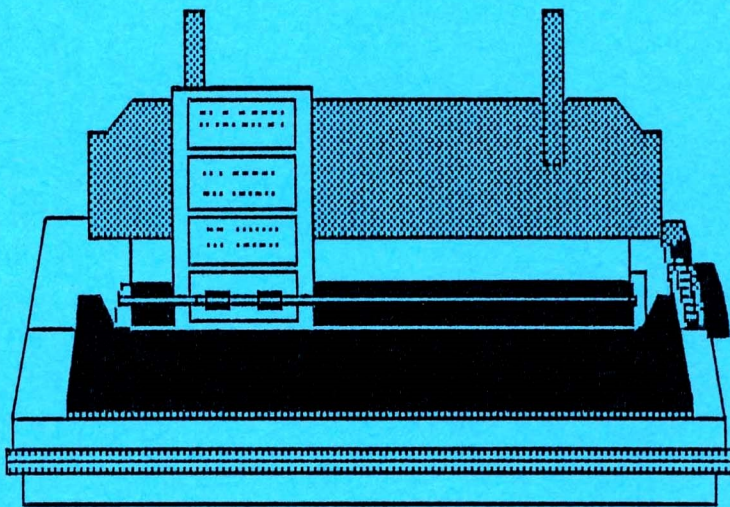


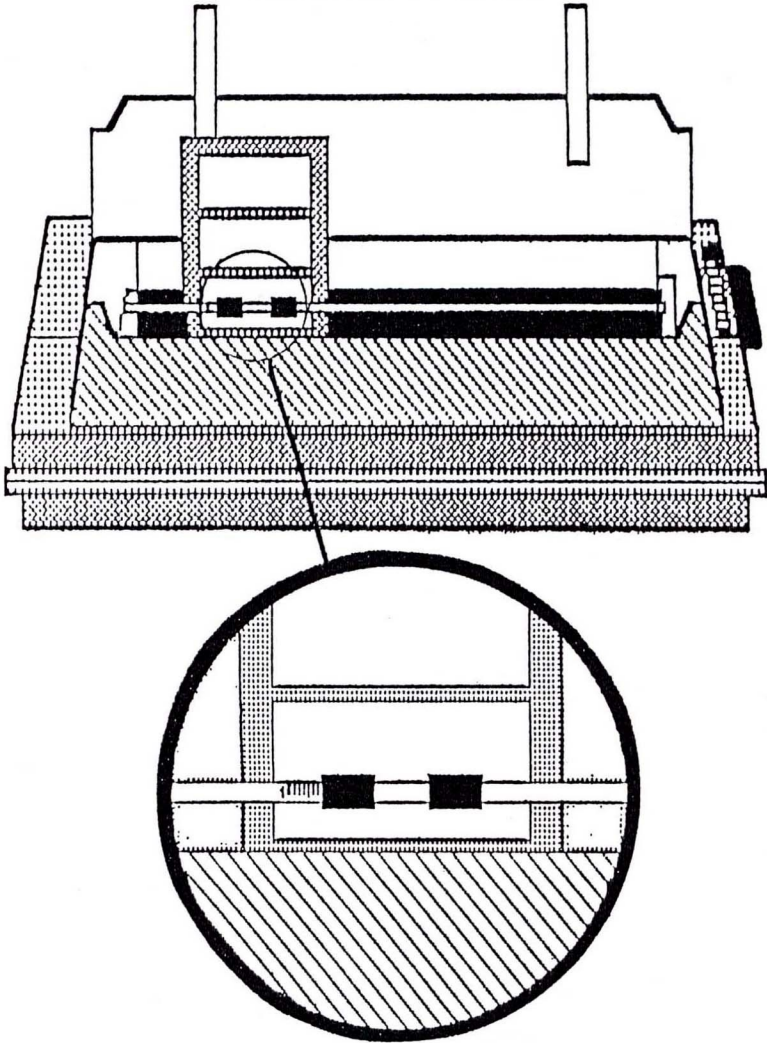
LABEL PRINTER

for the
AMSTRAD PCW



MICRODRAW LTD

LOADING LABELS



Load into the printer and align the label approximately one eighth of an inch left of the 1 on the bail bar. The top of the label should be just below the top of the ribbon.

Try printing a few test labels first as they may need adjusting before the position is correct.

LABEL PRINTER

LOADING PROGRAM

Switch on or RESET (SHIFT+EXTRA+EXIT) the computer, then insert the CP/M disc into DRIVE A.

When A> appears on the screen, remove the CP/M disc, insert the Label program disc into DRIVE A and type in:

SUBMIT LABEL then press <RETURN> key.

Wait for the program to load.

AUTOMATIC LOADING

To automate the loading of the Label program use the following procedure:

Make a copy of the Label program disc using DISCKIT. See page 73 of the CP/M Logo & Word Processor Manual (Book 1).

When the copy is complete exit DISCKIT and place the CP/M disc into DRIVE A, and then type in:

PIP then press <RETURN> key.

Leave CP/M disc in DRIVE A.

Type in M:=A:J14CPM3.EMS press <RETURN> key. Place the new copy of the Label program into DRIVE A.

Type in A:=M:J14CPM3.EMS press <RETURN> key.

For future loading of the Label program:

Switch on or RESET (SHIFT+EXTRA+EXIT) the

computer, then insert the disc into DRIVE A.

DIRECT LABEL PRINTING

To move around the label use the four cursor keys (arrows on the right of the keyboard).

There are a variety of commands at the bottom of the screen that can alter the way in which the label is printed. Some of them are operated by the by the [+] key only (these commands are preceded by +) and others by the [+] and [-] (these are preceded by ±).

For example to put one line of the label into italics press the [+] key then the I key, to cancel the function press the [-] key, then I.

The BOLD, DOUBLE STRIKE, SUBSCRIPT, SUPERSCRIP^T and HIGH QUALITY commands operate in a similar manner to the ITALICS function.

To operate the PITCH command press [+] P then type in the appropriate pitch. eg.

17 = Pitch 17 (17cpi)

12 = Pitch 12 (12cpi)

10 = Pitch 10 (10cpi)

P = Pitch PS (Proportional Spacing)

For DOUBLE WIDTH text press the D key (whilst in the PITCH function), to return to normal press the D key again.

To enter the PITCH press the ENTER key.

If you need to put a SERIAL NUMBER on to the label then press [+] N at a suitable position. To place a SERIAL LETTER onto the label press [+] A. On the printed label the following will appear.

A B C D E F - AA AB AC AD etc.

To underline a piece of text on the label place the cursor at the required starting point then press the - key (next to the 0 on the top row).

Each time the key is pressed that letter will be underlined. To remove the line repeat the operation.

Pressing the EXCH key will set the letter under the cursor to LOWER CASE.

If EXCH + SHIFT is pressed the letters will be set to UPPER CASE.

The CHAR key will insert a space at the cursor and move the end of the line to the right.

To delete a character to the left press the ←DEL key. The DEL→ key will delete the character at the cursor and move the end of the line to the left.

To CLEAR the label press the SHIFT+CAN keys.

The main menu can be displayed by pressing the EXIT key.

PRINTING LABEL

When the label is ready for printing press the COPY key.

The PRINTER CONTROL PANEL is now displayed. To alter the information press the Y key, otherwise press the N key and read from NUMBER OF COPIES.

ALTERING PANEL

At the bottom of the screen you will see the instructions to alter the item next to the cursor.

The label separation is the distance the printer has to advance in order to start in the correct place on the next label.

NUMBER OF COPIES

Now type in the number of copies required of that label then press RETURN.

ALTER LABEL SIZE

When this option has been selected from the main menu you will be asked for the width of the label (in inches). For example to enter three and a half inches type in: 3 1/2 then press RETURN.

The DEPTH of the label is entered in exactly the same way.

CHANGE DRIVE

Select function then insert a disc into the drive A: or B: as indicated in the centre of the screen.

Press the SPACE BAR to confirm new drive or EXIT to return to the MAIN MENU.

PREPARE NEW DISC

Insert a BLANK FORMATTED DISC into the current drive then press the SPACE BAR.

The computer can store three lines of information with the label but this is not printed. The headings for these lines can be defined by the user.

For example the headings could be: TELEPHONE NUMBER, TELEX and REFERENCE. Type in the three headings, press RETURN each time to enter them.

If you do not need all three headings just press RETURN and these will be saved as NOTES.

EXIT PROGRAM

Select this option when you have finished with the program. As soon as it is selected the computer will go into DISCKIT ready for you to make a BACKUP of your DATA if you need to.

CUSTOMER FILES

This section covers the storage and retrieval of labels using a disc.
First select the function from the main menu.

Insert the DATA disc into the current drive then press the SPACE BAR.
The CUSTOMER FILES menu will now be displayed.

ADD CUSTOMERS TO FILE

Once selected you will see a screen that is similar to the DIRECT PRINTING layout. This section operates in the similar way, only the label is set to 3 1/2 x 1 7/16 and there is no underlining function.
Once the label has been typed in press the

COPY key. The screen will clear and CATEGORY will appear. The labels can be grouped into sections so if you installed windows the groups could be DOORS INSTALLED, FRONT COMPLETE, UPSTAIRS ONLY, FULLY DOUBLE GLAZED etc. This means letters can be sent to customers having had only doors fitted. Press RETURN only if the option is to be left blank.

The next three prompts will be the headings you typed when preparing a new disc.

Once the file has been saved you can enter another, or return to the main menu by pressing the EXIT key.

EDIT CUSTOMER FILE

Once selected from the menu enter the number of the customer to be edited.

From now on the operations are the same as ADD CUSTOMERS TO FILE. When the label has been edited press the COPY key. If the information does not need changing press the RETURN key only, otherwise type in the correct version then press RETURN.

SEARCH CUSTOMER FILE

When selected a menu will appear that has five options.

1. LIST CUSTOMERS

This function will list all the customers on the disc.

2. ENTER CUSTOMER NUMBER

When selected the computer will ask for a customer number. Type in the number then press RETURN, the corresponding customer will be displayed.

3. SEARCH USING PART OF THE LABEL

A customers address can be found by instructing the computer to search for part of the label.

e.g. If you typed in JONES (press RETURN to enter) the computer will list all the addresses where it can match JONES.

Alternatively another part of the label can be used to find a particular person. If HAYES ROAD was entered the computer would list all the addresses on the disc containing that road.

4. SEARCH BY CATEGORY

This option works in a similar way to the one above, but alternatively it will search for a match in the four additional lines. (e.g. TELEPHONE NUMBER) not the label information.

5. RETURN TO MAIN MENU

This option will return you to the CUSTOMER MENU.

PRINT LABEL FROM FILE

First select one of the options on the menu (press key 1-4), then press Y to

inspect the labels before they are printed (as each label appears it can either be printed or missed) or N if to print all the labels automatically.

The next prompt will ask if multiple copies of each label are needed.

Press Y to print more than one copy of each label or N for just one copy.

If Y was pressed then enter how many copies of each label are required.

Depending on the option selected, enter the customer number, part of the label, or the category.

PRINTING 2 ACROSS THE WEB.

Select 2 across the web (See CHANGE LABEL TEMPLATE).

When 2 across the web is selected and an odd number is required, for example five, the computer will print out four labels. The fifth will be printed when:

- A) the computer is instructed to print another label or
- B) when 5 is press to return to the main menu.

CHANGE LABEL TEMPLATE

To change the information on the PRINTER CONTROL PANEL press Y, and follow instructions on the screen to alter relevant details as required.

If the PRINTER CONTROL PANEL does not require amendment press N.

The number of labels (1 or 2) across the Web can be now be entered. Type 1 or 2 then press RETURN. The GAP between the labels (across the web) can be from 1-9.

Now the headings can also be amended at this point if required.

This software and documentation was designed
and written by

MICRODRAW Ltd.

(C) 1986 MICRODRAW Limited.

MICRODRAW Ltd., Slencrest House,
3, Tonbridge Road, Maidstone,
Kent ME16 8RL.

Telephone: (0622) 685481.

LABEL PRINTER FOR THE AMSTRAD PCW MICRO'S

- * Well defined Menus and help prompts on the screen.
- * Label size outlined on the screen, for accurate positioning of text.
- * Various styles of text e.g.:- Bold, Doublestrike, Subscript, Italics.
- * Alter pitch, text size etc.
- * Underline all or part of a line.
- * Swap text already entered from upper to lower case or vice versa at the touch of a button.
- * Character insertion or deletion for easy ammendment of text.
- * Automatic Serialisation either numerically or alphabetically, (or both) if required.
- * One or Two labels across the WEB.
- * Flexible label sizing .
- * Print single or multiple copies of each label.
- * Pause printing between labels.
- * Easily clear unwanted labels.
- * Storage & Retrieval of customer files on disc.
- * List by category.
- * Data editing facility.
- * Up to four lines of information can be stored for each customer e.g. telephone number, which is not printed on the label.
- * Search for customers file either by :-
 - (a) Listing.
 - (b) Customer number.
 - (c) Part of the label e.g. name, street, county, etc.
 - (d) Category e.g. telephone number etc.
- * Change template information.
- * Full control of printer.
- * Saves time, effort and wasted labels.
- * For use by Shops, Clubs, Manufacturers, Wholesalers, Farmers, in fact the list is endless.
- * A boon to any one using labels, whatever the quantity, e.g. mailshots product labelling, parcels, etc.
- * Label Printer is not a Data Base adaption but a purpose designed program that is very easy to use with many satisfied customers.

(C) 1986, Micro-Draw Ltd.

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3, Tonbridge Road, Maidstone,
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