**BRADY**

**BBP™31** SIGN & LABEL PRINTER

# Tutorial

# Introduction

The tutorial is divided into multiple lessons. Each lesson stands on its own and does not require you to build on existing lessons.

The lessons provide step-by-step instructions on how to achieve the desired results. Some lessons present multiple ways to accomplish a certain task.

**Note:** All lessons assume that 4in. (101.5 mm) tape is installed in the printer.

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Revision A

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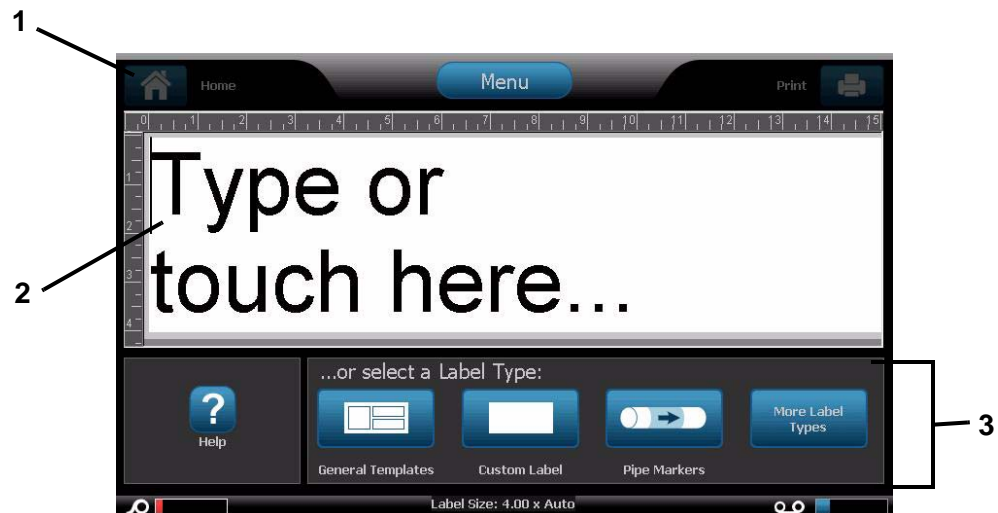**Sales/Customer Support**:(800) 537-8791

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## Before Starting

Before starting, you should understand the sections of the display screen that will be used in these tutorials.

The *Home* page automatically displays when you first start the printer. The sections of the *Home* page that you will be using for these lessons are:

| Item # | Icon | Description |
|---|---|---|
| 1 | | **Home**: Returns you to the *Home* page from anywhere in the application. Button is greyed out on the Home page. |
| 2 | **Editor** | Text or object entry area. Type, touch or select objects to display and edit in this area. |
| 3 | **Control Panel** | Primary area for selecting all of your options for creating, editing and working with labels and objects. The panel changes depending on what option is selected. |

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# Lesson 1: Creating a Simple Text Label

This lesson shows you how to create a simple label, adding formatting attributes and revising the label before printing. For more information on the techniques used in this lesson, see *"Create Labels" on page 3-1* and *"Printing Labels" on page 5-3* of the user's manual.

**Note:** Whenever there is text that you should enter, the word is highlighted in **Blue**. All other actions are highlighted in **bold**.

## Enter Text

1. From the *Home* page, type: **EXIT**. The text size is maximized to fit the entire width of the installed tape (e.g., 252 pts).
2. Add a new line by pressing **Enter**. The text size is reduced so that both lines will fit the entire width of the installed tape (e.g., 126 pts).
3. On the second line, type: **LEFT**.

## Change Font Size

*To decrease the font size:*

1. Touch **Size** [−] twice. Each time you press the button, the font size will change. For example, if the font size was 126 pts to start, pressing *Size* twice will reduce it to 80 pts.

**Note:** The [+] and [−] size buttons change the font size for *all* of the text in the text object.

*To change font size for one word in a text object:*

1. Touch the word **Exit**.
2. Touch **Font** [Abc]
3. In the *Size* dialog, type: **100** (pts).
4. Select **OK** [✓] or press **Enter**.

## Highlight Text

You can use the keyboard navigation keys [↑↓←→] to move the cursor around in a text box. You can also touch a word to highlight it.

1. Use [← or →] to move the cursor to the beginning or end of the word **Left**.
2. Hold the **Shift** key and press [← or →] until the entire word is highlighted.
   - or -
   Touch the word **Left.**

## Format Text

You can change the format of a word by pressing one of the format buttons on the control panel. The action is immediately reflected in the *Editor*. Pressing the button again, returns the highlighted text to its original state.

1. Select **B** . The word is immediately bolded.

2. Select **U** . The word is immediately underlined.

3. Select **I** . The word is immediately italicized.

## Justify Text

***To justify text in an object:***

1. Touch the right arrow of **More Options** .

2. In the *Justification* area:

   - **Justify Left**: Select .

   - **Justify Right**: Select .

   - **Justify Center**: Select .

3. In the Center on Label area, center the text on the label:

   - Touch the right arrow of **More Options** .

   - Touch **Vert** .

## Frame an Object

1. Touch **More Options** ◀ ▶ until you get to the Object Frame options.

2. In the *Object Frame* options, select **Rounded** ▢. The framed object is immediately shown in the display.

## Set Label Fixed Length

1. Touch **Menu** Menu .

2. Select **Size & Orientation** .

3. Select **Fixed Length** Fixed Length .
4. In the *Length* field, type: **12**
5. Select **OK** ✓ .

## Preview a Label

1. Create a simple label using the previous procedures.

2. Touch **Print** 🖨 .

3. Select **Preview** . Your label is displayed in the preview window.

4. Select **Start Print** ✓ to print, or **Cancel** ✕ to exit the *Print Preview* screen.

## Clear a Label and Return Home

1. From anywhere in the label, press **Home** 🏠 .
2. If asked to save changes, select **No**.

# Lesson 2: Adding Graphics to Labels

1. From the *Home* page, touch anywhere in the *Editor*.

2. Select **Graphic** [graphic icon] . The box on the left shows the available graphic categories. As you touch a category, the available graphics for that category will display in the box on the right.

3. In the *Category* list, use the up [up arrow icon] or down [down arrow icon] arrows to scroll to the **Warning** category.

4. Select any of the available graphics to add it to your label. The graphic size is maximized to fit the entire width of the installed tape.

5. To resize the graphic, use the **Size** [minus icon] or [plus icon] just like text.

***To set a specific graphic size:***

1. Touch the graphic.

2. Touch the right arrow of **More Options** [left arrow / right arrow icons] .

3. Select **Exact Size & Position** [Exact Size & Position icon] .

4. In the *Object width* field, enter **2**.

5. Select **OK** [OK icon] . The graphic width is sized proportionally to 2 in. [50.8 mm].

***To move objects on the label:***

There are three ways to move objects on a label:

1. **Drag and Drop:**
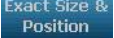   a. Touch and hold the object.
   b. Drag the object to the desired location on the label.
2. **Use Keyboard**:
   a. Touch the object.
   b. Use the keyboard navigation keys [↑↓←→] to move the object left, right, up or down on the label.
   c. Press **Shift** plus [↑↓←→] keys to move the object in larger increments.
3. **Exact Size & Position:**

   a. If you are not already there, touch **More Options** to get to the *Exact Size & Position* option.

   b. Select **Exact Size & Position** .

   c. In the *Distance from left edge* box, enter **1**.

   d. Select **OK** .

# Lesson 3: Adding Serialization & Barcode Data

In this lesson, you will learn how to apply text and barcode serialization to labels and redefine the sequence numbering. For more information on the techniques used in this lesson refer to *"Converting Text or Barcode to Variable Data" on page 4-31* of the user's manual.

## Add Text Serialization

1. From the *Home* page, touch anywhere in the *Editor* to add an object.

2. Select **Serial & Date/Time** .

3. Select **Serial Text** .

4. In the *Starting value* box, enter **1**.

5. Touch the **Ending value** check box.

6. In the *Ending value* box, enter **10**.

7. Touch in the *Before Serial* dialog box, and type: **PART #**

8. Select **OK** . The text object is converted to serial and the first value is displayed on the screen.

### *Preview Text Serialization*

**To preview all of your labels in the series.**

1. With the serialized label in the *Editor* window, touch **Print** .

2. Select **Preview** . Note the *Label* number indicates **1 of 10**.

3. Select **Next Label** to scroll through all of the serialized labels in your file.

4. **Cancel** to exit the *Print Preview* screen.



## Add Barcode Data

1. From the *Home* page, touch anywhere in the *Editor* to add an object.

2. In the *Add Object* panel, select **Barcode** .

3. In the **Data value** field, type: **123456**

4. Select **OK** .

5. Scroll through the More Options buttons to view the available attributes you can change.

# Lesson 4: Using a Template to Create a Label

1.  From the *Home* page, select **General Templates** .
2.  In the *Category* field, touch **With Sign Headers**.
3.  Select the 2nd template (sign header on top, text and graphic below).
4.  Touch the sign header placeholder.
5.  From the *Sign Header* options on the right, touch **Caution**. This header is added to your template.
6.  Touch the text box to select it.
7.  Type your **First name**.
8.  Press **Enter**.
9.  Type your **Last name**.
10. Touch the graphic placeholder.
11. From *Category* list, choose a category and select a graphic.

# Lesson 5: Saving and Opening a File

In this lesson, you will learn how to save labels as a file for use at a later date, open a saved label file and delete a label file. For more information on the techniques used in this lesson, refer to *"Save a Label File" on page 6-1*, *"Open a Label File" on page 6-2* and *"Delete a Label File" on page 6-3* of the user's manual.

## Save a Label File

1. From the *Home* page, type: **TEXT**.

2. Select **Menu** Menu .

3. Select **Save File** 🖫 .

4. Type the file name: **LABEL**

5. Select **OK** ✅ .

6. Select **Menu** Menu and select **No** to clear the label and return to the *Home* page.

## Open a Saved Label File

1. Select **Menu** Menu .

2. Select **Open File** 📂 .

3. Select **LABEL**. It will automatically open in the *Editor*.

4. Select **Menu** Menu and select **No** to clear the label and return to the *Home* page.
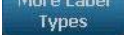
## Delete a Label File

1. Select **Menu** Menu .

2. Select **Delete File** ✕ .

3. Select **LABEL**.

4. At the prompt to delete the file, select **Yes**. The file is deleted from the labels list.

5. Select **Cancel** ❌ to return to the previous menu.

# Lesson 6: Creating Pipe Markers

In this lesson, you will learn how to create, save, open and delete a standard pipe marker label.

**Note:** To create a rollform or symbol/arrow pipe marker, see the user manual.

*To create a standard pipe marker:*

1. From the *Home* page, select **More Label Types** .

2. Select **Pipe Markers** . The Pipe Marker application will load.

3. Select **Create New File** .

4. From the *Pipe Marker Style* dialog, select **Standard**

5. In the *Dimensions* dialog, choose: **4 in (>10 in)**.

6. Select **Next**.

7. In the *Pipe contents* dialog, use the down arrow to scroll to the category **Other**.

8. Select **Next** .

9. In *Legend line 1*, enter: **TOXIC**.

10. Select **Next** .

11. In the *Graphics* dialog, select **Change Category** .

12. Use the down arrow to scroll to the category **WHMIS**.

13. Select the icon .

14. Select **Next** .

15. In the *Arrows* dialog, select **Left**.

16. Select **Finish** . The new pipe marker is displayed in the *Editor*.

*To save a pipe marker:*

1.  With the pipe marker displayed, select **Menu** Menu .

2.  Select **Save File** 🖫 .
3.  In the *File* name dialog, enter a file name for the pipe marker.
4.  Select **OK** ✅ . The pipe marker is saved.

*To open an existing pipe marker:*

1.  From the *Pipe Marker* control panel, select **Open Saved File** 📂 .
2.  In the *Open File* dialog, select the label: **Fire Pipe Marker**.

*To delete a pipe marker:*

1.  In the *Pipe Marker* control panel, select **Menu** Menu .

2.  Select **Delete File** ✕ .
3.  In the *Delete File* dialog, select the label **Fire Pipe Marker**.
4.  At the prompt, select **Yes**.

# Lesson 7: Creating QuickLabels

In this lesson, you will learn to create a QuickLabel by entering the label ID and by browsing to the label.

> **Note:** After creating the label, you can edit the objects by using the procedures from *"Lesson 1: Creating a Simple Text Label" on page 1-2* and *"Lesson 2: Adding Graphics to Labels" on page 1-5*.

### *To create a QuickLabel using the label ID:*

1. From the *Home* page, select Select **More Label Types** [More Label Types].

1. Select **QuickLabel** [icon].

2. In the *Label ID* dialog, type or touch: **301**

3. Select **OK**. The label is immediately loaded in the *Editor.*

### *To browse for a QuickLabel:*

1. From the *Home* page, select Select **More Label Types** [More Label Types].

1. Select **QuickLabel** [icon].

2. In the *Label ID* dialog, touch **Browse** [Browse...] .

3. In the *Category* list, select **Fire**.

4. Select label **358**.The label is immediately loaded in the *Editor.*

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