
LabelMark 3 User Guide

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Preface

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Getting Started

System Requirements

Following are the *recommended* requirements for installing and running *LabelMark*:

- Intel® Pentium® processor (*minimum 66 MHz 486DX2*)
- Operating system:
 - Microsoft® Windows® 98
 - Microsoft® Windows® 2000 with Service Pack 3
 - Microsoft® Windows® NT with Service Pack 6a
 - Microsoft® Windows® XP
- Microsoft® Internet Explorer 5.01
- 64MB of RAM (minimum 16 MB of RAM)
- 100 MB of available hard-disk space
- 16-bit or greater video display card
- 800x600 or greater monitor resolution
- CD-ROM Drive

Installing LabelMark

Note: You must have administrative rights on your computer to install *LabelMark*. If you do not have administrative rights, speak with your company's computer system administrator.

To run *LabelMark*, you must first install it on your computer's hard drive.

1. Insert the *LabelMark* CD into your CD drive. The install screen appears.
If the install does not start automatically, select **Start → Run**, type **D:\setup.exe** and click **OK** (replace D: with your CD drive.)
2. Click **Install LabelMark**.
Note: Installation occurs in a new directory (C:\Program Files\Brady\LabelMark 3), so earlier versions of *LabelMark* will not be overwritten
3. Follow the prompts on your screen.

Upgrading From a Previous Version of LabelMark

If you are upgrading from a previous version of *LabelMark*, keep the following in mind:

- The new version does not overwrite older versions of *LabelMark*. You will be able to run older versions until you remove them from your computer.
- You will lose your default settings from the previous version of *LabelMark*. See *Changing User Defaults* to set new preferences.
- Copy the existing label files you want to keep using to the new default label *Files* folder.
- You **can** open old label files (created with version 1.2 and greater) in the new version of *LabelMark*.

In *LabelMark Plus* you may have to change the *Files of type:* setting in the *Open* dialog box to list the old files. If you open a *LabelMark 2.x* file in *LabelMark Plus*, the system will change its file extension.

- You **cannot** open version 2.x templates in the new version.
- After you save a file created in a previous version of *LabelMark* in the new version, you can no longer open it in the old version.
- Run the *Part Conversion Utility* (**Start → Programs → Brady LabelMark 3 → Part Conversion Utility**) to import your old custom label parts and custom parts list into the new application.

Installing Printer Drivers

The *LabelMark CD* includes Windows® printer drivers for Brady thermal transfer printers. (For dot matrix, laser and inkjet printers, install the appropriate standard Windows® driver.) You can install one or more of these drivers on your PC depending on your needs.

Note: The *TLS2200® Portable Printer* does not require a driver.

Note: To install the Brady *TLS PC Link™* driver, do not follow the procedure below. Rather, insert the *LabelMark CD* and click **Printer Drivers → TLS PC Link**.

To install a printer driver:

1. Click **Start → Settings → Printers**.
2. From the *Windows Printer* dialog box, select **Add Printer**.
3. Follow the prompts to install a new printer. When prompted, select *Local Printer* and *Have Disk*.
4. Insert the *LabelMark CD* into the CD drive (usually D:) on your PC.
5. In the *Install from Disk* box, type in or browse to D:\ (or your designated CD drive) and the path appropriate for your selected driver:
 - D:\Printer Drivers\BP X-Plus II, M-e, MVP (Windows 98, 2000, NT, XP)
 - D:\Printer Drivers\BP 1024, 2024, 2034, 1244, 1344, 2461, 3481, 6441 (Windows 98, 2000, XP)
 - D:\Printer Drivers\BP 1024, 2024, 2034, 1244, 1344, 2461, 3481, 6441 (Windows NT)
6. Click **OK**.
7. Select the port that you will use when connecting the printer to your PC – usually COM Port 1.
8. The *Printer Name* box displays the names of the printers. Select the printer you want to use; for example, *Brady Printer THT Model 3481*.
9. Select **Yes** if you want to set this printer to be the default printer.
10. Click **Finish**.

What's New

LabelMark™ allows you to create labels for a variety of industrial applications. Version 3 has all of the features found in earlier versions and adds many enhancements:

- **Separate Programs** – *LabelMark* now includes two programs: *LabelMark* and *LabelMark Plus*. *LabelMark* is the standard application for text-only labels – similar to "line mode" in version 2.x. Editing attributes are set on a line-by-line basis. This is how earlier versions of *LabelMark* handled editing. *LabelMark Plus* includes all the *LabelMark* features, but also allows you to add

images, barcodes, rectangles and lines to your labels – similar to "free form mode" in version 2.x. You can place these objects anywhere on your label to create a custom layout.

- **Toolbars and Menus** – The toolbar icons and menus have been redesigned and organized to support the new features.
- **WireMarking** – *LabelMark* now supports multiple lines in the automated WireMarking function.
- **Date/Time** – *LabelMark* now provides a tool for you to easily insert date and time information into your labels.
- **Serialization** – The serialization feature has been improved and simplified. You can now skip labels during serialization and a wizard guides you step-by-step through advanced serialization.
- **Data Import** – Importing data has been greatly simplified for spreadsheets and ASCII text files. A wizard guides you through the data import functions. You can also continue using your existing ODBC data sources.
- **Find & Replace and Copy & Paste** – *LabelMark* now allows you to search for and replace text in labels and to copy and paste text data from other Windows® applications.
- **Stock Label Templates and Symbol Library** – Commonly used symbols and templates are installed with the application for use with *LabelMark Plus*. It is now also easier to create and edit your own templates in *LabelMark* and *LabelMark Plus*.

LabelMark Documentation


Brady provides two sources of documentation for your reference when using *LabelMark* and *LabelMark Plus*:



- **Online User's Guide** – A full-featured electronic reference system installed with the application (select **Help** → **User's Guide**).
- **User's Guide .PDF File** – A printable version of the online user's guide is installed with the application.
- **LabelMark Tutorials** - Walk you step-by-step through commonly used label-creation procedures (select **Help** → **Tutorials**).
- **Tutorials .PDF File** – A printable version of the online tutorials is installed with the application.

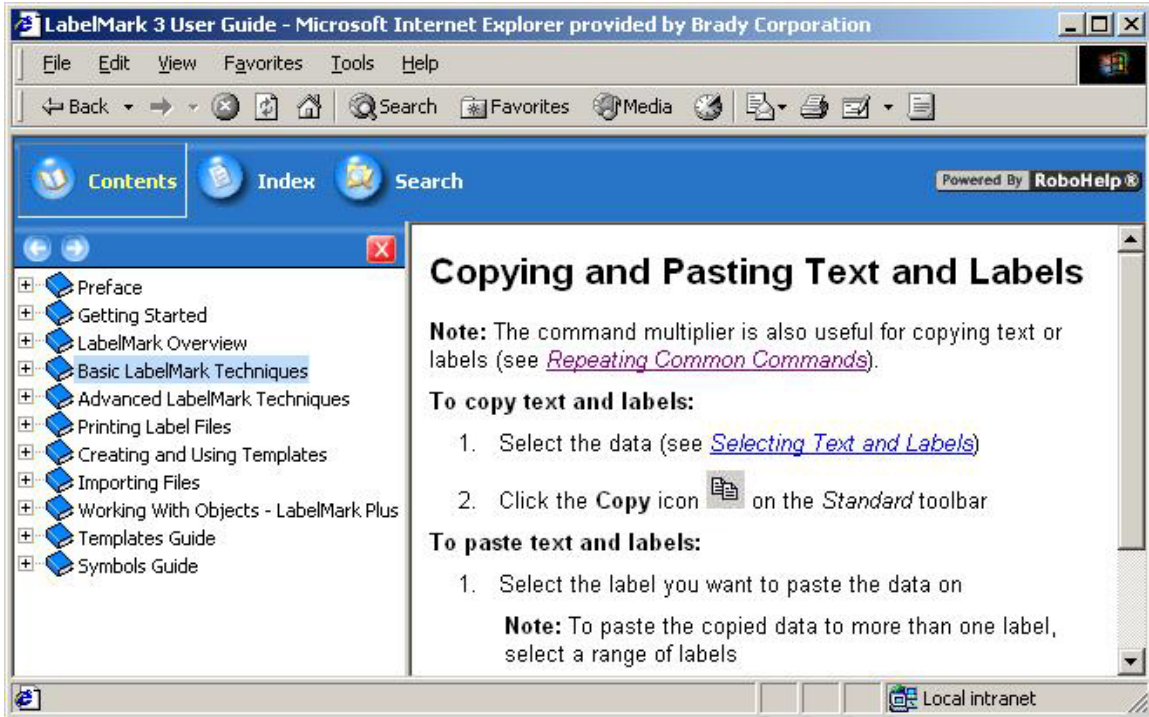
LabelMark Plus Note: The vast majority of *LabelMark* information in this guide applies to *LabelMark Plus* as well. The *Working With Objects – LabelMark Plus* section contains information specific to *LabelMark Plus*. References to *LabelMark Plus* elsewhere in the guide are highlighted.

Online User's Guide Overview

Select **Help** → **User's Guide** to display the *LabelMark* electronic reference system. It appears in a standard web browser window, but has the following additional features:


- **Contents** – Displays a list of categories and topics in the order you would naturally read them. Click on the category to list its individual topics. Click a topic to display it.
- **Index** – Displays an organized list of related topics. Browse the list or type a keyword and press **Enter** to jump to it.
- **Search** – Allows you to find words and phrases within the full text of the guide.
- **Drop-down text** – Allows you to expand or collapse detailed information by repeatedly clicking underlined text with a ▼ icon next to it.
- **Jumps** – Allows you to jump to a relevant topic or website by clicking blue underlined text. Click  (the **Back** button on your browser) to return to your starting point.

- **Browse** – Allows you to read topics in a logical order. Click the  buttons (*Previous Topic* and *Next Topic*) to browse through the guide.
- **Browser buttons** – You can also use the forward and back buttons on your web browser to retrace the steps you have taken from topic to topic.
- **Hide Navigation** – Click the  button to hide the *Contents*, *Index* or *Search* navigation information so you can display more of the user guide text. Click **Contents**, **Index** or **Search** tab at the top of the screen to redisplay the navigation information.

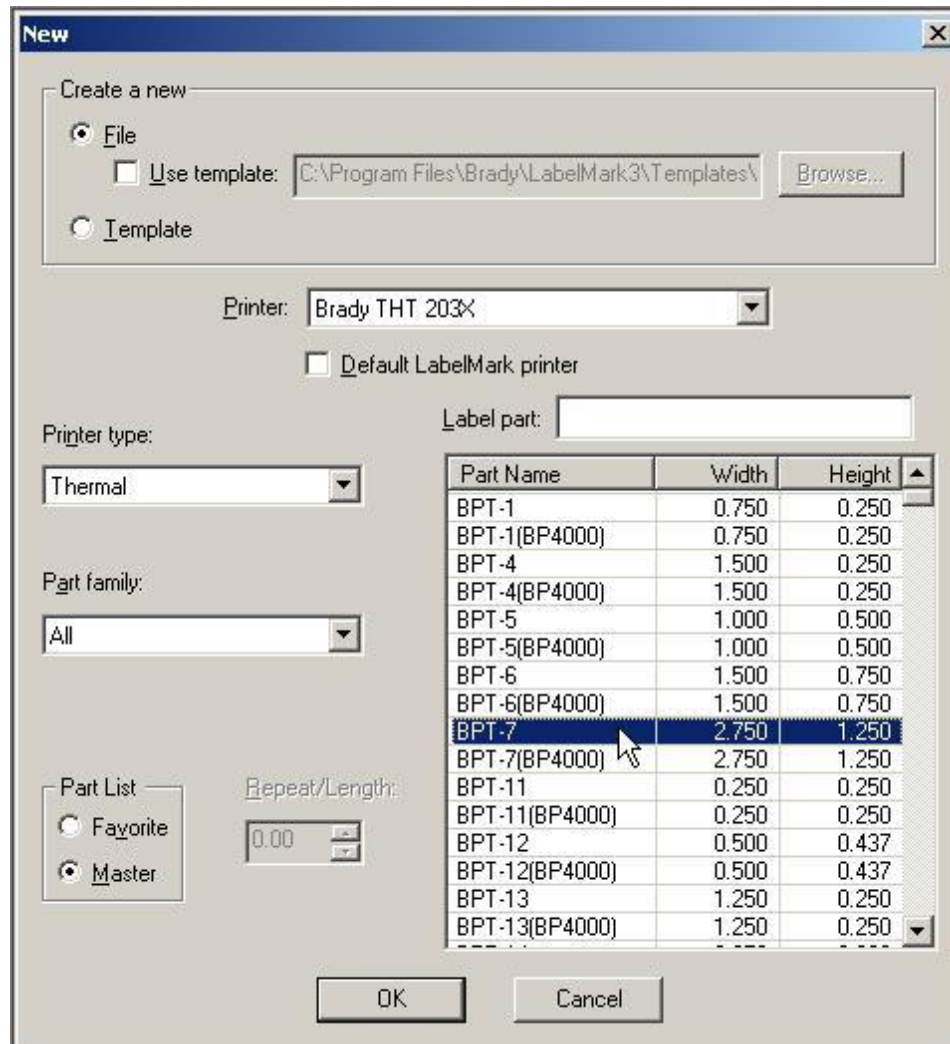


Quick Start Guide – Creating a Basic Text Label

This section guides you through the process of creating a simple text label file. Refer to later sections of this guide for detailed information on working with label files.

1. Double-click the *LabelMark* icon  on the *Windows*® desktop
2. Create a New File:
 - When you start *LabelMark* the *Welcome* screen appears. Select **Create new file** and click **OK**. (If *LabelMark* is already running, click **File**→**New**....)

- The *New* file screen appears:



- Select the *Printer* to use from the list of available printers. (Select the *Default LabelMark printer* option to use this printer for future label files as well.)
- Select the *Printer type* from the list (DotMatrix, InkJet, Laser, Thermal, TLS2200/TLS PC Link or Wraptor™ Wire ID Printer Applicator).
- Select the *Part family* from the list.

The part family names are:

Part Family	Description
Die-Cut	Standard pre-cut labels, tags and sleeves
Terminal Block/Continuous	Continuous media (including Terminal Blocks)
Two-Sided Sleeve	Two-Sided Printable Sleeves
All	All of the above part families.

- Click your desired *Part Name* in the table or type the part name in the *Label part* box:
 - Sort the list by *Part Name*, *Width* or *Height* by clicking on the appropriate column heading. The table sorts in ascending and descending order with repeated clicks.
 - The *Part List* defaults to *Master* (all Brady stock parts). If you select *Favorite*, you will only see *Printer types*, *Part families* and *Parts* in your favorite list (see *Creating a Favorite Label Part List*).
 - If you created custom parts, they appear in the list along with the master Brady parts.
- If you selected a continuous part, set the *Repeat/Length*.
- Click **OK** to create your label file.


The label editor screen appears.

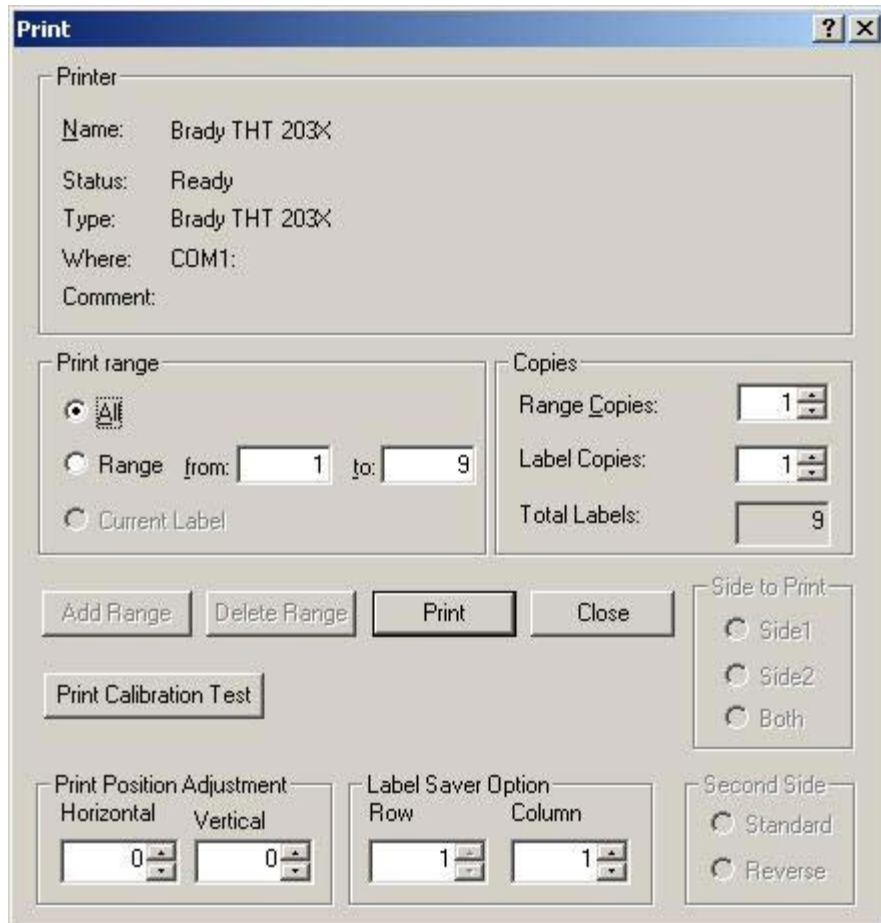
3. Add and Format Label Data:


Type text in one or more labels and format your label text. Refer to *Format Toolbar* for a complete list of formatting commands and how to use them.

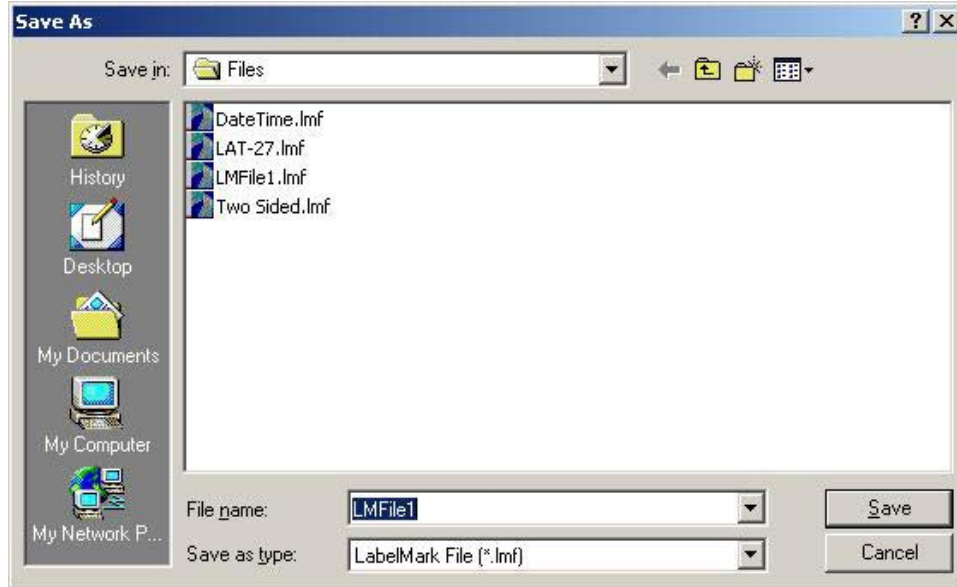
LabelMark Plus Note: If you open *LabelMark Plus*, you may also add bar codes, images, rectangles and lines to your labels. Refer to *LabelMark vs. LabelMark Plus*.

4. Print Labels:

- Click **File**→**Print...** (or click the **Print** icon  on the toolbar). The *Print* dialog box appears.



- Set the print options (if necessary) and click **Print**.
5. Save Label File:
- Click **File**→**Save...** (or click the **Save** icon  on the toolbar). The *Save As* dialog box appears.

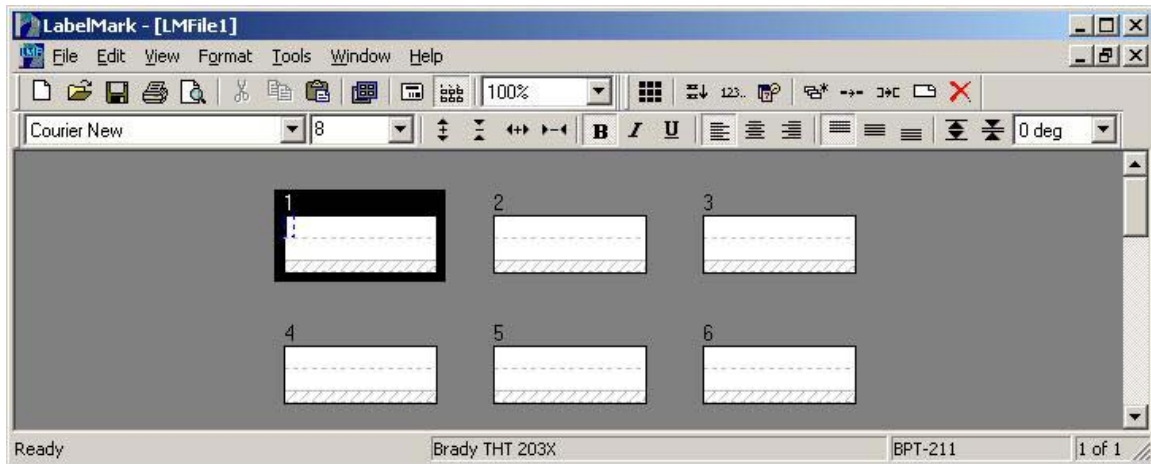


- Type the file name and click **Save**.

LabelMark displays the default file location. You may change to a different folder or change the default location (see *Changing User Defaults*).

LabelMark Overview

Label Editor Screen



When you create or open a label file, the *label editor* screen appears. It includes the following:

- Menus and toolbars.
- The editor displays the labels approximately as they will print.
- The dashed lines show the size of the text. The gray hatch marks represent a partial line(s) of text – you are not allowed to place anything in this area and it will not print. The size and location of the gray hatch marks depends on the font size and vertical justification.
- The dark gray area is the label background. (Double-click the background to select all labels.)
- The active (or current) label is outlined. When you select more than one label, the darker shaded label is active. A file can include up to 10,000 labels.
- The flashing text cursor shows where text will appear when you start typing.
- The status bar at the bottom of the screen lists: application status and useful information such as the current printer, label part, etc.

Note: The editor described above is for the *LabelMark* application, which allows you to create text-only labels. The *LabelMark Plus* application, also included on the *LabelMark CD*, allows you to incorporate images, barcodes, rectangles and lines on your labels. The *LabelMark Plus* editor adds menus and toolbars for these additional objects (see *LabelMark vs. LabelMark Plus*).

Menu Bar and Toolbars

Use the pull-down menu bar and toolbars to access commands you need to create, open, format, save and print label files.

The commands available depend on what is selected and on whether you are working in *LabelMark* or *LabelMark Plus*. The system enables or disables commands as appropriate. Disabled commands appear grayed out on the menu or toolbar.











You can also access many commands via a right-click with your mouse.

- Right-click text or an object to display the commands that apply to it.
- Right-click the label background to display commands that apply to the entire label file.

- Right-click the label header (the area immediately above the label) or the empty space in a label to display commands that apply to that specific label.

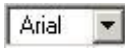



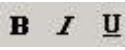




Standard Toolbar

The *Standard* toolbar is for editing at the document level.

Icon	Description
	New – Creates a new label file (menu equivalent: File → New...)
	Open – Opens an existing label file (menu equivalent: File → Open...)
	Save – Saves the active label file (menu equivalent: File → Save)
	Print – Prints the active label file (menu equivalent: File → Print...)
	Print Preview – Displays the active label file as it will print (menu equivalent: File → Print Preview)
	Cut, Copy, Paste – Allows you to cut or copy the selected object or label and paste it in a new location (menu equivalents: Edit → Cut, Copy or Paste)
	Label Part Setup – Allows you to switch to a different part after you have created your file or to modify the label parameters to create a new part (menu equivalent: File → Label Part Setup...)
	Single Label Layout – Displays only the active label on the screen (menu equivalent: View → Single Label Layout) Note: The <i>Label Navigation</i> toolbar appears when you display a single label. See <i>Label Navigation Toolbar</i> for details.
	Multiple Label Layout – Displays the active label and other labels that will fit on the screen based on the label layout and zoom (menu equivalent: View → Multiple Label Layout)
	Zoom – Select an option from the zoom pull-down on the toolbar to zoom in or out as needed while creating labels. <i>Page Width</i> zooms in as far as possible while showing a complete row of labels. (menu equivalent: View → Zoom...)










Format Toolbar

The *Format* toolbar allows you to change the font and alignment of text items on a label.

Icon/Box	Description/Values
	Font – Sets font type (menu equivalent: Format → Font...)
	Font Size – Sets font size (menu equivalent: Format → Font...)
	Font Resize – Increases or decreases font size Follows the font size list
	Text Width – Expands or condenses text width Takes place in 5% increments
	Bold, Italic, Underline – Bolds, italicizes or underlines selected text (menu equivalent: Format → Font...)
	Horizontal Justification – Aligns text to the left, center or right of the label (menu equivalent: Format → Horizontal Justification) Note: <i>LabelMark Plus</i> justifies within the selected text block rather than the label.
	Vertical Justification – Lines up text to the top, middle or bottom of the label (menu equivalent: Format → Vertical Justification) Note: <i>LabelMark Plus</i> justifies within the selected text block rather than the label.
	Line Spacing – Increases or decreases the space between lines of text on the label Takes place in 5% increments
	Rotation – In <i>LabelMark</i> , this feature rotates all text on the label in 90-degree increments. In <i>LabelMark Plus</i> , this feature rotates just the selected object. (menu equivalent: Format → Rotation)

Action Toolbar

The *Action* toolbar is for editing at the label level.

Icon	Description
	Select All Labels – selects all labels with data in the open file (menu equivalent: Edit → Select All)
	WireMark – duplicates all lines of text as many times as they will fit on the label (menu equivalent: Format → WireMark)
	Simple Serialization – generates serial data (menu equivalent: Tools → Serialization)
	Date/Time – displays date and time options you can insert on labels (menu equivalent: Tools → Date/Time...)
	Command Multiplier – repeats a command (such as copying a label) for a specified number of times (menu equivalent: Edit → Command Multiplier...)
	Copy Line or Copy Object – copies the selected item into the next label (menu equivalent: Edit → Copy Line or Copy Object)
	Copy Label – copies the active label and inserts a duplicate label into the label file (menu equivalent: Edit → Copy Label)
	Insert New Label – inserts a new label before the active label (menu equivalent: Edit → Insert Label)
	Delete Label – deletes the selected label(s) (menu equivalent: Edit → Delete Label)

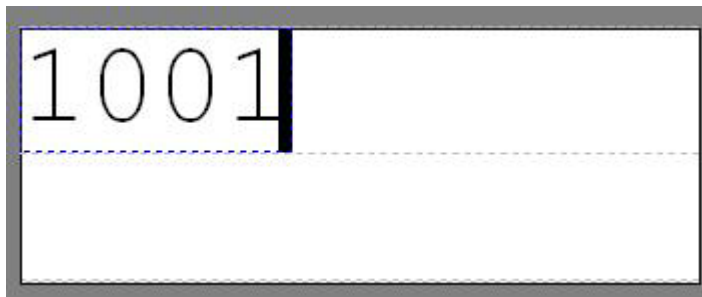
Using Views

There are three views to choose from in *LabelMark*: Single Label, Multiple Label and Two-Sided Sleeve (for two-sided sleeve parts only). *You can edit in all three views.* Click on the appropriate icon on the toolbar to change views or select the appropriate **View** menu option:

- **Single Label View** 

You will see just the active label.

Note: The *Label Navigation* toolbar appears when you display a single label. See *Label Navigation Toolbar* for details.



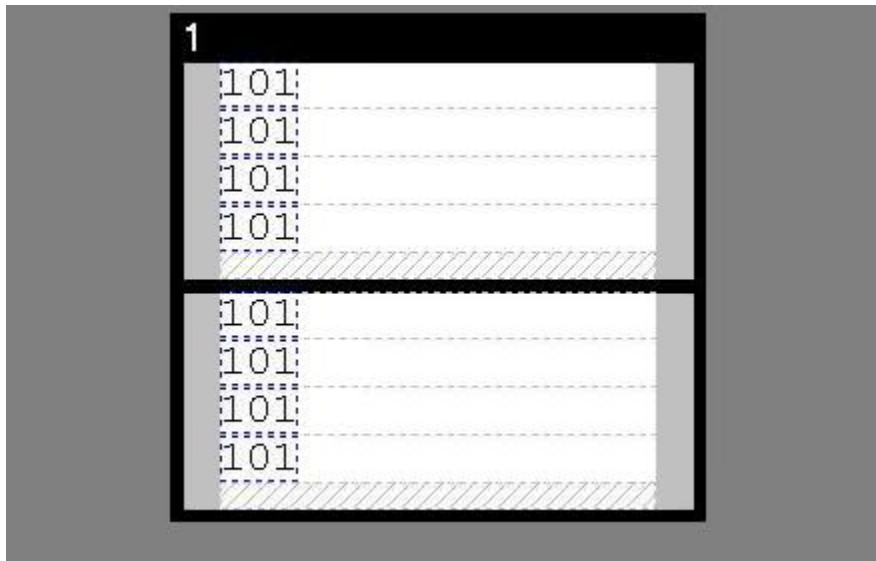
- **Multiple Label View** 

You will see as many labels in the file that will fit on your screen. Select the last label in the file and press **Tab** to create a new label.






- **Two-Sided Sleeve** 

When working with a two-sided sleeve, you can display either side or both sides. The *Two-Sided Sleeve* toolbar is disabled for other label parts.






Label Navigation Toolbar

The *Label Navigation* toolbar appears when you display the single label view.

Icon	Description
	First and Previous – jumps to the first label in the file or the previous label in the file. You can also press Shift+Home to go to the first label.
	Next and Last – jumps to the next label in the file or the last label with data in the file. You can also press Shift+End to go to the last label. When the last label is active, Next creates a new label.
	Go to Label – jumps to a specific label number that you enter. You can also press F7 or select Edit → Go To Label... to access the go to function.

Two-Sided Sleeve Toolbar

The *Two-Sided Sleeve* toolbar appears when you are working with a two-sided sleeve part.

Icon	Description
	Show Side One – displays the first side of the two-sided sleeve (menu equivalent: View → Two Sided Sleeve → Side 1)
	Show Side Two – displays the second side of the two-sided sleeve (menu equivalent: View → Two Sided Sleeve → Side 2)
	Show Both Sides – displays both sides of the two-sided sleeve (menu equivalent: View → Two Sided Sleeve → Both)

Changing User Defaults

LabelMark maintains a list of your preferences as user defaults. To change the user defaults, select **Tools** → **User Defaults...** The *User Default Options* dialog box appears:



- **General** tab options (the basic application settings):
 - Click the appropriate **Browse** button to change the default location for your label *files*, *templates* or *images*.
 - Select your default *LabelMark* printer and *Dimensions* preferences.
 - Unselect the *Show Welcome Screen* if you would prefer not to see it each time you start *LabelMark*.
 - Select the *6/9 Underline* box if you want all 6 and 9 characters underlined.
 - Unselect the appropriate *Use wizard for:* option if you would prefer to enter information on your own in a tabbed dialog box rather than being guided through the process with a wizard.
 - Change the language setting for the *LabelMark* program by selecting a language from the drop-down list box. The language setting will take effect the next time you start *LabelMark*.
 - Designate a flip character to use with the flip-flop feature. **Note:** Do not use a character you might use elsewhere in your label files.
 - Select the *COM port for TLS2200* printer (the Brady portable thermal transfer printer).

- **Label** tab options (set the default part, part list, etc.):

To select a default part number (the suggested part when you create a new label file):

- Click **Deselect label** to clear the previous default part number.
- Select your desired *Printer type* and *Part family*.
- Select **Favorite** from the *Part list* box if you want to default to your favorite list when creating a new file.
- Enter a default terminal block repeat value in the *Repeat* box. Refer to *Setting Continuous Label and Terminal Block* for information on terminal block repeat values.
- Click the desired *Part name* from the list if you want to designate a default part.

- **Format** tab options (the initial settings when you add text):

Note: These changes take effect for new label files, not for existing files.

- Select your desired default text *font, size* and *style*.
- Set *Line Spacing* for text editing. Numbers > 100 increase line spacing and < 100 reduce line spacing.
- Set the *Expand/Condense* width for text editing. Numbers > 100 expand text width and < 100 condense text width.
- Set *Horizontal* and *Vertical* alignment for text editing.
- Set your desired location for *Positioning of text objects* for *LabelMark Plus* editing. *Default* places the cursor based on the selected horizontal and vertical alignment, but you can move the cursor anywhere on the label. *Manual* requires you to place the cursor.

When you are finished setting defaults, click **OK**. Settings are applied immediately and will remain until changed.

Basic LabelMark Techniques

Creating a New Label File

To create a new label file:

Follow the steps in *Quick Start Guide – Creating a Basic Text Label*.

Adding Text to a Label

To add text to a label:

1. Click on the desired location on the label to place the text.
2. Type your desired text. You may also import data (see *Importing Data into Label Files* for details).
3. See *Formatting Text* for details on changing formatting and spacing.

Formatting Text

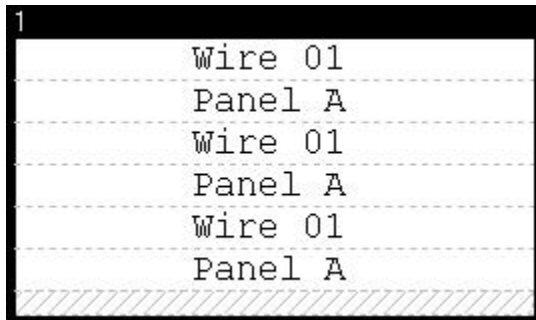
Note: In *LabelMark*, formatting is done at the line level. Any formatting is applied to the entire selected line(s) of text.

To format text, click the line of text to select it (or use **Ctrl**+click to select multiple lines) and use the *Format Toolbar* options.


Note: You can also right-click the text and select **Properties**.

WireMarking Labels

When you WireMark a label(s), text copies down the label as many times as it will fit.




To create WireMarked labels:

1. Enter text on the label(s).
2. Select the label(s) you want to WireMark (see *Selecting Text and Labels*)
3. Click the **WireMark** icon  on the *Action* toolbar.

Note: You can also click the WireMark icon before typing text on the label.

To remove WireMarking from labels:

- Select the label(s).
- Click the **WireMark** icon  again.

Additional WireMarking notes:



- You can WireMark multiple lines of text.
- The gray hatch marks represent a partial line(s) of text – you are not allowed to place anything in this area and it will not print.
- You can modify a WireMarked label by changing its text.
- Users commonly bottom align WireMarked labels.
- WireMarking creates a text block in *LabelMark Plus*.


Serializing Labels (Simple)

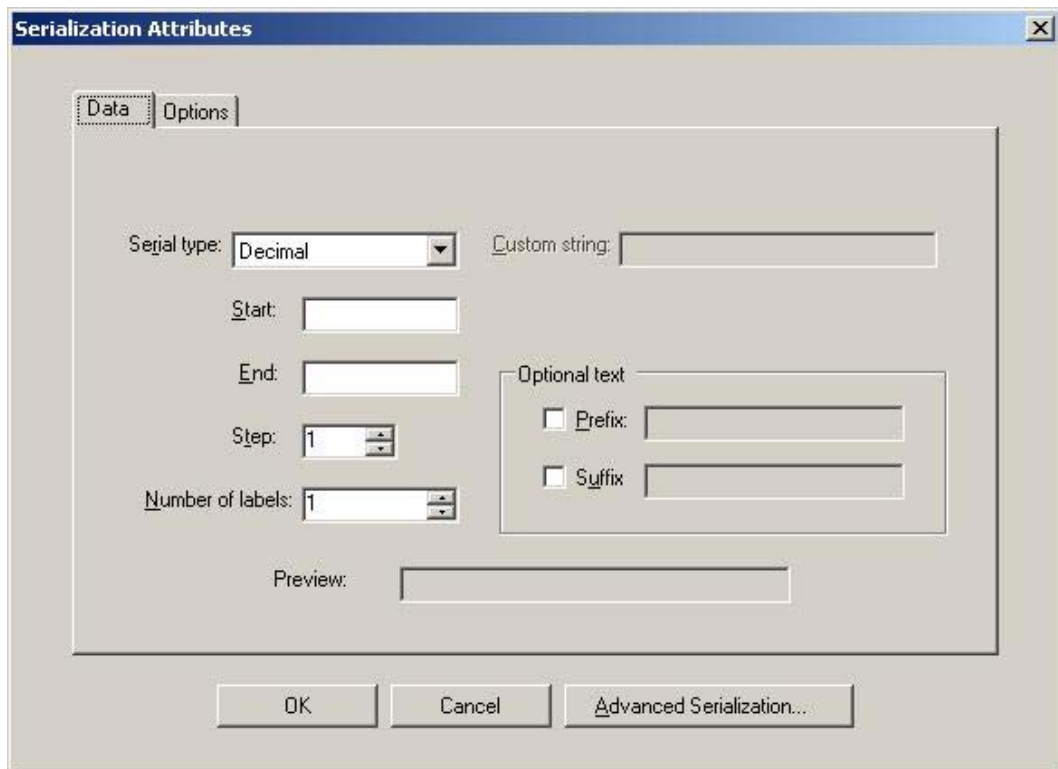
The serialization feature automatically generates serial data based on the values entered in the *Serialization Attributes* dialog. The process described below is for simple serialization. For more complex serialization options, see *Serializing Labels (Advanced)*.

To access the simple serialization feature:

1. Click the desired location on the label to place the serialization information.

LabelMark Plus Note: In *LabelMark Plus*, select the **Text** icon  or **Barcode** icon  before clicking the desired location.

2. Click the **Serialization** icon  on the *Action* toolbar.



3. Enter values on the *Data* tab:
 - **Text or Barcode** – In *LabelMark Plus*, select if you want to create text or a barcode.
 - **Serial type** – Select the type of serialization from the list (see *Serialization Types Table* for details).

- **Start** – Enter the starting value. To create serial numbers with leading zeros, enter the starting value with zeros. For example, 001 instead of 1.
 - **End** – Enter the ending value. You may perform serializations that increment or decrement. To decrement a serial number, enter a lower value in the *End* box than you have in the *Start* box.
 - **Step** – Enter a positive number by which to increment or decrement the count.
 - **Number of labels** – The system-calculated number of labels to create based on *Start*, *End* and *Step*. For example, a *Start* of 1, *End* of 3, *Step* of 1 and *Number of labels* of 3 would result in 1,2,3. If you change the *Number of labels* to 6 the system would print the series twice – 1,2,3,1,2,3.
 - **Prefix** – Check the box and enter a value that should precede each string. This value is constant.
 - **Suffix** – Check the box and enter a value that should end each string. This value is constant.
 - **Preview** – Displays a sample of the first serial number including *Prefix* and *Suffix*.
4. Enter values on the *Options* tab:
- **Copies** – Sets the number of times to repeat each serial number. For example, 2 copies of a 1-3 serialization would result in 1,1,2,2,3,3. You must multiply the *Number of labels* by *Copies* to get the total number of labels.
 - Select one of these mutually exclusive options to change the order or skip labels:
 - **Vertical labels down** – Check this box and type the number of labels if you want the serialization to populate labels top to bottom rather than left to right. The *Labels Down* box number determines the termination point for the serialization in each column.
 - **Include serialization on** – Select a radio button to skip labels.
5. Click **OK**.

See *Working with Linked Objects* to edit the serialization, if necessary.

Note: In *LabelMark* the serialization appears alone on a text line. You cannot combine the serialization with other text. In *LabelMark Plus*, you can place other text next to a serialization object.


Modifying Serialization


To change, format or delete an existing serialization, see *Working with Linked Objects*.

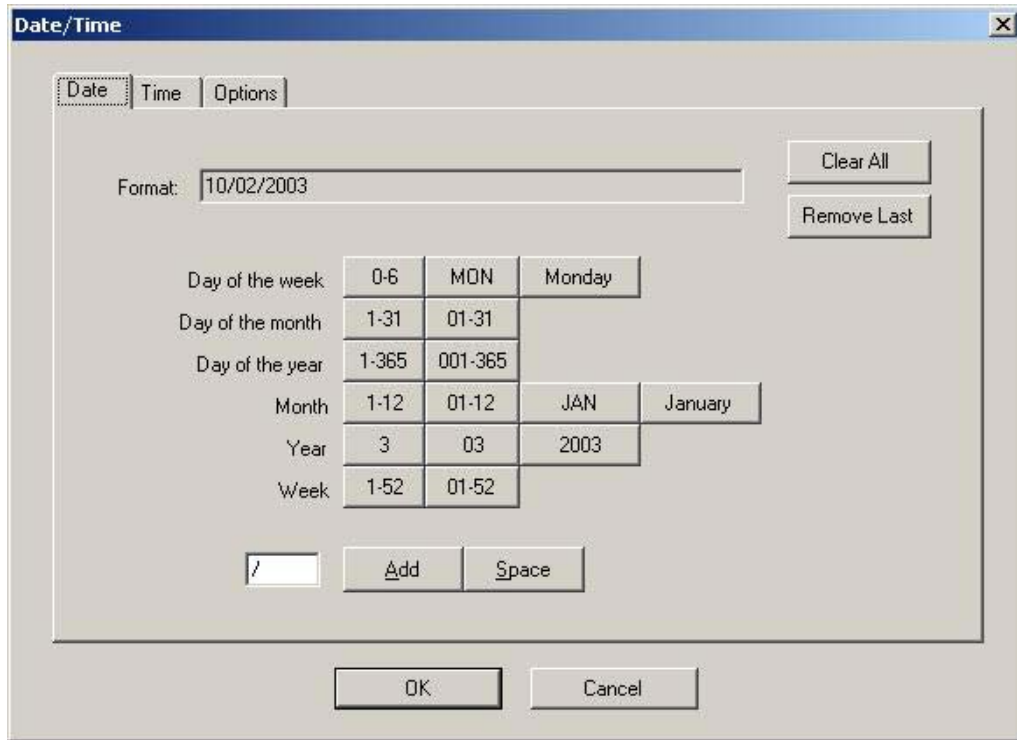
Inserting Date and Time Information

To insert date/time information into your label(s):

1. Click the desired location on the label to place the date/time information.

LabelMark Plus Note: In *LabelMark Plus*, select the **Text** icon  before clicking the desired location.

2. Click the **Date/Time** icon  on the *Action* toolbar.



3. Build the date/time string that appears in the *Format:* box:
 - **Clear All** deletes the contents of the *Format:* box, so you can start over.
 - Add date/time elements by clicking on the desired buttons e.g. January, AM/PM, etc.:
 - Click the *Date* tab to add date elements to the string or click *Time* to add time elements.
 - Click **Space** to insert a space.
 - Click **Add** to insert the character in the text box (you may change the character at any time).
 - **Remove Last** deletes the date/time element you added most recently.
 - Specify the number of labels and which labels the date/time should appear on with the **Options** tab. See *Serializing Labels (Simple)* for an explanation of the options.
4. Specify the data and copy options:
 - Specify the date/time data to use:
 - Click *Use system date/time* to use the current date/time setting on your computer.
 - Or, click *Select date/time* and type the specific date and time you want to insert.
 - Set the number of labels on which to insert the date/time field with *Copies*.
 - Select an *Include date/time on* radio button to skip labels if desired.
5. Click **OK** to add the date/time string to your label(s)

Note: In *LabelMark* the date/time appears alone on a text line. You cannot combine the date/time with other text. In *LabelMark Plus*, you can place another text object next to a date/time object.

Modifying Date and Time Information

To change, format or delete an existing date/time field, see *Working with Linked Objects*.

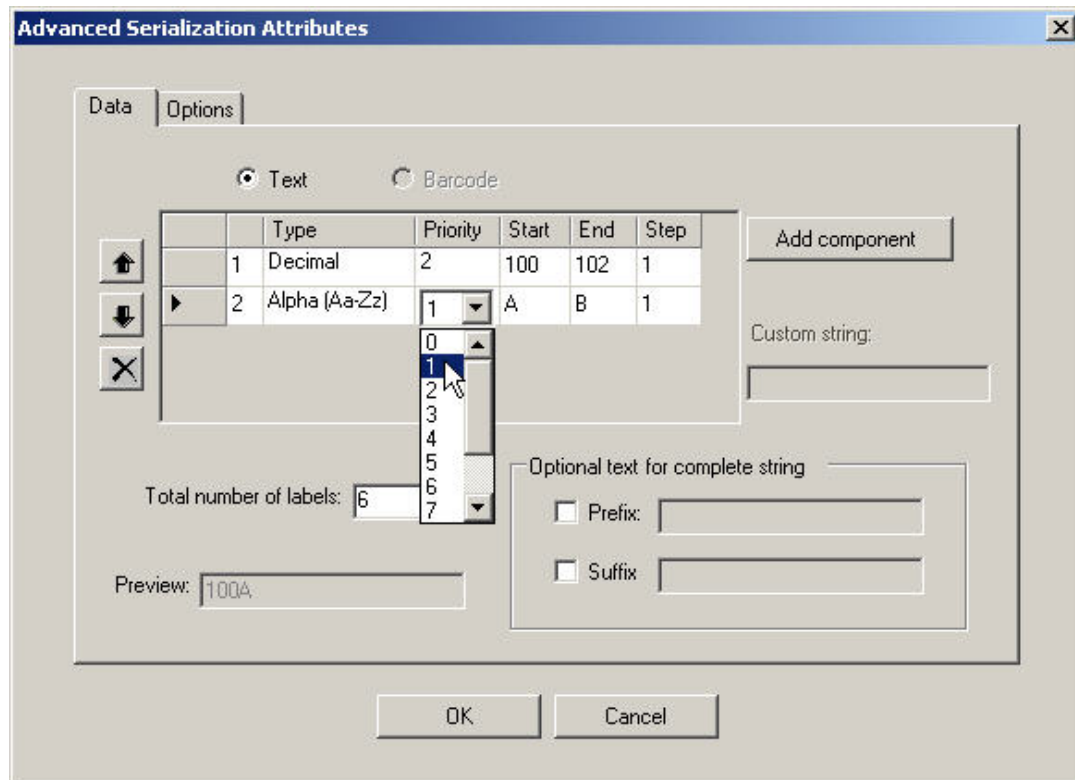
Working with Linked Objects

When you import data, serialize labels or insert a date/time fields, *LabelMark* creates linked objects. The linked objects contain the attributes for modifying the item. As a result, you cannot manually edit linked objects, you must modify their attributes through the original dialog box as described below.

To edit linked objects:

1. Double-click one of the linked objects
2. The system displays the appropriate multi-tab dialog box with the linked object attributes

Note: Even if you used a wizard to create the linked objects, you will not see the wizard when you edit a linked object. You will see a multi-tab dialog box (see the advanced serialization example below) that let's you make all the necessary changes to the objects.



3. Modify the attributes as desired and click **OK** to regenerate the import, serialization or date/time fields

To delete a linked object(s):

If you select a linked object and press **Delete**, the system asks if you want to *delete all items linked to those in the current selection?*:

- If you select **No**, the system deletes only the selected item
- If you select **Yes**, the system deletes all of the linked items
- If you select **Cancel**, the system deletes nothing

To format linked objects:

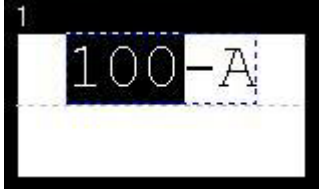
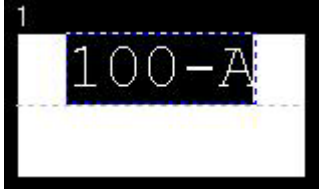
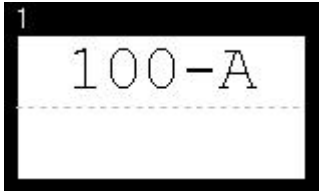
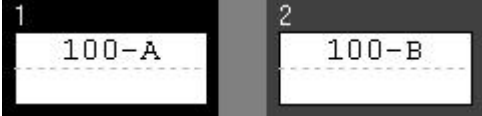
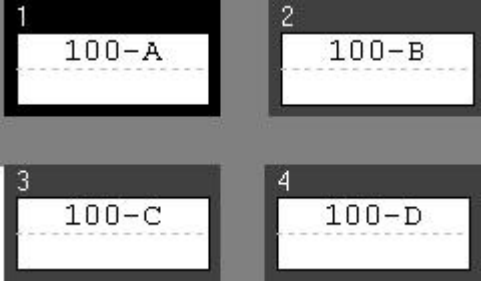

1. Click one of the linked objects

Note: You can select and format one linked object without affecting the others.

2. Select **Edit** → **Select All** → **Linked Objects**
3. Format the objects as desired

Selecting Text and Labels

You can select, edit, copy and format text and labels. The selection determines if the formatting comes along when you paste. The following table lists selection items, how to select them and paste characteristics:

Item	To select...	Formatting included?
	<p>A portion of a line of text, click and drag.</p> <p>The selected text is white on a black background.</p>	<p>No</p>
	<p>A complete line of text, double-click it or select Edit → Select All → Text. Use Ctrl+click to select multiple lines of text.</p> <p>Text is white on a black background when selected.</p>	<p>No.</p> <p>(To copy formatting in <i>LabelMark</i>, refer to <i>Repeating Common Commands</i>.)</p>
	<p>A single label, click on the label header (the area immediately above the label). Use Ctrl+click to select multiple labels.</p> <p>Label has border when selected.</p>	<p>Yes</p>
	<p>A range of labels, click and drag across the labels you want to select.</p>	<p>Yes</p> <p>Note: Pasted labels are inserted starting with the active label. The active and following labels are moved after the inserted pasted labels.</p>
	<p>The entire file, double-click the gray background, select Edit → Select All → Labels or click the Select All Labels icon </p>	<p>Yes</p>


Copying and Pasting Text and Labels

Note: The command multiplier is also useful for copying text or labels (see *Repeating Common Commands*).

To copy text and labels:

1. Select the data (see *Selecting Text and Labels*)
2. Click the **Copy** icon  on the *Standard* toolbar

To paste text and labels:

1. Select the label you want to paste the data on
Note: To paste the copied data to more than one label, select a range of labels
2. Click the **Paste** icon  on the *Standard* toolbar

Note: You can also copy text from other *Windows®* applications and paste it into *LabelMark*.

Making Data Fit on a Label

If your data does not fit on a label, *LabelMark* displays it in red and it will not print properly until you make it fit.



To make an oversized item fit, you can do one of the following:

- For text (see *Format Toolbar*):
 - Reduce the font size.
 - Condense the text.
- Change to a larger label part (see *Selecting a Different Label Part*).
- Move the object to left and towards the top of the label in *LabelMark Plus* (see *Moving an Object*).

If you are importing data, serializing or inserting date/time information and the data does not fit:

- Click on one of the imported data elements, select **Edit → Select All → Linked Objects** and change the font attributes until the data fits.

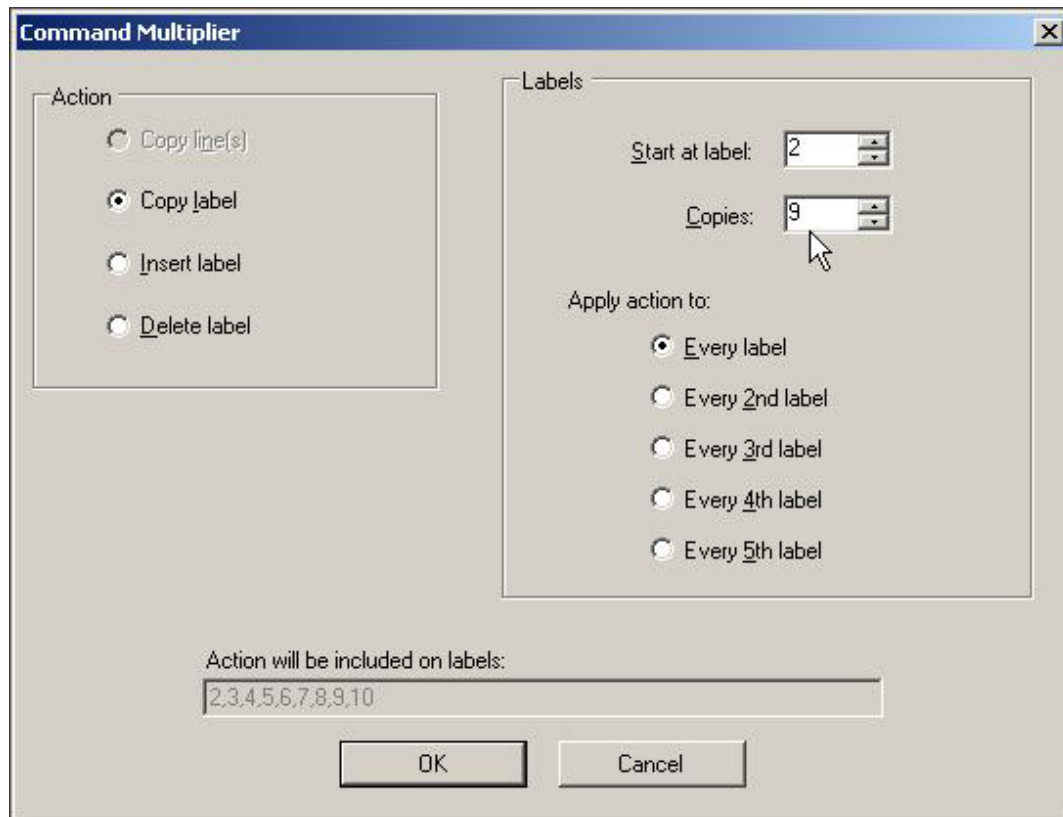
Repeating Common Commands

The Command Multiplier repeats certain commands the specified number of times. It's useful when inserting or deleting a large number of labels or when copying a number of labels or objects.

To use the Command Multiplier:

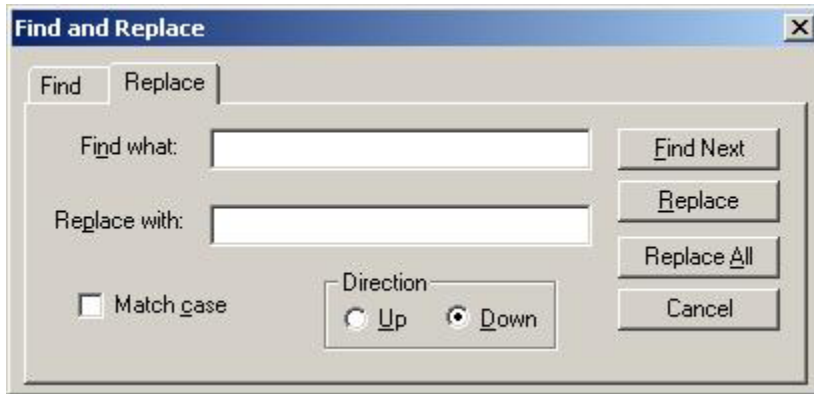
1. If you are copying a labels or objects, select them now.
Note: If you are copying objects, the objects you select must be on one label.

2. Click the **Command Multiplier** icon  on the *Action* toolbar.



3. Select the action:
- **Copy line or object** – Copies the selected text or object(s) to the *Start at label* location the number of times specified in the *Copies* field.
You may have to move or delete objects that interfere with the placement of the items being pasted in *LabelMark Plus*.
 - **Copy label** – Copies the active label or the selected labels to the *Start at label* location the number of times specified in the *Copies* field. Existing labels are bumped to accommodate the new label(s).
Note: If more than one label is selected, the active label is the one with darker highlighting.
 - **Insert label** – Inserts the number of blank labels specified in the *Copies* field before the *Start at label*.
 - **Delete label** – Deletes the number of labels specified in the *Copies* field starting with the *Start at label*.
4. Determine the labels to be affected:
- **Copies:** – The number of times the selected *Action* will occur.
 - **Start at label:** – The label number to start the action on.
 - **Apply action to:** – Select a radio button to determine if you want to perform the action on every label or to skip over labels.
5. Click **OK**.

Finding and Replacing



To find text in a label file:

- Select **Edit → Find**
- Type the text you want to search for in the *Find what* box
- Check *Match case* if you want to find the exact text including upper and lowercase characters
- Select the *Direction* for the search
- Click Find Next

To find and replace text:

- Select Edit → Replace
- Type the text you want to search for in the *Find what* box
- Type the text you want to replace it with in the *Replace with* box
- Check *Match case* if you want to find the exact text including upper and lowercase characters
- Select the *Direction* for the search
- Click **Find Next** and click **Replace** to replace each occurrence or click **Replace All** to immediately replace all occurrences of the text

Note: You can search for text in linked objects (imported, serialized or date/time fields), but you cannot replace text. To modify a linked object, double-click it (see *Working with Linked Objects*).

Undoing Actions


LabelMark allows you to undo and redo editing and formatting commands.

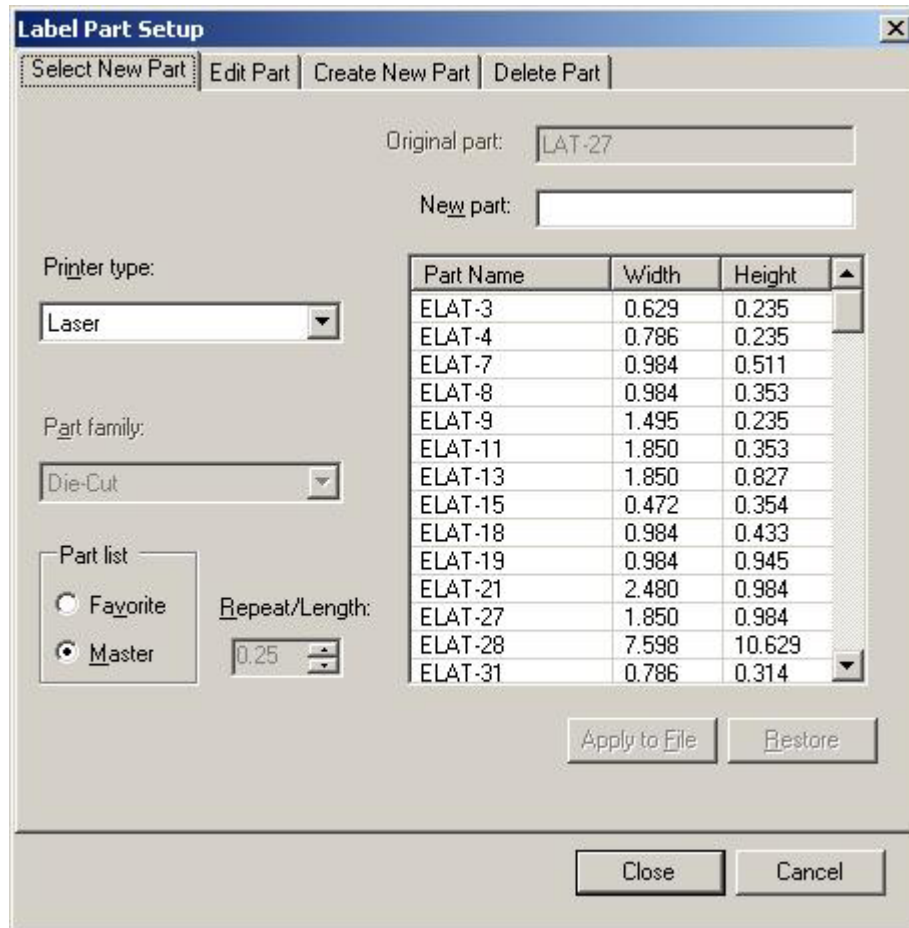
- To reverse an action, click **Edit → Undo**
- To perform an action again, click **Edit → Redo**

Selecting a Different Label Part

LabelMark allows you to switch to a different label part (within the same part family) *after* you create your label file. This eliminates the need to start over should you decide on a label part other than the one you used to create the file.

To change to a different label part:

1. Click the **Label Part Setup** icon  on the *Standard* toolbar.



2. Select a new *Printer type* and *Part Name* from the *Select New Part* tab.
3. Click **Apply to File** to preview the new part. Click **Restore** to change back to the *Original part*.


Note: If the new part is smaller than the original, your data may no longer fit (see *Making Data Fit on a Label*).

4. Click **Close** when finished.

Note: The other tabs on the *Label Part Setup* dialog box are covered in *Modifying a Label Part*, *Creating a Custom Label Part* and *Deleting a Custom Label Part*.

Saving a File

To save a label file or template:

1. Select **File** → **Save** or click the **Save** icon  on the toolbar.
2. In the *File name* box, type a name for your label file. The system adds the appropriate file extension.
3. Click **Save**.

File extensions and default locations vary depending on file type.

Extension	File Type	File Location *
LMF	<i>LabelMark</i> file	C:\Program Files\Brady\LabelMark 3\Files
LMT	<i>LabelMark</i> template	C:\Program Files\Brady\LabelMark 3\Templates
LPF	<i>LabelMark Plus</i> file	C:\Program Files\Brady\LabelMark 3\Files
LPT	<i>LabelMark Plus</i> template	C:\Program Files\Brady\LabelMark 3\Templates

* Refer to *Changing User Defaults* for information on changing file locations.

Closing a Label File

To close the active label file and keep *LabelMark* open, select **File** → **Close**.

To close all open label files and *LabelMark*, select **File** → **Exit**.

Opening an Existing Label File

To open an existing label file:

1. From the *Welcome* screen, select **Open saved file** and click **OK**. If you are already in the application, select **File** → **Open...**
2. Select the file you want to open and click **Open**.

Note: *LabelMark* displays the appropriate files for the application you are running – *LabelMark* or *LabelMark Plus*.

Moving Between Open Files

LabelMark allows you to open and work between multiple label files.

To view the files that are open:

- Click on the **Window** menu. *LabelMark* lists the open label files.
- Click on the file name you want to view.

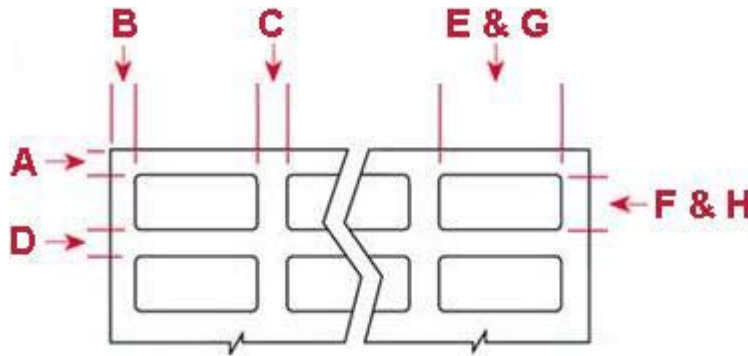
To view more than one open file on the label editor screen:

- Select **Window** → **Tile** to arrange all open files on the screen.
- Select **Window** → **Cascade** to stack all open files on top of one another. Click a file's title bar to bring it to the front.

Advanced LabelMark Techniques

Modifying a Label Part


LabelMark contains an extensive list of master Brady parts. However, you may need to modify an existing label part. The *Label Part Setup* feature allows you to do this by setting the label size, margins, etc.



Standard Sheet-Fed Part Layout

- A – Top margin
 - B – Left margin
 - C – Horizontal gap
 - D – Vertical gap
 - E – Label width
 - F – Label height
 - G – Printable width
 - H – Printable height
- Note:** X- and Y-Offset are zero.

To modify an existing label part's settings:

1. Click **Label Part Setup**  on the *Standard* toolbar.
2. Click the *Edit Part* tab.
3. Make your desired modifications to the label settings:
 - **Restore** – click **Restore** at any time to bring back the original settings and refresh the label file if you applied the changes to the file.
 - **Labels per page** – the number of labels on the page for a sheet or roll of labels.

Across	The number of labels across a sheet (left to right) or across the width of a roll.
Down	The amount of rows per page. For Dot Matrix, Thermal, and TLS2200/TLS PC Link parts, this will generally be 1 to minimize label waste. For Ink Jet and Laser parts, enter the amount that fits on your page (8 1/2"x11" or A4).

- **Margins** – the absolute margin from the physical edge of the label liner to the label.

Left	The distance from the left edge of the liner to the left edge of the label.
Top	The distance from top edge of the sheet liner to the top edge of the label. Set <i>Top</i> to 0 for roll-fed parts, since it is not applicable. Roll-fed parts use the horizontal and vertical gaps for this purpose.

- **Gap between labels** – space between each label.

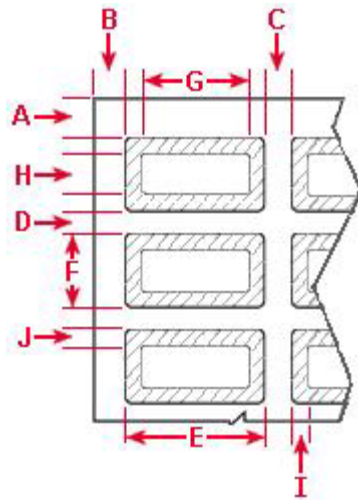
Horizontal	The horizontal space between each label column.
Vertical	The vertical space between each label row.

- **Label size** – full physical label size.

Width	Physical width of the label part.
Height	Physical height of the label part.

- **Printable area** – the portion of the label that will print.

Width	The width of the printable area of the label.
Height	The height of the printable area of the label.
X-Offset	The distance between the left side of the label and the printable area.
Y-Offset	The distance between the top of the label and the printable area.



- A – Top margin
- B – Left margin
- C – Horizontal gap
- D – Vertical gap
- E – Label width
- F – Label height
- G – Printable width
- H – Printable height
- I – X-Offset
- J – Y-Offset


Note: A clear overlamine extends past the label on each side. As a result, the printable area is smaller than the label size.

Permashield™ Part Layout

4. Save your changes:
 - Click **Save Part to Database** to make your custom part available along with the master Brady parts the next time you create a label file. *LabelMark* prompts for a part name and ensures that you do not overwrite a master part. Your new part will appear at the bottom of the *Master* parts list.
 - Click **Apply to File** to use the modified part only in the current file. You will **not** see your custom part along with the master Brady parts the next time you create a new label file. The system adds an asterisk to the part in the status bar to indicate it is modified.
5. Click **Close** when finished.

Creating a Custom Label Part

To create a new label part from scratch:

1. Click the **Label Part Setup** icon  on the *Standard* toolbar.
2. Click the *Create New Part* tab. *LabelMark* displays the settings for the active part (irrelevant settings for the displayed part are disabled).

Label Part Setup

Select New Part | Edit Part | **Create New Part** | Delete Part

Printer type: Laser

Part family: Die-Cut

Labels per page

Across: 4 Down: 3

Label size

Width: 1.875 Height: 3.167

Margins

Left: 0.31 Top: 0.875

Printable area

Width: 1.875 Height: 0.968

X Offset: 0 Y Offset: 0

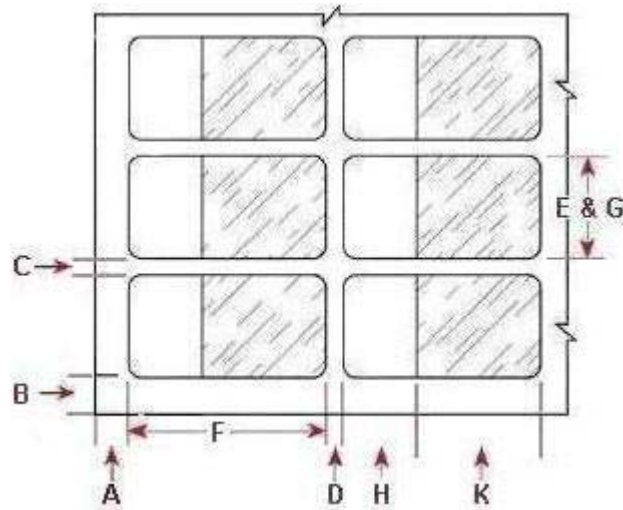
Rotated

Clear Save Part to Database

Close Cancel

3. Select the desired *Printer type* and *Part family*, if necessary.
4. Modify the label part settings (see *Modifying a Label Part*). Click **Clear** at any time to start over.
5. Select *Rotated* if the label part is physically rotated on the liner.

Enter the dimensions as shown in the example below and then select *Rotated* so your labels will print properly.



- A – Top margin
 - B – Left margin
 - C – Horizontal gap
 - D – Vertical gap
 - E – Label width
 - F – Label height
 - G – Printable width
 - H – Printable height
 - K – Overlaminated
- Note:** X- and Y-Offset are zero for this example.

Landscape View of Rotated Sheet-Fed Part Layout


6. Click **Save Part to Database** to create a new custom label part that you can use in other label files. *LabelMark* prompts for a part name and ensures that you do not overwrite a master part name.

Note: The part you create will appear in the parts list the next time you create a new label file.

7. Click **Close** when finished.

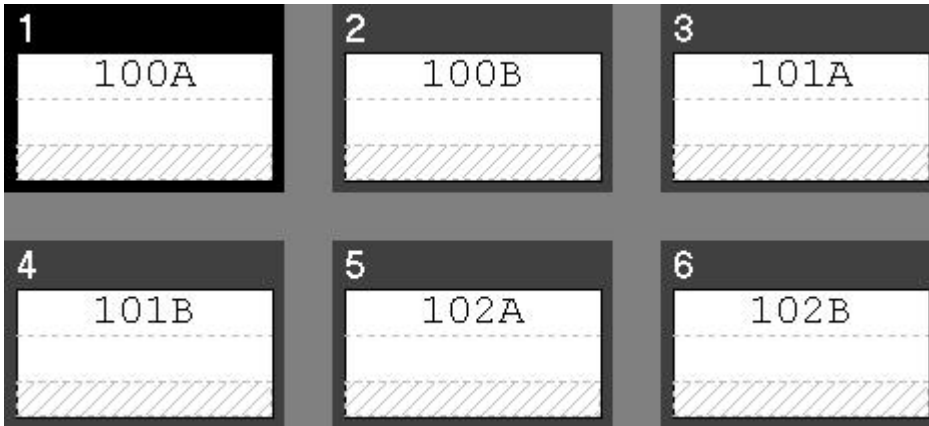
Deleting a Custom Label Part

To delete a custom label part:

1. Click the **Label Part Setup** icon  on the *Standard* toolbar.

Serializing Labels (Advanced)

The Advanced Serialization function allows you to define serialization strings comprised of multiple components that increment or decrement separately.



To perform a multi-string serialization:

1. Select the label you would like to start on.
2. Select **Tools** → **Serialization** → **Advanced...**

The *Advanced Serialization Wizard* guides you through the process unless you have turned off the option (see *Changing User Defaults*).

3. Create each component string:

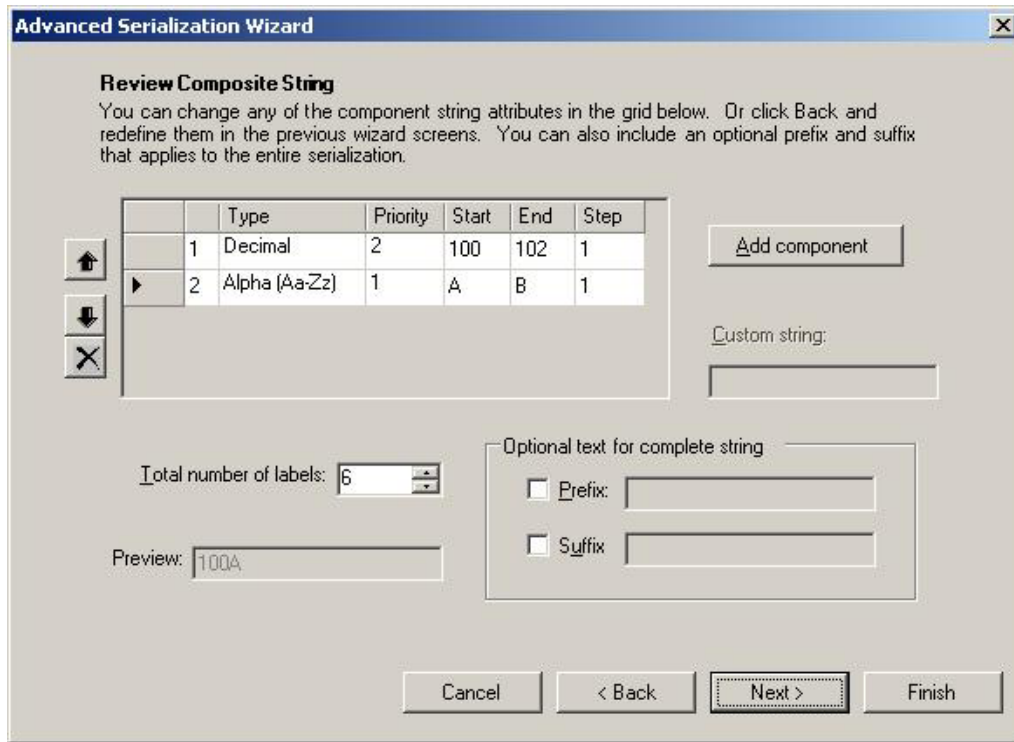
- Refer to *Serializing Labels (Simple)* for details on the basic options.




- Select the *Priority #* to set the order in which the component strings will increment or decrement:
 - Values are 0-10.
 - Priority 0 serializes independent of other strings.
 - A higher priority string will reach its ending value before a lower priority string starts to increment (e.g. a string of Priority 2 will not increment until a string of Priority 1 has reached its end value).
- Click **Clear All Values** at any time to start over on this component string.
- If you want to define another component string, click **Yes**.

Note: If you only enter one component in the *Advanced Serialization* dialog, you will actually create a simple serialization. When you edit it, the simple serialization dialog box will appear.

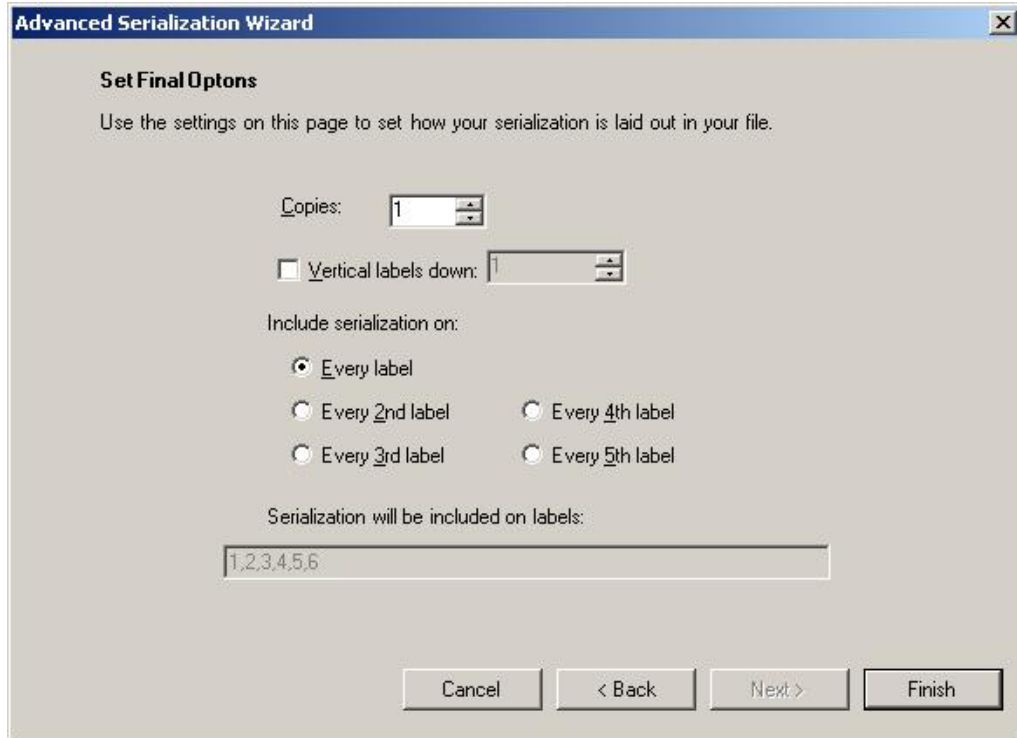
- Click **Next**.

4. Review and modify the composite string:



- To change the order of the component strings: click the row selector button to the left of the string and then click the  or  button to move the string up or down in the list.
- To delete a component string: click the row selector button to the left of the string and click the  button.
- To create an additional component string, click **Add Component**.
- Change the *Type*, *Priority*, *Start*, *End* or *Step* by clicking it in the grid and selecting or typing the revised value.
- Check the *Preview* to see what the first serialization will look like.

- LabelMark calculates the *Total number of labels* required to complete the serialization. Enter a smaller number if you do not want the entire sequence. Enter a larger number if you want the sequence to complete and start over again.
 - Add constant text before or after the serialization with *Prefix* or *Suffix* (if desired).
 - Click **Next**.
5. Set final options (as needed):



Refer to *Serializing Labels (Simple)* for details.

6. Click **Finished** to serialize the labels.

See *Working with Linked Objects* to edit the serialization, if necessary.

Serialization Types Table

Note: These serialization types are applicable for simple and advanced serialization, but not for 110/BIX Block serialization.

Serial Type	Description
Decimal	Decimal (0-9) serialization. (Base 10)
Hex	Hexadecimal (Base 16) 0-F numeric serialization: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, A, B, C, D, E, F, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 1A, 1B, 1C, 1D, 1E, 1F, etc.
Octal	Octal (Base 8) 0-7 numeric serialization: 0, 1, 2, 3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 15, 16, 17, etc.
Custom	User enters a custom serialization sequence. The sequence defines how the characters or numbers will be stepped (ascending order only).
Alpha Aa-Zz	Alphabetic (Aa-Zz) serialization. (Base 26)
Alphanumeric 0-9; Aa-Zz	Combination of alphabetic and decimal serialization. (Base 36)
Constant	Full ASCII (256) character set. Priority, end and step are irrelevant for the <i>Constant</i> serial type.

110 Block, BIX Block and Patch Panel Parts

LabelMark allows you to customize formats for printing 110 Block, BIX Block and Patch Panel labels. The parts used for these are:

Label Type	Printer Type	Part Number
110 Block	Laser	LAT-177 3 Pair (110 Block)
		LAT-177 4 Pair (110 Block)
		LAT-177 5 Pair (110 Block)
		LAT-177 Blank (110 Block)*
	InkJet	JET-177 3 Pair (110 Block)
		JET-177 4 Pair (110 Block)
		JET-177 5 Pair (110 Block)
		JET-177 Blank (110 Block)*
	Dot Matrix	DAT-177 3 Pair (110 Block)
		DAT-177 4 Pair (110 Block)
		DAT-177 5 Pair (110 Block)
		DAT-177 Blank (110 Block)*
BIX Block	Laser	LAT-178 3 Pair (BIX Block)
		LAT-178 4 Pair (BIX Block)
		LAT-178 5 Pair (BIX Block)
		LAT-178 Blank (BIX Block)*
Patch Panel	Laser	LAT-43 (4 Port Patch Panel)
		LAT-43 Blank (Patch Panel)*
		LAT-44 (6 Port Patch Panel)
		LAT-44 Blank (Patch Panel)*
	Dot Matrix	DAT-191 (4 Port Patch Panel)
		DAT-191 Blank (Patch Panel)*
		DAT-192 (6 Port Patch Panel)
		DAT-192 Blank (Patch Panel)*

* Use blank parts for custom pairs.

Serializing 110/BIX Blocks

LabelMark can automatically serialize to identify each pair of wires for a backbone installation and serialize each 4 Pair cable for a horizontal run application.

To create and serialize a 110/BIX Block:

1. From the *Welcome* screen, select **Create New File**. (If you are already in the application, select **File** → **New...**)
2. Select **Laser**, **Dot Matrix** or **Ink Jet** as the *Printer type* and **Die-Cut** as the *Part family*.
3. Select the appropriate 110 Block part from the parts list (see *110 Block, Bix Block and Patch Panel Parts*) and click **OK**.

4. Use the *serialization* function. Select **Tools → Serialization → 110/BIX Block....**

- To perform a 110/BIX Block **horizontal** serialization:

- Select **110/BIX Horizontal** as the serialization *Type*.
- Type the starting number (e.g. 001).
- Type the number of strips (e.g. 2).

Note: A 5 pair has 10 sections per label strip, a 4 pair has 12 sections per label strip and a 3 pair has 16 sections per label strip.

- Click **OK**.

See *Working with Linked Objects* to edit the serialization, if necessary.

Following is an example of a 4-pair 110 block *horizontal* serialization and lines, as it would print out on 110-strip labels:

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

- To perform a 110/BIX Block **backbone** serialization:

- Select **110/BIX Backbone** as the serialization *Type*.
- Enter the starting number (e.g. 1).
- Enter the number of strips (e.g. 2).

Following is an example of a 4-pair 110 block *backbone* serialization and lines, as it would print out on 110-strip labels:

1	4	8	12	16	20	24
25	28	32	36	40	44	48
49	52	56	60	64	68	72
73	76	80	84	88	92	96

Setting Continuous Label and Terminal Block Options

Keep the following in mind when working with continuous labels and terminal blocks:

- When printing terminal blocks on a dot matrix or thermal printer, you can only print one page at a time.

- When you create a new file with a continuous part, the value you enter in the *Repeat/Length* (or *Repeat/Width* for rotated parts) box determines:
 - The length of the label if printing a banner label.
 - The center-to-center spacing for terminal block labels.
- The maximum length for continuous *TLS PC Link* parts is 6” (152.4 mm).
- Repeat value limits are 0.1” (2.54 mm) minimum to 32” (812.8 mm) maximum.
- Set repeat value limits in your user defaults (see *Changing User Defaults*) or when you create your file (see *Quick Start Guide – Creating a Basic Text Label*).

Using the Flip-Flop Feature

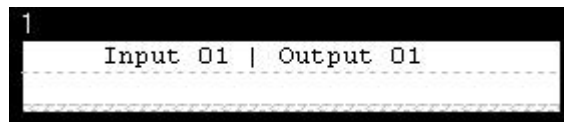
The flip-flop feature allows you to transpose text around a flip point. For example **123|456** would flip-flop to **456|123**. You designate the flip point by placing the flip character in a line of text. The feature is useful for identifying parts that are connected end-to-end. In *LabelMark Plus*, flip-flop works for text objects and text blocks.

To perform a flip-flop:

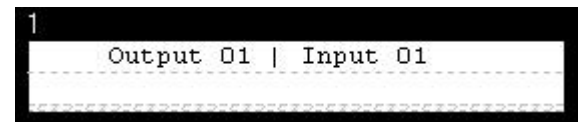
1. Insert the flip character at the point around which you want the flip-flop to occur.

Note: The default flip character is the pipe symbol “|” (found on the “\” key on your keyboard). See *Changing User Defaults* to designate a different character.
2. Select the label(s) you want to flip.
3. Select **Tools** → **Flip-Flop**, and one of these options:
 - **Left to Right** – Transposes text to the left of the flip character to the right and vice versa.

Before

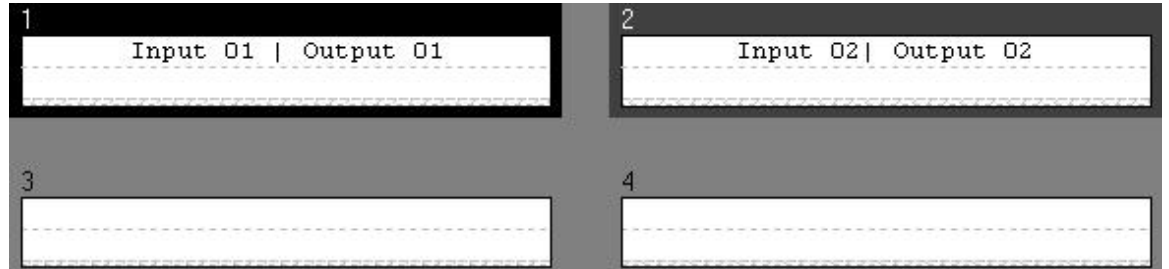


After



- **Left to Right Insert All** – Inserts a flipped version next to the original. This option doubles the number of labels.

Before



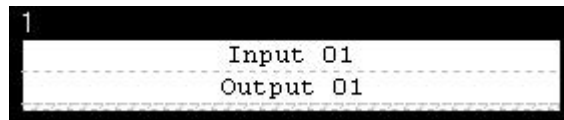
After



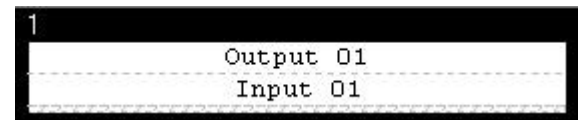
- **Remove Flip Character** – Deletes the flip character from the selected label(s) after you have performed your left-to-right flip-flop.
- **Top to Bottom** – Transposes text above the centerline to below the centerline and vice versa.

Note: You do not need a flip character for top-to-bottom flip-flop. It transposes text above the vertical center of the label with text below the vertical center.

Before

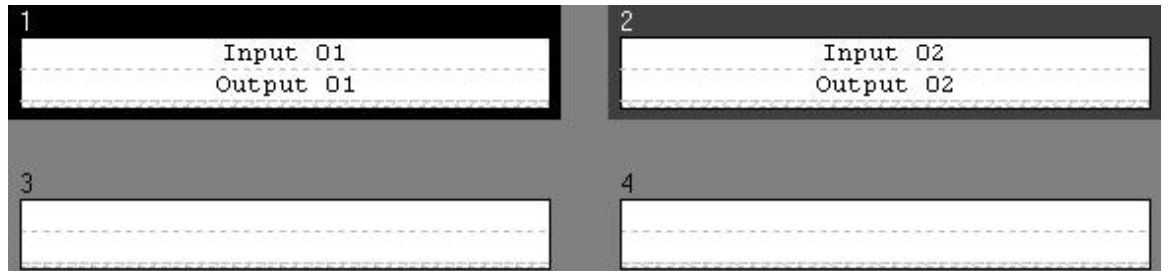


After



- **Top to Bottom Insert All** – Inserts a flipped version next to the original. This option doubles the number of labels.

Before



After





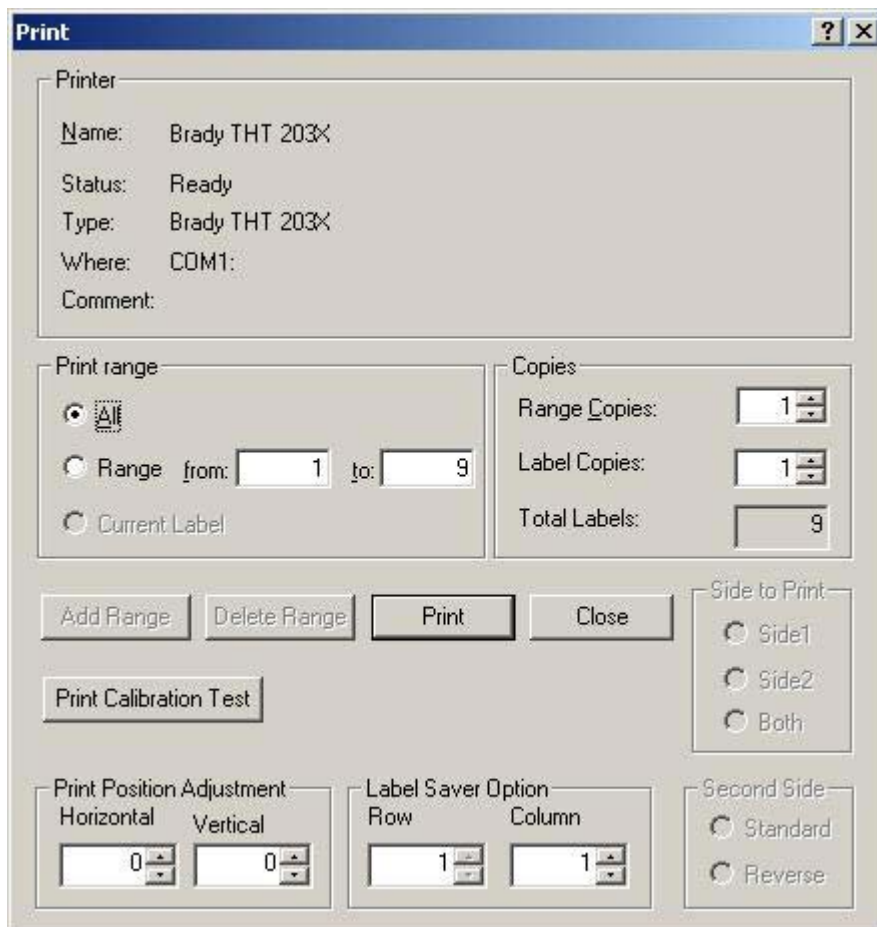
Printing Label Files

Printing a Label File

Note: To change your printer, see *Selecting a Printer* or *Changing User Defaults*.

To print a label file:

1. Display the *Print* dialog box:
 - To print without previewing your file, click **Print**  on the *Standard* toolbar.
 - Or, to preview your file before printing, click **Preview**  on the *Standard* toolbar:
 - Click **Next** and **Prev** to scroll through the pages in your file.
 - Click **Zoom In** and **Zoom Out** to look at varying levels of detail.
 - Click **Print...** to continue.
2. From the *Print* dialog, click **Print Calibration Test** to confirm that the printer is properly calibrated. *LabelMark* prints three concentric rectangles centered on the label and spaced .05" (1.27 mm) apart. Refer to your printer documentation to adjust the printer.



3. Select your desired print options:
 - To select a subset of labels and number of copies to print, see *Setting Print Ranges*.

- If necessary change the *Print Position Adjustment* settings to fine tune the way your labels print. These settings are saved with the label file, so you will not have to make the changes again the next time you open the file.
 - Skip previously printed labels on sheet fed parts by using the *Label Saver Option*. Enter the *Row* and *Column* number you want to begin printing on.
 - To set the options for a two-sided sleeve part, see *Setting Two-Sided Sleeve Print Options*.
4. Click **Print** or click **Close** to exit without printing.

Selecting Print Ranges

LabelMark allows you to specify the number of copies to print and sections of a label file (or ranges) to print.

To specify a single range of labels to print:

- Click the **Range** radio button (in the *Print* dialog box).
- Type the *from*: (starting label number) and *to*: (ending label number) for your range.
Note: If you select a range of labels before printing, LabelMark fills in the *from*: and *to*: fields for you.
- Set the number of copies:
 - To set the number of copies to print for this range, change the **Range Copies**. For example, if you set *Range Copies* to 2 for the range of labels 1 through 3, the label sequence will print as follows:

#1 #2 #3 #1 #2 #3

- To change the number of times a label will print before printing the next label, change the **Label Copies**. For example, if you set *Label Copies* to 2 for the range of labels 1 through 3, the label sequence will print as follows:

#1 #1 #2 #2 #3 #3

- **Note:** If you set **both** the *Range Copies* and *Label Copies*, LabelMark applies the *Label Copies* first and then it applies the *Range Copies*. For example, if you set *Range Copies* to 2 and *Label Copies* to 2 for the range of labels 1 through 3, the label sequence will print as follows:

#1 #1 #2 #2 #3 #3 #1 #1 #2 #2 #3 #3

To specify multiple label ranges to print:

- Click the **Range** radio button (in the *Print* dialog box).
- Type the *from*: (starting label number) and *to*: (ending label number) for your range. These entries can be in ascending or descending order e.g. 1 to 100 or 100 to 1.
- Set the number of copies for this range as described above.

- Click **Add Range**. LabelMark adds your range to the *Range Selection* table and updates the *Total Labels* field.

Print

Printer
 Name: Bradyprinter Model 2461
 Status: Ready
 Type: Bradyprinter Model 2461
 Where: LPT1:
 Comment:

Print range
 All
 Range from: 10 to: 8
 Current Label

Copies
 Range Copies: 3
 Label Copies: 1
 Total Labels: 15

Add Range Delete Range Print Close

Print Calibration Test

Side to Print
 Side1
 Side2
 Both

Print Position Adjustment
 Horizontal: 0 Vertical: 0

Label Saver Option
 Row: 1 Column: 1

Second Side
 Standard
 Reverse

Range Selection

Labels From	Labels To	Label Copies	Range Copies	Total Labels
1	2	1	2	4
5	6	1	1	2
10	8	1	3	9

- Repeat this process to add up to 10 ranges to a file. **Note:** Ranges print in the order they were added.

To delete a range:

- Click the range you want to delete in the *Range Selection* table (in the *Print* dialog box).
- Click Delete Range.

To print the active label:

- Click the **Current Label** radio button (in the *Print* dialog box).

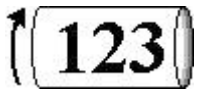
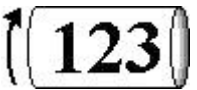
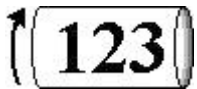

- Set the number of copies as described above.

Setting Two-Sided Sleeve Print Options

When printing a two-sided sleeve you will follow the standard print procedure (see *Printing a Label File*), but you will have a few additional print options.

To set the Two-Sided Sleeve print options (in the *Print* dialog box):

- Select the Side to Print:
 - *Side 1* prints only the first side of the labels
 - *Side 2* prints only the second side of the labels
 - *Both* prints the first and second side of the labels (**Note:** *LabelMark* prompts you to reverse the part to print side 2)
- Select how to print the *Second Side* of the sleeve:

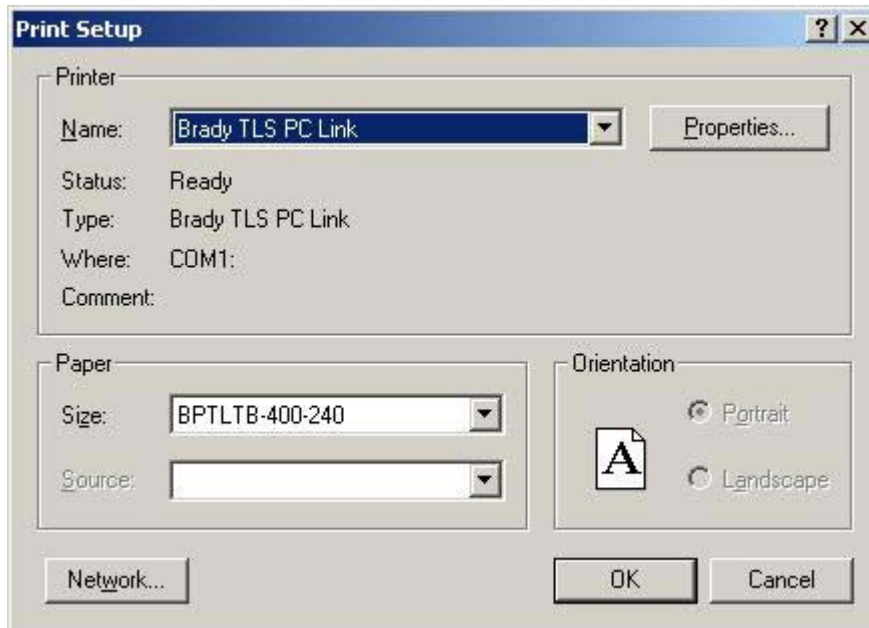
Option	Side 1	Side 2
Standard		
Reverse		

Selecting a Printer

Note: See *Changing User Defaults* to change the *LabelMark* default printer.

To select a printer other than the *LabelMark* default for the active file:

1. Select **File** → **Print Setup...**



2. Select the printer *Name* from the list.

3. Leave the system default for *Orientation* since *LabelMark* will set it.
4. Set the *Properties* if necessary.

Note: With some operating systems (or some printer drivers) you must set printer properties in the windows *Control Panel*. Refer to your printer's user manual or printer driver help file for information on setting printer properties.

5. Click **OK**.

Troubleshooting Printer and Part Problems

Symptom/Message	Possible Cause	Corrective Action
Printer is not printing	Your print job may have been sent to the wrong printer.	Select the correct printer. See <i>Selecting a Printer</i> .
	The COM port settings on your printer may not be set correctly.	Refer to the user's guide for your printer.
	The label part used to design the <i>LabelMark</i> file does not match the labels loaded in the printer.	Change to the proper label part. See <i>Selecting a Different Label Part</i> .
"Out of Labels" message (TLS2200 and TLS PC Link printers only)	The printer is out of label material. The computer chip on the TLS label roll is not making contact with the sensor in the printer.	Replace the label material roll. Make sure the label roll is seated correctly and snugly between the material guides.
"Out of Ribbon" message (TLS2200 and TLS PC Link printers only)	Printer is out of ribbon.	Replace ribbon cartridge.
"Error Writing to COM 1" message	Printer is turned off.	Turn the printer on.
	Printer is disconnected from the computer.	Connect the printer to the computer.

Creating and Using Templates

Creating a Template

A template is a saved label format that allows you to have static data (e.g. logos and unchangeable text) as well as fields for variable data entry that are located at fixed locations on the label. You can create templates in both *LabelMark* and *LabelMark Plus*.

Note: *LabelMark Plus* includes a library of templates for use with specialized parts (see *Stock Label Templates*).

To create a new template:

1. From the *Welcome* screen, select **Create new template** and click **OK**.

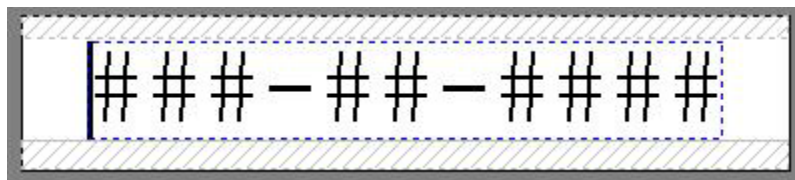
(If you are already in the application, select **File** → **New...** Then, click the **Template** radio button.)

2. Select the *Printer*, *Printer type*, *Part family* and the *Label Part* you want to use and click **OK**.

The single label view for your part appears and the *Template* toolbar displays at the bottom of the screen (see *Template Toolbar* for details)

3. Add items to the label and format them:
 - Add text items for variable data entry to the label and fill them with placeholder text. The placeholder text allows you to properly size and format the text and it will be replaced by your data when you create a file based on the template.



Note: Date/time, serialization and data import are unavailable during the template creation and editing process. The functions **are** available when working with a file based on a template.

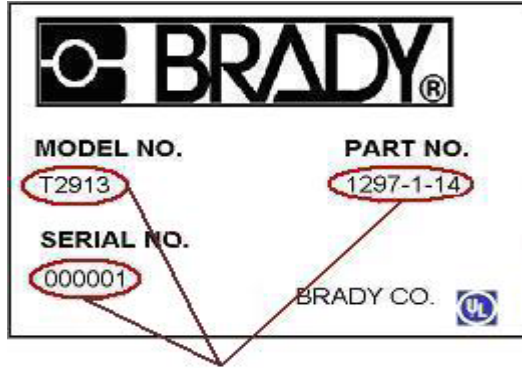


Example of Placeholder Text in a *LabelMark* Template

***LabelMark Plus* Note:** In *LabelMark Plus*, type meaningful names for your text and barcode objects as your placeholder text, e.g. "Panel" or "Wire". This will help you identify the correct object when using the *Manual* data import method to map data to your template objects (see *Importing Data into LabelMark Plus*). As in *LabelMark*, the placeholder text is replaced by your data when you create a file based on the template.

- ***LabelMark Plus* Note:** With *LabelMark Plus* you can also add barcodes, images, rectangles and lines.
- Format the items as needed (see *Format Toolbar*).
- Select a label item(s) and apply *Template Toolbar* features:
 - Make items **non-printable**  if you want them to appear on the computer screen but not on the final printout.

- **Lock**  items that are the same or static for every label in the file. Images, rectangles and lines are locked by default.
- **Unlock** (or do not lock) items to be used for variable data entry. Text and barcodes are unlocked by default.
- **Autosize**  text and barcodes to be used for variable data entry when the data size is not of a fixed length. *Autosize* items are unlocked by default and grow to accommodate the data. If you do **not** *Autosize* an item, data cannot exceed the length of the placeholder text you entered when you created the template.






Unlocked/Autosized Objects in *LabelMark Plus*

4. Select **File** → **Save As...** and save the template. See *Saving a File* for details.

Template Toolbar

The *Template* toolbar appears on the bottom of the screen when you are creating or modifying a template.

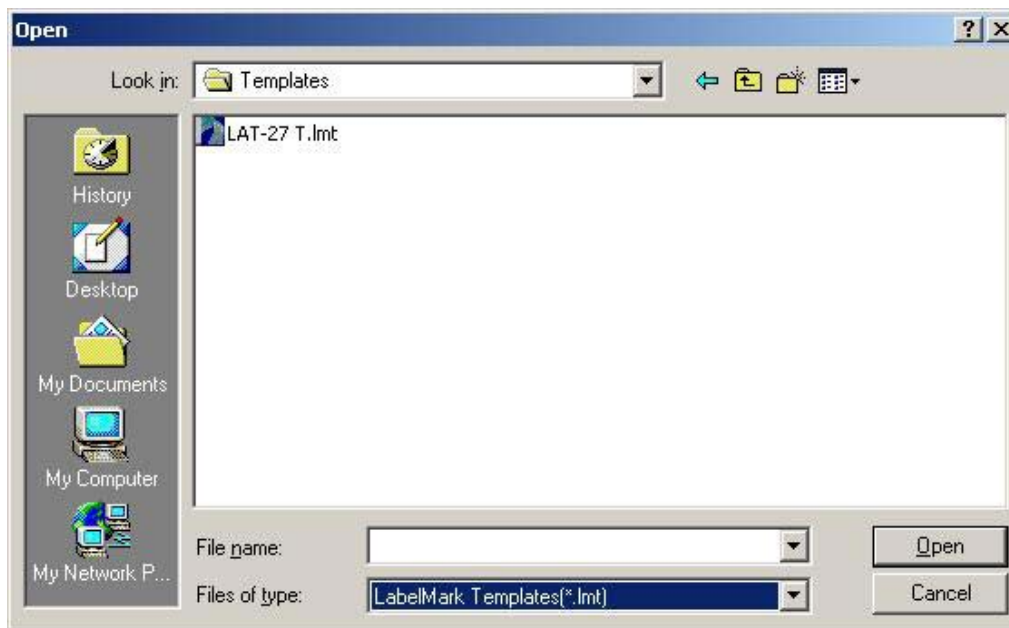
Icon	Description
	Non-Printable – Makes the selected item appear on the computer screen, but not in the printed label. Non-printable items are automatically locked and display on the screen in gray.
	Lock – Prevents users from editing the item. Lock items that are static or unchanging from label to label. An <i>unlocked</i> item is a placeholder that designates a field for variable data entry when you use the template to create a file. When the template is applied to a file, it appears as a green box.
	Autosize – Used for variable data entry. Allows the selected item to grow to accommodate the data a user enters. Autosize fields are automatically unlocked.

Editing an Existing Template

Note: When you edit (or delete) an existing template, the changes you make do not affect files you previously created based on the template. The changes only affect new files you create based on the template.

To edit an existing template:


1. Prepare to open the template:
 - From the *Welcome* screen, select **Edit saved template** and click **OK**.
 - From within the application, select **File → Open...**
 - Change *Files of type* selection to **Templates**.
 - Change to the **Templates** folder.
2. Select the template you want to edit and click **Open**:

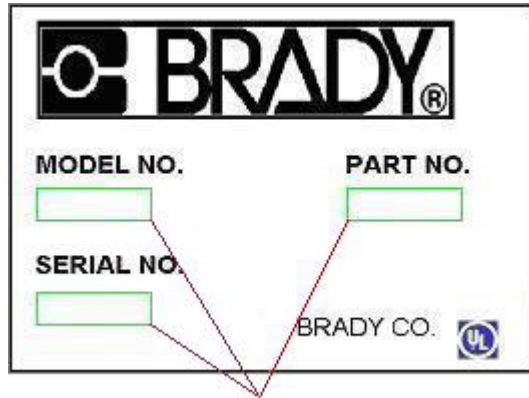


3. Follow the instructions in *Creating a Template* and *Template Toolbar* to modify the template.
4. Select **File → Save** to save the updated template.
5. Select **File → Close** to close the template.

Creating a Label File from a Template**To create a new label file based on a template:**

1. Prepare to create the file:
 - From the *Welcome* screen, select **Use a template to create new file** and click **OK**.
 - If the application is already active, select **File → New...**
 - Select the **File** radio button.
 - Select the **Use template** check box.
2. Click the **Browse...** button, select the desired template file and click **Open**.
3. Click **OK** to create your new file.
4. Enter data in the unlocked fields:
 - You can import data into the file from another source (see *Importing Data into a File Based on a Template*).

- Use the arrow keys on the keyboard to move through the unlocked fields. Use the **Tab** key to move to the next label (**Shift+Tab** to move to the previous label).
- You can also click a green data entry box to enter text or barcode information as appropriate:
 - Type text in text fields.
 - In *LabelMark Plus*, use the **Select**  tool to double-click the green-outlined data entry objects.
 - Type barcode data in barcode fields.



Variable data entry locations in a file based on a *LabelMark Plus* template

5. Save your label file (see *Saving a File* for details).

Importing Data into a File Based on a Template

Keep the following in mind when importing data into a label file based on a template:

- Data only imports into *unlocked* text or barcode fields.
- In *LabelMark*, imported data fills unlocked text fields in labels from top-to-bottom.
- *LabelMark Plus* gives you two options for importing data. The manual option allows you to map the data to specific template fields. The automatic option fills the label objects from left-to-right and down. See *Importing Data into LabelMark Plus*.
- To import barcodes into *LabelMark Plus*, see *Importing Data into LabelMark Plus*.
- If imported data does not fit, *LabelMark* displays a message and changes the font color to red. See *Making Data Fit on a Label* for suggestions on making the data fit.
- Refer to *Importing Data into Label Files* for details on importing data.
- Deleting or editing a template does not affect files that were based on it.

Importing Files

Data Import Overview

LabelMark and *LabelMark Plus* allow you to import data from other sources. Some things to keep in mind when importing data:

- You can import ASCII text files, *Microsoft® Excel™* and *Lotus 1-2-3™* spreadsheets and database files.
- You can import data into a standard label file or into a label file based on a template.
- Imported data is not dynamically linked to the source data. If you make changes to the source data, the imported data remains unchanged unless you import it again.
- ODBC import is still available, but there is now a method to import *Excel™* and *Lotus 1-2-3™* spreadsheets that is easier to use (see *Importing Data into Label Files*).
- When importing a *Lotus 1-2-3™* spreadsheet, first save it as a WK1, WK3 or WK4 file. *Lotus 1-2-3™* versions after WK4 are not recognized. If you cannot save to an earlier version, save your data as a delimited ASCII text file and import it as text.
- The data imports into the active file starting at the active label.
- Each record in the import data creates one label in the label file.
- Imported data **will** overwrite existing label data in *LabelMark* and **overlap existing data in *LabelMark Plus***.
- **For specifics on importing data into *LabelMark Plus*, see *Importing Data into LabelMark Plus***.

Importing Data into Label Files

To import data into a label file:

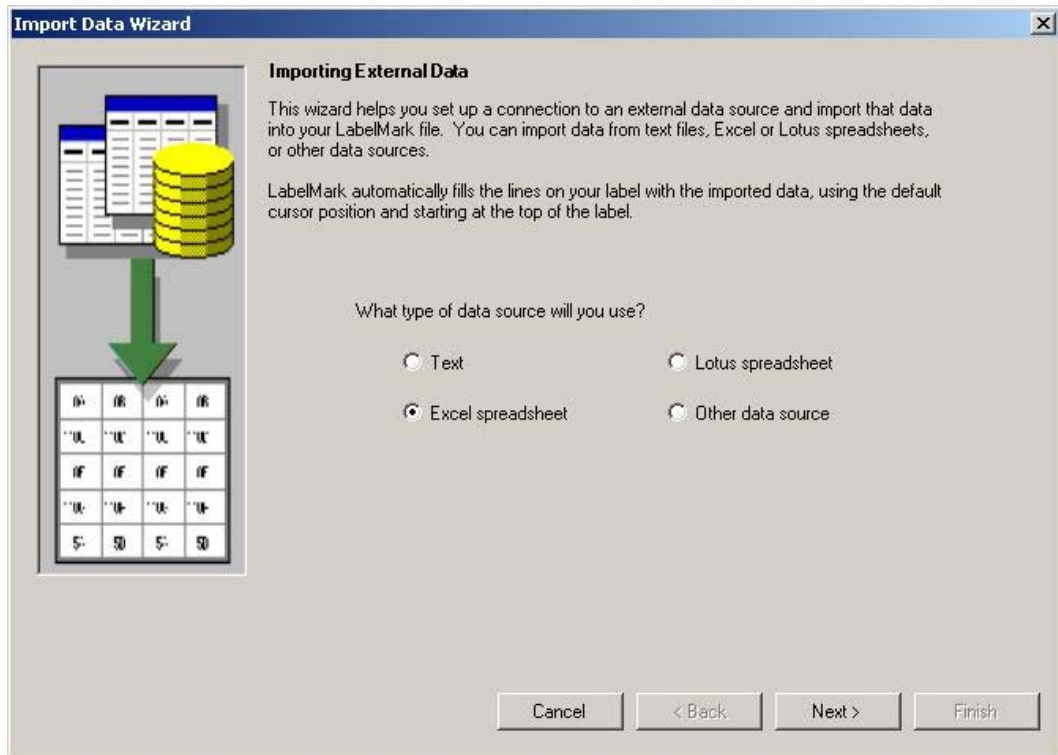
1. Create or open a label file.
2. Select the starting point for the import by clicking the desired label.

Note: In *LabelMark* the import data appears alone on a text line. You cannot combine the import data with other text. In *LabelMark Plus*, you can combine other text with the import data on a "line".

3. Display the import wizard by selecting **Tools → Import Data...**

4. Select the type of data to import and click **Next**:

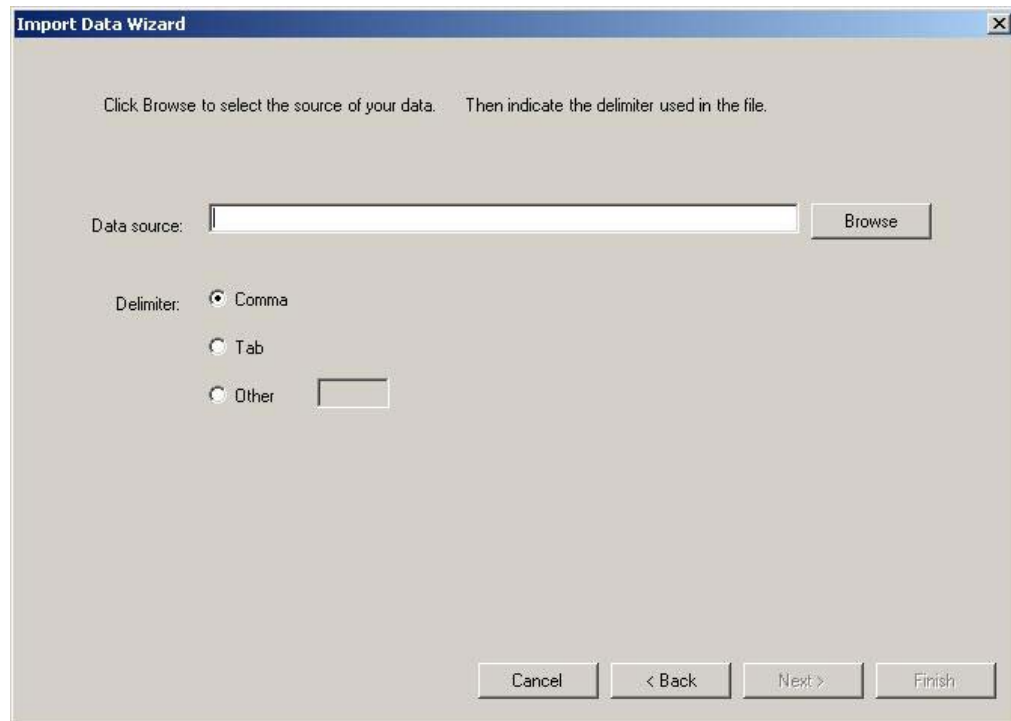
See *Data Import Types* for details.



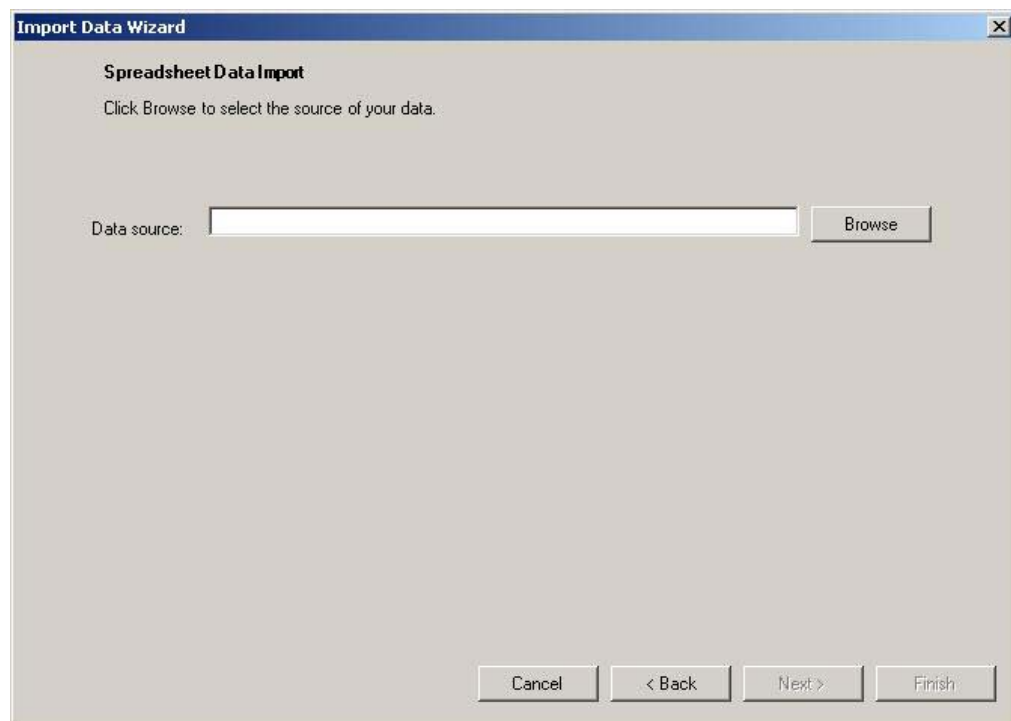
5. Select the data file and click **Next**:



- Text file:
 - Click **Browse**.
 - Select the ASCII text file and click **Open**.

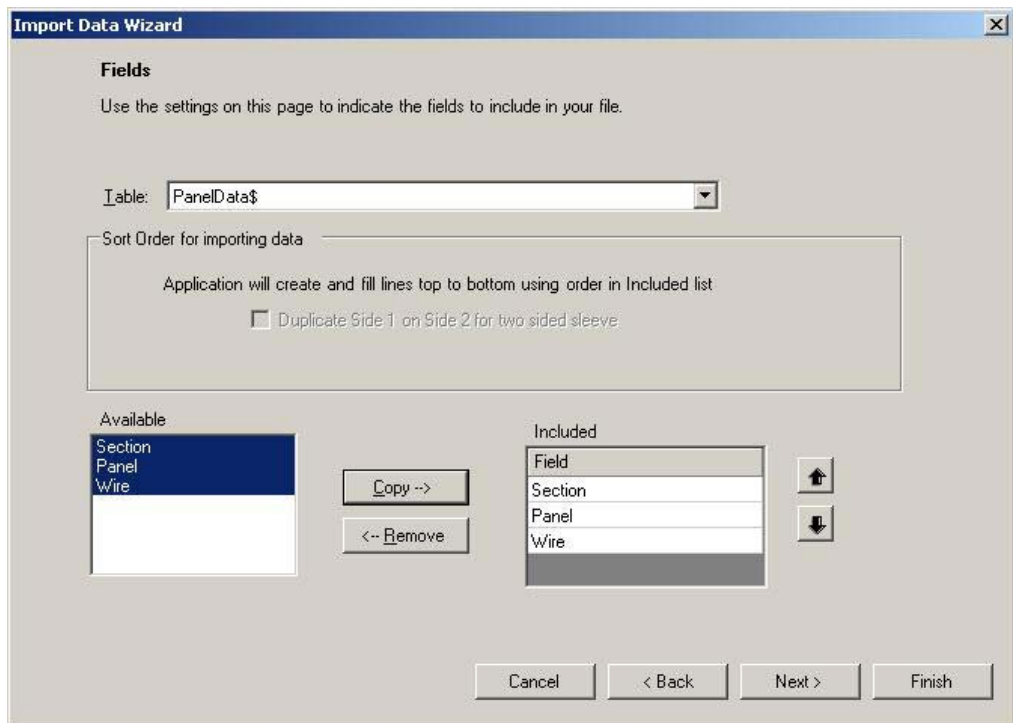
- Select the *delimiter*.



- Excel or Lotus 123 spreadsheet file:
 - Click **Browse**.
 - Select the spreadsheet file and click **Open**.



- Other data source:
 - If you are importing from a database, enter the necessary *Other data source* information (see *Importing Data From a Database*).
- 6. Select the tables and fields to include and click **Next**:
 - Select the desired **Table** (spreadsheet worksheet or database table).
 - Select the fields to include in the import:
 - *Fields* are column headings in the import data.
 - Select an **Available** field(s) and click **Copy** to include it in the import.
 - Select an **Included** field and click **Remove** to exclude it from the import.
 - Change the import order by clicking an included field and clicking  or .



7. Filter the data (if desired) and click **Next**:

See *Filtering Import Data* for details.

Filter Your Records (Optional)

Indicate the conditions your data records must meet to be included on your labels. If you do not select anything here, all records will be included. To include unique records only, select the "Excluded duplicate rows/records" option.

Field: Operator: Value:

AND / OR
 AND
 OR

Field	Operator	Value	AND/OR

Exclude duplicate rows/records

8. Sort the data (if desired) and click **Next**:

Select the fields you want to sort by and the direction for each sort.

Sort Your Records (Optional)

Use this page to indicate how you want the records sorted before they are imported into your label file. Records will appear in the order they are in the original data source if you do not select anything here.

Sort by: Ascending Descending

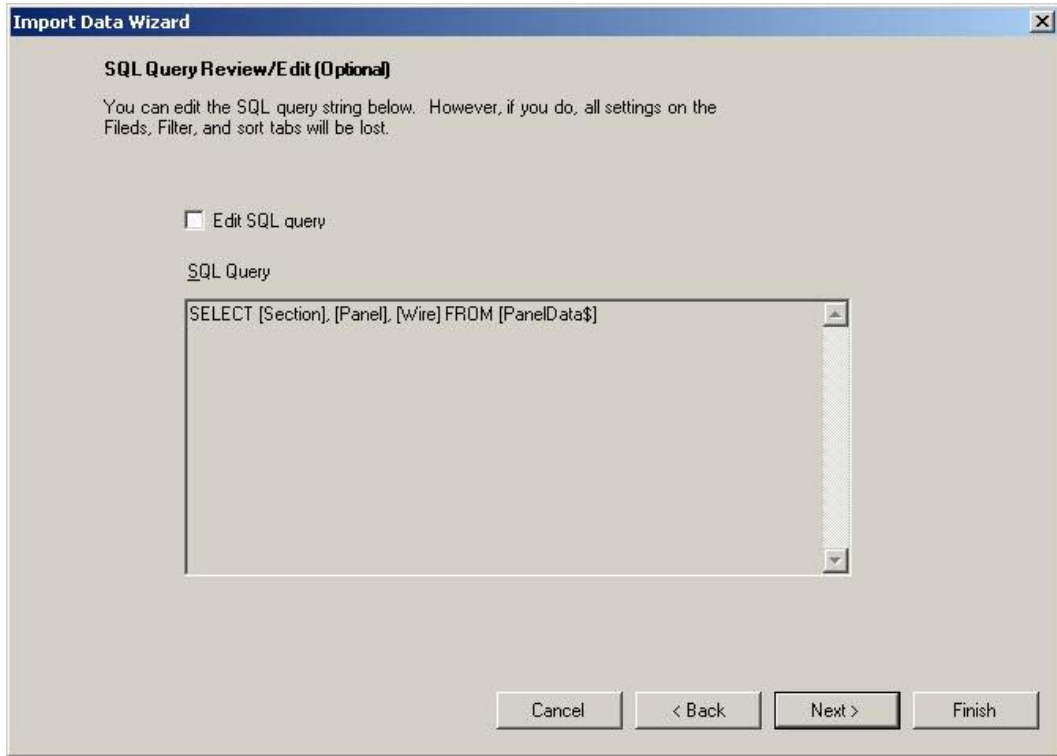
Then by: Ascending Descending

Then by: Ascending Descending

9. Manually edit the SQL statement (if desired) and click **Next**:

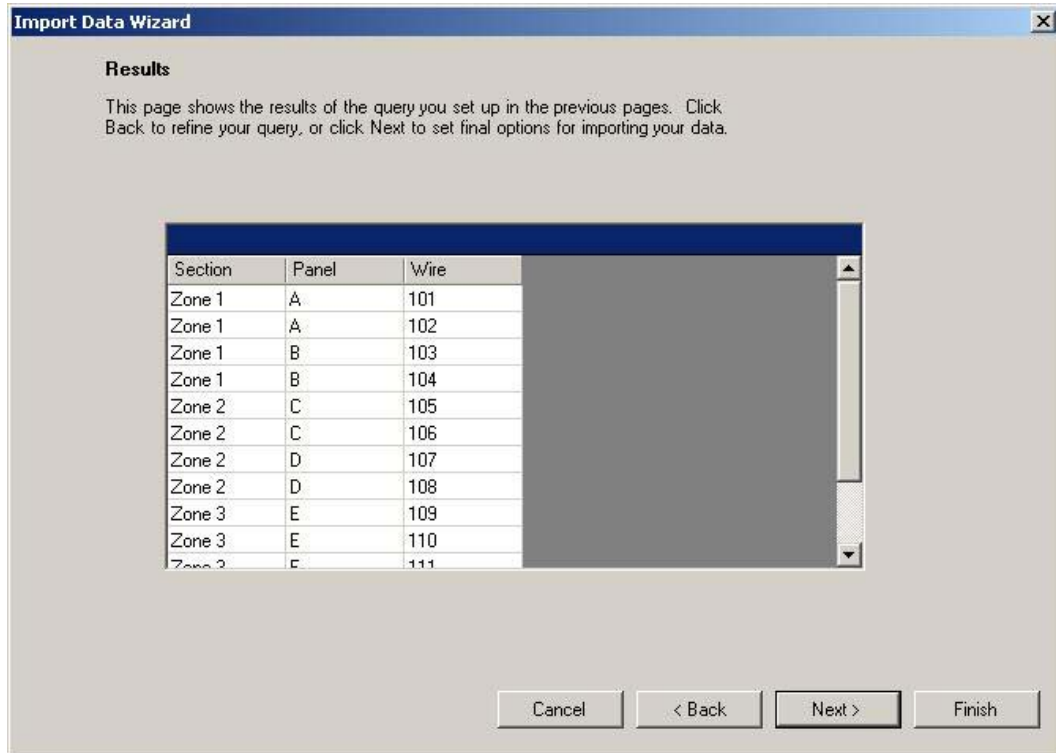
Refrain from editing the query string unless you are skilled with SQL.

Warning: You cannot filter, sort, etc. after editing the SQL statement.



- Review the resulting data and click **Next**:

If the results are not what you expect, click **Back** and modify the import settings.





- Set layout options (as needed) and click **Finish**:

See *Serializing Labels (Simple)* for descriptions of the options.

Importing Into a Two-Sided Sleeve

When importing data into a two-sided sleeve label file, you have the option to automatically copy the contents of the first side of the sleeve to the second side.

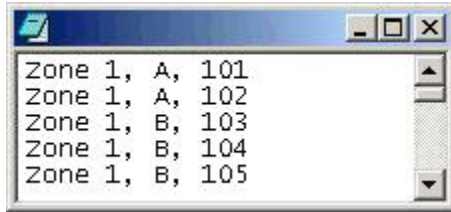
To import data into a two-sided sleeve label file:

- Complete the first 5 steps of the *Importing Data into Label Files* process.
- When the *Fields* dialog appears:
 - Select the desired **Table** (workbook worksheet or database table).
 - Select the fields to include in the import:
 - Select the Duplicate Side 1 on Side 2 for two-sided sleeves option if desired.
 - Select an **Available** field and click **Copy** to include it in the import.
 - Select an **Included** field and click **Remove** to exclude it from the import.
 - Change the import order by clicking an included field and clicking  or .
- Continue with step 7 in the *Importing Data into Label Files* process.

Data Import Types

You can import the following data types into your label file (see *Importing Data into Label Files*):

- **Text** – An ASCII text file consists of alphabetic and numeric ASCII characters. Individual pieces of data (or fields) are delimited with a character such as a comma. A carriage return marks the end of each line of text (or record). The following is an example of a comma-delimited ASCII text file:



- **Excel™ or Lotus 1-2-3™ spreadsheet** – A Microsoft® Excel™ or Lotus 1-2-3™ spreadsheet consists of a heading row followed by the import data. The import wizard allows you to select the specific worksheet to use if there is more than one in the file. The following is an example of an Excel™ spreadsheet:

Note: When importing a Lotus 1-2-3™ spreadsheet, first save it as a WK1, WK3 or WK4 file. Lotus 1-2-3™ versions after WK4 are not recognized. If you cannot save to an earlier version, save your data as a delimited ASCII text file and import it as text.

	A	B	C
1	Section	Panel	Wire
2	Zone 1	A	101
3	Zone 1	A	102
4	Zone 1	B	103
5	Zone 1	B	104
6	Zone 1	B	105

- **Other data source** – The *Other data source* option allows you to import data from virtually any database or data source (see *Importing Data From a Database*).

Importing Data From a Database

To import database data (as opposed to ASCII text or spreadsheet data) into your label file, you will have to perform a few additional steps to connect to the database.

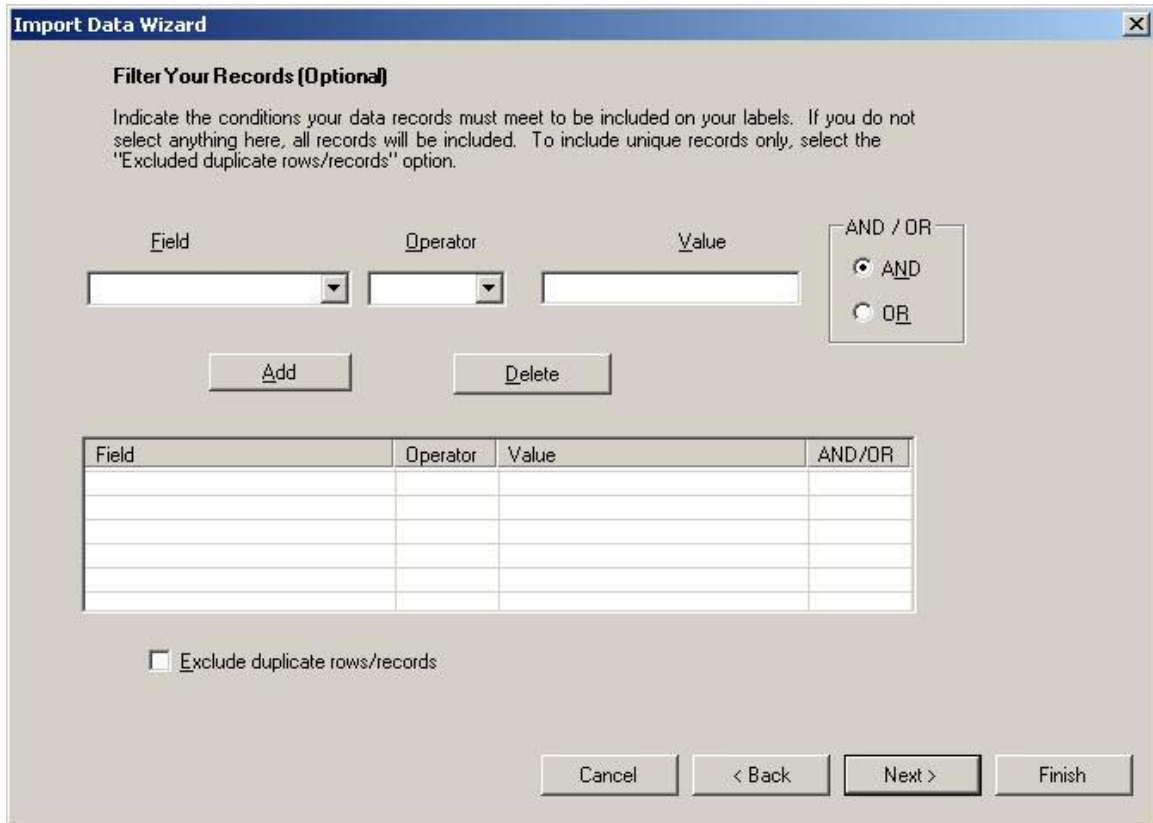
To connect to a database file:

1. Follow the first 3 steps of the *Importing Data into Label Files* process.
2. On the *Importing External Data* dialog, select **Other data source** as the type of data source.
3. The *Data Link Properties* dialog appears. Click **Help** for additional assistance if required. Select the appropriate *OLE DB Provider* and click **Next**. For example:
 - To import a Microsoft® Access™ database, select **Microsoft Jet OLE DB Provider**
 - To import a Microsoft® SQL Server™ database, select **Microsoft OLE DB Provider for SQL Server**
 - To use an *ODBC data source*, select Microsoft OLE DB Provider for ODBC Drivers

4. Enter the *Connection* information. Click **Help** for additional assistance if required. The required information varies by provider. For example:
 - For a *Microsoft® Access™* database:
 - Browse for the database file, select it and click **Open**
 - Click **Test Connection** to confirm the provider and database
 - Click **OK**
 - For a *Microsoft® SQL Server* database:
 - Select the server name
 - Enter logon and password information
 - Select the database on the server
 - Click **Test Connection** to confirm the provider, server, logon information and database
 - Click **OK**
 - For an ODBC data source:
 - Specify the data source (if your data source is not listed, use the *Data Sources* tool in the *Windows® Control Panel* to create one)
 - Enter logon information
 - Click **Test Connection** to confirm the provider, data source and logon information
 - Click **OK**
5. Continue with step 6 of the *Importing Data into Label Files* process.

Filtering Import Data

The filter feature allows you to add *conditions* to import fields. Data must meet the conditions to be included in your label file.



To filter your import data:

1. Complete the first 6 steps of the *Importing Data into Label Files* process.
2. When the *Filter Your Records* dialog appears, enter your condition details:
 - Select the **Field** you want to filter from the list. (Fields are column headings in a spreadsheet or field names in a database.)
 - Select the **Operator** from the list:

=	The field is the same as the value
<>	The field is not the same as the value
>	The field is numerically larger than the value
<	The field is numerically smaller than the value
>=	The field is numerically larger or the same as the value
<=	The field is numerically smaller or the same as the value
IN	The field appears in the list of values
LIKE	The field is similar to the value

- Type the **Value** for which the condition applies:
 - Unless the value is strictly numeric, enclose it in single quotes. For example, Value = 'A'.
 - The wildcard for one or more characters is % (not * as in past versions). For example, Value = 'A-%' would return A-East, A-West, A-North, etc.
 - The single character wildcard is _ (not ? as in past versions). For example, Value = '_ - East' would return A-East, B-East, C-East, etc.
 - For more than one condition, use the “AND/OR” radio buttons: **AND** requires both conditions to be met. **OR** requires one of the conditions to be met.
 - Select the **Exclude duplicate rows/records** to include only unique data.
 - Click **Add** to include the condition statement in the list. Click a condition statement in the list and click **Delete** to remove it from the list.
 - Repeat these bullet points to add other conditions.
3. When you have entered all of your conditions, click **Next** and continue with step 8 of the *Importing Data into Label Files* process.

Filter examples:

- This example imports wires numbered between 1000 and 2000 from panel C:

Field	Operator	Value	AND/OR
Panel	=	'C'	AND
Wire	>=	1000	AND
Wire	<=	2000	AND

- This example imports all panels starting with the letter A (the % is the wildcard character):

Field	Operator	Value	AND/OR
Panel	LIKE	'A%'	AND

- This example imports panels from A-East and A-West:

Field	Operator	Value	AND/OR
Panel	=	'A-East'	OR
Panel	=	'A-West'	OR

- The IN operator offers a concise way to handle a long list of values:

Field	Operator	Value	AND/OR
Panel	IN	('A-East', 'A-West')	AND

The list is enclosed in parentheses and each member of the list is in single quotes.

Formatting Import Data

To format imported data, see *Working with Linked Objects*.

Working With Objects - LabelMark Plus







LabelMark vs. LabelMark Plus

You can create and edit your label files in one of two applications: *LabelMark* or *LabelMark Plus*.

- *LabelMark* is the standard application for text-only labels – similar to "line mode" in version 2.x. Editing attributes are set on a line-by-line basis. This is how earlier versions of *LabelMark* handled editing.
- *LabelMark Plus* includes all the *LabelMark* features, but also allows you to add images, barcodes, rectangles and lines to your labels – similar to "free form mode" in version 2.x. You can place these objects anywhere on your label to create a custom layout.



Draw Toolbar

The *Draw* toolbar allows you to create and select text, barcode, image, rectangle and line objects in *LabelMark Plus*.

Icon	Description
	Select – Selects object for moving or sizing
	Text – Creates text objects
	Barcode – Creates barcode objects
	Images – Imports image files (bitmap only)
	Rectangle – Creates rectangle objects
	Line – Creates line objects

Inserting Text

To add text to a label in *LabelMark Plus*:




1. Select the **Text** icon  on the *Draw* toolbar.
2. Click on the desired location on the label to place the text object.
Note: Your user defaults determine if you can initially place the cursor anywhere on the label or if it will appear at the default location (see *Changing User Defaults*).
3. Type your information.
Note: Press **Enter** to start a new text object below the one you just created. It will then be possible to select this "block" of text objects using the **Select**  tool to format it, move it, etc.
4. See *Modifying Text* for details on modifying a text object.

Modifying Text

To edit and format existing text in *LabelMark Plus*:


1. Select the **Text** icon  on the *Draw* toolbar.

2. Click the text object you want to edit.
3. Type your updated information.
4. See *Formatting Text* for details on formatting a text object.

Note: To format all of the text objects within a text block at once, click it with the **Select**  tool. To select one line of text within a text block, click it with the **Text**  tool or double-click it with the **Select**  tool. Use **Alt**+click to select multiple lines within a text block.

Inserting Barcodes

To add a barcode to a label in *LabelMark Plus*:


1. Select the **Barcode** icon  on the *Draw* toolbar.
2. Click on the desired location for the barcode's top-left corner on the label.

Note: If the barcode will not fit in the selected location, the system beeps and displays a message in the status bar.

3. Type your information.

Note: You are only allowed to type the characters valid for the symbology you are using.

4. See *Modifying Barcode* for details on changing a barcode object.

Note: At any time during this process you may change the barcode symbology by clicking an option from the *Symbology* drop-down list  on the *Object* toolbar.

Modifying Barcodes

To edit an existing barcode in *LabelMark Plus*:


1. Select the barcode object using the **Select**  tool.
2. Click the **Properties**  icon and click the **Barcode** tab.

Property Field	Description
Data	The information you want to present
Symbology	The barcode symbology used to represent the data
Ratio	Adjusts the ratio of wide to narrow bars
Checksum	Includes the checksum digit in the barcode Note: Disabled when not appropriate (e.g. <i>Code 93</i>)
Include human readable text	Includes readable text along with barcode
Position	Location of readable text in relation to barcode
Size	Width and height of individual bar
Human readable text	The size and look of the readable text

3. Click **OK** when you are finished modifying the properties.

Inserting Images



To import an image into a *LabelMark Plus* label:

1. Select the **Images** icon  on the *Draw*
2. Click the desired location on the label for the image's top-left corner.
3. Browse to the location of the image (bitmaps only), select it and click **Open**. *LabelMark Plus* sizes the image to fit in the available space if it is too large.

Note: *LabelMark Plus* includes a library of commonly used symbol images (see *Symbol Library*).

Modifying Images

To edit an existing image in *LabelMark Plus*:



1. Select the image object using the **Select**  tool.
2. Click the **Properties**  icon.

Property Field	Description
Position	The location of the image from the top-left corner of the label (the top-left corner of a label is 0, 0)
Size	The height and width of the image Notes: You can also resize an image by dragging its selection handles. <i>LabelMark Plus</i> maintains the width to height ratio of the image as you resize it.
Rotation	Rotates the image in 90 degree increments
Image file name	The path and name of the displayed image – click Browse to modify

3. Click **OK** when you are finished modifying the properties.


Inserting Rectangles and Lines

To insert a rectangle or line into a *LabelMark Plus* label:

1. Select the **Rectangle**  or **Line** icon  on the *Draw* toolbar.
2. Click on the desired starting location and drag the mouse (with the left mouse button pressed) to draw the object. Release the mouse button to place the object.

Modifying Rectangles and Lines

To edit an existing rectangle or line in *LabelMark Plus*:

1. Select the rectangle or line object using the **Select**  tool.

2. Click the **Properties**  icon.

Property Field	Description
Position	The location of the rectangle or line from the top-left corner of the label (the top-left corner of a label is 0, 0)
Size	The height and width of the rectangle or line Note: You can also resize a rectangle or line by dragging its selection handles
Rotation	Rotates the rectangle or line in 90 degree increments
Line weight	The thickness of the line (in dots based on printer resolution)

3. Click **OK** when you are finished modifying the properties.

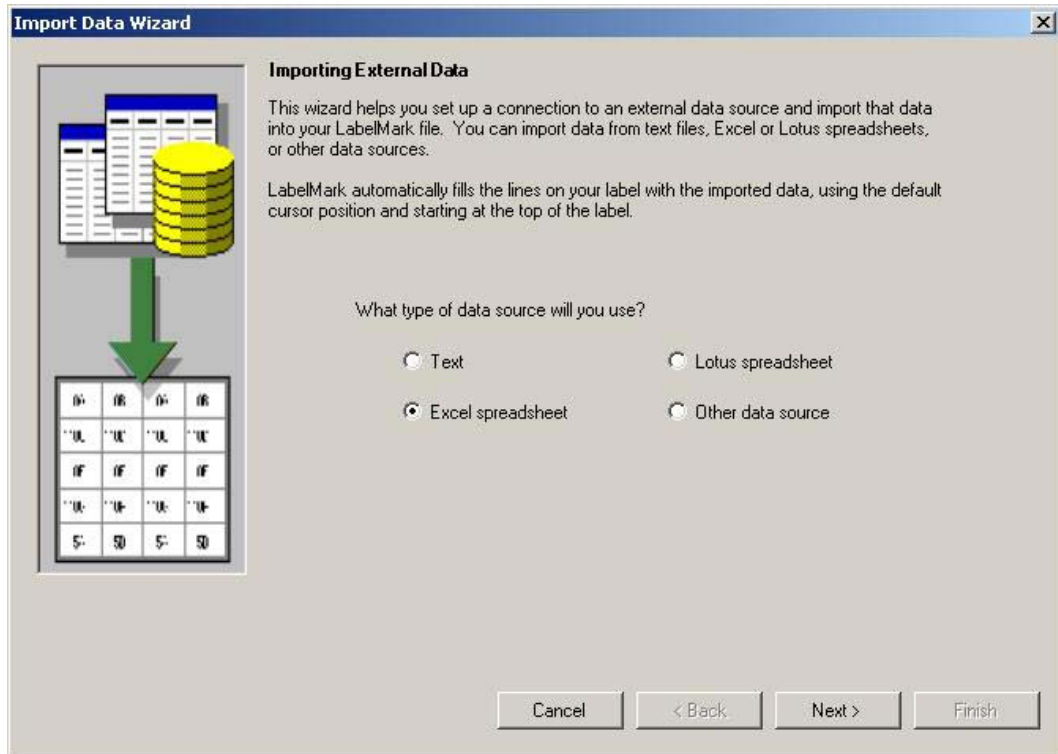
Importing Data into LabelMark Plus

Data importing into *LabelMark Plus* and *LabelMark* is similar with a few exceptions. *LabelMark Plus* allows you to import text **and** barcode data and it allows you to better control which data fills each object in the label file.

To map your import data to label objects:

1. Create or open a label file.
2. Select the starting point for the import by clicking the desired label.
3. Add text and/or barcode objects for the data to be imported:
 - **Barcode Import Notes:** The *Manual* import option is the only way to import barcode data into a label file. You can only import characters valid for the selected symbology. Invalid characters are ignored and an error will appear.
 - **Manual Import Option Notes:** If you plan to use the *Manual* import option to map your fields to the import data, fill the objects with descriptive text. For example, you might have objects containing "Text", "Panel" and "Wire". The descriptive text will be replaced by the import data, but before that happens it will help you map the data to the proper objects.

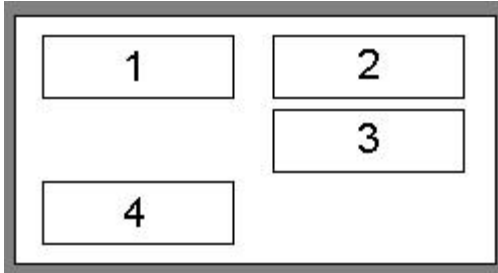
4. Display the import wizard by selecting **Tools → Import Data...**:



5. Select the type of data to import (see *Data Import Types*) and click **Next**:
6. Select the data file and click **Next**:
 - Select the ASCII text file or *Excel™* or *Lotus 1-2-3™* spreadsheet file to import and click **Open**, or
 - If you are importing from a database, enter the necessary *Other data source* information (see *Importing Data From a Database*).
7. When the *Fields* dialog appears, select your fields and mapping details and click Next:
 - Select the **Table** that contains the data you want to import.

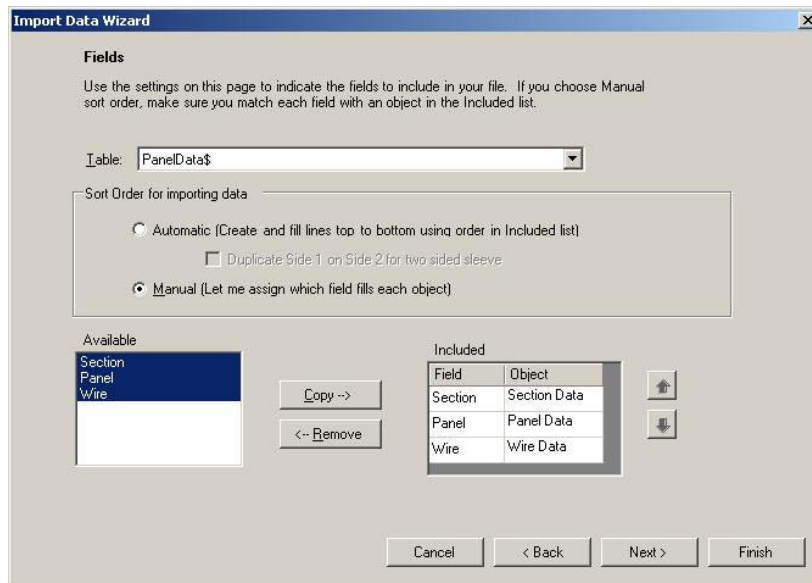
- Select the import order for importing data:
 - The **Automatic** import option does not allow you to map import data to your label objects. It imports data into new text objects from top-to-bottom.

When you import data into a file based on a template, it fills the objects from left-to-right and top-to-bottom (see diagram).



Automatic import order into a *LabelMark Plus* file based on a template with 4 Objects

- The **Manual** import option allows you to specify which data field fills which object on the label. If you select **Manual** as the *Sort order for importing data*, *LabelMark Plus* adds an *Object* column to the **Included** list.

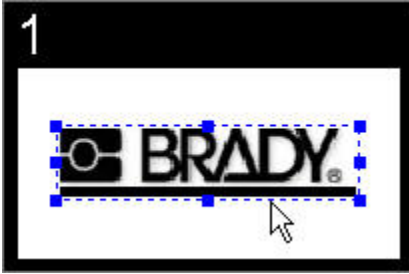


Note: The *Manual* option is disabled if the active label does not include any objects.


- Select the table fields in the **Available** list you want to import and click **Copy** to move them to the Included list.
 - If you selected the *Manual* import option, map each data field to the appropriate object on the label. Click the *Object* assigned to the field and select the desired object to import the field into from the list that appears.
8. When you have entered all of your fields and object mappings, click **Next** and continue with step 8 of the *Importing Data into Label Files* process.

Selecting Objects in LabelMark Plus

The items placed on a label in *LabelMark Plus* are objects. Objects include text, barcodes, images, lines and rectangles.

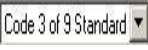

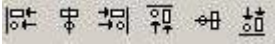




To select an object:

- Use the **Select** tool  to click the object you wish to edit.
- To select more than one object, hold down the **Ctrl** key and click on the objects you wish to edit.
- To select all objects on the active label, select **Edit** → **Select All** → **Objects** or right-click the label and click **Select All Objects**.
- To deselect an object, click outside of it.


Object Toolbar

The *Object* toolbar allows you to manipulate objects (text, barcodes, images, rectangles and lines) in *LabelMark Plus*. First select the object you want to modify and then select the appropriate *Object* toolbar button.

Icon	Description
	Symbology – Allows you to change the symbology (e.g. Code 39, Code 128, etc.) for a barcode object (menu equivalent: Object → Properties...)
	Properties – Displays information about selected object (menu equivalent: Object → Properties...)
	Alignment – Six icons that allow you to line up multiple selected objects in relation to each other – left, center, right, top, middle or bottom (menu equivalent: Object → Align) Note: Items are aligned to the last item selected. Icons are disabled if one object or no objects are selected.
	Center Horizontally – Moves the selected object(s) to the middle (side-to-side) of the label (menu equivalent: Object → Align) Note: This is a one-time action. If you resize, add text, etc., you will have to re-center the object.
	Center Vertically – Moves the selected object(s) to the middle (top-to-bottom) of the label (menu equivalent: Object → Align) Note: This is a one-time action. If you resize, add text, etc., you will have to re-center the object.

Moving an Object

There are two ways to move the selected object in *LabelMark Plus*:

- Click the **Properties**  icon, type your desired *Left* and *Top* values and click **OK**.
Note: The top-left corner of a label is 0, 0.
- Place the cursor over the selected object(s) until the cursor turns into a 4-headed arrow. Click and drag the object to the new location and release the mouse button to place it.




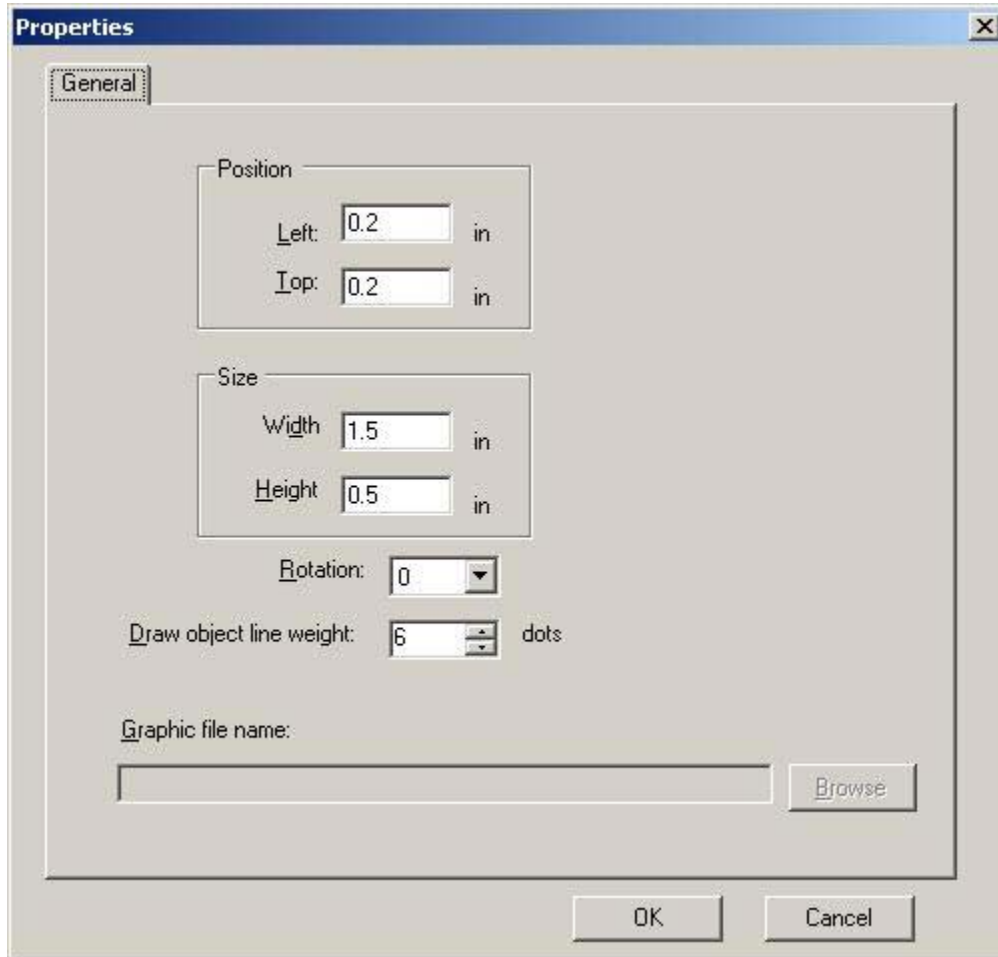
Note: *LabelMark Plus* will not allow you to move an object beyond the printable boundaries of the label. See *Making Data Fit on a Label* for details.

Resizing an Object

Note: You cannot resize text and barcode objects. They grow based on their data.


There are two ways to resize the selected object in *LabelMark Plus*:

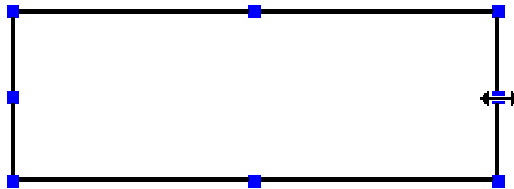
- Click the **Properties** icon , type your desired *Width* and *Height* and click **OK**.



The screenshot shows the 'Properties' dialog box with the following settings:


- Position:** Left: 0.2 in, Top: 0.2 in
- Size:** Width: 1.5 in, Height: 0.5 in
- Rotation:** 0
- Draw object line weight:** 6 dots
- Graphic file name:** (empty field with a 'Browse' button)


- With the **Select** tool , “grab” one of the solid blue sizing handles and drag it to re-size.



Deleting an Object

To delete an object(s) in *LabelMark Plus*:





- Select the object(s) using the **Select**  tool.

2. Delete the object:
 - Press the **Delete** key on the keyboard to delete the object.
 - Click the **Cut** icon  to delete the object but keep it available for pasting.

Cutting, Copying and Pasting Objects

Note: You can copy and paste text between *LabelMark* and *LabelMark Plus*. However, you cannot copy and paste other objects (barcodes, images, rectangles and lines) from *LabelMark Plus* into *LabelMark*.

To cut or copy and paste an object(s) in *LabelMark Plus*:

1. Select the object(s) using the **Select**  tool. Use **Ctrl**+click to select multiple objects (even from different labels).
2. Cut or copy the object(s):
 - Click the **Cut** icon  on the toolbar (removes the original object or objects).
 - Click the **Copy** icon  on the toolbar (leaves the original object(s) as is).
3. Click the label(s) on which you would like to past the object(s).
4. To paste the object(s), click the **Paste** icon  on the toolbar.

LabelMark Plus pastes the object in the same position it occupied on the original label.

Notes:

- You can copy text from other *Windows*® applications and paste it into *LabelMark*.
- See *Selecting Text and Labels* and *Copying and Pasting Text and Labels* for more information.

Templates Guide

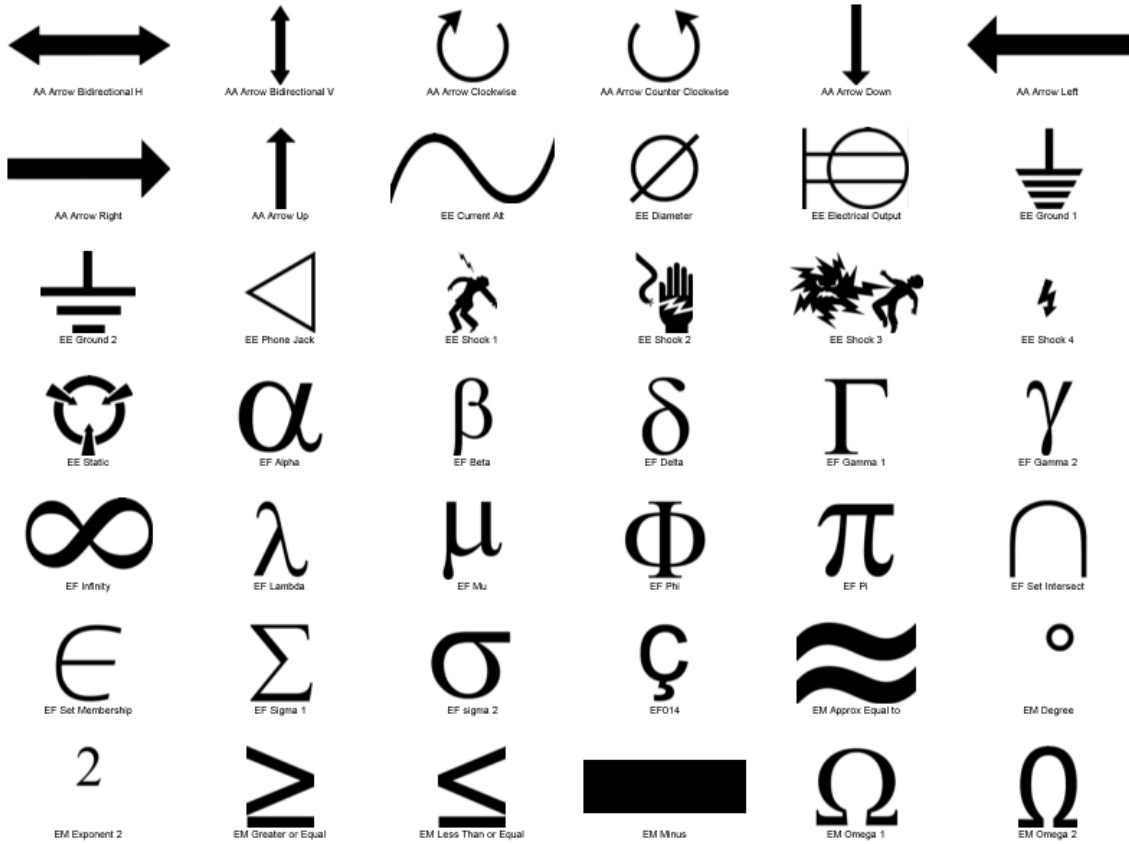
Stock Label Templates

The following templates were installed to the *C:\Program Files\Brady\LabelMark 3\Templates* folder for use with *LabelMark Plus*. These templates were created to help you easily place your data on specialized label formats. We recommend using these templates when creating files with these parts (see *Creating a Label File from a Template*).

Symbols Guide

Symbol Library

The following images were installed to the *C:\Program Files\Brady\LabelMark 3\Images* folder for use with *LabelMark Plus*. These images were provided solely for your convenience and you are responsible for their use. If you plan to use an agency's mark, please obtain their approval.







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