



Plus

Printec Label Maker

User manual for the Label Maker Plus

Part 1. Starting Label Maker

1. Installing Label Maker

We are now going to learn about a computer environment (system requirements) that is required for the Label Maker works, and how to install the Label Maker onto computers. There are two ways installing Printec Label Maker. One is installing from a setup program downloaded from the Printec homepage. The other way is installing via CD.

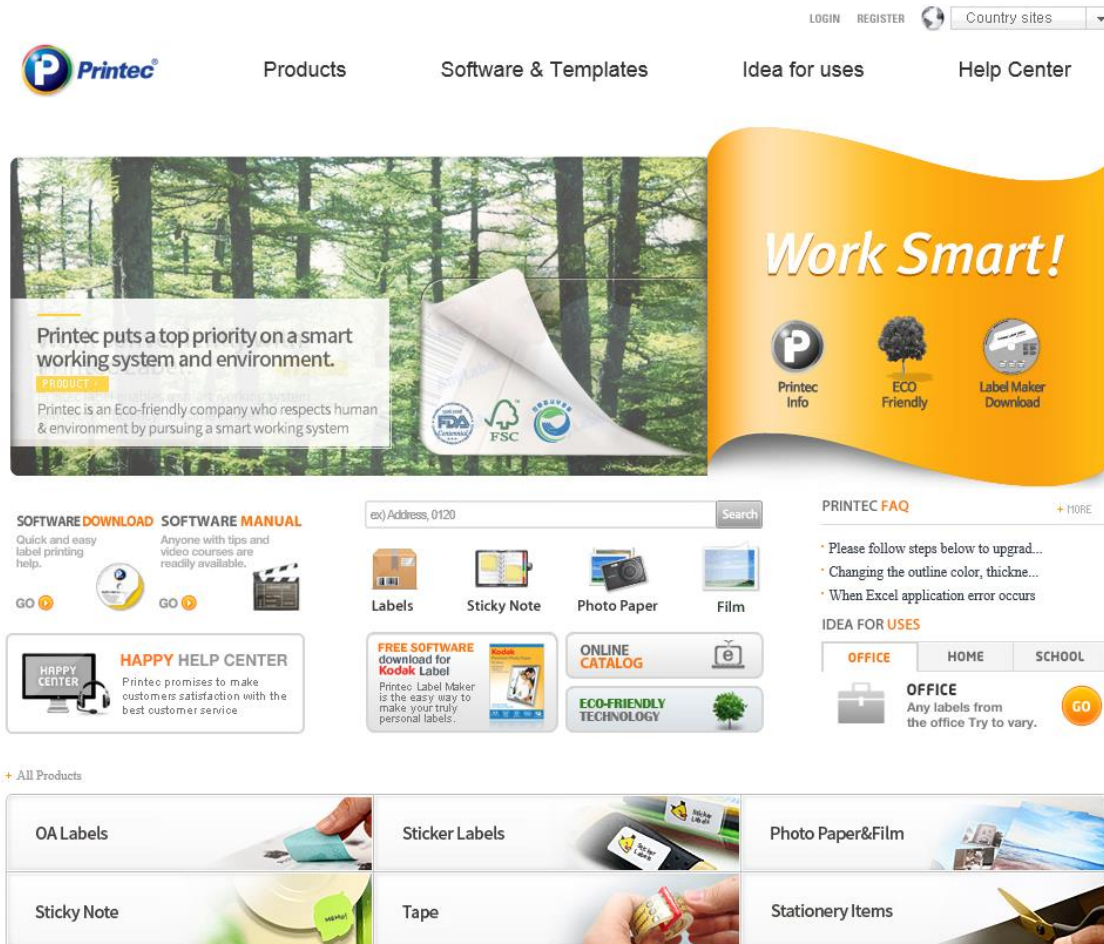
Computer environment required for installing the Label Maker

Operating System: Windows XP or better, Windows 32/64bit

Recommended System: CPU 500GHz, Pentium4 or better, RAM 512 or more

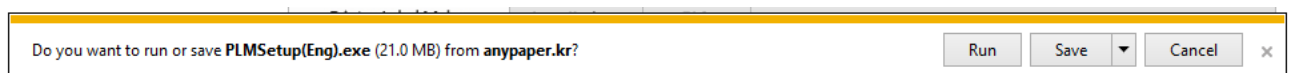
1.1. Downloading and installing via Homepage

① Go to the Printec homepage (<http://www.printec.com>).



② Click "Software & Templates > Free Software" or click Free Download to go to software download page directly.

③ Click the download button in the middle of webpage. Continue the installation by either clicking "Save" or "Run".

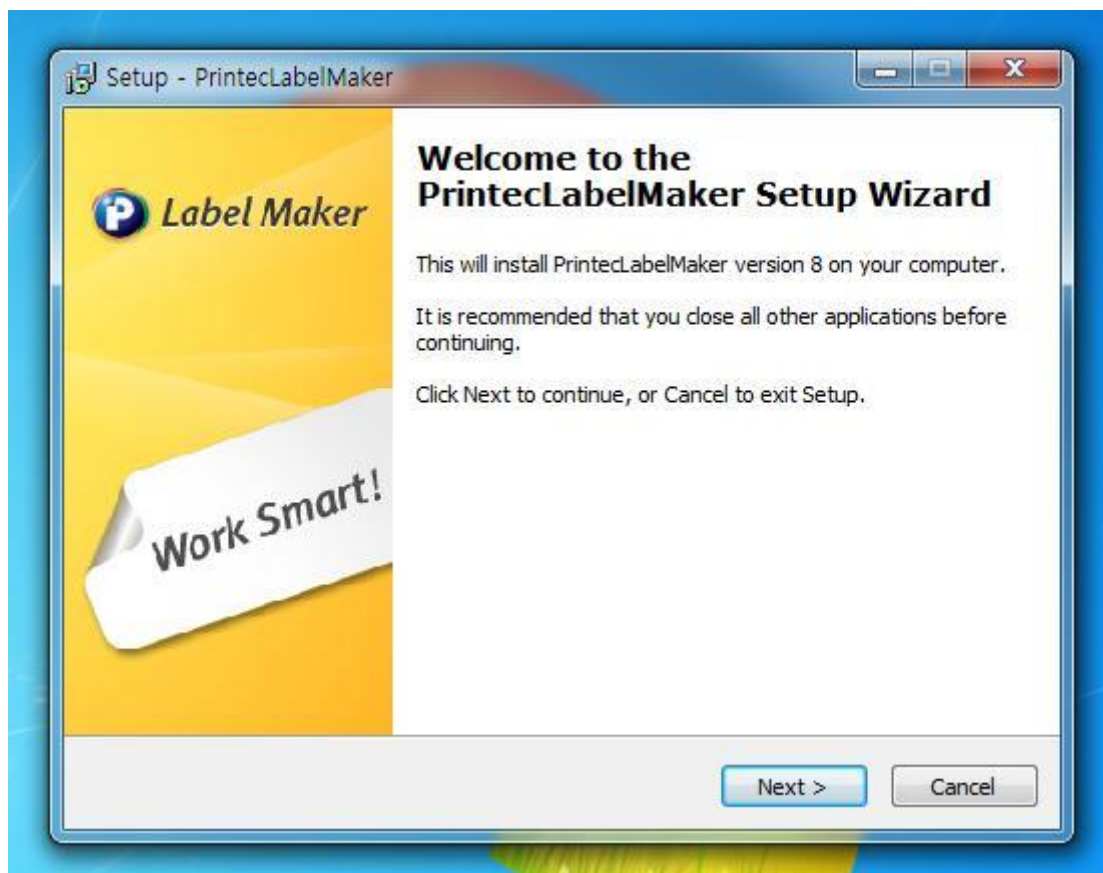


1.2. Download or Installation via CD-Rom

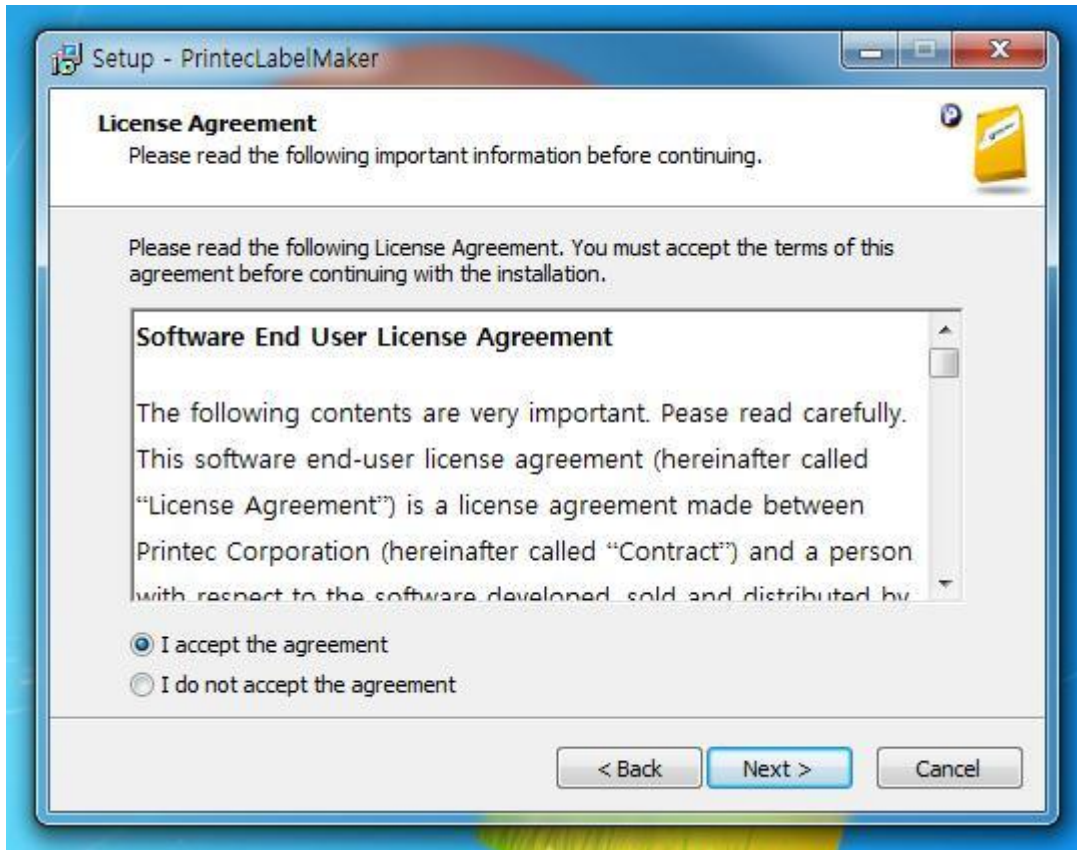
- ① Place the Printec Label Maker CD in the CD-ROM drive
- ② When the CD is inserted, installation will start automatically. When not, choose My computer and then CD-Rom driver. Click with the right mouse button and select Auto run.
- ③ Progress the installation referring to the installation guide.

1.3. Progression of installation

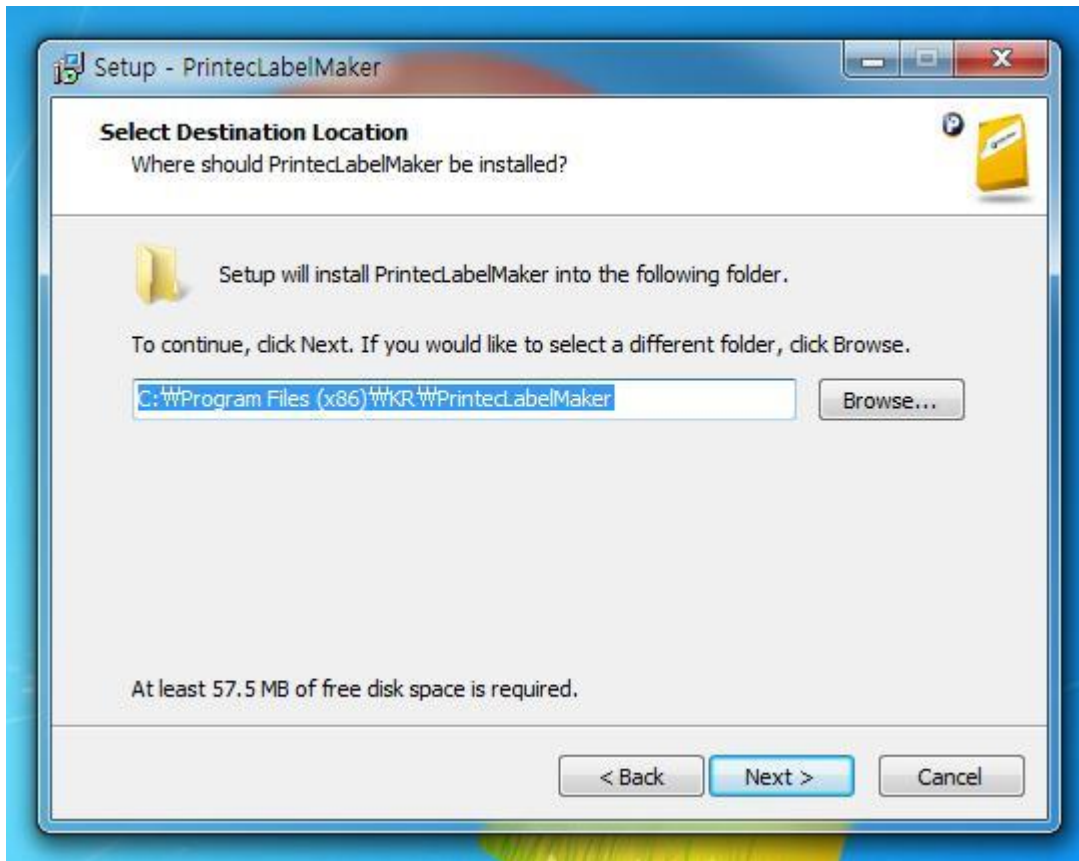
- ① Start installation using CD or downloaded file.
- ② Click 'Next' from the first screen of the installation.



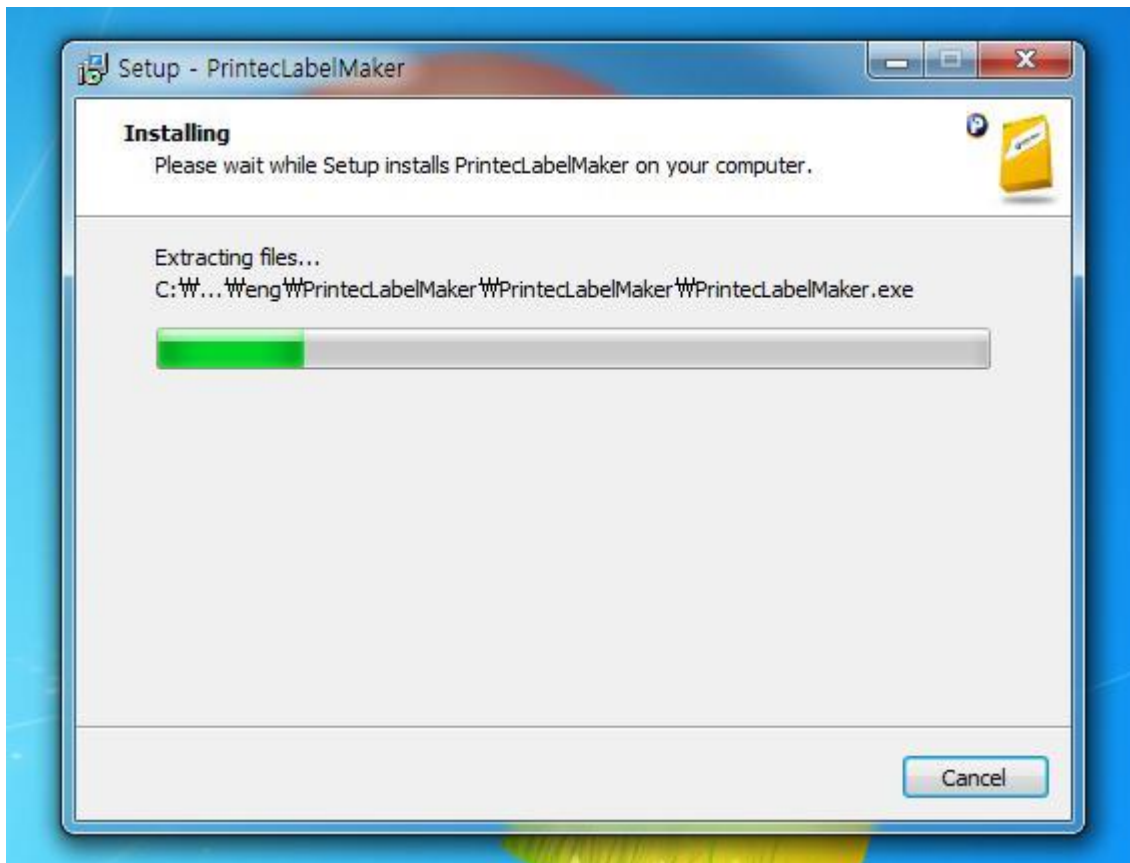
- ③ Read the Right of using and then tick the “I agree with the right of using” box. Click ‘Next’ to continue the installation.



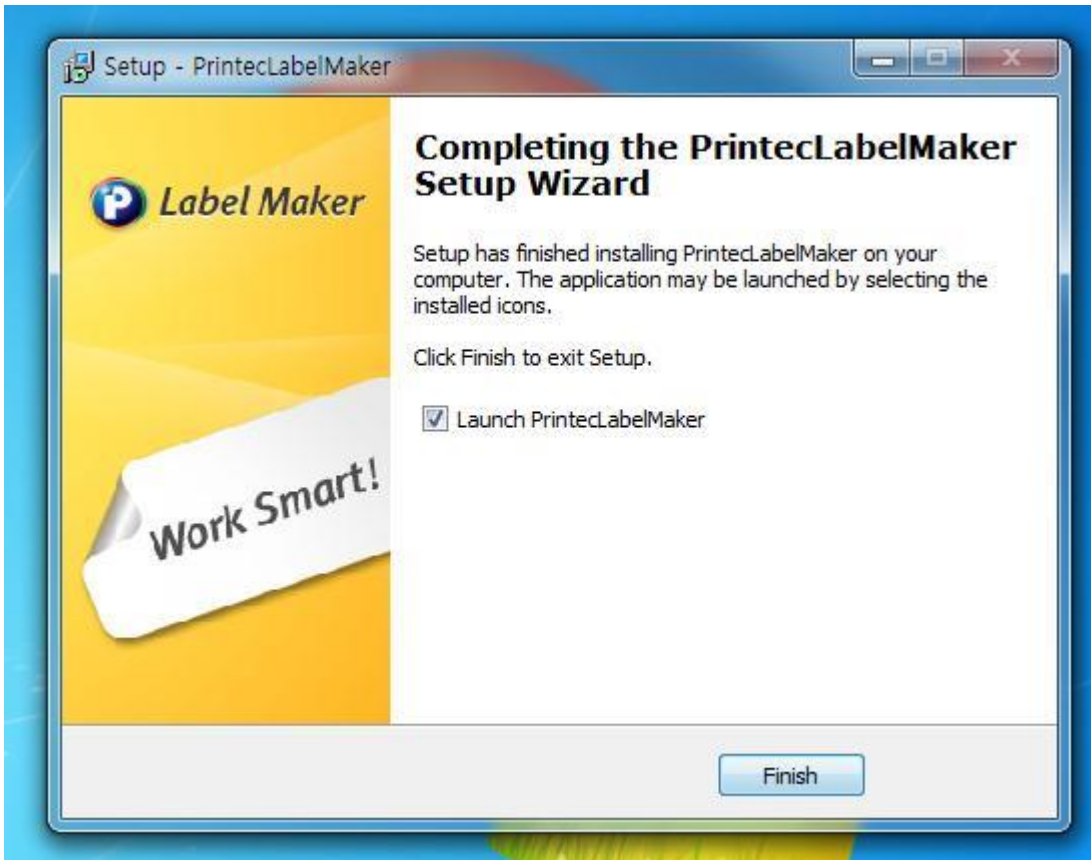
- ④ Choose the Installation path that you want to install the program. Then click ‘next’. (Except special cases, do not change the Installation path.)



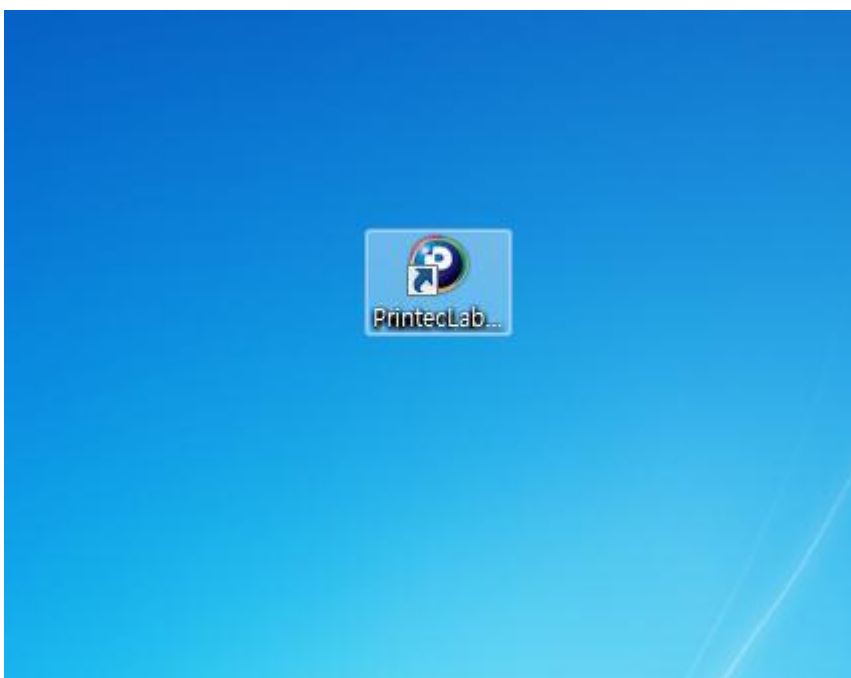
⑤ You can see the progress of installation. If you wait a bit, the installation will be complete.



- ⑥ The screen shows you that the installation is over. Click 'Finish' to complete the installation progress.



- ⑦ Click the Label Maker 8 icon installed on your desktop to run the program.



2. Taking a glance about task screen

2.1. Task screen shown after running the program

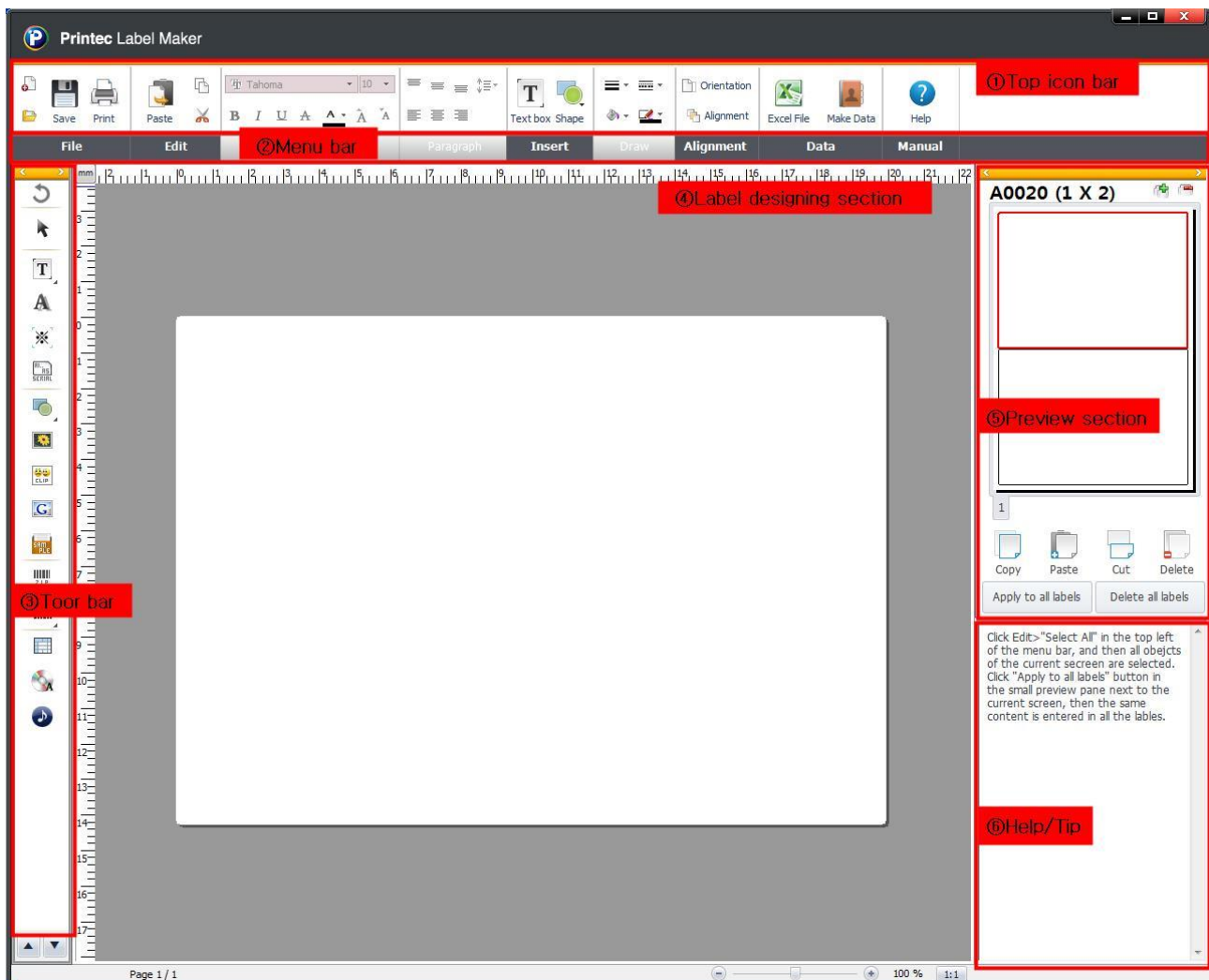
When you run a Printec Label Maker for the first time, you can see a screen that choosing a product. Select a product using a product classification or applicable label. Or you can enter a product code, number of partition, usage, etc into a search box to find products easily.

4

- **Frequently used labels: This one has a list of your frequently used labels. You do not have to search for labels. You can choose labels easily and design them.**

2.2. Task screen after selecting label paper

When you complete selecting the product, you will see a following screen which is the start-up screen. Printec Label Maker comprises of top icon bar, menu bar, tool bar, preview section, main screen for label design and Help/Tip.



- ① **Top icon bar:** Functions that you use frequently are made as a form of icons. You can, therefore, design labels easily and conveniently.
- ② **Menu bar:** You can see all the menus of Label Maker and the whole detailed menus.
- ③ **Tool bar:** Various functions and objects are shown as icons in this tool bar.
- ④ **Label designing section:** You can freely design your labels using text box, images, shapes,

barcodes, etc.

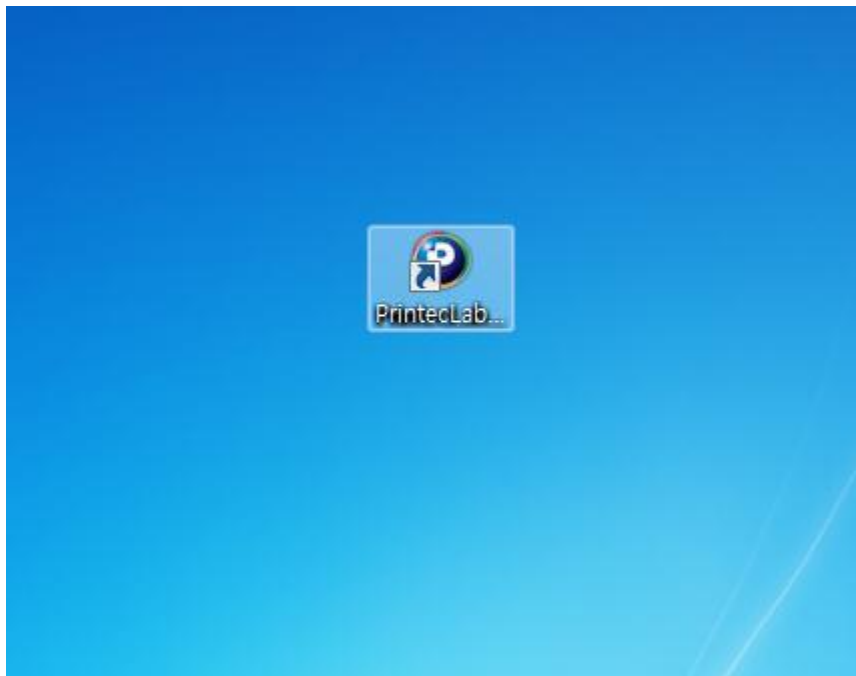
- ⑤ **Preview section:** Through this preview screen you can apply the label you designed to other labels and check them beforehand.
- ⑥ **Help/Tip:** This is a window that all the FAQs and useful tips in using the program are assorted. You can design your label conveniently by referring to useful tips for various situations.

3. From running to ending of Printec Label Maker Program

Now we will have a look in basic functions you should know about the program; running the program, save, open and ending the program.

3.1. Create new label

- ① Double click on [Printec Label Maker] icon installed on your desktop.



- ② New label window comes up where you can select label papers.



Then [Printec Label Maker] intro screen shows up and the program is run.

③ You can find a product you want by entering product codes for label papers, number of partitions and usage into the [Search Label] search box. Then click the [Search] button. Or you can select from the [Product classification]. Select the applicable product code and then click [Ok] button.

<NOTE>

Sample wizard: This program provides sample wizard function so that you can design labels easily and print them quickly. Sample wizard provides various forms of label samples in each label kind, so users can design labels very easily.

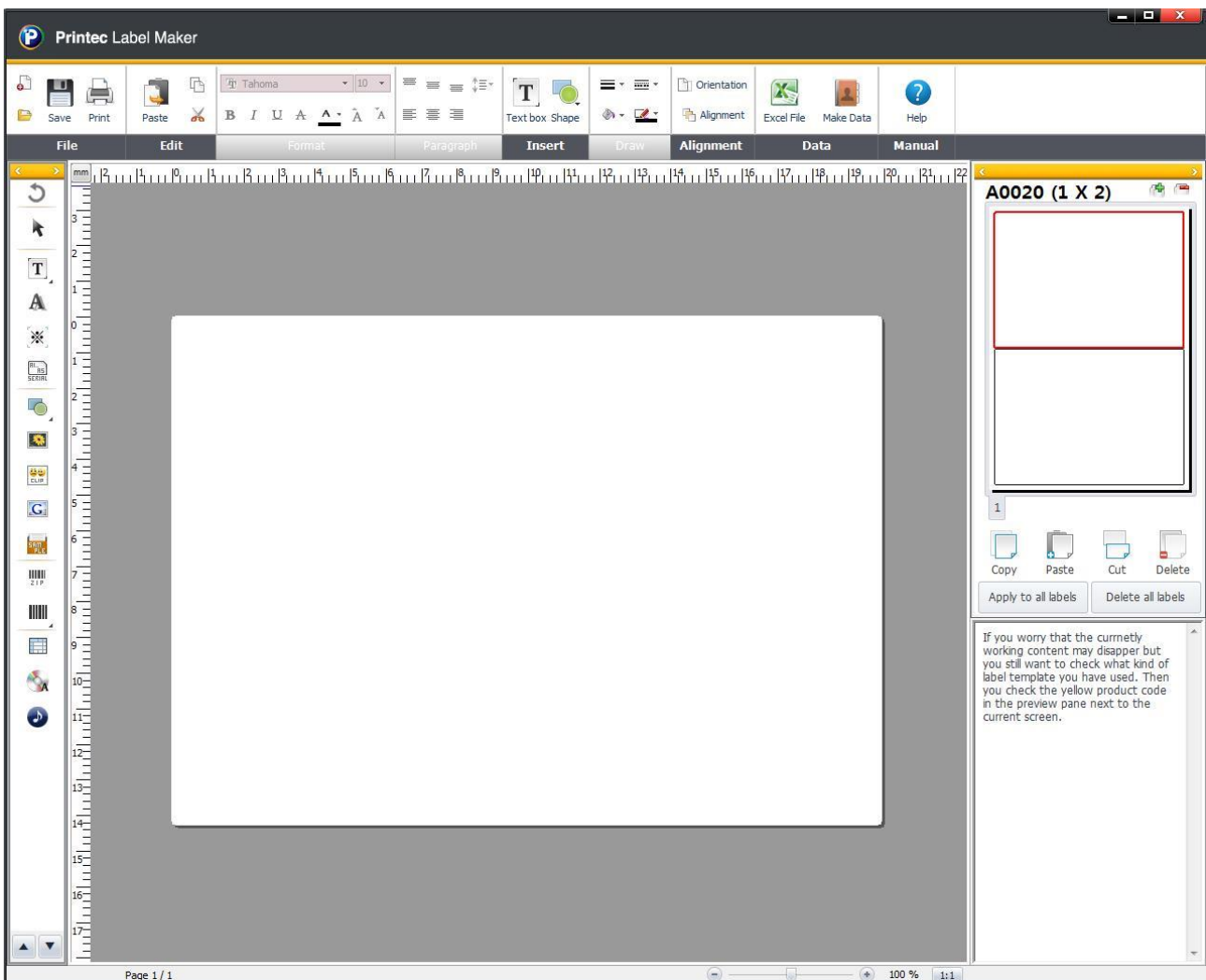
<TIP>

A serial number for a label paper is written on a product package. It starts with Alphabet and comprises of 4 digit numbers. In most cases, the serial number is written on the bottom left corner

of the product package.



④ This is a label making screen.



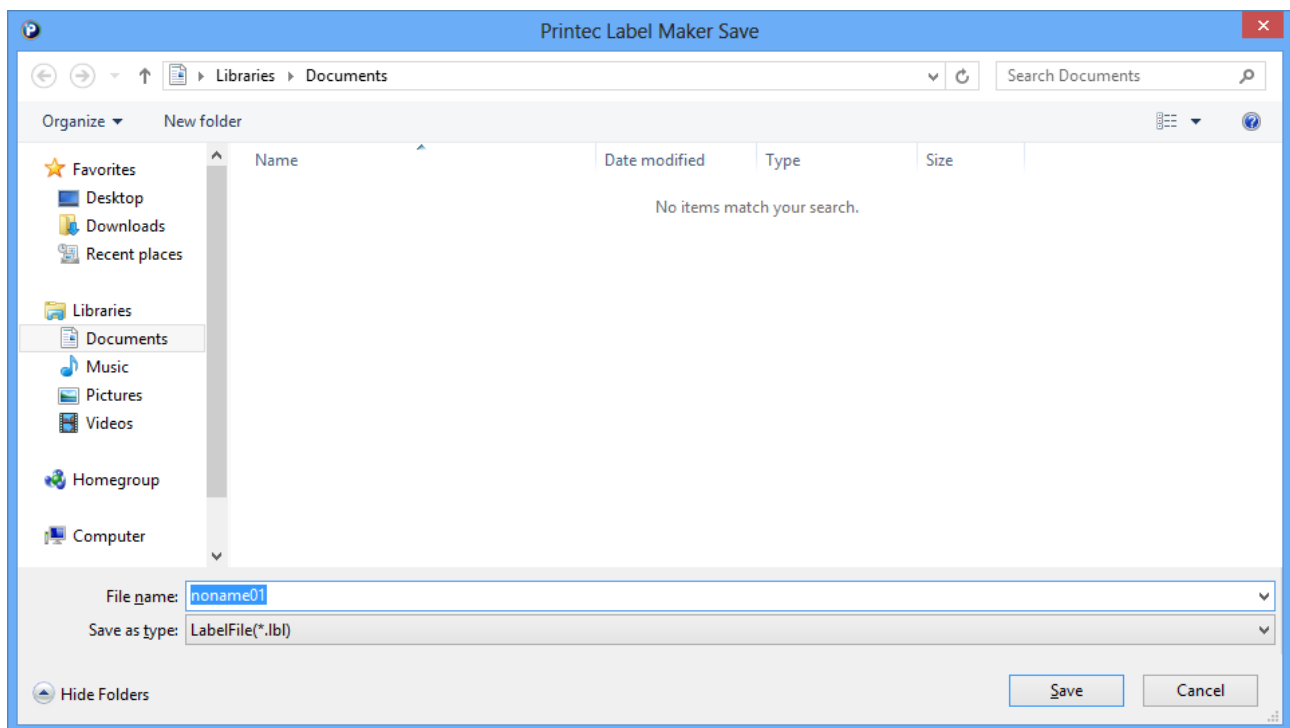
3.2. Save

[Save] is a function to use a file that you have worked on again. However, at some times, due to an unexpected computer error, the file you are working on can be lost. You are, therefore, advised to save your file frequently while you do your work.



① If you want to save your active label, Click on [File] menu and then [Save]. Or just click on icon at the top of the program.

② A dialog box that asks you whether you wish to save the file or not will show up. If you want to change a path to save or file name, then change the path or name before you save the file.



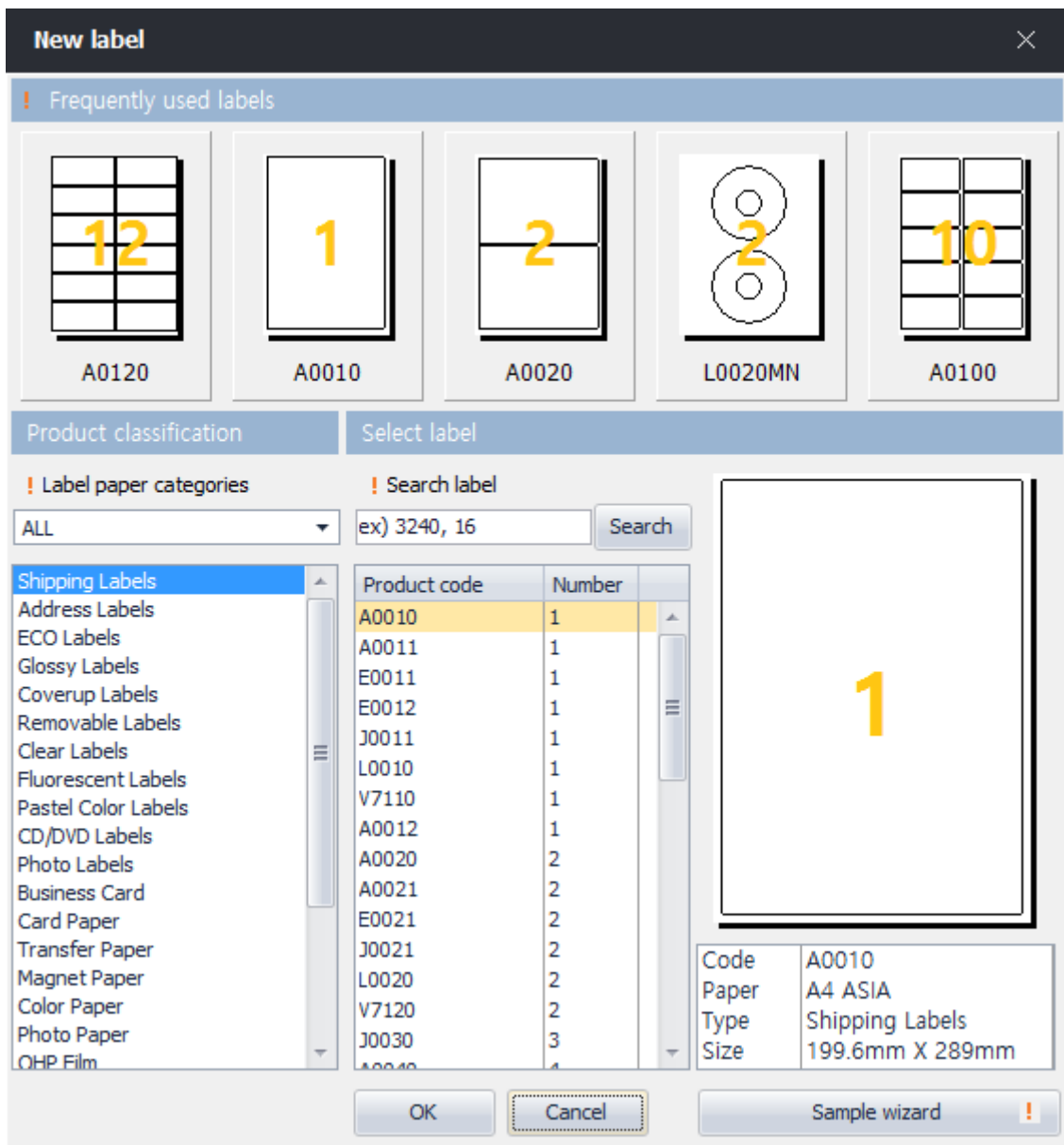
Tip :

- The file extension that you save using Label Maker is *.lbl..
- If you are not sure where you saved your labels, click on the window's [Start] button. Then do as follows: click [Search]-[File or Folder]-[All file and Folder]-[All or part of file names]. In that input window (All or part of file names), enter "*.lbl" and click search button. Then, you can see the path you saved.

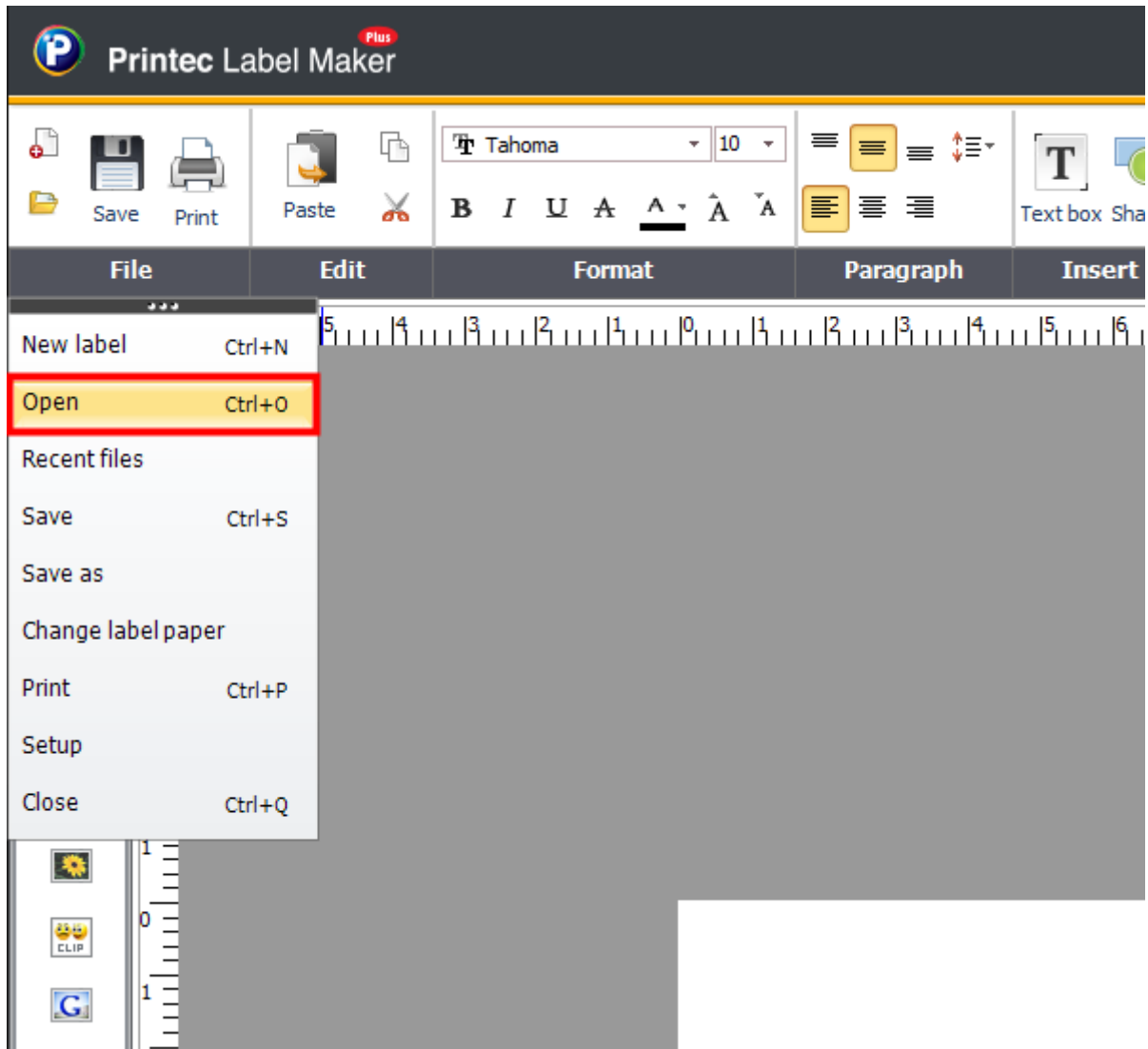
3.3. Open

Open is a function where you can open an existing label file and use it for other uses.

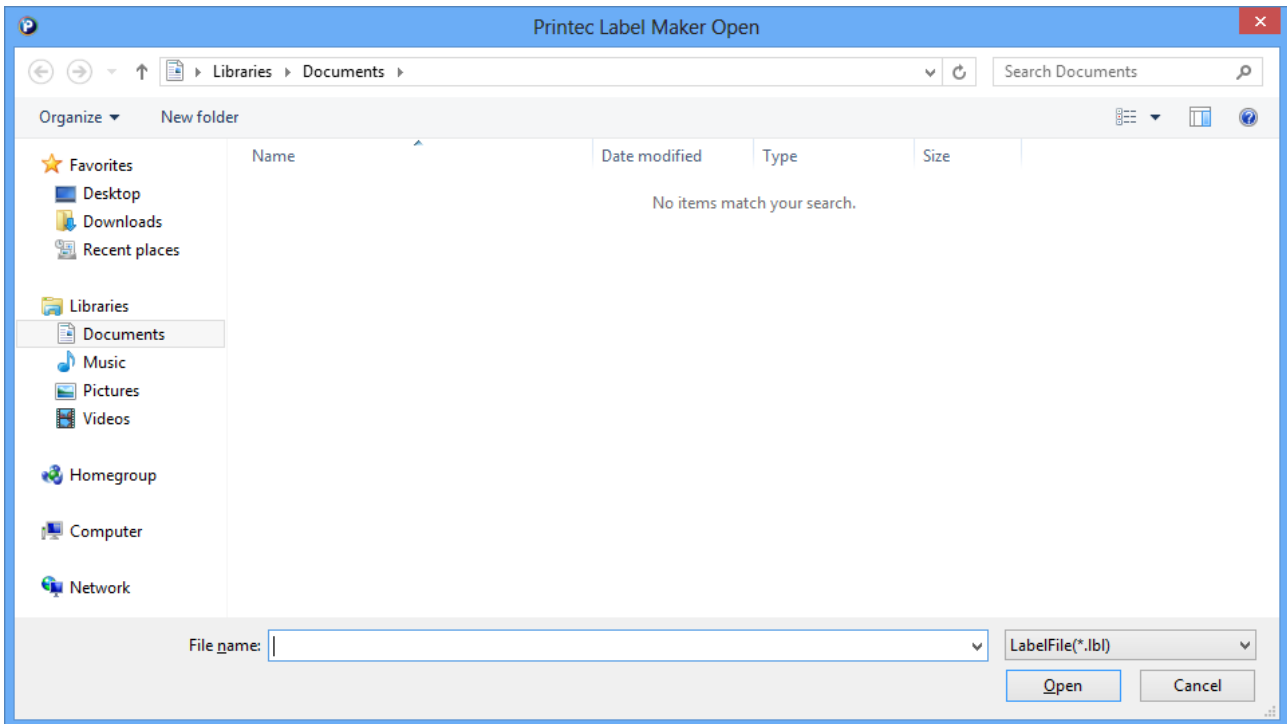
- ① Click [Cancel] button when the [New label] dialog window comes up.



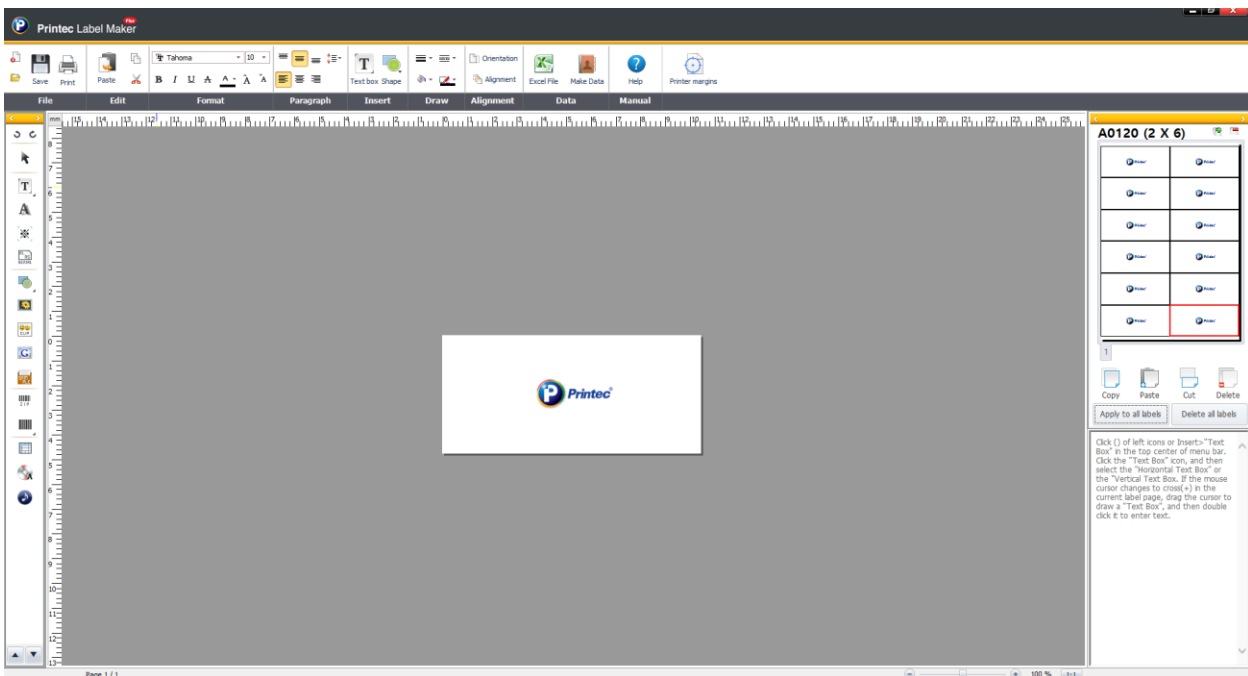
Click [File] – [Open] or click on  icon on top of the program.



- Find your saved file path and then click it. Then click the [Open] button.



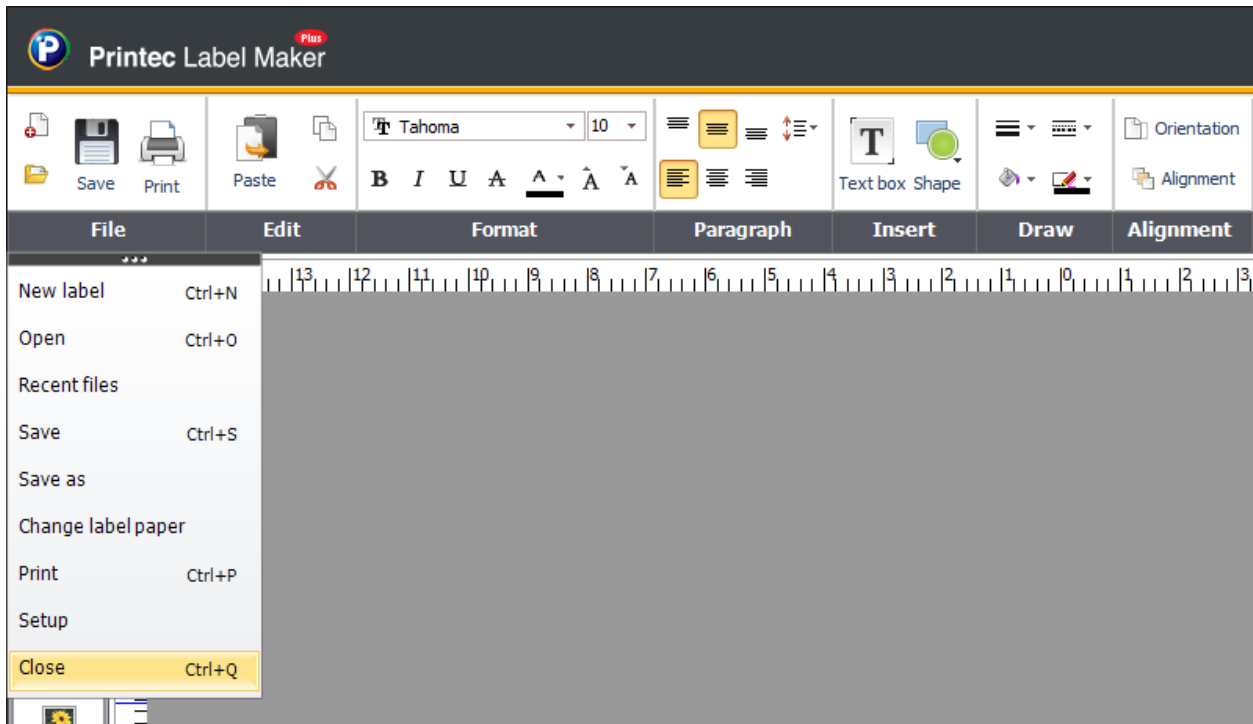
- The file you opened displays on the label task screen.



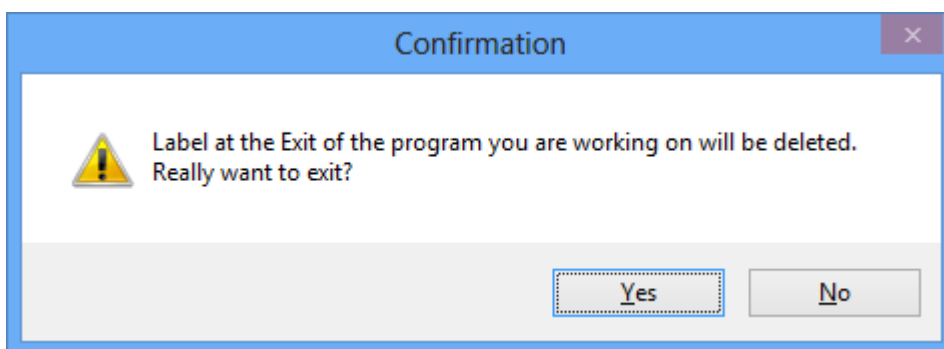
3.4. End the program



① Click  button which is on top right hand side corner. Or you can end the program by clicking [File]-[End].



② Before you end the program, a dialog box comes up which asks you whether you will save the file or not. If you wish to save the label you worked on, click [Yes]. If not, click [No]. If you want to cancel ending the program then click [Cancel].



4. Print

There are various printing methods according to usages: adjustment of printer margins, print labels by applying a content of one partition to the all label, print labels by selecting some parts, set print starting position, print pages you want, etc. If you are well informed of [Print] functions, then you can have more convenient label making work.

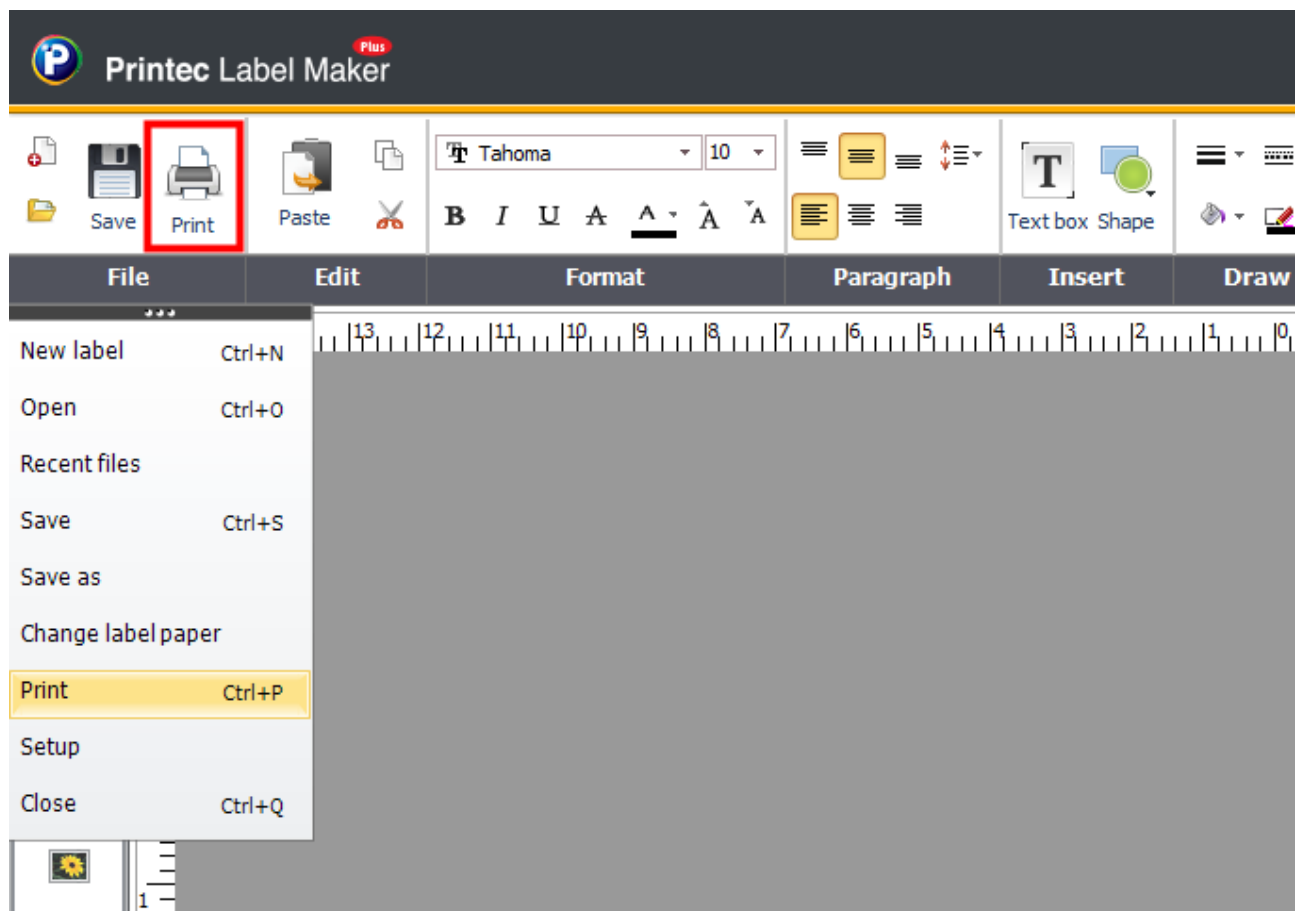
4.1. Adjust printer margins

In Label Maker program, you can use margin adjustment function to prevent unnecessary waste of label papers and print labels accurately.

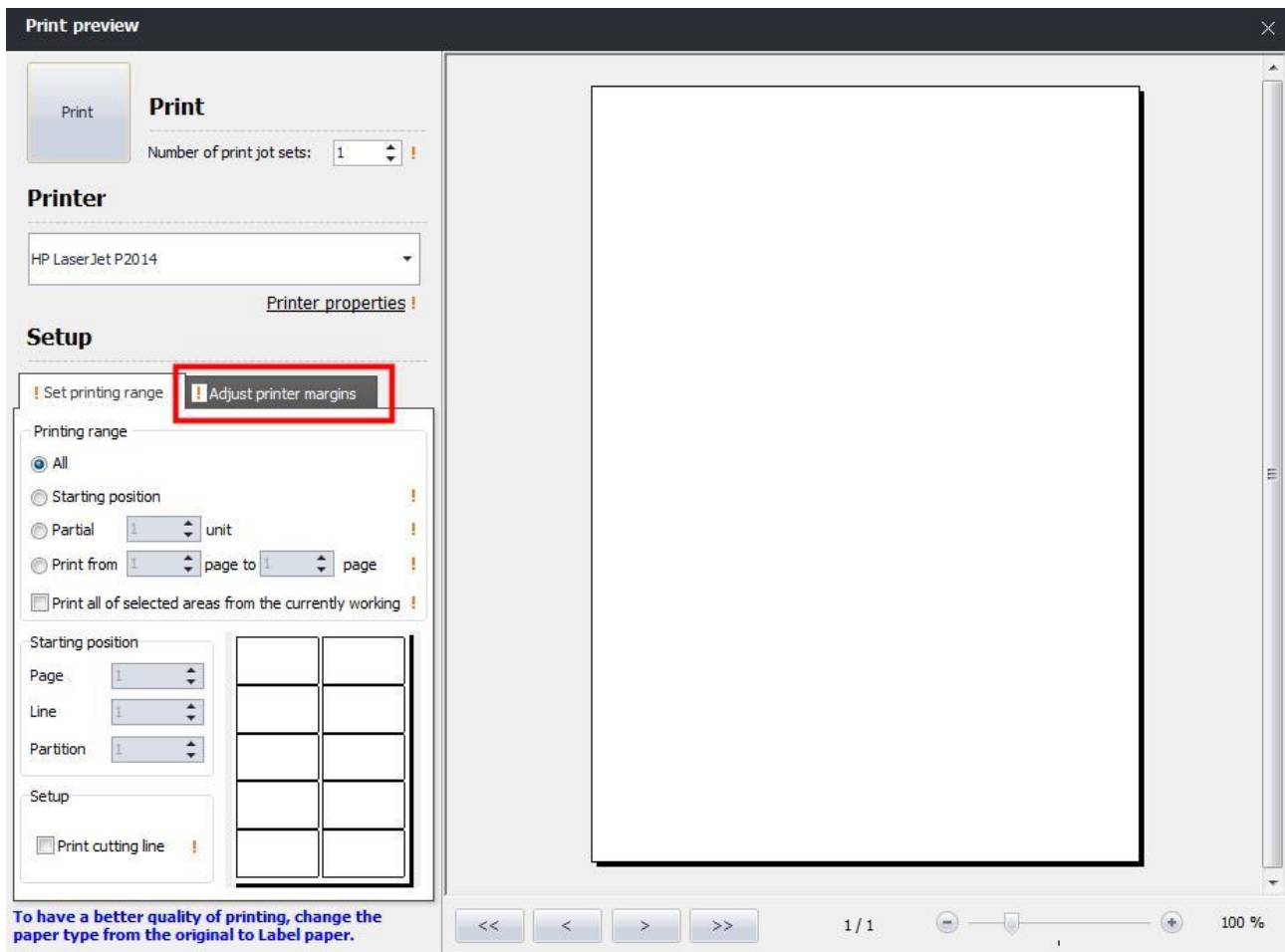


Print

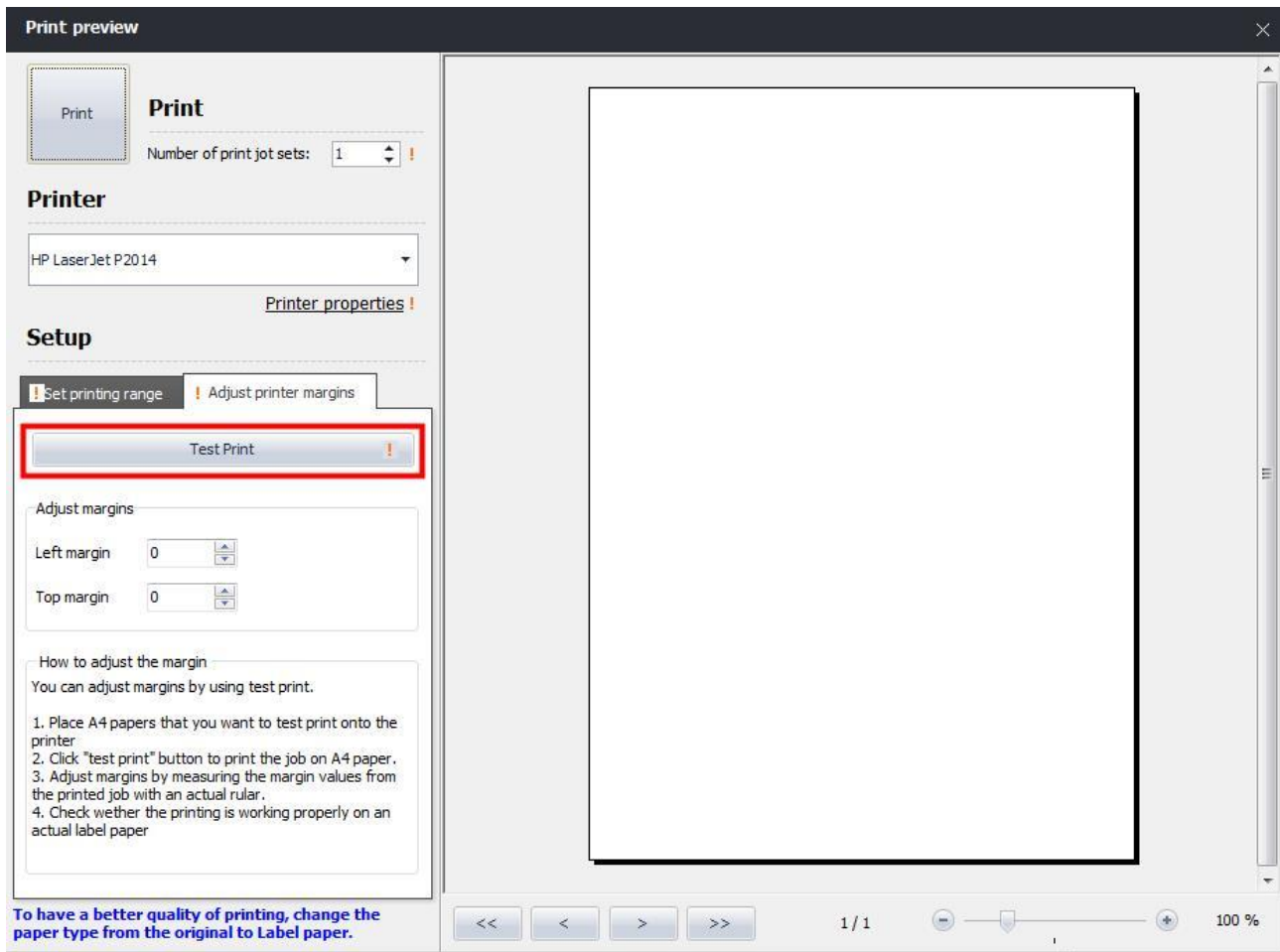
① Click [File] and then [Print]. Or click on  icon from the top toolbar.



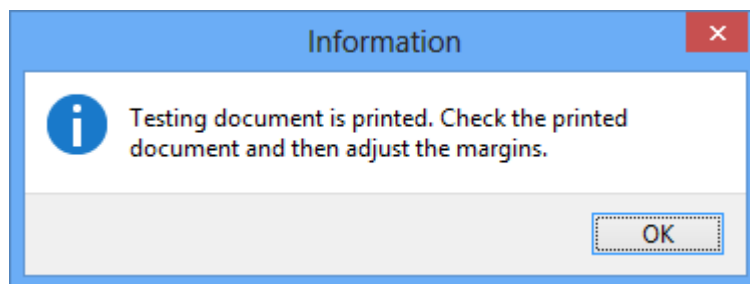
② Print dialog box shows up. Select [Setting]>[Printer margin adjustment]



- ③ Place A4 papers onto a printer you are going to use for printing. Then click [Test print].

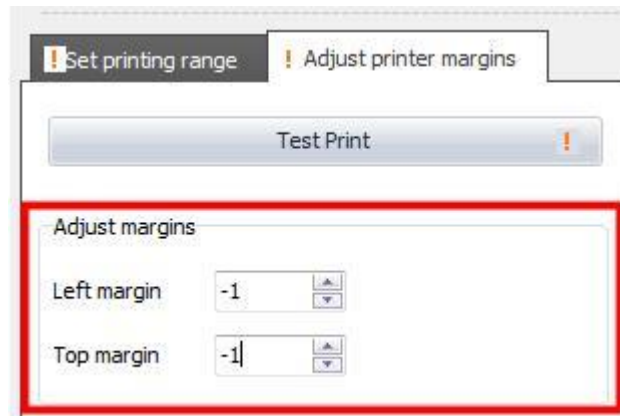


- ④ The printing starts. From the Information box that pops up, click [OK] button.



- ⑤ Measure the margin values from the printed test print with an actual ruler. And adjust the margin. Measure the values for each top side and left side. If the values are higher than 50mm, enter minus (-) values in the margin adjustment section. If the values are lower than 50mm, enter plus (+) values

in the margin adjustment section.



Click the [Test print] button again, and see whether the margins are adjusted properly.

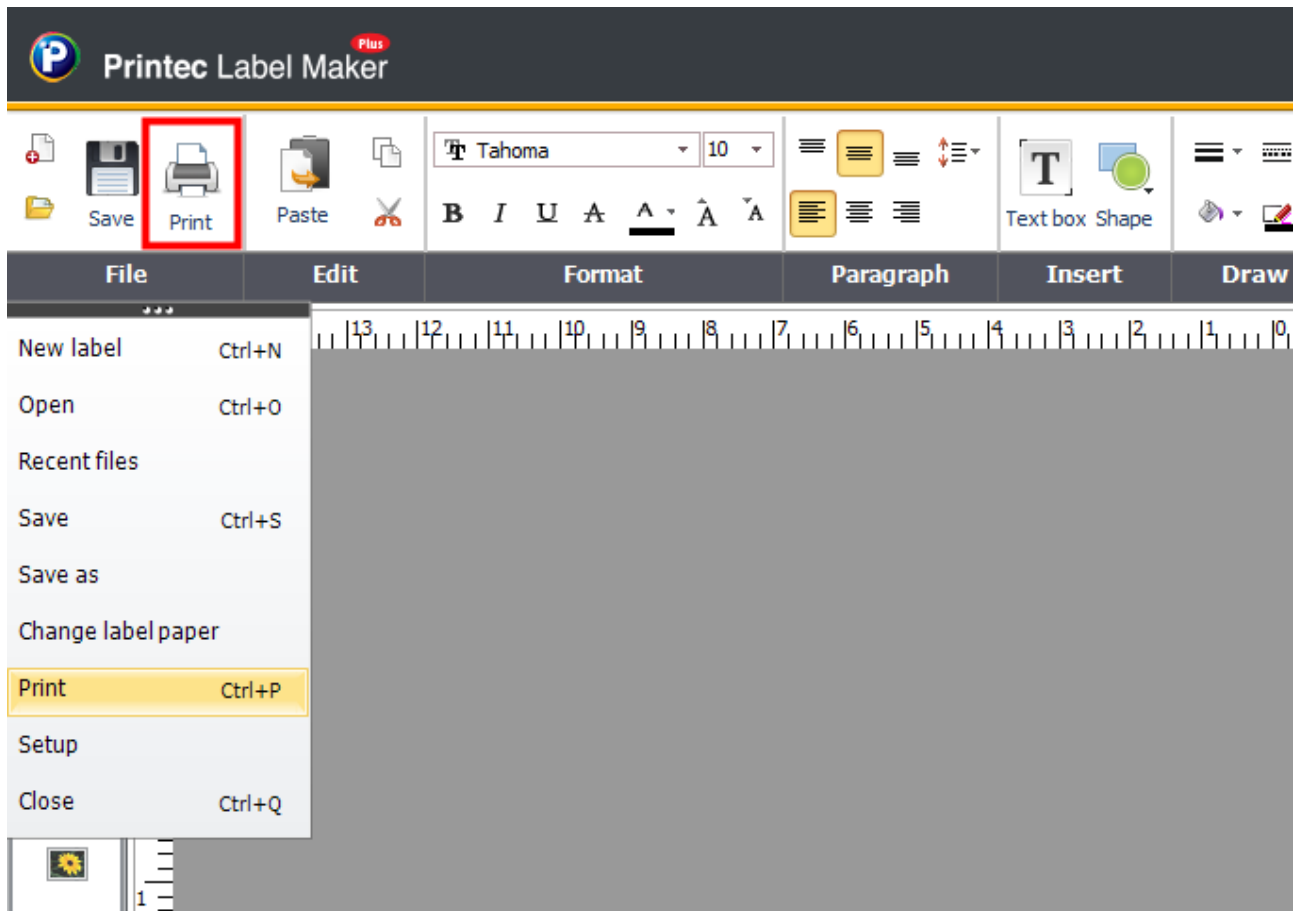
4.2. Print labels

After designing a label using Label Maker, Print the label on an actual label paper.



Print

- ① Click [File] and then [Print]. Or click on  icon from the top toolbar.



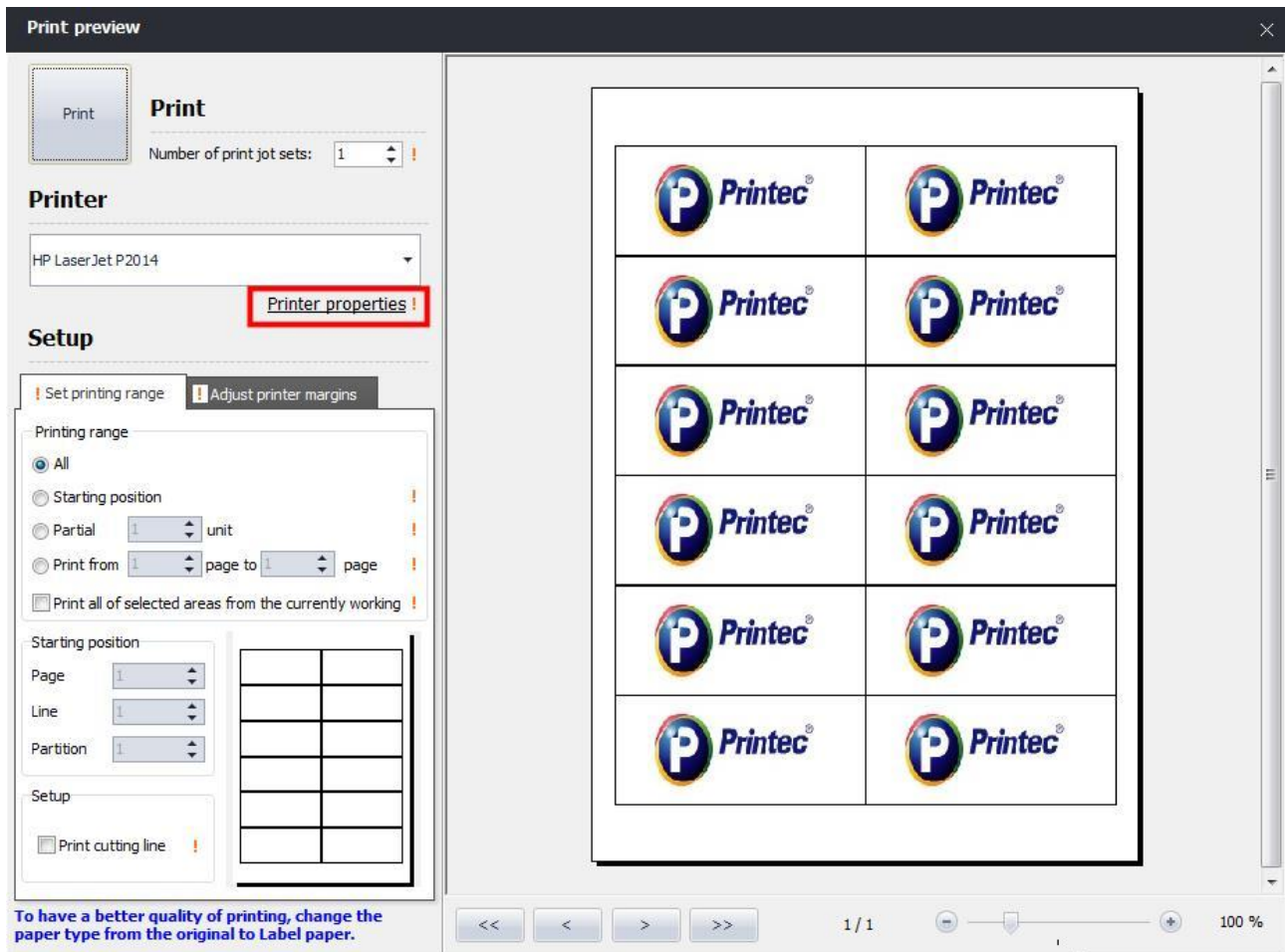
- ② Print dialog box shows up. Select a printer you are going to use for printing. Set a printing range and then click [Print] button to start printing. Basically, an initial printing range is selected as [All].

TIP.

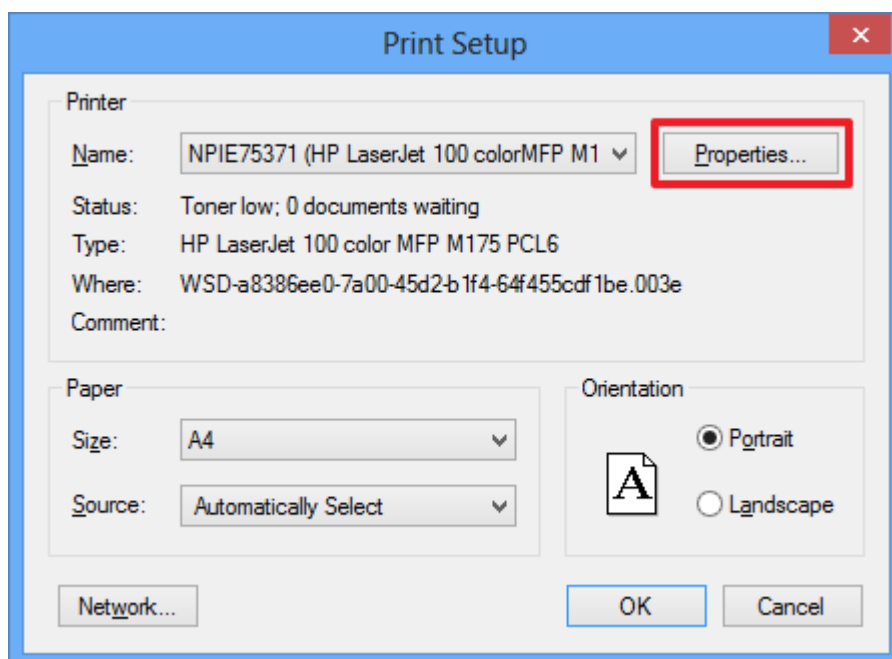
To have a better quality of printing, change the paper type from the original to Label paper.

A method changing paper types differs from printer to printer.

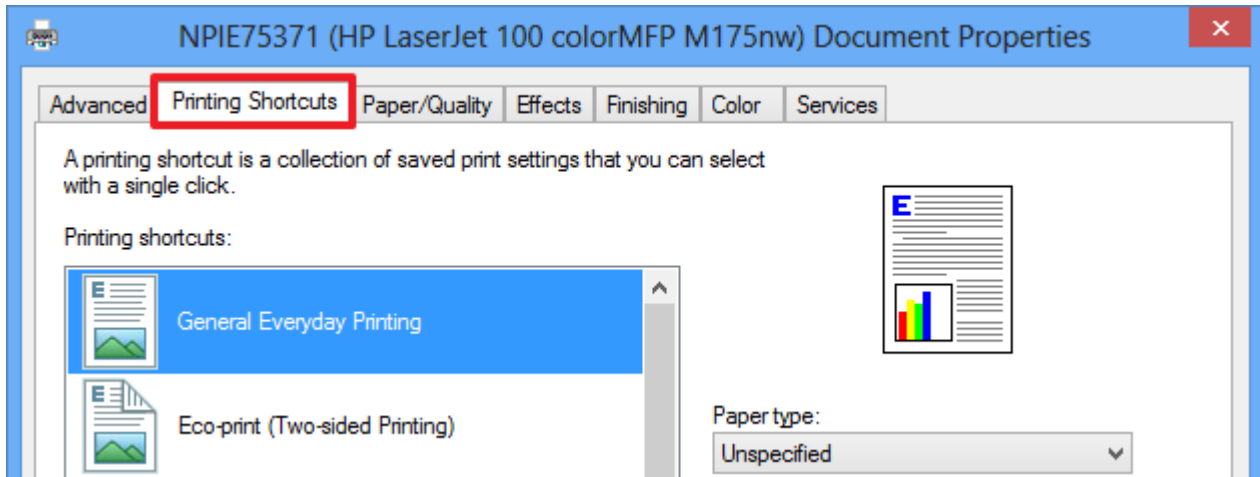
From the printer preview screen, select [Printer property].



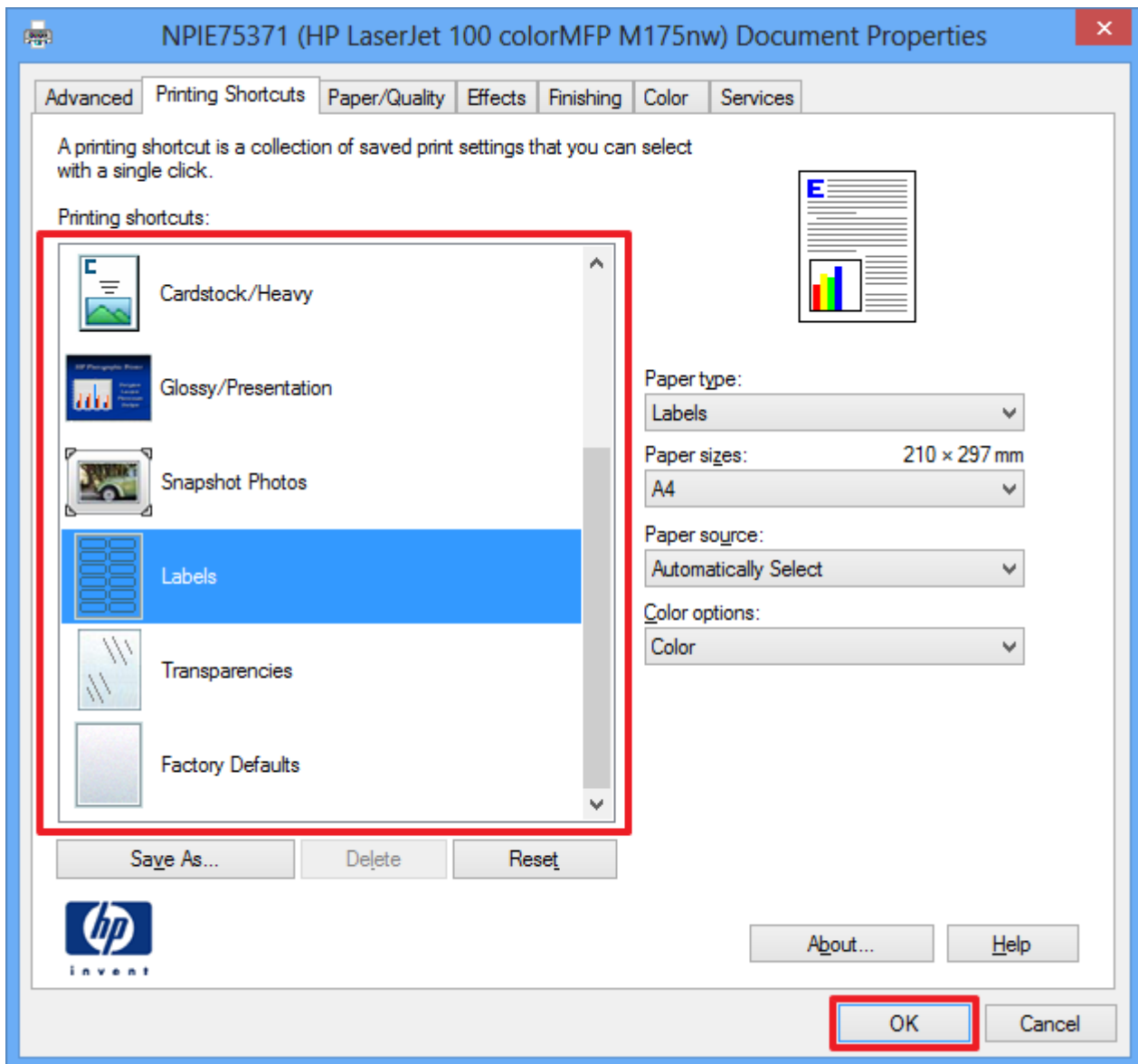
Printer property dialog box comes up. Click [Property].



Now you can change properties of the printer. Click [Document Feeder] on the top tabs.



Select [Label] from the [Paper types] and then click [OK] button.



4.3. Use remaining margins

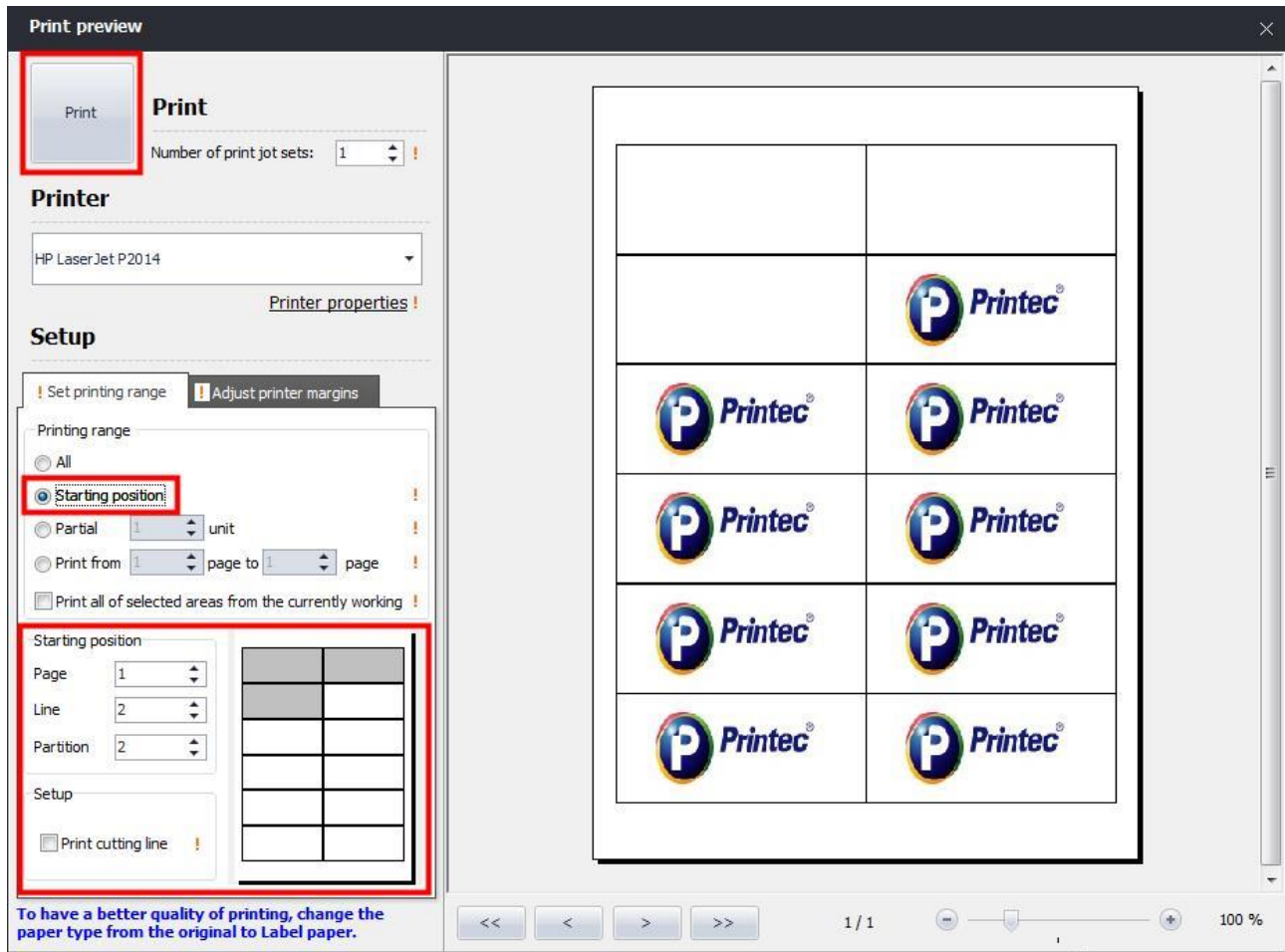
You can easily use remaining margins after use in Label Maker.

- **Print all from a starting position**

When you click [Print], print setting dialog box comes up. At the printing range section, click on [Starting

position]. Then, select a label you wish to start printing from the label paper image. Then the marked labels change to black color. If you have many pages to select and print, move on to the applicable page by clicking [Starting position] > [Page]. Then specify lines and partitions you want to start printing referring to the label paper image.

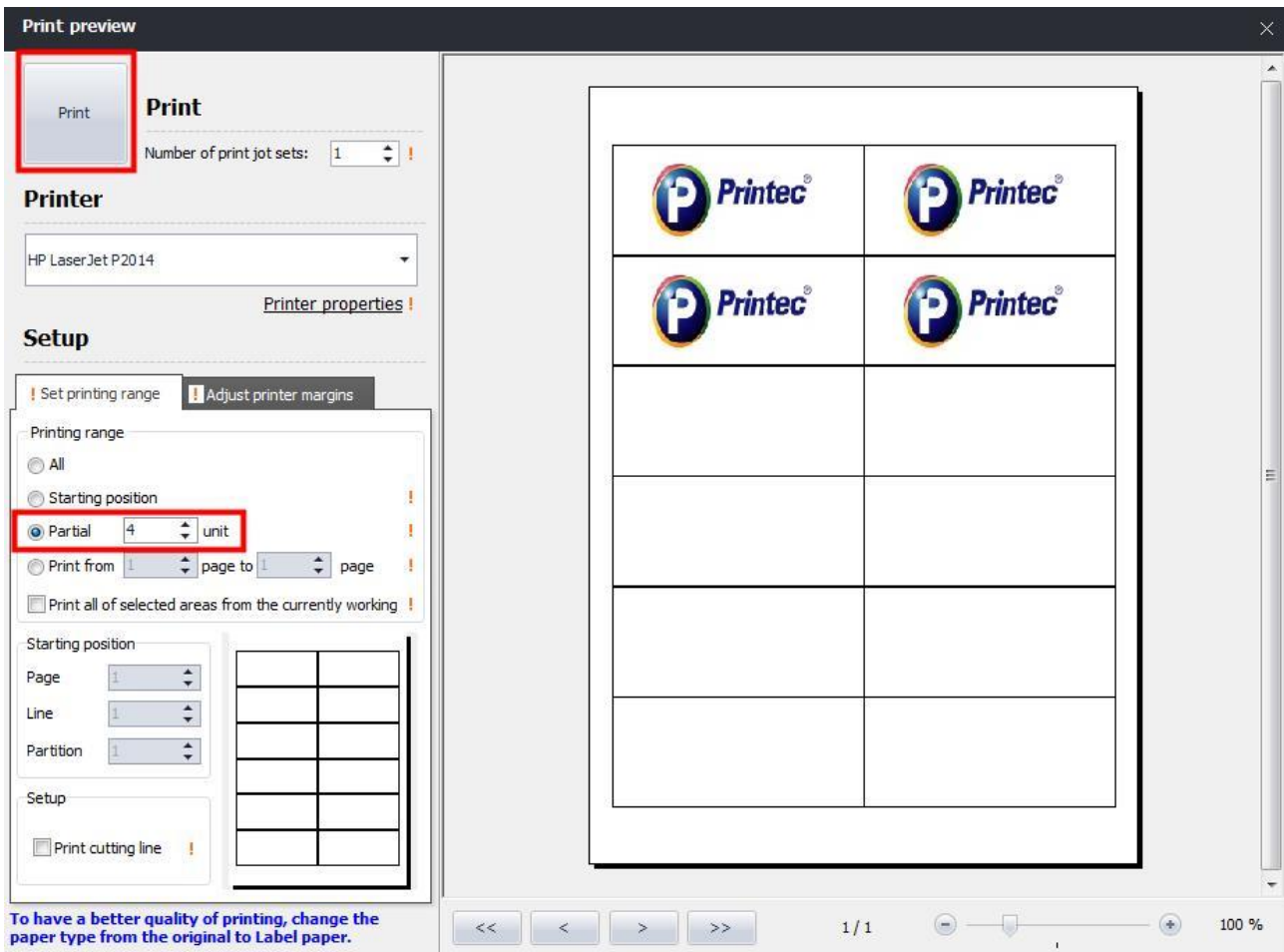
Ex) This is a case where an user want to print V3250 (10 partitions) label from the 4th partition.



- **Print some parts**

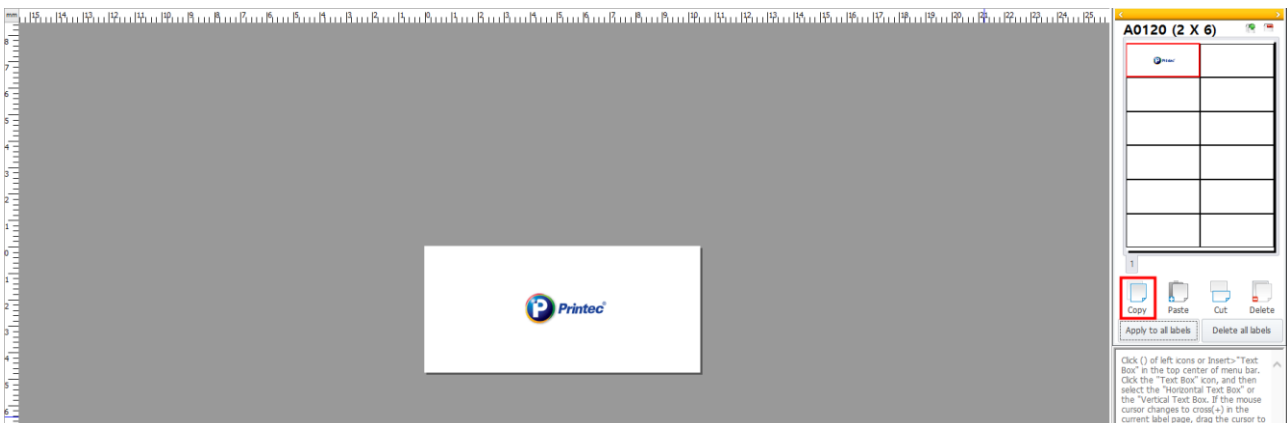
On the print setting dialog box, click [Parts]. Then, enter a number of partitions you wish to print. If done, set the starting position. Click on [Print] button to print some parts only.

예)) Use three partitions of V3250 (10 partitions) label and print 3 partitions from the 4th partition.

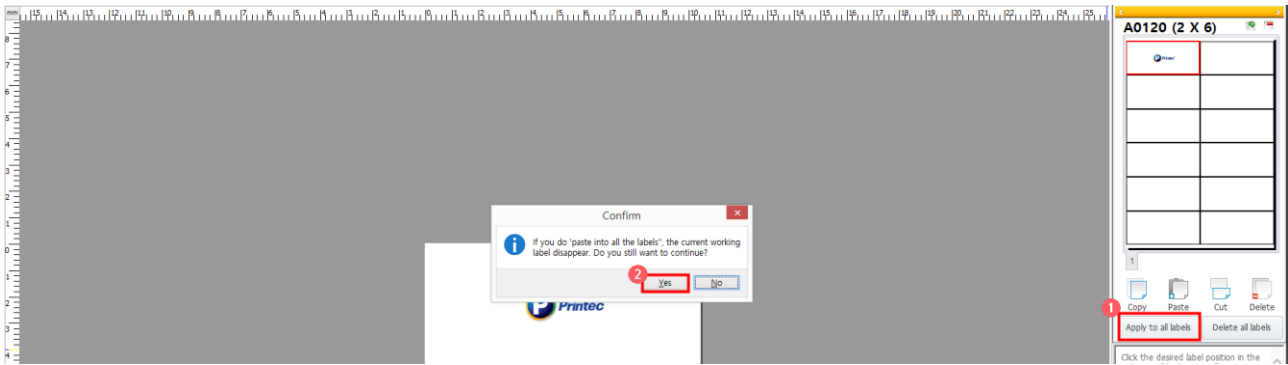


- Apply a content of one partition to the all label and Print all

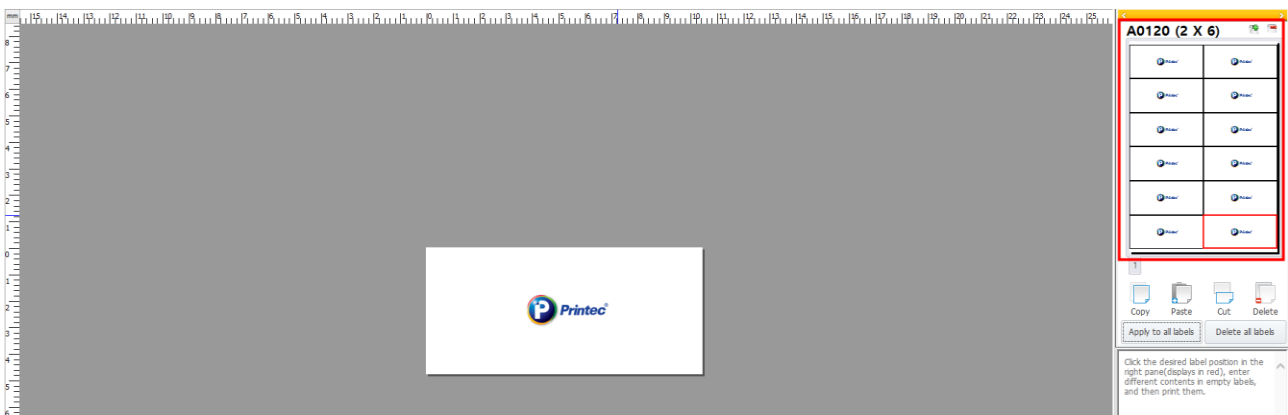
Click [Apply to all] from the preview window.



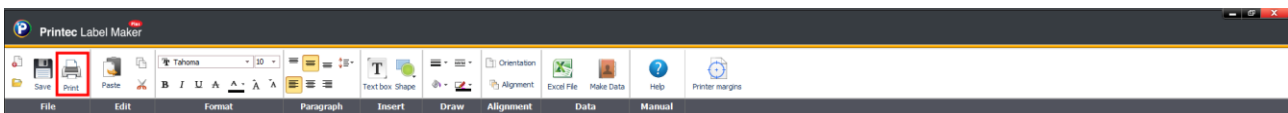
From the preview window, select a label you wish to apply it to the all label. Then, click on [Copy] button located at the bottom to copy the label.



Click on [Apply to all] to apply it onto the all label. When the Confirm window box comes up, click [Yes] to paste the selected label to the all label.



Check whether the selected label is pasted correctly.




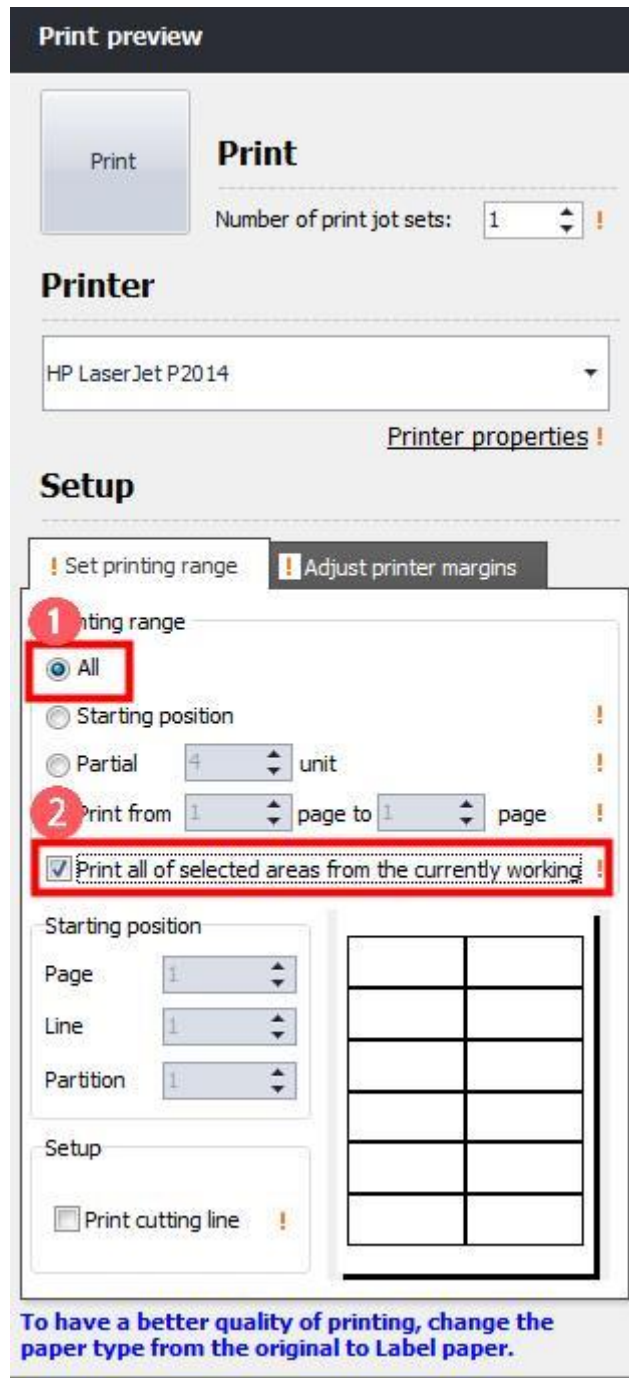
Click on the [Print] icon at the top of the program to print the entire label.

Print all from the print setting.



Print

Click  icon from the top tool bar on the label task screen. Within the print dialog box, leave [All] in [Printing range]. Tick a checkbox marked in blue color [Print currently active label to all the selected areas]. Then click [Print].



Print preview

Print

Number of print job sets: 1

Printer

HP LaserJet P2014

[Printer properties](#)

Setup

! Set printing range ! Adjust printer margins

1 **Printing range**

All

Starting position

Partial 4 unit

2 Print from 1 page to 1 page

Print all of selected areas from the currently working

Starting position

Page 1

Line 1

Partition 1

Setup

Print cutting line

To have a better quality of printing, change the paper type from the original to Label paper.

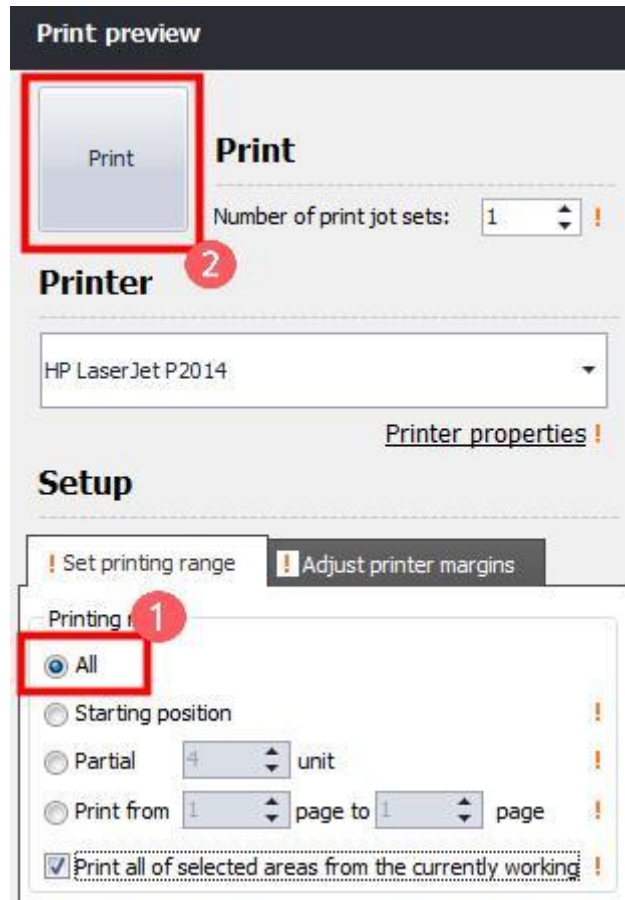
Tip: If you want to print the same label for many pages, then click [Number of printing pages]- [Number of printing sets]. Enter numbers as much as you want to print out.

- Select page you want and print it



Print

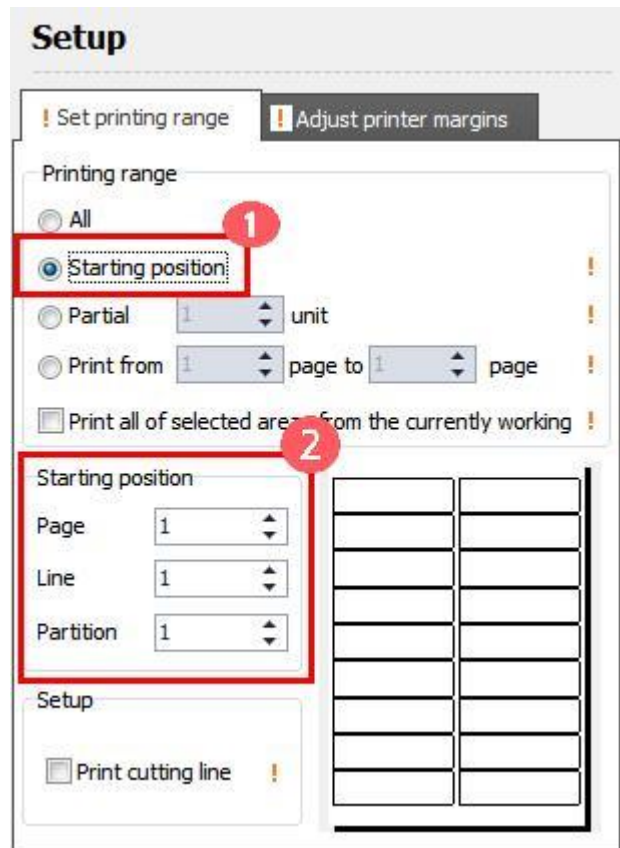
- ① When you are done with label designing work, click on the [Print] icon .
- ② An initial printing range setting is [All] basically. If you want to print whole pages, then just click on [Print].



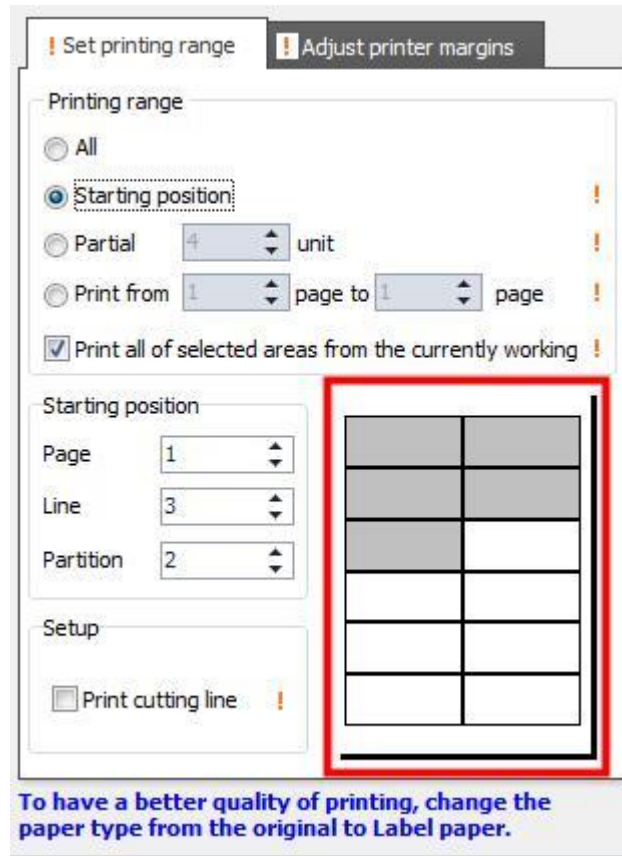
TIP : If you tick a checkbox marked in blue color [Print currently active label to all the selected areas], one label designing you finished working is applied to all the selected areas. Then these areas are printed.

- ✓ Print from a selected position to end page.

Select a starting position at [Printing range setting] > [Printing range]. Then, at the [Starting position] section shown below, specify [Line], [Partition] of the starting page. Printing starts from the selected position to end page.



Tip : In setting the starting position, you can appoint it conveniently by clicking with the mouse on the screen of label partition numbers.



- ✓ Print some parts from the entire page

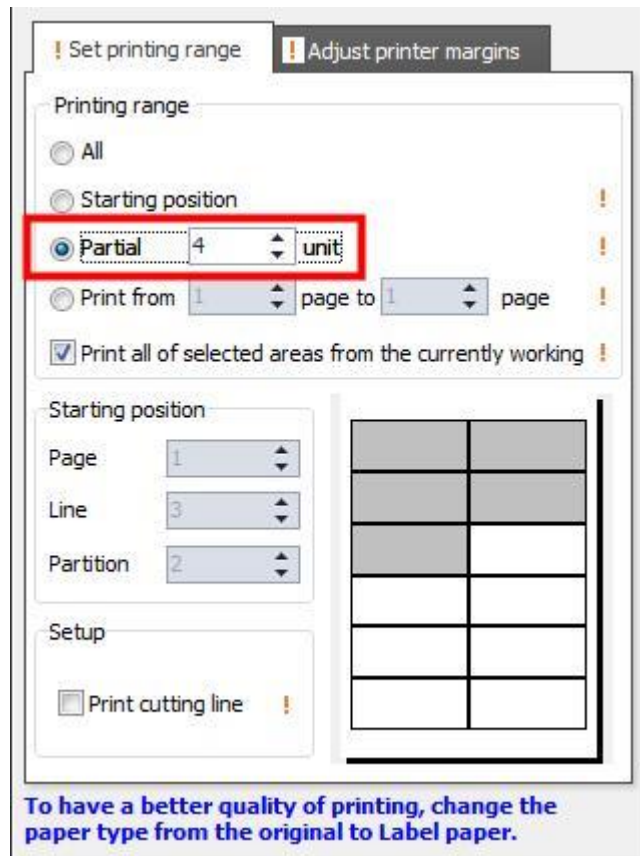
Select [Part] from [Printing range]. Enter a number of labels you want to print.

From the first label, the entered numbers of labels are printed.

- ✓ Print a page you want from the all the pages.

Select [Page] from [Printing range]. Enter a range of pages you want to print.

Then the printing starts according to the set range of pages.



CHECK TIP

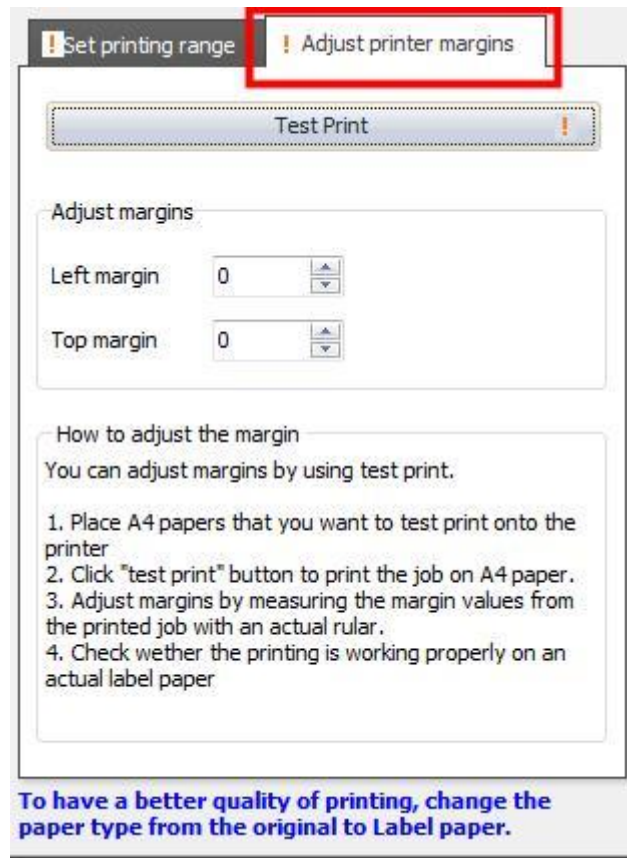
When the content is printed, the content is not fit into the partition correctly-> Adjust print margins.



Print

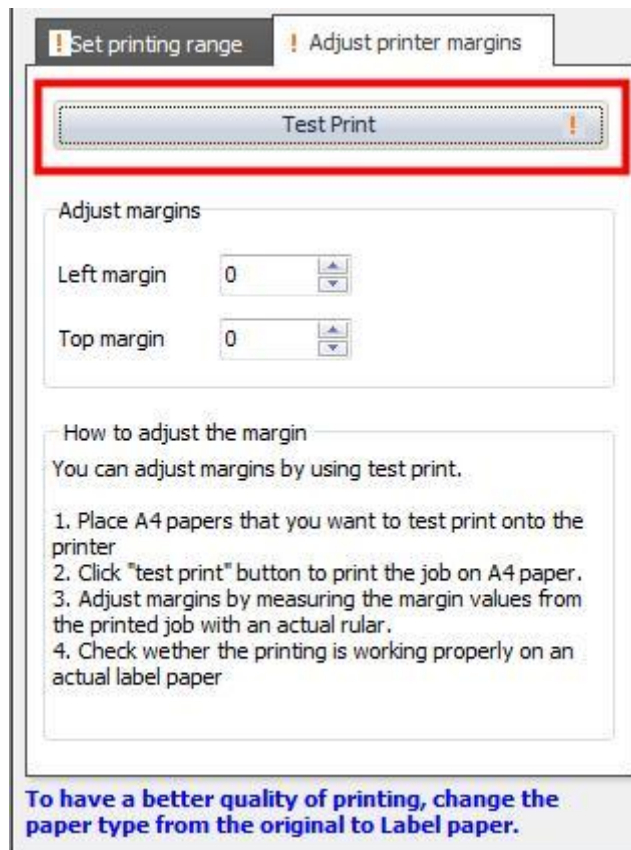
① Click [Print] icon.

When print preview window pops up, click [Printer margin adjustment].



② According to margin adjustment methods, place normal A4 paper onto a printer and click test

print button.



③ Measure the margin values from the printed test print with an actual ruler. Measure the values for each top side and left side. Enter the values of difference into left margin and top margin.

After adjusting the margin values, proceed to test print again. Check the margins are adjusted properly.

Ex) If actual margin by ruler is 47mm from the left and 51mm from the top

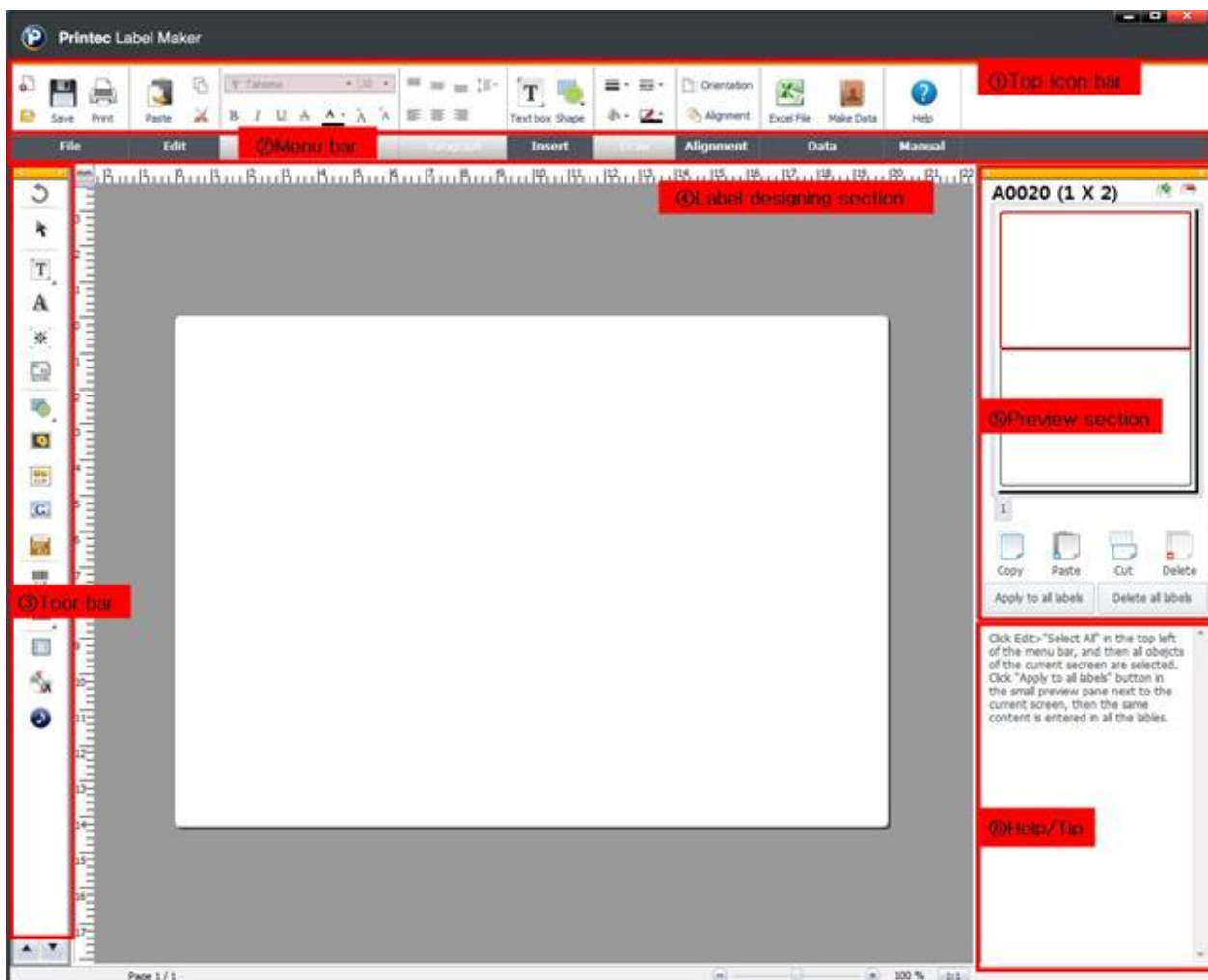
Enter 3 in the left field (50mm - 47mm = 3mm)

Enter -1 in the top field (50mm - 51mm = -1mm)

5. Study about menus and toolbox

5.1. Start-up screen

When you complete selecting the product, you will see a following screen which is the start-up screen. Printec Label Maker comprises of top icon bar, menu bar, tool bar, preview section, main screen for label design and Help/Tip.



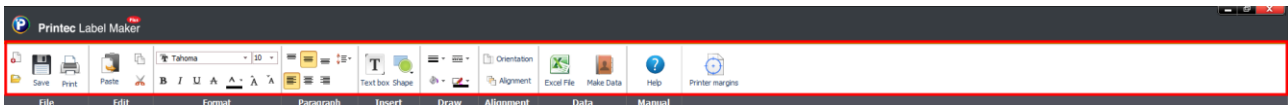
- ① **Top icon bar:** Functions that you use frequently are made as a form of icons. You can, therefore, design labels easily and conveniently.
- ② **Menu bar:** You can see all the menus of Label Maker and the whole detailed menus.
- ③ **Tool bar:** Various functions and objects are shown as icons in this tool bar.

- ④ **Label designing section:** You can freely design your labels using text box, images, shapes, barcodes, etc.
- ⑤ **Preview section:** Through this preview screen you can apply the label you designed to other labels and check them beforehand.

5.2. Icons at top menu bar





In this section, we will explain functions of icons found in top menu bar of the Label Maker program.

For a specific function of each icon, refer to detailed function explanations.






The top menu bar consists of icons of frequently used functions in the relevant menus to be used easily and conveniently for users.

5.2.1. File menu icons









Icon	Name	Explanation
	New label	Create a new label by choosing or searching the label.
	Open	Open an existing label file and work on it.
	Save	Save the active design label on your computer.
	Print	Print the active design label.


5.2.2. Edit menu icons

Icon	Name	Explanation
	Paste	Paste the copied object into a label.
	Copy	Copy the currently selected object onto the clipboard.
	Cut	Cut the currently selected object and copy it onto the clipboard. The object in current location disappears and this object is pasted onto a location you want to paste it.




- What is Object? : Each subspecialized figure is called an object such as Textbox, shapes, images, tables and so on.
- What is Clipboard? : A space that exists in computers that temporally stores specific texts or images.

5.2.3. Format menu icons



Icon	Name	Explanation
	Font type	You can change the type of font.
	Font size	You can change the size of font bigger or smaller.
	Bold	Make your text bold. If you click it one more, then it changes back to the original text.
	Italics	Italicize your text. If you click it one more, then it changes back to the original text.
	Underline	Underline your text. If you click it one more, then it changes back to the original text.
	Strikethrough	Cross something out by drawing a line through it.
	Font color	Change the color of your text by choosing the color you want.
	One size bigger	Make your text one size bigger.

	One size smaller	Make your text one size smaller.
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5.2.4. Paragraph menu icons


Icon	Name	Explanation
	Align text top, middle, bottom	Align text top, middle or bottom within the text box.
	Align text left, center, right	Align text left, center or right within the text box.
	Line Spacing	Adjust line spacing between texts above and below in the text box.

5.2.5. Inserting menu icons



Icon	Name	Explanation
	Text box	Select text box between portrait and landscape boxes, and then insert the box.
	Shapes	You can select and insert line, arrow, and square with rounded corner, oval, trapezoid, parallelogram, diamond, pentagon and star.

5.2.6. Drawing menu icons



Icon	Name	Explanation
	Line Width	Adjust the line width of inserted lines and shapes.
	Line type	Adjust the line type of inserted lines and shapes.
	Fill Color	Select various colors for the inserted shapes. Fill inside of shapes with various colors.

	Line color	Adjust the line color of inserted lines and shapes.
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5.2.7. Arrangement menu icons

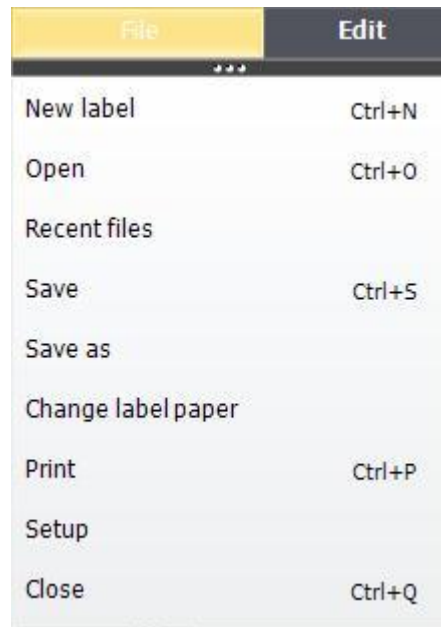
Icon	Name	Explanation
	Paper orientation	Change the paper orientation. Each time you click it, a paper is changed between portrait and landscape
	Sequence(Order)	Bring front or send backwards the inserted object. For detailed selection, there are: bring to front, bring to forefront, send backwards and send to the very end.

5.2.8. Data management menu icons

Icon	Name	Explanation
	Excel data	Load data made from Excel. Change the data to the one that can be used in Label Maker.
	Create data	Create empty data or data that can be provided as templates.

5.3. Menu bar

5.3.1. File menu



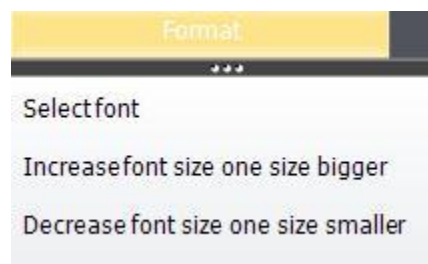
- ✓ New label: Open new label
- ✓ Open: Load an existing label file
- ✓ Recent files: Select a file you want from the file lists you recently worked on.
- ✓ Save: Save a label you worked.
- ✓ Save as: Leave a previous file as the same, and save it with a new name.
- ✓ Change label paper: Change a label paper that you are currently working to a different label paper.
- ✓ Print: Print label or set print options.
- ✓ Setup: Set task environments.
- ✓ End: Close the program.

5.3.2. Edit menu



- ✓ Paste: Paste the copied object into a label.
- ✓ Copy: Copy the currently selected object onto the clipboard.
- ✓ Cut: Cut the currently selected object.
- ✓ Delete: Delete the currently selected object
- ✓ Select All : Select all the objects that you currently working on.
- ✓ Undo: Undo the last action.
- ✓ Redo: Redo the last action.

5.3.3. Format menu



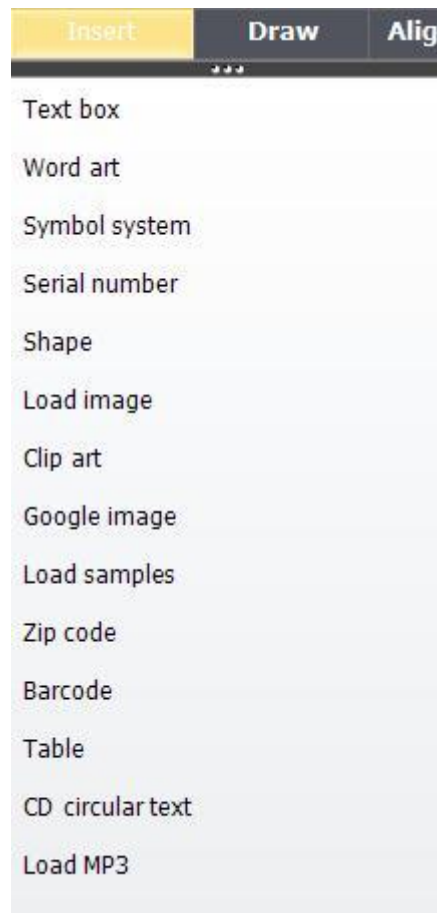
- ✓ Font format: Pick a font type, font size, font form and color of text objects.
- ✓ One size bigger: Make your text one size bigger.
- ✓ One size smaller: Make your text one size smaller.

5.3.4. Paragraph menu



- ✓ Align left: Align text in the text box to the left
- ✓ Align center: Align text in the text box to the center
- ✓ Align right : Align left: Align text in the text box to the right
- ✓ Top alignment: Align text in the text box to the top.
- ✓ Middle alignment: Align left: Align text in the text box to the middle.
- ✓ Bottom alignment: Align left: Align text in the text box to the bottom.
- ✓ Line spacing: Adjust space between lines.

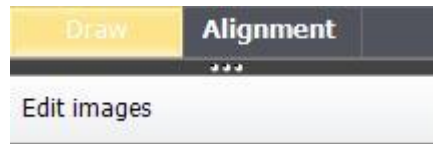
5.3.5. Insert menu



- ✓ Text box: Insert text box object
- ✓ Shape: Insert shape object. You can select detailed form of a shape and insert it. The options are: line, arrow, square with rounded corner, oval, trapezoid, parallelogram, diamond, pentagon and star.
- ✓ Load image: Load an image from your computer and then insert it.
- ✓ Clip art: Select a clip art and insert it.
- ✓ Barcode: Create a barcode and insert it.
- ✓ Table: Create a table and insert it.
- ✓ Symbol system: Select a symbol from the system and insert it.
- ✓ Serial number: Create a serial number and insert it.
- ✓ CD circular text: Create a CD circular text and insert it.

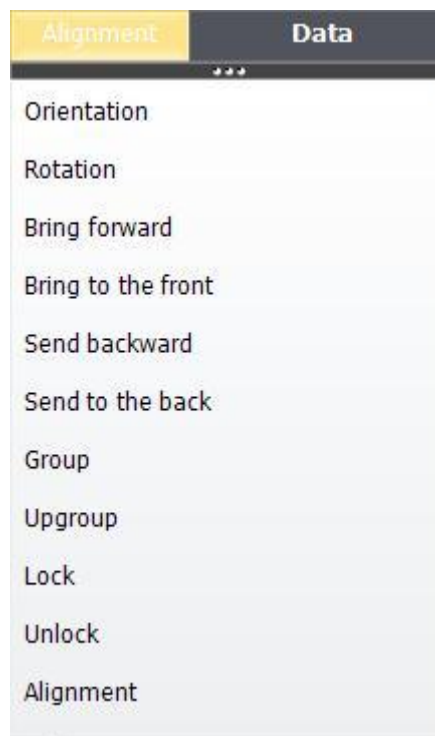
- ✓ Load sample: Select a sample from sample wizard and insert it.
- ✓ Load MP3: Load MP3 tag and insert it.

5.3.6. Draw menu



- ✓ Edit an image: Edit a selected image.

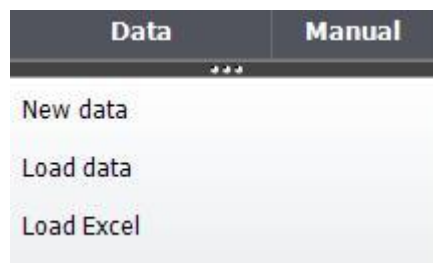
5.3.7. Alignment



- ✓ Page orientation: Change the paper orientation. Each time you click it, a paper is changed between portrait and landscape
- ✓ Rotation: Rotate a selected image in clockwise or counter-clockwise direction.
- ✓ Bring to forward: Bring the selected object forward.
- ✓ Bring to the Front: Bring the selected object in front of all other objects.
- ✓ Send backward: Send the selected object backward.

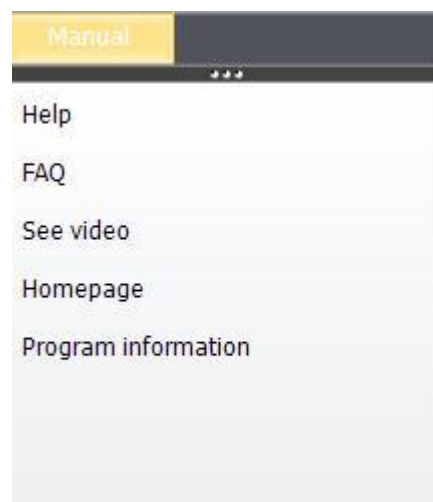
- ✓ Send to the end: Send the selected object to the end.
- ✓ Group: Make two objects or more into a group.
- ✓ Ungroup: Disintegrate joined objects as a group.
- ✓ Lock: Lock objects not to be modified.
- ✓ Unlock: Unlock the locked object.
- ✓ Adjustment: Adjust positions between objects as in up, down, left, right side.

5.3.8. Data menu



- ✓ Create data: Create data from an empty resource or select data from already defined address books and book catalogs.
- ✓ Load data: Load already created data with Access and MDB, and create new data.
- ✓ Load Excel data: Load already created data with Excel and CSV, and create new data.

5.3.9. Guidance menu






- ✓ Help: See guides about the program and use this information to label making tasks.
- ✓ FAQ: Design labels easily by referring to FAQ.
- ✓ See videos: Refer to videos for functions.
- ✓ Where to Buy: Guide for online/offline purchase of Printec products.
- ✓ Program Information: Display information about version of Printec Label Maker.

5.4. Toolbar

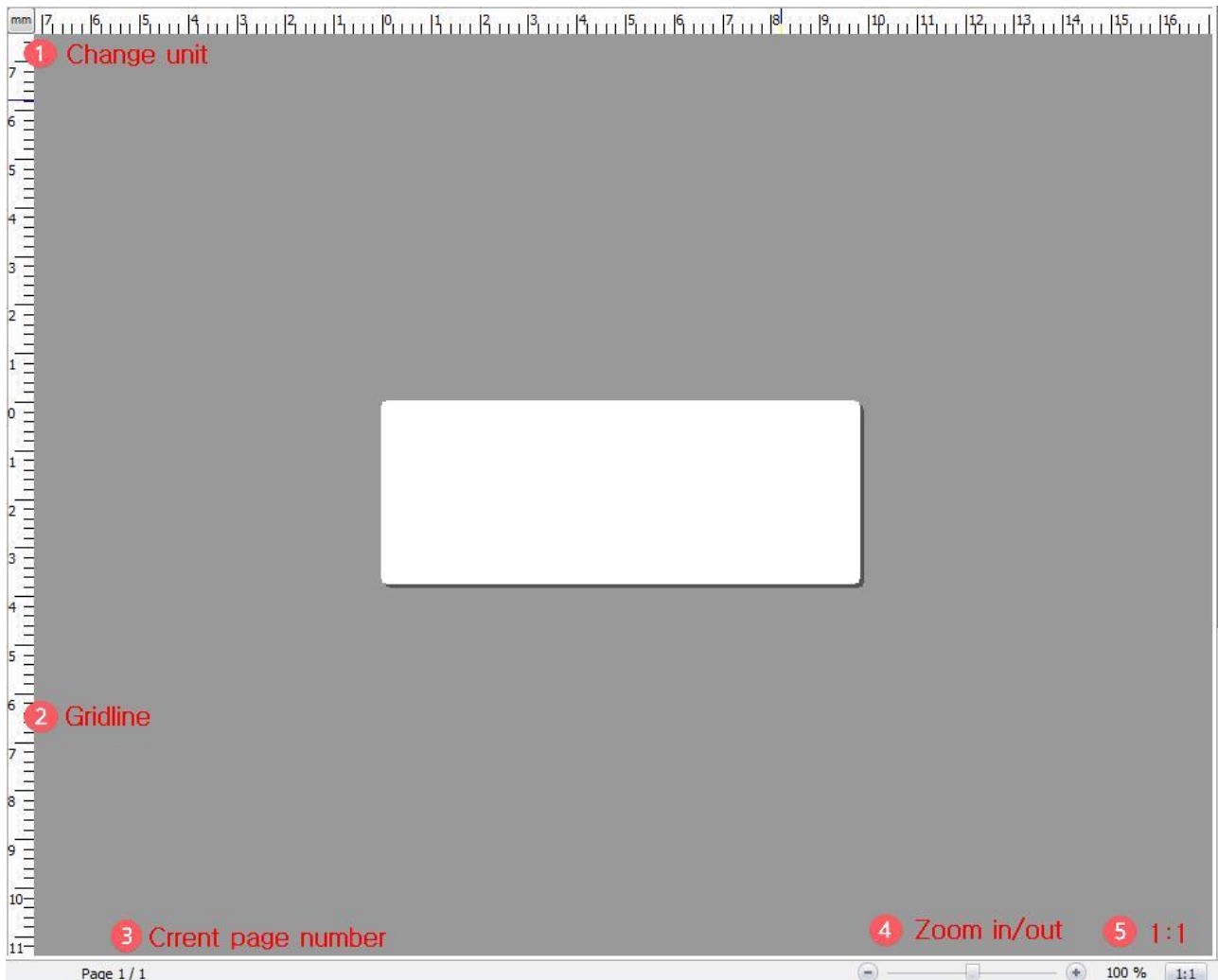
Toolbar is assorted with frequently used objects so that you can use them conveniently.



	
	Select: Select objects
	Text box: Select text box between portrait and landscape boxes, and then insert it.
	Word art: Give various effects such as angle, stereo effect and shadow.
	Symbol system : Select and insert various kind of symbols.
	Define string: Structuralize strings using various functions and serial numbers.
	Shapes: Select and insert various kinds of shapes (figures).
	Image: Select images from your PC and then insert it.
	Clipart: Search for various kinds of clip arts and then insert them.
	Google Image: Search for various kinds of images on the internet and inset them.
	Sample design: Utilize various samples provided by Printec to design labels.
	Zipcode: Search zip codes or create boxes and barcodes for zip codes.(Not supported)
	Barcode: Create various barcodes (distribution/zip code barcode) and QR codes.
	Table: Set number of rows and coulms and make tables.
	CD circular text: Insert CD circular text that is used a lot for CD designing.
	Load MP3 : Create new music CDs and titles by usingq TAG information in MP3 files

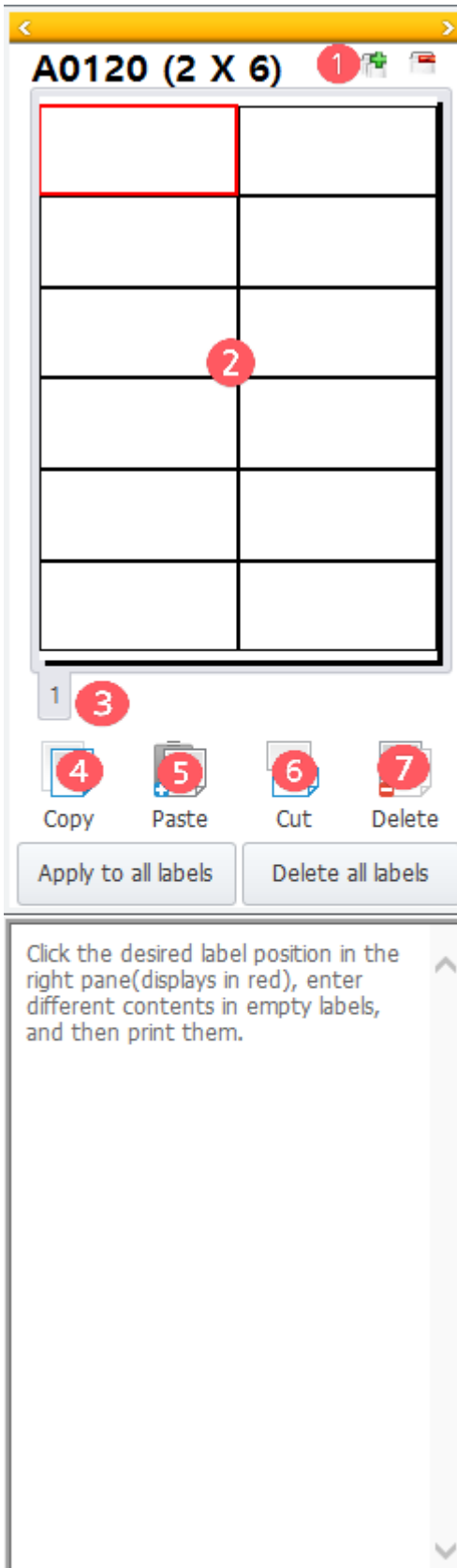
5.5. Label design section

This is a section where you can design your labels. You can show gridlines or zoom in/out for a convenient label design.



- ① **Change unit:** Each time you click it, from inch to mm (Inch<- ->mm) the unit is changed. Gradation on the ruler is changed respectively
- ② **Gridline:** Gridline that is useful for label designing displays.
- ③ **Current page number:** When there are many pages, it displays current page number or the entire page number.
- ④ **Zoom in/out:** You can zoom in or out your labels.
- ⑤ **1:1 :** Change a size of the label you zoomed in/out to the original one.

5.6. Preview section



- ① Add/Delete page: Add page or Delete page.
- ② Preview window: You can preview your finished label.
- ③ Page number: You can move around according to page number and preview pages.
- ④ Copy: Copy all the selected objects of the selected label.
- ⑤ Paste: Paste the copied label.
- ⑥ Cut: Cut objects from the selected label.
- ⑦ Delete: Delete all the objects from the selected label.
- ⑧ Apply to all: Apply the selected label to all.
- ⑨ Delete all labels: Delete all the applied objects in labels.

✚ SAMPLE DESIGN

Printec, make like this!

You want to decorate Printec Label Maker more pretty but you don't know what to do?

Make your labels referring to below sample designs. Use and make your own label by exploiting various images and Printec Label Maker functions.




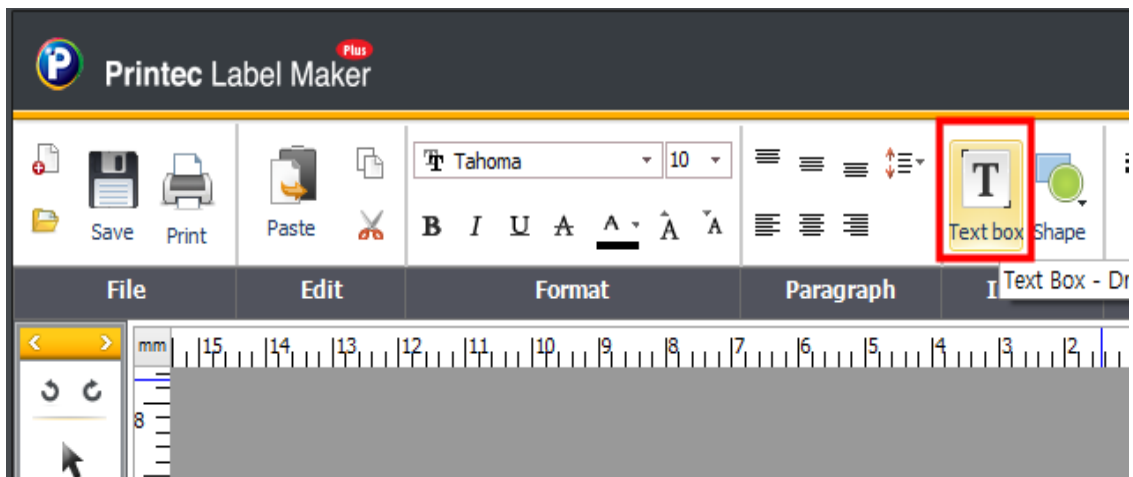
Part 2. Master basic functions

6. Input texts and change font types

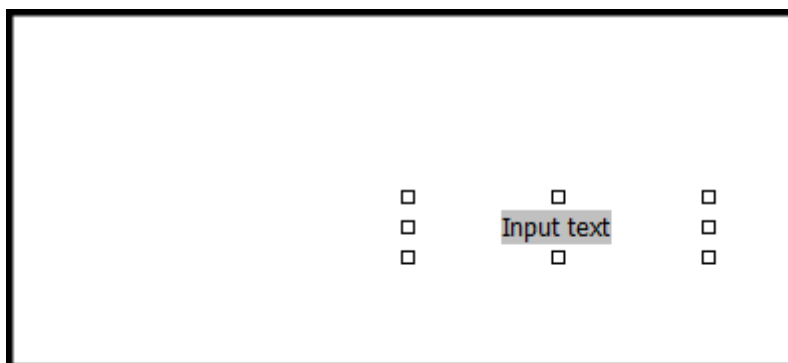
You can input texts onto labels by using text box of Printec Label Maker . In this section, we will learn about methods for entering texts, modifying texts, deleting texts and changing font types.


6.1. Input texts

- 1) Next, click [Text Box] under [Insert] menu, or the icon  on the left, and select [Write in vertical]/[Write in horizontal]. (You can't enter texts unless you use a text box.)



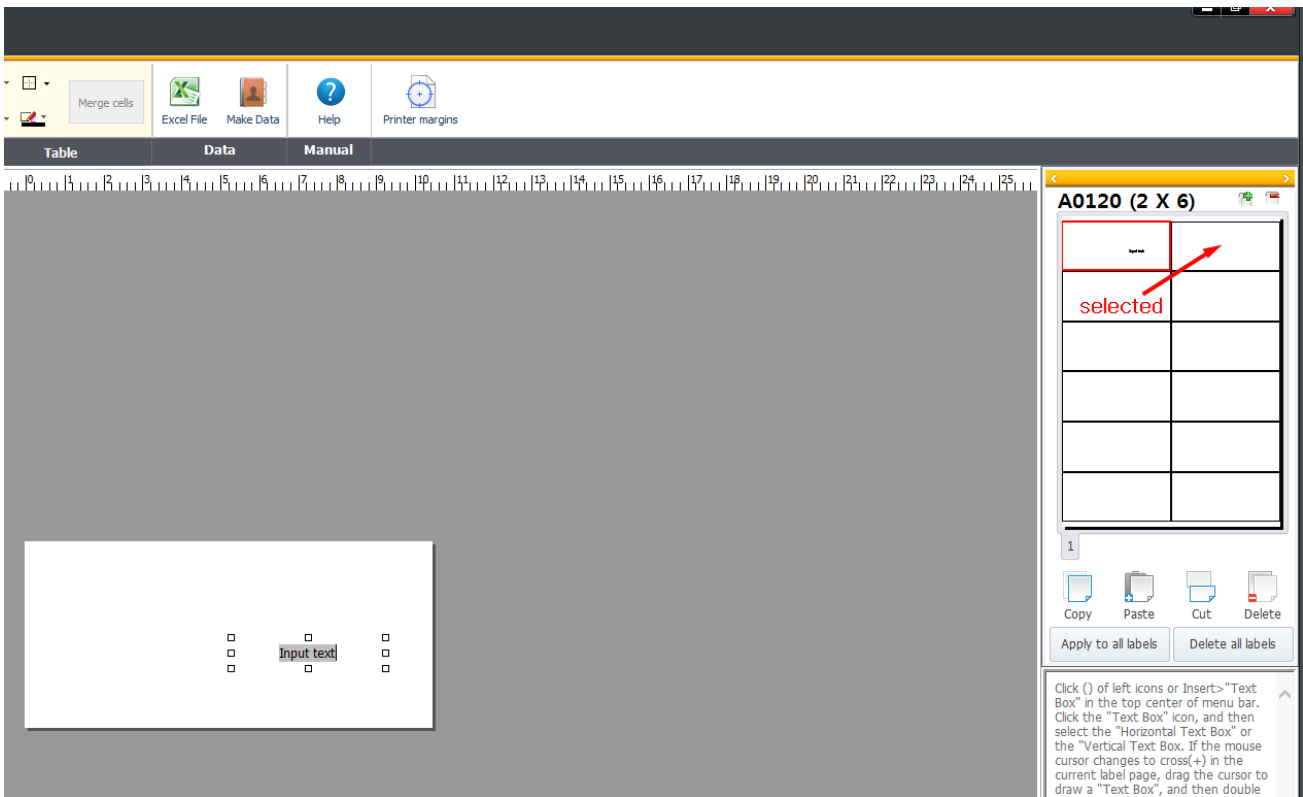
Enter the information you want.



TIP) if you want to enter additional text, click [Text Box]  and enter text.

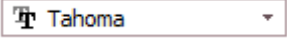
If you want to move to another label, click another cell on Label Preview on the right.

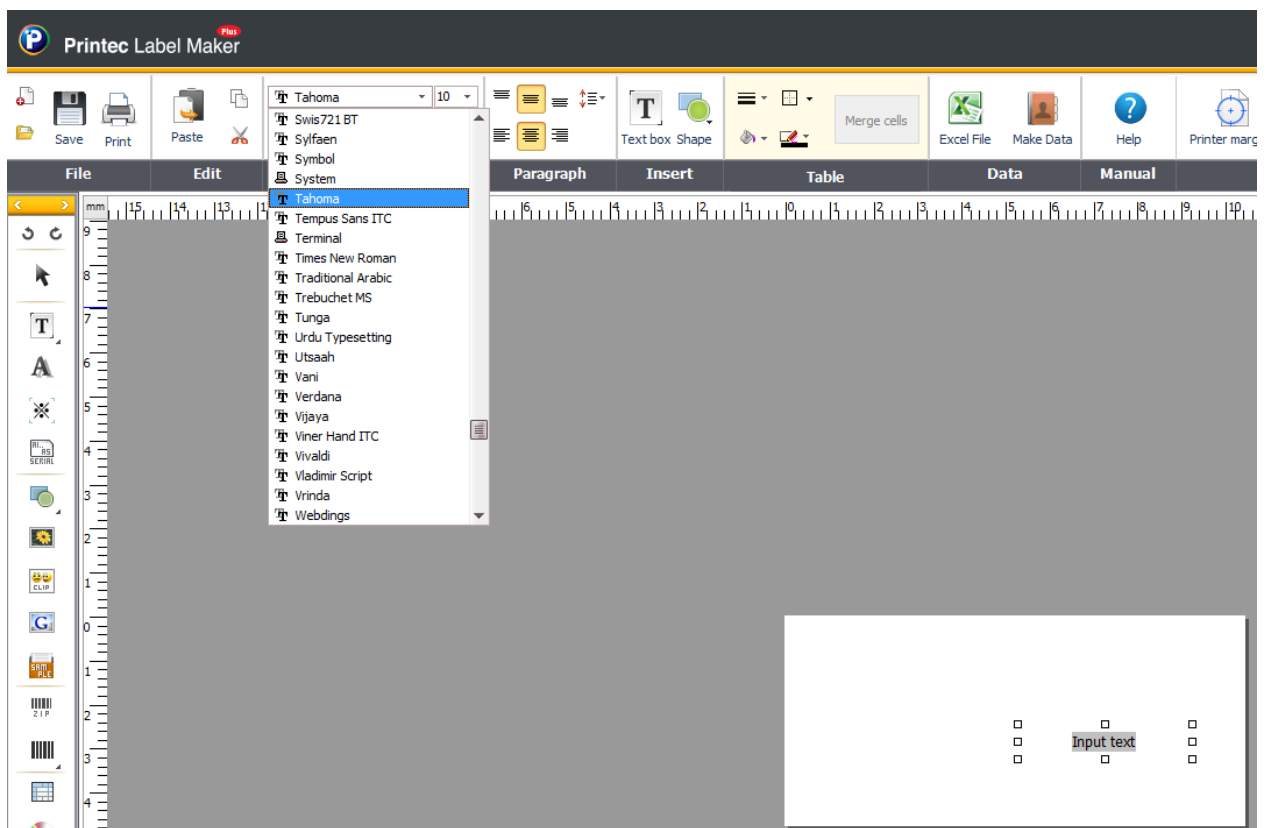
(The label marked with red is the label currently selected.)



Changing Font Format

Changing Font

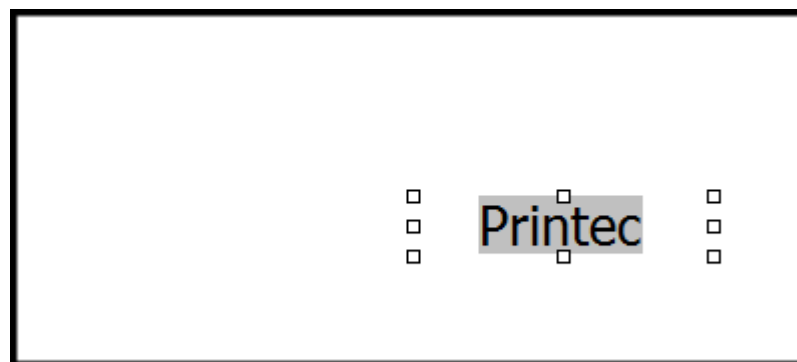
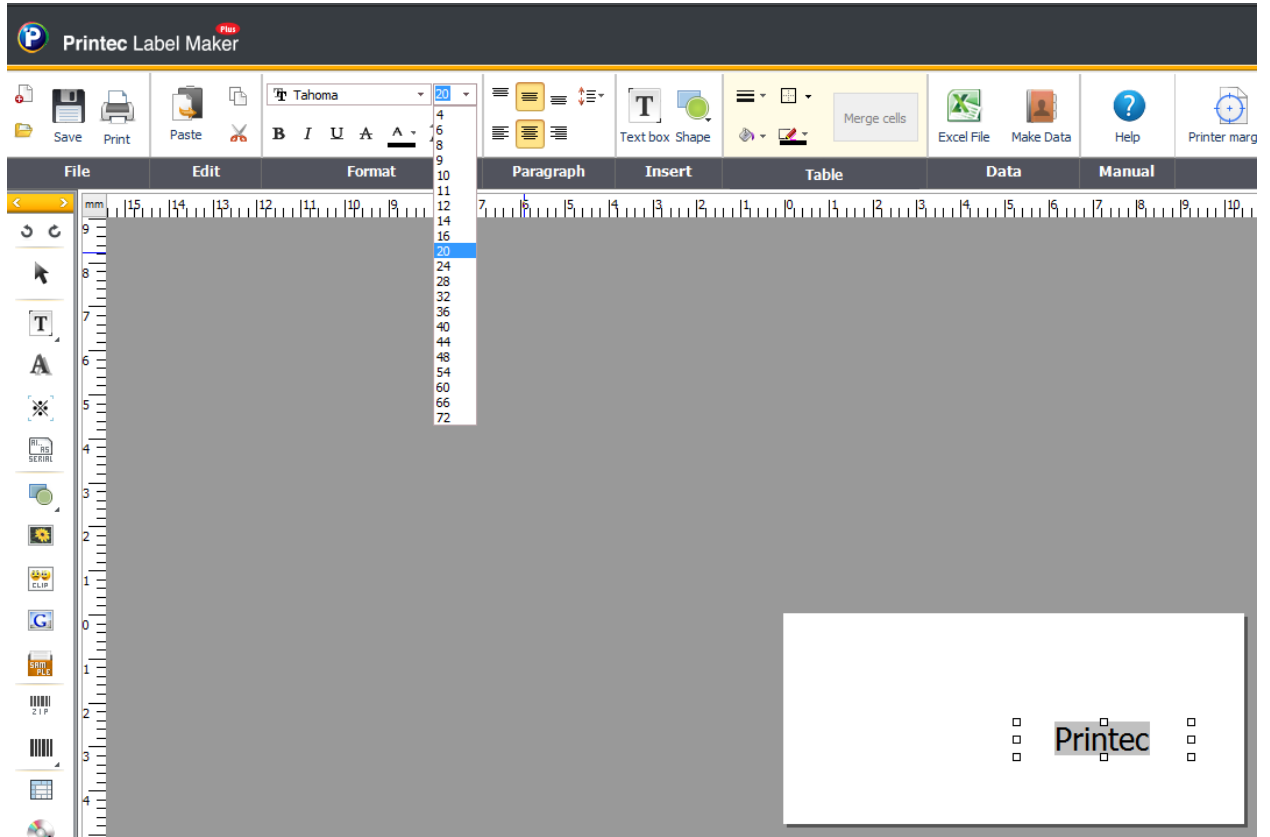
Drag and select the word to change, click the drop-down menu , and select the font from the list. Here, [Tahoma] is selected.



TIP) Font name with '@' in the front is vertical font. (Example: @Tahoma)

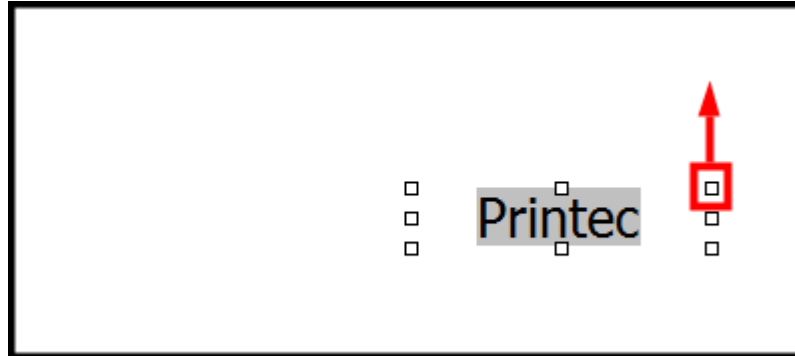
TIP) When the part of the text is selected, the selected part is changed only.

Changing Font Size



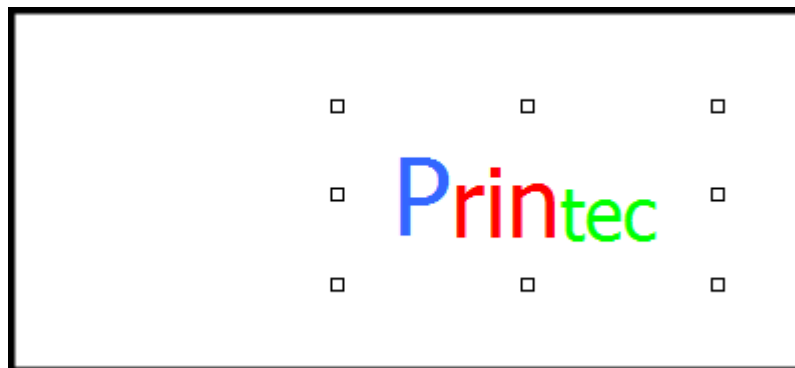
If the size of font is increased to 20pt in a 10pt size text box and the text looks cut-off,

Drag the 8 dots created when the text box is selected, and enlarge the text box.



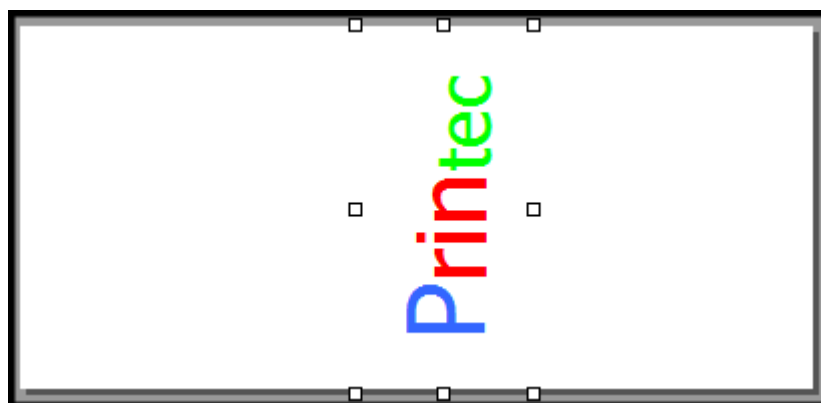
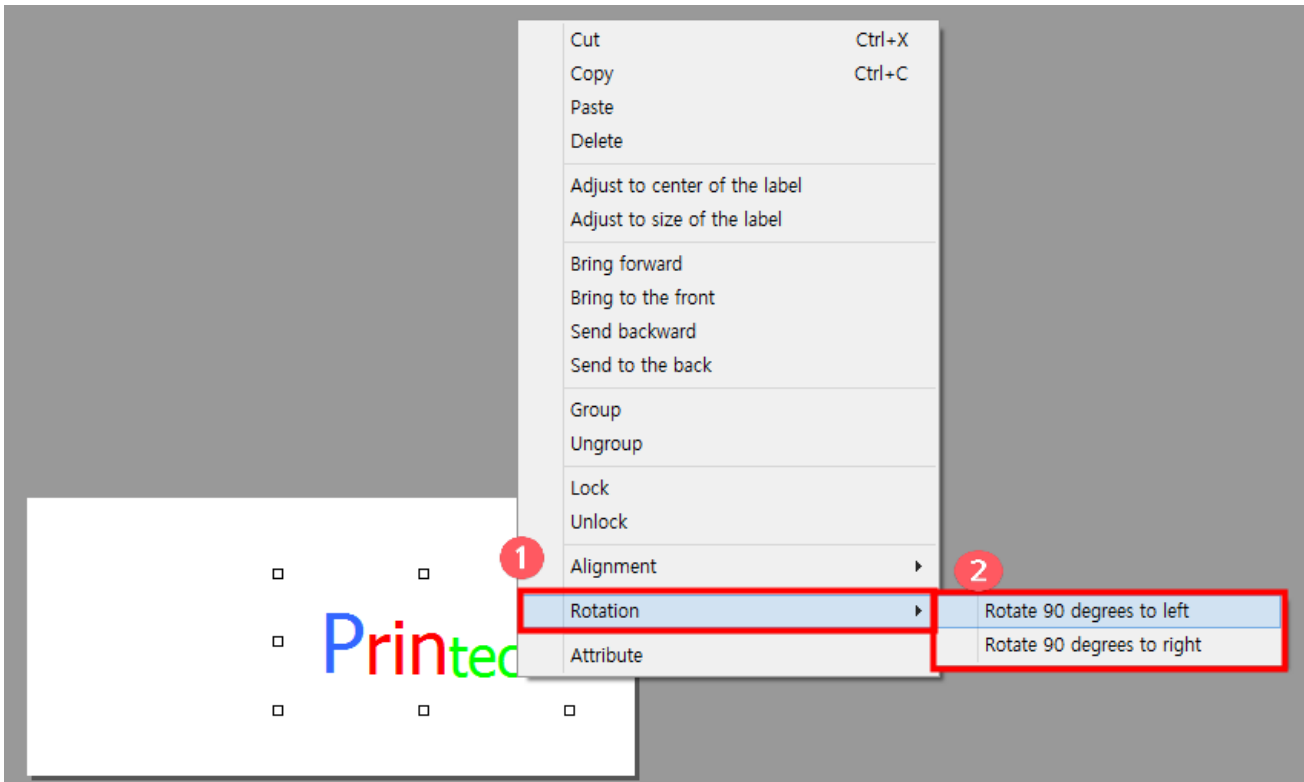
TIP. Format of each letter in a single text box can be changed by selecting and dragging each letter.

Only the selected part is changed.

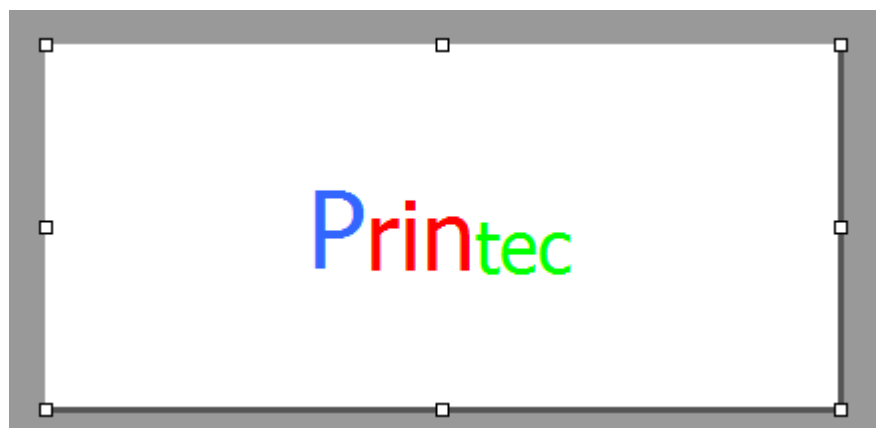


Rotating Text


Right-click and select [Rotation] - [Rotate 90 degrees to left] or [Rotate 90 degrees to right] to rotate.

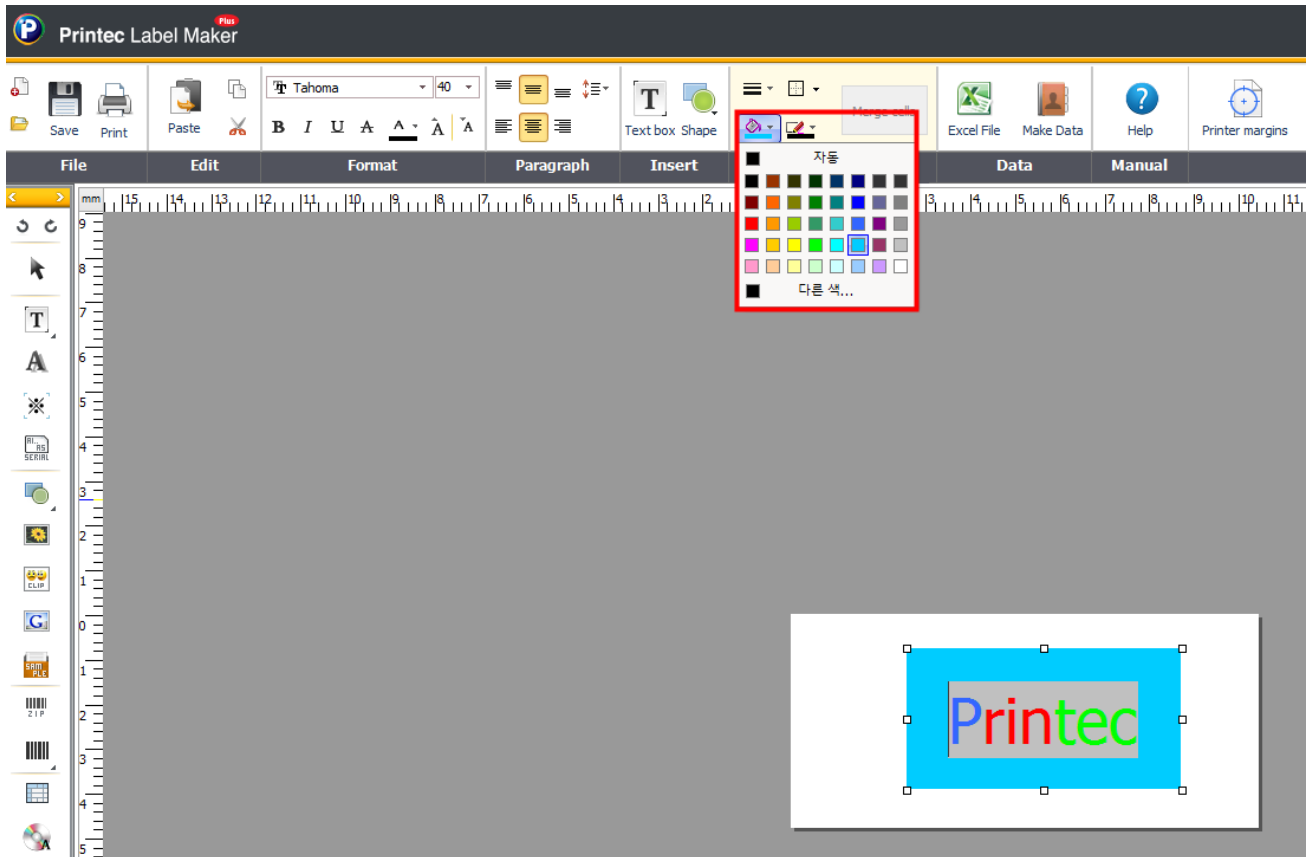


TIP > Right click to [Adjust to center of the label] or [Adjust to size of the label].




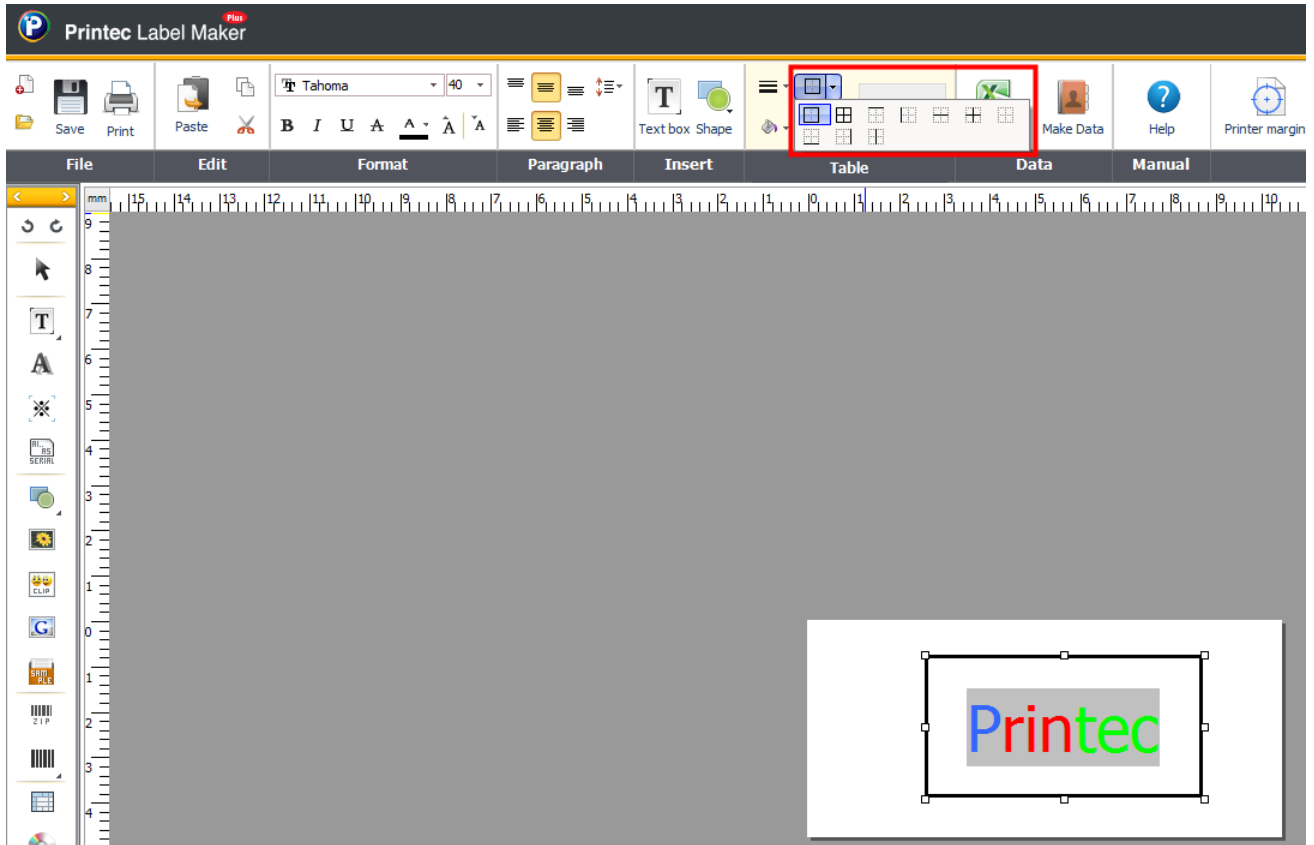
Font Background Color

Select  from above menu to change the background of the text box.



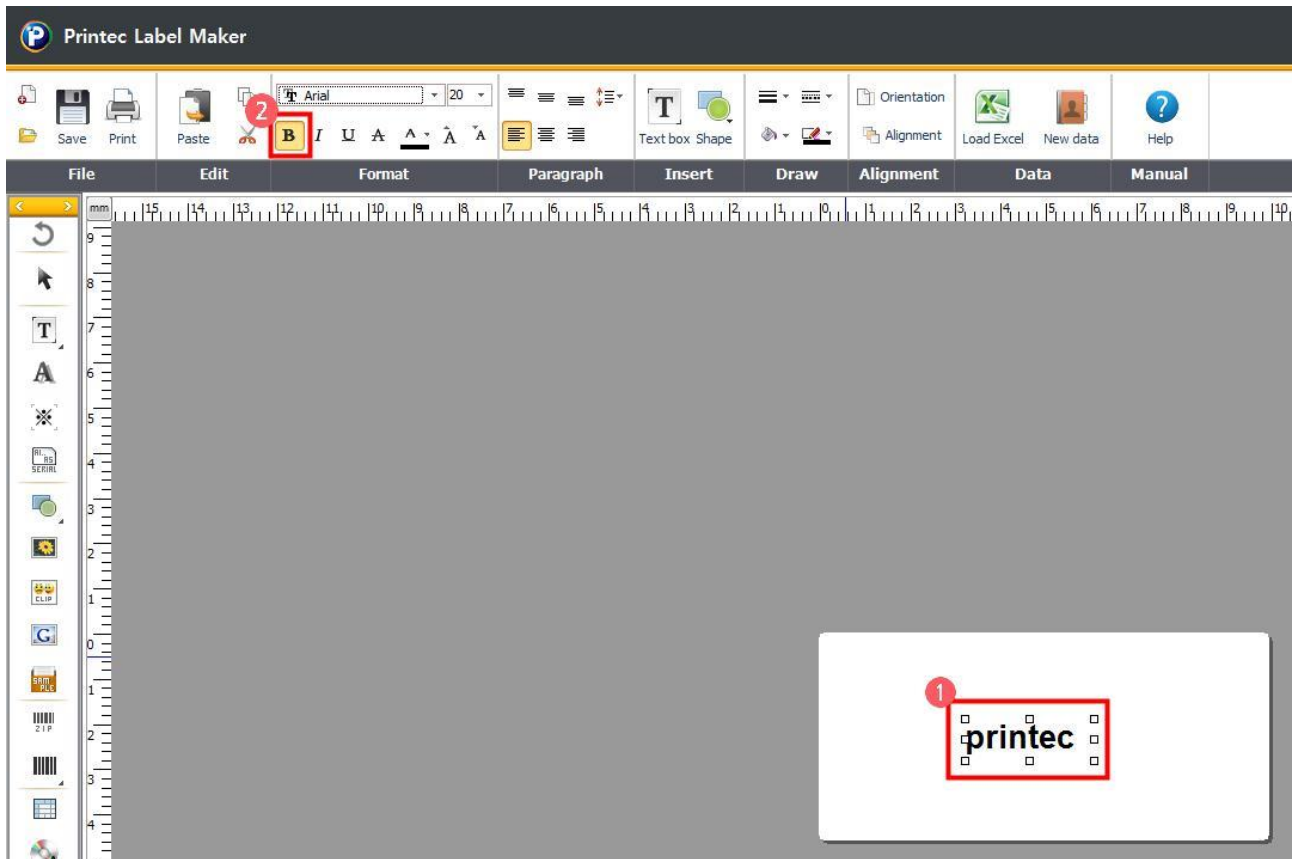
Text Box Outline

Select  from the menu on the top to insert outline to the text box.



6.1.1. Bold font

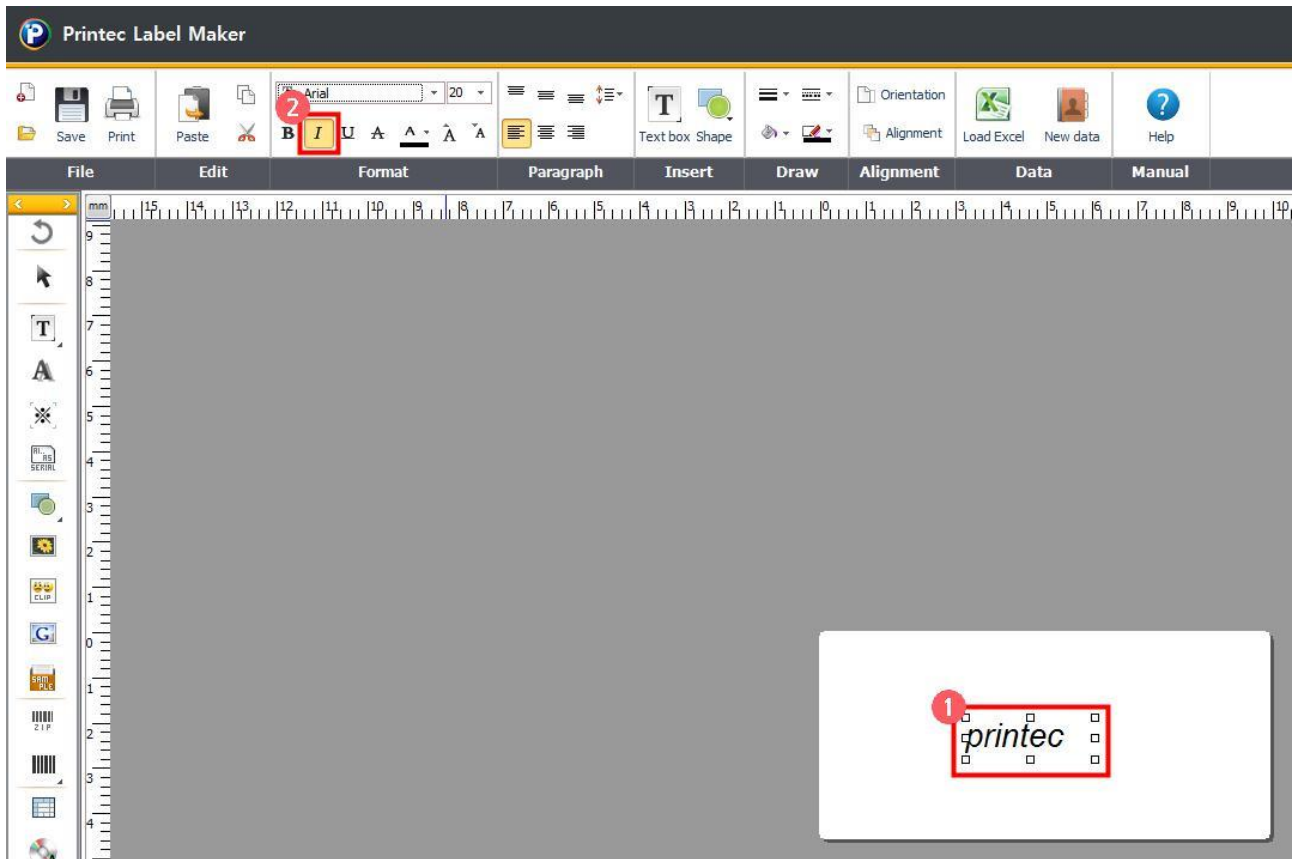
① Drag texts and click **B** from the top side menu icons.



TIP. When you select some parts only, the selected parts are only changed.

6.1.2. Italic font

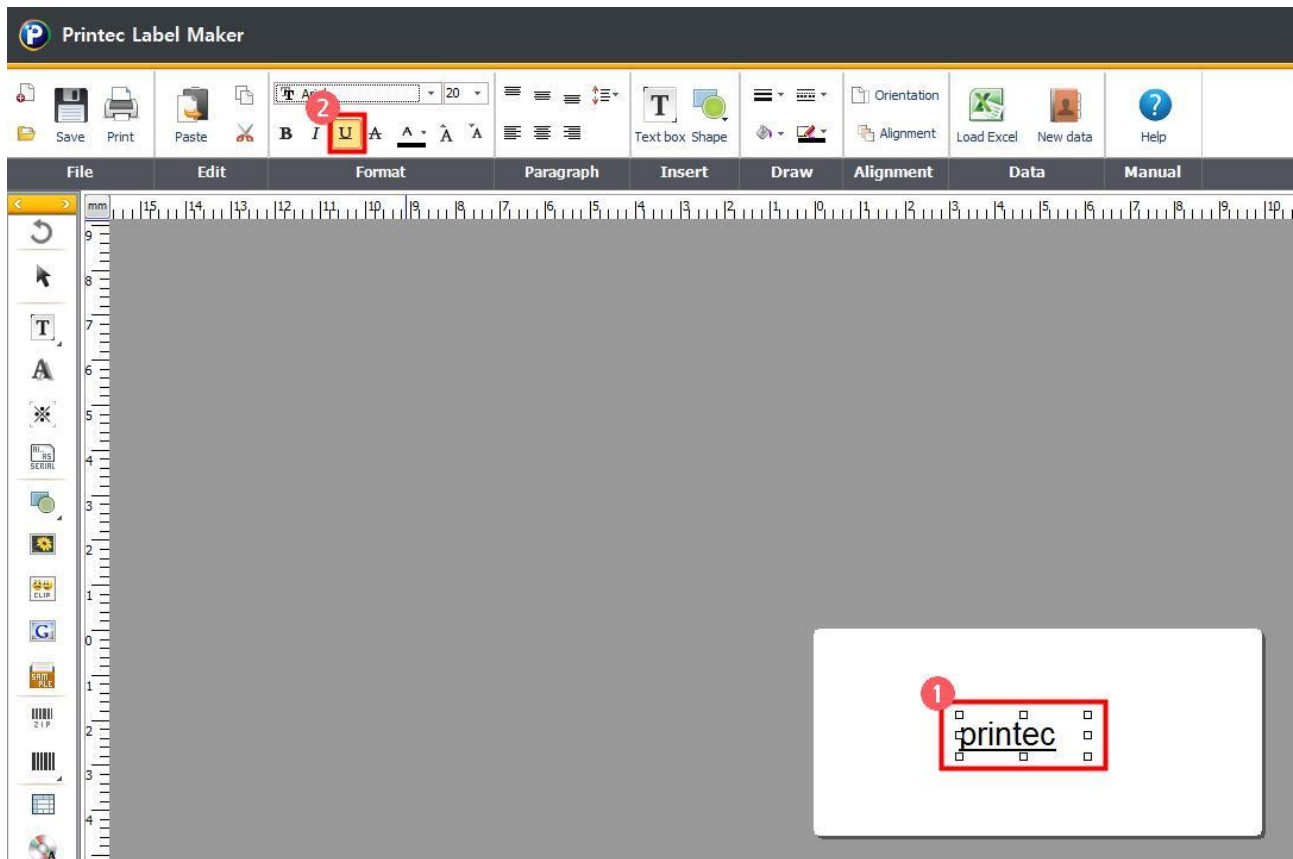
- 1 Drag texts and click *I* from the top side menu icons.



TIP. When you select some parts only, the selected parts are only changed.

6.1.3. Underlined font

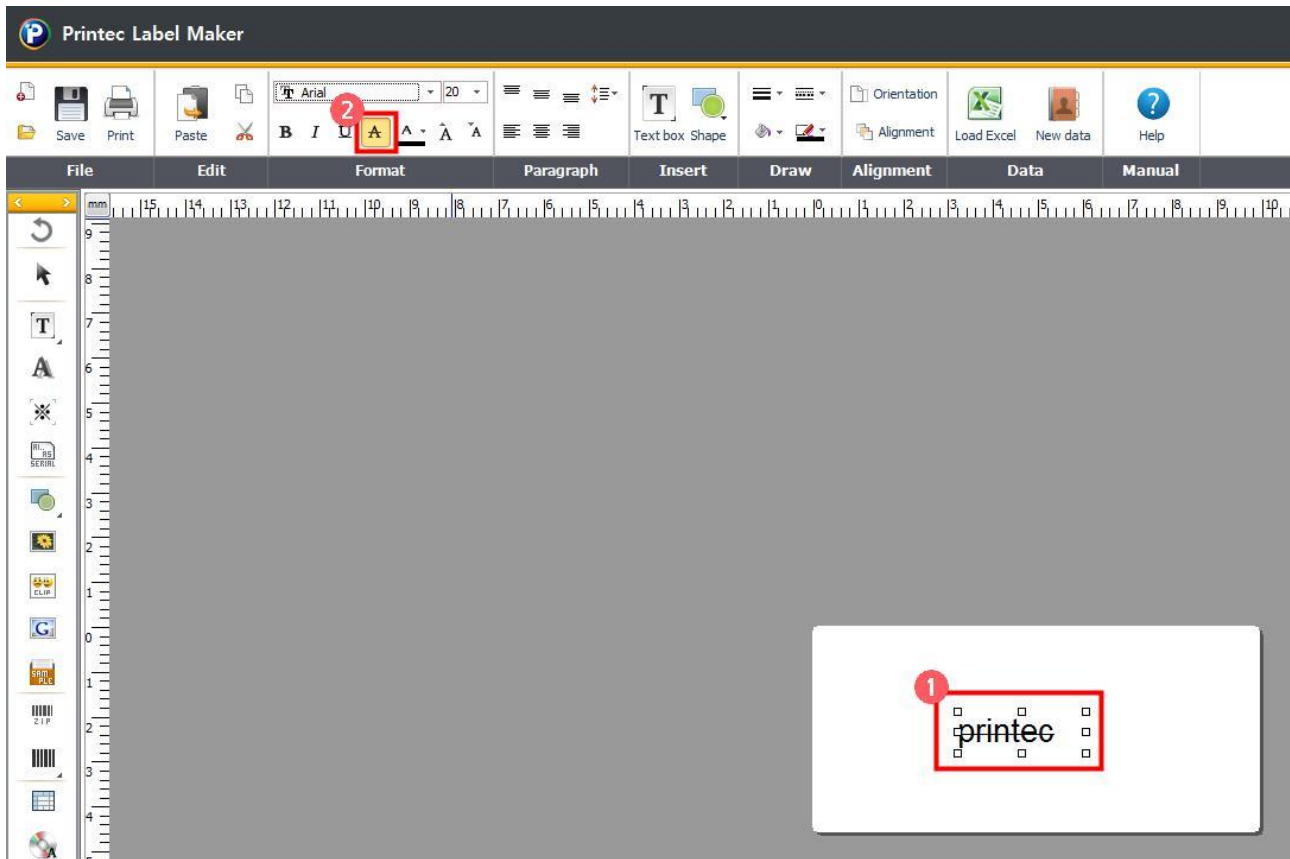
① Drag texts and click  from the top side menu icons.



TIP. When you select some parts only, the selected parts are only changed.

6.1.4. Strikethrough font

- ① Drag texts and click  from the top side menu icons.



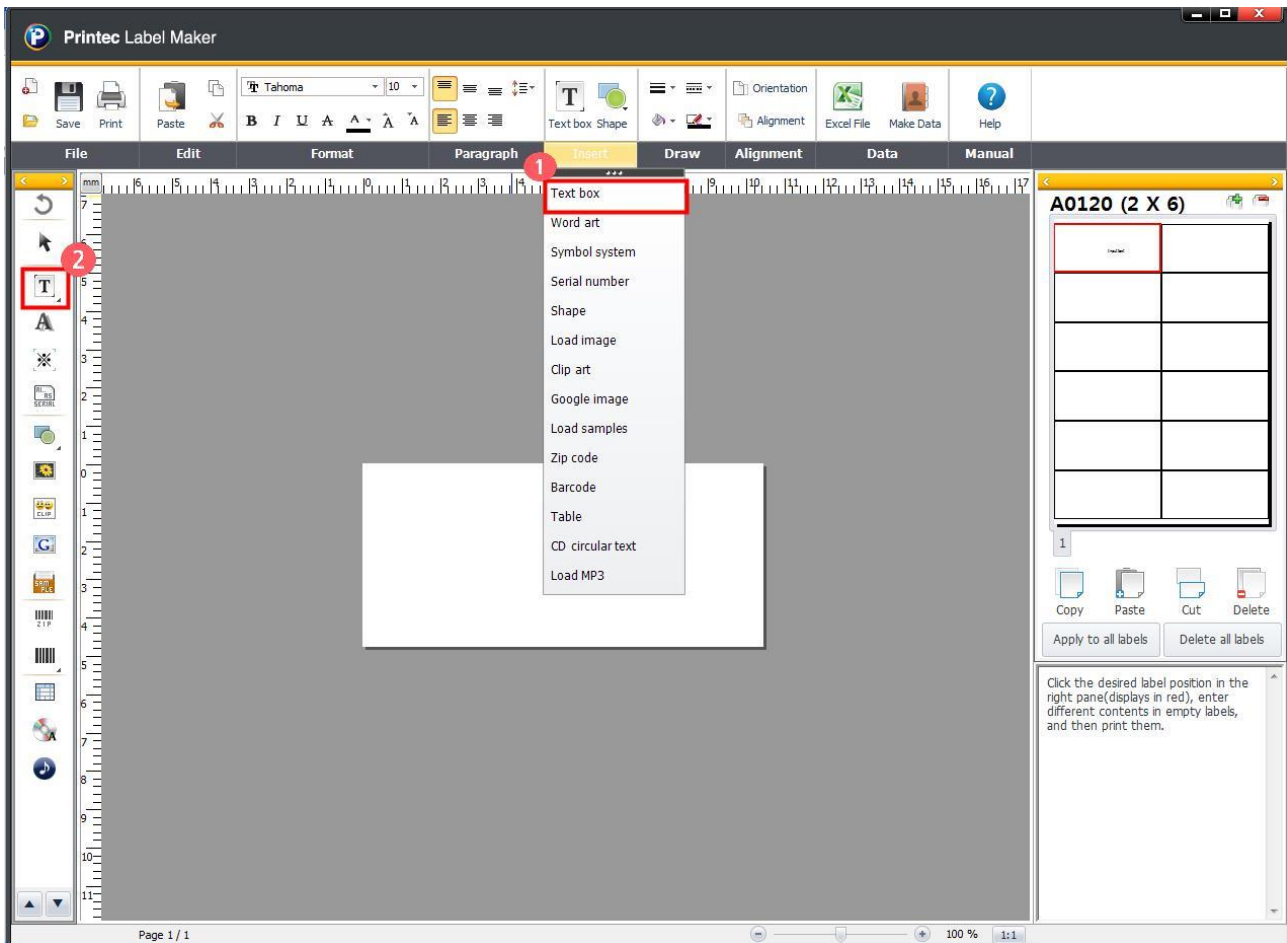
TIP. When you select some parts only, the selected parts are only changed.

6.2. Insert/Delete/Modify texts

6.2.1. Insert texts

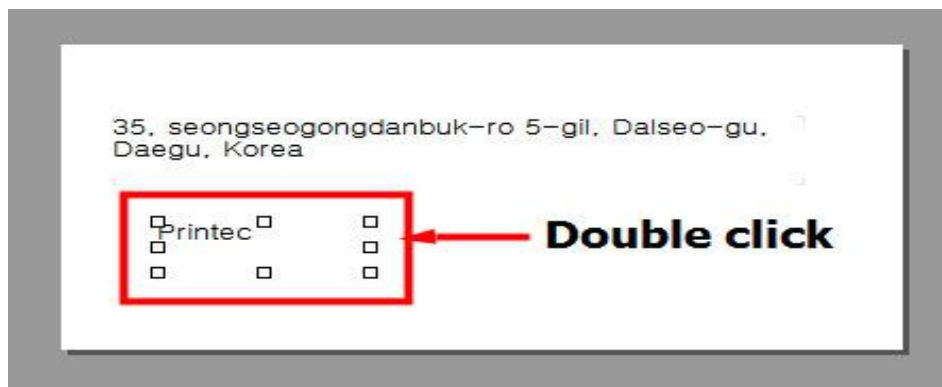
- ① Click [Insert] and [Text box] or Click  from the left side menu bar and select [Write in vertical/Write in horizontal]. When the text box shows up on the task screen, double click it with

the right mouse button and enter texts.



6.2.2. Modify texts

① Double click texts you want to modify. When the mouse cursor blinks, modify the texts.

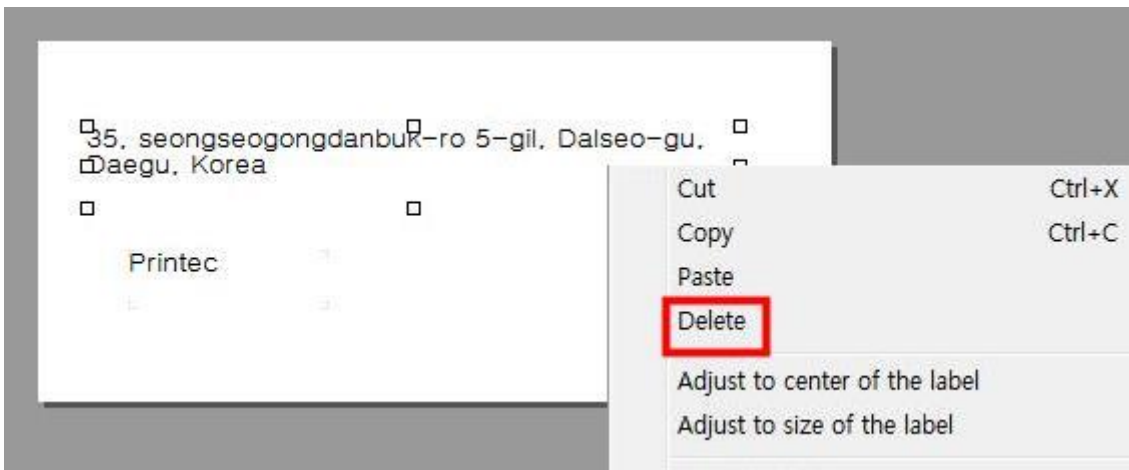


6.2.3. Delete texts

- ① Select texts you want to delete. Then press [backspace] key on the keyboard.

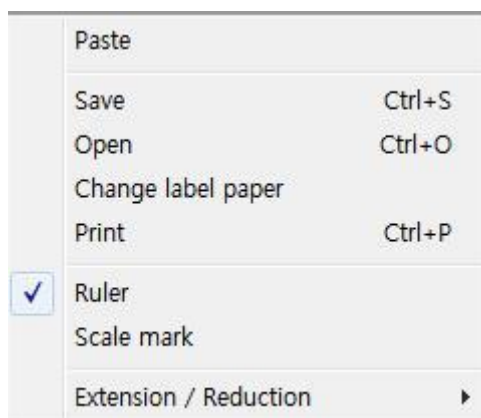
6.2.4. Delete text box

- ① Select the text box you want to delete. Press [Delete] key on the keyboard or click the right mouse button and then [Delete].



TIP. See the menus when the right mouse button is clicked.

Following menus are property menus that come up when you click an empty task area with the right mouse button.



Paste: Paste copied or cut objects.

Save: Save current states.

Open: Open files you worked on.

Change paper: Change label paper.

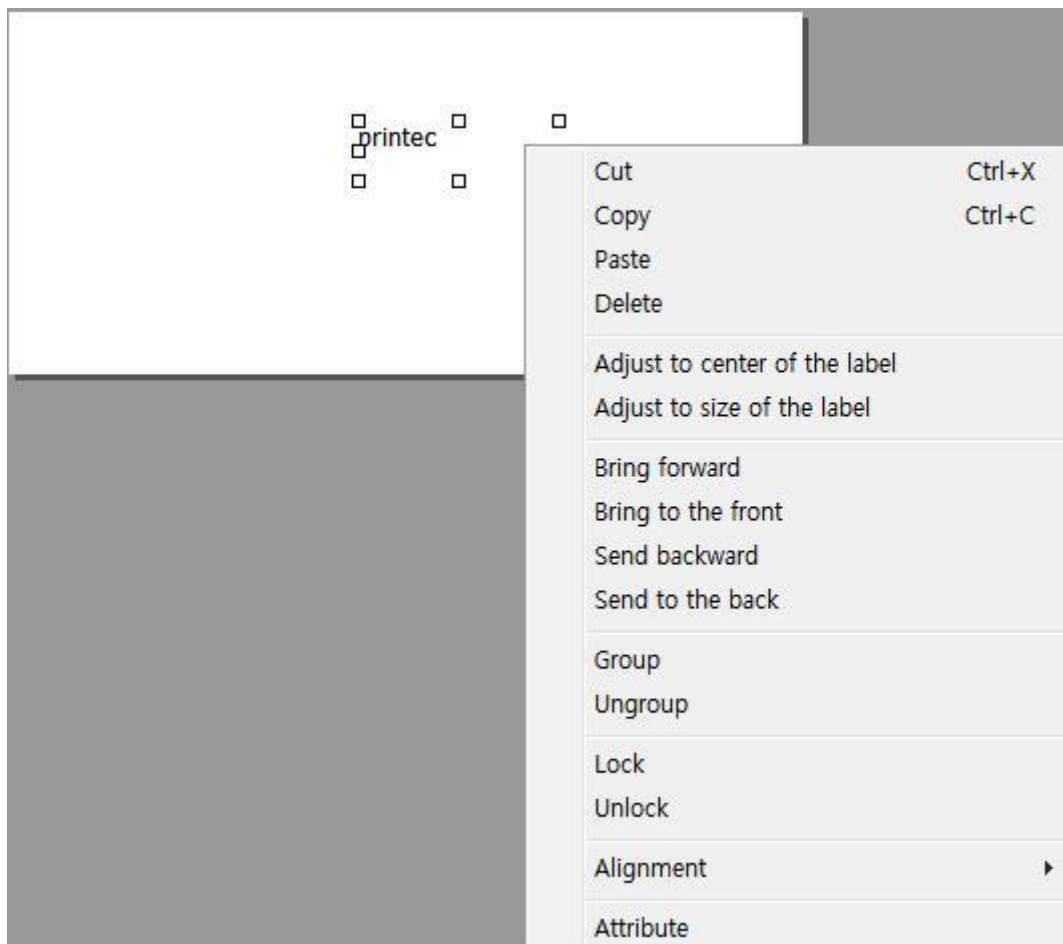
Print: Print the active label.

Scale: Show the scale on the task screen.

Gridline: Show the gridline on the task screen.

Zoon in/out: Adjust screen display ratio.

Following menus are property menus that come up when you click the texts selected with the right mouse button.



Cut: Cut the selected object.

Copy: Copy the selected object.

Paste: Paste the copied or cut object.

Delete: Delete the selected object.

Set to the center: Set objects to the center of the label.

Set according to the size: Adjust the size of the selected object according to the label size.

Bring forward: Move the selected object to above one partition.

Bring to forefront: Move the selected object to the very top.

Group: Make two objects or more into a group.

Ungroup: Disintegrate joined objects as a group.

Lock: Lock the selected object not to be modified.

Unlock: Unlock the locked object.

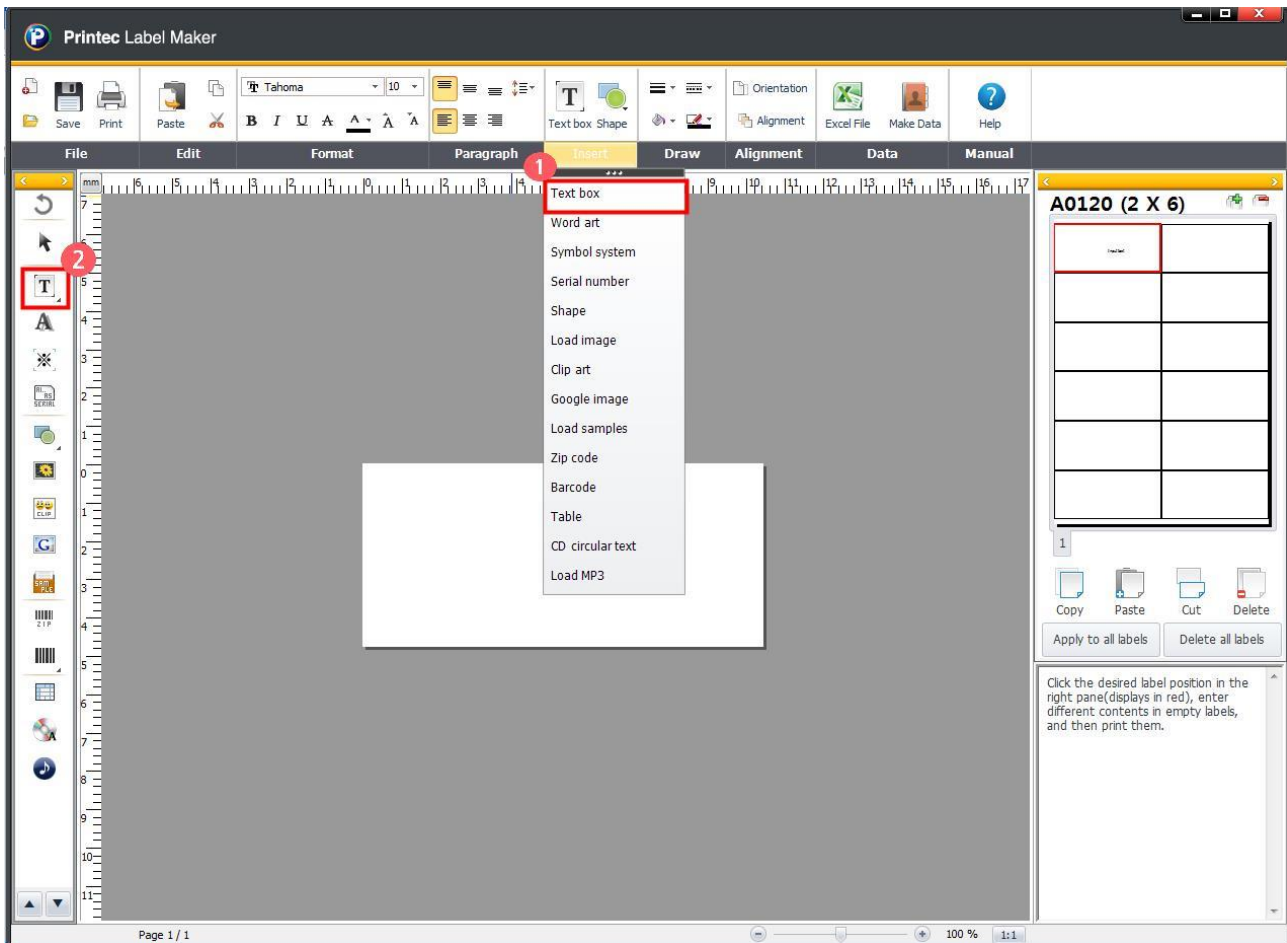
Alignment: Choose how to align the selected object.

Property: See the selected object's properties.

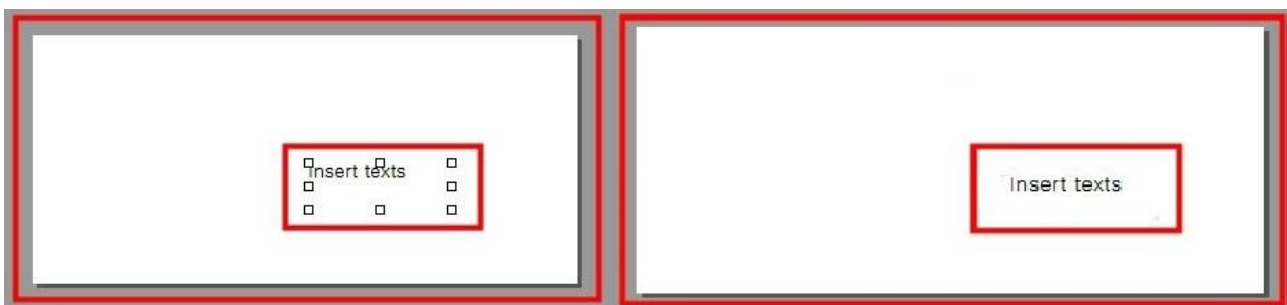
6.3. Enter texts in other partitions

① Click **[Insert]** and **[Text box]** or Click  from the left side menu bar and select **[Write in**

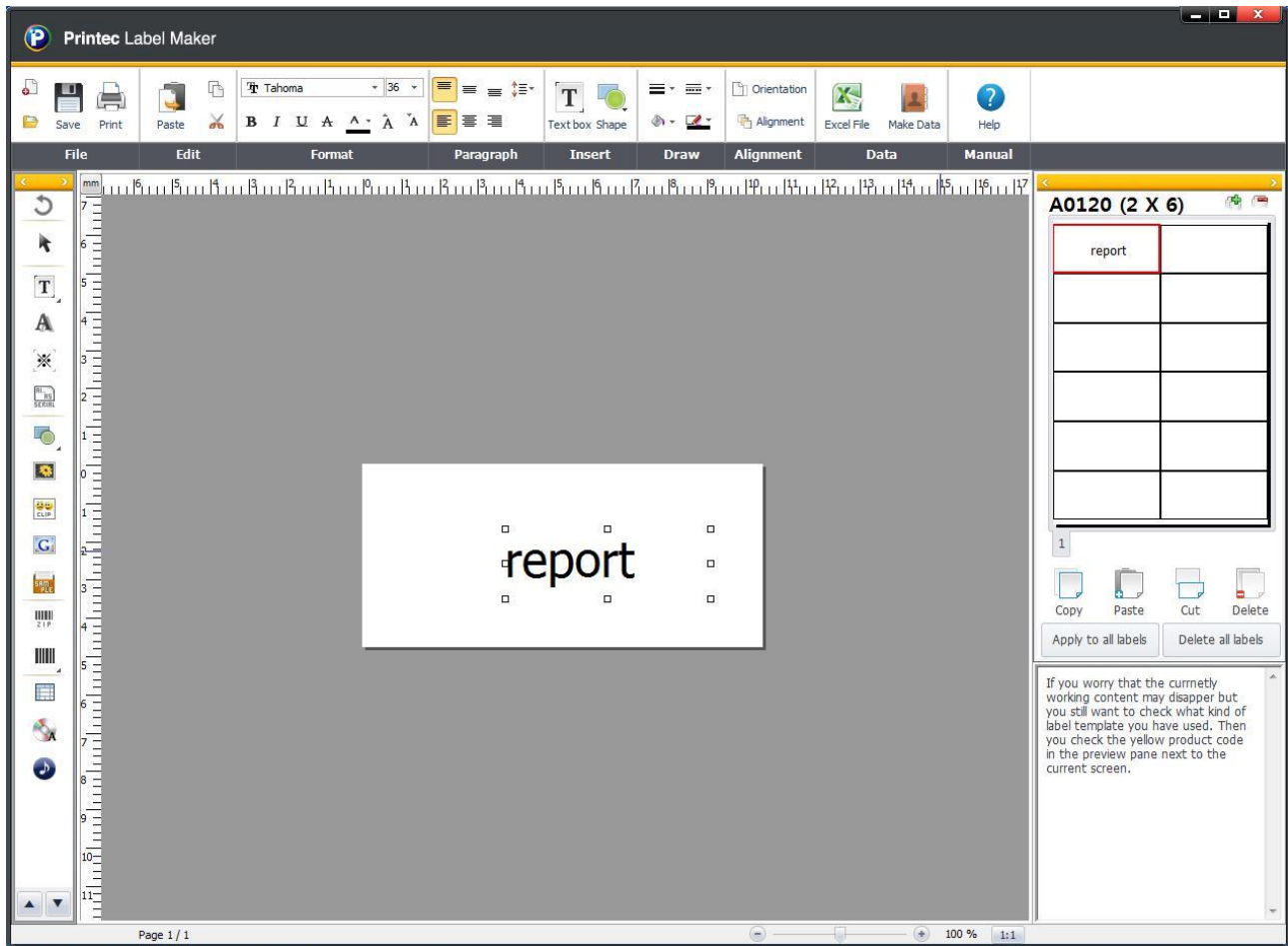
vertical/Write in horizontal].



② When the text box shows up on the task screen, double click it with the right mouse button and enter texts.

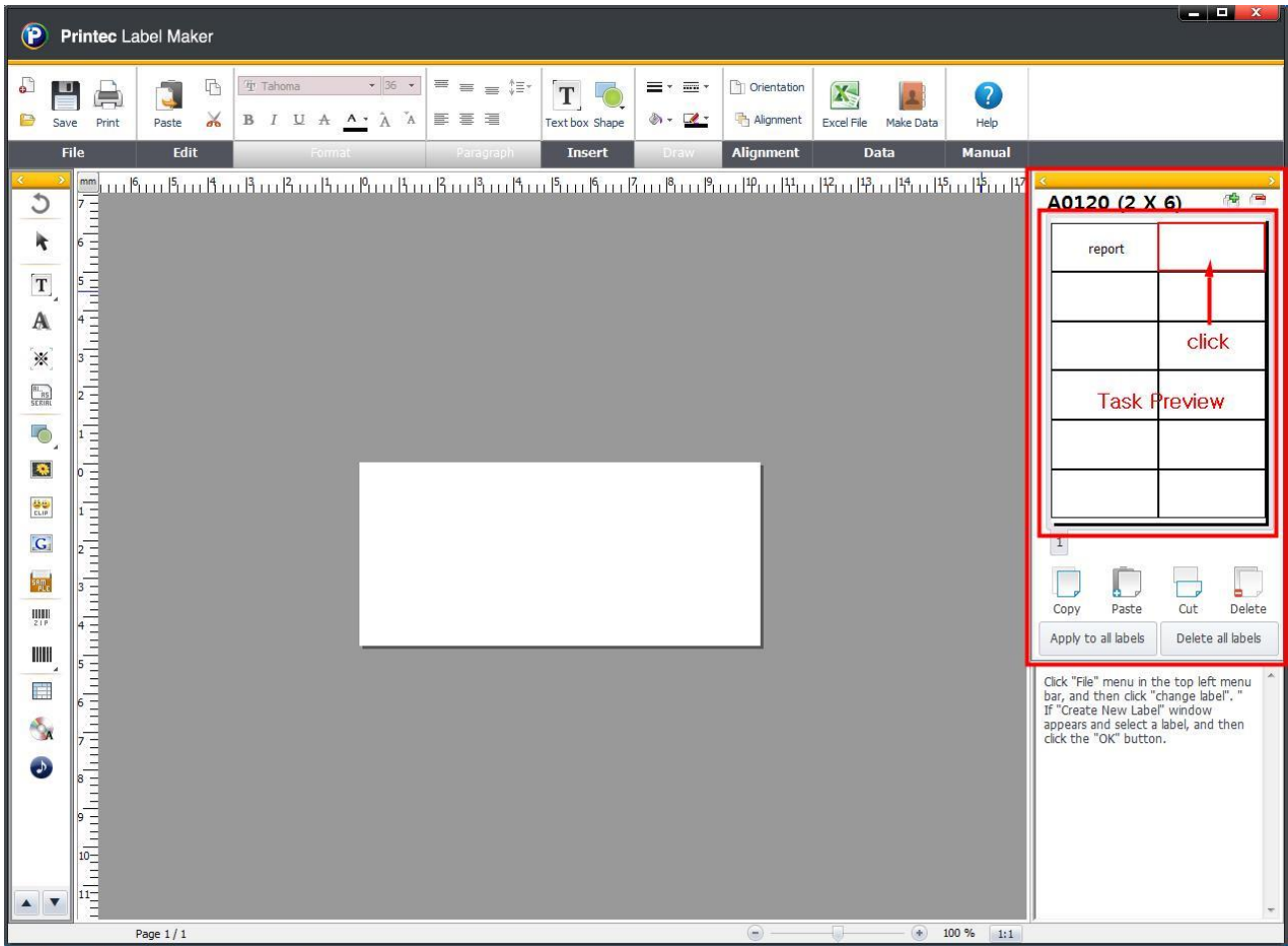


- ③ Enter texts and then modify a font type and size.



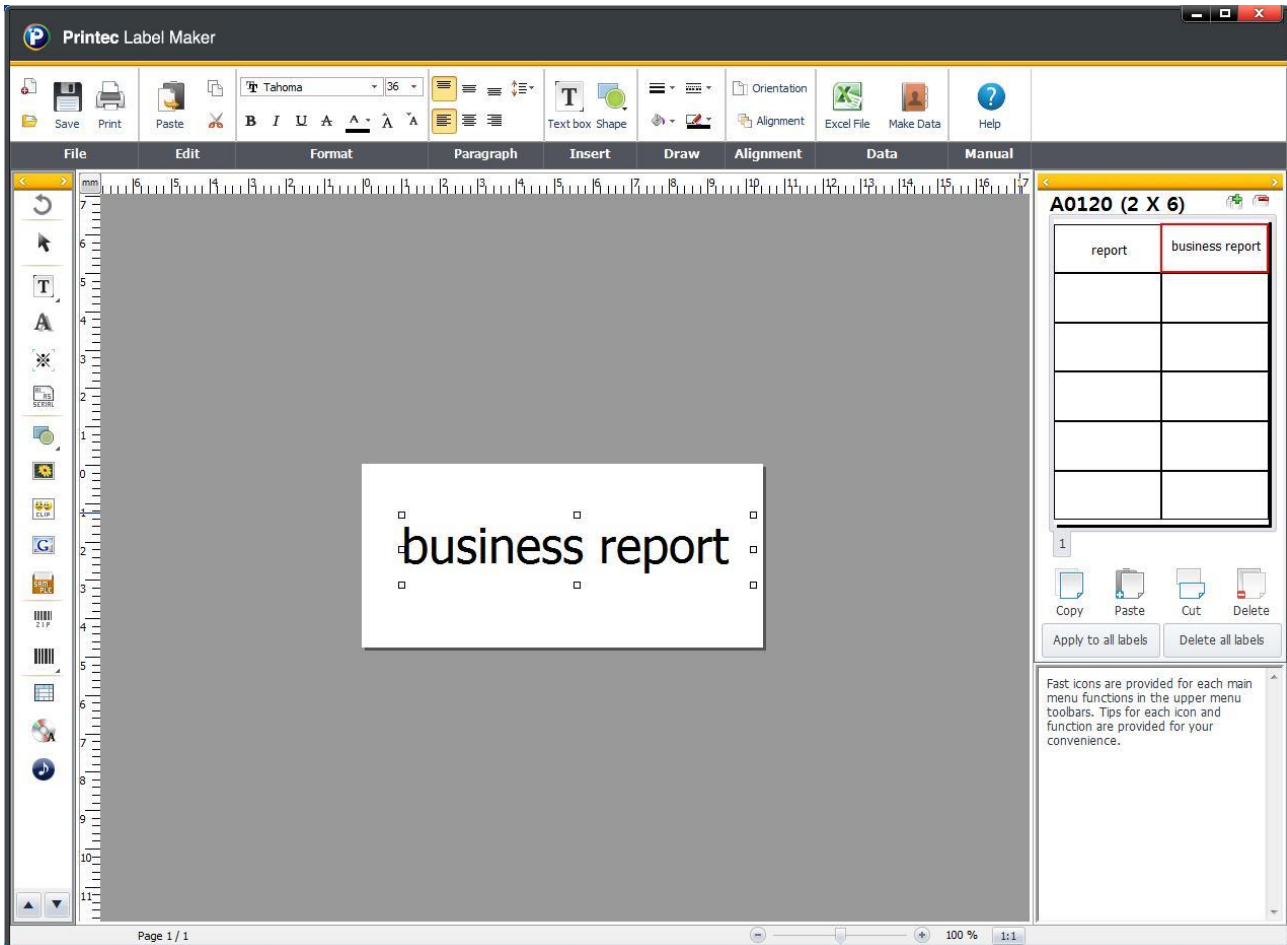
- ④ If you select a partition you are going to enter for the next at the [Task Preview] window, the read outline of the first partition moves on to the next partition. The task screen changes into a

new label. Click the [Text box]  and make a new text box.





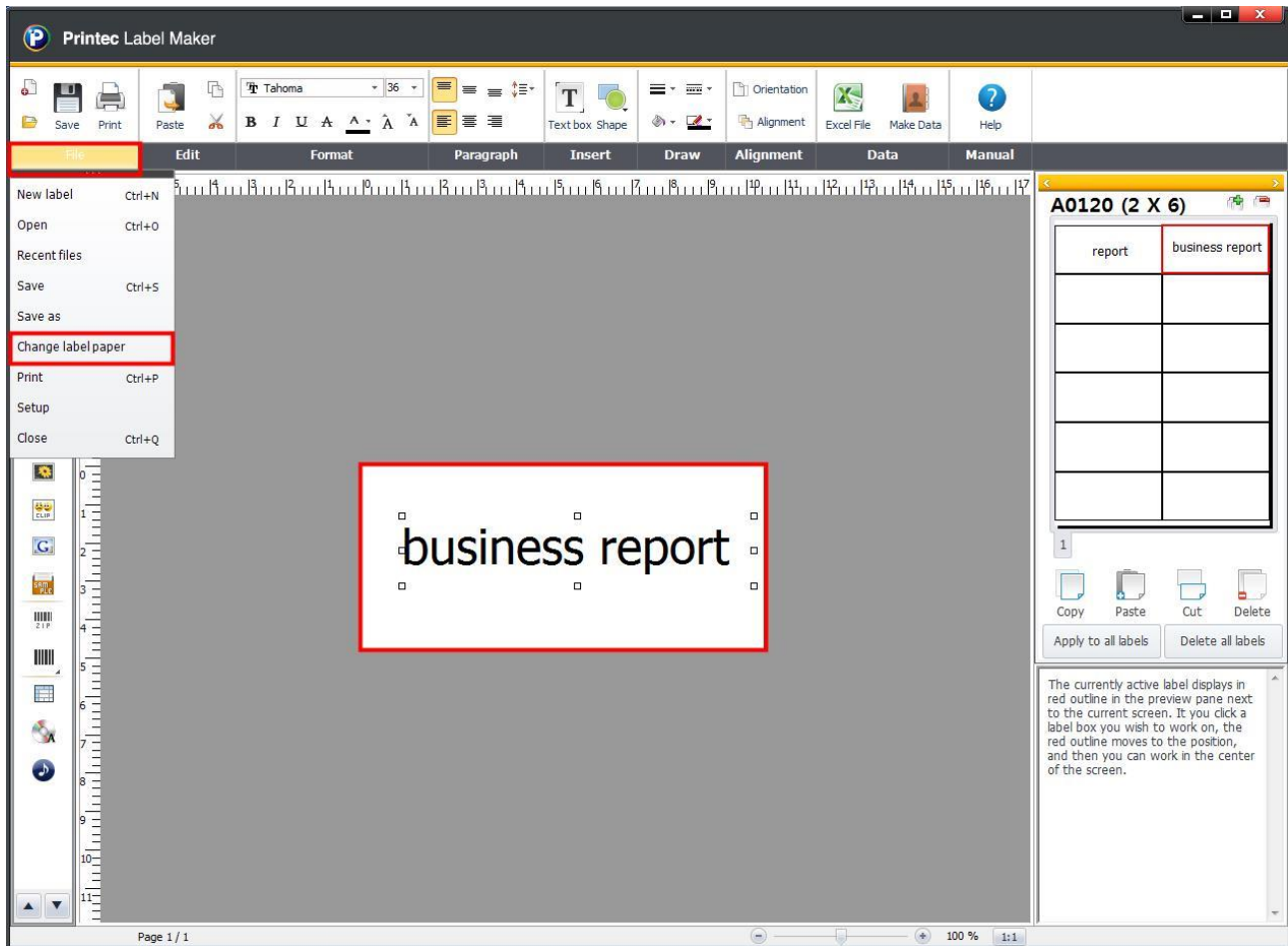
⑤ Enter texts and then click [File]-[Print] or  to check the entered contents.



6.4. Working with another paper

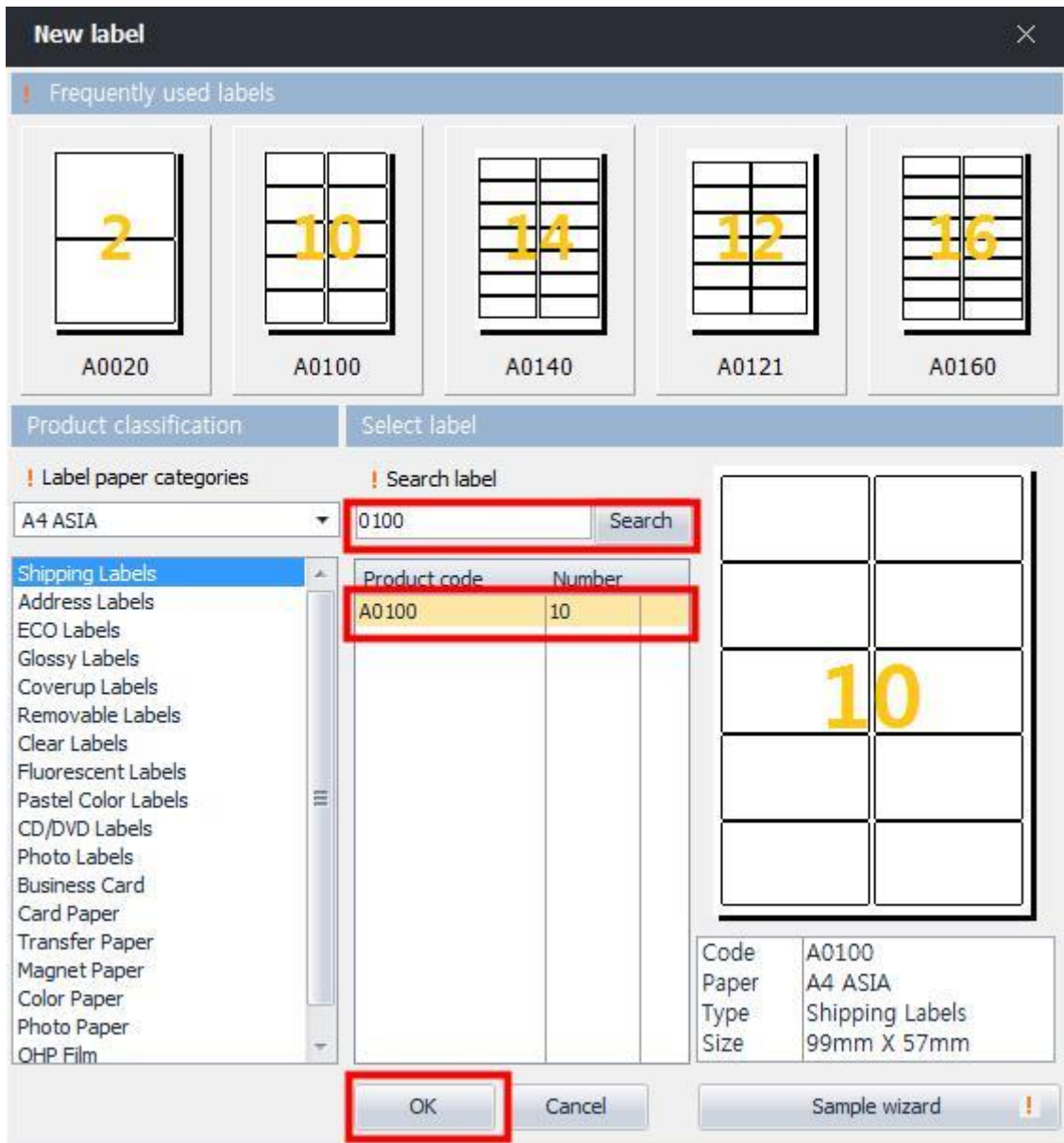
① While working on the text input, if you want to change the label paper, then click [File] and

[Change paper]. In this case, we used **A0120** label.



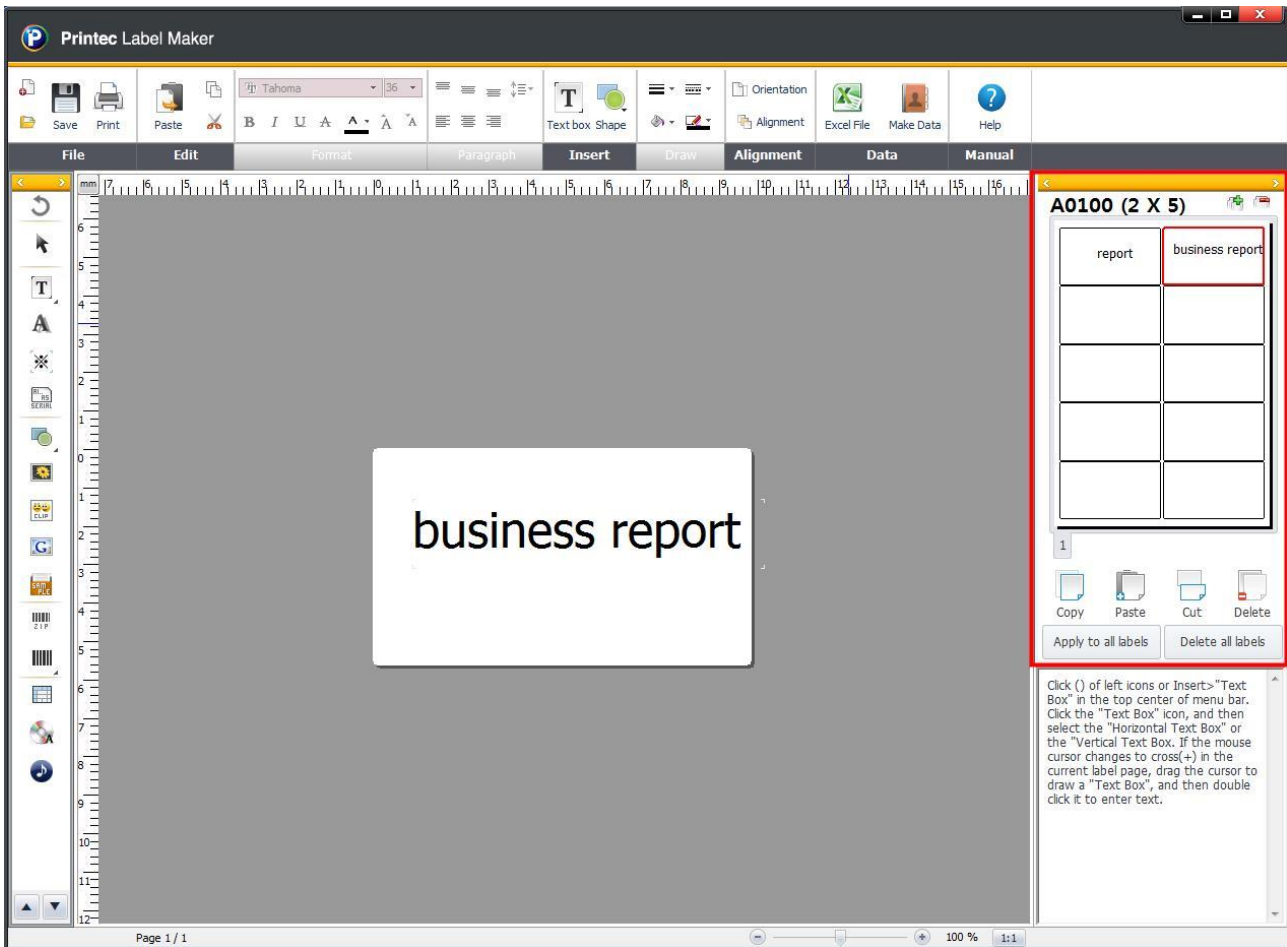
② When [New label] window comes up, search for a label you wish to change into. Select it and

click [OK]. In this case, we used **A0100** label.



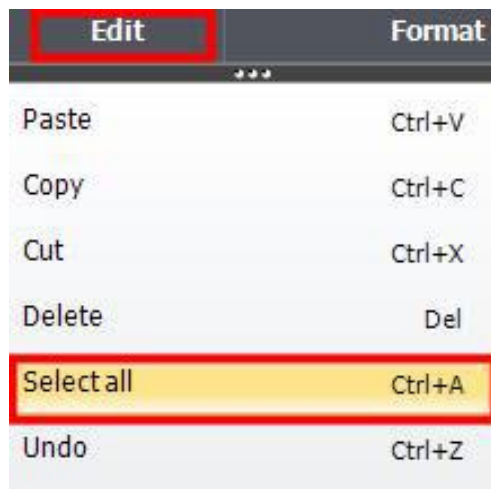
③ With the contents you worked on, the label paper is changed. The paper changes from **A0120** to

A0100.



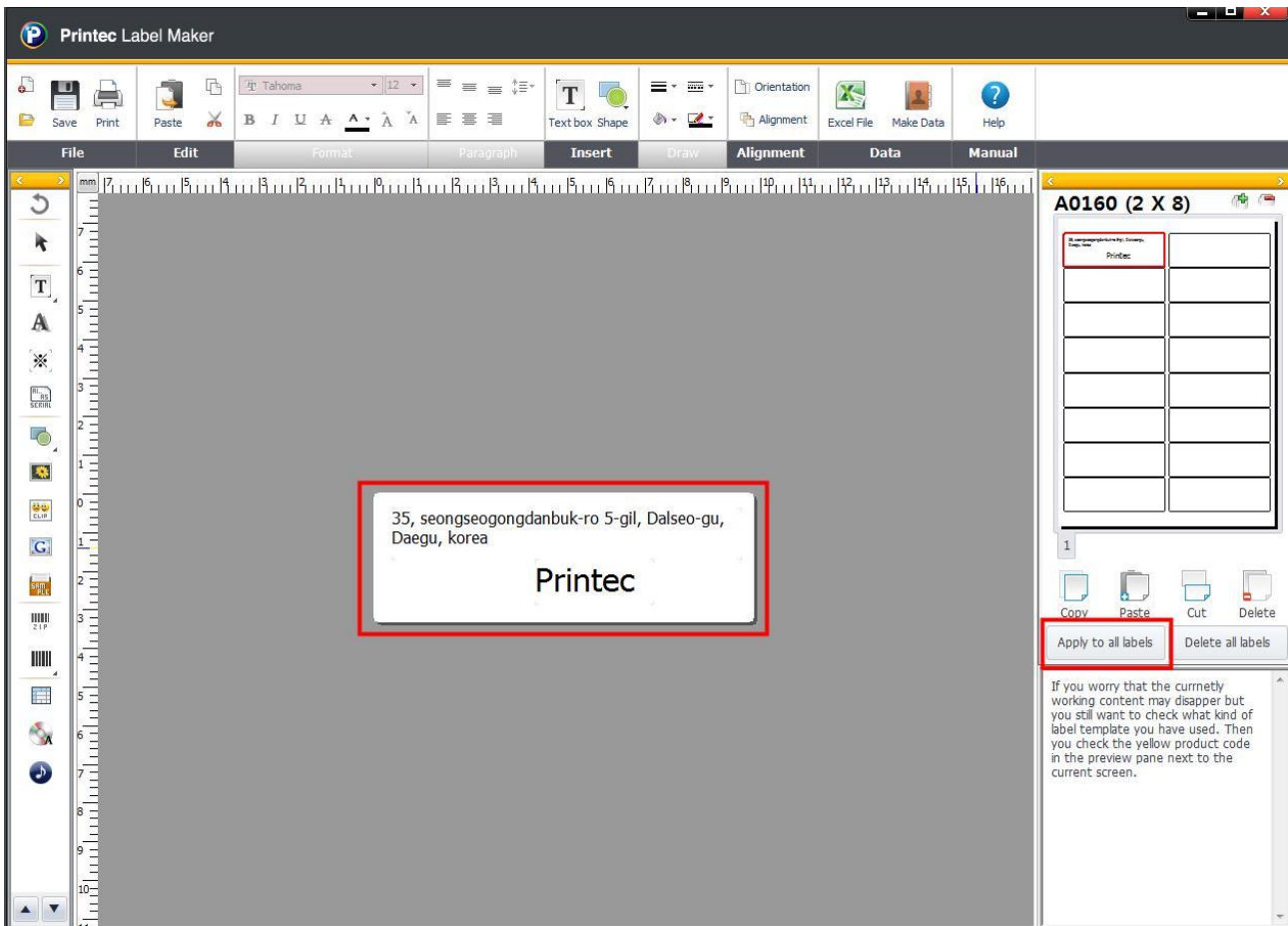
- [Apply to all label]

① Complete one partition of a label. Click [Edit]-[Select all].



② When the points are created around each object and all the objects are selected, click [All to all

label]. Or at the task preview window, click the worked label with [the right mouse button]-[Apply to all label].



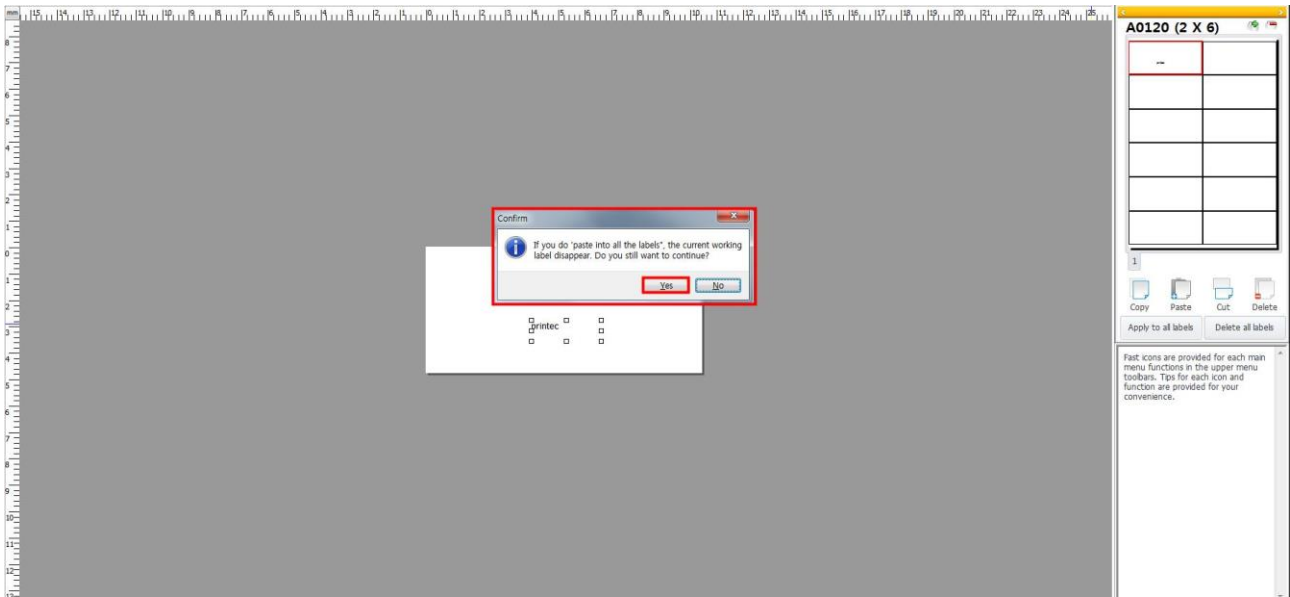
TIP. When you apply some objects to all label.



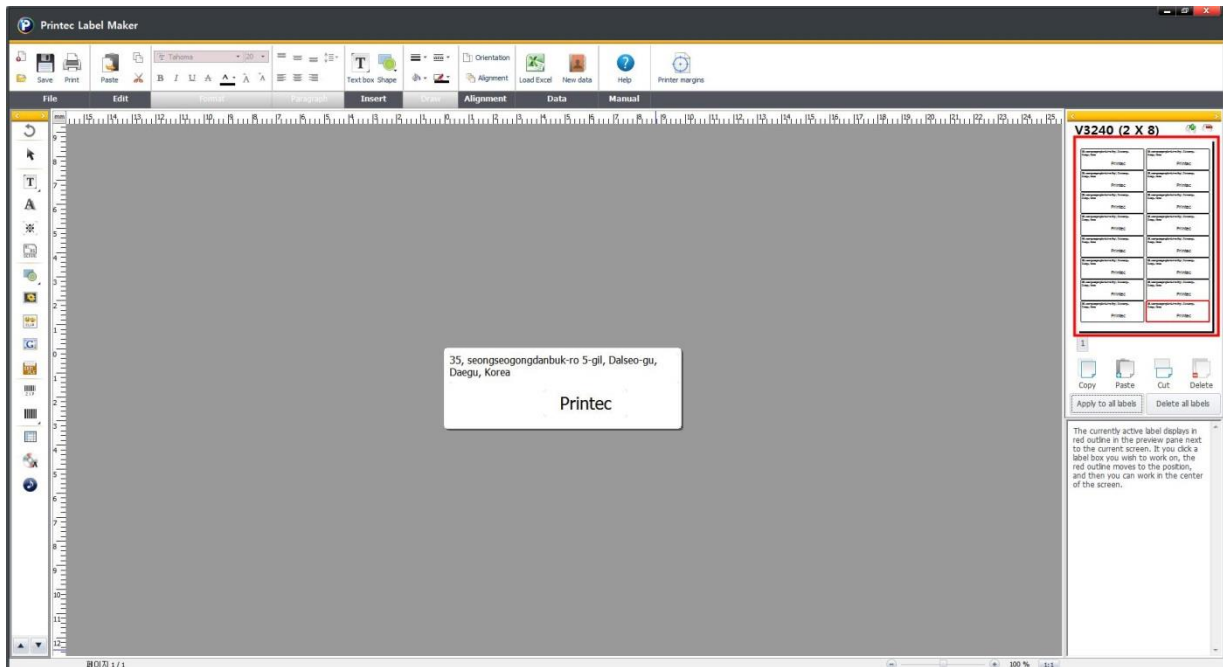
With pressing [Shift] key on the keyboard, do not click objects you want to apply to all but click other objects. Then the object selection you clicked previously does not get released, and you can still select other objects.

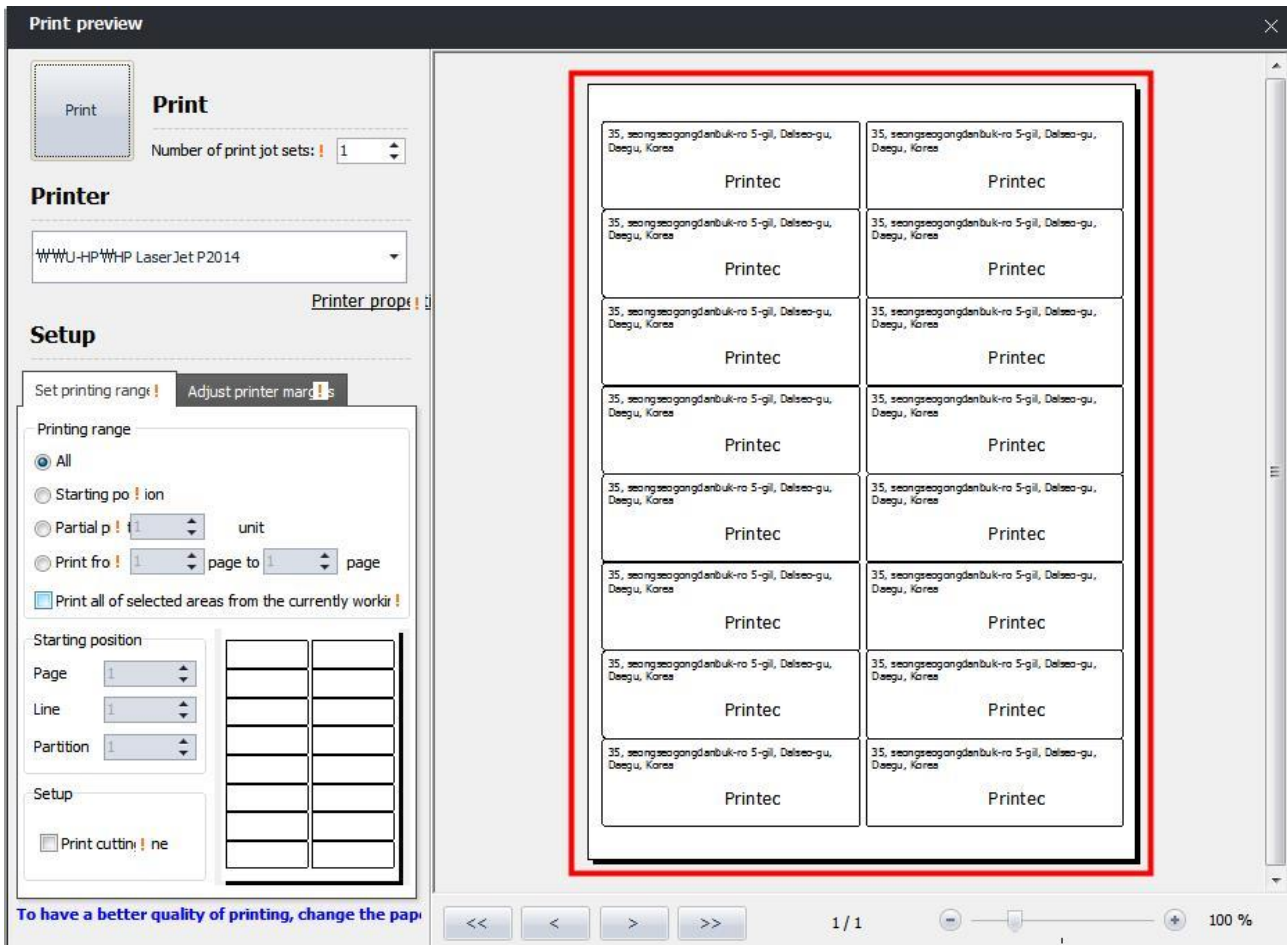
③ If the confirm window asking you whether you are going to apply it to all comes up, then click

[Yes].



④ The selected object is applied to all labels. Click [File]-[Print] or **Text box** to check the entered contents.



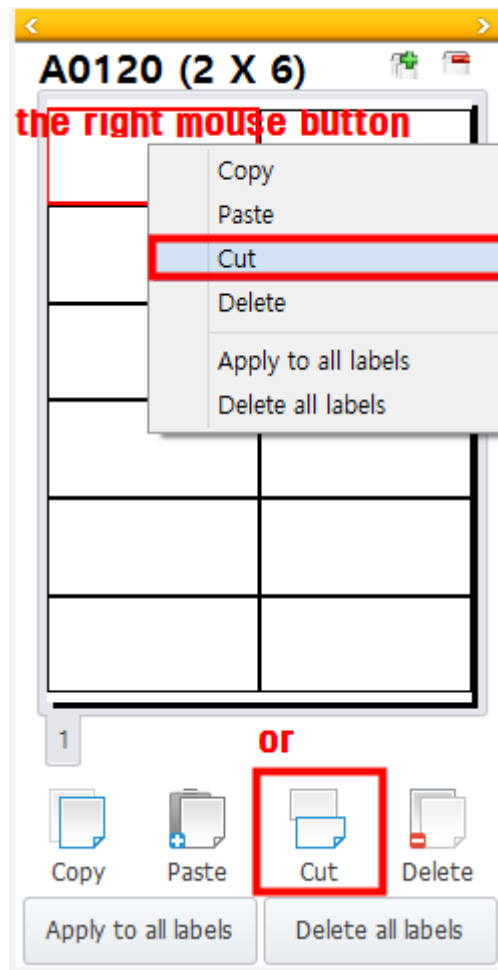


- **Cut**

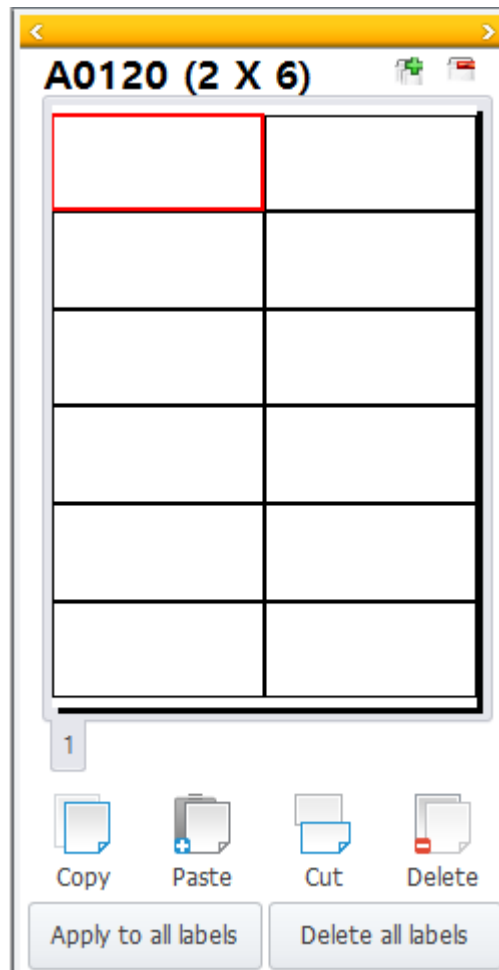
Cut all the contents from the partition you clicked. (You use this function to move the entire content of the one partition to other partitions.)

- ① Click the partition you want to [Cut], then click [the right mouse button]-[Cut] or click [Cut]

from the icons below.



- ② Content of the partition disappears. .

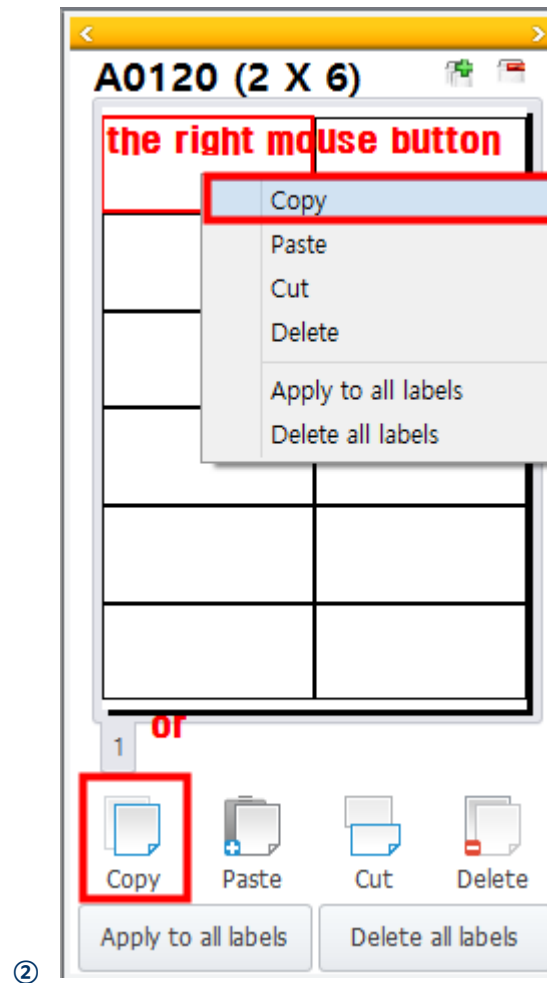


● Copy

Copy all the contents from the partition you clicked. (You use this function to move the entire content of the one partition to other partitions.)

- ① Click the partition you want to [Copy], then click [the right mouse button]-[Cut] or click [Copy]

from the icons below.

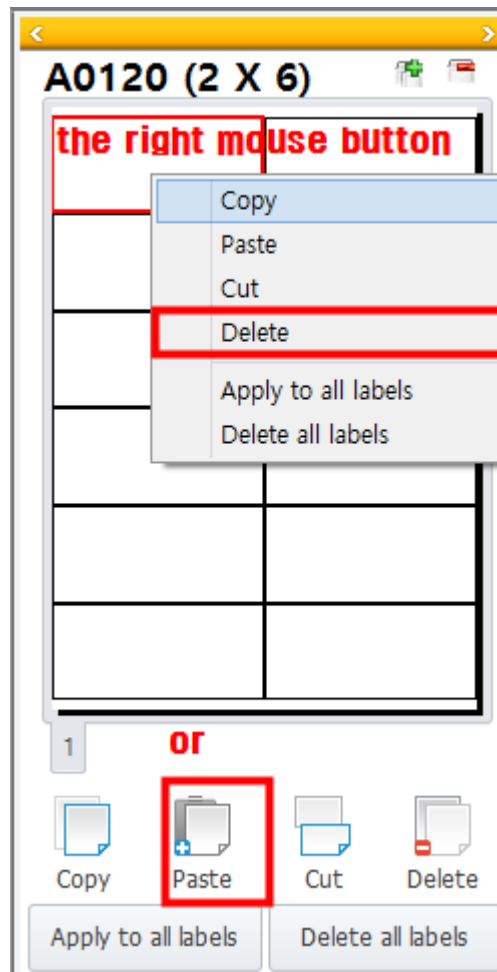


- **Paste**

You paste contents you did [Cut] or [Copy] into other partitions.

- ① Click the partition you want to [Paste], then click [the right mouse button]-[Paste] or click

[Paste] from the icons below.



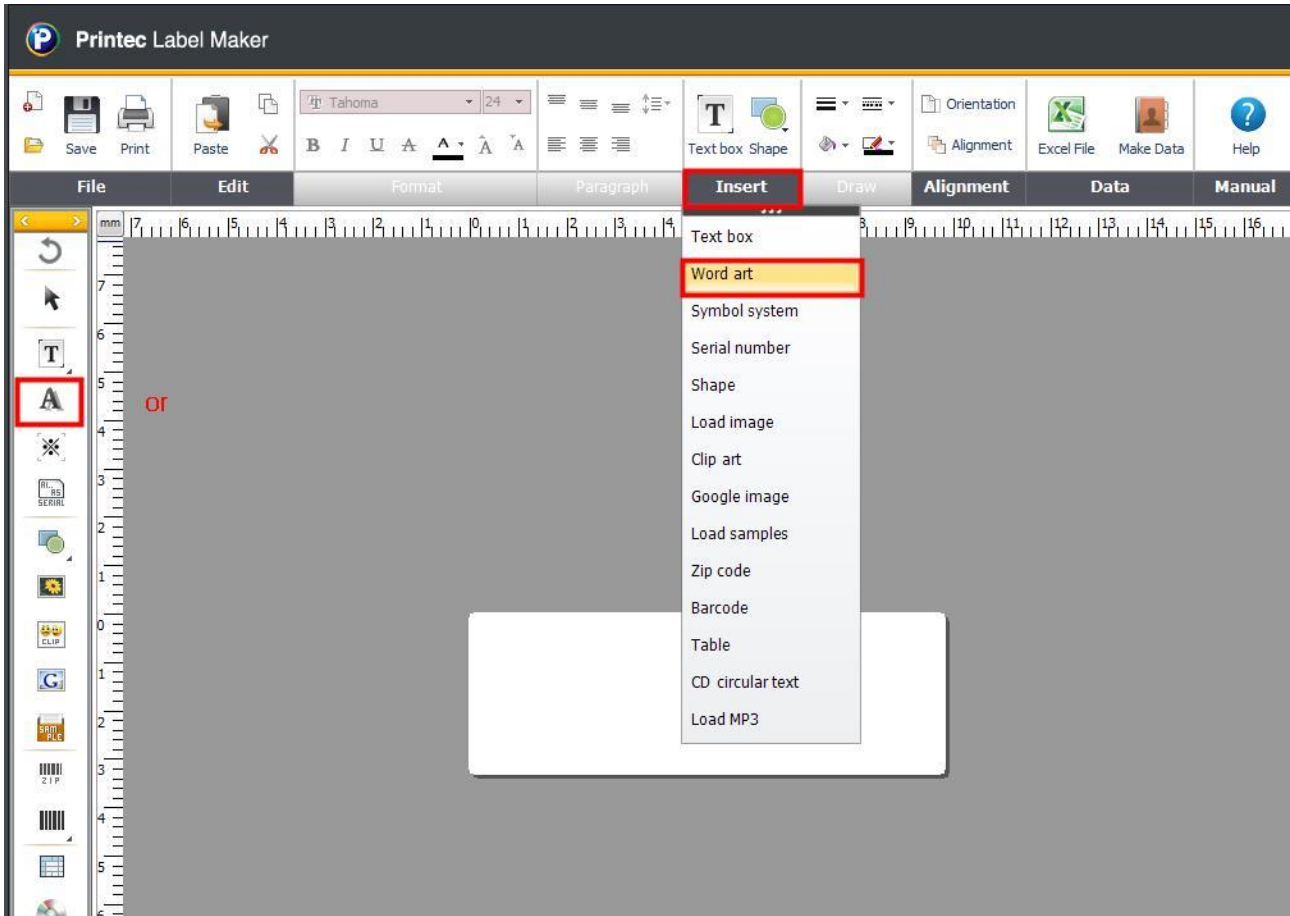
7. Make unique characters using word arts

A Word art function provides gradation, shadow effects with colors and directions you want. You can create unique characters (texts) easily and conveniently. .

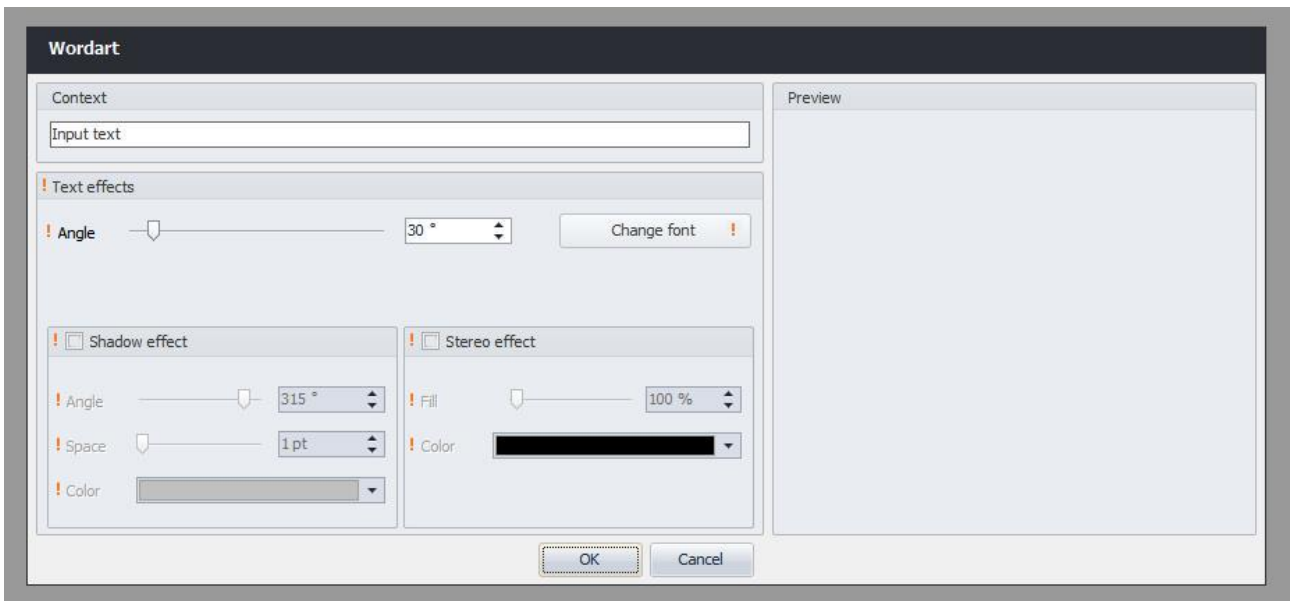
CHECK. If you use too much of the word art functions, the file cannot be printed due to too big file size. Thus, we do not recommend you using word arts when you print many labels or jobs.

① First, select a label paper. Then, from the top menu bar, click [Insert] – [Word art]. Or, from the

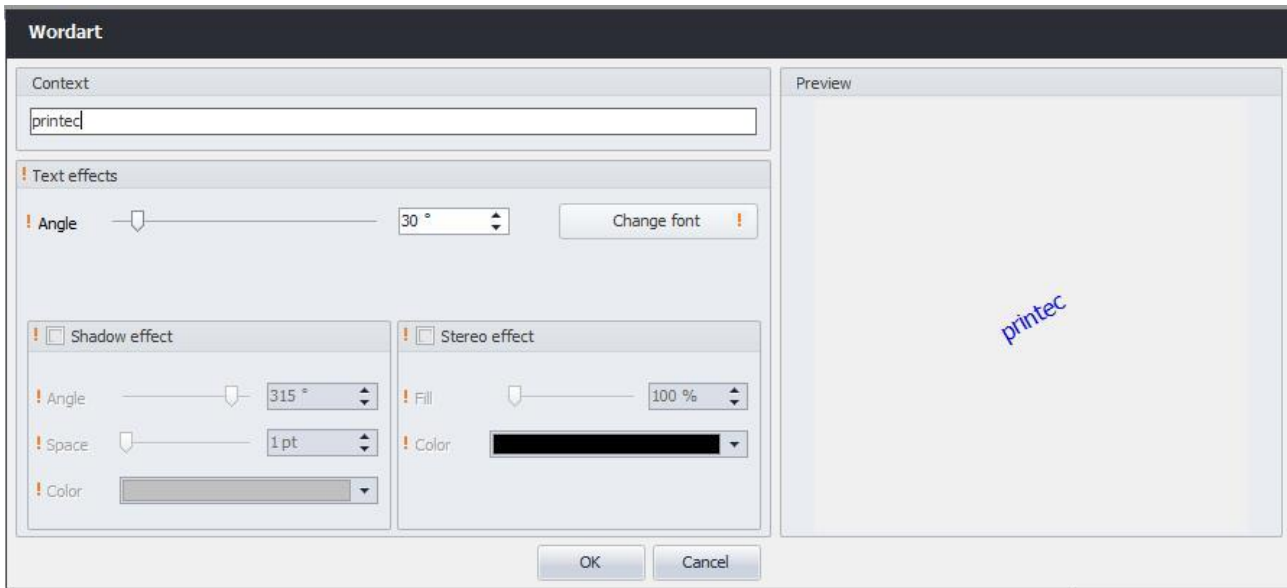
left side (or right side) fast-menu-icons, click [].



② [Word art input] window for the word arts design shows up.



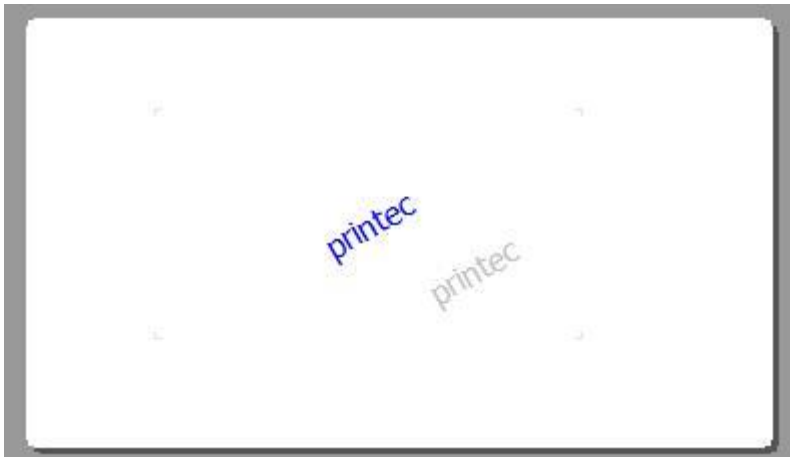
- ③ Enter texts you want to create into [Content] section. Create unique word art using text effects.



NOTE. Check on preview window.

Let's change the color of word art. If you want to create it with just one color, click [Text effects]-[Change font]

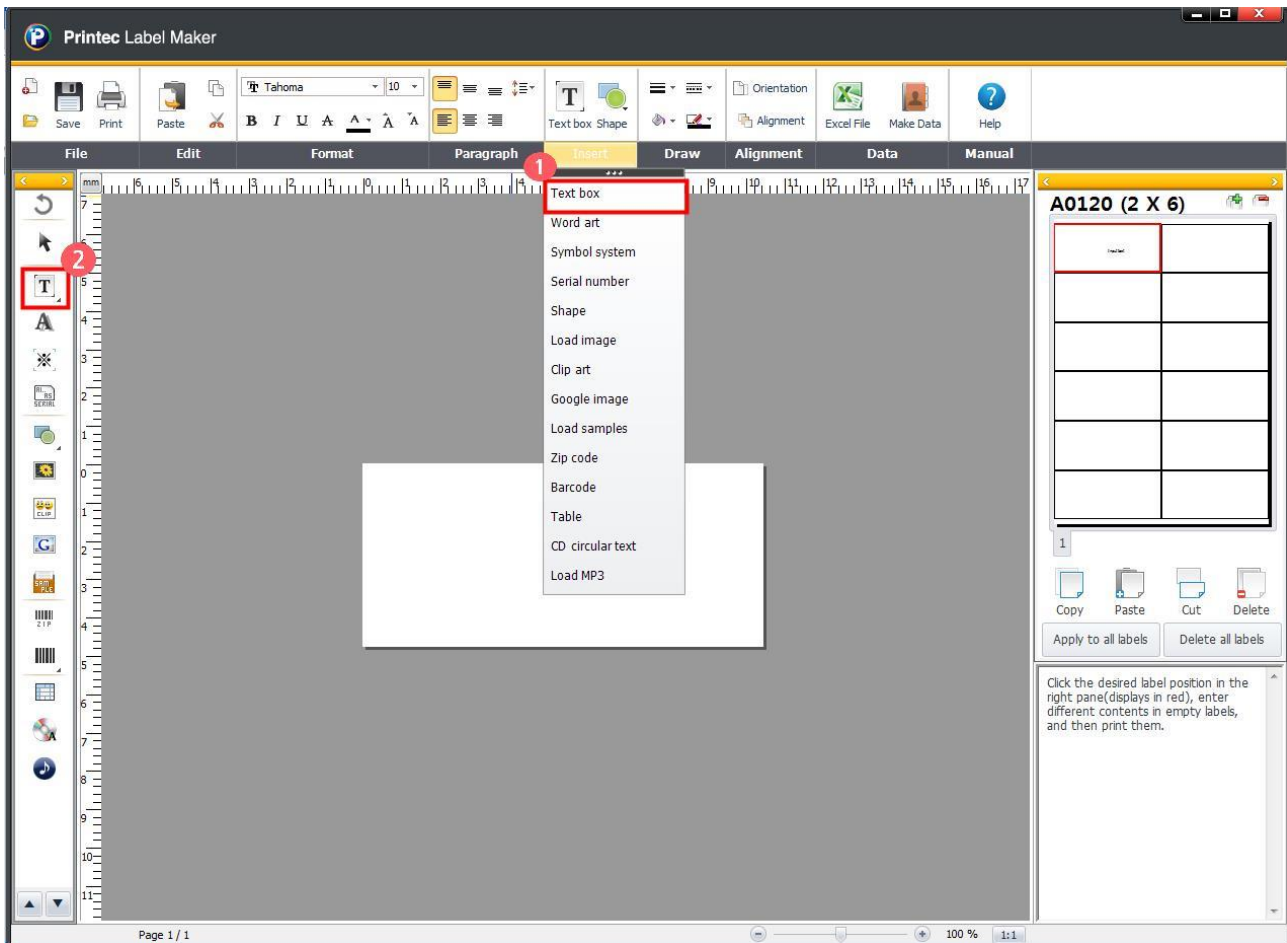
Word art setting window



8. Input special letters

- ① First, select a label paper. Then, from the top menu bar, click [Insert] – [Text box]. Or, from the left side (or right side) fast-menu-icons, click [] and then select [Write in vertical] or [Write in

horizontal].

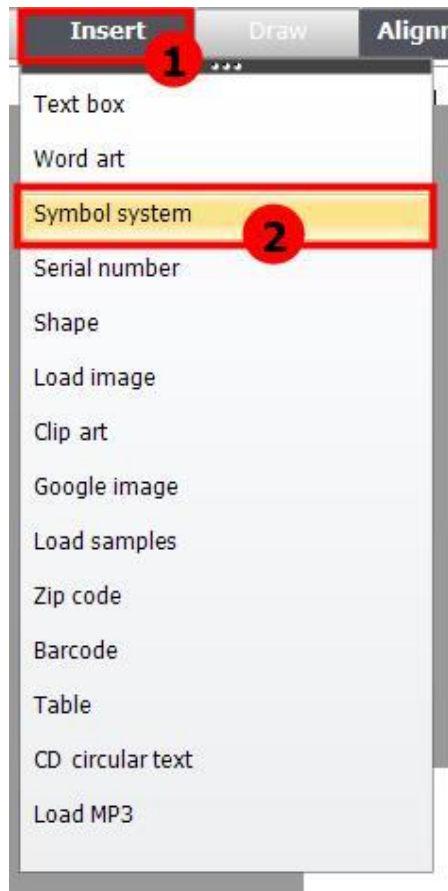


② When the text shows up on the label task screen, click it with the right mouse button.

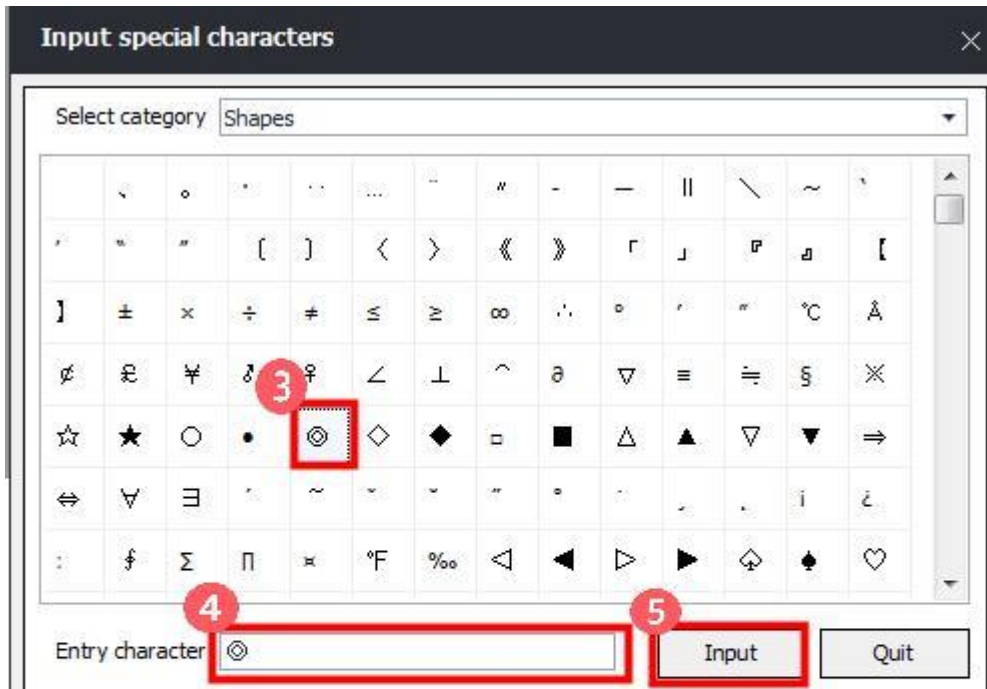


CHECK. You cannot insert special letters without making text boxes.

③ Click [Insert] – [Symbol system]. Or, from the left side (or right side) fast-menu-icons, click [].



- ④ Double click with the letter you want to input and then click [Insert] button.



Input special characters

Select category Shapes

Entry character ⊙

Input

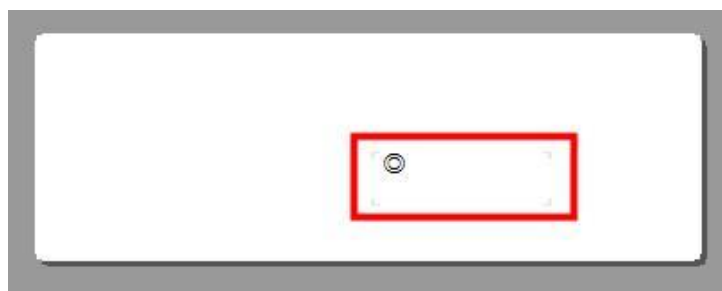
Quit

Special characters can only be entered into text boxes.

1. After selecting a text box, double-click to put the cursor inside it.
2. Double-click the special character and put it inside the entered text. Here, you can use several special characters.
3. Click on "insert" to insert the special characters into the text box.

Special characters can only be inserted in the text box.

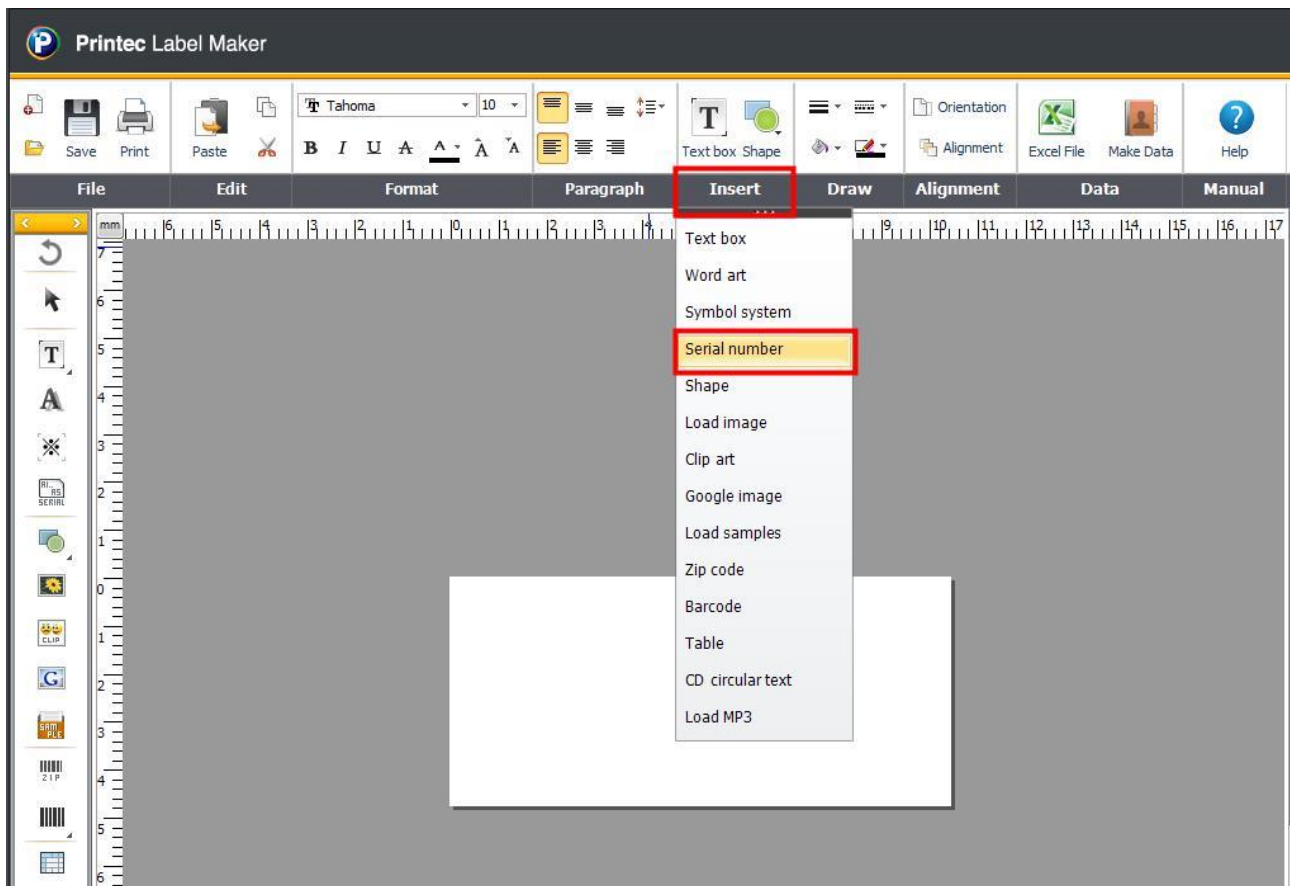
- ⑤ The special letter is inserted.



9. Enter serial numbers

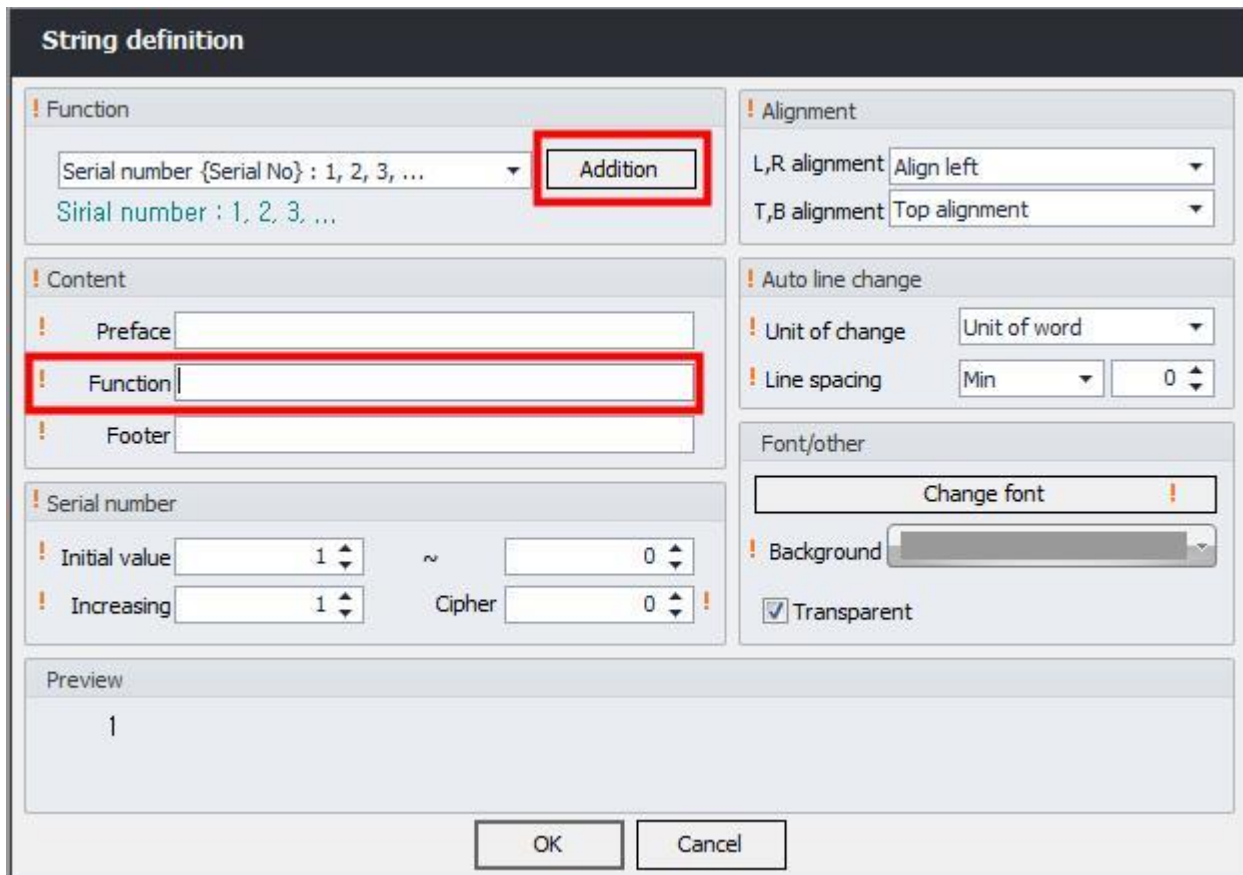
A [Serial numbers] function of Label Maker is a function when you want to insert numbers that increase or decrease steadily into each label partition. The serial number for each partition is automatically created and inserted.

- ① First, select label paper. Then click [Insert]-[Serial numbers] on the top menu icon bar.



- ② [String definition] window for creating serial numbers comes up. When you click add button, a

function called {SERIALNO} is created at the [Function] section of the [Content] pane.



String definition

Function
Serial number {Serial No} : 1, 2, 3, ... **Addition**
Serial number : 1, 2, 3, ...

Content
Preface
Function
Footer

Serial number
Initial value 1 ~ 0
Increasing 1 Cipher 0

Alignment
L,R alignment Align left
T,B alignment Top alignment

Auto line change
Unit of change Unit of word
Line spacing Min 0

Font/other
Change font
Background
 Transparent

Preview
1

OK Cancel

- Enter {Printec} at the header and {v} at the [Footer]. Enter [1000] ~ [1005] in [Serial number] [Initial value] and then adjust [Increase value], [Cipher]. Check the content shown on [Preview] and

click [OK] button.

String definition

! Function
Serial number {Serial No} : 1, 2, 3, ... Addition
Serial number : 1, 2, 3, ...

! Content
! Preface printec
! Function {SERIALNO}
! Footer v

! Alignment
L,R alignment Align left
T,B alignment Top alignment

! Auto line change
! Unit of change Unit of word
! Line spacing Min 0

Font/other
Change font !

! Background
 Transparent

! Serial number
! Initial value 1000 ~ 1005
! Increasing 1 Cipher 0 !

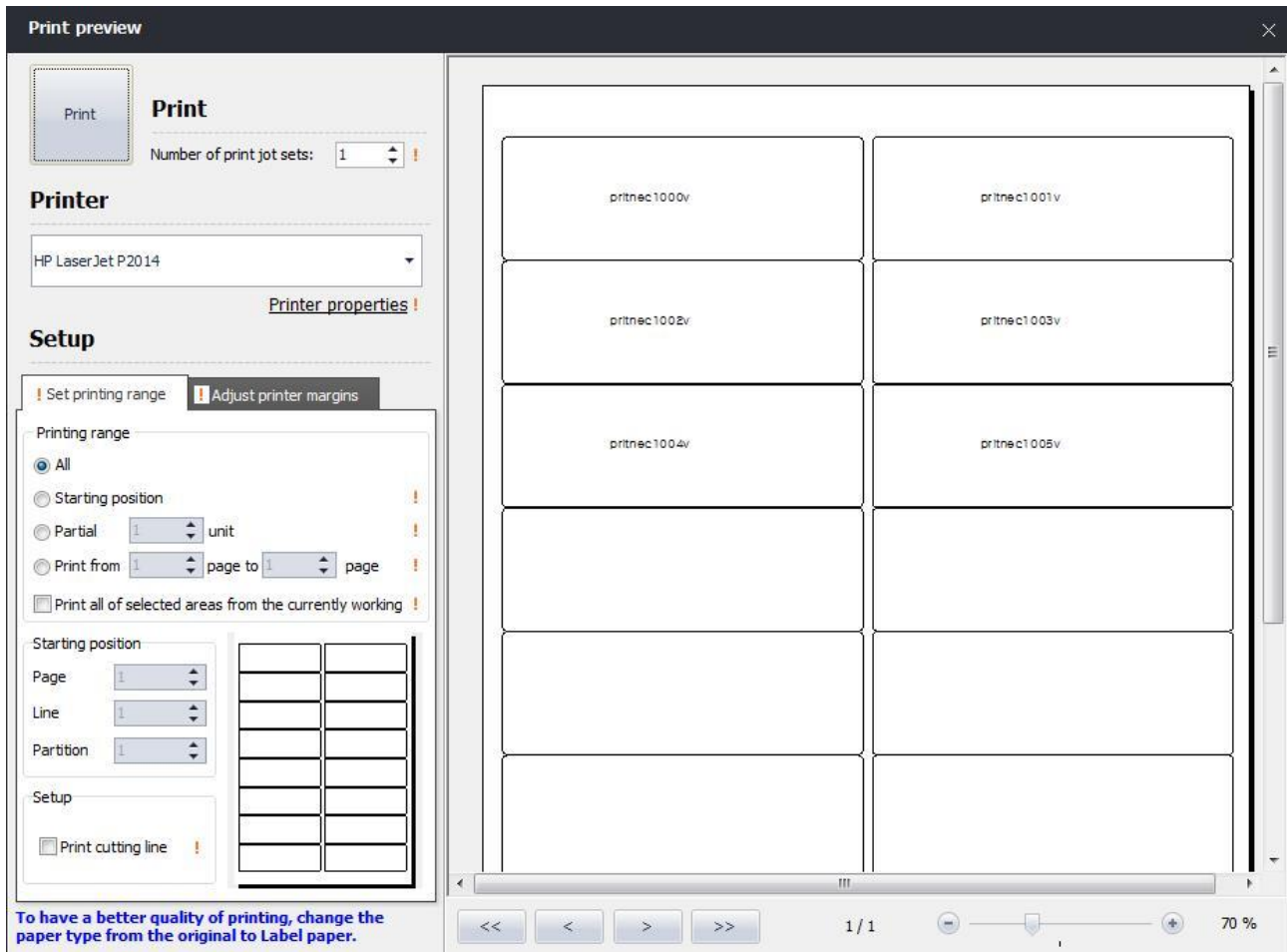
Preview
printec1000v

OK Cancel

④ The serial number called [Printec1000v] is created in the label task screen.

printec1000v

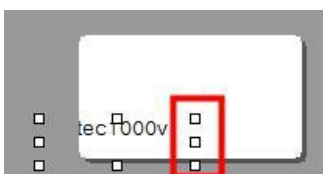
⑤ Check the created serial number at the right side of [Preview] window.



TIP:

- Header: Fixed values inserted in front of a serial number.
- Footer: Fixed values inserted next to a serial number.
- Initial serial value: Starting number of the serial number ~ ending number.
- If you input numbers only, then leave the header and footer sections blank.

NOTE



- If the serial numbers do not appear at the label task screen, and above situation occurs, move the

mouse onto that position. If it changes to + (cross) figure, drag it to the position you want and adjust the position.

10. Utilize shapes

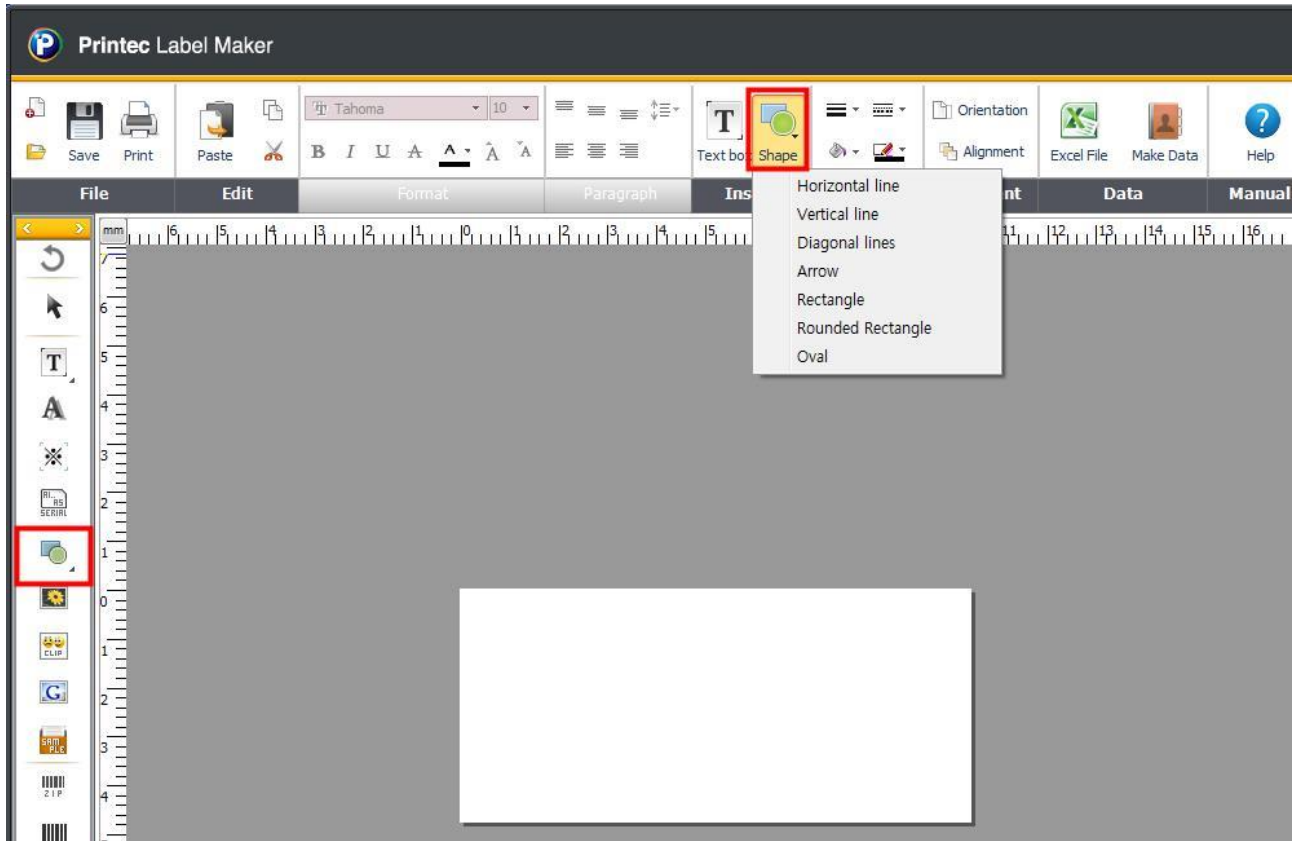
There are 10 types of shapes in the Label Maker: line, arrow, square with rounded corner, oval, trapezoid, parallelogram, diamond, pentagon and star. You can make use of them in order to make unique labels. Let's learn about the [Line color], [Line type], [Line thickness] functions which are the basics of utilizing shapes. Follow provided examples.

10.1. Make dotted outline

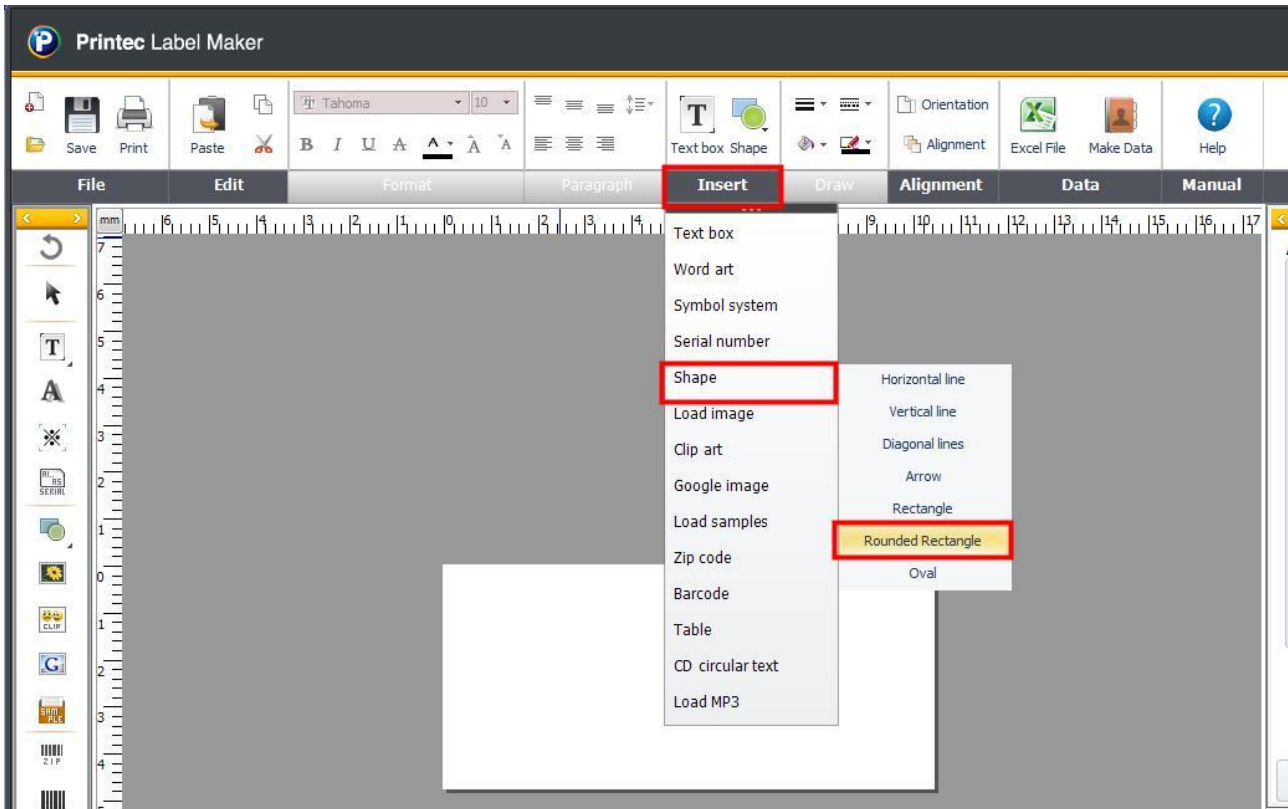


- ① First, select a label paper. Then, from the top menu bar, click [] – [square with rounded

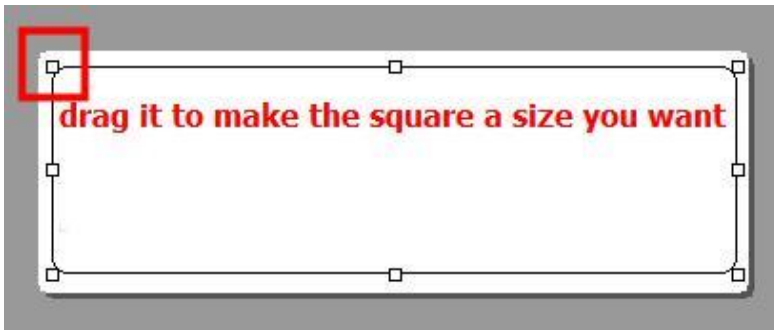
corner]. Or, from the left side (or right side) fast-menu-icons, click [].



Or click [Insert]-[Shape] and then click [Square with rounded corner].

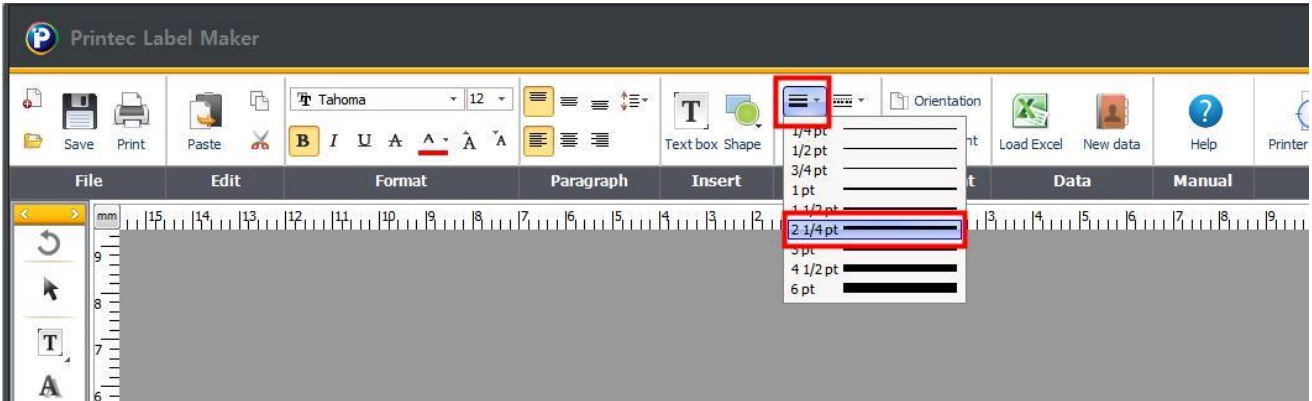



② When the square with rounded corner shows up, drag it to make the square a size you want. The size altered square with rounded corner is created.

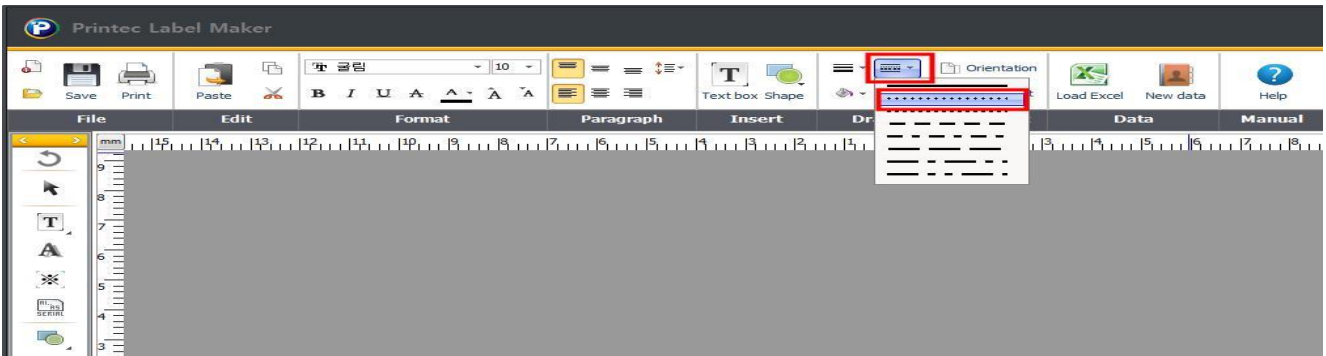


③ In a state where the square is selected, click [] icon. Change the [Line thickness] to 2 1/4pt.

(You can change the thickness according to your preference.)

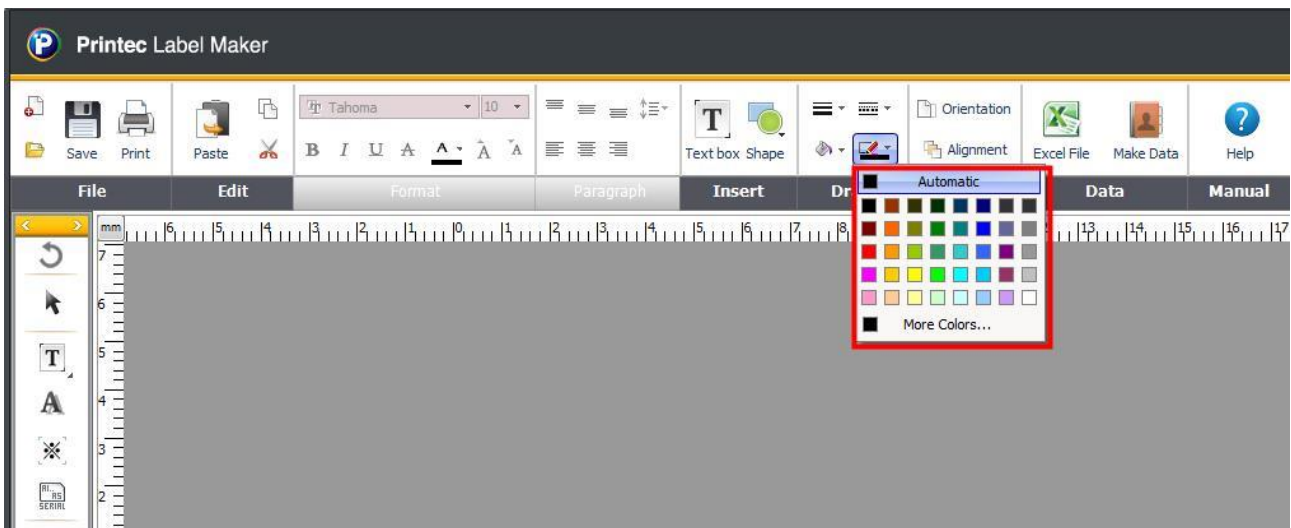


④ The line thickness is altered. Now, let's change the line type into a dotted one. Click [] icon and select [Dotted line] from 8 types of line. (According to your preference, you can change the line into any other dotted types.)



⑤ To change a line color, click the [] icon. Select the color you want, then the line color

changes.



⑥ Pink colored outline made with dots are created.

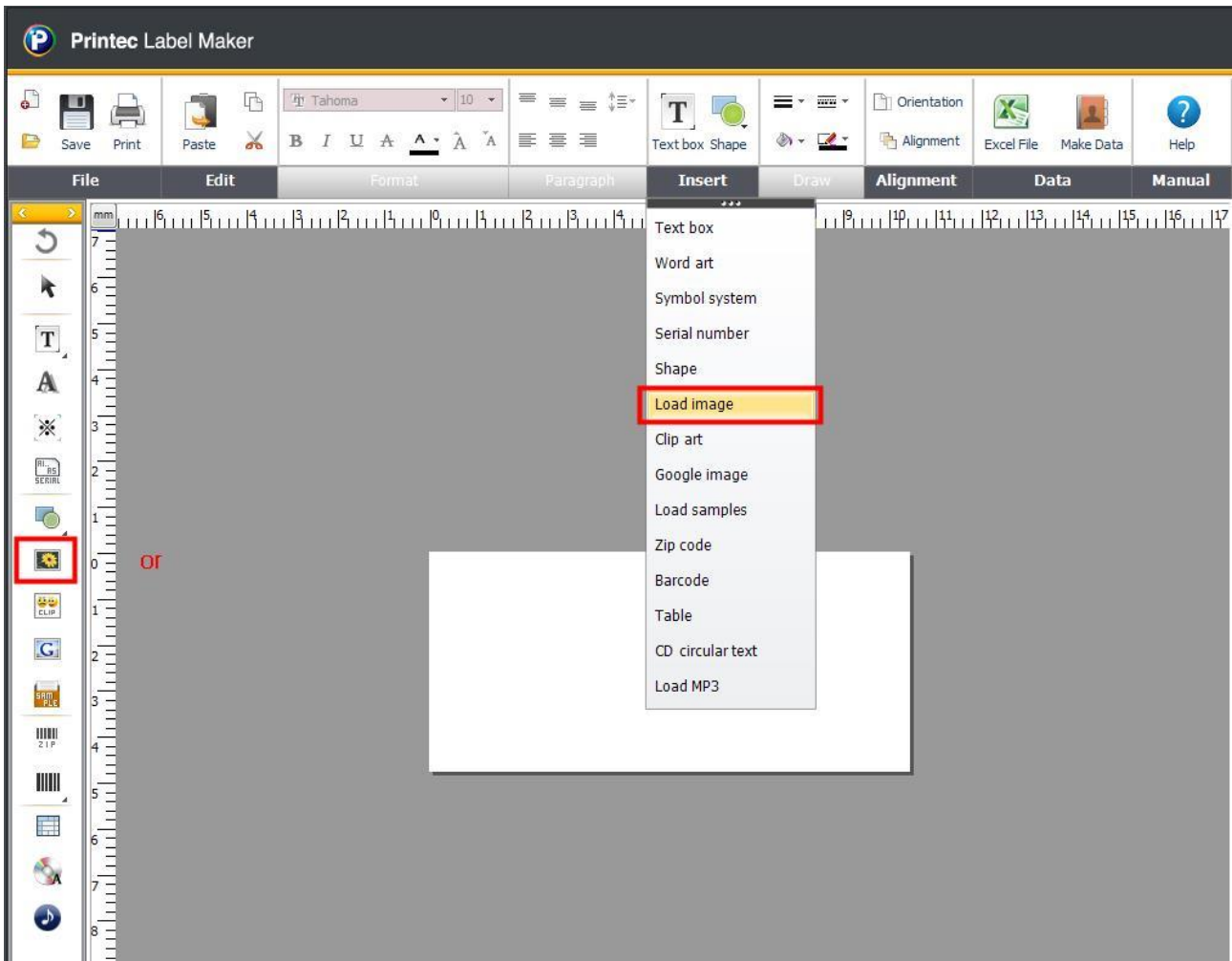


11. Insert images

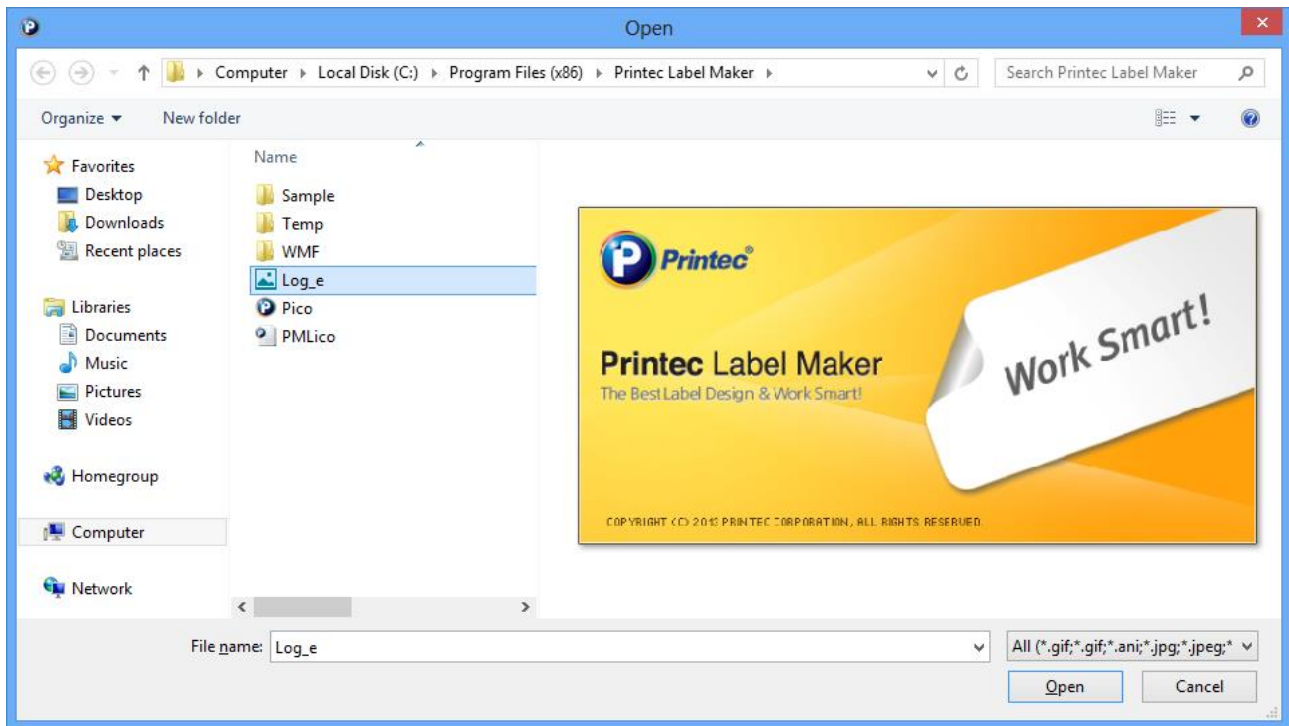
We will learn how to insert images to labels and how to modify inserted images using image property.

① First, select a label paper. Then, from the top menu bar, click [Insert] – [image]. Or, from the

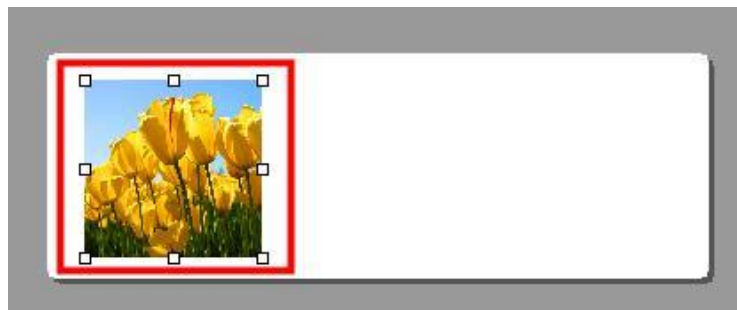
left side (or right side) fast-menu-icons, click [].



② When the Open window comes up, select a path where an image is saved. Click [Open] button.

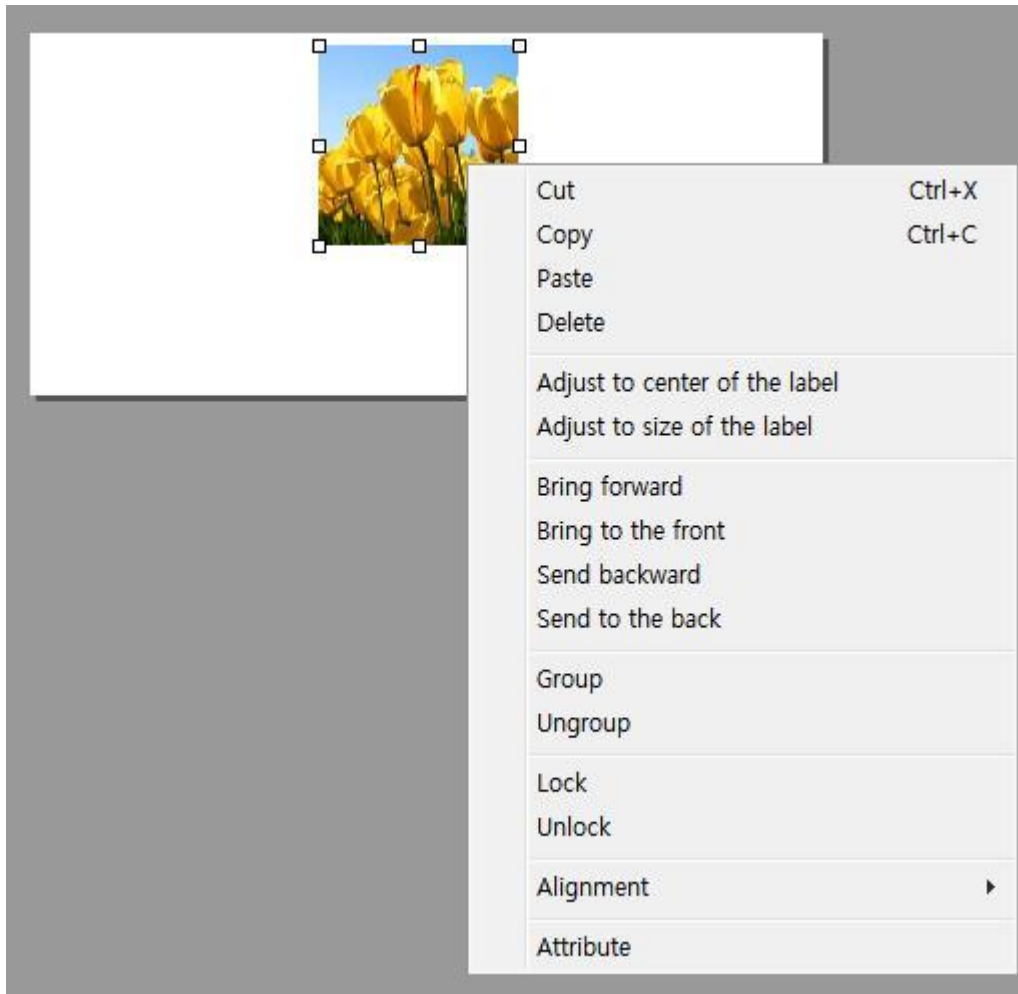


③ The selected image is inserted.



● Image – See the functions when the right mouse button is clicked

These are menus when you click the right mouse button in a state where the image is selected.



These are menus that show up when you click the image with the right mouse button.

Cut: Cut the selected image.

Copy: Copy the selected image.

Paste: Paste the copied or cut image.

Delete: Delete the selected image.

Set to the center: Set image to the center of the label.

Set according to the size: Adjust the size of the selected image according to the label size.

Bring forward: Move the selected image to above one partition.

Bring to forefront: Move the selected image to the very top.

Group: Make two images or more into a group.

Ungroup: Disintegrate joined images as a group.

Lock: Lock the selected image not to be modified.

Unlock: Unlock the locked image.

Alignment: Choose how to align the selected image.

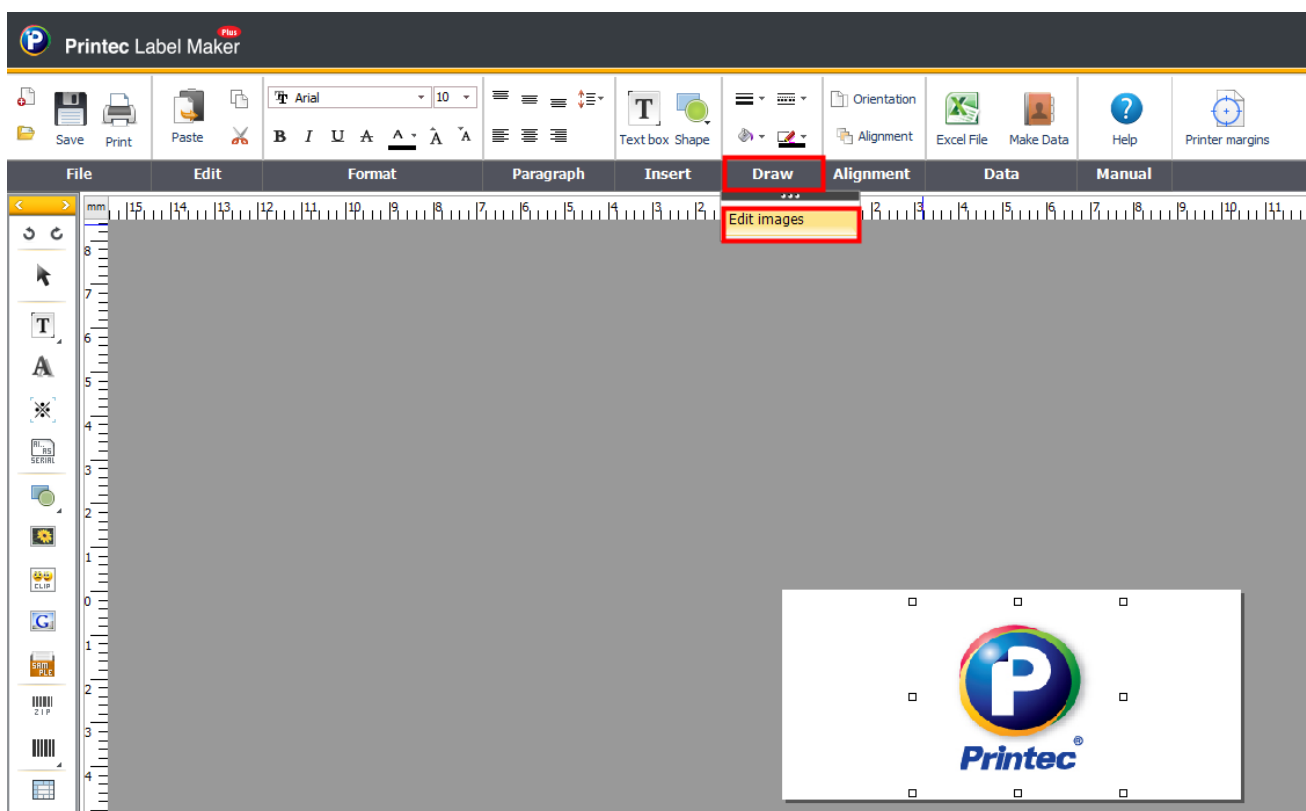
Property: See the selected image's properties.

- **See image property**

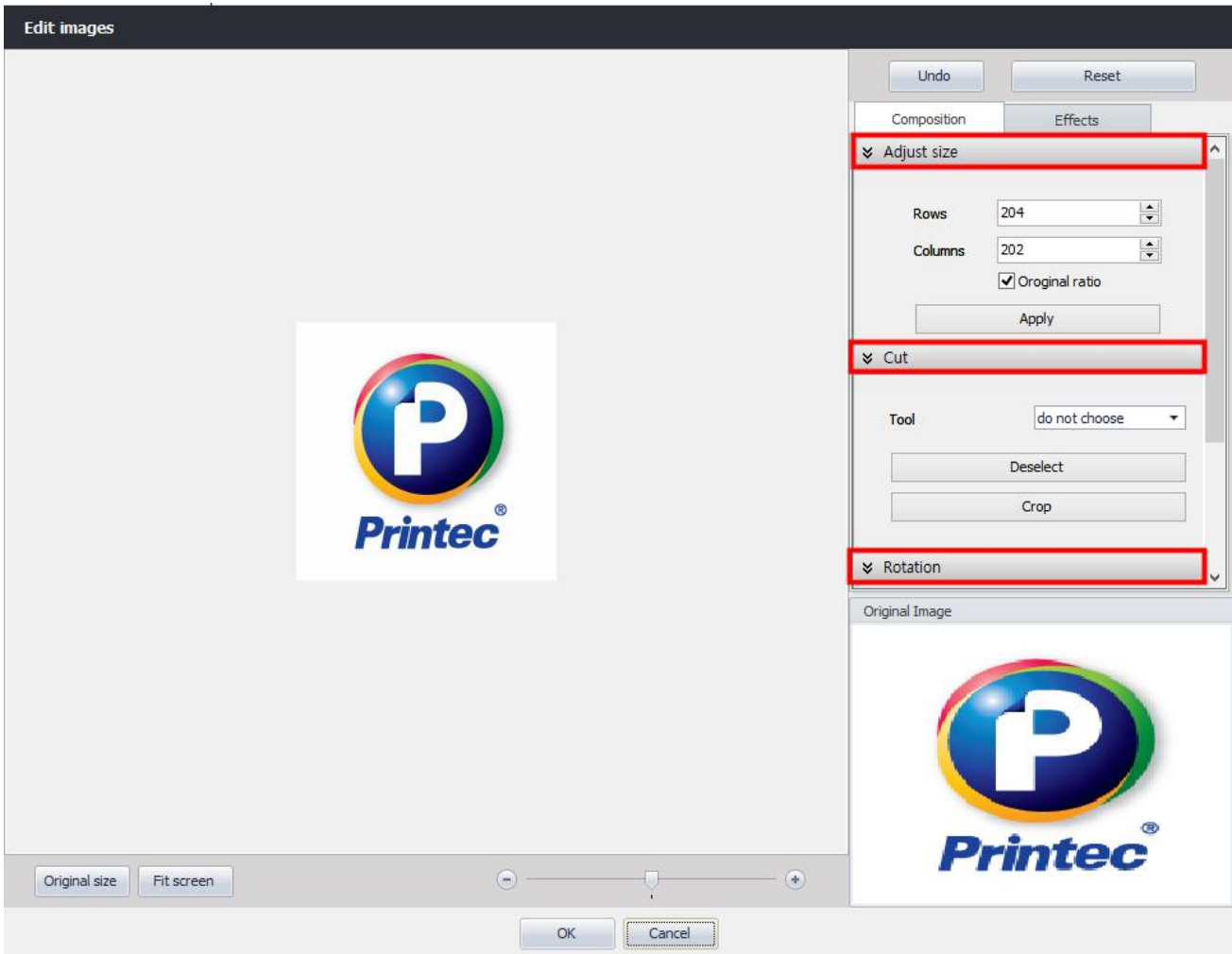
This is a property window that comes up when you click the selected image with the right mouse button and click [Property].

- 1) **Editing image**

.Click [Draw]-[Edit images] on the top.



You can adjust size, cut, or rotate with the Composition menu in the image editor.

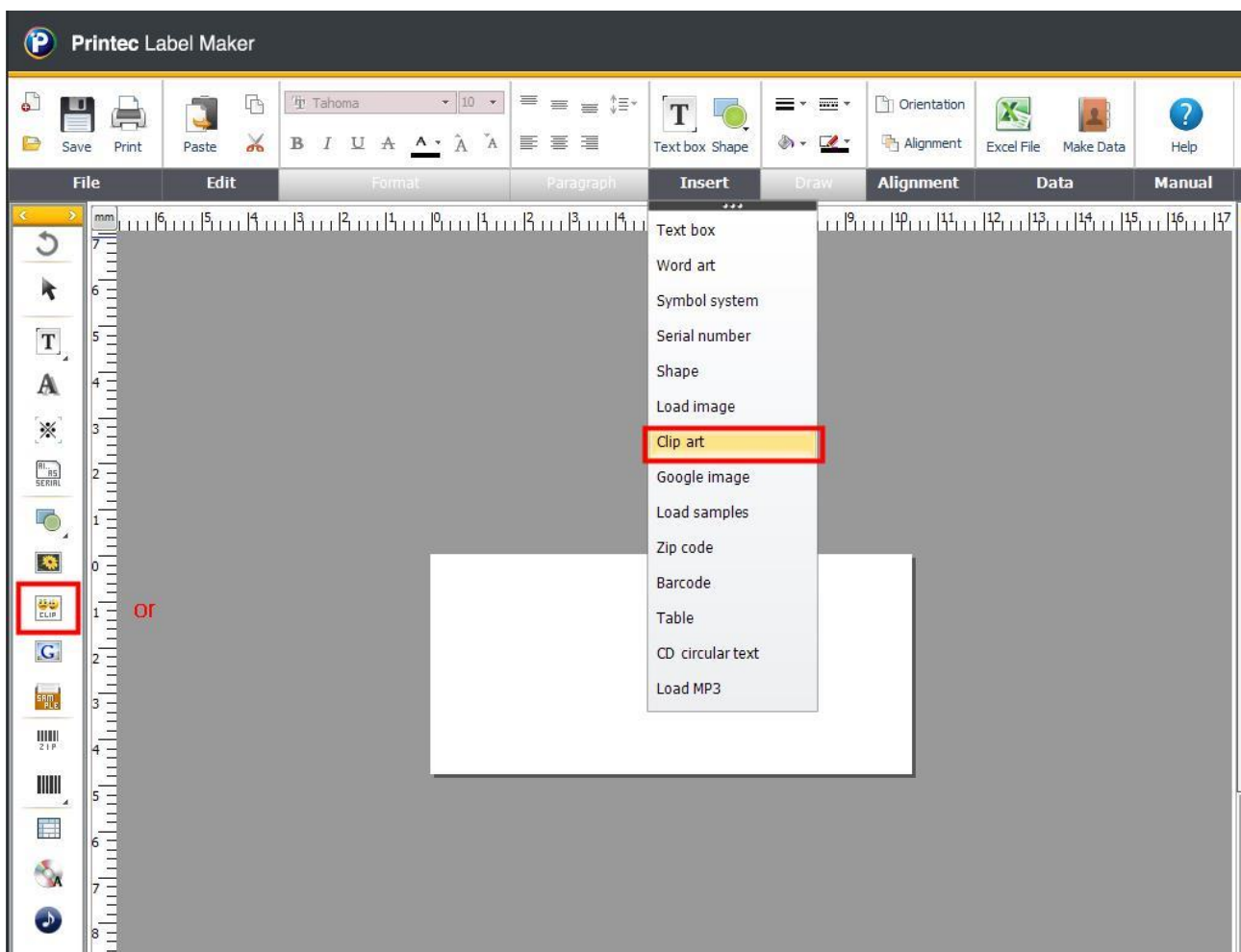


You can apply different filters with the Effect menu in the image editor.

12. Make labels with using clip arts

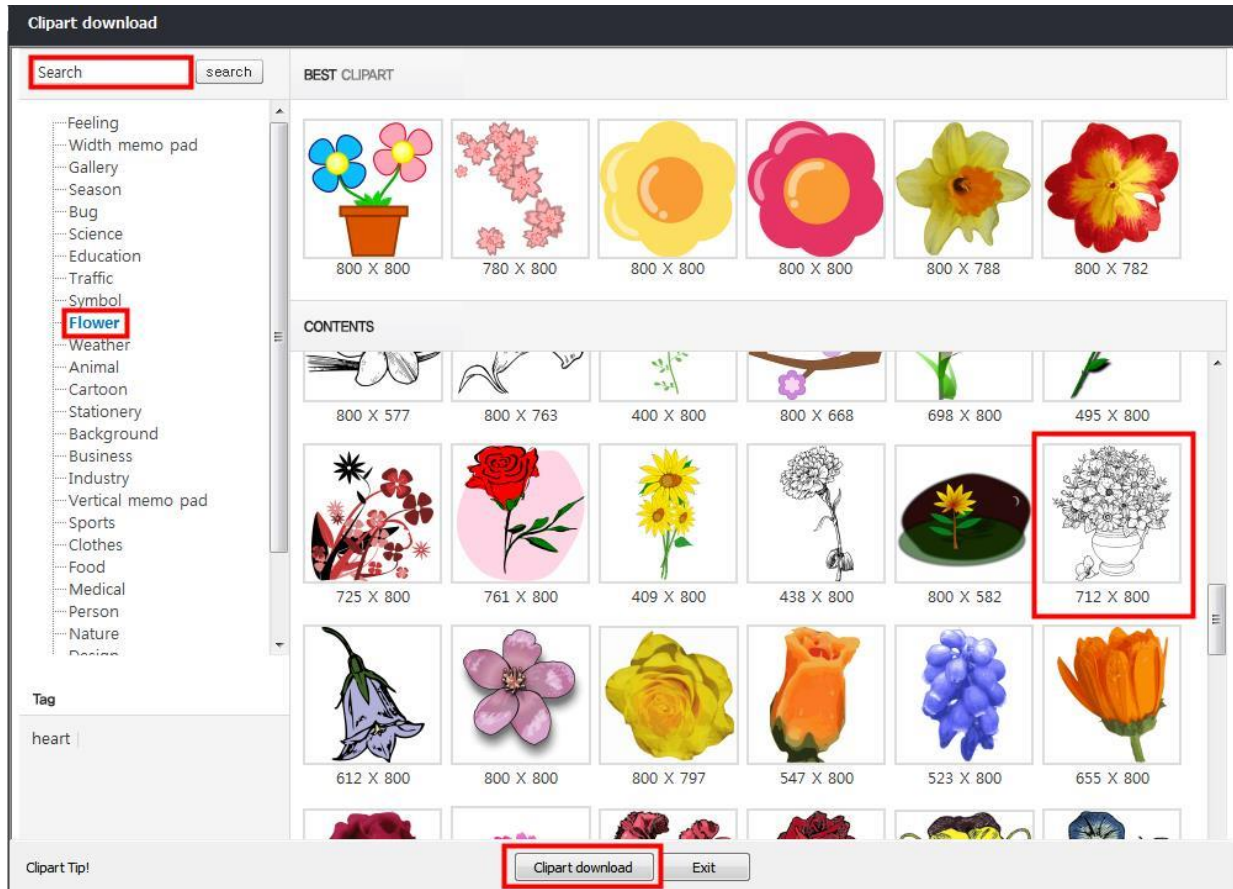
We will briefly learn about methods for inserting clip arts to labels and making labels using clip arts.

- ① First, select a label paper. Then, from the top menu bar, click [Insert] – [Clip art]. Or, from the left side (or right side) fast-menu-icons, click [].

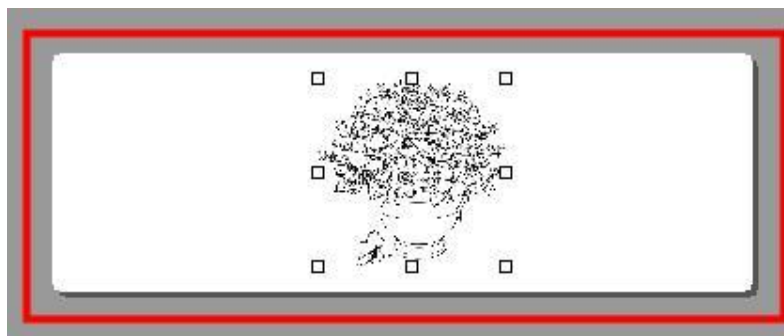


- ② From the [Clip art download] window, search for clip art tags you want or click category and then

click [Clip art download].



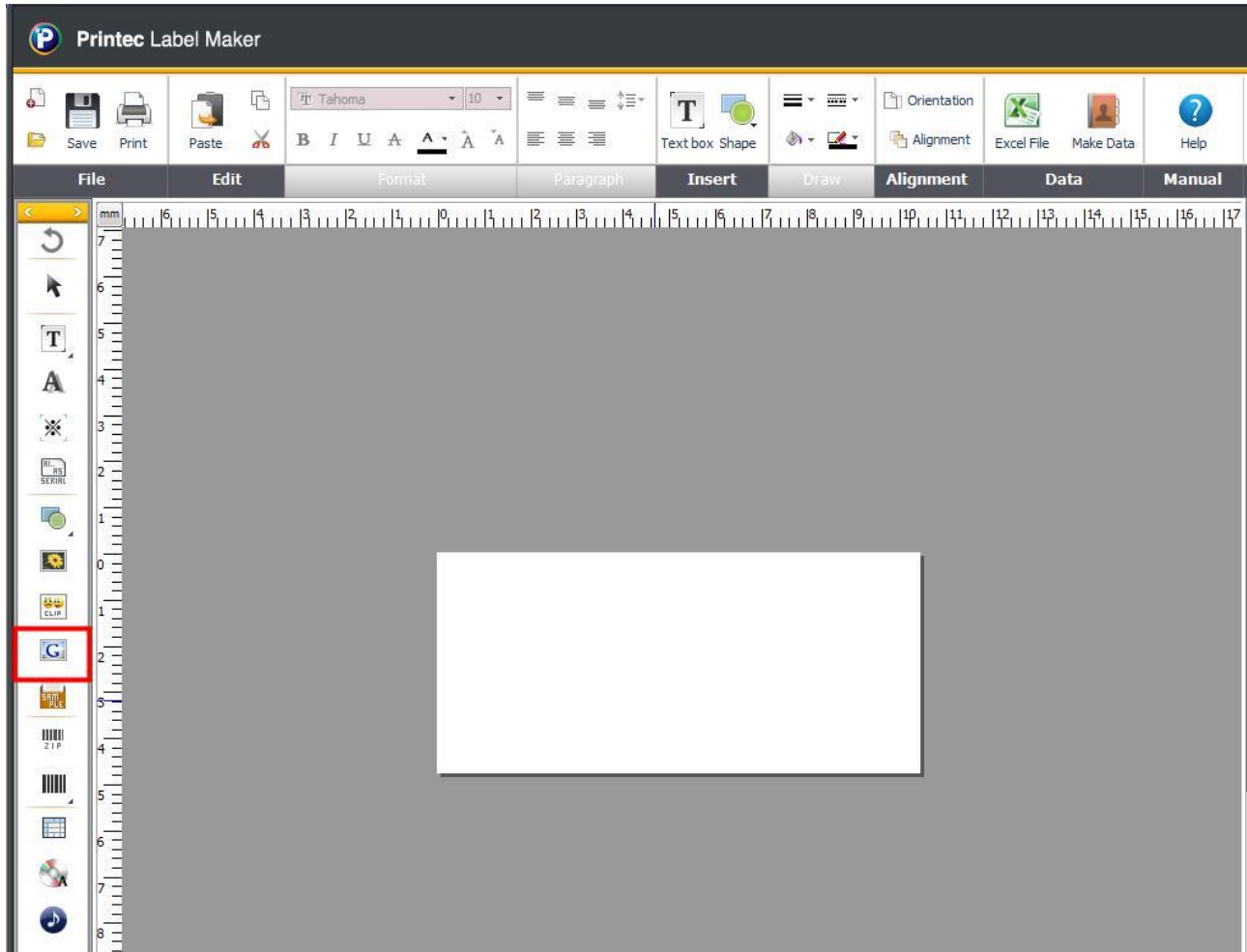
③ The selected clip art displays on the label task screen.



13. Using google images

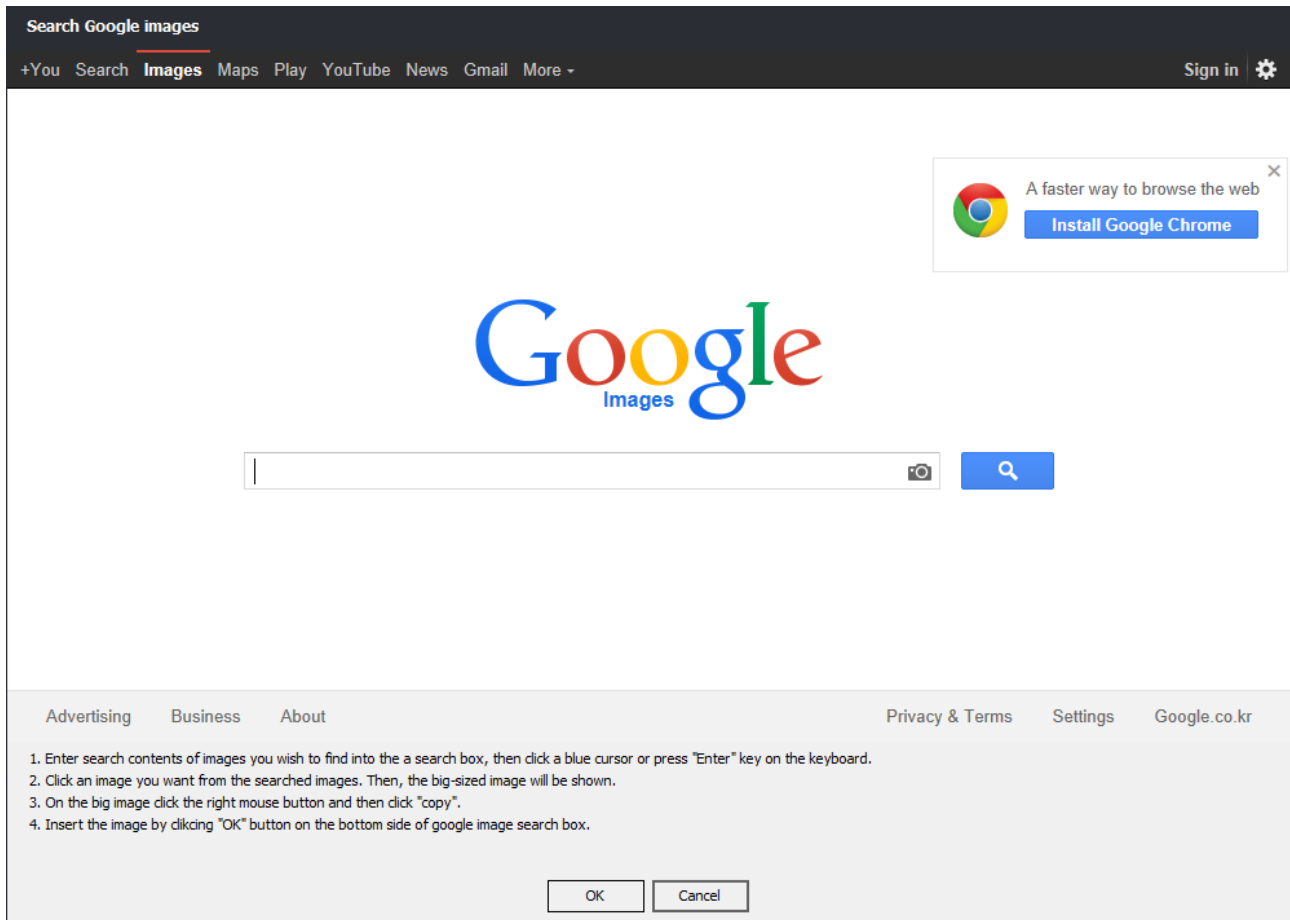
Let's learn how to insert google images onto labels and other various applications of images. First, select

a label paper and then click  from the left side tool bar.

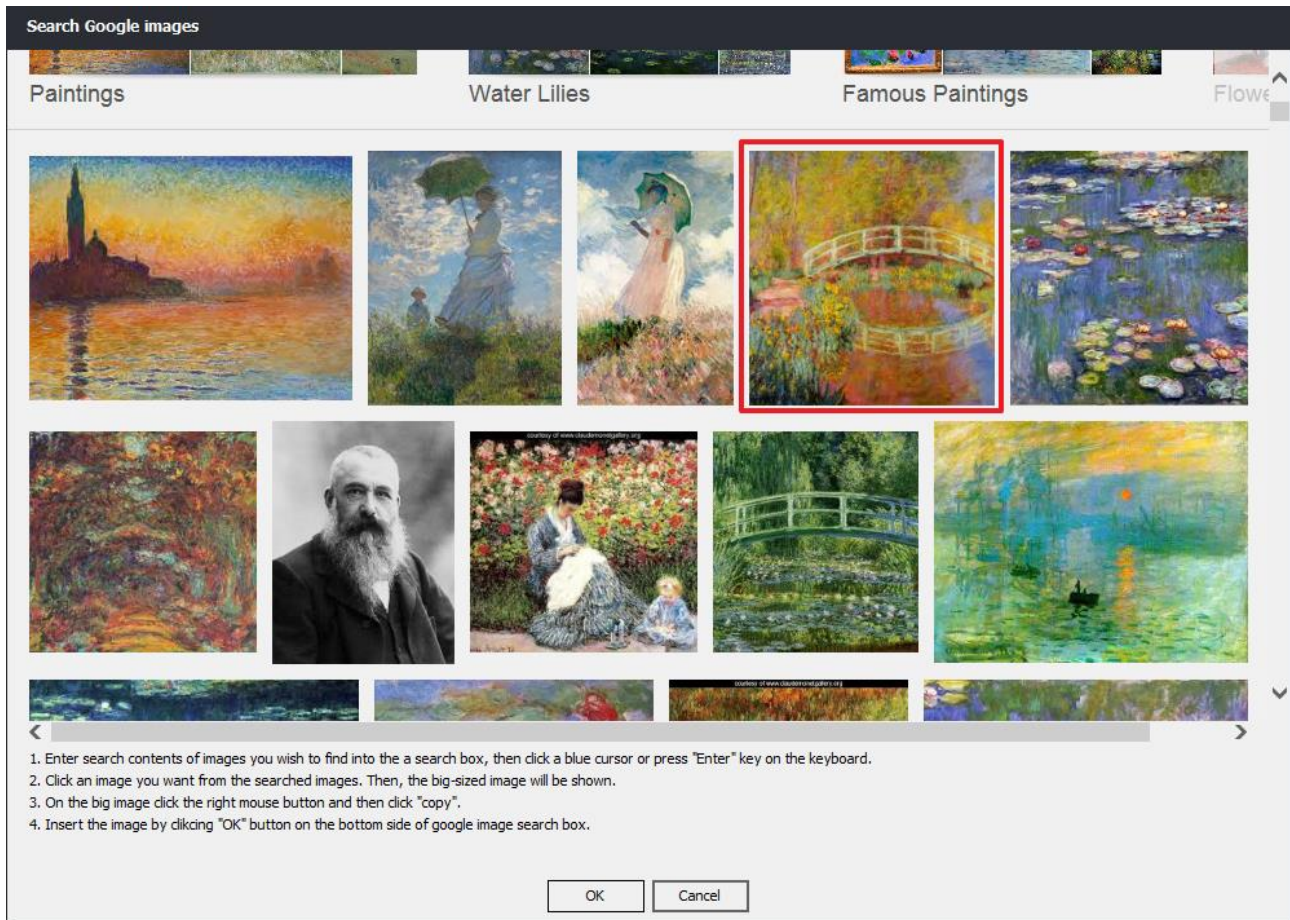


① As shown in instructions under [Google image search] window, Search an image tag that you

wish you download. In this case, we searched "Mone".



② From the searched images, click an image you want. Then, a bigger images shows up below.



③ On the bigger image, click the right mouse button. Click [Copy] and then click [Okay] button

below.

Search Google images

Open link
Open link in new tab
Open link in new window
Save target as...
Print target
Show picture
Save picture as...
E-mail picture...
Print picture...
Go to My Pictures
Set as background
Cut
Copy
Copy shortcut
Paste
Select all
View source
Add to favorites...
OneNote로 보내기(N)
Properties

The Japanese Bridge (The Bridge in ...
www.wikipaintings.org - 1092 × 1056 - Search by image
The Japanese Bridge (The Bridge in Monet's Garden) - Claude Monet. Artist: Claude Monet. Start Date: 1895. Completion Date: 1896. Style: Impressionism

Visit page View image

Try these too:

Images may be subject to copyright. - Send feedback

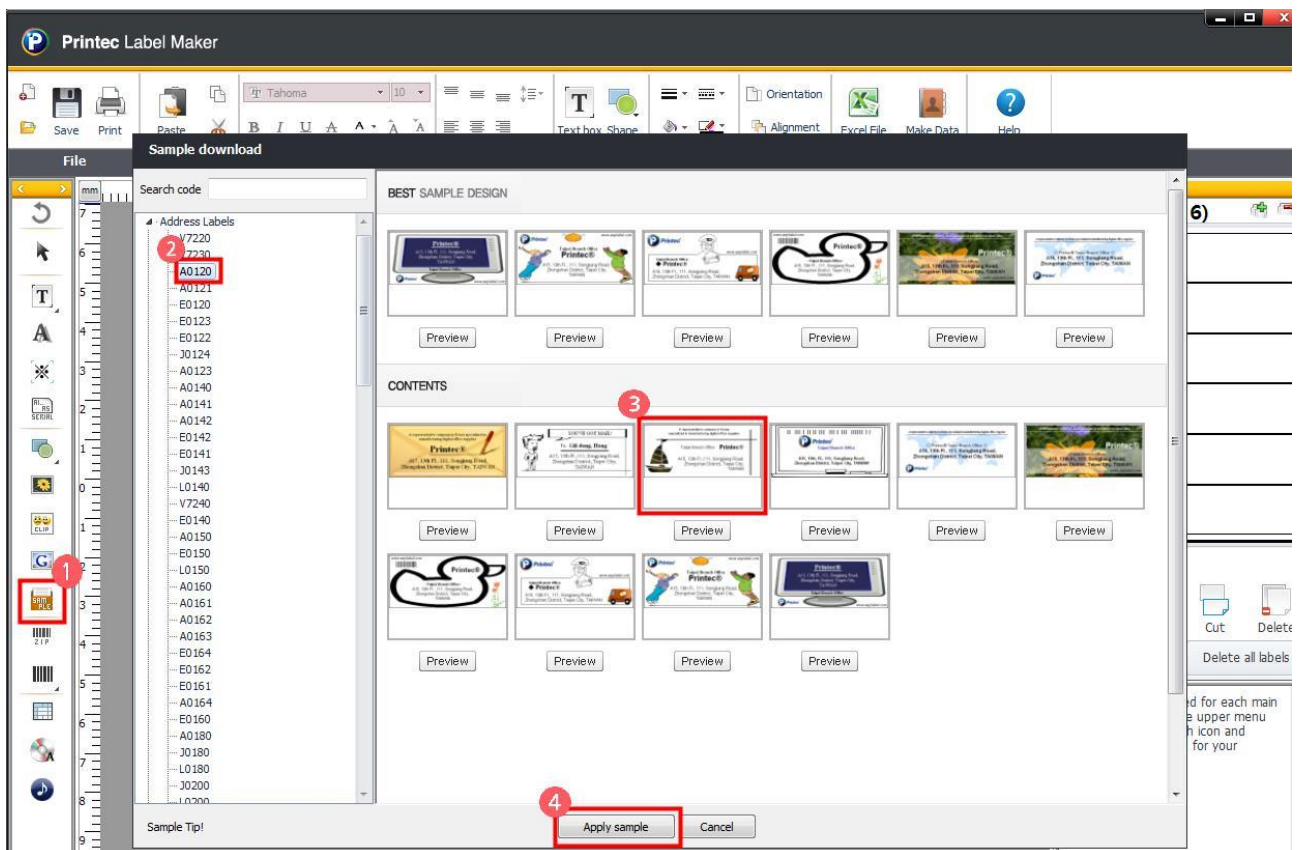
1. Enter search contents of images you wish to find into the a search box, then click a blue cursor or press "Enter" key on the keyboard.
2. Click an image you want from the searched images. Then, the big-sized image will be shown.
3. On the big image click the right mouse button and then click "copy".
4. Insert the image by clicking "OK" button on the bottom side of google image search box.

OK Cancel

- ④ A downloaded google image appears on your currently working label task screen.



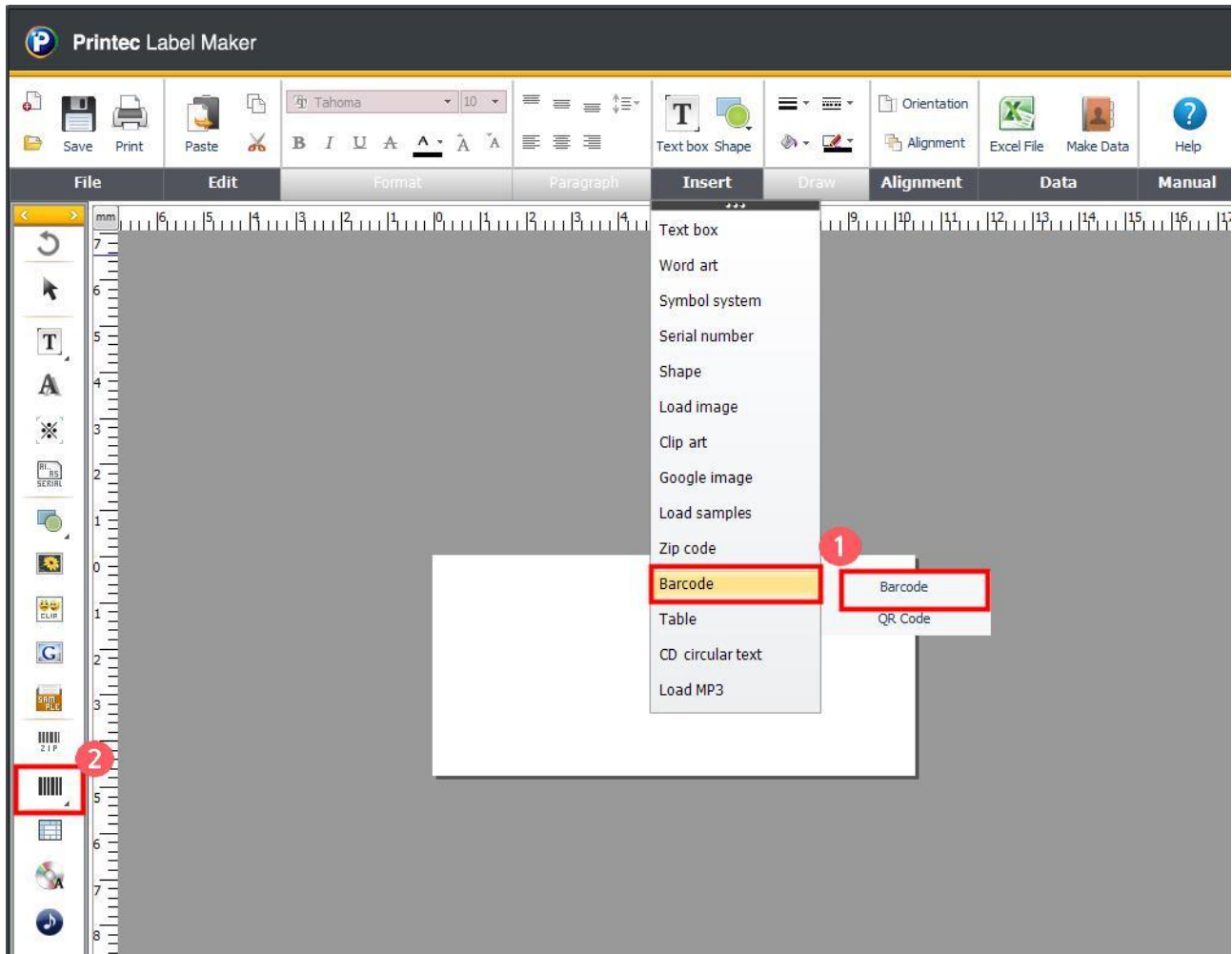
14. Make Labels with downloading samples



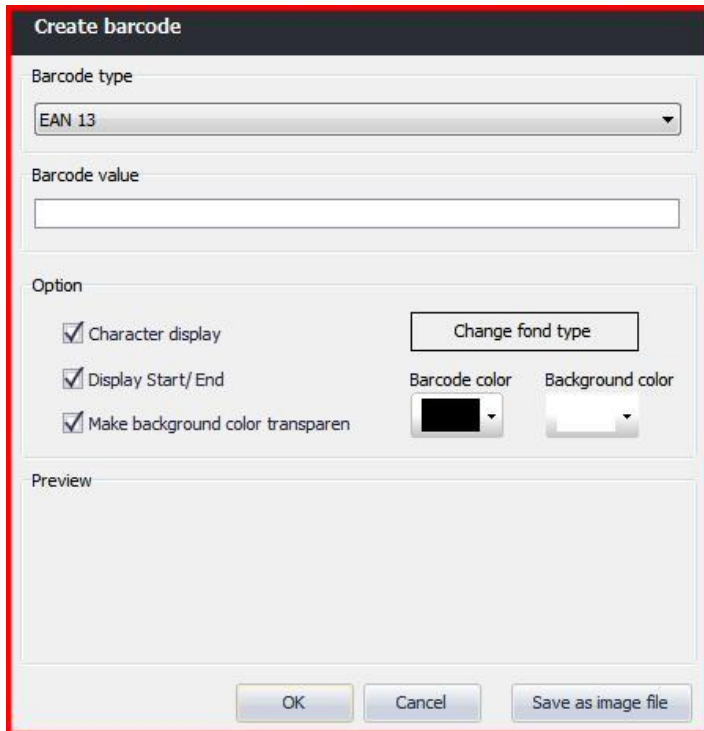
15. Insert barcode

15.1. Barcode

① First, select a label paper. Then, from the top menu bar, click [Insert] – [Barcode]. Or, from the left side (or right side) fast-menu-icons, click [].



- ② Property window for creating barcodes comes up.



Create barcode

Barcode type
EAN 13

Barcode value

Option

Character display

Display Start/ End

Make background color transparen

Change fond type

Barcode color

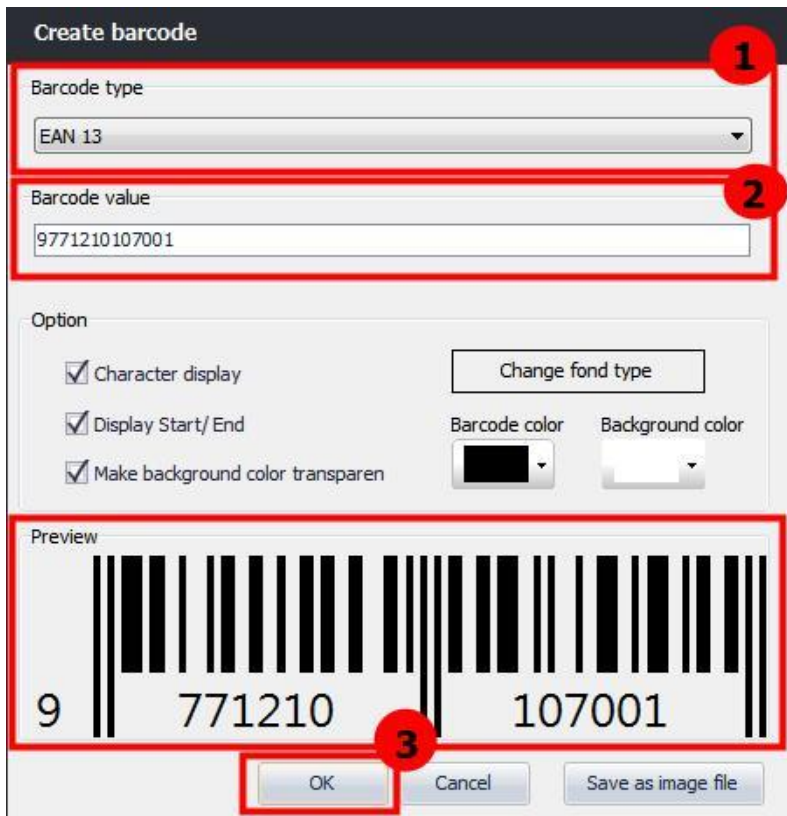
Background color

Preview

OK Cancel Save as image file

- ③ Select a barcode you use from the [Barcode type] and enter a value of barcode into the [Barcode value]. Then, barcode to be inserted will display in [Preview] pane. After checking it, click the [OK]

button.



④ The barcode is inserted in the label partition. Click and drag one of the eight points created around the barcode to make it a size you want.



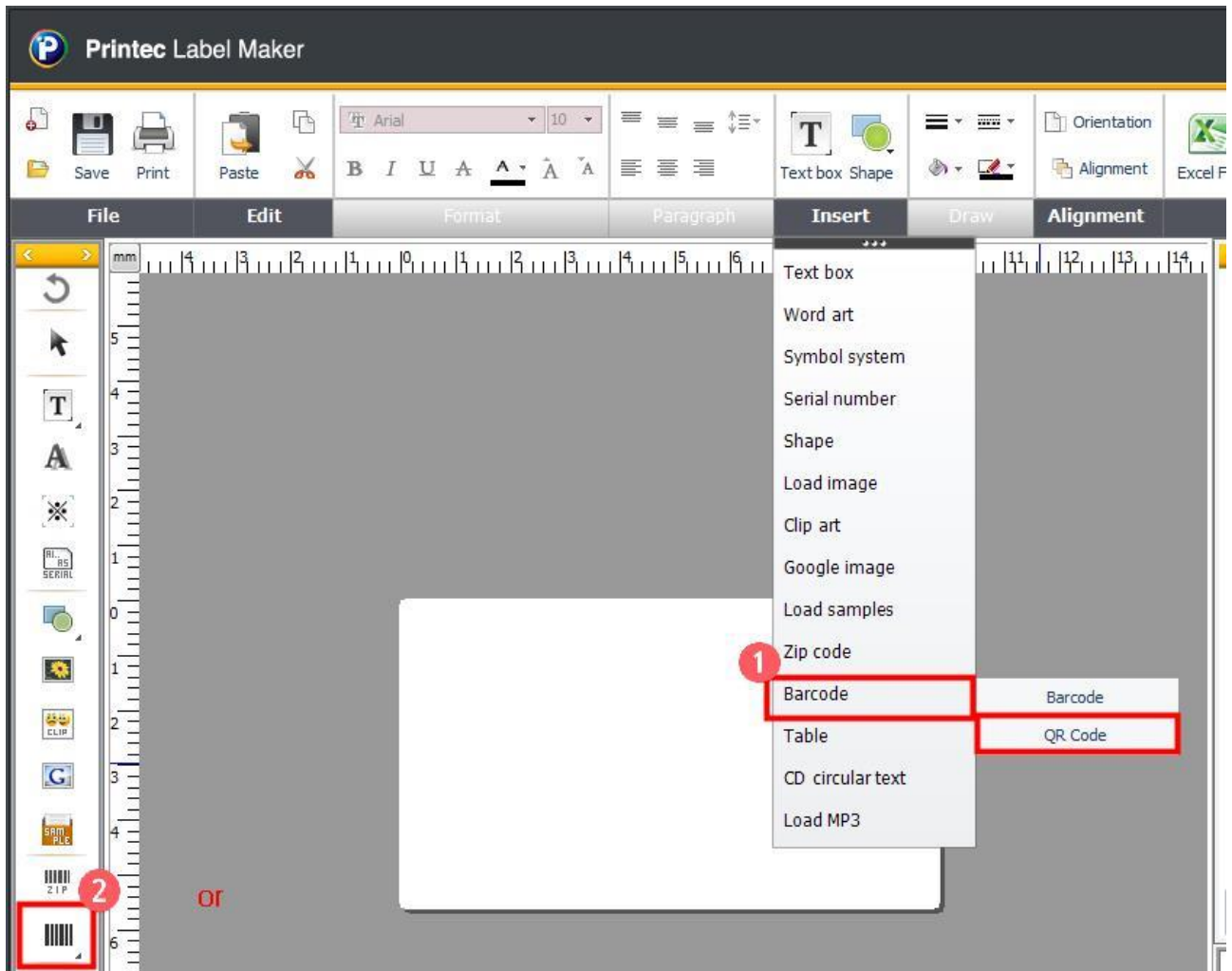
⑤ A completed barcode is inserted into the label partition.



15.2. Create QR code

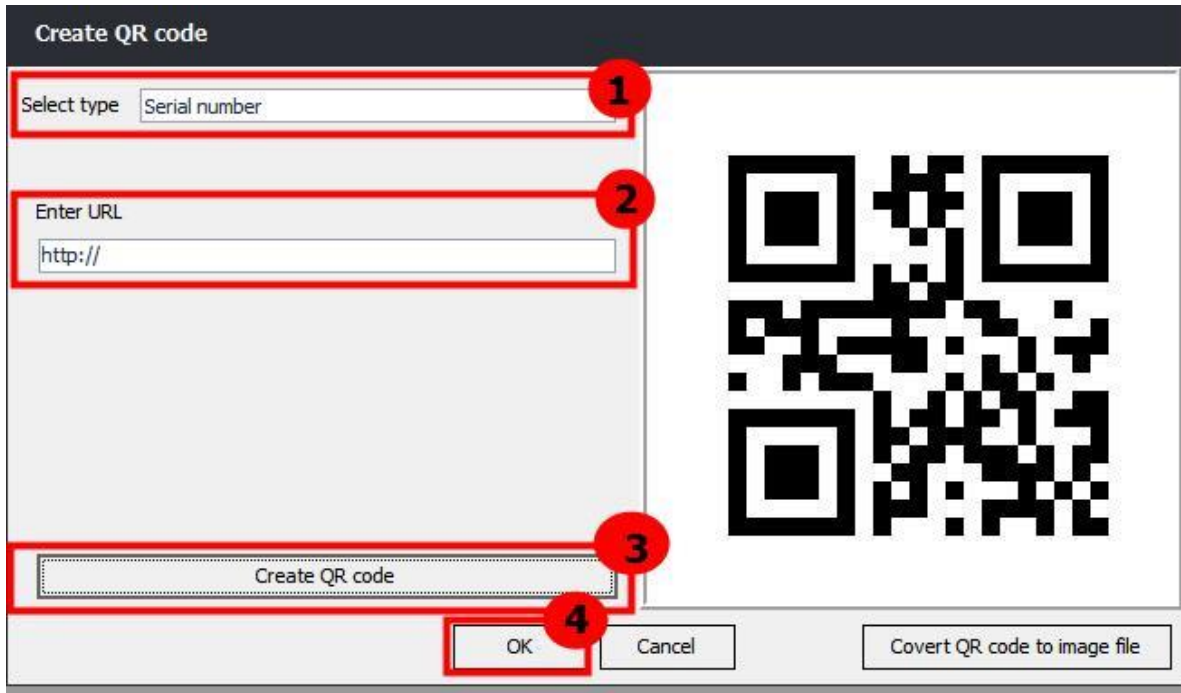
① First, select a label paper. Then, from the top menu bar, click [Insert] – [QR code]. Or, from the

left side (or right side) fast-menu-icons, click [].



② [Create QR code] window shows up. First, select a type at the [Select Type] and then enter contents into the [Enter URL] section. Click [Create QR code] button. After checking the code, click


[OK].

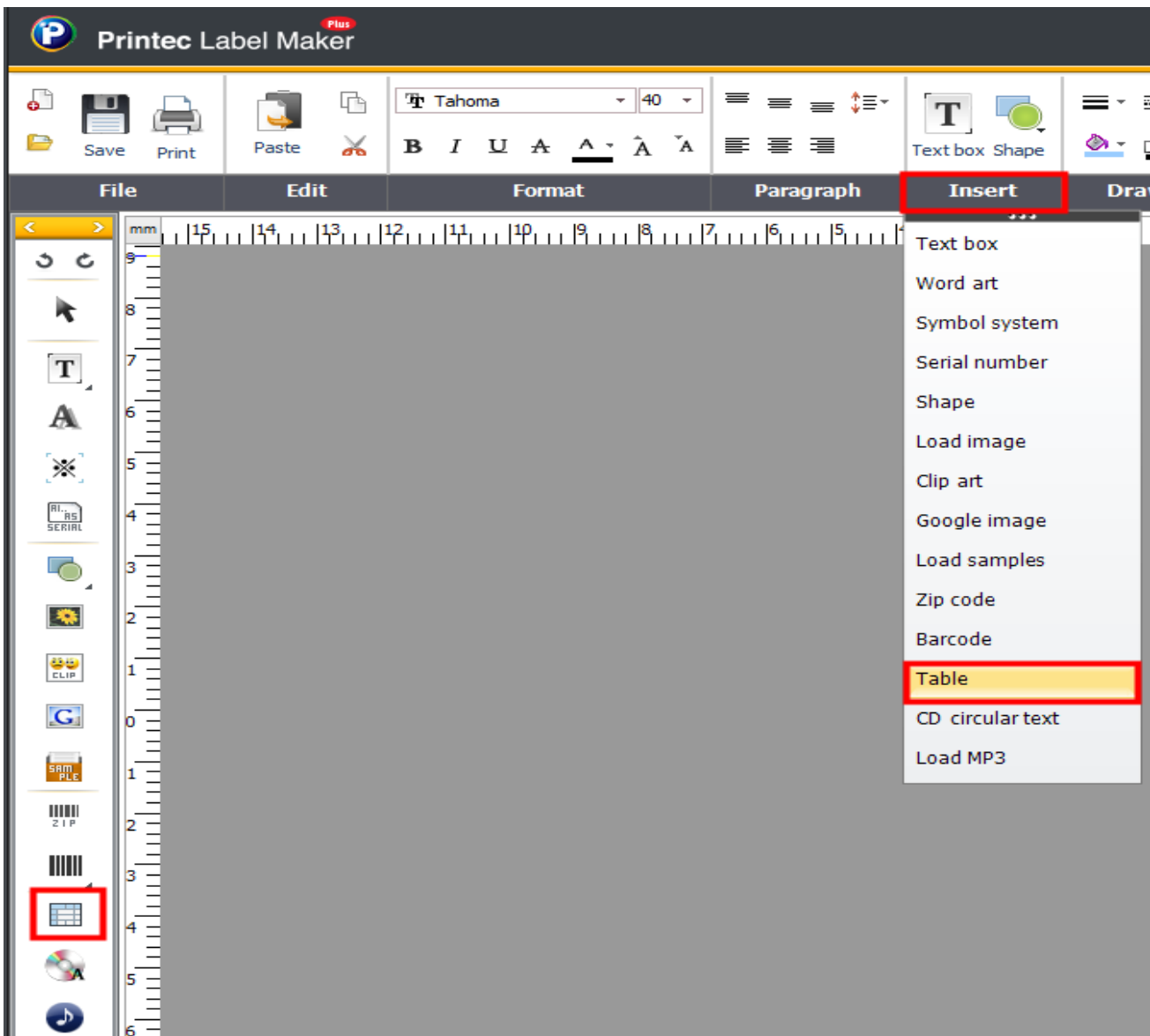


16. Creating a tables

Inserting a table

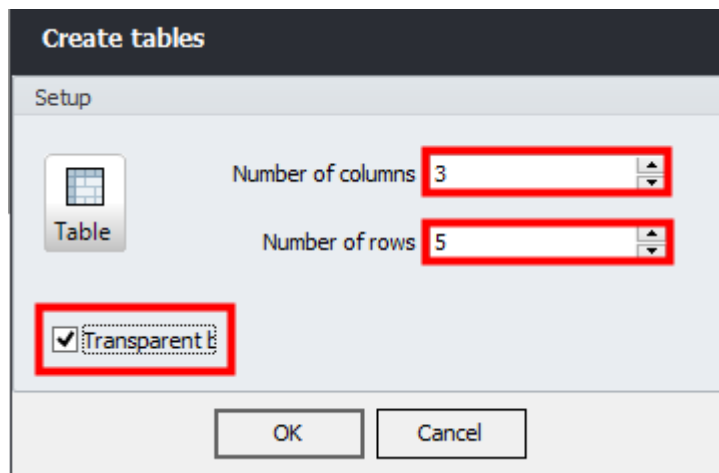


Select the label first, and click [Insert]-[Table] from the menu or click [] from the quick menu icon on the right (or left).



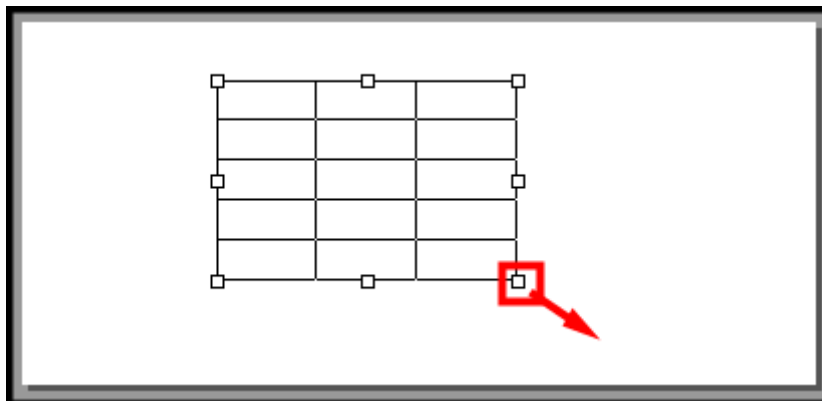
When [Create table] window pops up,

Set up the table's [Width] and [Height], and check the box if you want [Transparent background].

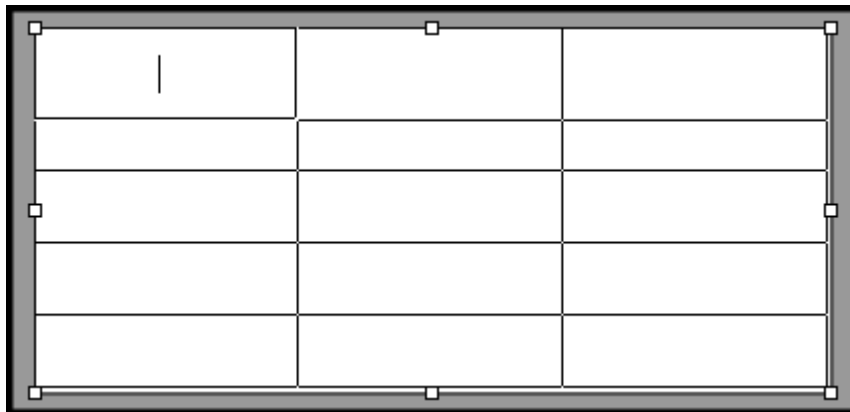
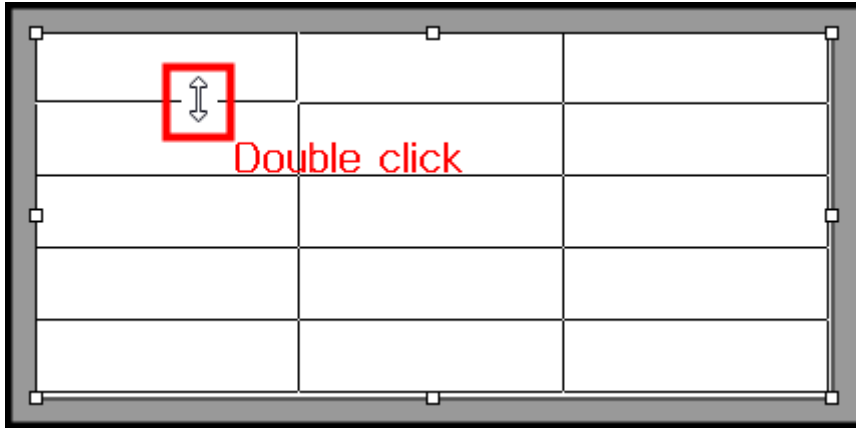


Adjusting table size/spacing

Click and drag the 8 dots that are created when the table is selected to adjust the table size.



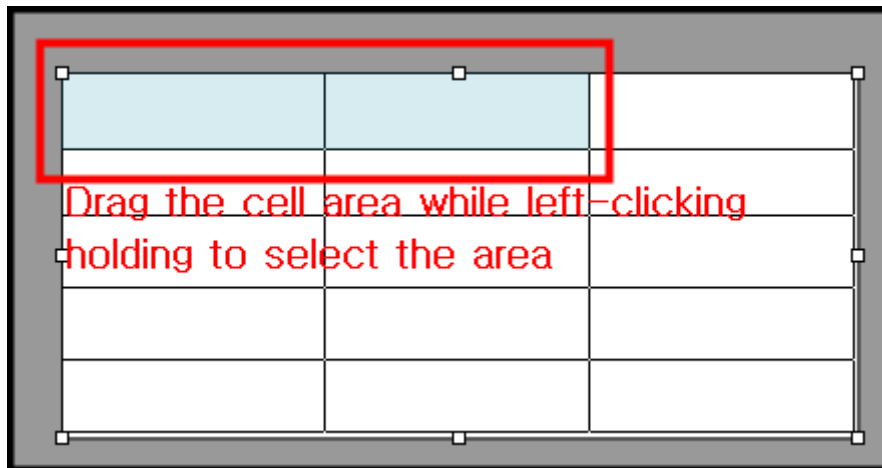
To adjust the cell size, double click the line between the two cells and adjust.



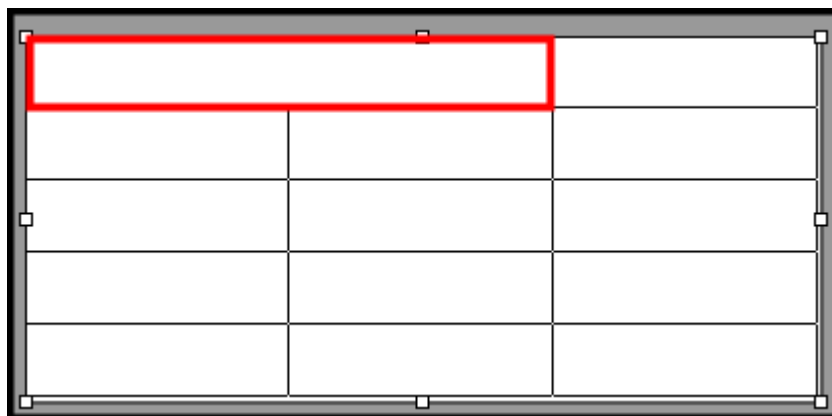
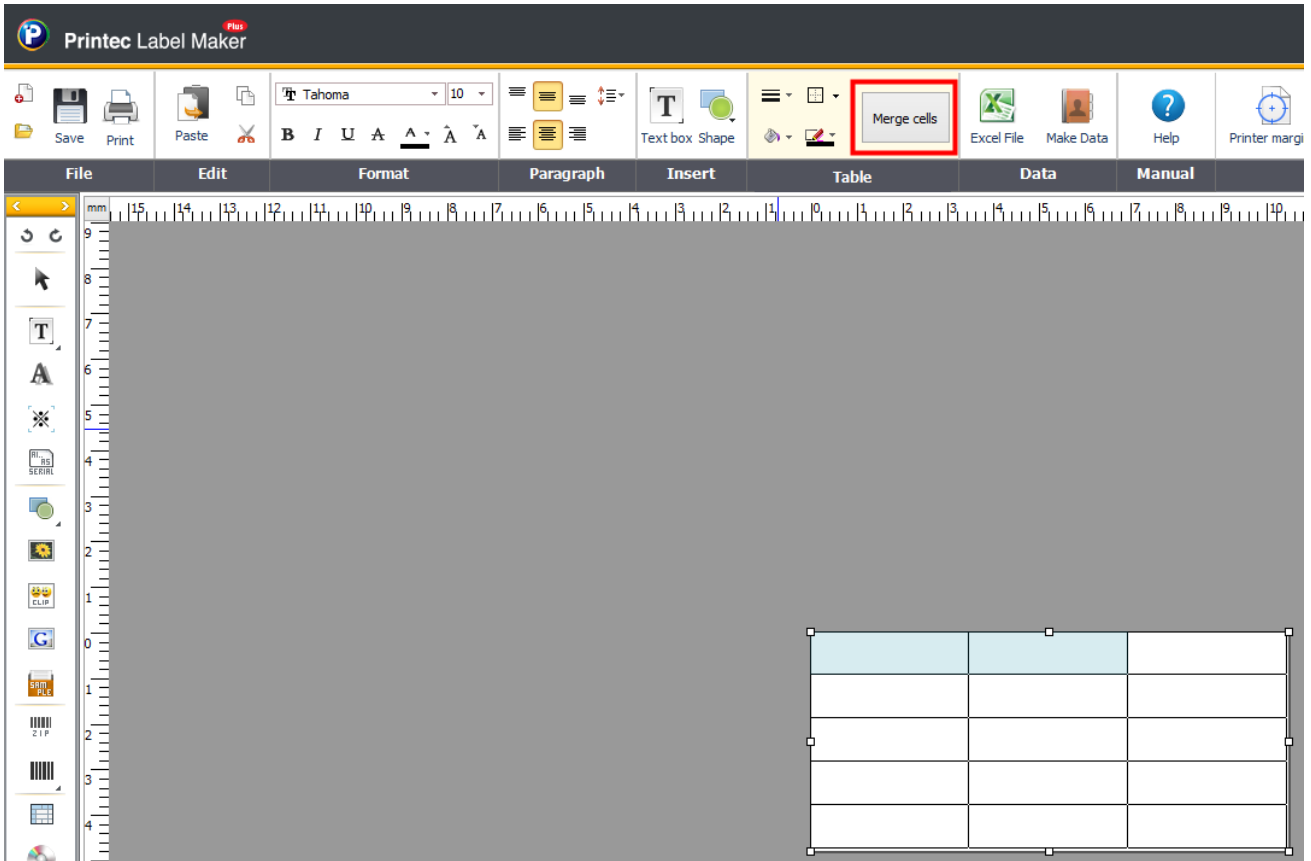
Merging cells

Drag the cell area while left-clicking and holding to select the area.

Selected area is marked light blue.



Click [Merge cell] on the top.

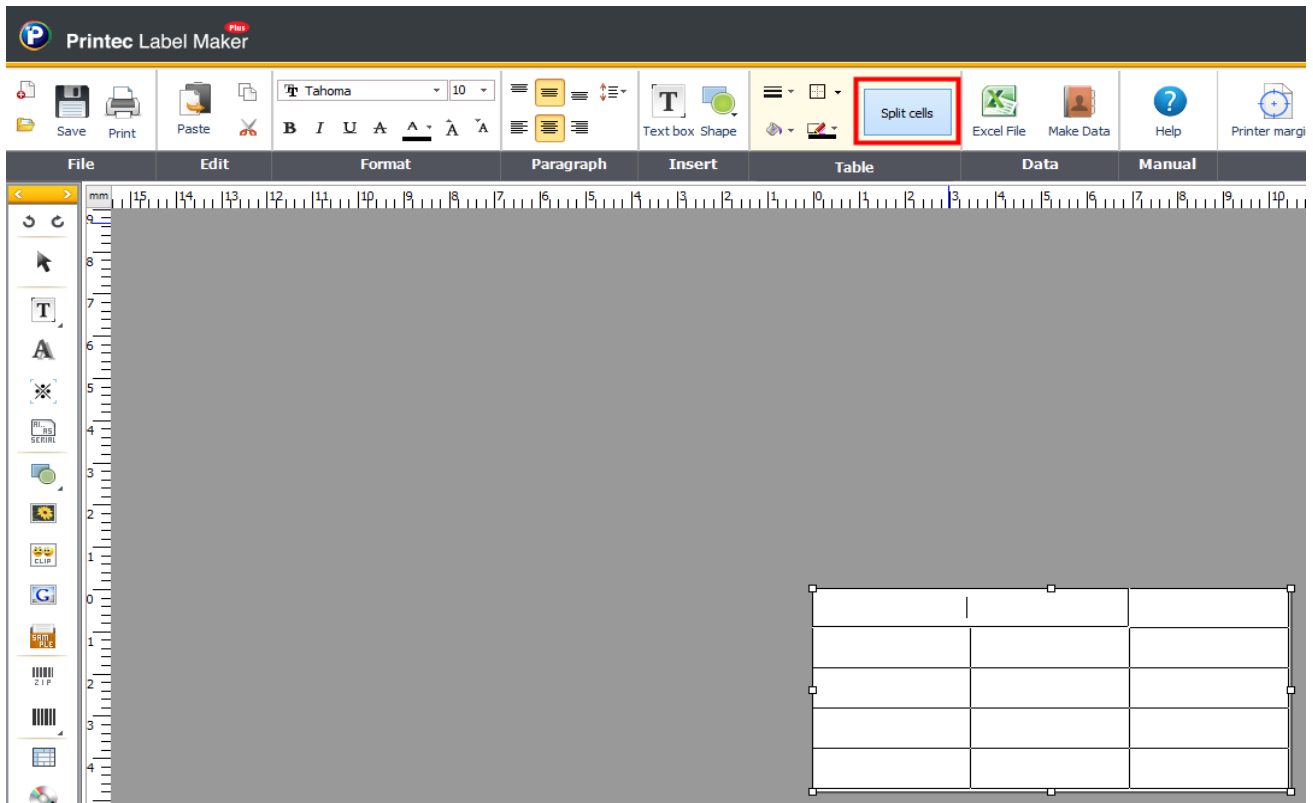


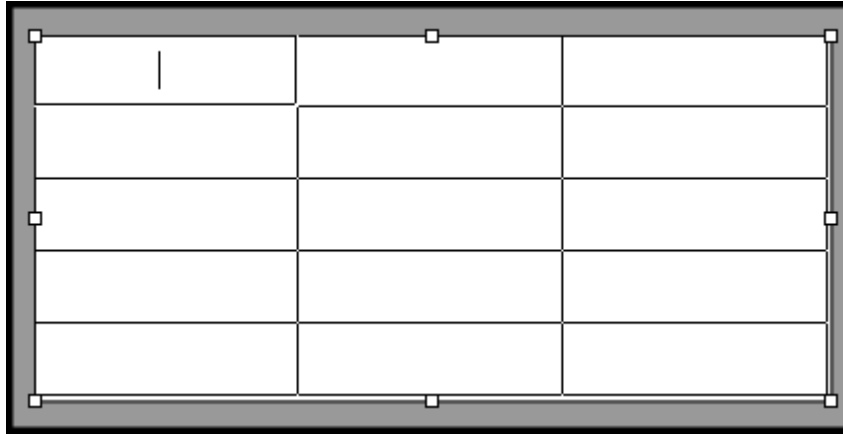
Splitting cells

Double click the merged cell.



Click [Split cells] on the top.

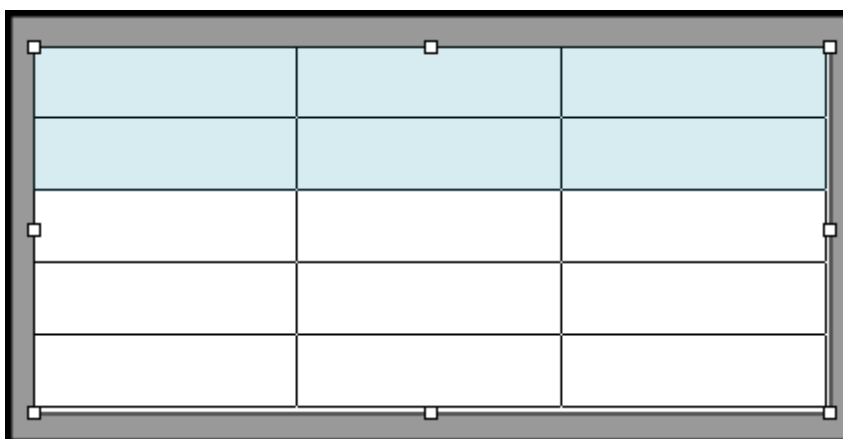




Changing line color/thickness

Select and drag the cell which the line color is to be changed.

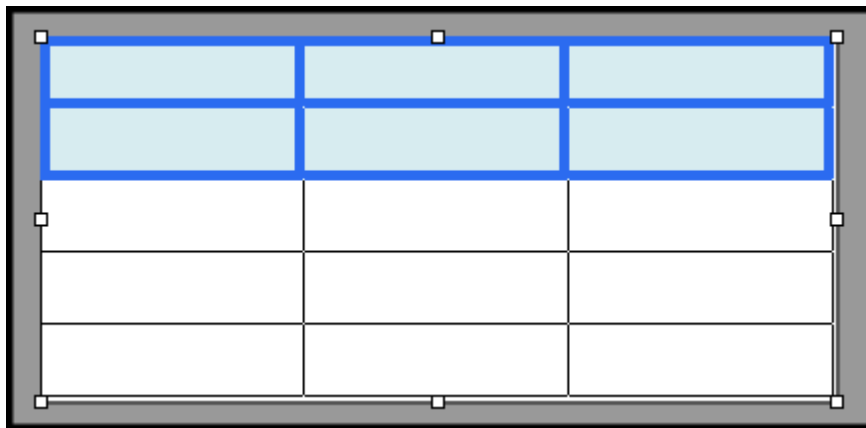
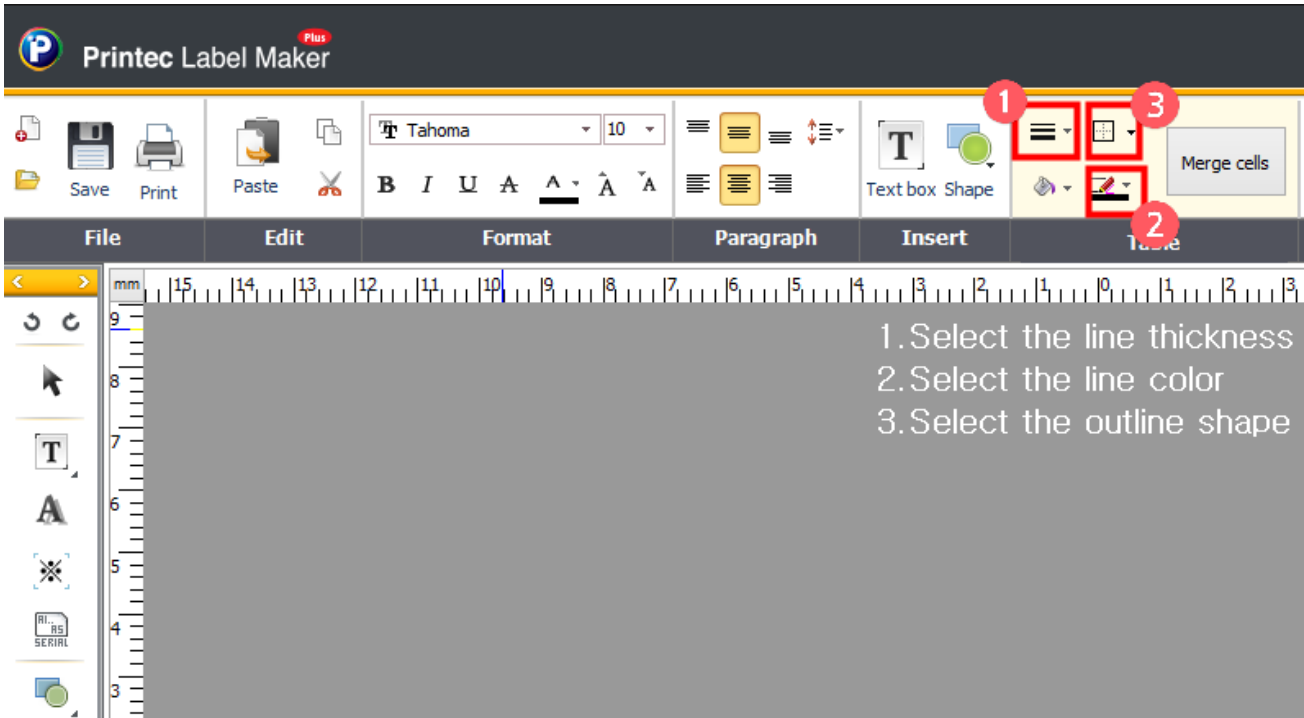
Dragged area is marked light blue.



Change the color and thickness of lines like below.

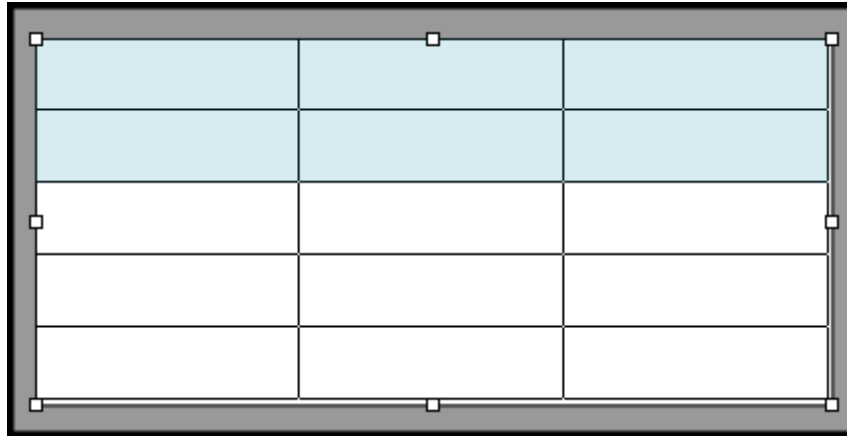
1. Select the line thickness.


2. Select the line color.
3. Select the outline shape.

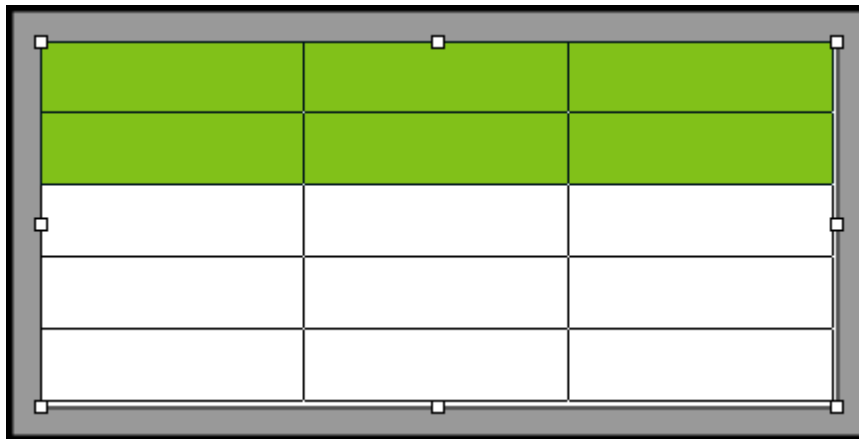
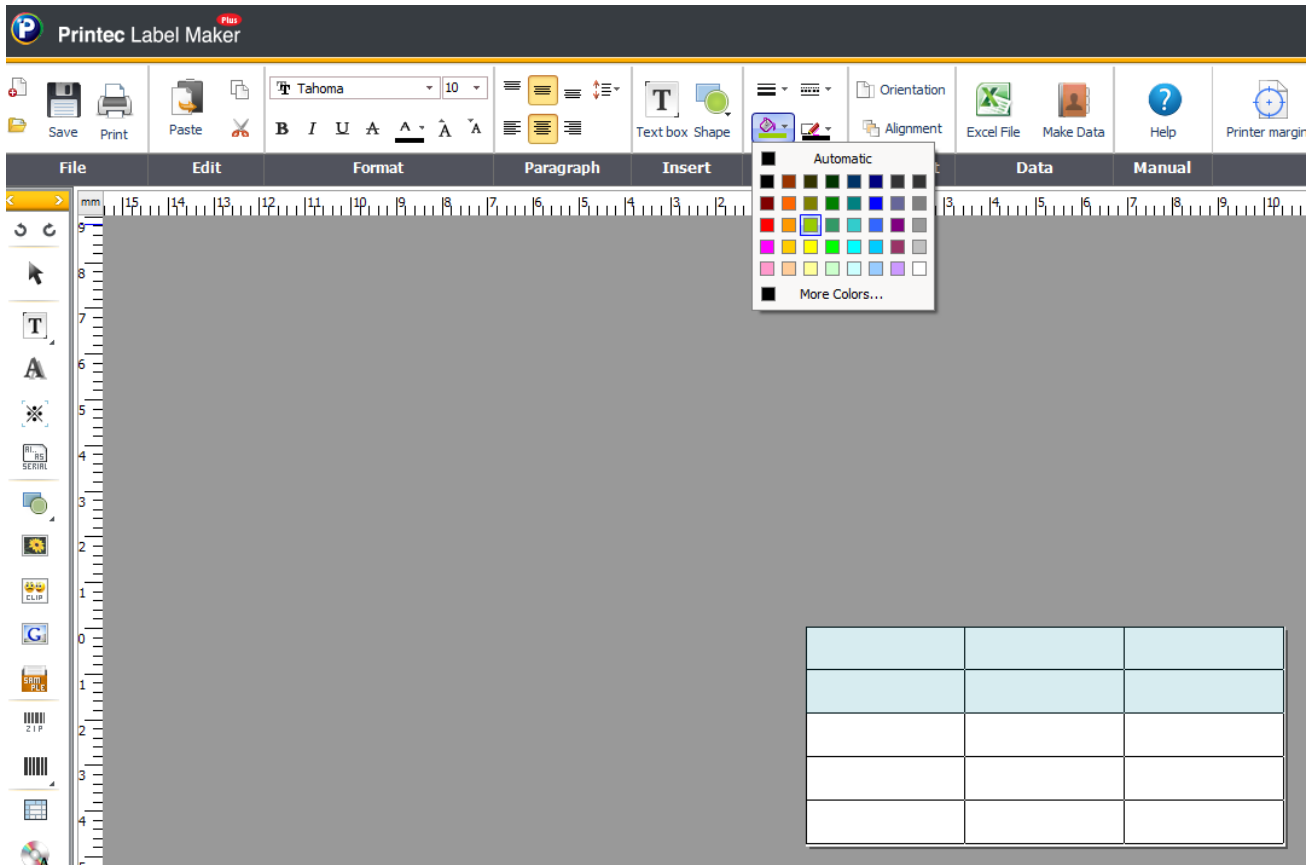


Changing cell color


Drag the cell which the cell color is to be changed. Selected area is marked light blue.

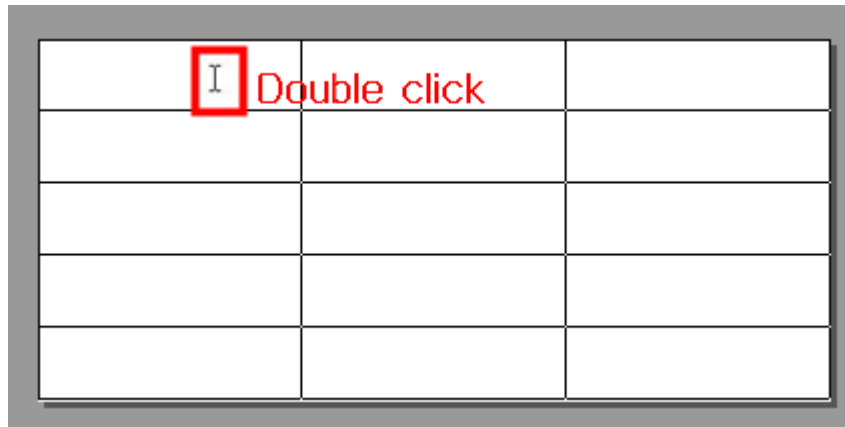


Click  on the top and select the color from the color chart.

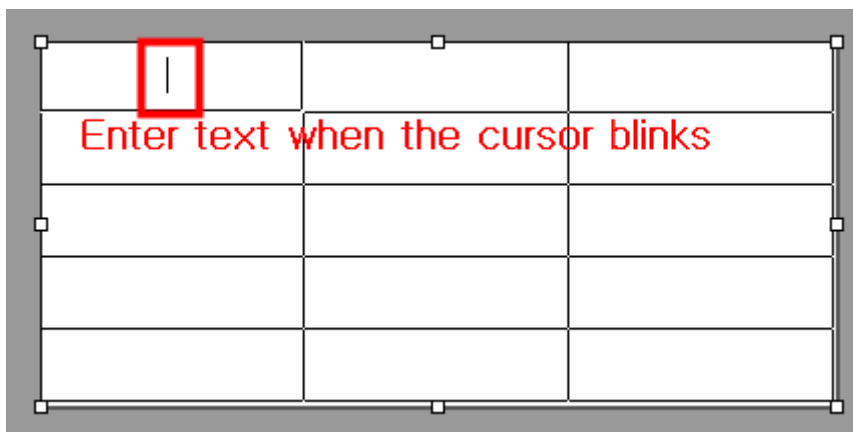


Inserting text

When [] appears in the cell, double click.



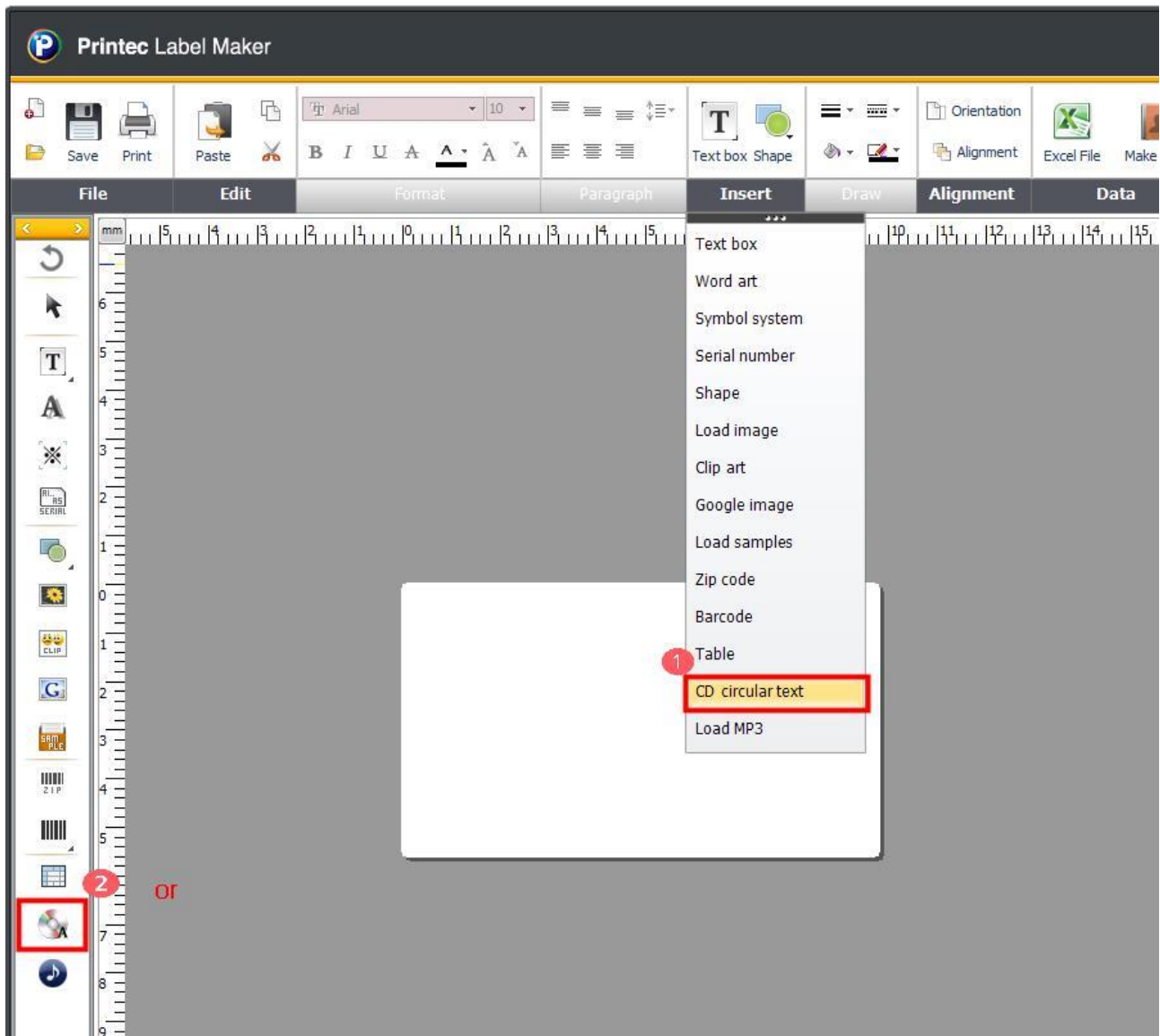
Enter text when the cursor blinks.



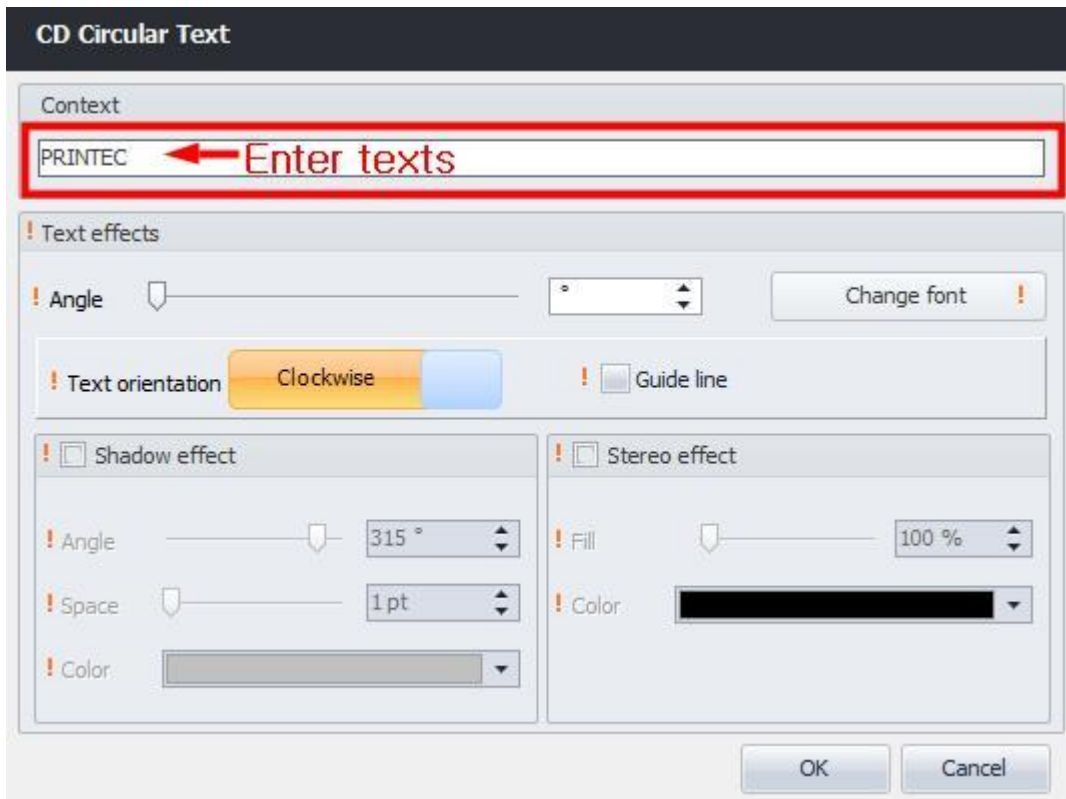
17. Create CD circular text

① First, select a label paper. Then, from the top menu bar, click [Insert] – [CD circular text]. Or,

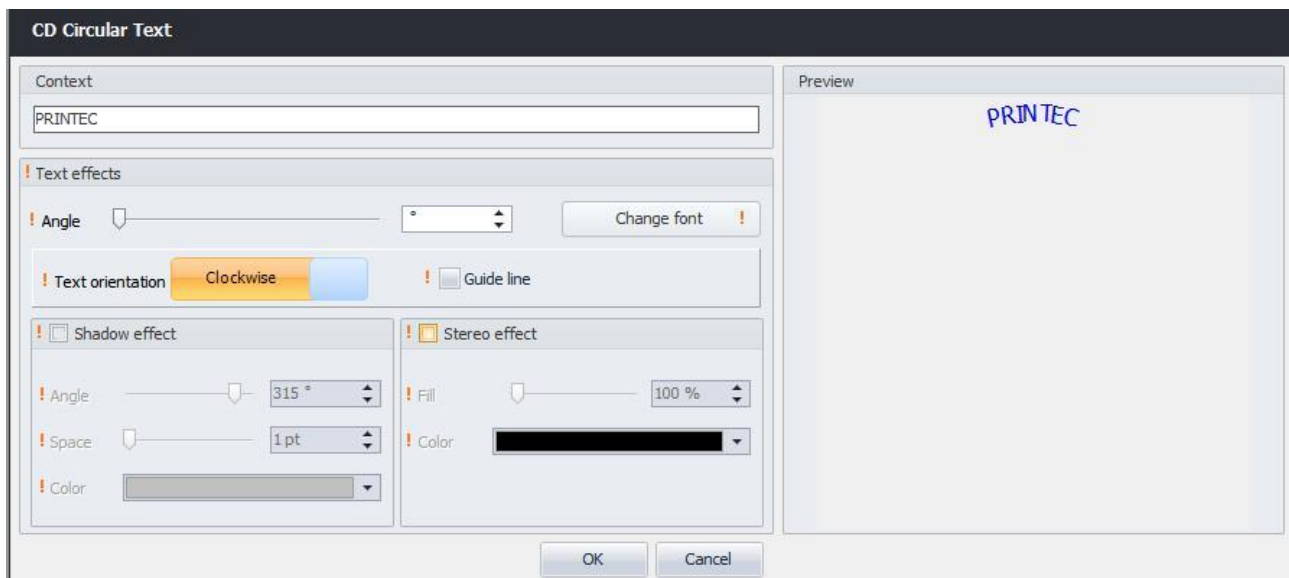
from the left side (or right side) fast-menu-icons, click [].



② When [Word Art input] window comes up, enter texts you want into the [context] section.

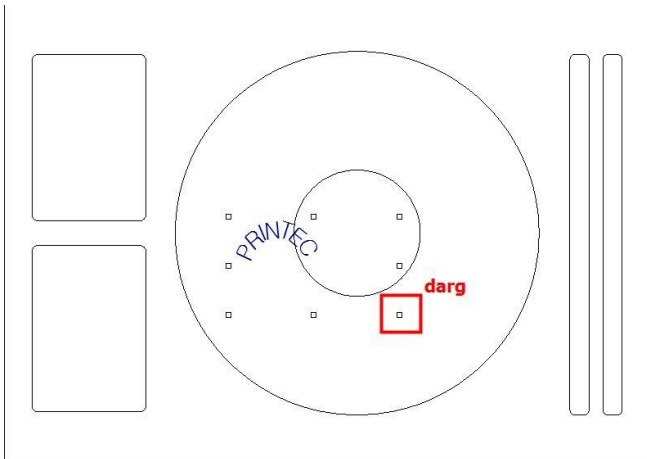


- ③ When the context section is done, create a circular text using functions in the [Text effects] section. Check the created image shown on the [Preview] screen, and then click [OK].

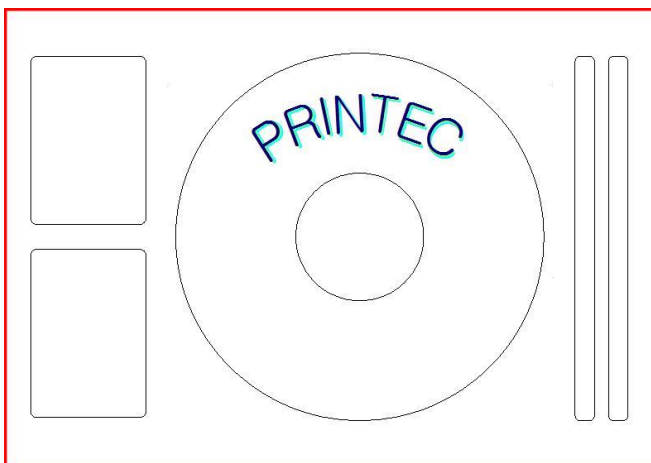


- ④ Texts you entered is inseted onto the label paper. Click one of the points that are created around

the text, and drag it to modify the texts to be located at a desirable location and to be disable size.



⑤ The completed circular text is inserted into the label partition.



18. Create MP3 list.

First, select a label paper. Then, from the top menu bar, click [Insert] – [Load MP3]. Or, from the

left side (or right side) fast-menu-icons, click [].

