

**LABLCOPY.WCM** - A macro that quickly fills up Avery® (or similar) sheets with the same label or card. Use it for duplicate return address labels, business cards, shipping labels, tickets, inventory tags, numbered log sheets, etc.

LABLCOPY is for WordPerfect 8-X3 and later versions. (It might also work in earlier versions.)

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## INSTRUCTIONS

*There are three basic steps -*

1. **Create a single master label, business card, or other page following the steps below.** A master becomes your original, and it is all you need to create as many labels or cards as you need by playing LABLCOPY with the master on screen. When you play LABLCOPY it will pop up a dialog to ask for the number of duplicates, and then it will create the duplicates with a mouse click.

Here's how to create the master:

- First, to see all labels or cards on screen in their correct layout, be sure to set the View menu choice to "Page" and not "Draft."
- Open a new (blank) document with **File, New**.
- Click **Format, Labels** and choose a label or card size from the list.
- Click on **Select**.
- A small, single "page" appears on screen — this is the master.
  - Please see the end of this document for more information about what WordPerfect considers to be a page in this context.
- Adjust margins, select a font, etc., and create your first label or card on the page. You can increase the Zoom with View, Zoom or by rotating the mouse wheel while holding down the <Ctrl> key. *See also the Tips section below.*
- Save your work.
- Master label/card alternatives:
  - Open a previously created label or business card; or
  - create a new business card with a predefined, automated WordPerfect Project by clicking File, New from Project (see the note below about using Projects); or

- create a custom master business card from scratch. See the 4-page PDF document, "[How to Create Business Cards Manually in WordPerfect - Without Using a Template Project](#)." It contains a sample business card created using nothing more than WordPerfect formatting commands and a piece of WordPerfect clip art. The document gives simple, step-by-step instructions on how to create a similar card for your own purposes. This is a good way to create custom business cards.

Important: If you use a previously created label or card for the master, be sure there is only one label or card on screen. Remove additional labels or cards — and any page breaks — if there are two or more labels or cards on screen.

## 2. Play the LABLCOPY.WCM macro with Tools, Macro, Play.

- On the menu that pops up, enter the total number of copies (e.g., enter "10" to fill up one sheet of business cards, etc.).
  - Normally, the copies are created in a new, temporary document. You can uncheck the "Use separate document" box to add the copies to the master in the current document, which may work better with some masters that use tables or full-page text boxes.
- Press <Enter> or click OK.

## 3. Print the document with File, Print.

- On the "Print to" dialog, choose "Current page" if you need just one physical sheet of labels or cards. Choose "Full document" if you want the entire set printed.
- Set the Number of Copies to "1" unless you actually want multiple sets of labels or cards. (See the end of this document for an explanation of logical pages vs. physical pages.)
- TIP: Print a test copy of the current page on a blank sheet of paper rather than on the label or card stock. You can place the printout on top of (or underneath) a piece of the label or card stock and hold both up to a strong light source to check for proper alignment. When you are satisfied with the results, insert your Avery stock and print the labels or cards.
- See more TIPS below.

## NOTES

1. A note about WordPerfect's **Projects** — i.e., those items listed under File, New from Project (or under File, New in earlier versions of WordPerfect):

Even though WordPerfect 9 and later versions come with built-in "Labels" and "Business Card" projects (WP10 users can download from [Corel's FTP site](#)), these projects are not as reliable — in terms of duplicating the first card — as this macro is, *especially if you change the formatting somewhere on the master label or card*. It appears the Project code

in WordPerfect makes use of the “merge method,” which has been shown to be unreliable in producing all but the simplest form of labels or cards. (See <http://wptoolbox.com/tips/FillAvery.html> for a page that shows a comparison of the various methods of producing repeating labels, cards, or other items.)

Do not use a label or card Project and then play LABLCOPY on the resulting project document. *WordPerfect Projects and LABLCOPY are two different processes.* Use one or the other. [You can, however, use a Project to design the first card, then carefully select and copy the card into a new document (use the Reveal Codes window to ensure the accuracy of your selection), and then play LABLCOPY on the copied card to produce duplicates.]

2. To print a single label or card on blank label stock starting anywhere on the sheet, see the [LABLPRNT](#) macro. To print specific labels from a sheet of pre-addressed labels, see the TIPS section below.
3. LABLCOPY can make duplicates of any single-page document. (In this case, you would not use Format, Labels since the page has already been formatted). This is a fast way to create consecutively numbered log sheets, etc. (See the TIPS section below.)
4. If you need to copy (replicate) a row of different labels (e.g., three labels, each with different text or graphics on the first row of an Avery 5160 form), you cannot use LABLCOPY to do it. See the TIPS section below for an alternative method.
5. Are other methods of creating duplicate labels, cards, etc., any better than LABLCOPY?
  - See <http://wptoolbox.com/tips/FillAvery.html> for a simple test that shows that LABLCOPY is more reliable than merging items (which, in any case, is limited to creating a maximum of 255 identical items) or using copy-and-paste.

## TIPS

- ☐ To see all labels on screen in their correct layout, be sure to set View to “Page” and not “Draft.”
- ☐ Use borderless tables to help line up text and graphics into rows and columns on the master card or label. Setting the table’s row and column margins to a minimum amount may help. Text boxes or columns can also help position items on the label.
- ☐ In WordPerfect 9 and later there is a bug: Label and card margins (not physical page margins) cannot be set manually. See Charles Rossiter’s Margins Set.wcm macro on the [Other Authors page](#) (it sets margins for pages and labels). His macro will do the job, including setting label margins to zero.
- ☐ If you copy and paste material from another source into your master label or card, be sure to use Reveal Codes to see if there are any stray, undesirable codes that were “brought along” in the copied material, particularly [Delay] codes (which the macro will detect and notify you

about). Delay codes that were meant to delay an action to page 2 (or later page) of a normal document may produce strange results in a sheet of identical labels or cards where there is no “page 2”.

- ❑ Check for formatting codes that were not turned off before the end (bottom) of the master page. (See the end of this document for a description of “logical pages,” to help you understand how duplicate labels or cards are created. The master label or card is page 1, which is followed by page 2, page 3, etc. — even though they might all appear on screen as a single “page.” The former are logical pages; the latter is a physical page — the one you will print.)

For example, if you have set a new value for line height or line spacing (using Format, Line — which inserts either a [Ln Height] or a [Ln Spacing] code in the document) and you do not reset their values to what they were at the beginning of the master page, you may get different spacing between all lines on subsequent labels or cards (i.e., pages) that are “downstream” from the master page.

For the purposes of creating duplicate labels, cards, or pages, think of the master page as a self-contained structure where formatting codes must be returned to their original values before the end of the structure is reached so that they do not “spill over” to the beginning of the next structure. (The macro will take care of line justification changes and left/right margin changes, so you need not reset them if you set new values for them somewhere in the master. However, other formatting that is not reset before the bottom of the master page could be problematic on following pages.)

In a similar vein, there is no need to end the master page with a hard page break (<Ctrl+Enter>). The macro will see the resulting [HPg] code and warn you about it, but it is best not to include it on the master in the first place. Keep everything in one “structure.” A hard page break starts a new page. Let LABLCOPY do that for you, as it creates the duplicates.

- ❑ Customize WP’s business cards - As an alternative method of creating the first (master) business card, you could create a single card with the Business Card project (File | New [or New from Project]...), then (using Reveal Codes) select everything on that card with Edit, Select, All. Press <Ctrl+C> to copy the selected card to the Windows clipboard. Next, open a new document and paste it there with <Ctrl+V>, and save it. You can clean out extraneous codes using Reveal Codes (e.g., [Named Regions] and [Bookmarks]), since they will no longer be needed.
- ❑ Add consecutive numbers to labels or cards - Open a blank (new) document. Use Format, Labels and select an appropriate label or card stock size. Add a page number to it (each label is a logical “page”) with Format, Page, Insert Page Number, Insert, Close. This places a [PgNumDisp] code on the label (visible in the Reveal Codes window); you should see a “1” on the label at the insertion point. You can adjust the starting number with the Value/Adjust button. Next, choose a font and font size for the number (select the code with your mouse and change the font), and add other body text and formatting. Finally, play LABLCOPY. You’ll get consecutively numbered labels or cards — as many as you need.

See also [BATES](#) - Macros that create sequential, fixed-width “Bates” numbers (e.g., 00001, 00002, etc.), with or without preceding/following text material.

- ❑ To create vertical business cards (i.e., cards rotated 90 degrees), see “[Creating vertically formatted business cards or labels](#)...,” which shows how to use a rotated text box to create the vertical card or label. [Note: If you use LABLCOPY to make duplicates of the master vertical card or label created with that method, uncheck the box on LABLCOPY’s main menu (“Use separate document”). This will make all copies in the same (original) document, not in a new document window. For cards that use full-size text boxes, an apparent small bug in WordPerfect causes the first box copied to shift slightly if a new document window is used for the cards or labels.]
- ❑ To create duplicate copies of a row of labels (not just the first label), try this alternative method that does not use LABLCOPY.

Assuming you have created the first row of labels — with each label ending in a hard page break (<Ctrl+Enter>) — you should have several labels in the first row, and one empty label in the second row.

- Open Reveal Codes, place your cursor just after the [Labels Form][Paper Sz/Typ] codes at the top of the document. Select everything from that point to just after the last [HPg] code. (It is sometimes easier to make selections if you hold down the <Shift> key while you move the cursor with the <RightArrow> key.)
- Copy the selection to the Windows clipboard with <Ctrl+C>.
- Click inside the empty label on the second row to place your insertion cursor after all graphics and codes.
- Paste the copied row of labels with <Ctrl+V> as many times as needed to fill up the sheet. (Tip: You can use Edit, Repeat Next Action... before pasting to automatically execute the paste command “x” times.)

This worked fine in a test using three labels on an Avery 5160 form with nothing but a small graphic image in each of them. If you have more complex formatting, this method may or may not work for you.

- ❑ Test your printout with ordinary paper, not label or card stock. When you are satisfied with the final draft, insert your Avery stock and print your labels or cards.

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## What does WordPerfect consider to be a “page”?

[Note that “label” as used here means a label, card, or other item item that you want to duplicate.]

Here’s a frequent question:

Q: “When I print, why do I get 10 pages of labels with one label on each page, instead of one page with 10 labels on it?”

A: When you select a label definition with Format, Labels (generally when in a new, empty document window), WordPerfect internally defines the size and margins for each label and their location on the physical printout sheet.

However, when you create the first label on screen, it is really a “logical” page. WordPerfect’s Help defines a logical page this way:

“Logical page: A defined area inside a physical page (the sheet of paper you print on). You can have several logical pages on one physical page. For instance, if you are printing labels, the sheet or roll of labels is called the physical page; each individual label is called a logical page.”

At the very end of the first label’s text and codes, if you add a hard page break with <Ctrl+Enter>, you’ll see the second (blank) label appear onscreen — right next to the first one. (Look at the status bar at the bottom of the WP window: It should say “Pg 2.” It really means “Logical Pg 2, Physical Pg 1.”) If you were to print at this point, and print just one copy of the current page, you would get a single physical page with two labels on it.

Therefore, you should not set the “Number of copies” in File, Print to anything other than “1” unless you truly want to print more than one copy of the physical page(s).

LABLCOPY makes all this much easier. Just create the first label or card onscreen (see the Instructions in the next column), then play LABLCOPY.

You can even use a built-in WordPerfect Project to design and create the first “master” label or card (but see the Notes above about how to do this).

LABLCOPY will create duplicates of the label, card, or full-size page — with a mouseclick!

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