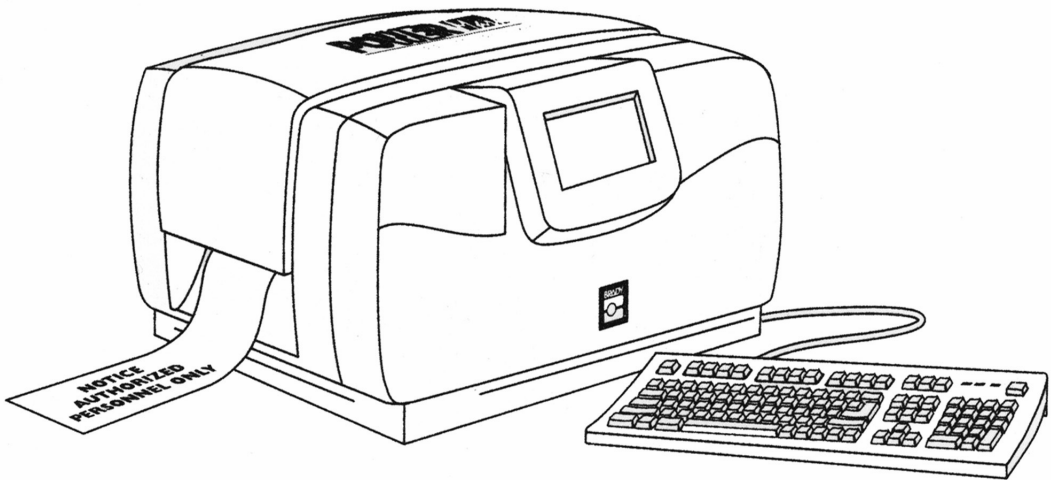


# **POWER** *Mark*™

sign and label maker

## **User's Guide** **Manuel d'utilisation** **Manual de usuario**



 **BRADY®**

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## System Warranty

This system is warranted to be free of defects in materials and workmanship under normal use for a period of 6 months from the date of purchase.

This warranty applies to the original purchaser only. This warranty is void if the system has been tampered with in any way without the express written consent of Brady Worldwide, Inc.

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 53209, 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.

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## 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.

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## FCC Notice - US Only

**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 B of Part 15 of the 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.

The user is cautioned that any changes or modifications not expressly approved by Brady Worldwide, Inc. could void the user's authority to use the equipment.

### ***Canada***

This Class A digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numérique de la classe A respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

### ***Europe***

This is a Class A product. In a domestic environment this product may cause radio interference, in which case the user may be required to take adequate measures.

警告使用者：

這是甲類的資訊產品，在居住的環境中使用時，可能會造成射頻干擾，在這種情況下，使用者會被要求採取某些適當的對策。

# International Power Cords

Users in countries outside of North America may have to supply their own power cord for connecting the system to an AC electrical outlet. The table below shows the specifications for the power cord to be used in various countries:

In this country:	Use this power cord:
Sweden, Denmark, Norway, Finland, Holland, Switzerland, Austria, Germany, Italy, Belgium, France, Spain, Portugal, Hungary	<b>Specifications</b> plug:CEE-7 connector:IEC 320 conductor size:3 x 1.00 mm <sup>2</sup> description:H05VVF3G1.0 typ. stranding:32/0.2 mm current rating:10A voltage rating:250 VAC maximum length:less than 3 meters
United Kingdom, Ireland, South Africa	<b>Specifications</b> plug:BS 1363A connector:IEC 320 conductor size:3 x 1.00 mm <sup>2</sup> description:H05VVF3G1.0 typ. stranding:32/0.2 mm current rating:10A voltage rating:250 VAC maximum length:less than 3 meters
Australia, New Zealand	<b>Specifications</b> plug:AS 3112-1981 connector:IEC 320 conductor size:3 x 1.00 mm <sup>2</sup> description:AS 3191 typ. stranding:32/0.2 mm current rating:10A voltage rating:250 VAC maximum length:less than 3 meters

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# Specifications

## Model Number

- Sign and Label Maker PM3

## Physical characteristics

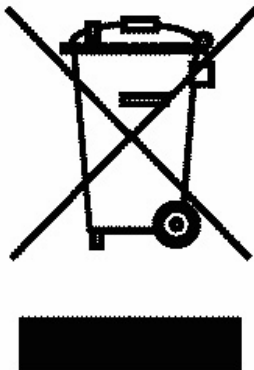
- Size: 12.38 x 19.8 x 19.13 inches (31.45 x 49.73 x 48.59 cm)
- Weight: 45 pounds (20.25 kg)

## Environmental characteristics

- Ambient operating temperature: 40° F to 105° F (4° C to 41° C)
- Relative humidity: 20 to 80% (non-condensing)
- Storage requirements: 0° F to 140° F (-18° C to 60° C), relative humidity 10 to 95% (non-condensing)

## Electrical characteristics

- Input current: 2.0 Amps
- Input voltages: 120/230/240 VAC
- Input frequency: 50 to 60 Hz



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# Chapter 1: System Basics

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Welcome! This user's guide describes your new labeling system, which lets you create and print professional-looking labels and signs for use just about anywhere. All you need to do is pop in the ribbon and tape you want to use, type your text and print! Your label or sign prints on adhesive-backed tape that can be placed wherever you need clear, easy-to-read labels and signs.

The system is designed to handle a range of tape widths, from 4 to 10 inches (100 to 250 mm), to provide the versatility you need. In addition, the system can use special ribbons that contain multiple colors, allowing you to design labels and signs that are truly eye-catching.

To type your labels and signs, you use the standard keyboard attached to the printer. A display screen on the front of the printer lets you preview what you've typed. By just pressing the function keys on the keyboard, you can easily apply special type effects, change the font, add graphics, incorporate bar codes—and more! You can even save your labels and signs so that you can print more copies when you need them by just pressing a few keys.

This user's guide covers all system features. Follow the steps in this chapter for setting up your system, and your system will be ready to go in no time. Then move on to Chapter 2, where you'll find step-by-step instructions for creating a label. We encourage you to try out the variety of options described in the remaining chapters and see just what your system can do. Whoever said work couldn't be fun!

---

# Setting up your system

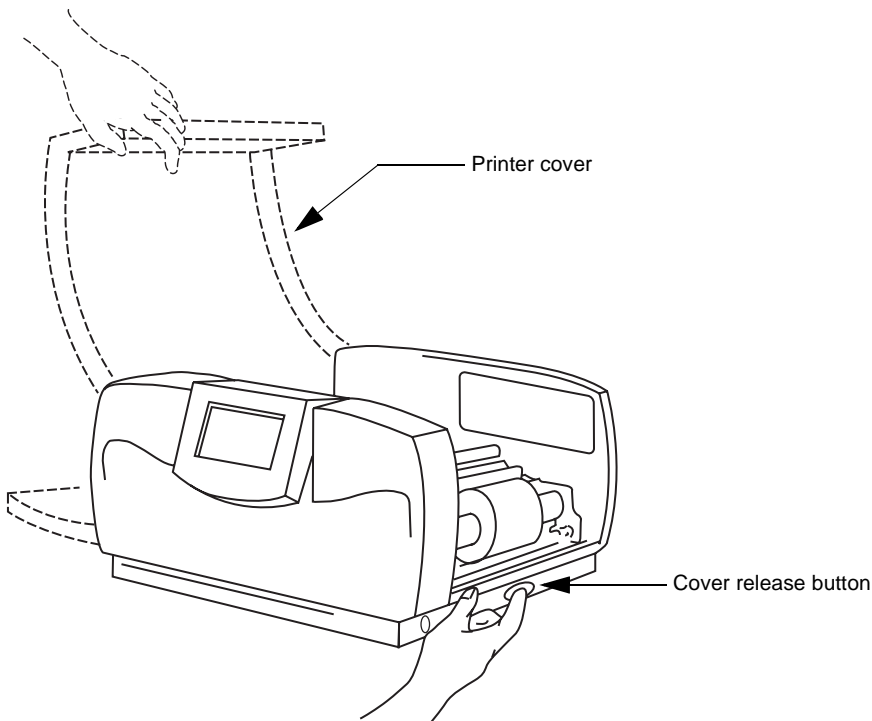
This section describes how to get your system up and running. It includes instructions for installing or replacing the ribbon and tape supplies.

## Unpacking and setting up the printer

Your system is so easy to set up, you'll be creating labels in just minutes! Follow these steps to get started:

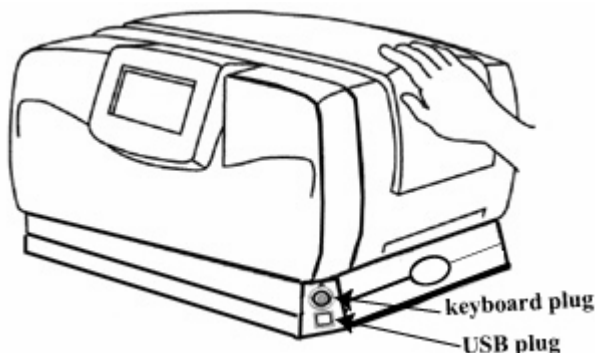
- 1) **Remove the bag from around the printer.**
- 2) **Press the red cover release button and raise the printer cover up and away to the left.**

The release button is located on the lower right side of the printer.

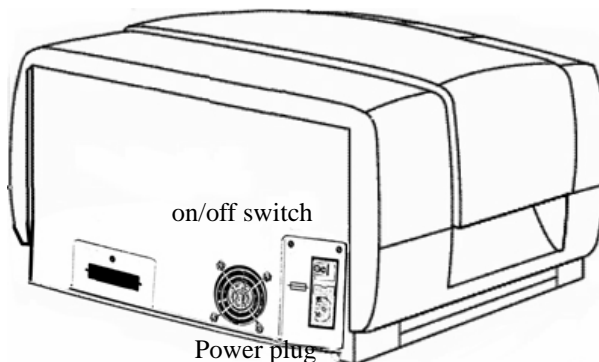


- 3) **Remove and discard the foam piece that surrounds the printhead inside the printer.**

- 4) Close the printer cover by pressing down on the top right side until you hear it click into place.



- 5) Plug the keyboard into the lower right side of the printer as shown above.
- 6) Plug the power cord into the back of the printer as shown below. Plug the other end of the cord into an AC power outlet.

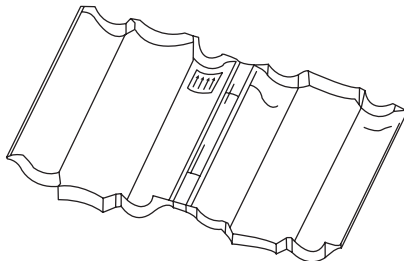


**Note:** Be sure the AC power outlet is located near the printer and is easily accessible.



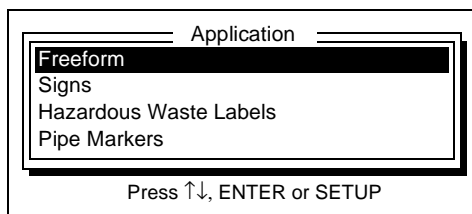
**Note:** Users in countries outside of North America may need to supply their own power cord to meet the specifications required in individual countries. For information on power cord requirements, refer to the table on page v in this guide.

- 7) Locate the two sides of the clear ribbon cartridge case. Hold one side in each hand so that the interlocking pieces on each side are facing each other. Hold the sides together so that they form an upside-down V. Then fit the interlocking pieces in place and snap the sides together.



- 8) Follow the steps in the next two subsections in this chapter to load ribbon and tape in the printer.
- 9) To turn on the system's power, push down on the left side of the power switch (the 1 position). Refer to the illustration in step 6.

When you first turn the system on, an introductory screen displays briefly and then the Application window appears. The items listed depend on which applications are available in your system.



**Note:** If supplies are not installed when you turn on the system, the “Unknown supply type” message appears. Refer to **Working with supplies** on page 4-1 for details on this message and how to respond to it. Also note that if the system doesn’t detect a keyboard, it assumes you want to control it from a PC, and the “On line” message displays. Refer to Chapter 6, “Using the Printer With a PC,” for details.

Refer to **Using the display screen** on page 1-13 for details on using the windows and for other introductory information about the system. Then refer to the remaining chapters in this guide for details on creating labels and making them look just the way you want!

# Inserting and removing tape

This section describes how to insert and remove the system's supply tape. These directions assume that you are facing the front of the printer (where the display screen is located).



**Note:** When you open the printer, you'll see a set of illustrations attached to the inside of the unit. These illustrations show you how to install the tape (on the right side of the printer) and the ribbon (on the left side). Illustrations five through seven refer to tape loading.

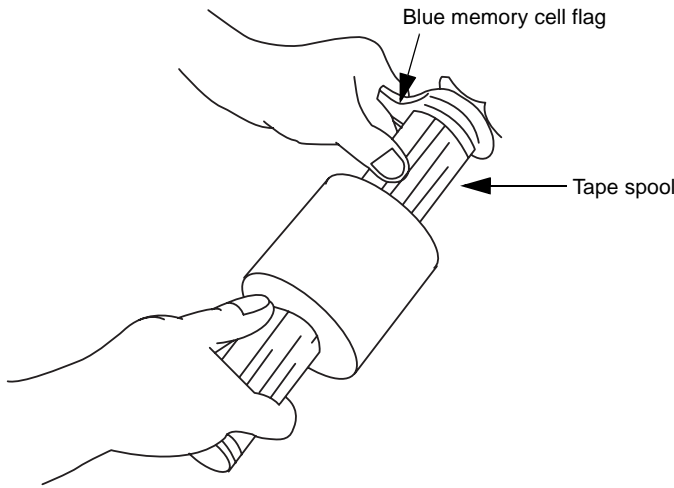
**1) Press the red cover release button and raise the printer cover up and away to the left.**

The release button is located on the lower right side of the printer, as shown on page 1-2.

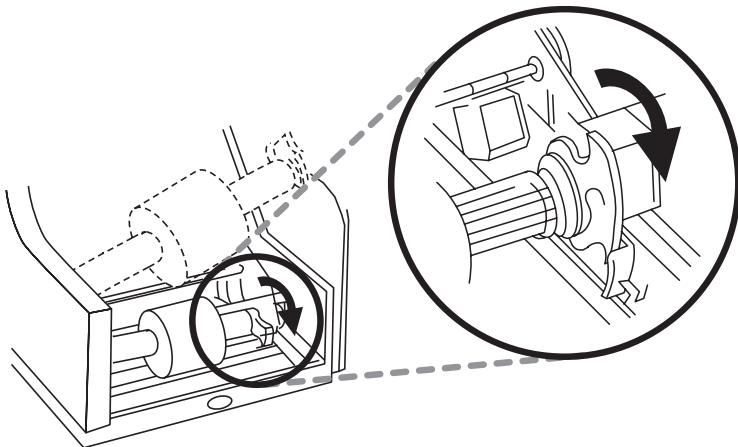
**2) If a roll of tape is already installed, remove it.**

- Flip the blue memory cell flag counter-clockwise out of the red memory cell holder.
- Rotate the tape roll clockwise until the leading edge of the tape is removed from the tape feed slot and starts to rewind around the tape roll.
- Grasp the tape spool and pull it toward you, compressing the spring on the near side of the printer. When the gray tape roll insert is no longer covering the blue drive cone, lift the tape spool out of the printer.

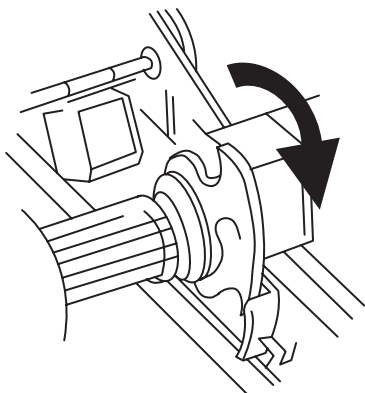
**3) If you are inserting a new roll of tape, remove the shrinkwrap from it and pull off the yellow tab. Hold the tape spool you are inserting so that the blue memory cell flag is on the far side of the roll.**



- 4) Place the near end of the gray tape roll insert over the blue drive cone in the lower right side of the machine. Pull the tape spool toward you, then place the opposite end of the gray tape roll insert over the blue drive cone on that side.



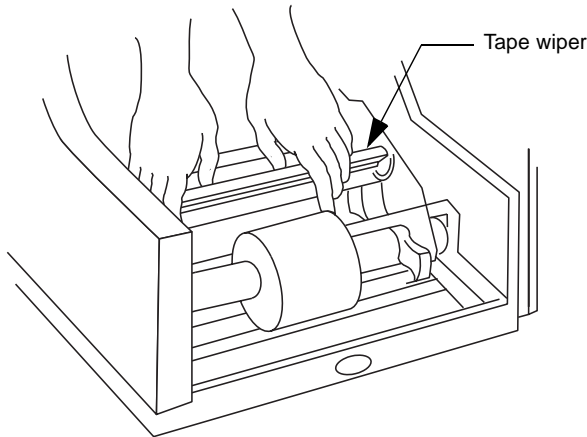
- 5) Flip the blue memory cell flag clockwise so that it is seated in the red memory cell holder.





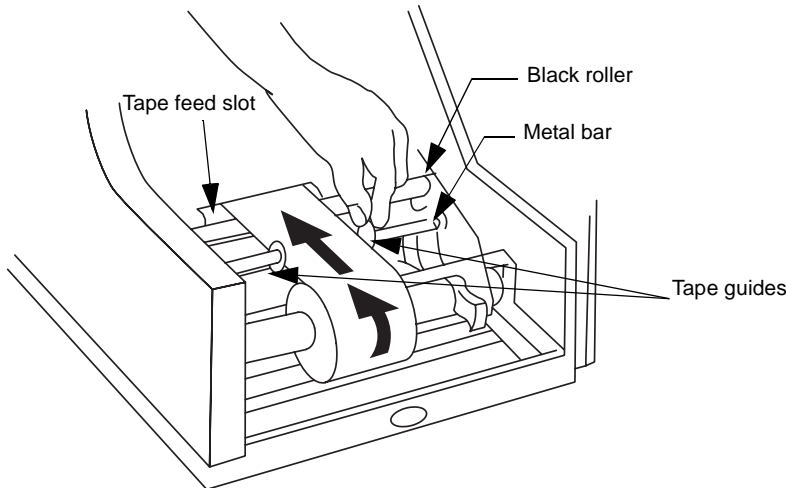
**6) Lift and remove the tape wiper from the printer.**

If you need to replace the wiper pad, see **Cleaning the system** on page 7-1.



**7) Grasp the leading edge of the tape and guide it over the metal bar and black roller and into the red tape feed slot. (Note that you may need to first slide the two red tape guides out of the way.)**

A set of arrows marks the tape feed slot. Feed the tape in below those arrows.



**8) Slide the two red tape guides towards the tape so they snap into place along each side of the tape, as shown above.**

**9) Replace the tape wiper.**

**10) Close the printer cover by pressing down on the top right side until you hear it click into place.**

# Inserting and removing ribbon

This section describes how to insert and remove the system's supply ribbon. These directions assume that you are facing the front of the printer (where the display screen is located).

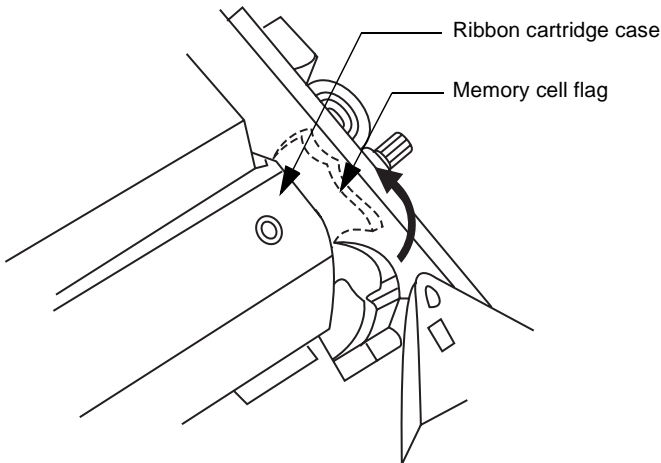


**Note:** When you open the printer, you'll see a set of illustrations attached to the inside of the unit. These illustrations show you how to install the tape (on the right side of the printer) and the ribbon (on the left side). Illustrations 1-4 refer to ribbon loading.

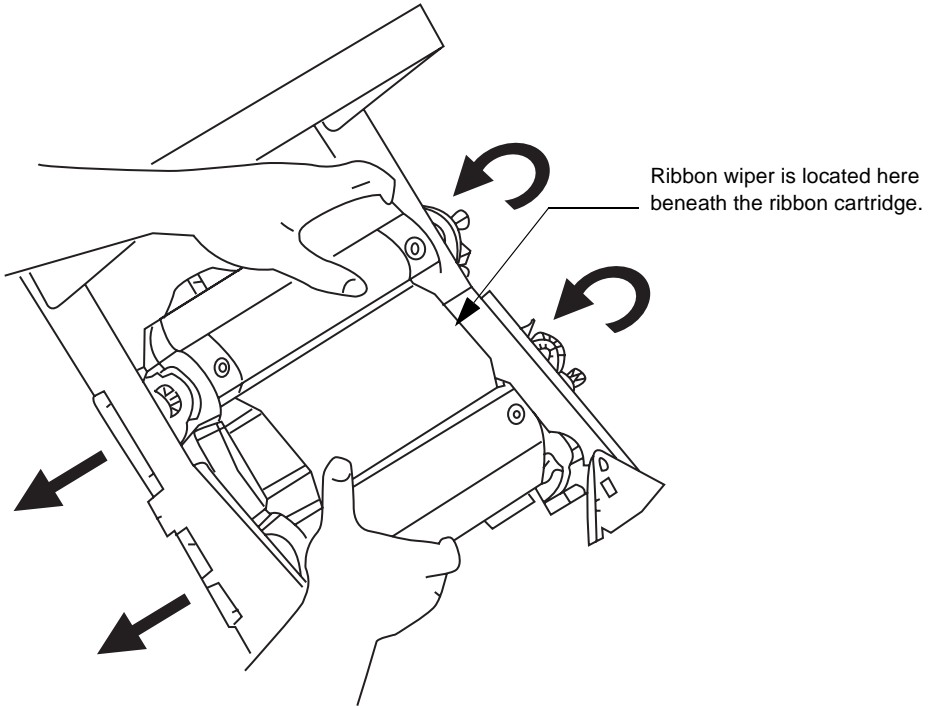
- 1) **If this is the first time you have used the printer, unpack the clear plastic ribbon cartridge case, and remove the wrapping.**
- 2) **Press the red cover release button on the printer, and raise the printer cover up and away to the left.**

The release button is located on the lower right side of the printer, as shown on page 1-2.

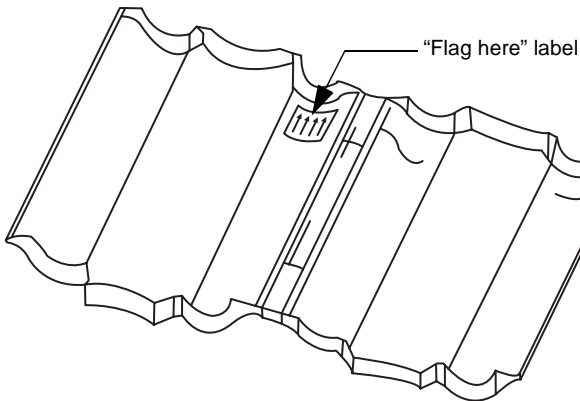
- 3) **If a ribbon is already installed, remove the ribbon cartridge case from the printer.**
  - Locate the clear ribbon cartridge case in the upper left side of the printer.
  - Flip the blue memory cell flag counter-clockwise out of the red memory cell holder.
  - Snap the hook on the memory cell flag to the ribbon cartridge case.



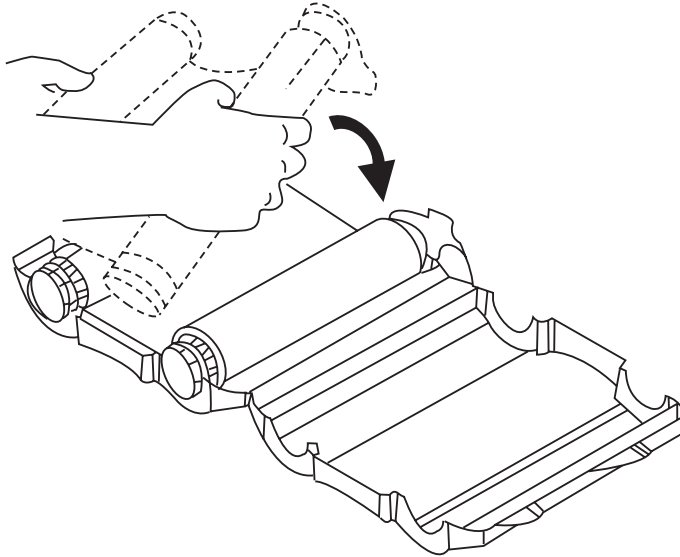
- Grasp both sides of the ribbon cartridge case and pull it toward you, compressing the spring on the near side of the printer. When the far side of the gray ribbon roll inserts no longer cover the blue drive cones, lift the ribbon cartridge case out of the printer.



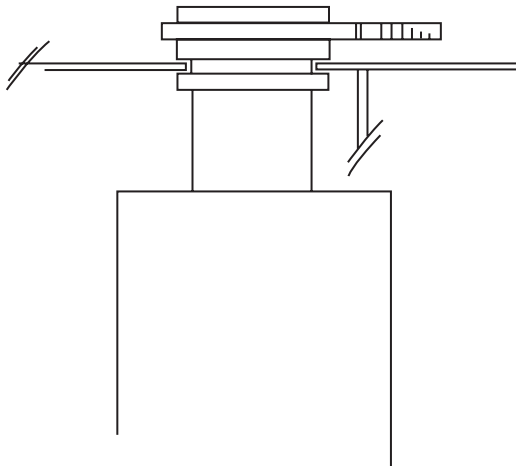
- 4) **Set the ribbon cartridge case on a flat surface and open the case. If the case contains a ribbon, lift it out of the case. Place the case so that the white “Flag here” label is on the far side of the case.**



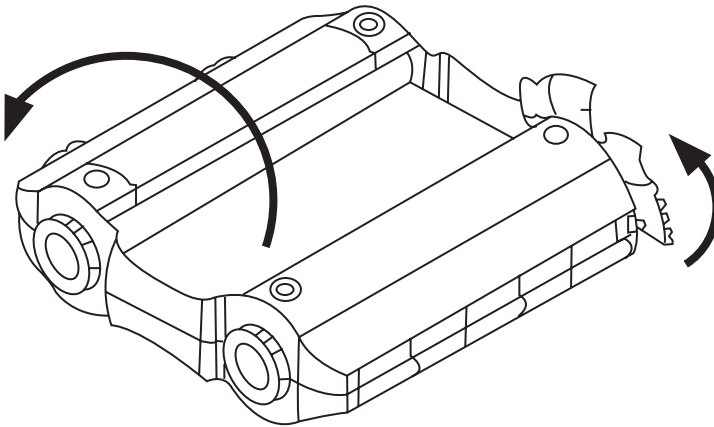
- 5) If you're inserting a new ribbon, remove and discard the shrinkwrap.
- 6) Hold the ribbon cartridge you are inserting so that the blue memory cell flag is on the far right side of the cartridge. Place the ribbon cartridge into the ribbon cartridge case, ensuring that the memory cell flag is in the opening indicated by the label.



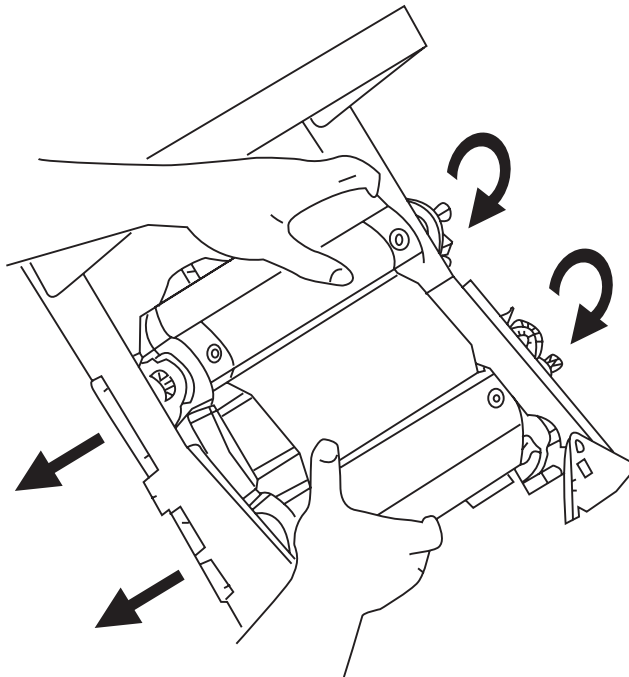
- 7) Place the second groove on the ribbon cartridge insert into the edges of the ribbon cartridge case.



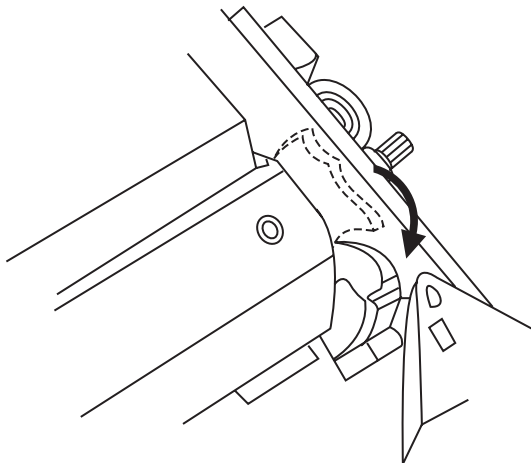
- 8) **Close the ribbon cartridge case as shown below. Hook the blue memory cell flag onto the ribbon cartridge case.**



- 9) **Place the near end of the gray ribbon roll inserts over each of the blue drive cones in the upper left side of the printer. Grasp both sides of the case and pull it toward you so that the spring compresses, then place the opposite ends of the gray ribbon inserts over the blue drive cones on that side.**



- 10) Flip the blue memory cell flag clockwise so that it is seated in the red memory cell holder.**



- 11) Close the printer cover by pressing down on the top right side until you hear it click into place.**

## Using the display screen

After your system has started, the display screen lists choices similar to the ones shown below. You can choose to run a specialty application, such as Signs, which guides you through the steps of creating certain kinds of safety and warning signs. You can also choose to create a freeform label, which gives you complete control over setting up labels and selecting options. Chapter 2 discusses each of these label creation methods.



**Note:** When the Application window is displayed, you can press the Setup key on the labeling system keyboard to choose settings before selecting an application. Refer to **Setting system defaults** on page 1-26.

Application

Freeform

Signs

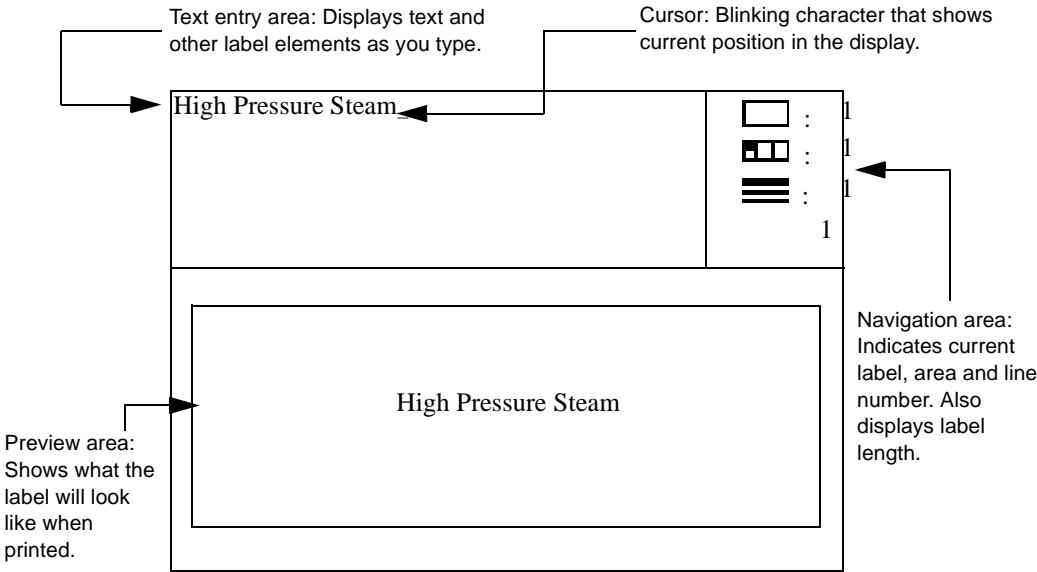
Hazardous Waste Labels

Pipe Markers

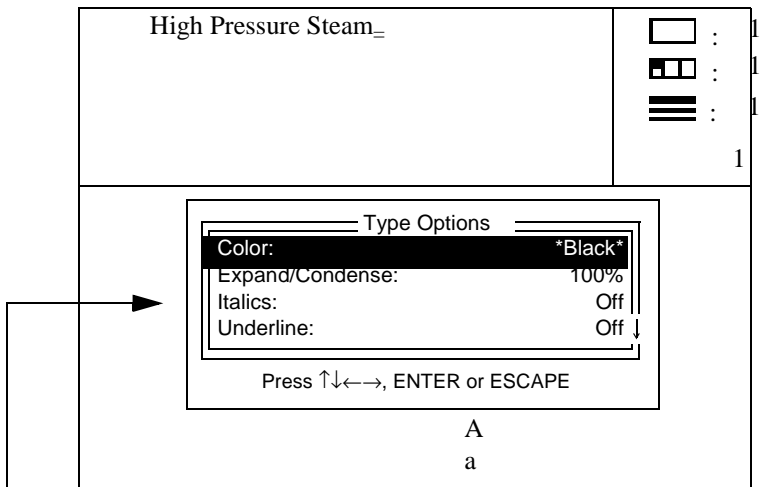
Press ↑↓, ENTER or SETUP

If you select the Freeform option in the Application window (by moving the cursor to that option and pressing Enter), the display screen functions as described in this section. If you choose one of the specialty applications, the display screen is used a little differently. Refer to **Using standard layouts** on page 2-11 and to the sections describing the specialty applications located at the end of this guide.

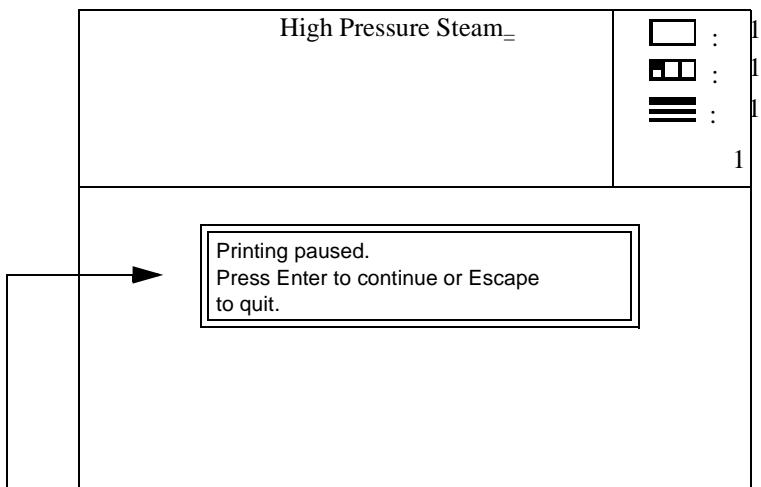
The screen on your system displays several types of information as shown in the following illustrations and discussed in the following subsections.







Selection window: Displays options you can set and choices you can make.



Message window: Displays information or instructions about something you need to do.

## The text entry area

As you create labels, the information you enter (such as text and formatting markers) displays in the text entry area. If you type more characters on a line than will fit in the display window, the display scrolls so the new characters are visible. Press the Enter key to begin a new line on the label. Use the up and down (↑ and ↓) and left and right (← and →) arrow keys on the keyboard to move the cursor around the text entry area within a label.

As you work on a label, the information is stored in the system's temporary memory which is called the *text buffer*. The text buffer stores everything you enter until you delete or clear it or turn the system off. As previously noted, all information in the text buffer isn't visible at once. If you have created several labels or areas using the New Label and New Area keys, only one label or area is visible at a time. Use the Next/Prev Label and Next/Prev Area keys to move between labels and areas.

## The navigation area

The navigation area indicates the number of the label, area and line you are currently working in. It also displays the current label length and provides a way to quickly move to other labels, areas and lines. Note that the navigation area is used for moving between labels, areas and lines that already exist. To create new items, you need to use the New Label, New Area and Enter keys.

- To move to a specific label, area or line, press the Tab key to move the cursor from the text entry area to the navigation area. Use the up and down arrow keys (↑ and ↓) to move to the label, area or line field. Type the number of the item you want to move to (for example, enter 5 in the label field) and press Enter. The cursor moves to the specified line, area or label. (You can press Tab again to return the cursor to the text entry area without moving to a different label, area or line.)
- If the area or line you chose to move to does not exist, the cursor moves to the first line or area in the specified label. If the requested label does not exist, the following message displays:



Label does not exist

The cursor returns to the navigation area, and you can press Escape to return the cursor to the text entry area.

- The bottom line in the navigation area shows the length of the current label. If you haven't specified a label length (see **Setting label length** on page 3-13), this value indicates the length of the data you have entered for the current label. This length includes the *leader* and *trailer*, which are the blank tape at the beginning and end of a label. If you have specified a label length, that value is displayed.

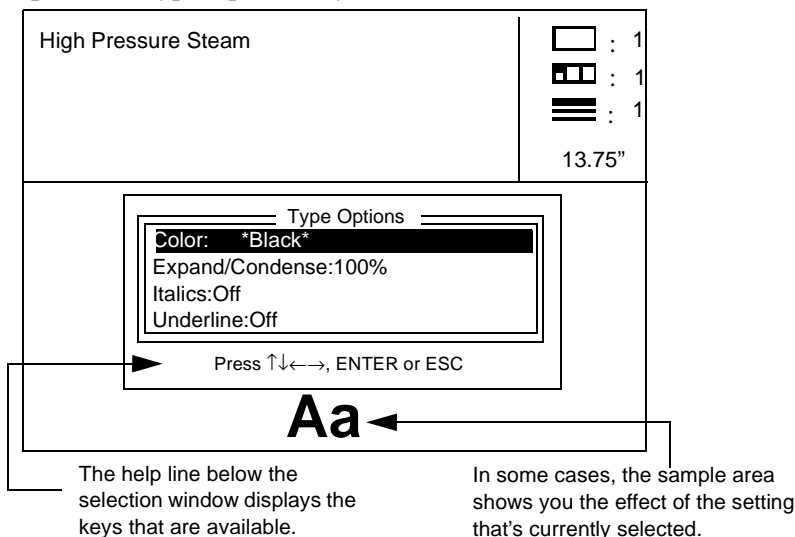
The label length indicator uses the unit of measure selected for the Length Units option. See **Setting system defaults** on page 1-26 for more information.

## The preview area

The preview area is designed to give you an idea of what a label will look like when it's printed. Unless you turn Off the Automatic Preview setting in Setup, the system automatically displays the text and symbols you've entered and applies any formatting changes you've made, bar codes you've inserted, date and time information you've entered, and so on. Note that the preview area does not show any colors that you've selected. Refer to **Setting system defaults** on page 1-26 for more information about the Automatic preview setting.

# The selection window

The selection window lets you choose options that you want to set and select settings for those options. When you press a function key on the labeling system keyboard, a selection window with the same name as the key you pressed displays in the preview area. For example, when you press the Type Options key, you need to select settings for the options. The window shown below appears when you press the Type Options key.









In most selection windows, you can use the following keys.


- Press the **up and down arrow keys** (↑ and ↓) to move the cursor between the options displayed in the window. If an arrow appears on the right side of the window, the window contains options that don't fit in the display. Press the arrow keys to display the additional options.
- When an option is highlighted, press the **left and right arrow keys** (← and →) to display the choices you can select. Some options, such as underlining, have on/off options. For other options, such as Justification, you can select from several choices. Continue to press the keys to scroll through the available choices. The setting that is displayed when you close the window is the one that will be used.
- Use the **alphanumeric keys** on the keyboard to type your choice when an option requires it. For example, if you are changing the type size, you need to type the size you want to use.
- Press the **Enter key** to accept any changes you've made in the selection window. The system then either returns you to the text entry area and redisplay the preview area or carries out the function you chose. In some cases, additional windows or prompts may appear.
- Press the **Escape key** to return to the text entry area without accepting any changes you've made in the selection window.

# Markers

The symbols illustrated and described in the following table 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 or a bar code. When you print a label, the markers do not print but the information in the marker is used to determine how the label should be printed.

Marker	What it represents
<div>Change marker</div> <div></div>	Displays when you use the Type Options key or if you select a type style or type size for a certain section of text. All text following the marker uses the setting that was selected at the marker until the setting is changed again. The system inserts a change marker each time you make a type change; you could have several markers in a row if you make multiple changes. (If you make multiple changes in a window at one time, such as in the Type Options window, all changes are stored in the same change marker.) If you prefer to have fewer change markers, make your first type change, place the cursor on that change marker and make your other changes. This stores the changes in one marker.
<div>Sequence marker</div> <div></div>	Appears if you have pressed the Sequence key to set up a series of labels. Refer to <b>Creating sequences</b> on page 3-28.
<div>Symbol marker</div> <div></div>	Appears when you have placed a special symbol within the text by pressing the Graphics key and entering a symbol number. Refer to <b>Adding graphics</b> on page 3-11.
<div>Date/time marker</div> <div></div>	Indicates that the time and/or date will be printed at that point on the label. See <b>Using the date and time option</b> on page 3-24.
<div>Bar code marker</div> <div></div>	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 <b>Working with bar codes</b> on page 3-30.
<div>Special bar code character marker</div> <div></div>	Appears when you hold down the Alt key and press Bar Code while entering certain bar code symbologies. Refer to <b>Working with bar codes</b> on page 3-30.

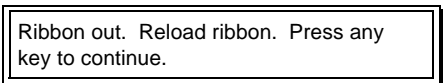
The text buffer can contain up to 64 type changes made with change markers (such as fonts, type sizes and underlining). If you exceed this number, the following message displays. You'll need to delete an existing type change before you can add another one.



Too many type changes

## System messages

System messages may display in the preview area to give information about something you have done, ask you to confirm an action (such as deleting a file) or tell you what you've done wrong if you've made an error. Many of these messages disappear from the screen automatically, although some ask you to press a key to continue.



Ribbon out. Reload ribbon. Press any key to continue.

Some messages require you to respond to a question, as shown below. If a yes/no response is required, you can press Enter to accept the displayed response, press the ← or → key to display Yes or No and then press Enter, or type the first letter of the word.



Are you sure? No

---

# Using the keyboard

Your system's keyboard operates much like a standard computer keyboard. This section describes keyboard features and how to perform basic tasks such as inserting and deleting text.

## Overtyping and inserting

As you create your labels, you may need to edit or add to the text you've already entered. You can do this by overtyping or inserting text.

- When you first use your system, the Insert function is on by default. This means that when you start typing text, the text will be inserted after the character on which the cursor is positioned.
- If you want the text you type to overwrite the existing text, press the Insert key on the keyboard to turn the Insert function off. Note that you cannot type over markers. If you come to a marker while you are overtyping, the text will all be inserted in front of the marker. When you want to stop overtyping text, press the Insert key again to turn the function on.



**Note:** As noted above, the Insert function is turned on when you first use your system. When you turn the Insert function on or off, that mode stays in effect until you change it again, even if you turn the system off and on again.

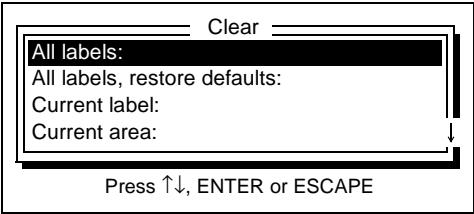
---

As you work in the text entry area, the system checks that the text will fit on the installed supply and within the specified length (if you've entered a label length). If your entry is incorrect for the label you have specified, the system displays a message identifying the problem. Refer to **Creating labels with multiple lines** on page 2-7 to see those messages and for information about correcting problems you may encounter.

# Deleting and clearing

There are three ways to delete text, symbols and markers. Keep in mind that deleting a marker will probably change the look of the printed label.

- Press the **Backspace** key to delete the character to the left of the cursor.
- Press the **Delete** key to delete the character on which the cursor is positioned.
- Press the **Clear** key to choose from a list of deletion options. The options are listed in the following table. When you press Clear, the Clear window displays.



Use the ↑ or ↓ key to select an option, then press Enter. The “Are you sure” message then displays. If you decide not to clear, choose No. If you do want to clear, choose Yes.

Clear option	What it does
All labels	Clears all text and markers from the text buffer for all labels and all areas. When you return to the text entry area, the screen is blank and the cursor is positioned on the first line of the first label.
All labels, restore defaults	Clears all text and markers from the text buffer for all labels and all areas and resets Setup options to their default settings. (See <b>Setting system defaults</b> on page 1-26.) When you return to the text entry area, the screen is blank and the cursor is positioned on the first line of the first label.
Current label	Clears the text and markers from the current label only. All text and markers are deleted, along with all areas the label contains, but other labels are not erased. When you return to the text entry area, the next label in the text buffer displays or the screen is blank if there are no other labels.
Current area	Clears the text and markers from the current area of the current label only. All text and markers are deleted, but other areas are not erased. When you return to the text entry area, the contents of the next area display or the screen is blank if there are no other areas in the current label.
Memory card	Erases all stored files from a memory card. See <b>Clearing a memory card</b> on page 5-12.



# Typing all capital letters

To type text in all capital letters, press the Caps Lock key. The Caps Lock indicator on the upper right side of the keyboard lights up when Caps Lock is on. All alphabetic characters will be entered as capital letters; to type a lower case letter, hold down the Shift key and press the letter key.

Press the Caps Lock key again to return to typing letters in both upper and lower case.

## Using function keys

Some keyboard keys access special functions, as described in the following table.

Key	What it does
App	Displays the available applications. This is the same window that appears when you first turn on the system. This key is available only in the standard operating system (not in specialty applications).
Bar Code	Starts and ends a bar code. Hold down the Shift key and press this key to change bar code attributes such as height and density. Refer to <b>Working with bar codes</b> on page 3-30.
Date/Time	Inserts the date and/or time on the label. Hold down the Shift key and press this key to change the date/time format or change the system date or time. Refer to <b>Using the date and time option</b> on page 3-24.
Density	Lets you adjust the print density by increasing or decreasing the thermal print energy. Refer to <b>Changing print density/thermal energy</b> on page 4-12.
File	Provides access to the filing system, which lets you save, retrieve and delete files. Refer to Chapter 5, "Label Storage."
Font	Lets you choose a font. Refer to <b>Selecting a font</b> on page 3-2.
Frame	Allows you to frame a label or area and choose framing options such as frame style and line width. Refer to <b>Adding frames</b> on page 3-22.
Graphics	Lets you select a symbol to place on a label. Refer to <b>Adding graphics</b> on page 3-11.
Label Layout	Displays the standard layouts available in the system. Refer to <b>Using standard layouts</b> on page 2-11.
Label Length	Sets the label length. Refer to <b>Setting label length</b> on page 3-13.
Label Options	Allows you to select label format options to be applied to all labels in the text buffer, such as text justification and mirror printing. Refer to <b>Selecting label options</b> on page 3-18.

On Line	Puts the system on line to print data from a PC application. Refer to Chapter 6, "Using the Printer With a PC."
Print	Starts printing the labels in the text buffer. Refer to Chapter 4, "Printing."
Print Special	Gets preview image of the formatted label at any time, regardless of the Automatic preview setting in Setup.
Repeat	Lets you print multiple copies of a label. Refer to <b>Printing multiple copies</b> on page 4-11.
Sequence	Inserts a sequence on a label. Refer to <b>Creating sequences</b> on page 3-28.
Setup	Sets default settings for various options, such as pausing between labels during printing. Refer to <b>Setting system defaults</b> on page 1-26.
Status	Displays information about the system, such as the operating system version number and the installed supply width. Refer to <b>Checking system status</b> on page 1-29.
Type Options	Lets you select a variety of type options, such as underlining and italics. Refer to <b>Changing type options</b> on page 3-6.
Type Size	Changes the size of the font. Refer to <b>Changing type size</b> on page 3-4.

# Typing special characters

Keys may contain from one to three characters, depending on the keyboard layout you are using. (See **Setting system defaults** on page 1-26 for information on the keyboard layout option.) The table below indicates how to type each character.

Location on key	How to type the character
Lower left corner or bottom of key (lower case character)	Press the key.
Upper left corner or top of key (upper case character)	Hold down the Shift key and press the key.
Lower right corner of key	Hold down the Alt key and press the key.
Lower part of keypad key	Press the key.
Upper part of keypad key	Press the NumLock key on the keyboard, then press the key.

# Typing accented characters

Some languages have letters that require accent marks. To type them, refer to the following table. Type the accent mark first, followed by the letter you want accented. Accent marks will work for only the characters indicated below.

Accent mark	Example	Valid for these characters
Umlaut (diaeresis)	ö	a, e, i, o, u, A, E, I, O, U
Carat (circumflex)	â	a, e, i, o, u, A, E, I, O, U
Grave	è	a, e, i, o, u, A, E, I, O, U
Acute	é	a, e, i, o, u, A, E, I, O, U, C, N, S, Z
Tilde	ñ	a, n, o, A, N, O
Double Acute	ü	o, u, O, U

# Setting system defaults

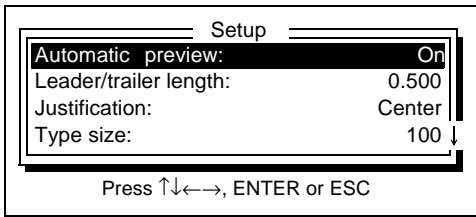
When you first turn your system on, the system automatically uses certain settings that are referred to as *system defaults*. Unless you change these settings, the defaults are used. Use the Setup key to change your system defaults. You can also use this key to set up names for tape and ribbon colors and to access the operating system upgrade routine.



**Note:** The text buffer needs to be empty when you press the Setup key. If it is not, the “Save and clear text to use this function” message displays. Press Clear to empty the text buffer or press File and save the labels.


**1) Press the Setup key.**

The Setup window displays.



- 2) **Press the ↑ or ↓ key to move the cursor to the option you want to set.**
- 3) **When the option you want to set is highlighted, press the ← or → key to scroll through the available settings. (Refer to the table below.)**
- 4) **When the settings you want to use are displayed, press Enter.**

The Setup options are described in the table on the following pages.

Setup option	What it does
Automatic preview	<p>Allows you to turn the dynamic preview feature On or Off. The default setting is On.</p> <p>Dynamic preview allows the system to update your label as you type from the keyboard, typically when you pause. Sometimes this slows down your keyboard response time.</p> <p>If you turn Off dynamic updating, you can increase the keyboard response speed; that is, it will take less time between when you type a keystroke in the text area and when those characters appear on the screen.</p> <p>You can still get a preview of the formatted label at any time by pressing the Print Special key. When you press Print Special, you'll see the "Please wait" message and the rotating spinner that indicates that the system is working. Using the Print Special key does not change the Automatic preview setting in Setup. You can also press the Print Special key to redraw the preview when the Automatic preview setting is set to On. This may take a few seconds to update. (If, however, you press any other key while the system is generating the preview, the preview is cancelled and you may notice a slight time lag before new characters appear in the text entry area.)</p> <p> <b>Note:</b> Automatic preview functions slightly differently in the resident applications (when you are not running Freeform). Be sure to consult the appropriate documentation for more information.</p>
Leader/trailer length	Sets the length of the leader and trailer, which is the amount of blank space inserted at the beginning and end of a label. The unit of measure is the setting selected for the Length units option (see below). Valid values are .125 to 2 inches (4 to 50 mm).
Justification	Sets the default justification for text and graphics. Choose Center (default), Left or Right. You can override this setting at any time by using the Label Options key. (Refer to <b>Selecting label options</b> on page 3-18.) When you turn the system off and on, the setting selected here is used.
Type size	<p>Sets the type size that is used when the system is first turned on. All text automatically prints in this type size, unless you change it temporarily. (See <b>Changing type size</b> on page 3-4.) When you turn the system off and on, the setting selected here is used. The unit of measure is the Type size units (see below). Valid values are as follows:</p> <p>0.08 - 8.0 inches (default = 1.0)  8 - 800 points (default = 100)  2 - 203 mm (default = 25)</p> <p>If you change the Type size units setting, the values shown for the Type size field automatically change to the new unit values.</p>

Type size units	Sets the unit of measure for displaying type size in the Type Size window. Choose Inches (default), Points or mm. When you change this unit, the default Type size value (see above) changes to the new unit values.
Length units	Sets the unit of measure for displaying label length and other length values (such as amount of tape remaining). Choose Inches (default) or mm.
Pause between labels	Controls whether or not the system pauses between labels when printing multiple labels. Choose Off (default) or On. If you turn this option on, a message displays after a label prints and asks you to press a key to continue.
Number of copies	Sets the default number of copies to print for all labels. Enter a value from 1 (default) to 99. You can change this value for a specific label by pressing the Repeat key and entering a different value. Refer to <b>Printing multiple copies</b> on page 4-11.
Font	Specifies which font is used when the system is first turned on. All text automatically prints in this font, unless you change it temporarily. (See <b>Selecting a font</b> on page 3-2.) When you turn the system off and on, the font selected here is used.
Language	Sets the language in which menus, prompts and messages are displayed. Choose English (default), French, Spanish, German, Dutch, Danish, Italian, Swedish, Portuguese, Norwegian or Finnish. The new selection takes effect as soon as you move the cursor off the Language option or close the Setup window.
Keyboard style	Sets the type of keyboard layout you want to use: QWERTY, AZERTY or QWERTZ.
Ribbon color names	Allows you to change the names of ribbon colors you entered when you installed a ribbon color the system didn't recognize as described in <b>Changing supplies</b> on page 4-8. Select the color name you want to change and type a new name. (You cannot change the names of the colors the system recognizes automatically.) When you install a ribbon that you previously assigned that name, the new color name will be used. When the system is upgraded to a new operating system that includes new colors, the system names overwrite the color names you entered.
Tape color names	Allows you to change the names of tape colors you entered when you installed a tape color the system didn't recognize as described in <b>Changing supplies</b> on page 4-8. Select the color name you want to change and type a new name. (You cannot change the names of the colors the system recognizes automatically.) When you install a tape that you previously assigned that name, the new color name will be used. When the system is upgraded to a new operating system that includes new colors, the system names overwrite the color names you entered.
Upgrade	Allows you to upgrade the operating system, either from a PC or from a PCMCIA card. Refer to <b>Checking system status</b> on page 1-29 for information about checking your current operating version or board version.

# Checking system status

Use the Status key to check certain supply and system information. These values are displayed here for information only and cannot be changed in this window.

## 1) Press the Status key.

The Status window displays.

Status	
Tape color:	White
Tape width:	10 in
Tape remaining:	50 ft
Tape type:	Continuous ↓

Press ↑↓, ENTER or ESCAPE

- 2) Press the ↑ or ↓ key to move through the options listed below and view their current settings.

Status option	What it does
Tape color	Indicates the color of the installed tape.
Tape width	Indicates the width of the installed tape. The unit of measure is the Length units setting selected in the Setup window. (Refer to <b>Setting system defaults</b> on page 1-26.)
Tape remaining	Indicates the amount of tape remaining on the installed supply. The unit of measure is the Length units setting selected in the Setup window. (Refer to <b>Setting system defaults</b> on page 1-26.)
Tape type	Indicates the type of tape that is installed (continuous or die-cut).
Ribbon color (1-4)	Indicates the color of the installed ribbon. Paneled ribbon colors are listed in order. For monochrome ribbons, one color is listed and the remaining values are None.
Ribbon width	Indicates the width of the installed ribbon supply. The unit of measure is the Length units setting selected in the Setup window. (Refer to <b>Setting system defaults</b> on page 1-26.)
OS version	Indicates the current operating system version number.
Hardware version	<p>Identifies the current circuit board revision ID number.</p> <p>2 - indicates the original POWERMARK® Sign and Label Maker memory configuration: 2M RAM 3 - indicates the enhanced memory configuration: 4M RAM</p> <p>This setting affects the maximum length you can designate for a label, which in turn affects other label options. See <b>Setting label length</b> on page 3-13 for more information.</p>

- 3) Press Enter to close the Status window.



# Chapter 2: Label Creation

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This chapter starts by guiding you through a tutorial for creating a simple label. You'll see how easy it is to design your own labels and how fast it is to use the tools your system provides to create labels based on existing designs.

After the brief tutorial, this chapter also describes the different label creation methods and provides information on using the standard layouts available through the Label Layout key. Topics include:

- Creating a basic label on page 2-2, a short tutorial that helps you create a basic label.
- Label creation options on page 2-5, describing the three methods you can use to create labels.
- Adding lines, labels and areas to freeform labels on page 2-7, with sections on creating labels with multiple lines, creating multiple labels, and creating labels with multiple areas.
- Using standard layouts on page 2-11, which tells you how to use the predefined layouts the system provides.
- Using standard layouts on page 2-11, which guides you through the basics of using specialty applications like the Signs applications, the PipeMarkers application, and the Hazardous Waste Labels application.

# Creating a basic label

This section gets you off to a great start with your system by leading you through the creation of a basic label. You'll have a chance to see how some key system features work and to try out options you'll use again and again.

After you have unpacked and set up your system and installed some ribbon and tape, your system is ready to go to work. Refer to Chapter 1, "System Basics," if you haven't yet done these tasks.

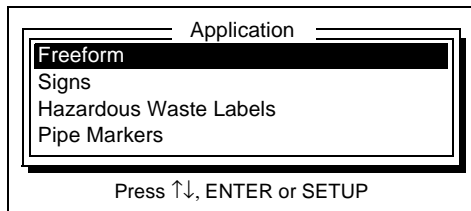
Follow the steps in this section to type and print the label shown below. Since this is just an exercise, use any size tape you choose.

## Emergency Number

Building security: ext 524 (24 hours)

### 1) Turn the labeling system on.

After the introductory screen disappears, the Application window displays:



See **Label creation options** on page 2-5 for more information about the specialty applications.

### 2) Press the ↑ or ↓ key to move the cursor to the Freeform option. Then press the Enter key.

The text entry area is blank, and the blinking cursor appears to show your current position in the window. Notice that the navigation area indicates that you're in label 1, area 1 and line 1.

At this point, you could choose a standard layout by pressing the Label Layout key. The Label Layout window lets you select from pre-defined layouts, so all you have to do is enter text and print. See Using standard layouts on page 2-11 and the applications' users guides for details.

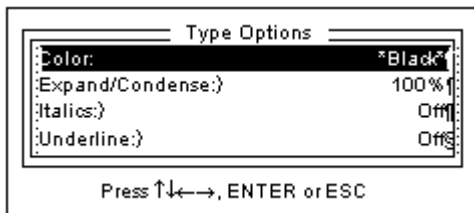
3) **Type this text: Emergency Number. Then press Enter.**

If you make a mistake, use the Backspace key or the Delete key to erase characters. After you press Enter, the cursor moves down one line in the display to indicate that you're starting a new line on the label.

4) **Type Building security: and press the space bar.**

5) **To underline the next text, press the Type Options key.**

This key is one of the labeled function keys at the top of the labeling system keyboard. The Type Options window appears in the preview area of the screen.



6) **Press the ↓ key to move the cursor to the Underline option.**

7) **Press the → key to display “On” in the window. Then press Enter to return to the text entry area.**

Notice that a special character appears in the text entry area (■). This is called a *change marker*, and it indicates where you have turned the underlining on. (Refer to **Markers** on page 1-19 for information.)

8) **Type ext 524 and press the space bar.**

Depending on the supplies you have installed, the Text too long message may appear as you are typing long lines like this one. If this happens, you can press Enter to start a new line, and continue to type. (See **How installed ribbons affect label composition** on page 2-6 for more information.) Alternatively, you can change the type size or font to accommodate the text you want to enter in the space you have. See **Changing the look of the text** on page 3-2 for that information.

- 9) **Now turn underlining off. To do this, press the Type Options key again. Move the cursor to the Underline option, and change the setting to “Off.” Press Enter.**

Underlining is now turned off, so that additional text you type will not be underlined. Another change marker appears in the text entry area to indicate where underlining was turned off.

- 10) **Type (24 hours).**

- 11) **Press the Print key located in the bottom left corner of the keyboard.**

The printer displays the Composing message, and depending on the supplies you have installed, you may see the Selecting ribbon message or others as the print process proceeds. After your sign prints, you'll see the text area with your current entry. You can make a new label by pressing New Label, or you can clear the current label by pressing the Clear key and following the prompts. You can also save your label to a file. See **Saving files** on page 5-4 for information.

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# Label creation options

Your system offers three basic label creation methods:

- **Freeform**—Freeform labels are labels you create on your own, without using any predetermined formatting or layout. To create a freeform label, choose the Freeform option in the Application window (as you did in the exercise **Creating a basic label** on page 2-2).

When you work on freeform labels, you can set up any combination of lines and areas that you need as described in the next section in this chapter. You can also use all of the options detailed in Chapter 3, “Label Design,” to make your labels look exactly as you want them.

- **Freeform using standard layouts**—Another way of creating freeform labels is to use your system’s standard layouts. The Label Layout key provides a quick way of creating labels using layouts that are already set up for you. When you press this key, you can choose from many different, attractive layouts that are predefined. All you need to do is enter your text and print. See **Using standard layouts** on page 2-11.
- **Specialty applications**—The application window on your system lists other options in addition to Freeform. These may include Signs, Hazardous Waste Labels, Pipe Markers and others. These options are referred to as *specialty applications*, and they allow you to quickly produce labels for a specific use. For example, the Signs application helps you create many different types of signs.

The advantage of specialty applications is that they lead you through the creation of an item step-by-step. For example, the Signs application asks you to choose the sign’s content (such as text and graphics), the sign’s size, text options and so on. Selection windows appear one after another, and all you need to do is make a choice and continue with the next step—right up to printing the sign. For more information, see **Using standard layouts** on page 2-11.

---

## How installed ribbons affect label composition

The system uses the ribbon supplies installed in your system during label composition to determine the rules you must follow for selecting colors and to determine the maximum label length supported.

For example, when you have installed a **paneled ribbon**, the length of the panels on the ribbon determine the maximum length of the label you are creating. But when you have installed a **continuous monochrome ribbon**, the system can't tell whether you are planning to create a single color-job, or whether you are planning to swap in various ribbons to create a multi-color job.

Because the maximum supported label length is substantially different in these two situations, the POWERMARK® Sign and Label Maker system makes some assumptions according to the installed ribbon.

**When the system detects a continuous color monochrome ribbon installed**, it assumes you are creating a single color label, *until* you select a second color within the same label. At that point, the system checks the label length to see if your label text already exceeds the supported length. If it is too long, it displays a message and you need to correct it. See **Correcting multiple line problems** on page 2-8 for instructions. If the label length is within the supported length when you select the second color, no message is displayed and you can continue. But other changes besides color can affect the length of the label as well. For example, changing the font size could increase the length of the text, or adding an area. In those cases, the system displays a message informing you, and you must correct the label in order to print it.

**When the system detects a paneled ribbon installed**, it automatically restricts the length of the label to the panel length of the installed ribbon. This doesn't mean you can't print the label using a combination of continuous color monochrome ribbons. See **Changing supplies** on page 4-8 for instructions. It does mean, however, that while you are composing the label, the maximum length is limited. (Note that your colors are not restricted, however. The entire color palette is available with a paneled ribbon. See **Changing type options** on page 3-6 for more information.)

For more detailed information, see **Supply ribbon** on page 4-3.

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# Adding lines, labels and areas to freeform labels

This section explains:

- How to add lines, labels and areas when you are creating a freeform label
- How to create multiple line labels and how to correct multiple line design issues
- How to create labels with multiple areas

## Creating labels with multiple lines

You'll often want to create labels that contain more than one line of text:

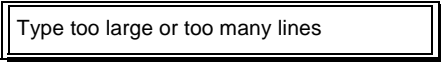
- To start a new line of text as you type a label, press the Enter key. The cursor moves down one line, and you can begin typing the text for the new line.
- To split text in a line you've already typed, use the arrow keys to move the cursor to where the new line should begin. Press Enter, and all text following the cursor moves down one line.
- To insert a blank line between two lines you've 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.

You can enter as many as 42 lines on a label, depending on the width of the tape, the type size, the line spacing and/or the amount of space in the area (in a standard layout).

## Correcting multiple line problems


As you type, the system calculates how many lines will fit on the installed supply and within the specified length (if you previously entered a label length). If you have entered too many lines, the system displays one of several messages describing the error:

- If you start a new line, and that line will not fit on the tape you have installed, the following message displays. This message also displays if you enter more lines than will fit on one label (the maximum is 42).



Type too large or too many lines

- If the text you enter won't fit in the specified length, this message displays:

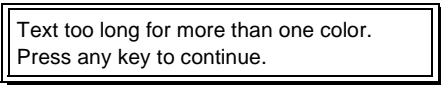


Text too long

To fix the above problems, you can:

- Select a smaller type size. See **Changing type size** on page 3-4.
- Change the line spacing to Tight as described in **Changing the look of the label** on page 3-13.
- Press the New Area key to create a new area on the current label.
- Use fewer lines on the label.

If you have a **continuous color monochrome ribbon** installed and you then add a second color to the label, if your existing text already exceeds the maximum for multi-color output, you'll see the "Text too long message." shown below:



Text too long for more than one color.  
Press any key to continue.

The maximum multi-color output is:

- 23.6 inches if your system has been upgraded with additional memory
- 14 inches if it has the standard memory allotment

You can find out whether your system has additional memory by checking the Hardware version on the Status window. See **Checking system status** on page 1-29 for instructions.

When you press any key to continue, the message disappears. To fix this problem, you can either reduce the length of the text, or install a paneled ribbon. For information about paneled ribbons, see **Selecting ribbon type** on page 4-5.

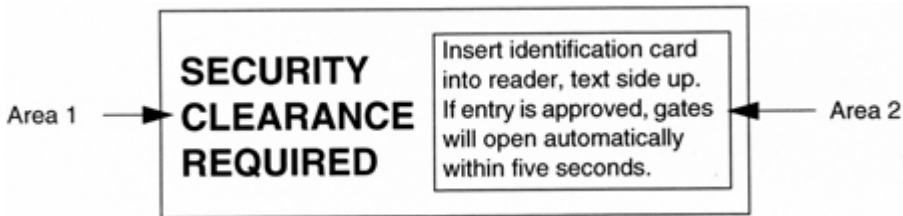


# Entering multiple labels

Use the New Label key to enter many labels at a time, then print them all at once. As you enter labels, just press New Label when you want to start a new one.

- The cursor must be positioned to the right of the last character on the label when you press New Label. After you press New Label, the cursor is positioned in the first line of the new label.
- When you start a new label, the change markers from the previous label are still in effect. For example, if you chose a new type size on the previous label, that size applies on the new label. Also remember that any label options you choose, such as changing the justification, affect every label in the text buffer.
- To move between the labels in the text buffer, use the Next Label and Prev Label keys. The area and label numbers in the navigation area are updated as you move between labels. Creating labels with multiple areas

Sometimes you need to create labels that contain more than one area. For example, you may need a label that contains a warning message in large type next to a framed explanation in smaller type as shown below.



To do this, press the New Area key where you want to start the new area.

- After you press the New Area key, the cursor is positioned on the first line of the new area. The area line in the navigation area tells you which area you are currently working in. The other areas you created are still in the text buffer; you can move between them by pressing the Next Area and Prev Area keys.

- When you start a new area, the change markers from the previous area are still in effect. For example, if you chose a new type size in the previous area, that size applies in the new area. Also remember that any label options you choose, such as changing the justification, affect every label and area in the text buffer.



**Note:** If you add a second color in a new area (when you have a continuous color monochrome ribbon installed), and if the existing text is already longer than the supported maximum label length, you'll see the message shown here.

Text too long for more than one color.  
Press any key to continue.

See **Correcting multiple line problems** on page 2-8 for more information.

---

- When you print labels that contain multiple areas, the system automatically spaces the areas so the text doesn't run together.



**Note:** Your system comes with twelve commonly-used standard label layouts that allow you to quickly create labels with multiple areas. One advantage of using the standard layouts is that when you move to a new area, you can change some label options for that area, which gives you even more flexibility in your label designs. For more information, see **Using standard layouts** on page 2-11.

---

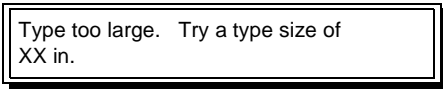
---

## Using standard layouts

Your system provides a set of standard label layouts that you can use to create advanced designs such as labels with many areas. There are 12 of these layouts available, and they are accessed with the Label Layout key. The layouts are set up using predefined formats to help you produce labels as quickly as possible. The system takes care of positioning label elements, such as text, graphics and bar codes, and sets up multiple lines and areas where necessary.

This section takes you through entering text and using the label options in a standard layout. First, here are some points to keep in mind when working with standard layouts:

- The text entry area, navigation area and preview area work just as they do when you are creating any other type of freeform label. For example, you can use the Next Area and Prev Area keys to move between areas. You can also press Tab to move to the navigation area and enter a different area number.
- You can use one label layout at a time in the text buffer, but you can create multiple labels using that layout. Just press the New Label key to begin a new label. Note that area settings for the new label are the ones from the previous area, not from the corresponding area on the previous label.
- When the cursor is in the text entry area, you can press the Escape key to redisplay the Label Layout window and select a new layout. If you choose a new layout, all text in the text buffer is deleted.
- Layouts use a predefined amount of vertical space, but the horizontal width of an area adjusts to encompass the longest line of text you enter. You can press the Label Length key to choose a specific length for the label. If you do so, every horizontal area in the layout will be divided evenly to use up the length you selected. For example, if the layout contains two side-by-side areas, each area will take up half of the length you selected. Refer to **Setting label length** on page 3-13 for more information.
- When you select a layout, the system checks that the current type size will fit in the layout. If the type size won't fit, the following message displays and you need to reset the size. Refer to **Changing type size** on page 3-4 for more information.



Type too large. Try a type size of  
XX in.

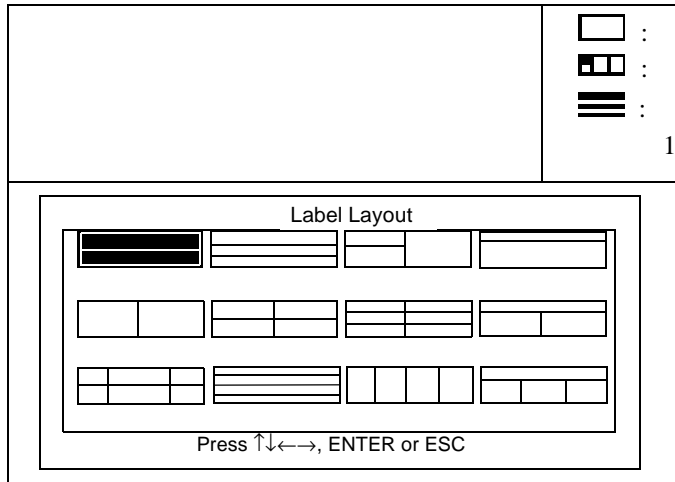
- You can save and retrieve labels that use standard layouts, just as you can any other label. Refer to Chapter 5, “Label Storage.”

# Entering text in a standard layout

Follow these steps to create labels using a standard layout:

**1) Press the Label Layout key.**

The Label Layout window displays.



- 2) **Press the ↑ or ↓ and ← or → keys to move the cursor to the representation of the layout you want to use.**
- 3) **When the layout you want to use is highlighted, press Enter.**
- 4) **Type your label information and select label options for the first area in the layout.**  
See the “Using Label Options in standard layouts” section that follows this section.
- 5) **Press the New Area key to move to the next area in the layout. Enter the information for that area. Continue to do this until you’ve entered information for all areas in the layout.**  
The navigation area updates to indicate which area you’re working in.
- 6) **To create another label using the same standard layout, press the New Label key and repeat this procedure.**

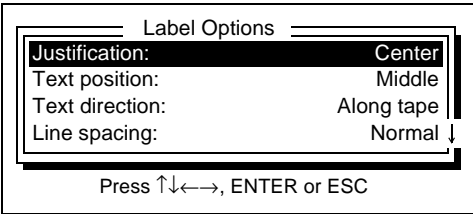
# Using label options in standard layouts

When you use a standard layout, you can apply many label options to specific areas of any label. This differs from entering a typical freeform label, where label options apply to *all* labels and areas in the text buffer. You can select justification, text position, text direction, line spacing and baseline settings for specific areas; you cannot set the mirror option for specific areas. To see examples of each option, refer to **Selecting label options** on page 3-18.

To select label options for a specific area in a standard layout:

- 1) **Place the cursor in the standard layout area in which you want to make a change. Press the Label Options key.**

The Label Options window displays.

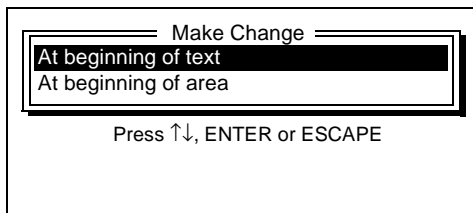


- 2) **Press the ↑ or ↓ key to move the cursor to the option you want to change.**
- 3) **When the option you want to set is highlighted, press the ← or → key to scroll through the available option settings.**

Label option	What to do
Justification	Choose Left, Center or Right. The default justification value is set through the Setup options as described in <b>Setting system defaults</b> on page 1-26.
Text position	Choose Top, Middle (default) or Bottom to control whether the text is vertically centered in the top third, middle third or bottom third of the label.
Text direction	Choose Along tape (default), Up tape or Down tape.
Line spacing	Choose Normal (default), Tight or Loose. The Loose setting may provide better results when printing accented characters.
Baseline	Choose Center (default) or Fixed.

- 4) **Repeat these steps if you want to choose settings for other label options.**
- 5) **Press Enter when all of the settings you want to use are displayed.**

The Make Change window displays. Press the ↑ or ↓ key to highlight the option you want to use (see the table below). Then press the Enter key.



Make Change option	What it does
At beginning of text	Changes the option for all text in the text buffer.
At beginning of area	Changes the option for all text starting with the current area.

After making a selection, you return to the text entry area. If you applied the option to the beginning of the area, a change marker representing the option change appears in the text entry area (■). Repeat these steps when you want to reset an option.



**Note:** The only label option you cannot set for an individual area is the Mirror option. If you change this option within a standard layout, you'll see a message stating that the change will affect all labels in the text buffer.

# Using specialty applications

Your system is equipped with several *specialty applications* that allow you to quickly produce labels for a specific use. The Signs, Hazardous Waste Labels and Pipe Markers applications are standard on every system. These specialty applications lead you through the creation of an item, such as a sign, step-by-step.



**Note:** All specialty applications work similarly, but you should consult each application's specific documentation for detailed instruction, as there are differences you will need to know.

The following information is consistent for all specialty applications:

- The label number/step number indicator in the top right corner of the display shows which label in the text buffer you are working on and which step in the process you are completing. You cannot tab to this area and choose a different label or step, as you can in the standard system display.
- After you enter the required information or make a selection, press the Next Step key to continue the process.
- To return to a previous step in the process, press the Prev Step key.
- As in the standard system display the help line below each window lists the keys you can use at any point in the process, and the preview area gives you an idea of what a selection will look like when printed.

To use a specialty application, follow these basic steps:

**1) Press the App key located on the far right side of the labeling system keyboard.**

The Application window displays and looks similar to the example below.



**2) Press the ↑ or ↓ key to move the cursor to the application you want to use. Press Enter.**

The application opens, and its title displays in the upper left corner of the window. The system begins displaying a series of screens in which you need to select options for the sign or label you want to create.





# Chapter 3: Label Design

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This chapter describes a variety of label design options you can use to design your label. It contains:

- Changing the look of the text on page 3-2, with instructions for changing fonts and font sizes, and for using type options like reverse text and background color.
- Adding graphics on page 3-11, with instructions for adding symbols from the Symbol Reference included with this User's Guide and in some cases, choosing colors for the symbols.
- Changing the look of the label on page 3-13, with instructions for setting label length, selecting label options like text position and justification, text direction, and mirror imaging, and adding frames and borders to your labels.
- Using the date and time option on page 3-24, which tells you how to set and format the date and time and enter it on a label.
- Creating sequences on page 3-28, which you can use to create a series of labels while typing the information only once.
- Working with bar codes on page 3-30, with instructions for selecting, choosing attributes, and entering bar codes on your labels.

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## Changing the look of the text

Use the procedures in this section to select text options, such as the font, color and type options.

### Selecting a font

Your system allows you to create labels that use a variety of type styles (which are usually referred to as *fonts*) and to combine type styles on a label.

#### Authorized Personnel Only

*Photo identification required*

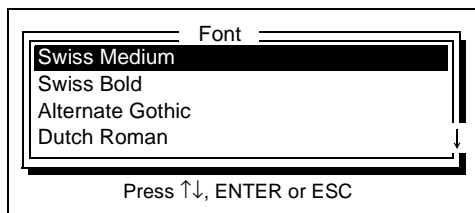


**Note:** When you first work on a label, the default font selected through the Setup window is automatically used (unless you choose a different font). You can change the default font as described in **Setting system defaults** on page 1-26.

#### To change the font:

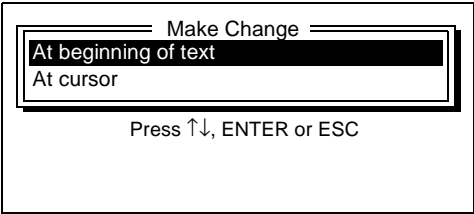
- 1) From the text area of a label, press the **Font** key at the point in the text where you want the font to take effect. If you have already typed the text, first move the cursor to the first letter you want printed in the font you are going to select.

The Font window displays the available type styles:




Your printer may include these or other fonts

- 2) Press the ↑ or ↓ key to highlight the name of the font you want to use. Then press Enter.  
The Make Change window displays:



- 3) Press the ↑ or ↓ key to highlight the option you want to use. Then press Enter.

Make Change option	What it does
At beginning of text	Changes the font for all text in the text buffer. However, if you've already changed the font within the text, that font will remain in effect; this change will apply only to the text <i>preceding</i> the first font change marker.
At cursor	Changes the font for all text starting at the current cursor position.

A change marker representing the font change appears in the text entry area (  ).



**Note:** Repeat Steps 1-3 to change the font again.

# Changing type size

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

## NOTICE

This office will close at noon  
on Friday, May 15.

Each font is available in a range of type sizes—the larger the size, the taller the letters. Type size can be measured in points, inches or millimeters. To change the unit of measure, use the Setup key as described in **Setting system defaults** on page 1-26.



**Note:** When you first work on a label, the default type size selected through the Setup window is automatically used (unless you choose a different size). You can change the default type size as described in **Setting system defaults** on page 1-26.

## To change the type size:

- 1) Press the Type Size key where you want the size to take effect. If you have already typed the text, first move the cursor to the first letter you want printed in the size you are going to select.

The Type Size window displays the range of type sizes you can use:

Type Size

Size (.08 - 8.0 in.): 0.00

Type values, press ENTER or ESCAPE

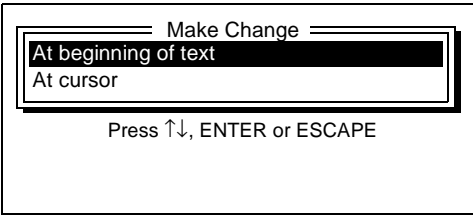
2) **Type a number within the valid size range.**

Note the following about type size:

- The type size you can use depends on the width of the supply that’s currently installed. For example, you won’t be able to select an 8-inch size if the supply is only 4 inches wide.
- If you’ve already typed text and you select a type size that would make the text not fit on the installed supply, an error message displays.
- Above certain type sizes for each supply width, the system will print the text in all capital letters. If this occurs, you’ll see a “Caps only” message.


3) **Press Enter.**

The Make Change window appears:



4) **Press the ↑ or ↓ key to highlight the option you want to use. Then press Enter.**

Make Change option	What it does
At beginning of text	Changes the type size for all text in the text buffer. However, if you’ve already changed the size within the text, that size will remain in effect; this change will apply only to the text <i>preceding</i> the first type size change marker.
At cursor	Changes the type size for all text starting at the current cursor position.

A change marker representing the type size change appears in the text entry area (  ).



**Note:** Repeat these steps when you want to change the type size again.

## Changing type options

Your system gives you several different ways of changing the look of certain text on your labels. Using the Type Options key, you can easily select one of the following options or combine several of them:

- **Color**—To change text color.
- **Expand/condense text**—To stretch or compress text horizontally, as shown below. (The height of the text stays the same.)

Expanded text

Condensed text

- **Italics or Underline**

*Italicized text*

Underlined text

- **Vertical print**—To rotate all text to print vertically on the tape as shown below.

V  
e  
r  
t  
i  
c  
a

- **Character position**—To print text in subscript and superscript positions.

Subscript: H<sub>2</sub>O

Superscript: 10<sup>4</sup>

- **Reverse color**—To print the label reversing the background color and the text color. For example:

## Some points to note about Reverse:

- If there are multiple text colors in the area to be reversed, the system uses the first text color it finds in the area as the reverse color. Text in other colors remains in the original color(s) and is not reversed.
- The Reverse option does not take effect at your cursor position; it will apply to the entire area in which you are working when you turn the setting on. If there are no additional areas on the label, Reverse applies to the entire label.
- Once Reverse is set to On, it remains in effect until you turn it Off again. If you create new areas without first turning Reverse Off, those will print in reverse as well. Off is the default setting.

Also note the following **restrictions** for using the Reverse color option:

- You may not use Reverse if you have set a Background color option for the label, and vice-versa.
- You may not use Reverse if the label length or existing text already exceeds the maximum supported length for multi-color output (which is 23.6 inches if your system has added memory, and 14 inches if it does not. To find out whether your system has added memory, see **Checking system status** on page 1-29). This restriction applies regardless of the number of colors on your label.
- You may not use Reverse if the area you have selected or the label contains multiple text colors. (You'll see a message informing you that you can, however, use Background color when you are using multiple text colors.)
- You may not use Reverse if you have a monochrome ribbon installed, you pick a second color for the label, and the amount of existing text already exceeds the maximum for multi-color output (which is 23.6 inches if your system has added memory, and 14 inches if it does not. To find out whether your system has added memory, see **Checking system status** on page 1-29).
- You may not use Reverse if you have a monochrome ribbon installed, you pick a second color for the label, and a label length longer than the maximum for multi-color printing has already been set (which is 23.6 inches if your system has added memory, and 14 inches if it does not. To find out whether your system has added memory, see **Checking system status** on page 1-29).
- **Background color**—To print a background color for the current area. The settings remain the same regardless of what type ribbon you have installed, and the entire color palette is available. (If you set both the text and the background to the same color, you will create a Reverse effect, the same as if you had set the Reverse option On, which is described above.)

Some points to note about Background color:

- The Background option does not take effect at your cursor position. It will apply to the entire area in which you are working when you turn the setting on.
- If there are no additional areas on the label, Background applies to the entire label.
- Once Background is set to On, it remains in effect until you turn it Off again. If you create new areas without first turning Background Off, those will print in background style as well. Off is the default setting.

Also note the following **restrictions** for using the Background color option:

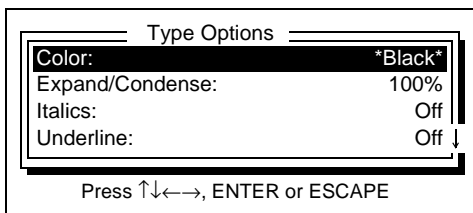
- You may not use Background if you have set a Reverse color option for the label, and vice-versa.
- You may not use Background if the label length or existing text already exceeds the maximum supported length for multi-color output (which is 23.6 inches if your system has added memory, and 14 inches if it does not. To find out whether your system has added memory, see **Checking system status** on page 1-29). This restriction applies regardless of the number of colors on your label.
- You may not use Background if you have a monochrome ribbon installed, you pick a second color for the label, and the amount of existing text already exceeds the maximum for multi-color output (which is 23.6 inches if your system has added memory, and 14 inches if it does not. To find out whether your system has added memory, see **Checking system status** on page 1-29).
- You may not use Background if you have a monochrome ribbon installed, you pick a second color for the label, and a label length longer than the maximum for multi-color printing has already been set (which is 23.6 inches if your system has added memory, and 14 inches if it does not. To find out whether your system has added memory, see **Checking system status** on page 1-29).



## To change one or more type options:

### 1) Press the Type Options key where you want the option(s) to take effect.

The Type Options window displays.



### 2) Press the ↑ or ↓ key to move the cursor to the option you want to set.


### 3) When the option you want to set is highlighted, press the ← or → key to scroll through the available option settings.

Type option	What to do
Color	<p>Select a color for the text. The default is the first color value stored in the memory cell of the installed ribbon, or black if no ribbon is installed.</p> <ul style="list-style-type: none"><li>• If either a paneled ribbon or a continuous color monochrome ribbon is installed, you can choose from the entire color palette. The colors available on that ribbon are listed first, and are identified by asterisks around the color name, as shown on the Type Options screen example above. When you print, you will be prompted when you need to install a different color ribbon. You can cycle through the color list.</li><li>• If a continuous color monochrome ribbon is installed, the color of the installed ribbon is displayed but you cannot change the color setting.</li><li>• If no ribbon is installed, when you turned on the system you were asked to choose whether you wanted to create labels based on a paneled or monochrome ribbon type. If you chose Paneled, you also chose the paneled ribbon colors you wanted to use; those colors are available for selection.</li></ul> <p>For more information, see <b>How installed ribbons affect label composition</b> on page 2-6.</p>

Expand/Condense	Choose 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 90% to 50% in 5% increments; the smaller the number, the more the text is condensed. You cannot change this value if the Condense to fit option is on <i>and</i> a length for the label has been entered. Also note that expanding the text may cause the label length to exceed the maximum supported, and a message will display.
Italics	Choose On or Off (default).
Underline	Choose On or Off (default).
Vertical print	Choose On or Off (default). If there are multiple lines of text, subsequent lines print to the left of the first line; in other words, they are printed from right to left when you hold the tape vertically. If you want the lines to print from left to right, enter the lines in reverse order starting with the line you want to appear on the left when you hold the tape vertically.
Character position	Choose Normal (default), Subscript or Superscript.
Reverse	Choose On or Off. Off is the Default. On prints the text in the current area in reverse, using the former background color for the text and the former text color for the background.
Background color	Choose a background color for the selected area on the label, or for the entire label if the label contains one area. The available colors are described in the Color option at the beginning of this table. Choose Off (default) if you don't want a background color used. To print the text in reverse as shown page 3-7, select the same colors for the text and background.

4) **Repeat steps 2 and 3 if you want to choose settings for other type options.**

5) **Press Enter when all of the settings you want to use are displayed.**

A change marker representing the option change(s) appears in the text entry area (  ).




---

**Note:** Repeat Steps 1-5 when you want to reset an option.

# Adding graphics

The keyboard on your system contains many commonly-used symbols that you can include on labels, such as ↓, & and \$. You can also use a variety of other symbols from a range of categories by using the Graphics key. The Symbol Reference section included with this manual contains a complete list of symbol categories and numbers.



**Note:** The Italics and Expand/Condense options are ignored for symbols, although symbols may be underlined.


## To insert a graphics symbol on a label:

- 1) **Move the cursor to where you want the symbol to print on the label. Press the Graphics key.**

The Symbol window displays.

Category:	Symbol
	Hazard Warning Diamonds
Symbol:	10
Color 1:	Black
Color 2:	None

Type values, ↑↓←→, ENTER or ESCAPE



As you scroll through the list, the symbols are displayed in the preview area.

- 2) **Press the ↑ or ↓ key to move the cursor to the Category option.**
- 3) **Press the ← or → key to scroll through the available option settings until you've displayed the name of the category you want to use.**
- 4) **Press the ↑ or ↓ key to move the cursor to the Symbol option.**
- 5) **Press the ← or → key to scroll through the available symbols until you've displayed the number of the one you want to use, or type the symbol number if you know it.**

The Symbol Reference section contains a complete list of symbol categories and numbers.

- 6) **Press the ↑ or ↓ key to move the cursor to the Color 1 or Color 2 option.**

- 7) **Press the ← or → key to scroll through the available colors until you've displayed the name of the one you want to use for the symbol.**

The entire color palette is available to you here, despite the ribbon type installed. However, the system uses the ribbon supplies installed in your system during label composition to determine the rules you must follow for selecting colors (and also to determine the maximum label length supported). The system reacts to your color choices depending on the type of ribbon installed. See **How installed ribbons affect label composition** on page 2-6 for details.

Some symbols consist of multiple parts for which you can select different colors. The Color 1 and the Color 2 (and possible Color 3, 4, and so on) options let you select the color for individual parts of the symbol. For symbols that are not multiple-part symbols, the color listed in the Color 1 option is the color of the entire symbol, and the Color 2 option indicates None. For multi-part symbols, you can also select a value for Color 2. When you move the cursor to the Color 1 or Color 2 option for multi-part symbols, the preview area shows which part of the symbol will print in the selected color.

The default color is the first (or only) color defined in the currently installed ribbon (or the first color in the supply being used to create the label). Black is the default if no ribbon is currently installed.

- 8) **Press Enter when all of the settings you want to use are displayed.**

This marker representing the symbol appears in the text entry area:



---

# Changing the look of the label

You can change the look of a label by changing the length or condensing the contents, by adding frames, and by setting options such as justification, text position and direction, line spacing, and so on.

## Setting label length

You use the Label Length key to set length. (The lengths you may choose depend on your system memory and the ribbon type you have installed. Information on those subjects follows below.)

The Label Length key shows you two options that help you to automatically create labels in just the size you need:

- **Length**—The Length option lets you specify the exact 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 the contents of a label.
- **Condense to fit**—If you enter a label length, you can also choose to have the system automatically condense the content to fit in that length. If you enter more content for a label than will fit in the selected length, the content is condensed. If you do not use the condense to fit option and you enter more content than will fit in the selected length, an error message displays.

When you set a label length, that length is used for *each* label in the text buffer.



**Note:** The Length option can be changed at any time, whether or not there is text in the text buffer, as long as the Condense to fit option is off. However, the Condense to fit option cannot be changed once you've typed text in the text buffer.

---

As mentioned above, the maximum length you can designate for a label depends on your **system memory** and the **type of ribbon** you have installed.

**System memory.** Your system must be updated with additional memory to support the longer multi-color length (shown in the table in **Maximum label length and system memory** on page 3-15.) You can find out whether your system has additional memory by checking the Status. See **Checking system status** on page 1-29 for instructions.

**Ribbon type:** When you have a continuous color monochrome ribbon installed, certain restrictions apply for the label length. See **Maximum label length and continuous color monochrome ribbons** on page 3-16 for a list of those restrictions. (For more information about ribbon types, see **Selecting ribbon type** on page 4-5.)

Also, note the following important points about label length:

- The unit of measure is determined by the Length units value described in **Setting system defaults** on page 1-26.
- A value of zero means that no length is selected, and the length of the label will be determined by how much content there is on the label (up to the maximum of 200 inches or 5080 mm).
- If there is already text in the text buffer, and the length you enter won't allow all the text to fit on the label, the "Text too long" message displays. See **Correcting multiple line problems** on page 2-8 for more information.
- If you set a label length in a standard layout, all horizontal areas will be divided into equal parts along that length. Refer to **Using standard layouts** on page 2-11.



**Note:** If you change ribbons or tape during label composition, the system keeps the **length** restrictions in place from the original ribbon and tape installed. For instance, if you start with a 14" paneled ribbon and decide to install a continuous color monochrome ribbon, the original 14" limitation still exists and will continue for that label and all other labels in that file. (See **Changing supplies** on page 4-8 for information about changing ribbons or tape.)

Color listings, however, **are** updated to show the currently installed ribbon color(s).

---

Maximum label length and system memory

The following table provides a quick reference for maximum label lengths available with and without additional memory installed:

	Maximum Label Length	
Output type	POWERMARK® Sign and Label Maker without additional memory	PowerMark® with additional memory
Single color printing, monochrome ribbons	200 inches or 5080 mm.	Unchanged
Multi-color printing by switching monochrome ribbons	14 inches or 350 mm	60 cm or approximately 23.6 inches
Multi-color printing with paneled ribbons	Panel length, either 8 inches or 14 inches, depending on panel configuration	Unchanged



**Note:** The label preview function shows a maximum of 14 inches, even when you have additional memory installed. In that case, you’ll see the first 14 inches of the label.

## Maximum label length and continuous color monochrome ribbons

The following label length restrictions apply when you have a continuous color monochrome ribbon installed:

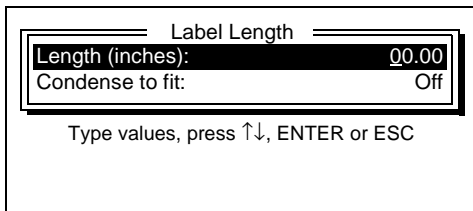
- You may not add a second color (for text, text background, graphics, label frame, or area frame) to the label if your existing text is already longer than the supported maximum label length for multi-color printer.
- You may not add a second color to the label when a label length longer than the supported maximum length for multi-color printed is already assigned.
- You may not set a label length longer than the supported maximum length for multi-color printing when multiple colors are already included in the label.
- You may not set a label length longer than the supported maximum length for multi-color printing when either the Reverse or Background color option is already turned On.
- You may not type text longer than the supported maximum length for multi-color printing when multiple colors are already included in the label, or either the Reverse or Background color option is already turned On.
- You may not add bar codes or graphics that make the label longer than the supported maximum length for multi-color printing when multiple colors are already included in the label, or either the Reverse or Background color option is already turned On.
- You may not change text size or formatting to extend the label beyond the supported maximum length for multi-color printing when multiple colors are already included in the label, or either the Reverse or Background color option is already turned On.



## To change the Length or the Condense to fit option:

### 1) Press the Label Length key.

The Label Length window displays.



Label Length	
Length (inches):	00.00
Condense to fit:	Off

Type values, press ↑↓, ENTER or ESC

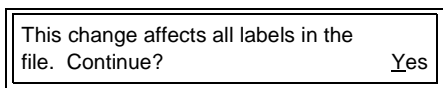
- 2) To change the length, type a number within the valid range (as shown in the table above).
- 3) To change the Condense to fit option, press the ↓ key to move the cursor to that option. Then press the ← or → key to change the setting to On or Off.

Note the following points about the Condense to fit option:

- If you try to change this setting when there is already text in the text buffer, an error message displays instructing you to clear the text.
- All lines on a label are condensed by the same amount.
- This setting is ignored if you are working in a standard layout.

### 4) Press Enter when the settings you want to use are displayed.

The following message displays:



This change affects all labels in the file. Continue?	Yes
---	-----

### 5) To apply the change, choose Yes. If you don't want to make the change, choose No.

If you applied the change, a change marker representing the option change appears in the text entry area (■).



**Note:** The setting you chose stays in effect for all labels until you either change the setting or turn the system off. Repeat the steps above when you want to reset an option.

# 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:

- **Justification**—Lets you position the text on labels in one of three horizontal positions.

Left Justification	Center Justification	Right Justification
-----------------------	-------------------------	------------------------

- **Text position**—Determines whether label text prints at the top, middle or bottom of the tape. This option determines whether any unused space on the tape appears above the text or below the text, or is divided evenly above and below the text.

Top	Middle	Bottom
-----	--------	--------

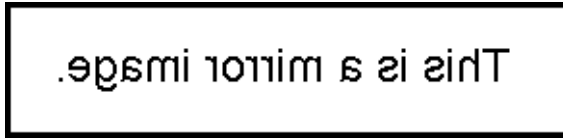
- **Text direction**—Controls the direction in which text is printed on the label. Normally, text prints from left to right (Along tape). You can choose Up tape to rotate the text so it prints from the bottom of the label to the top or choose Down tape to print it from the top of the label to the bottom.

Along tape	Up tape	Down tape
------------	---------	-----------

- **Line spacing**— Specifies how close together the lines on a label are printed. When printing accented characters, you may get better results if you use the Loose setting.

Normal spacing	Tight spacing	Loose spacing
-------------------	------------------	------------------

- **Mirror**—Prints a mirror image of a label, on which 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.)



- **Baseline**—Determines how text is aligned if you use different type sizes within the same line. Normally, the baseline is centered so characters in all type sizes align in the middle. You can change the setting to Fixed so that characters in different type sizes line up on the bottom.



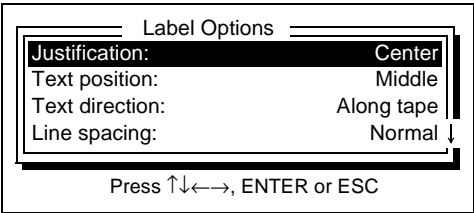
- Note that the baseline doesn't affect the Text position option. It only affects how different size characters align in relation to one another.

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 unless you are working in a standard layout. (In that case, you can choose whether the option should apply to all text or only the current area.) You can select one of the options or combine several of them.

**To choose Label Options:**

**1) Press the Label Options key.**

The Label Options window displays.



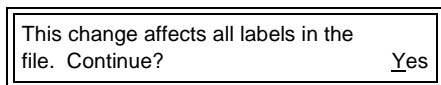
- 2) Press the ↑ or ↓ key to move the cursor to the option you want to change.**
- 3) When the option you want to set is highlighted, press the ← or → key to scroll through the available option settings.**

Label option	What to do
Justification	Choose Left, Center or Right. The default justification value is set through the Setup options as described in <b>Setting system defaults</b> on page 1-26.
Text position	Choose Top, Middle (default) or Bottom to control whether the text is vertically centered in the top third, middle third or bottom third of the label.
Text direction	Choose Along tape (default), Up tape or Down tape.
Line spacing	Choose Normal (default), Tight or Loose. The Loose setting may provide better results when printing accented characters.
Mirror	Choose On or Off (default).
Baseline	Choose Center (default) or Fixed.

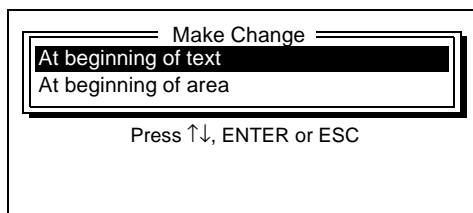
- 4) **Repeat steps 2 and 3 if you want to choose settings for other label options.**
- 5) **Press Enter when all of the settings you want to use are displayed.**

One of the following appears:

- If you are working in the normal text entry area (not in a standard layout), the following message appears. To apply the change, choose Yes. If you don't want to make the change, choose No.



- If you are working in a standard layout, the Make Change window displays. Press the ↑ or ↓ key to highlight the option you want to use (see the table below). Then press the Enter key.



Make Change option	What it does
At beginning of text	Changes the option for all text in the text buffer.
At beginning of area	Changes the option for all text starting with the current area.

After making a selection in one of the windows, you are returned to the text entry area. If you applied the option, a change marker representing the option change appears in the text entry area (■).



**Note:** The setting you chose stays in effect for all labels until you either change the setting or turn the system off. Repeat these steps when you want to reset an option.

# Adding frames

Use the Frame function to print borders around an entire label or individual area on a label. You can choose different framing options for each label in the text buffer, and you can choose separate options for label frames and area frames:

- The label frame options let you print a border around the whole label. You can select the thickness and color of the border lines, as well as the shape of the border.
- The area frame options let you print a rectangular border around individual areas on a label. You can select the thickness and color of the border lines, but you cannot choose the border's shape.



**Note:** If you frame areas for a label in which a non-rectangular frame is used, the label's frame setting is ignored. A rounded rectangle, ellipse or arrow label frame won't print if individual areas on the label are also framed.

The size of a label's frame depends on a variety of factors:

- Frames adjust horizontally to encompass the longest line of text. However, if a label length is specified, the entire length of the label is framed.
- If the label doesn't contain areas, the frame adjusts vertically based on the amount and size of the text on the label. The frame is not based on the width of the installed supply.
- If the label uses a standard layout, the frame's height is based on the width of the installed supply regardless of the height of the text.
- If the label contains areas but does not use a standard layout, the frame's height is based on the maximum text height in the area with the most text. However, if the areas are also framed, the height of the label frame is based on the width of the installed supply, regardless of the height of the text.

Follow these steps to frame a label or an area on a label:

## 1) Display the label or area you want to frame and press the Frame key.

The Frame Options window displays.

Frame Options

Label:

Off

Label line width:

Thin

Label frame color:

Black

Label frame shape:


Rectangle

Press ↑↓←→, ENTER or ESC

2) Press the ↑ or ↓ key to move the cursor to an option you want to set. Then press the ← or → key to select a value as shown in the following table.

Frame option	What it does
Label	Controls whether a frame prints for the current label and whether the frame from the previous label will be used for the current label. Choose Off (default), On or Use previous.
Label line width	Sets the line width for the label frame. Choose Thin (default), Medium or Wide.
Label frame color	<p>Sets the color for the label frame. The default is the first color value stored in the memory cell of the installed ribbon, or black if no ribbon is installed.</p> <ul style="list-style-type: none"><li>• If either a paneled ribbon or continuous color monochrome ribbon is installed, you can choose from the entire color palette. The colors available on that ribbon are listed first, and are identified by asterisks around the color name, as shown on the Frame Options window example above. When you print, you will be prompted when you need to install a different color ribbon. You can cycle through the color list.</li><li>• If a monochrome ribbon is installed, the color of the installed ribbon is displayed, but you cannot change the color setting.</li><li>• If no ribbon is installed, when you turned on the system you were asked to choose whether you wanted to create labels based on a paneled or monochrome ribbon type. If you chose Paneled, you are prompted to also choose the paneled ribbon colors you wanted to use; those colors are available for selection. If you chose monochrome, see the information in the previous paragraph.</li></ul> <p>For more information, see <b>How installed ribbons affect label composition</b> on page 2-6.</p>
Label frame shape	Determines the shape of the label frame. Choose Rectangle (default), Rounded Rectangle, Ellipse, Left Arrow or Right Arrow.
Area	Controls whether a rectangular border prints around each individual area on the label and whether the frame from the previous area will be used for the current area. Choose Off (default), On or Use previous.
Area line width	Sets the line width for the area frame. Choose Thin (default), Medium or Wide.
Area frame color	Sets the color for the area frame and works the same as the Label frame color option. If both area frames and label frames are turned on, the label frame color overrides the area frame color. This applies even for internal area frame lines.

3) Press Enter to close the Frame Options window.

A change marker appears in the text buffer to indicate where frame options were changed (  ).

---

## Using the date and time option

Use the Date/Time key to quickly add the current date and/or time to your labels. When you use this function, a marker is placed on the label; whenever you print the label, the current date and/or time will be printed in place of the marker.

The first subsection in this section describes how to add the date or time to a label. The remaining subsections explain how to set the date and time and how to set up the format in which they are displayed.

### Entering the date and time on a label

Follow these steps to enter the date and time on a label:

- 1) **Move the cursor to where you want the date and/or time to appear on the label.**
- 2) **Press the Date/Time key.**

The date/time marker shown below displays in the text entry area. When you print the label, the current date and/or time prints in place of the marker. How the information is printed depends on the options you've selected for the date/time format. (Refer to **Setting the date/time format** on page 3-27.) The date and time will be printed using the font, type size and other options that are in effect when you press the Date/Time key.



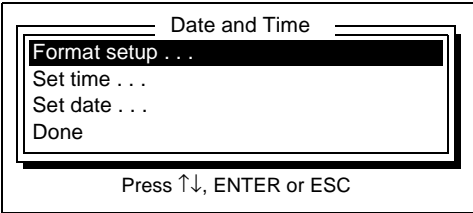


# Setting the time

Follow these steps to change the time on your system:

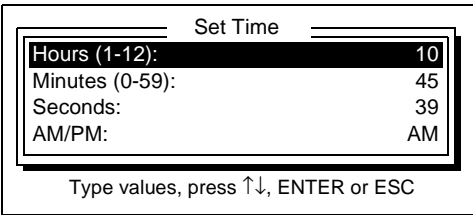
- 1) **Hold down the Shift key and press the Date/Time key.**

The Date and Time window displays.



- 2) **Press the ↑ or ↓ key to move the cursor to the Set time option. Press Enter.**

The Set Time window appears and displays the current system time.



- 3) **Press the ↑ or ↓ key to move the cursor to an option you want to set. Then type a value as shown in the following table.**

Date option	What it does
Hours	Sets the hour value. If the Time format option in the Format Setup window is 12 hours, enter a value between 1 and 12; if that option is 24 hours, enter a value between 0 and 23.
Minutes	Sets the minute value. Enter a value between 0 and 59.
Seconds	Sets the seconds value. Enter a value between 0 and 59.
AM/PM	Sets the current time to AM or PM. This option does not appear if the Time format option in the Format Setup window is 24 hours.

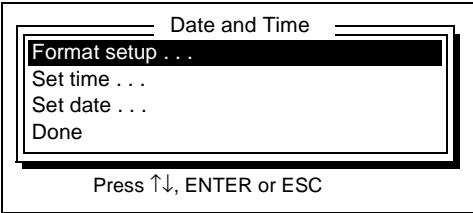
- 4) **Press Enter to close the Set Time window.**

# Setting the date

Follow these steps to change the date on your system:

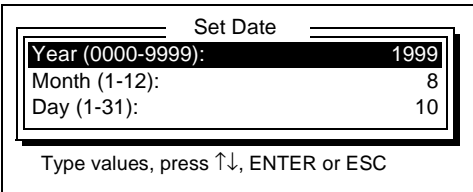
- 1) **Hold down the Shift key and press the Date/Time key.**

The Date and Time window displays.



- 2) **Press the ↑ or ↓ key to move the cursor to the Set date option. Press Enter.**

The Set Date window appears and displays the current system date.



- 3) **Press the ↑ or ↓ key to move the cursor to an option you want to set. Then type a value as shown in the following table.**

Date option	What it does
Year	Sets the year value. Enter a value between 0000 and 9999.
Month	Sets the month value. Enter a value between 1 and 12.
Day	Sets the day value. Enter a value between 1 and 31.

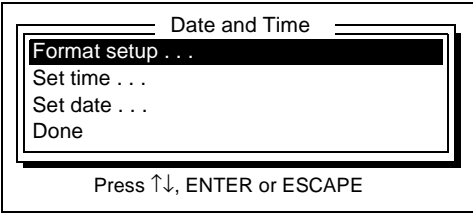
- 4) **Press Enter to close the Set Date window.**

# Setting the date/time format

Follow these steps to choose the format in which the date and/or time will be printed when you insert it on your labels:

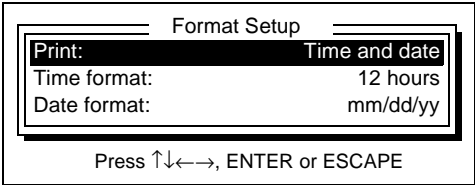
- 1) **Hold down the Shift key and press the Date/Time key.**

The Date and Time window displays.



- 2) **Press the ↑ or ↓ key to move the cursor to the Format setup option. Press Enter.**

The Format Setup window displays.



- 3) **Press the ↑ or ↓ key to move the cursor to an option you want to set. Then press the ← or → key to select a value as shown in the following table.**

Date/time format option	What it does
Print	Specifies which time and date elements print on the label. Choose time and date (default), date and time, date, or time.
Time format	Sets whether time is displayed using a 12 (default) or 24 hour clock.
Date format	Sets the format in which the date is printed. Choose from the following: mm/dd/yy (default) (08/12/99) dd/mm/yy (12/08/99) mm.dd.yy (08.12.99) dd.mm.yy (12.08.99) mm-dd-yy (08-12-99) dd-mm-yy (12-08-99) dd mmmmmmmm yyyy (12 August 1999) mmmmmmmm dd, yyyy (August 12, 1999)

- 4) **Press Enter to close the Format Setup window.**

---

# 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 this:

<b>Part W300-96</b>	<b>Part W305-96</b>	<b>Part W310-96</b>
---------------------	---------------------	---------------------

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 W350-96, you would save a lot of work by creating a sequence.

The Sequence function allows you to print labels like the series above by typing the information only 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 the text buffer or a file. The sequence numbers can be incremented or decremented.

Before you create sequenced labels, just determine which text remains the same on each label and which text changes.

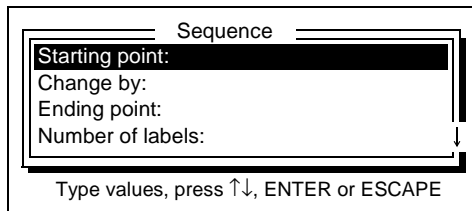
## To print a sequence:

- 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.



The image shows a 'Sequence' dialog box with a title bar. Inside, there are four input fields: 'Starting point:', 'Change by:', 'Ending point:', and 'Number of labels:'. A vertical scrollbar is on the right side of the input area. Below the fields, a prompt reads 'Type values, press ↑↓, ENTER or ESCAPE'.

- 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 you want 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 Change by option. 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) **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.

In our example, the Ending point option now shows the last sequenced label number: 350. This value is automatically filled in if you enter a Number of labels value. You can also type this value yourself, as with the Starting point value. (If you had typed this number yourself, the Number of labels option would automatically display the number of labels to print: 11.)



**Note:** You can enter a Starting point number greater than the Ending point number to decrement a sequence. For example, if you type a Starting point of 8, a Change by value of 2, and an Ending point of 2, the system will print these labels: 8, 6, 4 and 2. To decrement a sequence, you must enter an Ending point value.

- 6) **After selecting all options, press Enter.**

The following marker appears in the text entry area:







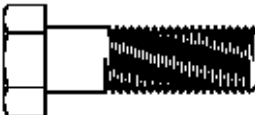
To check or change any of the sequence values, position the cursor on the sequence marker and press the Sequence key. Make any necessary changes and press the Enter key.

- 7) **Type the text, if any, that comes after the sequenced text.**

To create our example, you would type -96.

## Working with bar codes

Use the Bar Code function to insert a bar code on a label. All you need to do is select bar code options and enter the type of information the bar code will contain. The system converts the information into bar code characters as shown in the following example.

Part      ¶ 1234 ¶ ■ =	 : 1  : 1  : 2 013.75
<div>Part Number:  </div>	

In the example above, notice the text “12345” in the text entry area. This text is surrounded by bar code markers ¶. All characters following a bar code marker are treated as bar code information and print as a bar code, until a second bar code marker is encountered and bar coding is turned off.

You can select a variety of bar code options, or attributes. These include the bar code symbology, bar code height and whether or not the human-readable text prints below the bar code.



**Note:** Only one bar code symbology and one set of attributes can be in effect in the text buffer at one time. To change the symbology or other attributes, save the current bar code label in a file, clear the text buffer and create a new label.

The line spacing setting, type style, type size and all type options are ignored for the bar code itself but are applied to text before or after the bar code. If the area containing the bar code uses a background color, the color is ignored for the bar code.

# Inserting a bar code on a label

## 1) Select the bar code options you want to use.

Refer to **Selecting bar code options** on page 3-32.

## 2) Press the Bar Code key.

A bar code marker appears in the text entry area.



## 3) Type the bar code characters.

The supported bar code symbologies can each contain a maximum of 50 characters.

## 4) If you are using a Code 128 symbology, type any necessary special characters.

This feature applies ONLY to Code 128 bar codes.

Hold down the Alt key and press the Bar Code key.

- In the Enter ASCII/Special Chars window, type the characters. Characters include ASCII characters less than decimal code 32, ASCII characters 123 to 127, and four non-data function characters (F1, F2, F3 and F4).
- Press Enter to close the window. The special bar code character marker appears in the text entry area.



## 5) Press the Bar Code key.

A bar code marker appears after the bar code characters you typed. When you print the label, the characters between the markers are used to create a bar code with the symbology you selected.

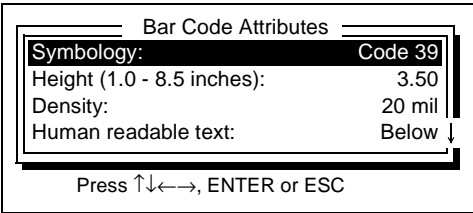


# Selecting bar code options

Follow this procedure to choose bar code attributes, including the symbology, for all labels in the text buffer:

1) **Hold down the Shift key and press the Bar Code key.**

The Bar Code Attributes window displays.



- 2) **Press the ↑ or ↓ key to move the cursor to the option you want to set.**
- 3) **When the option you want to set is highlighted, press the ← or → key to scroll through the available settings. (Refer to the table below.)**
- 4) **When the settings you want to use are displayed, press Enter.**

Bar code option	What it does
Symbology	Sets the bar code symbology. The available symbologies are Code 39, Code 128A, Code 128B, Code 128C and Interleaved 2 of 5.
Height	Determines the bar code height. Enter values from 0.25 to 8.5 inches (default is 1.0) or from 6 to 215 mm. The unit of measure is the Length units setting. (Refer to <b>Setting system defaults</b> on page 1-26.) This height does not include the human-readable text.
Density	Controls the width of the bar code's narrow elements. This setting determines the width of the quiet zone (the clear space that precedes the bar code's start character and follows the stop character). The quiet zone width is ten times the density value you select. Choose 10, 20, 40, 50, 60, 80 or 100 mils.



Human readable text	Specifies whether or not human-readable text is printed with the bar code. Choose Below (default) or None.
Start/Stop in HR text	Determines whether or not the start and stop characters are printed in the human-readable text. Choose Off (default) or On.
Check character	Controls whether or not a check character is printed for the bar code. Choose Off (default) or On.
Human readable text size	Sets the size of the human-readable text. You can select a type size from the available settings. You can also select the Auto setting, which scales the text to 25 percent of the bar code height. If the Human readable text option is set to None, this setting is ignored. The unit of measure is the Type size units setting. (See <b>Setting system defaults</b> on page 1-26.)



# Chapter 4: Printing

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This chapter provides information on printing labels and about the system's ribbon and tape supplies. Topics include:

- Working with supplies on page 4-1, with sections on supply tape, supply ribbon and selecting a ribbon type, how to swap ribbons during printing, how to change supplies, and more.
- Printing labels on page 4-9, with information on how to print multiple copies of labels and how to change the print density and thermal energy for a print job.

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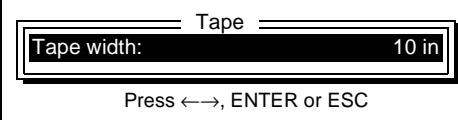
## Working with supplies

This section provides information on using your system's ribbon and tape supplies. Refer to **Setting up your system** on page 1-2 for information on installing ribbon and tape in the system.

## Supply tape

Part of creating a label involves choosing the width of the tape on which you'll print the label. Your system supports tape widths from 4 to 10 inches (100 to 254 mm) in a variety of colors. The system doesn't need to know the tape color but does need to know the width. The width information is stored in the memory cell flag located on each tape cartridge, and the system reads that information when you turn on the system, when you retrieve a file stored in memory, when you change the tape and when you print. Information about the tape width that was used is stored with a label when you save it; when you retrieve the file, a message appears if the installed tape isn't the correct width.

When you turn on the system, the system checks the width of the installed tape. If no tape is installed, the "Unknown supply type" message displays, and you're prompted to install the tape. If you press a key to continue *without* installing a tape cartridge, the Tape window displays as shown below.



The screenshot shows a window titled "Tape" with a sub-header "Tape width:". To the right of the sub-header, the value "10 in" is displayed. Below the window, a prompt reads "Press ←→, ENTER or ESC".

This window allows you to choose the tape width you want to use when creating labels without installing the tape. Press the ← or → key to display the width you want to use, then press Enter. The default is 10 in (254 mm). The unit of measure is the Length units setting selected in the Setup window. (Refer to **Setting system defaults** on page 1-26.)



**Note:** The settings you choose in this window are in effect until you print or turn the system off.



**Note:** Use the Status key to display tape supply information, such as the amount of tape remaining in the installed supply. Refer to **Checking system status** on page 1-29.

---

# Supply ribbon

As you create your labels, you'll have the opportunity to decide which ribbon colors to use for printing the labels. You have great flexibility in choosing your colors, since all colors on the palette are available to you at all times, regardless of what kind of ribbon you install. (In fact, you can even compose your label *without* installing a ribbon. See **Operating the system without supplies installed** on page 4-7 for details about how you can use this feature.)

Your system supports both **paneled ribbons**, which contain multiple colors in the same ribbon cartridge, and **monochrome ribbons**, which contain one color. You can print your label:

- By using a single ribbon of either type, using only the color(s) on the ribbon for your design.
- By swapping various monochrome ribbons in and out during a single print job, which means you can use multiple monochrome ribbons to print a label you designed while a paneled ribbon was installed.
- By swapping monochrome and/or paneled ribbons during a single print job.



**Note:** If you change ribbons or tape during label composition, the system keeps the **length** restrictions in place from the original ribbon and tape installed. If you start with a 14-inch paneled ribbon and decide to install a continuous color monochrome ribbon, the original 14-inch limitation still exists and will continue for that label and all other labels in that file.

Color listings, however, **are** updated to show the currently installed ribbon color(s).

---

However, because the system looks at the installed supplies to determine the rules you must follow, the procedure you use to compose and print your label differs according to the ribbon you install.

The information your system needs is stored in the memory cell flag located on each ribbon cartridge. The system reads that information every time you:

- Turn on the system
- Retrieve a file stored in memory
- Change the tape or ribbon
- Print any label

The system uses the ribbon supplies installed in your system during label composition to determine the rules you must follow for selecting colors and to determine the maximum label length supported. (See **Setting label length** on page 3-13 for a table of information about maximum supported lengths.)

- For example, when you have installed a **paneled ribbon**, the length of the panels on the ribbon determine the maximum length of the label you are creating. If you compose the label with too many lines, the system will display a message warning you that the label is too long. This doesn't mean that you cannot *print* that label. You can work around the maximum length by using a combination of continuous color monochrome ribbons when you print. It does mean that however that while you are composing the label, you won't be able to see more of the label than the maximum panel length set by the installed ribbon.
- But when you have installed a **continuous color monochrome ribbon**, the system can't tell whether you are planning to create a single color-job, or whether you are planning to swap in various ribbons to create a multi-color job. When the system detects a continuous color monochrome ribbon installed, it assumes you are creating a single color label, *until* you select a second color within the same label. At that point, the system checks the label length to see if your label text already exceeds the supported length:
  - **If the label length is too long**, it displays a message and you need to correct it. (See **Correcting multiple line problems** on page 2-8 for instructions.)
  - **If the label length is within the supported length** when you select the second color, no message is displayed and you can continue.

(You should keep in mind that other changes besides color can affect the length of the label as well. For example, changing the font size or adding an area could increase the length of the text. In those cases, the system displays a message informing you, and you must correct the label in order to print it. See **Adding lines, labels and areas to freeform labels** on page 2-7 for details.)

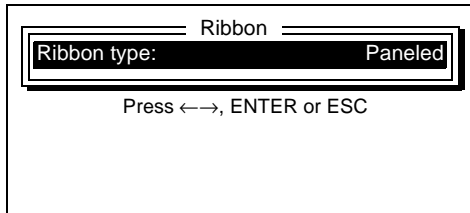


**Note:** Use the Status key to display ribbon supply information, such as the width of the installed supply. Refer to **Checking system status** on page 1-29.

---

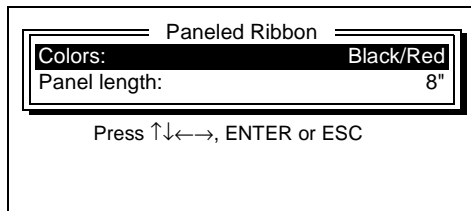
## Selecting ribbon type

When you create a label, the system uses color information from the installed ribbon. As noted in the previous section, when you turn on the system, the system checks which type of ribbon is installed. If no ribbon is installed, the “Unknown supply type” message displays, and you’re prompted to install the ribbon. If you press a key to continue *without* installing a ribbon cartridge, the Ribbon window displays as shown below (see **Operating the system without supplies installed** on page 4-7 for details). This window allows you to choose the type of ribbon you want to use for the label without installing the ribbon.



Press the ← or → key to display either Paneled or Monochrome, then press Enter.

- **Paneled**—If you choose Paneled, the Paneled Ribbon window displays. You can select ribbon colors and panel length. When you create labels, you can choose from these colors. (You can also print more colors by swapping ribbons. See **Supply ribbon** on page 4-3 for details.) When you print the labels, you need to install the paneled ribbon you selected here.
- Press the ↑ or ↓ key to highlight the option you want to set, then press the ← or → key to display the setting you want to use. When you’re done, press Enter.



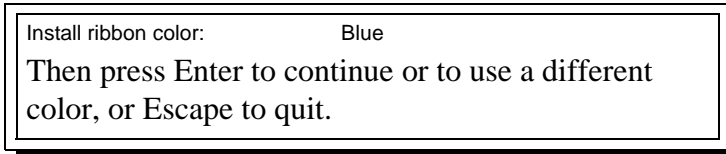
**Note:** The settings you choose in this window are in effect until you print or turn the system off.

- **Monochrome**—If you choose Monochrome, no further settings are required.

## Swapping ribbons during printing

When you compose your label and choose print, the system analyzes the job and determines what ribbons are needed to print the label. This process applies to both paneled ribbons and continuous color monochrome ribbons.

During the print process, if substitution is necessary, the system prompts you to install specific ribbon colors. For example:

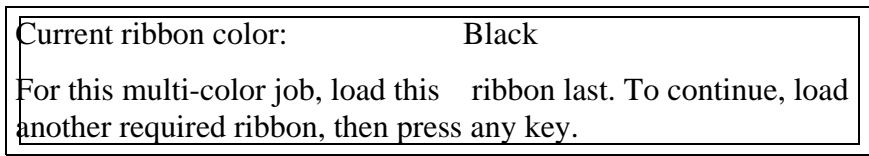
A screenshot of a system prompt box with a double border. The text inside reads: "Install ribbon color: Blue" followed by "Then press Enter to continue or to use a different color, or Escape to quit." on the next line.

Install ribbon color: Blue

Then press Enter to continue or to use a different color, or Escape to quit.

You change the ribbon as specified, then press Enter to continue your print job. The system checks to see if the new ribbon is installed, and then checks to make sure the new ribbon is appropriate for the print job. If there are any problems with the installed ribbon, the system prompts you for corrections or for substitutions, where appropriate.

For example, if your currently installed ribbon is a continuous color monochrome black ribbon and you are starting a multi-color print job, you'll see this message:

A screenshot of a system prompt box with a double border. The text inside reads: "Current ribbon color: Black" followed by "For this multi-color job, load this ribbon last. To continue, load another required ribbon, then press any key." on the next line.

Current ribbon color: Black

For this multi-color job, load this ribbon last. To continue, load another required ribbon, then press any key.

This is because the system knows that for best print quality, black should be the final color printed.

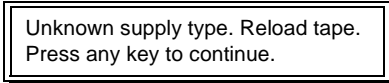
You can override these system messages simply by not changing the ribbon, then continuing the print job.



## Operating the system without supplies installed

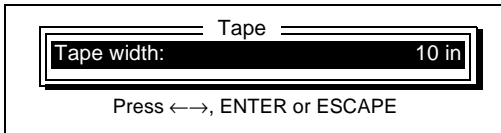
The supplies you install in the system determine the physical characteristics of the labels you create and edit. But under certain circumstances, you may want to power on the system without installing supplies first. The system then prompts you for the supply attributes you will eventually use to print the label you create.

It first asks you to load the tape or ribbon, as shown in this example:

A rectangular box with a double-line border. Inside, the text reads: "Unknown supply type. Reload tape. Press any key to continue."

Unknown supply type. Reload tape.  
Press any key to continue.

The message displays until you press a key to continue. If you do not install a tape, the system starts prompting you to provide the supply attributes—that is, for a tape, the width, for a ribbon, the type and colors if the type is paneled—for the new label. For example:

A rectangular box with a double-line border. Inside, at the top, is the word "Tape" flanked by horizontal lines. Below this is a smaller box with a single-line border containing the text "Tape width:" followed by a cursor and the value "10 in". At the bottom of the main box, it says "Press ←→, ENTER or ESCAPE".

Tape

Tape width: 10 in

Press ←→, ENTER or ESCAPE

The choices you make are kept with the label you create, and are active for your current work session.

## Changing supplies

Whenever you install new tape or ribbon supplies, the system checks the supply's width, type and color. The following messages may display.

- **Unknown supply type**—Displays if you turn the system on without installing ribbon or tape. See **Selecting ribbon type** on page 4-5 for information on responding to the message. This message also displays if an error occurred in reading the supply memory cell.
- **X.XX inch ribbon needed**—Displays if the widths of the installed ribbon and tape are incompatible (for example, a 6.25" ribbon is installed with a 10" tape). A similar message appears during printing if you install the incorrect ribbon width.
- **Unknown Ribbon/Tape Colors**—Displays if the ribbon or tape color does not match any of the standard system colors. This may occur if new supply colors are introduced after the system is manufactured.

In the window that displays, you can type your own custom tape or custom ribbon color name. This color name will then automatically be used each time you install this tape or ribbon color. You can later use the Setup key to change the tape and ribbon colors you entered, as described in “Setting system defaults” on page 1-page 1-26.

## Supply storage and handling

When handling supplies, avoid touching the tape and ribbon as much as possible. Store supplies in their original cartons in a cool, dry place. If you don't store supplies in the cartons, stand them on end with the flag end up. For further information, refer to Chapter 7: Maintaining the system.

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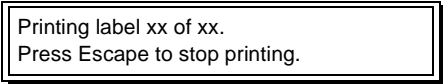
# Printing labels

Press the Print key on the labeling system keyboard to print all the labels currently entered in the text buffer. If you have typed multiple labels by using the New Label key, all labels will print even though you cannot see all of them on the screen. Any labels that are blank are not printed.

After you press Print to start the print job, you'll see the "Composing" message with an animated icon called a "spinner." The rotating spinner tells you that the system is working on composing the print job before it actually starts printing. (The rotating spinner appears whenever the system displays the "Please wait" message as well.) The message disappears when the printer is ready to start printing.

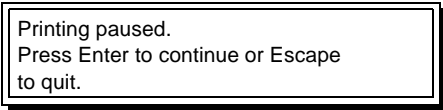
Here are some things to note about printing:

- Before printing a large number of labels, use the Status key to check that you have plenty of tape in the printer. Refer to "Checking system status" on page 1-29.
- Before printing begins, the system checks that the appropriate supplies are installed. Refer to **Working with supplies** on page 4-1 for further information. When printing starts, the following message displays:



Printing label xx of xx.  
Press Escape to stop printing.

- The Number of copies option determines how many copies of each label are printed. All copies of one label are printed before the next label prints. Refer to "Printing multiple copies" on page 4-page 4-11.
- The Pause between labels option determines whether or not the system pauses after printing each label. Refer to "Setting system defaults" on page 1-page 1-26 for details on turning the pause option on and off. If the pause option is on, this message appears each time the system encounters a new label when printing:



Printing paused.  
Press Enter to continue or Escape  
to quit.

To continue printing the labels, press the Enter key. Printing continues from where it left off. To stop printing, press the Escape key.

- To prevent tape jams in your system, NEVER turn the system off while it is printing. If a jam does occur, you may be able to clear it by opening the printer cover and rewinding the tape onto the tape spool. DO NOT try to clear a jam using screwdrivers or similar tools; this could cause damage to the cutter mechanism.
- To stop printing at any time, press the Escape key. This message appears:

Continue printing?	No
--------------------	----

To stop printing, choose No. The system advances and cuts the tape for you. To continue printing, choose Yes (if necessary, you can install new supplies first). Printing continues from where it left off.

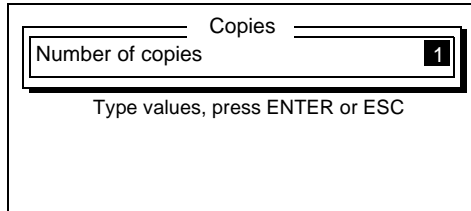
- The system automatically cuts the tape after printing each label.
- You can advance and cut the tape at any time by pressing the Cut key.
- The Leader/trailer length option determines how much blank tape there is at the beginning and end of each label. (Refer to “Setting system defaults” on page 1-page 1-26.)

Note that your system was designed to prevent tape from being wasted. When you start printing, if more tape is advanced than is needed for the leader/trailer length, the system will rewind the tape to the appropriate spot.

---

## Printing multiple copies

When a label is displayed in the text buffer, you can select how many copies of that label should be printed. To set this option, press the Repeat key on the labeling system keyboard, type a number between zero and 99 and press Enter. The default value is 1.



Copies

Number of copies 1

Type values, press ENTER or ESC

Whenever you print the label, the system will generate the number of copies you chose here. To prevent a specific label from printing, type a zero for this option.



**Note:** If needed, you can enter a different number of copies for every label. Just display each label, press the Repeat key and enter a value. The value you select for each label will be saved if you save the labels in a file.

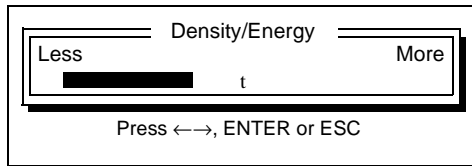
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## Changing print density/thermal energy

Use the Density key on the labeling system keyboard to adjust the print density by increasing or decreasing the thermal print energy. You can change this setting while labels are printing or at any other time.

To change the setting, press the Density key to display the Density/Energy window shown below.



- Press the → key if you are seeing incomplete characters, poorly filled text or a poor leading edge line.
- Press the ← key if the ribbon is bonding to the tape.
- The arrow in the center of the density indicator represents the normal setting.
- When you turn the system off, the setting is saved and will be in effect when you turn the system back on. However, the option returns to the normal setting whenever you change the ribbon or tape supply.

# Chapter 5: Label Storage

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Your labeling system allows you to save the labels you create so that you or other users can use them again without having to retype. You can store labels in files, much as you do on a computer. This chapter describes how to save, retrieve, copy and delete those files.

You can save label files in two places, **resident memory** and **memory cards**, both of which are described in this chapter.

- Resident memory is standard storage space is available inside of each system, and is comparable to the hard disk space on a computer.
- Memory cards are special cards comparable to computer floppy disks. You insert the cards in one of the slots on the right side of the system. These cards allow different users to store labels on their own cards, and allow you to categorize your labels and save different types on different cards. You can purchase memory cards from your labeling system distributor.

# Installing and removing memory cards

Before you can save, retrieve or delete files from a memory card, you need to install the card in the labeling system. There are two memory card slots located on the right side of the system (if you are facing the display window).

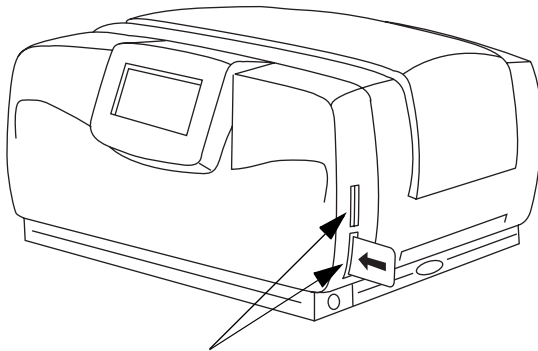
You can insert the card you want to use in either slot. If there is no card in the top slot, the system automatically checks the bottom slot. However, if there are cards in both slots, the system always uses the card in the top slot. (If you want to erase a memory card as described in **Clearing a memory card** on page 5-12, you must insert the card in the top slot.)



**Note:** You don't need to turn off the system before installing or removing a memory card.

- 1) If you need to remove a memory card that's already installed, push in the black button above the slot to release the card, then pull the card out.
- 2) Slide the new card firmly into the slot as far as it will go.

When the card is properly installed, the black release button above the slot will pop out.



Memory card slots

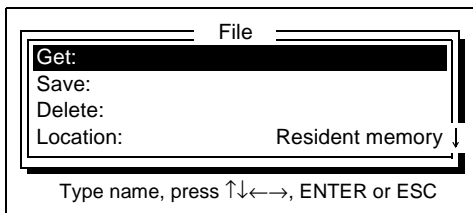


## Checking available memory

Before you save labels, you may want to check that there is enough memory available either internally or on the memory card you want to use. Follow these steps:

- 1) **To check the memory available on a memory card, first install the card as described in Installing and removing memory cards on page 5-2.**
- 2) **Press the File key on the labeling system keyboard.**

The File window displays.



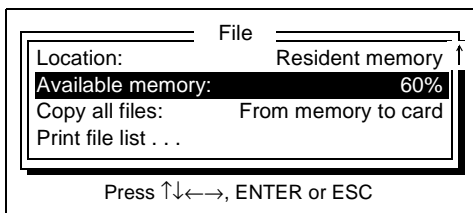
File

Get:  
Save:  
Delete:  
Location: Resident memory ↓

Type name, press ↑↓←→, ENTER or ESC

- 3) **Use the ↑ or ↓ key to move the cursor to the Location option. Then use the → key to display Resident memory or Memory card, depending on which memory location you want to check.**
- 4) **Press the ↓ key to move the cursor to the Available memory option.**

The value indicates the percentage of memory that's available. In the example below, 60% of the resident memory remains available.



File

Location: Resident memory ↑  
Available memory: 60%  
Copy all files: From memory to card  
Print file list . . .

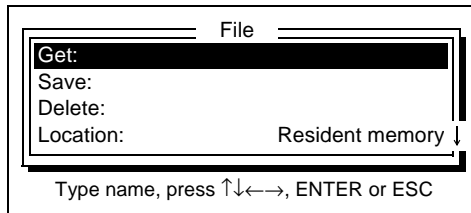
Press ↑↓←→, ENTER or ESC

# Saving files

Follow these steps to save your labels in a file in the system's internal memory or on a memory card. All information currently in the text buffer will be saved.

- 1) **To save the file on a memory card, first install the card as described in Installing and removing memory cards on page 5-2.**
- 2) **Press the File key on the labeling system keyboard.**

The File window displays.



File

Get:  
Save:  
Delete:  
Location: Resident memory ↓

Type name, press ↑↓←→, ENTER or ESC

- 3) **Use the ↑ or ↓ key to move the cursor to the Location option. Then use the → key to display Resident memory or Memory card, depending on where you want to save the file.**
- 4) **Use the ↑ or ↓ key to move the cursor to the Save option.**
- 5) **Type a name for the file (up to eight letters and/or numbers). To use an existing file name, use the ← or → key to display the name of the file you want to use.**

The system automatically adds an extension to the file name that you cannot change. For example, files not created with a specialty application will have an extension of.OS (as in mylabel.os).

## 6) Press Enter.

- If you chose a file name that already exists, you're asked if you want to overwrite it. Choose Yes to erase the old file and replace it with the new file; choose No to return to step 5 and enter a different file name.
- If there is not enough memory available to save the file, a "Memory full" message displays. You need to either save to a different memory card or delete some files from resident memory or the card you're using. (Refer to **Deleting saved files** on page 5-10.)
- If the text buffer is empty, a "No text to save" message displays.
- A "File saved" message displays after the file has been successfully saved.

# Getting saved files

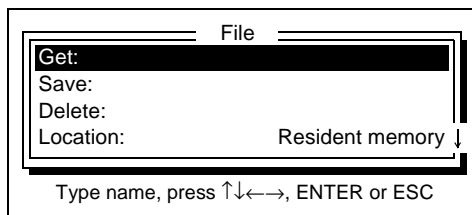
Follow these steps to retrieve a file that was previously saved in resident memory or on a memory card. When you retrieve a file it is placed in the text buffer so you can print or edit it, and all of the settings that were selected for that file are in effect.

**1) To retrieve a file stored on a memory card, insert the card in a card slot.**

Install the card as described in **Installing and removing memory cards** on page 5-2. If cards are installed in both slots, you can retrieve files from the card in the top slot.

**2) Press the File key on the labeling system keyboard.**

The File window displays.



File

Get:  
Save:  
Delete:  
Location: Resident memory ↓

Type name, press ↑↓←→, ENTER or ESC

- 3) Use the ↑ or ↓ key to move the cursor to the Location option. Then use the → key to display Resident memory or Memory card, depending on where the file you want to retrieve is stored.**
- 4) Use the ↑ or ↓ key to move the cursor to the Get option.**
- 5) Type the name of the file you want to retrieve (including the extension, such as.OS), or use the ← or → key to display the name of the file.**
- As you press the ← or → key, the system lists the next file stored in the selected location. Continue pressing the key to scroll through all file names.
  - If you type a name, the system displays the first file name that matches what you typed as a way of helping you locate the file more quickly. For example, if you type “abc” the system displays the name of the first file it finds that begins with “abc.”

6) **When the name of the file you want to retrieve is displayed, press Enter.**

- If the file was found, it is placed in the text buffer.
- If the retrieved file was created with a specialty application, the system launches that application. For example, the Signs application will automatically open if the file was saved using that application.
- If the system couldn't locate the file, a "File not found" message displays.
- If the specialty application used to create the file doesn't exist on the labeling system, an "Application not found" message displays and the file is not opened.
- If there is text in the text buffer that you haven't saved, this message displays:

Overwrite text?	No
-----------------	----

- Choose Yes to erase the content of the text buffer and open the file; choose No if you do not want to erase the content of the text buffer. (If you choose No, you can save the text buffer contents before retrieving the file.)
- If the file being retrieved uses a supply width different from the supply that is installed, a message similar to this one displays:

X.XX inch tape needed. Press any key to continue.
---

- Press any key. If the file's content will not fit on the installed supply because it contains too many lines or too large a type size, the file is not retrieved. If the file's content will fit on the installed supply, the message still appears but the file is retrieved. See **How installed ribbons affect label composition** on page 2-6 for more information.
- Color settings may have been saved with the file, depending on the type of ribbon used to create the file. When you print, messages may display if the ribbon doesn't match the setting used to create the file. Refer to **Working with supplies** on page 4-1.

# Copying files to or from a memory card

Use this procedure to copy all the files stored in resident memory to a memory card, or to copy all files stored on a memory card to resident memory. To copy between cards, copy files from a memory card to resident memory, then from resident memory to a memory card.



**Note:** Copying to a memory card overwrites all existing files on the card. Copying from a memory card to resident memory doesn't overwrite files; the files are added to the list of existing files.

## 1) Insert the memory card.

Install the card as described in **Installing and removing memory cards** on page 5-2. Insert the memory card you want to copy to or from in either card slot. If there are cards in both slots, the system uses the card in the top slot.

## 2) Press the File key on the labeling system keyboard.

The File window displays.

File

Get:  
Save:  
Delete:  
Location: Resident memory ↓

Type name, press ↑↓←→, ENTER or ESC

- 3) Use the ↑ or ↓ key to move the cursor to the Copy all files option as shown below. Then use the → key to display either From resident memory or From memory to card.

File

Location: Resident memory ↑  
Available memory: 60%  
Copy all files: From memory to card  
Print file list . . .

Press ↑↓←→, ENTER or ESC

**4) Press Enter.**

- If you are copying files to a memory card that contains files, you're asked whether or not you want to overwrite the files on the card. Choose Yes or No.
- If you are copying files to resident memory, and a file with the same name already exists, you are asked if you want to overwrite the existing file. Choose Yes if you want to overwrite the file or No if you don't want to copy that file.

The files are copied to the specified location, and the "All files copied" message displays.

# Printing a list of saved files

Use this procedure to print a list of the files stored in either resident memory or on a memory card.



**Note:** Before using this function, you need to clear all text from the text buffer. Save the text if you want, then press the Clear key.

## 1) To print a list of the files stored on a memory card, insert the card in a card slot.

Install the card as described in **Installing and removing memory cards** on page 5-2. If cards are installed in both slots, the list of files for the card in the top slot will be printed.

## 2) Press the File key on the labeling system keyboard.

The File window displays.

File

Get:  
Save:  
Delete:  
Location: Resident memory ↓

Type name, press ↑↓←→, ENTER or ESC

## 3) Use the ↑ or ↓ key to move the cursor to the Location option as shown below. Then use the → key to display either Resident memory or Memory card, depending on which file list you want to print.

File

Location: Resident memory ↑  
Available memory: 60%  
Copy all files: From memory to card  
Print file list . . .

Press ↑↓←→, ENTER or ESC

## 4) Move the cursor to the Print file list option and press Enter.

The list of files is printed on the labeling system using the installed supply. File names are printed in all capital letters, and file extensions are included.

## Deleting saved files

Follow these steps to delete a file that was previously saved in resident memory or on a memory card. Once you delete a file, there is no way to get it back again.

**1) To delete a file stored on a memory card, insert the card in a card slot.**

Install the card as described in **Installing and removing memory cards** on page 5-2. If cards are installed in both slots, you can delete files from the card in the top slot.

**2) Press the File key on the labeling system keyboard.**

The File window displays.

File

Get:  
Save:  
Delete:  
Location: Resident memory ↓

Type name, press ↑↓←→, ENTER or ESC

**3) Use the ↑ or ↓ key to move the cursor to the Location option as shown below. Then use the → key to display either Resident memory or Memory card, depending on where the file you want to delete is stored.**

File

Location: Resident memory ↑

Available memory: 60%  
Copy all files: From memory to card  
Print file list . . .

Press ↑↓←→, ENTER or ESC

**4) Move the cursor to the Delete option shown below.**

File

Get:  
Save:  
Delete:  
Location: Resident memory ↓

Type name, press ↑↓←→, ENTER or ESC



- 5) **Type the name of the file you want to delete (including the extension, such as.OS), or use the ← or → key to display the name of the file.**

As you press the ← or → key, the system lists the next file stored in the selected location. Continue pressing the key to scroll through all file names.

- 6) **When the name of the file you want to delete is displayed, press Enter.**

If the system couldn't locate the file, a "File not found" message displays. If the file was found, this message displays:

Are you sure?	No
---------------	----

- 7) **Choose Yes to delete the file. Choose No if you decide not to delete.**

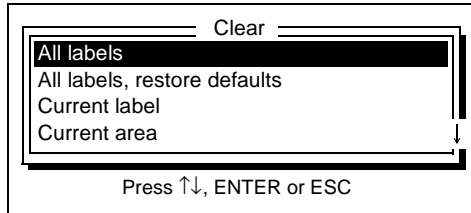
If you chose to delete the file, a "File deleted" message displays after the file has been erased.

# Clearing a memory card

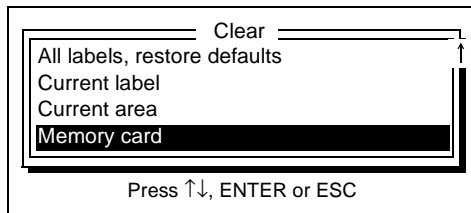
Use this procedure to delete *all* files that were previously saved on a memory card. Once you delete the files there is no way to get them back, so be sure you want to erase the files.

**1) Press the Clear key on the labeling system keyboard.**

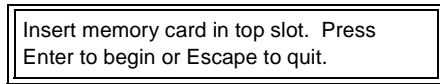
The Clear window displays.



**2) Move the cursor to the Memory card option as shown below and press Enter.**



This message displays:



**3) Insert the memory card in the TOP card slot.**

Install the card as described in **Installing and removing memory cards** on page 5-2.

**4) Press Enter to erase the card.**

When the “Are you sure” message displays, choose Yes or No. If you choose Yes, the “Memory card cleared” message displays after the card has been erased.

# Chapter 6: Using the printer with a PC

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In addition to functioning as a stand-alone system, your labeling system can be connected to a PC and used much like any other printer. This allows you to create labels and signs in PC applications, such as the MARKWARE™ Tape and Label Software application, and to print them directly to your labeling system.

To use your labeling system with a PC, you need to do the following:

- Install the print driver on the PC.
- Connect the PC to the labeling system.
- Turn the labeling system on so that the “On line” message displays (or press the On Line key on the labeling system keyboard to put the system on line). When you start your system, it checks whether or not a keyboard is attached. If a keyboard isn’t attached, the system assumes it will be connected to a PC and automatically displays the “On line” message.

Once the labeling system is connected to the PC, you can launch a PC application, create a label and print it on the printer.

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# Requirements

The items you need in order to use your labeling system with a PC are listed below. Contact your labeling system distributor to purchase a kit containing the necessary cable and drivers.

- A PC running Windows 2000 or Win XP operating system (Win 95, Win 98, Win 98 SE, and NT 4.0 are not supported).
- USB cable to connect your printer to your PC.
- PC software that you can use to create labels, such as the MARKWARE™ Tape and Label Software application.

# Setting up the print driver

This section describes how to install the labeling system print driver on the PC and how to configure the driver options that apply specifically to the labeling system.

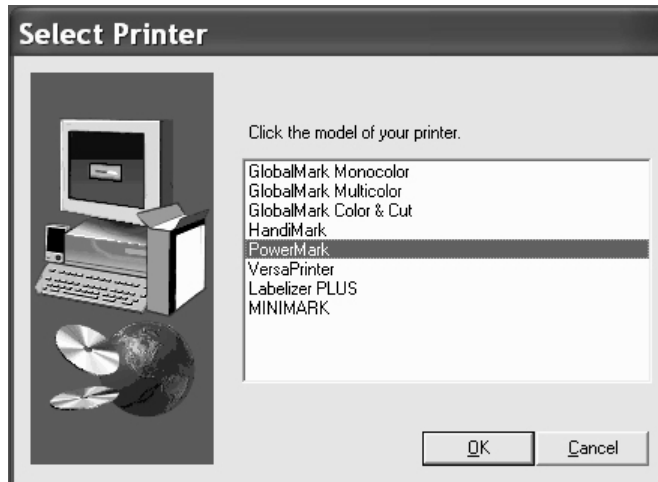
## Installing the print driver

Follow these steps to install the labeling system print driver on the PC.

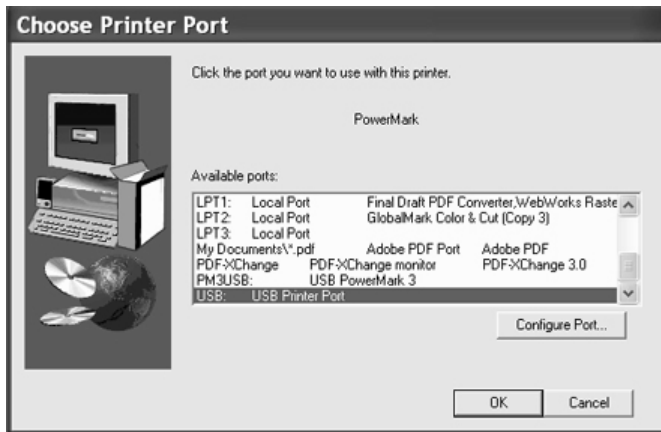
- 1) Insert the **POWERMARK® Sign and Label Maker Print Drivers** CD into your CD-ROM drive. The **Choose Setup Language** dialog box displays.



2. Select an installation language and click **OK**. The InstallShield Wizard initiates the printer setup procedure; the **Select Printer** dialog box displays.



3. Select **POWERMARK** from the printer list and click **OK**. The **Choose Printer Port** dialog box displays.



4. Select **USB** and click **OK**. The **Printer Setup: InstallShield Wizard Complete** dialog box displays.

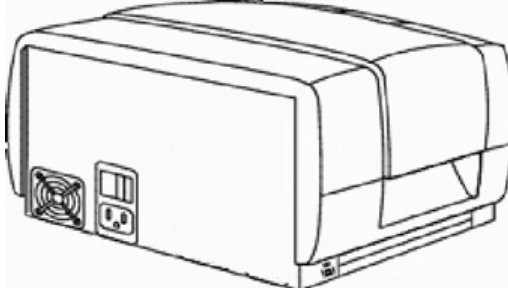


5. Click **Yes** to restart your computer or **No** to restart your computer later. Click **Finish**.

# Connecting the system to a PC

To connect the labeling system to a PC, follow the steps below.

- 1) **Turn off the PC, the labeling system and any devices connected to the PC.**
2. Plug the USB cable into the side of the labeling system.



3. Plug the other end of the cable into a USB slot on the PC
4. Turn on the PC.
5. Disconnect the keyboard from the labeling system and turn on the labeling system power switch.

The labeling system displays the “On line” message to indicate that it is ready to receive information from the PC. You can also put the labeling system on line with the keyboard attached after the labeling system is turned on; to do this, press the **On Line** key on the labeling system keyboard.

## Printing from a PC

Before printing labels from a PC application, be sure you have installed the print driver. To create your labels in a Windows application, such as the MARKWARE™ Tape and Label Software application, choose the **Print** command as you normally would, and select your labeling system as the printer.

The printing process works as described in Chapter 4: Printing. The differences are listed below:

- When you are printing with multiple colors, you are prompted to insert a new color when necessary. The message lists all colors remaining to be printed, and you can install any of the colors in the list.
- The maximum supported label length is 14 inches (355 mm) when the print job contains multiple colors; for single color jobs, the maximum length is 109 inches (2768 mm). If your label is longer than this, the “Page length is too long” message appears.
- If the PC is unable to establish bidirectional communication with the printer, a message prompts you to select the ribbon and tape colors that are currently installed. Choose the colors and click **OK**.



# Chapter 7: Maintenance

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This chapter provides information on procedures you should follow to keep your system running at its best

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## Cleaning the system

To keep your system operating at its best, we recommend that you clean the printhead each time you use up a ribbon cartridge. You should also clean the printhead if you experience print quality problems, such as lines, on your labels.



**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 keyboard keys.
- Use the lint-free (foam-tip) swabs included in the cleaning kit provided with your system and a 90% minimum isopropyl alcohol solution to clean the printhead and platen roller. You need to remove the ribbon cartridge in order to do this.

- Your system is equipped with special wipers designed to keep the ribbon and tape supplies as clean as possible to ensure high-quality output. The wiper pads need to be replaced periodically as they become dirty. We recommend replacing the pads after you use up approximately five rolls of ribbon or tape. Some replacement pads are provided with your system, and you can purchase additional pads from your labeling system distributor.

Illustrations in **Setting up your system** on page 1-2 show where the wiper pads are located. (Remove the ribbon cartridge to replace the ribbon wiper pad.) To replace a pad, just lift and peel it off the metal plate. Clean the plate with isopropyl alcohol to remove any remaining adhesive. Then remove the backing from a new wiper pad and place it on the metal plate. Place the pad carefully so that it lies flat.

---

# Maintaining the system

Follow these suggestions to maintain your system:

- Turn your system off when you are not using it.
- Store supplies in their original cartons in a cool, dry place. If you don't store supplies in the cartons, stand them on end with the flag end up.
- Keep a ribbon supply cartridge loaded in your system to protect the printhead.
- When handling supplies, avoid touching the tape and ribbon as much as possible.



# Signs Application

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The Signs application is one of the specialty applications that comes with your labeling system. The application allows you to quickly create a sign using one of 12 predefined layouts. All you do is choose the layout and size you want to use, and then the system leads you through the simple steps involved in creating content for the sign. Depending on which layout you choose, you may need to enter text, choose a symbol or select some options. When you're done, you can print or edit the sign or repeat the steps and create more signs using the same layout and size. The application also lets you save your signs and manage the files you create.

This document describes how to use the Signs application and all of its features. It contains these sections:

- ◆ Differences from standard operating system, page 2
- ◆ Starting the application, page 4
- ◆ Exiting the application, page 5
- ◆ Working with a new set of signs, page 6
- ◆ Working with saved signs, page 10
- ◆ Using content windows, page 11
- ◆ Printing signs, page 16
- ◆ Working with files, page 18
- ◆ Layouts, page 19

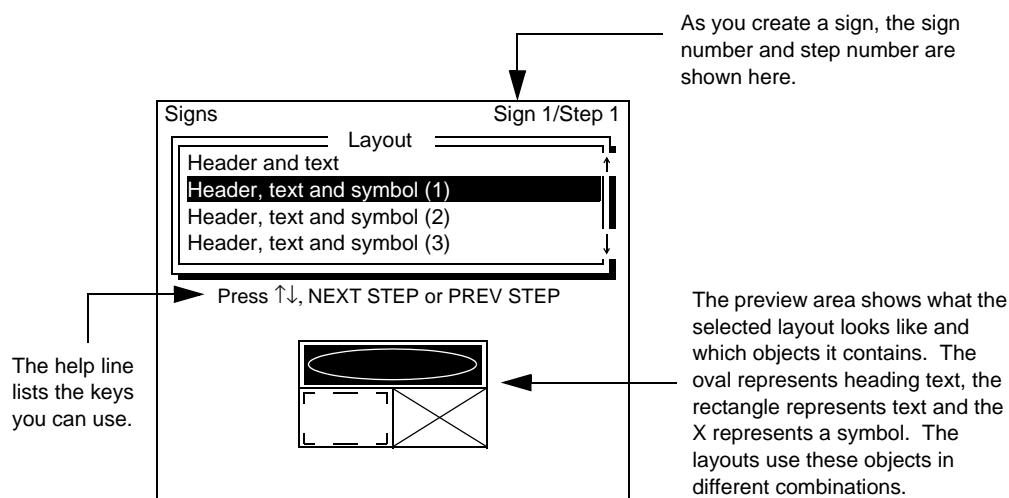
---

## Differences from standard operating system

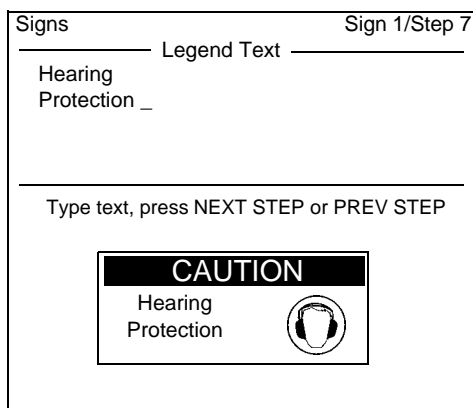
After you open the Signs application, the labeling system screen and other features work somewhat differently than in the standard operating system. These differences are listed below.

- ◆ When creating a sign with the Signs application, you need to use one of the predefined layouts and sizes. To create a sign using your own layout, use the standard operating system.
- ◆ All Signs application files are saved with the SN extension. When you're using any of the file functions within the Signs application, such as retrieving a file, you'll see only files with that extension.
- ◆ As you set up a sign's content, you may be asked to choose certain options such as a color for the header or settings for the sign's frame. The application automatically displays the option windows for you when appropriate, and you cannot display these windows using the keyboard. For example, you can't press the Frame key to display framing options. The only exception is that, if a text window is displayed, you can press some keyboard keys to select options for the text. For example, in a text entry window you can use the Font, Type Size and other formatting keys. Refer to "Using content windows" on page 11.
- ◆ Many keyboard keys are either not needed or not applicable while the Signs application is running, or are active in only certain windows. In general, you can always use the Next Step and Previous Step keys to move between steps in the process. (These keys are located on the far right side of the keyboard.) The help line on the screen indicates which navigation keys you can use, and this document describes which function keys you can use.

- ◆ When you create a new sign, the first step always requires you to select which layout you want to use from the 12 that are available. As shown below, the preview area initially shows an outline view of the selected layout. The sign and step number are shown in the top right corner of the screen.



- ◆ The second step in creating a new sign always requires you to select the size of the sign. The same layout and size are used for all signs you create in the text buffer at one time.
- ◆ After you choose a layout and size for the sign, you begin entering or selecting the sign's content. As shown below, the preview area shows what the sign looks like with the content you've selected. (Colors are not displayed in the preview area.) The preview area is normally updated when you press the Next Step key. If you are entering text, however, the preview is updated whenever you pause as you type.



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## Starting the application

There are two ways to launch the Signs application:

- ◆ By selecting it from the Application window. This window appears when you turn the labeling system on and when you press the App key. When the Application window displays, select Signs and press Enter. You can then choose what you want to do in the File Options window. Refer to the remaining sections in this document.



- ◆ By retrieving a Signs file while in the standard operating system. (Files saved within the Signs application contain the SN extension.) If you use this method, the Signs application opens automatically and retrieves the selected file. If the file contains more than one sign the Go To window displays, and you can choose the sign you want to work with. Refer to “Working with saved signs” on page 10.



**Note:** The setting selected for the Multi-color print option in the standard operating system determines which ribbon colors you can use within the Signs application. Since the Setup key is not available once you're in an application, you'll want to choose the appropriate setting *before* starting the Signs application. Refer to “Setting system defaults” in Chapter 1 of the main labeling system user guide.

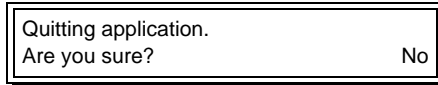
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## Exiting the application

You can exit the Signs application by selecting Exit from the File Options window or from the Task window. When you select Exit, this message displays:



- ◆ To exit, choose Yes. You return to the labeling system's Application window. Select Freeform to work in the standard operating system or select another application.
- ◆ If you decide not to exit, choose No. You return to the window you were in when you chose Exit.



**Note:** When you exit, the information in the text buffer isn't saved unless you've already saved it. If you need to save, choose No when the above message displays and save the file before exiting.

---

## Working with a new set of signs

When you create a sign, the application leads you through the steps involved. You start by choosing a layout and size that will be used for all signs you create in the text buffer. The application then displays windows in which you enter or select the sign's content. For example, if the layout you chose contains a symbol and some text, you are asked to select the symbol you want to use and type the text. You may also be given the chance to choose other options, such as a frame for the sign. The windows you'll see differ depending on which layout you chose. After making selections, simply press the Next Step key to continue.

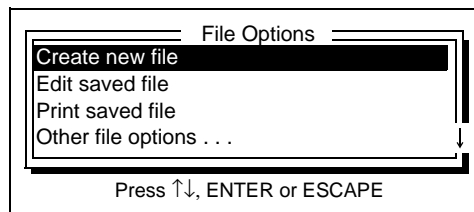


**Note:** Refer to “Layouts” on page 19 for details about each layout and its options.

Follow these steps to create a new sign in the text buffer:

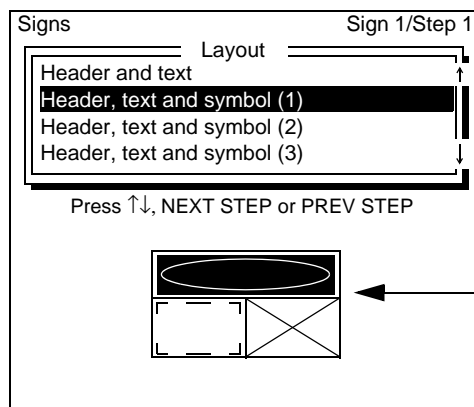
### 1) Display the File Options window in the Signs application.

This window automatically displays when you first choose Signs from the Application window. You can also display it by choosing Return to File Options window from the Task window in the Signs application.



### 2) Press the ↑ or ↓ key to highlight Create new file. Then press Enter.

The Layout window displays the types of signs from which you can choose. Press the ↑ or ↓ key to scroll through the options. As you scroll, the preview area shows an outline image of the layout.



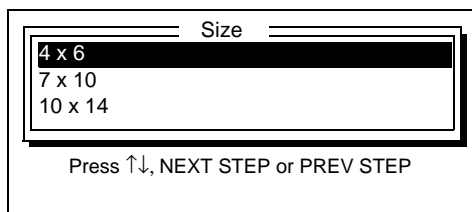
The preview area shows what the selected layout looks like and which objects it contains. The oval represents heading text, the rectangle represents text and the X represents a symbol. The layouts use these objects in different combinations.



**Note:** Because the layout you select here will be used for *all* signs you create in the text buffer, the Layout window only displays for the first sign you create in a new set of signs.

- 3) **Press the ↑ or ↓ key to highlight the name of the layout you want to use. Then press the Next Step key on the far right side of the keyboard.**

Next, the Size window allows you to select the size of the sign you're going to create. The sizes that are available depend on the layout you chose. Sizes display in the unit of measurement selected in the Setup function in the labeling system's main operating system. (Refer to "Setting system defaults" in Chapter 1 of the main labeling system user guide.)



**Note:** Because the size you choose is used for *all* signs you create in the text buffer, the Size window appears only for the first sign you create in a new set of signs.

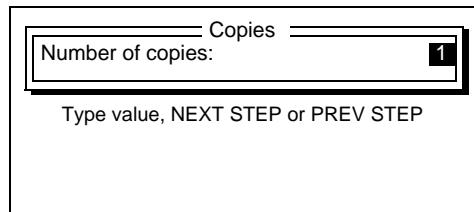
- 4) **Press the ↑ or ↓ key to highlight a size. Then press Next Step.**

After you've selected the sign's layout and size, you begin entering the sign's content. Which window appears next depends on the layout you chose and the objects the layout contains. You may need to enter text, select a symbol or choose options. The windows that may appear are listed below and described in "Using content windows" on page 11.

- ❖ Frame window
- ❖ Header/Header Color windows
- ❖ Legend Text window (When this window is displayed, you can use some of the keyboard function keys to format the text. Refer to "Legend Text window" on page 15.)
- ❖ Symbol window

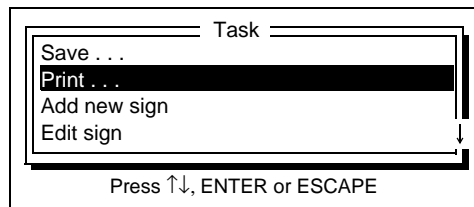
- 5) **Type text or select options as required. Then press Next Step. Continue doing this until you've entered or selected all of the sign's content.**

After you've entered all of the information needed to create the sign, the Copies window displays. This window lets you type the number of copies of this sign that you want printed. You can enter a different number for each sign in the text buffer.

A screenshot of the 'Copies' window. It has a title bar with the word 'Copies'. Below the title bar is a text input field labeled 'Number of copies:' with the number '1' entered. Below the input field is a prompt: 'Type value, NEXT STEP or PREV STEP'.

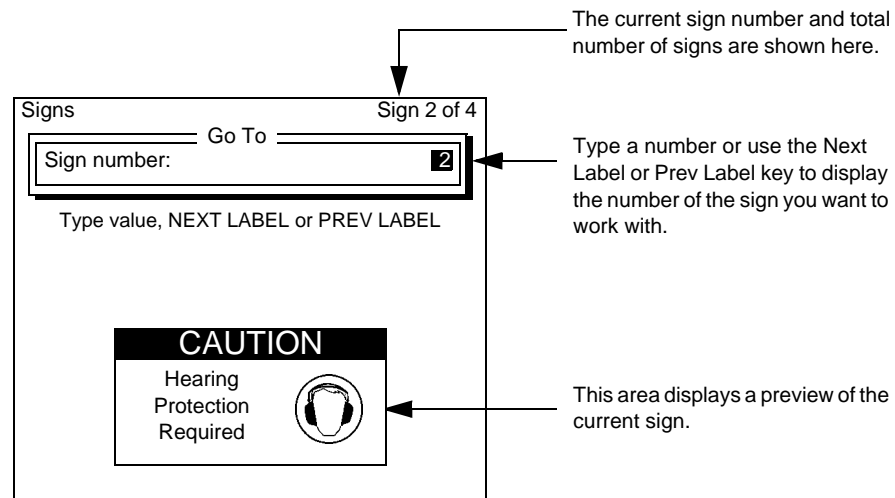
- 6) **Type the number of copies you want printed. Then press Next Step.**

The Task window displays choices for what you can do next.

A screenshot of the 'Task' window. It has a title bar with the word 'Task'. Below the title bar is a list of options: 'Save . . .', 'Print . . .', 'Add new sign', and 'Edit sign'. The 'Print . . .' option is highlighted with a black background. Below the list is a prompt: 'Press ↑↓, ENTER or ESCAPE'.

- ❖ **Save**—Lets you save the signs in the text buffer by entering a filename and choosing a location. Refer to “Working with files” on page 18.
- ❖ **Print**—Allows you to print all the signs in the text buffer or just a specific sign. Refer to “Printing signs” on page 16.
- ❖ **Add new sign**—Creates a new sign in the text buffer using the *same* layout and size you selected for the first sign. This allows you to create a set of similar signs and then save or print them all at once. After you select this option, you go through the steps of creating a sign just as you did for the first one. (If the previous sign contained a header, the same header text will be used by default although you can change it.) You can insert approximately 20 signs in the text buffer, depending on how much text they contain.
- ❖ **Edit sign**—Displays the Go To window in which you select the number of a sign currently in the text buffer that you want to edit. Choose a sign number as shown in the following illustration and press Enter. The information you originally entered for that sign is then displayed in the content windows just as

when you created it. You can change the text, select a different symbol and choose different option settings. You cannot change the layout or size.



- ❖ Delete sign—Displays the Go To window in which you select the number of a sign currently in the text buffer that you want to delete. Choose a sign number as shown above, then press Enter. When the “Are you sure?” message displays, choose Yes to delete the sign or choose No to keep the sign. You return to the Task window.
- ❖ Return to File Options window—Displays the File Options window which allows you to create a new set of signs, open or print a previously saved file, or perform other file-related tasks. Refer to the applicable section in this document. Note that when you choose this option, the signs currently in the text buffer are not saved unless you’ve already saved them.
- ❖ Exit—Exits the Signs application. See “Exiting the application” on page 5.

**7) Press the ↑ or ↓ key to choose what you want to do. Then press Enter.**

## Working with saved signs

When you finish creating signs in the text buffer, you can save them in a file as described in “Working with files” on page 18. You can open a saved file at any time to edit the signs’ contents, as described below.

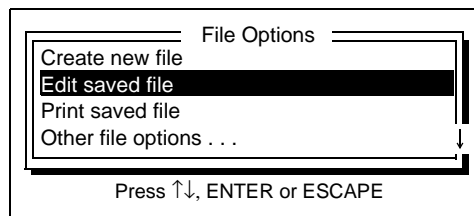


**Note:** When you edit signs stored in a file, you can change selections in any of the content windows and in the Copies window. You cannot change the signs’ layout or size.

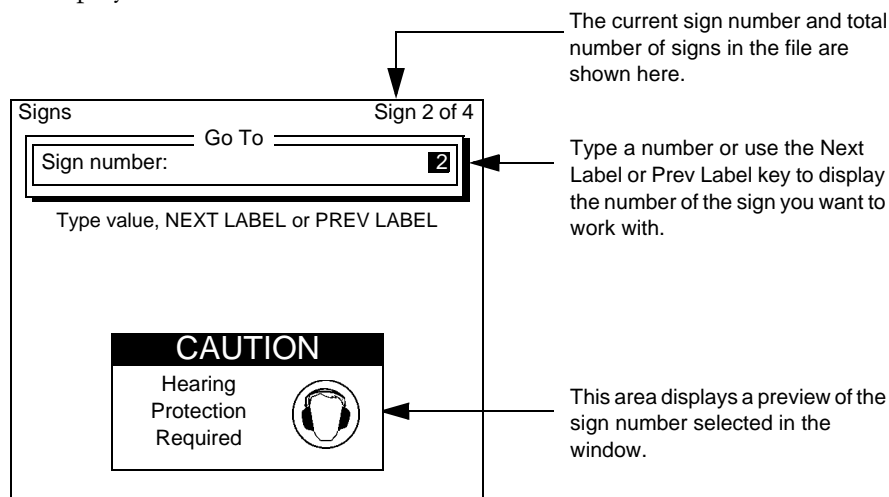
### 1) Open a file that was saved in the Signs application.

Sign files use the SN extension. You can open a sign file in one of two ways:

- ❖ By opening a file with the SN extension from the standard operating system.
- ❖ By using the File Options window in the Signs application. The File Options window automatically displays when you first choose the Signs application from the labeling system’s Application window. You can also display it by choosing Return to File Options window from the Task window. Choose Edit saved file and press Enter.



Refer to “Getting saved files” in Chapter 5 of the main labeling system user guide for details on using the Get option to retrieve files. After you select a file, the Go To window displays.



**2) Choose the sign you want to work with.**

Refer to the previous illustration.

**3) Edit the sign.**

The content windows display the information you originally entered for the sign. Refer to “Working with a new set of signs” on page 6, and make the necessary changes. After all of the content windows have displayed, the Task window appears. You can then save, print, edit, delete or add signs in the current file. You can also return to the File Options window to create a new file or retrieve a different saved file.

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## Using content windows

This section provides details on using the Signs application windows in which you enter or select content such as text and symbols. It also describes the functions that can be used within a text entry window. Note that all of these windows do not appear for all sign layouts. Refer to “Layouts” on page 19 for a list of which windows display for each layout.

## Frame window

Use this window to select framing options for *all* signs in the text buffer. Use the ↑ or ↓ key to move the cursor to an option, then use the ← or → key to choose a setting as described in the table below.

Signs
Sign 1/Step 3

Frame

Frame signs:
Off

Line width:
Thin

Color:
Black

Press ↑↓←→, NEXT STEP or PREV STEP

Frame option	What it does
Frame signs	Controls whether or not signs are framed. Choose Off (default) or On.
Line width	Sets the frame's line width. Choose Thin (default), Medium or Wide.
Color	<p>Sets the color for the frame. The default is the first color value stored in the memory cell of the installed ribbon, or black if no ribbon is installed.</p> <ul style="list-style-type: none"> <li>• If a paneled ribbon is installed, you can choose from the colors available on the installed ribbon.</li> <li>• If a monochrome ribbon is installed, and the Monochrome printing option is set to Multi-color, you can choose from all of the available ribbon colors regardless of which color is installed. When you print, you will be prompted when you need to install a different color ribbon.</li> <li>• If a monochrome ribbon is installed, and the Monochrome printing option is set to Single color, the color of the installed ribbon is displayed but you cannot change the color setting.</li> <li>• If no ribbon is installed, when you turned on the system you were asked to choose whether you wanted to create labels based on a paneled or monochrome ribbon type. If you chose Paneled, you also chose the paneled ribbon colors you wanted to use; those colors are available for selection. If you chose Monochrome, you also chose an option for the Monochrome printing option (either Multi-color or Single color); in that case, the color options works as described in the above two bullet points.</li> </ul> <p>For details on the Monochrome printing option, see "Setting system defaults" in Chapter 1 of the main labeling system user guide.</p>



## Header/Header Color windows

Use these windows to set up a header for the sign. Some sign layouts don't contain a header, while others contain more than one. To select a header use the ↑ or ↓ key to move the cursor to the text you want to use, then press Next Step.

Signs Sign 1/Step 4

Header

BE CAREFUL  
CAUTION  
CAUTION (ANSI)  
DANGER

Press ↑↓, NEXT STEP or PREV STEP

CAUTION

After you select a header, the Header Color window allows you to choose colors for the header. To select a color use the ↑ or ↓ key to move the cursor to the option you want to set, then use the ← or → key to display a color.

Signs Sign 1/Step 5

Header Color

Header: CAUTION  
Color 1: Black  
Color 2: None

Press ↑↓, NEXT STEP or PREV STEP

CAUTION

Header Color option	What it does
Header	Displays the selected header, which cannot be changed here.
Color 1	Sets the first color for the header (or the only color if the header is one color). The preview area shows which part of the header will use this color. This option works the same as the Color option in the Frame window described on page 12.
Color 2	Sets the second color for the header and works the same as Color 1. If the header uses one color, the only value available is None.

## Symbol window

Use this window to set up symbols for the sign. Some sign layouts don't contain a symbol, while others contain more than one. Note that symbols are automatically sized to fill the available space on the layout you chose.

To make selections use the ↑ or ↓ key to move the cursor to the option you want to set, then use the ← or → key to display the value you want to use. Refer to the table below.

Signs

Sign 1/Step 6

Symbol


Category: Hazard Warning Diamonds

Symbol: 10

Color 1: Black

Color 2: None

Type value, ↑↓ ←→, NEXT STEP or PREV STEP



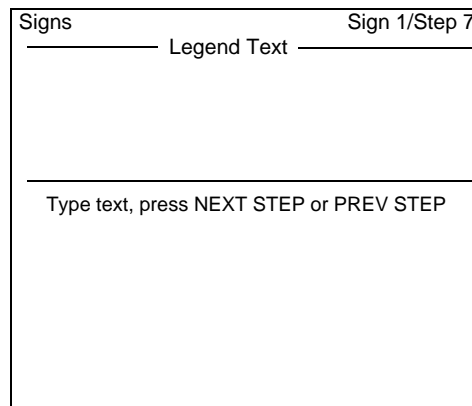
Symbol option	What it does
Category	Lets you select from the available symbol categories. The Symbol Reference section in the main labeling system user guide contains a list of categories and symbol numbers.
Symbol	Lets you enter the number of the symbol you want to use. The Symbol Reference section in the main labeling system user guide contains a list of categories and symbol numbers.
Color 1	Sets the first color for the symbol (or the only color if the symbol is one color). The preview area shows which part of the symbol will use this color. This option works the same as the Color option in the Frame window described on page 12.
Color 2	Sets the second color for the symbol and works the same as Color 1. If the symbol uses one color, the only value available is None.

## Legend Text window

Use this window to type the text that will appear in the text area on the sign. Some sign layouts don't contain any text areas, while others contain more than one. This window works much like the text entry area in the standard operating system. Type the text as you normally would, and press Enter to start a new line.



**Note:** Text isn't automatically scaled to fit in the areas on the sign. You need to press Enter to start a new line of text, and you may need to change the type size (or use less text) to make text fit in an area.



The Legend Text window allows you to use the following keyboard function keys to insert items and change options. To use one of these keys, just press the corresponding key on the keyboard, choose settings and press Enter or Escape to return to the Legend Text window. All of these features are described in Chapter 3 in the main labeling system user guide.

- ◆ Press the Font or Type Size key to change the type style and size.
- ◆ Press the Type Options key to choose settings for color, expand/condense, italics, underline, vertical print or character position.
- ◆ Press the Graphics, Bar Code, Sequence or Date/Time key to include these items in the text area.
- ◆ Press the Label Options key to choose settings for justification, text position, text direction, line spacing and baseline. (You cannot use the Mirror option in the Signs application.)



**Note:** When you select a setting in the Label Options window, that setting is used for *all* text areas in *all* of the signs in the text buffer. The settings do not affect header or symbol areas.

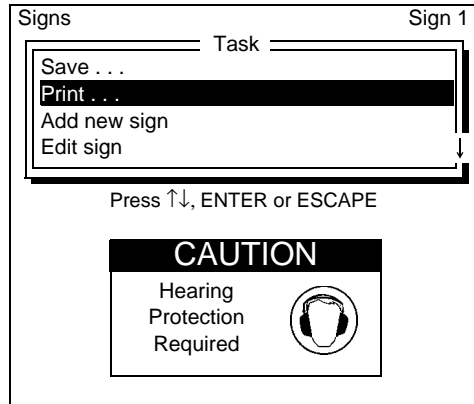
## Printing signs

You can print signs at any time by following these steps:

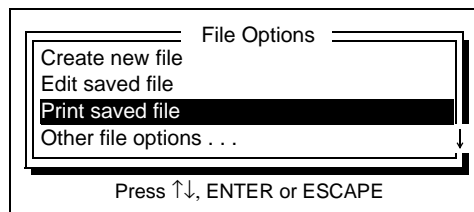
### 1) Choose a printing option.

You can print signs in one of two ways:

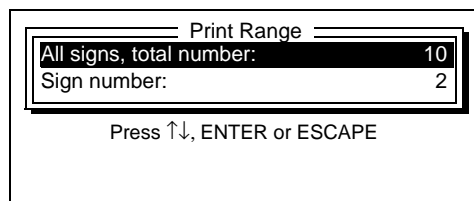
- ❖ By selecting Print from the Task window after you create or edit a sign, and then pressing Enter.



- ❖ By selecting Print saved file from the File Options window and pressing Enter. You then display the name of the SN file you want to print and press Enter. (Refer to "Getting saved files" in Chapter 5 of the main labeling system user guide for details on using the File window.)



If the file or text buffer contains more than one sign, the Print Range window displays. If the file or text buffer contains just one sign, printing begins.



**2) If the Print Range window is displayed, specify which signs you want to print.**

- ❖ To print all of the signs in the text buffer or file, use the ↑ or ↓ key to highlight the All signs option and press Enter. The system lists the total number of signs in the text buffer or file, as shown in the previous illustration, and the value cannot be changed here.
- ❖ To print a specific sign in the text buffer or file, use the ↑ or ↓ key to highlight the Sign number option. Type the number of the sign you want to print or press the ← or → key to scroll through the sign numbers. The selected sign is shown in the preview area. Press Enter when the number of the sign you want to print is displayed.

The printing routine works the same as it does in the standard operating system. (For details, refer to Chapter 4 in the main labeling system user guide.) When printing is finished, you return to either the File Options window or the Task window.

## Working with files

Signs can be saved in files in either the resident memory or on a memory card, just like labels in the standard operating system. You can also retrieve, delete and copy a file that you saved in the Signs application; these files use the SN extension. The file management features of the Signs application are used as described below; you do not access them through the File function key as in the standard operating system.

- ◆ You can edit or print a sign file by choosing Edit saved file or Print saved file from the File Options window. The File window shown below displays, and you need to select a filename and location. Refer to “Getting saved files” in Chapter 5 of the main labeling system user guide for details on using this window.

The screenshot shows a terminal window titled 'Signs'. At the top, there is a 'File' menu bar. Below it, the 'Get:' prompt is followed by '.SN'. The 'Location:' is set to 'Resident memory'. At the bottom, a prompt reads 'Type name, press ↑↓←→, ENTER or ESCAPE'.

- ◆ To save a sign file, choose Save from the Task window. The File window shown below displays, and you need to select a filename and location. Files will automatically be assigned the SN extension. For details on using this window, refer to “Saving files” in Chapter 5 of the main labeling system user guide.

The screenshot shows a terminal window titled 'Signs'. At the top, there is a 'File' menu bar. Below it, the 'Save:' prompt is followed by '.SN'. The 'Location:' is set to 'Resident memory'. At the bottom, a prompt reads 'Type name, press ↑↓←→, ENTER or ESCAPE'.

- ◆ You can access additional file functions by choosing Other file options in the File Options window. When the File window shown below displays, you can delete and copy files and print a list of saved files. (Only the names of sign files are printed in the list.) For details on these options, refer to Chapter 5 in the main labeling system user guide.


The screenshot shows a terminal window titled 'Signs'. At the top, there is a 'File' menu bar. Below it, the 'Delete:' prompt is followed by '.SN'. The 'Location:' is set to 'Resident memory'. Below that, 'Available memory:' is shown as '60%'. The 'Copy all files:' option is set to 'From memory to card' with a downward arrow. At the bottom, a prompt reads 'Type name, press ↑↓←→, ENTER or ESCAPE'.

## Layouts

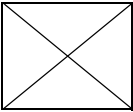
This section provides details about each of the layouts available in the Signs application. Some general notes are listed below.

- ◆ Size dimensions are shown in inches, with the metric equivalent in millimeters in parentheses.
- ◆ All signs print in the normal direction, except as noted below.
- ◆ Since sizes are listed in width by length format, the required tape width is the first dimension in the size option. However, for signs that print rotated, the tape width is the second dimension.
- ◆ Sizes that exceed the maximum panel length of 14" are restricted to one color (monochrome ribbons), regardless of the Multi-color print setting selected in the Setup window in the standard operating system.

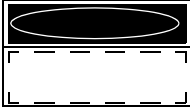
### Text only

Option	Description	
Outline view		
Sizes available	4 x 4 (101 x 101) 4 x 6 (101 x 152) 6 x 4 (152 x 101) 7 x 7 (177 x 177) 7 x 10 (177 x 254)	10 x 7 (254 x 177) 10 x 10 (254 x 254) 10 x 14 (254 x 355) 14 x 10 (355 x 254) - prints rotated 90 degrees on 10" tape
Prompt windows	Legend Text, Copies	

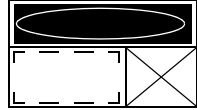
### Symbol only

Option	Description	
Outline view		
Sizes available	4 x 4 (101 x 101) 6 x 6 (152 x 152)	8 x 8 (203 x 203) 10 x 10 (254 x 254)
Prompt windows	Symbol, Copies	

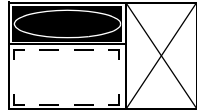
## Header and text

Option	Description	
Outline view		
Sizes available	4 x 6 (101 x 152) 6 x 4 (152 x 101) 7 x 10 (177 x 254) 10 x 7 (254 x 177)	10 x 14 (254 x 355) 14 x 10 (355 x 254) - prints rotated 90 degrees on 10" tape
Prompt windows	Header, Legend Text, Copies	

## Header, text and symbol (1)

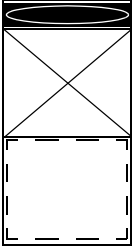
Option	Description	
Outline view		
Sizes available	4 x 6 (101 x 152) 7 x 10 (177 x 254)	10 x 14 (254 x 355)
Prompt windows	Header, Symbol, Legend Text, Copies	

## Header, text and symbol (2)

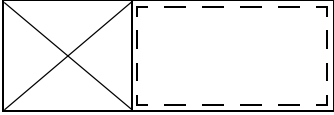
Option	Description	
Outline view		
Sizes available	4 x 6 (101 x 152) 4 x 10 (101 x 254) 7 x 10 (177 x 254)	7 x 17 (177 x 431) one color 10 x 14 (254 x 355)
Prompt windows	Header, Legend Text, Symbol, Copies	



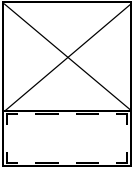
### Header, text and symbol (3)

Option	Description	
Outline view		
Sizes available	6 x 4 (152 x 101) 10 x 7 (254 x 177)	14 x 10 (355 x 254) - prints rotated 90 degrees on 10" tape
Prompt windows	Header, Symbol, Legend Text, Copies	


### Symbol and text (1)

Option	Description	
Outline view		
Sizes available	4 x 12 (101 x 304) 6 x 18 (152 x 457) one color	10 x 30 (253 x 760) one color
Prompt windows	Symbol, Legend Text, Copies	

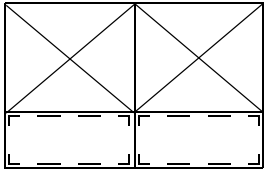
### Symbol and text (2)

Option	Description	
Outline view		
Sizes available	6 x 4 (152 x 101) 10 x 7 (254 x 177)	14 x 10 (355 x 254) - prints rotated 90 degrees on 10" tape
Prompt windows	Symbol, Legend Text, Copies	

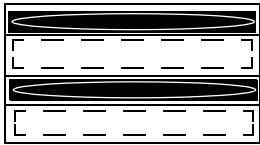
## Symbol, text and symbol

Option	Description
Outline view	
Sizes available	4 x 20 (101 x 508) one color 6 x 30 (152 x 762) one color
Prompt windows	Symbol, Legend Text, Symbol, Copies

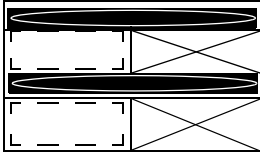
## Symbol, text, symbol and text

Option	Description
Outline view	
Sizes available	4 x 6 (101 x 152) 10 x 15 (253 x 380) one color
Prompt windows	Symbol, Legend Text, Symbol, Legend Text, Copies

## Bilingual: header and text

Option	Description
Outline view	
Sizes available	6 x 4 (152 x 101)      14 x 10 (355 x 254) - prints 10 x 7 (254 x 177)      rotated 90 degrees on 10" tape
Prompt windows	Header, Legend Text, Header, Legend Text, Copies

## Bilingual: header, text and symbol

Option	Description	
Outline view		
Sizes available	6 x 4 (152 x 101) 10 x 7 (254 x 177)	14 x 10 (355 x 254) - prints rotated 90 degrees on 10" tape
Prompt windows	Header, Legend Text, Symbol, Header, Legend Text, Symbol, Copies	

# Hazardous Waste Labels Application

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The Hazardous Waste Labels application is one of the specialty applications that comes with your labeling system. The application allows you to quickly create labels for hazardous waste materials using one of seven predefined layouts. All you do is choose the layout you want to use, and then the system leads you through the simple steps involved in creating content for the label. For example, you are asked to select color options and enter text for the lines on the label. When you're done, you can print or edit the label or repeat the steps and create more labels using the same layout. The application also lets you save your hazardous waste labels and manage the files you create.

This document describes how to use the Hazardous Waste Labels application and all of its features. It contains these sections:

- ◆ Differences from standard operating system, page 2
- ◆ Starting the application, page 4
- ◆ Exiting the application, page 5
- ◆ Working with a new set of hazardous waste labels, page 6
- ◆ Working with saved hazardous waste labels, page 10
- ◆ Using content windows, page 11
- ◆ Printing hazardous waste labels, page 15
- ◆ Working with files, page 17
- ◆ Layouts, page 18

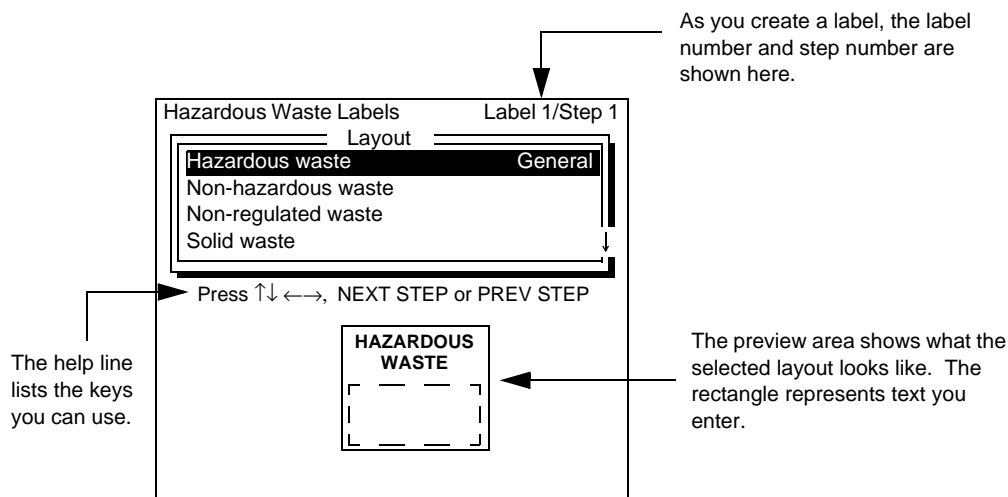
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## Differences from standard operating system

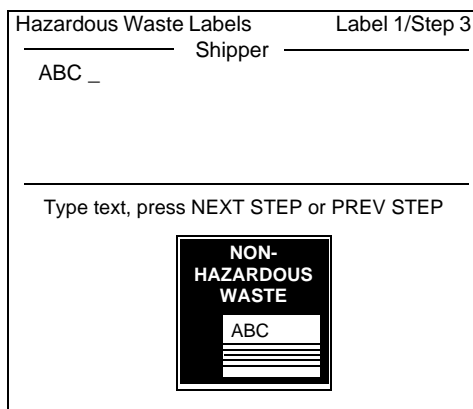
After you open the Hazardous Waste Labels application, the labeling system screen and other features work somewhat differently than in the standard operating system. These differences are listed below.

- ◆ When creating a label with the Hazardous Waste Labels application, you need to use one of the predefined layouts. To create a label using your own layout, use the standard operating system.
- ◆ All Hazardous Waste Labels application files are saved with the HW extension. When you're using any of the file functions within the application, such as retrieving a file, you'll see only files with that extension.
- ◆ As you set up a label's content, you are asked to choose color options. The application automatically displays the option window for you when appropriate, and you cannot display the window using the keyboard. For example, you can't press the Frame key to display frame color options. If a text window is displayed, however, you can press the Type Options key to format a character as a subscript or superscript. Refer to "Using content windows" on page 11.
- ◆ Many keyboard keys are either not needed or not applicable while the Hazardous Waste Labels application is running, or are active in only certain windows. In general, you can always use the Next Step and Previous Step keys to move between steps in the process. (These keys are located on the far right side of the keyboard.) The help line on the screen indicates which navigation keys you can use, and this document describes which function keys you can use.

- ◆ When you create a new label, the first step always requires you to select which layout you want to use from the seven that are available. Each layout uses a predetermined size, as noted in “Layouts” on page 18. The same layout and size are used for all labels you create in the text buffer at one time. As shown below, the preview area initially shows an outline view of the selected layout. The label and step number are shown in the top right corner of the screen.



- ◆ After you choose a layout for the label, you begin entering or selecting the label's content. As shown below, the preview area shows what the label looks like with the content you've entered. (Colors are not displayed in the preview area.) The preview area is normally updated when you press the Next Step key. If you are entering text, however, the preview is updated whenever you pause as you type.

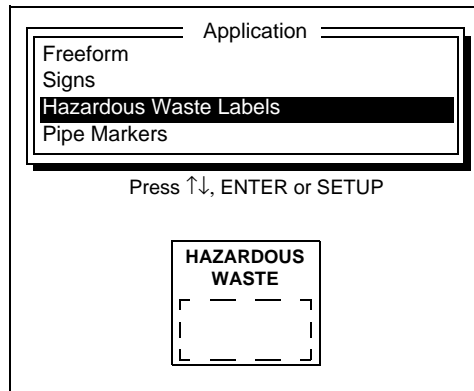


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## Starting the application

There are two ways to launch the Hazardous Waste Labels application:

- ◆ By selecting it from the Application window. This window appears when you turn the labeling system on and when you press the App key. When the Application window displays, select Hazardous Waste Labels and press Enter. You can then choose what you want to do in the File Options window. Refer to the remaining sections in this document.



- ◆ By retrieving a Hazardous Waste Labels file while in the standard operating system. (Files saved within the Hazardous Waste Labels application contain the HW extension.) If you use this method, the Hazardous Waste Labels application opens automatically and retrieves the selected file. If the file contains more than one label the Go To window displays, and you can choose the label you want to work with. Refer to “Working with saved hazardous waste labels” on page 10.



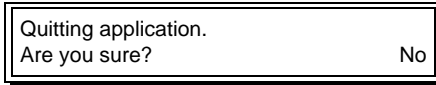
**Note:** The setting selected for the Multi-color print option in the standard operating system determines which ribbon colors you can use within the Hazardous Waste Labels application. Since the Setup key is not available once you're in an application, you'll want to choose the appropriate setting *before* starting the Hazardous Waste Labels application. Refer to “Setting system defaults” in Chapter 1 of the main labeling system user guide.

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## Exiting the application

You can exit the Hazardous Waste Labels application by selecting Exit from the File Options window or from the Task window. When you select Exit, this message displays:



- ◆ To exit, choose Yes. You return to the labeling system's Application window. Select Freeform to work in the standard operating system or select another application.
- ◆ If you decide not to exit, choose No. You return to the window you were in when you chose Exit.



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**Note:** When you exit, the information in the text buffer isn't saved unless you've already saved it. If you need to save, choose No when the above message displays and save the file before exiting.

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## Working with a new set of hazardous waste labels

When you create a hazardous waste label, the application leads you through the steps involved. You start by choosing a layout that will be used for all labels you create in the text buffer. The application then displays windows in which you enter or select the label's content. For example, you are asked to type each line of the label's text. You are also given the chance to choose color options. The windows you'll see differ depending on which layout you chose. After making selections, simply press the Next Step key to continue.

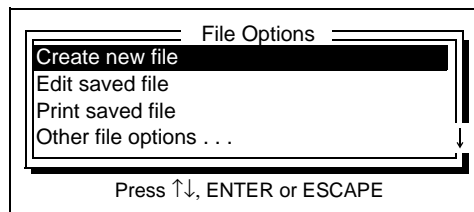


**Note:** Refer to “Layouts” on page 18 for details about each layout and its options.

Follow these steps to create a new hazardous waste label in the text buffer:

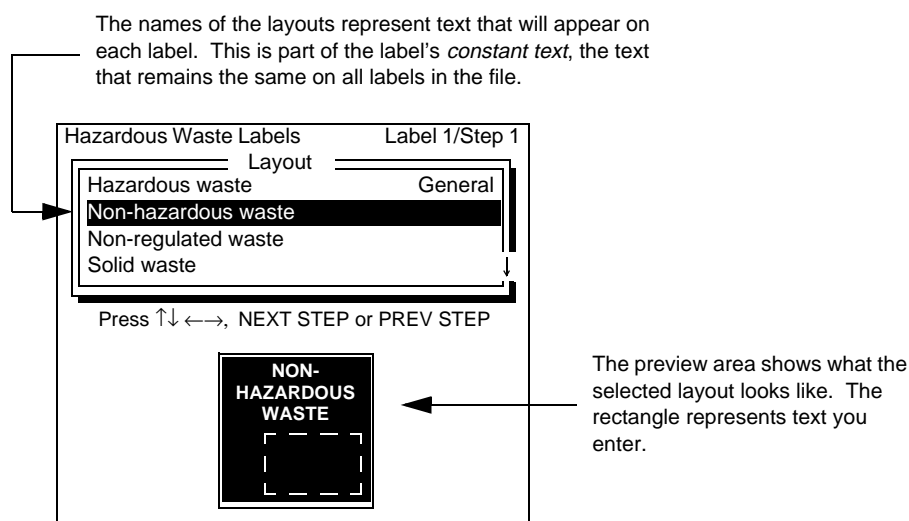
### 1) Display the File Options window in the Hazardous Waste Labels application.

This window automatically displays when you first choose Hazardous Waste Labels from the Application window. You can also display it by choosing Return to File Options window from the Task window in the Hazardous Waste Labels application.



**2) Press the ↑ or ↓ key to highlight Create new file. Then press Enter.**

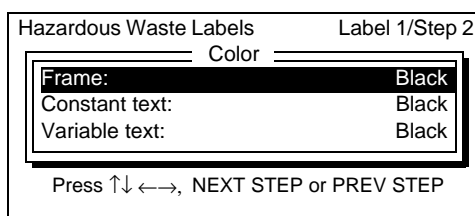
The Layout window displays the types of hazardous waste labels from which you can choose. Press the ↑ or ↓ key to scroll through the options. For the Hazardous waste option, you can press the ← or → key to select a setting (General, CA or NJ). As you scroll, the preview area shows an outline image of the layout.



**Note:** Because the layout you select here will be used for *all* labels you create in the text buffer, the Layout window only displays for the first label you create in a new set of hazardous waste labels.

**3) Press the ↑ or ↓ key to highlight the name of the layout you want to use. Then press the Next Step key on the far right side of the keyboard.**

Next, the Color window allows you to select colors for the label's frame and text. Refer to "Using content windows" on page 11 for more information.

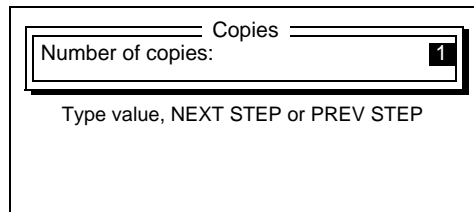


**4) Select color options, then press Next Step.**

After you've selected the label's layout and colors, you begin entering the content. Which text window appears depends on the layout you chose and the type of text the label contains. Refer to "Using content windows" on page 11 for details on using the text windows. See "Layouts" on page 18 for a list of the text windows that display for each layout.

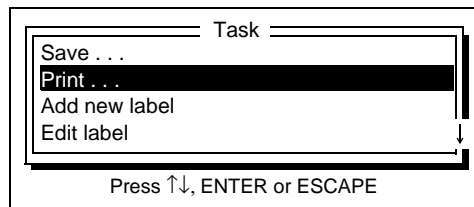
**5) Type text in the window, then press Next Step. Continue doing this until you've entered all of the label's content.**

After you've entered all of the information needed to create the label, the Copies window displays. This window lets you type the number of copies of this label that you want printed. You can enter a different number for each label in the text buffer.

A screenshot of the 'Copies' window. It has a title bar with 'Copies' on the right. Below the title bar is a text input field with the label 'Number of copies:' on the left and the number '1' on the right. Below the input field is the instruction 'Type value, NEXT STEP or PREV STEP'.

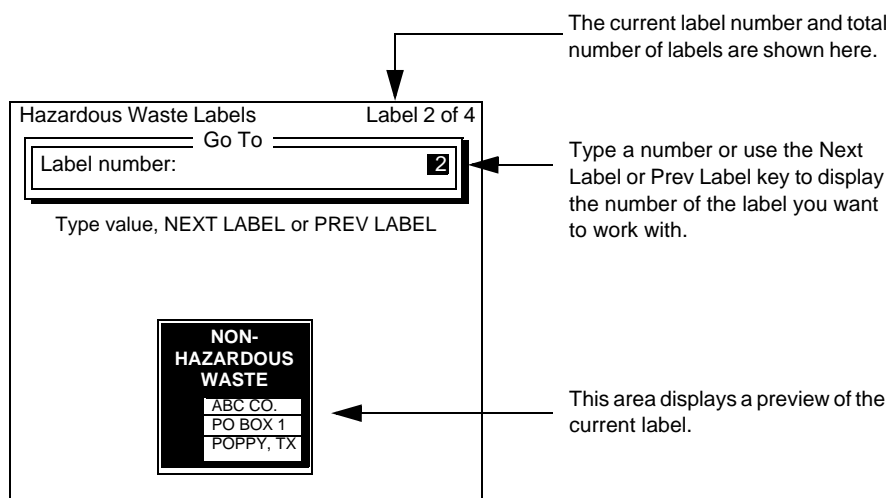
**6) Type the number of copies you want printed. Then press Next Step.**

The Task window displays choices for what you can do next.

A screenshot of the 'Task' window. It has a title bar with 'Task' on the right. Below the title bar is a list of four options: 'Save . . .', 'Print . . .', 'Add new label', and 'Edit label'. The 'Print . . .' option is highlighted with a black background. Below the list is the instruction 'Press ↑↓, ENTER or ESCAPE'.

- ❖ **Save**—Lets you save the hazardous waste labels in the text buffer by entering a filename and choosing a location. Refer to “Working with files” on page 17.
- ❖ **Print**—Allows you to print all the hazardous waste labels in the text buffer or just a specific label. Refer to “Printing hazardous waste labels” on page 15.
- ❖ **Add new label**—Creates a new hazardous waste label in the text buffer using the *same* layout you selected for the first label. This allows you to create a set of similar labels and then save or print them all at once. After you select this option, you go through the steps of creating a label just as you did for the first one. You can insert approximately 20 hazardous waste labels in the text buffer, depending on how much text they contain.
- ❖ **Edit label**—Displays the Go To window in which you select the number of a hazardous waste label currently in the text buffer that you want to edit. Choose a label number as shown in the following illustration and press Enter. The information you originally entered for that label is then displayed in the content

windows just as when you created it. You can change the text and select different color options. You cannot change the layout.



- ❖ **Delete label**—Displays the Go To window in which you select the number of a hazardous waste label currently in the text buffer that you want to delete. Choose a label number as shown above, then press Enter. When the “Are you sure?” message displays, choose Yes to delete the label or choose No to keep the label. You return to the Task window.
- ❖ **Return to File Options window**—Displays the File Options window which allows you to create a new set of hazardous waste labels, open or print a previously saved file, or perform other file-related tasks. Refer to the applicable section in this document. Note that when you choose this option, the labels currently in the text buffer are not saved unless you’ve already saved them.
- ❖ **Exit**—Exits the Hazardous Waste Labels application. See “Exiting the application” on page 5.

**7) Press the ↑ or ↓ key to choose what you want to do. Then press Enter.**

## Working with saved hazardous waste labels

When you finish creating hazardous waste labels in the text buffer, you can save them in a file as described in “Working with files” on page 17. You can open a saved file at any time to edit the labels’ contents, as described below.

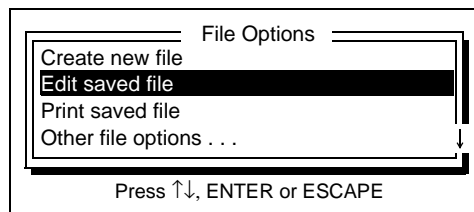


**Note:** When you edit hazardous waste labels stored in a file, you can change selections in the Color and Copies windows and change any of the text that was previously entered. You cannot change the labels’ layout.

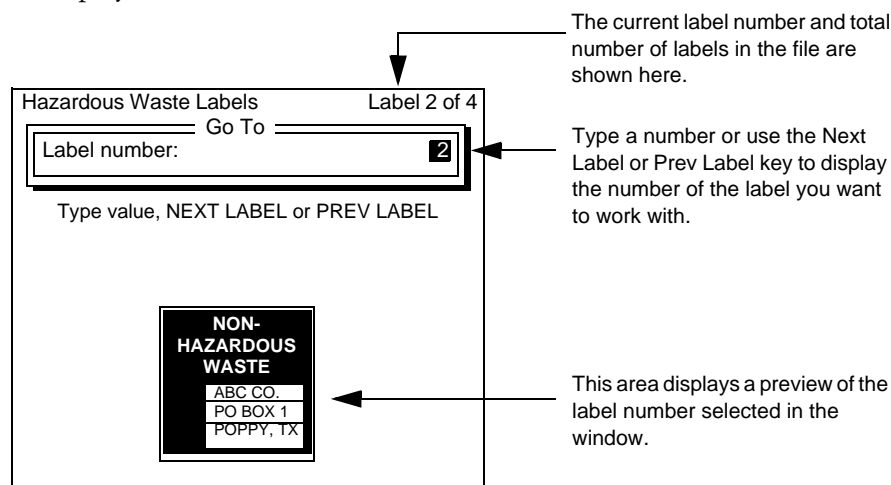
### 1) Open a file that was saved in the Hazardous Waste Labels application.

Hazardous waste label files use the HW extension. You can open a hazardous waste label file in one of two ways:

- ❖ By opening a file with the HW extension from the standard operating system.
- ❖ By using the File Options window in the Hazardous Waste Labels application. The File Options window automatically displays when you first choose the Hazardous Waste Labels application from the labeling system’s Application window. You can also display it by choosing Return to File Options window from the Task window. Choose Edit saved file and press Enter.



Refer to “Getting saved files” in Chapter 5 of the main labeling system user guide for details on using the Get option to retrieve files. After you select a file, the Go To window displays.



**2) Choose the hazardous waste label you want to work with.**

Refer to the previous illustration.

**3) Edit the label.**

The content windows display the information you originally entered for the label. Refer to “Working with a new set of hazardous waste labels” on page 6, and make the necessary changes. After all of the content windows have displayed, the Task window appears. You can then save, print, edit, delete or add labels in the current file. You can also return to the File Options window to create a new file or retrieve a different saved file.

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## Using content windows

This section provides details on using the Hazardous Waste Labels application windows in which you enter or select content. Refer to “Layouts” on page 18 for a list of which windows display for each layout.

## Color window

The Color window allows you to choose colors for the label's frame, constant text and variable text. (Refer to "Layouts" on page 18 for color suggestions.) To select a color use the ↑ or ↓ key to move the cursor to the option you want to set, then use the ← or → key to display a color.

Hazardous Waste Labels
Label 1/Step 2

Color

Frame:
Black

Constant text:
Black

Variable text:
Black

Press ↑↓ ←→, NEXT STEP or PREV STEP

Color option	What it does
Frame	<p>Sets the color for the frame. The default is the first color value stored in the memory cell of the installed ribbon, or black if no ribbon is installed.</p> <ul style="list-style-type: none"> <li>• If a paneled ribbon is installed, you can choose from the colors available on the installed ribbon.</li> <li>• If a monochrome ribbon is installed, and the Monochrome printing option is set to Multi-color, you can choose from all of the available ribbon colors regardless of which color is installed. When you print, you will be prompted when you need to install a different color ribbon.</li> <li>• If a monochrome ribbon is installed, and the Monochrome printing option is set to Single color, the color of the installed ribbon is displayed but you cannot change the color setting.</li> <li>• If no ribbon is installed, when you turned on the system you were asked to choose whether you wanted to create labels based on a paneled or monochrome ribbon type. If you chose Paneled, you also chose the paneled ribbon colors you wanted to use; those colors are available for selection. If you chose Monochrome, you also chose an option for the Monochrome printing option (either Multi-color or Single color); in that case, the color options works as described in the above two bullet points.</li> </ul> <p>For details on the Monochrome printing option, see "Setting system defaults" in Chapter 1 of the main labeling system user guide.</p>
Constant text	<p>Sets the color for the label's constant text and works the same as the Frame option. The constant text is the text that is automatically added to each label, such as the heading at the top of the label.</p>
Variable text	<p>Sets the color for the label's variable text and works the same as the Frame option. The variable text is the text you enter for the label.</p>

## Attributes window (Hazardous waste layout, CA setting only)

When you select the CA setting for the Hazardous waste layout, an Attributes window allows you to choose settings for the options described in the table below. When you choose a setting, an X will be printed next to the corresponding text on the label; for example, if you choose Yes for the Flammable option, an X prints next to the word “Flammable” on the label. Text you enter for the Other option will be printed next to the word “Other” on the label.

To choose a setting, use the ↑ or ↓ key to move the cursor to the option you want to set, then use the ← or → key to display the setting you want to use. For the Other option, type the text you want printed on the label.

Hazardous Waste Labels Label 1/Step 3

Attributes

Physical state: Solid

Flammable: No

Toxic: No

Corrosive: No

Press ↑ ↓ ← →, NEXT STEP or PREV STEP

Attributes option	What it does
Physical state	Allows you to indicate the physical state of the hazardous waste being labeled. Choose Solid (default) or Liquid.
Flammable	Lets you specify whether or not the hazardous waste being labeled is flammable. Choose No (default) or Yes.
Toxic	Allows you to specify whether or not the hazardous waste being labeled is toxic. Choose No (default) or Yes.
Corrosive	Lets you specify whether or not the hazardous waste being labeled is corrosive. Choose No (default) or Yes.
Reactivity	Allows you to select the reactivity level of the hazardous waste being labeled. Choose 0 (default), 1, 2, 3 or 4.
Other	Lets you type a word or phrase to describe the hazardous waste being labeled. If you enter more text than will fit in the available space, the “Text too long” message displays.



## Text windows

Use the text windows to type the text that will appear in each line on the label. Each window represents one line on the label. Type your text and press Next Step to continue. To leave a line blank, just press Next Step without typing anything.



**Note:** Text isn't automatically scaled to fit in the lines on the label. You may need to use less text to make text fit on a line.

Some lines on a label can contain chemical symbols that may require a subscripted or superscripted character. For example, you might need to subscript the 2 in H<sub>2</sub>O. To do this, follow these steps:

- 1) Press the **Type Options** key on the keyboard before typing the subscript or superscript character.
- 2) Press the ← or → key to choose **Subscript** or **Superscript**, then press Enter.
- 3) Type the subscript or superscript character, then press **Type Options** again.

- 4) Press the ← or → key to choose **Normal**, then press Enter.

Another format marker indicates where the subscript or superscript ends.

## Printing hazardous waste labels

You can print hazardous waste labels at any time by following these steps:

### 1) Choose a printing option.

You can print hazardous waste labels in one of two ways:

- ❖ By selecting Print from the Task window after you create or edit a hazardous waste label, and then pressing Enter.

The screenshot shows a window titled 'Hazardous Waste Labels' with a 'Task' menu. The menu options are 'Save . . .', 'Print . . .', 'Add new label', and 'Edit label'. The 'Print . . .' option is highlighted. Below the menu, it says 'Press ↑↓, ENTER or ESCAPE'. At the bottom, there is a preview of a hazardous waste label that reads: 'NON-HAZARDOUS WASTE', 'ABC CO.', 'PO BOX 1', and 'POPPY, TX'.

- ❖ By selecting Print saved file from the File Options window and pressing Enter. You then display the name of the HW file you want to print and press Enter. (Refer to “Getting saved files” in Chapter 5 of the main labeling system user guide for details on using the File window.)

The screenshot shows a window titled 'File Options' with a menu containing 'Create new file', 'Edit saved file', 'Print saved file', and 'Other file options . . .'. The 'Print saved file' option is highlighted. Below the menu, it says 'Press ↑↓, ENTER or ESCAPE'.

If the file or text buffer contains more than one hazardous waste label, the Print Range window displays. If the file or text buffer contains just one label, printing begins.

The screenshot shows a window titled 'Print Range' with two fields: 'All labels, total number:' with the value '10' and 'Label number:' with the value '2'. Below the fields, it says 'Press ↑↓, ENTER or ESCAPE'.

**2) If the Print Range window is displayed, specify which labels you want to print.**

- ❖ To print all of the labels in the text buffer or file, use the ↑ or ↓ key to highlight the All labels option and press Enter. The system lists the total number of labels in the text buffer or file, as shown in the previous illustration, and this value cannot be changed here.
- ❖ To print a specific label in the text buffer or file, use the ↑ or ↓ key to highlight the Label number option. Type the number of the label you want to print or press the ← or → key to scroll through the label numbers. The selected label is shown in the preview area. Press Enter when the number of the label you want to print is displayed.

The printing routine works the same as it does in the standard operating system. (For details, refer to Chapter 4 in the main labeling system user guide.) When printing is finished, you return to either the File Options window or the Task window.

## Working with files

Hazardous waste labels can be saved in files in either the resident memory or on a memory card, just like labels in the standard operating system. You can also retrieve, delete and copy a file that you saved in the Hazardous Waste Labels application; these files use the HW extension. The file management features of the Hazardous Waste Labels application are used as described below; you do not access them through the File function key as in the standard operating system.

- ◆ You can edit or print a hazardous waste label file by choosing Edit saved file or Print saved file from the File Options window. The File window shown below displays, and you need to select a filename and location. Refer to “Getting saved files” in Chapter 5 of the main labeling system user guide for details on using this window.

The screenshot shows a terminal window titled "Hazardous Waste Labels". At the top, there is a "File" menu. Below it, the "Get:" option is selected, and ".HW" is displayed to its right. Underneath, the "Location:" is set to "Resident memory". At the bottom, a prompt reads "Type name, press ↑↓←→, ENTER or ESCAPE".

- ◆ To save a hazardous waste label file, choose Save from the Task window. The File window shown below displays, and you need to select a filename and location. Files will automatically be assigned the HW extension. For details on using this window, refer to “Saving files” in Chapter 5 of the main labeling system user guide.

The screenshot shows a terminal window titled "Hazardous Waste Labels". At the top, there is a "File" menu. Below it, the "Save:" option is selected, and ".HW" is displayed to its right. Underneath, the "Location:" is set to "Resident memory". At the bottom, a prompt reads "Type name, press ↑↓←→, ENTER or ESCAPE".


- ◆ You can access additional file functions by choosing Other file options in the File Options window. When the File window shown below displays, you can delete and copy files and print a list of saved files. (Only the names of hazardous waste label files are printed in the list.) For details on these options, refer to Chapter 5 in the main labeling system user guide.

The screenshot shows a terminal window titled "Hazardous Waste Labels". At the top, there is a "File" menu. Below it, the "Delete:" option is selected, and ".HW" is displayed to its right. Underneath, the "Location:" is set to "Resident memory". Below that, it shows "Available memory: 60%". At the bottom, it says "Copy all files: From memory to card ↓". At the very bottom, a prompt reads "Type name, press ↑↓←→, ENTER or ESCAPE".


## Layouts

This section provides details about each of the layouts available in the Hazardous Waste Labels application. Size dimensions are shown in inches, with the metric equivalent in millimeters in parentheses. Since sizes are listed in width by length format, the required tape width is the first dimension in the size option.


### Hazardous waste - General

Option	Description	
Outline view		
Size	6 x 6 (152 x 152)	
Suggested colors	Red and black on yellow	
Prompt windows	Color Name Address Phone City State Zip EPA ID No.	Manifest Document No. Accumulation Start Date EPA Waste No. DOT Shipping Name Contents Composition UN or NA No. Copies


### Hazardous waste - CA

Option	Description	
Outline view		
Size	6 x 6 (152 x 152)	
Suggested colors	Red and black on yellow	
Prompt windows	Color Attributes Name Address Phone City State Zip EPA ID No.	Manifest Document No. EPA Waste No. CA Waste No. Accumulation Start Date Contents Composition DOT Shipping Name UN or NA No. Copies


## Hazardous waste - NJ

Option	Description	
Outline view		
Size	6 x 6 (152 x 152)	
Suggested colors	Red and black on yellow	
Prompt windows	Color Name Address Phone City State Zip EPA ID No.	Manifest Document No. Accumulation Start Date EPA Waste No. DOT Shipping Name Contents Composition UN or NA No. Copies

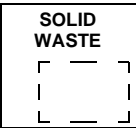
## Non-hazardous waste

Option	Description	
Outline view		
Size	6 x 6 (152 x 152)	
Suggested colors	Green and black on white	
Prompt windows	Color Shipper Address Line 1 Address Line 2	City, State, Zip Contents Line 1 Contents Line 2 Copies


## Non-regulated waste

Option	Description	
Outline view		
Size	6 x 6 (152 x 152)	
Suggested colors	Blue and black on white	
Prompt windows	Color Shipper Address Line 1 Address Line 2 City, State, Zip	DOT Shipper Name UN or NA No. Phone Copies

## Solid waste

Option	Description	
Outline view		
Size	6 x 6 (152 x 152)	
Suggested colors	Black on white	
Prompt windows	Color Shipper Address City, State, Zip	Contents Line 1 Contents Line 2 Copies

## Hazardous waste accumulation

Option	Description	
Outline view		
Size	4 x 6 (101 x 152)	
Suggested colors	Red and black on white	
Prompt windows	Color Accumulation Start Date	Contents Copies

# Pipe Markers Application

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The Pipe Markers application is one of the specialty applications that comes with your labeling system. The application allows you to quickly create a pipe marker using a predefined layout. All you do is choose the layout and size settings you want to use, and then the system leads you through the simple steps involved in creating content for the pipe marker. Depending on which layout you choose, you may need to enter text, choose symbols or select some options. When you're done, you can print or edit the pipe marker or repeat the steps and create more pipe markers using the same layout and size. The application also lets you save your pipe markers and manage the files you create.

This document describes how to use the Pipe Markers application and all of its features. It contains these sections:

- ◆ Differences from standard operating system, page 2
- ◆ Starting the application, page 4
- ◆ Exiting the application, page 5
- ◆ Working with a new set of pipe markers, page 6
- ◆ Working with saved pipe markers, page 10
- ◆ Using content windows, page 12
- ◆ Printing pipe markers, page 19
- ◆ Working with files, page 21
- ◆ Layouts, page 22



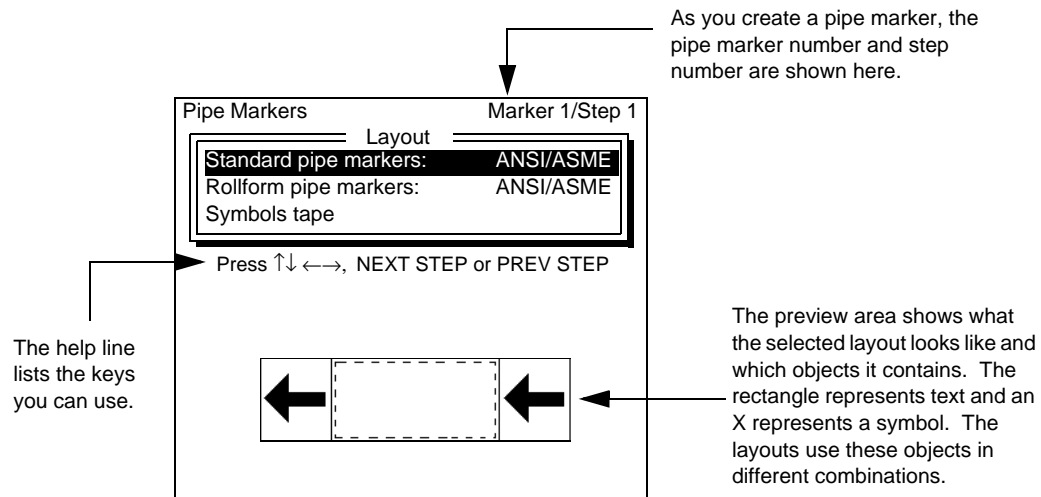
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## Differences from standard operating system

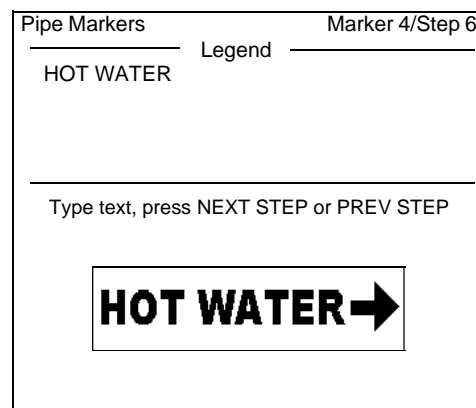
After you open the Pipe Markers application, the labeling system screen and other features work somewhat differently than in the standard operating system. These differences are listed below.

- ◆ When creating a pipe marker with the Pipe Markers application, you need to use one of the predefined layouts. To create a pipe marker using your own layout, use the standard operating system.
- ◆ All Pipe Markers application files are saved with the PM extension. When you're using any of the file functions within the Pipe Markers application, such as retrieving a file, you'll see only files with that extension.
- ◆ As you set up a pipe marker's content, you may be asked to choose certain options such as a symbol. The application automatically displays the option windows for you when appropriate, and you cannot display these windows using the keyboard. The only exception is that, if a legend text window is displayed, you can press some keyboard keys to select options for the text. For example, you can use the Type Options key to format a subscript or superscript character. Refer to "Legend window" on page 17.
- ◆ All elements on a pipe marker print in the same color. The application ignores the Monochrome printing setting from the labeling system's Setup window. When you print a pipe marker, the application checks that a monochrome ribbon is installed; if not, you are prompted to insert one.
- ◆ Many keyboard keys are either not needed or not applicable while the Pipe Markers application is running, or are active in only certain windows. In general, you can always use the Next Step and Previous Step keys to move between steps in the process. (These keys are located on the far right side of the keyboard.) The help line on the screen indicates which navigation keys you can use, and this document describes which function keys you can use.

- ◆ When you create a new pipe marker, the first step always requires you to select which layout you want to use. As shown below, the preview area initially shows an outline view of the selected layout. The pipe marker and step number are shown in the top right corner of the screen.



- ◆ The second step in creating a new pipe marker always requires you to select size settings for the pipe marker. The same layout and size are used for all pipe markers you create in the text buffer at one time.
- ◆ After you choose a layout and size settings for the pipe marker, you begin entering or selecting the pipe marker's content. As shown below, the preview area shows what the pipe marker looks like with the content you've selected. The preview area is normally updated when you press the Next Step key. If you are entering text, however, the preview is updated whenever you pause as you type.

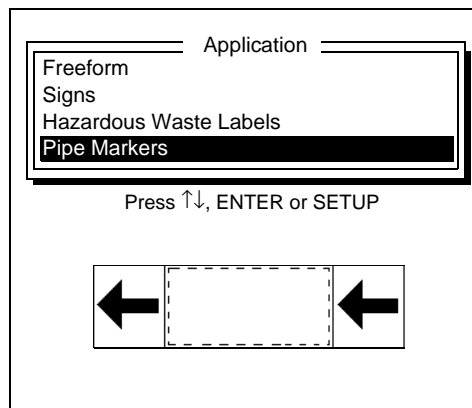


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## Starting the application

There are two ways to launch the Pipe Markers application:

- ◆ By selecting it from the Application window. This window appears when you turn the labeling system on and when you press the App key. When the Application window displays, select Pipe Markers and press Enter. You can then choose what you want to do in the File Options window. Refer to the remaining sections in this document.

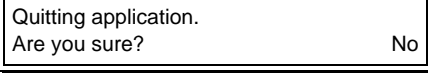


- ◆ By retrieving a Pipe Markers file while in the standard operating system. (Files saved within the Pipe Markers application contain the PM extension.) If you use this method, the Pipe Markers application opens automatically and retrieves the selected file. If the file contains more than one pipe marker the Go To window displays, and you can choose the pipe marker you want to work with. Refer to "Working with saved pipe markers" on page 10.

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## Exiting the application

You can exit the Pipe Markers application by selecting Exit from the File Options window or from the Task window. When you select Exit, this message displays:



- ◆ To exit, choose Yes. You return to the labeling system's Application window. Select Freeform to work in the standard operating system or select another application.
- ◆ If you decide not to exit, choose No. You return to the window you were in when you chose Exit.



**Note:** When you exit, the information in the text buffer isn't saved unless you've already saved it. If you need to save, choose No when the above message displays and save the file before exiting.

---

## Working with a new set of pipe markers

When you create a pipe marker, the application leads you through the steps involved. You start by choosing a layout and size settings that will be used for all pipe markers you create in the text buffer. The application then displays windows in which you enter or select the content. For example, if the layout you chose contains a symbol and some text, you are asked to select the symbol you want to use and type the text. You may also be given the chance to choose other options, such as the location of arrows on the pipe marker. The windows you'll see differ depending on which layout you chose. After making selections, simply press the Next Step key to continue.

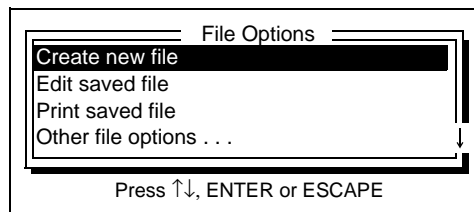


**Note:** Refer to “Layouts” on page 22 for details about each layout and its options.

Follow these steps to create a new pipe marker in the text buffer:

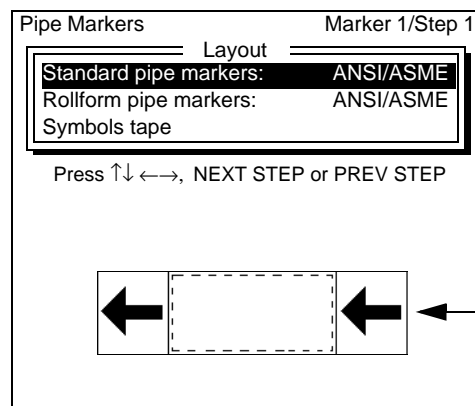
### 1) Display the File Options window in the Pipe Markers application.

This window automatically displays when you first choose Pipe Markers from the Application window. You can also display it by choosing Return to File Options window from the Task window in the Pipe Markers application.



### 2) Press the ↑ or ↓ key to highlight Create new file. Then press Enter.

The Layout window displays the types of pipe markers from which you can choose. Press the ↑ or ↓ key to scroll through the options. As you scroll, the preview area shows an outline image of the layout.



The preview area shows what the selected layout looks like and which objects it contains. The rectangle represents text and an X represents a symbol. The layouts use these objects in different combinations.



**Note:** Because the layout you select here will be used for *all* pipe markers you create in the text buffer, the Layout window only displays for the first pipe marker you create in a new set of pipe markers.

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- 3) **Press the ↑ or ↓ key to highlight the name of the layout you want to use. If you chose the Standard pipe markers or Rollform pipe markers option, press the ← or → key to display the setting you want to use. Then press the Next Step key on the far right side of the keyboard.**

Next, the Size window allows you to select size settings for the pipe marker you're going to create. The size options that are available depend on the layout you chose. Refer to "Size window" on page 12 for details. Sizes display in the unit of measurement selected in the Setup function in the labeling system's main operating system. (Refer to "Setting system defaults" in Chapter 1 of the main labeling system user guide.)



**Note:** Because the size settings you choose are used for *all* pipe markers you create in the text buffer, the Size window appears only for the first pipe marker you create in a new set of pipe markers.

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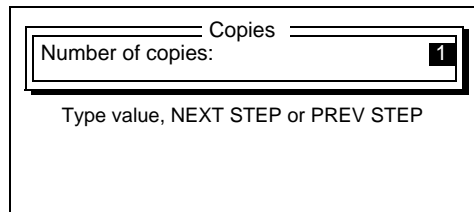
- 4) **Choose settings in the Size window. Then press Next Step.**

After you've selected the pipe marker's layout and size, you begin entering the content. Which window appears next depends on the layout you chose and the objects the layout contains. You may need to choose options, enter text or select a symbol. The windows that may appear are listed below and described in "Using content windows" on page 12.

- ❖ Attributes window
- ❖ Symbol window(s)
- ❖ Legend Lines window
- ❖ Legend window

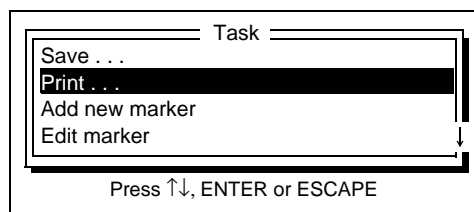
- 5) **Type text or select options as required. Then press Next Step. Continue doing this until you've entered or selected all of the pipe marker's content.**

After you've entered all of the information needed to create the pipe marker, the Copies window displays. This window lets you type the number of copies of this pipe marker that you want printed. You can enter a different number for each pipe marker in the text buffer.

A screenshot of the 'Copies' window. It has a title bar with the word 'Copies'. Below the title bar is a text input field containing the text 'Number of copies:' followed by a small box with the number '1'. Below the input field is a prompt that says 'Type value, NEXT STEP or PREV STEP'.

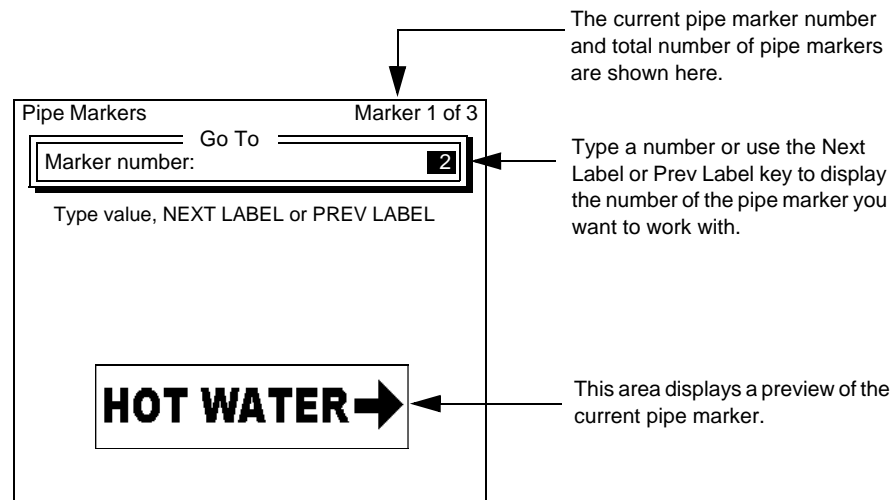
- 6) **Type the number of copies you want printed, from zero to 99. Then press Next Step.**

The Task window displays choices for what you can do next.

A screenshot of the 'Task' window. It has a title bar with the word 'Task'. Below the title bar is a list of four options: 'Save . . .', 'Print . . .', 'Add new marker', and 'Edit marker'. The 'Print . . .' option is highlighted with a black background. Below the list is a prompt that says 'Press ↑↓, ENTER or ESCAPE'.

- ❖ **Save**—Lets you save the pipe markers in the text buffer by entering a filename and choosing a location. Refer to “Working with files” on page 21.
- ❖ **Print**—Allows you to print all the pipe markers in the text buffer or just a specific pipe marker. Refer to “Printing pipe markers” on page 19.
- ❖ **Add new marker**—Creates a new pipe marker in the text buffer using the *same* layout and size settings you selected for the first pipe marker. This allows you to create a set of similar pipe markers and then save or print them all at once. After you select this option, you go through the steps of creating a pipe marker just as you did for the first one.

- ❖ **Edit marker**—Displays the Go To window in which you select the number of a pipe marker currently in the text buffer that you want to edit. Choose a pipe marker number as shown in the following illustration and press Enter. The information you originally entered for that pipe marker is then displayed in the content windows just as when you created it. You can choose different attributes, change the text and select a different symbol. You cannot change the layout or size settings.



- ❖ **Delete marker**—Displays the Go To window in which you select the number of a pipe marker currently in the text buffer that you want to delete. Choose a pipe marker number as shown above, then press Enter. When the “Are you sure?” message displays, choose Yes to delete the pipe marker or choose No to keep the pipe marker. You return to the Task window.
- ❖ **Return to File Options window**—Displays the File Options window which allows you to create a new set of pipe markers, open or print a previously saved file, or perform other file-related tasks. Refer to the applicable section in this document. Note that when you choose this option, the pipe markers currently in the text buffer are not saved unless you’ve already saved them.
- ❖ **Exit**—Exits the Pipe Markers application. See “Exiting the application” on page 5.

**7) Press the ↑ or ↓ key to choose what you want to do. Then press Enter.**



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## Working with saved pipe markers

When you finish creating pipe markers in the text buffer, you can save them in a file as described in “Working with files” on page 21. You can open a saved file at any time to edit the pipe markers’ contents, as described below.



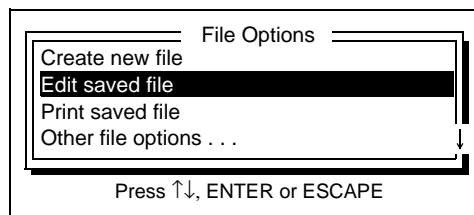
**Note:** When you edit pipe markers stored in a file, you can change selections in the Attributes, Symbol, Legend Lines, Legend and Copies windows. You cannot change the pipe markers’ layout or size settings.

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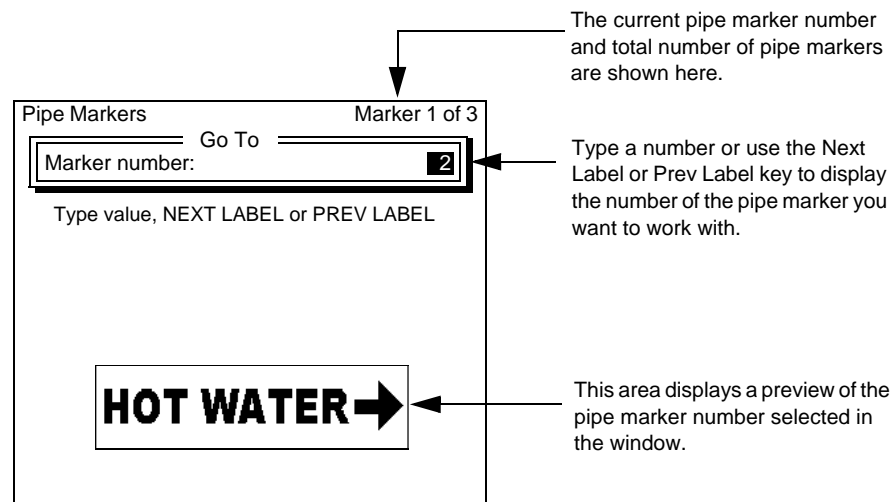
### 1) Open a file that was saved in the Pipe Markers application.

Pipe marker files use the PM extension. You can open a pipe marker file in one of two ways:

- ❖ By opening a file with the PM extension from the standard operating system.
- ❖ By using the File Options window in the Pipe Markers application. The File Options window automatically displays when you first choose the Pipe Markers application from the labeling system’s Application window. You can also display it by choosing Return to File Options window from the Task window. Choose Edit saved file and press Enter.



Refer to “Getting saved files” in Chapter 5 of the main labeling system user guide for details on using the Get option to retrieve files. After you select a file, the Go To window displays.



**2) Choose the pipe marker you want to work with.**

Refer to the previous illustration.

**3) Edit the pipe marker.**

The windows display the information you originally entered for the pipe marker. Refer to “Working with a new set of pipe markers” on page 6, and make the necessary changes. After all of the windows have displayed, the Task window appears. You can then save, print, edit, delete or add pipe markers in the current file. You can also return to the File Options window to create a new file or retrieve a different saved file.

## Using content windows

This section provides details on using the Pipe Markers application windows in which you enter or select options and content such as text and symbols. It also describes the functions that can be used within a text entry window. Note that all of these windows do not appear for all pipe marker layouts. Refer to “Layouts” on page 22 for a list of which windows display for each layout.

### Size window

Use this window to select size settings for the pipe markers. Options vary depending on which layout you’ve selected. Press the ↑ or ↓ key to move the cursor to an option, then use the ← or → key to choose a setting as described in the following tables.

The following Size window appears when a Standard pipe markers layout is selected.

Pipe Markers Marker 5/Step 2

Size

Tape width: 4 in

Length: Fixed with arrows

Total length: 32 in

Press ↑ ↓ ← →, NEXT STEP or PREV STEP

Size option	What it does
Tape width	Lets you select a tape width of 4 inches (101 mm) or 6 inches (152 mm).
Length	Allows you to choose whether or not you want to specify a pipe marker length and whether or not the pipe marker contains arrows. Choices are Fixed with arrows (default), Fixed without arrows, Undefined with arrows and Undefined without arrows. If you choose a fixed setting, the amount of text you can enter in the legend area will be restricted.
Total length	<p>Displays the total length of the pipe marker, based on the Length setting you choose. This value is for information only and cannot be changed.</p> <ul style="list-style-type: none"><li>• If the Length setting is Fixed without arrows, the Total length is 24 inches (609 mm).</li><li>• If the Length setting is Fixed with arrows, the Total length is 32 inches (812 mm).</li><li>• If the Length setting is Undefined, the Total length is also undefined.</li></ul>

The following Size window appears for all Rollform pipe markers layouts and for the Symbols tape layout.

Pipe Markers
Marker 5/Step 2

Size

Tape width:
4 in

Pipe diameter (inches):
2

Press ↑ ↓ ← →, NEXT STEP or PREV STEP

Size option	What it does
Tape width	Lets you choose a tape width of 4 inches (101 mm), 6 inches (152 mm), 8 inches (203 mm) or 10 inches (254 mm).
Pipe diameter	<p>Allows you to select a pipe diameter between 0.1 and 99.99 inches (1 and 9999 mm). The default is 2 inches (50 mm).</p> <p>The application sets the pipe marker length based on the selected diameter and also determines the legend placement and type size.</p>

## Attributes window

Use this window to select attributes for the pipe markers. Options vary depending on which layout you've selected, and this window does not appear at all for the Standard ANSI/ASME layout without arrows, the Standard Australian layout or the Rollform ANSI/ASME layout. Use the ↑ or ↓ key to move the cursor to an option, then use the ← or → key to choose a setting as described in the following tables.

The following Attributes window appears when the Standard ANSI/ASME layout is selected and a “with arrows” setting is selected for the Length option in the Size window.

Pipe Markers

Marker 1/Step 3

Attributes


Arrow location:

Before and after

Flow direction:

To left

Press  $\uparrow\downarrow \leftarrow\rightarrow$ , NEXT STEP or PREV STEP



Attribute	What it does
Arrow location	Lets you choose whether the arrows print before, after, or both before and after (default) the legend text.
Flow direction	Lets you choose whether the arrows point to the left (default), the right, or both to the left and right. The To left and right setting displays only if you selected Before and after for the Arrow location option.

The following Attributes window appears when the Standard European, Rollform European or Symbols tape layout is selected

Pipe Markers

Marker 1/Step 3

Attributes

Number of symbols

2

Type value, NEXT STEP or PREV STEP

Attribute	What it does
Number of symbols	<p>Lets you choose how many symbols will print in the space on the pipe marker that is reserved for symbols. You can select None or can choose a value between 1 and 4. 1 is the default for Symbols tape and 2 is the default for Standard European and Rollform European pipe markers.</p> <p>The None setting is not available for the Symbols tape layout. If you select None for the Standard or Rollform European layouts, more space will be available for legend text on the pipe marker.</p>

## Symbol window

Use this window to set up symbols for the pipe marker. This window appears only when the Standard European, Rollform European or Symbols tape layout was selected and a value other than None was selected in the Attributes window. A layout may contain more than one symbol depending on the number you chose in the Attributes window; the Symbol window appears as many times as the Number of symbols value you chose in the Attributes window.

Note that the symbols you select here are printed in the space on the pipe marker reserved for symbols. If the pipe marker contains legend text, you can also insert symbols in that area. Refer to “Legend window” on page 17.

To make selections use the ↑ or ↓ key to move the cursor to the option you want to set, then use the ← or → key to display the value you want to use. Refer to the table below.

Pipe Markers


Marker 4/Step 4

Symbol

Category: Hazardous Substance

Symbol: 13

Type value, ↑↓←→, NEXT STEP or PREV STEP

  
Extremely flammable

Symbol option	What it does
Category	If the Standard European or Rollform European layout was selected, displays the available symbol category (Hazardous Substance) which cannot be changed. If the Symbols tape layout was selected, allows you to select a symbol category. The Symbol Reference section in the main labeling system user guide contains a list of categories.
Symbol	If the Standard European or Rollform European layout was selected, lets you enter the number of a symbol between 6 and 15. If the Symbols tape layout was selected, lets you enter any symbol number that is valid for the selected category. The Symbol Reference section in the main labeling system user guide contains a list of categories and symbol numbers.

After you've selected the symbols, the symbol categories and numbers you chose are displayed in the Selected Symbols window. Press the ↑ or ↓ key to scroll through the symbols and display them in the preview area. Then move the cursor to the Are symbols correct? option. Select Yes to use the symbols as displayed; select No to edit the symbols.


Pipe Markers

Marker 4/Step 4

Selected Symbols

Are symbols correct?	Yes
Hazardous Substance:	9
Hazardous Substance:	13

Press ↑↓, ENTER or ESCAPE



Extremely flammable

If you chose No in the Selected Symbols window, the Edit Symbols window appears. To change the symbol category or number, press the ↑ or ↓ key to highlight the symbol you want to change, then press Enter and make the changes in the Symbol window. To change the number of symbols used, select that option and make changes in the Attributes window. After changing the settings, select Done to continue.


Pipe Markers

Marker 4/Step 4

Edit Symbols

Hazardous Substance	9
Hazardous Substance	13
Change number of symbols . . .	
Done	

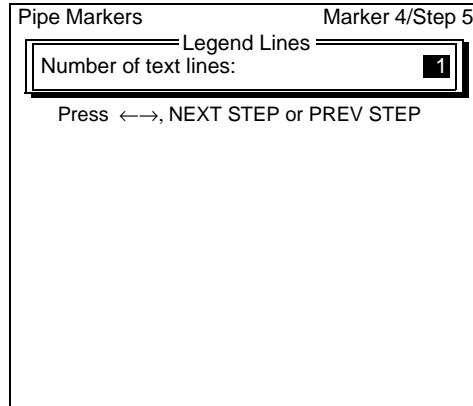
Press ↑↓, ENTER or ESCAPE



Extremely flammable

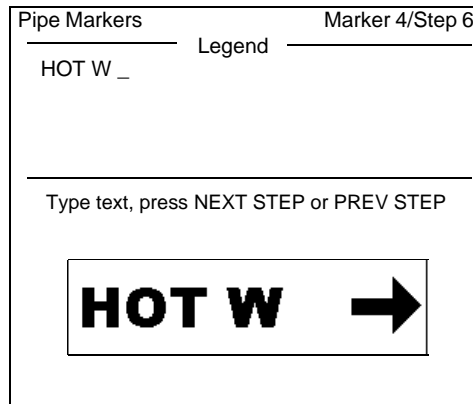
## Legend Lines window

Use this window to select how many lines of text will print in the Legend area of the pipe marker. This window appears for all layouts except Symbols tape, which doesn't contain text. To make a selection, use the ← or → key to display the value you want to use. Choose 1 (default) or 2.



## Legend window

Use this window to type the text that will appear in the legend area on the pipe marker. This window appears for all layouts except Symbols tape, which doesn't contain text. This window works much like the text entry area in the standard operating system. Type the text as you normally would, and press Enter to start a new line (if you selected 2 in the Legend Lines window).



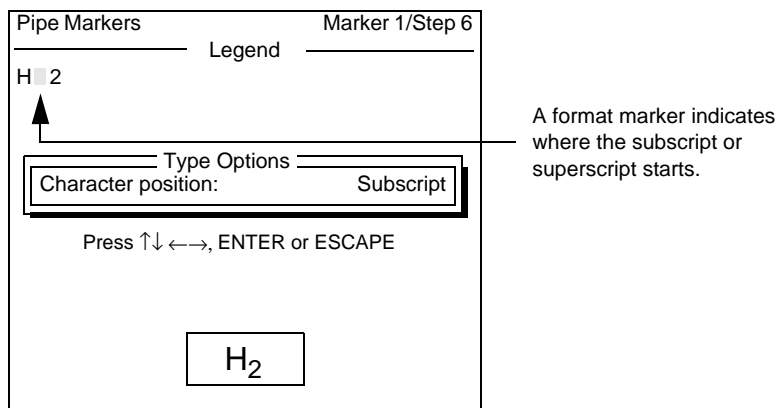
Here are some things to note about the Legend window:

- ◆ You cannot change the font or type size for the legend text.
- ◆ If you create a two-line legend, both lines of text are centered on the pipe marker and printed in the same type size. If you press Enter at the end of line one but do



not type any text for line two, the first line will be sized and positioned as if there were two lines.

- ◆ The legend text on fixed length pipe markers is automatically condensed to a maximum of 50%, if necessary. In a two-line legend, both lines are condensed by the same percentage. If you type more text than will fit on a fixed length pipe marker, the “Text too long” message displays and you need to delete some text.
- ◆ For all ANSI/ASME pipe markers, legend text automatically prints in all upper case letters, regardless of whether or not the Caps Lock key is pressed. For European pipe markers, you can enter both upper and lower case letters.
- ◆ Press the Graphics key to include symbols in the legend area. Pressing the Graphics key displays the Symbol window described on page 15. The symbol will print in the legend text area on the pipe marker, not in the area reserved for symbols. Symbols in the legend area use the same type size as the surrounding text but are not condensed if the text is condensed.
- ◆ Some lines on a label can contain chemical symbols that may require a subscripted or superscripted character. For example, you might need to subscript the 2 in H<sub>2</sub>O. To do this, follow these steps:
  - 1) **Press the Type Options key on the keyboard before typing the subscript or superscript character.**
  - 2) **Press the ← or → key to choose Subscript or Superscript, then press Enter.**
  - 3) **Type the subscript or superscript character, then press Type Options again.**



- 4) **Press the ← or → key to choose Normal, then press Enter.**

Another format marker indicates where the subscript or superscript ends.

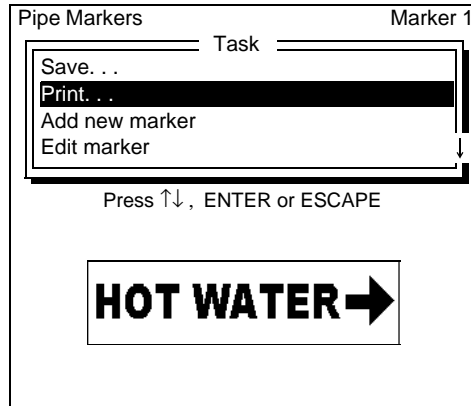
## Printing pipe markers

You can print pipe markers at any time by following these steps:

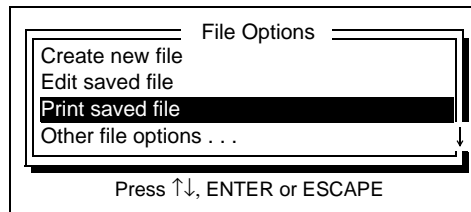
### 1) Choose a printing option.

You can print pipe markers in one of two ways:

- ❖ By selecting Print from the Task window after you create or edit a pipe marker, and then pressing Enter.



- ❖ By selecting Print saved file from the File Options window and pressing Enter. You then display the name of the PM file you want to print and press Enter. (Refer to "Getting saved files" in Chapter 5 of the main labeling system user guide for details on using the File window.)



If the file or text buffer contains more than one pipe marker, the Print Range window displays. If the file or text buffer contains just one pipe marker, printing begins.

Pipe Markers

Print Range

All markers (10)

Marker number: 2

Press ↑↓, ENTER or ESCAPE

**2) If the Print Range window is displayed, specify which pipe markers you want to print.**

- ❖ To print all of the pipe markers in the text buffer or file, use the ↑ or ↓ key to highlight the All markers option and press Enter. The system lists the total number of pipe markers in the text buffer or file, as shown in the previous illustration, and the value cannot be changed here.
- ❖ To print a specific pipe marker in the text buffer or file, use the ↑ or ↓ key to highlight the Pipe Marker number option. Type the number of the pipe marker you want to print or press the ← or → key to scroll through the pipe marker numbers. The selected pipe marker is shown in the preview area. Press Enter when the number of the pipe marker you want to print is displayed.

The printing routine works the same as it does in the standard operating system. The pipe markers are printed using the monochrome ribbon installed in the system, and you'll be asked to install a monochrome ribbon if one is not already installed. (For details, refer to Chapter 4 in the main labeling system user guide.) When printing is finished, you return to either the File Options window or the Task window.

## Working with files

Pipe markers can be saved in files in either the resident memory or on a memory card, just like labels in the standard operating system. You can also retrieve, delete and copy a file that you saved in the Pipe Markers application; these files use the PM extension. The file management features of the Pipe Markers application are used as described below; you do not access them through the File function key as in the standard operating system.

- ◆ You can edit or print a pipe marker file by choosing Edit saved file or Print saved file from the File Options window. The File window shown below displays, and you need to select a filename and location. Refer to “Getting saved files” in Chapter 5 of the main labeling system user guide for details on using this window.

The screenshot shows a terminal window titled "Pipe Markers". At the top, there is a "File" menu. Below it, the text "Get:" is followed by a cursor and ".PM". Underneath, "Location:" is followed by "Resident memory". At the bottom, a prompt reads "Type name, press ↑↓, ENTER or ESCAPE".

- ◆ To save a pipe marker file, choose Save from the Task window. The File window shown below displays, and you need to select a filename and location. Files will automatically be assigned the PM extension. For details on using this window, refer to “Saving files” in Chapter 5 of the main labeling system user guide.

The screenshot shows a terminal window titled "Pipe Markers". At the top, there is a "File" menu. Below it, the text "Save:" is followed by a cursor and ".PM". Underneath, "Location:" is followed by "Resident memory". At the bottom, a prompt reads "Type name, press ↑↓←→, ENTER or ESCAPE".



- ◆ You can access additional file functions by choosing Other file options in the File Options window. When the File window shown below displays, you can delete and copy files and print a list of saved files. (Only the names of pipe marker files are printed in the list.) For details on these options, refer to Chapter 5 in the main labeling system user guide.

The screenshot shows a terminal window titled "Pipe Markers". At the top, there is a "File" menu. Below it, the text "Delete:" is followed by a cursor and ".PM". Underneath, "Location:" is followed by "Resident memory". Below that, "Available memory:" is followed by "60%". At the bottom, "Copy all files:" is followed by "From memory to card" and a downward arrow. At the very bottom, a prompt reads "Type name, press ↑↓←→, ENTER or ESCAPE".



## Layouts

This section provides details about each of the layouts available in the Pipe Markers application.



### Standard pipe markers - ANSI/ASME

Option	Description
Outline view	<div> With arrows</div> <div> Without arrows</div>
Dimensions	<ul style="list-style-type: none"><li>• Fixed length without arrows: 2" leader + 20" legend + 2" trailer = 24" total</li><li>• Fixed length with one arrow: 4" arrow + 28" legend (or 28" legend + 4" arrow) = 32" total</li><li>• Fixed length with two arrows: 4" arrow + 24" legend + 4" arrow = 32" total</li><li>• Undefined without arrows: 2" leader + legend + 2" trailer</li><li>• Undefined with one arrow: 4" arrow + legend (or legend + 4" arrow)</li><li>• Undefined with two arrows: 4" arrow + legend + 4" arrow</li></ul>
Prompt windows	Attributes, Legend Lines, Legend, Copies

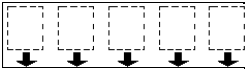
## Standard pipe markers - European

Option	Description
Outline view	<div style="display: flex; align-items: center; justify-content: space-around;">  <div>With arrows</div> </div> <div style="display: flex; align-items: center; justify-content: space-around; margin-top: 10px;">  <div>Without arrows</div> </div>
Dimensions	<ul style="list-style-type: none"> <li>Fixed length without arrows: 2" leader + 20" legend + 2" trailer = 24" total</li> <li>Fixed length with arrows: 4" arrow frame + 24" legend + 4" arrow frame = 32" total</li> <li>Undefined without arrows: 2" leader + legend + 2" trailer</li> <li>Undefined with arrows: 4" arrow frame + legend + 4" arrow frame</li> </ul>
Prompt windows	Attributes, Symbol, Legend Lines, Legend, Copies
Note	<p>Regardless of whether or not the arrow frame is included, the symbols are placed on the pipe marker in the following location and order:</p> <div style="border: 1px solid black; display: flex; justify-content: space-around; padding: 5px; margin: 10px auto; width: fit-content;"> <span>S1</span> <span>S3</span> <span>LEGEND</span> <span>S4</span> <span>S2</span> </div>


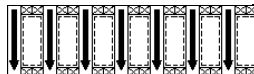
## Standard pipe markers - Australian

Option	Description
Outline view	<div style="display: flex; align-items: center; justify-content: space-around;">  <div>With arrows</div> </div> <div style="display: flex; align-items: center; justify-content: space-around; margin-top: 10px;">  <div>Without arrows</div> </div>
Dimensions	<ul style="list-style-type: none"> <li>Fixed length without arrows: 2" leader + 20" legend + 2" trailer = 24" total</li> <li>Fixed length with arrows: 4" arrow + 24" legend + 4" arrow = 32" total</li> <li>Undefined without arrows: 2" leader + legend + 2" trailer</li> <li>Undefined with arrows: 4" arrow + legend + 4" arrow</li> </ul>
Prompt windows	Legend Lines, Legend, Copies

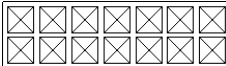
## Rollform pipe markers - ANSI/ASME

Option	Description
Outline view	
Prompt windows	Legend Lines, Legend, Copies

## Rollform pipe markers - European

Option	Description										
Outline view	<div><div></div><div>Without symbols</div></div> <div><div></div><div>With symbols</div></div>										
Prompt windows	Attributes, Symbol (if symbols are selected), Legend Lines, Legend, Copies										
Note	<p>For pipe markers &lt;70 mm in diameter with at least one symbol selected, the symbols appear in the following locations and order:</p> <table><tr><td>S1</td><td>S2</td><td>LEGEND</td><td>S3</td><td>S4</td></tr></table> <p>For pipe markers &gt;70 mm in diameter with at least one symbol selected, the symbols appear in the following locations and order:</p> <table><tr><td>S1</td><td rowspan="2">LEGEND</td><td>S3</td></tr><tr><td>S2</td><td>S4</td></tr></table>	S1	S2	LEGEND	S3	S4	S1	LEGEND	S3	S2	S4
S1	S2	LEGEND	S3	S4							
S1	LEGEND	S3									
S2		S4									

## Symbols tape

Option	Description
Outline view	
Prompt windows	Attributes, Symbol, Copies

# **Symbol Reference**

## **Références des symboles**

### **Referencias de símbolos**

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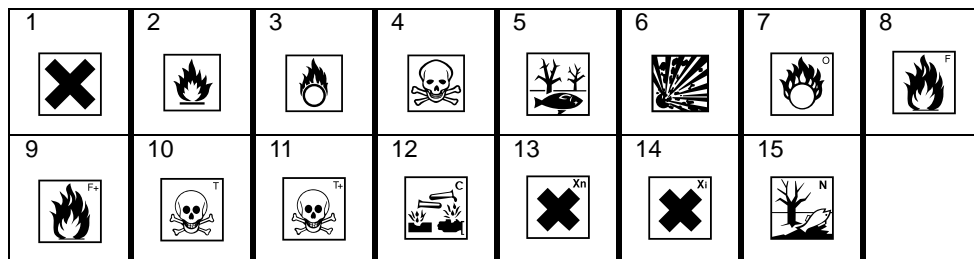
## Sign headers — Panneaux — Encabezados de avisos

1 	2 	3 
4 	5 	6 
7 	8 	9 
10 	11 	12 
13 	14 	15 
16 	17 	18 
19 	20 	21 
22 	23 	24 
25 	26 	27 
28 	29 	30 
31 	32 	

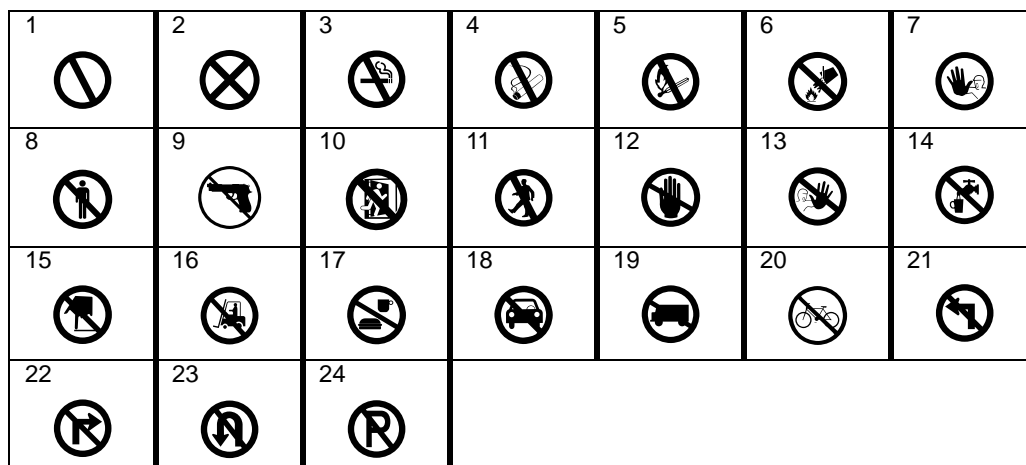
## Personal protective equipment — Equipement de protection personnelle — Equipamiento de protección personal













































## Hazardous substance — Substance dangereuse — Sustancia peligrosa


















## Prohibition — Interdiction — Prohibición



## First aid/Emergency exit — Premiers secours/Sortie de secours — Primeros auxilios/Salida de emergencia

1 	2 	3 	4 	5 	6 	7 
8 	9 	10 	11 	12 	13 	14 
15 	16 	17 	18 	19 	20 	21 
22 	23 	24 	25 	26 	27 	28 
29 	30 	31 	32 	33 	34 	35 
36 	37 	38 	39 	40 	41 	42 

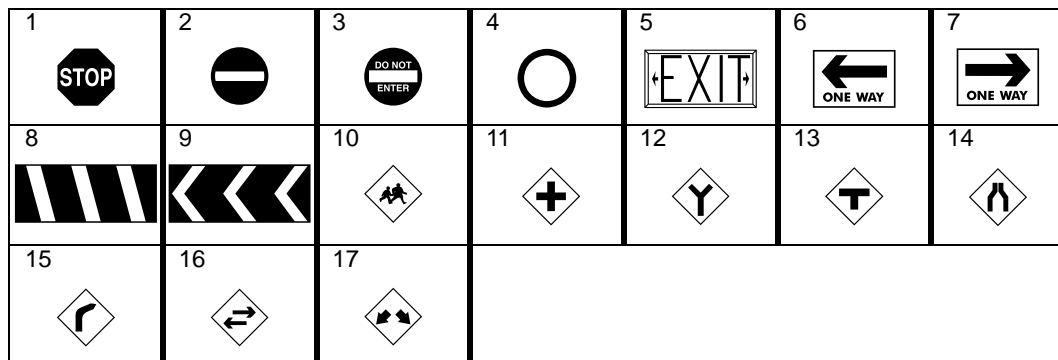
## Fire protection — Protection anti-incendie — Protección contra incendios

1 	2 	3 	4 	5 	6 	7 
8 	9 	10 	11 	12 	13 	14 
15 						

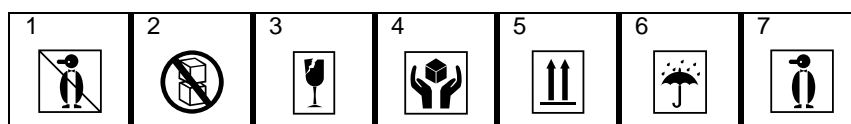
## Mandatory condition — Conditions — Obligación


































## Traffic/Directional — Trafic/Panneaux indicateurs — Dirección







































## Shipping — Transport — Transporte









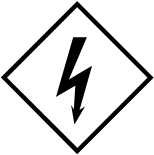
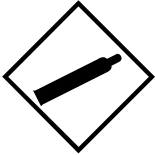


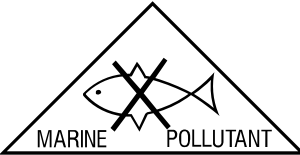








## Informational — Informations — Información

1 	2 	3 	4 	5 
6 	7 	8 	9 	10 
11 	12 	13 	14 	15 
16 	17 	18 	19 	20 
21 	22 	23 	24 	25 
26 	27 	28 	29 	30 
31 				




















## Warning — Avertissement — Advertencia

1 	2 	3 	4 	5 	6 	7 
8 	9 	10 	11 	12 	13 	14 
15 	16 	17 	18 	19 	20 	21 
22 	23 	24 	25 	26 	27 	28 
29 	30 	31 	32 	33 	34 	35 
36 						





































## Hazard warning diamonds — Losange de sécurité — Advertencia sobre riesgos

1 	2 	3 
4 	5 	6 
7 	8 	9 
10 	11 	12 
13 	14 	15 
16 	17 	18 
19 		









## Arrows — Flèches — Flechas

1 	2 	3 	4 	5 	6 	7 	8 
9 	10 	11 	12 	13 	14 	15 	16 
17 	18 	19 					

## Common symbols — Symboles principaux — Símbolos habituales

1 	2 	3 	4 	5 	6 	7 	8 
9 	10 	11 	12 	13 	14 	15 	16 
17 	18 	19 	20 	21 	22 	23 	24 
25 	26 	27 	28 	29 	30 	31 	32 
33 	34 	35 	36 				

## WHMIS — SIMDUT — WHMIS

1 	2 	3 	4 	5 	6 	7 	8 
--	--	--	--	--	--	--	--



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