WinLabel User's Manual

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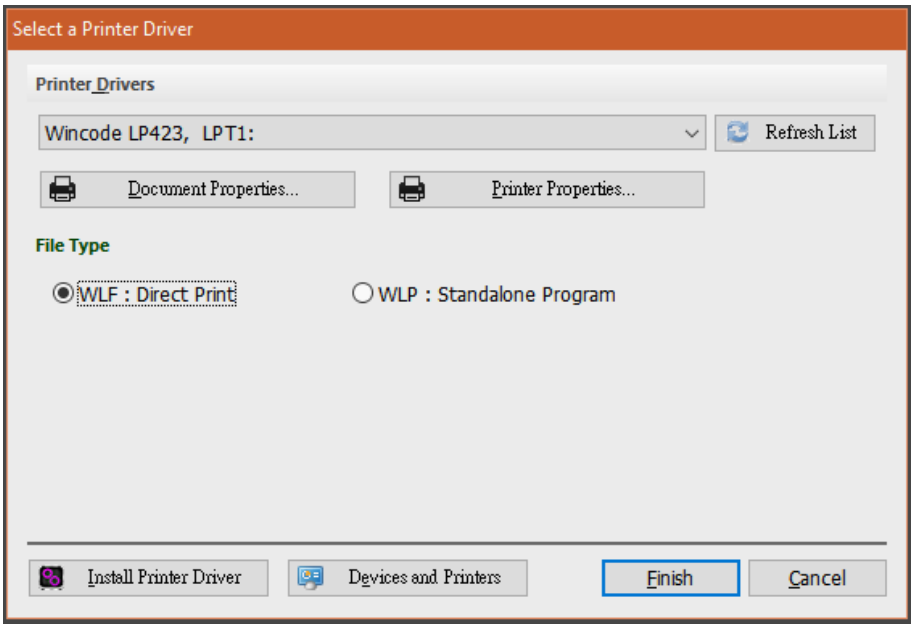
STARTUP

Click WinLabel icon on the desktop to open WinLabel program as below Figure 1, and then click the new label (or browse file list to open a saved label file), then select a printing method (Command Printing or Graphic Printing) and click the “Finish” button entering to the operation menu.

(Figure 1)



(Figure 2)

Item	*Description*
Document Properties	Please refer to the description of 3.1.2 Printing Setup
Printer Properties	Please refer to the description of 3.1.2 Printing Setup
WLF: Direct Print	Normal label design file
WLP: Standalone Program	Standalone file, only support LP423A and LP433A models for standalone operation
Install printer driver	Please refer to the description of 6.2 Install Driver
Devices and Printers	A shortcut connecting to the Devices and Printers of Windows dialog

1 OPERATING INTERFACE OVERVIEW

I. Start Button, Quick Access Toolbar and Style Setting Toolbar: Listing open/save, print, and other icons of common commands.

These command icons on the Quick Access Toolbar can be added/decreased by user's interest and demand.

Style Setting Toolbar has language and theme settings.

II. Functional Zone: Listing main functions of designing label for user to efficiently execute functional icons.

III. Label Switching Bar: A number of Label designs is placed on this bar to allow user to switch labels for editing. The selected label is appeared on the top screen.

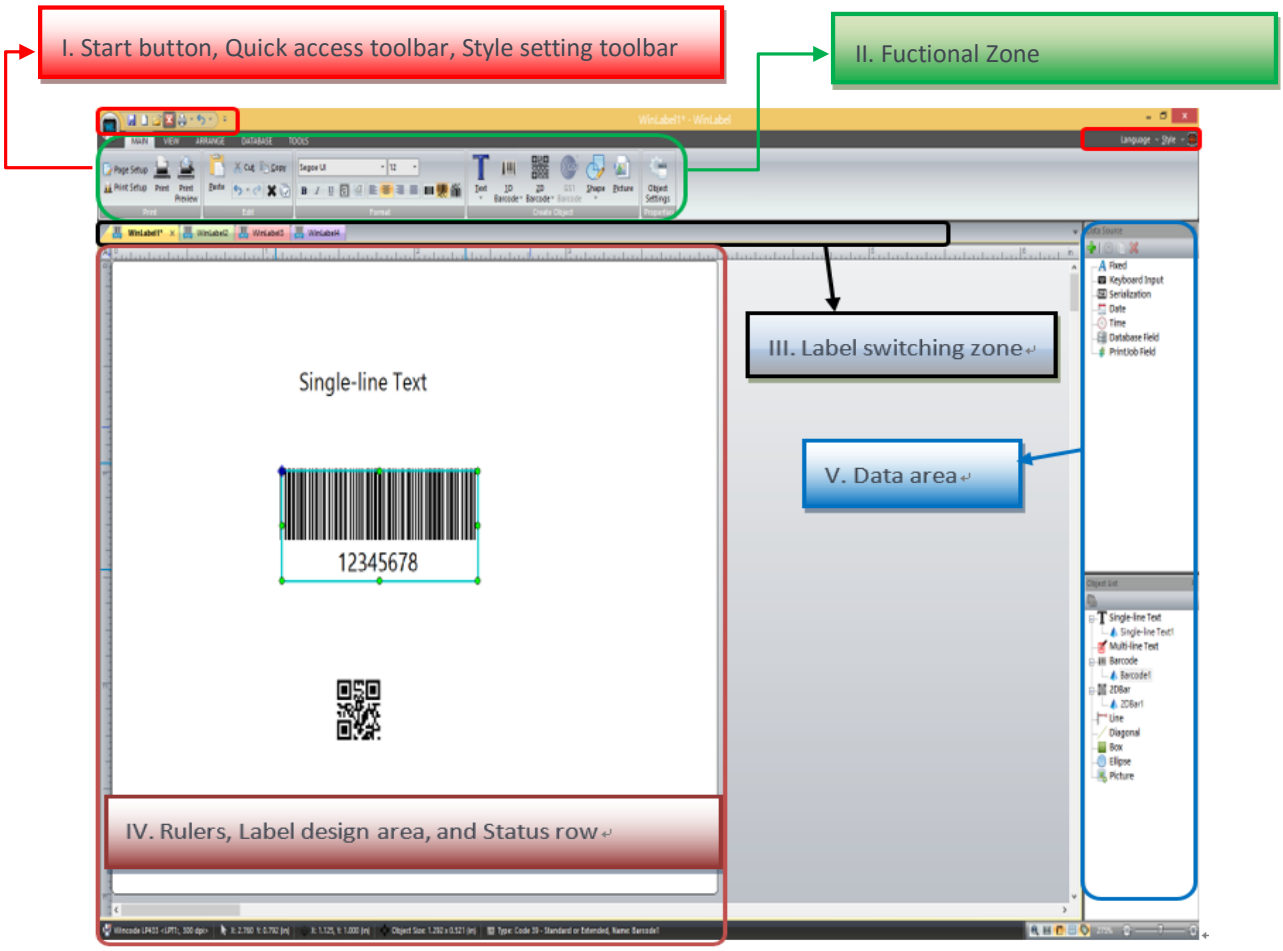
IV. Rulers, Label Design area, and Status Row:

Rulers: Having measurement function for user to measure object size. (Click unit icon at the upper right bar to change different unit)

Label Design area: Editing and composing objects

Status Raw: Provide shortcut functions to set printer property, page/label setup and cursor coordinates.

V. Data area：Data Source and Object List.



2 START BUTTON, QUICK ACCESS TOOLBAR AND STYLE SETTING TOOLBAR

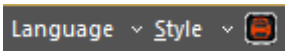
2.1 Start Button

Item	*Description*
New label	Open a blank label
Open	Open a file dialog to choose the existing file
Save	Save the current editing label file
Save as	Save the current editing label file and designate another file name
Export	Save file as PDF format or graphic file (supports file suffix: png、bmp、jpg、gif、tiff)
Print	➢ Quick Print (refer to 3.1.3 Print) ➢ Preview (refer to 3.1.3 Print)

	➢ Print Setup: printer and paper setup
About	WinLabel version
Close	Close the current editing label
Recent Files	List recent 10 label files to let user open file quickly
Check for update	Version confirmation and update
Exit	Exit WinLabel program

2.2 Quick Access Toolbar

User can adjust common command icons on this toolbar, toolbar position, and minimize the Functional Zone.

2.3 Style Setting Toolbar 

Item	*Description*
Language	Support simplified Chinese, traditional Chinese, and English. Restart the WinLable program after changing language.
Style	Choose theme style
Pinter Utility	Refer to the 6.1 Printer Utility

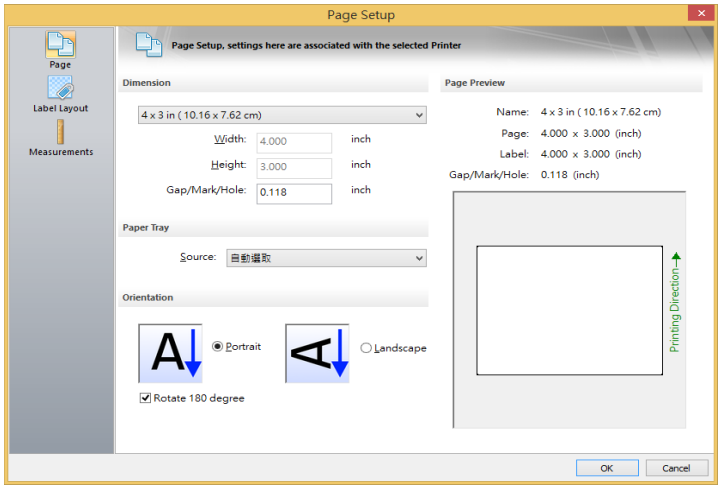
3 “MAIN” PAGE IN THE FUNCTIONAL ZONE

3.1 Print

3.1.1 Page Setup

- Page

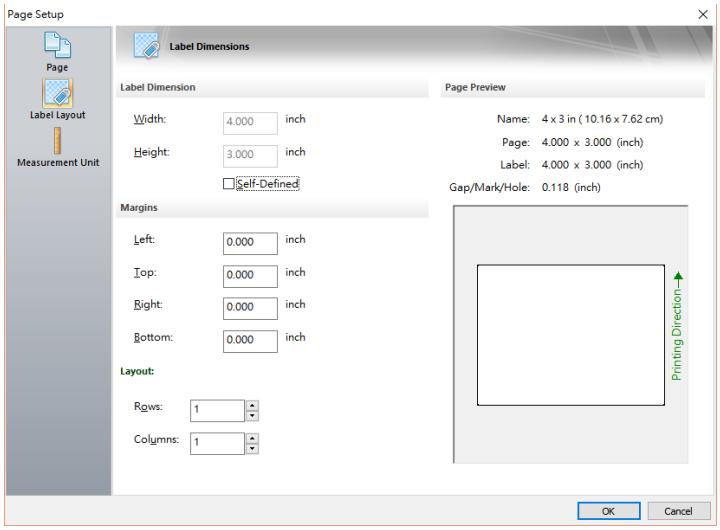
  Set up the size of label paper, paper tray, printing orientation, and page preview as below Figure 1.



(Figure 1)

Item	*Description*
Dimension	The dimension means each page size (the width setting is from left-most to right-most). The default setting has two label sizes (4 x 3 inch and 2 x 1 inch). If needed, user can tick “Self-Defined” button to set width and height of each page size respectively.
Paper tray	Default is “Automatically Select”
Orientation	Portrait and Landscape (Rotate 90 degrees), user can also choose 180 degrees rotation

- Label layout：Set up the size of label design area as Figure 2



(Figure 2)

Item	*Description*
Label dimensions	Set up each label size that would be also automatically adjusted based on the margins settings and row/column quantities. If size is not compatible, user can set up each label size manually and get the result in the “Page Preview” area.
Margins	Margin distance can be adjustable
Layout	Set up a number of labels in a page by adjusting row and column number.
Row/column Gaps	Set up horizontal and vertical gap distances between labels. Manually set up is allowable.

- Measurement unit：Inch (in.), Centimeter (cm), and Millimeter (mm) are selected.

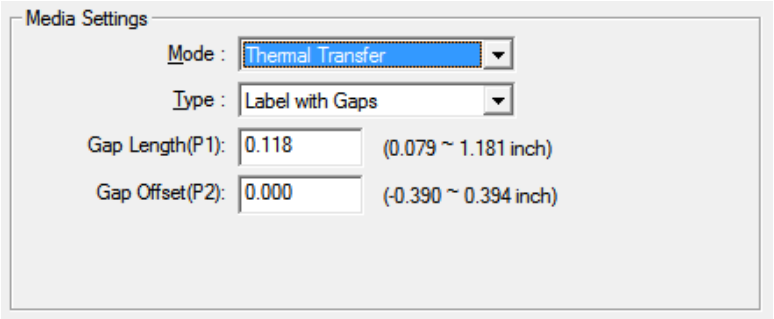
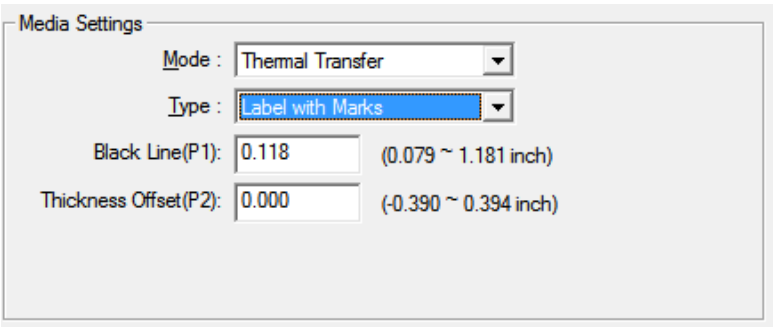
3.1.2 Printer Setup

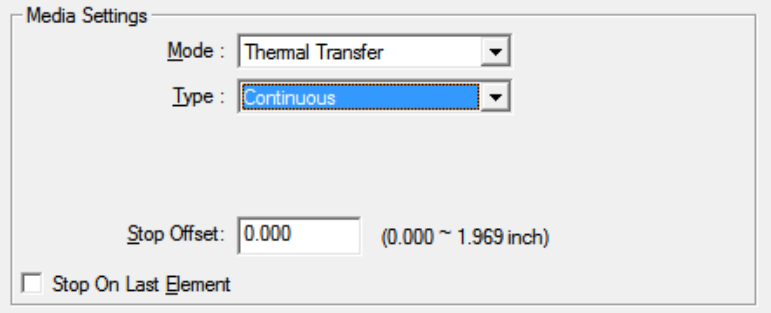
- Page Setup

Item	*Description*
Paper/Layout	➢ Name：Choose paper size (4 x 3 inch and 2 x 1 inch); User can also define each paper size. ➢ Directions：Portrait and landscape (rotate 90 degrees); 180 degrees rotation is accepted.
Settings	➢ Copies：Each page quantity ➢ Speed：Printing speed

	➢ Darkness：Adjust Printing darkness status. **Caution**: If the value is higher, that would cause the temperature of print head higher, and would make ribbon melting and breaking easily. (Suggest value less than 8 for wax ribbon loading) ➢ Measurement：inch, cm, and mm options

- Media Settings

Item	*Description*
Media settings	Mode: Thermal Transfer and Direct Thermal. "Thermal Transfer" mode means that printer needs to be loaded ribbon for printing label. "Direct Thermal" mode means that printer does not need to be loaded ribbon for printing label.
Media type	Label with gaps ：  ➢ "Gap Length" is the distance between two labels. ➢ "Gap Offset" means label will be moved an offset distance after moving a gap distance. PS: The minus value means backward movement after each label printing; The plus value means forward movement after each label printing. Label with marks：  ➢ "Black Line" is the thickness in each black line. ➢ Thickness offset means that the paper needs to be moved a distance after each black line movement.

	➢ The minus value means that label backward movement after each printing. The plus value means that label forward movement after each printing. Continuous：  ➢ Continuous label type: Ignoring the gap and mark of label ➢ Stop Offset: The paper will be moved a distance after each printing action stops ➢ Stop On Last Element: Printing action will stop while printing the last label
Sensor settings	Sensor type: ➢ Use Current Printer Setting (default) ➢ By Label Type ➢ Transmissive sensor ➢ Reflective sensor (recommend) Start Position Offset: (recommend to input number when the printing position has a little bit shift up or shift down) If selected, user can fill up how many dots to adjust the start printing position.

- Options

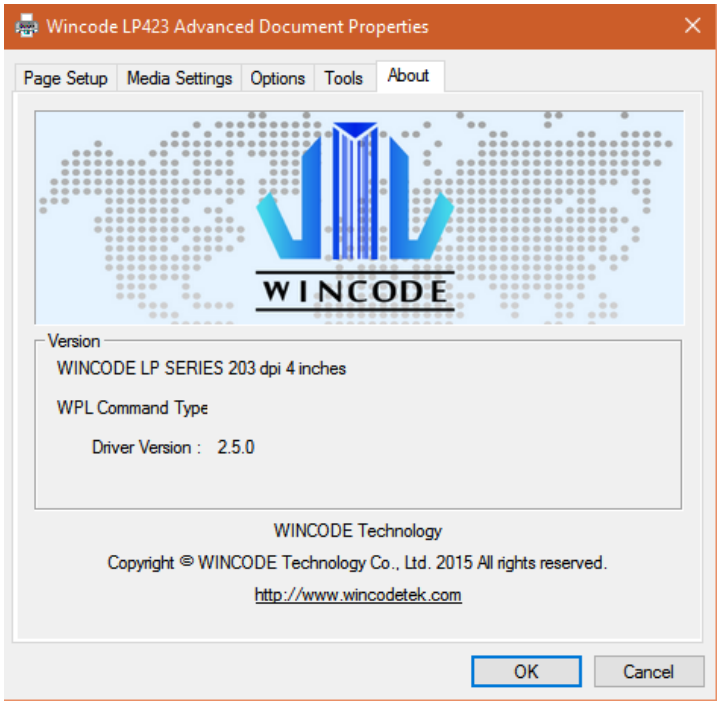
Item	*Description*
After Print	Use Current Printer Settings: Tick this option (default option) Removing tick option would have below several options ➢ None ➢ Tear off: The label gap is stopped at the tear off position to let user easily tear off label. The tear off position is adjustable as long as ticking "Tear Off Position" option. ➢ Peeler: Peeler module can peel labels continuously while printing. The printer will run the next label after removing peeled label. Peer position can be adjustable as long as ticking "Peel Off Position" option. ➢ Cutter: The cutter will run after printer ends each label printing. "Every Cut" option means that how many labels come out to run the cutter once. "Cut Position" is ticked, the cutting position can be adjustable.
Press a button to print	If this option is ticked, user needs to press "Feed" button to execute label printing every time.
User Commands	User can fill printer commands in this dialog.

- Tools

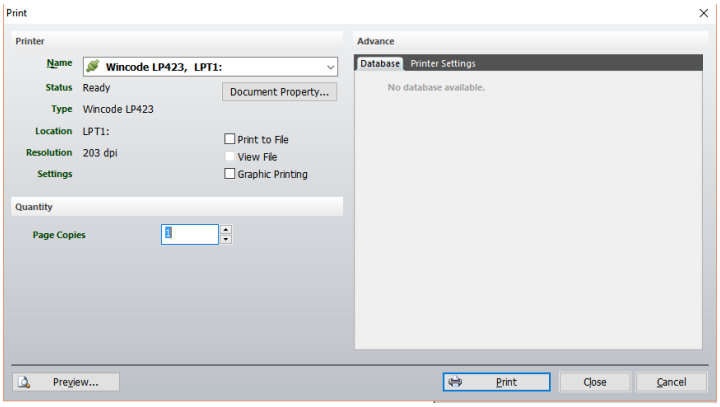
Item	*Description*
Print	➢ Generic Test: Order printer to print a label with texts for testing purpose.
Action	➢ Calibration Test：This can adjust the sensitivity correction of sensors. When loading non-continuous label paper, the label will be automatically adjusted to the precise feed position. ➢ Reset Printer：Restart printer.

	➢ Factory Defaults：Inside parameters to be default ➢ Label Feed：Order printer to deliver a label come out
Send to Printer	➢ Printer Command: Send commands to the printer, please refer to the Wincode's Command Manual. ➢ Files：Select a command file (*.prn) from the stored space of computer

- About：WinLabel driver version



3.1.3 Print

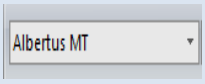
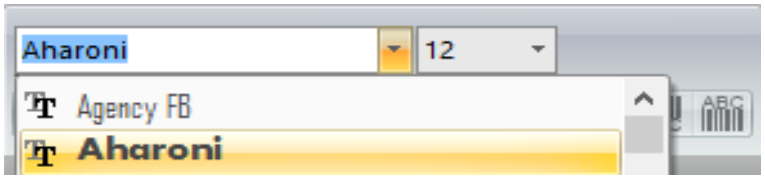


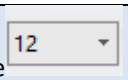
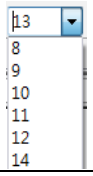
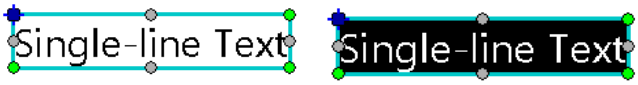
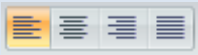
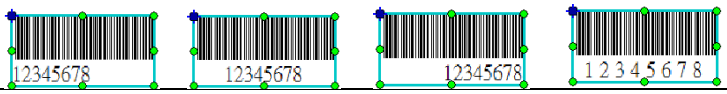
Item	*Description*
Name	➢ Name: Listing all connecting printer, user can choose proper printer with corresponding interface port. ➢ Status：Showing the current printer connection status. (Ready or Printer Offline) ➢ Document property: Please refer to the 3.1.2 Printer Setup ➢ Type: The current printer name ➢ Location: Interface port ➢ Resolution: The resolution of current print head ➢ Print to file: Save label design to the specified printer file (*.prn) >>View file：This option can be selected when ticking “Print to file”. The printer file will be opened by “Notepad” program for reviewing or editing (it is necessary to select “Wincode’s Font” in order to show command codes completely in the Notepad). ➢ Graphic printing: Graphic command sent to printer
Quantity	➢ Copies per page：Printing how many copies of each page ➢ Copies per Label: Printing how many copies of each label
Advance	➢ Database：Please refer to the Database printing Printer settings：Please refer to the Printer Setup
Preview	Preview the printing outcome
Print	Print label design in the printer

3.2 Edit

Item	*Description*
Paste	Paste the object to the editing area
Cut	Cut the selected object and store it in the clipboard
Copy	Copy the selected object and store it in the clipboard
Undo	Undo the last action
Redo	Redo the previously undo action
Delete	Remove an object from the editing area
Select All	Select all objects from the editing area

3.3 Format

Item	*Description*
Font 	➢ Display selectable fonts, press pull down button to select as below figure.  ➢ Wincode fonts are placed in the bottom of this list as below figure. Wincode fonts only support ASCII 32~255, English, number and symbol characters. ➢ PS: Wincode fonts have been built-in in the Wincode's printer.

Font size 	Display font size, and press pulldown button to modify or input the font size value. 
Bold, Italic, Underline, White on Black, Font Scale	As long as selecting a text object, press these icons can alter the text appearance directly. A group of text objects can be altered together. ➢ White on Black：the black font color into white color; the white background color into black color, see below examples.  ➢ Font Scale ：the text size (up and down) can be expanded. Otherwise, the text size can be adjusted by fixed length-to-width ratio.
Text Align 	The texts in the 1D barcode can be aligned to left side, middle, right side, and left-right sides. Note: These icons are not supported general text object. 
The text position in the 1D barcode	The texts in the 1D barcode can be adjusted in the different positions (upon barcode, under barcode, hidden texts)

3.4 Create Object

WinLabel provides some common objects for usage. User may choose requested objects to design label to meet a variety of applications. The object setting description is in the next Chapter 7 for reference.

Item	*Description*
Text	➢ Single Line Text：Set up a text object in a single row ➢ Multi-Line Text：Set up a text object in multiple rows
1D Barcode	Set up 1D barcode as Code11, EAN/JAN-8, UPC-A …etc
2D Barcode	Set up 2D barcode as QR code, Data Matrix, Code49 …etc
GS1 Barcode	Developing, not available now

Shape	➢ Line：Use solid line to draw a vertical/horizontal line or a solid square/rectangular. ➢ Diagonal：Make a line with any angle in three different line styles (Solid, Dashed, and Dotted); The line thickness is adjustable. ➢ Box：Make a hollow or solid square/rectangular. The four corners can be rounded; The line color/style, fill color, and line thickness can be adjustable. ➢ Ellipse：Make a hollow or solid circle/ellipse. The line style/thickness can be adjustable.
Pictures	A window object is appeared in the design area, then click this window image to open a sub-dialog for user to insert an image file. The image size is adjustable.

4 "VIEW" PAGE IN THE FUNCTIONAL ZONE

Item	*Description*
Zoom In	Zoom-in function for label design area
Zoom Out	Zoom-out function for label design area
Fit in Window	Label design area fits your window
Actual Size	The actual label size in the design area
Snap to Grid	The objects can be moved in grid distance in the label design area
Grid	The dots appeared in the background of design area for easily typesetting.
Tag	A tick is showed/hidden in the bottom right corner of object PS: a tick is only appeared in the object that includes variable data
Window Manager	Select current label design windows
New Window	Create a new label design window overlapped the current window (copy existing objects to the new label)
Object list	Open/close the right side Object List window in the Data area
Data Source List	Open/close the right side Data Source List window in the Data area
Transparent	Drag indicator to adjust transparency of the whole window

5 "ARRANGE" PAGE IN THE FUNCTIONAL ZONE

5.1 Mouse Operation to Select Object

Item	*Description*
Single object selected	Move cursor to click a single object and then the green border is come out. In the meanwhile, you can adjust the position and size of this object.
Multiple objects selected	➢ Hold the keyboard "Ctrl" button and then choose multiple objects (grey color border) at the same time. ➢ When selecting multiple objects once, one of these objects with green border is a reference target, then user can execute alignment and arrangement of these objects together.
Enclose object	Press the left button of mouse to drag a box in dotted line, then make this box to enclose selected object.
Object movement	Move cursor to the select object and then hold the left button of mouse to move a single object or a group of objects.
Object size adjustment	While selecting a single object, user can drag eight green dots rounded the object border to adjust the size.
Zoon in and Zoom out	Hold the "Ctrl" button, and then roll the middle wheel of mouse, the label design area would be Zoom-in or Zoom-out.
Vertical movement	While rolling the middle wheel of mouse, the design label area is moving up or down.
Horizontal movement	While holding the "Shift" button and rolling the middle wheel of mouse, the design label area is moving to left or right side.
Press the right button of mouse	➢ Move cursor on the object, and press right button of mouse, then a window related with object properties is come out. ➢ Press the right button on the blank label design area, a window related with layout settings is come out.
Press double left button of mouse	➢ Double press left button of mouse in the blank design area, a "Page Setup" window is come out. ➢ Move cursor on the object, and double press left bottom of mouse, then specified "Modify object" window is come out.

5.2 Group

5.2.1Group Items

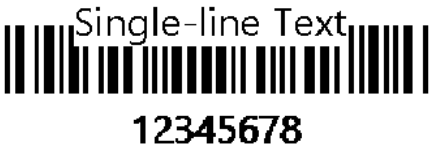
Use mouse to enclose multiple objects and then click “Group Items” icon to group all selected objects. If moving one single object, the other objects in the same group can be moved together.

5.2.2Ungroup Items

Cancel “Group Items” command to release each single object

5.3 Overlay

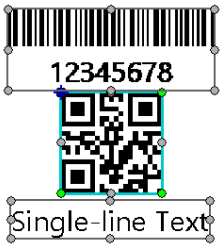
Provide overlay function to adjust overlay order of single object. If an object overlays the other objects, user can apply these functional icons to make objects to be highlighted/covered as below examples.

Texts under the barcode	**Texts upon the barcode**
	

5.4 Align

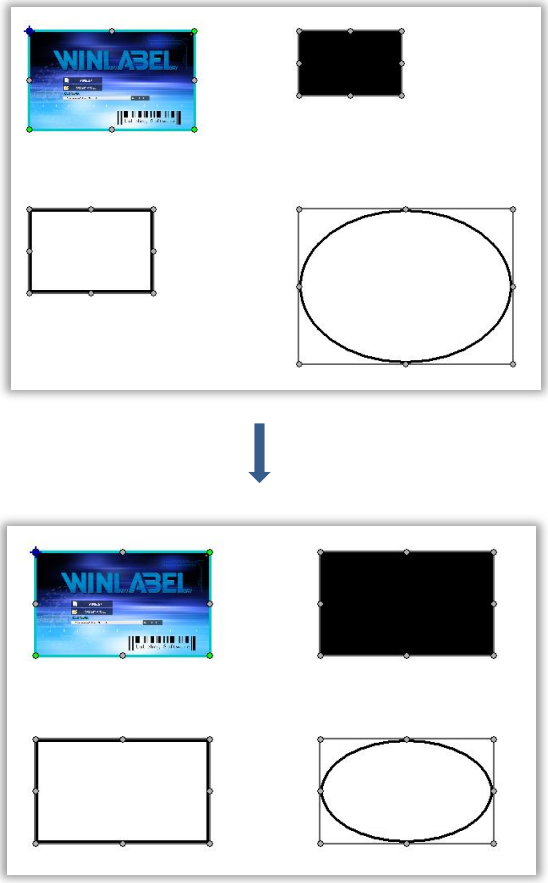
User can apply this function to make more than two objects aligning together and make more than 3 objects to be placed in the same gaps.

Item	*Description*
➢ Align left ➢	➢ A group of objects can be aligned left according to the left side positon of selected object as reference target.
➢ Align right ➢	➢ A group of objects can be aligned right according to the right side position of selected object.
➢ Align top ➢	➢ A group of objects can be aligned top according to the top position of selected object.

➢ Align bottom	➢ A group of objects can be aligned bottom according to the bottom position of selected object.
➢ Align horizontal center	➢ A group of objects can be aligned center horizontally according to the center position of selected object. 
➢ Align vertical center	➢ A group of objects can be aligned center vertically according to the center position of selected object.
➢ Space across	➢ While selecting a group of objects, press this button, the objects can be spacing horizontally with the same gap.
➢ Space down	➢ After selecting a group of objects, press this button, the objects can be spacing vertically with the same gap.
➢ Center horizontally in the design area	➢ A group of objects can be placed horizontally in the center of design area.
➢ Center vertically in the design area	➢ A group of objects can be placed vertically in the center of design area.

5.5 Appearance

- Provide user to set multiple objects having the same dimensions including height, width or both.
- Provide rotation function to the object.

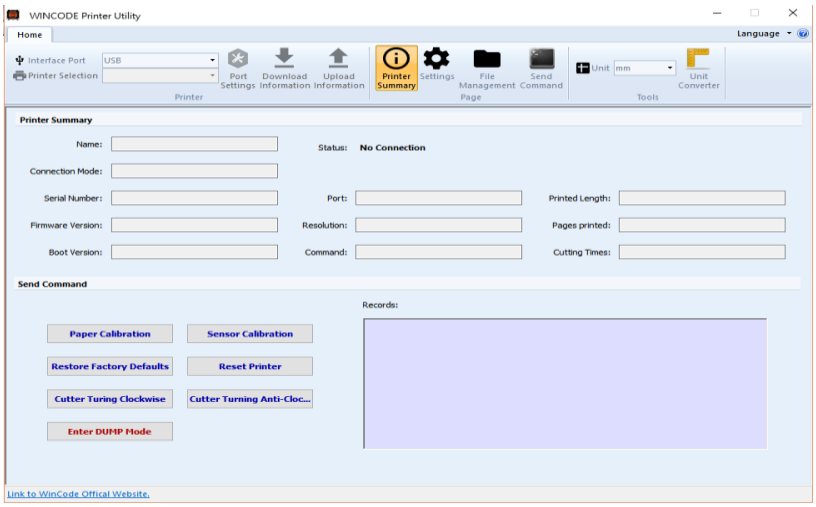
Item	*Description*
Width	The width of a group of objects all can be set up the same width based on the width of selected object.
Height	The height of a group of objects all can be set up the same height based on the height of selected object.
Both	The width and height of a group of objects all can be set up the same dimensions based on the dimensions of selected object. 
Rotate	Rotate selected objects in Left 90 degrees, Right 90 degrees, and 180 degrees.

5.6 Lock

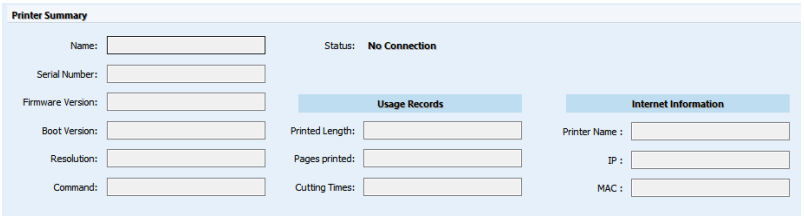
- Provide fixed function to the selected object. If user wants object fixed in the design area, open this Lock function.
- If the object has been locked, a small lock icon is appeared in the left-top corner of this object.
- When a group of objects moving together, the locked object cannot be moved.

6 "TOOLS" PAGE IN THE FUNCTIONAL ZONE

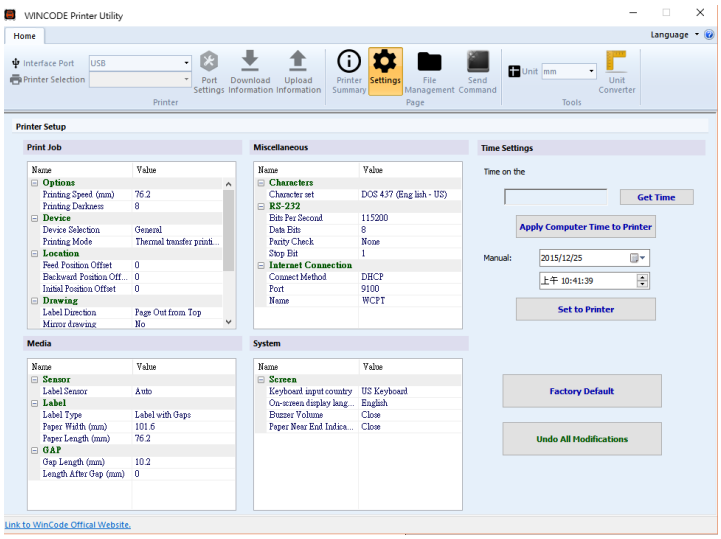
6.1 Printer Utility



Item	*Description*
Interface port	Interface port selection: USB, RS232, LPT (Centronics)
Select a printer	While printer has been connected with computer, the program can automatically detect printer equipment. Then user can select a printer from a pulldown list.
Port settings	Only for RS232 interface ● Bits Per Second ● Data Bits ● Parity Check ● Stop Bit ● Flow Control
Download information	The current printer setting information can be showed in the Printer Summary area.

Upload information	The setting information in the Printer Utility will be uploaded to the printer.
Printer Summary	List relevant printer information  Send Command window ● Paper Calibration: To calibrate the feed position. ● Sensor Calibration: To calibrate the sensors of printer. ● Factory Defaults: Printer's parameters to be factory default setting. ● Printer Reset：Restart the printer ● Cutter Turning Clockwise：Cutter cuts label from up to down (Fully cut) ● Cutter Turning Anti-Clockwise：Cutter cuts from down to up (Not completely cut-off) ● Enter DUMP Mode: Entering to the DUMP mode
Settings	Please refer to the 6.2 Settings
File Management	Send the selected file from stored spaces to the printer (RamDisk, FlashDish, and SDCard)
Send command	Send printer's command to printer, please refer to the Printer Command Manual.
Unit- Tools page	Printing unit: millimeter (mm), centimeter (cm), inch (in.)
Unit Converter	Provide unit converter tool for centimeter, millimeter, inch, and dot.

6.2 Setting Window



- Print Job

Item	*Description*
Printing Speed	Select required parameters, the value can be set up depended on the printer model
Printing Darkness	Select required parameters from 0 to 15 (7 is recommended)
Device Selection	General, tear-off, peel-off and cutter modes are selectable
Printing Mode	Direct Thermal and Thermal Transfer modes are selectable
Cutting Number	Input required parameters from 1 to 255.
Cutting Position Offset	Input required parameters from -255 to 255.
Cutting Mode	Cut each label, Cut after a number of labels printing, Cut after all labels printing
Cutting Method	Full cut and Half cut modes
Feed Position Offset (After printing)	Input required parameters. (If printer is connected cutter/peeler, user may use this offset settings. Otherwise, the default is 0)
Backward Position Offset (Before printing)	Input the required parameters (If printer is connected cutter/peeler, user may use this offset settings. Otherwise, the default is 0)
Initial Position Offset (Before printing)	Input the required parameters

Label Direction	Label-out from top or Label-out from bottom
Mirror Drawing	No effect or mirror reflection (Not available now)
Drawing origin X axis offset	Input the required parameters (Not available now)
Drawing origin Y axis offset	Input the required parameters (Not available now)

- Media

Item	*Description*
Sensor	Auto / See-through sensor / Reflective sensor
Label Type	Label with Gaps, Label with Black Line, and Continuous label are selectable
Paper Width (mm)	Input required parameters (Can be detected by Paper Calibration)
Paper Length (mm)	Input the required parameters (Can be detected by Paper Calibration)
Gap Length (mm)	Input the required parameters (Can be detected by Paper Calibration)
Length after Gap (Before printing)	Input the required parameters (default is 0) PS: Suitable for special shape label
Black Line Thickness	Input the required parameters (Can be detected by Paper Calibration)
Length after Black Line (Before printing)	Input the required parameters (default is 0) PS: Suitable for special shape label

- Others

Item	*Description*
Characters	Character Set: Select required character set
RS-232	Please make sure the listed settings are the same as Port settings
Internet Connection	Internet basic setting

Keyboard Input country	The default is US Keyboard
On-screen display language	English, traditional Chinese, and simplified Chinese are selectable
Buzzer volume	Close, Low, Middle, High
Paper Near End Indicator	Close, Low, Middle, High

- System

Item	*Description*
Keyboard Input country	The default is US Keyboard
On-screen display language	English, traditional Chinese, and simplified Chinese are selectable
Buzzer volume	Close, Low, Middle, High
Paper Near End Indicator	Close, Low, Middle, High

6.3 Install Driver

Driver supports Windows XP / Windows Vista / Win7 / Win8 / Win8.1 / Win10 / Windows server 2003 / Windows server 2008 / Windows server 2012 operation platform. To click the “Setup.exe” file in the CD disc, and press the next button to choose preferred language (English, Traditional Chinese, and Simplified Chinese), and input the stored path to finish driver installation.

6.4 Update Settings and Update Check

- Update options:

1. Do not check for updates automatically

2. Check and prompt me to download and install updates

3. Check and automatically download and install

Check frequency: Fill up required day

Download folder: Input the stored path

7 CREATING AND EDITING OBJECT

User can click icons to create required object from the "Create Object" toolbar – "Main" page. While any object has been created, the object status is also listed in the "Object List" simultaneously. Therefore, user can intuitively select each object in this tree list by moving cursor.

7.1 Object Properties

7.1.1 General

This "General" dialog shows the general information of this object, such as object name, comments for this object, and option for "Do not print this object".

Item	*Description*
Object Name	Object name is unique and it cannot be repeated with any object name.
Do Not Print This Object	If ticking this option, this object will not be printed on the label.
Comments For This Object	User can input relevant information for future reference.

7.1.2 Object Position

The "Position" page includes object coordinates, rotation option, and protection function, please see the below description.

Item	*Description*
Positon	➢ While object is selected, a blue dot showed in the top left corner in the object border. ➢ The coordinates status of this blue dot is showed in this area.

Rotation	The angle of selected object is adjustable (0, 90, 180, 270 degrees)
Protection	While ticking this option, the object cannot be moved in the design area.

7.1.3 Font Settings

User can select font style, typeface, font size and text-effects options in this page.

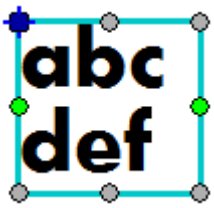
- Provide strikeout, underline, white on black, scale options to adjust text-effects.
- While undo the "Scale" option, user can fill up the required value to adjust font's width.
- Wincode's Fonts are not supported strikeout, underline, and font color functions.
- Font Preview: font style preview.

7.2 Create Text Object – "MAIN" page

7.2.1 How to Create

- Click the icon to create a text object.
- Pull down this option to choose "Single Line Text" or "Multi-Line Text"
- "Single Line Text" object can be adjusted size by using mouse to draw four green dots at four corners of object border.
- "Multi-Line Text" object only can be adjusted width by drawing two dots in the left and right sides of border.

Single Line Text

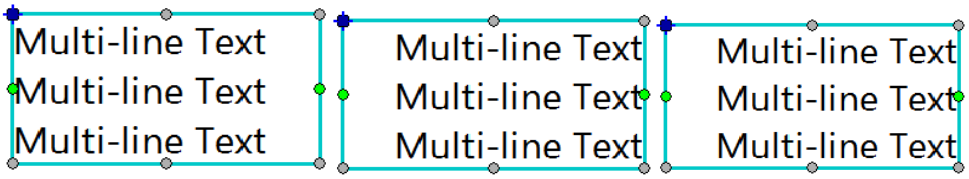


Multi-Line Text

- The object properties of each text object can be entered via clicking "Object Setting"- "MAIN" page.

7.2.2 Aligning for Multi-Line Text Object

User can use aligned functions ("FORMAT"–"MAIN" page) to adjust the multi-line texts' aligned positions, please see the below examples.



Align left side Align center position Align right side

7.3 Create 1D Barcode Object – "MAIN" page

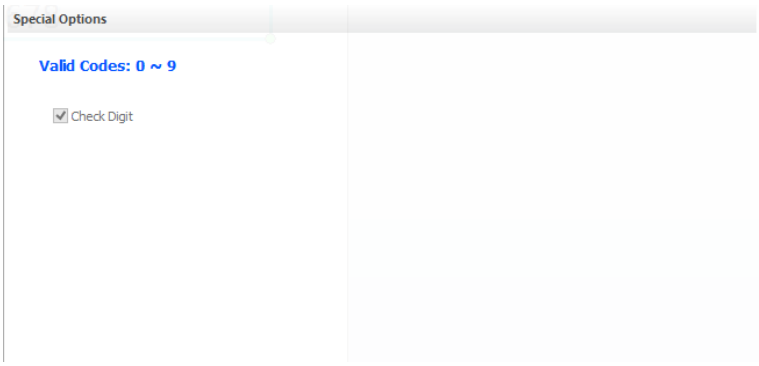
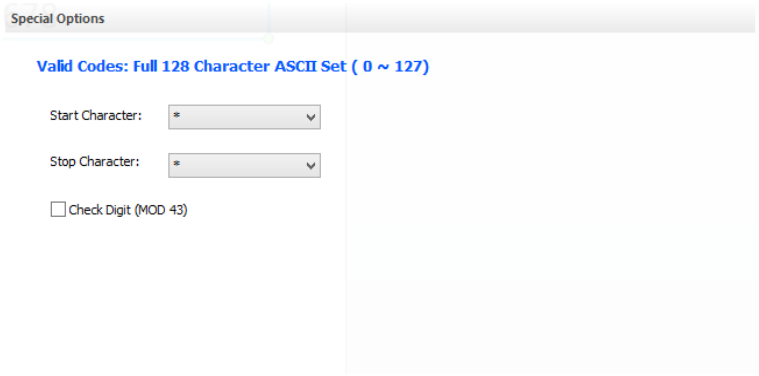
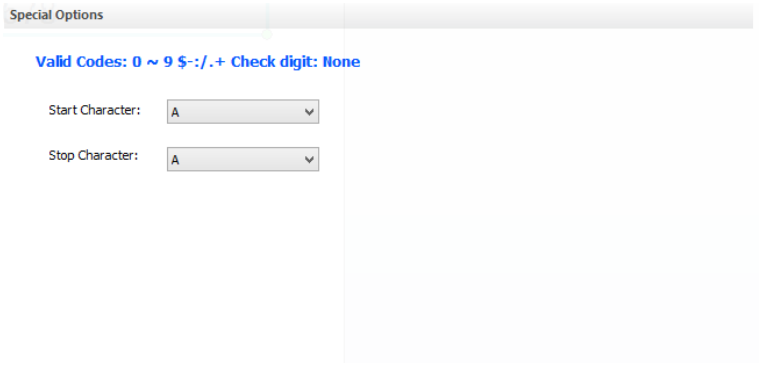
7.3.1 How to Create

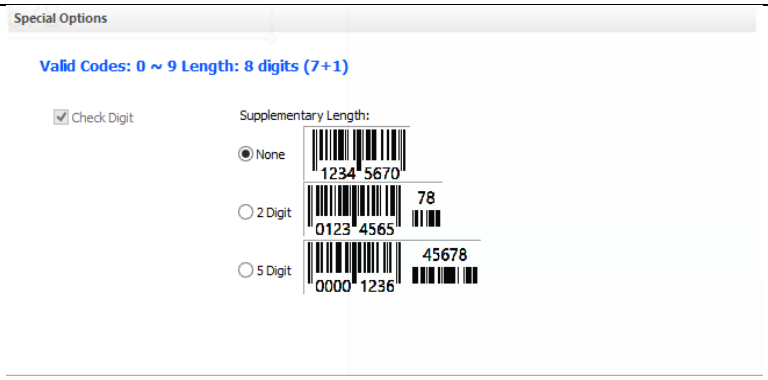
- Click icon from the "Create Object" bar to create 1D barcode object.
- The barcode size can be adjusted by drawing eight dots rounded the object border.

7.3.2 1D Barcode Setting

While selecting 1D barcode object, click the "Object Settings" icon in "MAIN" page to open a dialog and then select icon in the left column to enter 1D "Barcode Settings" page. See the below details.

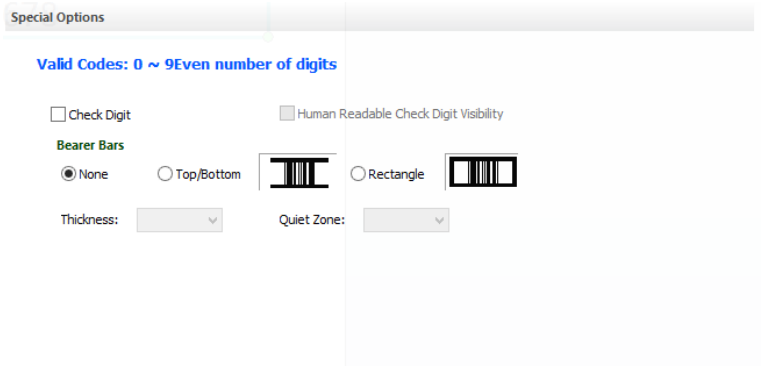
Item	*Description*
Barcode Type	Selected 1D barcode，Code11, Code39, Code93, Code128, CODABAR, EAN/JAN-8, EAN/JAN-13, Interleaved 2 of 5, ITF14, MSI, Telepen, UPC-A, UPC-E, Post Code, UCC-128, GS1-128
Dimensions	➢ Narrow bar width ■ The narrowest bar width ■ Ratio: the width of thick bar to the width of narrow bar ■ If a barcode has three different bar widths, the width ratio would be adjusted automatically. ➢ Height: The height of 1D barcode

Special Options	There are different settings while selecting different barcode type as following figures. Code11  Code39 / Code93 / Code128  CODABAR  EAN/JAN-8

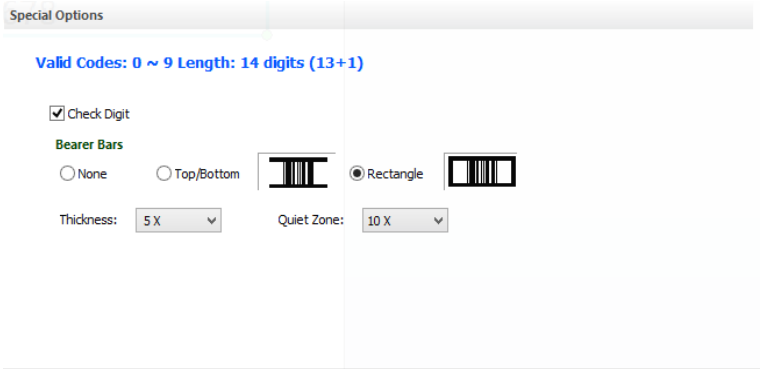


EAN/JAN-13

Interleaved 2 of 5



ITF14



MSI

Special Options

Valid Codes: 0 ~ 9

Select a Type:

- (•) MSI with Check Digit (MOD 10)(Default)
- ( ) MSI without Check Digit
- ( ) MSI with Check Digit (MOD 11)
- ( ) MSI with Check Digit (MOD 1010)
- ( ) MSI with Check Digit (MOD 1110)
- ( ) Basic Plessey (non-MSI)

Telepen

Special Options

Valid Codes: Full 128 Character ASCII Set (0 ~ 127)

(•) ASCII ( ) Numbers

Start Character: _

Stop Character: z

[✓] Check Digit

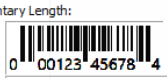
UPC-A

Special Options

Valid Codes: 0 ~ 9 Length: 12 digits (11+1)

[✓] Check Digit

Supplementary Length:

(•) None 

( ) 2 Digit

( ) 5 Digit

UPC-E

Special Options

Valid Codes: 0 ~ 9 Length: 7 digits (6+1)

[✓] Check Digit

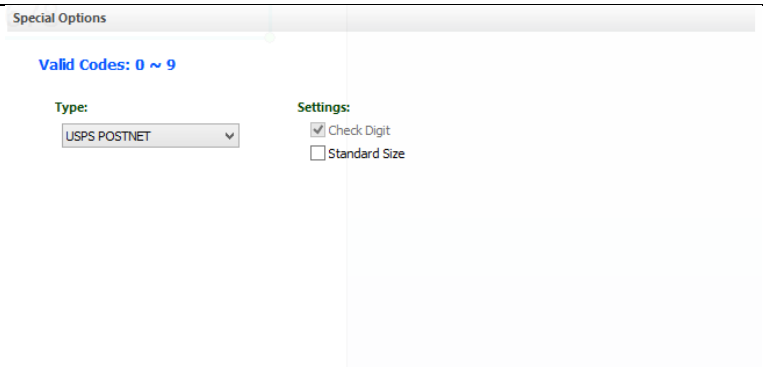
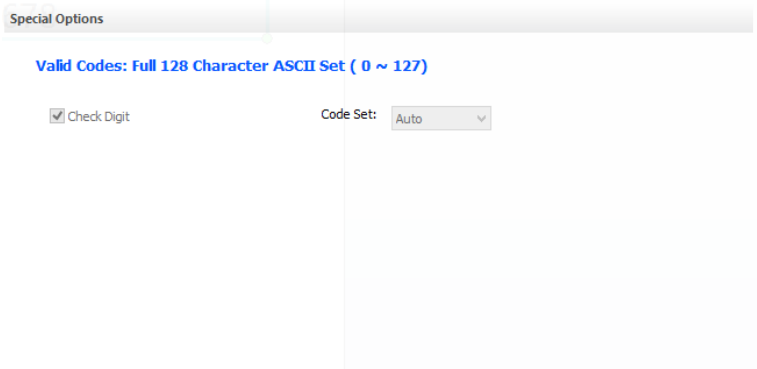
Supplementary Length:

(•) None

( ) 2 Digit

( ) 5 Digit

Post Code

	 UCC GS1 
Options description	➢ List allowed data code and date length ➢ Data content has inconformity with character code, the program will delete this character code automatically. ➢ Data content is exceeded the specified barcode length, the program will delete the exceeded character code. ➢ Data content is less than specified barcode length, the program will automatically add number “0” until meeting the specified barcode length.

7.3.3 Readable Text Page Settings

- Vertical Alignment: See below options

None

Below barcode

Above barcode

- Start/end characters : Show the start/end characters, but part of barcode type does not have this function
- Horizontal Alignment: See below options

7.4 Create 2D barcode Object – "MAIN" page

7.4.1 How to Create

- 2D barcode object means that two dimensional barcode is a graphical image that stores information both horizontally and vertically. WinLabel program provides user several 2D barcode types that are classified in the Matrix and Stacked styles. User can click

icon (in "MAIN" page) to create required 2D barcode object.

- The 2D barcode size can be adjusted by drawing eight green points rounded in the object border. The "Matrix" style size only can be adjusted by drawing four corner points.

- If the content is not conformed with 2D barcode's standard, a red "x" mark is appeared in the center of 2D barcode and this object will not be printed out.

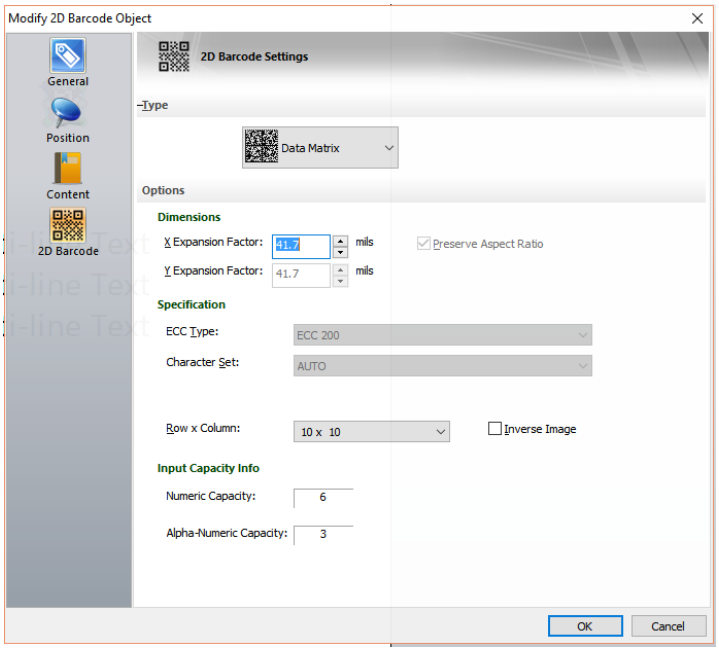
7.4.2 Aztec Code

- Dimensions：Adjust object size
- Input Mode：Choose input data type

- Data Layer：More information is included and the image size is bigger (Auto option is suggested)
- Error Correction ： Provide 10%, 23%, 36% and 50% four options (Auto option is suggested)

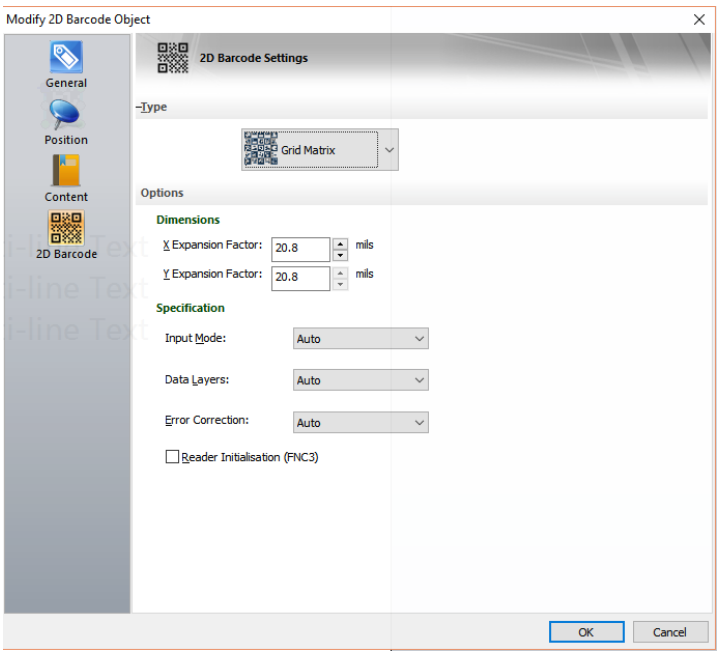
7.4.3 Data Matrix

- Dimensions：Adjust object size
- Specification：Only support ECC 200
- Row x Column：The capacity of filling character and number, the details can be reviewed in the “Input Capacity Info”



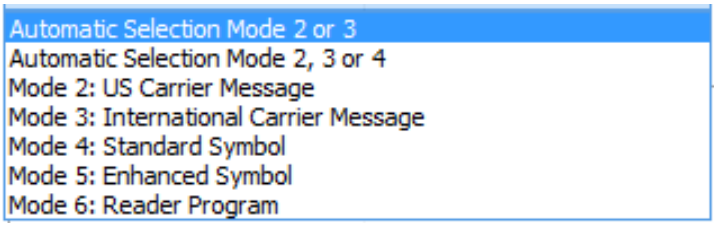
7.4.4 Grid Matrix

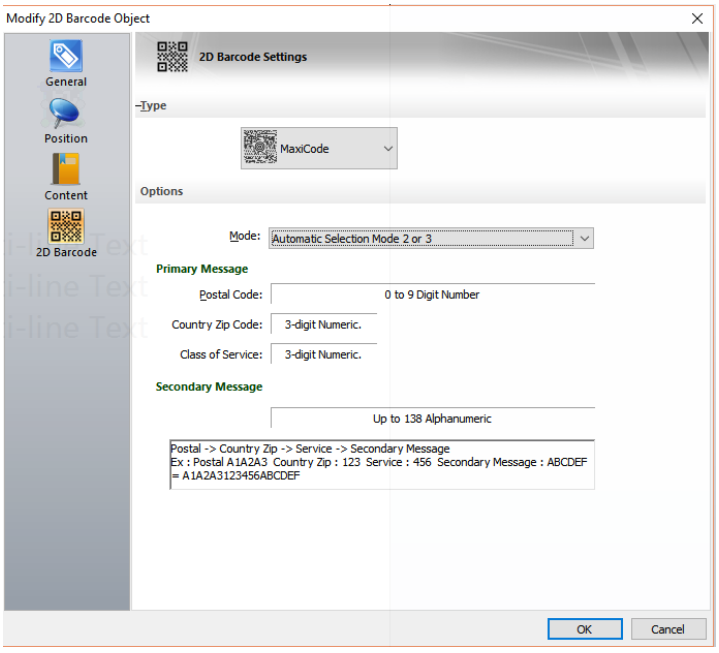
- Dimension：Adjust 2D barcode size
- Input model ：Select required date type
- Data layer：The more data input and the bigger 2D barcode size (Auto option is suggested)
- Error correction：Provide 10%, 20%, 30%, 40%, and 50% options (Auto option is suggested)



7.4.5 MaxiCode

- 7 different modes are selectable as below Figures

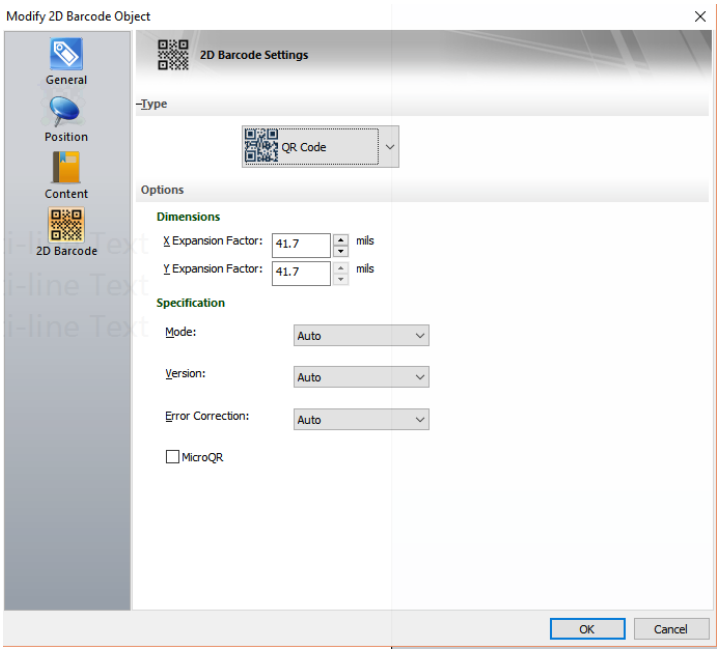




7.4.6 QR Code and Micro QR Code

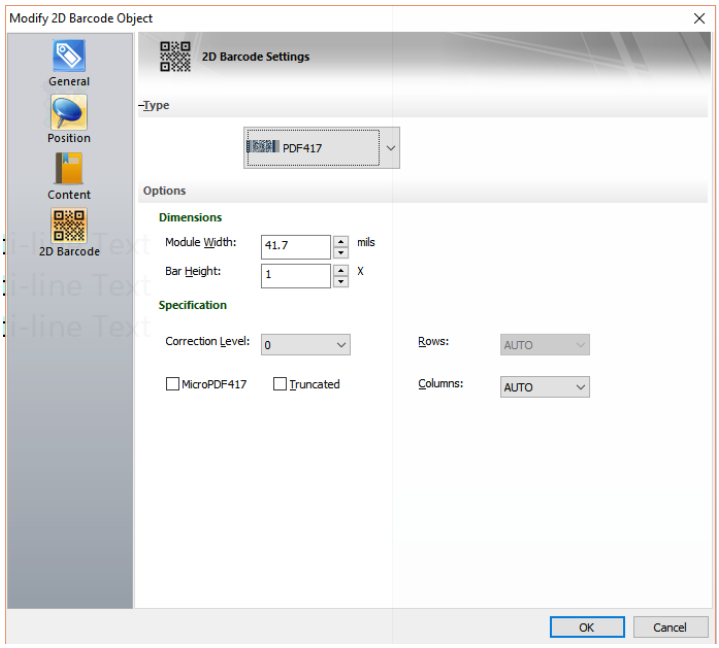
- Dimension：Adjust 2D barcode size

- Mode：Select data input mode (Auto option is suggested)
- Version：The more data input and the bigger size of barcode (Auto option is suggested)
- Error Correction：Provide L-7%, M-15%, Q-25%, and H-30% settings (Auto option is suggested)



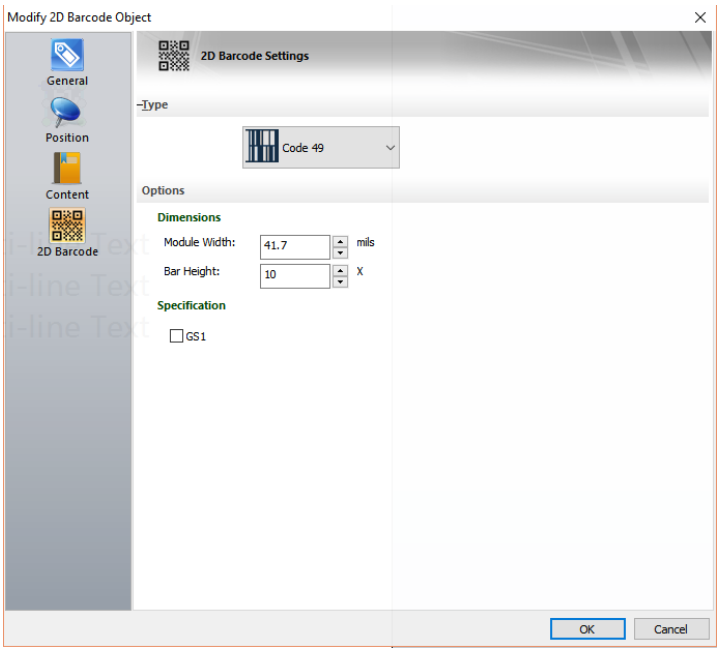
7.4.7 PDF417 and Micro PDF417

- Dimension：Adjust 2D barcode size
- Correction Level：Provide 1-8 level option
- Truncated：If ticking this option, barcode size can be truncated a half of length.
- Under the Micro PDF417 model, the “Correction Level” and “Truncated” options cannot be selected.
- Columns/Rows：Auto is default, but raw value is adjustable.



7.4.8 Code 49 / Code 16K

- Dimension：Adjust 2D barcode size
- Specification：GS1 option can be selected



7.5 Create Shape object – “MAIN” page

7.5.1 How to Create

Click the

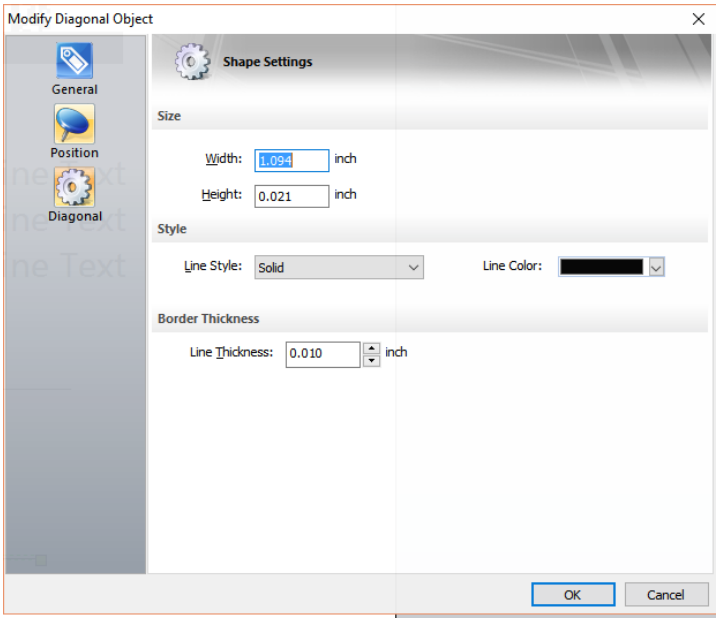
icon from the “Create Object” toolbar (“Main” page) and then pull down a list to select Line, Diagonal, Box, and Ellipse options.

7.5.2 Line Object

- Solid lines: Vertical or horizontal line, and solid square or rectangle shape is possible.
- Print mode: Print as graphic
- Using mouse to draw eight green points rounded the object to adjust size. Or input dimensional values in the “Object Settings” dialog to adjust size.

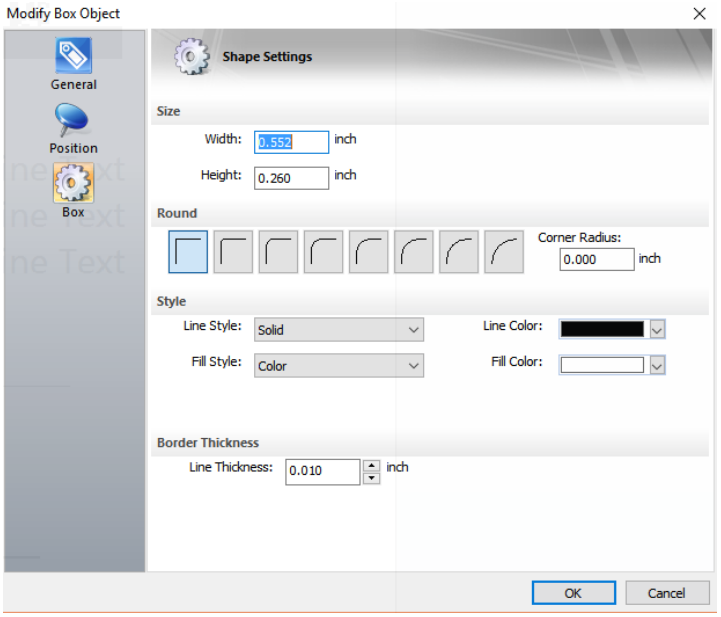
7.5.3 Diagonal Object

- Create a line with any angle
- Line Style: Solid, dashed, and dotted styles
- Move cursor to draw the diagonal size, or input the dimensional values in the “Object Settings” to adjust size
- Shape settings: Size, Line color, Line style and Line thickness
- Diagonal object is sent to printer in graphic mode, the data volume is bigger than sending in command mode.
- The line color is selectable but non-black color line is printed out in vague black dot style.



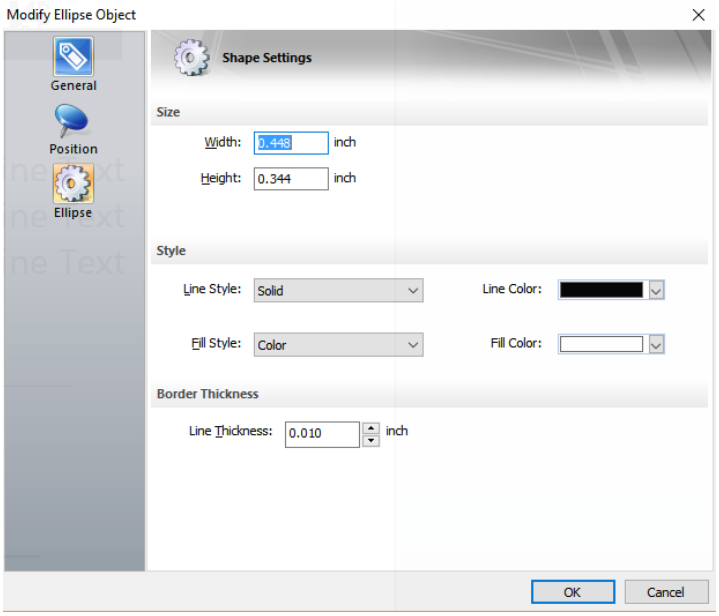
7.5.4 Box Object

- Solid or hollow block with different radius corners, the border line can be solid, dashed, and dotted styles.
- Drawing eight green points rounded the block object to adjust size or inputting dimensional values in the “Object Settings” dialog.
- Line color and style (solid, dashed, dotted) are selectable but non-black line is printed out in vague black dot style.
- Fill color: fill specified color in the block object.
- Border thickness: input value to adjust line thickness
- Corner radius: click the below examples or input value in the “Corner Radius” area.



7.5.5 Ellipse Object

- Solid or hollow circle/ellipse, the drawing line can be solid, dashed, dotted styles.
- Moving cursor to draw eight green points to adjust the object size or inputting dimensional value in “Object Settings” dialog.
- The ellipse size, line color, line style, and line thickness are selectable.
- Line color and Line style (solid, dashed, dotted) are selectable but non-black line is printed out in vague black dot style.
- Fill color: fill specified color in the inside object
- Border thickness: input value to adjust line thickness

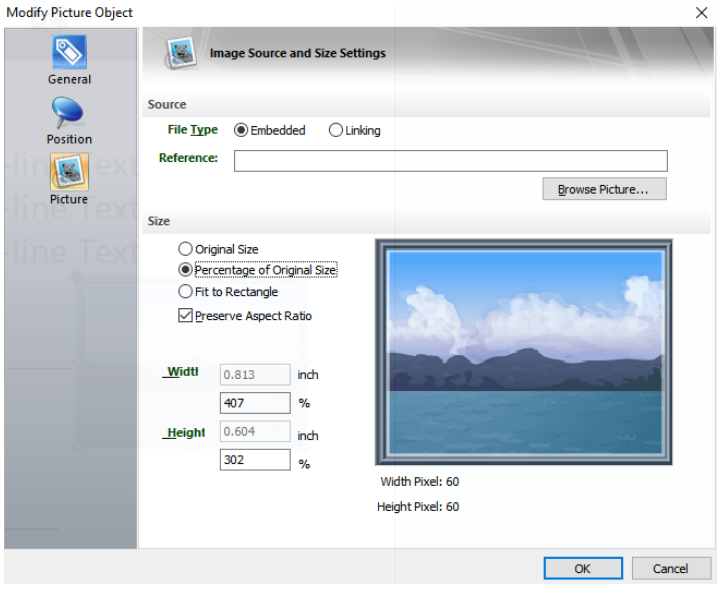


7.6 Create Picture Object – "MAIN" page

7.6.1 How to Create

Click the icon in the "Create object" toolbar to create a picture object.

7.6.2 Image Source and Size Settings



- Image file supports following formats as BMP, DIB, GIF, ICO, JIF, JPEG, JPG, PCX, PNG, TIF, and TIFF。
- There are two ways (embedded or linking) to insert image in the label design area. If choosing embedded method to insert image, the file is stored in the label file. If choosing linking

method, the image is not stored in the label file so when opening this label design, the image needs to be existed in the same folder together.

- The image size can be adjusted in three modes: Original Size, Percentage of Original Size, and Fit to Window.
- Preserve Length-Width Ratio: If selected, the image size is adjusted by fixed ratio.
- User can press the "Browse File" to open a file list to select required image file.

7.7 Object Settings – "MAIN" page

7.7.1 Date Source

- Moving cursor on the text object, double click of left mouse button to open an Object Setting dialog or click the Object Settings icon

in the "MAIN" page.
- Single Fixed Data: A single line text
- Variable Data: User can select different data sources to build different text string combinations. This option can support words, articles, 1D barcode, and 2D barcode objects.

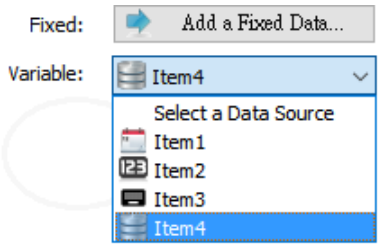
7.7.2 Variable Data Source

- Text: Input single-line text
- Keyboard Input：A keyboard input field that user can input text while printer is connected with keyboard.
- Serials: A continuous number is increasing/decreasing when printing continuous labels.
- Date：Input a Date field; Date can be showed in the different styles.
- Time：Input a Time field; Time can be showed in the different styles.
- DataBase ： Data comes from Database, please refers to Database Setting and printing.

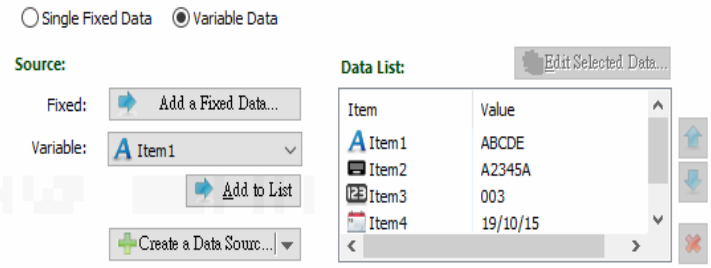
- PrintJob Field: Get the texts from the printing status or computer.

7.7.3 Data List

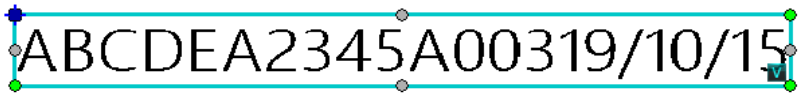
- User can double click left button of mouse on the object or click upper right “Data Source” area to select each variable item.
- The variable items can be selected in the pulldown list as right Figure.



- If a variable item has selected, user can click “Add to List” button to add selected item to the Data List.
- For example: There are four items in a “Single-Line Text” object. The first item is a text as ”ABCDE”. The second item is a keyboard input field “A2345A”. The third item is a serial number “003”. The fourth item is a date field. Each item name can be edited but not be repeated. The result of this editing content as below Figure.



- The user can also adjust variable item order or delete item by clicking rightmost side icons.
- Press OK to leave the dialog, the object is showed in the Label Design area as below.



- A symbol showed in the right side of object that means there is variable data in this object.

- In the right side “Data Source” area, it lists all variable items to let user edit each variable data quickly.

7.8 Data Source (Advanced Settings)

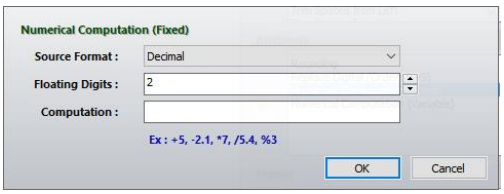
The default is “Close”. If user wants to open this option, click any item in a “Data List” and then click the “Advanced” button entering to the settings dialog that would show Truncation, Arithmetic, and Validation functions. See the below description.

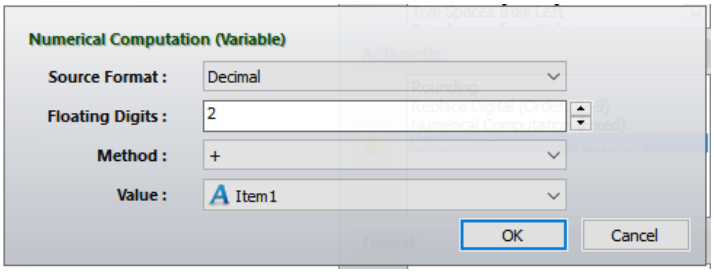
7.8.1 Truncation

Item	*Description and Example*
Discard a number of characters from the left	The original text is ”ABCDE12345” Discard 3 characters from the left side of text The result is ”DE12345”
Discard a number of characters from the right	The original text is ”ABCDE12345” Discard 3 characters from the right side of text The result is ”ABCDE12”
Get a substring from the left side of text	The original text is ”ABCDE12345” Get a substring from the left side of text: the value is 2; Character length is 3; The result is “BCD”
Get a substring from the right side of text	The original text is ”ABCDE12345” Get a substring from the right side of text: the value is 2; Character length is 3 The result is “45” Get a substring from the right side of text: the value is 5; Character length is 3 The result is “123”
Delete the decimal symbol	The original text is ”ABCDE.12345” If selected, the result is “ABCED12345”
Keep numbers only	The original text is ABCDE0.12345!@#$%^&*. If selected, the result is “0.12345”
Trim spaces from left side	The original text is ”__ABCDE12345”. If selected, the result is ”ABCDE12345”.

Trim spaces from right side	The original text is ”ABCDE12345___”. If selected, the result is ”ABCDE12345”.
Trim zero character from left side	The original text is ”0000ABCDE12345”. If selected, the result is “ABCDE12345”.
Remove “CR/LF”	Remove the line break and line feed symbols from the “Multi line Text” object.

7.8.2 Arithmetic

Item	*Description*
Rounding	Floating Digits: if choose 2, the number will show the two digit decimal places. Benchmark: carry digit. If choose 5, the number will be rounding at 5. Position: choose the number position for carrying digit. 0 means unit digit 1 means ten digit -1 means one decimal place
Replace Digital (Order: 0~9)	The original data in the item to be replaced with filled symbols, numbers or letters.
Numerical Computation (Fixed)	Source Format: Decimal is recommended Floating Digits: how many positions in the decimal place Computation: fill the computation symbol and number, please see the below computation samples. 

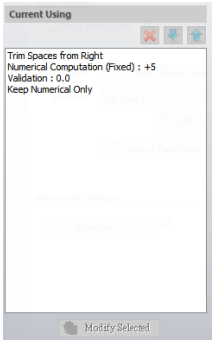
Numerical Computation (Variable)	Source Format: Decimal is recommended Floating Digits: how many positions in the decimal place Method: select computation symbol Value: select an item with filled data 

7.8.3 Format

Item	*Description*
Validation	Ex: 0.0, 0.00, #.#, #.##, #.#0, #.##0, $#.##0 0: digit reserved position. If input 8.9, the custom format is 0.00, and the showed value is 8.90. #: digit reserved position. The same rule is as format 0, but the input number is less than the number of format #, the value will not show the extra 0. For example: input 8.9, the custom format is #.##, and the value result is 8.9. $: showing symbol. For example: input 8.9, and the format is $#.##0, the value result is $8.90.
To Upper Case	To convert original English lower case letters to upper case.
To Lower Case	To convert original English upper case to the lower case.

7.8.4 Current Using table

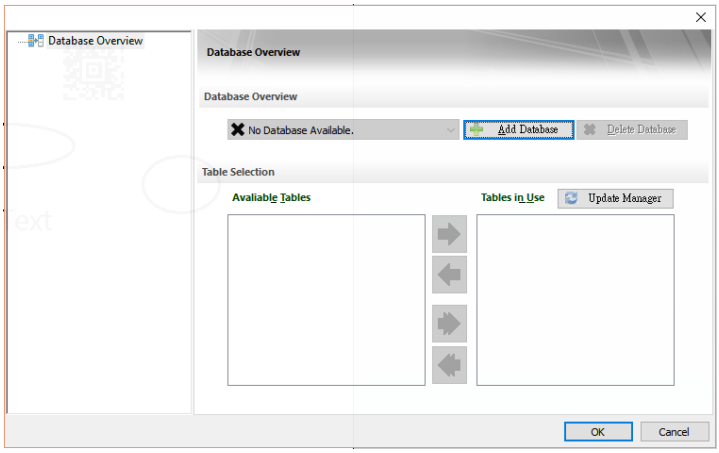
- When user chooses several items from the Truncation, Arithmetic, and Format fields, the selected items will be showed from top to bottom in this table as right Figure, please be noted that the result could be different if adjusting selected items input sequence.



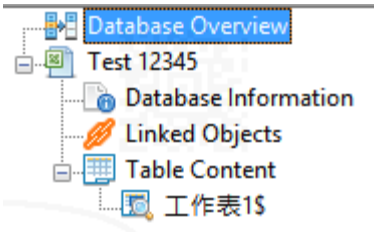
8 DATABASE SETTING AND PRINTING

8.1 How to Use Database

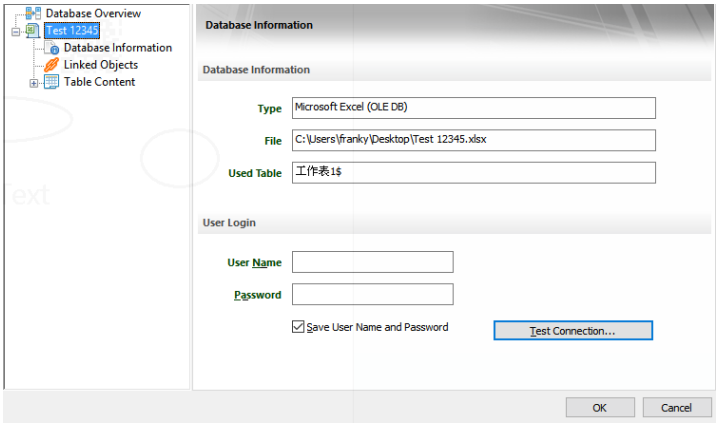
- Click the “Database Setup” icon from the “DATABASE” page to open a Database Overview dialog. Then click the “Add Database” button to open a sub dialog “Database Type”



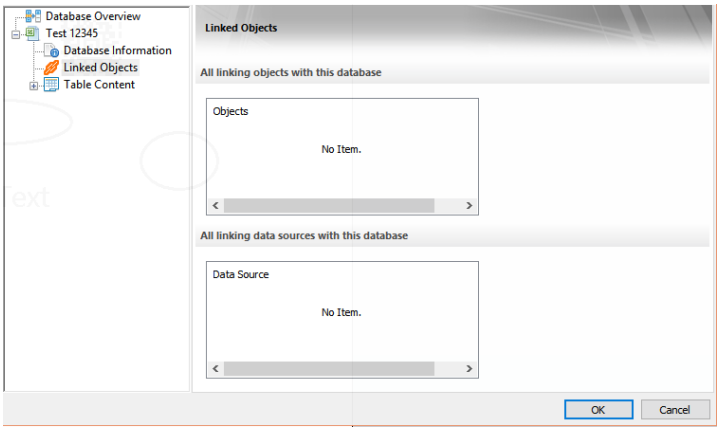
- Select the Database Type (refer to the Database settings)
- A tree diagram is showed in the left side position of “Database Overview” dialog. Click the relevant items to review data content.



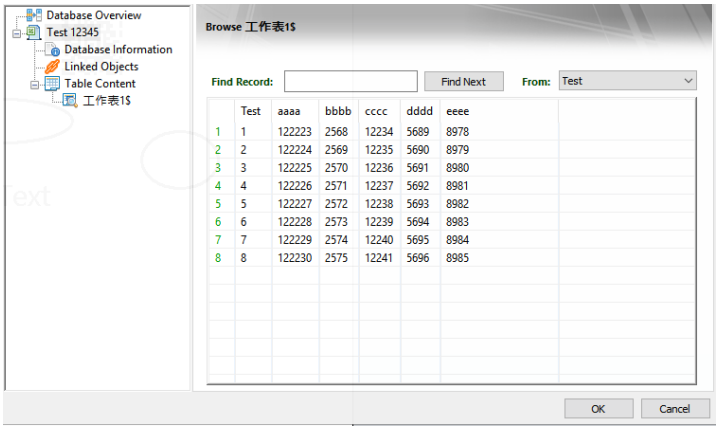
- Database information：Show the database source information



- Linked Objects：Show all linked objects, and all linked items



- Table Content: To find the relevant key word string from the database via “Find Record” button.



	Test	aaaa	bbbb	cccc	dddd	eeee
1	1	122223	2568	12234	5689	8978
2	2	122224	2569	12235	5690	8979
3	3	122225	2570	12236	5691	8980
4	4	122226	2571	12237	5692	8981
5	5	122227	2572	12238	5693	8982
6	6	122228	2573	12239	5694	8983
7	7	122229	2574	12240	5695	8984
8	8	122230	2575	12241	5696	8985

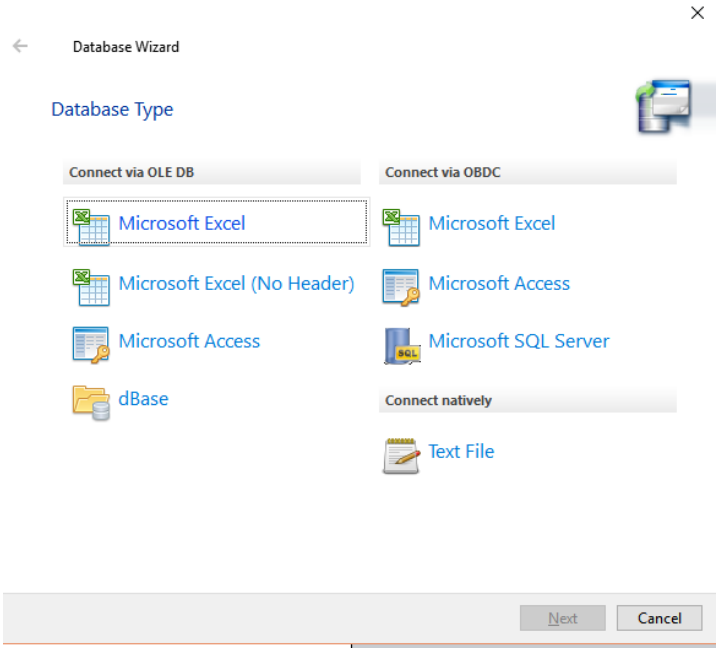
- How to connect with database

  If database has been connected with WinLabel, user can create a text or a barcode object, then select “Variable Data” in the “Object Settings” dialog and press “Create a Data Source” button to select Database selection.

8.2 Database Settings

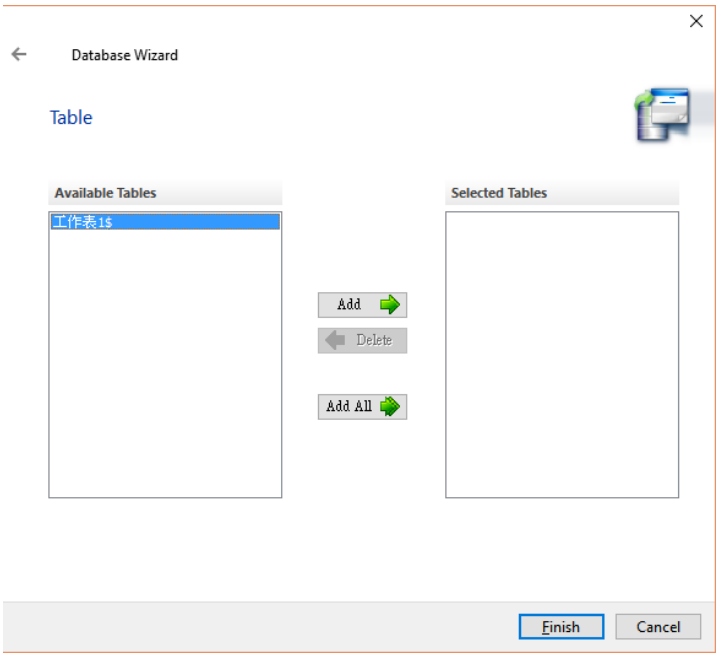
When open “Database Setup” dialog, and click “Add Database” button, there are two column named “Connect via OLE DB” and “Connect via OBDC”. The “OLE DB” mode is suggested to connect database. If “OLE DB” mode cannot be connected database successfully, user can choose “OBDC” mode as alternative.

The following is to describe how to connect with different types of database. (Note: if user cannot connect with database successfully, please download and install the OLE DB Support Suit file from the CD disc or Wincode website: www.wincodetek.com)

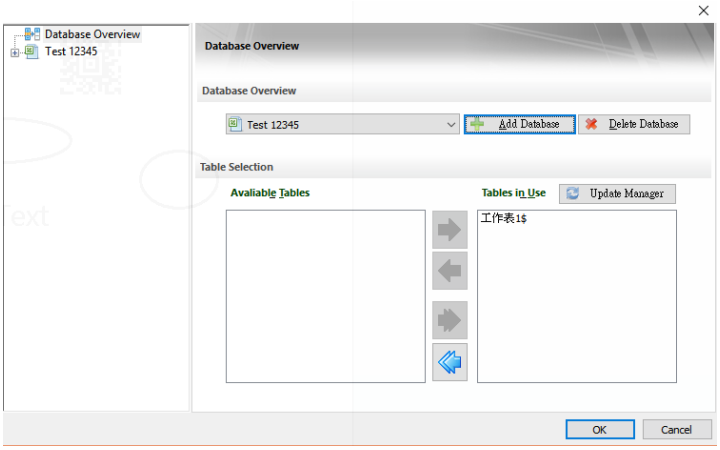


8.2.1 Connect Microsoft Excel File (*.xls, *.xlsx)

- Choose “Microsoft Excel” and then browse file list to choose the specified Excel file.
- Then a table will show all pages of this Excel file in the “Available Tables” field, user can add/delete requested page into the right “Selected Tables” field.



- Click “Finish” button and back to “Database Overview” dialog.



PS: The Microsoft Access and dBase database connections are the same way with Microsoft Excel connection.

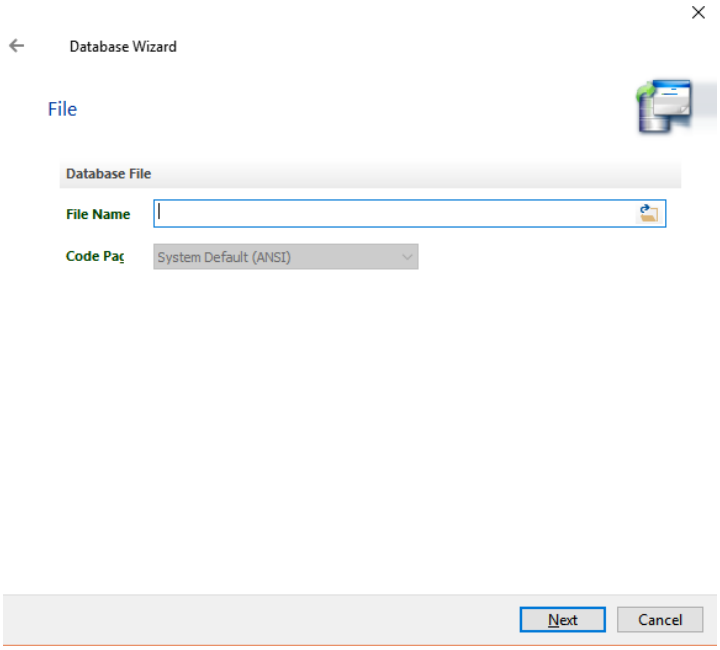
8.2.2 Connect SQL Database

- Before connecting SQL server, the operated platform has to be installed SQL Express or SQL Server Management Studio Express.
- Click “Microsoft SQL Server” from the “Database Type” dialog.

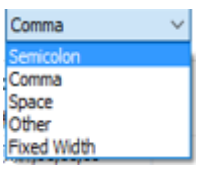
- Input the name of SQL Server and login information, and press “Get Database List” to obtain a database list from the server, then decide the target database.
- The next dialog lists available tables, and then select requested tables into right “Selected Table” to finish setting.

8.2.3 Connect Text File (*.txt, *.dat, *.csv)

- Click “Text file” in the “Database Type” dialog.
- Press button to select (*.txt, *.dat, *.csv) files and choose corresponding character code, then press “Next” button to the next dialog.

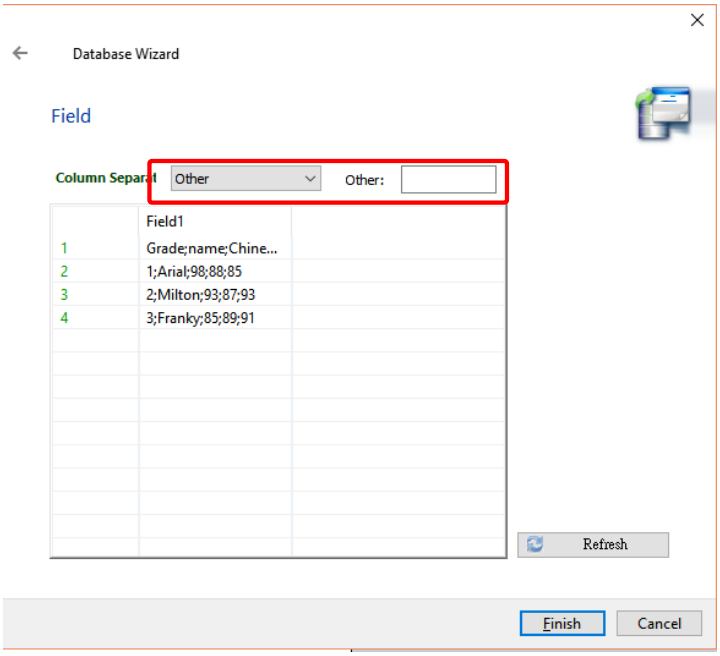


- This dialog lists the content of this table, the column in the table can be decided by placing symbol (semicolon, comma, space) or self-defined character to separate different columns in the Text file.
- The column separation type is listed as right Figure. User can choose the corresponding symbol to separate data listing in the different

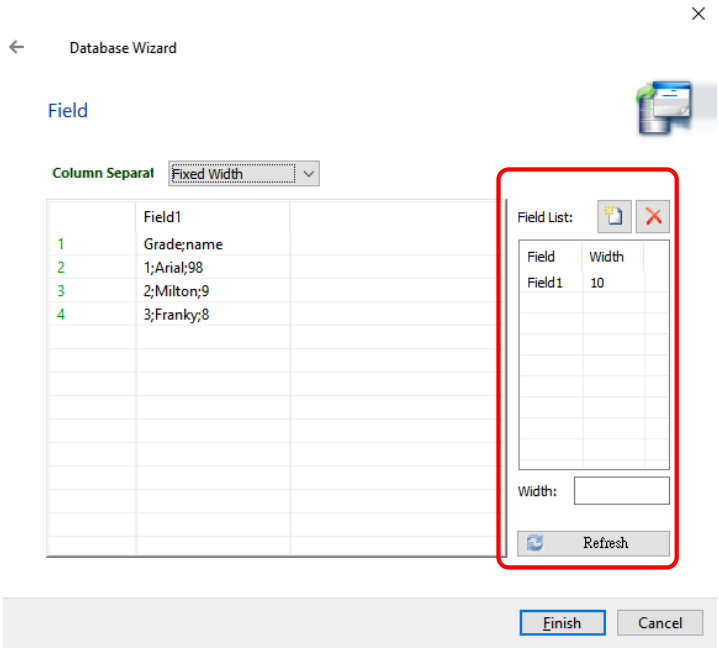


columns. (PS: The data in the Text file was separated by the same symbol)

- User can choose “Other” option to define separated character, and fill the specified character in the “Other” field (PS: The data in the Text file was separated by the same defined character)

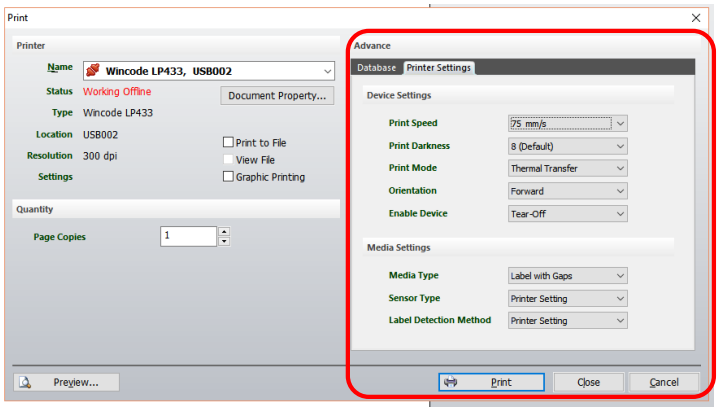


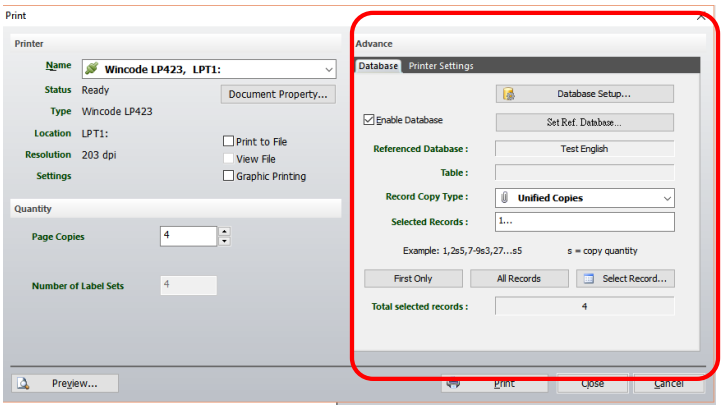
- User can choose “Fixed Width” to define how many characters in a single column.
    1. If needed, press the button to add column or press the button to delete column.
    2. When update the value in the “Width” field, press the “Refresh” to update the left table.



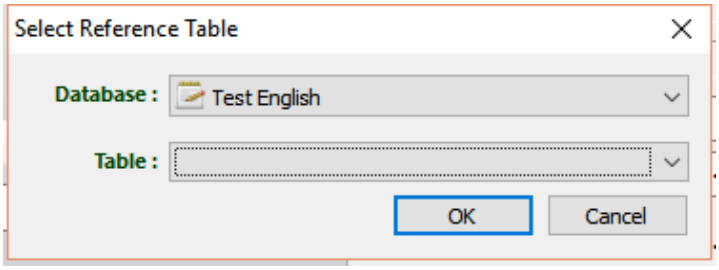
8.3 DATA PRINTING

- If any object connects with database, there is a Database setting area in the “Print” dialog for user’s option.





- Set Ref. Database: Provide user to select database type and table.



- Copy mode：Unified copies, Copy field (add a "Copy" field in the "Select Record" dialog)
- Selected Record：User can input printing command to print selected label.

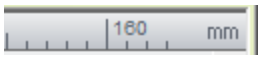
  Printing command introduction：1,5,8,10, (individual selection); 18-20 (part selection); 18,19,20 (specified selection); 30… (after 30th selection including 30); 7s3 (7th label has 3 copies); 7-9s3 (7th to 9th labels have 3 copies)
- Click "First Only" or "All recoreds" buttons to print the first label or all labels.
- Click "Select Record" button, user can input keyword to find relevant character in a table.

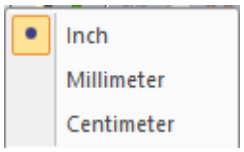
9 Ruler, Label Design Area, and Status Row

9.1 Ruler

- The WinLabel provides ruler in three dimensional standards (inch, centimeter, millimeter) to let user measure object in the Label Design area conveniently.

- Click the top right side of horizontal ruler to switch measurement unit. The default is inch.





- Centimeter

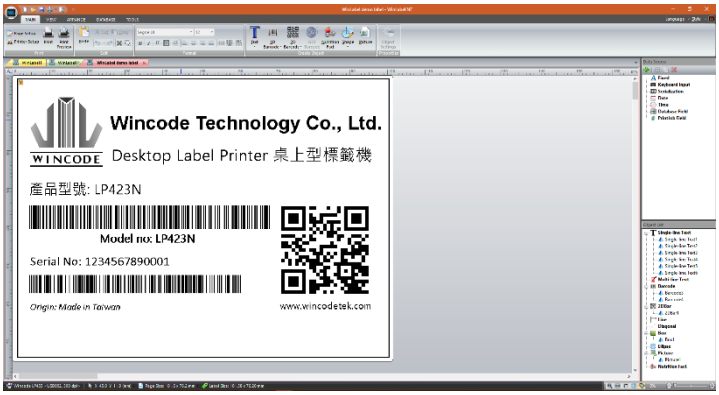
- Millimeter

- Inch

  - The top left side of horizontal ruler has or icon that represents the printing direction.

9.2 Label Design Area

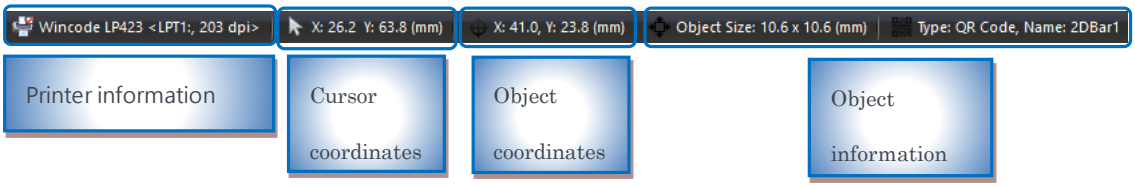
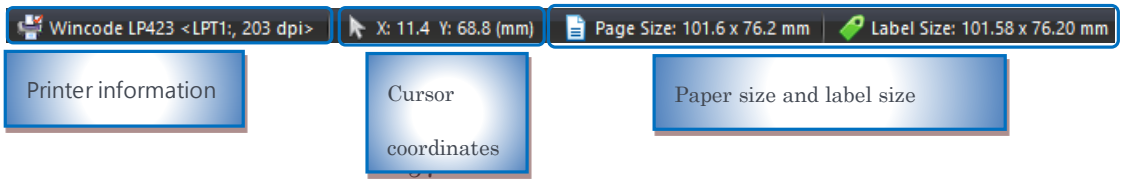
User can compose objects in this area, and open the “Grid” function to align objects on the grid. Besides, if open the “Snap” function, the object can be moved in a grid unit.



9.3 Status Row

Provide printer information, cursor coordinates, object coordinates, and object information.

- Object is selected



- Nothing is selected