



# Tech Info Library

## Jazz: Mailing Labels with Jazz on the Apple Imagewriter

Here are some guidelines for the number of lines that can fit on a mailing label:

Small Label	12ptNY	4 lines
	10ptNY	5 lines
Corporate Label	12ptNY	12 lines
	10ptNY	16 lines

If the number of lines per label exceeds the guidelines, a double line appears indicating that the information cannot fit on one mailing label, but will fit on two. Once you have established an incorrect mailing label in a word processing document, you must reconstruct your correct mailing label in a new document. These directions are for use on the Imagewriter only, if you are using a LaserWriter you will not have the choice of mailing labels in your Page Set-up menu.

1. When printing mailing labels with Jazz, the ImageWriter prints a label, drops a few spaces and then reverses itself to print the next label. This action often catches the label and causes a paper jam. To avoid this, adjust the platen on the ImageWriter (pg. 21 ImageWriter Manual).
2. If you are printing many labels you can choose Draft from the Page Setup menu and the labels will not reverse itself when printing, thereby reducing the chance of jamming.
3. When "Hotviewing" the name and address in your word processing document make sure you don't hit the return key at the end of the last line or the cursor will move down a line and JAZZ might think you have too many lines of text. You will get one blank label between each good one if you have done this. To get rid of the blank label between each good one you must start again with a new Word Processing Document.
4. Many people forget the last step when doing mailing labels. The last step is to go back to your database on last time and select the records you would like to use to for labels. There are three ways to select records. The first is to choose Select All from the Edit menu. The second is to use a query in the database to select certain records (example- people in a certain state). The third way to select records is by highlighting a few.

NOTE: Apple Computer Inc. is not responsible for the contents of this article.

Lotus Development Corporation

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