BRADY
WHEN PERFORMANCE MATTERS MOST™

LabelMark™

LABELING SOFTWARE

LM User's Manual

Edition 01/14

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Software Version 6.0

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For repair or technical assistance, find your regional Brady Tech Support office by going to:

- In the Americas: www.bradyid.com
- In Europe: www.bradyeurope.com
- In Asia: www.bradycorp.com

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1 Introduction

LabelMark™ software is a label design and management package which enables you to design a label based on material selection. It is designed to be used in an industrial environment with more demands on speed, accuracy and reliability of output.

LabelMark software is a multi-document application where you can open multiple label files. The number of files that can be opened at any one time is constrained by system memory and resources.

Starting the Software

To start the software select **Start > All Programs > Brady > LabelMark 6 > LabelMark**.

For information about creating new labels or opening existing label files see:

- Creating Labels on page 11
- Opening an Existing Label File on page 27

Navigating the Software

Home Screen

Upon launch of LabelMark 6.0, the following screen displays. The first time you start the program, the blue panel on the left is blank except for any Brady smart printers that you have installed. A guided tour of the Home page runs the first time you start the program. To run the tour again, click the question mark in the upper right and select **Show home page tour**.

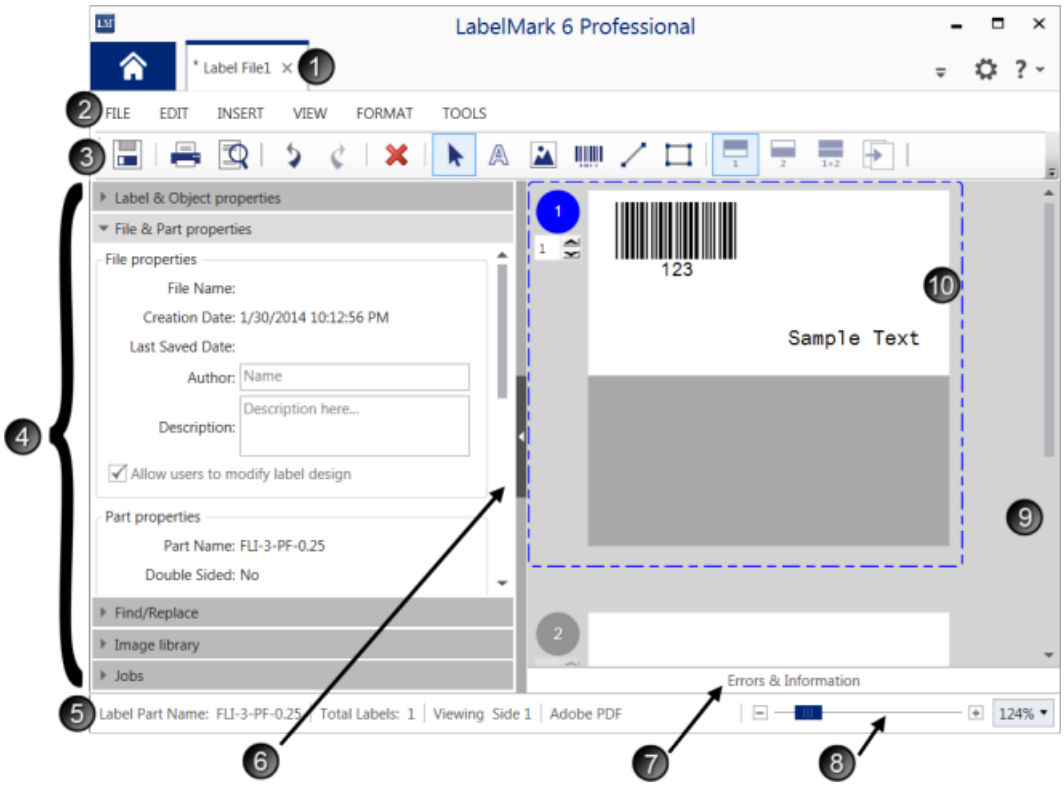
From this screen you can start a new label file, or open or manage existing files. A label file can be one label or multiple labels saved together as one file. All labels in a file are associated with the same part (label stock).

The Home page displays the following items:

- The most recently used files or templates.
- The most recently used label parts.
- Brady smart printers that you have installed (IP and Touchcell printers, BMP71, BMP 51/53, BMP41, and BBP33 printers).
- Access to settings and help in the upper right. See Setting Options on page 9 and Help on page 10.

To return to the Home page at any time, click the Home icon.

Main Window



Window Element	Description
1 Document tabs	Access open pages such as Options or label files. Files that have unsaved changes are marked with an asterisk (*). When more than one tab is open, the current tab (the one being worked on) is indicated by a blue bar across the top of the tab.
2 Menu	Menus provide functions or commands available in the LabelMark program. The menu bar is only available on label file tabs.
3 Toolbar	Collection of menu shortcuts displayed on buttons. The toolbar contains standard Windows® commands and commands specific to the LabelMark software. Buttons are available or unavailable depending on your current activity.

Window Element	Description
4 Properties panels	Located on the left side of the workspace window, the properties panels contain format, style, and file settings for the label object on which you are working. The specific properties panels only display when you are working on labels or templates.
5 Status bar	Located at the bottom of the workspace window, the status bar displays relevant information about the label and media on which you are working. The status bar contains the selected label part number and total number of labels in the current file as well as paging and zoom controls.
6 Display or hide properties panels	The properties panels can be displayed or hidden by clicking the arrow on the left side of the workspace pane. (The arrow changes direction depending on whether the properties panels are currently displayed or hidden.)
7 Errors & Information bar	LabelMark automatically checks for formatting errors on label design, enabling you to edit the design before printing. These errors are displayed in the Errors & Information window, at the bottom of the workspace.
8 Zoom control	Available for editing labels, templates, or custom parts, the Zoom feature enables you to zoom in or out on a label document by dragging the button left or right. The zoom percentages range from 25% to 800%.
9 Workspace	The main area of the screen that displays the label file on which you are working as well as other LabelMark functionality, such as managing custom parts, schemes, and favorites.
10 Label	A label open for editing.

Toolbars

The label editing tab contains three toolbars:

- Standard

- Action
- Format

The buttons on the toolbar are context sensitive, meaning their availability depends on what you are doing in the program.

Standard

The Standard toolbar consists of the following items:

	Saves label files, templates, or jobs.		Sends a label file or template to the printer.
	Previews a label file or template before it is printed.		Undo - Returns the label/ document to the state before the last action was taken.
	Redo - Returns the label/ document to the state before the Undo action was taken.		Permanently removes objects from a label, or a label from a label file.

Action

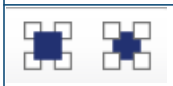
With the exception of the Selection tool, all other tools on the Action toolbar are only available when in Graphical Label Design mode.

	Selects objects on a label, placing handles around the object to indicate it is selected.		Used to enter text on a label. The Text tool remains selected until some other action tool is selected.
	Used to insert a graphic on a label.		Used to insert a barcode on a label.
	Used to draw a horizontal, vertical, or diagonal line on the label.		Used to draw a square or rectangle on the label.

Format

The Format toolbar consists of the following items:

	Used to view the first side, second side, or both sides of a 2-sided label. Available only when using 2-sided labels.

	Duplicates data from one side of a 2-sided label to the other side.
	Centers objects vertically or horizontally between the label boundaries.
	Used to horizontally align objects on a label with each other (left, center, right). Only available when more than one object is selected.
	Used to vertically align objects on a label with each other (top, middle, bottom). Only available when more than one object is selected.
	*Bring to front* and *Send to back* rearrange overlapping objects to enable visibility of all layers.
	Used to rotate objects on a label, left or right, 90 degrees at a time.

Shortcut Keys

The following table lists shortcut keys available in LabelMark software. Some are key combinations. For example, Ctrl + C means press the c key while holding down the Ctrl (control) key.

Function	Key	Description
First	Home	• Moves to the first label file tab when multiple files are open. • When editing a text object, moves to the beginning of the line of text.
Last	End	• Moves to the last label file tab when multiple files are open. • When editing a text object, moves to the end of the line of text.
Delete	Delete	Removes selected label objects from a label; label files from storage; or selected jobs from job files.
Go To	Ctrl + G	Invokes the GO TO Label dialog box, to go to a specific label.
Copy	Ctrl + C	Copies selected objects or labels and places the duplicates on the clipboard.

Function	Key	Description
Cut	Ctrl + X	Removes selected objects or labels from the Editor and places them on the clipboard. This action supports undo and redo.
Paste	Ctrl + V	Pastes the contents from the clipboard onto a selected label. This action supports undo and redo.
Undo	Ctrl + Z	Undo the last action. Puts the object or label back to the state it was in before the last action was taken.
Redo	Ctrl + Y	Redo the previous action that was “undone.” Puts the object or label back to the state it was in before Undo was enacted.
Find	Ctrl + F	Find text within a label file.
Replace	Ctrl + H	Replace text within a label file.
Command Multiplier	Ctrl + M	Invokes the Command Multiplier dialog box. Copies objects or the contents of entire labels and pastes the items multiple times, according to your specifications. (See Linked Objects on page 77 for more information.)
Save	Ctrl + S	Saves a label file, template, or job file.
Print	Ctrl + P	Sends data to the printer identified with the label or job.
Print Preview	Ctrl + F2	Displays a label file as it will appear when printed.
Nudge	Ctrl + up, down, left, or right arrow.	Moves the selected object up, down, left, or right one pixel (very small distance).

Function	Key	Description
Copy Label Objects	F12	Copies all objects on a label and pastes them on the next label. You do not have to select any object. They will all copy.
Errors and Information	F7	Maximizes and minimizes the Errors and Information pane, which checks whether everything on the label is within bounds.

Mouse Navigation

Function	Button Action	Description
Select	Left Click	Selects a label object or the label itself.
Context Menu	Right Click	Displays the applicable context menu for the selected object or label.
Extended Multi-Select Items	Ctrl + Left Click	Used to select one or more non-contiguous objects or labels. (Non-contiguous refers to objects or labels that are not next to each other.)
Multi-Select Contiguous Items	Shift + Left Click	Used to select a range of contiguous labels. (Contiguous refers to labels next to each other.) This function does not apply to objects.
Scroll Up/ Down	Scroll Wheel	If vertical scrolling is enabled, scrolls the document up or down.
Zoom	Ctrl + Scroll Wheel	Zooms a label up or down. To Zoom Out, hold the CTRL key while scrolling down. To Zoom IN, hold the CTRL key while scrolling up.
Drag and Drop/Move	Left Button Drag	Moves a selected label object within a label. Resizes the object if the mouse is positioned on one of the handles of the selected object.
Select Multiple	Left Button Drag	Selects multiple items if the mouse is NOT positioned on any selected item. (See Selecting Multiple Objects or Labels on page 33 for more information.)

Setting Options

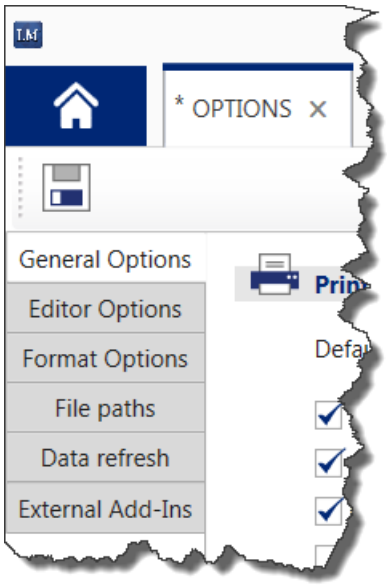
Settings on the Options tab provide default print settings and affect the way the LabelMark software behaves. Specifying default print settings enables you to bypass a number of formatting options whenever you create a label file.

Use the Options tab to:

- Set print defaults and control whether the software checks for updates.
- Set viewing options for the editor (such as default zoom level).
- Set text formatting defaults (font, size, alignment, and so on).
- Set default paths for files (such as labels and images).
- Control the refresh of imported data and the date and time.
- Enable connectivity to Microsoft® Excel®, Microsoft Visio®, or AutoCAD® software. (See Chapter 9 Microsoft Visio on page 129, Chapter 10 Microsoft Excel on page 137, and Chapter 11 AutoCAD on page 145.)

To change the default settings:

1. On the top, right-hand side of the LabelMark Desktop software, click the gear icon to open the Options tab.
2. Along the left side of the Options tab, select the page of settings you want to change.



3. Change the settings as desired.

4. Click the Save button to save your changes.

Help

The Help function of LabelMark 6.0 is an electronic reference manual that shows you how to work with many of the features of the LabelMark 6.0 software. You can access the Help files at any time while working with the LabelMark 6.0 software.

To access Help:

1. Click the question mark icon and select **User Guide**. The left pane of the help contains navigation tools: Contents and Search tabs; the right pane contains the information.
2. Navigate the help in the following ways:
   - Use the Contents tab to explore the content of the help. Double-click to expand or collapse books in the contents to see what information they contain. Click on a topic title to display it in the right pane.
   - Use the Search tab to look for a specific word or phrase in the help. Capitalization does not matter (if you search for *Utility*, it will find *utility*), but exact spelling does matter.
   - Use the Back and Forward buttons in the Help window's toolbar to go back to previously viewed topics and forward again.

2 Creating Labels

The basic process for creating a label is to:

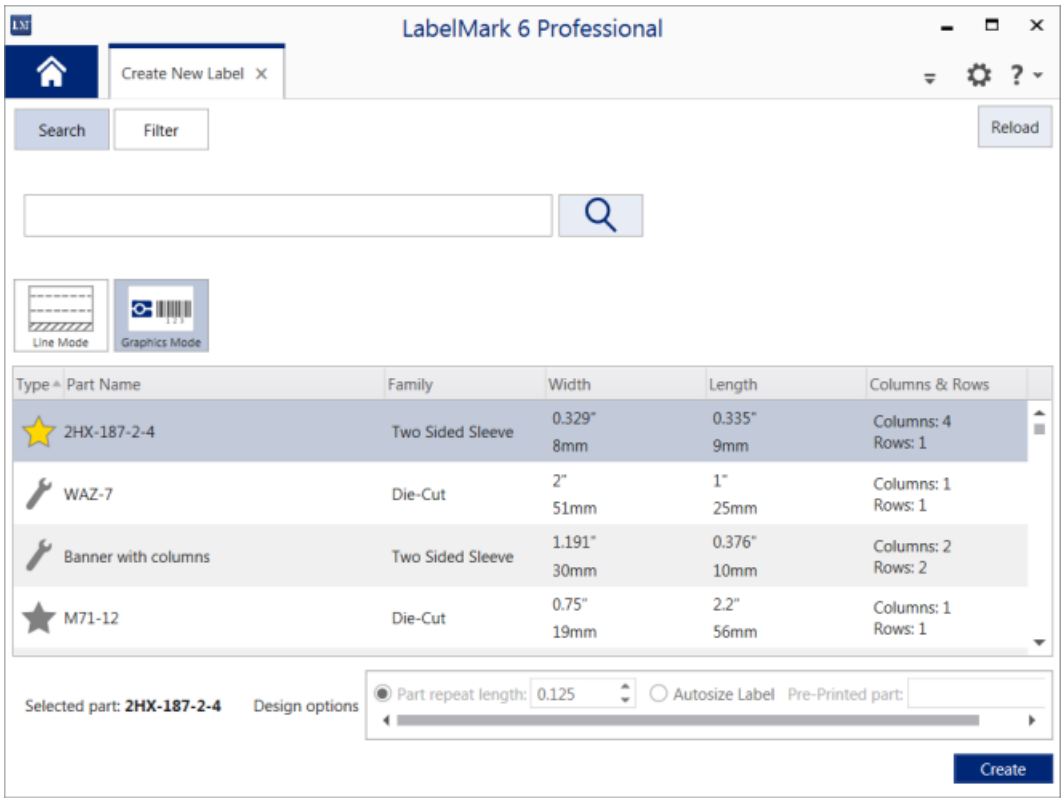
1. Create a label file and choose the label stock, or part, on which you want to print the labels. See Step 1: Create a Label File on page 11.
2. Design the label. See Step 2: Design the Label on page 14.
3. Save the label file. See Step 3: Save the Label File on page 20.
4. Print or add to job (collection of related label files). See Step 4: Print the Label File on page 20.

Step 1: Create a Label File

The Home page lists parts (label stock) that you have recently used. The *Recent Parts* section is blank the first time you open the LabelMark software and until you have created at least one label file.

To create a new label file using a label part not listed on the Home page:

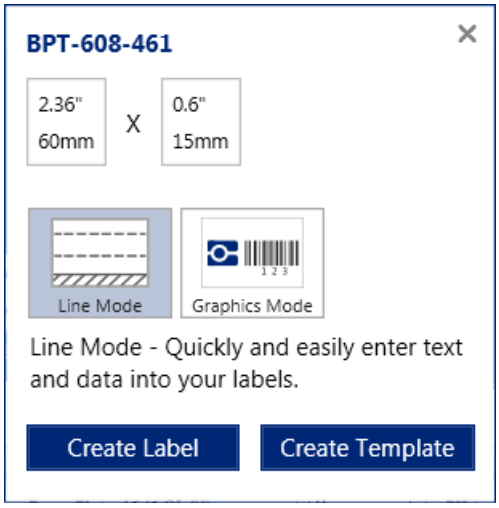
1. Click **Create** and select **New Label**. The *Create New Label* page opens.



2. Click the part number to use. (For information about how to find a part in the list, see Finding a Part in the List on page 13.)
3. If you want to place graphics, lines, rectangles, or barcodes on the labels, select the **Graphics Mode** button. For text-only labels click the **Line Mode** button.
4. Click **Create**. A blank label file opens using the selected part.

To create a label based on a recently used part:

1. On the *Home* tab, under *RECENT PARTS*, click the part number to use.
   A box opens indicating the dimensions of the label part and enabling you to create a label or template based on that part.



2. Click one of the following. A shaded background indicates the item is selected.
   - **Line Mode.** Choose this if you want to place only text on the label.
   - **Graphics Mode.** Choose this if you want to place graphics, lines, rectangles, or barcodes on the label.
3. Click **Create Label**. A blank label file opens using the selected part.
4. Go to Step 2: Design the Label on page 14.

Finding a Part in the List

When the parts list opens (for example, on the *Create New Label* tab) the LabelMark software tries to identify the label part in a connected printer and puts that part at the top of the list. The software also brings favorites and custom parts to the top of the list. (See Managing Custom Parts on page 109 and Managing Favorite Parts on page 115.) If the printer was turned off when the parts list opened, click **Refresh printers** to detect the label part and bring it to the top of the list.

To quickly locate a part in the list, use the Search or Filter. Use search if you know all or part of the part name. Use Filter to narrow the list down by label size, assigned printer, or by label family (label type, such as die-cut or continuous).

Search

To search for a part:

1. Click the **Search** button to select it. (A blue background means the button is selected.)
2. In the blank box with the binoculars next to it, type in all or part of the part name.
3. Click the binoculars button. The parts list displays all parts that completely or partially match the text you entered.

Filter

To filter the parts list:

1. Click the **Filter** button.
2. If you know the size of the label part you want, in the **Size** section fill in the **Width** and **Length**. If only one dimension matters to you, fill in just that one. Either type the value or use the up and down arrows to select a value.

   The list adjusts immediately to show labels that closely match your selections.

   To clear your selection, click and drag the pointer to select the value. Press the Delete key on your keyboard.
3. If you know the printer associated with the label part, click in the **Printer** box and select the printer. The list adjusts immediately to show labels that match your selections.
4. If you know the type of part you are looking for, click in the **Label Family** box and select the label type (for example, two-sided sleeve or continuous). The list adjusts immediately to show labels that match your selections.

If you select more than one filter, the results show items that match all filter criteria, not just one. Each selection further refines the results.

To start over at any time, click the **Reset filter** button in the upper right.

Step 2: Design the Label

Add text, graphics, lines, rectangles, and barcodes to the label. Read the following sections for information about editing the label. You may also wish to read Chapter 3 Formatting a Label on page 31.

Editor/Workspace

Edit the label in the Workspace area of the application window. The Label Editor has two types of views.

- Single label view, where only one label is visible at a time.
- Multi-label view, where multiple labels are laid out in rows and columns, similar to the way they are laid out on the liner. The labels are numbered, left to right, top to bottom.

In multi-label view, the Editor displays the maximum number of labels that can fit in the Editor window, even though the labels are not yet created.

View

If the selected part number contains more than one label, it displays the multiple labels on the screen with a circled number next to each label to indicate where that label is on the media liner.

To view one label in a multi-label layout:

1. Click the label you want to view alone.
2. Choose **View > Single Label Layout**

That label displays by itself in the workspace.

To view all the labels in a multi-label layout:

1. Choose **View > Multiple Label Layout**.

> **Note:** When applying serialization, adding date/time text, or using the Command Multiplier, you do not have to have all labels visible.

Two-Sided Labels

Some label parts allow printing on both sides of the label. To view each side, separately or together:

1. Choose **View > Two-Sided Sleeve > Side #** (where # is the number of the side you want to view).

   OR

   Click one of the 2-sided buttons. 

You can set the preferred viewing option as a default in the Double sided view field in Editor Options (see page 9).

Duplicate Data on Second Side

When working with 2-sided labels, you can duplicate all data (text, graphics, barcodes, etc.) placed on one side of the label onto the other side of the label. You do not have to select data to duplicate. If you want to duplicate only one or two elements on a label, use the Command Multiplier (see page page 40).

To duplicate data onto the second side of a 2-sided label, once data has been placed on the first side:

1. Click Duplicate data on second side button. 

   OR

   Choose **Edit > Duplicate data on second side**.

Duplicated data on the second side can be moved independently from the data on the first side of the label.

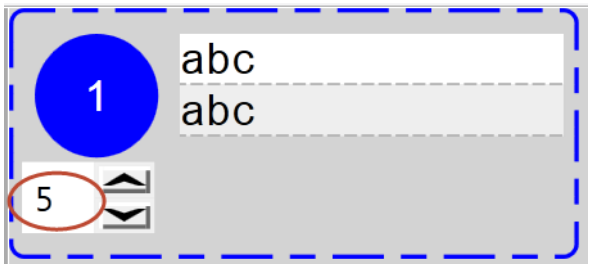
Duplicate Data on Other Side at Print Time

If the option *Duplicate data on other side at print time* has been selected in the General Options category of the Options function, data on the first side of a 2-sided label will automatically be duplicated on the second side *when printed*. (See Setting Options on page 9.)

Duplicating data at print time is different than duplicating on the second side of a label in the editor. In the editor, after duplicating data on the second side, if you go back to the first side and make some changes, those changes will not automatically be reflected on the second side. When printed, the two sides of the label will be different. However, if you Duplicate data on the other side at *print time*, the changed data on the first side will replicate on the second side, overwriting what had previously been on the second side. Therefore, side 1 and side 2 will always print the same.

Label Copies

You can indicate the number of copies of a single label to print by using the Label Copies field. This field displays next to each label indicating that you can set a different number of copies for each label.



When using a Perma-sleeve label part, this setting applies not only to the individual label, but to the entire row of labels. To change this default behavior, in the *File & Part properties* panel clear the **Use row copies** check box.

To display the Label Copies field:

1. Choose **View > Label Copies**.

To indicate the number of copies to print of that particular label:

2. Click the up or down button.

The Label Copies option can be removed from the Workspace by selecting View > Label Copies again to remove the checkmark.

Go To a Label

Regardless of which view you are in (single or multiple labels), you can move to different labels in the file using the Go To function. To go to a specific label, if the label is not visible on the screen:

1. Choose **Edit > Go To Label…** or press **[Ctrl+G]**.
2. Enter the number of the label you want to access.
3. Click OK.

Label Navigation

If you are in Single label layout, the Label navigation buttons display on the right side of the Status Bar.

To go to a specific label in the file:

1. Highlight the current number in the Label Navigation number field.
2. Enter the number of the label to which you want to go.
3. Press **[Enter]**.

To move to the next label:

4. Click Next. 

To move to the previous label:

5. Click Previous. 

To move to the last label in the file:

6. Click Last. 

To move to the first label in the file:

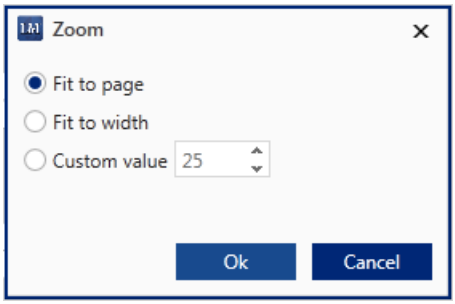
7. Click First. 

Zoom

The Editor supports zooming in all views. You can zoom from 25% to 800%.

Fit to Width adjusts the first row of labels so that the entire width of the row fits the current width of the workspace.

Fit to Page shows all printable labels in the workspace.



The Editor supports horizontal and vertical scrolling when displayed elements do not fit the display area.

To zoom in or out of a label:

1. Choose **View > Zoom...**.
2. Click the desired zoom option.
3. Click OK.

You can also specify an incremental zoom percentage.

1. Click Custom value radio button.
2. Enter the percentage desired.
3. Click OK.

You can set the default Zoom option or percentage in the Editor Options category of Settings. (See page page 9).

Quick Zoom

A Zoom control scale displays in the lower right corner of the Status Bar. To quickly change the zoom percentage of the label file:

- Drag the zoom control slider to the right to increase the size or to the left to decrease the size.
- Click the plus or minus buttons to increase or decrease the zoom percentage by 10% at a time.

As you drag the zoom slider, the zoom percentage displays in the percentage box directly to the right of the slider.

You can also change the zoom to predefined percentages by working directly with the percentage box.

1. Click the down arrow in the percentage box.
2. Click the percentage or zoom option as desired.

Adding Text

Once a label or template file is created or opened, the label editor is activated for the chosen label part. If not using Graphical Label Design mode, you are automatically in text mode and only text can be added to the label. The cursor displays as an “I-beam” indicating that text can be entered.

To add text to a label:

1. Click on the label where text should be added.

   A blue dotted line displays around the label indicating that label is selected, i.e., the focus is directed to that label.

2. Type the text.

Graphical Label Design

If using Graphical Label Design mode, to add text:

1. Click on the label where text should be added.
2. On the Action toolbar, click the Text button. 

The mouse pointer becomes an I-beam, indicating that text can be entered.

3. Click the mouse where the text should be placed.
4. Enter the text.

A border displays around the text as it is being entered. This border represents the text line.

5. When finished entering the text, click anywhere on the screen to remove the typing line borders.

When in Graphical Label Design mode, the Text tool, if selected, remains in use until some other tool is selected. This is known as a "sticky" tool.

Step 3: Save the Label File

Save the label file to store it for future use. Before you save the file, the tab is named *Label File1* (or another number). After you save the file, the tab is named with the file name.

To save the label file:

1. Select **File > Save**.
2. (Optional) By default files are saved in C:\ProgramData\Brady\LabelMark6\Label Files, but you can choose another folder if desired.
3. Type a name for the file. File names can be up to 250 characters long and can include letters, numbers, spaces, and some special characters. Choose a name that will help you remember what labels it contains.
4. Click **Save**. File names must be unique. If another file of the same name exists in this folder, a message informs you of the situation. You can choose to replace the existing file or click *No* to cancel and then save the file with a different name.

Once saved, the file remains open. Proceed to the next step, printing. (To close the file later, click the X on the tab next to the file name.)

Step 4: Print the Label File

Print Preview

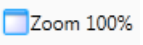
While the Editor displays labels as they appear on the liner, to get a better view of how the data will register on the actual printed labels, use Print Preview.

To preview your label file, from the Editing screen:

1. Choose **File > Print Preview**. Alternatively, click Print Preview. 

The label file displays, at 100%, as they will print on the selected printer.

2. To view labels close up, click Zoom In. 
3. Click Zoom Out to lower the zoom percentage. 
4. Click Fit to Width to display labels across the width of the preview screen.
   

5. To return to normal print preview, click Zoom 100%. 

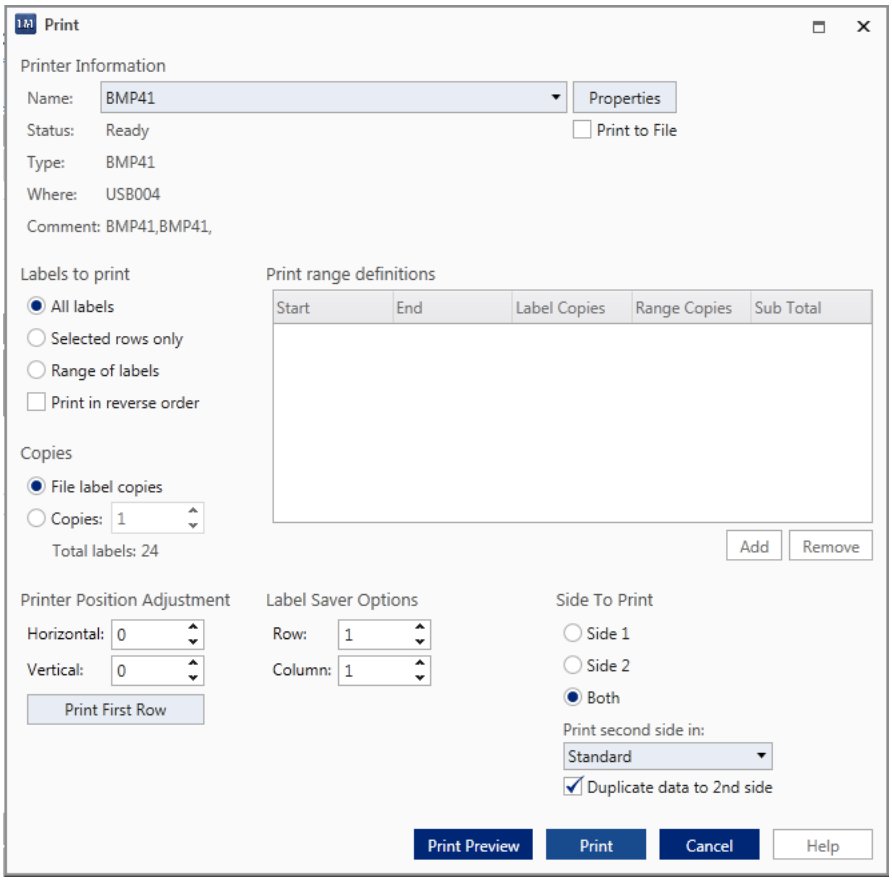
6. To close the print preview window, click Close. 

If, after previewing the labels, you want to print, from the Print Preview window:

7. Click Print. 

This displays the Print dialog box, where you can change the printer, select specific labels to print, or indicate a number of copies to print.

Print Dialog Box



For each label file you want to print, you can do the following:

- Select the printer you want to use to print the label file, regardless of what you have set as the default printer.
- Set the number of labels to print.
- Determine if you want to print the labels in reverse order (for example, Labels 1, 2, 3 will print in reverse order as 3, 2, 1).
- For 2-sided sleeve material, select which side to print (side one, side two, or both).
- Select whether to print the second side as standard or reverse. (This field reflects the default setting selected under General Options. See page 9.)

Note: The *Duplicate data to 2nd side* field reflects the default setting you selected under General Options. To activate the *Duplicate data to 2nd side* field, in order to change the setting for this printing, under *Side To Print* select either *Side 2* or *Both*.

The BBP72 printer has two printheads and can print both sides at once if you select *Both*.

- Test print your first row of labels and adjust horizontal and/or vertical print position offsets.
- Print in label saver mode. Use the Row and Column settings under Label Saver Option to choose a label to start printing with. This is useful if you want to print data from two separate label files onto one sheet of labels. For example, print the first 25 labels using data from Label File #1. Put the sheet of labels back into the printer and print the next 25 labels from Label File #2 starting at label #26 (specify the row and column that corresponds to label number 26). This results in 50 labels from two different files printed on one sheet.

Selecting a Printer

To print a label file, one label in a file, or a range of labels in a file, with the label file active:

1. Choose **File > Print**.

   OR

   Click the Print button (on the Standard toolbar or from Print Preview). 

In the *Name:* field of the print dialog box, the name of the current, or last used printer is displayed. (The name of this printer is also displayed in the status bar at the bottom of the screen.) You are presented with a list of installed printers from which to choose. To switch to a different printer:

2. Click the drop down arrow in the *Name:* field and select the printer you want to use.

When you create labels, the predesigned label templates are set up to print on a specific printer. If you change the printer, you may have to adjust the print position (registration) so the information prints correctly on the labels.

3. Adjust the print position (if needed) by entering the horizontal and vertical position in the *Print position adjustment* section.

Note: Use numbers to enter the Horizontal and Vertical position. The positioning is measured in inches or millimeters, depending on what you have set in the General Options. You can enter a fraction as a decimal (e.g., ¼ inch is entered as 0.25).

Copies

In the **Copies** section, *File label copies* is the default. This prints all labels in the label file that contain data.

When you set the Label Copies field in the Workspace, the indicated number of copies automatically displays in the *Total labels:* field in the Print dialog box.

To print multiple copies of an entire set of labels, in the **Copies** section of the print dialog box:

1. Select **Copies**.
2. Highlight the number in the field to the right and enter the number of copies desired. The *Total labels* field reflects the number of copies.

Printing Specific Labels

If you want to print only one label in a label file:

1. Select the label you want to print.
2. Choose **File > Print**.
3. In the *Labels to print* section of the Print dialog box, click **Selected labels only**.

If you want to print a number of labels from a label file, but not the entire label file:

1. In the *Labels to print* section of the Print dialog box, click **Range of labels**. One row in the *Print range definitions* table opens for editing.
2. Click the **Start** field and enter the first label number in the range to print.
3. Click the **End** field and enter the last label number in the range to print.
4. To print multiple copies of the specified range, click the **Range Copies** field and enter the number of copies to print.

   The *Sub Total* field reflects the number of labels in the specified range multiplied by the number of copies in the *Range Copies* field.
5. (Optional) In addition to the Range Copies, if you enter a number in the *Label Copies* field, the *Sub Total* field reflects the range of labels to print multiplied by the number in the *Label Copies* field.

   Example: The range of labels to print starts with label #2 and ends with label #4. That is three labels to print (2, 3, and 4). If the Range Copies to print is 5, the subtotal would be 15 (3 labels x 5 Range Copies= 15 labels).

   If you also enter a number in the Label Copies field, that number is added to the equation. If you set Label Copies to

3, the Sub Total would now be 45 labels. (3 labels x 5 Range Copies x 3 Label Copies = 45.)

Range Copies vs. Label Copies

You can print copies of the range or copies of the label or both. The difference between the two copy options is how the labels print out - collated or non-collated.

Range Copies prints collated, meaning all labels in the range print once, then the entire range of labels sequence prints again, until all copies have been printed. That is, the labels or pages of labels are in order: 1, 2, 3, and so on.

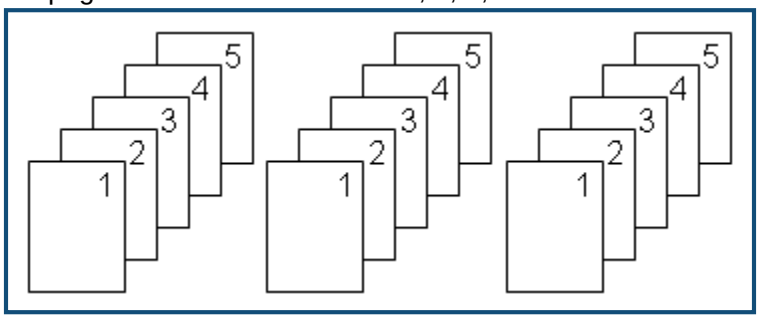


Figure 1 • Range Copies - three copies of five labels, collated

Label Copies are not collated, meaning all copies of the first label in the selected print range print out, then all second labels, and so on.

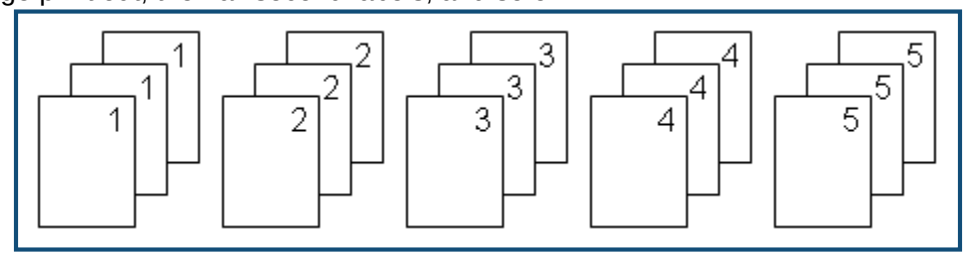


Figure 2 • Label Copies - three copies of five labels, uncollated

Label Copies takes precedence over Range Copies if both are specified. That is, you get several sets of uncollated labels. Each label in the range prints the number of times specified by Label Copies. This set then prints again until you have the number of sets specified in Range Copies.

Test Print Labels

Before sending a label file to the printer, you may want to view some of the physical labels to determine the precise placement of data. While Print Preview shows placement of data on a virtual label part, due to minute discrepancies in label placement on the liner or feeding mechanisms of specific printers, the label alignment may need to be slightly adjusted. To view the actual placement of data on the label part, test print your labels. Test printing prints the first row of your data (not manufacturer's pre-designed data) on the physical label part. Therefore, if the data placement needs some adjustment, that can be done before you waste an entire sheet or roll of labels.

To test print the first row of labels, with the label file active:

1. Click the Print button. 

In the Print dialog box:

2. Click the Print First Row button (located in the *Printer Position Adjustment* section of the Print dialog box).
3. If the data needs to be adjusted, click the up or down arrows in the *Horizontal* and *Vertical* fields.

(The adjustment numbers are measured in inches or millimeters, depending on which unit of measure you have chosen in Settings > General Options.)

Print the Labels

When ready to print your labels, from the Print Dialog box:

1. Click Print.

   Depending on the printer being used, if the label part loaded in the printer is not the label part you used to create the label, an error message displays indicating the discrepancy. Click OK to continue to print or Cancel to cancel the print job.

Closing the Label File

To close a label file, click the X next to the file name on the label tab.

More About Working with Files

The following sections describe how to open an existing label file and how to use file properties.

Opening an Existing Label File

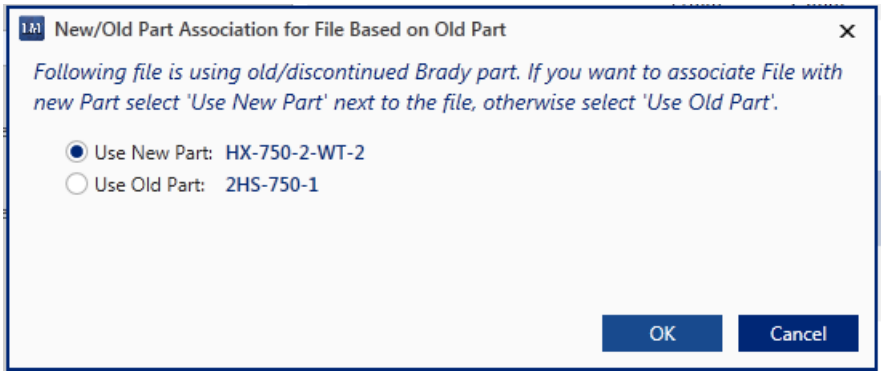
To open an existing label file:

- If the file is in the *RECENT FILES* list in the blue pane on the *Home* page, click the file name.
- If the file is not in the *RECENT FILES* list, click the **Open** tile in the white part of the *Home* page and select **File**.

Files Using Discontinued Parts

When opening older files that were created using label parts (media) that Brady no longer makes, an error message displays. LabelMark suggests a newer label part that closely matches the discontinued part. To use the suggested new part:

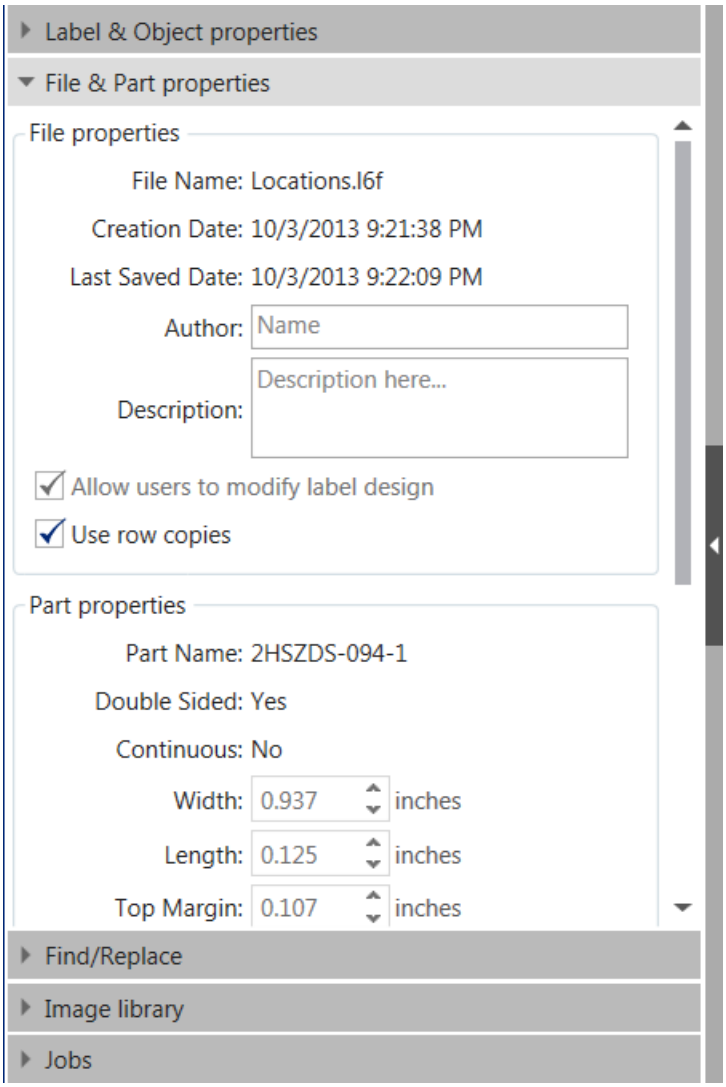
1. Select **Use New Part:** (##-###-#-##-# - new part number).



You can still open the file using the old part number, but the data may not print properly.

File and Part Properties

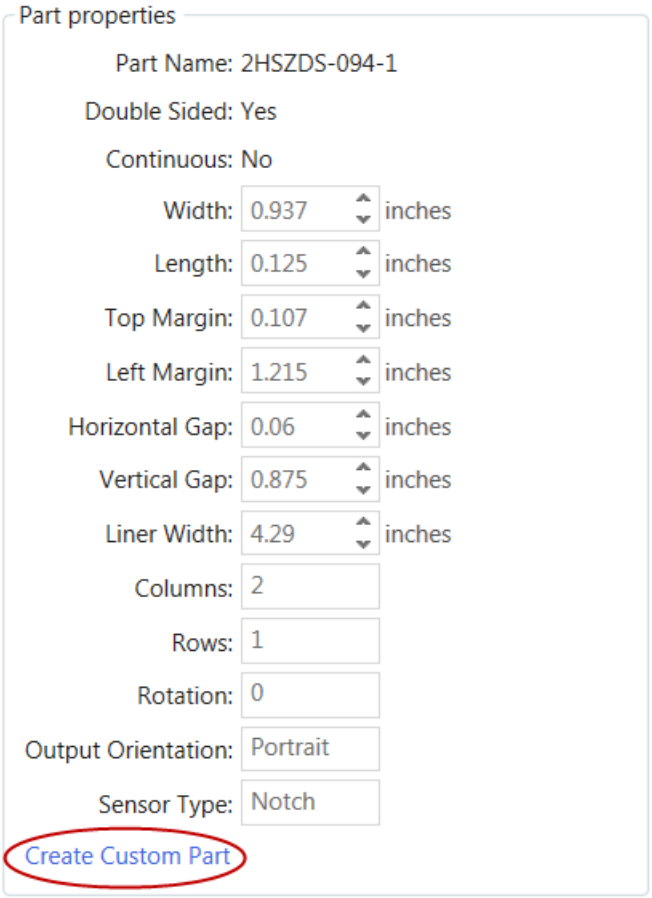
The File & Part properties panel includes information about the file and is saved along with the label and template files. If the panels are not visible to the left of the workspace with a label file open, click the arrow on the left side of the workspace. See page 4.



The File properties information reflects the date and time the document was created, the last saved date, and the author of the file.

The Description field of the File properties section is a convenient way of entering information about what the file contains, when to use the file, how to use it, what media should be installed in the printer, and so on. It can be used for any descriptive or instructive information about the file. The description field can hold up to 250 characters.

The File & Part properties panel also contains information about the particular label part used in the creation of the file.

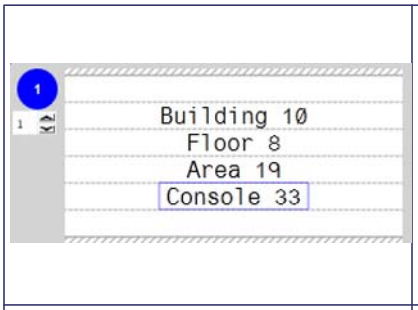


While you cannot edit the part properties, you can use the properties to create a custom part. (See Creating a Custom Part on page 109.)

3 Formatting a Label

LabelMark software has two modes for working with labels, Line mode and Graphics mode. Line mode is for labels that only have text on them while Graphics mode is for labels that have images, barcodes, text, and other elements on them. These elements are called *objects*.

The choice between Line and Graphics modes is made when first creating the label file. See Step 1: Create a Label File starting on page 11.



Line Mode

Graphics Mode

Figure 3 • Line mode (text only) and Graphics mode label design

Adding and Editing Objects

Most information in the following sections applies to Graphics mode. Portions that apply to Line mode are marked.

The following types of objects can be placed on Graphics labels:

- Text
- Graphics (Pictures and symbols)
- Barcodes
- Lines
- Rectangles

To place an object on a label:

1. In the Action toolbar, click the button for the type of label object you want to place.

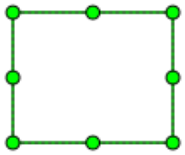
2. With the object type selected, draw a frame on the label to contain the object. For a text object, click on the label where you want the text to begin. (The line length automatically increases as you enter text.)

Selecting an Object

(Graphics mode) In order to format, edit, size, or move an object, it must be selected. Selecting an object places the focus on the object, enabling formatting functions to be performed only on that item. To select an object:

1. Using the Selection tool, click the object.

A series of dots display around the object, one on each corner and one on each side. These dots are called *handles*. The presence of the handles indicates that the object is selected.



To remove the handles:

2. Click anywhere on the screen.

The handles on the objects may display in different colors, each color signifying a specific rule for resizing and moving the object. The following table describes these rules.

Handle Color	Description
Clear (on text objects)	Clear (or solid white) handles indicate the object cannot be resized by dragging a handle. To resize the text, you must change the font size. While you cannot resize the text object by dragging a handle, you can still move the text object to different areas on the label.
Clear (on graphic objects)	Clear (or solid white) handles on a graphic object indicate that you cannot resize the object in the direction of that handle. Even though you may not be able to resize, you can still move the graphic to a different area on the label.
Green (on graphic objects)	Green handles indicate the graphic can be resized by dragging the handle in the direction of the handle (i.e., corner handles drag in a diagonal direction, side handles drag up or down, left or right).
Red (on graphic objects)	Red handles indicate that part of the object is outside the printable area.

Green Locks	Green, padlock-shaped handles indicate the object is locked and cannot be resized or moved to different areas on the label using the mouse. You can, however, adjust the size and position properties of the object using the Label & Object properties panel on the left.
Clear (White) Locks	The Clear (or solid white) padlock-shaped handles indicate the object cannot be sized or repositioned by any means (mouse or Properties box). The object is locked.

Selecting Multiple Objects or Labels

(Selecting multiple labels applies to Line mode as well as Graphics mode.) You can perform some functions (such as moving and copying) on multiple objects at one time provided those objects are all selected. The following table describes how to select multiple objects or labels.

Selection Items	Action	Procedure
Objects	Ctrl + Left Click	Holding the CTRL key, click the left mouse button on the objects to be selected.
Objects		1. Position the pointer on a corner of the label just above, below, left or right of the objects you want to select. Do not place the pointer on an object. 2. Drag the mouse diagonally to “draw” a selection rectangle around the objects you want to select. When you release the mouse, all objects inside the selection rectangle are selected.

Labels (Non-contiguous)	Ctrl + Left Click	Holding the CTRL key, click the left mouse button on the labels to be selected. The labels DO NOT have to be next to each other.
Labels (Contiguous)	Shift + Left Click	1. Click the first label to be included in the selection. 2. Holding the Shift key, click the last label to be included in the selection. The labels MUST BE next to each other, in a row or column.

Locking Objects on a Label

(Graphics mode) Locking an object disables it, preventing it from being edited, sized, or moved. When locked, the selection handles change appearance, indicating the object is in a locked state.

To lock an object:

1. Click the object to display the handles.
2. Choose **Edit > Lock/Unlock > Lock**. (Alternatively, in the *Label & Object properties* panel click the **Locked** check box.)

To unlock an object, thereby freeing up an object for editing:

1. Click the locked object to display the handles.
2. Choose **Edit > Lock/Unlock > Unlock**. (Alternatively, in the *Label & Object properties panel* click the **Locked** check box to remove the checkmark.)

If you want to lock all objects on a label, choose *Lock All* under the *Edit > Lock/Unlock* menu. If locking everything, you do not have to select any particular object on the label. Likewise, if you are not sure which object is locked, choosing *Unlock All* from the *Edit > Lock/Unlock* menu unlocks everything without having to first select an object.

Move Object

(Graphics mode) To move an object to another location on the label:

1. Click the object to display the handles.

2. Place the pointer on the object itself (NOT on a handle). The pointer turns into a cross.
3. Drag the object to the desired location on the label.
4. When finished, click anywhere on the screen to remove the handles from the object.

Alignment

(Graphics mode) The Align function aligns objects on a label, horizontally or vertically to each other. Because you are aligning objects to each other, at least two objects must be selected in order to use the align function.

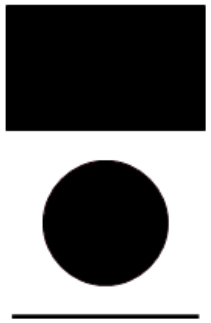
	
Items centered vertically to each other	Items centered horizontally to each other

Figure 4 • Example of vertical and horizontal alignment

Left, center, and right are used to align objects that are displayed vertically to each other. Top, middle, and bottom are used to align objects that are displayed horizontally to each other. If you apply horizontal alignment to items vertically aligned to each other (or apply vertical alignment to items horizontally aligned to each other), the objects will align on top of each other, creating a layered effect. (See Overlapping Objects on page 37 for more information.)

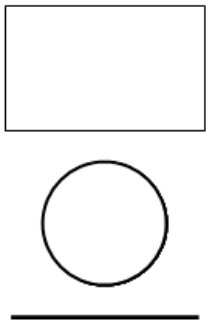
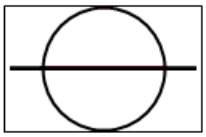
	
Objects vertically (center) aligned to each other	Applying horizontal alignment (middle) to vertically aligned objects

Figure 5 • Example of vertical selection with horizontal alignment

To align objects:

1. Select the objects to align to each other. (See Selecting an Object on page 32.)
2. Choose **Format > Align**, and choose the alignment desired. Alternatively, click the desired alignment button in the toolbar.

Center on Label

(Graphics mode) To place an object directly in the middle of a label (vertically and horizontally), use the center objects command.

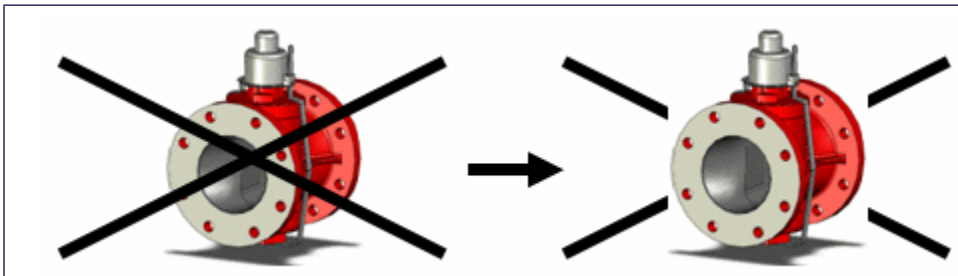
1. Click the object to display handles.
2. Choose **Format > Align > Center objects vertically** or **Center objects horizontally**. Alternatively, use the buttons on the Formatting toolbar to center objects vertically  or center objects horizontally  .

You can center a number of objects vertically or horizontally on a label at one time. The objects, however, will retain their respective original distance from each other. In other words, if the objects have previously been aligned to each other, they will retain their alignment but be centered on the label as a group.

For information on centering text in Line mode see Horizontal Justification on page 52

Overlapping Objects

(Graphics mode) Objects can be stacked one on top of the other, such as text over a graphic, to form what appears to be one object. When objects overlap, you may need to change the order of the objects, which is in front and which is behind.



Drawing 1 - Overlapping lines and image.	Drawing 2 - The image is selected and “Bring to Front” applied, obscuring portions of the line.

Figure 6 • Example of overlapping objects

To rearrange overlapping objects:

1. Click one of the objects in the stack to select it.
2. Depending on how you want to stack the objects, in the *Formatting* toolbar, click *Bring to Front* or *Send to Back* .

   (Alternatively, choose **Format > Order > Bring to Front** or **Send to Back**.)

Repeat the above process as often as necessary to gain the desired effect.

Rotating Objects

(Line and Graphics modes) You can rotate objects and text clockwise or counterclockwise in 90 degree increments. When rotating an object on a label, the point of rotation is the center of the object.

> **Note:** Be aware of the size of the object and where it is placed on the label. If the width of an object is larger than the length (height), when rotation is applied, it may appear to move off the label.

To rotate an object in 90° increments (Graphics and Line modes):

1. Select the object (Graphics mode) or text (Line mode) to rotate.

2. Choose **Format > Rotate > Rotate clockwise** or **Rotate counter clockwise**. (Alternatively, in the Formatting toolbar click the rotate counterclockwise or rotate clockwise button.)  Repeat to rotate an additional 90° (180°, 270°, and so on).

To rotate an object a specific number of degrees, use the *Label & Object properties* panel. (Graphics mode only)

1. Select the object to rotate.
2. In the **Rotation** field of the *Label & Object properties* panel, enter the degree to which you want to rotate the object or use the arrows to increase or decrease the rotation.

   Enter the degree as a whole number, not a fraction or decimal. Example: Forty-five degrees is entered as 45.

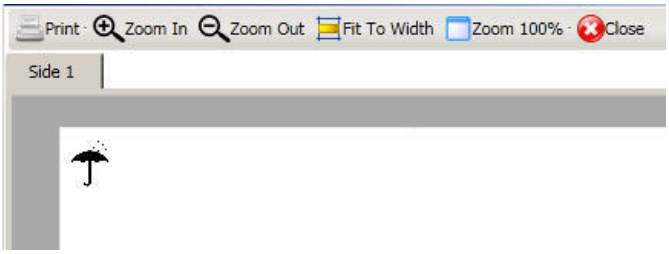
> **Note:** The *Rotation* field rotates objects in a clockwise direction only. However, you can achieve counterclockwise rotation by entering a minus sign (-) in front of the rotation number. Example: clockwise = 90°, counterclockwise = -90°.

Rotating the Label View

(Line and Graphics mode) Sometimes you may want to rotate the label view when editing. For example, if a horizontal label will be placed vertically on a pipe, you might rotate all text or objects on the label and prefer to edit while viewing the label vertically, as it will be placed in use.

When you rotate the view, objects already placed on the label keep their orientation relative to the label. That is, if an object is placed on a label without any rotation and then the view is rotated 90°, the object rotates with the view of the label. Objects placed after the view is rotated, however, are oriented right-side up relative to the view. That is, they are rotated relative to the label's actual orientation.

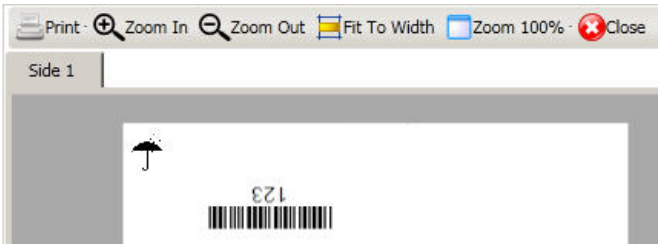
	
Object added to a label. The object has not been rotated.	Object displayed on a label after the view has been rotated 180°.



Print preview of the object on the label after the label is rotated 180°. Notice the label object retains its original position.

Original object added before label view rotated 180 degrees.

New object (barcode) added after label view rotated 180 degrees.



Print preview. Notice the barcode added after the view was rotated looks upside-down. This is because it was placed that way on the label because the label was being viewed upside-down when the barcode was placed on it.

Figure 7 • Position of objects before and after label rotation

To rotate the label view:

1. Choose **View > Rotate View**.
2. From the displayed list, click the degree of label rotation desired. The view is rotated for all labels in the file regardless of whether you are in single or multiple label view.

Delete an Object

To remove an object from a label (Graphics mode):

1. Click the object to be removed. (This selects the object.)

2. Choose **Edit > Delete** or click **Delete**. 

   The object is removed from the label.

Undo/Redo

(Line and Graphics modes) The Undo function “undoes” the last action taken, whether editing an object, adding information, or deleting data. It puts the object or label back to the state it was in before the last action was taken.

The Redo function “undoes” the Undo function. It places the object or label back to the state it was in before the last Undo was enacted.

To undo an action:

1. Choose Edit > Undo or click Undo. 

To redo an action that has been undone:

1. Choose **Edit > Redo** or click Redo. 

Command Multiplier

(Line and Graphics mode) Use the Command Multiplier to duplicate entire labels, or specific objects on a label, onto the other labels in a file. This saves time when you need to create a large amount of redundant labels. If an entire label has been copied through the Command Multiplier, you can edit the contents of just one of the labels and the editing occurs on all the copied labels concurrently.

The specific commands available in the Command Multiplier are:

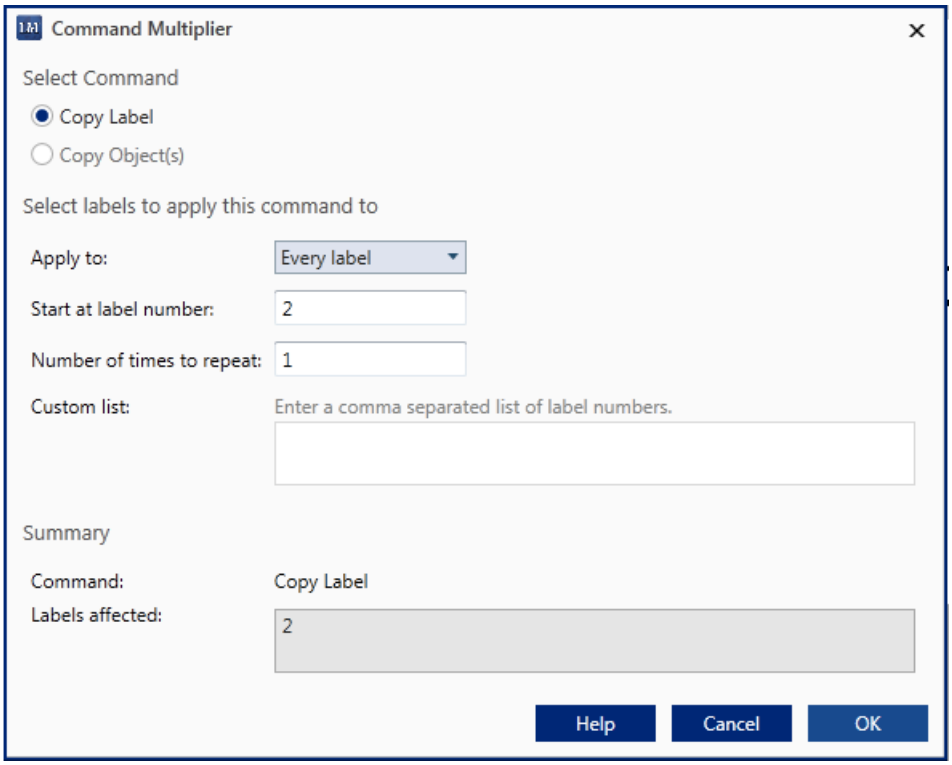
- Copy Label
- Copy Object(s) (applies to a line of text as well as an object on a graphic label)

Copy Label

To copy a label (and all objects on the label):

1. Click the label to copy.

2. Choose **Edit > Command Multiplier**.



3. Select **Copy Label**.

4. In the **Apply to** list, select which labels should be copies of the current label. For example, select *Every 2nd label* if you want every other label in the file to be a copy of the current label.

5. In the **Start at label number** field, type the number of the label on which to start copying.

6. In the **Number of times to repeat** field, indicate how many labels the copied label should be applied to.

7. (Optional) If you chose *Custom list* in the *Apply to* list, fill in the **Custom list** field. Type a list of all label numbers to which the selected label should be copied. Separate label numbers with a comma (for example, 2, 5, 9).

   The *Summary* area indicates on which labels the copied data will be placed.

8. Click OK.

Copy Objects

To repeat only parts of a label, use the Copy Objects function of the Command Multiplier. The Copy Objects function only duplicates the selected objects or current line of text, allowing you to enter different objects on each individual label. For example, use this function if you want the same text on all labels, but different images.

To duplicate a specific object or line of text on a label (not the entire label):

1. In Graphics mode, click the object on the label that you want to copy. In Line mode, click within the line of text that you want to copy.
2. Choose **Edit > Command Multiplier**.
3. Select **Copy Object(s)**.
4. In the **Apply to** list, select which labels should receive the copied data. For example, select *Every 2nd label* if you want the copied information on every other label in the file.
5. In the **Start at label number** field, enter the number of the first label on which to apply the copied object.
6. In the **Number of times to repeat** field, enter how many times the object should be replicated.
7. Click OK.

Note: Copying specific objects on a label adds those objects to the contents of other labels. It does not insert new blank labels to receive the copied object.

If you duplicate the contents of an entire label, you still can customize an individual label in the duplicated group by adding a separate object to the label, outside of the copied information. For instance, if the label you copied contains only text, that text displays on all the labels in the Command Multiplier sequence. You could access one of those labels and add a specific graphic. Because the graphic object is outside the copied label object (text), it will display only on the label to which it was added.

On the other hand, if you edit an object that is part of the copied information, the editing changes take effect on all the labels to which the information was copied. (Objects are linked when you use the Command Multiplier. To break the link of an object so that you can edit it separately, double-click the object. For more information see Linked Objects starting on page 77.)

Insert a New Label

(Line and Graphics modes) You can insert a new, blank label in front of another label. When you insert a new label, the selected label and all following labels are pushed to the right and down the string of labels.

To insert a new label:

1. Select the label that is to the right of where the new label will be placed. (The new label will precede the selected label.)
2. Choose **Insert > Insert Label**.

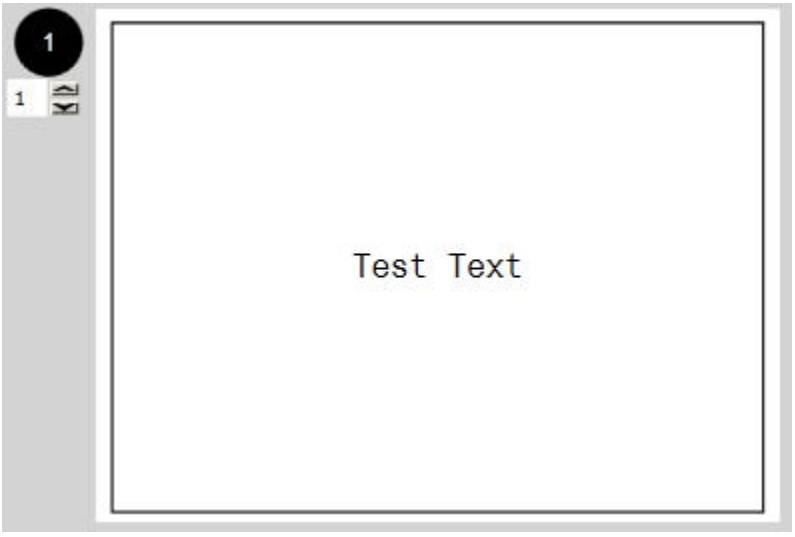
You can repeat the above procedure for as many new, blank labels as desired.

Insert a Test Label

Insert a test label when you want to determine whether your labels will line up correctly. A test label displays the boundary of the printable area (called registration) for that label part, as well as some sample centered text.

To add a test label:

1. Click the label before which you want to add a test label.
2. Choose **Insert > Insert test label**.



The test label displays with a registration border and a text object in the middle. Add, delete, or edit objects on the test label.

To display the test label on other labels, repeat Steps 1 and 2 above. To display the test label on all labels, use Command Multiplier.

To remove the registration border on the labels:

1. Select the border to display handles.

> **Note:** If you cannot select the registration border, it may be in the background. Select other items on the label and use *Send to Back*. Then try selecting the border again.

2. Choose **Edit > Delete** or click **Delete**. 

Properties Panels

The Properties panels contain formatting functions and other properties for the label objects on which you are working. The property options available depend on the object, file, or job you are working on.

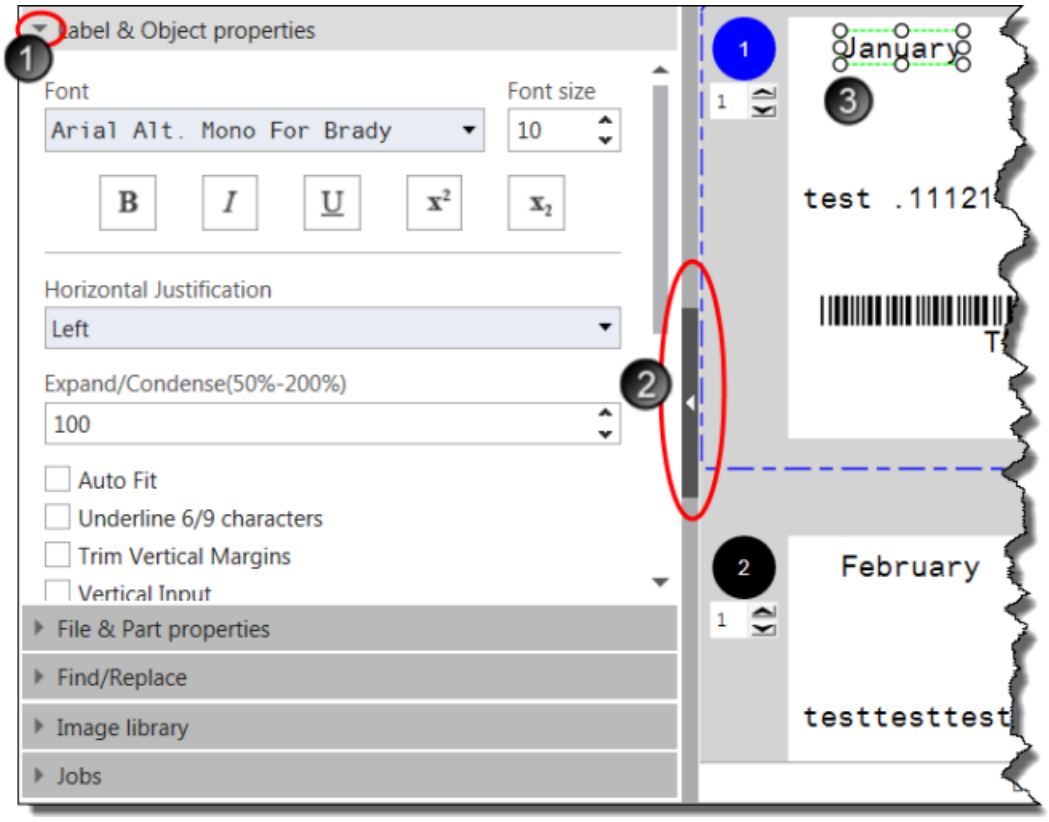


Figure 8 • Properties panels

1. Click arrow to display or hide a specific property panel.

2. Click to display or hide the properties panels.

3. Selected object.

To display the Properties panels if they are not visible:

1. Click the arrow on the left side of the workspace window. (The arrow changes directions depending on whether you are displaying or hiding the properties panels.) This arrow is marked with a 2 in Figure 8 on page 44.
2. To display a particular property panel, click the arrow next to the panel name. (The arrow points down when the panel is open and to the right when the panel is closed. This arrow is marked with a 1 in Figure 8.)
3. Edit the properties as desired. Edits take effect immediately.

Text Objects

(Graphics mode) Text objects contain user-defined text and characters, allowing direct data entry on the label. Only alphanumeric characters can be used in a text object. Text objects can be single or multi-line, however the text object does not “wrap” text (that is, automatically start a new line when the label boundary has been reached). For a multi-line text entry, press the Enter key to start a new line.

Adding Text

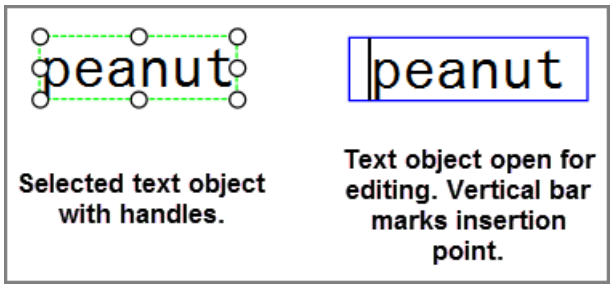
To add text to a label in Graphics Mode:

1. Click the Text button on the Action toolbar.  The pointer becomes an I-beam, indicating that text can be entered.
2. Click on the label at the point where the text should be placed.
3. Enter the text. A border displays around the text as it is being entered. This indicates the text line.
4. To add another line of text, press **[Enter]**.
5. When finished entering text, click anywhere on the screen to remove the typing line borders.

> **Note:** When clicking outside the text box with the text tool, another text line border displays. To remove the display of this blank line text border, click the Select tool. This takes you out of text mode.

Edit Text

(Graphics Mode) Clicking a text object one time displays handles for manipulating the object. When the handles are displayed, you can move the text object to another position on the label or you can apply formatting changes. Double-clicking the text object opens it for editing.



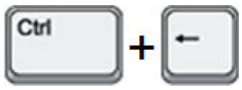
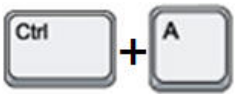
To add or delete text from the text object:

1. Double-click the text object to open it for editing.
2. Click in the text string where the text should be added.
3. Type the text.

Cursor Movement in Text Strings

Once you have clicked inside the text string, you can use keystrokes to move the cursor to different areas of the text. The following table indicates cursor movement in text strings using the keyboard.

	In a multi-line text string, moves up one line at a time from the position of the cursor.
	In a multi-line text string, moves down one line at a time from the position of the cursor.
	Moves the cursor to the right, one character at a time.
	Moves the cursor to the left, one character at a time.

	Moves the cursor to the beginning of a line of text.
	Moves the cursor to the end of a line of text.
	In a multi-line text string, moves the cursor to the top line of text.
	In a multi-line text string, moves the cursor to the last line of text.
	Moves the cursor to the right, one word at a time.
	Moves the cursor to the left, one word at a time.
	Selects all text in the text object.

Delete Text

Remove characters from the text string with the Delete key or the Backspace key. The Delete key deletes characters one at a time from the position of the cursor to the right; the Backspace key deletes characters one at a time from the position of the cursor to the left.

To delete characters using the Delete key or Backspace key:

1. Double-click the text object to open it for editing.
2. Click the mouse to the left or right of what you want to delete.
3. Press the **[Delete]** key to delete characters to the right of the cursor; press **[Backspace]** to delete characters to the left of the cursor.

Select Multiple Characters

You can delete or edit multiple characters at a time by first highlighting the characters you want to edit. The following table indicates highlighting techniques once you have opened the text string for editing.

Action	Procedure
Drag	Holding the left mouse button, drag across the characters to highlight.
Double-click	To highlight a word, double-click the left mouse button on the word to select.
Triple Click	To highlight an entire line, triple click the left mouse button on the line to select.
Shift + Cursor Movement Key	Hold the Shift while pressing any of the cursor movement keys to highlight that amount of text. (E.g., Shift + Home key highlights text from the position of the cursor to the beginning of the line. Shift + right arrow key highlights characters to the right of the cursor, one character at a time.)

Once text is highlighted, you can delete all the highlighted characters by pressing either the Delete key or the Backspace key. You can also type new text directly over the highlighted characters, thereby deleting text and adding new text at the same time. With multiple characters highlighted, you can also apply different attributes, such as bold and underline, or change the font and font size on all the selected characters at one time.

Find/Replace

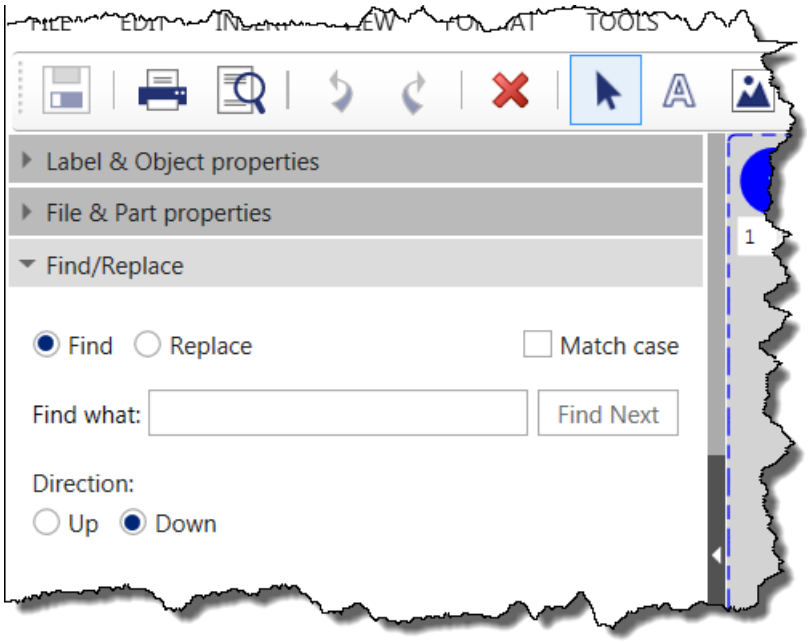
To search for specific text on a label in a multi-label file, use the Find/Replace function of LabelMark. The system can search for characters, words, or text strings.

Find

To search for text in a label file:

1. Display Properties panels (if not already displayed). (See Properties Panels on page 44.)

2. Open the Find/Replace properties panel.



3. In the **Find what** field, type the text for which you are searching. If the data you are searching for occurs in upper or lower case exclusively, enter the search string in the exact case you want to match, then:
4. (Optional) Select the **Match case** check box if capitalization matters in the search.
5. Select **Up** to search backwards in the label file or **Down** to search forwards.
6. Click **Find Next** to begin searching. LabelMark moves to the first occurrence of the text in the direction you specified, selecting the label and highlighting the text.
7. To find the next occurrence, click **Find Next** again.

   You can edit the highlighted text string, then click *Find Next* to move to the next label to edit.

Replace

To change multiple occurrences of specific data to something else, use the Replace feature in the Find/Replace Properties panel.

To replace text, in the Find/Replace Properties panel:

1. Select **Replace**.
2. In the **Find what** field, enter the text to be replaced.
3. In the **Replace with** field, enter the replacement text.

> **Note:** When searching for and replacing a small word whose characters could be part of another word (such as the word “the” or “an”), in the *Find what* and *Replace with* fields, enter a space before and after the characters that make up the word. That way you will avoid changing parts of a word not meant to be changed.

4. Select **Up** to search backwards in the label file or **Down** to search forwards.
5. Click **Find Next**. LabelMark moves to the first occurrence of the text in the direction you specified, selecting the label and highlighting the text.
6. Click **Replace**.
7. Continue to either find and replace each occurrence individually or all at once.
   - To continue with individual occurrences, click **Find Next** again, then click **Replace**. Continue until all occurrences have been changed.
   - If you are confident that your search string and replacement text are correct, you can replace the text on all the labels at one time. After entering the search string and replacement text, click **Replace all**.

     All occurrences of the search string on all the labels in the file are changed with the replacement text. A message displays the number of occurrences that have been changed.

Text Object Properties

When a text object is selected, the following properties are available in the *Label & Object properties* panel.

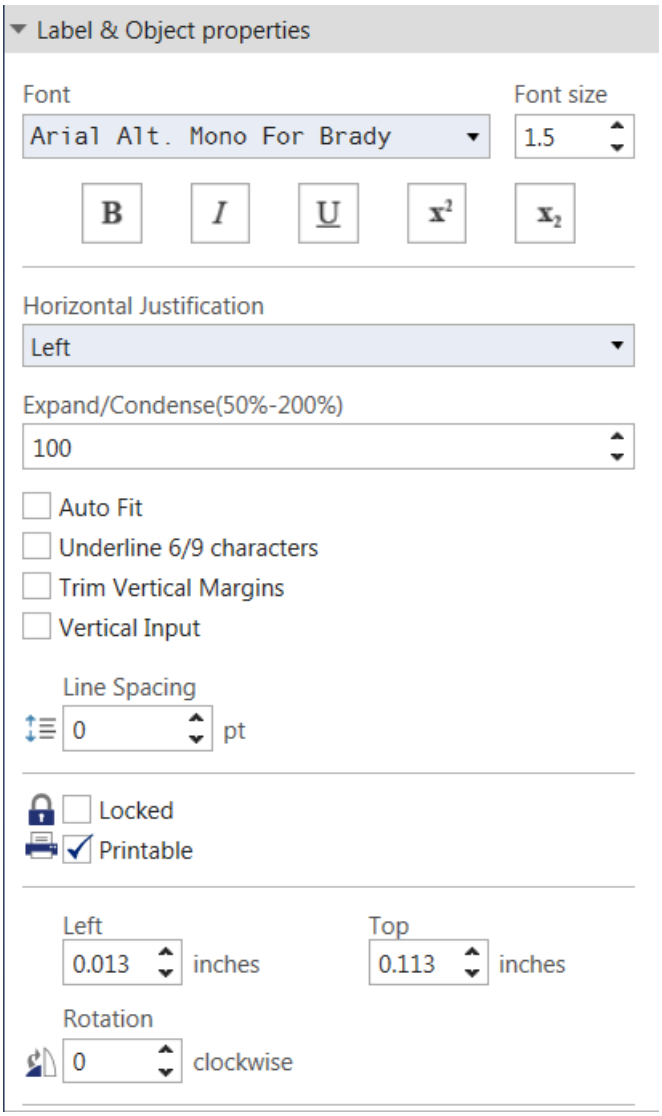


Figure 9 • Label & Object properties for text

Property	To Use
Font	Indicates the current font in use. To change the font: **1.** In the Font field, click the down arrow. **2.** Select a font from the list.
Font size	Indicates the current size of the font in use. To change the font size: **1.** In the Font size field, click the up or down arrows to increase or decrease font size. or **1.** Double-click the font size currently in the Font size field. **2.** Enter the new point size.
	Click the Bold button to format all selected text in bold.
	Click the Italics button to format all selected text in italics.
	Click the Underline button to underline all selected text.
	Click the Superscript button to display all selected text slightly above the line of text.
	Click the Subscript button to display all selected text slightly below the line of text.
Horizontal Justification	Horizontal justification aligns the text within the boundaries of the text object, not within the boundaries of the label. To change the horizontal justification: **1.** In the Horizontal Justification field, click the down arrow. **2.** Select Left, Center, or Right.

Property	To Use
Expand/Condense	Expanding and condensing text affects the spacing between characters in a word, giving the appearance of stretching or shrinking the word horizontally. Text can be expanded or condensed according to predefined increments (percentages). To expand or condense a word: **1.** In the *Expand/Condense (50%-200%)* field, double-click the number currently filling the field. **2.** Enter the percentage to expand or condense. **Note:** One hundred percent is normal. The lower the percentage, the more condensed the word; the higher the percentage, the more expanded the word.
Auto Fit	Auto Fit adjusts the font size automatically to fit the object size. As the text overflows the object width, the font size decreases until it fits the text line. To use Auto Fit: **1.** Place a text object on the label and begin entering text. **2.** Select the Auto Fit check box. The text object displays handles. **3.** Double-click the text object at the place where you want to continue adding text. **4.** Continue entering text. The font size automatically decreases as the text string approaches the right boundary of the text object, thereby allowing you to enter longer text strings.
Underline 6/9 characters	Select this option if you need to distinguish between the number 6 or the number 9 on a label that could be wrapped around an object, making the number ambiguous.
Trim Vertical Margins	Text inside a text object maintains a small distance between the text and the upper and lower sides of the text object boundary box. Removing this space enables you to move text closer to lines or graphics, or inside rectangles. To remove the space: **1.** Click the Trim Vertical Margin check box in the *Label & Object properties* panel.
Vertical Input	Orients the text field vertically instead of horizontally.

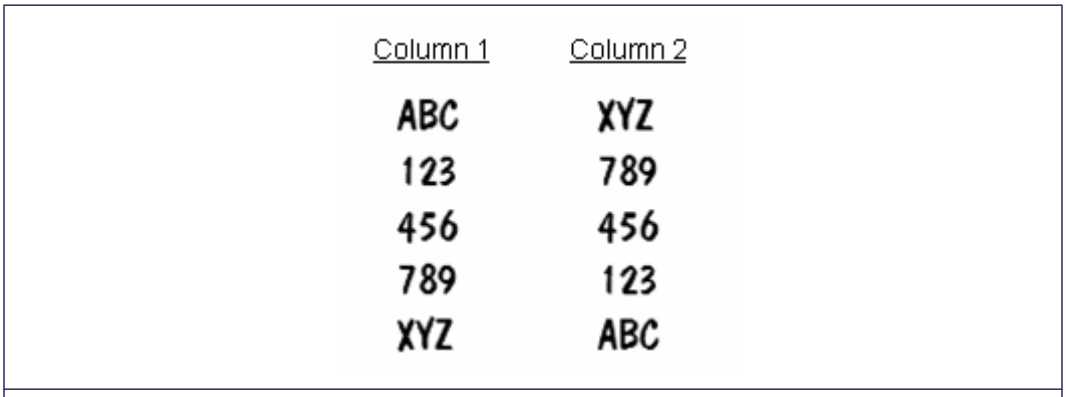
Property	To Use
Line Spacing	Line Spacing is incremented in point size. Normal, readable spacing uses an additional 2 points from the font size. For instance, when using a 12 point font, the line spacing would be 14 pt (12 plus 2). In the Line Spacing field, enter only the additional point size desired to vertically stretch the lines of text. To change Line Spacing: **1.** Double-click the Line Spacing field. **2.** Enter the additional point size over and above the font size. OR, for a fraction of a point size: **3.** Click the up or down arrows. **Note:** To retain normal line spacing, leave this field blank or enter '0'.
Locked	Select this check box to protect the text string from being edited and the text object from being moved or resized.
Printable	This check box is selected by default. If you do not want the particular text object to print on the label, clear the Printable check box. This prevents the text object from printing, although other objects on the label still print.
Left	Indicates the distance the left edge of the text object is from the left edge of the label. To change the distance: **1.** Double-click the Left field. **2.** Enter the distance the left edge of the text object should be from the left edge of the label. OR **3.** Click the up or down arrows to increase or decrease the indentation. The distance you are able to move the left edge of the boundary box depends on the width of the label part. The incremental distance will vary between the different label parts.

Property	To Use
Top	Indicates the distance the top of the text object boundary box is from the top of the label. To change the distance: **1.** Double-click the Top field. **2.** Enter the distance the top edge of the text object should be from the top edge of the label. OR **3.** Click the up or down arrows to increase or decrease the distance, fractionally. The distance you are able to move the top edge of the boundary box depends on the length (height) of the label part. The incremental distance will vary between the different label parts.
Rotation	Use this field to rotate a text object between 0° and 360°. To rotate the text object: **1.** After selecting the text object, double-click the Rotation field in the Label & Object properties panel. **2.** Enter the degree of rotation. OR **3.** Click the up or down arrows to change the degree of rotation. (The up arrow rotates clockwise, the down arrow rotates counterclockwise.)

Flip-Flop

(Graphics mode) The Flip Flop feature works on text objects only. It transposes, or reorders, lines of text or the positions of words in a single line of text. The Flip Flop feature works vertically on multiple lines of text or horizontally on a single line of text.

In a vertical flip flop, the multiple text lines are transposed, with the top lines placed at the bottom, and vice versa. If you have more than two lines of text, the lines pivot around the middle line of text.



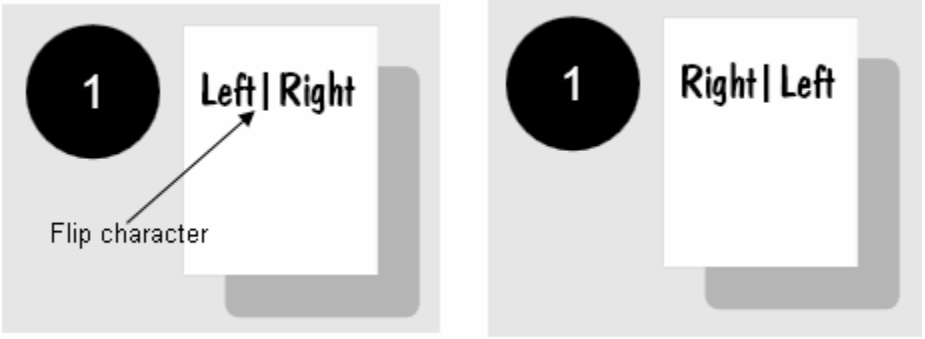
Text in Column 1 is vertically flipped in Column 2, pivoting around the middle line of text (456).

Figure 10 • Vertical Flip Flop

In a horizontal flip-flop, you transpose one line of text around a flip point. For example 123|456 would flip-flop to 456|123. You designate the flip point by placing the flip character in the line of text. This feature is useful for identifying parts that are connected end-to-end.

The default flip character is the pipe symbol (**|**). However, you can change which character to use for the flip flop function on the Options page. (See Setting Options on page 9 for more information.)

Where you place the flip character in the line of text determines how the data will flip. For instance, if you have four words in one line, and the flip character is placed between the first and second word, LabelMark places the first word at the end of the line and treats words 2, 3, and 4 as one word, placing them at the beginning of the line in the same order - 2, 3, 4. You cannot put multiple flip characters in a line of text. The Flip feature only acknowledges the first flip character it encounters, ignoring the rest.



Horizontal flip-flop (with flip character)

Figure 11 • Horizontal Flip Flop

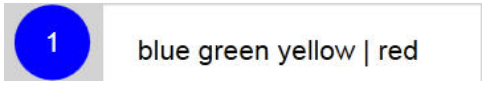
	
Multi-word horizontal flip flop, before flip.	Multi-word horizontal flip flop, after flip

Figure 12 • Multi-word horizontal flip flop

To flip text objects, you only have to select the label you want to flip. The text object itself does not have to be selected. All vertical multi-line text objects on the selected label, and all horizontal lines containing a flip character, will flip when the Flip Flop function is invoked.

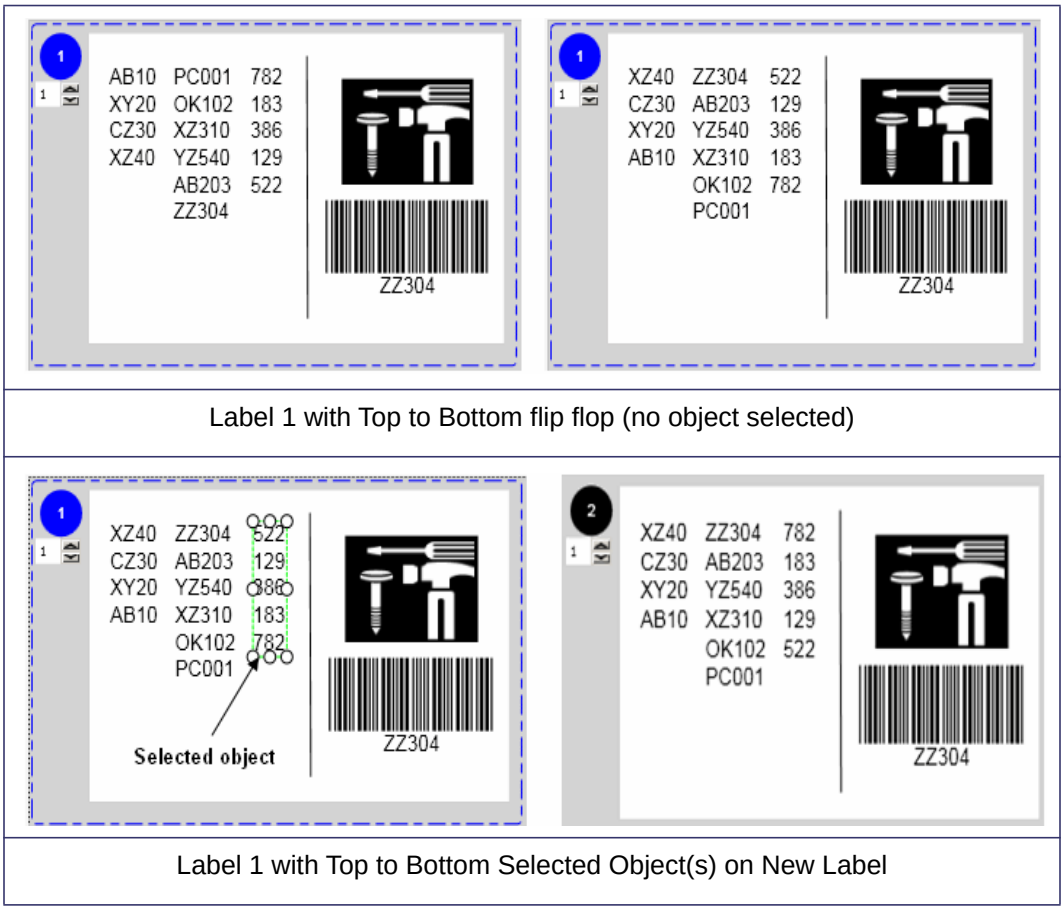
To flip lines of a text object:

1. Select the label containing the text object to flip.
2. Choose **Format > Flip Flop**.

3. Select the type of Flip-Flop, as follows:

   For Vertical (multi-lines):

   - **Top to Bottom**. Transposes the first lines of a multi-line text string with the last lines.
   - **Top to Bottom on New Label.** Duplicates all objects (graphics and text) on a label, inserting them on the label next to the original. However, only the vertical, multi-line text objects are flipped on the copy.
   - **Top to Bottom Selected Object(s)**. On a label containing multiple text objects, transposes only the object(s) selected.
   - **Top to Bottom Selected Object(s) on New Label**. Duplicates all objects (graphics and text) on a label, inserting them on the label next to the original. However, only those text objects selected on the original are flipped on the copy.



Label 1 with Top to Bottom flip flop (no object selected)

Label 1 with Top to Bottom Selected Object(s) on New Label

Figure 13 • Top to Bottom flip flop options

   For Horizontal (single line):

   - **Left to Right**. Transposes text on the left of the flip character to the right, and vice versa.

- **Left to Right On New Label**. Duplicates all objects (graphics and text) on a label, inserting them on the label next to the original. However, only those horizontal text objects containing the flip character are flipped on the copy
- **Left to Right Selected Object(s)**. On a label containing multiple text objects with flip characters, transposes only the object(s) selected.
- **Left to Right Selected Object(s) on New Label**. Duplicates all objects (graphics and text) on a label, inserting them on the label next to the original. However, only those horizontal text objects containing the flip character that are selected on the original are flipped on the copy.

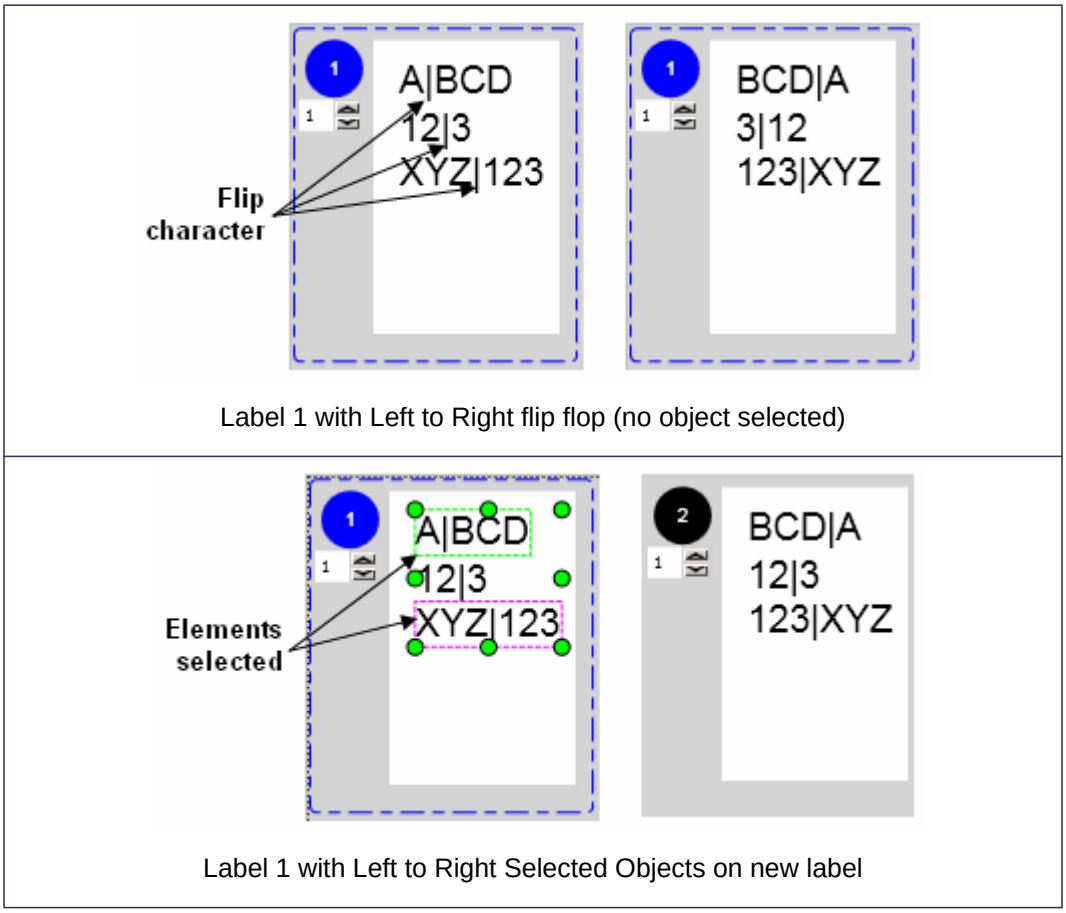


Figure 14 • Left to Right flip flop options

Remove Flip Character

For horizontal (left to right) flipped objects, after flipping, remove the flip character.

1. Click the flipped line of text to display handles.
2. Choose **Format > Flip Flop > Remove Flip Character**. The flip character is removed.

Image Objects

Place graphics on a label with an image object. You can size and position image objects anywhere on the label. When resizing the image with the mouse, the original aspect ratio is maintained, meaning the length and width increase or decrease by the same proportion. However, to change that ratio, increasing the length or width separately, use the *Label & Object properties* panel.

> **Note:** The color of the handles on the selected graphic indicates whether the aspect ratio is maintained. Green handles on the corners only indicate that you can only resize diagonally, maintaining the length to width aspect ratio. Green handles on the entire image indicate that you can change the length or width separately. To get green handles on the entire image, select *Allow Stretching* in the *Label & Object properties* panel.

You can change the file from which the graphic is created once the graphic is instantiated. The image data is saved in LabelMark.

Add an Image

To add an image to a label:

1. Click the **Image** button on the Action toolbar. 

   The pointer changes to a cross (┼).

2. Drag the pointer to draw a frame in which to place the image.

   If you click the label rather than drawing a frame, you can still place an image on the label. The image, however, will be the standard size set for the label. By drawing an image frame, you can indicate how large or small you want the image to be.

3. In the *Open* dialog box, browse to find the image file that you want to use.

4. In the list of images, click the image you want to use, then click **Open**. The image fills the frame as much as possible while still retaining the original aspect ratio of the image.

Resize Image

Handles around an image indicate that the image is selected and are used to resize the image. (If the handles are not shown, click the image to select it.)

The top and bottom handles resize the image vertically. The left and right handles resize the image horizontally. The corner handles resize the image diagonally, maintaining the aspect ratio (changing the width and length of the image at the same time). To resize:

1. Click the **Select** button to make it active. When active, it is shaded blue. 
2. Position the pointer on one of the handles.
3. Drag the mouse to enlarge or shrink the image. (Dragging toward the image shrinks the image; dragging away from the image enlarges it.)

Move the Image

To move the image to another location:

1. If no handles are visible, click the image to display them.
2. Move the pointer inside the image boundaries (not on a handle). The pointer changes to a cross with arrows  when it is in the proper position to move the image.
3. Drag the image to the new location.
4. To remove the handles from the image, click anywhere on the screen.

Image Properties

When an image is selected, the following properties are available in the *Label & Object properties* panel.

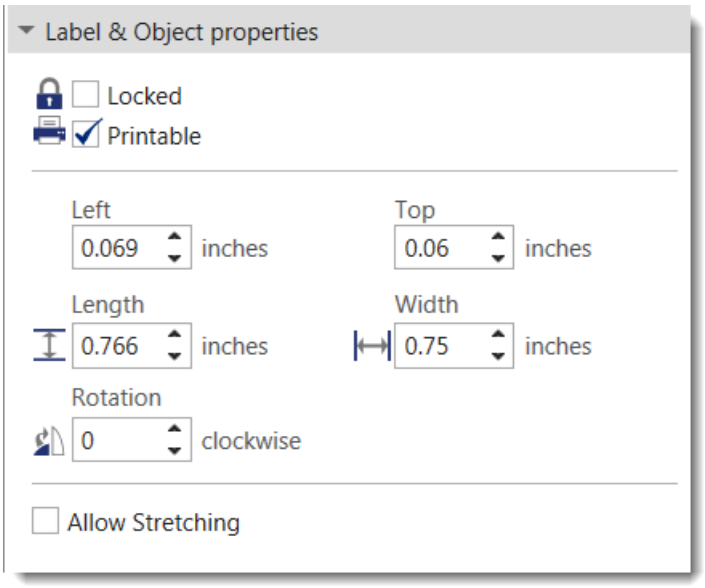


Figure 15 • Label & Object properties for images

Property	To Use
Locked	Click this check box to protect the image object from being moved or resized.
Printable	This check box is selected by default. If you do not want the particular image object to print on the label, clear the Printable check box. This prevents the image object from printing, although other objects on the label still print.

Property	To Use
Left	Indicates the distance the left edge of the image object is from the left edge of the label. To change the distance: **1.** Double-click the *Left* field. **2.** Enter the distance the left edge of the image object should be from the left edge of the label. OR **3.** Click the up or down arrow buttons to increase or decrease the indentation. The distance you are able to move the left edge of the boundary box depends on the width of the label part. The incremental distance will vary between the different label parts.
Top	Indicates the distance the top of the image object boundary box is from the top of the label. To change the distance: **1.** Double-click the Top field. **2.** Enter the distance the top edge of the image object should be from the top edge of the label. OR **3.** Click the up or down arrow buttons to increase or decrease the distance, fractionally. The distance you are able to move the top edge of the boundary box depends on the length (height) of the label part. The incremental distance varies between the different label parts.
Length	Use this field to indicate an exact length (height) of the image. This overwrites the aspect ratio maintained by default. To change the length: **1.** With the image selected, double-click the number currently filling the Length field. **2.** Enter a new length. OR **3.** Click the up or down arrow buttons to increase or decrease the length. **Note:** To change the length independent of the width, the *Allow Stretching* check box must be selected. If not, the width and length change in the correct proportion to maintain the aspect ratio.

Property	To Use
Width	Use this field to indicate an exact width of the image. This overwrites the aspect ratio maintained by default. To change the width: **1.** With the image selected, double-click the number currently filling the Width field. **2.** Enter a new width. or **3.** Click the up or down arrow buttons to increase or decrease the width. **Note:** To change the width independent of the length, the *Allow Stretching* check box must be selected. If not, the length and width change in the correct proportion to maintain the aspect ratio.
Rotation	Use this field to rotate an image object between 0° and 360°. To rotate the image object: **1.** After selecting the image object, double-click the Rotation field in the Label & Object properties panel. **2.** Enter the degree of rotation. or **3.** Click the up or down arrow buttons to change the degree of rotation. (The up arrow rotates clockwise, the down arrow rotates counterclockwise.)
Allow Stretching	When the *Allow Stretching* check box is selected, LabelMark ignores the aspect ratio and allows separate resizing of the width or length. When *Allow Stretching* is selected, green handles display around the entire image, not just the corners.

Barcode Objects

Barcodes are generated following industry standard symbology. A typical barcode is composed of vertical lines (bars) and spaces of varying thickness, depending on the text entered. It can also include “human readable text.” Human readable text is the data entered that makes up the barcode. Because you cannot read bars and spaces, you can display the actual text that makes up the barcode.

Barcode objects support vertical resizing (length) only. The width of the barcode is based on data and symbology and cannot be changed.

Like any other objects in LabelMark, barcode objects can be positioned, aligned, and rotated.

Add a Barcode

To add a barcode to a label:

1. Click the barcode button on the Action toolbar. The pointer cross (+) for drawing.
2. Drag the mouse over the label that will contain the barcode, drawing a box the size of the barcode needed.

When you release the mouse, a preliminary barcode displays with generic data. Use the barcode *Label & Object properties* panel to change the data and the barcode parameters.

Barcode Properties

The following options are displayed in the *Label & Object properties* panel for barcodes:

> **Note:** The barcode properties may vary, depending on the barcode symbology (type) used. If a particular symbology does not support certain properties, those fields are grayed out.

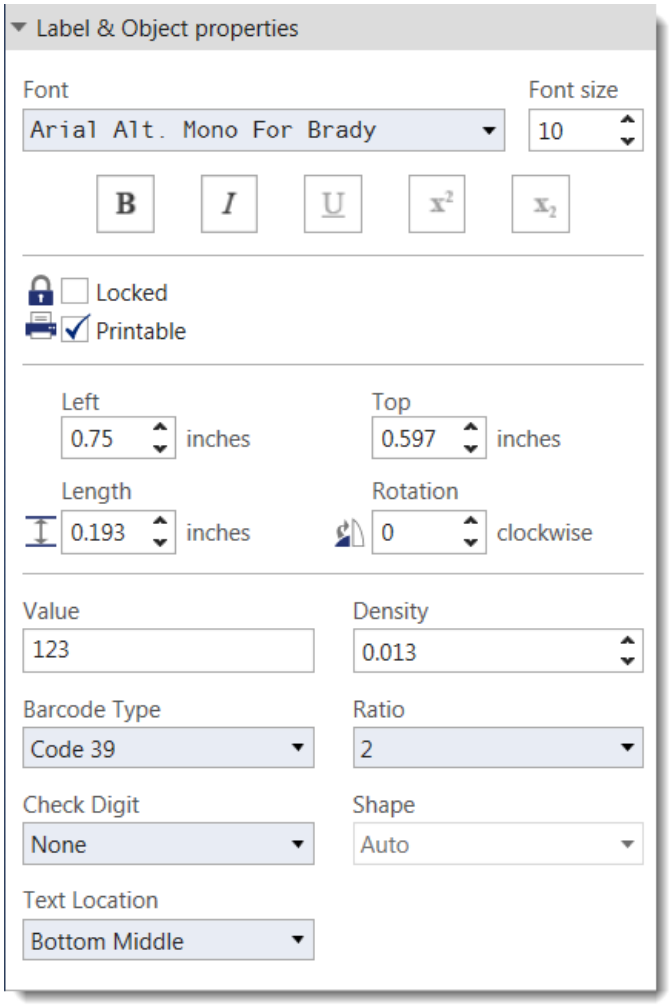


Figure 16 • Barcode properties box

Property	To Use
Font	Indicates the font for the human readable text. To change the font: **1.** In the **Font** field, click the down arrow. **2.** Select a font from the list.
Font Size	Indicates the size of the selected font for the human readable text. To change the font size: **1.** In the *Font Size* field, click the down arrow. **2.** Select a size from the drop down list. OR **3.** Double-click the field and enter a point size. **Note:** The font type and size affects the height of the barcode. The barcode and the human readable text must fit in the zone (frame) drawn with the barcode tool. As the size of the human readable text increases, it decreases the height of the barcode.
	Click the Bold button to place the human readable text in bold
	Click the Italics button to place the human readable text in italics.
	(This button is not available for barcodes.)
	(This button is not available for barcodes.)
	(This button is not available for barcodes.)

Property	To Use
Locked	Select this check box to prevent the barcode object from being moved or resized.
Printable	This check box is selected by default. If you do not want the barcode object to print on the label, clear the *Printable* check box. This prevents the barcode from printing, although other objects on the label still print.
Left	Indicates the distance the left edge of the barcode object is from the left edge of the label. To change the distance: 1. Double-click the **Left** field. 2. Enter the distance the left edge of the barcode should be from the left edge of the label. or 3. Click the up or down arrow buttons to increase or decrease the indentation. The distance you are able to move the left edge of the barcode depends on the width of the label part. The incremental distance will vary between the different label parts.
Top	Indicates the distance the top of the barcode object is from the top of the label. To change the distance: 1. Double-click the **Top** field. 2. Enter the distance the top edge of the barcode should be from the top edge of the label. or 3. Click the up or down arrow buttons to increase or decrease the distance. The distance you are able to move the top edge of the barcode depends on the length (height) of the label part. The incremental distance varies between the different label parts.
Length	Indicates the vertical length of the barcode, from top to bottom. It is the same as dragging the top or bottom handle up or down to increase or decrease the length. Use this field to indicate an exact length of the barcode. To change the length: 1. With the barcode selected, double-click the number currently filling the **Length** field. 2. Enter a new length. or 3. Click the up or down arrow buttons to increase or decrease length.

Property	To Use
Rotation	Use this field to rotate the object between 0° and 360°. To rotate the barcode: 1. After selecting the barcode object, double-click the **Rotation** field in the *Label & Object properties* panel. 2. Enter the degree of rotation. or 3. Click the up and down arrow buttons to change the degree of rotation. (The up arrow rotates clockwise; the down arrow rotates counterclockwise.) **Note**: Be careful rotating a barcode as it may not fit on the printed label. (For example, a 1-inch long barcode may not fit rotated on a 3/4-inch high label.) If a rotated barcode will not fit on a label, the barcode displays in red.
Value	The value is the data used to generate the barcode. Changing the data changes the barcode. When placing a barcode on the label, a generic value (123) automatically displays. To change the value: 1. In the *Label & Object properties* panel, double-click the **Value** field. 2. Enter the new value. **Note:** You can use the same techniques (highlighting, cursor movement, editing) in the *Value* field as you do in a text object. See Select Multiple Characters on page 48 for more information.
Density	The density refers to the thickness of the bars and spaces within a barcode. You can change the density (which in turn lengthens or shortens the barcode), but the size of the bars and spaces retain the same ratio to each other. To change the density, with the barcode object selected: 1. In the *Label & Object properties* panel, click in the **Density** field. 2. Click the up or down arrow buttons to increase or decrease the density.

Property	To Use
Barcode Type	Barcode types are made up of different symbologies (that is, number and thickness of bars and spaces). The type of barcode to use depends on industry standards or specific need. To change the barcode type: **1.** In the **Barcode Type** field, click the down arrow. **2.** Select the appropriate barcode type.
Ratio	Indicates the ratio of bar height to symbol length. Not all barcode types allow you to change the ratio. If you are using a Barcode Type that does not support this option, the *Ratio* field is unavailable. For those that do support it, to change the ratio: **1.** Click within the **Ratio** field. **2.** Choose a new ratio from the list.
Check Digit	A check digit is used for error detection in a barcode. It consists of a single digit computed from the other digits in the barcode. This field is only available if the selected barcode type supports check digits. To change the check digit model to use or to remove the check digit: **1.** Click in the *Check Digit* field. **2.** Choose the option to use.
Shape	Shape is only used with the DataMatrix barcode type. If you have chosen DataMatrix in the *Barcode Type* field, the *Shape* field is available. To change the shape of a DataMatrix barcode: **1.** Click within the **Shape** field. **2.** Choose the desired shape from the list.
Text Location	The Text Location refers to the placement of the human readable text relative to the barcode. To change the location, or to turn off the human readable text: **1.** Click within the **Text Location** field. **2.** Select the option to use.

Line and Rectangle Objects

To place a line or a rectangle on the label:

1. Click the **Line** or **Rectangle** button on the *Action* toolbar. 

   When on the label, the pointer changes to a cross (+).

2. To draw a line, hold the left mouse button and drag the mouse from the starting point of the line to the end point.

   To draw a square or rectangle, hold the left mouse button and drag diagonally from one corner of the rectangle to the opposite corner.

When the mouse is released, the line or rectangle displays with handles. To change the properties of the line or rectangle, open the *Label objects properties* panel (if not already displayed).

Resize a Line or Rectangle

To resize a line or rectangle:

1. Click the object to display handles.
2. Position the pointer on one of the handles and drag in the direction that will give the desired resizing.

(Refer to Resize Image on page 60 for more information on resizing graphics.)

Move a Line or Rectangle

To move the line or rectangle to another location:

1. If no handles are visible, click the line or rectangle to display them.
2. With the mouse on the line or inside the rectangle's boundaries (not on a handle), drag the line or rectangle to the new location. The pointer looks like a cross with arrows  when it is on the graphic and ready to be moved.
3. To remove the handles from the line or rectangle, click anywhere on the screen.

Line Properties

The following options are available in the *Label & Object properties* panel when a line is selected.

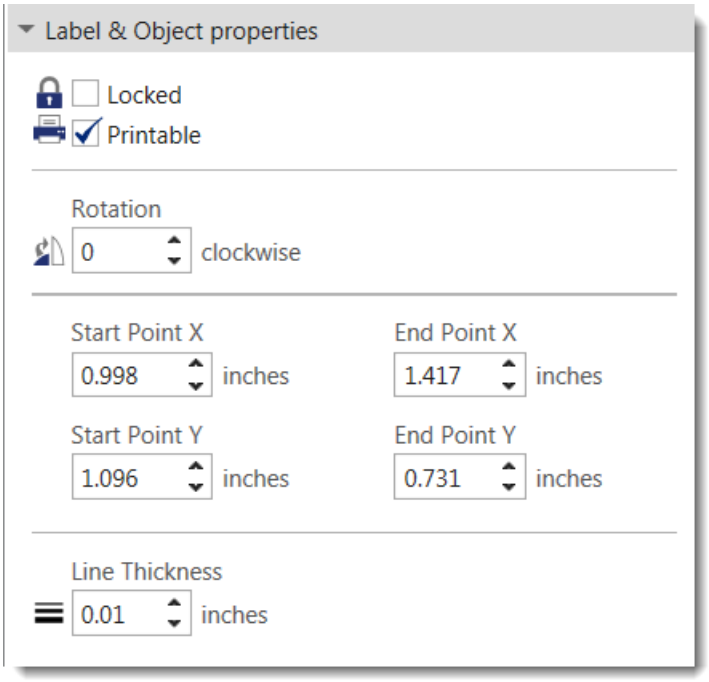


Figure 17 • Label & Object properties for lines

Property	To Use
Locked	Click this check box to protect the line object from being moved or resized.
Printable	This check box is selected by default. If you do not want the particular line object to print on the label, clear the Printable check box. This prevents the line object from printing, although other objects on the label will still print.

Property	To Use
Rotation	Use this field to rotate a line object between 0° and 360°. To rotate the line object: **1.** After selecting the line, double-click the Rotation field in the Label & Object properties panel. **2.** Enter the degree of rotation. or **3.** Click the up or down arrow buttons to change the degree of rotation. (The up arrow rotates clockwise, the down arrow rotates counterclockwise.)
Start Point X	Indicates the distance the left edge of horizontal line object (handle) is from the left edge of the label. Increasing the size of Start Point X is the same as dragging the left handle of the line toward the right, thereby shortening the line. To change Start Point X: **1.** Double-click the *Start Point X* field. **2.** Enter the distance the left edge of the line should be from the left edge of the label. or **3.** Click the up or down arrow buttons to increase or decrease the indentation. The distance you are able to move the left edge of the line depends on the width of the label part. The incremental distance will vary between the different label parts.
End Point X	Indicates the distance the right edge of the line object (handle) is from the right edge of the label. Decreasing the size of End Point X is the same as dragging the right handle of the line toward the left, thereby shortening the line. To change End Point X: **1.** Double-click the *End Point X* field. **2.** Enter the distance the right edge of the line should be from the right edge of the label. or **3.** Click the up or down arrow buttons to increase or decrease the distance. The distance you are able to move the right edge of the line depends on the width of the label part. The incremental distance will vary between the different label parts.

Property	To Use
Start Point Y	Indicates the distance the top edge of a vertical line is from the top of the label. Increasing the size of Start Point Y is the same as dragging the top handle of the line downward, thereby shortening the vertical line. To change Start Point Y: **1.** Double-click the *Start Point Y* field. **2.** Enter the distance the top of the line should be from the top of the label. or **3.** Click the up or down arrow buttons to increase or decrease the distance. The distance you are able to move the top edge of the line depends on the length of the label part. The incremental distance will vary between the different label parts.
End Point Y	Indicates the distance the bottom edge of a vertical line is from the bottom of the label. Decreasing the size of End Point Y is the same as dragging the bottom handle of the line upward, thereby shortening the vertical line. To change End Point Y: **1.** Double-click the *End Point Y* field. **2.** Enter the distance the bottom of the line should be from the bottom of the label. or **3.** Click the up or down arrow buttons to increase or decrease the distance. The distance you are able to move the bottom of the line depends on the length of the label part. The incremental distance will vary between the different label parts.
Line Thickness	Indicates the weight (thickness) of the line itself. To enter a measurement in the Line Thickness field: **1.** Double-click the *Line Thickness* field. **Note:** Line thickness is expressed in whole numbers and decimals. Highlight (double-click) each portion of the number separately in order to change. **2.** Enter the desired thickness. or **3.** Click the up or down arrow buttons to increase or decrease thickness.

Rectangle Properties

The following options are available in the *Label & Object properties* panel when a rectangle is selected.

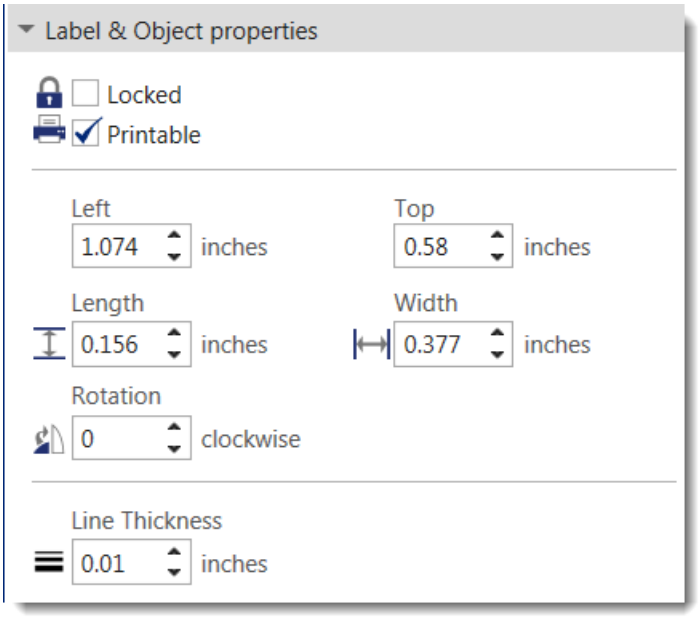


Figure 18 • Label & Object properties for rectangles

Property	To Use
Locked	Select this check box to protect the rectangle object from being moved or resized.
Printable	This check box is selected by default. If you do not want the particular rectangle to print on the label, clear the Printable check box to remove the checkmark. This prevents the rectangle from printing, although other objects on the label still print.

Property	To Use
Left	Indicates the distance the left edge of the rectangle is from the left edge of the label. To change the distance: 1. Double-click the *Left* field. 2. Enter the distance the left edge of the rectangle should be from the left edge of the label. or 3. Click the up or down arrow buttons to increase or decrease the indentation. The distance you are able to move the left edge of the boundary box depends on the width of the label part. The incremental distance varies between the different label parts.
Top	Indicates the distance the top of the rectangle is from the top of the label. To change the distance: 1. Double-click the Top field. 2. Enter the distance the top edge of the rectangle should be from the top edge of the label. or 3. Click the up or down arrow buttons to increase or decrease the distance, fractionally. The distance you are able to move the top edge of the rectangle depends on the length (height) of the label part. The incremental distance varies between the different label parts.
Length	Use this field to indicate an exact length (or height, as opposed to width) for the rectangle. To change the length: 1. With the rectangle selected, double-click the number currently filling the Length field. 2. Enter a new length. or 3. Click the up or down arrow buttons to increase or decrease length. **Note:** To change the length independent of the width, the Allow Stretching check box must be selected. If not, the width will change automatically in proportion with the changed length, maintaining the aspect ratio.

Property	To Use
Width	Use this field to indicate an exact width of the rectangle. To change the width: **1.** With the rectangle selected, double-click the number currently filling the Width field. **2.** Enter a new width. or **3.** Click the up or down arrow buttons to increase or decrease width. **Note**: For a perfect square, the width and length should be the same measurement.
Rotation	Use this field to rotate a rectangle object between 0° and 360°. To rotate the rectangle: **1.** After selecting the rectangle, double-click the Rotation field in the Label & Object properties panel. **2.** Enter the degree of rotation. or **3.** Click the up or down arrow buttons to change the degree of rotation. (The up arrow rotates clockwise, the down arrow rotates counterclockwise.)
Line Thickness	To change the thickness of the sides of the rectangle: **1.** Double-click the **Line Thickness** field. **Note:** Line thickness is expressed in whole numbers and decimals. Highlight (double-click) each portion of the number separately in order to change it. **2.** Enter the desired thickness. or **3.** Click the up or down arrow buttons to increase or decrease thickness.

Linked Objects

Some data (such as serialization, date and time, and data import schemes) and items placed on multiple labels using the Command Multiplier are linked to the original data. This means that the information is repeated on the other labels maintaining the same position and formatting throughout. When you reformat or move the data on one label, all labels containing the linked data automatically reflect your changes. If you change the data, however, (as opposed to reformatting or moving an object), the link is broken for that object. It is no longer linked to the corresponding object on the other labels.

Editing Linked Objects

You can change any of the formatting options for a linked object, such as font for a text object, or length and width for image objects. You can make the change on any of the labels because the changes made to one of the linked objects are applied to all labels containing that object.

To change the properties of linked objects:

1. Select the linked object on one of the labels.
2. In the *Label & Object properties* panel, make the desired changes.

Splitting Linked Objects

You can break the link of one or more linked objects on a label thus splitting it off from the other labels. When you split the link, it affects only the selected object on the individual label. The linked data on the other corresponding labels remains linked and continues to move or reformat together.

To split a linked object:

1. Select the object on the specific label that you want to split.
2. Choose **Edit > Split Linked Objects**, or simply double-click the object to open it for editing.

The object split from the other linked objects can now be repositioned or formatted individually from its linked counterparts. The linked data objects on the other labels are not affected and remain linked to each other.

Deleting Linked Objects

You can delete specific linked objects on individual labels without affecting the other corresponding labels and without splitting the link on the other linked objects.

To delete linked objects on specific labels:

1. Select the object that you want to delete.
2. Choose **Edit > Delete**.
3. A message box opens to determine whether you want to delete all linked objects or just that particular object. Do one of the following:
   - To delete all occurrences of the selected linked object on all labels, click **Yes**.
   - To delete only the selected object on the individual label, click **No**.
   - To cancel without deleting any object, click **Cancel**.

Date and Time Object

The date and time object is a combination of a text object with data serialization (Chapter 4 Serialization on page 89), where the data is some date or time value. A date and time object has all the properties and behavior of a text object, with the exception that you cannot edit the date and time by typing. You must use the *Date and Time Data* dialog box to set the date and time.

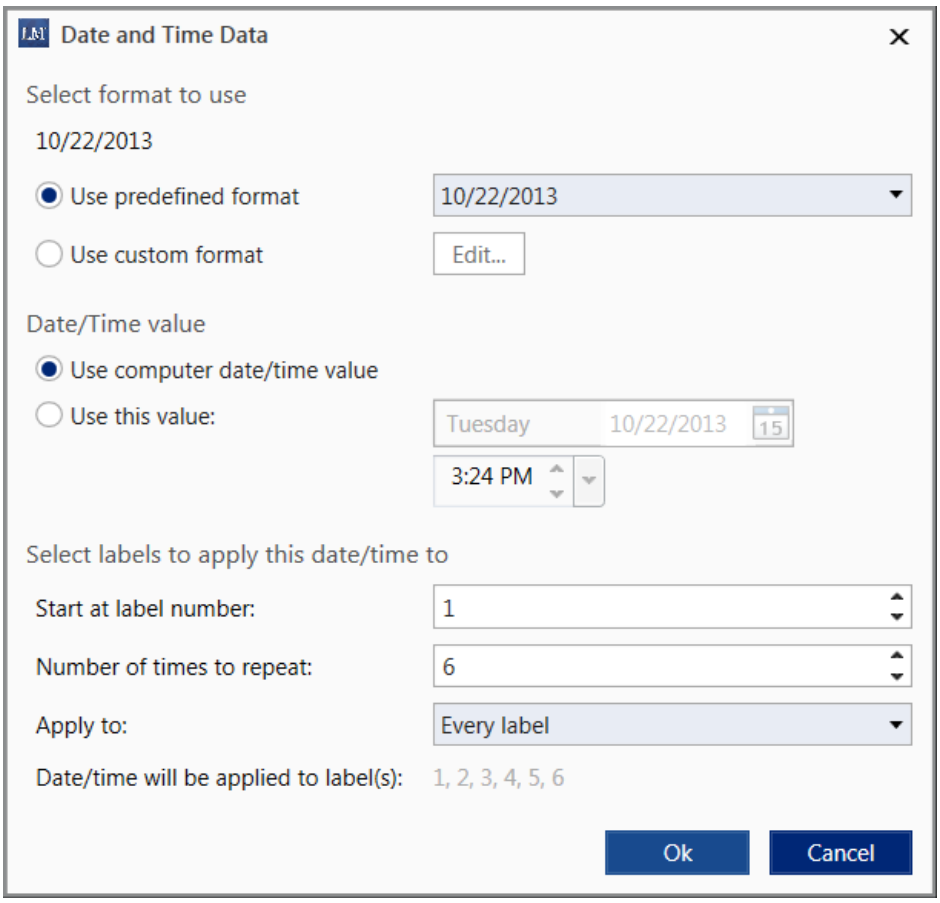
You can put the date and time on one label or on multiple labels. You can also specify if you want to use the computer's date and time or set a specific date and time.

Adding the Date and Time

When inserting the date and time, it does not matter which, if any, label is selected.

To insert the date and time on a label:

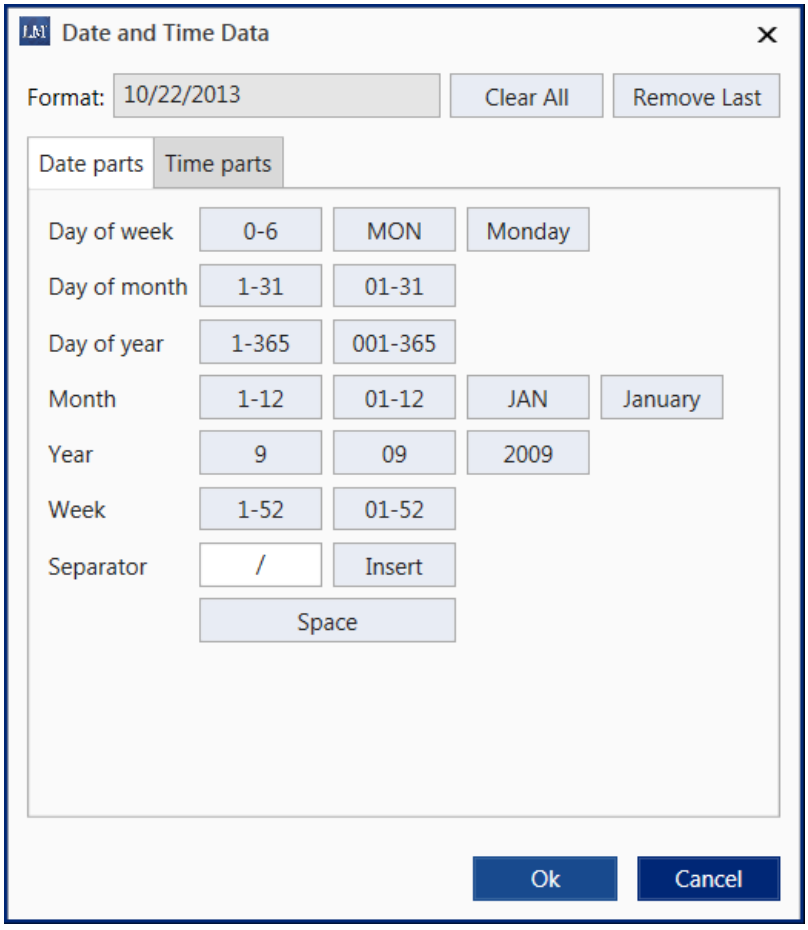
1. Choose **INSERT > Insert Date/Time data**. The Date and Time Data window opens.



2. In the *Select format to use* section, select or create a format for the date and time.

- To select an existing format, select **Use predefined format**. Then click within the field to the right and select a format.
- To create your own format:

  a. Select **Use custom format** and then click the **Edit** button to the right. Another window opens for you to set up your custom format.



  b. The **Format** field initially shows the current date in the default format. Click **Clear All** to clear the Format field. As you make your formatting choices, the current date and time are displayed here in your customized format. Use the *Format* field to make sure the format is as you expect while you are setting it up.

c. On the *Date parts* tab, click the buttons that represent the format you want for each element of the date. The parts of the date are added in the order in which you click them.

   Regarding the day of the week, if you select 0-6, the day is represented by a number with 0 being Sunday and 6 being Saturday.

   To add a character in between components of the date (like the slashes in 7/12/13), type the character you want to use in the **Separator** field and then click **Insert**.

   To add a space between components, click **Space**.

   At any time if you are not happy with your selection, click **Remove Last**.

d. On the *Time parts* tab, click the buttons that represent the format you want for each element of the time. The parts of the time are added in the order in which you click them. Add separators and spaces in the same manner as for the date.

e. When the custom format is complete, click OK. The software returns to the first *Date and Time Data* window.

3. In the *Date/Time value* section, set the value for the date.

   - To use a date value that updates from the computer's clock, select **Use computer date/time value**. Whenever you want the label to reflect the current date and time (such as when printing), select **Tools > Refresh > Refresh Date/Time data**.
   - To set a specific date and time:

     a. Select **Use this value**.

     b. In the date box to the right, type the date you want to use or click the calendar button to select a date. (See Using the Calendar Icon on page 82 for instructions.) The day of the week automatically changes according to the date entered.

     c. In the time box, either click the single down arrow button to select a time from a list or edit the time directly in the time display. Click on any part of the time (hours, minutes, and so on depending on the time format you selected) and either type a new value or use the up and down arrows to change the value.

4. In the **Start at label number** field, enter the number of the label on which to begin using this date and time object.

5. In the **Number of times to repeat** field, enter the total number of labels on which the date and time should be placed. This includes the starting label.

6. Click in the **Apply to** field and select an option controlling whether the date and time should be placed on every label or if some labels should be skipped.

   The **Date/time will be applied to label(s)** field lists the labels that will have the date and time once your changes are applied. If this is not correct, adjust your settings in the *Select labels to apply this date/time to* section.

7. When finished, click **OK**.

The date and time object is placed in the upper left corner of the specified labels. If you want the object to display at some other area on the label, select the object on one of the labels (it makes no difference which object is selected) and move the object to the area where you want it to display. The object is moved to the same location on all the labels to which it is applied.

You can add more than one date and time object to a label. Because each new object is placed in the upper left, be sure to move the objects to different locations on the label.

Two-sided Labels

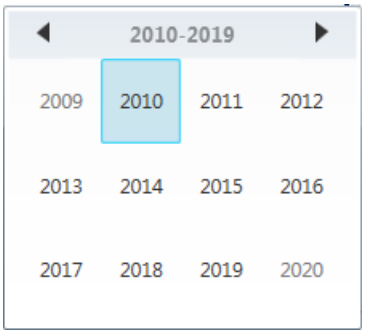
To display the date and time on both sides of a two-sided label:

1. Choose **Edit > Duplicate data on second side**. This duplicates all data from side one onto side two, not just the date and time.

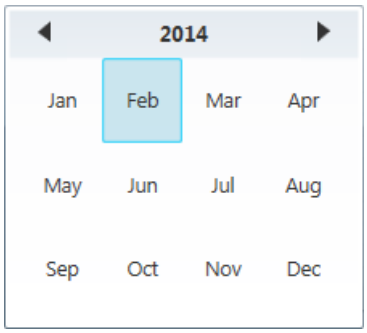
Using the Calendar Icon

When setting up a date and time object, you have the option of using a calendar to select the date. (See Adding the Date and Time starting on page 79.)

1. In the *Use this value* field, click the calendar icon (to the right of the date).
2. Click the arrows to the right or left of the month in the title bar to move forward or backward through the months.
3. To navigate more quickly, click the calendar title bar twice. The calendar changes to show 12 years.



4. Select the desired year, using the arrows to scroll if needed. Once the year has been selected, the calendar displays all the months in the year.



5. Click the desired month. The calendar changes to display the days of that month. Click the desired day.

Format a Date and Time Object

To change the look of a date and time object (text size, bold, alignment, and so on):

1. Click the date and time object on one of the labels.
2. In the *Label & Object properties* panel, make the formatting changes.

The date and time text on all the labels takes on the new formats.

Updating the Date and Time

Date and time objects set to use the computer's settings can be updated to show the current date manually or automatically when the file is opened or printed.

To manually refresh the date and time select **Tools > Refresh > Refresh Date/Time data**.

To automatically refresh the date and time, open the *Options* tab (see Setting Options on page 9) and click **Data refresh**. Under *Date/Time refresh options*, select one of the following:

- **Refresh when file opened**
- **Refresh when file printed**

Edit a Date and Time Object

To change the date and time format of an existing object (which components to use, separators, and so on):

1. Right-click a date and time object and select **Edit Date/Time data**.

2. Change the settings as described in Adding the Date and Time starting on page 79.

Remove a Date and Time Object

To remove a date and time object:

1. Click the date and time on one of the labels.
2. Click the Delete button. 
3. Follow the instructions on the message box to delete one or all of the labels.

Check Label Errors

When designing labels, LabelMark automatically checks for layout errors, allowing you to edit the information before printing the labels. Such an error can occur when, for example, you import labels from a file with larger labels to a file with smaller labels. Some of the existing label contents may be outside the printable area of the label. Errors are displayed in the *Errors & Information* pane, which is always available at the bottom of the workspace.

Errors & Information Pane

To display the Errors & Information pane, click **ERRORS & INFORMATION** at the bottom of the workspace area. Click ERRORS & INFORMATION again to minimize it.

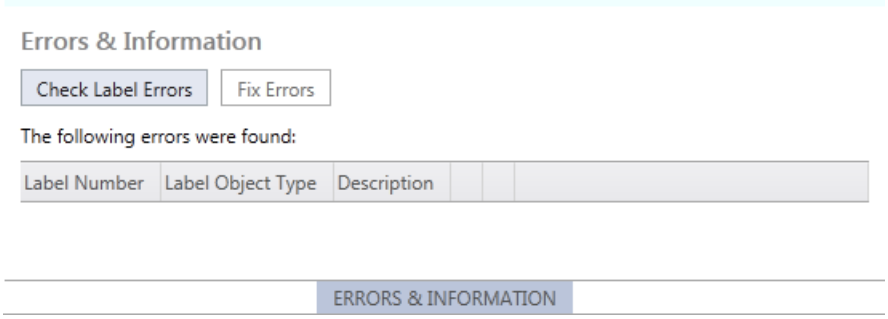


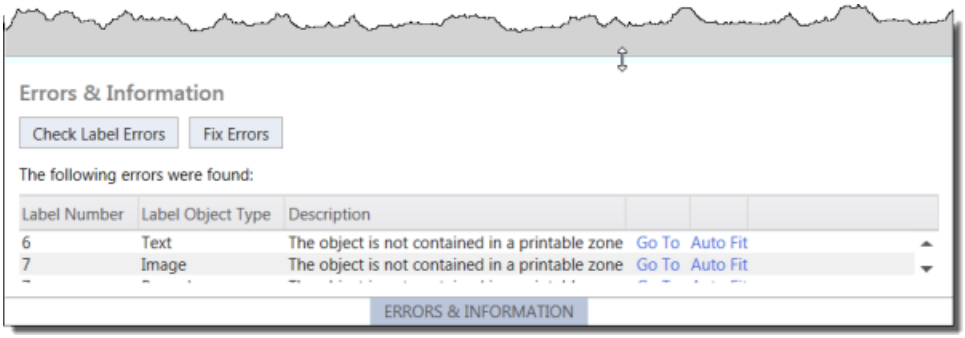
Figure 19 • Errors and Information pane

Checking the Labels for Errors

To check the labels for errors:

1. In the *Errors & Information* pane click **Check Label Errors**. (As a shortcut, press F7 on the keyboard.)

   The LabelMark software determines which labels have errors and lists the errors in the Errors & Information pane.



   If the list is too long to fit in the pane, either drag the top of the pane to resize it or use the arrows to scroll through the list.

2. Fix the errors using one or a combination of the following methods:

   - Click the **Fix Errors** button. The software fixes all the errors that it is able to.
   - On any error in the list, click **Auto Fit**. The software adjusts the object to fit on the label. It is a good idea to look at these labels to make sure the adjustments are to your liking.
   - On any error in the list, click **Go To**. The software selects the label on which the error occurs. Manually adjust objects to fit on the label (most likely by moving or resizing).

   As errors are corrected, they are removed from the list.

Changing Label Parts

You can change the label part (type of label material) after data has already been entered. Be aware, though, that some data may not fit the new label part. If this is the case, a message indicates that the data objects may need to be fixed on the new label part.

To change the label part:

1. Choose **Edit > Change Label Part**.
2. From the list provided, select the label part to use and then click OK.
3. If the data objects do not fit properly on the new label part, a message alerts you and asks if you want to continue. Click **Yes**.
4. A message alerts you that the software can check for errors. Click **Yes**.

5. Errors are listed in the Errors & Information pane. For help correcting the errors see Checking the Labels for Errors on page 84.

> **Note:** If, after changing a label part, you find the data does not fit on the new label even after reformatting the data, click Undo to go back to the previous label part. You may have to click Undo a few times to return to the previous label part.

Adjusting Label Length (Height)

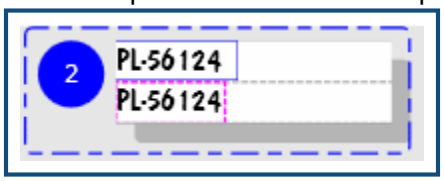
If you are using continuous material, you can change the part length (you may think of it as height). Exceptions to this are Datacomm and Terminal Blocks labels. These labels are created through an app and use a different mechanism for adjusting the label dimensions. (For more information on apps, see Chapter 14 Apps on page 167.)

To change the part length:

1. Open the *File & Part properties* panel. (See Properties Panels on page 44.)
2. Under the *Part Properties* heading edit the **Length** field. The changes occur at once.

Wiremark Format

Use the wiremark format to repeat text lines down the label, filling the label so that the text can be easily read when the label is wrapped around a wire. Wiremark is available in line mode (text labels) only. When the wiremark function is turn on, the label divides, displaying a blue border around the original text being entered (top line) and a red dotted line around the duplicate text. The text duplicates as you enter it.



If the label is large enough or the font is small enough, you can get multiple rows of repeated data. The data is repeated on the label as you enter it.

To use wiremark format:

1. Click the gear icon in the upper right to open the *Options* tab.
2. Click **Format Options**.
3. Select **Wiremark labels in line mode by default**.

4. Click the Save button in the *Options* tab.
5. Create a new label making sure to select line mode. (See Step 1: Create a Label File starting on page 11.)
6. Enter text on the label. If you only get one row of text, decrease the font size. The software can only repeat data if there is enough room on the label.

Tip: While working on an existing label, select **Format > Wiremark** to turn Wiremark on for the selected label. Wiremark text duplication is only applied to the selected label; it does not affect existing text.

Turn Off Wiremark

To turn off wiremark text duplication within a label file:

1. Select the label where you want the wiremark function turned off.
2. Select **Format > Wiremark**. Text duplication is turned off for the selected label and for any following blank labels.

4 Serialization

Serialization (or sequencing) automatically adds a series of sequential numbers or letters to the labels. The labels created in the series are sequentially annotated with the next number or letter in the defined sequence.

How Serialization Works

Serialization is an alphanumeric series, with numbers from 0 to 9, and letters A-Z. Serialization can be basic (one series) or advanced (multiple series), with no limit on the number of sequences per label.

Note: You can incorporate serialized data into a barcode. See Inserting Basic Serialization starting on page 91.

Serialization consists of a Start value, End value, and a Step value. The Start value is the number, letter, or combination of numbers and letters that begin the serialization sequence. The End value is the termination point of the sequence.

The Step is the value that is added to the previous number in the sequence to produce the next sequence number. (You cannot have an increment value of 0.) For instance, a start value of 1, an end value of 25, and a step value of 4 would produce 1, 5, 9, 13, 17, 21, 25 (that is, 1 + step value 4 = 5; 5 + step value 4 = 9, and so on.)

Examples of Serialization

In a basic serialization, a sequence runs through its full range of numbers or letters (0 to 9, or A to Z), one number or letter for each label.

Example: Basic serialization:
Sequence #1

Start Value:	1
End Value:	10
Increment:	1
Produces:	1, 2, 3, 4, 5, 6, 7, 8, 9, 10

You can combine letters and numbers in a single serialization. When the right-most character in the Start Value reaches its maximum value (9 or Z), the character immediately to the left is incremented, and the right character cycles back to its minimum value (0 or A).

Example: Alphanumeric serialization:
Sequence #1

Start Value:	A1
End Value:	D4
Increment:	
Produces:	A1…A9, AA...AZ, B0...B9, BA...BZ, C0...C9, CA...CZ, D0...D4

In an advanced (multi-sequence) serialization, where the second set of values is NOT dependent on the first set, (that is, the second set of values is set to Priority = 0), the two sequences increment sequentially, independent of each other. (Priority is described in more detail in step 10 on page 95.)

Example: Multiple independent serialization (where the second set of values is not dependent on the first set of values):

Sequence #1		Sequence #2
Start Value:	1	Start Value: A
End Value:	10	End Value: C
Increment:	1	Increment: 1
Produces:	1A, 2B, 3C, 4A, 5B, 6C, 7A, 8B, 9C, 10A, 1B, 2C, 3A, 4B, 5C …	

In an advanced serialization where the second set of values is dependent on the first set (that is, the second set of values is set to Priority = 2), the second sequence holds its initial value until the first sequence completes, after which it moves to the next value.

Example: Multiple dependent serialization:

Sequence #1		Sequence #2	
Start Value:	1	Start Value:	A
End Value:	10	End Value:	C
Increment:	1	Increment:	1
Produces:	1A..10A, 1B..10B, 1C..10C		

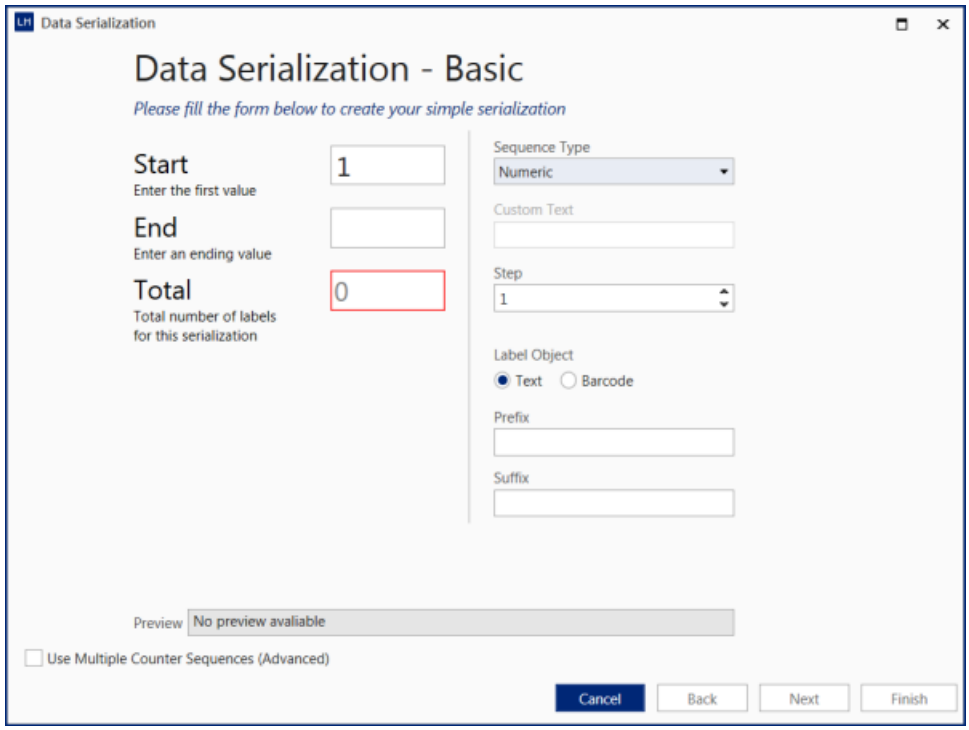
Serialization starts with the selected label in the label file and can be applied to as many labels as needed. The serialization number or characters are placed at the top, left corner of the label. Once the serialization is completed, you can move the serialized numbers and characters anywhere on the label. Because serialized sequences are linked objects, as you move the data on one label, it moves to the same location on all subsequent labels where it displays.

You can add more than one serialized sequence to a label but each sequence displays in the upper left corner of the label, just like the first. If you have not moved the first sequence, the second displays directly over it. Move this sequence to a new location on the label.

Inserting Basic Serialization

To add basic serialization to the label:

1. Choose **INSERT > Insert serialized data...**. The *Data Serialization - Basic* window opens.



2. Click in the **Sequence Type** field and select the desired sequence type.

Numeric	Numbers only
Alphabetic	Upper case letters only
Alphanumeric	Letters and numbers
Hex	Base 16 numbers
Octal	Base 8 numbers
Binary	Base 2 numbers
Constant	Only one value (Start value) is entered on all
Custom	Your own text or string of letters.

3. In the **Start** field, enter the alpha or numeric character with which you want to start the serialization. If using a custom sequence, enter the first character of the custom text in the *Start* field.

4. In the **End** field, enter the value on which the serialization should stop. (If the total has not yet been reached, the sequence repeats again.) If using a custom sequence, enter the last character of the custom text in the *End* field.

5. The **Total** field automatically reflects the number of labels that will be produced based on the *Start* and *End* values (and the default *Step* value of 1). If you wish to produce more labels (beginning the series again at the Start value), or fewer labels (stopping before the End value), enter the desired number of labels in the *Total* field, replacing the calculated total.

6. If *Custom* is selected as the *Sequence Type*, in the **Custom Text** field enter the full text that you want to use for the serialization.

   Example: *Custom Text* = Brady. When serializing, the B would display on one label, the r on the next label, the a on the next, and so on. The *Start* value would be B and the *End* value would be y.

7. In the **Step** field, enter the number by which the serialization should increment.

   Example: A numeric sequence beginning with 1, with a step of 1 yields: 1, 2, 3, 4, 5, … .
   A numeric sequence beginning with 1, with a step of 2 yields: 1, 3, 5, 7, 9, … .

8. Under *Label Object*, select **Barcode** if you want the serialized data to be displayed as a barcode, otherwise select **Text**.

9. If you want to add unchanging text before or after the serialized data, enter the text in either the **Prefix** (for text displaying before the serialized data) or **Suffix** (for text displaying after the serialized data) field.

10. The **Preview** field displays the results for the first few members of the series. Use this field to determine whether your settings produce the desired results.

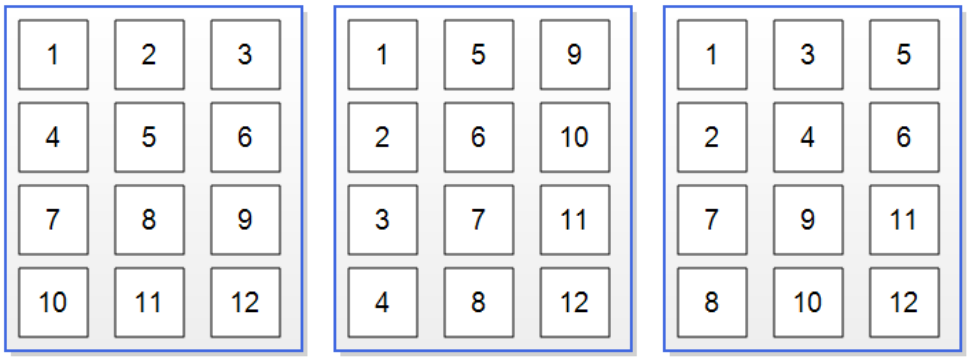
11. When finished, click **Next**. The *Data Placement* page opens.

12. In the **Repeat Serialized Objects** field, enter the number of times to repeat each value in the sequence before moving on to the next one. For most purposes this is set to 1. One example of when you might use this is when printing to a label part that has columns, such as DAT-77 with three columns. Perhaps you want the same serialized data on all labels in a row. Set *Repeat Serialized Objects* to 3 and the serialized data will be the same for each of the three labels in a row and will increment in the next row.

13. In the **Apply to Labels** section, select the appropriate option to indicate on which labels to place the serialized data. The example shows the results of your selection.

14. Use the **Place Data** section if your label part has multiple columns. Select the direction you want the serialization applied to the labels:

- **Over, then down**: across each row from top to bottom.
- **Down, then over**: down each column from left to right. Further refine this method of data placement by setting the number of **Vertical labels down** to go before moving over to the next column. *Down, then over* with *Vertical labels down* set to 1 is the same as *Over, then down*.



Over, then down

Down, then over
Vertical labels down = 4

Down, then over
Vertical labels down = 2

15. (Available with two-sided label parts only.) Select **Duplicate data on second side** if you want the serialized data to repeat on the other side of the label.

16. Either finish or save the serialization scheme.
    - To complete the setup and put the serialized data on the labels, click **Finish** and skip to the end of these steps.
    - To save the serialization scheme, click **Next** and continue with the following steps.

17. On the *Save Scheme Information* page, provide the following information.
    - **Scheme file name**: A default file name is provided. Type a new name if desired. Serialization schemes are saved in the default directory designated in the File Paths option. (See Setting Options on page 9.)
    - **Author**: The user name of the person logged in to the computer is provided. Change this if desired.
    - **Comment**: Enter any comments if desired.

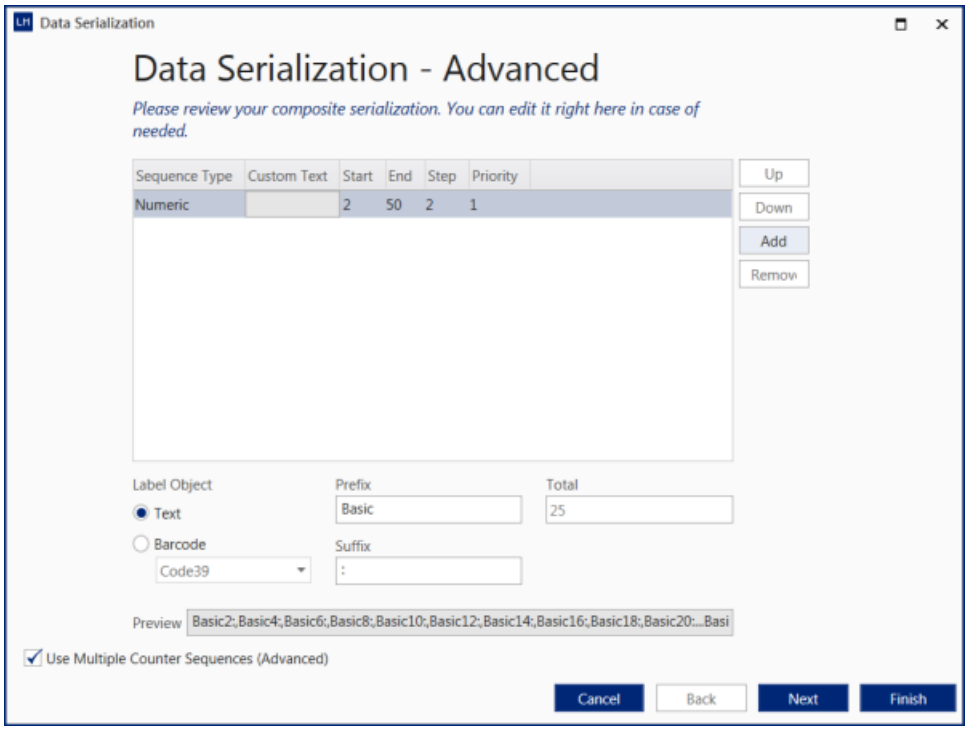
18. Click **Finish**.

The serialized data displays in the top left corner of the sequenced labels. Because serialized sequences are linked objects, you can move or reformat one value to edit all of them.

Inserting Advanced Serialization

Advanced serialization involves multiple sequences, with the ability to set how each serialization scheme advances the sequencing. To set up an advanced serialization scheme:

1. Choose **INSERT > Insert serialized data...** . The *Data Serialization - Basic* window opens.
2. Set up your first sequence as described in Inserting Basic Serialization starting on page 91
3. Select **Use Multiple Counter Sequences (Advanced)** at the bottom of the window. The window changes to the *Data Serialization - Advanced* window.



A table displays your first sequence in the composite serialization. To add the next component:

4. Click the **Add** button to the right of the table to add the next sequence. A new row is added to the table.
5. Double-click the **Sequence Type** field in the new row and select the type of sequence.
6. If you set the *Sequence Type* to *Custom*, click in the **Custom Text** field and type the full text that you want to use for this sequence.
7. Double-click the **Start** field and enter the starting value.

8. Double-click the **End** field and enter the ending value.
9. Double-click the **Step** field and set the amount to increment each member of the sequence.
10. Double-click the **Priority** field and set the priority for this sequence. Priority determines in what order the different sequences increment.
    - **0**: A sequence assigned the priority of 0 increments independently from other sequences.
    - **1**: A sequence assigned the priority of 1 increments first, progressing through the entire sequence before other sequences begin to increment.
    - **2**: A sequence assigned the priority of 2 does not start incrementing until the priority 1 sequence reaches its end value.
    - **Priority #** (Where # represents any other sequential number). A sequence assigned this priority does not start incrementing until all sequences with lower priorities reach their end values.
11. Repeat step 4 through step 10 above for each sequence you want to add.
12. (Only available on graphic mode labels.) Under *Label Object*, select **Barcode** if you want the serialized data to be displayed as a barcode, otherwise select **Text**. For a barcode, click the field below and select the type of barcode to create. This applies to the composite of all sequences in the serialization scheme, not just the sequence row highlighted in the table.
13. If you want to add unchanging text before or after the serialized data, enter the text in either the **Prefix** (for text displaying before the serialized data) or **Suffix** (for text displaying after the serialized data) field. This applies to the composite of all sequences in the serialization scheme, not just the sequence row highlighted in the table.
14. The **Total** field automatically reflects the number of labels that will be produced based on your selections. Change the total if desired.
15. The **Preview** field displays the results for the first few members of the composite series. Use this field to determine whether your settings produce the desired results.
16. Click **Next**. The *Data Placement* window opens.
17. Fill in the *Data Placement* window as described in the instructions for a basic serialization, steps 12 through 15 on page 92.
18. Click **Next**. The *Save Scheme Information* window opens.
19. On the *Save Scheme Information* page, complete the following.
    - **Save scheme after finish**: Select this check box to save the scheme for later use so you do not have to re-enter the data the next time you want to use this serialization.

- **Scheme file name**: A default file name is provided. Type a new name if desired. Serialization schemes are saved in the default directory designated in the File Paths option. (See Setting Options on page 9.)
- **Author**: The user name of the person logged in to the computer is provided. Change this if desired.
- **Comment**: Enter any comments if desired.

20. Click **Finish**.

The serialized data displays in the top left corner of the sequenced labels. Because serialized sequences are linked objects, you can move or reformat one value to edit all of them.

Edit Components of an Advanced Serialization

You can edit the component sequences (start value, step value, and so on) directly in the table. As you edit the sequences, the *Preview* field displays the changes to the serialization.

To edit components of an existing advanced serialization:

1. Right-click the serialized data object on any label and select **Edit serialized data**. The *Data Serialization - Advanced* window opens.
2. Double-click the component field you want to edit.
3. Enter the new value.

Rearrange Components

The serialized data displays in the order in which you set up the components. For instance, if the first component is a numeric string and the second component an alpha string, the serialized data will display as 1A. To have the data display as A1, change the order of the components. To change the order of components:

1. In the table, click the row of the component to move.
2. Depending on where the component is in the table, click **Up** or **Down** to move the component to the intended position.

The *Preview* field displays the result of the new order.

Remove Components

To remove a sequence component from the composite serialization:

1. In the table, click the component row to be removed.

2. Click **Remove**.

Remove Serialization

Serialization is a linked object, which means what you do to one of the sequences applies to all. Only one sequence must be selected to affect all sequences in the serialization. To remove serialization from labels:

1. Click the serialized object on one of the labels.
2. Press the **Delete** key on the keyboard.
3. A message box opens to determine whether you want to delete all linked objects or just that particular object. Do one of the following:
   - To delete all occurrences of the selected linked object on all labels, click **Yes**.
   - To delete only the selected object on the individual label, click **No**.
   - To cancel without deleting any object, click **Cancel**.

The serialization is removed.

Moving Serialized Data

To move the serialized characters to some other location on the label:

1. Click the serialized characters on one of the labels to display handles. It makes no difference on which label you select the characters.
2. Drag the serialized characters to another location on the label.

All labels with the serialized characters display the characters at the new location on their respective label.

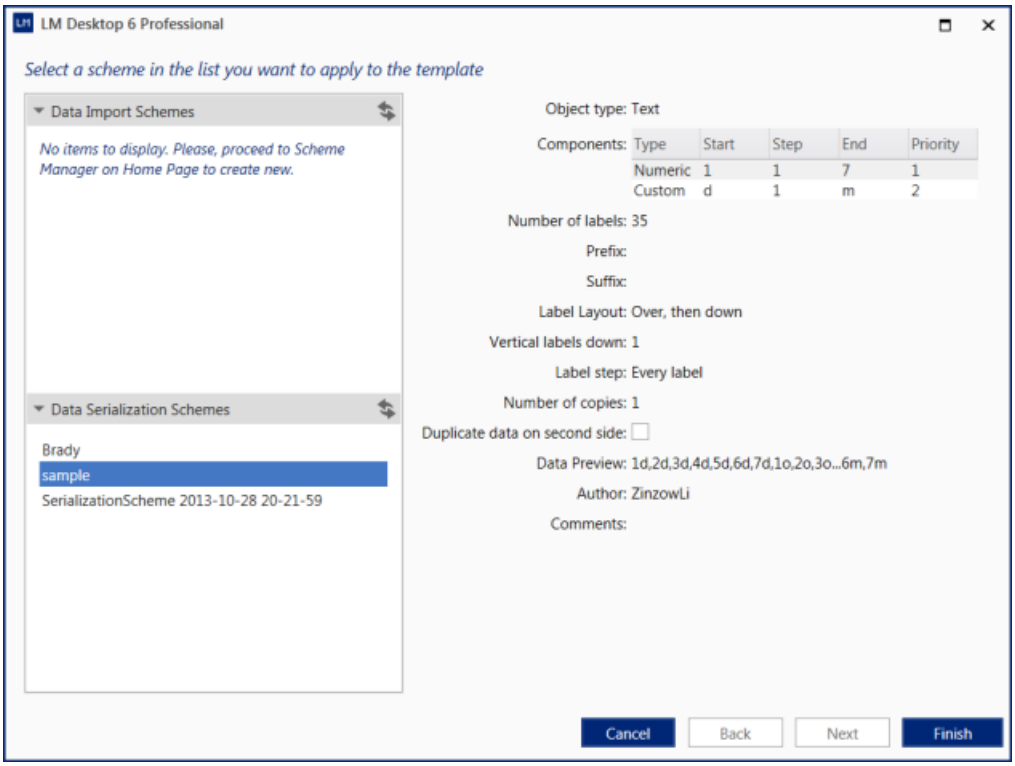
Formatting Serialized Data

With the serialized object selected, use the *Label objects properties* panel to change the format properties. (See Text Object Properties starting on page 51 for details on the properties.)

Using a Saved Serialization Scheme

To use a saved scheme:

1. Click the label where you want the serialization to start.
2. Choose **INSERT > Data from saved scheme**. A window for selecting the scheme opens.



3. In the list of *Data Serialization Schemes*, click the scheme to use. The right side of the window shows the settings for that scheme so you can verify that you have selected the scheme you want.
4. Click **Finish**. The serialized data is added to the selected label and to following labels as specified by the scheme.

> **Note:** For information about managing saved schemes (to edit, delete, copy, and more) see Chapter 12 Manage Saved Data Import and Serialization Schemes on page 155.

5 Job File Management

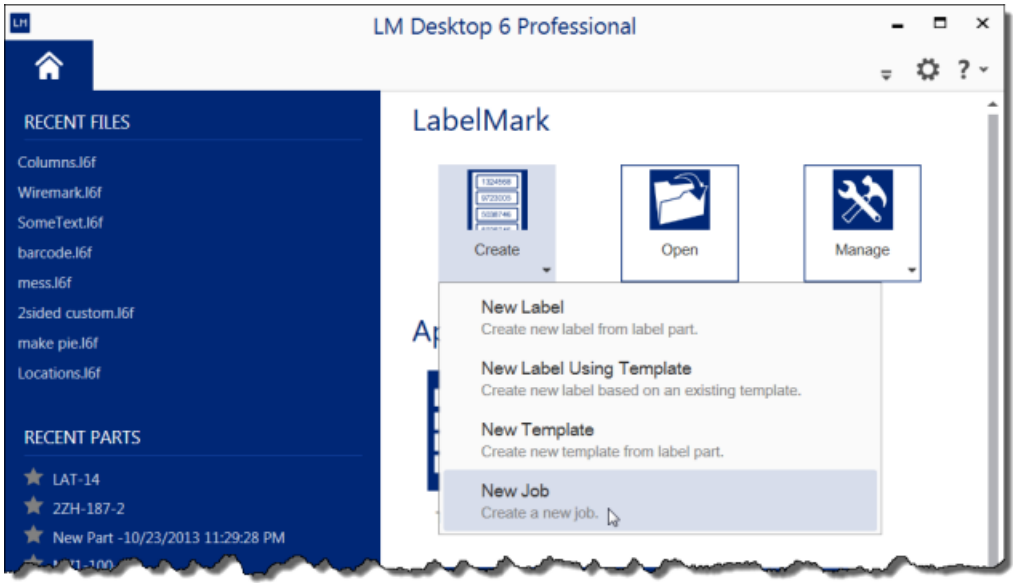
Job files are only available with LabelMark Professional.

A job file is a collection of related label files. It provides an efficient use of time when printing big or repetitive jobs. The label files in a job file can be directed to different printers, allowing you to dedicate printers to use specific label media or ribbon colors. This eliminates the need to constantly change parts or run the risk of having the wrong media or ribbon installed.

Creating a Job File

To create a new job file:

1. On the *Home* tab, click the **Create** tile, and select **New Job**.



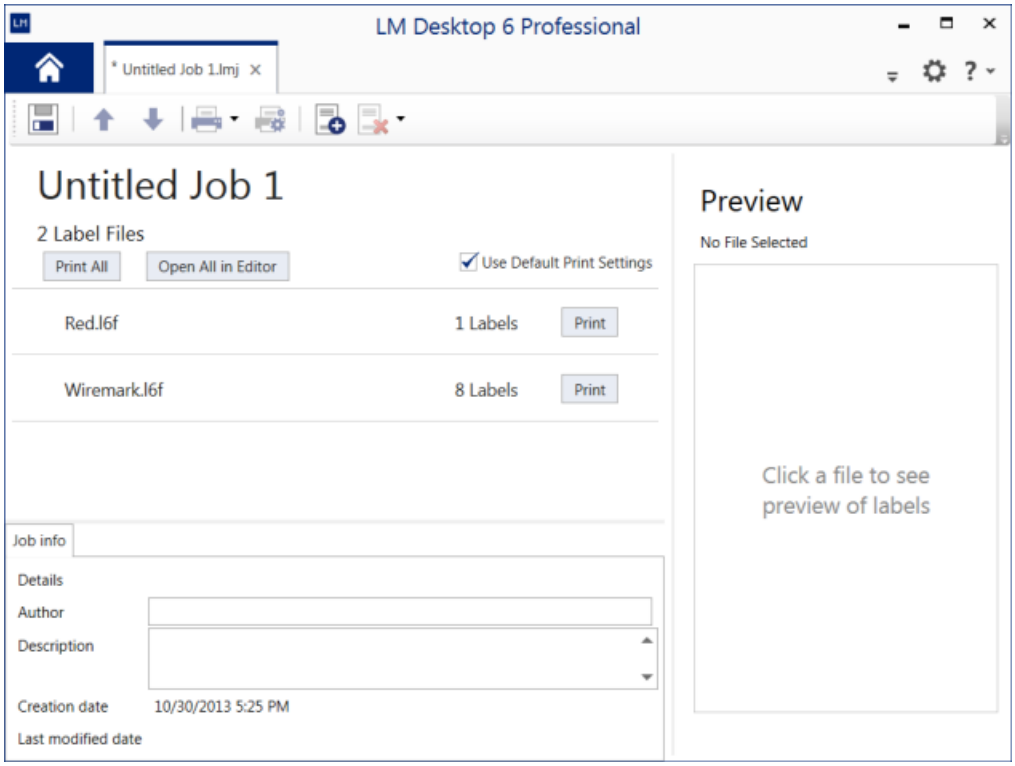
Adding Label Files

To add label files to the Job file:

1. Click the **Add Label Files** button. 

2. In the *Open* dialog box, select the files to add using standard Windows browse functions to access different directories. Use **Ctrl-Click** or **Shift-Click** to select more than one file at a time.

3. Click **Open**. The files are added to the job file tab displayed in the Workspace.



Job File Information

To add job file information:

1. On the **Job info** tab at the bottom of the LabelMark window, fill in the **Author** and **Description** fields. This information pertains to the job file, not to the individual label files. Your changes are saved when you save the job file.

To view or edit label file information:

1. In the list of files, click the label file for which you want to view file properties or edit the author and description. A preview of the label file is shown in the *Preview* panel.
2. In the *Preview* panel, click **Open in Editor**. The label file opens in another tab.
3. Click the label file's tab to go to the label file.
4. Open the **File & Part properties** panel. For more information see File and Part Properties on page 28.

Saving a Job File

To save the job file:

1. On the tab for the job file, click the **Save** button in the toolbar. 
2. (Optional) Job files are saved by default on the local disk in ProgramData\Brady\LabelMark6\Job Files. If you want to save the job file in a different location, use the *Save As* window to navigate to that location.

   Tip: You can change the default job file location in *Options* in the *File paths* tab. See Setting Options on page 9.
3. In the **File name** field, enter a name for the job file.
4. Click **Save**.

Opening a Job File

Open a job file in much the same way you open a label file.

1. On the **Home** tab, click the **Open** tile and select **Job**.
2. In the *Open* dialog box, select the job file to open and click **Open**.

Removing a Label File

To remove a label file from a job file:

1. Open the job file.
2. Click the label file you want to remove.
3. Click the Remove button in the job file toolbar. 

   Alternatively, to remove all label files from the job file click the down arrow on the *Remove* button and select **Remove All**.

The label file is immediately removed from the job file.

Printing Labels in a Job File

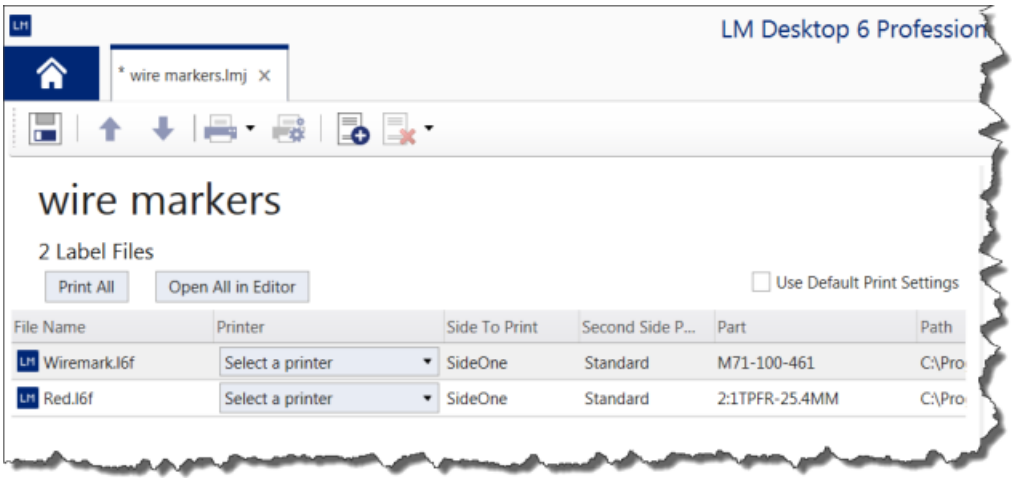
From the job file you can print one label file or all label files. Each label file in the job file can be sent to a different printer, if desired. To print from the job file, first select a printer for each label file. Then set the print options for each, and then print the labels.

Selecting a Printer

To print everything to the default printer set in Options, select the **Use Default Print Settings** check box.

To select a different printer for each label file:

1. Clear the **Use Default Print Settings** check box. The display changes to a table showing the printer, label part, and other settings for each label file.



2. For each label file, click the **Select a printer** field in the *Printer* column. Select a printer from the list.

Editing Print Options

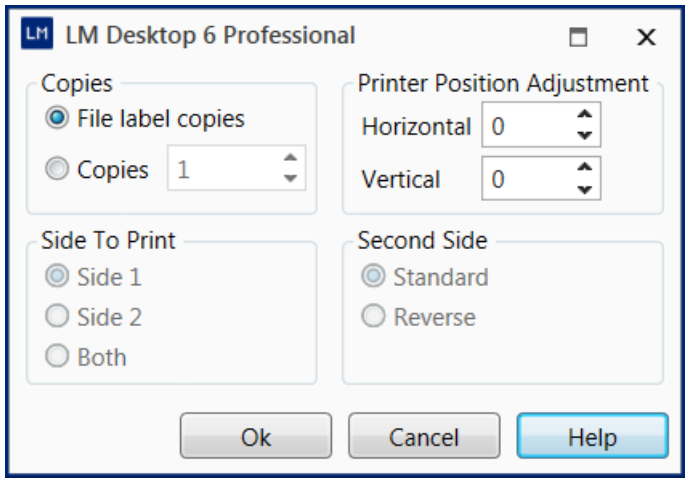
If you have selected *Use Default Print Settings* in the job file tab, skip this section.

To change the number of copies, the side of the label file to print, or to adjust the margins:

1. Make sure the *Use Default Print Settings* check box is cleared.
2. Select the label file for which you want to edit print settings.

3. Click the **Edit Print Option** button. 

   A window opens with the settings.



4. In the *Copies* section, use one of the following methods to select the number of copies.
   - Select **File label copies** to print the number of copies specified for each label within the label file. See Label Copies on page 16 for more information. You do not have to indicate the number of copies on this screen.
   - Select **Copies** to specify the number of copies here. This overrides the settings for each label within the label file.

5. In the *Printer Position Adjustment* field, adjust the horizontal or vertical print position offsets (data alignment on a label). The measurement is in inches or millimeters, depending on which unit of measure you have chosen on the **Options** tab under **General Options**. (See Setting Options on page 9.)

6. In the *Side to Print* section, choose which side to print, **Side 1**, **Side 2**, or **Both**. This section is only available if the label part for this file allows two-sided printing.

7. In the *Second Side* section, chose the print direction.
   - Select **Standard** to print side two upside down. This causes the text on both sides of a two-sided sleeve to be upright when viewed from either side of the sleeve.
   - Select **Reverse** to print side two right-side up. This causes the text on the sleeve to be readable if the sleeve is rotated on its horizontal axis to view the second side.

   This section is only available if the label part allows two-sided printing and if either *Side 2* or *Both* is selected in the *Side to Print* section.

8. Click **OK**.

Printing from a Job File

You can print one label file at a time, but the real power of the job file is to print simultaneously on different printers, possibly with different label parts and colors.

To print one label file contained in a Job File:

1. Click the label file to print. (You can use Ctrl-Click or Shift-Click to select more than one file.)
2. Click the Print button in the toolbar. 

If you want to print all label files in a job file:

1. Click the **Print All** button above the list of labels. Labels print to the printer or printers specified in Selecting a Printer on page 102.

Moving Label Files in a Job File

The order of label files in the job file affects the print order of the files if more than one file uses the same printer or if the default printer is used for all files. For more information see Selecting a Printer on page 102.

To move a label file up or down in the job file list:

1. Click the label file to move.
2. Click the **Move Up** or **Move Down** buttons in the toolbar to move the selected file up or down in the list one row at a time.

Closing a Job File

To close a job file, do one of the following:

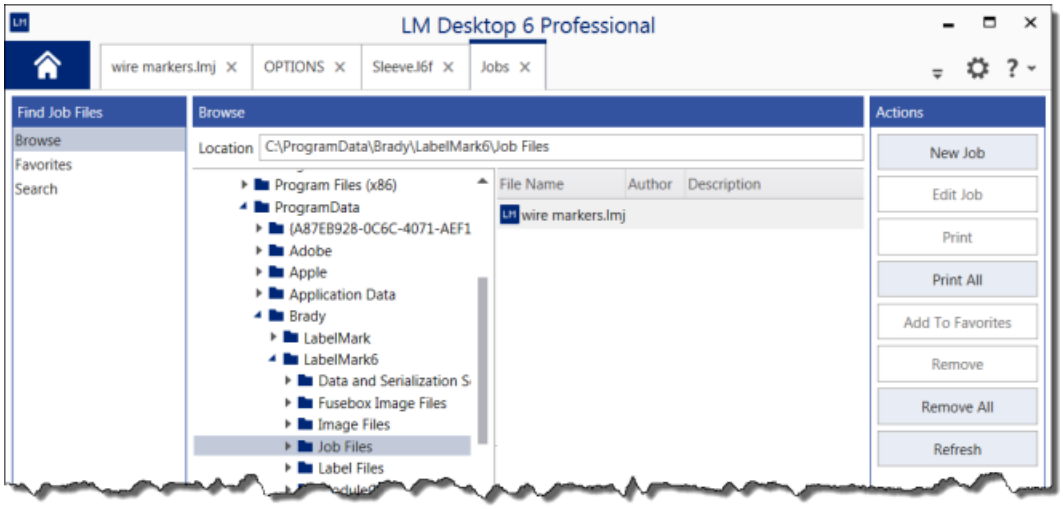
- Click the x next to the file name on the job file tab.
- Right-click the file name in the job file tab and select **Close**, **Close All**, or **Close All But This**.

Managing Job Files

Use Manage Jobs to display all your job files at one time.

1. From the *Home* tab, click the **Manage** tile and select **Jobs**. The Jobs tab opens with the default location for job files selected.

2. If you have job files in a different location, use the directory list to navigate to the location of your stored job files.



   When you select the directory, all job files in that directory display to the right.

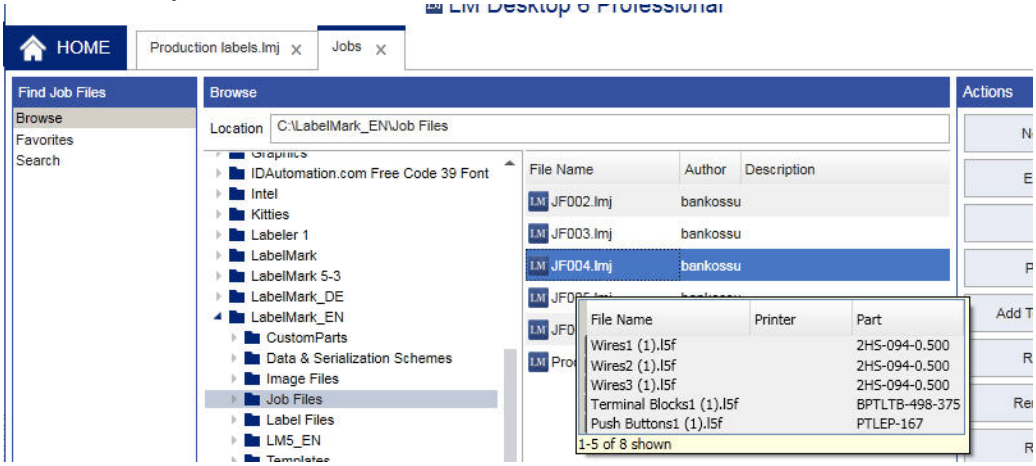
3. Click a job file to select it.

4. Use the buttons in the *Actions* column on the right to perform any of the following tasks:

   - Create a new job file. Click **New Job**. The new job file opens in another tab.
   - Edit a job file. Select the job file and then click **Edit Job**. The file opens in another tab.
   - Print all labels in a job file. Select the job file and then click **Print**. (If one of the label files in the job file does not have a printer assigned, a message informs you of the situation. If you choose to continue, the software prints the labels that have assigned printers and skips the rest.)
   - Print all labels in all job files. Click **Print All**.
   - Add to a list of favorites. Select the job file and then click **Add To Favorites**. See Favorite Job Files on page 106.
   - Delete a job file. Select the job file and click **Remove**. The job file is deleted but the labels files are retained.
   - Delete all job files. Click **Remove All**.
   - Refresh the list of job files. Click **Refresh**.

Preview Label Files Contained in a Job File

To preview a list of label files contained in a Job file before opening the Job file, hover the pointer over a job file. A pop-up displays the names of the label files in the job file. If the full list cannot be displayed, the bottom of the pop-up indicates how many label files are in the job file.



Favorite Job Files

If there are a number of job files that you use often, add them to a Favorites list for easy access.

Adding to Favorites

To add job files to Favorites:

1. From the *Home* tab, click the **Manage** tile and select **Jobs** (if the Jobs tab is not already open).
2. Select the job file you want to add to Favorites. You can use Ctrl-Click or Shift-Click to select multiple job files.
3. Click **Add To Favorites**.

Viewing Favorite Job Files

To view the job files placed in Favorites:

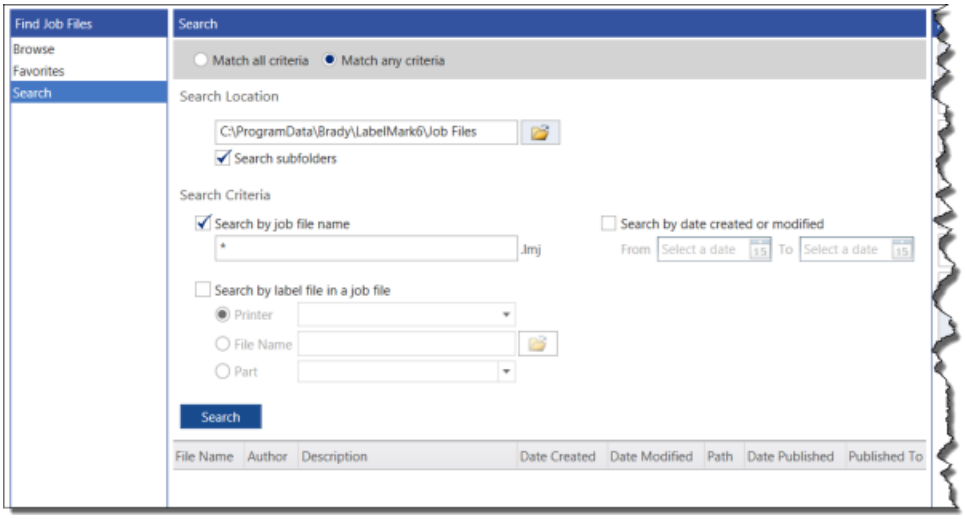
1. In the *Find Job Files* column on the left side of the Jobs tab, click **Favorites**.

Searching for Job Files

If you have many job files stored in different directories, it may be difficult to locate all of them. Use the Search feature in the Jobs tab to locate the different job files.

To search for job files:

1. From the *Home* tab, click the **Manage** tile and select **Jobs** (if the Jobs tab is not already open).
2. Under *Find Job Files* on the left side of the Jobs tab, click **Search**. The search screen opens providing several criteria on which you can search.



3. In the grey bar at the top of the search area select one of the following:
   - Match all criteria. Choose this if you want the search to find jobs for which all of the criteria are true.
   - Match any criteria. Choose this if you want to find jobs for which any (but not necessarily all) of the criteria are true.
4. The *Search Location* area displays the default folder for job files. If you want to search elsewhere, click the **Browse** button to specify a different folder. 

> **Note:** If you are not sure exactly where something is located, select a directory at or near the top of the tree hierarchy. With the **Search subfolders** check box selected, the software searches down through the subdirectories to find the file.

5. Select the check box for each search criterion that you want to use:
   - **Search by job file name**. Use this option if you know the job file name or part of it. Type either the full file name or part of the name using wildcard characters to represent the missing parts. Use an asterisk (*) to represent

multiple characters or a question mark (?) to represent one character. For example, searching for `?ire*` would find: `tire plant` and `wire markers`. The ? stands in for the t or w. The * stands in for all the remaining characters.

- **Search by label file in a job file**. Use this option if you want to find a job file that contains a label file that uses a particular printer, has a particular file name, or uses a particular label part. Select either **Printer**, **File Name**, or **Part** and then use the adjoining field to provide the information.
- **Search by date created or modified**. Use this option if you want to find a job file that was created or last updated within a certain time frame. In the **From** and **To** fields enter the date range you want to search within. You can either type the date (in mm/dd/yyyy format) or click the calendar icon to select the date. For help using the calendar see Using the Calendar Icon on page 82.

6. When all the desired criteria have been supplied, click the **Search** button.

The job files matching your specifications display below the Search screen.

6 Managing Parts

LabelMark software provides three parts lists: Master, Custom, and Favorites. The Master list contains all parts. This chapter discusses the Custom and Favorites parts lists.

Managing Custom Parts

Custom parts are user-defined label parts. These parts can be based on factory-created stock parts or completely original, defined by the user. A wrench icon marks custom parts in the parts list.

Creating a Custom Part

To create a custom part:

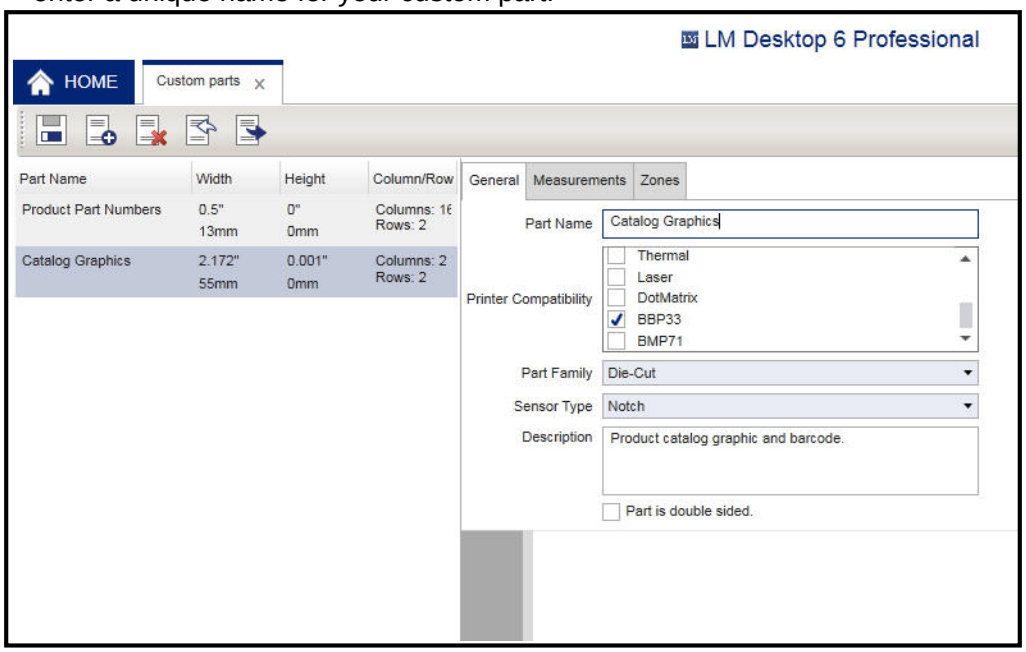
1. From the *Home* tab, click the **Manage** tile and select **Custom Parts**. The *Custom parts* tab opens.
2. Click the **Add New** button. 
3. In the *Add New Custom Part* window, choose what to start with. Select either **Select existing part** or **Create from empty**.
4. If you chose *Select existing part*, find the part that is closest to what you need and click it. For help with the *Search* and *Filter* features see Finding a Part in the List on page 13.

   If you chose *Create from empty,* go to the next step.
5. Click **OK**. The new part is opened in the *Custom parts* tab.
6. Use the tabs in the right pane to configure the label part. See the following sections.
   - General on page 110
   - Measurements on page 111
   - Zones on page 112

General

Use the *General* tab to name the part, define printer compatibility, set the type of label and type of sensor, and provide a description. (For information on how to get to this tab, see Creating a Custom Part on page 109.)

1. On the *General* tab, in the **Part Name** field, highlight the supplied name, then enter a unique name for your custom part.



2. The **Printer Compatibility** field select the printers to associate with this custom label part. If you started with an existing part, printers associated with that label part are already selected.

3. Click in the **Part Family** field and select the label type for your custom label.

4. Click in the **Sensor Type** field and indicate how the printer will determine the top of the label, that is, where one label ends and the next begins.

   - **Continuous**. Use with label stock that is a continuous roll with no demarcation where labels begin and end. The printer cannot sense the beginning or end of a label because the material is continuous and can be used to print items of varying lengths.
   - **Gap**. Use with a die-cut label stock that is opaque. Printers sense the gap between the labels to determine the top of each label.
   - **Notch**. Use with die-cut label stock that is clear or that has a clear portion. Printers sense a small notch in the label stock to determine the top of the label. (Notch can also be used to demarcate a set of opaque labels, although this is a much less common use.)
   - **None**.

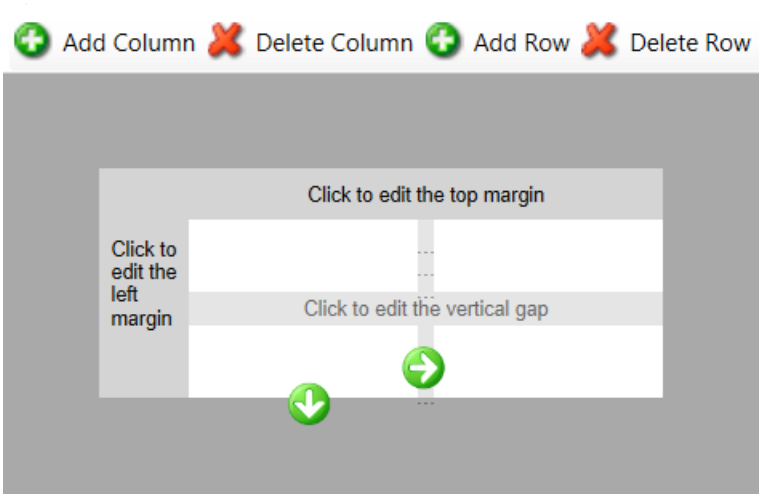
5. (Optional) In the **Description** field, enter a brief description of the custom label.
6. Select or clear the **Part is double sided** check box accordingly.

Measurements

Use the *Measurements* tab to format linear dimensions such as width and length as well as number of columns, margins, and so on. (For information on how to get to this tab, see Creating a Custom Part on page 109.)

1. Click the *Measurements* tab and set the following dimensions. For all numeric entries you can either type a value or use the up and down arrows to select a value.
   - **Width**. Sets the width of a label (from left to right).
   - **Length**. Sets the length of a label (from top to bottom).
   - **Liner Width**. Sets the width of the backing material that the labels come on. The liner width must be greater than the sum of all widths: Width, Left Margin, and Horizontal Gap.
   - **Left Margin**. The distance between the left edge of the label and the printable area of the label.
   - **Top Margin**. The distance between the top edge of the label and the printable area of the label.
   - **Columns**. The printable area can be split into columns. Increase or decrease the number of columns.
   - **Rows**. The printable area can be split into rows. Increase or decrease the number of rows.
   - **Vertical Gap**. The space between rows. (For one-row parts, the space between labels.)
   - **Horizontal Gap**. The space between columns. (Applies only to multi-column parts.)
   - **Output Orientation**. Select Portrait to print the label so that it is taller than it is wide. Select Landscape to print the label so it is wider than it is tall.
   - **Rotation**. Rotates objects on the label the number of degrees specified. Rotation is clockwise. You can use negative numbers to indicate counterclockwise rotation. For example, -45° is the same as 315°.

Alternatively, you can use the representation of the label part to provide most of these settings. Click on different parts of the image to display green arrows that you can drag to change the settings. Use the buttons to add or remove rows.



Zones

Use the *Zones* tab to divide a label into sub-regions. Zones are used for two purposes:

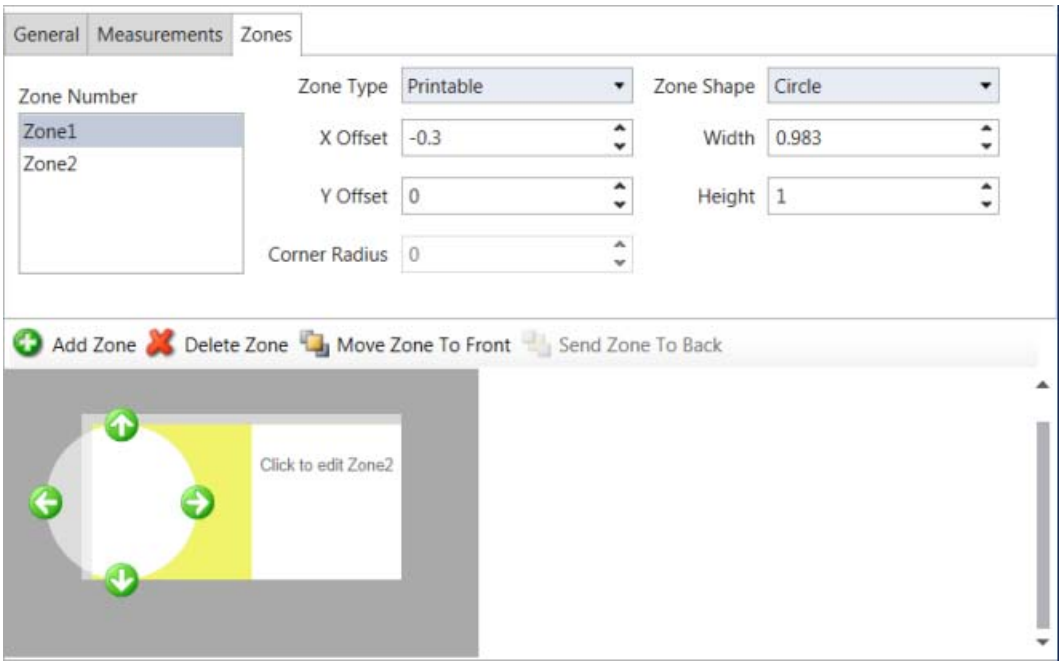
- To define the label layout.
- To customize the label part by defining additional printable or non-printable areas.

For information on how to get to this tab, see Creating a Custom Part on page 109.

To add a zone to a custom part:

1. Click the **Zones** tab.
2. Click the **Add Zone** button. The zone is displayed below the zone settings in the representation of the label part. Initially the zone is placed over the whole label. Use the green arrows for the *Width* and *Height* fields to size the zone.

The following image shows two zones one of which is in the shape of a circle and is offset from its initial position.



3. To select a zone to edit, either select it in the *Zone Number* list or click it in the graphic representation of the label.

4. For each zone you add, configure the following fields. (Measurements are in inches or millimeters depending on what you specified in *General Options.* See Setting Options on page 9).

   - **Zone Type**. Select whether the zone is printable or non-printable. A non-printable zone could be used where a preprinted item displays on the label to prevent printing over it. Also, if data added to the label begins to encroach in the non-printable area, the Check Errors feature will indicate that the data does not fit.
   - **Zone Shape**. Select **Rectangle**, **Circle**, or **Rounded rectangle**. If you choose *Rounded rectangle*, use the *Corner Radius* field to adjust the roundness of the corners.
   - **X Offset**. Adjust the position of the zone horizontally. A negative number moves the zone left and a positive number moves the zone right.
   - **Y Offset**. Adjust the position of the zone vertically. A negative number moves the zone up and a positive number moves the zone down.

     To set the X and Y Offsets visually, click in the center of a zone in the graphic representation and drag the zone where you want to place it.
   - **Width** and **Height**. Adjust the width and height of the zone. To set the width and height visually, drag the green arrows in the graphic representation of the label.

- **Corner Radius**. Adjust the roundness of the zone's corners if the shape is set to *Rounded rectangle*.

5. If zones overlap, you can move them in front or behind each other by clicking **Move Zone to Front** or **Send Zone to Back**. (See Overlapping Objects on page 37.)

   When zones are moved in front or behind each other, the zone order in the *Zone Number* list changes. The zone in front displays at the bottom of the *Zone Number* list. The zone in back displays at the top of the *Zone Number* list.

6. When finished, click the **Save** button. This saves all custom parts, not just the one you are currently editing.

Delete a Zone

To remove a zone from a custom part:

1. Click the **Zone** tab on the **Custom Parts** screen.
2. Select the zone you want to remove. (Click the zone in either the *Zone Number* field or the graphic representation of the label.)
3. Click **Delete Zone**.

Export Custom Parts

To share your custom part with others, you must export it.

To export a custom part:

1. On the Custom Parts screen, select the custom part you want to export.
2. Click the **Export** button.

3. Use the *Save As* window to find your organization's designated directory for shared custom parts. (See Setting Options on page 9.)
4. In the **File name** field type a file name for the custom part. It will be saved as an XML file. Do not change the *Save as type* setting.
5. Click **Save**.

The Custom part is now available for other users to import.

Import Custom Parts

To use a custom part created by other users, you must import it.

To Import a custom part:

1. On the **Home** tab, click the **Manage** tile and select **Custom Parts**.
2. Click the **Import** button.

3. Use the *Open* window to find your organization's designated directory for custom parts. (See Setting Options on page 9.)
4. In the list of custom parts presented, click the desired custom part to import.
5. Click **Open**.

The custom part is now available for use.

Delete Custom Part

To remove a custom part from your custom parts list:

1. On the **Home** tab, click the **Manage** tile and select **Custom Parts**.
2. In the list of custom parts on the left, click the part to remove.
3. Click the **Delete selected part** button.

4. Click **Yes** in the confirmation message.

The custom part is removed from your list only. If the custom part was exported to the Custom Parts directory, you can import it again should you need it later on.

Managing Favorite Parts

Mark frequently used parts as favorites to make them easier to find when creating labels.

Adding to Favorites

Add parts to favorites anytime you are using the parts list, such as when creating a label or while changing a label part (see Changing Label Parts on page 85).

To add a part to favorites while using the parts list:

1. Find the part that you want to mark as a favorite. For instructions see Finding a Part in the List on page 13.
2. Click the symbol in the **Type** column to mark the part as a favorite. The symbol turns yellow to show that it is a favorite. A star symbol indicates a standard part; a wrench symbol indicates a custom part.

Removing from Favorites

Remove a part from favorites in the same fashion. Click the icon in the **Type** column again. It turns grey to indicate that it is no longer a favorite.

Sorting the Parts List

The parts list is initially sorted by Type, with parts in installed printers at the top, followed by favorite parts, and then custom parts. You can sort the parts list by any column.

To sort the parts list:

1. Click a column heading (Part Name, Family, and so on).
2. Click a second time to change to short direction.

A triangle to the right of the column heading indicates in which direction (ascending or descending) the column has been sorted.

7 Manage Printer/Part Pairings

You can associate a printer with a label part so whenever you print the specified label, by default it prints to its assigned printer. You can also set the corrective offsets for that printer. If you have paired a printer with a specific label part, whenever you use that label part, the name of the paired printer is reflected in the status bar at the bottom of the label editor.

Note: Even if a printer and label part are paired, you can still specify a different printer in the Print dialog box.

To pair a part with a printer:

1. On the **Home** tab, click **Manage**, then select **Printer/Parts Pairing**.
2. On the left side of the screen select the desired part. For information on searching and filtering the list, see Finding a Part in the List on page 13.
3. Click **Add**. The part is added to the list on the right side of the screen.
4. In the *Printer* column on the right, click **Select a printer** and choose the printer you want to use with this label part.
5. Click the **Test Print** button for this part. You may have to scroll the right pane to see the button at the far right.

   Brady test label data is sent to the printer as a means of testing the placement of the output.

   Note: LabelMark may not be able to verify that the printer has the correct media to support the label design. (For instance, attempting to print continuous data on die-cut labels.) However, you can still proceed with the test by clicking OK in the verification message.

6. If the data was not aligned properly with the label in the test, use the **Horizontal Adjustment** and **Vertical Adjustment** fields to adjust the printout accordingly. For *Horizontal Adjustment*, a negative value moves the print left and a positive value moves the print right. For *Vertical Adjustment*, a negative value moves the print up and a positive value moves it down.
7. Click **Test Print** again to check your settings.
8. Repeat the above steps for as many pairings as needed.

9. When finished, click the **Save** button.

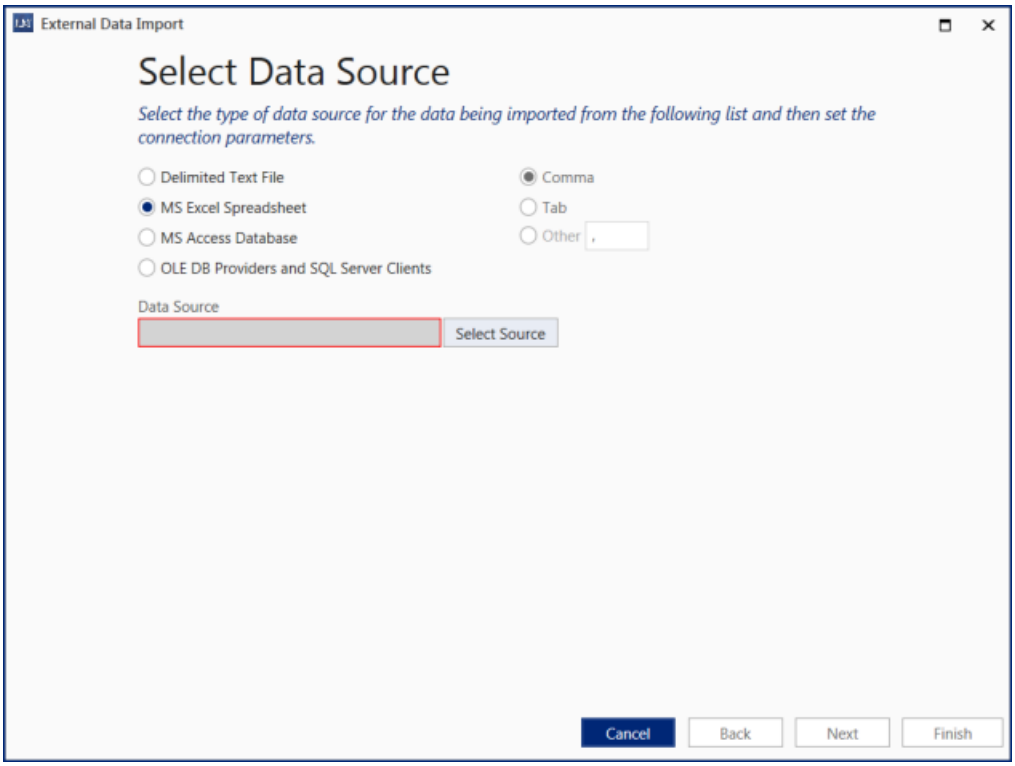
8 Importing Data

You can place data from an external source (external to LabelMark) on your labels. This data can exist in a text file, a spreadsheet program, or an external database.

Adding External Data

To add external data to your labels:

1. Open the label file into which you want to import data.
2. Choose **INSERT > External Data**. A wizard launches to help you set up the import.



3. In the left column, select the type of file that contains the data to be imported.

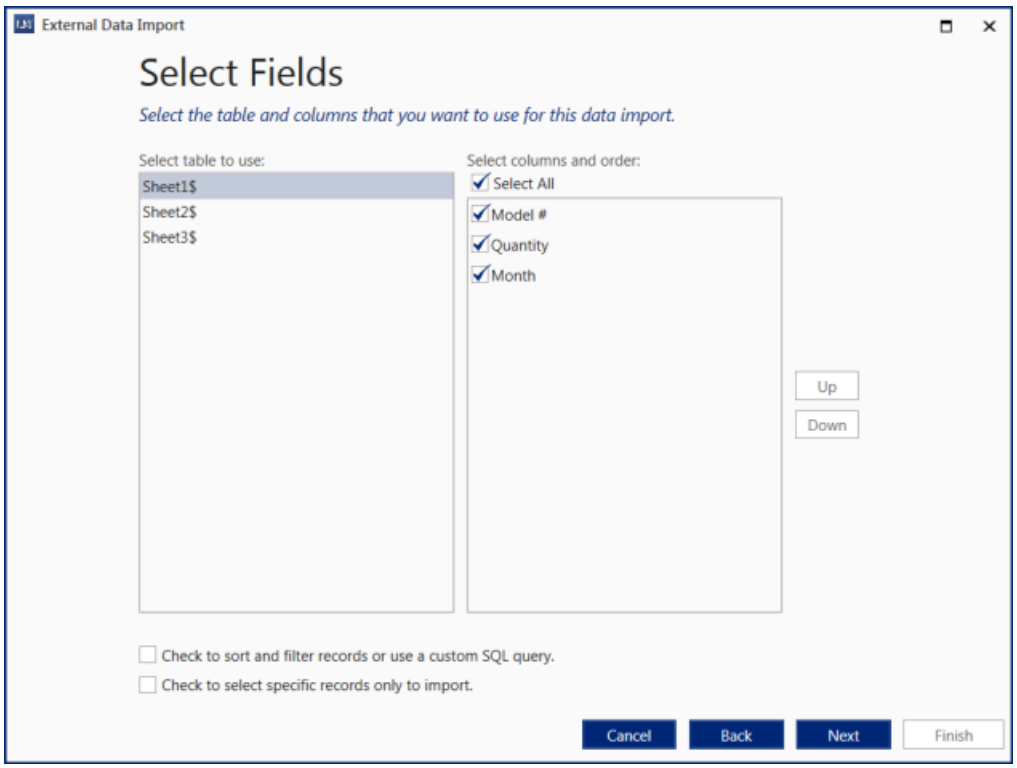
> **Note:** If you select Delimited Text File (the default), the delimiter options become available in the right column. Select the character that is used to separate the data in the text file into fields.

4. Click **Select Source**.
5. Use the *Open* window to locate and select the file to import, then click **Open**.
6. Click **Next**. The *Select Fields* page of the wizard opens.

   If the source file is a spreadsheet or database, there could be more than one data table included. In a spreadsheet, for example, each worksheet in the spreadsheet is considered a data table. Within the data table are rows and columns of data. Each row is a *record* (for example, one person's contact information if the database is an address book) and each column is one type of data (first name, zip code, mobile phone). Each intersection of row and column is a *field*. So a record is made up of fields containing the data for that record.

7. If applicable, in the **Select table to use** list, click the worksheet or data table that contains the data you want to import.
8. In the **Select columns and order** list, make sure only those columns that you want to import are selected. Clear all others.

If you want to change the order in which the data is placed on the labels, select a column and use the **Up** and **Down** buttons to change the order of the data.



9. (Optional) If you don't want to use all records, select one of the following to indicate how you want to choose which records to use.
   - **Check to sort and filter records or use a custom SQL query**. Choose records to include either by sorting and filtering the records based on some criteria or by using a custom SQL query.
   - **Check to select specific records only to import**. Manually select which records to include.
10. Click **Next**. Depending on your selections one of three screens opens.
    - *Filter Your Records*, skip to step 12.
    - *Results*, skip to step 11.
    - *Select Visual Element*, skip to step 15.
11. The *Results* screen opens if you chose to select specific records to import. Select the records that you want to import using Shift-click and Ctrl-click to select multiple records.

    Click **Next** and skip to step 15.

12. The *Filter Your Records* screen opens if you chose to sort and filter or use a SQL query. (If using an existing SQL query click **Next** and skip to step 14.)

    Use the *Filter Your Records* screen to create statements that define which records you want to use, such as all records for the months of June, July, and August. You can add more than one statement. Fill in the boxes described below and then click **Add** to create one statement. Fill in the boxes again and click **Add** to add a second statement.

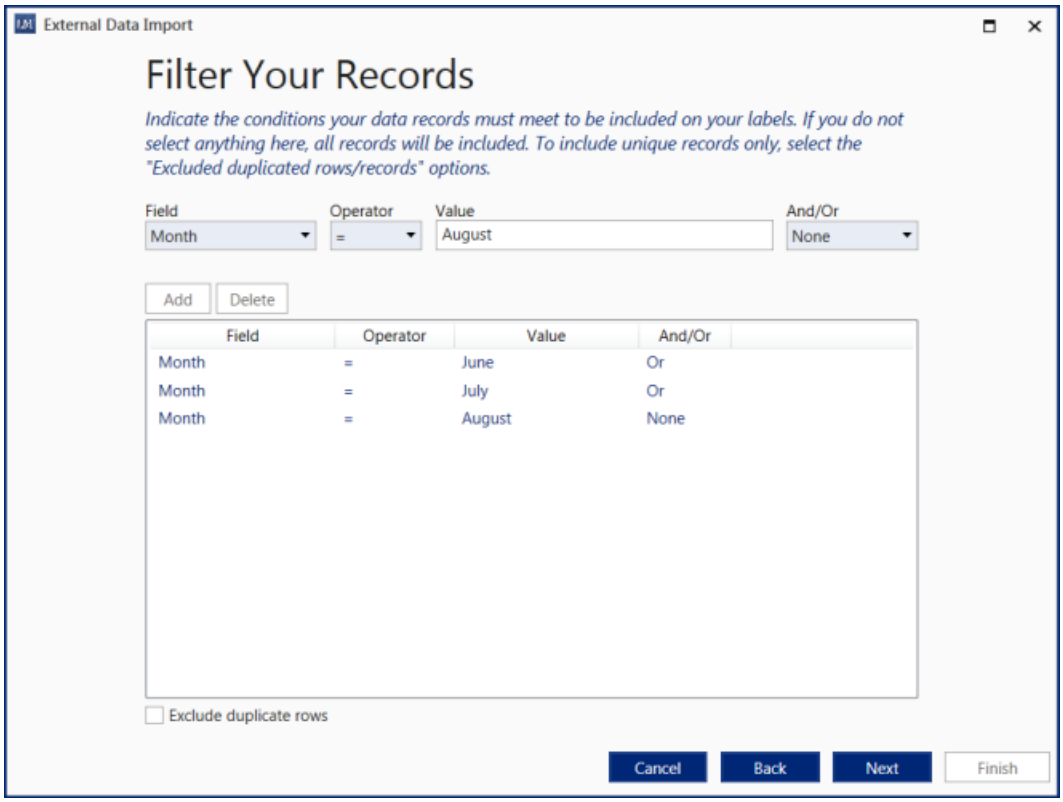
    - **Field**. Click in this box and select one of the columns from your spreadsheet or database (for example, Month, Color, or Address).
    - **Operator**. Choose how you want to match the field to the value you will specify next. For example, do you want to use fields that equal the value? The choices are:

Operator	Description
=	equal
<>	not equal
>	greater than
<	less than
>=	greater than or equal to
<=	less than or equal to
IN	specify values for use with a SQL WHERE statement. This feature is intended for experienced SQL database users and is beyond the scope of this manual.
LIKE	find similar values using the wildcard character % to represent unknown characters. For example, setting the value to A% Appliance would find AA Appliance, A1 Appliance, and Ag Appliance.

    - **Value**. Type the value that you want to look for in the field. The value can be text or numeric.
    - **And/Or**. Select how this statement will be joined with the next one. Do you want to use the record if statement A and statement B match? Or if either statement A or statement B matches? Select *None* for the last statement.

    Example: To place data on labels only for the months of June, July, and August, set up the filter as shown in the following image. Note that OR was used to join the

statements because any one record could have June or July or August as the month, but not June and July and August.



When you are finished setting up your filter, click **Next**.

13. The *Sort Your Records* screen opens. Specify in what order you want the records placed on the labels. For example, you might want to place the data on the labels in order by the date field or by location or part number. You can leave this screen blank if sort order does not matter.

    Click in the **Sort first by** box and select the first field to sort by. It will sort in ascending order (1-9, A-Z) unless you select the **Descending** check box.

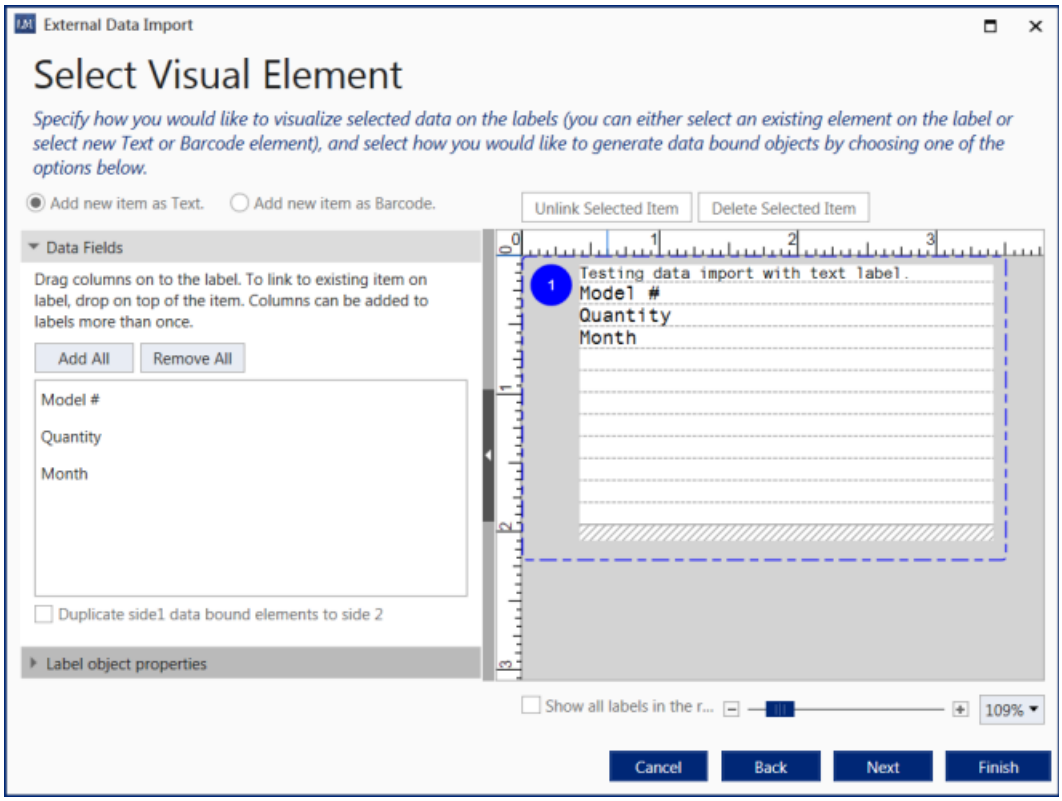
    If desired, specify a second and third field to sort by. For example, you might want to print labels first in order by building and then by area. When you are finished, click **Next**.

14. The *SQL Query Review/Edit* screen opens. If you want to use an existing SQL query saved as text, copy and paste the query in the **Query** box. If not using a SQL query, click **Next** and go to the next step.

    To write your own custom query, select **Use custom query**. The Query field fills with a sample query that you can edit. (SQL language and syntax are outside the scope of this manual.)

    When you are finished, click **Next**.

15. The *Select Visual Element* screen opens. Use this screen to reposition the field elements on the label and indicate if the data should be presented in text format or as a barcode. You can also remove some of the field elements from displaying on the label.



Placing data on the label: If the label file is in graphics mode, select either **Add new item as Text** or **Add new item as Barcode** and then drag the desired column (field in the database) onto the preview label. Barcode is not available for line mode (text) labels. For graphics labels you can drag the fields on the preview label to reposition them; for line mode labels you cannot. Instead, click **Remove All** and then drag each field to the desired position or select a field on the preview and click **Delete Selected Item**. (Deleting a field from the preview label only removes it from displaying on the label. The field is still contained in the database and can be displayed on another label or in another label file.)

Managing linked data: Imported data fields are added to labels as linked objects. (For more information on linked objects see Chapter 4 Serialization on page 89.) In addition to being linked from one label to the next, they maintain some connection to the external data file. If the data in the external file changes, you can refresh the data in the label file (see Refreshing Data on page 127). If you do not want the data for a particular field linked, select the field on the preview label and click **Unlink**

Selected Item. The data is no longer linked between labels and will not update from the data file when refreshed.

Placing data on different labels: Generally all fields are placed on one label. However, if your label material has columns of labels (more than one label in a row), you can place each field on a different label. To do so:

a. Select the **Show all labels in the row** check box below the sample label. The preview shows one row of labels. Use the zoom and scroll bar to adjust the view as needed.

b. Click **Remove All** to remove the fields that were automatically placed on the first label in the row.

c. Drag the fields one by one from the left side of the screen to the label you want them on. When the data is added to the labels, each row will contain one record with each label across the row containing the field data as specified here.

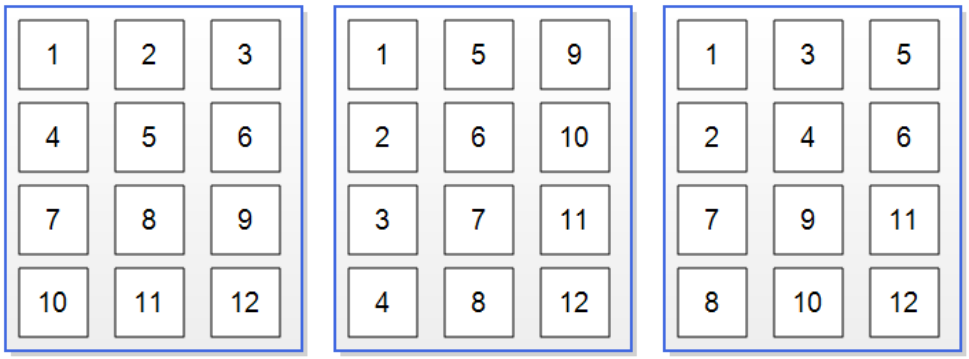
Formatting data (what to do if the field outline is red): A red outline on a field indicates that the data does not fit on the label. Either move the data object on the label or adjust the font size and other formatting properties to make it fit. Select the object and edit the settings in **Label & Object properties** in the left pane. For more information see Chapter 3 Formatting a Label on page 31.

When you are happy with the arrangement of the data on the label, click **Next**.

16. The *Data Placement* screen opens.

- In the **Repeat Imported Data** field, enter the number of times to repeat each record before moving on to the next one.
- In the **Apply to Labels** section, select the appropriate option to indicate on which labels to place the imported data. The example shows the results of your selection.
- Use the **Place data on labels** section if your label part has multiple columns. Select the direction you want the imported data applied to the labels:
  Over, then down: across each row from top to bottom.
  Down, then over: down each column from left to right. Further refine this method of data placement by setting the number of **Vertical labels down** to

go before moving over to the next column. *Down, then over* with *Vertical labels down* set to 1 is the same as *Over, then down*.



Over, then down

Down, then over
Vertical labels down = 4

Down, then over
Vertical labels down = 2

- (Available with two-sided label parts only.) Select **Duplicate data on second side** if you want the imported data to repeat on the other side of the label.
- Click **Next**.

17. The *Save Scheme Information* screen opens. If you want to save the import scheme, select **Save this configuration as a Data Import Scheme for later use**. Fill out the remaining fields and click **Finish**.

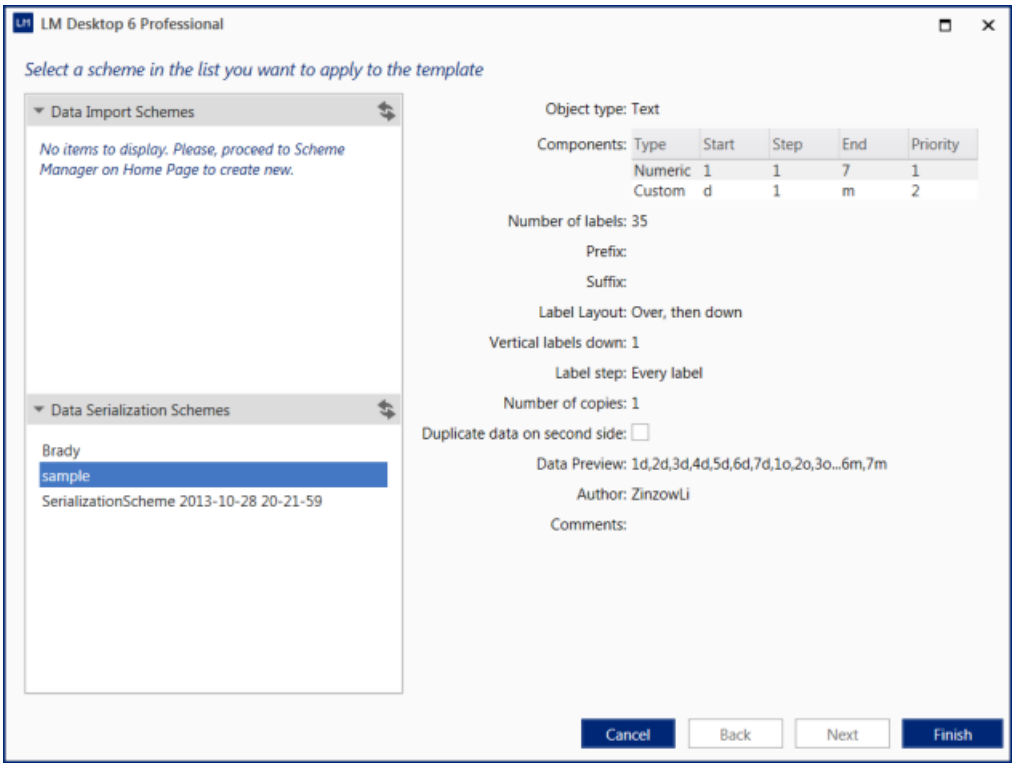
    The data is placed on the labels in the file as specified.

Using a Saved Data Import Scheme

To use a saved scheme:

1. Click the label where you want the imported data to begin.

2. Choose **INSERT > Data from saved scheme**. A window for selecting the scheme opens.



3. In the list of *Data Import Schemes*, click the scheme to use. The right side of the window shows the settings for that scheme so you can verify that you have selected the scheme you want.

4. Click **Finish**. The data is added to the selected label and to following labels as specified by the scheme.

Refreshing Data

Values in the label file remain as they were when imported even if values in the external data file have since been changed. To update values in the label file, refresh the imported data.

1. Open the label file with the imported data.

2. Choose **TOOLS > Refresh > Imported Data**.

3. Click **Yes**. The data on the labels is updated.

9 Microsoft Visio

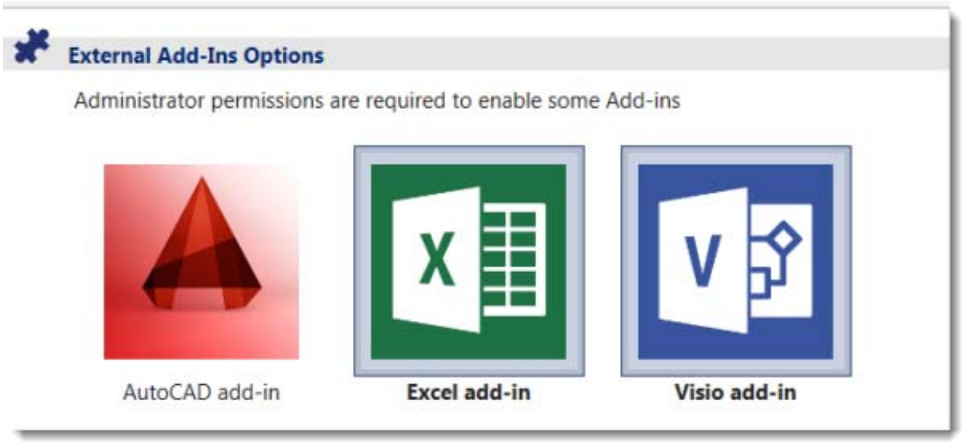
You can export Microsoft Visio drawings or text to LabelMark. This data is exported from inside the Visio program. The LabelMark software supports Microsoft Visio 2007 and higher.

Enabling the Visio Add-in

The ability to export data directly from Microsoft Visio is provided by an add-in. The add-in must be enabled to use this feature.

To enable the Visio add-in:

1. Close Visio.
2. From the Windows Start menu select **All Programs > Brady > LabelMark 6 > LabelMark AddIn Manager**.
3. Click the **Visio add-in** tile. Enabled add-ins have a frame around the tile. In the image below the AutoCAD add-in is disabled and the Excel and Visio add-ins are enabled.



4. Click the **Save** button.
5. Start Visio.

Exporting Selected Data from Visio

To export selected data from a Visio drawing into a new label file:

1. Open the Visio drawing containing the items to export.
2. Select the items to be exported.
3. Click the **LabelMark 6** tab in the ribbon bar.
4. Click **Create Label**.
5. Click **Selected area**. The *Select Label Part* window opens.
6. Select either **Template based** or **Part based**. (For information on templates see Chapter 13 Templates on page 157.)
7. Click the template or label part that you want to use. (For more information on searching for label parts see Finding a Part in the List on page 13.)
8. Click **Next**. The *Region Selection* screen opens.
9. Use the *Zoom* control to adjust the display so that you can see all the contents.
10. If you want to use the data exactly as is, skip to step 14. If you want to use part of the image, continue with the next step.
11. In the image viewing area, click and drag to select the portion of the image you want.
12. If you are unhappy with your selection, simply click elsewhere in the drawing and try again. The **Deselect** button also removes the selection box.

> **Note:** Use the *Label Size*, *Current Image Size*, and *Selection Size* information below the image to size your selection to fit on the label. If the selected area does not fit on the label part, the software displays a message to this effect and will scale the image to make it fit. If you do not want the image scaled, either make sure the selection area fits on the label or click **Back** and choose a larger label.

13. Once the desired portion of data is selected, click **Crop**. If you want to start over, click **Reset** to return to the initial drawing.
14. When ready, click **Next**.
15. Fill in the following fields on the *Import Options* screen.
    - **From label**: The first label on which to place the drawing.
    - **Till label**: The last label on which to place the drawing.

- **Every**: Which labels in between to place the drawing on. Set to 1 for every label, 2 for every other label, and so on.

16. Click **Next**. The *Process Data* screen opens.
17. Select one of the following three actions to take with the data:
    - **Save**. Saves the data to the label file specified in the *Save path*. If desired, provide a different file name and path.
    - **Save and Edit**. Saves the data to the label file specified in the *Save path* and opens the file in the LabelMark software. If desired, provide a different file name and path.
    - **Print**. Prints the labels without saving.
18. Click **Finish**.

Exported data is linked within the label file. When you format the objects on one label, the formatting changes on the other labels as well. For more information about linked objects see Chapter 4 Serialization on page 89.

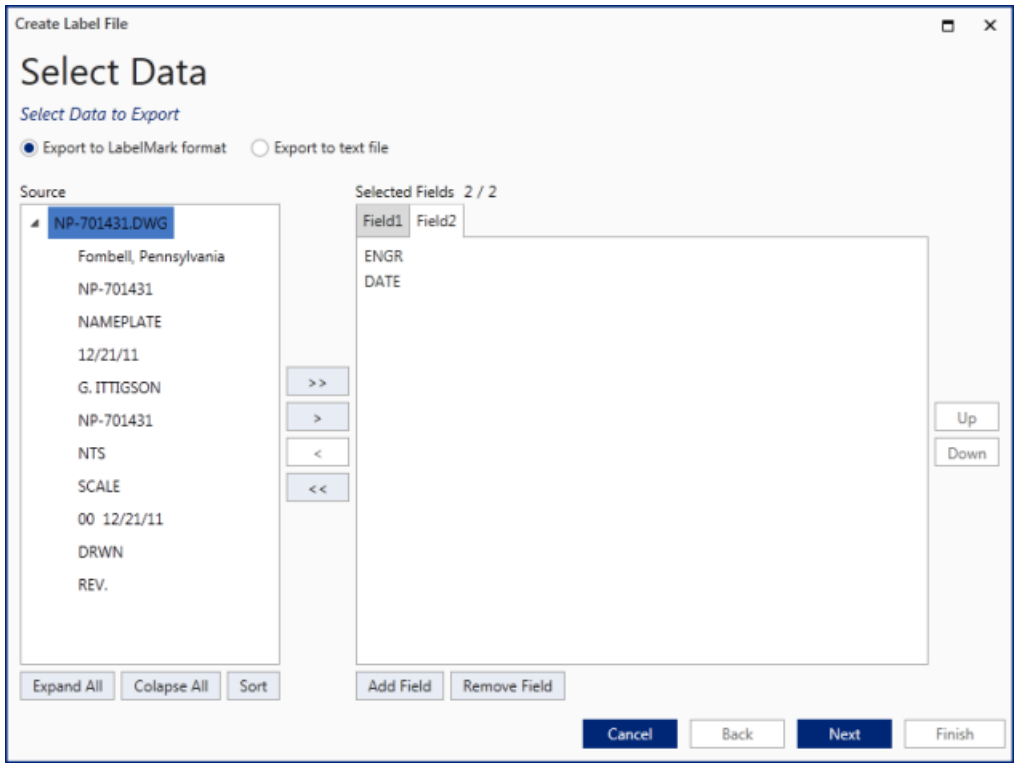
Exporting Text Items

Another option is to export just text. Only the text from the Visio document is exported. Shapes and connector lines are not exported.

To export text:

1. Make sure the Viso add-in is enabled. See Enabling the Visio Add-in on page 129.
2. Open the Visio drawing containing the text to export.
3. Click the **LabelMark 6** tab in the ribbon bar.
4. Click **Create Label**.

5. Click **All text**. The *Select Data* screen opens.



Use this screen to move text from the *Source* box on the left to the *Selected Fields* box on the right. All text added to a field in the *Selected Fields* box is treated as one object on the label. To have each text item treated as a different object on the label, add a field for each.

6. Click **Add Field** to add a field on the right.

   Likewise, click **Remove Field** to remove a field. Any text on the field tab is returned to the *Source* box on the left.

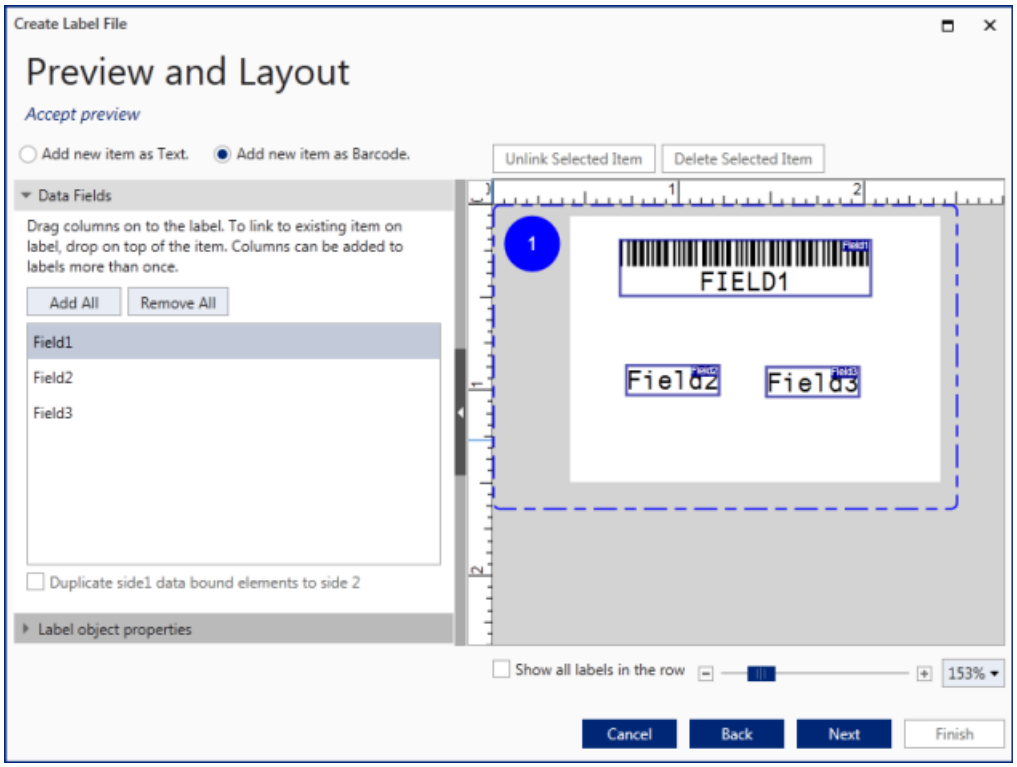
7. In the *Source* box, click the triangle to expand the list of text items.

8. Use the arrow buttons between the *Source* and *Selected Fields* boxes to move the text you want to export to the *Selected Fields* box. Click the text to export, select a field tab on the right, and then click the single right arrow button. Alternatively, if you want to export all text on all pages to the selected field, click the double right arrow button.

> **Note:** Use Ctrl-Click or Shift-Click to select more than one item at a time.

9. If you wish to change the order of text in one of the fields, select the text to move and then click **Up** or **Down** to move the text to the desired position in the list.

10. Once the text is organized as desired select one of the following options at the top of the Select Data window.
    - **Export to LabelMark format**. This places the data in a new label file in the LabelMark software. Continue with step 11.
    - **Export to text file**. This sends the data to a text file. Specify the file name and path and then click **Finish**. The data is exported and the Select Data window closes.
11. Click **Next**. The *Select Label Part* window opens.
12. Select either **Template based** or **Part based**. (For information on templates see Chapter 13 Templates on page 157.)
13. Click the template or label part that you want to use. (For more information on searching for label parts see Finding a Part in the List on page 13.)
14. If you want to place some of the text on the labels as a barcode, be sure to select the **Graphics Mode** button above the list of label parts.
15. Click **Next**. The *Preview and Layout* window opens.
16. Use this screen to reposition the field objects on the label and indicate if the data should be presented in text format or as a barcode.



Placing data on the label: If the label file is in graphics mode, select either **Add new item as Text** or **Add new item as Barcode** and then drag the desired field

onto the preview label. Barcode is not available for line mode (text) labels. For graphics labels you can drag the fields on the preview label to reposition them; for line mode labels you cannot. Instead, click **Remove All** and then drag each field to the desired position or select a field on the preview and click **Delete Selected Item**. (Deleting a field from the preview label only removes it from displaying on the label. The field is still available to be added to the label.)

Managing linked data: Imported data fields are added to labels as linked objects. (For more information on linked objects see Chapter 4 Serialization on page 89.) If you do not want the data for a particular field linked, select the field on the preview label and click **Unlink Selected Item**. The data is no longer linked between labels.

Placing data on different labels: Generally all fields are placed on one label. However, if your label material has columns of labels (more than one label in a row), you can place each field on a different label. To do so:

a. Select the **Show all labels in the row** check box below the sample label (only available if your label material has more than one column in a row). The preview shows one row of labels. Use the zoom and scroll bar to adjust the view as needed.

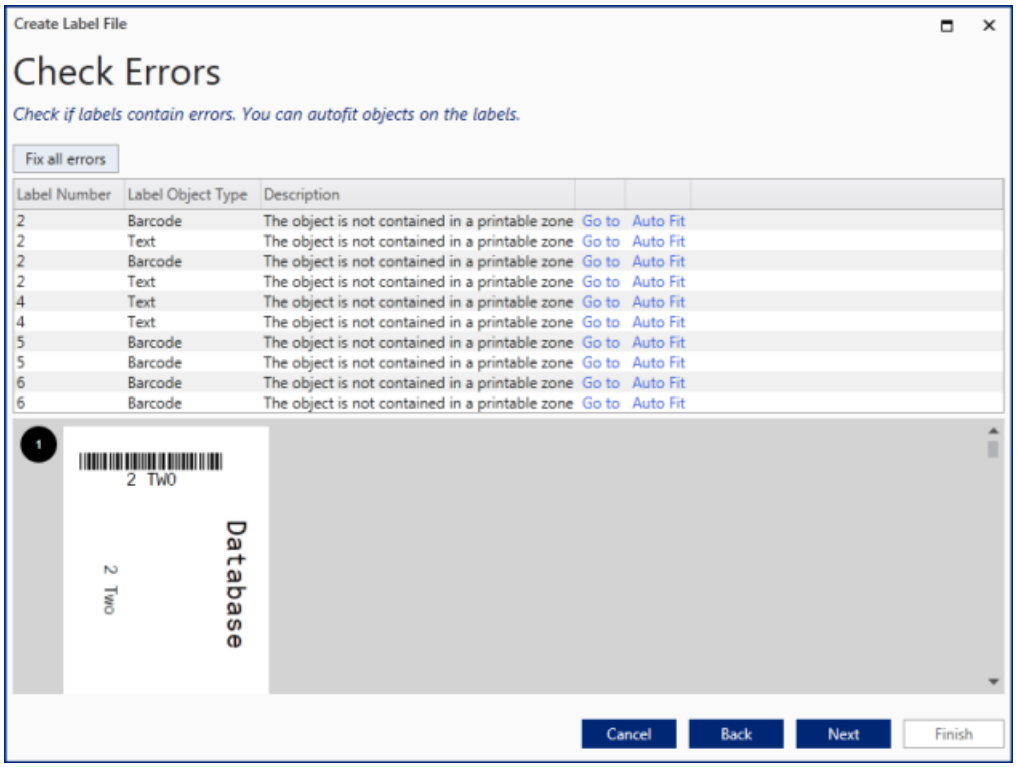
b. Click **Remove All** to remove the fields that were automatically placed on the first label in the row.

c. Drag the fields one by one from the left side of the screen to the label you want them on. When the data is added to the labels, each row will contain one record with each label across the row containing the field data as specified here.

Formatting data: If desired adjust the font size and other formatting properties. Select the object and edit the settings in **Label & Object properties** in the left pane. For more information see Chapter 3 Formatting a Label on page 31.

17. When you are happy with the arrangement of the data on the label, click **Next**. The *Check Errors* window opens.

18. Use the *Check Errors* window to fix any errors that are found.



Fix the errors using one or a combination of the following methods:

- Click the **Fix all errors** button. The software fixes all the errors that it is able to.
- On any error in the list, click **Auto Fit**. The software adjusts the object to fit on the label.
- On any error in the list, click **Go To**. The software displays the object in error. Click the **Back** button and manually adjust the object to fit on the label (most likely by moving or resizing).

As errors are corrected, they are removed from the list.

19. Click **Next**. The *Process Data* screen opens.

20. Select one of the following three actions to take with the data:

    - **Save**. Saves the data to the label file specified in the *Save path*. If desired, provide a different file name and path.
    - **Save and Edit**. Saves the data to the label file specified in the *Save path* and opens the file in the LabelMark software. If desired, provide a different file name and path.
    - **Print**. Prints the labels without saving.

21. Click **Finish**.

10 Microsoft Excel

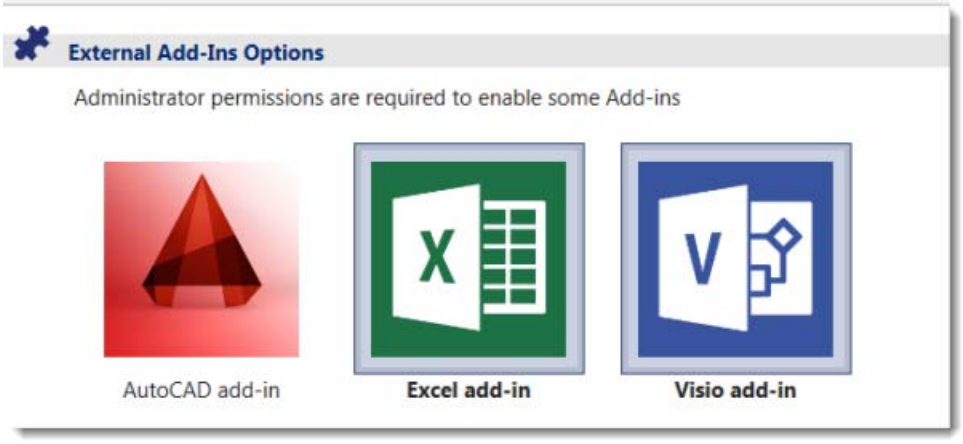
Just as you can import data from an Excel spreadsheet while in LabelMark (see Chapter 8 Importing Data on page 119), you can also export the spreadsheet data to LabelMark from inside the Excel program. The LabelMark software supports Microsoft Excel 2007 and higher.

Enabling the Excel Add-in

The ability to export data directly from Microsoft Excel is provided by an add-in. The add-in must be enabled to use this feature.

To enable the Excel add-in:

1. Close Excel.
2. From the Windows Start menu select **All Programs > Brady > LabelMark 6 > LabelMark AddIn Manager**.
3. Click the **Excel add-in** tile. Enabled add-ins have a frame around the tile. In the image below the AutoCAD add-in is disabled and the Excel and Visio add-ins are enabled.



4. Click the **Save** button.
5. Start Excel.

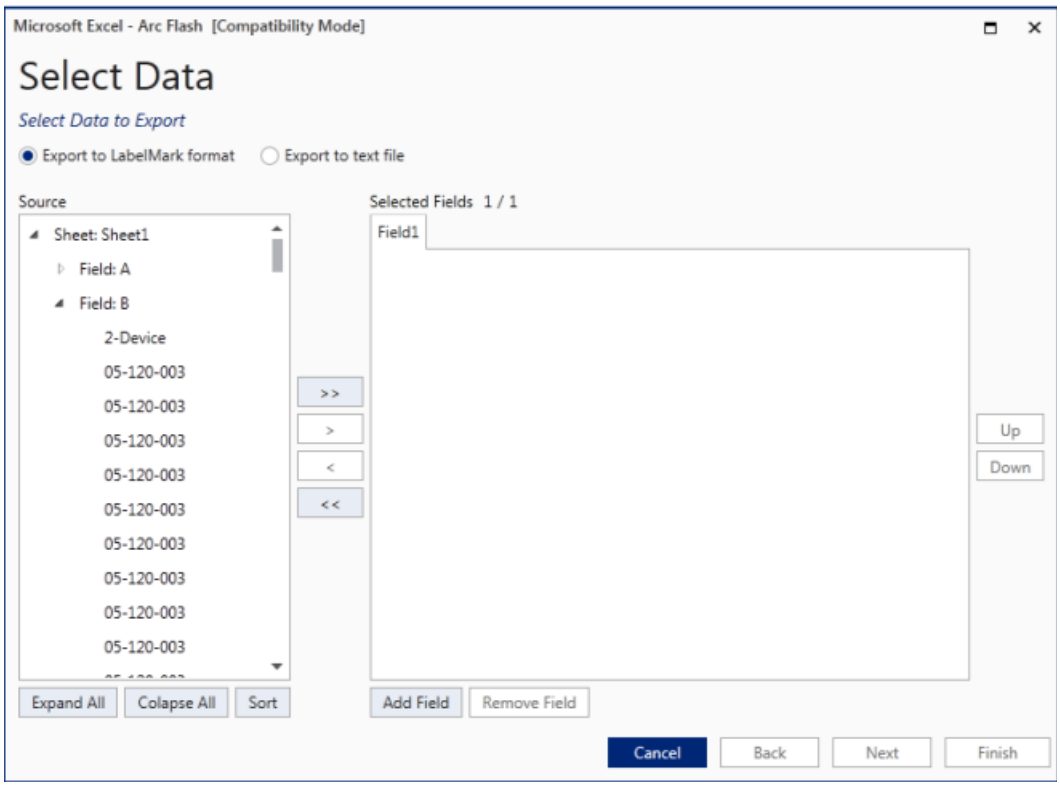
Exporting Data from Microsoft Excel

To export data from Excel:

1. Open the Excel spreadsheet containing the data you want to export.
2. If you only want to export some of the fields and records, select the desired data before proceeding.
3. Click the **LabelMark 6** tab in the ribbon bar.
4. Click **Create Label**.
5. If you want to include empty spreadsheet cells, select the **Include blank space** check box. This prevents data from shifting if a cell is left empty, thus maintaining row and column relationships.
6. Click either the **All data** or **Selected data** tile. The *Select Data* window opens.

   Tip: If you click Selected data, the following window is filled in automatically.
7. Use the *Select Data* window to move data from the *Source* box on the left to the *Selected Fields* box on the right. Each field in the *Source* box is a column from the spreadsheet. All data added to a field in the *Selected Fields* box is treated as one object on the label. To have each data item treated as a different object on the label, add a field for each. This is usually the desired configuration, where one

column from the spreadsheet (field on the left) corresponds to one object on the label (field on the right).



The image above shows an example in which *All data* was selected in step 6. If *Selected data* had been chosen instead, the *Select Data* window would have been filled in automatically with everything from Field A on the left in Field 1 on the right and everything in Field B on the left in Field 2 on the right. In that case skip to step 13.

Each data item on a field tab in the Selected Fields box is placed on a different label. Therefore, the number of labels generated reflects the number of data items

added to the fields. If multiple fields are used, the field with the largest number of data items determines how many labels are generated.

For instance, if you have three data items in Field #1, two data items in Field #2, and four data items in Field #3, you get a total of four labels with data, as illustrated in the following diagram.

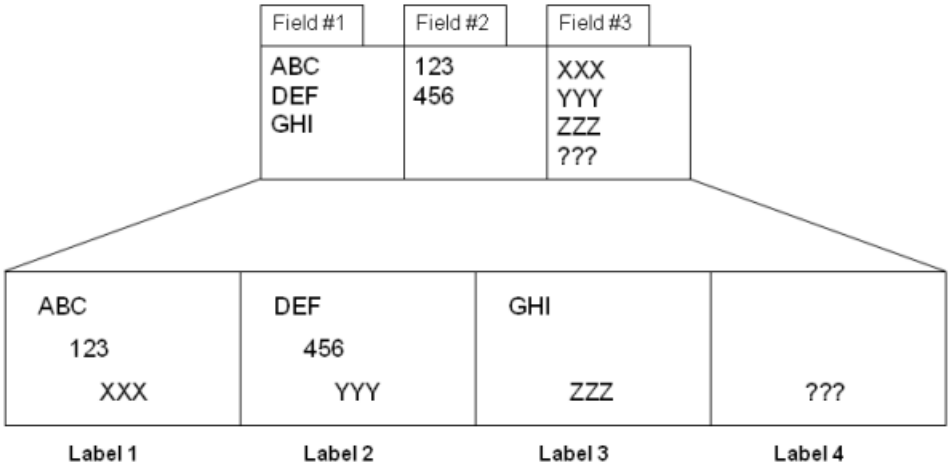


Figure 20 • Labels generated from exported Excel data

8. Click **Add Field** to add a field on the right.

   Likewise, click **Remove Field** to remove a field. Any data on the field is returned to the *Source* box on the left.

9. In the *Source* box, click the triangle to expand the list of data items.

10. Use the arrow buttons between the *Source* and *Selected Fields* boxes to move the data you want to export to the *Selected Fields* box. Click the data to export, select a field tab on the right, and then click the single right arrow button. Alternatively, if you want to export all data in all fields (spreadsheet columns) to the selected field (label object), click the double right arrow button.

> **Note:** Use Ctrl-Click or Shift-Click to select more than one item at a time.

11. If you wish to change the order of data in one of the fields on the right, select the item to move and then click **Up** or **Down** to move it to the desired position in the list.

12. Once the data is organized as desired select one of the following options at the top of the *Select Data* window.

    - **Export to LabelMark format**. This places the data in a new label file in the LabelMark software. Continue with step 13.

- **Export to text file**. This sends the data to a text file. Specify the file name and path and then click **Finish**. The data is exported and the *Select Data* window closes.

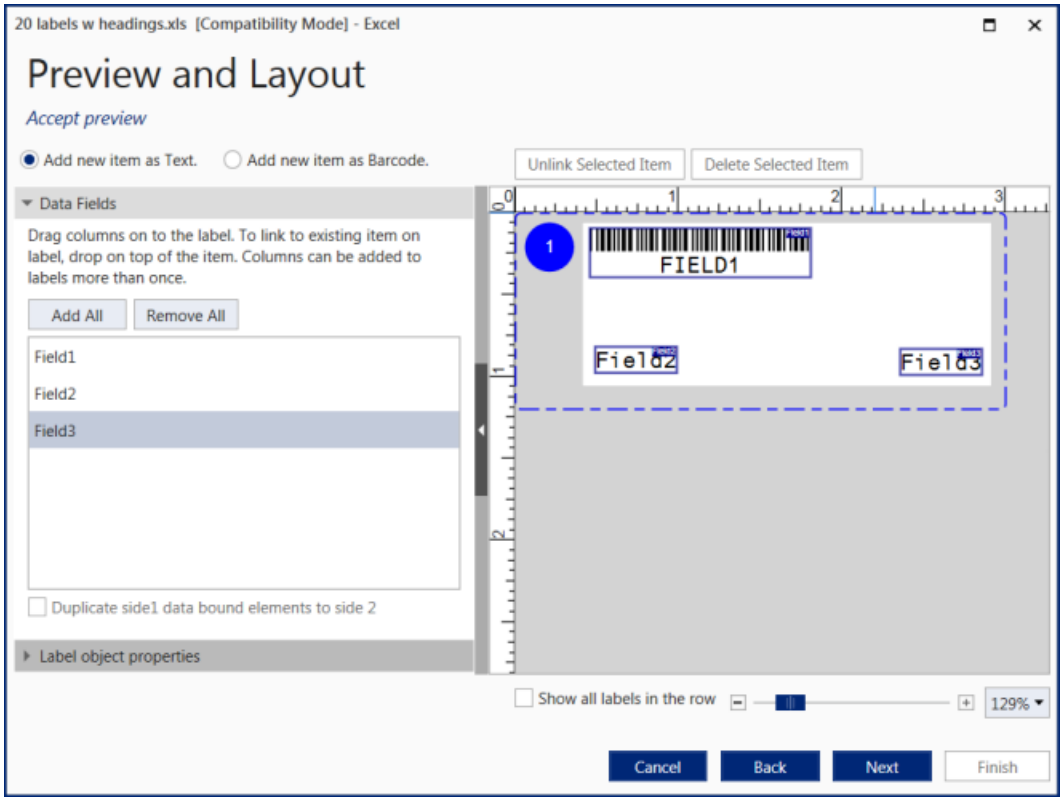
13. Click **Next**. The *Select Label Part* window opens.

14. Select either **Template based** or **Part based**. (For information on templates see Chapter 13 Templates on page 157.)

15. Click the template or label part that you want to use. (For more information on searching for label parts see Finding a Part in the List on page 13.)

16. Click **Next**. The *Preview and Layout* window opens.

17. Use this screen to reposition the field objects on the label and indicate if the data should be presented in text format or as a barcode.



Placing data on the label: If the label file is in graphics mode, select either **Add new item as Text** or **Add new item as Barcode** and then drag the desired field onto the preview label. Barcode is not available for line mode (text) labels. For graphics labels you can drag the fields on the preview label to reposition them; for line mode labels you cannot. Instead, click **Remove All** and then drag each field to the desired position or select a field on the preview and click **Delete Selected**

Item. (Deleting a field from the preview label only removes it from displaying on the label. The field is still available to be added to the label.)

Managing linked data: Imported data fields are added to labels as linked objects. (For more information on linked objects see Chapter 4 Serialization on page 89.) If you do not want the data for a particular field linked, select the field on the preview label and click **Unlink Selected Item**. The data is no longer linked between labels.

Placing data on different labels: Generally all fields are placed on one label. However, if your label material has columns of labels (more than one label in a row), you can place each field on a different label. To do so:

a. Select the **Show all labels in the row** check box below the sample label (only available if your label material has more than one column in a row). The preview shows one row of labels. Use the zoom and scroll bar to adjust the view as needed.

b. Click **Remove All** to remove the fields that were automatically placed on the first label in the row.

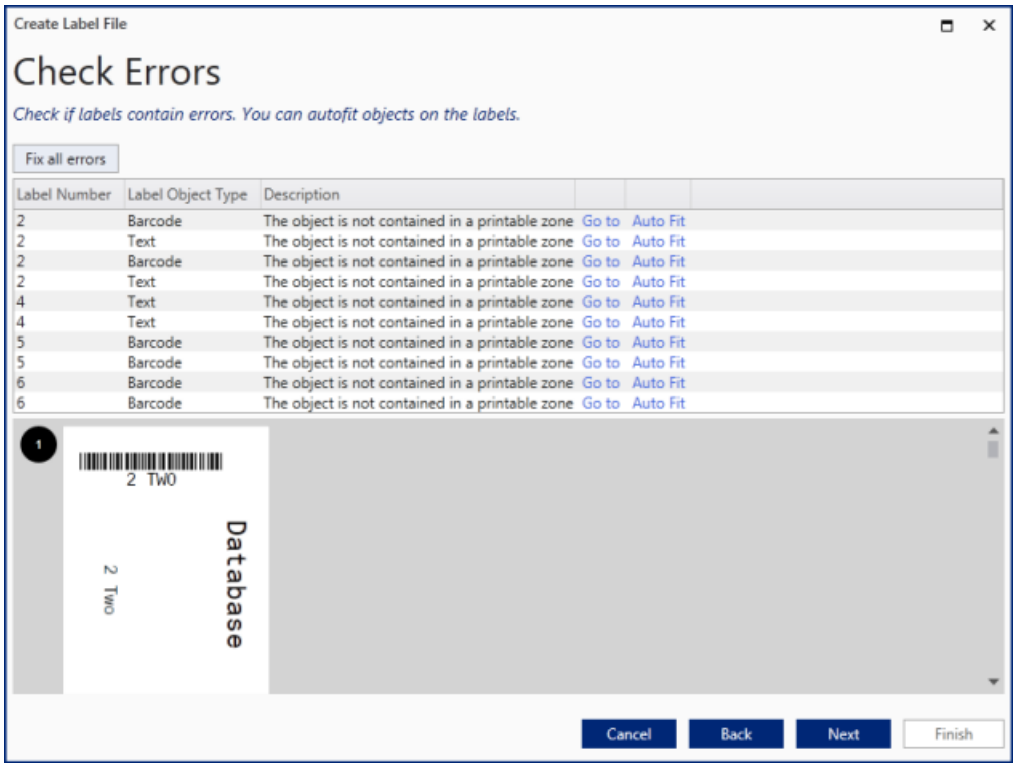
c. Drag the fields one by one from the left side of the screen to the label you want them on. When the data is added to the labels, each row will contain one record with each label across the row containing the field data as specified here.

Duplicating to side 2: If the label part is two-sided and you want to duplicate the data on the second side, select **Duplicate side 1 data bound elements to side 2**. A message alerts you that any data already placed on side 2 will be lost. Click **Yes**. Side 2 with the duplicated data is shown in the preview.

Formatting data: If desired adjust the font size and other formatting properties. Select the object and edit the settings in **Label & Object properties** in the left pane. For more information see Chapter 3 Formatting a Label on page 31.

18. When you are happy with the arrangement of the data on the label, click **Next**. The *Check Errors* window opens.

19. Use the *Check Errors* window to fix any errors that are found.



Fix the errors using one or a combination of the following methods:

- Click the **Fix all errors** button. The software fixes all the errors that it is able to.
- On any error in the list, click **Auto Fit**. The software adjusts the object to fit on the label.
- On any error in the list, click **Go To**. The software displays the object in error. Click the **Back** button and manually adjust the object to fit on the label (most likely by moving or resizing).

As errors are corrected, they are removed from the list.

20. Click **Next**. The *Process Data* screen opens.

21. Select one of the following three actions to take with the data:

- **Save**. Saves the data to the label file specified in the *Save path*. If desired, provide a different file name and path.
- **Save and Edit**. Saves the data to the label file specified in the *Save path* and opens the file in the LabelMark software. If desired, provide a different file name and path.
- **Print**. Prints the labels without saving. Opens the Print dialog box, see Print Dialog Box on page 22.

22. Click **Finish**.

11 AutoCAD

You can place AutoCAD drawings on labels in LabelMark by either importing from within LabelMark or exporting directly from the AutoCAD software. The LabelMark software supports AutoCAD 2010 and higher.

Importing AutoCAD Drawings

You can import a 2-dimensional AutoCAD drawing from within the LabelMark software.

To import an AutoCAD drawing:

1. Open or create a graphics mode drawing in the LabelMark software. (For help with this see Chapter 2 Creating Labels on page 11.)
2. Choose **INSERT > AutoCAD Object**.
3. Click **Open Drawing**.
4. Navigate to and select the AutoCAD drawing file that you want to import. Click **Open**.
5. Click **Next**. The *Region Selection* window opens.
6. If you want to use the entire drawing, click **Next** and go to the next step. If you want to use only part of the drawing:
   - Select the part of the image that you want to use. Use the **Zoom** control to resize the drawing to make selection easier. Click and drag to select a portion of the drawing. You can drag the resizing handles in the corners of the selection area to refine it. Click **Crop**.
   - Before cropping, if you want to clear the selection area click **Deselect**.
   - After cropping, if the result is not as desired, click **Reset**.
7. Click **Next**. The *Import Options* window opens.
8. Fill in the following fields on the *Import Options* screen.
   - **From label**: The first label on which to place the drawing.
   - **Till label**: The last label on which to place the drawing.
   - **Every**: Which labels in between to place the drawing on. Set to 1 for every label, 2 for every other label, and so on.
9. Click **Finish**.

Imported data is linked. As you format one item, it is formatted the same on other labels as well. (See Linked Objects starting on page 77 for more information.)

Exporting Data from AutoCAD

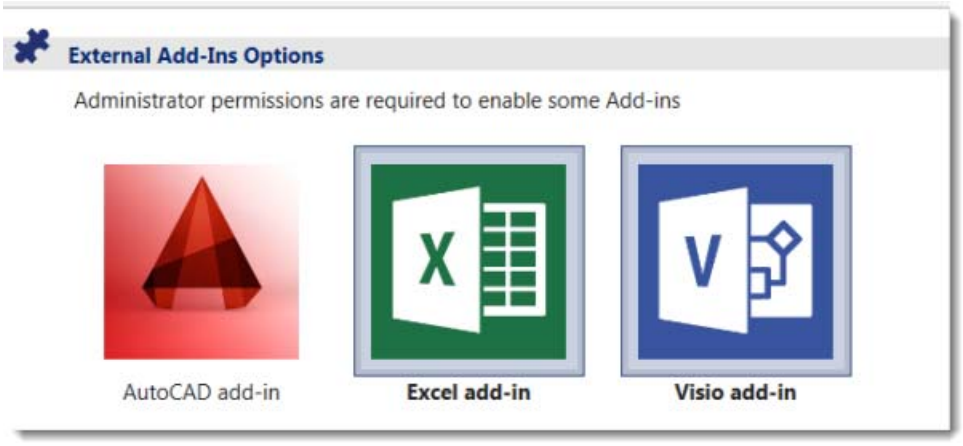
To export data from within the AutoCAD software, you must enable the AutoCAD add-in for LabelMark. Then you can export either the text from the drawing or a selected area of the drawing.

Enabling the AutoCAD Add-in

The ability to export data directly from AutoCAD is provided by an add-in. The add-in must be enabled to use this feature.

To enable the AutoCAD add-in:

1. Close AutoCAD.
2. From the Windows Start menu select **All Programs > Brady > LabelMark 6 > LabelMark AddIn Manager**.
3. Click the **AutoCAD add-in** tile. Enabled add-ins have a frame around the tile. In the image below the AutoCAD add-in is disabled and the Excel and Visio add-ins are enabled.



4. Click the **Save** button.
5. Start AutoCAD.

Exporting a Selected Area

To export selected data from an AutoCAD drawing into a new label file:

1. Open the AutoCAD drawing containing the items to export.
2. Select the drawing objects to be exported.
3. Click the **LabelMark** tab in the ribbon bar.
4. Click **Create Label**.
5. Click **Selected area**. The *Select Label Part* window opens.
6. Select either **Template based** or **Part based**. (For information on templates see Chapter 13 Templates on page 157.)
7. Click the template or label part that you want to use. (For more information on searching for label parts see Finding a Part in the List on page 13.)
8. Click **Next**. The *Region Selection* screen opens.
9. Use the *Zoom* control to adjust the display so that you can see all the contents.
10. If you want to use the data exactly as is, skip to step 14. If you want to use part of the image, continue with the next step.
11. In the image viewing area, click and drag to select the portion of the image you want.
12. If you are unhappy with your selection, simply click elsewhere in the drawing and try again. The **Deselect** button also removes the selection box.

> **Note:** Use the *Label Size*, *Current Image Size*, and *Selection Size* information below the image to size your selection to fit on the label. If the selected area does not fit on the label part, the software displays a message to this effect and will scale the image to make it fit. If you do not want the image scaled, either make sure the selection area fits on the label or click **Back** and choose a larger label.

13. Once the desired portion of data is selected, click **Crop**. If you want to start over, click **Reset** to return to the initial drawing.
14. When ready, click **Next**.
15. Fill in the following fields on the *Import Options* screen.
    - **From label**: The first label on which to place the drawing.
    - **Till label**: The last label on which to place the drawing.

- **Every**: Which labels in between to place the drawing on. Set to 1 for every label, 2 for every other label, and so on.

16. Click **Next**. The *Process Data* screen opens.

17. Select one of the following three actions to take with the data:
    - **Save**. Saves the data to the label file specified in the *Save path*. If desired, provide a different file name and path.
    - **Save and Edit**. Saves the data to the label file specified in the *Save path* and opens the file in the LabelMark software. If desired, provide a different file name and path.
    - **Print**. Prints the labels without saving.

18. Click **Finish**.

Exported data is linked within the label file. When you format the objects on one label, the formatting changes on the other labels as well. For more information about linked objects see Chapter 4 Serialization on page 89.

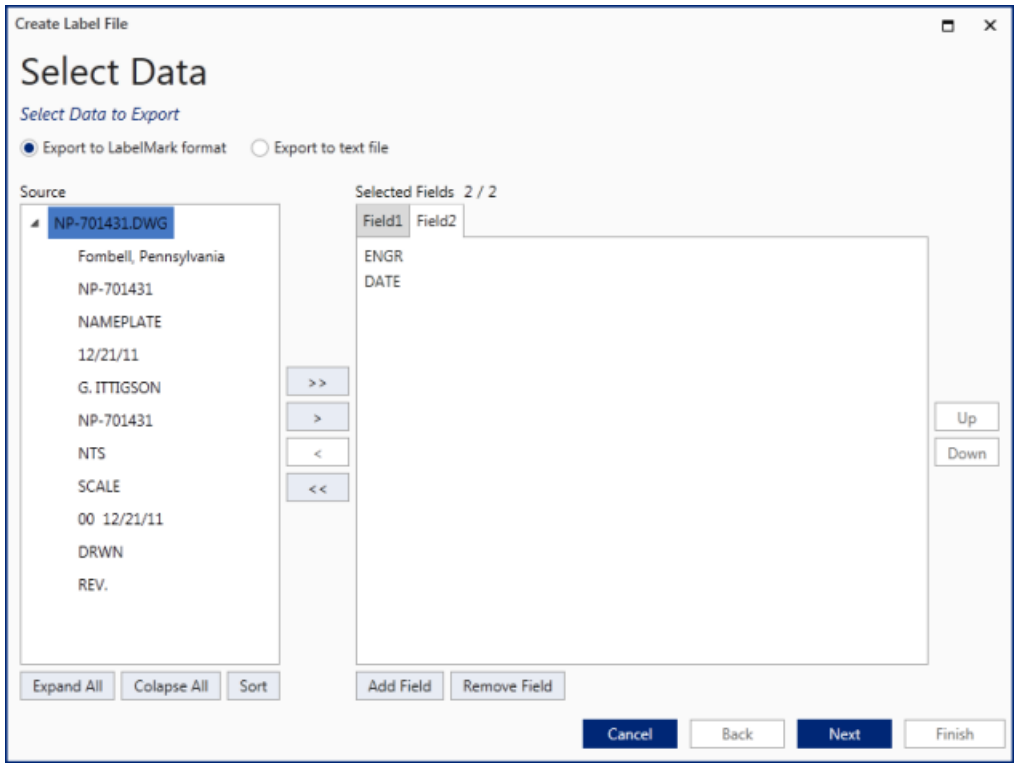
Exporting Text Items

You can export text from AutoCAD drawings to LabelMark. The AutoCAD add-in must be enabled. See Enabling the AutoCAD Add-in on page 146.

To export text:

1. Open the AutoCAD drawing containing the text to export.
2. If you want to export only some of the text on the drawing, select the text on the AutoCAD drawing now. You can select one area of the drawing that contains the text that you want to export.
3. Click the **LabelMark** tab in the ribbon bar.
4. Click **Create Label**.

5. Click either **All text** or **Selected text** (if you selected some text in the AutoCAD drawing in step 2). The *Select Data* screen opens.



Use this screen to move text from the *Source* box on the left to the *Selected Fields* box on the right. All text added to a field in the *Selected Fields* box is treated as one object on the label. To have each text item treated as a different object on the label, add a field for each.

6. Click **Add Field** to add a field on the right.

   Likewise, click **Remove Field** to remove a field. Any text on the field tab is returned to the *Source* box on the left.

7. In the *Source* box, click the triangle to expand the list of text items.

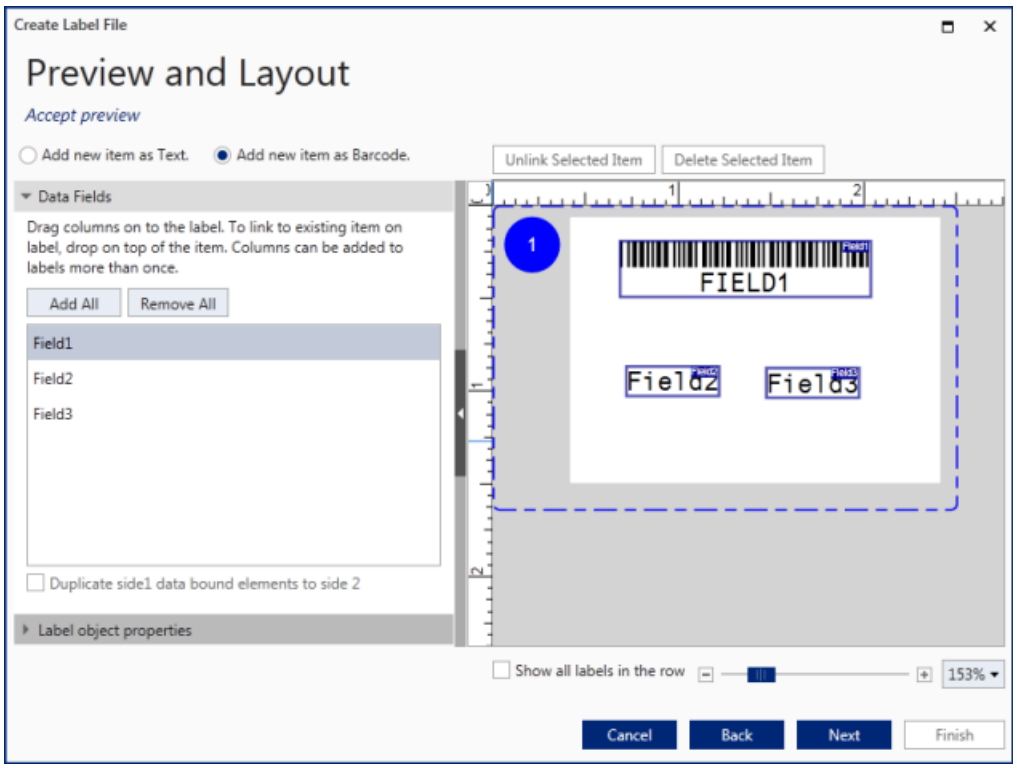
8. Use the arrow buttons between the *Source* and *Selected Fields* boxes to move the text you want to export to the *Selected Fields* box. Click the text to export, select a field tab on the right, and then click the single right arrow button. Alternatively, if you want to export all text to the selected field, click the double right arrow button.

> **Note:** Use Ctrl-Click or Shift-Click to select more than one item at a time.

9. If you wish to change the order of text in one of the fields, select the text to move and then click **Up** or **Down** to move the text to the desired position in the list.

10. Once the text is organized as desired select one of the following options at the top of the Select Data window.
    - **Export to LabelMark format**. This places the data in a new label file in the LabelMark software. Continue with step 11.
    - **Export to text file**. This sends the data to a text file. Specify the file name and path and then click **Finish**. The data is exported and the *Select Data* window closes.
11. Click **Next**. The *Select Label Part* window opens.
12. Select either **Template based** or **Part based**. (For information on templates see Chapter 13 Templates on page 157.)
13. Click the template or label part that you want to use. (For more information on searching for label parts see Finding a Part in the List on page 13.)
14. If you want to place some of the text on the labels as a barcode, be sure to select the **Graphics Mode** button above the list of label parts. If you want to place some of the text on the labels in wire mark format, click the **Line Mode** button.
15. Click **Next**. The *Preview and Layout* window opens.

16. Use this screen to reposition the field objects on the label and indicate if the data should be presented in text format or as a barcode.



Placing data on the label: If the label file is in graphics mode, select either **Add new item as Text** or **Add new item as Barcode** and then drag the desired field onto the preview label. Barcode is not available for line mode (text) labels. For graphics labels you can drag the fields on the preview label to reposition them; for line mode labels you cannot. Instead, click **Remove All** and then drag each field to the desired position or select a field on the preview and click **Delete Selected Item**. (Deleting a field from the preview label only removes it from displaying on the label. The field is still available to be added to the label.)

Managing linked data: Imported data fields are added to labels as linked objects. (For more information on linked objects see Chapter 4 Serialization on page 89.) If you do not want the data for a particular field linked, select the field on the preview label and click **Unlink Selected Item**. The data is no longer linked between labels.

Placing data on different labels: Generally all fields are placed on one label. However, if your label material has columns of labels (more than one label in a row), you can place each field on a different label. To do so:

a. Select the **Show all labels in the row** check box below the sample label (only available if your label material has more than one column in a row). The preview shows one row of labels. Use the zoom and scroll bar to adjust the view as needed.

b. Click **Remove All** to remove the fields that were automatically placed on the first label in the row.

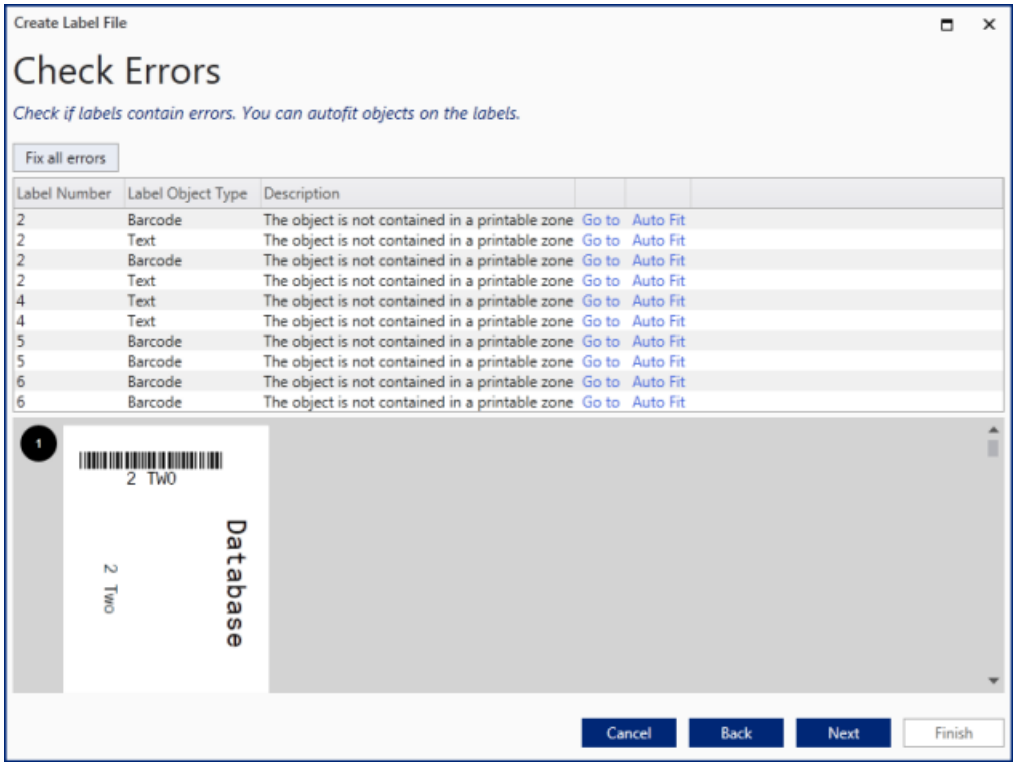
c. Drag the fields one by one from the left side of the screen to the label you want them on. When the data is added to the labels, each row will contain one record with each label across the row containing the field data as specified here.

Formatting data: If desired adjust the font size and other formatting properties. Select the object and edit the settings in **Label & Object properties** in the left pane. For more information see Chapter 3 Formatting a Label on page 31.

Applying wiremark format: (Line mode only.) If the labels are for a wire marking application, apply the wiremark format. First select any field on the label. Then in the left pane click **Label & Object properties**. Finally, scroll through the list of properties and select the **Wiremark** check box. The fields repeat down the length of the label as many times as they fit.

17. When you are happy with the arrangement of the data on the label, click **Next**. The *Check Errors* window opens.

18. Use the *Check Errors* window to fix any errors that are found.



Fix the errors using one or a combination of the following methods:

- Click the **Fix all errors** button. The software fixes all the errors that it is able to.

- On any error in the list, click **Auto Fit**. The software adjusts the object to fit on the label.
- On any error in the list, click **Go To**. The software displays the object in error. Click the **Back** button and manually adjust the object to fit on the label (most likely by moving or resizing).

As errors are corrected, they are removed from the list.

19. Click **Next**. The *Process Data* screen opens.
20. Select one of the following three actions to take with the data:
    - **Save**. Saves the data to the label file specified in the *Save path*. If desired, provide a different file name and path.
    - **Save and Edit**. Saves the data to the label file specified in the *Save path* and opens the file in the LabelMark software. If desired, provide a different file name and path.
    - **Print**. Prints the labels without saving.
21. Click **Finish**.

12 Manage Saved Data Import and Serialization Schemes

Once you have saved data import and serialization schemes, you need a way to manage them: to edit a scheme, to copy a scheme and then edit it to create a new scheme, to delete a scheme that is no longer needed, and so on.

For details on serialization and on data import, see Chapter 4 Serialization on page 89 and Chapter 8 Importing Data on page 119.

Managing Saved Schemes

To manage saved schemes:

1. On the **Home** page, click the **Manage** tile and select either **Data Import Schemes** or **Data Serialization Schemes**.

Use the toolbar buttons to perform the functions described in the following table.

Button	Description
	Create new. Data Import: Opens the External Data Import wizard. Follow the instructions in Adding External Data starting on page 119 to fill out the pages of the wizard and create a data import scheme. Serialization: Opens the Data Serialization wizard. Follow the instruction in Inserting Basic Serialization on page 91 or Inserting Advanced Serialization on page 94.
	Delete. Deletes the selected scheme.
	Import. Import a scheme from another location.
	Export. Export the selected scheme to another location.
	Copy. Copy the selected scheme. Then edit the copied scheme to create a new scheme similar to the original.
	Edit. Opens the External Data Import wizard or the Data Serialization wizard. Use the wizard to change the scheme.

Button	Description
	Rename. Enter a new name for the selected scheme.
	Apply to label file. Use the selected scheme to import data to a label file. See Using a Saved Scheme to Add Data to a Label File on page 156.

Using a Saved Scheme to Add Data to a Label File

If you import data to a label file that already contains data, the imported data is placed on the label along with the existing data rather than replacing the existing data.

To use a saved data import or serialization scheme:

1. Open the label file on which you want to apply the scheme or create a new label file.
2. On the **Home** page, click the **Manage** tile and select **Data Import Schemes** or **Data Serialization Schemes**.
3. In the list of saved schemes on the left, click the scheme to use.
4. Click the **Apply to label file** button in the toolbar. (The *Apply to label file* button is only available if a label file is open.)
5. In the list of open label files, click the file into which you want to import data using the selected scheme.
6. In the **Start label** column, enter the label number on which to start placing the imported data.
7. If the labels are two sided, select which side to place the data on.
8. Click **Apply scheme**.

13 Templates

A template provides a pattern, or starting point, for designing labels. Use it to provide the standard data objects you want included in labels such as company name, graphics, and hazard words and symbols.

Creating a Template

Creating a template is similar to creating a label. The difference being that the items placed on a label in the template will be repeated on all labels in the label file and can be locked into place so that they cannot be removed or edited when using the template to create a label file.

To create a template:

1. On the **Home** tab, click the **Create** tile and select **New Template**.
2. Click a Part Name to use for the template. For help locating the part see Finding a Part in the List on page 13.

   Note: Choose *Graphics Mode* if you want to add images and barcodes. Choose *Line Mode* if you want to add only text.

3. Click **Create**. The label editor opens.

   By default, you are presented with the Single Label layout. This helps to focus on the template design, understanding that everything placed on this single label is duplicated on all labels in the label file using the template.

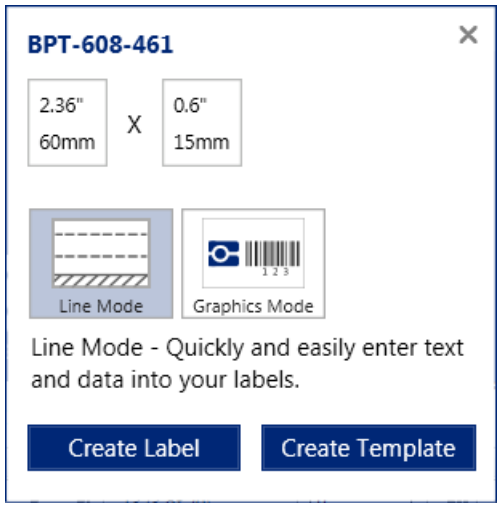
4. Optional. If you want multiple label designs in one template (different labels displaying different items), choose **VIEW > Multiple label layout**.
5. Add data objects to the label (or labels). See Chapter 3 Formatting a Label on page 31 for information about adding data objects and formatting the label.
6. Set properties for the template. See Template Properties on page 158.

7. When finished, click the **Save** button.
8. Enter a name for the template and click **Save**. The template is saved to the default directory on your computer, C:\ProgramData\Brady\LabelMark6\TemplateFiles.

Creating a Template from a Recent Part

If the part you want to use for your template is in the RECENT PARTS list on the Home tab, you can quickly create a new template from the part.

1. On the **Home** tab, in the **RECENT PARTS** list, click the label part to use.



2. Choose **Graphics Mode** if you want to add images and barcodes. Choose **Line Mode** if you want to add only text.
3. Click **Create Template**.

A blank template file opens using the selected label part.

Template Properties

Set properties for templates in the same way as for labels using the *Label & Object properties* and *File & Part properties* panels. For more information on using the properties panels see Properties Panels on page 44.

Label & Object Properties

When adding objects to a template file, there are additional properties available which govern layout of objects on a label file created from the specific template. These properties are set on and stored with the template. They are not available in regular label files or on label files created from the template.

The additional properties available only for objects placed on a template are:

- Can Move
- Can Select

If the *Can Move* option is selected on the template, when creating a label file from the template, you will be able to move objects to different areas of the label. If the option is NOT selected when the template is created, the objects will remain fixed (cannot move them) on the label file created from that template.

If the *Can Select* option is selected on the template, when creating a label file from the template, you will be able to select the object, resize it, and move it to different areas of the label (even if the Can Move options was NOT selected). For Text objects, if the Can Select option is checked on the template, when creating a label file from that template, the Text objects display as text boxes, with no data. This allows you to enter different data in those text objects. The text objects remain stationary (cannot be moved) even if Can Move IS selected.

When adding text that must always stay on the labels (such as a logo), make sure when designing the template that the Can Select option is unchecked for that particular text object.

File & Part properties

In addition to the Can Move and Can Select properties of a template, you can also control the ability to edit a label file created from a template in the *File & Part properties* panel. The **Allow users to modify label design** option is selected by default. If you do not want a user to be able to modify the layout of a label created from a template, de-select the option.

When you create a new label based on this template, you will only be able to enter data in any visible text boxes or change the text in a barcode object. You will not be able to add any other elements, move or resize objects already on the label, change fonts or sizes, etc. When creating a label file from a template with "Allow users to modify label design" option unchecked, the options in the Label Objects Properties box are grayed out. All elements in the Action toolbar are also grayed out, indicating you cannot use them.

Turning off "Allow users to modify label design" takes precedence over Can Select and Can Move. If you want to be able to modify some aspects of the label created from the template, leave "Allow users to modify label design" turned ON (i.e., place a checkmark in the option box) but UNCHECK Can Select and/or Can Move. (If Can Select is not checked, Can Move is automatically disabled. You cannot move an object if you cannot select it.)

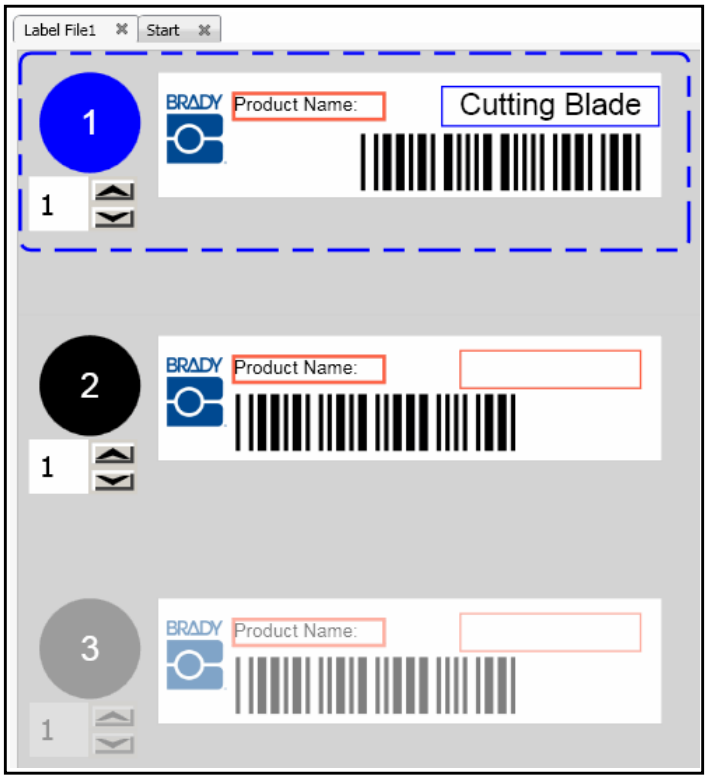
Examples

Following are examples of labels produced from templates with the various file properties and Label & Object properties turned on (checked) or off (unchecked).

Scenario 1

The template was created using the following options:

- File property “Allow users to modify label design” - ON.
- Product Name text box object, label objects property “Can Select” - OFF
- Barcode object, label objects property “Can Select” and “Can Move” - ON

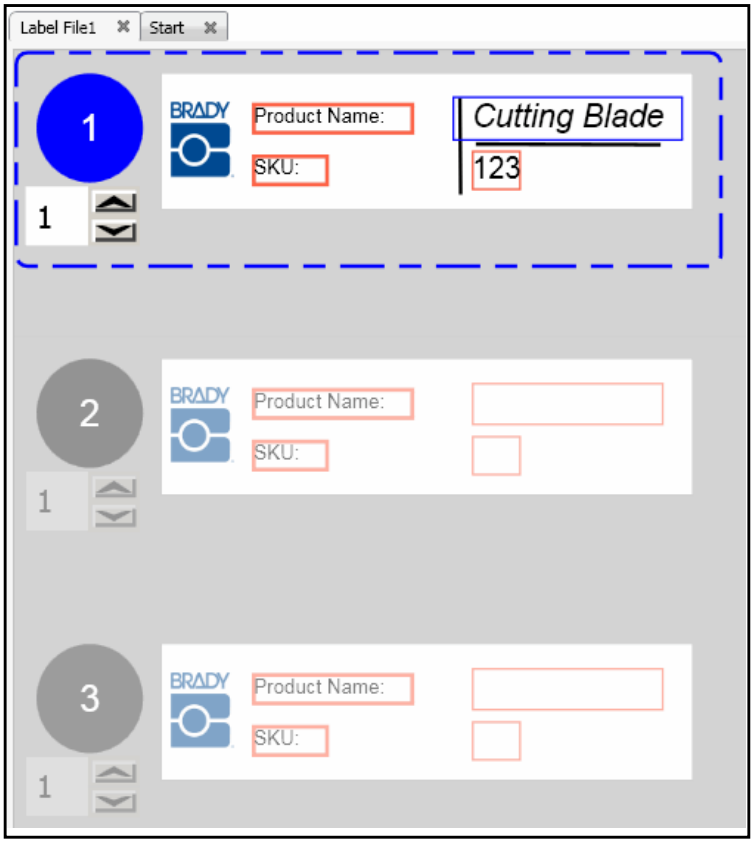


On the label file created from this template, the Product Name text box cannot be edited, but additional items can be added to the label. In this case, another text object was added (“cutting blade” text box). In addition, the barcode data was edited and the barcode was moved to display under the added text box.

Scenario 2

The template was created using the following options:

- File property “Allow users to modify label design” - ON.
- Brady logo image object, label objects property “Can Select” - OFF
- Product Name text object, label objects property “Can Select” - OFF
- SKU # text object, label objects property “Can Select” - OFF
- Miscellaneous text objects, label objects property “Can Select” and “Can Move” - ON

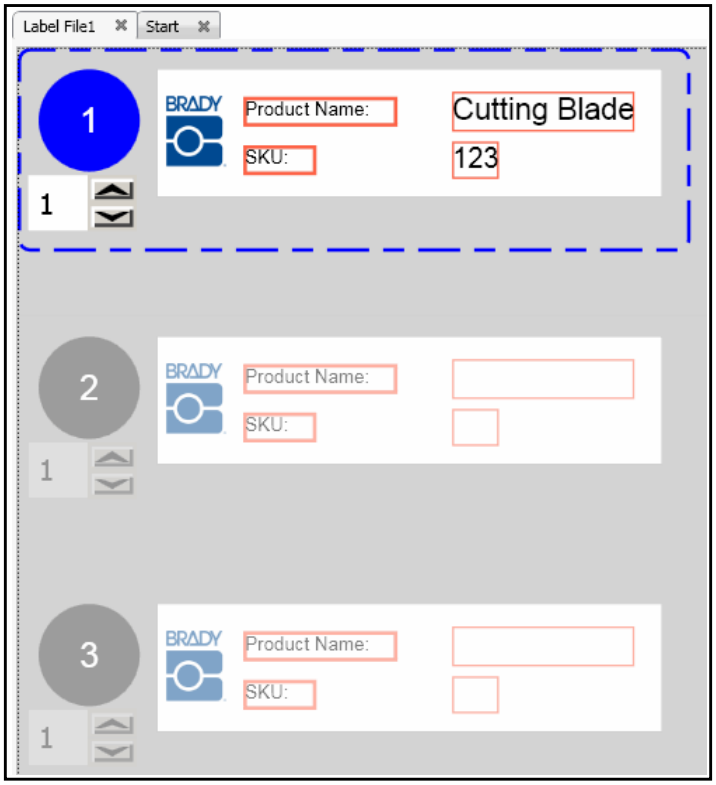


On the label file created from this template, the Logo image object, Product Name, and SKU text boxes cannot be edited, moved, or deleted. However, data can be added to the miscellaneous text boxes. The miscellaneous text boxes can also be re-aligned and the font and attributes can be changed. Additional text or graphic elements can be added to the labels.

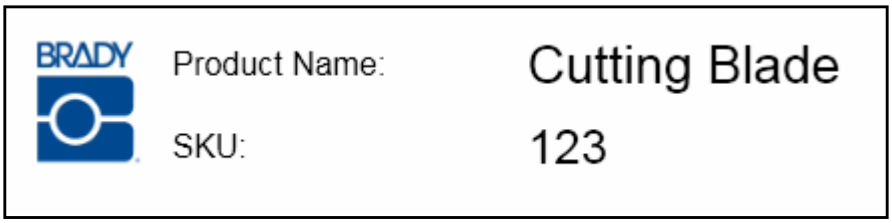
Scenario 3

The template was created using the following options:

- File property “Allow users to modify label design” - OFF.
- Brady logo image object, label objects property “Can Select” - OFF
- Product Name text object, label objects property “Can Select” - OFF
- SKU # text object, label objects property “Can Select” - OFF
- Miscellaneous text objects, label objects property “Can Select” - ON



On the label file created from this template, the Logo image object, Product Name and SKU text boxes cannot be edited, moved, or deleted. Data can be added to the miscellaneous text boxes, but you cannot change the font or attributes. When printed out, the label would look like this:

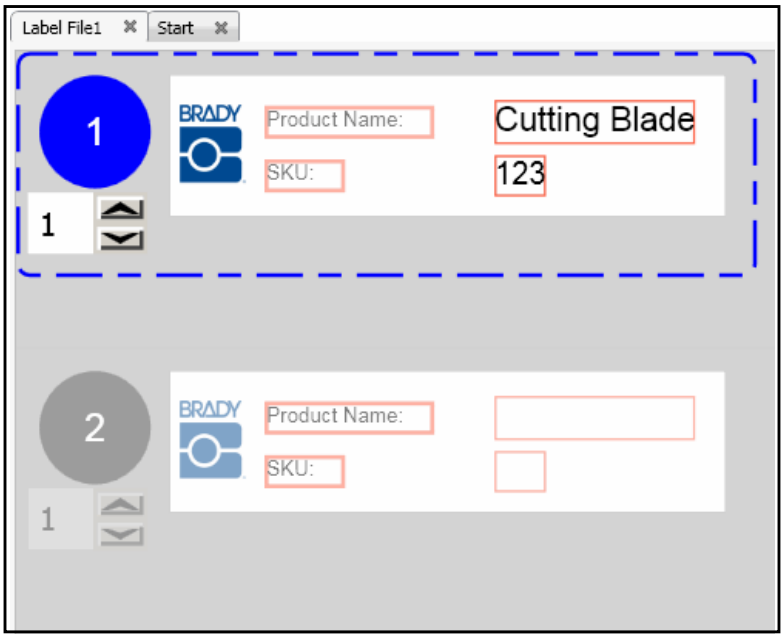


Scenario 4

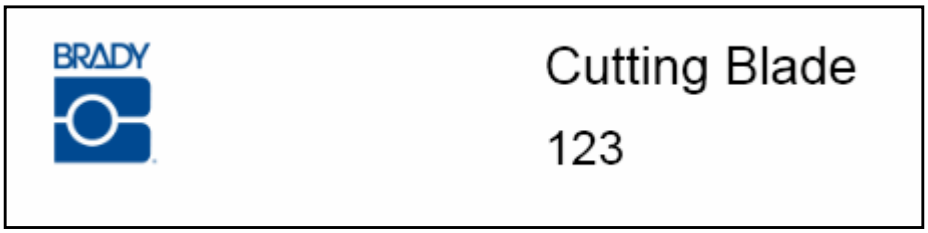
The template was created using the following options:

- File property “Allow users to modify label design” - OFF.
- Brady logo image object, label objects property “Can Select” - OFF
- Product Name text object, label objects property “Can Select” - OFF, “Printable” - OFF
- SKU # text object, label objects property “Can Select” - OFF, “Printable” - OFF

- Miscellaneous text objects, label objects property “Can Select” - ON



On the label file created from this template, the Logo image object, Product Name and SKU text boxes cannot be edited, moved, or deleted. Data can be added to the miscellaneous text boxes, but you cannot change the font or attributes. When printed, the Product Name and SKU # text boxes will not print, leaving only the Logo and Miscellaneous text boxes on the label. When printed out, the label would look like this:



Using a Template

To use a template to create labels:

1. On the **Home** page click the **Create** tile and select **New Label Using Template**.
2. In the list of templates displayed, click the template to use.
3. Click **Next**. The *New Labels from Template* tab opens.
4. Click one of the following tiles to choose how you want to add data to the label.

- **Edit Label**: Enter data using the label editor.
  a. Click **Finish**.
  b. The label editor opens. Enter data directly on the fields on the label.
- **Data Entry**: Enter data using a form.
  a. Click **Next**.
  b. Fill in the data fields on the left and then click **Finish**.
- **Saved Data**: Obtain data from a previously saved data import or serialization scheme.
  a. Click **Next**.
  b. Select the data import or serialization scheme to use and click **Finish**.
- **External Data**: Import data setting up the import in the next step.
  a. Click **Next**.
  b. Follow the instructions in Adding External Data on page 119 to fill in the pages of the External Data Import wizard.
- **Serialized Data**: Add serialized data setting up the sequential data in the next steps.
  a. Click **Next**.
  b. Follow the instructions in Inserting Basic Serialization on page 91 or Inserting Advanced Serialization on page 94 to fill in the pages of the Data Serialization wizard.

5. Save the label file.

All the labels in the label file have the template data items in place.

Edit a Template

To edit a template or to create another template from an established template:

1. On the **Home** page click the **Open** tile and select **Template**.
2. Select the template to edit and click **Open**.
3. Make the desired changes to the template.
4. Save the template. If you want to keep the original template and use these changes to create a new template, select **FILE > Save as** and provide a new name for the template.

Printing Labels From Templates

Although a template places predefined data elements on all labels in a file using the template, when you print the label file, only those labels that have actual new data on them will print. If you move the template's data elements on one of the labels, it is considered new data and that label will print.

14 Apps

Apps are small software components used to create labels for a very specific purpose. LabelMark 6.0 contains the following apps, depending on whether you have Standard or Professional:

- Terminal Blocks (formerly called 110-Blocks) (Standard and Professional)
- Control Panel Labels (Professional)
- Datacomm Labels (Professional)
- Text Conversion (Professional)
- Heatex Conversion (Professional)
- Laboratory Labels (Professional)
- ADM Import (Professional)
- Wire Harness Labels (Professional)

To open an app go to the *Home* page and click the tile for the app.

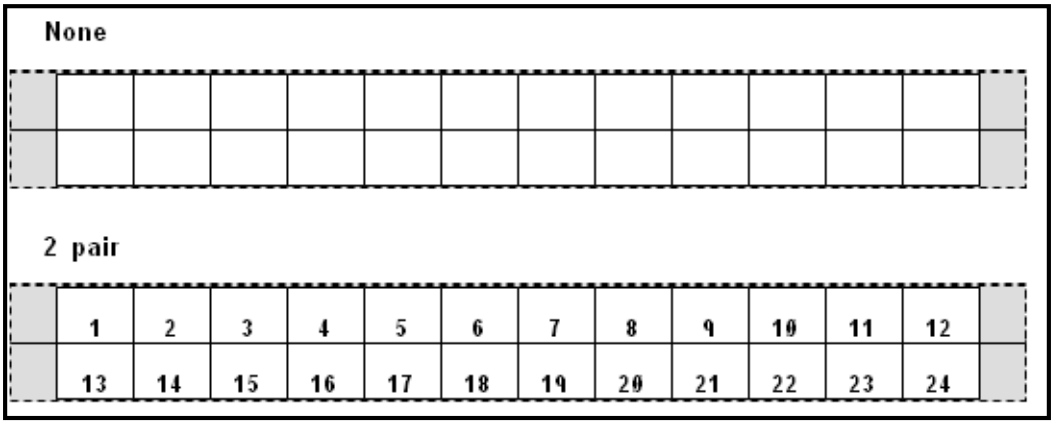
Note: If the app tiles are dimmed, purchase an upgrade from LabelMark Standard to Professional. Once the Professional version is activated, the app tiles become available.

Terminal Blocks (formerly called 110-Blocks)

The Terminal Blocks label type is based on user-selected wire pair configurations, with the length of the label determined by the pair type selected. The number and formatting of areas is based on pair configuration and block type selected.

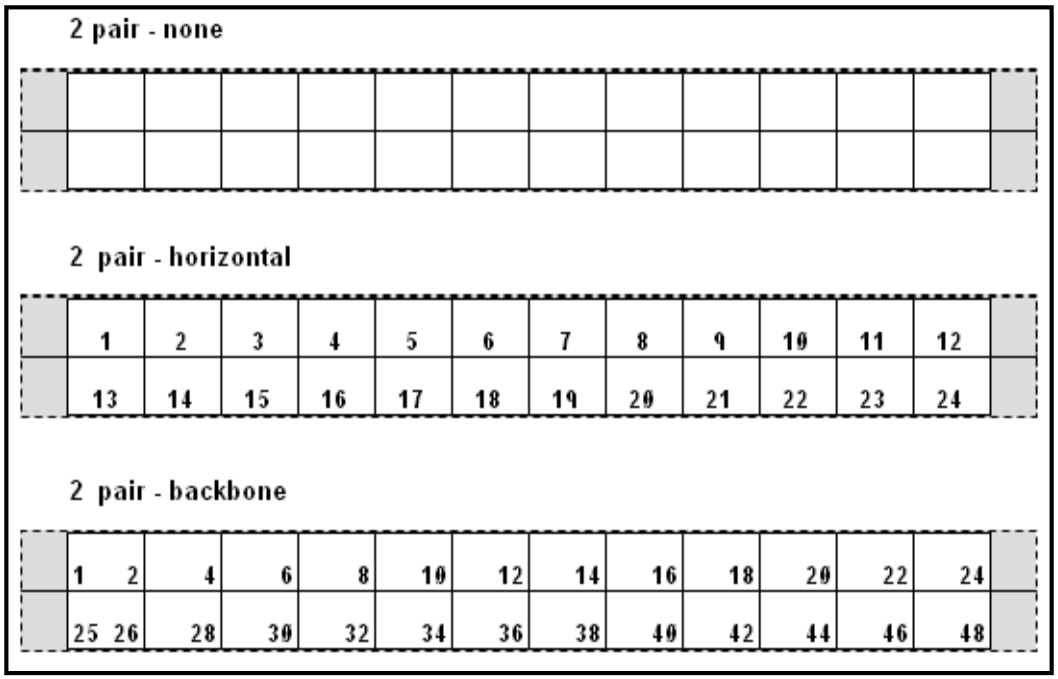
In the Terminal Blocks label, the number of areas created is based on the pair configuration selected. Vertical and horizontal separator lines are automatically added.

The following example displays the areas based on the wire pairs selected (that is, 2-pair, 3-pair, 4-pair, 5-pair).



Block Type is used to determine how data is serialized. Horizontal increments one number per area, based on the start value.

In Backbone block type, the left-most area on each strip prints with two numbers. The first number is left-justified; the second number is right justified. All other areas print with one right-justified number.

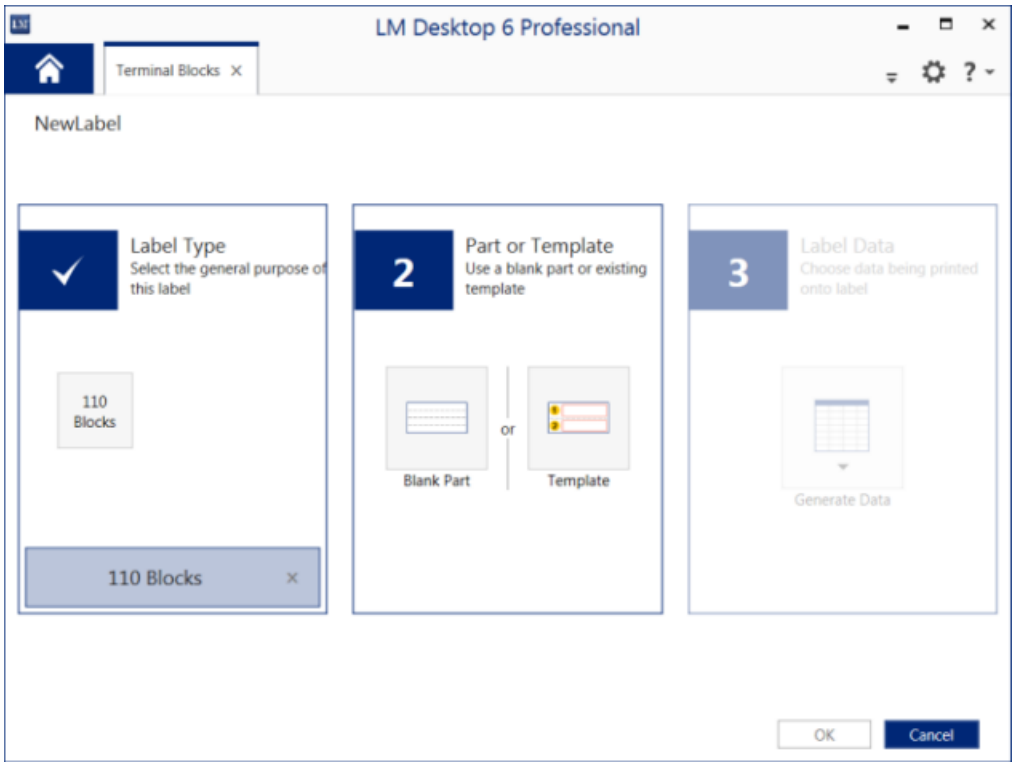


Note: A strip is one completed, fully populated label. If multiple strips are added, each additional strip continues the numbering sequence from the last number of the previous strip. Example: When requesting two strips of a 4-pair configuration, the first strip will contain values 1-12, the second strip will contain numbers 13-24.

To use the Terminal Blocks app:

1. On the **Home** tab, click the **Terminal Blocks** tile.
2. (LabelMark Professional only) On the *New Job Builder* window, enter a name for the Terminal Blocks job file, then click OK. (For more information about jobs see Chapter 5 Job File Management on page 99.)

   A workspace opens for your new job.
3. (LabelMark Professional only) Click the **Add New Label** tile in the upper left corner of the workspace.
4. The Terminal Blocks app presents three steps to complete for the new label. Select the default name, NewLabel, in the upper left and type a new name for the label.



   The first step, Label Type is already complete because there is only one kind of terminal block. You do not have to enter anything in Step 1.

> **Note:** The presence of the checkmark in the Step # position indicates you do not have to select anything - that step is complete.

5. In Step 2 - Part or Template, click one of the following:

- **Blank Part**: if you want to start with a label part.
- **Template**: if you have a template to start with.

6. Select either the label part or the template to use. For help finding a label part see Finding a Part in the List on page 13.

7. In Step 3 - Label Data, click the **Generate Data** button. A window opens for editing block information and the sequential (serialized) data to place on the label.

8. Fill in the fields across the top of the editing window.
   - **Part Name**: This is filled in for you with the part you selected or the part associated with the template you selected.
   - **Product Width**: This is filled in for you with the width of the label part.
   - **Block Width**: Enter the width for a block. This width is applied to all blocks in the strip.
   - **Number of Strips**: Enter the number of strips you need.

9. Fill in the *110 Block serialization* panel on the left.
   - **Block Type**: Click in this field and select either **Backbone** or **Horizontal**. These are described on page 168.
   - **Wire Pairs**: Enter the number representing the pair configuration (1-pair, 2-pair, 3-pair, and so on). This is the number by which the blocks increment. For example, if you set it to 3-pair (with a start value of 1), the numbers in the blocks will be 1, 3, 6, 9, and so on.
   - **Start**: Enter the number with which to start the Terminal Blocks sequence.

> **Note:** An alternative to entering the information in this step is to use a saved serialization or import scheme. To do so, use the Data Serialization Schemes or the Data Import Schemes panels on the left. These panels list schemes saved in the default location. For more information see Chapter 4 Serialization on page 89 and Chapter 8 Importing Data on page 119.

10. Click **OK**. Your changes are applied and the editing screen closes.

11. Click **OK** on the screen showing the three steps. The Terminal Blocks workspace displays a tile representing the new label.

    Tip: To rename the label, click the name on the label tile, select the current name, and type a new one.

12. If desired, click the *Add New Label* tile to add more labels to the job, repeating the steps above for each label you add.

    When you hover over a label in the Terminal Blocks workspace, buttons for changing the label become visible:

	Edit. Opens the screen with three steps so you can make changes.
	Copy. Places a copy of the label in the Terminal Blocks workspace. Click Edit on the new label to make changes and to provide a new name.
	Remove. Deletes the label.

13. When complete, click **Finish**. If you have LabelMark Professional, a tab for the newly created job opens. For information on how to work with job files see Chapter 5 Job File Management on page 99.

Control Panel Labels

(LabelMark Professional only)

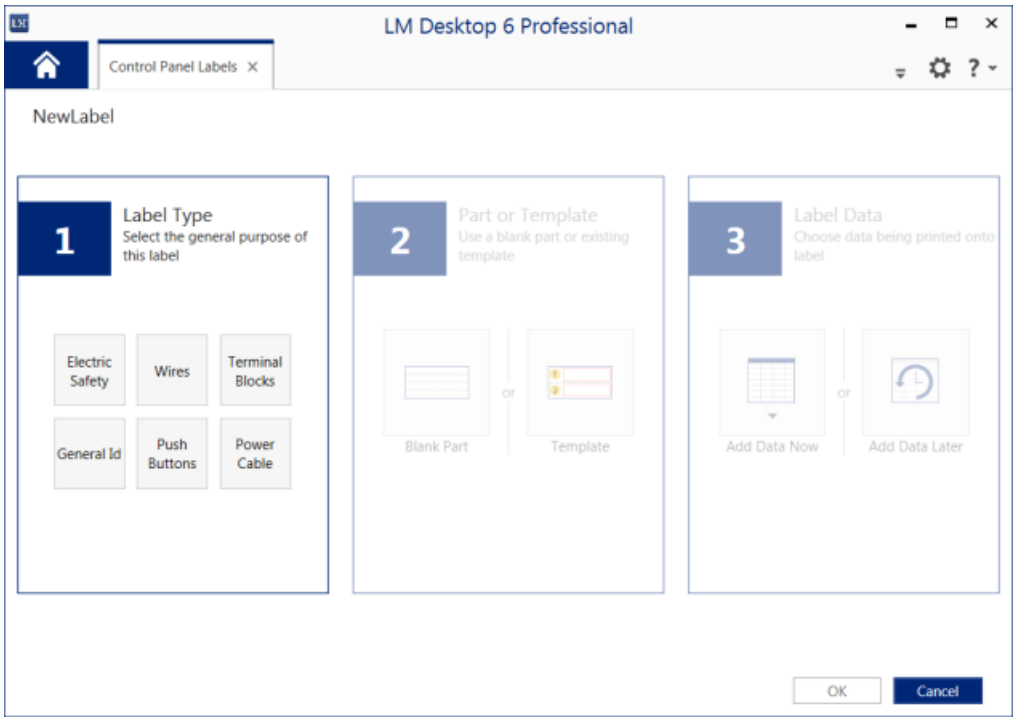
Use the Control Panel app to create labels used on various types of control panels, including wire, face plate, push button, and terminal block. To use the Control Panel app:

1. On the **Home** page, click the **Control Panel Labels** tile.
2. On the *New Job Builder* window, enter a name for the control panel job file, then click OK. (For more information about jobs see Chapter 5 Job File Management on page 99.)

   A workspace opens for your new job.
3. Click the **Add New Label** tile in the upper left corner of the workspace.

   The *Control Panel Label* app presents three steps to complete for the new label.

4. Select the default name, NewLabel, in the upper left and type a new name for the label.



5. In Step 1 - Label Type, click the type of label to add to the control panel job.

6. In Step 2 - Part or Template, click one of the following:
   - **Blank Part**: if you want to start with a label part.
   - **Template**: if you have a template to start with.

7. Select either the label part or the template to use. For help finding a label part see Finding a Part in the List on page 13.

8. In Step 3 - Label Data, click one of the following:
   - **Add Data Now**: Displays three choices for how you want to add data now. Continue with step 9.
   - **Add Data Later**: Marks step 3 as complete. Click **OK**. When you are ready to add data, see Adding Data Later on page 173.

> **Note:** As each step is completed, the step number changes to a checkmark to indicate that you have completed that step.

9. Select one of the following:

- **Serialized data**: Opens the Data Serialization wizard for specifying sequential data. For help with the wizard see Inserting Basic Serialization on page 91 or Inserting Advanced Serialization on page 94.
- **External data**: Opens the External Data Import wizard for importing data from a delimited text file, Microsoft Excel, Microsoft Access, or from a SQL Server Client or Microsoft OLE database. For help with the wizard see Adding External Data on page 119.
- **Data from previously saved schemes**: Opens a window for you to select a saved data import or serialization scheme. Select the scheme you want and click **OK**. For more information see Using a Saved Serialization Scheme on page 98 or Using a Saved Data Import Scheme on page 126.

10. Click **OK** on the screen showing the three steps. The *Control Panel Labels* workspace displays a tile representing the new label.
11. If desired, click the *Add New Label* tile to add more labels to the job, repeating the steps above for each label you add.

    When you hover over a label in the workspace, buttons for changing the label become visible:

	Edit. Opens the three-step screen so you can make changes.
	Copy. Places a copy of the label in the workspace. Click *Edit* on the new label to make changes and to provide a new name.
	Remove. Deletes the label.

12. When complete, click **Finish**. A tab for the newly created job opens. For information on how to work with job files see Chapter 5 Job File Management on page 99. Once you click Finish in the workspace you cannot return to the workspace. Future changes must be made via the job file.

Adding Data Later

Once the three-step screen is closed for an app, you cannot reopen it. (See image in step 4 on page 172.) Instead, open the saved job file to make changes.

To add data to a label file that was created using the Control Panel Labels app:

1. On the **Home** page click the **Open** tile and select **Job**.
2. Select the job file with the control panel labels and click **Open**.
3. The left side of the page for the job file lists the label files within that job. Click on the label file that you want to edit.

4. On the right side of the page click **Open in Editor**.
5. Add data to the label as you would with any label file. Add:
   - Individual items manually. See Adding and Editing Objects on page 31.
   - Sequential information. See Chapter 4 Serialization on page 89.
   - Imported data. See Adding External Data on page 119.
   - Data using a saved serialization or data import scheme. See Using a Saved Serialization Scheme on page 98 or Using a Saved Data Import Scheme on page 126.
6. Click the **Save** button.

Datacomm Labels

(LabelMark Professional only)

Use the Datacomm app for labels designed to fit certain manufacturers' data communication panels. Depending on the manufacturer's panel that you select, this app automatically sets the dimensions and parameters of the label to fit that particular panel. If the desired manufacturer or product is not listed, you can define your own data and save it as a custom product.

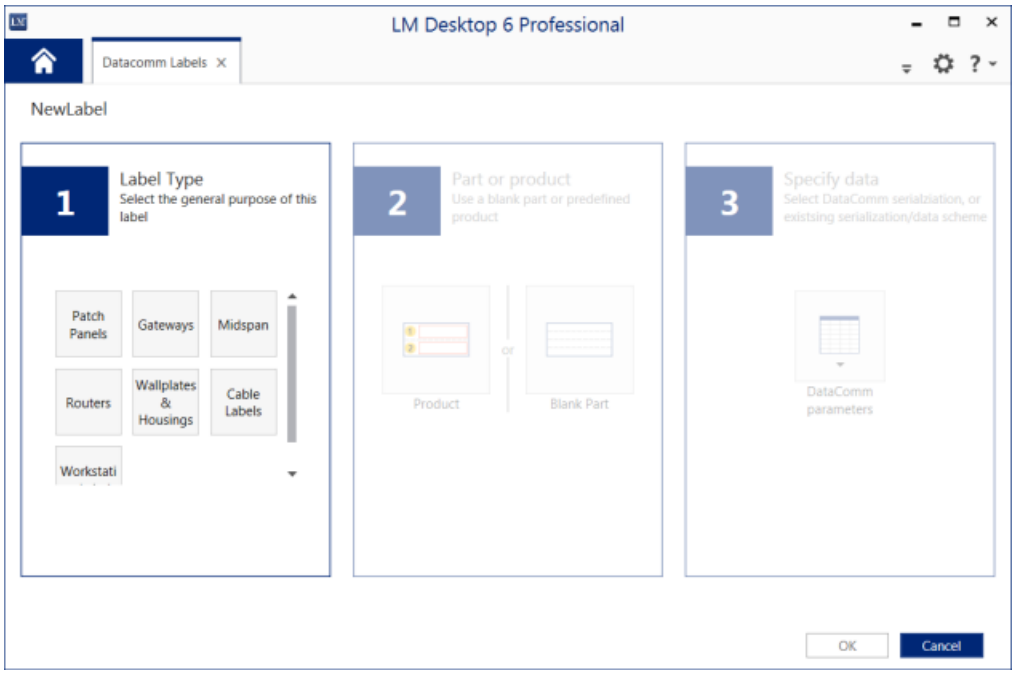
To use the Datacomm app:

1. On the **Home** page, click the **Datacomm Labels** tile.
2. On the *New Job Builder* window, enter a name for the datacomm job file, then click OK. (For more information about jobs see Chapter 5 Job File Management on page 99.)

   A workspace opens for your new job.
3. Click the **Add New Label** tile in the upper left corner of the workspace.

   The *Datacomm Labels* app presents three steps to complete for the new label.

4. Select the default name, NewLabel, in the upper left and type a new name for the label.



5. In Step 1 - Label Type, click the type of component that this label file is for. (When this label file is complete you can add more label files to the datacomm job for other types of components.)

6. In Step 2 - Part or Product, click one of the following:

   - **Product**: if you want to create labels with certain parameters already set up for a particular product.

     a. On the right side of the window click a product to select it.
     To find the product more easily in a long list, use the fields in the left pane to search or filter the list. To search for a product, type the name in the *By Product Name* field. As you type, the list narrows to show matching products. To filter the list, select a manufacturer in the *By Manufacturer* field.

     b. On the right side of the window click in the **Printer type** field and select a printer. The label part for the selected product and printer is filled in below the *Selected part* heading.

     c. Click **OK**.

   - **Blank Part**: if you want to start with a label part.

     a. Select the label part to use. For help finding a label part see Finding a Part in the List on page 13.

     b. Click **OK**.

7. In Step 3 - Label Data, click **DataComm parameters**. A window opens for editing block information and the sequential (serialized) data to place on the label.

8. If created from a blank part, fill in the fields across the top of the editing window. If created from a product, these fields are not displayed because the information was determined by selecting the product.
   - **Part Name**: This is filled in for you with the part you selected.
   - **Product Width**: This is filled in for you with the width of the label part unless you chose a continuous label part.
   - **Block Width**: Enter the width for a block. This width is applied to all blocks in the strip. (A block is one section of a label that is divided in to sections. See the description of terminal blocks beginning on page 167.)
   - **Number of Strips**: Enter the number of strips (labels) you need.

9. Fill in the *DataComm Serialization* panel on the left.
   - **Wire Pairs**: Enter the number representing the pair configuration (1-pair, 2-pair, 3-pair, and so on). This is the number by which the blocks increment. For example, if you set it to 3-pair (with a start value of 1), the numbers in the blocks will be 1, 3, 6, 9, and so on.
   - **Start**: Enter the number with which to start the Terminal Blocks sequence.
   - **Save as custom product**. (Optional) Click this button if you want to save these settings as a custom product for future use. Provide a product name and a manufacturer.

> **Note:** An alternative to entering the information in this step is to use a saved serialization or import scheme. To do so, use the Data Serialization Schemes or the Data Import Schemes panels on the left. These panels list schemes saved in the default location. For more information see Chapter 4 Serialization on page 89 and Chapter 8 Importing Data on page 119.

10. Click **OK**. Your changes are applied and the editing screen closes.

11. Click **OK** on the screen showing the three steps. The Datacomm workspace displays a tile representing the new label.

12. If desired, click the *Add New Label* tile to add more labels to the job, repeating the steps above for each label you add.

    When you hover over a label in the Datacomm workspace, buttons for changing the label become visible:

	Edit. Opens the editor so you can make changes.
	Copy. Places a copy of the label in the workspace. Click Edit on the new label to make changes and to provide a new name.
	Remove. Deletes the label.

13. When complete, click **Finish**. A tab for the newly created job opens. For information on how to work with job files see Chapter 5 Job File Management on page 99.

Editing the Datacomm Labels Later

Once the three-step screen is closed for an app, you cannot reopen it. Instead, open the saved job file to make changes.

To edit the data later:

1. On the **Home** page click the **Open** tile and select **Job**.
2. Select the job file with the Datacomm labels and click **Open**.
3. The left side of the page for the job file lists the label files within that job. Click on the label file that you want to edit.
4. On the right side of the page click **Open in Editor**.
5. Use the *File & Part properties* panel to set the **Product Width**, **Block Width**, or to **Save as custom product**.
6. Edit data on the labels in any of the following ways.
   - Manually change data: Double-click in the block you want to change. Select the current number and replace it with the desired number.
   - Add a new label: Click on the label before which you want to add another label. Select **INSERT > Insert label**.
   - Edit the sequential block data: Select **EDIT > Edit DataComm Serialization**. For help using the editing window see steps 8 and 9 on page 176.
7. Click the **Save** button.

Laboratory Labels

(LabelMark Professional only)

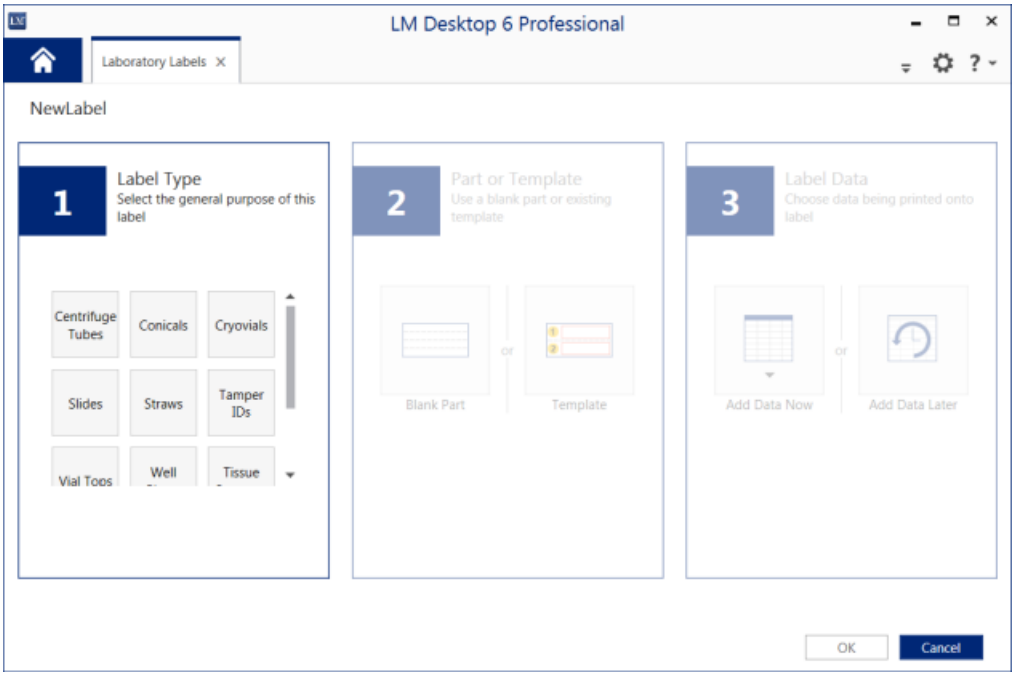
Use the Laboratory Labels app to create labels used on various types of laboratory media, including centrifuge tubes, conicals, cryovials, slides, vial tops and well plates.

To use the Laboratory Labels app:

1. On the **Home** page, click the **Laboratory Labels** tile.
2. On the *New Job Builder* window, enter a name for the job file, then click OK. (For more information about jobs see Chapter 5 Job File Management on page 99.)

   A workspace opens for your new job.
3. Click the **Add New Label** tile in the upper left corner of the workspace.

   The *Laboratory Labels* app presents three steps to complete for the new label.
4. Select the default name, NewLabel, in the upper left and type a new name for the label.



5. In Step 1 - Label Type, click the type of label to add to the job.
6. In Step 2 - Part or Template, click one of the following:
   - **Blank Part**: if you want to start with a label part.
   - **Template**: if you have a template to start with.

7. Select either the label part or the template to use. For help finding a label part see Finding a Part in the List on page 13.

8. In Step 3 - Label Data, click one of the following:
   - **Add Data Now**: Displays three choices for how you want to add data now. Continue with step 9.
   - **Add Data Later**: Marks step 3 as complete. Click **OK**. Later, when you are ready to add data, see Adding Data Later on page 173.

> **Note:** As each step is completed, the step number changes to a checkmark to indicate that you have completed that step.

9. Select one of the following:
   - **Serialized data**: Opens the Data Serialization wizard for specifying sequential data. For help with the wizard see Inserting Basic Serialization on page 91 or Inserting Advanced Serialization on page 94.
   - **External data**: Opens the External Data Import wizard for importing data from a delimited text file, Microsoft Excel, Microsoft Access, or from a SQL Server Client or Microsoft OLE database. For help with the wizard see Adding External Data on page 119.
   - **Data from previously saved schemes**: Opens a window for you to select a saved data import or serialization scheme. Select the scheme you want and click **OK**. For more information see Using a Saved Serialization Scheme on page 98 or Using a Saved Data Import Scheme on page 126.

10. Click **OK** on the screen showing the three steps. The *Laboratory Labels* workspace displays a tile representing the new label.

11. If desired, click the *Add New Label* tile to add more labels to the job, repeating the steps above for each label you add.

    When you hover over a label in the workspace, buttons for changing the label become visible:

	Edit. Opens the three-step screen so you can make changes.
	Copy. Places a copy of the label in the workspace. Click *Edit* on the new label to make changes and to provide a new name.
	Remove. Deletes the label.

12. When complete, click **Finish**. A tab for the newly created job opens. For information on how to work with job files see Chapter 5 Job File Management on page 99. Once you click Finish in the workspace you cannot return to the

workspace. Future changes must be made via the job file.

Adding Data Later

Once the three-step screen is closed for an app, you cannot reopen it. Instead, open the saved job file to make changes.

To add data to a label file that was created using the Laboratory Labels app:

1. On the **Home** page click the **Open** tile and select **Job**.
2. Select the job file with the laboratory labels and click **Open**.
3. The left side of the page for the job file lists the label files within that job. Click on the label file that you want to edit.
4. On the right side of the page click **Open in Editor**.
5. Add data to the label as you would with any label file. Add:
   - Individual items manually. See Adding and Editing Objects on page 31.
   - Sequential information. See Chapter 4 Serialization on page 89.
   - Imported data. See Adding External Data on page 119.
   - Data using a saved serialization or data import scheme. See Using a Saved Serialization Scheme on page 98 or Using a Saved Data Import Scheme on page 126.
6. Click the **Save** button.

Wire Harness Labels

(LabelMark Professional only)

Use the Wire Harness app to create labels specific for wire harness applications.

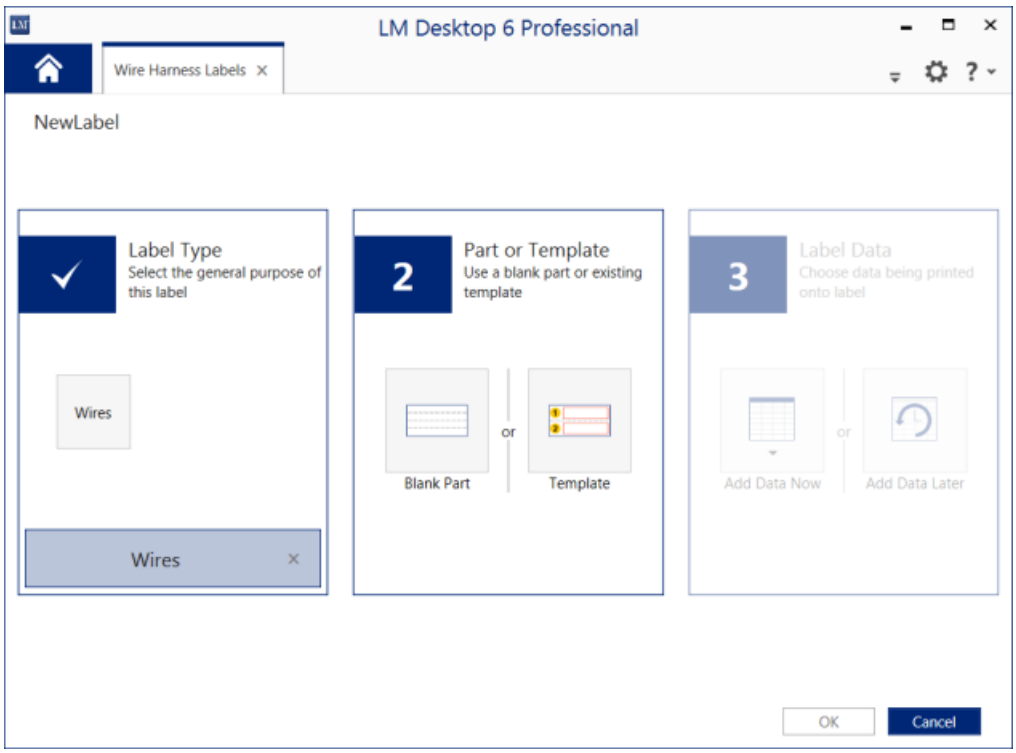
To use the Wire Harness app:

1. On the **Home** tab, click the **Wire Harness Labels** tile.
2. On the *New Job Builder* window, enter a name for the wire harness job file, then click OK. (For more information about jobs see Chapter 5 Job File Management on page 99.)

   A workspace opens for your new job.
3. Click the **Add New Label** tile in the upper left corner of the workspace.

   The Wire Harness Labels app presents three steps to complete for the new label.

4. Select the default name, NewLabel, in the upper left and type a new name for the label.



The first step, Label Type is already complete because there is only one kind of label. You do not have to enter anything in Step 1.

> **Note:** The presence of the checkmark in the Step # position indicates that the step is complete.

5. In Step 2 - Part or Template, click one of the following:
   - **Blank Part**: if you want to start with a label part.
   - **Template**: if you have a template to start with.
6. Select either the label part or the template to use. For help finding a label part see Finding a Part in the List on page 13.
7. In Step 3 - Label Data, click one of the following:
   - **Add Data Now**: Displays three choices for how you want to add data now. Continue with step 9.
   - **Add Data Later**: Marks step 3 as complete. Click **OK**. Later, when you are ready to add data, see Adding Data Later on page 173.

Note: As each step is completed, the step number changes to a checkmark to indicate that you have completed that step.

8. Select one of the following:
   - **Serialized data**: Opens the Data Serialization wizard for specifying sequential data. For help with the wizard see Inserting Basic Serialization on page 91 or Inserting Advanced Serialization on page 94.
   - **External data**: Opens the External Data Import wizard for importing data from a delimited text file, Microsoft Excel, Microsoft Access, or from a SQL Server Client or Microsoft OLE database. For help with the wizard see Adding External Data on page 119.
   - **Data from previously saved schemes**: Opens a window for you to select a saved data import or serialization scheme. Select the scheme you want and click **OK**. For more information see Using a Saved Serialization Scheme on page 98 or Using a Saved Data Import Scheme on page 126.
9. Click **OK** on the screen showing the three steps. The *Wire Harness Labels* workspace displays a tile representing the new label.
10. If desired, click the *Add New Label* tile to add more labels to the job, repeating the steps above for each label you add.

    When you hover over a label in the workspace, buttons for changing the label become visible:

	Edit. Opens the three-step screen so you can make changes.
	Copy. Places a copy of the label in the workspace. Click *Edit* on the new label to make changes and to provide a new name.
	Remove. Deletes the label.

11. When complete, click **Finish**. A tab for the newly created job opens. For information on how to work with job files see Chapter 5 Job File Management on page 99. Once you click Finish in the workspace you cannot return to the workspace. Future changes must be made via the job file.

Adding Data Later

Once the three-step screen is closed for an app, you cannot reopen it. Instead, open the saved job file to make changes.

To add data to a label file that was created using the Wire Harness Labels app:

1. On the **Home** page click the **Open** tile and select **Job**.
2. Select the job file with the wire harness labels and click **Open**.
3. The left side of the page for the job file lists the label files within that job. Click on the label file that you want to edit.
4. On the right side of the page click **Open in Editor**.
5. Add data to the label as you would with any label file. Add:
   - Individual items manually. See Adding and Editing Objects on page 31.
   - Sequential information. See Chapter 4 Serialization on page 89.
   - Imported data. See Adding External Data on page 119.
   - Data using a saved serialization or data import scheme. See Using a Saved Serialization Scheme on page 98 or Using a Saved Data Import Scheme on page 126.
6. Click the **Save** button.