LABEL MATRIX QUICK START GUIDE

Version 2026

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Getting Started

1

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. For Windows versions older than Windows 8: Go to **Start** > **Programs**.

   For Windows 8 users: Access the search tool. To access and use the search tool, open the **Charms** menu by pressing **Windows key + C** on your keyboard or by swiping in the top-right or bottom-right corner. Once the **Charms** menu pops open, click/tap the **Search** button.

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.

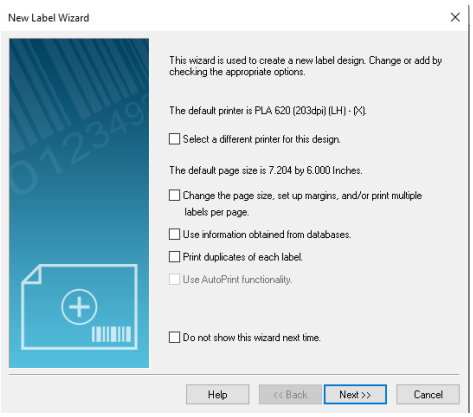

Figure 1-1 New Label Wizard

▶ **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.

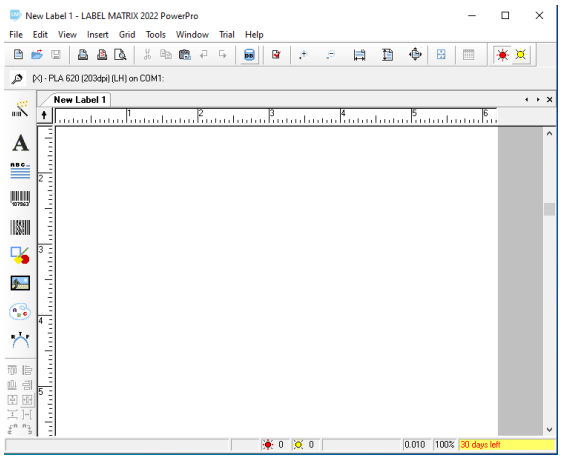

Figure 1-2 Application window

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 use the Menu Bar:**

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 Wizard, 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 **Print** dialog box, which allows you to select a print range and print the currently active label design.
	Print Sample	Print one sample label or one page of sample labels for the currently active label design.
	Print Preview	Display a preview of how the currently active label design will look when printed.
	Cut	Remove the selected image or images from the design area and place on the clipboard.
	Copy	Copy the selected image or images to the clipboard.
	Paste	Place on the label any image or images currently on the clipboard (from a previous **Cut** or **Copy** command).
	Undo	Undo the last unsaved change made to the label design.
	Redo	Restore the last change made by using the **Undo** command.
	Database Module	Start the internal database editing utility.
	Label Properties	Display the Label Properties tabs.
	Zoom In	Zoom in on the currently active label design to view images on an enlarged scale.
	Zoom Out	Zoom out of the currently active label design, allowing 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.
	Center Label	Center the label in the design area

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
	Add Image Wizard	Starts the Add Image Wizard, which steps you though the process of adding an image to the label.
	Add Text	Add a text image.
	Add Paragraph	Add a paragraph image.
	Add Bar Code	Add a linear bar code image.
	Add 2D Bar Code	Add a 2D bar code image (not available in all editions of the program).
	Add Shape	Add a line, shape or custom shape image.
	Add Picture	Add a picture image.
	Add TextArt	Add a TextArt image (not available in all editions of the program).
	Add RichText Field	Add a RichTextField image (not available in all editions 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
	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.
	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.
	Center Vertically	Center selected images vertically.
	Center Horizontally	Center selected images horizontally.
	Center Label	Center Label in the design area
	Space Vertically	Equally space selected images vertically.
	Space Horizontally	Equally space selected images horizontally.
	Rotate Left	Rotate selected images 90 degrees to the left.
	Rotate Right	Rotate selected images 90 degrees to the right.
	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 Formatting Toolbar

The **Image Formatting Toolbar** allows you to quickly format images that you have already added to the label design. The options available on this toolbar change depending on the type of image currently selected. If no image is selected, the Image Formatting Toolbar displays the printer that has been specified for the label design, along with a 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 Toolbar

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.

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 Window Settings

The **View Settings** tab allows you to define settings that affect how various elements of the design window appear (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.

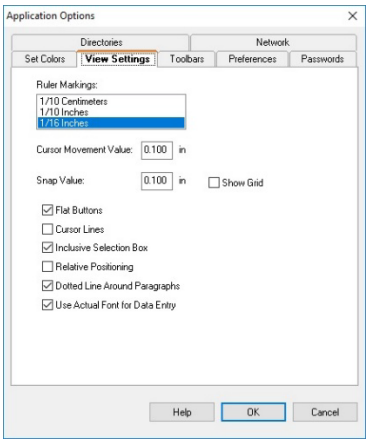

Figure 1-6 View Settings Tab

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

Design Window Colors

The options on the **Set Colors** tab enable you to set the colors for the design window area and other design elements. Color selections are provided for you to customize the application 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.

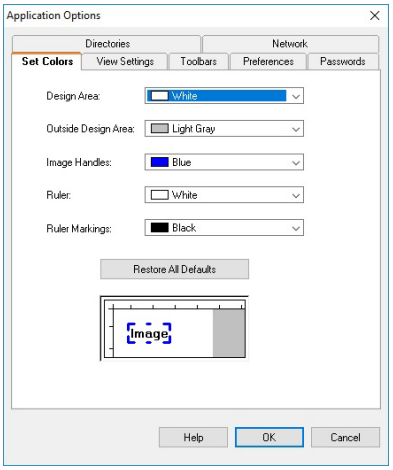

Figure 1-7 Set Colors Tab

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

Label Setup

2

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 Size Considerations

Page size is based on the printer and print media (paper or 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 PowerPro edition of the label design software contains 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

▶ **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.

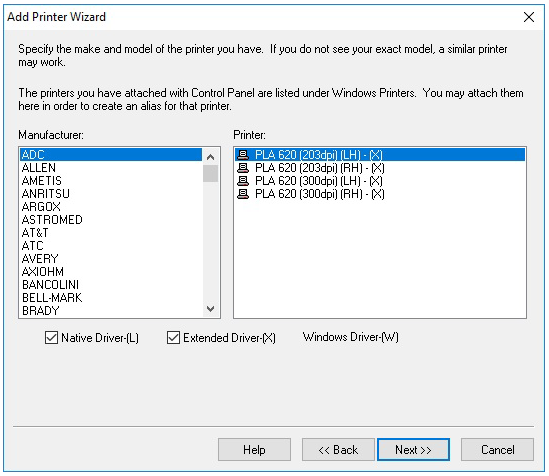

Figure 2-1 Select Printer Make and Model

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.

Note:

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

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

The alias and port selection screen appears.

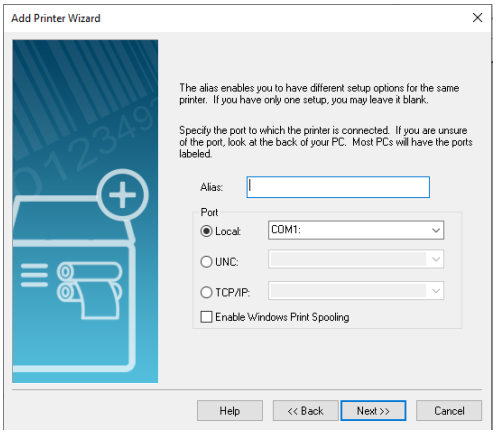

Figure 2-2 Specify Alias and Port

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 or a USB port such as USB001.
   - **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, LPT1, or USB001), 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.

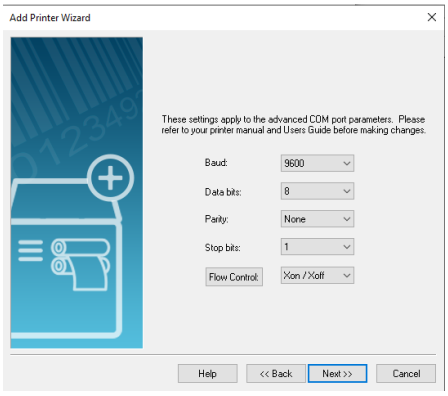

Figure 2-3 COM Port Settings

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, select 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.

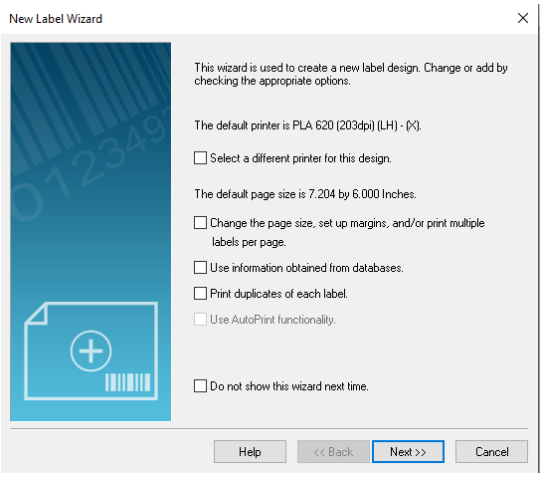

Figure 2-4 New Label Wizard

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 drop-down 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.

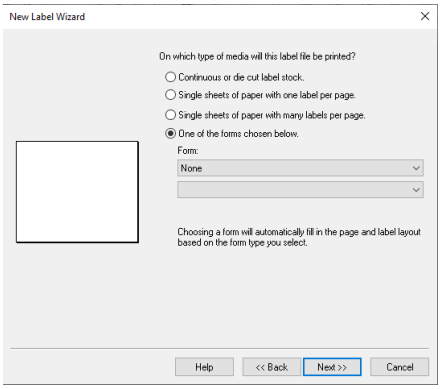

Figure 2-5 Select the Label Media Type

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 Custom Label Format

If you create a new label format that you plan to use often, you can name and save the setup as a custom form, which you can 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.

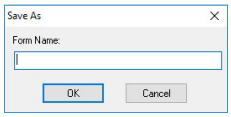

Figure 2-6 Save a Custom Form

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.

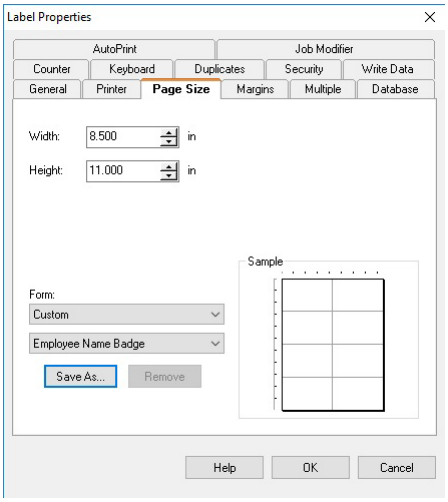

Figure 2-7 New Form Available for Selection

Editing Your Label Setup

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

There are several different ways to access the **Label Properties** dialog box:

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

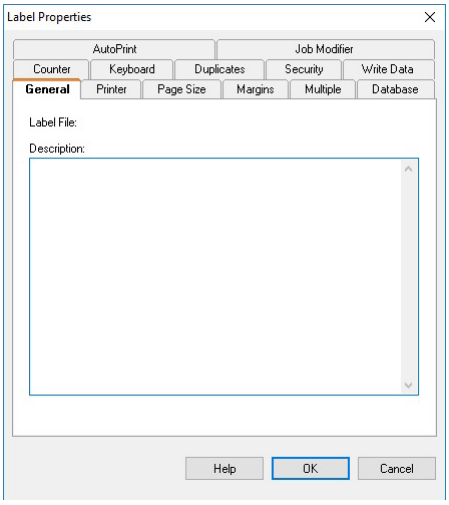

Figure 2-8 Label Properties Dialog Box

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 Page Size

You can define or edit page size properties for the active label 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.

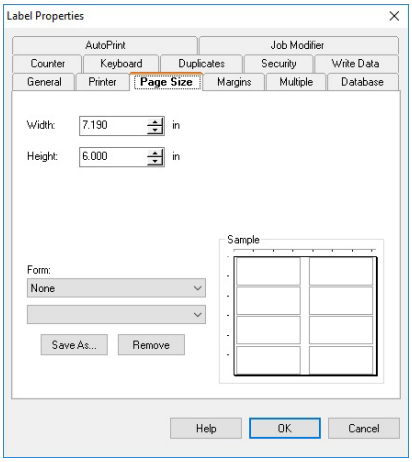

Figure 2-9 Page Size Tab

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

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.

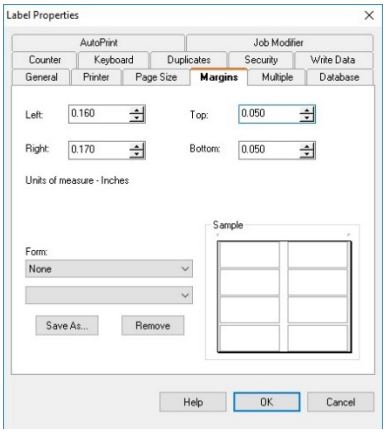

Figure 2-10 Margins Tab

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

   Note

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

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

Defining Multiple Labels per Page

You can set up a label format to print multiple labels, across and 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.

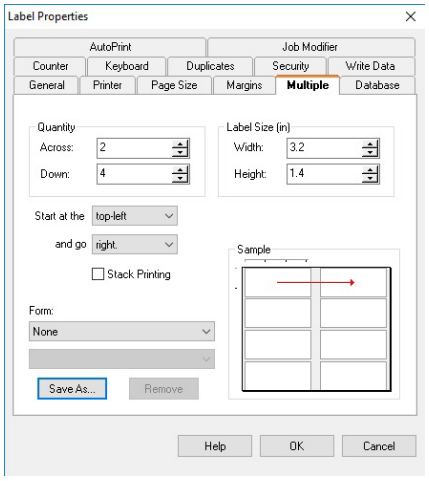

Figure 2-11 Multiple Tab

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.

   Click the **Duplicates** tab.

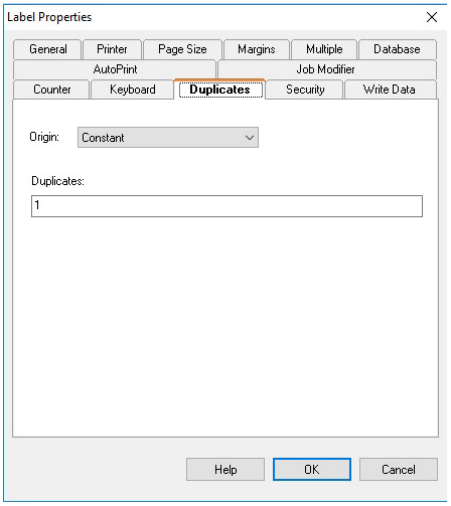

Figure 2-12 Duplicates Tab

2. In the **Origin** field, 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.

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

Changing the Selected Printer

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.

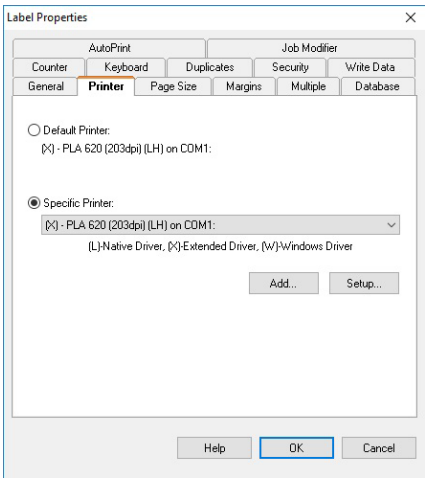

Figure 2-13 Printer Tab

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 a Label

You can associate specific information with each label by entering a description of the label. Descriptions are useful if you have many similar labels from which to choose.

▶ **To assign a description to the currently active label:**

1. On the **File** menu, click L**abel Properties**. The **Label Properties** dialog box appears.
2. Click the **General** tab.

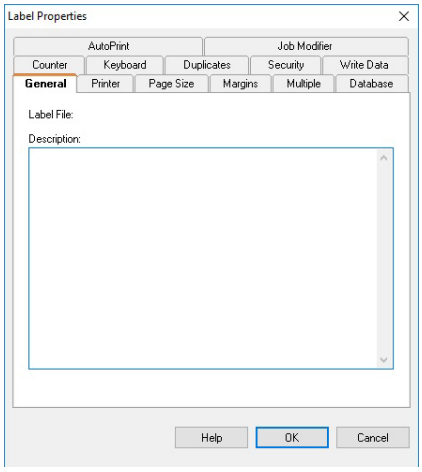

Figure 2-14 General Tab

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.

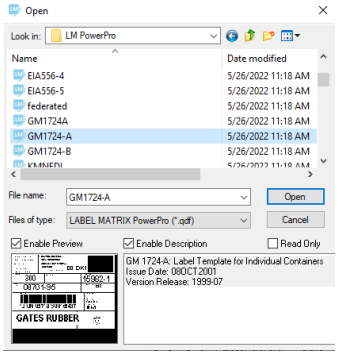

Figure 2-15 View Label Description

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**.
2. In the **Save in** list, navigate to the program's "Backgrounds" 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)**.

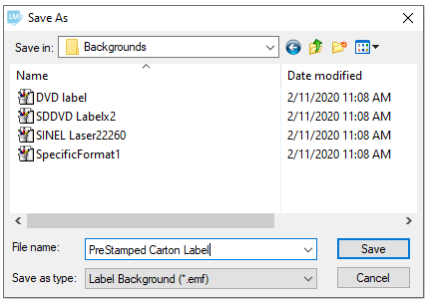

Figure 2-16 Save As a Label Background

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.

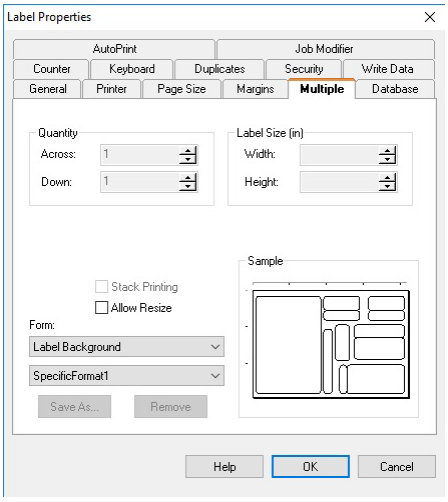

Figure 2-17 Select a Label Background

Designing Labels

3

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.

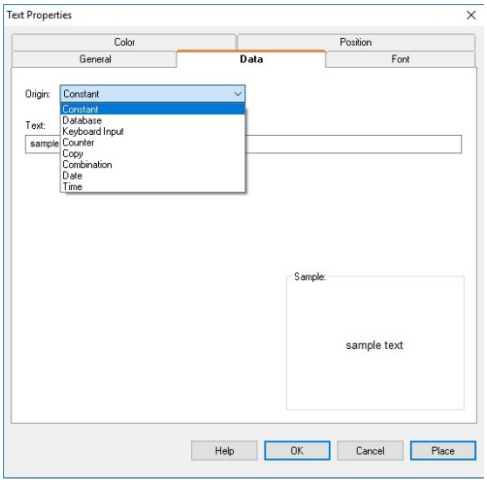

Figure 3-1 Data Origins

Types of Data Origins

The following table describes the data origins from which you can select.

Data Origin	Description
Constant	The information is entered on the **Data** 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 increments (counts up) or decrements (counts down) by the specified amount for each label (variable data).
Copy	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.

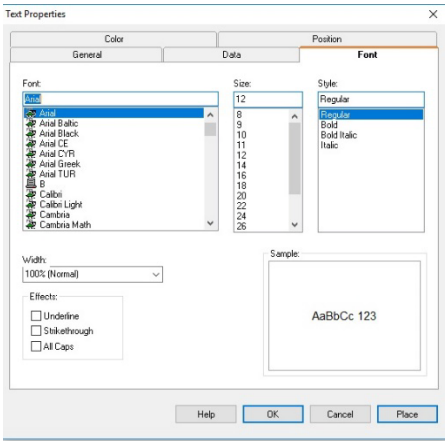

Figure 3-2 Font Tab

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.

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.

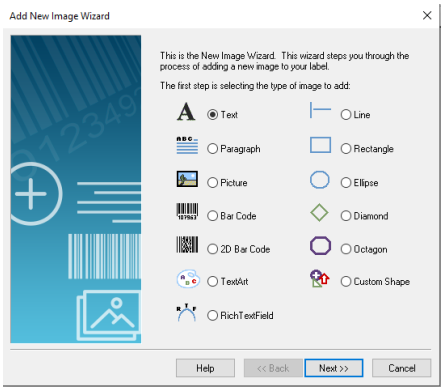

Figure 3-3 Add Image Wizard

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** on the Add Image Toolbar. The **Text Properties** dialog box appears.

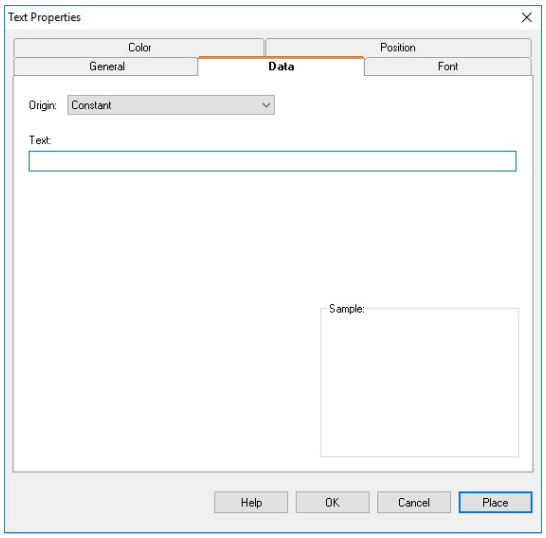

Figure 3-4 Text Properties

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** on the Add Image Toolbar. The **Paragraph Properties** dialog box appears.

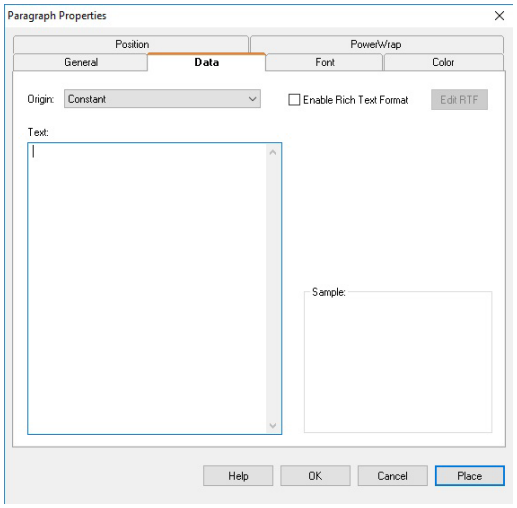

Figure 3-5 Paragraph Properties

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** 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.

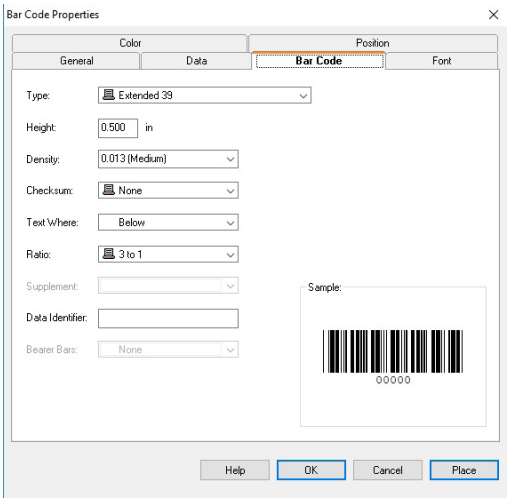

Figure 3-6 Bar Code Tab

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 Code

1. Do one of the following:
   - On the **Insert** menu, click **2D Bar Code**.
   - Click **Add 2D Bar Code** 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.

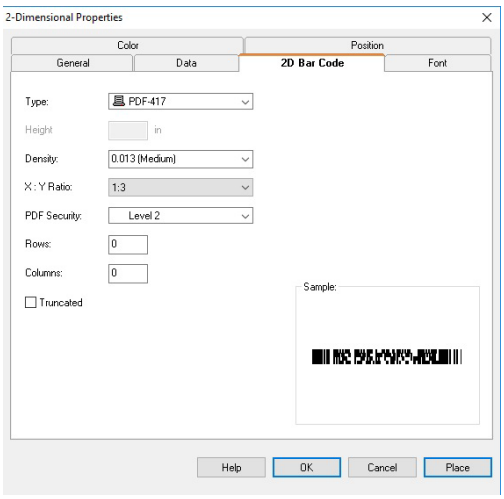

Figure 3-7 2D Bar Code Tab

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.

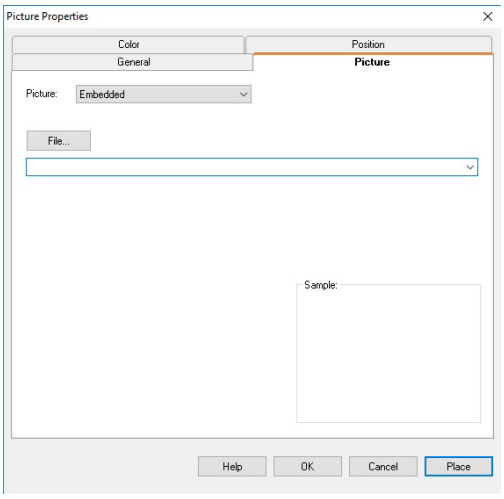

Figure 3-8 Picture Properties

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 Shape

1. Do one of the following:
   - 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.

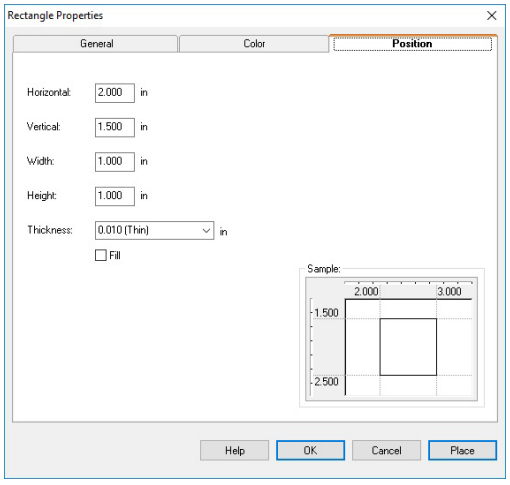

Figure 3-9 Rectangle Properties

2. 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 Shape

1. Do one of the following:
   - On the **Insert** menu, click **Shapes**, and then click **Custom Shape**.
   - Click **Add a Shape** on the Add Image Toolbar, and then click **Custom Shape**.

   The Custom Shape Properties dialog box appears.

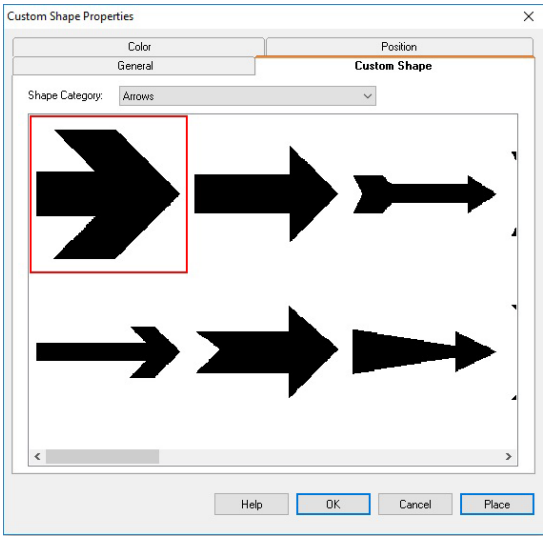

Figure 3-10 Custom Shape Properties

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 Image

1. Do one of the following:
   - On the **Insert** menu, click **TextArt**.
   - Click **Add TextArt** on the Add Image Toolbar. The **TextArt Properties** dialog box appears.
2. From the **Origin** drop-down list, select the data origin appropriate for your TextArt image. Depending on the origin selected, different properties will appear on the **Data** 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 **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.

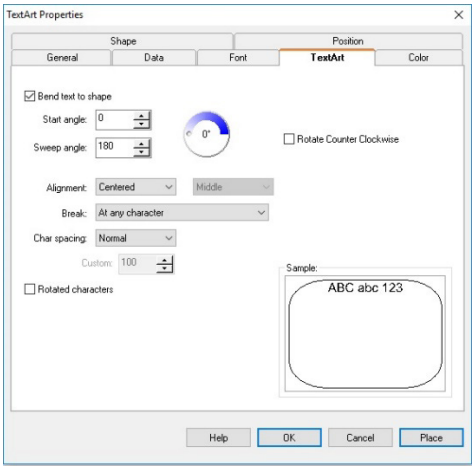

Figure 3-11 TextArt Properties TextArt Tab

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.

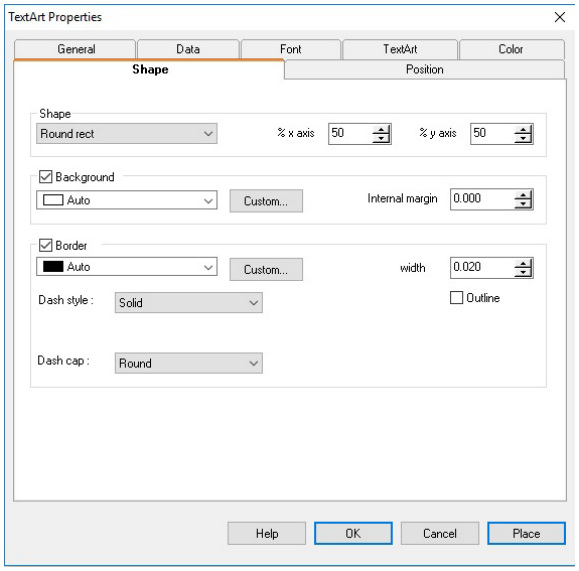

Figure 3-12 TextArt Properties Shape Tab

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** on the Add Image Toolbar.

The RichTextField Properties dialog box appears.

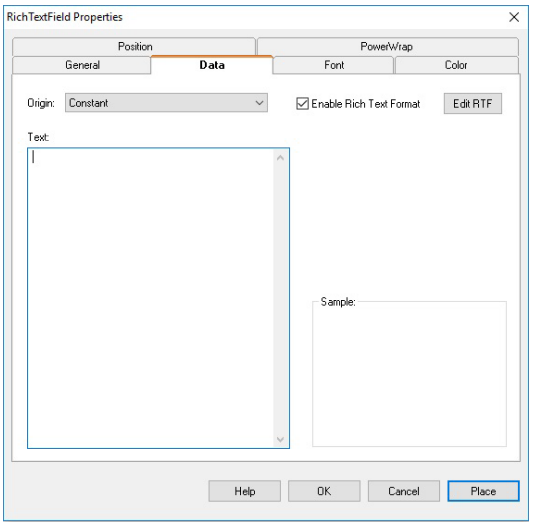

Figure 3-13 RichTextField Properties Data Tab

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.

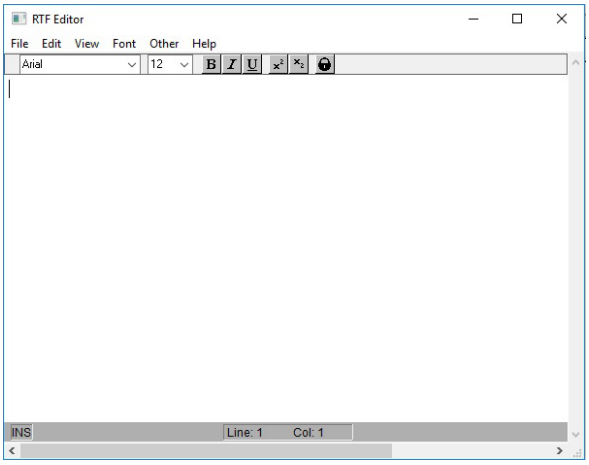

Figure 3-14 RTF Editor

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.

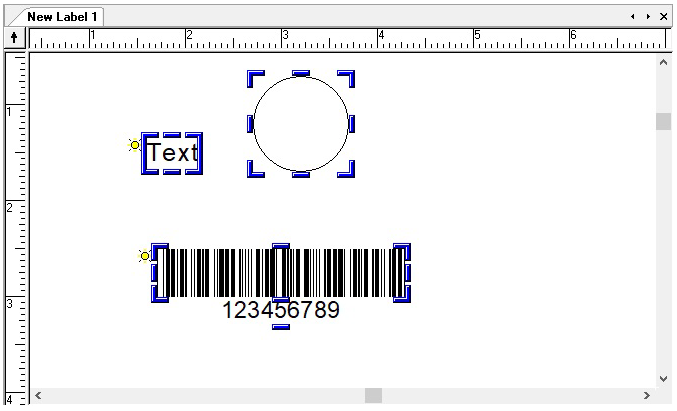

Figure 3-15 Image Handles

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 quarter-inch 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

1. 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 the Front or Back

▶ **To move a selected image in front of all other images:**

- Right-click on the image and select **Pull to Front**. Alternatively, you can select the image and then select **Pull To Front** from the **Edit** menu.

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:**

- Right-click on the image and select **Drop to Back**. Alternatively, you can select the image and then select **Drop To Back** from the **Edit** menu.

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 **Edit** menu, click **Rotate**. Alternatively, you can right-click on the image and select **Rotate**.

   The **Rotate** dialog box appears.

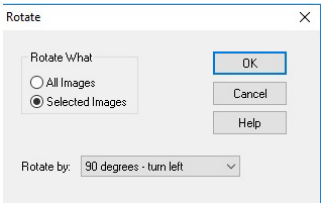

Figure 3-16 Rotate Options

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
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:**

1. 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 the image and select **Scale**.

   The **Scale** dialog box appears.

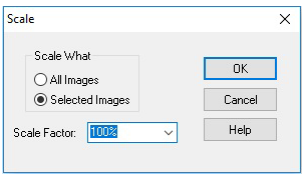

Figure 3-17 Scale Options

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 **Help Topics** from the **Help** menu or by pressing F1.

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