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# Welcome to ViaPrint!

ViaPrint is an all purpose Windows Printing Utility that uses a "drag and drop" interface for the easy creation of all types of labels - and more. Use ViaPrint for:

- **Mailing Labels**
- **Flyers**
- **Business Cards**
- **Cassette Tape Labels**
- **Video Tape Labels**
- **More! Your imagination is your ViaPrint's only limit.**

If you've been looking for something quick and uncomplicated to handle your custom printing needs, ViaPrint is for you. We've packed lots of features into ViaPrint to make it as easy and fast to use as possible.



## ViaPrint Features:

- \* "What You See Is What You Get" document design.
- \* Import your favorite Pictures. Add up to 10 .BMP (Windows Bitmap) or .WMF (Windows Metafile) pictures to your label or flyer.
- \* Print MAILING Labels using ViaPrint's Database Printing Capability! "Comma-Delimited ASCII" format, dBASE IV format, and the new ViaBase format are supported.
- \* Text Rotation!. Rotate your text to any angle for attention grabbing headlines or tiny copyright notices.
- \* "Drag and Drop" text, box, and picture placement.
- \* Line Box and Picture Resizing. Stretch your pictures and boxes to the size you need using your mouse.
- \* Easy to use, up front controls. Make use of all your True Type fonts.
- \* Built in Font Viewer and Character Selector. Use your "WingDing" or "DingBat" fonts for interest effects.
- \* Color capability. Use colored fonts and boxes for special effects.



# Program Requirements:

IBM Compatible Computer with an 80286, 386, 486, or Pentium processor running Microsoft Windows 3.x.

A hard disk drive.

A mouse is required.

A printer.



## Ordering/Licensing Information

ViaPrint is Shareware.

The Shareware version of ViaPrint may be evaluated for a period of 45 days, if you continue to use the program after that initial evaluation period, you must purchase the program. For Site Licenses and Multiple purchases see below.

### **IMPORTANT NOTE ON LIMITATIONS:**

The shareware version of ViaPrint produces printed documents and labels with the "watermark" - ViaPrint Unregistered -. The commercial version, ViaPrint Ultra, doesn't print this watermark, of course. This shareware version watermark will appear on the first label of each page.

In addition, after your 45 day evaluation period has expired, a Timed Reminder Window will appear every time you use any of ViaPrint's major functions. Upon ordering we'll give you a code that will turn off the Reminder Window.



## Ordering ViaPrint Ultra v3.0

To purchase the commercial version, ViaPrint Ultra 3.0, send \$34.50 (\$30.00 + 4.50 shipping and handling). For your fee you will receive ViaPrint Ultra along with the following:



- **As a registered User of ViaPrint Ultra, you will be able to purchase ViaBase, Viable's new multi-purpose database program, for HALF PRICE: \$25.00 instead of the normal price of \$49.95.**



- **Notification of updates. ViaPrint will be updated with new features and conveniences (and bug fixes) regularly. Registration will insure that you receive notification of, and significant discounts on, all future updates.**



- **Technical Support by Telephone. (We cannot offer phone technical support for the Shareware Version, but you are welcome to write us with any problems...)**



- **A printed ViaPrint Manual. Our little 5" x 8" manual will make learning and using ViaPrint a breeze.**



- **Full Picture and Angle Box Capability.** Use up to ten Picture Boxes and Angle Boxes per label! The shareware version is limited to two of each.



- **A full range of the Avery™ Preset Label Templates.** The Shareware version of ViaPrint allows printing of only the first twenty Avery Label Templates. The commercial version lets you print them all!.



- **Viable Software Alternatives' Shareware Programs, Your ViaPrint will come with at least THREE other shareware programs including the latest versions of our popular Windows games, World Empire II, Poke-It Poker!, and our new Label database for Windows, ViaBase (When ViaBase becomes available, probably January, 1995).**



## Please Order Soon!

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### **In The Netherlands:**

Geregistreerde versie ViaPrint Ultra: Fl. 79,00  
Verzendkosten: Fl. 7,50  
Rembours: Fl. 12,50  
-----  
Totaal:

BroCo Software  
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The Netherlands

Or Call:

Tel: 02155-26650  
Fax: 02155-14012

Wijze van betaling:    ( ) overmaking postbank 28.39.530  
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                          ( ) overmaking bank België 172.13.06.755.45  
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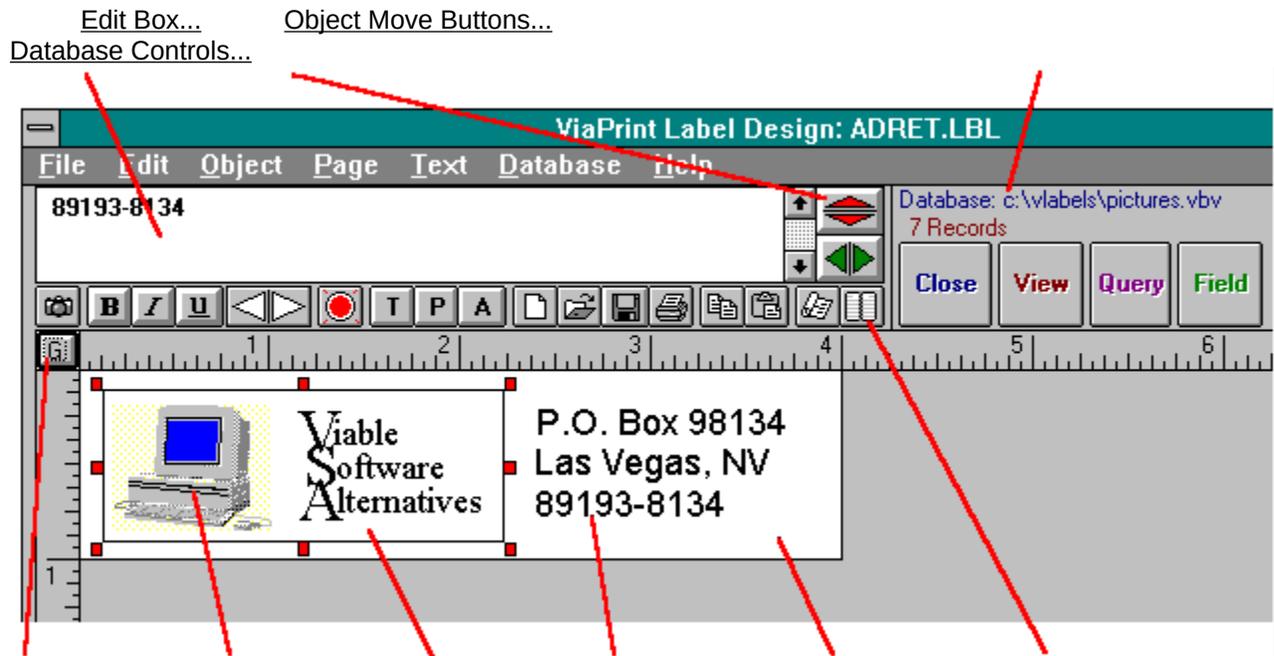
**Thanks for trying ViaPrint!**



## ViaPrint's Main Edit Screen:

ViaPrint creates a label on the screen the same size as the label you want to print. You only see one label on the screen, but when it is printed, it will be printed as many times on the page as you specify in the Setting Label Size And Page Setup... Window.

After selecting or entering the label size you want in that window, you simply add Text Boxes... (lines of text), Picture Boxes... (.BMP or .WMF picture files), Angle Boxes... (special text boxes that you can rotate), and Line Boxes... (decorative lines and frames to enhance your label), drag them around the Screen Label and resize them to look like you want - then print your labels, business cards, flyers, etc... on your printer. It's that easy.



[Edit Box...](#)      [Object Move Buttons...](#)  
[Database Controls...](#)

[Guidelines...](#)      [Line Box...](#)      [Text Box...](#)  
[Screen Label...](#)      [Shortcut Icons...](#)  
                                  [Picture Box...](#)

### ViaPrint Object Priority...

Text Boxes, Picture Boxes, etc... are treated as objects in ViaPrint. As such, each has its own place in the scheme of things and each has a priority. Think of this priority as a physical position on the screen depth-wise. Line Boxes have the lowest priority - all other objects are placed on top of Line Boxes. Angle Boxes come next, then Text Boxes, and, finally, Picture Boxes have the highest priority in ViaPrint. That means that a Picture Box will cover any Line Boxes, Angle Boxes, or Text Boxes that it is placed on top of - unless you've selected "Imbed Picture Boxes...".

To access a Line Box that is entirely hidden by an un-imbedded Picture Box, you'll need to move the

Picture Box so the Line Box is visible.

Individual objects have priorities too. These are changeable, however, using the "To Front" and "To Back" Functions from the Object Menu...



## Text Boxes, Picture Boxes, Etc... Objects:

### Working with the Text Box:



The ViaPrint Window is easy to use and self-explanatory. After setting the size of the label you wish to create using the Page Setup... Window's "Label Width" and "Label Height" text entry boxes (for Custom Labels), or selecting the desired Avery Label Template, the Label area at the bottom of your screen will change to that size.

Initially you'll see a single Text Box... that says "Blank Line" and that's highlighted by red resizing tabs.

Only the left and right resizing tabs on Text Boxes have any effect in ViaPrint. They change the Text Box's width. To change the size of a Text Box, click on the left or right resizing tab and hold down the left mouse button to "drag" the box until the box is as wide as you want it.

As you enter text into the Edit Box..., the text will also be displayed in the current Text Box, the text wrapping and the height of the Text Box expanding as you type.

You can move the Text Box to any position on the Label by placing the mouse cursor over the Text Box (The mouse cursor will change from a "cross hair" to an "up arrow" when it is over a moveable object). Then depress the left mouse button and, holding it down, "drag" the Text Box to the new location. Indicators on the horizontal and vertical rulers will assist you in lining up Text Boxes evenly. If you've selected "Snap To Grid" from the "Page Setup" Window, the Text Box will align itself to the current grid setting.

Use the Text Menu's Font Name, Font Size, and Font Style Options (Bold, Italic, and Underline) tools to display the text in your Text Box the way you want. You can align the text in your Text Box by selecting "Left", "Right", or "Center" - use the Text Menu... from the ViaPrint Menu Bar, then select "Alignment".

Use the Edit Box... in the upper left of your screen to change the text in the currently highlighted Text Box.

To add another Text Box, select "Add Text Box" from the Object Menu...

### Working with the Angle Box:



Angle Boxes... have the capability to display text at an angle. Otherwise they are much like Text Boxes, but:

1. Because of their rotation capabilities, Angle Boxes are as wide as they are high, that is, as wide as the text they hold. This makes them cumbersome as they will "cover" any Line Boxes... they're over. For this reason, it's usually a good idea to add Angle Boxes after other objects have been created and placed on the label.

2. When an Angle Box is currently selected, a rotate control will appear next to the "Visible" button on your screen. Use this control to change the angle at which your text is displayed.

Use the Fonts Option from the Text Menu... to display the text in your Angle Box the way you want. ALL FONTS ARE NOT ROTATEABLE! Most True Type fonts will rotate fine. (Printout results for Angle Boxes are not yet always accurate! Always test by printing first to scrap paper.)

Use the Edit Box... to change the text in the currently highlighted Angle Box.

To add another Angle Box, select "Add Angle Box" from the Object Menu...

### Picture Boxes:

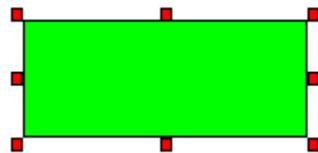


This same Add, Drag and Drop technique is used to move Picture Boxes... and Line Boxes around on your Label. The resizing tabs on these two DO affect each, however.

To add a picture to your Label, select "Add Picture Box" from the Object Menu... From the "File Type:" List Box in the File Window, choose either .BMP or .WMF (Windows' MetaFile). Then select the picture file you want to display, press "Okay", and drag it and resize it until it's displayed as you wish.

To resize a picture, move the mouse cursor over the resizing tab that corresponds to the direction you want to "stretch" or "shrink" the Picture Box. When the mouse cursor is over the resizing tab it will change to a double arrow. Press the left mouse button, and, holding it down, drag the corner or edge of the Picture Box until it's the size you want. Be patient, resizing .BMP pictures takes time!

### Line Boxes:



To create a Line Box... you first need to draw the size and position of the Line Box on your Label.

Move the mouse cursor to the point where you want the upper left corner of the Line Box to be. The mouse cursor MUST be in the shape of a "cross hair" - if it isn't, that means you're already on top of another Line Box, Text Box, Angle Box, or Picture Box.

Press the left mouse button and, holding it down, drag the mouse cursor down and to the right. As you do this a blue box outline will appear on the Label. When this box is the approximate size of the Line Box you want to create, release the mouse button.

A box will appear - but not yet a Line Box! When you release the mouse button you'll notice that the "Draw Line Box" selection in the Object Menu is selectable. Click on this selection and your Line Box will be created and highlighted - ready to reposition and resize as you wish.

The color of Line Boxes can specified using the "Color" selection from the Object Menu... When a color other than white is selected for a Line Box the box appears opaque - you can't see through it. When white is chosen, the Line Box will appear transparent.



## The ViaPrint Controls:

Each Menu or Toolbar Function, and other controls, are explained under the following headings:

[File Menu](#)

[Edit Menu](#)

[Object Menu](#)

[Page Menu](#)

[Text Menu](#)

[Database Menu](#)

[The ViaPrint ToolBar](#)

[Other Controls](#)



## Keyboard Functions

A mouse is required in ViaPrint, however the keyboard will make some operations easier.

To move an object the amount of space that you've set for the label grid, use SHIFT plus the ARROW keys.

To change "focus" immediately to the "Edit" box, press F2.

To change which object is currently selected (highlighted) press CTRL plus TAB.



## Moving Or Copying A Group Of Objects

To move a group of objects in ViaPrint you first need to draw a box around all of the Text Boxes..., Picture Boxes..., Angle Boxes..., and Line Boxes... you want included in the copy or move. Place the mouse cursor over the point where you want the upper left corner of the box to be. The mouse cursor MUST be in the shape of a "cross hair" - if it isn't, that means you're on top of a Line Box, Text Box, or Picture Box.

With the cursor shaped as a cross hair, press the left mouse button and, holding it down, drag the mouse cursor down and to the right, including all of the objects to be moved or copied within your box. As you do this a blue box outline will appear on the Label. Now release the mouse button.

A Move Box will appear around your selected Objects.

Moving: To move the selected objects, move the mouse cursor onto the center of this Move Box and drag it to the new position. All Text Boxes, Picture Boxes, Angle Boxes, and Line Boxes within will be repositioned. You can continue repositioning until you're happy with the results. When that happens, just click anywhere on the Label OTHER than over the Move Box, or click on the "End Move" selection in the Object Menu..., and the move will be completed.

Copying: To copy the selected objects, click on the "Copy Object(s)" Function in the Edit Menu.... The objects you drew your line around will be copied to the clipboard, ready to "Paste".



## Setting Label Size And Page Setup

There are thirty Preset Avery™ Label Page Templates built into ViaPrint, as well as a "Full Page Flyer" size and a customizable size. Version 3.0 also contains the A4 Avery label templates for use with metric measurements. (Note: The Commercial version, ViaPrint Ultra, contains the latest Avery Label Sizes available)

### The "Page Setup" Window

The screenshot shows the 'ViaPrint Label Configuration' and 'User Preferences' dialog boxes. The 'Label Size' section includes fields for Label Height (10), Label Width (7.5), Number of labels across page (1), and Number of labels down page (1). The 'Page Size' section has radio buttons for Letter (Inches) and A4 (Centimetres). The 'Avery Pre-Loaded Templates' list shows 'Avery® 5165 (11 x 8.5 Full Page / Flyer)'. The 'Custom Templates' section has a 'None Selected' list box and buttons for 'Add', 'Info', and 'Delete'. The 'Label Page Settings' section includes fields for Top Margin (.5), Left Margin (.5), Page Length (11), Page Width (8.5), Horiz. Divider (0), and Vertical Divider (0). The 'User Preferences' section includes 'Printer Offsets (Inches)' for Top (0) and Left (0), 'Grid Settings' with checkboxes for Show Grid and Snap To Grid, and a Grid Spacing field (.125). The 'Default Font' is set to 'AvantGarde Bk BT' and the 'Path For Saved Labels' is 'c:\vlabels'. 'Okay' and 'Cancel' buttons are at the bottom.

### Setting Your Label Size and Specifications

Avery PreLoaded Templates

To select one of the Preset Avery Label sizes, select "Label Size and Page Setup" from the [Page Menu...](#) and the Page Setup Window will appear. From the "Avery PreLoaded Templates" list box at the bottom of the window, select which Avery size you want - or choose "Custom" to enter your own measurements.

If you require metric label sizes, first click on the "A4" button in the "Page Size" option box. This will cause the Avery metric label sizes to be displayed in the "Preset" list box.

Note: The shareware version of ViaPrint will not let you print the last ten Avery label sizes. You can get around this limitation, however, by noting the width and margins shown and entering them as a "Custom Label".

You can change the Top Margin, Bottom Margin, Left Margin, and Right Margin text boxes to compensate for differences in Printers. Experiment using scrap paper to get your margins correct for final label printing.

You can also set the "gutter" between labels here. The gutter is the unused portion of the page that appears between the labels themselves. In the "Page Setup" Window enter gutter sizes in the "Vertical Divider" and "Horiz. Divider" entry boxes.

Unless you've selected the "A4" page size, the Page Setup measurements are in INCHES, so a 1/2 inch left margin would be entered as ".5", a 3/4 inch margin as ".75", and so on.

**IMPORTANT NOTE:** ViaPrint 3.0 allows landscape printing. You must set your Windows Print Manager to "Landscape" mode - and enter the proper "Page Length" and "Page Width" in the "Page Setup" Window.

## Custom Templates

Once you've entered all the measurements for a "Custom" or Avery label (margins, page size, etc...), you can save the new label "template" by selecting the "Add" button in the "Custom Templates" box. You'll be prompted for a template name and be allowed to enter a short description of the template. A few custom templates have been provided for legal size flyers and a few envelope sizes. The "Info" button is used to view the template description and the "Delete" button deletes the selected Custom Template.

## ViaPrint User Preferences

### Setting A "Printer Offset"

If your printer has its own internal page size, you'll notice that your label margins don't print correctly. For example, your labels may print fine, but are not centered on the page. A number in the "Printer Top Offset" box controls the top margin for all labels. If your printout is a quarter of an inch too high or too low, enter .25 or -.25 (negative numbers are okay here) in this box. The same technique works for the "Printer Top Offset".

### Grid Settings And Using A Layout Grid:

Since Objects in ViaPrint can be moved anywhere on a label (that's why it's so fast and easy to use) aligning objects properly can be a tedious job. ViaPrint provides a label "grid" to help alleviate this situation.

The label grid causes your Text Boxes, Angle Boxes, Picture Boxes, and Line Boxes to automatically be "dropped" in incremental positions on your label. For example, if you've set the grid spacing to .25 (one quarter) of an inch, any object you "drop" will adjust itself to that spacing. If you "drop" a Text Box directly below another, the box you "dropped" will align itself .25 inches below the first.

There are three controls that affect the label Grid:

The "Show Grid" check box: Selecting this will cause the grid to be drawn on your label. (Large labels with small grid spacings take some time to update with a visual grid, so be patient.)

The "Snap To Grid" check box: If this check box is selected all objects will automatically align themselves to the grid when "dropped". If the check box is unselected, objects will stay where "dropped".

The "Grid Spacing" entry box: The number you enter here determines grid spacing. Grid spacing less than .05 inches will not be shown even if the "Show Grid" check box is selected. The entire label would be blue!

Using the label grid will speed up label design considerably.

### **Setting A Default Font:**

Use the "Default Font" drop down list box to select the font you want ViaPrint to start up with. ViaPrint will automatically use this font when loaded.

### **Entering A "Saved Label" Directory Path**

The "Path For Saved Labels" box is used to tell ViaPrint in what directory you want your labels saved. When a valid directory (path) name is entered here, the "Open" and "Save" windows will assume you want that directory.



## Printing Your Label Document

Experimentation is the best way to get your labels lined up on the page correctly before printing and possibly wasting some expensive label sheets.

### The "Label Print Configuration" Window



#### Printing Procedure:

If you are printing a Custom Label size, before selecting the "Print" Button be sure your margins are set correctly in the [Page Setup...](#) Window. After selecting "Print", the "Label Print Configuration" Window will appear with a sample label page.

If you want to configure your printout (start printing at a certain label on the page, print only a certain number of labels, enter Database specifications, etc...), you can do it here.

#### WHERE ON THE PAGE TO BEGIN PRINTING:

On the right side of the Label Print Configuration Window is a small version of your label page, the Sample Label Page. To begin print at a label other than the first on the page, click on the position of the label where you want to start printing.

#### PRINTING CUT MARKS

Below the Sample Label Page is a check box, "Print Cut Marks". If this box is checked when you click on the "Print" Button, Cut Marks will be printed around the margins of your printed page to guide you if you do your own cutting.

#### OTHER:

You can also specify the number of labels per page to print - and the number of pages (unless you're printing from a database). When everything looks right, press the "Print" command button.

#### ViaPrint Database Options:

If you have selected a database to print labels from, four additional controls are visible on the screen:

"START AT RECORD#" entry box - If you want to start printing labels from your database at any record other than the first, enter the record number in the "Start at Record#" entry box.

"START AT MATCHING FIELD" button - Clicking on this button will bring up a window in which you can specify WHICH record you start printing at by matching a field in that record. When this option is set, no records will be printed until a match is found, then all records will be printed - as long as they fit the Conditions you have set.

"LABEL COPIES PER RECORD" entry box - The number you type in this box will determine

how many copies of a database record label are printed.

"REMOVE BLANK FIELD LINES" check box - If this box is checked when you click the "Print" Button, ViaPrint will remove blank field lines from multi-line Text Boxes, insuring that your labels don't contain blank lines where fields have no contents. If it is NOT checked, ViaPrint will print a blank line where the the field would have been.

## The "Set Conditional Fields" Window

The screenshot shows a dialog box titled "Set Conditional Fields". It has three rows for defining conditional sentences. Each row begins with a label: "Print Label If:", "And If:", and "And If:". Each label is followed by a dropdown menu currently showing "Don't Use", a small button with a downward arrow, and a button labeled "Equals". Below these three rows are two buttons: "Okay" and "Cancel".

## Conditional Printing

You can set up to three Conditional Sentences that filter the printing of labels from a database in ViaPrint - using the "Set Conditional Fields" Window.

To set conditions on printing labels (the field in the database must match the information you enter here for the condition to be "true" and the label to be printed), click on the Field Name list box that appears after the prompt "Print Label If:", and select the field you want to conditionalize.

Eight conditions are available and are accessed by pressing the "Equals" command button. As you click on this button its caption will change to other conditions. They are: "Doesn't Equal", "Is Greater Than", "Is Less Than", "Contains", "Doesn't Contain", "Is Blank", "Is Not Blank", and, finally, back to "Equals".

After selecting the condition, enter the text that must be matched in the entry box to the right of that conditional command button. This is the text that must be matched within the database record if that record is to have its fields printed within your label.

The varying conditions and their effects are listed below:

**Equals:** In order for a record to be printed as a label, the database field must exactly match the text you entered to the right of the conditional command button (the comparison ignores case).

**Doesn't Equal:** The field must be different from the text you entered.

**Is Greater Than:** The field must be alphanumerically greater than the text you entered.

**NOTE:** If the database you are using is a dBASE IV compatible database or a ViaBase database, the field will first be converted to its intended type (ie. Numeric, Date, etc...) before the comparison is made. Because there is no way for ViaPrint to know what type of fields are contained in a "Comma-Delimited ASCII" database, all fields within them are compared as characters (alphanumerically).

Is Less Than: The field must be alphanumerically less than the text you entered. See Note above.

Contains: The field will be scanned for the text you've entered. If the text is found anywhere within the field, the record will be printed. For example, if the field you are conditionalizing contains the text "1/5/93" and you enter "93" as the conditional text, the label will be printed.

Doesn't Contain: The field will be scanned for the text you've entered, but the record will be printed only if the text was not found.

Is Blank: The record will only be printed if the field is blank.

Is Not Blank: The record will only be printed if the field is not blank.

A complete Conditional Sentence might look like this:

Print Label If:            Last\_Name    Equals            Smith

or:

Print Label If:            Date\_Ordered    Is Less Than            1/1/93

Between the three Conditional Sentences in the Set Conditional Fields Window are command buttons that change from "And" to "Or" and back to "And" again. These give you greater flexibility in conditionalizing your printout.

For example, if you set your Conditional Sentences to read...

Print Label If:

                         Last\_Name                            Equals                            Smith

Or If:                    Last\_Name                            Equals                            Jones

And If:                    Date\_Ordered                            Is Less Than                            1/1/93

...ViaPrint will print all records of anyone named Smith or Jones that ordered after January 1, 1993.

To print ALL records in a database, be sure all that all Field Name list boxes in the "Set Conditional Fields" Window are set to "Don't Use" (The default).

-----

All possible within our current means was done to insure printer compatibility. If you have a problem, write us giving your printer brand and model, and we'll see what we can do.



## The Database Menu

<b>Database</b>	<b>Help</b>
<b>Close Database</b>	<b>F2</b>
Set Conditional Fields	
View Database	F3
ViaBase Viewer & Query	
Insert Field	F4

### "Open Database For Use/Close Database"

When you click on this selection a File Window will appear/. From the "File Type:" list box choose the type of database file you wish to work with, then select which file from list of files that appears. When you've selected a database this option will change from "Open Database For Use" To "Close Database" and the other four options under this menu will be accessible. See "[Printing Labels Using A Database File...](#)" for more information.

### "Set Conditional Fields"

See "[Printing Your Label Document...](#)" for a description of this option.

### "View Database"

When you click on this selection, the database you've selected will be displayed record by record. Only records that match the Conditional Sentences you've created will be shown. See elsewhere under "[Printing Your Label Document...](#)" for more information.

### "ViaBase Viewer And Query"

If the Database you opened is a ViaBase File, selecting this option will activated ViaPrint's built in ViaBase Viewer. You can search, sort, and Query the records in the file from here.

### "Insert Field"

While you can enter Field Names between brackets yourself, the "Insert Field" option is provided to conveniently do this for you. Select the "Insert Field" option and select the Field Name you wish to add from the list box that appears. The selected Field Name is inserted into the currently selected [Text Box...](#) at the point in the text where the [Edit Box...](#) cursor currently resides.

Add text, carriage returns, and punctuation between the fields as necessary by using the [Edit Box...](#)



## The File Menu

<b>File</b>	Edit	Object	Page	I
<b>New Label Design</b>	<b>Ctrl+N</b>			
Open Label Design	Ctrl+O			
Save Label	Ctrl+S			
Save Label <u>A</u> s...	Ctrl+A			
Print	Ctrl+P			
Printer Setup				
Exit ViaPrint				

### "New Label Design"

Selecting this option will clear the Screen Label... of all Line Boxes, Picture Boxes, and Text Boxes, then place a single Text Box at the upper left of the visible part of the label with the words "Blank Line".

### "Open Label Design"

Use this function to load a previously saved label into ViaPrint for editing or printing. Select the label you wish to load from the list of files on the File Window that will appear and press "OK".

### "Save Label"

Select this option when you're ready to save your work. If the label is being saved for the first time a File Window will appear. Enter a name for the saved label and select OK.

The File Extension that ViaPrint uses for saved labels is ".LBL".

### "Save Label As"

Use this option to save the current label under a different name.

### "Print"

Click on this selection and the Print Configuration Window will appear. See ["Printing Your Label Document..."](#) for more information.

### "Printer Setup"

Clicking on this selection will cause the Printer Setup Window to appear over the ViaPrint screen. Use this Setup Window to configure your printer for page size, print quality, etc...

### "Exit"

Selecting this option will end your ViaPrint session and return you to Windows. If you've not saved the current label since changing it, you'll be given the chance to do so before the program ends.



## The Edit Menu:

<u>E</u> dit	<u>O</u> bject	<u>P</u> age	<u>T</u> ext	<u>D</u> ata																					
<b>C</b> opy Object Contents																									
C	o	p	y	O	bject(s)	Ctrl+C																			
P	a	s	t	e		Ctrl+V																			
S	e	l	e	c	t	C	h	a	r	a	c	t	e	r		Ctrl+K									
I					n	s	e	r	t	I	n	c	r	e	m	e	n	t	a	l	F	i	e	l	d
C					r	e	a	t	e	A	s	c	i	i	D	a	t	a	b	a	s	e			
D					e	l	e	t	e	C	u	r	r	e	n	t	O	b	j	e	c	t		Ctrl+D	

### "Copy Object Contents"

Selecting this option will copy the contents of the currently selected Text Box..., Picture Box..., or Angle Box... to the clipboard. Note: You can copy the picture displayed in a Picture Box for pasting into other programs, but you cannot paste pictures directly into Picture Boxes.

### "Copy Object(s)"

Selecting this option will copy the currently selected object into the clipboard. If you've drawn a Move Box around several objects when you select this option, all included objects will be copied. See "Moving A Group Of Objects..." for more information.

### "Paste"

Selecting this option will "paste" the contents of the clipboard onto the ViaPrint Label Edit screen. If a group of objects was pasted, a Move Box will appear around the objects so you can place them on your label where you wish. See "Moving A Group Of Objects..." for more information.

### "Select Character"

This option activates ViaPrint's Font Viewer and Character Selector. The character set for the font you're currently using will be displayed. To select a character to include in your current Text Box, click on the little box ABOVE that character. The characters you select will appear at the top of the window. To clear these characters, press the "Clear" button.

Any characters you select will be placed in your Text Box... when you "Close" the Font Viewer. If no characters were selected, the selected Text Box will remain unchanged.

### "Insert Incremental Field"

Selecting this option will cause an "Incremental Field" to be inserted into the currently selected Text Box.... After clicking on this option, a small Window will appear. Set the maximum for the increment in this Window and click on okay.

If you selected the number "5" as the maximum, the inserted Incremental Field will look like:

"<<#5>>"

Add to that the text:

"Disk <<#5>> Of Five"

...and when your labels print the Incremental Field will be replaced by the actual number, restarting at 1 when the maximum value you specified is reached. For example, with the Field above if you printed 10 labels that Text Box would print as:

Disk 1 Of Five  
Disk 2 Of Five  
Disk 3 Of Five  
Disk 4 Of Five  
Disk 5 Of Five  
Disk 1 Of Five  
Disk 2 Of Five  
Disk 3 Of Five  
Disk 4 Of Five  
Disk 5 Of Five

You can also use the Incremental Field for Page Numbering if you are printing full page flyers or labels.

### **"Create Ascii Database"**

This option will activate the Create and Edit Ascii Database Window, allowing you to create on the fly databases for printing! See "[Creating Your Own Ascii Database...](#)" for more information.

### **"Delete Object"**

Selecting this option will delete (remove from the label) the currently highlighted Text Box, Picture Box, Angle Box, or Line Box. After deletion, the highlight will settle on the last edited Text Box. Careful with this option - there's no Undo feature in ViaPrint yet!

You CANNOT delete the last Text Box on a label.



## The Object Menu

<u>Object</u>	<u>Page</u>	<u>Text</u>	<u>Database</u>
<b>Add <u>T</u>ext Box</b>			<b>F5</b>
Add <u>P</u> icture Box			F6
Add <u>A</u> ngle Box			F7
<b>I</b> mbed Design Objects			
<u>D</u> raw Line Box			F8
<u>E</u> nd Move (No Box)			
<b>S</b> how Object Borders			
<u>C</u> enter Object			
<u>S</u> nap To Guidelines			
To <u>B</u> ack			Ctrl+G
To <u>F</u> ront			Ctrl+F
Object <u>C</u> olor			Ctrl+L

### "Add Text Box"

Pressing this button will cause a new Text Box... to appear on the upper left corner of the visible part of your label. The new Text Box will have the same properties, ie. width, font, font size, font style... as the Text Box that is currently selected when you pressed the "Text Box" button.

When the new Text Box appears, it will read "Blank Line". Just enter your new text into the Edit Box.

ViaPrint allows up to 60 Text Boxes per label.

### "Add Picture Box"

Pressing this button with your mouse causes a file window to open. Select the .BMP or .WMF picture file that you want to display on your label, and press "OK" on the file Window.

The picture you selected will be placed in a Picture Box... and centered in the visible part of the label you are editing. Move the picture to the location you want it to appear and resize it as necessary.

The Commercial version of ViaPrint allows up to 10 Picture Boxes per label, the shareware version only two.

### "Add Angle Box"

Pressing this button with your mouse adds an Angle Box... to your label in the same way that a Text Box is added.

The Commercial version of ViaPrint allows up to 10 Angle Boxes per label, the shareware version only two.

## **"Imbed Design Objects"**

This option draws the images of your Picture Boxes, Line Boxes, and Angle Box contain into the ViaPrint Screen Label... background. This allows you to edit and create new objects and place them properly without the other objects interfering with them.

Using the "To Front", "To Back", and "Object Move" functions will turn off Object Imbedding.

NOTE: If it is turned on, you must turn off Object Imbedding before you can move or resize the imbedded objects.

## **"Draw Line Box"**

This option is not accessible until you have outlined the position for your Line Box on the label. To create a Line Box..., move the mouse cursor over the label and press the mouse button when the CROSSHAIR is at the point where you want the upper left hand corner of the Line Box to be. Holding the mouse button down, drag the mouse down until the Line Box outline is the size you want it, then release the mouse button.

At this point the Draw Line Box function will operate. Select it, and your new Line Box will be highlighted, ready to move or resize as necessary.

## **"End Move [No Box]"**

If you've drawn a line around objects in order to move them rather than to create a Line Box, select this option when your move is completed. See "Moving A Group Of Objects..." for more information.

## **"Show Object Borders"**

This option will draw a line around all Text Boxes and Picture Boxes so you can see their location easier.

## **"Center Object"**

Selecting this option will cause the currently selected or highlighted Text Box, Picture Box, Angle Box, or Line Box to be centered within then current label.

If you change the font or font size of a centered Text Box or Angle Box, or resize a centered Picture Box or Line Box, you'll need to re-center them again using this option.

## **"Snap To Guidelines"**

The "Snap To" option has no effect unless the ViaPrint Guidelines are visible. When the Guidelines are visible, selecting this option causes the currently selected Line Box or Text Box to position itself in relation to the Guideline settings.

If only the Vertical GuideLine is visible, then the Text or Line Box will only align itself vertically. If only the Horizontal GuideLine is visible, then the Text or Line Box will only align itself horizontally. See "Other Controls..."

## **"To Back"**

This option changes an object's priority on your label. For example, if you have two Line Boxes that

overlap one another, pressing the "To Back" option will cause the current Line Box to be displayed under the box it overlaps. This option has no effect on Picture Boxes.

### **"To Front"**

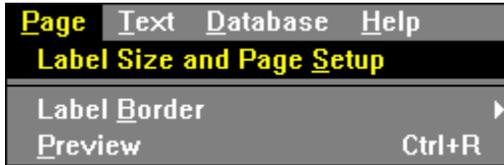
This option changes an object's priority on your label. For example, if you have two Line Boxes that overlap one another, pressing the "To Front" option will cause the current Line Box to be displayed over the box it overlaps. This option has no effect on Picture Boxes.

### **"Object Color"**

This option is used to change the color of text in a Text Box, Angle Box, or the color of the inside of a Line Box. The Color option has no effect on Picture Boxes.



## The Page Menu



### "Label Size and Page Setup"

When you select this option, ViaPrint's Page Setup Window will appear. Here you can select from several preset Avery Label sizes, select a full page flyer, or select "Custom", an option that allows you to define your own label sizes and margins.

For a more detailed description of Page Setup and margins in ViaPrint, see "[Setting Label Size And Page Setup...](#)" and "[Printing Your Label Document...](#)" elsewhere in this Help File.

### "Label Border"

When you click on this selection, you'll find three choices for adding a line border to your label. Click on "None", "Single", or "Double" border, and the appropriate border will be drawn on your label.

### "Preview"

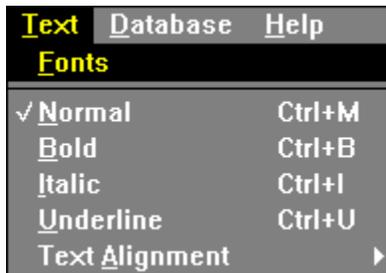
This option activates ViaPrint's Preview Window, which is especially useful when editing large labels or flyers that do not fit on the Windows screen. Horizontal and Vertical Rulers are provided for comparison purposes.

Small labels can be viewed here as they will be printed on a sheet of 8 1/2 by 11 Label or Card Stock.

Font sizes on the Preview Window vary, so don't depend entirely on this view. Print test pages on your printer using scrap paper to get an accurate idea of what your printed sheet will look like.



## The Text Menu



### "Fonts"

Clicking on this option brings up the Font Dialog Box where you can select the font you want your text displayed in, as well as its size, within the currently selected Text Box...

### "Normal, Bold, Italic, and Underline"

Three Font Styles are available in ViaPrint, Bold, Italic, and Underline. To change the style a particular font in the selected Text Box is displayed in, select from "Normal", "Bold", "Italic", or "Underline". The selected Text Box will immediately reflect your change of font style.

### "Text Alignment"

When you select "Alignment" from the Text Menu, you'll find three choices for aligning the text in the current Text Box. Click on "Left", "Right", or "Center", and the appropriate alignment will take effect in your Text Box.



# Printing Labels Using A Database File

## Using ViaPrint To Print Database Labels

(Be sure to check out the sample files included with ViaPrint. Several of these are examples of database printing)

ViaPrint 3.0 allows you to print labels containing data from three types of Database files, "Comma-Delimited ASCII", "dBASE IV Format", and Viable Software's own ViaBase. Most other Database programs have the capability of saving their databases in one of the two former formats.

## What Is A Database?

Databases are lists of information. Your telephone directory is a database! Database lists consist of Records and Fields. Using the telephone directory as an example, a telephone directory RECORD is the entire entry for one person or household. That record is made up of individual FIELDS - which include that person's name, their address, and their telephone number.

As another example - you may have a database that lists and keeps track of your Video Library. In your database each movie has its own record. In each record are fields that contain the name of the movie, what the movie is rated, its release date, who directed it, etc...

Fields are given names. For example, the field containing the movie title would be called "Movie Name" - the field containing the name of the director would be called "Director", and so on.

In ViaPrint, Field Names for dBASE IV and ViaBase fields will reflect the names you gave them when you created them in your database. If you named a field "Director" in your database program, you'll also call that field "Director" in ViaPrint as you layout your custom labels.

Comma-Delimited ASCII fields, on the other hand, are ASSIGNED names in ViaPrint. The first field in a record is given the name "Field1", the second "Field2", and on through until all the fields in a record have been named.

This means, when working with a Comma-Delimited ASCII Database File, you need to know what the fields are! ViaPrint tries to assist by reading the first record in the database and displaying each field's contents along with the field name.

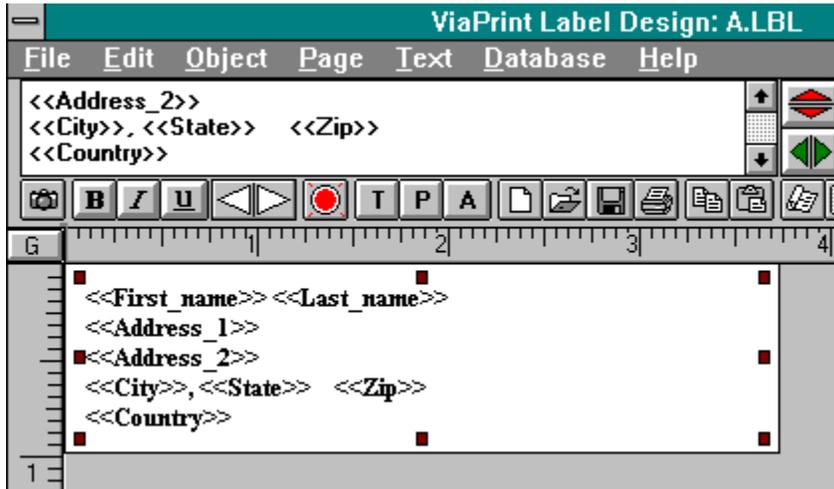
The rest of this section will assume Comma-Delimited ASCII field names - just to help you get used to them.

In ViaPrint field names can be embedded within Text Boxes... In order to indicate the presence of a field name in the Text Box, "lesser than" (<) and "greater than" (>) brackets must be placed at the beginning and end of the field name. For example, entering "<<Field10>>" anywhere in a Text Box will cause the data in the tenth field of the current database record to be printed in place of the field name. (As, if you're using a dBASE IV file, "<<MovieName>>" would cause the actual movie title field to be printed on the label.)

Example:



## Example of an address label Text Box (Using ViaBase Field Names for clarity):



Because all the field names are in one Text Box, if a field is blank that field and the space or carriage return that follow it will not be printed. This prevents your labels from having blank lines.

When your text is formatted, select "Print" from the "File" Menu. Specify which database record to start printing with, where on the page to start printing, and how many records (labels) you'll be printing - you can even specify which labels by setting Conditional Sentences (See "[Printing Your Label Document...](#)")!.

That's it! You've now printed from a database... this feature will give you real printing power! Experiment a little and soon you'll be printing mailing labels from ViaPrint rather than your database or word processor!



## The ViaPrint Toolbar

### The Edit Box

The "Edit Box...", in the upper left corner of ViaPrint's Tool Bar, is where text is entered. Any text you type here is recreated on the label you are currently editing in a Text Box.... Once text is entered, you may use the mouse to "drag" the Text Box into the position you want.

Pressing the [ENTER] key after entering your text will cause a new line to be started in the current Text Box.

Text entered in the Edit Box appears in the current Text Box as you type. See also "ViaPrint's Main Edit Screen..."

### The ViaPrint Shortcut Icons



Most Menu functions are duplicated as Shortcut Icons in version 3.0. From left to right the Icons initiate the following Menu Options:

Fonts, Bold, Italic, Underline: See "Text Menu..."

Reduce Font, Enlarge Font: Each time you click on one of these arrows, 2 Points are either added or subtracted to/from the size of the font in the currently selected Text Box.... Note: Some fonts do not display properly in every size and you'll see a box in place of the letters.

Object Color, Add Text Box, Add Picture Box, Add Angle Box: See "Object Menu..."

New Label Design, Open Label Design, Save Label, Print: See "File Menu..."

Copy Object(s), Paste: See "Edit Menu..."

Label Size and Page Setup, Full Page Preview: See "Page Menu..."

The ViaPrint Shortcut Icons are shortcuts to Menu Functions. See more under "[The ViaPrint Toolbar...](#)"



## Other Controls

### **The ViaPrint Guidelines**

The Guidelines are normally not visible. To set a Guideline to a particular measurement on your label, move the mouse pointer over either the horizontal or vertical rulers on the side and top of the label. Click the left mouse button and the Guideline will appear at the point on the ruler that you specified.

To remove the GuideLines, press the "G" Button at the intersection of the two rulers, and the GuideLines will disappear. Pressing the "G" button again will make the Guidelines reappear.

Pressing the "Snap To" Button while one or two of the Guidelines are displayed will cause the current Text Box or Line Box to align itself to the Guidelines.

## Warranty, Licensing...

ViaPrint is a copyrighted, proprietary program offered "as is", without any warranty of merchantability or fitness for a particular purpose, performance, or otherwise; all warranties are expressly disclaimed. By using ViaPrint, you agree that the author will not be liable for any use of (or inability to use) or performance of this product, or for any damages whatsoever.

The registered version of ViaPrint, ViaPrint Ultra, may be used on only one machine at any one time. Site Licenses are available for multiple copies - See "Registration And Benefits".

This software is being distributed as Shareware. You may use this program freely for forty-five (45) days. If you use it for longer than forty-five days, you are required to register it with the author for \$34.50 US. You may also copy and distribute this SHAREWARE VERSION of this program, as long as all the files are distributed intact in a single archived file - and the conditions in the accompanying VENDOR.DOC are adhered to. You may not sell this program, and you may charge only nominal fee for distribution not exceeding \$8.00 a copy.

The Edit Box is in the upper left-hand corner of the ViaPrint Toolbar at the top of your window. The text you enter here is displayed in a Text Box on the label itself. See "[Text Boxes, Picture Boxes, Angle Boxes, and Line Boxes...](#)"

Text Boxes contain the text that will be printed on your label. The text is entered in the Edit Box. You can drag Text Boxes to where you want them, and resize their width. See "[Text Boxes, Picture Boxes, Angle Boxes, and Line Boxes...](#)"

Line Boxes are boxes you draw for display purposes. You can change their color and use them to frame text or pictures - or use them for a label border. See "[Text Boxes, Picture Boxes, Angle Boxes, and Line Boxes...](#)"

The text you type in Angle Boxes can be rotated 360 degrees for special effects. Angle boxes only work with True Type Fonts. See "[Text Boxes, Picture Boxes, Angle Boxes, and Line Boxes...](#)"

Picture Boxes are used to display bitmap graphics or Windows Metafiles on your label. See "[Text Boxes, Picture Boxes, Angle Boxes, and Line Boxes...](#)"

The Guideline Button turns the ViaPrint Guidelines on and off. You can also turn on either the horizontal or vertical Guideline by clicking with the mousepointer on one of the rulers. See "Other Controls..."

The Screen Label is sized the same as the labels you want to print. Set the label size using the "Setting Label Size And Page Setup..." option from the Page Menu.

The Object Movers move the current object up, down, left or right, according to the currently set grid distance. These are especially useful if you inadvertently place an object off the Screen Label... where your mouse can't reach it! Just keep clicking to bring the object back into the area of the Screen Label.

The Database Controls become active once you've selected "Open A Database For Use" and chosen a database file to print labels from. See "[Printing Labels Using A Database File...](#)"



## Create Your Own Ascii Database

### The "Create" Window:

Field	Value
Field 1:	Salomone
Field 2:	Gal
Field 3:	
Field 4:	News Editor
Field 5:	Byte Magazine
Field 6:	1221 Avenue of the Americas
Field 7:	
Field 8:	New York
Field 9:	NY
Field 10:	10020
Field 11:	

Creating and printing from your own Ascii database is simple:

Step 1. Select "Create Ascii Database" from the ViaPrint Edit Menu....

Step 2. When the "Create" Window appears, select "New" from its File Menu (or click on the blank page button).

Step 3. A small window will come up asking you how many FIELDS you want in each record within your new database. Enter a number between 1 and 18. For example, if you are creating a Mailing List database you might enter the number 6. Field 1 would be for each recipient's NAME, Field 2 for their ADDRESS, Field 3 for their CITY, Field 4 for their STATE, field 5 for their ZIP CODE, and Field 6 for their COUNTRY if they live outside the USA.

Step 4. When you press Okay on that Window, voila! Your fields are displayed. Enter data for the first record, making sure that you keep each bit of information in its proper field (Don't enter someone's address in the field meant for their state!)

Step 5. To create a new record, select "Add Record" from the Edit Menu, and a new record will appear.

Step 6. When you've entered as many records as you need, choose "SAVE" from the File Menu (or click on the disk button), give your new database a name in the File Window that appears, and press the OK Button.

That's it! You can load in the database later and add to it if you wish. You can add up to 500 records.

Controls:

The Change Record Scroll Bar: Use this to advance one record or go back one record.

The Add Button: The button with the plus (+) sign on it adds a record to your database.

The Sort Button: The button with the little boxes on it immediately SORTS your records alphabetically. The FIRST FIELD is the field by which the sort takes place, so keep this in mind as you decide what order to enter your field information in.

Be sure to look at [ViaBase...](#) if you want more database power!



## ViaBase! And the ViaPrint ViaBase Viewer

### **The ViaPrint ViaBase Viewer**

If you've selected a ViaBase database File to print labels from, ViaPrint will allow you to use ViaBase's Querying power to filter which records are and are not printed.

To activate the ViaBase Viewer, make sure you have a ViaBase database in use, then select "ViaBase Viewer And Query" from the ViaPrint's Database Menu.... Your ViaBase will be displayed exactly as you created it. You can Search, Sort, and Query in order to setup your label printout according to your needs.

### **ViaBase:**

ViaBase is finally here! Create your own custom databases effortlessly, up to 50 Fields assignable to eight Field Types: Character, Number, List, Date, Note, Picture/Sound, Formula, and Data List.

Color control and design picture and box capability insure you'll be pleased at the results. Full featured Search, Search and Replace, Querying, Quick Sums, Sorts, and more!

MANY features that other programs just don't have at all...

If you are an owner of ViaPrint Ultra, you can purchase ViaBase for HALF PRICE, and have the perfect pair for printing mailing lists, name tags, video labels, and more... any application that requires printing labels from a database.

See the order form for including ViaBase in your order, or send us a check or money order for \$5.00 shipping and handling, and we'll send you the shareware evaluation version of ViaBase!



## Commonly Asked Questions:

### 1. My clip art is in PCX format. Can I use it?

Yes, but first you have to convert PCX files to BMP format using Paintbrush. To do this:

- A. In Windows Paintbrush choose Open from the File Menu.
- B. Set the FILE TYPE to PCX.
- C. Double click on the directory where your PCX files are located.
- D. In the box that contains the file names, double click on the file you wish to convert.
- E. Using the Save As.. option in the FILE menu, pick either 16 color, 256 color or 24-bit BMP format and click on Okay.
- F. Exit Paintbrush and go into ViaPrint.
- G. Choose Add Picture Box... from the Object Menu...,
- H. In the File Window set the FILE TYPE to .BMP and double-click on the desired file in the correct directory.

That's it!

### 2. How do I print just one label?

When you select Print from the File Menu..., the Print Configuration Window will appear. Type 1 in the box that asks how many labels you want to print. Use your mouse to click on the label position where you want it printed. See "Printing Your Label Document..." for more information.

### 3. My label looks fine in the Page Preview, but when I print it everything on the label is too high on the page (too low, or too far to the right or left). What do I do?

Measure the amount that the Page Printout is off. In the Page Menu... select Label Size And Page Setup.... Look for "Printer Offset" and enter your measurement in the correct box: i.e., .25 in the Top Margin box will move everything down one quarter inch. If the right margin is too narrow, enter a negative number in the Left Margin box. If the Top Margin is too great, enter a negative number (i.e. -25) in Top Margin to bring everything down. This offset will only need to be entered once.

### 4. Can I change fonts within a Text Box?

No. Only one font (size, type, etc.) can exist in any single Text Box... If you want to change attributes, you will need to add another Text Box.

### 5. I don't want to print a whole page of the same address (title, Item, etc.). I want to be able to print a different one on each label. Do I

## have to type each one separately?

Not at all. By creating one standard format that each label will use, and incorporating the multiple label information into a database, you can print out many, many labels. See "[Printing Labels Using A Database File...](#)"

## 6. What is a Database?

A Database is information that is stored in a standard format for later use. It could be as simple as a list of books, or as elaborate as a set of credit applications.

Most common, perhaps, is a collection of names and addresses known as a mailing list. Each set of information [book title; name & address] is called a record. The individual items that go to make up that record are called fields.

What is important for later use, especially with a computer, is that there is a standard format. (i.e. field #1 will always contain last name; field #7 will always display the country name.) A database is as useful as its consistency. See "[Printing Labels Using A Database File...](#)"

## 7. My labels are not printing in the font I chose and everything is messed up. What do I do?

You may be running low in regards to Windows Resources. Close ViaPrint, and completely exit Windows. Restart Windows, go back into ViaPrint, and try printing again!

## 8. Can I print bar codes?

If you install a bar code font on your system, (a number can be found on BBS's or Commercial Font CDROMs at your local computer store) you can use it in ViaPrint. There are various types of bar codes, postal bar code and "3 Of 9" being the easiest to use.

## 9. Can ViaPrint be used with a Dot Matrix Printer?

Yes, although it was originally designed for a laser printer, it can be adapted. In both the Print Manager and the ViaPrint [Page Setup...](#), the page size must match the label size. In the Print Configuration Window, set the number of pages equal to the number of labels to be printed.

## 10. Can ViaPrint print in color?

Yes. If you have a Color Printer! ViaPrint can print text in 16 colors with pictures in unlimited colors. If your printer will handle color graphics. See "The [Object Menu...](#)" for setting Text Box, Angle Box, and Line Box color.

## 11. When I print in a large font it doesn't look right. Why?

Usually the problem lies with the font itself. It is not a true type font. It may also not be capable of display at certain point sizes, you'll see little boxes where the character should be.

Try changing, usually reducing, the size of the font in the Text Box...

## **12. I can't delete the last Text Box. Why not?**

There needs to be at least one Text Box... on the Screen Label!



