

Labelling Software

Brief instructions for use



sm^{LS}
sharpmark
labelling systems

If you need any help or advice with using this software get in contact:

Call us on **08451 300016** or email **helpdesk@sharpmark.co.uk**

Sharpmark Labelling Software Notes

Things you can do with Sharpmark Labelling Software:

- Choose coloured backgrounds and / or text for your labels
- Import from Excel (or other spreadsheets)
- Run both simple and complex numbering sequences by simply entering start and end points of sequence
- Build up your job using number sequences, fixed text, random labels or a mixture of all three
- Choose any layout with any part number
- Import graphics

- 1) Follow the instructions on the Wizard to set up your label
- 2) Once you are in the Layout Editor click on one of the following buttons to place text on your labels:



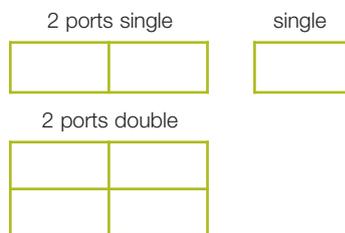
- 3) If you are entering a sequence, enter the start and end points respectively in the two boxes. If you are entering fixed text enter the number of labels you require then type your text in the left hand box.
- 4) Once you have added your first item, if you want to add further items to your job just click another of the buttons above and build up your label job as you require.

NOTE: If you wish to add a title line to your label, you must have chosen a layout with a title when setting up your label in the label wizard. You can then click the "Add Title" or "Fixed Text" button to insert your title line text. Use the Add Title button to have the same title for all your labels. If you will want to use more than one title in your job use the Fixed Text button instead and define the quantity of labels for each title.

If you have chosen a layout with a title, or are working on a cable label with a number of rows, enter the data for one row at a time, switching between the rows using the diagram to the left of the data entry boxes. The row shown in blue is the one you are working on at any one time.

An Explanation of the Layout Options

Single
Single, title
2 ports single
2 ports single, title
2 ports double
2 ports double, title
3 ports single
3 ports single, title etc.



Single will leave the label completely undivided.

Title means that the label will be laid out with a title bar across its width. The **number of ports** is the number of divisions a label will have across its width.

Double means that the label will be laid out with two rows of however many ports you have chosen.

Toolbar Captions

The software has been designed with captions as well as images on the buttons to make their functions clear and easy to understand. If your screen resolution is very low, Sharpmark will detect this and remove the captions to make the buttons smaller for your convenience.

If your screen is showing the captions you can choose to remove them once you are familiar with the buttons' functions. This will give you a larger work area and may be a preferred setting. This can be done using the Toolbar Captions option on the Options menu.

Print Alignment

You can choose to align your text left, right, top or bottom by clicking the Edit menu. If you are experiencing minor misalignment on your labels please run the **Printer Calibration** option on the Options menu. If this doesn't fix your problem adequately check that your printer is set to print on A4 paper, and that you are using the correct printer driver. Always use the manufacturer's disks if possible.

Default Font

You can set a default font of your choice by using the option on the Options menu.

Insert Graphic Image ie. Logo

This option is on the Edit menu

Changing the Increment of your sequence

If you want to increase the increment from 1, use the Change Sequence Increment option on the Edit menu

Pasting in from Excel (or other spreadsheet)

Copy the cells from Excel onto the Windows clipboard by selecting them and clicking copy. Set up your label in Sharpmark using the wizard to select the part number and layout option you want then click the paste button on the toolbar.

To Colour the text or Background of a Label

You can choose the colour of the text by using the font options. To alter the background colour, click on the cell you wish to colour on the cell selector diagram. (This is the illustration of the label to the left of the data entry boxes). The selected cell will appear bright blue. Then right-click the mouse, and you will see a colour chart from which you can select your preferred colour for that cell.

To Alter the order of items once you have built up a job

If you have added more than one item (an item being a sequence, a blank label or a run of fixed text labels) you can change their order in the layout editor by selecting the item you wish to move and clicking on the **Move up** and **Move down** buttons on the toolbar.

"Special" Sequences

If you enter a complex sequence, ie one that has more than one moving increment (eg 1/A up to 10/D) you will notice that the word "special" appears between the data entry boxes in the Layout Editor. If this occurs you will be unable to add further items using the toolbar buttons and you will see that they have become greyed out. If you wish to add further items before printing you need to use the **Sections** buttons on the toolbar.

Add and Drop Sections

Adding sections to your job is effectively a way of creating a number of separate jobs in one session and printing them out together directly after one another so that you don't waste labels. To add a new section click the Add Section (Add Sect'n) button and enter the items you require for your job.

The new section starts off as a repeat of the previous one - just amend it as you require. You can see which section you are currently working on by looking at the display to the left of the buttons, and you can flip through the sections you have created by clicking on the arrows. Sections can be deleted by going to the section you want to delete and clicking the Drop Section button.

Although when you view the various sections they are all separate from each other they will be printed out directly following one another.

Deleting Jobs from your System

To delete jobs, close down any open jobs and choose Maintenance from the File menu.

Exporting and Importing Jobs

You can export and import jobs in order to transfer them from one PC to another by clicking on Maintenance from the file menu once all jobs are closed.

Exporting

Click the Export and select the job(s) you wish to export by using shift and the cursors, or by holding down Control and clicking on the ones you wish to select. Sharpmark will ask you for a name for the group of jobs you are exporting and will export a folder containing the files for your jobs, and a .smx file of the same name.

Importing

When you import, it is the smx file that you need to select, and you will then get the list of your exported jobs from which you can select the ones you wish to import.