

**BeLight Software**

# **Labels & Addresses**

**User Manual**

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Written by Nick Shubin.

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# Chapter 1: Introduction

## Welcome to Labels & Addresses

Labels & Addresses is a home and office tool for designing and printing envelopes, postcards and diverse labels, such as address, shipping, file folder and barcode labels. The program can automatically take addresses from a list and insert them while printing for mass mailings.

Labels & Addresses helps you to:

- Automate printing addresses for mass mailings
- Print barcodes, price tags, inventory numbers and more from files and databases
- Create neat labels for your file folders and other items
- Design Christmas, Birthday, Valentine and other postcards and party invitations

Labels & Addresses works with regular laser and inkjet printers. DYMO, Seiko and Brother thermal label printers are also supported.

Labels & Addresses can import information from Apple Address Book, Microsoft Entourage, Microsoft Excel, Apple Numbers, Now Contact and File Maker Pro, allowing you to mix contacts from different sources into one mailing list. The program features numerous ready-made label, envelope and postcard designs and various effects for images, including masks, opacity control, shadow effects.

## System Requirements

- Mac OS X v10.5 or later
- 100 MB of available disk space
- Printer (optional): inkjet, laser or thermal
- Internet connection to use online services

## Installing Labels & Addresses

1. Double-click on the Labels & Addresses installer icon.
2. Drag the application to the *Applications* folder.

### Removing Labels & Addresses

If you wish to remove the program from your computer please delete these files and folders:

```
/Applications/Labels & Addresses.app  
~/Library/Preferences/com.belightsoft.LabelsAddresses.plist  
~/Library/Caches/com.belightsoft.LabelsAddresses  
~/Library/Application Support/Labels & Addresses
```

"~" means user's Home folder.

Attention! By default, custom templates and contact databases are saved in this folder:

```
~/Library/Application Support/Labels & Addresses
```

Don't delete it if you plan to use your files later.

To access the *Library* folder, in the Finder choose **Go > Go to Folder (Cmd-Shift-G)**. Then type "`~/Library/`" into the edit box, and click the **Go** button.

### Updating Labels & Addresses

To check for updates manually, choose **Labels & Addresses > Check for Updates...**

To check for updates automatically, select the corresponding check box in the program *Preferences* (**Cmd-,**).

### Licensing

If you have already purchased Labels & Addresses from BeLight Software or its retailers, you'll find the license code in the purchase confirmation e-mail.

To input the license code:

1. Open the application.
2. Bring up the *License* dialog by choosing **Labels & Addresses > License...** in the menu. The dialog opens automatically when you start unlicensed program.
3. Enter your name and license code.

It's recommended that you keep the e-mail containing your license code in a safe place in case you need to register the application after re-installation or after update.

The unlicensed version of Labels & Addresses is fully operational. The only limitation is that it adds the "Labels & Addresses Trial Version" text at the bottom of each printed label, envelope or postcard. To eliminate this text, you need to license your copy of the software.

To convert the trial version into the licensed one, you need to purchase a license. See details on BeLight's web site:

<http://www.belightsoft.com/buy/>

## Technical Support

The developer of Labels & Addresses offers free technical support.

By E-mail:

[support@belightsoft.com](mailto:support@belightsoft.com)

Technical support form on BeLight's website:

<http://www.belightsoft.com/support/>

Forum on BeLight's website:

<http://www.belightsoft.com/forum/>

When reporting a problem, please make sure to specify:

- The version of Labels & Addresses you are using.
- The version of Mac OS X installed on your computer.
- Your previous actions that could have lead to the problem.
- If the problem persists, describe how to reproduce it.
- When necessary, illustrate your report with screenshots (press **Cmd-Shift-3** to save a screenshot on your Desktop).

## Useful Web Resources

### Labels & Addresses Page:

<http://www.belightsoft.com/products/labelsaddresses/overview.php>

Information about Labels & Addresses, links to Download, Latest Update, Buy and FAQ sections.

### Labels & Addresses Resources Page:

<http://www.belightsoft.com/products/labelsaddresses/resources.php>

Useful articles related to the usage of Labels & Addresses.

### BeLight Software Web site:

<http://www.belightsoft.com/>

Check it out for updates, new product announcements, special offers.

## Conventions Used in this Document

- **Bold Text** is used for names of menu items, shortcuts, buttons, radio buttons, edit boxes, check boxes and other controls.
- *Text in Italics* is used for names of windows, dialog boxes, panels, tabs and other elements of the program interface. Such text formatting is used for names of programs, files, folders and web links. It is also used for chapter and section references, and to introduce important remarks.
- For menu items hierarchy, the ">" symbol is used. A record **File > Open** is equivalent to "the Open item under the File menu".
- A shortcut (shortkey) is one or several keys which are pressed together. **Cmd-S** means you should hold down the **Command (Apple)** key while pressing the **S** key, then release them.
- Ctrl-click is a click holding the **Ctrl** key down. Right-click is a click by the right button of a two-button mouse. Both actions are equivalent.
- Context (contextual or shortcut) menu is a pop-up menu which contains options that vary depending on the object (image, text, etc.) you have clicked on. To open the context menu, right-click or Ctrl-click on the object.

---

# Chapter 2: Getting Started

## Setting up the Program after Installation

The *Preferences* dialog contains application settings. To open them, choose **Labels & Addresses > Preferences...** (Cmd-,) in the menu bar.

Here we will review only the general settings. For a more detailed description of the *Preferences* dialog, see *Chapter 3, "Interface of Labels & Addresses" > "Program Settings"*.

### ***The General Tab***

It's recommended that you keep *Assistant* selected in the *Open on Start-up* section in order to choose your paper size and document type at start-up. Choose any other option to automatically open a blank document of a certain type upon launching the program.

Set up **Measurement Units** to best fit your needs.

### ***The Address Panel Tab***

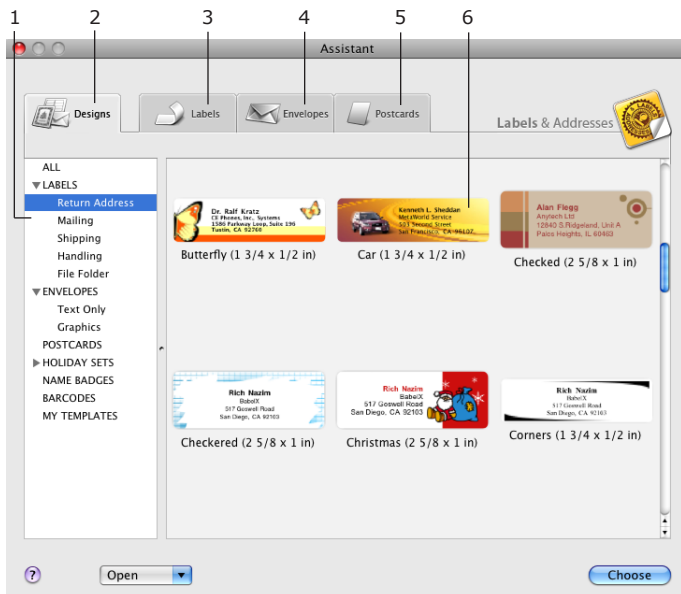
Choose your country in the **Default address format** drop down menu. This information is used to format addresses when the country is not specified in the selected contact.

## The Assistant

The *Assistant* offers you two ways to create a new document. You can either choose a design template (tab 2 in the picture) or a paper template (tabs 3, 4 and 5 in the picture). Choosing a paper template allows you to create a document from scratch.

When you launch the program, the *Assistant* comes up by default. In the program *Preferences* dialog you can choose from a variety of start-up options. To open the *Assistant* manually once inside the program, choose **File > New from Assistant (Shift-Command-N)** in the menu bar.

You can also open an existing document from the *Assistant*. Click the **Open** drop-down list and either choose the name of a recent document, or click **File...** to browse your computer for a document.



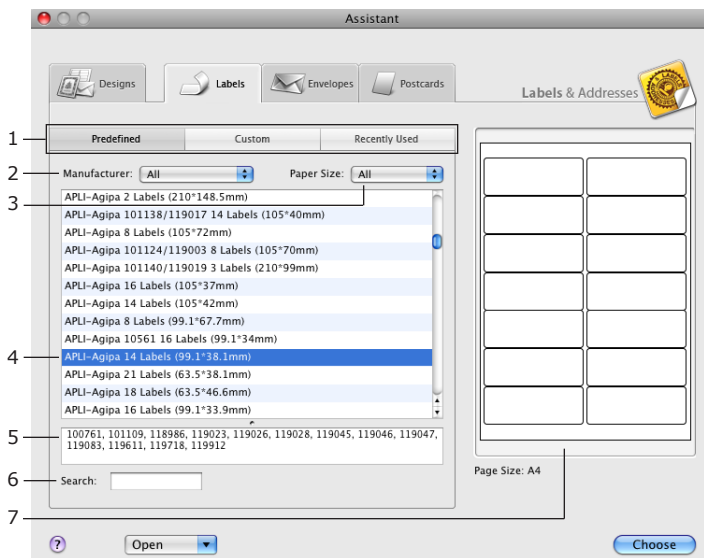


### ***Choosing a Template from the Assistant***

1. Open the **Designs** tab (2 in the picture above).
2. Select a template category from the list (1).
3. Select a thumbnail in the preview area (6).
4. Click **Choose**.

The document window will then open and you will be able to modify the contact details and design. You can also change the paper layout. To do this, choose **File > Change Layout**.

## Using the Assistant to Create a Blank Document



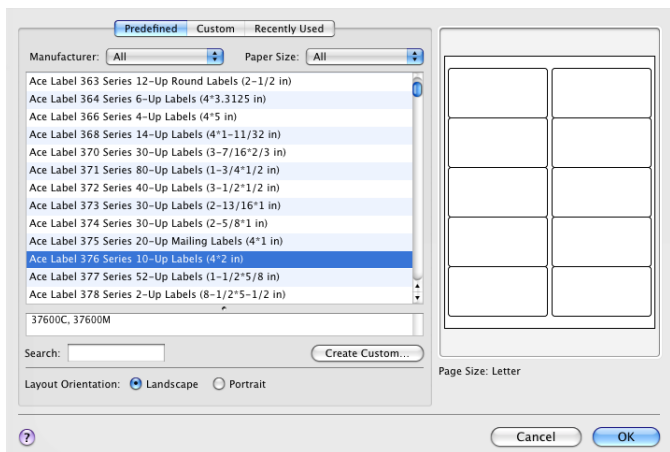
1. Open the *Labels*, *Envelopes* or *Postcards* tab depending on your project.
2. Choose the *Predefined* section, which contains standard paper layouts. It is selected by default. Other options include custom and previously used templates (1).
3. Click on a paper layout in the list (4) to select it. The manufacturer part numbers of compatible papers are displayed in the box (5).  
To find a paper by its part number use the search box (6).  
To limit the displayed list by a specific manufacturer or paper size, choose it in the corresponding drop-down menu (2 or 3).
4. Click **Choose** when you have selected the necessary paper layout.

If necessary, you will be able to change paper layout later by selecting **File > Change Layout** in the menu bar.

## Creating an Address Label from Scratch

1. Choose **File > New Label (Cmd-N)** in the menu bar.
2. Choose a paper layout.

Select **File > Change Layout** in the menu. In the dialog that comes up, choose the paper layout by clicking on its name. Use the search box to find a paper by its manufacturer part number.

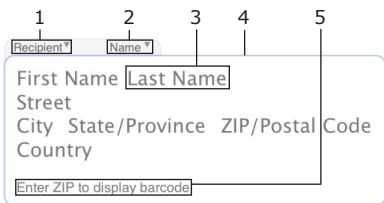


3. Add an address panel.

Click the **Insert Address Panel** toolbar button.



A blank address panel appears on the canvas. Adjust the address panel location by dragging it with the mouse.



A new address panel displays the data field names (3 and 5 in the picture) until they are populated with information. New address panels are by default for recipient addresses.

4. Choose whether a delivery or return address should be displayed. Use the pop-up menu (1) on the address panel tag or in the **Format > Refers To** menu.
5. Choose an address template. The template determines which data fields are displayed (name, company name, country, etc.) and their order.

Use the pop-up menu (2) on the address panel to do this, or select **Format > Address Template** in the menu and choose a template.

6. Populate the address panel with information.



Choose a contact in the *Source* panel.

If you cannot see contacts, click the **Contacts** button (1). Then open the pop-up menu (2) and select a contact manager in the *Recipients* section (for instance, Address Book) to choose a delivery address, or select *Senders* for the return address.

Note that only contacts from Address Book show up automatically, information from other sources should be imported. For beginners, it is recommended that you use Address Book for learning Labels & Addresses. If your contacts are grouped in Address Book, choose a group in the pop-up (4).

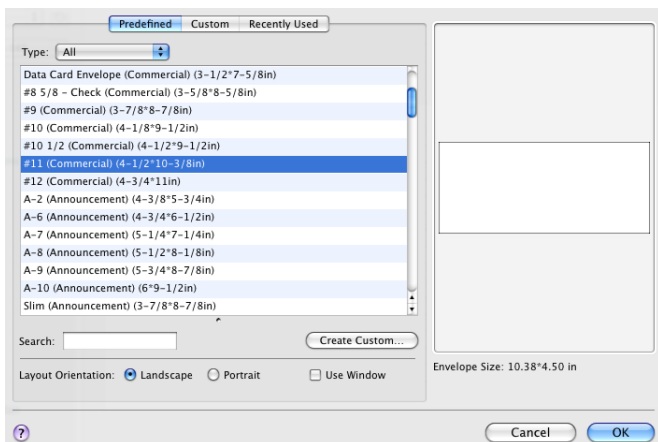
Choose a contact from the list (5).

7. Use the *Text* tab of the *Inspector* to format the address (change the font, size, etc.).

## Creating an Envelope from Scratch

1. Choose **File > New Envelope (Cmd-Opt-N)** in the menu bar.
2. Choose an envelope size.

Select **File > Change Layout** in the menu. In the dialog that comes up, choose the envelope size by clicking on its name. Use the search box to find an envelope by its manufacturer part number.



3. Add an address panel. Click the **Insert Address Panel** toolbar button.



A blank address panel appears on the canvas.

1 Recipient  
2 Name  
3 Last Name  
4 ZIP/Postal Code  
5 Country

First Name  
Street  
City State/Province  
Country  
Enter ZIP to display barcode

A new address panel displays the data field names (3 and 5 in the picture) until they are populated with information. New address panels are by default for recipient addresses.

4. Add another address panel (see step 3) for the return address. To format this panel for a return address, choose *Sender* in the pop-up menu (1) on the address panel tag. Or use the **Format > Refers To** menu.
5. Adjust the location of address panels dragging each with the mouse.
6. Choose an address template for each panel. The template determines which data fields are displayed (name, company name, country, etc.) and their order.

Use the pop-up menu (2) on the address panel to do this, or select **Format > Address Template** in the menu and choose a template.

7. Populate the address panels with information. Choose a contact in the *Source* panel.



If you cannot see contacts, click the **Contacts** button (1). Then open the pop-up menu (2) and select a contact manager in the *Recipients* section (for instance, Address Book) to choose a delivery address. Select *Senders* for the return address.

Note that only contacts from Address Book show up automatically, information from other sources should be imported. For beginners, it is recommended that you use Address Book for learning Labels & Addresses. If your contacts are grouped in Address Book, choose a group in the pop-up (4).

Choose a contact from the list (5).

8. Use the *Text* tab of the *Inspector* to format the addresses (change the font, size, etc.).

## Creating a Postcard from Scratch

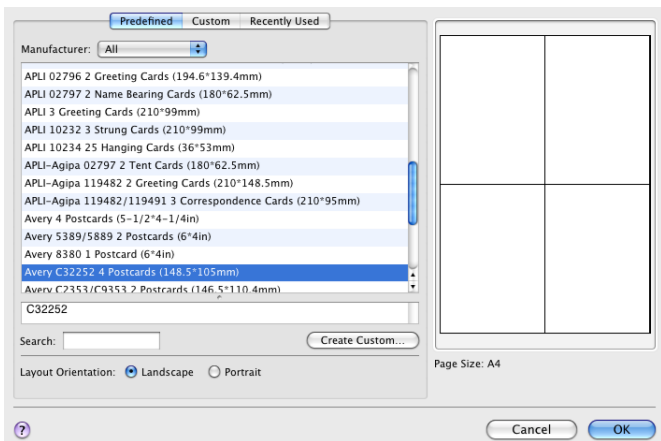
Postcards usually have a two-sided design. The front side has a short phrase (congratulation, invitation, etc.) and related graphics. The back side can be used for a short message, addresses and other information.

To create two sides of the same postcard, you should create two documents and print them on opposite sides of postcard paper.

The steps below describe how to create a new postcard document and add addresses. To create the front side, follow steps 1 and 2, then add text and graphics to your design.

1. Choose **File > New Postcard (Cmd-Ctrl-N)** in the menu bar.
2. Choose postcard paper.

Select **File > Change Layout** in the menu. In the dialog that comes up, choose the postcard paper by clicking on its name. Use the search box to find a postcard by its manufacturer part number.

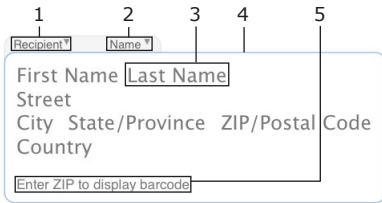


3. Add an address panel. Click the **Insert Address Panel** toolbar button.



A blank address panel appears on the canvas.





A new address panel displays the data field names (3 and 5 in the picture) until they are populated with information. New address panels are by default for recipient addresses.

4. Add another address panel (see step 3) for the return address. To format this panel for a return address, choose *Sender* in the pop-up menu (1) on the address panel tag. Or use the **Format > Refers To** menu.
5. Adjust the location of address panels dragging each with the mouse.
6. Choose an address template for each panel. The template determines which data fields are displayed (name, company name, country, etc.) and their order.

Use the pop-up menu (2) on the address panel to do this, or select **Format > Address Template** in the menu and choose a template.

7. Populate the address panels with information. Choose a contact in the *Source* panel.



If you cannot see contacts, click the **Contacts** button (1). Then open the pop-up menu (2) and select a contact manager in the *Recipients* section (for instance, Address Book) to choose a delivery address. Select *Senders* for the return address.

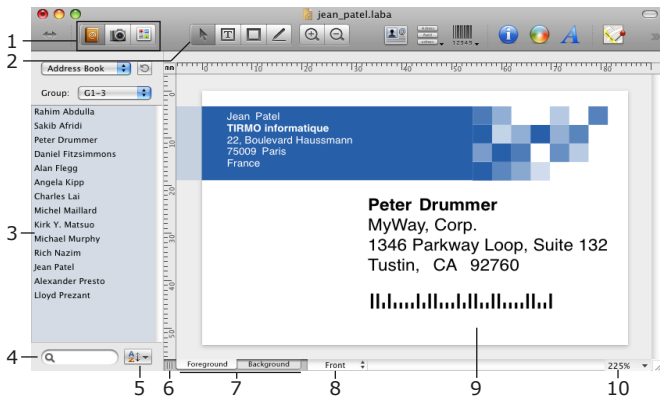
Note that only contacts from Address Book show up automatically, information from other sources should be imported. For beginners, it is recommended that you use Address Book for learning Labels & Addresses. If your contacts are grouped in Address Book, choose a group in the pop-up (4).

Choose a contact from the list (5).

8. Use the *Text* tab of the *Inspector* to format the addresses (change the font, size, etc.).

# Chapter 3: Interface of Labels & Addresses

## Labels & Addresses Main Window



1 – Source panel tabs let you access contacts, photos or clipart images.

2 – Toolbar.

3 – Source panel. Here you can find contacts, photos or clipart for use in your document. The panel content depends on the selected tab (1).

4 – Search field. Use it to search contacts or images by their names or keywords.

5 – Sort tool. This tool lets you change the order of contacts in the *Source* panel sorting them by the selected data field.

6 – Handle of the *Source* panel. Drag it to extend or close the panel.

7 – Foreground and Background tabs open the corresponding document layers.

8 – Selector of the front or back card side.

9 – Design canvas. This is the area where you preview and edit your documents.

10 – Zoom control.

The design canvas has two layers: the *Foreground* and the *Background*. To choose the active layer, click on that layer tab at the bottom of the design canvas (7). When you're working with one layer, you can't select or modify objects in the other layer, though you can normally see them.

### Main Toolbar



1 – Selection tool. Use it to select and move objects.

2 – Text tool. Use it for adding text fields.

3 – Rectangle tool. Use it to draw rectangles and squares.

4 – Line tool. Use it to draw lines.

Clicking once on the **Text**, **Rectangle** or **Line** tool, you can add one object before the **Selection** tool reactivates. To add multiple objects, double-click the tool. In this case, the tool remains active until you select another tool.

5 and 6 – Canvas zoom controls.

7 – Insert Address Panel button. Click it to insert an address panel which can be populated with contact details.

8 – Insert Data Field button. Click it to insert a data field which can be populated with contact details.

9 – Insert Barcode button. Click it to insert a barcode.

10 – Open or close the *Inspector* window.

11 – Open or close the *Colors* panel.

12 – Open or close the *Font* panel.

13 – Insert a map (the Internet connection is required).

14 – Insert Art Text. Click it to activate the Art Text application (installed separately) to create art text objects (textual graphics, icons and logos).

15 – Print button. Click it to open the print dialog in order to print the current document.

To customize the toolbar buttons, choose **View > Customize Toolbar** in the menu bar.

## Program Settings

The program settings are located in the *Preferences* dialog. To open the dialog, choose **Labels & Addresses > Preferences...** (Cmd-,).

The dialog consists of several tabs.

### The General Tab



**Open on Start-Up** defines the first window you see upon launching the program. You can open the *Assistant* with design and paper templates, or open a blank label, envelope or postcard document.

**Autosave modified documents** specifies how often the program automatically saves open documents. To turn autosaving off, choose "Never". It is recommended that you activate auto-saving to avoid data loss in the event of an unexpected power outage or computer crash.

**Snap to object edges** specifies whether or not the program snaps an object to others when you move or resize it. This feature aligns object edges.

**Snap to object centers** specifies whether or not the program snaps an

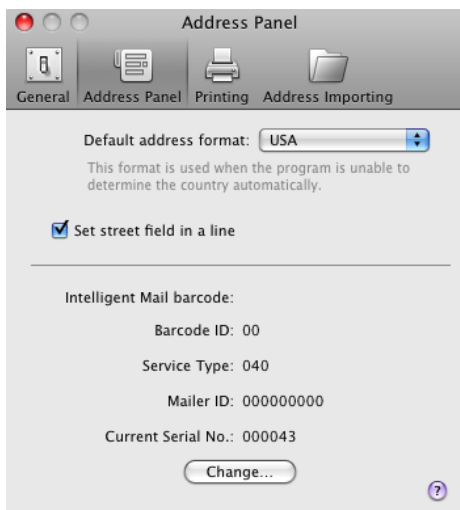
object to others when you move or resize it. This feature aligns object centers.

**Font** sets the default font applied to new documents. Choose the font and size you think you will use most often.

**Measurement Units** – choose the measurement units to be used throughout the application (on the rulers, in the *Inspector*, etc.).

**Check for updates daily** specifies whether the program automatically checks for updates. To check for updates manually, choose **Labels & Addresses > Check for Updates...**

## The Address Panel Tab

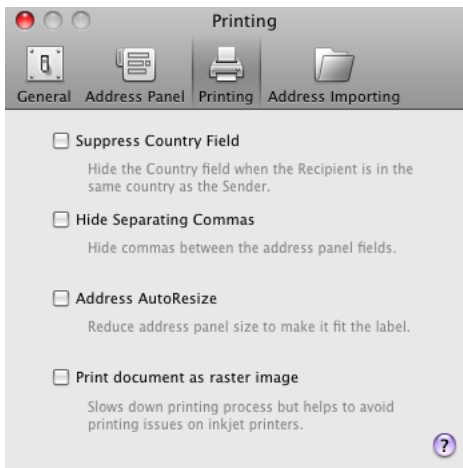


**Default address format** – Here you should choose the name of the country you mail from. The program automatically formats addresses according to the country specified in each address. If an address doesn't contain a country name, the default one is used.

**Set street field in a line** – When this check box is selected, multi-line street addresses are automatically formatted in one line.

The *Intelligent Mail barcode* section displays information used to generate Intelligent Mail barcodes. The sample values can be used only to learn the program functionality.

## The Printing Tab



Some of the settings in this tab define defaults for the *Print* dialog.

**Suppress Country Field** controls displaying and printing the country name. Select this option if you send mail only within your country. In such a case the country doesn't have to be indicated in the address. The delivery address may contain a country name that is different from the country of your location defined in the *Address Panel* tab of the *Preferences*. The Country field of this address will be printed in spite of the **Suppress Country Field** check box state.

**Hide Separating Commas** hides commas at the end of data fields inside address panels.

**Address AutoResize** automatically reduces the size of address panels if the address goes beyond the edges of a label or envelope.

**Print document as raster image** converts the document to the raster format before sending it to the printer. When this option is disabled, all vector elements of the design (for instance, text) remain in the vector format. Enable this option if you have problems with printing your document.



## The Address Importing Tab



These are the default locations of contact data bases. If a data base wasn't found automatically, click **Browse** to navigate to the application. You have to select a contact data base manually if it is not in the default location or if you have several copies or versions of this program on your computer.

## Labels & Addresses Menus

### *The "Labels & Addresses" Menu*

About Labels & Addresses	Display information about the program.
License...	Open the licensing dialog.
Check for Updates...	Check for the latest update on the Internet.
Preferences... (Cmd-,)	Bring up the program's Preferences dialog.
Quit Labels & Addresses (Cmd-Q)	Quit the application.

### *The "File" Menu*

New Label (Cmd-N)	Create a new label document.
New Envelope (Cmd-Opt-N)	Create a new envelope document.
New Postcard (Cmd-Ctrl-N)	Create a new postcard document.
New from Assistant... (Cmd-Shift-N)	Create a new document with the help of Assistant.
Open... (Cmd-O)	Open a document.
Open Recent > ...	Open a recently edited document.
Close (Cmd-W)	Close the open document window.
Save (Cmd-S)	Save the current document.
Save As... (Cmd-Shift-S)	Save a copy of the current document.
Save As Template... (Cmd-Opt-Shift-S)	Save the open document as a template.
Export... (Cmd-Opt-E)	Export the current document to a graphic file.
Revert to Saved	Cancel all the changes in the current document that were made after the last saving.
Change Layout...	Open a dialog where you can select the label paper layout, envelope or postcard size.

Update Linked Data	Update data in all barcodes and File Data fields of the current document.
Calibrate Printer...	Display the printer calibration dialog where you can calibrate the printer for more precise printing.
Merge Printing	Bring up the Print dialog for printing multiple addresses.
Print... (Cmd-P)	Bring up the standard Print dialog.

### ***The "Edit" Menu***

Undo (Cmd-Z)	Reverse the last operation you performed.
Redo (Cmd-Shift-Z)	Reverse the last Undo operation.
Cut (Cmd-X)	Remove the selected objects or text and place the selection onto the Clipboard.
Copy (Cmd-C)	Copy the selected objects or text onto the Clipboard.
Paste (Cmd-V)	Paste the content of the Clipboard into the document.
Paste and Match Style (Cmd-Shift-Opt-V)	Paste text from the Clipboard into the text box. The inserted text takes the style used for the existing text in the box (or the default style if the box is empty).
Paste as Address (Cmd-Opt-V)	Paste text as a postal address (recognizing address elements such as street address, postal code, country, etc.) from the Clipboard into an address panel.
Duplicate (Cmd-D)	Duplicate the selected object(s).
Delete (Del or Backspace)	Remove the selected object(s).
Edit LinkBack Item	Open the selected LinkBack object in the corresponding application for editing.
Find > Find... (Cmd-F)	Open the Find dialog.
Find > Next (Cmd-G)	Find the next occurrence of the word or phrase entered into the Find dialog box.
Find > Previous (Cmd-Shift-G)	Find the previous occurrence of the word or phrase entered into the Find dialog box.

Find > Use Selection for Find (Cmd-E)	Find the next occurrence of a word or phrase that you have selected in the text box.
Find > Jump to Selection (Cmd-J)	Show the selected object(s) in the document view.
Spelling > Spelling... (Cmd-";")	Open the Spelling dialog.
Spelling > Check Spelling (Cmd-";")	Check spelling.
Spelling > Check Spelling as You Type	Check spelling as you type.
Select All (Cmd-A)	Select all objects on the active layer of the document.
Find in Google Maps	Find the selected address in Google Maps and display it in the Internet browser.
Special Characters... (Cmd-Opt-T)	Open the Special Characters palette.

### ***The "Insert" Menu***

Vertical Guide	Insert a vertical guide line.
Horizontal Guide	Insert a horizontal guide line.
Address Panel > Sender	Insert the panel for the return address.
Address Panel > Recipient	Insert the panel for the destination address.
Barcode >	Insert a barcode from the list.
Personal Data Field >	Insert a personal data field from the list.
File Data	Insert a File Data field.
Counter	Insert an auto-incrementing counter field.
Text	Insert a text box.
Image > From File... (Cmd-Opt-I)	Insert an image from a file into the current document.
Image > Generate Random...	Insert an image generated at random.

Image > Search on the Internet...	Search for images on the Internet.
Smart Shape > ...	Open the list of Smart Shapes.
Google Maps...	Insert a map.
Art Text...	Launch the Art Text application.
Date & Time...	Insert the current date and time.

### ***The "View" Menu***

Zoom In (Cmd-Ctrl-"=")	Enlarge the current view.
Zoom Out (Cmd-Ctrl-"-")	Zoom out of the current view.
Actual Size	Display the document in its actual size (100%).
Fit Width (Cmd-Ctrl-W)	Scale the document to the width of the window.
Fit Height (Cmd-Ctrl-H)	Scale the document to the height of the window.
Fit Page (Cmd-Ctrl-P)	Fill the window with a single document page.
Show/Hide Rulers (Cmd-R)	Show or hide the rulers.
Toggle Preview Mode (Cmd-\)	Show or hide the guidelines, margins and other auxiliary marking.
Show Background/ Show Foreground	Open the selected layer (background or foreground) for editing.
Show/Hide Foreground Objects	Display or hide foreground objects when the Background layer is active.
Show FIM-A	Show or hide the FIM (Facing Identification Mark) on the envelope.
Show/Hide Postal Guidelines	Show or hide the lines that mark recommended zones for addresses.
Show/Hide Toolbar (Cmd-Option-T)	Display or hide the toolbar.
Customize Toolbar...	Open the Customize Toolbar dialog.

Enter/Exit Full Screen (Ctrl-Command-F)	Enter or exit the full screen view mode.
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### ***The "Format" Menu***

Font > Show/Hide Fonts (Command-T)	Display the Font dialog.
Font > Bold (Command-B) Font > Italic (Command-I) Font > Underline (Command-U) Font > Outline (Command-Shift-O)	Modify the properties of the selected text.
Font > Bigger (Command-="+") Font > Smaller (Command-="-")	Increase or decrease the size of the selected text.
Font > Kern Font > Ligature Font > Baseline	Modify the properties of the selected text.
Text > Align Left Text > Center Text > Align Right	Align text to the left, right, center or justify.
Image > Edit...	Open the Edit Image window.
Image > Tile	Create a tiled image.
Image > Original Size	Return the image to its original size.
Add Shadow	Add a shadow to the selected object.
Bring Forward (Command-Option-F) Bring to Front (Command-Shift-F) Send Backward (Command-Option-B) Send to Back (Command-Shift-B)	Move the selected objects above or behind all other objects.
Move to Background/ Foreground	Move an object to the Background (Foreground) layer.
Align > Left Edges	Align the left edges of the selected objects.
Align > Right Edges	Align the right edges of the selected objects.

Align > Top Edges	Align the top edges of the selected objects.
Align > Bottom Edges	Align the bottom edges of the selected objects.
Align > Centers Horizontally	Align the centers of the selected objects horizontally.
Align > Centers Vertically	Align the centers of the selected objects vertically.
Distribute > Spacing Vertically	Create equal vertical spacing between selected objects.
Distribute > Spacing Horizontally	Create equal horizontal spacing between selected objects.
Distribute > Centers Vertically	Create equal vertical spacing between the centers of selected objects.
Distribute > Centers Horizontally	Create equal horizontal spacing between the centers of selected objects.
Center Horizontally	Move selected objects to the center horizontally.
Center Vertically	Move selected objects to the center vertically.
Address Template >	Choose an address template from the list.
Country >	Choose a country-specific address format for the selected address panel or field.
Preferred Address >	Choose which of the person's addresses to use (for instance, "home" or "work").
Refers To > Sender Refers To > Recipient	Specify whether the selected address panel/field refers to the sender or recipient address.
Customize Address Panel	Open a dialog where you can customize the formatting for the address panel.
Combine Address Panel	Create a Custom Template Address panel from selected individual address fields.
Split Address Panel	Break the selected Address panel down into individual address fields.
Group (Opt-Cmd-G)	Group the selected objects.
Ungroup (Opt-Shift-Cmd-G)	Ungroup the selected objects.

**The "Window" Menu**

Close Window (Cmd-W)	Close the currently active window.
Minimize (Cmd-M)	Minimize the currently active window.
Bring All to Front	Move all application windows in front of the windows of other active applications.
Contacts > Senders Contacts > Recipients Contacts > Print Lists	Display the Senders, My Recipients or Print Lists built-in database in the Source panel.
Import > iPhoto Import > Photos Import > Aperture Import > Custom Folder	Show images from iPhoto, Photos, Aperture or a custom folder in the Source panel.
Clipart > Clipart Collection Clipart > Smart Shapes Clipart > Handling Labels	Open the built-in image library.
Show/Hide Inspector (Cmd-Shift-I)	Show or hide Inspector.
Inspector > Document (Cmd-1) Inspector > Geometry (Cmd-2) Inspector > Fill & Shadow (Cmd-3) Inspector > Image (Cmd-4) Inspector > Text (Cmd-5) Inspector > Alignment (Cmd-6)	Open the specified tab of Inspector window.
Colors (Cmd-Shift-C)	Display or hide the system Colors window.
Fonts (Cmd-T)	Display or hide the system Font window.



**The "Help" Menu**

Labels & Addresses Help	Open the Help documentation delivered with the application.
BeLight Software Web Site	The web site of the Labels & Addresses developer.
Useful Online resources	Useful resources on the BeLight Software web site related to Labels & Addresses.
About Postal Guidelines	Display information about the correct mailpiece addressing and design requirements.
Art Text...	Open the web page of the Art Text program.
Image Tricks...	Open the web page of the Image Tricks program.
Send Feedback	Send feedback to the developers by e-mail.
Online Registration...	Send your registration information to the developer.

## Keyboard Shortcuts

### *Working with Documents*

Cmd-N	Create a new blank label.
Cmd-Option-N	Create a new blank envelope.
Cmd-Ctrl-N	Create a new blank postcard.
Cmd-Shift-N	Create a new document using the Assistant.
Cmd-O	Open an existing document.
Cmd-W	Close the current document.
Cmd-S	Save the current document.
Cmd-Shift-S	Save the current document under a new filename.
Cmd-Shift-Option-S	Save the current document as a template.
Cmd-Option-E	Export the document to another file format.
Cmd-Q	Quit Labels & Addresses.
Cmd-P	Print the document.

### *Working with Objects*

Cmd-Z	Undo the last operation.
Cmd-Shift-Z	Redo the last operation.
Cmd-X	Cut the selected objects or text and send them to the Clipboard.
Cmd-C	Copy the selected objects or text to the Clipboard.
Cmd-V	Paste the content from the Clipboard into the document.
Cmd-Shift-V	Paste text as a postal address (recognizing street address, postal code, country, etc.) from the Clipboard into an address panel.
Cmd-D	Duplicate the selected object(s).
Del	Delete the selected object(s).
Cmd-A	Select all objects in the active layer of the document.
Cmd-Option-F	Bring Forward.

Cmd-Shift-F	Bring to Front.
Cmd-Option-B	Send Backward.
Cmd-Shift-B	Send to Back.
Cmd-Option-S	Insert the Sender address panel.
Cmd-Option-R	Insert the Recipient address panel.
Cmd-Option-I	Insert an image from a file.
Cmd-Option-G	Group selected objects.
Cmd-Shift-Option-G	Ungroup objects.
Arrow	Move the selected objects.
Shift-Arrow	Move the selected objects (increased shift).
Cmd-Option-[Left Arrow]	Rotate the selected object counterclockwise by 1° steps.
Cmd-Option-[Right Arrow]	Rotate the selected object clockwise by 1° steps.
Cmd-Shift-Option-[Left Arrow]	Rotate the selected object counterclockwise by 5° steps.
Cmd-Shift-Option-[Right Arrow]	Rotate the selected object clockwise by 5° steps.

### ***Working with Windows and Dialogs***

Cmd-Ctrl-“=”	Zoom In.
Cmd-Ctrl-“-”	Zoom Out.
Cmd-Ctrl-W	Fit width.
Cmd-Ctrl-H	Fit height.
Cmd-Ctrl-P	Fit page.
Cmd-M	Minimize the active window.
Cmd-W	Close the current document window.
Cmd-“,”	Bring up the application Preferences dialog.
Cmd-Shift-C	Display or hide the color properties dialog.
Cmd-T	Display or hide the font properties dialog.
Cmd-R	Show or hide the rulers.
Cmd-1	Open the Document tab of Inspector.

Cmd-2	Open the Geometry tab of Inspector.
Cmd-3	Open the Fill & Shadow tab of Inspector.
Cmd-4	Open the Image tab of Inspector.
Cmd-5	Open the Text tab of Inspector.
Cmd-6	Open the Alignment tab of Inspector.
Cmd-Shift-I	Display or hide Inspector.
Cmd-\	Turn the preview mode on or off.
Cmd-Option-T	Display or hide the toolbar.
Ctrl-Cmd-F	Enter or exit the full screen view mode.

### ***Working with Text***

Cmd-B	Make text Bold.
Cmd-I	Make text Italic.
Cmd-U	Underline text.
Cmd-Shift-O	Outline text
Cmd-"+"	Increase font size.
Cmd-"-"	Decrease font size.
Cmd-Option-[Left Arrow]	Tighten text.
Cmd-Option-[Right Arrow]	Loosen text.
Option-[Up Arrow]	Rise baseline.
Option-[Down Arrow]	Lower baseline.
Return	Insert a line break in a text field or box.
Cmd-":"	Open the Spelling dialog.
Cmd-";"	Check spelling.

### ***Working with the Mouse***

Hold down Shift when working with handles	Invert proportional resize to disproportional, and vice versa.
Cmd-Mouse	Toggle the snap object mode on/off.
Option-Mouse	Duplicate objects.
Shift-click	Select or deselect object without changing other objects' properties.
Ctrl-click or right-click on an object	Bring up the context menu for the object.

### ***Search***

Cmd-F	Open the Find dialog box.
Cmd-G	Find the next occurrence of the word or phrase entered into the Find dialog box.
Cmd-Shift-G	Find the previous occurrence of the word or phrase entered into the Find dialog box.
Cmd-E	Find the next occurrence of a word or phrase that you have selected in a text box.
Cmd-J	Show the selected object(s) in the document view.



# Chapter 4: Working with Documents

## Creating, Opening and Saving Documents

To create a new blank document, choose the corresponding menu item:

- **File > New Label (Cmd-N)**
- **File > New Envelope (Cmd-Opt-N)**
- **File > New Postcard (Cmd-Ctrl-N)**

Once you have created a document, you can change its layout (if you're creating a label) or size, by selecting **File > Change Layout** in the menu bar.

To open an existing document, select **File > Open** in the menu, or double-click on the document in Finder.

To save the current document using the same file name, choose **File > Save** in the menu, or **File > Save As** to save it under a new name.

To save a document as a template, choose **File > Save as Template**. See *Chapter 4, "Working with Documents" > "Using Templates"* for details about templates.

You can also use the *Assistant* to create or open documents, see *Chapter 2, "Getting Started" > "The Assistant"*.

## Using Templates

Templates are pre-designed documents that can be used for creating new documents or for learning the program.

Labels & Addresses comes with a number of pre-designed templates. To open a template, choose **File > New from Assistant (Cmd-Shift-N)** in the menu bar. The *Assistant* will come up. Templates are grouped by categories listed in the left part of the *Assistant* window. Click on a category to preview the included templates. Then select a template and click the **Choose** button.

Every time you choose a template, the program opens its copy. When you modify it and save it, the original template stays unchanged.

You can also create custom templates. To do this, save a document using the **File > Save as Template** menu command. Saved templates can be found in the *Assistant* (**File > New from Assistant**). They are located in the *My Templates* category at the bottom of the category list.

To delete a custom template or change the file name, select the *My Templates* category and click on the arrow icon in the selection bar.



## Labels

The main property of a label document is the paper layout. It defines the label size and how labels are arranged on the page (when several can be printed on one page).

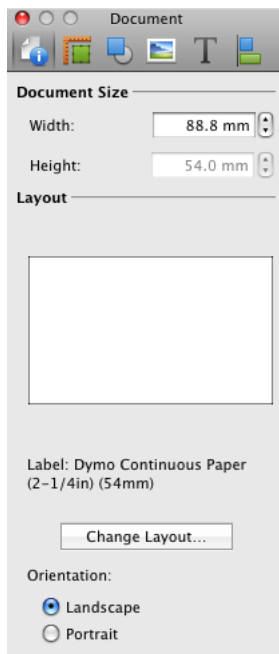
The *Document* tab of the *Inspector* displays basic layout information.

To change the layout of the current document, use *Document Layout* dialog (**File > Change Layout**).

To create a custom layout, use the *Custom Layout* dialog.

There are two different types of label layouts. Labels can be arranged on sheets of paper (usually Letter and A4) or on rolls. This difference is important for printing.

There is a special label type: continuous roll labels. Unlike others, they don't have predefined length. To use such a label, the user should choose the corresponding paper layout (it determines the label width). Then set up the label length in the *Document* tab of the *Inspector*. Note that this is the only case when you can change the document size in the *Inspector*.



## Envelopes

The main property of an envelope document is the envelope size. Also, it can define the size and location of a transparent window if the envelope has it.

The *Document* tab of the *Inspector* displays basic layout information. For details, see *Chapter 4, "Working with Documents" > "Document Layout Information in the Inspector"*.

To change the layout of the current document, use *Document Layout* dialog (**File > Change Layout**). For details, see *Chapter 4, "Working with Documents" > "Document Layout"*.

To create a custom layout, use the *Custom Layout* dialog. For details, see *Chapter 4, "Working with Documents" > "Custom Layout"*.

## Postcards

The main property of a postcard document is the paper layout. It defines the postcard size and how postcards are arranged on the page (when several can be printed on one page).

The *Document* tab of the *Inspector* displays basic layout information. For details, see *Chapter 4, "Working with Documents" > "Document Layout Information in the Inspector"*.

To change the layout of the current document, use *Document Layout* dialog (**File > Change Layout**). For details, see *Chapter 4, "Working with Documents" > "Document Layout"*.

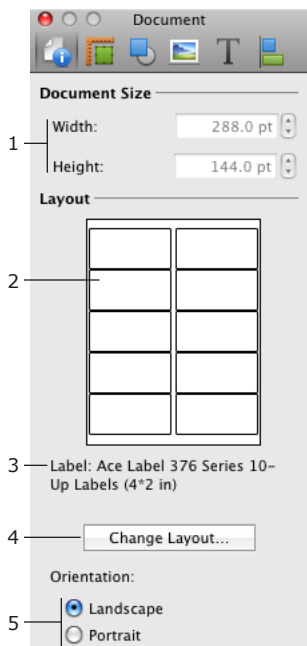
To create a custom layout, use the *Custom Layout* dialog. For details, see *Chapter 4, "Working with Documents" > "Custom Layout"*.

Standard papers can provide one or several postcards per page.

## Document Layout Information in the Inspector

The *Document* tab displays the document layout information.

To open the *Document* tab, choose **Window > Inspector > Document** (**Cmd-1**). Or choose the tab in the *Inspector*.



1 – Dimensions of a label, envelope or postcard. The width and height can be changed here only if a continuous roll label was selected for the current document. To change the dimensions in other cases, click **Change Layout** and select another paper.

2 – Paper preview.

3 – Name and manufacturer part number of the current label paper, envelope or postcard.

4 – The **Change Layout** button opens the *Document Layout* dialog.

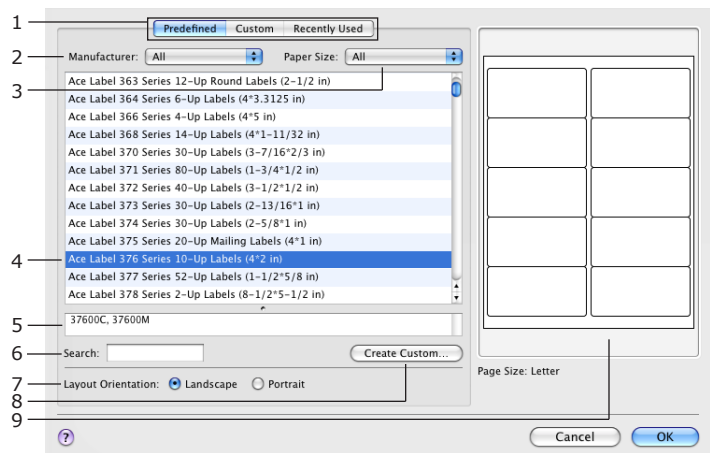
5 – The orientation of a label, envelope or postcard.

## Document Layout

The *Document Layout* dialog displays the list of label papers, envelopes or postcards depending on the current project. The document layout (selected paper) is important for printing.

The canvas in the main window displays only one label or postcard even if the paper includes several. This is a difference between Labels & Addresses and text processors (the latter display the whole page).

To open the dialog, choose **File > Change Layout**, or click the **Change Layout** button in the *Document* tab of the *Inspector*.



To select a paper layout:

1. In the *Document Layout* dialog, choose the *Predefined* section containing standard papers (it is selected by default). Other sections contain custom papers and previously used papers (buttons 1 in the picture).
2. Click on a paper in the list (4) to select it. The manufacturer part numbers of compatible papers are displayed in the box (5).

To find a paper by its part number use the search box (6).

To narrow down the displayed list by a specific manufacturer or paper size, choose it in the corresponding drop-down menu (2 or 3).

3. Set up the orientation (7).
4. Click **OK** when the necessary paper is selected.

When you are looking for compatible papers, use information in the list (4) and the preview (9) or see the list of supported papers online at <http://www.belightsoft.com/products/resources/labelpaper.php>

To customize a standard paper, select it and click the **Create Custom** button (9). Further details can be found in *Chapter 4, "Working with Documents"* > "Custom Layout" section.

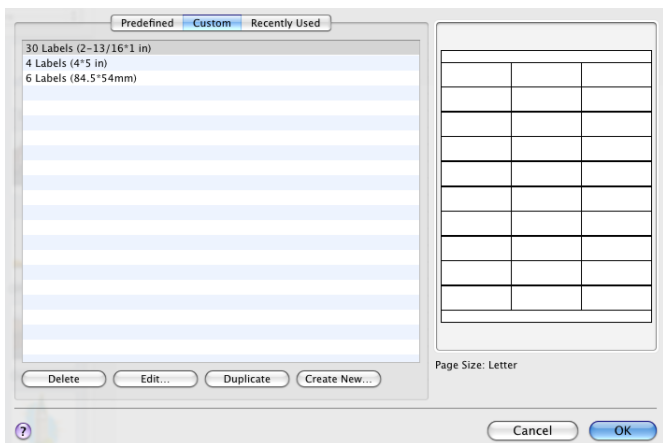
## Custom Layout

Labels & Addresses comes with numerous paper layouts from the most popular vendors. The list of papers and envelopes can be found in the *Document Layout* dialog. If your paper or envelope isn't listed in the program, you can create a custom layout in the *Custom Layout* dialog.

The dialog displays labels, envelopes or postcards depending on the current document type. For example, to work with label papers, a label document should be open.

To create a custom paper layout:

1. Open the *Document Layout* dialog (**File > Change Layout**) and choose the *Custom* tab at the top. Click on the **Create New...** button.



2. The *Custom Layout* dialog displays the paper dimensions. The dialog has almost the same settings for labels and postcards. The dialog for custom envelopes have other settings.

## Labels and postcards

Units: Inches

Name: 30 Labels (2-13/16\*1 in)

Label Size

Width: 2.8333

Height: 1.0000

Corner Radius: 0.0000

Layout

Paper Size: Letter

Page Width: 8.5000

Page Height: 11.0000

Arrange labels automatically

Columns: 3

Rows: 10

Top Margin: 0.5000

Left Margin: 0.0000

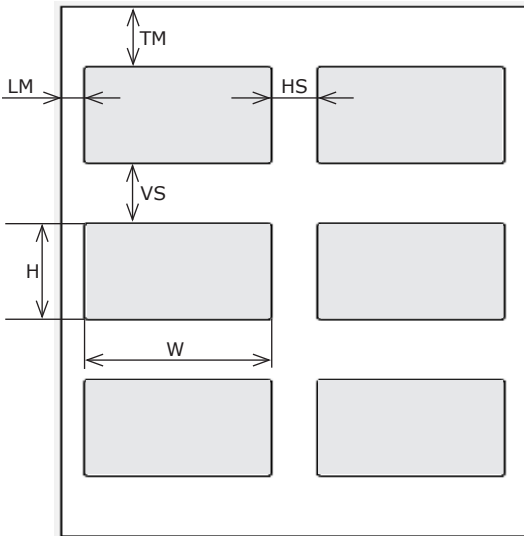
Horizontal Spacing: 0.0000

Vertical Spacing: 0.0000

Cancel OK

Choose the measurement units. Type the layout name. It can contain the size, number labels per sheet or other information.

In the *Size* section, input the width (W in the picture), height (H) and corner radius of an individual label or postcard.



The *Layout* section determines the page size and how the labels or postcards (if there are several on the page) are arranged on the page.

From **Paper Size**, choose one of standard papers or select "Other" and type in the width and height.

**Page Width** and **Page Height** display the layout page size selected in the **Paper Size** drop-down menu above. Choose *Other* in the menu to customize the page size.

**Columns** and **Rows** specify how many labels or postcards are on the page.

**Top Margin** (TM) is the distance between the top edge of the page and the top-left label or postcard.

**Left Margin** (LM) is the distance between the left edge of the page and the top-left label or postcard.

**Horizontal Spacing** (HS) is the distance between columns of labels or postcards.

**Vertical Spacing** (VS) is the distance between rows of labels or postcards.



If you don't mimic any paper but create your own layout, let the program arrange labels or postcards automatically. Select the **Arrange labels automatically** check box. At given paper and label sizes, it places as many labels onto the page as possible.

To create a postcard layout where the card size is equal to the paper size, select the **Make paper size same as card size** check box.

### Envelopes

Units: Inches Name: 4-1/4 x 5-1/4 in

Orientation  
 Landscape  Portrait

Envelope  
Width: 5.2500  
Height: 4.2500

Window  
 Enable Window  
Width: 4.3307  
Height: 1.5748  
Bottom Offset: 1.1811  
Left Offset: 3.9370

Cancel OK

The *Envelope* section determines envelope size. If your envelope has a window, tick the **Enable Window** check box and specify the window size and offset from the bottom and left sides of the envelope.

3. Click **OK** to save the layout. New paper is available in the list (see the picture in the step 1).

## Postal Guidelines

The location and formatting of addresses and barcodes should meet the postal service standards to be processed automatically. The information below covers mostly the envelope documents. It can also be useful for users who attach address labels to envelopes.

Postal service in the USA and some other countries uses special equipment that sorts mail automatically and helps to deliver mail faster and more accurately (and sometimes at less cost). To qualify for automated processing, your pieces of mail must be prepared properly.

The Postal Guidelines mark the recommended zones for the return and delivery addresses. Select **Show / Hide Postal Guidelines** from the **View** menu to toggle the guidelines on and off. Placing your addresses within these zones, as well as meeting other requirements provided below, helps to make your pieces of mail automation compatible. Automated equipment can process mail more efficiently, allowing the Postal Service to maintain lower rates for those pieces.

To be automation compatible, your piece of mail should meet the following requirements:

- Dimensions for letter-size mail should range from 3 1/2" x 5" to 6 1/8" x 11 1/2".
- Use ZIP+4 code when applicable. Make sure the code is correct!
- Enable postal barcodes when possible (works for US, UK and Canadian addresses).
- Position the addresses within the zones of the guidelines.
- Recommended font size for delivery address is from 8 to 18 points.
- Avoid using unusual fonts/styles for addresses. Plain Arial font will work in most cases.

Labels & Addresses lets you prepare your labels and envelopes in accordance with USPS postal guidelines (which may work for some other countries, too).

For detailed information about designing automation compatible mail and the benefits it gives you, use this link (refers to United States Postal Service):  
<http://pe.usps.gov/text/pub28/welcome.htm>

# Chapter 5: Working with Text and Graphics

## Basic Operations on Objects

Objects in Labels & Addresses are text fields, text boxes, images and Smart Shapes.

All operations on objects can be done by using the Inspector or the program menu and some of them by using the context menu. To open the context menu, Ctrl-click or right-click on an object. The object must be selected before you perform any operations on it.

To select an object, click it with the **Selection** tool. To select several objects, click them in order holding down the **Shift** key. The objects will be selected one by one. You can also press and hold down the mouse button to select objects with a frame. All the objects touched by the rectangle will become selected.

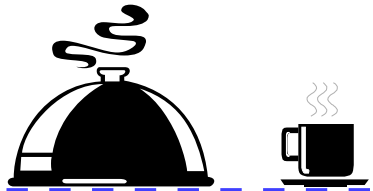
## Moving Objects

To move an object, drag it with the mouse.

For precise movement, select an object and use the arrow keys on the keyboard. For faster movement, press **Shift-[Arrow key]**.

In the *Geometry* tab of *Inspector* you can enter the coordinates of the object to place it into an exact location. Measurement units can be changed in the program *Preferences* (**Cmd-,**).

When you move an object with the mouse, it snaps automatically to guides and edges or centers of other objects. You may toggle the snap function on or off if you hold down the **Cmd** key as you move the object. To turn it off permanently, clear the **Snap** checkbox in the program *Preferences*. When an edge of the object you are moving aligns with another object, a smart guide is displayed (blue dashed line).



The commands **Move to Center (Horizontally)** and **Move to Center (Vertically)** in the **Format** menu move the selected objects to the page center along the horizontal or vertical axis.

## Changing the Size of Objects

The size of an object can be changed with the mouse. Simply select the object and drag one of the handles on its border. To resize an object preserving its aspect ratio, use the corner resize handles. Side handles resize that particular side only. You can resize an object without preserving its aspect ratio using corner handles by holding the **Shift** key down while resizing it.

In the *Geometry* tab of the *Inspector*, you can enter the dimensions of the object to make it an exact size. Measurement units can be changed in the program *Preferences*.

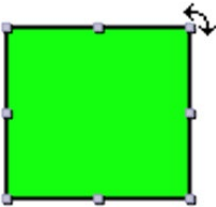
When you set a new size and **Fix aspect ratio** is selected, the side proportion will be preserved.

Several images can be resized together. When you resize a group of selected images, they have a common selection frame and behave as a single image.

## Rotating Objects

To rotate the selected object, use controls from the *Rotate* section in the *Geometry* tab of the *Inspector*. Images can be flipped vertically and horizontally. Text can not be flipped. To do this, you have to convert it to an image (right-click and select **Convert Text to Image** in the context menu).

To rotate an object with the mouse, click on it to select it. Then move the cursor over a corner handle of the selection frame. When the cursor icon turns into a bi-directional arrow, drag the handle to turn the object.



Several objects can be rotated together. When you rotate a group of objects, they move around the center of the selection.

---

## Grouping Objects

Objects can be grouped together. A group of objects behaves as a single object when you move or resize it.

To group objects, select them and press **Cmd-Opt-G**, or Ctrl-click (right-click) on selected objects and choose **Group** in the pop-up menu. The group function can be also found under the **Format** menu.

To ungroup objects, press **Cmd-Opt-Shift-G** or choose **Format > Ungroup**.

Labels & Addresses supports nested groups. This is a group of objects that includes a smaller group.

Controls, available for individual objects, may be locked when a group is selected.

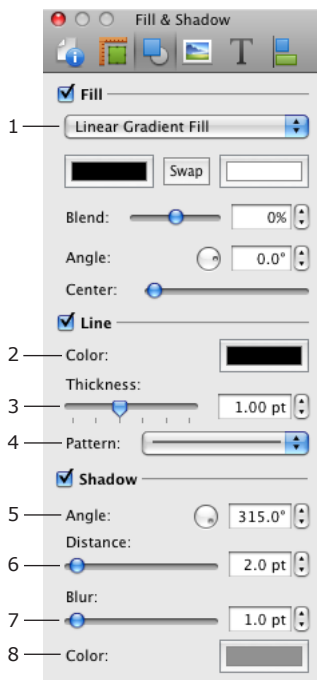
## Editing Objects

To edit text, double click on it.

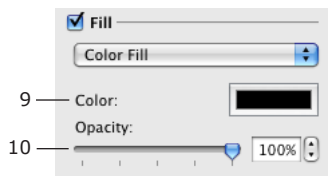
Double-clicking on an image opens the *Edit Image* window. Here, you can crop the image or apply Core Image filters.

## The Fill Option

The *Fill* controls are located in the *Fill & Shadow* tab of the *Inspector* window. Use the pop-up menu (1 in the picture) to choose the way to fill an object.



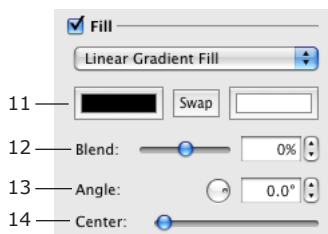
## Color Fill



You can change the fill color (9) and opacity (10).

*Color Fill* lets you change the background of text or fill a Smart Shape with color.

## Linear Gradient Fill



*Linear Gradient Fill* fills an image with a gradient fill.

The **Color** buttons (11) let you choose the two base colors for the gradient.

The **Blend** slider (12) redistributes space among colors. When the slider is in the middle, the margin between colors lays in the center. When the slider is moved to the right or left, the center of the gradient moves, making one color more dominant.



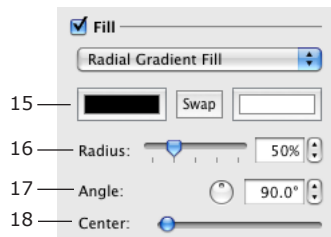
**Angle** (13) changes the direction of the gradient.



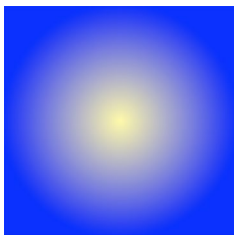
The **Center** slide bar (14) shifts the colors.



## Radial Gradient Fill



*Radial Gradient Fill* creates a circular gradient.



The **Color** buttons (15) let you choose the two base colors for the gradient.

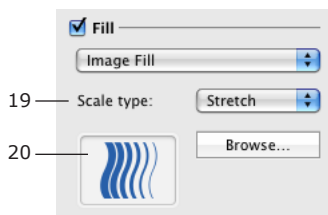
**Radius** (16) changes the size of the spot of color in the middle.

**Center** (18) moves the color spot out of the center.

When the color spot is not in the center, the **Angle** control defines its offset direction.



## Image Fill

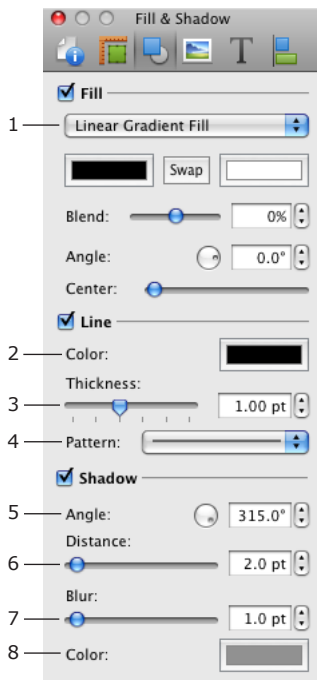


You can only fill a Smart Shape with an image.

The **Scale type** pop-up menu defines how an image will be inserted into a smart shape. **Scale type** is explained in the “*Working With Smart Shapes*” section.

The **Browse** button lets you choose an image on your computer. Or drag and drop an image from the *Source* panel into the box (20).

## The Line Option



Border lines can be made visible or invisible by using the **Line** check box in the *Fill & Shadow* tab of the *Inspector*.

Use the **Color** button (2) to change the color and opacity of a line.

Adjust the thickness of the line using the **Thickness** controls (3).

The **Pattern** pop-up menu lets you choose dashed, dotted, and other types of lines.

## The Shadow Option

To add and control the shadow of an object, use the *Shadow* section in the *Fill & Shadow* tab of the *Inspector*.

The distance from the shadow to the object (6), its angle (5) and blur (7) can be adjusted with the help of the respective controls.

The **Color** button (8) lets you change the color and opacity of the shadow.

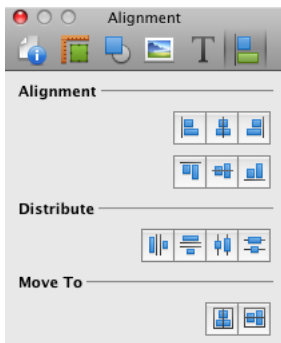
A shadow can also be added to text (to the letters), if you select a portion of text and apply the shadow as described above. Note that the shadow controls in the *Inspector* produce a different shadow than controls in the standard *Font* dialog.

## Aligning Objects

The *Alignment* tab of the *Inspector* has several options for aligning objects. Select two or more objects and click one of the align buttons. You can align left edges, right edges, top edges, and bottom edges. You can also align the centers of the objects vertically or horizontally.

If you need to align several objects, first select them. Open the *Alignment* tab of the *Inspector* and select the type of the alignment you need. The same commands can be found in the **Format > Align** menu.

You can align objects to guide lines. To add a guide line, select **Insert > Vertical Guide** or **Insert > Horizontal Guide** in the menu. To delete a guide line, right-click or Ctrl-click on it and select **Delete Guide**. To align an object to the guide line, move an object near the guide until it snaps.



## ***Distributing Objects***

The commands from the **Format > Distribute** menu and the *Distribute* section of the *Alignment* tab of the *Inspector* affect how selected objects are distributed on the page. These commands are used to create equal spacing between objects and can be only used for three or more objects.

**Distribute > Spacing Horizontally** – move the middle object(s) horizontally to make the horizontal spacing between the edges of the objects equal.

**Distribute > Spacing Vertically** – move the middle object(s) vertically to make the vertical spacing between the edges of the objects equal.

**Distribute > Centers Horizontally** – move the middle object(s) horizontally to make the spacing between the vertical axes of the objects equal.

**Distribute > Centers Vertically** – move the middle object(s) vertically to make the spacing between the horizontal axes of the objects equal.

## ***Changing the Object Order in the Layout***

Objects in the same layer may form a stack, laying one over another. To change the position of an object in the stack, use the **Bring Forward, Bring to Front, Send Backward, Send to Back** commands in the **Format** menu.

**Bring Forward (Opt-Command-F)** places the selected object one level higher.

**Bring to Front (Shift-Command-F)** places the selected object above others.

**Send Backward (Opt-Command-B)** places the selected object one level lower.

**Send to Back (Shift-Command-B)** places the selected object below others.

When you add objects to a document, each subsequent object lays over the existing ones in the stack. In other words, the image added later will cover the ones added earlier. The commands described here help to arrange the order in which objects appear in the layout.

The commands listed above affect objects within the current layer (background or foreground).

The commands **Move To Background** and **Move To Foreground** from the **Format** menu move the selected object to another layer. If you move an object to another layer, it will appear in front of other objects in this layer.

In some cases you may need to select an object that is fully covered by another one and cannot be accessed by mouse click. For instance, to resize or move an image used as the background for text. The easiest way to access lower objects is using the throughout selection. Click several times on the pile of objects holding down the **Command** key. Each time you click, the next object behind the current one will be selected. If the front object is not transparent (is a picture, for instance), you will see only the selection handles of objects behind.

## Working with Text

Most of the text formatting tools are located in the *Text* tab of the *Inspector* window. Some operations common for different types of objects are described in Chapter 5, "Working with Text and Graphics" > "Basic Operations on Objects".

### Adding and Editing Text

To type text, you should add a text box which behaves as a container for text.

1. Click the **Text** tool in the toolbar.
2. Place the cursor over your design and click to add a text box.
3. Now, the text cursor is blinking in the text box. The edit mode is activated. You can type or paste text.
4. If necessary, change the font, size, alignment or other text properties. The formatting tools can be found in the *Text* tab of the *Inspector*.
5. To finish editing text, click outside the text box.

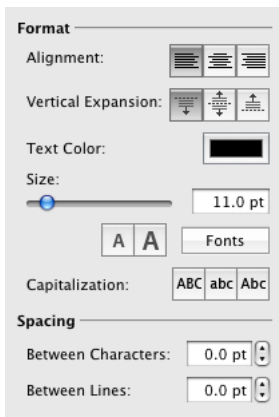
To edit existing the text, double-click on it.

### Removing Text

To remove a text box, select it and press the **Delete** key on the keyboard. An alternative way is using the **Delete** command from the **Edit** menu.

## Formatting Text

Most of text formatting tools are located in the *Text* tab of the *Inspector* window. To access them, select **Window > Inspector > Text** in the menu bar.



If a text box is selected, formatting is applied to the entire text in it. If a portion of text is selected inside the text box, text formatting will apply to this text only.

To set up the shadow for text, use the *Fill and Shadow* tab of the *Inspector*.

## Changing Text Font and Color

You can change the font attributes and color of the text by using the system *Font* and *Colors* panes.

To open the *Font* pane, press **Cmd-T**, or click the *Fonts* button in the *Inspector*.

To open the *Colors* pane, press **Cmd-Shift-C**, or click the **Text Color** button in the *Inspector*.

If the entire text box is selected, the changes you make in the dialogs will apply to the entire text. If a portion of the text is selected, the changes will apply to the selected text only.

## ***Changing the Font Size***

To change the size of the font, use the *Size* controls: the slide bar, the "A" buttons or the **Size** edit box. The operation will change the portion of the text that was selected, or the whole text if the text box was selected.

## ***Alignment***

To align text within a text box, use the buttons in the *Format* section of the *Text* tab of the *Inspector*. The same commands are available via the **Format > Text** menu.

The **Vertical Expansion** controls determine in which direction the address panel expands or shrinks if the address in it is substituted with a new one, containing more or less lines of text. This function is very useful for merge printing to ensure all the addresses fit correctly on the labels or envelopes.

## ***Capitalization***

The **Capitalization** controls allow you to change the text so it appears in all uppercase, all lowercase, or with the first letters capitalized.

## ***Spacing Settings***

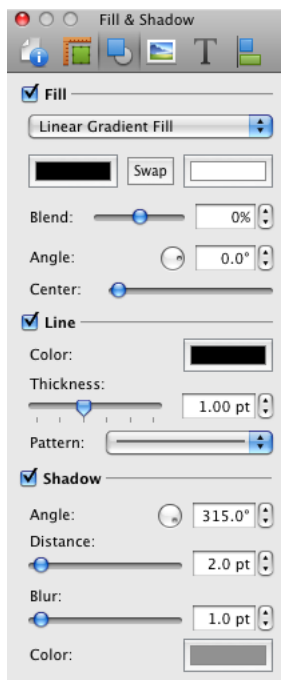
You can change the default text spacing settings of text by using the **Spacing** controls in the *Text* tab of the *Inspector* window.

**Between Characters** – changes the spacing between characters. This can be applied to the whole selected text box, or to the selected part of text.

**Between Lines** – the spacing between lines. This can be applied to the whole selected text box, or to a selected part of text.

## Changing the Color, Width and Pattern of the Text Box Frame

To make the text box frame visible, select the **Line** check box in *Inspector* > *Fill & Shadow* tab > *Line* section.



To modify the parameters of the frame:

1. Select the text box.
2. Open the *Fill & Shadow* tab in the *Inspector*.
3. Use the corresponding controls in the *Line* section to change the parameters.



## ***Changing the Background Color of the Text Box***

To change the text background color:

1. Select a text box.
2. Open the *Fill & Shadow* tab in the *Inspector*.
3. Select the **Fill** check box.
4. Click the **Color** button in the *Fill* section to change the color.

## ***Applying the Shadow Effect***

To apply the shadow effect to text:

1. Select the text box.
2. Open the *Fill & Shadow* tab in the *Inspector*.
3. Select the **Shadow** check box.
4. Use the corresponding controls in the *Shadow* section to change the parameters of the shadow.

**Note:** *Shadow can be applied to the whole text. If the text box frame is enabled, it will also get shadow.*

## **Moving and Rotating Text Boxes**

Moving and rotating text boxes is similar to moving other objects and is described in *Chapter 5, "Working with Text and Graphics" > "Basic Operations on Objects"*.

## Checking Spelling

You can check the spelling of text in Labels & Addresses. Spelling can be checked for the entire text box or for a part of text.

To check the spelling for the entire text box, double click on it to enter the text editing mode and select **Edit > Spelling > Spelling** from the menu. If your text has spelling errors, the program will highlight the first one. Misspelled words will be underlined with a red dotted line. The *Spelling* window will show the possible options for that word and you will be able to correct or ignore it. Click **Next** to find the next misspelled word.

At the bottom of the *Spelling* window there is a list of available languages. The program uses the system spell checker, so the dictionaries available will be those installed in your system.

If you want to check the spelling for a part of text, select that part of text and run the spelling check.

You can check spelling without the *Spelling* window. Select **Edit > Spelling > Check Spelling** from the menu or press **Cmd-";**". Every time you do this, the next misspelled word will be shown.

To have the program underline misspelled words at the same time as you type, select **Edit > Spelling > Check Spelling as You Type** from the menu.

## Finding and Replacing Text

The program lets you find and replace a word, number or some character set in a text box.

Double click on a text box to enter the text editing mode and select **Edit > Find > Find** from the menu. Enter a word you are looking for in the **Find** text box and click **Next**.

If you need to replace a word, enter the new word in the **Replace** text box and click **Next** and **Replace**.

**Edit > Find > Find Next** will find the next occurrence, **Edit > Find > Find Previous** – the previous one.

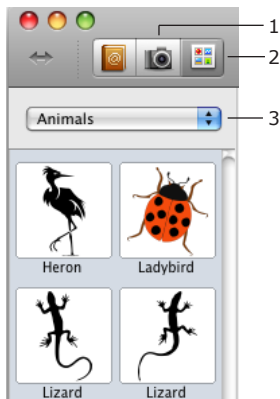
Select a word and choose **Edit > Find > Use Selection for Find** and the selected word will be the criteria for search.

If you have selected a part of the text, the option **Jump to Selection** will scroll the editing window (if needed) to make the selection visible.

## Working with Images

In Labels & Addresses, you can use the images supplied with the program (clipart), import an image from a graphic file, use pictures from your iPhoto or Photos library, or use images from the Internet.

Some operations common for different objects are described in *Chapter 5, "Working with Text and Graphics"* > "Basic Operations on Objects".



To access images, use the *Source* panel. To open the built-in clipart, choose the *Clipart* tab (2 in the picture). In the *Pictures* tab (1), use the pop-up menu (3) to choose an album or event from iPhoto or Photos, or open *Custom Folder* to import images from a folder of your choice.

## Adding an Image in the Document

To insert an image supplied with the program:

1. Open the *Clipart* tab in the *Source* panel (**Window > Clipart > Clipart Collection**).
2. Select an image category in the pop-up menu.
3. Click on an image thumbnail or drag it with the mouse onto the document.

To insert an image from the iPhoto, Photos or Aperture library:

1. Open the *Pictures* tab (1) in the *Source* panel (**Window > Import > iPhoto**, **Window > Import > Photos** or **Window > Import > Aperture**). Choose an album or event in the pop-up menu.
2. The thumbnails of your photos will be displayed in the *Source* panel.
3. Drag images onto the document.

To insert an image from a file on the disk:

1. Open the *Pictures* tab (1) of the *Source* panel.
2. Select *Custom Folder* from the drop-down list and select a folder containing images. To access images from subfolders, select the **Get Images from Subfolders** check box. Click **Choose**.
3. Drag and drop an image onto the document.

To insert an image from a file on the hard disk, choose **Insert > Image > From File** in the menu bar. Or drag an image from a folder onto your document.

To find images on the Internet, use the **Insert > Image > Search on the Internet...** command.

### ***Inserting Art Text Images***

An Art Text object is an image inserted from the Art Text application. Labels & Addresses uses Link Back technology that allows sending an image back into Art Text to modify it.

An Art Text object can contain text, logo or other graphic content.

For more information, see *Chapter 5, "Working with Text and Graphics" > "Using Art Text"*.

## ***Inserting Generated Images***

Labels & Addresses includes an image generator for creating backgrounds. See *Chapter 5, "Working with Text and Graphics" > "Editing Images"* for more information.

## ***Generating Images***

The built-in image generator can be used to create images for backgrounds.

If the Image Tricks program is installed on your computer, Labels & Addresses uses its generator plug-in to create images.

To generate and insert an image, choose **Insert > Random Image** in the menu. An alternative way to open the image generator is to click the **Generate...** button in the *Image* tab of the *Inspector*.

The built-in generator inserts a new image immediately. The Image Tricks plug-in lets you choose one of multiple generators and adjust its parameters. See *Chapter 5, "Working with Text and Graphics" > "Using Image Generators"* for more information.

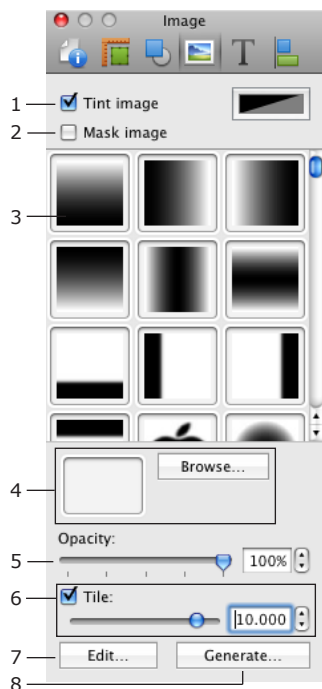
## ***Replacing One Image with Another***

You can replace an image in your document with a new one from the *Source* panel so that the new image will take up exactly same amount of space as the existing image and the card layout will not be changed. To replace an image, select an image on your card and drag a new image over the selected one. A blue frame appears around the selected image indicating that you can drop a new image inside. If the old and new images have a different side proportion, the new one will be stretched to fit the size of the old image. This way works well for the background graphics.

To replace an image so that a new one retains its original aspect ratio, select the old image and then click on a new image in the clipart panel.

## Image Properties in the Inspector

Image properties are located in the *Fill & Shadow* and *Image* tabs in the *Inspector*. The *Fill & Shadow* tab is described in the *Chapter 5, "Working with Text and Graphics"* > "Basic Operations on Objects" section. Tools in the *Image* tab (**Window > Inspector > Image**) are described here.



1 – Tint image.

2 – Mask image. This tool lets you apply a mask to the selected image. You can select a mask from the mask library or choose an image from clipart or graphic file on your disk.

3 – Library of masks. Click on the mask thumbnail to select it.

4 – Custom mask tool. To apply a custom mask, drag and drop an image from the Source panel or from Finder into the drop box, or click the Browse button and select a graphic file.

5 – Image opacity.

6 – Tile image tool. It changes the image size retaining the original image bound size.

7 – Image editing tool. When you click the Edit button, the selected image opens in the Image Tricks plug-in window where you can apply Core Image filters or crop the image.

8 – Image generator.

## Cropping Images

To crop an image, right-click on it and select **Crop** in the pop-up menu. The handles on the image frame will turn red indicating that the crop mode is activated. Drag a handle on the side that you want to crop. To quit the crop mode, click outside of the image.

While the crop mode is activated, you can move the image inside its selection frame using the mouse.

## Working with Smart Shapes

The built-in clipart contains the Smart Shapes category. Smart Shapes are vector images. In addition to generic properties, Smart Shapes have:

- The possibility to adjust the shape.
- The possibility to be filled with an image.

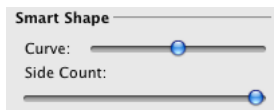
The graphic tools common for all images are described in these sections:

- "Basic Operations on Objects"
- "Image Properties in the Inspector"

Note that tools like **Tile** and **Mask Image** cannot be applied to a Smart Shape, but to an image inside it.

### Adjusting the Shape

The shape of some Smart Shapes can be changed using the **Curve** and **Side Count** controls located in the *Geometry* tab of the *Inspector*.



For example, you can change the number of rays of a star using the **Side Count** control and the ray angle using the **Curve** control.





## ***Filling a Smart Shape with an Image***

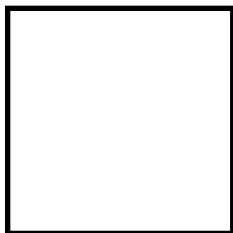
A Smart Shape can be filled with a solid color, gradient and an image. To insert an image into a Smart Shape, select the shape, then drag and drop the image from the Clipart into the Smart Shape.

Alternatively:

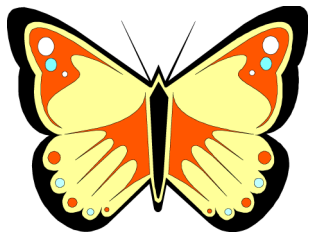
1. Select the Smart Shape.
2. Open the *Fill & Shadow* tab of the *Inspector* (**Window > Inspector > Fill & Shadow**).
3. Enable the **Fill** option.
4. Choose *Image Fill* in the drop-down list.
5. Drag the image into the box on the left from the **Browse** button.
6. Choose the appropriate way of filling in the **Scale type** option.

When you resize a Smart Shape, the inserted image gets resized too.

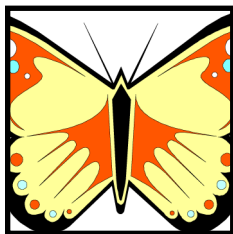
The **Scale type** parameter in the Inspector controls how to insert the image into the Smart Shape.



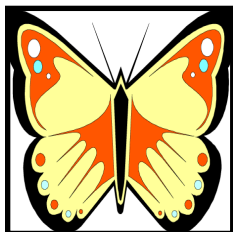
Original Smart Shape



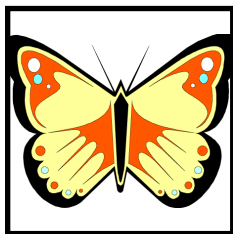
Original image



**Fill** – does not change the aspect ratio of the image. A part of the image may not be seen in the Smart Shape.



**Stretch** – the whole image fits into the Smart Shape. The image may be deformed.



**Fit** – the whole image fits into the Smart Shape. The proportion of the sides will not change. Blank space may be left inside the Smart Shape.

## Working with Art Text

Labels & Addresses integrates with the Art Text application (purchased separately). Due to this, graphics created in Art Text can be easily handled in Labels & Addresses.



Art text in Labels & Addresses is an object with special properties. In Labels & Addresses, you can operate with it as with an image, but the object contains the original text available for further modification. Graphics created in Art Text (text, logos, etc.) are called “Art Text objects” in this documentation.

For inserting an Art Text object into a Labels & Addresses document, the Art Text application should be installed on your computer.

The Art Text application creates an image from ordinary text (or another image), allows you to apply effects and transformations, and then sends the image to Labels & Addresses.

Labels & Addresses uses the Link Back technology to send an art text object back into Art Text for modification upon double clicking on the object.

To insert an Art Text object:

1. Choose the **Insert > Art Text...** menu command or click the Art Text icon in the toolbar.
2. Type your text and change the effect parameters in the Art Text application.
3. Click the **Link Back...** button in Art Text to send the modified image to Labels & Addresses.

To modify an Art Text object:

1. Select an Art Text object and choose the **Edit in Art Text** command in the **Edit** menu or double-click on the Art Text object.
2. Make the necessary changes in the Art Text application.
3. Click the **Link Back...** button in Art Text to send the modified image to Labels & Addresses.

To remove an Art Text object, select it and press the **Delete** key.

**Note:**

1. *Only images made in the Art Text application can be sent back for editing to Art Text.*
2. *After some modifications (like applying Core Image filters in Image Tricks plug-in), an Art Text object may turn into an ordinary image that can no longer be changed in Art Text.*

To learn more about Art Text or download the program, see the product web page:

<http://www.belightsoft.com/products/arttext/>

To learn more about Link Back, see the official web site:

<http://www.linkbackproject.org>

## Editing Images

To edit an image:

- Double-click on the image.
- Select the image and choose **Format > Image > Edit...** in the menu.
- Select the image and click the **Edit...** button in the *Image* tab of the *Inspector*.



The set of filters is organized into filter categories (color, blur, etc.). Some filters have adjustable parameters.

The picture in the preview area immediately changes after selecting a filter or if you change the parameters of the selected filter. Every time you select a new filter, you'll see the result applied to the original picture.

Some filters have an additional parameter. It is a point on the image. Effects that have such a parameter allow you to edit images with a mouse click directly on the image. The mouse click determines the base point of distortion or other effect. When you move the mouse pointer on the image with the button pressed (the left button for a two-button mouse), the image changes in real time (the reaction depends on the performance of your computer and of your graphic card).

The filters for which you can select such a point are marked in the filter list by the crosshair icon on the right. When such a filter is selected, the mouse pointer will also look like a crosshair.

Filters of another type are marked with a color ball icon. This means that such a filter has color as a parameter. Selecting such a filter will enable the **Color** button.

To change the image size, click the **Size** button and set the new image dimensions.

### ***Using LinkBack vs. the Image Tricks Plug-In***

The Image Tricks application provides more capabilities than its plug-in. You can edit images by using the stand-alone Image Tricks instead of the plug-in. In this case, you should copy an image from the Image Tricks into a Labels & Addresses document through the clipboard.

Later, when you want to edit the image, double-click on it. Image Tricks will open the image. When you finish modifying it, choose **File > Save** in the menu of Image Tricks to update the image in the document.

By installing the latest version of Image Tricks, you will get all the available features in the plug-in. The plug-in integrated into the program contains a reduced number of filters.

More information related to Image Tricks and Core Image filters can be found on the Image Tricks Web page:

*<http://www.belightsoft.com/imagetricks>*

## Using Image Generators

### *Generating Images*

Having the Image Tricks plug-in installed, you can generate images using special mathematical algorithms. If Image Tricks has not been installed, the internal image generator will be used instead.

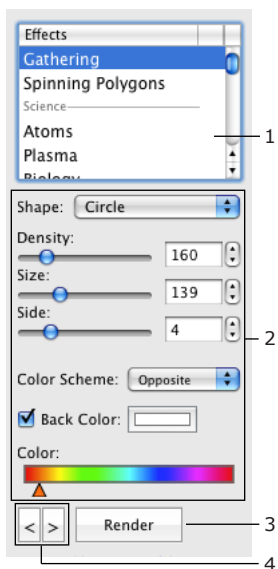
To access generators, click the **Generate** button in the *Image* tab of the *Inspector*, or choose **Insert > Image > Generate Random** in the menu bar.

Some Generators (like Spinning Squares) show the same image if the same parameters were set, and some can produce random images (Star Dust). To get another randomly generated image, click the **Render** button.

If you decide to open one of the previously generated but not saved images, use the history buttons "<" and ">".

When you select a generator, the program shows an image generated with the default set of parameters.

It may take time for some generators to show a picture. If you just play with parameters (especially color) to find an appropriate combination, it is recommended that you set a smaller image size. 200x200 pixels is enough for a preview. Then you can change the image size and re-generate it in better quality.



- 1 – List of generators
- 2 – Generator parameters
- 3 – Generate another image
- 4 – Go backward or forward to preview the previously generated images



## ***Generator Parameters***

Generators have different sets of parameters. Parameters can be separated into the following groups:

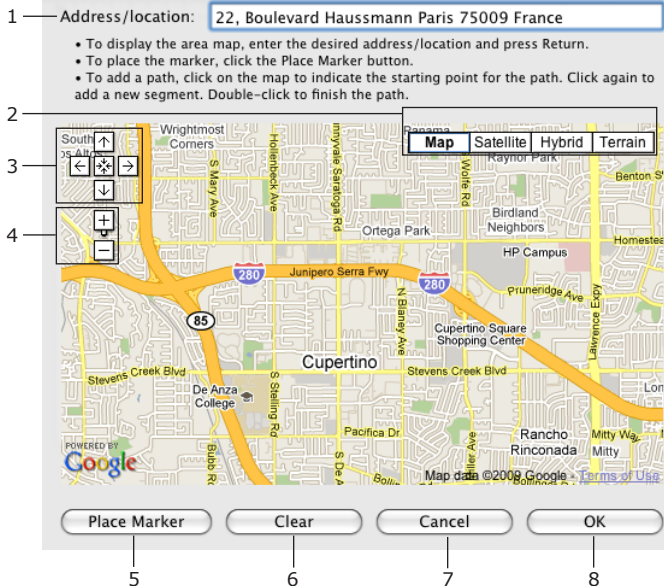
- Shape – Some generators use a number of smaller images to create a bigger one and you can select one to use.
- Numeric parameters such as angle, size, resolution and other.
- Color Scheme – Determines how many colors to use in the image. The base color is taken from the **Color** control.
  - Opposite – Two colors (selected color and a complementary one) and up to four of their tints.
  - Triadic – Three colors (selected one and two complementary) and up to four of their tints.
  - Tetradic – Four colors (selected one and three complementary) and up to four of their tints.
  - MonoStep – One base color and four of its tints.
  - MonoBlack – One base color and four of its tints, darker than the base one.
  - MonoWhite – One base color and four of its tints, lighter than the base one.
  - Mono – One base color with an unlimited number of tints.
- The color selector is one of these types:
  - Color
  - Color Range  
You can move color sliders separately. To move them together, drag any of them holding the **Shift** key.
  - Back Color – Color of the image background. It is applicable to images with a transparent background.

## ***Image Size***

To change or verify the image size, click the **Size** button.

## Adding a Map

Labels & Addresses is integrated with the Google Maps online service (<http://maps.google.com/>).



To add a map in your document:

1. Select **Insert > Google Maps...** in the menu.
2. Enter the address into the text field (1) and press the **Return** button to renew the map. The address displayed on the canvas is used by default.
3. Select the map type by clicking on buttons (2): Map (street map), Satellite, Hybrid (satellite with street names), or Terrain (terrain with street names).
4. Adjust the area displayed in the preview using the zoom tool (4) and scroll buttons (3). You can also pan the map with the mouse.

5. Add a marker and path onto the map if necessary.

To add a marker, click the **Place Marker** button (5). You can move the marker to adjust its location.

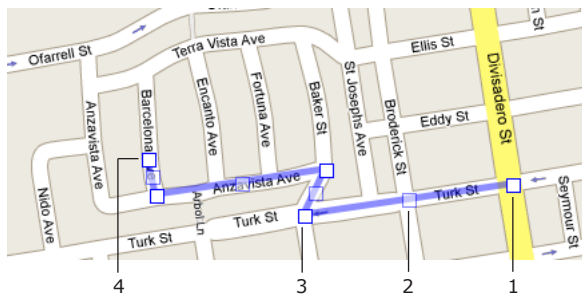
How to add and edit a path is described in “*Adding and Editing a Path*” section.

To delete all markers and paths, click the **Clear** button (6).

6. To add the map into the document, click the **OK** button (8).

If the address has not been changed, the dialog displays a cached map when you open it again. To reload the map, press the **Return** button.

### ***Adding and Editing a Path***



1. Click on the map to indicate the beginning of the path (1).
2. Click on the map again to add intermediate points (2) where the path changes its direction.
3. Double-click on the map, to place the end point (4).

You can move the points after they have been added to adjust any inaccuracies.

To add more intermediate points, place the cursor over the path and drag aside the semitransparent point (2) in the middle of the path segment.



# Chapter 6: Working with Addresses

## Introduction

Addresses and other personal information should be imported use in Labels & Addresses. Alternatively, you can copy the information from another program or type it in Labels & Addresses.

Addresses and other personal information can be added into Labels & Addresses document as:

- Plain text. In this case the address takes one text box. You can copy an address from a web page, e-mail or text document and paste it into Labels & Addresses. The information in a plain text box can be changed only manually. This way of working with addresses doesn't let you use the full program functionality.

When you copy an address through the clipboard, it is recommended that you paste it using the **Edit > Paste as Address** menu command. Make sure that data is placed into the correct fields of the input form.

- A number of separate data fields. Each corresponds to some particular type of information (name, telephone number, etc.). To add a data field, select **Insert > Personal Data Field** in the menu. Data fields can be combined into an address panel.
- Address panel. It is a special object in Labels & Addresses that contains several data fields.

It is preferable to use address panels for adding addresses to your documents.

## Data Fields

A data field is a text box that is used for a particular type of information related to an address (name, ZIP code, etc.). Once added, a data field is linked to the contact selected in the Source panel and displays the corresponding data. When you select another contact, the information in the data fields changes automatically.

There are two contacts that can be selected in the program at the same time. One for the return address (Sender) and one for the delivery address (Recipient). Each data field is linked to one of these addresses.

For the complete address you need to add many data fields of different types. Data fields can be combined into an address panel.

### Adding and Deleting Data Fields

To insert a personal data field, use the **Insert > Personal Data Field** menu, or click the **Insert Data Field** toolbar button and choose the needed field from the pull-down menu.



To delete a data field, select it and press the **Delete** button.

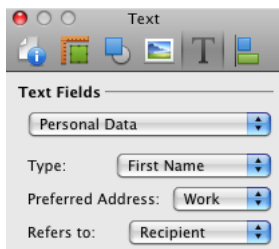
### Choosing the Sender or Recipient Address

To link the selected data field to the delivery or return address, use the **Format > Refers To** menu. This option can be found in the *Text* tab of the *Inspector*.

Selecting *Sender*, you choose the Senders database as the source of information. In case of the *Recipient* data field, you should select an external database (Address Book or other), or the built-in database (My Recipients or a Print List).

## Pasting Data from Another Program

1. Copy one piece of information such as first name, last name, etc. into the clipboard.
2. Paste the clipboard content into the Labels & Addresses document (**Edit > Paste**).
3. Open the *Text* tab of the *Inspector* and in the uppermost pop-up menu choose *Personal Data*.



4. In the **Type** pop-up menu in the *Inspector*, choose the data field type that corresponds the inserted information.

To edit pasted text, double-click on it.

## Populating a Data Field with Imported Information

Before following the steps below, you should import the contact information. Contacts stored in your Address Book are imported automatically.

1. Select a data field.
2. Open the *Source* panel and choose *Senders* or *Recipients* section (**Window > Contacts**).



3. Choose a contact in the *Source* panel.

## Preferred Address

Contact databases can keep more than one address per person (for instance, work and home addresses). Since the program can insert addresses automatically, you can set up beforehand which address should be used. Choose the preferred address in the *Text* tab in the *Inspector*. If only one address is available in the database (not preferred one), it will be used instead.

## Formatting Text in Data Fields

To change text formatting, use the *Text* tab of the *Inspector* (**Window > Inspector > Text**).

Text formatting tools are described in the *Chapter 5, "Working with Text and Graphics" > "Working with Text section"*.

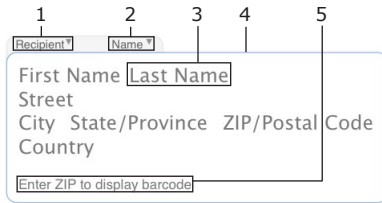


## Address Panels

### The Address Panel Object

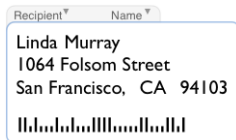
The address panel is a special object that includes several text fields with personal data. Address panels can also include a barcode. Text fields organized as an address panel work as a template. It defines which information will be displayed, as well as its location and order.

The address panel object consists of the data area outlined by the frame (4) and a tag. The tag and outer border are visible only when the address panel is selected. Two pop-up menus are located on the tag: (1) lets you switch from the delivery address to return address; (2) lets you choose an address template.



A blank address panel displays the data field names (3 and 5 in the picture) until they are populated with information. A deselected address panel hides blank fields.

Once you have added an address panel, its data fields become linked to the contact selected in the *Source* panel and display the name, address, etc. When you select another contact, the program updates information in the address panel. Data fields are automatically rearranged to keep standard spaces between them.



There are two contacts that can be selected in the program at the same time. One for the return address (Sender) and one for the delivery address (Recipient). Each address panel is linked to one of these addresses. By default, a new address panel is linked to the delivery address. To change the address type click on the pop-up menu (1).

Don't confuse the address panel with grouped text fields.

### ***Adding and Deleting Address Panels***

To insert an address panel, do one of the following:

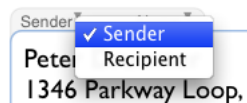
- Choose **Insert > Address Panel > Recipient** or **Insert > Address Panel > Sender** from the menu.
- Click the **Insert Address Panel** button located in the toolbar.



To delete an address panel, select it and press the **Delete** button.

### ***Choosing the Return or Delivery Address***

By default, address panels are set up to display the delivery address. To choose the recipient or sender address, choose the **Format > Refers To** menu. Or, use the pop-up menu on the address panel tag. The tag indicates the panel type.

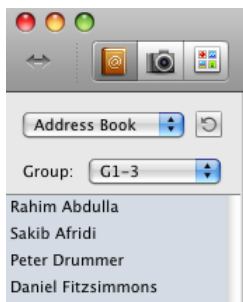


Note that the return address won't show up in your document until you add a "sender" address panel.

## Populating an Address Panel with Information

Before following the steps below, you should import the contact information. Contacts stored in your Address Book are imported automatically.

1. Select an address panel.
2. Open the *Source* panel and choose *Senders* or *Recipients* section (**Window > Contacts**).



3. Choose a contact in the *Source* panel.

To change information in the address panel manually, double-click on the text.

## Choosing an Address Template

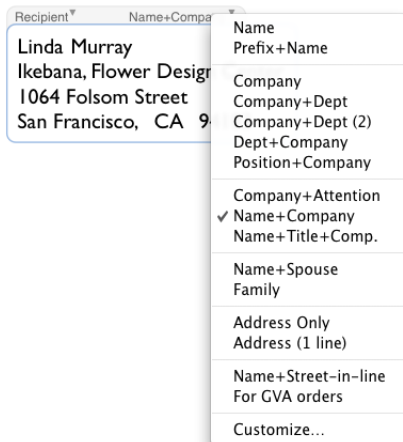
The presence of particular information and its order in the address panel is determined by the address template. There is a number of built-in templates. You can create custom templates as well.

To see the complete structure of the address panel, activate the editing mode by double-clicking on any text field. All the text fields will be displayed including the blank ones that aren't usually visible.

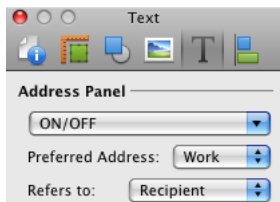


Blank fields are those whose information is absent in the database. In the editing mode, the blank fields display their names. Click on the name to type in information.

To choose another address template, use the **Format > Address Template** menu, or use the pop-up menu on the address panel tag. The tag displays the current template name.



If you need to hide some information included in a standard template, use the **ON/OFF** pop-up menu in the *Text* tab of the *Inspector*. Click on an item to hide or show it.



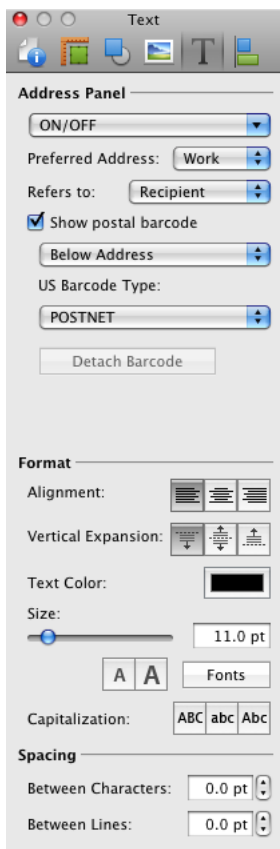
## Choosing Country

Labels & Addresses takes in consideration that in different countries parts of an address may follow in a different order. The program changes the address formatting depending on the selected country.

By default, the program takes a country name from the address displayed on the canvas. If country is not specified, it uses the default country selected in the program *Preferences*. The described above works when **Auto** is selected in the **Format > Country** menu. You can choose a country manually in the **Format > Country** menu. At merge printing, a country selected manually for an address panel affects formatting of all printed addresses.

## Formatting an Address Panel

To format text inside an address panel, use tools located in the *Format* section of the *Text* tab in the *Inspector*.



To change the alignment of the address panel content, use the **Alignment** buttons.

The **Vertical Expansion** buttons let you set the direction in which the address panel grows if should more lines be added. In the batch printing mode, when addresses are inserted automatically, you cannot verify the position of every address. In this case, you can leave blank space above or below the address panel and set the panel to expand in this direction.

Choose the left button to fix the topmost line, choose the right button to fix the bottommost line. To make the panel expand in both directions, choose the middle button.

The rest of text settings are described in *Chapter 5, "Working with Text and Graphics"* > *"Working with Text"*.

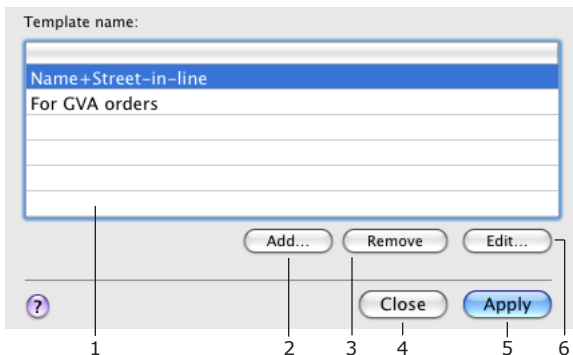
The program can automatically format multi-line street address into one line. To enable or disable this feature, use the **Set street field in a line** check box in the *Address Panel* tab of the *Preferences* dialog (**Cmd-,**).

## Custom Addresses Templates

The address template determines what kind of information is included in the address panel and the order of its appearance. Labels & Addresses provides a number of standard address templates. To change the template, choose **Format > Address Template** in the menu bar.

You can also create custom address templates. To create and edit custom address templates, choose **Format > Customize Address Panel** in the menu bar.

To choose a custom template, open the **Format > Address Template** menu. Your templates are at the bottom of the list.



1 – List of custom address templates.

2 – Add a new template.

3 – Delete the selected template.

4 – Close the dialog without applying the selected template to the address panel on the canvas.

5 – Close and apply the selected template to the address panel selected on the canvas.

6 – Modify the template selected in the list.

Click the **Add** or **Edit** button to open the template editor.





## Combining and Splitting Address Panels

Labels & Addresses gives you the ability to create custom address templates using the template editor described in the "*Custom Addresses Templates*" section. Alternatively, you can create and customize address panels right on the canvas.

This method takes advantage of the **Combine Address Panel** and **Split Address Panel** commands.

**Combine Address Panel** creates a custom address panel from the several data fields.

**Split Address Panel** transforms the selected address panel into separate data fields.

Instead of combining data fields into an address panel, you can group them. Note that creating an address panel is not the same as grouping. In a group, data fields can be moved or deleted together, but auto formatting does not work. Address panels are preferable for batch printing.

### *Creating a new Address Panel*

1. Add data fields that should be included into the new address panel. For this, use the **Insert > Personal Data Field** menu or the **Insert Data Field** button in the tool bar.
2. Arrange the added data fields to form an address. You don't have to set exact spaces between fields because the program will correct them.
3. Select the data fields, right-click on them and choose **Combine Address Panel** in the pop-up menu.

### ***Customizing a Standard Address Panel***

1. Select an address panel on the canvas.
2. Right-click on it and choose **Split Address Panel** in the pop-up menu.  
The panel turns into separate data fields.
3. Delete unnecessary fields or add new fields.
4. Arrange the data fields to form an address.
5. Select the data fields, right-click on them and choose **Combine Address Panel** in the pop-up menu.

## Built-In Address Databases

Labels & Addresses has built-in databases for storing imported and manually added addresses. This feature lets you avoid importing contacts every time you start the program and lets you group contacts in so called print lists depending on your mailing purposes.

Contact information can be imported from external data sources like Address Book, vCards, Entourage and other. In a built-in database, you can combine contacts imported from different data sources. Alternatively, you can add a blank personal record and type contact data into corresponding fields. Imported data also can be modified.

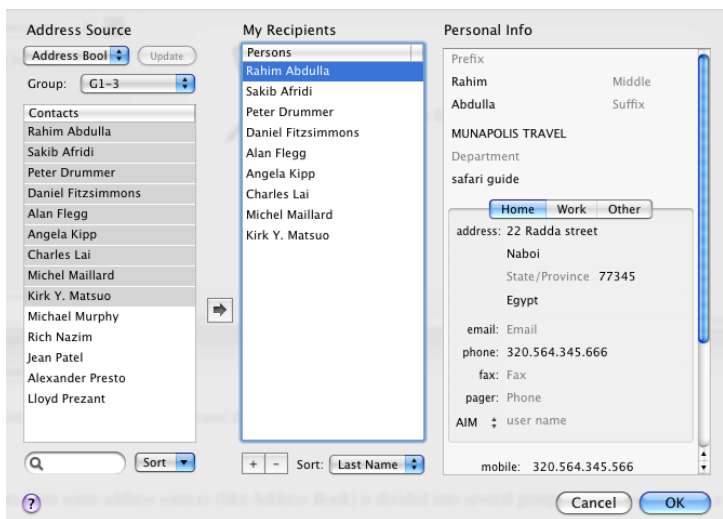
There is a database for sender addresses named *Senders*, and database for recipient addresses named *My Recipients*.

Data from the *Senders* database is used to fill corresponding fields of the *Sender* address panel (return address), while data from the *My Recipients* database can be used to populate the *Recipient* address panels (delivery address).

To open the *Senders* built-in database, choose *Senders* from the pop-up list in the *Contacts* tab of the *Source* panel, or choose **Window > Contacts > Senders** in the menu.

To open the *My Recipients* built-in database, choose *My Recipients* from the pop-up list in the *Contacts* tab of the *Source* panel, or choose **Window > Contacts > Recipients** in the menu.

To edit the database, click the **Edit** button next to the drop-down menu. The following dialog will open (the picture below is for the *Senders* database, the dialog for *My Recipients* is almost identical).



There are three panels in the database window: *Address Source*, *Sender* (or *My Recipients*) and *Personal Info*.

## Address Source Panel

*Address Source* is a list of persons from the selected address source. Data from some address sources (like Address Book) is divided into several groups. You can select such a group in the **Group** pop-up menu.

If your external database has been modified, you can reload data from it using the **Update** button.

To navigate within the list and find persons quickly, the panel has **Search** and **Sort** tools.

To find a name, type it into the **Search** field.

You can sort names by one of supported data fields. For this, select it in the **Sort** pop-up menu. The *From Source* option leaves the original persons order unchangeable.

## ***Sender (My Recipients) Panel***

Its is a list of persons whose data can be used to populate the address panels. The *Senders* database is displayed when you choose *Senders* from the drop-down list in the *Contacts* tab of the *Source* panel, the *My Recipients* database is shown when you select *My Recipients* from the same list. You can add, delete, and sort names in this list. Names in this list can be edited via the *Personal Info* panel.

The names in the *Sender (My Recipients)* list are sorted according a sort rule selected below.

The “**Plus**” button adds a new blank personal record and “**Minus**” button removes a selected record.

To add a person from **Contacts** list of *Address Source*, drag and drop a name to the *Sender (My Recipients)* list or select a name in the **Contacts** list, double-click its name or click the arrow button.

To add a new person, click the “**Plus**” button to add a blank personal record. “No Name” will be added to the list. All fields in the *Personal Info* panel will be blank (you will see names of these fields in gray). Enter the required information there.

To delete a name from a list, select it and click the “**Minus**” button.

To sort names by one of supported data fields, select it in the **Sort** pop-up menu. When you add a new person into the *Sender (My Recipients)* list it is placed according to the sort order. To leave persons in the order you added them to the list, select “None” in **Sort**.

## ***Personal Info Panel***

*Personal Info* panel shows information of a person selected in the *Sender (My Recipients)* list. All fields are available for modifying.

The panel allows preview and modify personal data such as name, address, company name, telephone number and other. To select a field, click on it. To switch between fields use **Tab** and **Shift-Tab** keys. Some fields, such as address, phone and fax can be set for different locations. This is useful when you have person’s work and home addresses. Or when some company has a headquarter and branches in different locations and you need to keep all their addresses. To switch between addresses select the *Home*, *Work* or *Other* tab. Empty fields display their names in gray.

At the bottom of *Personal Info* panel are custom fields. Use them for any additional textual or numeric information.

## Creating and Managing Print Lists

The print list database stores recipient addresses. Its main purpose is printing a series of envelopes or labels with different delivery addresses. The program can automatically take addresses from a print list and place them onto a label or envelope.

During merge printing, the information in the address panel is substituted with addresses from a print list. You have to design only one label or envelope as a template.

To access the print lists, do one of the following:

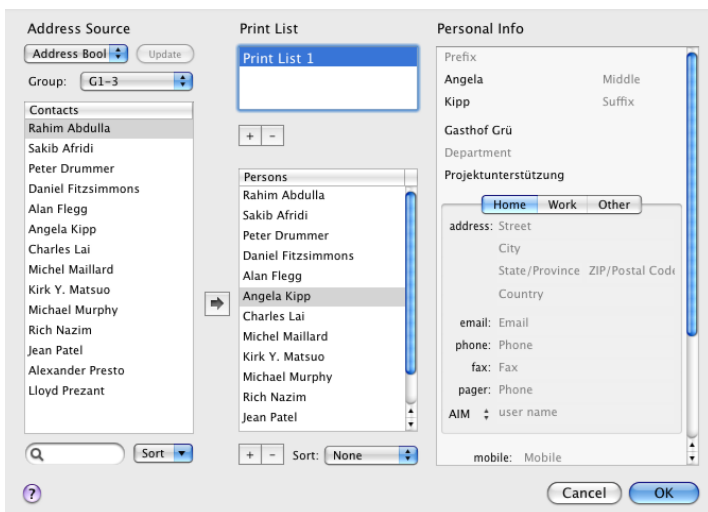
- Choose **Window > Contacts > Print Lists** from the menu. You most recent print list will be displayed in the *Source* panel. To choose a different one, use the drop-down list at the top of the *Source* panel.
- In the *Print* dialog select the **Merge Printing** option and choose the desired print list from the list below.

Contact data from the *Print List* database is associated with *Recipient* address panel.

If you regularly send out invitations, you deal with more or less constant groups of people. Labels & Addresses lets you create and save a separate print list for each group.

## Working with Print List Database

To open the *Print List* database, select *Print Lists* in the drop-down list in the *Contacts* tab of the *Source* window, and click the **Edit** button.



## Address Source Panel

The *Address Source* panel represents external sources of contact data and *My Recipients* (built-in database).

Below the **Source** pop-up menu you can see the **Contacts** list representing names from the selected address source. These names can be added to a print list.

To navigate within the list and find persons quickly, the sender panel has **Search** and **Sort** tools.

To find a name, type it into the **Search** field.

You can sort names by one of supported data fields. For this, select it in the **Sort** pop-up menu. The *From Source* option leaves the original order of persons.

### **Print List Panel**

The middle part of the database window contains a list of print lists (at the top) and list of persons from the selected Print List (in the center).

To create a new print list via import:

1. Click on the "**Plus**" button to add an empty print list. You can change its name. To do this, click on the name and type in a new one.
2. Choose a source address database. If its data is divided into groups, select a group. To get the latest data from an external database, click the **Update** button.

The **Contacts** list will show the persons list of the selected source.

3. Fill your print list with persons from a source database. To do this, drag a person into the print list or double click on it. To add several persons, highlight them and drag them into the print list (or click the arrow button).

To select several persons using the mouse, keep the **Cmd** key pressed.

To select a range, highlight the first person, press **Shift** and highlight the last one.

To select all, press **Cmd-A**.

4. If you need to add or modify personal data, select a person in a print list and click on a data field of the *Personal Info* panel.

To create a new print list manually:

1. Click on the upper "**Plus**" button to add an empty print list. You can change its name. To do this, click on the name and type in a new one.
2. Click on the "**Plus**" button below the **Persons** list to add a void personal record.

Name "No Name" will be added to the list. It will change when you enter your first and/or last name.

Until you fill fields in the *Personal Info* panel, data fields will show their names in gray.

3. Enter the required information into the data fields of the *Personal Info* panel.



Repeat steps 2 and 3 to add as many persons as you need.

To remove a selected person from a print list, click the “*Minus*” button.

You can sort names in the print list by one of supported data fields. For this, select it in the **Sort** pop-up menu. When you add a new person into the print list it is placed according to the sort order. To leave persons in the order you added them to the list, select the “None” sort option.

### ***Personal Info Panel***

The *Personal Info* panel contains personal data such as name, address, company name, telephone and other. Personal data fields in the *Personal Info* panel can be edited. To select a field, click on it. To switch between fields use the **Tab** and **Shift-Tab** keys. Some fields, such as address, phone, fax can be set for different locations. This is useful when you have a person’s work and home addresses. To switch between addresses select the *Home*, *Work* or *Other* tab.

Empty data fields display their names in gray.

At the bottom of the *Personal Info* panel there are custom fields - use them for any additional textual or numeric information.

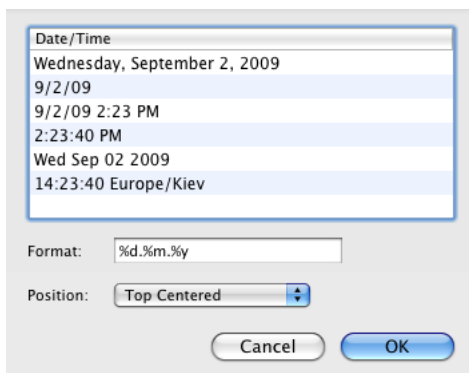


# Chapter 7:

## Dynamic Data Fields

### Date & Time

You can insert the current date and time into your design. To do this, choose **Insert > Date & Time** in the menu bar. Then choose how the data will be shown by clicking on one of the templates. Then click **OK**.



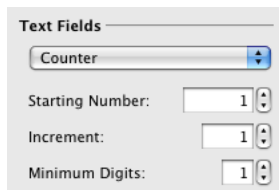
The **Position** pull-down menu specifies where the inserted field is located with respect to the document (top center, bottom left, etc).

Current date and time information appears in a special text box in the Labels & Addresses document. You cannot edit it directly. To update the information or change the data format, double-click on the text box. To change the text format (font, size, etc.) use controls in the *Text* tab of the *Inspector* window.

## Counter

Counter fields are used for automatically numbering labels or envelopes when printing. To add a counter field, choose **Insert > Counter** in the menu bar or click the **Insert Data Field** button in the tool bar and pick up the *Counter* field in the pop-up menu.

Counter parameters are displayed in the *Text* tab of the *Inspector*.



The image shows a screenshot of the 'Text Fields' section in the Inspector's Text tab. At the top, there is a dropdown menu with 'Counter' selected. Below this are three settings, each with a text input field and a spinner control:

- Starting Number:** The input field contains the number '1'.
- Increment:** The input field contains the number '1'.
- Minimum Digits:** The input field contains the number '1'.

**Starting Number** defines the initial value.

**Increment** defines the interval between numbers in succession (e.g. if you would like to obtain a row of figures such as 10, 20, 30 and so on, enter 10).

To have a constant quantity of digits, set it in **Minimum Digits**. If necessary, leading zeros will be added to the beginning of numbers. If you set **Minimum Digits** to 4, number 3 will be converted to 0003, and 346 to 0346.

Note that numbers aren't displayed on the canvas, but appear in the print preview and in print.

## File Data

Labels & Addresses can import text data from a file and automatically insert it into a special File Data field.

To add a File Data field to your document, choose **Insert > File Data** in the menu bar or click the **Insert Data Field** button in the tool bar and choose the *File Data* field from the pop-up menu.

To link a File Data field to a file or change data import parameters, select the field and click the **Choose** button in the *Text* tab of the *Inspector*. In the *File Open* dialog choose a file in the plain text format. If the file has only one column, choose the **Single Column Data** option. If there are several columns separated by a delimiter (tabulation, semicolon or else), choose **Multiple Column Data** and select the column delimiter. Set the number of the column containing data.

If the imported text is unreadable (check the print preview), you should change the character encoding. Text editors usually let you set the encoding when you save the file. The same encoding should be selected at import.

The first row of the text file can be the header. To exclude it from printing, select the **First row is header** check box.

Lets examine a file that includes the following lines:

```
001,Russell Simmons,Manager,347-12-567  
002,Shirley Kaiser,Accountant,653-54-444
```

For this file, you should choose comma as a delimiter. To display the person's occupation, set **Column** to 3 (here the first column is the index number, the second is name, and the third is occupation).

Note that text data from files is not displayed on the canvas, but appears in the print preview and in print.

If the length of the imported text lines vary, make sure that the longest line fits the provided space. The program does not add line breaks.

After modifying a text file containing the source data, you may need to reimport from it to update information in the linked File Data field. To do this, select **File > Update Linked Data** from the menu. This command updates all File Data fields in the current document. If the **Update Linked Data** command cannot update any of them, none of them gets updated. To update data fields individually, double-click on each field and reimport manually.

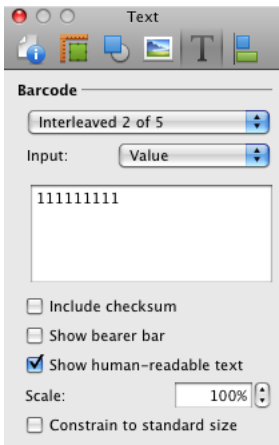


# Chapter 8: Barcodes

## Adding Barcodes

To add a barcode to your document, use the **Insert > Barcode** menu, or click the **Insert Barcode** tool bar button and choose the desired barcode from the pull-down menu. The barcode will be inserted in the center of the document view, with default data.

Barcode properties are located in the *Text* tab of the *Inspector*.



Input data for barcodes can be typed manually into a text box in the *Inspector*, generated by the auto-incrementing counter or imported from a text file. See the "Data Source Option" section for details. Note, that barcodes have limitations on input characters that depend on the barcode type. Some barcodes support only numbers, others support letters as well. If the input data contains unsupported characters or is incomplete, the program displays a crossed red square.

You can move and resize barcodes similarly to other objects, using the corner and size handles.

The 100% value in the **Scale** field is the recommended standard size. If it is important to you that the barcode size comply with standard guidelines, enable the **Constrain to standard size** option. Then you will only be able to resize the barcode within safe limits.

The **Include checksum** option lets you add the checksum to some barcodes.

The **Show bearer bar** option is only applicable to the Interleaved 2 of 5 barcode. It displays a black frame around the barcode which helps to prevent partial scans.

The **Show human-readable text** option shows the encoded text or number along with the barcode.

Information about postal barcodes can be found in the "*Postal Barcodes*" section.



## Data Source Options

Barcodes are generated from numeric or alpha-numeric data, depending on the barcode type. The data can either be entered manually or taken from a text file. To change barcode properties or its type, use the *Text* tab of the *Inspector* (**Window > Inspector > Text**, or **Cmd-5**).

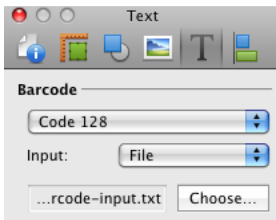
### Entering Individual Values

To input information manually, select a barcode in the document and choose **Value** in the **Input** pop-up list in the *Inspector*. Type data into the field below. Note that the range of characters you may input depends on the barcode type. For example, UPC barcodes support only numbers, while Code 128 can include numbers, letters and some special characters. See "*Barcode Definitions*" for details.

A barcode in the document changes instantly when you change its value. UPC and EAN barcodes require an exact number of characters before they can be drawn, so as you type a red square is displayed instead of the barcode until you type the required number of characters.

### Retrieving Values from a File

You may also retrieve values from a plain text file and print a batch of barcodes, each having a different value. Choose **File** in the **Input** drop-down list in the *Inspector*. Click the **Choose** button to navigate to a text file to import the barcode values from. Click **Open** to import the barcodes. Depending on how the data are organized in the file, you may choose either to read records line by line, or from a specific column.



If the file has only one column, choose the **Single Column Data** option. If there are several columns separated by a delimiter, choose **Multiple Column Data**, select the column delimiter or type it into the corresponding field. Set from which column to import the data.

If the textual data is unreadable, you should change the encoding. Text editors usually let you set the encoding when you save the file. The same encoding should be selected at import.

The first row of the text file can be the header. To exclude it from printing, select the **First row is header** check box.

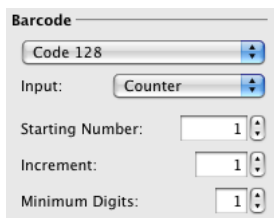
While importing, the program verifies input data. If invalid values or characters are found, a warning message is displayed.

To print a batch of barcodes from the file, in the Print dialog specify the number of labels you want to print. The barcode on each subsequent label will have a next value from the file.

### **Using Auto-Incrementing Counter**

You can also use the auto-incrementing counter as an input source for a barcode. Choose *Counter* in the **Input** pop-up list in the **Inspector**. Input the starting number and increment (e.g. if you would like to obtain a row of figures such as 010, 020, 030, 040 and so on - you have to enter 10).

For obtaining barcodes with a constant number of symbols (e.g., consisting of 10 digits), specify the number of digits in the make **Minimum Digits** field. For example, if 5 is in the **Minimum Digits** field, and the starting number is 1, the barcode will look like 00001. Some barcodes (such as EAN and UPC barcodes) require a fixed number of digits, which cannot be modified.



The image shows a dialog box titled "Barcode" with several settings:

- Code 128** (selected in a dropdown menu)
- Input:** Counter (selected in a dropdown menu)
- Starting Number:** 1 (in a numeric input field)
- Increment:** 1 (in a numeric input field)
- Minimum Digits:** 1 (in a numeric input field)

When a barcode is linked to the counter, the barcode on the canvas displays the first number. The whole number sequence can be previewed in the *Print* dialog.

## Barcode Definitions

The table below contains a list of supported barcodes (non-postal), allowed characters, and the number of characters supported.

Barcode Name	Definition	Supported Characters	Length
Code 128	Used worldwide in shipping and packaging industries.	Nearly all ASCII symbols, including control characters	Not fixed
Code 39	Primarily used in the non-retail environment.	0123456789 [Space] ABCDEFGHIJKLMNO PQRSTUVWXYZ- .\$/+%	Not fixed
Code 39 Extended	Code 39 with an extended range of characters.	0123456789 [Space] ABCDEFGHIJKLMNO PQRSTUVWXYZ! #%&'()*+,-./:; <=>?@[\\]^_` abcdefghijklmnop lmnopqrs tuvwxyz{ }	Not fixed
Interleaved 2 of 5	Used commercially on 135 film and on cartons of products in the warehouse industry.	0123456789	Not fixed
ISBN 13	International Standard Book Number. Used by booksellers and stationers.	0123456789	13 characters
EAN 13	Used worldwide for marking retail goods.	0123456789	13 characters
EAN 8	Used worldwide for marking retail goods, mostly small items.	0123456789	8 characters

UPC-A	Used in the USA for marking retail goods.	0123456789	12 characters
UPC-E	Used in the USA for marking retail goods, mostly small items.	0123456789	8 characters
Data Matrix ASCII	Item marking and other purposes.	ASCII symbols.	Up to 2,335
QR Code	Item marking, logistics and other purposes.	Alphanumeric or numeric.	Up to 7,089 characters

### ***Code 128 Control Characters***

Code 128 may include some special ASCII characters which are not visible. The following table is for special character entry.

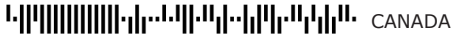
ASCII Value	Keyboard Shortcut	Code Value
00	Opt-0	NUL
01	Opt-a	SOH
02	Opt-b	STX
03	Opt-c	ETX
04	Opt-d	EOT
05	Opt-e	ENQ
06	Opt-f	ACK
07	Opt-g	BEL
08	Opt-h	BS
09	Opt-i	HT
10	Opt-j	LF
11	Opt-k	VT
12	Opt-l	FF
13	Opt-m	CR
14	Opt-n	SO
15	Opt-o	SI

16	Opt-p	DLE
17	Opt-q	DC1
18	Opt-r	DC2
19	Opt-s	DC3
20	Opt-t	DC4
21	Opt-u	NAK
22	Opt-v	SYN
23	Opt-w	ETB
24	Opt-x	CAN
25	Opt-y	EM
26	Opt-z	SUB
27	Opt-[	ESC
28	Opt-/	FS
29	Opt-]	GS
30	Opt-6	RS
31	Opt-7	US
	Opt-8	DEL
	Opt-3	FNC3
	Opt-2	FNC2
	Opt-4	FNC4 (Code A)
	Opt-5	FNC4 (Code B)
	Opt-1	FNC1

This means that to enter the NUL special symbol you need to type Opt-0, etc.

## Postal Barcodes

Labels & Addresses can print postal barcodes. The supported barcodes are POSTNET (United States Postal Service), the Royal Mail barcode (UK), and Canada Post Bar Code. The postal service is equipped with automation equipment which recognizes barcodes to sort the mail to provide faster and more reliable service.



The barcode is based on the ZIP code (postal code) characters, so make sure you enter the ZIP code correctly.

Barcodes can be generated only for the delivery addresses (*Recipient* address panels). Barcodes are included into the *Recipient* address panel and can appear either above or below the address. For envelopes, you can also detach the barcode and place it elsewhere on the envelope. To control barcodes, use the *Text* tab of the *Inspector*.

Labels & Addresses also can print FIM on envelopes. FIM (Facing Identification Mark) provides automated processing equipment with the data it requires to do its job. FIM allows automatic facing (orientation) of the mail for cancellation (postmarking). FIM is not essential, and is only used with barcoded mail. There are 4 types of FIM codes. Labels & Addresses supports FIM-A code. Other types are used exclusively with business reply mails.

By default, Labels & Addresses allows to print FIM-A code on envelopes with US addresses that bear POSTNET barcode. To turn FIM on, choose Show FIM-A in the *View* menu.

## **Intelligent Mail Barcode**

The Intelligent Mail barcode is a US Postal Service barcode used to sort and track letters and flats. In addition to the ZIP code (used to generate a POSTNET barcode), the Intelligent Mail barcode carries sender's information. You can choose which barcode to print from the US barcode Type drop-down menu in the *Text* tab of the *Inspector*.

To use the Intelligent Mail barcode in Labels & Addresses, you should fill in this information:

1. Barcode Identifier. Generally it should be set to "00".
2. Service Type Identifier. It defines the mail class and services. Possible values:
  - 700 for First-Class Mail (including reply mail)
  - 702 for Standard Mail
  - 704 for Periodicals
  - 706 for Bound Printed Matter
  - 708 for Business Reply Mail or Qualified Business Reply Mail without any services
3. Mailer Identifier (Mailer ID). It is a 6-digit or 9-digit number that uniquely identifies the mail owner or mailing agent. This number is assigned by the US Postal Service.
4. Serial Number identifies the mailpiece. The mailer determines this number. Labels & Addresses can generate serial numbers by incrementing the initial value entered by the user. If the Mailer ID has 6 digits, the Serial Number is a 9-digit number, and vice versa.
5. Routing Code. It contains 5-digit ZIP Code, 9-digit ZIP+4 code, or 11-digit delivery point code. ZIP code. To obtain automation discount, a Delivery Point ZIP Code is required. The Routing Code may not have been populated. In this case the barcode is used only for tracking.

All but the ZIP code information can be entered in the *Address Panel* tab in the program *Preferences*. The ZIP code is taken from the current delivery address.

For the test or program learning purposes, you can print an Intelligent Mail barcode keeping the sample values. The program displays a warning message in this case. The sample values should not be used for actual mailing.



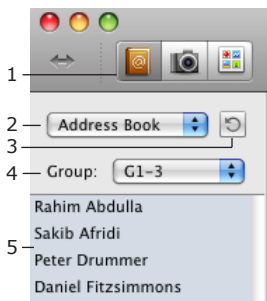


# Chapter 9: Importing Data

## General Information

Labels & Addresses can import data from Apple Address Book, Microsoft Entourage, Microsoft Excel, Apple Numbers, Now Contact, Eudora and FileMaker. This software should be installed on your computer in order to import from the corresponding database. Besides that, Labels & Addresses can take addresses from tab-delimited text files and vCard files.

Imported contacts (5 in the picture) can be accessed through the *Contacts* tab of the *Source* panel. To open it, use the **Window > Contacts** menu, or click the button (1). In the pop-up menu (2) you can find three groups of contacts: *Senders*, *Recipients* and *Print Lists*.



*Senders* is a built-in database that contains only return addresses. If you want an address to appear in a "Sender" address panel, you have to add it into the *Senders* database.

The items in the *Recipients* section are external data sources and the built-in database *My Recipients*. Contacts from this section can be used only for the "Recipient" address panels.

The *Print Lists* section contains print lists created by the user (also a built-in database). Contacts from this section can be used only for the "Recipient" address panels.

To choose a contact, select a database in the pop-up menu (2) and then click on the name in the list (5).

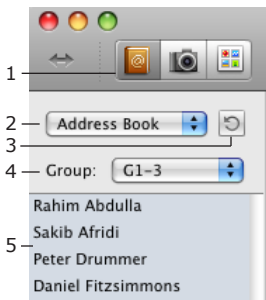
When you select an external database in the *Source* panel for the first time, no contacts are displayed. You should import information by clicking the **Update** button (3). The imported information is copied to the cache. Every time you select a contact, the corresponding information is taken from the cache. To update cached information, re-import contacts using the **Update** button.

Contacts stored in Address Book are imported and updated instantly. You don't have to import from Address Book.

Imported contacts can be copied into the built-in databases: *My Recipient*, *Senders* or *Print Lists*. These databases allow you to combine contacts from different sources.

## Importing from Entourage and Now Contact

1. Open the *Contacts* tab (1 in the picture) of the *Source* panel.



2. Choose *Entourage* or *Now Contact* from the pop-up menu (2).
3. Select a category or group in the pop-up menu (4) if contacts are organized into categories (Entourage) or groups (Now Contact).
4. Click on a contact in the list (5).

The Entourage or Now Contact software has to be installed on your computer to import information from their databases. The correct path to the application should be set in the *Address Importing* section of the *Preferences* dialog.

Labels & Addresses launches the database and uses AppleScript to import information. For data security purposes, the database may stop the import process and ask the user to allow sending information to Labels & Addresses.

The next time you select *Entourage* or *Now Contact* from the **Source** pop-up menu, the *Contacts* tab will display the list of previously imported contacts saved to the cache. To update the cache, click the **Update** button (3).

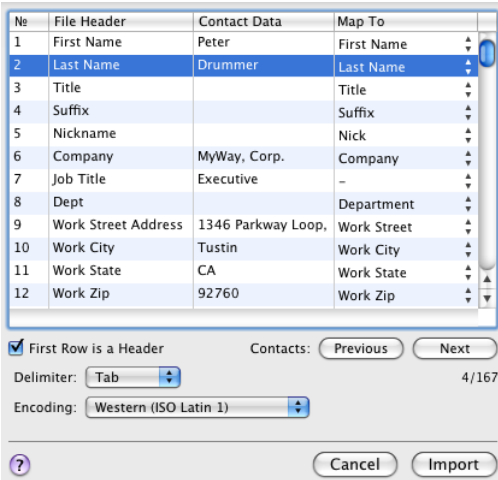
**Note:** To use Labels & Addresses with Now Contact, the contact file must be the primary file. You can make a contact file "primary" when you open the file with Now Contact (tick the Make this file primary check box in the Open dialog). The primary file is the file that opens automatically when you launch Now Contact.

## Importing from Text, MS Excel and Apple Numbers Files

1. Open the *Contacts* tab (1 in the picture) of the *Source* panel.
2. Choose *Text File*, *MS Excel* or *Numbers* from the pop-up menu (2).

If you have ever imported contacts from a text, Excel or Numbers file, they show up in the panel. To re-import them, click the **Update** button (3).

3. In the standard *Open File* dialog box, choose the file you are going to import from.
4. Labels & Addresses opens a grid where you should link the external data with the internal data fields.



The *Contact Data* column displays imported information. For each line in the *Contact Data* column, you should choose the description in the *Map To* column. Click on a cell under *Map To* and select one of internal data fields. For example, "First Name" should be selected next to "Peter".

Normally, the program links the internal data fields with input data correctly and the user only checks this up. Click the **Next** button to see that other contacts are in order.

The “*Linking Input Data with Internal Data Fields*” section has detailed description of this dialog.

5. Click **Import**.

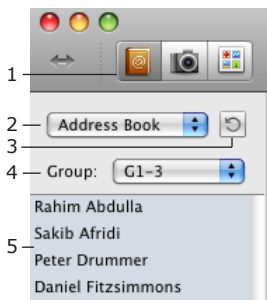
The next time you select Text File, MS Excel or Numbers file from the **Source** pop-up menu, the *Contacts* tab will display the list of previously imported contacts saved to the cache. To update the cache, click the **Update** button (3).

**Note:** *To import data from a text file it should be in the plain text format. To convert a \*.rtf file (Rich Text Format) to plain text, open it in TextEdit.app choose **Format > Make Plain Text** and then **File > Save As**. Labels & Addresses accepts tab- and comma-delimited text files. This means that the information such as first name, last name, etc. is separated by commas or the tabulation symbol. Databases can usually save information with such formatting.*

If the ZIP code imported from Numbers has incorrect format (1.2345E+4 instead of 12345), correct the format in the original spreadsheet. In Numbers, select the column containing ZIP codes. Then in the *Cells* tab of the *Inspector*, choose “Text” in the **Cell Format** pop-up menu.

## Importing from vCard Files

1. Open the *Contacts* tab (1 in the picture) of the *Source* panel.



2. Choose *vCard File* from the pop-up menu (2).
3. Click on a contact in the list (5).

The next time you select *vCard File* from the *Source* pop-up menu, the *Contacts* tab will display the list of previously imported contacts saved to the cache. To update the cache, click the **Update** button (3).

## Importing from a FileMaker Database

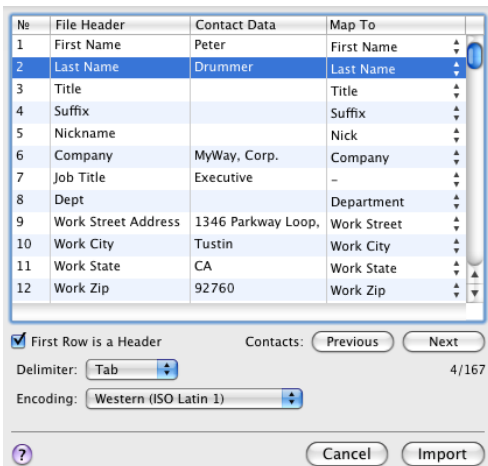
1. Open the *Contacts* tab (1 in the picture) of the *Source* panel.



2. Choose *FileMaker Pro* from the pop-up menu (2).

If you have ever imported contacts from FileMaker, they show up in the panel. To re-import them, click the **Update** button (3).

3. In the standard *Open File* dialog box, choose the file you are going to import from.
4. Labels & Addresses opens a grid where you should link the external data with the internal data fields.



The *Contact Data* column displays imported information. For each line in the *Contact Data* column, you should choose the description in the *Map To* column. Click on a cell under *Map To* and select one of internal data fields. For example, "First Name" should be selected next to "Peter".

Normally, the program links the internal data fields with input data correctly and the user only checks this. Click the **Next** button to see that other contacts are in order.

The "*Linking Input Data with Internal Data Fields*" section has detailed description of this dialog.

5. Click **Import**.

The FileMaker Pro software has to be installed on your computer to import information from its databases. The correct path to the application should be set in the Preferences dialog, the "*Address Importing*" section.

Labels & Addresses launches the database and uses AppleScript to import information. For data security purposes, the database may stop the import process and ask the user to allow sending information to Labels & Addresses.

The next time you select FileMaker Pro from the **Source** pop-up menu, the *Contacts* tab will display the list of previously imported contacts saved to the cache. To update the cache, click the **Update** button (3).



## Linking Input Data with Internal Data Fields

When you import contacts from a text file, MS Excel or Apple Numbers, you have to link imported information with the internal data fields. This helps the program correctly insert information into address templates. Normally, the program links the internal data fields with input data correctly and the user makes sure the information is correct.

The imported data is displayed in the *Contact Data* column. In the *Map To* column, you should choose the description for information in each line of the *Contact Data* column.

The *Contact Data* column displays imported information.

The *Map To* column lets you choose the name of the internal data fields in each cell.

The *File Header* column displays the header of the file from which you import contacts. To display this column, select the **First Row is Header** check box. If the data file has the header but the **First Row is Header** check box has been cleared, the header entries will be displayed as the first contact. If the check box is selected for a file without a header, the first contact data will be displayed in the *File Header* column and won't be imported.

No	File Header	Contact Data	Map To
1	First Name	Peter	First Name
2	Last Name	Drummer	Last Name
3	Title		Title
4	Suffix		Suffix
5	Nickname		Nick
6	Company	MyWay, Corp.	Company
7	Job Title	Executive	-
8	Dept		Department
9	Work Street Address	1346 Parkway Loop,	Work Street
10	Work City	Tustin	Work City
11	Work State	CA	Work State
12	Work Zip	92760	Work Zip

First Row is a Header      Contacts:

Delimiter:       4/167

Encoding:

To choose another internal data field, click on a cell in the *Map To* column and pick a name from the pop-up list. If you set “-” in the *Map To* column, the data from the corresponding line won’t be imported.

Data is separated in a source file by a special symbol. It can be tabulation, comma or semicolon. To identify the used delimiter, open the text file in a text editor.

If you cannot read the contact information in the grid, the wrong encoding is probably set. Choose another from the **Encoding** drop-down list.

# Chapter 10: Printing and Exporting

## Printing in General

Labels & Addresses allows you to print labels, envelopes and postcards on any inkjet or laser printer. The program also supports DYMO, Seiko, Brother and Zebra thermal printers. It is recommended that you use the original drivers rather than the drivers integrated into the operating system.

Print modes:

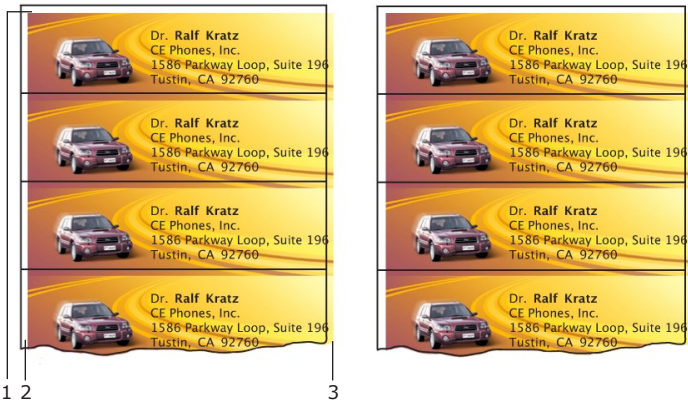
- Ordinary printing (**File > Print**). The program prints one or many copies of the same information.
- Batch printing (**File > Merge Printing**). The program prints a sequence of different addresses taking them from a print list.
- Calibration (**File > Calibrate Printer**). In this mode, you can find out the correction values to make your addresses and graphics fit neatly on the labels or postcards.

Labels & Addresses provides a library of paper layouts. Prior to printing to any paper stock, you should select the corresponding paper layout from the list. The program allows you to create custom layouts.

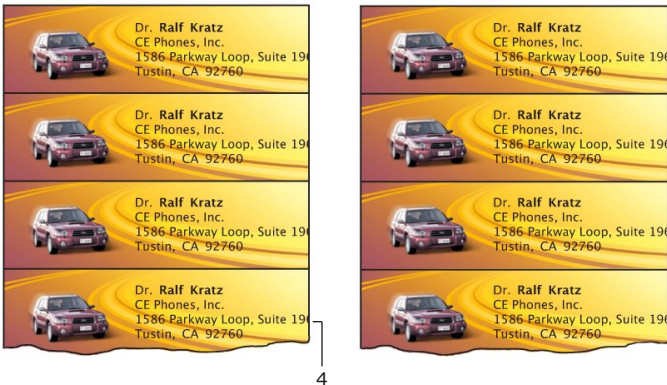
## Printer Calibration

The printer calibration aims to fix the problem of printed labels not lining up correctly on the paper. Calibration is applicable only to labels.

Examples of incorrect printouts:



Labels have white stripe along one or two sides (1 and 2 in the picture) while on the opposite side(s) of the label the design goes behind the label edge (3). Calibration can fix this.



Here, text and graphics are on the right places but the line ending (4) is cut out at the label edge (the line is too long). In this case calibration will not help. You should either move the text away from the label edge or decrease the font size. You can do the latter manually in the *Inspector* or automatically by activating **Address Autoresize** in the *Print* dialog.

To calibrate the printer:

1. Create a new label document (**File > New Label**).
2. From the *Change Layout* dialog (**File > Change Layout**), choose the label stock you will print on.
3. Choose **File > Calibrate Printer...** to open the calibration dialog.

**Step 1** Select a printer:

**Step 2** Insert a sheet of label paper in the printer

**Step 3** Print a calibration sheet:

**Step 4** Enter the tick marks closest to the RIGHT and BOTTOM edges of the top-left label on the sheet into the Vertical and Horizontal edges respectively.

Horizontal:  mm

Vertical:  mm

---

Use this field ONLY if the top labels print fine whereas the bottom ones are offset.  
Enter the tick mark closest to the TOP edge of the bottom-right label:

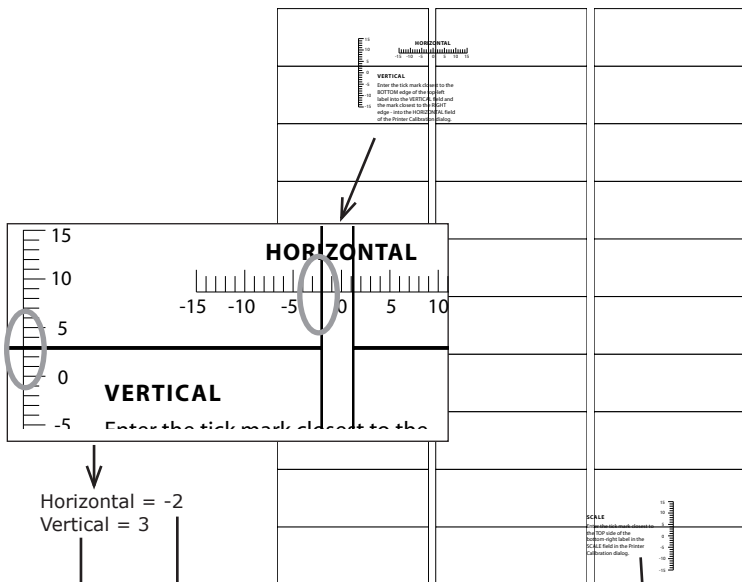
Scale:  mm

4. Choose your printer from the pop-up menu.
5. Insert a sheet of the label paper into the printer.
6. Click the **Print** button. The calibration marks will be printed on the sheet.

7. Enter the values of the tick marks closest to the **RIGHT** side and **BOTTOM** side of the top-left label on the sheet into the **Horizontal** and **Vertical** boxes in the dialog.

Enter the **SCALE** value (the point where the top edge of the bottom label crosses the ruler).

8. Click the **OK** button when finished.



Horizontal = -2  
Vertical = 3

**Step 1** Select a printer: hp LaserJet 1320d

**Step 2** Insert a sheet of label paper in the printer

**Step 3** Print a calibration sheet: Print

**Step 4** Enter the tick marks closest to the RIGHT and BOTTOM edges of the top-left label on the sheet into the Vertical and Horizontal fields respectively.

Horizontal:  mm

Vertical:  mm

---

Use this field ONLY if the top labels print fine whereas the bottom ones are offset.  
Enter the tick mark closest to the TOP edge of the bottom-right label:

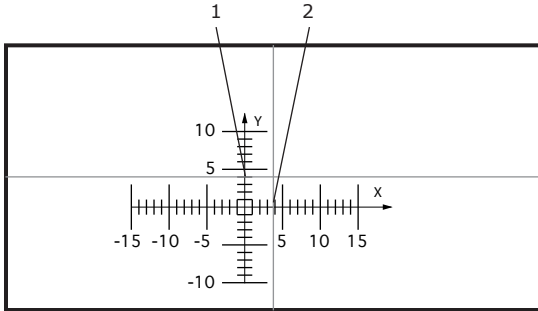
Scale:  mm

Scale = 4

**SCALE**

Enter the tick mark closest to the TOP side of the bottom-right label in the SCALE field in the Printer

When you calibrate a roll label printer, you have to input only two values. They define the offset between the rulers and the axes of the label. To find out the label's axes, print the calibration rules. Then fold the label in half vertically and horizontally. Input the value (1) into the **Vertical** box and (2) into the **Horizontal** box.



To be sure that you have calibrated your printer successfully, print a copy of your document. Printing the calibration sheet for this again makes no sense.

After calibration, labels in the middle of the page remain blank. You can still print addresses on them. Remember, that printing on the same label paper again is not recommended for laser printers.

**ATTENTION!**

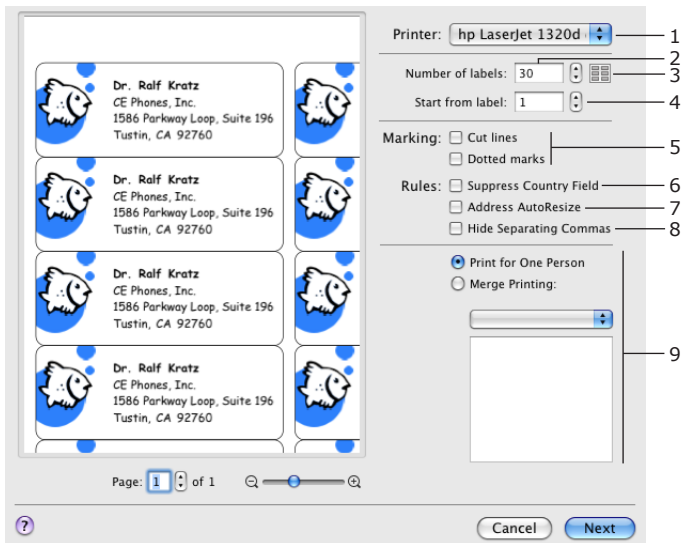
For calibration, choose the same print settings and media that you will use for printing: quality (high, normal or draft), resolution, color/monochrome, paper type (plain, glossy), etc. It is a mistake to print the calibration sheet at low quality and then switch to high quality for printing the document.

You can calibrate each printer you use, just select the printer and go through each of the above steps in the *Printer Calibration* dialog.



## Printing Labels

1. Click the **Print** button in the toolbar (**Cmd-P**) to open the *Print* dialog.



2. Select a printer from the **Printer** drop-down menu (1).
3. Set up the number of labels to print (2). To print one full page of the current label, click the button (3).

To start printing from a certain position on the page (to make use of a partially used sheet) but not from the first, set the position number in Start from label (4). For example, to skip the first 3 labels, set "4" here.

4. If you are going to print on plain paper, activate the **Cut lines** or **Dotted marks** options (5).
5. (Optional) Select **Suppress Country Field** (6) to hide the country name for domestic mailing.
6. (Optional) Select **Address Autoresize** (7) to decrease the font size automatically when the address doesn't fit the label. Note that this feature can modify only text in address panels.

7. (Optional) Select **Hide Separating Commas** (8) to remove automatically added commas that separate address fields.
8. Click **Next** to proceed to the standard print dialog. Here you can set up the print quality, color settings, etc. The settings may vary depending on the printer driver.
9. Click **Print** to send your labels to the printer. Or, click the **PDF** button to save the page(s) to a PDF file.

To print onto label paper accurately, you should set up the correct paper layout and calibrate your printer before opening the Print dialog. It is not necessary for printing on plain paper.

To set up the default state of **Suppress Country Field** (6), **Address Autoresize** (7), **Hide Separating Commas** (8), use the *Printing* tab of the program *Preferences*.

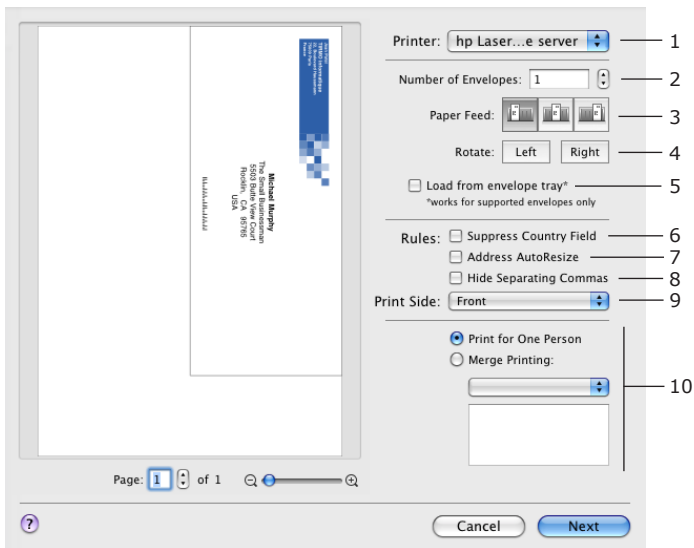
If the document is displayed in the preview correctly but doesn't print, try to inverse the state of the **Print document as raster** image check box in the *Printing* tab of the program *Preferences*.

To activate the automatic insertion of different delivery addresses, you should activate the merge printing mode (controls 9 in the picture). It requires creation of a print list.

Controls (3), (4) and (5) aren't available for roll labels.

## Printing Envelopes

1. Click the **Print** button in the toolbar (**Cmd-P**) to open the *Print* dialog.



2. Select a printer from the **Printer** drop-down menu (1).
3. Set up the number of envelopes to print (2).
4. Select the way your printer loads the envelopes.

If it has a special tray, select the Load from envelope tray check box (5). The printer driver may require you additionally choose the tray in the standard *Print* dialog (see printer documentation).

If the same tray is used to load plain paper and envelopes, deselect Load from envelope tray. In this mode, the program simulates printing on standard paper format bigger than an envelope. Using the Paper Feed buttons (3), choose whether envelopes are aligned to the left or right side of the paper tray, or if they are centered.

5. Use the **Rotate** buttons (4) to rotate the printed image depending on the envelope flap location.

6. (Optional) Select **Suppress Country Field** (6) to hide the country name for domestic mailing.
7. (Optional) Select **Address Autoresize** (7) to decrease the font size automatically when the address doesn't fit the envelope. Note that this feature can modify only text in address panels.
8. (Optional) Select **Hide Separating Commas** (8) to remove automatically added commas that separate address fields.
9. Select the side(s) to print if your document is double-sided (9).

**ATTENTION: Refer to the printer manual to find out if your printer can print on the flap side of the envelope!**

10. Click **Next** to proceed to the standard print dialog. Here you can set up the print quality, color settings, etc. The settings may vary depending on the printer driver.
11. Click **Print** to start printing.

To print onto envelopes accurately, you should set up the correct envelope type before opening the *Print* dialog.

To set up the default state of **Suppress Country Field** (6), **Address Autoresize** (7), **Hide Separating Commas** (8), use the *Printing* tab of the program *Preferences*.

If the document is displayed in the preview correctly but doesn't print, try to inverse the state of the **Print document as raster image** check box in the *Printing* tab of the program *Preferences*.

To activate the automatic insertion of different delivery addresses, you should activate the merge printing mode (controls 10 in the picture). It requires creation of a print list.

When loading an envelope, pay attention to the orientation of the flap, so that the address is not printed upside down. The top edge of the envelope that you see in the preview window is the envelope edge that has to be inserted into your printer tray.

## Printing Postcards

There are two types of postcard paper layouts:

- One postcard per page. The size of the postcard is equal to the paper size (for instance, US Standard Postcard 6\*4in). Such postcards are printed in a similar way as envelopes. For details, see the "*Printing Envelopes*" section.
- One or several postcards per page. The paper has standard Letter or A4 format (for instance, Avery 4 Postcards 5-1/2\*4-1/4in). Such postcards are printed in a similar way as labels. For detail, see the "*Printing Labels*" section.

## Merge Printing

Merge printing is a way to print different addresses for multiple contacts using the same format. During printing, the program automatically pastes data into address panels or individual data fields.

### **Before Printing**

While you are creating a document for merge printing, remember that addresses vary in the number and length of lines. Possibly one of the addresses in your list is bigger than the address currently displayed on the canvas so you should leave more blank space near the address. Note that using the *Alignment* and *Vertical Expansion* tools (in the *Text* tab of *Inspector*), you can control in which direction the text expands. For example, if you choose "Align Left", your design should have more space on the right.

Import necessary information and create a *Print List*. It is a list of addresses that are printed one after another during one print run. You can choose and modify print lists right from the *Print* dialog but it is recommended that you prepare the print list before the *Print* dialog is open.

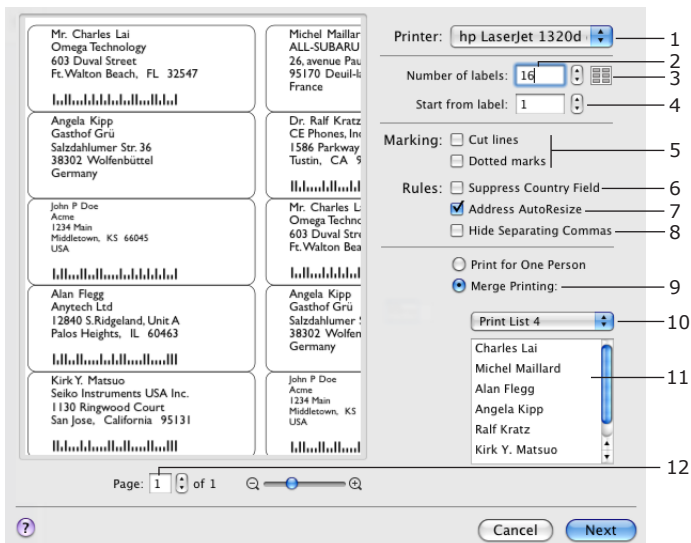
There is a quick way to print a few addresses without creating a print list. To print this way, in the *Source* panel, select several addresses using the **Shift** or the **Cmd** button. Then choose **File > Print**. Unlike print lists, the address selection is temporary (doesn't save) and is useful for a single printing.



## Printing

The steps below demonstrate merge printing when printing labels.

1. Click the **Print** button in the toolbar (**Cmd-P**) to open the *Print* dialog.



2. Select a printer from the **Printer** drop-down menu (1).
3. If you are going to print to plain paper, activate the **Cut lines** or **Dotted marks** options (5).
4. (Optional) Select **Suppress Country Field** (6) to hide the country name for domestic mailing.
5. Select **Address Autoresize** (7) to decrease the font size automatically when the address doesn't fit the label. Note that this feature can modify only text in address panels. It is recommended that you turn this feature on for the merge printing. You may not activate this feature if you look through all the pages in the preview and make sure that no addresses go beyond the label edge.
6. (Optional) Select **Hide Separating Commas** (8) to remove automatically added commas that separate address fields.

7. Select the **Merge Printing** radio button (9).
8. Choose a print list from the pop-up menu (10). The Edit List item in the menu opens the *Print List* database that allows you to modify, create and delete print lists.

The contacts from the selected print list are displayed in the list (11).

9. Check the quantity setting (2). By default it is equal to the number of entries in the print list. You can decrease the number of labels so that a part of the listed contacts are printed or increase it to print several copies of same contacts.
10. Check labels in the preview. If you have a few pages, look through all of them by selecting the page number (12). If something requires correction, click the **Cancel** button to return to the editing canvas, or choose **Edit List** in the pop-up menu (10) to modify the print list.
11. Click **Next** to proceed to the standard print dialog. Here you can set up printing quality, color settings, etc. The settings may vary depending on the printer driver.
12. Click **Print** to send your labels to the printer. Or, click the **PDF** button to save the page(s) to a PDF file.

To print onto label paper accurately, you should set up the correct paper layout and calibrate your printer before opening the *Print* dialog. It is not necessary for printing on plain paper.

To set up the default state of **Suppress Country Field** (6), **Address Autoresize** (7), **Hide Separating Commas** (8), use the *Printing* tab of the program Preferences.

If the document is displayed in the preview correctly but doesn't print, try to inverse the state of the **Print document as raster image** check box in the *Printing* tab of the program *Preferences*.

Controls (3), (4) and (5) aren't available for roll labels.



## Exporting Documents

Documents are usually exported to a graphic format for previewing on another computer, or for sending to a print shop.

To export your document:

1. Select the **File > Export** menu item.
2. Type the file name and choose where to save your file.
3. Choose a graphic file format in the **Format** drop-down list.
4. Click **Options** to change additional settings (see below).
5. Click **OK**.

**Note:** *You will not be able to edit objects in a document saved to a graphic format such as TIFF, JPEG or others. If you want to be able to edit your work in the future, save your document in the Labels & Addresses file format (the **File > Save** or **File > Save As** menu).*

**Note:** *There are two ways to set a shadow for text: either using the shadows from the system Font dialog, or the shadow controls located in the Fill & Shadow tab of the Inspector. We recommend using the shadow controls in the Inspector for best results. When you export your document to PDF, shadows may not appear exactly as in the original document due to the specifics of the format. In this case we recommend that you try changing the shadow settings or export to TIFF.*

To export to the PDF format, you can also use the system *Print* dialog. Click the **PDF** button and choose **Save As PDF** in the pop-up menu.

### Export Options

For the PDF format:

- **Bleeds and cut marks.**
- **PDF Filter.** You can apply a Quartz Filter to the graphic output.
- **Convert text to curves.**

For the TIFF format:

- **Resolution.**
- **Use LZW compression.** Enables compression of TIFF image to reduce the image file size.
- **Bleeds and cut marks.**
- **Color Model.** You can choose saving an image with RGB or CMYK colors.

For the EPS format:

- **Bleeds and cut marks.**
- **Convert text to curves.**

For the JPEG format:

- **Resolution.**
- **Quality** (compression rate).
- **Bleeds and cut marks.**
- **Color Model.** You can choose saving an image with RGB or CMYK colors.

Bleeds are an additional area along the page (image) edges. Setting bleeds enlarges the page (image) size. Bleeds are used to print special markings like crop marks, and to trim pages after printing.

### ***Choosing a Graphic Format to Export***

If you are not sure which format to use, contact the print shop or the place where you are going to send your document.

The TIFF format produces higher quality images compared to JPEG, due to uncompressed graphics. The disadvantage of TIFF is that it takes more time to export and results in larger file size.

Click the **Options** button if you need to change the resolution of a TIFF document. Contact your print shop to find out if they have any specific requirements for the resolution of the TIFF images.

JPEG can be used for pictures, but not always for text, tables and graphics with thin lines. Use JPEG when you want to make a lower-quality preview of your document, send it by e-mail, or place it on a web site.

Click the **Options** button if you need to change the resolution and quality of a JPEG file.

In most cases, the PDF format is the best. PDF files are small because of efficient compression. This format is optimal for documents combining text and graphics. PDF files can contain data in a vector format.