TEKLYNX®
LABELVIEW™
VERSION 7

BAR CODE
LABELING
SOFTWARE

QUICK START GUIDE

TEKLYNX

Quick Start Guide

Rev – 9/02

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About This Manual

Introduction   Congratulations on your purchase of this label design software. The wide range of features in the software allow you to create virtually any label and print to any of more than 850 printers. Text, one and two dimensional bar codes, graphics, shapes and other objects are easy to add through the intuitive user interface.

This manual is designed to provide you with the basic information you need to install the software, set up a printer and design a 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 uppercase, 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

1

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

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 40 MB free disk space

- CD ROM drive

Software Security Key

The software includes 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
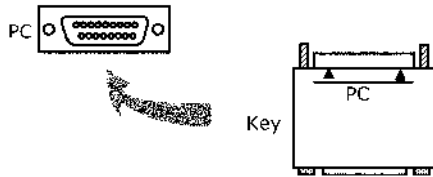
Figure 1 Connecting the software security key to your PC

Note	Without the software security key, the program will run as a Demo version and will place a demo message on all labels printed with the software.

Single User Installation

1 Attach the software security key as directed in the ”Software Security Key” section.

2 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**.)

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

4 Follow the instructions displayed on the screen to select and install the software.

Network Installation

Follow the guidelines below when installing a multi-user/
network version of the label design software:

- The label design software must be installed on a server
  along with the License Manager application. Any
  workstation that will run the label design software must
  also have the software installed locally.
- The security key must be attached to the server. Only one
  security key is included with a network version of the
  software, pre-programmed with the number of licenses
  purchased.
- The hard drive on the machine where the key is attached
  must be shared and mapped allowing full read/write access
  to all potential users. This is necessary for the network
  License Manager.

Note

The License Manager application is not compatible with Novell
systems, so Novell network users must designate a Windows
workstation to be the key server.

**Network
Installation
Procedure**

1 Select one computer on the network to act as the key
server. It can be the network file server, or any of the
workstations. Install the label design software and the
security key on this machine to load the necessary
files. This machine must be running in order for the
users to access the label design software.

2 Run the LVLICENSEMANAGER.EXE application found in
the program's root directory. This file is needed only on
the machine that has the key attached.

The License Manager application allows many users to
access the label design software at the same time,
from anywhere on the network. When users are logged
onto the program, their user names will appear in the
license manager window, so administrators can keep
track of who is using the program.

3 Install the software on each workstation where the
label design software will be used. Through Windows,
map the network drive where the label design software
is installed. Refer to your Windows manual or system
administrator for the necessary instructions.

4 For each installation, run the label design software, select
Configuration... from the **Options** menu and click on
the **Network** tab. Check the **Network Key** box, and use
the ... button or **Auto Find...** button to specify the
location of the SYSTEM\LICENSE directory, found on the
mapped drive established in step 3.

5 Shut down and restart the label design software to complete the network installation.

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, 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.

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, Draw, View, Tools, Options, Server** and **Help**.

▶ **To open a menu:**

1   Click on the menu with the left mouse button.

2   Choose the required command.

Style Bar   The Style Bar 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 Style Bar functions are also available from the **File** menu.

Button	Tool Name	Purpose
	New	Creates a new, blank label.
	Open	Opens an existing label.
	Save current label.	Saves changes made to the
	Print	Prints the current label.
	Snap to Grid	Displays the label design grid that forces objects to line up according to the grid settings.
	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.
	Name Mode	Displays the fields using their field names.
	XXX Mode	Displays the fields as a series of "X" characters.
	Value Mode the field.	Displays a sample value for
	Help	Displays the online Help.

Server Bar   The Server Bar contains tool buttons that activate several advanced data integration features available in this label design software.

Button	Tool Name	Purpose
	DataWatch Server feature.	Activates the DataWatch
	DDE Server feature.	Activates the DDE Server
	Command File feature.	Activates the Command File
	LabelSelect feature.	Activates the LabelSelect

Drawtools Bar   The Drawtools Bar allows you to add text, bar codes, pictures and other objects to your label design. The Drawtools Bar functions are also available from the **Draw** menu.

Button	Tool Name	Purpose
	Add Text current label.	Adds a text field to the
	Add Paragraph current label.	Adds a paragraph to the
	Add Bar Code current label.	Adds a bar code to the
	Add 2D Bar Code current label.	Adds a 2D bar code to the
	Add Picture current label.	Adds a picture to the
	Add OLE Object	Allows you to embed an object created in another application.
	Add Box	Adds a box or rectangle to the current label.
	Add Line	Adds a line to the current label.
	Add Shape	Adds a shape to the current label.

Float Bar   The Float Bar tool buttons are used to position objects on the label in relation to each other.

Button	Tool Name	Purpose
	Align Left	Aligns selected objects with the left edge of the left-most object selected.
	Align Right	Aligns selected objects with the right edge of the right-most object selected.
	Align Top	Aligns selected objects with the top edge of the top-most object selected.
	Align Bottom	Aligns selected objects with the bottom edge of the bottom-most object selected.
	Center Vertically	Centers selected objects vertically.
	Center Horizontally	Centers selected objects horizontally.
	Equal Space Vertically	Spaces selected objects vertically.
	Equal Space	Spaces selected **Horizontally** objects horizontally.

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 gives instructions and information as to what you are expected to do next. Other information status indicators displayed from left to right include the name of the selected printer, the communication port to which it is connected, and the coordinates of the current cursor position.

Double click to edit; click & drag to move.	¶ HP LaserJet 4	-->Ne03:	2.16, 0.00

Figure 2 The Status Bar

Rulers The label design software displays two rulers (left and top of design area) that can be used by the operator to judge the positioning of the fields to be placed on the label. The rulers are displayed in the currently selected units (inches or millimeters).

Rotation Button The **Rotation** button [image] 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 Display Settings The display settings enable you to change program settings to customize your label design environment. Settings included on this tab include language selection, units of measure, display of the grid, ruler colors, etc.

▶ **To change the display settings:**

1 Select **Configuration...** from the **Options** menu and then click on the Display tab.

2 Configure the display settings as appropriate for your label design application.

Printer Setup

This program supports hundreds of specialized thermal and thermal transfer label printers and any printer with a valid Windows driver supplied by the manufacturer. Printer drivers included with this label design software are installed to the program's Drivers directory when the program is installed.

▶ **To install a thermal or thermal transfer label printer:**

1 In the label design software, select **Select Printer...** from the **File** menu and then click the **Install** button.

2 Select the printer to be installed from the Available Printer Drivers list and click the **Install** button. The new printer will be copied to the Installed Printers list.

3 Click **Connect** and choose the correct port.

4 If the printer is connected to a serial port, the driver (in the Windows Printer folder) will need to be configured to match the printer settings (baud rate, data bits, stop bits, parity, flow control). Refer to the printer's documentation to determine these settings.

5 Click **OK/Close** until the main screen reappears.

▶ **To select a printer:**

1 In the label design software, select **Select Printer...** from the **File** menu.

2 Click on the Printer drop-down list to display a list of installed printers.

3 Select the appropriate printer and click **OK**.

Designing Labels

3

Introduction

This chapter introduces some of the most frequently used features and functions of the label design software to get you off to a quick start on creating labels.

Creating a New Label

1 Select **New** from the **File** menu. The Label Setup tabs will appear.

2 Fill in the settings on the Label Setup tabs as appropriate and click **OK** when finished.

Opening a Label

1 Select **Open** from the **File** menu.

2 Locate the desired label file and double-click on it to open it in the label design software.

Note

If the label was originally created for a printer other than the one currently selected, you will be asked if you want to convert the label to the new printer. If "No" is chosen, the label will not open.

Moving an Object on the Label

1 Place the mouse cursor over the selected object.

2 Click the left mouse button and drag to move the object to the desired location.

Sizing an Object on the Label	**1** To size the object while keeping the aspect ratio of the height and width the same, click on one of the four corners of the object handles (so the cursor is at a diagonal).
	2 Drag to the desired size.

Printing a Label	**1** Click the **Print** button or select **Print** from the **File** menu.
	2 For labels getting their values from a database, click the ⬚ button to view and choose the database record(s) to be printed.
	3 Click the **Print** button to send the label design to the selected printer.

Adding Objects to the Label

Adding Text	**1** Click the **Add Text** button ⬚ to display the Text properties tabs.
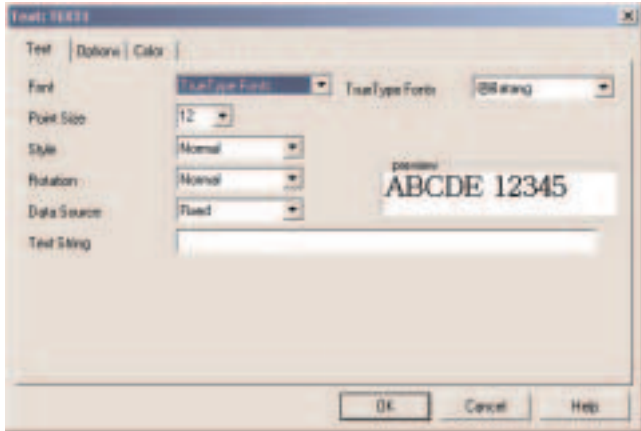
Figure 3 Text Properties Tabs

2 Set the following settings as appropriate for the text object:

Font: Allows you to select the desired typeface to use for the text object.

Point Size: Controls the height and width of the font.

Style: Select from the list of available styles (bold, italic, underline) for the selected font.

Rotation: Controls the orientation of the text object. The options are Normal, Sideways Up, Sideways Down, and Upside Down.

Data Source: Determines the source from which the text object will get its value. The default data source is Fixed (never changing). See the "Data Sources" chapter for more information.

Text String: Allows you to type the text to be printed on the label.

3 Click **OK** and then click on the label in the position where you want to place the text.

Adding a Paragraph

1 Click the **Add Paragraph** button to display the Paragraph properties tabs.
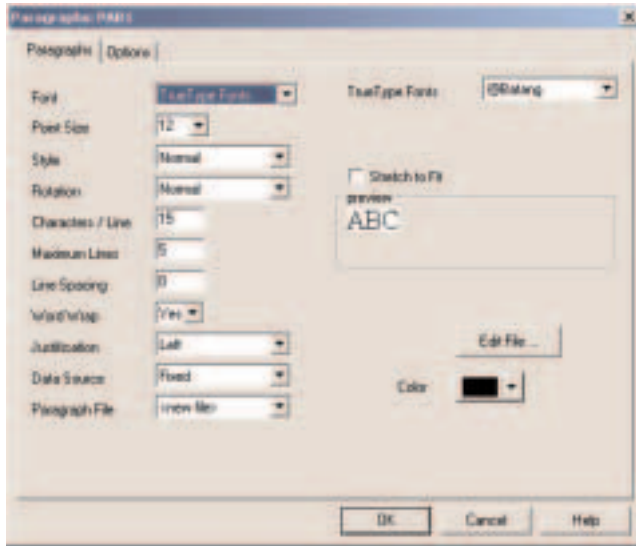
Figure 4 Paragraph Properties Tabs

2 Set the following settings as appropriate for the paragraph object:

Characters/Line: Number of characters to appear on each line of the paragraph.

Maximum Lines: Determines the number of lines used for the paragraph object. If the paragraph text file contains more information that can appear within this maximum line setting, then some of the data will not appear.

Line Spacing: Amount of space between each line of text. This value must be specified as a number of dots (the smallest unit of measurement on the printer).

Word Wrap: If Word Wrap is set to **Yes**, if the word at the end of the line would extend beyond the specified number of characters, the word will be moved to the next line. If Word Wrap is set to **No**, the last word on the line will be truncated if it extends too far, and the rest of the file will be lost.

Justification: Aligns the text (according to the rotation of the paragraph) to the left or right margins, or centers the lines within the space allowed.

Data Source: Determines the source from which the paragraph object will get its value. The default data source is Fixed (never changing). See the "Data Sources" chapter for more information.

Paragraph File: This setting appears only if the source of data is Fixed. The name of the text (.TXT) file containing the actual paragraph text should be entered here.

3 Click **OK** and then click on the label in the position where you want to place the paragraph.

Adding a Bar Code

1 Click the **Add Bar Code** button to display the Bar Code properties tabs.
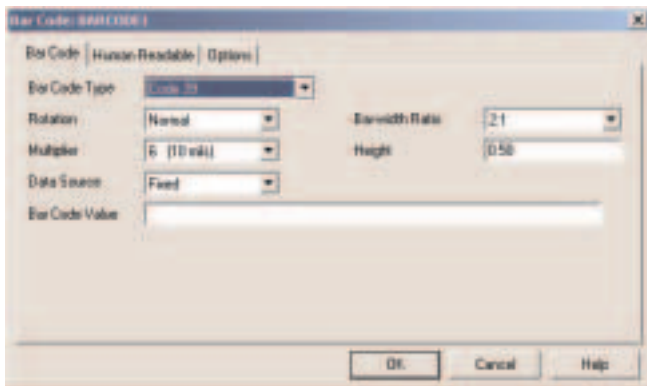
Figure 5 Bar Code Properties Tabs

2 Set the following settings as appropriate for the bar code object:

Bar Code Type: Select one of over 30 different bar code symbologies supported by the label design software.

Rotation: Controls the orientation of the bar code object. The options are Normal, Sideways Up, Sideways Down, and Upside Down.

Multiplier: While the relative thickness of the bars is defined by the bar-width ratio, the overall thickness of the bars can be changed using the bar width multiplier. Use this value to adjust the overall width of the bar code.

Bar-Width Ratio: Controls the relative size between thick and thin bars and spaces.

Height: Specifies the height of the bar code in inches or millimeters, depending on the configuration setup.

Bar Code Value: This setting appears only if the source of data is Fixed. The actual value for the bar code should be entered here.

3 If you want human readable text to be printed along with the bar code, click on the Human Readable tab and select **Yes** from the drop-down list.

4 Click **OK** and then click on the label in the position where you want to place the bar code.

Adding a 2D Bar Code

1 Click the **Add 2D Bar Code** button ▥ to display the 2D Symbology properties tabs.
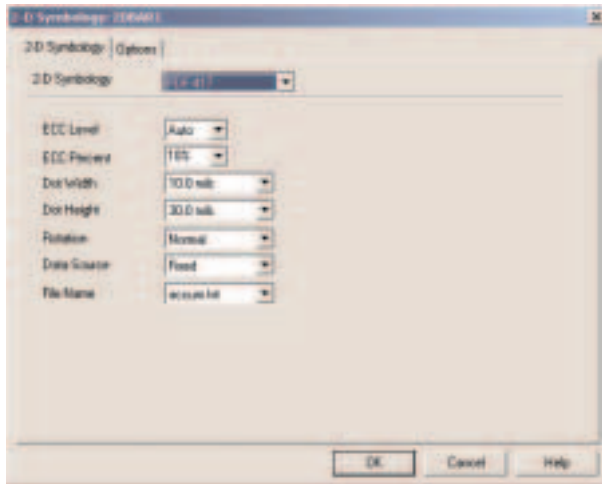
Figure 6 2D Symbology Properties Tabs

2 The settings that appear on the 2D Symbology tab vary depending on the 2D bar code type selected. Fill in the settings as appropriate for your 2D bar code.

3 Click **OK** and then click on the label in the position where you want to place the 2D bar code.

Adding a Picture

1 Click the **Add Picture** button to display the Pictures properties tabs.

Figure 7 Picture Properties Tabs

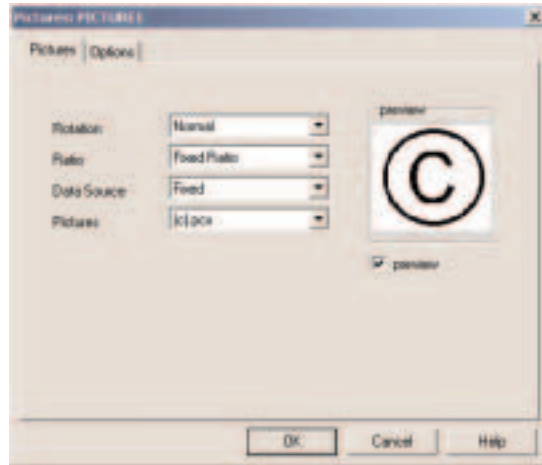**2** Set the following settings as appropriate for the picture object:

Rotation: Controls the orientation of the picture object. The options are Normal, Sideways Up, Sideways Down, and Upside Down.

Ratio: Determines if and how the image can be resized. **Fixed** means both the height and width will remain proportional as the size changes. **Stretchable** means there is independent control of the height and the width. **Non-Resizable** means the picture cannot be resized.

Data Source: Determines the source from which the picture object will get its value. The default data source is Fixed (never changing). See the "Data Sources" chapter for more information.

Pictures: This setting appears only if the source of data is set to Fixed. The name of the picture file (i.e. logo.pcx) should be entered here.

3 Click **OK** and then click on the label in the position where you want to place the picture.

Adding an OLE Object

1 Click the **Add OLE Object** button ![icon] to display the Insert Object dialog.
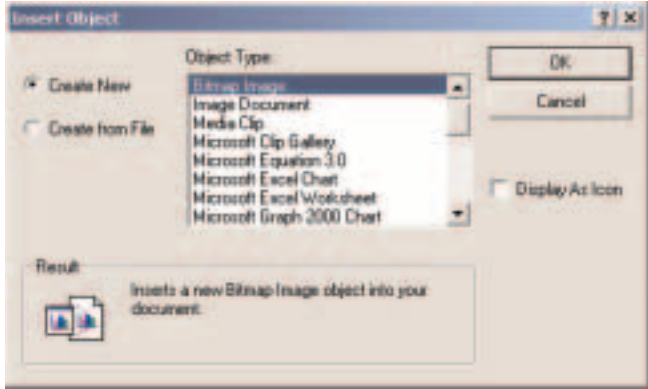
Figure 8 Insert Object Dialog

2 Select one of the following options:

Create New: The Object Type list displays objects from your other installed applications that support OLE (Object Linking and Embedding). Select an object type from the scroll list and click **OK**. The selected program will open, allowing you to create a new object using that program.

Create from File: If the object you require is already saved on your system, use this option to locate it. You will be prompted to type in the location and name of the file, or you can browse your system to find it.

3 Click **OK** and then click on the label in the position where you want to place the object.

Adding a Box	**1** Click the **Add Box** button ▣ to display the Box settings.
	2 Set the following settings as appropriate for the box object:
	Horizontal/Vertical Thickness: Sets the horizontal (top/bottom) and vertical (sides) thickness of the lines for the box.
	Color: Set the color for the box object.
	3 Click **OK** and then click on the label in the position where you want to place the box.
Adding a Line	**1** Click the **Add Line** button ▬.
	2 Click on the label in the position where you want the line's start point to be and then drag using the mouse to create the line.
	3 If you want to change the width, height or color of the line, double-click on the line object to display the Edit Line dialog.
	4 Edit the line settings as desired.
Adding a Shape	**1** Click the **Add Shape** button ⬠ to display the Shapes properties tabs.

Figure 9 Shapes Properties Tabs

2 On the Shapes tab in the Shape Category box, click the category that contains the shape you want. For example, if you are looking for a hammer, click **Tools**. All the available shapes for the selected category appear.

3 Scroll through the displayed shapes and click the shape you want. It will appear in the lower portion of the dialog box.

4 Set the following settings as appropriate for the shape object:

Rotation: Controls the orientation of the text object. The options are Normal, Sideways Up, Sideways Down, and Upside Down.

Ratio: Determines if and how the image can be resized. **Fixed** means both the height and width will remain proportional as the size changes. **Stretchable** means there is independent control of the height and the width. **Non-Resizable** means the picture cannot be resized.

5 Click **OK** and then click on the label in the position where you want to place the shape.

Data Sources

4

Introduction

This label design software allows you to use fixed or variable data sources for text and bar code objects/fields. The selected data source will determine the origin from which the object will get its value. An object with a fixed data source is defined when you create the object. An object with a variable data source does not have its value defined at the time of creation, but instead receives its value from the data source at the time of printing.

This chapter provides an overview of the types of data sources that are available with the software. Only a brief overview appears here; additional information can be found in the online Help.

Note | Not all data sources are available for all object types.

Fixed
The Fixed data source requires you to enter the data when the object is created, and this data never changes. Fixed is the default data source.

When Printed
The When Printed data source prompts the operator to type in the data at print time.

Linked
The Linked data source allows you to take information from one or more other fields on the label, or perform mathematical calculations. All fields are referred to by their FIELD NAME.

dBase
With the dBase data source, the data is retrieved from a dBase III or IV compatible database. The operator will be asked to enter the key field data at print time (i.e. "Enter Part Number:") which is then used to retrieve other related information from the database, such as price/unit, color, etc.

ODBC DB With the ODBC DB data source, the data is retrieved from an ODBC database that must first be set up through the Windows Control Panel. Once the ODBC driver has been set up, you must select the driver to use by selecting **Directories...** from the **Options** menu and then clicking the **Data Source...** button. When printing, the user is prompted for a key value, such as part number, which is then looked up in the database to retrieve related information, such as price/unit.

OLE DB The OLE DB data source is similar to the ODBC DB data source in that it allows data from many different formats to be added to labels. However, OLE DB technology is newer, is more stable, and is easier to set up than ODBC. Select **Configuration...** from the **Options** menu and then click on the OLE DB Manager tab to set up the links before adding the field to the label.

Date / Time Stamp With the Date or Time data source, the current date or time is retrieved from the computer when the label is printed. Several date and time formats are available. All labels in a single batch will have the same time printed on them.

Serial File With the Serial File data source, a serial number is retrieved from a serial file at the time of printing. This file is updated after printing so that the information can be used again without operator intervention. The label will begin counting again from the point where it finished.

CommWatch The CommWatch data source retrieves the data from an external device through the computer's serial port. This allows information to be included from weigh scales, scanners, sensors, or PLCs.

Accumulator File The Accumulator File data source can take data from any field on a label after printing and add its value to a pre-determined file. This accumulator file can take data from multiple label formats. The accumulated data can then be printed to any label as a data source.

Pick List With the Pick List data source the data comes from a pre-configured drop-down list, allowing exact entry of data with no user errors or unauthorized entries.

Shift Code A Shift Code data source allows the printed data to change depending on what time of day the labels are printed. This type of data source is used to keep track of the work shift (day shift, night shift, etc.) that printed certain labels by setting up the label to automatically include the shift information on each label.

Data Dictionary The Data Dictionary data source calls a predefined series of When Printed fields to be used with DDE exchanges and automated printing routines.

Setting the Standard
TEKLYNX

www.teklynx.com