



# LabelMark<sup>TM</sup>

LABELING SOFTWARE





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# Tutorial

The tutorial is divided into seven lessons, many building on techniques and processes learned in a previous lesson. For the first time user, it is important to perform the lessons in order, from first to last.

Each lesson provides step-by-step instructions on how to complete the task, often suggesting multiple ways to reach the same result. A preferred media part number is indicated in most lessons. For best results, follow these guidelines.

In the introduction to each lesson you are provided with an overview of the techniques and functions you will learn, as well as a cross reference to the areas of the User’s Manual addressing the specific lesson topics.

The following lessons are contained in this tutorial.

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## Lesson 1. Create and Formatting a 2-Line Label

This lesson shows you how to create a simple 2-line label, adding formatting attributes, and previewing the label before printing. For more information on the techniques used in this lesson, refer to the Getting Started section (starting on [page 9](#)) and the Formatting section (starting on [page 29](#)) of the User's Manual.

### Entering text

1. From the Create New/Open dialog box, select part number: **CPT-1.0**

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#### Note

To locate the part number quickly, in the *By Part Name* field (to the left of the parts list), enter: CPT. The list will immediately jump to those part names starting with CPT.

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2. In the Action toolbar, click the Text tool  and click anywhere on the first label.
3. On the first line in the text element, enter the word: **HOT**
4. Press **[Enter]**.
5. On the second line in the text element, enter the word: **WATER**

### Formatting Text

1. Double click the first line of text (the word HOT).

In the Properties box to the right:

2. In the *Font* field, click the down arrow and select: **Arial MT**.
3. In the *Font Size* field, click the down arrow and select: **20**
4. Click **Bold**.

In the Text Element:

5. Double click the second line of text (the word WATER).

In the Properties box to the right:

6. In the *Font* field, click the down arrow and select: **Arial**
7. In the *Font Size* field, click the down arrow and select: **16**

In the Text Element:

8. Position the mouse at the beginning of the word HOT and drag to the end of the word WATER.

In the Properties box to the right:

9. In the *Horizontal Justification* field, click the down arrow and select: **Center**

### Moving an Element

1. Click anywhere on the label to get out of the text element.
2. To get handles on the text (necessary for moving the object), with the selection tool, click the text on the label.

The text displays with eight small dots surrounding the element. These are called “handles” and indicate the element is selected.

3. Place the mouse directly over the text. (The mouse displays as a cross.)
4. Drag the text to the upper right side of the label.

### Center Element

1. Click the text on the label to display handles (if not already displayed).
2. Using the menus, choose Format>Center Vertically.
3. Using the menus, choose Format>Center Horizontally.

**Your label should look like this:**



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#### Note

The contents of this lesson are used in Lesson 2. DO NOT CLEAR THE CONTENTS OF THIS LESSON!

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## Lesson 2. Adding Images and Working With Graphics

In this lesson you will learn how to add images, resize and rotate the graphics, and add a frame (border) to the label. For more information on the techniques used in this lesson, refer to the Formatting section (starting on [page 29](#)) of the User's Manual.

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### Note



This exercise uses the label created in Lesson 1. Please complete Lesson 1 before continuing.

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### Add an Image

**HINT:** To perform this lesson you should have access to the graphics supplied with the LabelMark 5.0 program. Unless otherwise changed, these graphics can be found in a default directory. Use Tools>Options>File Paths to determine the directory containing the image files.

1. In the Action toolbar, click the Image tool .
2. Place the mouse to the left of the first line of text (HOT) and drag diagonally to create a box (picture frame).
3. In the open dialog box, click a left pointing arrow.
4. Click Open  or press [ENTER].

### Copy, Resize, and Rotate

If the arrow is too large (or too small) resize it to the approximate height of the first line of text.

1. Click the symbol to display handles (if handles are not already displayed).
2. Position the mouse on a corner (green) handle and drag diagonally to resize the element. (Drag away from the symbol to enlarge it; drag toward the symbol to decrease its size.)
3. With the handles still on the symbol, in the Standard toolbar, click Copy , then immediately click Paste .

A duplicate copy resides over the original. With the handles displayed on the copy:

4. Position the mouse in the middle of the copy and drag to the right side of the word HOT.

With the handles still on the repositioned copy:

5. In the Formatting toolbar, click Rotate Right  or Rotate Left , twice.

The duplicate arrow should be facing the opposite way from the first arrow.

### Alignment

1. Click one of the arrows to display handles.
2. Holding the [CTRL] key, click the other arrow.
3. Using the menus, choose Format>Align>Middle.

To get the text element (HOT WATER) more precisely centered between the arrows:



4. Click the text, to display the handles on the text element.
5. Holding the [CTRL] key, press the right or left arrow to move the text element in increments.

### Lasso Technique

To center the entire label contents on the label:


1. Position the cursor to the upper left of the left arrow (NOT on the arrow).
2. Drag the mouse to below the word WATER, far enough to the right to cover the right pointing arrow.

A dashed rectangle will surround the label contents (arrows and text). When you release the mouse, all elements are selected (displaying handles).

3. In the Formatting toolbar, click Center Object Vertically  button.
4. In the Formatting toolbar, click Center Object Horizontally  button.

## Framing a Label

To place a border around the label:

1. In the Action toolbar, click the Rectangle tool .
2. Starting in the upper left corner of the label, drag the mouse to the lower right corner of the label.
3. With the handles on the rectangle, in the Properties box to the right, highlight the Line Thickness field.
4. Type: **0.1**, and press [ENTER].

**Your label should look like this:**



## Lesson 3. Save and Open a File

This lesson shows you how to save labels as a file, for use at a later date. You also learn how to clear labels from the screen and open saved documents. For more information on the techniques used in this lesson, refer to the Job File Management section (starting on [page 93](#)) of the User's Manual.

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### Note

This lesson saves the labels created in Lesson 2. Please complete that lesson before continuing.

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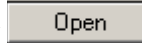
### Save Data

1. In the Standard toolbar, click Save .
2. Enter the name: **WATER**
3. Click Save  or press [ENTER].

### Close the File

1. Click the X on the label tab.

### Open a File


1. In the Standard toolbar, click Open .
2. Choose **WATER**.
3. Click Open  or press [ENTER].
4. Close the file again to clear the screen.

## Lesson 4. Data Bound Objects

In this lesson you learn how to create new labels from existing labels, link label objects across multiple labels, and change the label part number after creating data. You also learn how to work with the Errors and Information window to automatically adjust the placement and fit of data on multiple labels. For more information on the techniques used in this lesson, refer to the Formatting, Command Multiplier section (starting on [page 40](#)), the Formatting, Data Bound section (starting on [page 70](#)), and the Formatting, Check Label Errors section (starting on [page 78](#)) of the User's Manual.

Make sure your screen is clear of all other data before preceding with this lesson.

### Add Labels

1. In the Standard toolbar, click New .
2. Choose part number: **LAT-10**


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#### Note

To locate the part number quickly, in the By Part Name field (to the left of the parts list), enter: LAT. The list will immediately jump to those part names starting with LAT.

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3. Using the Quick Zoom  in the lower right corner, zoom in to 400%.

1. On Label 1, in the Action toolbar, click the Text tool  and enter the word: **FLAMMABLE**
2. On Label 2, using the Text tool, enter word: **TOXIC**.
3. On Label 3, enter the word: **HAZARD**
4. On Label 4, enter the word: **WARNING**
5. Using Quick Zoom, zoom out to 125%.
6. Click the word on Label 1. (Handles display.)
7. Holding the [CTRL] key, click the word on Label 2, Label 3, and Label 4.

Handles are displayed on all words. In the Properties box displayed at the right:

8. Change the *Font* to: **Impact**

9. Change the *Font Size* to: **16**

The words display in red, indicating they do not fit on the label.

### Errors and Information Window

In the Errors and Information window, located at the bottom of the workspace:

1. Click Check Label Errors  button.

LabelMark lists the labels containing errors.

2. Click Auto Fit All  button.

The words on all labels are resized to fit.




3. Click the word on one of the labels.


**What is the font size of the text? (Hint: View the Properties box at the right.)**

4. Click anywhere to remove the handles.

### Change Label Part

To use a different part number after labels have already been created:

1. Using the menus, choose Edit>Change Label Part.
2. Select part number: **DAT-4**
3. If there are errors on the label again, use the Errors and Information window buttons to correct the fit.
4. Re-select the words on Label 1, Label 2, Label 3, and Label 4.
5. In the Formatting toolbar, click Center Object Vertically  and Center Object Horizontally  buttons.
6. On Label 5, enter the words: NO SMOKING
7. In the Action toolbar, select the Image tool  and draw an image frame to the left of the text.
8. From the list of graphics, select a No Smoking graphic.

9. Select the Image tool and draw an image frame to the right of the text.
10. From the list of graphics, select a Fire symbol.
11. Resize the images so they do not overlap the text.
12. Select all three elements on the label. (Use [CTRL+Click] or the lasso technique.)
13. In the Formatting toolbar, click Align Text Middle  button.
14. With the elements still selected, using the menus, choose Format>Center Vertically and Format>Center Horizontally.

**Label 5 should look something like this:**



### Command Multiplier

1. Use [CTRL+CLICK] to select the two image elements on Label 5. (Do not select the text element.)
2. Using the menus, choose Edit>Command Multiplier.
3. Click Copy Object(s).
4. In the *Apply to* field, click the down arrow and select Custom List.
5. In the *Custom List* entry box, enter: 1, 3, 4 (Be sure to enter the comma between the numbers.)
6. Click OK.
7. Adjust the font size on any of the labels where the text runs into the images.

**HINT:** Double click the word on the specific label you want to change and enter a new font size for that particular text element.

### Create New Label from Existing Label

1. On Label 2, using the Image tool, draw a frame to the left of the text element.
2. From the list of graphics, select a “toxic” symbol.
3. Move the text element to the right side of the label.
4. Change the *Font Size* to: 24
5. If the text does not fit, use the Errors and Information window to auto fit the text on the label.
6. Select both elements on the label.
7. Using the menus, choose Format>Align>Middle.
8. In the Formatting toolbar, click Center Object Vertically and Center Object Horizontally.

**Label 2 should look something like this:**



9. Select Label 2 (not the elements on Label 2).
10. Using the menus, choose Edit>Copy Label to New Label.
11. Select Label 1 (not the elements on Label 1).
12. Using the menus, choose Edit>Command Multiplier.
13. Click Copy Label (if not already selected).
14. In the *Apply to* field, select Every Label (if not already selected).
15. In the *Start at label number* field, enter: 7
16. In the *Number of times to repeat* field, enter: 4

**To what label numbers will the data be applied? \_\_\_\_\_**

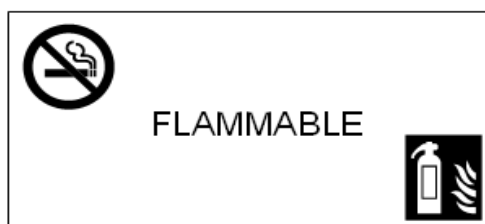
17. Click OK.

## Linked Objects



1. Click Label 8.
2. Move the “smoking prohibited” symbol to the upper left corner of the label.
3. Move the “Fire” symbol to the lower right corner of the label.

Notice how the images on all the labels linked to this label (through the Command Multiplier) move to the same position.


**Label 8 should look something like this:**



## Print Preview


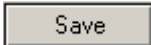
1. In the Standard toolbar, click Print Preview .
2. When finished viewing, click Close .

## Delete Labels with Linked Objects

1. Select Label 2 and Label 3 (the “Toxic” labels).
2. In the Standard toolbar, click Delete  or press **[DELETE]**.
3. Click Yes.

**How many labels remain?** \_\_\_\_\_



## Save the File

1. In the Standard toolbar, click Save .
2. Enter the name: **Warnings**
3. Click Save  or press **[ENTER]**.
4. Click the X on the label tab to close the document.



## Lesson 5. Barcodes

This lesson shows you how to add and edit a barcode. For more information on the techniques used in this lesson, refer to the Formatting, Barcode section (starting on [page 65](#)) of the User's Manual.



### Barcode Setup

1. In the Standard toolbar, click New .
2. Select Part Number: **CPT-2.5**
3. In the Action toolbar, click the Barcode tool  and draw a barcode frame on Label 1.
4. In the *Value* field of the Properties box, enter: **Y123456**
5. Change the *Font* to: **Letter Gothic MT**
6. Change the *Font Size* to: **16**
7. In the *Height* field of the Properties box, enter: **0.75** pouce (19.05 mm)

Notice how the barcode itself becomes larger.

8. Click the barcode element on the label, to display handles.
9. Move the barcode to the upper middle portion of the label.
10. Using the Text tool , underneath the barcode, enter the words: **Y123456 - Tool Kit**
11. Change the *Font* of the text to: **Arial**
12. Change the *Font Size* of the text to: **16**
13. Click the barcode element.
14. In the Barcode Properties box, in the *Text Location* field, click the down arrow and select: **None**
15. Select both the barcode and text element.
16. In the Formatting toolbar, click Align Text Left  button.


## Edit Text

1. Double click the text element to access the typing line.
2. Click the mouse to the immediate left of the word Tool.
3. Press **[BACKSPACE]** three times to remove the dash and spaces.
4. With the cursor just to the left of the word Tool, press **[ENTER]**.
5. Highlight both lines of text.
6. From the Formatting toolbar, click the down arrow on the Alignment tool  and select: **Center**.
7. Select the barcode element and the text element.
8. In the Formatting toolbar, click Align Text Center  button.


Your label should look like this:




## Number of Copies

1. If the Label Copies toggle is not visible next to your label, using the menus, choose View>Label Copies.
2. Click the up arrow of the Label Copies toggle button  to change the number of copies to 4.

## Print Label

1. In the Standard toolbar, click the Print button .


**How many labels will print? (Hint: View “Total Labels” field in the print dialog box.)**

2. Click Print  or press **[ENTER]**.
3. After printing, close the label, do not save the changes.

## Lesson 6. Adding Serialization

This lesson shows you how to apply serialization to labels, redefine the sequence numbering, and add saved serialization schemes. For more information on the techniques used in this lesson, refer to the Serialization section (starting on [page 83](#)) and the Formatting, Data Bound Objects section (starting on [page 70](#)) of the User's Manual.

### Simple Serialization


1. In the Standard toolbar, click New .
2. Choose Part Number: **DAT-100**
3. Using Quick Zoom, zoom in to 400%
4. Select Label 1.
5. Using menus, choose Insert>Serialized Data.
6. Click *Do a quick serialization with minimal options* radio button (if not already selected), then click Next.
7. In the *Sequence Type:* field, click the down arrow and select **Numeric** (if not already selected).
8. In the *Start* field, enter: **1**
9. In the *End:* field, enter **25**
10. In the *Step* field, click the up arrow of the toggle to reach: **4**
11. Click *Prefix*, then in the entry box provided, enter the word: **Port**
12. Click Finish.
13. Using Quick Zoom, zoom out to 125%.

**How many labels have data?** \_\_\_\_\_

**Your labels should look like this:**

Port1	Port5	Port9	Port13	Port17	Port21	Port25
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## Delete Simple Serialization

1. Press [CTRL+SHIFT+A] to select data on all labels.
2. Click Delete , or press [DELETE], then click Yes.

## Complex Serialization

1. Click Label 1.
2. Using menus, choose Insert>Serialized Data.
3. Click *Use advanced options to serialize data* radio button, then click Next twice.
4. On the *Select object type* screen, click *Text* radio button (if not already selected), then click Next.
5. On the *Set number of components* screen, click *Two counters* radio button, then click Next.
6. On the first component string screen, set the *Sequence Type* to **Numeric**.
7. Set the *Start* value to **1** and the *End* value to **10**, with the *Step* value of **4**.
8. In the *Priority* field, click the up arrow of the toggle box to indicate: **1**
9. Click Next
10. On the second component string screen, set the *Sequence Type* to **Alpha**.
11. Set the *Start* value to **A** and the *End* value to **D**, with the *Step* value of **3**.
12. Leave the *Priority* at **0**, and click Next.
13. On the *Review composite string* screen, in the *Number of Labels* field, enter: **10**

Observe the *Data Preview* field to determine how the serialization is applied.

14. While still on the *Review composite string* screen, click the Alpha row in the table/grid at the top of the screen.
15. Click Up, to move the Alpha row to the top position.

Observe the *Data Preview* field to view the change in serialization.

16. Click Next, twice.

17. On the *Save serialization scheme* screen, click **Yes**.

18. In the *File Name* field, enter the name: **Alpha**

19. Click Finish.

**How many labels have data? \_\_\_\_\_**

**Your labels should look like this:**

A1	D5	C9	B3	A7	D1	C5	B9	A3	D7
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### Data Bound Object

1. Click the serialization data on Label 1.

2. Drag this data to the lower right corner of the label.

Notice how the data moves to the different position on all the labels.

3. Click Label 1 to select it. (Do not click any element Label 1.)

4. Using menus, choose Insert>Date/Time Data.

5. In the *Use predefined format* field, click the down arrow and select a format that indicates the day of the week, along with the date. (E.g., Friday, August 14, 2009)

6. In the *Number of times to repeat:* field, enter: **10**

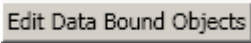
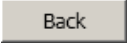
7. Click OK.

8. Use the Quick Zoom to zoom in on the date.

**Your labels should look like this:**

Friday, August 14, 2009	Friday, August 14, 2009	Friday, August 14, 2009	Friday, August 14, 2009	Friday, August 14, 2009	Friday, August 14, 2009	Friday, August 14, 2009	Friday, August 14, 2009	Friday, August 14, 2009	Friday, August 14, 2009
A1	D5	C9	B3	A7	D1	C5	B9	A3	D7


## Edit Data Bound Objects

1. On Label 1, click the serialized data (A1).
2. In the Properties box at the right, click Edit Data Bound Objects  button.
3. Click the Back  button twice, to return to the first component screen.
4. In the *Sequence Type* field, click the down arrow and select **Custom**.
5. In the *Custom Text:* field, enter: **WHITE**
6. Change the *Start* value to **W**, change the *End* value to **E**, and change the *Step* value to **1**.
7. Click Finish.

Your labels should now look like this:

Friday, August 14, 2009	Friday, August 14, 2009	Friday, August 14, 2009	Friday, August 14, 2009	Friday, August 14, 2009	Friday, August 14, 2009	Friday, August 14, 2009	Friday, August 14, 2009	Friday, August 14, 2009	Friday, August 14, 2009
W1	H5	I9	T3	E7	W1	H5	I9	T3	E7

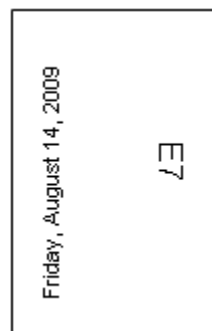
## Use a Scheme

1. Click Label 11.
2. Using menus, choose Insert>Serialized Data.
3. Click *Use one of the saved serialization schemes from below* radio button.
4. Click **Alpha.lms** (the scheme you previously saved).
5. Click FINISH.
6. On Label 11, move the serialized data to the lower middle of the label.
7. On Label 10, click the date element.
8. In the Properties box, click Edit Data Bound Objects  button.
9. Change the *Number of times to repeat* to: **20**
10. Click OK.
11. On Label 10, click the serialized data.
12. In the Properties box, in the *Rotation* field, enter: **90**
13. On Label 10, click the date.
14. In the Properties box, in the *Rotation* field, enter: **270**


Notice how the date is changed on all the labels (because they are all linked), but the serialized data is only changed on the first 10 labels. The serialized data displayed on Label 11 through 20 is a different link.

15. Use the Errors and Information window to correct the fit.
16. Move the date to the left side of Label 10.
17. Move the serialized data to the right side of Label 10.
18. On Label 10, select both the date element and the serialized data element then, using menus, choose Format>Align>Middle.

**Label 10 should look like this:**





## Command Multiplier

1. Click Label 11.
2. In the Action toolbar, click the Rectangle tool , draw a box around the serialized data.
3. Click the drawn rectangle to display handles (if handles are not already visible).
4. Using the menus, choose Edit>Command Multiplier.
5. Click Copy Object(s).
6. In the *Start at label number* field, enter: **12**
7. In the *Number of times to repeat* field, enter: **9**
8. Click OK.



**Label 11 should look like this:**



## Preview the Labels

1. Click Print Preview .
2. When finished viewing, click Close .


## Save File

1. Click Save .
2. Enter the name: **Double serial**
3. Click Save  or press [ENTER].
4. Close the file.

## Lesson 7. Managing Job Files

A Job file is a collection of related label files. Creating job files is way to group commonly used label files and store them in one main document. It provides an efficient use of time when printing big or repetitive jobs, as the individual files in a job file can be directed to different printers, allowing you to dedicate printers to use specific label media or ribbon colors. For more information on the techniques used in this lesson, refer to the Job Files (starting on [page 99](#)) of the User's Manual.

### Create a Job File

1. In the Standard toolbar, click New .
2. On the Create New/Open dialog box, click *A new Job File* radio button.
3. Click OK.

### Add Label Files to the Job File

To add label files to the Job File,

1. Click Add Label File  button.

If not in the directory where you saved the files from the previous lessons, use standard Windows Browser procedures to locate the directory.

2. In the Open dialog box, select the files: **Double Serial, Water, and Warnings**

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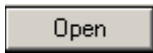
#### Note

Use [Ctrl+Click] to select multiple label files at one time.


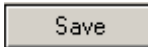
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3. Click Open  or press [ENTER].

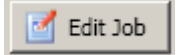
### Save the Job File

1. Click Save .
2. In the File name field, enter a name: **Special Applications**.
3. Click Save  or press [ENTER].

## Print a Job File

1. Click the label file: **Water**.
2. In the Printer field of the selected file, click the drop down arrow and select a printer.
3. Click Print .
4. Click the X on the label name tab to close the Job File.
5. Click Yes in the confirmation box to save the file.

## Open the Job File

1. Using menus, choose Tools>Manage Jobs.
2. In the directory tree on the left side, click the directory name containing the files that you want to use (if the files are not already displayed).
3. Click Job File: **Special Applications**.
4. Click Edit Job .

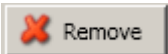

The selected job file displays as a tabbed window element in the Workspace.

## Add Details

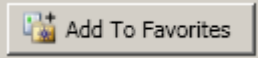
Details are specific comments, instructions, etc. that can be added to each label file in the Job File for easy identification.

1. With the Special Applications job file open, click the *Details* tab.
2. Click the mouse in the *Description* field and enter: **These can be printed on continuous or die cut labels.**

## Delete a Label File from a Job File

1. Click the Job tab of the open Job File.
2. Click label file: **Double Serial.lsf**
3. Click Remove  button, then click OK to confirm the deletion.
4. To update the Job File, click Save .
5. Click the X on the Special Applications document tab.

### Add to Favorites

1. Click Manage Jobs document tab (if not already active).
2. In the list of Job files, click: **Special Applications.lmj**.
3. Click Add to Favorites  , then click OK to confirm.
4. Click the X on the Manage Jobs document tab to close the Job Files.

### Access Favorites

To open the Favorite Job Files:

1. Using the menus, choose Tools>Manage Jobs.
2. Click the Favorites tab on the Manage Jobs document.
3. Click **Special Applications**, then click Edit Job.

### Close the Job File

1. Click the X on the Special Applications document tab to close the file.
2. Click the X on the Manage Jobs document tab to close the Job File.