

Making Student Name Labels in ClarisWorks

The following step by step instructions will guide you through the process of making name labels using the Database module of ClarisWorks. Below are a few samples of what the labels can look like:

Text Specifications:

Font: Helvetica
Size: 60
Alignment: Center



Michelle

Font: Calligrapher
Size: 60
Alignment: Center



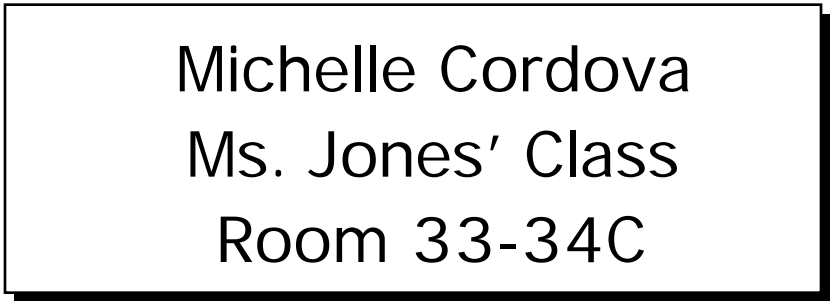
Michelle

Font: Times
Size: 36
Alignment: Center



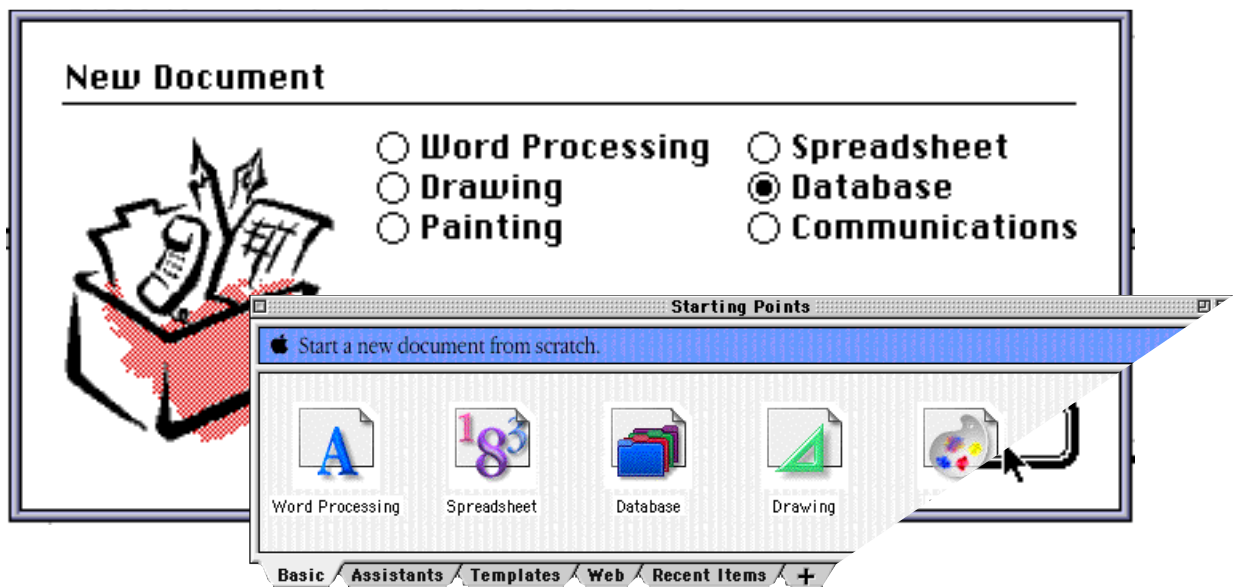
Michelle Cordova

Font: Technical
Size: 24
Alignment: Center
(3 lines of text, return
placed after each line)

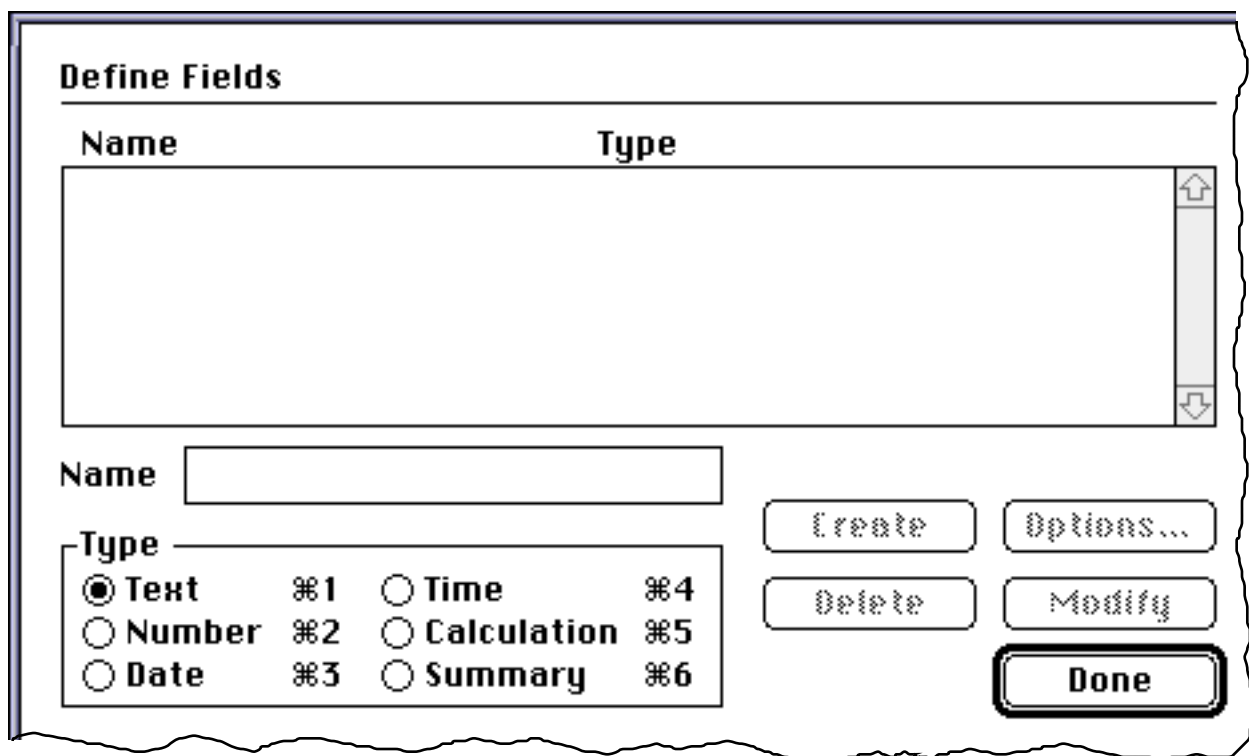


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1. Open the AppleWorks/ClarisWorks application (any version 2.0 or higher). You will see a window with choices of modules to open. Choose Database. Click **OK**.



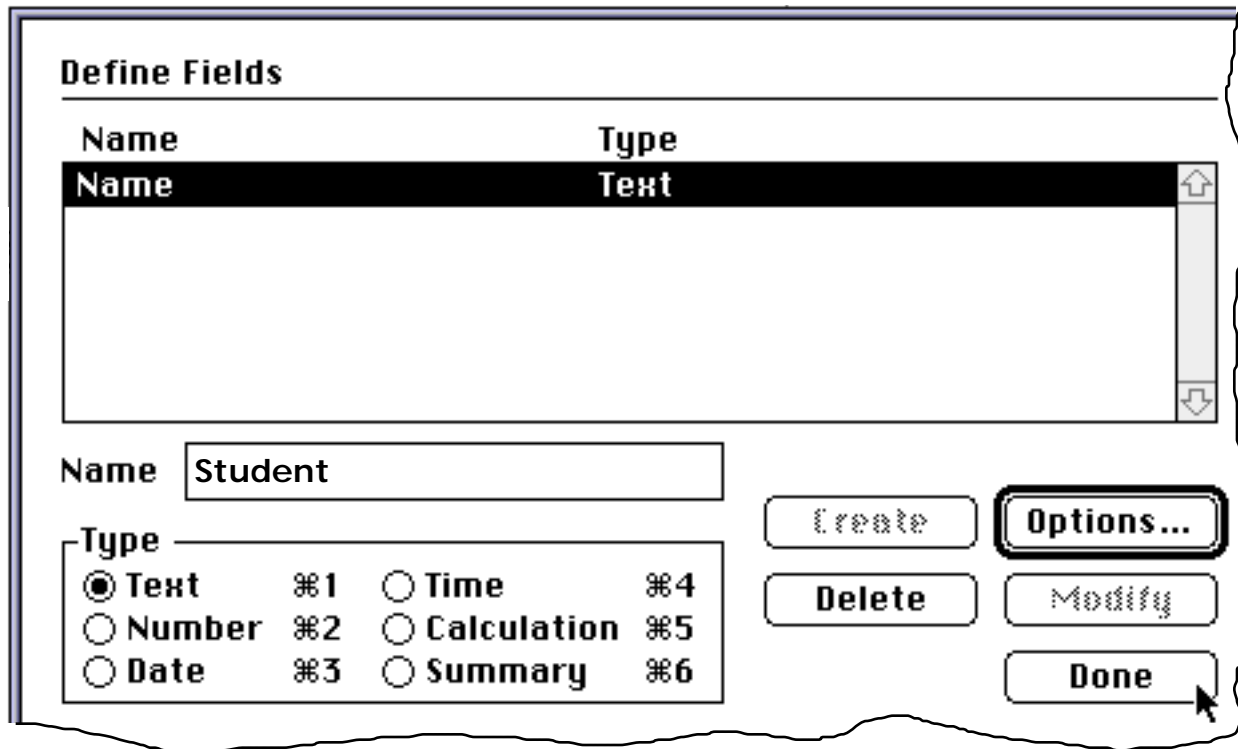
2. As soon as you are in the Database module, you will see the Define Fields dialog box, similar to the one shown below:



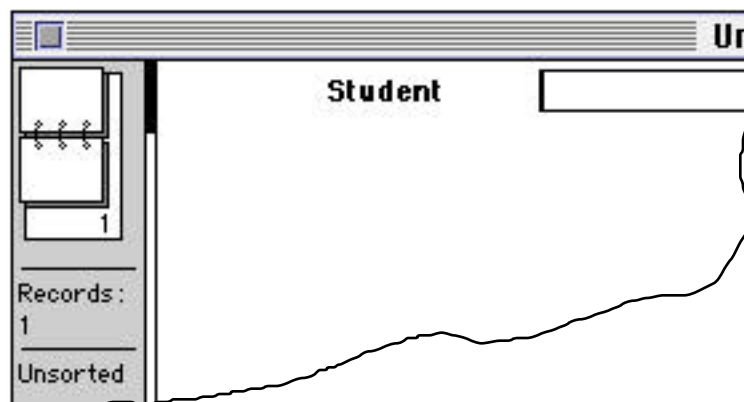
3. Type **Student** in the box where it says Name. (You could really type anything in there that helps you identify what information will go there...but in this case it is the

name of the student).

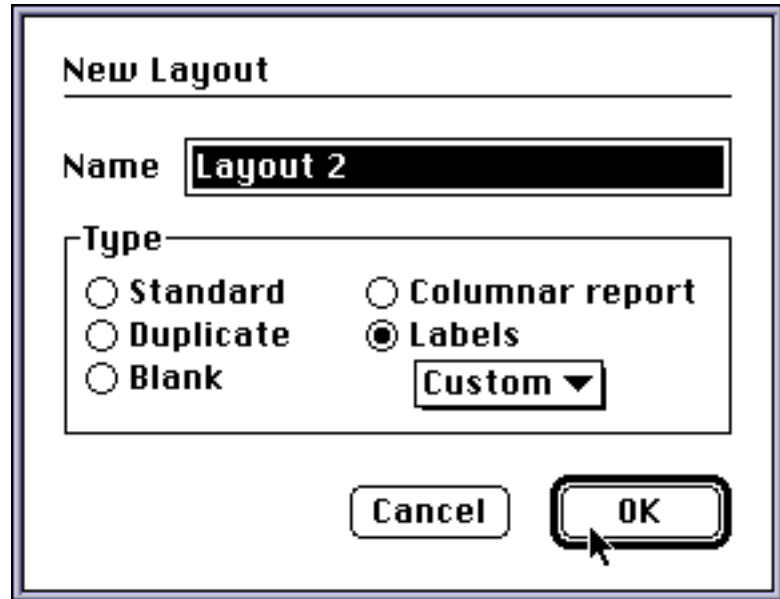
4. Click the **Create** button, then click **Done**.



5. You will now be in the *Browse* mode of the Database. You could type all of your names from your list now and then format the labels, but for the purpose of this lesson, and gaining a better understanding of how labels are created, we'll go right on to laying out the labels in their correct dimensions.



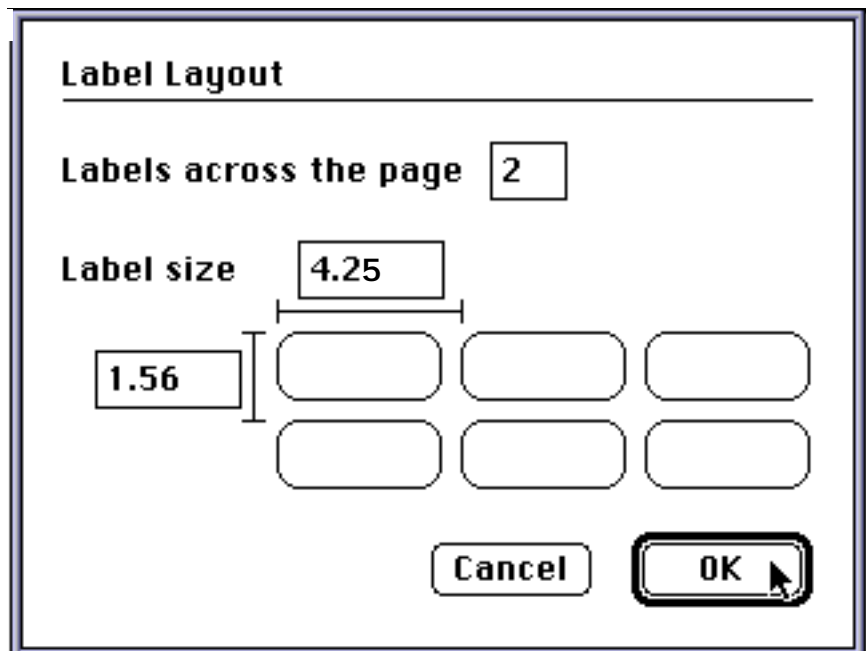
6. Pull down the **Layout** menu to **New Layout**.



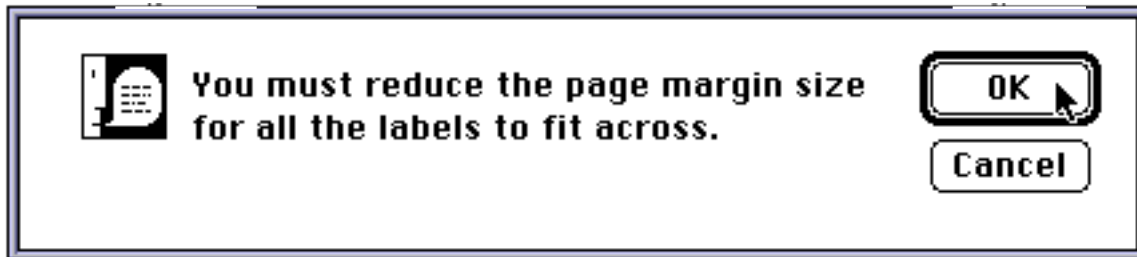
Choose **Labels**. Click **OK**. It is not necessary to name the layout, but you may if you like, as you may later plan to organize your information in different types of layouts.

Incidentally, you could make a database that contains all the Emergency Card info for each student, but then choose to just use the first name field in a layout to make labels.

7. In the New Layout dialog box, you could have chosen from a list of predesigned label sizes, primarily from the Avery company. They make labels for audio cassettes, 3.5" diskettes, envelope labels, VCR tape labels and others.



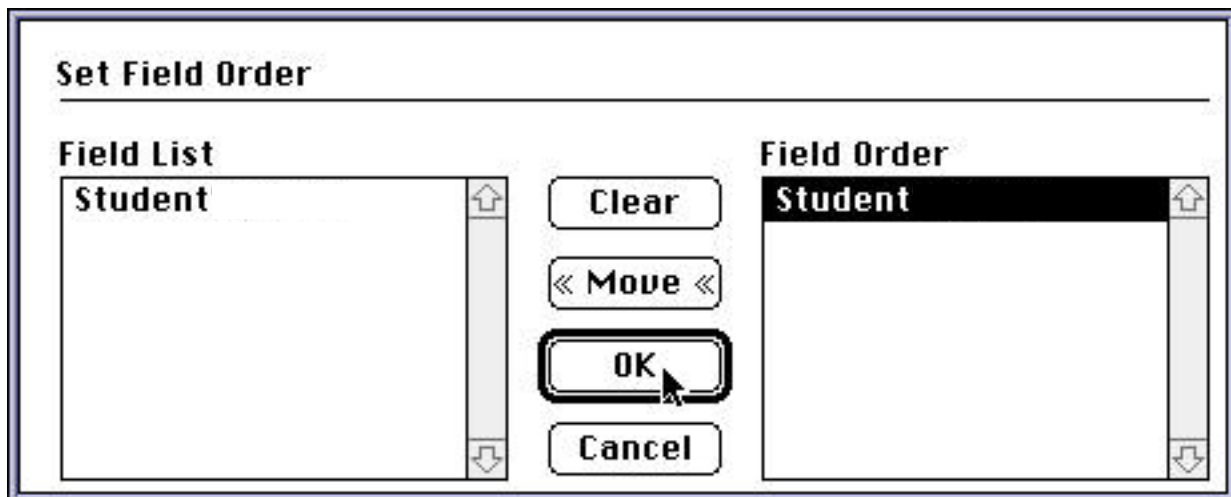
In this lesson, you'll create custom sized labels from label stock we have available at Alexandria. In the **Label Layout** dialog box, type the values shown in the example to the right. If you later want to make labels from label stock you have, it is necessary to either measure the label size and enter it here, or use the label company's stock number in the label size pop-up menu.



8. After you click okay, you will see this reminder message on the screen: Click **OK**.

The reason for the reminder shown above is that many printers can't print all the way to the edge of the paper. Your labels won't go that far either. (If any text on your label goes too close to the edge of the paper, it will be cut off too). Most Laser Printers and Inkjet printers like the Hewlett Packard and Epson models print to 1/4" from the edge.

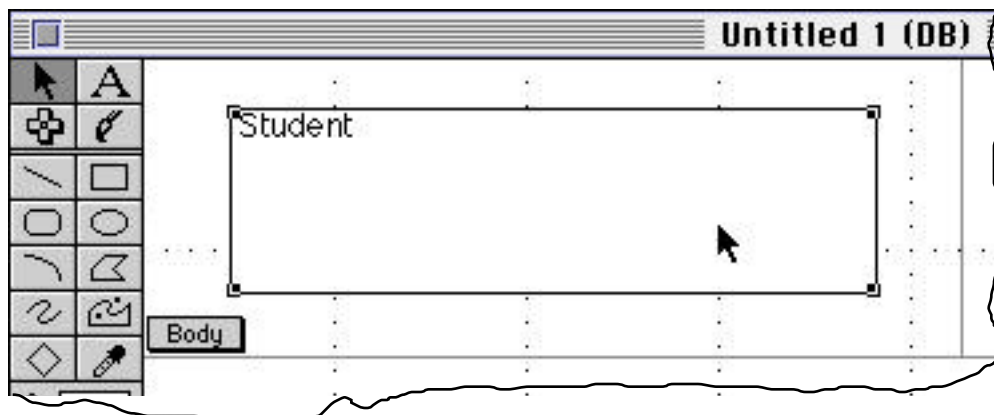
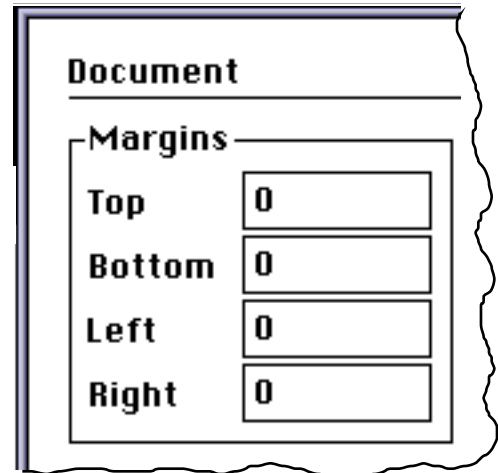
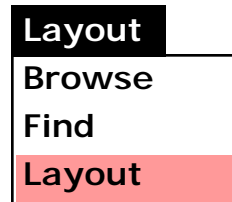
9. Now you see the Set Field Order dialog box. This allows you to tell ClarisWorks in what order you'd like the fields to appear (across or down). For this label file, you just have one field, but you still need to tell ClarisWorks to include it. Click on **Student** in the Field List on the right and then click the **>>move>>** button. Student is moved to the Field Order list on the right. Click **OK**.



10. Pull down the **Format** menu to **Document** and Change all the margins to '**0**' for
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now, as shown here, then click **OK**.

11. Pull down the **Layout** menu to **Layout**.



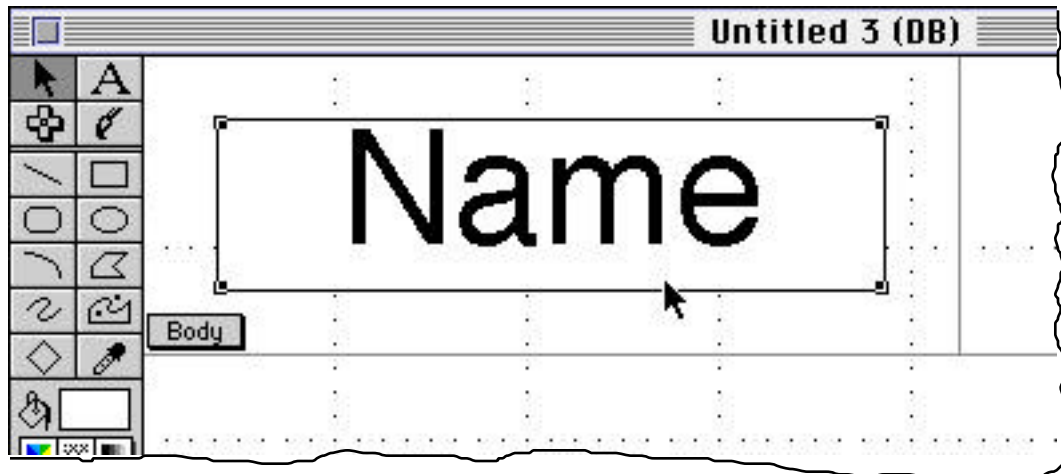
In the Layout view, you can see the position of the name field in relation to the size of the label. The label edges are indicated by the gray lines.

12. Enlarge the field container box as shown:

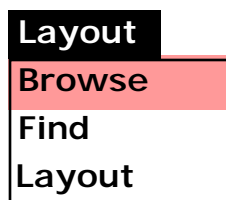
To make it easier to resize the box, pull down the **Options** menu to **Turn Autogrid Off**.

13. With the arrow tool in the tool bar selected, use the **Format** menu to first change the text alignment to Center, and then use the **Font**, **Size**, **Style** and **Text Color** menus (and their submenus) to make the text of your labels appear the way you want.

When you are finished formatting your text, the container name "Student" will appear the way each of the names will. See the diagram that follows:



14. Pull down the **Layout** menu to **Browse**. This is the mode you will use to enter your student names.



15. Pull down the **View** menu to **Page View**. Doing this allows you to see the document as it will appear when printed. I know this doesn't sound like it should be necessary, but it is. Otherwise, your labels will only print down the left half of the page.

View
New View
Open Frame
Page View
Slide Show...

Note: This is also a very important step when making a spreadsheet that you intend to print out, but more on that in another lesson.

16. Now you are ready to begin entering student names. Click the mouse approximately where the first box lies on the page. You should see an insertion point flashing (a large one if you made the text size 48 or 60). Type the student's name.

17. Pull down the **Edit** menu to **New Record** (command-R). Now you'll see the insertion point in the record field to the right. Type each name, then press command-R to go on to the next record. Continue in this way until all names are typed.

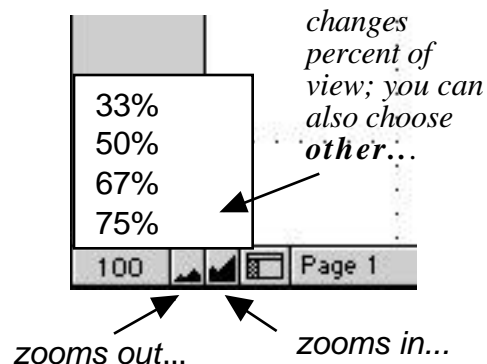
****Important tips:**

a. When a name is too long to fit into the field, you can do one of the following to make it fit:

a. Select the text (either with the mouse by dragging across the text, or by pressing command-A while the insertion point is flashing in the name), and then choosing a smaller size. Do not feel that you must go down from size **60 to 48**. You can choose "**Other...**", and then type in any number smaller that will allow all the text to fit.

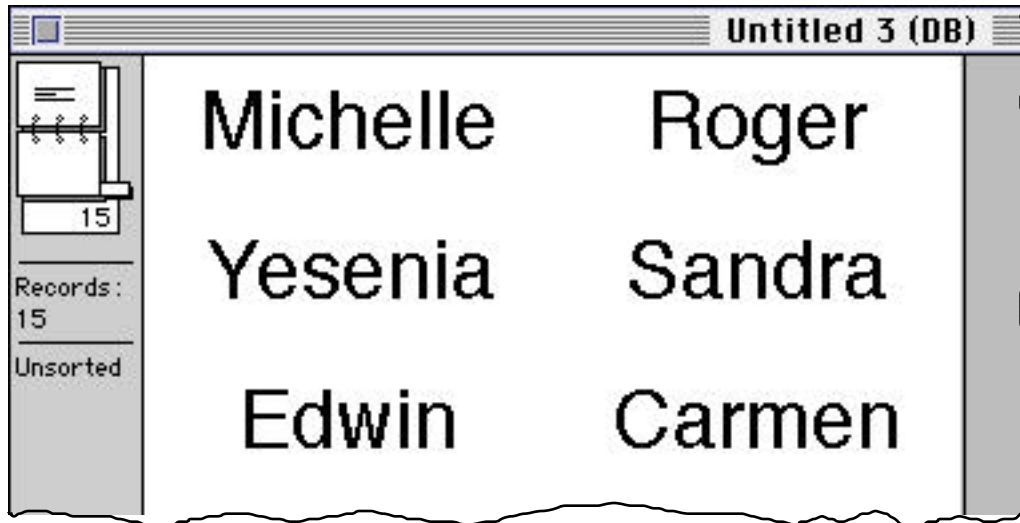
b. A faster method is to press command-A while the insertion point is flashing in the text, and then press command-shift-< ("less than") repeatedly, until all the text fits. This is the better method, as each time you press the command-shift-less than combination, you are reducing the size by only one point at a time, making the size difference less noticeable.

c. Make the page size smaller (by choosing a different percent size, or by clicking on the smaller mountain icon) so that you can see the entire page being filled



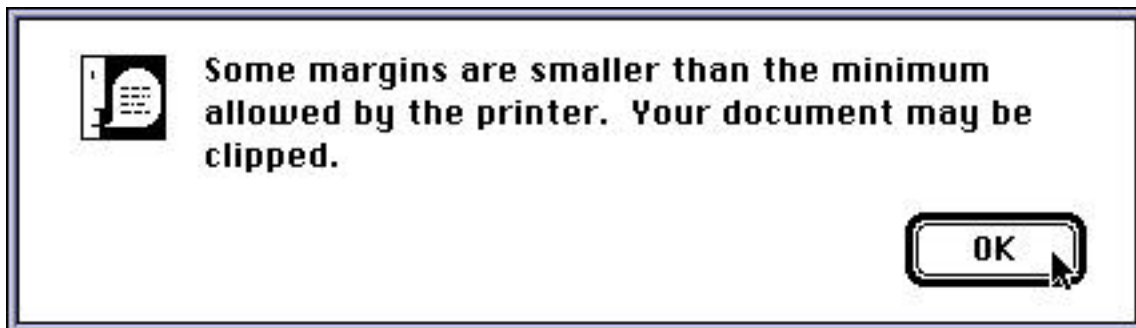
with names as you go. If you are typing the names in a large font size like **60**, it's still easy to see the names.

18. As you are typing names, they should appear like this:



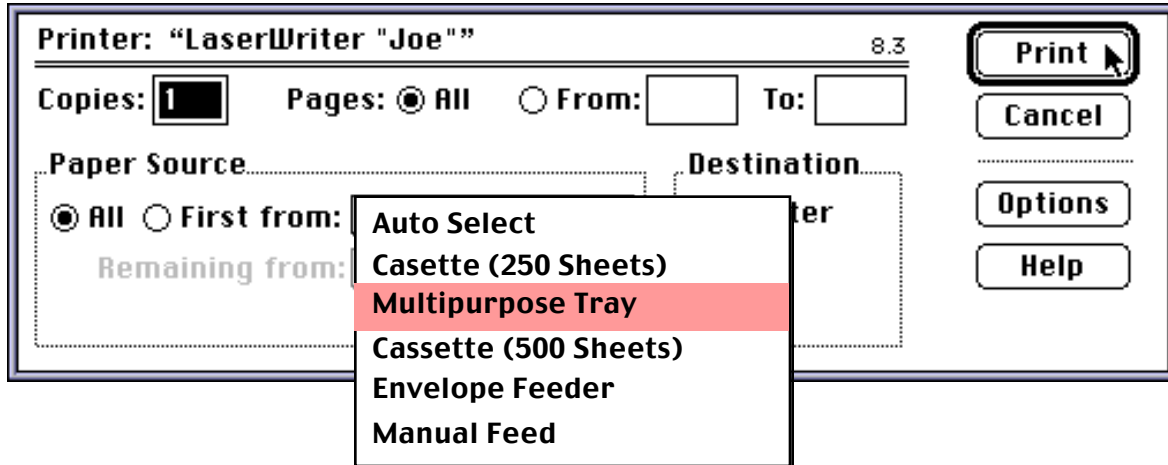
19. Printing is somewhat more complicated than in a simple word processing page.

First, because a Database layout is essentially a drawing, ClarisWorks will warn you to be sure your text is within the allowable margins (again, typically 1/4"). The warning will look like the one below:



You can click **OK**.

If you are using a Laser Printer, you also need to tell the printer where to get the paper from. The Print dialog box below illustrates that:



If you want to print more than one set of the labels, type the number of sets you want in the number of copies box (make sure you have enough sheets of label stock).

***Paper placement in printer cassette of multipurpose tray:

Inkjet printers: Label side face down

Laser Printers: Label side face up