LABEL MATRIX TUTORIAL

Version 2026

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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's 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.

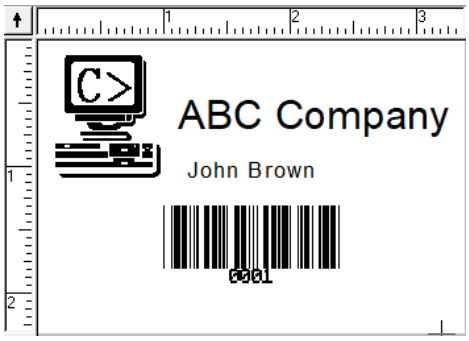

Figure 1 Name Badge Label

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.

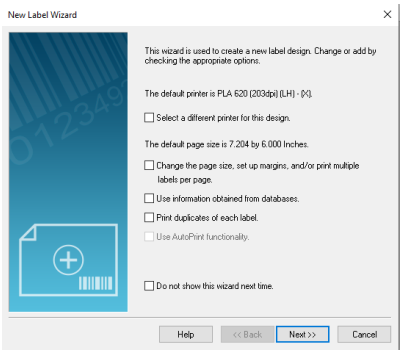

Figure 2 New Label Wizard

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**.

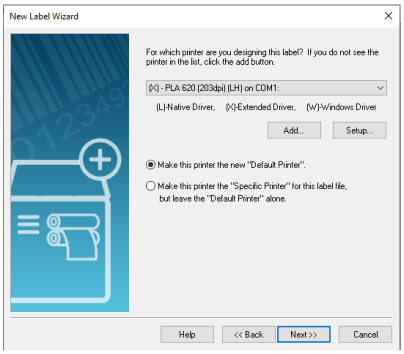

Figure 3 Select a Printer

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.

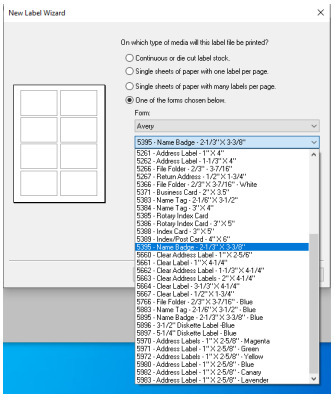

Figure 4 Name Badge Form

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.

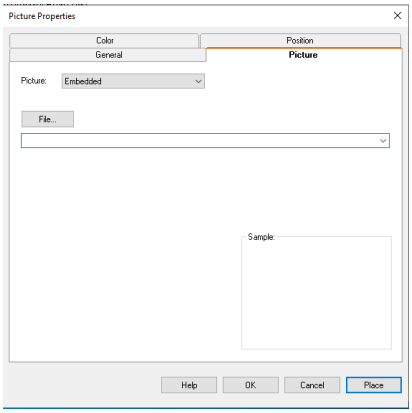

Figure 5 Picture Tab

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.

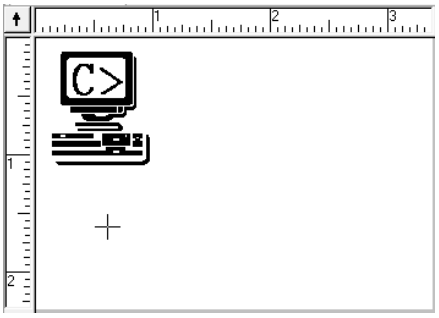

Figure 6 Add a Picture

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 Text Image

1. 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.

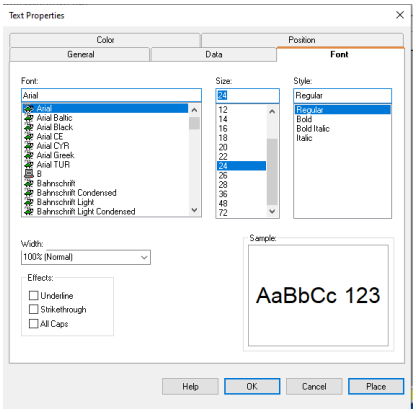

Figure 7 Font Tab

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.

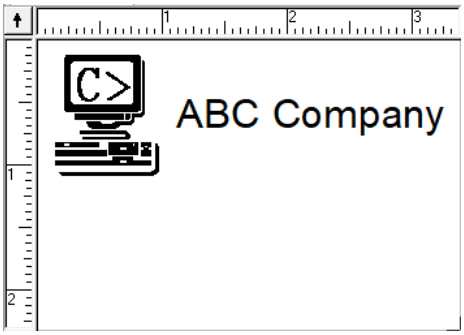

Figure 8 Add Text

8. Save the label design.

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.

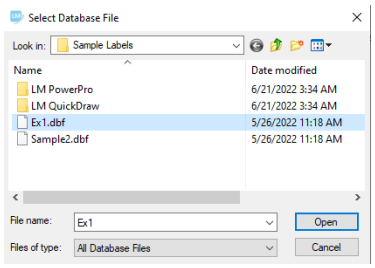

Figure 9 Select a Database File

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 informa- tion. When done, a list of fields in each record appears.

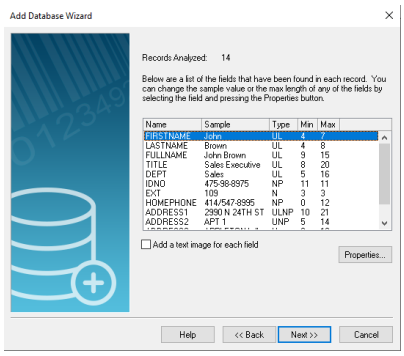

Figure 10 Database Field Information

6. Click **Next**.

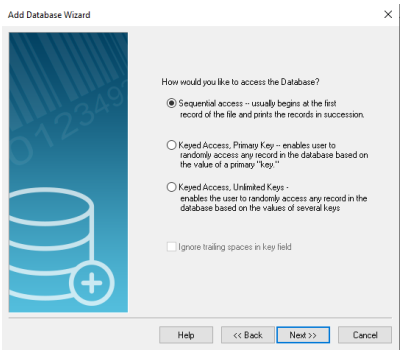

Figure 11 Database Access Methods

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 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.

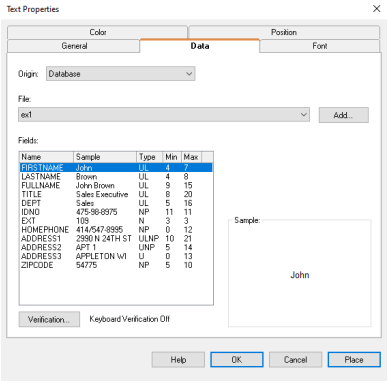

Figure 12 Database Data Origin

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.

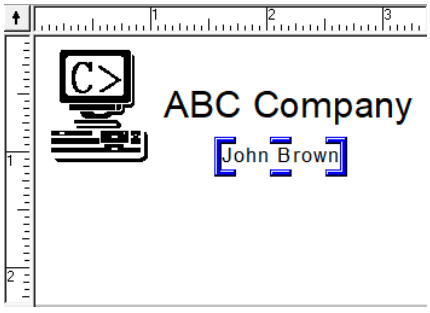

Figure 13 Add a Database Field

6. Save the label design.

Adding a Bar Code with a Counter Origin

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.

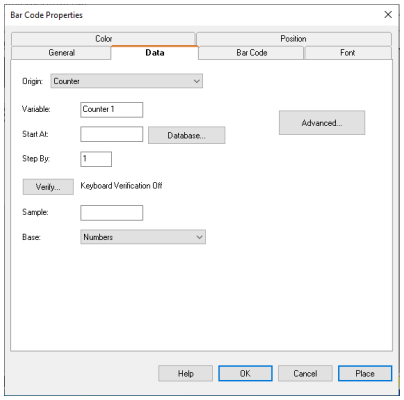

Figure 14 Counter Data Origin

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.

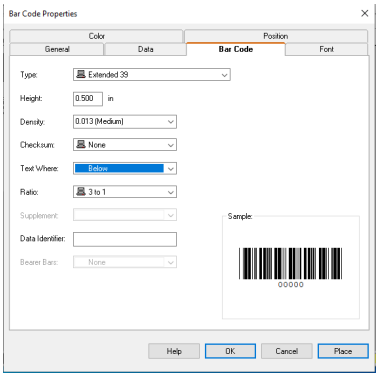

Figure 15 Bar Code Tab

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.

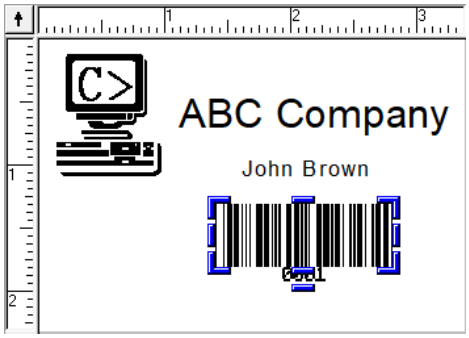

Figure 16 Add a Bar Code

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:

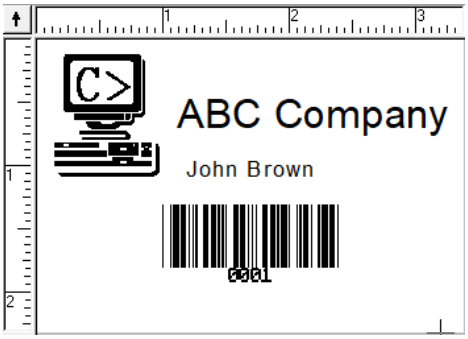

Figure 17 Final Name Badge Label

Previewing Label Printing

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

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

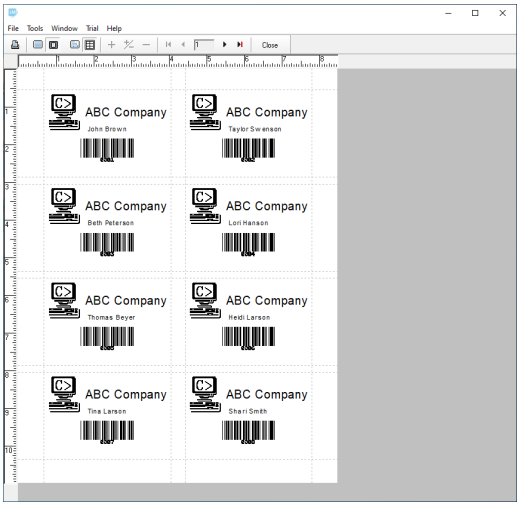

Figure 18 Print Preview

Note:

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 Design

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

   The **Print** dialog box appears.

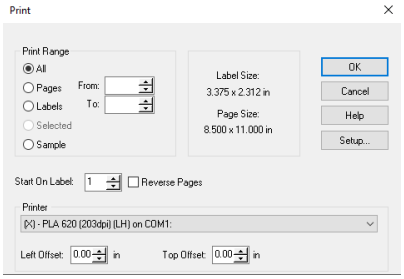

Figure 19 Printing Options

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.

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