USER GUIDE

Version 2026

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About this manual

Typographical conventions

This manual distinguishes between different types of information using the following conventions:

- Terms taken from the interface itself, such as commands, appear in **bold**.
- Key names appear in all caps. For example: "Press the SHIFT key."
- Numbered lists indicate that there is a procedure to follow.
- When the conjunction -or- appears next to a paragraph, it means there is the choice of another procedure for carrying out a given task.
- When a menu command contains submenus, the menu name followed by the command to select appears in bold. Thus, "Go to **File > Open**" means choose the **File** menu, then the **Open** command.

About your product

Some of the functions described in this manual may not be available in your product.

For the complete list of specific features available in your software, refer to the specification sheet provided with the product.

Introduction

Welcome!

Congratulations, you have just purchased the world's leading automatic identification software package!

This label design software allows you to quickly create and edit complex labels, and allows you to integrate all of the electronic data from across your company, guaranteeing the full integrity of all your systems.

The application meets all your automatic identification needs, and fits seamlessly into your production process.

In today's market, it is quite simply the most user-friendly and intuitive solution for any company involved in complex barcode data entry, collection, and editing in real time.

Product description

Your product includes the following components:

- A DVD or downloaded file for installation.
- Complete electronic documentation.
- A license agreement, registration card and SMA documentation.
- A protection key: either electronic (software key) or hard key (dongle).

System requirements

The basic software and hardware requirements needed to run the application are similar to those of most applications running on Windows®:

- OPERATING SYSTEM
  Windows®11 x64
  Windows®10 x86/x64
  Windows® Server 2025
  Windows® Server 2022

Windows® Server 2019
Windows® Server 2016

- VIRTUAL MACHINE PLATFORMS
  Requires VM license
- MEMORY
  2GB or more RAM (4GB recommended - depending on OS and usage)
- HARD DISK SPACE
  A hard drive with at least 1.5 GB free disk space (depending on the installation options).
- DISPLAY
  Windows display adapter capable of 1024x768 with True Color capabilities and DirectX® 9 (DirectX 11 compliant card recommended).
- SUPPORTING SOFTWARE
  Microsoft .NET Framework 4.8 (provided with the installation)
  Microsoft .NET Desktop Runtime 10 (provided with the installation)
  Any PDF reader
- ADDITIONAL REQUIREMENTS
  Installation requires full Administrator privileges.
  At least one printer driver installed on computer.
  The following is required for Online licenses:
  - Internet access to license server
  - Ports 80 and 443 must be open (proxy, firewall)
  - Proxy authentication is not directly supported for Online licenses

Note: To eliminate the possibility of compatibility issues, please remove all previous versions of this labeling software that may be installed on your system.

Note: The **Release_Notes_En.pdf** file contains the latest information on the software. This information supersedes that contained in this manual.

Installation

Note: Before installing this software, please save your work and close all other programs.

Before running the installation program, check the configuration of your PC.

1. Place the DVD for the installation in the correct drive. The Installation window appears.
   If this DVD does not start up automatically:
   Go to Windows explorer and expand the letter of the DVD drive. Double click on **index.hta**.

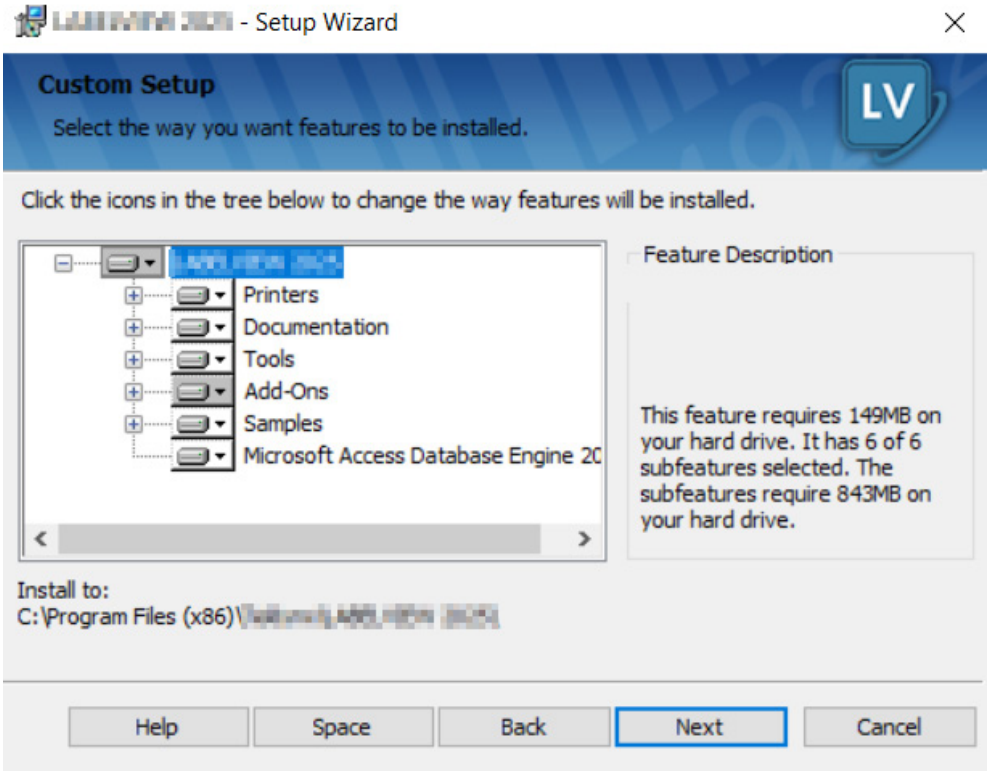
2. Select the product you wish to install, then click the **Install** button and follow the instructions displayed on your screen.

Installing the software

Before running the installation process, check that you have local administrative rights.

Follow the instructions displayed in the Setup Wizard.

Select the program features you want to install, then click **Next**.



License activation

Your software can be activated using a software key (an activation code) or a hardware key (a dongle).

- The dongle is a small electronic device that you plug into your PC's parallel or USB port before launching the software.
- The software key is an activation code that is requested by the Activation Wizard when you launch the software for the first time or for as long as you are running a trial version. If you are using a trial software key, you will be given 100 executions or 30 days to try the product with all of the product's functionality available to you.

Note: When you launch the application, if the protection key does not correspond to your product version, a dialog box will appear providing the necessary instructions.

You must first run your labeling software installation and then activate or connect the protection key to your computer.

Note: If you have purchased a Network license, first install **Network License Manager** to install the license server. On each workstation, install your product. To connect workstations to the network, you must start the software in trial mode and select **Network Administration**.

Software key protection

Once you have installed the labeling software, the **Activation Wizard** will be launched, taking you through the software key protection process.

To activate the software key:

In the **Activation wizard**, select **Activate**. There are four possible activation methods: **Online activation**, **Using a USB key**, **Using a smartphone** and **Using our website**.

Note: If you have an Internet connection on the computer where the software is installed, online activation is automatically selected.

- **Online activation**

Some enterprise networks are protected by a proxy server. In this case, there is an extra step which allows you to enter the IP address and connect to the Internet.

1. Enter the **Serial number** and the **password** provided with the product and click **Next**.

2. Enter or edit your information in the User Registration form. Click **Next**.

3. Click **Finish**.

Note: The following is required for Online licenses:
- Internet access to license server
- Ports 80 and 443 must be open (proxy, firewall)
- Proxy authentication is not directly supported for Online licenses

Note: If you do not have an Internet connection on the computer where the software is installed but you have access to another computer with an Internet connection, you can activate the product using a USB key.

- **Using a USB key**

1. Select **Using a USB key**.

2. Enter the **Serial number** and the **password** provided with the product and click **Next**.

3. Select the media to be used for activation (USB key or external hard disk or network drives) and click **Next**. Files for activation will be copied onto the selected media.
4. **USB devices only**: Unplug the removable media and plug it into the computer connected to Internet.
5. On the computer connected to the Internet, double-click **USBWizard.ex**e (which can be found on the root of the media). This will start the Activation wizard.
6. Select the license(s) to activate and click **Next**.

7. Enter or edit your information in the User Registration form. Click **Next**.

A message will inform you that the activation information for the selected license(s) has been successfully retrieved.

8. **USB devices only**: Unplug the removable media from this computer and plug it back into the computer where the software is installed.

9. On the computer where the software is installed, double-click **USBWizard.exe** again (the file can be found on the root of the media). The wizard will display the license that can be activated on the computer where the software is installed.
10. Click **Next**.
11. Click **Finish** if your activation results are successful. If any problems were encountered, a message will inform you that the activation has failed and an error message will be displayed.

Note: If you do not have access to a computer with an Internet connection, you can activate the product using a smartphone.

- **Using a smartphone**

A barcode scanner application is required to read the barcode which allows you to activate your software using a smartphone. You can download this from your application store / market. This activation mode uses an Internet connection on your smartphone.

1. Select **Using a smartphone**.
2. Enter the **Serial number** and **Password** provided with the software and click **Next**.
3. Enter your information in the User Registration form. Click **Next**.
4. A barcode appears. Move the cursor over the barcode to zoom in.
5. Open your barcode scanner application on your smartphone.
6. Scan the barcode with your smartphone.
7. Click **Continue** or open the browser on the phone.
8. The Software Activation website is displayed. This allows you to register and activate your software. All fields must be filled in.
9. Click **Submit**. The **Validation code** and **Installation code** are displayed at the bottom of the Software Activation website page. Please scroll down if necessary.
10. Enter the **Validation code** and **Installation code** in the wizard (using uppercase characters).
11. Click **Next**.
12. Click **Finish**.

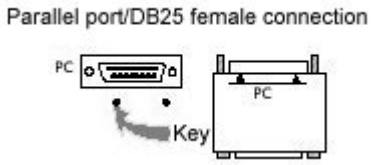
- **Using our website**

1. Select **Using our website**.
2. The link provided on this screen (https://www.teklynx.com/nsp/) can be reached from a different computer with Internet access. You or someone else with an Internet connection can connect to our website to complete the activation. The **Serial Number** and **Password** (provided with the product) and the **User Code** (displayed in the wizard) will be required in order to use this service.
3. Enter the license user's information in the User Registration form displayed on our website. Click **Next**.
4. Click **Submit**.
5. The **Validation code** and **Installation code** are displayed on our website. Enter these in the wizard (using uppercase characters) and click **Next**.
6. Click **Finish**.

Hardware key protection

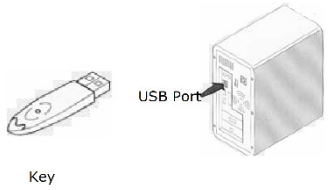
If you have purchased the software with a dongle, you may choose between a USB or parallel port dongle.

Connecting the parallel key:



If you need to use a printer on the same parallel port, simply plug it into the software protection key. It may be necessary to turn the printer on in order for the software protection key to be recognized.

Connecting the USB key:



When you use a USB key and have multiple USB ports, it does not matter which port you use. If you do not have an available USB port, you can use a USB expander hub. USB devices are hot-swappable, meaning you can plug and unplug them into the bus any time, without restarting the PC.

Note: Drivers can be installed while the application is running. However you must restart your labeling software for the changes to take effect.

Installing the driver key manually

If you want to install your driver key manually, do the following:

1. Go to Windows explorer.
2. Enter [Product Install Folder]\Tools\Dongle\ then type the following command: \HaspDinst.exe -i

Note: Be sure to close your labeling software and other applications before installing your driver.

Launching the program

1. Go to **Start > Programs**.
2. Select or type the name you gave to the program group when you installed it (by default, it is the name of the application).
   The main window appears on the screen.

Error messages when launching the software

If you receive an error message when launching the software, please check the following items:

- **Administrative rights**. You must have local administrative rights on your PC so that the key installation works properly. If you do not have these rights, you will receive an error message when launching the software and you will have to manually install the drivers.
- **Drivers installation**. If you had trouble during installation or if you receive an error message when launching the software, you will have to manually install the drivers.
- **The key**: Check that the connected key works with your labeling software.
- **Driver update**: Your driver may not be updated. To update it, download the new version from http://www.aladdin.com/support/hasp/enduser.aspx

Discovering the interface

Description of the main window

This section presents a general overview of the main interface elements as they appear in the main window at the beginning of a work session.

The Menu Bar

The Menu bar contains the following options: File, Edit, View, Objects, Data Sources, Tools, Window, and Help.

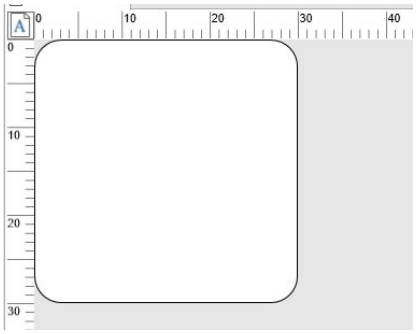
To open a menu

1. Select the menu.
2. Choose the command of your choice.

Note: To access a command using the keyboard, use the hot keys. Press **ALT** plus the letter underlined in the menu name or the command name.

The Workspace

The workspace is the central part of the window, situated between the graduated rulers and the scroll bars. It contains a frame that sets the physical limits of the document and contains the objects to be printed, as well as a non-printable area for inserting comments and objects you do not want to print.

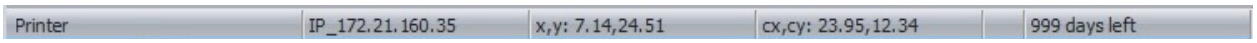


The Document

When you open a new session, the program displays a frame in the top left corner of the window. This frame represents the physical limits of the document to be printed. Place objects inside this frame to create your document.

The Status Bar

Located at the bottom of the window, the Status bar displays the name of the selected printer, the port it is connected to, the x and y coordinates of the mouse pointer, the cx and cy dimensions of the selected object and the number of days left of the license.



The different Sections on the status bar are click-able to call appropriate dialogs

- If a document is open, double-click on the Printer's name area to display the **Printer Settings** dialog box.
- If a document is open, double-click on the Port's name area to display the **Change Printer port** dialog box. This action is not available for Windows printer driver.
- If an object is selected and not locked, double-click on size object area to display the **Properties** of the selected object. If more than one object is selected, the Properties of the last selected object is opened.
- Double-clicking on Days left area to display the **About** dialog box.

The Toolbars

These tools allow you to execute routine tasks more quickly than using the menus.

To select a tool

Click the button corresponding to the tool.

The Title Bar

The Title bar displays the name of the software and the name of the current document, or "document*no*" if a new document is created. It allows the workspace window to be moved using the mouse.

Text formatting toolbar

These tools allow you to modify text and/or paragraph formatting, that is, change the font, character size, style options, text wrap, and other elements.

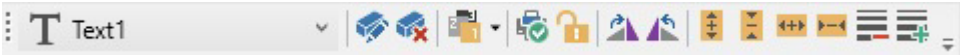
To change the formatting:

1. Select an object in your document.
2. Click the required options.

Note: All these options can also be accessed from the **Text** properties dialog box.

Object toolbar

The Object toolbar displays the name of the selected object and allows you to access its properties.



View toolbar

The View toolbar offers you a number of display options. To change the view mode, click on the desired view mode:

Button	Name of tool	Use
	Name	Displays variable names.
	Size	Displays maximum variable size.
	Contents	Displays variable values.
	Form	Displays the form.
	Views	Displays the Data sources and Objects view.
65	Zoom	Allows you to increase or decrease object detail.

Note: All of these options can also be accessed from the **View** menu.

Design toolbar

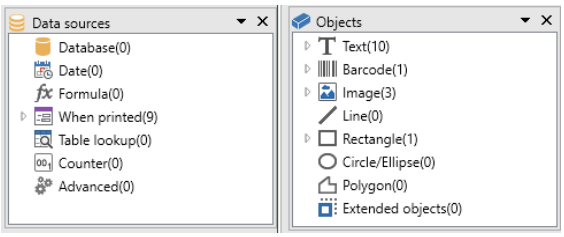
The Design toolbar comprises a number of buttons, each one representing a tool for creating and manipulating objects.

Button	Name of tool	Use
	Selection tool	Selects and manipulates objects of all types.
	Text generation	Creates fixed and variable text.
	Barcode generation	Creates fixed and variable barcodes.
	Image import	Inserts images.
	RFtag	Inserts RFTag object.
	Line drawing	Draws horizontal or vertical lines.
	Rectangle drawing	Draws rectangles or squares.
	Circle or ellipse drawing	Draws circular shapes.
	Polygon drawing	Draws free shapes composed of lines.
	Oblique line drawing	Draws diagonals.
	Rounded rectangle drawing	Draws rectangles with rounded corners.
	Shapes Gallery tool	Imports ready-to-use shapes into the document.
	Plug-ins	Creates TextArt,and RichText fields.

Data Sources and Objects Views

The **Data Sources** view displays the data sources and the number of variables associated with each source. You can insert variable objects simply by dragging and dropping them into your document. You can also add, delete, duplicate and modify variable properties using the Context menu.

The **Objects** view displays the number of objects created according to type and their properties, such as position, height, and width. You can also use this tab to create an object, select an object and change its position.



The up and down arrow keys on your keyboard allow you to move up and down the object tree. The + and - symbols allow you to expand or shrink the list and display the list of variables associated with each data source or the objects available for each category.

About data sources

A data source contains a list of variables fed by data from the same source. When you select a data source, you are indicating where the required data is located, and what type of data it is. The data can be of internal origin (Date, Counter) or external to the application (Database, direct data entry using the Form).
The following data sources are available in the Data Sources view: Database, Date, When Printed, Formula, Table Lookup, Counter and Advanced.

Graduated rulers

Graduated rulers are used to view the position of the mouse and accurately place the various objects in the document. They can be set in either inches or millimeters using the **Tools > Configuration** command.

The rulers allow you to pinpoint the position of the mouse pointer and place the various objects you include in your document with total precision. They may be configured in inches or millimeters using the **Tools > Configuration > Display** command. To modify the scale:

- Double-clicking on the left half of the horizontal ruler reduces the display scale.
- Double-clicking on the right half of the horizontal ruler increases the display scale.
- You can display the Zoom factor context menu by right-clicking on the horizontal ruler, or the Orientation context menu by right-clicking on the vertical ruler.

Rotation button

Clicking on located in the top-left corner of your documents allows you to rotate the document on the screen 90°, 180°, 270°, or 360°. Screen rotation is merely a display feature, and has no effect on printing.

To rotate the document:

- Left-click the rotation button to rotate the document 90° to the left.
- Left-click the rotation button to rotate the document 90° to the right.

Note: You can obtain the same document rotation effect by using the **View > Orientation** command, or by right-clicking on the vertical ruler to display the context menu.

Setting up the work environment

Choosing a printer

Before starting to create a document, you first need to set up your work environment.

The first step consists of selecting the printer on which you wish to print your labels. Not all printers share the same characteristics and, as a result, different options are available according to the model of printer chosen.

The second step involves choosing your work environment options: for example, interface language, unit of measurement, and so on. We will review all the available options available later in this chapter.

The final step consists of the document page setup: for example, defining the dimensions of the document, orientation, margins, and so on.

Your label design software allows you to print to a wide range of printers. The drivers for these printers are supplied with the software. You can also print to any Windows printer installed locally on your machine or on your company's network.

You must select the printer before you begin creating your document because the choice of printer will determine page setup options, the use of different character fonts, and so on.

Selecting a printer

The **Printer Selection** can be accessed using:

Command: **File > Select printer**

-or-

Click the button

- or -

Press the **F5** key.

Windows printers and native printers

Your label design software is capable of printing on a wide range of Windows and native printers, both direct native and native transfer.

The term "Windows printer" refers to any printer installed on your operating system or network: generally office printers, laser printers, and so on. Print jobs are sent to the Windows spooler (job queue).

The drivers for native and native transfer printers are supplied with the label design software. Printing on these printers is managed directly by the software.

To select a printer

1. Choose **File > Select printer.**

   You can also click the button or press **F5**.

2. Select the printer from the list.
3. Click **OK.**

Note: The drivers provided by the application are identified by icon.

Adding a printer

You can access the **Add a printer** window using through the **File > Select printer** then **Add**.

This dialog box allows you to add the printer drivers supplied with the software.

Note: To add a Windows printer, you must use the operating system's control panel.

To add a printer:

1. Click **File > Select printer**.

   You can also click the button or press **F5**.

2. Click **Add**.
3. In the **Model** list, select a manufacturer family, and a model of printer.

4. Select the port (serial, parallel, or file), then click **OK**.

Note: Click the plus sign (+) next to the printer manufacturer family to display the different models.

The different ports

Port name	Use
COMx	Designates the serial communications ports. Select the number of the serial port to which your printer is connected.
LPTx	Designates the parallel communications ports. Select the number of the parallel port to which your printer is connected.
File	Select **File** if you wish to print to a file.

Example: Adding a Zebra 140 on LPT1

1. *Choose **File > Select printer**.*
2. *Click **Add**.*
3. *In the **Model** list, select the Zebra group, then the model.*
4. *Select the LPT1 port, clear the **Direct access** box and click **OK**.*

Note: Direct access transfers control over the port to the software. Allows the software to manage the port, providing faster data transfer and closer control of the printer.

Customizing the work environment

Your software offers a number of options for customizing your work environment.

You can modify the interface language, unit of measurement, working folders, and currency conversion rate.

Changing the interface language

The user interface is available in various languages and can be changed easily.

1. Choose **Tools > Configuration**.
2. Click the **Display** tab.
3. Select the language.
4. Click **OK**.

Note: Once you click **OK**, all interface menus, commands, and screen messages will be displayed in the selected language (except the online help file and the Windows dialog boxes, such as **Open** and **Save As**).

Modifying display options and the work environment

You can modify the interface language, units of measurement. These choices are made, using the **Display** tab.

To access the Display tab, choose **Tools > Configuration**.

Choosing a unit of measurement

The unit of measurement may be in millimeters or inches. The choice of the unit of measurement changes the graduated rulers.

To choose a unit of measurement:

1. Choose **Tools > Configuration**.
2. Select the **Display** tab.
3. Select the measurement.
4. Click **OK**.

To modify the grid scale

The grid scale, which is used to align objects, can be modified or disabled.

1. Choose **Tools > Configuration.**

2. Click the **Grid** tab.

   - or -

   Double-click on the vertical ruler to access the **Grid** tab directly.

3. Select the required grid scale.
4. Select the **Display** option.
5. Click **OK**.

Note: The unit of measurement used for the grid scale is defined on the Display tab.

To define a conversion rate

The conversion rate is used in the eurotocurrency and currencytoeuro formulas.

1. Choose **Tools > Configuration**.
2. Click the **Others** tab.
3. Enter the conversion rate in the box.

Defining the working folder

The first time you open the **Open** and **Save As** dialog boxes after starting the software, the **My Documents** folder is selected as the default working folder. To change the default working folder:

1. Choose **Tools > Configuration**, then the **Default folders** tab.
2. Click the **Path** column to change the default working folder.

   - or -

   Click the ... button and select the new default working folder. The path changes in the **Directory** column.

3. Click **OK**.

Document page setup

Formatting a document

Document templates are created and modified in the Label/Page Setup dialog box.

Formatting a document consists of setting the page size, its orientation, the number of labels per row and per column, document size, margins, and distance between labels. You can create your own document templates and save them for future use.

Note: Before creating a document stock, you must first choose the model of printer that will be used to produce the document. Choose **File > Select printer**.
Page format is defined in the **Label/Page Setup** dialog box. It updates the printer settings. The software does not use the page settings defined in the **Printer Settings** dialog box.

To access the Page Setup dialog box:

1. Choose **File > Label/Page Setup**.
   - or -
   Click the button.
   - or -
   Right-click anywhere in the document, then click **Label/Page setup**
   - or -
   Double-click anywhere in the document

2. Click the **Label** tab and enter the size and number of labels.
3. Click the **Page** tab and select the page size and its orientation.
4. Type the desired values in the **Margins** tab.
   The **Stock** tab allows you to save customized stocks.
5. Click **OK**.

Note: When the parameters entered are incompatible with the size of the stock, an error message is displayed.

Exercise: Creating and defining the page setup for custom stock

1. Create a new document.
2. Select the generic Windows printer.

3. Go to **Tools > Options**, click the **Display** tab, and select **Millimeters** as the unit of measurement. Click **OK**.
4. Choose **File > Label/Page Setup**.

   - or -

   Click the button.

   - or -

   Right-click anywhere in the document, then click **Label/Page setup**

   - or -

   Double-click anywhere in the document
5. Click the **Label** tab and enter the following values:
   - **Width** and **Height**: 30/30
   - Number of labels:
     - **Per row**: 2
     - **Per column**: 3
     - **Corner roundness**: 0
6. Click the **Page** tab and select the following values:
   - **Page sizing**: Automatic
7. Click on the **Margins** tab and enter the following values:
   - **Margins**:
     - **Left**: 10
     - **Top**: 10
   - **Gap**:
     - **Between rows**: 5
     - **Between columns**: 5
8. Click the **Stock** tab and enter the following values:
   - **Type**: Family
   - **Name**: Layout1
9. Click **OK,** then save the label as InstallDir\Samples\Forms\Tutorial\TEST1.TPL.

Exercise: Designing a CD sleeve: Page setup and creating a custom stock

1. Create a new document and call it **FRONT**.
2. Select the printer.

3. Go to **Tools > Configuration**, click the **Display** tab, and select **Millimeters** as the unit of measurement. Click **OK**.
4. Go to **File > Label/Page Setup**

   -or-

   Click the .

   - or -

   Right-click anywhere in the document, then click **Label/Page setup**

   - or -

   Double-click anywhere in the document
5. Click the **Label** tab and enter the following values:

   - **Width and Height**: 120
   - **Corner roundness**: 100
   - **Number of labels**:
     - **Per row**: 1
     - **Per column**: 2

6. Click the **Page** tab and select the following values:

   - **Page size**: A4
   - Check **Portrait**

7. Click the **Margins** tab and enter the following values:

   - **Margins**:
     - **Left**: 40
     - **Top**: 10
   - **Gap**:
     - **Between rows**: 15

8. Click the **Stock** tab and enter the following values:

   - **Type**: Jaquette
   - **Name**: CDx2.

9. Click **OK**.

Note: The printer used in this example is a Windows printer. If you want to use a thermal printer, it is possible for error messages to appear during page setup when the printer does not support the size of label defined in this exercise. You will need to modify the values suggested in the exercise.

Deleting custom stock

When a stock you have created is no longer needed, you can remove it.

To remove a customized stock:

1. Choose **File > Label/Page Setup**.

   - or -

   Click the button.

   - or -

   Right-click anywhere in the document, then click **Label/Page setup**

   - or -

   Double-click anywhere in the document

2. In the **Stock** tab, select a stock from the **Type** and **Name** lists.
3. Click the **Remove** button.

Creating a document using fixed objects

Creating and manipulating fixed objects

Creating fixed objects involves inserting objects such as text, barcodes, images, lines, rectangles, and circles into your document.

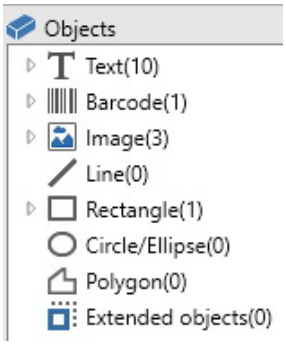
Creating objects

You can quickly and simply create an object in your document (bar code, image, text, drawing, etc.) using:

- The **Creation toolbar**

  - OR -
- The **Object** menu.

  - OR -
- The **Objects view** using the context menu on each object type

  - 

Note: Each object created is automatically given a name by the application. When the object is selected, its name appears in the **Objects view** and in the **Object** toolbar.

You can create an object using one of the following options:

- **Direct mode creation:**

1. Click directly on the object you want to insert into your document.
2. Click the location where you want to place the object.

- OR -

- **Guided mode creation:**

1. Click the menu button of your object. A submenu appears with the list of actions you can assign to it (**Fixed object**, **Wizard**, **New data source**, **Use an existing data source**).
2. Select the appropriate action.
3. Click the location where you want to place the object.

Modifying an object

You can change an object using:

- Buttons on the toolbar, formatting toolbar, alignment toolbar, etc.
- Double-clicking the object.
- Right clicking the object and selecting **Properties**.
- In the Objects view, right clicking the object and selecting **Properties**.

To create a text object

A Text object can be one character, one word, or an entire paragraph.

Character style and paragraph format can be defined using the **Text formatting** toolbar or the **Text** dialog box.

To create a text object:

1. On the **Creation** toolbar, click the **Writing** button**.**
   - OR -
   Choose **Object > Text**.
2. Click inside the workspace or on the text to be modified.
   - OR -
   Click and drag out a frame in the workspace.
3. Enter your text.
   The style of the text can be defined using the Text dialog box.

N**ote:** You can also create an object from the **Objects View**: Right-click on the object type you want, select the desired action and click the location where you want to place the object in the document.

To open the **Text** dialog box:

Choose **Object > Text**
- OR -
Press the **F7** key

Exercise: Creating a CD sleeve: inserting text

1. Click the Text generation tool.
2. Click inside the workspace and type "Volume:".
3. Select the text then double-click on it.
4. Enter the following values

    - Font: Arial
    - Height: 10 points

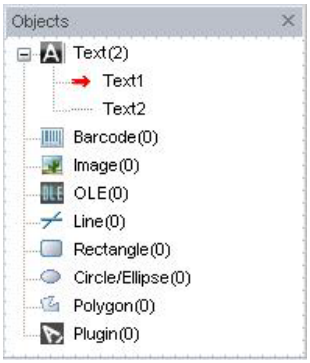
5. Click **OK.**
6. Repeat the above procedure to insert the text "Conducted by:".

<u>To position the "Volume:" and "Conducted by:" objects:</u>

1. Select one of the Text objects in the document.
2. Click the Objects view.

Note: If the Objects view is not displayed, choose View > Objects.

3. Using the mouse, open the branch of the tree marked with a ➔ (pointing to the object selected in the document).



For the Text object...	Select	Press the F2 key, then enter...
"Volume:"	the x coordinate: the y coordinate:	"10" "40"
"Conducted by:"	the x coordinate: the y coordinate:	"10" "40"

4. Select the two text objects and click on the Lock button.

Unicode can be used to create labels using a variety of linguistic characters. To use Unicode, just select a Unicode font for your text by going to the Character tab in the Properties of your text object.

Creating a barcode object

Selecting the symbology, defining its attributes, and entering the message to be encoded are carried out using the **Barcode** dialog box.

Your software offers a wide range of symbologies adapted to the requirements of the industry, as well as the option of creating 2D barcodes.

Creating a barcode object:

1. In the **Creation toolbar**, click the **Barcode** generation tool .
   - OR -
   Choose **Object > Barcode**.
2. Click inside the workspace.
   The Barcode dialog box is displayed.
3. From the **Code** tab, select the barcode. You can choose between **Printer** and **Graphic**.
4. Click **Printer** to display the list of barcodes resident on the printer.
   - OR -
   Click **Graphic** to display the list of barcodes generated by the software.
5. If necessary, specify the characteristics of the barcode (height, narrow bar width, ratio, check character).
6. Enter the data to be coded in the **Data** field.
7. Click **OK**.

Note: Certain printers do not have resident barcodes. The **Graphic** option allows barcodes to be printed despite this. This will slow printing down as barcodes are sent to the printer as graphics.

Note: You can also create an object from the **Objects View**: Right-click on the object type you want, select the desired action and click the location where you want to place the object in the document.

Exercise: Creating a barcode object

1. Open the C:\InstallDir\Sample\RECTODISK1_00 label.
2. Click the **Barcode generation** tool.
3. Click inside the workspace.
4. Select **CODE 39** in the **Graphic Symbology** list.
5. Enter the following data:

   - **Height**: 8
   - **Narrow bar**: 2
   - Select 1 digit in the **Check character** list
   - Select 270° in the **Rotation** box
   - Enter 1234 in the **Data** box

6. Click **OK**.

Drawing a line

Your software comes with a range of tools to help you design perfect labels.

You can draw a line, a circle, a rectangle, and other shapes using the same process described below.

To draw a line:

1. Click the **Line** drawing tool.
   - or -
   Choose **Object > Shape > Line**.
2. Click inside the workspace.
3. Move the mouse while holding the left button down.

Note: You can also create an object from the **Objects View**: Right-click on the object type you want, select the desired action and click the location where you want to place the object in the document.

Drawing a circle or an ellipse

1. Click the **Circle** or ellipse drawing tool.

   - or -

   Choose **Object > Shape > Circle.**

2. Click inside the workspace.
3. Holding down the left mouse button, move the mouse horizontally until the required shape is achieved.

Hint:
• To obtain a circle, hold the **SHIFT key** down while you drag the mouse cursor.
• To draw an ellipse starting from the center, hold the **CTRL** key down while you drag the mouse cursor.
• To draw a circle starting at the center, hold the **CTRL** and **SHIFT** keys down while you drag the mouse cursor.

Note: You can also create an object from the **Objects View**: Right-click on the object type you want, select the desired action and click the location where you want to place the object in the document.

Exercise: Creating a CD sleeve: Drawing a circle

1. Click the **Circle** or **Ellipse** drawing tool.
2. Click inside the workspace.
3. Holding the left mouse button down and press the **SHIFT** key, then move the mouse horizontally to create the required circle.
4. Select the circle and choose **Properties** in the context menu.
5. Click **Position/Size** and enter the following values:

   - **Width** and **Height**: 20
6. Click **OK**

7. Go to **Object > Alignment > Horizontally Centered in Document** then **Vertically Centered in Document** to align the circle with the center of the sleeve.
8. Select the circle then click the **Lock** button.

To import an image

Your software allows you to insert images and company logos to help you perfect your label.

A number of graphic formats can be imported: bmp, dib, dxf, emf, fmf, eps, fpx, img, gif, jpg, pcd, pcx, dcx, png, rle, tga, tif, wmf, wpg and more.

1. In the **Creation** toolbar, click the **Import Image** tool**.**
   - or -
   Choose **Object > Image**.
2. Click inside the workspace.
   The Image selection dialog box is displayed.
3. On the **Browse for a file** tab, select the image to be imported.
4. Select the image filename.
5. Click **OK.**

Note: To display a preview of the image, click the Preview button.

Note: You can also create an object from the **Objects View**: Right-click on the object type you want, select the desired action and click the location where you want to place the object in the document.

Creating a document using variable objects and data sources

About data sources

A data source contains a list of variables populated with data of the same origin. Data sources can be divided into categories and sub-categories except **Database** data source.

When you select a data source, you are indicating where the data you are interested in is located and what type of data you plan to use. The data can be of internal origin (formula, date, counter) or external to the application (database, direct entry).

The different data sources available in the **Data Sources** view or menu are the following:

- The **Date** data source: Allows you to insert a date or time.
- The **Counter** data source: Allows you to insert a self-incrementing value.
- The **When Printed** data source: Allows the data to be entered when printing.
- The **Formula** data source: Allows you to create formulas within your document.
- The **Database** data source: Allows you to connect a database.
- The **Table lookup** data source: Allows you to add the result of searches carried out in databases.
- The **Advanced** data source: These data sources are populated by data that is not specified at creation. This data source can be used to create intermediate data sources.

Creating a data source

Data sources allow you to use data external to the application; for example, calculated data, your computer's date system, etc. The values associated with these variables are supplied by different data sources.

You can create a data source from:

The Data sources view

1. Choose **View > Data sources**.
2. From the **Data sources** view, right-click one of the data sources.
3. Select **Add** from the pop-up menu.

The Data sources menu

1. Click the **Data source** menu.
2. Select one of the data sources.
3. Click **Add**.

The Toolbar

1. Click in the toolbar.
2. Select the data source.
3. In the submenu, select **Add**.

For each of these creation modes:

- The data source created is automatically displayed under the selected data source.
- The application gives the data source a default name.

Note: Brackets {} cannot be used in a variable name.
This procedure applies to all data sources, except variables from the **Database** data source. To create a database variable, you need to create a query.

- Categories and sub categories can be added under the selected data source, except for the **Database** data source.

Note: To create categories and sub categories, right-click one of the data sources and select **Add category**.

The Database data source

Command: **Data sources > Database > Create/Edit Query**

The **Database** data source contains a list of variables. These variables are populated by data from queries or ASCII tables.

Note: Data sources keep the names of the fields that populated them. Database variables cannot be renamed because they are linked to the database fields names.

Note: Database variables can be converted to Table lookup variables if necessary.
Command: **Data sources > Database > Convert to Table lookup…**

Creating a query

Command: **Data sources > Database > Create/Edit query**

- Select the data source from the **Select data source** list.

  Note: For a new data source, click the **New data source** button. This gives you the option of using the Wizard, choosing between an ODBC/OLEDB data source or creating a web sourced connection (Google Sheets, Microsoft Excel Online, OData Feed).

  By default, **Standard** creation mode is activated. You can use **Advanced SQL** creation mode to create your query.

  Standard creation mode

1. In the **Select table** list, select the table where the search is to be carried out.

   The **Include table names** option, allows you to display the table names in the list of fields.
2. In the **Elements** list, select the elements you want to display.
3. In the **Select fields** list, select the fields for the selected table.

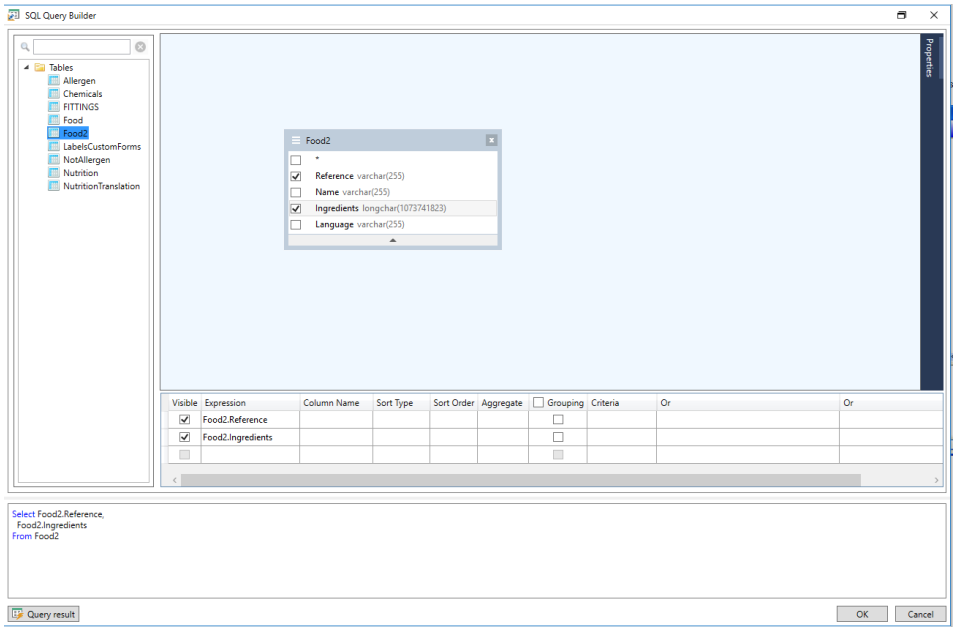
   Note: Click to select all fields.

   Tip: We recommend that you only select the fields that will be used in the label. This reduces the amount of communication with the database, increasing processing speed.
4. Click to view the result.

  Advanced SQL creation mode

1. Select **SQL** mode.
2. Enter your query in SQL format in the **Edit** field,
   - or -
   Click **SQL Query Builder** to access the Query Builder. This provides an easy-to-use interface for building SQL database queries. You can create new requests graphically or insert existing

requests in your document.



3. Click **Query result** button to view the result.

   The data sources use the field names from the database.

   The navigation bar is displayed in your workspace.

- Click **OK** when you have finished creating your query.

The Table lookup data source

Command: **Data sources > Table lookup > Add**

The **Table lookup** data source contains a list of data sources you have created. The data source values are the result of searches carried out in databases other than those linked to the current document. Searches are carried out in one or more database fields. Data is extracted from one of the record fields found (called the "result field").

Defining the properties of a Table lookup data source

Command: **Data sources > Table lookup >** Table lookup name **> Properties** .

1. Select the data source from the **Select data source** list.

Note: To create a new data source, click the **New data source** button. This gives you the option of using the wizard or choosing between an ODBC or OLEDB data source.

2. By default, **Standard** creation mode is activated. You can use **Advanced SQL creation** mode to create your query.

Standard creation mode

3. In the **Select table** list, select a table where the search is to be carried out.
4. In the **Select result field** list, select the field whose value will be transferred into your variable.
5. Click to add a row.
6. Select the field in the external table on which the search will be carried out.
7. Select the current document variable containing the search value.
8. Click the **Test** button to display the result.

Advanced SQL creation mode

3. Click **SQL** mode.
4. Enter your query in SQL format.

   - or -

   Click **SQL Query Builder** to access Query Builder. This provides an easy-to-use interface for building SQL database queries. You can create new requests graphically or insert existing requests in your document.
5. Click the **Query result** button to display the result in the **Query** dialog box.

The Date data source

Command: **Data sources > Date > Add**

The **Date** data source contains a list of data sources. These data sources are fed by the computer's date system or by the printer. It allows you to display the date and time in the format previously defined. The values are updated automatically at the start of each print session.

You can insert the current date and/or time into a document. You can also add a fixed value to the current date or time.

Defining the properties of a Date data source

Command: **Data sources > Date >** datename > **Properties**

1. On the Date tab, select the desired format for the date and time.
2. The date format is displayed in the **Preview** area.
3. Click **OK**.

Exercise: Inserting a date

1. Open a label.
2. Add a Date data source and name it datefab.
3. Compose the date in the Date dialog box. It must be in the dd/mm/yy format. To add separators, enter the "/" character in the text box in the lower left of the dialog box, then click Add.
4. Click OK.
5. Select the Date (datefab) then drag and drop it into the workspace.
6. Choose Text in the context menu.

The Counter data source

Command: **Data sources > Counter > Add**

The **Counter** data source contains a list of data sources. These data sources are populated by data calculated either by the computer, or by your printer.

The content of the data source changes as printing advances, according to an initial value and an increment value.

Defining the properties of a Counter data source

Command: **Data sources > Counter** > countername > **Properties**

1. Select the type of counter.
   If you want to use a type of counter other than those displayed in the list, choose the **Custom** option and enter a customized sequence.
2. Enter a value in the **Increment** field. By default, the increment is **+1**.
3. Enter a start value in the **Current value** field. By default, the value is **0**.
4. Click **OK**.

Note: Current value Increment, Min Value and Max Value fields can use other variables as data sources. To specify another variable for any of these values, enter the variable name into the needed field in the following format: {variable_name}.

Exercise: Creating the counter

1. Open a label.
2. Create a counter and name it *namecd*.
3. Select the counter, then choose **Properties** from the context menu.
4. Select **Decimal** as the type of counter.
5. Enter "1" in the **Increment** field.
6. Enter "1" in the **Initial value** field.
7. Click **OK**.
8. Select the counter, then drag and drop it into the workspace. Select **Text** in the context menu.
9. Right-click on the counter and choose **Properties** from the context menu.
10. Select the following text characteristics:
    - **Font**: Arial
    - Height: 3.20 mm.

The Formula data source

The Formula data source contains a list of data sources.

These data sources are populated by combinations of operators, constants, data sources, control variables, formulas, and functions. Data can be numeric or alphanumeric.

In order to carry out a calculation within a document, you must first create a **Formula** data source.

This data source has a specific dialog box allowing you to define the required function(s) for a given formula.

Defining the properties of a Formula data source

Command: **Data sources > Formula >** formulaname > **Properties**

1. Enter the formula directly in the **Edit** field.

   - or -

   Select the elements, and click **Insert.**

2. Click **OK**.

Hint: You can insert an element by double-clicking on it.

Note: If a variable used in the formula has a name containing one of the following characters &+-*/<>=^%,!\", it must be enclosed in brackets {}.

Note:Dynamic preview represents current formula calculation result, including the formatting defined in Output page. In case of error, the preview is displayed in red. If the value obtained is truncated, you must modify the maximum length specified in the **Output** tab.

Exercise: Creating a simple formula

Displaying the price of a product

In this example, the production label must show the price of the product as a function of its weight and the price per kilogram.

1. Open a label. Two variables have to be created: WEIGHT and PRICEPERKG.
2. For the WEIGHT variable, enter 788 (the weight of the product is 788 g) as the Local value, enter "Please enter the weight in g" in the Prefix field, then click OK.
3. For the PRICEPERKG variable, enter 15.70 (the price/kg is FF15.70) as the Local value of the variable
4. Enter "Please enter the price per kg" in the Prefix field, then click OK.
5. Add a formula and name it Price.
6. Enter the formula WEIGHT*PRICEPERKG/1000, then click OK.
7. Save your label.

Exercise: Adding the "Warning" formula variable to display a warning message

In the following exercise, we will create a formula to display a warning message telling the user that the value of the Total_Weight shared variable exceeds 1,000 kg.

If the weight value exceeds 1,000 kg, the message "Attention! Error! Total Weight exceeds maximum!" will appear.

1. Open the label.
2. Create a formula and name it "Warning".
3. In the **Formula** dialog box, enter the following expression: *if(Total_Weight>1000, "Attention: Total Weight exceeds maximum!", "")*
4. On the **Output** tab, enter 50 in the **Maximum length** field and click **OK**.
5. Position the variable as text within the label.
6. In the **Text** dialog box, select **Scalable** as the font and set its **Height** to 12.70 mm.
7. On the **Paragraph** tab, select the **Wordwrap** option, then select **Centered** in the **Alignment** field.

The When Printed data source

Command: **Data sources > When Printed > Add**

Create a data source When Printed data source dialog box

The **When Printed** data source contains a list of variables you have created. These data sources are populated by entering data directly into the form using the keyboard.

To display the form

The form lets you enter data during design or, most commonly, before printing.

To display the form:

1. Open a label containing a **When Printed** variable.
2. Click the button in the toolbar.

By default, the workspace lets you view the label and its form separately.

To display the label and form together:

1. Select the tab for your form.
2. Drag the tab up or down until the Form detaches in its own window. You can dock the new window if you wish.

-or-

1. Select **Window > New Vertical Tab Group**

Both views are now visible.

Any changes to the label or form will automatically update the data in both locations.

To personalize the Form

You can personalize the appearance of your form by changing the color, font, and other elements in the Form settings dialog box.

To access the **Form settings** dialog box:

- Choose **View > Form settings**.

  - or -
- Select the form with the mouse, right-click, and select **Form settings**.

  - or -
- Double-click the background of the window represented in the **Form** view (only when in Automatic Form mode).

To create a customized Form with the Form Editor

Open the **Form settings** dialog as shown above.

Switch the **Form mode** option to **Custom** and click OK.

To access the **Form Editor**:

1. Choose **View > Form > Edit Form...**

   -or-

   Choose **View toolbar > Form > Edit Form…**

   -or-

   Invoke **Form context menu > Edit form...**
2. **C**hoose needed **Creation mode** in **Custom Form creating Wizard** dialog:

   - **Convert from Automatic Form**
     Allows easily to convert controls from the Automatic Form.
   - **Configure controls manually**
     Allows to assign Data sources to Form controls manually.
   - **Blank Form**
     Form Editor tool opens with a blank Form ready to customize.
   - **Note:** Only **"Blank Form"** creation mode is available in **Custom Form creation Wizard** dialog if a label does not contain any variables.

3. Select a control from the toolbar on the left, then click on the Form where you want to place the control.

   The control appears on the Form and its properties are displayed in the toolbar on the right.

   You can use the mouse to change the position and size of the control.

You can modify the control's properties in the toolbar.

The table below lists the controls available and their main features.

Icon	Control	Features
	Text Input	Enter a value according to certain criteria.
	Date Picker	Select a date using a calendar.
	Numeric Up/Down	Select a numerical value using up/down arrows.
	Check Box	Select one of two values by checking/unchecking a box.
	Radio Button List	Select one of several values by selecting the corresponding button.
	List Box	Select one of several values by selecting the corresponding item.
	Record Picker	Select a record from a database.
	Time Picker	Select a time according to a defined format.
	Slider	Select a numerical value from a defined range.
	Image Capture	Select an image file.
	Label	Displays fixed text or the value of a data source.
	Line	Displays a fixed line.
	Image	Displays a fixed image or an image defined in a data source.
	Group Box	Group controls together with an optional border and header.
	Label Preview	Displays current label preview

Example custom Forms

You will find examples of label designs which use the custom Form feature in the sample labels folder.

Modify the order in which data is entered into the form

You can change the order in which data is entered into the form.

Proceed as follows:

1. Select the form using the mouse.

2. Right-click.

3. Select **Start tab ordering**. The default numbering appears.

4. Click the number of the field you want to appear first in the form. The number turns green when validated.

5. Repeat step 4 to continue ordering.

6. To confirm your selection, right-click in the form and select **Validate tab ordering**. The order of the fields will be automatically validated when the first field is validated. The numbering then disappears from the form.

Note: Right-click the form and select **Abort** tab ordering to cancel your changes.

Defining the properties of a When Printed data source

Command: **Data sources > When Printed >** whenprintedname **> Properties...**

- Click the **Form** tab.
- Enter the prompt you want to display in the form.
- You can define an input format and a minimum length.
- You can create values that will be proposed in the form by selecting **<Local>** from the **Pick list**.

  Next click ... to access the **Pick list** dialog box.
- On the Output tab, you can define an output format, maximum length, suffix and prefix.
- Click **OK**.

Note: If you define an empty local value and select the **Restore after printing** option, the value of the variable will reset after each print job.

Exercise: Creating a When Printed data source

1. Open a label.
2. Add a **When Printed** data source and name it *productname*.
3. Enter "Cheese" as the **Local value**.
4. In the **Form** tab, enter "1" as the **Minimum length**.
5. Click the **Output** tab and enter "20" as the **Maximum length**.
6. Select the **When Printed** data source, then drag and drop it into the workspace.
7. Select **Text** in the context menu.

The Advanced data source

Command: **Data sources > Advanced > Add**

The **Advanced** data source contains a list of data sources you have created. These data sources are populated by data that is not specified upon creation. An **Advanced** data source can be used to create intermediate data sources.

Defining the properties of a Advanced data source

Command: **Data sources > Advanced >** advancedname > **Properties**

1. In the Input tab, select one of the following options: Local, Shared, or From a file .
   If you have chosen the **Local** option, enter the variable value in the box. This is the initial value of the variable, and will be printed first.
   - or -
   If you have chosen the **Shared** option, enter the variable value in the box. Click **OK**.
   - or -
   If you have chosen the **From a file** option, select the required file.
2. In the Output tab, you can define an output format, maximum length, suffix, and prefix.
3. Click **OK**.

Exercise: Creating an Advanced data source

1. Open label.

2. Create a Advanced data source and name it "ref".
3. Insert the data source into the label in text format.
4. If this data source does not appear when printing, select it and click in the Object toolbar.

Variable object creation

A variable object is a text, barcode, or image type object, composed of elements whose the value is not defined at the moment of creation. Several objects can be associated with a single variable.

The value of these elements is supplied by different data sources at the time of printing:

- Direct keyboard entry in the form (**When Printed** data source)
- Imported from an external file or database (**Table lookup** or **Database** data sources)
- Field calculated by the computer (**Formula**, **Counter**, and **Date** data sources)

Note: In the **Data Sources** view, a red arrow indicates the variable associated with the selected object.

Creating a variable object linked to an existing data source

You can quickly and simply create a variable object in your document (bar code, image, text, drawing, or other objects.) using:

- The **Create** toolbar

- or -

- The **Object** menu

You can create an object using one of the following options:

- **Direct mode creation:**

1. Click the object you want to insert into your document.

2. Click the location where you want to place the object.
   The Creation wizard will run by default. If the wizard does not automatically launch, double-click the object to open the **Properties** dialog box.
3. Click the **Data sources** tab.
4. Select **Variable**.
5. Select the variable you want to assign to your object.

- or -

- **Guided mode creation:**

1. Click the menu button for your object. A submenu is displayed showing the actions you can take.
2. To create a variable object using an existing data source, you have the option of:

   - Selecting **Use an existing data source** followed by the variable

     - or -
   - Selecting **Wizard**: This will guide you step-by-step through the variable object creation process.

3. Click on the location where you want to place the object.

Note: The creation wizard is enabled by default. To disable it, select **Tools > Configuration > Wizards**.

Note: You can also create an object from the **Objects View**: Right-click on the object type you want, select the desired action and click the location where you want to place the object in the document.

Note: Text/Barcode object assignment option is disabled for Database and Table lookup variables containing **BLOB data types** (e.g., images from a database), therefore, they can be used as a datasource for Image objects only.

Creating a variable object linked to a new data source

You can quickly and simply create a variable object in your document (bar code, image, text, drawing, or other objects.) using:

The **Create** toolbar.

- or -

The Object menu.

Using the clear guidance given, you can create an object using one of the following options:

- **Direct mode creation:**

1. Click directly on the object you want to insert into your document.
2. Click the location where you want to place the object.
   The Creation Wizard will run by default. If wizards are disabled, double-click the object to bring up the **Properties** dialog box.
3. Click the **Data sources** tab.
4. Select **Variable**.
5. Select the variable you want to assign to your object, right-click and select **Add.**
   - or -
   Click **New**, then select the variable you want to add.

- or -

- **Guided mode creation:**

1. Click the menu button for your object. A submenu is displayed showing the actions you can take.
2. To create a variable object using a new variable, you have the option of:
   - Select **New data source**.

     - or -
   - Select **Wizard**: This will guide you step-by-step through the variable object creation process.
3. Click the location where you want to place the object.

Note: The creation wizard is enabled by default. To disable it, select **Tools > Configuration > Wizards**.

Note: You can also create an object from the **Objects View**: Right-click on the object type you want, select the desired action and click the location where you want to place the object in the document.

Note: Text/Barcode object assignment option is disabled for Database and Table lookup variables containing **BLOB data types** (e.g., images from a database), therefore, they can be used as a datasource for Image objects only.

Printing

A powerful print engine

Your software is a powerful, user-friendly creation tool and a print engine, bringing together the widest possible range of printers (thermal, thermal transfer and inkjet).

Whether printing a single label, a series of labels, or multiple copies of the same label, all print commands are grouped together in the **Print** dialog box.

Your software also allows you to install and control printers located anywhere on your network.

In this section, we will look at various possible network configurations and the associated installation procedures for optimizing label printing.

Printing a document

To print a document:

1. Choose **File > Print** to access the Print dialog box.

   You can also click the button or press **F6**.

2. In the **Labels** text box, enter the number of labels to be printed.
3. Click **OK.**

Exercise: Label Series and Labels

To start, let's distinguish between **Labels** and **Copies of each label**.

Note: If the label does not include a counter, the **Print** dialog box will not display the **Copies of each label** field, but will display the **Labels** field. This field serves the same purpose.

To highlight the difference between **Labels** and **Copies of each label**, we will consider a label containing two types of counters and configure the **Print** dialog box in different ways.

1. Open a label.

2. Create two different counters:

    - A classical counter that counts all labels, and resets when its value reaches 10:
        - **Type : Decimal**
        - **Increment: +1**
        - **Min value: 0**
        - **Max value: 10**
    - An ISO counter that allows each label copy to be individually and exhaustively numbered. It also resets when its value reaches 10.

        - **Type: Decimal**
        - **Increment: +1**
            - **Min value: 0**

The first counter identifies a particular label, whereas the ISO counter counts the total number of labels printed.

Labels in the series

In this example, we are going to print a series of 10 labels:

1. Enter the following values in the **Print** dialog box:
    - **Labels**: 10.
      This means that there are 10 different labels in the series.
2. Click **Print**.

Expected output: 10 labels have been printed and the two counters read the same value.

Copies of each label

Here we will print a series of five labels, but this time we want two copies of each label.

1. Enter the following values in the **Print** dialog box:
    - **Labels**: 5
    - **Copies of each label**: 2.

2. Click **Print**.

Expected output: 10 labels print; one counter is 1-10 the other counter is 1,1,2,2,3,3...

Copies of each page

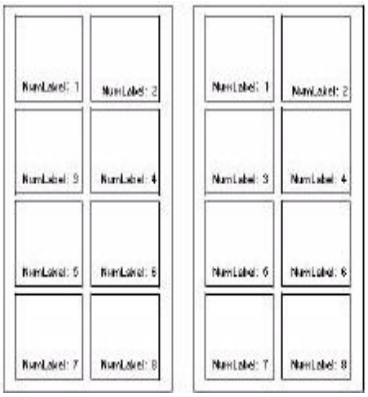
As we have just seen, it is possible to print multiple copies of the same label. In the next example, we will see that it is also possible to print multiple copies of the same page. We must understand exactly what the printer defines as a page.

The page definition is determined by the parameters specified when the printer driver is configured. The results may be completely different depending on whether you print on an office printer or a thermal printer. It can be quite difficult to visualize a page on continuous paper, which is used mainly by thermal printers.

Moreover, according to the dimension of the print media and the size of the label, the page dimensions may correspond to those of the label, and thus, the page copy may be the same as the label copy.

The page format and label size are defined in the **Page Setup** dialog box.

1. Open a label that contains a counter.
2. Go to **File > Select printer**.
3. Select a Windows office printer.
4. Select a format, then click **OK**.
5. Go to **File > Page Setup** or click .
   The **Page Setup** dialog box opens.
   The preview gives you an idea of how the page will look when it is printed.
6. Close the dialog box.
7. Click .
8. Enter the following values:
   - **Labels**: 8
   - **Copies of each page**: 2
9. Click **Print**. The result will be:



To launch a print merge

The **Merge** option is available when a merge database has been opened. It launches label printing including all records in the database.

1. Choose **File > Print** to access the Print dialog box.

   - or -

   Click the button.

2. In the **Labels** text box, enter the number of labels to be printed.
3. Select the database tab. In the **Records** field, select **All records**.
4. Click **OK**.

Printing using the form

Variable data often needs to be entered by an operator just prior to printing. The program offers a quick and simple method of data entry: the form.

Now that the form looks the way you want, we will launch printing.

1. Go to **File > Print** or press the **F6** key.
2. Enter "2" in the **Labels** field.
3. Launch printing.
   The form is displayed, and you can enter the data to be printed.

4. Enter "**Smith**" and "**51**", then click **OK**.
   After the first label is printed, the form is displayed again.
5. Enter "**Mullang**" and "**52**", then click **OK**.

Note: The form is displayed for each label contained in the series. If you choose the **For each series** option, the form will only be displayed once, when printing of the label series is launched.

Electronic Outputs Licensing Description

General information

Electronic Outputs licensing limits the number of outputs (printouts, exports, etc.) in reusable electronic formats such as PDF, XPS, image formats like JPG, BMP, and more. It is a consumable license, which is renewed automatically by time (7-day cycle for electronic output use).

For example, if a user has a license for eOutput with two (2) API Printers, the total available Electronic Output units would be 10000 per week (5000 per printer).

The following operations are subject of Electronic Outputs licensing:

- Printing via Windows drivers producing common document formats (PDF, XPS, image formats, etc.);
- Printing with any printer to ports capturing the printout electronically (FILE:, prompt for file, or fixed file ports);
- Exporting the document to PDF or image formats directly.

Note: in order to be able to perform native printing to PDF or programmatically export printer commands to a file, the eOutput addon is required.

The license defines a quota for the Electronic Outputs license restricted activities. The unit of the licensing is the number of labels generated by the operation. The quota applies for an interval of any consecutive 7-days.

The quota is proportional to the number of printers allowed by the license - 5000 Electronic Outputs license units are provided per printer in the license.

For example, a license with Electronic Output add-on and two (2) API Printers, the total available Electronic Output units would be 10,000 per 7-day period (5,000 per printer).

A grace period is implemented for Electronic Outputs licensing, allowing a license to exceed the quota for a maximum of 30-days.

User Interface elements

If Electronic Outputs licensing is active, the **About** dialog contains information about the licensing status:

1. The **About** dialog shows the consumed 'Electronic outputs:' quantity and the maximum available. The grace period status is also indicated by the 'Electronic outputs overuse:'.
2. The **Electronic Output Details** button opens the **Electronic Outputs Consumption** dialog.

The **Electronic Outputs Consumption** dialog shows the following information:

1. The consumption bar shows the actual consumption relative to the licensed limits;
2. The grace period status;
3. The consumption time period to show (recent 7, 15, 30 or 60-days);
4. The average consumption display can be enabled;
5. The bar diagram shows the consumption for the selected number of days.

Events

The following Windows event log entries are generated related to the Electronic Outputs licensing:

Event ID	Description	Severity	Occurs	Name
1104	License is depleted. <= 10% of licenses left	Warning	Daily	LICENSE DEPLETED WARNING
1109	License overuse grace period is active	Warning	Always/Daily	LICENSEOVERUSE GRACEPERIOD ACTIVE

1110	License overuse grace period is expired	Warning	Always/Daily	LICENSEOVERUSE GRACEPERIOD EXPIRED
1112	License overuse grace period is reset	Info	Always	LICENSEOVERUSE GRACEPERIOD RESET
1120	Application consumed a quantity of consumable license resource	Info	Always	EVENT LICENSE CONSUME SUCCESS
1121	Application failed to consume a quantity of consumable license resource	Error	Always	EVENT LICENSE CONSUME FAILED ERROR

To summarize

The Print dialog box contains differences...	When the label contains a counter, the Labels field allows you to specify the number of different labels in a series. The **Copies of each label** field allows you to define the number of copies of the same label to be printed. When the label does not include a counter, the **Copies of each label** field serves the same purpose as the **Labels** field.
Copies of each page	A page copy can only be created if the label does not include an ISO counter and if the page contains more than one label.
Print Merge	The **Print Merge** prints all the records in a database, and this option is only available when the label is connected to a database.
Printing using the Form	The form allows an operator to enter data by keyboard just prior to printing.

Troubleshooting

The table below lists the problems most frequently encountered during printing, and offers some solutions to help you resolve them.

Problem	Cause	Solution
Nothing is printed	The printer is not plugged in.	Plug the printer in.
	For a parallel link: The printer is not configured for a parallel link.	Make sure that this setting has been configured in the printer control panel (refer to the printer manufacturer's manual).
	For a serial link: The serial communication settings are incorrect.	Make sure that the communication settings between the PC and the printer are the same (for the serial communication settings required by the printer, refer to the printer manufacturer's manual).
	The serial cable is not suitable.	Make sure that the cable matches the specifications of your printer (refer to the printer manufacturer's manual).
	In both cases (serial or parallel): The cable is connected to the wrong port.	Check the connection.
	In both cases (serial or parallel): The cable is connected to the wrong port.	Check the connection.
A page is not printed	For direct thermal printing: The print media has been inserted the wrong way (the print head is heating the wrong side of the paper).	Reinsert the media the right way.
	For thermal transfer printing: The ribbon has not been inserted, or was inserted incorrectly.	Check the ribbon and refit if necessary (refer to the printer manufacturer's manual).
	The required print mode has not been selected on the printer.	Check that the print mode (thermal or thermal transfer) has been correctly selected on the printer (refer to the printer

		manufacturer's manual) or in the **Printer Setup** dialog box.
A graphic object (image, Windows font, graphic barcode, etc.) has not been printed.	The printer is out of memory.	Check the **Clear memory at next print time only** option; If the problem persists, check the amount of memory space allocated to images (on the **Images** tab of your printer driver).
	The printer does not have enough memory.	Increase the amount of printer memory either by adding an extra memory card, or by increasing the RAM (refer to the printer manufacturer's manual or check with the dealer who sold you the printer).
The thermal printer is jammed	The print media used is not the same as the one defined in the **Page setup** dialog box (continuous paper or with gap).	Check that the right print media was selected during page setup: **Continuous**, **With gap**.

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