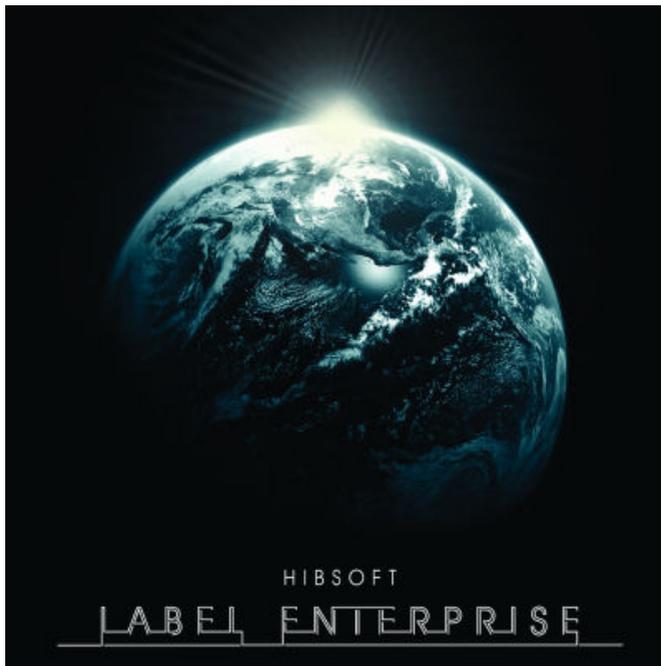
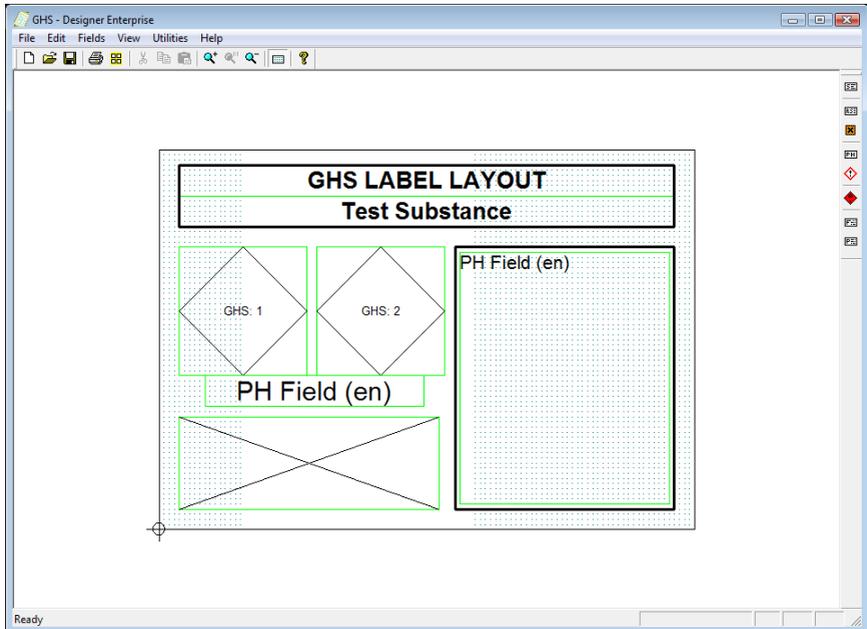


HibSoft Label Enterprise Designer



Version 1.0

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HibSoft Label Enterprise Designer Screenshot

1.0 Introduction

The HibSoft Label Enterprise Designer is a part of a suite of programs providing an advanced hazardous labelling solution and allows you to design your own unlimited range of label templates. You can design labels utilising a comprehensive range of label objects including database fields, warning diamonds, IOD symbols, fixed and variable text fields, logos and barcodes*.

The core functionality of HibSoft Label Enterprise Designer is accessible from two simple toolbars making it extremely easy to use and allowing you to create new templates in a very short period of time.

** Add-on module.*

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1.2 Terms Used in this Manual

Template

A label design, made up of a number of *label objects* - defines the information that will be contained on the label and the layout of the finished label.

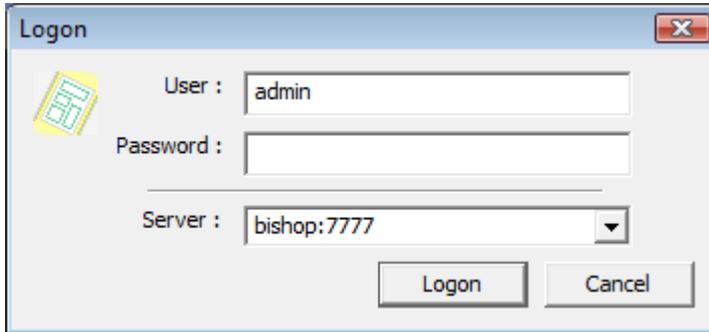
Label Objects - A placeholder for a piece of information to included in a *template* design, ie. an IOD symbol, set of RS phrases etc.

Note that when designing a *Template* the actual substantive content of the information that will appear on the label, except in the case of fixed text fields, is irrelevant. The *Template* only defines where the data will appear on the label. When you subsequently merge the *Template* with a substance record, the actual information pertaining to the chosen substance will be filled in the defined locations.

1.3 Opening the Software

To open the HibSoft Label Enterprise Designer Program, click on the desktop icon or Click on the Start button then choose Programs / HibSoft / HibSoft DesignerEnt (may vary on different versions of Windows).

You will be required to log-in to the database using a username and password provided to you by your system administrator.



User Your user login name - identifies you to the system and determines your access rights.

Password Protects your login against unauthorised. Do not give out your password to anyone else.

Server Identifies the database to which you wish to connect.
NB: Tampering with this setting could disable the program.

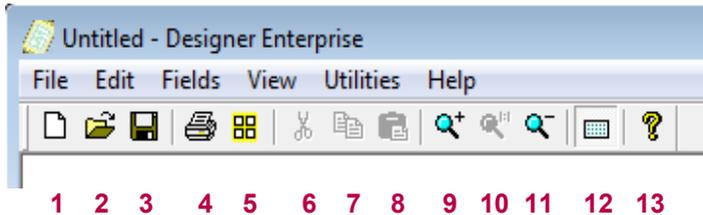
[Logon] Click this button to proceed - user name and password are validate and if accepted the program will open.

[Cancel] Click this button to cancel - program terminates.

Once you have successfully logged onto the database, the program will open up at the label design screen.

2.0 The Main Tool Bar

The Main Toolbar provides basic functions such as loading or saving a label template, printing a template, selecting template size etc.



- 1 **New Template** (start a new template design)
- 2 **Open Template** (open an existing template design for editing)
- 3 **Save Template** (save an amended template design)
- 4 **Print Template** (print a copy of a template design)
- 5 **Layout** (amend label layout)
- 6 **Cut** (cut a label element to the clipboard)
- 7 **Copy** (copy a label element to the clipboard)
- 8 **Paste** (paste a label element from the clipboard)
- 9 **Zoom In** (enlarge the label image)
- 10 **Zoom 1:1** (zoom to standard size)
- 11 **Zoom Out** (reduce the label image)
- 12 **Toggle Grid** (show/hide design grid)
- 13 **About** (display information about the program)

2.1 New Template (File / New)

Click this button to start creating a new label template. This clears the design area and loads a default sized design grid. To create your new label:

- 1) Set-up the page size and label size characteristics for your label stock (Edit Layout button – see 2.5).

The design grid is adjusted to reflect the available working area for the specified label size. The black outline represents the actual edge of the label, there is no automatic border. This allows you to use the entire label area. If you want a border around your finished label do not place objects against the edge of the design area.

- 2) Draw your label objects (Database Fields, IOD Symbols, RS Phrases etc.) onto the label design grid and set their respective properties.

Do not worry initially about getting the size and positioning of your label objects exactly right. These features are very easy to adjust later and you will probably want to move things around once you have created all your objects to get the best fit.

- 3) Test print your rough initial design (Print Button).

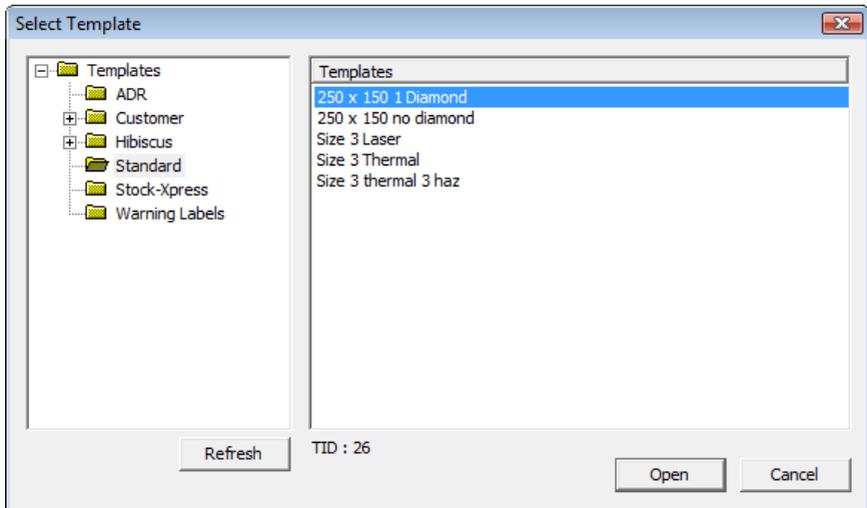
This is important to test the positioning of your objects in relation to pre-printed areas (if any) on your label stock. For example, your label stock may be pre-printed with an orange block to provide a regulation background for your IOD symbols. These are the first objects you need to get correctly sized and positioned to best fit that area on your label stock. Other label objects can then be re-arranged around them.

- 4) Test print and adjust your label objects until you are happy with the appearance of the printed label.

- 5) Save your label template (use meaningful filenames that will allow you to easily recognise your label templates when you want to begin using them).

2.2 Open Template (File / Open)

Click this button to open an existing label template for further amendment. This opens a standard windows navigation box which you can use to locate your desired template.



[Refresh] Refreshes the display to show any changes you have made.

[Open] Click this button to open the currently selected template..

[Cancel] Click this button to cancel - close the window.

How templates are stored:

- 1) The left hand list box in the Select Template dialogue box displays the list of folders into which your templates are organised.
NB: you can create a new folder whenever you save a template in order to group your templates logically and make them easier to find when you next want to use them (see Save Label).

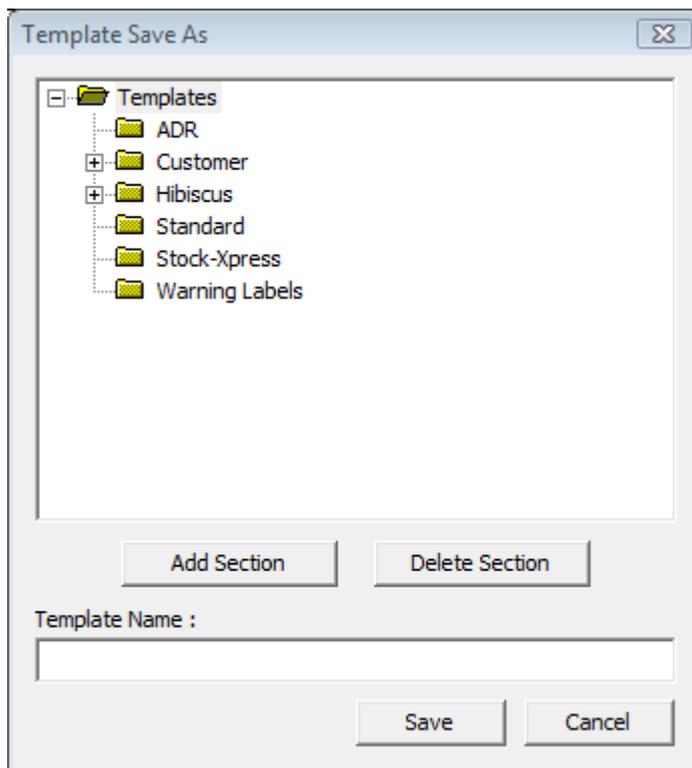
- 2) Click on any folder in the left hand list box and the names of the templates stored within that folder are immediately displayed in the right list box.
- 3) To open a template, click once on the template name to select it then click on the [Open] button (or double click on the template name to open it instantly).
- 4) When you open a template, the template layout and contents are displayed on screen. If you amend any of the contents of the template do not forget to re-save it.

2.3 Save Template (File / Save & File / Save As)

Click this button to save your new template or any changes you have made to an existing template.

When you are saving modifications to an existing template, the old template is automatically updated and you may simply carry on working.

When you are saving a new template for the first time **or** when you select File / Save As from the menu bar the 'Templat Save As' window will appear.



[Add Section] Click this button to create a new section to organise your templates (see 5.3.1).

[Delete Section] Click this button to delete the currently selected section (see 5.3.2).

Template Name Enter the name of the template.
NB: Use names that will enable you to easily identify the templates when you need to retrieve them, eg. 'Small Label Non Haz'.
Click the [Save] button to save the template.

[Save] Click this button to save the template under the name entered above.

[Cancel] Click this button to cancel - do not save the template.

Saving a new Template:

- 1) Select the folder or 'Section' in which you wish to store the template.
- 2) Type the name under which you wish to store the template in the 'Template Name' box – NB: Try to use descriptive names which will make it easier to locate the correct templates later (eg. A combination of size and usage).
- 3) Click the [Save] button to save the template.

Adding and deleting sections, and moving templates between sections are dealt with in Section 5.0 Managing Templates.

2.4 **Print Template** (File / Print)

Click this button to test print your label design. This will open the standard windows printer control box. Select your printer from the drop-down list and click the Properties button to open your printers control panel. Depending on your printer and label design, you may need to set various options such as label size and orientation.

2.5 Edit Layout

Click this button to open the label layout dialogue box (to adjust label stock parameters).

Layout

Page Layout

A4 Width : 210.0 mm Height : 297.0 mm

Portrait Landscape

Label Layout

Width : 100.0 mm Height : 100.0 mm

Left Margin : 0.0 mm Top Margin : 0.0 mm

Labels Across : 1 Horizontal Gap : 0.0 mm

Labels Down : 1 Vertical Gap : 0.0 mm

OK Cancel

Page Layout

Page Size

A4 – Sets the page size to standard A4 (210mm x 297mm).

A5 – Sets the page size to standard A5 (148mm x 210mm).

Custom – Allows you to select the page size (width and height) of non-standard stationery.

Width

Enter the width in millimetres of your stationery (this will have been correctly set for you if you selected standard A4 or A5 as your paper size).

Note: This is the width of the stationery, irrespective of how many labels may be mounted side by side on the backing.

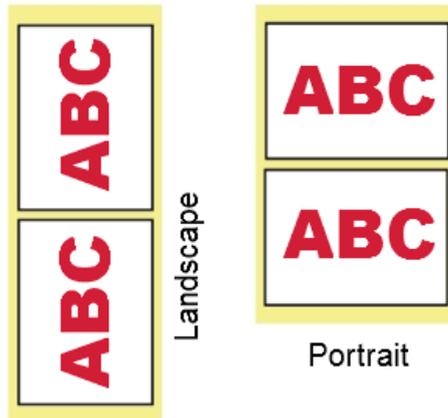
Height

Enter the height in millimetres of your stationery (this will have been correctly set for you if you selected standard A4 or A5 as your paper size).

Single sheet stationery - enter the height of one sheet (irrespective of how many labels are mounted vertically on each sheet).

Continuous stationery enter the height of a single label (measured from leading edge to trailing edge as it leaves the printer).

Portrait / Landscape



Select **Portrait** if your label appears upright *as it leaves the printer* (irrespective of which is the longer edge).

Select **Landscape** if your label appears on its side *as it leaves the printer* .

Label Layout

Width	The width of an individual label measured as you would normally view it to read.
Height	The height of an individual label measured as you would normally view it to read.
Left Margin	If your labels do not extend to the left edge of the backing you will need to set a left margin equivalent to distance (in mm.) between the left edge of the labels and the left edge of the backing.
Top Margin	If your labels do not extend to the top edge of the backing you will need to set a top margin equivalent to distance (in mm.) between the top edge of the labels and the top edge of the backing.
Labels Across	Enter the number of labels mounted side by side across the width of the backing (must be at least 1).
Labels Down	On Single sheet stationery, enter the number of labels mounted horizontally on the backing. For continuous stationery, always enter 1.
Horizontal Gap	Enter the distance (if any) between labels mounted across the width of your stationery (set to 0 if your labels are touching or mounted one wide).
Vertical Gap	Enter the distance (if any) between labels mounted down the length of your stationery (set to 0 if labels are touching). NB: Has no effect for continuous stationery.

- [Ok]** Click this button to accept the changes you have made to the template parameters.
- [Cancel]** Click this button to cancel the changes you have made to the template parameters.

2.6 **Cut** (Edit / Cut)

Cut an object to the system clipboard (object is removed from its original location). Object can then be pasted in a new location or onto a new template design.

2.7 **Copy** (Edit / Copy)

Copy an object to the system clipboard (object is NOT removed from its original location). Object can then be pasted in a new location or onto a new template design.

2.8 **Paste** (Edit / Paste)

Paste a previously cut or copied object to the current cursor position on the current template.

2.9 **Zoom In**

Zoom in 10% on current template design, ie. enlarge the screen representation of the current label design by 10%. Note that you can click this button repeatedly to continue to zoom in on the label design by a factor of 10% of the new size each each time. Useful when working with small templates to enlarge the view of the working area.

2.10 **Zoom 1:1**

Resets zoom factor to standard display size (factor 1:1).

2.11 **Zoom Out**

Zoom out 10% from current template design, ie. reduce the screen representation of the current label design by 10%. Note that you can click this button repeatedly to continue to zoom out from the label design by a factor of 10% of the new size each each time. Useful when working with a large template to zoom out sufficiently to view the whole template on screen simulataneously.

2.12 Toggle Grid (View / Show Grid)

Switch the design grid on/off. Notice that when the design grid is switched on (visible) all objects are snap-to-grid, ie. When positioning objects they will always automatically relocate to the nearest grid coordinate. When the design grid is switched off all objects are freeform (ie. remain where you place them and not relocate to grid coordinates).

2.13 About

Displays information about the current version of the program – has no other function.

3.0 Label Objects

Label objects are placeholders for items of information that you can include in your label design, for example an IOD (Indication of Danger) symbol or a set of Risk and Safety Phrases. The actual symbol or text that will be inserted into that placeholder is determined by the substance you select as being the subject for your label, ie. the information relevant to that substance is retrieved from the database and used to populate (ie. fill-in) the corresponding label objects.

The following chapters will first introduce how to create and manipulate label objects before going on to describe in detail each of the different label objects that can be included in your label designs.

Sets of properties which are common to more than one type of template object are discussed separately rather than repeated with each object.

3.1 The Fields Palette and Menu Bar

The fields palette allows you to choose different label objects to include in your template or label design.

1. Insert **Substance Database** field
2. Insert **RS Text** (CHIP Risk and safety data) field
3. Insert **IOD Symbol** (CHIP Indication of Danger) field.
4. Insert **PH Text** (GHS Precaution and Hazard phrases).
5. Insert **GHS Pictogram** (Hazard Symbol) field.
6. Insert **Warning Diamond** field
7. Insert **Fixed Text** Field
8. Insert **Pop-upText** Field



Some additional options are only available from the **Fields** drop-down on the **Menu Bar**. These are:

9. Insert **Embedded Bitmap** Field
10. Insert **Embedded EMF** Field
11. Insert **Barcode** Field
12. Insert **Advanced** Field:
 - Custom Symbol**
 - Advanced Substance Text**
 - Function (Text)**
 - Function (Bitmap)**
 - Function (EMF)**

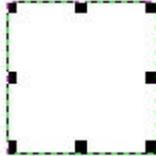
Each of these field types are discussed in detail in the following chapters.

Note That whenever you select a field type from either the Fields Palette or the Menu Bar a default *template object* representing that field type is automatically drawn on the template. The default object may then be relocated and/resized and allocated various properties to suit your usage.

3.2 Moving, Resizing and Deleting Objects

3.2.1 Selecting Objects

Click on any label object to select it. When selected, a label object gains an extra dashed outline and a set of resizing nodes (small black squares in each corner and the middle of each face).



3.2.2 De-Selecting Objects

To de-select an object, click on the next object or anywhere outside of the design grid.

3.2.3 Moving Objects

When you move the cursor over a selected object the cursor changes to a four pointed arrow. This is the Movement Cursor. To move the object simply hold down the left mouse button and drag the mouse left/right/up/down to move the object. Release the mouse button when you have moved the object to its required location.

3.2.4 Resizing Objects

When you move the cursor over one of the resizing nodes in an objects outline the cursor changes to a two headed arrow. This is the Resize Cursor.

- To resize an object **horizontally**, move the cursor over the middle resize node at either side. Be sure the cursor has changed to the resize cursor and press down the left mouse button whilst dragging their mouse left/right to move the objects side-wall in/out. Release the left mouse button when you are happy with the new site.
- To resize an object **vertically**, repeat as above using the node at top center or bottom centre.
- To resize an object in both dimensions simultaneously, repeat as above selecting any corner node.

3.2.5 Deleting Objects

Make sure the object you wish to delete is selected then hit the delete key on the keyboard.

3.2.6 Cutting and Pasting Objects

To create a second similar instance to an object previously created, rather than start again you can make a copy of the first object with all of its assigned attributes (size, orientation, font-style etc.)

1. To copy, select the object then choose **Edit / Copy** from the Menu Bar.
2. To paste a copy of the object, choose **Edit / Paste** from the Menu Bar. You may paste as many copies of the object as you require on the current template.

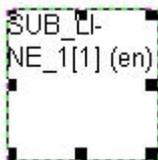
Note that each copied object will be pasted at the default location, which may overly an existing object. Therefore after pasting each copy use the mouse to drag it to its desired location.

To customise the attributes of the copied object, double click on it to bring up its Properties Box.

3.3 Substance Text Fields (Fields / Insert / Substance Text)

Use Substance Text fields to import data from your hazard database into your label design.

- 1) Click the **Substance Text Fields** button on the fields palette.
- 2) A Substance Text Field is drawn on the template at a default location.

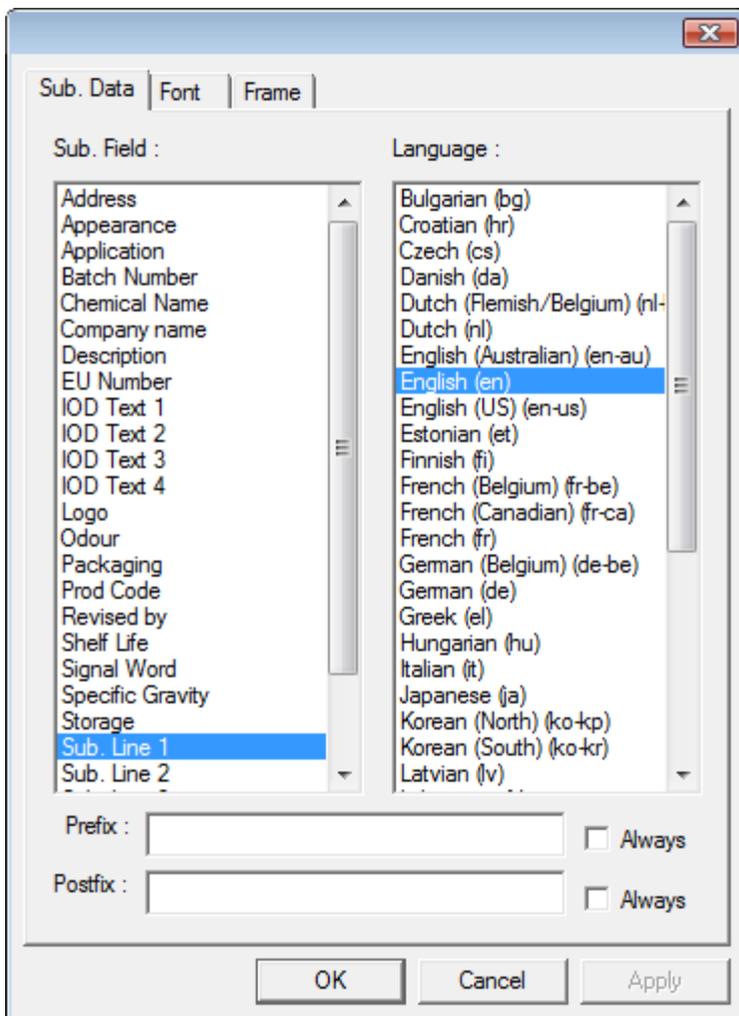


You can resize the box by clicking on any of the *resizing nodes* (the black squares on the corners and mid point of each side) and dragging in or out with your mouse pointer. To relocate the entire box, simply click anywhere inside the box and with the mouse button held down drag the box to a new location.

- 3) Double-click on the box to set its properties.

Field Properties (Substance Database Fields)

The **Sub. Data** tab of the field properties box contains options which allow you to control the content of the Substance Database Field. The **Font** and **Frame** tabs are common tabs which are dealt with later in this manual.



Sub Field	Select the database field from which the substance database information is to be retrieved to complete the current field.
Language	Select the language in which the information is to be displayed from the list of available languages.
Prefix	Any fixed text that should appear before the contents of the data field. Always: If ticked, the prefix will always appear, even when the data field is empty.
Postfix	Any fixed text that should appear after the contents of the data field. Always: If ticked, the postfix will always appear, even when the data field is empty.
[Ok]	Click this button to store any changes made and close the window.
[Cancel]	Click this button to close the window without storing any changes.
[Apply]	No function.

3.4 Risk and Safety Text Fields (Fields / Insert / R&S Text)

Use Risk and Safety phrase fields to import risk and safety information from your hazard database into your label design.

- 1) Click the **Risk and Safety Field** button on the fields palette.
- 2) A Risk and Safety Text Field is drawn on the template at a default location.

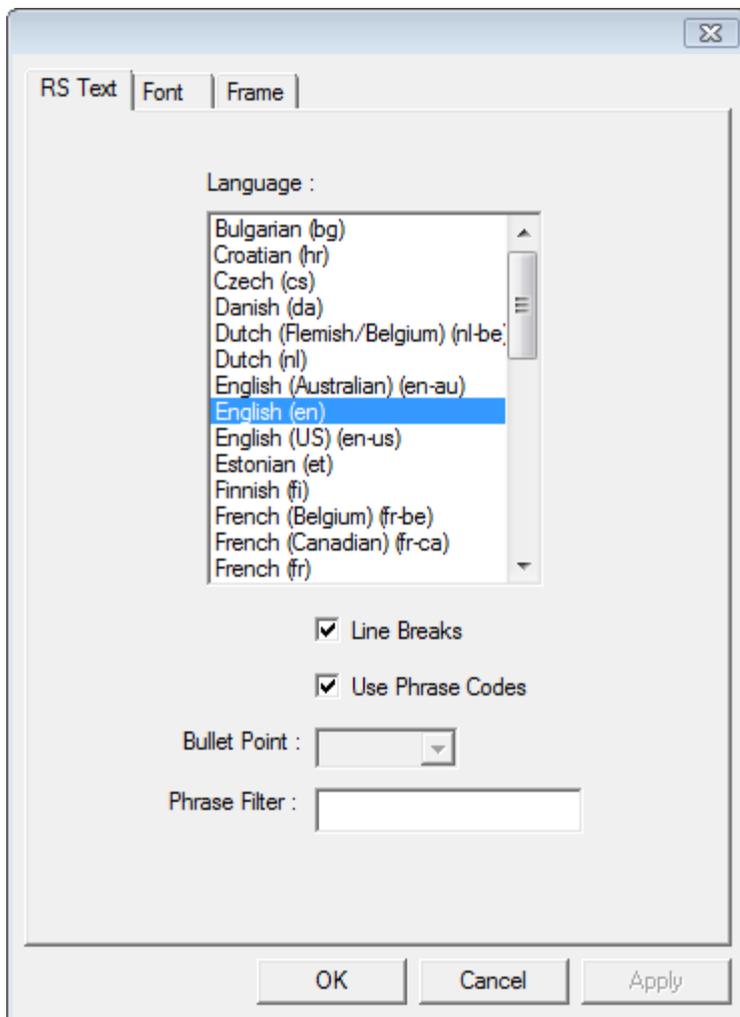


You can resize the box by clicking on any of the *resizing nodes* (black squares on corners and mid point of each side) and dragging in or out with your mouse pointer. To relocate, simply click anywhere inside the box and with the mouse button held down drag the box to a new location.

- 3) Double-click on the box to set its properties.

Field Properties (RS Text)

The **RS Text** tab of the field properties box contains options which allow you to control the content, ie. Language and appearance, of the RS information. The **Font** and **Frame** tabs are common tabs which are dealt with later in this manual.

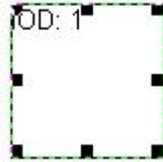


Language	Select the language in which you wish the text to appear. <i>NB: To display RS data in multiple languages, add a separate RS Text box for each language and set its language selection according.</i>
Line Breaks	Tick this box if you wish the R&S phrases to be displayed as each phrase beginning on a new line.
Use Phrase Codes	Tick this box if you wish to display each R&S phrase to be displayed complete with its relevant R&S code (otherwise only the phrase itself is displayed).
Bullet Point	Choose a bullet point symbol from the drop-down list to precede each R&S phrase. NB: Alternative to Phrase Codes, disabled when phrase codes are selected.
Phrase Filter	You may filter phrases so that only those phrases beginning with a specified code are included by entering the code to be included in this box. To exclude phrases beginning with a specified code enter <code>^[^code]</code> , ie. enter: R to display only phrases beginning with R. ^[^R] to display all phrases except those beginning with R.
[Ok]	Click this button to store any changes made and close the window.
[Cancel]	Click this button to close the window without storing any changes.
[Apply]	No function.

3.5 IOD Symbol Fields (Fields / Insert / IOD Symbol)

*Use IOD symbol fields to import **Identification of Danger** symbols from your hazard database into your label design.*

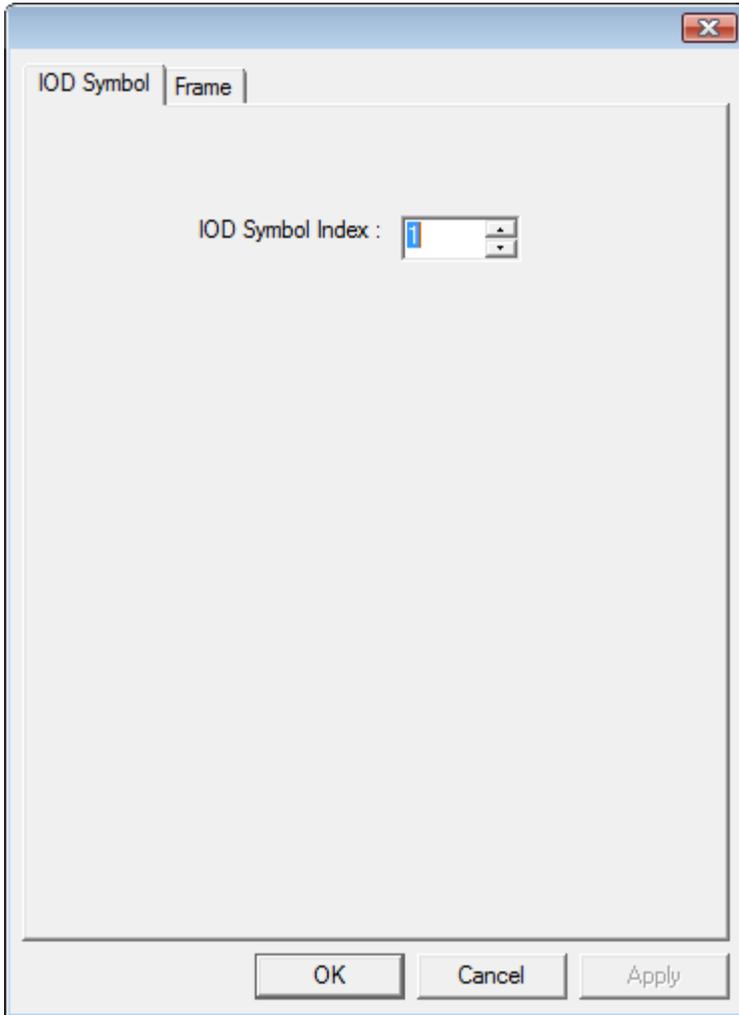
- 1) Click the **IOD Symbols Field** button on the fields palette.
- 2) An IOD Symbol Field is drawn on the template at a default location.



- 3) You can adjust the size of the box you have drawn using the **resizing nodes**.
- 4) Double-click on the box you have just drawn to set its properties.

Field Properties (IOD Symbols)

The **Symbol** tab of the field properties box contains options which allow you to control the content of the IOD Symbol Field. The **Frame** tab is a common tab dealt with later in this manual.



IOD Symbol Index:	Click on the IOD Symbol database entry that you wish to appear in the current location, ie. your substance may require more than one symbol so you will need to add a boxes for the maximum number of symbols required where the first box is index 1, the second is index 2 etc.
[Ok]	Click this button to store any changes made and close the window.
[Cancel]	Click this button to close the window without storing any changes.
[Apply]	No function.

NB:

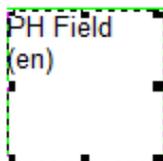
- 1. IOD symbols should always be printed with their associated IOD Text. To do this, create a Database Field under the symbol and set its 'Data Item' property to 'IOD Text n' (where n is the symbol field number).*
- 2. IOD symbols are normally printed on an orange background and, unless you are using a colour printer, will need to be carefully positioned to overlay a pre-printed orange block on your label stock.*
- 3. IOD symbols will only be printed on your finished label if they are required by the selected substance.*

3.6 GHS Precautionary & Hazard Statements

(Fields / Insert / PH Text)

Use Precautionary and Hazard statement fields to import GHS P and H phrases from your hazard database into your label design.

- 1) Click the **PH Field** button on the fields palette.
- 2) A Precautionary and Hazard statement Field is drawn on the template at a default location.

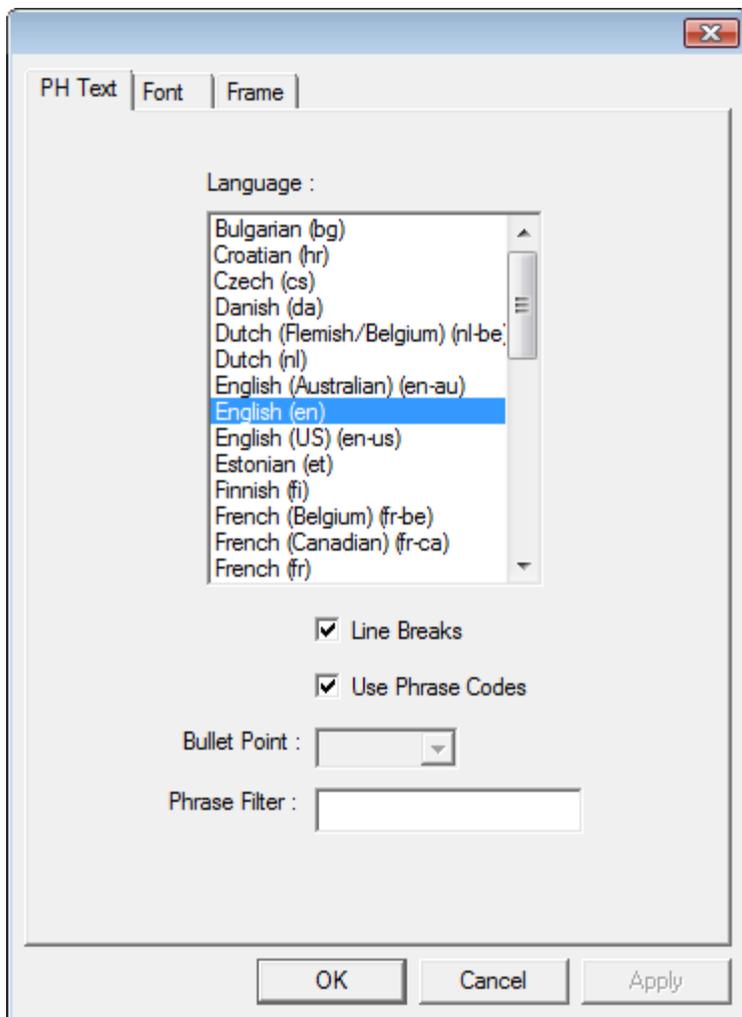


You can resize the box by clicking on any of the *resizing nodes* (black squares on corners and mid point of each side) and dragging in or out with your mouse pointer. To relocate, simply click anywhere inside the box and with the mouse button held down drag the box to a new location.

- 3) Double-click on the box to set its properties.

Field Properties (PH Statements)

The **PH Text** tab of the field properties box contains options which allow you to control the content, ie. Language and appearance, of the RS information. The **Font** and **Frame** tabs are common tabs which are dealt with later in this manual.

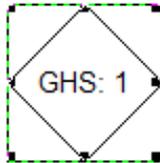


Language	Select the language in which you wish the text to appear. <i>NB: To display RS data in multiple languages, add a separate RS Text box for each language and set its language selection according.</i>
[Line Breaks]	Tick this box if you wish the R&S phrases to be displayed as each phrase beginning on a new line.
Use Phrase Codes	Tick this box if you wish to display each R&S phrase to be displayed complete with its relevant R&S code (otherwise only the phrase itself is displayed).
Bullet Point	Choose a bullet point symbol from the drop-down list to precede each R&S phrase. <i>NB: Alternative to Phrase Codes, disabled when phrase codes are selected.</i>
Phrase Filter	You may filter phrases so that only those phrases beginning with a specified code are included by entering the code to be included in this box. To exclude phrases beginning with a specified code enter <code>^[^code]</code> , ie. enter: R to display only phrases beginning with R. ^[^R] to display all phrases except those beginning with R.
[Ok]	Click this button to store any changes made and close the window.
[Cancel]	Click this button to close the window without storing any changes.
[Apply]	No function.

3.7 GHS Pictogram Fields (Fields / Insert / GHS Symbol)

Use GHS Pictogram fields to import GHS hazard symbols from your hazard database into your label design.

- 1) Click the **GHS Pictogram Field** button on the fields palette.
- 2) A GHS Pictogram Field is drawn on the template at a default

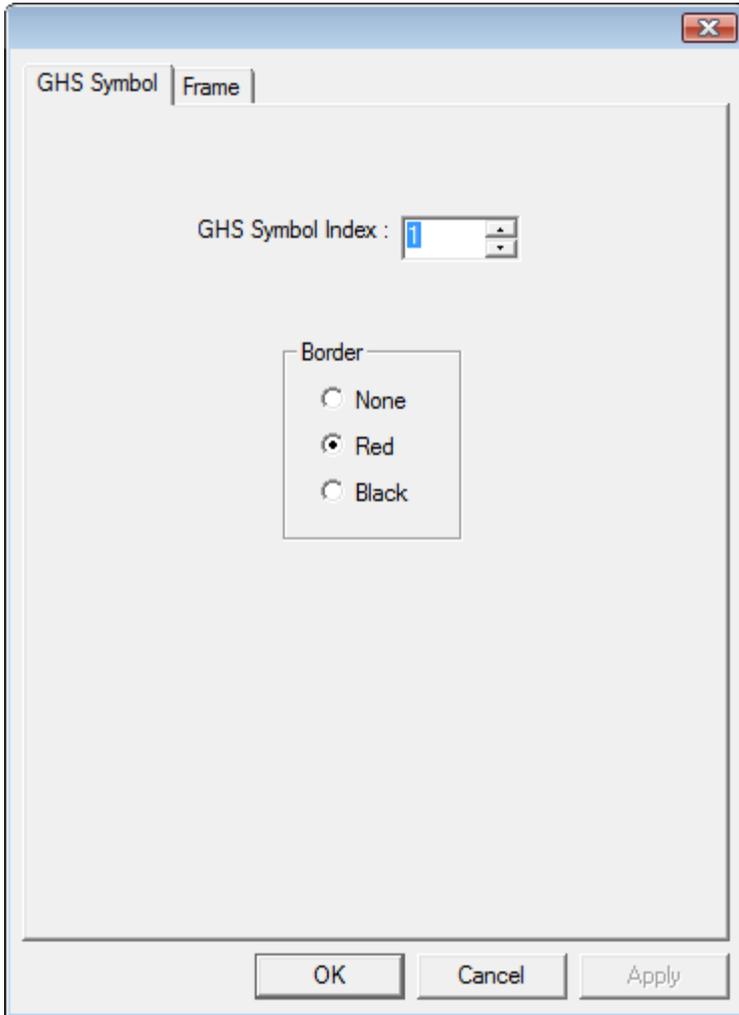


location.

- 3) You can adjust the size of the box you have drawn using the **resizing nodes**.
- 4) Double-click on the box you have just drawn to set its properties.

Field Properties (GHS Pictograms)

The **Symbol** tab of the field properties box contains options which allow you to control the content of the IOD Symbol Field. The **Frame** tab is a common tab dealt with later in this manual.



GHS Symbol Index: Click on the IOD Symbol database entry that you wish to appear in the current location, ie. your substance may require more than one symbol so you will need to add a boxes for the maximum number of symbols required where the first box is index 1, the second is index 2 etc.

Border **None** - Select this option if you are printing onto labels that have red pictogram borders pre-printed on them.

Red - Select this option if you are printing labels using a colour printer capable of printing red diamond borders.

Black - Select this option if you are printing labels using a monochrome printer onto labels without any pre-printed red diamonds**.

** Black borders may be permissible in some countries for domestic use ONLY. Check your local regulations.

[Ok] Click this button to store any changes made and close the window.

[Cancel] Click this button to close the window without storing any changes.

[Apply] No function.

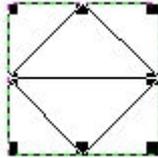
NB:

1. *GHS Pictograms are normally printed on an orange background and, unless you are using a colour printer, will need to be carefully positioned to overlay a pre-printed red diamond on your label stock.*
2. *GHS Pictograms will only be printed on your finished label if they are required by the selected substance.*

3.8 Warning Diamonds (Fields / Insert / Warning Diamond)

Use Warning Diamond fields to import warning diamonds from your hazard database into your label design.

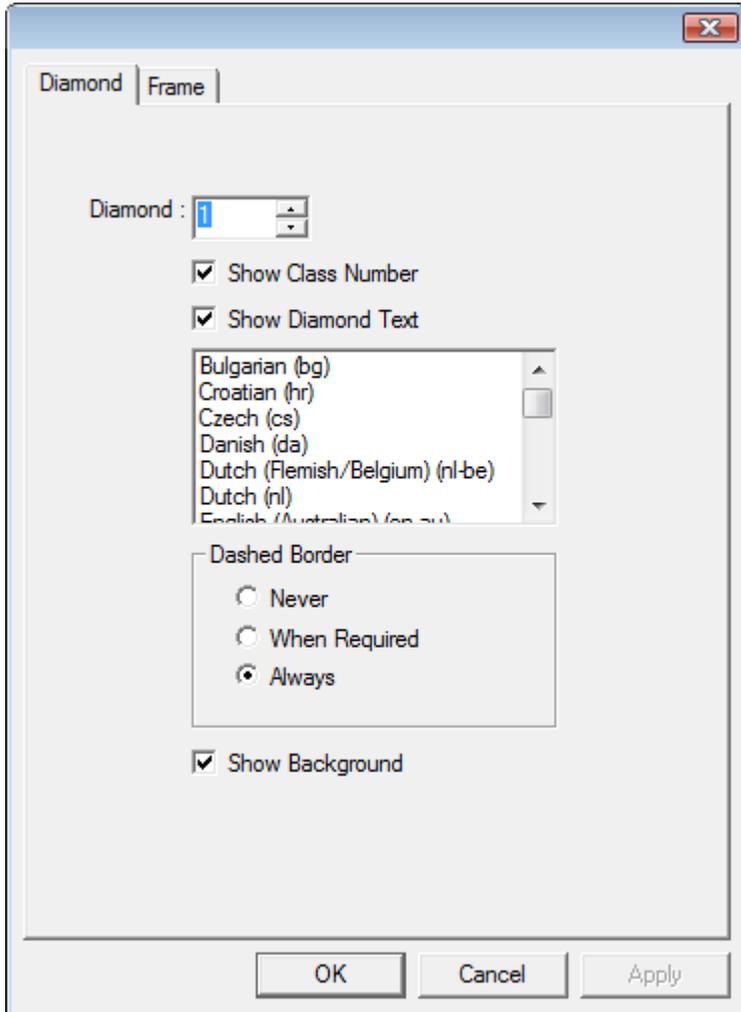
- 1) Click the **Warning Diamonds** button on the fields palette.
- 2) A Warning Diamond Field is drawn on the template at a default location.



- 3) You can adjust the size of the box you have drawn using the **resizing nodes**.
- 4) Double-click on the box you have just drawn to set its properties.

Field Properties (Warning Diamonds)

The **Symbol** tab of the field properties box contains options which allow you to control the content of the IOD Symbol Field. The **Frame** tab is a common tab dealt with later in this manual.



- Diamond:** Select the diamond from the database (1, 2 or 3) to display at this location.
- Show Class Number:** Tick this box if you wish the Warning Diamond to be printed overlaid with its class number
- Show Diamond Text:** Tick this box if you wish the Warning Diamond to be overlaid with its descriptive text.
- Language:** Choose the language in which you wish the diamond text to appear.
- Dashed Border:** Never - Never draw a dashed border around the diamond symbol.
When Required - Draw a dashed border only when the diamond symbol is used (substance requires a diamond).
Always -Always draw a dashed border around the area for the warning diamond.
- Show Background:** Show or disable the coloured background for the diamond (when using thermal printers should always be disabled).
- [Ok]** Click this button to store any changes made and close the window.
- [Cancel]** Click this button to close the window without storing any changes.
- [Apply]** *No function.*

NB: *A warning diamond will only be printed on your label at print time if it is required by your selected substance.*

3.9 Fixed Text Fields (Fields / Insert / Fixed Text)

Use Fixed Text fields to add any unchanging text to your label design, eg. Captions, headings and any other fixed information you wish to appear on the label that is unchanging regardless of the substance being labelled.

- 1) Click the **Fixed Text Field** button on the fields palette.
- 2) A Fixed Text Field is drawn on the template at a default location.



- 3) You can adjust the size of the box you have drawn using the **resizing nodes**.
- 4) Double-click on the box you have just drawn to set its properties.

Field Properties (Fixed Text Fields)

The **Text** tab of the field properties box contains the fixed text phrase which you wish to appear in your label design. The **Font** and **Frame** tabs are common tabs which contain options for controlling the appearance of an object and are dealt with later in this manual.



- Fixed Text** Type in the text you wish to appear in the box. Note that you can enter foreign language text, including Cyrillic and other non-latin fonts*, and even mix 'alien' fonts in the same text box.
- *To enter text in any non-latin font requires either a specialist keyboard, or virtual keyboard software to convert data typed on a standard keyboard. We recommend SC-Unipad (www.unipad.org) for this purpose.
- [Ok]** Click this button to store any changes made and close the window.
- [Cancel]** Click this button to close the window without storing any changes.
- [Apply]** *No function.*

3.10 Pop-up Text Fields (Fields / Insert / Popup Text)

Use pop-up Text fields where you wish to include text in your label which is variable according to the substance selected (contents of pop-up text fields can be saved against the substance for future re-use) or which is only determined at the start of a print run.

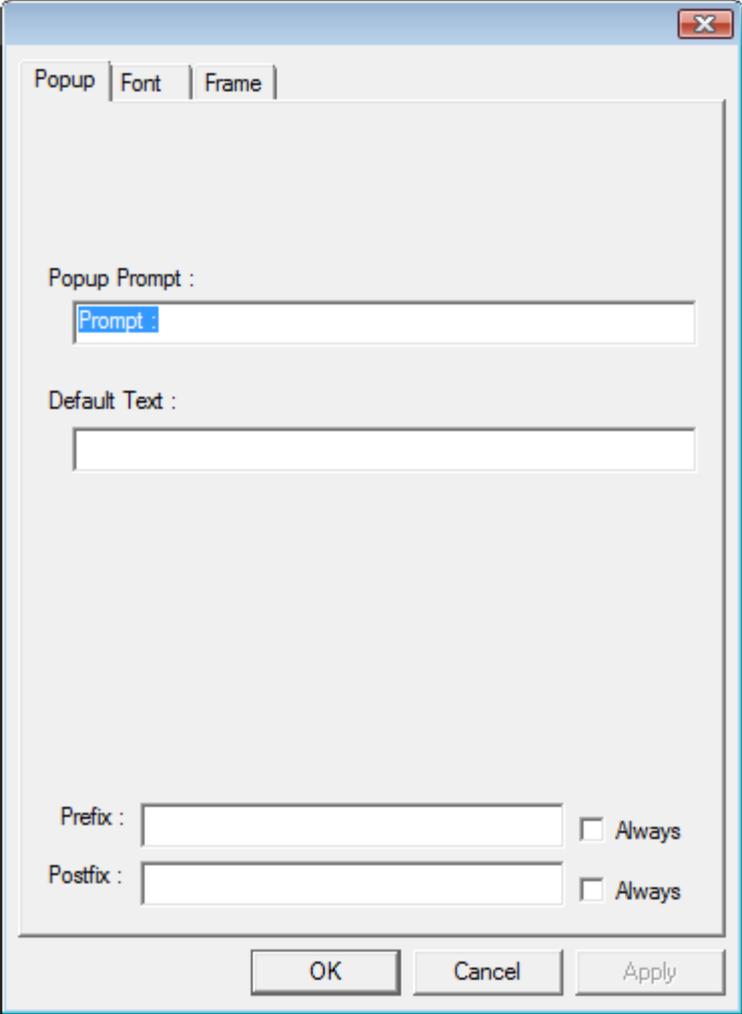
- 1) Click the **Pop-Up Text** button on the fields palette.
- 2) A Pop-Up Text Field is drawn on the template at a default location.



- 3) You can adjust the size of the box you have drawn using the **resizing nodes**.
- 4) Double-click on the box you have just drawn to set its properties.

Field Properties (Pop-Up Text Fields)

The **Pop-up** tab of the field properties box contains options which allow you to control the usage the Variable Field. The **Font** and **Frame** tabs are common tabs which contain options for controlling the appearance of an object and are dealt with later in this manual.



The screenshot shows a dialog box titled "Field Properties" with three tabs: "Popup", "Font", and "Frame". The "Popup" tab is selected. The dialog contains the following fields and options:

- Popup Prompt :** A text input field containing the word "Prompt".
- Default Text :** An empty text input field.
- Prefix :** An empty text input field with a checkbox labeled "Always" to its right.
- Postfix :** An empty text input field with a checkbox labeled "Always" to its right.

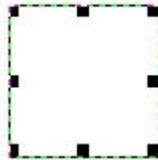
At the bottom of the dialog are three buttons: "OK", "Cancel", and "Apply".

- Popup Prompt:** The name by which you wish to refer to this text item. This should be a meaningful description of the information that will be entered into the box before starting a print run and will be used as the prompt to request the user to input the required information.
- Default Text:** This is the default text (if any) for the field - may be overwritten at print time (although will remain as the default for future print runs).
- Prefix** Any fixed text that should appear before the contents of the data field.
- Always:** If ticked, the prefix will always appear, even when the data field is empty.
- Postfix** Any fixed text that should appear after the contents of the data field.
- Always:** If ticked, the postfix will always appear, even when the data field is empty.
- [Ok]** Click this button to store any changes made and close the window.
- [Cancel]** Click this button to close the window without storing any changes.
- [Apply]** *No function.*

3.11 Embedded Bitmap Fields (Fields / Insert / Embedded Bitmap)

Use embedded Bitmap fields to include your own company logos or other images in your label design. Image files must be stored as Windows Bitmap (.BMP) format. Alternatively, for greater image resolution, use Embedded EMF field.

- 1) Select **Fields / Insert / Embedded Bitmap** from the menu bar.
- 2) An Embedded Bitmap Field is drawn on the template at a default location.



- 3) You can adjust the size of the box you have drawn using the **resizing nodes**.
- 4) Double-click on the box you have just drawn to set its properties.

Field Properties (Embedded Bitmap Fields)

The **Embedded Bitmap** tab of the field properties box contains options which allow you to select and control the appearance of the bitmap image you wish to add to your label design. The **Frame** tab is a common tab which contains options for controlling the appearance of an object and is dealt with later in this manual.



Load Bitmap File: Click this button to open a standard Windows file browser button to locate the image you wish to import.

[Ok] Click this button to store any changes made and close the window.

[Cancel] Click this button to close the window without storing any changes.

[Apply] *No function.*

When you close the properties box your chosen image should now appear in the embedded bitmap field. eg:



NB:

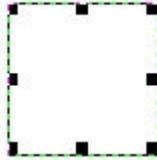
Coloured images require a colour printer. When printing labels from a monochrome thermal printer any images should be optimised for black and white (not greyscale).

The selected image is permanently imported into the label design held within the software database.

3.12 Embedded EMF Fields (Fields / Insert / Embedded EMF)

Use embedded EMF fields to include your own company logos or other images in your label design. Image files must be stored as Windows EMF (.EMF) format. NB: EMF files allow greater image resolution Bitmap files (see Embedded Bitmap Fields).

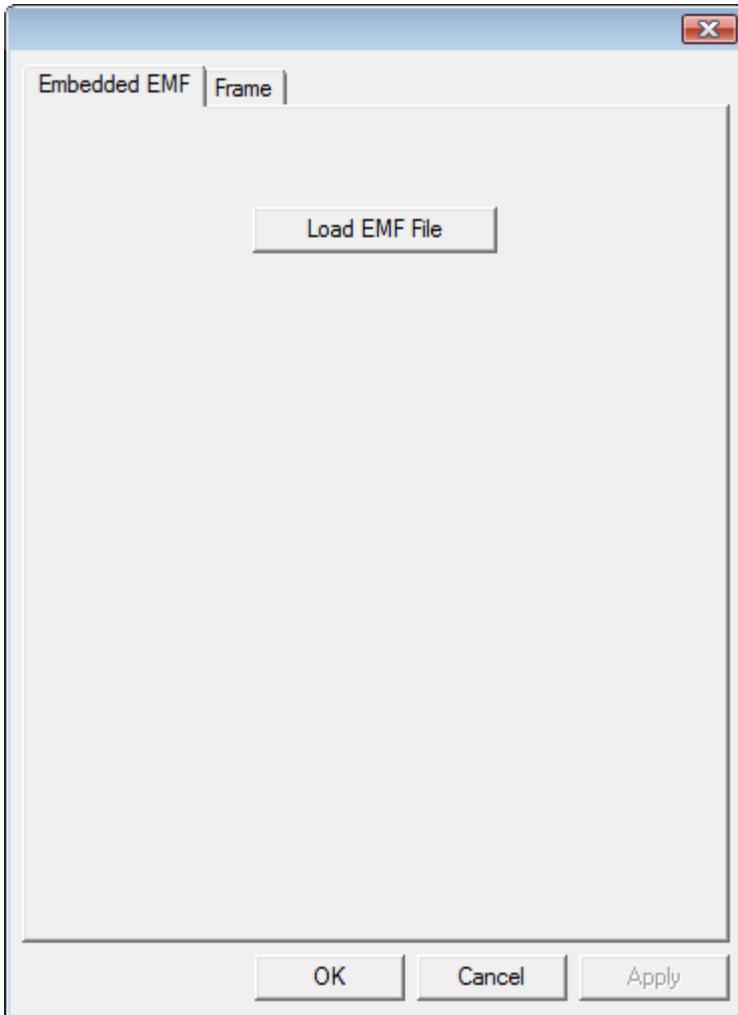
- 1) Select **Fields / Insert / Embedded EMF** from the menu bar.
- 2) An Embedded EMF Field is drawn on the template at a default location.



- 3) You can adjust the size of the box you have drawn using the **resizing nodes**.
- 4) Double-click on the box you have just drawn to set its properties.

Field Properties (Embedded EMF Fields)

The **Embedded EMF** tab of the field properties box contains options which allow you to select and control the appearance of the bitmap image you wish to add to your label design. The **Frame** tab is a common tab which contains options for controlling the appearance of an object and is dealt with later in this manual.



Load EMF File: Click this button to open a standard Windows file browser button to locate the image you wish to import.

[Ok] Click this button to store any changes made and close the window.

[Cancel] Click this button to close the window without storing any changes.

[Apply] *No function.*

When you close the properties box your chosen image should now appear in the embedded EMF field. eg:



NB:

Coloured images require a colour printer. When printing labels from a monochrome thermal printer any images should be optimised for black and white (not greyscale).

The selected image is permanently imported into the label design held within the software database.

3.13 Barcode Fields (Fields / Insert / Barcode)

OPTIONAL MODULE

If you purchased any barcode modules, you can use barcode fields to include data in barcoded format on your label designs.

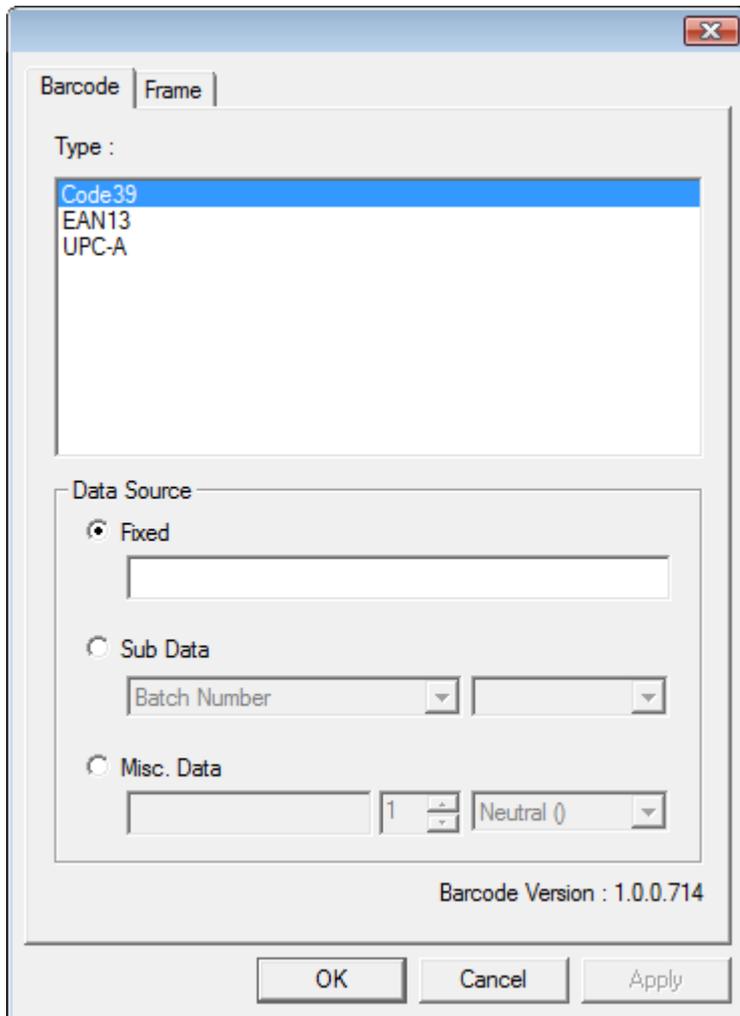
- 1) Select **Fields / Insert / Barcode** from the menu bar.
- 2) A Barcode Field is drawn on the template at a default location.



- 3) You can adjust the size of the box you have drawn using the **resizing nodes**.
- 4) Double-click on the box you have just drawn to set its properties.
(If you do not have any barcode modules installed, the program may report an error at this point.)

Field Properties (Barcodes)

The **Barcode** tab of the field properties box contains options which allow you to the barcode format and the data to be encoded. The **Frame** tab is a common tab which contains options for controlling the appearance of an object and is dealt with later in this manual.



- Type:** Lists the barcode formats you currently have installed. Choose the format required for the current data item.
- Data Source** Choose the data source within the application where the data to be barcoded is to be taken from. This may be **Fixed**, **Sub Data** or **Misc. Data** (see below).
- Fixed** Choose this option if the data to be barcoded is fixed, ie. always remain the same when you print a label using the current template.
- Type the data to be barcoded into the box alongside.
- Sub Data** Choose this option if the data to be barcoded is to be taken from one of the standard fields in the substance data record.
- Select the data item from which the barcode data is to taken from the drop-down list. If the field is language enabled (and you have multiple languages installed) the language drop down will be enabled from which to make your choice.
- Misc Data** Choose this option if the data to be barcoded is to be taken from a non-standard data field.
- Enter the name of the data field then select the field index (applies to data stored as multiple lines) and the required language (if applicable) in the boxes to the right.
- NB: This is an advanced function. Please contact Hibiscus PLC for full instructions if you wish to use this facility.*
- [Ok]** Click this button to store any changes made and close the window.

[Cancel] Click this button to close the window without storing any changes.

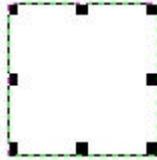
[Apply] *No function.*

NB: When you close the dialogue the barcode does not yet appear on your template design as a barcode. It will only take on the visual form of a barcode when you load a substance into the template.

3.14 Custom Symbol (Fields / Insert / Advanced / Custom Symbol)

Custom Symbol fields allow you to incorporate pictograms or other images in your label designs from a list that has been programmed into your database (contact Hibiscus PLC to set up a range of custom symbols).

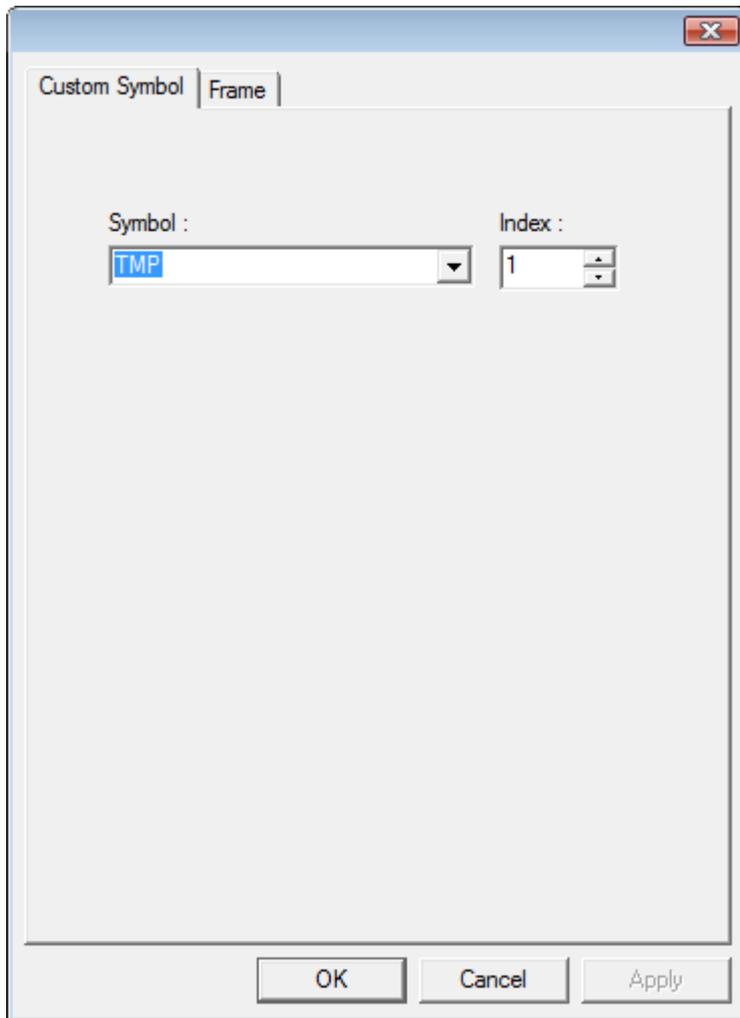
- 1) Select **Fields / Insert / Advanced / Custom Symbol** from the menu bar.
- 2) A Custom Symbol Field is drawn on the template at a default location.



- 3) You can adjust the size of the box you have drawn using the **resizing nodes**.
- 4) Double-click on the box you have just drawn to set its properties.

Field Properties (Custom Symbol)

The **Custom Symbol** tab of the field properties box contains selectors to choose the desired symbol set and the numbered symbol within the set. The **Frame** tab is a common tab which contains options for controlling the appearance of an object and is dealt with later in this manual.



Symbol	Lists the custom symbol sets you currently have installed (if any). Choose the symbol set required for the current data item.
Index	Choose the numbered symbol from within the selected symbol set.
[Ok]	Click this button to store any changes made and close the window.
[Cancel]	Click this button to close the window without storing any changes.
[Apply]	<i>No function.</i>

3.15 Advanced Substance Text Fields

(Fields / Insert / Advanced / Advanced Substance Text)

Advanced Substance Text fields differ from standard substance text in that they enable you to display an indexed line from within the data and/or, when reading data from an external database, select a data item that is not part of the 'standard' data set.

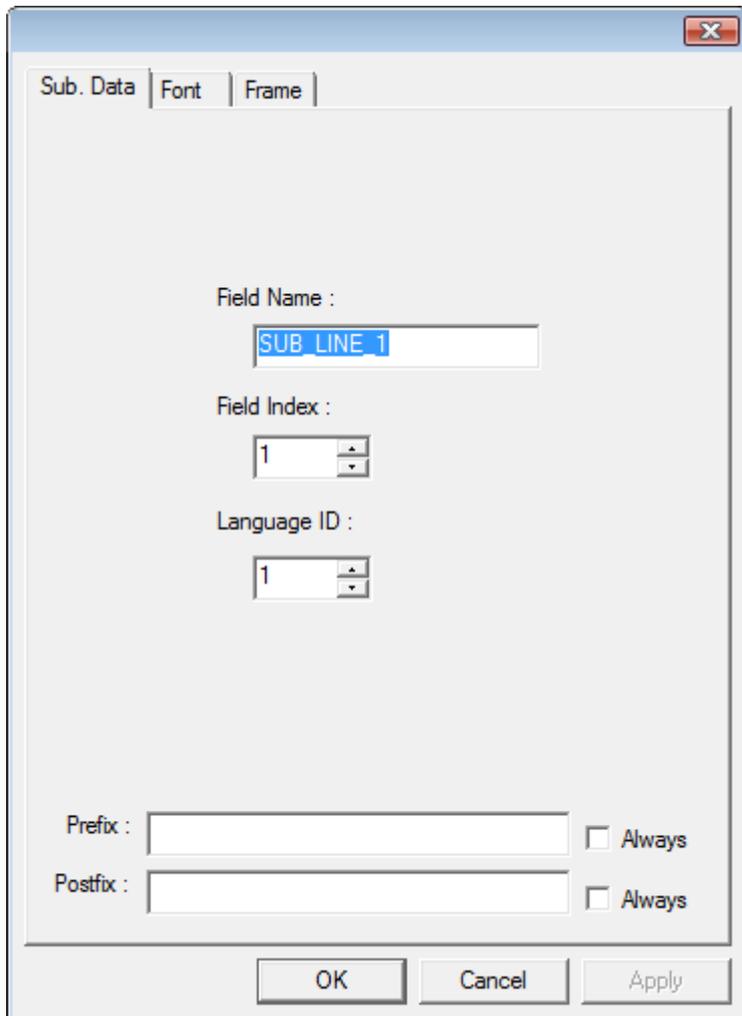
- 1) Select **Fields / Insert / Advanced / Advanced Substance Text** from the menu bar.
- 2) An Advanced Substance Text Field is drawn on the template at a default location.



- 3) You can adjust the size of the box you have drawn using the **resizing nodes**.
- 4) Double-click on the box you have just drawn to set its properties.

Field Properties (Advanced Substance Text)

The **Sub Data** tab of the field properties box contains selectors to choose and format the desired data item. The **Frame** tab is a common tab which contains options for controlling the appearance of an object and is dealt with later in this manual.



The screenshot shows a dialog box titled "Field Properties" with three tabs: "Sub. Data", "Font", and "Frame". The "Sub. Data" tab is selected. The dialog contains the following fields and controls:

- Field Name :** A text input field containing "SUB LINE 1".
- Field Index :** A spinner control set to "1".
- Language ID :** A spinner control set to "1".
- Prefix :** An empty text input field with an Always checkbox to its right.
- Postfix :** An empty text input field with an Always checkbox to its right.

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Apply".

Field Name	Enter the name of the data item to be displayed (consult the data dictionary for the appropriate data source).
Field Index	Choose the line of data from within the data item.
Language ID	Choose the language identifier (0 if the field is not multi-lingual).
Prefix	Choose a prefix (if any) to appear before the data. Always: Display the prefix even if the data field is empty.
Postfix	Choose a postfix (if any) to appear after the data. Always: Display the postfix even if the data field is empty.
[Ok]	Click this button to store any changes made and close the window.
[Cancel]	Click this button to close the window without storing any changes.
[Apply]	<i>No function.</i>

3.16 Function Text Fields (Fields / Insert / Advanced / Function Text)

Use **Function Text** fields where you wish to perform some kind of function, eg. a mathematical calculation, in the text field.

- 1) Select **Fields / Insert / Advanced / Function Text** from the menu bar.
- 2) A Function Text Field is drawn on the template at a default location.



- 3) You can adjust the size of the box you have drawn using the **resizing nodes**.
- 4) Double-click on the box you have just drawn to set its properties.

Field Properties (Function Text Fields)

The **Fixed Text** tab of the field properties box allows you to enter a program script (written in LUA) to perform a given operation. The **Font** and **Frame** tabs are common tabs which contain options for controlling the appearance of an object and are dealt with later in this manual.



Fixed Text: Enter your script (written in the LUA scripting language) to perform whatever function is required.

NB: This is a highly advanced function and requires programming expertise. Function text fields can be used to perform a wide range of functions such as mathematical computations and/or reading additional data from outside sources.

See Appendix A.2 for some coding examples.

Please contact Hibiscus PLC for any further information on this function and/or a quote for any custom scripting.

[Ok] Click this button to store any changes made and close the window.

[Cancel] Click this button to close the window without storing any changes.

[Apply] *No function.*

3.17 Function Bitmap Fields

(Fields / Insert / Advanced / Function Bitmap)

Use **Function Bitmap** fields where you wish to display a programmable bitmap image.

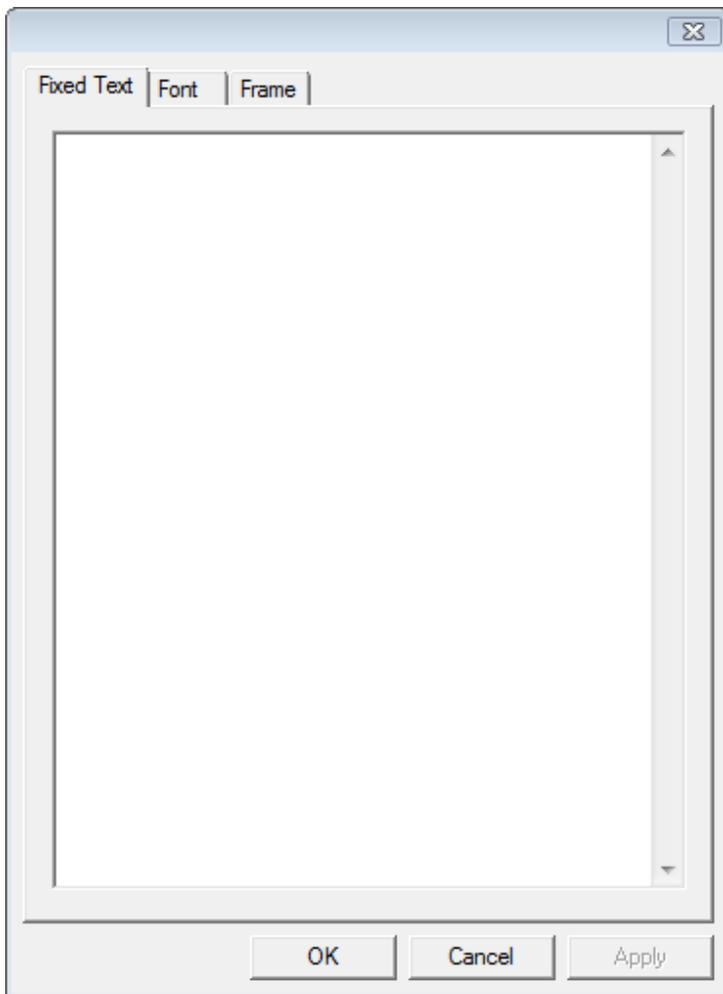
- 1) Select **Fields / Insert / Advanced / Function Bitmap** from the menu bar.
- 2) A Function Text Field is drawn on the template at a default location.



- 3) You can adjust the size of the box you have drawn using the **resizing nodes**.
- 4) Double-click on the box you have just drawn to set its properties.

Field Properties (Function Bitmap Fields)

The **Fixed Text** tab of the field properties box allows you to enter a program script (written in LUA) to define and load the image to be displayed. The **Frame** tab is a common tab which contains options for controlling the appearance of an object and is dealt with later in this manual.



Fixed Text: Enter your script (written in the LUA scripting language) to select and load the desired image.

NB: This is a highly advanced function and requires programming expertise. Function bitmap fields can be used, for example, to load a logo specific to the product selected. Please contact Hibiscus PLC for any further information on this function and/or a quote for any custom scripting.

[Ok] Click this button to store any changes made and close the window.

[Cancel] Click this button to close the window without storing any changes.

[Apply] *No function.*

3.18 Function EMF Fields

(Fields / Insert / Advanced / Function EMF)

Use **Function EMF** fields where you wish to display a programmable EMF image.

- 1) Select **Fields / Insert / Advanced / Function EMF** from the menu bar.
- 2) A Function Text Field is drawn on the template at a default location.



- 3) You can adjust the size of the box you have drawn using the **resizing nodes**.
- 4) Double-click on the box you have just drawn to set its properties.

Field Properties (Function EMF Fields)

The **Fixed Text** tab of the field properties box allows you to enter a program script (written in LUA) to define and load the image to be displayed. The **Frame** tab is a common tab which contains options for controlling the appearance of an object and is dealt with later in this manual.



Fixed Text: Enter your script (written in the LUA scripting language) to select and load the desired image.

NB: This is a highly advanced function and requires programming expertise. Function bitmap fields can be used, for example, to load a logo specific to the product selected. Please contact Hibiscus PLC for any further information on this function and/or a quote for any custom scripting.

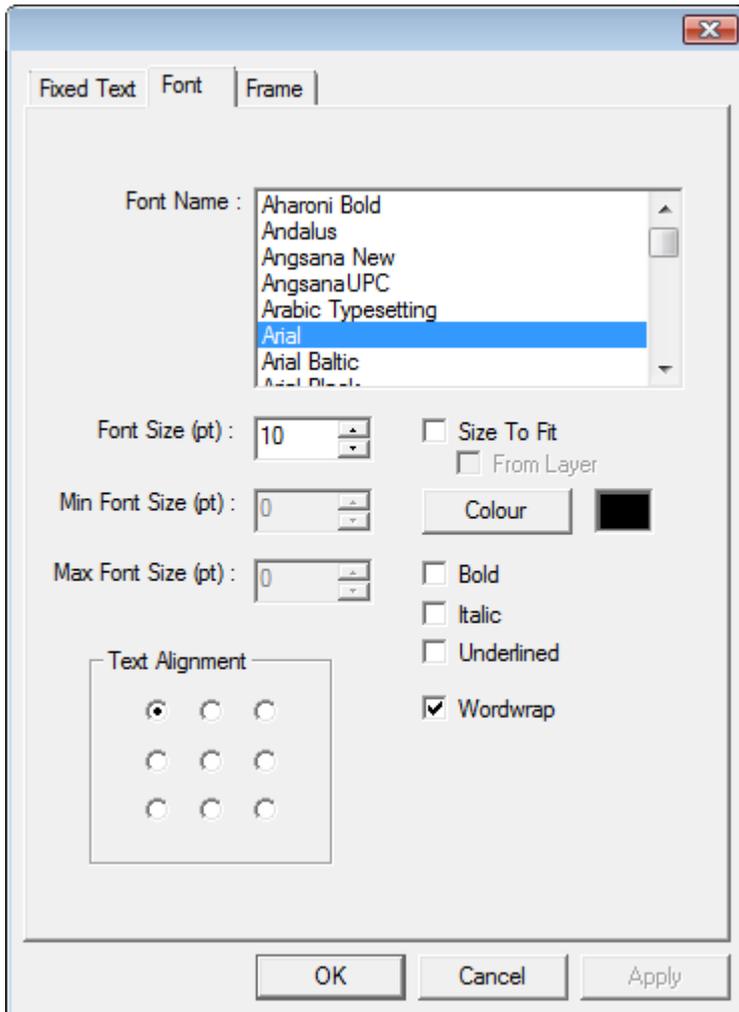
[Ok] Click this button to store any changes made and close the window.

[Cancel] Click this button to close the window without storing any changes.

[Apply] *No function.*

3.19 The Font Tab

The **Font Tab** is common to all text objects and provides options for controlling the appearance of text on your label designs.



To access the Font Tab for a text object, double click on that object to open the **Field Properties** box, then click on **Font**.

- Font Name:** The Font browser lists all the fonts (character styles) that are currently installed on your system. User the slider bar to move up and down the list then click on the desired font to select it.
Warning: When sharing template designs with other users on other computers, ensure to use only those fonts which are available to all users.
- Font Size:** Select the Font Size at which you wish the text to appear (alternatively select Size To Fit to automatically adjust to best fit).
- Size To Fit:** Tick this box to automatically adjust the size of the text to best fit within the box.
- From Layer:** *Only available if 'Size To Fit' is selected.*
Tick this box to automatically adjust the size of the text to best fit in common with all other 'Size To Fit' text boxes on the current layer - the largest common font size that will fit all.
- Min Font Size** *Only available if 'Size To Fit' is selected.*
The minimum acceptable font size for the field. 'Size To Fit' will not go below the minimum even though the text may then overflow the field.
- Max Font Size** *Only available if 'Size To Fit' is selected.*
The maximum acceptable font size for the field. 'Size To Fit' will not go above the maximum even though the text may not then fill the field.
- Colour** Opens a standard Windows colour palette browser. Select the colour in which you wish the text to appear.
- Bold** Tick for **Bold** text.
- Italic** Tick for text in *Italics*.
- Underline** Tick for Underlined text.

Wordwrap Tick to allow wordwrapping, ie. allow the text to occupy multiple lines.

Text Alignment Tick the radio set button corresponding to the required alignment position of the text within the box, ie:

(Top Left)	(Top Centre)	(Top Right)
(Mid Left)	(Mid Centre)	(Mid Right)
(Btm Left)	(Btm Centre)	(Btm Right)

3.20 Frame Tab

The **Frame** tab allows you to define and configure borders around label objects and determine their orientation - applies to all object types.

To access the Borders Tab, double-click on a label object to open the **Field Properties** box, then click on Borders.

The screenshot shows the 'Frame' tab of the 'Field Properties' dialog box. The dialog has three tabs: 'Fixed Text', 'Font', and 'Frame'. The 'Frame' tab is active. It contains several input fields and checkboxes for configuring the frame around a label object.

Input fields for dimensions:

- Top : 90.0 mm
- Width : 20.0 mm
- Left : 10.0 mm
- Height : 20.0 mm
- Angle : 0

Field Border section:

- Curve Top Curve
- Left Right
- Curve Bottom Curve

Border Width : 0.0 mm

Comer Width : 0.0 mm

Comer Height : 0.0 mm

Background Color Set Colour

Buttons: OK, Cancel, Apply

Top	Shows the current left alignment of the object, ie. distance from left edge of label outline.
Left	Shows the current top alignment of the object, ie. distance from top edge of label outline.
Width	Shows the current width of the object
Height	Shows the current height of the object.

Note that the Top, Left, Width and Height properties of any object are set initially by using the mouse to drag the object to the desired location, and by using the mouse to drag the resizing nodes to the required size. Alternatively those properties may be typed in for precise sizing and positioning.

Angle	Type in the angle of rotation of the object, ie. upright = 0, inverted = 180. Free rotation is allowed, ie. individual objects may be rotated to any angle from 0 to 359 degrees.
Field Border	Tick the sides of the object (Top / Left / Right / Bottom) on which you wish a solid lined border to be drawn. For curved corners, tick the corresponding Curve box(es). <i>NB: Borders will not appear until you have also selected a border width.</i>
Border Width	<i>Applies only if any Field Borders have been ticked (above).</i> Type the width in mm (including fractions) required for any selected borders.
Corner Width	The horizontal curvature distance of any selected curved corners.
Corner Height	The vertical curvature distance of any selected curved corners.

- Background Colour** Tick this box if the object requires a coloured background.
- Set Colour** *Available only if Background Colour is ticked.*
Click this button to open a colour palette to select the desired background colour for the object.

4.0 Advanced Label Design

The previous chapters have discussed how to create a basic label template and add label objects. This chapter will introduce some advanced concepts to give you even greater control and ease of use in working with your label designs.

4.1 Designing In Layers

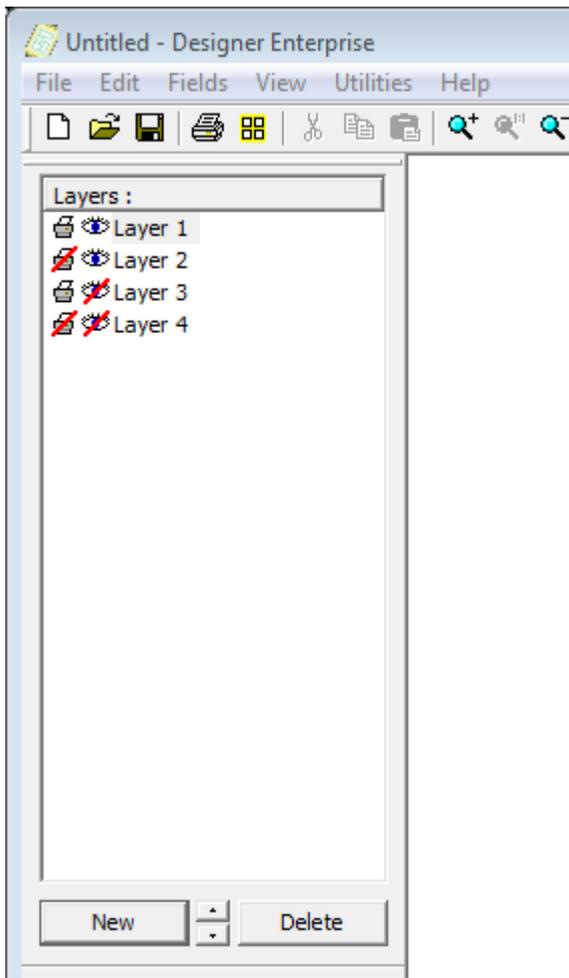
HibSoft Label Enterprise allows you to build up your label design in layers sharing common attributes.

Uses of Layers:

- 1) Assign a common 'Size To Fit' font size to a group of text objects. The 'Size To Fit' function is a very powerful tool in label design as it allows the best possible font size to always be applied to a particular field regardless of the volume of information - ie. Risk and Safety phrases are far more extensive for certain chemicals than they are for others. Applying 'Size To Fit' to individual fields, even of the same type however, can lead to lots of different font sizes being used and give your label a patchwork appearance. Again, assume you have included two R&S Text boxes, one in English and one in German. German is generally more verbose than English, so even though the boxes are drawn the same size a different font size may be chosen for German because there is more to fit in. By grouping text boxes on a layer, the program can assign one best fit font size that suits all.
- 2) Include non-printing objects on labels. It can be highly advantageous to include an object on a label design that does not actually print on the finished label. For example, if you are using a monochrome thermal printer which cannot print coloured backgrounds you may wish to use labels which have, say a flammable diamond with red background pre-printed on them. In this case you do not need to include the diamond in your template design, but if you leave it off what you see on screen is a direct match to the finished label. Non printing layers allow you to overcome this by including the object in your label design without attempting to print it. Another use is to include instructions for your operators overlaid on the label design (which obviously should not print on the actual label).

The Layer Bar (View / Layer Bar)

The layer bar displays the layers that are currently included in your label design and their properties. A layer can be visible or hidden (eye icon), and printing or non-printing (printer icon). Every label template must have at least one layer.



Layer 1 = Printing / Visible
Layer 2 = Non-Printing / Visible

Layer 3 = Printing / Hidden
Layer 4 = Non-Printing / Hidden

4.1.1 Adding Layers

To create a new Layer, click on the [New] button. A new numbered layer is automatically created and added to the layer bar.

4.1.2 Adding Objects to Layers

To add objects to a layer, simply click on the layer title in the layer bar to highlight it then add objects to your label design in the normal way. Any new objects that you add to your label design are always added to the currently selected layer.

4.1.3 Making Layers Printing/Non-Printing

The printer icon next to the layer name in the layer bar shows you its current printing status.

Printing Layer - An unmarked printer icon means it is a printing layer (objects on that layer will be printed on the finished label).

Non-Printing Layer - A printer icon with a red bar across it means it is a non-printing layer (the objects on that layer will not be printed on the actual label).

Changing Status - To change the printing status of the layer simply double-click on the printer icon to toggle between the two states.

4.1.4 Making Layers Visible/Hidden

The eye icon next to the layer name in the layer bar shows you its current visibility status.

Visible Layer - An unmarked eye icon means it is a visible layer (objects on that layer are currently visible on the design grid).

Hidden Layer - a printer icon with a red bar across it means it is a hidden layer (objects on that layer are not currently visible on the design grid).

Changing Status - To change the visibility status of the layer simply double-click on the eye icon to toggle between the two states.

4.1.5 Deleting Layers

To delete a layer, simply select the layer by clicking on the layer name to highlight it, then click on the [Delete] button on the Layer Bar. Note that you cannot delete a layer which currently contains objects - this is to prevent you accidentally deleting a (potentially) large part of your label design. Therefore to delete a layer:

- 1) Set the layers visibility status to visible.
- 2) Set all other layers visibility status to hidden.
- 3) Delete all visible objects from the design grid.

- 4) Click on the [Delete] button on the Layer Bar to remove the layer.

4.1.6 Moving Objects between Layers

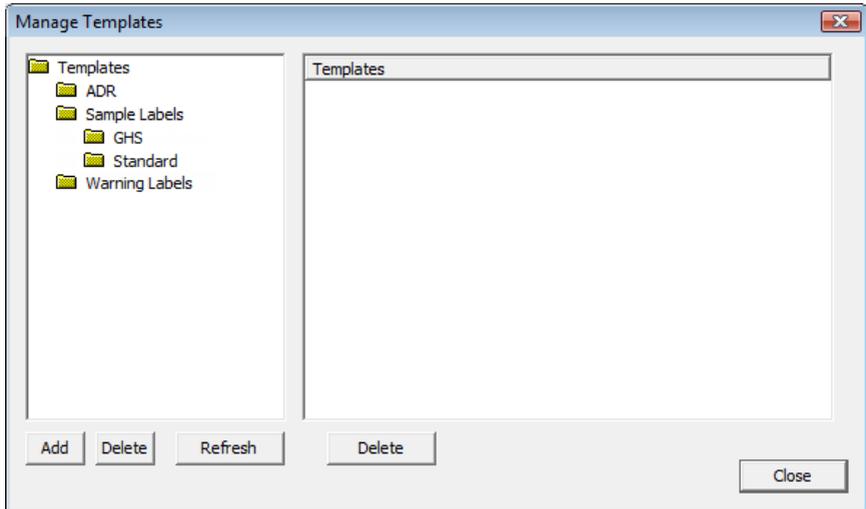
You can move objects between layers using the Cut and Paste functions.

- 1) On the Layer Bar, select the Layer containing the object to be moved.
- 2) On the Design Grid, select the object to be moved to a new layer.
- 3) On the Menu Bar, select Edit / Cut - the object is cut (removed) from the current layer and stored in the edit buffer.
- 4) On the Layer Bar, select the Layer to receive the object.
- 5) On the Menu Bar, select Edit / Paste - the object is pasted (added) to the new layer at the default location, you will need to move it to its proper location on the new layer.

Note that objects can only be moved between layers one at a time, so plan your use of layers carefully.

4.2 Managing Templates (File / Manage Templates)

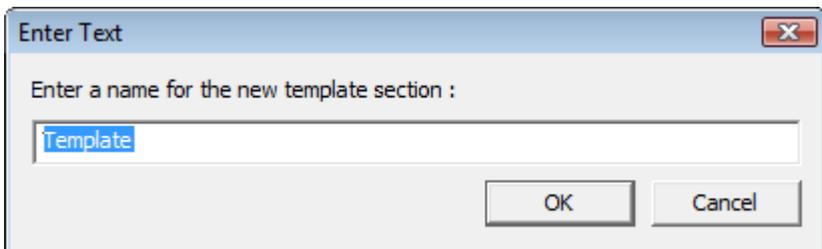
HibSoft label stores your template designs within its own internal database where they are available to all users of the software. Furthermore, label templates are stored in folders which can be nested, enabling you to organise your different label designs into categories and sub-categories according to usage, thus making it much easier to locate the correct template when the time comes to print a label.



4.2.1 Adding Sections

To create a new folder, simply click on the [Add] button, then type in a name for the new folder in the dialogue box that appears.

NB: You can create new folders 'on the fly' when you use the tneplate 'Save As' function.



Enter a name for the new template section Type in a name for the template section. Use names that are meaningful and descriptive of the templates you intend to store in that section. Click [Ok] to create the section.

[Ok] Click this button to create the section named above.

[Cancel] Click this button to cancel - close the dialog without creating a new section.

4.2.2 Deleting Sections

To delete a folder, simply select the folder you wish to delete, ensure the correct folder is highlighted, then click on the [Delete] button (below the folders browser). Note that you cannot delete a section which contains templates - you must first individually delete the templates or move them to other sections.

4.2.3 Deleting Templates

To delete a template, simply click on the template name to select it, ensure the correct template is highlighted, then click on the [Delete] button (below the templates browser).

4.2.4 Moving Templates Between Folders

You can easily move templates between folders by using the drag and drop method, ie:

- 1) In the left panel, open the folder containing the template to be moved.
- 2) In the right panel, click on the template and, holding down the mouse button, drag it over the folder in the left panel where you wish it to be placed, then release the mouse button..

4.3 Importing Templates (File / Import Templates)

HibSoft Label Enterprise allows you to Import label templates from other copies of the same software or from earlier versions.

Use the standard windows file browser to locate and select the required templates.

Note that you can only import files of type HSL or L2T.

**** Always check imported templates carefully ****

HibSoft Label Enterprise is far more versatile in its operations and when importing templates from earlier versions which did offer the same versatility may have to make 'educated guesses' as to how certain fields are intended to be used.

4.4 The Menu Bar

These features are all accessible from the Menu Bar.

File / Save As	Save a copy of the current template under a different name - useful if you wish to create a new template which is similar to an existing design, ie. load the existing template and use File / Save As to save a copy under a new name, then simply amend the copy to meet your new requirements (see 2.3).
Fields / Move	<p><i>When you draw objects they are stacked in the order in which you create them. This allows you to create overlapping objects but can lead to difficulties accessing an object which has been covered over by others. The move option allows you to move an object up or down the stacking order.</i></p> <p>/ Up - Move the selected object up one level in the stack.</p> <p>/ Down - Move the selected object down one level in the stack.</p> <p>/ To Top - Move the selected object to the top of the stack.</p> <p>/ To Bottom - Move the selected object to the bottom of the stack.</p>
Fields / Delete	Delete the selected object
View / Show Grid	Switch the design grid on/off.
View / Set Grid	Set spacing options on the design grid.
View / Zoom	<p>50% - Zoom out to 50% of normal view size.</p> <p>100% - Zoom the design grid view to normal view size.</p> <p>150% - Zoom the design grid view to 150% of normal view size.</p> <p>200% - Zoom the design grid view to 200% of normal view size.</p>

- View / Toolbar** Show/Hide the toolbar.
- View / Palette** Show/Hide the design palette.
- View / Status Bar** Show/Hide the status bar (bottom of screen).

A.0 Appendices

A.1 How do I...?

A.2 Code Samples

A.1 How do I...

.. separate R&S phrases so that I can display Risk phrases and Safety phrases separately?

Draw two R&S fields. Select the first R&S field and double-click to open the properties box. In the box titled 'Phrase Filter', enter 'R' to display only Risk phrases. Close the properties box. Repeat for the second R&S field, but this time entering 'S' in 'Phrase Filter' to display only Safety phrases.

.. draw a box around a group of fields?

Draw a Fixed Text field. Position and scale the fixed text field so that it fully encompasses your group of fields, then double-click on it to access its properties. Delete the default text then select the 'Frame' tab and switch on all borders (you can also select curved corners if required). You will now have a box drawn around your group of fields. However you will find that the original fields are now inaccessible for amendment because they are covered over by the empty text box. Overcome this by sending the new field to the bottom of the stack – whilst the field is selected, from the menu bar choose Fields / To Bottom.

.. make a copy of a label design to easily create a new variant?

Open the label template that you wish to use as the basis of your new variant. From the menu bar select File / Save As. Enter a new name for the copy template and click save. The title bar of label designer should now show the name you have just assigned to the copied template (indicating you are now working on the copy). Make your amendments and resave (Save button).

.. adjust the level of magnification?

When working with large labels it is advantageous to be able to 'Zoom Out' (decrease magnification) to enable the whole label to be viewed at once to get a better appreciation of the overall design. Alternatively, when working with small objects it is advantageous to be able to 'Zoom In' (increase magnification) to make those objects easier to work with. For these reasons, Label Enterprise Designer has

variable zoom levels which can be adjusted from the zoom buttons on the menu bar (Magnifying glass icon with + to zoom in, - to zoom out, 1:1 restore to default level).

A.2 Code Samples

This section contains code samples for performing some common functions in Advanced Function Text fields. To add any of the following types of fields to your label design, create an 'Advanced Function Text field and enter the code (shown in red) into the text box.

A.2.1 Simple Date Field

-- Current Date

```
local fobj = { }
```

```
local sep = "-" -- Seperator character
```

```
fobj.oninit = function(self)
```

```
    self.value = "Current Date";
```

```
end
```

```
fobj.onsub = function(self)
```

```
    self.value = os.date("%d"..sep.."%.b"..sep.."%.Y", os.time(date))
```

```
end
```

```
table.insert(fields, fobj)
```

```
return table.getn(fields)
```

In the line:

```
self.value = os.date("%d"..sep.."%.b"..sep.."%.Y", os.time(date))
```

you can replace %d, %b and %Y with any of the following formatting options:

%a abbreviated weekday name (e.g., Wed)

%A full weekday name (e.g., Wednesday)

%b abbreviated month name (e.g., Sep)

%B full month name (e.g., September)

%D date and time (e.g., 09/16/98 23:48:10)

%d day of the month (16) [01-31]

%H hour, using a 24-hour clock (23) [00-23]

%I hour, using a 12-hour clock (11) [01-12]

%M minute (48) [00-59]

%m month (09) [01-12]

%p either "am" or "pm" (pm)

%S second (10) [00-61]
%w weekday (3) [0-6 = Sunday-Saturday]
%x date (e.g., 09/16/98)
%X time (e.g., 23:48:10)
%Y full year (1998)
%y two-digit year (98) [00-99]

A.2 Pick List

-- Displays a listbox

-- The name of the dialog box
local name="Pack Size"

-- The list of entries

```
local data = {  
    "5KG",  
    "4 x 5KG",  
    "25KG",  
    "200KG",  
    "1000KG"  
}
```

-- The index of the entry to be preselected (0 if none)
local dflt = 0

-- Disable cancel (force user to make a selection - 1 = yes)
local cancel = 1

-- returns:

-- The data content of the selected entry

```
function ListBox(name, data, preselect)
```

```
-- Clone the data
```

```
local listData = {}
```

```
for i,v in ipairs(data) do
```

```
    listData[i] = v
```

```
end
```

```
-- Set the default selection
```

```
listData.VALUE = preselect or 1
```

```
local list = iup.list(listData)
local btnOK = iup.button{title="OK",SIZE="50x"}
local btnCancel = iup.button{title="Cancel",SIZE="50x"}
if cancel == 1 then
    btnCancel = iup.button{title=" ",SIZE="50x"}
end
local dlg = iup.dialog{
    iup.vbox{
        list,
        iup.hbox
        {
            iup.fill{},
            btnOK,
            btnCancel
        };GAP=5
    }
    ;GAP=5
    ,ALIGNMENT="ACENTER"
}
;title=name or "Selection"
,defaultenter=btnOK
,defaultesc=btnCancel
,MARGIN="5x5"
,NATIVEPARENT=hsl.getMainWnd()
,TOPMOST="YES"
}

local selected

function btnOK:action()
    selected = tonumber(list.VALUE)
    if selected > 0 then
        dlg:hide()
        return iup.DEFAULT
    else
        local ans = hsl.alert("Please make a selection", name)
    end
end

function btnCancel:action()
```

```
    if cancel ~= 1 then
        selected = nil
        dlg:hide()
        return iup.DEFAULT
    end
end
```

```
    dlg:show()
    iup.MainLoop()
```

```
    return selected
end
```

```
local fobj = { }
```

```
fobj.oninit = function(self)
    self.value = name
end
```

```
fobj.onsub = function(self)
    local dflt = 0
    local res = ListBox(name, data, dflt)
    if not res then
        self.value = "List box canceled"
    else
        self.value = data[res]
    end
end
```

```
table.insert(fields, fobj)
return table.getn(fields)
```