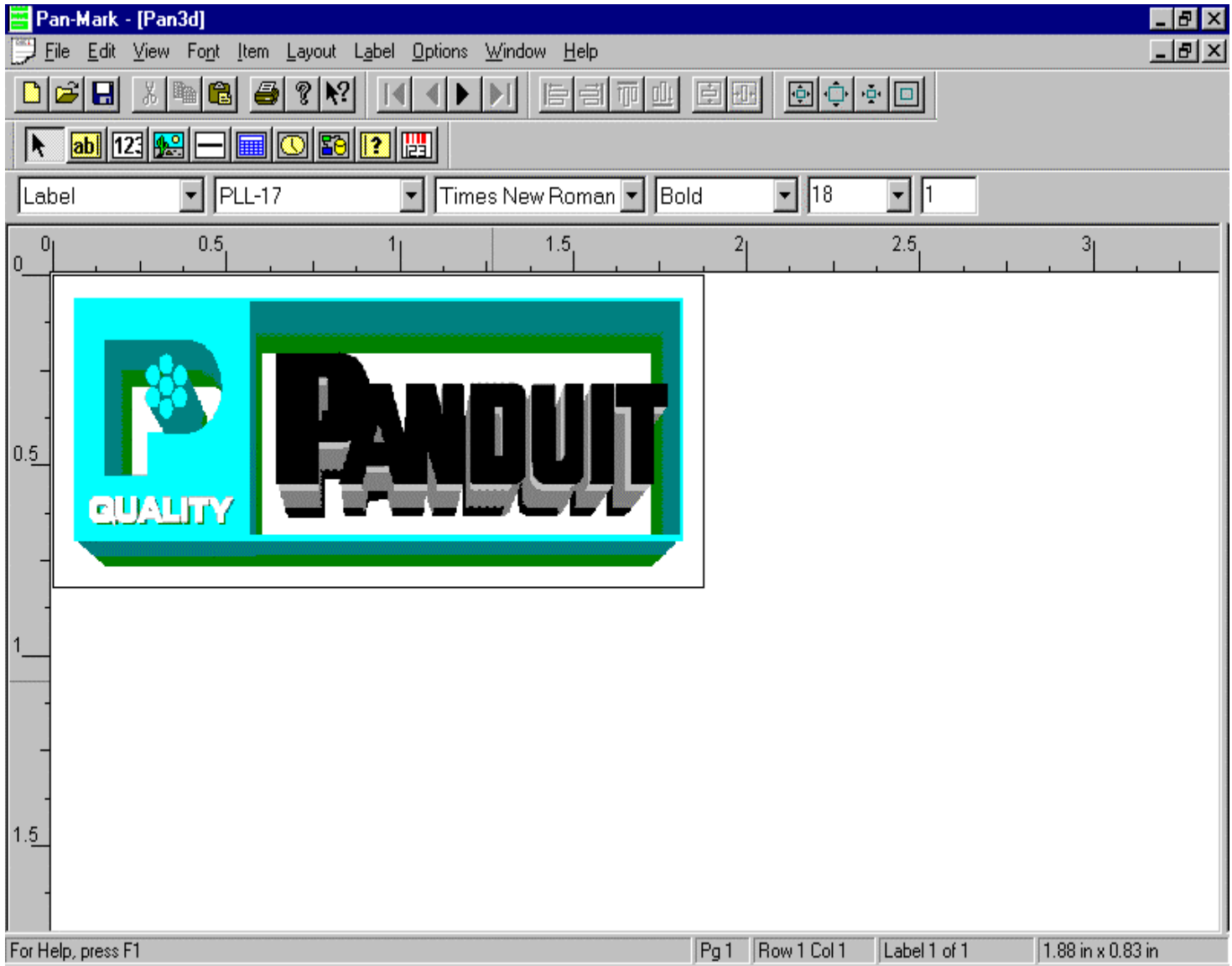


## Pan-Mark for Windows Exercises

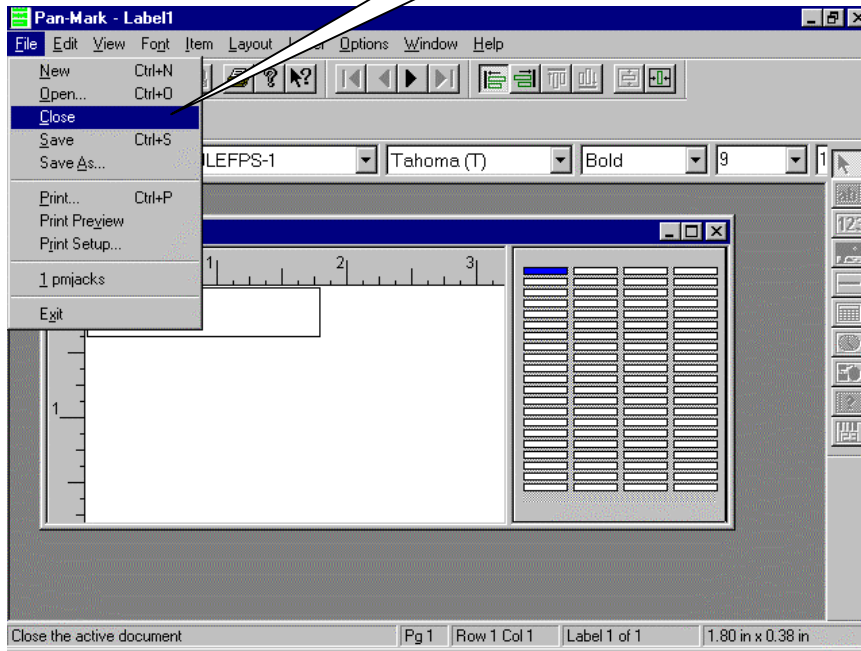


## Easy Text Entry Exercise

# Pan-Mark for Windows 2.5

1. Launch Pan-Mark for Windows 2.5

Close existing labels on the screen, by clicking on file, then close



Make sure you are in label mode

To work with a new format click on Format, then Select

Highlight the TTSL-2

Set Font to Arial

Set Style to P

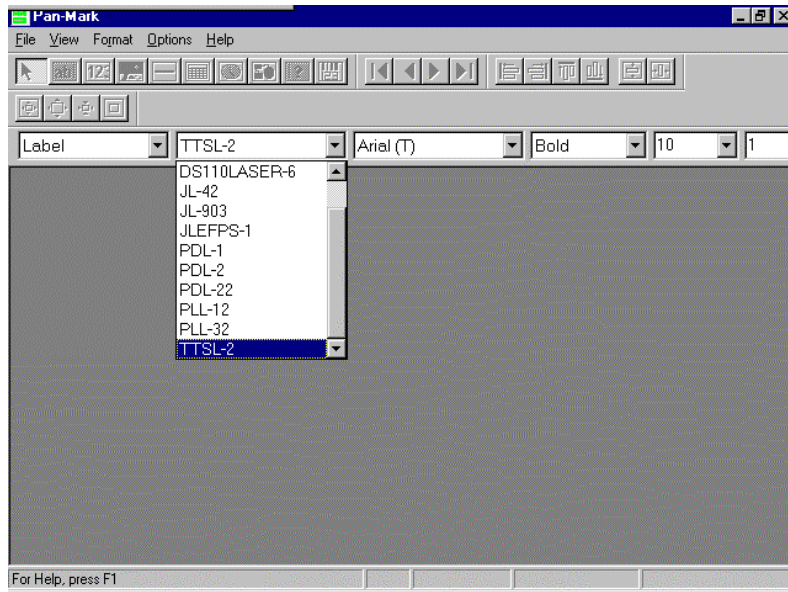
Highlight the TTSL-2 click on Copy then OK

Set on 10 Pt font

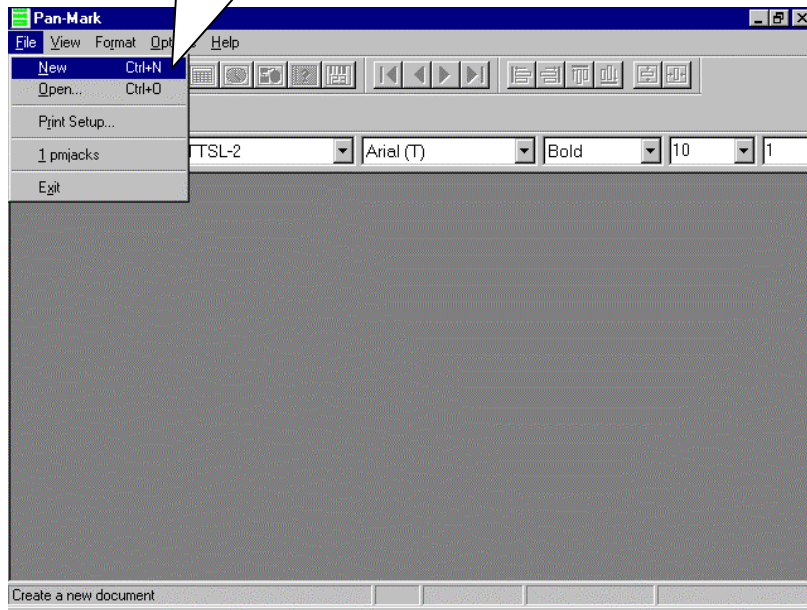
Format	Rows	Cols	Width	Height
TTC44	1	1	6.000	4.000
TTP-300	24	5	0.425	0.425
TTP-301	12	1	2.000	0.900
TTP-406	16	5	0.560	0.560
TTP-407	24	1	1.370	0.200
TTSL-1	1	8	0.500	0.500
<b>TTSL-2</b>	<b>1</b>	<b>4</b>	<b>1.000</b>	<b>0.500</b>
TTSL-3	1	2	2.000	0.500
TTSL-4	1	4	1.000	1.000
TTSL-5	1	2	2.000	1.000
TTSL-6	1	4	1.000	1.000
TTSL-7	1	2	2.000	1.000

Your Formats

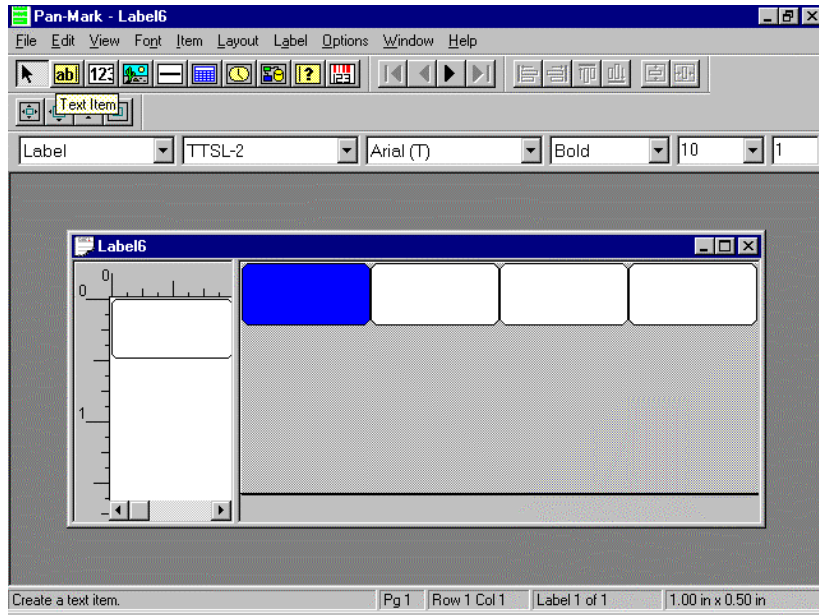
- BIN4x24
- DS110
- DS110LASER-6
- JL-42
- JL-903
- JLEFPS-1
- PDL-1
- PDL-2
- PDL-22
- PLL-12
- PLL-32



Click on File, then New

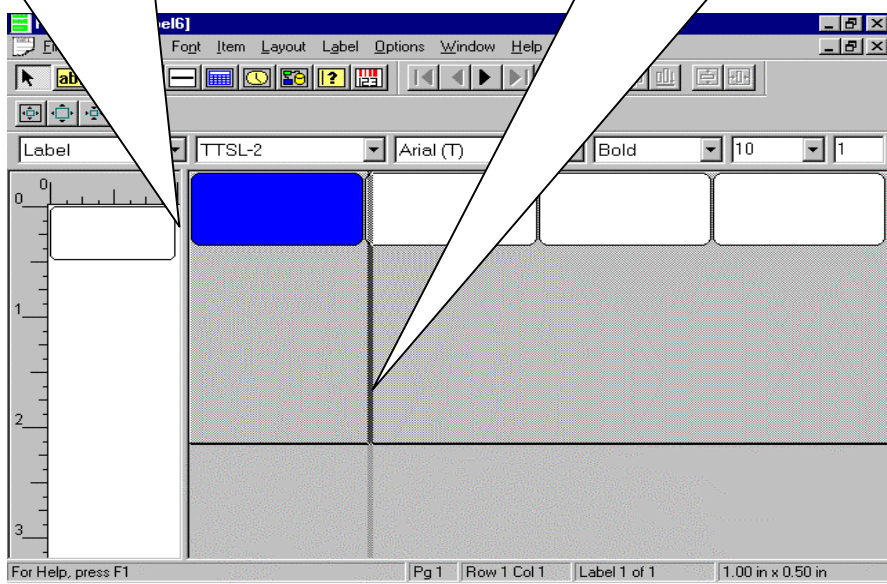


Left Click Here



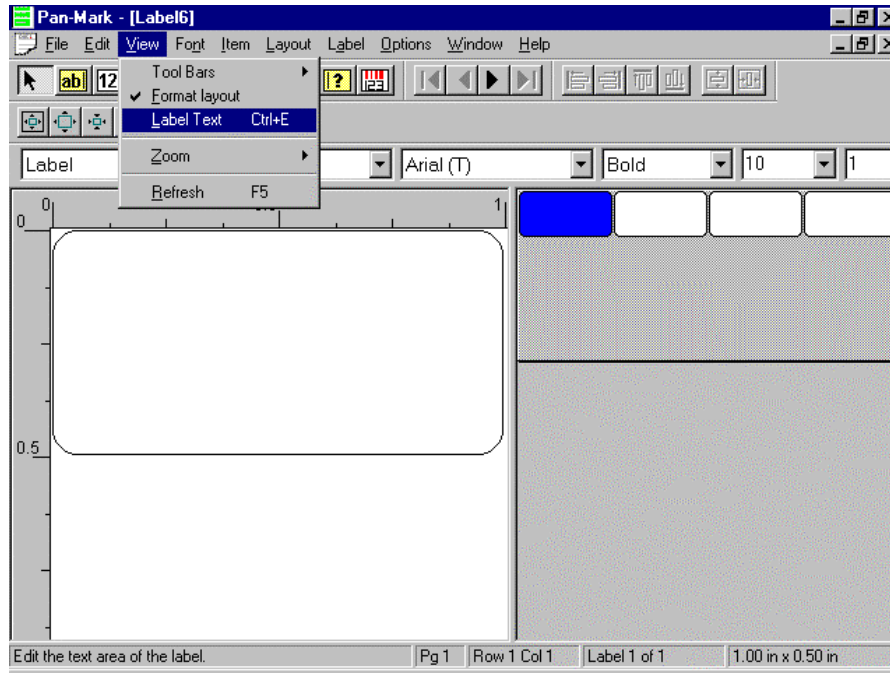
This bar can be dragged to the right if you would like to more room to see your label

Position your arrow over the line, hold the left button down, drag to the right and release

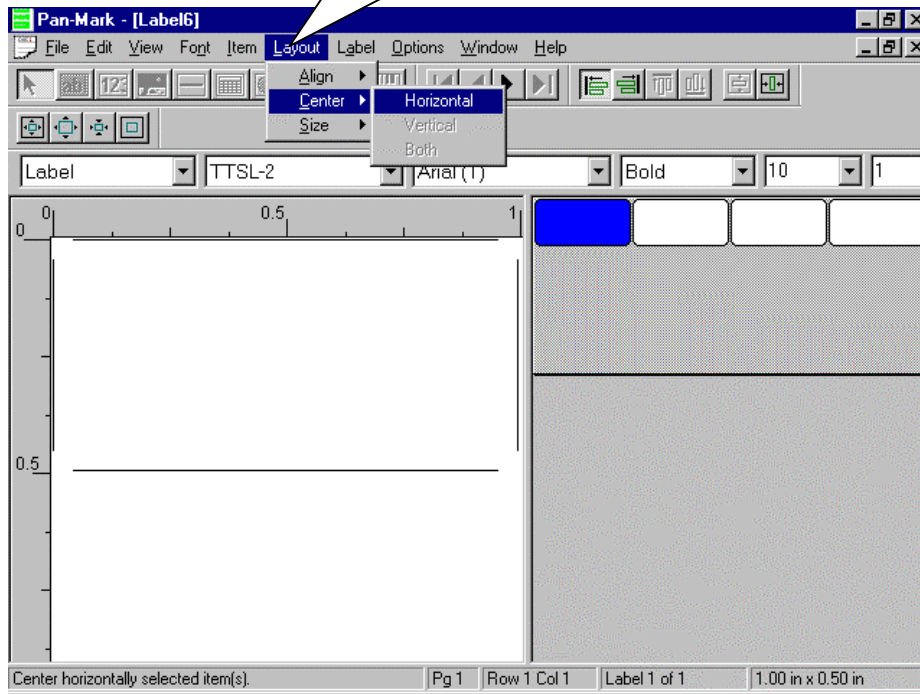


Click on the AutoFit Icon  
(This Icon may be located in a different area of your toolbar).

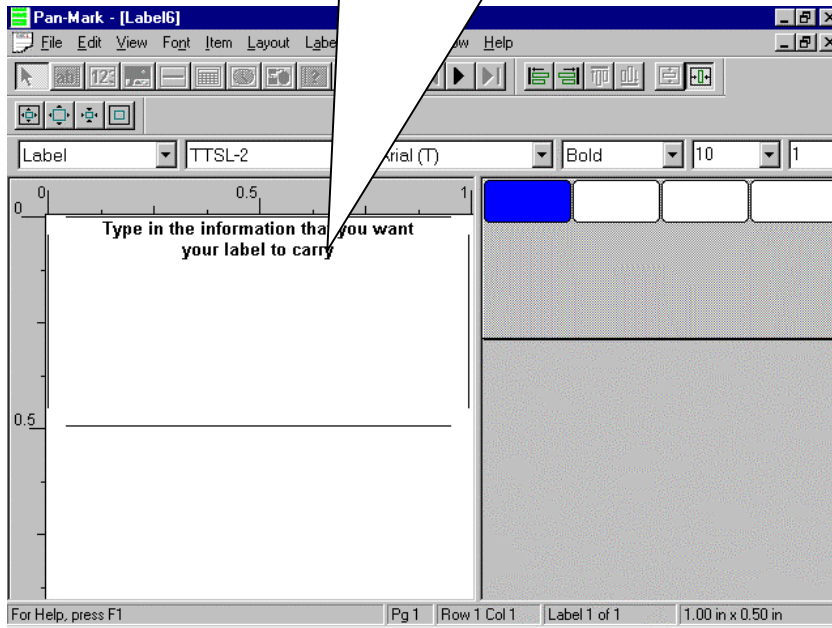
Click on View, then Label Text



Click on Layout, Center, then Horizontal



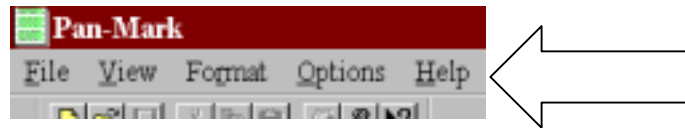
Type the text you want on your first label, hit the page down key to move to the next label



### **Wire Marker Mode**

Step 1. If you are not already in Pan-Mark, double click on Pan-Mark for Windows icon and double click Pan-Mark to enter program. If Pan-Mark is running, go to step 2.

Step 2. Make sure there are no open label, wire-marker, or Pipe-Marker formats on the screen. The top menu line should read “File View Format Options Help” If the menu has additional options there is an open format that will need to be closed for this exercise. Do this by clicking on **File** then **Close**.



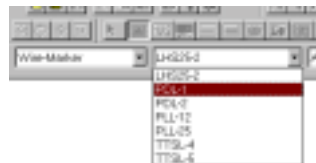
**Wire Marker With Text**

Step 1. Check first pull down or document menu (down arrow button) and see if you are in Wire-Marker mode (if box says “label” or “Pipe-Marker”, click down arrow and select “**Wire-Marker**” from menu.



Step 2. Choose **Format**, then **Select**. For this exercise we will design a PDL-1. So scroll down or drag the scroll box until you see PDL-1. Highlight this format and click on **COPY**. Then click **OK**.

Step 3. Click on the second scroll down menu and highlight PDL-1. The menu box will automatically close. Now choose **File**, then **New**. The format for a PDL-1 will be on the screen.

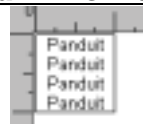


Step 4. Set the text size by clicking on the last pull down or document menu (down arrow button) highlight 8 pt type and the box will close.



Step 5. On the right side of the screen click on the text icon [ab]. A text properties box will automatically open. Type in the text you want to show on your Wire-Marker. Lets type “Panduit”. Click on **OK** and you are done!

**For a Serialized Wire Marker**

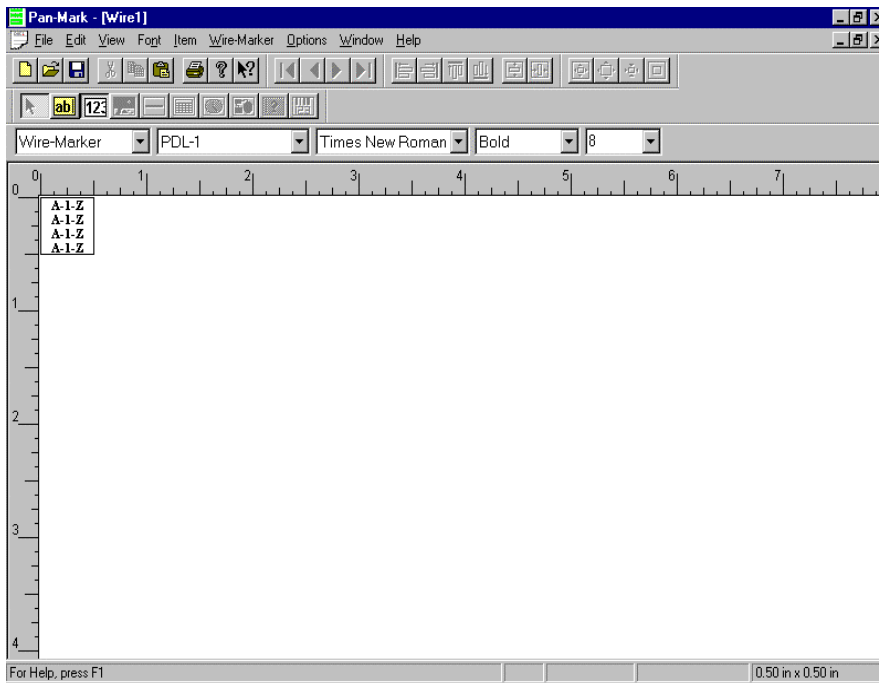


Step 1. Close the label you just created. You can save it if you want, or just say no.

Step 2. Repeat steps 1 - 4 above.

Step 3. Click on the series icon. For this exercise, we will have a series beginning at 1 and ending at 20 with a prefix of “A-” and a suffix of “-Z”. Increase the label **Quantity** to 20. On the left side of the series box (in the middle) enter “1” under **Start Value**. Enter 20 under **Stop Value**. At **Begin String** enter “A-”, At **End String** enter “-Z”. Click on **OK**. You are done!

Step 4. If you want to see what the first line of labels will look like, click on **File**, then **Print Preview**, enter **From 1 To 20**. Then **OK**. If you can not read the labels click on **Zoom In**. When you are done click on **Close**.



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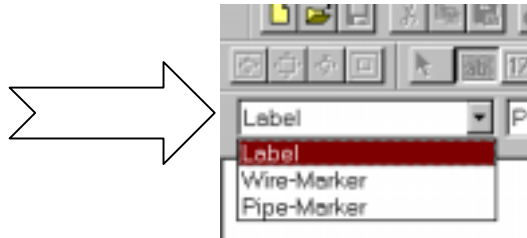
**To Print Either Wire Marker** When you are ready to print. Click on **File** then make sure you are set to use your specific printer click on **Print Setup**, check to see if your printer is selected, if not change to your printer and click on **OK**. Then click on **File** once more, then select **Print**, enter the number of labels you want to print and click on **Print** once more.

## Label Mode

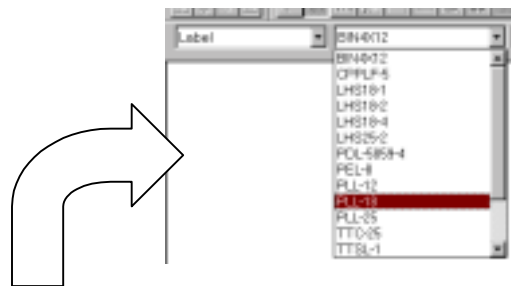
Step 1. If you are not already in Pan-Mark, double click on Pan-Mark for Windows icon and double click Pan-Mark to enter program. If PanMark is already running go to step 2.

Step 2. Make sure there are no open label, wire-marker, or Pipe-Marker formats on the screen. The top menu line should read "File View Format Options Help" If the menu has additional options there is an open format that will need to be closed for this exercise. Do this by clicking on **File** then **Close**.

Step 3. Check first pull down or document menu (down arrow button) and see if you are in label mode (if box says "Pipe-Marker" or "Wire Marker", click down arrow and select "**Label**" from menu.



Step 4. Choose **Format**, then **Select**. For this exercise we will design a PLL-18. So scroll down or drag the scroll box until you see PLL-18. Highlight this format and click on **COPY**. Then click **OK**.



Step 5. Click on the second scroll down menu and highlight PLL-18. The menu box will automatically close. Now choose **File**, then **New**. The format for a PLL-18 will be on the screen. For this exercise let's make a label with some text, a serialized field and a graphic.

Step 6. Set the text size by clicking on the last pull down or document menu (down arrow button) highlight 16 pt type and the box will close.

Step 7. On the right side of the screen click on the text icon [ab]. The pointer arrow should have the [ab] icon underneath it as you move around the screen. Move the pointer arrow anywhere in the label screen (not necessarily directly on the label). Hold the left button of your mouse down and "drag" open a box. This can be done by moving the mouse (while holding the left button down) either up or down and to the right or left. Once you have a box about the right size you would like to put your text in let go of the left button and you will have a text box ready to go. If you make a mistake go to step 8. If it looks good go to step 9.

Step 8. To compress or enlarge the box/image place the mouse pointer on one of the black squares on the; corners, the sides, the top or bottom of the box. The pointer will turn into a single line with arrows on each side (not the crossed arrows that appear anywhere on the actual label format). Hold the left button on your mouse down and drag the box open larger, or drag it in smaller. Release the left button and the image will automatically adjust to the size of the box. If the box dissappeared, single click in the area where it was and it should re-open. If you want to change the text, double click on your text and a cursor will appear. If you want to delete the box, open the box by single clicking on it and hit delete.

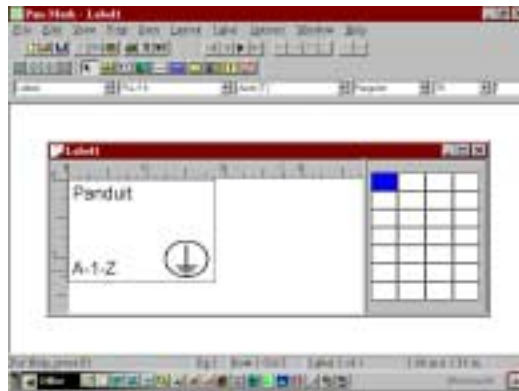
Step 9. Type the message you want your label to carry. For our exercise type “Panduit Move your mouse until an arrow appears out of the text box. Click once and the text box will close. Since we want this text on all the labels, open the text box by clicking on the text, select **I**tem, then **P**roperties, click on **A**ll for the display range, then **O**K.

Step 10. Now click and hold the left button down on the text you created. You can now drag the text anywhere you want on the label format. For this exercise place the text in the upper left corner.

Step 11. To add a serialized item click on the serial icon [123]. Move the pointer (should have [123] icon under arrow) into the label format area. “Drag” open a box, just like in step 4 and release the left button on your mouse. As soon as you release the left button, the series properties box will appear.

Step 12. For this exercise, we will have a series beginning at 1 and ending at 20 with a prefix of “A- ” and a suffix of “-Z”. On the left side of the series box (in the middle) enter “1” under **Start Value**. Enter 20 under **Stop Value**. At **Begin String** enter “A- ”, At **End String** enter “-Z”. Click on **Create**. The serial box should now show the first entry in the string <A- 1 -Z>. Click on the box, size and drag it where you want on your label (as described previously). For our exercise place the serial numbers on the lower left portion of the label.

Step 13. Click on the graphic icon (the cactus in the desert). Drag open a box as before. The **Image Properties** box will automatically appear. Click on the scroll arrow next to the **Name** box. For our exercise we will select the Ground Sign. So scroll down until you find the Ground Sign. Click on that line and the image will appear in the **Preview** box. Click on **Create**. The UL logo should fill the entire box you created. Size and drag the box manually, and drag to the lower right portion of your label. Your label should look like this:



## ***Pipemarker Mode***

Step 1. If you are not already in Pan-Mark, double click on Pan-Mark for Windows icon and double click Pan-Mark 2.12 to enter program. If Pan-Mark is running, go to step 2.

Step 2. Make sure there are no open label, wire-marker, or Pipe-Marker formats on the screen. The top menu line should read "File View Format Options Help" If the menu has additional options there is an open format that will need to be closed for this exercise. Do this by clicking on **File** then **Close**.

Step 3. Check first pull down or document menu (down arrow button) and see if you are in Pipe-Marker mode (if box says "label" or "Wire-Marker", click down arrow and select "**Pipe-Marker**" from menu.

Step 4. Select **File**, then **Print Setup**. If the default printer is not a PTR2, click on the **Specific Printer** scroll arrow and select **Panduit PTR2 on LPT1**.

Step 5. Choose **Format**, then **Select**. For this exercise we will design a PM8x10. So scroll down or drag the scroll box until you see PM8x10. Highlight this format and click on **COPY**. Then click **OK**.

Step 6. Click on the second scroll down menu and highlight PM8x10. The menu box will automatically close. Now choose **File**, then **New**. If a warning note comes up about the font height click on OK, we will adjust for that next. The Pipe-Marker screen will appear. If the box is not filling the screen, hit the maximize icon in the upper right corner of the Pipe-Marker screen.

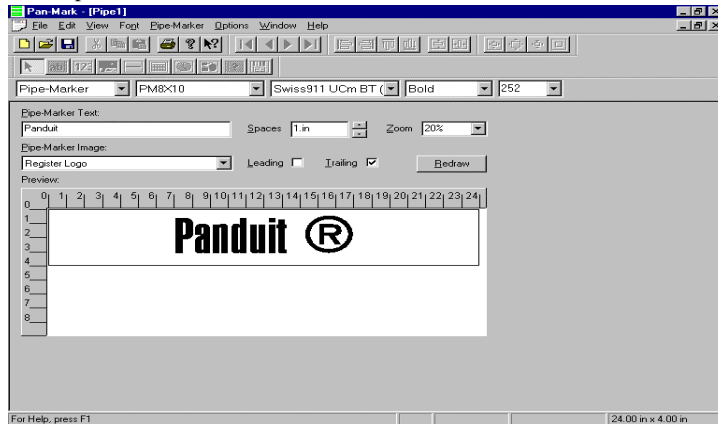
Step 7. Set the text size by clicking on the last pull down or document menu (down arrow button). Highlight 252 pt and the box will close.

Step 8. Enter the text you want to print under **Pipe Marker Text:** For our exercise enter "Panduit" and click on **Redraw**.

Step 9. To create some space between the text and image, go to **Spaces** and increase to 1.in.

Step 10. Click the pull down arrow for **Pipe-Marker Image:** and select **Register Logo**. Then click on the open box for **Trailing** and click on **Redraw**.

Your Pipe-Marker should look like this:

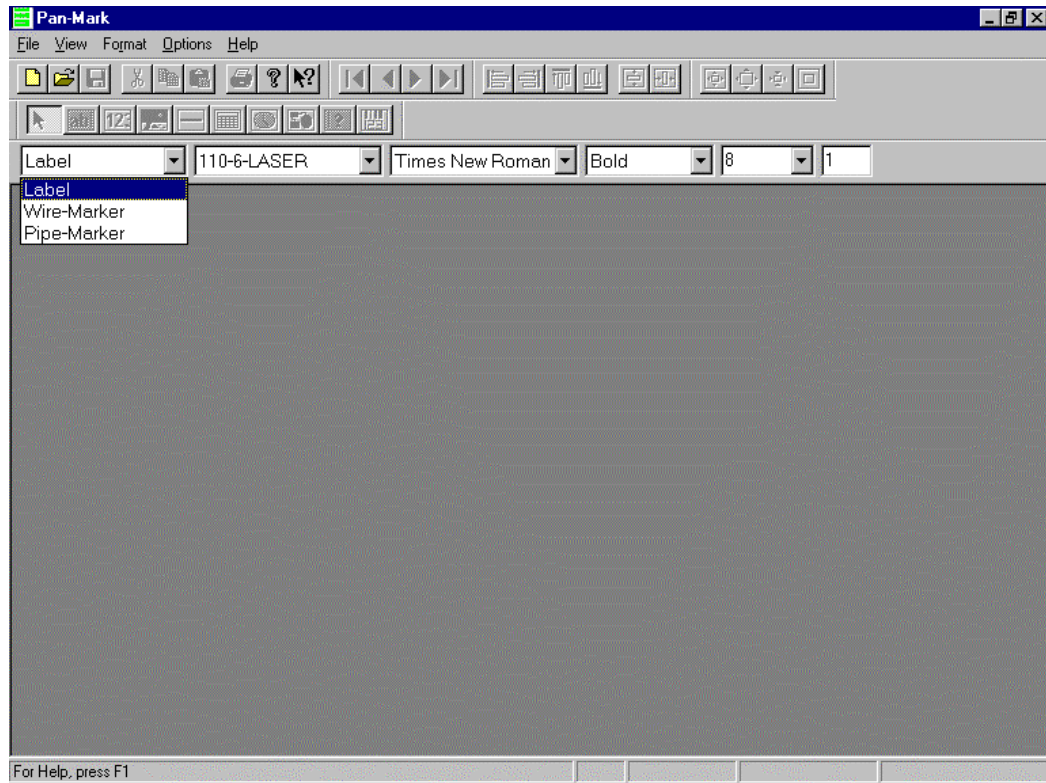


When you are ready to print. Click on **File**, then select **Print**, enter the number of labels you want to print and click on **Print** once more.

## Using ODBC Feature in Pan-Mark for Windows and Excel

### *To set up the database in Excel:*

1. Launch Excel. Then before entering any data format the columns which you are going to use as text, by clicking on the top letter in the column, which will highlight the entire column. Then click on **Format**, then **Cells**, then select **Text**. Then click on **OK**. While the column is still highlighted, use the icons on the toolbar to center the items which you will type in the database, and

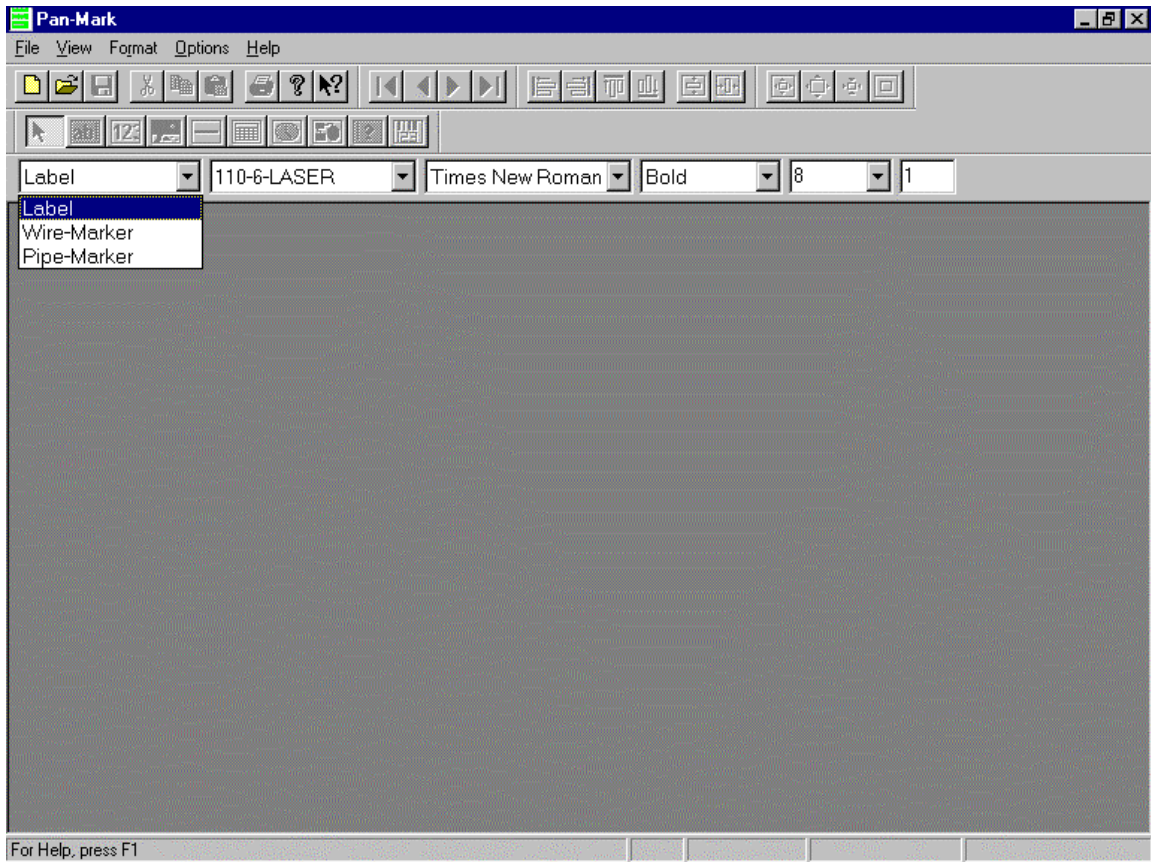


also make the print bold by clicking on the **B** icon in the toolbar.

2. Set up the first row of the database (Row 1) with a title for column 1. Type in row 1 "Panduit 1". The first row information is not transferred to the labels via ODBC. Microsoft considers this a title row.
3. Start typing in the information you want to transfer onto the labels beginning in row A2 and continuing down the column.
4. When finished entering the information in to column A, click on **Save As**, name the file "Panduit", click **Save**, and then close and close Excel.

### *To set up formats for labels:*

1. Launch Pan-Mark for Windows
2. Close any open files on the screen by clicking on **File**, then **Close**.



3. Make sure you are in Label mode by checking the first drop down box and selecting label as shown above.
4. Click on **Format**
5. Click on **Select**
6. Select the format on the left side, highlight it, and click on **Copy** then **OK**

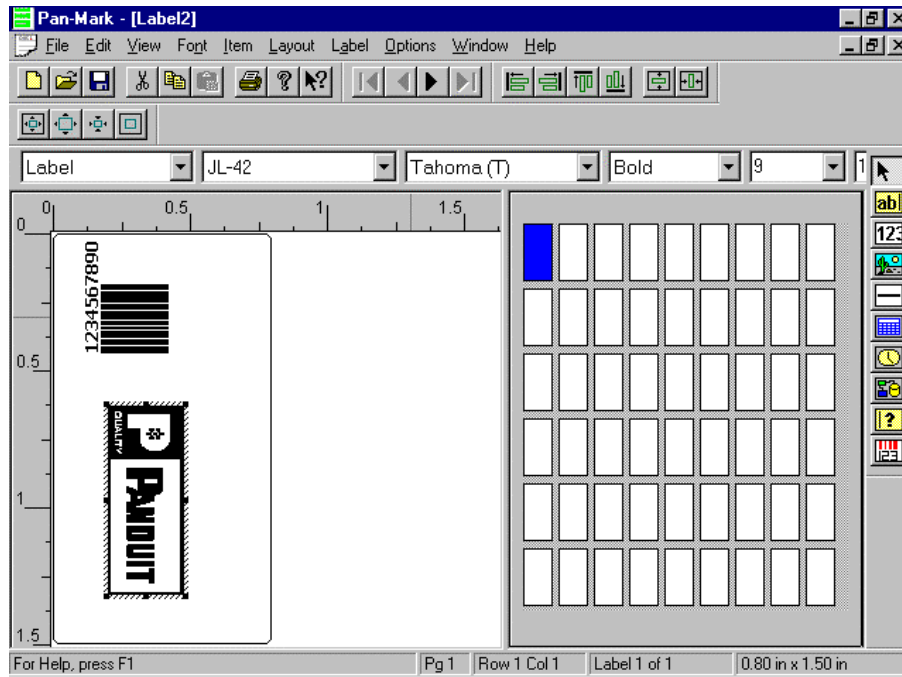
***To bring in a file from Excel:***

1. Click on **Options**
2. Click on **ODBC Administrator**
3. Click on **Add**
4. Double-click on Excel Driver
5. Give the file a name in the box **Data Source Name**, for this exercise call it "Pan-tran"
6. In the same dialogue area click on the Select Workbook button to create a path. **Select where the database you created earlier is (in Windows 95 double-click on the C drive, double-click on My Documents, and then select the name of the file you created (Panduit.xls).**
7. Click **OK** until you get back to the main screen.

***To bring the file into the label format:***

1. Click on the second drop down box (next to "Label") and highlight the format you plan to use.
2. Click on **File**, then **New**
3. Click on the ODBC data icon, and drag open a box.
4. Click on the down arrow in the database section (it will probably say "Pan-Mark Formats"), change that by highlighting the appropriate database path ("Pan-Tran") that we created earlier.
5. Click on **Add** in the Select <field> area in the upper right. The column 1 that you called "Panduit 1" is ready to be transferred.
6. Click **OK**
7. Answer yes to the question about using the default format.
8. Your Excel information has been transferred onto the label program.

# Bar Code Exercise for Pan-Mark for Windows Rev. 2.5

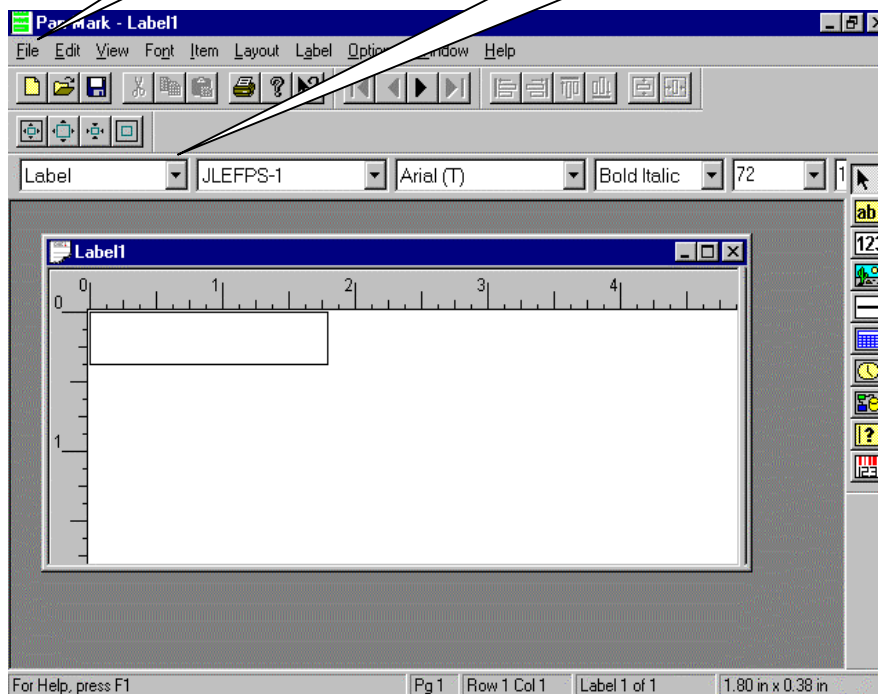


## We are going to create the label above

From the opening screen of Pan-Mark, close any existing files. And make sure you are in label design mode.

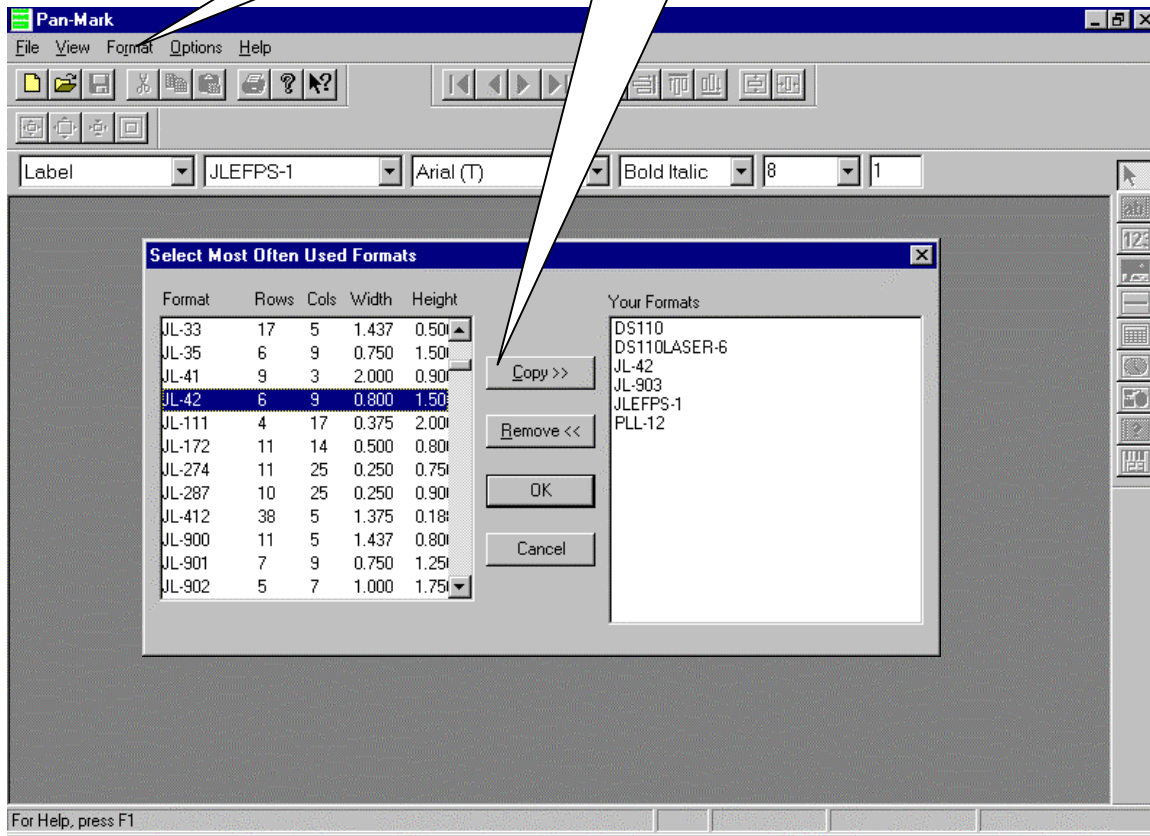
1. Click on File then Close

2. Make sure you are in label mode



1. Click on Format then Select

2. Highlight JL-42 click on Copy then OK

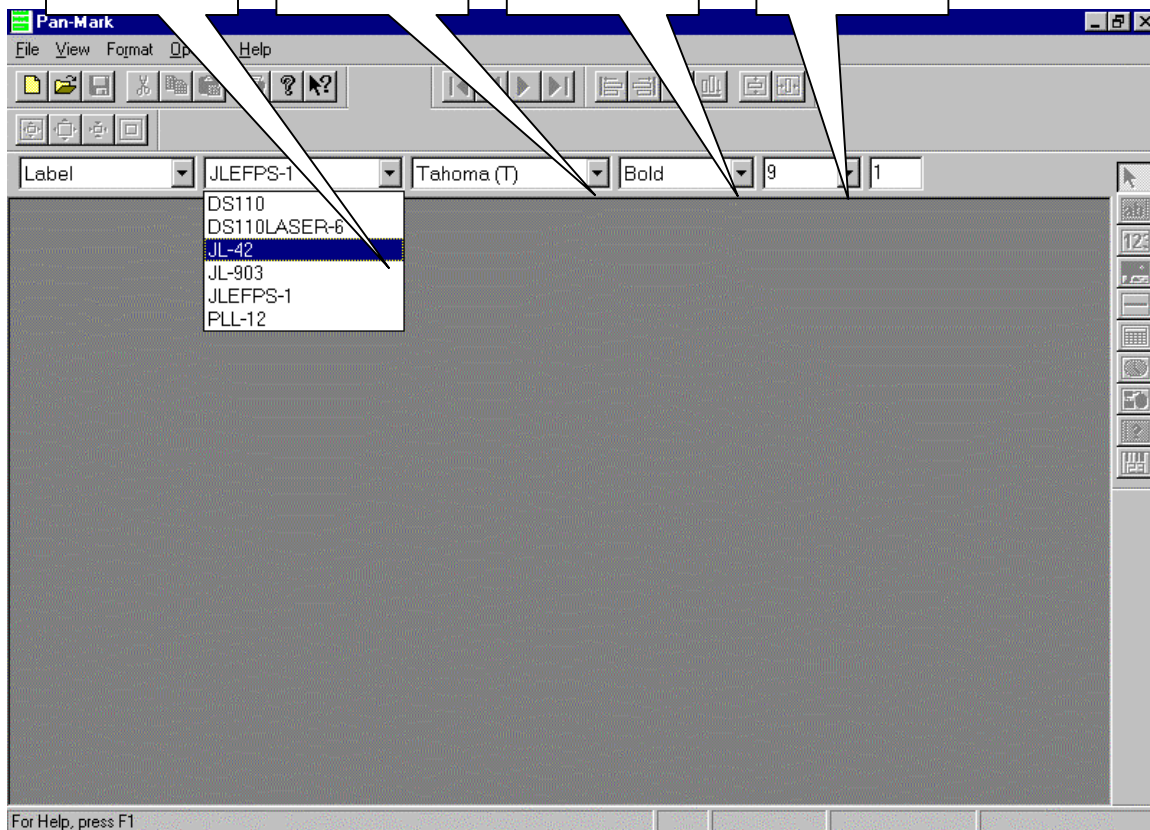


1. Set format to JL-42

2. Set Font to Tahoma

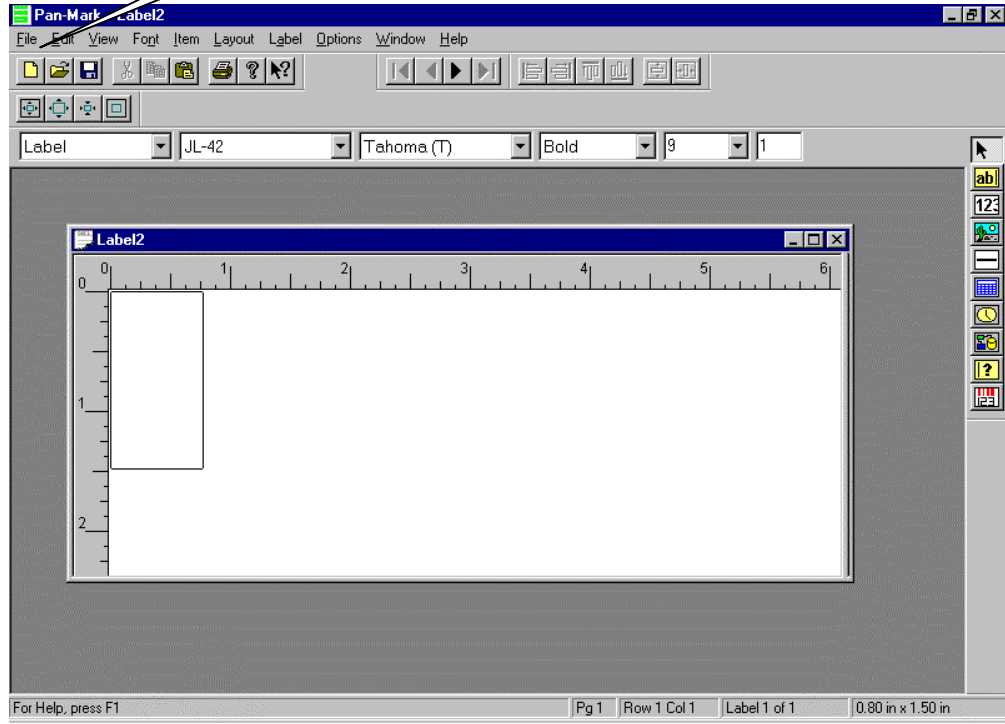
3. Set to type to Bold

4. Set to 9 pt. type

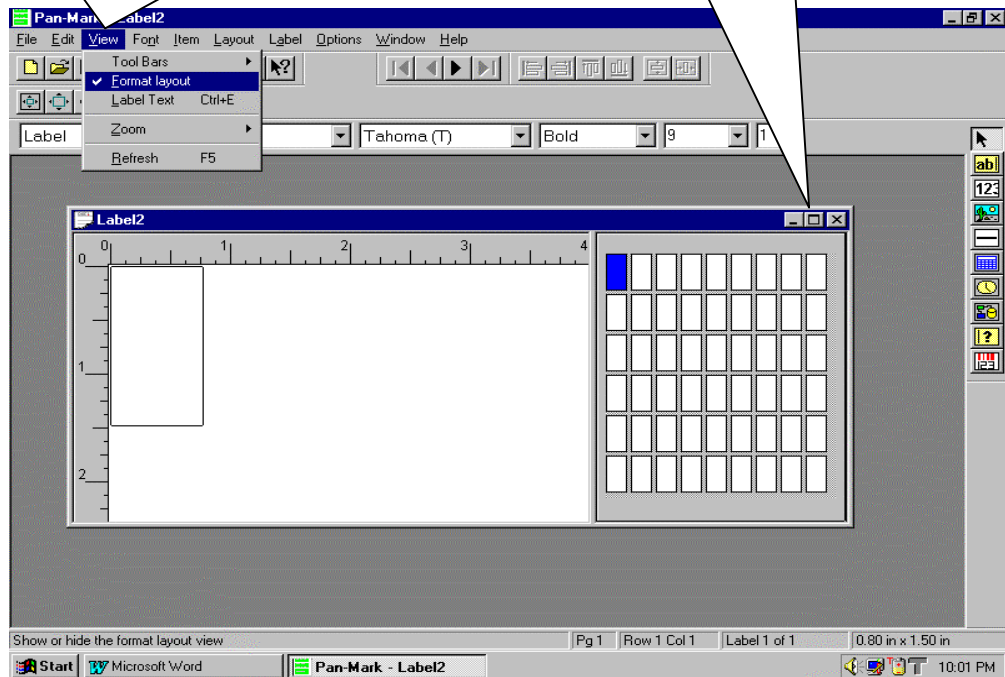


Click on File then New or use the new file icon. And a design format will appear as below.

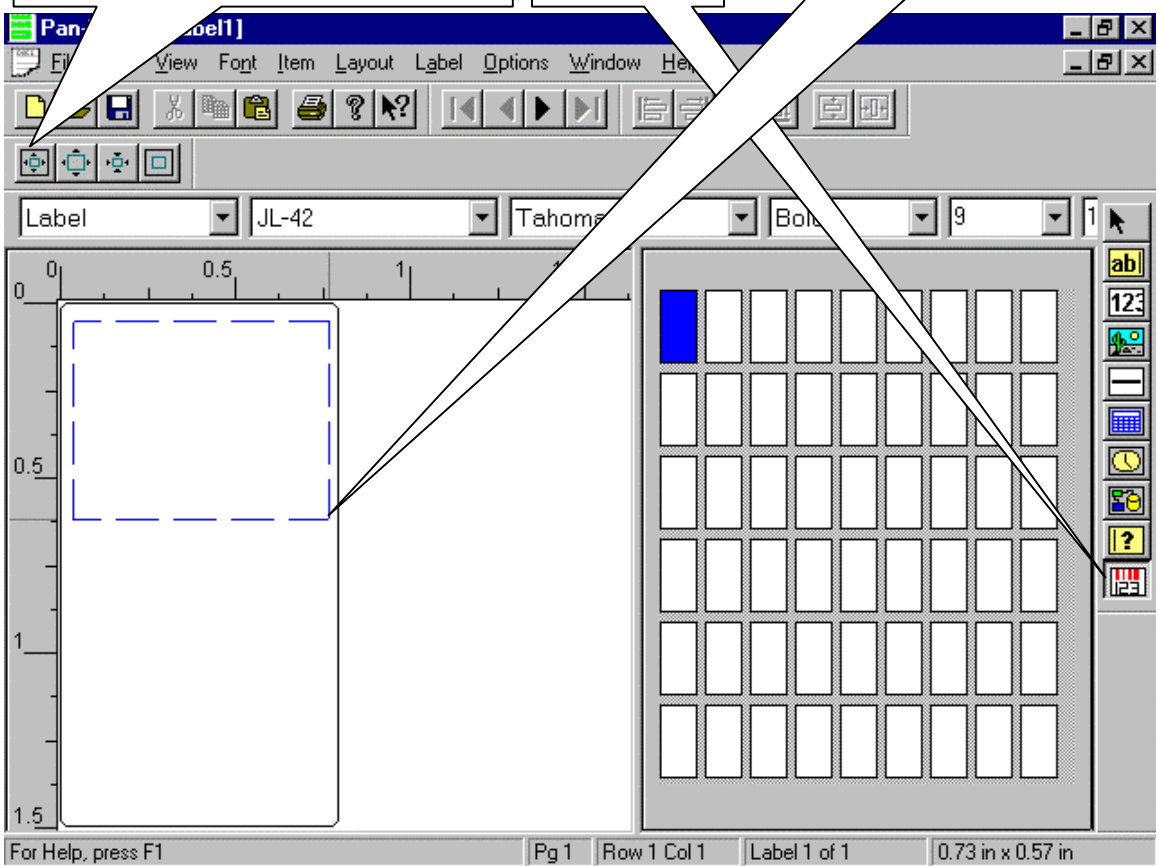
- 1. Click on file Then New
- 2. Or use the new file icon



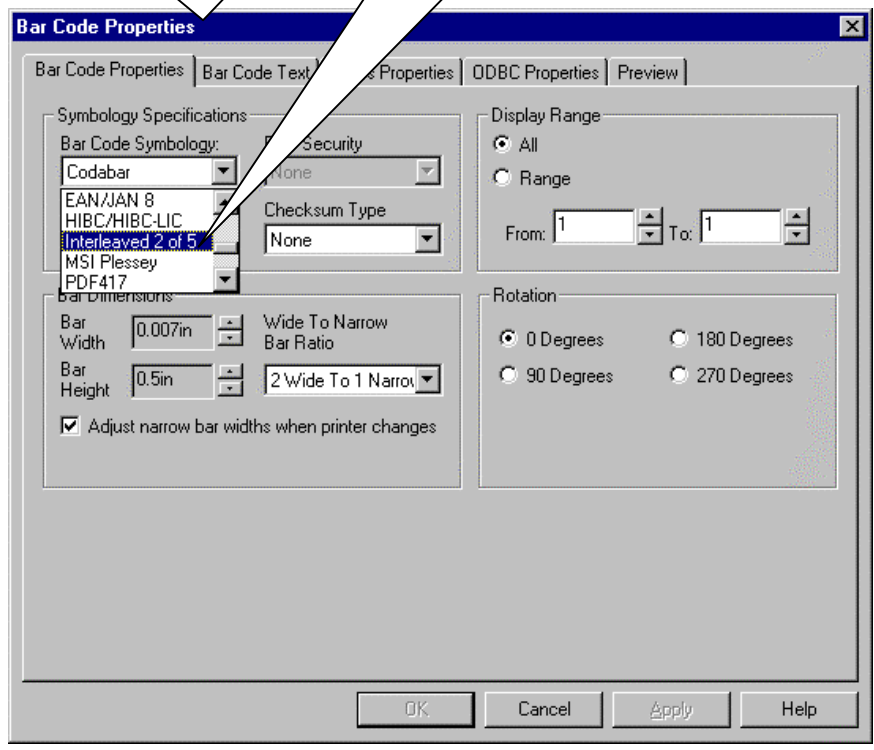
- 1. To see the page layout click on View then Format Layout
- 2. To see the screen at full size use this icon

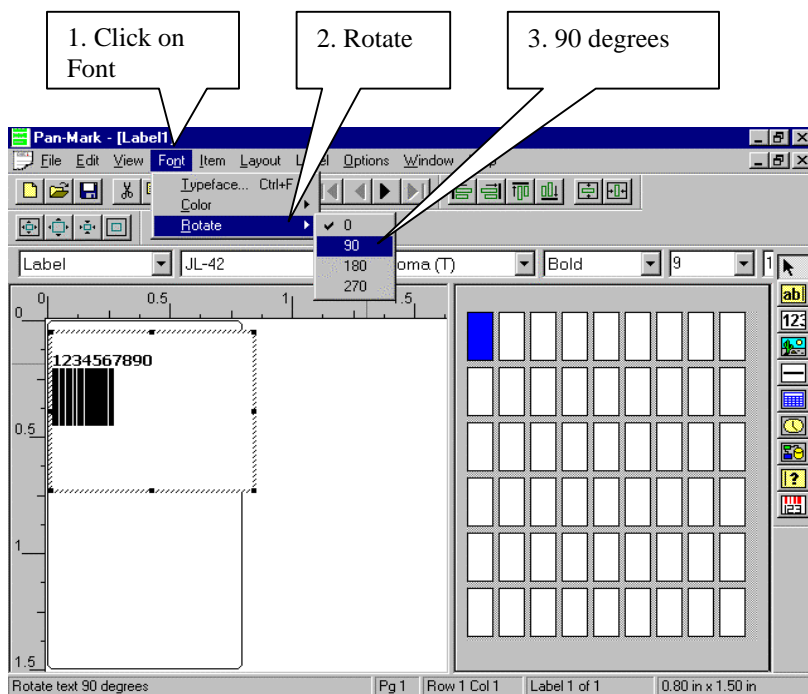
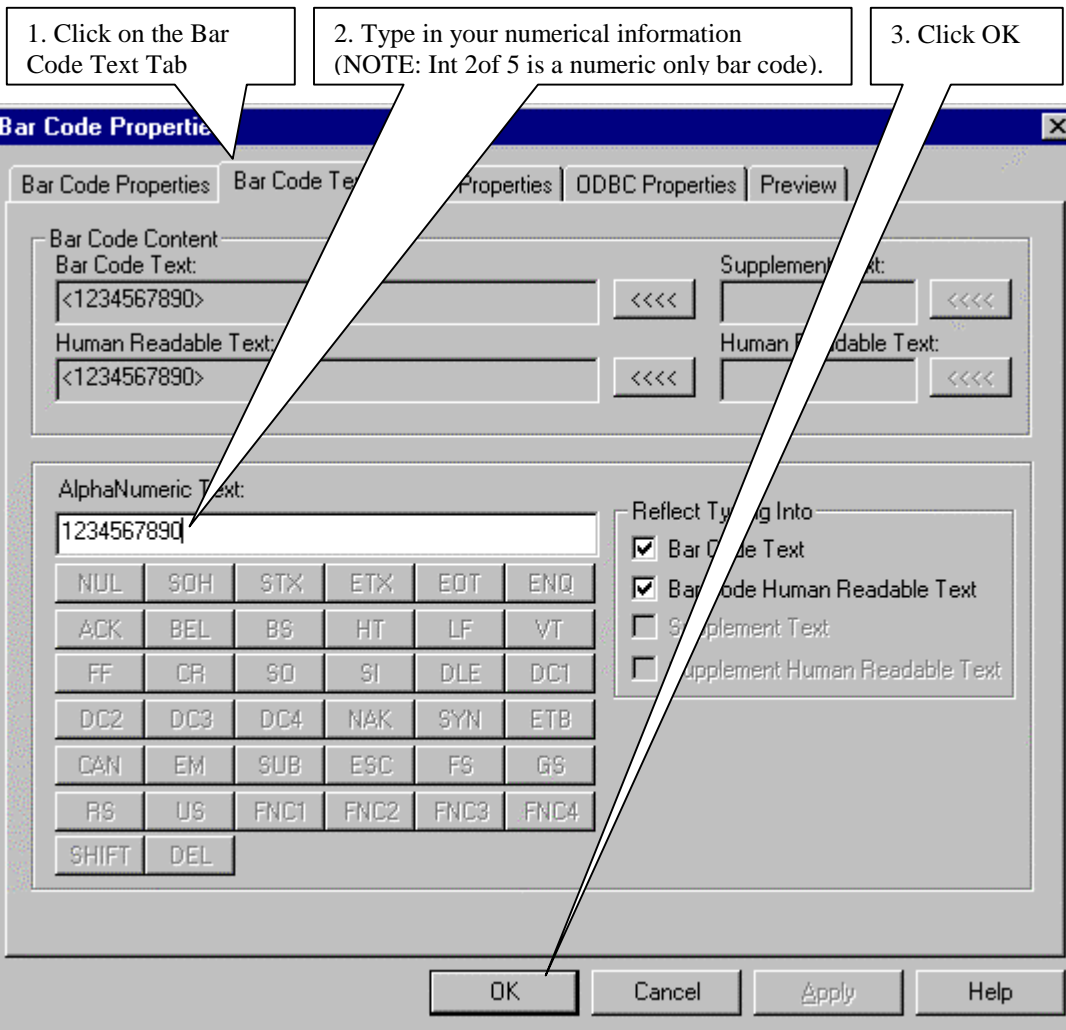


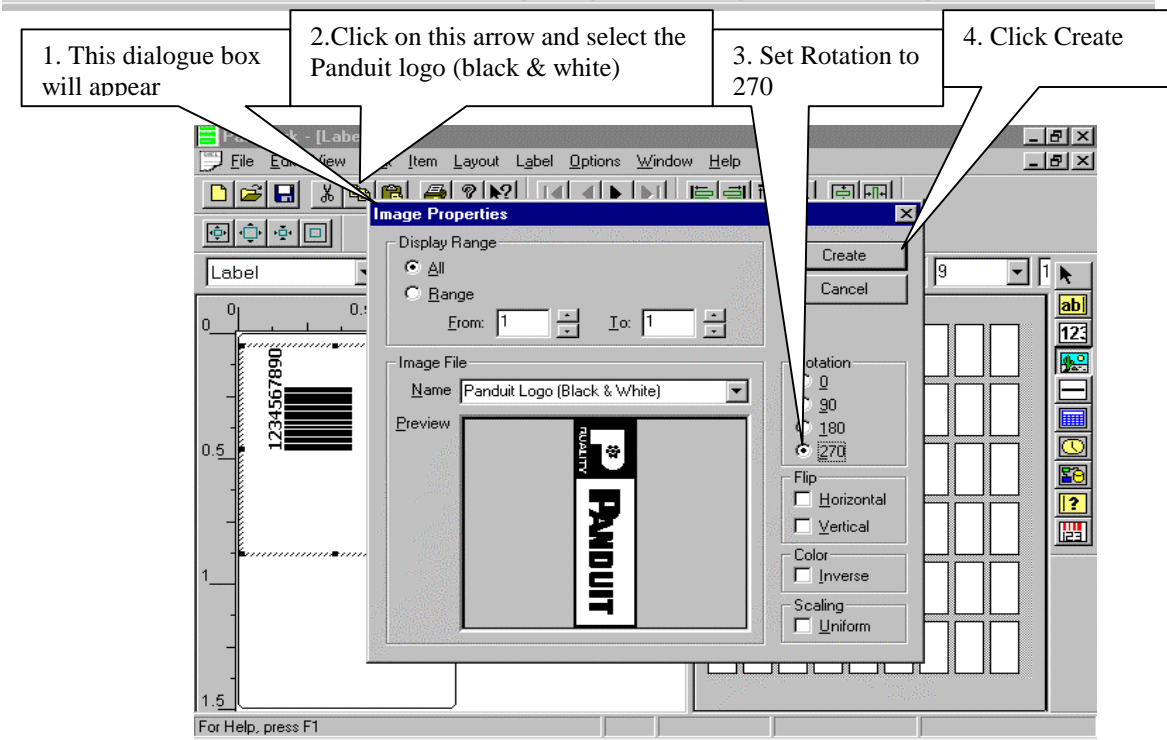
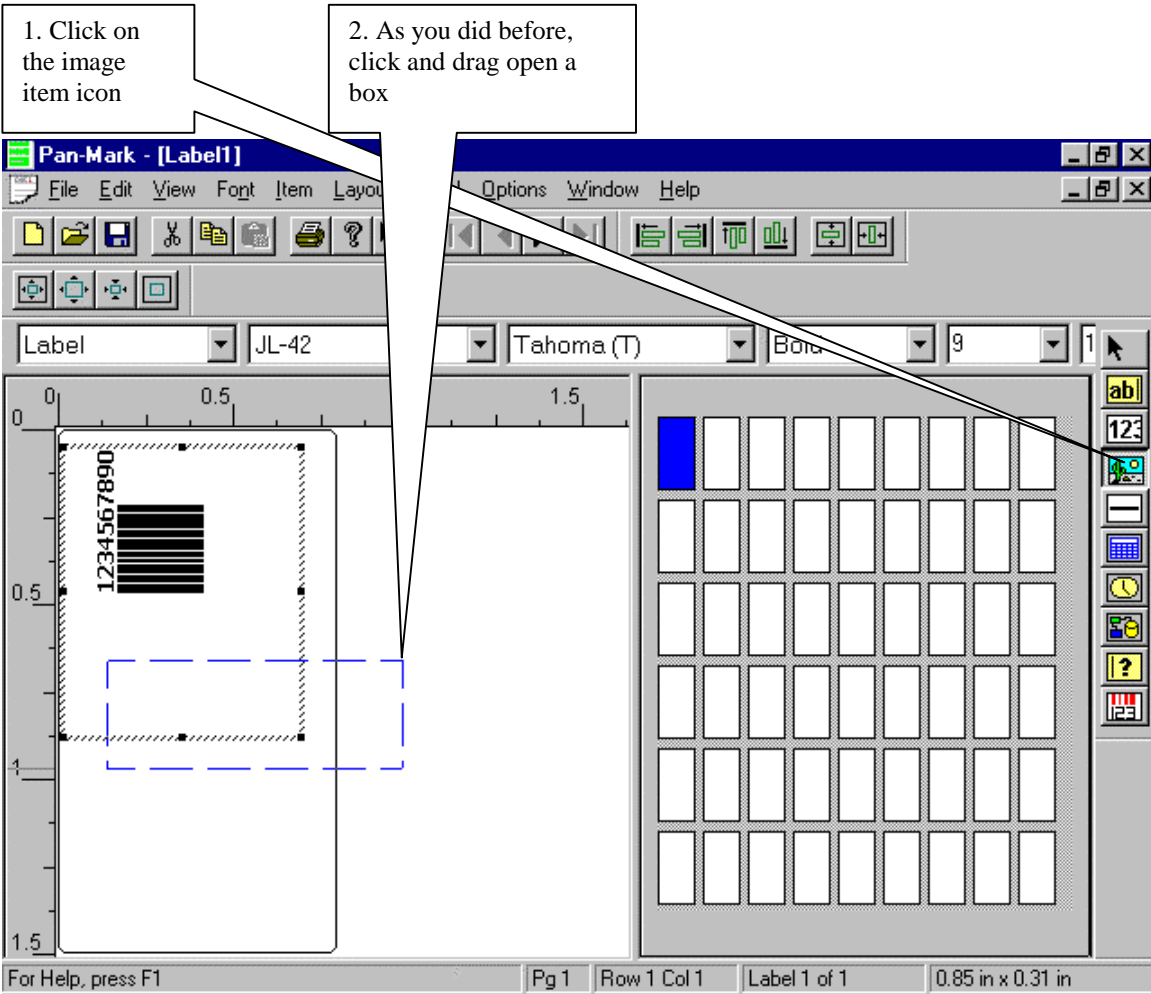
1. Click on the Auto Fit icon to expand the design area (NOTE: this icon could be located in a different area of your toolbar.)
2. Click on the Barcode icon
3. Using your mouse, click and drag open a box on your label.



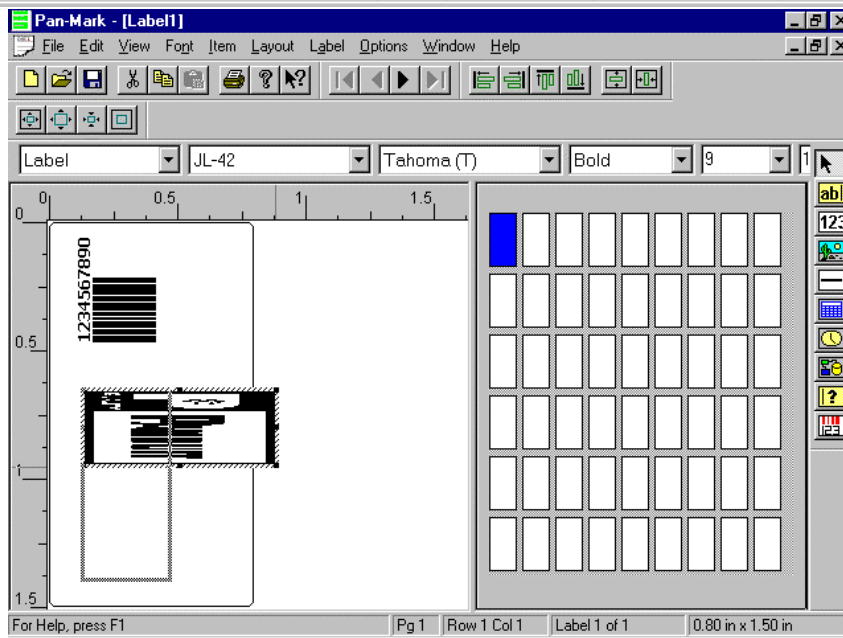
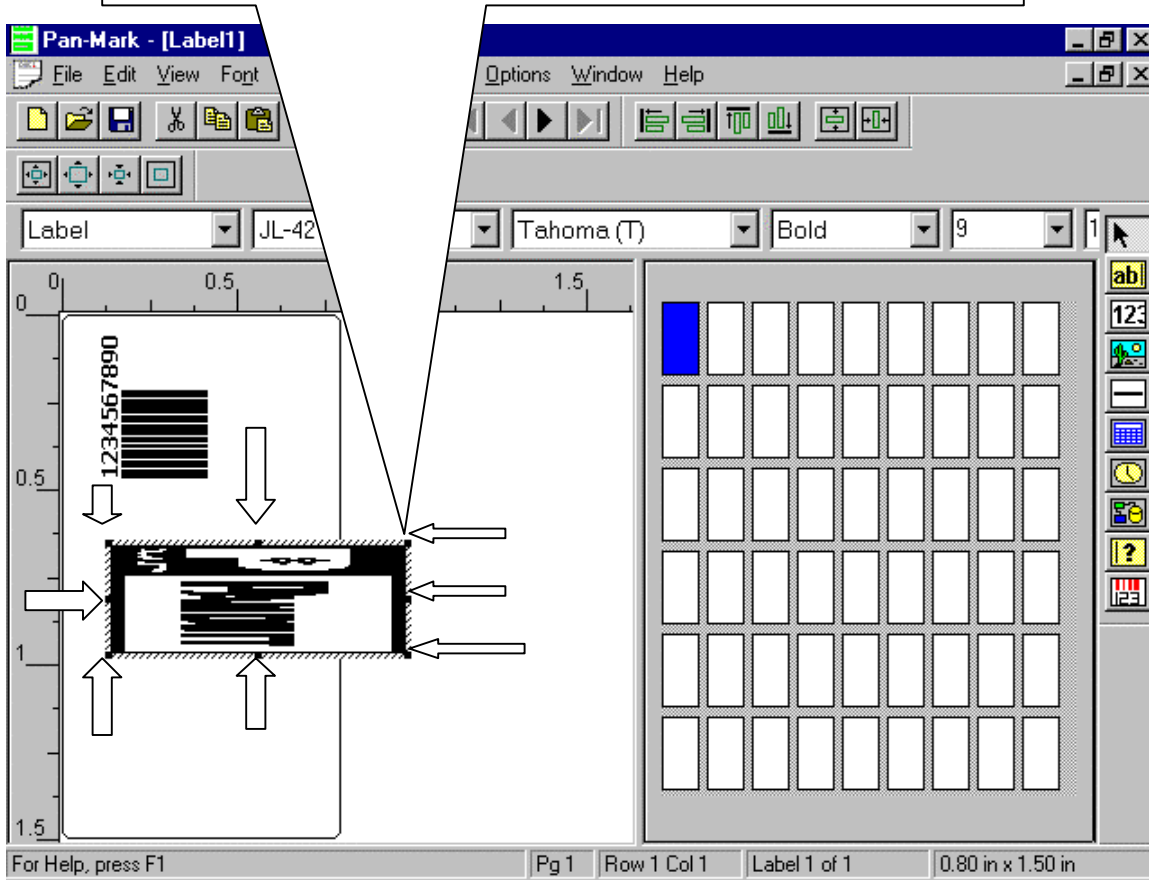
1. This dialogue box will appear automatically
2. Scroll down and select Interleaved 2 of 5







1. You can now make changes in the appearance of the logo by placing your cursor arrow over one of these black control boxes. Grab a box, hold down the left button on your mouse and compress or stretch the box as needed.



# Your label should look like this!

