

LABELIZER® PLUS
INDUSTRIAL LABELING SYSTEM

User's Guide

Labelizer® PLUS Industrial Labeling System Warranty

The Labelizer® PLUS Industrial Labeling System is warranted to be free of defects in materials and workmanship under normal use for a period of 90 days from the date of purchase.

This warranty applies to the original purchaser only. This warranty is void if the Labelizer® PLUS Industrial Labeling System has been tampered with in any way without the express written consent of the Brady Worldwide, Inc. Signmark® Division.

If the machine requires repair during the warranty period, call 1-800-368-3362 to receive a return authorization number, then ship the machine back to us in the original container along with a copy of the sales invoice to Brady Worldwide, Inc. Signmark® Division, 2221 W. Camden Road, Milwaukee, WI 53201-2999, Attention: Repair. The machine will be returned to you after repair, freight prepaid by Brady Worldwide, Inc.

IN CANADA CALL 1-800-263-6179 to receive a return authorization number, then ship the machine to us in the original container along with a copy of the sales invoice to W. H. Brady, Inc. Signmark® Division, 56 Leek Cr., Richmond Hill, ON L4B 1H1, Attention: Repair. The machine will be returned to you after repair, freight prepaid by W. H. Brady, Inc.

Brady Warranty

Our products are sold with the understanding that the buyer will test them in actual use and determine for him or herself their adaptability to his/her intended uses. Brady warrants to the buyer that its products are free from defects in material and workmanship, but limits its obligation under this warranty to replacement of the product shown to Brady's satisfaction to have been defective at the time Brady sold it. This warranty does not extend to any persons obtaining the product from the buyer.

THIS WARRANTY IS IN LIEU OF ANY OTHER WARRANTY, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND OF ANY OTHER OBLIGATIONS OR LIABILITY ON BRADY'S PART. UNDER NO CIRCUMSTANCES WILL BRADY BE LIABLE FOR ANY LOSS, DAMAGE, EXPENSE OR CONSEQUENTIAL DAMAGES OF ANY KIND ARISING IN CONNECTION WITH THE USE, OR INABILITY TO USE, BRADY'S PRODUCTS.

FCC Notice

Warning: This equipment generates, uses and can radiate radio frequency energy. If not installed and used in accordance with the manufacturer's instructions, it may cause interference to radio communications. It has been tested and found to comply with the limits for a Class A computing device pursuant to Subpart J of Part 15 of FCC rules, which are designed to provide reasonable protection against interference when operating in a commercial environment. Operation of this equipment in a residential area is likely to cause interference, in which case required corrective measures will be at the owner's expense.

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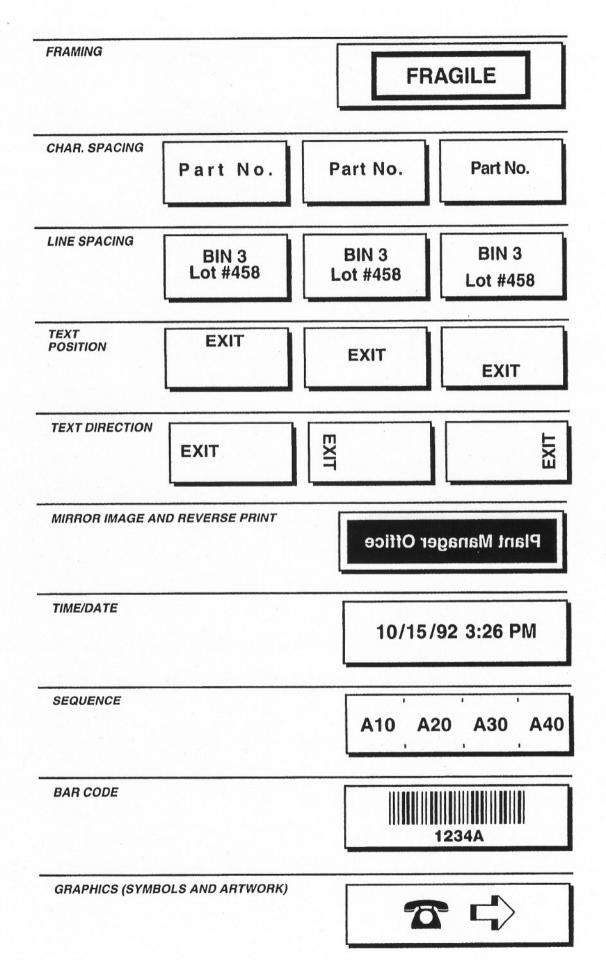
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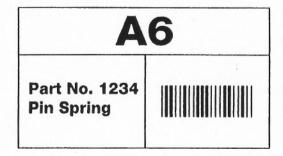
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MULTIPLE AREAS			A6 P/N	1 1234
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TYPE STYLES			Part No	Part No
TYPE SIZES			Part No	. 123456
EXPAND, CHARACTER POSITION, SUBSCRIPT AND CONDENSE	•	lot \	Water	H ₂ O Hot Water
ITALICS AND UNDERL	INE			AGE POLICY Accept Shipment
VERTICAL PRINT			ω-2	Z 4-00
LENGTH			2	inches ———
	N 3 ot #458		BIN 3 ot #458	BIN Lot #4



CAUTION DO NOT ENTER

STOCK # XB-789-9876	REORDER AT: 100
3" MOUNTS	MFR ID AMER ENT
X8-789-9876	LOCATION 3

PART NO.	125-678	
QUANTITY (Q)		DESCRIPTION: BASE SCAN
SUPPLIER (V)		LOT 12 (L)
SERIAL (S)	12678	DATE: 20.4.80 2:46 AM



Keyboard and System Diagrams

SYSTEM DIAGRAM

PRINT DENSITY DIAL

Lets you adjust the darkness of the print.
See Printing.

CARD ACTIVE LIGHT Lights up when a PowerCard

See System Components.

is being accessed.

Displays the characters and markers you enter. The screen contains a movable character called the cursor that indicates where your typing is inserted. A line of Help information displays at the bottom of the screen. See System Basics.

DISPLAY SCREEN

SCREEN BRIGHTNESS DIAL

Adjusts the brightness and contrast of the display screen,

See QuickStart.

CUTTER DOOR

Por safety reasons, this door must be flipped up for the system to print or cut. See QuickStart.

QUICK REFERENCE CARD

Contains instructions on installing a supply cartridge and using the system.

KEYBOARD

Contains all the alphanumeric, function and special keys necessary to create labels. See Keyboard Diagram, Stystem Components, System Basics and Using Special Features.

POWERCARD SLOTS

Used for font, memory, bar code, symbol, artwork and application cards.
See System Basics.

OPERATING SYSTEM CARD SLOT

Stores the operating system card, which contains the system software.
See QuickStart.

ON/OFF SWITCH

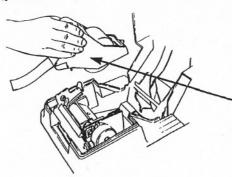
Turns the system on and off. See QuickStart.

PLUG

Plug one end of the power cord here and the other end into a standard electrical outlet. See QuickStart.

SUPPLY CARTRIDGE

Contains the ribbon and tape on which labels are printed. See QuickStart and System Components.



FUNCTION KEYS

ESCAPE

Returns you to the text entry area without making a selection when you are in a selection window. Also stops the printing operation.

See System Basics and Printing.

SETUP

Lets you choose the default settings that are in effect each time you turn your system on (such as the pausing between labels feature).

See Setting System Defaults.

LABEL LAYOUT

Provides access to predefined label layouts.
See Using Special Features.

LABEL LENGTH

Lets you create labels of a specific length.
See Using Special Features.

LABEL OPTIONS

Allows you to set options that affect all labels or specific areas entered, including justification, text position and direction, framing, character and line spacing, reverse print, mirror and baseline.

See Using Special Features.

TYPE STYLE

Enables you to select a different type style.
See Using Special Features.

TYPE SIZE

Enables you to select a different type size. See *Using Special Features*.

TYPE OPTIONS

Provides various special effects such as expand, condense, vertical print, underlining, italics, superscript and subscript.

See Using Special Features.

GRAPHICS

Allows you to include special symbols or artwork in your labels.
See Using Special Features.

BAR CODE

Starts or stops inserting a bar code in a label.
See Using Special Features.

TIME/DATE

Inserts the current time and/or date on the printed label.
See Using Special Features.

REPEAT PRINT

Prints up to 999 copies of all current labels. See *Printing*.

SEQUENCE

Allows you to enter up to three separate sequences of letters or numbers without typing them individually. See *Using Special Features*.

FILE

Lets you save, get and delete label files. Also allows you to check how much memory is available, insert data merge markers into label templates, put the system on line and into manual data entry mode. See Filing Labels.

Backspace

Next

Labe

CLEAR

Erases either all labels (and optionally restore system default settings), the current label, the current area, or the installed memory card.
See System Basics.

INSERT

Allows you to insert text within text you have already typed. See *System Basics*.

DELETE

Deletes the character or marker on which the cursor is positioned.
See System Basics.

NEXT AREA Creates or moves you to a new area of text on the current label. See System Basics. Next Next Next Next Next Next

CAPS LOCK

Allows you to start or stop typing all capital letters.
See System Basics.

PRINT

Prints all of the current labels and cuts the tape. See *Printing*.

PREVIEW

Displays labels as they will look when printed or a list of label file information. See *Printing*.

SHIFT

Area

Caps

Lock

Gives you access to upper case characters, certain special characters and some functions. See System Components, System Basics and Using Special Features.

ALT

Gives you access to certain special characters and some functions.
See System Components.

STATUS

Lets you check which options are in effect at the cursor position, how much tape remains in the supply cartridge, and display help for previewed label.

See System Basics,

CURSOR KEYS

The up and down keys move the cursor between lines on the screen. The left and right keys move the cursor horizontally; in selection or message windows, they display the available settings. See System Basics.

BACKSPACE

Deletes the character or marker to the left of the cursor. See System Basics.

NEXT LABEL

Allows you to begin typing a new label. See System Basics.

ENTER

Selects the currently displayed settings when you are in a selection or message window. Also starts a new line in a label. See System Basics.

QuickStart

Welcome!

Thank you for buying our label and sign maker, a tool that we know will make your job easier and your workplace better organized.

Your system lets you quickly type labels and print them on adhesive-backed tape that comes in a wide range of sizes, colors and materials. Whether you need narrow labels to identify modular drawers or wide labels to use for warning signs, this system can do the job.

Your system provides flexibility in many ways:

- Create labels in any quantity, from 1 to 100—or more.
- Print labels using a wide range of ribbon and tape colors.
- Change the look of a label by using underlining, italics and other options—all at the touch of a key.
- Create labels that meet your special needs by adding bar codes, graphics and other special features.
- Save labels for future use so you can reprint without retyping.
- Use the system on its own or connect it to your personal computer.

You will find hundreds of uses for clear, easy-to-read labels and signs all over your warehouse, maintenance, engineering, or production floor, office or facility. And we have designed the system to be extremely easy to use. Anyone can step up to the system and create a label that is professional-looking, easy to apply and durable—in minutes. If you are using the system for the first time, follow

the instructions in this section to set up and start your system. You may also want to refer to the Quick Reference Card which you can pull out from underneath your system. Your system will be ready for work in no time!

Setting Up the System

Installing the operating system card

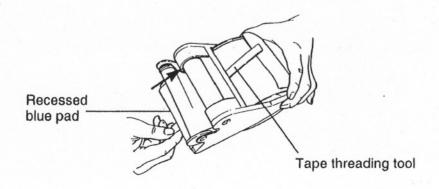
The operating system (OS) card is probably already installed. However, if you need to install the card, you must first remove the existing OS card. To perform the complete procedure, follow the steps in the instruction sheet included with the OS card kit.

Rethreading tape through the supply cartridge

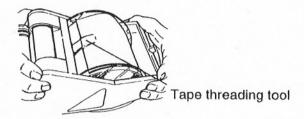
Occasionally, it may happen that the tape in your supply cartridge is no longer extending outside of the cartridge. You can easily rethread it using the provided tape threader tool. Three reusable tape threader tools are included in the cleaning kit.

To rethread the tape through the supply cartridge:

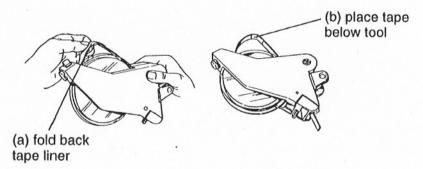
- 1. Hold the supply cartridge in one hand. With your other hand, insert the tape threading tool into the tape opening under the recessed blue pad.
- 2. Continue to insert the tape threading tool until its leading edge protrudes approximately 3 inches.



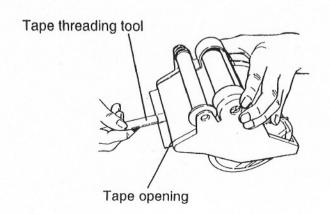
- 3. Place the supply cartridge on a flat surface. Peel back approximately ¹/₂ inch of tape from the liner.
- 4. Place the tape threading tool on the tape liner midway between the tape edges. Press down on the tape so the tape threading tool adheres to the tape.



If you're using ¹/₂ inch tape, you also need to perform one of the following steps. Either (a) fold back the tape liner or (b) place a narrow piece of clear tape below the tape threading tool.



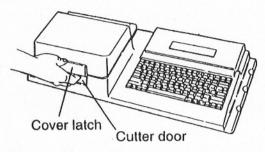
5. Holding the supply cartridge in your hand, slowly pull the tape threading tool back out through the tape opening. Peel off the tape from the tape threading tool.



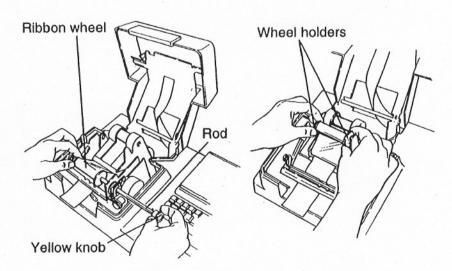
Installing a supply cartridge

Follow the steps below to install a supply cartridge for the first time or to remove a cartridge and install a new one.

1. Pull up on the cover latch to open the printer cover.



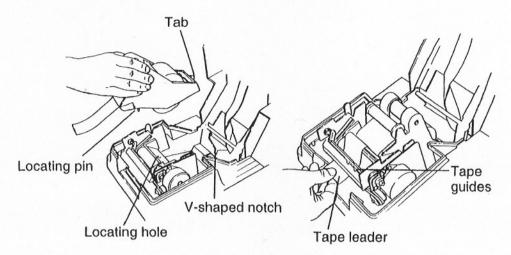
- 2. Lift the cover and open it as far as it will go.
- 3. If you are removing a cartridge, hold onto the ribbon wheel with your left hand. With your right hand, pull the yellow knob to the right to release the rod from inside the wheel. Place the ribbon wheel between the wheel holders on the cartridge. Remove the entire cartridge.



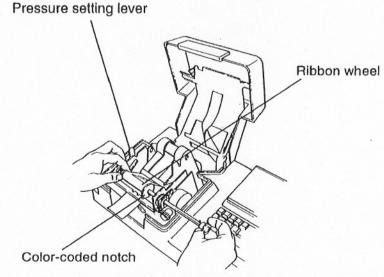
If you are not removing a cartridge, pull the yellow knob to the right to release the rod.

4. Pull out a few inches of tape from the new cartridge.

5. Place the new cartridge in the machine, feeding tape through the tape guides and aligning the tab in the rear of the cartridge into the "V-shaped" notch. Place the locating pin into the locating hole.



6. Insert the rod through the ribbon wheel and place the ribbon wheel in the appropriate color-coded notch.



- 7. Remove any wrinkles in the ribbon by turning the top of the ribbon wheel toward you.
- 8. Move the pressure setting lever to the appropriate slot (A, B, C or D) according to the label on the cartridge.
- 9. Close the printer cover firmly. Ensure the cutter door is flipped up.

Turning the system on

Refer to the system diagram near the front of this user's guide for the location of the parts mentioned.

- 1. Plug one end of the power cord into the system and the other end into a standard electrical outlet.
- 2. Press the on/off switch to the "1" position to turn the system on. The switch is located at the rear of the system, above the power cord. The system briefly displays an introductory message.
- 3. If for some reason you have not installed a supply cartridge, the following message displays.

Unknown cartridge type. Reload cartridge

Load a supply cartridge as described in "Installing a supply cartridge" earlier in this section. If you do not load a supply cartridge, the system assumes you will print with a 4-inch supply. (You must install a cartridge before you print.)

4. The display screen now looks like the following. (If your screen is not readable, you need to adjust the screen brightness dial.) This is called the *text* entry area, and it allows you to begin typing labels. Notice the blinking underscore character, which is called the *cursor*. The cursor indicates where the information you are about to enter will be inserted.

_	
	 Line 1 / Area 1 / Label 1

Creating a Label

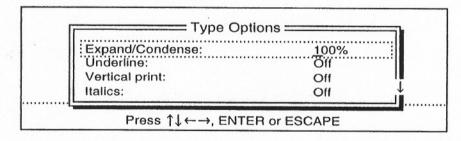
After you have installed the operating system card and a supply cartridge and have plugged in and turned on the system, your system is ready to go to work. Follow these simple steps to type and print a label.

1. The label you are going to create looks like this:

Part # 1234X Pin Spring

To begin, type this text: **Part #**. Press the Space bar. If you make a mistake, use the BACKSPACE key or the DELETE key to erase a character.

2. Notice that our sample shows the part number underlined. To underline, press the TYPE OPTIONS function key at the top of the keyboard. The display screen looks like this:



This is called a *selection window*, and it allows you to make choices about how your label will look.

3. Use the ↓ key to move the cursor to the Underline option. Now press the → key to change the word "Off" to "On." This turns underlining on. Press the ENTER key to return to the text entry area.

Notice that a rectangular character appears in the screen. This is called a *change marker*, and it shows where you have turned the Underline option on.

- 4. Type: 1234X.
- 5. You also need to tell the system where it should stop underlining. Press the TYPE OPTIONS key again to display the Type Options window.
- 6. Use the ↓ key to move the cursor to the Underline option. Now press the → key to change the word "On" to "Off." This turns underlining off. Press the ENTER key to return to the text entry area.

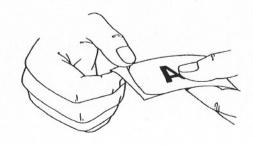
Notice that another rectangular character appears in the screen. This change marker shows where you have turned the Underline option off.

- 7. Press the ENTER key to start a new line in the label. Type: **Pin Spring**.
- 8. To print the label, press the PRINT key. The system prints the label and cuts the tape for you. That is all you need to do!

If you are going to type more labels, press the CLEAR key to remove your first label from the screen. See "Clearing" in the *System Basics* section.

Applying a Label

To apply a label to something, hold the tape in one hand. Run the thumb or index finger of your other hand across the edge of the tape to separate the tape from the backing. Remove the backing and place the label on a clean surface.



System Components

Keyboard

The keyboard is illustrated in the keyboard diagram located near the front of this user's guide. Most of these keys are like the ones on a standard typewriter or computer keyboard.

The keyboard also contains many special keys, including the row of *function keys* across the top of the keyboard. (Labels for these keys are located above the keys.) Pressing these keys lets you do different things such as selecting a type size and saving labels. The system diagram tells you where each key is described in this manual.

You will notice that some keys contain as many as four characters. Here is how to type each one:



 To type a lower case letter, or a character on the lower left part of a key, press the key.



 To type an upper case letter, or a character on the upper left part of a key, hold down the SHIFT key and press the key.



• To type a character on the lower right part of a key, hold down the ALT key and press the key.



 To type a character on the upper right part of a key, hold down both the SHIFT key and the ALT key and press the key.

Display Screen

The display screen on your system is used in several different ways:

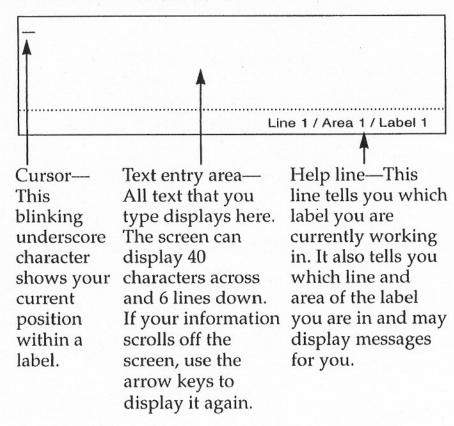
• To display text as you type it. This is called the *text entry area*.

- To display options you can set and choices you can make. This is called the *selection window*.
- To display messages about what you have done or what you need to do next. These are called message windows.

If you do not use the system for five minutes after you turn it on, the display screen automatically dims slightly. (You do not lose any information you have typed.) To brighten the screen again, just press any key on the keyboard.

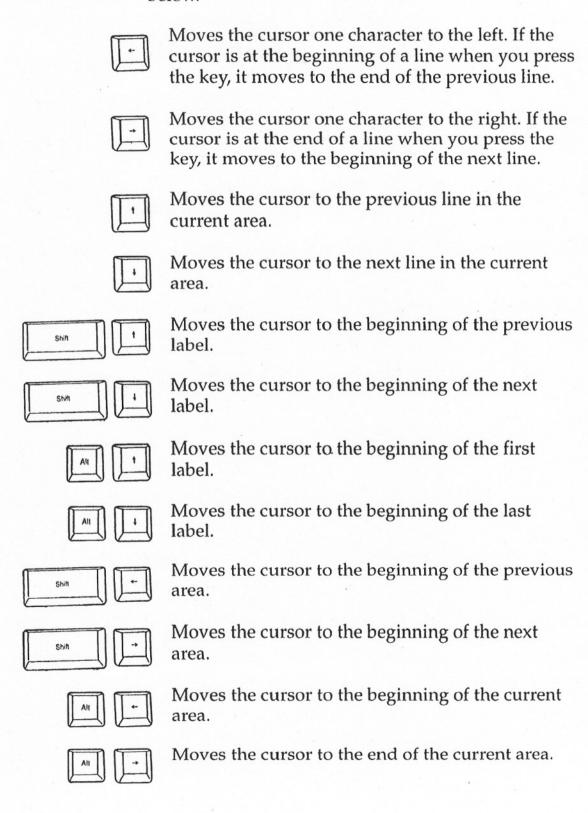
Text entry area

When you begin typing labels, the text entry area looks like the one shown below.



As you type, the information is stored in the system's temporary memory which is called the *text* buffer. The text buffer stores information as you work on it. The information may not all be visible in the text entry area at once. For example, if you use the

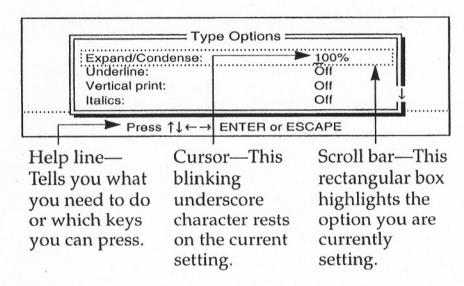
NEXT LABEL key to type several labels, only one label is visible at a time. The text buffer stores the other labels until you delete or clear them. To move around in the text buffer, use the keys described below.



If you try to move the cursor to an invalid location, the system beeps (such as if you hold down the ALT key and press the \(\bar{1}\) key when you are already at the beginning of the first label).

Selection window

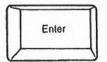
A selection window, named the same as the key you pressed, displays when you need to make a choice about what you want to do. For example, if you press the TYPE OPTIONS key, you need to select settings for the options. The window shown below appears when you press this key.



In most selection windows, you can use the following keys. The Help line tells you which keys are available in a particular window.



Returns you to the text entry area without accepting any changes made in the selection window.



Accepts any changes made in the selection window. The system then either returns you to the text entry area or carries out the option you chose.



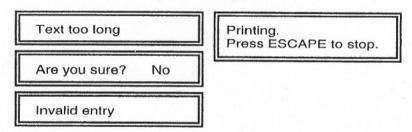
Allow you to move the cursor between the options displayed in the window. If an arrow appears in the window's right border, the window contains more options that do not fit in the window. Press the arrow key to display the additional options.



Display the choices you can select for a specific option. Some options, such as Underlining, can be turned On and Off. For other options, such as Justification, you can select from several choices. You need to type your choice for some options, such as Type Size.

Message windows

At times, a message window displays over the text entry area. Some message windows give you information about something you have done or tell you what you have done wrong if you have made an error. Other message windows ask you to make a selection. Refer to the examples below.



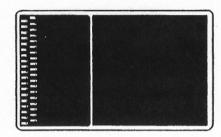
The *Reference* section lists the various system messages.

PowerCards

PowerCards are options you can buy to expand the capabilities of your system. This section describes these cards and how to install them.

What are PowerCards?

PowerCards store additional system information. A sample PowerCard is illustrated below, and six different types of cards are available.



- Memory cards—Allow you to store label files so that you can access the files again in the future. Refer to *Using Memory* for more information.
- Font cards—Contain extra type styles and sizes that you can access using the TYPE STYLE and TYPE SIZE keys. See "Changing the Type Style" and "Changing the Type Size" in the *Using Special Features* section.
- Bar code cards—Store bar code symbologies that you can use when you need bar codes in your labels. "Inserting Bar Codes" in the *Using Special Features* section contains further information.
- Symbol cards—Allow you to include a variety of scalable symbol characters in your labels. See "Adding Graphics" in the *Using Special Features* section.
- Artwork cards—Let you insert custom artwork into your labels. See "Adding Graphics" in the *Using Special Features* section.

 Application cards—Give you access to special system capabilities, including predefined label layouts (these are in addition to the 12 Standard Layouts provided with your system). Refer to Using Special Features for more information.

Your system dealer can give you a current list of available cards.

Installing PowerCards

Before you can use a PowerCard, you must install it in one of the slots as shown below. You can have any combination of up to three different cards installed at once.



Follow this procedure to install a PowerCard. It is not necessary to turn the system off before inserting or removing a PowerCard. However, DO NOT insert or remove a card while the Card Active light is lit.

- 1. Remove the new card from its plastic sleeve.
- 2. To remove a PowerCard that is currently installed, grasp the end of the card and pull firmly. Place this card in the plastic sleeve.
- 3. Hold the new card with the text and gold contacts facing upward and the gold contacts toward the system. Firmly slide it at a slight upward angle into the desired slot.
- 4. Slide the new card in as far as it will go. The part of the card containing the card name will remain outside the system.

Supply Cartridges

Supply cartridges contain the ribbon used to print your labels and the tape on which the labels are printed. Tape comes in various widths, including ¹/2-inch, 1-inch, 2-inch, 3-inch and 4-inch. Contact your system dealer for a complete listing of supply types, colors, materials and widths available.

The *QuickStart* section explains how to install cartridges.

System Basics

Overtyping and Inserting

As you type your labels, you may need to change or add to the text you have already typed.

 To change text, move the cursor to the first character you want to change. Then just type over the text that is already there.

You cannot type over markers. If you come to a marker while you are overtyping, the text will be inserted in front of the marker.



 To add text within text you have already typed, move the cursor to where you want to add text. Press the INSERT key. (Notice that the cursor changes to a blinking rectangle.) Type the text, then press INSERT again. The cursor returns to a blinking underscore character, and you return to the overtype mode.

Deleting

Three different methods of deleting text and markers are available:



 Press the BACKSPACE key to delete the character to the left of the cursor. If you are at the beginning of a label or an area and you press BACKSPACE, the system beeps since there is nothing to backspace over.



 Press the DELETE key to delete the character the cursor is positioned on. If you are at the end of a label or an area and you press DELETE, the system beeps since there is nothing to delete.

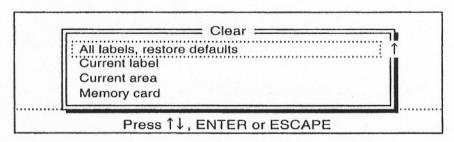


• Press the CLEAR key to delete all labels (with the option to restore system default settings), the current label, the current area or the contents of the installed memory card as described in the next section.

Clearing



When you press the CLEAR key, the system displays the Clear window. You must select which information you want erased.



Press ESCAPE if you decide not to clear. To clear, use the \(\dagger)\) or \(\psi\) key to move the cursor to the option you want to select (each option is described below). Then press the ENTER key. This message displays:

Are you sure? No

If you do not want to clear, press the N key or the ENTER key to return to the text entry area. If you do want to clear, press the Y key. You can also use the ← or → key to change "No" to "Yes," then press ENTER.

- All Labels. If you select this option, you erase *all* contents of the text buffer. All text and markers are deleted for each label and each area. When you return to the text entry area, the screen is blank and the Help line reads "Line 1/Area 1/Label 1."
- All Labels, Restore Defaults. If you select this option, you erase all contents of the current text buffer and restore the system defaults shown under the SETUP key. (Refer to "Setting System Defaults" in System Basics for more information.) All text and markers are deleted for each label and each area, and any changes to the label options, type size, style, justification and label length are restored. When you return to the text entry area, the screen is blank and the

Help line reads "Line 1/Area 1/Label 1."

- Current Label. If you select this option, you erase all contents of the current label. All text and markers are deleted, along with all areas the label contains. If you have typed other labels, they are not erased. When you return to the text entry area, the next label in the text buffer displays. If there are no more labels, the screen is blank.
- Current Area. If you select this option, you erase all contents of the *current area* on the current label. All text and markers are deleted. Keep in mind, though, that you only delete one area—all other areas and labels will still be there. If you select this option while in a Standard Layout, only the contents of the area are deleted, not the area itself. When you return to the text entry area, the contents of the next area appear. If there are no more areas in the current label, the screen is blank.
- Memory Card. If you select this option, you erase all contents of the installed memory card. For example, if you have a used memory card you'd like to use for another application, like ArtCard Builder, select this option. The screen displays:

Insert memory card in middle slot

Place the memory card in the middle slot to avoid erasing the wrong card. Press any key to erase the card's contents. A "Memory cleared" message displays.

Notes

Any label options selected, such as Length or Justification, are still in effect unless you select the All labels, restore defaults option. Changes to bar code setup or time/date formats stay the same no matter what option you select.

Typing All Capital Letters



To type text in all capital letters, press the CAPS LOCK key. A "Caps lock on" message displays, and all alphabetic characters you type will be entered as capital letters. Press the CAPS LOCK key again to return to typing letters in both upper and lower case; a "Caps lock off" message displays.

Tip

Using the SETUP key, you can set up your system so that capital letters are always entered. Refer to *Setting System Defaults*.

Typing Accented Characters

Some languages have letters that require accent marks. To type them, refer to the following chart. You must type the accent mark first, followed by the letter you want accented.

I loo to account	Camala
	Sample
a, e, i, o, u, A, E, I, O, U	ä, Ü
a, e, i, o, u, A, E, I, O, U	ê, Â
a, e, i, o, u, A, E, I, O, U,	í, É
C, N, S, Z	
a, e, i, o, u, A, E, I, O, U	ò, Ì
a, o, n, A, O, N	ã, Ñ
	a, e, i, o, u, A, E, I, O, U, C, N, S, Z a, e, i, o, u, A, E, I, O, U

The letter appears with the accent above it in the text entry area. If a letter is not accentable, the accent mark does not appear above it on the screen.

Note

When accenting characters in very large type sizes, you may get undesirable print results. If you do, use a smaller type size, change the line spacing or install a wider supply cartridge.

Creating Multiple-line Labels

You will often want to create labels that contain more than one line of text like the ones shown below.

Part # 1234X Pin Spring



CAUTION

Must wear protective eyewear

For best results allow the machine to warm up for 30 minutes, set the density dial for optimal print quality, and use in Edit Mode. Results may vary when using large fonts



- To start a new line of text as you type a label, all you need to do is press the ENTER key. The cursor moves down one line, and you can begin typing the text for the new line.
- To split text in a line you have already typed, just use the arrow keys to move the cursor to where the new line should begin. Press ENTER. All text following the cursor moves down one line.
- To insert a blank line between two lines you have already typed, move the cursor to the end of the first line and press ENTER. A blank line appears between the two lines, and all text following the blank line moves down one line.
- If you want the new line to be blank, type a space using the Space bar.

How many lines can I type?

The number of lines you can enter in a label depends on these things: the width of the supply, the type size, the line spacing, or the amount of space in the area (if you are using a Standard Layout). As you type, the system figures out how many lines will fit on the tape. If you press ENTER to start a new line, and that line will not fit on the tape, the system displays this message:

Type too large or too many lines

When this message appears, you can either:

- Select a smaller type size. (See "Changing the Type Size" in Using Special Features.)
- Change the line spacing to Tight. (See "Selecting Label Options" in *Using Special Features*.)
- Create the label with fewer lines.
- Next Label
- Press the NEXT LABEL key to start a new label.



- Press the NEXT AREA key to create a new area on the current label.
- Recreate the label using another Standard Layout. (See "Standard Layouts" in the Reference section.)

The following tables tell you how many lines of various type sizes will fit on each supply width. Line spacing is set to Normal, and the type style is Swiss Medium.

Maximum Number of Lines on Each Supply Width

		(Type S	Size in Poin	ts)		
Pts.	.5"	1"	2"	3"	4"	
8	4	8	17	26	34	
12	2	5	11	16	22	
18	1	3	7	11	15	
24	1	2	5	8	11	
36	1	1	3	5	7	
48		1	2	4	5	
72		1	1	2	4	
96			1	2	3	
178			1	1	1	
350					1	

Maximum Number of Lines on Each Supply Width (Type Size in Inches)

		(-)				
Pts.	.5"	1"	2"	3"	4"	
.08	4	8	15	26	34	
.1	3	6	11	20	27	
.2 .3	1	3	6	10	13	
.3	1	2	4	6	9	
.4	1	1	3	5	6	
.5		1	2	4	5	
.6		1	1	3	4	
.7		1	1	2	3	
.8		1	1	2	3	
1			1	1	2	
3.35					1	

Maximum Number of Lines on Each Supply Width (Type Size in Centimeters)

		-) F		/		
Pts.	.5"	1"	2"	3"	4"	
.3	4	8	17	26	34	
.3	2	5	11	16	21	
.4	2	4	8	12	16	
.5	1	3	6	10	12	
.6		2	5	8	10	
.7		2	4	7	8	
.8		2	4	6	7	
.9		1	3	5	6	
1			3	5	5	
2			1	2	3	
3			1	1	2	
4			1	1	1	
8.56					1	

Entering Multiple Labels At One Time



The NEXT LABEL key provides an easy way for you to enter many labels at a time, then print them all at once. While you are entering labels, just press NEXT LABEL when you want to start a new one. The cursor must be positioned to the right of the last character in the label when you press NEXT LABEL. The system always starts with a blank screen after you press the NEXT LABEL key.

After you press NEXT LABEL, the cursor is positioned on the first line of the new label. The Help line tells you which label you are currently working on.

	 Line 1 / Area	1 / Label 2
_		

You can easily move between labels:

- Hold down the SHIFT key and press the 1 key to move to the beginning of the *previous* label.
- Hold down the SHIFT key and press the ↓ key to move to the beginning of the *next* label.

The Area and Label numbers in the Help line update as you move forward and backward. If you are in a Standard Layout, the layout graphic also updates.

Note

When you create a new label, the change markers from the previous label are still in effect. For example, if you selected a Type Size in the previous label, that size applies to the new label. Also, remember that any label options you selected, such as Justification, affect every label you type.

Creating Labels With Multiple Areas



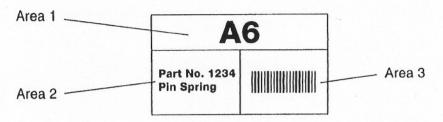
Sometimes you need to create labels that contain more than one "area" of text. For instance, you may need a label consisting of a one-line part number next to a three-line part description. Your system comes with 12 commonly-used label layouts called Standard Layouts that are ready for you to use. (Refer to "Using Standard Layouts" in *Using Special Features*.) With Standard Layouts and/or the Next Area function, you can create a variety of useful labels as shown below.

P/N 1234

W/O #A456 DESC. Hex Bolts LOT #265

Area 1

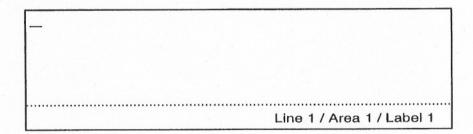
Area 2



As you can see, when the system prints a label that contains multiple areas, it automatically spaces the areas so the text does not run together.

While you are entering labels, just press the NEXT AREA key when you want to start a new area on the current label. The cursor must be positioned to the right of the last character in the label when you press NEXT AREA. The system always starts with a blank screen after you press the NEXT AREA key.

After you press NEXT AREA, the cursor is positioned on the first line of the new area. The Help line tells you which area you are currently working in—the other areas you have created are still there even though you cannot currently see them on the screen.



You can easily move between the areas in a label:

- Hold down the SHIFT key and press the ← key to move to the beginning of the *previous* area.
- Hold down the SHIFT key and press the → key to move to the beginning of the *next* area.

The Area and Label numbers in the Help line update as you move between labels and areas. If you are in a Standard Layout, the layout graphic also updates.

Note

When you create a new area in the text buffer, the change markers from the previous area are still in effect. For example, if you selected a Type Size in the previous area, that size applies to the new area. Also, remember that any label options you selected, such as Justification, affect every label you type. However, when you move to a new area in a Standard Layout, change markers and label options may be changed for the new area.

Changing the Look Of Your Labels

One feature that makes your system so powerful is that you can make your labels look just about any way you want them to. Easy-to-use functions allow you to change a label's look by just pressing a key and choosing an option. For instance, you can quickly change the type size, underline text and add bar codes. Refer to the label examples located in the front of this user's guide to see the variety of changes which can be applied to your labels.

When you use a function that changes a label's look, you will not see the results of the function until you print. For example, if you italicize a line of text, it will not be italicized in the text entry area.

The *Using Special Features* section describes all of the ways in which you can change the look of your labels. In most cases, it is best to select the features as you type your text rather than typing all the text first and then making selections. Refer to the *Reference* section for a list of all options and available settings.

System defaults

When you first turn your system on, and you have not yet pressed any of the keys that allow you to change a label's look, the system automatically uses certain settings. These are referred to as *system defaults*. Unless you change these defaults, the option settings below are used when you create and print labels.

<u>Key/Function</u> <u>Setting</u> TYPE STYLE Swiss M

TYPE STYLE Swiss Medium
TYPE SIZE Value from Setup 6

TYPE SIZE Value from Setup function LABEL LENGTH 0 (as much tape as necessary)

TYPE OPTIONS

Expand/Condense 100%
Underline Off
Vertical print Off
Italics Off
Char. position Normal

LABEL OPTIONS

Justification Value from Setup function

Text position Middle
Frame labels Off
Frame areas Off
Reverse print Off
Text direction →

Character spacing Normal Line spacing Normal Mirror Off

Baseline Center

SETUP

These settings are entered when the system ships; they may be different on your system. Press the SETUP key to check them.

Caps lock Off
Auto cut On
Justification Center
Type size 24 point
Type size units Points

Language Eng Length units Incl Pause between labels Off Communications*

English
Inches
Off
Baud rate 1200, Stop bits 1,
Parity None, Data bits 8

bits, Flow control XON/XOFF

*These settings are used when the system is connected to another device (like a PC or a bar code scanner) for applications such as ArtCard Builder, the Data Transfer System, and the Graphics Transfer System. These settings may need to be changed, depending on the type of application you are using. For more information on changing the settings, see the appropriate application user's guide. To change the communication settings for a bar code scanner, see "Installing and Using a Bar Code Scanner" in the *Reference* section.

Markers

The symbols described below are called *markers*. They appear in the text entry area to show where you have changed the look of a label or inserted a special feature such as a sequence.

The change marker displays if you use the TYPE OPTIONS key or if you select a Type Style or Type Size for just a certain section of text. The marker tells you where the change begins taking effect—all text following the change marker uses the option set with the marker until you change the option again.

The system inserts a change marker each time you make one of the above changes; you could have several markers in a row if you make multiple changes. If you would rather have fewer markers, just make the first change, place the cursor on that marker and make the other changes. This way, all of the changes are stored in one marker. To check which options are represented by a marker, position the cursor on the marker and press the STATUS key. Refer to "Checking Statuses" later in this section.

If you apply certain options to *all* of the text entered in the text buffer, no change marker appears. These options include those you access through the LABEL LENGTH, SETUP and LABEL OPTIONS keys (unless you are in a Standard Layout and apply the label option to an area). No change marker appears for the TYPE STYLE or TYPE SIZE key if you select a style or size and apply it to the beginning of the text.

- The clock marker indicates that the time and/or date will be printed at that point in the label. Refer to "Using the Time/Date Function" in the *Using Special Features* section.
- If you have placed a special symbol within the text by pressing the GRAPHICS key and entering a symbol number, the symbol marker displays. See "Adding Graphics" in *Using Special Features*.
- If you have placed a custom graphic image within the text by pressing the GRAPHICS key and selecting an image from an artwork card, the artwork marker displays. Refer to "Adding Graphics" in *Using Special Features*.
- The system inserts the sequence marker wherever you have pressed the SEQUENCE key. See "Creating Sequences" in *Using Special Features*.
- The bar code marker appears when you press the BAR CODE key. All information between the two bar code markers is considered to be part of the bar code. Refer to "Inserting Bar Codes" in *Using Special Features*.

- The special characters marker appears when you hold down the ALT key and press BAR CODE when entering certain bar code symbologies. Refer to the Bar Code User's Guide accompanying a bar code card.
- The data merge marker appears when you press the FILE key and select the Data merge marker option to indicate locations on a label where you want to insert variable information into a label template. Refer to "Creating a Label Template" in *Using Special Features*.

Checking Statuses



The STATUS key provides a quick way of checking which options have been selected at any point in a label. Using the STATUS key, you can get information on each of these items:

Type style Sup
Type size Tex
Expand/ Tex
Condense Fra
Underline Fra
Italics Res
Justification Lir
Label Length Ch
Supply width/
Label height
Supply remaining/
Labels remaining

Supply type
Text position
Text direction
Frame labels
Frame areas
Reverse print
Line spacing
Character spacing

Char. position
Mirror
Baseline
Vertical print
Bar code symbology
Merge field
Symbol number
Artwork number
Caps lock
Version

Using the STATUS key

The STATUS key can be used while you are in the text buffer or when previewing labels on the screen. If you are in the text buffer and want to check the current settings, move the cursor to wherever you want to check the status. Then press the STATUS key. The first of several Status Information windows appears:

Type style:	formation Swiss Medium
Type size:	24 pt
Expand/condense:	100%
Underline:	Off
Italics:	Off

There are six windows of information here. Press the † or ↓ key to move through the windows one at a time.

Tip

You can also use the Status function to check what a specific change marker represents. Just move the cursor to the marker and press the STATUS key. In the Status Information windows, any options that were set within the selected marker are labeled with an asterisk (*).

If you have a preview label displayed, press the STATUS key to display the Print Preview Help window. For more information on previewing labels, see *Printing*.

Checking the amount of supply remaining

Note that the Status Information windows tell you how much tape remains in the supply cartridge. Before you print many labels or a very long label, you can check that you have enough tape to complete the job.

Printing

Printing Labels



Press the PRINT key to print all the labels currently entered in the text buffer. If you have typed multiple labels by using the NEXT LABEL key, all labels will print even though you cannot see all of them on the screen. Any labels that are blank do not print.

Tip

Before printing many labels, use the STATUS key to check that you have plenty of tape left in the supply cartridge. Refer to "Checking Statuses" in the *System Basics* section. Also, you can use the Label List option to change the number of each label to print. See "Using the Label List option" in this section.

When you press the PRINT key, this message displays:

Printing.
Press ESCAPE to stop.

A moving symbol displays next to the message while the system prepares the labels for printing. This symbol continues to move if your labels are complex. When the system begins printing, the text for the current label is visible underneath the printing message. The Help line tells you which label is currently printing.

Escape

If you decide to stop printing, press the ESCAPE key. This message appears in the window:

Continue printing? No

To stop printing, press the ENTER key or type an N. The system advances and cuts the tape for you. To continue printing, type a Y (if necessary, you can install a new supply cartridge first). You can also press the \leftarrow or \rightarrow key to change "No" to "Yes" and press ENTER. Printing will continue from where it left off.

Cutting the Tape

After all labels have printed, the system automatically cuts the tape. If you have entered multiple labels using the NEXT LABEL key, you can have the system:

- cut the tape between labels. (The Auto Cut option is On.)
- print small lines (tic marks) between labels. You
 can then use scissors to cut the labels along these
 lines. (The Auto Cut option is Off.) This setting is
 handy if you want to keep your labels in order as
 they print.

Refer to Setting System Defaults for details on how to set this Auto Cut option. Unless you change this option, the system automatically cuts the tape between labels.

You can advance and cut the tape at any time by holding down the SHIFT key and pressing PRINT.

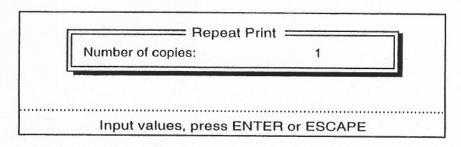
Lightening or Darkening the Print

If the printed labels are either too light or too dark, you probably need to adjust the print density dial. This dial is located to the left of the display screen. To lighten the print, turn the dial clockwise. To darken the print, turn the dial counterclockwise.

Printing Multiple Copies



To print multiple copies of all labels you have entered, press the REPEAT PRINT key. The Repeat Print window appears:



Type the number of copies you want (from 1 to 999) and press ENTER. The system prints the copies. Any labels that are blank do not print.

Pausing Between Labels

The Pause feature allows you to have the system stop printing before it prints the next label. This is useful if you want to apply each label as it comes out of the system. Refer to *Setting System Defaults* for details on how to tell the system to pause between labels.

If the Pause option is turned On, the message below appears each time the system encounters a new label:

Printing paused.
Press SPACE BAR to print or ESCAPE to stop.

The text for the current label is visible underneath the message. The Help line tells you which label the system is about to print. Press the Space bar when you want printing to continue; to stop printing, press ESCAPE.

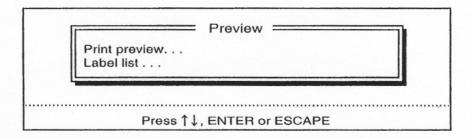
Note

The Pause option is ignored when printing labels in data entry mode (see "Using Label Templates" in *Using Special Features*).

Previewing Labels



To get useful information about your labels before you print them, press the PREVIEW key. The Preview window displays. The Preview features can save tape waste and reduce time spent on trial and error printing. You must select the kind of information you want.



Press ESCAPE if you decide not to preview. Press the ↑ or ↓ key to move to the desired option. Then press the ENTER key. The options are described below.

Using the Print Preview option

If you select this option, the current label appears on the display screen. You can see how your labels are going to look before you print them. This allows you to make changes and catch mistakes before labels are printed. The following message appears first:

Building image. Press STATUS for help or ESCAPE to stop. A moving symbol displays next to the message while the system prepares the labels for previewing. This symbol continues to move if your labels are complex. When the system begins building the image, the text for the current label is visible underneath the message. The Help line tells you which label is going to be shown.

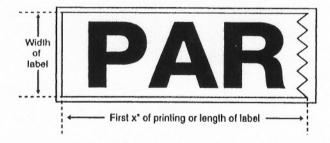
Escape

If you don't want to display the image, press ESCAPE. This message displays:

Continue building image? No

If you *do not* want to display the label, press ENTER or press the letter N key to return to the text entry area. If you *do* want to display the label, press the Y key. You can also use the \leftarrow or \rightarrow key to change "No" to "Yes," then press ENTER.

The preview image then displays.



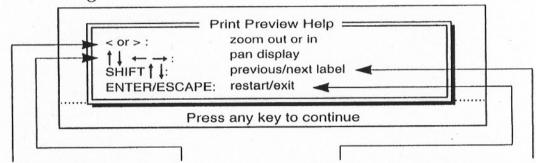
To leave the preview mode, press ESCAPE. You return to the text entry area of the label you last previewed.

Use the following keys to change your view of the label:

- To get a closer look at the label, hold down the SHIFT key and press the greater-than (>) key.
- To zoom down on the label, hold down the SHIFT key and press the less-than (<) key.
- To move around the label display, press the ← or → key.

- To preview the *next* label, hold down the SHIFT key and press the \$\dplus \text{ key.}
- To preview the *previous* label, hold down the SHIFT key and press the † key.
- To get back to the original label display screen, press ENTER.

TipYou can press the STATUS key to display the Print Preview Help screen to view the list of valid keys for viewing the image:



The shortcut is to press the period (.) key. To zoom down on the label, press the comma (,) key.

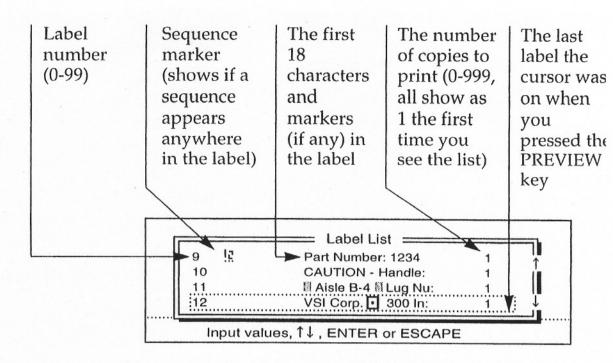
Use the ↑,↓, ← or → keys to move around the label display. Press ENTER to move back to the beginning of the label display. Press ESCAPE to leave Print Preview and return to the text entry area of the label you last previewed.

Hold down the SHIFT key and press the † key to preview the previous label. Hold down SHIFT and press the ‡ key to preview the next label. The "Building image" message appears until the label displays.

Press any key to return to the preview label.

Using the Label List option

If you select this option, a numbered list of all the labels in the text buffer displays. You can view any file's contents and/or change the number to print of each label. The Label List is also a quick way to display any selected label contents:



Escape

If you decide not to use the Label List or keep any changes you make to it, press ESCAPE.

While in the Label List window:

- To move through the list, press the ↑ or ↓ key.
- To change the number to print of one or more labels, simply type a number from 0-999; it will replace the existing number. (Type a 0 if you do not want to print a label.)
- To accept all changes to the number to print, press ENTER. The entire contents of the label the cursor is on is displayed in the text buffer.
- If you just want to view the contents of any label in the text buffer, place the cursor on it and press ENTER.

Tip

To save the print quantities for each label, store the contents of the text buffer to a file.

Using Special Features

Changing the Type Style

Your system allows you to create labels that use a variety of type styles (which are often referred to as *fonts*). You can even use more than one type style on a single label.

HOT WATER

HOT WATER

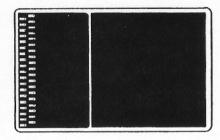
Which type styles are available?

The system stores type styles in two locations:

• Internally. Every system contains one internal type style, Swiss Medium, which is always available on your system. (Swiss Medium corresponds to Helvetica Medium.) Swiss Medium is called the *resident type style*. If you do not choose a specific type style, Swiss Medium is automatically used. After you turn your system on, you can temporarily change the resident type style as described below.

Location A6

 Externally. If you choose, you can purchase additional type styles for your system. These are stored on font PowerCards, which look like this:

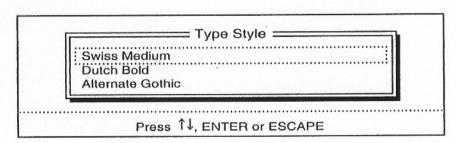


Your system dealer can tell you which type styles are currently available on font cards.

Selecting a type style

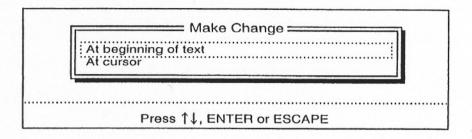
Follow the steps below to select a type style other than the resident style within a label.

- 1. You must first install the appropriate font card(s). Refer to "PowerCards" in the *System Components* section.
- 2. Press the TYPE STYLE key when you want to change the type style. (If you have already typed your text, first move the cursor to the first letter you want printed in the type style you are going to select.) The Type Style window displays. The type styles listed depend on which font cards are installed.



3. Press the ↑ or ↓ key to move the cursor to the type style you want to choose. Press ESCAPE if you decide not to change the type style.

4. Press the ENTER key. The Make Change window appears:



5. Move the cursor to the "At cursor" option and press ENTER. You return to the text entry area. Notice that a change marker appears where you changed the type style. All text following this marker prints in the type style you selected until you select a different style. (You can position the cursor on the change marker and press the STATUS key to see which type style was selected.)

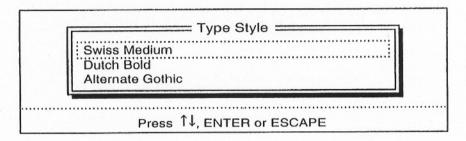
Changing the resident type style

As we said before, all text automatically prints in the resident type style, Swiss Medium, unless you change the type style using the above procedure. After you turn on your system, you can temporarily change the resident type style to something other than Swiss Medium. This is useful when you know you will be using one type style for most of the text you type.

For example, you could change the resident type style to Dutch Roman which corresponds to Times Roman. This would mean that all text you type would print in Dutch Roman unless you changed the type style using the above procedure. When you turn your system off, the resident type style returns to Swiss Medium.

To temporarily change the resident type style, follow these steps:

- 1. First install the appropriate font card. Refer to "PowerCards" in the *System Components* section.
- Press the TYPE STYLE key. The Type Style selection window appears. The type styles listed depend on which font cards are installed.



- 3. Press the ↑ or ↓ key to move the cursor to the type style you want to choose. Press ESCAPE if you decide not to change the resident type style.
- 4. Press the ENTER key. The Make Change window appears:

: At beginning o	f text	
At cursor		
/ (Galloor		

5. Move the cursor to the "At beginning of text" option and press ENTER. You return to the text entry area.

When you change the resident type style, no change marker displays because the type style applies to all text preceding any type style markers. To check which resident type style was selected, move the cursor to the beginning of the text buffer before any change markers. Press the STATUS key. Refer to "Checking Statuses" in the *System Basics* section for more information.

Tip

You may decide to change the resident type style after you have already typed some labels. The new resident type style applies to all text *preceding* a type style change marker.

Changing the Type Size

In addition to changing the type style in a label, you can also change the type size. You can use a variety of type sizes on a single label like this:

8 18 36 **72**

Each type style on your system is available in a range of type sizes. The larger the size, the taller the letters will be. Type size can be measured in three different units:

- Points. You can select a point size for each type style ranging from 8 point to 350 point.
- Inches. Every type style can range from .08 to 3.35 inches tall.
- Centimeters. All type styles can range from .2 to 8.56 centimeters tall.

See *Setting System Defaults* for details on how to change the type size measurement to points, inches or centimeters.

Selecting a type size

Follow the steps below to select a type size other than the default size within your label.

1. Press the TYPE SIZE key when you want to change the type size. (If you have already typed the text, first move the cursor to the first character you want printed in the new type size.) The Type Size window displays.

Size (8-350 pt.): <u>2</u> 4

2. In the window, the system shows the range of type sizes you can use. Type a number within that range and press ENTER. (Press ESCAPE if you decide not to change the type size.) The Make Change window appears:

At beginning of text	
At cursor	

3. Move the cursor to the "At cursor" option and press ENTER. You return to the text entry area. Notice that a change marker appears where you changed the type size. All text following this marker prints in the type size you selected until you select a different size. (You can position the cursor on the marker and press the STATUS key to see which type size was selected. Refer to "Checking Statuses" in the *System Basics* section.)

Changing the default type size

All text automatically prints in the default type size, unless you change the size using the above procedure. The default size is set using the SETUP key. You can change the default type size in two different ways:

- If you want a new default type size to be in effect each time you turn on your system, change the size using the Setup function. Refer to Setting System Defaults.
- If you want a new default type size to be in effect just until you turn the system off, you can change the size temporarily by following the steps below.
 If you use this method, the default type size returns to the size set through the SETUP key when you turn your system off.

To temporarily change the default type size, follow these steps:

1. Press the TYPE SIZE key. The Type Size selection window displays.

Size (8-350 pt.): <u>2</u> 4

2. In the window, the system shows the range of type sizes you can use. Type a number within that range and press ENTER. (Press ESCAPE if you decide not to change the default type size.) The Make Change window appears:

3. Move the cursor to the "At beginning of text" option and press ENTER. You return to the text entry area.

When you change the default type size, no change marker displays because the size applies to all text preceding a type size marker. To check which default type size was selected, move the cursor to the beginning of the text buffer before any markers. Press the STATUS key. Refer to "Checking Statuses" in the *System Basics* section for more information.

Tip

You may decide to change the default type size after you have already typed some labels. The new default type size applies to text *preceding* a type size change marker.

Which type sizes are available?

The type sizes you can use depends on the width of the supply you are using. For example, a 72-point type size will not fit on ¹/2-inch tape. If you select a type size that is too large for the current supply, the system displays a "Type too large or too many lines" message; you then need to choose a smaller type size.

With some type sizes, the system prints the text in all upper case letters, even if you typed the text in both upper and lower case. For example, on 4-inch tape, Swiss Medium prints in all upper case starting with 250 point. The exact type size that begins printing in all upper case depends on the type style being used. When you reach this size, the system displays a "Caps only" message. Refer to the following table for the type sizes at which the resident type style, Swiss Medium, begins printing in all upper case letters. Other type styles and sizes may vary.

Tape width	Type above this size prints in all caps
¹ /2-inch	31 point (.31 in., .8 cm)
1-inch	62 point (.62 in., 1.6 cm)
2-inch	125 point (1.2 in., 3.1 cm)
3-inch	187 point (1.82 in., 4.57 cm)
4-inch	250 point (2.4 in., 6.1 cm)

The type size you can use also depends on how many lines of text you are trying to fit on a label. For instance, two lines of 72-point type will obviously not fit on 1-inch tape. Again, if the number of lines you typed will not fit on the supply using the type size you chose, a "Type too large or too many lines" message displays. You need to use fewer lines in the label or select a smaller type size. Refer to "Creating Multiple-line Labels" in the *System Basics* section for further information.

Selecting Type Options



Your system gives you several different ways of changing the look of certain text on your labels. You can easily:

 Expand or condense text. Using the Expand/Condense option, you can stretch or compress text horizontally as shown below. In both cases, the text height stays the same.

Hot Water

Hot Water

• Underline text.

DAMAGE POLICY

• Print text vertically. When the Vertical print option is turned On, all text is rotated to print vertically on the tape like this:

BIN A100 · Italicize text.

If Damaged, Do Not Refuse to Accept Shipment

Note

When printing vertically or underlining text with very large type sizes, you may get undesirable print results. If you do, use a smaller type size or wider tape.

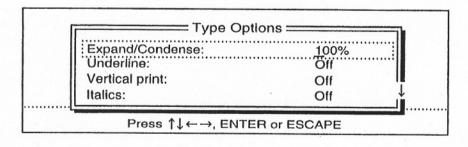
 Print text and symbols as subscript and superscript characters.

12⁵



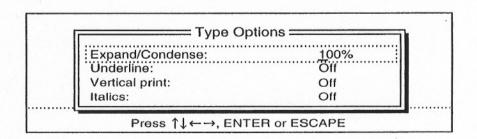
All of these features are available with the TYPE OPTIONS key, and you can select more than one at a time. Follow the steps below.

1. Press the TYPE OPTIONS key when you want one or more options to begin taking effect. The Type Options window displays.



- 2. Use the ↑ or ↓ key to move the cursor to the option you want to set.
- 3. Now use the ← or → key to display the setting you want.

- For the Expand/Condense option, you need to select a number. Text can be expanded from 110% to 200% in 10% increments; the larger the number, the more the text is expanded. Text can be condensed from 95% to 50% in 5% increments; the smaller the number, the more the text is condensed.
- The Italics, Underline and Vertical print options can be set On or Off.
- The Character position options are Normal, Subscript and Superscript.
- 4. After choosing the setting(s) you want, press ENTER. (Press ESCAPE if you decide not to change an option.) You return to the text entry area. Notice that a change marker appears on the screen to indicate that you changed an option. (At any time, you can position the cursor on the marker and press the STATUS key to see which options were selected. Refer to "Checking Statuses" in the *System Basics* section.)
- 5. Type your label text. The selected option(s) affects all text that follows the marker, until you reset the option(s).
- Press the TYPE OPTIONS key when you want to reset the option(s). The Type Options window displays again.



- 7. Use the ↑ or ↓ key to move the cursor to the option you want to set.
- 8. Now use the ← or → key to display the setting you want.
- 9. After choosing the setting(s), press ENTER. (Press ESCAPE if you decide not to change an option.) You return to the text entry area. Notice that a marker again appears on the screen to indicate that you changed an option.

Tip

A quick way to change to and from subscript and normal text is to hold down the SHIFT key and then press the [key. To change to and from superscript text, hold down the SHIFT key and press the] key.

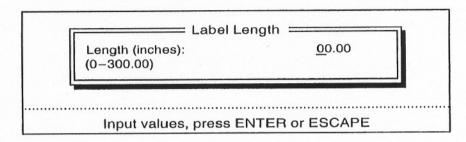
Setting the Label Length

Label Length Your system allows you to specify the length of the labels you want to create. This is useful when you need labels to fit in a fixed space, such as a slot on a shelf. If no label length is entered, the system uses as much tape as it needs to print your labels.

	P/N 1234	
-	3 inches	

When you set a label length, that length will be used for each label in the text buffer. Follow the steps below to set the length.

1. Press the LABEL LENGTH key. The Label Length window displays:



The unit of measurement for the Label Length function can be inches or centimeters. Refer to *Setting System Defaults* for information on changing the unit.

2. Type the length you want to use. For fractional values, type a decimal point or comma in the desired place. For example, if you want a label 4¹/₂ inches long, type 4.5. You can type three digits before the decimal point or comma and two digits after (6, .45, 2.1, 3.05, 11.30).

The maximum length you can enter is 300.00 inches or 800.00 centimeters.

3. After you type the length, press ENTER to return to the text entry area. (Press ESCAPE if you decide not to set the length.) The length you chose affects all labels in the text buffer until you either change the setting or turn the system off. (You can press the STATUS key to see which length was selected. Refer to "Checking Statuses" in the *System Basics* section.)

If you try to type more text than will fit in the specified length, a "Text too long" message appears. You need to edit the text, select a smaller type size or specify a longer label length.

If you set a label length in a Standard Layout, all horizontal areas will be divided into equal parts along that label length. Refer to "What can I do in Standard Layout" in the *Using Special Features* section.

Selecting Label Options



Your system provides many ways of changing the look of all labels that you type. This makes it easy to make all labels look the same without having to set options for each individual label. These options include:

- · justifying text
- positioning text
- framing labels
- framing areas
- · changing spacing between characters
- · changing spacing between lines
- printing in reverse colors
- setting text direction
- · printing mirror images
- · selecting the text baseline

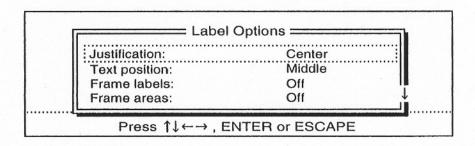
All of these features are available through the LABEL OPTIONS key. When you select any of these options, the option applies to *all* labels entered in the text buffer.

Note

You can apply many label options to individual label areas while in a Standard Layout. See "Using Label Options in Standard Layouts" in the *Using Special Features* section.

Follow these steps to select label options. You can set more than one option at a time. Refer to the following sections for specific information about each option.

1. Press the LABEL OPTIONS key. The Label Options window shown below displays.



- 2. Use the ↑ or ↓ key to move the cursor to the option you want to set.
- 3. Now use the ← or → key to display the setting you want. Refer to the sections below for details on each setting.
- 4. After choosing the setting(s) you want, press ENTER. (Press ESCAPE if you decide not to change an option.) You return to the text entry area. Note that no marker appears in the display, since these options apply to all labels.

You can press the STATUS key to see which options were selected. Refer to "Checking Statuses" in the *System Basics* section.

The setting you chose stays in effect for all labels until you either change the setting or turn the system off.

Justifying text

You can position the text on your labels in three different horizontal positions.

Bin 3 Lot #458

458 Lot #458

Bin 3 Lot #458

Left

Center

Bin 3

Right

When you first turn your system on, it uses the Justification setting from the Setup function. Using the LABEL OPTIONS key, you can temporarily change the justification for the labels you are currently working on. The next time you turn on the system, the Justification setting from the Setup function will again be used. (See Setting System Defaults.)

Positioning text

The Text Position option lets you choose whether to have labels print at the top, middle or bottom of the tape as illustrated below. When you first start your system, this option is set to Middle.

EXIT EXIT EXIT
Top Middle Bottom

No matter which setting you choose here, all the characters in the label will print; none will be cut off. This option just determines whether any unused space on the tape appears above the text, below the text or is divided evenly above and below the text.

Framing labels

The Frame Labels option lets you print a rectangular border around each label. The border lines can be Thin, Medium or Wide. The height of the frame is the same for every label you print, but the frame adjusts horizontally depending on how long each label is.



This option is always turned Off when you start your system, which means no borders print.

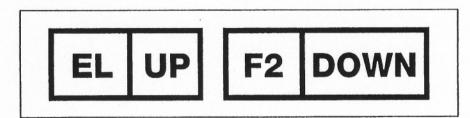
Note

When framing labels that use very large type sizes, you may get undesirable print results. If you do, use a smaller type size or wider tape.

Framing areas

The Frame Areas option lets you print a rectangular border around all label areas. The border lines can be Thin or Medium. The height of the frame is the same for every area you print, but the frame adjusts horizontally depending on how long each area is.

This option is always turned Off when you start your system, which means no borders print.



Changing spacing between lines

Using the Line Spacing option, you can have lines of text print closer together or further apart. When you turn your system on, Line Spacing is set to Normal. You can change the setting to Loose or Tight. If you are printing text with accented characters, you may find the Loose setting gives you better print results.

P/N 1234 Pin Spring Lot 3 546

Loose

P/N 1234 Pin Spring Lot 3 546

Normal

P/N 1234 Pin Spring Lot 3 546

Tight

Printing in reverse colors

By turning the Reverse Print option On, you can reverse the colors in which the labels print. For example, if you are using black ribbon and white tape, the text will print in white on a black background.



Reverse Print On

The Reverse Print option is always turned Off when you start your system.

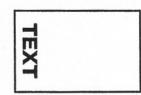
Setting text direction

Using the Text Direction option, you can change the direction of text (including symbols and bar codes) on the printed label. The system will normally print text from left to right (the → option). You can also rotate the text using the ↑ option to print it from the bottom of the label to the top, or use the ↓ option to print it from the top of the label to the bottom.

TEXT

TEXT

Text Direction of



Text Direction of 1

Changing spacing between characters

The Character Spacing setting determines how close together the characters in your labels print. When you turn your system on, Character Spacing is set to Normal. If you select Tight, all characters print closer together than normal. If you select Loose, all characters print further apart than normal.

Part No.

Part No.

Part No.

Tight

Printing mirror images

By turning the Mirror option On, you can print a mirror image of a label. The characters are inverted so that the label is readable in a mirror. (You may have seen mirrored text on the front of an ambulance or on a loading dock.) When using this option, you need to print on clear tape.

Plant Manager Office

The Mirror option is always turned Off when you start your system, which means all labels print normally.

Selecting the text baseline

Selecting the Baseline option allows you to determine how your text is aligned if you use different type sizes within the same line. Normally, a Centered baseline is used. With a Centered baseline, text in all type sizes lines up in the center as shown below.

Part No. 1234

Centered Baseline

If you select a Fixed baseline, text in all type sizes lines up on the same line as shown below.

Part No. 1234

Fixed Baseline

Note that the baseline does not affect the Text Position of the label as described above. It only affects how different size characters line up in relation to one another.

Using the Time/Date Function



The TIME/DATE key provides a simple way of adding the current time and/or date to your labels. This feature might be useful when you need to label parts according to when they were shipped, moved or received. The sections below tell you how to insert the time and/or date and how to set time and date information.

Adding the time and/or date to a label

If you need to change any of the time or date information, refer to the next section. To insert the time and/or date in your label, move the cursor to where you want the information to print. Then press the TIME/DATE key. This clock marker displays on the screen:

		Line 1 / Area 1 / Label 1
15		

The marker shows where the time and/or date will appear when your label prints. If you decide not to print the time and date, just delete the marker.

The system prints the time and date using the type style and size that are currently in effect. You can change the type style and size for the clock marker, just as you can for regular text.

When you print the label, the time and/or date prints in place of the clock marker. (If you are including both the time and date, they always print side by side.)

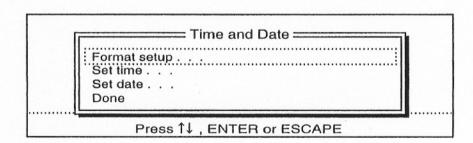
10/15/92 3:26 PM

Time and Date

The system automatically updates the time and date and uses the time and date that are current when the label is printed. If you later reprint the label, the time and date information will change.

Setting time and date information

To set information about the time and date, hold down the SHIFT key and press the TIME/DATE key. The Time and Date window displays.

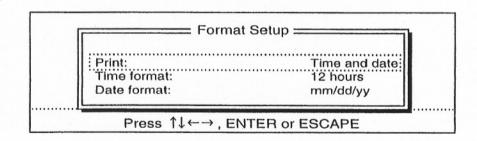


Use the ↑ or ↓ key to move the cursor to the option you want to set. Press ENTER and refer to the sections below. After making your changes, press ENTER to return to the Time and Date window. To return to the text entry area, move the cursor to the Done option and press ENTER. (Pressing the ESCAPE key in this window also accepts all changes you have made and returns you to the text entry area.)

Each option in the Time and Date window is described below. The Help line below each window tells you which keys you can use at any time.

Format Setup

In the Format Setup window, you can select the following information. Use the ← or → key to display the setting you want. After making your selections in the window, press the ENTER key. If you decide not to make changes, press ESCAPE to return to the Time and Date window.

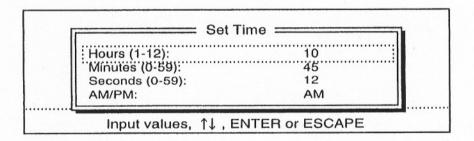


- Print. Lets you choose whether to print the time and date, the date and time, the time only or the date only.
- Time format. Allows you to choose which time format you want the system to use. You can print the time using the 12-hour clock (01:04 pm) or the 24-hour clock (13:04).

• Date format. Lets you choose which date format you want the system to use. You can display the date in either a month/day/year format (8/24/93) or a day/month/year format (24/08/93). You can also select the delimiter used to separate the day, month and year: a slash (/), a period (.) or a dash (-), like 8.24.93, or 8-24-93. The date format is not saved with the file; it will always print using the current parameters.

Set Time

The Set Time window enables you to set the current time. The time prints in an hours/minutes format. After making your selections in the window, press the ENTER key. If you decide not to make changes, press ESCAPE to return to the Time and Date window.

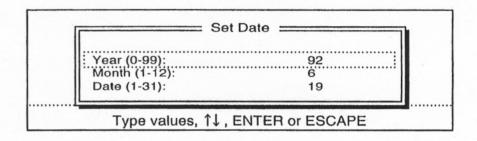


- Hours (1-12) or (0-23). To change the hour, move the cursor to this option and type the hour. You can type a number from 1-12 or 0-23, depending on which Time format you chose in the Format Setup window.
- Minutes (0-59). To change the minutes, move the cursor to this option and type the minutes.
- Seconds (0-59). To change the seconds, move the cursor to this option and type the seconds. The seconds value does not print on the label.

 AM/PM. Move the cursor to this option and use the ← or → key to change the time from AM to PM or vice versa. (This option only appears in the window if a 12-hour Time format was selected in the Format Setup window.)

Set Date

The Set Date window enables you to set the current date. Once you set the date, the system automatically updates it. The date prints using the Date format chosen in the Format Setup window. After making your selections in the window, press the ENTER key. If you decide not to make changes, press ESCAPE to return to the Time and Date window.



- Year (0-99). To change the year, move the cursor to this option and type the last two numbers of the year such as 92.
- Month (1-12). To change the month, move the cursor to this option and type the number corresponding to the month.
- Date (1-31). To change the date, move the cursor to this option and type the current date.

If you try to enter an invalid time or date, an "Invalid entry" message displays. You are then returned to the selection window so you can enter a correct value.

Creating Sequences



The Sequence function is a powerful feature that makes it easy to create a series of labels. For instance, you may need to create a set of labels like these:

Part W300-92

Part W305-92

Part W310-92

If you only had this series of three labels to print, it would not be that hard to type the text three times. But if you needed labels up to Part W350-92, you would save a lot of work by creating a sequence.

The Sequence function allows you to print labels like the series above by only typing the information once. All you need to do is tell the system which information should change on each label, and it automatically creates the series when you print. You can have up to three independent sequences in one print job. The sequence numbers can be incremented or decremented.

Before you create sequenced labels, just determine which text remains the same in each label and which text changes. Then follow these steps for each sequence you'd like to print.

1. Type the text, if any, that comes *before* the sequenced text. (If you need a space between this text and the sequenced text, type the space also.) To create the example above, you would type **Part W**.

2. Press the SEQUENCE key. The Sequence window displays:

Starting point: Increment by: Ending point: Number of labels:

TipWhen you are in the Sequence window, you can use the ↓ key or the ENTER key to move through the options.

- 3. For the Starting point option, type the sequenced number(s) or letter(s) for the first label you want printed. You can enter a number between 0 and 99999, a letter between a and z or a letter between A and Z. To print a sequence with leading zeros, type as many as desired here. (The system beeps if you try typing both letters and numbers, such as 3B, or if you leave this option blank.) To create our example, you would type 300.
- 4. Move the cursor to the Increment by option. Here, you must enter the increment by which the sequenced text should increase in each new label. Type a number between 1 and 99999. To create our example, you would type 5, since the number increases by five in each label.
- 5. Next, move the cursor to the Number of labels option. Type the number of labels you want printed with this sequence (from 1 to 999).

For instance, to create our example, you would type 11. This would create labels with these numbers: 300, 305, 310, 315, 320, 325, 330, 335, 340, 345, 350.

Notice the Ending point option now shows the last sequenced label number: 350. If you had typed this number, the Number of labels option would automatically display the number of labels to print: 11.

6. After selecting all options, press the ENTER key. You return to the text entry area. Note that the following marker appears on the screen:

12

To check or change any of the sequence values, position the cursor on the sequence marker and press the SEQUENCE key. Make any necessary changes and press the ENTER key. (Press ESCAPE if you decide not to make the sequence changes.)

7. Type the text, if any, that comes *after* the sequenced text. To create our example, you would type **–92**.

Tip

You can enter a Starting point number greater than the Ending point number to decrement a sequence. For example, if you type the Starting point as 8, the Increment by as 2, and the Ending point as 2, the system will print the labels: 8, 6, 4, and 2.

If you press the SEQUENCE key with more than three sequences in the text buffer, this message displays:

No more sequences allowed

Inserting Bar Codes

You can easily include bar codes on any label you create, as shown below.



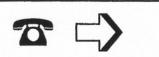


Different bar code symbologies, such as Code 39 and Code 128, are available for use with your system. A *symbology* is a particular bar code pattern that is read by a bar code scanner. Consult your system dealer for a listing of currently available symbologies.

Each symbology is stored on an optional bar code card. The card must be installed in the system before you can insert a bar code in a label. (Complete instructions on using bar codes in your labels are included with the bar code card.)

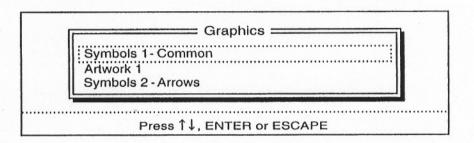
Adding Graphics

The keyboard on your system contains many useful symbols which you can include in labels, such as and . You can also use a variety of other symbols and artwork available on PowerCards. *Symbol* cards contain scalable (resizable) images, such as various arrows and geometric shapes. *Artwork* cards include custom images such as company logos, illustrations and artwork (these are not resizable).

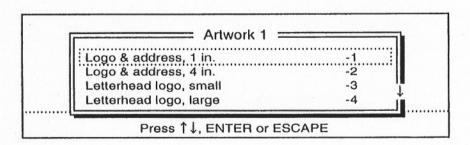


To include graphics in your label, follow these steps.

- 1. Install the desired artwork or symbol card. Refer to "PowerCards" in the *System Components* section.
- 2. Move the cursor to where you want the graphic to print. Press the GRAPHICS key. The Graphics window displays:



- 3. Move the cursor to the desired artwork or symbol option and press ENTER. (Press ESCAPE if you decide not to insert any graphics.)
- 4. The window that displays next depends on which option you selected.
 - Artwork. The system displays a list of the artwork image names available on the card.
 Use the arrow keys to move the cursor to the artwork you want to use, and press ENTER. An artwork window might look like the following:



Tip

A quick way to find out the name of the artwork card needed for a file is to get the desired file with no artwork cards installed in the system. The system will prompt you with the necessary artwork card name.

Note

The following system functions are ignored for artwork images: Text Direction, Type Size, Expand, Condense, Underline, Vertical Print, Italics, Subscript and Superscript.

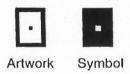
 Symbol. The system displays a window in which you type the number of the symbol you want to use. For example, to access a solid triangle, type 24. (Refer to the list of numbers that came with your symbol card.) After typing the number, press ENTER. The Symbol window looks like the following:

Symbol number:	

Note

You can print symbols in any type size; however, some symbols printed in a large type size may produce undesirable results. Select a smaller type size or use a wider tape. To change a symbol's type size, position the cursor on the symbol marker and press the TYPE SIZE key. Input a type size and press ENTER.

5. One of these markers now appears on the screen:



These markers let you know where you have inserted graphics. Press the STATUS key to find out the artwork or symbol number for the marker.

Using Application Cards



As mentioned in *System Components*, one type of PowerCard you can purchase is an application card. Application cards give your system special capabilities, like enabling it to act as an Epson LQ-1050 printer (see the Graphics Transfer System User's Guide for more information). Other application cards contain custom label layouts that are ready for you to use. These layouts are in addition to the Standard Layouts that come with your system.

Before you can use an application card, it must be installed as described in "PowerCards" in the *System Components* section. Refer to your Application Card user's guide for more information about using its particular layout(s).

Using Standard Layouts

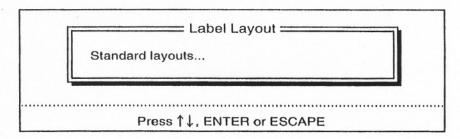
Your system provides you with a number of tools to make your label creation faster and easier. One of the most powerful of these tools is Standard Layouts. Standard Layouts can be used to create more complex labels or labels with areas stacked on top of each other. Your system comes with twelve commonly-used label layouts that are already set up for you. All you need to do is type the text in the desired areas and print your labels. This section describes how to use these Standard Layouts.

To create a label using a Standard Layout, follow these steps.

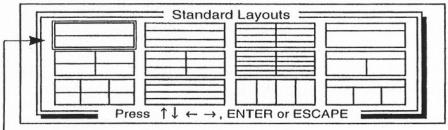
Selecting a Standard Layout

To select a layout:

1. Press the LABEL LAYOUT key. Depending on the application cards you have installed (if any), a Label Layout window similar to this one displays:

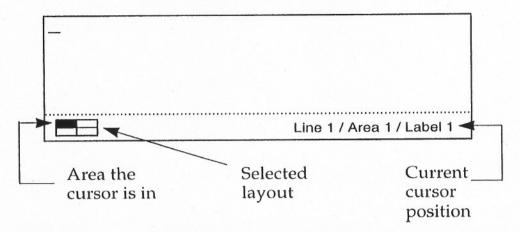


2. Move the cursor to the Standard layouts option and press ENTER. (Press ESCAPE if you decide not to use a Standard Layout.) The Standard Layouts window displays:



Outline surrounds current layout selection

3. Use the \uparrow , \downarrow , \leftarrow or \rightarrow key to move the outline box to the desired layout and press ENTER. (Press ESCAPE to return to the text entry area.)



The system displays a window with a graphic depicting the label layout at the left side of the Help line. The corresponding Line/Area/Label information is on the right. The cursor displays in the window text entry area.

What can I do in a Standard Layout?

In a Standard Layout, you can:

- Apply label options to each area, such as Framing and Justification. (See "Using Label Options in Standard Layouts" in this section.)
- Move around the Standard Layout areas the same way you do in the normal text entry area. (See the System Components section for more information.)
- Use the NEXT AREA and NEXT LABEL keys the same way you do in any label. (See "Creating Labels with Multiple Areas" and "Entering Multiple Labels At One Time" in the System Basics section for more information.)

 Set a label length. If you do set a label length, then each horizontal area of the label will be the same length, equally divided along the set length. The amount of vertical space in each area is fixed.

		46
Lot #265	W/O #265	Part Number Descriptor: Hex Bolts

	A6	
Lot #265	W/O #265	Part Number Descriptor: Hex Bolts

- Press ESCAPE after entering some text in the label. The Standard Layouts window appears with the current layout selected. Press ENTER to return to the layout and keep the text you've typed so far. If you select another layout, you'll lose the text. If you press ESCAPE a second time, the message "Are you sure? No" appears, warning you that you'll lose your text; if you answer Yes to the prompt, you will then be returned to the text entry area.
- Save and retrieve the labels you create.

Entering text in a Standard Layout

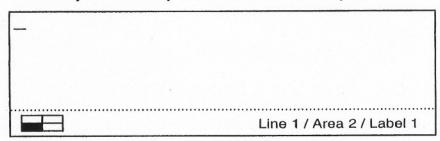
Once you are in a selected Standard Layout:

1. Type the desired information and/or make label options settings for the first area. (Unless you change them, all subsequent areas use the settings of the previous area.) If the current type size is too large for the selected layout, a message like this one displays:

Type too large. Try a type size of 20 pt

Select this type size or smaller to enter text in the selected area. Depending on the layout you select and the width of the tape in your system, the maximum point size you can use may vary. See "Standard Layouts" in the *Reference* section for the maximum point sizes for each layout.

2. When you are finished typing, press NEXT AREA. The Help line updates in the window to show you where you are in the label layout:



- 3. Repeat steps 1 and 2 for all areas in the selected layout.
- 4. To create a new label with the same layout, press NEXT LABEL. The Help line updates to show you the new label:

Line 1 / Area 1 / Label 2

Using Label Options in Standard Layouts

A powerful feature of Standard Layouts is that you can apply most label options to individual areas in any label. These options include:

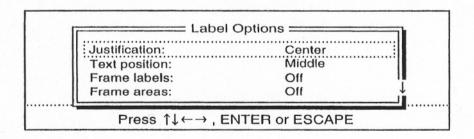
- justifying text
- positioning text
- framing areas
- setting text direction
- · changing spacing between characters
- changing spacing between lines
- printing in reverse colors
- selecting the text baseline

Note

The Frame Labels and Mirror options cannot be changed by area.

Follow these steps to select label options for individual areas. You can set more than one option at a time. Refer to the following sections for specific information about each option.

1. Place the cursor in the Standard Layout area in which you want to make a change and press the LABEL OPTIONS key. The Label Options window displays.



2. Use the ↑ or ↓ key to move the cursor to the option you want to set.

- 3. Now use the ← or → key to display the setting you want. Refer to the sections below for details on each setting.
- 4. After choosing the setting(s) you want, press ENTER. (Press ESCAPE if you decide not to change an option.) The Make Change window appears:

: At beginning of text	
At cursor	

5. Move the cursor to the "At beginning of area" option and press ENTER. You return to the text entry area. Notice that a change marker appears where you changed the option(s). The changes will begin in the current area and remain in effect until you change them again or turn the system off.

If you had instead selected the "At beginning of text" option, the selected settings would apply to the entire text buffer.

You can press the STATUS key to see which options were selected. Refer to "Checking Statuses" in the *System Basics* section.

Justifying text

Each of your label areas can have its own text justification setting. The justification is based on the area's boundaries, not the entire label.

STOC	K NO.
REORDER	REORDER
POINT	QTY

Positioning text

You can position the text of individual areas to print at the top, middle or bottom of the tape.

RECYCLABLE

SAVE OUR RESOURCES

PLASTIC

Framing areas

One or more individual areas in the current Standard Layout can be framed with thin or medium width frames. For best results, use the same frame width for all framed areas in a label.

CAUTION

DO NOT ENTER

Changing spacing between lines

Using the Line Spacing option, you can have lines of text print closer together or further apart for individual areas. When you turn your system on, Line Spacing is set to Normal. You can change the setting to Loose or Tight. If you are printing text with accented characters, you may find the Loose setting gives you better print results.



Printing in reverse colors

Turn the Reverse Print option On to reverse one or more areas of a Standard Layout. If you reverse adjacent areas, white space will appear between them. The white space will be the width of a thin frame.

DO NOT ENTER

Note

Reverse Print On is ignored in areas with bar codes.

Tip

You can create label effects using combinations of Framing and Reverse Printing. For example, this label was created with Frame Areas Off and Reverse Print On. The entire label is reversed, and the frame is white:

STOC	K NO.
REORDER	REORDER
POINT	QUANTITY

Setting text direction

Using the Text Direction option, you can change the direction of text (including symbols and bar codes) on the current and any subsequent areas of the printed label. You can print text from left to right, from the bottom of the area to the top, or the top to the bottom. The maximum type size for the ↑ or ↓ options is 72 point. An error message will appear if you try to enter more text than will fit in these directions.

EX	(IT
EXIT	EXIT

Changing spacing between characters

The Character Spacing setting determines how close together the characters in your labels print. When you turn your system on, Character Spacing is set to Normal. If you select Tight, all characters in the area print closer together than normal. If you select Loose, all characters in the area print further apart than normal.

CAUTION DO NOT ENTER

Selecting the text baseline

Selecting the Baseline option allows you to determine how your text is aligned if you use different type sizes within the same line. Normally, a Centered baseline is used. With a Centered baseline, text in all type sizes lines up in the center as shown below.

ACME CO.

If you select a Fixed baseline, text in all type sizes lines up on the same line as shown below.

To: M. Jones, VP

Note that the baseline does not affect the Text Position of the label as described above. It only affects how different size characters line up in relation to one another.

Using Label Templates

A template is a label you save as a file for a specific data entry application. Label templates save you time by storing static label and layout information you intend to reuse. Label templates can have much of the same information in them as a regular label, like text, format changes, symbols, bar codes and graphics. The difference between a label and a label template is that templates contain special symbols called *merge markers*. These symbols mark the places where label information will change. With these special markers, the same file can be reused to create as many labels as you like. Once you create the template, you simply enter the data that will change for each label. Variable data can come from a device such as a PC or a bar code scanner (automatic data entry) or you can type it at the system keyboard (manual data entry).

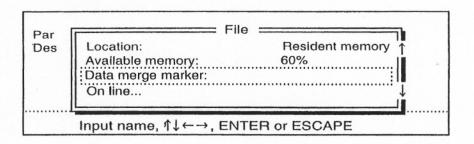
Creating custom label templates

You can make the label template in the normal text entry area or in any one of the Standard Layouts on the system. Follow these steps to create a label template:

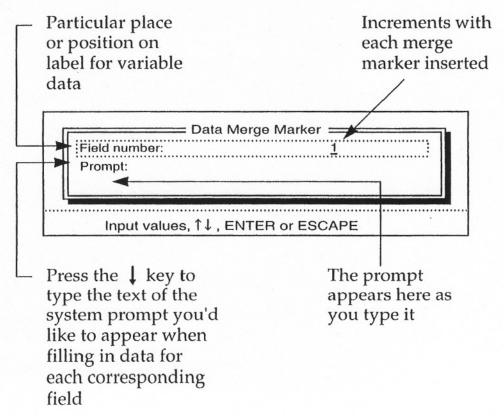
1. Create a label file as you normally would. (If you are going to print bar codes, graphics, or special fonts, first install the PowerCards you need.) Type only the text that is the same on each label. For example, if the labels contain the words "Part Number:" followed by actual part numbers, just type the words "Part Number:" If the second line of the label contains the word "Description:" followed by actual descriptions, just type the word "Description:"

Part Number: Description:	
	Line 2 / Area 1 / Label 1

2. Insert merge markers to tell the system which information will be supplied later, when you print the labels. If the system finds a merge marker when it prints, it will insert the variable data. To insert a merge marker, move the cursor to where the marker should appear and press the FILE key. Move the cursor to the Data merge marker option and press ENTER:



The Data Merge Marker window displays. It shows the field number for the merge marker you will insert. (Press ESCAPE if you decide not to insert a merge marker.) A *field* is a particular place on the label designated for variable label information. The more merge markers you insert, the higher the field number displayed.



Note

Field numbers are most important if you intend to provide the variable data for the labels from a PC or bar code scanner. If you are going to enter the data from the keyboard, the Prompt option is more important.

- Field numbers should be different for each unique piece of data in the label.
- If you intend to reuse the same field number in the label, you need to know the exact field number to use. Otherwise it is best to let the system assign them. To change the field number, move the cursor to the Field number option and type a new number.
- 3. Enter a prompt for the field to customize your template for manual data entry. This prompt will appear in the system Help line whenever you are typing data for the corresponding field. Move the cursor to the Prompt option. The cursor moves to the open line below the option. Type up to 27 characters for the prompt. Some examples of prompts are: Enter lot number, Enter company name or Enter part description.

r	Field number: 1
ا ب	Prompt:
- 1	
-	[i=i

4. Press the ENTER key to insert the merge marker in the template.

Tip

A quick way to display the Data Merge Marker window is to hold down the ALT key and press the letter M.

- 5. Repeat steps 2 and 3 for each field you want to use in your label. A merge marker will appear on the screen each time you repeat steps 2 and 3. Keep these things in mind:
 - The maximum field number you can enter is 99.

- You don't need to define prompts for fields. If you don't, the system will prompt you with "Enter field" when you are using manual data entry.
- The Field number setting in the Data Merge Marker window increases automatically, but you can type any field number you want to use.
- You can use the same field number in many places in a label. For example, you may want to print both the human-readable text of a bar code and the bar code itself. Just insert the same field number in two places in the label template.
- When you use the same field number in a label template and move the cursor to the Prompt option, any prompt that was previously defined for that field will display.
- To display information about a particular merge marker, place the cursor on the merge marker, hold down the ALT key and press the letter M to display the Data Merge Marker window.
- If you edit a prompt for a field number used more than once in a template, it changes for all merge markers in which this field number is used. However, if you delete a duplicate marker, the others will not be affected.

After you've inserted merge markers, your screen will look similar to this one:

Part Number: Description: 딮비모베	물	
		Line 3 / Area 1 / Label 1

5. Format the label as you normally would. You can select different options for the variable data once it prints. For example, you could print part numbers in bold or underline them. To do this, position the cursor on the merge marker and make the desired changes as you usually do.

Tip

To see which formatting changes are in effect for a merge marker, move the cursor to the merge marker and press the STATUS key. The window displays the current settings. The Merge field option shows you which field number the marker represents.

6. After you've typed the text and inserted the necessary merge markers, do a test print of the label to make sure you've set it up the way you want it. Press the PREVIEW key and then select the Print preview option (for more information, see "Previewing Labels" in the *Printing* section). If you press the PRINT key, the printed label will look similar to this one:



The system prints the text that will be the same on each label. For variable data, it prints the field numbers you typed and encloses them in asterisks. For example, if you inserted a merge marker and assigned it field number three, the system prints *3*. When you print the labels and provide the variable information, the field data will print in place of the field numbers and asterisks.

Note

If you've inserted bar code markers in the label template, the field number you typed will be used

as bar code data. Because the following bar code symbologies require more than one character, you will not be able to test print label templates that use UPC-A and EAN-13 symbologies. You can test print templates that use Code 39, Code 128 and Interleaved 2 of 5 bar codes.

7. Make changes to the file, if necessary, and save the label template as a file. All markers, field numbers and prompts are stored with the file.

Entering variable data in label templates

Once you have created your label template, you can supply the variable data using either:

- Automatic Data Entry. In this case, the
 information comes from devices like a personal
 computer connected to the system through the
 Data Transfer System (DTS) or a bar code scanner.
 For more information on the DTS, see the Data
 Transfer System User's Guide. For more
 information on bar code scanners, refer to
 "Installing and Using a Bar Code Scanner" in the
 Reference section.
- Manual Data Entry. You type in the necessary data at the system keyboard.

To provide the necessary data manually, you enter a special data entry mode on the system.

Note

The following keys are disabled when you are in data entry mode: SETUP, LABEL LAYOUT, LABEL LENGTH, LABEL OPTIONS, TYPE STYLE, TYPE SIZE, TYPE OPTIONS, GRAPHICS, BAR CODE, TIME/DATE, SEQUENCE, FILE, NEXT LABEL, STATUS, NEXT AREA. The system beeps if you press these keys. All other keys operate as described in this user's guide.

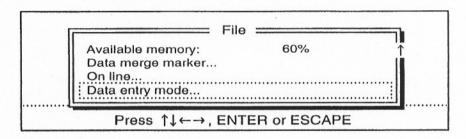
Follow these steps to enter data manually into a label template:

1. Display the label template on the display screen.

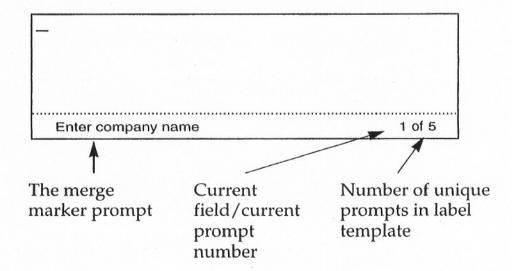
Note

If the file was created using one of the Standard Layouts, you must get the file while in the Standard Layouts window.

2. Press the FILE key. Move the cursor to the Data entry mode option and press ENTER:



A window displays with the cursor in the upper left corner. The Help line displays the prompt for the first merge marker the system finds in the label template. For example, if the field prompt for the merge marker is "Enter company name," the screen would look similar to this one:



The total number of unique prompts in the template is displayed on the right side of the Help line.

- 3. Type a response to the prompt. You can type up to 39 characters, one line only. Edit the text, if necessary, as you normally would.
 - If the same merge marker appears more than once in the template, you'll answer the prompt only once; your response is used in all instances.
- 4. Press ENTER to move to the next prompt. Your responses to the previous prompt stay displayed on the screen, as shown in this example:

AB-1234567
Lug Nuts
5-CA_

Enter aisle number 3 of 5

- If you do not type a response to a prompt, a blank line will display.
- To edit the lines, use the ↑ or ↓ key to move between lines on the screen. The Help line displays the appropriate prompt for the line.

Printing the labels

5. Repeat steps 3 and 4 until the following message displays:

Press PRINT, REPEAT PRINT, CLEAR or ESCAPE

To print the label(s), press the PRINT key or the REPEAT PRINT key. Tip

You can also print the label(s) and skip the "Press PRINT, REPEAT PRINT, CLEAR or ESCAPE" message. Just press PRINT or REPEAT PRINT after typing the response to the last prompt.

- Press ESCAPE to return to the data entry screen and keep the label information you've typed.
 Press ESCAPE again if you decide to leave the data entry mode; any text you've typed will be lost.
- To enter data for another label, press the CLEAR key. Each prompt for the new label appears in the Help line. Enter the desired data and move to the next prompt as described in steps 3 and 4.
- 7. If Auto cut is Off, hold down the SHIFT key and press the PRINT key to cut the labels.

Note

In data entry mode, if the Pause between labels option is On, it is ignored.

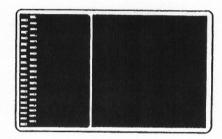
Using Memory

Storing Files



Often, you will want to save the labels you create so you can use them again without having to retype. The system lets you quickly store labels in files and provides two different places to save them:

- Resident memory. This storage space is available on every system. It allows you to store up to 20,000 characters which is enough space for many files.
- Memory cards. Files can be stored on memory cards, like the one shown below. See your system dealer for more information.



You can purchase as many memory cards as you need. Memory cards provide a convenient way for each system user to store his or her labels separately. You can also use memory cards to categorize labels. For example, you could use a different card to store labels for each set of shelves in your warehouse. The labels are then easy to find when you need to print or create more.

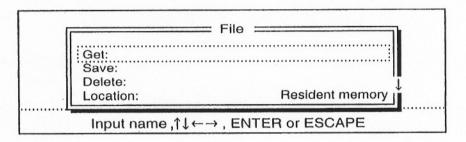
Note

If you are going to use a memory card, you must first install it as described in "PowerCards" in the *System Components* section. If you have more than one memory card installed, the system will use the one in the first slot. (For example, if there are cards in slots 2 and 3, it will use the one in slot 2.)

Checking the Available Memory

Before you save labels, you should first check that there is enough memory available. Using the procedure below, you can see what percentage of memory is still available for storing labels.

1. Press the FILE key. The File window appears.

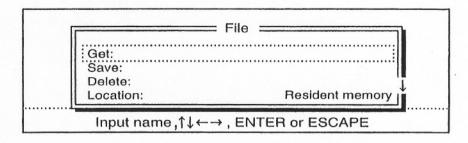


- 2. Use the ↓ key to move the cursor to the Available Memory option. This number tells you how much resident memory remains available.
- 3. To check the memory available on an installed memory card, move the cursor to the Location option. Use the → key to display the Memory card setting. The Available Memory number changes to show how much memory is available on the card.

Saving a File

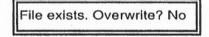
Follow these steps to save your labels in a file. When you use this function, all information in the text buffer will be saved including any markers you have inserted.

1. Press the FILE key. The File window displays.



- 2. If you want to save the file in resident memory, go on to step 3. To save the file on a memory card you have installed, move the cursor to the Location option. Use the → key to display the Memory card setting.
- 3. Move the cursor to the Save option. If the file in the text buffer was just saved, its filename displays here. Otherwise, the space after Save is blank.
- Type a name for the file or use the ← or → key to display the name of an existing file. The name can consist of up to eight letters and/or numbers. (The system beeps if you try to type an illegal character.)
- 5. Press ENTER. (Press ESCAPE if you decide not to save.)

If you selected a filename that already exists, this message appears:



Type Y to write over the existing file with your new file; the old file is erased. (You can also use the ← or → key to change "No" to "Yes," then press ENTER.) Type N or press ENTER to enter a different filename; type the desired filename and press ENTER.

6. While the file is being saved, this message displays briefly:

File saved

You then return to the text entry area. The file you saved is still displayed.

If there is no text in the text buffer when you try to save, the following message displays. You return to the text entry area.

No text to save

If there is not enough memory available to save your file, the following message appears. Before you can save the file, you must first delete some other files as described later in this section.

Memory full

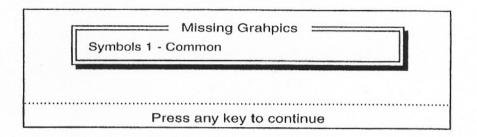
Getting a Saved File

This section tells you how to get a file that you saved so you can print or make changes to it. Before you get a saved file, be sure you have installed PowerCards for the fonts, bar codes, symbols or artwork used in that file. If you attempt to get a file which is missing any of these elements, one of the following windows appear:

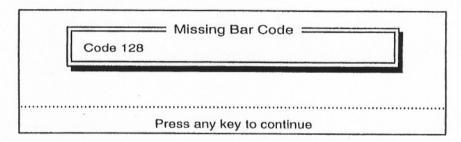
Swiss Bold
Dutch Bold

Press any key to continue

If you choose to not install the designated font cards, the system will substitute the resident type style wherever the missing type style(s) was used.



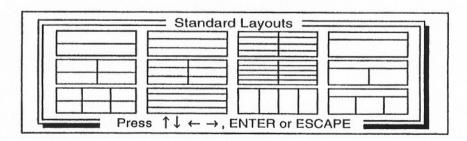
If you do not install the designated graphics card, the system will substitute the corresponding keyboard character for the graphic image.



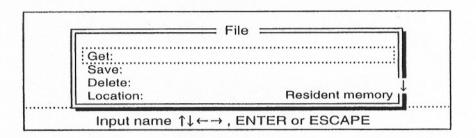
The system will not get the file until you install the correct bar code card.

To get a saved file:

1. If you want to get the file from the normal text entry area, go on to step 3. To get a file stored in a Standard Layout, press the LABEL LAYOUT key and then press ENTER at the Standard Layouts option. The Standard Layouts window displays:



- 2. To get the file in the layout in which it was saved, go to step 3. To get the file in another Standard Layout, use the ↑,↓, ← or → key to highlight the desired layout and press ENTER. The selected layout displays in the Help line.
- 3. Press the FILE key to display the File window:



- 4. If you want to get the file from resident memory, go on to step 5. To get a file stored on a memory card you have installed, move the cursor to the Location option. Use the → key to display the Memory card setting.
- 5. Move the cursor to the Get option. If the file was just saved, its filename displays here. Otherwise, the space after Get is blank.
- 6. Type the name of the file you want to get or use the ← or → key to display the name you want.
- 7. When the filename you want to get is displayed, press ENTER. (Press ESCAPE if you decide not to get the file.)

If there is currently text in the text buffer, this message displays:

Overwrite text? No

Type Y to replace the text in the buffer with the file you selected above. (You can also use the ← or → key to change "No" to "Yes," then press ENTER.) Type N or press ENTER if you do not

want to replace the text in the buffer; you return to the text entry area.

8. When you get a file, the contents of that file are placed in the text buffer where you can edit it as you like. The cursor is positioned in the first label of the file. Note that all settings originally selected for this file are now in effect. For example, if you selected a Length or set the Justification, those settings now apply. If the file was created and retrieved using a Standard Layout, the graphic in the Help line displays the layout.

If the filename you try to get does not exist, the following message displays. You must select a different filename.

File not found

This message displays if you try to get a file that won't fit in the Standard Layout you've selected.

File has too many areas. Select another layout.

When you get a file, the system checks the supply width used for that file. If the file used a *wider* supply than is currently installed, a message like the one below appears telling you which size supply to install.

2.00 in supply needed

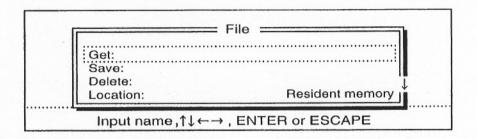
Notes

If you are in the Standard Layouts window and get a file that wasn't created with a Standard Layout, the file is retrieved as a normal file and you are no longer in the Standard Layout. If you get a file saved in a Standard Layout while in the normal text entry area, the file's layout information will be lost. You must get the file while in the Standard Layouts window. If you save the file, it will be saved without the previous Standard Layout information.

Deleting a Saved File

Follow the steps below to erase a file that was previously saved. Keep in mind that once you delete a file, you cannot get it back again.

1. Press the FILE key. The File window displays:



- 2. If you want to delete a file from resident memory, go on to step 3. To delete a file stored on a memory card you have installed, move the cursor to the Location option. Use the → key to display the Memory card setting.
- 3. Move the cursor to the Delete option. If the file currently in the text buffer was just saved, its filename displays here. Otherwise, the space after Delete is blank.
- 4. Type the name of the file you want to delete or use the ← or → key to display the name you want.

If you want to delete all standard system files in the selected memory location, type an asterisk (*).

If you want to delete *all* files in the selected memory location, type two asterisks (**). **USE BOTH OF THESE WITH CAUTION**. You will delete all standard system files, plus all files created with application cards. You may not be aware of application card files created by another user.

5. When the filename you want to delete is displayed, press ENTER. (Press ESCAPE if you decide not to delete.) This message displays:

Are you sure? No

- 6. Type Y to delete the file; you can also use the ← or → key to change "No" to "Yes," then press ENTER. Type N or press ENTER if you decide not to delete the file; you return to the text entry area.
- 7. While the file is being deleted, one of the messages shown below appears briefly. You then return to the text entry area.

File deleted

Memory cleared

If the filename you try to delete does not exist, the following message displays. You must select a different filename.

File not found

Setting System Defaults

Using the Setup Function



The Setup function allows you to choose certain options that will be in effect each time you turn on the system. Since these options are always in effect, you do not need to set them every time you use the system. The Setup options include:

- · changing the Caps Lock status
- cutting the tape automatically between labels (Auto Cut)
- justifying text
- selecting a default type size
- choosing the type size unit of measure
- changing the language for system information
- choosing the length unit of measure
- · pausing between label printing
- changing system communications settings

All of these features can be changed using the SETUP key; the text buffer cannot contain any text when you press this key. Follow the steps below to select options. Refer to the following sections for specific information about each option.

Tip

Using the CLEAR key, you can return to the system defaults you set here if you can change them temporarily elsewhere in the system. (Refer to *System Basics* for more information.)

1. Press the SETUP key. If there is text in the text buffer, the message below displays. You can save the text before clearing it from the buffer.

Save and clear text to use this function

2. After the text buffer is cleared, press the SETUP key again. The Setup window displays.

	Setup =====
Caps lock:	Off
Auto cut:	On
Justification:	Center
Type size:	24

Use the ↑ or ↓ key to move the cursor to the option you want to set.

- 3. Now use the ← or → key to display the setting you want. (For type size, you need to type the number; for communications settings, simply press ENTER.) Refer to the sections below for details on each option.
- 4. After making your changes, press the ENTER key to return to the text entry area. (Press ESCAPE if you decide not to make any changes.)

Changing the Caps Lock status

The Caps Lock status is normally turned Off. This means that the letters you type appear in both upper and lower case unless you press the CAPS LOCK key.

If you turn this option On, the letters you type appear in all capital letters. You can temporarily change to upper and lower case letters by pressing the CAPS LOCK key.

Cutting the tape automatically between labels (Auto Cut)

The Auto Cut function lets you determine whether the system cuts the tape between labels when it prints. If this option is On, the system automatically cuts the tape wherever you pressed the NEXT LABEL key when you created the labels. The system inserts a margin of one inch of blank tape before and after each label.

Turning this option to Off means that the system does not cut tape between labels when it prints. Instead, it prints thin lines (tic marks) wherever you pressed the NEXT LABEL key. You can then use scissors to cut the labels along the lines. The system inserts a margin of ¹/₄ inch of blank tape before and after each label.

The system automatically cuts the tape at the end of the last label, regardless of which choice you selected.

Justifying text

You can center, left-justify or right-justify the text on your labels. When you first turn your system on, it uses the Justification setting selected here. However, you can temporarily change the justification at any time using the LABEL OPTIONS key. (Refer to "Selecting Label Options" in the *Using Special Features* section.) The next time you turn on your system, the Justification setting selected here will again be used.

Selecting a default type size

All text automatically prints in the default type size specified here, unless you change the size within a label or temporarily change this default. (See "Changing the Type Size" in the *Using Special Features* section.)

You can change the default type size here. If you do, the size you select will be in effect whenever you turn the system on. It's recommended you identify a type size which will fit on the most commonly used width of tape for your machine. Otherwise you will receive the "Type too large or too many lines" message when creating labels.

To change the size, type in the new size you want to use. The size displays in the type size units selected below.

Choosing the type size unit of measure

Type size can be measured in three different units: points, inches or centimeters. In the Setup window, you can select in which unit you want type to be measured. Your selection here affects how the size is displayed in the Type Size window. (Refer to "Changing the Type Size" in the *Using Special Features* section.)

When you change this unit, the default type size described above also changes. Before leaving this window, be sure the default type size is set as you want it to be.

Changing the language for system information

The Language option shows which language is used to display all system messages and selection windows. Note that the labels you type are not translated into the language identified here.

Choosing the length unit of measure

This option allows you to determine whether the label lengths you set are calculated in inches or centimeters. The unit selected here will also be used for the Height setting in the Bar Code function.

Pausing between label printing

Normally, the system prints continuously and does not stop between labels. If you change Pause Between Labels to On, the system stops printing between each label. You can press the Space bar to continue printing. (Refer to *Printing* for more information.)

Note

Pause Between Labels On is ignored when you print labels in automatic or manual data entry mode. For more information on label templates, refer to "Using Label Templates" in *Using Special Features*.

Changing the system communications settings

To use some applications, such as ArtCard Builder, the Data Transfer System, or the Graphics Transfer System, you must connect the labeling system to a personal computer (PC) or bar code scanner. In order for the application to work, the systems must be set up to communicate in the same way. The Communications option allows you to change the following labeling system settings:

- Baud rate
- Stop bits
- Parity
- Data bits
- Flow control

Refer to "Options and Settings" in this section for a list of possible system communications settings. For information on recommended communications settings and how to change them, refer to your specific application user's guide. To make communication settings for the system and a bar code scanner, refer to "Installing and Using a Bar Code Scanner" in the *Reference* section.

Reference

Options and Settings

Key/Function Setting TYPE STYLE Swiss Medium. Refer to order form for other available styles. TYPE SIZE 8-350 point, .08-3.35 in., .2-8.56 cm LABEL LENGTH 0-300.00 in., 0-800.00 cm TYPE OPTIONS Expand 110%-200% in 10% increments 95%-50% in 5% increments Condense Underline Off, On Vertical print Off, On Off, On **Italics** Char. position Normal, Subscript, Superscript

LABEL OPTIONS

Justification Center, Left, Right Middle, Top, Bottom Text position Frame labels Off, Thin, Medium, Wide Frame areas Off, Thin, Medium, Wide (Wide option not in Standard Layouts) Off, On Reverse print \rightarrow , \uparrow , \downarrow Text direction Character spacing Normal, Loose, Tight Line spacing Normal, Loose, Tight

Mirror Off, On Baseline Center, Fixed

SETUP

labels

Off, On Caps lock Auto cut On, Off Center, Left, Right Justification Type size 8-350 point, .08-3.35 in., .2-8.56 cm Type size units Points, Inches, Centimeters English/French/German/ Language Spanish/Dutch/Italian/ Swedish/Norwegian/Danish Length units Inches, Centimeters Pause between Off, On

Communications:

Baud rate 300, 600, 1200, 2400,

4800, 9600, 19200

Stop bits

1,2 Parity Data bits None, Even, Odd

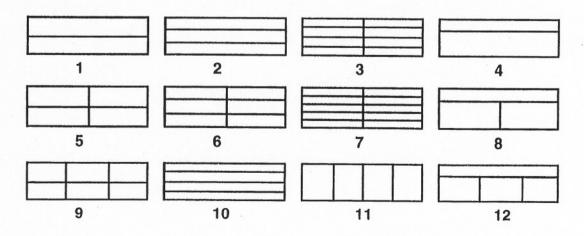
8 bits, 7 bits XON/XOFF, None Flow control

Standard Layouts

Refer to the following chart for the maximum point sizes that can be used in Standard Layouts. The Standard Layouts are shown numbered 1 through 12. Find the desired layout number on the left. To the right are the tape width sizes and the corresponding maximum type size in points that can be used with that particular layout.

Layo	ut#	# Tape Width (in inches)					
	.5	1.0	1.125	2.0	2.25	3.0	4.0
1	0	9	13	43	52	78	112
2	0	0	0	20	26	43	66
3	0	0	0	9	13	26	43
4	0	0.	0	20*	26*	43*	66*
5	0	9	13	43	52	78	112
6	0	0	0	20	26	43	66
7	0	0	0	0	0	16	29
8	0	0	0	20*	26*	43*	66*
9	0	9	13	43	52	78	112
10	0	0	0	9	13	26	43
11	9	43	52	146	169	236	325
12	0	0	0	20*	26*	43*	66*

At this type size, you can enter multiple lines of text in some areas of the layout.



Installing and Using a Bar Code Scanner

As stated in "Using Label Templates" in the *Using* Special Features section, you can connect your system to peripheral devices, such as a PC or a bar code scanner, for automatic data entry. This section describes how you send information from the bar code scanner to the system and create labels without retyping the data.

Note

To use the system with a PC, refer to the DTS User's Guide. For information on manual data entry, refer to "Using Label Templates" in *Using Special Features*.

When using a bar code scanner, you generally follow these steps. However, you don't have to complete the first three steps in this order:

- connect the bar code scanner to the system
- select communications options on both systems
 (This only needs to be done the first time you use
 the scanner, unless you change the settings on
 either system.)
- · create a label template
- scan the bar codes and print the labels

The scanned data is placed in the label template you create. Each bar code you scan will print on the label where you've indicated, as either a bar code or as regular text.

Creating a label template

To input the bar code scanner data into labels, you need to create a label template on the system. To create the label template, see "Creating custom label templates" in the *Using Special Features* section.

Hardware and software requirements

To connect the system to a bar code scanner, you need:

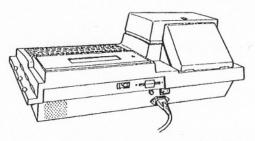
• Labeling system software Version 1.1 or greater

 Spectra-Physics SP400 Handheld Laser Scanner (All instructions in this section assume you are using the SP400 Scanner. Contact your system representative for the names of other scanners that may be supported.)

Male 25-pin to male 9-pin adapter

Connecting the systems

The cable on the Spectra-Physics SP400 Handheld Laser Scanner has a female 25-pin connector. You'll need to find a male 25-pin to male 9-pin adapter to successfully connect the scanner to the labeling system.



1. Turn the power OFF on your labeling system and unplug the bar code scanner.

2. Add the necessary adapter to go from a female 25pin connector to a male 9-pin connector. This will allow you to plug the bar code scanner into the serial port on the back of the labeling system.



3. Turn the power ON on your labeling system and plug the bar code scanner power cord into an electrical outlet.

Selecting communication settings

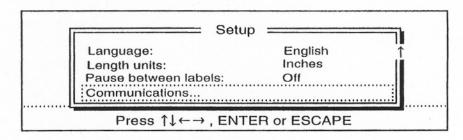
In order for your system to work with any peripheral device, the systems must be set up to communicate in the same way. This involves selecting communications options on both the system and the peripheral device, like the bar code scanner. The values must be the same on both systems, or you'll be unable to send data to the system. Once you set the options, you won't have to repeat the process unless you change settings on one of the systems.

- Baud rate: the rate at which data is transferred between the systems in bits per second.
- **Stop bits**: the number of extra bits inserted after the last data bit to indicate the end of a word to the receiving device.
- Parity: a method of checking whether the transmission is being received correctly. Even parity means that adding the data bits and the parity bit yields an even number. Odd parity means that adding the data bits and the parity bit yields an odd number. No parity means there is no parity bit, and parity is disabled (if 8 data bits is specified, select None —no parity).
- Data bits: specifies the number of data bits in the data packets sent between the devices.
- Flow control (handshaking): a means by which devices can control the flow of data so as not to overload the receiving device. Select None if no overflow method is used; select XON/XOFF if you don't know if a flow control method is being used or if you lose characters when sending data to the system.

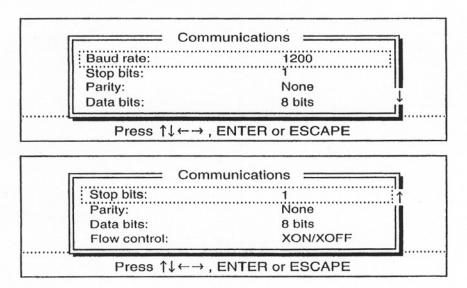
To select communications options for the SP400 Scanner, refer to the Programmer's Reference Guide provided with your scanner. You can use the factory default communications settings. You must also set the "Suffix" using the hexadecimal code 03; follow the instructions on page 23 of the Programmer's Reference Guide.

To check or set communications option for the labeling system, follow these steps:

- 1. On the system, press the SETUP key.
- 2. Move the cursor to the Communications option and press ENTER.



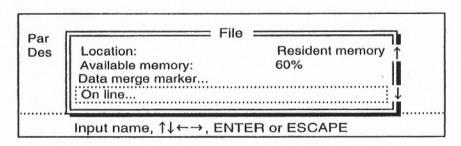
The Communications window displays. Use the arrow keys to scroll through the options shown in the following windows.



- 3. The windows display the options currently in effect. To change an option, move the cursor to the desired line, the use the (left and right arrow) to select the new setting. Press ENTER. The available settings are listed below, and default values are in bold.
 - Baud rate: 300, 600, **1200**, 2400, 4800, 9600, 19200
 - Stop bits: 1, 2
 - Parity: None, Even, Odd. (If 8 data bits is specified, select no parity)
 - Data bits: 7 bits, 8 bits
 - Flow control (handshaking): None, XON/XOFF
- 4. After choosing the individual settings, press the ENTER key to accept the changes. If you decide not to change the settings, press ESCAPE.

Putting the system on line

- 1. Ensure the system is on, the label file you want to use is displayed in the text entry area and the system is connected to the scanner.
- 2. Press the FILE key on the system. In the File window, move the cursor to the On line option and press ENTER.



Tip

A quick way to put the system on line is to hold down the ALT key and press the letter O.

3. The system displays the following message to let you know that it is ready to accept data from the scanner.

System is now on line. Hold down ALT and press Q to take system off line.

While the devices are connected, most of the keys on your system are not active. If you decide to disconnect the system from the scanner, hold down the ALT key and press the letter Q on the system.

Scanning bar codes and printing

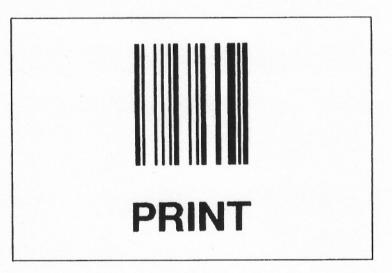
Follow these steps to scan bar codes and merge them into a label template created on the system.

- 1. Create the label template as described in "Creating custom label templates" in the *Using Special Features* section.
- 2. Put the system on line as described in the previous section.
- 3. Each field in the label template is a bar code you are going to scan. Scan the bar codes you want to use as fields in your label. The first bar code you scan is used for field 1, the second for field 2, and so on. The system prints the label and replaces the merge markers in the label template with the scanned data. (The label template does not have to contain printed bar codes but if it does, you must install the correct bar code card in the system.)

Note

If the variable data fields on your labels have asterisks surrounding them, your bar code scanner has its individual symbology identifiers enabled. You may want to disable their printing. Follow the instructions in the Programmer's Reference Guide to do this.

TipPhotocopy this bar code and place it near the materials you are scanning.



System Messages

Are you sure? No

Displays when you press the CLEAR key, when you delete a file, and when you exit Standard Layouts with text in the text entry area. Type Y if you still want to clear or delete; you can also use the ← or → key to change "No" to "Yes," then press ENTER. Type N or press ENTER if you decide not to clear or delete.

Building image. Press STATUS for help or ESCAPE to stop.

Displays when you have selected the Print preview option under the PREVIEW key and the system is preparing to display the current label. Press ESCAPE to stop building the image. After the image is displayed, press the STATUS key to display a help window for viewing the image.

Caps lock off

Displays when you press the CAPS LOCK key to return to typing in both upper and lower case letters.

Caps lock on

Displays when you press the CAPS LOCK key to have your typing appear in all upper case letters.

Caps only

Appears when you select a type size for which only the upper case letters will fit on the width of tape. Close cutter door or printer cover

Displays when the cutter door or printer cover is open when you attempt to print or cut the tape. This message also appears if either is opened while the system is printing or cutting. For safety reasons, these must be closed for printing or cutting to continue.

Continue building image? No

Displays if the Preview image building process is interrupted. Type Y to continue print preview where it left off; you can also use the arrow keys to change "No" to "Yes," then press ENTER. Type N or press ENTER to quit print preview and return to the text entry area.

Continue printing? No

Displays if the printing function is interrupted. Type Y to continue printing where you left off; you can also use the ← or → key to change "No" to "Yes," then press ENTER. Type N or press ENTER to stop the printing job. If necessary, install a new tape cartridge before responding to the prompt to continue printing where the system left off.

Cutter jammed. Check tape path.

Displays if the tape cutter jams. Press any key to return to the text entry area. Save the text you have typed, if you wish, then turn the system off. Check that the tape is not caught in the tape cutter, then turn the system back on. If the message still appears, call your service representative.

Displayed file must include merge markers

Displays when you try to enter the data entry mode using a file with no merge markers. Retrieve or create a valid label template to continue.

File deleted

Appears after a file has been deleted.

File exists. Overwrite? No

Displays when you are saving a file, and you try to name a file using a filename that already exists. Type Y to overwrite the existing file with your new file; the old file is erased. (You can also use the \leftarrow or \rightarrow key to change "No" to "Yes," then press ENTER.) Type N or press ENTER to type a different filename.

File has too many areas. Select another layout.

Displays if you try to retrieve a file that won't fit in the Standard Layout you've selected.

File not found

Appears if you try to get or delete a file that does not exist.

File saved

Displays after a file was successfully saved.

Illegal characters in bar code

If the characters to the right of the bar code are considered invalid for the bar code, you receive this message. Insert a type style change before the text using the "At cursor" option. Then the system will disregard these characters when you insert the bar code.

Insert bar code card

Appears if you press the BAR CODE key when the correct bar code card is not installed.

Insert graphics card

Displays if you press the GRAPHICS key when an artwork or symbol card is not installed.

Insert memory card in middle slot

Displays when you want to clear the contents of a used memory card to use it for another application. Place the used memory card in the middle slot and press any key to erase its contents.

Invalid entry

Appears if you enter invalid data in a selection window. You return to the window where you can enter a correct value.

Length too short

Displays if you try to set a label length which would cause some text to not fit on the label.

Load new supply cartridge

This message appears when the system runs out of tape. Load a new supply cartridge.

Memory cleared

Displays after you have deleted all files from resident memory, a memory card, or cleared a memory card.

Memory full

Appears if there is not enough memory available to save your file. Before you can save, you must first delete some other files.

Move pressure setting lever to position A (B, C or D)

Appears if you have not set the pressure setting lever on the supply cartridge to the proper position. Reset the lever to the appropriate slot.

No more sequences allowed

Displays if you press the SEQUENCE key with three sequences already in the buffer.

No text to save

Displays if you try to save when there is no text in the text buffer.

Overwrite text? No

Press PRINT, REPEAT PRINT, CLEAR or ESCAPE

Appears when you have completed entering data in a label template (data entry mode). Press the PRINT or REPEAT PRINT key to print the label. Press CLEAR to create another label with the template or press ESCAPE to return to the data entry mode, keeping the text you typed.

Printing.
Press ESCAPE to stop.

Displays after you press the PRINT key.

Printing paused. Press SPACE BAR to print or ESCAPE to stop.

Appears between each label printing if the Pause between labels option is set to On.

Save and clear text to use this function

Displays when you select the SETUP or LABEL LAYOUT key and there is text in the text buffer. Press the FILE key to save the text and/or press the CLEAR key to erase the text before continuing.

System is now on line. Hold down ALT and press Q to take system off line.

Displays if you have selected the On line option under the FILE key to connect the system to a peripheral device, such as a PC or a bar code scanner.

Text too long

Displays if the text you entered will not fit in the specified label length. Either delete some text, choose a longer length, set tighter character spacing or condense text. This message also appears if your text exceeds the maximum label length of 300 inches or 800 centimeters. If you are in data entry mode, this message will display the offending line number in the label. Either edit the identified line, or exit the data entry mode and edit the label template to make the field longer or the type size smaller.

This bar code symbology requires 11(12) digits

Displays if you type too many, or too few, characters for certain bar code symbologies, or you have changed to subscript or superscript text within a bar code. This change can be made only at beginning of text

Displays if you have selected Frame labels or Mirror for a label area in Standard Layouts. These options can be selected only for the entire text buffer and will be applied as such.

This layout doesn't fit on the current supply width

Displays if you have selected a Standard Layout which will not fit on the tape even with the smallest type size. You must change to a wider tape to use this layout.

Too many fonts

Appears if you have more than 12 unique font changes in the text buffer. The system will not let you make additional font changes. Font changes include selecting a type style or size, italicizing, using graphics and using bar codes.

Type too large or too many lines

This message appears in many situations. 1) It displays if you try to start a new line and the line will not fit on the tape. 2) This message appears if the type size or line spacing you selected will not fit on the tape. Either select a smaller type size, use fewer lines in the label, use a wider tape or choose a tighter line spacing. 3) This message also displays if the type size established in the Setup window is larger than can fit on the supply cartridge presently loaded in the machine. Either change the default type size in the Setup window, set a smaller type size at the beginning of the text or use a wider tape. 4) This message also displays if you've selected a type size that will print in capital letters only and you have sub- or superscript text in the label or you tried to change to this character position. Choose a

smaller type size to prevent the letters from printing off the tape. 5) This message appears if you try to print an artwork file that is too large for the tape width. Either adjust the dimensions of the artwork file or use a wider tape. 6) This message appears if you get a file whose text will not fit into the selected layout area(s). Either select another layout that the file will fit into or use a wider tape.

Type too large. Try a type size of

Displays when there is no text in the buffer and the current type size is too large. Also displays if you have selected a Standard Layout into which the current type size does not fit. Either change to the suggested type size displayed, select a different layout or use a wider tape.

Unknown cartridge type. Reload cartridge.

Displays if the cartridge is not installed properly. Reload the existing cartridge. If the message reappears, load a new cartridge. If you still get the message, note the number to the right of the message and contact your service representative.

1.00 (2.00, 3.00 or 4.00) in supply needed

Displays if a file you get used a *wider* supply than the one currently installed. When you get a file, the system checks the supply width used for that file. If you need to use a wider supply, the system tells you which supply to use. If the file will not fit on the supply, it won't be retrieved. Install a valid supply.

Maintenance

Follow these routine suggestions to maintain your system.

- Turn your system off when you are not using it.
- Always place the dust cover on the system when you are finished printing.
- Store supply cartridges in their original cartons in a cool, dry place.
- Keep a supply cartridge loaded in your system to protect the printhead.
- When handling supply cartridges, avoid touching the tape roll.

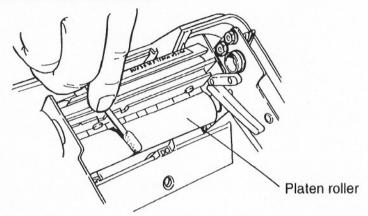
Cleaning

To keep your system operating at its best, we recommend that you clean the printhead and cutter each time you use up an entire supply cartridge. You should also clean the system if you experience print quality problems such as lines, voids or specks on your labels, or incomplete cuts.

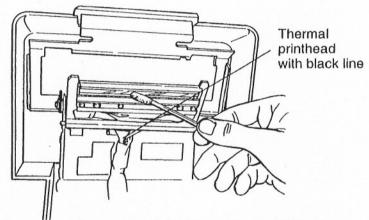
CAUTION: Always remove the power plug from the electrical outlet before cleaning the system. Do not use sharp instruments for cleaning.

- Clean the outside surface of the system, using mild detergent and a soft cloth. Avoid strong cleaners such as solvents or harsh cleaners as they may damage the system's finish. Do not allow liquid to run between the keys.
- Use the lint-free (foam-tip) swabs included in the cleaning kit and isopropyl alcohol to clean the thermal printhead, platen roller and cutting

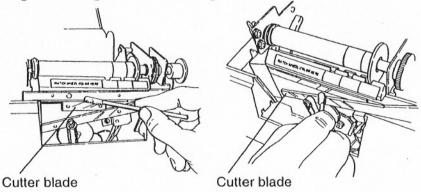
blades. To access these machine parts, pull up on the cover latch to open the printer cover and flip down the cutter door.



• When cleaning the thermal printhead, make sure you clean the entire length of the black line.



 After cleaning the cutter blades, wipe a light coat of machine oil (SAE 5) over the blade surfaces. This oil will reduce the amount of adhesive that may build up on the blade surfaces, therefore providing better cutter performance.



 When you are done cleaning, close the printer cover and cutter door. The system will not print or cut with either of these open.

Specifications

Physical characteristics

Size: 24 x 12 x 7.75 inches (60.96 x 30.48 x 19.69 cm)

Weight: 22 pounds (9.9 kg)

Environmental characteristics

Ambient operating temperature: 40° F to 110° F (5° C $- 43^{\circ}$ C)

Relative humidity: 20 to 80% (non-condensing) Storage requirements: 0° F to 160° F (-18° C to 71°C), relative humidity 10 to 95% (non-condensing)

Electrical characteristics

Universal Input voltages: 90 to 264 VAC Input frequency: 47 to 63 Hz

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