

# ***DuraLabel 4 TTP***

==== ***User's Guide*** ====



# INTRODUCTION

## Welcome...

And congratulations on the purchase of your new **DuraLabel 4 Thermal Transfer Printer!** We've included this guide to get you printing as quickly as possible.

In this guide you'll find information on setting up your printer, configuring your software, and creating custom labels. We know that all topics cannot be addressed in any document, and are ready to answer your questions. If you have any questions or concerns, make sure to give us a call!

**Graphic Products, Inc.**

**1-800-788-5572**

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# GETTING STARTED

## Prepare the printer

Instructions for unpacking, loading supplies and connecting your printer are located in the **User's Manual** (in printed or electronic form). There is also an instructional video included on the CD which shows you how to load supplies. Please read and follow those instructions carefully before continuing.

**Note:** To view the electronic version of the manual you will need a corresponding document viewer (PDF or DOC). Two suitable viewers are included on the installation CD - Adobe Acrobat Reader and Microsoft Word Viewer.

## Install the printer drivers

With the *DuraLabel 4* connected and powered on you are ready to install the printer drivers and software. When you place the CD in the drive, it should **autorun** within a few seconds.\* When the autorun begins, the *DuraLabel 4* menu will appear on your screen. Click on the button **Install Driver**.

The program will now guide you through the installation of your printer driver.

**Note:** Find out your Windows version by right-clicking on the **My Computer** icon (located on your desktop). Select the **Properties** option. Your Windows version is located under the **System** heading.

\*If the CD does not autorun you may need to manually install your printer drivers. To manually install, double-click on the CD.

### If you plan to print RTK labels:

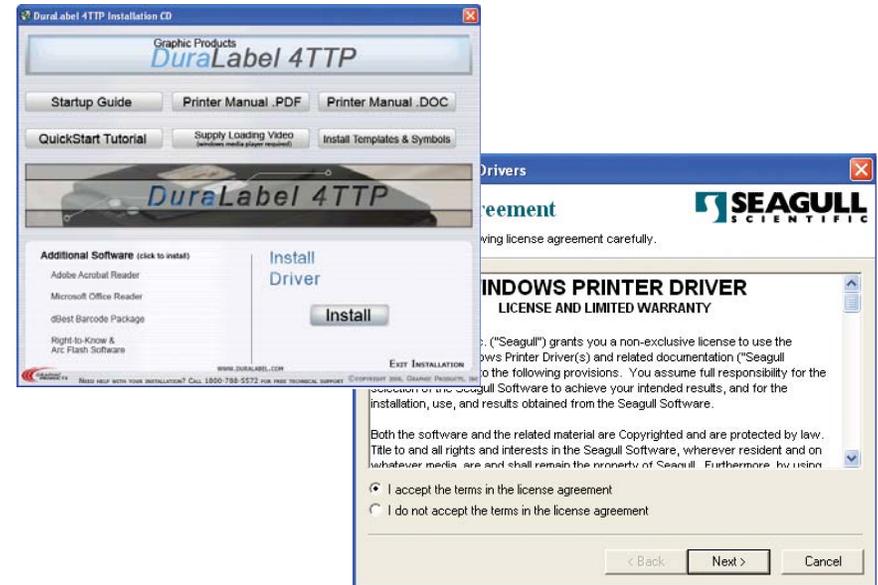
After you've installed the drivers, click the **Install RTK Software** button on the *DuraLabel 4* startup screen, and the RTK Software will be installed on your computer. When the installation screen opens, you can click **More Information** to see more info on the installation process or simply click **Automatic Install** to begin.

To use the RTK Software, the print driver and the *DuraLabel 4* itself must be set up. See the **introduction section** of the help page in the software and follow the directions there. To **align the printing and cutting** of the labels, see the problem solving section of the help page for clear instructions.

## Installing the Printer Driver for: Windows 2000/Windows XP/Windows NT

**IMPORTANT:** You must have administrative rights in order to perform this installation.

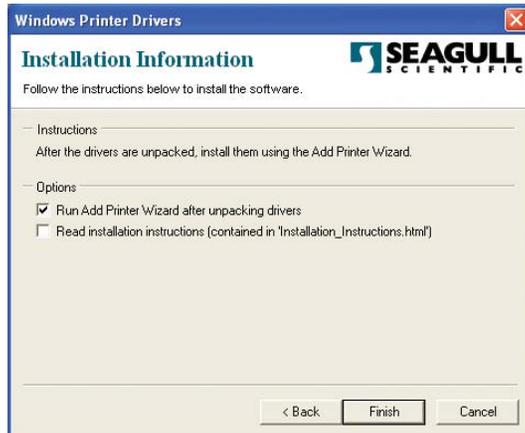
To begin, click **Install** at the bottom right corner of your *DuraLabel 4*TTP Installation CD screen. This will bring up a License Agreement window. On the next window, **accept** the terms of the license agreement and click **Next**.



Verify the installation directory chosen. The default is "C:\Seagull"



Select any options desired on the final screen and uncheck the second option, “Read Installation Instructions,” then click **Finish**.



Select either **Local** or **Network** for your printer driver. If you select Local, make sure the “Automatically detect and install my Plug and Play printer,” is unchecked.



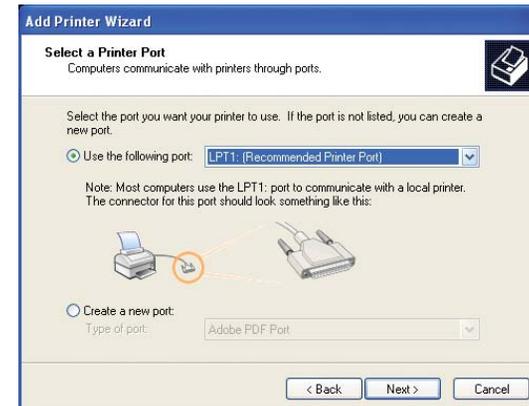
## To Add Printer

**IMPORTANT:** You must have administrative rights in order to add a printer under Windows XP.

An “Add Printer Wizard” window should have appeared on your screen; click **Next**.



Select the port you would like your printer use.

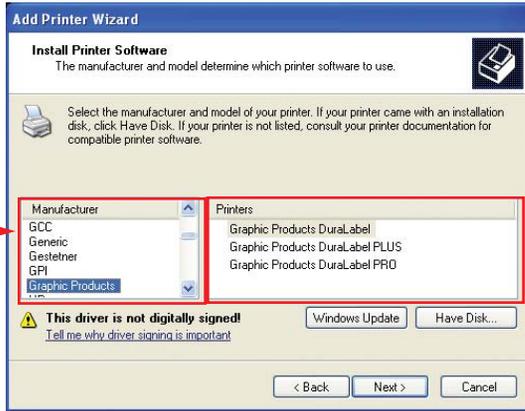


## RTK LABELS

If you are going to print RTK labels, see the setup instructions in the RTK software documentation. See **Introduction** on the **Help Menu** page.

**\*IMPORTANT!** Click on **Have Disk**, not “next.”

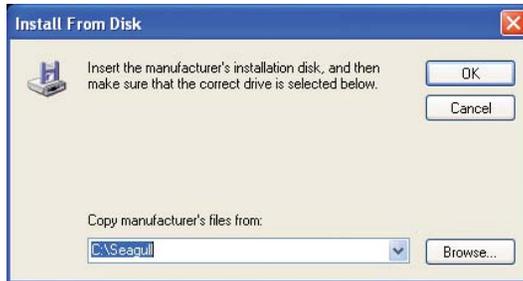
The listings in these boxes will differ with each user and will not match what you see here.



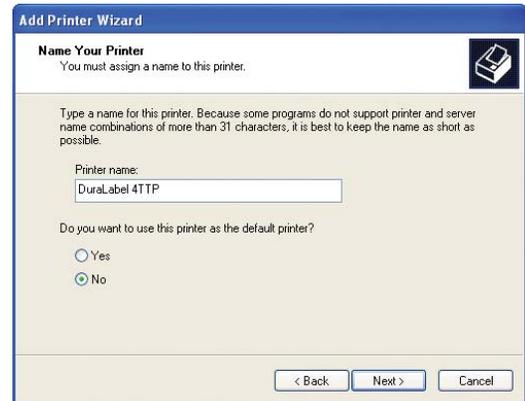
**OPTIONAL:** If you had previous Seagull Scientific drivers installed, click “Replace existing driver.”



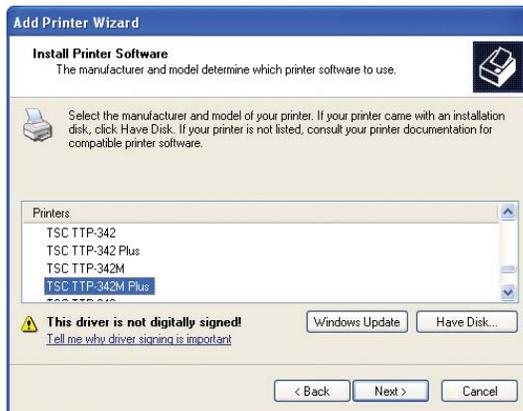
In the space provided, type “**C:\Seagull**” and click **OK**.



Enter DuraLabel 4TTP for the printer name and select **Yes** if you want it to be set as your default printer, then click **Next**.



Select the TSC **TTP-342M Plus** for the printer and then click **Next**.



Decide if you would like to share the printer with other network users, then click **Next**.



Choose if you would like a test print to ensure proper installation, then click **Next**.



Make sure your settings are correct, if so select **Finish** otherwise select **Back** and change to the correct settings.



A dialog box will appear regarding Hardware Installation, click **Continue Anyway**.

Your driver should be installed and you should be ready to set up for printing.

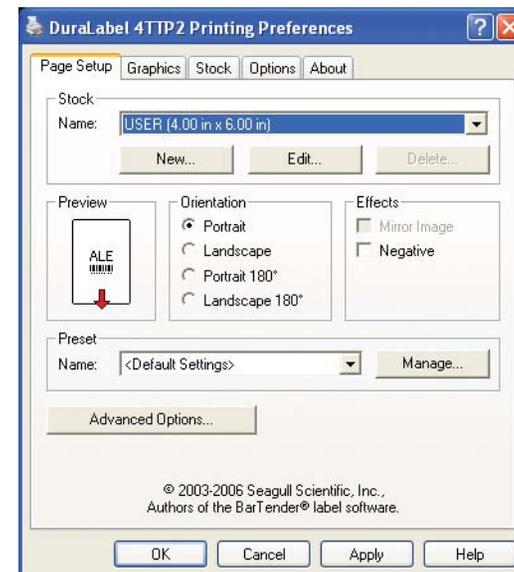
## Configure the Windows 2000/Windows XP/Windows NT Printer Driver

**IMPORTANT!** Perform the driver configuration before opening the document you wish to print.

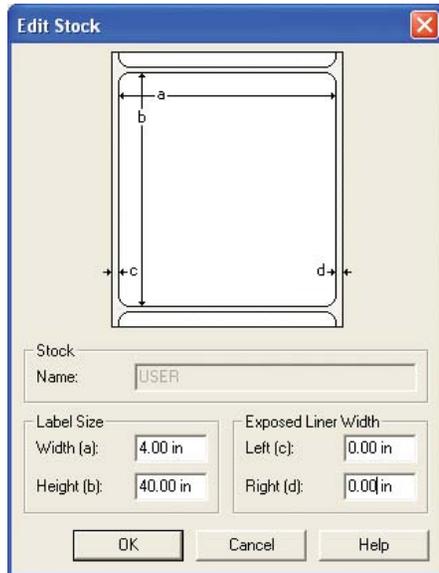
The following instructions are for printing on continuous rolls of vinyl. To begin, access the DuraLabel 4TTP Printer Properties by clicking the **Start >> Settings >> Printers**. This will bring up the **Printers** folder:



Right-click on the DuraLabel 4TTP and select **Printing Preferences** from the drop-down menu. This will bring up the **DuraLabel 4 TTP Printing Preferences**. Click on the **Page Setup** Tab.



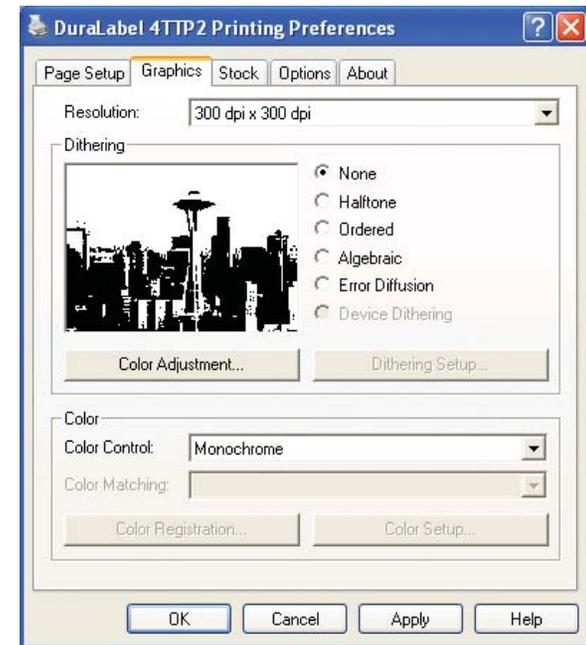
Under **Stocks**, select “USER (4.00 in x 6.00 in)” and click **Edit**. This brings up the Edit Stock dialog box.



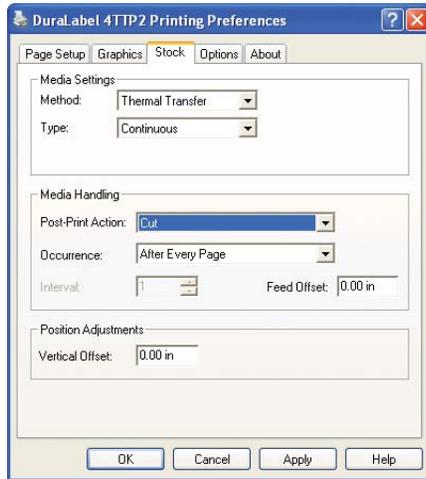
Set the **Label Width** and **Label Height** to 4.00 x 40.00. Take note of the **Exposed Liner Width** measurements, as they should be set to “0” if printing on continuous rolls of media. Click **OK** when finished. You can use this stock when printing any label that is 4.00 by 40.00 in. or smaller.

Since you won't need the other stock sizes, select and delete each one using the delete button. You should now have one stock named “USER (4.00 in x 40.00 in).”

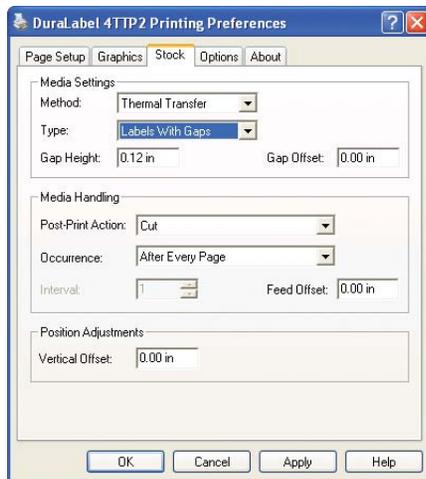
The **Graphics** Tab under **Dithering** allows you to adjust the contrast of colors. Do not apply dithering to monochrome (one color or no gray) sections of printing because it may appear fuzzy. Select **None** then click **Apply** when all settings have been made.



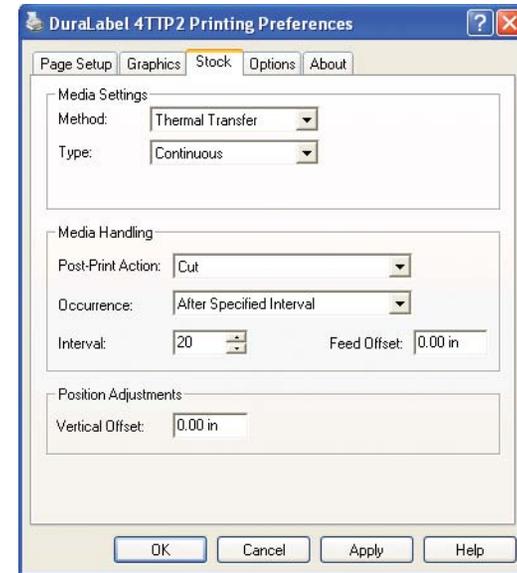
To set the cutter, select the **Stock** Tab. Set the **Media Settings** “Type” to **Continuous**. In order for the automatic cutter to cut after each label, under **Media Handling** next to “Post-Print Action” select **Cut** and then next to “occurrence” select **After Every Page**. These settings may be later adjusted to your specifications in the Printer Properties as you are printing your labels. Select **Apply** on the bottom of the Printing Preferences window.



To set up for printing on die-cut labels your settings will be set differently under the **Stocks** Tab. For die-cut labels with the 1/8” gap, the settings should be as follows: “Method” should be set to **Thermal Transfer** and the “Type” should be set to **Labels With Gaps**, “Gap Height” set to **0.12** (default) and “Gap Offset” to **0** (default).

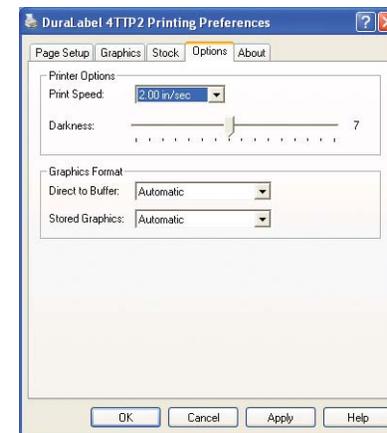


To cut labels in intervals, you may do so by setting the “Occurrence” to **After Specified Interval** under the **Stocks** Tab. Set the Interval to the number of labels needed. Click **Apply** to save your settings.



### Adjusting the Print Speed and Darkness

Print Speed is adjusted in increments of .5”/sec. from 1.0 to 2.0”/sec. The Darkness is adjusted from 0 to 15 in increments of 1. The **Graphics Format** settings should not be adjusted. Leave them at **Automatic**.



When finished with your settings, click **OK**.

Your driver is now set-up and you are ready to create your labels!

# Load Supplies

## Structure of DuraLabel 4 TTP

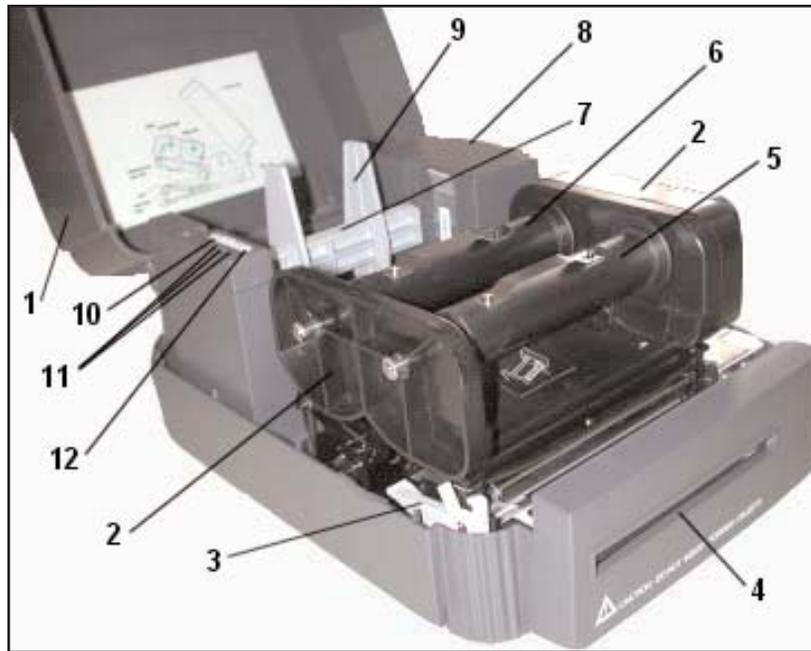


Figure 1. Interior view

1. Printer Cover (in open position)
2. Ribbon Mechanism
3. Printer Carriage Release Lever
4. Printed Label Opening
5. Ribbon Rewind Spindle
6. Ribbon Supply Spindle
7. Label Supply Roll Spindle
8. Memory Module Slot (with cover on)
9. Fixing Tabs
10. PAUSE Button
11. PWR., ON\_LINE, ERR. Indicators
12. FEED Button

## Loading of Ribbon

\*Please view our supply loading video online at [www.DuraLabel.com](http://www.DuraLabel.com)

**1)** With the lid open and the front of the machine is facing forward, open the **Ribbon Mechanism** (2, pg. 14) by pulling the **Printer Carriage Release Lever** (3, pg. 14) forward, until the **Ribbon Mechanism** pops up.

**2)** Take the **Ribbon Rewind Spindle** (5, pg. 14) off and place an empty core on, then with the flange of the **Ribbon Rewind Spindle** on the right-hand side, first put the left side of the Ribbon Supply Spindle in the provided spot of the **Ribbon Mechanism** and then the right side (with flange).



Figure 2. Ribbon Mechanism in open position with a core applied to the Ribbon Rewind Spindle.

3) Take the **Ribbon Supply Spindle** (6, pg. 14) with the flange on the right side and put the **Ribbon Supply** on it with the **Ribbon Supply** facing towards the back of the machine and extending over the top of the **Ribbon Supply Spindle**.

4) With the **Ribbon Supply** facing towards the back of the machine and the flange of the **Ribbon Supply Spindle** is on the right side, first put the left side of the Ribbon Supply Spindle in the provided spot of the **Ribbon Mechanism** and then the right side (with flange).



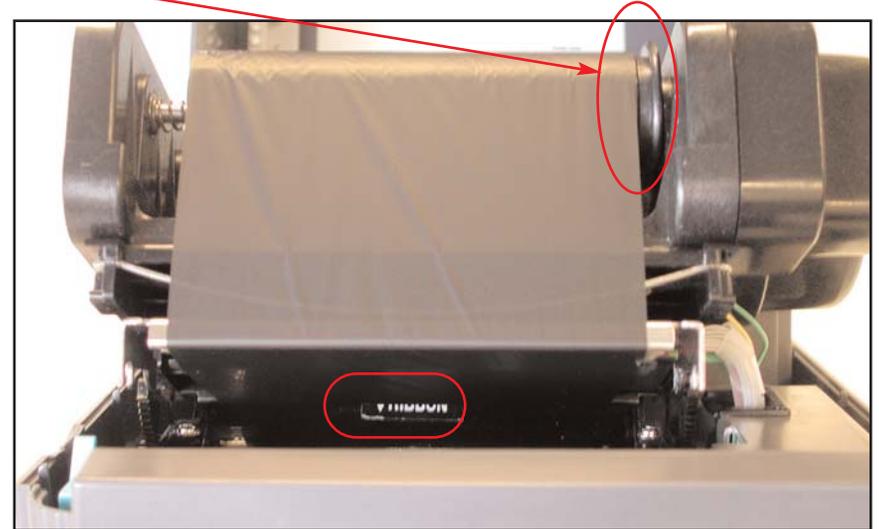
**Figure 3.** Flange of the Spindle should be on the right-hand side of the machine as demonstrated above.



**Figure 4.** Step 3 Loading of Ribbon Supply on the Ribbon Supply Spindle. White arrow demonstrates which end of the Ribbon Supply Spindle is inserted into the Ribbon Supply.

5) Thread the **Ribbon Supply** underneath the **Ribbon Mechanism**.

**Flange** of the Spindle is on the right-hand side of the machine.



**Figure 5.** Ribbon Supply applied correctly.

**\*TIP:** Look under the **Ribbon Mechanism** to make sure the **Ribbon Supply** is not covering the word 'RIBBON' that is on the inside of the machine under the Ribbon Mechanism..

6) Tape the entire length of the end of the **Ribbon Supply** to the core on the **Rewind Ribbon Spindle** and roll the **Ribbon Rewind Spindle** forward a few times to secure the **Ribbon Supply** around the **Ribbon Rewind Spindle** and to eliminate any wrinkles, fingerprints or flaws.

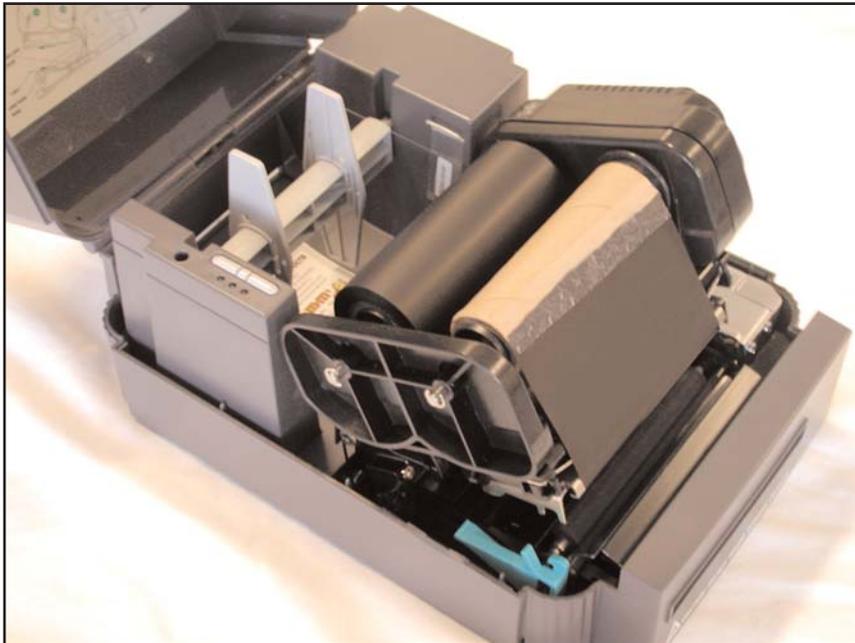


Figure 6. Ribbon Supply taped to the Ribbon Rewind core.

The **Ribbon Supply** should be in place and ready for **Label Media** to be inserted.

### Structure of DuraLabel 4 TTP

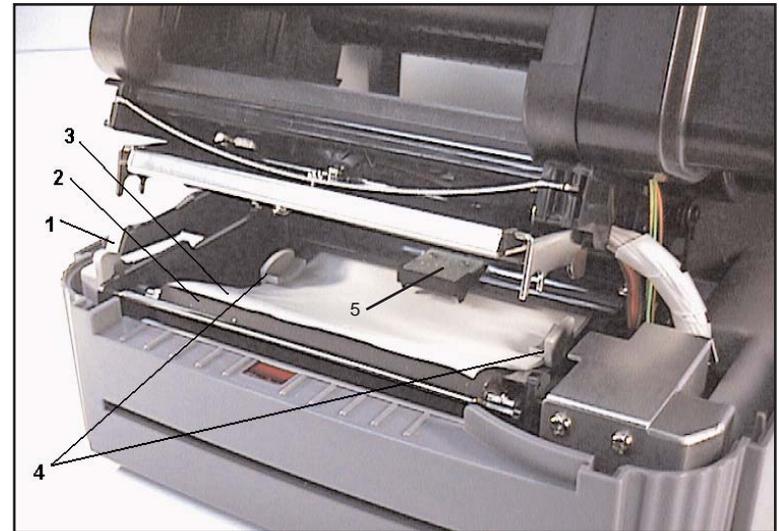


Figure 7. Feed labels through adjustable label guide

1. Printer Carriage Release Lever
2. Platen
3. Label Media
4. Adjustable Label Guide
5. Media/Vinyl Sensor

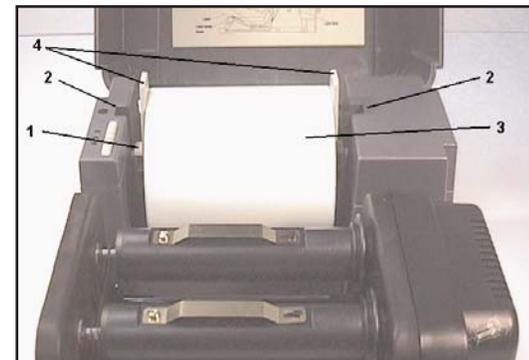


Figure 8. Feed labels through adjustable label guide

1. Label Supply Roll Spindle
2. Label Roll Mount
3. Label Roll
4. Fixing Tabs

## Loading of Label Media

\*Please view our supply loading video online at [www.DuraLabel.com](http://www.DuraLabel.com)

1) With the lid open and the front of the machine is facing forward, open the **Ribbon Mechanism** (#2, pg. 14) by pulling the **Printer Release Lever** (Fig. 7, #1, pg. 19) forward, if not already opened.

2) Load the **Label Media** (Fig. 7, #3, pg. 19) on the **Label Supply Roll Spindle** (#7, pg. 14) and center the **Label Media** using the measuring units on the spindle and hold it in place by adjusting the **Fixing Tabs** (#9, pg. 14).

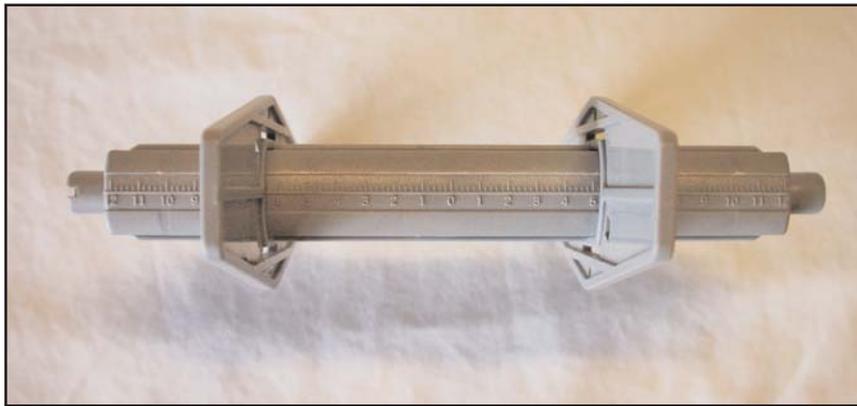


Figure 9. Label Supply Spindle with 2 Fixing Tabs

3) With **Label Media** facing forward and extending over the top of the roll, place the **Label Supply Roll Spindle** back in the **Label Roll Mount** (Fig. 8, #2, pg. 19) spaces.



Figure 10. Correct direction of Label Media

4) Thread the Label Media under the **Ribbon Mechanism** and through the **Printed Label Opening** (#4, pg. 14) and leave a little excess Media out the other side.

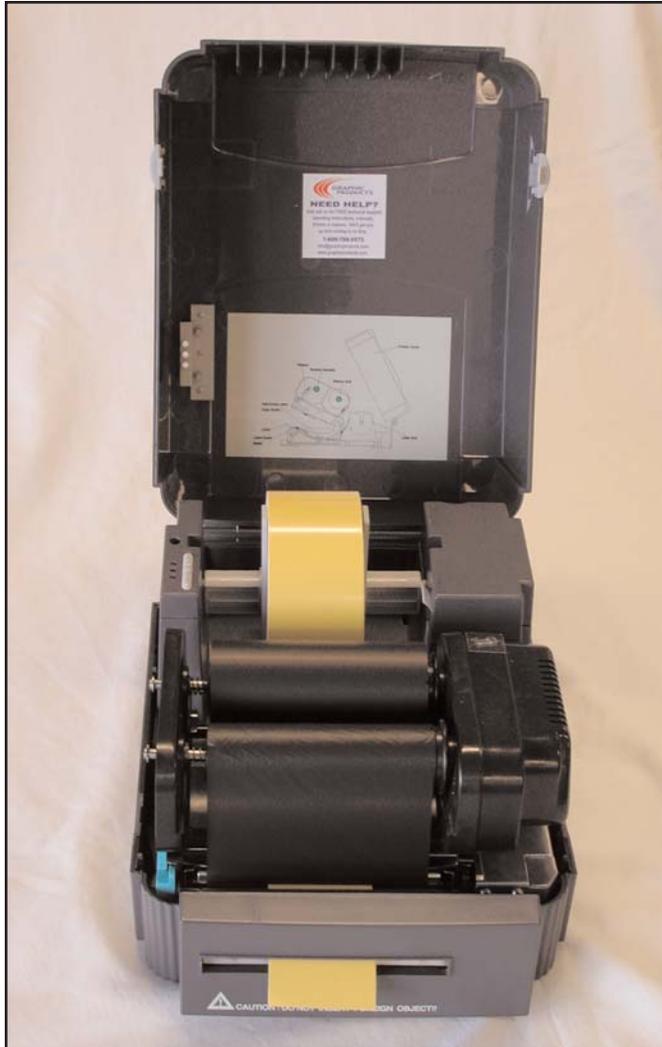
5) Adjust the **Adjustable Label Guides** (Fig. 7, #4, pg. 19), to hold the **Label Media** in place.

\***TIP:** If there is not enough room to thread the **Label Media** under the **Ribbon Mechanism**, set the Label Media on the lid, in the back of the machine. This will allow more room to guide **Label Media** under the **Ribbon Mechanism**.



Figure 11. Label Media resting on the cover to allow more room during loading.

6) Press the **Ribbon Mechanism** down until the **Printer Carriage Release Lever** (Fig. 7, #1, pg. 19) locks it into place.



**Figure 12.** Printer loaded properly with Ribbon Supply and Label Media.

The supplies should be loaded and the printer should be ready to print.

## ***LABEL CREATION***

### ***Before We Begin...***

This documentation describes how to make standard labels. If you are printing RTK labels, please see the RTK software documentation. The RTK documentation was installed on your computer when the RTK software was installed.

The examples in this tutorial were tested with *Microsoft Word 2000*. Some variations may occur with different versions of *Word*, or with different word processors, but the basic principles will be the same. The *DuraLabel 4 TTP* is designed to work with virtually all *Windows* software, and should work with the software packages that you already have installed on your computer.

All portions of this tutorial assume that the *DuraLabel 4 TTP* has been properly installed and is connected in the online mode. Please see the installation guide for more information before proceeding with this tutorial.

### ***Label Creation With Your Word Processor...***

Many have invested in high-end word processing software that is never used to its full potential. Today's word processors come packed with features and capabilities that far surpass the average users needs. Advanced page layouts, graphic manipulation and printing options are only the beginning of what most word processors have to offer.

The *DuraLabel 4 TTP* operates off of a standard *Windows* printer driver that makes the printer accessible from a wide variety of software packages. Many printers will only work with expensive, proprietary software that is often buggy and overpriced. With the *DuraLabel 4* you will be able to use the software that you are familiar with, and get the most out of an investment you've already made.

In this tutorial we will show you how to use *Microsoft Word* to create and print custom labels and signs. If you have further questions concerning your software package, or label creation in general, please refer to the contact information near the end of this tutorial.

## Using the Templates Provided on the DuraLabel 4 CD

We have provided a variety of templates on the DuraLabel 4 CD to help get you printing labels in no time. To get to these templates, you should **install from the start-up screen on your CD**. This should only take a minute or two.

Click on **Install Templates and Symbols** on the start-up screen, then follow the instructions. The Templates will install to your **My Documents** folder on your computer.

After installation is complete, templates and symbols will be located in a folder called **DuraLabel4TTP** in your **My Documents** folder.

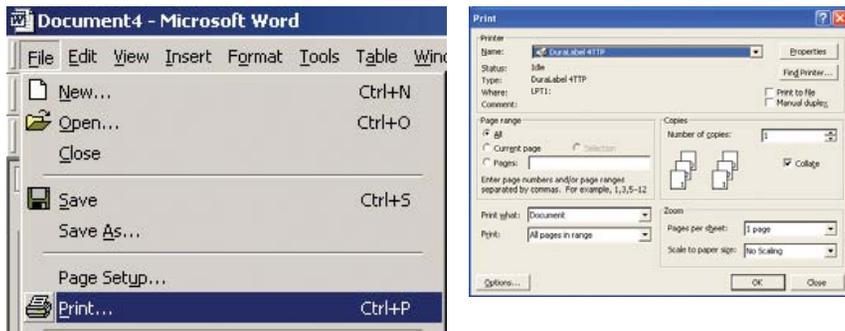
Now, when you want to use a template, just **open Microsoft Word**. Select **Open** then browse the **Templates folder**. There are a variety of templates for you to choose from, all of which are setup to print correctly on the DuraLabel 4 TTP. Just **customize** the label to your specifications and **PRINT!**

## Setting up a new document in MicroSoft Word

Once you open a new or existing document, you must change the paper size and margins. Word processors will default to 8.5" x 11", but changing these settings is generally very simple. The steps are outlined for *Word* below:

### 1. Select the printer

Before you make any changes to the page layout you must first select the DuraLabel 4TTP as your printer. The word processor communicates with the selected printer driver to determine if margin and other settings are within the printers limits. To select the *DuraLabel 4* click on the **File** menu, then the **Print** selection:



In the print dialog simply locate the pull-down selection and choose the **DuraLabel 4 TTP** as your printer. Click **Close** to continue.

### Optimize the Print Properties

When you installed your *DuraLabel 4TTP*, carefully following this Quick Start Guide (pages 3-13), you set some default print settings. At some point, you may need to override these settings to optimize the DuraLabel 4TTP for printing with certain ribbons or a specialty tape supply. Also, you may not want the *DuraLabel 4TTP* to automatically cut every label.

### To Change the speed and density settings:

To change the speed and density settings, you need to open the Print Properties, from there select the Options Tab. You change your speed and darkness settings.

Set the **Speed** and **Density** as you did when you initially configured your driver pages 9-13 from the Quick Start Guide, but use new settings.

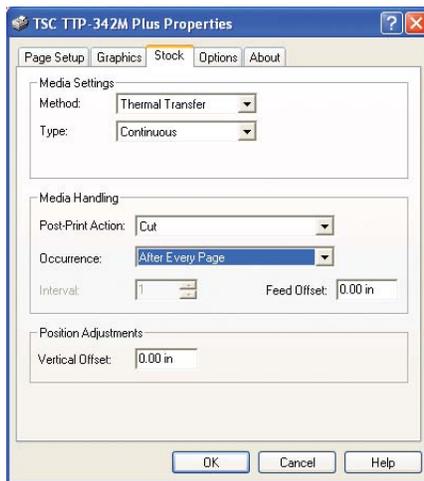
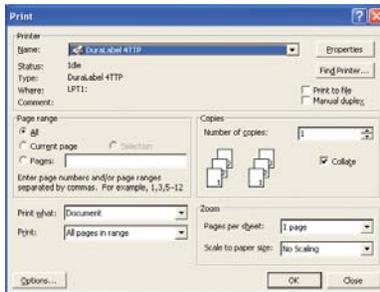
### NOTE

You may find that changing these settings for certain types of supplies is optimal. For a label with mainly text and not a lot of large, dark areas, you may want to drop the darkness down to 5 or 6. If you have large areas of solid color to print, you may need to increase the darkness to 8 or higher. You'll have to experiment to get the desired quality, but 8 is a good median to accommodate most labels.

## To Change the Automatic Cutter Setting:

You can change the automatic cutter settings without going back into the printer driver.

Go to **File >> Print**, then click on the **Properties** button next to DuraLabel 4 TTP.



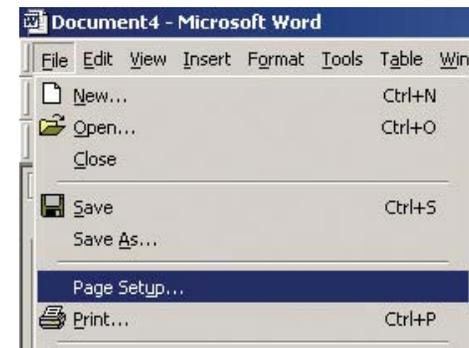
A new dialog will open which allows you to change the cutter options.

If you do not want to cut between labels select **None** under **Options**. If you want to cut between labels, select **Cut every** and enter **1** in the **Labels** box.

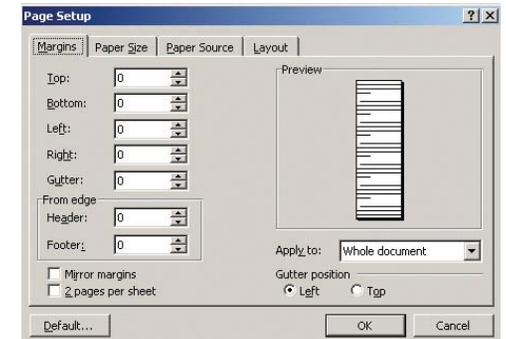
Click **OK** in the **Properties** dialog to save your new settings.

## 2. Changing the Page Setup in Microsoft Word

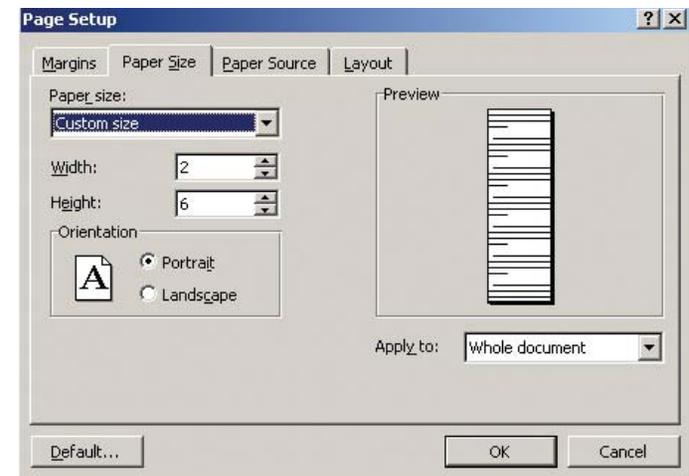
Click on the **File** menu, then the **Page Setup** selection:



Now click the **Margins** tab. Set all of your margins and edges to **0**. This will allow you to print on the entire area of your tape.

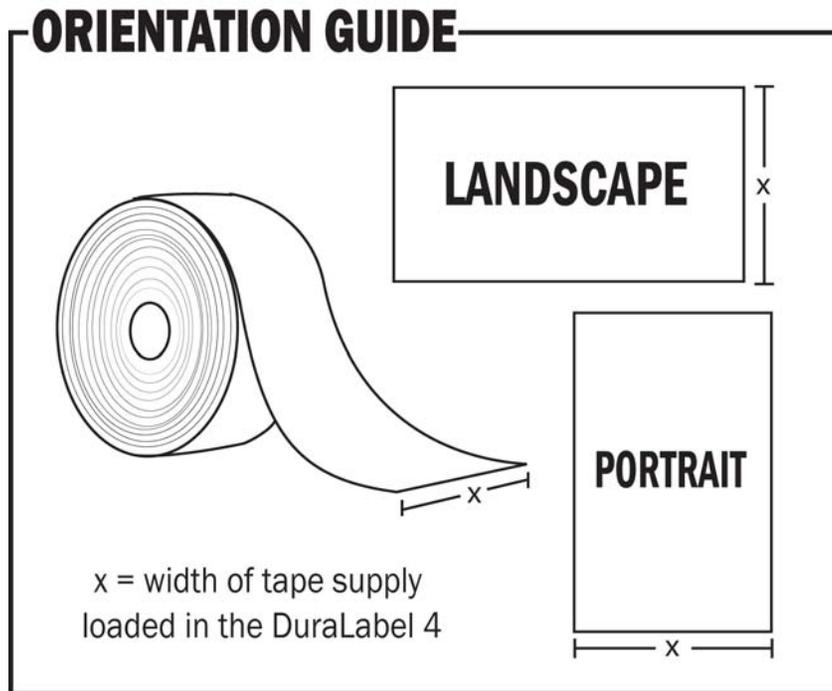


Select the **Paper Size** tab. Set your paper size to the size of the label you wish to create. Either the width or the height should match the width of the tape supply you have loaded in the machine



## Orientation

Create the label with the width and height of the Label. If the **width** of the label is the width of the tape installed in the printer, then set the **orientation** to **Portrait**. If the **height** of the label is the width of the tape installed in the printer, set the **orientation** to **Landscape**.



Click **OK** to commit your changes. With your document properties set correctly you're ready to move on to label creation!

## LABEL DESIGN

### Working With Text

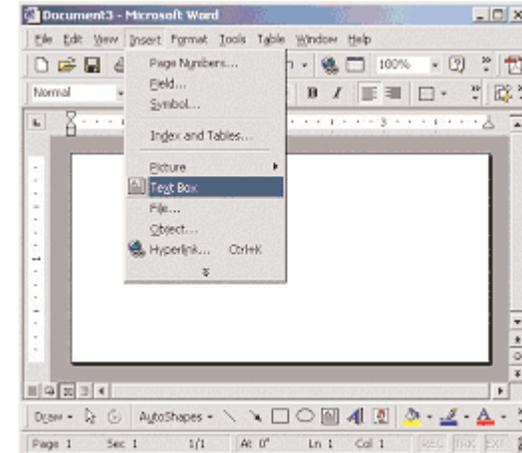
Working with text for label creation is only slightly different from working with text in a normal document. In a document, text can be treated as a whole; formatting, layout and design can be universal. With a label, each section of text has to be handled separately.

Titles will have to be moved and adjusted, portions of text will have to be moved around independently and with more detail than in a normal document. In a document it is sufficient to have most text single or double-spaced; in a label you may want to move text only a few millimeters, or several centimeters.

### Text Boxes

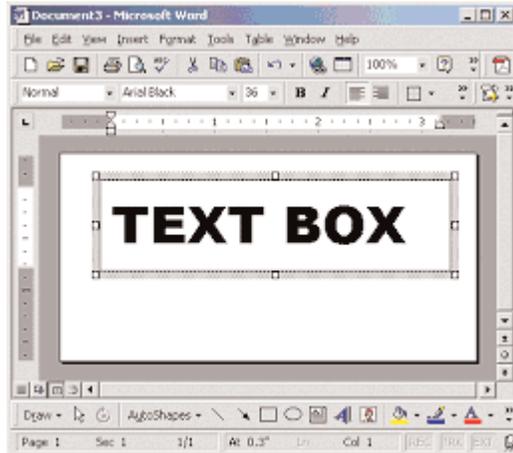
A text box is simply a positionable, formattable box that contains text. The box can have borders and can be filled with different colors, or it can have no borders and be transparent. All of these features make text boxes ideal for label creation.

In *MS Word* add a text box with the following steps. Click on **Insert >>> Text Box**.



Next, holding down the left mouse button, drag (in the document window) the square handles on the border of the text box until it is the desired size. You can scale and position text boxes with ease.

Format the text inside the box to any size and style, then position the box for the desired layout. Initially, the text box will have a border around it. To get rid of the border, double-click the text box. When you do this, the **Format Text Box** dialog will appear. Click the **Colors & Lines** tab. Click the **Color** drop-down menu under **Line** and select **No Color**. Then, click **OK**, and the border will be gone.



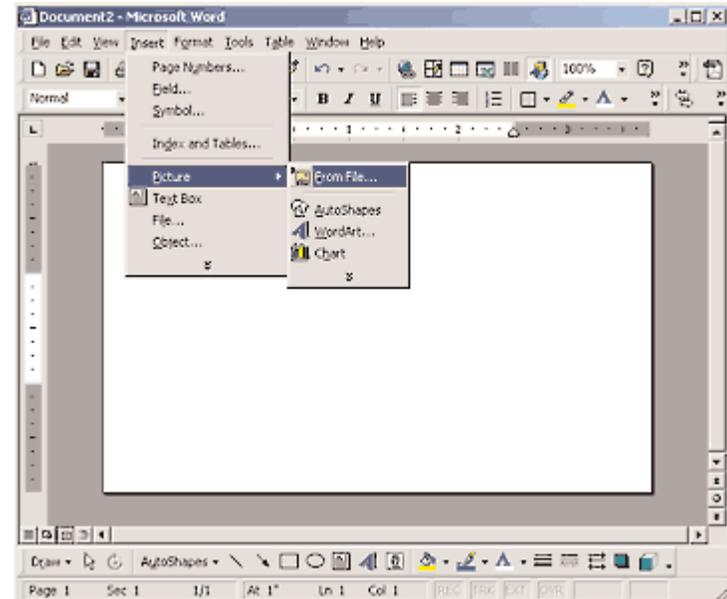
## Working with Graphics

### Drawing Tools

Many word processors have built-in drawing tools. You can use these tools to enhance the look of your labels. Designs can be as complex as you desire, but colors should be kept to black and white. Black and white will give you the best contrast, and the best printing output. Actual print color depends on the ribbon and tape loaded in the DuraLabel 4 and is unaffected by the colors shown on your screen.

### Images

To insert a picture into a *Word* Document, first **create a new text** box so you can insert the picture into the text box (this allows the image to be moved). Once you've created a text box, select it by clicking inside the box, then click on **Insert >>>**



**Picture >>> From File**, then choose the location of the file you desire to insert. Insert symbols by browsing to the **Symbols** folder on the DuraLabel CD. The picture is automatically placed in your *Word* document. Change the size by dragging the corner of the box to the desired size.

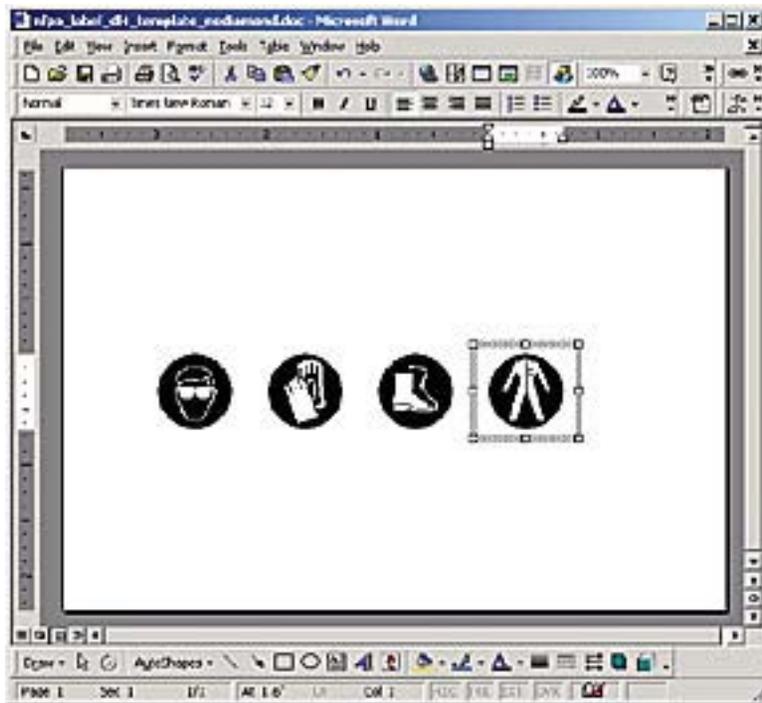
### NOTE

*If you choose not to use **text boxes** for your text, you will still be able to print your label, but formatting problems may prevent you from getting the results you desire.*

*Information on the text box tool is available through your word processors help file.*

*Consult the **help file** for more detailed information on using text boxes.*

You can insert other objects, graphics, and clip art from the same pulldown menu. When working with images it is important to remember the type of printer you are using. Images should be formatted so that your printing output matches the capabilities of the printer. The *DuraLabel 4 TTP* is designed for label creation, and has a monochromatic output (meaning it can only print one color at a time).



With *Word* it is easy to make your images print in monochrome. Once the image is inserted into the document simply double-click on it and select the **Picture** tab. Under the **Image Control** section choose the **Color** pull-down menu and select **Black and White**. Your image will be instantly converted to a format that the *DuraLabel 4* can handle.

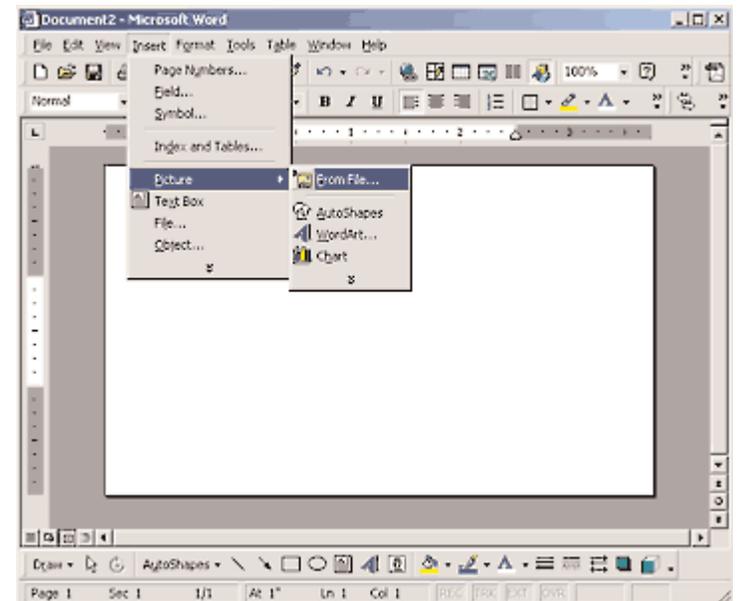
## Symbols

Symbols can be used on labels and signage to get your point across visually. When safety is a concern, it is important to have a language that is universal, and symbols accomplish just that.

For your convenience we've included more than 300 ready-to-use symbols, which are divided by category, on your *DuraLabel 4 CD*. Just choose a symbol, insert it into your document, then print a visually appealing and informative label or sign. To view or print a list of all of the included symbols, browse to the symbols folder on the CD. A PDF of all of the symbols in their respective categories is included in that folder.

### Inserting Symbols

Insert symbols into an MS *Word* document by clicking on **Insert >>> Picture >>> From File**. From that window, browse to the **My Documents** folder. If you have already installed the symbols from the CD (they automatically install when you install the templates), there will be a folder inside your **My Documents** folder called **DuraLabel4TTP**.



The **symbols folder** is located there. Just choose the symbol you want from that folder and insert into your document.

To Install the Symbols, insert the DuraLabel 4 TTP CD into your CD drive. When the startup screen appears, simply click the “**Install Templates and Symbols**” button, follow the on screen directions, and they will be automatically installed in your **My Documents** folder. You can browse to that folder at any time to use the symbols or templates.

Once your symbol is inserted into your text document, you can resize and move it to your desired layout.

#### **Helpful Hint:**

When trying to determine the size of your label or the size of the symbol you place on it, take into consideration the distance from which the sign or label will be viewed. You should make the symbol large enough that a viewer can comprehend it from as far away as deemed necessary.

## **Barcodes**

The barcode program we have included easily displays and prints barcodes from your Windows based word processing program. Install the *dBest Barcode Package* from the CD. When the CD startup screen appears upon inserting the CD in the CD drive, simply click on **Install dBest Barcode Package** and follow the on-screen instructions.

You can get all of the technical information about the included barcodes in the **Barcode Font Library >>> Programmers Guide** once the barcode software is installed.

The *dBest Barcode Font Library* supports 11 standard barcode styles: Code 39; Extended Code 39, Interleaved 2/5; Code 128; UCC 128; Codabar; UPC A and E formats, EAN 8 and 13 formats and PostNet. Each barcode style supports a different set of ASCII characters and is used for different situations or industrial applications. For instance: Code 39 supports uppercase characters, numeric characters and a few incidental characters while Interleaved 2/5 only supports numeric data, but does so in a compressed format. You should choose which barcode style to use in your application based upon the type of data you need to support or by other requirements placed upon your application.

### **Activate the dBest Barcodes Toolbar Template in Microsoft Word**

- 1) Open** the *MS Word* document in which you would like to create your barcodes.
- 2) Go To** the top menu bar in *MS Word*. **Select: Tools >> Templates and Add-Ins**
- 3)** A window will appear showing a list of **Global Templates and Add-Ins**. **Click the ADD** button and locate the **bcfonts.dot** in the bcfont main directory(C:\bcfont\msoffice\).
- 4) Select** the **bcfonts.dot** and **Click OK**. The **bcfonts.dot** file should appear in the **Global Templates and Add-Ins** list with the check box selected. If the box is not selected, then select it.



- 5) Click OK** to exit, returning to your document. The toolbar should appear within your work space.

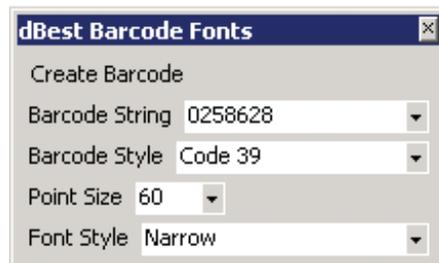
If you do not see the **dBest Barcodes Toolbar**, you need to run the toolbar as a macro, refer to the following:

- 1) Go to the top menu bar in MS Word. Select: **Tools >> Macro >>Macros**
- 2) A window will appear with a list: **Macros in: All Active Templates & Documents.**
- 3) Select: **Barcode Toolbar** and **Click Run**

**Note: To force the toolbar to display every time you start Word, go to Start >>> Search >>> For Files and Folders and type in BCFONT. Click OK. Once the file is found, right click it and choose “copy.” Next, go to the C:/Program Files/Microsoft Office/Office/Start up/ folder, right click inside of the folder, and choose “paste.”**

### Using the dBest Barcodes Toolbar

The Barcode String is where you can type in the characters for the barcode you wish to create. After typing in the new barcode information, hit the Enter key to save the information, or it will revert back to the previous Barcode String. The Barcode String pull down menu displays previous strings that have been used.



The **Barcode Style** pull down menu allows you to select a variety of barcode styles supported by the *dBest Barcodes Font Library*.

The **Point Size** pull down menu determines the size of the barcode. You can enter custom sizes by typing in the size and hitting the enter key to save the size.

The **Font Style** pull down menu allows you to select six different font widths for each supported **Barcode Style**: three high density and three normal density widths.

### Creating a Barcode Using the dBest Barcodes Toolbar

Once you have selected the necessary fields on the toolbar, you are ready to create a barcode to place within your MS Word document.

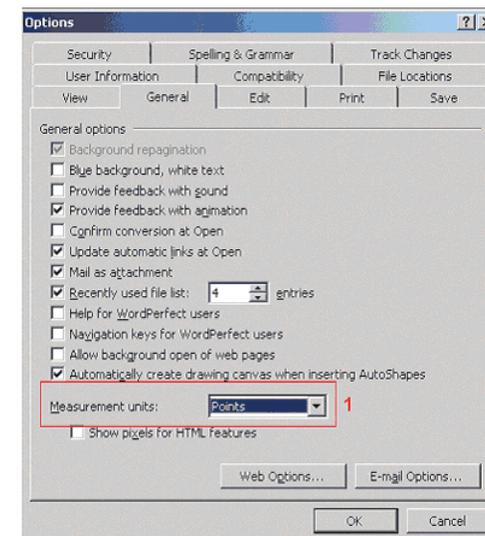
- 1) Place your cursor where you want the barcode to appear (you can do this inside a text box if you wish).
- 2) Go to the *dBest Barcodes Toolbar*. Click **Create Barcode**. The barcode will appear where you placed your cursor.

## Sequencing

### How to do Number Sequencing using Word and Excel.

Sequencing is most commonly used to increment a numeric value to be used in labels for wire wrapping. With the use of an Excel spreadsheet template as well as a Word template (included on your install CD):

- 1) Open an existing template on the DuraLabel CD or start a new Word document.
- 2) Because Excel uses Pixel measurement instead of inches, you will want to set this to match in word. Go to **Tools** menu >>> **Options** to bring up the property sheet for Word. Click on the **General** tab, and locate the option to change the unit of measure. **See #1**. Change it to **Point** as this is the same as pixel (1" = 72 points, 2" = 144 points, 3" = 216 points, 4" = 288 points, etc.).



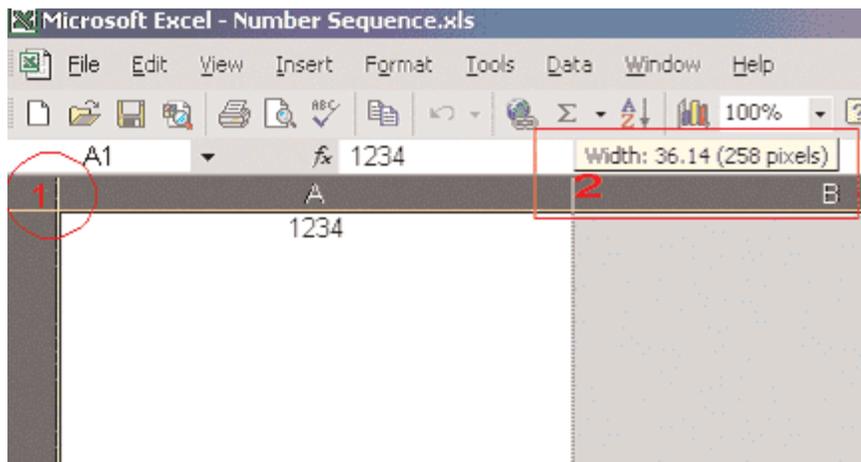
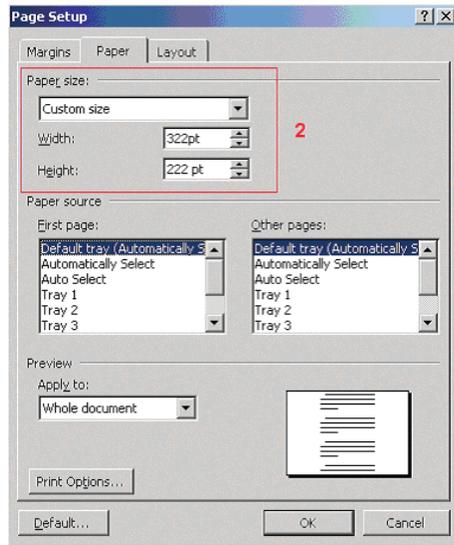
- 3) Next go to File >>> **Page Setup** and click on the **Paper** tab. If you started from a supplied template, make note of the width and height of the page as you will need to use these values to set the cell size in the Excel template. **See #2**. If you're starting from scratch, set the width and height to the desired size of the label.

Now that you have the desired label size, its time to add the text to it. Keeping *Word* open, browse to the provided Excel template: **Number Sequence.xls**

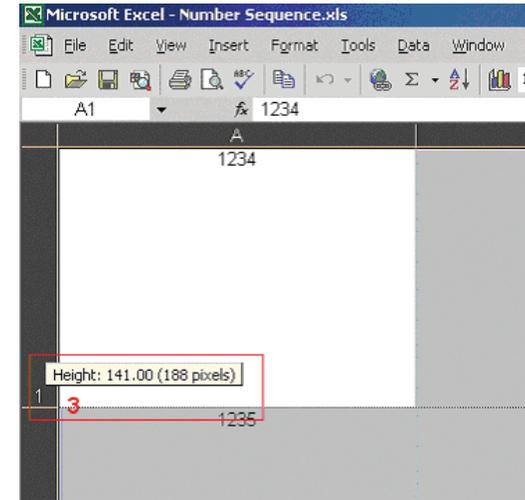
This is a predefined template with the formula already in place to increment a numeric value by one.

1) Open the existing Excel template **Number Sequence.xls**

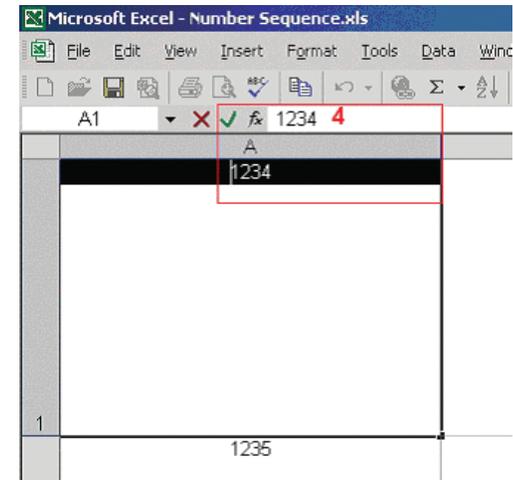
2) First, format the cells to match the size of label you have. Click on the upper left corner of the spreadsheet to highlight the entire document. **See # 1.**



3) Next, left-click and hold the column line between A and B. **See #2.** You can see a small box pops up giving you the pixel size of the width. You will want to set that value to the same width as your label. Do the same for the Row Height. **See #3.**

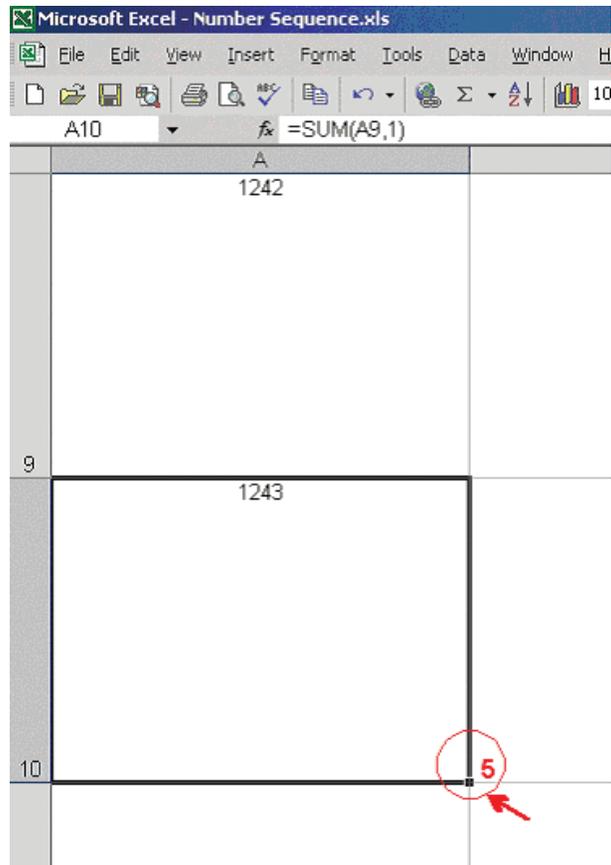


4) Now that you have the correct size matching your label, change the value in the first cell (column A, row 1) and enter any static text you want. Leave it blank for none. In the next cell (column B, row 1) enter the number you would like to increment. **See #4.** The next cell (column C, row 1) enter the value you would like to increment by. Default is 1.



After setting this, you should see the increment in each cell below cell 1. In this example, the cells have only been incremented 10 times. However, to increment further, simply left-click on cell 10 to highlight it, then left-click and hold on the small point in the lower right corner of the cell and drag down over how many cells you want to increment. **See #5.** Example: to increment the value 100 times, drag the cells down to the 100th row.

Once you're satisfied with the amount of increments and cell span, its time to copy this into your *Word* template. Go back to the word document that you previously created. **!!Remember!!** The page layout of the *Word* template must match the cell size you specified in your Excel template.



Select the entire Column you just created by clicking on the top header of the cell. In this case, the "A". Go to **Edit >>> Copy**, to copy the entire column. Now switch over to your *Word* document, click anywhere inside your predefined page and go to **Edit >>> Paste**.

If the cells don't paste in exactly to the measurements of your label, adjust the margins so that they encompass the entire label.

You should be ready to print.

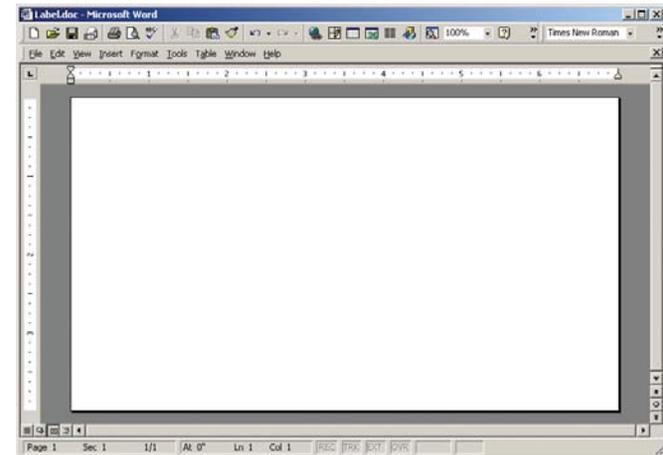
## Importing from Excel Spreadsheets

### How to transfer Excel spreadsheet information into a Word label

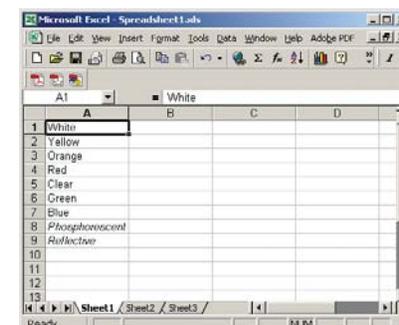
**Note:** These instructions are for users of Windows 2000. If you are using Windows XP, please follow the directions on page 37.

#### A. Merging One Column from a Spreadsheet to a Label:

- 1) First, make sure the Excel file you are going to merge has been saved.
- 2) Open up the Word Document with the label template.



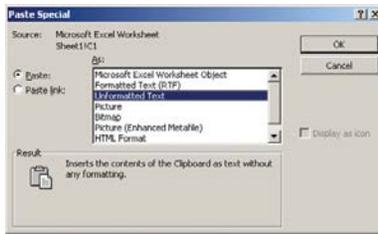
- 3) Alter the font in Word to the size of your choosing.
- 4) Open up the Excel file you intend to merge into the Word label.



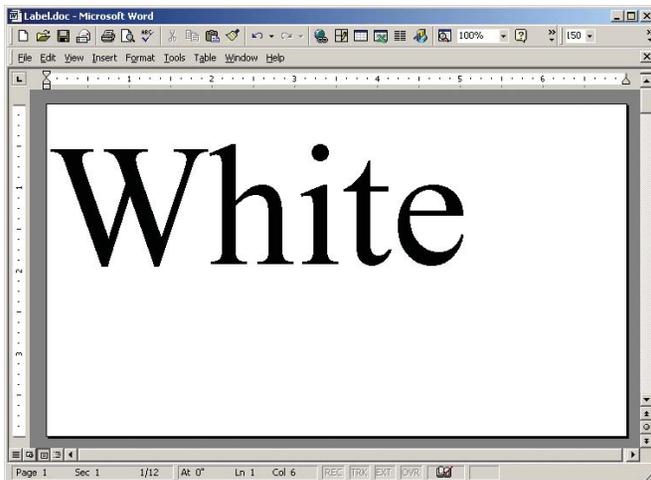
5) Click on column header A, right click the mouse, and select **Copy**.

6) Toggle (**Alt-Tab**) over to the Word document and find the **Edit** button on the Windows Tool Bar (top left of screen) and then click and select **Paste Special**.

7) Next, select **Unformatted Text** and click **OK**.



8) The Excel column should now be in the Word label. You are now ready to print your labels.

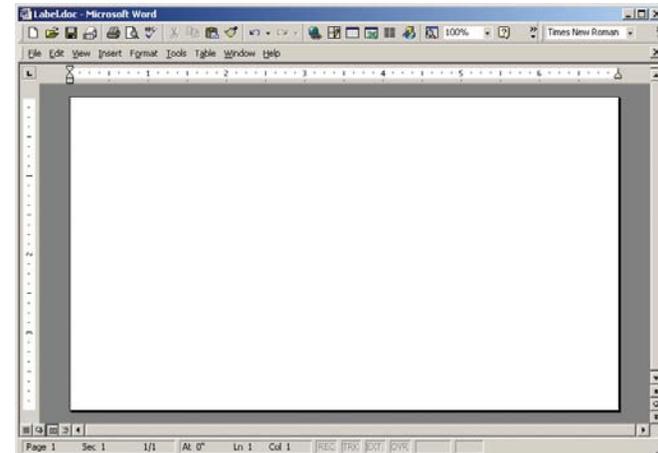


## B. Merging *Multiple Columns* from a Spreadsheet to a Label:

1) Open the saved Excel document you plan to merge into Word.

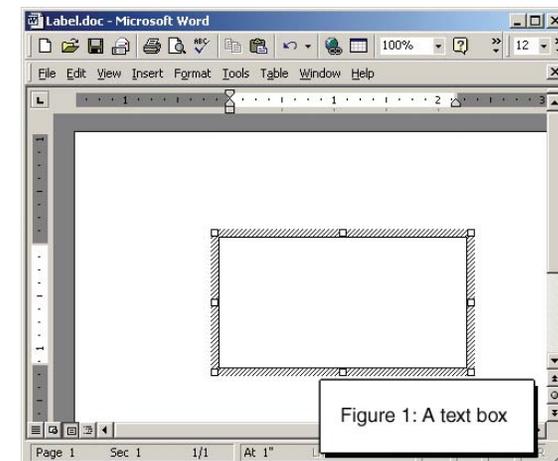
2) Open your blank label template within Word.

3) On the toolbar on top of Word, click on **Insert**, then click **Text box**.



4) Use the crosshair cursor. Click in the field of the document. A text box will appear.

5) Resize the text box to your preference. (See **Figure 1**, below)



- 6) When the text cursor is blinking in the text box, click on the **Insert** menu and select **Field**.
- 7) The box on the left should remain with the blue highlighting of the word "All".
- 8) On the right column, move the cursor so the blue highlight is over **MergeField**.
- 9) In the long horizontal box below, "MERGEFIELD" will appear.
- 10) Put a space after "MERGEFIELD" then type in the column heading from your Excel document that you will want to merge into the label (i.e., "Input").
- 11) It will then look like this: "MERGEFIELD Input" (**See below**)



- 12) Click **OK** and the box will vanish.
- 13) At this point, you should have the word "Input" (for example) in your text box.
- 14) Create an additional text box(es) within the label and repeat steps 3-12 for each additional cell you plan to transfer from the Excel document into the Word label.
- 15) Close the Excel document.
- 16) On the word toolbar, click on **Tools** then **Merge documents**.

- 17) At the bottom, click the **Files of Type** dropdown menu.
- 18) Click on the **All Files** item, then find the file name of the Excel document you plan to merge into Word.
- 19) Note – make sure you are looking in your **My Documents** folder.
- 20) Double-click on the correct Excel document.
- 21) On the next box you see, "ENTIRE WORKBOOK" will be blue highlighted. Click **OK**.
- 22) You will then see a pop up box with a question mark. Click **OK**.
- 23) On your Word document, click on **Tools**, then **Mail merge**.
- 24) Click on **Create**, then **Form Letters**, then click **Active Window**. (**See below**)



- 25) Click on **Get Data**, then click on **Open Data Source**.
- 26) At the bottom, you will see **Files of Type**.
- 27) Click on the drop down of **All Files** at the bottom.
- 28) Find and **double-click** on the file name of your Excel document.
- 29) Click **OK**.

30) Click **Merge**.

31) Click **Merge** and the document will merge from Excel to Word.

**You are now finished.**

Help is also available under the Word Toolbar. Click on **Help** and type in "Merge from Excel to Word", then click on **Search**. Then click the option **Use mail merge...**

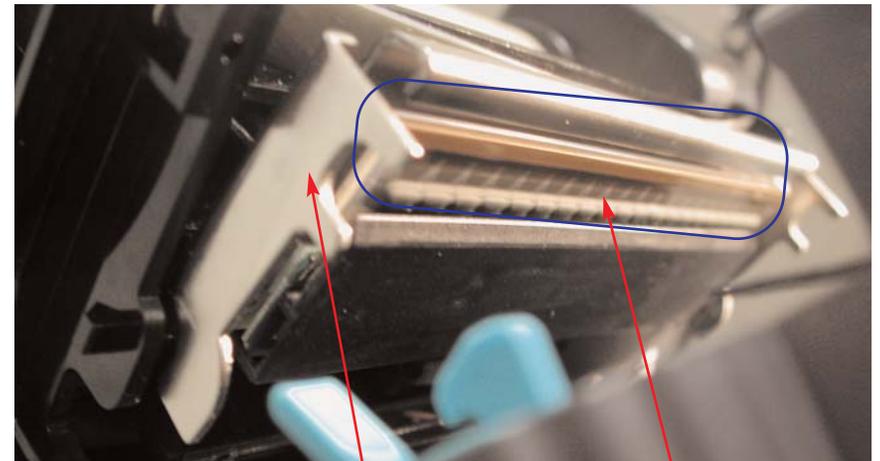
## ***Cleaning the Print Head***

It is recommended to clean the cutter and print head after every 2 rolls of vinyl used. To do so, please follow these procedures.

1) Turn OFF the printer.

1) With the cover opened, pull the Printer Carriage Release Lever towards you to pop the Ribbon Mechanism up.

2) This exposes the print head allowing you to clean.



**Figure 1.** Print head exposed.

Metal Casing

Print Head

3) Take a cleaning swab in between your thumb and fore finger and squeeze it until it snaps. This will release alcohol to the tip of the swab.

4) Clean the entire print head thoroughly, removing any built up material, using the soft end of the cleaning swab.

## Cleaning the Cutter

- 1) With the front of the machine facing forward, turn the machine OFF and unplug it for safety.
- 2) Take a cleaning swab in between your thumb and fore finger and squeeze it until it snaps. This will release alcohol to the tip of the swab.
- 3) Clean as far back as your swab will reach in the cutter and remove all glue and vinyl that has built up through the use of the machine.



Figure 2. Swab cleaning the Cutter  
Cleaning swab is the **ONLY** foreign object that can be inserted in the cutter.



Figure 3. Closeup of cutter in gray casing

## Extensive Cleaning of the Cutter

### How to Disassemble the Cutter

It's recommended to extensively clean the cutter after every 20 rolls of vinyl.  
**\*Please take note of how things are taken apart for easy assembly.**

- 1) While machine is OFF and unplugged, turn the machine upside down on its' back.



Figure 1. Underside of machine.

- 2) Unscrew and take out the 2 visible screws on the underside of the machine, which are closest to the cutter mechanism and put them aside.
- 3) Turn the machine right side up and open the cover.
- 4) Pull the Printer Carriage Release Lever towards you, to release the Ribbon Mechanism.

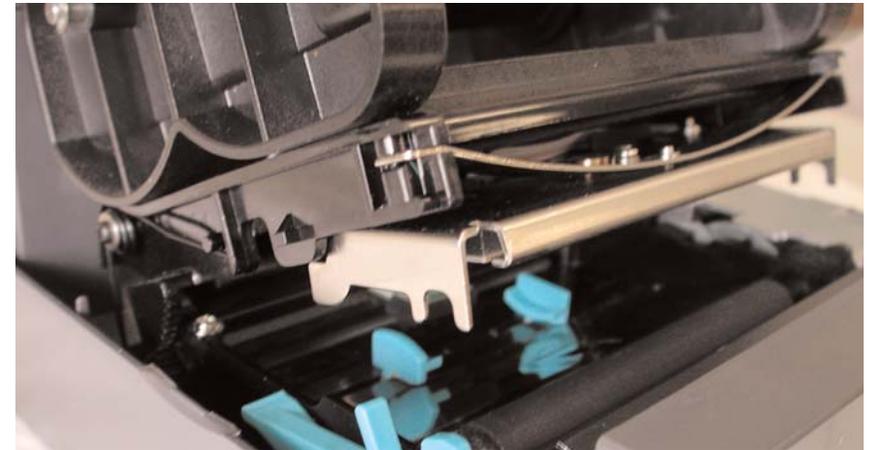


Figure 2. Inside of machine.

5) Lift the whole casing of the cutter mechanism straight up and then towards you, to detach the cutter mechanism from the 2 hooks that hold it in place.

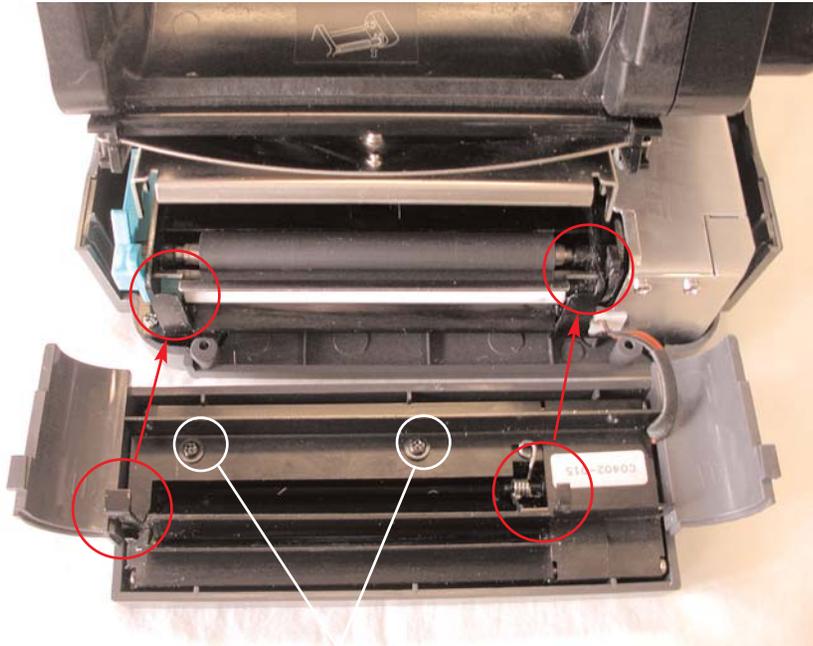


Figure 3. Cutter mechanism is dismantled from machine. Red circles indicates the hooks in step 5. White circles point out the screws in step 6.

6) Take out the 2 visible screws on the inside of the cutter mechanism, that are now exposed. **\*Be careful, as there are 2 separate washers with each of the inside screws.**



Figure 4. Screws and washers from the inside of the cutter.

7) Lift the black metal bar off and put aside, until finished cleaning.



Figure 5. Black bar lifted off the cutter.

8) Gently and very slightly, pull up on the visible wires (gray, black, brown, orange, & red) that are connecting the cutter mechanism to the machine, until it lifts up. Then slowly wiggle the cutter until it comes loose and allows you to take it out of the gray casing/cover of the cutter mechanism.

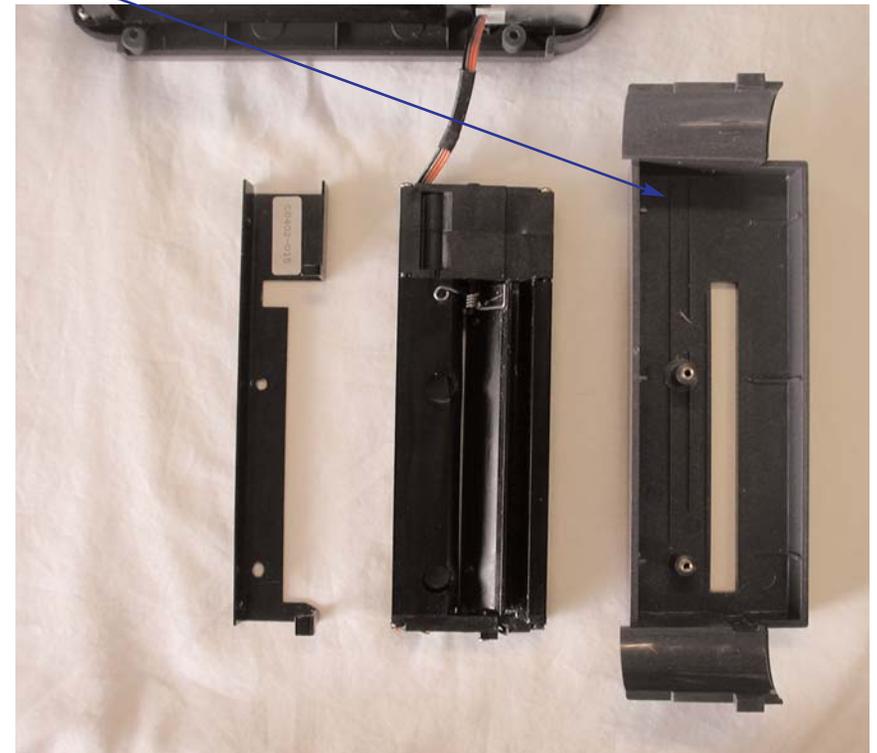
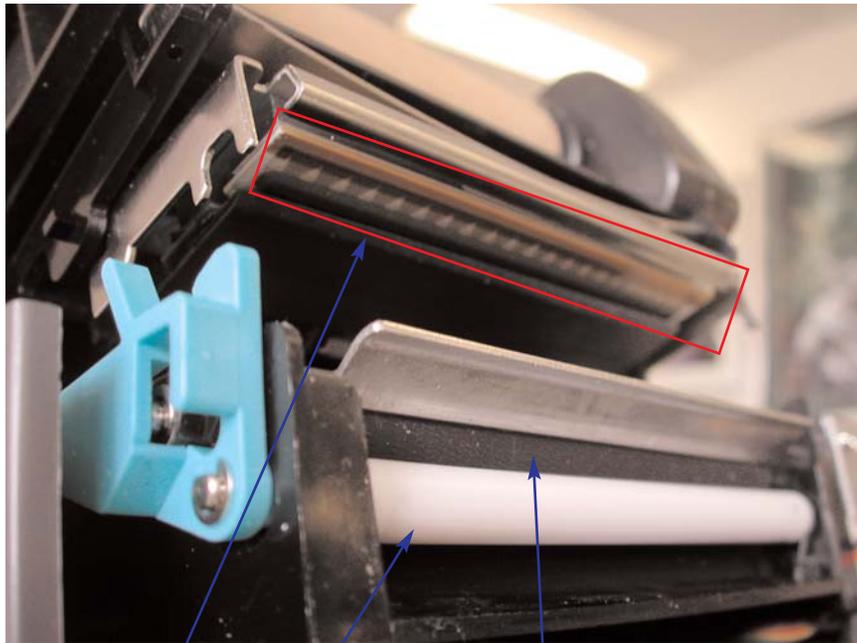


Figure 6. Cutter disassembled.

9) Now you are able to clean the cutter from all sides and angles. Make sure to clean all visible glue and/or vinyl that has built up.



Print Head

White roller

Platen (black roller)

**\* It's a good idea to clean the Print Head, Platen, the white roller and the black roller, when they are easy to access.**

## **Extensive Cleaning of the Cutter**

### **How to Assemble the cutter.**

1) With the wires pressed flat against the bottom of the cutter, in front of the yellow label, "CAUTION: DO NOT INSERT FOREIGN OBJECT!!" on the cutter.



Figure 1. CAUTION label on the inside of the cutter.



Figure 2. Wires correctly in front of the cutter.

2) Match the holes in the cutter with the holes in the gray casing/lid of the cutter mechanism.

\* **Make sure the wires are not in front of the holes.**



Figure 3. Holes are clear of any wires.

3) With the wires and yellow "CAUTION" label facing down and holes lining up, carefully put the cutter back in the gray casing/lid of the cutter mechanism.



Figure 4. Wires are in between the 2 protruding sides of black bar.

4) Put the black bar back on the cutter mechanism and line the holes up to be able to put the 2 screws with the washers back in place.

5) Screw the 2 screws with the washers back in the cutter mechanism.

6) Affix the cutter mechanism back on the machine with by the 2 hooks on pg. 49, step 5.

\* **Make sure the wires are between the 2 protruding lips of the black bar, otherwise it will pinch the wires.**



Figure 5. Wires are in between the 2 protruding lips of the black bar.

7) Once cutter mechanism is in place and attached to the machine as a whole unit; turn the machine back upside down.

8) Screw the 2 outside screws back in the appropriate slots on the machine to hold the cutter in place.



**Figure 6.** Underside of machine

9) Turn the machine in the upright position, plug the machine in, turn it on and it's ready to print.



**Figure 7.** Machine in upright position with cover closed.

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