# TEKLYNX® LABEL MATRIX®





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# **Getting Started**



This chapter is designed to familiarize you with the main features of the user interface and help you configure the interface to meet your needs in preparation for designing and printing labels.

# Starting the Program

- 1 On the Windows taskbar, click the **Start** button, and then point to **Programs**.
- **2** Locate the label design software group in the list of available programs and point to it using your mouse.
- **3** Click on the label design software listing to launch it.



When you launch the label design software for the first time, a message box will appear to inform you that a default printer was not found. Click **OK** to start the Add Printer Wizard and set up your default label printer. For more information on adding a printer using the wizard, see *Adding a Printer* on page 2-2.

### **Creating a New Label**

The label design software's New Label Wizard walks you step by step through the process of creating a new label.



Figure 1-1 New Label Wizard

# To access the New Label Wizard, do one of the following:

- Select the **Create a new label** option from the program's opening screen.
- On the File menu, click New.
- Click New 🖹 on the Standard Toolbar.

Follow the wizard through the process of creating a new label. For more information on the label and printer setup options available in the wizard, see Chapter 2, *Label Setup*, on page 2-1.

# **Opening an Existing Label**

### • To open a label upon starting the program:

When you start the program, the opening screen includes an option to **Open a recently used label**, with a listing of the label design files that have been previously opened.

- If the label's path and file name is displayed on this screen, you can select it and click OK to open it.
- If the label design is not listed on this screen, select the **Find an existing label** option and navigate to the drive/folder where the label design file is located and double-click to open it.
- You can also create a shortcut on your Windows Desktop to the label design file and double-click the icon to open it.
- To open a label from within the program:
- 1 On the File menu, click Open. Alternatively, you can click

Open 🗾 on the Standard Toolbar.

2 Navigate to the drive/folder where the label design file is located and double-click to open it.



The last four most recently opened labels are listed near the bottom of the **File** menu for easy access. As a shortcut, you can open any of these label files by selecting them from this menu.

# **Exploring the Application Window**

This section presents a general overview of the main interface elements as they appear in the label design software's application window.



Figure 1-2 Application window

 Menu Bar
 The Menu Bar is composed of eight command menus: File,

 Edit, View, Insert, Grid, Tools, Window, and Help.

Note

If you are using a trial version of the software, an additional **Trial** menu will also be available on the Menu Bar.

### ► To open a menu:

- 1 Using the mouse, click on the menu name to display its list of commands.
- 2 Click the desired command.

Standard Toolbar The Standard Toolbar contains a variety of tool buttons that are used to open and save labels, print labels, and control other label design display and setup properties. Many of the Standard Toolbar functions are also available from the File menu or Edit menu.

Button	Tool Name	Purpose
	New	Start the New Label Wiz- ard, which allows you to create a new label design.
	Open	Open an existing label design file.
	Save	Save changes made to the currently active label design.
	Print	Display the <b>Print</b> dialog box, which allows you to select a print range and print the currently active label design.
8	Print Sample	Print one sample label or one page of sample labels for the currently active label design.
à	Print Preview	Display a preview of how the currently active label design will look when printed.
X	Cut	Remove the selected image or images from the design area and place on the clipboard.
	Сору	Copy the selected image or images to the clipboard.

(Table continued from previous page)

Button	Tool Name	Purpose
	Paste	Place on the label any image or images currently on the clipboard (from a previous <b>Cut</b> or <b>Copy</b> command).
₽	Undo	Undo the last unsaved change made to the label design.
Ģ	Redo	Restore the last change made by using the <b>Undo</b> command.
DB	Database Module	Start the internal database editing utility.
	Label Properties	Display the Label Proper- ties tabs.
<b>.</b>	Zoom In	Zoom in on the currently active label design to view images on an enlarged scale.
O,	Zoom Out	Zoom out of the currently active label design, allow- ing you to view a larger portion of the label in the design window.
	Data Grid	Display a scroll list of records for the selected database file.

### Add Image Toolbar

The **Add Image Toolbar** allows you to add text, bar codes, pictures and other images to your label design. The Add Image Toolbar functions are also available from the **Insert** menu.

Button	Tool Name	Purpose
Ĩ	Add Image Wizard	Starts the Add Image Wiz- ard, which steps you though the process of add- ing an image to the label.
Α	Add Text	Add a text image.
ABC_	Add Paragraph	Add a paragraph image.
107963	Add Bar Code	Add a linear bar code image.
	Add 2D Bar Code	Add a 2D bar code image (not available in all edi- tions of the program).
4	Add Shape	Add a line, shape or custom shape image.
<b>9</b>	Add Picture	Add a picture image.
ABC	Add TextArt	Add a TextArt image (not available in all editions of the program).
R T	Add RichText Field	Add a RichTextField image (not available in all edi- tions of the program).

### Alignment Toolbar

The **Alignment Toolbar** allows you to quickly change the placement and position of an image or group of images. An image must be selected in order for the Alignment Toolbar buttons to be activated.

Button	Tool Name	Purpose
TO	Align Top	Align selected images with the top edge of the top- most image selected.
	Align Left	Align selected images with the left edge of the left- most image selected.
<u>001</u>	Align Bottom	Align selected images with the bottom edge of the bottom-most image selected.
	Align Right	Align selected images with the right edge of the right- most image selected.
ţ	Center Vertically	Center selected images vertically.
•0•	Center Horizontally	Center selected images horizontally.
] *	Space Vertically	Equally space selected images vertically.
]+-[	Space Horizontally	Equally space selected images horizontally.
<b>€</b>	Rotate Left	Rotate selected images 90 degrees to the left.
e	Rotate Right	Rotate selected images 90 degrees to the right.
<sup>₽¶</sup> ←3∕© <sup>3</sup>	Advanced Alignment	Select from a variety of advanced alignment options.

### Group/Ungroup Buttons

You can save time and effort when editing images by grouping two or more images into a single object. For example, you can rotate all images in a group as a single unit instead of clicking on each image and rotating each one separately.



### Figure 1-3 Group/Ungroup buttons

Image FormattingThe Image Formatting Toolbar enables you to quicklyToolbarformat images that you have already added to the label<br/>design. The options available on this toolbar change depending<br/>on the type of image currently selected. If no image is<br/>selected, the Image Formatting Toolbar displays the printer<br/>that has been specified for the label design, along with a<br/>button that takes you to the Printer Setup dialog box.

The following figure shows an example of the options available on the Image Formatting Toolbar when a text image is selected.

Figure 1-4 Image Formatting Toolbar

Errors/Warnings The Errors/Warnings Toolbar buttons inform you of potential problems with your design by displaying error (red) or warning (yellow) lights next to the image in error. The Show Errors and Show Warnings buttons must be turned on in order for the error and warning lights to appear in the design window.

Button	Tool Name	Purpose
☀	Show Errors	Displays a red light next to images with errors.
¥	Show Warnings	Displays a yellow light next to images with warnings.

Status Bar The Status Bar is located at the bottom of the design window. The left side of the Status Bar serves as a message area that continually updates based on the placement or action of your cursor. Other information status indicators displayed from left to right include a Data Grid sort/filter status icon, error and warning indicators (display the total number of errors and warnings), current cursor position, snap value setting and zoom factor percentage.

👷 🐙 U 💭 U ( 3.700, 2.900) in (0.100 (75%)		₿↓	ě 0	<u>) (</u>	( 3.700, 2.900) in	0.100	75%
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### Figure 1-5 Status Bar

Rotation Button The Rotation button is located in the top-left corner of the design area, where the two rulers meet. When designing a label that prints sideways, the Rotation button allows you to rotate the view of the label so you can more easily design the label in a normal view. You can rotate the view 0, 90, 180, or 270 degrees relative to the print orientation. This affects only the display of the label, not printing.

### **Setting Application Options**

You can customize many aspects of the label design software environment using the **Application Options** dialog box.

- To access the Application Options dialog box:
  - On the Tools menu, click Setup.

Design WindowThe View Settings tab allows you to define settings that<br/>affect how various elements of the design window appear<br/>(ruler markings, display of the label design grid, etc.)

- To change the design window settings:
- 1 On the Tools menu, click Setup.

The Application Options tabs appear.

2 Click the View Settings tab.

Application Options 🛛 🔀
Passwords Directories
Set Colors View Settings Toolbars Preferences
Buler Markings: 1710 Centimeters 1710 Inches 1715 Inches Cursor Movement Value: 0.100 in Snap Value: 0.100 in Show Grid Filat Buttons Cursor Lines Cursor Lines Filations Selection Box Relative Solution Box Relative Solution Paragraphs Vuse Actual Font for Data Entry
Help OK Cancel

Figure 1-6 View Settings tab

**3** Change the options on the **View Settings** tab as desired to customize your label design environment.

Design WindowThe options on the Set Colors tab enable you to set the colorsColorsfor the design window area and other design elements. Color<br/>selections are provided for you to customize the application<br/>window colors according to your personal preferences.

- To change the design window colors:
- 1 On the Tools menu, click Setup.

The Application Options tabs appear.

2 Click the Set Colors tab.

pplication O	ptions	
Pass	words Directories	
Set Colors	View Settings Toolbars Preferences	
Design Area:	↓ White	
<u>O</u> utside Desigr	Area: Custom 💌	
Image Handles	Dark Red	
<u>R</u> uler:	Yellow 💌	
Ruler <u>M</u> arkings	Red 💌	
	Restore <u>A</u> ll Defaults	
- [māge]		
	Help OK Cancel	

Figure 1-7 Set Colors tab

3 Change the color settings on the **Set Colors** tab as desired to customize your label design environment.

# Label Setup



Creating a new label format involves defining its label properties, such as page or label size, margins, number of labels per page, and the size and type of media on which you plan to print the labels.

Before defining these properties, however, you should first specify the printer you will use for printing. The printer model selected determines what options are available, as well as the label's size and font limitations—not all printers share the same characteristics.

# **Printer Setup**

Page SizePage size is based on the printer and print media (paper or<br/>labels) you are using:

- If you are printing to a thermal printer, page size represents the height and width of the label.
- If you are printing to a laser, ink-jet, or dot matrix printer, page size represents the height and width of the page.
- Margin Settings Margin settings are also determined based on the type of printer you are using:
  - If you are printing to a thermal printer, you will typically enter zero for all margin settings, and print one label per page. If there is a gap between labels, the software calculates the gap based on the size of the label.
  - If you are printing to a laser, ink-jet, or dot matrix printer, margins are defined by the distance between the edge of the page and the edge of the label on all four edges of the page.

**Printer Drivers** The mid-range and high-end editions of the label design software contain printer drivers for thermal/thermal-transfer printers from many different printer manufacturers. These printer drivers are loaded on your computer when the program is installed.

The printer drivers installed with this program enable you to maximize your label printer's capabilities by providing access to the printer's resident fonts, making the most efficient use of the memory available and thereby greatly increasing your printing speed.

Depending on the printer you plan to use, there may be several driver choices available in the software. Printer driver types are designated in the label design software as follows:

- (L) Native Driver Driver is a native software driver, developed specifically for use with this label design software.
- **(X) Extended Driver** Driver is from an extended driver set that provides support for hundreds of additional printers.
- (W) Windows Driver Driver is a Windows driver installed through Windows Control Panel.

Some printers include both a native driver and an extended driver for the same printer model. You may want to try all of the drivers available for your particular printer model and determine which one works best for your label printing needs.



To specify a Windows printer as your default label printer, you must first add its printer driver using Windows Control Panel.

Adding a Printer **b** To add a printer using the Add Printer Wizard:

- 1 On the File menu, click Printer Setup.
- 2 Click Add.

The Add Printer Wizard appears.

**3** Read through the information given on the first screen of the wizard, and then click **Next** to continue.

🗖 Add Prir	iter Wizard 🛛 🛛 🕅
	Specify the make and model of the printer you have. If you do not see your exact model, a similar printer may work.
	The printers you have attached with Control Panel are listed under Windows Printers. You may attach them here in order to create an alias for that printer.
	Manufacturer: Printer:
	ADC Allen Al
	Anritsu
2	Astro-Med
<b>N/</b>	
	Vative Driver-(L) V Extended Driver-(X) Windows Driver-(W)
	Have Disk
	Help << Back Next >> Cancel

Figure 2-1 Select printer make and model

On the Manufacturer/Printer screen, each printer's installation status is indicated by one of the following icons:

Driver is installed on the system and is available for use with the label design software.

Driver is supported by the label design software, but is not currently installed. (In most cases the driver can be downloaded from the Web free of charge using the Driver Service Pack utility.)

If you do not see your printer manufacturer and model in the list of available printers, you have several options:

- Your printer may use a Windows printer driver that is not supplied with the label design software. If so, you can install it through Windows Control Panel.
- Your printer may be the same as one of the printers listed, but it may have a different name. Your printer vendor may be able to suggest alternative printers for which the driver would be compatible.
- An existing driver may support your printer through emulation. Your printer vendor may help you determine if a driver emulates your particular printer.

The **Have Disk** button allows you to install a printer driver from a disk or CD.

Note

4 Select the manufacturer and printer that you want to use, and click **Next**.

The alias and port selection screen appears.

Add Printer Wizard	
	The alias enables you to have different setup options for the same printer. If you have only one setup, you may leave it blank.
2	Specify the port to which the printer is connected. If you are unsure of the port, look at the back of your PC. Most PCs will have the ports labeled.
	Alias:
	Port
	€ Local: COM1:
11/1	C UNC:
<b>27/ </b> 📐	Enable Windows Print Spooling
	Help << Back Next >> Cancel

Figure 2-2 Specify alias and port

- 5 In the Alias box, type a name for the printer. For example, "Warehouse Printer 1" or "Shipping Label Format HP4". This name will appear in the list of printers in the Printer Setup dialog box.
- 6 Specify the port to which your printer is physically connected.
  - Local: Select a local port. Typically, thermal printers use a serial (COM port) connection such as COM1 or COM2. Laser and dot matrix printers typically use a parallel port (LPT) connection such as LPT1.
  - **UNC:** Enter the full UNC path to print using a shared network printer.
  - **TCP/IP:** Enter the IP address to print using a shared Telnet connection.
- Note

To function properly, many serial printers need to be physically connected with a null modem cable or null modem adapter on a standard RS232 cable. 7 If printing to a local port (e.g., COM1 or LPT1), the Enable Windows Print Spooling option is available.

Print spooling allows you to send your print jobs to the Windows Print Spooler, which stores each print job until the printer is ready. The advantage of using print spooling is that the label design software will be available for use much quicker immediately following each print job because it is not tied up with the direct printing process.

- 8 Click Next.
- **9** If you chose a COM port, a COM port settings screen appears.

Add Printer Wizard				
	These settings parameters. F Users Guide b	s apply to the adv Please refer to you refore making cha	anced COM port r printer manual and nges.	
	<u>B</u> aud:	9600	•	
	<u>D</u> ata bits:	8	•	
	Parity:	None	•	
	Stop bits:	1	•	
	Flow Cont	rol: Xon / Xoff	•	
	Help	<< <u>B</u> ack <u>N</u>	ext >> Car	ncel

Figure 2-3 COM port settings

Adjust the COM port settings if necessary according to your printer manual specifications. The COM port settings specified here should match the settings on your printer.

You may be instructed to use Windows Control Panel to change the connection information if your printer is using a Windows-supplied driver.

- 10 Click Next.
- **11** To display printer settings after you exit the wizard, click the **Change printer setup options** check box.
- 12 Click Finish.

# Setting Up a Label for a Thermal Printer

The following steps cover using the New Label Wizard to create a label for a thermal or thermal-transfer printer that prints labels on a continuous roll, fan-fed, or die-cut label stock. When printing to a thermal printer, the page size properties actually define the size of one label, not the size of the page (as for Windows printers).

- To set up a label for printing to a thermal printer:
- 1 On the File menu, click New.

The New Label Wizard appears displaying the name of the current default printer.



Figure 2-4 New Label Wizard

- 2 Select the following check boxes:
  - · Select a different printer for this design
  - Change the page size, set up margins, and/or print multiple labels per page

Note

The wizard screens that appear during label setup will depend on the options you select on the first screen of the New Label Wizard. For purposes of setting up a label for a thermal printer, we will select only the printer and page size options.

3 Click Next.

4 Select a thermal or thermal-transfer printer from the drop-down list.

If your printer is not listed, click **Add** to install the printer driver using the Add Printer Wizard.

5 Click Make this printer the new "Default Printer", and then click Next.



If the printer driver you plan to use is located in the Windows Printers folder, then it is NOT a driver that was installed with this program. For optimum results when designing and printing labels in this label design software, use one of the printer drivers installed with the program.

- 6 Click Continuous or die cut label stock, and then click Next.
- 7 In the **Page Width** and **Page Height** boxes, enter the size of the label itself (e.g., 4.0 and 6.0).

The page display on the left changes to match the values you enter.

- 8 Click Next.
- 9 If desired, type a description of the label.
- 10 Click Finish.

The new label appears in the design window.

# Setting Up a Label for a Windows Printer

The following steps cover using the New Label Wizard to create a label for a laser, ink-jet, or dot matrix printer. These types of printers should be installed using Windows Control Panel.

### • To set up a label for printing to a Windows printer:

1 On the File menu, click New.

The New Label Wizard appears.

- 2 Select the following check boxes:
  - · Select a different printer for this design
  - Change the page size, set up margins, and/or print multiple labels per page

Note

The wizard screens that appear during label setup will depend on the options you select on the first screen of the New Label Wizard. For purposes of setting up a label for a Windows printer, we will select only the printer and page size options.

- 3 Click Next.
- 4 Select a laser, ink-jet or dot matrix printer from the dropdown list.

If your printer is not listed, you must add it using Windows Control Panel.

- 5 Click Make this printer the new "Default Printer", and click Next.
- 6 Click Single sheets of paper with many labels per page, and click Next.



The program includes predefined label forms for many common label formats such as address labels, name tags, file folder labels, etc. For more information, see *Setting Up a Label Based on a Predefined Form* on page 2-10. 7 Enter the desired page size (usually 8.5 x 11 inches for sheets of labels), and click Next.



When printing to a Windows printer, the page size properties defined through Windows Control Panel will override the label size and margin settings specified in the label design software.

8 Enter the appropriate margins settings (e.g., 0.500), and click **Next**.

Many laser printers have an unprintable area of 0.25 inches on all four edges of a page. If you set the margins to less than that, you may see a warning.

**9** In the **Labels Across** and **Labels Down** boxes, enter the appropriate values to match the number of labels going across and down on one label sheet.

For example, a sheet of address labels might have 2 labels across and 10 labels down, so you would enter those values for the **Labels Across** and **Labels Down** settings.

10 Measure the size of one label and enter those values in the Label Width and Label Height boxes. (Note: These are the dimensions for one label only, not the entire page.)

The page display on the left changes to match the values you enter.

#### Note

The program calculates the gap between labels based on the page size, margins and size of each label.

- 11 Click Next.
- **12** If desired, type a description of the label.
- 13 Click Finish.

The new label appears in the design window.

14 On the File menu, click Print Sample. If the labels are not aligned perfectly on the label sheet, adjust the margin settings as needed.

### Setting Up a Label Based on a Predefined Form

You can create a label based on one of the predefined label formats included with the label design software. There are many different label forms (sometimes called "templates") provided in the program, including labels for everything from ID badges to shipping labels to inventory shelf tags.

When you select a label form, the settings for page size, margins, label size, and number of labels per page are filled in automatically based on the form that you choose.

- To set up a label sheet based on a form:
- 1 On the **File** menu, click **New**. The New Label Wizard appears.
- 2 Make sure the default printer is a Windows printer (laser, ink-jet dot matrix, etc.); if not, select the check box to select a different printer.
- 3 Check the Change the page size, set up margins, and/or print multiple labels per page check box, and then click Next.
- 4 If the screen for selecting a printer appears, select a Windows printer as the default, and click **Next**.

The media selection screen appears.

New Label Wizard	$\sim$
	On which type of media will this label file be printed?
<u> </u>	<u>d</u> elp << <u>B</u> ack <u>N</u> ext>> Cancel

Figure 2-5 Select the label media type

### 5 Click One of the forms chosen below.

6 Click the top **Form** drop-down list and select the desired label form manufacturer, and then click the bottom drop-down list and select the desired label format.

If you do not know the number that corresponds with the form type you are looking for, you can click on any label form in the list and a preview of the label layout will appear in the sample area.



The **Form** drop-down list is also accessible from the Label Properties **Page Size** tab, **Margins** tab, or **Multiple** tab. To access the Label Properties tabs, select **Label Properties** from the **File** menu.

- 7 Click Next.
- 8 Continue clicking Next to accept the default settings for the page size, margins, and number and size of labels per page.
- 9 Click Finish.

The selected label format appears in the design window.

Saving a CustomIf you create a new label format that you plan to use often, youLabel Formatcan name and save the setup as a custom form, which you can<br/>recall for later use.

- To save a custom label format:
- 1 On the File menu, click Label Properties.
- 2 If desired, enter any changes to the label format that you want to save as a form for later use.
- 3 Click the **Page Size** tab. (Alternatively, you can perform this procedure in the **Margins** tab or **Multiple** tab with the same result.)
- 4 Click Save As.

The Save As dialog box appears.

Save As	
Eorm Name:	
ОК	Cancel

Figure 2-6 Save a custom form

5 In the Form Name box, type a name for the form, and click OK.

The new custom form will be available as an option in the **Form** drop-down list the next time you create a new label.

Label Properties		
Write Data AutoPr	int Job	Modifier
Database Counter Keybo	ard Duplicates	Security
General Printer Page S	ize Margins	Multiple
<u>Width:</u> 8500 ★ in Heigh: 11.000 ★ in	Sample	
Lustom		
Employee Name Badge		
Save As Remoye		
Help	ок	Cancel

Figure 2-7 New form available for selection

### Setting Up an RFID Label

#### Note

This section provides a brief overview of the Radio Frequency Identification (RFID) functionality available in the label design software. Additional information can be found in the online Help.



RFID functionality is available only in the highend edition of the label design software. Also note that in order to set up an RFID tag in the label design software, you must first install and select an RFID-enabled printer driver.

The label design software has the ability to program and print Radio Frequency Identification (RFID) tags if you have a printer that supports this technology. When you print an RFID label, the software reads from and/or writes to the tag. Any data that is programmed into the tag is not visible on the printed label as it is with traditionally printed labels.

The RFID tag settings — tag model, placement on the label, height and width, data to be encoded in the tag, etc. — are available on the Label Properties **RFID Tag** tab.

### To set up an RFID tag within your label:

1 On the File menu, click Label Properties, and then click the RFID Tag tab.

#### Note

If the **RFID Tag** tab is not available in the Label Properties tabbed dialog, check to ensure that you are using the high-end edition of the software and that you have installed and selected an RFID-enabled printer driver.

2 Click the **Type** drop-down list and select an RFID tag from the list of available tag types. (Note: The types of tags available in the Type list depend on the selected printer.)

Label Pr Datab Gene Write	operties Exercise Security ( ase Counter Keyboard Duplicates Security ( al Printer Page Size Margins Multiple ) Data AutoPrint Job Modifier RFID Tag
<u>T</u> ype:	(None) Properties (None) Thagit Tagit Tagit Tagit Code Tagit Tagit Code Tagit
	Help OK Cancel

Figure 2-8 RFID Tag tab

- 3 Click the Properties button to display the [RFID Tag] Properties dialog box. (Note: The properties that appear on the [RFID Tag] Properties dialog box vary depending on the tag type and selected printer.)
- 4 Proceed to set up the properties for the selected tag type using the settings on the **[RFID Tag] Properties** dialog box.

Name	Value 🔨
Label retries	0
Label void print out length (dot)	0
Reserved Blocks	3 (Standard area)
Unique ID	<none></none>
UniqueID retries	0
Error handling	No action
Read block retries	0
Write block retries	0
RFT ag identifier format	MSB first
Read Tag data format	LSB first
Do not send vertical chip offset	Yes
Do not send label void print out length	Yes 🗸

Figure 2-9 RFID tag properties

- 5 Click OK to complete the setup for your RFID tag and return to the RFID Tag tab to specify the data to be written to the tag (programming the tag).
- 6 On the **RFID Tag** tab, the block options are arranged in a table format, with each row representing a block. Use the available settings to define the read/write access for each block, and specify the data to be written to each block on the tag.

1	ieneral Printer Pag ⊮/rite Data AutoPrint	je Size Job	Margii Modifier	ns Multipli RFID Tay
Ŀ	pe: Inside Tech - Pico Tag		•	Properties
#	Туре	Value	Access	Data source
0	Serial Number	lo l	Read	<none></none>
1	Tag Configuration	0	Read	<none></none>
2	Application Issuer Area	Ō	Read	<none></none>
3	Application Area	Ō	Write	<none></none>
4	Application Area	Ō	Write	<none></none>
5	Application Area	Ō	Write	<none></none>
6	Write Lockable Application	Ō	Write	<none></none>
7	Write Lockable Application	Ō	Write	<none></none>
8	Write Lockable Application	Ō	Write	<none></none>
9	Write Lockable Application	Ō	Write	<none></none>
10 <	Write Lock able Application		Write	<none></none>

Figure 2-10 Block options for selected tag type

7 When you have finished specifying the data to be written to your RFID tag, click **OK**.

A watermark image of your RFID tag appears in the specified location on the label.

# **Editing Your Label Setup**

All of the label settings you defined using the New Label Wizard can be changed at any time using the Label Properties tabs.

There are several different ways to access the Label Properties tabs:

- On the File menu, click Label Properties.
- Click the Label Properties button on the Standard Toolbar.
- Right-click on any blank area of the label and select **Properties** from the context menu.
- Double-click on any blank area of the label.

Label Properties	<
Job Modifier	
Duplicates Security Write Data AutoPrint	L
Multiple Database Counter Keyboard	L
General Printer Page Size Margins	L
Description:	
	1
Help OK Cancel	

Figure 2-11 Label Properties tabs



The online Help provides detailed explanations of each Label Properties tab. For context-sensitive Help, click the **Help** button located at the bottom of the **Label Properties** dialog box. Changing the<br/>Page SizeYou can define or edit page size properties for the active label<br/>design.

- To define or edit page size properties for the currently active label:
- 1 On the File menu, click Label Properties. The Label Properties dialog box appears.
- 2 Click the Page Size tab.

Write D	ata	AutoPrint	Job N	Aodifier
Database	Counter	Keyboard	Duplicates	Security
General	Printer	Page Size	Margins	Multiple
Heigh <u>t</u>	11.000	↓ in		
orm:		Sam		
orm: None		- Sam		 
orm: None		Sam		Ì
orm: None Save As.	. Rem	Sam		

Figure 2-12 Page Size tab

**3** Edit the page properties as desired, making sure that your changes match the media (paper or labels) in the printer.

Note

For thermal printers, width and height represent the dimensions of the label; for Windows printers, they represent the dimensions of the page.

4 Click **OK** to return to the design window.

Changing the Margins

Note

You can edit margin properties for the active label design.

- To change the margins for the currently active label:
- 1 On the File menu, click Label Properties. The Label Properties dialog box appears.
- 2 Click the Margins tab.

Label Properties			×
Write Data A	utoPrint	Job M	odifier
Database Counter K	eyboard	Duplicates	Security
General Printer P	age Size	Margins	Multiple
Left: 0.500 .♣ <u>Rig</u> ht: 0.500 .♣ Units of measure - Inches		0.500	÷
	Sample		
Eorm: None	- - - -		
Help		)К	Cancel

Figure 2-13 Margins tab

**3** Edit the margins as desired, making sure that your changes match the media (paper or labels) in the printer.

For thermal printers, all margins are typically set to zero.

4 Click **OK** to return to the design window.

Defining MultipleYou can set up a label format to print multiple labels, acrossLabels per Pageand down the page.

Note

Thermal printers typically print a single label per page.

- To define the number of labels across and down when printing multiple labels per page:
- 1 On the File menu, click Label Properties. The Label Properties dialog box appears.
- 2 Click the Multiple tab.

abel Properties			[
Write Data	AutoPrint	Job N	Aodifier
Database Counter	Keyboard	Duplicates	Security
General Printer	Page Size	Margins	Multiple
Quantity	Lab	el Size (in)	
Across: 2	l <b>⊋</b> id	th: 3.375	÷
Down: 4	Heid	aht: 2.312	
Start at the top-left	-		
and go right.	-Sam	ple	
Stack Prin			_
_		!  _+→	
Eorm:			
Custom	<u> </u>		
Employee Name Badge	•		
Save As Remov	e		
<u>H</u> el	P L	UK	Lancel

Figure 2-14 Multiple tab

- **3** Set the number of labels to print across and down the page, making sure that your changes match the media (paper or labels) in the printer.
- 4 If desired, you can change the position at which label printing starts (**Start at the** setting) and the direction in which labels are printed (**and go** setting).
- 5 Click **OK** to return to the design window.

### Specifying the Number of Duplicate Labels

When defining your label setup, you can specify the number of duplicate labels to print. The number of duplicates will be in effect each time you print the label.

- To specify the number of duplicate labels to print:
- 1 On the File menu, click Label Properties. The Label Properties dialog box appears.
- 2 Click the **Duplicates** tab.

Label Prop	erties				×
G Job M Duplic	Multiple ( eneral ( lodifier ) ates () Se	Database Printer scurity ↓	⊥ Counter ⊥ Page Size Write Data ↓	Keyboard     Margins     AutoPrint	1
<u>O</u> rigin: C Duplicates	ionstant				
		<u>H</u> elp	ОК	Cancel	

Figure 2-15 Duplicates tab

- 3 In the **Origin** box, select one of the following origins to determine the number of duplicate labels to print:
  - **Constant:** The number of duplicates is entered on the **Duplicates** tab, and that value will remain the same for every print job. The default is 1, meaning only one label will be printed.
  - **Database:** The number of duplicates is determined by a field in a database.
  - **Keyboard Input:** The operator is prompted for the number of duplicates at print time.
- **Combination:** The number of duplicates is the result of an expression, which can be written using math, string or logic functions applied to Keyboard Input, Counter or Database variables. (Note: This origin is not available in all editions of the program.)
- **Copy:** Copies an existing variable or image and uses its data origin to determine the number of duplicates.



The duplicate value (number of duplicate labels to print) includes the original. For example, set the duplicate value to 2 if you want to print an original and one copy.

4 Click **OK** to return to the design window.

**Changing the** If you specify a printer using the New Label Wizard but then later decide to change the printer, you can easily define a new printer using the Label Properties **Printer** tab.

- To define the printer to print the currently active label:
- 1 On the File menu, click Label Properties. The Label Properties dialog box appears.
- 2 Click the Printer tab.

Label Properties				×
Job Modifie	4			
Duplicates	Security	Write Data	AutoPrint	
Multiple	Database	Counter	Keyboard	1
General	Printer	Page Size 🍸	Margins ]	
(L) · Datamax Alle	egro on COM1:	141.		
J [X] - PLA 620 [2	(U3dpi) (LH) on CL	JM1: I Dubura (Maria) (bada		l
(L)-Native Dr	iver, (XJ+Extended	a Driver, (wj-windi	ows Driver	l
		Add	Set <u>up</u>	L
				l
				l
				L
				l
				ŀ
			ŀ	

Figure 2-16 Printer tab

3 To leave the default printer the same but select a different printer specifically for printing this label design, click the Specific Printer option and then select the new printer from the drop-down list.



If you assign a specific printer and save the label, the label will use this printer until you change it back to the default printer and save the label.

4 Click **OK** to return to the design window.

Documenting aYou can associate specific information with each label by<br/>entering a description of the label. Descriptions are useful if<br/>you have many similar labels from which to choose.

- To assign a description to the currently active label:
- 1 On the File menu, click Label Properties. The Label Properties dialog box appears.
- 2 Click the General tab.

Label Properties			×
Job Modifie	я <b>)</b>		
Duplicates	Security	Write Data	AutoPrint
Multiple	Database	Counter	Keyboard
∫ General (	Printer 1	Page Size 🍸	Margins ]
	Нер	0K	Cancel

Figure 2-17 General tab

- 3 In the **Description** box, type the data you want to associate with the label.
- 4 Click **OK** to return to the design window.
- **5** After you save and close the label, when you open it again you can view the description in the **Open** dialog box.

Open					?	2
Look in: 🗀	Labels		•	- 🗈	r 🖽	
2dsample.q Alteuro.gif Burlington.c Computer.p Eia556-1.qq Eia556-2.qq	df in Eia55 and Eia55 adf in Eia55 box in Eia.qu df in Eia.qu df in Eia.qu df in Eia.qu Eurob	6-3.qdf 6-4.qdf 6-5.qdf df gif ).gif	Ex1.dbf         Kmnedi.qdf         Nutri.qdf         Recycle.pcx         Sample01.qdf         Sample2.dbf	Sar Sar Sar Sar Sar Sar Sar	mple02.qdf mple2.qdf mple03.qdf mple04.qdf mple05.qdf mple06.qdf	
<	1111					>
File name:	Sample01.qd	f			Open	
Files of type:	All Files (*.*)			•	Cance	I
🔽 Enable Pre	view	🔽 Enat	ble Description		🗌 Read (	Only
	1 <b>1 1</b> 1	Standar Label u: Label si Avery si	d Mailing Label sed for addressing m ze 1 1/3"(h) x 4"(w) tock # 5262, 5162, 5	ailed env 5162B	velopes.	

Figure 2-18 View label description

Note

The description appears only if the **Enable Description** check box is selected.

## Saving a Label Design File

1 On the File menu, click Save. Alternatively, you can click

Save 🖬 on the Standard Toolbar.

- 2 On the **Save As** dialog box, browse to the folder where the file will be saved.
- 3 Enter a file name for the label design, and then click Save.

#### Note

To save your label in a format that can be read by older versions of the program (backward compatible), select the appropriate file version from the **Save as Type** drop-down list located on the **Save As** dialog box.

### Saving a Label Format as a Label Background

For single-label layouts (labels Across and Down both set to 1 on the **Multiple** tab), you have the option to save your label as a label background. A label background serves as a "base layer" outline that you can use to make your label design process easier. A label background is displayed in the design window for design purposes only and will not print



The ability to save a label format as a label background is not available in all editions of the label design software.

Label backgrounds are created just like designing a new label, with the only difference being that you save it as a Label Background file (an Enhanced Metafile format file) to a designated folder instead of saving as a standard Label Design file.

Note

To change the folder where all label background files are stored, in the label design software go to **Tools** menu > **Setup** > **Directories** tab, and specify the desired folder for the **Background Location** setting.

- To save a label format as a label background (for single-label layouts only):
- 1 Once your base label design is complete, on the File menu, click Save as.
- In the Save in list, navigate to the program's "Back-grounds" folder (or whatever folder is designated as the Background Location folder on the Tools menu > Setup > Directories tab).
- 3 In the Save as type drop-down list, scroll down and select Label Background (\*.emf).

Save As				? 🔀
Save in: 🗀	backgrounds	•	æ 🗈 d	* 💷 •
DVD label.e SDDVD Lab SINEL Lase	mf eb:2,emf r22260.emf matl.emf			
File name:	PreStamped Carton Labe			Save
Save as type:	Label Background (*.emf)		•	Cancel

Figure 2-19 Save As a Label Background

4 Enter a File name and click **Save**.

Once saved, you will then be able to access the label background template from the Label Properties **Page Size**, **Margins**, or **Multiple** tabs by selecting **Label Background** from the **Form** drop-down list and then selecting the desired label background.

	1		1	
Write D	ata	AutoPrint	Job N	1odifier
Database	Counter	Keyboard	Duplicates	Security
General	Printer	Page Size	Margins	Multiple
Quantity		Lat	el Size (in)	
Across:	1	l€ Wie	jith:	÷
Down:	1	Hei	aht 🗌	
	Charle Dr			
Eorm: Label Back	Ground	esize		
Eorm: Label Back PreStampe	ground d Carton Label			
Eorm: Label Back PreStamper Save As.	Ground d Carton Label	ssize		

Figure 2-20 Select a Label Background

## **Designing Labels**



### Selecting a Data Origin

What is a Data Origin? When you add a text, paragraph, bar code, or 2D bar code image to the label, you must select a data origin for that image. A data origin identifies the source of the data to populate an image. A data origin can be constant (the data stays the same for each label printed) or variable (the data changes for each label printed).

The data origin is selected from the image's **Data** tab.

Text Pro	perties 🛛 🛛 🔀
Gen	eral Data Font Color Position
Qrigin: Iext:	Constant Constant Constant Database Keyboad Input Counter Coun
	Help OK Cancel Place

Figure 3-1 Data origins

## Types of DataThe following table describes the data origins from which you<br/>can select.

Data Origin	Description
Constant	The information is entered on the <b>Data</b> tab when the image is created, and does not change from label to label. Constant is the default data origin.
Database	The value is retrieved from a database file, and so it changes from label to label (variable data).
	You can access the database records sequentially (prints all records in order) or using a "key" field that you select. (Note: The key field access method is not available in all editions of the software.)
Keyboard Input	The operator is prompted for the information at print time, so different information could be entered for each label (variable data).
	For a Keyboard Input "pick list," the value is selected at print time from a predefined drop-down list. Input can be limited to the list to ensure exact entry of data with no unauthorized entries.
Counter	You specify a starting value, and the information incre- ments (counts up) or decrements (counts down) by the specified amount for each label (variable data).
Сору	The information is copied from another variable image on the label.
Combination	The information is obtained by combining the data from two or more other images on the label, and/or by using math, logic, or string functions to formulate data from those variable images. (Note: This origin is not available in all editions of the software.)
Date	The value is the current date (based on the system clock), formatted according to the date format you select. Some editions of the software allow you to offset the date to print a past or future date if desired (e.g, MM/DD+7/YY adds seven days to the current date).
Time	The value is the current time (based on the system clock), formatted according to the time format you select. Some editions of the software allow you to offset the time to print a past or future time if desired (e.g, HH:MM+10 AA\$ adds 10 minutes to the current time).

### Selecting a Font

For any text, paragraph, bar code, or 2D bar code image that you add to the label, you have the option of selecting resident or non-resident printer fonts.

- **Resident fonts** are stored in your printer system's memory. This is the recommended font type when printing to a thermal printer.
- Non-resident fonts are stored on your PC. Non-resident fonts are sent to your printer as graphics. Graphics require more memory and, therefore, take longer to print than resident fonts.
- **TrueType fonts** are the fonts stored on your PC, and there is typically a wide variety of these fonts from which to choose. TrueType fonts are not typically resident on thermal printers.

The font is selected from the image's Font tab.

Text Properties		$\overline{\mathbf{X}}$
∫ General ∫ Data ∫	Font Color	Position
Eont: 9×13 E 6×7 B 9×13 Arail Baltic Arail Baltick Arail Black Arail Black	Size: 12 6 12 23 46	Style: Regular Regular
Width: 100% (Normal) Effects: └ Underline └ Strikethrough └ All Caps	T	Sample:
	<u>H</u> elp C	IK Cancel Place

Figure 3-2 Font tab

When selecting a font on the **Font** tab, pay attention to the icon located to the left of each font in the list:

- Indicates a font (not a TrueType font) resident on the thermal printer.
- indicates a TrueType font that is not resident on the printer; it will be sent to the printer as a graphic.
- $\Phi^{-} \Psi$  indicates a TrueType font resident on the printer.

## Using the Add Image Wizard

You can use the Add Image Wizard to add any type of image to your label. The Add Image Wizard walks you step by step through the process of adding an image, defining its properties, and placing it on the label.

- ► To access the Add Image Wizard, do one of the following:
  - Click the Add Image Wizard button , located at the top of the Add Image Toolbar.
  - On the Insert menu, click Image Wizard.
  - Press the INSERT key on your keyboard.

Add New Image Wizard		
	This is the New Image Wizar through the process of addin The first step is selecting the	d. This wizard steps you g a new image to your label. type of image to add:
	$\mathbf{A}$ $\circ$ Text	C Line
	C <u>P</u> aragraph	C <u>R</u> ectangle
	📂 🔿 Pjcture	C Ellipse
	urran Code	♦ C Diamond
	🔿 🕐 🖄 🔿	O C Octagon
an the second	C TextArt	😵 🔿 <u>C</u> ustom Shape
A CONT	R <sup>™</sup> ⊂ RichText <u>F</u> ield	
	Help << Back	Next >> Cancel

Figure 3-3 Add Image Wizard



Depending on the edition of the software you are using, different features are available. Although all features are described in this manual, they many not be available in your edition of the software.

## Adding Images to the Label

Adding Text

- **1** Do one of the following:
  - On the Insert menu, click Text.
  - Click Add Text A on the Add Image Toolbar.

The Text Properties dialog box appears.

Text Properties	×
General Data	Font Color Position
Qrigin: Constant	I
<u>I</u> ext:	
	Sample:
	Halp OK Cancel Place
_	

Figure 3-4 Text Properties

- 2 From the Origin drop-down list, select the data origin appropriate for your text. Depending on the origin selected, different properties will appear on the Data tab.
- **3** Set up your text image as required for the data origin you selected. For detailed information on each data origin, use the program's online Help.
- 4 Click the **Font** tab and select font options for your text.
- **5** If desired, use the **Text Properties** tabs to define other settings for your text such as color and position.
- 6 Click OK to have the text appear on the label according to the Position tab settings, or click Place to place the text on the label using the mouse.

#### Adding a Paragraph

1 Do one of the following:

- On the Insert menu, click Paragraph.
- Click Add Paragraph in on the Add Image Toolbar.

The Paragraph Properties dialog box appears.

Paragraph Properties	×
ForwerWrap General Data Font Color	Position ]
Qrigin: Constant 💌 🗖 Enable Rich Text Format	Edt RTF
Iext:	
Sample:	
	[ ]
Help UK Cancel	<u><u>P</u>lace</u>

Figure 3-5 Paragraph Properties

- 2 From the **Origin** drop-down list, select the data origin appropriate for your paragraph. Depending on the origin selected, different properties will appear on the **Data** tab.
- **3** Set up your paragraph image as required for the data origin you selected. For detailed information on each data origin, use the program's online Help.
- 4 Click the **Font** tab and select font options for your paragraph.
- 5 If desired, use the Paragraph Properties tabs to define other settings for your paragraph such as Text Wrapping and Scale to Fit options.
- 6 Click OK to have the paragraph appear on the label according to the Position tab settings, or click Place to place the paragraph on the label using the mouse.

#### Adding a Bar Code 1 Do one of the following:

- On the Insert menu, click Bar Code.
- Click Add Bar Code IIII on the Add Image Toolbar.

The Bar Code Properties dialog box appears.

- 2 From the **Origin** drop-down list, select the data origin appropriate for your bar code. Depending on the origin selected, different properties will appear on the **Data** tab.
- **3** Set up your bar code image as required for the data origin you selected. For detailed information on each data origin, use the program's online Help.
- 4 Click the **Bar Code** tab and select a bar code type from the **Type** drop-down list. The settings that appear on this tab will vary depending on the bar code type you select.

Bar Code Prope	rties 🛛 🔀
∫ General )	Data Bar Code Font Color Position
<u>Type:</u>	3 of 9
Height:	0.500 in
Density:	0.013 (Medium)
Checksum:	None
Text Where:	Below  Sample:
<u>R</u> atio:	3 to 1
Supplement:	
Data Identifier:	
	Help OK Cancel Place

Figure 3-6 Bar Code tab

- 5 If desired, use the **Bar Code Properties** tabs to define other settings for your bar code such as color or position, or font options for the human readable text.
- 6 Click OK to have the bar code appear on the label according to the Position tab settings, or click Place to place the bar code on the label using the mouse.

#### Adding a 2D Bar **1** Do one of the following:

Code

- On the Insert menu, click 2D Bar Code.
- Click Add 2D Bar Code in on the Add Image Toolbar.

The 2-Dimensional Properties dialog box appears.

- 2 From the Origin drop-down list, select the data origin appropriate for your 2D bar code. Depending on the origin selected, different properties will appear on the Data tab.
- **3** Set up your 2D bar code image as required for the data origin you selected. For detailed information on each data origin, use the program's online Help.
- 4 Click the 2D Bar Code tab and select a bar code type from the **Type** drop-down list. The settings that appear on this tab will vary depending on the bar code type you select.

2-Dimensional P	roperties			
Position	1			
General	[ Data	2D Bar Code	Font	[ Color ]
<u>I</u> ype:	PDF-417	•		
	in			
Density:	0.013 (Medium)	-		
X : Y Ratio:	1:3	-		
PDF Security:	Level 2	-		
<u>R</u> ows:	0		Sample:	
<u>C</u> olumns:	0			
✓ Truncated				Shewson,
			1	
			_	
	Help	OK	Cancel	Place

Figure 3-7 2D Bar Code tab

- 5 If desired, use the 2-Dimensional Properties tabs to define other settings for your 2D bar code such as color and position.
- 6 Click **OK** to have the 2D bar code appear on the label according to the Position tab settings, or click Place to place the 2D bar code on the label using the mouse.

#### Adding a Picture 1 Do one of the following:

- On the Insert menu, click Picture.
- Click Add Picture 🗾 on the Add Image Toolbar.

The Picture Properties dialog box appears.

Picture Properties
General Picture Color Position
Picture: Embedded
Ele
- Sample:
Help OK Cancel Place

Figure 3-8 Picture Properties

- 2 From the **Picture** drop-down list, select one of the following methods for accessing your picture.
  - **Embedded:** Saves the picture as part of the label design. This method requires more file space for storing your label designs, but is useful if the path for your original graphic file may change at some point.
  - Linked File: Saves a reference to a selected picture file name. It does not store the actual picture as part of the label design, so this is the preferred method if you have limited storage space for your label designs.
  - **Database:** Enables you to specify a field in a database file that determines the directory path and file name for the selected picture image. (Note: This method is not available in all editions of the software.)
  - **Keyboard Prompt:** Enables you to specify the directory path and file name for the selected picture image at the time of printing. (Note: This method is not available in all editions of the software.)

Depending on the origin selected, different properties will appear on the **Picture** tab.

- 3 If you are using the **Embedded** or **Linked File** method to access the picture, click the **File** button and browse to locate the graphic file to add to the label design.
- 4 If desired, use the **Picture Properties** tabs to define other settings for your picture such as color and position.
- 5 Click OK to have the picture appear on the label according to the Position tab settings, or click Place to place the picture on the label using the mouse.
- Adding a Line or 1 Do one of the following: Shape
  - On the Insert menu, click Shapes, and then click Line, Rectangle, Ellipse, Diamond or Octagon.
  - Click Add a Shape on the Add Image Toolbar, and then select a shape.

The properties dialog box for the selected shape appears.

Rectangle Prope	erties 🛛 🔀
∫ General )	Color Position
Horigontal: 0.80	00 in
Vertical: 0.90	00 in
<u>W</u> idth: 1.00	00 in
Height: 1.00	00 in
<u>I</u> hickness: 0.01	10 (Thin) 💽 in Sample:
□ E	Eil 0.800 1.800
	1.900
	Help OK Cancel Place

Figure 3-9 Rectangle Properties

- Click the Position tab, and select a Thickness setting (Thin, Medium, or Thick) for the shape's border, or use a different setting by entering your own value.
- **3** If you want the shape to be filled with color, click the **Fill** check box.
- 4 Click the Color tab and select a Foreground Color for the shape's border and/or a Background Color for the shape's fill color.
- 5 Click OK to have the shape appear on the label according to the Position tab settings, or click Place to place the shape on the label using the mouse.
- Adding a Custom 1 Do one of the following: Shape
  - On the Insert menu, click Shapes, and then click Custom Shape.
  - Click Add a Shape 5 on the Add Image Toolbar, and

then click Custom Shape 🐏.

The Custom Shape Properties dialog box appears.

Custom Shape Properties				
General Custom St	ape (	Color	1 Pos	ition ]
Shape Category: Arrows			•	
$\rightarrow$ –	> >		≫	$\rightarrow$
$\rightarrow$				
				>
Help	OK.	Ca	incel	Place

Figure 3-10 Custom Shape Properties

- 2 On the **Custom Shape** tab, click the **Shape Category** drop-down list and select the category that contains the shape you want. For example, if you are looking for a fire extinguisher icon, select the Fire Safety category. All the available shapes for the selected category appear.
- **3** Scroll through the displayed shapes and click the shape you want.
- 4 If desired, use the **Custom Shape Properties** tabs to define other settings for your custom shape such as color and position.
- 5 Click OK to have the custom shape appear on the label according to the **Position** tab settings, or click **Place** to place the custom shape on the label using the mouse.



To temporarily override the snap value grid setting and position an image precisely, hold down the CTRL key as you drag the image to the desired position on the label.

Adding a TextArt	1	Do one of the following:		
		On the Insert menu, click TextArt.		
		<ul> <li>Click Add TextArt solution on the Add Image Toolbar.</li> </ul>		
		The TextArt Properties dialog box appears.		
	2	From the <b>Origin</b> drop-down list, select the data origin appropriate for your TextArt image. Depending on the ori- gin selected, different properties will appear on the <b>Data</b> tab.		
	3	Set up the TextArt image data as required for the origin you selected. For detailed information on each data origin, use the program's online Help.		
	4	Click the <b>Font</b> tab and select font options for the TextArt		

4 Click the **Font** tab and select font options for the TextArt image.

Note

TextArt images can only be created using TrueType fonts. If you are using a thermal or thermal transfer printer, note that labels containing TextArt images may print significantly slower because TrueType fonts are sent to the printer as graphics on most thermal printers.

#### 5 Click the TextArt tab.

FextArt Properties	
General Data Font TextArt	Color Shape Position
Image:     Image:       Start angle:     Image:       Sweep angle:     180	TRotate Counter Clockwise
Alignment: Centered Viddle Break: At any character	V V
Char spacing: Normal	Sample: ABC abc 123
Rotated characters	
Help	DK Cancel <u>P</u> lace

Figure 3-11 TextArt Properties TextArt tab

**6** Set the following TextArt properties:

**Bend text to shape:** When this box is checked, the text will follow the border of the shape (ellipse, rounded rectangle, etc.) chosen on the **Shape** tab. (Default shape type is an ellipse.)



To create a TextArt image that displays a line of text in a full circle, select the **Ellipse** shape on the **Shape** tab, enter **0** for the **Start angle**, and enter **360** for the **Sweep angle**.

**Start angle:** Allows you to define a starting point in the TextArt text, based on an angle of 360°. (Default Start angle setting is 0.)

**Sweep angle:** Allows you to define the sweep angle at which the text will be displayed. (Default Sweep angle setting is 180.)

**Rotate Counter Clockwise:** Rotates the entire string of characters to flow in a counter-clockwise direction following the border of the shape.



To create a TextArt image that displays a line of text that reads from left to right in a downward arc, select the **Ellipse** shape on the **Shape** tab, enter **180** for the **Start angle**, enter **180** for the **Sweep angle**, and then click the **Rotate Counter Clockwise** check box.

**Alignment:** Used to define the horizontal and vertical alignment characteristics of the TextArt in its allocated space.

**Break:** Used to define where text breaks should occur, when the text has to adapt to the shape.

**Char spacing:** Used to define the spacing between characters. You can select the Custom option to define custom character spacing based on a scale of 20 to 200. The default setting (100) corresponds to standard spacing. During customizing, spacing will be proportional to the number selected. For example, at 200 the spacing corresponds to approximately one character; at 20, the characters will overlap.

**Rotated characters:** Rotates each individual character counter-clockwise by 90°.

 7 If you want to apply color to the TextArt image text, click the Color tab to access the color settings for the Fill, Outline, and Shadow colors. 8 If you would like a shape to appear in the background of the TextArt image, click the **Shape** tab and select the desired shape. Shape options include Ellipse, Line, Polygon, Polyline, Rectangle, and Round rectangle.

TextArt Properties 🛛 🔀
General Data Font TextArt Color Shape Position
Shape Round rect v % x axis 50 v % y axis 50 v
Background           Auto           Qustom
Image: Source of the second
Dash style : Solid 🔹 🔽 Dutline
Dash cap : Round
Help OK Cancel Place

Figure 3-12 TextArt Properties Shape tab

9 Set the following Shape properties:

**Shape:** Select the type of shape to use as the object's background. The shape selected here also determines the shape the text will follow if the **Bend text to shape** option is selected on the **TextArt** tab.

% x axis and y axis: Used to define the corner roundness when the **Round rectangle** shape is selected.

**Background:** Click the **Background** check box to use the selected shape for the object's background.

**Color:** Click the drop-down list to select a color for the selected background shape. The Custom button allows you to select a non-standard color or define a custom color.

Note

The units of measure (inches or centimeters) can be changed from the **Tools** menu > **Setup** > **View Settings** tab > **Ruler Markings** setting. The **Ruler Markings** setting determines the units of measure used throughout the program.

**Internal margin:** Used to define a margin between the outside edge of the object (where the object handles appear) and the background shape.

**Border:** Click the **Border** check box to place a border line around the selected background shape. Note that if an internal margin surrounds the shape, the border line will appear outside the margin.

**Color:** Click the drop-down list to select a color for the border. The Custom button allows you to select a non-standard color or define a custom color.

**Dash style:** Used to define the dash style, if any, to use for the border.

**Dash cap:** Used to define the appearance of the dashes when a dash style is used.

**Width:** Used to define the width of the outline, whether it is continuous or dashed.

**Outline:** Allows you to display only the outline of the defined border.

**10** Click **OK** to have the TextArt image appear on the label according to the **Position** tab settings, or click **Place** to place the image on the label using the mouse.

#### Adding a RichTextField Image

**1** Do one of the following:

- On the Insert menu, click RichTextField.
- Click Add RichTextField M on the Add Image Toolbar.

The RichTextField Properties dialog box appears.

chTextField I	Properties						
General	Data	Font	0	Color	Position	Po	werWrap
Origin: Consta	ant		-	🔽 Ena	able Rich Text I	Format	<u>E</u> dit RTF
<u>T</u> ext:							
				L L	Sample:		
		<u>H</u> elp		OK	Cance		<u>P</u> lace

Figure 3-13 RichTextField Properties Data tab

- 2 From the **Origin** drop-down list, select the desired data origin (available origins are limited to Constant, Database, or Combination for a RichTextField image). Depending on the origin selected, different properties will appear on the **Data** tab.
- **3** Set up the RichTextField image data as required for the origin you selected. For detailed information on each data origin, use the program's online Help.

Note

Depending on your printer, RichTextField images may be sent to your printer as graphics and when images print as graphics the print speed is much slower. 4 To add or edit text in the RTF Editor, click the Edit RTF button.

The RTF Editor appears.



Figure 3-14 RTF Editor

#### Note

When entering the RTF Editor from the **Data** tab you will be limited to editing the selected RichTextField image. In order to create, open, and save other RTF files, you must enter the RTF Editor by selecting **RTF Editor** from the **Tools** menu.

- 5 Now in the RTF Editor, type the desired text and format it using the options in the RTF Editor's **Font** menu.
- 6 When finished, select **Exit** from the RTF Editor's **File** menu and click **Yes** when asked whether to save the text.
- 7 Now back on the **Data** tab, the formatted RTF text will appear in the **Sample** box and the source text with its hidden RTF codes will appear in the **Text** box.
- 8 Click OK to have the RichTextField image appear on the label according to the **Position** tab settings, or click **Place** to place the image on the label using the mouse.

## Working with Placed Images

#### Image Handles

When you click on an image to select it, image "handles" will appear around the image's border. The image handles let you know when an image is selected, and they also provide an easy way for you to change the image's size.



Figure 3-15 Image handles

- Changing the Snap Value When you place an image on the label, it automatically snaps into alignment according to the Snap Value set on the View Settings tab. When you move images, the snap value keeps the movement to increments of this value. For example, a snap value of 0.25 inches lets you move an image in quarterinch increments.
  - ► To change the snap value:
  - 1 On the **Tools** menu, click **Setup**, and then click the **View Settings** tab.
  - 2 Change the **Snap Value** setting as desired. For example, changing the snap value from 0.10 to 0.01 will make it much easier to place an image at a specific point on the label.
  - 3 Click **OK** to return to the design window.

Moving an Image		Place the mouse pointer over the selected image.		
	2	Click the left mouse button and drag to move the image to the desired location.		
Moving an Image		To move a selected image in front of all other images:		
to the Front or Back		<ul> <li>Right-click on the image and select Pull to Front.</li> <li>Alternatively, you can select the image and then select</li> <li>Pull To Front from the Edit menu.</li> </ul>		
		The image that is pulled to the front is the last item printed.		
	•	To move a selected image to the back of all other images:		
		<ul> <li>Right-click on the image and select Drop to Back.</li> <li>Alternatively, you can select the image and then select</li> <li>Drop To Back from the Edit menu.</li> </ul>		
		The image that is dropped to the back is the first item printed.		
Rotating an Image	1	Click on the image(s) you want to rotate. To select more than one image at once, hold down the SHIFT key while clicking on the images.		
	2	On the <b>Edit</b> menu, click <b>Rotate</b> . Alternatively, you can right-click on the image and select <b>Rotate</b> .		

The Rotate dialog box appears.

Rotate	X
Rotate What	OK
<u>All Images</u> <u>Selected Images</u>	Cancel
	Help
Rotate by: 90 degrees	- turn left 📃 💌

Figure 3-16 Rotate options

- **3** Select one of the following rotation options:
  - All Images: Changes the orientation of the label on your screen and on the print media. The display shows the orientation of the printed label. For example, to print labels upside down, rotate all images 180 degrees.
  - Selected Images: Use this command to rotate the orientation of selected images. The display shows how images will print. This command does not affect the orientation of the label.
- 4 Choose a rotation setting from the **Rotate by** drop-down menu.
- 5 Click **OK** to return to the design window.
- Sizing an Image 1 To size the image while keeping the aspect ratio of the height and width the same (so as not to distort the image), click on one of the four corners of the image handles (so the cursor is at a diagonal).
  - **2** Drag to the desired size.
- Scaling an Image The Scale command allows you to size the selected image or images by the percentage you specify. Specifying a percentage of 100 percent leaves the image unchanged; 50 percent cuts the image size in half; 200 percent doubles the image size, etc.

#### To scale selected images or all images in the design area:

- Click on the image(s) you want to scale. To select more than one image at once, hold down the SHIFT key while clicking on the images.
- 2 On the Edit menu, click Scale. Alternatively, you can right-click on the image and select Scale.

The Scale dialog box appears.

Scale	
Scale What	OK
<u>All Images</u> <u>Selected Images</u>	Cancel
Scale Factor: 100%	Help

Figure 3-17 Scale options

- 3 Specify if you want to scale All Images or Selected Images.
- 4 Select a value from the **Scale Factor** drop-down list or use a different scale factor percentage by entering your own value.
- 5 Click **OK** to return to the design window.



For detailed information on all label design functions available in this label design software, use the program's online Help. Help is available by selecting **Contents** from the **Help** menu or by pressing F1.

## **Creating Your First Label**



This chapter walks you through the process of creating an employee name badge label that includes a company name, an employee name, a graphic, and a bar coded badge number. We will use the program's powerful database capabilities to access the employee name data from the Ex1.dbf sample database that is installed with the program. In addition, the badge number will be added as a bar code that can be scanned to track attendance at company events or for other purposes.

The following is a sample of the label we will create.



Figure 4-1 Name badge label

Note	The name badge label uses a predefined label format for an 8.5
	x 11 inch sheet of labels. For purposes of this exercise we will
	set up the label design to print to a Windows printer (like a
	laser or ink-jet printer). If you do not have this type of printer
	setup available you can still go through the basic label design
	steps covered in this exercise.

# Creating a New<br/>Label1Start the label design software.The first time you launch the soft

The first time you launch the software, a message box will appear to inform you that a default printer was not found. If you see this message, click **OK** to start the Add Printer Wizard and set up your default printer.

2 From the introductory screen, select the **Create a new label** option, and then click **OK**.

The New Label Wizard appears.



Figure 4-2 New Label Wizard

- **3** On the first screen of the wizard, select the following two options:
  - · Select a different printer for this design
  - Change the page size, set up margins, and/or print multiple labels per page
- 4 Click Next.



Figure 4-3 Select a printer

5 Select a laser, ink-jet or dot matrix printer.

If necessary, you may need to first install the printer using Windows Control Panel.

- 6 Click Make this printer the "Specific Printer" for this label file..., and click Next.
- 7 Click One of the forms chosen below.
- 8 Click the **Form** drop-down list and select **Avery** as the form manufacturer.
- 9 Now click the bottom drop-down list and scroll down to select form 5395 - Name Badge - 2-1/3" X 3-3/8".

The preview on the left will change to show a page layout with two labels across and four labels down on the page.

lew Label Wizard 🛛 👔
On which type of media will this label file be printed? □
Help << Back Next >> Cancel

Figure 4-4 Name badge form

- 10 Click Next.
- **11** Continue clicking **Next** to accept the defaults for page size, margins, and number and size of labels per page.
- 12 The final screen of the wizard allows you to enter a description for your label. Type Employee badge with name and bar coded badge number in the Description box.
- 13 Click Finish.

The selected label format appears in the design window.

- 14 On the File menu, click Save As.
- **15** Browse to save the label to your desktop and enter a file name (like **Employee Badge**), and then click **Save**.

#### Adding a Picture 1 On the Insert menu, click Picture.

The Picture Properties dialog box appears.

Picture Properties 🛛 🔀
General Picture Color Position
Picture: Embedded
Ele
- Sandr
Janue.
Help OK Cancel Place

Figure 4-5 Picture tab

- 2 In the Picture box, click Embedded.
- 3 Click File.

The Select Picture File dialog box appears.

4 Browse to the label design software's **Sample Labels** directory, select **computer.pcx**, and then click **Open**.

The path and file name of the picture appears, and the **Sample** area displays the selected image.

- 5 Click Place.
- **6** Position the cursor in the upper left corner of the label and click to place the image.



You can easily move the picture on the label by clicking once on the middle of the image and then dragging it to a new position using the mouse.



Figure 4-6 Add a picture

The picture appears at its original size, which is too large for this label.

- 7 To make the picture smaller, position the cursor over the lower right corner image handle (one of the bars outlining the image), and click and drag it toward the upper left corner. Size the picture so it is about 3/4" high.
- 8 On the File menu, click Save.

Adding a Constant 1 Text Image	On the Insert menu, click Text.	
	The Text Properties dialog box appears.	
2	On the <b>Data</b> tab, click in the <b>Origin</b> box, and then click <b>Constant</b> as the data origin.	
3	In the Text box, type ABC Company.	
	Text appears in the <b>Sample</b> area as you type it.	

4 Click the Font tab.

Text Properties	Foot Y Color	C Position
Eont:	<u>Size:</u>	Style:
Arial	24	Regular
Tr Arial Tr Arial Baltic Tr Arial Black	24 A 26 28	Regular Bold Bold Italic
The Arial CYR	<ul> <li>36 48 72</li> <li>✓</li> </ul>	Italic
Width: 100% (Normal)	-	Sample:
Effects:		AaBbCc 12
Strikethrough     All Caps		
	Help 0	K Cancel Place

Figure 4-7 Font tab

**5** Select the following font settings:

Font: Arial

Size: 24

Style: Regular

If you are printing to a thermal or thermal-transfer printer, you should use a printer resident font instead of Arial.

- 6 Click **Place** and position the cursor near the top of the label, to the right of the picture.
- 7 Click the left mouse button to place the image. If necessary, you can click on the image and drag to move it.

Note

Database File



Figure 4-8 Add text

8 Save the label design.

#### Attaching a 1 On the Insert menu, click Database File.

Alternatively, on the **File** menu, click **Label Properties**, click the **Database** tab, and click **Add**.

The Add Database Wizard appears.

- 2 Depending on the edition of the label design software you are using, you may be prompted to select the type of database setup to use. Select Normal Setup, and click Next.
- 3 Click File.

The Select Database File dialog box appears.
Select Datab	oase File			? 🗙
Look in: 险	Sample Labels	•	- 🗈	r 🗐 🕈
■ E×1.dbf ■ Sample2.d	bf			
File name:	Ex1.dbf			Open
Files of type:	All Database Files	 	•	Cancel

Figure 4-9 Select a database file

4 Browse to the label design software's **Sample Labels** directory, select **Ex1.dbf**, and then click **Open**.

The database file name you selected is displayed.

#### 5 Click Next.

The label design software analyzes the database for the total number of records and for the field property information. When done, a list of fields in each record appears.

Add Database Wizard						X
	Records Analyzed. 14 Below are a list of the fields that have been found in each record. You can change the sample value or the max length of any of the fields by selecting the field and pressing the Properties Unitor.					
	Name	Sample	Туре	Min	Max	
	firstname	John	UL	4	7	
	lastname	Brown	UL	4	8	
	fullname	John Brown	UL	9	15	_
	title	Sales Executive	UL	8	20	=
	dept	Sales	UL	5	16	
	idno	475-98-8975	NP	11	11	
	ext	109	N	3	3	
	homephone	414/547-8995	NP	0	12	$\mathbf{x}$
				Erc	perties.	
L	<u>t</u> elp	<< <u>B</u> ack <u>N</u> e	xt >>		Cance	*

Figure 4-10 Database field information

6 Click Next.



Figure 4-11 Database access methods

- 7 Depending on the edition of the label design software you are using, you may be prompted to select a database access method. For purposes of this exercise, we will access the database beginning at the first record, so select Sequential access, and click Next.
- 8 In the Name box, type Employee Information.
- 9 Click Finish to complete the database setup.

The Ex1.dbf database is attached and its records can be accessed when adding a text, paragraph, bar code, or 2D bar code image to the label.

10 Save the label design.

Adding Text with 1 On the Insert menu, click Text. a Database Origin The Text Properties dialog box appears.

2 In the Origin box, click Database.

The Employee Information (Ex1.dbf) field information appears on the **Data** tab.

xt Proper	ies	D
General	Data Font Color Position	
Qrigin: Da Eile: Emplo	abase 🔹 💌	
Fjelds: Name Instname Iastname fulname title dept idno ext homenhone ≮	Sample Type Min Ma   John UL 4 •   John Brown UL 9 •   John Sales Executive UL 8   Sales VL 5 •   103 N 3 •   414/547.898675 NP 1 •   Mathematical Sales • • •	John
	Help OK	Cancel

Figure 4-12 Database data origin

- 3 Select the fullname field.
- 4 Click the **Font** tab and select the following settings:

Font: Arial

Size: 14

Style: Regular

5 Click **Place** and click the left mouse button to place the text near the center of the label, slightly below the "ABC Company" text.



Figure 4-13 Add a database field

6 Save the label design.

Adding a Bar Code 1 with a Counter Origin

Adding a Bar Code 1 On the Insert menu, click Bar Code.

The Bar Code Properties dialog box appears.

2 In the Origin box, click Counter.

The **Data** tab changes to display the Counter settings.

Bar Code Prop	erties 🛛 🔀
General )	Data Bar Code Font Color Position
Origin: Count	er
⊻ariable:	Counter 1 Advanced
Start <u>A</u> t:	Detabase
<u>S</u> tep By:	1
V <u>e</u> rify	Keyboard Verification Off
Sample:	
Base:	Numbers
L	
	Help OK Cancel Place

Figure 4-14 Counter data origin

**3** Select the following Counter settings:

Start At: 0001

Step By: 1

Sample: 0001

Base: Numbers

- 4 Click the Advanced button, set Keep Changes to Yes, and then click OK.
- 5 Click on the Bar Code tab.

Bar Code Prop	erties 🛛 🔀
General	Data Bar Code Font Color Position
<u>T</u> ype:	Extended 39
Height:	0.500 in
Density:	0.013 (Medium)
Checksum:	None
Text Where:	Below Sample:
<u>R</u> atio:	3 to 1
Supplement:	
Data Identifier:	00000
	,
	Help OK Cancel Place

Figure 4-15 Bar Code tab

6 Select the following bar code settings:

Type: Extended 39

Density: 0.013 (Medium)

Text Where: Below

7 Click **Place** and click the left mouse button to place the bar code below the "fullname" database field.



Figure 4-16 Add a bar code

8 Save the label design.

Changing the Snap Value	1	On the <b>Tools</b> menu, click <b>Setup</b> , and then click the <b>View Settings</b> tab.
	2	In the <b>Snap Value</b> box, type <b>0.01</b> . (Decreasing the snap value makes it much easier to place an image at a specific point on the label.)
	3	Click <b>OK</b> to return to the design window.
Positioning Images on the Label	1	While pressing the SHIFT key, click once on the "fullname" field and once on the bar code.
	2	With both images selected, click <b>Center Horizontally</b> I mon the Alignment Toolbar.
	3	Save the label design.

Your label should now look something like this:



Figure 4-17 Final name badge label

Previewing Label 1 Printing

Previewing Label 1 On the File menu, click Print Preview.

The **Print Preview** window appears, displaying a full page of labels.



Figure 4-18 Print Preview

Note

Design

Depending on the edition of the software you are using, the Print Preview labels may display only sample data (low-end edition) or may display actual "live" data for the database records and counter values (mid-range and high-end editions).

2 Click Close to return to the design window.

Printing the Label 1 On the File menu, click Print.

The **Print** dialog box appears.

Print		
Print Bange	Label Size: 3.375 x 2.312 in Page Size: 8.500 x 11.000 in	OK Cancel Help <u>S</u> etup
Start On Label:	F Reverse Pages	Print To File
Left Offset: 0.00 🐳 in	Iop Offset: 0.00 🔹 in	

Figure 4-19 Printing options

- 2 Click **Pages** and leave the **From** and **To** settings at their defaults to print one page of labels.
- 3 Click **OK** to send the label to the printer.

One page of eight labels is printed.

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