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# **EASY**LABEL®

**Documentation**

*Release 7.0.0-RC1*

**Tharo Systems Inc.**

**Sep 14, 2023**

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WELCOME



## 1.1 Visit Our Website

Visit us at <https://www.tharo.com/> for Products, Technical Support, Downloadable Software and Drivers, News and much more.

For helpful video tutorials, please visit <https://www.tharo.com/easytutor/>

For additional help visit the Technical support page of our website at: <https://www.tharo.com/kb/>

## 1.2 Contact Us

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## USER INPUT

Several keys have special meanings in the software. A short description of their functions follows:

- **Left Mouse Button**

Selects an item/field. Double click to open the item/field. Double clicking on a field opens the field parameter dialog. Hold the control key to select multiple items/fields.

- **Right Mouse Button**

Opens a context menu for the clicked item.

- **F2**

Displays the Print Queue screen.

- **F3**

Displays the WIBU-KEY Control Panel.

- **F4**

Opens the Windows Character Map.

- **CTRL + Z**

Undo the most recent editing or formatting action.

- **CTRL + Y**

Redo the most recent undone change.

- **CTRL + ENTER**

Inserts a new line.

- **ESC**

Cancel or end the current operation.

- **ARROW Keys**

Moves the cursor/selection/field(s). Hold shift to move faster.

- **TAB**

Moves between items in dialogs. Hold shift to move backwards. Hold control to move to the next dialog tab.

- **ENTER**

Confirm, begin, advance or complete an operation. Hold control to select a field.

- **PgUp/PgDn**

Scrolls up or down by the size of the window. Hold shift to scroll left or right.

- **HOME/END**

Move the cursor/field to the upper left or bottom right.

- **H/V/C**

While moving a field press one of the keys to center the field horizontally, vertically or both. The key used to center varies by language.

Language	Center	Horizontal Center	Vertical Center
Catalan	C	H	V
Czech	S	H	V
Dutch	C	H	V
English	C	H	V
French	C	H	V
German	Z	H	V
Hungarian	K	H	V
Italian	C	H	V
Japanese	C	H	V
Polish	C	H	V
Russian	W	U	D
Chinese (Simplified)	C	H	V
Spanish	C	H	V
Chinese (Traditional)	C	H	V

- **ALT + letter**

Access a menu, ribbon or dialog item by its assigned letter. Menu and dialog items can be reached by entering the underlined letter. The assigned letters for ribbon items are shown after pressing alt. If a letter is used more than once, press ALT + the letter again to get to the correct screen item.

- **Delete**

Deletes the selected field/item

- **CTRL + X or Shift + Delete**

Cut the item. Deletes the selected field/item and add it to the clipboard.

- **CTRL + V or Shift + Insert**

Paste the item. Copies the item in the clipboard into the current window.

- **CTRL + C or CTRL + Insert**

Copy the item. Adds a copy of the selected field/item to the clipboard.

- **CTRL + A**

Select all fields/items.

- **CTRL + +**

Zoom the label window in.

- **CTRL + -**

Zoom the label window out.

- **CTRL + 0**

Zoom the label window to fit.

- **Scroll wheel**

Scroll the window up or down.

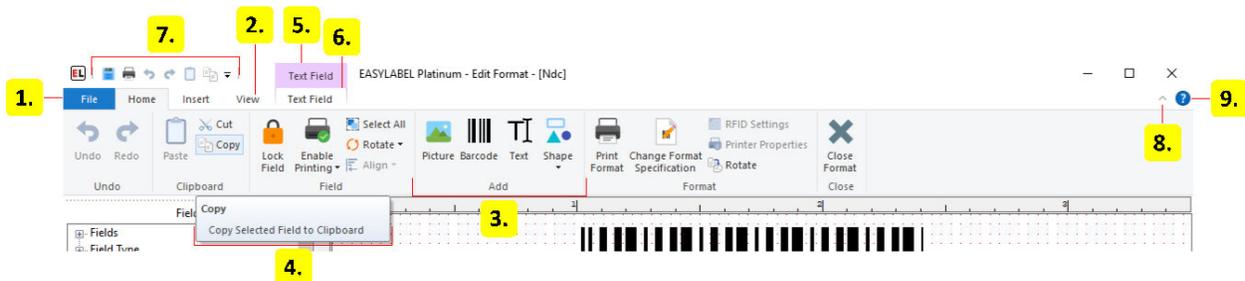
- **Shift + Scroll wheel**

Scroll the window up or down faster.

- **Control + Scroll wheel**

Zoom the label window in or out.

## RIBBON UI



### 1. File/Application Menu

The file menu is used to interact with documents and the application. It is commonly used for things such as opening, creating, saving or printing documents.

### 2. Tab

A ribbon tab is made up of multiple groups that share a related purpose.

### 3. Group

Groups contain one or more closely related controls. The layout of a group may change depending on the size of the window.

### 4. Tooltip

Tooltips provide extra information about a ribbon item. These are shown by hovering over an item.

### 5. Contextual Tab Set

Contextual tab sets are conditionally shown depending on application state. They are commonly shown when selecting an item such as a field. These tab sets contain one or more contextual tabs.

### 6. Contextual Tab

Contextual tabs are conditionally shown depending on application state. They are commonly shown when selecting an item such as a field.

## 7. **Quick Access Toolbar**

The controls in this toolbar act as shortcuts. Almost all items in the ribbon can be added to this toolbar by right clicking on an item in the ribbon. An item can be removed from the toolbar by right clicking on it.

## 8. **Minimize Ribbon**

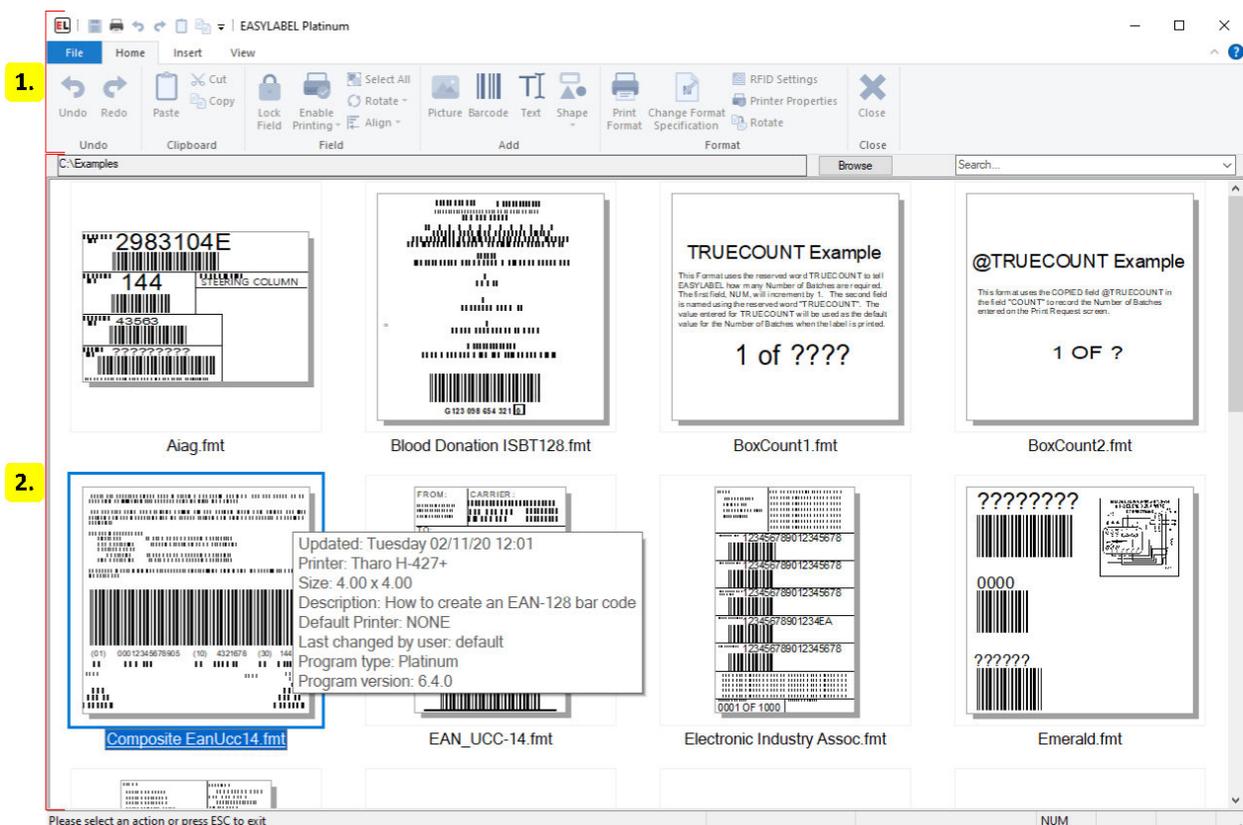
Minimizes or expands the ribbon. In a minimized ribbon the tabs act as dropdowns and the ribbon groups are not shown unless a tab is clicked on.

## 9. **Help**

Opens the EASYLABEL documentation in the default web browser.

# HOME SCREEN

## 4.1 Layout



1. *Ribbon* (page 9)
2. *Format Browser* (page 11)

## 4.2 Ribbon

The ribbon contains controls used to create, open, download or print formats and to modify program configuration. Go to *Ribbon UI* (page 6) for more information on how ribbons work.

### 4.2.1 File Menu

#### New

- **Label Format**  
Create a new label format file.
- **Database**  
Create a new dBase database using the Easylabel internal database editor.
- **Serial File**  
Create a serial file that will be used to keep track of a counter on your label template.
- **Job List**  
Create a job list that saves print jobs to be printed or reprinted another time.

#### Open

- **Label Format**  
Edit an existing Easylabel label format file for editing.
- **Database**  
Edit an existing dBase database that was previously created with the Easylabel internal database editor.
- **Serial File**  
Edit an existing serial file.
- **Job List**  
Edit an existing job list file.
- **Report File**  
View and print an existing label report file that was created by printing label formats with the *Report* option enabled. This report can also be viewed with Microsoft Excel, but should not be edited.

## Print

Select and print an existing label format file.

## Download

Select one or multiple label format files that configured for standalone printing and upload them to the printer's memory.

## Queue

Open the *Print Queue* (page 75) window to:

- Track and edit print jobs
- Test print
- Check a printer's status
- Access available printer functions
- Send code directly to a printer

## Printer Configuration

Add, edit and modify Easylabel internal printer drivers.

## Settings

- **Program Options**

The *Program Options* (page 105) allow editing of general Easylabel settings as well as security, print and history settings.

- **Appearance**

Edit the appearance of Easylabel.

- **Users**

Edit the configured EASYLABEL users.

## About

- **About**

Display software version information.

- **Check License Status**

Display or update your current license and check for newer versions of Easylabel. See [EASYLABEL License Tool](#) (page 201) for more info.

- **Enable Diagnostic Logging**

A feature used by Easylabel's technical support to help troubleshoot issues.

- **Create an Error Report**

Create a file that includes software and system information used for Easylabel support.

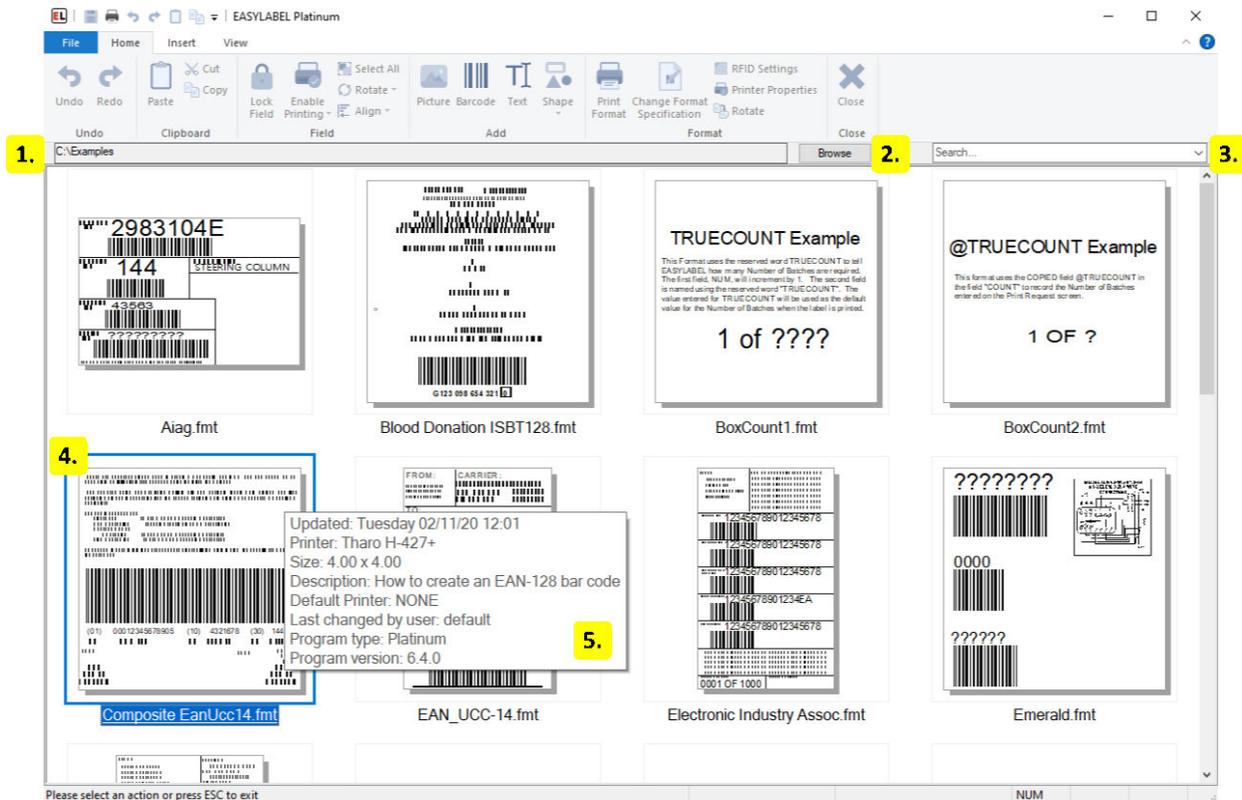
## Exit

Close EASYLABEL.

## 4.3 Format Browser

The *Format Browser* (page 12) provides a way to view the format files in a given folder. It displays previews of each format and allows for searching, printing and editing of the formats.

## 4.3.1 Format Browser



### 1. Path

Displays the path to the folder opened by the format browser.

### 2. Browse

Click this button to open a folder in the format browser.

### 3. Search

Search the selected formats by name. Click in the search box and begin typing to search for a format or click the down arrow to open a dropdown showing a list of all the format names.

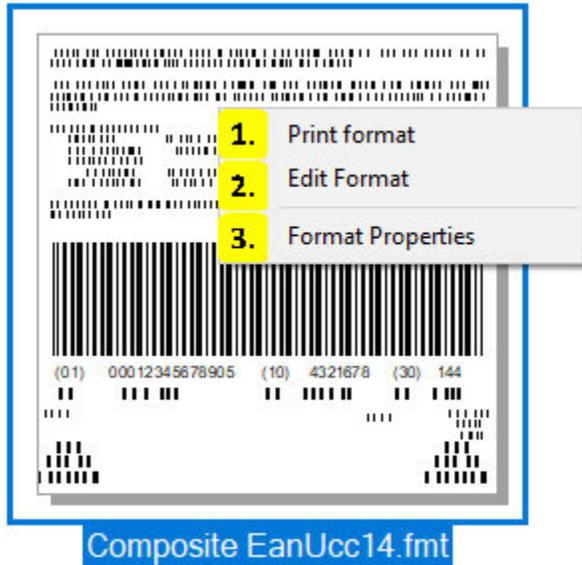
### 4. Format Thumbnail

Format thumbnail showing a preview of the format. Click on it to print the format or right click to display a *context menu* (page 13). The thumbnail size can be set in the *appearance* (page 112) program options.

### 5. Format Tooltip

Hover over a format thumbnail to show a tooltip that displays the format properties.

## Context Menu



### 1. **Print Format**

Click this to print the selected format.

### 2. **Edit Format**

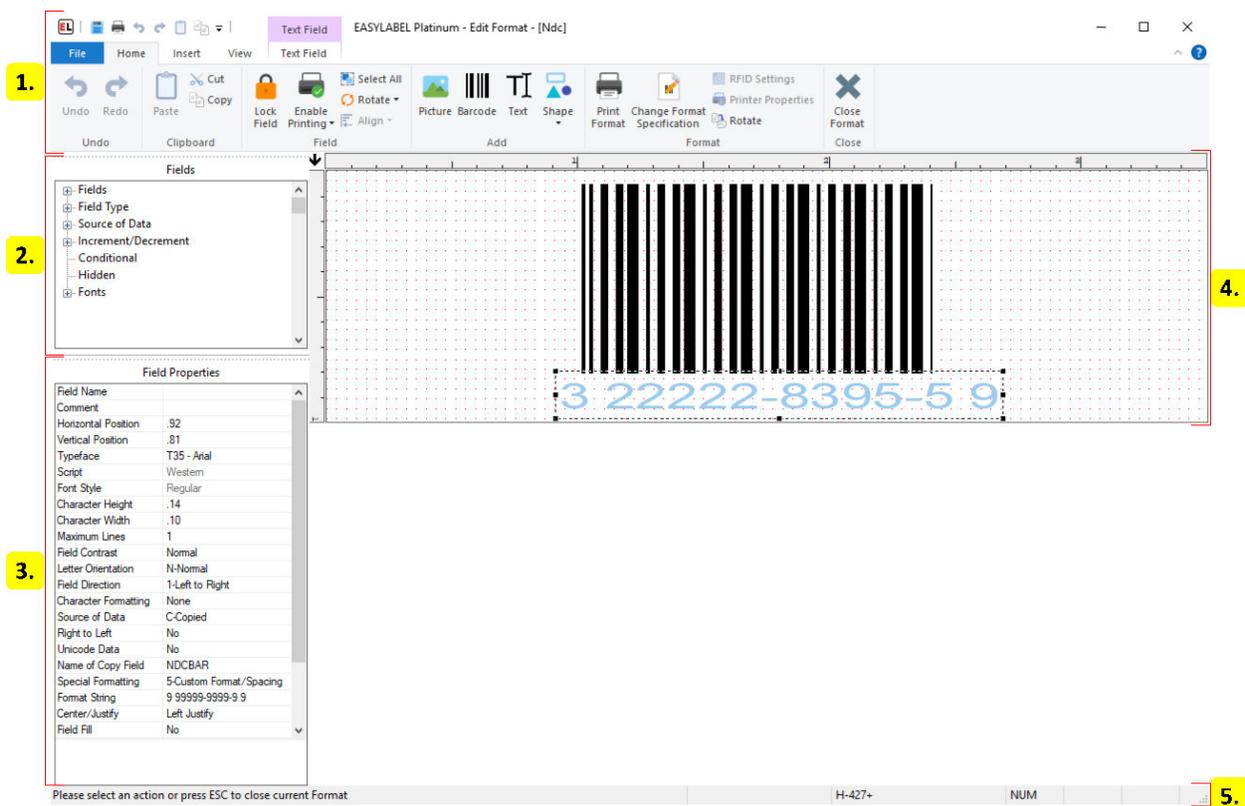
Click this to edit the selected format.

### 3. **Format Properties**

Click this to open another window that displays the format properties such as the printer name and label size.

## LABEL EDITOR

### 5.1 Layout



1. *Ribbon* (page 15)
2. *Field Tree* (page 30)
3. *Field Properties* (page 30)
4. *Label Window* (page 30)
5. *Status Bar* (page 30)

## 5.2 Ribbon

The ribbon contains controls used to edit the current format or selected field. Contextual tabs are shown in the ribbon when a field is selected. Go to *Ribbon UI* (page 6) for more information on how ribbons work.

### 5.2.1 File Menu

#### New

- **Label Format**

Create a new label format file.

- **Database**

Create a new dBase database using the Easylabel internal database editor.

- **Serial File**

Create a serial file that will be used to keep track of a counter on your label template.

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Create a job list that saves print jobs to be printed or reprinted another time.

#### Open

- **Label Format**

Edit an existing Easylabel label format file for editing.

- **Database**

Edit an existing dBase database that was previously created with the Easylabel internal database editor.

- **Serial File**

Edit an existing serial file.

- **Job List**

Edit an existing job list file.

- **Report File**

View and print an existing label report file that was created by printing label formats with the *Report* option enabled. This report can also be viewed with Microsoft Excel, but should not be edited.

## Save

Save the currently opened file.

## Save As

- **Save As**  
Save the opened file with a new name.
- **Save Label Image**  
Save the current label as an image.

## Print

- **Print**  
Select and print an existing label format file.
- **Test print**  
Send a test print to the printer.
- **Print Format Definition**  
Create a document with detailed format information.

## Download

Select one or multiple label format files that configured for standalone printing and upload them to the printer's memory.

## Queue

Open the *Print Queue* (page 75) window to:

- Track and edit print jobs
- Test print
- Check a printer's status
- Access available printer functions
- Send code directly to a printer

## Printer Configuration

Add, edit and modify Easylabel internal printer drivers.

## Settings

- **Program Options**

The *Program Options* (page 105) allow editing of general Easylabel settings as well as security, print and history settings.

- **Appearance**

Edit the appearance of Easylabel.

- **Users**

Edit the configured EASYLABEL users.

## About

- **About**

Display software version information.

- **Check License Status**

Display or update your current license and check for newer versions of Easylabel. See *EA-SYLABEL License Tool* (page 201) for more info.

- **Enable Diagnostic Logging**

A feature used by Easylabel's technical support to help troubleshoot issues.

- **Create an Error Report**

Create a file that includes software and system information used for Easylabel support.

## Character Map

View installed language characters in all installed fonts.

## **Close**

Exit the current label file and return the the EasyLabel home screen.

## **5.2.2 Home Tab**

### **Undo**

Undo a previous action.

### **Redo**

Redo an action previously undone.

### **Paste**

Insert recently Cut or Copied information.

### **Cut**

Remove the current selected field to be pasted elsewhere.

### **Copy**

Create a duplicate of a field to be pasted elsewhere.

### **Lock Field**

Prevent a field from being edited on a format.

### **Enable Printing**

Enable printing, disable printing, or set conditional field printing options.

### **Select All**

Select all fields on a format.

### **Rotate (Field group)**

Rotate a field.

### **Align**

Align multiple items at once.

### **Picture**

Insert a picture field.

### **Barcode**

Insert a barcode field.

### **Text**

Insert a text field.

### **Shape**

Insert a shape field.

### **Print Format**

Print the current open label format file.

## Change Format Specification

Edit the settings of the format currently open. For more information go to *Change Format Specification* (page 54).

## RFID Settings

Program RFID tag data.

## Printer Properties

View the Printer Settings page - Windows printer drivers only.

## Rotate (Format group)

Rotate the label. This does change the print direction.

## Close Format

Exit the current label file and return the the EasyLabel home screen.

## 5.2.3 Insert Tab

### Picture

Create a picture field.

### Barcode

Create a barcode field.

### Multi-Source Barcode

Use data segments to create a barcode. See *Multi-Source Field* (page 31) for more info.

## **GS1-128**

Create a GS1-128 barcode using the *GS1 Barcode Wizard* (page 73).

## **GS1 DataMatrix**

Create a GS1 DataMatrix barcode using the *GS1 Barcode Wizard* (page 73).

## **GS1 DataBar**

Create a GS1 DataBar barcode using the *GS1 Barcode Wizard* (page 73).

## **Text**

Create a text field.

## **Multi-Source Text**

Use data segments to create a text field. See *Multi-Source Field* (page 31) for more info.

## **Paragraph**

Create a paragraph field.

## **VoiceCode**

Create a VoiceCode field.

## **Shape**

Insert a shape field.

## 5.2.4 View Tab

### Pointer

If Magnify is selected, select the pointer as your mouse icon to return to editing mode.

### Magnify

Zoom in or out on part of the label format.

### Cross Hairs

Enable cross hairs when designing.

### Field Properties

Show or hide the Field Properties side menu.

### Field List

Show or hide the Fields side menu.

### Zoom In

Zoom in on the format. Make the format appear closer and larger.

### Zoom Out

Zoom out of the format. Make the format appear further and smaller.

### Zoom Level

Set the specific zoom amount.

### **Snap to grid**

Enable or disable grid snapping. This can be used for field alignment.

### **Display grid**

Enable or disable grid display. This can be used for field alignment.

### **Grid Cell Size**

Set the spacing between grid points.

## **5.2.5 Picture Tab**

### **Graphic Overlay**

Enable or disable graphics and images that are on top of each other printing as a merged image.

### **Invert Image**

Invert the color of the selected image.

### **Embed Graphic**

Embed the graphic into the format file.

### **Maintain Aspect Ratio**

Keep the aspect ratio of the source picture.

### **Dithering Options**

Select a dithering option.

## 5.2.6 Barcode Tab

### Symbology

Select and change the type of barcode.

### Check Digit

Select and change the check digit.

### Bar Code Ratio

Set the height to width ratio of the barcode.

### Bar Code Height

Set the height of the barcode in inches or millimeters.

### Cell Dot Size

Set the size of the cell dots within the barcode - 2D barcodes only.

### Bar Width Multiplier

Set the width of the barcode. This is based on the smallest bar in the barcode.

### Row Size

Set the size of the rows in the barcode - stacked linear barcodes only.

### Symbol size

Set the size of the barcode - DataMatrix only.

### **Interpretation**

Enable or disable the human readable interpretation text.

### **Rectangle**

Set the barcode shape as a rectangle - DataMatrix only.

### **Bar Code Color**

Select a barcode color - color printers only.

### **Left Justify**

Left align the barcode.

### **Centered**

Center align the barcode.

### **Right Justify**

Right align the barcode.

### **Type of Incrementation**

Set the type of Incrementation.

### **Change Amount**

Increase or decrease the incrementation of the barcode.

## 5.2.7 Text Tab

### Typeface

Select and change the font of the text.

### Font Point Size

Select and change the size of the text.

### Grow Font

Increase Font Point Size.

### Shrink Font

Decrease Font Point Size.

### Bold

Make selected text bolded.

### Italic

Make selected text italicized.

### Underline

Underline the selected text.

### Strikeout

Strikeout the selected text.

### **Field Contrast**

Invert the field colors to white text on a black background.

### **Character Rotation**

Rotate the characters within the text box.

### **Text Color**

Select and change the color of the text - color printers only.

### **Background Color**

Select and change the background color of the text - color printers only.

### **Force Font Fit**

Force the font to fit within the text box.

### **Left Justify**

Left align the text - Variable, and multiline fields only.

### **Centered**

Center align the text - Variable, and multiline fields only.

### **Right Justify**

Right align the text - Variable, and multiline fields only.

### **Full Justify**

Automatically insert space between words so that lines have a consistent width.

### **Optimize Field**

Automatically adjust letter size and spacing to fill the field.

### **Special Formatting**

Set special formatting for a field, this includes date and currency formatting.

### **Raised Decimal**

Print the cents/decimal portion of the price in smaller raised numbers.

### **Type of Incrementation**

Set the type of Incrementation.

### **Change Amount**

Increase or decrease the incrementation of the barcode.

## **5.2.8 VoiceCode Tab**

### **Typeface**

Select and change the font of the text.

### **Bold**

Make selected text bolded.

### **Text Color**

Select and change the color of the text - color printers only.

### **Background Color**

Select and change the background color of the text - color printers only.

### **Left Size**

Select the size of the left text in points. This is the smaller text in a VoiceCode field.

### **Right Size**

Select the size of the right text in points. This is the larger text in a VoiceCode field.

### **VoiceCode Style**

Changes the style of the VoiceCode.

### **Outline Width**

Set the width of the VoiceCode box outline in inches or millimeters. Only valid when VoiceCode style is set to "Outline Box".

## **5.2.9 Shape Tab**

### **Fill Pattern**

Select and change the pattern used to fill the shape.

### **Gray Level**

Select and change the shading of the shape - non color printers only.

## Field Color

Select and change the color of the shape - color printers only.

## Number of Sides

Select and change the number of sides to a polygon shape.

## Outlined

Add an outline to the shape when Gray Level is not 100 - non color printers only.

## 5.3 Field Tree

Provides a list of fields in the label grouped together by common properties. Groups can be expanded or collapsed and field names can be clicked or right clicked on in the same way that fields in the label window can.

## 5.4 Field Properties

The field properties window displays the properties of a field when a field is selected. This window can be used to edit a field.

## 5.5 Label Window

The label window is used to select and edit fields in the format. Left click a field to select it. A selected field has handles which can be used to stretch the field. Fields can be moved by dragging them. Double click or right click on a field to edit it.

## 5.6 Status Bar



### 1. Instructions

Instructional messages for the current action are displayed here.

## 2. Cursor Coordinates

The x and y coordinates of the cursor relative to the top left of the label window.

## 3. Printer Model

The model name of the printer the format is designed for.

## 4. Number Lock

Displayed when the keyboards number lock button is enabled.

## 5. Caps Lock

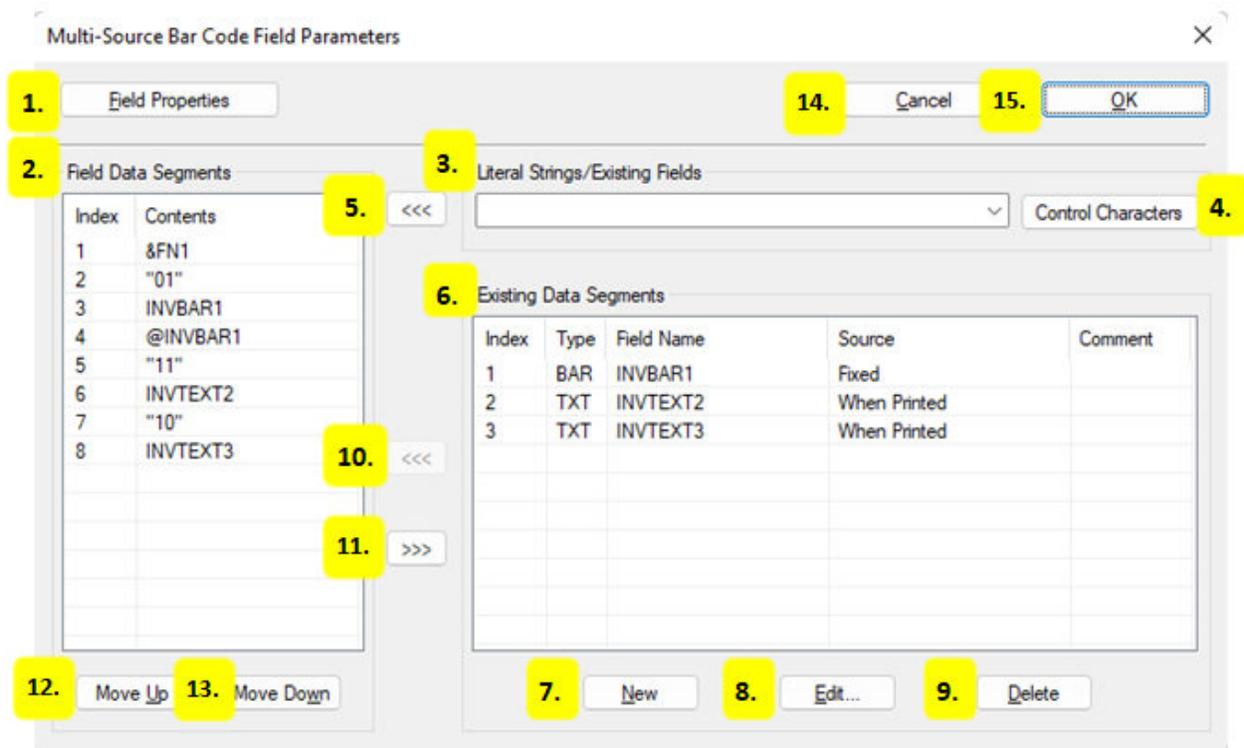
Displayed when the keyboards caps lock button is enabled.

## 6. Scroll Lock

Displayed when the keyboards scroll lock button is enabled.

# 5.7 Dialogs

## 5.7.1 Multi-Source Field



## 1. Field Properties

Change field parameters like field name and orientation. For more information see [View Field Specifications](#) (page 33).

**2. Field Data Segments**

A list of control characters, values and fields on the label format that can be copied into the field.

**3. Literal Strings / Existing Fields**

Choose from existing fields or enter values in quotes, like “1234”, to be inserted into the field.

**4. Control Characters**

Choose control characters such as Function 1 (FNC1) or Records Separator (RS) to be inserted into the field.

**5. Insert Data into Field Data Segments List**

Insert fields, values or control characters shown in the “Literal Strings / Existing Fields” text box into the field.

**6. Existing Data Segments**

A list of fields that is not visible on the label format, but can be used as the source of data for other fields.

**7. New**

Create a new data field. For more information see [View Field Specifications](#) (page 33).

**8. Edit**

Edit a data segment field select in the “Existing Data segments” list.

**9. Delete**

Delete a data segment field selected in the “Existing Data segments” list.

**10. Insert Data Segment**

Insert a selected data segment into the field.

**11. Remove Field Data Segment from the Field**

Remove a selected Field Data Segment from the field.

**12. Move Up**

Move a selected field data segment up in the order that it will link into the field.

**13. Move Down**

Move a selected field data segment down in the order that it will link into the field.

**14. Cancel**

Close the Multi-Source dialog without creating or making changes to the field.

15. **OK**

Create the Multi-Source field or confirm changes made to an existing field.

## 5.7.2 View Field Specifications

### Picture Field Properties

**EL Create Picture Field** [X]

1. <b>Field Name</b>	PICT1
2. <b>Comment</b>	
3. <b>Source of Data</b>	F-Fixed
4. <b>Picture Name</b>	C:\Users\elf\Desktop\Tutorial\HOUND.TIF
5. <b>Embed graphic</b>	No
6. <b>Field Direction</b>	1-Normal
7. <b>Field Contrast</b>	Normal
8. <b>Dithering Options</b>	Ordered
9. <b>Enable Printing</b>	Yes
10. <b>Lock Field</b>	No

Field name: used for reports, copying data, conditional printing, and with command file facility. If entered, use 1-32 characters (alphanumeric or underscore) starting with alpha.

Currently defined names are as follows:

OK Cancel

1. **Field Name**

The identifier for the field.

2. **Comment**

An optional note that can be used to provide additional field information.

3. **Source of Data**

Select the type of source for the field.

4. **Picture Name**

Select the image path.

5. **Embed Graphic**

Embed the graphic into the format file.

6. **Field Direction**

Set the orientation of the field.

7. **Field Contrast**

Choose between Normal for black print on a white background and Reverse for white on black background.

8. **Dithering Options**

Choose a dithering option to change image color and quality as needed.

9. **Enable Printing**

Set printing to Yes, No, or Conditional.

10. **Lock Field**

Enable or disable the ability to edit a field.

## **Barcode Field Properties**

## General tab

**EL** Create Bar Code Field ×

General Barcode Source Increment Parameters

1. **Field Name**

2. **Comment**

3. **Enable Printing**

4. **Lock Field**

5. **Report Data**

Field name: used for reports, copying data, conditional printing, and with command file facility. If entered, use 1-32 characters (alphanumeric or underscore) starting with alpha.  
Currently defined names are as follows:

OK Cancel

### 1. Field Name

The identifier for the field.

### 2. Comment

An optional note that can be used to provide additional field information.

### 3. Enable Printing

Set printing to Yes, No, or Conditional.

### 4. Lock Field

Enable or disable the ability to edit a field.

### 5. Report Data

Enable data reporting for that field. Field information will appear in a report file.

## Barcode tab

**EL** Create Bar Code Field ×

General Barcode Source Increment Parameters

1. **Symbology** Code 128 (ALL CHARS) UCC/EAN-128 Help

2. **Subset** Automatic

3. **Check Digit** 0-None

4. **Interpretation** 0-No Interpretation

5. **Bar code Height** .50

6. **Bar Width Multiplier** 2

7. **Added Characters** 0 - No additional characters

Please select the desired symbology from the list.

Note: Please press the UCC/EAN-128 Help (Alt+U) button for help in creating a UCC or EAN-128 barcode with (AI) Application Identifiers.

OK Cancel

1. **Symbology**

Select the barcode type.

2. **Subset**

Choose the barcode subset. This is a more refined barcode selection.

3. **Check Digit**

Enable an optional check digit that is common for the chosen symbology.

4. **Interpretation**

Enable or disable the human readable interpretation text that usually appears below the barcode.

5. **Bar code Height**

Set the height of the barcode in inches or millimeters.

6. **Bar Width Multiplier**

Set the width of the barcode. This is based on the smallest bar in the barcode.

## 7. Added Characters

Enable additional special characters and check digits.

### Source tab

The screenshot shows the 'Create Bar Code Field' dialog box with the 'Source' tab selected. The dialog is titled 'EL Create Bar Code Field' and has a close button (X) in the top right corner. The tabs are 'General', 'Barcode', 'Source', 'Increment', and 'Parameters'. The 'Source' tab is active and contains the following fields:

- 1. **Source of Data**: A dropdown menu set to 'F-Fixed'.
- 2. **Fixed Data**: A text input field containing 'Sample Text'.
- 3. **Add-on characters**: A text input field containing 'N-None'.

Below these fields is a list box titled 'Please choose one of the following SOURCES OF DATA:'. The list contains two items: 'FIXED - Field contains constant data' and 'WHEN PRINTED - Operator enters field data'. To the right of the list box is a square button with an 'X' inside. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

#### 1. Source of Data

Select the type of source for the field.

#### 2. Fixed Data

Enter the fixed value for the barcode contents.

#### 3. Add-on characters

Attach leading or trailing values to a field.

## Increment tab

**EL** Create Bar Code Field ×

General Barcode Source **Increment** Parameters

1. Inc/Decrement Field
2. Type of Incrementation
3. Change Amount
4. Increment/Decrement Minimum
5. Increment/Decrement Maximum

Select C if this field's value should remain constant within a job.  
 Select I to INCREMENT the field value for successive formats.  
 Select D to DECREMENT the value for successive formats.

### 1. Inc/Decrement Field

Select whether to include an optional increment or decrement.

### 2. Type of Incrementation

Set the type of value that the incrementing field will change by. The most common types are Numeric and Alphanumeric.

### 3. Change Amount

Enter the amount by which to change the field when it is Incremented or Decrement.

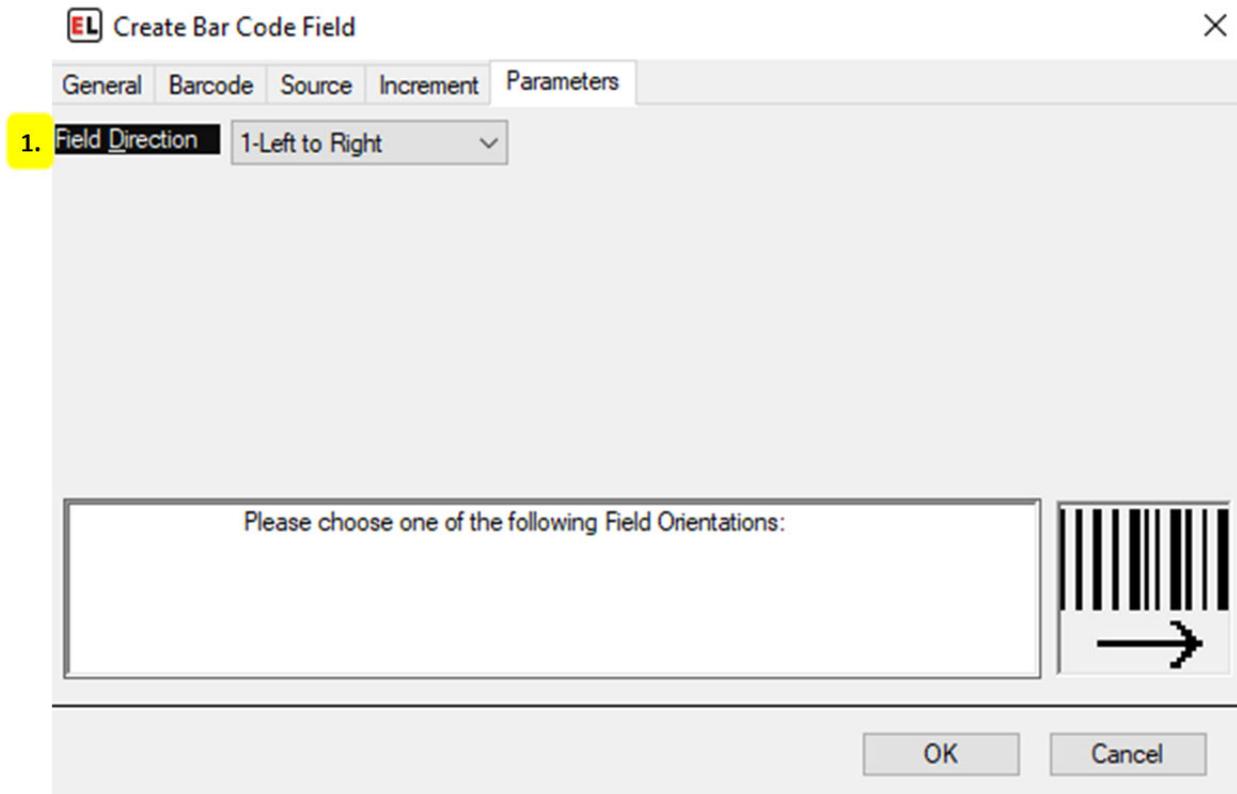
### 4. Increment/Decrement Minimum

Enter the value the field should be reset to after reaching the maximum value.

### 5. Increment/Decrement Maximum

Enter the maximum value the field can reach before rolling over to the minimum value.

## Parameters tab



### 1. Field Direction

Set the orientation of the field.

## Text Field Properties

## General tab

**EL** Create Text Field ×

General Source Font Layout Format Increment

1. **Field Name** TEXT3 TEXT3

2. **Comment**

3. **Enable Printing** Yes

4. **Lock Field** No

5. **Report Data** No

Field name: used for reports, copying data, conditional printing, and with command file facility. If entered, use 1-32 characters (alphanumeric or underscore) starting with alpha.

Currently defined names are as follows:

OK Cancel

### 1. Field Name

The identifier for the field.

### 2. Comment

An optional note that can be used to provide additional field information.

### 3. Enable Printing

Set printing to Yes, No, or Conditional.

### 4. Lock Field

Enable or disable the ability to edit a field.

### 5. Report Data

Enable data reporting for that field. Field information will appear in a report file.

## Source tab

**EL** Create Text Field ×

General Source Font Layout Format Increment

1. **S**ource of Data F-Fixed

2. **R**ight to Left No

3. **U**nicode Data No

4. **F**ixed Data Sample Text

Please choose one of the following SOURCES OF DATA:

FIXED - Field contains constant data  
 WHEN PRINTED - Operator enters field data  
 DATABASE - Read from a Database file  
 COPIED - Data duplicated from another field

OK Cancel

1. **Source of Data**

Select the type of source for the field.

2. **Right to Left**

Select Yes to show text right to left (for Arabic or Hebrew fonts). Select no for left to right text.

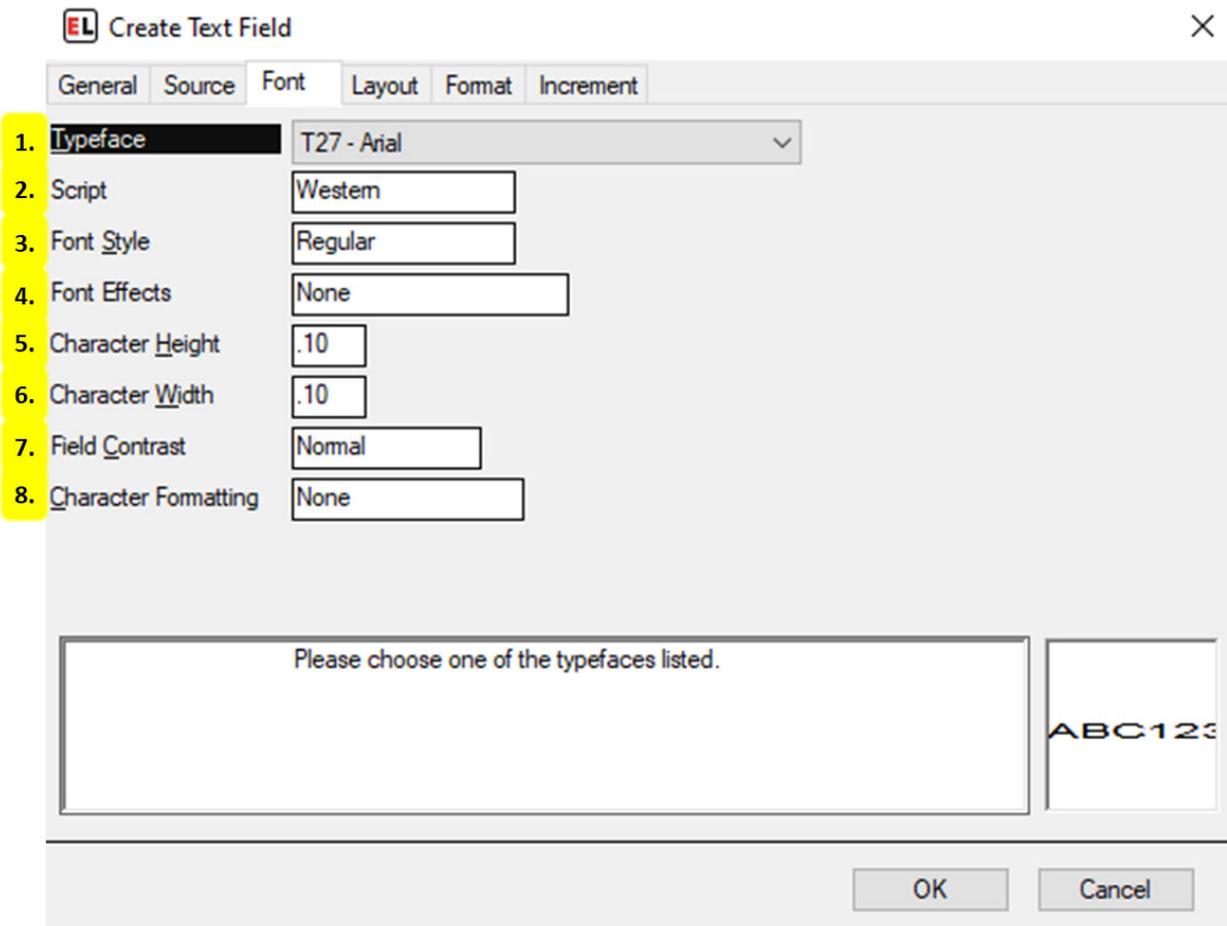
3. **Unicode Data**

Enable this option to be bale to enter Unicode data for this field.

4. **Fixed Data**

Enter the fixed value for the text contents.

## Font tab

1. **Typeface**

Select and change the font of the text.

2. **Script**

Select the character set to be used for the chosen font.

3. **Font Style**

Select a style of the chosen typeface. This includes regular, bold, and italic.

4. **Font Effects**

Enable strikeout or underline text effects.

5. **Character Height**

Set the character height in inches or millimeters.

6. **Character Width**

Set the character width in inches or millimeters.

## 7. Field Contrast

Select Reverse to display white text on a black background.

## 8. Character Formatting

Allows formatting of specific parts of the text field. Enabling this option creates two other selections including selecting the character used to designate the style area and the ability to enable allergen highlighting.

## Layout tab

**EL** Create Text Field ×

General Source Font **Layout** Format Increment

1. Maximum Lines

2. Letter Orientation

3. Field Direction

4. Intercharacter Space

Enter 1 for an ordinary text field. For a Paragraph type field, enter the maximum number of lines.

OK Cancel

### 1. Maximum Lines

For a paragraph-like field, increasing the maximum lines gives options for line positions and spacing.

### 2. Letter Orientation

Choose between Normal and Stacked letter orientation.

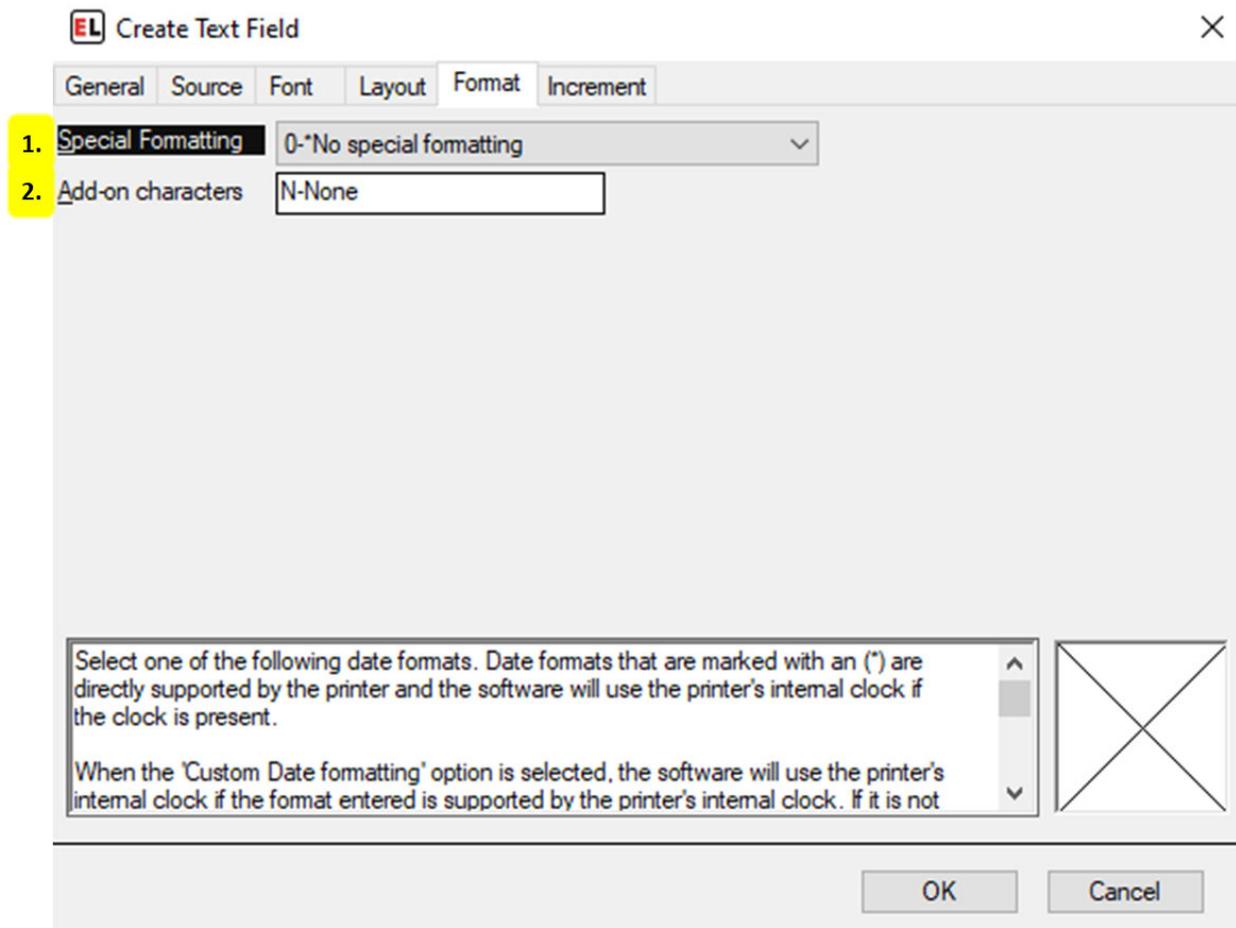
### 3. Field Direction

Set the orientation of the field.

### 4. Intercharacter Space

Enter the number of dots to place between characters.

## Format tab



### 1. Special Formatting

Set special formatting for a field, this includes date and currency formatting.

### 2. Add-on characters

Attach leading or trailing values to a field.

## Increment tab

**EL** Create Text Field ×

General Source Font Layout Format **Increment**

1. Inc/Decrement Field

2. Type of Incrementation

3. Change Amount

4. Increment/Decrement Minimum

5. Increment/Decrement Maximum

Select C if this field's value should remain constant within a job.  
 Select I to INCREMENT the field value for successive formats.  
 Select D to DECREMENT the value for successive formats.

### 1. Inc/Decrement Field

Select whether to include an optional increment or decrement.

### 2. Type of Incrementation

Set the type of value that the incrementing field will change by. The most common types are Numeric and Alphanumeric.

### 3. Change Amount

Enter the amount by which to change the field when it is Incremented or Decrementated.

### 4. Increment/Decrement Minimum

Enter the value the field should be reset to after reaching the maximum value.

### 5. Increment/Decrement Maximum

Enter the maximum value the field can reach before rolling over to the minimum value.

## Paragraph (RTF) Field Properties

### General tab

The screenshot shows the 'Create Paragraph Field' dialog box with the 'General' tab selected. The dialog contains the following fields and options:

- 1. Field Name:** Two text boxes, both containing 'RTF1'. The second box is highlighted in yellow.
- 2. Comment:** An empty text box.
- 3. Enable Printing:** A dropdown menu set to 'Yes'.
- 4. Lock Field:** A dropdown menu set to 'No'.

At the bottom of the dialog, there is a text box with the following text: "Field name: used for reports, copying data, conditional printing, and with command file facility. If entered, use 1-32 characters (alphanumeric or underscore) starting with alpha." To the right of this text box is a square icon with an 'X' inside. At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

#### 1. Field Name

The identifier for the field.

#### 2. Comment

An optional note that can be used to provide additional field information.

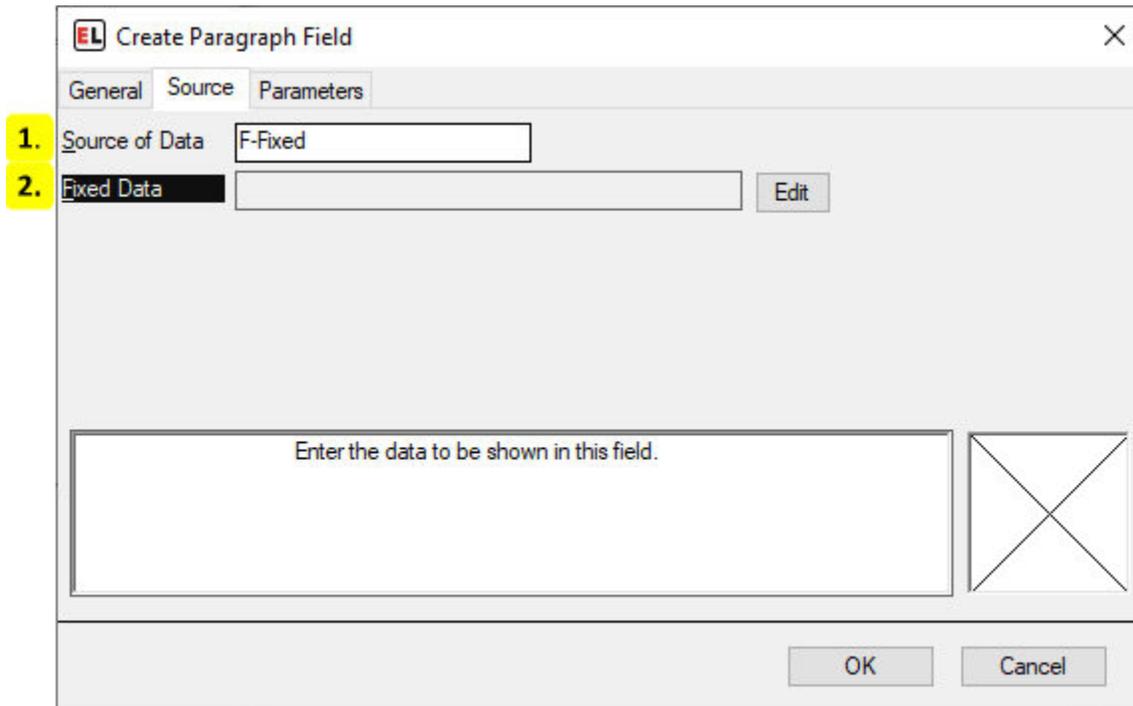
#### 3. Enable Printing

Set printing to Yes, No, or Conditional.

#### 4. Lock Field

Enable or disable the ability to edit a field.

## Source tab



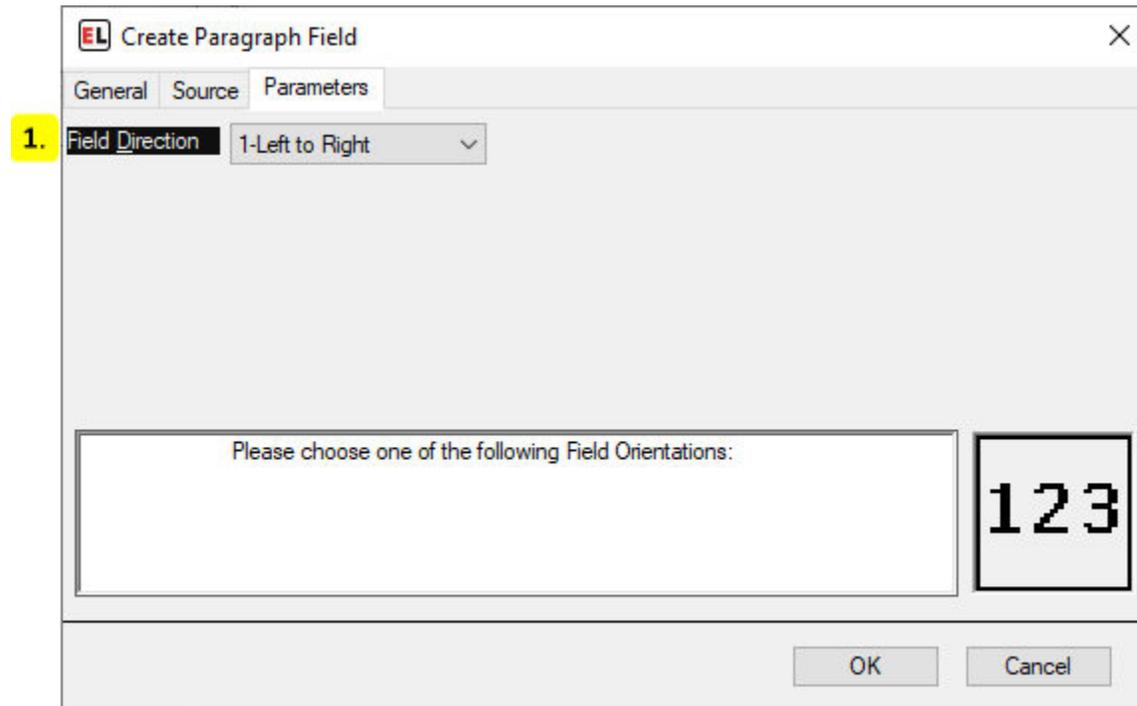
### 1. Source of Data

Select the type of source for the field.

### 2. Fixed Data

Click the edit button to enter the field data. This will open a separate editor window for the field contents. Save and exit the editor when finished.

## Parameters tab



### 1. Field Direction

Set the orientation of the field.

## VoiceCode Field Properties

## General tab

The screenshot shows a dialog box titled "Create VoiceCode Field" with a close button (X) in the top right corner. The dialog has three tabs: "General", "Source", and "Parameters". The "General" tab is selected. On the left side, there are five numbered items, each with a yellow background:

- 1. Field Name**: A text box containing "VOICECODE1" and a dropdown menu set to "RTF1".
- 2. Comment**: An empty text box.
- 3. Report Data**: A dropdown menu set to "No".
- 4. Enable Printing**: A dropdown menu set to "Yes".
- 5. Lock Field**: A dropdown menu set to "No".

At the bottom of the dialog, there is a text box with the following text: "Field name: used for reports, copying data, conditional printing, and with command file facility. If entered, use 1-32 characters (alphanumeric or underscore) starting with alpha." To the right of this text box is a square button with an 'X' inside. At the bottom right of the dialog are two buttons: "OK" and "Cancel".

### 1. Field Name

The identifier for the field.

### 2. Comment

An optional note that can be used to provide additional field information.

### 3. Report Data

Enable data reporting for that field. Field information will appear in a report file.

### 4. Enable Printing

Set printing to Yes, No, or Conditional.

### 5. Lock Field

Enable or disable the ability to edit a field.

## Source tab

The screenshot shows the 'Create VoiceCode Field' dialog box with the 'Source' tab selected. The 'Source of Data' dropdown is set to 'F-Fixed'. The 'Fixed Data' field is empty. A list of source options is visible at the bottom of the dialog:

- FIXED - Field contains constant data
- WHEN PRINTED - Operator enters field data
- DATABASE - Read from a Database file
- COPIED - Data duplicated from another field

### 1. Source of Data

Select the type of source for the field.

### 2. Fixed Data

Enter the fixed value for the field contents.

## Parameters tab

EL Create VoiceCode Field

General Source Parameters

1. Horizontal Position
2. Vertical Position
3. Field Width
4. Field Height
5. VoiceCode Style
6. Typeface
7. Font Style
8. Small Font Point Size
9. Large Font Point Size
10. Field Direction

Enter the HORIZONTAL POSITION of the field in inches and hundredths of inches.

OK Cancel

1. **Horizontal Position**

The horizontal position of the field.

2. **Vertical Position**

The vertical position of the field.

3. **Field Width**

The width of the field.

4. **Field Height**

The height of the field.

5. **VoiceCode Style**

Changes the style of the VoiceCode.

6. **Typeface**

Select and change the font of the text.

### 7. **Font Style**

Select a style of the chosen typeface. This includes regular, bold, and italic.

### 8. **Small Font Point Size**

Select the size of the smaller text in points. This is the left text in a VoiceCode field.

### 9. **Large Font Point Size**

Select the size of the larger text in points. This is the right text in a VoiceCode field.

### 10. **Field Direction**

Set the orientation of the field.

## Shape Field Properties

### General tab

**1.** Field Name

**2.** Comment

**3.** Horizontal Position 2.34

**4.** Vertical Position 1.08

**5.** Enable Printing Yes

**6.** Lock Field No

Select Cancel (ESC) to QUIT, or press any other key to CHANGE data

Change Cancel

### 1. **Field Name**

The identifier for the field.

### 2. **Comment**

An optional note that can be used to provide additional field information.

### 3. Horizontal Position

The horizontal position of the field.

### 4. Vertical Position

The vertical position of the field.

### 5. Enable Printing

Set printing to Yes, No, or Conditional.

### 6. Lock Field

Enable or disable the ability to edit a field.

## Parameters tab

Item	Parameter	Value
1.	Field Width	.55
2.	Field Height	1.24
3.	Horizontal Thickness	.13
4.	Vertical Thickness	.14
5.	Shape	B-Rectangle
6.	Fill Pattern	1-Solid
7.	Gray Level	100

Select Cancel (ESC) to QUIT, or press any other key to CHANGE data

Change Cancel

### 1. Field Width

The width of the field.

### 2. Field Height

The height of the field.

3. **Horizontal Thickness**

The thickness of the horizontal lines in the shape.

4. **Vertical Thickness**

The thickness of vertical lines in the shape.

5. **Shape**

The shape variation.

6. **Fill Pattern**

The pattern used for the filled part of the shape.

7. **Gray Level**

The amount of shading used with the solid fill pattern.

### 5.7.3 Change Format Specification

#### Change Format Specifications - Internal

## General Tab

Format h427R\_test

General Printer Settings Options Page layout Cutter Page Header RFID

1. Printer Model
2. Default Printer
3. Description
4. Display Orientation
5. Fields currently defined
6. Auto Field Name
7. Save Backup Format
8. Save Print Image
9. Tracking Report by Batch

Select Cancel (ESC) to QUIT, or press any other key to CHANGE data

Change Cancel

### 1. Printer Model

Select the desired printer model for the format. This field reads printer models from the Printer Configuration menu. For more information see *Printer Configuration* (page 95).

### 2. Default Printer

When using multiple printers of the same model, select the desired printer. This field reads printer names from the Printer Configuration menu. For more information see *Printer Configuration* (page 95).

### 3. Description

An optional note that can be used to provide additional format information.

### 4. Display Orientation

Select the orientation used to view the format on the display screen. This does not affect the printing of the format, it is for easier designing. The arrow indicates direction of paper motion.

**5. Fields currently defined**

View the amount of fields currently defined on the label format. Selecting the text prompt box allows for more information to appear in the help area below.

**6. Auto Field Name**

Select Yes to have field names automatically generated. Select No to leave them empty when creating new fields.

**7. Save Backup Format**

Save a backup copy of the format any time it is changed - if Format Change History in the Program Options is also enabled.

**8. Save Print Image**

Save an image file of print jobs for tracking or auditing purposes - if Create Print Images in the Program Options is also enabled.

**9. Tracking Report by Batch**

Select Yes to update the format tracking report for each batch of labels printed. This can be used to record the data of RFID tags, increment/decrement fields, and database printing. Note that this will slow down the printing process. The default - No - will update the tracking report only at the end of the job.

## Printer Settings Tab

Format h427R\_test

General Printer Settings Options Page layout Cutter Page Header RFID

1. Direct Thermal
2. Print Mode
3. Print Darkness
4. Presentation Position
5. Print Speed

Select Cancel (ESC) to QUIT, or press any other key to CHANGE data

Change Cancel

### 1. Direct Thermal

Select No if transfer printing with ribbon. Enter Yes if printing on thermal paper without a ribbon.

### 2. Print Mode

Select between print modes - Batch mode, Peel/Tear off mode, Applicator.

### 3. Print Darkness

Enter a number to set the desired print darkness from 1 (lightest printing) through 20 (darkest printing). Note that print quality is controlled by the print speed and darkness settings.

### 4. Presentation Position

Enter a number in inches or millimeters to adjust the stopping position of a completed label. Positive numbers cause the label to be fed out further.

### 5. Print Speed

Select the desired print speed. Note that print quality is controlled by the print speed and darkness settings.

## Options Tab

Format h427R\_test

General Printer Settings Options Page layout Cutter Page Header RFID

1. Pass Through

2. Create Replace File No

3. Memory Card Download No

4. Download Fonts Graphic Image

5. Flip Format Yes

6. Reverse Image No

7. Mirror Image No

8. Job Separator 1

9. Job Separator Format File

Select Cancel (ESC) to QUIT, or press any other key to CHANGE data

Change Cancel

### 1. Pass Through

Enter the data that should be send to the printer before sending the format. Data contained within “< >” such as will be treated as special unprintable characters.

### 2. Create Replace File

If Memory Card Download is enabled, select Yes to create a file to be sent directly to the printer. This file will contain all format information and does not communicate through EasyLabel.

### 3. Memory Card Download

Select Yes to mark this format to be intended for memory card download. Note that some software features will be unavailable during label creation due to printer and memory card

limitations.

**4. Download Fonts**

Select text field download method. Graphic Image downloads each field as an image of the text. Bitmap Font downloads a fixed size bitmap image for each unique character in the text field. TrueType Font downloads the entire TrueType font file and is preferred if the format contains many text fields that use the same font.

**5. Flip Format**

Select Yes to flip the format 180 degrees.

**6. Reverse Image**

Select Yes to print in reverse - white lettering on a black background.

**7. Mirror Image**

Select Yes to print the format as a mirror image.

**8. Job Separator**

Enter the number of labels or label rows to feed between jobs. Enabling this option creates the Job Separator Format File selection.

**9. Job Separator Format File**

Enter the path to the label format that will be used as a Job Separator. If left blank, then blank labels will be used as the Job Separator.

## Page Layout Tab

Format h427R\_test

General Printer Settings Options Page layout Cutter Page Header RFID

1. Media Type: 1-Labels with Gaps
2. Size of Gap: .12
3. Print Area Height: 2.00
4. Print Area Width: 4.00
5. Number Across: 1
6. Left Margin: .00
7. Background Image: [Empty]

Select Cancel (ESC) to QUIT, or press any other key to CHANGE data

Change Cancel

### 1. Media Type

Select between types of media to be used when printing: Labels with Gaps, Continuous Media, Black Mark - Reflective.

### 2. Size of Gap

Enter the size of the gap between labels in inches or millimeters.

### 3. Print Area Height

Enter the height of the print area in inches or millimeters. This is the size of each format along the direction of the paper motion.

### 4. Print Area Width

Enter the width of the area to contain data on the format in inches or millimeters.

### 5. Number Across

Enter the number of formats across the width of the web or page.

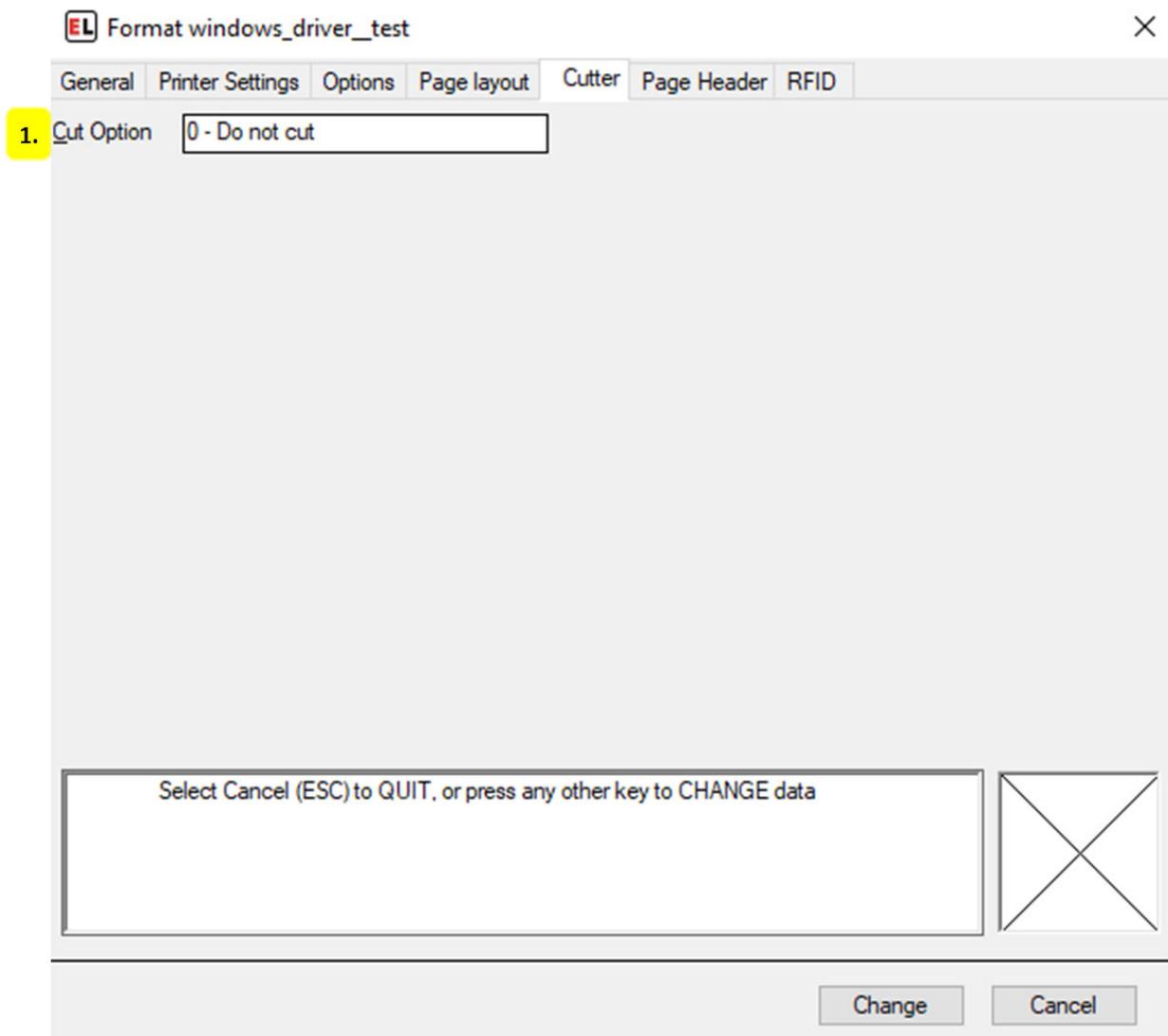
## 6. Left Margin

Enter the horizontal offset of the print image area from the left edge of the paper in inches or millimeters.

## 7. Background Image

Select an optional background image file.

## Cutter Tab



## 1. Cut Option

Select the specifications for how to cut the label.

## Page Header Tab

The screenshot shows a dialog box titled "Format h427R\_test" with a close button (X) in the top right corner. The dialog has several tabs: "General", "Printer Settings", "Options", "Page layout", "Cutter", "Page Header", and "RFID". The "Page Header" tab is selected. Inside the dialog, there are three input fields: "Page Header" with the value "Top", "Source of Data" with the value "F-Fixed", and "Fixed Data" which is empty. At the bottom of the dialog, there is a message box that says "Select Cancel (ESC) to QUIT, or press any other key to CHANGE data" and a square button with an 'X' inside. Below the dialog, there are two buttons: "Change" and "Cancel".

If using a Windows driver, Page Header options will be available. For more information see the *page header tab* (page 71) section for Windows drivers

## RFID Tab

Format h427R\_test

General Printer Settings Options Page layout Cutter Page Header RFID

1. Select RFID Tag Type
2. RFID Tag Width
3. RFID Tag Height
4. Default RFID Tag Position
5. Label Retry Count

Select Cancel (ESC) to QUIT, or press any other key to CHANGE data

Change Cancel

**1. Select RFID Tag Type**

Select an RFID Tag Type that matches the RFID Tag embedded in your smart label.

**2. RFID Tag Width**

Enter the width of the RFID Tag in inches or millimeters.

**3. RFID Tag Height**

Enter the height of the RFID Tag in inches or millimeters.

**4. Default RFID Tag Position**

Select Yes if using smart labels created to the specifications of your printer's manufacturer. Otherwise, select No and use the user-entered positioning values.

**5. Label Retry Count**

The number of labels to retry in case of an error accessing the RFID tag. If an error occurs

while accessing the RFID tag, the label is voided and additional labels are attempted, up to the maximum specified by this retry count.

## Change Format Specifications - Windows

### General Tab

Format windows\_driver\_test

General Printer Settings Options Page layout Cutter Page Header RFID

1. Printer Model Tharo H-427+ (W)
2. Default Printer
3. Description
4. Display Orientation 3-Leading edge Up
5. Fields currently defined 2
6. Auto Field Name No
7. Save Backup Format No
8. Save Print Image No
9. Tracking Report by Batch No

Select Cancel (ESC) to QUIT, or press any other key to CHANGE data

Change Cancel

#### 1. Printer Model

Select the desired printer model for the format. This field reads printer models from the Windows Devices and Printers menu.

#### 2. Default Printer

While using an internal EasyLabel driver, if using multiple printers of the same model, select the desired printer. This field reads printer names from the Printer Configuration menu. For more information see *Printer Configuration* (page 95).

#### 3. Description

An optional note that can be used to provide additional format information.

**4. Display Orientation**

Select the orientation used to view the format on the display screen. This does not affect the printing of the format, it is for easier designing. The arrow indicates direction of paper motion.

**5. Fields currently defined**

View the amount of fields currently defined on the label format. Selecting the text prompt box allows for more information to appear in the help area below.

**6. Auto Field Name**

Select Yes to have field names automatically generated. Select No to leave them empty when creating new fields.

**7. Save Backup Format**

Save a backup copy of the format any time it is changed - if Format Change History in the Program Options is also enabled.

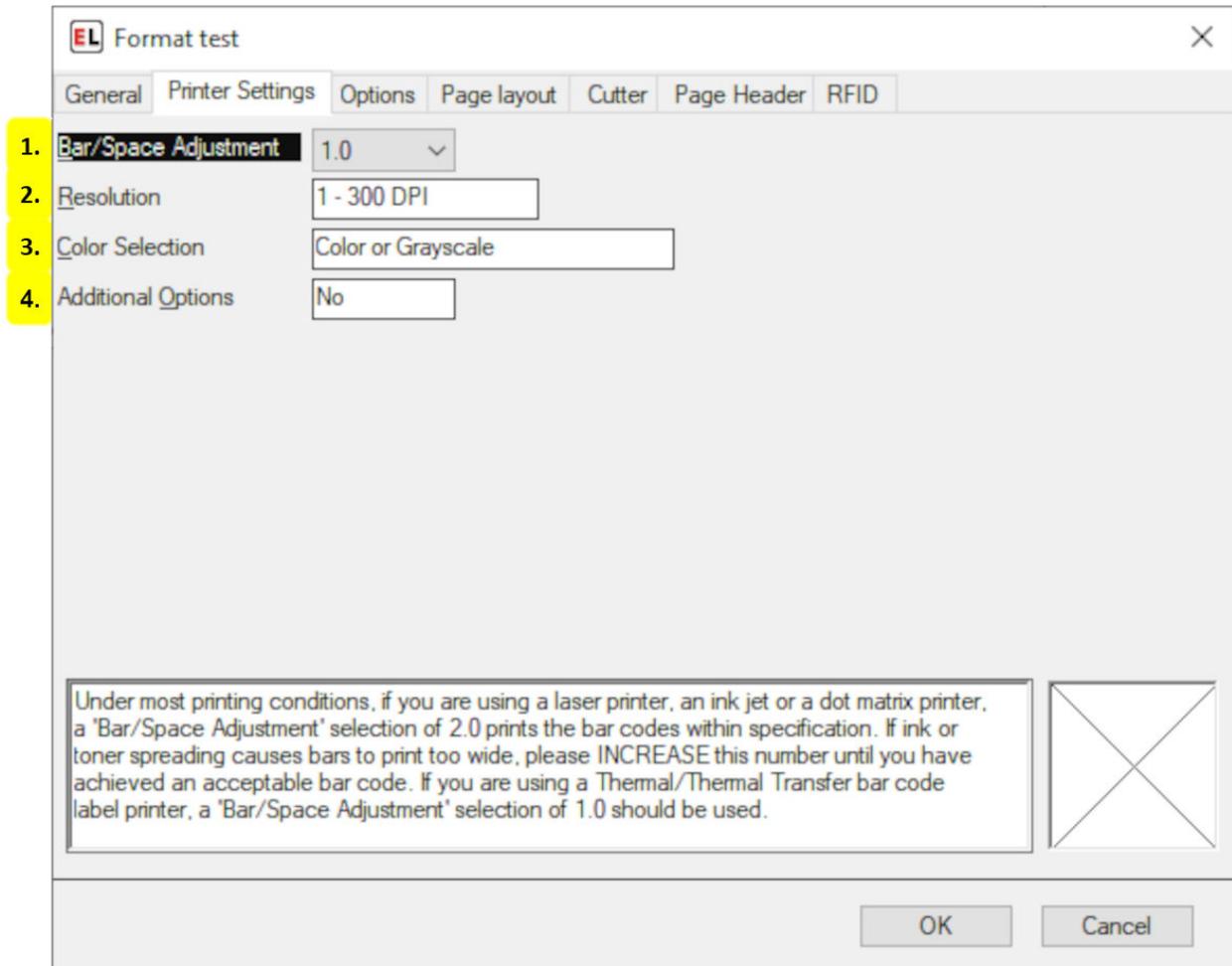
**8. Save Print Image**

Save an image file of print jobs for tracking or auditing purposes - if Create Print Images in the Program Options is also enabled.

**9. Tracking Report by Batch**

Select Yes to update the format tracking report for each batch of labels printed. This can be used to record the data of RFID tags, increment/decrement fields, and database printing. Note that this will slow down the printing process. The default - No - will update the tracking report only at the end of the job.

## Printer Settings Tab



### 1. Bar/Space Adjustment

If using a laser printer, ink jet, or dot matrix printer, and ink or toner spreading causes bars to print too wide, please increase this number until you have achieved an acceptable bar code. A selection of 2.0 prints the bar codes within specification. If you are using a thermal or thermal transfer bar code label printer, a Bar/Space Adjustment selection of 1.0 should be used.

### 2. Resolution

Select the correct DPI for the label printer. Higher densities produce better character resolution.

### 3. Color Selection

If your printer has color printing as an option, select "Color or Grayscale" if your label contains colored or grayscale images or shapes. Otherwise, select Monochrome.

### 4. Additional Options

Select Yes if you need to set printer-specific options not shown. Changing these options will not effect the printer settings for other formats or windows applications.

## Options Tab

Format windows\_driver\_test

General Printer Settings Options Page layout Cutter Page Header RFID

1. Flip Format Yes

2. Reverse Image No

3. Mirror Image No

4. Print Job Per Batch No

Select Cancel (ESC) to QUIT, or press any other key to CHANGE data

Change Cancel

### 1. Flip Format

Select Yes to flip the format 180 degrees.

### 2. Reverse Image

Select Yes to print in reverse - white lettering on a black background.

### 3. Mirror Image

Select Yes to print the format as a mirror image.

### 4. Print Job Per Batch

Select Yes to send each batch of labels to be sent as a separate print job. This can be used to get around problems with some printer drivers.

## Page Layout Tab

Format windows\_driver\_test

General Printer Settings Options Page layout Cutter Page Header RFID

1. Paper Size: 999 - Other
2. Paper Length: 11.00
3. Paper Width: 8.50
4. Print Area Height: 2.00
5. Print Area Width: 4.00
6. Number Across: 1
7. Number Down: 1
8. Top Margin: .00
9. Left Margin: .00
10. Print Orientation: Portrait
11. Set background color: No
12. Background Image: [Empty field]

Select Cancel (ESC) to QUIT, or press any other key to CHANGE data

Change Cancel

### 1. Paper Size

Select a paper size. This drop-down reads from the Printing Preferences for the printer within the Windows Devices and Printers menu.

### 2. Paper Length

Enter the length of the page in inches or millimeters - This option only appears when a user-set Paper Size is selected.

### 3. Paper Width

Enter the width of the page in inches or millimeters - This option only appears when a user-set Paper Size is selected.

### 4. Print Area Height

Enter the height of the print area in inches or millimeters. This is the size of each format along the direction of the paper motion.

**5. Print Area Width**

Enter the width of the area to contain data on the format in inches or millimeters.

**6. Number Across**

Enter the number of formats across the width of the web or page.

**7. Number Down**

Enter the number of formats down the height of the web or page.

**8. Top Margin**

Enter the distance from the top of the paper to the beginning print position in inches or millimeters.

**9. Left Margin**

Enter the horizontal offset of the print image area from the left edge of the paper in inches or millimeters.

**10. Print Orientation**

Select between Portrait and Landscape mode.

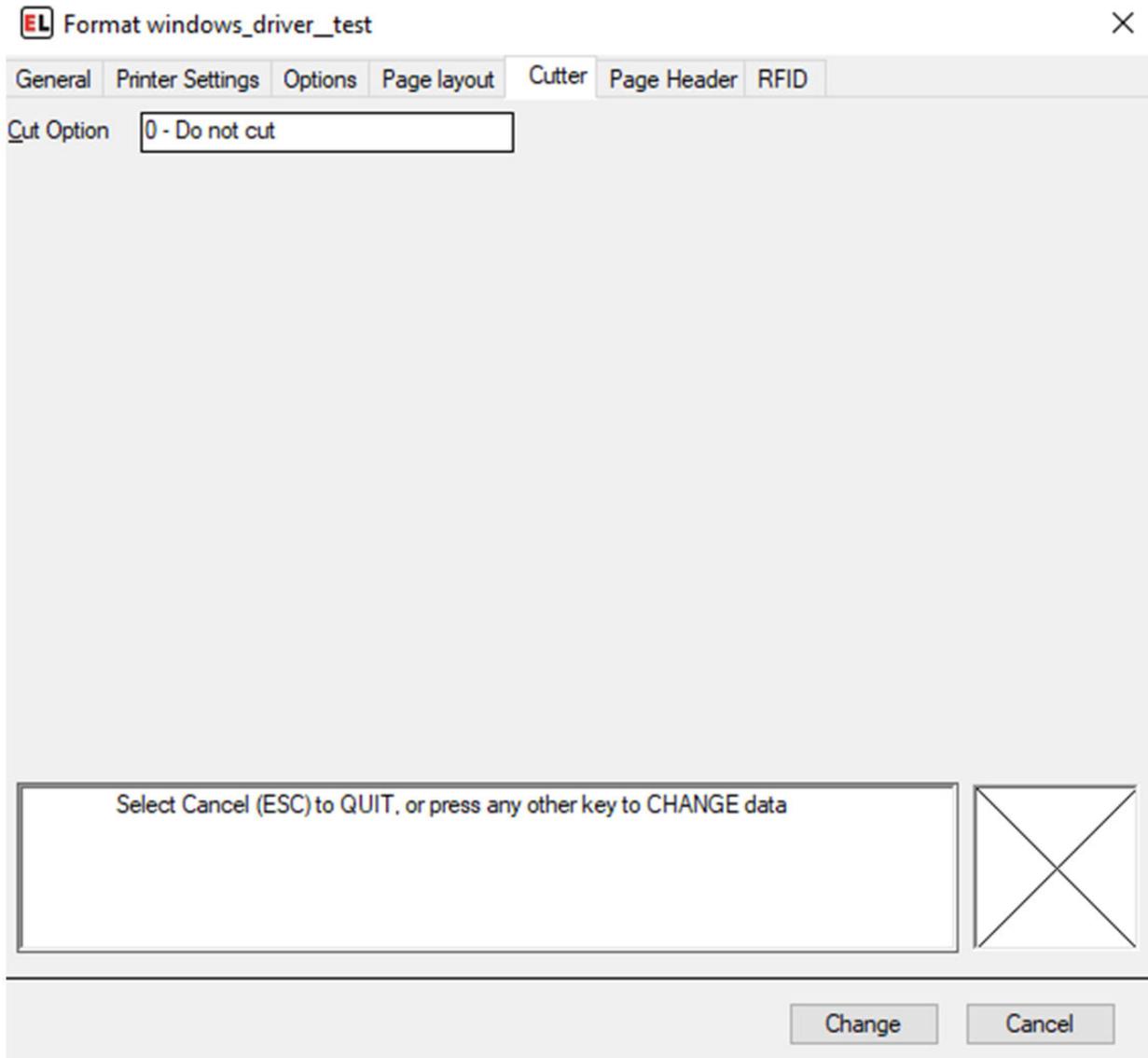
**11. Set background color**

Select an optional background color.

**12. Background Image**

Select an optional background image file.

## Cutter Tab



The cutter option is available under Additional Options on the Printer Settings tab. If using an EasyLabel internal driver, cutter options will be available for cutter-enabled printers through this menu. For more information see the *cutter tab* (page 61) section for internal drivers.

## Page Header Tab

Format windows\_driver\_test

General Printer Settings Options Page layout Cutter Page Header RFID

1. Page Header
2. Source of Data
3. Fixed Data

Select Cancel (ESC) to QUIT, or press any other key to CHANGE data

Change Cancel

### 1. Page Header

Select between Top and Side to determine the location of the optional page header.

### 2. Source of Data

Select the type of source for the field.

### 3. Fixed Data

Enter the fixed value for the page header contents.

## RFID Tab

The screenshot shows a dialog box titled "Format windows\_driver\_test" with a close button (X) in the top right corner. The dialog has several tabs: "General", "Printer Settings", "Options", "Page layout", "Cutter", "Page Header", and "RFID". The "RFID" tab is selected. The dialog contains the following fields:

Select RFID Tag Type	16-UHF GEN2 Other
RFID Tag Width	.00
RFID Tag Height	.00
Default RFID Tag Position	Yes
Label Retry Count	0

At the bottom of the dialog, there is a message box that says "Select Cancel (ESC) to QUIT, or press any other key to CHANGE data" and a button with an X icon. Below the message box are two buttons: "Change" and "Cancel".

If using an EasyLabel internal driver, RFID options will be available for select printers. For more information see the *rfid tab* (page 63) section for internal drivers

## 5.7.4 GS1 Barcode Wizard

GS1-128 (UCC/EAN 128) Wizard ×

**2.** Application Identifiers included in code

No.	AI	Description	Data	Field Name	<b>3.</b> Move Up
1	01	Global Tra...	9283750192834	GTIN	<b>4.</b> Move Down
2	10	Batch or lo...	0980542506	LOT	<b>1.</b> Add
3	11	Production...	220624	PRDATE	<b>5.</b> Edit
					<b>6.</b> Delete

**7.** Preview **8.**  Display interpretation text

(01)9283750192834?(10)0980542506(11)220624

**9.** Finish **10.** Cancel

### 1. Add

Select an Application Identifier to add to the field and fill in the appropriate data.

### 2. Application Identifiers included in code

- **No.**  
The number or order in which the Application Identifiers are listed.
- **AI**  
Application Identifier - the number identifier for the type of data being used.
- **Description**  
The descriptive name of the Application Identifier being used.
- **Data**

The information that is stored within the field.

- **Field Name**

The identifier for the field.

3. **Move Up**

Move a selected application identifier up in the order that it will link into the barcode.

4. **Move Down**

Move a selected application identifier down in the order that it will link into the barcode.

5. **Edit**

Select a listed AI and edit the field information, including Field Name and Source of Data.

6. **Delete**

Select and remove a field from the list.

7. **Preview**

A preview of how the information would be displayed, shown as human readable text.

8. **Display interpretation text**

Enable or disable the human readable interpretation text that usually appears below the barcode.

9. **Finish**

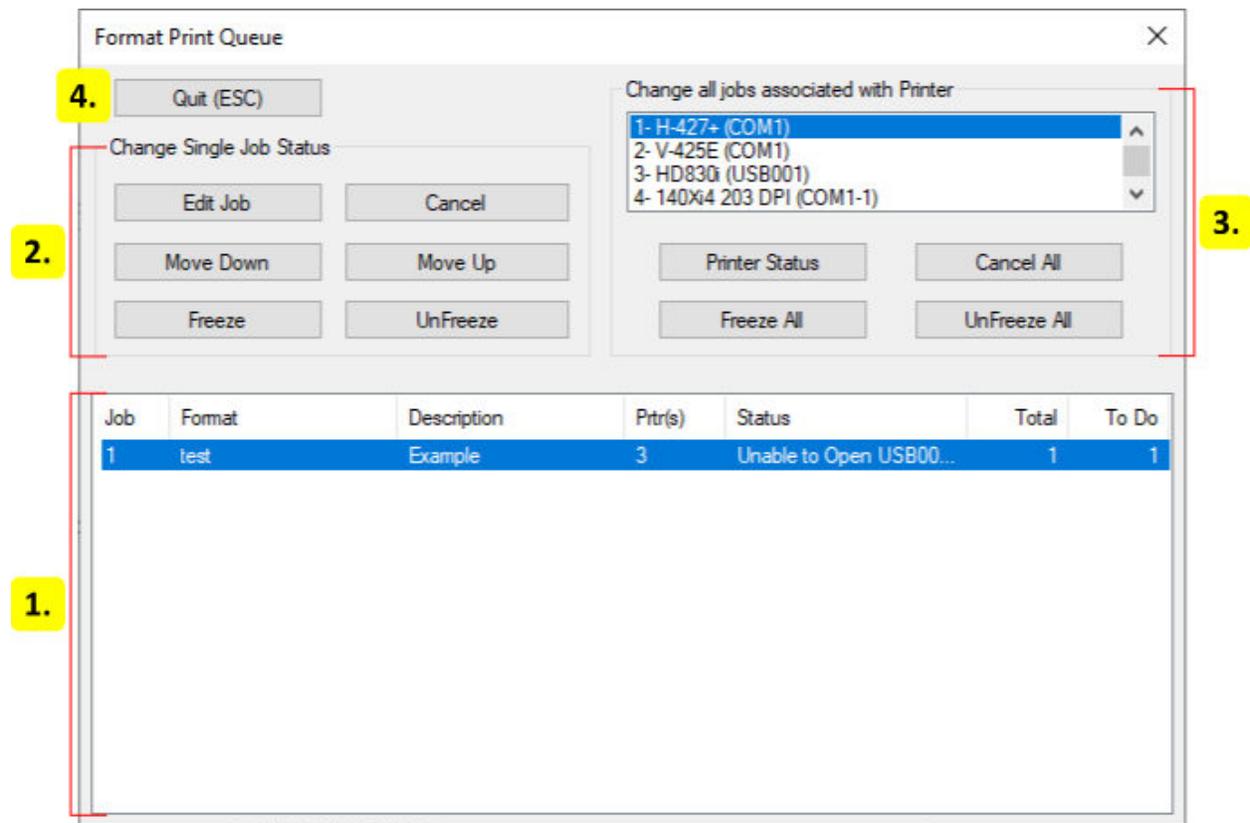
Create the barcode and exit the Barcode Wizard. The next prompt will be the Barcode Field Properties. For more information see *Barcode Field Properties* (page 34).

10. **Cancel**

Close the Barcode Wizard without creating the barcode.

## PRINT QUEUE

### 6.1 Layout



1. *Jobs* (page 76)
2. *Change Single Job Status* (page 77)
3. *Change All Jobs Associated With Printer* (page 77)
4. **Quit**

Close the dialog and return to the previous screen.

## 6.2 Jobs

1.	2.	3.	4.	5.	6.	7.
Job	Format	Description	Ptr(s)	Status	Total	To Do
1	test	Example	3	Unable to Open USB00...	1	1

### 1. Job

The number of a specific job. Used to identify a job that was added to the queue.

### 2. Format

The name of the format being printed.

### 3. Description

A description that was given when the job was created.

### 4. Ptr(s)

The printer numbers for the printers that may print this job.

### 5. Status

Displays the current status for the job.

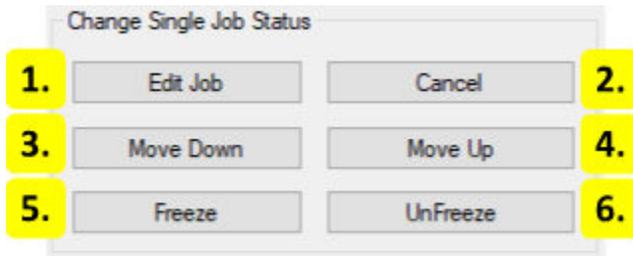
### 6. Total

Displays the total number of labels that will be printed.

### 7. To Do

Displays the remaining number of labels that will be printed.

## 6.3 Change Single Job Status



### 1. Edit Job

Allows the *Print Request* (page 85) to be modified for a selected job that has not begun printing.

### 2. Cancel Job

Attempts to stop the selected job and remove it from the queue.

### 3. Move Down

Move the selected job lower in the queue order. Available jobs that are higher in the queue order will print first. It is recommended to freeze a job before moving it.

### 4. Move Up

Move the selected job higher in the queue order. Available jobs that are lower in the queue order will print after. It is recommended to freeze a job before moving it.

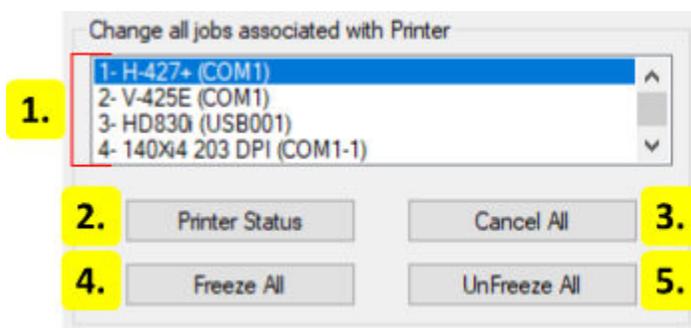
### 5. Freeze

Prevents a job that is waiting from printing. The job will not print until it is unfrozen.

### 6. UnFreeze

Unfreezes a job that was frozen. The job will now be waiting to print.

## 6.4 Change All Jobs Associated With Printer



1. **Printer List**

Shows a list of configured printers. Select a printer to make changes to it or its jobs using the buttons below.

2. **Printer Status**

Shows a dialog that displays the printer status along with printer functions. Both the printer status information and the printer functions may vary between printers.

3. **Cancel All**

Cancel all jobs for the selected printer.

4. **Freeze All**

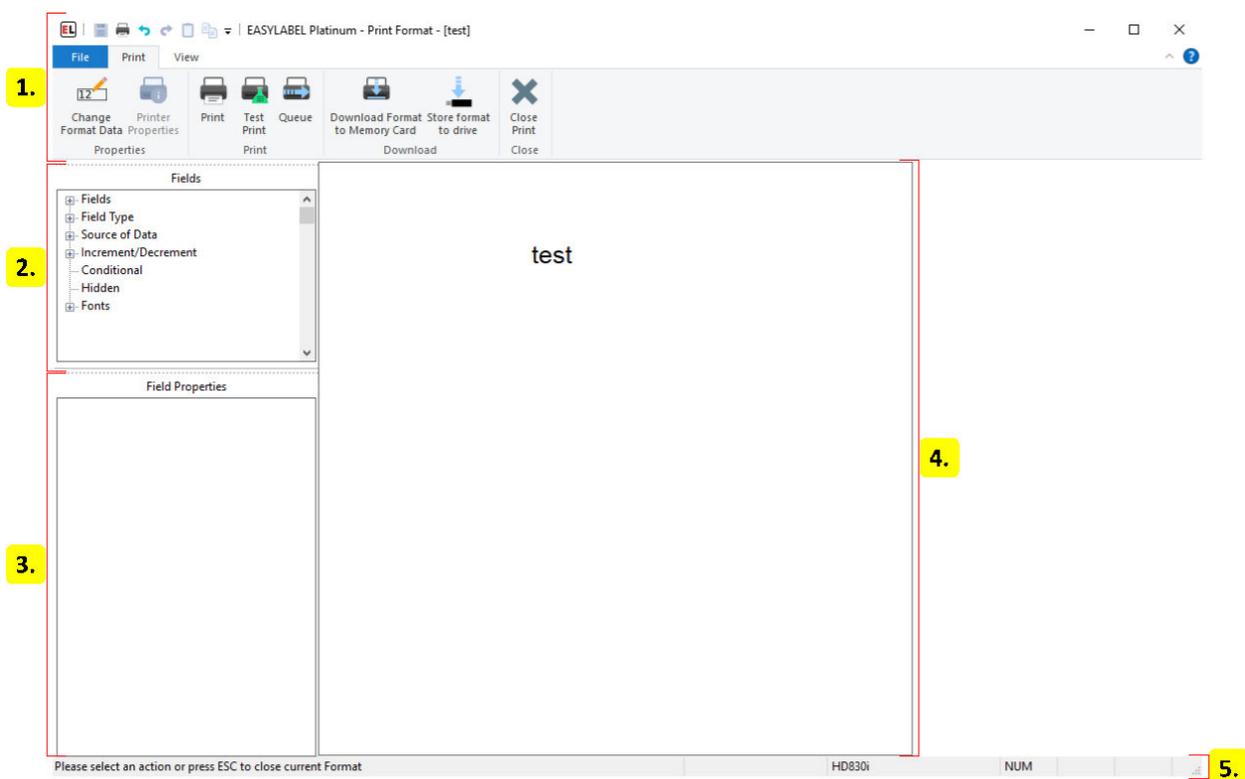
Freeze all jobs for the selected printer.

5. **UnFreeze All**

Unfreeze all jobs for the selected printer.

## PRINT PREVIEW

### 7.1 Layout



1. *Ribbon* (page 80)
2. *Field Tree* (page 84)
3. *Field Properties* (page 84)
4. *Label Window* (page 84)
5. *Status Bar* (page 84)

## 7.2 Ribbon

The ribbon contains controls used to print or download labels. Go to *Ribbon UI* (page 6) for more information on how ribbons work.

### 7.2.1 File Menu

#### New

- **Label Format**  
Create a new label format file.
- **Database**  
Create a new dBase database using the Easylabel internal database editor.
- **Serial File**  
Create a serial file that will be used to keep track of a counter on your label template.
- **Job List**  
Create a job list that saves print jobs to be printed or reprinted another time.

#### Open

- **Label Format**  
Edit an existing Easylabel label format file for editing.
- **Database**  
Edit an existing dBase database that was previously created with the Easylabel internal database editor.
- **Serial File**  
Edit an existing serial file.
- **Job List**  
Edit an existing job list file.
- **Report File**  
View and print an existing label report file that was created by printing label formats with the *Report* option enabled. This report can also be viewed with Microsoft Excel, but should not be edited.

## Print

Select and print an existing label format file.

## Test print

Send a test print to the printer.

## Download

Select one or multiple label format files that configured for standalone printing and upload them to the printer's memory.

## Queue

Open the *Print Queue* (page 75) window to:

- Track and edit print jobs
- Test print
- Check a printer's status
- Access available printer functions
- Send code directly to a printer

## About

- **About**  
Display software version information.
- **Check License Status**  
Display or update your current license and check for newer versions of Easylabel. See *EA-SYLABEL License Tool* (page 201) for more info.
- **Enable Diagnostic Logging**  
A feature used by Easylabel's technical support to help troubleshoot issues.
- **Create an Error Report**  
Create a file that includes software and system information used for Easylabel support.

## Close

Exit the current preview and return to the previous screen.

## 7.2.2 Print Tab

### Change Format Data

Re-enter the data for the *Variable Data* (page 85) fields in the format.

### Printer Properties

Change Windows printer properties.

### Print

Print the current format. Opens the *Print Request* (page 85) dialog.

### Test Print

Send a test print to the printer. Opens the *Print Request* (page 85) dialog.

### Queue

Open the *Print Queue* (page 75) window to:

- Track and edit print jobs
- Test print
- Check a printer's status
- Access available printer functions
- Send code directly to a printer

## Download Format to Memory Card

Upload a format to the printer's memory. Labels can then be printed directly from the printer without EASYLABEL. The format must have its "Memory Card Download" option set to Yes. For more information see *Download Format to Memory Card* (page 88).

## Store format to drive

Save the format to a drive which can then be connected to a printer. Labels can then be printed directly from the printer without EASYLABEL. The format must have its "Memory Card Download" option set to Yes. For more information see *Store Format To Drive* (page 89).

## Close Print

Exit the current preview and return the the previous screen.

## 7.2.3 View Tab

### Field Properties

Show or hide the Field Properties side menu.

### Field List

Show or hide the Fields side menu.

### Zoom In

Zoom in on the format. Make the format appear closer and larger.

### Zoom Out

Zoom out of the format. Make the format appear further and smaller.

## Zoom Level

Set the specific zoom amount.

## 7.3 Field Tree

Provides a list of fields in the label grouped together by common properties. Groups can be expanded or collapsed and field names can be clicked or right clicked on to select or edit their data.

## 7.4 Field Properties

The field properties window displays the properties of a field when a field is selected.

## 7.5 Label Window

The label window displays a preview of the first label that will be printed. Click on a field to change its data.

## 7.6 Status Bar



### 1. Instructions

Instructional messages for the current action are displayed here.

### 2. Cursor Coordinates

The x and y coordinates of the cursor relative to the top left of the label window.

### 3. Printer Model

The model name of the printer the format is designed for.

### 4. Number Lock

Displayed when the keyboards number lock button is enabled.

### 5. Caps Lock

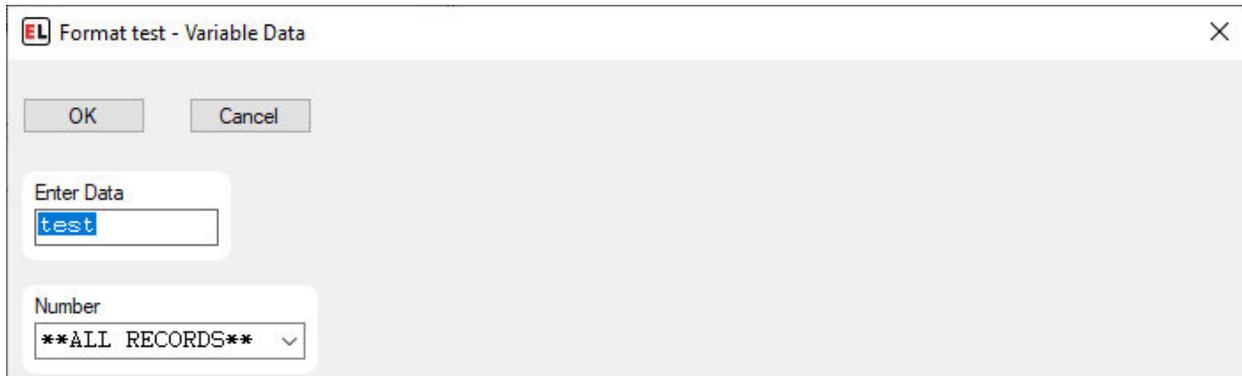
Displayed when the keyboards caps lock button is enabled.

## 6. Scroll Lock

Displayed when the keyboards scroll lock button is enabled.

## 7.7 Dialogs

### 7.7.1 Variable Data



The variable data dialog allows data to be entered for variable fields such as when printed or database fields. For each variable field the dialog shows the fields prompt along with a box where data can be entered. This data is used as the value of the field when printing the label.

Database fields have an option in the dropdown named **\*\*\*All Records\*\*\***. This selects all records in the database to be available for printing. The print request dialog will then have options to limit or select the actual records that are printed. Keys can be searched by entering a partial key in the box and clicking the dropdown to show a list of matches. Wild card characters can also be used for searching. The following wild card characters are available:

- % (percent sign) or \* (asterisk) can be used to represent any group of characters in the input data.
- \_ (underscore) or ? (question mark) can be used to represent a single character in the input data.

### 7.7.2 Print Request

## Standard Print Request

The screenshot shows a dialog box titled "EL Print Request" with a close button in the top right corner. The dialog contains the following fields, each with a yellow highlight on its number:

- 1. Format Name**: A text box containing the value "test".
- 2. Batch Size (Duplicates)**: A text box containing the value "1".
- 3. Number of Batches**: A text box containing the value "1".
- 4. Duplex Print**: A text box containing the value "No".
- 5. Printer Number**: A dropdown menu showing "1 - H-427+ (COM1)".
- 6. Alternate Printer**: A text box containing the value "N - NONE".
- 7. Hold Job**: A text box containing the value "No".
- 8. Description**: An empty text box.

Below these fields is a message box with the text "Please select the number of the printer to use." and a large "X" icon. At the bottom of the dialog are "OK" and "Cancel" buttons.

### 1. Format Name

The name of the format file to be printed.

### 2. Batch Size (Duplicates)

The number of identical labels in each batch.

### 3. Number of Batches

The number of batches to print. Each batch will print multiple labels up to the limit set by Batch Size. The first label in each batch updates data such as incremented fields. The remaining labels in a batch are copies.

### 4. Duplex Print

Select Yes to send a duplicate of the job to another printer.

### 5. Printer Number

The number and name of the printer to send the job to.

### 6. Alternate Printer

The number and name of another printer to send the job to if the printer is not available.

## 7. Hold Job

If yes then the job will be added to the *Print Queue* (page 75) as a frozen job and will need to be manually started.

## 8. Description

The description of the job.

## All Records Print Request

This request form is shown when a database field is set to **\*\*ALL RECORDS\*\***

The screenshot shows a dialog box titled "Print Request" with the following fields and values:

- 1. Format Name: test
- 2. Batch Size (Duplicates): 1
- 3. Where: (empty)
- 4. Order By: (empty)
- 5. Duplex Print: No
- 6. Printer Number: 1 - H-427+ (COM1)
- 7. Alternate Printer: N - NONE
- 8. Hold Job: No
- 9. Description: (empty)

At the bottom of the dialog, there is a message box that says "Please select the number of the printer to use." and a close button. Below the message box are "OK" and "Cancel" buttons.

### 1. Format Name

The name of the format file to be printed.

### 2. Batch Size (Duplicates)

The number of identical labels in each batch.

### 3. Where

Leave this blank to print all records in the database. Otherwise an expression may be entered to select the records to print. Each record is printed as a batch. The first label in each batch

updates data such as incremented fields. The remaining labels in a batch are copies.

#### 4. **Order By**

Leave this blank if the print order of the records does not matter. Otherwise enter a comma separated list of database field names to use as sort keys.

#### 5. **Duplex Print**

Select Yes to send a duplicate of the job to another printer.

#### 6. **Printer Number**

The number and name of the printer to send the job to.

#### 7. **Alternate Printer**

The number and name of another printer to send the job to if the printer is not available.

#### 8. **Hold Job**

If yes then the job will be added to the *Print Queue* (page 75) as a frozen job and will need to be manually started.

#### 9. **Description**

The description of the job.

### 7.7.3 Download Format to Memory Card

**1.** Format Name

**2.** Store as

**3.** Store Format Copy

**4.** Quantity

**5.** Printer Number

Enter the name under which the format will be stored in the memory card. To have this format selected automatically whenever the printer is powered on, use the name 'DEFAULT'

OK Cancel

**1. Format Name**

Displays the name of the format.

**2. Store as**

The name to save the format as in the memory card. This is what it will appear as in the printer.

**3. Store Format Copy**

Set to yes to save a copy of the original EASYLABEL format file in the printer.

**4. Quantity**

Select the number of labels to print. This can be indefinite, a number prompted by the printer, or a fixed quantity.

**5. Printer Number**

Select the printer to download to.

**7.7.4 Store Format To Drive**

The screenshot shows a dialog box titled "Store Format To drive" with the following fields and values:

- 1. Format Name:** dl\_test
- 2. Store as:** DL\_TEST
- 3. Store Format Copy:** No
- 4. Quantity:** P-Printer prompts for quantity
- 5. Output Path:** (empty)

Below the fields is a text box with the following text: "Enter the name under which the format will be stored in the memory card. To have this format selected automatically whenever the printer is powered on, use the name 'DEFAULT'". To the right of this text box is a square icon with an 'X' inside. At the bottom right of the dialog are "OK" and "Cancel" buttons.

**1. Format Name**

Displays the name of the format.

**2. Store as**

The name to save the format as in the memory card. This is what it will appear as in the printer.

**3. Store Format Copy**

Set to yes to save a copy of the original EASYLABEL format file in the memory card.

**4. Quantity**

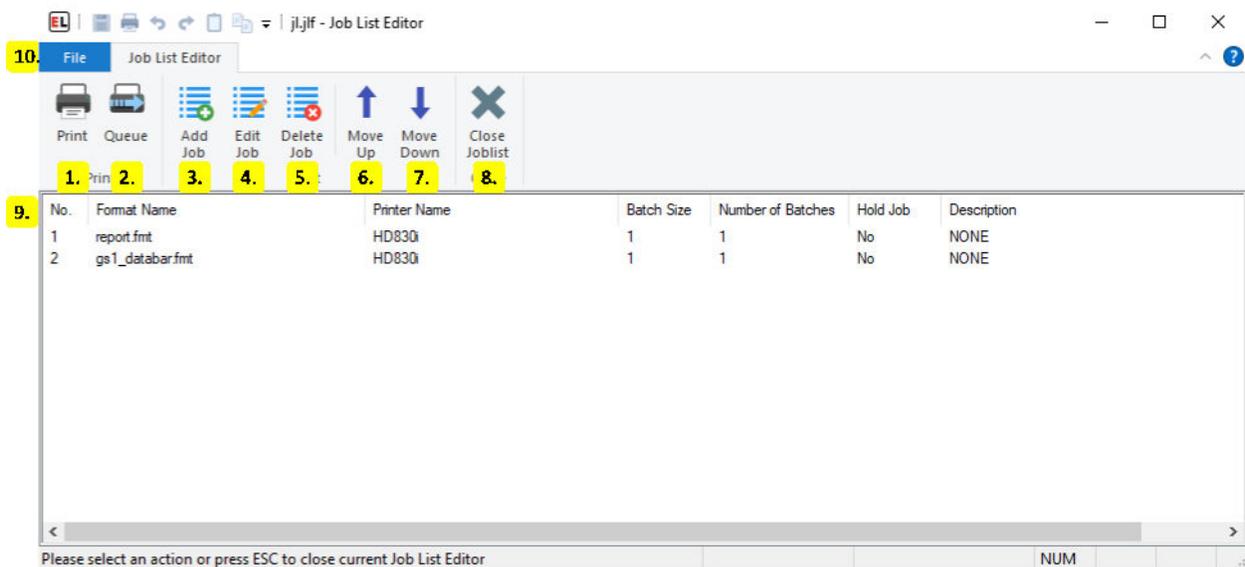
Select the number of labels to print. This can be indefinite, a number prompted by the printer, or a fixed quantity.

**5. Output Path**

Select the path to the drive or folder to save to.

## JOB LIST EDITOR

### 8.1 Job List



#### 1. **Print**

Print all the jobs in the job list.

#### 2. **Queue**

Open the *Print Queue* (page 75) to view or change existing jobs.

#### 3. **Add Job**

Add a new job to the job list. For more information see *Print Request* (page 85).

#### 4. **Edit Job**

Change the parameters of the selected job. For more information see *Print Request* (page 85).

#### 5. **Delete Job**

Remove the selected job from the job list.

6. **Move Up**

Move the selected job up so that it prints earlier.

7. **Move Down**

Move the selected job down so that it prints later.

8. **Close Joblist**

Exit the User Configuration screen and return to the EASYLABEL Home screen.

9. **Job List**

- **No.**

The job number, this shows the order that each job will be printed.

- **Format Name**

The name of the format file to be printed.

- **Printer Name**

The configured printer that the job will print to.

- **Batch Size**

The number of labels in each batch.

- **Number of Batches**

The number of batches to print. Each batch will print multiple labels up to the limit set by Batch Size. The first label in each batch updates data such as incremented fields. The remaining labels in a batch are copies.

- **Hold Job**

If yes then the job will be added to the *Print Queue* (page 75) as a frozen job and will need to be manually started.

- **Description**

The description of the job.

10. **File Menu** The *file menu* (page 93) is used to create, open, save, and print job lists.

## 8.2 File Menu

### 8.2.1 New

Create a job list that saves print jobs to be printed or reprinted another time.

### 8.2.2 Open

Edit an existing job list file.

### 8.2.3 Save

Save the currently opened file.

### 8.2.4 Save As

Save the opened file with a new name.

### 8.2.5 Print

Print all the jobs in the job list.

### 8.2.6 Queue

Open the *Print Queue* (page 75) window to:

- Track and edit print jobs
- Test print
- Check a printer's status
- Access available printer functions
- Send code directly to a printer

## 8.2.7 About

- **About**

Display software version information.

- **Check License Status**

Display or update your current license and check for newer versions of Easylabel. See [EA-SYLABEL License Tool](#) (page 201) for more info.

- **Enable Diagnostic Logging**

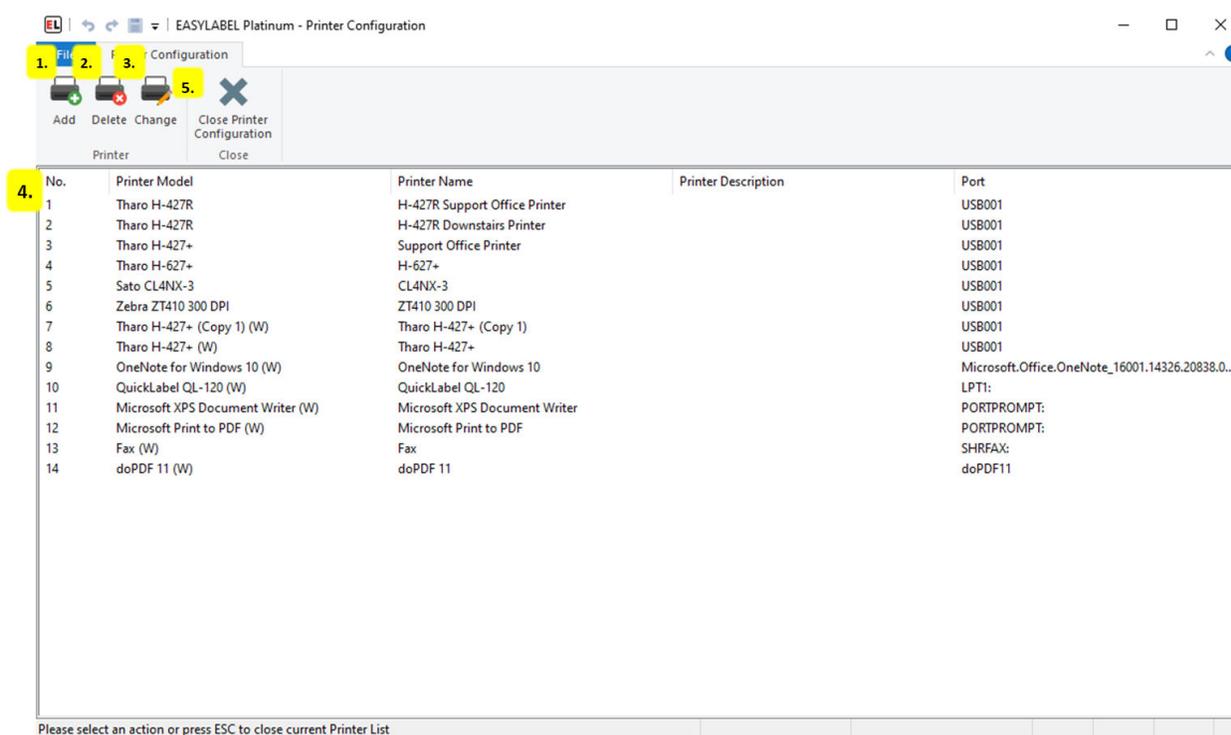
A feature used by Easylabel's technical support to help troubleshoot issues.

- **Create an Error Report**

Create a file that includes software and system information used for Easylabel support.

## PRINTER CONFIGURATION

### 9.1 Printer List



#### 1. Add

Add a user to the Printer List. For more information, view *Add a New Printer* (page 97).

#### 2. Delete

Remove a printer from the Printer List.

#### 3. Change

Modify a current printer.

#### 4. Printer List

- **No.**

The printer number. It is highly recommended that the Printer Model and Name are used to identify a printer.

- **Printer Model**

The manufacturer and model of the printer.

- **Printer Name**

The user-entered name of the printer. If a user does not enter a printer name, it will default to the printer model.

- **Printer Description**

An optional note that can be used to provide additional printer information.

- **Port**

The port that EASYLABEL uses to communicate with the printer.

## 9.2 Add a New Printer

### 9.2.1 General tab

**EL Printer Configuration** [Close]

General | Advanced

1. Printer Manufacturer: Tharo
2. Printer Model: H-427+
3. Printer Name:
4. Printer Description:
5. Type of port: 5-USB
6. Bidirectional: Yes
7. USB Port: USB001
8. Cutter: 1-Cutter Installed
9. Set Printer Clock: No

Please select the preferred model of printer to be used.

OK Cancel

#### 1. Printer Manufacturer

The manufacturer or brand of the printer.

#### 2. Printer Model

The model of the printer.

#### 3. Printer Name

The user-entered name of the printer. If a user does not enter a printer name, it will default to the printer model.

**4. Printer Description**

An optional note that can be used to provide additional printer information.

**5. Type of port**

The type of port that EASYLABEL uses to communicate with the printer.

**6. Bidirectional**

Select Yes if the printer supports bi-directional communications using the selected port type.

**7. USB Port**

The port number that EASYLABEL uses to communicate with the printer.

**8. Cutter**

Indicate whether the printer has a cutter installed. If installed, indicate what type of cutter is installed.

**9. Set Printer Clock**

Select Yes to set the printer clock to match the computer clock.

## 9.2.2 Advanced tab

**EL Printer Configuration** [Close]

General | **Advanced**

1. **Bypass FLASH Memory** Yes ▾
2. Optimize QR-Code No
3. Optimize PDF417 No
4. Optimize MicroPDF417 No
5. Set Printer Darkness Yes
6. Set Printer Speed Yes
7. Flip Format Override No change
8. Clear Flash Memory No
9. Use Memory Card Yes
10. Allow Re-send Data No

Select 'Yes' to bypass using the printer FLASH memory for downloaded fonts and graphics. TrueType text fields and any graphic images are sent as bitmaps directly into the label image buffer. This will increase printing speed and reduce the time to first label.

OK Cancel

### 1. Bypass FLASH Memory

Select Yes to bypass using the printer FLASH memory for downloaded fonts and graphics. TrueType text fields and any graphic images are sent as bitmaps directly into the label image buffer. This will increase printing speed and reduce the time to first label.

### 2. Optimize QR-Code

Select Yes to optimize the QR-Code 2D symbology. If the printer supports this symbology internally it will print much quicker. Select No to produce the QR-Code as a graphic. This is supported for all printers but prints slower.

### 3. Optimize PDF417

Select Yes to optimize the PDF417 2D symbology. If the printer supports this symbology internally it will print much quicker. Select No to produce the PDF417 as a graphic. This is supported for all printers but prints slower.

**4. Optimize MicroPDF417**

Select Yes to optimize the MicroPDF417 2D symbology. If the printer supports this symbology internally it will print much quicker. Select No to produce the MicroPDF417 as a graphic. This is supported for all printers but prints slower.

**5. Set Printer Darkness**

Select Yes to allow the software to set printer darkness. This will override any darkness setting defined in the printer. Select No to use the printers darkness setting.

**6. Set Printer Speed**

Select Yes to allow the software to set printer speed. This will override any print speed setting defined in the printer. Select No to use the printers speed setting.

**7. Flip Format Override**

Select the method you would like to use to override the Flip Format option which is set in the label formats designed for the printer.

**8. Clear Flash Memory**

Select No to prevent the flash memory from being cleared. Otherwise, the flash memory will be cleared as needed.

**9. Use Memory Card**

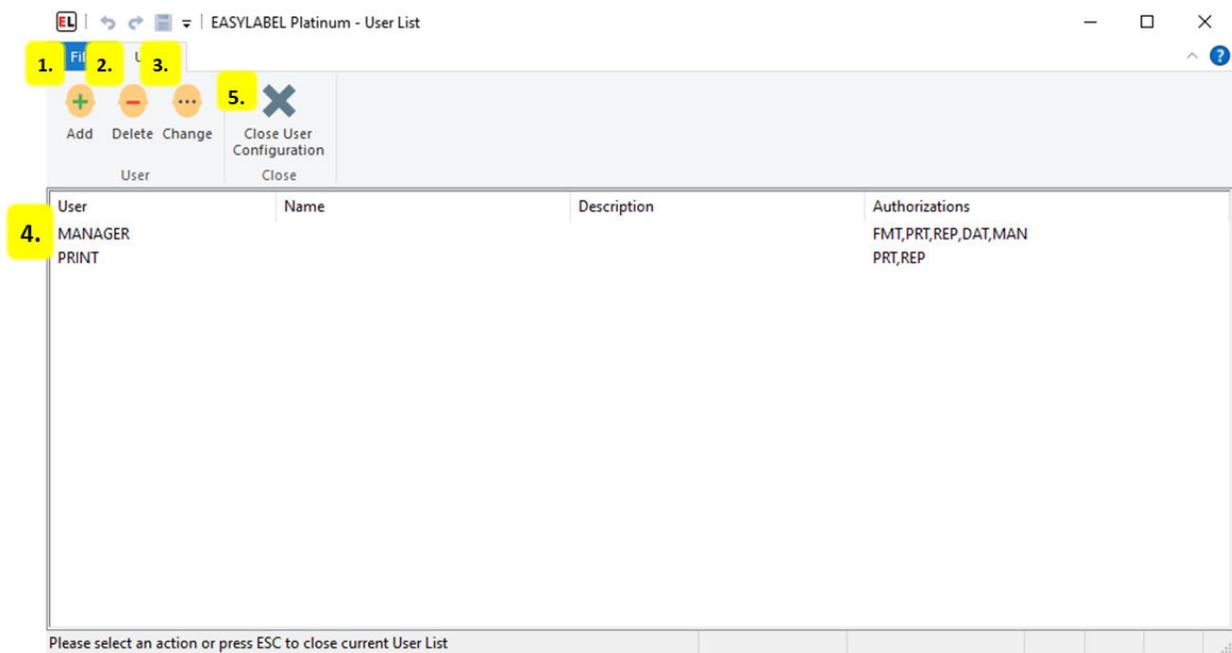
Setting this option will cause downloaded formats, graphics, and fonts to be stored on an external memory card in the printer. Typically this is a Compact Flash (CF) memory card.

**10. Allow Re-send Data**

Select Yes to allow the printer driver to use the 'Re-send Downloaded Data' program option. Both 'Allow Re-send Data' and 'Re-send Downloaded Data' must be enabled in order for the printer to be cleared before each print job. If 'Allow Re-send Data' is set to No, this will optimize throughput for printers that store graphics and fonts in non-volatile memory.

## USER CONFIGURATION

### 10.1 User List



#### 1. Add

Add a user to the User List. For more information see *User Definition* (page 103).

#### 2. Delete

Remove a user from the User List.

#### 3. Change

Modify a current user.

#### 4. User List

- User

The User Identifier that is used to log in to the user.

- **Name**

The optional name used to identify a user.

- **Description**

An optional note that can be used to provide additional user information.

- **Authorizations**

A quick overview of the User's permissions using 3 letter abbreviations.

#### 5. **Close User Configuration**

Exit the User Configuration screen and return to the EASYLABEL Home screen.

## 10.2 User Definition

Field Number	Field Name	Value
1.	User Identifier	MANAGER
2.	Password	***
3.	Confirm Password	***
4.	User's Name	
5.	User Description	
6.	Update Format	Yes
7.	Print Format	Yes
8.	Reprint Format	No
9.	Print Report	Yes
10.	Database Functions	Yes
11.	Manager Functions	Yes
12.	User can change password	Yes
13.	Password never expires	Yes
14.	User Account Disabled	No

Please enter a 1-16 character USER IDENTIFIER.

OK Cancel

### 1. User Identifier

Used to log in to the user.

### 2. Password

Enter the user's password (0-16 characters)

3. **Confirm Password**

Retype the user's password to confirm.

4. **User's Name**

The optional name used to identify a user.

5. **User Description**

An optional note that can be used to provide additional user information.

6. **Update Format**

Indicate whether or not the user is authorized to add, change, or delete formats.

7. **Print Format**

Indicate whether or not the user is authorized to print formats.

8. **Reprint Format**

Indicate whether or not the user is authorized to reprint formats.

9. **Print Report**

Indicate whether or not the user is authorized to print reports.

10. **Database Functions**

Indicate whether or not the user is authorized to use database functions.

11. **Manager Functions**

Indicate whether or not the user is authorized to use manager functions.

12. **User can change password**

Indicate whether or not the user is authorized to change their password.

13. **Password never expires**

Select Yes to set this user so that their password never expires.

14. **User Account Disabled**

Select Yes to disable the user account. If the account is disabled, the user cannot access the program until the account is enabled.

## PROGRAM OPTIONS

### 11.1 General

The screenshot shows the 'EASYLABEL Platinum Configuration' dialog box with the 'General' tab selected. The 'Measurement' dropdown is set to 'Inches'. Below it are several options with corresponding input fields:

Option	Value
Allow Printing in Demo Mode	Yes
Tab on CR	No
Auto Submit	No
Save Data	Yes
Save Data Within Session	Yes
Duplicate Serial Number	Yes
Index Case Sensitive	No
All or Marked Records	A-All
ISO 8601 Specification	No
User Signon Required	No
Auto-size input field	No

At the bottom, there is a text box with the instruction: 'Indicate whether measurements will be based on the Inch (In) or the Millimeter (mm).'. To the right of this text box is a square icon with an 'X' inside. At the very bottom are 'OK' and 'Cancel' buttons.

- **Measurement**

Set whether measurements will be based on inches or millimeters.

- **Allow Printing in Demo Mode**

Select Yes to allow printing in demo mode and No to disable. Attempting to print with this disabled will result in an error. This can be used to prevent printing when a license is missing.

- **Tab on CR**

This applies when inputting variable data when printing a format. If No then a carriage return or Enter key will “click” the ok button on the dialog. If Yes then it will either move input to the next prompt or “click” the ok button if all prompts are filled.

- **Auto Submit**

This option only applies when printing formats with user entered variable data. If Yes then the job request dialog is immediately shown after entering variable data. If a job is submitted then the variable data dialog is shown again allowing new data to be entered. If No then the job request dialog may not be shown after entering variable data and no dialog will be shown after a job is submitted.

- **Save Data**

Select Yes to have the last previously entered variable data for when printed fields to be remembered for the next printing session.

- **Save Data Within Session**

Select Yes to have the last previously entered variable data for when printed fields to be remembered within the current printing session.

- **Duplicate Serial Number**

Select Yes to allow printing duplicate labels in a batch using the same serial file value. Select No to disallow printing duplicate labels in a batch with the same serial file value.

- **Index Case Sensitive Database Searches**

Select Yes to make internal database index searches case sensitive (the same lower and upper case character are not equal). Select No to make index searches case insensitive (the same lower and upper case characters are considered equal)

- **All or Marked Records**

Sets the default database selection in the print request screen when printing a group of records. Select All Records to print all the records in the database. Select Marked Records to print a series of previously chosen records.

- **ISO Week of the Year**

Select Yes to calculate the week of the year according to the ISO 8601 standard.

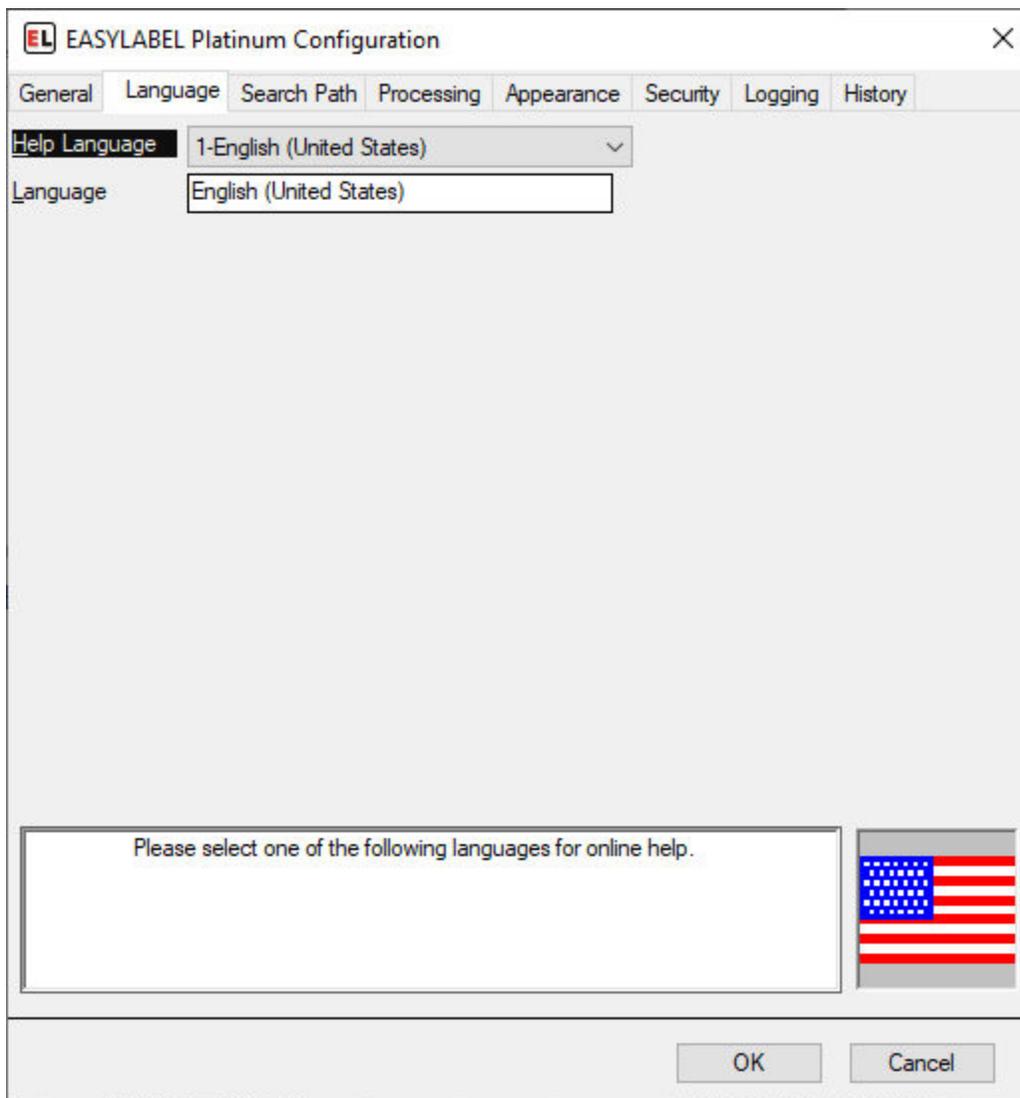
- **User Sign on Required**

Select ‘Yes’ to require user identification and password to be entered when the program is started.

- **Auto-size input field**

Selecting this option will automatically resize input boxes as text is entered. This applies to When Printed fields at print time.

## 11.2 Language



- **Help Language**

Choose the language that you wish to display the help system in.

- **Language**

Choose the language that you wish the application to display in.

## 11.3 Search Path

The screenshot shows the 'EASYLABEL Platinum Configuration' dialog box with the 'Search Path' tab selected. The 'Define Search Path' dropdown is set to 'Yes'. Below this are eight text input fields for 'Search Path', 'Image Path', 'Database Path', 'Format Path', 'Serial Path', 'Report Path', 'Text Path', 'Command Path', and 'Allergen Text Path'. A note box at the bottom left explains the 'Yes' selection, and 'OK' and 'Cancel' buttons are at the bottom right.

**EASYLABEL Platinum Configuration**

General Language **Search Path** Processing Appearance Security Logging History

Define Search Path Yes

Search Path

Image Path

Database Path

Format Path

Serial Path

Report Path

Text Path

Command Path

Allergen Text Path

Select 'Yes' to define the new search path for all the picture files, database files, text files and serial files which are used by the format, otherwise Select 'No'. Existing formats **MUST** be re-saved in order for the new path to be used in place of the old path. This function **SHOULD NOT** be used with formats that connect to an ODBC data file.

OK Cancel

- **Define Search Path**

Select 'Yes' to define the search path for all picture files, database files, text files, and serial files which are used by the format.

**NOTE:** Existing formats **MUST** be re-saved in order for the new path to be used in place of the old path.

- **Search Path**

Enter the path to the files in the corresponding text box or browse to location by selecting the 'Browse' button.

**NOTE:** Existing formats **MUST** be re-saved in order for the new path to be used in place of the old path.

- **Default Paths**

Default paths can be set for all of the file types. Enter one or more directory or folder names separated by ';' to be searched when a file cannot be found in the location stored in the label format. The paths for each file type are searched in the order that they are entered.

- Image Path: Default Path(s) for Images
- Database Path: Default Path(s) for Database files
- Format Path: Default Path(s) for Formats
- Serial Path: Default Path(s) for Serial files
- Report Path: Default Path(s) for Reports
- Text Path: Default Path(s) for Text files
- Command Path: Default Path(s) for Command files
- Allergen Text Path: Default Path(s) for Command files

**NOTE:** Default Paths are Program options. The Paths are **NOT** stored in the label format when the label is saved.

## 11.4 Processing

The screenshot shows the 'EASYLABEL Platinum Configuration' dialog box with the 'Processing' tab selected. The dialog has several tabs: General, Language, Search Path, Processing, Appearance, Security, Logging, and History. The 'Processing' tab contains the following settings:

Error Processing	No
Re-send Downloaded Data	Yes
Disable Test Print	No
Cent Substitute	No
International Characters	ANSI
Use slashed zero	No
Image Processing	1-Enhanced Image Processing
Command file Monitor	Y-Enable
Default Command File	Z.CMD
Delete Command File	No

Below the settings is a text box with the following text: "Select ENABLE to enable continuous automatic checking for the existence of a command file whenever the application window is minimized. Select DISABLE to disable monitoring." To the right of the text box is a square icon with an 'X' inside. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

- **Error Processing**

This option affects the processing of command files when a database record cannot be found. Select Yes if you want database field values set to 0 and the label printed. Select No if you want to stop printing when a record cannot be found in the database.

- **Re-send Downloaded Data**

Select Yes to re-send all downloaded data (graphics, fonts, etc.) at the beginning of each job, otherwise select No.

- **Disable Test Print**

Select Yes to disable test print from the print screen. It will still be available while editing a format.

- **Cent Substitute**

Select Yes to print the tilde (~) as a cent symbol (¢).

- **International Characters**

Select ANSI if Text Files (command, data, etc.) are created under Windows using ANSI characters. Select OEM if created under DOS.

- **Use Slashed Zero**

Select No to use Unslashed zero. Select Yes to use Slashed zero (if available)

- **Image Processing**

Indicate the type of processing to be used. Enhanced Image Processing will allow you to open many more types of images. To display and print in color, you must use Enhanced Image Processing.

- **Command File Monitor**

Select Yes to enable continuous automatic checking for the existence of a command file whenever the application window is minimized. Select No to disable monitoring.

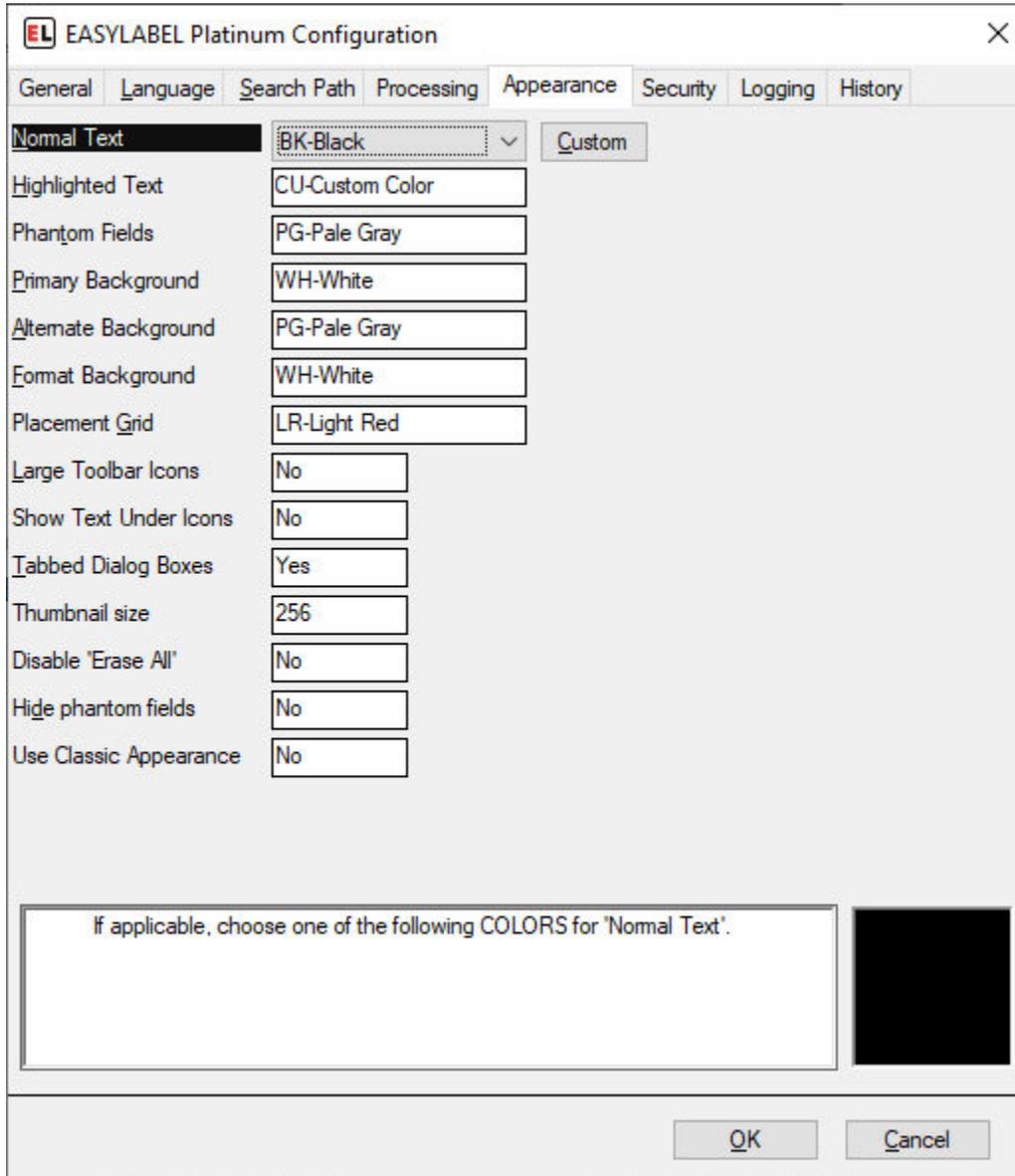
- **Default Command File**

When command file monitoring is selected, enter the path/name of the command file to monitor.

- **Delete Command File**

Select Yes to delete the default command file after processing. This is useful when an external program needs to know that the command file has been processed. Select No to retain the default command file after processing. Command files that are processed by “drag-and-drop” onto the EASYLABEL window are NEVER deleted, regardless of the setting of the “Delete Command File” program option.

## 11.5 Appearance



- **Normal Text**

Select the predefined color or create your own color, by selecting the 'Custom' button, for all Normal Text

- **Highlighted Text**

Select the predefined color or create your own color, by selecting the 'Custom' button, for all Highlighted Text

- **Phantom Fields**

Select the predefined color or create your own color, by selecting the 'Custom' button, for all

Phantom Fields.

- **Primary Background**

Select the predefined color or create your own color, by selecting the ‘Custom’ button, for the Primary Background.

- **Alternate Background**

Select the predefined color or create your own color, by selecting the ‘Custom’ button, for the Alternate Background.

- **Format Background**

Select the predefined color or create your own color, by selecting the ‘Custom’ button, for the Format Background.

- **Placement Grid**

Select the predefined color or create your own color, by selecting the ‘Custom’ button, for the Placement Grid.

- **Large Toolbar Icons**

Select Yes to show large icons in all of the toolbars. Select No to show the standard size (small) icons. This does not affect icons in the ribbon.

- **Show Text Under Icons**

Select Yes to show a text hint under icons in the toolbar. This does not affect icons in the ribbon.

- **Tabbed Dialog Boxes**

Select Yes to show dialog boxes in standard tabbed format where items are grouped by function. Select No to use single page dialog boxes where all items are presented in a single list.

- **Thumbnail Size**

Select the size of the thumbnail image used in the *Format Browser* (page 12). Enter a custom size or choose a default size from the dropdown.

- **Disable ‘Erase All’**

Select Yes to disable the “Erase All Records” button in EASYLABEL’s non-SQL Database Editor, otherwise select No to keep this button active.

- **Hide Phantom Fields**

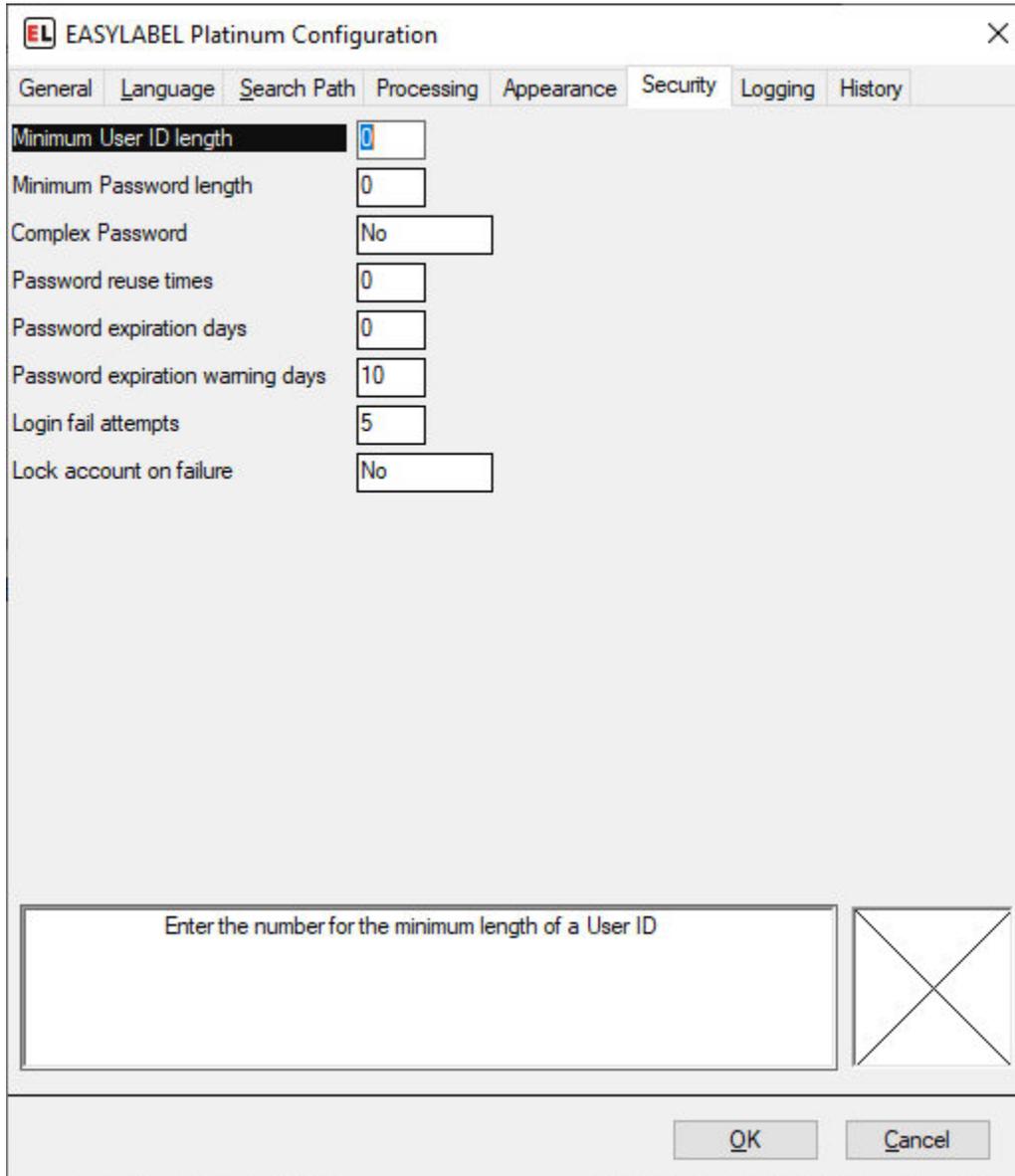
Set this option to Yes to keep phantom fields from being displayed on the print preview screen.

- **Use Classic Appearance**

Select Yes to use the classic appearance used by previous versions of EASYLABEL. This will use the classic toolbars instead of the ribbon. Some features may be missing from the

classic appearance. The classic appearance may not receive updates and may be removed in future releases.

## 11.6 Security



The screenshot shows the 'EASYLABEL Platinum Configuration' dialog box with the 'Security' tab selected. The dialog has a title bar with a close button (X) and a tabbed interface with the following tabs: General, Language, Search Path, Processing, Appearance, Security (selected), Logging, and History. The Security tab contains the following settings:

Setting	Value
Minimum User ID length	0
Minimum Password length	0
Complex Password	No
Password reuse times	0
Password expiration days	0
Password expiration warning days	10
Login fail attempts	5
Lock account on failure	No

At the bottom of the dialog, there is a text box with the placeholder text 'Enter the number for the minimum length of a User ID' and a button with an 'X' icon. Below the text box are two buttons: 'OK' and 'Cancel'.

- **Minimum User ID Length**

Enter the number of characters to be used as the minimum length for a User ID. The Software will not allow a user to be added unless the length of the User ID is equal to or greater than this number. Leaving this option set to '0' means there is no Minimum User ID Length.

- **Minimum Password Length**

Enter the number of characters to be used as the minimum length for a Password. The Software will not accept password unless the length of the password is equal to or greater than this number. Leaving this option set to '0' means there is no Minimum Password Length.

- **Complex Password\***

Select 'Yes' to force passwords to contain at least one numeric (0-9) or special (!@#\$% etc.) character. Select 'No' to allow simple passwords composed of letters only.

- **Password Reuse Times**

Enter the number which defines the password reuse policy. The number entered here will be the number of passwords the software 'remembers'. The software will not allow a user to re-use one of these passwords. Leaving this option set to '0' means no passwords are remembered and the user would be able to keep using the same password. For example: entering a 3 here will prohibit users from re-using their 3 last used passwords.

- **Password Expiration Days**

Enter the number of days after which the password will expire. The next time the user logs on with the old password, they will be prompted to enter a new password before being able to use the software.

- **Password expiration warning days**

Enter the number of days before the password expiration for which a warning message will be shown. This acts as a reminder that the password will expire.

- **Login fail attempts**

Enter the maximum number of times a login failure can occur.

- **Lock account on failure**

Set to Yes to lock the account if the limit set by the "Login fail attempts" option is reached.

## 11.7 Logging

**EASYLABEL Platinum Configuration**

General | Language | Search Path | Processing | Appearance | Security | **Logging** | History

Log User Actions	<input type="checkbox"/> Yes
User Log Pathname	<input type="text" value="c:\user.log"/>
Maximum User Log Size	<input type="text" value="0"/>
User Log Overwrite	<input type="text" value="Overwrite Events as Needed"/>
Log Add Event	<input type="checkbox"/> Yes
Log Change Event	<input type="checkbox"/> No
Log Delete Event	<input type="checkbox"/> No
Log Log in Event	<input type="checkbox"/> Yes
<b>Log Failed Log in Event</b>	<input type="checkbox"/> No
Log Log out Event	<input type="checkbox"/> No
Log Password Change Event	<input type="checkbox"/> No
Format Change History	<input type="checkbox"/> Yes
Format History Path	<input type="text"/>
Log File Deletions	<input type="checkbox"/> Yes
Delete Log Pathname	<input type="text"/>
Prompt for Change Reason	<input type="checkbox"/> No
Create Print Images	<input type="checkbox"/> Yes
Print Image Type	<input type="text" value="Win BMP 24-bit"/>
Print Image Setting	<input type="text" value="203"/>
Print Image Path	<input type="text"/>
Database Change Log	<input type="checkbox"/> Yes
Database Log Path	<input type="text"/>

Select "Yes" to log all failed log in attempts.

OK Cancel

**NOTE:** The Logging options here are provided for Legacy Support. It is recommended

that new users who want to log events and changes use the features on the *History* (page 119) tab instead.

- **Log User Actions**

Selecting ‘Yes’ enables logging of user actions, such as changes to the user configuration or users logging in or out of the program.

- **User Log Pathname**

Enter or browse to the path where you would like the user logs stored. This path should also include the name of the log file. The User Log that is created is an encrypted file and the Log Reader must be used to view its contents.

- **Maximum User Log Size**

Enter the size limit of the user log file, in Kilobyte (1000 byte) increments. For example, enter 2000 to set the maximum log size to 2MB (2 megabytes). The log file will then grow up to 2MB in size. A value of 0 means that the size of the log file is not limited.

- **User Log Overwrite**

Select an option for processing user events in the case of the user log reaching its maximum size. *Overwrite Events as Needed* means to replace the oldest events with the newest events. *Do Not Overwrite Events* means none of the events will be overwritten.

**NOTE:** The *Do Not Overwrite Events* value causes the *Maximum User Log Size* option to be ignored. The User Log file will keep getting larger.

- **Log Add Event**

Select ‘Yes’ to log the addition of a new user.

- **Log Change Event**

Select ‘Yes’ to log any changes that are made to a user.

- **Log Delete Event**

Select ‘Yes’ to log the deletion of a user.

- **Log Login Event**

Select ‘Yes’ to log all successful user logins.

- **Log Failed Login Event**

Select ‘Yes’ to log all failed login attempts.

- **Log Logout Event**

Select ‘Yes’ to log all program shutdown (logout) events.

- **Log Password Change Event**

Select ‘Yes’ to log all times the user changed their password.

- **Format Change History**

Select ‘Yes’ to keep a history of all changes made to label format files. This will create a backup format file anytime a format is saved if its “Save Backup Format” option is enabled.

- **Format History Path**

Enter the path of the directory where the label format backup files will be stored. Leave this option blank to store backup files in the same directory as the label format file.

- **Log File Deletions**

Select ‘Yes’ to log all times a file was deleted through *File | Erase* on the menu bar.

- **Delete Log Pathname**

Enter or browse to the path where you would like the delete logs stored. This path should also include the name of the log file.

- **Prompt for Change Reason**

Select ‘Yes’ to require users to enter text describing the reason for changing a label format. This text is displayed when opening the format.

- **Create Print Images**

Selecting ‘Yes’ will create an image file of each print job for any format that has “Save Print Image” option enabled.

- **Print Image Type**

Choose the file format of the print image.

- **Print Image Setting**

Choose the dpi to use for the print image.

- **Print Image Path**

Enter the path of the directory where the format print image files are to be stored.

- **Database Change Log**

Select ‘Yes’ to create a log of changes made to .MDB databases. This log is only updated when using the supplied database editor. A different editor (Microsoft Access for example) will not log the changes.

**NOTE:** If database logging is turned on and the database structure is changed, the old log is saved and a new log is created. This can cause a lot of log files to be created if you frequently change the database structure.

- **Database Log Path**

Enter the path where the database change logs should be written.

## 11.8 History

The screenshot shows the 'EASYLABEL Platinum Configuration' dialog box with the 'History' tab selected. The 'Enable History Logging' dropdown is set to 'Yes'. The 'Primary History Database' field contains the text 'Provider=SQLOLEDB.1;Password=TS1EASY#pass...'. The 'Backup History Database' field is empty. The following logging options are all set to 'Yes': Log Job Details, Log Job Status, Log Label Data, Log Label Format, Log Saving of Formats, and Log User Changes. A message box at the bottom left states 'Select 'Yes' to enable logging of events to a history database.' and there is a large 'X' icon to its right. 'OK' and 'Cancel' buttons are at the bottom right.

Setting	Value
Enable History Logging	Yes
Primary History Database	Provider=SQLOLEDB.1;Password=TS1EASY#pass...
Backup History Database	
Log Job Details	Yes
Log Job Status	Yes
Log Label Data	Yes
Log Label Format	Yes
Log Saving of Formats	Yes
Log User Changes	Yes

EASYLABEL features an extensive reporting, logging and label reprint application called the Print History Console. The Print History Console provides a central location for your EASYLABEL reports and logs. Multiple copies of EASYLABEL can connect to one Print History Database allowing for centralized logging and reporting.

**NOTE:** The Print History Console must be installed before data can be logged. Information for setting up the print history console can be found in the Documents folder in the directory that EASYLABEL was installed into. For information on setting up print history using sql view the EASYLABEL\_Print\_History\_SQL.pdf file in the Documents directory. For information on setting up print history using Access view the EASYLABEL\_Print\_History\_MDB.pdf file in the Documents directory.

- **Enable History Logging**

If this option is set to “No” then no history is logged. Nothing will be written to the selected SQL database. Set this option to “Yes” to enable history logging. Then use the following options to control the types of history you want to be logged.

- **Primary History Database**

Enter a connection string that points to the database containing the EASYLABEL history tables. If the Primary History Database is unavailable (because of server outage or network errors) then EASYLABEL will log history to the backup history database if one is defined. Use the “Prompt” button to bring up the database connection dialog. Follow the database connection dialog to select a database server, database name, and user name and password. Test the connection to make sure all of the information is correct.

**NOTE:** To make future connections easier, so that you do not have to reenter the password, select the “Allow saving password” option.

- **Backup History Database**

Enter a connection string that points to a secondary database containing the EASYLABEL history tables. If a Backup History Database is defined then EASYLABEL will log history data here when the Primary History Database is not available. If the primary database is on a network server it may make sense to have the backup database local on the computer running EASYLABEL.

**NOTE:** The backup database must be an sql database. It cannot be an Access database. No backup database is available if the primary database is an Access database.

- **Log Job Details**

Set this option to “Yes” to log the information for all print jobs. This includes information such as: format name, date, time, user name, computer name, etc. This option is required before setting other print job logging options.

- **Log Job Status**

Set this option to “Yes” to log the status updates for print jobs. This will log when the job is queued, when printing is started and ended, and any errors that may occur during the printing process.

- **Log Label Data**

Set this option to “Yes” to log the label data for every printed batch of every print job. When this is used in conjunction with the “Log Label Format” option, it is possible to view and reprint any batch of any print job.

- **Log Label Format**

Set this option to “Yes” to save a copy of the label format file for each print job. This will allow the Print History Console to display an image for a printed label. The label format file can also be recovered if the original version is accidentally lost.

- **Log Saving of Formats**

Set this option to “Yes” to log information about every save of a label format file. This allows for viewing the history of all changes to the label format.

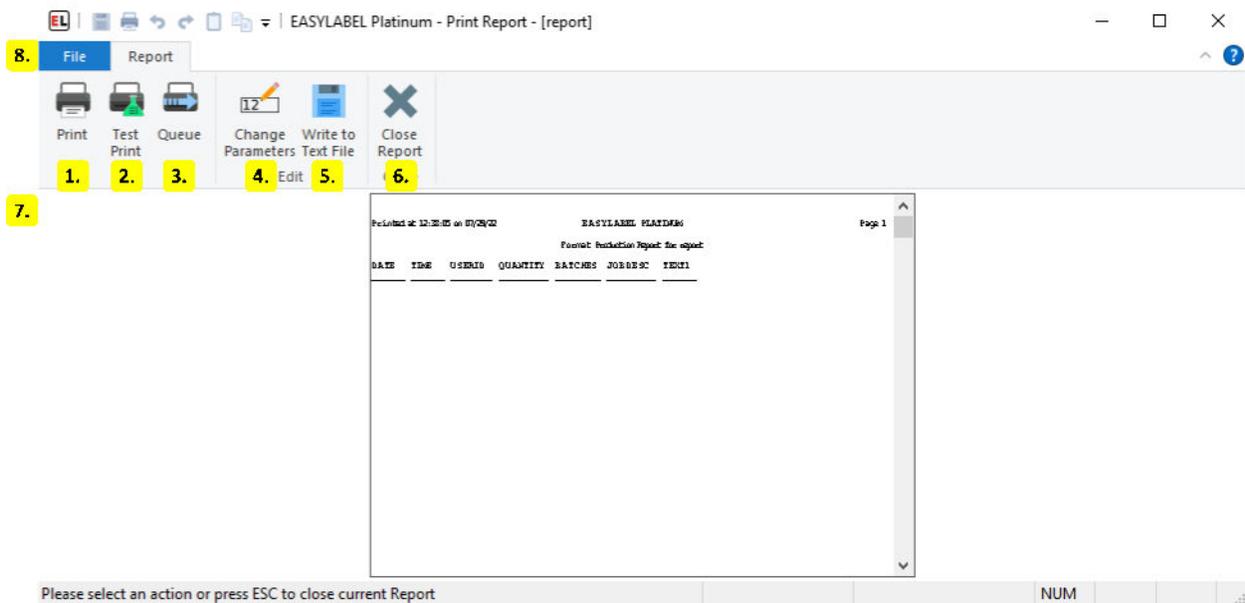
- **Log User Changes**

Set this option to “Yes” to log changes to EASYLABEL user profiles, such as the user description, access rights, etc.

## REPORT VIEWER

**NOTE:** The Report function is provided for Legacy Support. It is recommended that new users who want to log printed label data use the *Print History* (page 119) features instead.

### 12.1 Report Preview



#### 1. Print

Print the current report.

#### 2. Test Print

Send a test print of the current report to the printer.

#### 3. Queue

Open the *Print Queue* (page 75) to view or change existing jobs.

**4. Change Parameters**

Change the report parameters. For more information see *Report Parameters* (page 124).

**5. Write to Text File**

Export the report to a text file.

**6. Close Report**

Exit the current report and return the the EasyLabel home screen.

**7. Report Preview**

Displays a preview of the report to be printed.

**8. File Menu**

The *file menu* (page 125) is used to open, print, and clear reports.

## 12.2 Report Parameters

**Tracking Report for report - Printing Options**

Dates: 07/29/22 to 07/29...

Destination: P-Printer

Printer Setup: No

Font Setup: No

Top Margin: .40

Left Margin: .00

Print All: No

Report Title:

Daily Subtotals: No

Include Fields: DATE

DATE Heading: DATE

DATE Width: 0

Select OK (ENT) to ACCEPT data as shown, select CANCEL (ESC) to cancel and QUIT, or press any other key to CHANGE

OK Cancel

- **Dates**  
Displays a range of dates covered by the report.
- **Destination**  
Selects the print destination for the report. This can either be a printer or a file.
- **Printer Setup**  
Select yes to change printer options for the report.
- **Font Setup**  
Select yes to change the font used by the report.

- **Top Margin**

Select the distance between the top of the paper and the printed data.
- **Left Margin**

Select the distance between the left of the paper and the printed data.
- **Print All**

Select yes to print all reports in the folder when the current report is printed.
- **Report Title**

Enter the title that should appear at the top of each page.
- **Daily Subtotals**

Select yes to print daily subtotals for each date in the report.
- **Include Fields**

Select the fields to include in the report. Each field has a heading and width which can be entered.

  - **Field Heading**

The name to use for the field when printing.
  - **Field Width**

The maximum width of the field or 0 for the default.

## 12.3 File Menu

### 12.3.1 New

- **Label Format**

Create a new label format file.
- **Database**

Create a new dBase database using the Easylabel internal database editor.
- **Serial File**

Create a serial file that will be used to keep track of a counter on your label template.
- **Job List**

Create a job list that saves print jobs to be printed or reprinted another time.

## 12.3.2 Open

- **Label Format**

Edit an existing Easylabel label format file for editing.

- **Database**

Edit an existing dBase database that was previously created with the Easylabel internal database editor.

- **Serial File**

Edit an existing serial file.

- **Job List**

Edit an existing job list file.

- **Report File**

View and print an existing label report file that was created by printing label formats with the *Report* option enabled. This report can also be viewed with Microsoft Excel, but should not be edited.

## 12.3.3 Write to Text File

Export the report to a text file.

## 12.3.4 Erase Format Tracking Data

Erase the data contained in the current report.

## 12.3.5 Erase All Tracking Data

Erase tracking data for all reports in the same folder as the current report.

## 12.3.6 Print

Print the current report.

### 12.3.7 Test print

Send a test print of the current report to the printer.

### 12.3.8 Queue

Open the *Print Queue* (page 75) window to:

- Track and edit print jobs
- Test print
- Check a printer's status
- Access available printer functions
- Send code directly to a printer

### 12.3.9 About

- **About**

Display software version information.

- **Check License Status**

Display or update your current license and check for newer versions of Easylabel. See *EA-SYLABEL License Tool* (page 201) for more info.

- **Enable Diagnostic Logging**

A feature used by Easylabel's technical support to help troubleshoot issues.

- **Create an Error Report**

Create a file that includes software and system information used for Easylabel support.

### 12.3.10 Close

Exit the current report and return the the EasyLabel home screen.

## COMMAND LINE

The full EASYLABEL command line can be represented as:

```
easy.exe [options] [path to file]
```

With the command line components defined as:

- `easy.exe` is the full path to the EASYLABEL application (named `easy.exe`).
- `[options]` is an optional sequence of the options specified below.
- `[path to file]` specifies an optional path to a file for EASYLABEL to open. If this is a format file then the format is opened in the EASYLABEL label editor. If it is a *command file* (page 130) the contents of the command file are run.

### 13.1 Options

- **/W**  
Enables or disables command file monitoring. If `/W` is specified then monitoring is enabled. If `/W-` is specified then it is disabled. This option overrides the program configuration options. `/M` can be used instead of `/W`.
- **/D**  
Display format while processing a command file. If `/D` is specified then the format is displayed. If `/D-` is specified then the format is not displayed.
- **/S**  
Print one command file job at a time. If `/S` is specified then subsequent command file jobs are not read until the current job has completed. If `/S-` is specified then all jobs in the command file are immediately added to the queue.
- **/R *nmn***

Specifies a starting record. If this option is specified then printing will begin at job *nnn* within the command file. All jobs before this record are skipped.

- ***/U id***

Specifies the user to run EASYLABEL under. The *id* is configured in the EASYLABEL user options. Must be used with the */P* option.

- ***/P password***

Specifies the password for the user specified by the */U* switch. Must be used with the */U* option.

- ***/E***

Delete after processing. If */E* is specified then the monitored command file is deleted after it is processed. If */E-* is specified then the monitored command file is not deleted. This option overrides the program configuration option. Command files processed in response to a drag and drop operation are not deleted.

- ***/Q formatname***

Immediately print a format from command line. If this option is specified then the *format-name* format is immediately printed. If the format name is found any command line arguments after the format name are ignored.

- ***/T***

Enable tracing. If */T* is specified then tracing is enabled and a file named \$lbl.log is created on the users desktop. If */T-* is specified then tracing is disabled.

## COMMAND FILES

**NOTE:** The documentation here is provided for legacy support. It is recommended that new users use the *XML Monitor* (page 197).

Command files are files created by a user or separate application which can be processed by EASYLABEL. These contain a sequence of commands for common operations such as printing. An individual command file can be passed to EASYLABEL through the *command line* (page 128). EASYLABEL also supports *monitoring* (page 140) command files.

### 14.1 Structure

Command files in EASYLABEL are separated into records. Each record consists of a verb followed by a series of clauses and ends with a semicolon “;”. Verbs and clauses are separated by whitespace such as a space or newline. Below is an example of the general format of a record:

```
verb  
clause1  
clause2  
clause3;
```

A clause is a property followed by a series of arguments with an equals “=” character separating the property from the arguments and a comma “,” separating the arguments. There should be no whitespace between a comma and an argument. Below is an example of the general format of a clause:

```
property = arg1, arg2, arg3
```

Arguments may be enclosed by a pair of double quotes, single quotes, or parentheses. An argument enclosed by one of these pairs cannot contain the ending character of the pair. An argument must be enclosed by one of these pairs if one of the following is true:

- The value begins with a double quote.
- The value begins with a single quote.

- The value begins with a opening parenthesis.
- The value contains an equals symbol “=”.
- The value contains white space such a space or newline.
- The value contains non printable characters such as control codes or binary data.

## 14.2 Verbs

### 14.2.1 print

Creates a print job and adds it to the queue. This is the default verb used when a record contains no verb.

#### Clauses

- **formatname**=*name*

Sets the format to print.

- **Required:** Once per command file.
- **Persists across records:** Yes.
- **Initial value:** None.
- **Order:** Must be the first clause in the record.
- **Parameters:**

\* *name*: The filename or fully qualified path to the format file without the “.fmt” extension.

- **formatcount**=*batchcount, batchsize*

Sets the number of labels to print.

- **Required:** Yes.
- **Persists across records:** No.
- **Initial value:** None.
- **Order:** Must appear after formatname clause. Must appear before the testprint or field-name clauses.
- **Parameters:**

\* *batchcount*: The number of batches to print. For databases “\$ALL” or “ALL” can be used to print all batches in the database.

\* *batchsize*: The number of identical labels in each batch. Optional, defaults to 1 if not specified. Is ignored when the format contains no changing data.

- **testprint=enabled**

Enables or disables test printing.

- **Required:** No.
- **Persists across records:** Yes.
- **Initial value:** off.
- **Order:** Must appear after formatname and formatcount clauses.
- **Parameters:**

\* *enabled*: Value must be either “on” or “off”. If on then a test print is performed instead of a regular print.

- **fieldname=value**

Sets the value of a variable field. Where *fieldname* is the name of the field in the format to set.

- **Required:** No.
- **Persists across records:** No.
- **Initial value:** “”.
- **Order:** Must appear after formatname and formatcount clauses.
- **Parameters:**

\* *value*: The value of the field. Values longer than the field length are truncated to fit. Values shorter than the field length are padded with blanks.

- **useprinter=printer**

This clause is carried forward for legacy applications. The printername clause should be used instead.

Sets which printer the job should be sent to.

- **Required:** No.
- **Persists across records:** No.
- **Initial value:** None.
- **Order:** Must appear after formatname clause.
- **Parameters:**

\* *printer*: The index of the printer to print to. The index numbers are not constant and may change.

- **printername**=*name*

Sets which printer the job should be sent to.

- **Required:** No.
- **Persists across records:** No.
- **Initial value:** None.
- **Order:** Must appear after formatname clause.
- **Parameters:**

\* *name*: The name of the printer to print to.

- **displaymsg**=*message*

Sets a message to be displayed before the job begins printing. The job will remain paused until the message is closed.

- **Required:** No.
- **Persists across records:** No.
- **Initial value:** None.
- **Order:** Must appear after formatname clause.
- **Parameters:**

\* *message*: The message to display.

- **jobdescription**=*description*

Sets the description of the job. The description can be used for job identification and will be displayed in the queue.

- **Required:** No.
- **Persists across records:** No.
- **Initial value:** “”.
- **Order:** Must appear after formatname clause.
- **Parameters:**

\* *description*: The description to use.

- **singlejob**=*enabled*

Enabling this causes jobs to be printed one at a time. If set to on EASYLABEL will not queue the job or process remaining records until the job from the previous print record is complete.

- **Required:** No.
- **Persists across records:** Yes.

- **Initial value:** off.
- **Order:** Must appear after formatname clause.
- **Parameters:**
  - \* *enabled:* Use on to enable and off to disable.
- **where=(condition)**

Sets the condition to use for database fields. Only database records that evaluate to true are printed.

  - **Required:** No.
  - **Persists across records:** No.
  - **Initial value:** None.
  - **Order:** Must appear after formatname clause.
  - **Parameters:**
    - \* *condition:* The database condition.
- **orderby=fieldname**

Sets the order that database records are printed.

  - **Required:** No.
  - **Persists across records:** No.
  - **Initial value:** None.
  - **Order:** Must appear after formatname clause.
  - **Parameters:**
    - \* *fieldname:* The name of the field in the database.
- **outputfile=filename**

Sets the name or path to the file to be printed to. Printer instructions are sent to this file instead of a printer.

  - **Required:** No.
  - **Persists across records:** No.
  - **Initial value:** None.
  - **Order:** Must not be used in the same record as useprinter or printername.
  - **Parameters:**
    - \* *filename:* The file to print to.

## 14.2.2 eraserecords

Erases all the records in a dBASE (\*.DBF) database file.

### Clauses

- **dbase**=*databasefile*

Sets the database file to erase from.

- **Required:** Yes.
- **Persists across records:** No.
- **Initial value:** None.
- **Order:** Any.
- **Parameters:**
  - \* *databasefile*: The database to erase from.

## 14.2.3 append

Appends the contents of a text file to a dBASE (\*.dbf) file.

### Clauses

- **dbase**=*databasefile*

Sets the database to append to.

- **Required:** Yes.
- **Persists across records:** No.
- **Initial value:** None.
- **Order:** Any.
- **Parameters:**
  - \* *databasefile*: The database to append to.

- **inputfile**=*textfile*

Sets the file to copy from.

- **Required:** Yes.
- **Persists across records:** No.

- **Initial value:** None.
- **Order:** Any.
- **Parameters:**
  - \* *textfile*: The file to copy from.

## 14.2.4 sort

Sorts the contents of a dBASE (\*.dbf) file.

### Clauses

- **dbase=databasefile**

Sets the database to sort.

  - **Required:** Yes.
  - **Persists across records:** No.
  - **Initial value:** None.
  - **Order:** Any.
  - **Parameters:**
    - \* *databasefile*: The database to sort.
- **orderby=order**

Sets the the database fields to sort by.

  - **Required:** Yes.
  - **Persists across records:** No.
  - **Initial value:** None.
  - **Order:** Any.
  - **Parameters:**
    - \* *order*: The database fields to sort by.

## 14.2.5 cancel

Cancels jobs in the queue. Either a single job or all jobs for a printer can be canceled.

### Clauses

- **job=number**

Sets the job to be canceled.

- **Required:** One of the clauses for this verb must be used.
- **Persists across records:** No.
- **Initial value:** None.
- **Order:** Must be the only clause in the record.
- **Parameters:**
  - \* *number*: The job to be canceled.

- **printername=name**

Sets the printer whose jobs should be canceled.

- **Required:** One of the clauses for this verb must be used.
- **Persists across records:** No.
- **Initial value:** None.
- **Order:** Must be the only clause in the record.
- **Parameters:**
  - \* *name*: The name of the printer whose jobs should be canceled.

- **useprinter=index**

This clause is carried forward for legacy applications. The printername clause should be used instead.

Sets the printer whose jobs should be canceled.

- **Required:** One of the clauses for this verb must be used.
- **Persists across records:** No.
- **Initial value:** None.
- **Order:** Must be the only clause in the record.
- **Parameters:**

- \* *index*: The index of the printer whose jobs should be canceled. The index numbers are not constant and may change.

## 14.2.6 getstatus

Gets the current printing status of a printer. Status is written to a file named *n.dat* where *n* represents the printer number. If the printer number is greater than 9 then a through z is used instead. For example 'a' is 10 and 'b' is 11.

If the getstatus is used before a print record then the file will be written to the EASYLABEL executable directory. If it is executed after then it will be written to the same directory as the last format that was printed.

This command is not supported with all printers.

### Clauses

- **printername**=*name*

Sets the name of the printer to get status for.

- **Required:** One of the clauses for this verb must be used.
- **Persists across records:** No.
- **Initial value:** None.
- **Order:** Must be the only clause in the record.
- **Parameters:**
  - \* *name*: The name of the printer to get status for.

- **useprinter**=*index*

This clause is carried forward for legacy applications. The printername clause should be used instead.

Sets the name of the printer to get status for.

- **Required:** One of the clauses for this verb must be used.
- **Persists across records:** No.
- **Initial value:** None.
- **Order:** Must be the only clause in the record.
- **Parameters:**
  - \* *index*: The index of the printer to get status for. The index numbers are not constant and may change.

## 14.2.7 clear

Clears the label format form the printers print buffer. This command is not supported with all printers.

### Clauses

- **printername**=*name*

Sets the printer whose buffer should be cleared.

- **Required:** One of the clauses for this verb must be used.
- **Persists across records:** No.
- **Initial value:** None.
- **Order:** Must be the only clause in the record.
- **Parameters:**

- \* *name:* The name of the printer whose buffer should be cleared.

- **useprinter**=*index*

This clause is carried forward for legacy applications. The printername clause should be used instead.

Sets the printer whose buffer should be cleared.

- **Required:** One of the clauses for this verb must be used.
- **Persists across records:** No.
- **Initial value:** None.
- **Order:** Must be the only clause in the record.
- **Parameters:**

- \* *index:* The index of the printer whose buffer should be cleared. The index numbers are not constant and may change.

## 14.2.8 close

Ends command file processing and exits EASYLABEL.

## Clauses

This verb has no clauses.

## 14.3 Example

The following example creates two print jobs. The first will print one label from the format. The field named `input` will have the text “first record” and `EASYLABEL` will determine the printer to send the labels to. The second job will print two labels from the same format. The text for the `input` field will be “second record” and the labels will be sent to the printer named `H427+`. After the labels are printed the `close` verb will cause `EASYLABEL` to exit.

```
print
  formatname="c:\path\to\file"
  formatcount=1
  input="first record";

print
  formatcount=2
  input="second record"
  printername="H427+";

close;
```

## 14.4 Monitoring

`EASYLABEL` can be configured to monitor a command file for changes. When command file monitoring is enabled the software will check the file every .25 seconds and will automatically open and process it if modified.

Command file monitoring can be enabled in the *program options* (page 110) or from the *command line* (page 128). `EASYLABEL` must then be placed in command file monitoring mode to be able to process the command file. To enter command file monitoring mode minimize the application when it is on the *home screen* (page 8). Maximizing the application will not exit command file monitoring mode. Click the close button in the ribbon or file menu to exit command monitoring mode. Enabling command file monitoring from the command line will cause `EASYLABEL` to immediately enter command file monitoring mode when it is started and will start minimized unless the display option is set.

Command file monitoring mode supports drag and drop functionality. Command files dropped onto the `EASYLABEL` window while in command file monitoring mode will be queued and processed in the order they were added.

## ARITHMETIC EXPRESSIONS

There is no distinction between numeric and string variables. **All values are (variable length) strings.**

String constants must be in quotes, but numeric constants can be either quoted or not (since they can't be mistaken for field names/variables).

### 15.1 Operators

#### 15.1.1 Arithmetic Operators

Arithmetic operators perform mathematical operations on numeric operands. Attempting to do arithmetic on non-numeric variables results in a value filled with ?.

Operator	Name	Example	Result
*	Multiplication	$a * b$	The product of a and b.
/	Division	$a / b$	The division of a and b.
%	Remainder	$a \% b$	The remainder of a/b.
-	Subtraction	$a - b$	The subtraction of b from a.
+	Addition	$a + b$	The addition of a and b.
-	Negation	-a	The negative of a.

#### 15.1.2 Logical Operators

Logical operators perform boolean algebra on logical operands. Logical true has the value "1" and Logical false has the value "0".

Operator	Name	Example	Result
!	Logical NOT	!a	The logical negation of a.
&&	Logical AND	a && b	The logical AND of a and b.
	Logical OR	a    b	The logical OR of a and b.

### 15.1.3 Comparison Operators

Comparison operators evaluate to 1 if the condition is logically true and 0 if the condition is false. Comparison of two values which are valid numbers is an ordinary numeric comparison. If either operand is NOT numeric, then a character string comparison is performed.

Operator	Name	Example	Condition
\$	Substring comparison	a \$ b	b is a substring of a.
<	Less than	a < b	a is less than b.
<=	Less than or equal	a <= b	a is less than or equal to b.
!=	Inequality	a != b	a is not equal to b.
==	Equality	a == b	a is equal to b.
LIKE	Pattern matching	a LIKE b	a matches the pattern b.
>=	Greater than or equal	a >= b	a is greater than or equal to b.
>	Greater than	a > b	a is greater than b.

### Patterns

The LIKE operator supports a pattern as its right operand. The % and \_ characters are used as wildcards. The % wildcard matches zero or more characters until the next character in the pattern is found. If there are no more characters in the pattern then the % wildcard matches all remaining characters. The \_ wildcard matches any character but will only match a single character.

### 15.1.4 Other Operators

Operator	Name	Example	Condition
()	Parentheses	a * (b + c)	Evaluates b + c first.
()	Function call	a(b, c)	Evaluates to the result of function a with arguments b and c.
	Concatenation	a   c	Results in a string containing a followed by b.
,	List delimiter	a , b	Results in a list containing a and b.

## 15.1.5 Operator Precedence and Associativity

Operators are listed top to bottom, in descending precedence.

Precedence	Operator	Description	Associativity
1	()	Function call / Parentheses	Left-to-right
2	*	Multiplication	Left-to-right
2	/	Division	Left-to-right
2	%	Remainder	Left-to-right
3	-	Subtraction	Left-to-right
3	+	Addition	Left-to-right
3		Concatenation	Left-to-right
3	\$	Substring comparison	Left-to-right
4	-	Negation	Right-to-left
5	<	Less than	Left-to-right
5	<=	Less than or equal	Left-to-right
5	!=	Inequality	Left-to-right
5	==	Equality	Left-to-right
5	LIKE	Pattern matching	Left-to-right
5	>=	Greater than or equal	Left-to-right
5	>	Greater than	Left-to-right
6	!	Logical NOT	Right-to-left
7	&&	Logical AND	Left-to-right
8		Logical OR	Left-to-right
9	,	List delimiter	Left-to-right

## 15.1.6 Alternative Operator Representations

The following operators have alternative representations that can be used instead.

Operator	Alternatives
!=	#
==	=
LIKE	.LIKE.
!	NOT .NOT.
&&	AND .AND. &
	OR .OR.

## 15.2 Functions

- **Substring**(*value*, *position*, *length*)

Creates a substring of a string.

- **Alias:** `ss`

- **Parameters:**

- \* **value:** The original string to create a substring from.

- \* **position:** The 1 based index in *value* where the substring begins.

- \* **length:** The maximum number of characters after *position* to include in the substring.

- **Returns:** A substring derived from the *value* parameter

- **Example:** The following evaluates to 1 (true):

```
Substring("ABCDEF", 2, 3) == "BCD"
```

- **Replace**(*value*, *search*, *replace*)

Replaces characters within a string.

- **Parameters:**

- \* **value:** The original string to search in.

- \* **search:** A string in *value* that should be replaced.

- \* **replace:** The string that replaces *search*.

- **Returns:** A string derived from the *value* parameter. Any matches of *search* have been replaced with *replace*.

- **Example:** The following evaluates to 1 (true):

```
Replace("abca", "A", "XX") == "XXbcXX"
```

- **Findstring**(*value*, *search*)

Searches a string for a substring.

- **Parameters:**

- \* **value:** The original string to search in.

- \* **search:** A string in *value* to look for.

- **Returns:** The 1 based index in *value* where the first matching substring begins.

- **Example:** The following evaluates to 1 (true):

```
FindString("ABCDEF", "CD") == 3
```

- **Length**(*value*)

Gets the length of a string.

- **Alias:** strlen
- **Parameters:**
  - \* **value:** The string to get the length of.
- **Returns:** The number of characters in the string.
- **Example:** The following evaluates to 1 (true):

```
Length("ABC") == 3
```

- **Abs**(*value*)

Gets the absolute value of a number.

- **Parameters:**
  - \* **value:** The number to get the absolute value of.
- **Returns:** The absolute value of the number or the original *value* if it was a string.
- **Example:** The following evaluates to 1 (true):

```
Abs("-15") == 15
```

- **Max**(*value1*, *value2*, ... *valueN*)

Finds the largest value in a list. Accepts a variable number of arguments.

- **Parameters:**
  - \* **value1:** The first value to compare.
  - \* **value2:** The second value to compare.
  - \* **valueN:** The nth value to compare.
- **Returns:** If all values are numerical then the largest numerical value is returned. Otherwise if one of the values is a string the string that compares greater than the rest is returned.
- **Example:** The following evaluates to 1 (true):

```
Max(-3, 5, 4) == 5
```

The following evaluates to 1 (true):

```
Max("A1", "A10", "A2") == "A2"
```

- **Min**(*value1*, *value2*, ... *valueN*)

Finds the smallest value in a list. Accepts a variable number of arguments.

- **Parameters:**

- \* **value1:** The first value to compare.
- \* **value2:** The second value to compare.
- \* **valueN:** The nth value to compare.

- **Returns:** If all values are numerical then the smallest numerical value is returned. Otherwise if one of the values is a string the string that compares lesser than the rest is returned.

- **Example:** The following evaluates to 1 (true):

```
Min(-3, 5, 4) == -3
```

The following evaluates to 1 (true):

```
Min("A1", "A10", "A2") == "A1"
```

- **Asc**(*value*)

Gets the numerical ASCII value of the first character in a string.

- **Parameters:**

- \* **value:** String to get the ASCII value of.

- **Returns:** The ASCII value of the first character in the string or 0 if *value* was empty.

- **Example:** The following evaluates to 1 (true):

```
ASC("ABC") == 65
```

- **Chr**(*value*)

Converts a numerical ASCII value to a string.

- **Parameters:**

- \* **value:** ASCII value to convert to a string.

- **Returns:** A string containing a single character that matches the ASCII value.

- **Example:** The following evaluates to 1 (true):

```
CHR(65) == "A"
```

- **If**(*condition*, *trueValue*, *falseValue*)

Selects a value based on a condition.

– **Parameters:**

- \* **condition:** The condition to test.
- \* **trueValue** The value to return if true.
- \* **falseValue** The value to return if false.

– **Returns:** *trueValue* if *condition* evaluates to 1. *falseValue* if *condition* evaluates to 0.

– **Example:** The following evaluates to 1 (true):

```
IF(1 < 2, "TRUE", "FALSE") == "TRUE"
```

The following evaluates to 1 (true):

```
IF(3 < 2, "TRUE", "FALSE") == "FALSE"
```

## RESERVED WORDS

- **TRUEDATE**

Can be used as a field name. If used then each batch is sent to the printer individually with the computer date used instead of the printer date.

- **TRUETIME**

Can be used as a field name. If used then each batch is sent to the printer individually with the computer time used instead of the printer time.

- **TRUECOUNT**

Can be used as a field name. If used the value of the field will be used as the default number of batches in the *print request* (page 85) screen. It can also be used to specify the default batch size by specifying both the number of batches and batch size separated by a comma. For example 10,2 will cause the print request screen to default to 10 batches of 2 labels per batch.

- **@TRUECOUNT**

Can be used as a source for copied or linked fields. If used this will evaluate to the number of batches specified when the print job was created.

- **@USERID**

Can be used as a source for copied or linked fields. If used this will evaluate to the name of the current EASYLABEL user or “default” if no user is signed in.

- **DATE**

Can be used in an arithmetic expression. If used it will evaluate to the current system date.

- **\$ALL**

Can be used as the variable data for a field when the field has database source. If used this will select all records in the database.

- **BARSUPP**

Can be used as a database field/column name. If used in a database then all barcodes on the format are suppressed and will not be printed unless:

- A single record was chosen instead of all records or \$ALL.
- The current record being printed contains n, N, f, or F under the BARSUPP field/column.

- **FMTNAME**

Can be used as a database field/column name. The values of the database field/column are EASYLABEL format names. When EASYLABEL prints a record from a database containing FMTNAME the format stored under FMTNAME is used instead of the format used to create the print job. If the value under FMTNAME is empty then the format used to create the print job is used.

Any formats that connect to a database using FMTNAME should not connect to any other databases. Variable data from the format used to create the print job is copied to the formats that are loaded during printing. It is advised that all formats that connect to a database using FMTNAME have the same variable fields.

- **FMTCOUNT**

Can be used as a database field/column name. If used in a database then the value of the FMTCOUNT field/column in a record determines the batch size for that record. If the value is empty then no labels are printed for that record. FMTCOUNT has no effect when an individual record is selected for printing, all records or \$ALL is required.

- **LBLCOUNT**

Can be used as a database field/column name. If used in a database and a single record was selected then the value of the field/column for that record is used as the default number of batches in the *print request* (page 85) screen. This has no effect when all records are selected for printing.

## DBASE EDITOR

**NOTE:** The documentation here is provided for legacy support. It is recommended that new users use other database systems. dBase databases may be required for standalone printing without a pc.

### 17.1 Database Functions

The *Database Functions* include: *Creating and Defining a New Database* (page 150); *Adding* (page 158), *Changing* (page 158) or *Erasing* (page 159) Records From a Database; *Erasing a Database Field* (page 155), Browsing or Searching the Database; Printing, *Erasing the Database* (page 164), *Modifying a Database Structure* (page 157).

### 17.2 Adding a Database

#### 17.2.1 Adding a Database

To add a new database, click the **New** icon  from the menu bar or select **File | New**. A dialog box will appear, click **Save as Type** and choose Database Files (\*.dbf). Enter a filename for the database and click **Add**.

Up to 7 *index files* (page 155) per database may be specified. This allows for much faster access to the data when printing formats. When you are asked for a search field name, when defining a database field in a format, it should be one of your indexed fields.

When using a database search key, an index file will be created based on your chosen search key, thus making the search time faster. Once the index file is created, it will be saved as part of your database structure.

The structure of the internal database is the same as that used by the program dBASEIII+. This makes it possible to use many of the powerful features of dBASE on your database or to access a database created by dBASEIII+.

You may use databases created under dBASE III, III+, IV or an ASCII database directly, without having to convert them first to ASCII<sup>1</sup> text files. Your dBASE files may be copied into this software's subdirectory if desired. However, this is not necessary because any file may be accessed simply by specifying the path. The available database files will be displayed in alphabetical order for the default directory or subdirectory.

Since the software's database structure is compatible with dBASE III, III+ and IV file structure, databases can handle up to 128 fields per record, over 4000 bytes per record and more than 1 million records per file.

NOTE: When fields are displayed on the screen for purposes of editing or viewing, only those fields that will fit in one window will be shown. Having a print out of the structure of your dBASE fields will serve as a reminder of those fields not seen.

The data from these databases can be included in formats designed with the software. A format field can be specified so that it contains the value from a particular database field in a specified database. For each database that will be used in this way, a particular field must be specified as the search field. When the field's data is to be retrieved, the database is searched to find a record that matches the desired value entered by the operator. A database record can also be designed to contain a serial number value. The purpose of this, for example, is to allow part number specific serial numbers, rather than format specific serial numbers. To declare a field to be a serial number, you can design the structure to have a numeric field with the desired length.

For retrieving a record in the quickest possible time, an internal database should be used. This is an internally indexed file that allows for rapid search.

Also included under the *database functions* (page 150) are the functions associated with Serial Files. These files hold the data for a given format field that require unique values for each format printed.

You will be asked to enter a new database name. An alphabetical listing of current database files will also be displayed. Afterwards, you will be presented with the Database Structure Creation screen. From here you need to define the structure of the database.

The following options will allow you to define new fields for the database:

- **Add a New Field Sequentially**

Will add the new fields in sequential order.

- **Insert a New Field**

Will allow you to insert a new field in any order you wish.

For the above options, the database field definition screen will be presented.

---

<sup>1</sup> **ASCII:** The character set and code described in American National Standard Code for Information Interchange. Each ASCII character is encoded with seven bits and consists of both control and printing characters.

## 17.2.2 Field Name

The name of the field may be up to 10 characters long. The name must begin with a letter but may also contain numbers and the underscore character. Embedded blanks are not permitted. The field name can also be a *Reserved Word* (page 153)

## 17.2.3 Data Type

Valid field types are as follows:

### Character

May contain letters, numbers, punctuation symbols and spaces.

### Numeric Data Type

May contain digits, a positive or negative sign and a decimal point. The field length is the number of digits the field can hold. The decimal point and sign count as one digit each.

### Logical

The logical field will accept a single character representing true/false values. The field length is a fixed length of 1.

### Memo

May be used to store large blocks of textual information. The actual memo information is stored outside the .DBF file as a .DBT file. Within the database file, a memo field is designated by the word 'memo.' Memo field size is variable up to 5000 bytes. Within the .DBF record itself, however, a memo field will have a fixed length of 10.

## Date

Used to store dates. The display and default entry format of date is mm/dd/yy. The field length is a fixed length of 8.

### 17.2.4 Field Length

This is the maximum number of characters or digits that are to be contained in the field. Date, logical and memo fields are fixed length fields.

### 17.2.5 Decimal Places

The number of decimal positions in a numeric field. The value entered here should be 2 less than the field length of the numeric field value.

Example: A numeric field length of 5 may have decimal places defined as 3, 2, 1 or 0.

### 17.2.6 Field Position

The position to insert the field within the structure. This appears after you have defined at least one field for the database.

### 17.2.7 Editing the Database Structure

In order to edit the database, you must first choose the option *Create the New Database* (page 150). After creating a new database, the Database Records Management screen will be presented.

### 17.2.8 Reserved Words

There are four (4) reserved words that can be used for database field names: FMTCOUNT, BAR-SUPP, LBLCOUNT and FMTNAME.

**FMTCOUNT** allows you to control the number of labels printed for each individual record when using the \$all function. When FMTCOUNT is used as a field name, the record is printed as many times as the number stored in this field. FMTCOUNT is useful when different records in the database require a different number of labels. For example, when multiple locations are used to shelve an item.

**BARSUPP** allows you to suppress the printing of all bar codes on a particular label when using the \$all function. This would be used to prevent attempted reordering of a discontinued item or attempted ordering of a vendor replenished item. When BARSUPP is used as a field name the absence of a character means print the code. The presence of any character means suppress the code.

**LBLCOUNT** allows you to change the default batch size for individual database records. When LBLCOUNT is used as a field name, the value stored in this field becomes the default batch size when printing single database records. LBLCOUNT will not work with the \$all function, use FMTCOUNT if you are using \$all.

**FMTNAME** is the fourth reserved word. FMTNAME prevents you from printing an incorrect format with a database record. Formats used with FMTNAME should have the same field names on each of the formats and contain only ONE database connection. Connecting to more than one database when using FMTNAME will cause unexpected results. To make use of FMTNAME, follow these steps:

- 1) Follow the instructions, above, to add a database and to add new fields.
- 2) Make the **FMTNAME** field as a new field:

The Field Name is **FMTNAME**.

The Data Type is Character.

Enter the field length.

Once all new fields are added, click on Create the New Database.

- 3) Follow the instructions in *Editing a Database* (page 157), to add records to a database. The fields in the database record **MUST** be populated.

Enter the data for each field in the database. The data for the **FMTNAME** field is the name of the format in which this database record will be used. For example, if the database contains information about parts, and the format name is PARTLBL, then the data for the **FMTNAME** field should be PARTLBL.

If the **FMTNAME** field is left blank for any record, then that particular record can be printed on any format that makes use of the database.

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## 17.3 Modifying a Database Field

To modify a database field, highlight the field to be modified and then click the **Modify Field** icon  or choose **Edit | Modify Field** from the Database Structure Management screen.

The data type, field length or number of decimal places is modifiable. The name of the field cannot be modified. If you need to modify the name of the field, you must first *erase* (page 155) the field then *add* (page 150) or *insert* (page 150) a new field.

NOTE: If there is database information in this field, it will be lost if you erase the field.

## 17.4 Erasing a Database Field

To erase a database field, highlight the field to be erased then click on the **Erase Field** icon  or choose **Edit | Erase Field** from the *Database Structure Management* screen.

## 17.5 Indexing a Database

To add an index file, click the **Add Index File** icon  or choose **File | Add Index File** from the Database Structure Management screen.

### Index File Name

Enter a name for the index file.

### Value Indexed

Enter the name of the field to be indexed, or several names joined by the symbol |.

For example: Field1 | Field2 | Field3

Indexes can be created for the purposes of using the database file in a logical order rather than a physical order. Physical order is the order in which records were entered. Logical order is an alphabetical, chronological or numerical order based on a specified field type.

With the exception of logical and memo fields, any field type can be indexed. An index may consist of an expression of 2 fields; however, this expression must consist of only 1 field type.

Because of the software's compatibility with dBASE III, III+ and IV, updating a database file in dBASE is possible. If an index file exists, but is not updated at the same time the database is updated, the first time you access the database in the software, a Dialog Box will appear stating that the index is out of date. At this time, you can choose OK to update the index or Cancel (ESC) to

continue without updating the index file. If you choose Cancel, each time you access this database, the Dialog Box will appear.

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## 17.6 Adding an Index File

### Adding an Index File

To define an index to be associated with a database, click the **Add Index File** icon  from the menu bar from the *Database Structure Management* (page 150) screen or choose **File | Add Index File** from the menu bar.

Each database can have up to 7 index files associated with it. Index values may be composed of a single field or an expression involving several fields.

**Example:** If your database is a customer database and the structure contains customer information fields, such as FIRSTNAME, LASTNAME, ADDRESS and STATE, you may want to organize your data by a certain category. By organizing the data, quicker and more efficient searches can be done. If you want to organize all customer records by their last names, the index value would be the field LASTNAME. If you have several customers with identical last names, you may want to organize the records by last names as well as first names. The index value will be the expression: LASTNAME + FIRSTNAME. All customers with the same last name will be grouped together. Within this grouping, customers are alphabetically arranged by first name.

The following are two requirements for an index file:

#### Index File Name

A unique name for the index file. The file name can be up to 255 characters as supported under Windows 95b and higher.

Embedded blanks are not permitted.

#### Value Indexed

The name of the field to be indexed. For the purposes of grouping records into categories.

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## 17.7 Erasing an Index File

To erase an index file, highlight the index file then click the **Erase Index File** icon  or choose **File | Erase Index File** from the Database Structure Management screen.

## 17.8 Updating a Database

To update an existing database, click the

**Create Database File**

icon  from the Database Structure Management screen.

You will be prompted to confirm that you want to **Recreate the Database**. If you have made changes that you wish to keep, click **OK**, if not click **Cancel**.

## 17.9 Changing a Database Structure

To change the structure of an existing database, click the **Database Structure Management** icon  from the *Database Records Management* screen.

From this screen, you will be able to *add* (page 150), *insert* (page 150), *modify* (page 155) or *erase* (page 155) fields, or *add* (page 156) or *delete* (page 157) index files. After making the desired changes, choose **File | Recreate Database File** from the Database Structure Management screen to make permanent changes to the database structure.

## 17.10 Editing a Database

To edit database records, click the **Edit and View Records in Form View**  or **Edit and View Records in Datasheet View**  icons or choose **Edit | Edit and View Records in Form View** or **Edit | Edit and View Datasheet** from the menu bar.

*If a database file is opened by multiple users simultaneously, the first user to open it will have read/write access. All other users will have read-only access.*

### 17.10.1 Add Records

The highlight bar will move to the first field of a blank record. Field data will be entered to the right of the field name. The TAB key will move among the fields. If there are more fields than can be displayed at once, the fields will be displayed in sets called pages. When the last field data is entered, press ENTER to add the record. You can change the data and press ENTER to add additional records. Press ESC to stop adding records. If you did not change any field data, but pressed ENTER again, a Dialog Box will be displayed asking whether the record should be added. Click OK to add the record. This will make a duplicate record in the database. Click Cancel to not add a duplicate record.

While adding several records to the database, the last record entered is left on the screen. Similar field data will not have to be retyped for subsequent records. For example, this allows you the ability to change only a single character in a 10 character part number field without retyping the entire part number.

When entering paragraph information, you can use a text editor. From within the edit box, you can open and edit an existing text file, save the paragraph data as a file, cut text to, copy or paste text from the Windows clipboard, or delete text. Once you have finished modifying the paragraph data, you can return to the previous screen by selecting File then Exit. While typing the data for your paragraph, you can select the edit box by pressing ALT+E or by clicking on the Edit button.

### 17.10.2 Change Record

This function allows you to update a value in a field. This function applies to the currently displayed record. Once the current record has been modified, you may select Add to add additional records. Please refer to *Add Records*. (page 158)

NOTE: To edit a memo field, the procedures for typing text, correcting errors and editing text are the same as those for any standard Windows application.

### 17.10.3 Search

This function allows you to enter specific values into various fields in order to locate a specific record. The software allows for multiple search keys. You may enter data into a single field or several fields in order to reduce the number of records that satisfy the search criteria. Once you have entered the search data for any field(s), press ENTER. All records matching the search criteria will be presented. When the records are displayed, you may use the up/left arrow keys or the option Search Back to view previous records, if any. To view next records, if any, you may use the down/right arrow or the option Search Next. Click Quit Search or press ESC to leave the search subfunction.

The search function will recognize the wildcard characters \* and ? if this box is enabled. If you desire to view all records, for example, in a customer database, in which last names begin with **Mc**, you can use the wildcard \*. The \* character substitutes for any and all characters. For the above

search, type **Mc\*** in the LASTNAME field entry prompt. If you desire to view all records in which the last name is only 6 positions in length and the name begins with **Mc**, you can use the wildcard **?**. The **?** character substitutes for a single character. For the above search, type **Mc????** in the LASTNAME field entry prompt.

Search records can also be modified. Click Change Record to modify the currently displayed record. Press ENTER or click OK when changes are completed. Click Quit or press ESC to leave the currently displayed record unchanged. Click *Add Records* (page 158) to add more records to the database. New records are added to the end of the database.

#### **17.10.4 Unmark All**

This function unmarks all records that are marked for printing. The records will not be unmarked automatically after the database is printed. Therefore, you must choose to unmark the records after printing. This function applies to the ALL records that are marked for printing.

#### **17.10.5 Mark for Erase**

This function marks the viewed record for erase. Click once on the check box to place an X in the box. When the Compress function is chosen, all marked records are erased permanently. Until then, any record can be unmarked.

#### **17.10.6 Mark for Print**

This function marks the viewed record for printing. Click once on the check box to place an X in the box. This function applies to the currently displayed record. To unmark an individual record that was previously marked for printing, click once on the check box to remove the X from the box.

#### **17.10.7 VIEWING THE DATA:**

Left arrow-Show previous record.

Right arrow-Show next record.

PgUp-Show previous page if any.

PgDn-Show next page if any.

Home-Show first record.

End-Show last record.

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## 17.11 Form View

A window that displays one entire record at a time. To open a table in Form view go to the Database Records Management screen and select the Form view icon .

## 17.12 Datasheet View

A window that displays data in a row and column format. In Datasheet view you can edit fields, add and delete data, and search for data. To open a table in Datasheet view go to the Database Records Management screen and select the Datasheet view icon .

## 17.13 Printing the Database Records

To print the database records, click on the **Print All Records** icon  or choose **File | Print All Records** from the Database Records Management screen.

### 17.13.1 Printing Records

If you are printing labels with a thermal/thermal transfer printer, you will need an ink-jet, laser or dot matrix printer to print a database.

Your printer should be turned on, in the ON-LINE/READY mode and loaded with paper. The database fields will be printed within the width of the paper.

After selecting to print all records, you will be presented with the Printing Options specification screen. Once you have entered all items correctly, the information will be sent to the printer or, as an alternative, the database records can also be printed to a file.

Each of the Database Print option items are described in the following section.

### 17.13.2 Destination

Please select the destination for the report. Select Printer to send the report to the printer, Printer Data File to create a file which includes printer control characters, or Text File to create a fixed-space ASCII<sup>1</sup> text file.

### 17.13.3 Where

This should be a LOGICAL expression using the field names listed, along with constants, arithmetic operators, comparison operators and logical operators. String constants should be enclosed in single quotes. The LIKE comparison operator can be used to perform pattern matching. A % (percent sign) represents ANY STRING of characters and an \_ (underscore) represents ANY SINGLE CHARACTER.

**Examples:** AISLENUM = 100; COLOR = 'BLUE'; SERIALNUM >= 10001  
AND SERIALNUM <= 10005; UPCCODE LIKE '12130\_\_\_\_7' AND ITEMNUM  
<>1000

### 17.13.4 Printer Setup

Select No to use the current default printer options. Select Yes to change the printer options for this report. Modified printer settings are specific to the currently selected report.

### 17.13.5 Font Setup

Select No to use the default printer font, or Yes to select a different font for this report.

### 17.13.6 Top Margin

Enter the distance from the top of the paper to the beginning print position in hundredths of inches or tenths of millimeters.

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<sup>1</sup> **ASCII:** The character set and code described in American National Standard Code for Information Interchange. Each ASCII character is encoded with seven bits and consists of both control and printing characters.

### 17.13.7 Left Margin

Enter the HORIZONTAL OFFSET of the print image area from the left edge of the paper in hundredths of inches or tenths of millimeters.

### 17.13.8 Report Title

Enter the Report title that should appear on each page. For the default Report title, leave BLANK.

### 17.13.9 Include Fields

Indicate which fields are to be included in the report by choosing from the list shown. Fields are printed in the sequence that they were chosen.

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## 17.14 Compressing the Database

To compress the database, click on the **Compress and Re-index** icon  or choose **File | Compress and Re-index** from the menu bar from the Database Records Management screen.

The Compress function will rewrite the database taking out all records marked for deletion. Also, any index files associated with this database will be completely rewritten to reflect the changes.

NOTE: THIS FUNCTION WILL PERMANENTLY ERASE ALL MARKED RECORDS

## 17.15 Sorting the Database

To sort the database click the **Sort and Re-index Database** icon  or choose **File | Sort and Re-index Database** from the Database Records Management screen.

You will be presented with the following items.

### Sort Key

An index expression to be used as the sort key. This can be a field name or an expression involving several fields. Available field names will be displayed in the Dialog Box. If an *index file* (page 155) has been created for the database, the index value expression will be displayed as well.

## Sort Sequence

Indicate which order the database is to be sorted. The sort order can be Ascending or Descending order.

## 17.16 Writing Database Records to a Text File

To write all database information to a text file, click the **Write All Records to Text File** icon  or choose **File | Write All Records to Text File** from the Database Records Management screen.

This option converts all records in the current database to standard text records. The resulting file can then be used as input to another program, edited, sent across communication lines, etc.

When selected, you will be prompted to enter the name of the file to be written. Choose the path and filename.

The resulting file will contain *one fixed length line* for each database record. Each line will be terminated by a carriage return - line feed sequence. Within the record, each field will occupy a fixed number of spaces equal to the field length in spaces in the database field. There are no separators between fields.

## 17.17 Appending Records to a Database

To append records from an existing text file, click the **Append Records from Text File** icon  or choose **File | Append Records from Text File** from the Database Records Management screen.

This function allows you to add records from a standard text file to the database currently selected, such as records that are resident on a host computer system.

Before appending any records, you must first *create a database* (page 150) in the software to accept the data. Make sure that this new database structure is exactly the same as the one you are appending from. It should contain the same number of fields, name of fields, field types and field lengths so that no data is lost.

When selected, you will be instructed to enter the name of the file that contains the records to be read. At the same time, the software displays a list of currently defined .TXT files in alphabetical order. When entering the file name, you may include a drive designator, a path and file extension.

For example: C:\datafile.dat. You may select the desired file. Then click OK or press ENTER when done.

The text file must contain one line for each database record. See *Writing Database Records to a Text File* (page 163). Within the record, each field should occupy a fixed number of columns equal

to the field length in the database. There should be no separators between fields. A carriage return - line feed sequence must terminate each record. If a record contains more data than can fit in a database record, then data beyond the columns for the last database field will be ignored. If a record contains less data than required for the database record, then the record beyond will be padded with blanks to fill the remainder of the database record.

**Sample text file to be appended to a database:**

John Smith	1234 Main Street	Chicago	Illinois
Bill Jones	810 West Blvd.	Detroit	Michigan
Bob Cooper	1112 Euclid Avenue	Cleveland	Ohio
Michael Goldsmith	123 North LorainAve.	GrandHaven	New York

The last record in the text file above illustrates the point that the append function works on columns with no separators between fields.

## 17.18 Erase ALL Records

To erase ALL records from a database, click on the **Erase All Records** icon  or choose **Edit | Erase All Records** from the menu bar on the Database Records Management screen.

You will be prompted to confirm this action. To proceed with erasing ALL records in the database, click OK, or click Cancel.

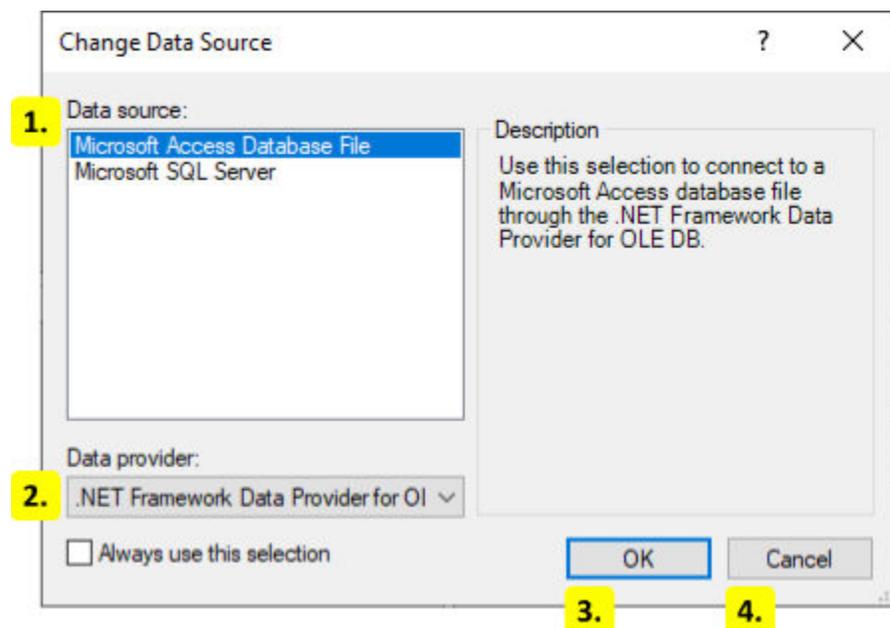
## PRINT HISTORY CONSOLE

### 18.1 Initial Setup

A prompt for a connection to the history database is shown the first time the Print History Console is run. See *Connection Properties* (page 165) for more information on setting up the database connection.

#### 18.1.1 Connection Properties

##### Data Source



##### 1. Data source

The print history data source. Choose between Microsoft Access and SQL Server.

## 2. Data provider

The data provider for the selected data source. Use this to change the database driver.

## 3. OK

Choose the selected data source and provider.

## 4. Cancel

Close this dialog.

## SQL

The screenshot shows the 'Connection Properties' dialog box with the following fields and buttons highlighted by numbered yellow boxes:

- 1.** Data source: Microsoft SQL Server (SqlClient) [Change...]
- 2.** Server name: [Refresh]
- 3.** Log on to the server: Authentication: SQL Server Authentication [User name: [Password: [Save my password]]]
- 4.** Connect to a database: Select or enter a database name: [Attach a database file: [Browse...]]
- 5.** Advanced...
- 6.** Test Connection
- 7.** OK
- 8.** Cancel

## 1. Data Source

The data source and provider. Click the button to open the *Data Source* (page 165) dialog.

## 2. Server Name

The name or uri of the server to connect to.

### 3. Authentication

Enter the authentication information used to connect to the server.

### 4. Database

Select the database on the server to connect to.

### 5. Advanced

Set advanced connection properties for the provider.

### 6. Test Connection

Attempt to connect to the database.

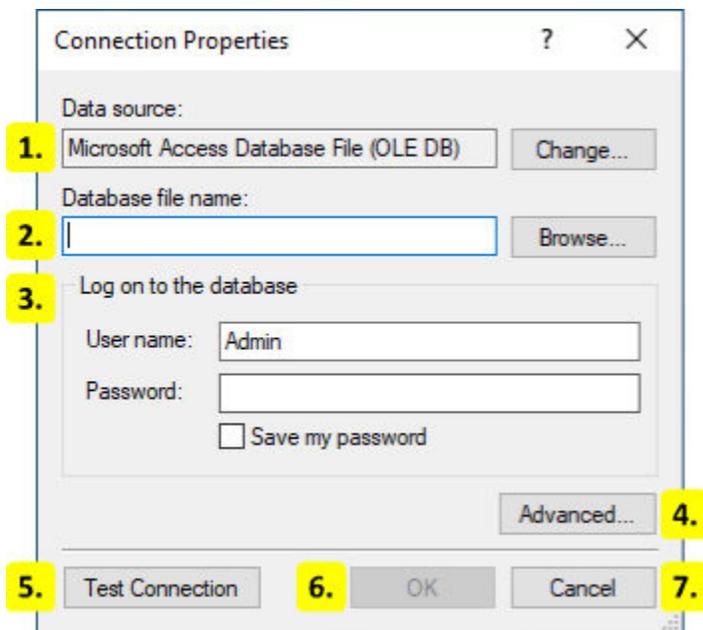
### 7. OK

Save the database connection.

### 8. Cancel

Keep the previous database connection.

## Access



### 1. Data Source

The data source and provider. Click the button to open the *Data Source* (page 165) dialog.

### 2. Database File

Select the Access database file.

### 3. **Authentication**

Enter the username and password for the Access file.

### 4. **Advanced**

Set advanced connection properties for the provider.

### 5. **Test Connection**

Attempt to connect to the database.

### 6. **OK**

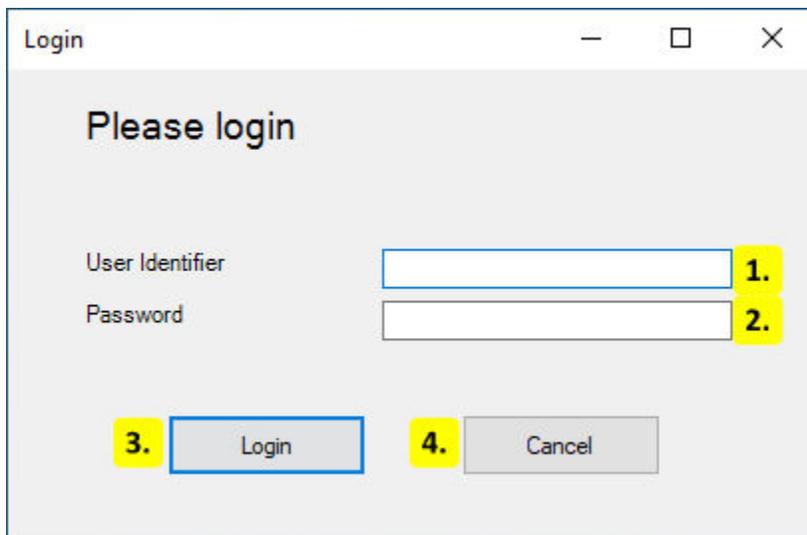
Save the database connection.

### 7. **Cancel**

Keep the previous database connection.

## 18.2 Login Form

The login form is shown when the Print History Console is started and requires that an EASYLABEL user id and password is entered.



The screenshot shows a 'Login' dialog box with the following elements:

- Title bar: Login
- Header: Please login
- User Identifier input field (labeled 1.)
- Password input field (labeled 2.)
- Login button (labeled 3.)
- Cancel button (labeled 4.)

#### 1. **User Identifier**

Enter the EASYLABEL user identifier.

#### 2. **Password**

Enter the password for the user.

### 3. Login

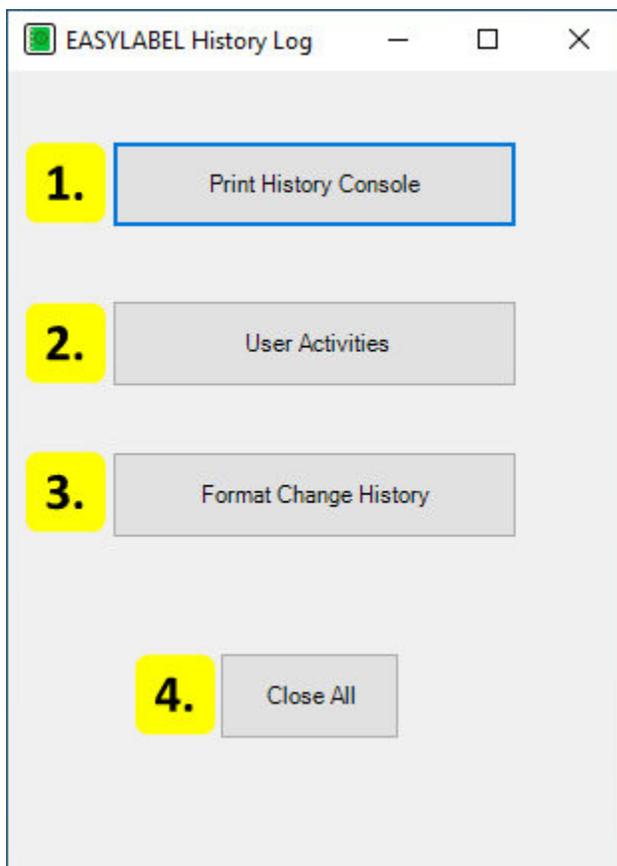
Login using the supplied user credentials.

### 4. Cancel

Cancel and exit the application.

## 18.3 Landing Page

The landing page is shown after signing in to the Print History Console and provides access to the different types of history saved by EASYLABEL.



#### 1. Print History Console

Opens the *Print History* (page 170) window. This shows the history of the jobs printed by EASYLABEL.

#### 2. User Activities

Opens the *User History* (page 180) window. This shows the history of EASYLABEL user accounts.

#### 3. Format Change History

Opens the *Format History* (page 182) window. This shows the history of formats modified by EASYLABEL.

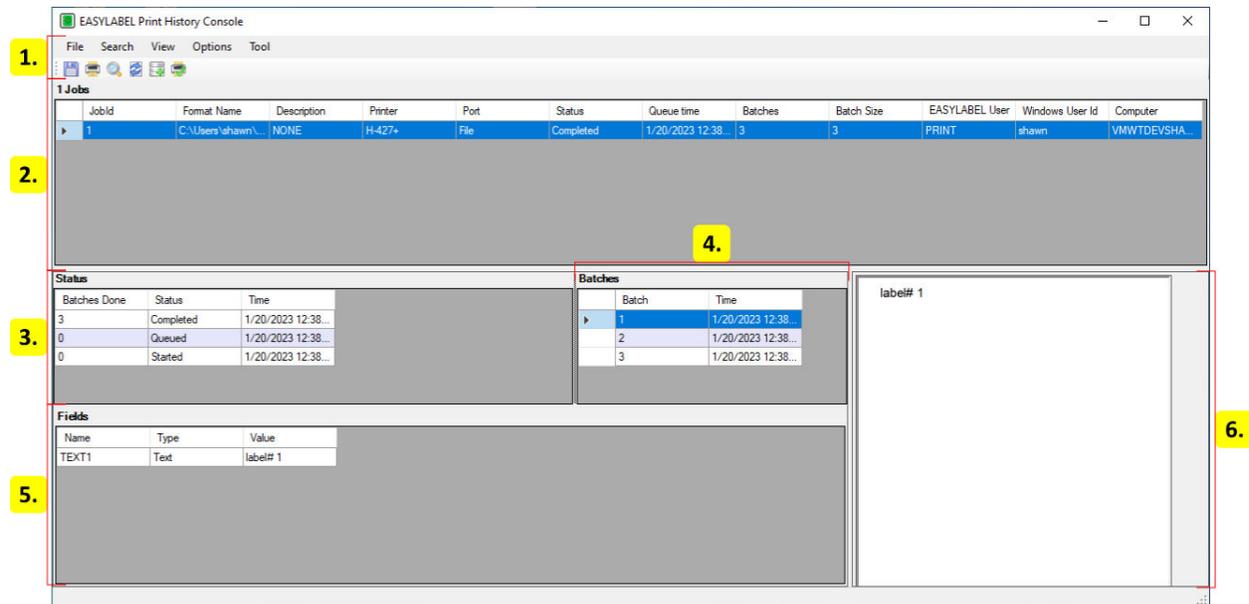
#### 4. Close All

Close the application and all of its windows.

## 18.4 History Types

### 18.4.1 Print History

#### History Window



1. *Menu and Toolbar* (page 171)

2. *Job Table* (page 172)

3. *Status Table* (page 173)

4. *Batch Table* (page 173)

5. *Field Table* (page 174)

6. **Label Image**

Displays an image of a label for the selected batch.

## Menu and Toolbar

- **File**
  - **Save Format As FMT**

Save the selected job as an EASYLABEL format file.
  - **Export Job List As CSV**

Export all jobs as a CSV file.
  - **Export Job List As TXT**

Export all jobs as a text file.
  - **Print Format**

Print all batches for the selected job.
  - **Print Batch**

Print the selected batches for the selected job
  - **Export Data For Selected Job**

Export the row of the selected job as a CSV file.
  - **Import Report Files**

Import EASYLABEL report (.rpt) files.
  - **Exit**

Close the print history.
- **Search**

Open the *Search Form* (page 175) to change the search criteria.
- **View**
  - **User Activity Log**

Open the *User History* (page 180).
  - **Format Change History**

Open the *Format History* (page 182).
  - **Refresh**

Refresh the print history data.
- **Options**

- **Setup Database Connection**

Change the database connection. See *Connection Properties* (page 165) for more information.

- **User Preferences**

Open the *User Preferences* (page 178) form to set the print history preferences.

- **Tool**

- **Move Job(s)**

Opens the *Move Print Jobs* (page 178) form for moving jobs from one database to another. Only enabled when using an sql database.

## Job Table

1 Jobs	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
	JobId	Format Name	Description	Printer	Port	Status	Queue time	Batches	Batch Size	EASYLABEL User	Windows User Id	Computer
▶	1	C:\Users\shawn\...	NONE	H-427+	File	Completed	1/20/2023 12:38:37 PM	3	3	PRINT	shawn	VMWTDEV...

1. **JobId**

The id of the job. This is the history id and not the id used in the EASYLABEL queue.

2. **Format Name**

The path to the format that was printed.

3. **Description**

The description of the job when it was created.

4. **Printer**

The printer the job was sent to.

5. **Port**

The port the job was printed on.

6. **Status**

The current or final status of the job.

7. **Queue Time**

The time the job was added to the queue.

8. **Batches**

The number of batches to print.

**9. Batch Size**

The number of identical labels in each batch.

**10. EASYLABEL User**

The id of the EASYLABEL user that created the job.

**11. Windows User Id**

The id of the Windows user that created the job.

**12. Computer**

The hostname of the computer the job was created on.

**Status Table**

<b>Status</b> <b>1.</b>	<b>2.</b>	<b>3.</b>
Batches Done	Status	Time
3	Completed	1/20/2023 12:38...
0	Queued	1/20/2023 12:38...
0	Started	1/20/2023 12:38...

**1. Batches Done**

The number of batches done at the time of the status event.

**2. Status**

The status event.

**3. Time**

The time the status event occurred.

**Batch Table**

<b>Batches</b>	<b>1.</b>	<b>2.</b>
	Batch	Time
▶	1	1/20/2023 12:38...
	2	1/20/2023 12:38...
	3	1/20/2023 12:38...

**1. Batch**

The batch number.

## 2. Time

The time the batch was printed.

### Field Table

Fields	1.	2.	3.
Name	Type	Value	
TEXT1	Text	label# 1	

#### 1. Name

The name of the field.

#### 2. Type

The type of the field.

#### 3. Value

The value of the field

## Search Form

The screenshot shows a search form titled "Specify Search Criteria" with the following fields and callouts:

- 1.** EASYLABEL User Id: A dropdown menu with "<ALL>" selected.
- 2.** Computer: A dropdown menu with "<ALL>" selected.
- 3.** Printer: A dropdown menu with "<ALL>" selected.
- 4.** Date Range: A section containing two date pickers.
- 5.** Start Date: A date picker showing "Monday, January 23, 2023".
- 6.** End Date: A date picker showing "Monday, January 23, 2023".
- 7.** Time Range: A section containing two time pickers.
- 8.** Start Time: Two dropdowns for "Hour" (0) and "Minute" (0).
- 9.** End Time: Two dropdowns for "Hour" (23) and "Minute" (59).
- 10.** Search Field Data: A text input field.
- 11.** OK: A button.
- 12.** Cancel: A button.

### 1. EASYLABEL User Id

The user id to search. If a user id is specified then only jobs created by that user are shown.

### 2. Computer

The hostname of the computer to search. If a computer is specified then only jobs created by that computer are shown.

### 3. Printer

The name of the printer to search. If a printer is specified then only jobs created for that printer are shown.

### 4. Date Range

The range of dates to show changes for. Only changes within this range are shown.

### 5. Start Date

The starting date. Any dates before this are not shown.

6. **End Date**

The ending date. Any dates after this are not shown.

7. **Time Range**

The range of times to show changes for. Only changes within this range are shown.

8. **Start Time**

The starting time. Any time before this is not shown.

9. **End Time**

The ending time. Any time after this is not shown.

10. **Search Field Data**

The field data to search. Only jobs that contain a label with that field data are shown.

11. **Ok**

Apply the search conditions to the window.

12. **Cancel**

Keep the current search conditions.

## Print Form

Print Selected Batches

Select a printer

1. H-427+  
170XiII/170XiIII  
Microsoft XPS Document Writer  
Microsoft Print to PDF  
HP LaserJet Pro M11DW  
Fax  
Dump

Batch Size (Duplicates) 1 2.

MEMO

3.

3. Print 5. Cancel

### 1. Printer List

The list of printers that can be printed to. Click on a printer to select it.

### 2. Batch Size

The number of copies to print.

### 3. Memo

The description to use for the print job.

### 4. Print

Print the batches on the selected printer.

### 5. Cancel

Close the form without printing.

## User Preferences

The screenshot shows a 'User Preferences' dialog box with the following elements:

- 1. A spinner box for 'Check for new jobs every:' set to '60' seconds.
- 2. A spinner box for 'On startup, show labels printed within:' set to '7' days.
- 3. An 'OK' button.
- 4. A 'Cancel' button.

### 1. Check for New Jobs

Set the refresh rate of the print history. The print history window will be refreshed automatically at this interval.

### 2. Initial Date Range

The print history will initially only show jobs printed within this set number of days. Change this or search using a custom date to see older jobs.

### 3. Ok

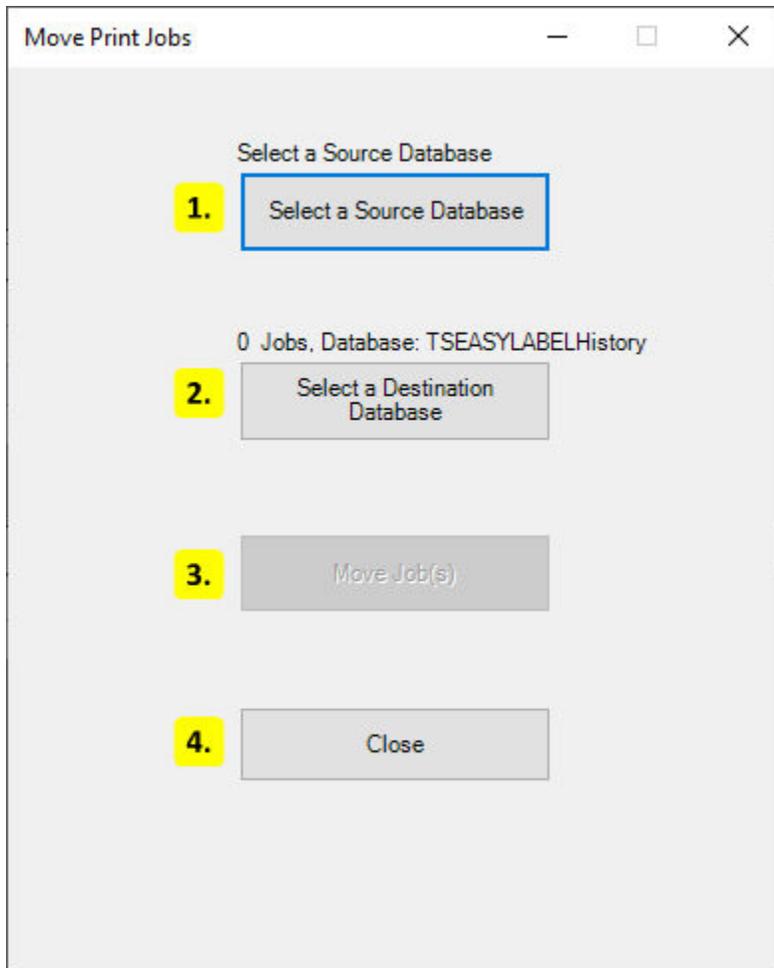
Save the preferences and close this form.

### 4. Cancel

Close the form without saving changes.

## Move Print Jobs

This form is used to move jobs from one database to another. It is only enabled for sql databases.



**1. Source Database**

Select the database to move from.

**2. Destination Database**

Select the database to move to.

**3. Move Job(s)**

Move the jobs to the database.

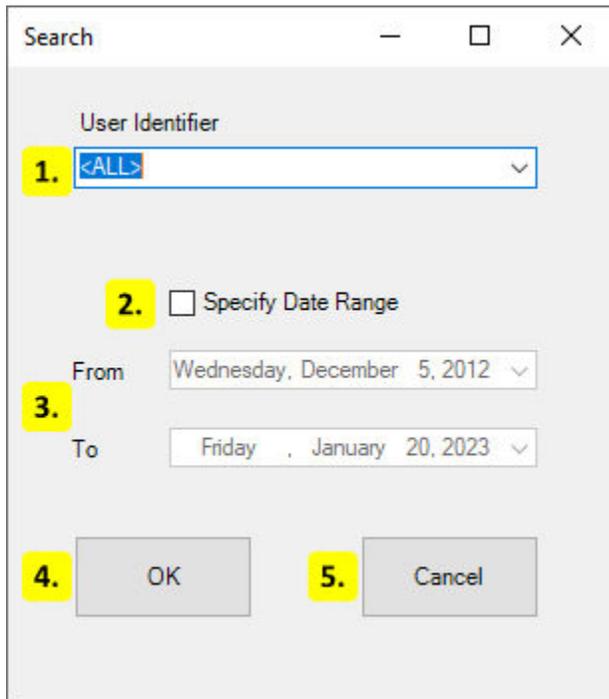
**4. Close**

Close this form.

## 18.4.2 User History

### Search Form

The search form is shown before the user history is opened and controls what content is shown in the history window.



#### 1. User Identifier

The user id to search. If a user id is specified then only activities by that user are shown.

#### 2. Specify Date Range

Enabling allows a date range to be specified.

#### 3. Date Range

The range of dates to show history for. Only records within this range are shown.

#### 4. OK

Apply the search conditions to the history window. Shows the history window if it was not yet shown.

#### 5. Cancel

Keep the current history window search conditions. Does nothing if the history window was not yet shown.

## History Window

**1.** File Search Refresh

	LogId <b>3.</b>	Computer <b>4.</b>	UserId making change <b>5.</b>	UserId with data changed <b>6.</b>	Action <b>7.</b>	Time <b>8.</b>
<b>2.</b>	9	VMWTDEVSHA...	PRINT		Logged out	1/20/2023 12:38...
	8	VMWTDEVSHA...	PRINT		Log in	1/20/2023 12:38...
	7	VMWTDEVSHA...	EDIT		Logged out	1/20/2023 12:37...
	6	VMWTDEVSHA...	EDIT		Log in	1/20/2023 12:37...
	5	VMWTDEVSHA...	EDIT		Failed Log in	1/20/2023 12:37...
	4	VMWTDEVSHA...	MANAGER		Logged out	1/20/2023 12:36...
	<b>3.</b>	VMWTDEVSHA...	MANAGER	EDIT	Add User	1/20/2023 12:36...
	2	VMWTDEVSHA...	MANAGER		Log in	1/20/2023 12:36...
	1	VMWTDEVSHA...	MANAGER		Failed Log in	1/20/2023 12:36...

**9.** Password has been updated.  
 Old User:  
 New User: EDIT  
 Old Permissions:  
 New Permissions: FMT, . . . DAT, . . .

### 1. Menu

- **File**

- **Exit**

Close the user history.

- **Search**

Show the *Search Form* (page 180) again to apply new search criteria.

- **Refresh**

Reload the data from the database.

### 2. History Row

The table row contains the record of the activity.

### 3. LogId

The id of the activity.

### 4. Computer

The hostname of the computer that has the user.

### 5. User id making change

The id of the user that the activity is for.

**6. User id with data changed**

The id of the user that was changed. May be empty if no user was changed.

**7. Action**

The action made by the user.

**8. Time**

The date and time the activity occurred.

**9. User Changes**

The changes that were made to the user. May be empty if no user was changed.

### **18.4.3 Format History**

#### **Search Form**

The search form is shown before the format history is opened and controls what content is shown in the history window.

The screenshot shows a 'Search' dialog box with the following elements:

- 1.** A dropdown menu for 'User Identifier' with '<ALL>' selected.
- 2.** A dropdown menu for 'Format' with '<ALL>' selected.
- 3.** An unchecked checkbox labeled 'Specify Date Range'.
- 4.** Two date selection fields: 'From' (Wednesday, December 5, 2012) and 'To' (Friday, January 20, 2023).
- 5.** An 'OK' button.
- 6.** A 'Cancel' button.

### 1. User Identifier

The user id to search. If a user id is specified then only changes by that user are shown.

### 2. Format

The format to search. If a format path is specified then only changes to the format with that path are shown.

### 3. Specify Date Range

Enabling allows a date range to be specified.

### 4. Date Range

The range of dates to show changes for. Only changes within this range are shown.

### 5. OK

Apply the search conditions to the history window. Shows the history window if it was not yet shown.

### 6. Cancel

Keep the current history window search conditions. Does nothing if the history window was not yet shown.

## History Window

1.	File Search Refresh						
2.	3.	4.	5.	6.	7.	8.	9.
	Format	Backup format	Reason	Time	EASYLABEL User Id	Windows User Id	Computer
	C:\Users\shawn\...			1/20/2023 12:37...	EDIT	shawn	VMWTDEVSHA...

### 1. Menu

- **File**

- **Save report as CSV**

Export the history window contents as a CSV file.

- **Print**

Print the history window contents.

- **Exit**

Close the format history.

- **Search**

Show the *Search Form* (page 182) again to apply new search criteria.

- **Refresh**

Reload the data from the database.

### 2. History Row

The table row contains the record of the logged change.

### 3. Format

The path to the format that was changed.

### 4. Backup Format

The path to the format backup created by EASYLABEL. This only exists if both the “Format Change History” *program option* (page 116) and “Save Backup Format” *format option* (page 55) were set.

**5. Reason**

The reason the format was changed. This only exists if the “Prompt for Change Reason” *program option* (page 116) was enabled.

**6. Time**

The date and time the format was changed.

**7. EASYLABEL User Id**

The id of the EASYLABEL user that changed the format.

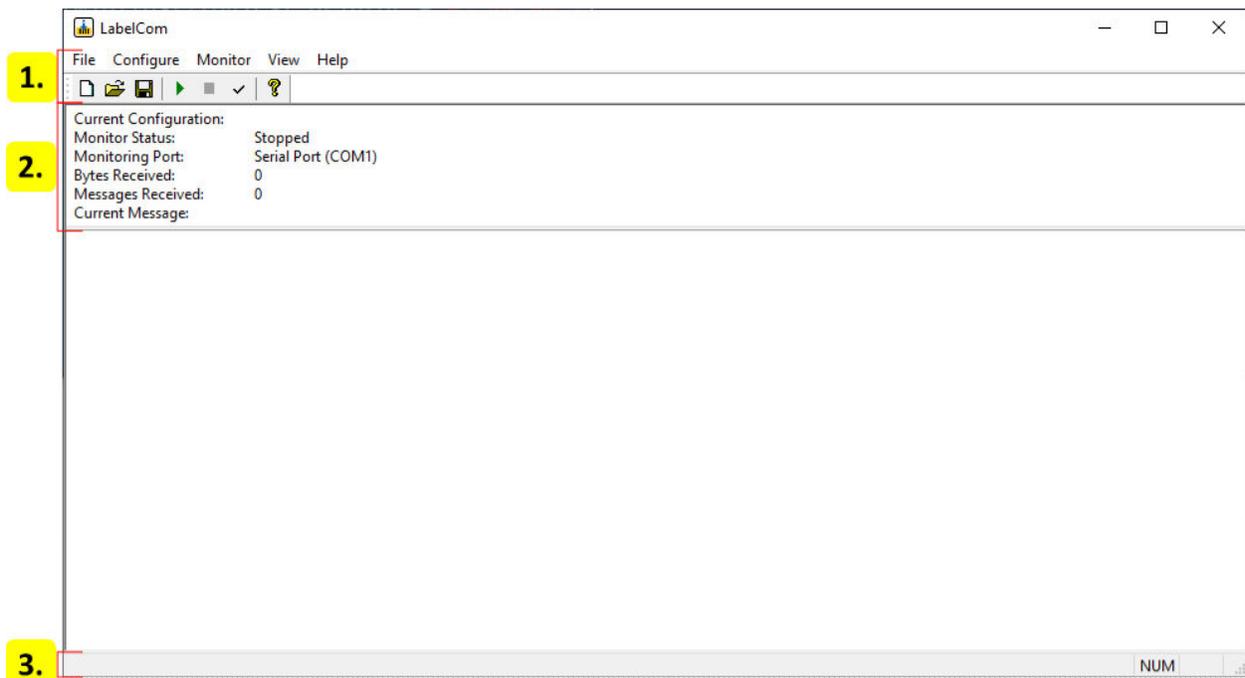
**8. Windows User Id**

The id of the Windows user that changed the format.

**9. Computer**

The hostname of the computer that changed the format.

## 19.1 Layout



1. *Menu and Toolbar* (page 187)
2. *Monitor Info* (page 188)
3. *Status Bar* (page 189)

## 19.2 Menu and Toolbar

### 19.2.1 File

- **New**  
Create a new LabelCom configuration. This steps through the various *dialogs* (page 190).
- **Open**  
Open an existing LabelCom configuration.
- **Save**  
Save the current LabelCom configuration.
- **Save As**  
Save the current LabelCom configuration in another location.
- **Exit**  
Exit LabelCom.

### 19.2.2 Configure

- **Data Source**  
Change the data source. Opens the *Data Source* (page 190) dialog.
- **Extract Data**  
Change how data is extracted. Opens the *Extract Data* (page 192) dialog.
- **Label Format**  
Change the label format and field data that is printed. Opens the *Label Format* (page 193) dialog.
- **Printer**  
Change the printer to print the format to. Opens the *Printer Selection* (page 194) dialog.
- **Custom Processing**  
Create a program that is run before the label is printed. Opens the *Custom Processing* (page 195) dialog.
- **Auto Start**  
Enable this to start the monitor when the configuration is loaded.

### 19.2.3 Monitor

- **Start**  
Begin monitoring the data source.
- **Stop**  
Stop monitoring the data source
- **Test**  
Manually enter data to test the current configuration.

### 19.2.4 View

- **Toolbar**  
Show or hide the toolbar.
- **Status Bar**  
Show or hide the status bar.

### 19.2.5 Help

- **About LabelCom**  
Display the version info and copyright information.

## 19.3 Monitor Info

1.	Current Configuration:	C:\Users\shawn\Documents\formats\labelcom.lcm
2.	Monitor Status:	Running
3.	Monitoring Port:	USB HID or Keyboard Wedge
4.	Bytes Received:	10
5.	Messages Received:	1
6.	Current Message:	1/2/3,123\x0D
<hr/>		
7.	LabelDate	1/2/3
	ID	123

### 1. **Current Configuration**

Displays the path to the current LabelCom configuration file.

### 2. **Monitor Status**

Shows whether or not the monitor is running.

### 3. **Monitoring Port**

Displays the port or file that is being monitored.

### 4. **Bytes Received**

Displays the total number of bytes read.

### 5. **Messages Received**

Displays the total number of messages read.

### 6. **Current Message**

Displays the last message read or the current message being read.

### 7. **Field Values**

Shows a list of the current values of the format fields.

## 19.4 Status Bar



### 1. **Instructions**

Instructional messages for the current action are displayed here.

### 2. **Caps Lock**

Displayed when the keyboards caps lock button is enabled.

### 3. **Number Lock**

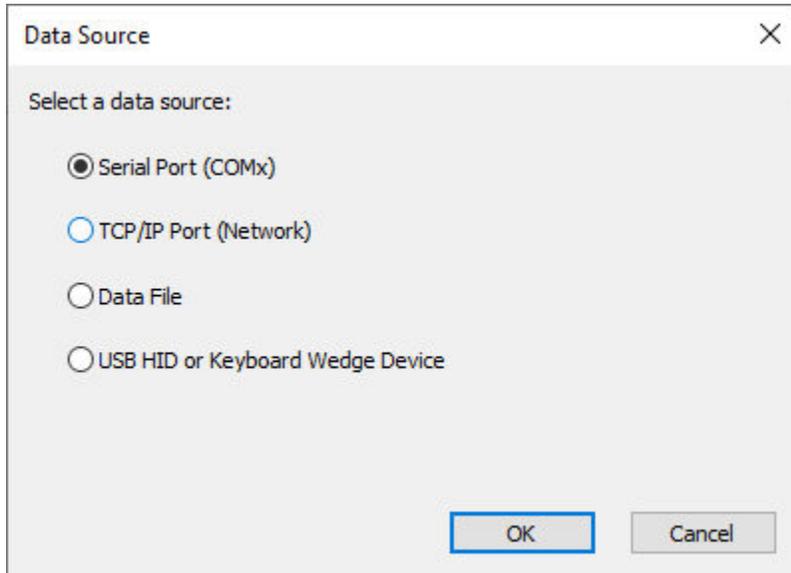
Displayed when the keyboards number lock button is enabled.

### 4. **Scroll Lock**

Displayed when the keyboards scroll lock button is enabled.

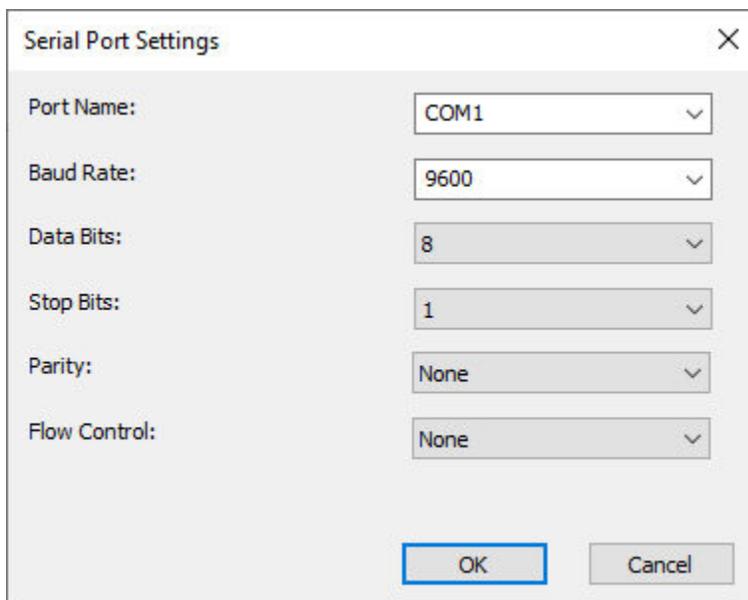
## 19.5 Dialogs

### 19.5.1 Data Source



#### Serial Port

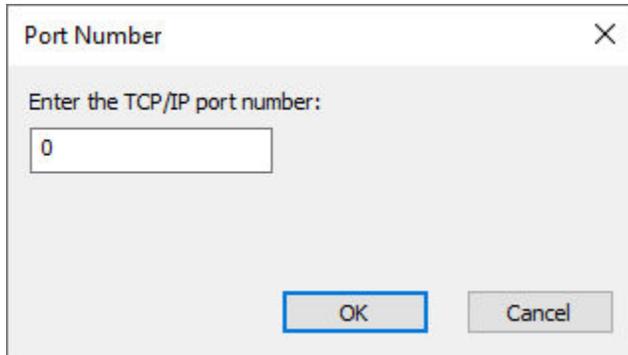
If the Serial Port option is selected then LabelCom will monitor data from a serial device. The following dialog is shown after clicking OK when the Serial Port option is selected.



The serial port settings dialog configures the serial port. The options in this dialog should match the settings or the requirements of the device being monitored.

## TCP Port

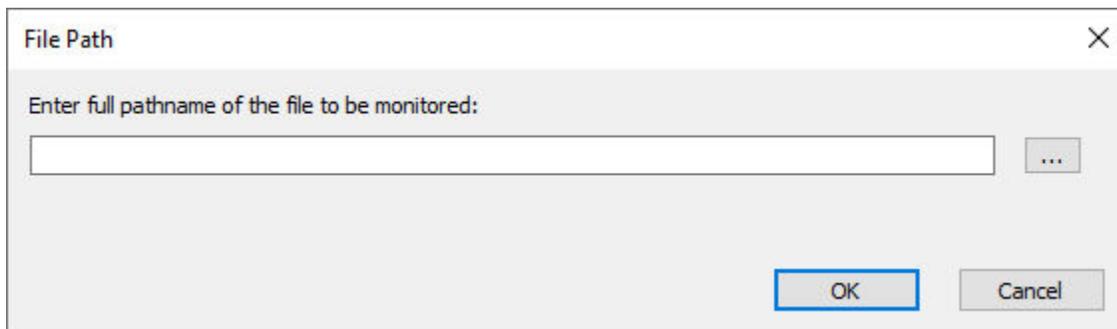
If the TCP/IP Port option is selected then LabelCom will monitor data from the network. The following dialog is shown after clicking OK when the TCP/IP Port option is selected.



The port number dialog configures the TCP port that LabelCom will use to monitor data. LabelCom will accept connections to this port and will read the data from those connections. LabelCom only supports one connection at a time.

## Data File

If the Data File option is selected then LabelCom will monitor data from a file. The following dialog is shown after clicking OK when the Data File option is selected.

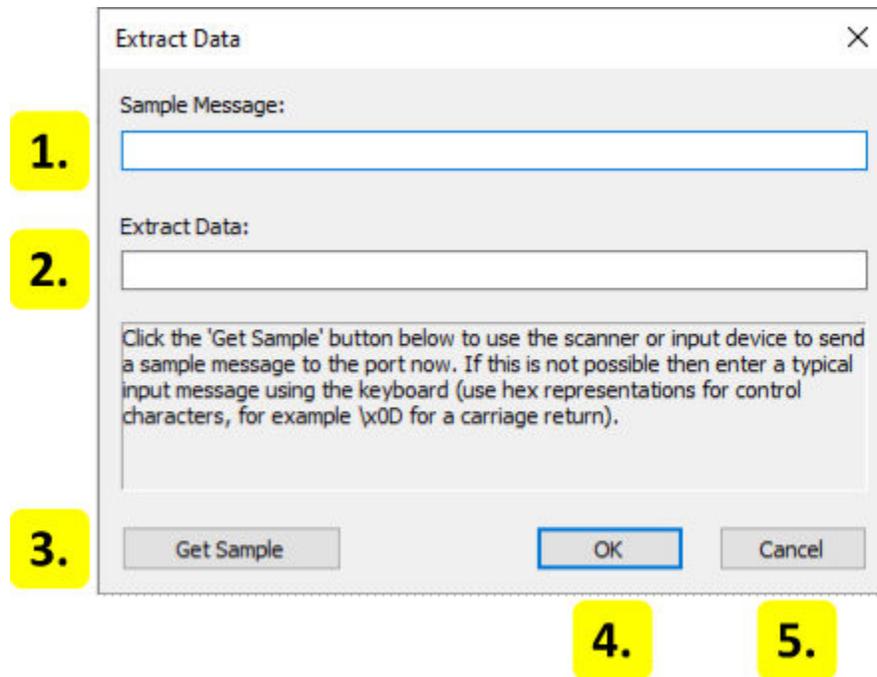


The file path dialog is used to set the path to the file to monitor. LabelCom will monitor the modification date and time of the file. If the file is changed LabelCom will read its entire contents.

## USB HID or Keyboard Wedge Device

If the USB HID or Keyboard Wedge Device option is selected then LabelCom will monitor keyboard input.

### 19.5.2 Extract Data



#### 1. Sample Message

This box contains a sample of the data that LabelCom may receive from the data source. The data may be entered manually but it is recommended to use the “Get Sample” button instead.

#### 2. Extract Data

This box is used to define how data is extracted from the sample message. Any data in between square brackets [ and ] is extracted. Except for the square brackets, the data in this box must match the data in “Sample Message”. It is recommended to use the “Get Sample” button to fill this box and then manually insert square brackets around the data to be extracted.

#### 3. Get Sample

Clicking this button gets a sample message from the configured data source and replaces both “Sample Message” and “Extract Data” with the new sample message.

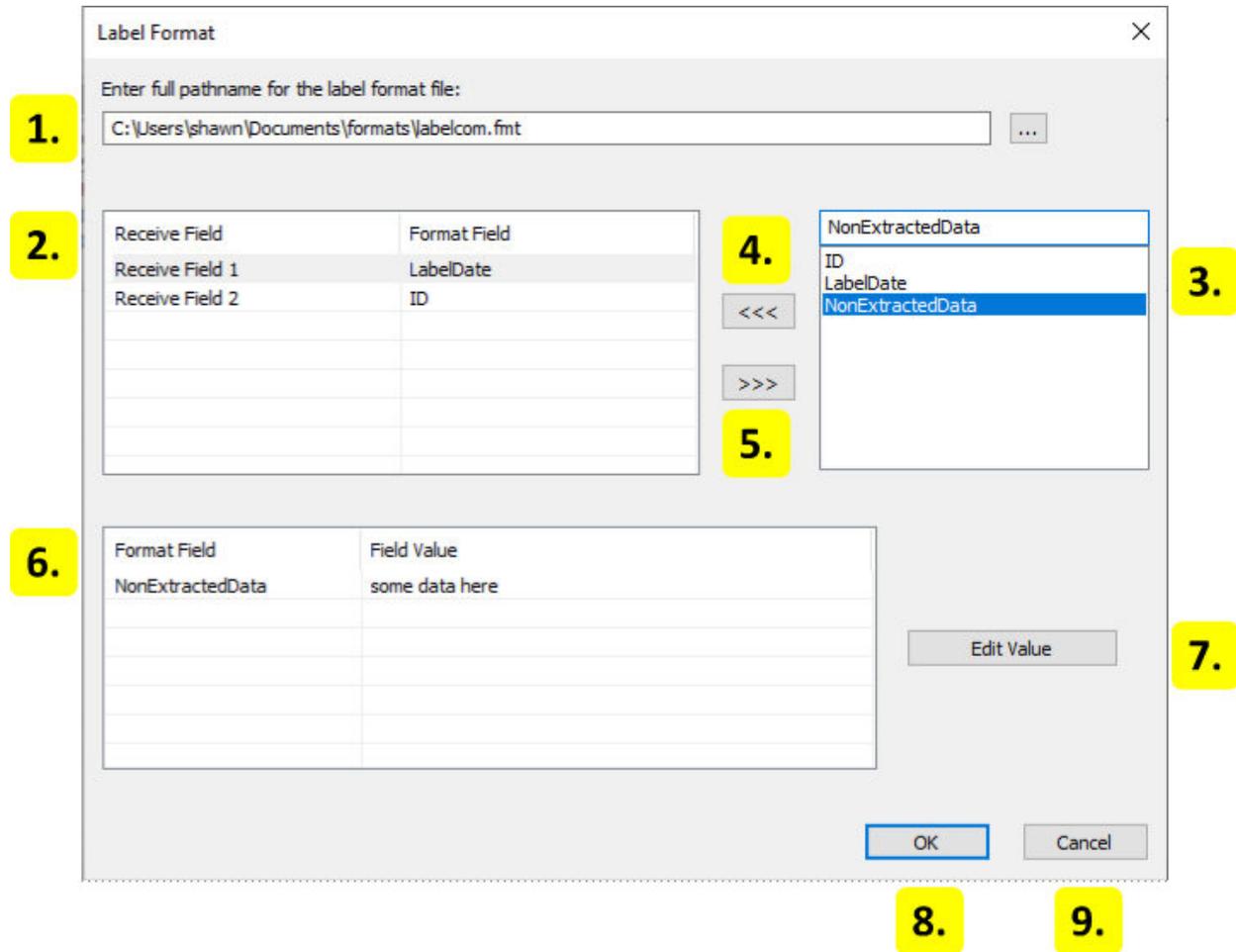
#### 4. OK

Keep the changes and close this dialog

#### 5. Cancel

Discard any changes and go back to the previous screen.

### 19.5.3 Label Format



#### 1. Format Path

Contains the path to the format file. Enter the path here or click the button to the right of the box to select the format file.

#### 2. Receive Fields

Contains a list of the receive fields. The receive fields receive the data extracted by LabelCom in the order that they are listed here. For example Receive Field 2 receives the second block of extracted data from LabelCom.

#### 3. Available Receive Fields

Lists the available variable fields in the format which can be used as a receive field.

#### 4. Set Receive Field

Set a format field as a receive field. Sets the selected receive field on the left to the selected format field on the right.

5. **Remove Receive Field**

Clears the format field for the selected receive field on the left.

6. **Variable Data**

Lists the data for variable fields in the format that are not used as receive fields.

7. **Edit Value**

Sets the data for the variable field selected in the list to the left.

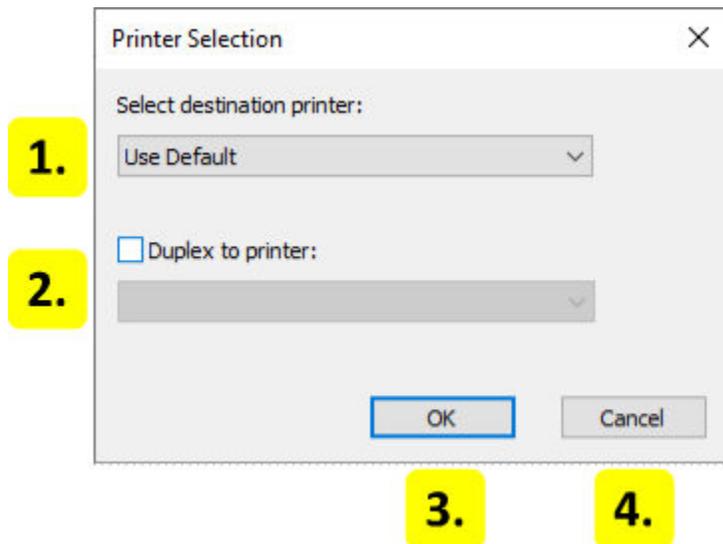
8. **Cancel**

Discard any changes and go back to the previous screen.

9. **OK**

Keep the changes and close this dialog

## 19.5.4 Printer Selection



1. **Destination Printer**

Select the printer to print to. Leave as "Use Default" to select the first matching printer for which the format was designed for.

2. **Duplex Printer**

Click the checkbox to enable duplex printing then select the duplex printer from the drop-down.

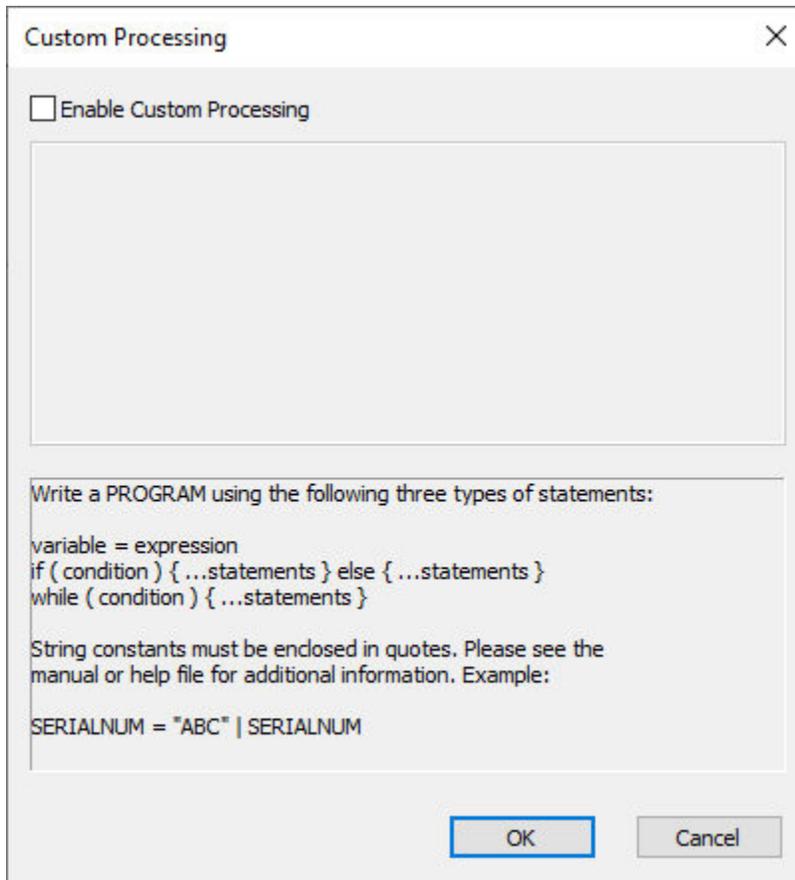
### 3. **Ok**

Keep the changes and close this dialog

### 4. **Cancel**

Discard any changes and go back to the previous screen.

## 19.5.5 Custom Processing



A custom program sequence can be entered when “Enable Custom Processing” is checked. Programs can use the following three types of statements:

#### 1. `variable = expression`

Where variable is either a format field name, command file keyword, or a temporary variable name. If variable is a command file keyword then expression must match the rules for that keyword. Otherwise expression should follow the same rules as arithmetic fields.

#### 2. `if ( condition ) { ...statements } else { ...statements }`

#### 3. `while ( condition ) { ...statements }`

Click OK to keep the settings and close the dialog. Click Cancel to discard the changes and go back to the previous screen.

## XML MONITOR

Running the EASYLABEL XML Monitor will place an icon in the Windows notification area. Right clicking on the icon will bring up the following options:

- **Properties**

Displays the monitor *properties* (page 198). Double clicking on the icon will also open the properties.

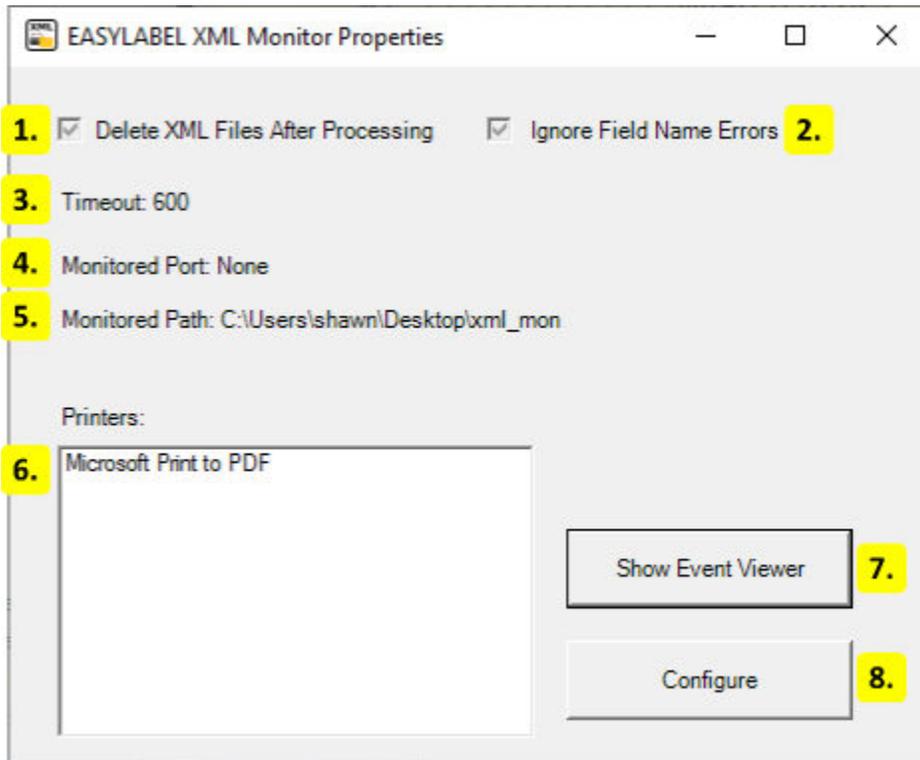
- **About**

Displays the version and copyright info.

- **Exit**

Stops and closes the monitor.

## 20.1 Properties



### 1. Delete XML Files After Processing

If this is enabled then XML files added to the monitored folder are deleted after they are processed.

### 2. Ignore Field Name Errors

If this is enabled then variable data is ignored when there is no field in the format with the same name. If it is disabled then the label is not printed and an error is recorded in the event log.

### 3. Timeout

The timeout to use for tcp connections. If the time since the last byte received exceeds this then the XML content received up to that point is processed.

### 4. Monitored Port

The tcp port being monitored. Any XML files sent to this port are processed. The monitor only supports a single tcp connection. Files sent over tcp are written to the monitored path with a random filename.

### 5. Monitored Path

The path to the folder being monitored. Any XML files added to this folder are processed.

## 6. Printers

The printers that are configured for printing. Three (3) printer ‘seats’ are included with EASYLABEL Platinum with additional seats available for purchase. The XML monitor supports up to 255 printer seats per system.

## 7. Show Event Viewer

Opens the Windows Event Viewer. The monitor adds events to the “Application and Services Logs” under the name EASYLABEL.

## 8. Configure

Opens the setup wizard. Follow the instructions in this wizard to change the xml monitor properties.

## 20.2 XML Structure

The EASYLABEL XML Monitor can process XML from Oracle WMS/MSCA, SAP, or other systems. The XML structure must meet one of the following specifications:

- Oracle WMS/MSCA Label Printing Integration Kit
- SAP Smart Forms XSF

It is recommended that the Oracle specification is used for systems or applications that are not Oracle WMS/MSCA or SAP.

### 20.2.1 Sample XML

The following is an example of an XML file using the Oracle specification. It prints the format C:\xml\_sample.fmt with 3 batches and 2 copies for each batch. The job in EASYLABEL is sent to the printer named “Tharo H-427+” and is given the description “Sample Description”. The when printed field named “PageNum” is given a value of 1.

```
<?xml version="1.0" encoding="utf-8" standalone="no"?>
<!DOCTYPE labels SYSTEM "label.dtd">
<labels>
  <label _FORMAT="C:\xml_sample.fmt" _QUANTITY="3" _DUPLICATES="2"
    _JOBNAME="Sample Description" _PRINTERNAME="Tharo H-427+">
    <variable name="PageNum">1</variable>
  </label>
</labels>
```

## 20.2.2 XML Document Type Definition (DTD)

Below is an XML Document Type Definition (DTD) which defines the elements and attributes used in the Oracle specification.

```

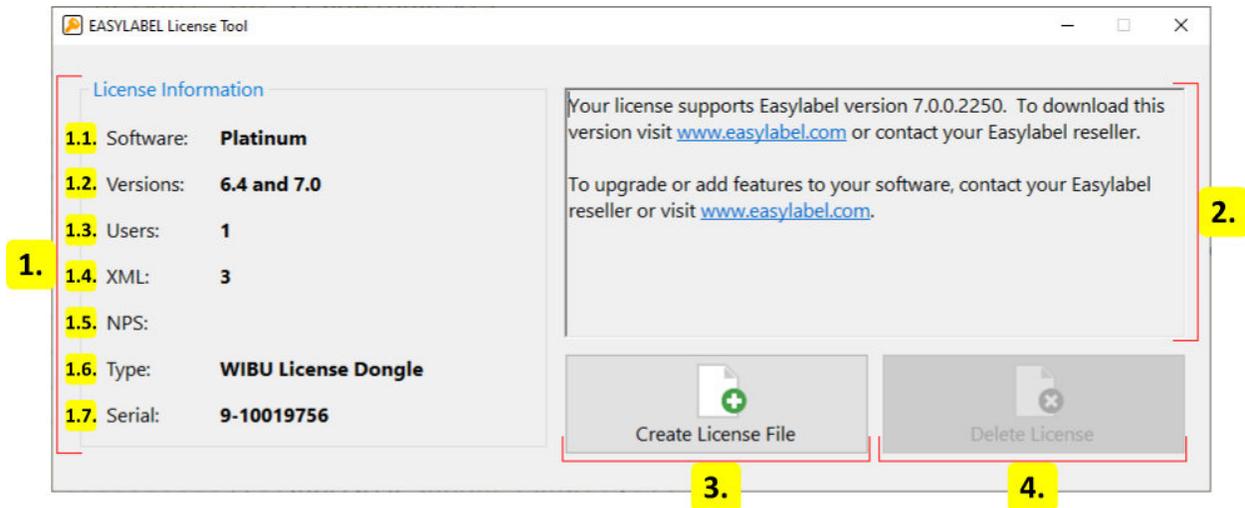
<!ELEMENT labels (label)*>
<!ATTLIST labels _FORMAT CDATA #IMPLIED>
<!ATTLIST labels _JOBNAME CDATA #IMPLIED>
<!ATTLIST labels _QUANTITY CDATA #IMPLIED>
<!ATTLIST labels _DUPLICATES CDATA #IMPLIED>
<!ATTLIST labels _PAGES CDATA #IMPLIED>
<!ATTLIST labels _PRINTERNUMBER CDATA #IMPLIED>
<!ATTLIST labels _PRINTERNAME CDATA #IMPLIED>
<!ELEMENT label (variable)*>
<!ATTLIST label _FORMAT CDATA #IMPLIED>
<!ATTLIST label _JOBNAME CDATA #IMPLIED>
<!ATTLIST label _QUANTITY CDATA #IMPLIED>
<!ATTLIST label _DUPLICATES CDATA #IMPLIED>
<!ATTLIST label _PAGES CDATA #IMPLIED>
<!ATTLIST label _PRINTERNUMBER CDATA #IMPLIED>
<!ATTLIST label _PRINTERNAME CDATA #IMPLIED>
<!ELEMENT variable (#PCDATA)>
<!ATTLIST variable name CDATA #IMPLIED>

```

## 20.3 XML Generator

The EASYLABEL XML Generator can be used to create XML files for printing with the EASY-LABEL XML Monitor. The generator shows a wizard for creating the xml file. XML files created by the generator use the Oracle format.

## EASYLABEL LICENSE TOOL



### 1. License Information

Shows information about the current license. Blank values are not applicable to the current license.

#### 1. Software

The software type that the license supports. This is the edition that was purchased. To upgrade contact an EASYLABEL reseller or visit <http://www.easylabel.com>.

#### 2. Versions

All versions supported by the license including any free upgrades. To upgrade to a newer version contact an EASYLABEL reseller or visit <http://www.easylabel.com>.

#### 3. Users

The number of users that can concurrently use the license. To add users contact an EASYLABEL reseller or visit <http://www.easylabel.com>.

#### 4. XML

The number of printers that can be configured for use with the EASYLABEL XML

Monitor component of EASYLABEL Platinum. To add printers contact an EASYLABEL reseller or visit <http://www.easylabel.com>.

5. **NPS**

The number of printers that can be configured for use with EASYLABEL Net Print Server. To add printers contact an EASYLABEL reseller or visit <http://www.easylabel.com>.

6. **Type**

The container type used to store the license.

7. **Serial**

The serial number that identifies the license.

2. **Instructions**

Shows instructions for the current state of the license.

3. **Create License File**

Creates a remote context file that contains information about the license and places it on the desktop. If no license exists then a new digital license will be created. A reseller or our team may need this receipt when upgrading or adding features.

4. **Delete License**

**Warning!** This may result in a loss of functionality. Please read the following thoroughly.

Deletes the current digital license. A prompt will be shown to confirm this action by entering the serial number. This will cause EASYLABEL to run in demo mode unless another license is added. A receipt for this action will be placed on the desktop. This file should be kept for record keeping. The receipt may be needed when receiving support. This is only enabled when using a digital license.

genindex

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