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LabeList

Mailing Label Tool

for the
Lisa 7/7 Office System

A product of the

Consortium of Associated Schools and Educational Resources

University Television Dept.

University of Nebraska at Omaha

60th & Dodge St.

Omaha, NE   68182-0310

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Limited Warranty:

System Requirements

The LabeList tool allows any Lisa® 7/7 Office System user to print mailing labels from mailing lists generated by the LisaList tool. LabeList prints on many sizes of continuous feed mailing labels, with 1 to 4 labels across a sheet.

LabeList is a fully integrated tool which runs in the Lisa 7/7 Office System. It requires a Lisa 2/5 or 2/10 computer and an ImageWriter or Apple Parallel Dot-Matrix printer. LabeList requires no special training or instruction and can be used by anyone familiar with the operation of the Office System.

To print your labels, you will need <u>fanfold continuous feed</u> mailing labels in any of the standard sizes (3.5" x 15/16" is a common size). Best results will be obtained by using labels which are specifically made for small printers, as these labels will not peel off the backing as readily as the heavier type of mailing labels. Peeling labels is a major cause of problems while printing labels in small printers like the ImageWriter or Apple Parallel Dot-Matrix printers.

This manual assumes that the reader has at least some experience using the Lisa 7/7 Office System and therefore does not explain in detail such basic actions as clicking, dragging, opening and closing documents and icons. If you are unfamiliar with using the 7/7 Office System, please read the 7/7 Office System instruction manual before reading this document. The user is expected to be familiar with:

- Duplicating documents
- Tearing off stationery
- Opening documents
- Cutting and Pasting
- Setting aside documents
- Throwing away documents
- Emptying the wastebasket
- Loading and using the printer

In addition, a working knowledge of LisaList is necessary since LabeList is specifically designed to work with LisaList documents. Please refer to the LisaList manual for information on using LisaList documents.

Installing the LabeList Tool and Documents

Your LabeList tool, stationery pad and sample mailing list documents are all contained on the LabeList Master Diskette (from which you got this manual). You must place a copy of the LabeList tool and related documents on your hard disk before using them. To do this, insert the LabeList Master Diskette in the disk slot on front of the Lisa. When the diskette window opens, click on the LabeList tool icon to select it. Then shift-click on the LabeList Paper icon and again shift-click on the LabeList Examples folder. Now all three icons should be highlighted (black). If all three aren't black, try again until they are all selected (see your Lisa Office System Manual if you need help).

Once all three icons are selected, use **Duplicate** in the **File/Print** menu to duplicate them and drag the flashing copies into your hard disk window. When Lisa moves the LabeList tool, the dialog box below will appear. **Once you click Copy the disk will be customized to that particular Lisa and will not make copies on any other machine!** You may make as many backup copies of the tool as you like, but they will only work on that Lisa.

The Lisa is about to make the first copy of LabeList. This copy, and all future copies, can be used only on this Lisa.

Is that what you want?

Once you click Copy, you will not be able to change your mind, even by choosing Undo.
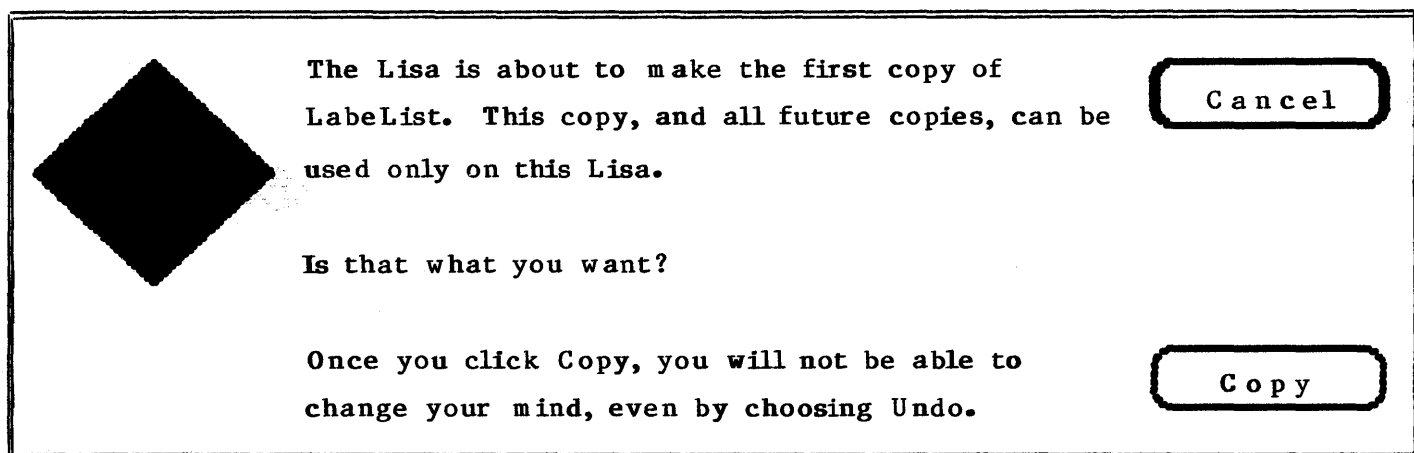
[Cancel]

[Copy]

Fig. 1
Copy Protection Warning

Once Lisa has moved all the flashing icons, you may **Eject** the micro diskette and put it away in a safe place. Be sure to make backup copies of the LabeList tool and stationery pad on other micro diskettes in case your hard disk or LabeList Master Diskette gets damaged.

The LabeList tool is now installed and ready to use.

Creating Your Mailing List

The first step in generating your printed labels is to set up a properly formatted LisaList document containing the list you wish to print. Examples of mailing lists can be found on the LabeList master diskette. If you haven't already done it, you should **Duplicate** and move the LabeList Examples folder to your hard disk. Open it and then open the document named Simple List Example and keep it open as you read these instructions. This will make it easy to see exactly how a list should look.

You can see that a mailing list is a fairly simple LisaList document with columns for First Name, Last Name, Address, City, State, and ZIP Code. Splitting your list into these columns will allow sorting by any of these items, as explained in the LisaList manual. The order of these columns is important for proper operation of the LabeList tool. LabeList expects your list to have the first six columns in the order shown in the example. Additional columns may be added after the zip code column, but they will be ignored by LabeList. This can be very useful, since additional "private" information can be kept in these extra columns which will not be printed on the mailing labels.

Once your list is properly formatted, you may enter names and addresses, sort the list, print, and treat it as any ordinary LisaList document.

LabeList also gives you the option to use lists with 1 or 2 additional columns. Your list may have a "**Heading**" column which will be printed as the first line on the label, above the name. This column can hold customer numbers, dates, or any information useful for your purpose. If you use a heading column, it must be the leftmost column in the list (see the Sample List With Titles document).

Another column which you may include is a "**Title or Department**" column. This data will be printed on the line following the name and preceding the street address. The title column can hold customer titles, mail stops, company names, or whatever like. If you use this column, it must be the 4th column in the list, after Last Name and before Address (see the Sample List With Headings document).

The following diagram shows how a label is printed from the information in your mailing list document. If you were not using one or both of the optional lines, they would simply be left off of the label.

Text from Heading column ——→ Heading (optional)

Text from First Name column ——→ First Name | Last Name

Text from Title column ——→ Title / Department (optional)

Text from Address column ——→ Street Address

Text from City column ——→ City | State | ZIP

Text from State column   Text from ZIP column
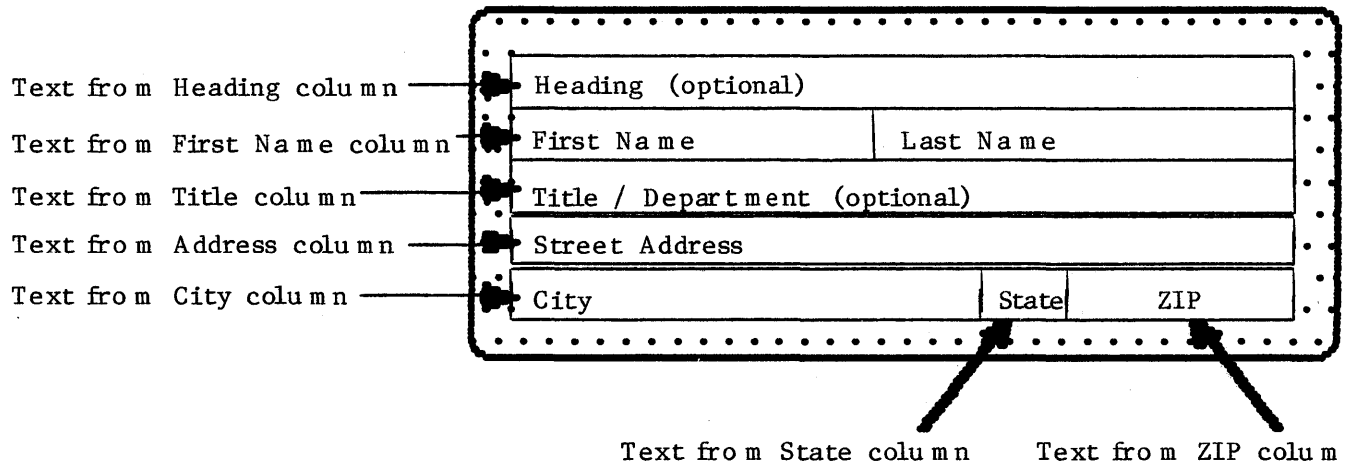
Fig. 2

Label Format

If you already have a mailing list in a LisaList document but it isn't in the LabeList format, you can reformat it in a couple of different ways.

The first method involves reformatting the existing list by creating a new list and moving the original data to the new list. First, tear off a sheet of stationery from the stationery pad having the label format you desire. Copy each column from your original list and **Paste** them into the proper column in the new list. If your original list has columns which don't correspond to any LabeList columns, add them to the new list in columns after the ZIP code column. These won't be printed on labels, but will still exist in the list. The result will be a new list arranged in usable LabeList format. When all of the original data has been **Pasted** into the new list the original can be discarded.

If you need to keep your original list in its current format, then simply tear off a sheet of the desired stationery, **Copy** just the pertinent columns and **Paste** them into this temporary list. **Copy** the temporary list and **Paste** it into LabeList. The temporary list can be thrown away and your original is left intact.

Connecting the Printer

Before using the LabeList tool, you must tell Preferences where your
Image Writer or Apple Parallel Dot-Matrix printer is connected to your Lisa.
Open the Preferences tool and check Device Connections to see that you have
told the computer where your printer is. If for some reason the Lisa does not
know you have a printer connected, you must find out where the printer is
physically connected (where is its cable plugged in?) and inform Preferences.
**The LabeList tool will not work if Preferences does not know where your
Image Writer or Apple Parallel Dot-Matrix printer is connected!** You
must have told Preferences that you have **only one** Image Writer or Apple
Parallel Dot-Matrix printer connected or LabeList may try to use the wrong
printer. If you do have more than one Image Writer or Apple Parallel
Dot-Matrix printer connected, you must tell Preferences to disconnect the
one(s) you don't want to print labels on (you need not physically unplug their
cables). LabeList does not work with daisy wheel printers and will ignore any
that you may have told Preferences about.

The LabeList Menus

When you have a sheet of LabeList stationery open on the desktop you will see
several menus in the menu bar at the top of the screen. Three of these menus
have significance for LabeList.

The **Desk** menu is the same as in all other cases: It lets you activate any
document on the desktop, hidden or visible.

The **File/Print** menu lets you **Set Aside** the LabeList document and **Monitor
the Printer**, but the other selections have no practical use for LabeList. **None
of the printing selections is used by LabeList;** it takes care of printing on
its own (see below).

The **Edit** menu has only one command used by LabeList, namely **Paste List.**
This is how you paste your mailing list into the LabeList document. **None of
the other choices are used and should not be selected.**

The rest of the menus, while present and active, are unused in this version of
LabeList. Making selections from them may cause strange things to happen to
your LabeList document, or strange dialog boxes may appear. **Please don't use
any of the menus to the right of the Edit menu.** If you accidentally make
a selection from one of them and the LabeList document starts to act funny,
you may have to throw the document away and tear off a new one.

Using LabeList

Now that your list is prepared, you are ready to print mailing labels. First, activate your LisaList mailing list document by opening it or clicking in its window if it is already open. Use **Select All of Document** and **Copy** to place a copy of the list on the clipboard (NOTE - It is quite alright to copy the column titles along with the list; LabeList ignores them). You may now either leave the LisaList document open or put it away as you desire - - LabeList does not require it to be open. Now tear off a new sheet of LabeList paper or click in the LabeList window if one is already open. This will appear on the screen:

This document will print labels in this format:

[LabeList will show your selections here after you have made them]

How wide are your labels?

1. 2 1/2" wide
2. 3" wide
3. 3 1/2" wide
4. 4" wide
5. 5" wide

Choose 1 thru 5 or CLEAR to start over >

LabeList will ask you a few questions about what kind of labels you will be printing on and then will be ready to print. You may answer these questions in either upper - or lower - case; LabeList won't care.

The first question wants to know how wide your labels are. If you don't know for sure, just measure a label with a ruler and pick the size closest to what you have. Most of the standard sizes are shown, and you should find one to match your labels.

Measure this width...

for example,
3.5"

NOT THIS!
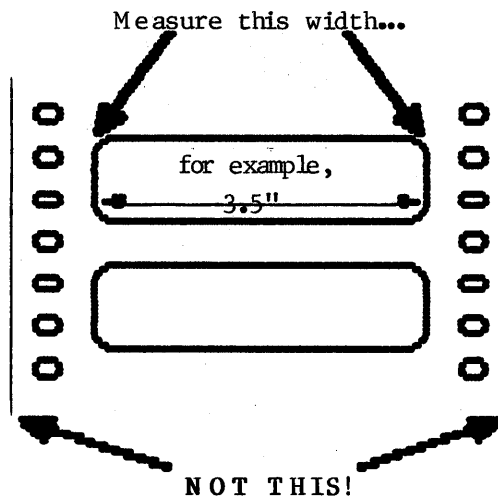
Fig. 3

Measuring Label Width

If at any time that you are answering these question you decide you don't like some or all of the answers you've given, just press the **Clear** key on the numeric keypad and LabeList will erase all of your answers and start asking you questions from the beginning again. You may change your mind and start over as many times as you like until you are satisfied with all your settings.

For this example, let's assume that you have labels that are 3.5" from edge to edge. Type 3 and press the **Return** key. You must always press the **Return** key after you make a selection. This gives you the chance to correct any typing mistakes by using the **Backspace** key before pressing **Return**. Don't be afraid of typos — LabeList won't let you type anything it can't understand. If you try to, it will just beep and let you try again. After you type 3 and **Return** the LabeList window will appear thus:

This document will print labels in this format:

3 1/2" wide   [This is what you just selected]

- -

How tall are your labels?

1. 15/16"   tall   (5 printable lines)
2. 1 7/16" tall   (8 printable lines)
3. 1 15/16" tall   (11 printable lines)
4. 2 1/6"   tall   (13 printable lines - Rolodex)
5. 2 15/16" tall   (17 printable lines)
6. 3"   tall   (18 printable lines - Rolodex)

Choose 1 thru 6 or CLEAR to start over >

Now tell LabeList how tall each of your labels are. It is very important that the LabeList tool know just how tall each label is, or it will not print the text in the proper place on each label. Again, if you are unsure as to how tall your labels are, just measure one with a ruler and select the choice nearest what you have. Most standard sizes are listed, so you should have no problem.
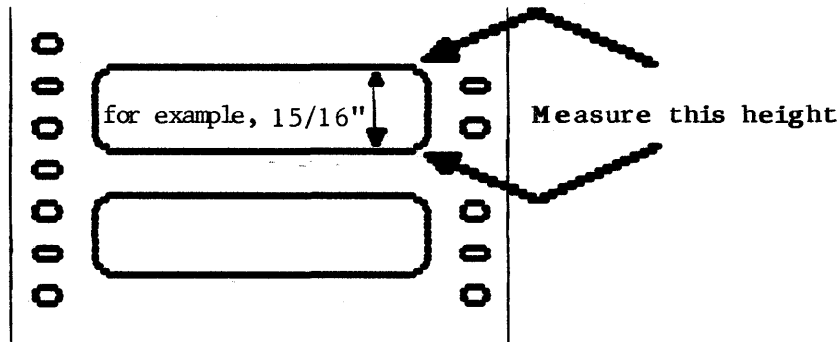
Fig. 4

Measuring Label Height

In this example, we will select 1 and **Return**, since 15/16" is a very common size. You of course will select the number corresponding to the size you have. Now the window changes to this:

Now that the size of each label is set, LabeList must know how many of each of these labels are across a sheet in the printer. You may use sheets with up to 4 labels across ("4-up" labels), but of course you can only use as wide a sheet as will fit in your model of dot-matrix printer.

1 Across   2 Across

Fig. 5
Labels Across a Sheet

Let's answer 1 to this, since "1-up" labels are so common (don't forget **Return**). The screen now shows:

<u>**This document will print labels in this format:**</u>

3 1/2" wide
15/16" tall   (5 printable lines)
1 label(s) across a sheet

What label format would you like?

1. Simple label   (3 lines)
2. Label with Heading (4 lines)
3. Label with Title   (4 lines)
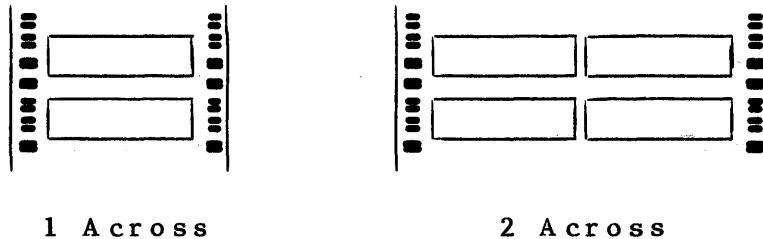4. Label with Heading & Title (5 lines)

Choose 1 thru 4 or CLEAR to start over >

Your answer to this question depends on how you have set up your mailing list. If you have a list without either a heading column or title/department column, then you should answer **1**. If you have only a heading column, then answer **2**. If only a title/department column, then **3**. If you have both a heading and title/department column, you must choose **4**.

<u>**IMPORTANT**</u>:

You **must** properly match this answer with your mailing list format or the labels will be **not** be printed correctly.

Our example labels will have only names and addresses, no headings or titles. We choose **1**. Remember, if you answer incorrectly here, don't worry. Just use **Clear** to wipe out the mistake and start over. But since examples are perfect, we didn't make a mistake and we now see this:

<u>**This document will print labels in this format:**</u>

    3 1/2" wide
    15/16"   tall   (5 printable lines)
    1 label(s) across a sheet
    Simple label   (3 lines)

— —

What type style would you like?

    1. Pica   (10 chars/inch)
    2. Elite   (12 chars/inch)
    3. Condensed   (15 chars/inch)

Choose 1 thru 3 or CLEAR to start over >

LabeList can print your labels in 3 type styles:

        Pica   – 10 characters per inch.
        Elite   – 12 characters per inch.
        Condensed – 15 characters per inch.

Pica and Elite are the most readable of the three styles, but if you plan to have a lot of information on one or more lines of your labels, you may want to use Condensed.

In this example we choose 1. This is the last question LabeList will ask regarding the configuration of your labels. The window now displays:

<u>**This document will print labels in this format:**</u>

    3 1/2" wide
    15/16"   tall   (5 printable lines)
    1 label(s) across a sheet
    Simple label   (3 lines)
    Pica   (10 chars/inch)

— —

Is everything above as you like it? (Y or N) >

Now is your chance to change any of the answers you have already given. Look over the label format to make sure that it is really correct, taking special notice of the height and format of the label (15/16" **tall** and **Simple** label in our example). If you are sure everything is correct, answer Y and **Return**.

(Again, if you goof here, don't panic. You can always throw the document away and start with a clean sheet).

Once you answer **Y**, the following might appear on the screen:

This document will print labels in this format:

    3 1/2" wide
    15/16"   tall   (5 printable lines)
    1 label(s) across a sheet
    Simple label   (3 lines)
    Pica   (10 chars/inch)

- -

    LabeList thinks that the printer is already in use...
    You may choose to go ahead and print anyway, or let
    LabeList wait until the printer is no longer in use.

(WARNING – "Print now" will cancel whatever may be printing now, if anything)

Do you want LabeList to Print now or Wait for the printer? (P or W) >

If this happens, then LabeList has determined that the printer is in use by another document than this one. If you are printing another document allow it to finish printing or **Monitor the printer...** and **Cancel All Printing** before going on with LabeList. If another document is not really printing, you may answer P and LabeList will go ahead and print your list. **Be certain that nothing is printing or is waiting to print.**

This document will print labels in this format:

    3 1/2" wide
    15/16"   tall   (5 printable lines)
    1 label(s) across a sheet
    Simple label   (3 lines)
    Pica   (10 chars/inch)

- -

    Would you like to align your labels in the printer before
    you print your list? (Y or N) >

Now is the time to check your printer to see that:

1) It has mailing labels PROPERLY threaded into it (see your printer manual if you need help loading the labels).

2) It is selected (the green SELECT light is lit).

3) Its cable is connected to the Lisa.

4) Preferences has been told where the printer is connected.

1) and 2) usually cause the most problems, while 3) and 4) can usually be taken for granted.

It is usually necessary to make sure your labels are properly adjusted in the printer so that the text is neatly centered on the label. Answering Y to this question will cause LabeList to print a test pattern on the printer using the type style selected in the previous question. Move the labels slightly to the left or right as needed (see your Image Writer or Dot Matrix printer instruction book for help on moving paper left or right) to center the test pattern on the label. If the test pattern is not vertically centered, roll the platen UP slightly and try the test again.

IMPORTANT:

ALWAYS TURN THE PLATEN UP, NEVER DOWN! Turning it down may cause labels to peel off the backing and become jammed in the printer!

You can print the test pattern repeatedly until you are satisfied with the label's appearance. Once you have the labels aligned, you should note where the sheet is in relation to the bail bar or some other reference point on the printer. This will allow you to line up the labels much more quickly next time you use LabeList.

This document will print labels in this format:

    3 1/2" wide
    15/16" tall   (5 printable lines)
    1 label(s) across a sheet
    Simple label   (3 lines)
    Pica   (10 chars/inch)

— —

This LabeList document has been configured as indicated
above and is waiting to print your mailing labels.
When you are ready, use "Paste List" in the "Edit" menu
to paste your mailing list into this window.

To align your labels again, hold the Apple key and type a **Period** now.

At this point, LabeList will wait patiently for you to paste your mailing list.
If you aren't quite ready to paste yet, or if you forgot to **Copy** your list onto
the clipboard before opening the LabeList stationery, simply leave LabeList
alone and go back to your LisaList mailing list, or work on any other document
you like. LabeList will not interfere with your work (unless you **Print**), and
you will not disturb it by working on something else. Just remember to click
in the LabeList window (or use the **Desk** menu) to activate it before you
actually **Paste** your list. You can also **Set Aside** the LabeList document or
throw it away like any other Office System document.

If you need to re-adjust your labels in the printer (or if you forgot to put
them in) you can type an **Apple - Period** and LabeList will again ask:

Would you like to align your labels in the printer before
you print your list? (Y or N) >

Assuming you didn't type **Apple - Period**, you may use **Paste List** to paste as
many mailing lists as you want into the LabeList window, each of which will
be printed using the settings you see in the window. When you do **Paste List,**
the window will look like this:

This document will print labels in this format:

3 1/2" wide
15/16" tall   (5 printable lines)
1 label(s) across a sheet
Simple label   (3 lines)
Pica   (10 chars/inch)

LabeList is now printing your labels.

To cancel printing, hold the **Apple** key and type a **Period.**

BillJones347 Arbor St.OmahaNE68108

The italicized line will show the text of each label as LabeList prints it on the printer. You can stop at any time by typing the **Apple – Period** key combination, which cancels printing immediately. In an emergency (paper jam, for example) you could also just turn off the printer and <u>then</u> type **Apple – Period.**

You will be given a chance to re–align your labels if necessary after each printing.

When you have printed your last list, **Set Aside** the LabeList document and throw it in the wastebasket. If you don't, you won't be able to print other documents or use LisaTerminal properly.

<u>IMPORTANT:</u>

You should not keep more than one sheet of LabeList paper on the desktop at a time, as this may cause one or more of them to fail, or Lisa may not be able to use the printer properly.

You have now gone step–by–step through a typical LabeList session. See the following pages for helpful hints and answers to some questions you may have.

Some Commonly Asked Questions

Can I change the width of columns (or type size, number of columns, etc.) in my LisaList mailing list?

Yes. You may change any of the characteristics of your mailing list document that you want to. Different column widths, type sizes, sorting orders, etc. make no difference to LabeList. Feel free to change the titles of columns to suit your needs. The only thing that LabeList requires of your list is that the columns be in the right order. The required order is, from left to right:

- Heading (if any)
- First Name   (First & Last may be reversed if you want them printed reversed)
- Last Name
- Title   (if any)
- Address
- City
- State   (2 letters)
- ZIP Code

If the order is not as shown, the information on your labels will be printed in a scrambled order.

This is the only restriction on your list.

Can I work on other documents while LabeList is printing my list?

Yes. You may activate another document and work on it while LabeList continues to print your labels. You can even **Set Aside** the LabeList window and it will still keep printing. However, you may not try to print another document concurrently on the same printer that is printing your labels. **Save & Put Away** will cancel printing of your list, as will throwing the document in the wastebasket.

Can I leave some rows or cells of my mailing list blank?

Yes. Once you have created the columns of your mailing list, you can leave any rows, cells or even entire columns blank if you like. For example, you have a list that uses the Title/Department column but some of the addressees have no title or department. Simply leave that addressees' Title/Department cell blank and LabeList will just print a blank line on the label where the Title/Department would have been. LabeList will print a blank place wherever it finds a blank cell in the mailing list.

Why does LabeList sometimes think the printer is in use when it's not?

The printer is usually used only by the Office System "Print Manager". It generally assumes that it has sole use of the printer and sometimes does not relinquish control of it when it's done printing. Since LabeList must also use the printer, it may occasionally find one of these instances when the "Print Manager" did not give up the printer when it was done. This is why LabeList asks you to make absolutely sure that it's OK to use the printer.

What do I do if LabeList fails while trying to display a window?

Click in the **Don't Redisplay** button of the dialog box. Then **Set Aside** the failed window and drop it in the wastebasket. Be sure to **Empty Wastebasket** to be completely rid of the bad document. Be sure that there are no more LabeList documents out on the desktop either open or set aside. **You may only have one LabeList document open or set aside on the desktop at one time!** Having multiple LabeList documents open is the most frequent cause of this error.

Can I **Save & Put Away** a LabeList document for use again later?

Yes and No. If you **Save & Put Away** a LabeList document, it will not work again when you re-open it. No damage will occur, but the document will be "frozen" and will not respond to keyboard input. It is always best to throw away a LabeList document after you are done using it to print labels. This assures that normal printing of other documents will not be disrupted.

What do I do if I've already got a mailing list set up, but in the wrong format for LabeList?

Please refer to the section entitled **Creating Your Mailing List** near the beginning of the manual for help on reformatting an existing list.

Information For Advanced Users

How The LabeList Tool Works

LabeList was written on the Lisa computer using the Apple Pascal Workshop and runs on the desktop in conjunction with Apple's QuickPort development package. The Quickport package provides LabeList with the standard "cut-and-paste" interface and the windowing operation typical of all desktop tools and documents.

A LabeList document reads text data pasted into it from the clipboard and reformats it into several lines suitable for printing on a label. The data pasted into it from a LisaList document has this format for each row:

TAB first cell **TAB** second cell **TAB** .... **TAB** next cell **TAB** last cell **RETURN**

LabeList breaks each row apart at the **TABs**, adjusts the text from each cell to fit the label width and then prints that cell in its proper place on the label.

Some Shortcuts

The performance of the LabeList tool can be improved in some cases by **Copying** and **Pasting** in a slightly different manner. If a mailing list has several "private" columns of data to the right of the ZIP code column, LabeList is slowed down by having to digest and then disregard all of the extra data. To speed up printing try this:

1. Select the data from the mailing list by dragging across the column headings from the leftmost column through the ZIP code column, which are the only columns which will actually be printed on the label.

2. **Copy** only these columns from the list. The extra columns are not copied and therefore not digested by LabeList.

3. **Paste** the selected portion into the LabeList window.

This method will result in much faster printing when you have several extra columns in the list.

Modifying Your ImageWriter or Apple Dot-Matrix Printer

A stock ImageWriter or Apple Dot-Matrix Printer may have trouble with label jamming when using 1-up labels 3.5" wide or narrower. The problem lies in the rollers on the bail bar. The center roller may catch on the right edge of the label sheet causing them to jam or run crooked in the printer. A minor modification to the bail bar will cure the problem and allow use of both narrow labels and regular full width paper.

Caution:

Do not attempt this unless you are absolutely sure of your ability.
You may void your printer warranty or cause damage to the printer **IF
YOU DON'T KNOW WHAT YOU'RE DOING.** Any damage that may
result is **SOLELY** your responsibility.

Notice the diagram below. On the LEFT side of the center roller on the bail
bar is a small "C" shaped snap ring. This may be removed which will allow
the center roller to slide to the left and be more accurately positioned over
the narrow strip of labels. Using a small screwdriver or stiff fingernail file,
GENTLY pry off the snap ring on the LEFT side of the center roller. When
the ring comes off, it will want to SNAP! off and fly away, usually seeking out
a small crack in the floor or rolling under a heavy piece of furniture (Murphy's
Law of Little Parts). **DON'T let it fall into the printer!** This could be
hazardous to your printer's health! Catch the little snap ring and put it away
in a safe place in case you ever need to replace it. You may now move the
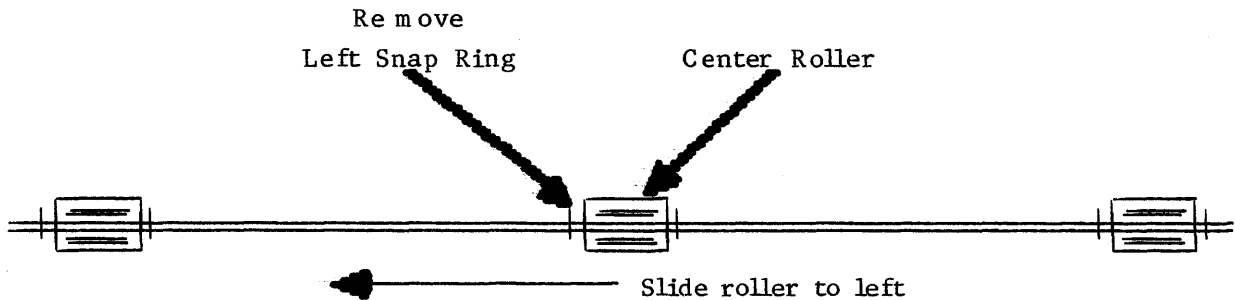roller left to position it over the narrow labels.

Fig. 6
Bail – bar Modification

LabeList Questionnaire

Your help in filling out and returning this questionnaire will aid us

in continuing to develop quality software for the Lisa Office System.

How would you rate LabeList for ease of use?

☐ Poor ☐ Fair ☐ Good ☐ Excellent

How would you rate the LabeList documentation?

☐ Poor ☐ Fair ☐ Good ☐ Excellent

How many Lisa computers does your company own or use? _____

What do you use your Lisa(s) for?

☐ Accounting   ☐ Communication with other computers

☐ Planning   ☐ Personal Productivity

☐ Engineering   ☐ General Office Use

☐ Word Processing

☐ Other _____

What other products would you like to see available for the Lisa Office System?

_____

_____

_____

Please return to: C.A.S.E.R. Software Development
                    University Television Dept.
                    University of Nebraska at Omaha
                    60th & Dodge St.
                    Omaha,   NE   68182-0310