TEKLYNX®

LABEL MATRIX®

VERSION 8

QUICK START GUIDE

TEKLYNX

3 To leave the default printer the same but select a different printer specifically for printing this label design, click the **Specific Printer** option and then select the new printer from the drop-down list.

If you assign a specific printer and save the label, the label will use this printer until you change it back to the default printer and save the label.

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

Documenting a Label

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

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

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

2 Click the **General** tab.

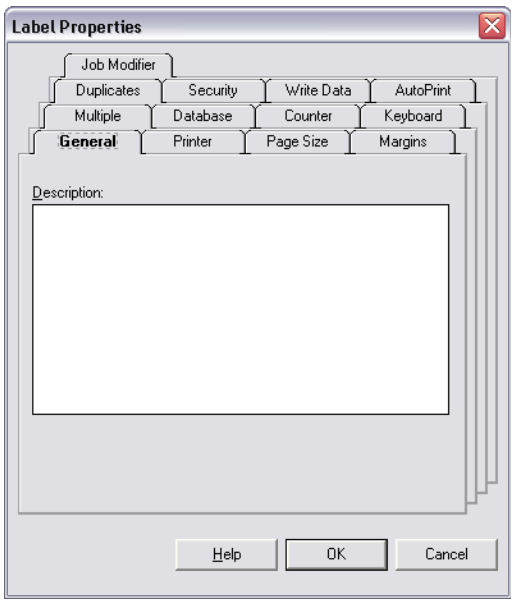

Figure 2-14 General Tab

3 In the **Description** box, type the data you want to associate with the label.

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

5 After you save and close the label, when you open it again you can view the description in the **Open** dialog box.

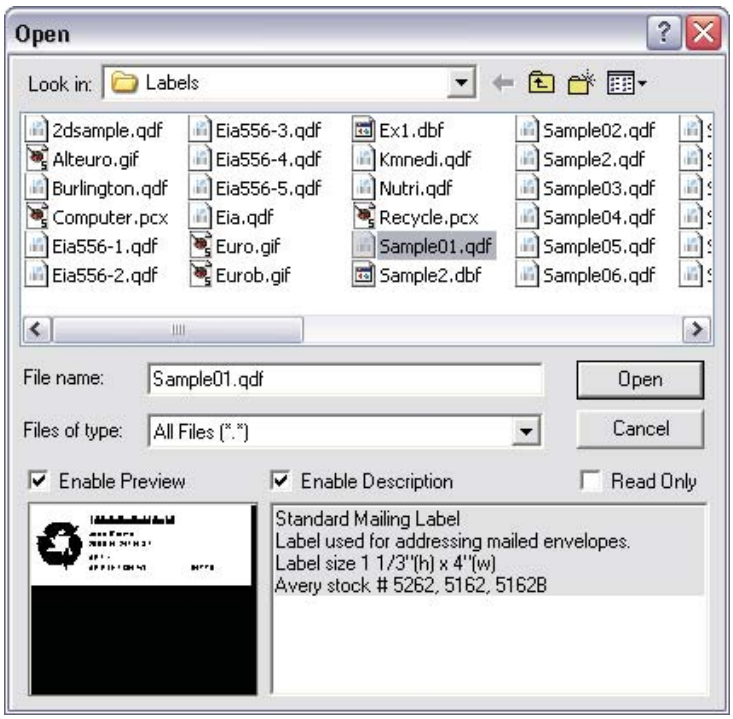

Figure 2-15 View Label Description

Note The description appears only if the **Enable Description** check box is selected.

Saving a Label Design File

1 On the **File** menu, click **Save**. Alternatively, you can click **Save** on the Standard Toolbar.

2 On the **Save As** dialog box, browse to the folder where the file will be saved.

3 Enter a file name for the label design, and then click **Save**.

Note To save your label in a format that can be read by older versions of the program (backward compatible), select the appropriate file version from the **Save as Type** drop-down list located on the **Save As** dialog box.

Saving a Label Format as a Label Background

For single-label layouts (labels Across and Down both set to 1 on the **Multiple** tab), you have the option to save your label as a label background. A label background serves as a "base layer" outline that you can use to make your label design process easier. A label background is displayed in the design window for design purposes only and will not print.

The ability to save a label format as a label background is not available in all editions of the label design software.

Label backgrounds are created just like designing a new label, with the only difference being that you save it as a Label Background file (an Enhanced Metafile format file) to a designated folder instead of saving as a standard Label Design file.

Note To change the folder where all label background files are stored, in the label design software go to **Tools** menu **> Setup > Directories** tab, and specify the desired folder for the **Background Location** setting.

▶ **To save a label format as a label background (for single-label layouts only):**

1 Once your base label design is complete, on the **File** menu, click **Save as**.

2 In the **Save in** list, navigate to the program's "Backgrounds" folder (or whatever folder is designated as the Background Location folder on the **Tools** menu **> Setup > Directories** tab).

3 In the **Save as type** drop-down list, scroll down and select **Label Background (*.emf)**.

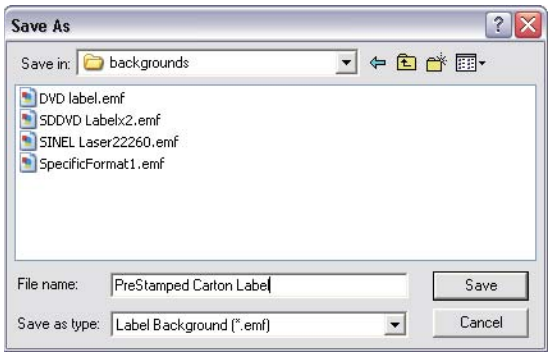

Figure 2-16 Save As a Label Background

4 Enter a File name and click **Save**.

Once saved, you will then be able to access the label background template from the Label Properties **Page Size**, **Margins**, or **Multiple** tabs by selecting **Label Background** from the **Form** drop-down list and then selecting the desired label background.

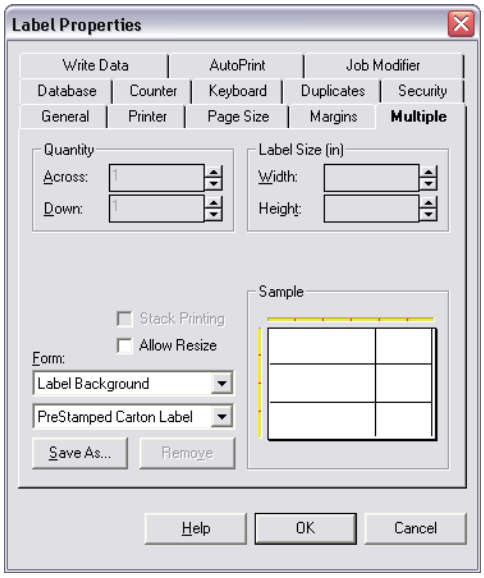

Figure 2-17 Select a Label Background

Designing Labels

Selecting a Data Origin

What is a Data Origin?

When you add a text, paragraph, bar code, or 2D bar code image to the label, you must select a data origin for that image. A data origin identifies the source of the data to populate an image. A data origin can be constant (the data stays the same for each label printed) or variable (the data changes for each label printed).

The data origin is selected from the image's **Data** tab.

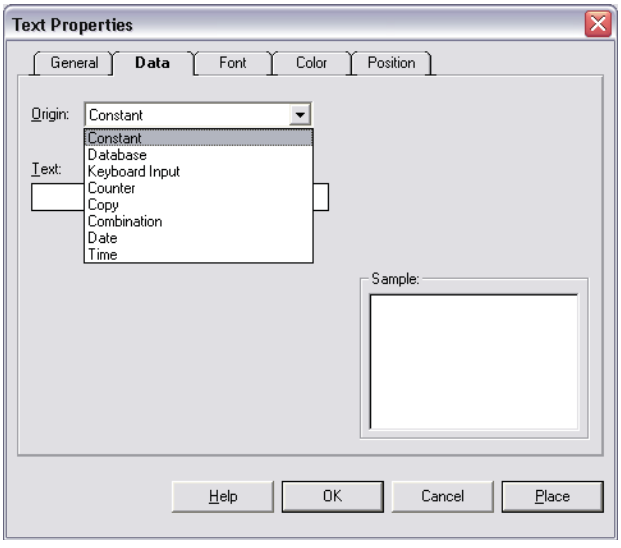

Figure 4-1 Data Origins

Types of Data Origins The following table describes the data origins from which you can select.

Data Origin	Description
Constant	The information is entered on the **Data** tab when the image is created, and does not change from label to label. Constant is the default data origin.
Database	The value is retrieved from a database file, and so it changes from label to label (variable data). You can access the database records sequentially (prints all records in order) or using a "key" field that you select. (Note: The key field access method is not available in all editions of the software.)
Keyboard Input	The operator is prompted for the information at print time, so different information could be entered for each label (variable data). For a Keyboard Input "pick list," the value is selected at print time from a predefined drop-down list. Input can be limited to the list to ensure exact entry of data with no unauthorized entries.
Counter	You specify a starting value, and the information increments (counts up) or decrements (counts down) by the specified amount for each label (variable data).
Copy	The information is copied from another variable image on the label.
Combination	The information is obtained by combining the data from two or more other images on the label, and/or by using math, logic, or string functions to formulate data from those variable images. (Note: This origin is not available in all editions of the software.)
Date	The value is the current date (based on the system clock), formatted according to the date format you select. Some editions of the software allow you to offset the date to print a past or future date if desired (e.g, MM/DD+7/YY adds seven days to the current date).
Time	The value is the current time (based on the system clock), formatted according to the time format you select. Some editions of the software allow you to offset the time to print a past or future time if desired (e.g, HH:MM+10 AA$ adds 10 minutes to the current time).

Selecting a Font

For any text, paragraph, bar code, or 2D bar code image that you add to the label, you have the option of selecting resident or non-resident printer fonts.

- **Resident fonts** are stored in your printer system's memory. This is the recommended font type when printing to a thermal printer.
- **Non-resident fonts** are stored on your PC. Non-resident fonts are sent to your printer as graphics. Graphics require more memory and, therefore, take longer to print than resident fonts.
- **TrueType fonts** are the fonts stored on your PC, and there is typically a wide variety of these fonts from which to choose. TrueType fonts are not typically resident on thermal printers.

The font is selected from the image's **Font** tab.

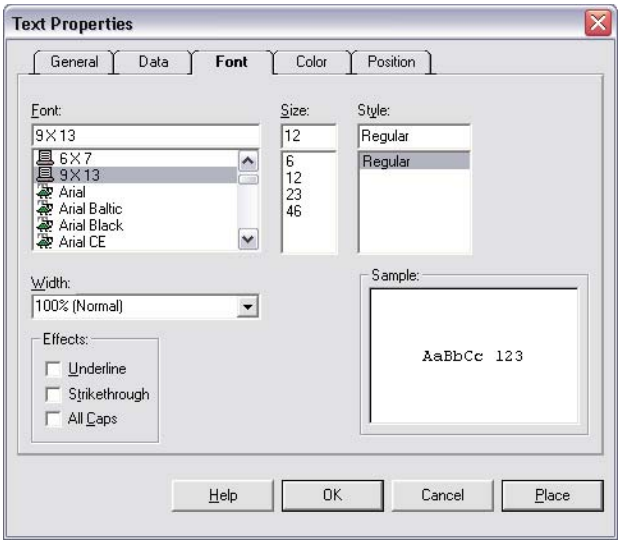

Figure 4-2 Font Tab

When selecting a font on the **Font** tab, pay attention to the icon located to the left of each font in the list:

- indicates a font (not a TrueType font) resident on the thermal printer.
- indicates a TrueType font that is not resident on the printer; it will be sent to the printer as a graphic.
- indicates a TrueType font resident on the printer.

Using the Add Image Wizard

You can use the Add Image Wizard to add any type of image to your label. The Add Image Wizard walks you step by step through the process of adding an image, defining its properties, and placing it on the label.

▶ **To access the Add Image Wizard, do one of the following:**

- Click the **Add Image Wizard** button , located at the top of the Add Image Toolbar.
- On the **Insert** menu, click **Image Wizard**.
- Press the INSERT key on your keyboard.

Figure 4-3 Add Image Wizard

Depending on the edition of the software you are using, different features are available. Although all features are described in this manual, they many not be available in your edition of the software.

Adding Images to the Label

Adding Text

1 Do one of the following:

- On the **Insert** menu, click **Text**.
- Click **Add Text** A on the Add Image Toolbar.

The **Text Properties** dialog box appears.

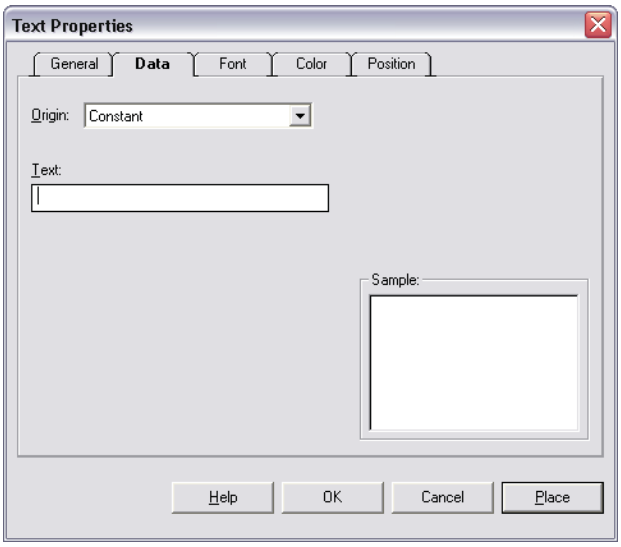

Figure 4-4 Text Properties

2 From the **Origin** drop-down list, select the data origin appropriate for your text. Depending on the origin selected, different properties will appear on the **Data** tab.

3 Set up your text image as required for the data origin you selected. For detailed information on each data origin, use the program's online Help.

4 Click the **Font** tab and select font options for your text.

5 If desired, use the **Text Properties** tabs to define other settings for your text such as color and position.

6 Click **OK** to have the text appear on the label according to the **Position** tab settings, or click **Place** to place the text on the label using the mouse.

Adding a Paragraph

1 Do one of the following:

- On the **Insert** menu, click **Paragraph**.
- Click **Add Paragraph** on the Add Image Toolbar.

The **Paragraph Properties** dialog box appears.

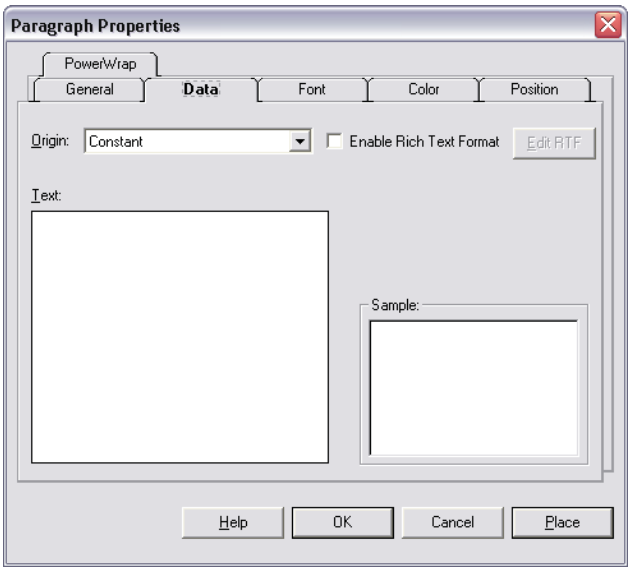

Figure 4-5 Paragraph Properties

2 From the **Origin** drop-down list, select the data origin appropriate for your paragraph. Depending on the origin selected, different properties will appear on the **Data** tab.

3 Set up your paragraph image as required for the data origin you selected. For detailed information on each data origin, use the program's online Help.

4 Click the **Font** tab and select font options for your paragraph.

5 If desired, use the **Paragraph Properties** tabs to define other settings for your paragraph such as Text Wrapping and Scale to Fit options.

6 Click **OK** to have the paragraph appear on the label according to the **Position** tab settings, or click **Place** to place the paragraph on the label using the mouse.

Adding a Bar Code 1 Do one of the following:

- On the **Insert** menu, click **Bar Code**.
- Click **Add Bar Code** on the Add Image Toolbar.

The **Bar Code Properties** dialog box appears.

2 From the **Origin** drop-down list, select the data origin appropriate for your bar code. Depending on the origin selected, different properties will appear on the **Data** tab.

3 Set up your bar code image as required for the data origin you selected. For detailed information on each data origin, use the program's online Help.

4 Click the **Bar Code** tab and select a bar code type from the **Type** drop-down list. The settings that appear on this tab will vary depending on the bar code type you select.

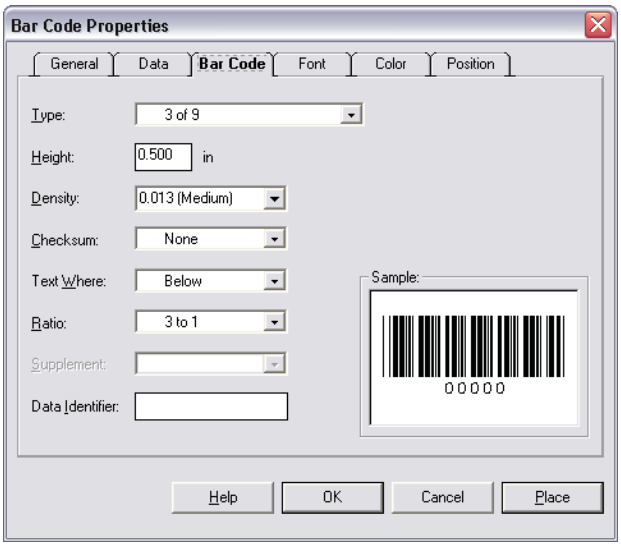

Figure 4-6 Bar Code Tab

5 If desired, use the **Bar Code Properties** tabs to define other settings for your bar code such as color or position, or font options for the human readable text.

6 Click **OK** to have the bar code appear on the label according to the **Position** tab settings, or click **Place** to place the bar code on the label using the mouse.

Adding a 2D Bar Code

1 Do one of the following:

- On the **Insert** menu, click **2D Bar Code**.
- Click **Add 2D Bar Code** on the Add Image Toolbar.

The **2-Dimensional Properties** dialog box appears.

2 From the **Origin** drop-down list, select the data origin appropriate for your 2D bar code. Depending on the origin selected, different properties will appear on the **Data** tab.

3 Set up your 2D bar code image as required for the data origin you selected. For detailed information on each data origin, use the program's online Help.

4 Click the **2D Bar Code** tab and select a bar code type from the **Type** drop-down list. The settings that appear on this tab will vary depending on the bar code type you select.

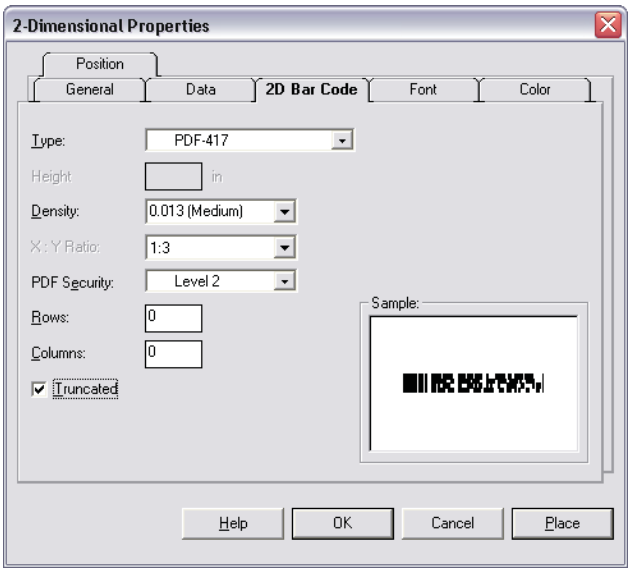

Figure 4-7 2D Bar Code Tab

5 If desired, use the **2-Dimensional Properties** tabs to define other settings for your 2D bar code such as color and position.

6 Click **OK** to have the 2D bar code appear on the label according to the **Position** tab settings, or click **Place** to place the 2D bar code on the label using the mouse.

Adding a Picture

1 Do one of the following:

- On the **Insert** menu, click **Picture**.
- Click **Add Picture** on the Add Image Toolbar.

The **Picture Properties** dialog box appears.

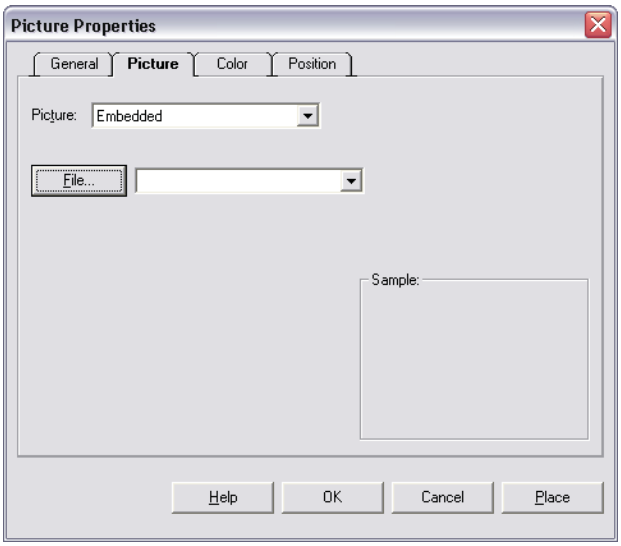

Figure 4-8 Picture Properties

2 From the **Picture** drop-down list, select one of the following methods for accessing your picture.

- **Embedded:** Saves the picture as part of the label design. This method requires more file space for storing your label designs, but is useful if the path for your original graphic file may change at some point.
- **Linked File:** Saves a reference to a selected picture file name. It does not store the actual picture as part of the label design, so this is the preferred method if you have limited storage space for your label designs.
- **Database:** Enables you to specify a field in a database file that determines the directory path and file name for the selected picture image. (Note: This method is not available in all editions of the software.)
- **Keyboard Prompt:** Enables you to specify the directory path and file name for the selected picture image at the time of printing. (Note: This method is not available in all editions of the software.)

Depending on the origin selected, different properties will appear on the **Picture** tab.

3 If you are using the **Embedded** or **Linked File** method to access the picture, click the **File** button and browse to locate the graphic file to add to the label design.

4 If desired, use the **Picture Properties** tabs to define other settings for your picture such as color and position.

5 Click **OK** to have the picture appear on the label according to the **Position** tab settings, or click **Place** to place the picture on the label using the mouse.

Adding a Line or Shape

1 Do one of the following:

- On the **Insert** menu, click **Shapes**, and then click **Line**, **Rectangle**, **Ellipse**, **Diamond** or **Octagon**.
- Click **Add a Shape** on the Add Image Toolbar, and then select a shape.

The properties dialog box for the selected shape appears.

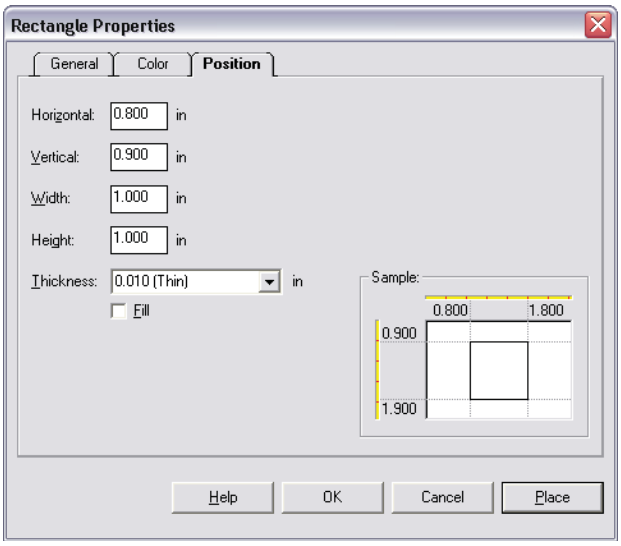

Figure 4-9 Rectangle Properties

2 Click the **Position** tab, and select a **Thickness** setting (**Thin**, **Medium**, or **Thick**) for the shape's border, or use a different setting by entering your own value.

3 If you want the shape to be filled with color, click the **Fill** check box.

4 Click the **Color** tab and select a **Foreground Color** for the shape's border and/or a **Background Color** for the shape's fill color.

5 Click **OK** to have the shape appear on the label according to the **Position** tab settings, or click **Place** to place the shape on the label using the mouse.

Adding a Custom Shape

1 Do one of the following:

- On the **Insert** menu, click **Shapes**, and then click **Custom Shape**.
- Click **Add a Shape** on the Add Image Toolbar, and then click **Custom Shape** .

The **Custom Shape Properties** dialog box appears.

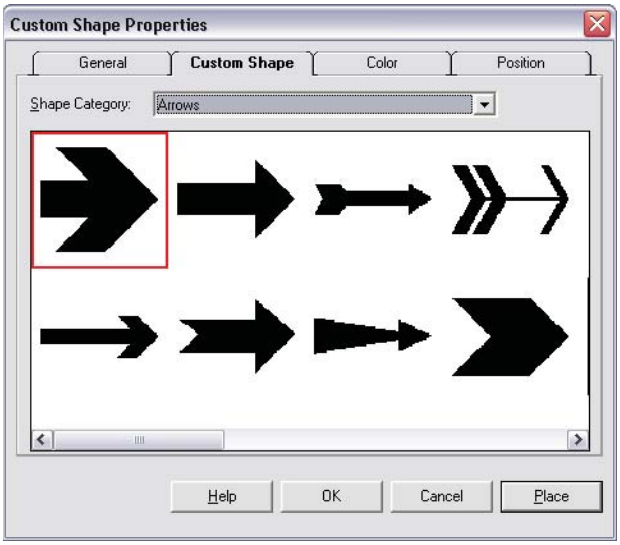

Figure 4-10 Custom Shape Properties

2 On the **Custom Shape** tab, click the **Shape Category** drop-down list and select the category that contains the shape you want. For example, if you are looking for a fire extinguisher icon, select the Fire Safety category. All the available shapes for the selected category appear.

3 Scroll through the displayed shapes and click the shape you want.

4 If desired, use the **Custom Shape Properties** tabs to define other settings for your custom shape such as color and position.

5 Click **OK** to have the custom shape appear on the label according to the **Position** tab settings, or click **Place** to place the custom shape on the label using the mouse.

To temporarily override the snap value grid setting and position an image precisely, hold down the CTRL key as you drag the image to the desired position on the label.

Adding a TextArt Image

1 Do one of the following:

- On the **Insert** menu, click **TextArt**.
- Click **Add TextArt** on the Add Image Toolbar.

The **TextArt Properties** dialog box appears.

2 From the **Origin** drop-down list, select the data origin appropriate for your TextArt image. Depending on the origin selected, different properties will appear on the **Data** tab.

3 Set up the TextArt image data as required for the origin you selected. For detailed information on each data origin, use the program's online Help.

4 Click the **Font** tab and select font options for the TextArt image.

Note

TextArt images can only be created using TrueType fonts. If you are using a thermal or thermal transfer printer, note that labels containing TextArt images may print significantly slower because TrueType fonts are sent to the printer as graphics on most thermal printers.

5 Click the **TextArt** tab.

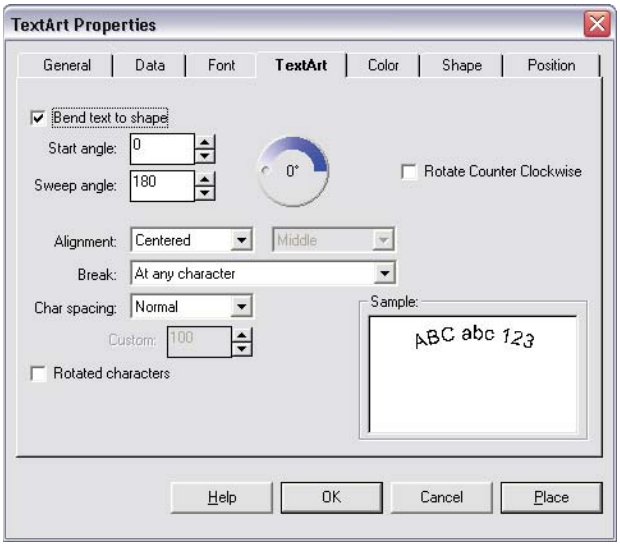

Figure 4-11 TextArt Properties TextArt Tab

6 Set the following TextArt properties:

Bend text to shape: When this box is checked, the text will follow the border of the shape (ellipse, rounded rectangle, etc.) chosen on the **Shape** tab. (Default shape type is an ellipse.)

To create a TextArt image that displays a line of text in a full circle, select the **Ellipse** shape on the **Shape** tab, enter **0** for the **Start angle**, and enter **360** for the **Sweep angle**.

Start angle: Allows you to define a starting point in the TextArt text, based on an angle of 360°. (Default Start angle setting is 0.)

Sweep angle: Allows you to define the sweep angle at which the text will be displayed. (Default Sweep angle setting is 180.)

Rotate Counter Clockwise: Rotates the entire string of characters to flow in a counter-clockwise direction following the border of the shape.

To create a TextArt image that displays a line of text that reads from left to right in a downward arc, select the **Ellipse** shape on the **Shape** tab, enter **180** for the **Start angle**, enter **180** for the **Sweep angle**, and then click the **Rotate Counter Clockwise** check box.

Alignment: Used to define the horizontal and vertical alignment characteristics of the TextArt in its allocated space.

Break: Used to define where text breaks should occur, when the text has to adapt to the shape.

Char spacing: Used to define the spacing between characters. You can select the Custom option to define custom character spacing based on a scale of 20 to 200. The default setting (100) corresponds to standard spacing. During customizing, spacing will be proportional to the number selected. For example, at 200 the spacing corresponds to approximately one character; at 20, the characters will overlap.

Rotated characters: Rotates each individual character counter-clockwise by 90°.

7 If you want to apply color to the TextArt image text, click the **Color** tab to access the color settings for the **Fill**, **Outline**, and **Shadow** colors.

8 If you would like a shape to appear in the background of the TextArt image, click the **Shape** tab and select the desired shape. Shape options include Ellipse, Line, Polygon, Polyline, Rectangle, and Round rectangle.

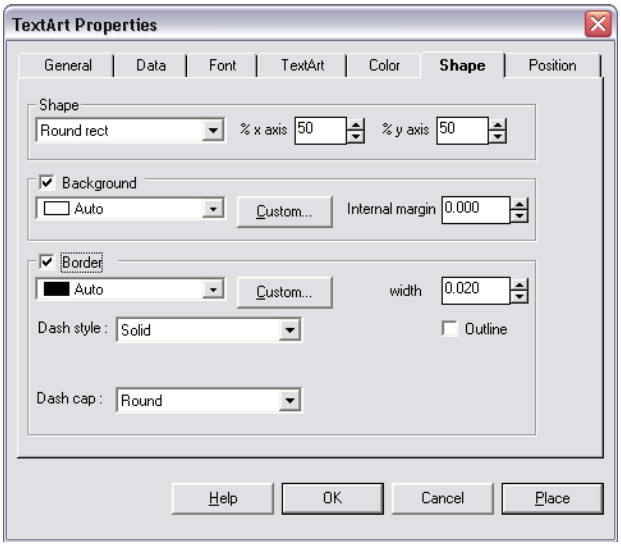

Figure 4-12 TextArt Properties Shape Tab

9 Set the following Shape properties:

Shape: Select the type of shape to use as the object's background. The shape selected here also determines the shape the text will follow if the **Bend text to shape** option is selected on the **TextArt** tab.

% x axis and y axis: Used to define the corner roundness when the **Round rectangle** shape is selected.

Background: Click the **Background** check box to use the selected shape for the object's background.

Color: Click the drop-down list to select a color for the selected background shape. The Custom button allows you to select a non-standard color or define a custom color.

Note

The units of measure (inches or centimeters) can be changed from the **Tools** menu **> Setup > View Settings** tab **> Ruler Markings** setting. The **Ruler Markings** setting determines the units of measure used throughout the program.

Internal margin: Used to define a margin between the outside edge of the object (where the object handles appear) and the background shape.

Border: Click the **Border** check box to place a border line around the selected background shape. Note that if an internal margin surrounds the shape, the border line will appear outside the margin.

Color: Click the drop-down list to select a color for the border. The Custom button allows you to select a non-standard color or define a custom color.

Dash style: Used to define the dash style, if any, to use for the border.

Dash cap: Used to define the appearance of the dashes when a dash style is used.

Width: Used to define the width of the outline, whether it is continuous or dashed.

Outline: Allows you to display only the outline of the defined border.

10 Click **OK** to have the TextArt image appear on the label according to the **Position** tab settings, or click **Place** to place the image on the label using the mouse.

Adding a RichTextField Image

1 Do one of the following:

- On the **Insert** menu, click **RichTextField**.
- Click **Add RichTextField** on the Add Image Toolbar.

The **RichTextField Properties** dialog box appears.

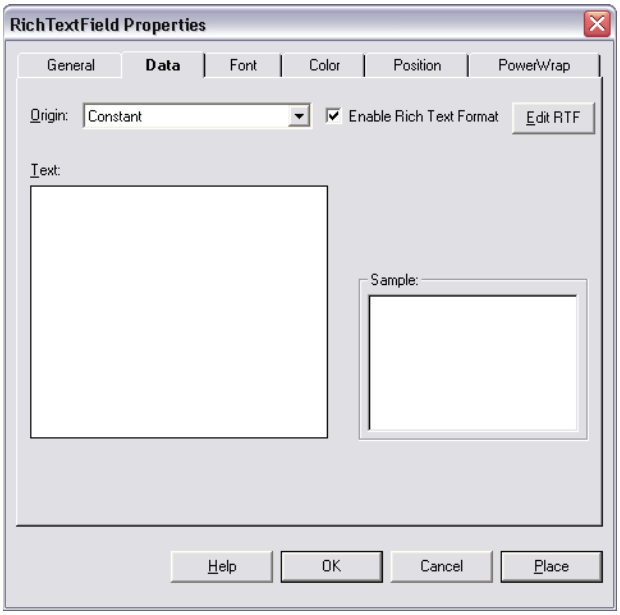

Figure 4-13 RichTextField Properties Data Tab

2 From the **Origin** drop-down list, select the desired data origin (available origins are limited to Constant, Database, or Combination for a RichTextField image). Depending on the origin selected, different properties will appear on the **Data** tab.

3 Set up the RichTextField image data as required for the origin you selected. For detailed information on each data origin, use the program's online Help.

Note Depending on your printer, RichTextField images may be sent to your printer as graphics and when images print as graphics the print speed is much slower.

4 To add or edit text in the RTF Editor, click the **Edit RTF** button.

The RTF Editor appears.

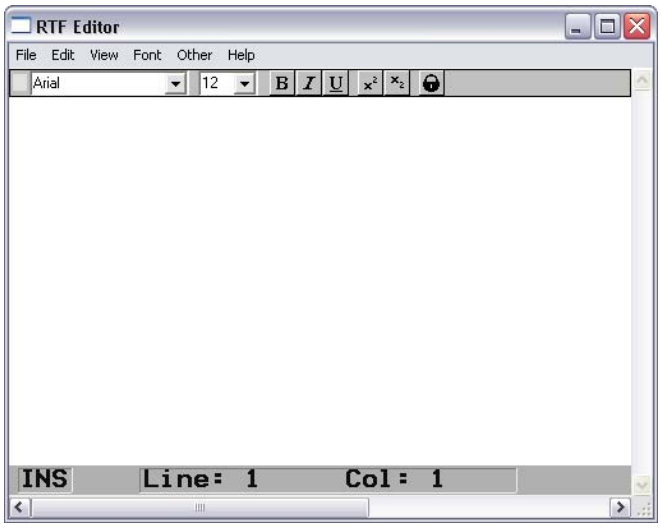

Figure 4-14 RTF Editor

Note

When entering the RTF Editor from the **Data** tab you will be limited to editing the selected RichTextField image. In order to create, open, and save other RTF files, you must enter the RTF Editor by selecting **RTF Editor** from the **Tools** menu.

5 Now in the RTF Editor, type the desired text and format it using the options in the RTF Editor's **Font** menu.

6 When finished, select **Exit** from the RTF Editor's **File** menu and click **Yes** when asked whether to save the text.

7 Now back on the **Data** tab, the formatted RTF text will appear in the **Sample** box and the source text with its hidden RTF codes will appear in the **Text** box.

8 Click **OK** to have the RichTextField image appear on the label according to the **Position** tab settings, or click **Place** to place the image on the label using the mouse.

Working with Placed Images

Image Handles

When you click on an image to select it, image "handles" will appear around the image's border. The image handles let you know when an image is selected, and they also provide an easy way for you to change the image's size.

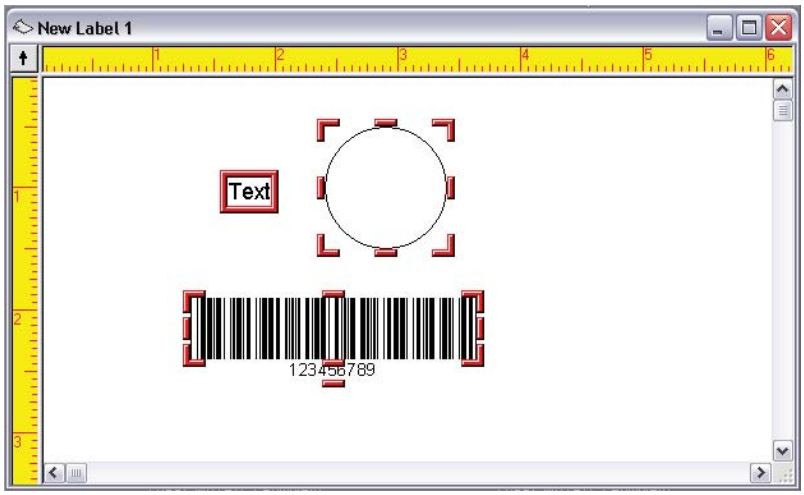

Figure 4-15 Image Handles

Changing the Snap Value

When you place an image on the label, it automatically snaps into alignment according to the **Snap Value** set on the **View Settings** tab. When you move images, the snap value keeps the movement to increments of this value. For example, a snap value of 0.25 inches lets you move an image in quarter-inch increments.

▶ **To change the snap value:**

1. On the **Tools** menu, click **Setup**, and then click the **View Settings** tab.
2. Change the **Snap Value** setting as desired. For example, changing the snap value from 0.10 to 0.01 will make it much easier to place an image at a specific point on the label.
3. Click **OK** to return to the design window.

Moving an Image

1 Place the mouse pointer over the selected image.

2 Click the left mouse button and drag to move the image to the desired location.

Moving an Image to the Front or Back

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

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

The image that is pulled to the front is the last item printed.

▶ **To move a selected image to the back of all other images:**

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

The image that is dropped to the back is the first item printed.

Rotating an Image

1 Click on the image(s) you want to rotate. To select more than one image at once, hold down the SHIFT key while clicking on the images.

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

The **Rotate** dialog box appears.

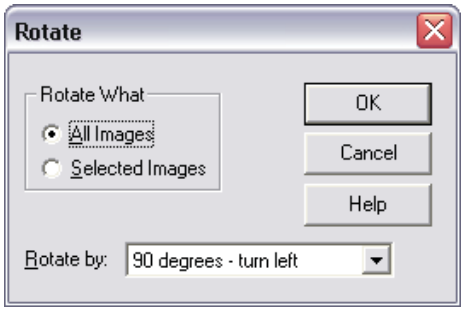

Figure 4-16 Rotate Options

3 Select one of the following rotation options:

- **All Images:** Changes the orientation of the label on your screen and on the print media. The display shows the orientation of the printed label. For example, to print labels upside down, rotate all images 180 degrees.
- **Selected Images:** Use this command to rotate the orientation of selected images. The display shows how images will print. This command does not affect the orientation of the label.

4 Choose a rotation setting from the **Rotate by** drop-down menu.

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

Sizing an Image

1 To size the image while keeping the aspect ratio of the height and width the same (so as not to distort the image), click on one of the four corners of the image handles (so the cursor is at a diagonal).

2 Drag to the desired size.

Scaling an Image

The **Scale** command allows you to size the selected image or images by the percentage you specify. Specifying a percentage of 100 percent leaves the image unchanged; 50 percent cuts the image size in half; 200 percent doubles the image size, etc.

▶ **To scale selected images or all images in the design area:**

1 Click on the image(s) you want to scale. To select more than one image at once, hold down the SHIFT key while clicking on the images.

2 On the **Edit** menu, click **Scale**. Alternatively, you can right-click the image and select **Scale**.

The **Scale** dialog box appears.

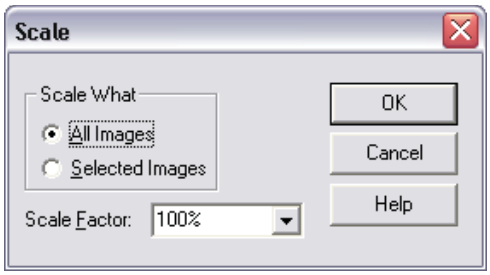

Figure 4-17 Scale Options

3 Specify if you want to scale **All Images** or **Selected Images**.

4 Select a value from the **Scale Factor** drop-down list or use a different scale factor percentage by entering your own value.

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

For detailed information on all label design functions available in this label design software, use the program's online Help. Help is available by selecting **Help Topics** from the **Help** menu or by pressing F1.

Index

Numerics

2D bar codes 3-8

A

Add Image Toolbar 1-7
Add Image Wizard 3-4
Add Printer Wizard 2-2
Adding
    2D bar codes 3-8
    Bar codes 3-7
    Custom shapes 3-11
    Lines 3-10
    Paragraphs 3-6
    Pictures 3-9
    RichTextField 3-17
    Shapes 3-10
    Text 3-5
    TextArt 3-12
Alignment Toolbar 1-8
Application options 1-10
Application window 1-4

B

Bar codes 3-7

C

Combination data origin 3-2
Constant data origin 3-2
Copies of a label 2-17
Copy data origin 3-2
Counter data origin 3-2
Creating a new label 1-2
Custom shapes 3-11

D

Data origins 3-1
Database access
    Keyed 3-2
    Sequential 3-2
Database data origin 3-2
Date data origin 3-2
Default printer 2-2
Description 2-19
Design window
    Colors 1-11
    Settings 1-10
Drivers 2-2
Duplicate labels 2-17

E

Errors/Warnings Toolbar 1-9
Extended drivers 2-2

F

Fonts 3-3
Forms 2-10

G

Graphics 3-9
Group/Ungroup buttons 1-9

I

Image Formatting Toolbar 1-9
Image handles 3-19
Images
    Adding 3-5
    Moving 3-20
    Pulling to front/back 3-20
    Rotating 3-20
    Scaling 3-21
    Sizing 3-21
Interface 1-4

K

Keyboard Input data origin 3-2

L

Label background 2-21
Label description 2-19
Label design window
    Colors 1-11
    Settings 1-10
Label setup 2-6, 2-8, 2-10
Label templates 2-10
Labels
    Creating 1-2
    Opening 1-3
    Saving 2-21
Lines 3-10

M

Margins 2-1, 2-15
Menu Bar 1-4
Menus 1-4
Moving an image 3-20
Multiple labels per page 2-16

N

Native drivers 2-2
New Label Wizard 1-2, 2-6, 2-8, 2-10
Non-resident fonts 3-3

O

Opening a label 1-3

P

Page size 2-14
Paragraphs 3-6
Pick list data entry 3-2
Pictures 3-9
Predefined forms 2-10
Printer drivers 2-2
Printer setup 2-1, 2-18
Printers 2-6, 2-8, 2-18

R

Resident fonts 3-3
RichTextField 3-17
Rotating an image 3-20
Rotation button 1-10
RTF Editor 3-18

S

Saving a custom form 2-11
Saving a label 2-21
Saving as a label background 2-21
Scaling an image 3-21
Shapes 3-10
Sizing an image 3-21
Snap value 3-19
Specific printer 2-18
Starting the program 1-1
Status Bar 1-10
Style Bar 1-5

T

Templates 2-10
Text 3-5
TextArt 3-12
Thermal printers 2-6
Time data origin 3-2
Toolbars 1-5
    Add Image Toolbar 1-7
    Alignment Toolbar 1-8
    Errors/Warnings Toolbar 1-9
    Image Formatting Toolbar 1-9
    Standard Toolbar 1-5
    Status Bar 1-10
TrueType fonts 3-3
Two-dimensional bar codes 3-8

W

Windows printers 2-8
Wizards
    Add Image Wizard 3-4
    Add Printer Wizard 2-2
    New Label Wizard 1-2, 2-6, 2-8, 2-10

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