



**M.A.S.S.**

*Software Designed  
with  
People in Mind*





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## MAKING A WORKING DISC

### IBM and COMPATIBLES

Within the scope of this manual we cannot go into details of what a operating system is and how programs work etc. We can however go through the things you need to do in order to get EASY LABELLER working on your computer. Your computers user guide should give you an explanation of the MS-DOS operating system, how to copy files, load and run programs etc.. Please read it.

Should you have any problems using our EASY LABELLER software then we will do our utmost to help.

HOWEVER, WE ARE NOT EQUIPPED TO GIVE ADVICE IN THE GENERAL USE OF YOUR COMPUTER OR IT'S OPERATING SYSTEM. THIS INCLUDES ANY PROBLEMS YOU MAY HAVE WITH FORMATTING, COPYING, CONFIGURING YOUR SYSTEM OR ANY OTHER MS-DOS COMMANDS. IF YOU HAVE ANY PROBLEMS YOUR DEALER IS IN THE BEST POSITION TO HELP.

Follow the steps below for using EASY LABELLER on a FLOPPY disc.

1. Copy both the discs supplied with EASY LABELLER using the MS-DOS utility DISKCOPY. Label the discs accordingly.
2. Put both discs supplied with EASY LABELLER in a safe place and do not use.
3. At the A> prompt insert your start of day disc (MSDOS) into drive A: Insert your EASY LABELLER program disc into drive b: and type :

B: INSTFLOP                    then press [RETURN] or [ENTER]

Providing no errors occur you are now ready to use EASY LABELLER.

## MAKING A WORKING DISC

### IBM and COMPATIBLES

#### USING A HARD DISK

To use EASY LABELLER on a hard disk system you must create a new directory using the MS-DOS MKDIR command and copy all files from the two discs supplied to the new directory. Should you require more data (for more or different sized labels) repeat this process in a new directory and TREAT EACH DIRECTORY AS A SEPERATE PROGRAM.

IMPORTANT - THE EASY LABELLER COMMAND 'NEW DISC' WILL CREATE A NEW DATA FILE IN THE CURRENT DIRECTORY ERASING ANY EXISTING DATA FILE. USE WITH EXTREME CAUTION.

THE EASY LABELLER COMMAND 'CHANGE DISC' IS INEFFECTIVE.

From your root directory and with the EASY LABELLER floppy disc in drive a: type :

A:INSTHARD                    then press [RETURN] or [ENTER]

You are now ready to use EASY LABELLER.





## EDITING TEXT

### IBM and COMPATIBLES

Full facilities for editing text is provided for. The keys for manipulating text are described below.

[DEL]	Deletes the character under the cursor.
[BACK SPACE]	Deletes the character to the left of the cursor.
[LEFT ARROW]	Moves cursor left.
[RIGHT ARROW]	Moves cursor right.
[UP ARROW]	Moves cursor one line up when more than oneline of text is being edited.
[DOWN ARROW]	Moves cursor one line down when more than one line of text is being edited.
[RETURN]	Performs a carriage return when more than one line of text is being edited. This key is also used to signal the end of data or command text.
[ENTER]	See [RETURN]
[INSERT]	Toggles over-write and insert mode.
[ESC]	When editing more than one line of text this key ends the current editing session. Other actions are described on screen.
[PAGE UP]	Deletes a line at the cursor position from within the label and moves all text from below up one line.
[PAGE DOWN]	Inserts a blank line at the cursor position from within the label and moves text down one line.



## MAKING A WORKING DISC

PCW8256/PCW8512

First of all make a copy of the supplied disc using the program DISCKIT which can be found on side B of the CP/M AMSTRAD discs. Remember to copy BOTH SIDES of the disc. If you are unfamiliar with the DISCKIT COPY program then refer to your user manual.

Side A of your newly copied disc should be labelled as your WORKING PROGRAM DISC and is now ready for use. Side B should be labelled LABEL DATA DISC FOR STANDARD LABELS and is also ready for use.

If you wish your EASY LABELLER to autorun, like LOCOSCRIP and are familiar with the CP/M PIP program, simply copy the .EMS file from your CP/M disc to the newly copied WORKING PROGRAM DISC.



## EDITING TEXT

### PCW8256/PCW8512

Full facilities for editing text is provided for. The keys for manipulating text are described below.

[DEL RIGHT]	Deletes the character under the cursor.
[DEL LEFT]	Deletes the character to the left of the cursor.
[LEFT ARROW]	Moves cursor left.
[RIGHT ARROW]	Moves cursor right.
[UP ARROW]	Moves cursor one line up when more than oneline of text is being edited.
[DOWN ARROW]	Moves cursor one line down when more than one line of text is being edited.
[RETURN]	Performs a carriage return when more than one line of text is being edited. This key is also used to signal the end of data or command text.
[ENTER]	See [RETURN]
[COPY]	Toggles over-write and insert mode.
[STOP]	When editing more than one line of text this key ends the current editing session. Other actions are described on screen.
[EXTRA]+[UP ARROW]	Deletes a line at the curser position from within the label and moves all text from below up one line.
[EXTRA]+[DOWN ARROW]	Inserts a blank line at the curser position from within the label and moves text down one line.

## ABOUT EASY LABELLER

The EASY LABELLER was designed to be simple and easy to use by all those who have need for printed labels or other continuous stationery.

Written in high speed M.P.E. Workforth the program is fast to use with near instant data access times. The program is command driven and consequently does away with complicated menu nesting. Full on screen text editing facilities allow for quick data entry and data correction. All programs and data are self contained so the need to deal with disc files is eliminated.

Features of the program include automatic instant sorting, categories, date stamping, serial numbering, message coding, find text and print label, find text and change label to name just a few. Virtually any size labels may be created including across the web printing. Different print styles are catered for with user defined printer codes. Up to 1000 labels may be stored on a disc depending on label size.

In short we have endeavoured to include as many features as possible and to ensure the program is extremely easy to use at all times.

## ABOUT COMMANDS

Commands are arguably the easiest way to make a computer perform various tasks. Everything works from the COMMAND SCREEN. A command is typed in at the keyboard, the program then obeys the command and on completion patiently waits for further commands.

The simplest of all the commands in the program is :

HELP

All commands should be followed by [RETURN] or [ENTER]. Commands may be entered in upper or lower case with or without spaces. Some more commonly used commands have a single letter equivalent. For example the ' HELP ' command may be abbreviated to ' H ' . If a command is not understood by the program the message:

WHAT? .. ENTER H FOR HELP

appears. Entering ' H ' will list all the commands available to you with a brief description of their actions. If you are at your computer now, try it. To stop the scrolling action press the [STOP] or [ESC] key once. Pressing [STOP] or [ESC] a second time returns back to the COMMAND SCREEN, any other key resumes the listing.

Pressing the [STOP] or [ESC] key to freeze or abandon the execution of a command is common throughout the program.

If you want a hard copy of the help page enter the command:

PRINT HELP

We are now ready to describe the commands available to you in the EASY LABELLER program.



## COMMANDS continued.

### ADD LABEL continued

If a ? is placed within the text of a label, when the label is printed the ? will be replaced by the date set earlier.

In a similar vein, if a \$ is found within a label when printing, it will be replaced by a serial number. The serial number is incremented by one when printed. The serial numbers can be set to start at a particular number by using the command SET COUNTER. To make the program print several labels with the same serial number then use the command SET COUNTER GAP. The number given (GAP) is the number of labels to have the same serial numbers. You can even format the serial number to the required length using the command SET ZEROS.

A " will be replaced by a message that is asked for when using commands that print labels.

Anything found after a [ will be ignored to the end of that line. This would be useful to store further non-printable information on a label (such as a telephone number on an address label.)

It is also possible to have different print styles on the same label. This is done by using a : followed by a print code-letter. For example to print a line in Italics the followed would have to be included in the label:

```
:I THIS IS ITALIC :i THIS IS NOW NORMAL
```

The full list of codes are as follows:

:I	ITALICS ON	:i	ITALICS OFF
:B	BIG ON	:b	BIG OFF
:C	CONDENSED ON	:c	CONDENSED OFF
:U	UNDERLINE ON	:u	UNDERLINE OFF
:N	NLQ ON	:n	NLQ OFF

You may need to set these codes depending on your printer. This is described later.

Please note: Using different size characters and across the web printing may cause undesirable effects.



COMMANDS continued.

ADD LABEL continued.

The numbers down the left hand side of the label are used for selective printing of lines. This is explained in greater detail in the command SET TEMPLATE.

When you are satisfied with the label pressing the [STOP] or [ESC] key saves the label to disc and returns to the command screen.

WIPE OFF

Normally when adding labels you are presented with a blank label. Issuing this command prints the text from the previous label onto your new label. This is useful when you have several labels which differ only in minor details.

The command WIPE ON restores the normal blank label.

CHANGE LABEL or C

After entering this command the program will ask for the name of the label to change. If no name is entered the program returns to the command screen (this is in common with all other commands). Once entered the procedure is that of the command ADD LABEL except the name of the label may not be changed.

DELETE LABEL

Again the program asks for the name of the label to be deleted. The program asks for confirmation before actually deleting the label.

## COMMANDS continued.

### PRINT or P

This command allows the printing of a particular label. After entering the label name the program then asks for the number of labels to print.

You are then prompted for a message. Whatever is typed in at this point replaces a " if found within the selected label. For example if on all labels you include the " and then enter "HAPPY CHRISTMAS" to the enter message prompt, all labels printed will have "HAPPY CHRISTMAS" on them. At Easter the message could be changed to "HAPPY EASTER" without having to edit every individual label.

Once printing has started, pressing [STOP] or [ESC] twice will stop the printing process. This is consistent throughout all commands connected to the printing of a label or labels.

If printing does not commence then it could be due to the printer being off line.

### CAT PRINT

This command is similar to the PRINT command but will print all labels with a particular category starting from a particular label.

When the name of the starting label is asked for, a null entry will force the program to start at the first label in the program.

A category of 0 entered will result in all labels, irrespective of their category, being printed, (this is also consistent throughout the program) again starting from the selected label.

COMMANDS continued.

#### SINGLE or S

This command allows for a single label to be written and then printed to the printer without saving the label to disc. The procedure is that of the commands ADD LABEL and PRINT with the exception that no name or category is required.

#### PAUSE ON

By issuing this command, when printing more than one label, the program can be made to stop between labels, and wait for a keypress. The compliment command to this is PAUSE OFF.

#### TEST PRINT

This command prints a dummy label to the printer and is useful for making sure your labels are correctly positioned in the printer.

#### PRINT NAMES

It may be necessary to know which label has what category. This command prints the label name and its associated category to the printer, starting from a particular label.

#### PRINT CAT NAMES

This is the same as PRINT NAMES except a category is required and only labels that match the entered category are printed.

COMMANDS continued.

LIST NAMES or L

This is identical to the command PRINT NAMES except the information is displayed on the screen instead of printed to the printer.

CAT LIST

Same as PRINT CAT NAMES but output is to the screen.

FIND

This is a particular powerful command. After entering the text to find, the program will search all labels for a match to the entered text. Case type and spaces are ignored. For example, 'MR. SMITH' as the text to find, would find both 'mr. Smith' as well as 'Mr. Smith. When the text is found within the label the program automatically calls the command CHANGE LABEL and any changes to the label may be made in the usual way.

FIND AND PRINT

This command is similar to the FIND command, but instead of calling CHANGE LABEL when the text is found, the PRINT command is executed.

SCAN

After entering a category and a starting from name, the program will scan all labels and give the options to change the label, print the label, continue with the scan or quit.

COMMANDS continued.

DATE

Use this command to change the date.

NEW DISC

Each data disc is set up for a particular size label. This command allows for the setting up of a new data disc. The program asks for the number of characters across the label and the number of lines down the label. After entering and confirming these setting, you will be asked to insert a CLEAN FORMATTED disc and a data disc will be created. The new disc should be labelled accordingly. Once complete the program will re-run as at switch on.

DO NOT REMOVE OR INSERT ANY DISCS UNTIL PROMPTED TO DO SO. IT IS QUITE NORMAL FOR A FEW PAUSES TO OCCUR WHILE TIDYING AND SAVING INFORMATION IS TAKING PLACE. RESIST THE TEMPTATION TO PRESS RANDOM KEYS DURING THESE PERIODS.

CHANGE DISC

Each data disc needs to be logged into the program and this command does just that. Use this command when you wish to use different data disc during use of the program.

DO NOT REMOVE OR INSERT ANY DISCS UNTIL PROMPTED TO DO SO. IT IS QUITE NORMAL FOR A FEW PAUSES TO OCCUR WHILE TIDYING AND SAVING INFORMATION IS TAKING PLACE. RESIST THE TEMPTATION TO PRESS RANDOM KEYS DURING THESE PERIODS.

COMMANDS continued.

### ITALICS ON

Labels may be printed in different type styles. The command ITALICS ON would force all labels to be printed in italics until such time as the command ITALICS OFF is entered. There are six other similar commands.

BIG ON	BIG OFF
CONDENSED ON	CONDENSED OFF
NLQ ON	NLQ OFF

The print types may be mixed for different effects. For example NLQ ON and ITALICS ON and BIG ON would produce near letter quality, double width, italic characters.

Please note: Any print type codes found within a label override the above settings.

You may need to set these codes depending on your printer. This is described later.

Using different size characters and across the web printing may cause undesirable effects.

### SET COUNTER

Sets the number to start from when serial numbered labels are printed.

### SET COUNTER GAP

Sets the number of labels to be printed with the same serial number.

COMMANDS continued.

SET ZEROS

This command controls the print format of the serial number. You are prompted for a number. The number entered is used to control the length of the serial number. For example entering three would print out the number '99' as '099'. Entering an eight would print the number '99' as '0000099'.

SET MARGIN

Sets the position in to start printing from the left hand side of the printer.

SET GAP

Sets the number of line feeds to be performed between labels. This could be useful if continuous envelopes are to be used instead of labels.

SET SPACE

Sets the number of spaces to be printed between labels when more than one label across the web stationery is being used.

SET LABELS ACROSS

Sets the number of labels across the web.



COMMANDS continued.

SET ITALICS ON

This command is one of a set of eight to allow for customisation of printer control codes. You will be prompted for three codes (numbers). You will need to refer to your printer manual to find out what these codes are. For example, on a MICRO P MP165 printer the codes for NLQ ON are 27 109 0 (just enter zeros if less than three codes are required).

The full set of commands are listed below.

SET ITALICS ON	SET ITALICS OFF
SET BIG ON	SET BIG OFF
SET CONDEENSED ON	SET CONDEENSED OFF
SET NLQ ON	SET NLQ OFF
SET UNDERLINE ON	SET UNDERLINE OFF

TEST PATTERN

This command will print out the effects, on plain paper, of setting the parameters listed below to various values.

LABEL WIDTH  
LABEL DEPTH  
MARGIN  
GAP  
SPACE  
LABELS ACROSS

Please note. This command does not change the above settings but is designed to show the effects should you decide to change them using the appropriate commands.

COMMANDS continued.

### SET TEMPLATE

This command allows for individual lines of the label to be selectively printed in any order. For example if just lines 1, 6, 3 and 5 of the labels are required to be printed or listed (see command below) then the template would be set to 1,6,3,5. The default template when the program is run is 1,2,3,4,5,6,7,8. The template is displayed on the command screen.

### LISTING

If a listing on plain paper is required in listing form instead of label format then this command is used. The printout uses the template to print the required lines in the listing. The condensed print type is automatically used to allow for maximum characters across the page but should the number of characters to be printed in one line exceeds 132 (possibly due to too many lines in the template) then wrap round occurs.

### DAY END

THIS COMMAND MUST BE ENTERED WHEN THE PROGRAM IS FINISHED WITH. NO OTHER WAY SHOULD BE USED TO EXIT FROM THE PROGRAM (SUCH AS SWITCHING OFF). FAILURE TO ISSUE THIS COMMAND COULD RESULT IN CORRUPT DATA.

## NEW COMMANDS FOR VERSION 3.5

EASY LABELLER has been upgraded to a new version 3.5. The new commands and alterations to existing commands are given below.

### SET STEP

This command sets the number which will be added to the serial number next time round.

For example; If you wish your serial numbers to be in steps of 10 then then set the step to 10.

### FILE EXPORT

This is designed to enable you to produce a standard text file to use as you wish. i.e. in other programs.

The command is identical to the CAT PRINT command except all output is sent to a disc file the name of which you will be prompted for.

Use on a single floppy drive version.

If you only have one disc drive the filename must specify the memory drive. You MUST always leave the labeller data disc in drive a:.

BEFORE USING THIS COMMAND BE SURE TO MAKE BACKUP COPIES OF YOUR DATA DISCS.

### FILE IMPORT

This allows you to import labels from a standard ASCII file.

To use this command follow the instructions below.

1. Create a data disc by using the command NEW DISC. ( If using a hard-disc see notes on page B of the supplement - Using a HARD DISC.)

2. Edit your ascii file to match the size labels created on the data disc. For example - if you have created a data disc that has 33 characters across and 8 lines deep (standard address label size) then your ascii file should be similar to the one over leaf.

Mr Smith (1)  
43 Bessemer Street (2)  
Winchester (3)  
Discover (4)  
DV1 2SD (5)  
(6)  
(7)  
(8)

leave a blank line to separate labels

(1)  
The Manager (2)  
Lovers Leap Ltd. (3)  
Rubbers Road (4)  
Cirencester (5)  
West folk (6)  
NN4 5GG (7)  
(8)

leave a blank line to separate labels

3. Re-run EASY LABELLER and make sure you use the freshly created data disc when asked for a data disc. This would normally be inserted into DRIVE A: (Hard disc users select the appropriate directory.)

4. Make sure your prepared ascii file is either :

- i. In the MEMORY DRIVE if using a single drive machine.
- ii. In the MEMORY DRIVE or B:DRIVE on a twin disc machine.
- iii. In the MEMORY DRIVE, A:DRIVE or in the SAME DIRECTORY as EASY LABELLER on a hard disc machine.

5. At the EASY LABELLER command screen type:

FILE IMPORT

6. You are then asked for the filename of the ASCII file you want to import. Remember to specify the drive in the filename.

As only the label data is imported from the ascii file, you will need to name and categorise each labels. This is best done using the new command BATCH ADD (See below).

#### SECURE DATA

For speed all label names and categories are held in the machines memory. Issuing this command at any time ensures these names are flushed to disc. This is essentially what the DAY END command does.

### LABELS USED

This command quite simply displays for you the maximum number of labels of the current size you may have on the data disc and how many labels have been used.

### BATCH ADD

This allows for very quick entry of data. You will be prompted for how many labels you wish to add. The program then continuously calls the add label command without going back to the command screen each time. If you wish to break out prematurely then when you have finished editing the body of the label press [STOP] [ESC] three times quickly. The first press performs its normal function of finishing the editing process, the second press freezes the computer as is normal, the third press aborts.

This command can also be used in conjunction with the IMPORT DATA command. When your ascii file has been imported to the data disc the labels have no names or categories. Consequently issuing this command will cause the program to load in the first label on the disc instead of a blank label. You can then name and categorise the label in the normal manner.

### RENAME

This command renames a label. You will be asked for the name of the label to rename. The label will appear on the screen with a blank name ready for you to rename. You also have an opportunity to edit the label should you wish to.

### CAT DELETE

This allows you to delete categories of labels en block. USE with care.

### COPY LABEL

COPY LABEL allows you to select a previously added label and if necessary edit the label, (as change label) then immediately calls the ADD LABEL command. The body of the label will be that of the selected label and you can then give the label a new name.

### CHANGE CAT

This command is used to change all labels from one category to another. Beware entering a category of 0 when asked for the old category as this will cause all the labels on your data disc to have the new category.

## SET EPSOM

Sets printer control codes for epsom printers.

## STATUS

This command will show you the setting of; MARGIN, SPACE, GAP, LABELS ACROSS, COUNTER START, COUNTER FORMAT, COUNTER GAP, COUNTER STEP.

## IMPROVEMENTS

### FIND AND PRINT

The flexibility of this command has been increased. You are now prompted for a category in which to find the specified text.

There are more shorter entry commands. These are listed below.

A	=	ADD LABEL	ST	=	SET TEMPLATE
C	=	CHANGE LABEL	FE	=	FILE EXPORT
P	=	PRINT	SD	=	SECURE DATA
CP	=	CAT PRINT	LU	=	LABELS USED
S	=	SINGLE	BA	=	BATCH ADD
PN	=	PRINT NAMES	RN	=	RENAME
PCN	=	PRINT CAT NAMES	D	=	DELETE LABEL
L	=	LIST NAMES	CDL	=	CAT DELETE
CL	=	CAT LIST	CL	=	COPY LABEL
F	=	FIND	CC	=	CHANGE CAT
FP	=	FIND AND PRINT	ST	=	STATUS
SC	=	SCAN			









