TEKLYNX®
LABEL MATRIX®
VERSION 7

TEKLYNX

Quick Start Guide

Rev – 9/02

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About This Manual

Introduction   Congratulations on your purchase of this label design software. This software allows you to design virtually any type of labels, coupons, tags or forms and print them to your thermal, thermal transfer, or Windows printer. This version of the software combines exciting new features with the established functionality and printer support that users have come to rely on.

This manual is designed to provide you with the basic information you need to install the software, set up a printer and create and print a simple label. More in-depth information on these topics and other more advanced topics can be found in the online Help.

Typographical Conventions   This guide uses the following conventions to distinguish between different types of information:

- Terms taken from the interface itself, such as menu names, commands and button names appear in **bold**.

- Keys appear in upper case, as in the following example: "Press the SHIFT key."

- Numbered lists indicate a procedure to follow.

- The sequence for selecting a command from a menu will be described, but a button is also available for many functions.

- Angle brackets < > indicate system setup information that must be entered by keyboard. Enter only the information, not the brackets.

About Your Software   Depending on the edition of the software you are using, different features are available. Although all features are described in this manual, they may not be available in your edition of the software.

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Installing the Software

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Product Components

Your label design software is packaged with the following components:

- CD ROM
- Documentation appropriate to the version you purchased
- A license agreement and registration card
- Software security key (for International versions only)

System Requirements

The basic software and hardware requirements needed to run the label design software are similar to those of most applications running on Microsoft Windows:

- IBM-compatible PC, 486 or better
- Microsoft Windows 95, Windows 98, Windows Me, Windows NT 4.0, Windows 2000 or Windows XP
- 16 MB RAM with Windows 95 (32 MB recommended)
- 32 MB RAM with Windows 98 or Windows Me (64 MB recommended)
- 64 MB RAM with Windows NT 4.0, Windows 2000 or Windows XP (128 MB recommended)
- VGA monitor or better
- Hard drive with at least 25-50 MB free disk space, depending on the options you choose to install
- CD ROM drive

Software Security Key

(for International versions only)

International versions of the software include a security key that must be installed on a PC to run the software. The security key is a small electronic device that contains information about the software version and the number of users that are authorized to run the label design software.

The software security key is easy to use—simply connect it to the parallel port before launching the software. If a printer will be attached to the same parallel port, connect the printer cable to the security key. The printer may need to be powered on before the key is recognized.

Parallel port/DB25 female connector
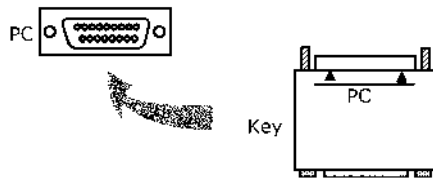
Figure 1 Connecting the software security key to your PC

Single User Installation

| Note |

To upgrade an existing product, make sure the older version is currently installed on your system and you have the activation code for the upgrade.

1   Insert the CD. The CD's opening screen will appear. (If the CD does not automatically open, go to the Windows **Start** button / **Run...** dialog and type **<Drive Letter>:\CDSetup.exe**.)

2   On the opening screen of the CD, select the product to install and then click the **Run/Install** button.

The installation wizard will begin to load.

3   The Enter Product Code screen will prompt you for the 25-character activation code provided on the back of your CD envelope or on a paper insert. The code may be entered with or without spaces or dashes. Click the **Continue Install** button when the code has been entered.

       If the **Continue Install** button does not activate, the activation code is not correct.

4   Continue to follow the installation wizard until the install is complete.

Network Installation

**Setting Up
the Workstations**

Note

Note: It is not necessary to set up workstations if you will be running the software as a standalone system.

In this label design software, the number of concurrent users allowed is determined by the number of user licenses installed to the server. Thus, the workstation portion of the program (installed by running Workstation Setup) may be loaded on unlimited systems, but the number of users using the program at one time is limited by the number of user licenses installed.

If you purchased a multiple license version of the program, the user licenses are installed when you install the product from the CD. If you are installing add-on licenses from a disk, simply insert the license disk on the server PC. Run **a:\setup.exe** from the Windows **Start** button / **Run...** dialog or the Windows Explorer, and follow the prompts to install.

**Running
Workstation
Setup
(WSSetup.exe)**

Once the files from the CD have been installed to the PC functioning as the server, the server portion of the install is complete. You must now set up each workstation individually.

1   Before running Workstation Setup, ensure that the server is powered on and accessible from the workstations.

2   In order for the Workstation Setup to be able to install the setup files from the shared drive, it must have a mapped drive, not a UNC path, specifying the location of the drive.

To map a drive, right-click on the **Network Neighborhood** icon on the Windows Desktop and choose the **Map a Network Drive...** option. Choose a drive letter to use and specify the UNC path to the drive containing the program folder.

3   Specify the correct drive and path to the program folder and WSSetup.exe in the Windows **Start** button / **Run...** dialog or use the Windows Explorer to run WSSetup.exe and follow the prompts.

4   During the installation process you must specify if you want each station to be able to run as a Design and Print station or a Print Only station. (Setting up a station as Print Only will still occupy a license during print jobs.)

5   Finish the wizard to install the files needed for the workstations to be able to run the label design software.

Note

Remember that upgrades are installed to the program folder on the server. Once you have installed the upgrade on the server, WSSetup.exe must then be run again on each workstation to upgrade the workstations.

Viewing the Readme File

The Readme.txt file delivered and installed with the software contains information about the most recent changes and updates to the label design software that were made after this manual was printed. This information supercedes what is contained in this manual.

Registering Your Software

Registering your software makes you eligible for technical support from your supplier and pre-release information on new products and enhancements. To register your software, print the online registration form that appears during installation and fax it to the number given on the screen OR fill out the registration card included in the product package and return it to the address provided.

Technical Support

For telephone technical support contact your label design software supplier. Online support is available free of charge at www.teklynx.com under SUPPORT.

Help

Complete documentation is available through the online Help. Press F1 to display the Help contents at any time or select **Contents** from the program's **Help** menu. Context-sensitive Help is available from within many dialog boxes by clicking the **Help** button.

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Getting Started

2

Introduction

This chapter is designed to familiarize you with the main features of the user interface, help you configure the interface to meet your needs, and set up a printer in preparation for printing labels.

Starting the Program

1   On the Windows taskbar click the **Start** button and then point to **Programs**.

2   Locate the label design software group in the list of available programs and point to it using your mouse.

3   Click on the label design software listing to launch it.

Exploring the Main Window

This section presents a general overview of the main interface elements as they appear in the main window at the beginning of a work session.

Menu Bar   The Menu Bar is composed of eight command menus: **File, Edit, View, Insert, Grid, Tools, Window** and **Help**.

▶ **To open a menu:**

1   Click on the menu with the left mouse button.

2   Choose the required command.

Standard Toolbar   The Standard Toolbar contains a variety of tool buttons that are used to open and save labels, print labels and control other label design display and setup properties. Many of the Standard Toolbar functions are also available from the **File** menu or **Edit** menu.

Button	Tool Name	Purpose
	New	Starts the New Label Wizard, which allows you to create a new label design.
	Open	Opens an existing label design file.
	Save	Saves the currently active label design.
	Print	Displays the Print dialog, which allows you to select a print range and print the currently active label design.
	Print Sample	Prints one sample label or one page of sample labels for the currently active label design.
	Print Preview	Displays a preview of how the currently active label design will look when printed.
	Cut	Removes the selected image or images from the design area and places them on the clipboard.
	Copy	Copies the selected image or images to the clipboard.
	Paste	Places on the label any images or images currently on the clipboard (from a previous cut or copy command).

Button	Tool Name	Purpose
	Undo	Undo the last unsaved change made to the label design.
	Redo	Restore the last change made by using the Undo function.
	Database Module	Starts the internal Database Module database editing program.
	Label Properties	Displays the Label Properties tabs.
	Zoom In	Zooms in on the currently active label design, allowing you to view images on an enlarged scale.
	Zoom Out	Zooms out of the currently active label design, allowing a larger portion of the label to be viewed on the design screen.
	Data Grid	Displays a scroll list of records for the selected database file.

Add Image Toolbar The Add Image Toolbar allows you to add text, bar codes, pictures and other images to your label design. Many of the Add Image Toolbar functions are also available from the **Insert** menu.

Button	Tool Name	Purpose
	Add Image Wizard	Starts the Add Image Wizard, which steps you through the process of adding an image to a label design.
	Add Text	Add text to a label design.
	Add Paragraph	Add a paragraph to a label design.
	Add Bar Code	Add a linear bar code to a label design.
	Add 2-Dimensional Bar Code	Add a 2D bar code to a label design. (Not available in all editions of the program.)
	Add a Shape	Add a shape to a label design.
	Add Picture	Add a picture (graphic) to a label design.

Alignment Toolbar   The Alignment Toolbar allows you to quickly change the placement and position of an image or group of images. An image (or images) must be selected in order for the Alignment Toolbar buttons to be activated.

Button	Tool Name	Purpose
	Align Top	Align selected images with the top-most image of those selected.
	Align Left	Align selected images with the left-most image of those selected.
	Align Bottom	Align selected images with the bottom-most image of those selected.
	Align Right	Align selected images with the right-most image of those selected.
	Center Vertically	Center selected images vertically.
	Center Horizontally	Center selected images horizontally.
	Space Vertically	Space selected images vertically.
	Space Horizontally	Space selected images horizontally.
	Rotate Left	Rotate selected images 90 degrees to the left.
	Rotate Right	Rotate selected images 90 degrees to the right.
	Advanced Alignment	Select from a variety of advanced alignment options.

Image Formatting Toolbar

The Image Formatting Toolbar enables you to quickly format images that you have already added to the label design. The options available on this toolbar change depending on the type of image currently selected. If no image is selected, the Image Formatting Toolbar displays the printer that has been specified for the label design, along with a button that takes you to the Printer Setup dialog.

The following figure shows an example of the options available on the Image Formatting Toolbar when a text image is selected.

Figure 2 The Image Formatting Toolbar

Errors/ Warnings Tools

The Errors/Warnings Toolbar buttons inform you of potential problems with your design by displaying red (error) or yellow (warning) lights next to the image in error. The **Show Errors** and **Show Warnings** buttons must be turned on in order for the error and warning lights to appear on the design screen.

Button	Tool Name	Purpose
	Show Errors	Displays a red light next to images with errors.
	Show Warnings	Displays a yellow light next to images with warnings.

Status Bar   The Status Bar is located at the bottom of the design screen. The left side of the Status Bar serves as a message area that continually updates based on the placement or action of your cursor. Other information status indicators displayed from left to right include a Data Grid sort/filter status icon, error and warning indicators (display the total number of errors and warnings), current cursor position, snap value setting and zoom factor percentage.

Figure 3 The Status Bar

Rotation Button   The **Rotation** button [icon] is located in the top-left corner of the design area, where the two rulers meet. When designing a label that prints sideways, the **Rotation** button allows you to rotate the view of the label so you can more easily design the label in a normal view. You can rotate the view 0, 90, 180, or 270 degrees relative to the print orientation. This affects only the display of the label, not printing.

Design Area Settings   The options on the View Settings tab enable you to change program settings to customize your label design environment. Settings included on this tab include ruler markings, cursor movement value, snap value, display of the label design grid, etc.

▶ **To change the design area settings:**

1 Select **Setup** from the **Tools** menu to display the Application Options tabs.

2 Click on the View Settings tab and select the appropriate settings.

Design Area Colors

The options on the View Settings tab enable you to set the colors for the design screen area and other design elements.

▶ **To change the design area colors:**

1   Select **Setup** from the **Tools** menu to display the Application Options tabs.

2   Click on the Set Colors tab and select the appropriate settings.

Image Handles

When you click on an image to select it, image "handles" will appear around the image's border. The image handles let you know when an image is selected, and they also provide an easy way for you to change the image's size.

▶ **To change the size of an image using the image handles:**

1   To size the image while keeping the aspect ratio of the height and width the same (so as not to distort the image), click on one of the four corners of the image handles (so the cursor is at a diagonal).

2   Drag to the desired size.

Printer Setup

The label design software can print using the thermal and thermal transfer printer drivers supplied with the software or any Windows printer. The printer drivers installed with this program enable you to maximize your bar code label printer's capabilities. By providing access to the printer's resident fonts, these drivers make the most efficient use of the memory available and thereby greatly increase the print speed and efficiency. If the printer driver you plan to use to print labels is located in the Windows Printers folder, then it is NOT a driver that was installed with this program.

▶ **To select a printer while going through the New Label Wizard:**

1   Start the label design software and select the **Create a new label** option from the opening screen.

2 The next New Label Wizard screen displays your current default printer. If you plan to use a different printer to print labels, check the **Select a different printer for this design** option and click **Next**.

3 Select the appropriate printer from the drop-down list, or if the printer is not listed, click the **Add...** button to start the Add Printer Wizard.

4 Follow the Add Printer Wizard through the process of adding your printer and make sure that the printer is selected as the default (or specific) printer.

▶ **To select a printer for an existing label:**

1 Select **Printer Setup** from the **File** menu.

2 Do one of the following:

- If the desired printer is included in the Printers list, select it and click **OK**.

- If the desired printer is not listed, click the **Add...** button on the Printer Setup dialog to start the Add Printer Wizard.

  Follow the Add Printer Wizard through the process of adding your printer and make sure that the printer is selected as the default (or specific) printer.

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Data Origins

3

Introduction

This label design software allows you to use both constant (fixed) and variable data origins to create text and bar codes. With a constant data origin, the value is entered when the image is created and never changes. An object with a variable data source does not have its value defined at the time of creation. Instead, it receives its value from the data origin at the time of printing.

This chapter provides an overview of the types of variable data origins that are available with the software in order to assist you in determining which origin will best suit your label design needs. Only a brief overview appears here; additional information can be found in the online Help.

Database

The Database data origin allows you to retrieve information from a database and set up that data to print on your labels by connecting a text or bar code image on the label with a field in your database. You must specify the database file to read and the field from which to print. All records or a subset of records can be selected at print time.

The Database data source in the label design software can accept data from a wide variety of databases including Access, ASCII, dBase, Excel, FoxPro, SQL Server and others.

Keyboard Input

Using Keyboard Input as the data origin allows you to prompt the person printing the labels to key in information at print time.

The Keyboard Input origin also features a Pick List option that allows the person printing the labels to select a value from a pre-defined list at print time. A Pick List ensures exact data entry and eliminates user errors or unauthorized values. A Pick List file must be created with all the necessary values before the label can be printed.

Counter

The Counter data origin is used to create serial numbers, shelf numbers, inventory numbers, and other incrementing values commonly used on labels.

The Counter data origin enables you to add or subtract from the start value you enter by an amount you specify. You can set up the Counter to increment for every label or for each group of duplicate labels. Incrementing on duplicate labels gives you the advantage of changing the Counter value while all Keyboard Input and Database origin values remain the same.

Copy

The Copy data origin is useful if you want to use identical pieces of information in more than one place on a label. With a Copy origin, several pieces of text or bar code data can use the same variable or image data. Simply select an existing object to copy, and you'll have an exact duplicate of that value to use elsewhere on the label.

Combination

The Combination data origin allows the print value for an image to be created by combining the values of several other variable images (like Keyboard Input, Counter or Database origin images). For example, if you need to create a bar code that contains several different pieces of information (i.e. date, serial number and part

number), these pieces of data can all be linked into the bar code from other images using the Combination origin.

Combination images are based on "expressions" which are entered on the Combination properties screen. An expression is built using a combination of operators, constants, variables, functions and other images. Expressions allow you to set up mathematical calculations and use functions to formulate data from one or more variable images.

The label design software provides a wide range of operators and functions that can be used to create virtually any expression needed.

Note | The Combination data origin is not available in all editions of the software.

Date

The Date data origin allows you to print the date on the label, using the computer's internal clock as the source for the date. The program includes several commonly used date formats to choose from, or you can customize one of these formats to meet your labeling needs. For example, days may be added to or subtracted from the current date for uses such as an expiration date for perishable goods, or for an estimated start date.

Time

The Time data origin allows you to print the time on the label, using the computer's internal clock as the source for the time. The program includes several commonly used time formats to choose from, or you can customize one of these formats to meet your labeling needs.

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Creating Your
First Label

4

Introduction

This chapter provides a tutorial that introduces some of the most frequently used features and functions of the label design software. This tutorial includes step-by-step instructions for creating an employee name badge label (see Figure 4) with a company name, an employee name and an ID number. We will use the program's powerful database capabilities to access this data from the Ex1.dbf sample database that is installed with the program. In addition, the ID number will be added as a bar code that can be scanned to track attendance at company events or for other purposes.
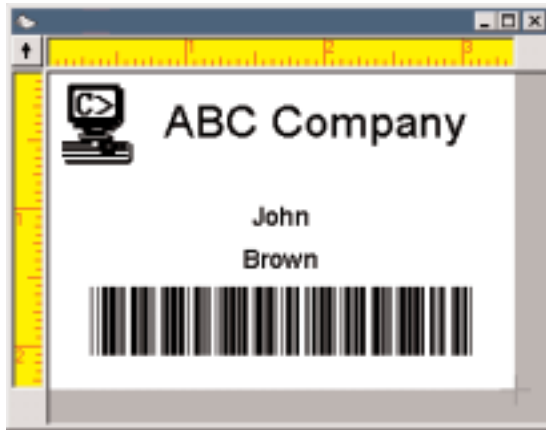

Figure 4 Name Badge Label

This tutorial uses pre-defined label format with an 8 1/2 x 11 inch page size. For purposes of this tutorial we will set up the label design to print to a Windows printer (like a Laser or Inkjet printer). If you do not have this type of printer setup available you can still go through the basic label design steps covered in this tutorial.

Creating a New Label

1 Start the program and from the introductory screen, select the **Create a new label option** and click **OK**. The New Label Wizard will appear.

2 Read through the first screen of the New Label Wizard. Select the following two options: **Select a different printer for this design** and **Change this page size, set up margins, and/or print multiple labels per page.** Click the **Next** button to continue.

3 You are now asked to select your printer. For purposes of this example, we will be printing to a Windows Laser printer. Once you have selected a printer, click **Next**.

4 This screen allows you to specify the type of media to use. Click the fourth option – **One of the forms chosen below**. Open the Form drop-down list and select **5395 – Name Badge**. The page preview at the left will change to show eight rectangles for the label layout. Click **Next**.

5 Since we are using a pre-formatted label form, the page size, margins and label layout have already been set, so you will not need to bother with the settings on the next few screens. Click **Next** three times to proceed through the remaining screens of the wizard.

6 The final screen of the wizard allows you to enter a description for your label (although this description is optional). Type **Employee Badge with Name and ID Number** in the description box and click the **Finish** button.

Adding a Picture (Graphic) Image

1 Click the **Add Picture** button [icon] on the Add Image Toolbar or select **Picture** from the **Insert** menu.

2 On the Picture tab, click the **File...** button to display the Select Picture File dialog. Browse to the program's "Labels" directory, select the **computer.pcx** file and click **Open**. Once the picture is selected, a sample of the picture will appear in the lower right corner of the Picture Properties dialog.

3 Click **Place** and position the cursor in the upper left corner of the label and click the left mouse button to place the image.

4 The picture will appear at its original size, which is too large for this label. To make the picture smaller, position the cursor over the lower right corner image handle (one of the bars outlining the image) and click and drag it toward the upper left corner. Size the picture so it is about 3/4" high. You can also move the picture around by clicking on the middle of the image and dragging it around the label.

5 Save the design by clicking the **Save** button [icon] on the Standard Toolbar or selecting **Save As** from the **File** menu. Browse to save the label to the Windows desktop and enter a file name (like **Employee Badge**), then click **Save**.

Adding a Constant Text Image

1 Click on the **Add Text** button [abc] on the Standard Toolbar or select **Text** from the **Insert** menu to display the Text Properties tabs.

2 On the Data tab, leave the origin set to **Constant** and type **ABC Company** in the Text box.

3 Now click on the Font tab and select the following settings:

Font: Arial

Size: 24

Style: Regular

Note	If you are printing to a thermal or thermal transfer printer, you should use a printer resident font instead of Arial.

4 Click **Place** and position the cursor near the top of the label, to the right of the picture. Click the left mouse button to place the image. Remember, you can move the image at any time by clicking and dragging the image using the mouse.

5 Save the label design.

Attaching a Database File

1 Select **Database File...** from the **Insert** menu. The Add Database Wizard appears.

2 Depending on the edition of the software you are using, you may be prompted to select the type of database setup to use. Select the **Normal Setup** option and click **Next**.

3 Click the **File...** button to display the Select Database File dialog. Browse to locate the program's "Labels" directory, select the **Ex1.dbf** file and click **Open**.

4 Now back in the Add Database Wizard, the database file name you selected should now display on screen. Click **Next** to continue and the program will begin to scan the database drivers.

5 After the drivers have been scanned, the Records Analyzed dialog appears. Each field is listed on this dialog, along with sample data. Click **Next** to continue.

6 Depending on the edition of the software you are using, you may be prompted to select a database access method. For purposes of this example, we will access the database beginning at the first record, so select **Sequential Access** and click **Next**.

7 Now on the final screen of the Add Database Wizard, simply click **Finish** to accept the default database name and complete the database setup. The Ex1.dbf database will now be available as a data origin that can be used for any text or bar code images you add to the label.

8 Save the label design.

Adding Text Images with a Database Data Origin

1 Add a Text image and on the Data tab, set the origin to **Database**. The screen will change to show the Database origin settings. The Ex1.dbf database that was set up previously will display in the Fields text box.

2 Select the **FIRSTNAME** field.

3 Now click on the Font tab and select the following settings:

Font: Arial

Size: 14

Style: Regular

4 Click **Place** and click the left mouse button to place the text near the center of the label, slightly below the "ABC Company" text. Remember, you can drag the image around by clicking and dragging the image with the mouse, so do not worry about precise placement.

5 Add another Text image and again set the origin to **Database**.

6 Select the **LASTNAME** field.

7 Now click on the Font tab and select the following settings:

Font: Arial

Size: 14

Style: Regular

8 Click **Place** and click the left mouse button to place the last name image on the label just below the first name.

9 Save the label design.

Adding a Bar Code with a Database Origin

1 Click the **Add Bar Code** button on the Standard Toolbar or select **Bar Code** from the **Insert** menu to display the Bar Code Properties tabs.

2 On the Data tab, set the Origin to **Database**, then select the **IDNO** field. (There is no need to go through the Add Database Wizard again because we already attached the Ex1.dbf database when we added our Employee Name image.)

3 Click on the Bar Code tab and select the following settings:

   Type: Extended 39

   Text Where: None

4 Click **Place** and click the left mouse button to place the bar code image near the center bottom of the label.

5 Save the label design.

Positioning Images on the Label Design

1 Use the mouse to draw a box around the firstname, lastname and bar code images on the label. Dragging a box around them with your cursor allows you to select all three images at one time.

2 With all three images selected (image handles should surround them, indicating that they have been selected), first click the **Center Horizontally** button and then click the **Space Vertically** button .

3 Save the label design.

Printing the Label Design

1 Click the **Print** button on the Standard Toolbar or select **Print** from the **File** menu.

2 For the print range select the **Pages** option to print one page of labels. Click **OK** to send the label design to the printer.

Setting the Standard
TEKLYNX