



LabelMark™

LABELING SOFTWARE

Program Installation

The LabelMark 5.0 program is installed from the DVD provided with your software package.

To install the LabelMark 5.0 program from the DVD:

1. Insert the DVD into your computer's DVD drive.

The installation program automatically launches.

2. Follow the instructions on the screen.

If you purchase the LabelMark 5.0 program electronically, an e-mail is sent to you providing the program files, license information/serial numbers, and installation instructions. Follow these instructions for proper installation of LabelMark 5.0

NOTE

You must update your printer drivers for proper printing.

Register Your Program

Register your program on-line at www.bradycorp.com/register.

Program Start-Up

To start the LabelMark 5.0 program:

1. On the Windows Desktop, click the Start button.
2. Choose Programs>Brady>LabelMark.

OR

If a desktop icon has been created, double click the icon.

3. On the Create New/Open screen, select a part number, then click OK.

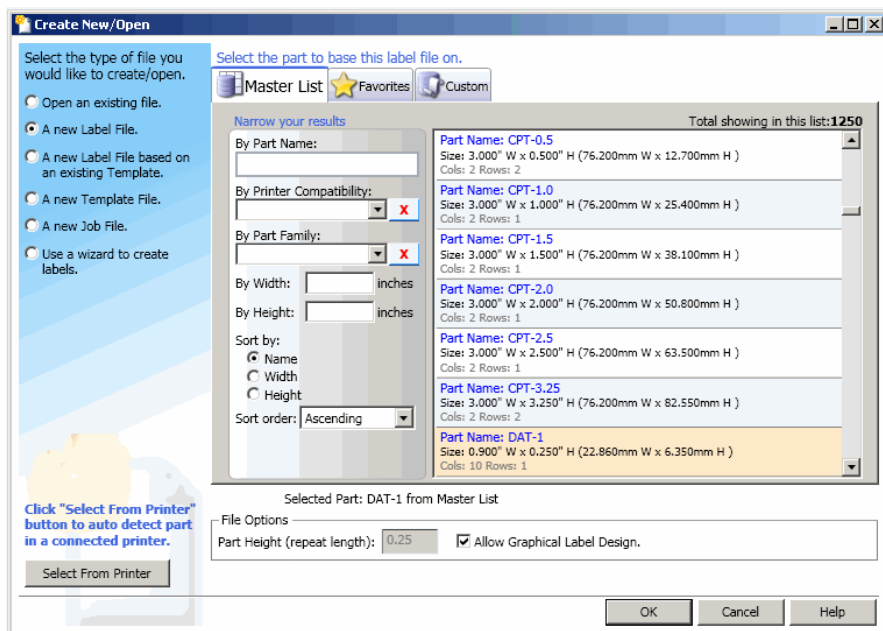


Figure 1. Create New/Open Screen

Application Window

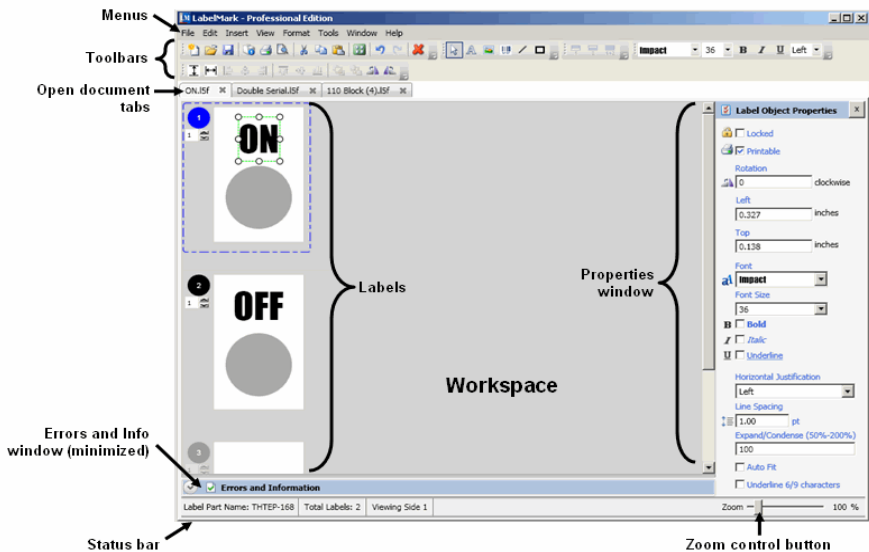














Figure 2. Workspace window

Window Elements

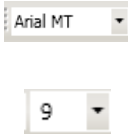





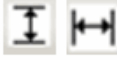

Window Element	Description
Menu	Menus provide functions or commands available in the LabelMark program.
Toolbar	Collection of menu shortcuts displayed on buttons. The toolbar contains standard Windows application commands and commands specific to the LabelMark software, enabling you to process label-making tasks.
Status Bar	Located at the bottom of the workspace window, the status bar displays relevant information about the label and media on which you are working. The status bar contains the selected label part number and total number of labels in the current file.
Workspace	The main area of the screen that displays the label file on which you are working as well as other LabelMark functionality, such as managing custom parts, schemes, and favorites.
Properties Window	Located on the right side of the Workspace window, the properties window contains formatting functions for the label element on which you are working.
Document tabs	Display the names of open files or functionality screens. If a file is new and has not yet been saved, the unsaved file is identified as "Untitled."
Zoom Button Control	Available for editing labels, templates, or custom parts, the Zoom feature enables you to zoom in or out on a label document by dragging the button left or right. The zoom percentages range from 25% to 800%.

Toolbars







Standard

Button	Function	Button	Function
	Create a new label file, template, or job.		Open a previously saved label file, template, or job.
	Save a label file, template, or job.		Display information about printers currently available to LabelMark.
	Send label file or template to the printer.		Preview label file or template before it is printed.
	Removes an element from a label for placement on another label or different area of the same label.		Duplicates elements on a label.
	Paste cut or copied elements on different labels, or different areas on the same label.		Undo the last action, returning the label/document to the previous state before the action was taken.
	Redo the last action, returning the label/document to the state before the Undo action was taken.		Permanently delete elements from a label, or a label from a label file.

Format

Button	Function	Button	Function
	<p>Select a different font (typeface) and/or font size for a text element.</p>		<p>Font attributes used to apply Bold, Italics, or Underline to text elements.</p>
	<p>Horizontal Justification used to justify text (left, center, right) within the text element's boundaries</p>		<p>Vertical Text Alignment used to vertically align elements on a label to each other (top, middle, bottom).</p>
	<p>Horizontal Text Alignment used to horizontally align elements on a label to each other (left, center, right).</p>		<p>Rotation Rotates elements on a label, left or right, 90 degrees at a time.</p>
	<p>Center Objects Vertical/Horizontal centers elements vertically or horizontally to the label boundaries.</p>		<p>Brought to Front/Send to Back rearranges overlapping elements to allow visibility of all layers</p>

Action


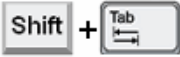






Button	Function	Button	Function
	<p>Selection tool Selects elements on a label, placing handles around the element to indicate it is selected.</p>		<p>Text tool Used to enter text on a label. (If "Allow Graphical Label Design" is not turned on, label will automatically be in text mode.)</p>
	<p>Image tool Used to insert a graphic onto the label. ("Allow Graphical Label Design" must be turned on.)</p>		<p>Barcode tool Used to insert a barcode onto the label. ("Allow Graphical Label Design" must be turned on.)</p>
	<p>Line tool Used to draw a horizontal, vertical, or diagonal line on the label. ("Allow Graphical Label Design" must be turned on.)</p>		<p>Rectangle tool Used to draw a square or rectangle on the label. ("Allow Graphical Label Design" must be turned on.)</p>










Navigation



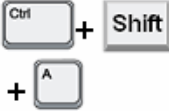





Mouse





Function	Button Action	Description
Select	Left Click	Selects a label element or the label itself.
Context Menu	Right Click	Displays the applicable context menu for the selected element or label.
Multi-Select Non-contiguous Items	CTRL + Left Click	Used to select one or more non-contiguous elements or labels. (Non-contiguous refers to elements or labels that are not next to each other.)
Multi-Select Contiguous Items	SHIFT + Left Click	Used to select a range of contiguous labels. (Contiguous refers to labels next to each other.) This function does not apply to elements.
Drag and Drop/ Move	Left Button Drag	Moves a selected label element within a label. Resizes the element if the mouse is positioned on one of the handles of the selected element.
Lasso	Left Button Drag	Selects multiple items if the mouse is NOT positioned on any selected item. (See "Selecting Multiple Elements" on page 32 of the User's Manual for more information.)

Cursor Movement

Function	Key	Description
Move Next		Moves to the next label in a file.
Move Previous		Moves to the previous label in a file.
Scroll Up		In a multi-label file, scrolls one label row up.
Scroll Down		In a multi-label file, scrolls one label row down.
First		<ul style="list-style-type: none"> Moves to the first label in the file. In Text Element, moves to the beginning of the line of text.
Last		<ul style="list-style-type: none"> Moves to the last label in the file. In Text Element, moves to the end of the line of text.
Move Up		<ul style="list-style-type: none"> If a label is selected in a multi-label file, moves to the label above. If on a label element, selects the element above the current element. If on the last element, moves to the label above, selecting the bottom element on that label.
Move Down		<ul style="list-style-type: none"> If a label is selected in a multi-label file, moves to the label below. If on a label element, selects the element below the current element. If on the last element, moves to the label below, selecting the top element on that label.

Function	Key	Description
Move Left		<ul style="list-style-type: none"> • If a label is selected in a multi-label file, moves to the label on the left. • If on a label element, selects the element to the left of the current selected element. • If on the top left element, moves to the label on the left, selecting the right-most element on that label.
Move Right		<ul style="list-style-type: none"> • If a label is selected in a multi-label file, moves to the label on the right. • If on a label element, selects the element to the right of the current selected element. • If on the right-most element, moves to the label on the right, selecting the left-most element on that label.
Nudge Element Up		Nudges a selected element up by one grid unit.
Nudge Element Down		Nudges a selected element down by one grid unit.
Nudge Element Left		Nudges a selected element left by one grid unit.
Nudge Element Right		Nudges a selected element right by one grid unit.
Go To		Invokes the GO TO Label dialog box, to go to a specific label.
Find		Invokes the Find dialog box, to search for specific text in a label file.
Find Next		Finds the next occurrence of the searched for text.

Function	Key	Description
Find and Replace		Invokes the Find and Replace dialog box to replace searched-for text with different text.
Select All Elements		Selects all elements on a label.
Select All Labels		Selects all labels in the label file.
Cancel Current Action		Cancels the current action, which includes canceling a context menu or a dialog box.
Clipboard Copy		Copies selected elements or labels and places the duplicates on the clipboard.
Clipboard Cut		Removes selected elements or labels from the Editor and places them on the clipboard. This action(s) supports undo/redo.
Clipboard Paste		Pastes the contents from the clipboard onto a selected label. This action(s) supports undo/redo.
Undo		Undo the last action. Puts the element or label back to the state it was in before the last action was taken.

Function	Key	Description
Redo	 + 	Redo the previous action that was “undone.” Puts the element or label back to the state it was in before Undo was inacted.
Command Multiplier	 + 	Invokes the Command Multiplier dialog box. Copies objects or the contents of entire labels and pastes the items multiple times, according to your specifications. <i>(See “Data Bound (Linked) Objects” on page 70 of the User’s Manual for more information.)</i>

Label Navigation

When in single label view, use the Label Navigation buttons on the right side of the Status Bar to access specific labels.



To go to the a specific label in the file:

1. Highlight the current number in the Label Navigation numbered field.
2. Enter the number of the label you want to go to.
3. Press [Enter].

To move to the next or previous label:

1. Click Next  or Previous .

To move to the last or first label in the file:

2. Click Last  or First .

Quick Zoom


A Zoom control scale displays in the lower right corner of the Status Bar. To quickly change the zoom percentage of the label file:

1. Drag the zoom control button to the right of the scale to increase the size.
2. Drag the zoom control button to the left of the scale to decrease the size.



Add Text

To add text to a label (with “Allow Graphic Label Design” turned on):

1. Click on the label where text should be added.
2. Click the Text button  on the Action toolbar.

The mouse pointer becomes an I-beam, indicating that text can be entered.

3. Click the mouse where the text should be placed.
4. Enter the text.

A border displays around the text as it is being entered. This border represents the text line.

5. When finished entering the text, click anywhere on the screen to remove the typing line borders.

NOTE

When an element is selected (i.e., displaying handles or typing line border), the element's properties display. Use the properties box to re-format the element.

Edit Text Element

To add or delete text from the text element:

1. Double click the text element to access the text string.

The text line border re-displays and the cursor blinks at the beginning of the text string.

To add text to the text string:

2. Click the mouse in the text string where the text should be added.
3. Enter the text.

To delete characters, after accessing the text string:

4. Click the mouse to the left or right of what you want to delete.
5. Press the **[DELETE]** key to delete characters to the right of the cursor; press **[BACKSPACE]** to delete characters to the left of the cursor.

To exit the text string:

6. Click anywhere on the label.

Add an Image

To add an image to a label:

1. Click the image button  on the Action toolbar.

The mouse displays as a cross (⊕).

2. Drag the image mouse icon to draw a frame in which the image will display.
3. From the Open dialog box that displays, browse the directories to find the image you want to use.
4. In the list of images, click the image you want to use, then click Open.

The image fills the frame you drew.


Resize Image

When the image is placed in the frame, a series of “handles” display around the framed image.

1. Position the mouse on one of the handles.
2. Drag the mouse to enlarge or shrink the image. (Dragging toward the image shrinks the image; dragging away from the image enlarges it.)

Move the Image

To move the image to another location:

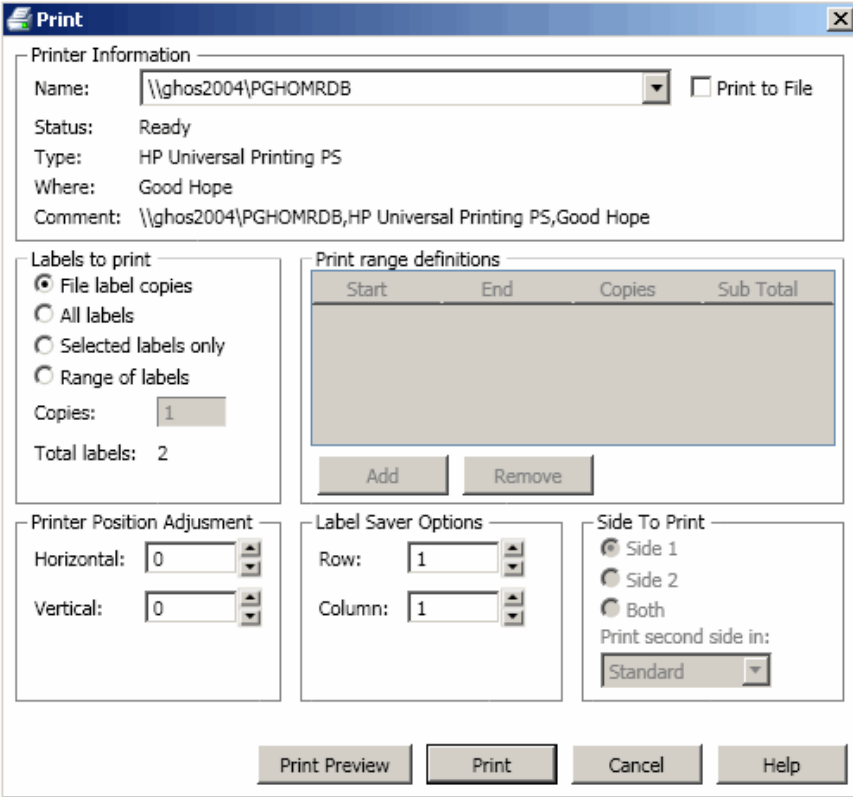
1. Click the image to display the handles.
2. With the mouse inside the image boundaries (NOT on any handle), drag the image to the new location. The mouse will display as a cross  when it is inside the image.
3. To remove the handles from the image, click anywhere on the screen.

Print a File

To print a label file, from anywhere in the file:

1. Click Print .

This displays the Print dialog box, where you can change the printer, select specific labels to print, or indicate a number of copies to print.



Print

Printer Information

Name: Print to File

Status: Ready

Type: HP Universal Printing PS

Where: Good Hope

Comment: \\ghos2004\PGHOMRDB,HP Universal Printing PS,Good Hope

Labels to print

File label copies

All labels

Selected labels only

Range of labels

Copies:

Total labels: 2

Print range definitions

Start	End	Copies	Sub Total

Printer Position Adjustment

Horizontal:

Vertical:

Label Saver Options

Row:

Column:

Side To Print

Side 1

Side 2


Both

Print second side in:

2. Click Print .

Save a File

To save a file for future use, with the label file on the screen:

1. Click the Save  icon.
2. Using normal Windows procedures, determine in which directory you want to save the file.
3. In the File name: field, enter the name under which you want to save the label file.
4. Click Save.

If the name already exists, a message displays asking if you want to overwrite the previous file with that name.

5. To overwrite, click Yes.
OR
Click No to remove the message from the screen and return to the file name entry box
6. To enter a different file name or choose a different directory, repeat Steps 2 through 4 above.

When the file is saved, you are returned to the Editor with the saved file still being displayed

To remove the saved file from the screen:

7. Click the X on the Label Name tab.
OR
Choose File>Close Active Tab.



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