UNIVERSITY OF EDINBURGH
Edinburgh Regional Computing Centre

User Note 38

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Title:

LABS: A Program for Address Labels

Author: Neil Hamilton-Smith

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Software Support Category: See Note 15

Synopsis

LABS is a program which processes a free-format file of addresses to produce output suitable for printing address labels.

Keywords

Address, labels

Edinburgh Regional Computing Centre

James Clerk Maxwell Building, The King's Buildings, Mayfield Road, Edinburgh, EH9 3JZ. Telephone 031-667 1081

1. Introduction

LABS is a program which processes a file of addresses to produce output suitable for printing address labels.

2. Data Protection Act

Users of this program are reminded that address lists including the names of individuals constitute personal data and normally require to be covered by a registration under the Data Protection Act and protected from disclosure to unauthorized persons. Edinburgh University users should consult the University's Data Protection Officer, Mr D.J. Cronin, at the Secretary's Office, Old College, South Bridge (031-667 1011 ext. 4436) for any advice.

3. Address file format

The address file is completely free-format; newlines are ignored. Each line of an address is terminated by the separator character, and each complete address is terminated by two consecutive separators. The file is terminated by three consecutive separators, or by the actual end of file. A warning message is output if end of file is encountered inside an address. The separator is assumed to be an exclamation mark unless another character is specified in the parameters (see overleaf).

Typical addresses might be:

```
F.Bloggs!EOU Restaurant!End of Universe!Nowplanet!!
Z.Beeblebrox!Heart of Gold!Everywhere!!!
```

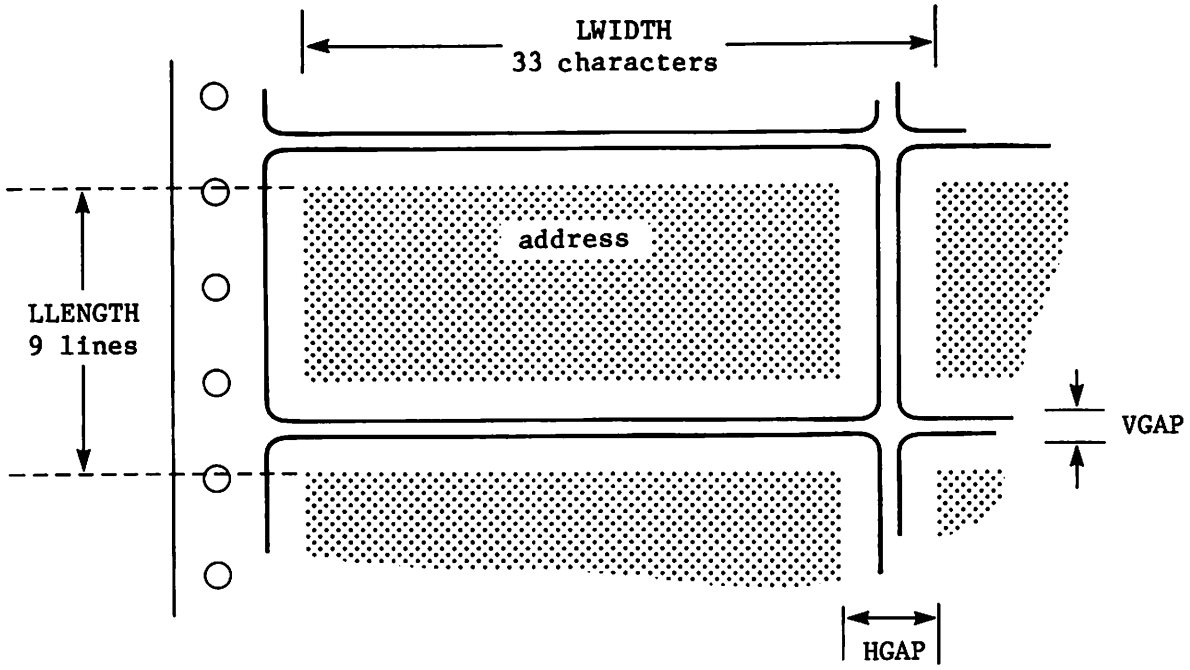
4. Restrictions

The program does not allow any line of an address to exceed 132 characters: the characters counted include all spaces in the line. There may not be more than 15 lines in an address. No more than 10000 copies are permitted.

5. Label layout

Each label requires a one-column margin at each side, and a one-line margin top and bottom. The default values assigned to the label size parameter allow the printing to occupy six lines, each of 28 characters, which is suitable for labels provided by ERCC. Subject to the restrictions given above the program allows wider limits although the output would then have to be printed on paper instead of labels.

ERCC provides labels which are mounted four to a row. The following diagram shows a patch of labels with dimensions and four of LABS's parameters.



Alternatively ERCC provides labels which are mounted only one to a row. LLENGTH and VGAP are the same size as for the four to a row labels, but LWIDTH may be set to 41 to allow lines 36 characters long to be printed.

Your first choice should always be the four to a row labels.

6. Access

Before using the LABS program for the first time, the directory for finding its object file must be in your search list. The EMAS 2900 command for this is OPTION SEARCHDIR=KNTLIB.GENERAL

7. Usage

LABS takes several parameters, of which only the first two are mandatory.

Parameter	Position	Use	Default
ADDRESSES	1	Address file (input) See above for details of the format of the address file.	None
OUTPUT	2	Output file This file is suitable for listing to a printer without further processing.	None
TYPE	3	Output format This parameter is used to save paper when output is only to be printed on ordinary paper, for example for a test run. (LABELS or PAPER)	LABELS
SEPARATE	4	Field separator This must be a single character. See above for details of address formats.	!
LWIDTH	5	Label width This value is the number of column positions between the same positions on adjacent labels; that is, it is the width of one label and one inter-label gap.	33
LLENGTH	6	Label length This value is the number of lines between the same positions on adjacent labels; that is, it is the length of one label and one inter-label gap.	9
HGAP	7	Horizontal gap This value is the number of columns occupied by an inter-label gap including the one character wide left and right margin which automatically borders each column of labels.	3
VGAP	8	Vertical gap This value is the number of lines occupied by an inter-label gap excluding the blank line which automatically precedes and follows each row of labels.	1
NLABELS	9	Labels per line This is the number of complete labels required across a page.	4
COPIES	10	Number of copies This parameter should be used in preference to the COPIES parameter of the LIST command, as it reduces paper or label wastage.	1
VERSION	11	Print version If this parameter has the value YES, the version number of LABS is printed.	NO

Parameters may be quoted by position or by keyword and keywords may be shortened provided they remain unambiguous.

8. Test runs

Suppose we have an address file ALLRTEST which ends with the two addresses shown in Section 2 above. From this we want to print a paper proof copy on some convenient line printer, say .LP23. For the purpose of this example the number of labels per line is reduced from 4 to 2 in order to fit on this page.

The command could then take the form:

Command: LABS ALLRTEST,PROOF,PAPER,NLABELS=2

If there were no errors, for example every label was correctly separated from its neighbours, then this command could be followed by:

Command: LIST PROOF,.LP23

The output would look like this:

```
Mr Obadiah Slope,                 Sir John Falstaff,
c/o Mrs Proudie,                  The Boar's Head Inn,
The Bishop's Residence,           Eastcheap,
Barchester,                       London
Barsetshire

Mr William Collins,               F.Bloggs
Hunsford,                         EOU Restaurant
near Westerham,                   End of Universe
Kent                              Nowplanet

Z.Beeblebrox
Heart of Gold
Everywhere
```

If the separator used in ALLRTEST were \ instead of !, i.e. the first lines were:

```
 Mr Obadiah Slope,\ c/o Mrs Proudie,\ The Bishop's Residence,\  Barchester,\
Barsetshire\\
 Sir John Falstaff, \ The Boar's Head Inn, \ Eastcheap, \ London \\
```

then the command would have been:

Command: LABS ALLRTEST,PROOF,PAPER,\,NLABELS=2

Note that / cannot be used as the separator with these addresses otherwise the line 'c/o Mrs Proudie' would be treated as two lines of the address!

9. Printing labels

In the previous examples the output was directed to a file and then this file was listed to a line printer:

Command: LABS ALLRTEST,PROOF,PAPER,NLABELS=2
Command: LIST PROOF,.LP23

Output which is to be printed on labels must be directed to a special queue at one of three line printers by using the LIST command, thus:

Command: LIST labels, printer, copies, queue

where

labels — is the output file created by LABS, for example PROOF in the previous example.

printer — is one of .LP15, .LP23 or .LP25: the best choice is .LP15

copies — this parameter should not be used. If you want n sets of labels then use COPIES=n in the LABS command.

queue — this is either 5 for one to a row labels,
or 26 for four to a row labels.

This causes the output to be queued separately; it will be printed when it is convenient for the operators to change the paper.

A typical live run of LABS might be:

Command: LABS ADDRLIST,PROOF
Command: LIST PROOF,.LP15,,26

If you have two files of labels, say PROOF and SHEET, do not attempt to list them consecutively, thus:

Command: LIST PROOF+SHEET,.LP15,,26

because this does not allow the operator to check the registration of the labels from the second file. Instead use:

Command: LIST PROOF,.LP15,,26
Command: LIST SHEET,.LP15,,26

10. Acknowledgement

The LABS program was written by Mr R.D. Eager of the University of Kent at Canterbury. This Note is an adaptation for ERCC users of the documentation which he has prepared for UKC users.