

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

This example describes how to create a “This Way Up” label:

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 **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** the **Save** from the menu bar and save the template as “THIS WAY UP.hsl”.
8. Exit HibSoft Label Designer and open the HibSoft Label Program.
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 **New** to begin creating a new substance.
 - a) In the **Section** box type “NON-CHRMICAL” to create a new section (or select from the drop-down if already created).
 - b) In the **Name** box type “THIS WAY UP”.
 - c) Click on the **Advanced** tab then click on the **Use Current** button to associate the template with the substance record.
 - d) Click on the OK button to close the properties box.
11. From the menu bar click on **Substance** then **Save** to save the substance record.

TO PRINT A ‘THIS WAY UP’ LABEL:

1. Open HibSoft Label.



2. From the menu bar select **Substance** then **Select**.
3. Select 'NON-CHEMICAL' from the Section list then select 'THIS WAY UP' from the Substance list.
4. The 'THIS WAY UP' label should load automatically with the substance record. Send to print in the normal way.

You can create other types of non-chemical labels in the same way. 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.