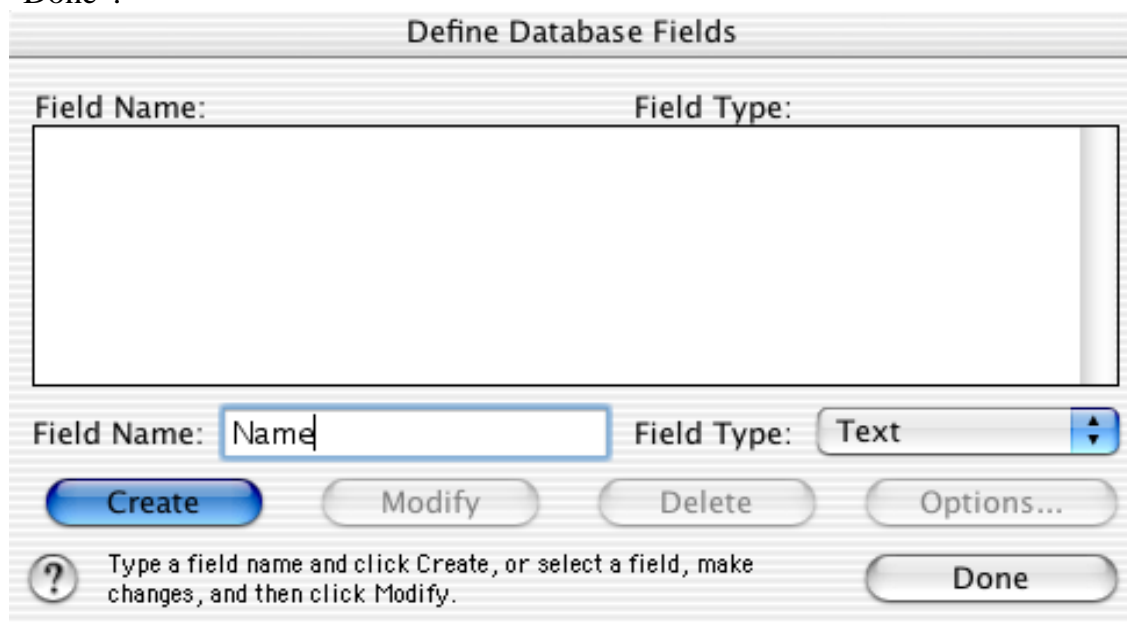


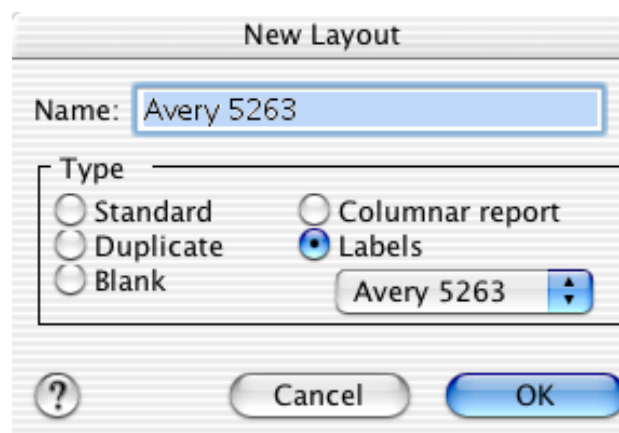
## Duotang (or Book) Labels

Many teachers like to label duotangs for their students, separating coloured duotangs into subject headings. I don't know if you are like me, but I used to spend hours hand-printing and gluing labels on my students' books only to have them peeled off within days of completing the task! Using gummed labels simplifies this task and is worth the cost. For once you have designed your label for each subject, you will have them forever. Each year, you need only to delete all records, copy your class list from another document and paste once into your label document. Or, you can type your student's names into this database, going under the "Edit" menu and choosing "New Record" for each new student you add.

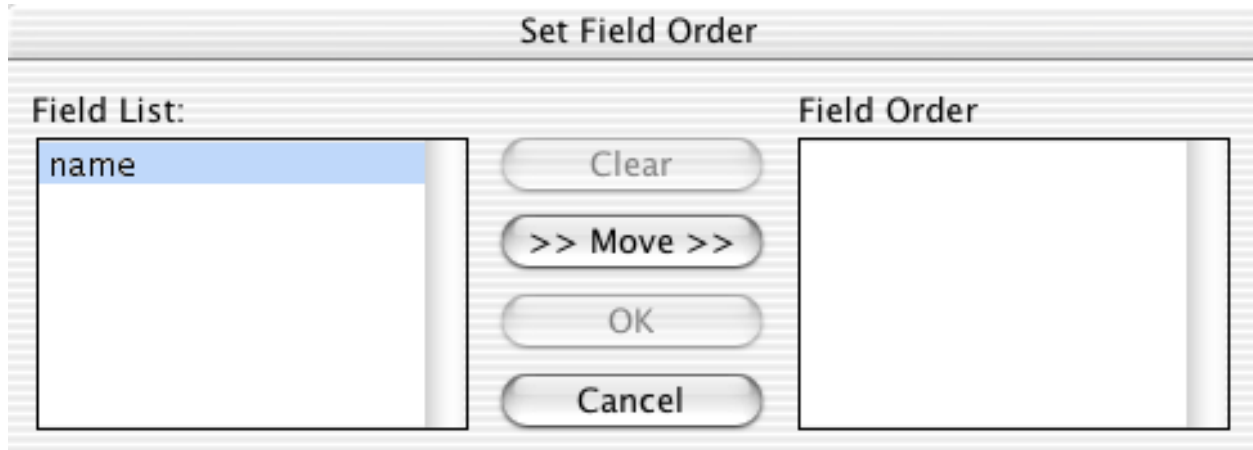
1. Launch AppleWorks and open a database document.
2. When it asks you to define Database fields, type "name" and then click on "Create" and then "Done".



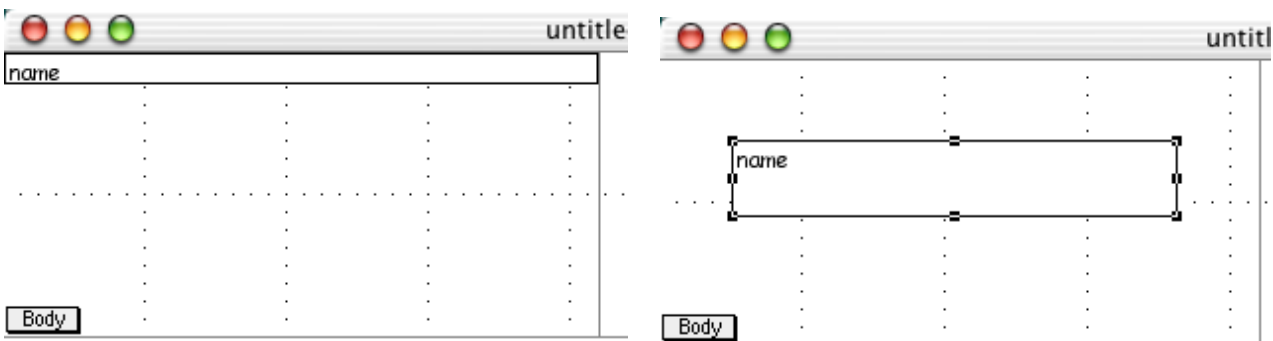
3. A default layout, called "Layout 1" will appear. Under the "Layout" menu select "New Layout..." and choose "Labels" and then the Avery number to correspond to the label you are using on your duotangs. I've chosen Avery 5263 which gives me a 2" x 4" label. Click OK.



- You will be asked to set field order. Since you only have one field, you just highlight it, click on “>> Move >>” and then click “OK”.

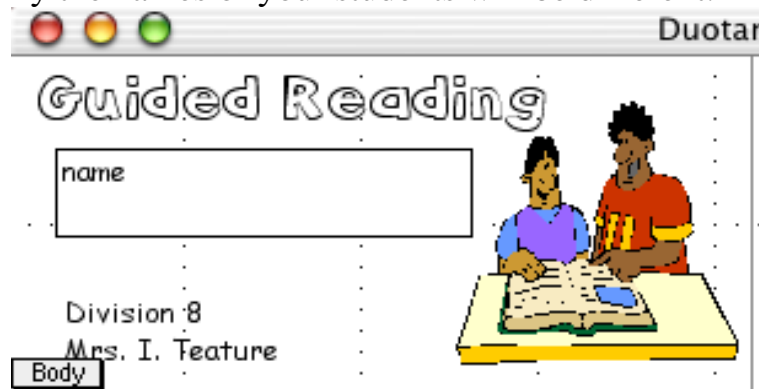


- Under the “Layout” menu, choose “Layout”. (I know it seems redundant!) You are now on the design page. The rectangle (field) with the word “name” in it is the place where all your students’ names will appear. By clicking on it you will give it handles, allowing you to resize this field and place it where you want.

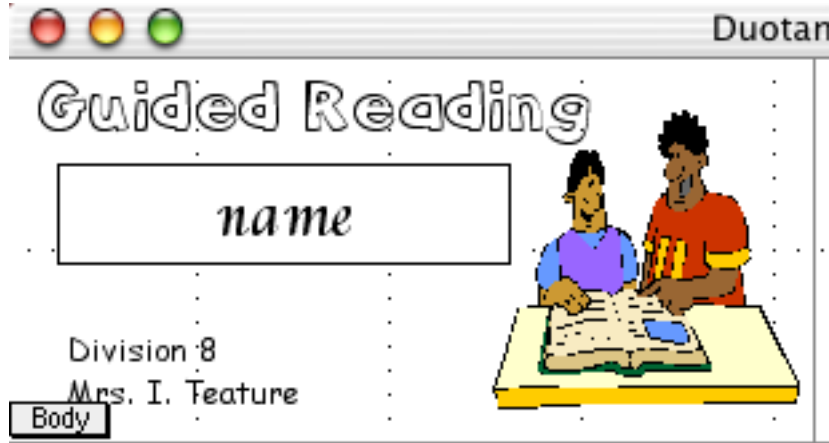


**IMPORTANT!** Do not click and drag on the body line (bottom gray line found under the box that says “Body” or you will lose the dimension of your label and they will not print off correctly. The vertical gray line shows the edge of the label. If you stay away from the gray lines, you will have less problems with your labels not lining up properly when printed.

- Notice how the background looks like a drawing document? It acts just like one. Anything you place in the marked label area (text, lines, boxes or graphics) will show up on each finished label. Only the names of your students will be different.



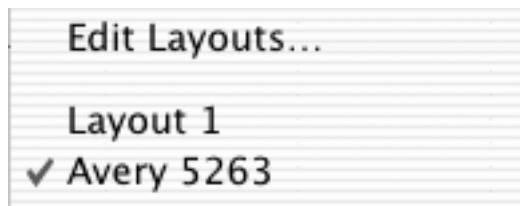
7. You can change the size, style alignment and font of the name field. The word “name” that is printed inside the box will change to show you what you will get when you add your students’ names. Change the font, style and size by going to the appropriate choice under the “Format” menu. Be sure to have handles on the name field first.



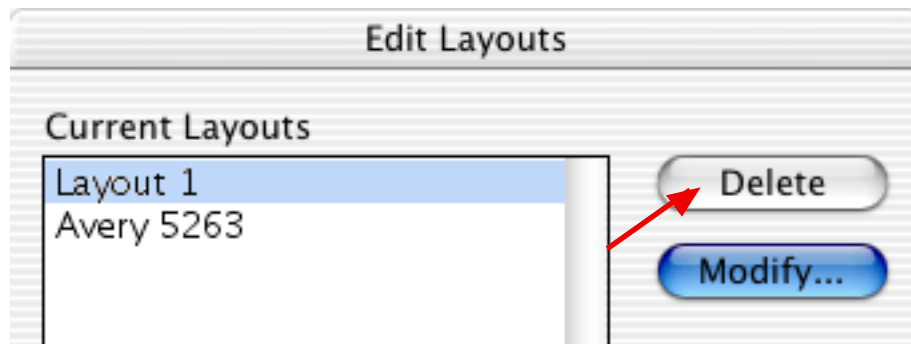
8. **Now would be a good time to save your database**, if you already haven’t done so. Just go under the “File” menu and select “Save”. A suggestion is to name your database “Duotang Labels” as all your subject labels will be stored in this one document.

Once you have finished designing your label, you will want to name it for future reference. Here is how to do this:

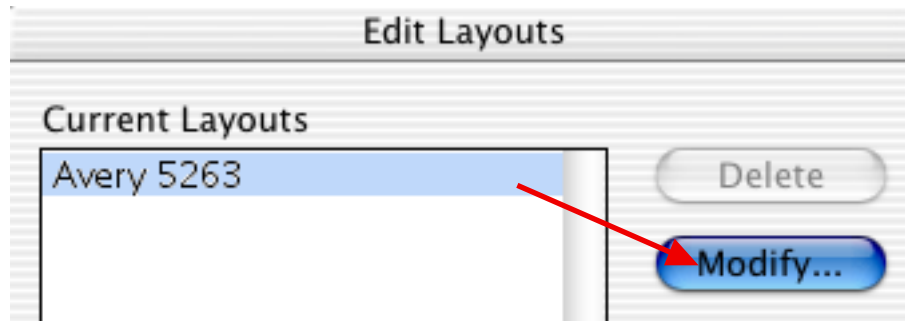
9. Under the “Layout” menu choose “Edit Layouts...”. Notice that written below this command are the two layouts we have so far. “Layout 1” is the one we get first — before we did step 3 above. “Avery 5263” is the one we just created. Our other subjects will be printed on the same label so to keep them from being confused we can rename or delete these layouts with the “Edit Layouts...” command.



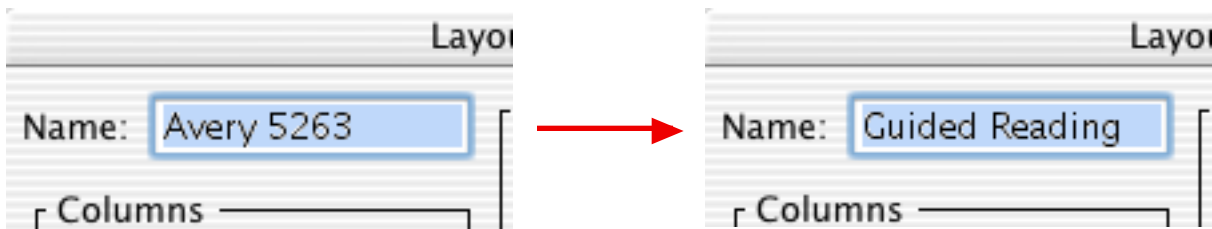
10. I am going to get rid of “Layout 1” as I won’t ever need it. Just highlight it (it should already be highlighted as it is on the top of the list), click “Delete” and then click OK.



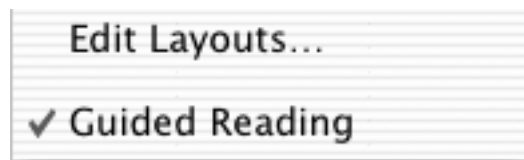
11. Next, I am going to rename “Avery 5263” to “Reading Log”. I do this by making sure “Avery 5263” is highlighted and then clicking on the “Modify...” button.



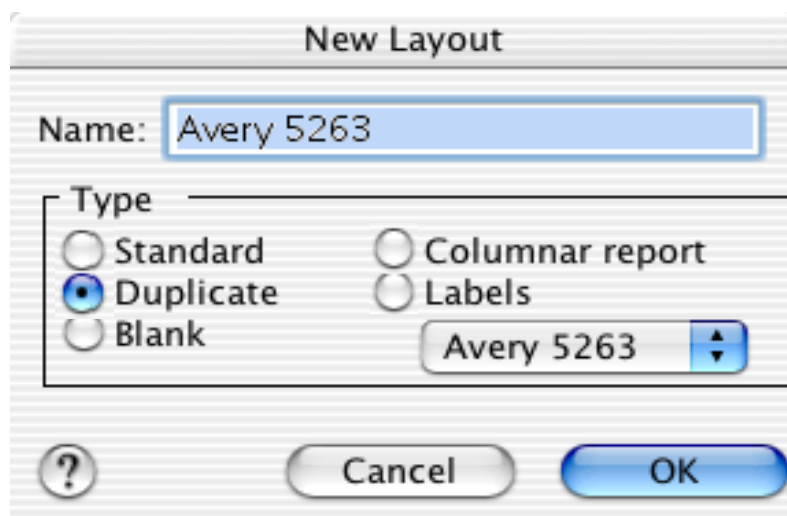
12. In the name field, type “Guided Reading”.



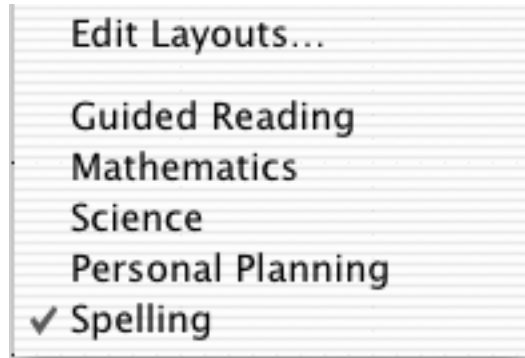
13. When you click on the “Layout” menu, you will now see this under the “Edit Layout...” command instead of the diagram shown in step 9.



It’s easy to create other subject labels. Click on “Layout” and choose “New Layout”. When the “New Layout” window appears, choose “Duplicate”. This will give you a duplicate of the last label you made. The formatting is the same as your first label. You need only to change the subject name and add different graphics to create new a subject label

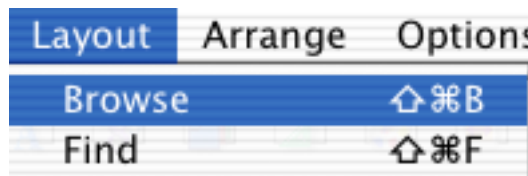


After you have created all the duotang subject labels you desire your layout menu will look like this:

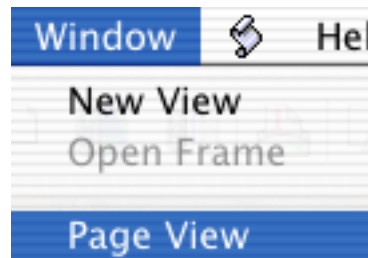


To navigate between labels, just highlight the one you want. You are now ready to copy and paste, or type, your students names into this setup and all your labels are done.

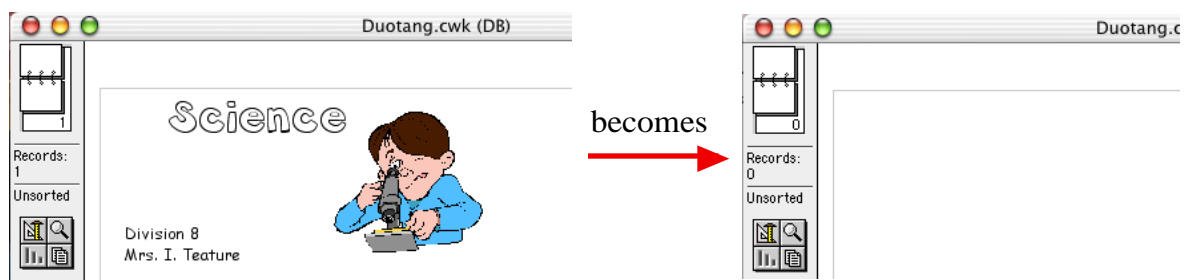
1. Under the “Layout” menu, choose “Browse”.



2. Under the “Window” menu, choose “Page View”. This allows you to see how your label page will look. Any noticeable adjustments can be made here for individual labels (e. g. a student with an extra long name can be shrunk without affecting other student’s labels).



3. Your first label will be visible. We want to delete it. To do so, choose “Select All” under the “Edit” menu and then choose “Delete Record” under the same “Edit” menu.



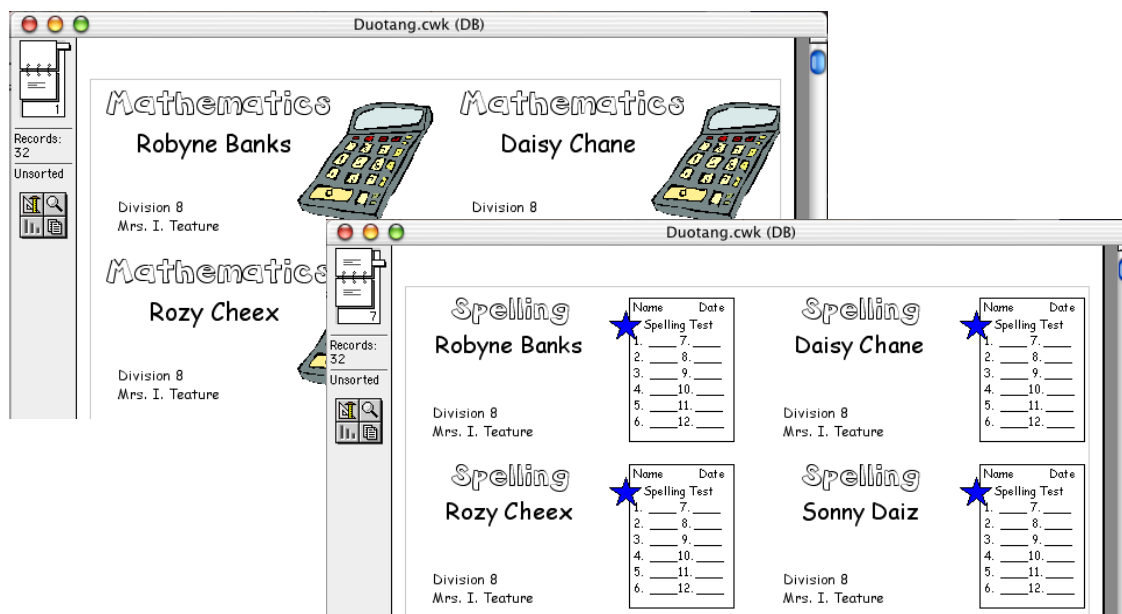
- Open your class database by choosing “Open” under the “File” menu. Click on the name of the field you want on the label. For example, if you want students’ first names, click on “First Name”. If you want students’ whole name, click on “Whole Name”. For our example, we will choose “Whole Name”. When you click on “Whole Name”, the column of students below will be highlighted. Copy this list by choosing “Copy” under the “Edit” menu.

Whole Name
Robyne Banks
Daisy Chane
Rozy Cheex
Sonny Daiz
Ben Dover
Eileen Dover
Tredum Farely
Willie Fayle

- Navigate back to your empty label page by finding it under the “Window” menu. **Now, the magic!** Just go to “Edit” and choose “Paste” or hold down the `⌘` key and type V. Voilà! All your students have labels.



6. That's not all, but, when you choose another subject under the "Layout" menu, you will see that those labels are made too. Next year, all you need to do is type up a new class list. Your labels are made forever! *Cool, eh?*



7. Print one page on plain paper. Hold it up behind your label page to check to see if it lines up. You may have to do some tweaking in order to get all your data to fit.

### Tips:

- You can create different types, or sizes of labels, in the same document. For example, you may wish to use the Avery 5160, otherwise known as the address label, for labeling coathooks or cubby holes. These labels come 30 to a page, so are more economical.
- R is a shortcut for adding a new record (student)
- if you only want to make labels for just some of your students, hold down the  key and click on the students you want. (I do this picking in "List" mode under the "Layout" menu.) Then under the "Organize" menu, choose "Hide Unselected". Going back to the browse mode will show labels only for those students. Print.