Avery DesignPro™ 2000 User Guide

Creating labels an cards

for your personal needs is easy

with Avery DesignPro™2000

Avery DesignPro™ 2000

User Guide

First edition of the condensed user manual for Avery DesignPro 2000, May 2000. AVERY DENNISON ZWECKFORM Office Products Europe GmbH assume no responsibility for the information contained in this document.

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Table of Contents

1. Starting the Program

Start DesignPro™2000 by opening the Windows Start menu and clicking "DesignPro™2000"..

2. Selecting a Template

Once you have started the program, click **File**, **New** to open the Select Templates dialog box on the screen.

The easiest way of selecting the template is to scroll forwards or backwards through the list and select the desired product by clicking on it. The template then appears in the Preview window. Alternatively, you can select a template directly using its item number. Simply type the item number in the Item Number field and start the search by clicking the **Find** button.

Each template has a predefined page orientation, which you can see in the preview. You can change the page orientation by selecting the **Landscape** or **Portrait** radio buttons. Later on, when printing, you will always feed the sheet in portrait orientation (short paper edge first) through the printer – DesignPro™ 2000 will take care to print the image correctly.

Once you have chosen your template and clicked **OK**, a label or card based on the selected template then fills the entire screen area.

> *Note:* You can change the template for your design – for example, if you add more information and need to use a larger label or card. In this case, select **File**, **Change Template**, select your new template, and click **OK**. All objects on the design will be transferred to the new template.

3. Formatting Labels or Cards

The tab bar at the bottom of the screen is a very important tool for the formatting of labels and cards. The tab bar is used to define the appearance of elements on your labels or cards. These elements are called "objects".

*Creating **all the same** designs on one or more pages:*

- If you need to print a page with all the same design – such as one or more sheets with business cardss – click on the "master" tab in the tab bar to select the master label for formatting.

- Then create all constant objects such as company name, company logo, year, etc. Information on creating objects can be found in Section 4.

- You can print the desired number of labels or cards, or number of sheets. Information on printing can be found in section 8.

*Creating **different** designs on one page:*

- Objects that are to appear in the same format on all labels are created on the master label (e.g. company logo, company name, year, etc.).

- Objects that differ from label to label are created on the individual labels 1 … n (e.g. specific information such as customer data A, customer data B, etc.) You can add tabs to design more different labels or cards on the sheet by clicking on the "New Label" tab in the tab bar or by selecting **Insert, Label**.

*Creating designs with **variable** information **from databases**:*

- Use the "merge" feature in DesignPro™ 2000 to place variable information from a database on your labels or cards. In this case, you create text objects always on the master label only, and insert fields from the database there. Please refer to section 6 for details on databases and merge.

> *Note:* Objects created on the master label can only be edited on the master label. If you don't require any constant objects in your labels, simply leave the master label empty.

- Click on "Label 1" in the tab bar to open the first label on the sheet for editing. All master objects are displayed automatically on the label and thus form a kind of template for the layout of the rest of your work. Now create the individual objects for Label 1 (e.g. individual text).

- Click on the "New Label" tab in the tab bar to create a second label. All of the master objects also appear on this label and you can create the individual objects for Label 2.

- Repeat the last step for all additional labels that you want to create.

If you want to transfer individual objects from Label 1 to other labels, we recommend selecting the objects using **Edit** and **Copy** to copy them to the clipboard, and then using **Edit** and **Paste** to insert the clipboard contents in the subsequent labels. The objects then appear in the same position on these labels and can be quickly and easily modified. Text objects can be quickly and easily transferred and modified in this way.

Alternatively, you can copy an existing label using **Edit** and **Copy Label**. The copy is then added to the end of the tab bar.

4. Creating Objects (Text, Picture, Shape, Bar Code, Fields)

In the previous section we explained the basic procedure for formatting multiple labels on a sheet. In this section we'll show you how to create the objects (e.g. text, picture, rectangle, bar codes, etc.) that you use for your labels. We will distinguish here between objects from the **Drawing** menu (you create these whtin DesignPro™ 2000) and "objects" from the **Insert** menu (you insert objects created from external applications, such as MS Paint).

*Creating a **Drawing** menu object:*

- Activate the desired function by selecting the relevant menu item (e.g. **Drawing** and **Text**) or clicking the corresponding icon.

- Move the mouse pointer over the label area and drag an object frame diagonally while holding down the mouse button. When the object frame reaches the required size, release the mouse button. The object is then displayed on the screen. Alternatively, you can click once in the work area with the mouse after selecting the function and the program creates an object with a predefined size.

- Depending on the object type, you can edit it (e.g. input text) or format it (e.g. change the fill colour of a rectangle).

*Creating an **Insert** menu object:*

- Activate the desired function by selecting the relevant menu item (e.g. **Insert** and **Picture**) or clicking the corresponding icon.

- Another dialog box then appears on the screen. Carry out the next step (e.g. select the picture to be imported) and then confirm your action.

- Depending on the object type, the object is now displayed on the screen (e.g. the selected picture) or additional steps can be carried out (e.g. selecting database fields).

Note: The Insert menu provides further helpful functions, such as creating a serial number (counter), inserting date & time, and special symbols – such as trade mark, registered trade mark, technical symbels etc. They all can be inserted into text objects. Further options are available in the dialog boxes for these functions.

5. Editing and Rotating Objects

Once you have created objects, you can change their properties as follows:

- Click once in the object to select it. For text objects, clicking in the object allows you to edit the text instantly. You can highlight text with the mouse, then apply formatting to it.

- Resize the object by selecting and dragging one of the handles (the small squares on the frame) with the mouse to the desired position, or drag the entire object to a new location.

- Alternatively, you can right-click with the mouse over the selected object to display the "Properties" menu; then select the desired function from the menu. The **Properties** allow you to specify many layout details for the selected object.

Rotating an object:

- Select the object, which you would like to rotate.

- Right-click with the mouse to display the "Properties" menu.

- Select **Rotation**, then select one of the rotation buttons for a predefined rotation angle, or enter the desired rotation – in degrees – in the text field.

- Confirm your selection with **OK**. The object rotates to the selected angle.

Note: Bar code and picture objects can be rotated in predefined angles only.
".WMF" graphic images cannot be rotated, due to a limitation of the WMF file format.

Moving a rotated object:

- To move a text or bar code object, click in the object, then select the object's frame to drag the object to the desired position on your label or card.

- To move other objects, such as shapes or pictures, select the object with the mouse. Drag the object to the desired posiiton on the label or card.

Editing a rotated text or bar code object:

- Click in the object. It will temporarily rotate to the horizontal orientation for easy editing. Once you have made your changes, click outside of the object to have it rotated back to the selected angle.

6. Databases and Merge

DesignPro™ 2000 provides features to create, maintain and read databases in dBASE III format, and it can access existing databases, which are ODBC compliant. You can add information from a database onto your labels and cards.

Creating your own databases within DesignPro™ 2000:

- Select **Database** , **New** to create a new database. Follow the instructions on screen. There are three simple procedures to work through for creating a database and entering information into it:

    1. Create the new database file

    2. Define the fields in the database

    3. Complete the database, and enter information.

- Once you have created your new database, it is automatically linked with your current label or card design. Now you insert the database fields in your design.

- Select **Insert Field** from the **Database** menu. Highlight the field to insert and click the **Insert** button. A text object will be created automatically and the field be inserted there. Remember, you will always add merge fields to a text object on the master tab.

- Once all fields are inserted, select **Close**. You can apply formatting to any field, and you can add additional objects to the design on the master tab.

Opening an existing DesignPro™ 2000 database (dBASE file):

- Select **Database** , **Open**.

- Select **dBASE III**. The database is now automatically linked with your current label or card design. Now you insert the database fields in your design.

- Select **Insert Field** from the **Database** menu. Highlight the field to insert and click the **Insert** button. A text object will be created automatically and the field be inserted there. Remember, you will always add merge fields to a text object on the master tab.

- Once all fields are inserted, select **Close**. You can apply formatting to any field, and you can add additional objects to the design on the master tab.

Note: Database files not generated in the dBASE format (for example, from Microsoft Excel or Access), can be linked with a label or card design via the DesignPro 2000 ODBC interface. We will use an example to illustrate the procedure. We will permanently link an existing Access file with DesignPro 2000.

Opening an existing database via **ODBC**:

- Select **Database** , **Open**.

- Select **ODBC** to connect a database via the Microsoft ODBC driver.

- Select the "Machine Data Source" tab.

To use an existing ODBC data source: Select the data source to be used.

To create a new data source: Click on **New** and follow these steps:

- Select "System Data Source" and confirm your selection with **Next**.

- Now select the ODBC driver for your data source. Once the Microsoft ODBC kit is completely installed, the following drivers are available: Access, Excel, FoxPro, dBase, Text, Paradox, Oracle and SQL-Server. Other ODBC drivers can also be installed. If this is the case, they appear in the list. To select the necessary driver you must click on this in the table and open the next dialog box with **Next**. A summary of the settings appears, which you confirm with **Finish**.

- In the next step the setup mask of the selected ODBC driver appears on the screen (in the sample case for Microsoft Access).

- Under 'Data Source Name' enter the name of your choice for your data source. For our example we chose the name 'Customer Addresses'. The 'Description' dialog box can be

filled with other explanations for the data source. To select the database file you want to connect, click **Select**. A selection dialog box then appears on the screen in which you select the actual file on the disk. When you have selected the file return to the ODBC setup mask where the directory path as well as the file name of the selected file are inserted in "C:\..\my files\Customer address.mdb".

Note: The design of the ODBC setup mask can vary depending on the ODBC driver selected. The steps to follow are the same for all drivers however. Various options, for example end of file, separator or character set can be selected via the corresponding ODBC driver when importing text files. Variants that work well are text files separated with a semicolon and ending in *.txt. This kind of file might look as follows (each line must be ended with a carriage return):

```
Peter;Muscleman;99 Muscle Street;Muscletown;A1B2CD
Andrea;Smith;11 Main Street;Smithsville; A1B2CD
```

- This completes the most important ODBC setup steps. Now just click **OK** to return to the selection list of data source names. "Customer Addresses", the data source you just created, now appears in the list of data source names.

- To permanently link the data source to DesignPro 2000 you must select the data source you want (in this case, our file with the customer addresses) and confirm with **OK**. If your import file contains several tables, you will be asked to select the table to be used.

Editing *your databases within DesignPro™ 2000:*

- The database must be open (menu: **Database**, **Open**).

- Select **Database**, **Edit**. Now you can update information, add new records, delete records, and you can search for information in your database. For ODBC-linked databases there can be restrictions in terms of editing, which can be caused by the ODBC driver or limited privileges defined by system administrators.

Sorting *and/or* *filtering* *an existing database:*

- The database must be open (menu: **Database**, **Open**).

- Select **Sort** or **Filter** from the **Database** menu and make your selections in the dialog boxes as needed.

Deactivating *an existing database for the design:*

- If you don't want to use a database with the current design anymore, you can remove the link: Select **Database**, **Deactivate**. This has no implications for the database file, it only "disconnects" the database from the current design, and you can now link a different database with this design.

7. Checking the Layout

Once you have finished designing your labels you can check the layout by selecting **File** and **Print Preview**.

This display is a preview of the printout, i.e. it shows you exactly how the labels will look when you print them.

8. Printing Labels or Cards

To print the labels or cards that you have designed, click **File** and **Print**. The Print dialog box then appears on the screen.

The Selection option allows you to specify which labels you want to print (Current Selection, All or Labels, e.g. 3-6 or 1;3;7). Under the Copies option you specify how many copies of each of the selected labels are to be printed. With the Start Position command you define the position on the sheet where your print job is to start.

9. Saving your Design

If you want to permanently save the label or card layout, click **File** and **Save** and enter a file name in the dialog box. Your label document is then saved and can be opened again at any time with **File** and **Open**.

10. Other Features

DesignPro™ 2000 comes with a number of convenient features to ease the process of ceating perfect designs for labels and cards. These are explained here:

10.1 Options

Select **Tools**, **Options**, to customise DesignPro™ 2000 to your personal needs. The dialog boxes there allow you to set many defaults, which may work better for your needs than the defaults.

10.2 Lock and Anchor Objects

You can protect your designs and objects against undesired changes: Select the object to protect, then select **Edit**, **Lock Content** to protect the object against any content changes or select **Edit**, **Anchor** to fix the position of the object on the label or card.

10.3 Display unprintable Margins

Almost all printers cannot print the whole page area. To display the maximum printable area, select **View**, **Display Unprintable Area**. Red dotted lines will now indicate the limits to print on the page.

10.4 Aligning Objects

The following methods are available to align objects on your design:

- Select **Tools**, **Grid**, to define the "snap" points where you can have objects automatically align to. In this dialog box, you can turn the grid display on or off, as well as the "magnet" feature, which alligns objects automatically on the grid ("Snap to Grid").

- Select **Tools**, **Guides**, to define horizontal and vertical lines, for easy alignment of objects. You can turn the guides display on and off, as well as the "magnet" feature, which aligns objects automatically on the guildes ("Snap to Guides")

- Select **View**, **Snap to Grid**, to enable/disable the automatic alignment of objects on the defined grid.

- Select an object, then select **Drawing**, **Center, Horizontal** (or **Vertical**) to center the selected object horizontally (or vertically) on the label or card. Alternatively you can use the alignment bottons from the Format toolbar. (The Format toolbar is by default placed on the lower left edge of the workspace.)

10.5 Changing the Object Layer

Multiple objects on your design can be moved to a specific layer in a "stack" of objects:

- Select the object you want to move towards the top or back.

- Select **Drawing**, **Order**, then select the desired movement in the object layer stack to place the object (Brint to Front, Send to Back, Bring Forward, Send Backward). This allows you, for example, to add a rectangluar shape with a solid fill colour, and then move it behind an existing text object.

10.6 Grouping Objects

You can put multiple objects on your design into a group, and then work with them as they were just one object. This simplifies moving multiple objects or changing the properties (fonts, colours) of multiple objects with one step:

- Select the objects you want to group. You can use the mouse, hold the left mouse button pressed and drag an invisible frame around all relevant objects. Alternatively, you can hold the Shift key pressed and select each individual object with the mouse.

- Then select **Drawing, Group**, or right-click with the mouse and select **Group** from the **Properties** menu.

- You can disconnect grouped objects by selecting the group, then either select **Drawing, Ungroup**, or right-click with the mouse and select **Ungroup** from the **Properties** menu.

10.7 Reading directories

The "Read Directories" function is the ideal addition if you sometimes need backup copies of your data and you want to create quick and easy name labels for your media. You can use this function to create your media name labels. To execute the program command you must first click on **Insert** and **Directory**.

- The "Directory" dialog box then appears on the screen First, in the upper part of the dialog box, select the directory or the files which are to appear on the template. The directories and files can be selected by clicking with the mouse.

Note: If you want to select multiple files or directories, keep the Shift key or Ctrl key pressed while selecting. Once the directories or files to be backed up are selected, click on the **Add Directory** or **Add File** button and the files of the selected directory or the selected directories appear in the lower section of the dialog box. This preselects them. Use the **Preferences** button to define how the directory or file information is to be formatted. Once all settings are defined, you can use the **Insert** button to transfer the directory or file names to the template. The directory or file names are inserted as normal text and you can format them as such whenever you want.
If you want to perform a new backup at a later time with the current data, you must follow the steps above again, i.e. no automatic update is available for the selected files or directories

11. Avery Consumer Service

Any questions on DesignPro™ 2000 or Avery products? Contact your local Avery Consumer Service Center:

Postal address <add your CSC address here>

Phone: <add phone number(s) here>

Fax: <add fax number(s) here>

Internet: http://www.avery.com/contact/contact_world.html

E-mail: <add email here, if applicable>