



© 1994–1999 MicroVision Development, Inc. All Rights Reserved.

No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any language in any form by any means without the written permission of MicroVision Development, Inc.

MicroVision Development, Inc.
P.O. Box 130023
Carlsbad, CA 92009

The Sentry Spelling-Checker Engine © 1993 Wintertree Software, Inc.

MicroVision™ and SureThing™ are trademarks of MicroVision Development, Inc. Other brands or products are trademarks or registered trademarks of their respective holders and should be treated as such.

Restrictions

You are encouraged to make a reasonable number of backup copies of the Software for your own use. You are not allowed to make unlimited copies. The Software is protected by the copyright laws and international treaties that pertain to computer software. It is illegal to make copies of the Software except for backup purposes. It is illegal to give copies to another person, or to duplicate the Software by any other means, including electronic transmission. The Software contains trade secrets, and in order to protect them you may not decompile, reverse engineer, disassemble, or otherwise reduce the Software to human-perceivable form. You may not modify, adapt, translate, rent, lease, or create derivative works based upon the Software or any part thereof.

Warranty

MicroVision warrants that the original disks are free from defects in material and workmanship, assuming normal use, for a period of ninety (90) days from the date of purchase. If a defect occurs during this period, you may return your faulty disk to MicroVision, along with a dated proof of purchase, for a free replacement.

EXCEPT FOR THE EXPRESS WARRANTY OF THE ORIGINAL DISKS SET FORTH ABOVE, MICROVISION GRANTS NO OTHER WARRANTIES, EXPRESS OR IMPLIED, BY STATUTE OR OTHERWISE, REGARDING THE DISKS AND RELATED MATERIALS, THEIR FITNESS FOR ANY PURPOSE, THEIR QUALITY, THEIR MERCHANTABILITY, OR OTHERWISE. THE LIABILITY OF MICROVISION UNDER THE WARRANTY SET FORTH ABOVE SHALL BE LIMITED TO THE AMOUNT PAID BY THE CUSTOMER FOR THE PRODUCT. IN NO EVENT SHALL MICROVISION BE LIABLE FOR ANY SPECIAL, CONSEQUENTIAL, OR OTHER DAMAGES FOR BREACH OF WARRANTY.

Credits

Engineering:	Robert Bushner Jim Mayall John H. Gaby Patrick Wright
User Guide:	Sean Cavanaugh
Online Help:	Jim Law
SmartDesigns:	Sean Cavanaugh Jim Mayall Denise Pyfer
Testing & Support:	Pete Calkins Ben Douglas

Contents

Introducing SureThing CD Labeler 6

- About this manual 6
- System requirements 6
- Installing SureThing CD Labeler 7
- Registration 7
- Getting Help 7
- Technical Support 7

The SureThing Environment 9

- Label Blocks 11
 - Turning blocks on and off 11
- Selecting Tools 14
- Using Object Tools 14
- Setting Program Options 14
 - Entering User Information 15
- Zooming In and Out 15

Working with the Software 17

- Starting SureThing 17
- Creating a New Label 17
- SmartDesign Basics 19
- Working with Text 20
 - Editing Text Frames 20
 - Adding a New Text Frame 21
 - Changing the Size and Position of a Text Frame 22
 - Inserting Merge Fields in Text Frames 22
 - Formatting Text in a Text Frame 23
 - Editing Text Effects 24
 - Selecting different types of Text Effects 25
 - Adding a New Text Effect 25

Working with Logos and Clipart	26
Editing a Logo	27
Adding Clipart to Your Label	27
Working with Backgrounds	28
Using Your Own Backgrounds	29
Using a Background Color	29
Acquiring Images	30
Changing the Label Stock	30
Duplicating a Design	30
Saving Your Label	31
Saving a design with a new filename	32
Calibrating Your Printer	32
Printing	33

Introducing SureThing CD Labeler

Welcome to SureThing CD Labeler—intelligent labeling software that gives you the tools to create attractive labels quickly and efficiently.

You can use SureThing CD Labeler to create any type of CD label. Our *Smart-Design* system is perfect for music CDs, interactive multimedia titles, PhotoCDs, or even simple backups, for example. And it doesn't matter whether you're a novice designer or an art director, SureThing CD Labeler gives you ease of use and professional results at the same time. *Smart-Designs* are capable of building just about any type of layout simply by clicking your choices, but you can also modify them or even build your own layouts from scratch.

There's no need to worry about measurements or lining things up properly because SureThing CD Labeler handles that for you automatically. It's pre-configured to work with popular label stocks from a number of manufacturers, leaving you free to be creative and focus on your designs.

SureThing CD Labeler also comes with a large collection of backgrounds, textures and clipart you can use in your labels and designs, and of course you can also incorporate your existing images and artwork into any label design.

You can even merge information from a database or CSV file, and print sets of labels, or numbered series.

About this manual

The *SureThing CD Labeler User Guide* provides the essential information you need to get up and running as quickly as possible. The goal of this manual to give you a good overview of the program's features and functionality. It's not so much a command reference as it is a general reference. The program's built-in Help system is the best place to find typical command reference information. The Help system also contains a number of useful mini-tutorials, tips and techniques for using SureThing.

We assume you have a basic working knowledge of your computer and operating system, including how to choose menu commands, operate the mouse, and work with files (opening, closing and saving, for example).

System requirements

Here are the bare bone requirements needed to run SureThing:

- PC with 486 or faster processor
- Windows 95, 98 or NT
- 8 MB RAM and 10 MB of free hard disk space (18 MB recommended)
- Inkjet or Laser printer recommended

Installing SureThing

This section describes how to install the SureThing CD Labeler software on your computer. Before proceeding, have your serial number handy. The installation program requires you to enter your serial number before it copies the program to your hard drive.

We recommend that you quit all currently running programs. Doing so frees up memory and resources and minimizes the chance of installation errors.

- 1 Insert the SureThing installation CD into your CD-ROM drive.
- 2 If you've turned off Auto-run, double-click the file named Setup.exe. This launches the installation that will walk you through the process of installing SureThing CD Labeler on your hard disk. If Auto-run is turned on, the Setup program will load automatically when you insert the SureThing CD.

Registration

Please take a moment to register SureThing. Registering the software entitles you to technical support as well notification of program updates and upgrades. To register the software choose *MicroVision on the Web* from the Help menu, then select *Register SureThing* to go directly to our registration web page. If you don't have access to the Internet, you can register by calling MicroVision at 800.998.4555, or 760.438.7781.

Getting Help

SureThing CD Labeler has a complete help system accessible anytime the program is running. Much of the help is context-sensitive. In other words, it will jump directly to the specific topic related to the feature or command you are working with. When no specific feature or command is detected, choosing Help takes you to the help system's index or topic list. The Help system also contains a number of helpful tutorials, tips and techniques.

To access help:

- Press the F1 key any time you are using SureThing CD Labeler, or choose the Contents command from the Help menu.
- In most dialog boxes you can press a Help button, which opens the help topic for that dialog box (and even if you don't see a Help button in a dialog box, you can still press F1).

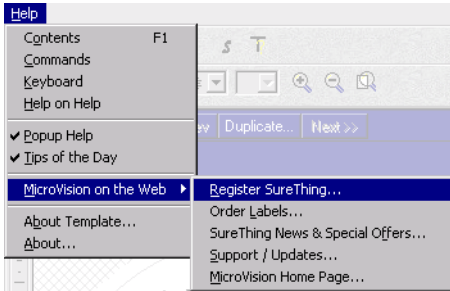
Technical Support

If you have a question or problem with SureThing CD Labeler that you cannot adequately answer or solve using the manual or help system, technical support is available from MicroVision Development.

Online support via the web – www.mvd.com

If you have access to the Internet, this is definitely the best option. Our web site is kept current with answers to frequently asked questions (FAQs), program updates and patches. Visit our website at www.mvd.com 24 hours a day, seven days a week.

You can access our web site directly from SureThing's Help menu. Options are available to register the software, order label supplies, and check for software updates. Choose *MicroVision on the Web* from the Help menu at any time to automatically launch your web browser and go to our site.



E-mail support

You can send us e-mail by visiting our website, or send it directly to **support@mvd.com**.

Fax or mail support

You can mail or fax questions to us at the following:

MicroVision Development
P.O. Box 130023
Carlsbad, CA 92009

Fax line: 760.438.7406

Telephone support

You can also phone us directly and speak with a technical support representative. Telephone support is available Monday–Friday 9:00am–4:30pm Pacific time.

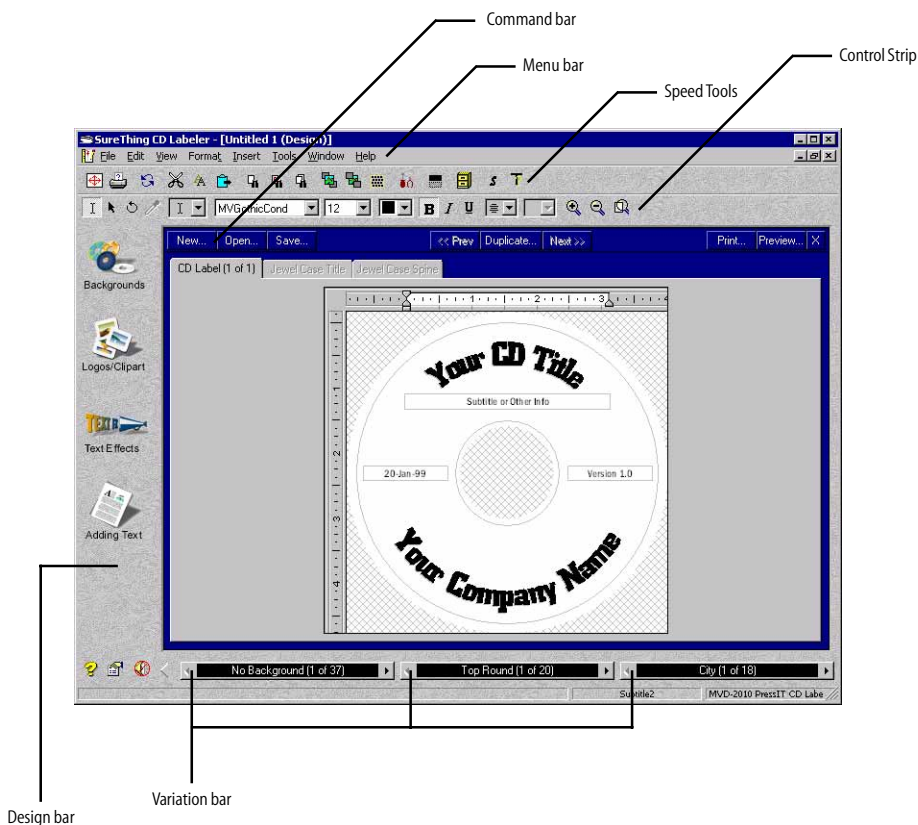
Support line: 760.438.0305

The SureThing Environment

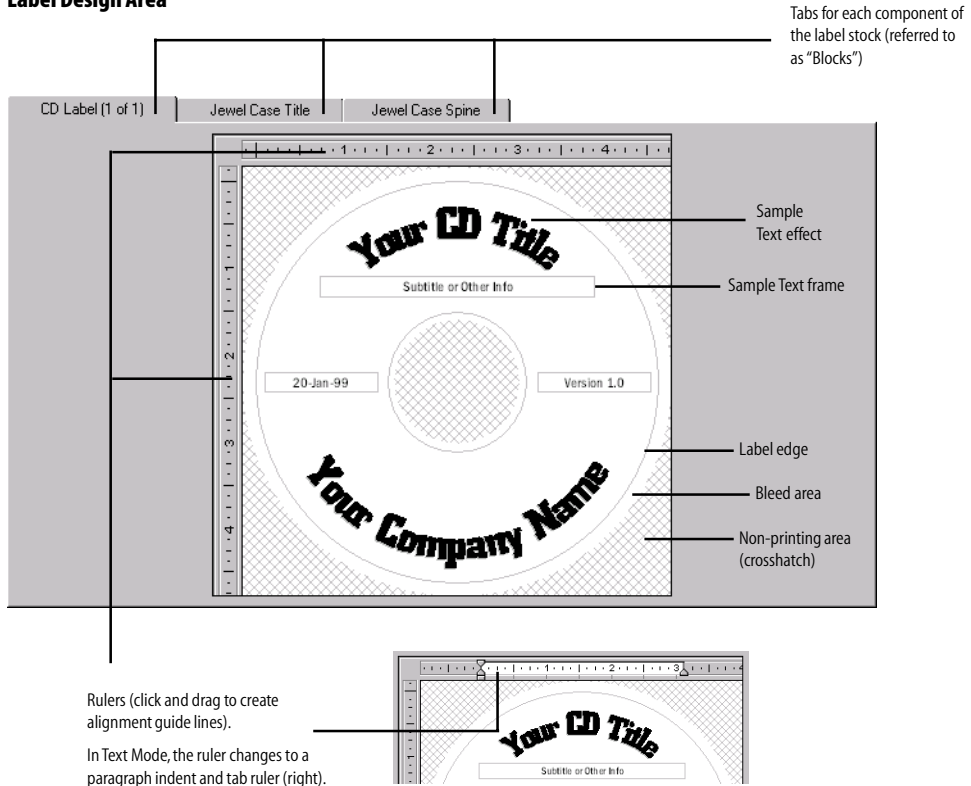
The SureThing environment is not too different from what you're already used to with other Windows applications. It includes a menu bar at the top of the screen, the tabbed label window (the number of tabs depends on the brand of label you are using), and a collection of

tools for creating and editing elements such as label text, text effects, backgrounds, images, borders, etc.

At the bottom of the screen are buttons you click to cycle through the various Smart-Designs.



Label Design Area



The Label Design Area is where you create and edit your label. Each label block has its own tab at the top of the design area. The number of tabs displayed here depends on the label stock you are working with (specific to each label manufacturer). The example above contains blocks for the CD label itself, a jewel case title and a jewel case spine. By default, only the CD Label block is active – the others appear grayed out. Clicking a tab activates the block, however, and also turns it on in the Print dialog box. If you don't want to edit and/or print these blocks, you can turn them off again by

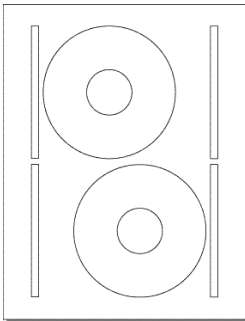
choosing the *Blocks* command from View menu, and then selecting *Show/Hide*.

The area displayed in crosshatch indicates the unused portions of the label. If you place an object, such as a text frame or logo, over the crosshatch, the portion that overlaps the crosshatch will not be displayed on screen (nor will it be printed). You can turn off crosshatching by toggling the *Clip to Label* command under the View menu. When *Clip to Label* is turned off, all objects are displayed and printed regardless of their placement on the label.

Label Blocks

We mentioned the concept of “blocks” in a preceding section. A *block* is a group of similar labels determined by the label manufacturer. The most obvious block is the one for the CD face itself, but certain manufacturers have designed their label sheets to contain blocks for jewel cases and jewel case spines as well. Depending on the brand of label and applicator you are using, your label sheets may contain two CD faces, for example, two spines, and two jewel case titles. Or it may contain CD faces only and no jewel case blocks. Label blocks vary from manufacturer to manufacturer. SureThing has been designed to work with labels from all the major manufacturers. When you create a label, the very first thing the program asks you is to specify a particular label manufacturer’s label stock.

Consider the following example. The circles in the center are, of course, the CD labels. The first tab in the design window corresponds to this block. The thin rectangles to the left and right of the CD labels are jewel case spines, and correspond to the second tab in the design window.

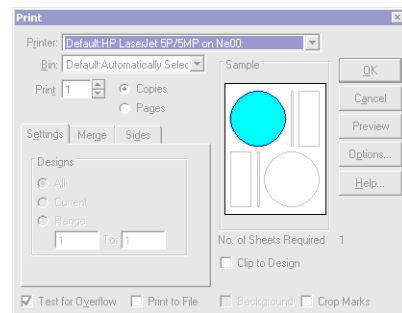


A typical label sheet

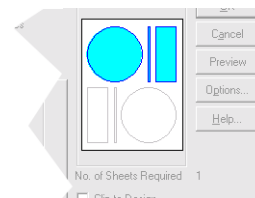
Turning blocks on and off

You select the blocks you want to design and edit by clicking their corresponding tabs at the top of the design window, which turns on a block and activates its design window if it wasn’t already. You can turn off blocks using the Blocks > Show/Hide command under the View menu. When you turn a block off, its tab appears grayed out, and it’s no longer displayed in blue in the Print dialog box, indicating that it can not be printed. If it is on, however, it will be printed.

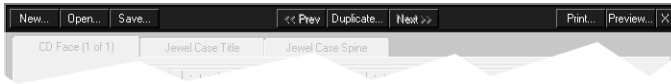
In the following Print dialog box, you can tell that only the CD label block has been turned on, because it’s the only block that appears in blue. The blue areas indicate active blocks, letting you know which ones will be printed.



After activating the other blocks, notice that they now also appear in blue:



Command Bar



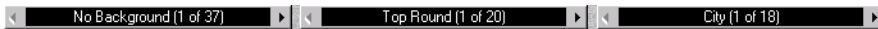
The buttons along the top of the design area (*New*, *Open*, *Save*, etc.) perform the same function as choosing these commands from the menu. They're located here for your convenience.

The *Duplicate* button makes a copy of the current design. You can then edit the copy, changing background, text, and layout, for example, leaving the original intact. The Duplicate feature provides an easy way to produce a series of labels where only

certain text or images change. The *Prev* and *Next* buttons move from one duplicate to the next. These buttons correspond to the *Designs* commands under the *Tools* menu.

(Note: The *Duplicate* command is not the method you use to print multiple copies of a label – use the *Print* command and enter the number of copies you want to print for that – but rather a means to create different layouts, backgrounds, text, etc., within the same file.)

Variation Bar



The Variation Bar lets you cycle through the various *SmartDesigns* available to a particular label stock. The first button, *Background*, lets you choose from various backgrounds for your label design. The second button controls the overall layout of

your label. The third button contains font and size variations appropriate for each layout. Click the arrows to the left or right of a button to move back and forth between the variations, or click in the center of the button for a pop-up menu.

Design bar



The icons along the left of the screen provide easy access to libraries of background images, clip art and text effects you can add to your labels, and a tool for adding text frames.



Click the arrow to toggle the display of the Design bar on and off. Turning it off gives more room to the design window.

Speed Tools (default set)



Print
Calibrate Printer
Printer Setup



Undo/Redo
Cut, Copy & Paste



Find
Replace
Find Next



Bring to Front
Send to Back



Select All
Options
Show Item



Set Merge File
Change Label Stocks
Template Info

Control Strip



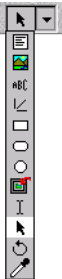
Text mode
Object mode



Zoom In
Zoom Out
Fit Page in Window



Rotate tool
Transparency tool



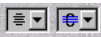
Object tools list



Font menu
Font Size menu



Font color menu
Bold, Italic, Underline options



Text alignment menu
Vertical text alignment menu

Selecting Tools

You select a tool by clicking it with the mouse. Some tools bring up dialog boxes (such as the Picture tool, for example), others change the shape of the cursor, indicating you can create an object based on the type of tool you selected. These are also known as the *Object Tools*.

When you move the mouse over a tool without clicking it, the name of the tool is displayed. For an overview of each tool, see the online Help.

Using Object Tools

The tools used to create objects work in the following fashion:

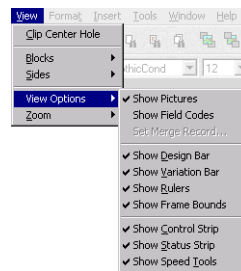
- 1 Select the tool (either from the tool menu on the Control Strip, or from the Object Tools list under the Tools menu).
- 2 Click and continue holding down the mouse button at the location in the label design area where you want to create the object.
- 3 While still holding down the mouse button, drag the size you want the object to appear.
- 4 When you are satisfied with the size of the object, release the mouse and the object is created.

Most object tools work in the manner described above. Some tools display dialog boxes where you can open and insert files, enter text, etc.

Setting Program Options

A number of SureThing's settings can be customized. These include startup options, display options, toolbar and ruler settings, etc. Some of these options are set in the Options dialog box (choose the *Options* command from the Tools menu), others are turned on and off under the View menu. These settings are saved each time you exit SureThing.

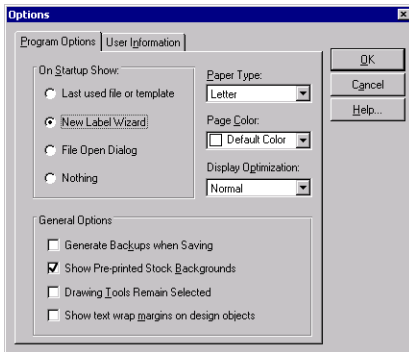
To change View Options:



- Choose *View Options* from the View menu to turn the display of selected items on or off. The commands under this sub-menu toggle on and off – a check mark next to an option indicates it's on; select it again to turn it off.

To change settings in the Options dialog box:

1 Choose the *Options* command from the Tools menu, or click the  button at the bottom of the Design bar.



Options dialog box

2 Make any changes you see fit. Press *Help* for more information about a specific option.

3 Click OK to save your settings and close the Options dialog box.

You can also turn on or off the display of certain items by choosing *View Options* under the View menu.

Entering User Information

SureThing labels can be designed to use merge fields from databases or from the *User Information* tab of the *Options* dialog box. We encourage you to take a moment to fill this information out.

Fill in information in any of the fields that are appropriate for you. Leave any unnecessary fields blank (you should delete the sample text).


Zooming In and Out

You can magnify or reduce your view of the design area using a couple of different methods. When you first open a file, or when you create a new one, the zoom level is set to fit within the current window. This means that the view size of the label is dependent upon the size of the window; increasing or decreasing the SureThing window zooms in or out of the label.


You can also set the view size to a specific zoom percentage, such as 50% to view it at half the actual size, or 300% to view it at three times the actual size, for example. When you choose a specific zoom level, the size of the current window does not affect the view size of the label.

To zoom in:


Do one of the following:

- Click the Zoom In  button on the Control Strip. Each time you click it increases the zoom level.
- Press Ctrl+Plus key (numeric keypad)
- Choose Custom Zoom from the Zoom sub-menu under the View menu and select a zoom level from the list, or enter your own zoom level (must be between 30% and 400%).

To zoom out:

- Click the Zoom Out  button on the Control Strip. Each time you click it decreases the zoom level.
- Press Ctrl+Minus key (numeric keypad)

- Choose Custom Zoom from the Zoom sub-menu under the View menu and select a zoom level from the list, or enter your own zoom level (must be between 30% and 400%).

You can return the zoom level to the actual print size or to the size of the current window by choosing *Actual Size* or *Zoom to fit in Window* from the Zoom sub-menu under the View menu. Clicking the  button on the Control Strip does the same thing.

Working with the Software

In this chapter, you'll learn how to create a new SureThing label design, as well as the basics of editing, saving and printing labels. The information is often presented in a step-by-step format intended to give you a good overview of SureThing's features and capabilities. For more information about a specific command or feature, please refer to the Online Help.

Topic	Page
Starting SureThing	17
Creating a New Label	17
SmartDesign Basics	19
Working with Text	20
Editing Text Frames	20
Adding a New Text Frame	21
Changing the Size and Position of a Text Frame	22
Inserting Merge Fields in Text Frames	22
Formatting Text in a Text Frame	23
Editing Text Effects	24
Selecting different types of Text Effects	25
Adding a New Text Effect	25
Working with Logos and Clipart	26
Editing a Logo	27
Adding Clipart to Your Label	27
Working with Backgrounds	28
Using Your Own Backgrounds	29
Using a Background Color	29
Acquiring Images	30
Changing the Label Stock	30
Duplicating a Design	30
Saving Your Label	31
Calibrating Your Printer	32
Printing	33

Starting SureThing

Double-click the SureThing icon on the desktop, or launch it from the Start menu (look under Programs > MicroVision Applications > SureThing CD Labeler).

If this is the first time you've started SureThing, the "SureThing New CD Wizard" appears. If this is not the first time you've started SureThing, depending on how you've configured your startup options (choose the *Options* command under the Tools menu), you may or may not see this wizard. If it doesn't appear automatically, choose the *New* command from the File menu.

Creating a New Label

The New Label wizard steps you through the process of selecting a label stock and vendor, and specifying a background image.



Select a label stock

Select a product type and label stock from the lists on the right side of the wizard. The preview image to the left should match your actual label stock. You can change the stock later if you need to using the *Change Label Stock* command under the Edit menu. Click the *Next* button when you're satisfied with your choice.



Select a background for your label

You have the option to select a background image for your label. To see a list of available backgrounds specially designed for SureThing, click the *Browse* button and select an image. A preview of it will appear in the wizard. If you change your mind, click the *Clear* button to use no background, or click the *Browse* button again and select a different background. Click the *Next* button when you're satisfied with your choices.

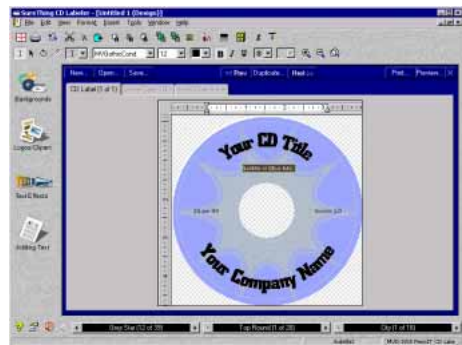
The last step of the wizard presents you with the option of using SmartDesign templates, or designing a blank label from scratch. Choose *Use SmartDesigns*.



Finish the label

Click the *Finish* button to complete the wizard and start editing your label.

The Design window appears with the label you just created using the wizard, and is now ready for editing. The text you see is the initial sample text, and the background is the same one you selected in the wizard.



The Design Window

By default, all new labels start out with a *SmartDesign* for the product type and label stock you chose in the New Label wizard. SmartDesigns are templates that act like a

design assistant. They provide a variety of layout choices, sample text, and font and point size suggestions.

The sample text included in a SmartDesign is designed to give you ideas about the type of information you might use in your design. You can, of course, enter anything you like in each field. Several of the SmartDesign layouts also include sample images to use as placeholders until you insert your own graphics, logos, etc.

SmartDesign Basics

SmartDesigns are interactive templates built into SureThing. Unlike traditional templates that simply place a few objects on a page and leave the rest up to you, SmartDesigns allow you to modify many aspects of the design with a few mouse clicks. We call them ‘smart’ because they’re designed for specific label stocks by people with a good eye for graphic design. SmartDesigns let you put together attractive label designs without actually having to do anything more than click the mouse.

SmartDesigns display sample text, a variety of layouts, and a series of font selections for each layout. SmartDesigns don’t require you to draw and align objects (lines, rectangles, gradient fills, etc.) or format text. You simply browse the SmartDesign for a look that fits your taste and use it.

And of course, you can override or modify the SmartDesigns at any time; you’re not locked in to any designs.

SmartDesigns are manipulated using the *Variation Bar* at the bottom of the window. The Variation Bar consists of menus for Background, Layout and Font variations.

To use SmartDesigns:

- Click the left or right arrows on one of the three Variation menus. You can also click in the middle of a Variation menu to display a pop-up list of choices.

The first Variation menu controls the various backgrounds you can choose from; the second menu contains several pre-designed layouts appropriate for each of the backgrounds included with SureThing; the third menu lists font and size variations for each of the layouts from the second menu.

When you’re satisfied with a background and layout, you’re ready to move on to editing the various objects and text fields in the label.



To get the most out of Smart Designs, use the Variation Bar to find a background, layout and font that suits your tastes before customizing the label.



The Variation Bar

Working with Text

Text can take a couple of different forms in SureThing: *text frames* and *text effects*. Text in text frames behaves much like it would in a word processing program, for instance – with characters, paragraphs, tabs, indents, etc. Text effects, on the other hand, behave more like graphic objects – you can bend, warp, and twist the text, add drop shadows and fill patterns, etc. You'll need to know how to work with both types while designing your labels.

Editing Text Frames

Text in SureThing is displayed in boxes called *text frames* that function much like fields in a database. The sample text frames you see are a bit different from the ones you create yourself—the sample text is linked to the underlying SmartDesign to allow SureThing to automatically generate new layouts and font variations.

Selecting text in frames

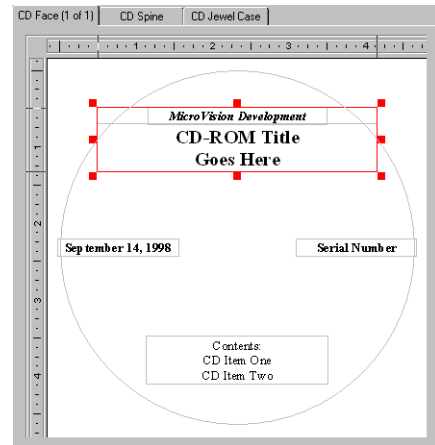
When editing a SmartDesign layout, the text frames have been arranged so that replacing the sample text is like filling in fields in a database.

- Press the Tab key to move to the next text frame in the design.
- Press Shift-Tab to move to the previous text frame.

Maybe you're wondering how to enter a tab in a text frame? Press Ctrl-Tab to insert a tab without moving the cursor to the next text frame.

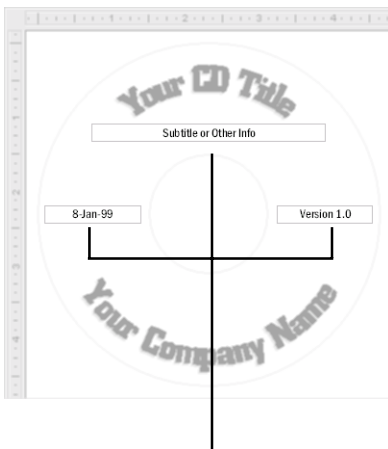
Moving between text frames with the Tab key only works in text frames that were created with SmartDesigns. For new text frames you create yourself, you must click into the frame with the mouse. Pressing the Tab key in a manually-created text frame inserts a tab (like Ctrl-Tab).

The fields are sometimes logically grouped together. For example, an address may consist of a street address, city, state and zipcode fields. So that they can be moved as a unit, they are grouped together. When you select one with the Object Tool, you select the entire group.



A text frame group consisting of two text frames

The fields in each SmartDesign reflect the typical use for the label, but you can use them any way you like. You can even turn off selected fields if you find them unnecessary by simply deleting them with the *Del* key or the *Cut* command under the Edit menu.



Typical text frames. The frame on the left is actually an *insert field* containing the label's creation date.

To edit the text in a text frame:

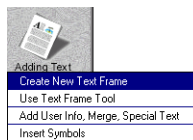
- 1 Select the Text tool if it's not already (it's the one that looks like an I-beam). You can easily switch between the Text and Object tools by clicking the right mouse button and selecting the mode.
- 2 Click the mouse in the text field you want to edit. Either backspace over the default text, or press Ctrl-A to select all and hit the Del key.
- 3 Type the new text in the field.

Adding a New Text Frame

In the preceding section you learned how to change the default text that appears in a SmartDesign template, but you can also add your own text frames. SureThing provides a couple of ways to do this.

To create a new text frame:

- 1 Click the "Adding Text" icon on the Design Bar located on the left of the window. Doing so displays a menu.



- 2 Choose *Create New Text Frame* from the menu. A text frame is drawn in the upper-left corner of the CD label containing the default text "Your Text Here."

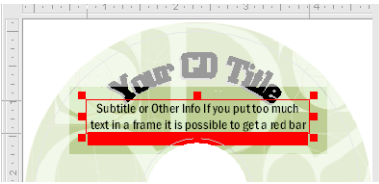
- 3 Enter the text you want to appear in the frame. You can enter as little or as much text as you want. Notice how the text frame expands (or shrinks) to accommodate the text you type. You can use the Tab and Return keys to insert tabs and line breaks. If you don't press the Return key, line breaks will occur automatically as they would in a word processor.

To create a new text frame (Method #2):

This method of creating a text frame is similar to the one above, but with a couple of subtle differences that highlight some important SureThing features.

- 1 Click the "Adding Text" icon on the Design Bar.
- 2 Choose *Use Text Frame Tool* from the menu. The text frame tool appears.
- 3 Click and drag to create the frame. When you release the mouse, the frame is drawn and the text cursor blinks inside it waiting for you to enter your text.

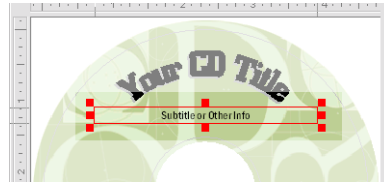
4 Enter the text you want to appear in the frame. Unlike the first method, the text frame does not expand to accommodate the text you type. If you type more text than can be displayed in the frame, you'll see a red bar in the bottom of the frame, letting you know you'll need to either make the frame larger, or decrease the font size of the text.



Under certain circumstances, the red bar can occur in the default text fields created by a SmartDesign. The default text frames can grow to a point, but it is possible to receive a red bar in a frame if you enter too much text or set the font size too large. Resize the frame, edit the text, and/or change the font size until you can see all the text in the frame.

Changing the Size and Position of a Text Frame

First select the object (pointer) tool from the Control Strip, or right-click the mouse and select Object Mode, then click the text frame to select it. You can drag the frame to any location on your label. To change the size of the frame, click one of the red squares on the perimeter of the frame and drag it to the desired size.



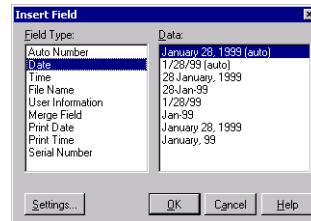
A selected text frame.

Inserting Merge Fields in Text Frames

SureThing lets you insert *merge fields* in text frames. Examples of merge fields are date and time, auto-incrementing serial numbers, your name, company and address from the User Information tab of the Options dialog box, or even fields from an external database (dBASE or Comma Delimited text file)

To insert a merge field into your design:

- 1 Place the text cursor in the text frame where you want the merge field to appear.
- 2 Choose *Insert Field* from the Insert menu. The Insert Field dialog box appears.



3 Select the type of field you want to merge from the scroll list on the left, and any field options from the list on the right.

4 Click OK to insert the field into the frame.

If the “Show Field Codes” option is on under the View menu, the field appears as a code, with the field name enclosed in brackets. If this option is off, you will see the actual data (except for fields from an external database, which will always show the record you specify using the *Set Merge Record* command under View Options)

January 22, 1999 {CreateDate}

The same field viewed with Field Codes off (left), and Field Codes on (right). Field Codes are turned on and off under the View menu.

A popular example of using merge fields is the Serial Number function. Say for example you were printing several CD labels for a software product, and wanted a unique serial number printed on each label. A typical serial number might be something like “MVD300-010-AC0001,” with only the last four digits incrementing. You would type the text “MVD300-010-AC” and insert a Serial Number merge field immediately after it (choose the *Zero Fill* option and set the maximum number to 1000 to create a four-digit repeating field beginning with “0001.”

The frame containing the serial number field might look something like this.

MVD300-010-AC0001 MVD300-010-AC{SeqNum}

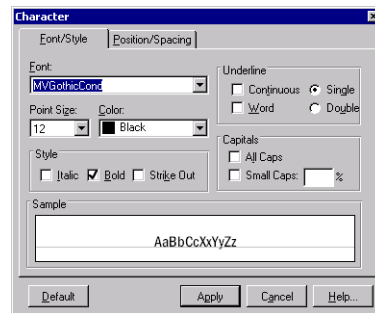
An example of a Serial Number field viewed with Field Codes off (left), and Field Codes on (right).

Formatting Text in a Text Frame

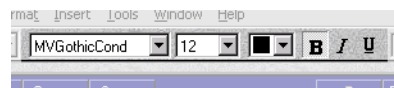
You can format text in text frames much as you would in a word processor or page layout program:

1 Select the text you want to format with the text (I-beam) tool.

2 Choose the *Character* command from the Format menu. You are presented with several options for formatting your text, including font, size, color, style, underlining, and spacing options. Many of these options can also be changed directly from the Control Strip.



Character formatting applies only to the selected text in the frame. If you want it to apply to all text in the frame, press Ctrl-A to select all text. You could also switch to Object mode (click the pointer tool on the Control Strip, or right-click the mouse) and select the frame. Now the formatting options you choose will be applied to the entire text frame.



Character formatting commands on the control strip.

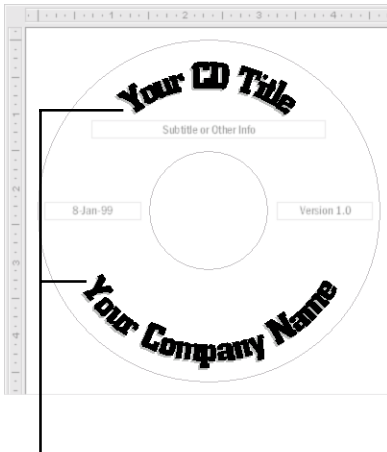
3 Choose the *Paragraph* command from the Format menu. The Paragraph dialog box lets you change indents, line spacing,

alignment, and tab positions, as well as other options such as border lines and fill patterns.

Note that when you click the text cursor within a text frame, you can change many of the paragraph formatting options from the ruler bar at the top of the design window. If you don't currently see ruler bars to the top and left of your CD label, you can turn them back on by choosing *View Options* from the View menu, and then selecting the *Show Rulers* command.

Editing Text Effects

Text Effects in SureThing let you apply special effects to text, such as circular text, slanted text, perspective text, drop shadows and more. Text Effects add spice to CD titles, for example, but are also useful for more ordinary tasks such as copyright notices, trademarks or even track titles.



Text Effect used to create a title and company name.

To edit a text effect:

1 Double-click the Text Effect object in the design window (or right-click it with the mouse and choose *Object Properties*) to display the Text Effect dialog box:

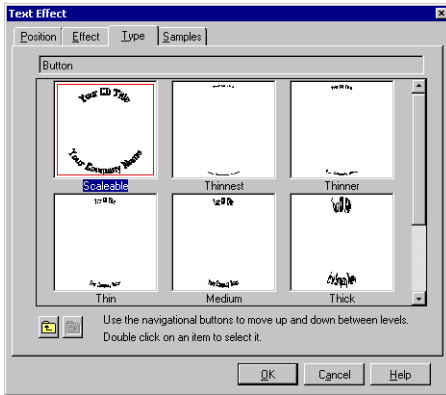




2 Edit the sample text (make sure you're in the Effect tab of the dialog box). Click OK when you are satisfied with your changes.

Adding line breaks in the Text Effect dialog box (press Enter at the end of a line) causes text in the effect to align in different ways. For example, notice how the first line wraps around the top of the CD, and the second line wraps around the bottom ... actually there are three line breaks: the first line will be on top; the second line (in this example a blank line) will be in the center of the CD; and the third line will wrap around the bottom. You can experiment with your text to see how it will appear in the label. Just press the *Preview* button in the Text Effect dialog box to see how your text will appear before accepting it.

Selecting different types of Text Effects

There are several types of Text Effects you can choose from. To select a different style, click the *Type* tab in the Text Effect dialog box.



Click the  button to see the available categories of text effects. If this button is grayed, you are already viewing categories. Click the  button to view variations on the selected category. Double-click on a variation to select it.



If you select another layout from the Variation Bar after you've formatted text in any of the sample Text Effects or Text Frames, SureThing warns you that your edits will not be included in the next variation. This only applies to the sample text frames & effects, however. New frames and effects are not affected.

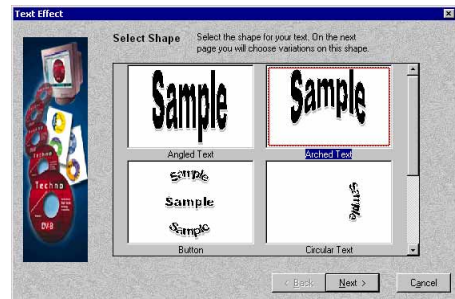
Adding a New Text Effect

In a preceding section you learned how to change the sample text that appears in a text effect object. Here you'll learn how to create a new text effect object from scratch.

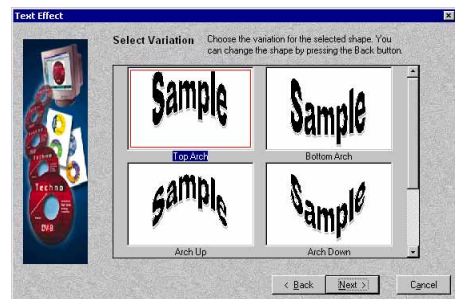
1 Click the "Text Effects" icon on the Design Bar located on the left of the window. Doing so displays a menu.



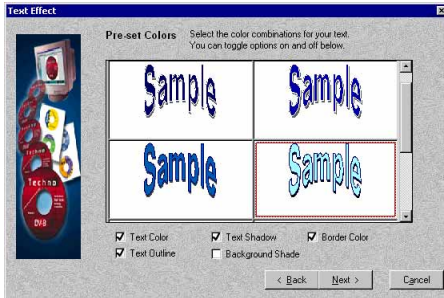
2 Choose *Use Text Effect Wizard* from the menu. The wizard guides you through the process of creating a text effect.



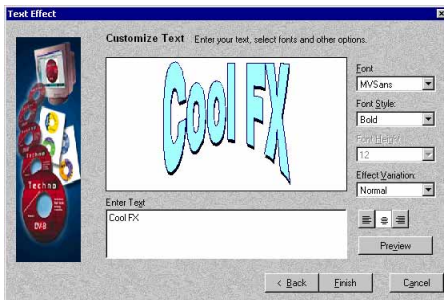
3 Select the type of effect you want to create, then click the *Next* button.



- 4 Select a variation on the type you chose in step 3, then click *Next*.



- 5 Select from a list of preset colors. The check boxes at the bottom of the wizard let you turn certain characteristics on or off. You can always change your mind later. Click *Next* when you're satisfied with your choices.



- 6 Enter the text you want to appear in the text effect (first delete the sample text).
- 7 Change the font and style options to suit your tastes. For certain types of effects, you can also choose whether or not they are to be created with perspective, stretched to a curve, or drawn flat (Normal). Click the

Preview button to view your edits in the wizard. Click the *Finish* button when you are ready to create the effect.

The effect is created on your label. The next thing you'll need to do is adjust its size and position.



You can edit the text effect later simply by double-clicking it.

? Why does text appear jagged in Text Effects on screen? Text appears jagged in text effects because the software has to work with it as if it were a graphic. Even though the text in text effects does not always appear very legible on screen, it will print crisp and clear.

Working with Logos and Clipart

There are a couple of ways of working with graphics in SureThing. Some of the SmartDesigns include placeholders for graphics (such as a company logo,). You can easily substitute your own graphics for the placeholders simply by double-clicking them and selecting your own file.

For SmartDesigns that don't include placeholders, you can easily import graphics and clipart yourself using the picture tool (under the Tools menu), or by selecting a file from the Clipart menu on the Design Bar.

We'll discuss editing existing graphics in SmartDesigns first, then move on to importing your own graphics and clipart.

Editing a Logo

Many of the SmartDesigns contain placeholder logos. These placeholders have been sized and positioned in such a way to look good with the other text elements of the label design, but it's highly unlikely you'd want to leave the placeholder in your design. Replacing the logo with one of your own, however, is a piece of cake.

The following SmartDesign layout contains a placeholder logo:



To change a logo or clipart image:

- 1 Double-click the image or logo you want to change. The New Picture dialog box appears where you can choose a different image file. Several useful images are provided with SureThing.

- 2 Select an image from the list, or choose a different directory and select an image of your own.

- 3 Click OK. The image you just selected replaces the placeholder image.

Adding Clipart to Your Label

Adding graphic images such as logos, clipart and symbols to your labels is a snap with SureThing. A number of useful images are included with SureThing, and were copied to your hard drive during installation.

- 1 Click the “Logos/Clipart” icon on the Design Bar located on the left of the window. Doing so displays a menu.



- 2 Choose *Browse for Logos/Clipart* from the menu. A dialog box is displayed where you can choose from a selection of ready-to-use images, or to other drives and directories.

- 3 Click an image, then click OK.

The image is placed on your label, at which point you can change its size and position to fit within your design.

Adding your own images

If you'd like to add your own clipart to a label design, click the "Logos/Clipart" icon on the Design Bar, and choose *Use Logo/Clipart Tool* from the menu. The Picture tool appears.

Click and drag a rectangle about the size of the image you want to insert. When you release the mouse, a dialog box appears prompting you to select an image file. All the popular graphics formats are supported (BMP, JPEG, TIF, EPS, etc.) Select the drive and directory where your image is located, choose it from the list and click OK. The picture appears in your label. You can change its size and position to fit your design (and your fancy).

Working with Backgrounds

Backgrounds are images SureThing places in the background of a label design. All other objects – text frames, text effects and clipart – appear on top of the background image.

You can select a background from the New Label Wizard, but you can always change your mind later. A number of background images are included with SureThing that have been specially designed for CD labels. You can choose your own images to use as backgrounds as well. Or you can decide to use no background at all.

To change the background image:

1 Click the "Backgrounds" icon on the Design Bar located on the far left of the window. Doing so displays a menu.



2 Choose *Browse SmartDesign Backgrounds* from the menu. The following dialog box appears:



3 Select a background image from the dialog box by clicking it, then click OK. Your CD label now displays the background you just selected.

Here's another way to change background images:

The *Variation Bar* at the bottom of the window provides a quick way to change backgrounds, layouts and font choices. The left-most variation bar lets you select backgrounds.



- Click the mouse in the middle of the Variation Bar on the left. A list of backgrounds appears. These are the same ones from the dialog box.

- You can also click the left- and right-pointing arrows on either side of the variation bar to cycle through the background images one at a time.

Using Your Own Backgrounds

The background images supplied with SureThing have been sized correctly to fit the CD label area. Before using your own backgrounds, you should make sure that they have been sized properly in an image editor such as Photoshop or Paint Shop Pro. In other words the aspect ratio, i.e., the ratio of height to width, should be roughly equal. Images should be no larger in file size than 4 megabytes (and even that would be whopping big). The images we supply are generally no larger than half a megabyte and they look great when printed.

If you wish to use your own backgrounds, you'll also need to know the directory, or folder, they're stored in (duh).

To use your own Background image:

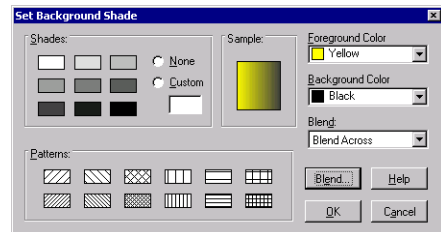
- 1 Click the "Backgrounds" icon. A menu is displayed.
- 2 Select *Use Your Own Background*. The *Backgrounds* dialog box appears.
- 3 Select the drive and directory where the image you want to use as a background is located, Click the Browse button to view thumbnails of any images in a directory.
- 4 Choose an image from the list and click OK. The image appears as a background in your label.

Using a Background Color

If you decide not to use a background image, you can specify a background color. You can even create interesting fill patterns, shades, and gradients (blends).

To change the background color:

- 1 If you are currently using a background image, you must first clear it. Click the "Backgrounds" icon on the design bar, then choose *Clear Background Image* from the menu.
- 2 Click the "Backgrounds" icon on the design bar, then choose *Set Background Color* from the menu. A dialog box appears.



- 3 Choose shades or patterns, and/or pick colors from the color menus. You can mix colors and shades, or colors and patterns. To create a gradient blend, choose a foreground color and a background color, then choose the type of gradient you want to create from the *Blend* menu (you can also click the *Blend* button for a dialog with more specific options).
- 4 Click OK.

The background color options you selected are applied to the label. If you later apply a background image, the color options you specified will no longer be displayed, but you can get back to them by choosing the “No Background” option from the background menu on the Variation Bar.

Acquiring Images

SureThing supports TWAIN, an interface that lets you create images using a device such as a scanner or digital camera attached to your computer and import the images without leaving SureThing. Your device must support TWAIN in order for you to take advantage of this feature.

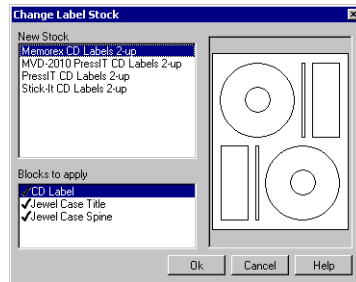
You can acquire images for use as regular graphics or as backgrounds.

Changing the Label Stock

SureThing lets you change the label stock at any time. Say, for instance, you’ve created some label designs for Memorex CD labels, but you later purchase a box of Avery CD labels. You don’t have to re-create your designs to work with the Avery labels, but rather change the stock. SureThing adjusts your design to print properly on the new labels.

To change the label stock:

- 1 Choose the *Change Label Stock* command from the Edit menu. A dialog box appears.



- 2 Select the stock you want to use from the New Stock list.

- 3 Click OK.

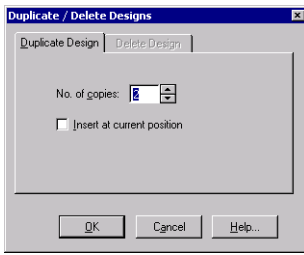
You have the option to apply the stock only to selected blocks. For example, you could apply the Avery stock to the CD label face, but keep the spine and jewel case blocks set to a stock from a different label manufacturer. In the *Blocks to apply* list, click a block to deselect it; click it again to re-select it.

Duplicating a Design

The *Duplicate* button on the Command Bar can be used to make copies of the current label. You can then edit the copies, changing background, text, and layout, for example, on each copy while leaving the original intact.

Some users have mistakenly assumed the Duplicate command is how you print multiple copies of a label. While you could in fact use it that way, it’s much simpler to set the number of copies you want to print from the Print dialog box. So when should you use the Duplicate command?

The Duplicate command provides an easy way to produce a series of labels based on a common design. Say you're creating labels for a clipart CD collection – the first CD contains clipart of animals, the second sports, and the third cartoons. Let's also say you want a different title and logo on each label to identify each collection. Design the first label, "Animals" in this example, then click the *Duplicate* button. The Duplicate/Delete Designs dialog box appears:



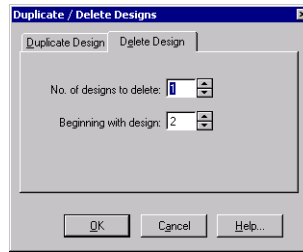
Enter "2" in the *No. of copies* field and click OK. You now have three copies of the same design. You can then change the title and logo on duplicate labels #2 ("Sports") and #3 ("Cartoons") accordingly.

Click the *Prev* and *Next* buttons to move from one duplicate to the next.

The *Designs* command under the Tools menu lets you duplicate, delete and navigate labels in case you've turned off the display of the Command Bar.

Deleting duplicate labels

If you want to delete any duplicates you've created, click the Duplicate button on the Command Bar again, then click the *Delete Design* tab and specify which duplicates you want to delete.



The *No. of designs to delete* field tells SureThing how many duplicates to get rid of; the *Beginning with design* field specifies the first duplicate to be deleted. The tab at the top of the Design Area indicates the number of the current design:



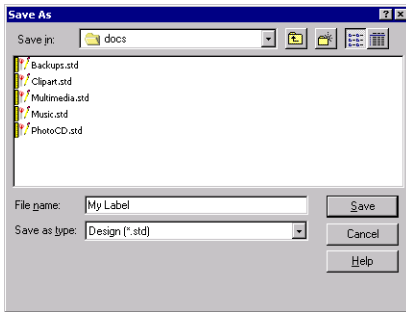
Saving Your Label

Saving a design in SureThing is a very simple process, and one you should do with regularity. Every few minutes is recommended. That way, if anything unexpected happens (e.g., power outage, meteor impact, etc.), you'll always have a recent version of your label.

To save a label choose the *File > Save* (or *Save As*) command. Select the drive and directory where you want the file to be saved, give it a name and click the *Save* button. You don't have to enter a filename extension; one will be added automatically if you don't. Following are the specific steps.

To save a new document:

1 Choose the *Save* (or *Save As*) command from the File menu. If it's the first time you've saved the label, the Save As dialog box appears.



2 Select the drive and folder where you want the label to be saved from the *Save In* list. If you want to create a new folder, click the new folder button and give it a name.

3 Type a name for your label in the *File name* box.

You don't have to type an extension because SureThing automatically gives all labels the extension *.std*.

4 Click *Save*.

The design is saved to your hard disk with the filename you typed, and you can resume working with it.

After saving your design the first time, you still need to save your work periodically. Choose *Save* from the File menu, or press **Ctrl+S**. The label is saved, with all of your updates.

Saving a design with a new filename

There are times when you want to give a SureThing label design a new name, such as when you want to edit an existing design, but keep an unchanged copy of the original. If you were to open the label, edit it, and use the *Save* command, the edited version would replace the original. The *Save As* command provides a way to save your changes as well as retain a copy of the original. After opening the original label design, choose the *Save As* command from the File menu and enter a different filename, or the same filename but a different location on your hard disk (or a different disk).

Calibrating Your Printer

Because each printer is full of working parts, the precision in each is slightly different. Sometimes this may cause SureThing to slightly miss the mark when printing. If this happens, you need to calibrate your printer.

To calibrate the printer:

1 Choose the *Calibrate Printer* command from the File menu. The Calibrate Printer dialog box appears.

2 Confirm that the correct printer is listed in the Printer field.

3 Press the *Print Calibration Sheet* button.

4 Fold the Calibration Sheet according to the printed instructions and enter the values in the Offset fields.

Your printer will now be offset by these values to accommodate for any errors in precision.

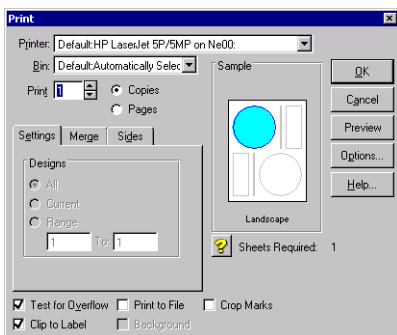
Before calibrating, be sure that you are printing the correct template for the paper you are using. Select *About Template* from the Help menu if you're not sure.

Printing

Printing your label designs is simple. SureThing manages the actual layout of the designs on the page, and sequences them as they print. All you need to do is tell it how many copies to print, and on which label to start.

To print a label design:

- 1 Put the correct paper in the paper tray of your printer. Use plain paper if you are doing a test-print; use your label stock if you are printing final output.
- 2 Choose *Print* from the File menu, or click the Print button on the Command bar. The Print dialog box appears.



- 3 Make sure that the correct printer is selected, and that the printer is setup properly.

- 4 Enter the number of copies you want to print in the *Print* field. You can specify the number of designs to print either by the number of labels needed or by the number of total pages. Whether you choose *Copies* or *Pages*, SureThing tells you how many sheets of label stock you will need (listed below the Sample window).

- 5 Under the Settings tab, choose *All* to print all of the designs (i.e., any designs you've created using the *Duplicate* command); choose *Current* to print only the current design; choose *Range* and identify the beginning and ending design to be printed if you want to print more than one, but not all of the duplicated designs, or to print one design which is not the current design.

- 6 In the Sample window, click the label position where you want printing to begin. Normally this would be the first label on the page, but if you've already printed a label in the first position, you'll want to click a different position. The beginning position is indicated in blue. Also, only the active blocks appear in blue (use the *Blocks > Show/Hide* command under the View menu to turn blocks on or off prior to printing).

- 7 If you are not going to print from the default paper tray, you can specify which bin the paper should come from. This is useful if you have more than one bin or

want to force the printer to use the manual feed (if available).

8 Click OK to print.



Label manufacturers recommend that you do not run label sheets through your printer after you have peeled off any labels. Doing so may damage your printer.

Printing Merge Jobs

If you've set a merge file for your design, you can control which records from the merged database will print. The Merge tab is available to select a range of records from the database you're merging. Choose *None* to print the current design as you see it on the screen without merging. Choose *All* to print all of the records in the database. Choose *Range* and identify the beginning and ending records from the database you want to print.

Unless you have chosen *None*, the number of copies represents the number of sets to print. If you select two, you will get two copies of each design for each record in the database.