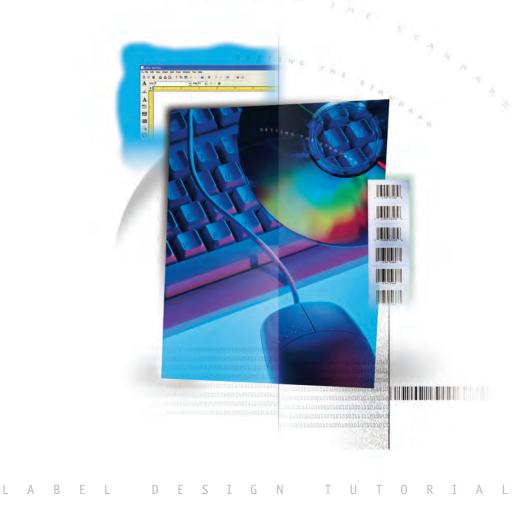
# **LABEL MATRIX**<sup>®</sup>





Label Design Tutorial

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Rev – 151209

# Label Design Tutorial

This tutorial walks you through the process of creating an employee name badge label that includes a company name, an employee name, a graphic, and a bar coded badge number. We will use the program's powerful database capabilities to access the employee name data from the Ex1.dbf sample database that is installed with the program. In addition, the badge number will be added as a bar code that can be scanned to track attendance at company events or for other purposes.

The following is a sample of the label we will create.

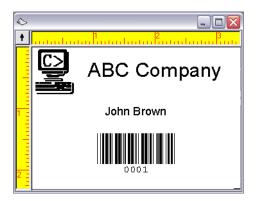


Figure 1 Name Badge Label

Note

The name badge label uses a predefined label format for an 8.5 x 11 inch sheet of labels. For purposes of this exercise we will set up the label design to print to a Windows printer (like a laser or ink-jet printer). If you do not have this type of printer setup available you can still go through the basic label design steps covered in this exercise.

#### Creating a New 1 Label

1 Start the label design software.

The first time you launch the software, a message box will appear to inform you that a default printer was not found. If you see this message, click **OK** to start the Add Printer Wizard and set up your default printer.

2 From the introductory screen, select the **Create a new label** option, and then click **OK**.

The New Label Wizard appears.



Figure 2 New Label Wizard

- **3** On the first screen of the wizard, select the following two options:
  - · Select a different printer for this design
  - Change the page size, set up margins, and/or print multiple labels per page
- 4 Click Next.



Figure 3 Select a Printer

5 Select a laser, ink-jet or dot matrix printer.

If necessary, you may need to first install the printer using Windows Control Panel.

- 6 Click Make this printer the "Specific Printer" for this label file..., and click Next.
- 7 Click One of the forms chosen below.
- 8 Click the **Form** drop-down list and select **Avery** as the form manufacturer.
- 9 Now click the bottom drop-down list and scroll down to select form 5395 - Name Badge - 2-1/3" X 3-3/8".

The preview on the left will change to show a page layout with two labels across and four labels down on the page.

New Label Wizard	×
On which type of media will this label file be printed?	
Help << Back Next >>> Cancel	

Figure 4 Name Badge Form

- 10 Click Next.
- 11 Continue clicking Next to accept the defaults for page size, margins, and number and size of labels per page.
- 12 The final screen of the wizard allows you to enter a description for your label. Type Employee badge with name and bar coded badge number in the Description box.
- 13 Click Finish.

The selected label format appears in the design window.

- 14 On the File menu, click Save As.
- 15 Browse to save the label to your desktop and enter a file name (like **Employee Badge**), and then click **Save**.

#### Adding a Picture 1 On the Insert menu, click Picture.

The Picture Properties dialog box appears.

Picture Properties
General Picture Color Position
Picture: Embedded
Ele
Sample:
Help OK Cancel Place

Figure 5 Picture Tab

- 2 In the Picture box, click Embedded.
- 3 Click File.

The Select Picture File dialog box appears.

4 Browse to the label design software's **Sample Labels** directory, select **computer.pcx**, and then click **Open**.

The path and file name of the picture appears, and the **Sample** area displays the selected image.

- 5 Click Place.
- 6 Position the cursor in the upper left corner of the label and click to place the image.



You can easily move the picture on the label by clicking once on the middle of the image and then dragging it to a new position using the mouse.

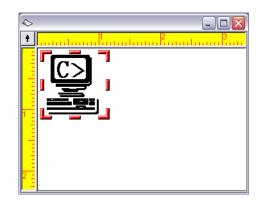


Figure 6 Add a Picture

The picture appears at its original size, which is too large for this label.

- 7 To make the picture smaller, position the cursor over the lower right corner image handle (one of the bars outlining the image), and click and drag it toward the upper left corner. Size the picture so it is about 3/4" high.
- 8 On the File menu, click Save.

5	On the Insert menu, click Text.
Text Image	The Text Properties dialog box appears.
2	On the <b>Data</b> tab, click in the <b>Origin</b> box, and then click <b>Constant</b> as the data origin.
3	In the Text box, type ABC Company.
	Text appears in the Sample area as you type it.

4 Click the Font tab.

Note

Text Properties	X
General Data Font	Color Position
Eont: Anial Thanial Baha Thania Cif Thania Binek Thania Binek Thania Binek Thania Binek Thania Binek Thania Binek Thania Thania Binek Thania Th	Size: Style: 24 72 24 72 26 72 28 72 72 72 72 72 72 72 72 72 72
Help	OK Cancel Place

Figure 7 Font Tab

**5** Select the following font settings:

Font: Arial

Size: 24

Style: Regular

If you are printing to a thermal or thermal-transfer printer, you should use a printer resident font instead of Arial.

- 6 Click **Place** and position the cursor near the top of the label, to the right of the picture.
- 7 Click the left mouse button to place the image. If necessary, you can click on the image and drag to move it.

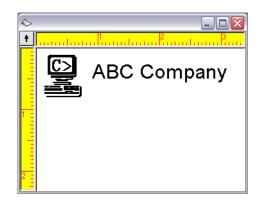


Figure 8 Add Text

- 8 Save the label design.
- Attaching a 1 On the Insert menu, click Database File.

Alternatively, on the **File** menu, click **Label Properties**, click the **Database** tab, and click **Add**.

The Add Database Wizard appears.

- 2 Depending on the edition of the label design software you are using, you may be prompted to select the type of database setup to use. Select **Normal Setup**, and click **Next**.
- 3 Click File.

The Select Database File dialog box appears.

Select Datab	oase File				? 🗙
Look in: 🗀	Sample Labels	•	+ 🗈	ď	· ·
Ex1.dbf	bf				
File name:	Ex1.dbf				Open
Files of type:	All Database Files		•		Cancel

Figure 9 Select a Database File

4 Browse to the label design software's **Sample Labels** directory, select **Ex1.dbf**, and then click **Open**.

The database file name you selected is displayed.

#### 5 Click Next.

The label design software analyzes the database for the total number of records and for the field property information. When done, a list of fields in each record appears.

Add Database Wizard	1					X
	record. You	st of the fields that l can change the sar of the fields by sele button.	nple valu cting the	e or ti field	ne max and pre	
	Name	Sample	Type	Min	Max	
	firstname	John	UL	4	7	
	lastname	Brown	UL	4	8	
	fullname	John Brown	UL	9	15	
	title	Sales Executive	UL	8	20	=
	dept	Sales	UL	5	16	
	idno	475-98-8975	NP	11	11	
	ext	109	N	3	3	
	homephone	414/547-8995	NP	0	12	$\sim$
				En	operties	
	Help	<< Back N	ext >>		Cano	el

Figure 10 Database Field Information

6 Click Next.



Figure 11 Database Access Methods

- 7 Depending on the edition of the label design software you are using, you may be prompted to select a database access method. For purposes of this exercise, we will access the database beginning at the first record, so select **Sequential access**, and click **Next**.
- 8 In the Name box, type Employee Information.
- 9 Click Finish to complete the database setup.

The Ex1.dbf database is attached and its records can be accessed when adding a text, paragraph, bar code, or 2D bar code image to the label.

10 Save the label design.

Adding Text with 1 a Database Origin	On the Insert menu, click Text.
	The Text Properties dialog box appears.
2	In the Origin box, click Database.

The Employee Information (Ex1.dbf) field information appears on the **Data** tab.

Elle: Employee Information 💌 Add Fjelds: Name Sample Type Min Ma	General	Data F	°ont ]	Color	Position
Field:: Name Sample Type Min Ma Intriname John UL 4 Juliname John Brown UL 4 Luliname John Brown UL 9 dept Sales Executive UL 8 dept Sales UL 5 info 475:98-9875 NP 11 ext 103 N 3 K John John John John 1 K John N 3 K John N	Origin: Da	abase		-	
Field:: Name Sample Type Min Ma Intriname John UL 4 Juliname John Brown UL 4 Luliname John Brown UL 9 dept Sales Executive UL 8 dept Sales UL 5 info 475:98-9875 NP 11 ext 103 N 3 K John John John John 1 K John N 3 K John N					
Name Sample Type Min Ma firshname John UL 4 fulname John Brown UL 4 fulname John Brown UL 5 dept Sales Lexcutive UL 8 dept Sales UL 6 dept Sales UL 6 thomeshone 414/547.8995 NP 11 Nameshone 414/547.8995 NP 0 €	Eile: Emplo	yee Information		- A	dd
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fullname John Brown ÚL 9 I   dept Sales UL 8 I   dept Sales UL 8 I   soliton 47.59.98975 NP 11 I   ext 109 N 3 ✓   fomenhone 41.47547.8995 NP 1 John					Complex
title Sales Executive UL 8 dept Sales UL 5 idno 47598-8975 NP 11 ext 109 N 3 John homenhone 414/547-8895 NP 0 ¥					Sample:
idho 475989375 NP 11 ext 109 N 3 homenhone 414/5474995 NP 0 ✓				8	
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homenhone 414/547-8995 NP n		475-98-8975	ŇP	11	
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Verification Keyboard Verification Off	<				
				n K	
		Keyboard Veri	ification I	UII	
		Keyboard Veri	ification I	on	

Figure 12 Database Data Origin

- 3 Select the fullname field.
- 4 Click the **Font** tab and select the following settings:

Font: Arial

Size: 14

Style: Regular

5 Click Place and click the left mouse button to place the text near the center of the label, slightly below the "ABC Company" text.

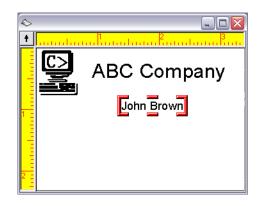


Figure 13 Add a Database Field

6 Save the label design.

Adding a Bar Code ' with a Counter Origin

Adding a Bar Code 1 On the Insert menu, click Bar Code.

The Bar Code Properties dialog box appears.

2 In the Origin box, click Counter.

The **Data** tab changes to display the Counter settings.

Bar Code Prop	erties 🛛 🔀
∫ General )	Data Bar Code Font Color Position
Origin: Count	er
⊻ariable:	Counter 1 Advanced
Start <u>A</u> t:	Database
Step By:	1
V <u>e</u> rify	Keyboard Verification Off
Sample:	
<u>B</u> ase:	Numbers
	Help OK Cancel Place

Figure 14 Counter Data Origin

3 Select the following Counter settings:

Start At: 0001

Step By: 1

Sample: 0001

Base: Numbers

- 4 Click the Advanced button, set Keep Changes to Yes, and then click OK.
- 5 Click on the Bar Code tab.

Bar Code Prop	erties 🛛 🔀
General	Data Bar Code Font Color Position
<u>I</u> ype:	Extended 39
Height:	0.500 in
Density:	0.013 (Medium)
Checksum:	None
Text Where:	Below Sample:
<u>R</u> atio:	3 to 1
Supplement:	
Data Identifier:	00000
	Help OK Cancel Place

Figure 15 Bar Code Tab

6 Select the following bar code settings:

Type: Extended 39

Density: 0.013 (Medium)

Text Where: Below

7 Click **Place** and click the left mouse button to place the bar code below the "fullname" database field.

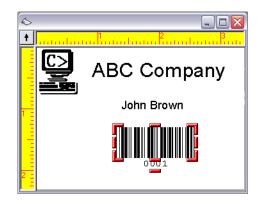


Figure 16 Add a Bar Code

8 Save the label design.

Changing the Snap Value	1	On the <b>Tools</b> menu, click <b>Setup</b> , and then click the <b>View Settings</b> tab.
	2	In the <b>Snap Value</b> box, type <b>0.01</b> . (Decreasing the snap value makes it much easier to place an image at a specific point on the label.)
	3	Click <b>OK</b> to return to the design window.
Positioning Images on the Label	1	While pressing the SHIFT key, click once on the "fullname" field and once on the bar code.
	2	With both images selected, click <b>Center Horizontally</b> 🖽 on the Alignment Toolbar.
	3	Save the label design.

ABC Company

Figure 17 Final Name Badge Label

Previewing Label 1 On the File menu, click Print Preview.

## Printing

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

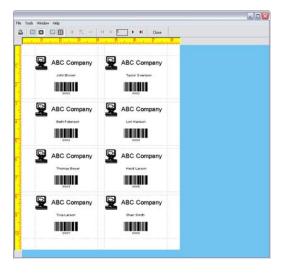


Figure 18 Print Preview

Your label should now look something like this:

#### Note

Design

Depending on the edition of the software you are using, the Print Preview labels may display only sample data (QuickDraw edition) or may display actual "live" data for the database records and counter values (PowerPro editions).

- 2 Click Close to return to the design window.
- Printing the Label 1 On the File menu, click Print.

The **Print** dialog box appears.

Print		×
Print Bange	Label Size: 3.375 x 2.312 in Page Size: 8.500 x 11.000 in	OK Cancel Help <u>S</u> etup
Start On Label: 1	Reverse Pages	🦵 Print To File
(L) - HP Laserjet 4 on LPT1:		•
Left Offset: 0.00 🛓 in	<u>T</u> op Offset: 0.00 <b>↓</b> in	

#### Figure 19 Printing Options

- 2 Click **Pages** and leave the **From** and **To** settings at their defaults to print one page of labels.
- 3 Click OK to send the label to the printer.

One page of eight labels is printed.



United States	Canada	France	Germany	Singapore	China	Japan
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