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Label Design Tutorial

This tutorial 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 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 Label

1. Start the label design software.

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.

![New Label Wizard](image)

Figure 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.
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.
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 dialog box](image)

**Figure 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 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 Data tab, click in the Origin box, and then click Constant as the data origin.

3 In the Text box, type ABC Company.

Text appears in the Sample area as you type it.

4 Click the Font tab.
5 Select the following font settings: Font: Arial
   Size: 24
   Style: Regular

Note 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.
Attaching a Database File

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.

**Figure 8 Add Text**

8. Save the label design.
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.

6. Click **Next**.
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**.

In the **Name** box, type **Employee Information**. Click **Finish** to complete the database setup.

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

Save the label design.

**Adding Text with a Database Origin**

1. On the **Insert** menu, click **Text**.

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.
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.
6  Save the label design.

Adding a Bar Code 1 with a Counter Origin


2  In the Origin box, click Counter. The Data tab changes to display the Counter settings.
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.

![Figure 15 Bar Code Tab](image)

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.
8  Save the label design.

**Changing the Snap Value**

1  On the **Tools** menu, click **Setup**, and then click the **View Settings** tab.

2  In the **Snap Value** box, type **0.01**. (Decreasing the snap value makes it much easier to place an image at a specific point on the label.)

3  Click **OK** 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 **Center Horizontally** on the Alignment Toolbar.

3  Save the label design.
Your label should now look something like this:

![Final Name Badge Label](image)

**Figure 17** Final Name Badge Label

**Previewing Label Printing**

1. On the **File** menu, click **Print Preview**.

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

![Print Preview](image)

**Figure 18** Print Preview
Depending on the edition of the software you are using, the Print Preview labels may display only sample data (QuickDraw edition) or may display actual “live” data for the database records and counter values (PowerPro editions).

2 Click Close to return to the design window.

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

The **Print** dialog box appears.

![Print dialog box](image)

**Figure 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.