

Instructions to download & Print Labels in Microsoft Word

**These instructions are for Hyperterminal & WORD 97 for WINDOWS. (If you are not using Hyperterminal & Word for Windows, find the applicable "synonymous" procedures specific to your communication & word processing program.)*

Terms that you need to understand

Download - Means to take the data that is scrolling on the screen and instead of sending it to a printer, send it to a file. Universal commands to download are usually referred to as: **CAPTURE TEXT** or **CAPTURE TO FILE** or **TRANSFER TEXT**. Refer to your on-line help for your communication software package to get the right keys to depress.

Open a File- Once a file has been downloaded to either the hard disk or floppy diskette, the user may open up that file in a word processor. Typically, the user would go through these motions:

Downloading or saving your labels into a file with Hyperterminal

1. Login to REsearch
2. Type in your searches at the **Request** prompt. At the prompt that says **Turn on printer and check alignment**, click **TRANSFER** and select **CAPTURE TEXT**. A capture text box will be displayed asking you to enter a file name that you would like to save your labels data into. In the **FILE** box, type "C:\TMKLABEL.DOC" and click **START** button to start the capture.

Example:

Request: 1-3-7 <Hit Enter>
Request: SHOW LABELS 3 <Hit Enter>
Request: <Hit Enter>
Show [LABELS 3]: <Hit Enter>
[Find ALL], Recap, Modify, Clear, Save, Help, Quit: <Hit Enter>

Turn on printer. Check alignment. Press ENTER when ready

3. Now, hit the **ENTER** key on your keyboard and the labels will scroll on your screen. When the search is done scrolling or when all the labels are displayed on the screen, turn off the **CAPTURE TEXT** by clicking **TRANSFER**, **CAPTURE TEXT** and **STOP**.

Turn on printer. Check alignment. Press ENTER when ready <Hit Enter>

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4. Minimize or close Hyperterminal and open Word.

Opening & Formatting the Downloaded File in Word and Creating a Macro.

1. **CLICK FILE – OPEN**

Locate the download file and open it. In our example, the file we downloaded is called **TMKLABEL.DOC**, which is saved in the C drive. So, in the Look in: box, look for something that has “(C:)” at the end. For example, my computer C drive is called “**Hp_pavilion (C:)**”. Click it and then look for the **TMKLABEL.DOC** file under the big white box below.

*Note that the margins and the labels will be misaligned when you open the file.

2. **CLICK TOOLS – MACRO – RECORD NEW MACRO...**

A record macro box come up and ask you to enter a Macro name. Currently there will be a name already in it called “MACRO5” or something similar. I want you to replace it with “**FORMATLABEL**” and click OK. You will see a picture like the one on the right.



3. **CLICK EDIT - SELECT ALL**

Will block the entire document.

4. **SELECT COURIER or COURIER NEW FONT SIZE 10**

Click and change font style & size (located on the toolbar or the FORMAT menu) and select FONT.

*Note the data will start reconfiguring for you after you change the font style and size!

**While the document is still blocked, go to the Paragraph feature shown below. (or as applicable)*

5. **CLICK FORMAT - PARAGRAPH – LINE SPACING-EXACTLY**

This will space your data correctly.

6. **CLICK FILE - PAGE SETUP -**

Lastly, change the Page Margins to:

Select .5 for the top and bottom

Select .18 for the left

Select .15 for the right

The computer may then prompt you with a message that says the data is out of format, would you like WORD to fix it? Answer IGNORE. The document will be reformatted for you. You may edit, etc. If you have done the instructions correctly, the labels should be formatted correctly on your screen.

7. **STOP MACRO RECORDING**

This is done by clicking the square button on the picture below.



8. **DELETE UNWANTED DATA**

Click any where on your highlighted data to deselect and delete unwanted data both at the top and bottom of your file. Do this by blocking and cutting. Make sure the first line on the top of the page is a blank line and the next line follow it is the labels. For example, if you have three blank lines on the top, you will need to delete two of them. Or if you have no blank line at the top, you will need to insert one by hitting the Enter key at the top of the page.

Running the macro

*From now on, you can open the downloaded file and run the **FORMATLABEL** macro under **TOOLS** and select **MACRO**.*

Example:

1. *CLICK FILE – OPEN*

Located the download file and open it. In our example, the file we downloaded is called **TMKLABEL.DOC**, which is saved in the C drive. So, in the **Look in:** box, look for something that has “**(C:)**” at the end. For example, my computer C drive is called “**Hp_pavilion (C:)**”. Click it and then look for the **TMKLABEL.DOC** file under the big white box below. *Note that the margins and the labels will be misaligned when you open the file.

2. *CLICK TOOLS – MACRO – FORMATLABEL*

When you click the **Tools** and select **Macro**, the macro box will be displayed. In the box, a list of macro names will be Listed and there should one called “**FORMATLABEL**”. Located it and highlight it and click **RUN**.

3. *DELETE UNWANTED DATA*

Click any where on your highlighted data to deselect it and delete unwanted data both at the top and bottom of your file. Do this by blocking and cutting. Make sure the first line on the top of the page is a blank line and the next line follow it is the labels. For example, if you have three blank lines on the top, you will need to delete two of them. Or, if you have no blank line at the top, you will need to insert one by hitting the Enter key at the top of the page.

4. *PRINTING THE LABELS*

You can now print the labels on paper and match it with your label sheet to make sure they are aligned correctly. I recommend that you print the first 2 to 3 pages of labels for the test. For example, click **File** and select **Print**. In the Pages: box, type 1-3 and click OK. The label sheet that works with this instruction is **Avery 5160**.