

## Label Designer Guide

1. From the menu bar, select on **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 **Page Setup** – *The Page Setup box will open.*
3. **Page Setup**  
 Note that the paper size referred to here is the size of the backing paper on which your labels are mounted, **except** when using continuous stationery in which case width will be the width of the backing but 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 = Portrait.  
 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.

*When you have completed these entries the Page Layout box will open.*
3. **Page 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.
 

<b>Labels Across</b>	Number of labels mounted side by side on the backing.
<b>Labels Down</b>	Number of labels mounted above and below each other on the backing (always 1 for continuous stationery).
<b>Horizontal Gap</b>	Gap in millimetres from right edge of one label to left edge of next label.
<b>Vertical Gap</b>	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 **Add** and choose a field from the list – or click one of the buttons on the button bar down the right hand side of the screen. Note that the design of the cursor changes to reflect the type of field chosen.
  - b) Draw the field - Place the mouse pointer at the position on the label where the top left corner of the field is to be placed then hold down the left hand mouse button and move the mouse to the right and down, stretching the field until you reach the correct size, then release the mouse button.
  - c) Set the field properties – ensure the field is selected (a black dashed border surrounds field) then select **Fields** and **Properties** 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 the field type, 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). In the **File Name** box enter a descriptive name for your new label template then click on [**Save**].



<b>Field Properties</b>	
<b>Fixed Text</b>	<b>Text</b> - 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.
<b>Database Text</b>	<b>Data Item to Display</b> – Choose field to display from list of available database fields*. <b>Language</b> (multilingual versions only) - select the language in which you wish the field to appear (other languages apply to selected fields only). <b>Prefix/Postfix</b> – A word or short phrase which is always to be printed preceding/following the contents of the database field.
<b>IOD Symbol</b>	<b>Symbol</b> – Choose which symbol (1-4) from the database is to appear at this position.
<b>Warning Diamond</b>	<b>Diamond</b> – Choose which diamond (1-3) from the database is to appear at this position. <b>Language</b> – Not applicable (intended as a future development). <b>Show Dashed Border</b> – if ticked, a dashed border is printed around the diamond. <b>Show Class Number</b> – if ticked, the diamond class number is printed within the diamond. <b>Text Size</b> – use the slider bar to adjust the size of the diamond text. <b>Number Size</b> – use the slider bar to adjust the size of the class number.
<b>R &amp; S Phrases</b>	<b>Language</b> (multilingual versions only) – Choose the language in which the R&S phrases are to appear. <b>Only Display Phrases With Codes Beginning With</b> – Select which type of phrases are to appear in this box (eg. R = Risk phrases only, S = Safety phrases only, P = Precautionary phrases only, blank = all phrases). Note that preceding the identifier with a dash reverses the meaning (eg. –R = except Risk phrases). <b>Prefix Codes</b> – if ticked, each phrase will be preceded by its relevant phrase code. <b>Bullet Points</b> – if ticked, a bullet point symbol will be included at the start of each phrase. <b>No Line Breaks Between Phrases</b> – if ticked, all phrases will appear continuously within the box (wrapping where necessary) instead of each phrase beginning on a new line.
<b>Variable text</b>	<b>Name</b> – a name for the variable field (this will be used to prompt for input if Ask for Text at Print Time is selected). <b>Ask For Text at Print Time</b> – if ticked, whenever a label is printed from this template the user will be prompted to enter information for this field, ie. an expiry date, weight, batch number etc.
<b>Bitmap Logo</b>	<b>Bitmap File</b> – enter the full filename (including location) of a logo (or other image) file to be included here. Note that only Windows Bitmap files are supported. To search for an appropriate file click on <b>[Select File]</b> . <b>Maintain Aspect Ratio</b> – if ticked, will prevent the image file being stretched disproportionately if the shape of the drawn field does not match the shape of the image.
<b>Batch Number</b>	<b>Name</b> – The name of the field (this will be used to prompt for input if Ask for Text at Print Time is selected). <b>Start at/Increment/Until</b> – starting number / incremental value (ie. increase between numbers) / highest value (after which numbering will reset). <b>Ask at Print Time</b> – if ticked, whenever a label is printed from this template the user will be prompted to enter a starting number. <b>Prefix/Postfix</b> - A word or short phrase which is always to be printed preceding/following the batch number.
<b>Barcode</b>	<b>Barcode Style</b> – Select the desired barcode format. <b>Narrow Bar Width/Wide Bar Width/Interchar Gap</b> – settings to adjust readability of the barcode (not recommended). <b>Data Source</b> – 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). <b>Data</b> – Enter the text to appear in the barcode (fixed) or name of a variable field (variable).
<b>Common Tabs</b>	
<b>Font</b>	<b>Rotation</b> – Choose the angle of rotation of the text, eg. 0 degrees = upright, 90 degrees = vertical etc. <b>Alignment</b> – Choose the alignment of the text, eg. top left, top center, middle left etc. <b>Size to Fit</b> – if ticked, the largest possible font size will be automatically assigned (ie. without overflowing the field). <b>Invert Colour</b> – if ticked, the text will be printed in inverse (eg. white on black). <b>Allow Line Breaks</b> – if ticked, the text will be allowed to wrap onto multiple lines within the field. <b>[Setup Font]</b> – Opens the Windows Font browser to choose font type, style, size, decoration etc.
<b>Borders</b>	<b>Active Borders: [Top]/[Left]/[Right]/[Bottom]</b> – 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). <b>Border Width</b> – Width of the border line (must be more than zero for a border line to appear). <b>Curved Corners: Horizontal/Vertical</b> – 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).

\* Additional fields may be available besides those brought forward as standard from SDS Professional, eg. Proper Shipping Name. Please refer to separate instruction sheet on Additional Labelling Fields for further information.