File Menu Functions

The following section describes all the functions on the 'File' menu that were not mentioned in the Setup chapter. Items that were mentioned in that chapter will be noted as such.

This chapter contains all the basic import and export functions related to the system.

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File

The 'File' menu is only available in MacCheckout in the 'Unlaunched' mode. It is here that all the import and export functions are located. It is these functions that this chapter will concentrate on. Other items that have been described previously will be noted as such and you will be told where they are located. These items are mainly the ones covered in setting the system up.

The illustration to the right denotes the contents of the 'File' menu.

New

'New' is used to add an ID record to the database. It will accept the ID number of a person or a piece of equipment. You will be informed if the ID is already on file. If you add a valid ID number MacCheckout will trigger the same sequence of events that are used with 'People Add...' or 'Equipment Add...' depending on the ID number entered. 'People Add...' is described in the 'People' chapter. 'Equipment Add...' is described in the 'Equipment' chapter.

Back Up Data...

'Back Up Data...' is used to perform an immediate backup of all data related to the system. The menu item will be disabled if there is not a valid hard disk selected currently in the system to be used for this task. Hard disks can be selected by using 'Operating Information...' under the 'System Setup' menu. This is illustrated under 'System Setup' in the 'Setup' chapter. You can select up two (2) hard disks for this function. If two (2) are selected then the system will backup to the disk with the oldest current set of records. Each backup is dated when it is done.
(*Note*: A blank file is put into the MacCheckout folder on the backup drive. The name of the file is '   ' and the date of the backup, e.g. '   8/15/03'. This allows you to view the date it was created, if you ever have to restore the system from the backup disks.)
If only one (1) disk is selected then the system will automatically use that disk.
(*Note*: Backup disk drives cannot have the same name as the drive that the system is running on. The backup routines key of the name of the disk, NOT THE SCSI ID NUMBER. All users can recognize their disks by name easily enough, however not everyone is familiar with SCSI ID numbers.)

Fine Transfer...	'Fine Transfer' is used to import or export the fine data that is currently in the system. (See the 'Multiple Locations' chapter for more information.)
Import People...	See the 'Import People' section in this chapter.
Merge...	'Merge' is used to import People and Equipment data from other computers running MacCheckout. (See the 'Multiple Locations' chapter for more information.)
Export Equipment...	See the 'Export Data' section in this chapter.
Export People...	See the 'Export Data' section in this chapter.
Export Info for Barcode...	See the 'Export Data' section in this chapter.
Export Merge File...	'Export Merge File...' is used to create a People or Equipment 'Merge' file. This file can then be 'Merged' into a system running at a different location. (See the 'Multiple Locations' chapter for more information.)
Verify...	Normally you will never have to use 'Verify...'. In the event that a disk error or some other problem occurs and the system has a problem reading a file, this function can be used to 'see' what is wrong with the file. It can be used to verify that the data contained in the files 'MacCheckout.People', 'MacCheckout.Equipment' and 'MacCheckout.Pref' is correct and in the right format. It tells you what is wrong but does NOT correct it since some data may have to be deleted to do this. Using the information provided, it is usually possible to open the file in a word processor and correct the problem manually. In a worst case scenario you can usually recover all your data with the exception of the one record that is corrupted. (*Note*: If you hold down the 'Option' key while selecting 'Verify...' it will cross reference all the reservations currently on file. It will check that all the reservations that people have on file are associated with equipment and vice versa. You will be presented with a dialog box listing the items that have a problem. If an equipment number is listed along with a negative number, then it means that that number of people have reservations that are missing from the equipment records. If the number is positive, then that number of reservations are missing from people records. Ideally you will get a list of all the equipment numbers on file that have reservations and they will all have '0' after them, meaning that there are no problems. This is supplied as a tool to help track down any errors that may occur in the event of a disk problem, e.g. the system could save the People data cor-

rectly but not the Equipment data. As noted above, you will probably never have to use this.)

Preferences...   'Preferences...' is described under 'General Setup' in the 'Setup' chapter.

Color Controls...   'Color Controls...' is described under 'General Setup' in the 'Setup' chapter.

Optional Print   'Optional Print Items...' is described under 'General Setup' in the 'Setup' chapter.
Items...

Page Setup...   'Page Setup...' is described under 'General Setup' in the 'Setup' chapter.

Quit   'Quit' is used to quit the application. All MacCheckout files are closed and the application is exited, leaving you on the desktop or the next application running in memory.

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Import People

Import People...	'Import People...' allows you to import data about people into the system. Selecting 'Import People...' will present you with the standard 'Open' file dialog box. You will only be able to select text files. The system will try and import the file that you select. If, however, the data in the file is not in the correct format then the import procedure will fail and you will be informed of the reason for the failure.

This import data can come from any other system as long as the data is in an ASCII text file, conforms to a certain format, and be on a disk readable by the Macintosh computer you are running the system on. This format is ten (10) items, each separated by a comma or tab and has a return character at the end of each line.

The ten (10) items in order are as follows:
ID#, Last Name, First Name, Address, Apartment#, City, State, Zip#, Phone#, Social Security #.

An example text file using comma separation would contain:
0000000,Robertson,Maxwell,532 N. Cuyler,,Oak Park,IL,60302,000-0000,000-00-0000¬

(*Note*: Notice the two commas after the street address, there is NO apartment number but a blank item must be included as part of the address, otherwise the remaining items would be offset one (1) column to the left.)
(*Note*: '¬' is used to denote a return character.)
(*Note*: If you are importing data from another type of computer system, e.g. a Mainframe, Windows PC or Workstation, then you may get some unrecognizable characters as part of your text file. These will appear as small squares. This is because the character sets on different computer systems are different, or have different meanings. It is suggested that you open the import file in your favorite word processing programming and see if the file has this problem. If the squares are present then you can use the 'Find/Replace' function (if available) to remove them all at once, replace them with nothing. Remember to save the file as a 'text only' file before trying to import it into the system. This is mentioned because the system will import any data present and assume it is valid. It will then flag all the records which have data that does not match the correct format, e.g. Zip codes are either 5, 9 or 10 characters, '00000', '000001111' or '00000-1111'. These squares will present you with a lot of corrections to make. It is much easier to correct the problem before you start the import function. The system will NOT let you 'Save' data records which have data that does not match the correct format.
The records that are verified as being in the correct format are:
ID number, State, Zip Code, Phone # and Social Security #.
Only ID number, Last Name and First Name must have some data in place. The rest of the records can be left bank.)

When you select a file and the data is imported into the systems memory, it is then laid out on the following screen.

ID#:	L Name:	F Name:	Address:	#:	City:	S:	Zip:	Phone#:	Soc Num#:
0000000	Robertson	Maxwell	532 N. Cuyler		Oakpark	IL	60302	000-0000	000-00-0000

	F6 Go Page #	F7 P#- 1|1	F8 P#+ 1|1	F9 Find Bad	F10 File->Disk	F11 Save	F12 Cancel

The data is displayed one page at a time, with the buttons labelled 'F7' and 'F8' being used to page through the data. If you page enough times, then you will be brought back to the starting page.

(*Note*: The buttons 'F7' and 'F8' will only be labelled as such if you have enabled the Functions keys. This is done using 'Preferences' in the 'File' menu. Otherwise they will be labelled 'P#-' and 'P#+" with the number of pages, e.g. 10, making up the rest of the name, e.g. 'P#-1|10'. The 'P#-' decrements the pages and 'P#+' increments the pages. The number of the current page is on the left of the '|' character, e.g. '2|10' or '8|10'.)

As each page is displayed, if any record has some data that does not match the format correctly, then it is high lighted in the current selection color.

(*Note*: The current selection color is whatever is selected as the 'Highlight Color' in the 'Color' Control Panel in the Apple System Software. See the 'Macintosh Users Guide' that came with your computer for further information.)

On this card data can be edited or moved around from column to column as needed.

A common mistake when importing data from another system is that the records are not in the correct order, e.g. 'Phone#' and 'Soc. Num.#' are in the wrong columns.

This can be changed very easily:

Select the button 'Phone#:' at the top of the screen.

Select the button 'Soc.Num.#' at the top the screen.

You will then be asked if you want to 'Replace' or 'Switch' the data that is in the 'Soc.Num.#' column with the data that is in the 'Phone#' column.

'Switch' exchanges the data in each column for every single record imported.

'Replace' will replace every record that is under 'Soc.Num.#' with the records that are in 'Phone#'. This will result in two columns having identical data.

This procedure can be 'Cancelled' also.

You can 'Switch' or 'Replace' columns as needed. After each function, the system updates the display and highlights any records that do not match the format.

Single records can be clicked on and the data in the cell manipulated in different ways. The option are:

Shift 1 column >> and 'ADD TO' data there - This moves the data one column to the right and adds it to the data in the cell, e.g. Click on '60302' and selecting this option will result in '000-000060302' in the 'Phone#' cell.

Shift 1 column >> and 'REPLACE' data there - This moves the data one column to the right and replaces the data in the cell, e.g. Click on '60302' and selecting this option will result in '60302' in the 'Phone#' cell.

Shift 1 column << and 'ADD TO' data there - This moves the data one column to the left and adds it to the data in the cell, e.g. Click on '000-0000' and selecting this option will result in '60302000-0000' in the 'Zip' cell.

Shift 1 column << and 'REPLACE' data there - This moves the data one column to the left and replaces the data in the cell, e.g. Click on '000-0000' and selecting this option will result in '000-0000' in the 'Zip' cell.

Edit - This allows you to edit the data in the cell or type in new data if a cell is blank and needs some data to be in place, e.g. 'Last Name'.

Delete - This allows to delete the content of a cell.

The options along the bottom of the screen are as follows:

'Cancel' aborts the import procedure.

'Save' saves the imported data into the database. It will not allow you to 'Save' the data if any of the records have bad data, data in the wrong format or data that is missing but is required. If it finds a problem, then the data will be paged to the

problem record and the item will be highlighted so that you can correct it.

If all the data is correct you will be asked to decide what type of people you are adding to the database. This is the label that will be entered into each persons 'Status' record, e.g. What is the person? Everyone being imported will be labelled the same way.
(*Note*: You would want to do separate imports for each group. The three (3) labels shown here are the defaults, you can add whatever items you like.)
(*Note*: If a person is already on file as a 'Faculty' or 'Employee' then their status does not change. However, all other status labels are updated to match the one selected. This was done to prevent 'Faculty' people who enroll in a class from being wrongly coded as a 'Student'.)
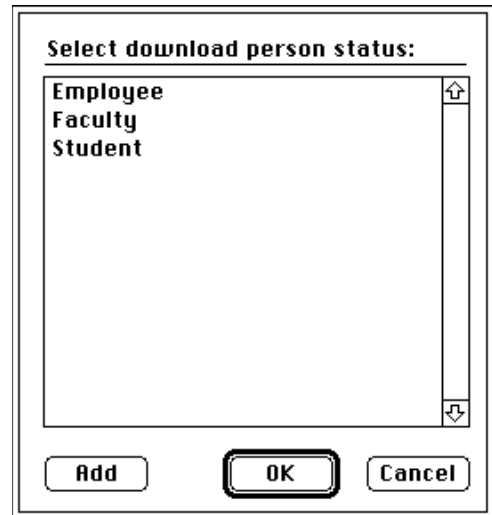
Status

Selecting a 'Status' label will then bring up this dialog. In this example I selected 'Student' as the 'Status'.
Apart from 'Cancel' there are two (2) options. The difference between these options is very important.
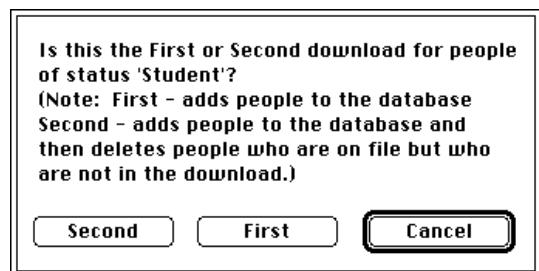
First Download

A 'First' download takes all the data in the import file and adds it to the system. New people are added to the system and old people have their data updated, if the data on file is different from the data being imported.

Second Download

A 'Second' download does the same as the 'First' download but then checks the people who are currently on file with those in the import. If the person is currently on file but NOT in the import file then he/she is deleted from the database. A list of people who are deleted is provided.
(*Note*: This can be used effectively in colleges or schools. Especially if they have add/drop periods for classes at the beginning of each semester. Before each semester starts the database can be updated by importing the current enrolled students into the system. This would be a 'First' download. After the end of 'Add/ Drop' when you know NO more people are going to be enrolled in class this semester, a 'Second' download can be done. The database will be updated to match those currently enrolled in school. Similarly, everyone who is NO longer in

school will automatically be deleted from the database. Helping to prevent unau-
thorized access.)

Restrictions   When you make the decision on the
download, you will be asked if you
want to reset the 'Restrictions'.
(*Note*: You will only be asked this if
the 'Restrictions' are on in the system.)

> Do you want to reset the restrictions?
>
> [No]   [**Yes**]
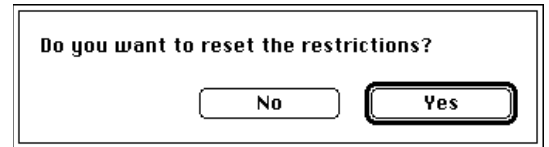
If you have not reset the 'Restrictions' and you are doing a 'First' download then
you will want to do that. However, if you are doing a 'Second' download and have
already created some 'Mass Authorization' group lists (See the 'Mass Authoriza-
tion' chapter) then you probably will not want to reset the 'Restrictions' since this
will lead to some discrepancies in the persons 'Access' status.)

The system will then try and 'Save' the data. It will verify the data format and stop
and report any data that does not match the correct format or is missing when it is
required.

F10
File->Disk

'File->Disk' allows you to save the imported data back to a text file on the hard
disk. This is useful if you have had to correct a lot of data in the import file and
then want to save a copy of the correct information for backup purposes or for use
at another site. (See the 'Multiple Locations' chapter.)

F9
Find Bad

'Find Bad' searches the imported data for bad records and displays the data as part
of the appropriate page on the screen to allow you to correct it.
(*Note*: The records with the bad data will be highlighted.)

F8
P#+ 1|1

F7
P#- 1|1

'P#+...' and 'P#-...' increment and decrement the display by one page. If you click
enough times on a page button, you will eventually come back the page you
started at.

F6
Go Page #

'Go Page #' will allow you to enter a specific page number and have that page
displayed for you. The names of the 'P#+' and 'P#-' buttons can let you know the
current range of the pages. The number after the '|' character is the page total,
which in this case is '1'.

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Export Data

There are several export functions built into MacCheckout. These functions allow you to get data out of the system for use in other applications. The export functions are split into three (3) parts: exporting equipment records, exporting people records and exporting either equipment or people records for use in the creation of barcode labels.
(*Note*: Exporting of Equipment or People records defaults to separating records with commas. This can be changed to tabs if you set the option using 'Preferences...' under the 'File' menu.)

Equipment

Exporting Equipment...

'Exporting Equipment...' displays this dialog box. All the items default to 'Exclude' as shown here. This means that the data is not required to be exported.
(*Note*: You must set at least one item before the export record is considered valid.)
Any option when clicked on, will give you the default 'Exclude' and 'Include' options as part of a pop-up menu. Other options will be available as needed with each item. 'Include' means that you want this record included as part of the export file even if there is no data in the record. Otherwise export queries are based on the options selected and data is excluded if the records do not match the query.

Export Equip Data:	(Select the export options that you require below)				
Type	Exclude	Category	Exclude	Out	Exclude
Access	Exclude	Fine	Exclude	Auth	Exclude
Lv. Bldg	Exclude	Hrs	Exclude		
ID #	Exclude	Owner	Exclude	Manuf.	Exclude
Model	Exclude	Serial	Exclude	Value	Exclude
Purch.	Exclude	P.O. #	Exclude	Barcode	Exclude
Location	Exclude	Status	Exclude	Warranties	Exclude
Stat's	Exclude	Accessories	Exclude	Misc. Data	Exclude

(Note: 'Include' is used to add that record item even if it is empty. 'ALL' is used to add any active records.)   [OK] [Cancel]

Type

'Type' allows you to export all type data or a specific type.
(*Note*: The pop-up menu for 'Type' may take some time to display depending on how many item types you have in your system and how fast your CPU is. So please hold the mouse down and wait a couple of seconds since it must add the type items to the menu list before it can display them.)

Category

'Category' allows you to export all category data or a specific category group.
(*Note*: Categories are the menu names that appear in the menu bar after the system is launched.)

Out

'Out' allows you to export all equipment records or just the ones that can or cannot be checked out.

Access

'Access' allows you to export all equipment records or just the ones that match a specific access time, e.g. 'SAME DAY'.

Auth.

'Auth.' allows you to export all equipment records or just the ones that are 'Autho-

rized' or 'General'.

Lv. Bldg.	'Lv. Bldg.' allows you to export all equipment records or just the ones that can or cannot leave the building.
ID #	'ID #' allows you to export the descriptor name of an item as part of the ID record. (*Note*: On the equipment ID card, the descriptor is the data entered in the field beside the button labelled with the equipment ID number.)
Barcode	'Barcode' allows you to export all equipment records or just the ones that have or have not been barcoded.
Location	'Location' allows you to export all equipment at any location or just the items that match a specific location. (*Note*: The pop-up menu for 'Location' may take a little time to display depending on how many locations you have in your system and how fast your CPU is. So please hold the mouse down and wait since it must add the locations to the menu list before it can display them.)
Status	'Status' allows you to export all equipment records or just the ones that are 'ON' or 'OFF' line.
Warranties	'Warranties' gives you the option to export the two warranty dates as separate items. This means they will take up two record slots instead of one.
Stats.	'Stats.' allows you to export the statistics currently on file for equipment records. For all time data, this can range from total usage which has thirty-three (33) items down to just the current usage which has two (2) items. For all department data, this can range from total usage which has four (4) items down to just current usage which has two (2) items. This is per line, as equipment can have multiple departments using the equipment. (*Note*: This option should be used if you want to keep a record of semester statistics before you use the 'Reset User Statistics' option in the 'Cleanup Utilities' sub-menu of the 'Functions' menu. Since this will reset all the statistics to zero (0).)
Accessories Misc. Data	'Accessories' and 'Misc. Data' give you three (3) options other than the standard 'Exclude' and 'Include'.
	Include Using Delimiter' will cause each accessory or misc. item to be added as an individual record. (*Note*: The only drawback with this is that it causes all the records to be of a different size, since many items have a different numbers of accessory items.)

'**Include Using | char separator**' will cause all accessory or misc. items to be added as one record.
(*Note*: The drawback here is that the record length is limited to 255 characters. Items with a lot of accessories can reach this limit and any excess data is ignored.)

'**Include Using Ascii Char 29 Delimiter**' will cause all accessory or misc. items to be added as one record.
(*Note*: The only drawback with this is that the program you import the data into must use this character to represent multiple line records, e.g. It will be presented to you as a list or pop-up menu.)

All other items only give you the 'Exclude' or 'Include' option. The query options can be as general as to include everything in the database or as restricted as to result in one record.
(*Note*: It is possible to set the options in such a way as to produce a query that results in no records, e.g. Give me all equipment that is OFF LINE, when there is no equipment OFF LINE.)

OK

Selecting 'OK' will display a standard 'Save' dialog. You will be required to enter the name of the file that you want to save the export data to and then the system will process your request.
(*Note*: Certain file names are protected, e.g. you cannot call the export file the name of a MacCheckout file type. A file is only created if the query results in at least one record. It will not produce a blank file.)

People

Exporting People...

'Exporting People...' displays this dialog box. All the items default to 'Exclude' as shown here. This means that the data is not required to be exported.
(*Note*: You must set at least one item before the export record is considered valid.)

```
Export People Data:      (Select the export options that you require below)

L. Name  Exclude      F. Name   Exclude     ID #            Exclude
Address  Exclude      Apt #     Exclude
City     Exclude      State     Exclude     Zip             Exclude
Status   Exclude      Overnight Exclude     Access          Exclude

Reservations  Exclude                 Fines       Exclude
Authorizations Exclude                Equip. Code Ignore

(Note: 'Include' is used to add that record item even
if it is empty. 'ALL' is used to add any active records.)   [ OK ]  [ Cancel ]
```

Any option when clicked on, will give you the default 'Exclude' and 'Include' options as part of a pop-up menu. Other options will be available as needed with each item. 'Include' means that you want this record included as part of the export file even if there is no data in the record. Otherwise export queries are based on the options selected and data is excluded if the records do not match the query.

L. Name	'L. Name' gives you the option of exporting all people or narrowing the export to all last names beginning with one letter, e.g. 'A'.
Status	'Status' gives you the option of exporting all records or a specific 'status' group, e.g. 'Faculty'.
Overnight	'Overnight' gives you the option of exporting all records or just those records that have 'Overnight Access'.
Access	'Access' gives you the option of exporting all records or records with a specific type of access, e.g. 'General'.
Reservations Fines	'Reservations' and 'Fines' give you the option to include all records that have a reservation or a fine. It does not list all the data in these records but totals them, e.g. 5 reservations or 6 fines = $30.00. This allows the data to remain in one record cell and all records to have the same cell count.
Authorizations Equip. Code	'Authorizations' and 'Equip. Code' are tied together. You must select the authorization option and then the equipment code. 'Authorizations' gives you several options apart from individual equipment types. (*Note*: The menu contains all the authorized equipment types in the system as well as the following options.) '**Include Using Delimiter**' will cause each Authorization to be added as an individual record. (*Note*: The only drawback with this is that causes all the records exported to be a different size since people have a different number of authorizations.) '**Include Using	char separator**' will cause all Authorizations to be added as one record. (*Note*: The only drawback with this is that the record length is limited to 255 characters. People with a lot of Authorizations can reach this limit and any excess data is ignored.) '**Include Using Ascii Char 29 Delimiter**' will cause all Authorizations to be added as one record. (*Note*: The only drawback with this is that the program you import the data into must use this character to represent multiple line records, e.g. It will be presented to you as a list or pop-up menu.) Each of these items are also available on the pop-up menu with an 'All' designation, e.g. 'All Using Delimiter'. The difference between 'Include' and 'All' is that the record is included for everyone if you use 'Include' even if there are NO

authorizations on file for the person. 'All' denotes that you only want the people that actually have authorizations to be included as part of the query.

Once the authorization option is set, you must set the 'Equip. Code'. This will provide you with the options to include all the codes available for the authorization option selected or narrow the query to a particular letter code, e.g. 'M'.

All other items only give you the 'Exclude' or 'Include' option. The query options can be as general as to include everything in the database or as restricted as to result in one record.
(*Note*: It is possible to set the options in such a way as to produce a query that results in no records, e.g. Give me all the people authorized for a piece of equipment, when NO ONE is actually authorized for the item.)

OK

Selecting 'OK' will display a standard 'Save' dialog. You will be required to enter the name of the file that you want to save the export data to and then the system will process your request.
(*Note*: Certain file names are protected, e.g. you cannot call the export file the name of a MacCheckout file type. A file is only created if the query results in at least one record. It will not produce a blank file.)

Barcodes

Export info for Barcode

'Export info for Barcode...' displays this dialog box. All items are blank as a default. This dialog can be used to create barcodes or export barcode data for either people or equipment.

Equipment Barcodes

'Equipment Barcodes' use the data options on the left.

'One' allows you to enter the actual ID number of a piece of equipment.

'All' signifies that you want to barcode all equipment in the database.

'Type' signifies that you want to barcode all the equipment ID numbers for a particular type.
(*Note*: 'Type' is the name that equipment will appear under in a menu after the system is launched.)

'Category' signifies that you want to barcode all the equipment ID numbers for a whole category.
(*Note*: 'Category' is the menu name that appears after the system is launched.)

Three (3) optional switches are supplied to limit the selections (one of which must be used):
'All (Ignore Barcode Field)' allows access to the whole database
'All (Update Barcode Field)' allows access to the whole database but updates the records of each item included in the option to now signify that they have been barcoded.
'Barcode Items Not Barcoded' will only include items that have NOT been barcoded. (That have 'No' as the option in the 'Barcode' record on the equipment card.)

People Barcodes	**'People Barcodes' use the data options on the right.**

'One' allows you to create a barcode for a single ID number.

'All' allows you to create barcodes for everyone in the database.

'Group' allows you to create barcodes for everyone in a particular group, e.g. 'Faculty'.

'Label Info' can be used for both Equipment and People barcodes.

The labels typically used for barcoding ID cards and equipment are approximately 1 inch * 2 5/8 inches. This gives you enough space to have a barcode plus three (3) lines of text. The three (3) lines of text can be assigned from the following data:

Equipment:
Equip #, Type, System Name, Address, Phone #.
(*Note*: The last three (3) are the data you assign using 'System Information' under the 'System Setup' menu.)

People:
ID #, Last Name, First Name, Phone #, Social Security #.

The option to 'Include Blank Lines' can be used to ensure all labels have a four (4) item record.

Once the options are set you can select 'Export'. This will present you with a standard 'Save' file dialog. You will be able to name the file that you want the exported data to be saved to.
(*Note*: This option is provided because the system only supports one label size for

Print Barcodes   directly printing of barcodes. You must purchase a third party solution if you want to be able to print different sizes of labels.)

'Print' will print the labels that match the query options selected. The illustration shows the label print controls. It defaults to 'Code39' if the barcode font is present in your system folder. Otherwise it will remain blank. You can then set the font to whatever you want.
(***Note***: You can even set it to a non barcode font but that would defeat the purpose of using this.)

Select Starting Label:

☒ 1   ☐ 2   ☐ 3
☐ 4   ☐ 5   ☐ 6
☐ 7   ☐ 8   ☐ 9
☐ 10   ☐ 11   ☐ 12
☐ 13   ☐ 14   ☐ 15
☐ 16   ☐ 17   ☐ 18
☐ 19   ☐ 20   ☐ 21
☐ 22   ☐ 23   ☐ 24
☐ 25   ☐ 26   ☐ 27
☐ 28   ☐ 29   ☐ 30

Note: Only Avery™ Labels #5160 or #5660 (or third party equivalent) are supported.)

Barcode Options:

Barcode Font:

Code39Barcode

Barcode Start /Stop Char: *

Each Barcode Type has its own char signifying the beginning and end of the barcode. e.g. '*' is used in 'Code 39', which is the default.

[Tweak Layout]

[OK]   [Cancel]

If you change the barcode font, you need to update the 'start' and 'stop' character of the barcode. This will depend on the barcode font used. It is up to you to provide the correct character.
(***Note***: '*' is the 'start' and 'stop' character for 'Code39' barcodes.)

The labels are formatted to fit onto Avery™ Labels #5160 or #5660 (or third party equivalents). No other label size is supported. This seems to be the standard size that people print barcodes out onto. Each page contains thirty (30) labels. And you can control which label that the printer will start on. This allows you to use up partly filled sheets.

Selecting 'OK' will print the labels. You must ensure that the printer is on and that label sheets are in the paper tray oriented the correct way. It will then automatically print all the data that matches the query.
(***Note***: It is recommended that you use a LaserWriter to print your barcode labels. Other printers can print the data but the barcode scanners sometimes have difficulty reading them.)

Tweak Layout   This option is supplied to allow users to adjust the layout if the default settings do not work correctly with their printers. 'Top' and 'Left' offsets control where on the page the 30 label grid starts. The other options control where on the page the three columns are located. 'Print Test' will generate a test sheet that can be used to see if the labels are aligned.
(*Note*: The numbers entered will be saved and used as the default on future occasions.)

Tweak Label Page Layout:

Top / Left Page Location:

Top Offset: 0   Left Offset: 0

The top / left location for printing labels can be moved by entering the appropriate number of pixels.
(Note: A negative number moves items Up or Left.)

Column Locations

Left Column: 0   Middle Column: 0

Right Column: 0

Enter the number of pixels that you want to move each column left or right.
(Note: Each column moves independantly, relative to the current Top / Left location. A negative number moves the column left)

[Print Test]   [OK]   [Cancel]