



Tech Info Library

QuickFile: Left-Justifying Labels

When printing mailing labels from QuickFile, it's sometimes desirable to place an optional title (e.g., Mr., Mrs., Mr. & Mrs.) in front of the name. The following example:

```
Title <First Name <Last Name
Street Address
City/State/Zip
```

will indent the first line of every mailing label that doesn't contain a title 3 spaces. The following example solves the indenting problem.

```
<Title <First Name <Last Name
<Street Address
<City/State/Zip
```

The trick is to get the left-most field left-justified. Since QuickFile won't let you OPEN-APPLE-J the left-most field, move the left-most field to where it is not left-most, OPEN-APPLE-J it, then move the line back to its left-most position. This causes all occurrences of this line to be preceded by 3 spaces. OPEN-APPLE-J the rest of the lines you wish to straighten out.
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