

A-PDF Label utility

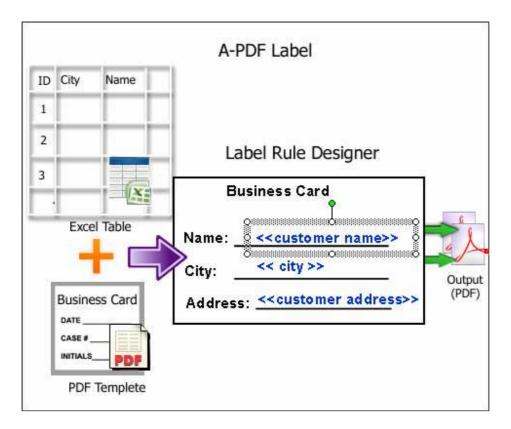
**User Documentation** 

Note: This product is distributed on a 'try-before-you-buy' basis. All features described in this documentation are enabled. The registered version does not insert a watermark in your generated pdf documents.

# About A-PDF Label

A-PDF Label is a simple, lightning-fast and powerful desktop utility program that lets Batch add formatted dynamic Label fields (mailing label) such as Name, Address, City to custom PDF templates (such as in form letters, on envelopes, business card, name badge and so on) for printing, The Label fields lists information come from a spreadsheet in MS Excel file

A-PDF Label provides a visual Label rule editor to define label field format such as Label fieldname, position, font color, font type, alignment, font size conveniently!



A-PDF Label is a great resource if you have sizable mailings -- Christmas cards, volunteer organization, or business contacts, and you need take fields such as address information from a spreadsheet in MS Excel, and formatting it to print as label on custom PDF templates on fly.

#### Released: November 2009

Page 1 of 8



The complete set of A-PDF Label features includes:

- Batch Auto fill all label cells to PDF with the Excel columns field information in seconds
- Custom Templates: You can create your own card template and use it for quick and convenient card creation.
- Auto fill text for popular size labels and business cards from Excel file
- Undo/Redo: Supports Undo/Redo.
- Create Business Cards: Batch create professional quality business cards with Label text from Excel table.

A-PDF Label does NOT require Adobe Acrobat, and produces documents compatible with Adobe Acrobat Reader Version 5 and above.

# System Requirement

- Win98/ME/NT/2000/XP/vista platforms;
- Acrobat Reader 5.0 or above.

# Using A-PDF Label

A-PDF Label can be started either by launching the application via a desktop shortcut, or directly from within Windows/Windows Explorer.

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When you start the program, you will be presented with the primary screen from which all actions are taken.

Page 2 of 8



#### **A-PDF Label utility**

**User Documentation** 

| A-PDF La                     | abel                        |                                      |                              |                           |
|------------------------------|-----------------------------|--------------------------------------|------------------------------|---------------------------|
| File Rule A                  | 1 110 Holeson (             |                                      |                              |                           |
| 🕢 Select Ir                  | put Microsoft Exc           | el File (.xls)                       |                              |                           |
| 📗 🕦 Open e                   |                             | Run <u>S</u> QL C:\go.file           | s\cardlist.xls               |                           |
|                              |                             | Run <u>o</u> qui (calgounie          | s (carolisc, xis             |                           |
| select * fron [S             | Sheet1\$]                   |                                      |                              | SQL windows               |
| Name                         | City                        | Address                              | Phone                        |                           |
| bebenonly<br>Miles           | Patterson<br>Oakdale        | Main Street, Fai                     | 212-123-4567                 |                           |
| Mike<br>Sindy                |                             | Main Street, Fai<br>Main Street, Fai | 212-123-4568<br>212-123-4569 |                           |
| Ray Stevens<br>Yeleloo Tamil | rterville                   | Main Street, Fai                     |                              | Excel Fieldname list      |
| johnp                        | trano                       | Main Street, Fai<br>Main Street, Fai |                              |                           |
| stevem                       |                             | Main Street, Fai                     | 212-123-4573                 |                           |
|                              |                             |                                      |                              |                           |
| C                            | Open DataSource             | e (Excel)                            |                              |                           |
|                              |                             |                                      |                              | Excel data table          |
|                              |                             |                                      |                              |                           |
|                              |                             |                                      |                              | Label Rule                |
|                              |                             |                                      |                              |                           |
| 🥝 Selectin                   | g a Rule for Labeli         | ng                                   |                              |                           |
| <u>P</u> lease s             | elect a rule: Email@        | Card                                 |                              |                           |
| 🙆 Specify (                  | output directory            |                                      |                              | Output Directory          |
|                              |                             |                                      |                              |                           |
| Outp                         | ut <u>d</u> irectory: C:\Do | cuments and Settings\My              | Documents                    | Browse Open foder Default |
| 🙆 Label the                  | e PDF(s) with the           | data from above by s                 | elected rule                 |                           |
|                              |                             | Label and C                          | reate as PDF                 | Stop Help                 |
|                              | 10                          |                                      |                              |                           |
|                              |                             |                                      |                              |                           |

## **Open DataSource for Labeling**

In the A-PDF Label Top window, navigate to the folder and find the Excel (Data Source for Labeling), and click "Run SQL" icon to Run SQL query in Worksheet, The Query Results are displayed in the A-PDF Label middle window: as seen in the Example above.

## Select Label Rule

**What is Label Rule?** A Label Rule defines a Fields Collection and it's position (relative to the PDF template), font color, font type, alignment, font size information etc... The Fields Collection come from columns fields in Excel, A-PDF Label according to the rule to batch add label to PDF template automatically. You can find an example to create a label rule below sections.

#### Released: November 2009

Page 3 of 8



The label Rule for applying to PDF(s) are listed in the **label Rule List window**, where you can find rule items list in here, the current Rule you selected will to be applied to PDF template

| 2 Specify output direct   | ctory  |  |                                    |  |  |  |  |  |
|---|--|--|------------------------------------|--|--|--|--|--|
| Output <u>d</u> irectory:   | C:\Documents and Settings\chj\My Documents   |  | <u>B</u> rowse                     | Openfoder Default  |  |  |  |  |
|   |  | Label Rule List  |                                    | Label Rule Tool Bar  |  |  |  |  |
| Label Rule Tool Bar Function  |  |  |                                    |  |  |  |  |  |
|   |  |  | Modify Cu<br>Selected R            |  |  |  |  |  |
|   |  |  |                                    | Delete Current<br>Rule   |  |  |  |  |
| EmailCard   | <u> </u>   |  | <b>Y</b>                           | 2 🗟 🗙  |  |  |  |  |
|   |  |  | Ac                                 | T<br>Id new Rule   |  |  |  |  |
|   | Current Selected Rule  |  |                                    |  |  |  |  |  |
|   |  |  |                                    |  |  |  |  |  |
|   |  |  |                                    |  |  |  |  |  |
| Label and Crea  | ate as PDF   |  |                                    |  |  |  |  |  |
| Click the <b>Label and Create as PDF</b> button<br>dynamic label to PDF template and A-PDF Label will create a set of new PDF files (such<br>as business card) according to the DataSource (Excel Record) and selected rule   |  |  |                                    |  |  |  |  |  |
| O Label the PDF(s) with the | ith the data from above by selected rule   | 2  |                                    |  |  |  |  |  |
|   | Label and Create as PD   | F 🖉 Stop   |                                    |  |  |  |  |  |
| INFO[2009-11-26   Labeled One Fi   INFO[2009-11-26   Labeled One Fi   INFO[2009-11-26   INFO[2009-11-26   | 15:15:53];<br>ile,Record Index:5,File Name:[C:\Documents a<br>15:15:53];<br>ile,Record Index:6,File Name:[C:\Documents a<br>15:15:53]; | nd Settings\chj\My Documents\<br>nd Settings\chj\My Dbcuments\ | {Rulename}_{Red<br>{Rulename}_{Red | coredNo of RecordSum}_{Fieldname}10.pdf]<br>coredNo of RecordSum}_{Fieldname}11.pdf]<br>coredNo of RecordSum}_{Fieldname}12.pdf]<br>coredNo of RecordSum}_{Fieldname}13.pdf] |  |  |  |  |
| The labeling lo   | og will be shown in log l  | ist.   |                                    |  |  |  |  |  |

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# A simple example of how A-PDF Label is used will demonstrate how easy and convenient this utility is for Labeling PDF files.

# How to Create a Label Rule (Example)?

I have sizable mailings -- Christmas cards, volunteer organization, or business contacts, and I have customer information data stored EXCEL format, I need to format the customer information and to print as label on custom card templates in Batch mode.

## Example for creating and applying an "EmailCard" rule

**Step 1,** In **Label Rules list window**, click the icon window. You can configure the label rule properties here. Once you set the desired options for the rule, you can click Save Button to save it.

**Step 2,** Click the **<u>B</u>rowse** button in configuration window. You can select a PDF template file (for example: "Card.pdf") as sampling document.

| Eont: Tahoma | <b>v</b> 18 | A A    | A* 📕 🗛 | Text <u>A</u> lign: | Cneter Middle |        | <b>N</b> 10 |
|--------------|-------------|--------|--------|---------------------|---------------|--------|-------------|
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|              |             |        |        |                     |               |        |             |
|              |             |        |        |                     |               |        |             |
|              |             |        |        | 5                   |               |        |             |
| Card Te      | empla       | te Exa | mpl P  | OF temp             | late view     | / wind | ow          |
| Name         |             |        | Name   |                     |               |        |             |
| , tame a     |             |        |        |                     | _             |        | -           |
| City         |             |        | City   |                     |               | 1      |             |
| Dhone        |             |        | Dhere  |                     |               | 1      |             |
| Phone_       | 1           |        | Phon   | e                   |               | 13     | -           |

Released: November 2009

Page 5 of 8



**Step 3,** Click the **Browse** button in configuration window to select a DataSource (.xls). A-PDF Label will read the excel table and list columns fields to field lists window.

| 🉆 Cus            | tom DataSource Filed for Labeling         |
|------------------|---|
| Select a D       | PataSource (.xls):                        |
| cardlist         | Browse                                    |
|                  | < Add to PDF as Label                     |
| Field Nam        | ne la |
| Name             |   |
| City             |   |
| Address<br>Phone | Drap one item to add one                  |
| THORE            | Field lists window                        |

**Step 4,** Drag&Drop the field (in the field lists windows) to PDF template view window, the field will become a dynamic Label here, you can set the Label color, size, position and font, etc... As you will

| Eont: Tahoma | ✓ 18 | A A   | A Text Align: Ci | neter Middle 📘 | •) | (ci |
|--------------|------|-------|------------------|----------------|----|-----|
|              |      | Reduc | selected label   | . font size    |    |     |
|              |      | City  |                  |                |    |     |
|              |      |       |                  |                |    |     |

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|---|---|
|   | ^ |
|   |   |
|   |   |
| Card Template Example   | ∃ |
| Name Name   |   |
| Name Name   |   |
| City  |   |
| Dhana   |   |
| PhonePhone  |   |
| Address   |   |

**Step5.** A-PDF Label allows you to choose how the Labeled output files will be named. The 'Filename pattern' dropdown lets you choose from several 'patterns' of nomenclature so that each of the Labeled files is logically named and can be easily identified later.

| 3 | <u>N</u> ame pattern:            | {Rulename}_{RecoredNo of RecordSum}_{< <fieldname>&gt;}</fieldname>                                   | ~ |
|---|----------------------------------|---|---|
|   | Example:                         |   |   |
|   | <u>N</u> ame pattern:<br>Result: | {Rulename}_{RecoredNo} of {RecordSum} to {< <recipient>&gt;}<br/>Card_1 of 10 to Mr.Smith</recipient> |   |

**Step 6,** Entering a name for the Rule (note the text that will appear in the Label Rules list, must be a unique name). (For example: Email Card)

|   | Zave and exit |   |
|---|---------------|---|
| Step 7, Next click save and exit button |               | to save the ' <b>Email Card</b> ' Rule. |

**Step 8,** Return to the main window. In the A-PDF Label Top window, click the **Open Excel file** Open excel file to Open a DataSource (such as customer information table) which you what to label. (For example: "cardlist.xls")

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| - Alilant<br>- Can ber<br>- Alicant |                 |
|-------------------------------------|-----------------|
| Dpen excel file                     | Run <u>S</u> QL |
| select * from [Sheet1\$]            |                 |
|                                     |                 |

| Name          | City        | Address          | Phone        |  |
|---------------|-------------|------------------|--------------|--|
| bebenonly     | Patterson   | Main Street, Fai | 212-123-4567 |  |
| Mike          | Oakdale     | Main Street, Fai | 212-123-4568 |  |
| Sindy         | Clemente    | Main Street, Fai | 212-123-4569 |  |
| Ray Stevens   | Porterville | Main Street, Fai | 212-123-4570 |  |
| Yeleloo Tamil | Seal        | Main Street, Fai | 212-123-4571 |  |
| johnp         | Capistrano  | Main Street, Fai | 212-123-4572 |  |
| stevem        | Selma       | Main Street, Fai | 212-123-4573 |  |
|               |             |                  |              |  |

## Step 9, In the Label Rule List window, select a rule (for example: EmailCard)

| Please select a rule: | EmailCard | × | 4 | × |
|-----------------------|-----------|---|---|---|
|                       |           |   |   |   |

## Step 10, Click the Label and Create as PDF button

apply dynamic label to PDF template and create a set of new PDF files based on the DataSource (cardlist.xls) and selected rule "EmailCard"

## Ending Your Session

When you have completed your work, choose the **<u>File</u>** option and select **<u>Exit</u>** from the dropdown list.

More information please visit: <u>http://www.a-pdf.com</u>

Label and Create as PDF

C:\go.files\cardlist.xls

to

