

LabelMark™

LABELING SOFTWARE

 BRADY®

Tutorials

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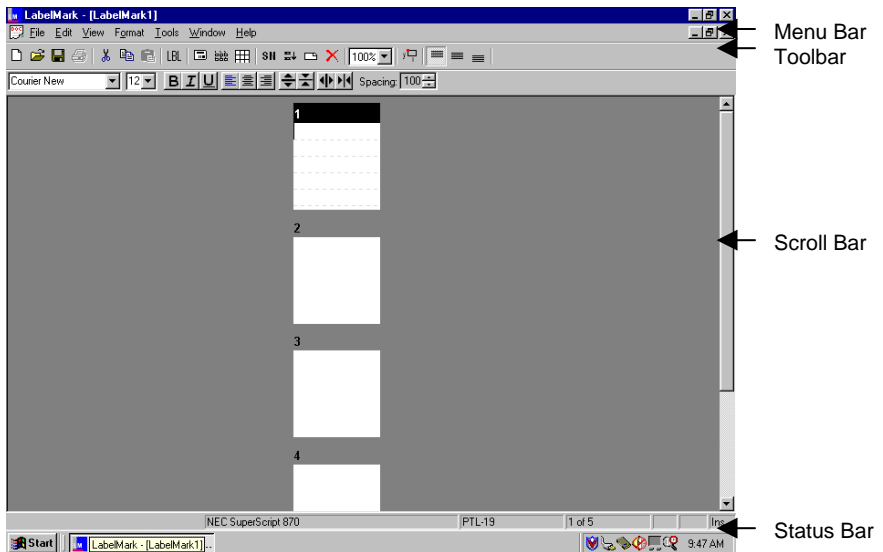
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Introduction to LabelMark Version 2

This introduction provides information on working with the LabelMark V2 user interface. If you are new to LabelMark V2, it is recommended that you read this section before proceeding with the tutorials.

Using the LabelMark V2 Text Editor Screen

The screen that appears each time a label file is created or opened is referred to as the Text Editor screen. The Text Editor screen contains a Menu Bar, Toolbars, a Scroll Bar, and a Status Bar to assist you in editing and formatting your labels.

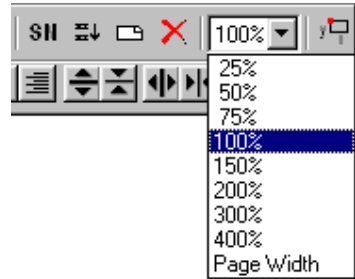


Status Bar—The following components are found on the status bar at the bottom of the text editor screen: *Status*, *Printer (current)*, *Label Part*, *Label Number* (displays the active label number and the number of labels available on the screen), *Ins.* (Insert/Overwrite).

Scrolling—Use the Horizontal and Vertical Scroll Bars to view a label file that is too large to fit on your PC screen.

Zoom—LabelMark V2 includes a wide range of zoom levels to assist with editing. Select from the following zoom levels from the drop-down list box located on the toolbar.

When you select *Page Width*, the Text Editor screen auto-zooms to the largest view that accommodates all labels across in your format.



Views

There are three views to choose from in LabelMark V2: single label, multiple label, and Print Layout. *You can edit in all three modes.* Click on the appropriate icon on the toolbar to change views:

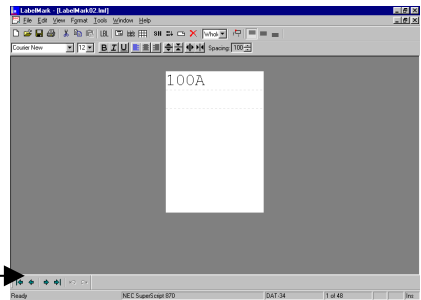
View / Icon

Example

Single Label View



You will see just the active label. Use the *Navigation Buttons* on the lower left side of the text editor screen to move throughout the file.

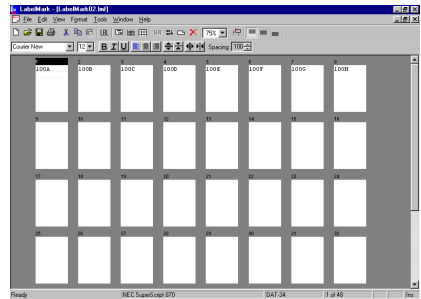


Multiple Label View



You will see a standard fixed gap (horizontal and vertical) between labels.

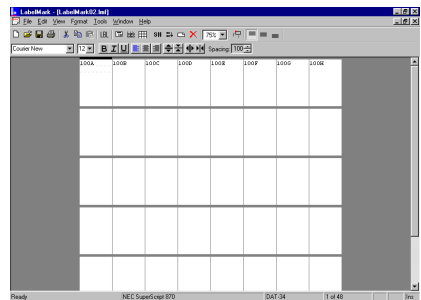
The active label is highlighted.



Print Layout View



You will see the actual gap (horizontal and vertical) between labels. Also removes the number above each label.



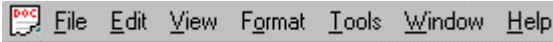
Using the Toolbar and Menus

LabelMark Menu Bar



Note: Refer to *Appendix A* of the *LabelMark V2 User's Guide* for a complete list of each command along with its icon and keyboard equivalent.

Use the LabelMark Menu Bar to access the commands you need to create, open, format, save, and print label files.



Each menu item contains a submenu of commands. Most of the commands have icon equivalents on the toolbar that can be used as shortcuts. Most of the commands can also be accessed via right-clicks and keyboard shortcuts. Each menu and submenu command is discussed in detail in the appropriate sections of this guide.

LabelMark Standard Toolbar

Use the toolbar on LabelMark to perform basic functions when working with label files on your PC.



The first row of icons, or *standard toolbar*, is for editing at the document or label level.

LabelMark Secondary Toolbars

The second row of icons, or *secondary toolbar*, works on a particular object type. There are different secondary toolbars that appear depending on what you are editing. The secondary toolbar that appears when you open the program in fixed line mode is the Text toolbar.



The toolbars that appear in free form mode are:

- Free form Text toolbar
- Barcode toolbar
- Graphics toolbar
- Rectangle and Line toolbar
- Complete descriptions of these secondary toolbars follow in the appropriate sections of this guide.

T1: Basic Editing and Formatting in Fixed Line Mode

The following tutorial guides you through the process of creating, formatting, printing, and saving a basic label file with LabelMark V2. The remaining tutorials provide step-by-step instructions for using the new and advanced features of LabelMark V2.

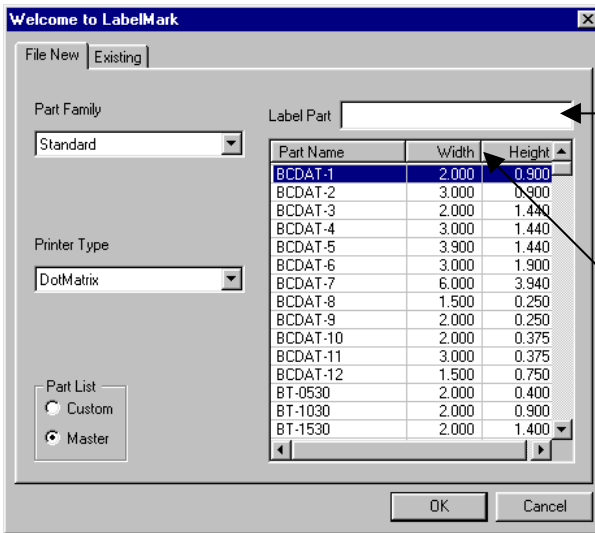
For detailed instructions on all functions of LabelMark V2, refer to the *LabelMark V2 User's Guide*, or view the on-line help file from within the application. (To access the on-line help file, select Help from the Help menu, or press F1.)

Labels to Create:

100A 200A	100B	100C
--------------	------	------

Create a Label File


1. Start LabelMark V2. The Welcome screen appears:



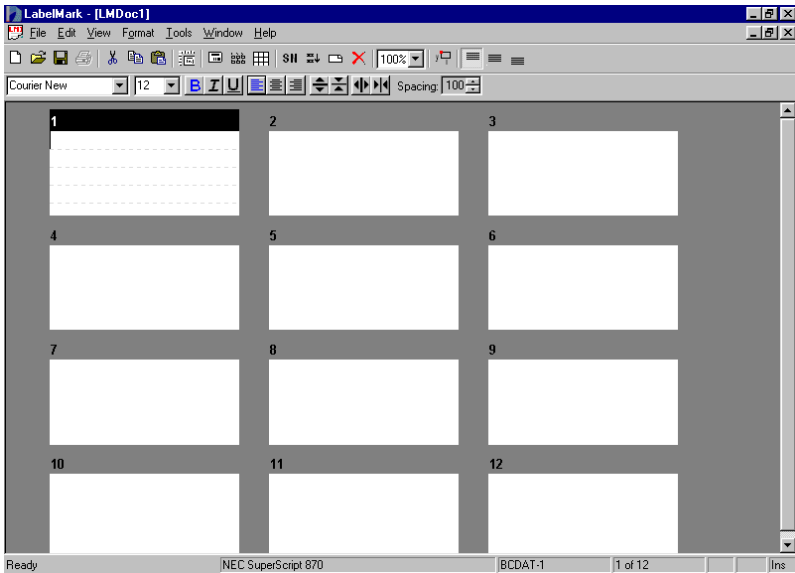
To find a part quickly, begin entering the name in the Label Part box.

Parts can be sorted by **Part Name**, **Width**, and **Height** (in ascending and descending order) by clicking on the headings.

2. Select **Standard** from the Part Family drop-down list box.
3. Select **DotMatrix** from the Printer Type drop-down list box.

 **Note:** The Part List section defaults to Master. If you select Custom, you will only see Part Family Names and Printer Types included in your custom list. For instructions on creating and saving a custom part list, see the appropriate section of the *LabelMark V2 User's Guide*.

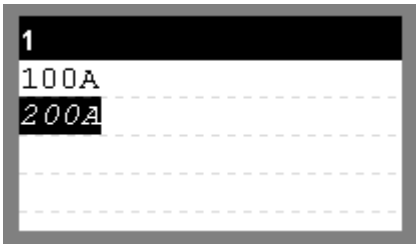
4. Select **BCDAT-1** Label from the Label Part table by clicking on it.
5. Click **OK**. The Text Editor screen appears with the label format in view. The cursor appears on the first line of the first label.



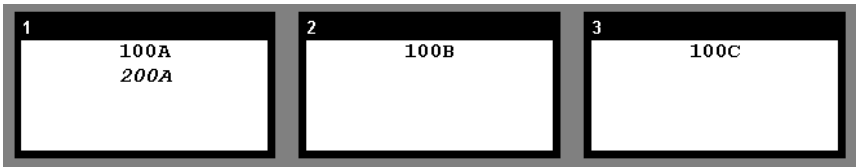
Enter, Edit, and Format Labels

1. In label 1, type **100A**, then press **Enter** and type **200A**.
2. Use the tab key to move to label 2, then type **100B**.
3. Use the tab key to move to label 3, then type **100C**.
4. Place your cursor on the 2nd line of label 1, then **double-click** on that line so that the 2nd line of text is highlighted. (This selects the 2nd line of text for editing and formatting.)

5. Click on the **Italics** icon found on the toolbar.



6. To select the entire label file for editing and formatting, double-click on the gray background.



7. Click on the **Bold** icon found on the toolbar.

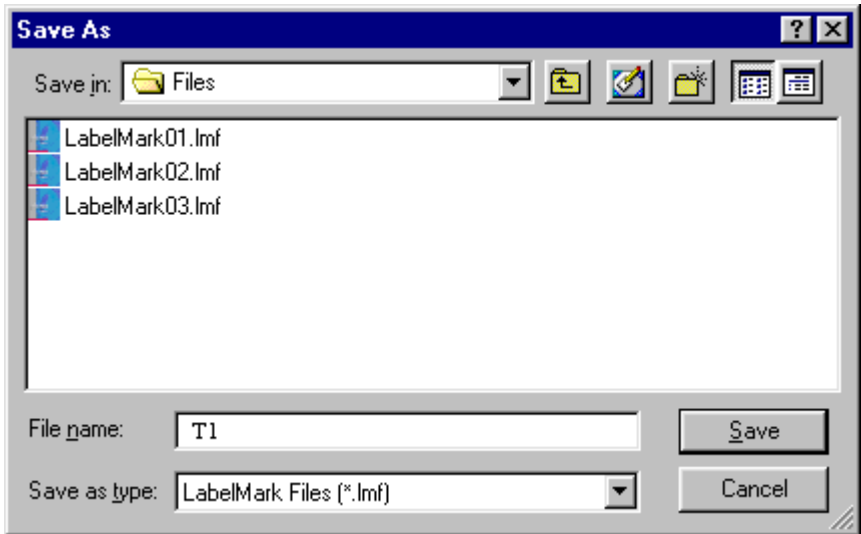


8. Click on the **Horizontal Justify Center** icon found on the toolbar.



Save a Label File:

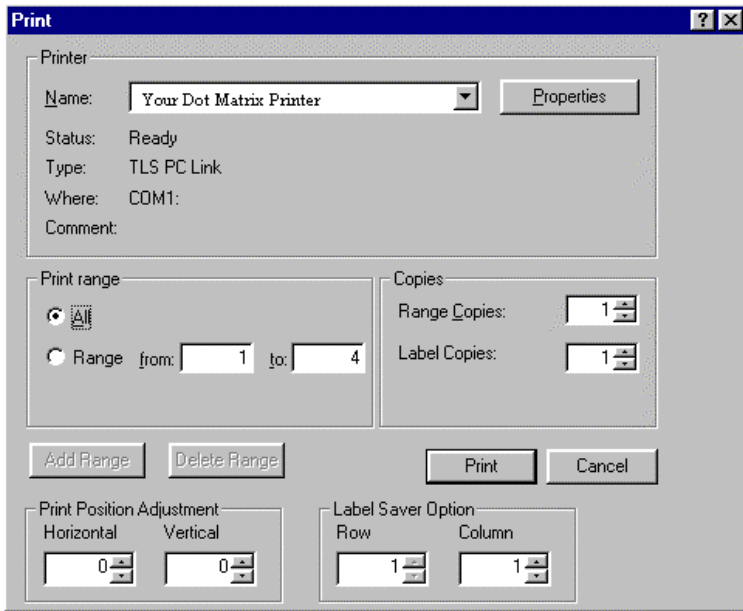
1. Select **Save** from the File menu. The Save As dialog box appears:



2. Enter **T1** in the File name box, and then click **Save**.

Print a Label File

1. Select **Print** from the File menu. The print dialog box appears:



2. Select your dot matrix printer from the Printer Name drop-down list box. Refer to the *LabelMark V2 User's Guide* for information on adding printers.
3. Click **Print**.

T2: Editing and Formatting in Free Form Mode

This tutorial provides information on free form mode editing and formatting. Choosing free form editing gives you greater flexibility in designing label layouts. In this tutorial, you will create text and graphic objects, which you will size and place on a label to create a custom layout. You will then save your layout as a template.

Label to Create:



Access Free Form Mode

1. Follow the instructions to *Create a Label File* (steps 1-5) in tutorial 1.
2. To select free form editing mode, click on the free form icon on the toolbar.



The following set of icons will be available to you on the toolbar when you select free form mode. Refer to the *LabelMark V2 User's Guide* for a complete description of the icons available on the Free Form toolbar.



Add Text in Free Form Mode

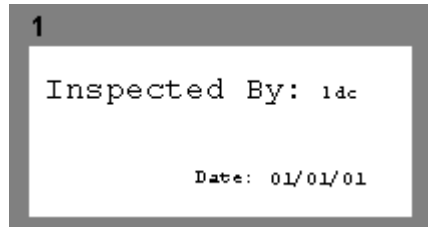
1. Select the Text icon from the Free Form toolbar.



The Text toolbar appears:



2. Type **Inspected By:**
3. Click in a new part of the label, and then type **ldc**.
4. Select 8 from the font size drop-down list box.



5. Click in a new part of the label, and then type **Date:**
6. Click in a new part of the label, and then type **01/01/01**.
7. Click on the Select icon on the toolbar.



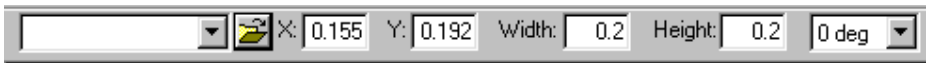
8. Using the Select tool, move the text objects you just typed so they are placed similarly to the example (above right).

Add a Graphic

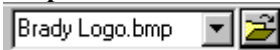
1. Select the Graphics icon from the Free Form toolbar.



The Graphics toolbar appears:



2. Use the Browse button on the Graphics toolbar to browse to **Brady Logo .bmp**.

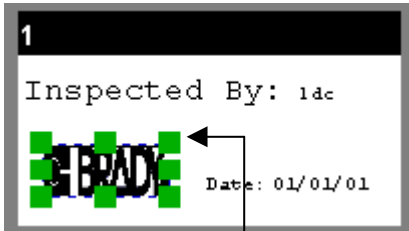


3. Place your cursor on the label and double-click. The graphic is placed on the label.

- Click on the **Select** icon on the toolbar.



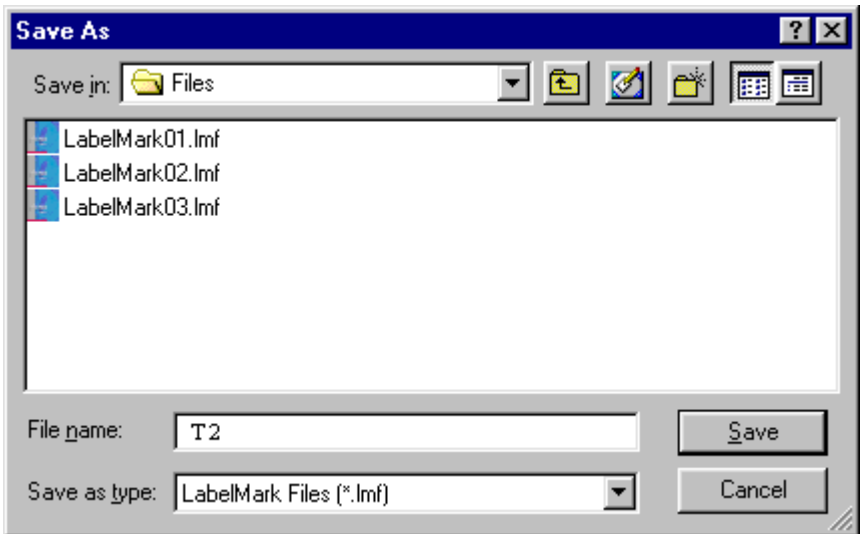
- With the select tool, use the handles of the graphic to size and adjust placement as shown below:



Grab green handles with selection arrow and drag to move or size graphic.

Save the File

- Select **Save** from the File menu. The Save As dialog box appears:



- Enter **T2** in the File name box, and then click **Save**.

T3: Templates

The following tutorial shows you how to create a template. The second part of this tutorial shows you how to use the template you created to make a label file.

Create a Template

1. From the Welcome screen, select the Existing tab. (If you are already in the program, select Open from the File menu.)
2. Browse to the file named T2. (This is the file you created in T2: *Editing and Formatting in Free Form Mode*. If you have not completed T2: , please do so before continuing with this tutorial.)
3. Select Create Template from the Tools menu. Notice that the Text Editor screen displays the label in Single Label View mode.

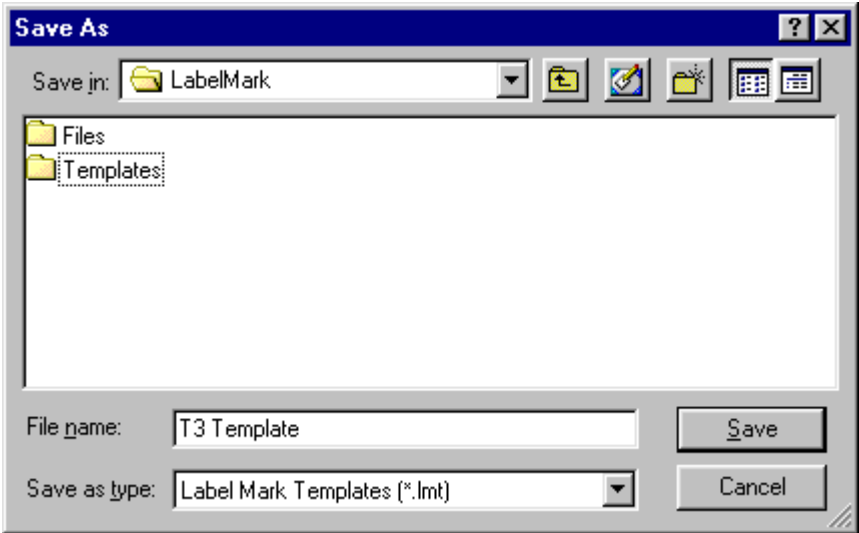


Also notice that the Template toolbar displays at the bottom left-hand corner of your screen:



4. Click on **Inspected By:**, and then click on the lock icon on the toolbar.
5. Click on **Date:**, and then click on the lock icon on the toolbar.
6. Click on the Brady Logo graphic, and then click on the lock icon on the toolbar.
7. Click on the **Save** icon on the **Template toolbar**.





8. Enter **T3 Template** in the File name box.
9. Click Save.

Use a Template

1. From the File menu, select Open Template.
2. Select **T3 Template**, and then click Open.



- Notice that you can type in the unlocked areas (green rectangles) that you designated when you created the template.
- Also notice that using the tab key copies the template into subsequent labels.

T4: Barcodes Serialization

The following tutorial shows you how to create serialized barcode labels using LabelMark V2.

Labels to Create:



Note: The example shown below is the Print Layout View of your label file created using the steps below. (To view how your labels will look when printed, click on the Print Layout View icon on the toolbar.)



A barcode label displays on the Text Editor screen as a representation. The rectangle shape is the true size of the barcode object.



Create a Label File

1. Start LabelMark V2. The Welcome screen appears. (If you are already in the program, select New from the File menu.)
2. On the Welcome or File New screen, select **Standard** from the Part Family drop-down list box.
3. Select **Laser** from the Printer Type drop-down list box.
4. Select **LAT-13** from the Label Part List box.
5. Click **OK**. The Text Editor screen appears.

Create a Barcode Label

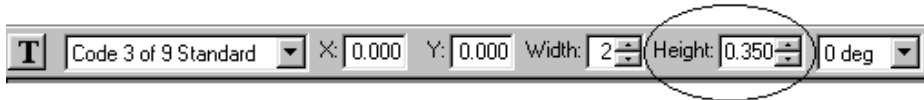
1. Click on the Free Form icon on the toolbar.



- Click on the Barcode icon on the toolbar.



The Barcode toolbar appears:



- On the Barcode toolbar, use the micro-scroll buttons to set the Barcode Height to **.350** inches.
- Click on the Human Readable Text icon.



The Human Readable toolbar appears.



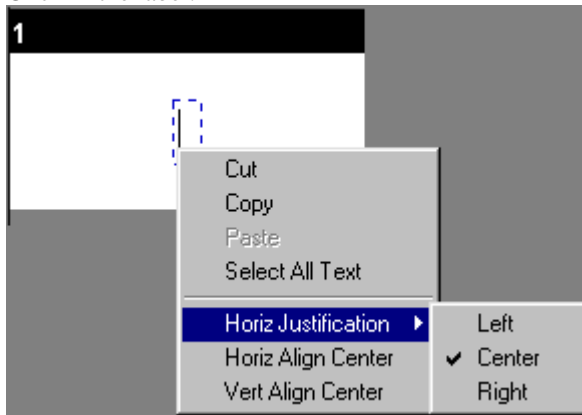
- On the Human Readable toolbar, set the Human Readable font size to **9**.
- Select **Below Center** from the Human Readable Placement drop-down list box.



Note: In order to ensure that the barcodes are centered on the labels, you must format the first label in which the serialization starts *before* generating the serialization.

To format the label:

- Click in the label.



- Click on the Center Object Vertically icon on the toolbar.



- Click on the Center Object Horizontally icon on the toolbar.



- With your cursor in the label, right-click and select **Horiz Justification | Center**.

Serialize Barcode Label

- Click on the Serialization icon on the toolbar.



The Serialization Panel Appears:

A screenshot of the 'Serialize Barcode Label' dialog box. It has a title bar with a close button (X). The 'Serial Type' is set to 'Decimal' in a dropdown menu, with an 'Undo' button next to it. Below are three input fields: 'Start' (0), 'End' (100), and 'Step' (10). There is a 'No. of Labels:' label and an input field containing '11'. At the bottom right, there are 'Generate' and 'Advanced' buttons.

Serial Type			X
Decimal			Undo
Start	End	Step	
0	100	10	
No. of Labels:		Generate	
11		Advanced	

- Select **Decimal** from the Serial Type drop-down list box, then press the tab key.
- Enter **0** in the Start box, then press the tab key.
- Enter **100** in the End box, then press the tab key.
- Enter **10** in the Step box. Note that the No. of Labels box auto-fills with 11.
- Click **Generate**.

T5: Advanced Serialization

The following tutorial shows you how to use the advanced serialization feature of LabelMark V2.

Labels to Create:

A\1001 A\1001 A\1001 A\1001	A\1002 A\1002 A\1002 A\1002	A\1003 A\1003 A\1003 A\1003
A\1004 A\1004 A\1004 A\1004	B\1001 B\1001 B\1001 B\1001	B\1002 B\1002 B\1002 B\1002
B\1003 B\1003 B\1003 B\1003	B\1004 B\1004 B\1004 B\1004	

Access the Serialization Panel

1. Follow the instructions to *Create a Label File* (steps 1-5) in tutorial 1.

Click the Serialization icon found on the toolbar.



The Serialization panel appears:

2. Click on **Advanced**.
3. Select **Alpha (A-Z)** from the Serial Type drop-down list box.
4. Type **A** in the Start Value box, then press the <Tab> key to move to the next field.
5. Type **B** in the End Value box, then press <Tab>.
6. Allow the Step box to default to 1, then press <Tab>.

The Number of Labels box auto-fills with 2.

7. Click on the Priority drop-down list box, and select **2**.
8. Click **Add**.

Note that the first row of the table displays the values of the serial string.

9. Select Custom from the Serial Type drop-down list box.

Serial Type

Alpha (A-Z)

Start End Step

A B 1

No. of Labels: Generate

2 Advanced

Start String

A

Priority #: Add

2 Insert

Delete

#	Type	Start	End	Step
2	Alp..	A	B	1

Total No. of Labels: 2

10. In the Custom String Box, Type \.
11. Type \ in the Start Value box, then press the <Tab> key to move to the next field.
12. Click **Add**.

#	Type	Start	End	Step
2	Alp...	A	B	1
C	Cus...	\		1

13. Select **Decimal** from the Serial Type drop-down list box.
 14. Type **1001** in the Start Value box, then press the <Tab> key to move to the next field.
 15. Type **1004** in the End Value box, then press <Tab>.
 16. Allow the Step box to default to 1, then press <Tab>.
- The Number of Labels box auto-fills with 4.
17. Click on the Priority drop-down list box, and select **1**.
 18. Click **Add**.

Note that after adding all three strings, the *Total No. of* box auto fills with 8 labels.

19. After adding all three strings, Click Generate.
20. Close the Serialization Panel by clicking on the X in its upper-right corner.
21. From within the Text Editor screen, double-click on the gray background to select all labels.
22. Click on the Wiremarker icon.



23. Click on the Align Text Center icon.



T6: ODBC Data Import

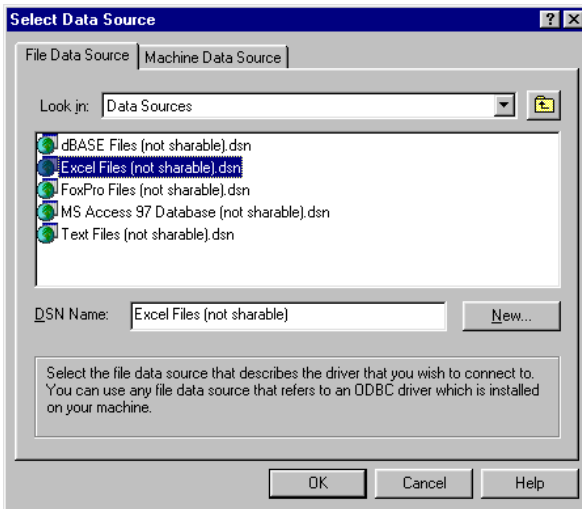
LabelMark Version 2 incorporates Open DataBase Connectivity (ODBC). This feature allows you to query and import database files from various data management systems. The following tutorial guides you through the process of importing a file created in Windows™ Excel.

Labels to Create:

Zone 1 A 101	Zone 1 A 102	Zone 1 B 103
--------------------	--------------------	--------------------

Import a Database File

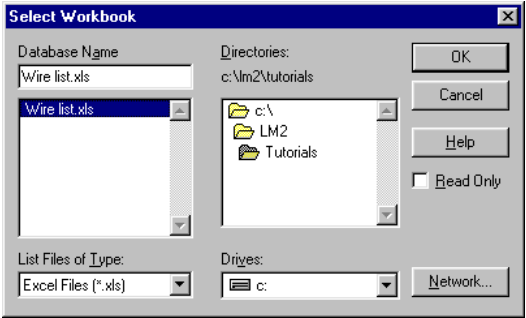
1. Follow the instructions to *Create a Label File* (steps 1-5) in tutorial 1.
2. From the File menu, select ODBC Import. The Select Data Source dialog box appears:



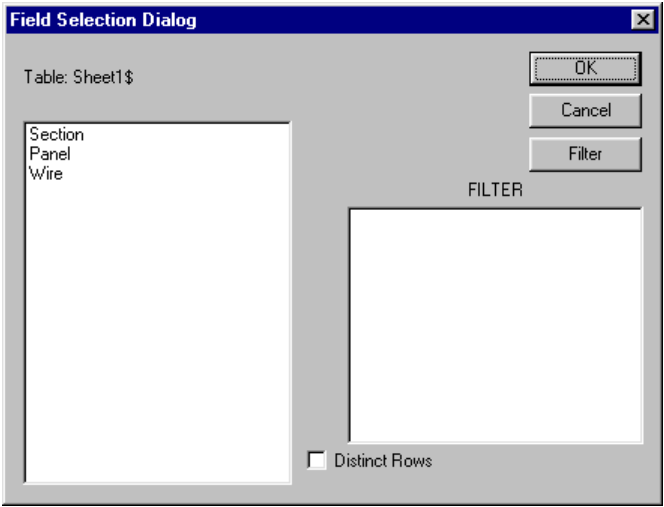
3. If *Excel Files* appears in the File Data Source box, click on it.

If you do not see *Excel Files*, select the Machine Data Source tab, and refer to *Create a New Data Source* later in this section.

4. Click OK. The Select Workbook dialog box appears:



5. Browse to Wire list.xls.
6. Click OK.
7. Click on Sheet 1\$, then click OK. The Field Selection Dialog box appears:



Use Filters

8. Click Filter. The ODBC Filter Dialog box appears:

Field	Operator	Value	AND/OR
Section	=	'Zone 1'	AND
Wire	<	'104'	

9. Select **Section** from the Field Name drop-down list box.

10. Select = from the Operator drop-down list box.

11. Type 'Zone 1' in the Value box.

Note that all Values must be entered within single quotation marks.

12. Click Add.

13. Select **Wire** from the Field Name drop-down list box.

14. Select < from the Operator drop-down list box.

15. Type '104' in the Value box.

16. Click Add.

17. Click OK. The query displays in the Filter Box.

18. Click OK to run the query and view the results.

Sl.No	Section	Panel	Wire
1	Zone 1	A	101
2	Zone 1	A	102
3	Zone 1	B	103

19. Click on the Import Data button.



The data is imported into your label file.

20. From within the Text Editor screen, double-click on the gray background of the label file to select all labels.

21. Click the Text Align Center icon on the toolbar.



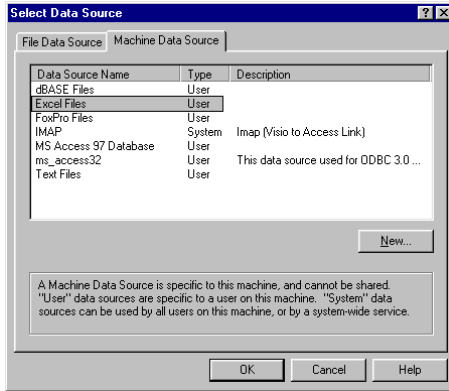
22. From the File menu, select Save.

23. Name your file T5, then click Save.

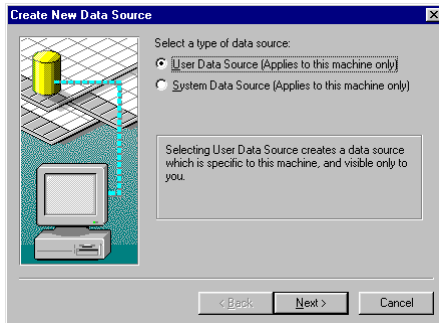
Create a New Data Source

If you do *not* see *Excel Files* in the Select Data Source dialog box, you need to specify a user or system specific data source:

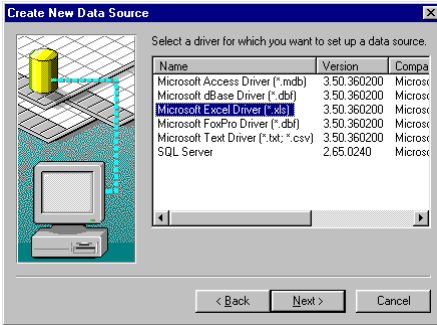
1. Click on the Machine Data Source tab.



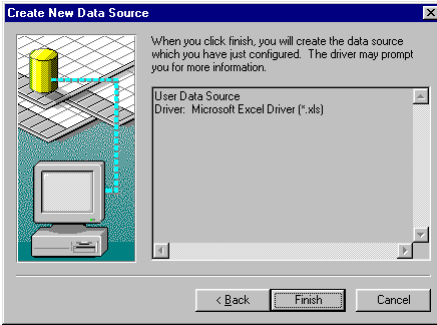
2. After selecting the Machine Data Source tab, if you do *not* see your source file type:
3. Click **New**.



4. Select User or System Data Source. Refer to the screen to make your selection.
5. Click **Next**.
6. Click your desired driver.

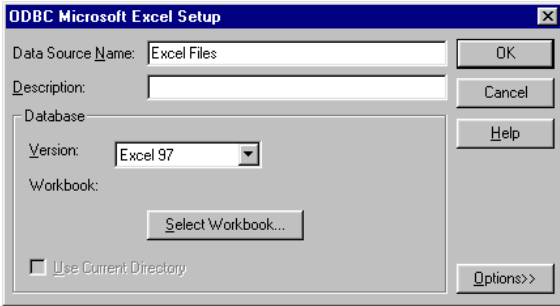


7. Click **Next**



8. Click **Finish**.

9. In the Data Source Name box, type **Excel Files**.



10. Click **OK** twice.

T7: Continuous Media/Terminal Block

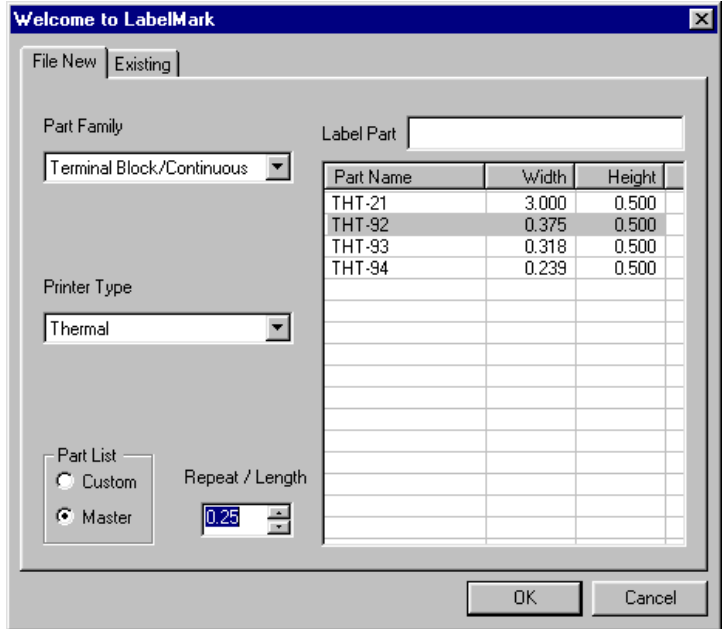
The following tutorial guides you through the process of generating a terminal block label with LabelMark V2.

Labels to Create:

1
2
3
4
5
6
7
8
9
10

Create a Terminal Block Label File

1. Start LabelMark V2. The Welcome screen appears: (If you are already in the program, select New from the File menu.)



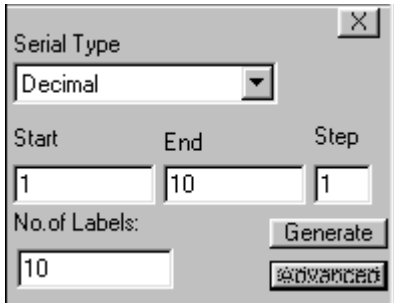
2. On the Welcome or File New screen, select **Terminal Block/Continuous** from the Part Family drop-down list box.
3. Select **Thermal** from the Printer Type drop-down list box.
4. Select **THT-92** from the Label Part List box.
5. Use the up and down arrows to enter **.25** in the Repeat/Length box. This is the repeat value (the distance between each label).
6. Click **OK**. The Text Editor screen appears.

Serialize Labels

1. Click on the Serialization icon on the toolbar.

SH

The Serialization Panel appears:



The screenshot shows a dialog box titled "Serialization Panel". It has a close button (X) in the top right corner. The "Serial Type" is set to "Decimal" in a dropdown menu. Below this are three input fields: "Start" with the value "1", "End" with the value "10", and "Step" with the value "1". Underneath these is a "No. of Labels:" label followed by an input field containing "10". To the right of the "No. of Labels" field are two buttons: "Generate" and "Advanced".

2. Select **Decimal** from the Serial Type drop-down list box, then press the tab key.
3. Enter **1** in the Start box, then press the tab key.
4. Enter **10** in the End box, then press the tab key.
5. Enter **1** in the Step box. Note that the No. of Labels box auto-fills with 10.
6. Click **Generate**.

Print Labels

The following instructions illustrate how to print terminal block labels to BradyPrinter THT M or X Series drivers. These drivers send a page height value to the printer, which you then need to set manually in the printer driver.

Calculate the page height:

Multiply number of labels to print (10) x repeat value (.25). Your page height would be 2.5”.



Note: The instructions for setting the page height differ depending on whether you are using Windows 95/98, or NT4/2000. Make sure you follow the appropriate instructions for your operating system.

Set page height in Windows 95/98:

1. Click on the Print icon on the toolbar



The Print Dialog box appears.

2. Select the **M or X Series Printer** that you installed for use with LabelMark.
3. Click on the **Labels** tab.
4. From within the Print Dialog box, click on the **Create New** tab.
5. Enter **2.5"** in the Length box.
6. Click **OK**.

Set page height in Windows NT4/2000:

1. Click on the Print icon on the toolbar



The Print Dialog box appears.

2. Select the **M or X Series Printer** that you installed for use with LabelMark. (The Printer Properties box defaults to the Document tab.)
3. Enter **2.5"** in the in the Label Size box.
4. Click **OK**.



Note: Follow the instructions above to print terminal block labels with a repeat value of **1" or less** to a BradyPrinter THT M or X Series driver. For terminal block/continuous media labels, such as banner labels, with a repeat value of **more than 1"**, set the page height with the same value as the repeat value. For example, if you want to print a 6" banner label, set the page height to 6".

T8: 110-Block Horizontal Serialization

The following tutorial guides you through the process of generating a 110-block horizontal serialization with LabelMark V2.

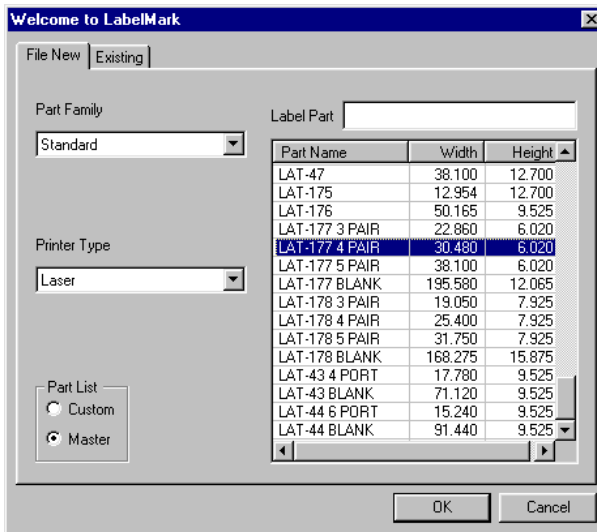
Labels to Create:

Note that this example shows the first two strips of the 18 strips that would actually print using the following instructions.

001	002	003	004	005	006
007	008	009	010	011	012
013	014	015	016	017	018
019	020	021	022	023	024

Create a Label File

1. Start LabelMark V2. The Welcome screen appears: (If you are already in the program, select New from the File menu.)



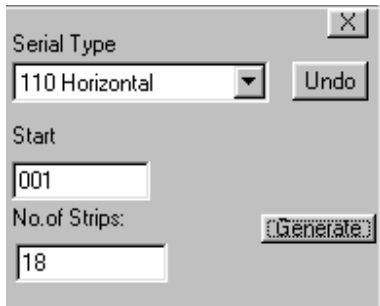
2. From the Welcome screen, select Standard from the Part Family drop-down list box.
3. Select Laser from the Printer Type box.
4. Select LAT-177 4 Pair from the Parts List box, then click OK. The Text Editor screen appears. Note that the strip is automatically formatted for the appropriate pair combination.

Use the Serialization Function

1. Click the Serialization icon on the toolbar.

SH

2. Select 110 Horizontal from the Serial Type drop-down list box.
3. Enter 001 in the Start box.
4. Enter 18 in the No. of Strips box.
5. Click Generate.



Serial Type

110 Horizontal

Undo

Start

001

No. of Strips:

18

Generate

T9: Wiremarking Sleeves

The following tutorial guides you through the process of creating 2-sided wiremarking sleeve labels with LabelMark V2.

Labels to Create:

1
1001
1001
1001
1001
1001

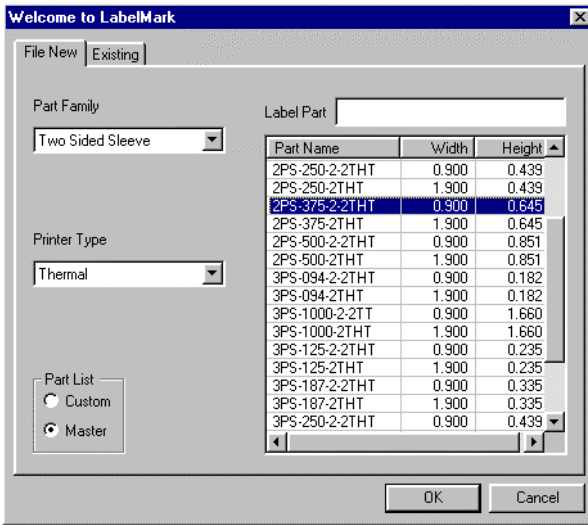
2
1002
1002
1002
1002
1002

3
1003
1003
1003
1003
1003

4
1004
1004
1004
1004
1004

Create a Label File

1. Start LabelMark V2. The Welcome screen appears: (If you are already in the program, select New from the File menu.)
2. On the Welcome or File New screen, select **Two Sided Sleeve** from the Part Family drop-down list box.



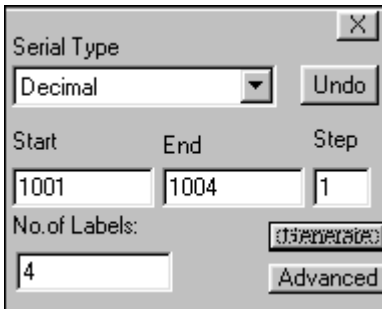
3. Select **Thermal** from the Printer Type drop-down list box.
4. Select **3PS-375-2THT** from the Label Part List box.
5. Click **OK**. The text editor screen appears.

Use the Serialization Function

1. Click on the Serialization icon on the toolbar.

SH

2. In the Serialization Panel, enter **1001** in the Start box and **1004** in the End box.



3. Click **Generate**.

Format Labels

1. From within the Text editor screen, double-click on the gray background.
2. Click on the Align Text Center icon on the toolbar.



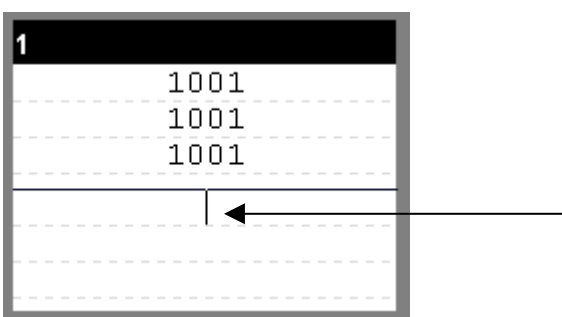
3. With the entire file still highlighted (by double-clicking on the gray background), click on the Wiremarker icon on the toolbar.



Create Side Two

To create the second side of your two-sided labels:

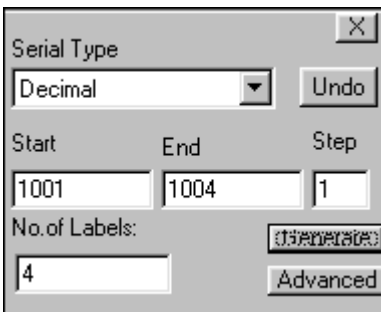
1. Place your cursor in the second side of the first label (first line) to be serialized.



2. Click on the Serialization icon on the toolbar.



3. In the Serialization Panel, enter **1001** in the Start box and **1004** in the End box.

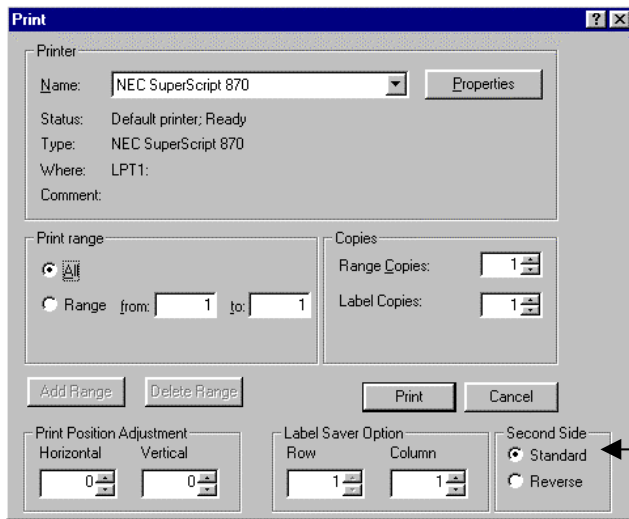


4. Click **Generate**.
5. From within the Text editor screen, double-click on the gray background.
6. Click on the Wiremarker icon on the toolbar.



Print Labels

1. Select **Print** from the File menu. The Print dialog box appears:



2. From the Second Side box (lower right corner of Print Dialog box), select **Standard**.
3. Click **Print**.

After the first side of the label is printed, you will be prompted to: *Reinsert the sleeves so that the back side of the First sleeve or row of sleeves printed will be the first to be printed on the second side.* Reinsert the sleeves and Click **OK**.