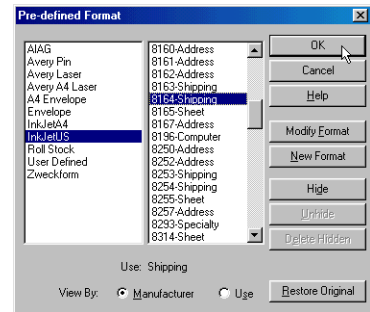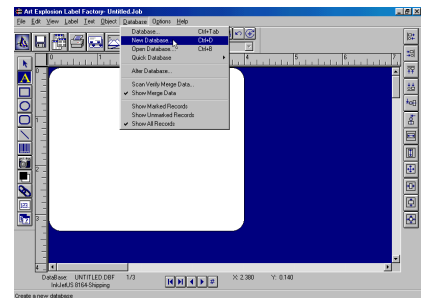# Label Factory Deluxe – Creating A Database

1) Start Label Factory Deluxe.

2) In the Create A Label window, click on From Scratch.

3) Select desired label and click OK (see figure 1-1).

1.1

4) From the Database pull down menu , click on "New Database" (see figure 1-2).

1-2

5) Enter a field name (maximum of 10 characters) in the "Field Name" box (see figure 1-3).

6) In the Length box, enter the total amount of characters (max is 256). Numeric fields can be a maximum length of 19 characters (including decimal places).
Date fields are always 8 characters long.

7) After you enter a Field Name and Length, click the "Add Field" button to create that field.

8) After defining all of your fields, click the "Done" button.
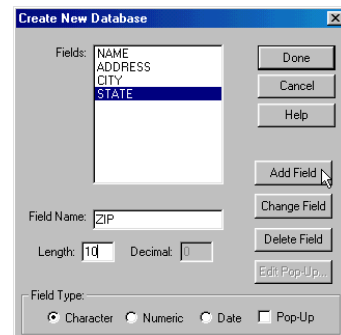
1-3

9) Assign a name to the database file and click the Save button (see figure 1-4).

It is not necessary to add the .dbf extension in the File Name box as label factory will automatically assign the file extension.
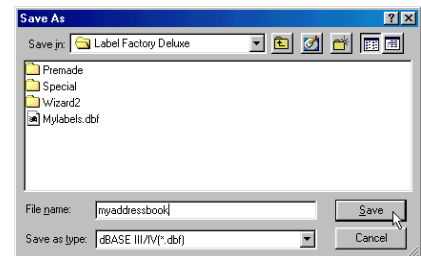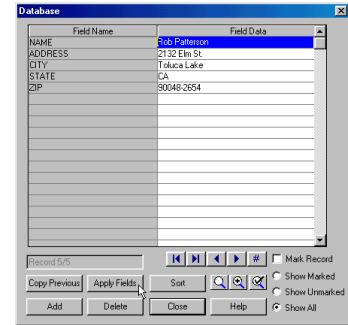

1-4

10) Click on the "Database" menu and select "Database".

11) Enter the Field Data for your first record. To edit a field, click that field to make it active and edit the text displayed in that field (see figure 2-1).
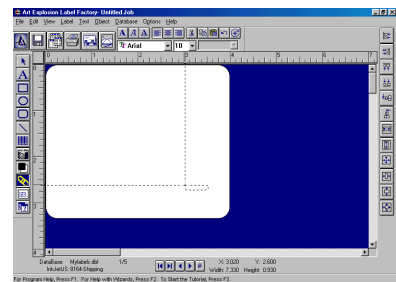
12) Click the "Add" button to create a new record in that database.

13) When finished, click the "Apply Fields" button.

2-1

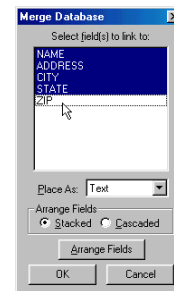14) You will now see a dotted yellow line appear on your screen (see figure 2-2), click anywhere on the blank label.

2-2

15) The "Merge Database" box appears. Hold the shift key down and click on the fields that you want to place on your label (see figure 2-3).
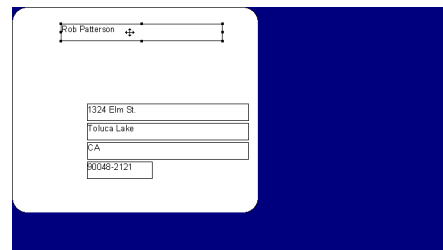
16) Click OK, when all desired fields are selected.

2.3

17) You will see text boxes created for all the fields you previously selected in the Merge Database window. These boxes are using the data from record #1 (see figure 2-4).

Using the mouse, click and drag each text box to the desired position on your label. The rest of the database records will appear as this one does.

2-4

18) To preview all the labels in your database, go up to the "File" menu and select "Print". Click on the "Preview" button. To print labels, click the "Print" button.