

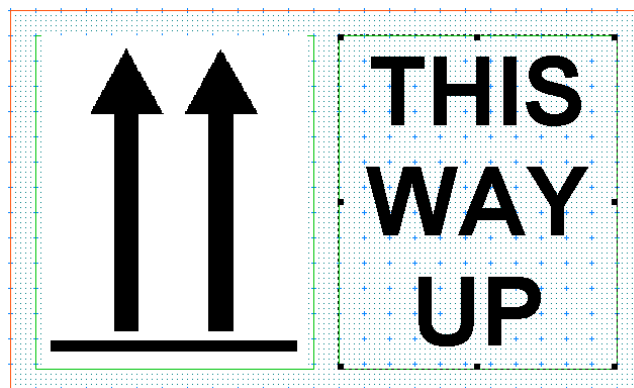
This information guide explains how to use HibSoft LabelPro and HibSoft DesignerPro to produce a range of simple non-chemical labels, eg: address labels, this way up labels etc.

EXAMPLE A – a ‘This Way Up’ label

This example describes how to create a simple label with the “This Way Up” logo and caption.

1. In HibSoft DesignerPro, select **File** then **New** from the menu bar to begin designing a new template. The design area is reset to the initial default size of 100x100mm.
2. Select **File** then **Page Setup** from the menu bar and set the appropriate page size for the media on which you intend to print. The program then automatically moves on to the Page Layout screen for you to enter the actual label size, no of labels across/down page etc.
3. Select the **Bitmap Logo** field type from the toolbar on the right of the screen and draw a logo field onto the label design area.
4. Double-click on the Logo field (or select Fields / Properties from the menu bar) to open the field properties box.
 - a) Click on the **Maintain Aspect Ratio** tickbox to select it.
 - b) Click on the **Select File** button and use the browser to select the “THIS WAY UP.bmp” logo file*.
 - c) Click on the **OK** button to close the properties box.

* Available from Hibiscus PLC IT Support – should be saved in your labels folder.
5. Select the **Fixed Text** field type from the toolbar on the right of the screen and draw a fixed text field on the label design area.
6. Double-click on the Fixed Text field (or select Fields / Properties from the menu bar) to open the field properties box.
 - a) Type in the text you want to appear on the label, eg. “THIS WAY UP”.
 - b) Select the **Font** tab and click on the **Size to Fit** tickbox to select it.
 - c) Click on the **OK** button to close the properties box.



7. Select **File** then **Save** from the menu bar and save the template as “This Way Up.hsl”.
8. Exit HibSoft Label Designer and open the HibSoft LabelPro.

9. From the menu bar select **File** then **Open Template** and use the browser to find and load the “This Way Up” template.
10. From the menu bar select **Substance** then **Select** to begin linking this template to a ‘freestyle’ label.
 - a) In the **Substance** box type “\$” (dollar sign) then click on the **[Search Sub Name]** button.
 - b) The program will return a list of ‘free style’ labels numbered 1 to 12.
 - c) Select **Free Style 1** (assuming you have not already assigned this to anything else) and click on **[Open]**.
11. From the menu bar click on **Substance** then **Edit**. In the dialog box that opens:
 - a) Click on the **Advanced** tab.
 - b) In the **Associate Label Template** section, click on the **[Use Current]** button.

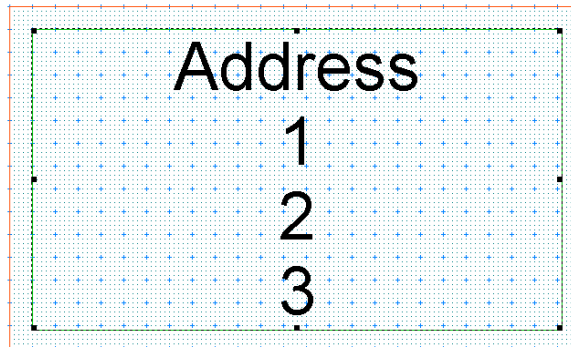
TO PRINT A ‘THIS WAY UP’ LABEL:

1. Open HibSoft LabelPro.
2. From the menu bar select **Substance** then **Select**.
3. In the **Substance** box type “\$” (dollar sign) then click on the **[Search Sub Name]** button to bring up the list of ‘free style’ labels.
4. Click on **Free Style 1** to select it and then click on **[Open]**.
5. The program will automatically load the ‘This Way Up’ label design.
6. Print the label by selecting **File** then **Print** from the menu bar.

EXAMPLE B – an Address Label

This example describes how to create an address label (from a range of addresses stored within the LabelPro database):

1. In HibSoft Label designer, select **File** then **New** from the menu bar to begin designing a new template. The design area is reset to the initial default size of 100x100mm.
2. Select **File** then **Page Setup** from the menu bar and set the appropriate page size for the media on which you intend to print. The program then automatically moves on to the Page Layout screen for you to enter the actual label size, no of labels across/down page etc.
3. Select the **Database Text Field** field type from the toolbar on the right of the screen and draw a text field onto the label design area.
4. Double-click on the text field (or select **Fields / Properties** from the menu bar) to open the field properties box.
 - a) On the **Data** tab, select **Address** from the field list (Note that Address is the only type of Database Field that you can include in this type of label).
 - b) On the **Font** tab, click on the **[Setup Font]** button to choose the font style and size (or tick the ‘Size to fit’ checkbox to print in the largest font to fit the available area).
 - c) Click on the **OK** button to close the properties box.



5. Select **File** then **Save** from the menu bar and save the template as "Address Label.hsl".
6. Exit HibSoft DesignerPro and open the HibSoft LabelPro Program.
7. From the menu bar select **File** then **Open Template** and use the browser to find and load the "Address Label" template.
8. From the menu bar select **Substance** then **Select** to begin linking this template to a 'freestyle' label.
 - a) In the **Substance** box type "\$" (dollar sign) then click on the **[Search Sub Name]** button.
 - b) The program will return a list of 'free style' labels numbered 1 to 12.
 - c) Select **Free Style 2** (assuming you have not already assigned this to anything else) and click on **[Open]**.
9. From the menu bar click on **Substance** then **Edit**. In the dialog box that opens:
 - c) Click on the **Advanced** tab.
 - d) In the **Associate Label Template** section, click on the **[Use Current]** button.

You have now tied your address label design to Free Style label 1. Now, whenever you select Free Style 1 from the substance list this template will automatically open.

TO PRINT AN ADDRESS LABEL:

1. Open HibSoft LabelPro.
7. From the menu bar select **Substance** then **Select**.
8. In the **Substance** box type "\$" (dollar sign) then click on the **[Search Sub Name]** button to bring up the list of 'free style' labels.
9. Click on **Free Style 2** to select it and then click on **[Open]**.
10. The program will automatically load the address label design (normally filled in with the last address you used).
11. To load, or change, an address:
 - a) Click on **Substance** then **Edit** from the menu bar.
 - b) Click on the **Advanced** tab.
 - c) Click on **[Set Depot]** to access the list of stored addresses.
 - d) Select a depot by cycling through the list or creating a new one.

12. Print the label by selecting **File** then **Print** from the menu bar.

Other Labels

You can create other types of non-chemical labels in a similar way using any combination of variable text, fixed text, bitmap logo, batch number and/or barcode fields.

You can create up to 12 different designs attached to each of the 12 freestyle label types in the substance list. It is also possible to change the captions of these freestyle label types to reflect the types of labels you have attached to them, eg. **Free Style 1** could be made to appear in the list as **This Way Up label** etc (see below).

If you require any bitmap files to print on your labels contact Hibiscus PLC IT Support for advice and assistance (if you can supply a printed copy we can convert it for you). Please note that the software supports black and white only.

How do I change the captions for my 'freestyle' Labels on the LabelPro Menu

To do this you will need to modify one of the program scripts, although this is quite easy to do.

In Windows Notepad, open the file "c:\Program Files\HibSoft\LabelPro\bin\SWListUsr.lua". You will see a number of lines in this file similar to the following:

```
addProductItem(ptrDlg, SDS, "Free Style 1", "999001");  
addProductItem(ptrDlg, SDS, "Free Style 2", "999002");  
addProductItem(ptrDlg, SDS, "Free Style 3", "999003");
```

Simply modify "Free Style 1", "Free Style 2" etc. to reflect the labels you have assigned to them and resave the file, ie:

```
addProductItem(ptrDlg, SDS, "This Way Up Label", "999001");  
addProductItem(ptrDlg, SDS, "Address Label", "999002");  
addProductItem(ptrDlg, SDS, "Weight Label", "999003");
```

Do not lose the speech marks or alter any other part of the script besides that indicated.

You can create additional entries simply by adding new lines whilst adhering to the same format (don't forget to increment the reference number).

Do not alter any of the other program scripts in any way or you may invalidate your software support entitlement.