

The Labeler

User's Guide To The Labeler



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1.0 PREFACE



1.1 Product Description

The software package, *The Labeler* is a simple to use label designer aimed at the user of 4th and Vine's label products. The software allows the user to create a label based on an established label template and add text, graphics, barcodes and even a sequential counter. The final result is a professional looking label that can be printed onto a 4th and Vine label sheet. The software also allows you to generate custom label templates yourself so you are not having to use the existing templates. It also contains a set of templates for the Avery label products as well as the 4th and vine label templates.

1.2 Manual Description

This User Guide has been created to help you learn the program quickly and efficiently. This manual is broken down into several different chapters which goes over different aspects such getting started with the software, using the software, formatting different objects that you can place on your label, the essentials such as saving a project, loading a project, and printing, and the appendixes which contain some useful information.

The following icons signify things of special note:

	Signifies additional notes or special points of interest about the topic that you may find interesting.
	Explains any cautions or warnings that you should be aware of. Also suggests possible solutions to problems you may encounter.

1.3 System Requirements

Below are listed the requirements for running The Labeler on your PC.

Minimum:

Windows 98/ME/2000/XP

128Mb of RAM or greater

150Mb of Available Hard Drive Space

Recommended:

Microsoft Windows XP

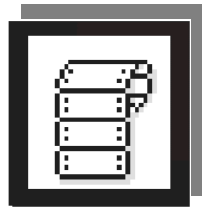
512Mb of RAM or greater

200Mb of Available Hard Drive Space



Chapter 2

Getting Started



Overview

-
- **Installation**
 - **Startup**
 - **User Interface Layout:**
 - **Tool Bars**

2.0 GETTING STARTED

2.1. Installing the Labeler Software

1. Insert the Labeler Setup CD into the CD drive or the DVD drive of your computer.



If one of the following screens does not appear automatically please see the alternate procedures for installing the software which are located in Appendix A under installation.

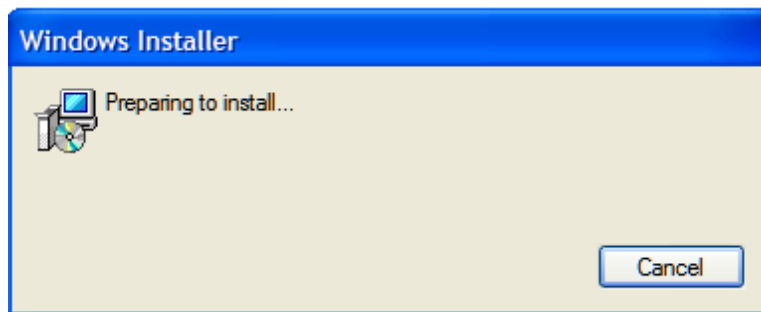


Figure 2.1.1: Preparing to install screen.



Figure 2.1.2: Start screen for the installation process

2. Press the next button and this will take you to the installation path screen (see Figure 2.1.3).

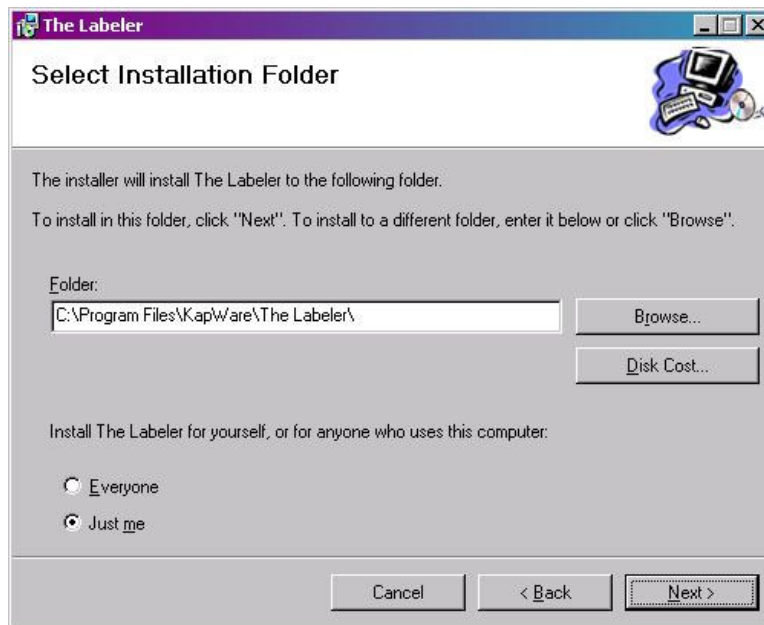


Figure 2.1.3: Installation Path Screen

3. Select the installation path for where on your computer it will be installed (see Figure 2.1.4).

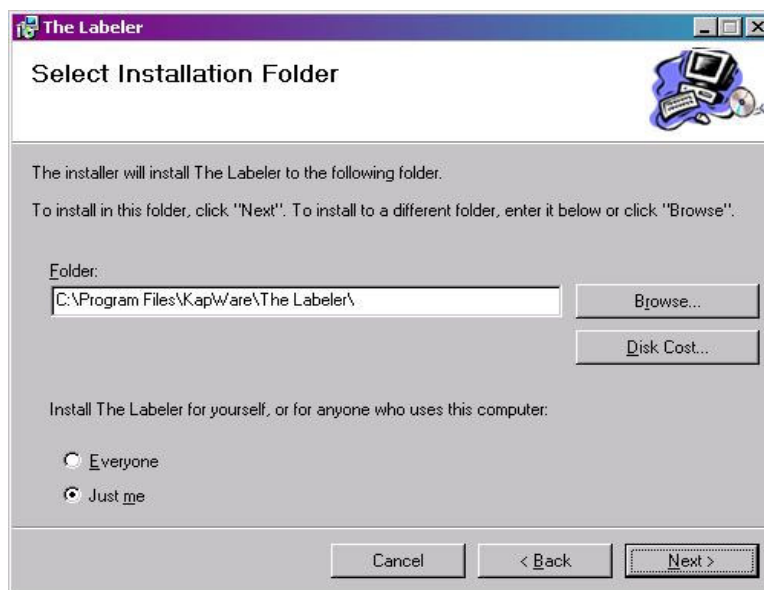
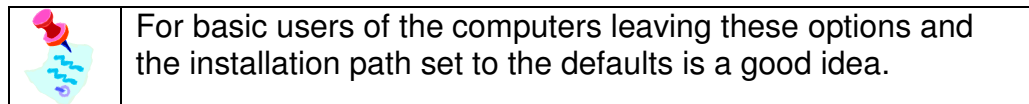


Figure 2.1.4: Setup Installation Path

4. Press the next button and this will take you to the installation process screen (see Figure 2.1.5).

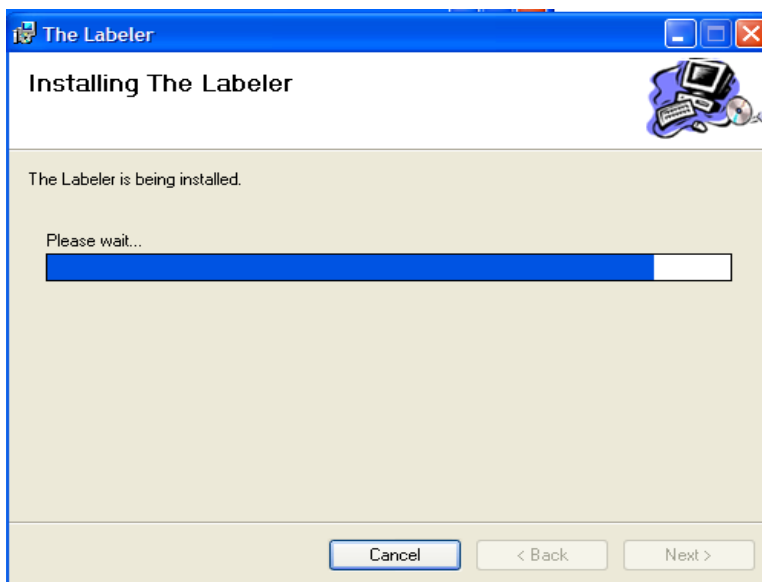
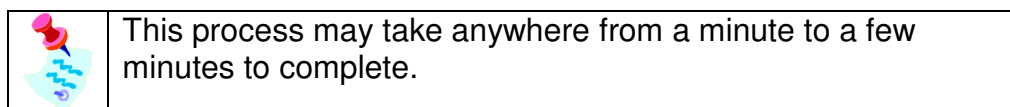


Figure 2.1.5: Installation Process Screen

5. Once the installation process is completed, it should automatically take you to the Installation is Complete screen (see Figure 2.1.6).

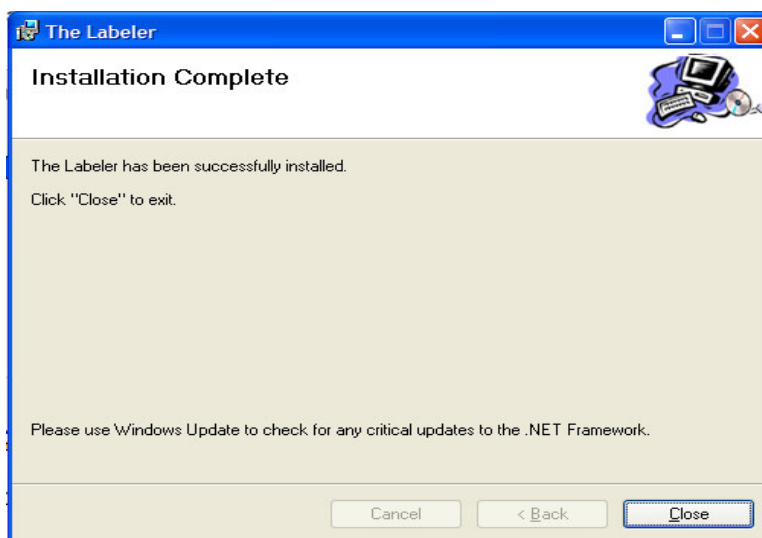




Figure 2.1.6: Installation is Complete Screen

6. Press the Close button, this will close the setup screen for the Labeler, and it will now be installed on your system.

2.2 Starting up the labeler program



- 1. Select the labeler icon **The Labeler** from the desktop (see Figure 2.2.1).

	The location of the icon on desktop may vary from computer to computer.
	If the icon does not appear to be on your desktop, refer to the alternate procedures for starting up the program which can be found in Appendix A under startup.

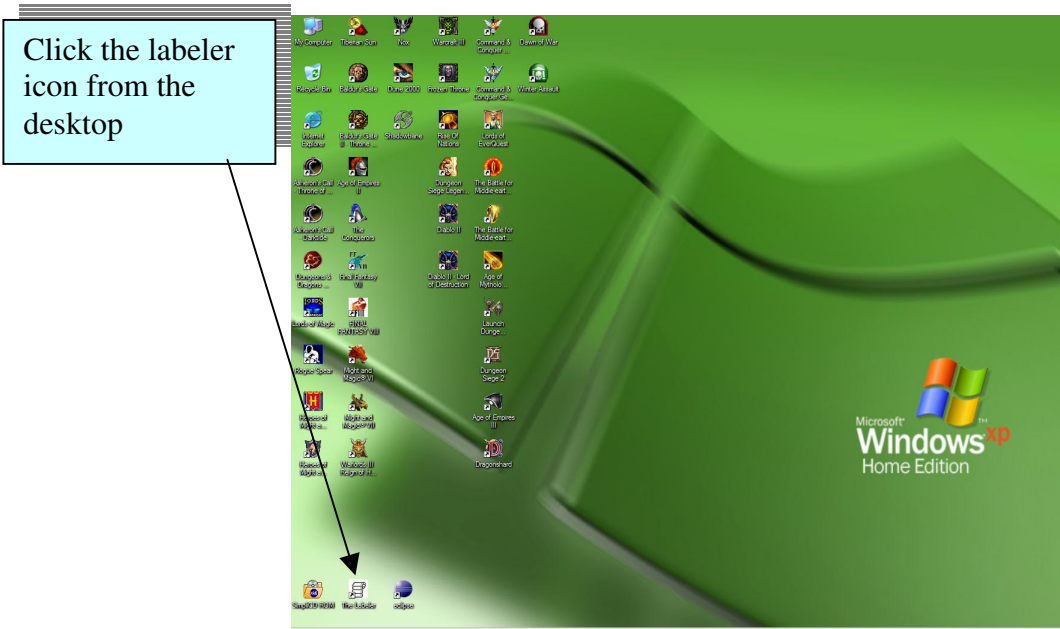


Figure 2.2.1: Desktop Screen

2. Double click the icon. This should bring up the following screen, showing that the software is starting up.

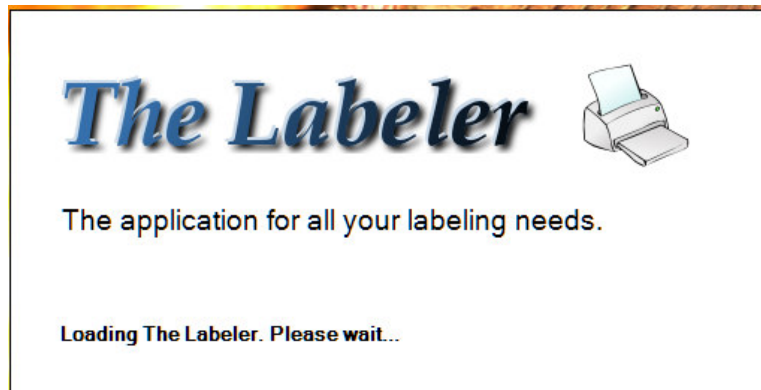
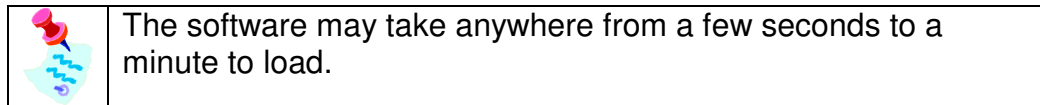


Figure 2.2.2: Labeler Loading Screen

Once the labeler has loaded, you should automatically see the following screen.

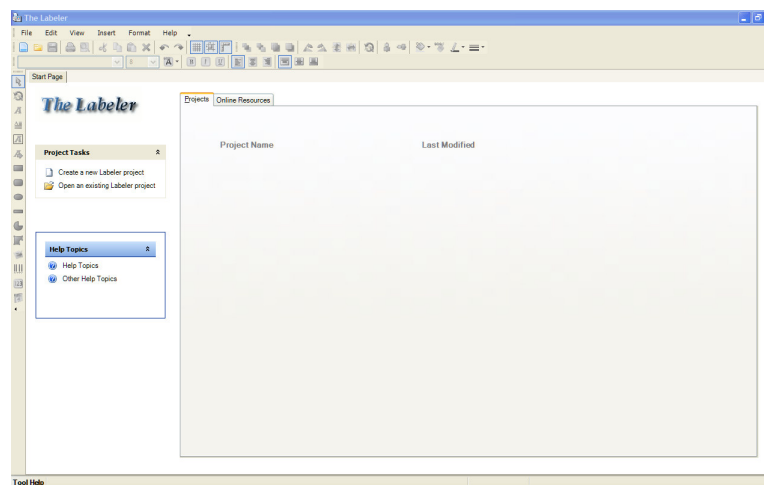
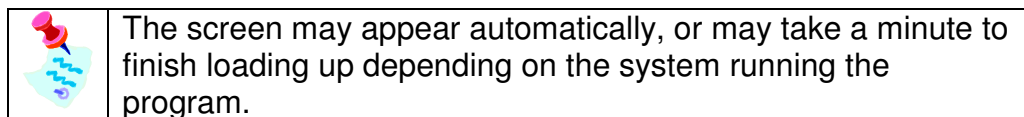


Figure 2.2.3: Main Labeler screen once it has started up

2.3 User Interface Layout

The following figure shows the main screen when you first open the labeler software. The following section will describe the tool bars that you can see on the screen.

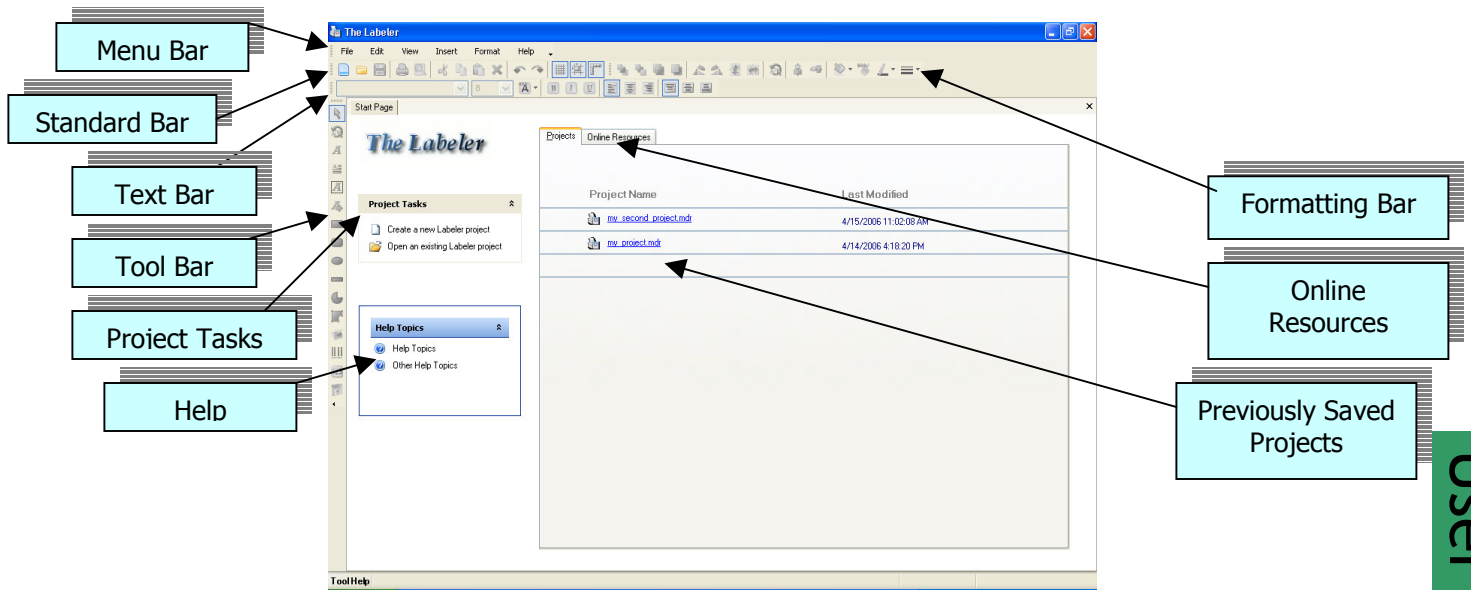


Figure 2.3.1: Main Page of the Labeler

2.3.1 Tool Bars

Menu Bar – Is a group of menus that contain options that are common to any label. For more information on the options contained within the menu options look at the menu options section under Appendix B.



Formatting Bar – The formatting bar contains options that will allow you to format different objects on the label in different ways just as rotating it left or right, or filling in a shape with some color. More information on each of the separate icons contained on this tool bar can be found under the appropriate section under the Tool Bar Icon section in Appendix B.



Tool Bar – This tool bar contains the options that are located within the insert menu of the main menu to allow you a faster and easier way to get to what you want to insert it onto your label. More information on each of the separate icons contained on this tool bar can be found under the appropriate section under the Tool Bar Icon section in Appendix B.



Standard Bar – The standard bar contains some commonly used functions that can also be found within the file, edit, and view menus. The functionality that is located on here that can also be found in the edit and file menu are options that are functions which are the most used among anyone while working with just about any software. More information on each of the separate icons contained on this tool bar can be found under the appropriate section under the Tool Bar Icon section in Appendix B.



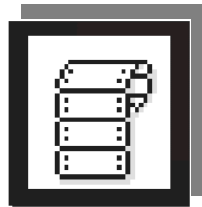
Text Bar – The text bar provides functionality for formatting the text that has been added to the label, such as the different alignments for the text, text size and the type of font. More information on each of the separate icons contained on this tool bar can be found under the appropriate section under the Tool Bar Icon section in Appendix B.





Chapter 3

Using the Software




Overview


- **Label Creation**
- **Label Template Search**
- **Custom Label Template**
- **Inserting Text**
- **Inserting Shapes**
- **Images**
- **Barcodes**
- **Sequential Counter**
- **Date/Time**

3.0 LABEL CREATION

3.1 Creating a new Labeler Project

1. Click Create a new labeler project (see Figure 3.1.1).



You can also start a new label project by selecting the new  icon on the standard tool bar (see Figure 3.1.1) and by clicking new from the file menu (see Figure 3.1.2).

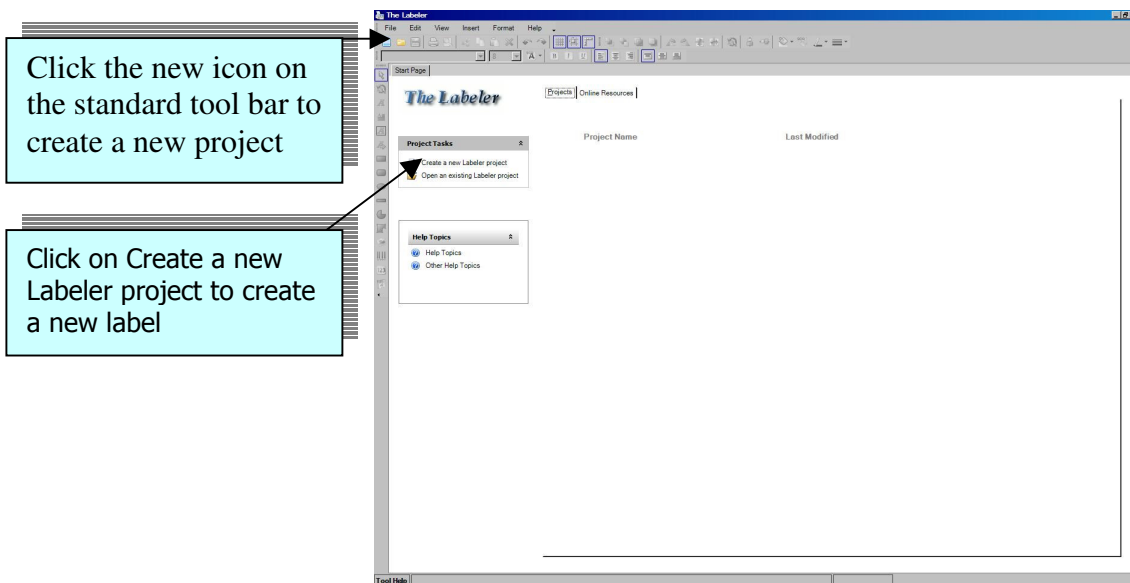


Figure 3.1.1 Main Screen Part 1

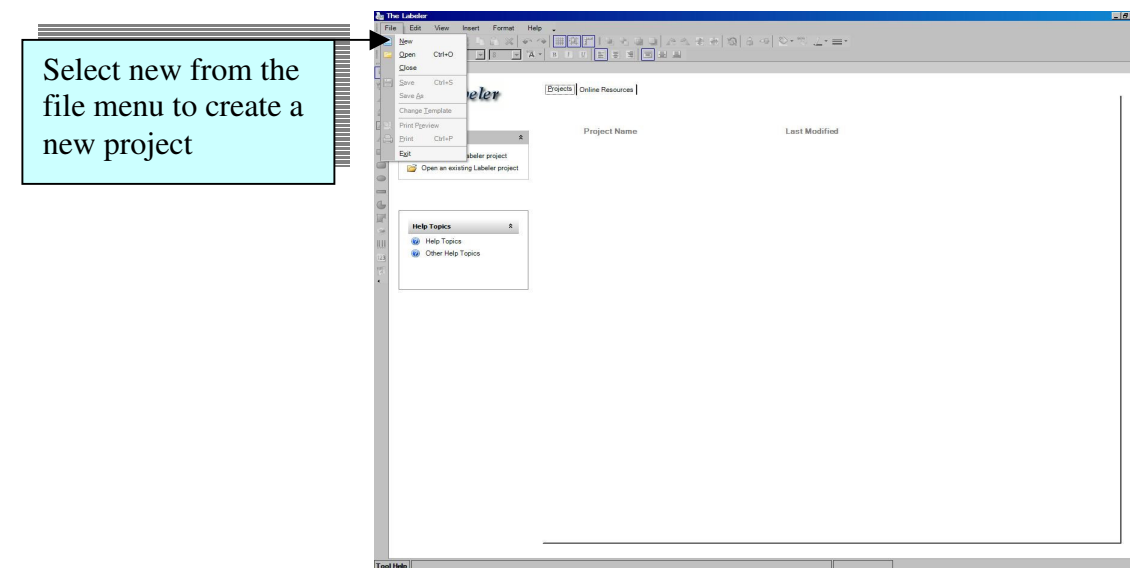


Figure 3.1.2: Main Screen Part 2

Once you click the Create a new labeler project link, the Choose Template screen will be displayed (see Figure 3.1.3)

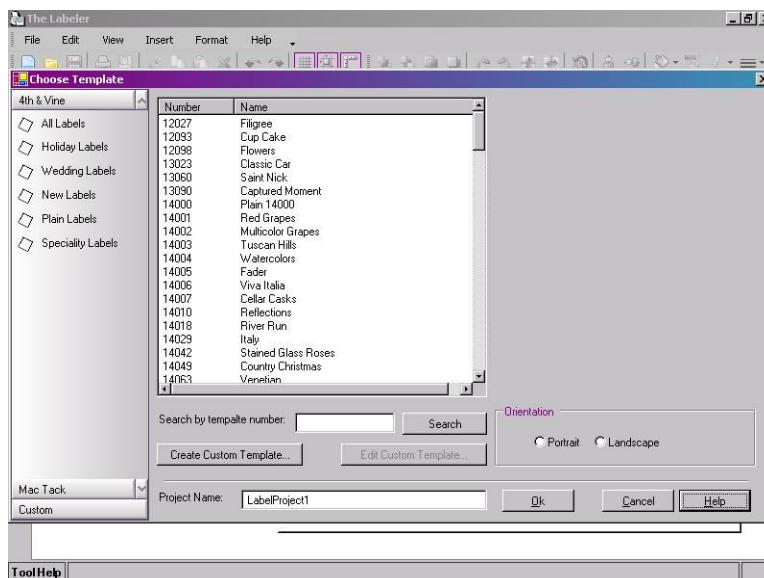


Figure 3.1.3: Choose Template Screen

2. Select the template you would like to use either by selecting it from the list manually or by using the search function (see Figure 3.1.4).



Using the search functionality is explained in Section 3.2

If you like to make a custom label template for your self this is explained in Section 3.3: Custom Label Template Creation.

Select the template you would like to use

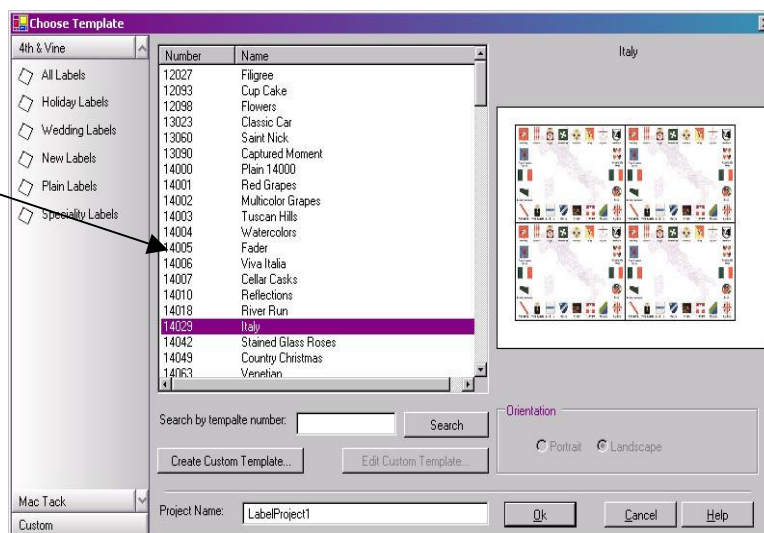



Figure 3.1.4: Selecting a template to use

3. Click the  button once you have selected the template you want to use (see Figure 3.1.5).

Click Ok once you have selected the template you want to use.

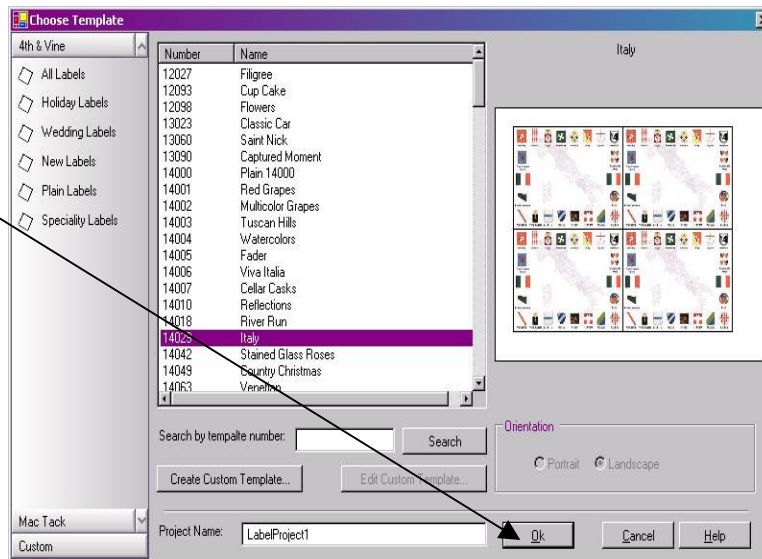


Figure 3.1.5: Chosen template

Once you have clicked the ok button the label template you choose should show up on a new label project (see Figure 3.1.6).

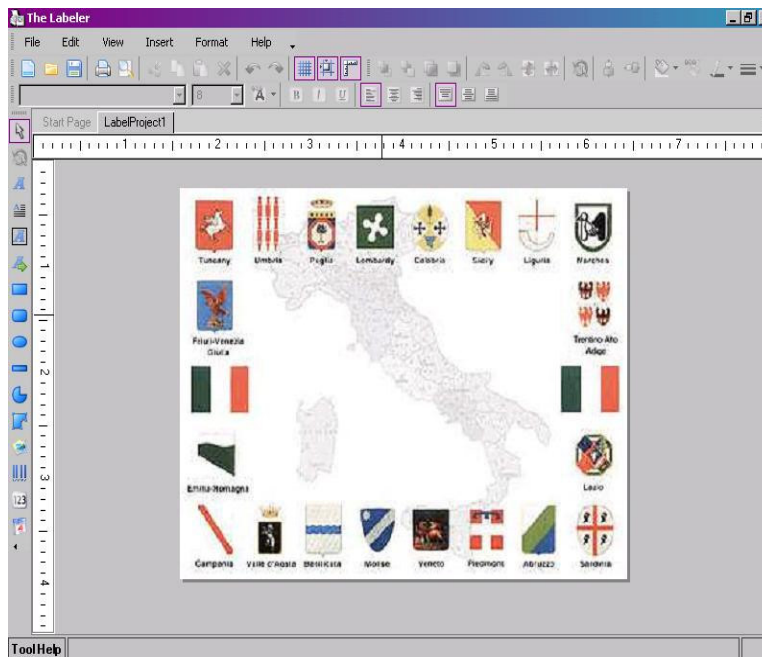


Figure 3.1.6: Label Creation

3.2 Label Template Search

1. Click Create a new labeler project (see Figure 3.2.1).

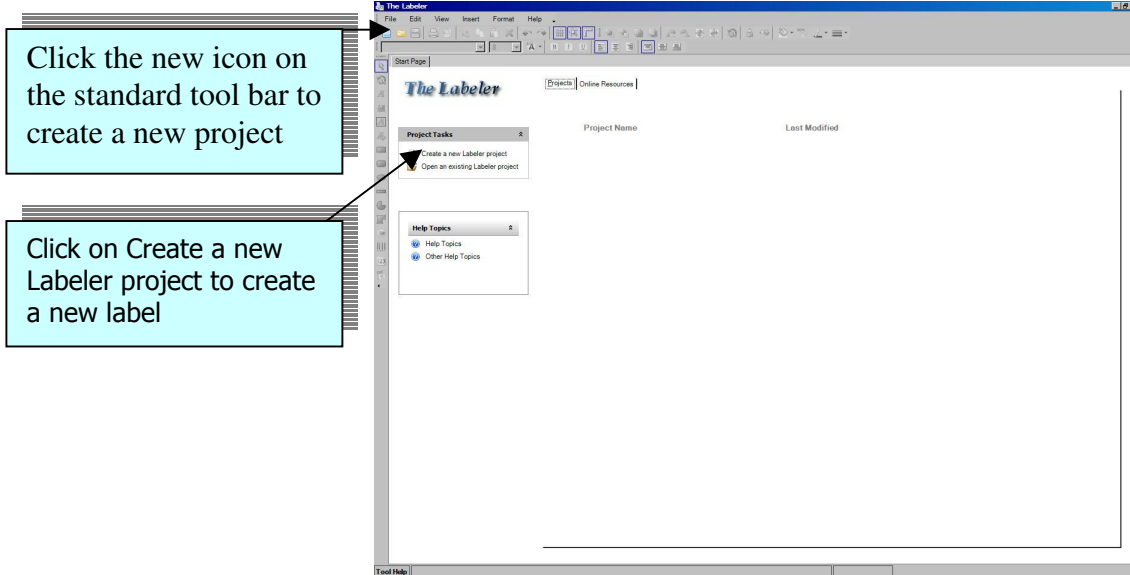
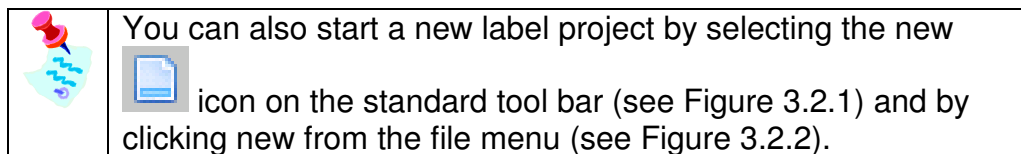


Figure 3.2.1 Main Screen Part 1

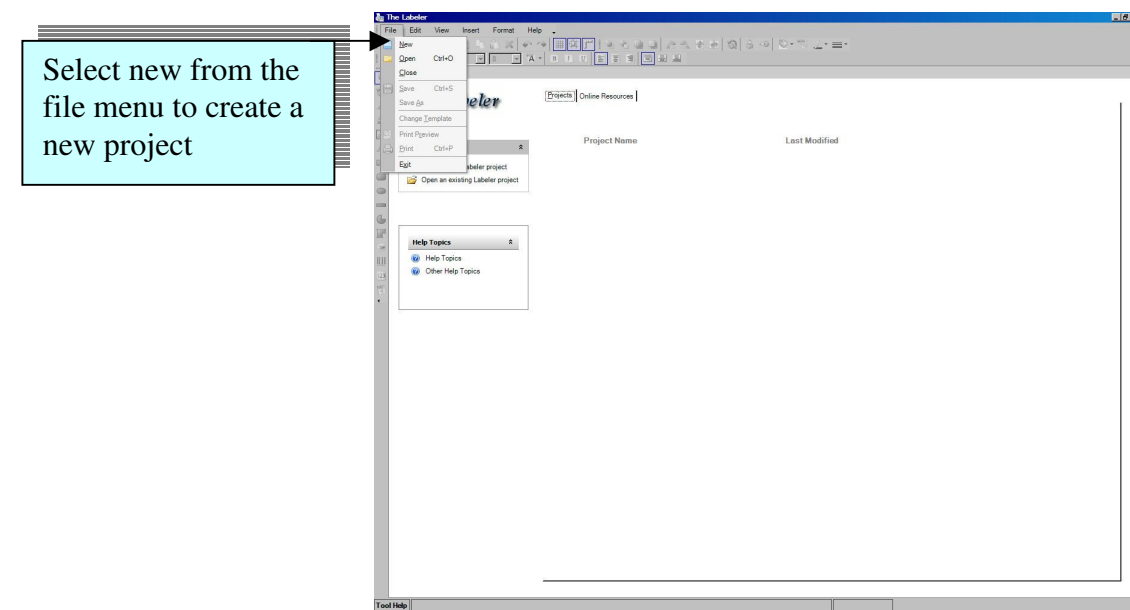


Figure 3.2.2: Main Screen Part 2

Once you click the Create a new labeler project link, the Choose Template screen will be displayed (see Figure 3.2.3)

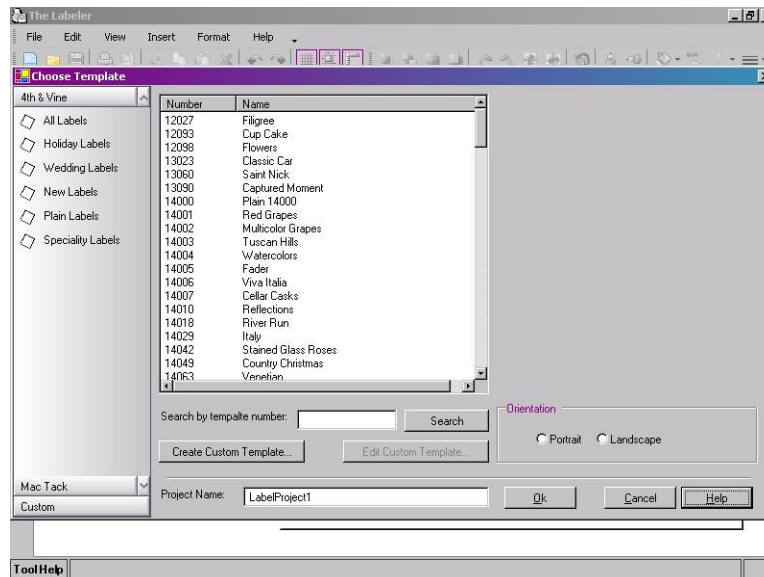





Figure 3.2.3: Choose Template Screen

- Enter a template number into the search by template number field (see Figure 3.2.6).

	The template number is the number that is listed in front of the template name, when you are looking at the list of templates.
	When you create a custom template (see section 3.3) you will also assign these templates a template number, which they can be searched for by.
	Also as you are entering the template number into the search field the a new template will be high lighted above as you enter numbers (see Figure 3.2.4 and Figure 3.2.5).

Template that is selected by default to begin with

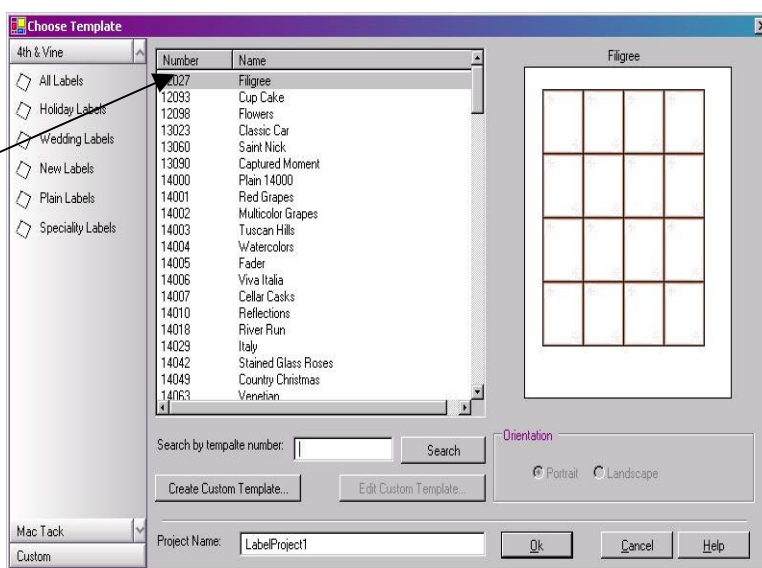


Figure 3.2.4: Main template that is selected by default

Different templates get selected as you enter numbers into the search field. Depending on what you enter

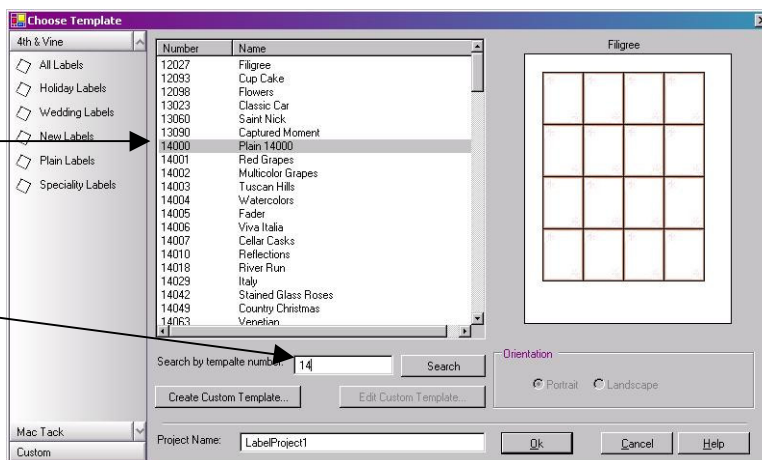


Figure 3.2.5: Entered two numbers different template selected

After you enter the template number of the template you want in the search field the template that matches that number is highlighted

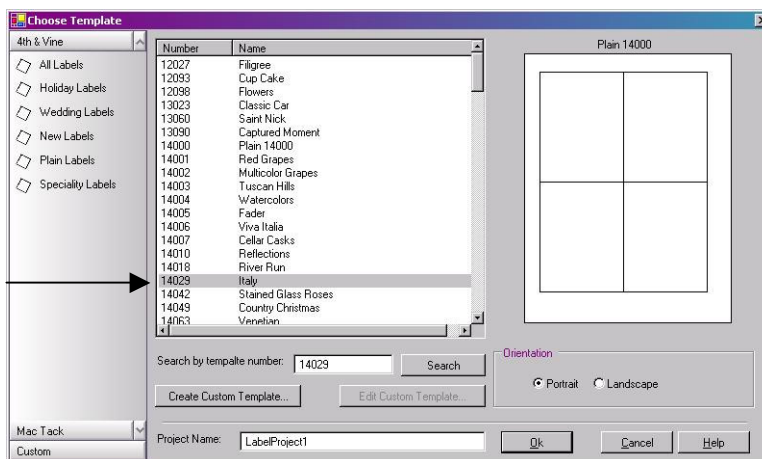
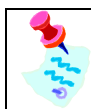


Figure 3.2.6: Template Number Entered

3. Click the Search button (see Figure 3.2.7).



Since as you type in the numbers and once you type in the full number of the template you want it will be selected you really don't have to click the search button.

Click the search button to search for the template

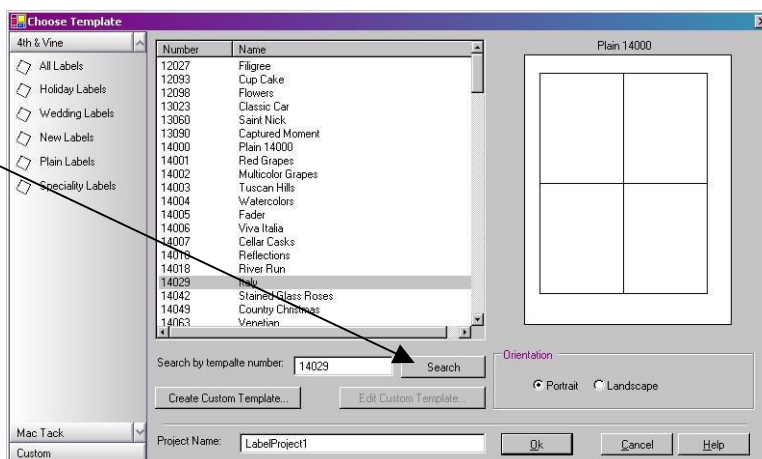


Figure 3.2.7: Search for the template

Once you have clicked the search button the template you searched for should be highlighted in the list of templates (see Figure 3.2.8).

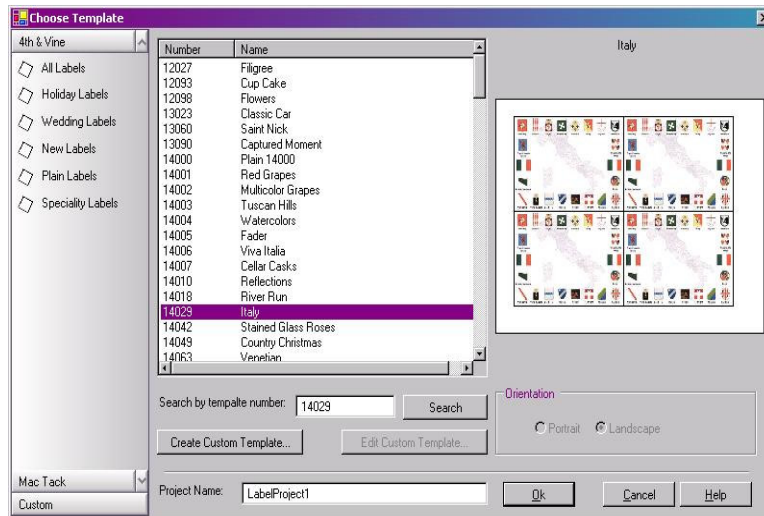



Figure 3.2.8: Search matched the number to a template

4. Click the  button once you have finished searching for the template you want to use and it is high lighted (see Figure 3.2.9).

Click Ok once you have selected the template you want to use.

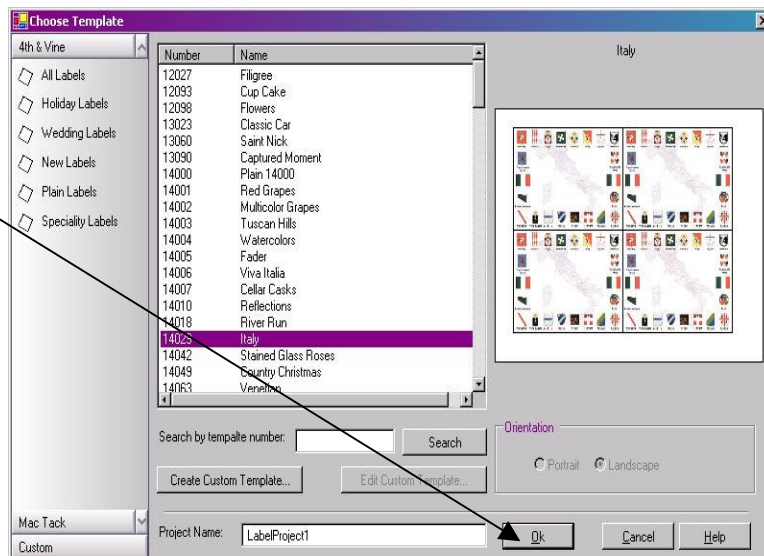


Figure 3.2.9: Chosen template

Once you have clicked the ok button the label template you choose should show up on a new label project (see Figure 3.2.10).

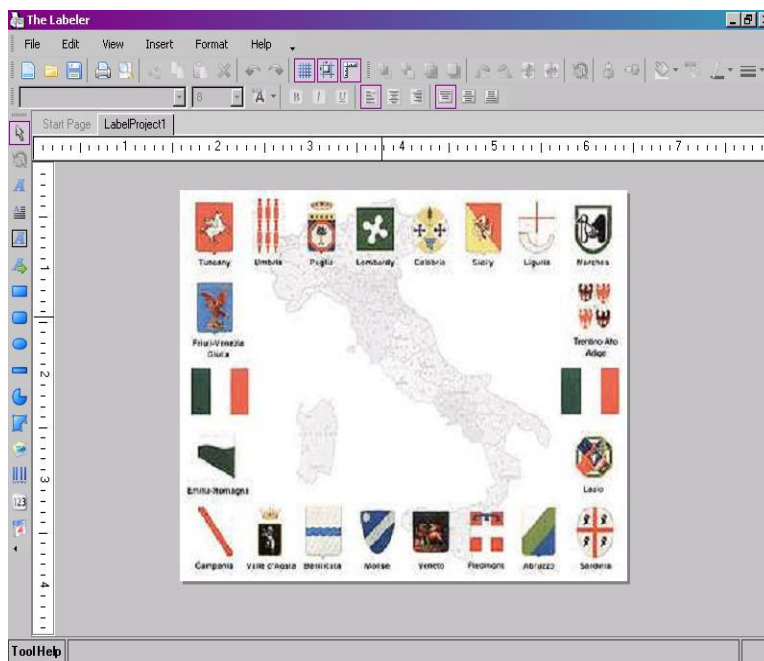
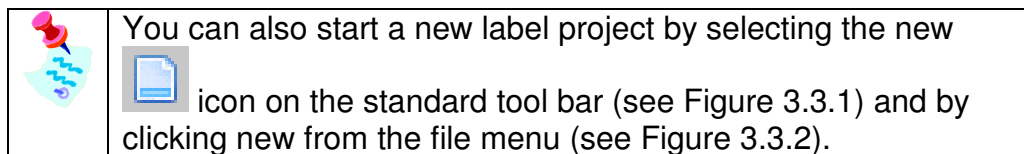


Figure 3.2.10: Label Creation

3.3 Creating a Custom Label Template

1. Select create a new label project (see Figure 3.3.1).



Click the new icon on the standard tool bar to create a new project

Click Create a new Labeler Project to create a new project.

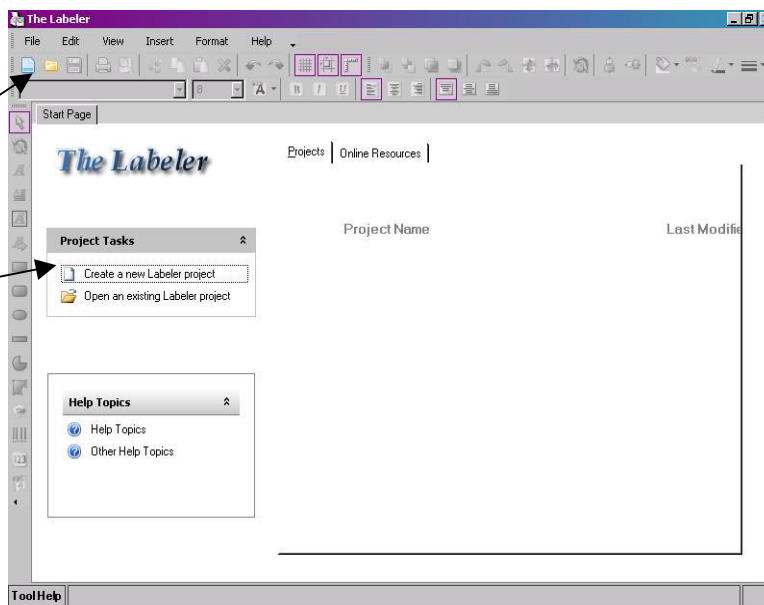


Figure 3.3.1: Main Screen part 1

Select new from the file menu to create a new project

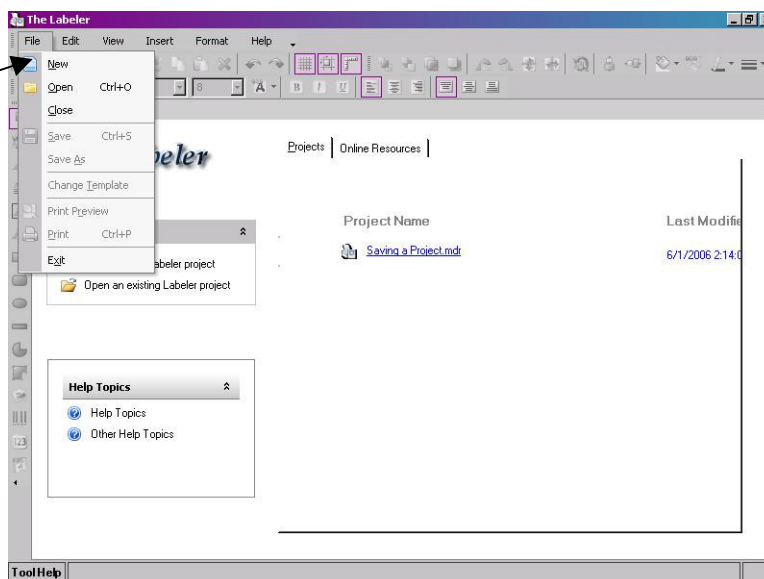


Figure 3.3.2: Main Screen part 2

Once you click the Create a new labeler project link, the Choose Template screen should appear (see Figure 3.3.3)

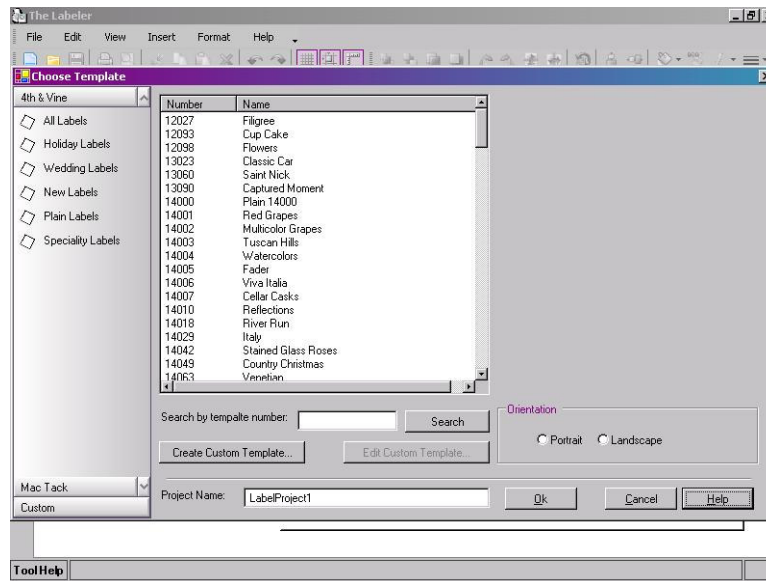


Figure 3.2.3: Choose a template screen

2. Click on the Create a Custom Template button (see Figure 3.3.4).

Create Custom Template...

Click Create Custom Template to create a new blank template.

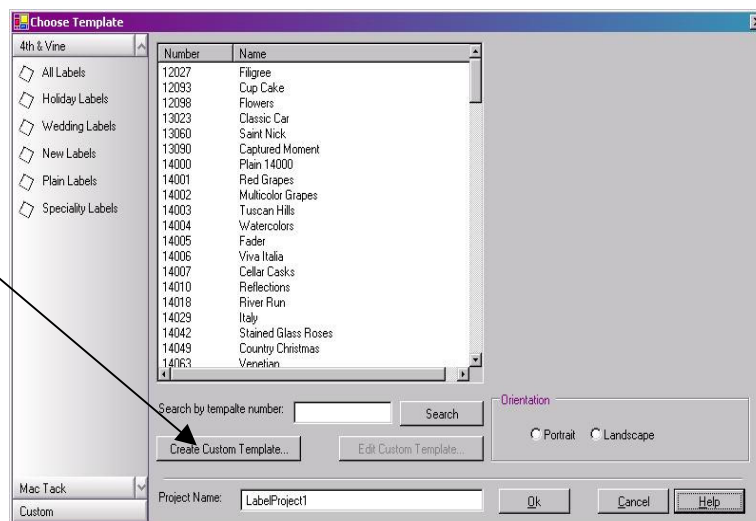


Figure 3.3.4: Create Custom Template

Once you have clicked the Create Custom Template button the create template screen will appear (see Figure 3.3.5).

Figure 3.3.5 shows the 'Create Template' dialog box. The 'Description' section contains fields for 'Number' (001) and 'Name' (Custom). The 'Settings' section includes a 'Shape' dropdown set to 'Rectangle', 'Round Corners' set to 0.00, and a grid of settings for 'Number of Labels' (2 horizontal, 5 vertical), 'Page Margins' (0.75 horizontal, 0.50 vertical), 'Label Size' (3.50 horizontal, 2.00 vertical), and 'Label Spacing' (0.00 horizontal, 0.00 vertical). A 'Preview' section on the right shows a grid of 10 label positions. 'Ok' and 'Cancel' buttons are at the bottom right.

Figure 3.3.5: Create Template Screen

3. Enter a label number in the number field (see Figure 3.3.6).

Figure 3.3.6 shows the 'Create Template' dialog box with the 'Number' field updated to '000'. A callout box with the text 'Enter the label number' points to this field. The 'Settings' section shows updated values: 'Number of Labels' (2 horizontal, 5 vertical), 'Page Margins' (0.95 horizontal, 0.70 vertical), 'Label Size' (4.10 horizontal, 1.80 vertical), and 'Label Spacing' (0.30 horizontal, 0.80 vertical). The 'Preview' section shows a grid of 10 label positions. 'Ok' and 'Cancel' buttons are at the bottom right.

Figure 3.3.6: Label Number

4. Enter the name of the label in the name field (see Figure 3.3.7).

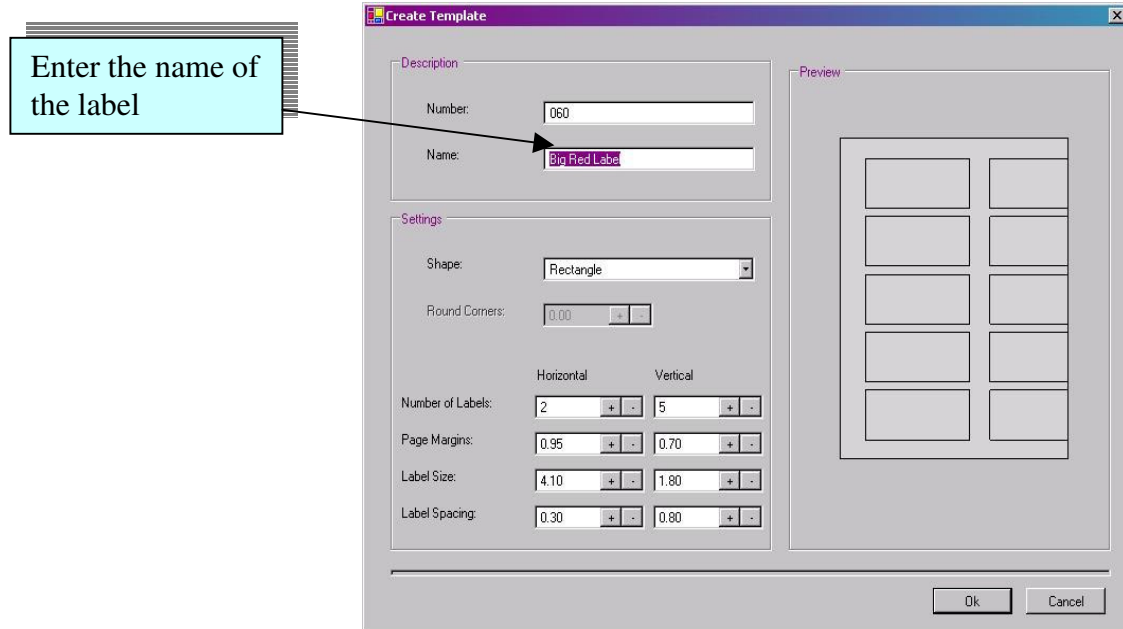


Figure 3.3.7: Label Name

5. Select the shape that you want the label to be by selecting the shape from a list of allowed shapes (see Figure 3.3.8).

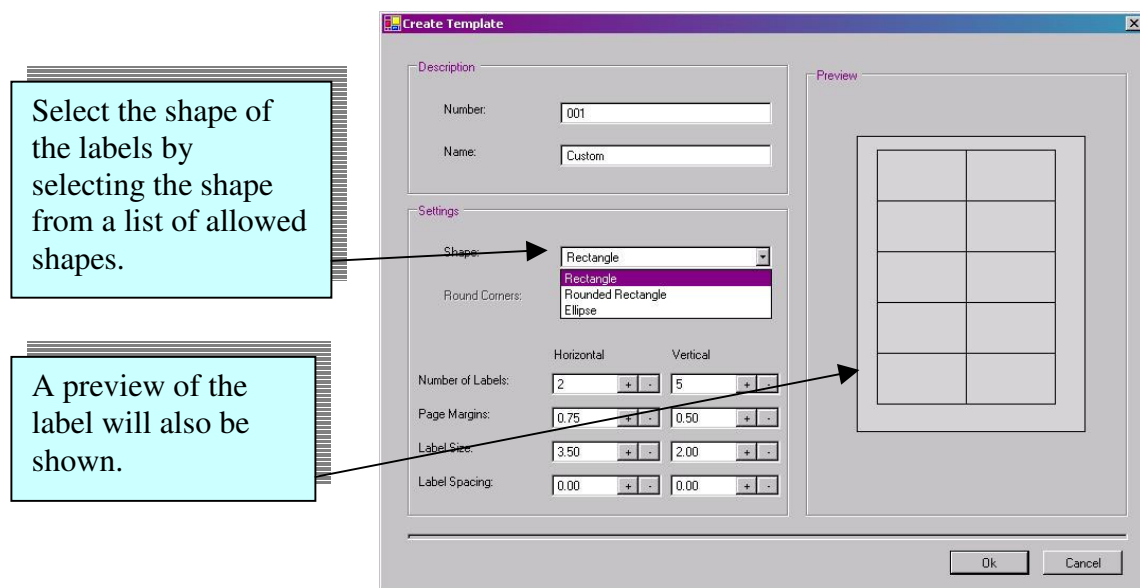






Figure 3.3.8: Shape Selection



If the shape of the label is a Rounded Rectangle you can also choose how much the corners are rounded.

	The following options to select what you want you can either type in the number or use the +  or –  buttons to either increase or decrease the number.
	These options have both a horizontal and a vertical aspect that you must choose.

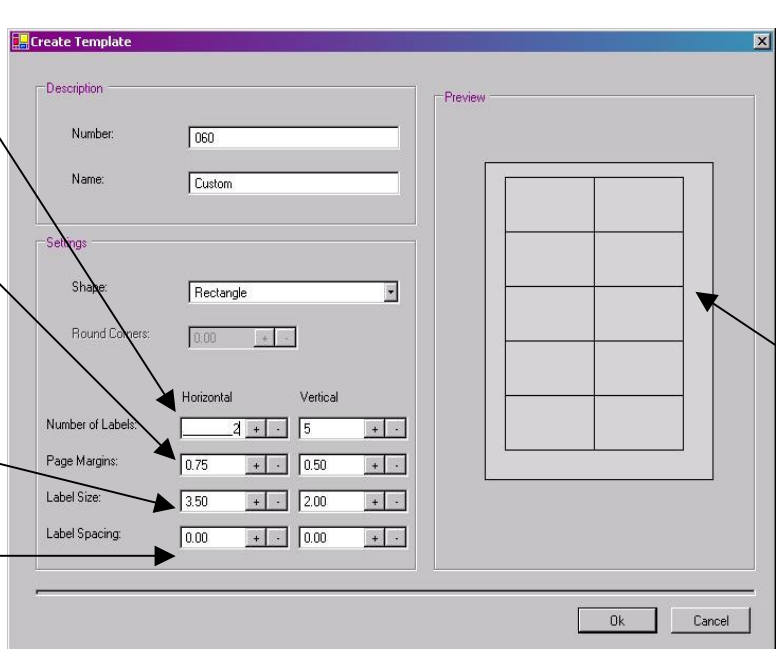
6. Select the Number of labels you would like, the page margins for the label, the size of each label, and the spacing between each label (see Figure 3.3.9).

Select the how many rows and columns of labels you would like.

Select the Vertical and Horizontal page margins for the label


Select the size of each label

Select the vertical and horizontal spacing between each label



As you change each of these settings the changes will be shown to you in the preview area

Figure 3.3.9: Label Setup

7. Click the ok button  once you have set the custom template up how you want it (see Figure 3.3.10).

Click the ok button once you have set the template up how you want it

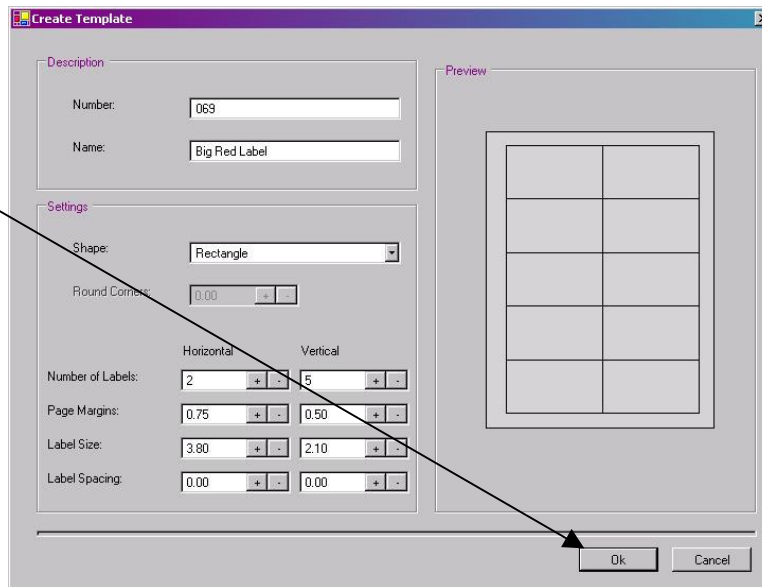


Figure 3.3.10: Create Template Creation

Once you have clicked the ok button the custom template will show up in the template list under the custom template category, you can also use the search function to find it by the number you gave it (see Figure 3.3.11).

Custom Templates are found in the Custom Category

Custom Template is finished and ready to be used.

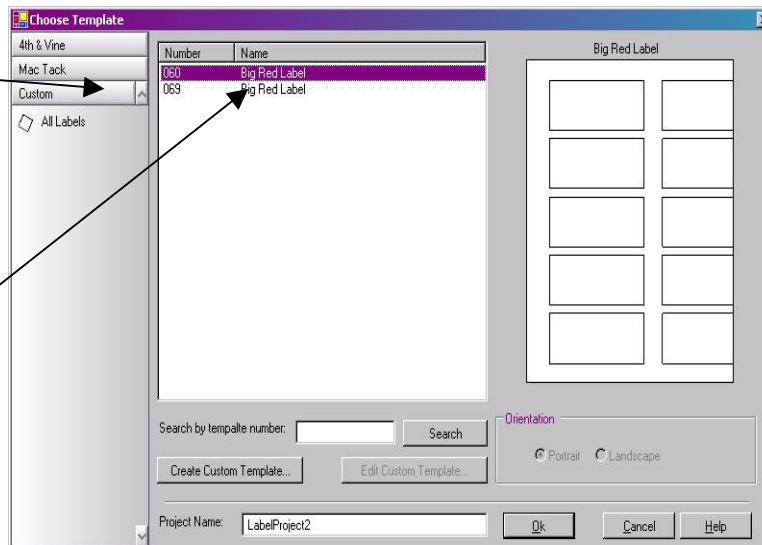



Figure 3.3.11: Template Created

3.4 Inserting Text

3.4.1 Inserting Single Line Text



1. Click on the single line text tool  located on the tool bar or you can find it in the insert menu (see Figure 3.4.1.1).

Select the single line text tool from either the tool bar or from the insert menu



Figure 3.4.1.1: Inserting Single Line Text

- Click on the label where you want to insert the text (see Figure 3.4.1.2).

	This will put in a default size single line text, you can resize this afterwards formatting text will be discussed in the text Chapter.
	Also you can resize the text to what you want as you are inserting the text area; you can find the procedure on how to do this in Appendix A under inserting text.

Default size single line text.



Figure 3.4.1.2: Default Size Single Line Text

- Type the text in that you wish to be shown on the label (see Figure 3.4.1.3).

Type the text that you want where you inserted the text box.

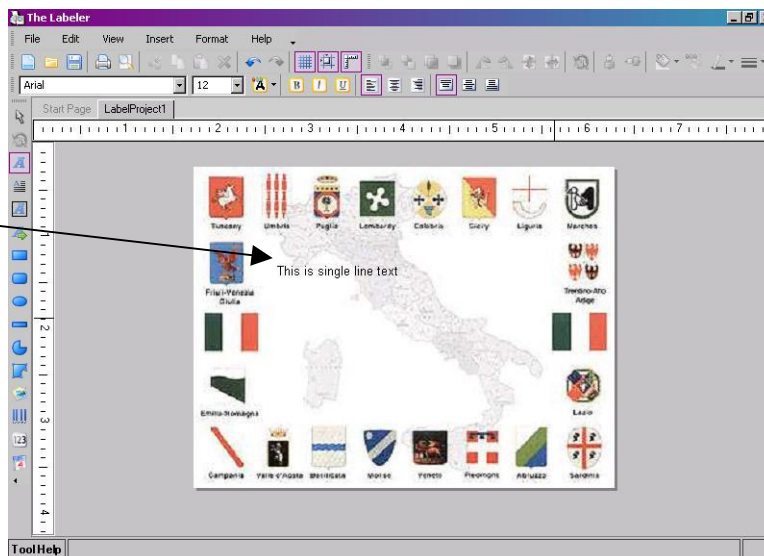



Figure 3.4.1.3: Typing Single Line Text

4. Press the enter key once you have finished typing in the text that you want (see Figure 3.4.1.4).

 Once you have pressed the enter key it, you won't be able to type anymore at that point. If there is a mistake in the writing that you want to change you can always go back and fix it or type more in that same text box. This will be discussed in the next chapter under formatting text.

Press enter when you're done typing.

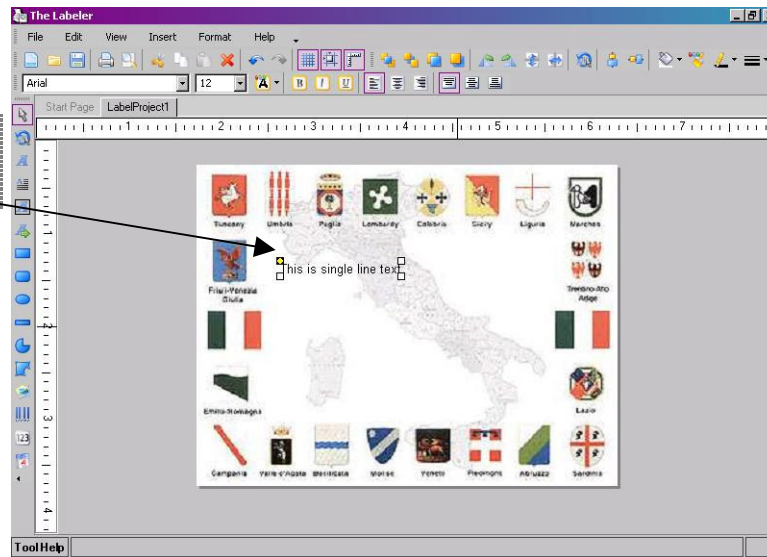


Figure 3.4.1.4: Single Line Text

3.4.2 Inserting Multi-Line Text



1. Click on the multi line text tool  located on the tool bar. or you can find it in the insert menu (See Figure 3.4.2.1)

Select the multi line text tool from either the tool bar or from the insert menu.



Figure 3.4.2.1: Inserting Multi Line Text

2. Click on the label where you want to insert the text (see Figure 3.4.2.2).

	This will put in a default size single line text, you can resize this afterwards. Formatting text will be discussed in the next Chapter.
	Also you can resize the text to what you want as you are inserting the text area; you can find the procedure on how to do this in Appendix A under inserting text.

Default size multi line text.

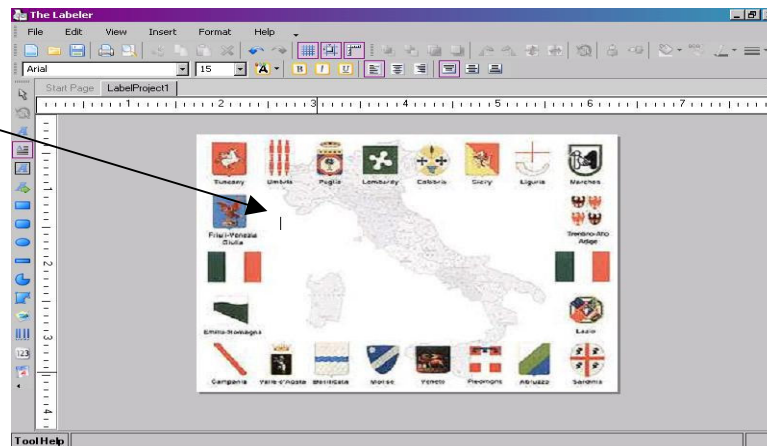




Figure 3.4.2.2: Default Size Multi Line Text

3. Type the text in that you wish to be shown on the label (see Figure 3.3.2.3).

	<p>Multi line text doesn't really go straight across the label it goes more down when it's being typed, to make it go more straight across after you finished typing what you want, resizing the text box will allow the text to go more straight across the label. Resizing the text box will be discussed in the next chapter.</p>
	<p>To get to the next line in the multi line text area you will have to press and hold the Ctrl button on your keyboard, then press the enter key.</p>

Type the text that you want where you inserted the multi line text box

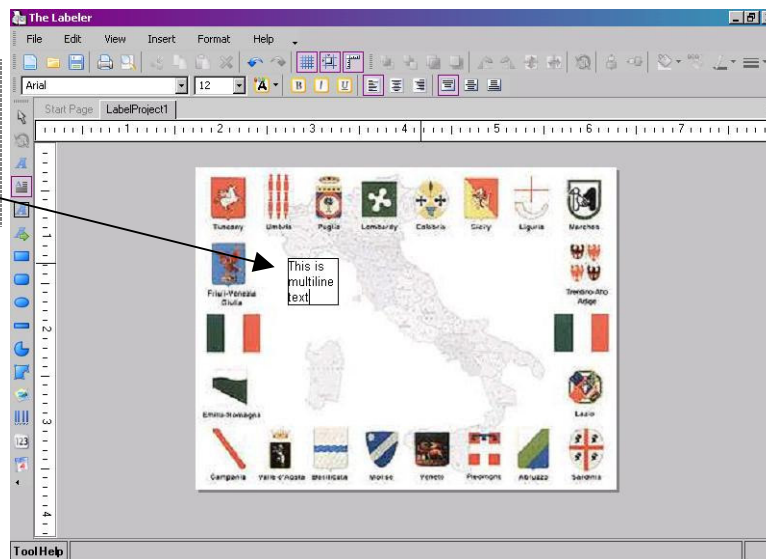


Figure 3.4.2.3: Typing Multi Line Text

4. Press the enter key once you have finished typing in text that you want (see Figure 3.4.2.4).



Once you have pressed the enter key it, you won't be able to type anymore at that point. If there is a mistake in the writing that you want to change you can always go back and fix it or type more in that same text box. This will be discussed in the next chapter under formatting text.

Press enter when
you're done

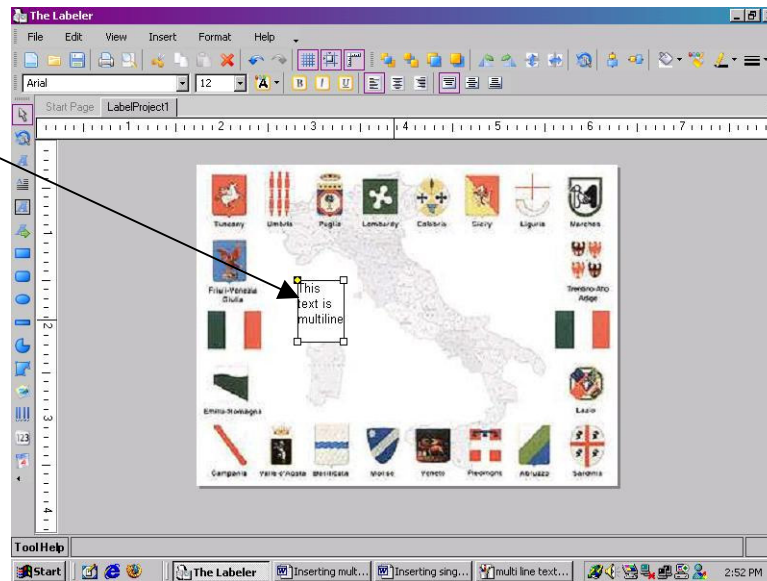



Figure 3.4.2.4: Multi Line Text

3.4.3 Boxed Text

1. Click on the boxed text tool  located on the tool bar, or you can find it in the insert menu (see Figure 3.4.3.1).

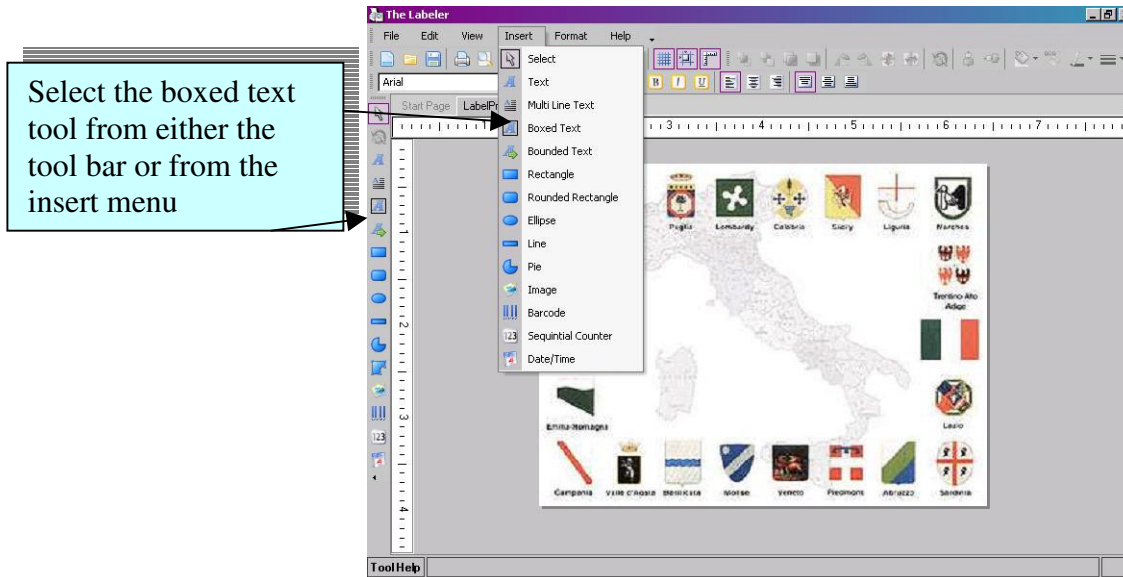




Figure 3.4.3.1: Inserting Boxed Text

- Click on the label where you want to insert the text (see Figure 3.4.3.2).

	This will put in a default size single line text, you can resize this afterwards. Formatting text will be discussed in the text Chapter.
	Also you can resize the text to what you want as you are inserting the text area; you can find the procedure on how to do this in Appendix A under inserting text.

Default size Boxed Text.

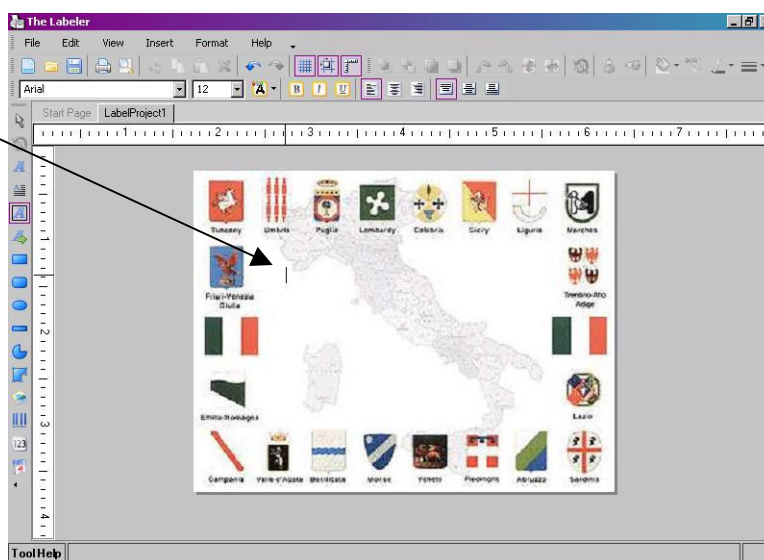


Figure 3.4.3.2: Default Size Boxed Text

- Type the text in that you wish to be shown on the label (see Figure 3.4.3.3)

Type the text that you want where you inserted the text box.

Boxed text has a box around it, which you can see while your typing.

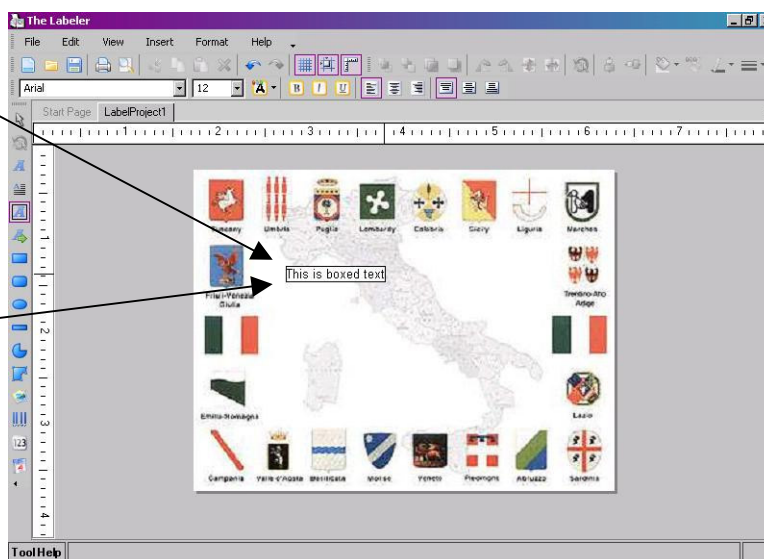
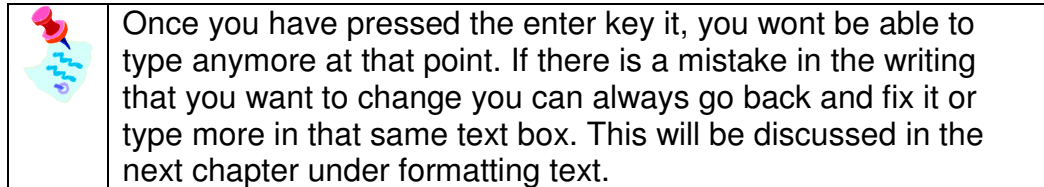


Figure 3.4.3.3: Typing Boxed Text

4. Press the enter key once you have finished typing in the text you want (see Figure 3.4.3.4).



Press enter when you're done

The box around the text is also there when your are done typing

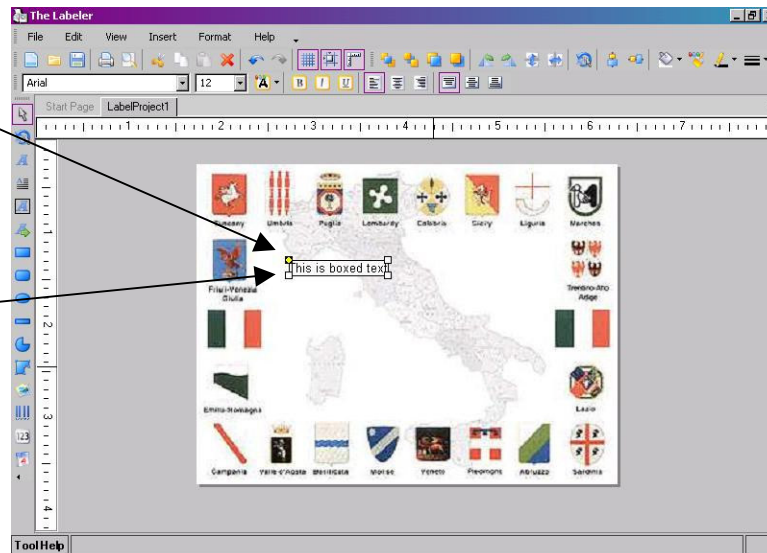



Figure 3.4.3.4: Boxed Text

3.4.4 Bounded Text

1. Click on the bounded text tool  located on the tool bar, or you can find it in the insert menu (see Figure 3.4.4.1).

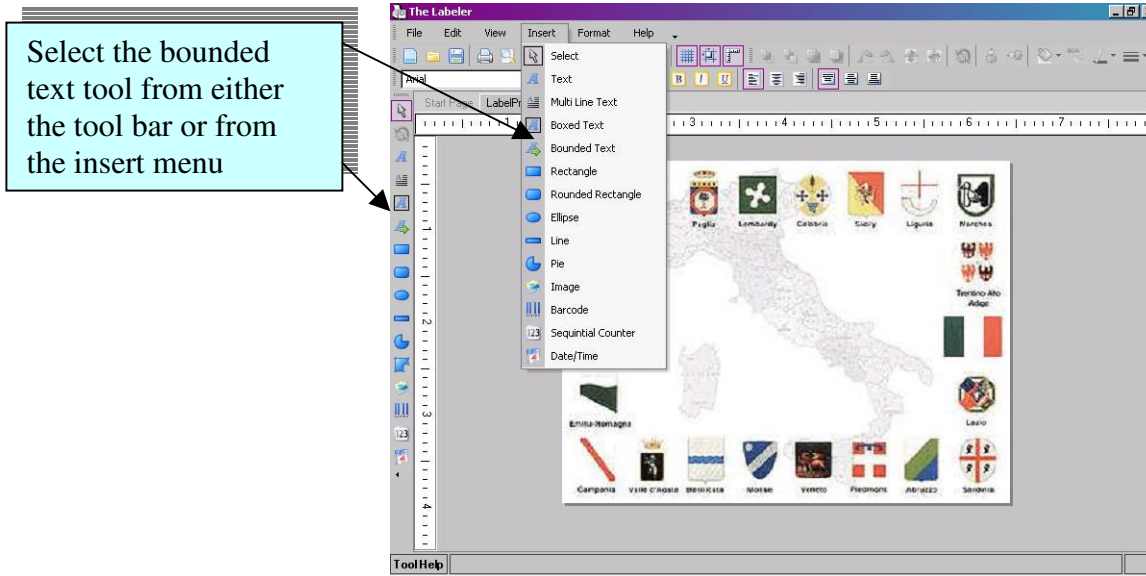




Figure 3.4.4.1: Inserting Bounded Text

- Click on the label where you want to insert the text (see Figure 3.4.4.2).

	This will put in a default size single line text, you can resize this afterwards. Formatting text will be discussed in the text Chapter.
	Also you can resize the text to what you want as you are inserting the text area; you can find the procedure on how to do this in Appendix A under inserting text.

Default Size bounded text

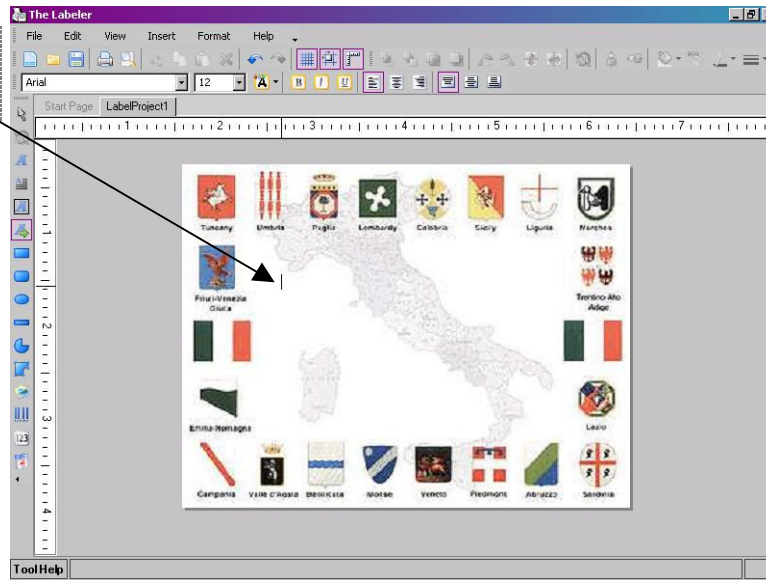


Figure 3.4.4.2: Default Size Bounded Text

- Type the text in that you wish to be shown on the label (see Figure 3.4.4.3).

Type the text that you want where you inserted the text box.

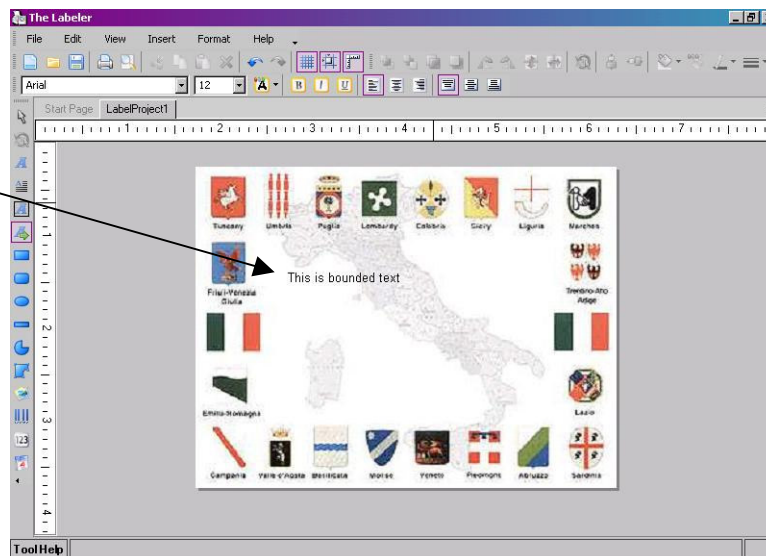




Figure 3.4.4.3: Typing Bounded Text

4. Press the enter key once you have finished typing in the text that you want (see Figure 3.4.4.4).

	Once you have pressed the enter key it, you wont be able to type anymore at that point. If there is a mistake in the writing that you want to change you can always go back and fix it or type more in that same text box. This will be discussed in the next chapter under formatting text.
	Bounded text will look basically identical to Single Line Text, the difference comes when you go to resize the text box, and this will be discussed in the next chapter under formatting text.

Press the enter key when
your done typing.

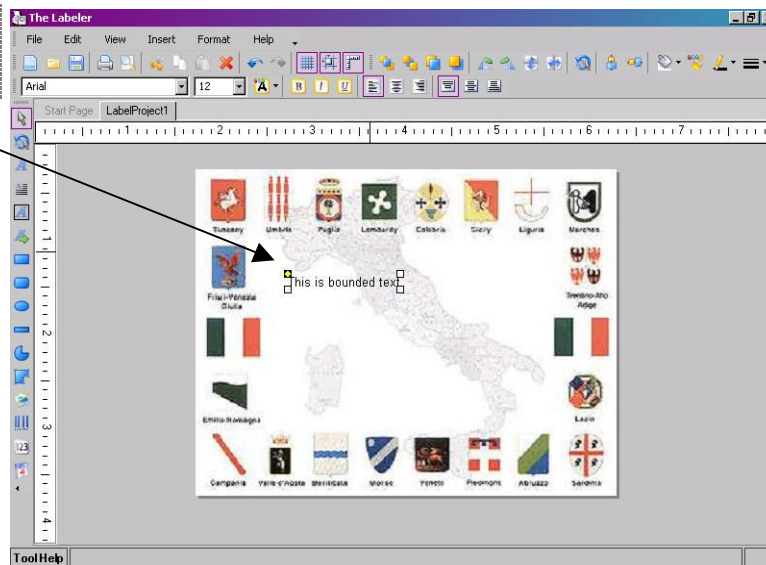


Figure 3.4.4.4: Bounded Text

3.5 Inserting Shapes



Shapes can be resized after they have been inserted, they can also have different patterns put on them, as well as the color of the shapes can be changed, this will all be discussed in the next chapter under formatting shapes.

3.5.1 Inserting a Rectangle

1. Click on the rectangle shape tool  located on the tool bar, or you can find it in the insert menu (see Figure 3.5.1.1).

Select the rectangle shape tool from either the tool bar or from the insert menu



Figure 3.5.1.1: Inserting Rectangle Shape

2. Press and hold the left mouse button on the label where you want the rectangle to be positioned.

3. Drag the cursor until the rectangle has reached the desired size and then release the button (see Figure 3.5.1.2).



When dragging the cursor to get the rectangle to the desired size, it will be outlined in a dotted line as you drag it.

Drag the cursor until the shape is at the desired size.

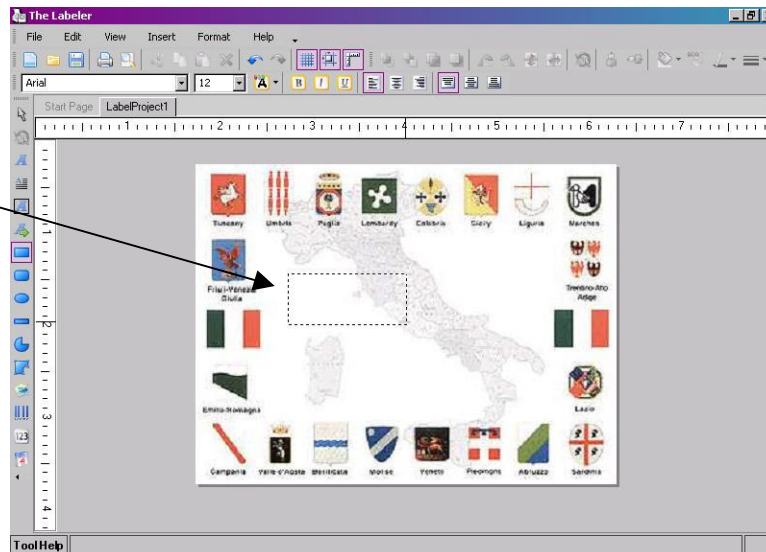


Figure 3.5.1.2: Dragging the rectangle to the desired size

Once you have released the button at the desired size the rectangle will now be on the label (see Figure 3.5.1.3).

Release the button once it is at the desired size to have the shape inserted on the label

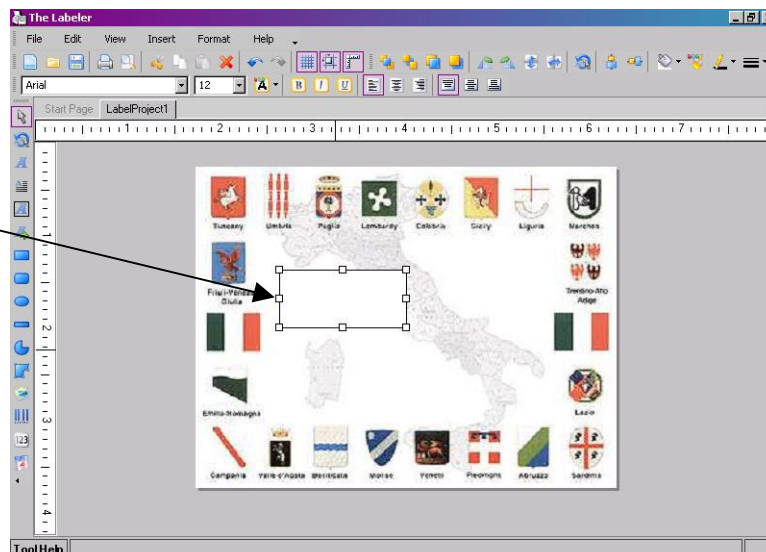



Figure 3.5.1.3: Rectangle Shape

3.5.2 Inserting a Rounded Rectangle

1. Click on the rounded rectangle shape tool  located on the tool bar, or you can find it in the insert menu (see Figure 3.5.2.1).

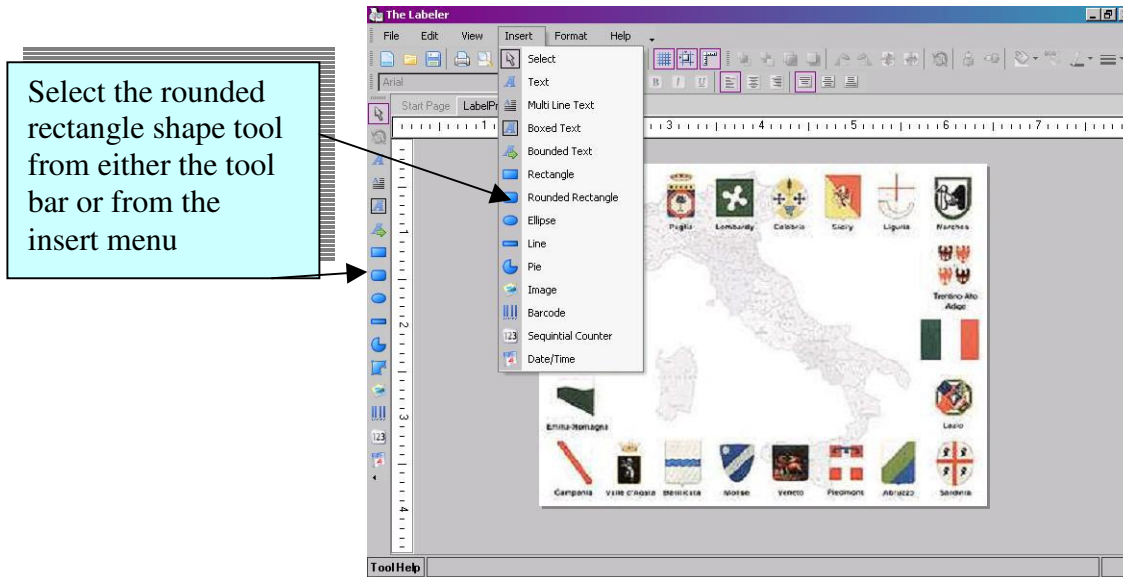


Figure 3.5.2.1: Inserting Rounded Rectangle Shape

2. Press and hold the left mouse button on the label where you want the rectangle to be positioned.

3. Drag the cursor until the rectangle has reached the desired size and then release the button (see Figure 3.5.2.2).



When dragging the cursor to get the rounded rectangle to the desired size, it will be outlined in a dotted line as you drag it.

Drag the cursor until the shape is at the desired size.

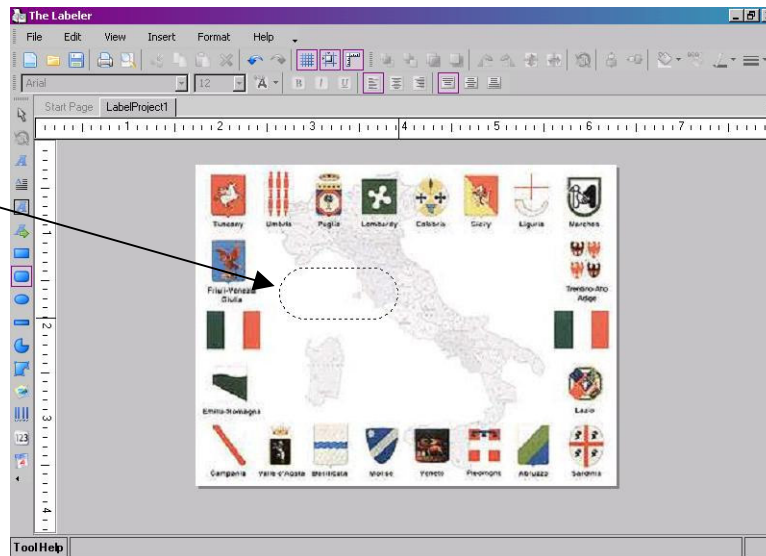


Figure 3.5.2.2: Dragging the rounded rectangle to the desired size

Once you have released the button at the desired size the rounded rectangle will now be on the label (see Figure 3.5.2.3).

Release the button once it is at the desired size to have the shape inserted on the label

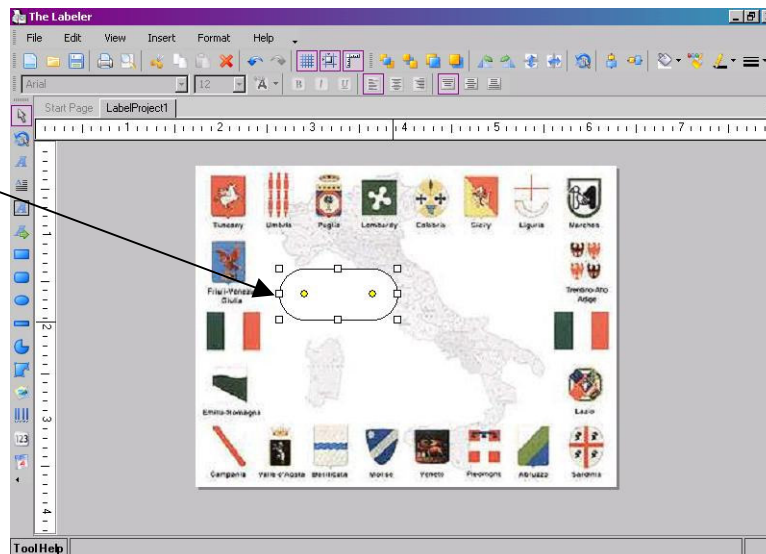


Figure 3.5.2.3: Rounded Rectangle Shape

3.5.3 Inserting an Ellipse

1. Click on the ellipse shape tool  located on the tool bar, or you can find it in the insert menu (see Figure 3.5.3.1).

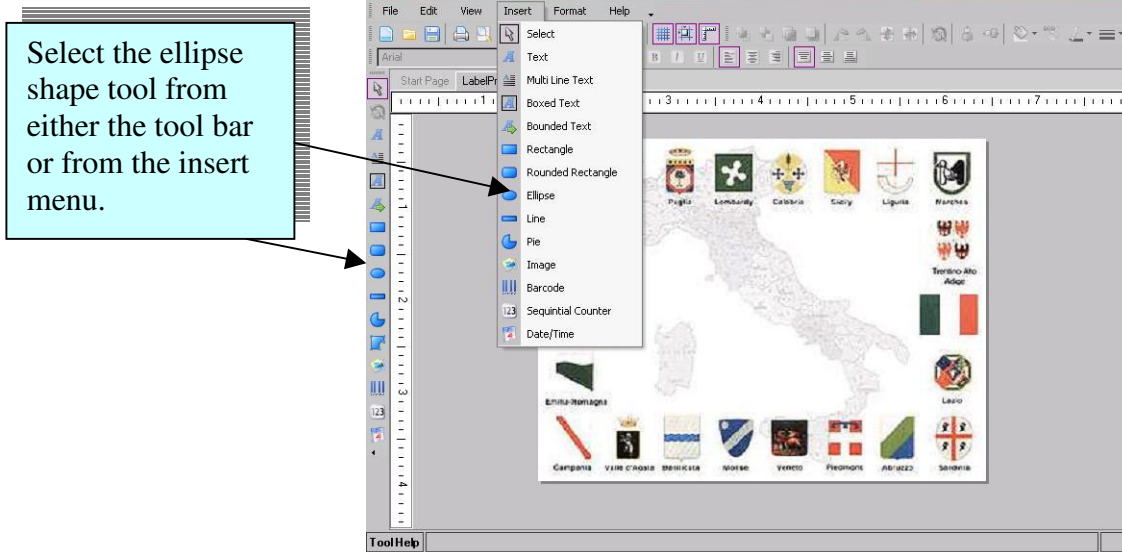


Figure 3.5.3.1: Inserting Ellipse Shape

2. Press and hold the left mouse button on the label where you want the rectangle to be positioned.

3. Drag the cursor until the rectangle has reached the desired size and then release the button (see Figure 3.5.3.2).



When dragging the cursor to get the ellipse to the desired size, it will be outlined in a dotted line as you drag it.

Drag the cursor until the shape is at the desired size.

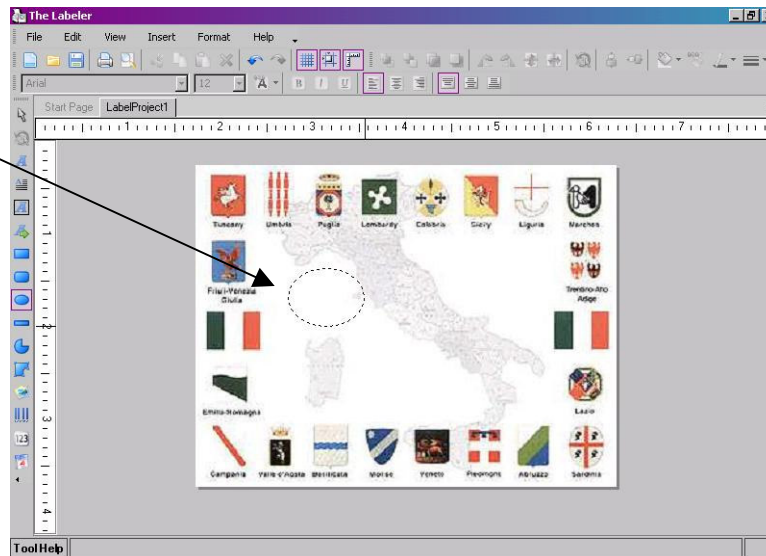


Figure 3.5.3.2: Dragging the ellipse to the desired size

Once you have released the button at the desired size the ellipse will now be on the label (see Figure 3.5.3.3).

Release the button once the shape is at the desired size to have the shape inserted on the label.

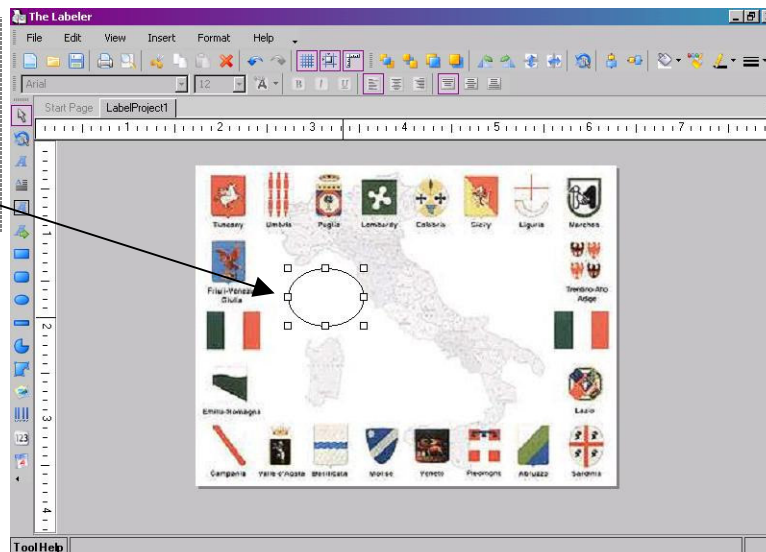



Figure 3.5.3.3: Ellipse Shape

Ellipse Shape

3.5.4 Inserting a Line

1. Click on the line shape tool  located on the tool bar, or you can find it in the insert menu (see Figure 3.5.4.1).

Select the line shape tool from either the tool bar or from the insert menu.



Figure 3.5.4.1: Inserting Line Shape

2. Press and hold the left mouse button on the label where you want the line to be positioned.

3. Drag the cursor until the line has reached the desired size and then release the button (see Figure 3.5.4.2).



When dragging the cursor to get the line to the desired size, it will be outlined in a dotted line as you drag it.

Drag the cursor until the shape is at the desired size.

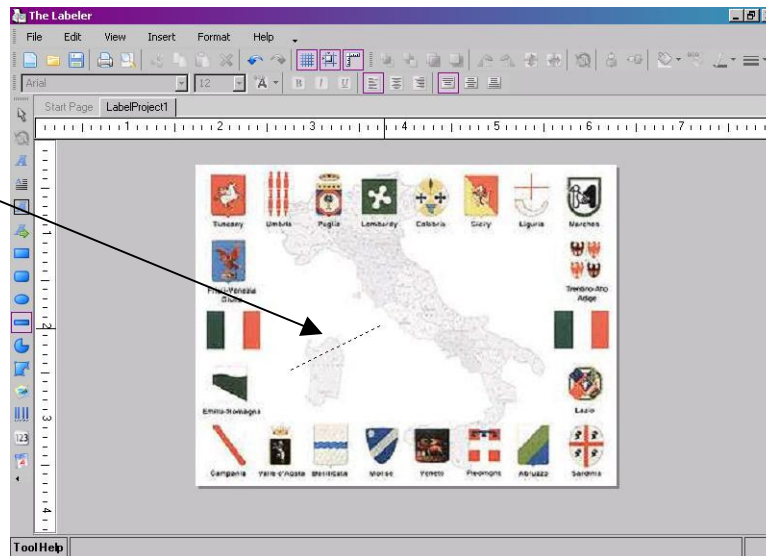


Figure 3.5.4.2: Dragging the line to the desired size

Once you have released the button at the desired size the line will now be on the label (see Figure 3.5.4.3).

Release the button once it is at the desired size to have the shape inserted on the label

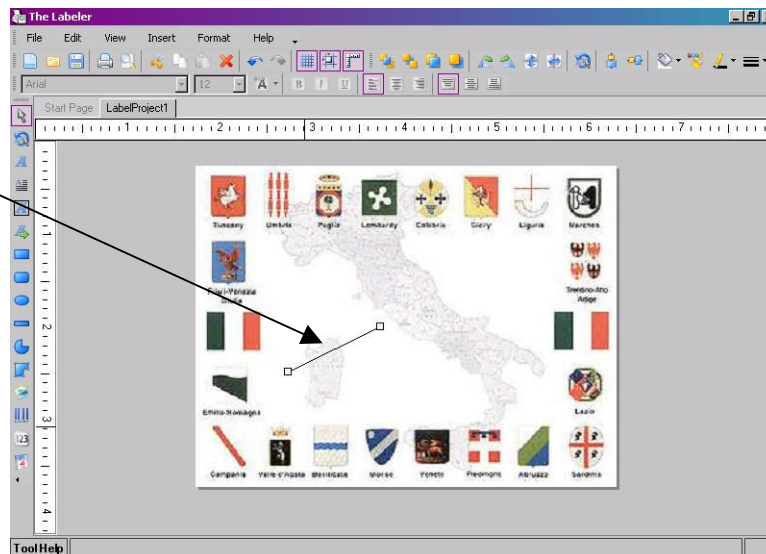



Figure 3.5.4.3: Line Shape

3.5.5 Inserting a Pie Shape

1. Click on the pie shape tool  located on the tool bar, or you can find it in the insert menu (see Figure 3.5.5.1).

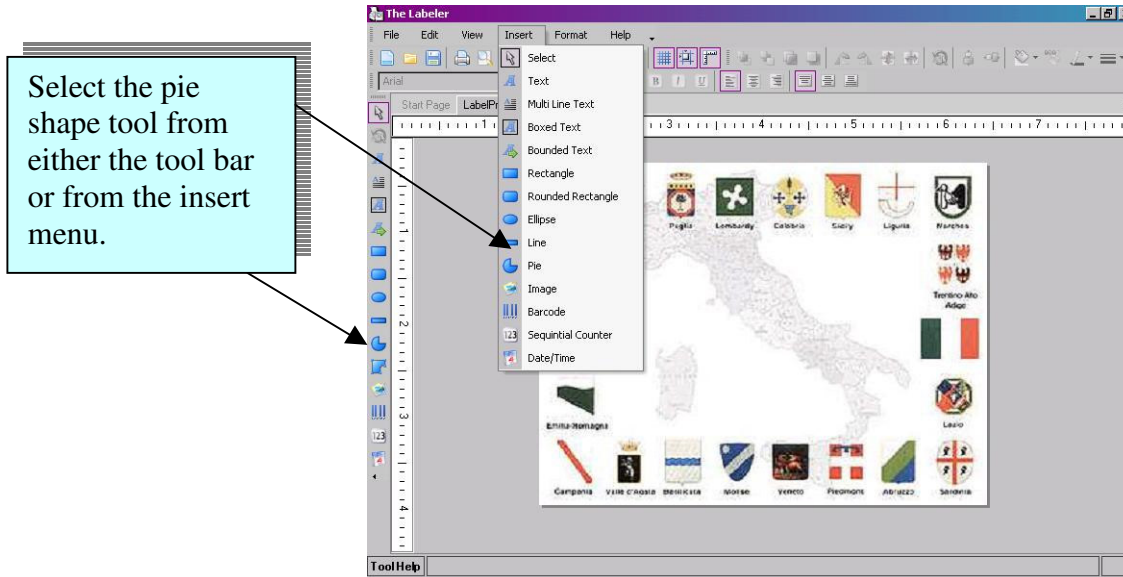


Figure 3.5.5.1: Inserting Pie Shape

2. Press and hold the left mouse button on the label where you want the pie shape to be positioned.

3. Drag the cursor until the pie shape has reached the desired size and then release the button (see Figure 3.5.5.2).



When dragging the cursor to get the pie shape to the desired size, it will be outlined in a dotted line as you drag it.

Drag the cursor until the shape is at the desired size.

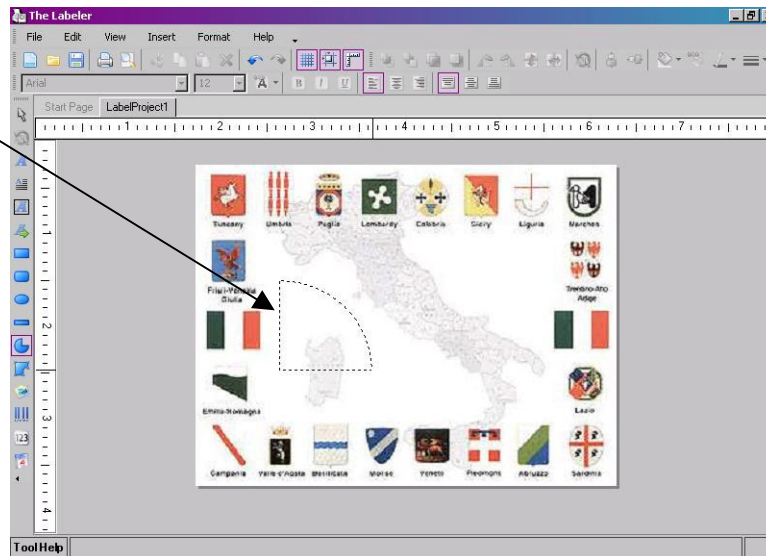


Figure 3.5.5.2: Dragging the pie shape to the desired size

Once you have released the button at the desired size the pie shape will now be on the label (see Figure 3.5.5.3).

Release the button once it is at the desired size to have the shape inserted on the label

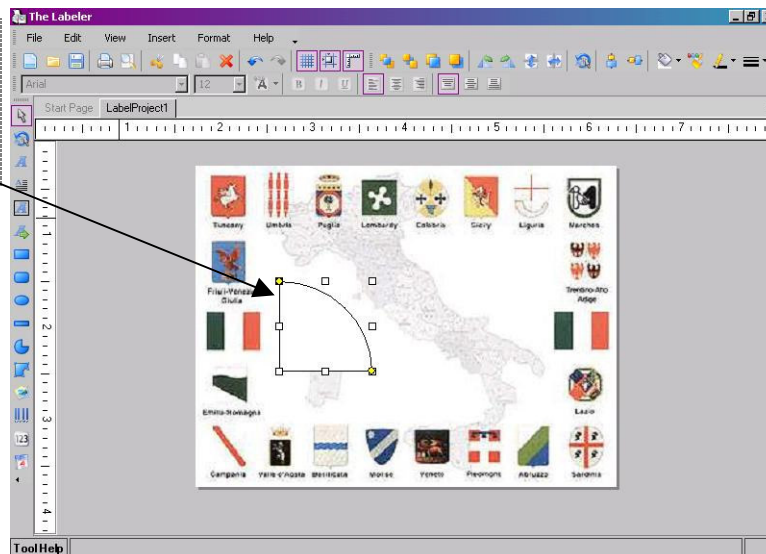
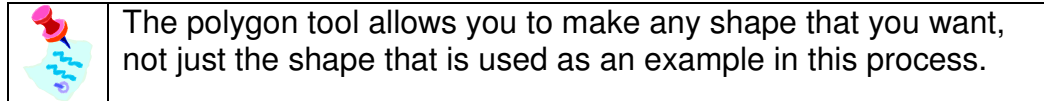



Figure 3.5.5.4: Pie Shape

3.5.6 Inserting a Polygon



1. Click on the polygon tool  located on the tool bar (see Figure 3.5.6.1).

Select the polygon shape tool from the tool bar



Figure 3.5.6.1: Inserting Polygon Shape

2. Press the left mouse button on the spot you wish the polygon to start at.

3. Move the cursor to the spot you want the first line to finish at and click the left mouse button again (see Figure 3.5.6.2).



With the polygon shape you can keep drawing lines until you double click the left mouse button.

Move the cursor to the point where you want the line to end click the mouse button again.

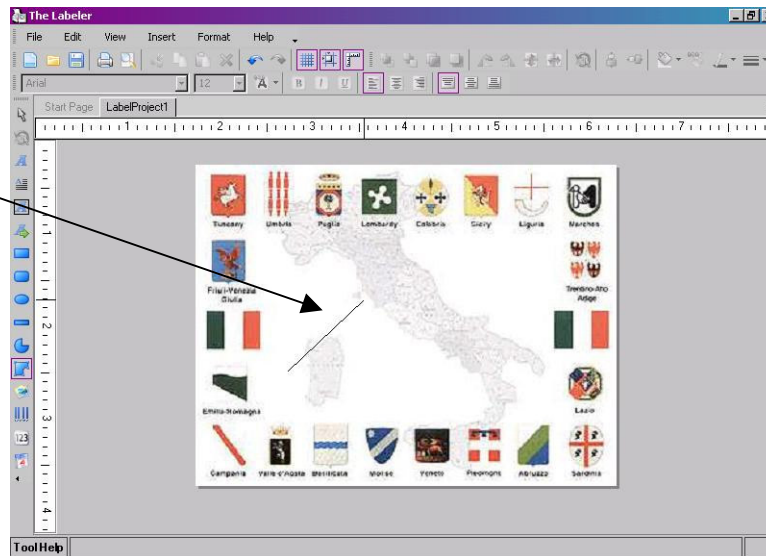


Figure 3.5.6.2: Moving the cursor to the end point of the first line

Once you have clicked the button again at the point you want the first line to stop at, a solid line will now appear on the screen at that spot (see Figure 3.5.6.3).

The first line has been set on the label another line can be put on attached to the end of the first one and finished at any spot

First Line that has be finished

Second Line currently being placed (drawn)

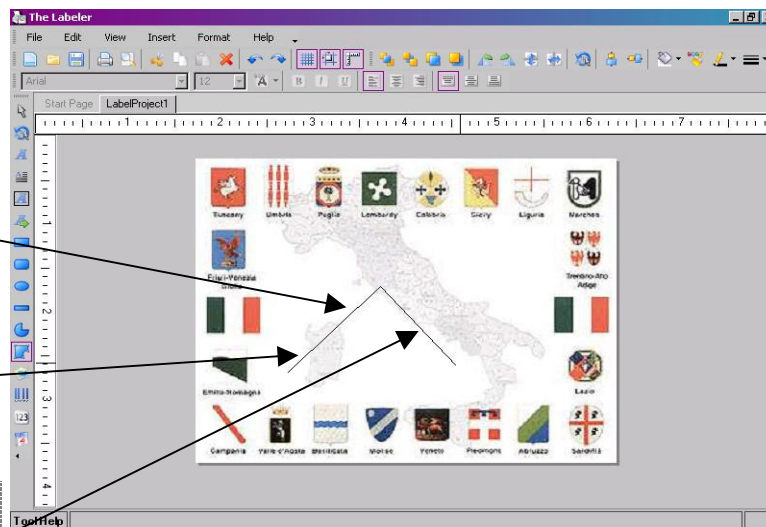
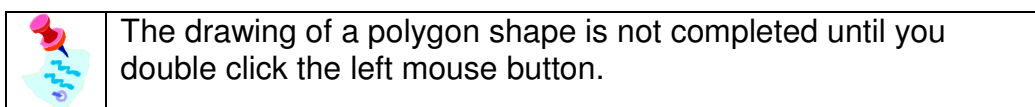


Figure 3.5.6.3: First line is inserted

- Repeat steps 2 and 3, until you get the shape you want and then double click the left mouse button to finish the polygon shape (see Figure 3.5.6.4 and Figure 3.5.6.5).



Polygon shape is almost done, third line is being drawn.

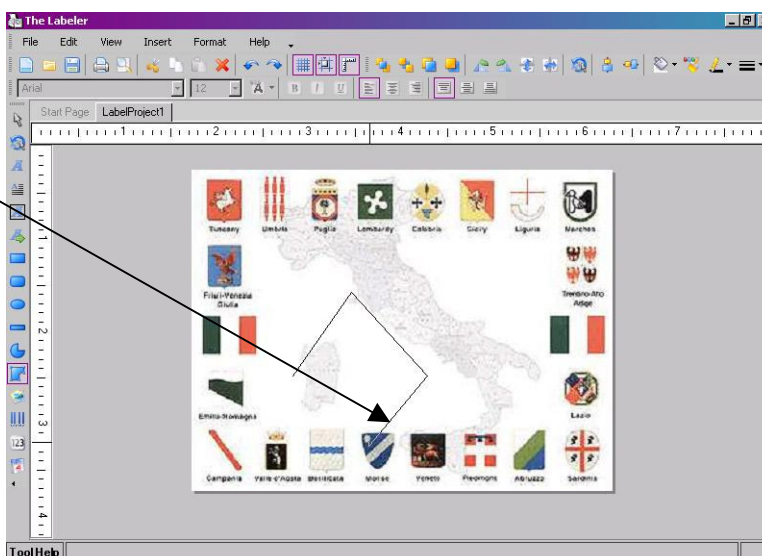


Figure 3.5.6.4: Polygon shape almost finished

Last line of the polygon is being drawn

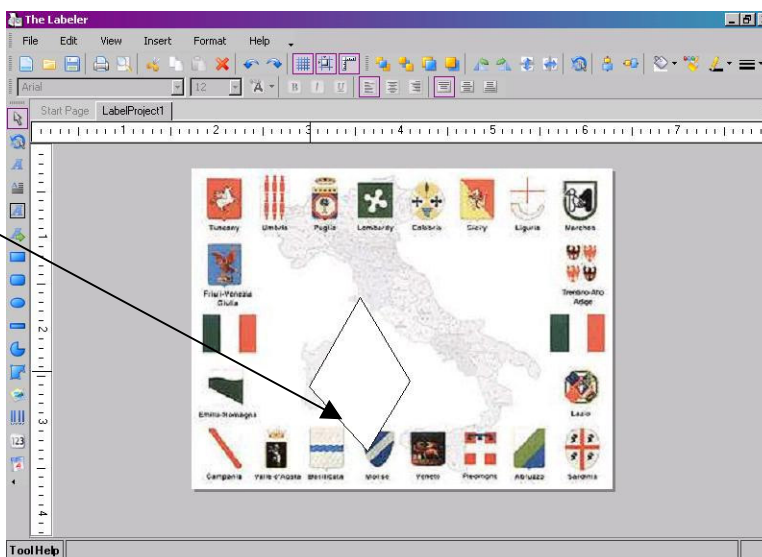


Figure 3.5.6.5: Last line being drawn of the polygon

Once you have double clicked the left mouse button to finish off the shape, the polygon will now be inserted onto the label (see Figure 3.4.6.6).

Double click the left mouse button when you have created the polygon shape that you wanted to have the shape inserted on the label

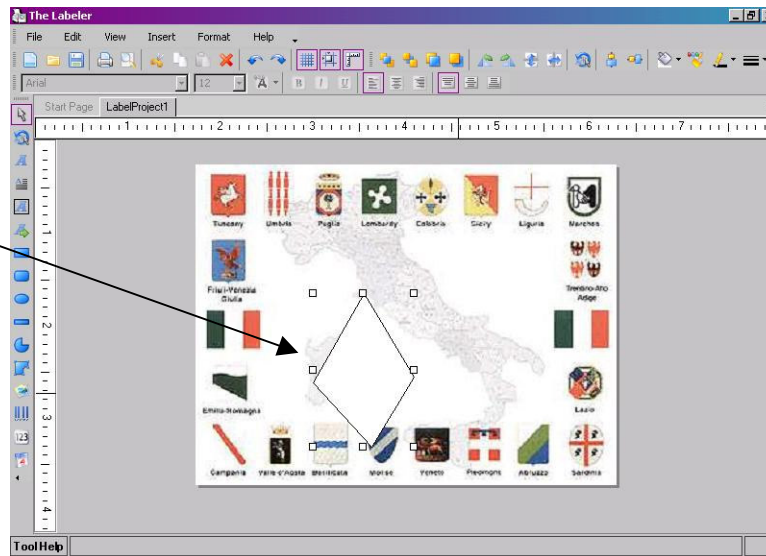



Figure 3.5.6.6: Polygon Shape

3.6 Inserting Graphics



Images can be resized after have been inserted, they can also be rotated, flipped, and put behind other items on the label or in front of all other items on the label, this will all be discussed in the next chapter under formatting images.

3.6.1 Inserting Clip Art Images

1. Click on the image icon  located on the toolbar or you can find it in the insert menu (see Figure 3.6.1.1).

Select image tool from either the tool bar or from the insert menu

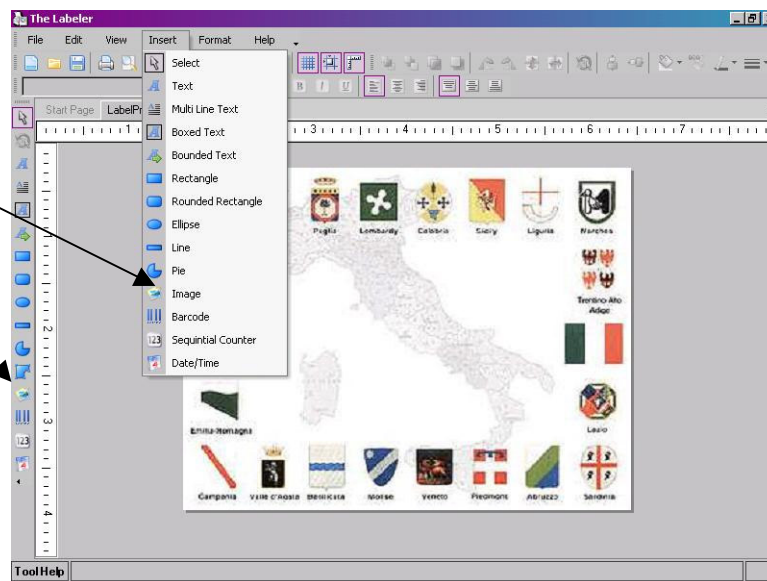


Figure 3.6.1.1: Inserting an Image

Once you have clicked on the image icon a new screen will appear in front of the label (see Figure 3.6.1.2).

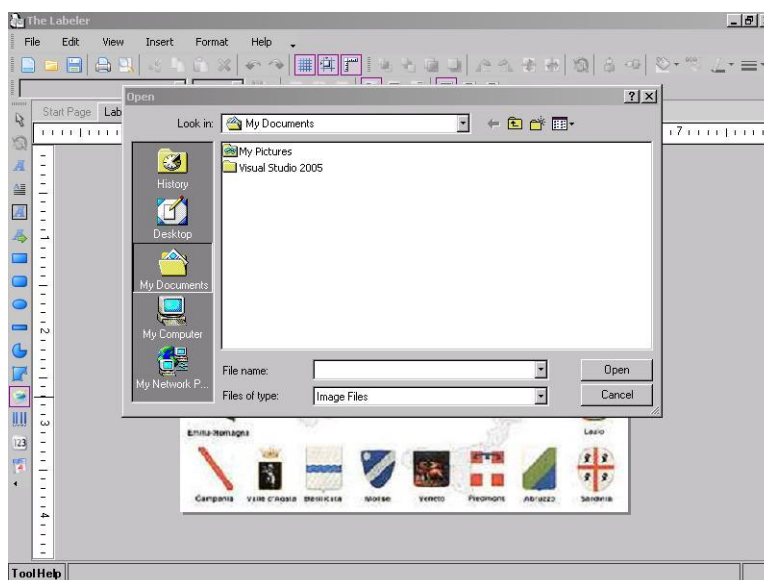


Figure 3.6.1.2: Open screen

2. Select My Computer on the left hand side of this window, this will switch the window to be showing what is in that location (see Figure 3.6.1.3).

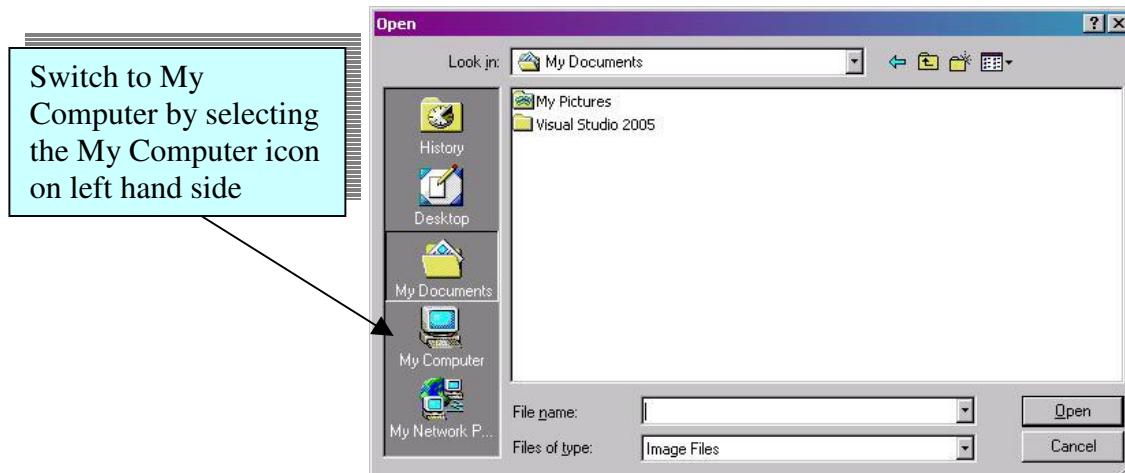






Figure 3.6.1.3: Selecting My Computer

- 3. Browse to where the clip art is located (see Figure 3.6.1.4 – Figure 3.6.1.9).

	The location of this folder may vary depending on where the software installed to, if you just used the default path when installing the software it should be located at the following spot. C:\Program Files\KapWare\The Labeler\ClipArt
	If you did choose the default installation path when installing the software just follow the next few screens to get to where the clip art is. (see Figures 3.6.1.4 – 3.6.1.9)
	IF you did not use the default installation path when installing the software, you will have browse to that location on your own at this point then move onto step 4 afterwards.
	Once you get to the spot where the path I listed above gets you, you will see a bunch of different folders, each of those folders contains clip art.

Clip Art

Switch to Drive C:
by double clicking
the Local Disk (C:)
icon

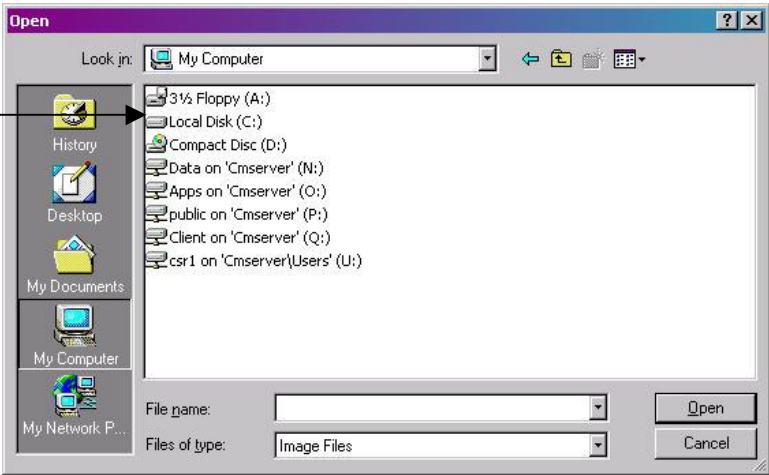


Figure 3.6.1.4: Selecting C: drive

Switch to Program
Files by double
clicking the Program
Files folder

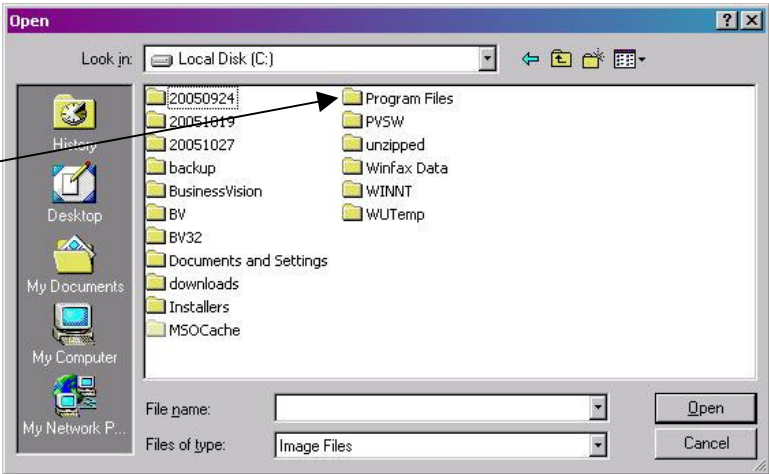


Figure 3.6.1.5: Select Program Files

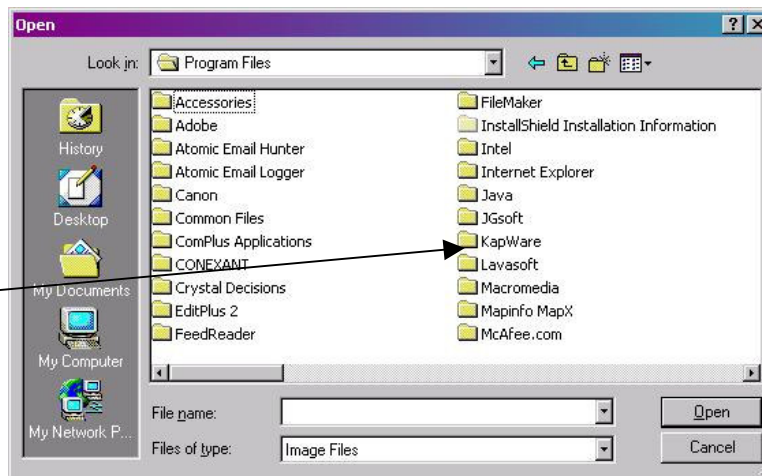


Figure 3.6.1.6: Select KapWare

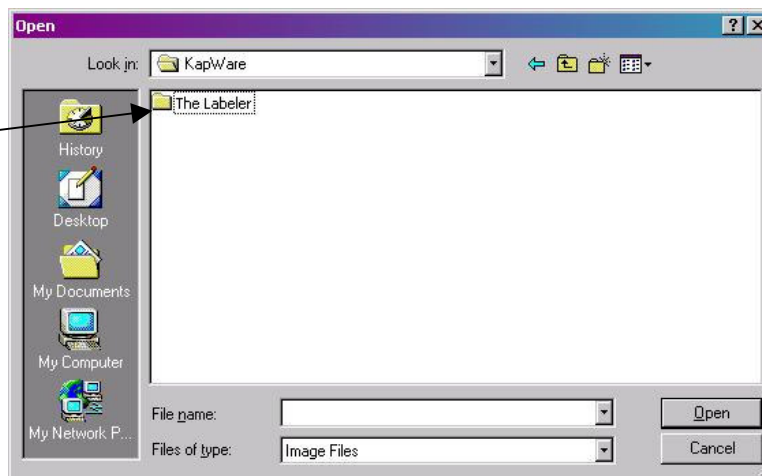


Figure 3.6.1.7: Select the Labeler

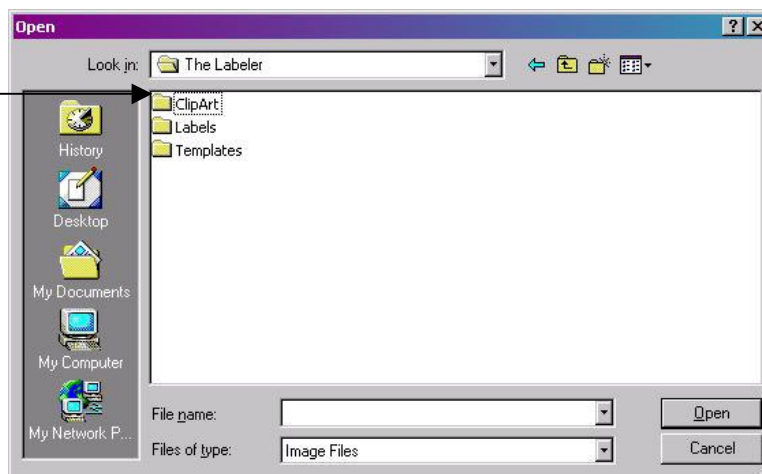


Figure 3.6.1.8: Select ClipArt

Once you have selected the ClipArt folder you now will see a bunch of different folders shown at this point (see Figure 3.6.1.9).

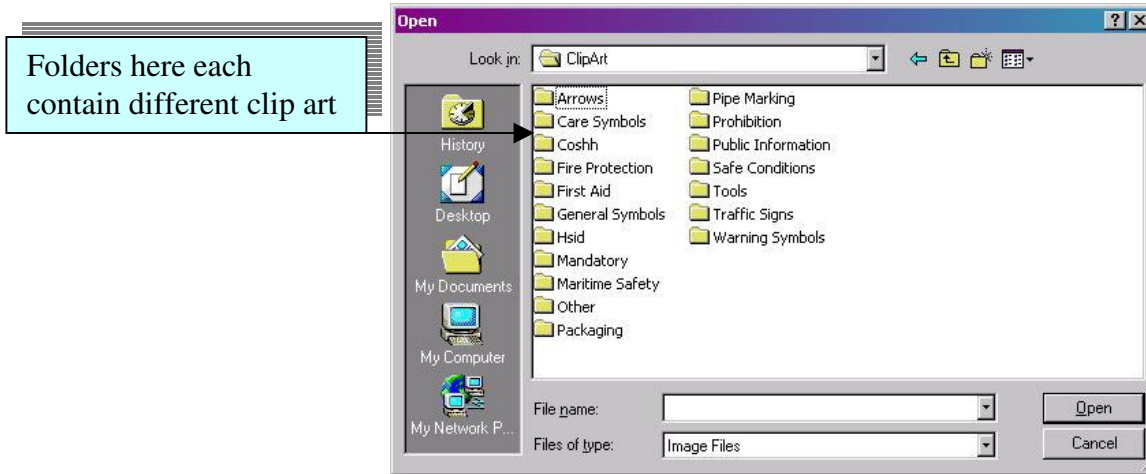




Figure 3.6.1.9: ClipArt Folders

4. Double Click on one of the folders that you now see at that location (see Figure 3.6.1.10).

	Each of the folders in figure 3.6.1.10 contains different types of clip art. The following steps can be used to insert any one of those clip arts.
	For the purpose of showing how to insert a clip art image we will be using one out of the public information folder.

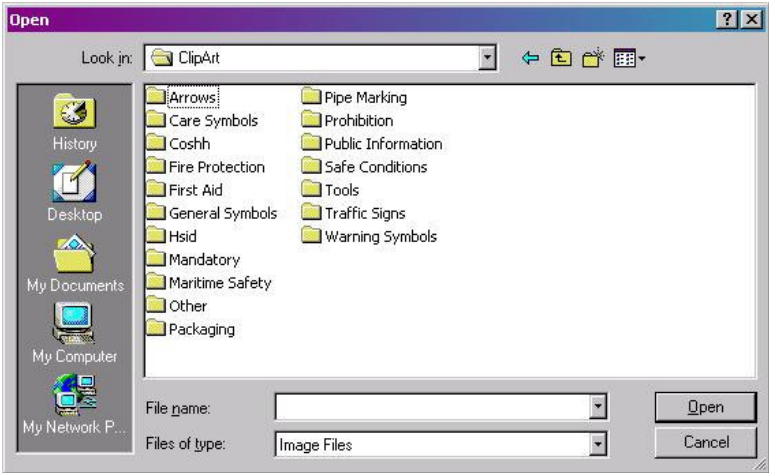


Figure 3.6.1.10: Double Click a clip art folder

Once you have double clicked on one of the clip art folders you will see a bunch of different files at this point which are the clip art (see Figure 3.6.1.11).

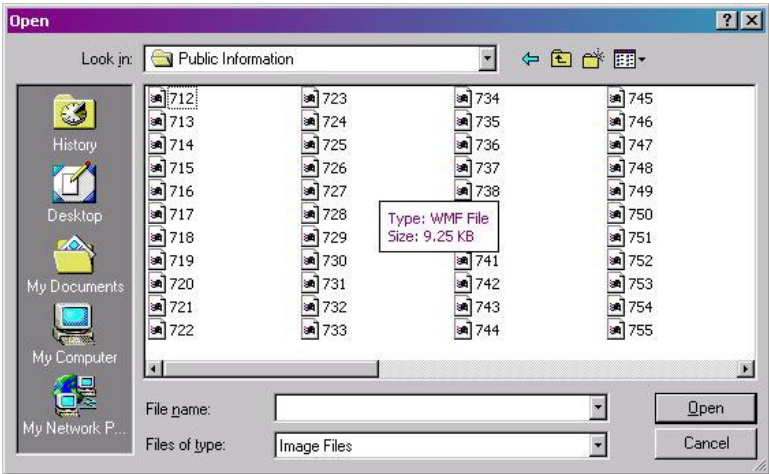


Figure 3.6.1.11: ClipArt

5. Select the clip art that you wish to add to the label (see Figure 3.6.1.13).

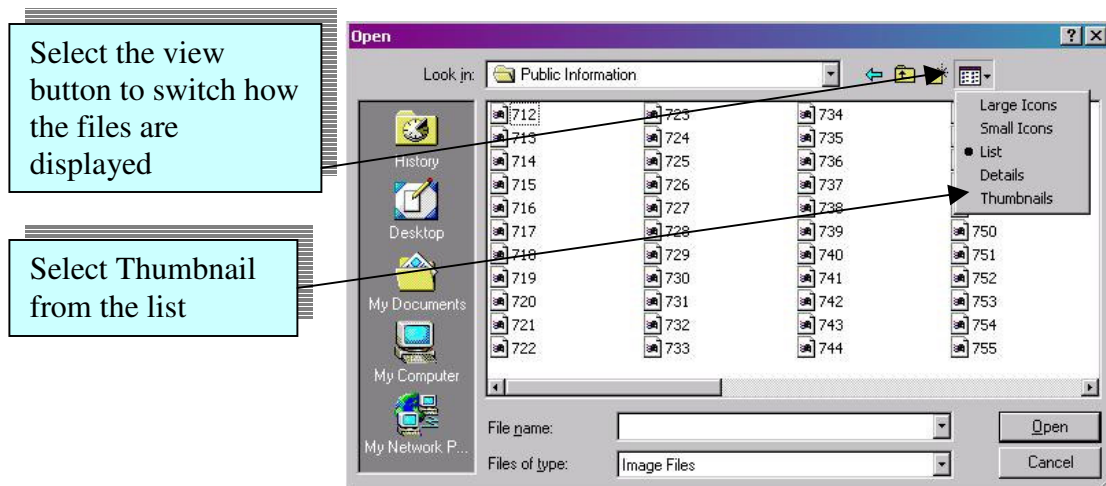
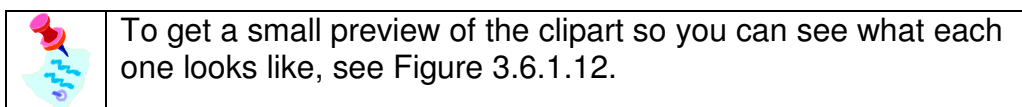


Figure 3.6.1.12: Display clipart as thumbnail images

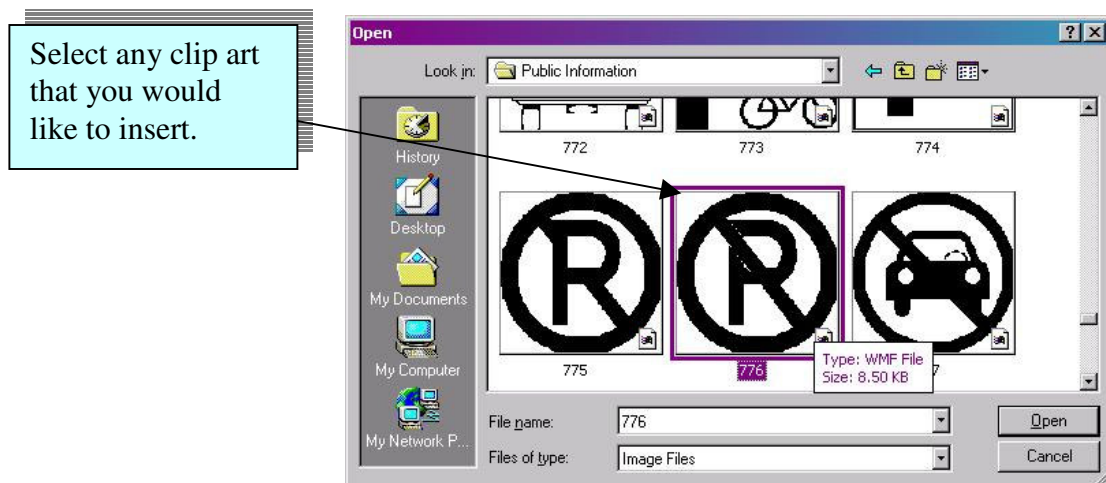



Figure 3.6.1.13: Select a clip art to insert

6. Click the open  button to insert the image onto the label (see Figure 3.6.1.14).

Click the open button located at the button left of the screen

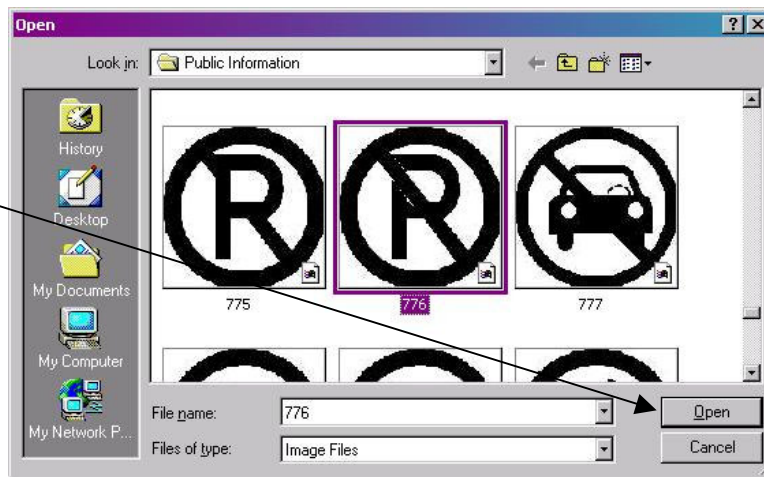




Figure 3.6.1.14: Insert a clipart


Once you have clicked the open button the image will be inserted onto the label (see Figure 3.6.1.15).



Figure 3.6.1.15: Clip Art

3.6.2 Inserting an Image

	This will take you through inserting an image such as a picture.
	When importing large images into the labeler, the program will slow down and will make it read slower to changes and commands.

1. Click on the image icon  located on the toolbar or you can find it in the insert menu (see Figure 3.6.2.1).

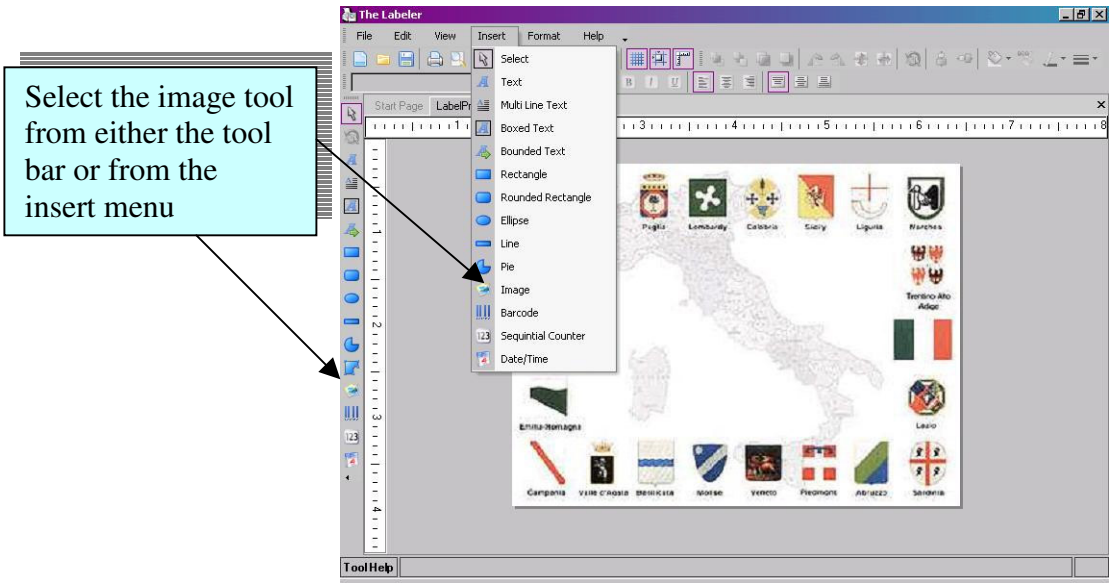


Figure 3.6.2.1: Inserting an Image

Once you have clicked on the image icon a new screen will appear in front of the label (see Figure 3.6.2.2).

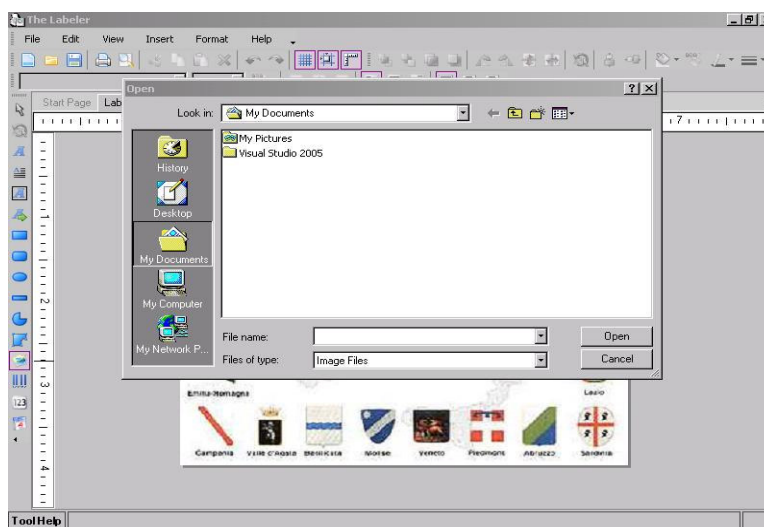


Figure 3.6.2.2: Open Screen

2. Click on an image you like to insert on to the label (see Figure 3.6.2.4).

	The place you would go to select an image at this point varies from computer to computer depending on where the person has saved all there images.
	To get a small preview of the images before selecting one see Figure 3.6.2.3

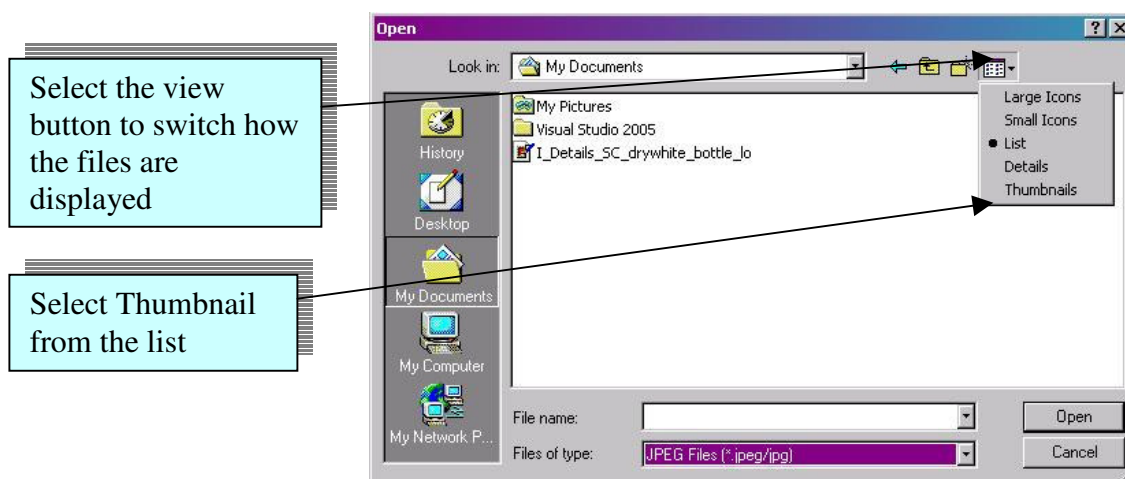


Figure 3.6.2.3: Display images as thumbnail view

Select the image you would like to insert.

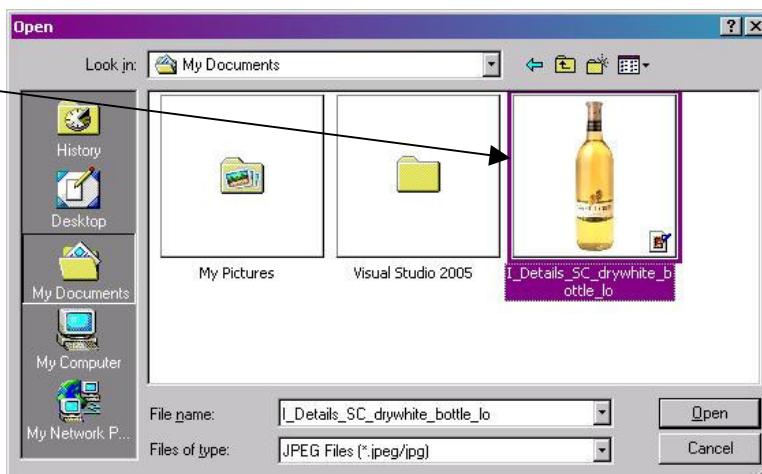
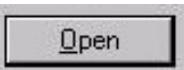


Figure 3.6.2.4: Select an image to insert

3. Click the open  button to insert the image onto the label (see Figure 3.6.2.5).

Click the open button located at the bottom left of the screen

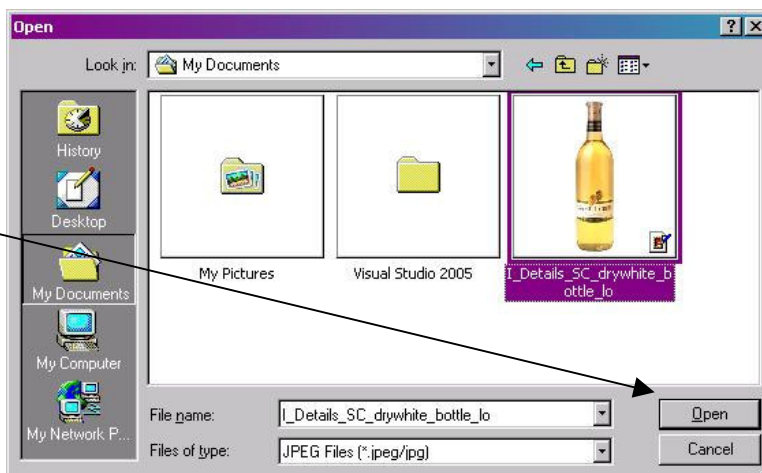


Figure 3.6.2.5: Insert Image

Once you have clicked the open button the image will be inserted onto the label (see Figure 3.6.2.6).

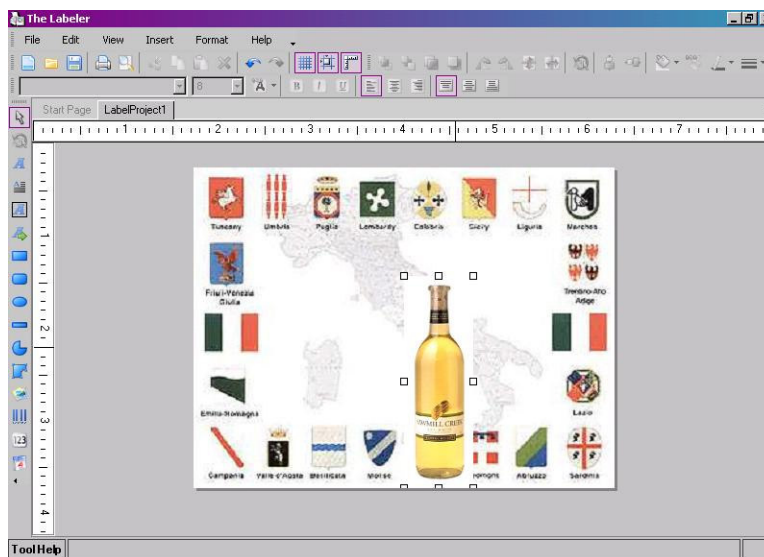





Figure 3.6.2.6: Inserted Image

3.7 Inserting a Barcode

	It is also possible to format the text on the barcode and other options when creating the barcode. To do this, follow the steps that are outlined in Appendix A under barcode.
	It is also possible to move the barcode and resize the barcode after it has been inserted onto the label, this will be discussed in the next chapter.

1. Select the insert barcode icon  from the toolbar on the left hand side of the screen or you can find it in the insert menu (see Figure 3.7.1).

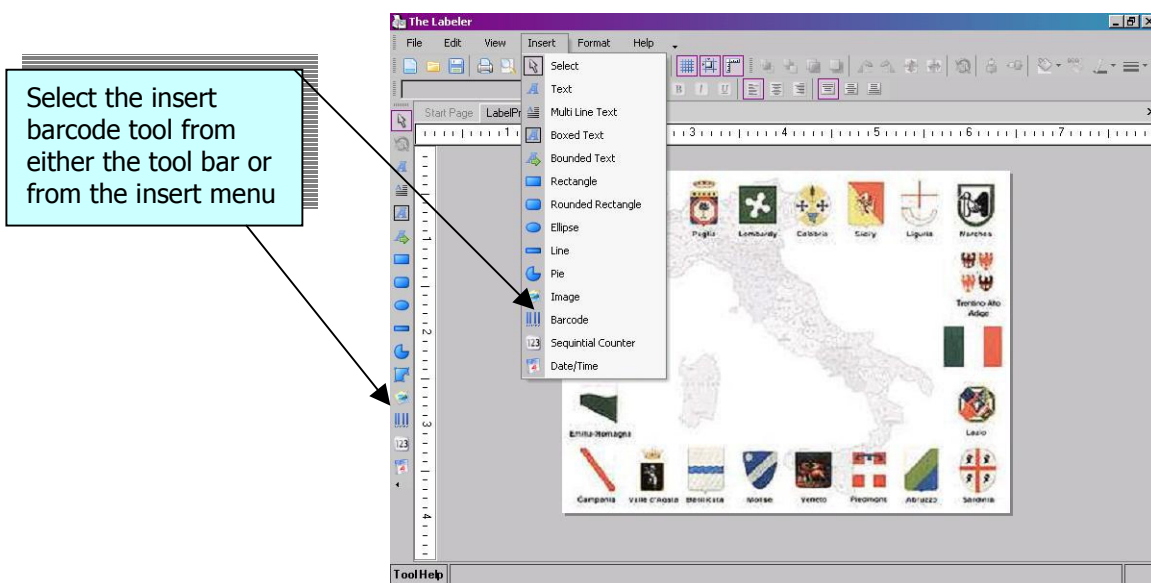


Figure 3.7.1: Selecting Insert a Barcode

The barcode screen will open once you have selected the barcode tool from the left hand toolbar (see Figure 3.7.2).

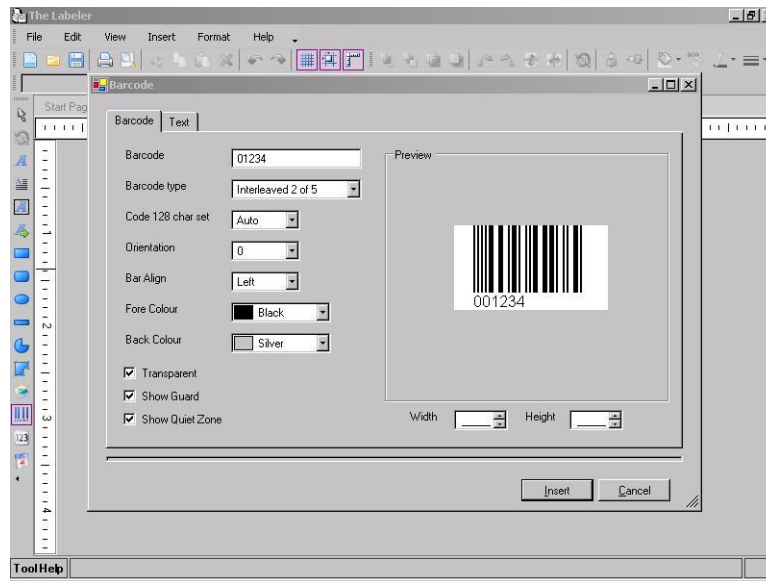


Figure 3.7.2: Main Barcode Screen

2. Select the type of barcode, which you will be using (see Figure 3.7.3).



The type of barcode used will depend on your regional specifications.

Select the barcode that you want to use.

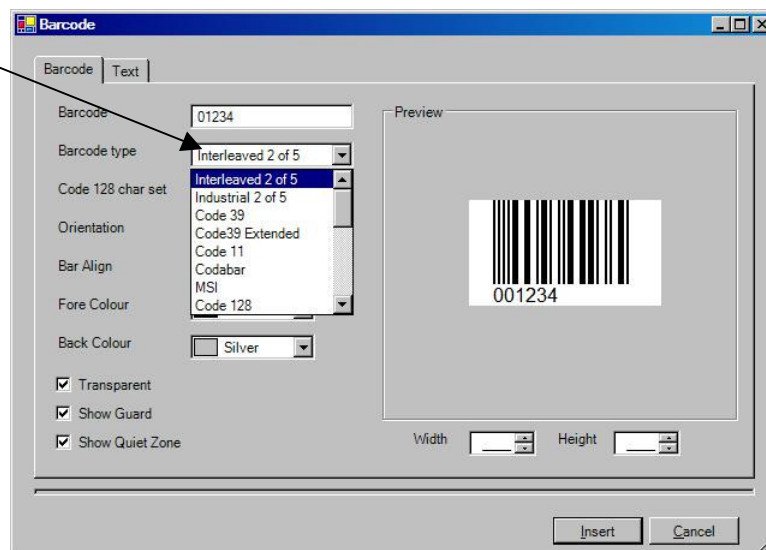


Figure 3.7.3: Barcode Selection

3. Enter the Barcode number by selecting the input box text to the label Barcode (see Figure 3.7.4).



Regions can determine the barcode number and the length of the number.

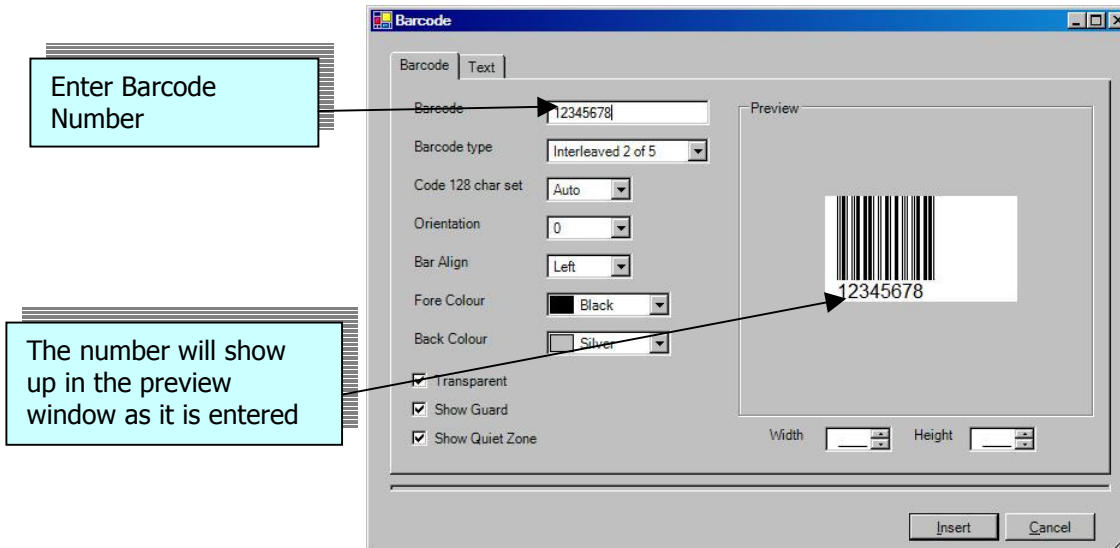
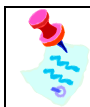


Figure 3.7.4: Entering Barcode Number

4. Select the Orientation, Code 128 char set, Bar align, Fore Colour, Back Colour (see Figure 3.7.5).



The default options are set to the standard for most bar coding needs. Change them if you would like a more personalized barcode.

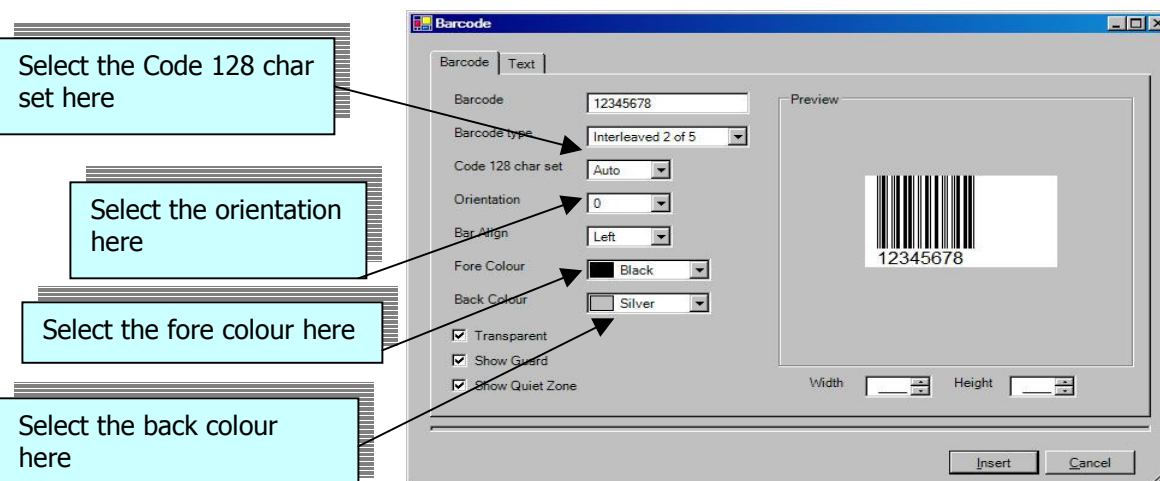
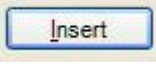


Figure 3.7.5: Changing Options

5. Insert the barcode by pressing the insert  button located on the bottom right corner of the screen (see Figure 3.7.6).

Click the insert button to add the barcode to the label

You can also cancel inserting a barcode on this screen.

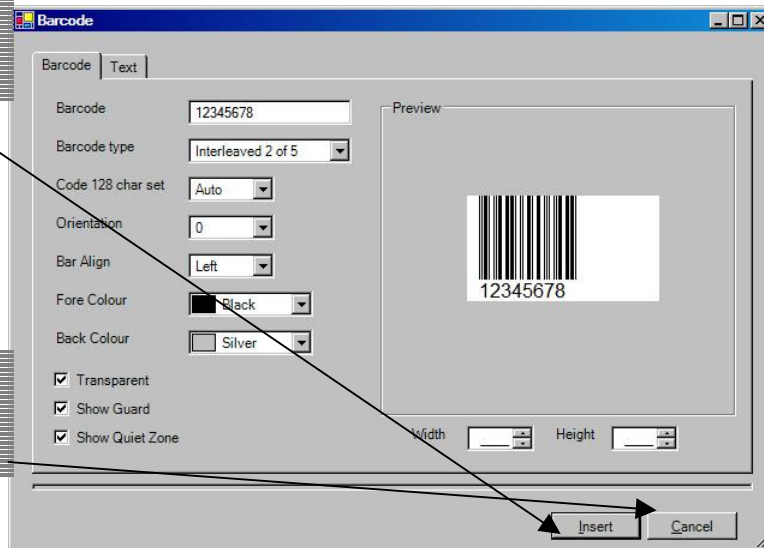


Figure 3.7.6: Insert the Barcode

After you have pressed the insert button to add the barcode to the label, it will show up on the label (see Figure 3.7.7)



Figure 3.7.7: Barcode Inserted

3.8 Inserting a Sequential Counter



The counter can be adjusted in size, as well it can be moved to a specific location on the label, and this will be discussed in the next chapter.



1. Click on the sequential counter button located in the toolbar on the left hand side of your screen or you can find it in the insert menu (see Figure 3.8.1).

Select sequential counter tool from either the tool bar or from the insert menu

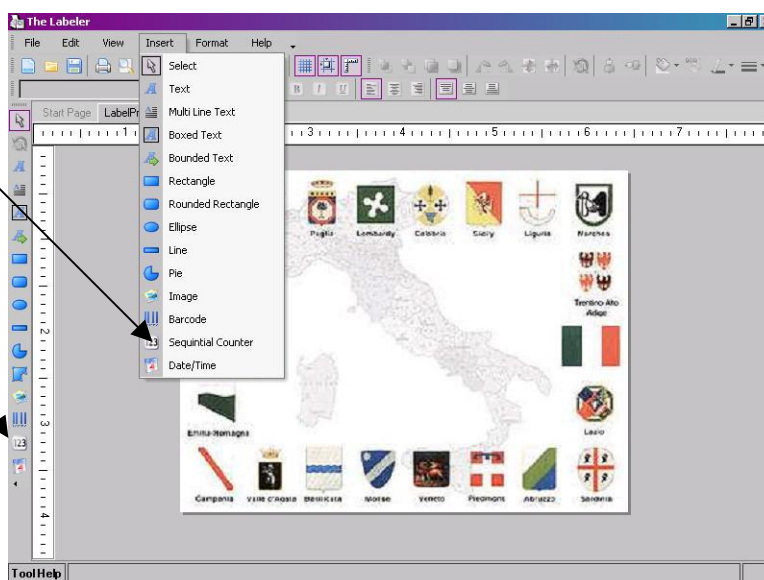


Figure 3.8.1: Selecting Insert a Sequential Counter

Once you have pressed the sequential counter button, the counter box should be displayed in front of the label (see Figure 3.8.2).

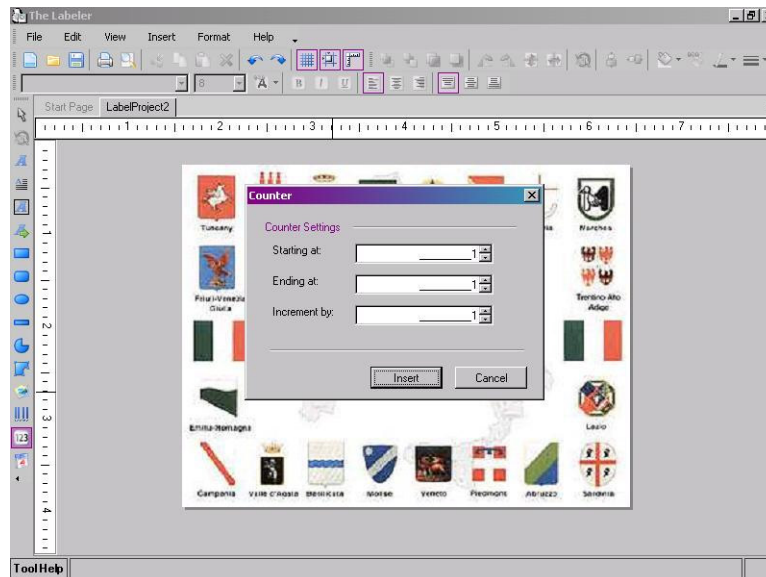
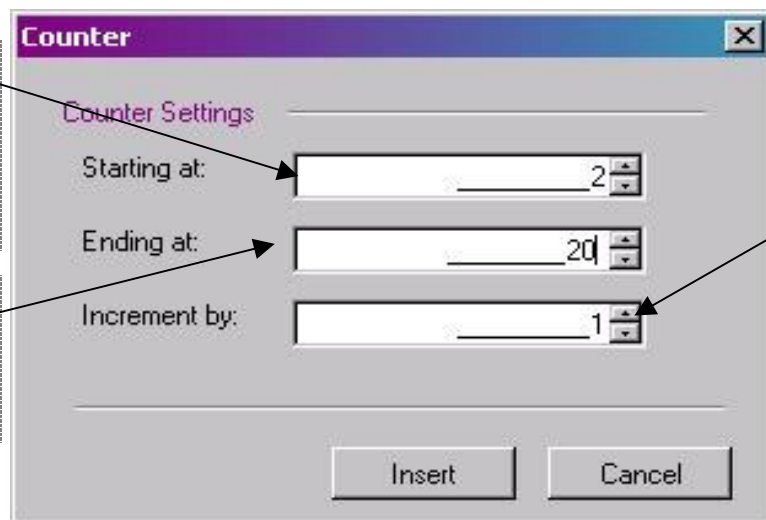


Figure 3.8.2: Sequential Counter Screen

2. Setup the counter by setting the starting number, the ending number and how much it will be incremented by (see Figure 3.8.3).

	The numbers used in figure 3.8.3 are not the only numbers you may use in the counter, you can use whatever numbers you would like to.
	You can either enter the number you want manually by clicking on the area where you change the numbers then type the number u want in, or you can use the up and down arrows next to it to increase or decrease the number




Set the starting at number, which will be the first number shown, after you insert the counter

Set the ending at number, which is the number where the counter will finish

Set the increment by number, which is the number that counter will go up by until it reaches the ending at number

Figure 3.8.3: Setting up the aspects of the counter

3. Click on the insert  button to insert the counter onto the label (see Figure 3.8.4).

Click on the insert button to insert the counter onto the label

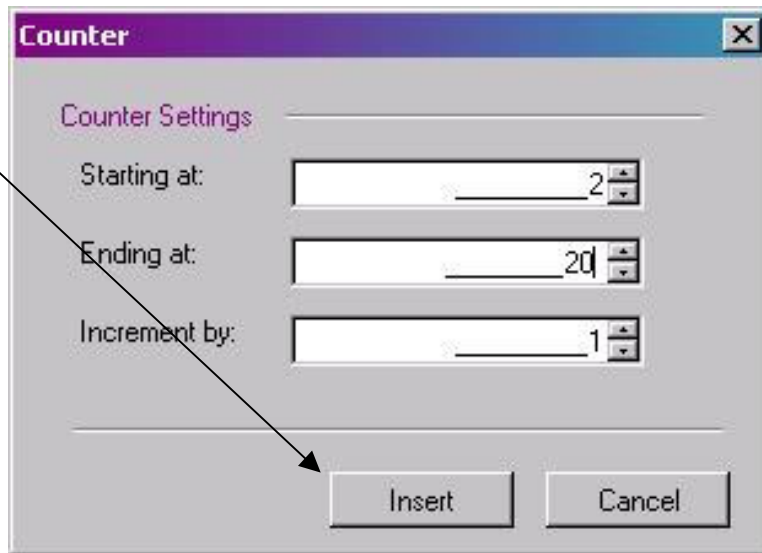


Figure 3.8.4: Inserting the Sequential Counter

Once you have clicked the insert button the counter will be displayed on the label (see Figure 3.8.5).

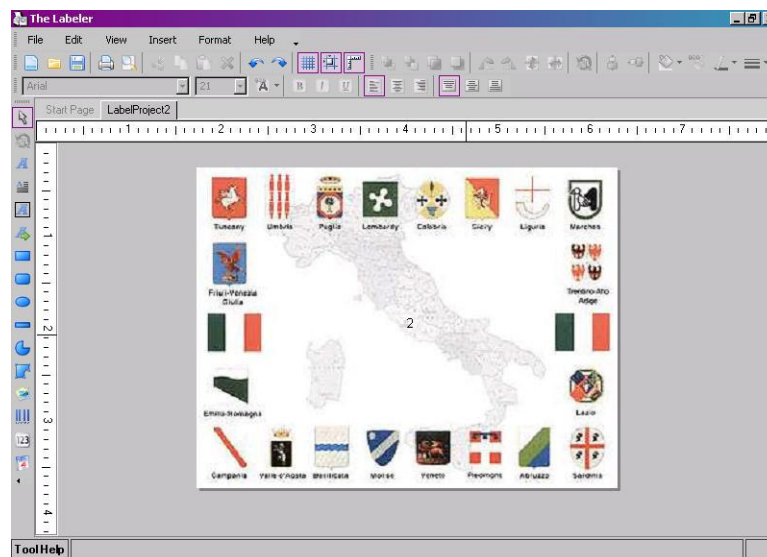



Figure 3.8.5: Sequential Counter

3.9 Inserting the Date



The date after it has been inserted can be formatted in different ways, such as being resized and moved this will be discussed in the next chapter.

1. Click on the date  icon located on the tool bar on the left hand side of the screen or you can find it in the insert menu (see Figure 3.9.1).

Select the Date tool from either the tool bar or the insert menu

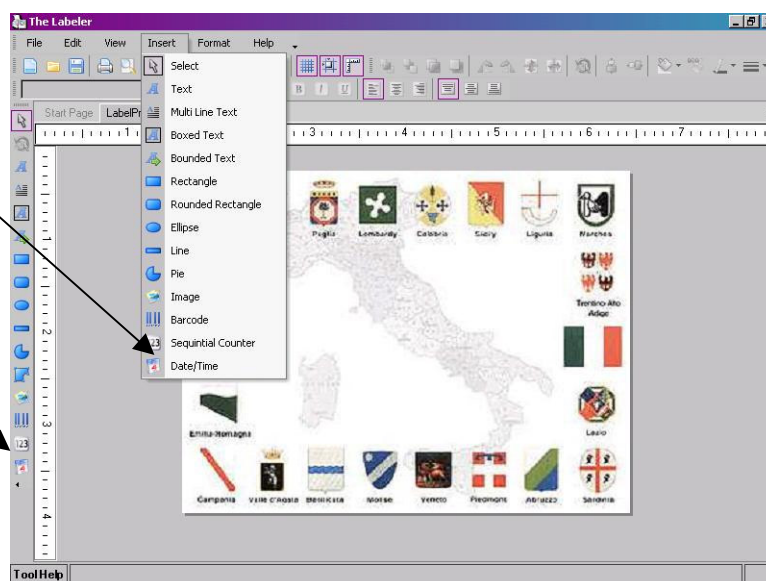


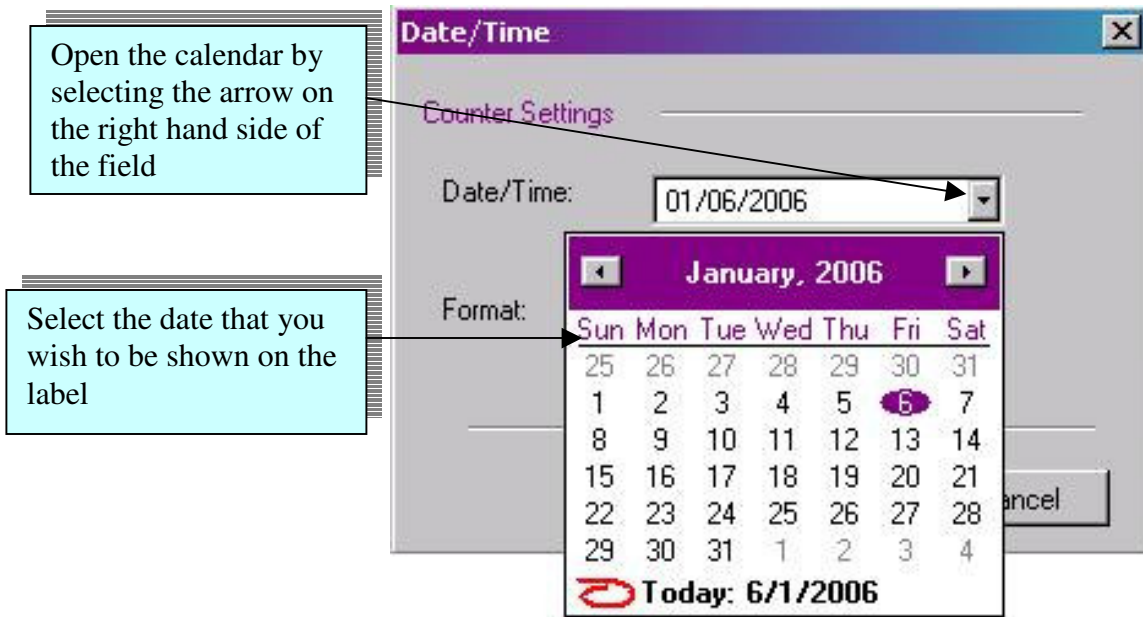
Figure 3.9.1: Selecting Inserting Date/Time

Once you have clicked on the date icon a new screen will appear in front of the label (see Figure 3.9.2).

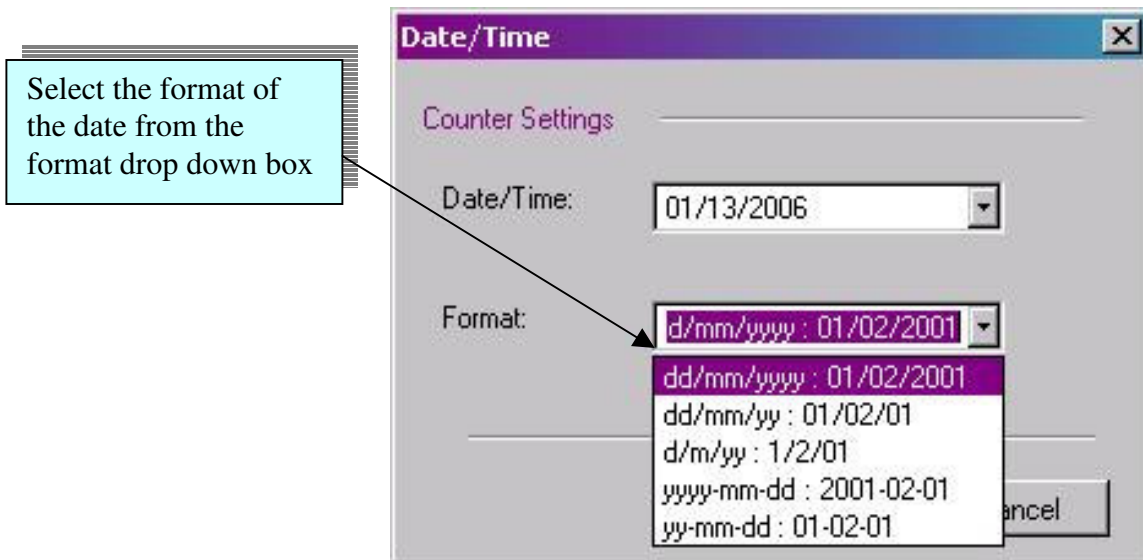



Figure 3.9.2: Date Screen

- Click the arrow on the Date field and choose the date you want from the calendar (see Figure 3.9.3).



- Select the format that the date will be displayed in, from the format drop down box (see Figure 3.9.4).



4. Click the insert  button to have the date that you selected be inserted onto the label (see Figure 3.9.5).

Click insert to insert the date onto the label

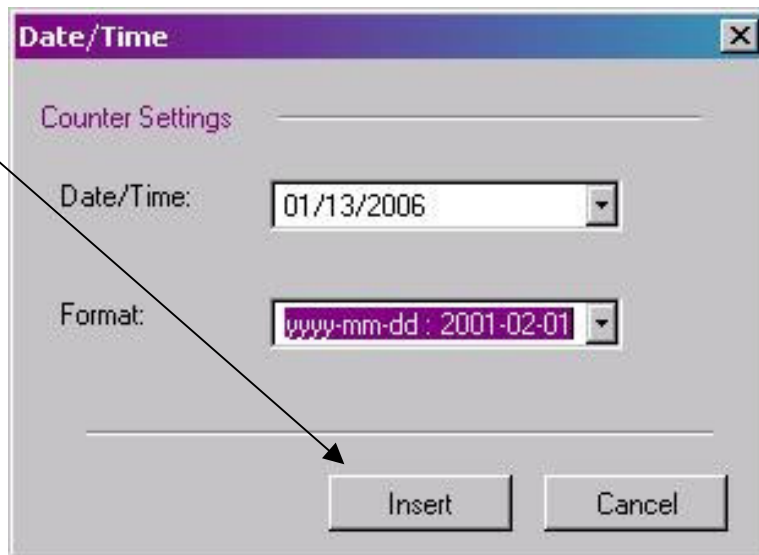


Figure 3.9.5 Inserting the Date

Once you have clicked the insert button the date that you have selected will appear on the label in a text box (see Figure 3.9.6).

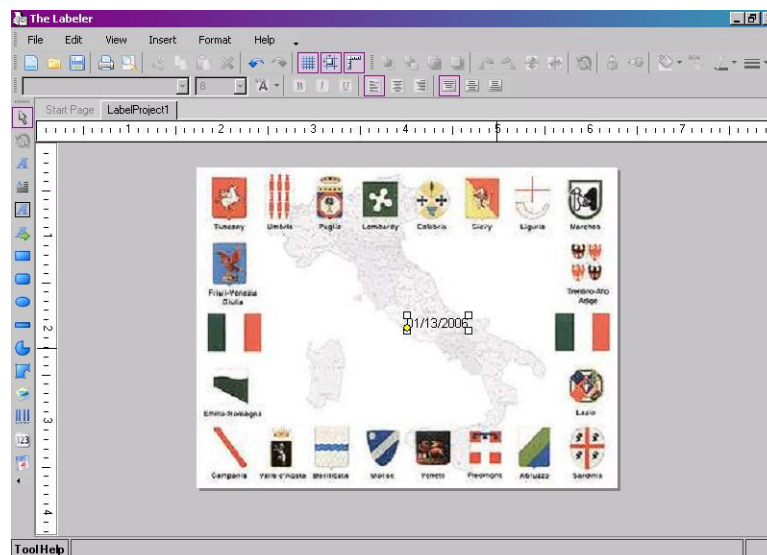
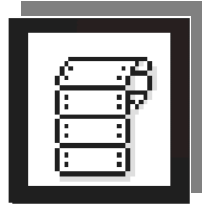


Figure 3.9.6: Date



Chapter 4


Formatting





Overview

-
- **Formatting Text**
 - **Formatting Shapes**
 - **Formatting Images**
 - **Generic Formatting**



4.0 Formatting

	When formatting images, barcode, sequential counter or the date they can all be moved and resized. They can be moved around the label just like if you were moving text or a shape, they can also be resized like if you were resizing a shape.
---	---

4.1 Formatting Text

	When formatting text, what will be discussed in this section can be applied to all 4 types of text. Which are the Single Line Text, Multi-Line Text, Boxed Text and Bounded Text.
	There is one exception to the above information and that is when resizing bounded text this is because bounded text gets resized a bit different then the other 3 types of text, so this will be discussed in section 4.1.3.

4.1.1 Moving Text

	To select the text to be able to format it you will have to be on the select tool.
	The one exception to this is that when you use the rotate tool you will be selecting the text to rotate with that tool, instead of the select tool.

- 1. Select the text that you want to move from one spot on the label to another (see Figure 4.1.1.1).

Select the text that you want to move

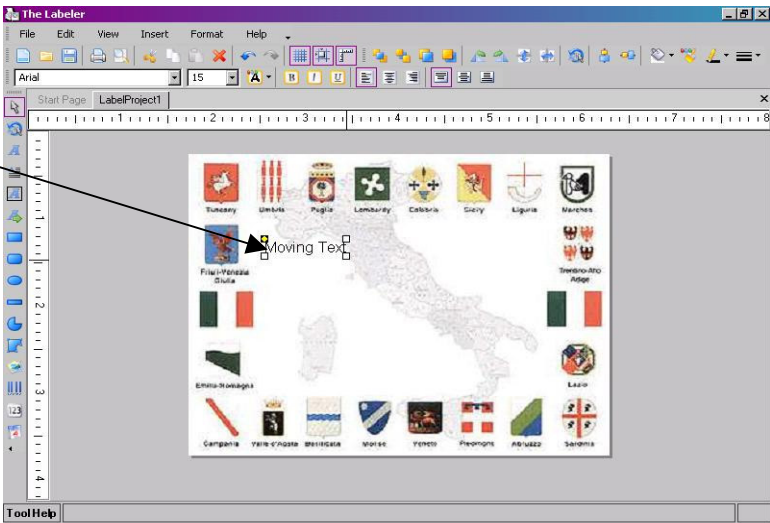


Figure 4.1.1.1: Select the text to be moved

2. Press and hold down the left mouse button over top the text area.
3. Drag the text box to the desired location on the label (see Figure 4.1.1.2).

Drag the text to the new location while moving it there will be a dotted line representing the text box

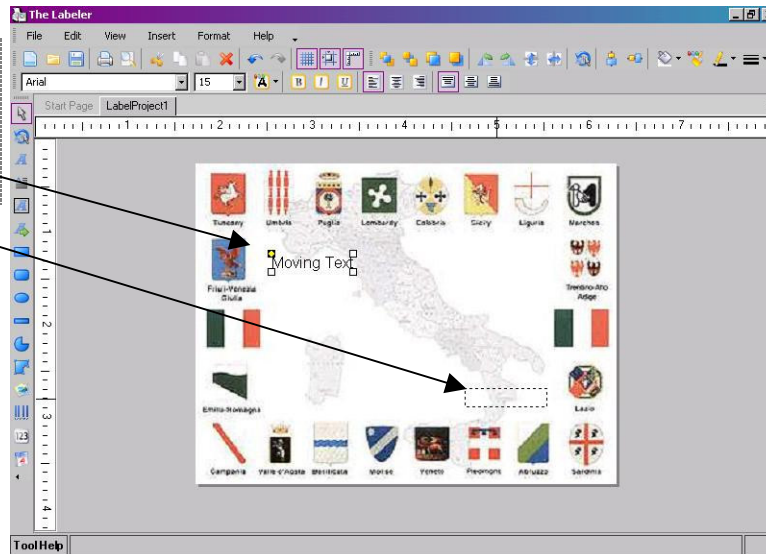


Figure 4.1.1.2: Drag the text to the desired location

Once you have moved the text to the desired location let go of the mouse button and the text will stay in the location you moved it to (see Figure 4.1.1.3).

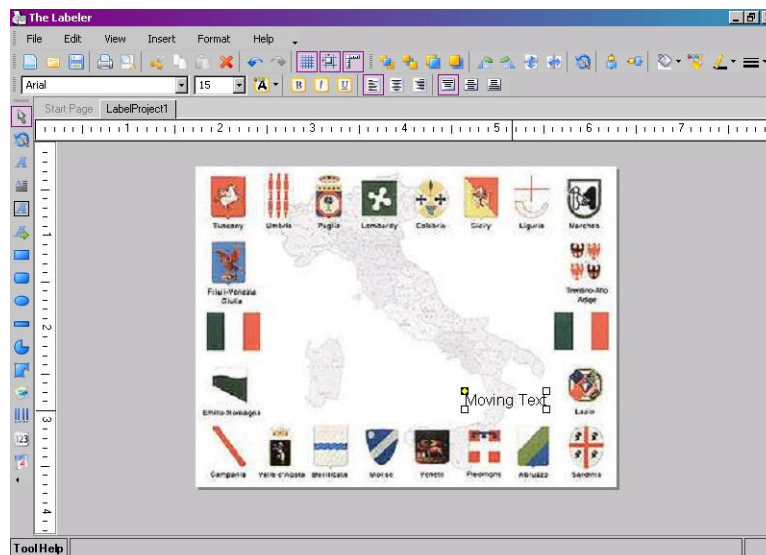





Figure 4.1.1.3: Text has been moved

4.1.2 Resizing Text

	There is a exception with resizing bounded text, considering it resizes different then the other three types of text, so resizing bounded text will be discussed on its own directly after this section (see Section 4.1.3 Resizing bounded text).
---	--

1. Select the text that you would like to resize (see Figure 4.1.2.1).

	There are two ways you can go about resizing the text the first way is to just change font size number to a different number see step 2, and the other way is to resize the text box which will resize the text within it see step 2.1 and forward.
	Since Making the text smaller or larger in both cases work the same this will just be showing enlarging the text to make the text smaller either choose a smaller font size as you would in step 2 for enlarging the text, or by resizing the text box the opposite way as you would to enlarge it in step 2.1 and forward.

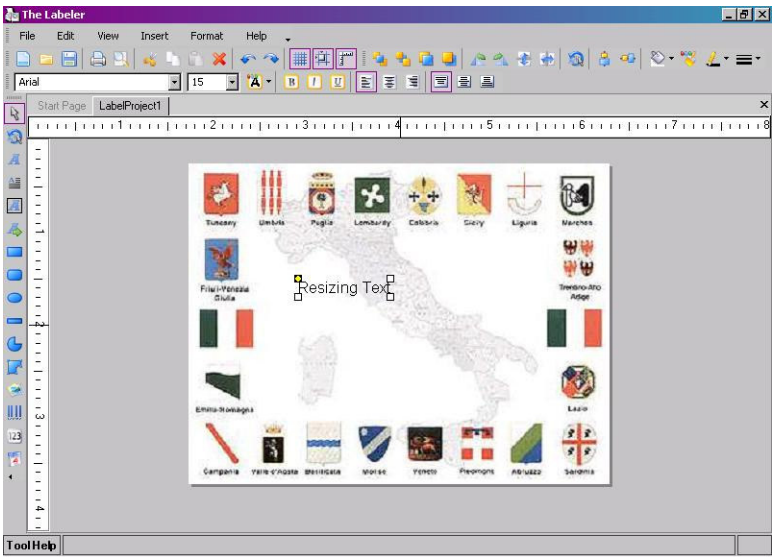


Figure 4.1.2.1: Select the text to be resized

2. Select a higher font size to enlarge the text or a smaller font size to make the text smaller (see Figure 4.1.2.2).

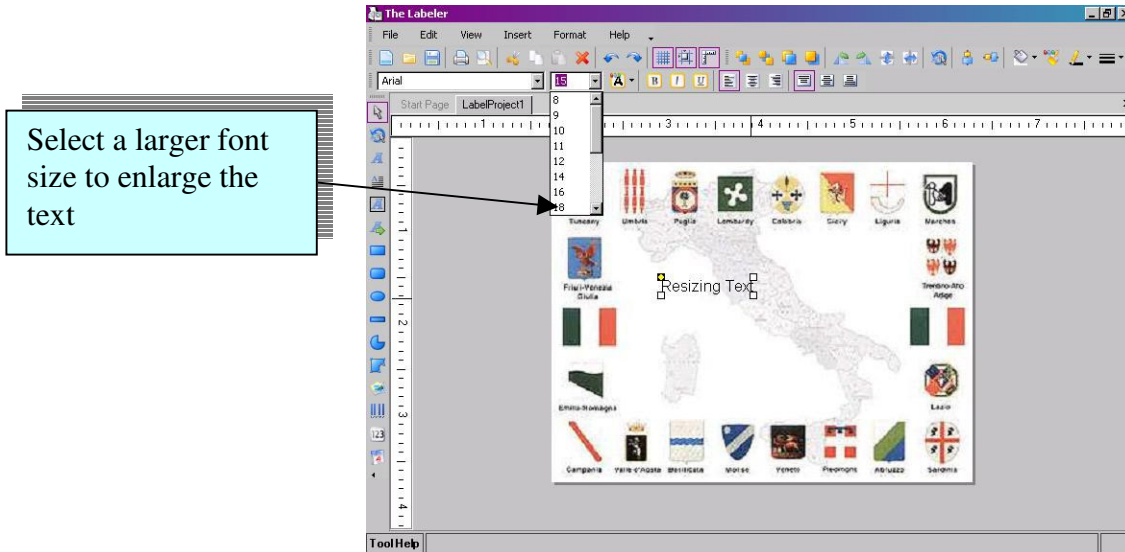


Figure 4.1.2.2: Select a larger font size.

Once you have selected the higher font size the text will be displayed larger (see Figure 4.1.2.3).

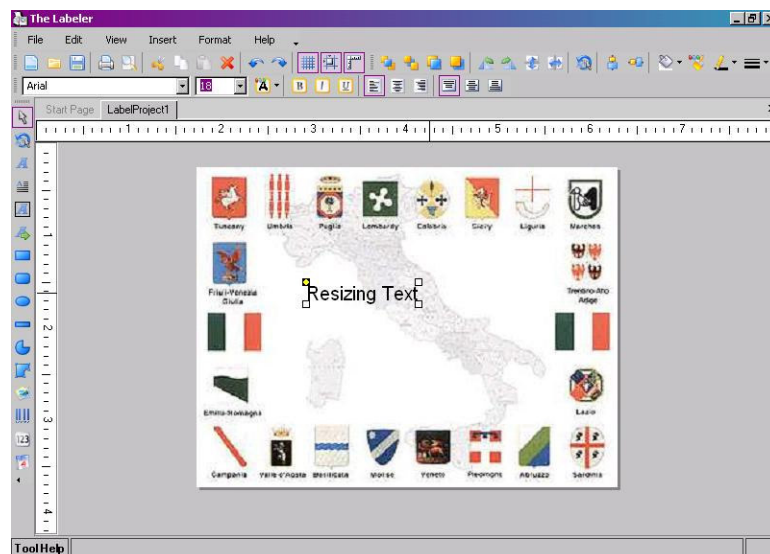


Figure 4.1.2.3: Text has been resized.

- 2.1. Move the cursor over one of the white square boxes on any corner of the selected text (see Figure 4.1.2.4).

Move the cursor over one of the four white square boxes that are any of the corners of the text

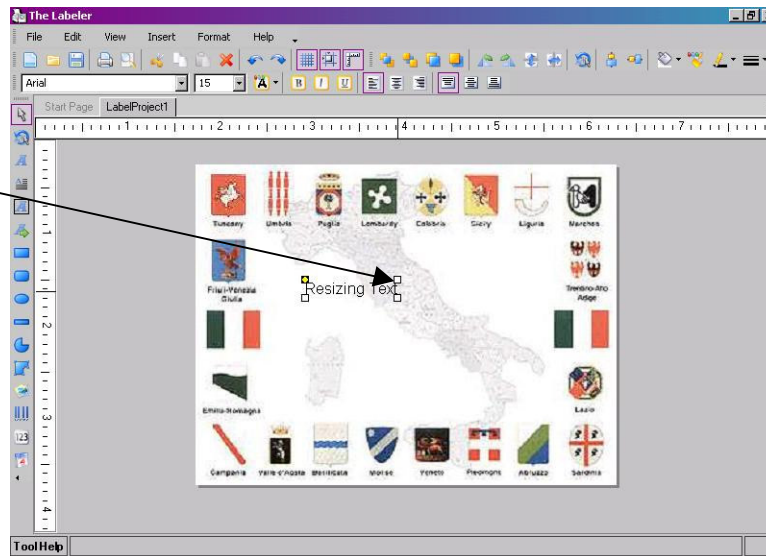


Figure 4.1.2.5: Preparing to resize text.

3. Press and hold the left mouse button down.

4. Drag the mouse diagonally outwards to enlarge the text box and the text inside of it (see Figure 4.1.2.5).

Drag the cursor diagonally outward to enlarge the text to the desired size

A dotted line will indicate how far out you have dragged it as you increase the size.

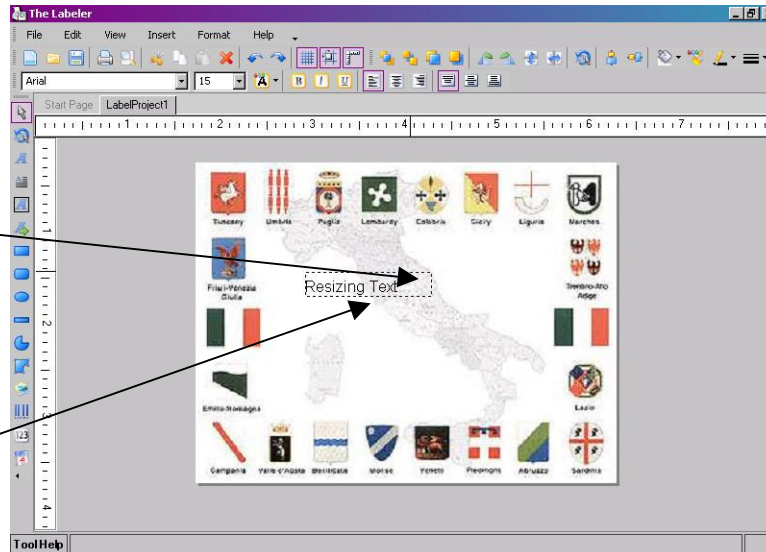




Figure 4.1.2.5: Drag text to desired size

Once you have the text box to the desired size let go of the mouse button and the text will be at the new size (see Figure 4.1.2.6).



Figure 4.1.2.6: Resized Text

4.1.3 Resizing Bounded Text

	When Resizing bounded text there is only one way you can do this is, and that is by dragging the text box to the size that you want the text to be at.
	Since when resizing the text it works the same for when you want to make text smaller as it does when you make it larger except in the opposite direction, this will only cover on how to enlarge it.

5. Select the text that you would like to resize (see Figure 4.1.3.1).

Select the text that you want to resize

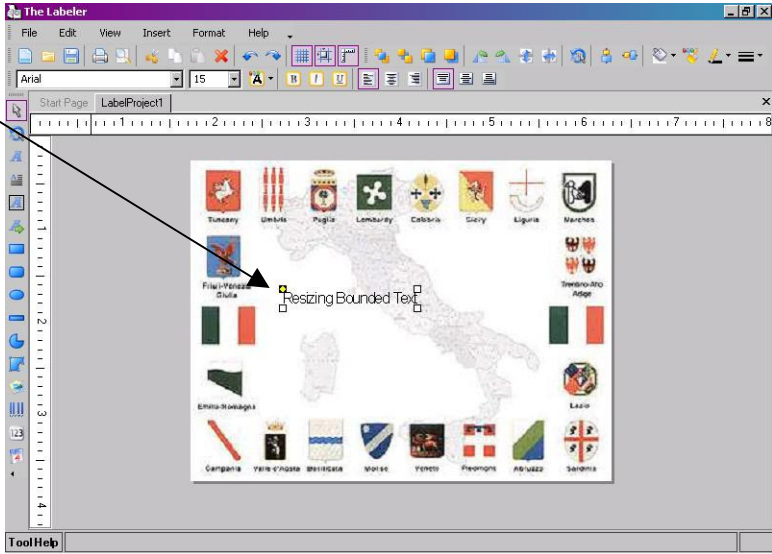


Figure 4.1.3.1: Select text to resize

6. Move the cursor over top one of the white square boxes that are located at each of the 4 corners of the text box (see Figure 4.1.3.2).

Move the cursor over one of the four white square boxes that are any of the corners of the text

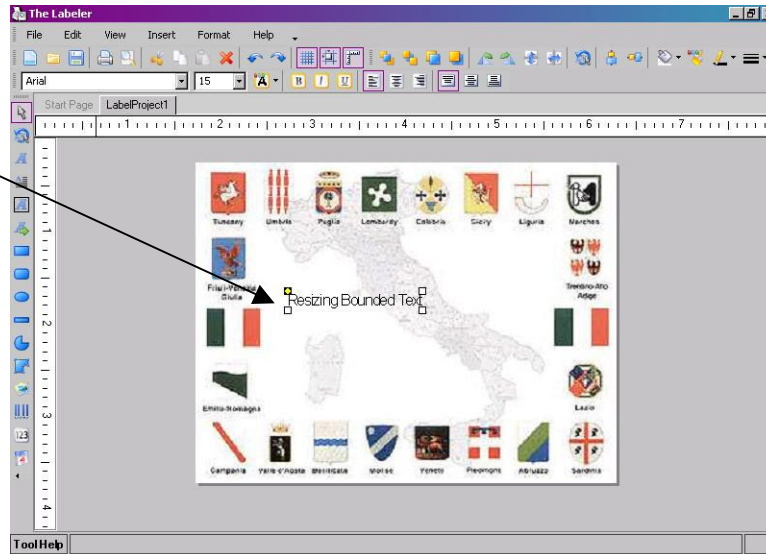


Figure 4.1.3.2: Preparing to resize text

7. Press and hold the left mouse button

8. Drag the cursor upwards until you have reached the desired size (see Figure 4.1.3.3).

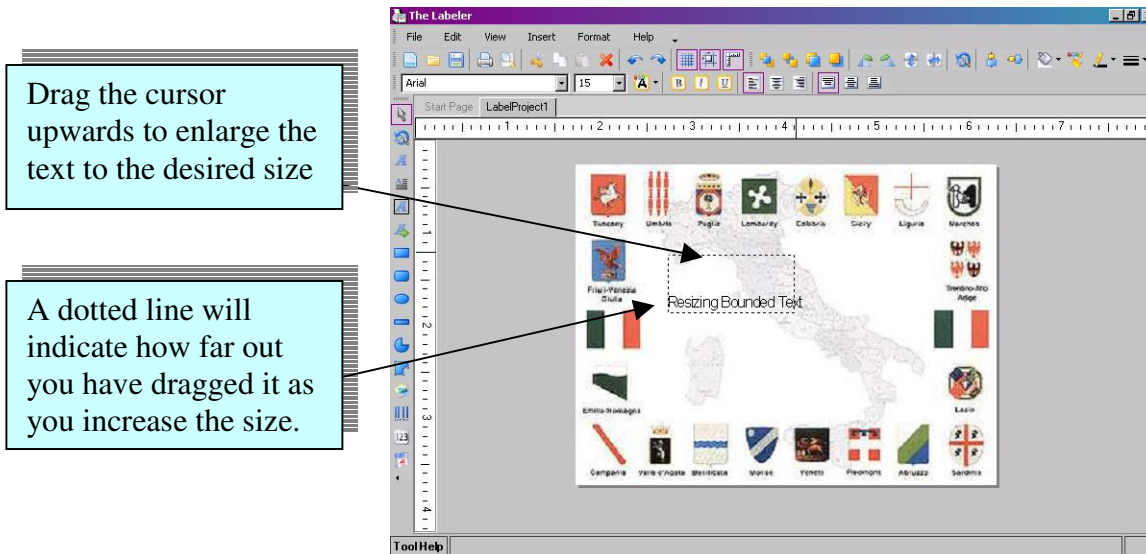


Figure 4.1.3.3: Resizing text

Once you have reached the desired size and let go of the mouse button you will notice that with bounded text, the text stays proportional to the text area (see Figure 4.1.3.4).

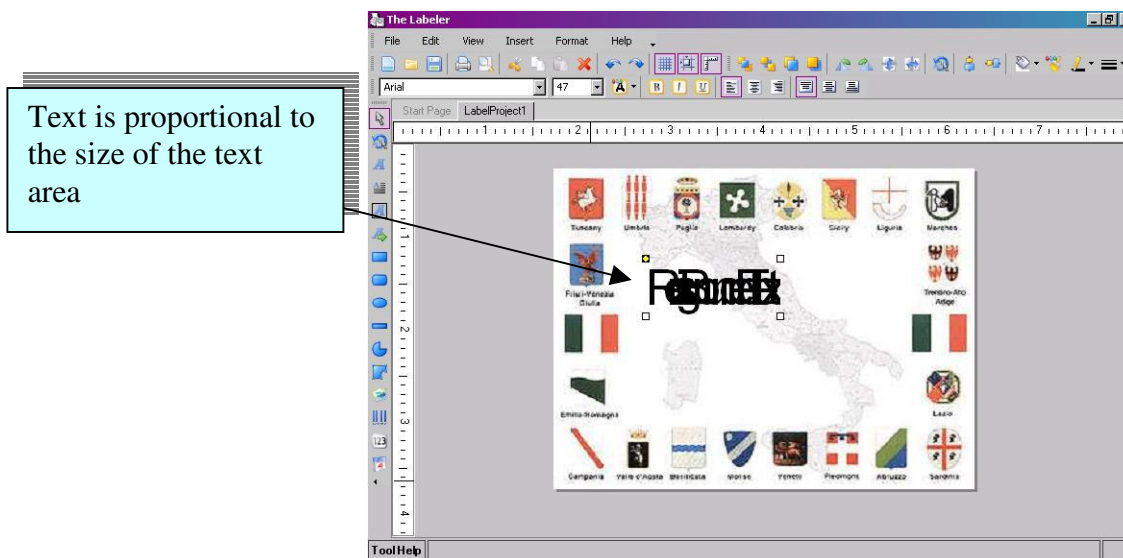


Figure 4.1.3.4 : Text at new size

9. Repeat Steps 2 and 3, and then drag the cursor straight across to enlarge the text box the other way (see 4.1.3.5).

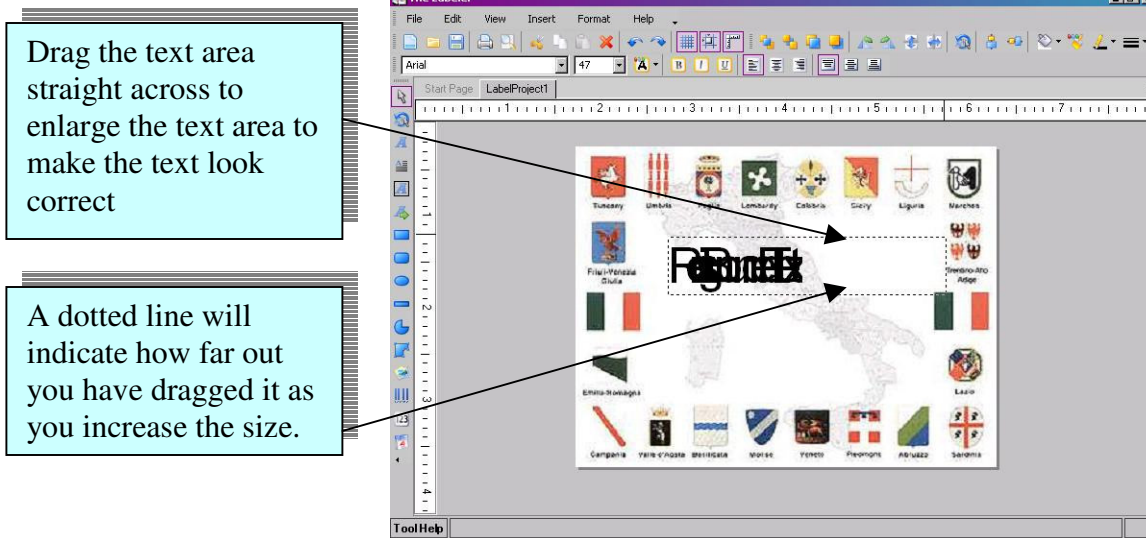


Figure 4.1.3.5: Resize text area

Once you have the text at the desired size and let go of the mouse button the text should be at the correct size and look correct (see Figure 4.1.3.6).



Figure 4.1.3.6: Resized Text

4.1.4 Changing font type

1. Select the text you want to change the font type for (see Figure 4.1.4.1).

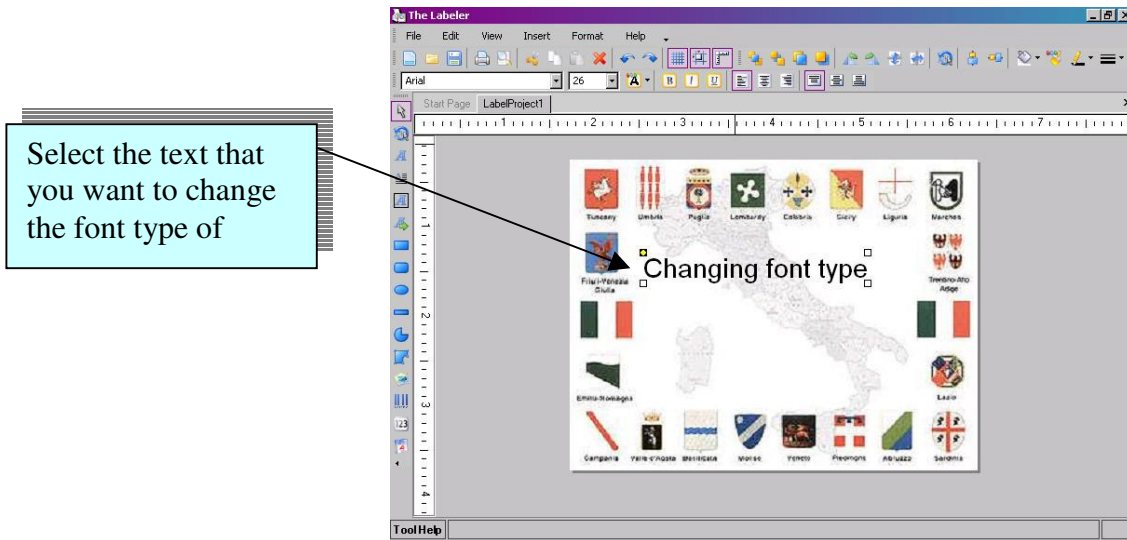


Figure 4.1.4.1: Select the text to change font type

2. Select the font type you want to change it to from the drop down list (see Figure 4.1.4.2).

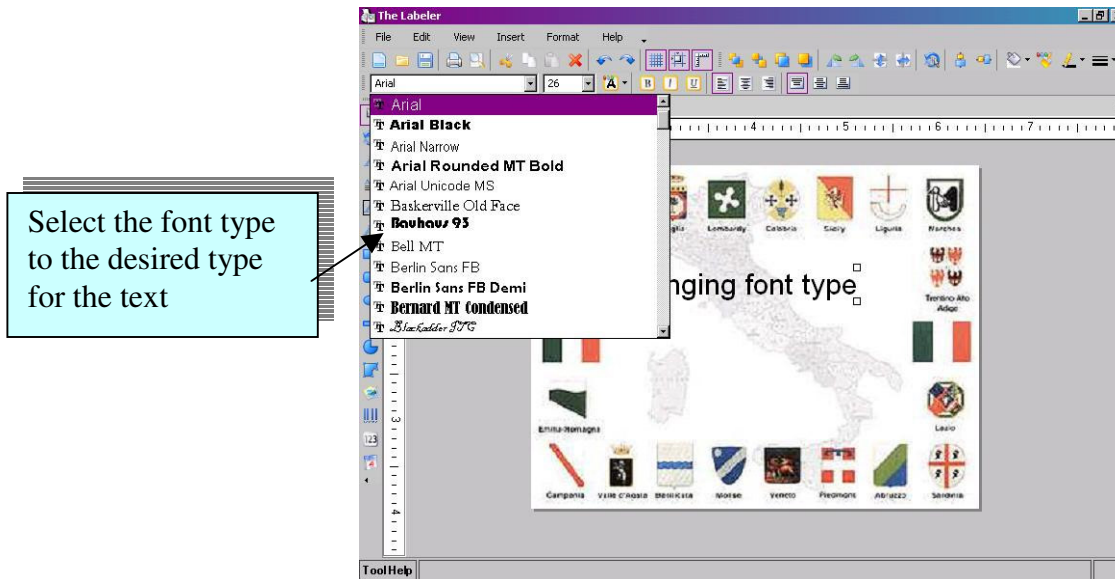


Figure 4.1.4.2: Select the font type

Once you have chosen the font that you want to change it to it will automatically switch it once you select it (4.1.4.3).

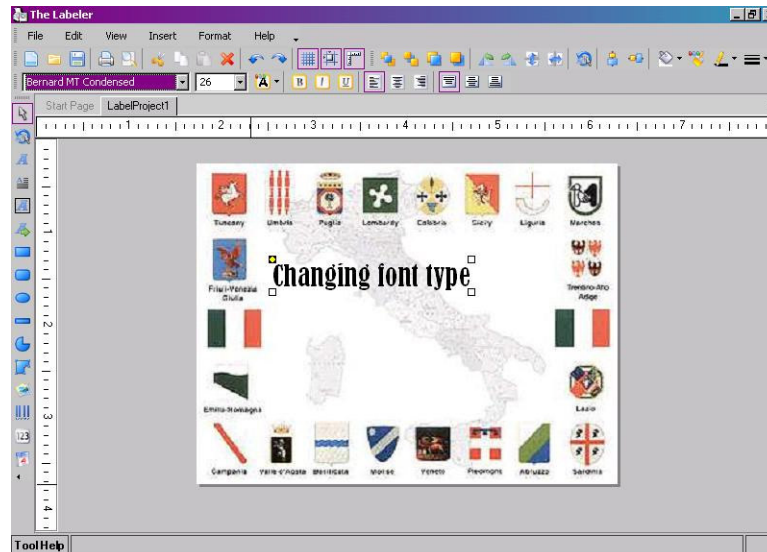


Figure 4.1.4.3: Font type changed

4.1.5 Changing Font Colour

1. Select the text that you want to change the colour of (see Figure 4.1.5.1).

Select the text that you want to change the colour of

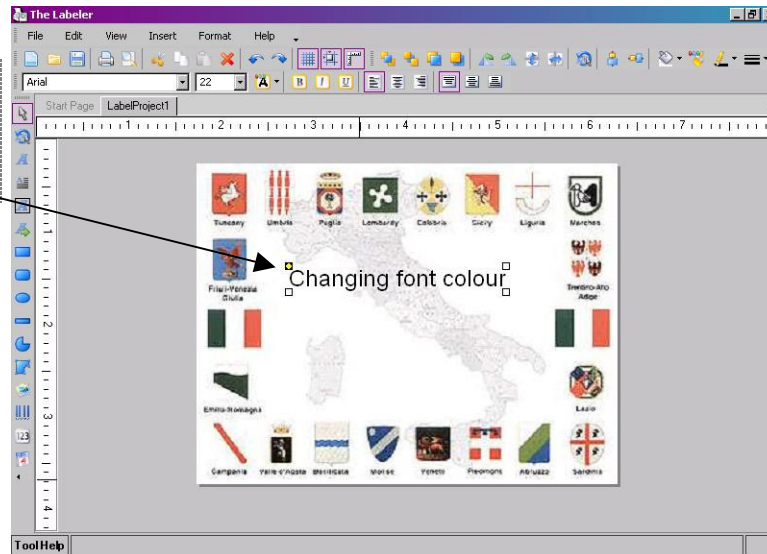
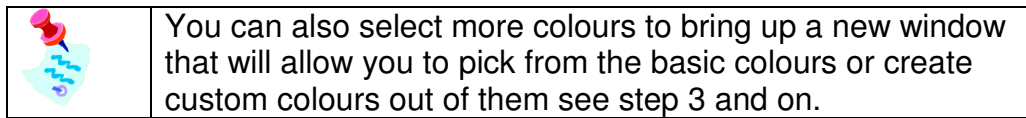


Figure 4.1.5.1: Select the text to have font colour changed

2. Select the desired colour from the font colour list (see Figure 4.1.5.2).



Select the colour you want to use on the text

You can also select the more colour option at the bottom of the colour list for more info see step 3 and on



Figure 4.1.5.2: Select the new Font Colour

Once you have selected the colour you want the text that was selected will automatically switch to that colour (see Figure 4.1.5.3).

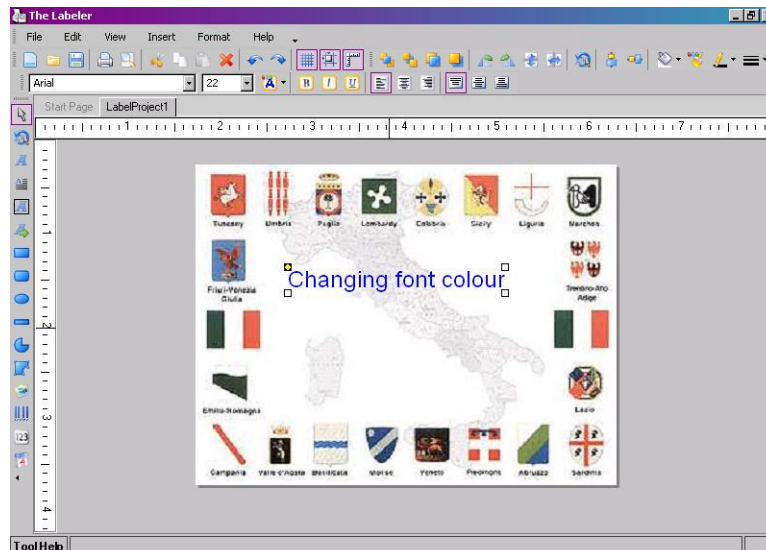


Figure 4.1.5.3: Font Colour changed

3. Select more colours from the colour menu (see Figure 4.1.5.4).



Figure 4.1.5.4: Selecting more colours

Once you have selected the more colour, the colour screen should be displayed (see Figure 4.1.5.5).

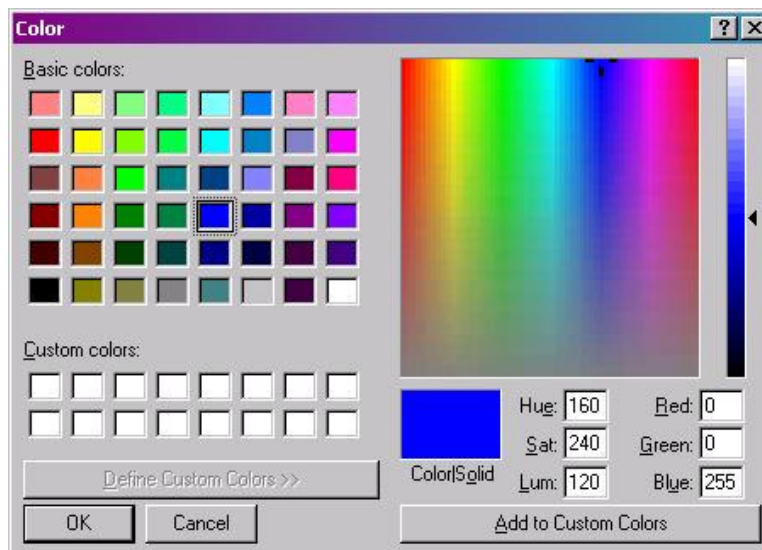
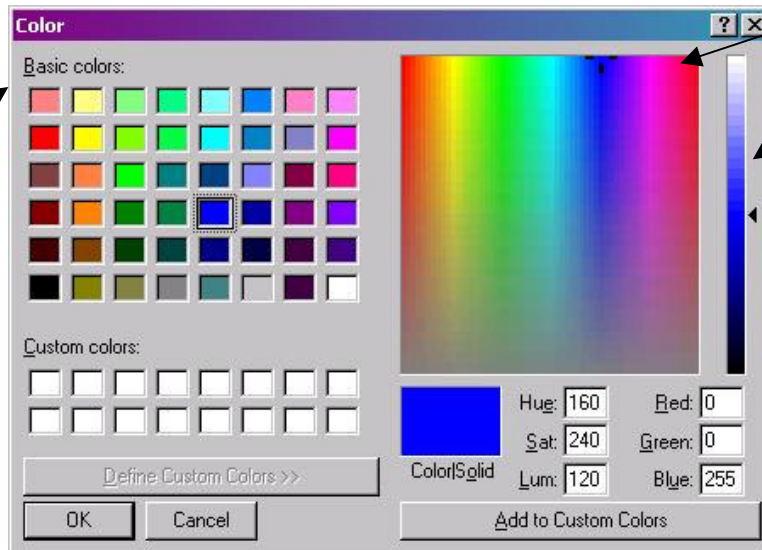


Figure 4.1.5.5: Colour Screen

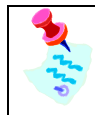
4. Select one of the basic colours, or you can choose to make a custom colour out of one of the basic colours (see Figure 4.1.5.6).

Select one of the basic colours



You may now either just go with that basic colour or use the color slider and that on the right hand side to customize it

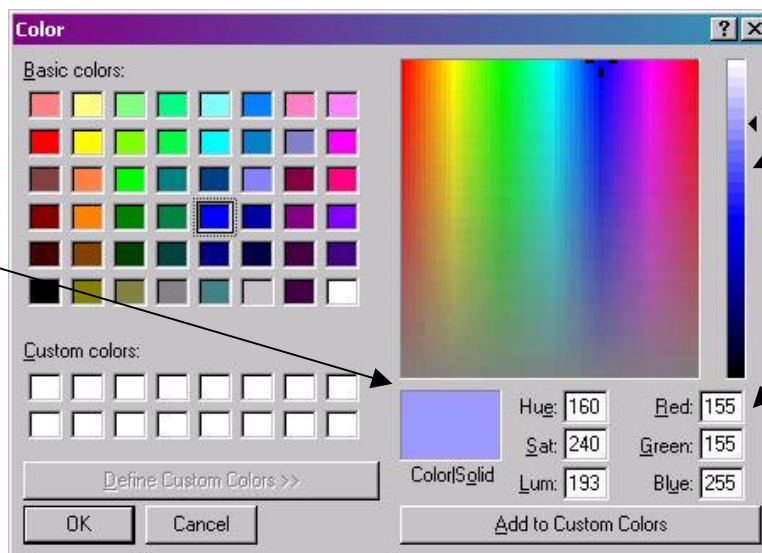
Figure 4.1.5.6: Colour Screen options



Since you can choose a basic colour without coming into this screen the last few steps from this point on deals with custom colours.

5. Slide the colour slider bar up or down until you get the colour you want out of one of the basic colours or change the numbers in the option fields before the slider (see Figure 4.1.5.7).


Preview of the colour as you customize it, is shown here as well



Move the slider bar up or down to change the way the colour

Change the 6 options at the bottom left of the screen as well to change the look of the colour.

Figure 4.1.5.7: Creating a custom Colour

6. Click add to custom colours  button located at the bottom of the screen to have the colour you just created added to be used (see Figure 4.1.5.8).

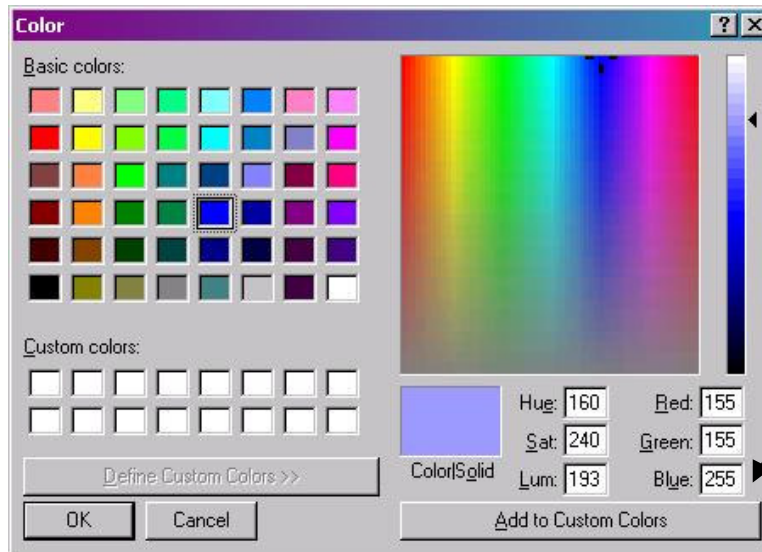


Figure 4.1.5.8: Generating a custom colour

Once you have clicked the add to custom colours button, the colour you just customized will appear under the Custom Colour section of the screen (see Figure 4.1.5.9).

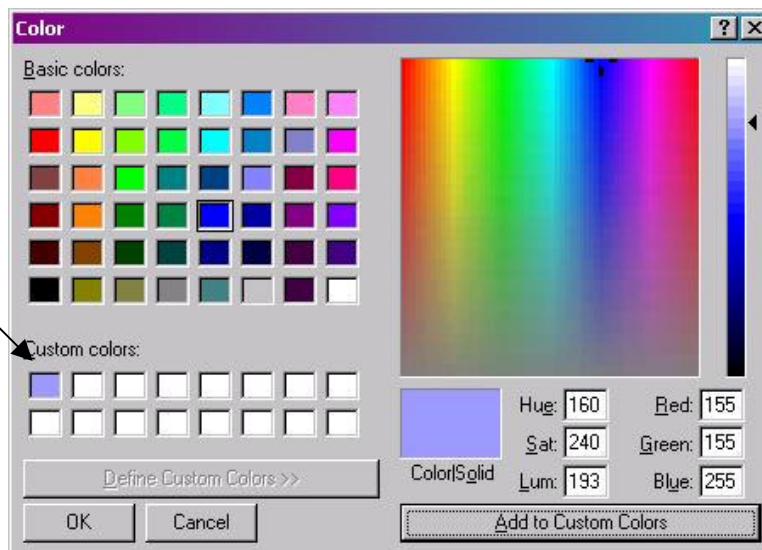


Figure 4.1.5.9: Custom Colour created

- Click the ok button to have the text that was selected to change to the custom colour you just created and have selected (see Figure 4.1.5.10).

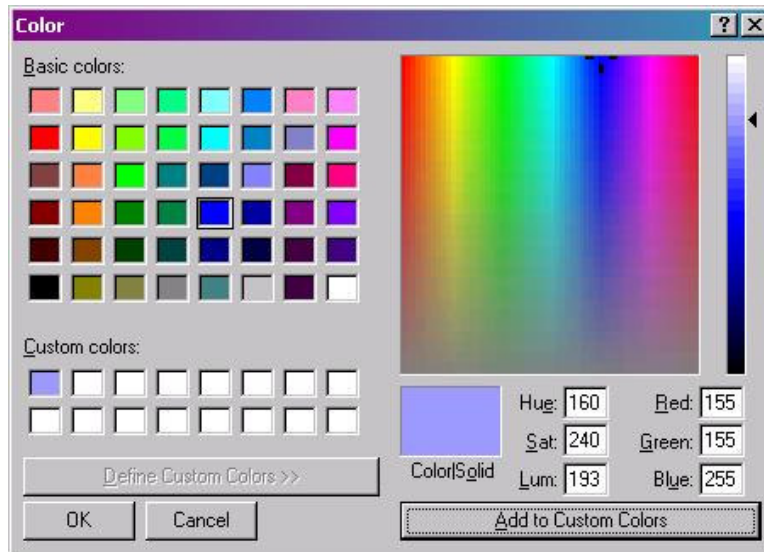


Figure 4.1.5.10: Selecting custom colour

Once you have clicked the ok button the text will be in the colour you set up as the custom colour and chose to have the text change to that colour (see Figure 4.1.5.11).

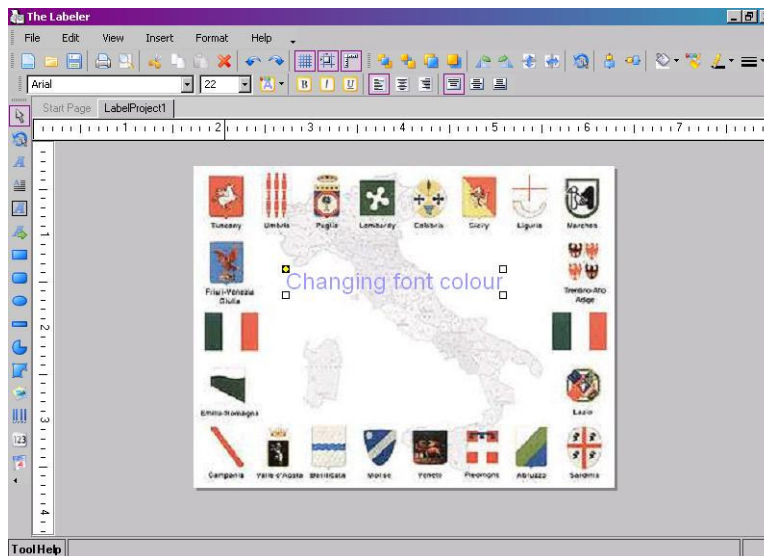
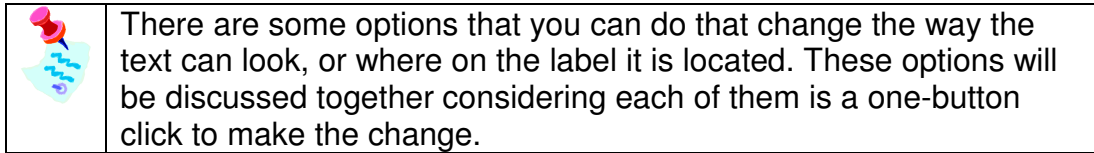


Figure 4.1.5.11: Font colour changed

4.1.6 Text Options



1. Select the text that you wish to format (see Figure 4.1.6.1).

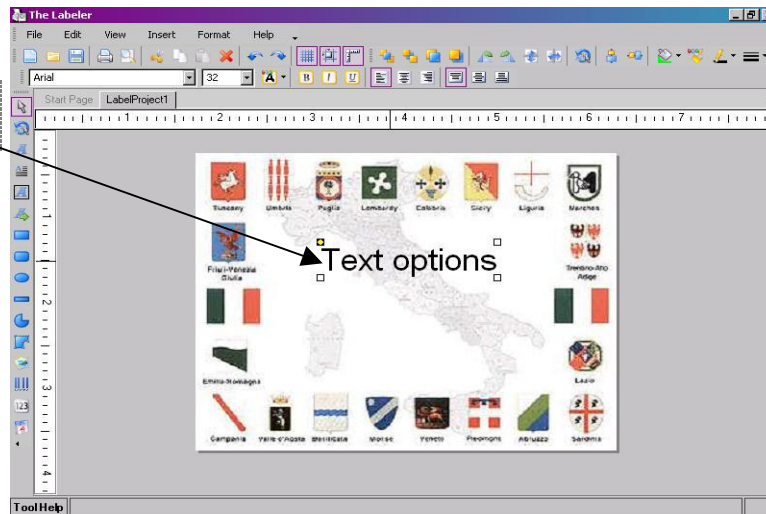


Figure 4.1.6.1: Select the text to format

2. Select the different options that you would like to apply to it, such as bolding it, italicizing it, making it underling, aligning it to the left, right center of label, or the top, bottom or middle of the label (see Figure 4.1.6.2).

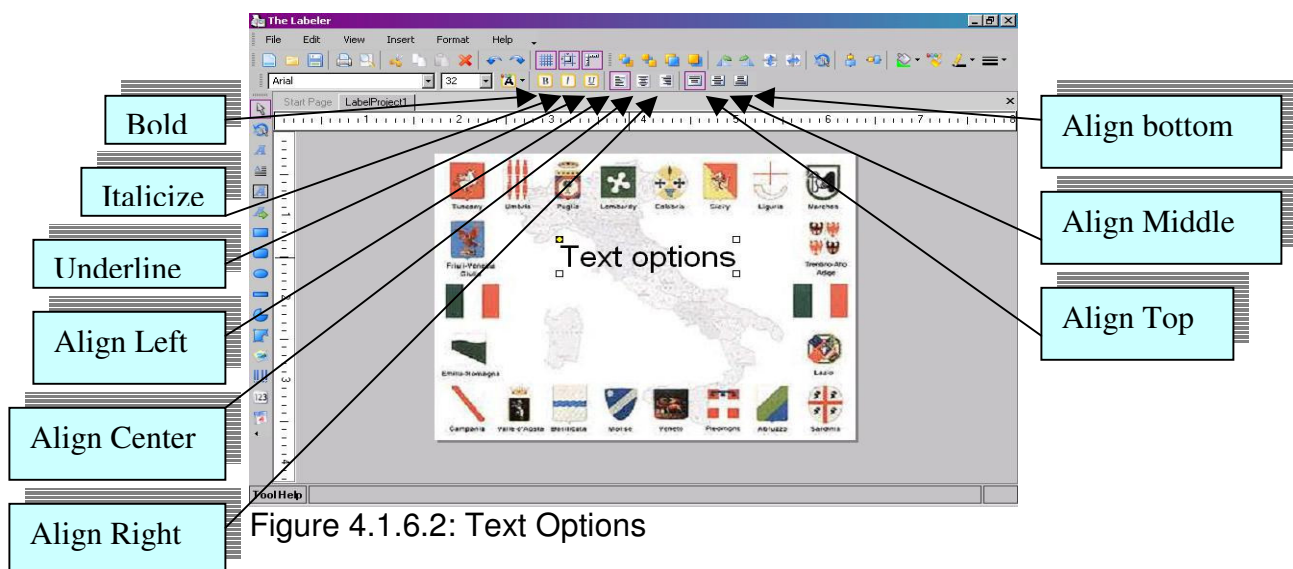





Figure 4.1.6.2: Text Options

4.2 Formatting Shapes

	When formatting shapes, the topics discussed within this section can be applied to all the shapes.
	To select the shapes to be able to format them you will have to be on the select tool.

4.2.1 Moving Shapes

	The steps for moving a shape are similar to moving text around, or moving any other object around.
---	--

- 1. Select the shape you want to move (see Figure 4.2.1.1).

Select the shape you want to move

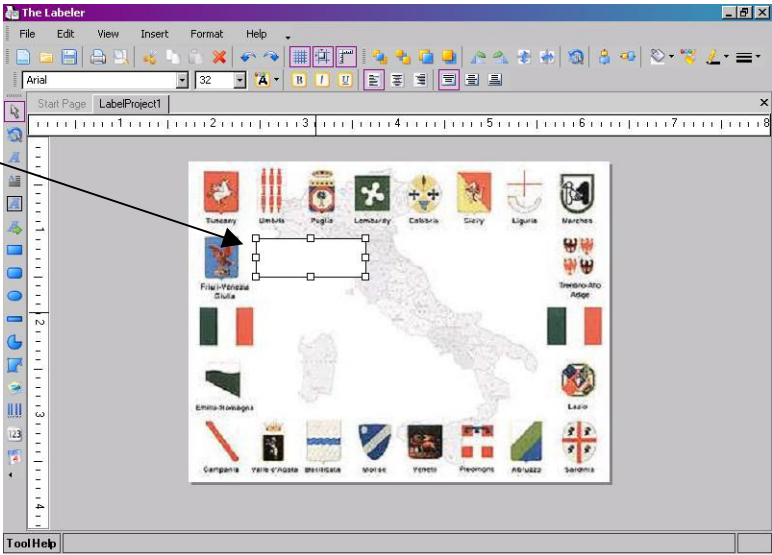


Figure 4.2.1.1: Select the shape to be moved

2. Press and hold down the left mouse button, at this point the lines of the shape will become dotted lines (see Figure 4.2.1.2).

Shape is ready to move once the lines become dotted

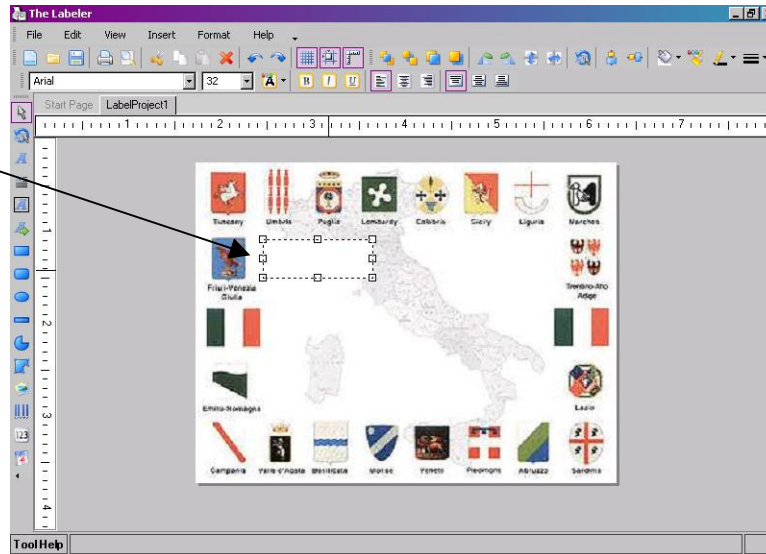


Figure 4.2.1.2: Selected shape is ready to be moved

3. Drag the shape to the desired location (see Figure 4.2.1.3).

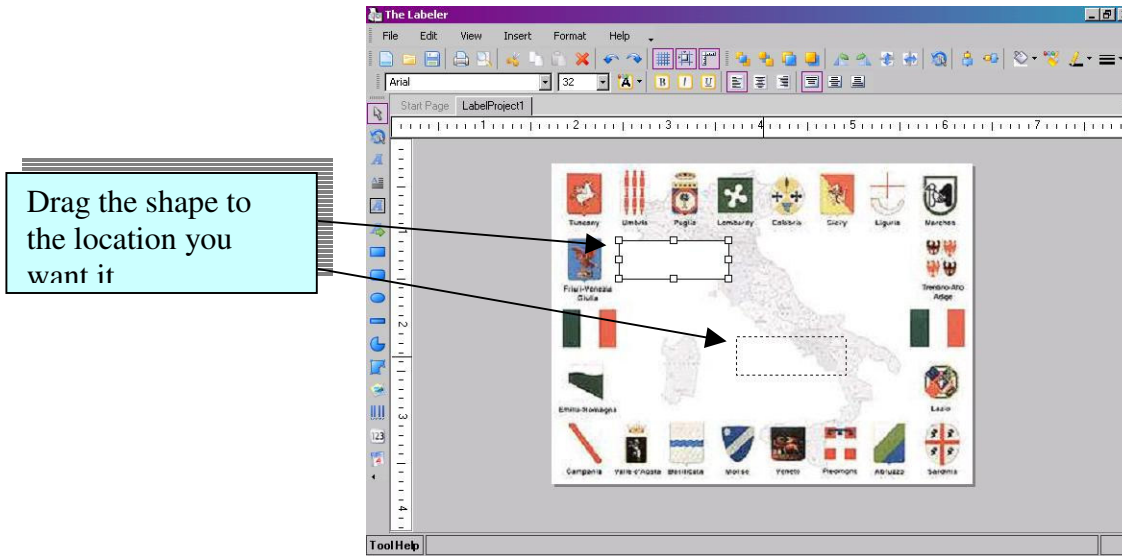


Figure 4.2.1.3: Drag shape to desired location

Once you have moved the shape to the desired location let go of the button to place it there (see Figure 4.2.1.4).

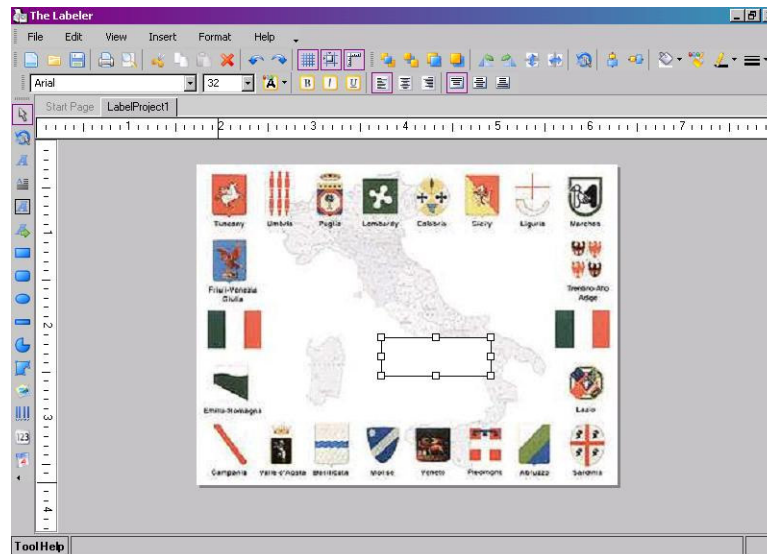


Figure 4.2.1.4: Shape is moved

4.2.2 Resizing Shapes



When resizing a shape the same steps can be applied to both making the shape larger or smaller.

1. Select the shape that you want to resize (see Figure 4.2.2.1).

Select the shape you want to resize

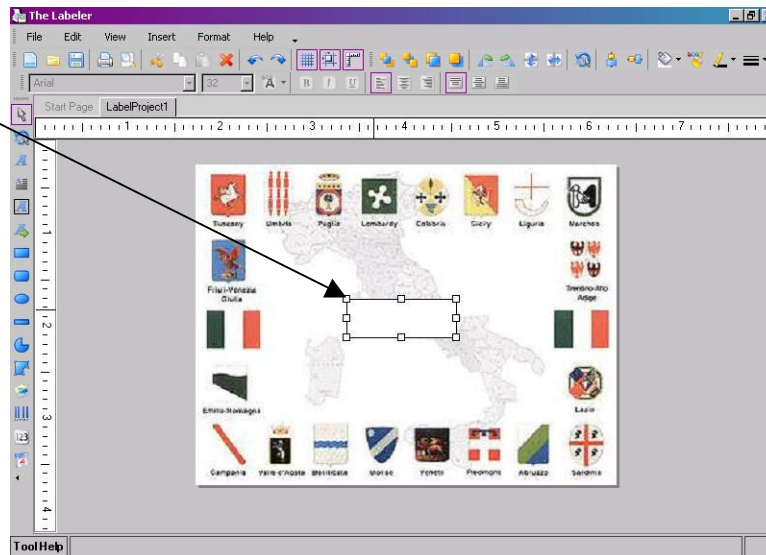


Figure 4.2.2.1: Select the shape to resize

2. Move your cursor over one of the white boxes that are located on each corner and in the middle on each side of the shape (see Figure 4.2.2.2).

Move the cursor over one of the white boxes

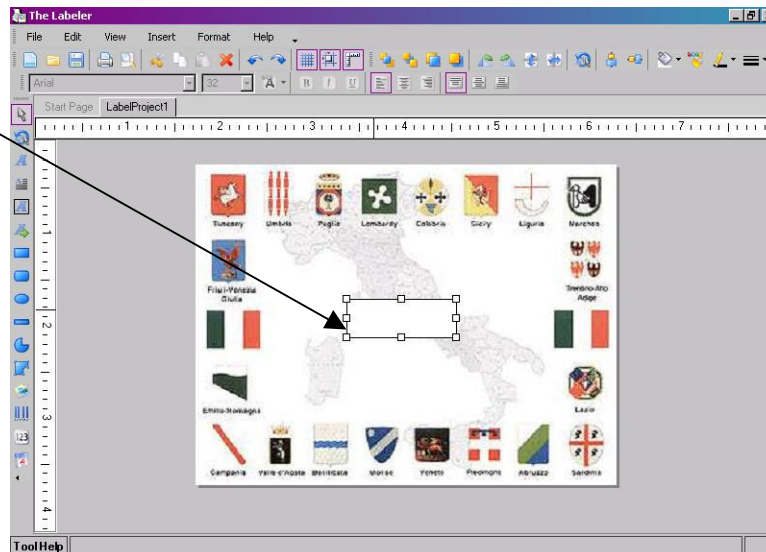


Figure 4.2.2.2: Cursor over one of the white boxes

3. Press and hold the left mouse button, this will make it so the lines of the shape become dotted (see Figure 4.2.2.3).

Press and hold the left mouse button over one of the white boxes this will make the lines turn dotted and the shape is ready to be resized

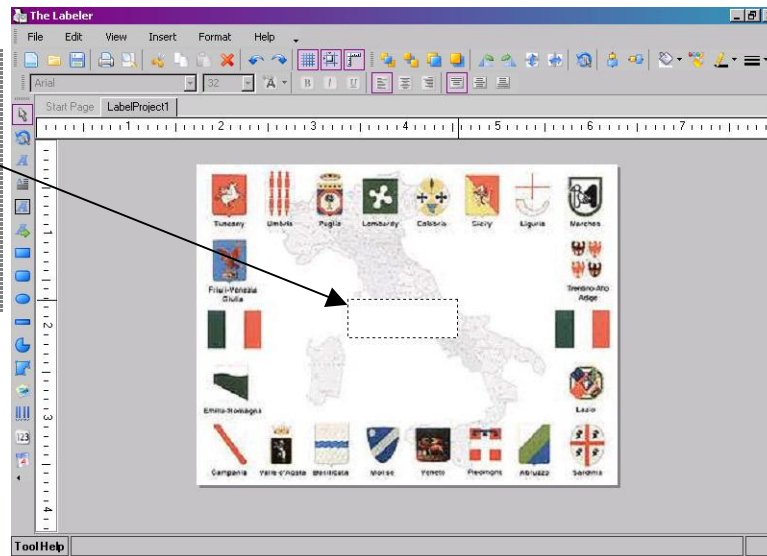


Figure 4.2.2.3: Shape is ready to be resized

4. Drag the shape in any direction to resize it to the desired size (see Figure 4.2.2.4).

Drag the shape to the desired size

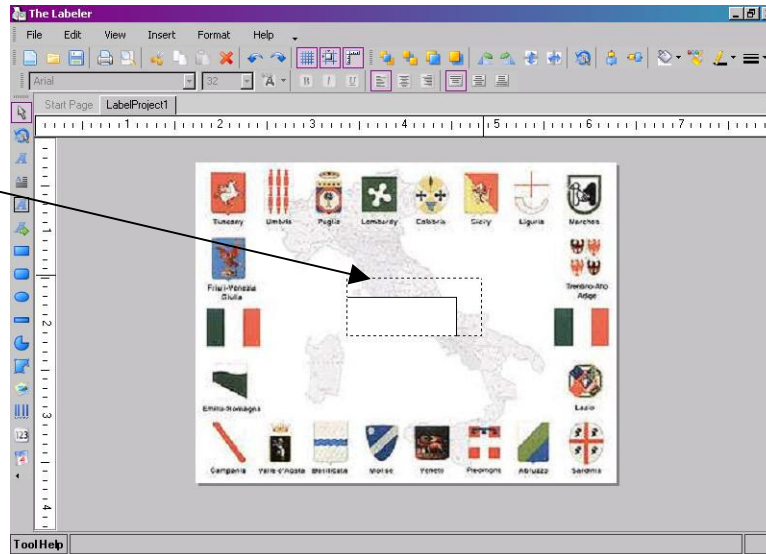


Figure 4.2.2.4: Drag shape to desired size

Once the shape is at the desired size let go of the mouse button to finish the resizing of the shape (see Figure 4.2.2.5).

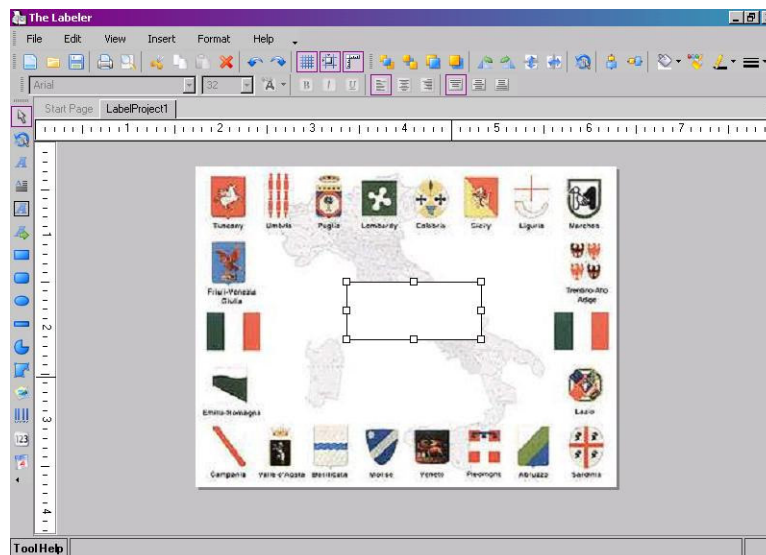


Figure 4.2.2.5: Shape is at desired size.

4.2.3 Changing a Shapes Line Thickness

1. Select the shape you want to change the line thickness for (see Figure 4.2.3.1).

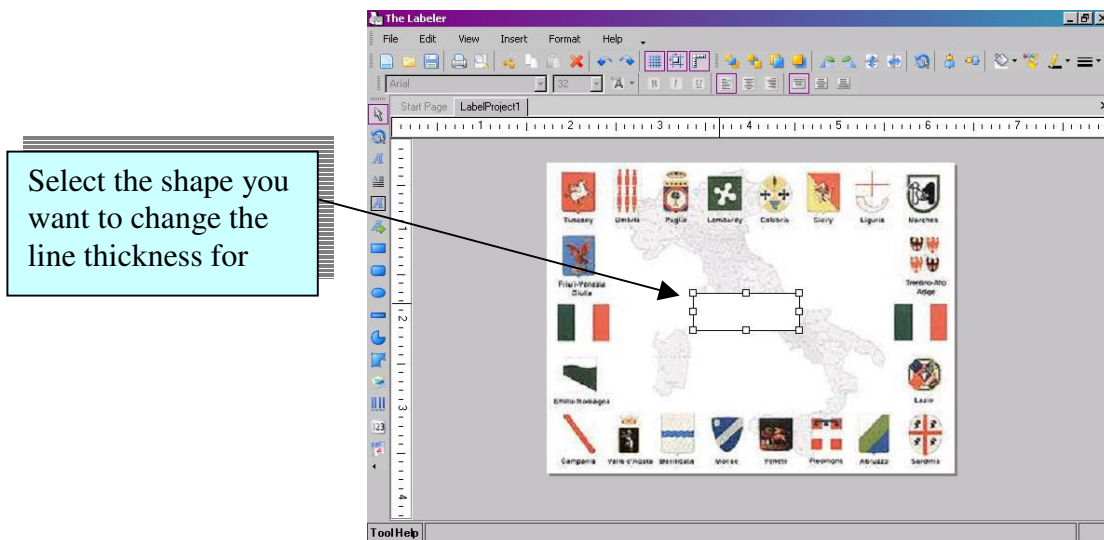


Figure 4.2.3.1: Select the shape you want to format

2. Select the line thickness icon  from the formatting toolbar (see Figure 4.2.3.2).

Select the line thickness icon from the formatting toolbar

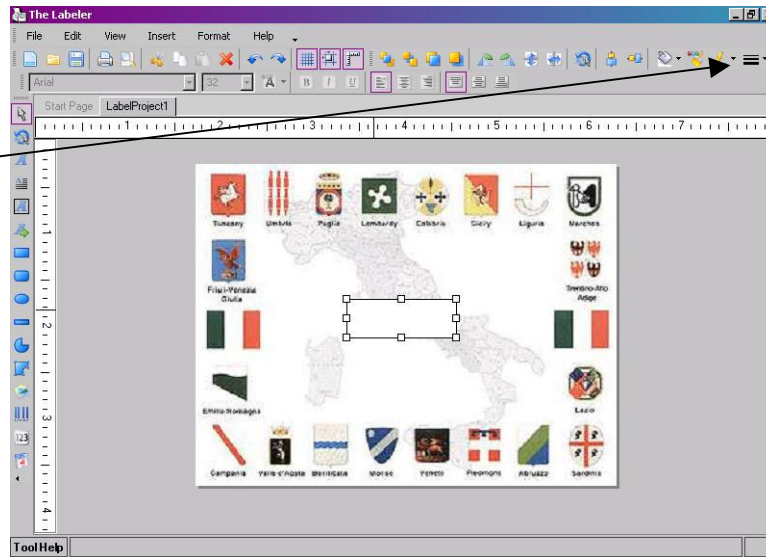


Figure 4.2.3.2: Select the line thickness icon

Once you have selected that icon that will display a drop down list of different line thicknesses (see Figure 4.2.3.3).

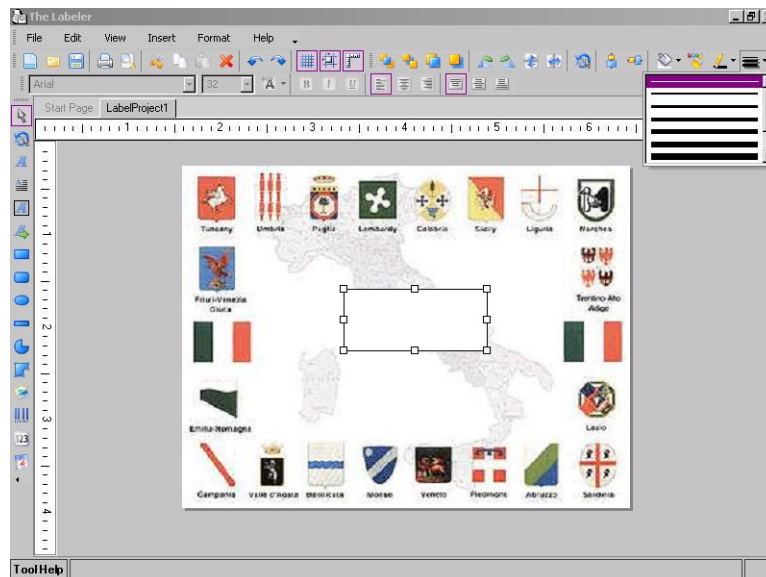


Figure 4.2.3.3: Line thickness list

3. Select a line thickness from the drop down list of different line sizes (see Figure 4.2.3.4).

Select the new line thickness from the drop down list

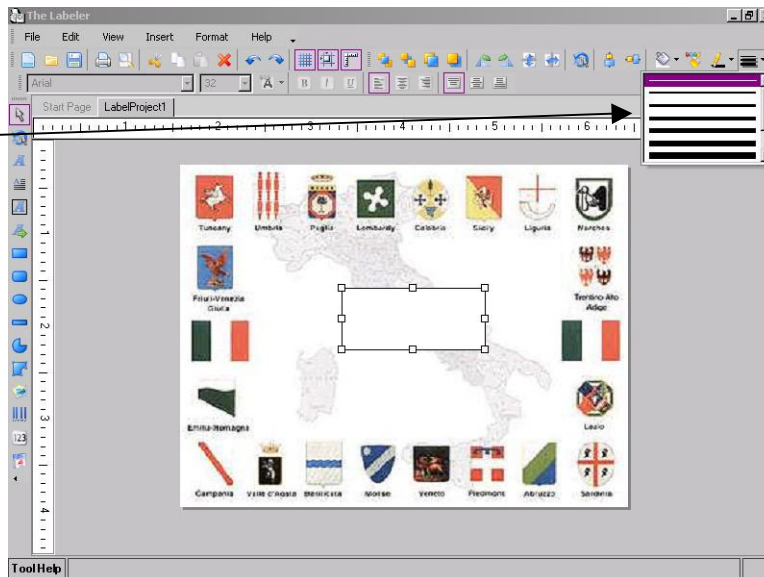


Figure 4.2.3.4: Select a line thickness

Once you have selected the new line thickness, the lines of the shape selected will change to that thickness (see Figure 4.2.3.5).

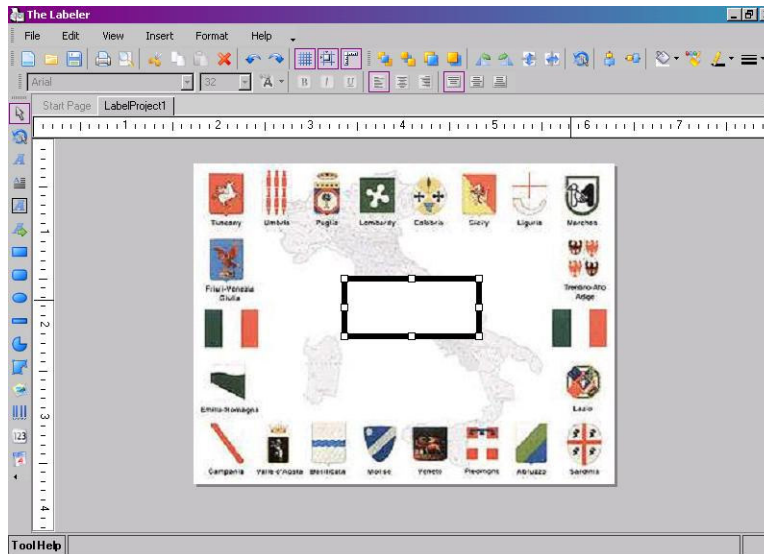


Figure 4.2.3.5: New line thickness on the shape

4.2.4 Changing the shapes line colour

1. Select the shape you want to change the line colour for (see Figure 4.2.4.1).

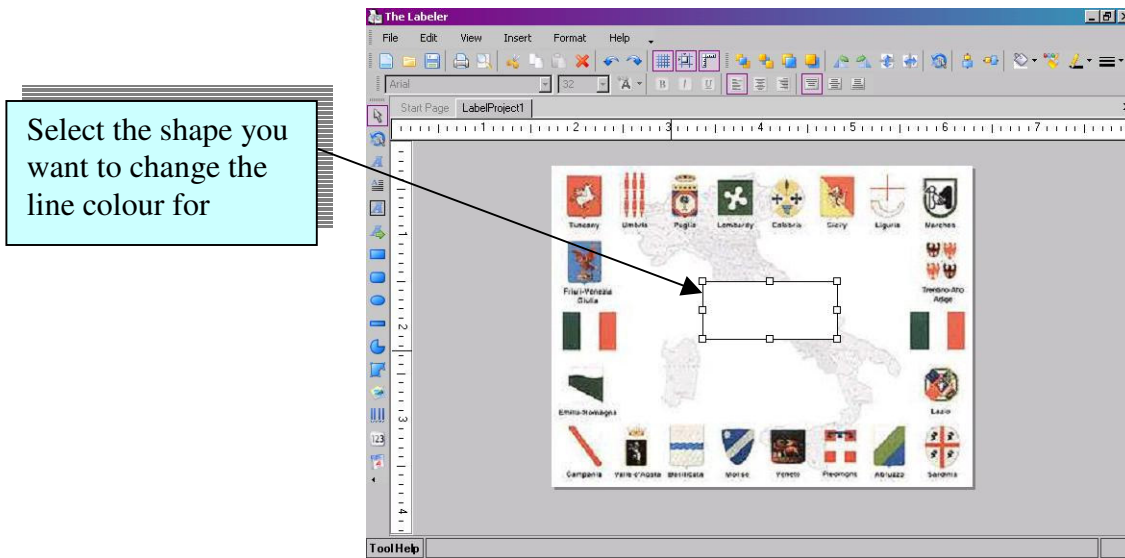


Figure 4.2.4.1: Select the shape to change the line colour

2. Select the line colour tool icon  on the formatting tool bar (see Figure 4.2.4.2).

Select the line colour tool icon from the formatting toolbar

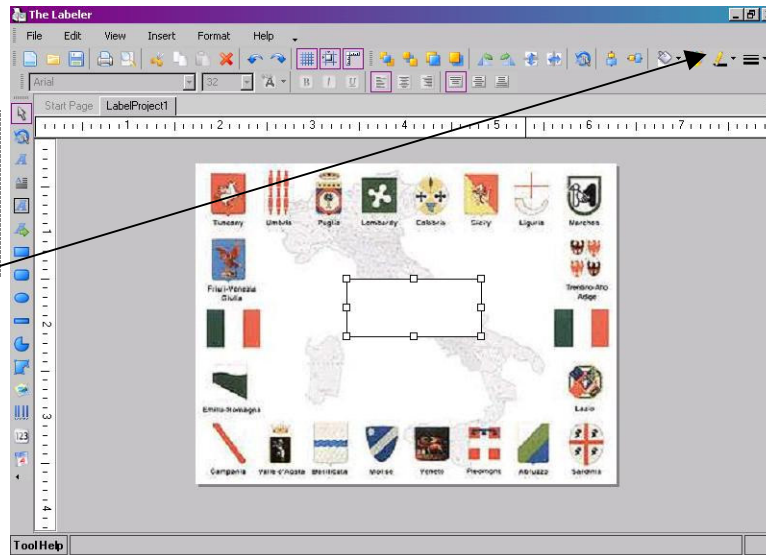


Figure 4.2.4.2: Select the line colour tool icon

Once you select the icon it will display a drop down list of basic colors (see Figure 4.2.4.3).



You can also create custom colours like you were able to do with the font color for text, the steps are exactly the same except the initial step you would go to line colour and then go more colours.

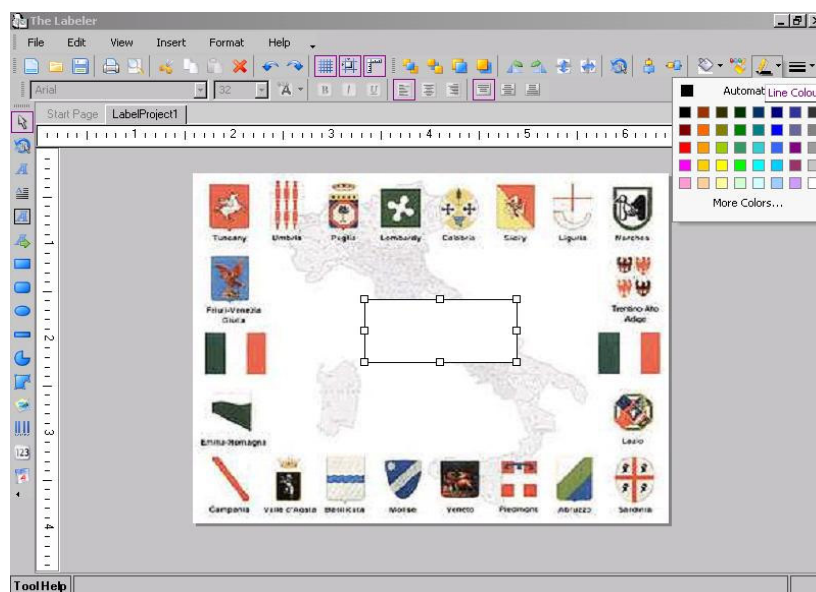


Figure 4.2.4.3: Line Colour panel

3. Select the colour you want the lines to be (see Figure 4.2.4.4).

Select a colour to change the line of the selected shape to

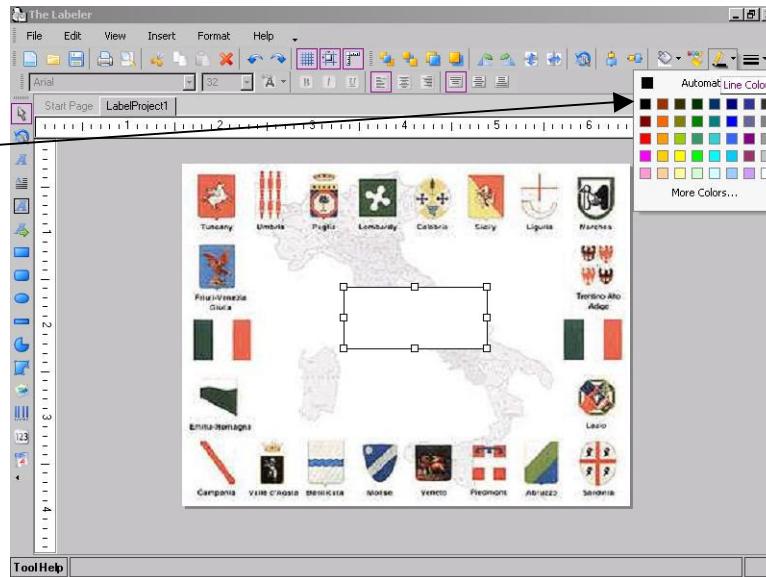


Figure 4.2.4.4: Select a line colour

Once you have selected the colour the lines of that shape selected will turn that colour (see Figure 4.2.4.5).

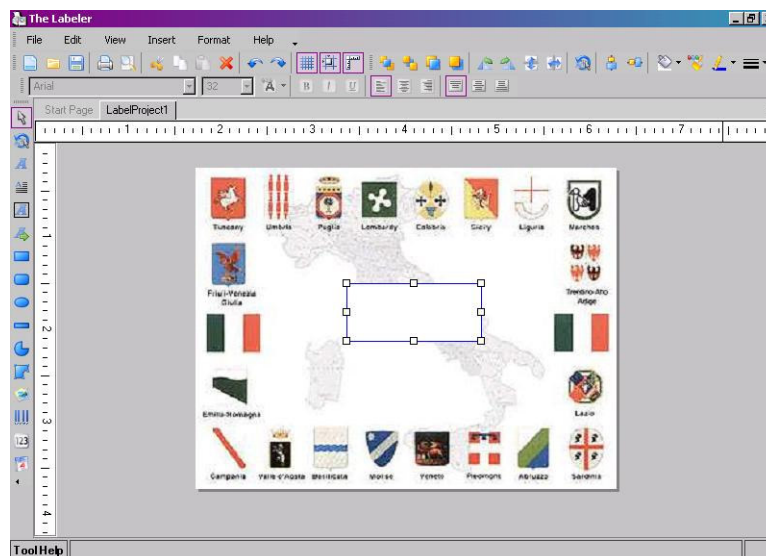


Figure 4.2.4.5: Line colour changed

4.2.5 Fill Style

1. Select the shape you want to apply a fill style to (see Figure 4.2.5.1).

Select the shape that you want to add a fill style to it

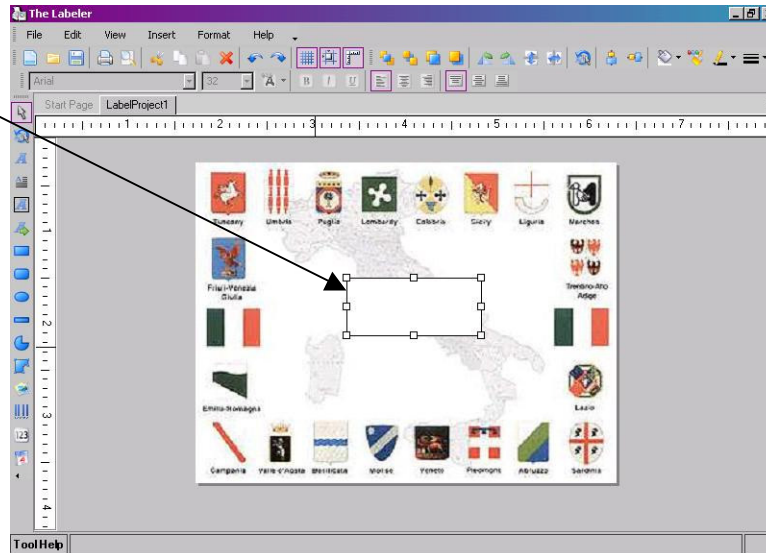



Figure 4.2.5.1: Select the shape to change the fill style on

2. Select the Fill Style tool  icon on the formatting tool bar (see Figure 4.2.5.2).

Select the fill style tool icon from the formatting toolbar

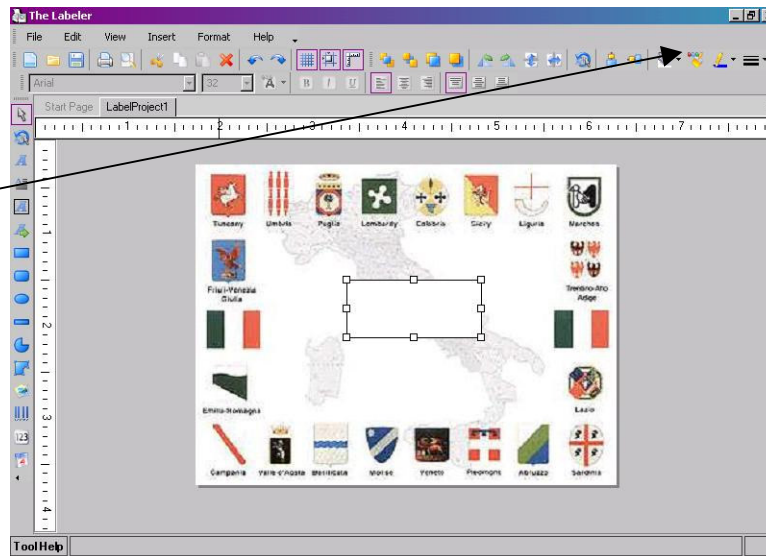


Figure 4.2.5.2: Select the Fill Style Tool

Once you have selected the fill style icon, the Fill Style screen will be displayed (see Figure 4.2.5.3).

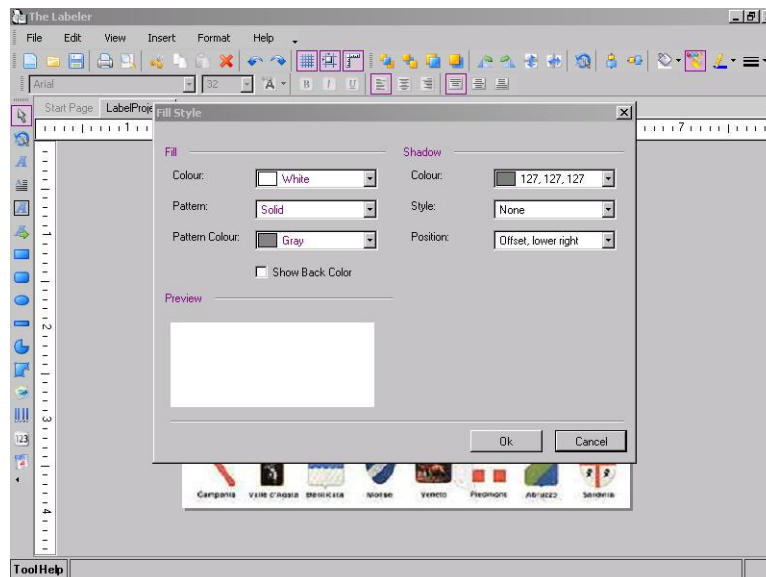


Figure 4.2.5.3: Fill Style screen

3. Select the Colour of the fill (see Figure 4.2.5.4).

Select the fill colour from a drop down list of colors

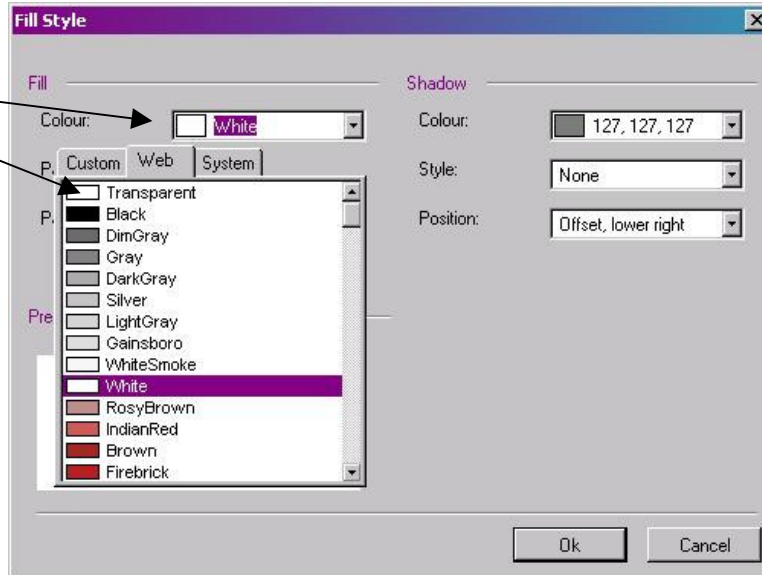


Figure 4.2.5.4: Select the Fill Colour

4. Select the type of pattern you want to fill the shape with (see Figure 4.2.5.5).



For any pattern other than solid, the fill colour you choose in step 3 will not, effect the entire shape but will effect the pattern alone.

Select the pattern type from a drop down list of patterns

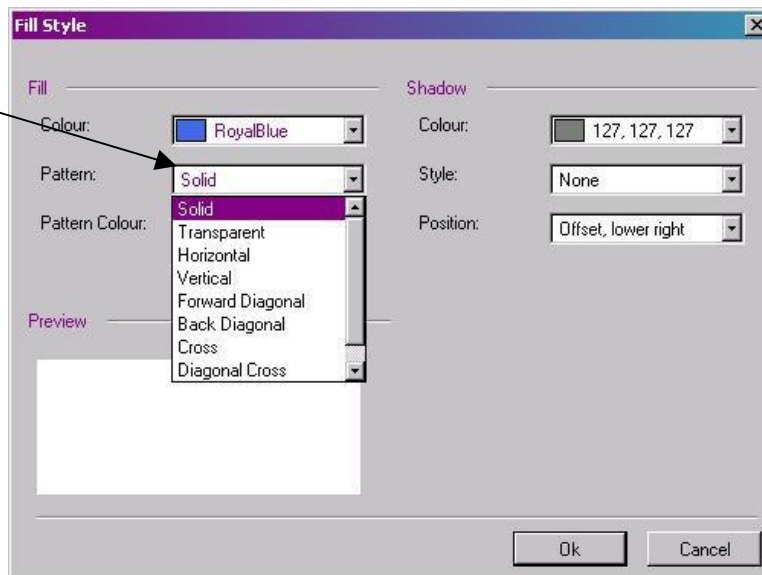



Figure 4.2.5.5: Select the type of pattern

5. Select the pattern fill colour (see Figure 4.2.5.6).

 The pattern fill colour will not be used unless you have a different pattern other than solid picked, and have the option Show back colour checked.

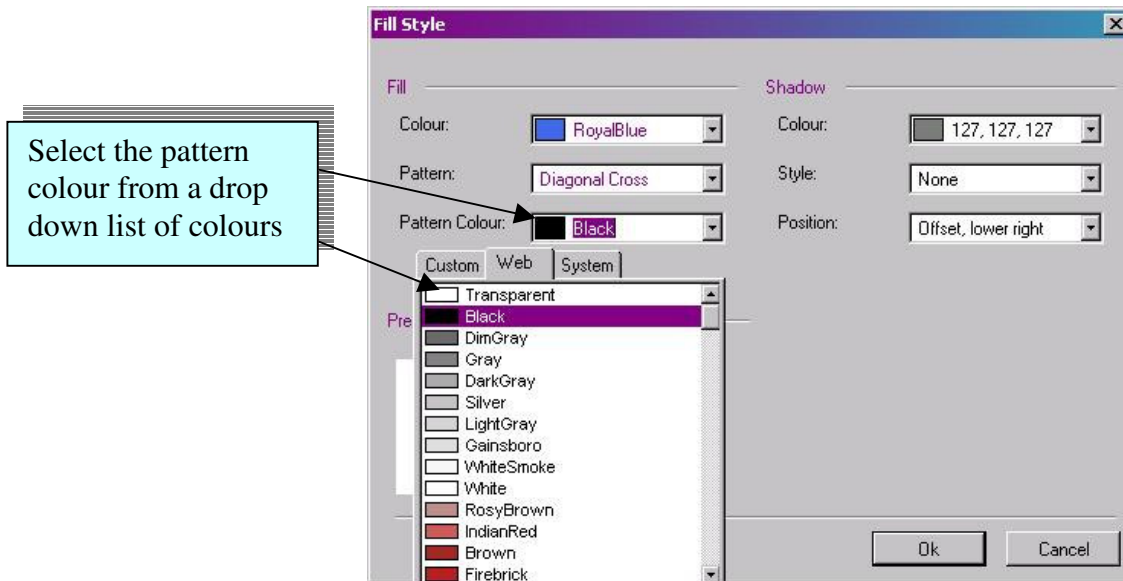
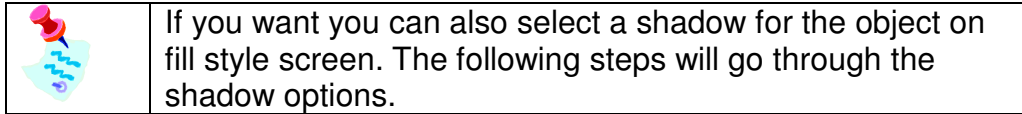
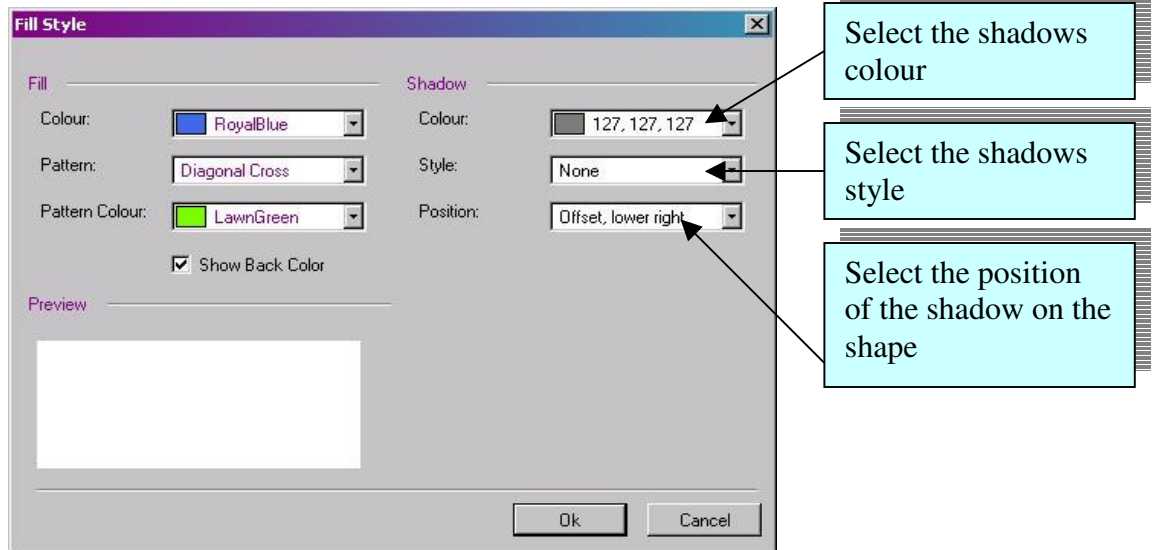
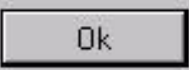


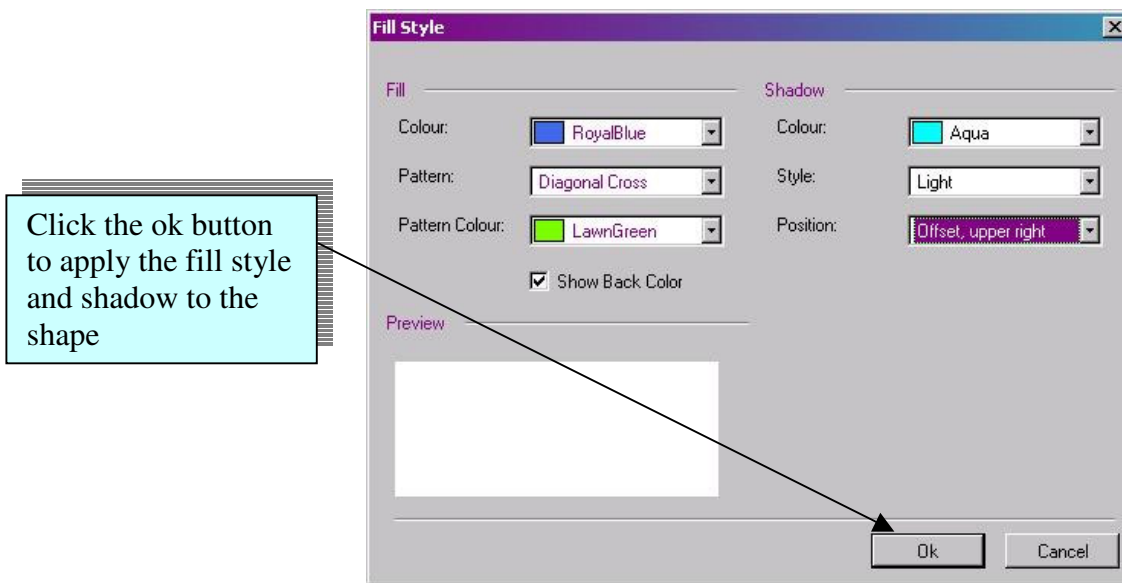
Figure 4.2.5.6: Select the pattern colour



6. Select the shadow's colour, the style of the shadow, and the positions of the shadow (see Figure 4.2.5.7).



7. Click the ok button  to finish setting up the fill style for the shape (see Figure 4.2.5.8).



Once you have clicked the ok buttons the options you set up for the fill style of the shape will appear on the shape (see Figure 4.2.5.9).

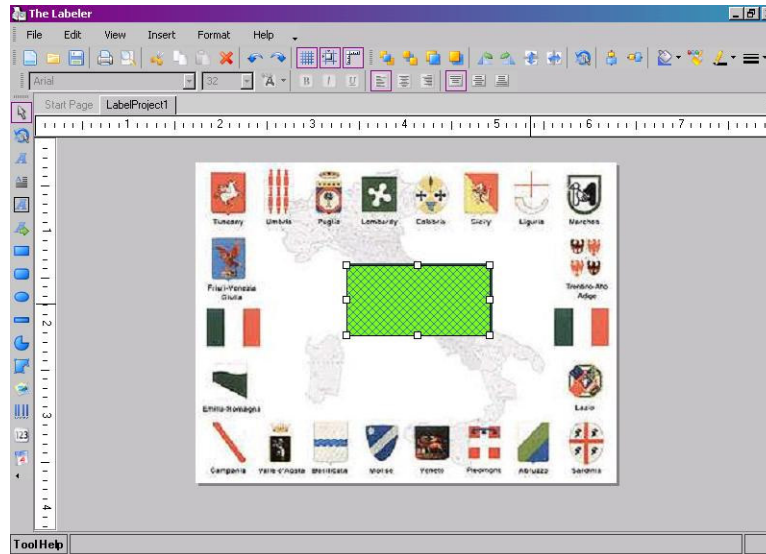


Figure 4.2.5.9: Shape with Fill style and shadow

4.2.6 Fill Colour

1. Select the shape you want to apply a fill colour to (see Figure 4.2.6.1).

Select the shape you want to apply fill colour to

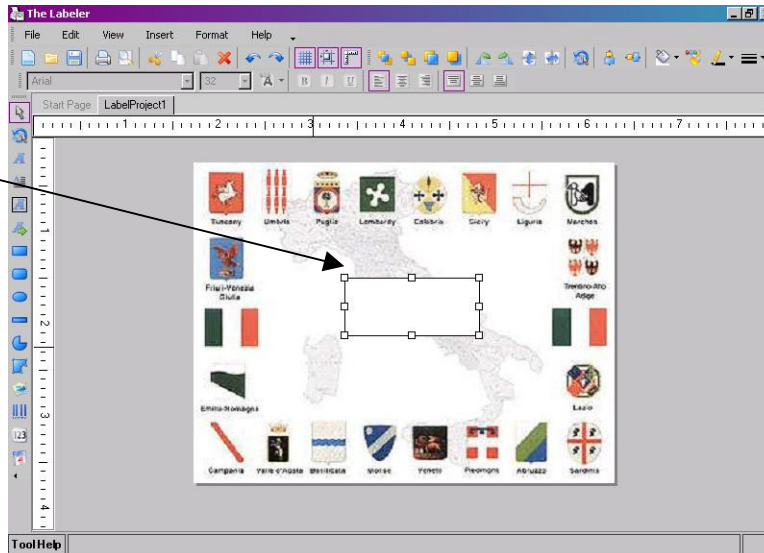



Figure 4.2.6.1: Select the shape to apply fill colour to

2. Select the fill colour tool  icon from the formatting tool bar (see Figure 4.2.6.2).

Select the fill colour icon from the formatting toolbar

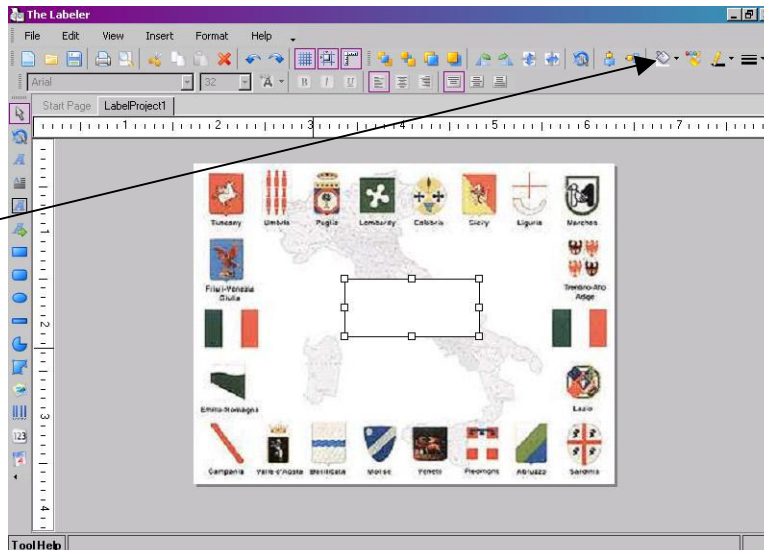



Figure 4.2.6.2: Select the Fill Colour icon

Once you select the icon it will open a colour panel with basic colours on it (see Figure 4.2.6.3).



You can also create custom colours like you were able to do with the font color for text, the steps are exactly the same except the initial step you would go to fill colour and then go more colours.

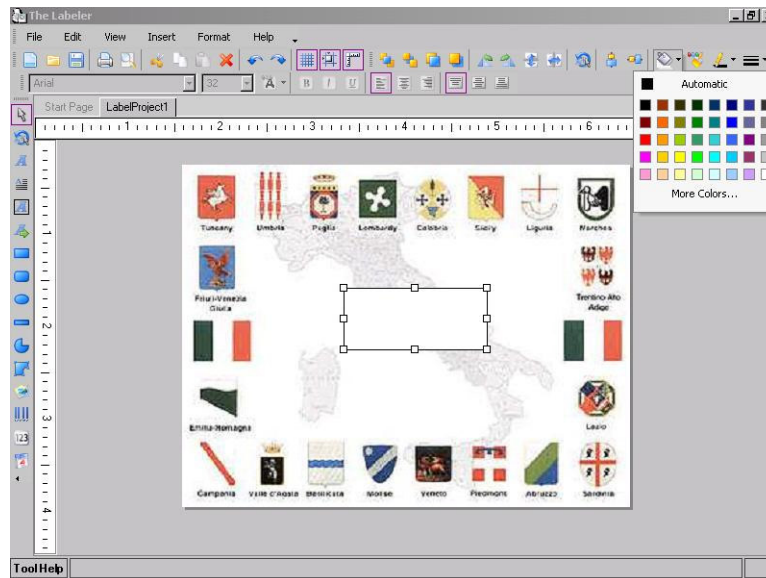


Figure 4.2.6.3: Fill Colour Panel

3. Select the colour you want to fill the shape with from the colour panel (see Figure 4.2.6.4).

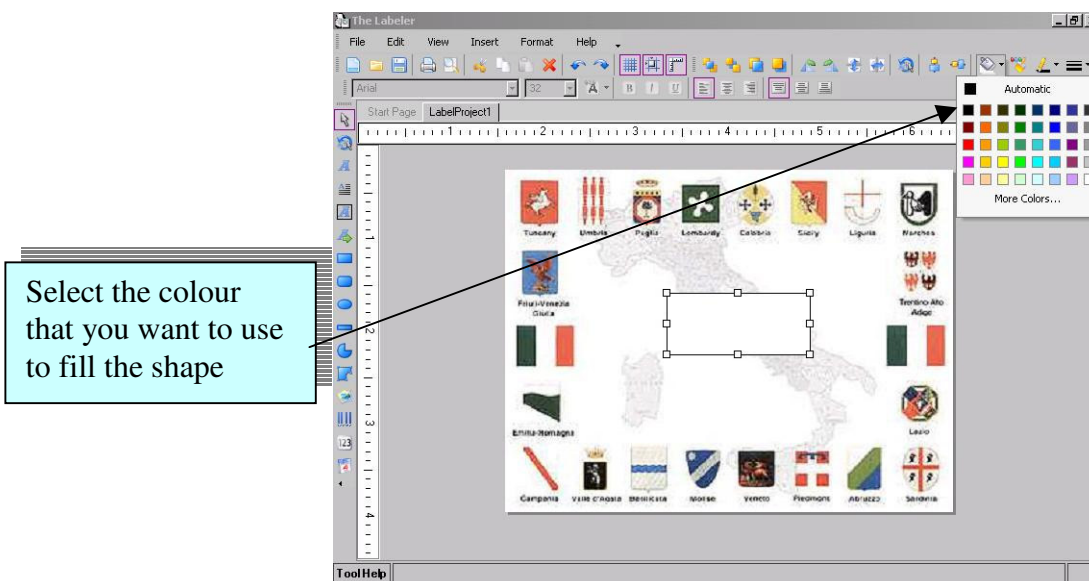


Figure 4.2.6.4: Select the colour to fill the shape with

Once you select the colour you want to use, it will automatically fill the shape with that colour (see Figure 4.2.6.5).

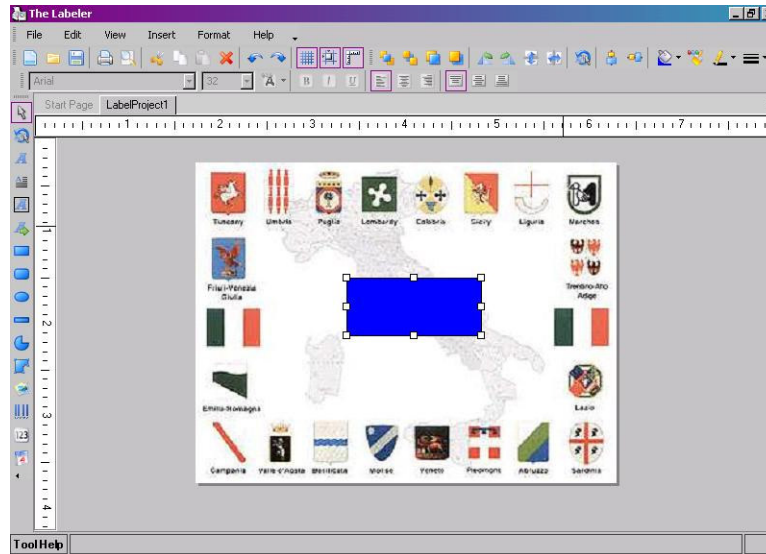


Figure 4.2.6.5: Shape with a Fill Colour

4.3 Generic Formatting




This section deals with formatting options that will work with any object that you can place on the label, such as text, shapes, barcodes or even imported graphics.

4.3.1 Rotating



Before you can use the rotate tool you first must have selected an object on the label using the select tool. Afterwards you can select any object you want with the rotating tool to rotate any object.

1. Select the rotating  tool from the tool bar, from the formatting toolbar or from the format menu (see Figure 4.3.1.1).

Select the rotation tool from the tool bar, formatting toolbar or from the format menu

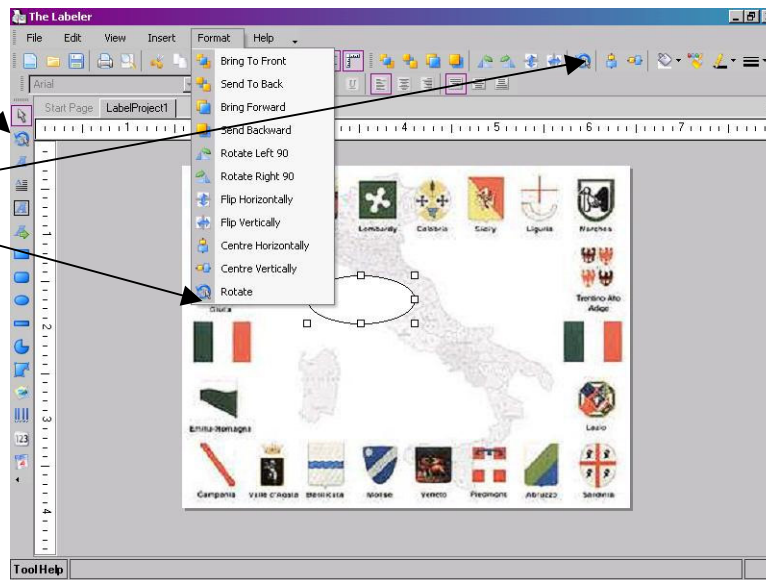




Figure 4.3.1.1: Select the rotating tool

2. Select the object that you wish to rotate (see 4.3.1.2).

	This will cause the object to become selected just like if you were using the select tool, the only difference is that it will now have a 4 yellow circles at each of the corners of the object and a green circle either in the middle or near the object.
	The green circle you see is what the object will rotate around you may move this to any place for it to rotate around.

Select the object to rotate

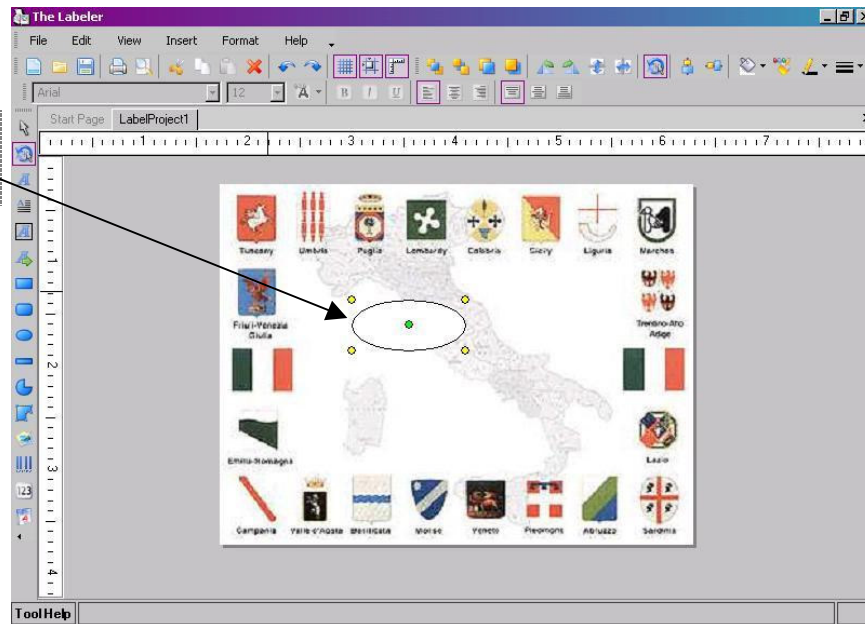


Figure 4.3.1.2: Select the object to rotate

3. Move the cursor over one of the yellow dots this will cause it to change to look like 2 arrows one pointing each way indicating that you can rotate the object (see Figure 4.3.1.3).

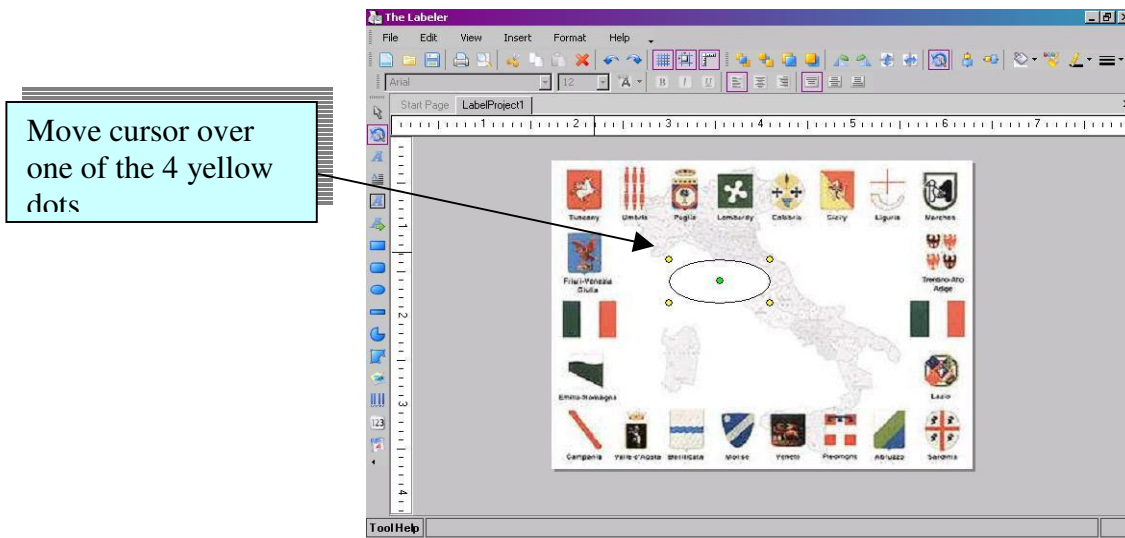


Figure 4.3.1.3: move cursor over one of the 4 yellow dots

4. Press and hold the left mouse button down at this point.

5. Move the object in either a clockwise or counter-clockwise movement with the mouse to rotate the object (see Figure 4.3.1.4).

Rotate the object in either a clockwise or counter-clockwise fashion

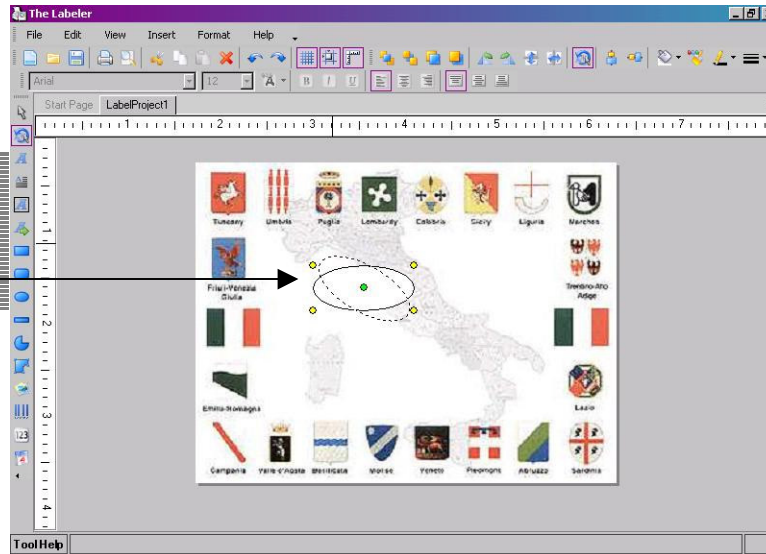


Figure 4.3.1.4: Rotate the object

Once you have rotated it to a desired spot let go of the mouse button to place the rotated object in that way (see Figure 4.3.1.5).

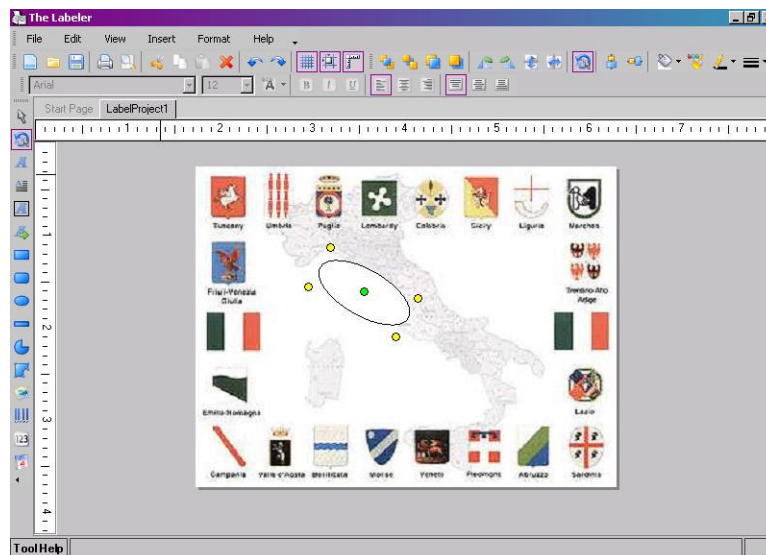


Figure 4.3.1.5: Rotated Object

4.3.2 Centre Vertically

1. Select the object you want to centre vertically (see Figure 4.3.2.1).

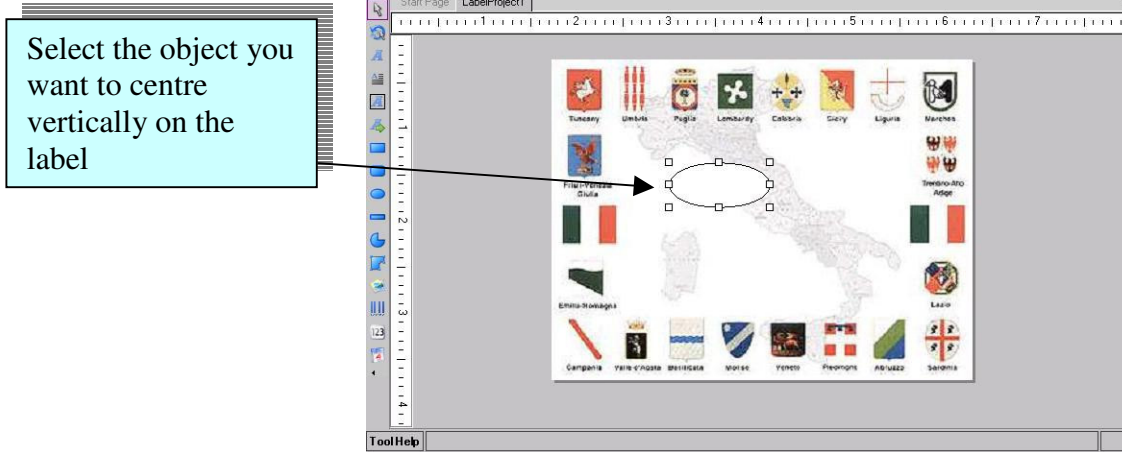



Figure 4.3.2.1: Select the object to centre vertically

2. Select the Centre Vertically  tool from the formatting tool bar or from the format menu (see Figure 4.3.2.2).

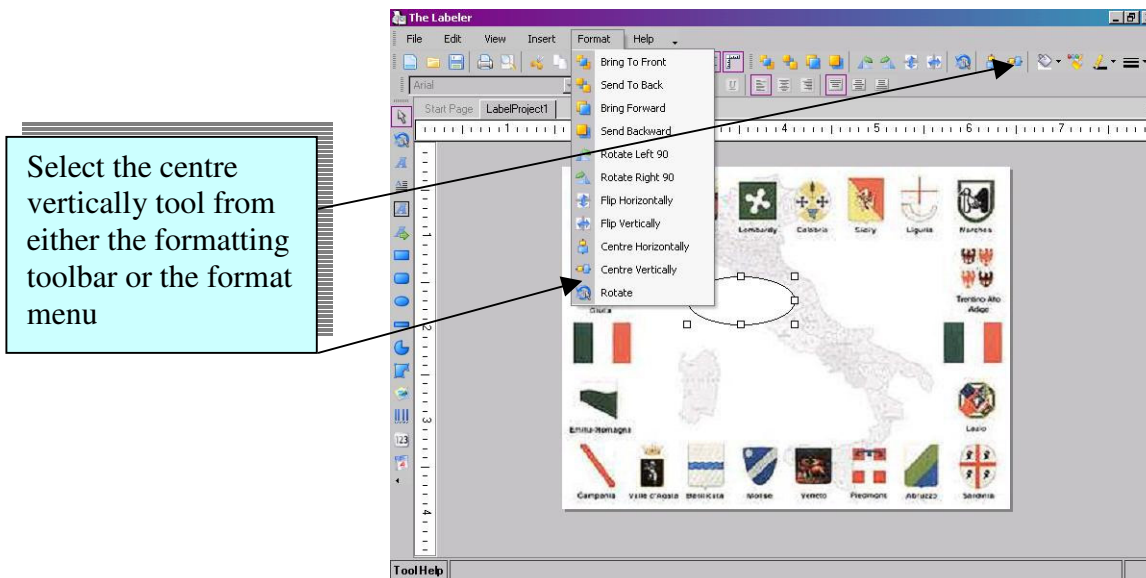


Figure 4.3.2.2: Select Centre Vertically

Once you have selected the centre vertically tool the object will be centered from top to bottom on the label (see Figure 4.3.2.3).

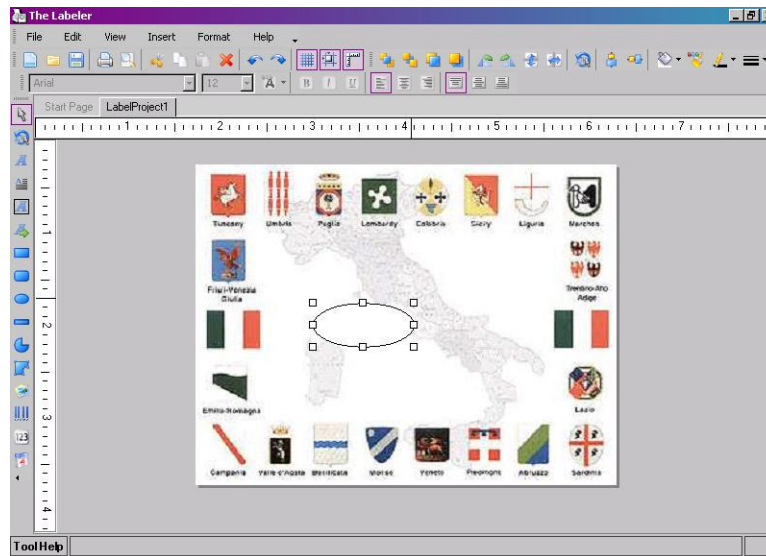


Figure 4.3.2.3: Object is centre vertically on the label

4.3.3 Centre Horizontally

1. Select the object you want to centre horizontally (see Figure 4.3.3.1).

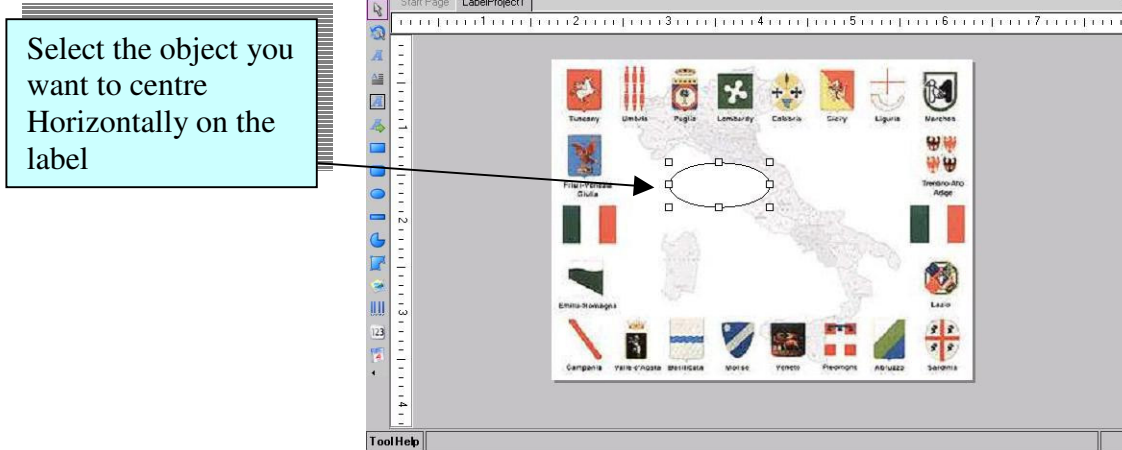



Figure 4.3.3.1: Select the object to centre horizontally

2. Select the Centre Horizontally  tool from the formatting tool bar or from the format menu (see Figure 4.3.3.2).

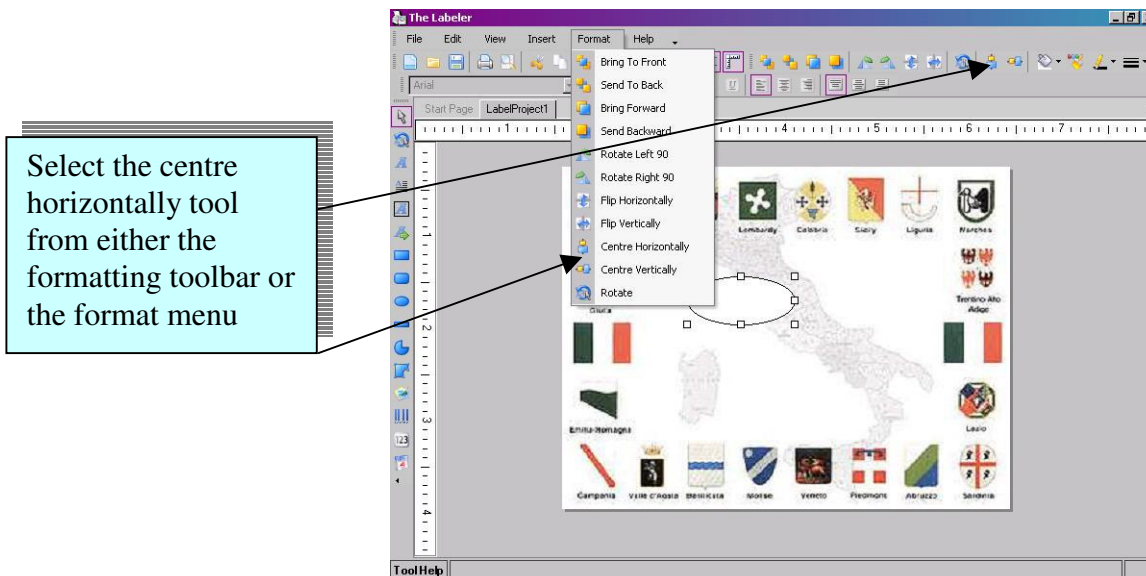


Figure 4.3.3.2: Select Centre Horizontally

Once you have selected the centre horizontally tool the object will be centered from side to side on the label (see Figure 4.3.3.3).

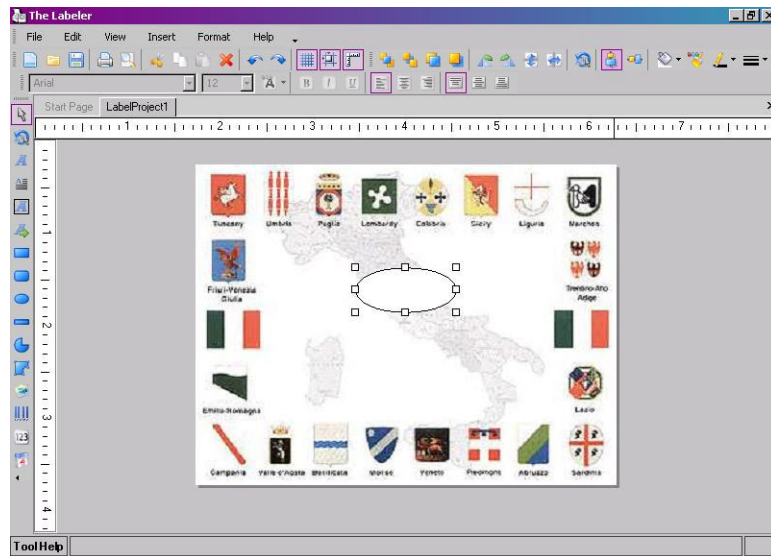


Figure 4.3.3.3: Object is centre horizontally on the label

4.3.4 Flip Horizontally

1. Select the object you want to flip horizontally (see Figure 4.3.4.1).

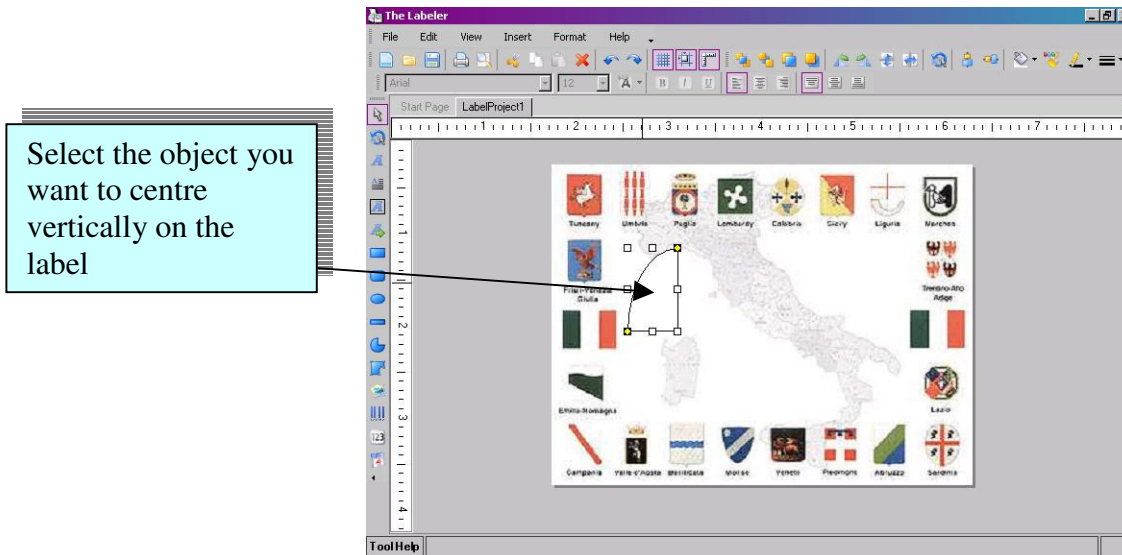


Figure 4.3.4.1: Select the object to flip horizontally

2. Select the Flip Horizontally tool from the formatting tool bar or from the format menu (see Figure 4.3.4.2).

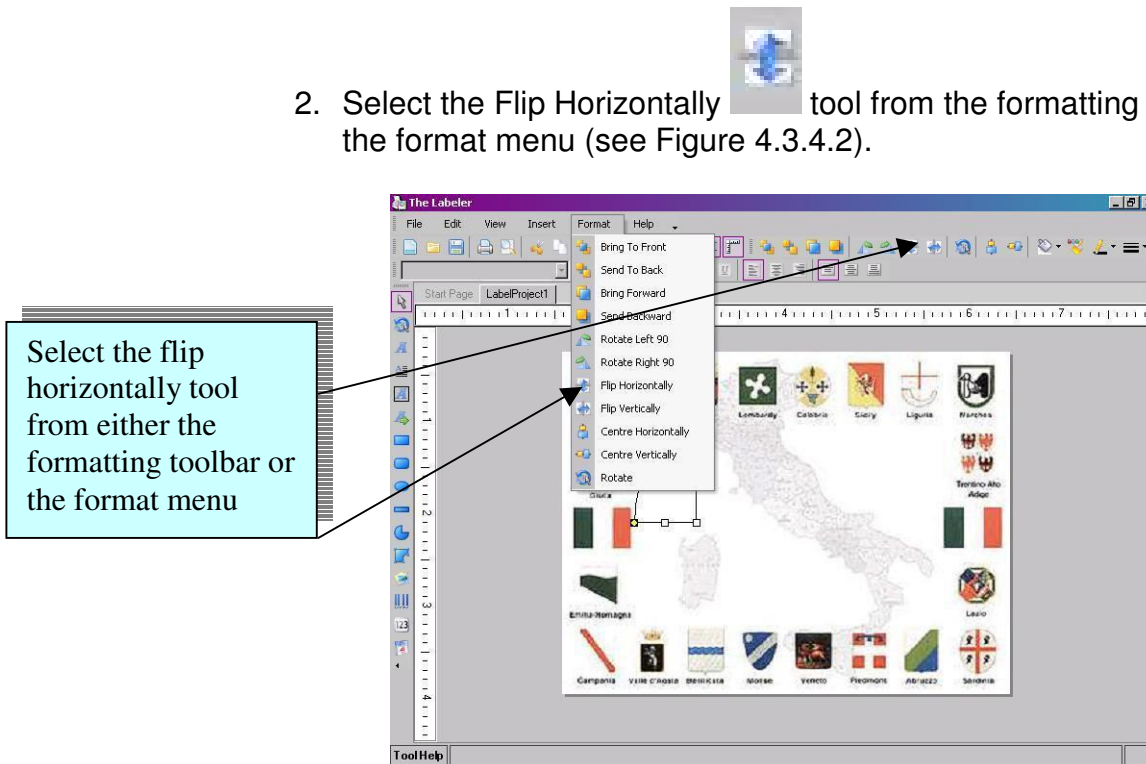


Figure 4.3.4.2: Select Flip Horizontally

Once you have selected the flip horizontally tool the object will be flipped from side to side on the label (see Figure 4.3.4.3).

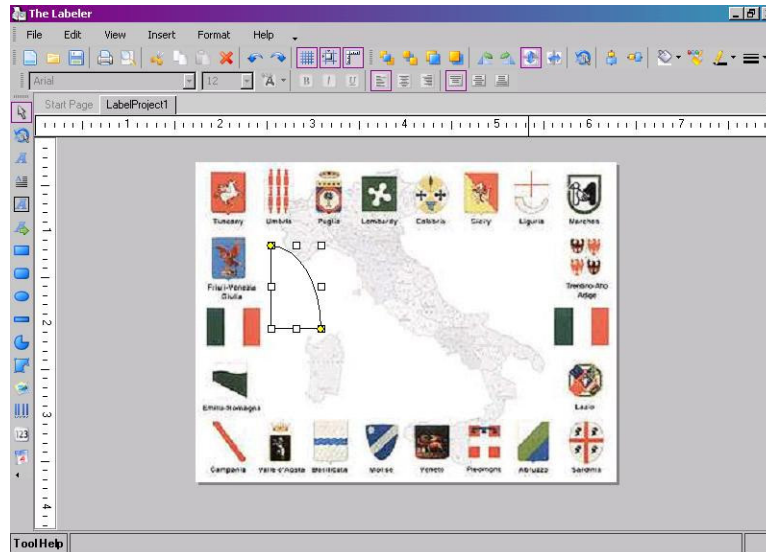


Figure 4.3.4.3: Object has been flipped Horizontally on the label

4.3.5 Flip Vertically

1. Select the object you want to flip vertically (see Figure 4.3.5.1).

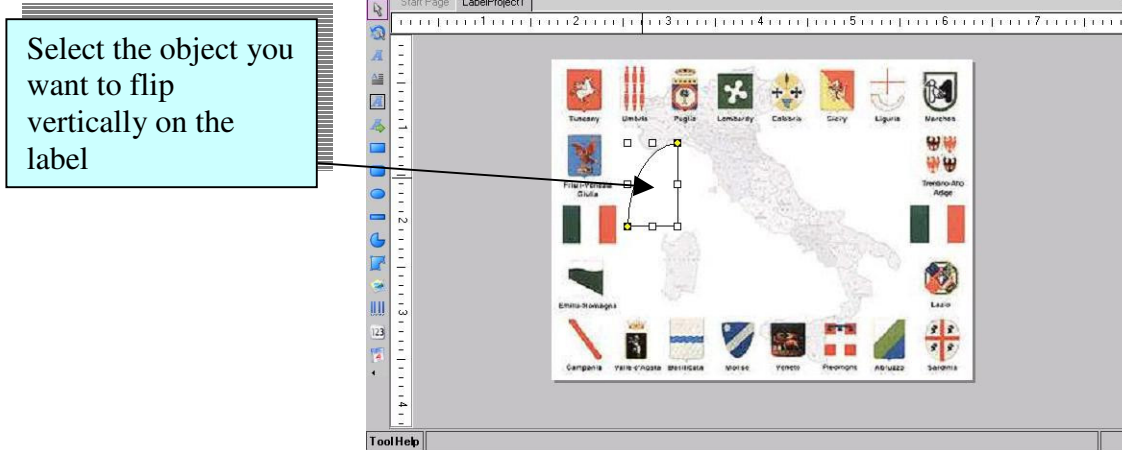



Figure 4.3.5.1: Select the object to flip vertically

2. Select the Flip Vertically  tool from the formatting tool bar or from the format menu (see Figure 4.3.5.2).

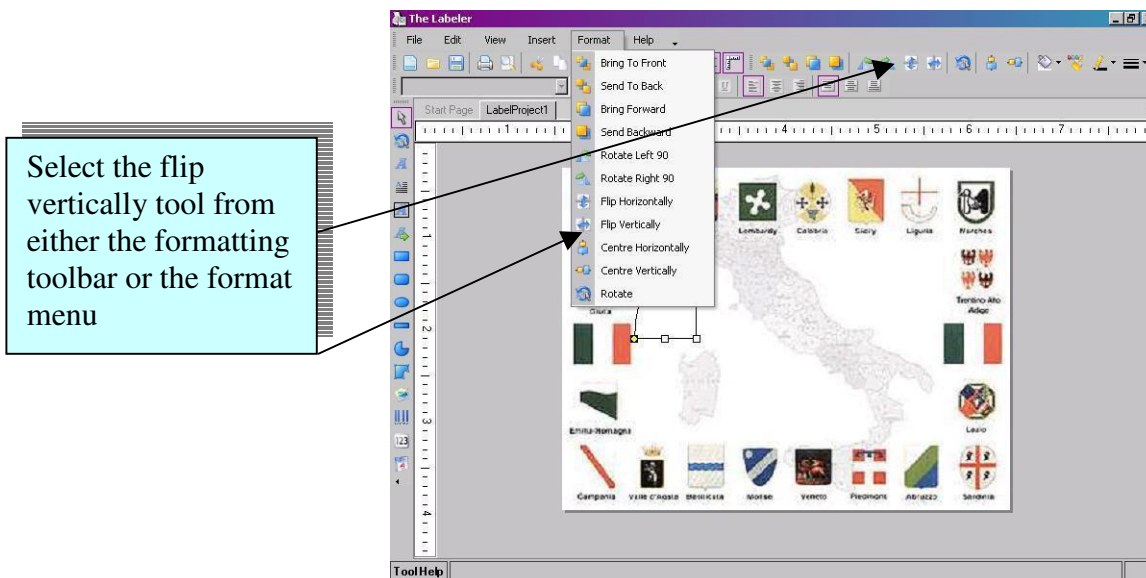


Figure 4.3.5.2: Select Flip Vertically

Once you have selected the flip vertically tool the object will be flipped from top to bottom on the label (see Figure 4.3.5.3).

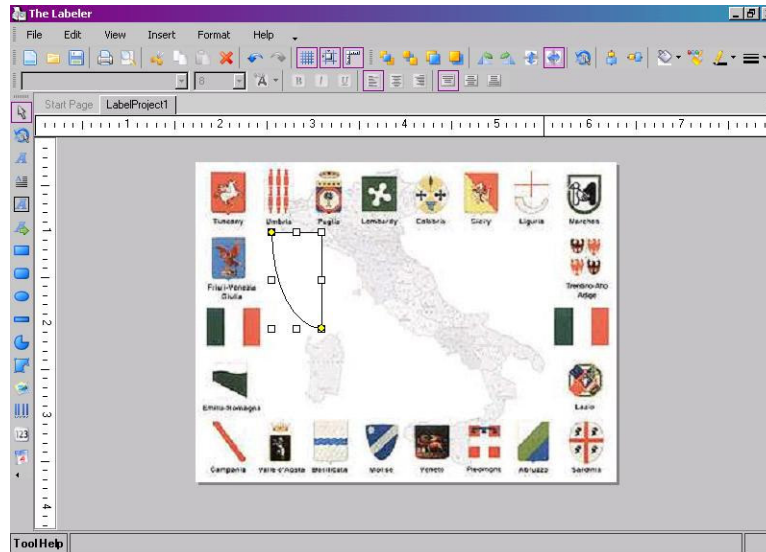


Figure 4.3.5.3: Object has been flipped vertically on the label

4.3.6. Rotate Right 90

1. Select the object you want to rotate right 90 degrees (see Figure 4.3.6.1).

Select the object you want to rotate right 90 on the label

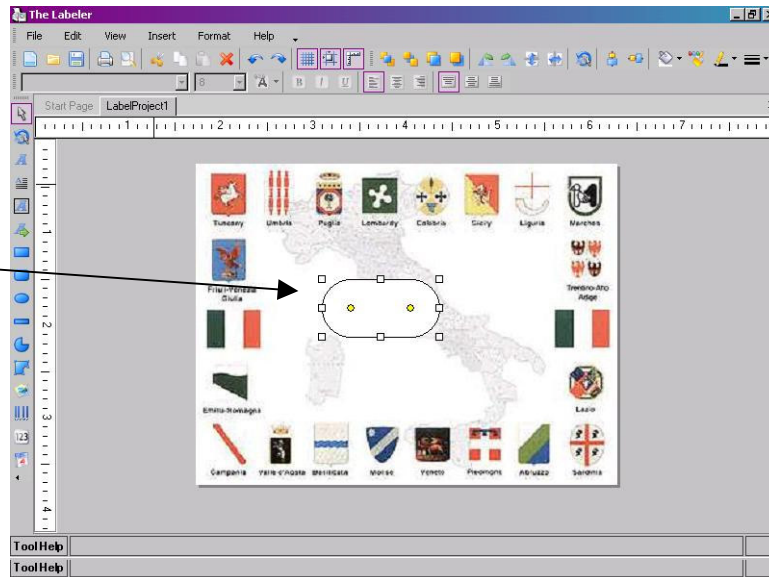



Figure 4.3.6.1: Select the object to rotate right 90

2. Select the Rotate Right 90  tool from the formatting tool bar or from the format menu (see Figure 4.3.6.2).

Select the rotate right 90, tool from either the formatting toolbar or the format menu

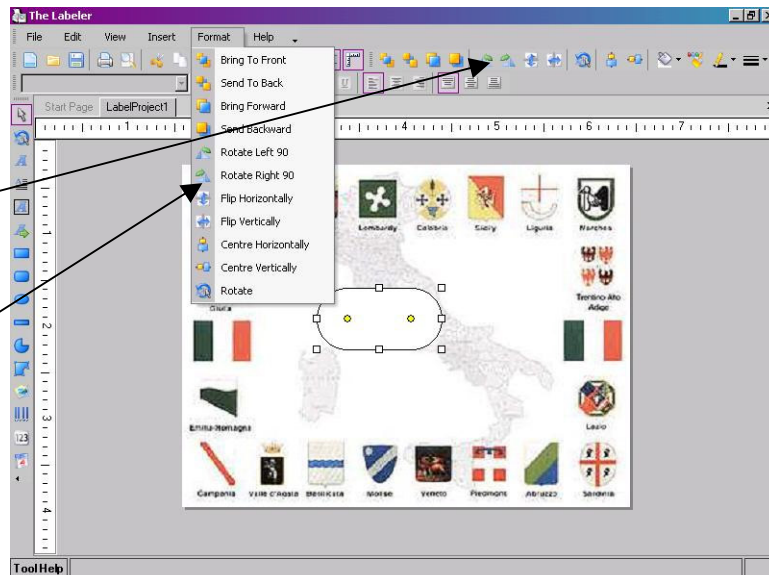


Figure 4.3.6.2: Select Rotate Right 90

Once you have selected the rotate right 90, tool the object will be rotated 90 degrees to the right on the label (see Figure 4.3.6.3).

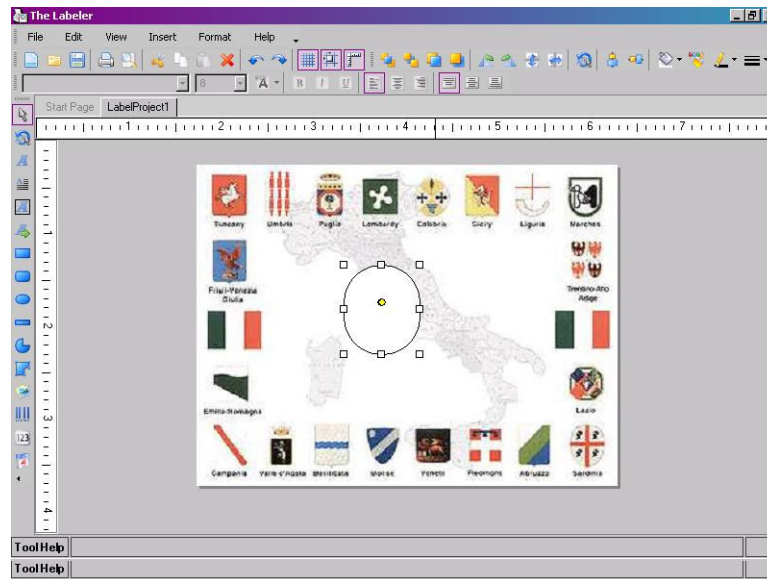


Figure 4.3.6.3: Object has been Rotated Right 90 on the label

Rotate Right 90

4.3.7. Rotate Left 90

1. Select the object you want to rotate left 90 degrees (see Figure 4.3.7.1).

Select the object you want to rotate left 90 on the label

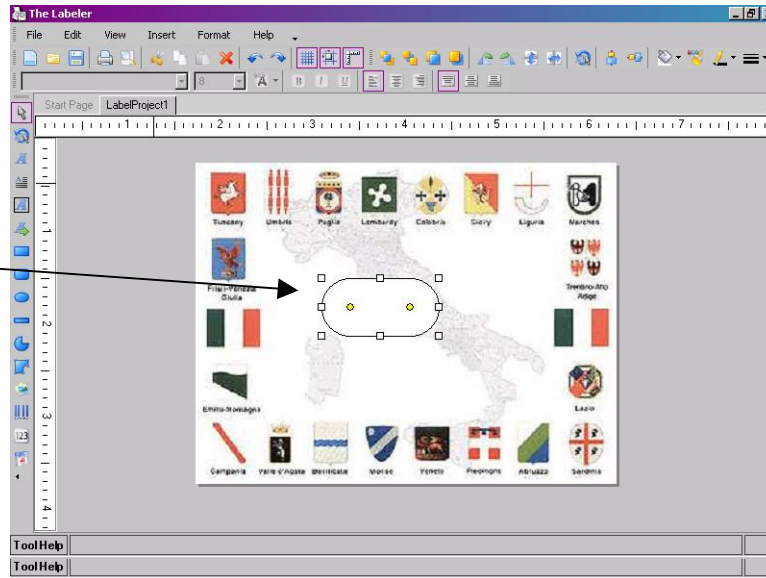



Figure 4.3.7.1: Select the object to rotate left 90

2. Select the Rotate Left 90  tool from the formatting tool bar or from the format menu (see Figure 4.3.7.2).

Select the rotate left 90 tool from either the formatting toolbar or the format menu

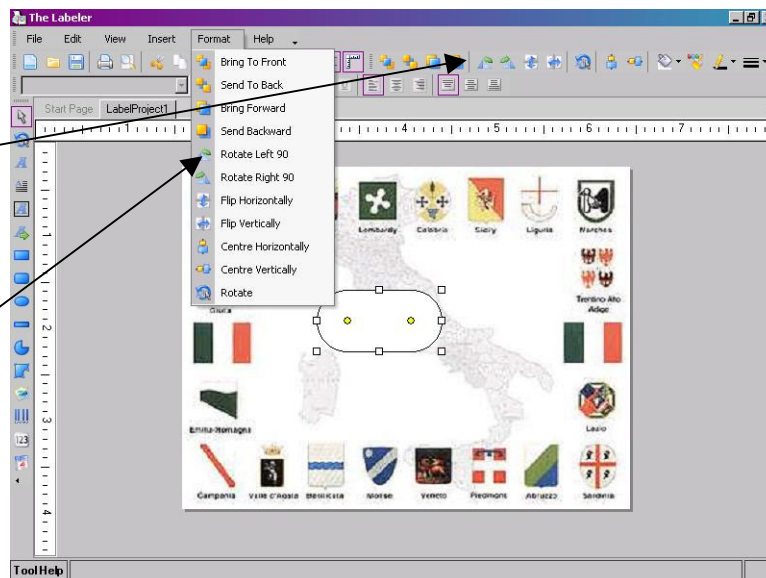


Figure 4.3.7.2: Select Rotate Left 90

Rotate Left 90

Once you have selected the rotate left 90, tool the object will be rotated 90 degrees to the left on the label (see Figure 4.3.7.3).

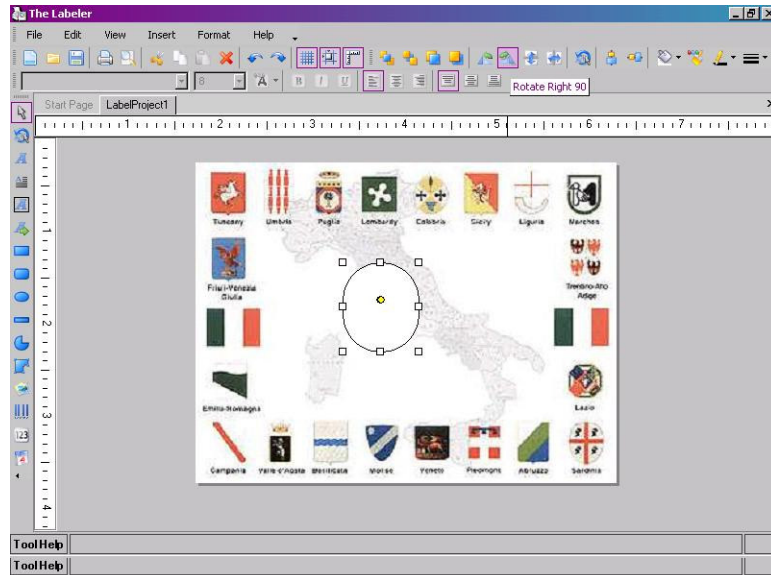
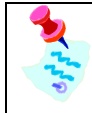


Figure 4.3.7.3: Object has been Rotated Left 90 on the label

Rotate Left 90

4.3.8 Send Backward



Send to Back tool works the same way that Send Backward does except that instead of just sending it back by spot each time you click the icon, it sends it back behind everything.

1. Select the object you want to send backwards (see Figure 4.3.8.1).

Select the object you want to send backward on the label

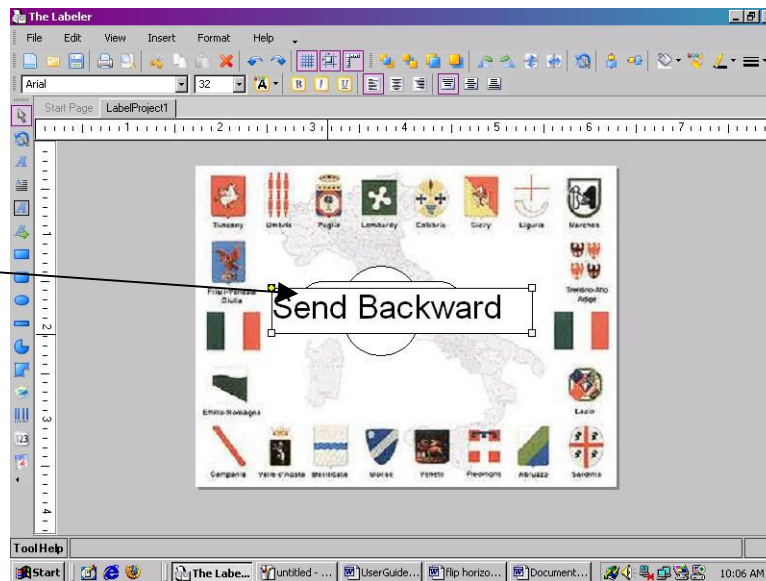



Figure 4.3.8.1: Select the object to send backward

2. Select the Send Backward  tool from the formatting tool bar or from the format menu (see Figure 4.3.8.2).

Select the send backward tool from either the formatting toolbar or the format menu

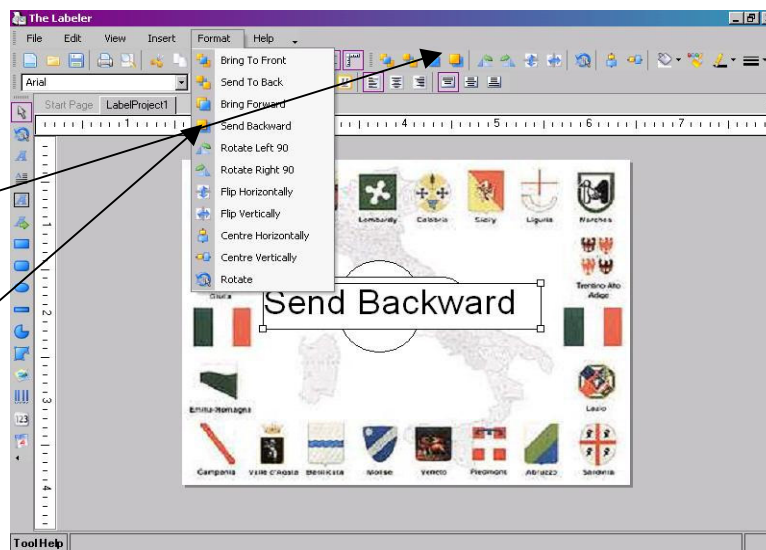


Figure 4.3.8.2: Select Send Backward

Once you have selected the send backward tool the object will be sent behind the first object on the label (see Figure 4.3.8.3).

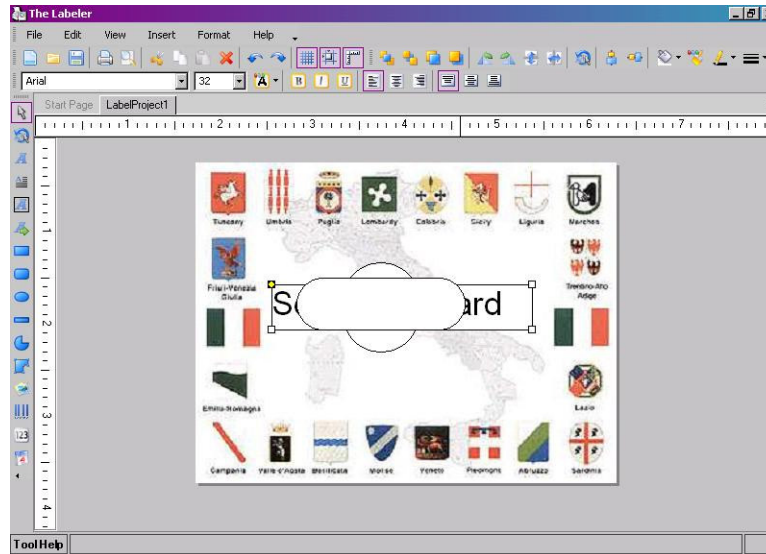
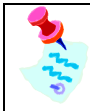


Figure 4.3.8.3: Object has been sent backward on the label

4.3.9 Bring Forward



Bring to front tool works the same way that bring forward does except that instead of just bringing it forward by one spot each time you click the icon, it will bring it in front of all other objects

1. Select the object you want to bring forward (see Figure 4.3.9.1).

Select the object you want to bring forward on the label

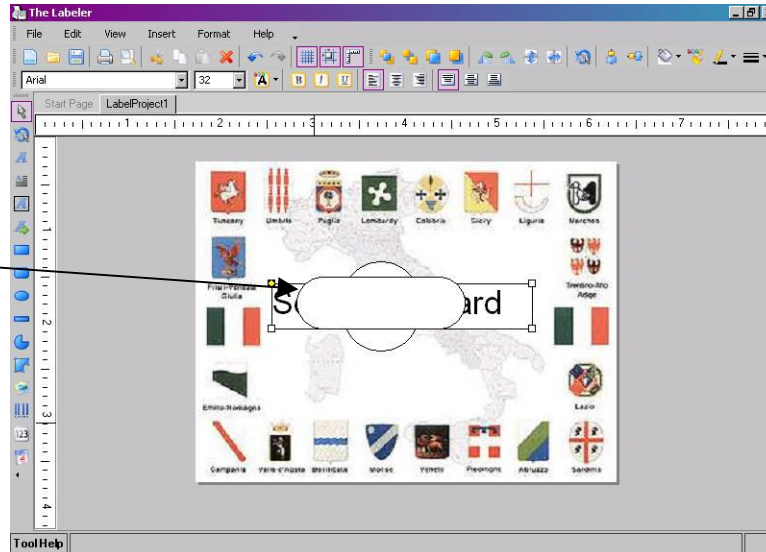


Figure 4.3.9.1: Select the object to send backward

2. Select the Bring Forward tool from the formatting tool bar or from the format menu (see Figure 4.3.9.2).

Select the Bring forward tool from either the formatting toolbar or the format menu

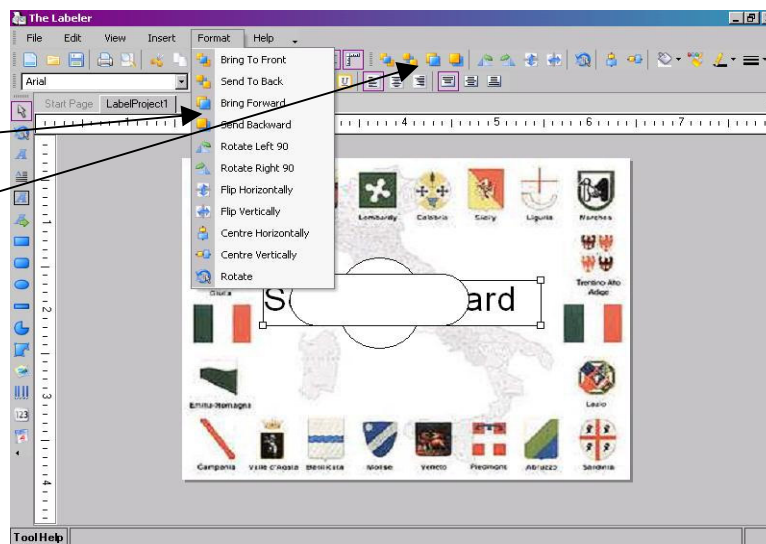


Figure 4.3.9.2: Select Bring Forward

Once you have selected the bring forward tool the object will be brought forward in front of the first object that is in front of it on the label (see Figure 4.3.9.3).

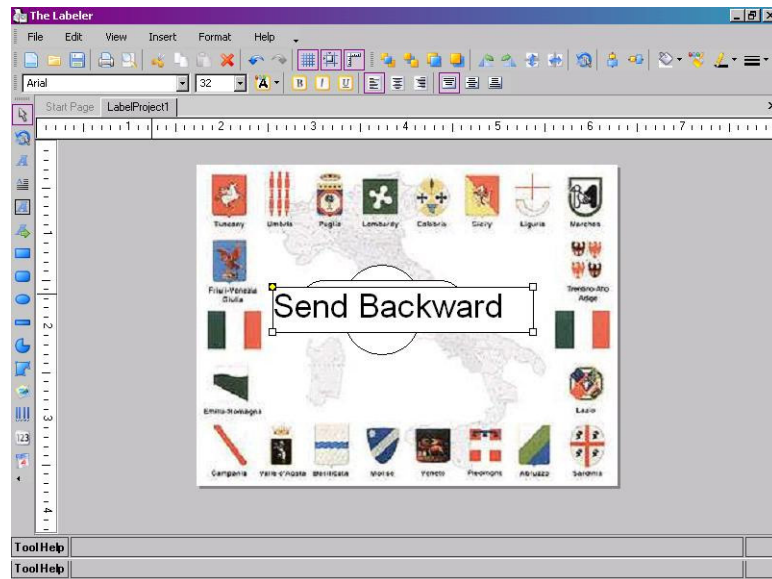
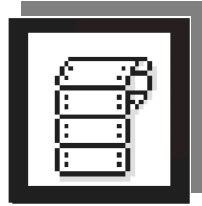


Figure 4.3.9.3: Object has brought forward on the label



Chapter 5

Essentials






Overview

-
- **Saving a project**
 - **Loading a project**
 - **Print Preview**
 - **Printing a project**

5.0 Essentials

5.1 Saving a Project

	If the project has never been saved before or if you just want to save it has a different name or in a different location refer to step 1.1.
	If the project has been saved before and you just want to save it in the same spot and as the same name refer to step 1.
	If the project has never been saved before and you just click the button from step 1 it will bring you to the save as window refer to the last part of step 1.1 and then follow the rest of the steps.



1. Click on the save icon located on the standard tool bar or go to the file menu and click save there (see Figure 5.1.1).

Select save from either the standard tool bar or from the file menu

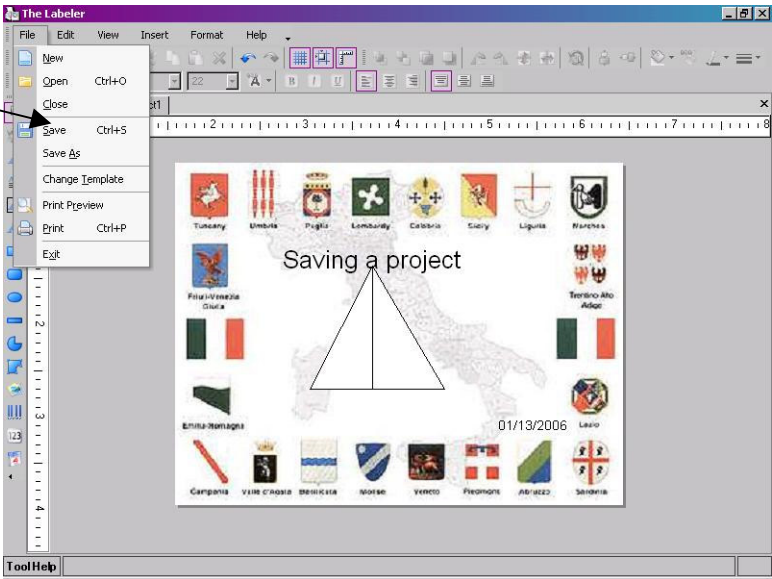


Figure 5.1.1: Saving a Project.

Once you have done this if the project was saved before this will automatically resave it over the old version. If you have never saved the project before and hit this button it will take you to the save as window refer to the last part of step

1.1 Click Save As which is located in the file menu (see Figure 5.1.2).

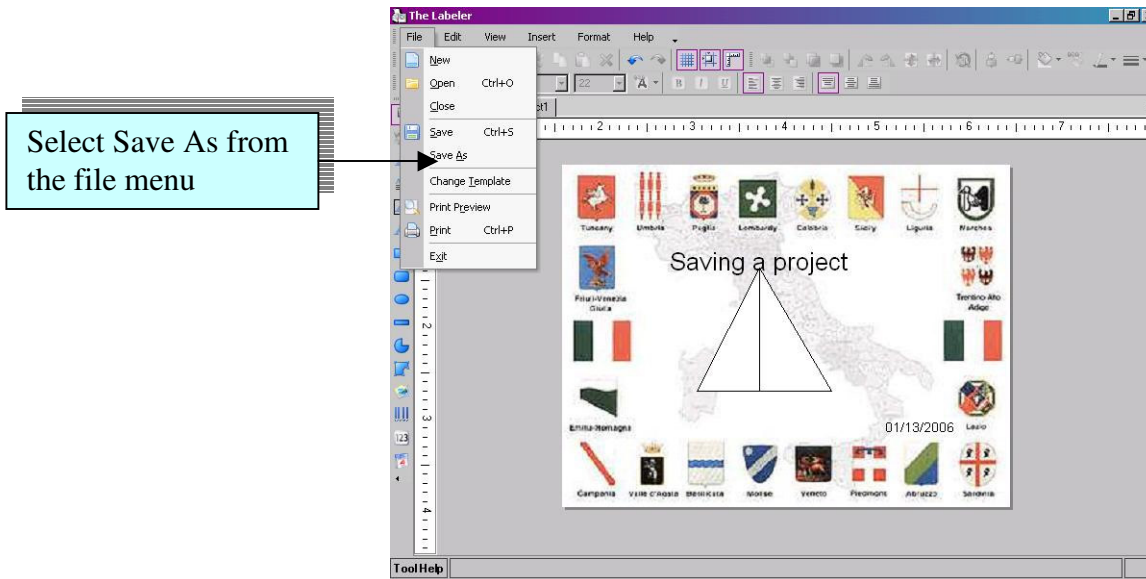


Figure 5.1.2: Selecting Save As

Once you have clicked Save As a new window will be displayed in front of the label (see Figure 5.1.3).

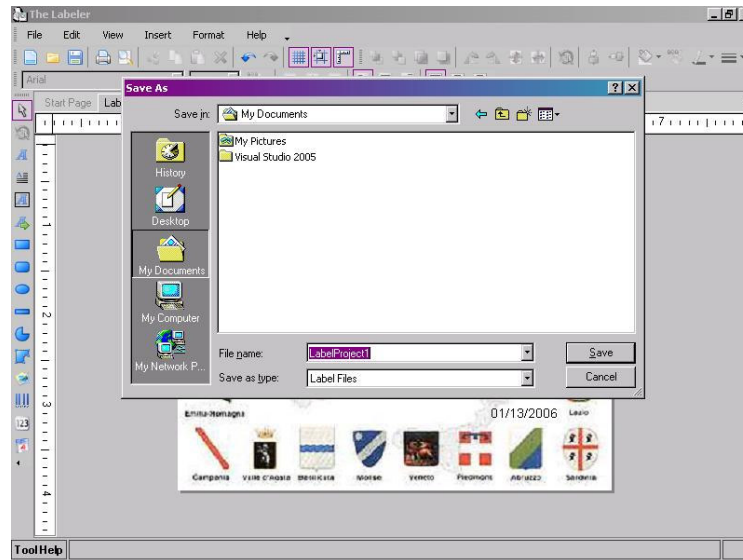


Figure 5.1.3: Save As Screen

2. Type in the file name that you wish the label project to be saved as (see Figure 5.1.4).



The name of the file does not have to be the same as the one that is used this example.

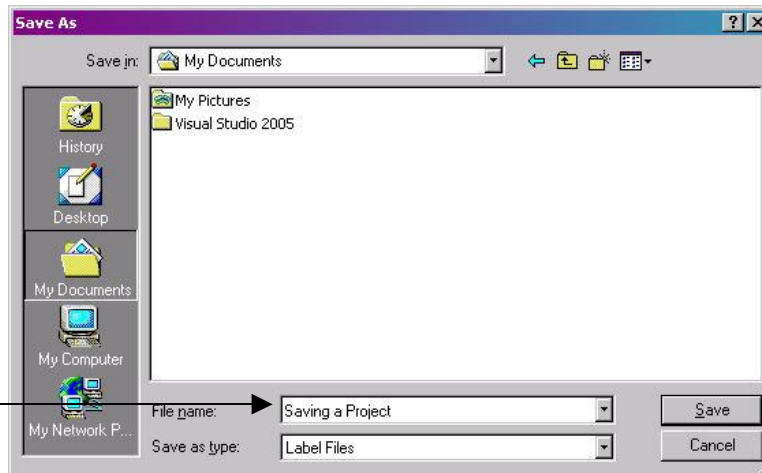
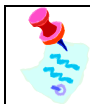


Figure 5.1.4: Selecting a File Name for the project

3. Select the where you would like the project to be saved (see Figure 5.1.5).



This is usually some place where you will be able to find it at a later time when you would like to use the project again.



This does not have to be the same spot as what is used in this example.

Select where you would like to have the project saved to

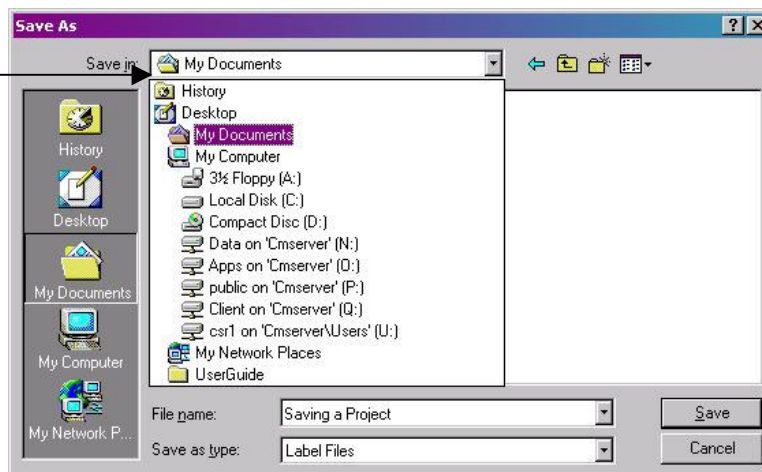




Figure 5.1.5: Selecting where to save the project

4. Click the save  button to have the project saved (see Figure 5.1.6).

Once you have clicked the save button it will return you to the label that you are working on.

 Depending on the computer in which you are running the software on it may take a minute or two for the saving process to complete.

Click the save button
to save the project

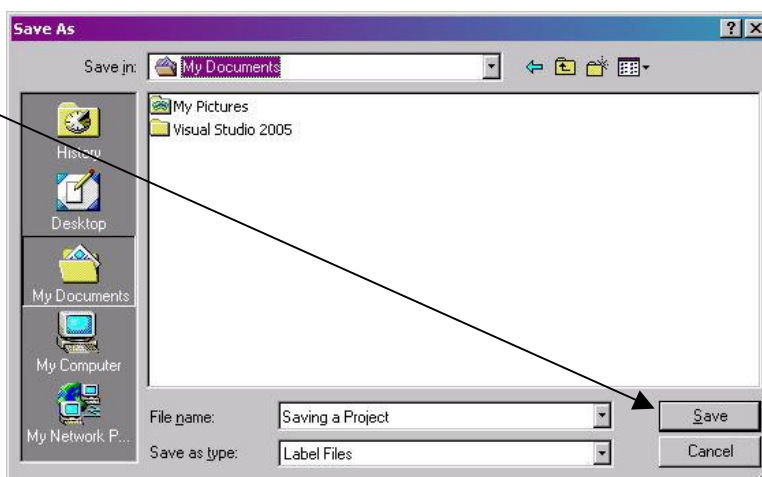





Figure 5.1.6: Saving the Project

5.2: Loading a Project

	There are two different ways you can go about loading a new project that will be discussed at this point.
	The first way is by using the quick load links for the last few projects, which will show up on the start page for the labeler software, refer to step 1.
	The second way is by going through the open screen, which is, accessed in two ways refer to step 1.1 and on.

1. Click on the project that you want to open (see Figure 5.2.1).

Click on the project you want to open from the list of previously saved projects

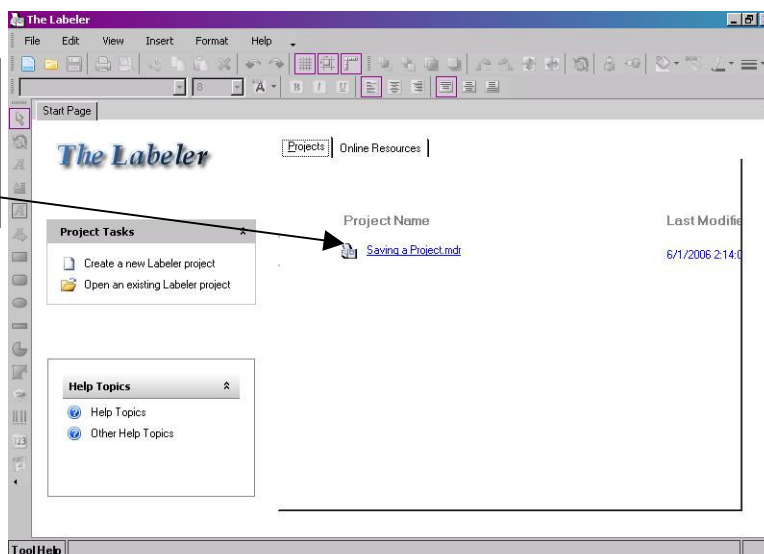


Figure 5.2.1: Opening a project

Once you have clicked on the label project you want to open it will be displayed to you (see Figure 5.2.2).

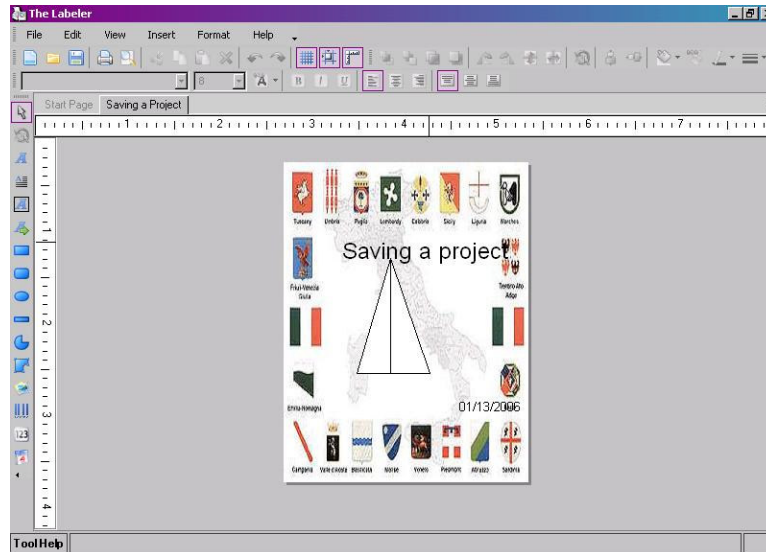

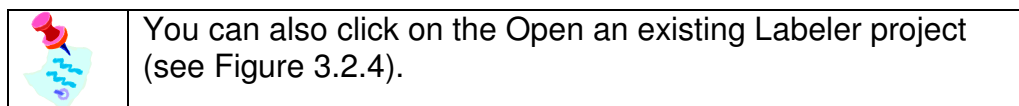


Figure 5.2.2: A previously saved project

- 1.1 Click on the open  icon which can be found on the standard tool bar or you can find it in the file menu (see Figure 5.2.3 and Figure 5.2.4).



Select Open from either the file menu or from the standard tool bar

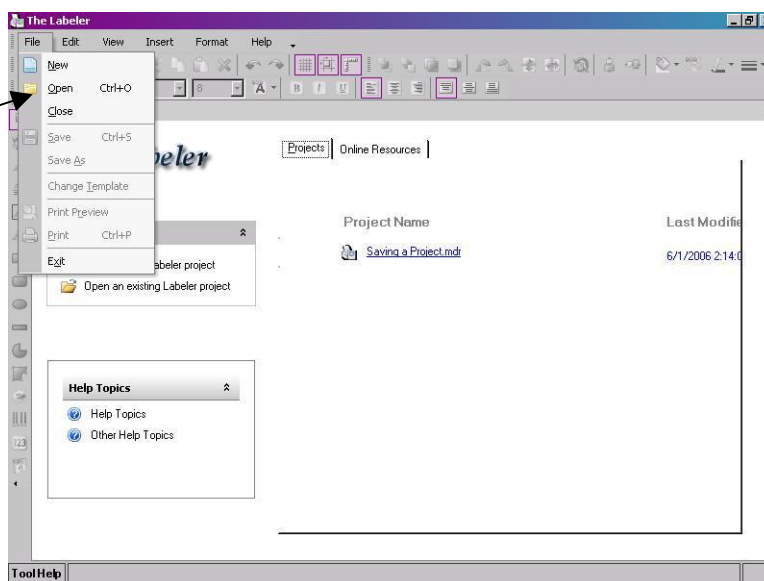


Figure 5.2.3: Opening through file menu

Select open an existing labeler project

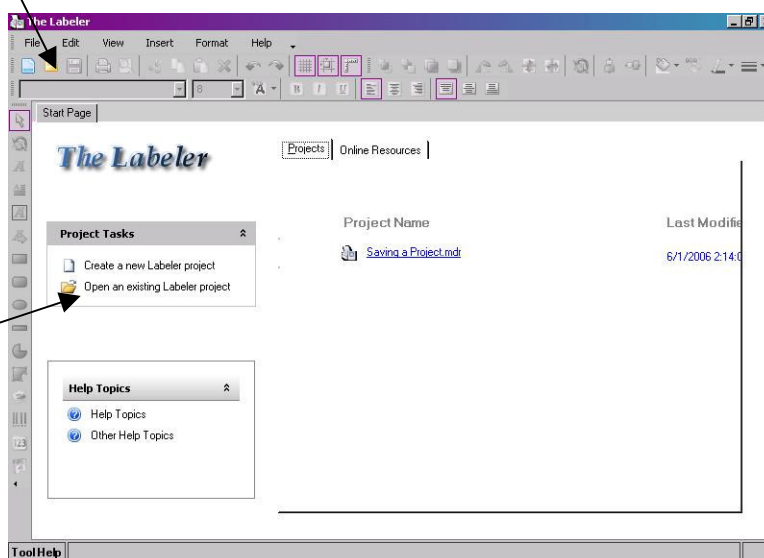


Figure 5.2.4: Opening from the open icon

Once you have clicked on the open icon you will now have the open screen displayed (see Figure 5.2.5).

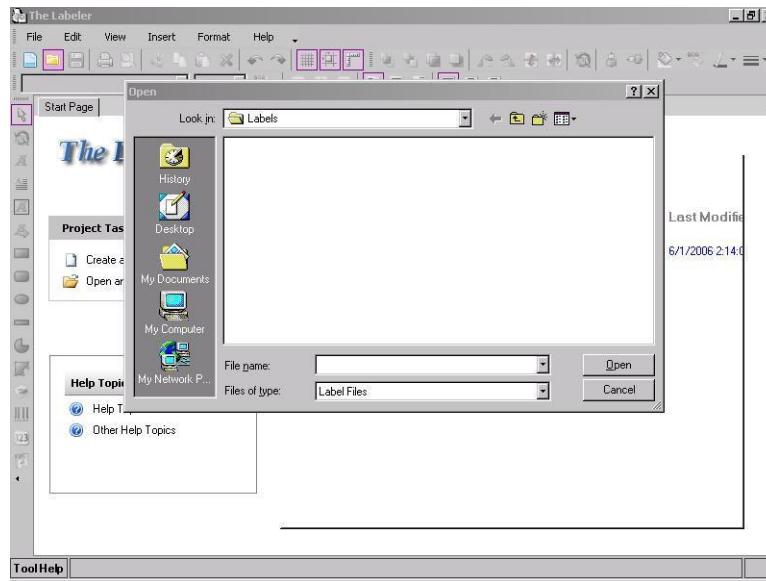


Figure 5.2.5: Open screen

2. Select, which project you, want to open (see Figure 5.2.6).

Depending on where you saved the projects to, you will have to navigate to that spot before selecting which label you wish to open.

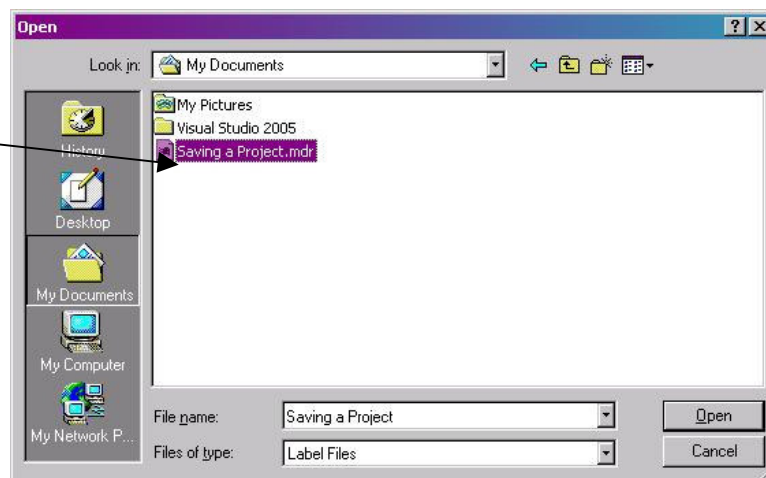



Figure 5.2.6: Selecting a project to open

3. Click the open  button to have the label you picked open (see Figure 5.2.7).

Click the open button to have the project you want loaded.

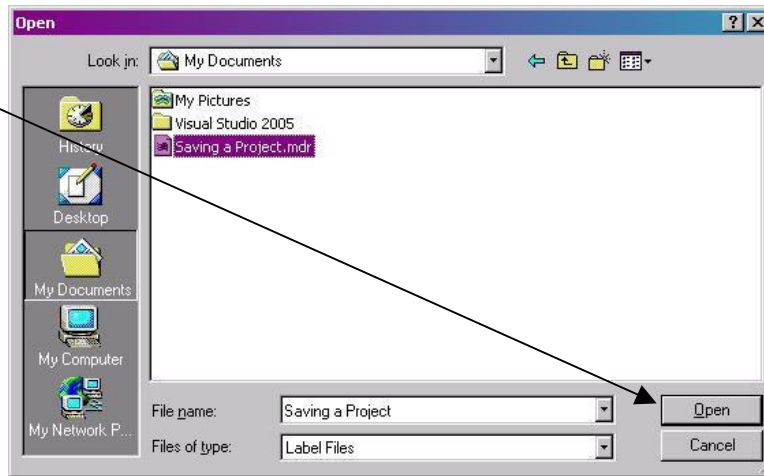


Figure 5.2.7: Loading a project

Once you click open the software will open that project so you can continue working on it (see Figure 5.2.8).

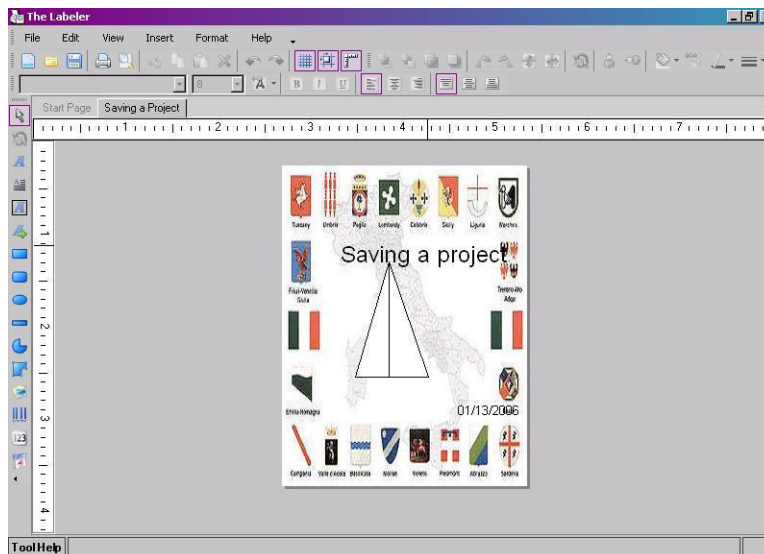







Figure 5.2.9: Previously saved project

5.3 Print Preview

	When you go to print preview it will show what it looks like on the template that you picked when you created the label project, but if you were to print that label on normal paper the template would not be printed, only the objects you placed on the label.
	To have that label on that background template when you print it, you will have to buy the label paper from 4 th and vine, you can access the site through the online resource on the start page of the labeler or by going to their site at www.4th-vine.com
	Portrait and Landscape refer to the orientation of the sheet of labels and not the labels themselves.
	When printing a label, you have to remember that not all printers will print in the exact same spot. If the printer you are using is a bit off on the labels try adjusting the printer settings a bit. To get to the settings go to print on this screen under neath where you would select a printer to print click the button labeled settings.

1. Click on the print view  icon located on the standard tool bar, or you can find it in the file menu (see Figure 5.3.1 and Figure 5.3.2).

Select Print Preview from the file menu

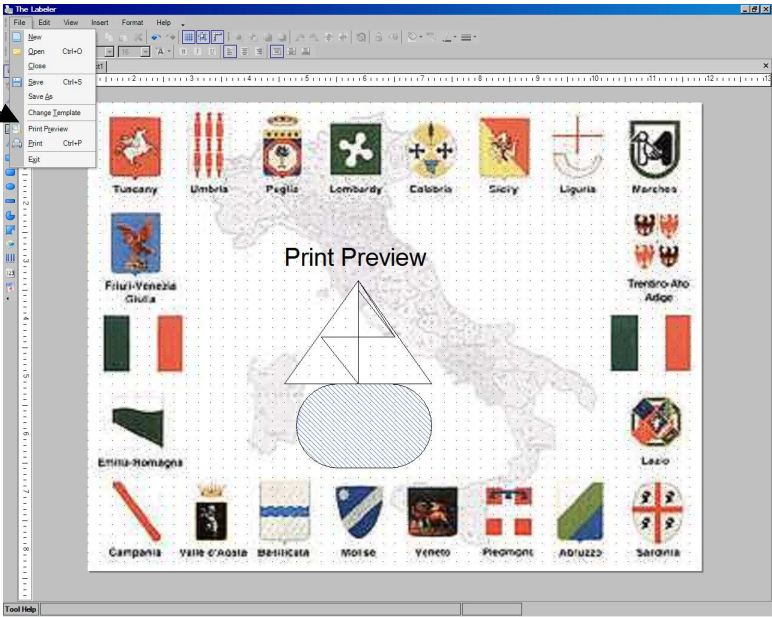


Figure 5.3.1: Print Preview through File Menu

Select the print

preview icon
on the standard tool
bar

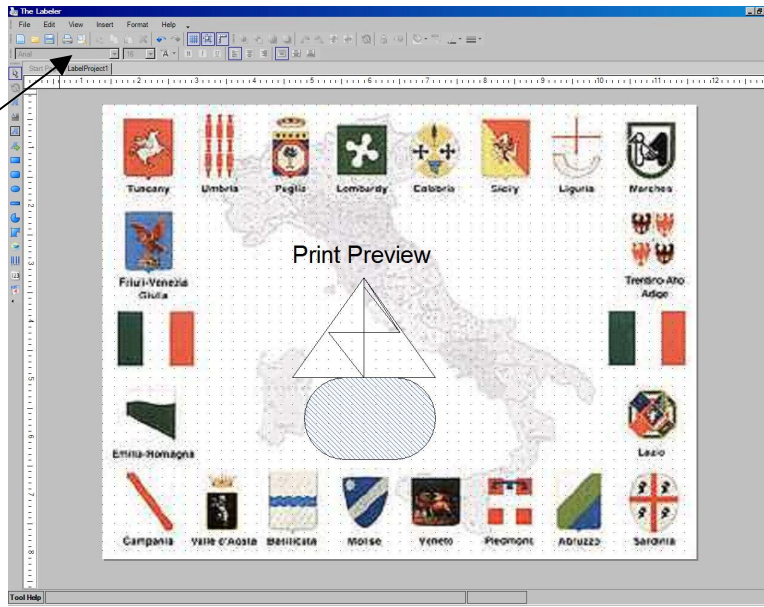


Figure 5.3.2: Print Preview through Standard Tool Bar

Once you have clicked the print preview button a preview of the label will be displayed on the screen to show you what it would look like when printed (see Figure 5.3.3).

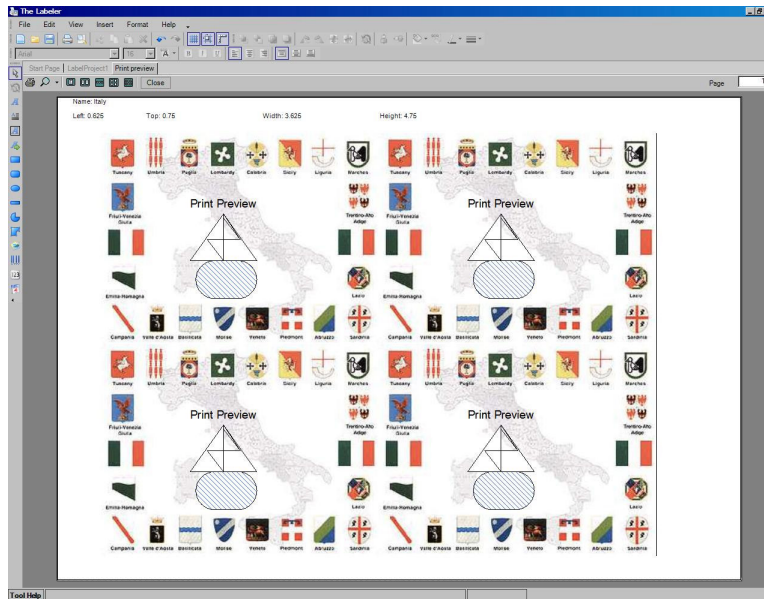



Figure 5.3.3: Print Preview Screen

5.4 Printing

	If your using one of the templates that is provided by the software, the template background will not print unless you label paper from 4 th and vine. You will have to purchase that paper from 4 th and vine, you can access their site through the online resource on the start page of the labeler or by going to their site at www.4th-vine.com .
	Portrait and Landscape refer to the orientation of the sheet of labels and not the labels themselves.
	When printing a label, you have to remember that not all printers will print in the exact same spot. If the printer you are using is a bit off on the labels try adjusting the printer settings a bit. To get to the settings go to print on this screen under neath where you would select a printer to print click the button labeled settings.

1. Click on the print  icon on the standard tool bar (see Figure 5.4.1), you can also find it in the file menu (see Figure 5.4.2) .

Click the print icon from the standard tool bar

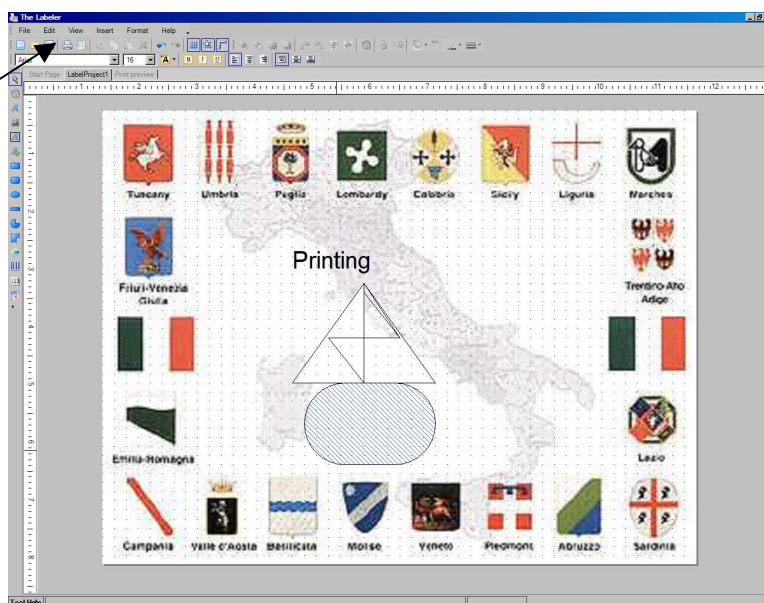


Figure 5.4.1: Selecting Print from the Standard Toolbar

Click print from
the file menu



Figure 5.4.2: Selecting Print from File Menu

Once you have clicked the print icon, the print screen will be displayed (see Figure 5.4.4).



Figure 5.4.4: Print Screen

2. Select the printer that you want to print to (see Figure 5.4.5).

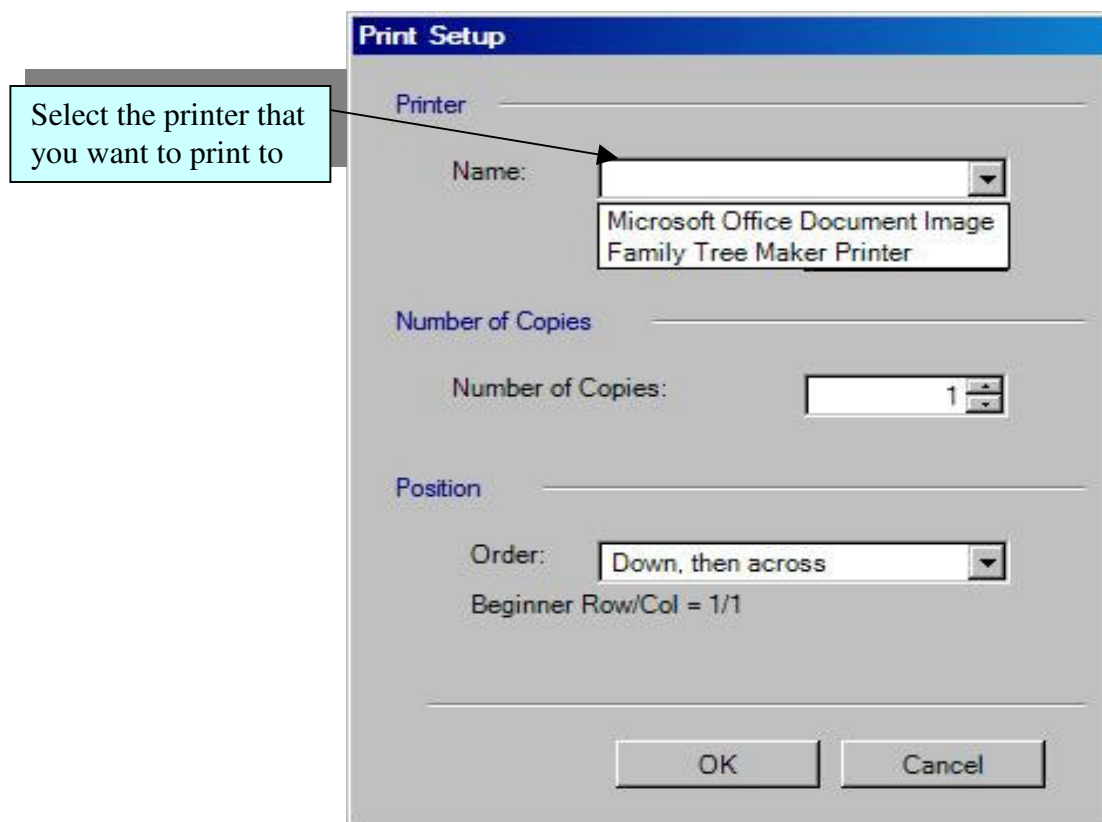
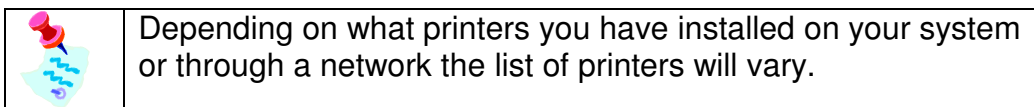


Figure 5.4.5: Select the Printer to Print to

3. Select the number copies of the label that you wish to print (see Figure 5.4.6).

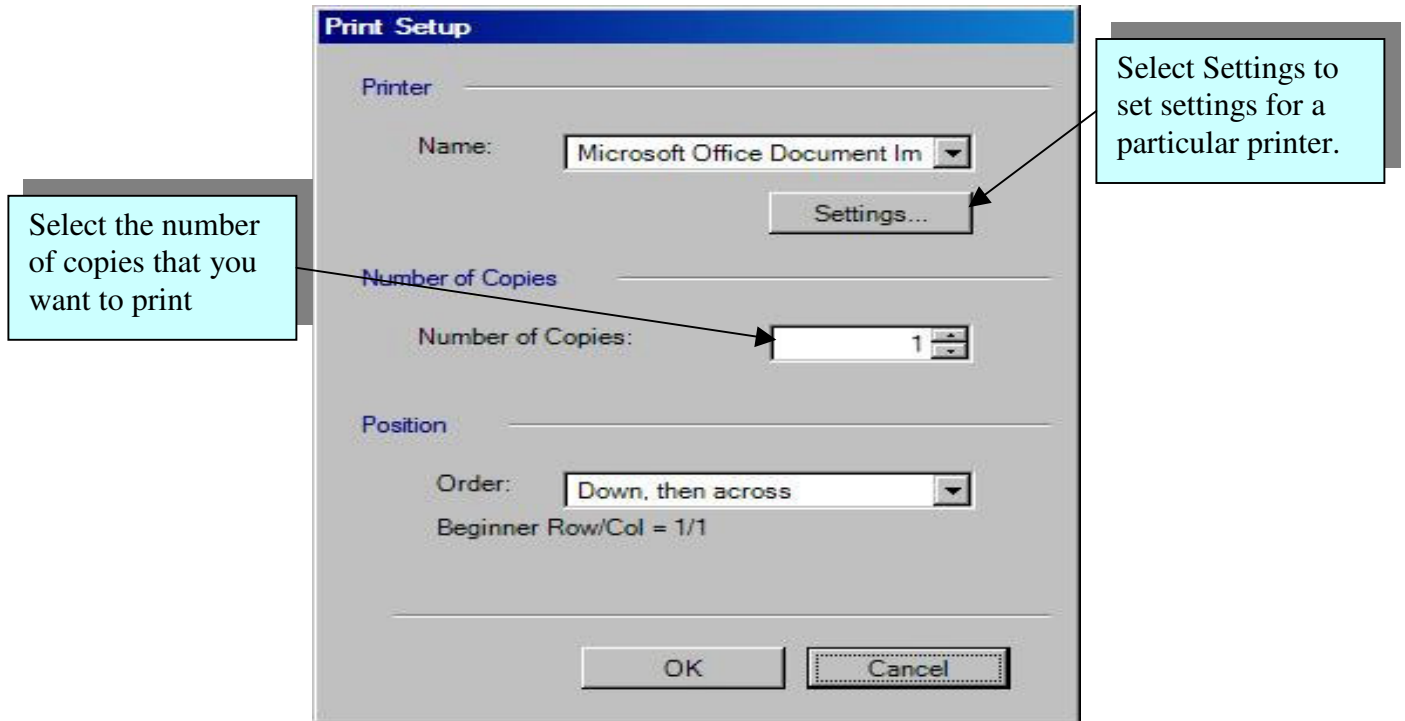


Figure 5.4.6: Select Number of Copies

4. Select the Position that you want it to print at (see Figure 5.4.7).

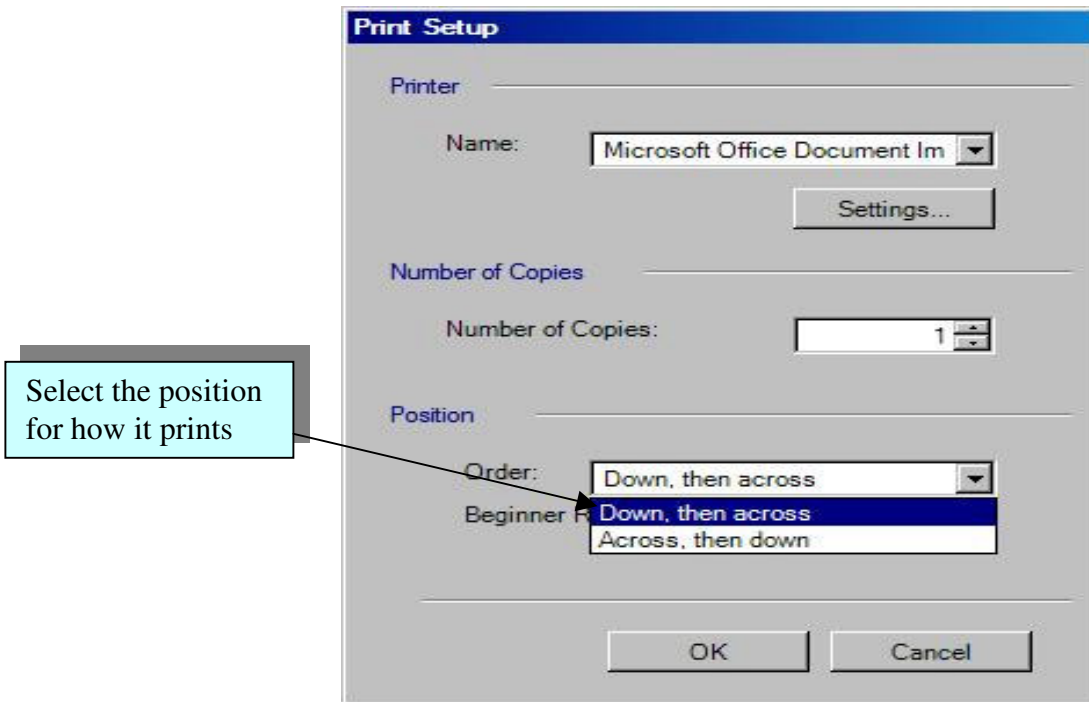


Figure 5.4.7: Select Position

5. Click Ok to print the label (see Figure 5.4.8)

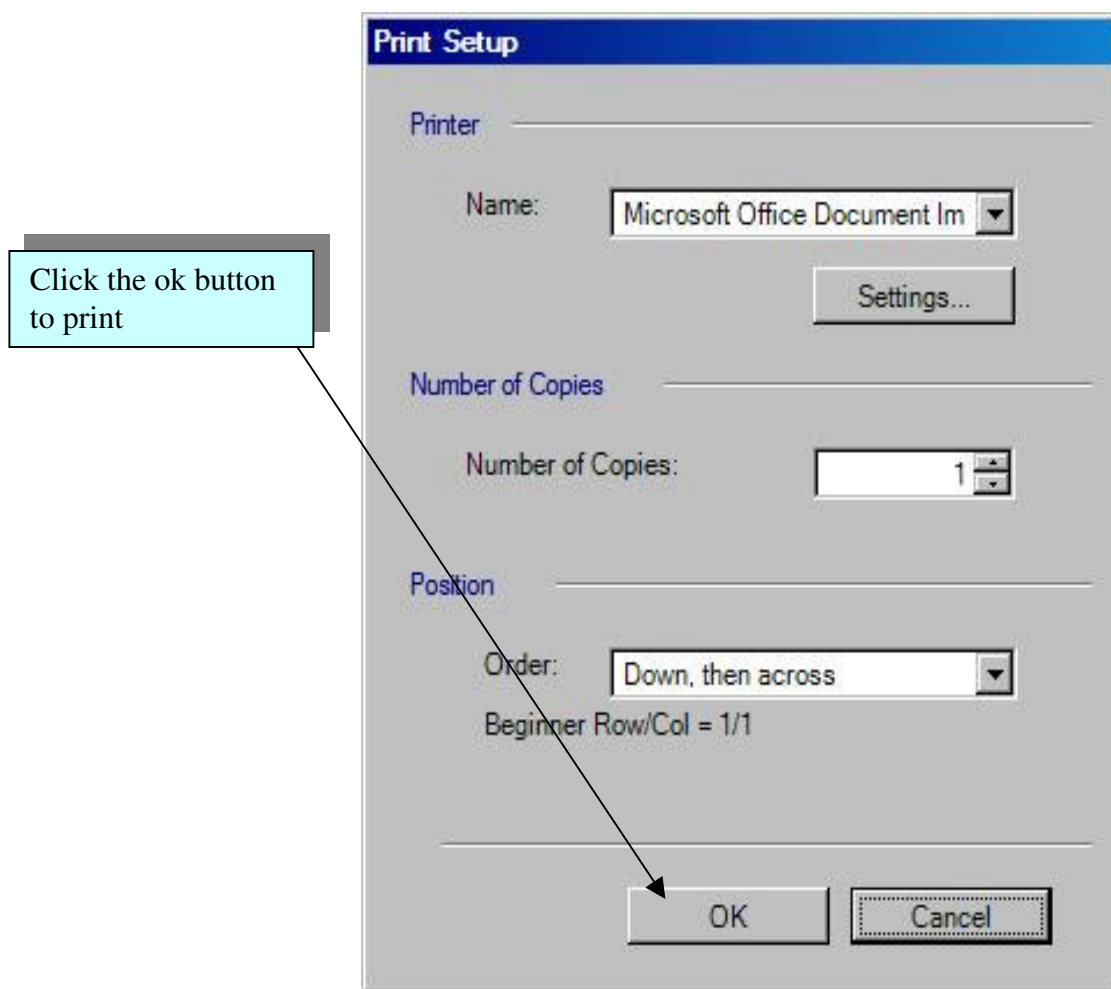


Figure 5.4.8: Print



Chapter 6

Appendix




Appendix

- **Appendix A**
- **Appendix B**
- **Appendix C**
- **Appendix D**
- **Appendix E**

6.0 Appendix

6.1 Appendix A

6.1.1 Installation

	There are two other ways that you can go about getting the software to run if the auto run feature of the CD does not work. Either through the run command see 6.1.1.1 part 1 section, or by exploring the CD it self and manually opening up the setup file see 6.1.1.2 part 2 section.
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6.1.1.1 Installation Part 1

1. Click on the start menu at the bottom left of the screen (see Figure 6.1.1.1.1).

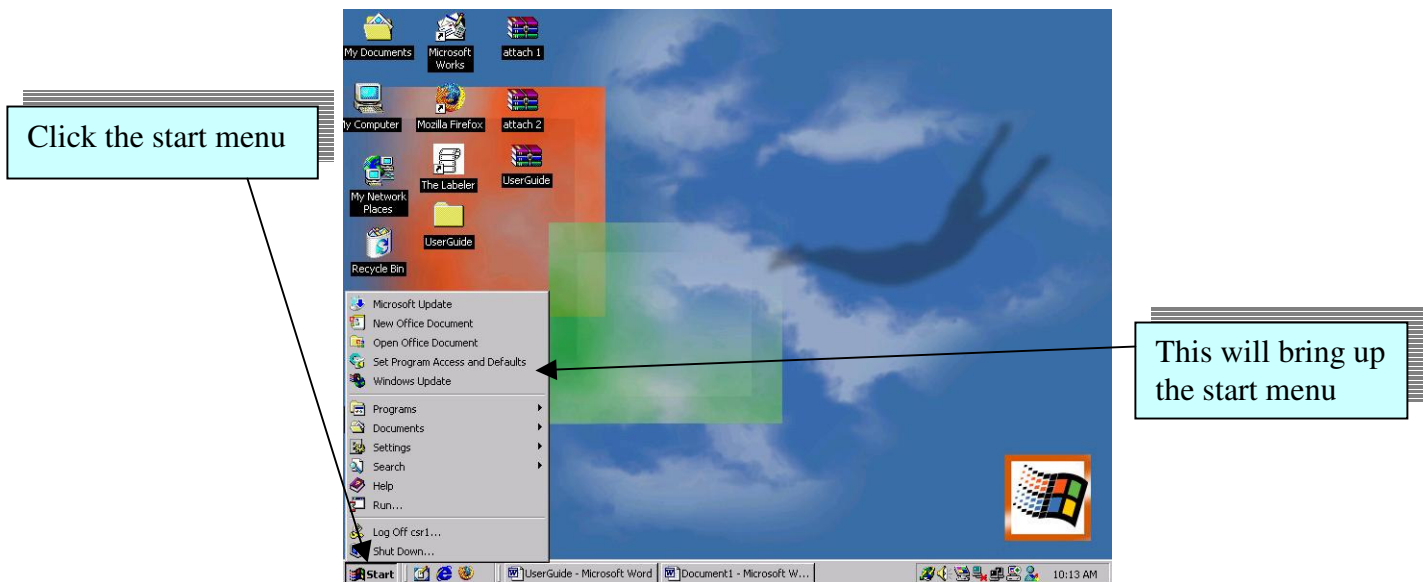


Figure 6.1.1.1.1: Start Menu

2. Click on the run command (see Figure 6.1.1.1.2).

Click on the run command in the start menu

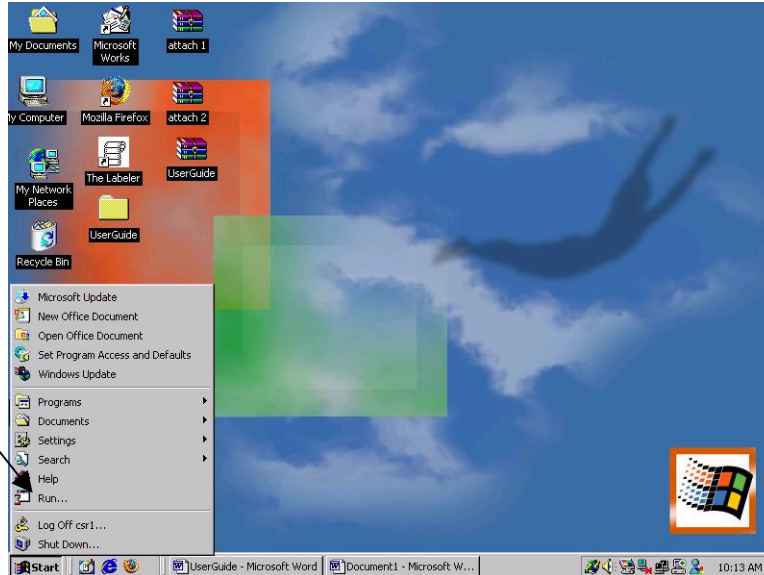


Figure 6.1.1.1.2: Starting the run command.

Once you have clicked on the run command, the run screen should be displayed (see Figure 6.1.1.1.3)

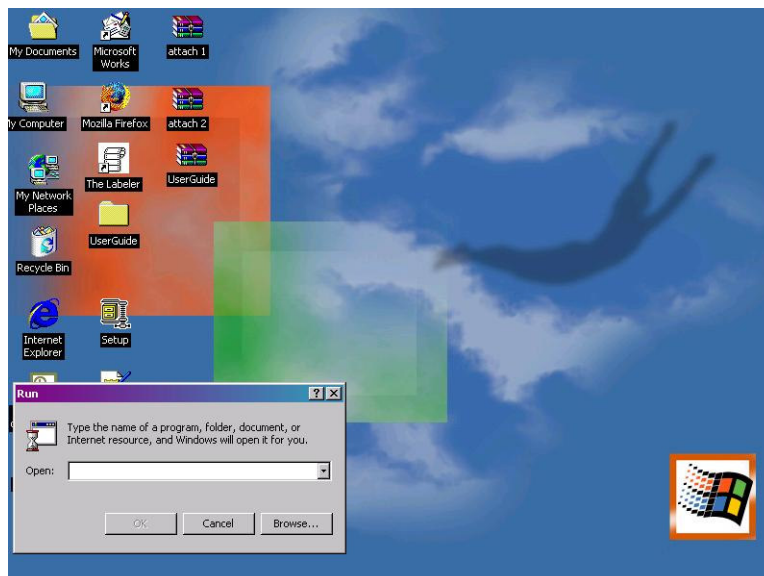


Figure 6.1.1.1.3: Run Command

3. Type in D:\The Labeler Setup.msi (see Figure 6.1.1.1.4).

Type D:\The Labeler Setup.msi into the run dialog area



Figure 6.1.1.1.4: Setup path

4. Click the Ok button. (see Figure 6.1.1.1.5).

Click the Ok button to start the setup process

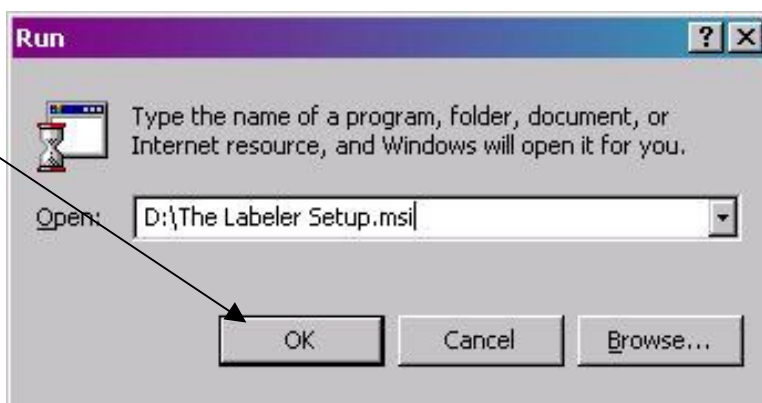


Figure 6.1.1.1.5: Start Setup

Once you have clicked the Ok button the setup for the software should start (see Figure 6.1.1.1.6 and Figure 6.1.1.1.7).

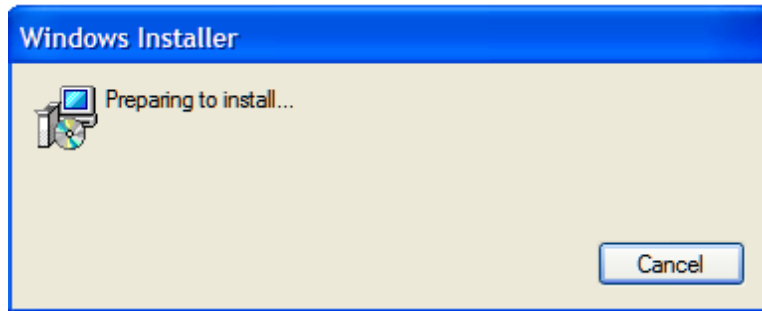


Figure 6.1.1.1.6: Preparing to install screen.



Figure 6.1.1.1.7: Start screen for the installation process

5. Press the next button and this will take you to the installation path screen (see Figure 6.1.1.1.8)

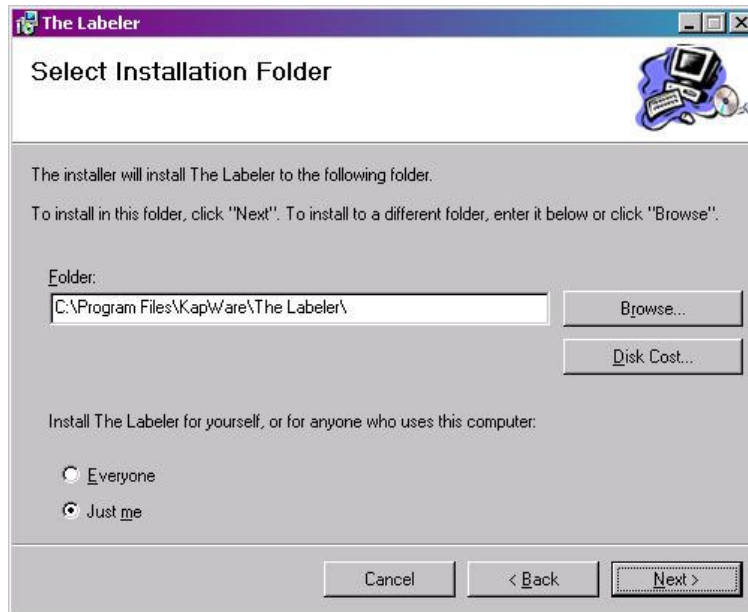


Figure 6.1.1.1.8: Installation Path Screen

6. Select the installation path for where on your computer it will be installed (see Figure 6.1.1.1.9).

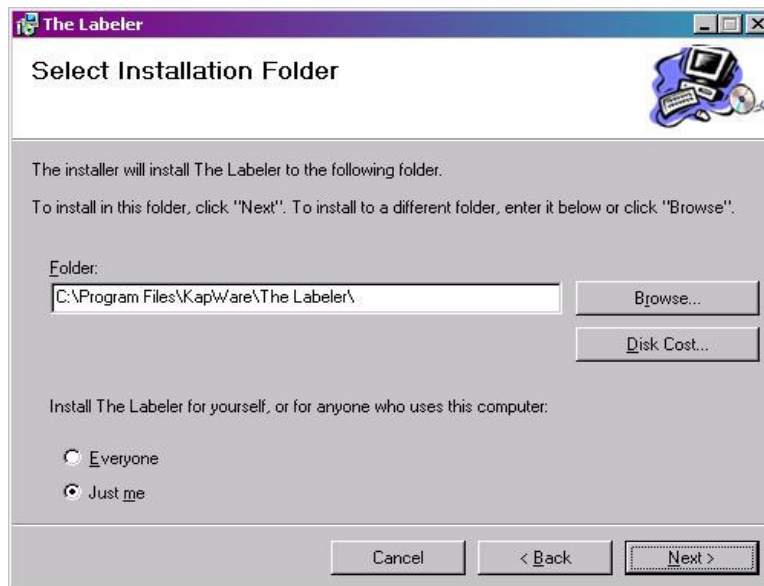
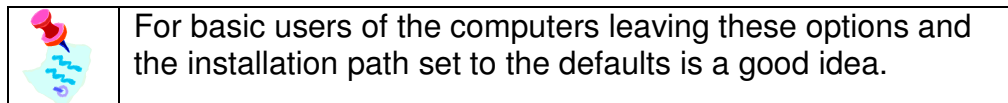


Figure 6.1.1.1.9: Setup Installation Path

7. Press the next button and this will take you to the installation process screen (see Figure 6.1.1.1.10).

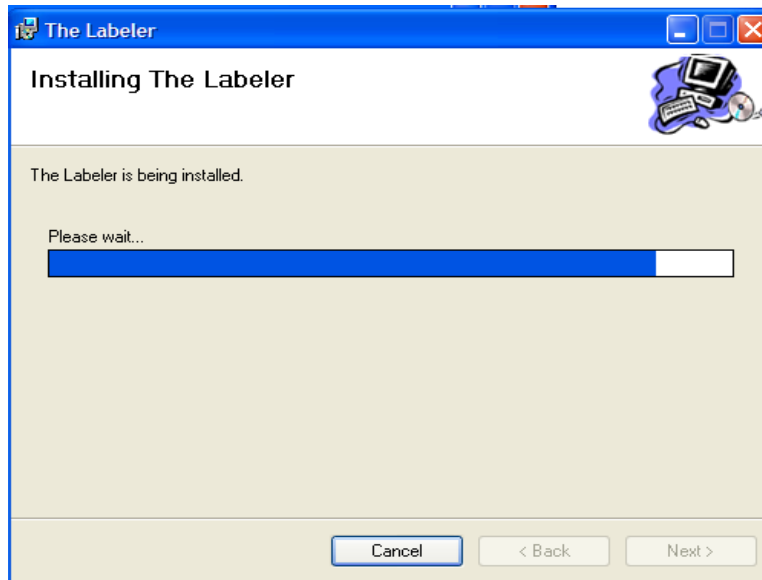
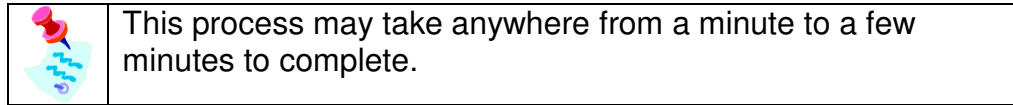


Figure 6.1.1.1.10: Installation Process Screen

8. Once the installation process is completed, it should automatically take you to the Installation is Complete screen (see Figure 6.1.1.1.11).

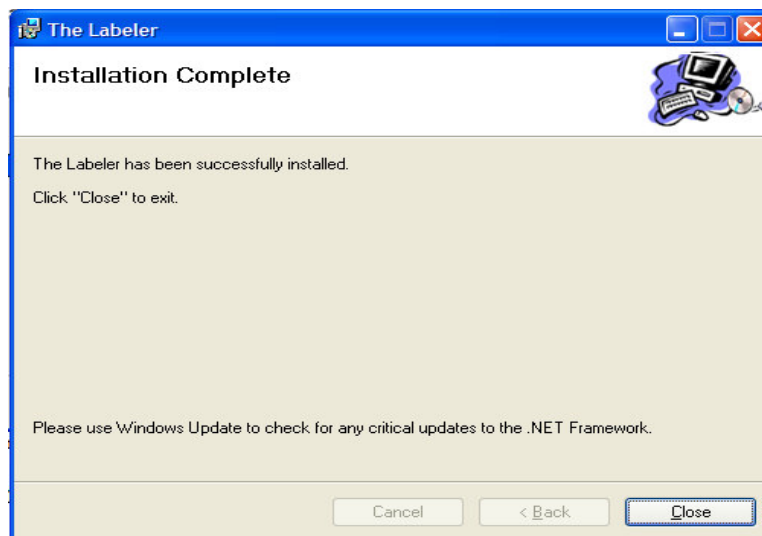


Figure 6.1.1.1.11: Installation is Complete Screen

9. Press the Close button, this will close the setup screen for the Labeler, and it will now be installed on your system.

6.1.1.2 Installation Part 2



1. Double Click My Computer Icon located on the desktop (see Figure 6.1.1.2.1).

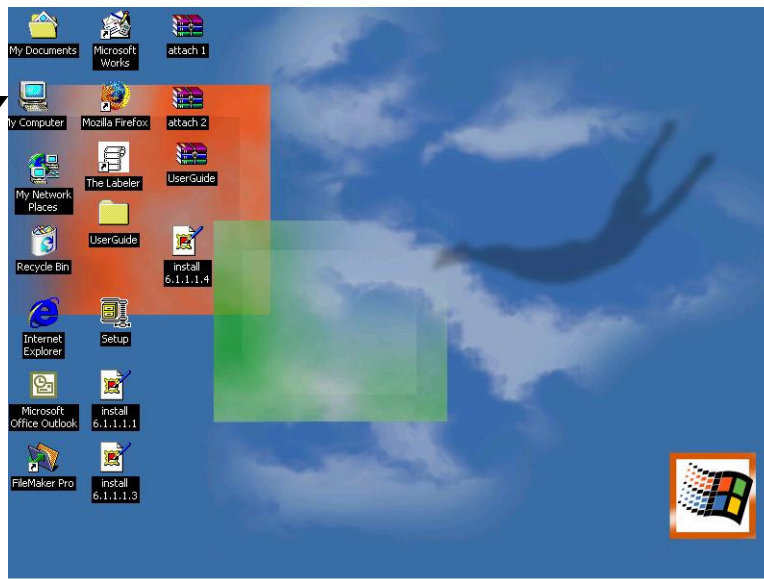


Figure 6.1.1.2.1: Double Click My Computer

Once you have double clicked on My Computer, it should bring up the My Computer screen (see Figure 6.1.1.2.2).

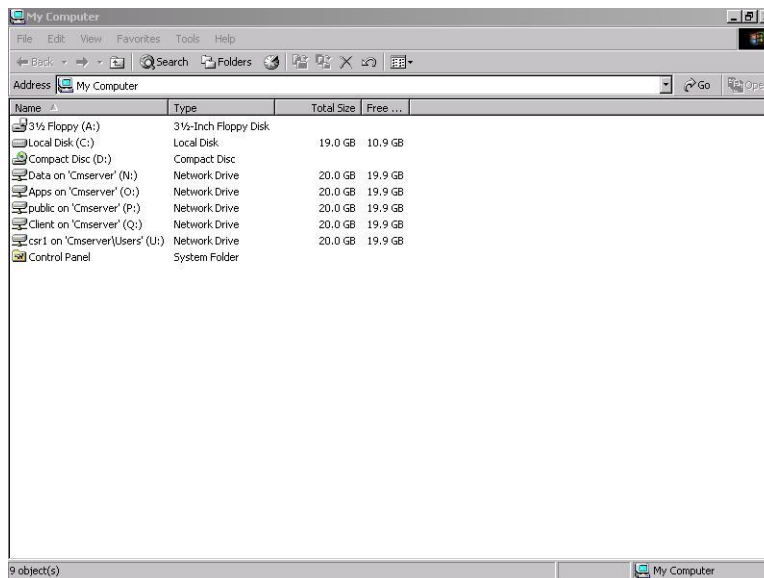


Figure 6.1.1.2.4: My Computer

2. Click once and select CD Drive (D:) so that it is highlighted (see Figure 6.1.1.2.3).

Click on (D:) once to highlight it that it has been selected

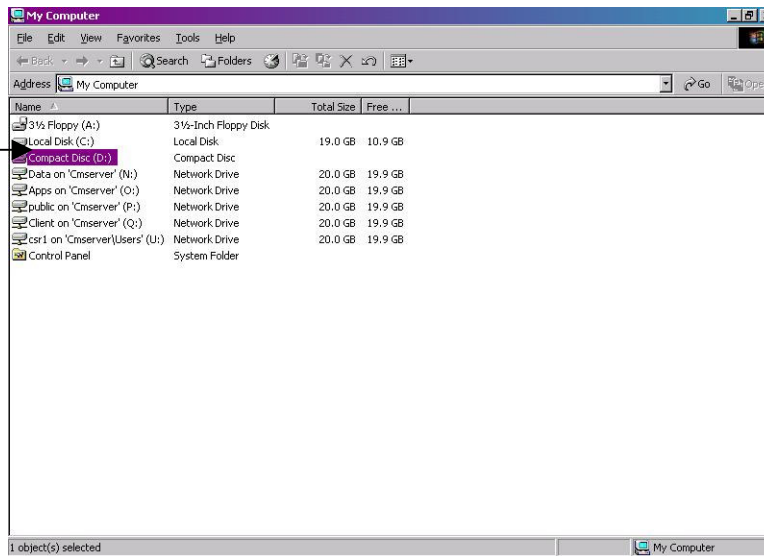


Figure 6.1.1.2.3: Selected the CD Drive

3. Right click on the highlighted drive to bring up the right click menu (see Figure 6.1.1.2.4).

Right Click on the CD Drive to bring up the right click menu

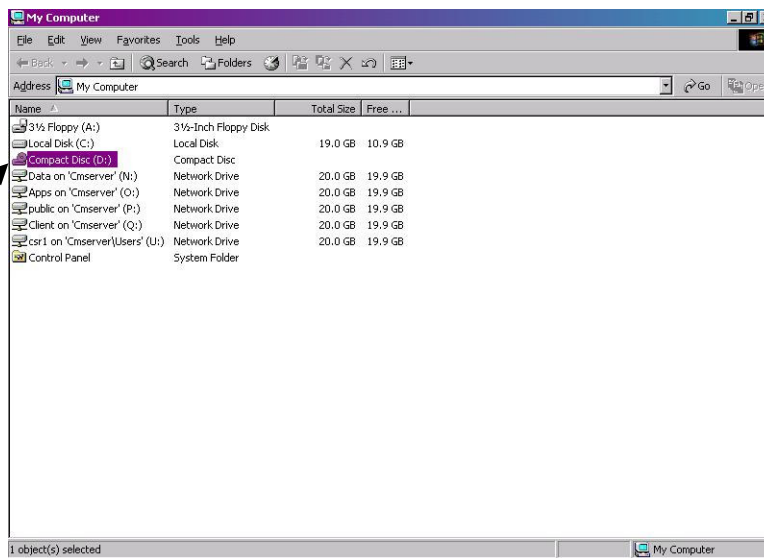


Figure 6.1.1.2.4: Right click on the CD Drive

Once you have right clicked on the CD Drive, the right click menu should be viewable now (see Figure 6.1.1.2.5).

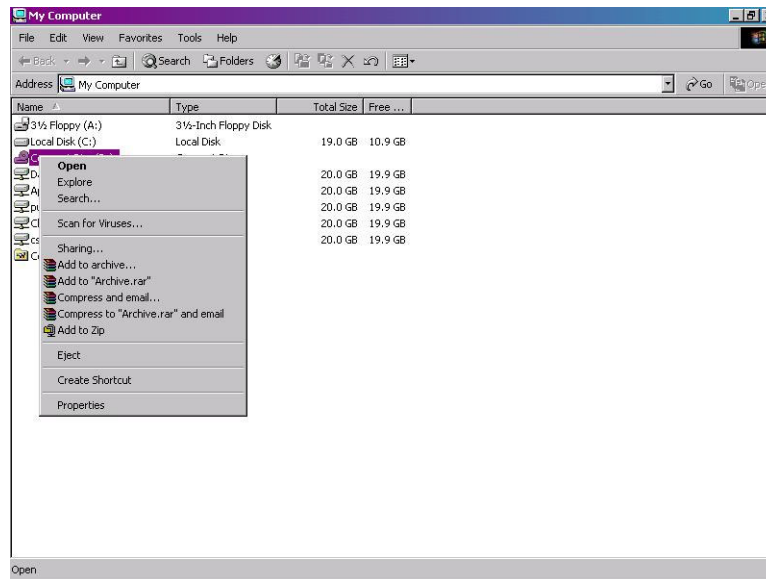


Figure 6.1.1.2.5: Right Click Menu.

4. Click on Explore in the menu (see Figure 6.1.1.2.6).

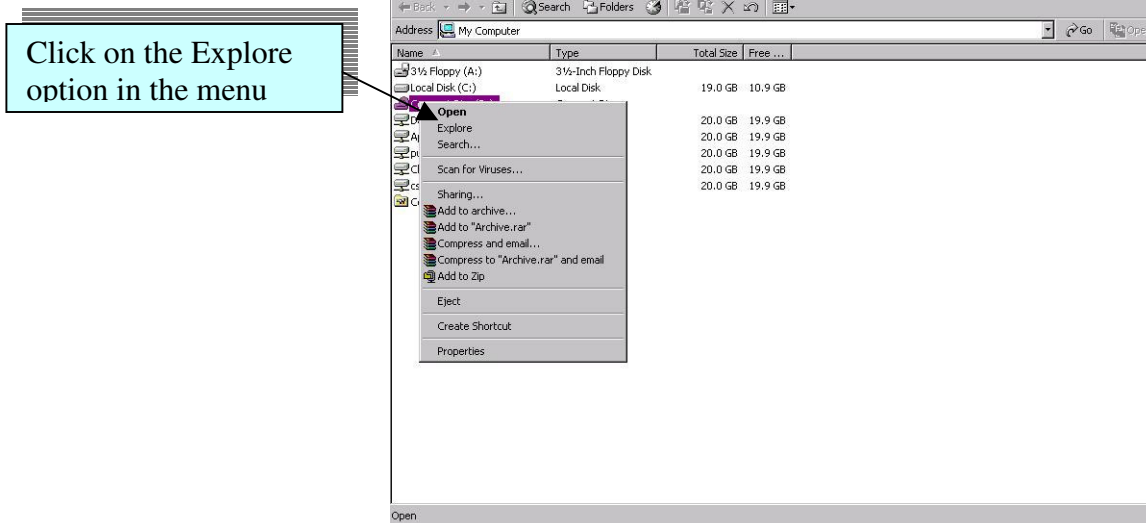


Figure 6.1.1.2.6: Selecting the Explore option.

Once you have clicked on the Explore option, you should now be looking at the D: drive.

5. Double Click on the “The Labeler Setup.msi” icon to start the setup process for the labeler.

Once you have double clicked on the labeler setup.msi icon the setup for the software should start (see Figure 6.1.1.2.7 and Figure 6.1.1.2.8).

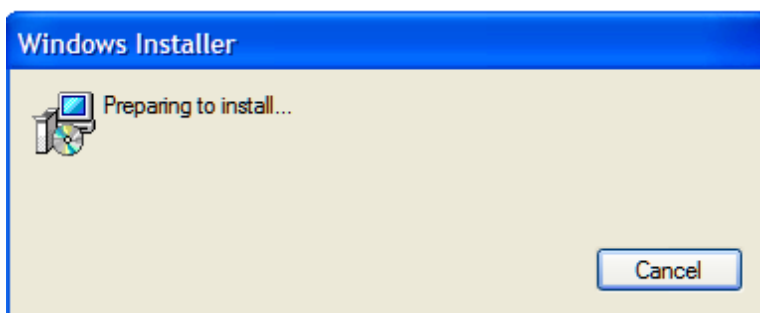


Figure 6.1.1.2.7: Preparing to install screen.



Figure 6.1.1.2.8: Start screen for the installation process

6. Press the next button and this will take you to the installation path screen (see Figure 6.1.1.2.9).

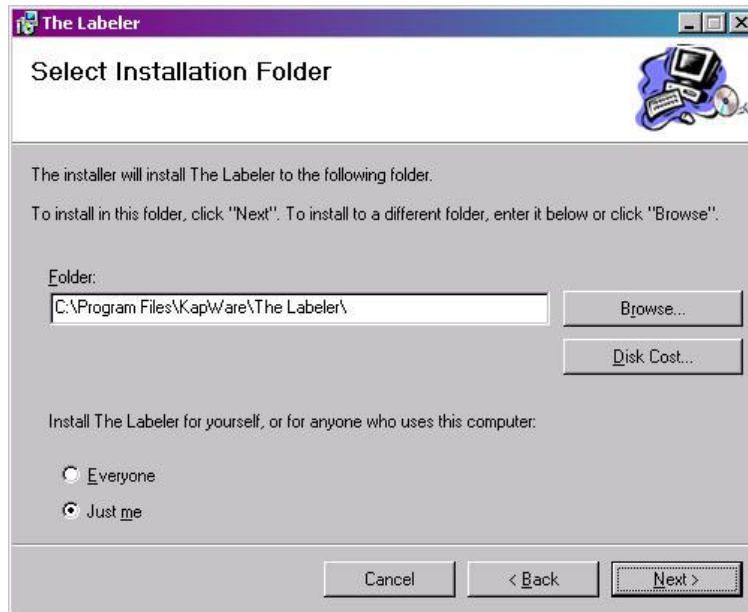


Figure 6.1.1.2.9: Installation Path Screen

7. Select the installation path for where on your computer it will be installed (see Figure 6.1.1.2.10).

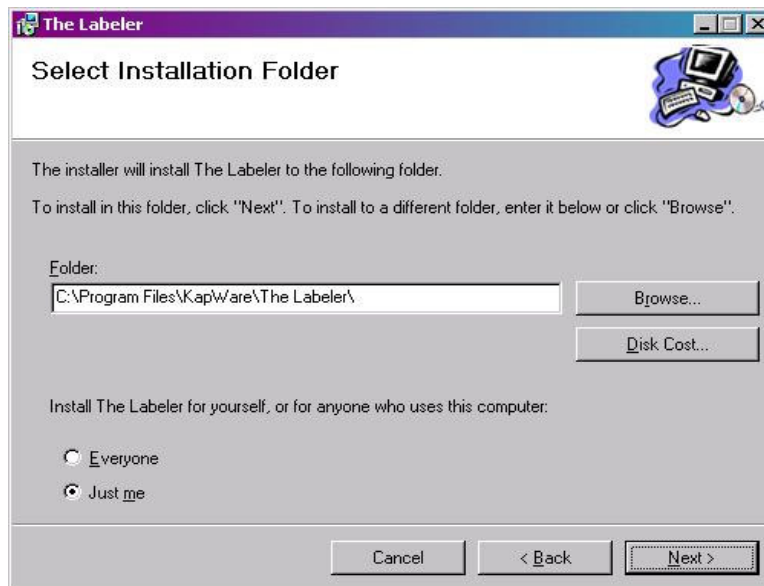
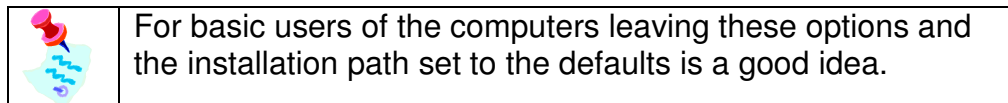


Figure 6.1.1.2.10: Setup Installation Path

8. Press the next button and this will take you to the installation process screen (see Figure 6.1.1.2.11).

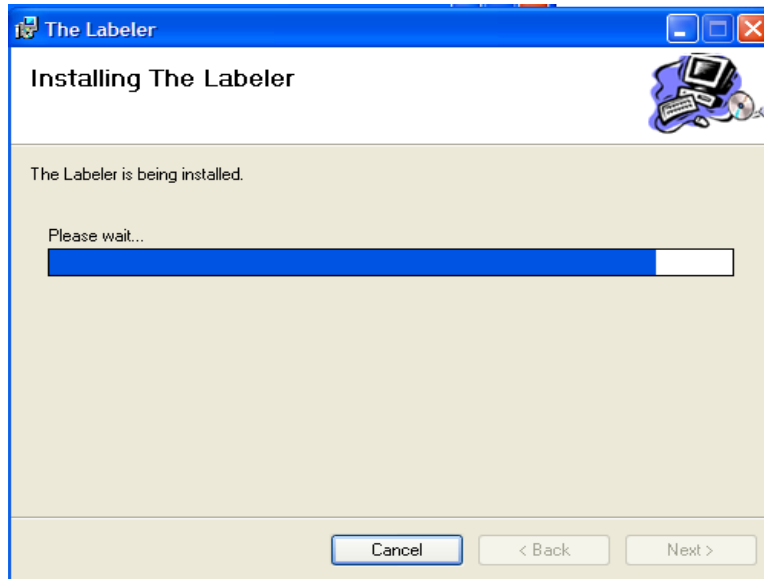
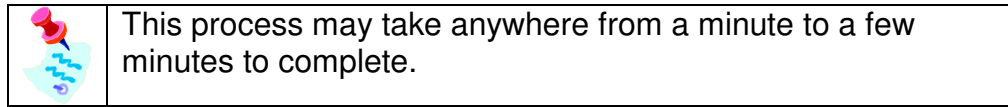


Figure 6.1.1.2.11: Installation Process Screen

9. Once the installation process is completed, it should automatically take you to the Installation is Complete screen (see Figure 6.1.1.2.12).

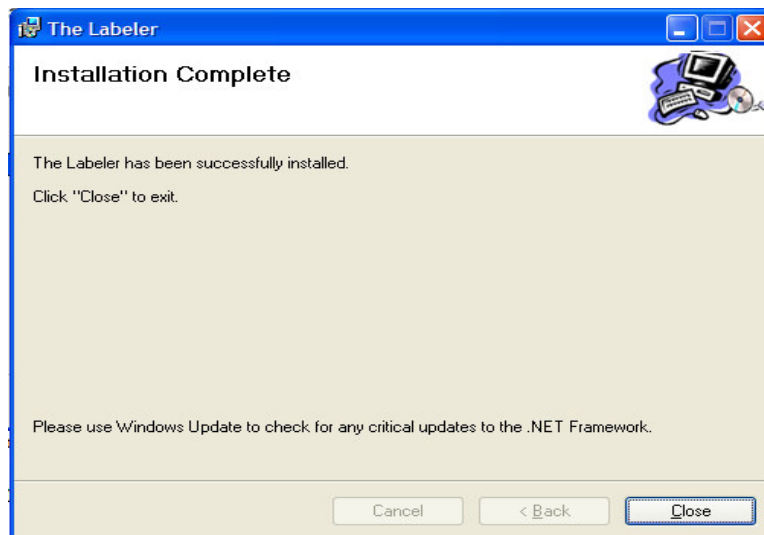



Figure 6.1.1.2.12: Installation is Complete Screen

10. Press the Close button, this will close the setup screen for the Labeler, and it will now be installed on your system.

6.1.2 Startup

 Depending on where you installed the software the location to where you browse to on your computer may be different then what is used in this procedure.

1. Double Click on My Computer icon located on the desktop (see Figure 6.1.2.1).

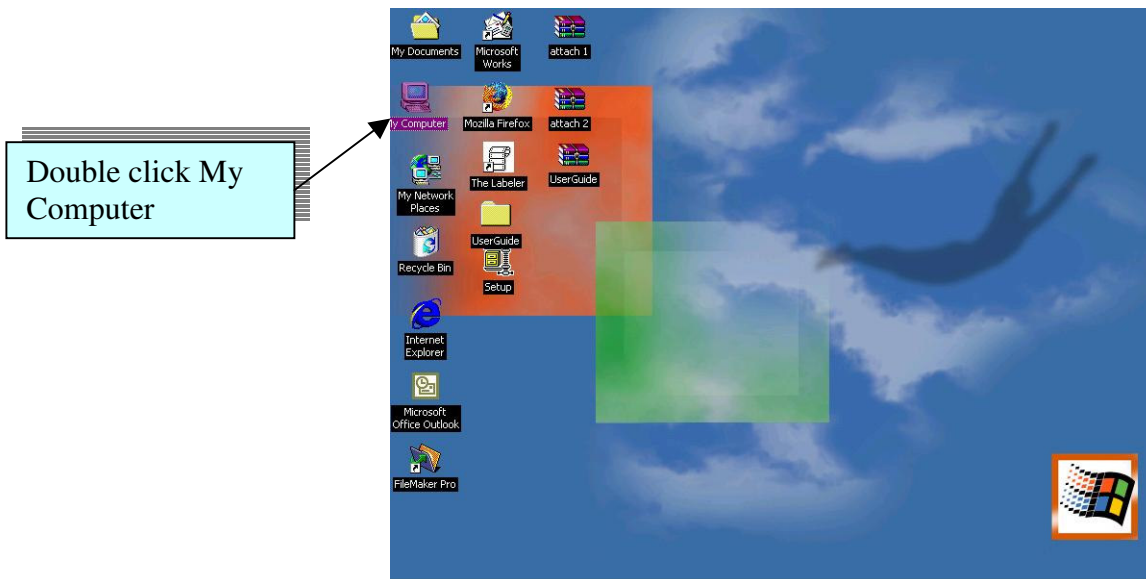


Figure 6.1.2.1: Select My Computer

Once you have double clicked on the My Computer icon it should bring you to the My Computer Screen (see Figure 6.1.2.2).

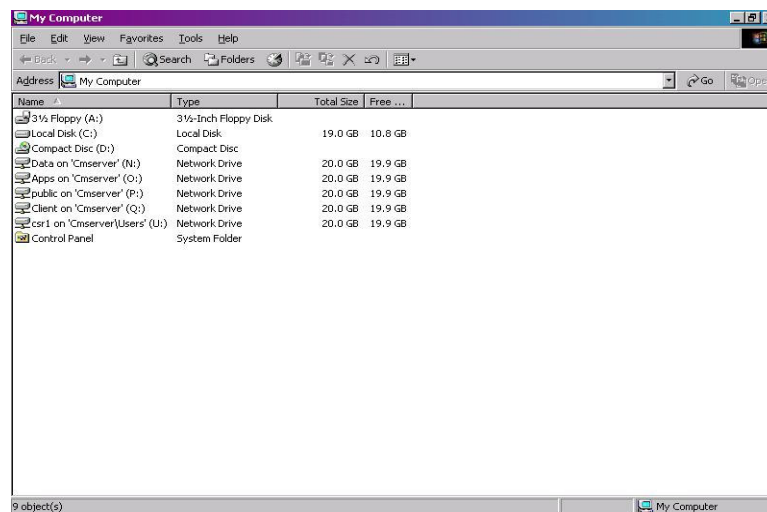


Figure 6.1.2.2: My Computer

2. Double click on the local drive (C:) (see Figure 6.1.2.3).

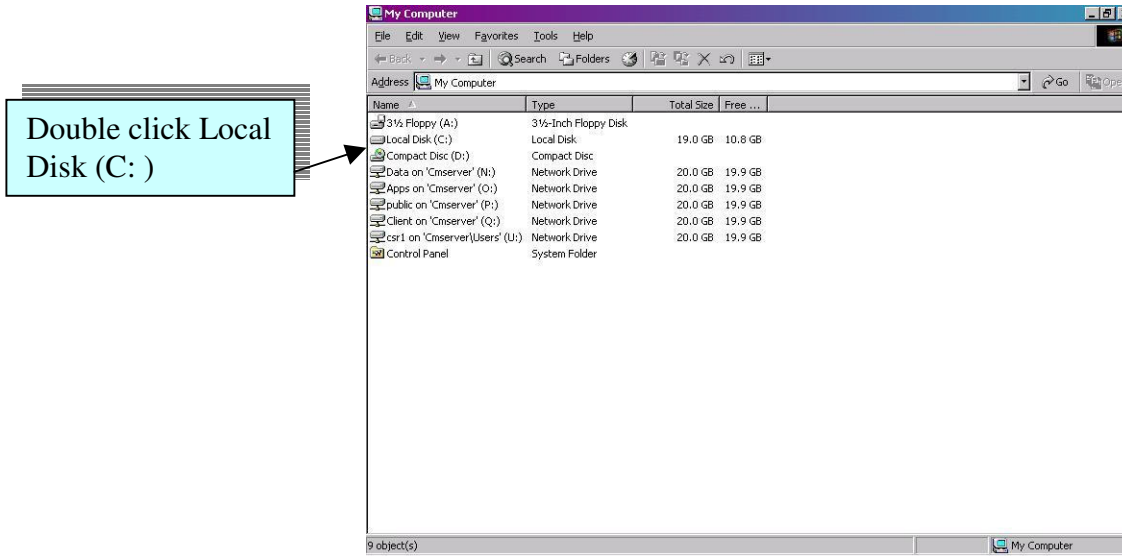


Figure 6.1.2.3: Select the C: Drive

Once you have doubled clicked on the local drive, this will bring you into the C: drive (see Figure 6.1.2.4).

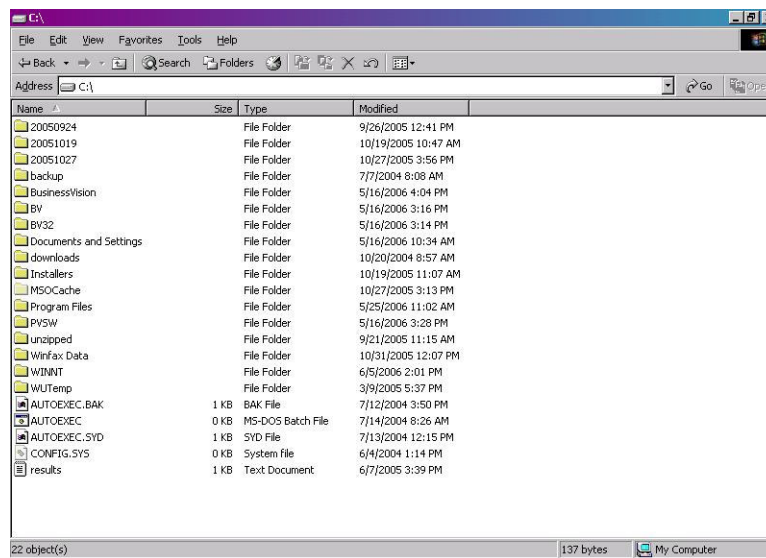


Figure 6.1.2.5: C: Drive

3. Select and double click Program Files folder (see Figure 6.1.2.5).

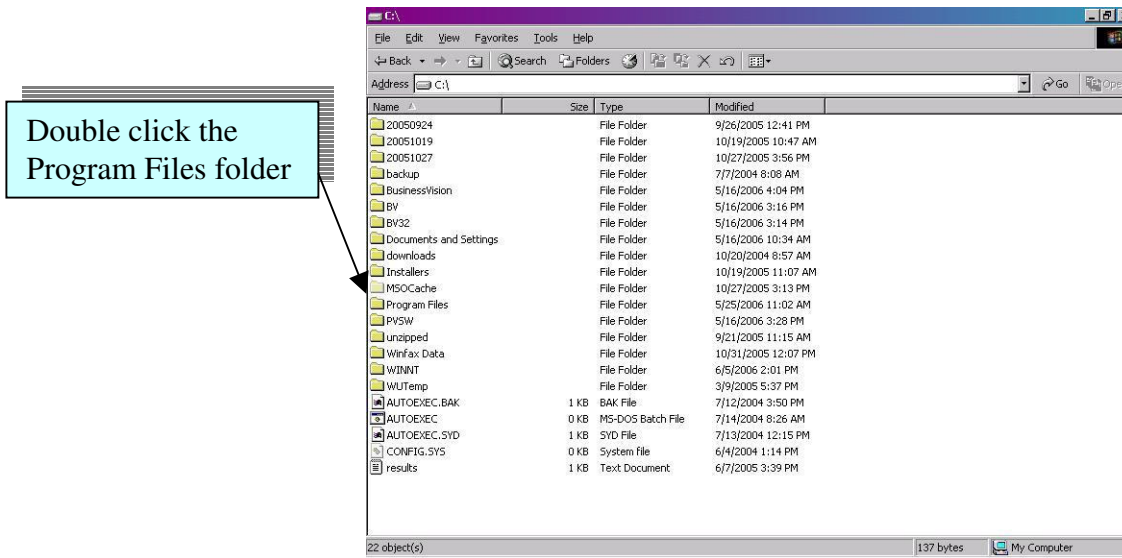


Figure 6.1.2.7: Select Program Files

Once you have double click the Program Files Folder you will be in the Program Files Folder (see Figure 6.1.2.6).

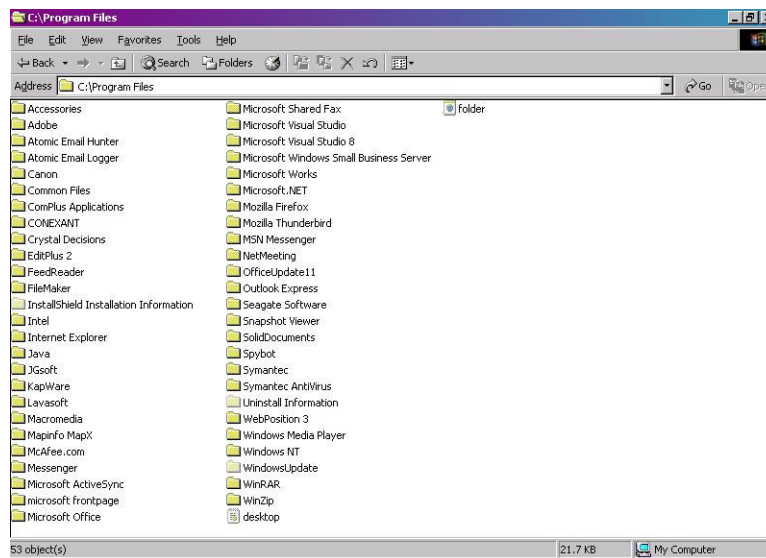


Figure 6.1.2.6: Program Files

4. Select and double click KapWare folder (see Figure 6.1.2.7).

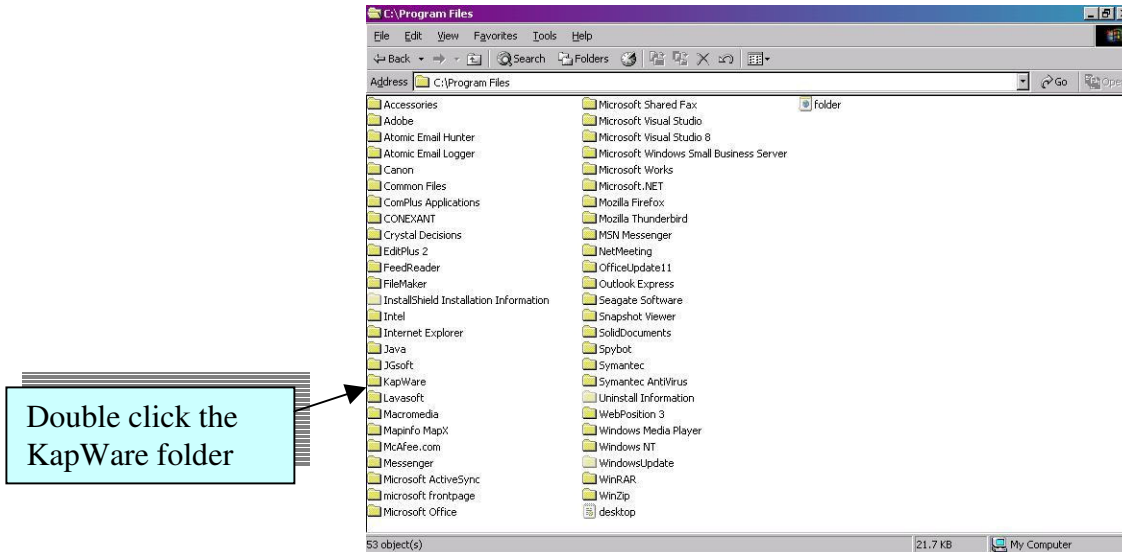


Figure 6.1.2.9: Select KapWare

Once you have double clicked the KapWare folder, you will be in the KapWare folder (see Figure 6.1.2.8).

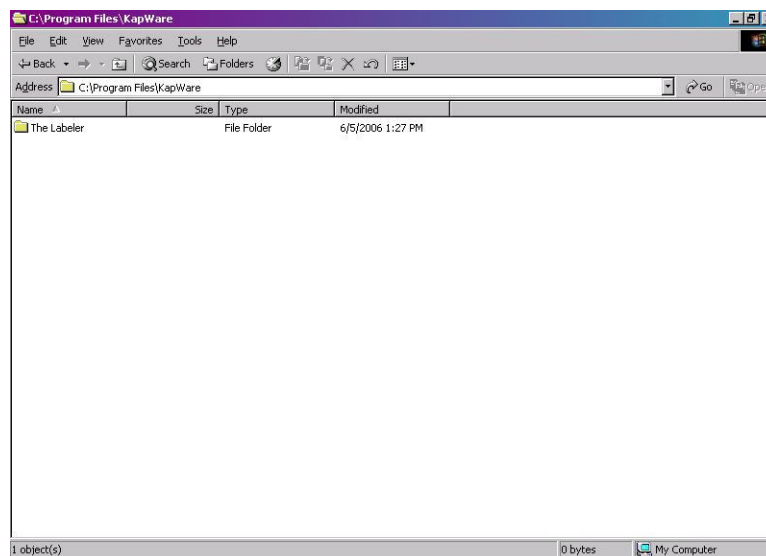


Figure 6.1.2.8: KapWare

5. Select and double click the labeler folder (see Figure 6.1.2.9).

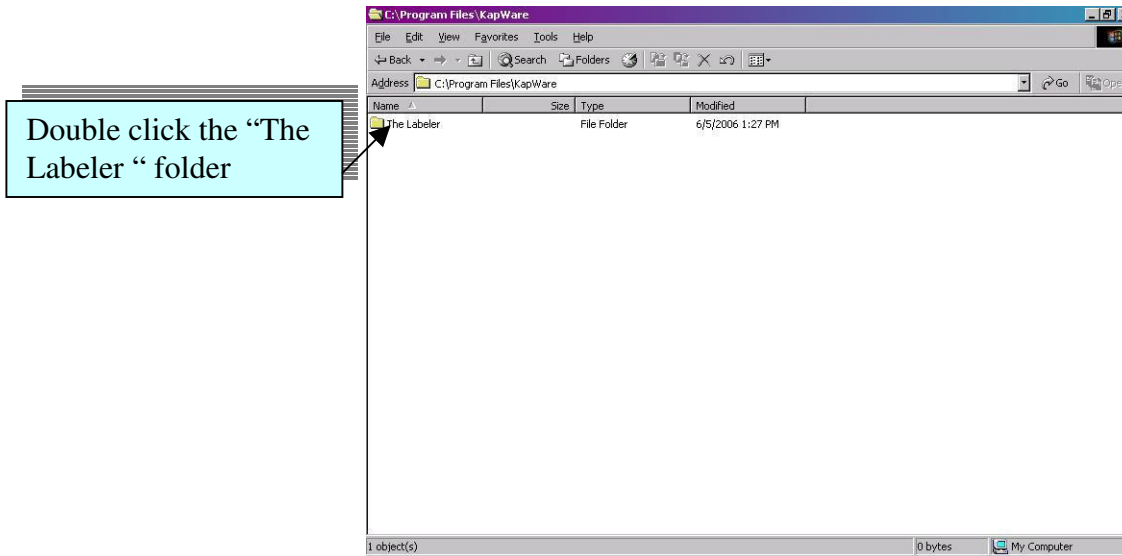


Figure 6.1.2.9: Select The Labeler

Once you have selected the labeler folder you will be inside the labeler folder (see Figure 6.1.2.10).

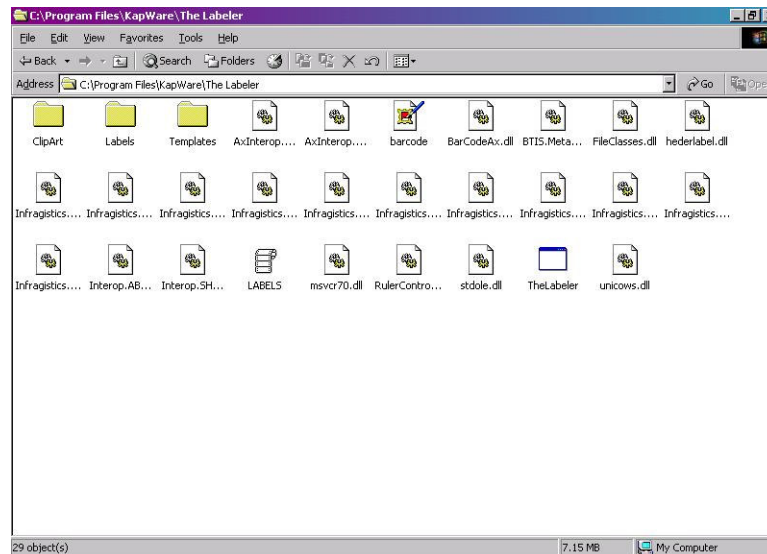


Figure 6.1.2.10: The Labeler

6. Select and double click the labeler icon (see Figure 6.1.2.11).

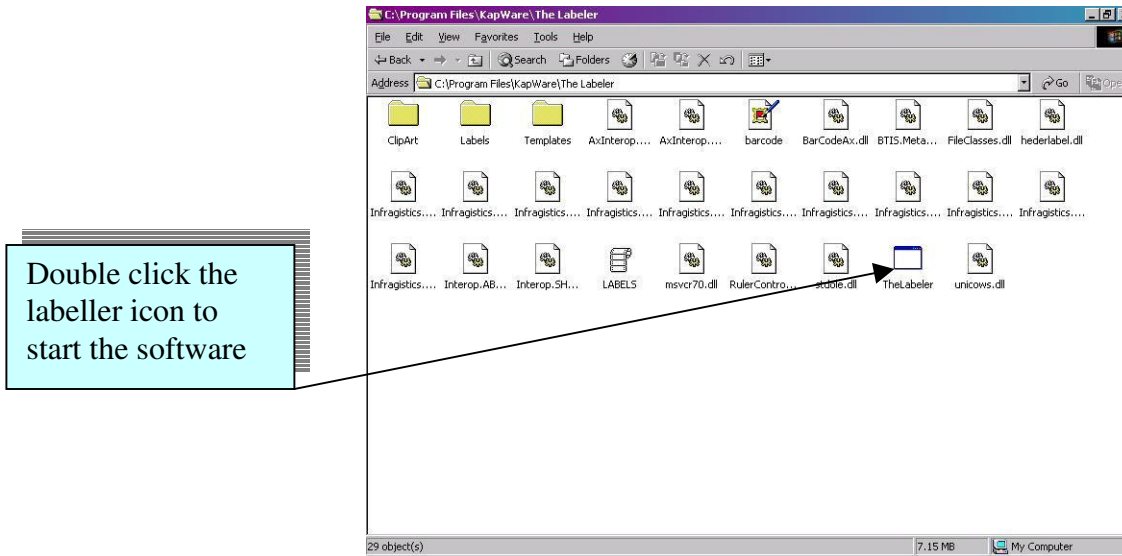


Figure 6.1.2.11: Select The Labeler startup icon

Once you have double click the icon the labeler will start up and you should see this screen (see Figure 6.1.2.12).

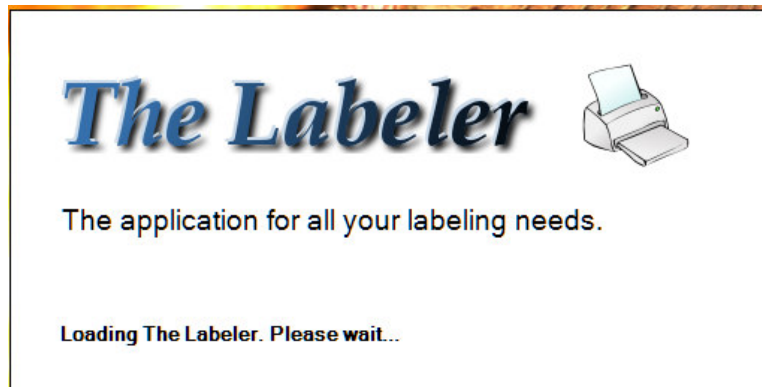



Figure 2.2.2: Labeler Loading Screen

6.1.3 Inserting Text



The following procedure goes for all the texts as you are entering them, that you can resize them.

1. Select any of the four types of text (see Figure 6.1.3.1).

Select what type of text to use.

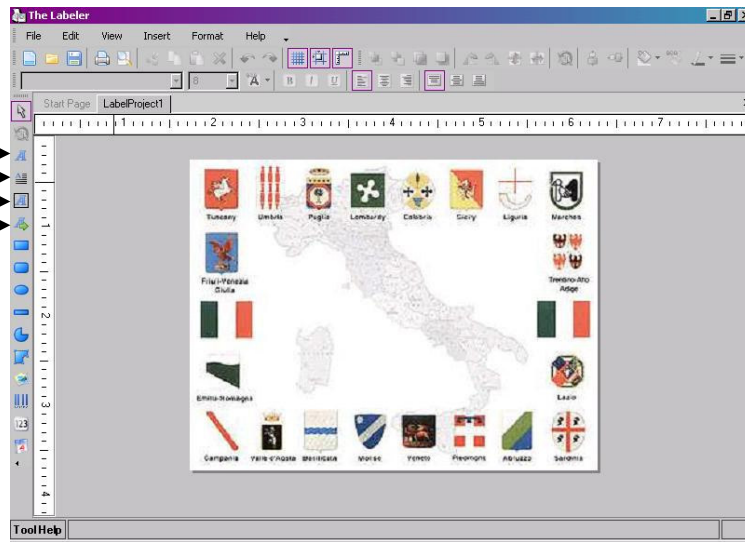


Figure 6.1.3.1: Select type of text

2. Click and hold the left mouse button down on the label at the spot you want the text to be inserted.
3. Drag the mouse down or up until the text field is at the desired size

Once the text is at the desired size let go of the button, a blinking line should appear where you put the text box and it should be the length of what you wanted it (see Figure 6.1.3.2).

The text area line is
a custom size



Figure 6.1.3.3: Text Area Resized as it was inserted

4. Type the desired text in (see Figure 6.1.3.3) and press enter.

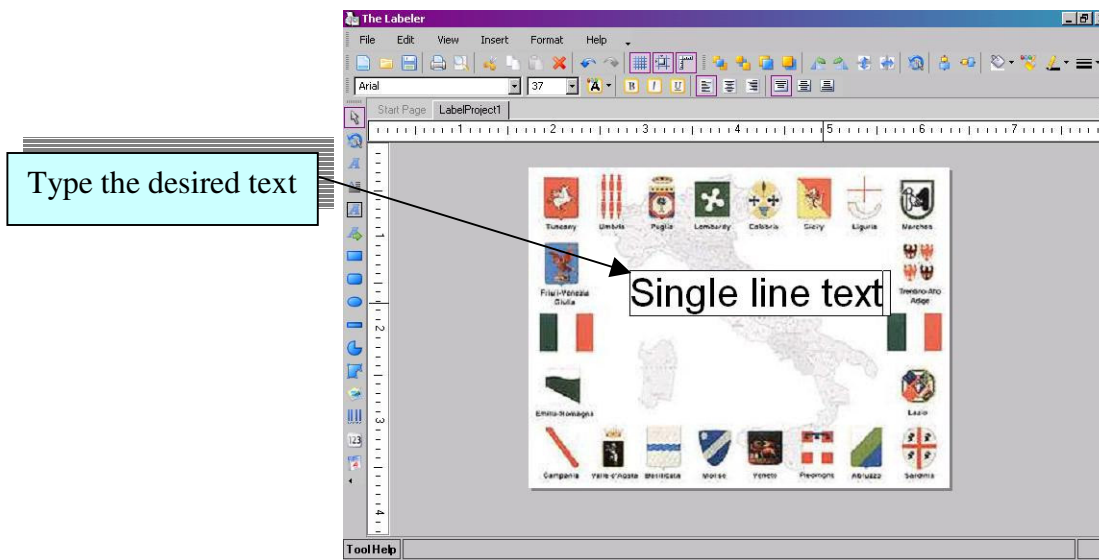


Figure 6.1.3.4: Typing desired text

Once you have typed the text in that you wanted and pressed entered the text should now be entered and at the size that you dragged the line to in step 3 (see Figure 6.1.3.4).

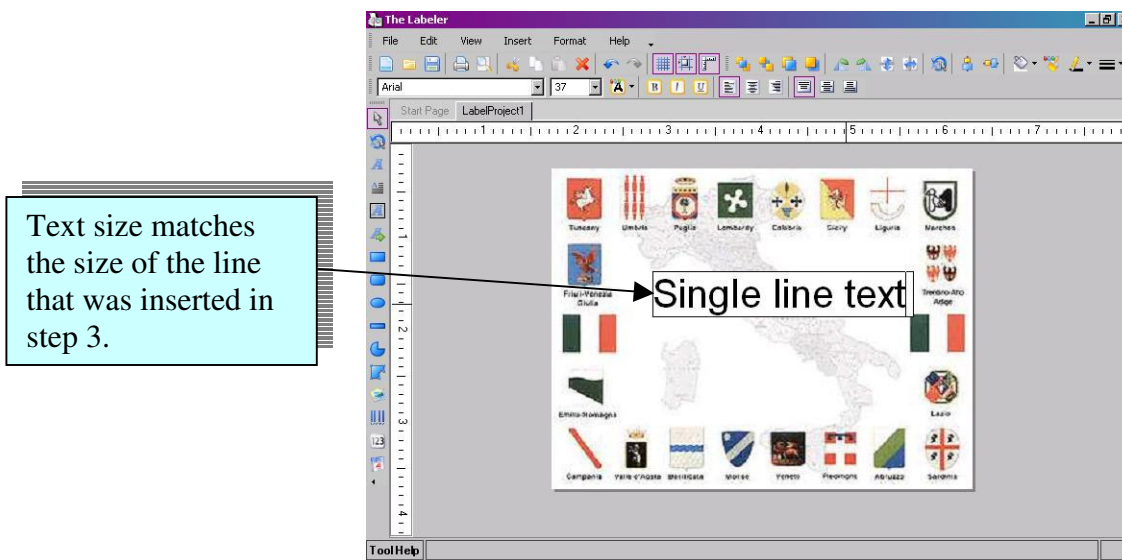
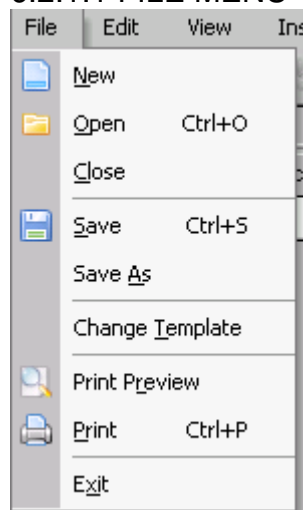


Figure 6.1.3.5: Desired Text at Custom size when inserted

6.2 Appendix B

6.2.1 Menu Options

6.2.1.1 FILE MENU



New – Starts a new label project

Open – Opens an existing label project

Close – Closes the active label project that is currently selected

Save – Saves the current project, if the project hasn't been saved before it will bring up the save as window

Save As – Allows for the current project to be saved under a different name and at a location specified by the user

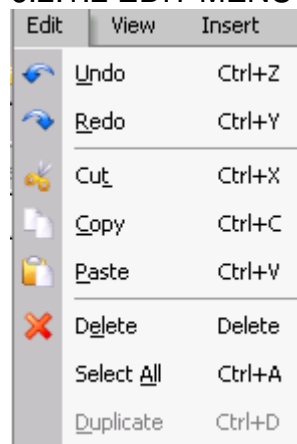
Change Template – Allows for the template of the label to be changed without losing any information

Print Preview – Shows what the label would look like before printing it

Print – Prints the current project to what the print preview looks like

Exit – Closes down the “The Labeler” application, make sure you have everything saved before doing this.

6.2.1.2 EDIT MENU



Undo – Undoes the last thing you did to the label

Redo – Redoes the last thing you undid previously to the label

Cut – Removes the selected item in the project so it can be pasted later

Copy – Puts the selected item into memory while retaining the copied item to later paste it

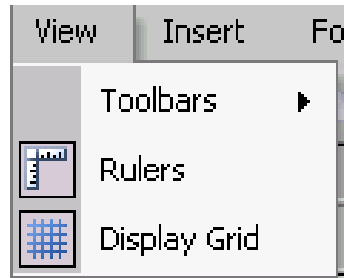
Paste – Pastes a copied or cut item onto the label

Delete – Removes the selected item from the label

Select All – Selects all appropriate objects on the label

Duplicate – Copies and pastes a selected object

6.2.1.3 VIEW MENU

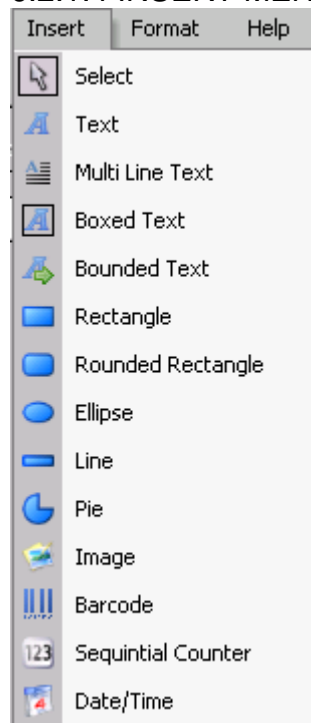


Toolbars – Displays or hides the standard, formatting, text or tools tool bars

Rulers – Displays or hides the rulers on the top and side of the label

Display Grid – Displays or hides the grid on the label

6.2.1.4 INSERT MENU



Select – Tool for selecting, resizing and moving items

Text – Inserts a single line text box

Multi Line Text – Inserts a multi line text box

Boxed Text – Inserts a text box with a border around it

Bounded Text – Inserts a text box that is peritoneal to the size of the text box

Rectangle – Inserts a rectangle shape onto the label

Rounded Rectangle – Inserts a rectangle with rounded corners onto the label

Ellipse – Inserts an ellipse shape onto the label

Line – Inserts a line onto the label

Pie – Inserts a ¼ pie shape onto the label

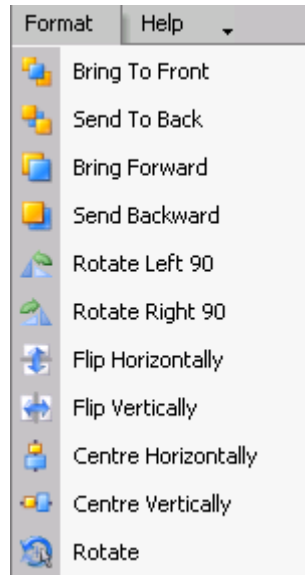
Image – Allows for images to be imported from outside the software and inserted onto the label

Barcode – Inserts a barcode onto the label

Sequential Count – Inserts a custom counter onto the label

Date/Time – Inserts the date and time onto the label

6.2.1.5 FORMAT MENU



Bring To Front – Brings the selected item in front of all other items

Send To Back – Sends the selected item back of all other items

Bring Forward – Brings the selected item, one item closer to the front

Send Backward –Sends the selected item, one item further from the front

Rotate Left 90 – Rotates the selected item 90 degrees to the left

Rotate Right 90 – Rotates the selected item 90 degrees to the right

Flip Horizontally – Flips the selected item top to bottom

Flip Vertically – Flips the selected item side to side















Centre Horizontally – Centers the selected item from top to bottom

Centre Vertically – Centers the selected item from side to side
















Rotate – Enables or disables rotation of the selected item with the mouse

6.2.2 Toolbar Icons

6.2.2.1 STANDARD TOOLBAR

-  New – Starts a new Label Project
-  Open – Opens an existing label project
-  Save – Saves the current label
-  Print – Prints the current label
-  Print Preview – Shows how the current label will print.
-  Cut – Cuts the selected item
-  Copy – Copies the selected item
-  Paste – Inserts the item that was cut or copied.
-  Delete – Deletes the selected item
-  Undo – Undoes the last action
-  Redo – Redoes the last undone action
-  Display Grid – Displays or Hides the grid
-  Snap to Grid – Automatically attaches items to the gridlines
-  Rulers – Displays or hides the rulers on the top and side of the label

6.2.2.2 FORMATTING TOOLBAR

-  Bring To Front – Brings the selected item in front of all other items
-  Send To Back – Sends the selected item to the back of all other items
-  Bring Forward – Brings the selected item, one item closer to the front
-  Send Backward – Sends the selected item, one item further from the front
-  Rotate left 90 – Rotates the selected item 90 degrees to the left
-  Rotate Right 90 – Rotates the selected item 90 degrees to the right
-  Flip Horizontally – Flips the selected item top to bottom
-  Flip Vertically – Flips the selected item side to side
-  Rotate – Enables or Disables rotation of a selected item with the mouse.
-  Center Horizontally – Centers the selected item from side to side on the label
-  Center Vertically – Centers the selected item from top to bottom on the label
-  Fill Color – Allows color selection for shapes
-  Fill Style – Allow for pattern selection for filling shapes
-  Line Color – Allows for the color selection for the lines on shapes and for the line tool
-  Line Weight – Allows for the selection of different widths for line tool and shape outlines

6.2.2.3 TEXT TOOLBAR



Font Type – Allows for the font type of the text on the label to be chosen



Font Size – Allows for the size of the font to be chosen for the label



Font Color – Changes the selected text color



Bold – The selected text is boldface



Italic – The selected text is italicized



Underline – The selected text is underlined



Align Left – Moves the text to the left side of the label



Align Center – Moves the text to the center of the label



Align Right – Moves the text to the right side of the label



Align Top – Moves the text to the top of the label



Align Middle – Moves the text to the middle of the label



Align Bottom – Moves the text to the bottom of the label

6.2.2.4 TOOLBAR



Select – Tool for selecting, resizing, and moving items



Rotate – Enables/Disables rotation of a selected item with the mouse



Text – Normal one line of text



Multi Line Text – Text that can have more than one line



Boxed Text – Text surrounded by a border



Bounded Text – That can have its length modified by the selection tool.



Rectangle – A normal rectangle shape that can be used on the label



Rounded Rectangle – A rectangle with rounded corners



Ellipse – An ellipse shape that can be used on the label



Line – A straight line that can be used on the label



Pie – $\frac{1}{4}$ pie shape in any length or width that can be used on the label



Polygon – Custom point-to-point shape (double click to close the shape)



Image – Allows for an image to be inserted onto the label from a file. Refer to the FAQ section for the types of images that are supported.



Barcode – Inserts a barcode onto the label. Additional barcode information can be found in Appendix C



Sequential Counter – Allows for a custom numbering of items



Date/Time Allows for the user to chose the date and time to be printed on the label

6.3 Appendix C

6.3.1 Keyboard Shortcuts

Copy.....	Ctrl + C
Cut.....	Ctrl + X
Delete.....	Delete
Open.....	Ctrl + O
Paste.....	Ctrl + V
Print.....	Ctrl + P
Redo.....	Ctrl + Y
Save.....	Ctrl + S
Select All.....	Ctrl + A
Undo.....	Ctrl + Z

6.4 Appendix D

6.4.1 Frequently Asked Questions

Q. What fonts does “The Labeler” support?

A. “The Labeler” uses systems fonts. If you want to use any other font, which is not on “The Labeler”, just install that font to your windows operating system.

Q. Can I use a custom font in “The Labeler”?

A. Yes, just install the font you want to use to your system. However, “The Labeler” does not assist in the creation of new fonts.

Q. Where can I get custom fonts if I wish to use different fonts?

A. Do a search on the Internet for fonts on any search engine such as Google and it will come up with a bunch of places where you can get custom fonts.

Q. What image formats does “The Labeler” support?

A. It currently supports most common types of images such as:

1. JPEG
2. WMF
3. BMP
4. GIF
5. PNG

Q. What languages does “The Labeler” support?

A. “The Labeler” currently only supports English. If you have the right font you can apply different languages to the label itself.

Q. How do I uninstall “The Labeler”?

A. Go to the start menu, then to the control panel, click on add and remove program in the control panel, on this screen find the “The Labeler” and click the remove button next to it.

Q. What date format does “The Labeler” support?

A. The Labeler currently only supports dates, which are in the following formats:

1. d/mm/yyyy
2. dd/mm/yy
3. d/m/yy
4. yyyy-mm-dd
5. yy-mm-dd

Q. Can I save my work as an image file?

A. No, you can only save your label as a label file within the labeler.

Q. My system was unexpectedly shut down and I was working on my label. Can I restore my label?

A. Unfortunately, No. “The Labeler” does not provide any automatic saving or restoring function.

Q. Can I have only one label on one page?

A. Yes, create custom panel when you start a new label. There are options about size and numbers of label on one page. Make sure to save your label projects as you work on them.

Q. Can I change the template without losing any objects on my label?

A. Yes. Go to the file menu and **select** ‘change template’. You will not be losing any data on your labels by changing templates, you can also choose to only print selected labels on a sheet of an existing label template in the print setup.

Q. A tool bar is not showing up, how do I get it to display?

A. The easiest way to do this is to go to the **View Menu** and select **Toolbars** this will display a side menu to this option with the four tool bars listed in it, if one of them does not have a check mark beside it select it and this should fix the problem.

Q. I printed a 4th & Vine label, but the artwork I choose did not print?

A. This is not a problem because, the template is not suppose to print, to have that template on the printed version of the label, you must purchase the label paper with that design from 4th & Vine (Canada Mounts).

This can be accomplished by going to the web site by either accessing it through the online resource tab on the start page of the “The labeler” software or by going to www.4th-vine.com.

Q. I printed a label in portrait or landscape orientation but the labels are in the same orientations?

A. This is because the orientations portrait and landscape refer to the orientation of the sheet of labels and not the labels themselves.

6.5 Appendix E

6.5.1 Tips and Tricks

6.5.1.1 Printing

6.5.1.2 Inkjet/Bubble Jet Printers

- A variety of our labels are printed on Inkjet-Friendly paper stock and will require no adjustments for printing. This is matte paper and the product code will start with "B".
- If you are printing on our semi-gloss paper, product code is "A", you may be required to make some adjustments.
 - Check to see if your printer has a "Glossy paper" or a "Transparency" setting. If so, use it. Also make sure that you select the "Envelope" setting.
 - Using the lowest DPI (Dots Per Inch) setting will thin out the concentration of ink. This may help if you are finding smearing as your label is printing.

6.5.1.3 Laser Printers

- Use the Manual Feed tray on your laser printer.
- Use only OEM (Original Equipment Manufacturer) toner. Our testing has shown that after market toner can produce less than desirable results. Some after market toner can even ruin the printing drum on your printer.

6.5.1.4 More Tips

- Can't decide which end of the page is the top? Just remember that *MOST* 4th & Vine labels have a 3/4" lead on the page. That is the end that goes into the printer, this is especially helpful when printing plain labels.
- Having smudging problems? Spray the printed labels with a thin coat of acrylic lacquer. Lay the labels flat and spray lightly.
- If black text looks blocky and grey, try making the text dark Magenta or Maroon colour.
- Fonts that are light (thinner) in nature will print better than heavy (thicker) fonts.
- Vertical and Horizontal text on the same page is possible. If your program doesn't allow for this option, two separate overprint runs is an easy way to achieve this effect.

- We always suggest that you print a test sheet on plain paper and hold it up to your label sheet BEFORE printing your labels. This allows you to check that you are satisfied with positioning of your text, artwork, etc. You should then only print ONE label sheet to confirm again that you are happy with the results.

6.5.1.5 Using Other Software to Overprint Your Labels

- If using other word processing or graphics programs to print 4th & Vine labels use the following guidelines. This is a general guideline, every program is different.
 - Set the margins to fit the label sheet.
 - Create columns to give you 2 equal sections to your page.
 - Add your text where you think you it should go.
 - Print your document out on a sheet of plain paper, then hold it up to the label sheet and see how close you are. Make adjustments until you are satisfied with the results.
 - Print one label sheet as a test.

If everything is satisfactory print your labels.

6.5.2 Label Application and Removing Tips

- Make sure that all of the bottles are clean, dry and room temperature.
- Peel the labels off the sheet slowly so that you don't rip them.
- Aligning the labels can be tricky. Use a Bottle Holder for applying labels, lay your bottle on a cloth, or another option is to hold the bottle between your legs while sitting. You are trying to keep the bottle steady as you apply the label.
- Smooth the label on from the centre, first vertically, then to each side. You will find that this tip will keep your label straight.
- Our labels can be repositioned, but only if done *immediately*!
- Leave the bottles at room temperature for 12-24 hours before refrigeration. This gives the adhesive time to set properly.
- Do not store your bottles in a humid place.
- To Remove labels from your bottles, just fill them with hot water and leave them for a couple of minutes. Then slowly peel the label off.
- Even 5 minutes soaking in hot water can be too long and make it difficult to remove the label.
- *Please note that a label that has been left on a bottle for an extended period of time may leave an adhesive residue when you remove the label.

6.5.3 Having Problems Finding a Template

- Our label Product Codes are set up as follows
 - The first letter indicates the paper type: A = semi-gloss, B = matte
 - The next three numbers are the die number. All labels starting with the same first three numbers will be positioned the same on the sheet, be the same shape, size, etc.
 - The last two numbers/letters tell you what the artwork is, 00 = plain label.
- What all this means is:
 - EG: if you are looking for a template for B245A1 but are unable to find it - you could use template A24500 or B24512 or any label template that starts with 245.

Glossary

Align Bottom – Vertical alignment. The text will line up vertically to the bottom of the text box

Align Center – Horizontal alignment. Moves the text to the center of the text box.

Align Left – Horizontal alignment. Moves the text to the left side of the text box.

Align Middle – Vertical alignment. The text will line up vertically to the middle of the text box.

Align Right – Horizontal alignment. Moves the text to the right side of the text box.

Align Top – Vertical alignment. The text will line up vertically to the top of the text box.

Barcode – A standardized method of inventory control. The labeler supports many different types of barcodes. The type of barcode used will depend on your preference and your local region.

Bold – This will bold the selected text.

Bounded Text – A textbox that allows it's contained text to change its size relative to the size of the box. The font size will grow as the text box grows, always in proportion

Boxed Text – A textbox that has a defined and visible boarder around it.

Bring Forward – This will bring the selected object to the front layer.

Bring to Front – Brings the selected object in front of all other objects.

Browse – Allows you to browse to a file located on your system that you would like to import.

CD-ROM Drive – The computer drive where the CD is inserted into and is accessible from My Computer

Center Horizontally – Centers the selected object from side to side.

Center Vertically – Centers selected item from top to bottom.

Check Box – A component that allows for the selection of one, some, or all of many options.

Click – Pressing the left mouse button

Clipart Library – A collection of pictures that is included with the program.

Contrast – The brightness level of a color. The higher the contrast, the lighter the colour, the lower the contrast, the darker the colour.

Copy Command – This command makes a copy of the selected object.

Cut Command – Cuts the selected object and makes a copy of it.

Cross Hairs – Horizontal lines and vertical lines that intersect perpendicularly forming a cross.

Date Stamp – A text field that contains a specified date, and appears on all labels.

Delete Command – This command removes the selected object from the current label.

Destination – The place on your computer where a file will be saved.

Display Grid – Display or hides the grid.

Double-click – Pressing the left mouse button twice successively.

Dragging – Dragging consist of clicking and holding down the left mouse button and moving it without releasing the button.

Ellipse – Basic circular shape.

FAQ – Frequently Asked Questions

Fill Colour – Allows colour selection for shapes.

Fill style – Allows pattern selection for filling shapes.

Flip Horizontally – Flips the selected object from side to side.

Flip Vertically – Flips the selected object from top to bottom.

Font Colour – Changes the selected text to the desired colour.

Formatting – The process of creating or altering a label in a manner, which is aesthetically appealing.

Image – A picture file that contains a custom graphic. This image must be in one of the supported formats, to find out which images are formatted refer to the FAQ section in Appendix D.

Import – Process of moving a picture from a outside file.

Insert – Brings in an object from another location and puts it into the current label.

Italic – Selected text becomes italicized.

Landscape – Label layout is in a landscape format.

Line – Inserts a straight line.

Line Colour – Allows for the lines of a shape to be a desired colour.

Line Weight – The width of a line can be thicker or thinner.

Magnify – Zoom's in or out during print preview.

Multi-Line Text – A textbox that can support a single line or multiple lines of text.

Navigation Tree – Is a graphical display of all files and folders in your system organized in such way to look like a list.

New – Creates a new label project.

Objects – Refers to shapes, text, counters, images, dates, or barcodes.

Open – Opens an existing label project.

Order – The sequence in which you want certain things to happen or appear.

Paste – Inserts a cut or copied object.

Pie – ¼ Pie shape.

Polygon – Multi-sided shape, the labeler can support the creation of custom shapes using any number of sides using the polygon tool. Multi-Sided 2d object.

Portrait – The layout of the label is in portrait format.

Preview Window – A window that allows you to see how things will appear once completed.

Prerequisite – Information or physical objects that must be obtained before attempting to move to the next step.

Print – The process in which the computer sends the current label to the printer to be printed.

Print Preview – Previews how the current label will print.

Procedure – A process that contains a step-by-step break down on a certain task and how to do that task.

Project – The name given to the document that you have created.

Project Screen – A current workspace where users create a project.

Project Tasks – Starting section of the Labeler that allows you to select new and/or current projects to work on.

Radio Buttons – A component that allows for the selection of one out of many options.

Rectangle – A shape function allows users to draw a rectangle.

Redo – Redoes the last undone action

Rounded Rectangle – A shape function allows users to draw a rectangle with rounded edges.

Rotate – Enables or disables rotation of a selected object with the mouse.

Save – The process that will make a permanent copy of your work so that you can come back to it later.

Select – The process in which you move the cursor onto an object and press the left mouse button to make the current object active.

Sequential Counter – A text box which will automatically increment the number within it on each label by pre-set number when the counter was added to the label.

Start and Stop Symbols - Specific characters or symbols set aside in certain barcode symbologies to tell barcode readers when pieces of data start and stop.

Task – A job that requires a single input and produces a single output.

Template – A pre-made label that has determined characteristics such as label dimensions, number on the page and page orientation.

Textbox – The basic textbox has no borders, can support only a single line of text and can be treated the same way as any other shape available in the program.

Toggling – Switching between two tabs, pages, objects or menus

Toolbar – A strip of icons that provide quick access to certain functions.

Transformation-Handle – A white square dot appearing in every corner of a shape whenever users click on it in order to edit by dragging the mouse.

Wizard – An interactive function included in the software to guide users through an operation step by step.

Workspace – The area of the screen where you design your label.

X-Axis – An imaginary line, which runs through the center of an object from left to right.

Y-Axis – An imaginary line, which runs through the center of an object from top to bottom.

Yellow-Control-Handle – A yellow round dot appearing when users click on a shape in order to edit it by dragging the mouse.

.mdr – The labeler project file extension

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