Label Designer Guide

1. From the menu bar, select **File** then **New**.
   The screen will clear to a blank label design with a default size of 100mm x 100mm.

2. From the menu bar, select **File** then **Layout**.
   The Page Layout box will open *– this is where you determine the basic size and shape of the label.*

3. **Page Layout**
   Note that the paper size referred to in the layout box is the size of the backing paper on which your labels are mounted, **except** when using continuous stationery in which case the width will be the overall width of the backing (regardless of how many labels are mounted side by side) but the length (which is otherwise indefinite on continuous stationery) will be the length of one label mounted on the backing.
   a) Choose paper size from the choice of **A4**, **A5** or **Custom** (when using continuous stationery ALWAYS select **Custom** – even when the width and height correspond to A4 or A5).
   b) If you selected **A4** or **A5** the paper width and height will be set automatically. If you selected **Custom**, enter the paper width and height (in millimetres) in the boxes provided.
   d) Choose the paper orientation from the choice of **Landscape** or **Portrait.**
   Single Sheet Stationery - Long edge horizontal = Landscape, Long edge vertical = Protrait.
   Continuous Stationery - Paper orientation is determined by the orientation of the print (regardless of size or shape of the label), ie. if the label is printed with the text upright the orientation is portrait).

3. **Label Layout**
   a) Enter the label width and height (actual width and height of an individual label) in millimetres.
   b) Enter top and bottom margin in millimetres (some single sheet stationery may have a border outside of the mounted labels).
   c) Enter information on how labels are mounted on the backing.

Labels Across	Number of labels mounted side by side on the backing.
Labels Down	Number of labels mounted above and below each other on the backing (always 1 for continuous stationery).
Horizontal Gap	Gap in millimetres from right edge of one label to left edge of next label.
Vertical Gap	Gap in millimetres from bottom edge of one label to top edge of next label.

   Note that the diagram on the left half of the page layout box will change to reflect the way the labels are laid out on the backing (white = label, yellow = backing). When Printing from continuous stationery in landscape mode the representation on paper and backing in this diagram may appear to be opposed (at right angles to each other) – this is correct ***in this circumstance****.*
   d) Click on [Ok] to close the Page Layout box.

4. **Adding Data Fields**
   a) Select field type - From the menu bar, select **Fields** then **Insert** and choose a field type from the list – or click one of the buttons on the button bar down the right hand side of the screen.
   b) The new field is automatically created in a standard location near the top left of the label.
   c) Move the new field to the desired location by moving the mouse pointer over it and holding down the left mouse button whilst dragging it into place. Resize the field by moving the mouse pointer onto any of the resizing nodes and holding down the left mouse button whilst dragging out the border.
   c) Set the field properties – ensure the field is selected (a black dashed border surrounds field) then select **Fields** and **Property** from the menu bar (or double click on the field) to open the properties box. The properties box will have two or three tabs. The first tab is specific to each individual field type whilst the Font and Borders tabs are common to all field types (where applicable). The contents and usage of the different properties tabs are summarised in the table on the next page.

5. **Save the Template**
   From the menu bar, select **File** then **Save** (or click the Save button {disk icon} on the button bar). Select the folder in which to store the new template then type a descriptive name in the **Template Name** box and click on [**Save**].

Field Properties	
Substance Text	*Substance text fields are data fields that can be drawn directly from the substance database.* **Sub Field** – Choose a field to display from list of available database fields*. **Language** - select the language in which you wish the field a appear (language option applies to selected fields only). **Prefix/Postfix** – A word or short phrase which is always to be printed preceding/following the contents of the database field. * Additional fields may be available besides those brought forward as standard from your SDS software. Please refer to separate instruction sheet on Additional Labelling Fields for further information.
IOD Symbol	*IOD Symbol fields are fields that display Indication of Danger pictograms. Note that if you design more symbols on your label than are required by any particular substance, the remaining symbols will be left blank.* **Symbol** – Choose which symbol from the database is to appear at this position.
Warning Diamond	*Warning diamond fields are fields that display Transport Warning Diamonds.* **Diamond** – Choose which diamond from the database is to appear at this position. **Show Class Number** – if ticked, the diamond class number is printed within the diamond. **Show Diamond Text** – use the slider bar to adjust the size of the diamond text. **Language** – select the language for the diamond text. **Dashed Border** – choose from Never / When required / Always. **Show Background** – select if coloured background is to be printed (requires colour printer).
R & S Text	*R&S Text fields are fields that display the set of Risk and Safety phrases that are applicable to the current substance in the selected language. Note that you can include more than one R&S box on your label design to display the same information in multiple languages.* **Language** – Choose the language in which the R&S phrases are to appear. **Line Breaks** - if unticked, all phrases will appear continuously within the box (wrapping where necessary) instead of each phrase beginning on a new line. **Use Phrase Codes** – if ticked, each phrase will be preceded by its relevant phrase code. **Bullet Points** – choose from a list of bullet point symbols to precede each phrase (alternative to phrase codes). **Phrase Filter** – Enter R to filter only Risk phrases or S to filter only Safety phrases.
Fixed Text	*Fixed Text fields are used to display a fixed word or phrase that is always to appear on the template regardless of the substances being labelled (eg. Captions).* **Text** - Enter a set phrase or word which is to appear in the Text box area on the printed label. Note that the phrase entered here will be the same for every label printed using this template. Use Fixed Text boxes for caption etc. on your labels.
Popup Text	*Pop-up text fields are used to ask for additional variable information when the label is opened.* **Popup Prompt** – a prompt that will be used to ask for input (usually a brief description of the information, eg 'Batch No.). **Default Text** – the text that will be entered into the field if nothing is entered by the user. **Prefix/Postfix** - A word or short phrase which is to be printed preceding/following data input (**Always** = display Prefix/Postfix even when no data is present).
Embedded Bitmap	*Embedded bitmap fields are used to display bitmap image (.bmp) files.* **[Load Bitmap File]** – opens a browser to search for a bitmap file.
Embedded EMF	*Embedded EMF fields are used to display Enhanced MetaFile images (.emf). EMF images have the advantage over bitmap images of being able to store vector graphics which scale more accurately without distortion.* **[Load Bitmap File]** – opens a browser to search for a bitmap file.
Batch Number	**Name** – The name of the field (this will be used to prompt for input if Ask for Text at Print Time is selected). **Start at/Increment/Until** – starting number / incremental value (ie. increase between numbers) / highest value (after which numbering will reset). **Ask at Print Time** – if ticked, whenever a label is printed from this template the user will be prompted to enter a starting number. **Prefix/Postfix** - A word or short phrase which is always to be printed preceding/following the batch number.
Barcode	**Barcode Style** – Select the desired barcode format. **Narrow Bar Width/Wide Bar Width/Interchar Gap** – settings to adjust readability of the barcode (not recommended). **Data Source** – The information source for the barcode - can be fixed (from text entered in Data field below), variable (taken from a named variable field entered in Data Field below) or DB Field (from Barcode field on Database). **Data** – Enter the text to appear in the barcode (fixed) or name of a variable field (variable).

Advanced Fields	
Advanced fields allow you to create dynamic label objects that can display the results of mathematical operations, read in information from outside sources or perform some kind of user interaction. Advanced fields need to be scripted in a supplementary programming language called LUA. If you have programming expertise on-site, LUA is simple to learn for an experienced programmer. If not, contact Hibiscus PLC IT support for advice and a quote on setting up advanced fields.	
Custom Symbol	Used to display embedded custom symbols – need to be imported to your database by Hibiscus PLC.
Advanced Substance Text	Used to display non-standard fields called from your SDS software (using your SDS software's internal data references). See separate instruction sheet for further information.
Function (Text)	Programmable field – can perform any programmable operation, eg. Calculate an expiry date, display a pick-list etc.
Function (Bitmap)	Used to display an external bitmap (ie. one not embedded in the database) – can be programmed to select an appropriate bitmap image based on the substance data.
Function (EMF)	As above but displays EMF images.

Common Tabs	
Font	**Rotation** – Choose the angle of rotation of the text, eg. 0 degrees = upright, 90 degrees = vertical etc. **Alignment** – Choose the alignment of the text, eg. top left, top center, middle left etc. **Size to Fit** – if ticked, the largest possible font size will be automatically assigned (ie. without overflowing the field). **Invert Colour** – if ticked, the text will be printed in inverse (eg. white on black). **Allow Line Breaks** – if ticked, the text will be allowed to wrap onto multiple lines within the field. [**Setup Font**] – Opens the Windows Font browser to choose font type, style, size, decoration etc.
Borders	**Active Borders:** [**Top**]/[**Left**]/[**Right**]/[**Bottom**] – Click the buttons to select which borders you wish to activate (ie. you can draw a border line on any one, two three or all four sides). **Border Width** – Width of the border line (must be more than zero for a border line to appear). **Curved Corners: Horizontal/Vertical** – to draw a box with curved corners enter the distance from the corner to begin the curve (to draw a circle or ellipse set these values to half the width/height of the field).