert and paste* function of the context-sensitive menu or the *Edit* menu. The required number of labels will be created in the table before the contents of the clipboard is pasted.
- By pasting data which goes beyond the current end of the file.

Deleting labels

You can delete the selected labels by using the *Delete labels* option on the menus or by pressing the *Del* button. You will be asked for confirmation before the labels are deleted.

3.6 Actions on columns

Each column is identified by a number marked in the grey box above each column.



As well as this simple identification, this zone can be used to select and move columns.

Moving columns

You can modify the position of a column in the file as follows:

- Click on the column identification with the left mouse button and keep the button pressed.
- Drag the mouse to the desired location, remaining on the identification zone and without releasing the button. A grey line shows the location to which the column will be moved.
- Release the mouse button to move the column.

Selecting columns

You can modify the column selection as follows:

- To select a single column, simply click on the identification zone with the left mouse button.
- To select a group of consecutive columns, select the first column in the group normally then hold down the *Shift* key and select the last one.
- You can also toggle whether or not a column is selected (i.e. select a column which is not currently selected or deselect a column which is selected). This is done by holding down the *Ctrl* key while selecting.
- The *Select all* option in the context-sensitive menu or the *Edit* menu also lets you select all columns in the file at once. You can also achieve this by clicking on the grey identification area at the top left of the data entry form.

Splitting columns

By default labels comprise a single column, The *Split columns* function enables you to create as many columns as necessary to obtain the desired effects (colors, alignment).

You can split a column into two equal parts as follows:

- Select the column to be split (e.g. by clicking on the column identification).
- Use the *Split column* option in the context-sensitive menu or the *Edit* menu.

Note: the width of the rightmost column in the window may be reduced after this operation. It may be useful to readjust all the columns (check the size of the text entered).

Deleting columns

You can delete the selected columns by using the *Delete columns* option on the menus or by pressing the *Del* button. You will be asked for confirmation before the columns are deleted.

Column Size

You can easily adjust the size of a column with the mouse by dragging the separator between the two column identifiers. Another easy method of adjusting the width of a column according to the text it contains is to double-click on the separator between two columns. The left hand column is adjusted to the width of the widest text it contains. Note that the size of a label is limited and **az print™** will not allow you to increase the width of a column beyond the printable area.

Default format

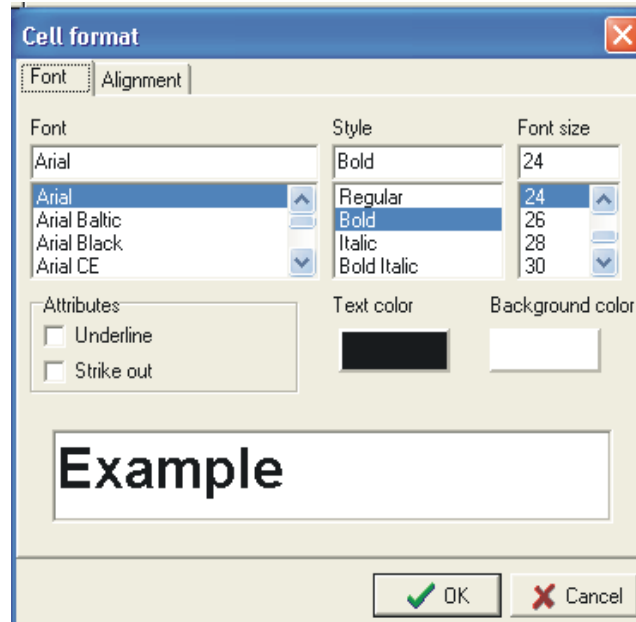
When a label is created, each cell adopts the characteristics defined by default for the corresponding column. These characteristics are defined using the *Column format* option on the *Edit* menu or the context-sensitive menu.

Note that the selected characteristics are valid for new labels, but they also immediately override all existing label characteristics removing any existing formatting (for the selected column only, of course).

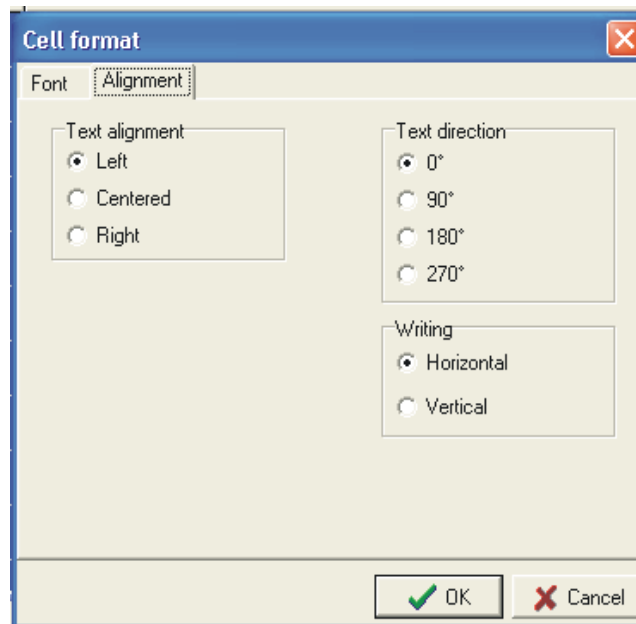
3.7 Cell format

This window can be used to define the formatting options for one or more cells, columns or whole labels depending on the current selection. It is activated by selecting the menu.

The first tab concerns the **font**.



The second tab concerns the **alignment**.

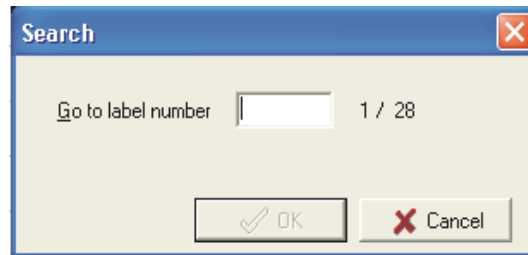


The options in these dialog boxes correspond to tools on the toolbar, and are described in the appropriate sections.

4. Label management

4.1 Go to a label


The *Go to* function on the *Edit* menu gives direct access to a label by its number (which is given in the grey zone to the left of the label).



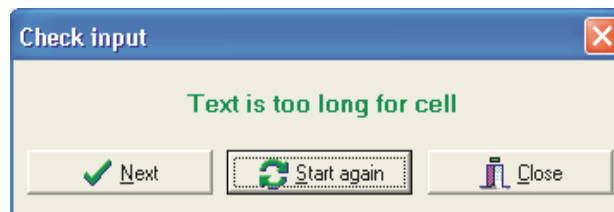
Enter the label number then click on *OK*.

4.2 Checking the size of the text

Before printing a sheet, first check that the text does not overlap the available space. The

Check width tool  or the corresponding menu option can be used for this purpose.

The size actually taken by the text in each field is checked: **az print™** informs you of any overlap in either height or width.



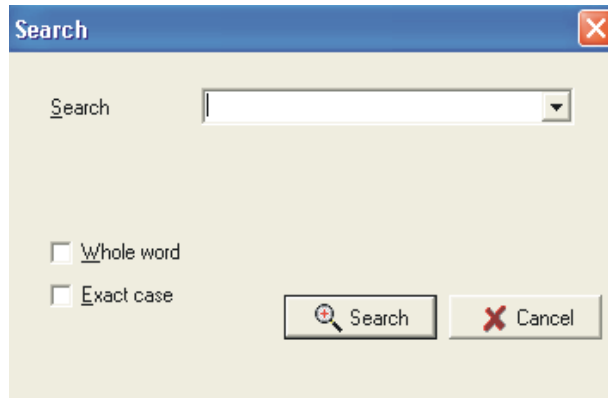
You can immediately correct the text or the character size then restart the check by pressing the *Restart* button (the check restarts from the first label in the file). To make corrections without closing the window, simply click on the cell in question.

You can also continue checking the file by pressing the *Next* button.

Important note: This check might detect an overlap although the screen display appears correct. This is due to small differences between the screen definition and that of the printer (more precise). The check takes account of the actual printer characteristics and is thus more precise than the display.

4.3 Search for text

The *Search* function, accessible from the *Edit* menu, can be used to quickly find labels which contain a particular text string.



Enter the text to be found in the *Find* box then press *Search*.

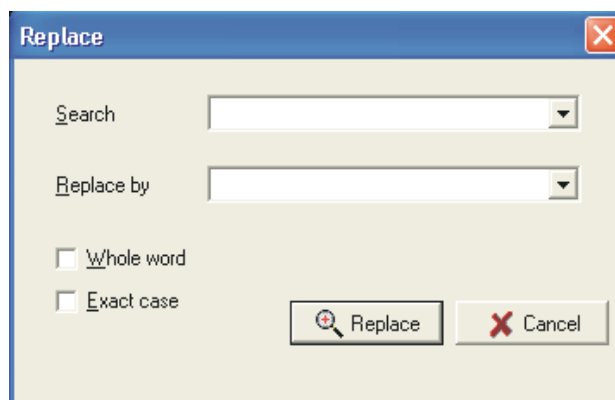
The program moves to the first label cell containing the given string. To continue to the next cell containing this string, use the *Next* option on the *Edit* menu or press *F3*. This enables you to scroll through all cells containing the string.

Whole word: if the *Whole word* option is checked, the search function only takes into account cells in which the search string constitutes a separate word (e.g. if you search for print with the whole word option, the program will not stop on printer).

Exact case: if the *Exact case* option is checked, the search function only takes into account cells in which the search string is written in exactly the same way, taking account of upper and lower case.

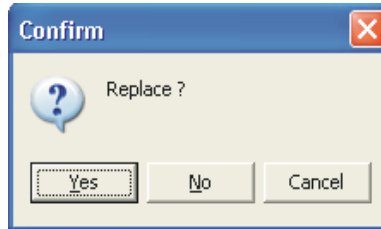
4.4 Replacing a string

The *Replace* function operates in the same way as the *Search* function except that it is capable of replacing the search string by another.



Enter the text to be found in the *Find* box then press *Search*.

The program moves to the first label cell containing the given string then asks for the confirmation before replacing.



The possible choices are as follows:

- Yes The string is replaced and the search continues.
- No The string is not replaced but the search continues.
- Cancel The string is not replaced, the search stops, but prior replacements are not cancelled.

Whole word: if the *Whole word* option is checked, the search function only takes into account cells in which the search string constitutes a separate word (e.g. if you search for print with the whole word option, the program will not stop on printer).

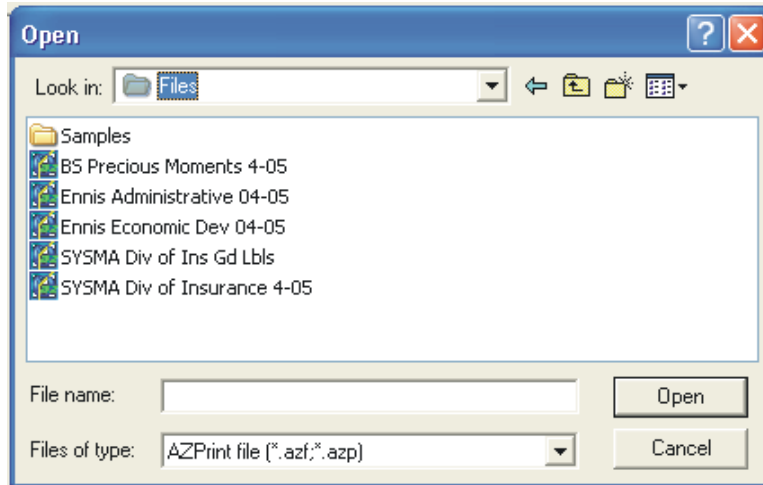
Exact case: if the *Exact case* option is checked, the search function only takes into account cells in which the search string is written in exactly the same way, taking account of upper and lower case.

5. Label file management

5.1. Open a label file

The *Open* function is used to load a blank label file or a file stored previously by **az print™**.

It is available in the *File* menus on the data entry window and the main window, and on the toolbar. All the file attributes (label type, font options and segmentation) are reloaded with the label text.

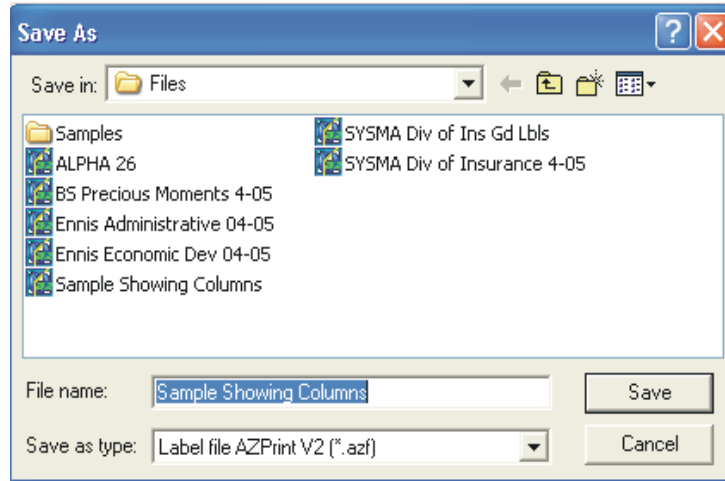


Enter the name of the file to open or click on it in the list. **az print™** files generally have a “.azf” extension.

5.2. Saving a label file

The *Save as* function, accessible from the *File* menu or the toolbar on the data entry screen, is used to store and name a label file. All the file attributes (label type, font options and segmentation) are stored with the label text.

When saving a file for the first time, the *Save as* dialog box is displayed.




Choose a directory and enter the name of the file to save, or click on one of the names in the list. **az print**[™] files generally have a “.azf” extension. If you do not enter this in your file name, the program adds it automatically.

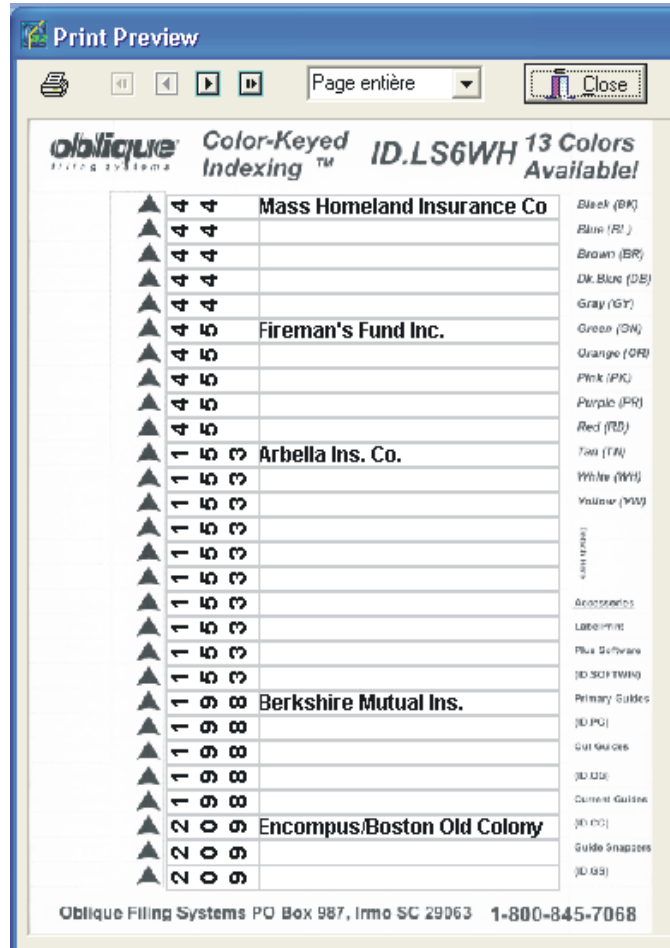
The Read only check box enables you to save a file and give it the read only attribute directly, preventing it being overwritten subsequently.

The *Save* option on the *File* menu enables you to save a file which already has a name.

6. Printing






6.1 Print preview

Before printing a sheet it is useful to see a true view on the screen of what will actually be printed. This can be achieved by using the *Print preview* tool .



The preview window can be resized if necessary.

The following icons are available on the toolbar:

-  Start Printing.
-  Go back to the first page.
-  Go back to the previous page.
-  Go forward to the next page.
-  Go forward to the last page.

Zoom

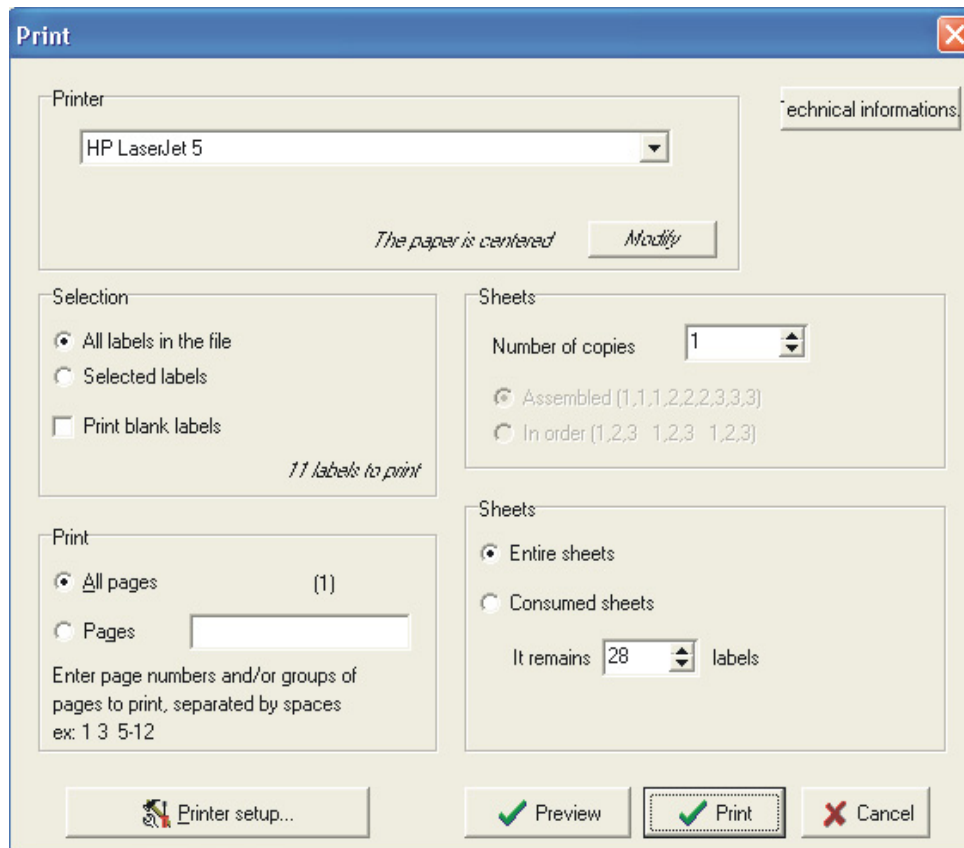
It is possible to set a zoom factor for the preview display, either by clicking in the list or by entering a numerical value directly.

6.2 Print parameters

To print your labels, use the *Print* tool or the corresponding option in the *File* menu.

This opens a window which enables you to define the print settings as described below.

If you have not yet set the parameters for your printer or if you have changed the printer requiring the parameters to be reset, the program detects this and displays the initial printer parameter screen (see corresponding section below).



Printer

This zone allows you to select the printer and set its parameters.

Printer selection

This list box enables you to select the printer to be used from the list of installed printers.

Modify button

This button enables you to redisplay the initial printer parameters window. This window is only displayed automatically the first time the selected printer is used.

Selection

Used to determine which labels to print.

All labels in file

Does not take into account the selection and prints all labels.

Selected labels

Only the labels selected in the editing screen are printed. This provides a simple method for only reprinting a few labels from a file.

Print blank labels

Whichever of the above options is selected, this option determines whether or not labels with blank text are printed.

- Checked: blank labels are printed.
- Not checked: blank labels are omitted.

It can be useful to print labels with blank text, for example when filing by color code.

Print

Used to choose which pages to print. Once the labels have been selected, you may not wish to print a file all at once or may need to reprint a section.

All pages

The number of pages is marked to the right of the selection button. Check that you have enough label sheets available.

Pages

You can define one or several pages or ranges of pages to be printed:

- 1 2 3 Means pages 1, 2 and 3.
- 1-5 Means page 1 to page 5.

It is possible to specify several pages or ranges by leaving a space between each. The order is not important; the labels are always printed in label number order.

Copies

Used to determine the number of identical copies to print.

Number of copies

Enter the number of copies here.

Assembled

Used to print all copies of a given label together.

In order

The opposite of the previous option, used to print as many identical series of labels as required (for example to reproduce a standard filing plan).

Sheets

Used to print incomplete sheets.

Complete Sheets

This option indicates that you will use only complete sheets of labels. If your printer permits, you can print all the labels in one operation.

Partial Sheets

This function, exclusive to **az print**TM, enables you to reuse sheets of labels which have already been partly used, regardless of the type of label (sheets for suspension files or self-adhesive sheets). To re-use a partial sheet, indicate the number of labels remaining on the sheet. The first page is printed then a window asks the same question for the next sheet.

This second window enables you to:

- Continue on full sheets (the program no longer asks the question for subsequent sheets, which must therefore be full sheets).
- Start again with a new partial sheet (this sheet is processed) then the question is asked again.

After choosing the appropriate options, click on the *Print* button to start printing. You can also obtain a final preview by clicking on the *Preview* box.

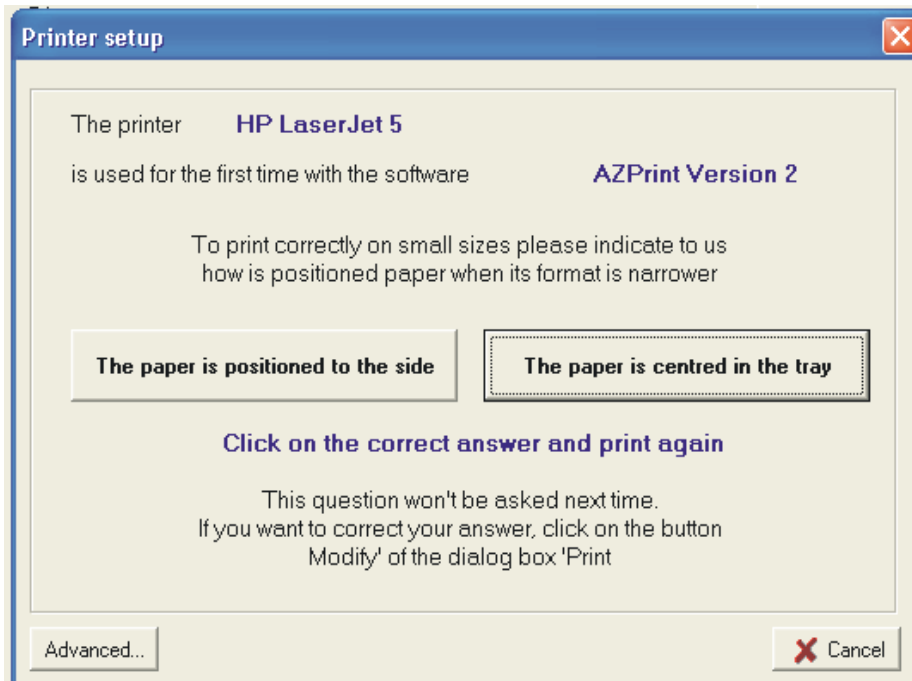
Note: To allow **az print**TM to operate correctly, it is essential for at least one printer to be configured on the PC (even if it is not always connected).

The combination of certain exclusive **az print**TM functions, such as not printing blank labels, selective printing, intelligent handling of multiple copies and reusing partial sheets, enables you to make real savings in the number of label sheets you use.

6.3 Printer parameters

Centering mode

When a printer is used for the first time, **az print**TM asks you a simple question about how the paper is positioned in the tray:



On all printers the paper is inserted in the feed tray between two guides. When you insert small format paper, the guides must be moved closer together to hold the paper.

- If only one of the guides is moved, the paper is positioned to the side. **Press the left hand button.**
- If the two guides move towards the center, the paper is centered in the tray. **Press the right hand button.**

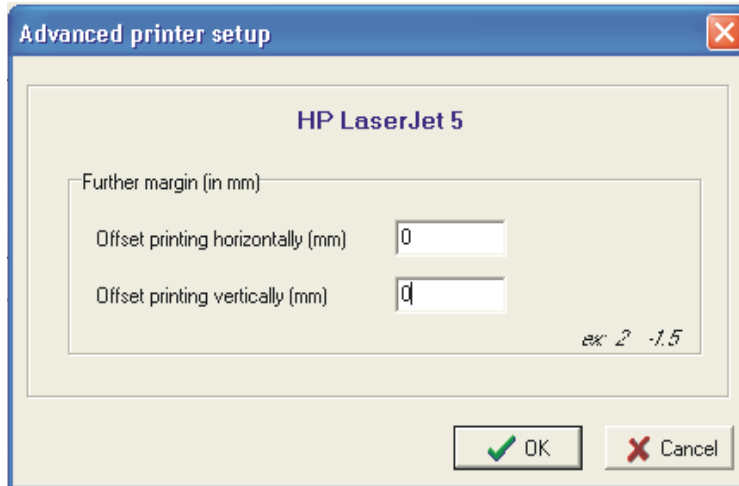
This is normally the only parameter you will need to enter.

If you realize that you have selected the wrong option, this is not a problem. Next time you print, press the *Modify* button in the print window. This enables you to change your choice.

Forced Offset

For various reasons (e.g. a mechanical problem) printing may be systematically offset on a particular printer. To solve this rare problem you can force **az print™** to offset printing horizontally or vertically.

To access this function simply click on the *Advanced* button in the above printer parameter screen. The following window is displayed:



If the text on your labels is:

Too far left by X millimeters

enter X in the top box to force an offset to the right.

Too far right by X millimeters

enter -X in the top box to force an offset to the left

Too high by Y millimeters

enter Y in the bottom box to force an offset downwards.

Too low by Y millimeters

enter -Y in the bottom box to force an offset upwards.

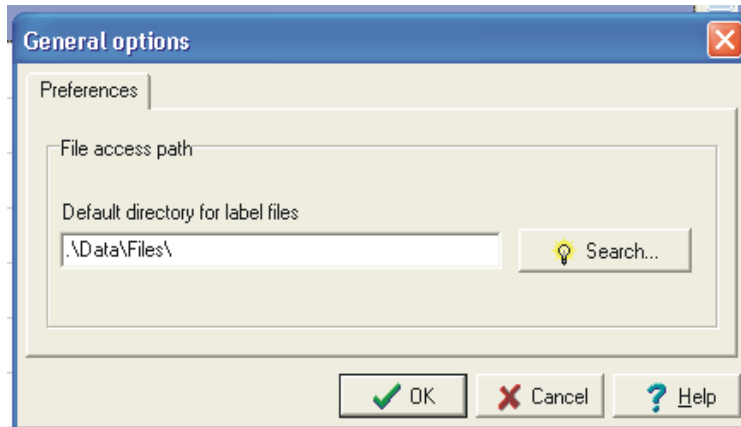
For example: -2.5 in the top box means that the text is offset by 2.5 mm to the left.

Note that this procedure does not allow you to correct inconsistent printer operation.

7. General options

7.1. General application options

You can redefine certain parameters used by **az print**TM.



File access path

Default directory for label files:

Enter the default directory in which you wish to store your label files. This enables **az print**TM to go directly to the right place when opening or saving files. You can, of course, go to other directories, as this is only a default value.

You can search for a directory by pressing the *Search* button.

Click on *OK* to confirm your changes. The parameters are stored in a configuration file to be reused each time you run **az print**TM.

7.2. Pull-down menus

The main window contains four pull-down menus displayed below the title bar.

- The **File** menu contains functions for managing label files.
- The **Edit** menu contains all functions relating to label entry and editing.
- The **Tools** window gives access to the general configuration options.
- The **Window** menu enables you to reorganize the windows.
- The **Help** menu gives access to the on-line help.

Note: if no label file is open, certain menus are not accessible.

Most of the functions accessible from the menus are described in detail in the previous chapters. See the sections concerned for more information about how to use them.

7.2.1. File menu

The *File* menu in the data entry window includes functions to save, open and print label files.

- **New**: used to create a new sheet.
- **Open**: displays a selection window to load a label file saved earlier.
- **Close**: closes the current sheet.
- **Save**: saves a file which has already been saved.
- **Save as**: saves a label file, giving it a new name.
- **Print preview**: shows the sheet as it will appear when printed.
- **Print**: shows the label printing dialog box.
- **Quit**: leaves the program.

7.2.2. Edit menu

The Edit menu in the data entry window contains numerous label editing functions. Depending on the context certain options may not be available, in which case they are grayed out. Most of these functions are also available from context-sensitive menus or from the toolbar.

Repeat

- **Repeat text color**: applies the current text color to the selected cells or the text selected in the text editor. This option is disabled until you have applied a text color in this sheet.
- **Repeat background color**: applies the current background color to the selected cells. This option is disabled until you have applied a background color in this sheet.

Clipboard

- **Copy**: Copies the selected cells or the text selected in the text editor to the Windows clipboard. It can then be pasted into another application (spreadsheet, word processor, database) or into **az print**TM itself (in which case the formatting of the cells is retained).

- **Cut:** the text is first copied then deleted from the original chart.
- **Paste:** copies of the text in the clipboard into the chart at the location of the data entry cursor.
 - In editing mode the text is copied at the cursor location.
 - If a single cell is selected, the text is copied into a rectangle starting at the selected cell and extending to cover the same number of cells as the data in the clipboard. The contents of all the cells in this rectangle are replaced.
 - If several cells are selected, the paste operation only uses the selected area, without overlapping into adjacent cells.
- **Insert and paste:** equivalent to paste, but inserts the required number of labels to avoid overwriting the contents of the existing cells.

Search functions

- **Search:** finds labels containing a given character string.
- **Replace:** replaces one or more occurrences of a given character string in the label data.
- **Next:** repeats the last search or replace operation.
- **Go to:** moves to a given label (assuming its number of known).

Label manipulation

- **Columns:**
 - Adjust column(s): reduces the selected column to a minimum size according to its content.
 - Split column: divides the selected column into two equal parts.
 - Delete column(s): deletes the selected column(s).
 - Column format: opens a window to allow certain formatting parameters to be changed for the selected column(s).
- **Labels:**
 - Insert label: inserts a blank label above the current cell.
 - Add label: adds a new label at the end of the file.
 - Delete label(s): deletes the selected label(s).
 - Label format: opens a window to allow certain formatting parameters to be changed for the selected label(s).
- **Cells:**
 - Cell format: opens a window to allow the formatting parameters to be changed for the selected cell(s).

- **Select all:** selects all labels in the file.
- **Check length:** checks for overhanging fields.
- **Display direction:** toggles the direction in which the sheet is displayed (horizontal or vertical). This only affects the display on the screen, not the printed result).

7.2.3. Tools menu

- **Options:** gives access to the dialog box for modifying the program's default values.

7.2.4. Window menu

az printTM allows several label files to be opened simultaneously. The *Window* menu of the main window enables easy navigation between the various files being edited.

- **Cascade:** Arranges the windows in a cascade pattern.
- **Tile:** Arranges the windows in a tile pattern (non-overlapping rectangles).
- **Previous:** Makes the previous window active.
- **Next:** Makes the next window active.
- **Open windows:** Displays the list of open windows. To access a particular window, click on the corresponding line.

7.2.5. Help menu

The *Help* menu provides access to the on-line help and information about the program.

- **Contents:**
Displays the table of contents for the on-line help.
- **About:**
Displays information about the program and the publisher.

Support

- **Printer technical characteristics**
Displays the characteristics of the current printer. This option may be useful to our technical support department.

7.3. *Context-sensitive menu*

The data entry window (label sheet) has a context-sensitive menu which gives easy access to the most commonly used functions.

It is displayed when you click on the **right** mouse button. It can be used to apply actions to the current label or to all selected labels.

The functions in this menu are all also accessible from the **Edit menu**.