



PAN-MARK® 2.5
Labeling Software

User's Guide

Call 866-871-4571 for Technical Assistance

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Chapter 1 - Introduction

Modern industries are using a wider variety of label products than ever before. **PAN-MARK 2.5** is designed to work in tandem with the various label types and materials found in today's marketplace.

Panduit offers computer printable labels for laser, ink jet, thermal transfer, and dot matrix desktop printers. Labels are designed to function in most desktop printers with your computer.

Laser and ink jet labels are supplied on US Letter Sheets which are 8.5" x 11" (215.9 mm x 279.4 mm) or on DIN A4 Sheets which are 8.27" x 11.69" (210 mm x 297 mm).

Thermal transfer labels are supplied on rolls and can be used with the Panduit PTR2E and PTR3E Thermal Transfer printers or similar printers.

For more information on our computer printable labeling products, call 866-405-6658 or visit www.panduit.com. For a complete catalog of labeling solutions, request the *PAN-CODE*™ Identification and Labeling Solutions catalog.

The Total Label Solution: **PAN-MARK 2.5**

Panduit introduced its label software, PAN-MARK 1.1 in 1988. In today's marketplace, sophisticated users demand even more flexibility and power. **PAN-MARK 2.5** provides these increased capabilities, such as:

- Over 800 built-in label formats (Including laser, ink jet, thermal transfer and dot matrix)
- Several resident fonts included
- Several types of data can be placed on labels:
 - Text
 - Graphics
 - Line Drawing
 - Serialization
 - Open Database Connectivity (ODBC)
 - Date and time stamp
 - Operator input
 - Bar Codes

Hardware and Software Requirements

PAN-MARK 2.5 runs on any IBM compatible computer with a minimum configuration of:

- 486 processor recommended
- Eight megabytes of random-access memory (RAM). Sixteen megabytes or more is recommended.
- Microsoft Windows 95, 98, Me, 2000, Windows NT4.0, and Windows XP
- A hard disk with a minimum of 30 megabytes of free space

Using Items to Create Labels

PAN-MARK 2.5 introduces a new concept in label design called *items*. Items are “building blocks” you can use to create a label as simple or as complex as you need. Items are divided into two categories:

- 1) Static - Items that do not change from label to label, such as text, images, and lines
- 2) Dynamic - Items that can change from label to label, such as:
 - Serial numbers, based on user criteria
 - Date, based on the current system date
 - Time, based on the current system time
 - ODBC Data based on an external database, such as Excel, dBASE, etc.
 - Input, a user-defined prompt requiring an operator entry
 - Bar codes

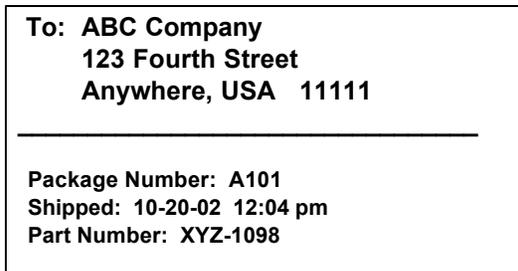
The simplest example would be to enter a single text item—such as an address—into a label.



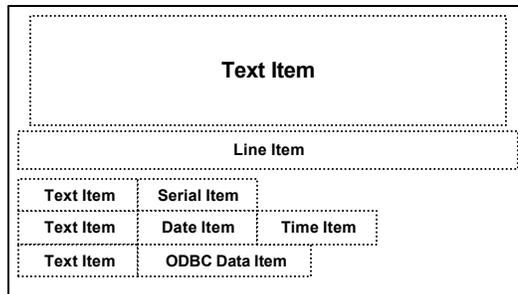
Therefore, this label uses only one building block.



The following label uses several building blocks to insert a text item address, a line item divider, a serialized package number, shipping date and time items, and a part number supplied from an ODBC database.



The building blocks for this label would look something like this:



You can combine items and arrange them in any order you choose. You can even use an item more than once in a label. For example, two image and two line items are used in the following label.



This example shows an image item and a bar code item. **PAN-MARK** includes 21 different bar code symbologies. This bar code is an example of the PDF 417 bar code. You can use the PDF 417 bar code to convey thousands of bits of information.



How This Manual is Organized

Information about **PAN-MARK** 2.5 is broken down into the following chapters:

Chapter 1 - Introduction

- What is **PAN-MARK** 2.5, and what type of computer hardware and software is required to use it.

Chapter 2 - Setup

- How to install **PAN-MARK** 2.5 on your system.

Chapter 3 - Exploring **PAN-MARK** 2.5

- Moving around in the program, using a mouse, using keyboard shortcut keys, and other useful information for using **PAN-MARK**.

Chapter 4 - Creating Labels in **PAN-MARK** 2.5

- This section describes all **PAN-MARK** menus and commands.

Chapter 5 - Creating Wire Markers

- This section describes how to create specialized labels for wire applications.

Chapter 6 - Creating Pipe Markers

- This section describes how to create specialized labels for pipe applications.

Appendix

- List of electronic symbols contained in the **PAN-MARK** image library
- List of bar code symbologies contained in the **PAN-MARK** bar code library

Chapter 2 - Setup

Before installing *PAN-MARK 2.5*:

- Close all other applications, including Microsoft Office.
- Make sure you have a minimum of 30 megabytes of free space on your hard disk.

Follow these steps sequentially to begin using *PAN-MARK 2.5*:

1. **Install *PAN-MARK* for Windows.**
2. **Select your most often used formats.** Choose your favorite (or most often used) formats from the database so they can be selected directly from a list in the label window.

Step 1: Installing *PAN-MARK 2.5*

Before you begin the installation process, take note of the *PAN-MARK* serial number that is located on the CD jacket. You will be required to enter this serial number during installation.

Follow these steps to install *PAN-MARK 2.5*:

1. Insert *PAN-MARK* program CD in the CD drive.
2. Follow the on-screen instructions.
3. It is a good idea to view the README file after completing Setup. The README file contains important last minute notes and information about *PAN-MARK 2.5*.

PAN-MARK 2.5 is automatically added to **Start | Programs**.

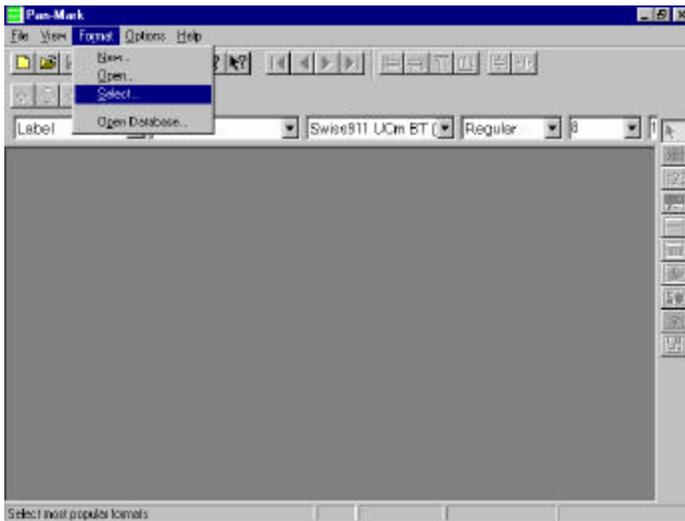
Step 2: Selecting Your Most Often Used Formats

Typically, you use certain label formats that fit your everyday needs. Out of the hundreds of formats supplied by Panduit, that may be only a few labels.

Instead of going through the entire database's format list every time you want to make a selection, you can pick your most often used formats, creating your own short list of "favorites" that will be available directly from the **PAN-MARK window**.

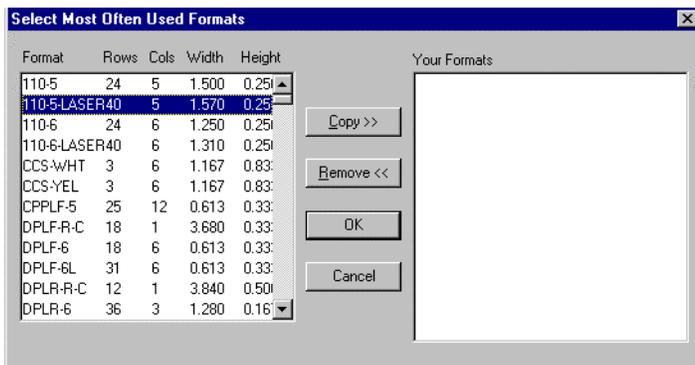
To select your most often used formats:

1. While still in the **PAN-MARK** window—with no files open, click **Format** in the menu bar, then click **Select** in the drop-down menu.



A selection window appears, displaying a list of all the available label formats in the **PAN-MARK** formats database.

2. Scroll the list to the first label format you want to place in your favorites list, then click to select.



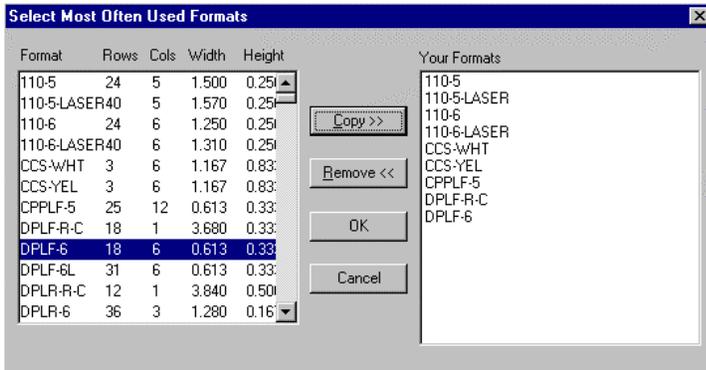
To select several consecutive formats at once:

- Press and hold the **Shift** key, then click two non-consecutive label formats, such as PDL-5 and PDL-8. Formats PDL-6 and PDL-7 will also be selected
- Or —
- Click and drag the pointer over the desired formats.

To select several non-consecutive formats at once:

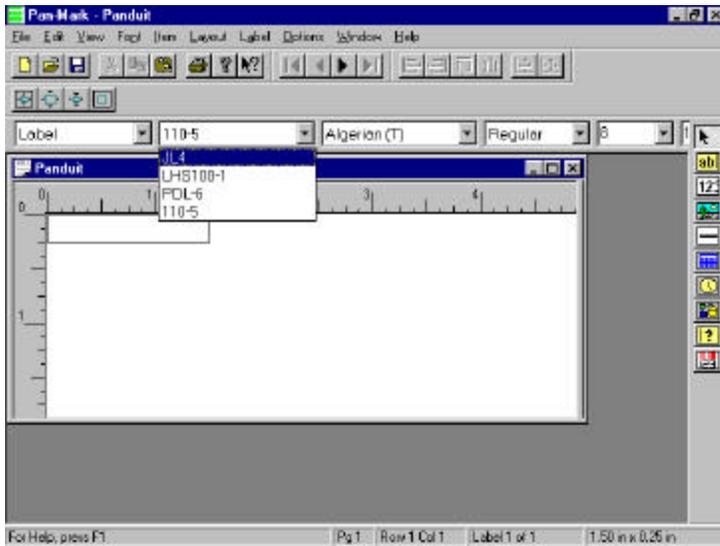
- Press the **Ctrl** key, and then click the desired formats.

3. Click the **Copy** button to copy the selected format(s) to the right box.



4. When you complete your list, click **OK** to exit the selection window.

These formats are now available directly from the **PAN-MARK** window.



Chapter 3 - Exploring *PAN-MARK 2.5*

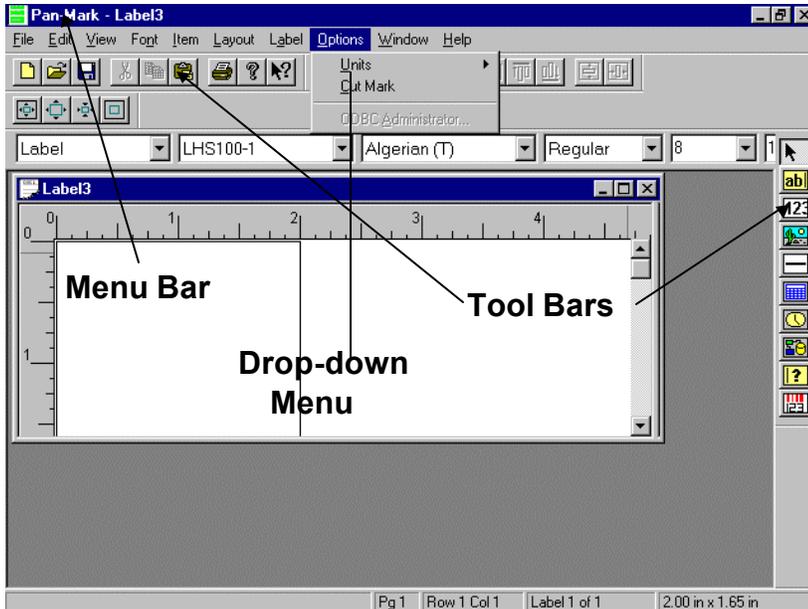
This chapter familiarizes you with the working elements of *PAN-MARK 2.5* and how to use them. We'll discuss:

- Moving around in *PAN-MARK*
- Using a mouse
- Using the keyboard
- Shortcut keys
- Dialog boxes and information windows
- Elements of a label
- Tool bars
- Information bars
- Scroll bars
- The menu bar
- The Help icon
- Customizing the *PAN-MARK* window

Moving Around in PAN-MARK 2.5

Like other windows-based products, **PAN-MARK** uses menus and dialog boxes to help you navigate through its menus and commands. In the following screen example,

- Commands appear in drop-down menus.
- Titles for drop-down menus appear in the horizontal bar under the window title.
- Tool bars show icons for commands you use most often. Just click on the appropriate icon to implement a command. (The Tool bar icons are defined later in this section.)



Grayed Menu Selections

Grayed menu selections are temporarily unavailable. Certain menus or commands are available only after other prerequisite activities are performed.

For example, in the Edit menu, the **Cut**, **Copy**, and **Delete** commands are not available until an item is selected.

In the following label, **PAN-MARK** doesn't know which item you want to cut, copy, or delete until you click to select it.



NOTE: You cannot copy and paste ODBC items.

After you select the desired item, these edit commands become available.



Using a Mouse

To select, move the mouse pointer to the desired menu or command, then press the left mouse button. Pressing a mouse button is also referred to as *click* or *clicking*.

When selecting from a list, you may do either of the following:

- Click once on the list entry, and then click the confirmation button (such as **OK**).
- Double-click on the list entry.

Using the Right Mouse Button

When a label is open, you can click the right mouse button anywhere in the label window away from an item to display a pop-up of the Item menu.



When a label item is selected, you can click the right mouse button to display a pop-up menu to choose item properties, alignment, etc. These pop-up menus display options related to the selected item.

Exploring PAN-MARK 2.5

To illustrate, there are two items on this label: A text item (the address) and a graphic item (the Panduit logo). Select the text item, and then click the right mouse button to pop up a menu specifically related to text items.

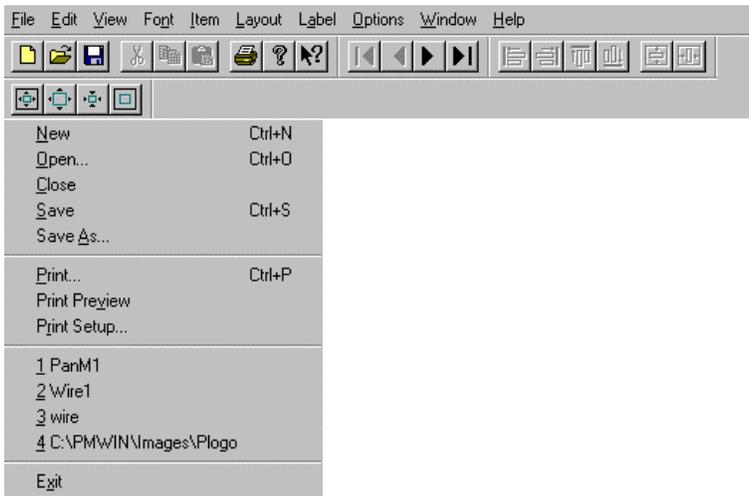


Select the graphic item and click the right mouse button to pop up a menu specifically related to graphic items.



Using the Keyboard

To make a selection from the menu bar using the keyboard, press **Alt** plus the underlined character in the menu title. For example, press **Alt+F** to open the File menu.



To make a selection from a drop-down menu, just press the key that corresponds to the underlined character in the command. For example, press the **r** key to select **Print Setup** in the File menu.

Shortcut Keys

Shortcut keys can be used to quickly implement certain commands—without having to open menus or use the mouse. For example, you can open a label using either of the following methods:

Click **File** in the menu bar, and then click **Open** in the File menu

— Or —

Press **Ctrl+O**

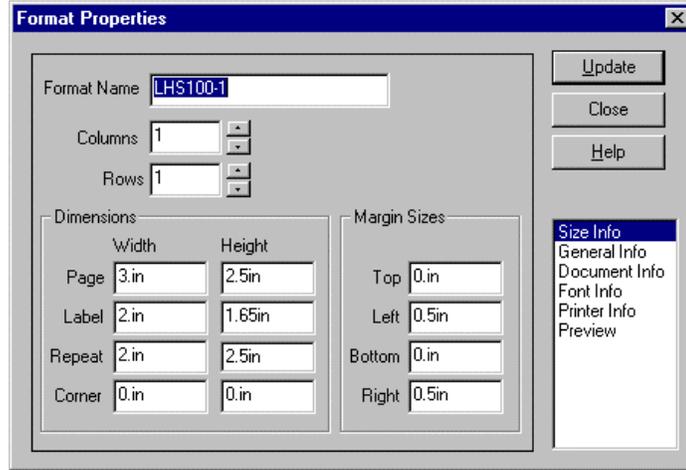
In various examples throughout this User's Guide, either the mouse or shortcut key method may be used for illustration. After you become comfortable with both, you can use whichever method you prefer.

The following shortcut keys are available:

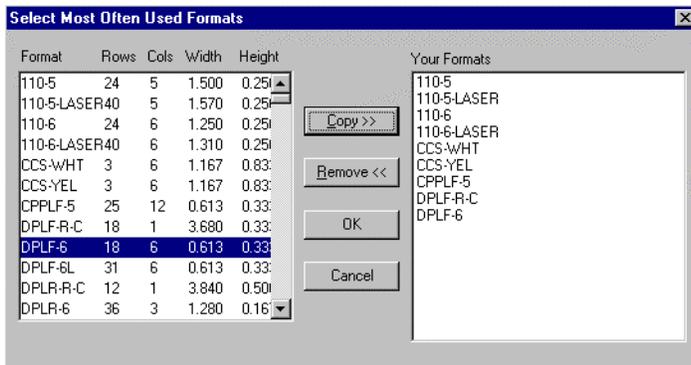
Ctrl+N	Create a new label
Ctrl+O	Access the Open Label dialog box
Ctrl+S	Save the current label
Ctrl+P	Print a label
Ctrl+X	Cut text from a label
Ctrl+C	Copy text in a label
Ctrl+V	Paste text in a label
Del	Delete marked text
Ctrl+F	Select a typeface
Ctrl+G	Access label properties
Ctrl+F4	Close the current label
F1	Help
F5	Refresh display or unselect an item
F7 (Size Contents)	Minimize the selected label Item area — or — Restore a selected graphic to its original size
Ctrl+	Zoom in
Ctrl-	Zoom out
Ctrl+Shift+T	Insert text
Ctrl+Shift+I	Insert an image
Ctrl+Shift+L	Insert a line
Ctrl+Shift+S	Insert a numbering series
Ctrl+Shift+D	Insert the current date
Ctrl+Shift+M	Insert the time
Ctrl+Shift+A	Insert ODBC data
Ctrl+Shift+N	Insert operator input

Dialog Boxes and Information Windows

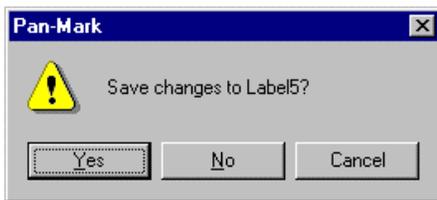
Dialog boxes appear when you are asked to provide information or select from a list.



This dialog box provides listings and other useful assistance.



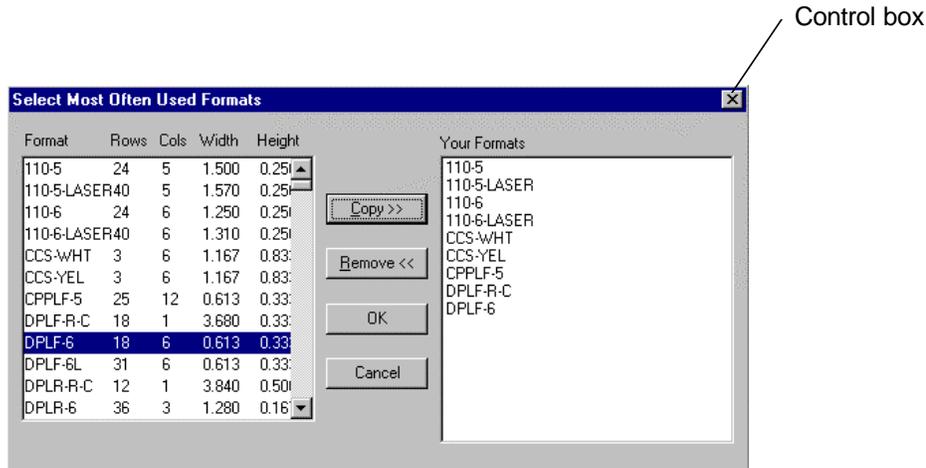
Information windows may prompt you for action.



The *Control box* is located in the upper left corner of all windows and dialog boxes.

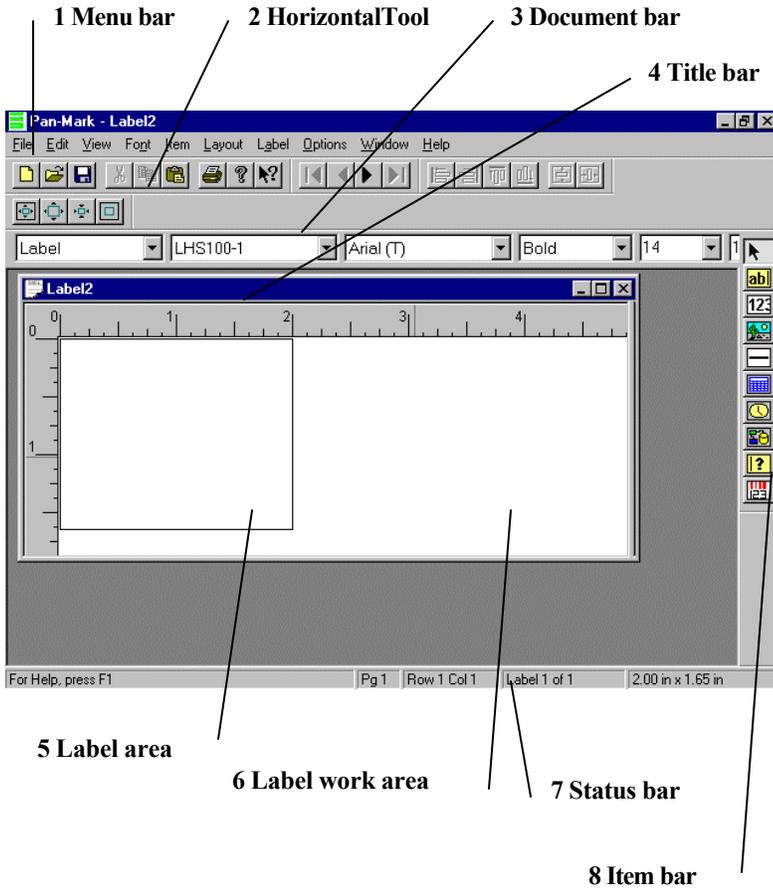
To exit a dialog box, do one of the following:

- Click the Control-menu box
- Click the **Cancel** button



Features of the Label Window

When working in a label, several **PAN-MARK** features are available. Each of the numbered screen areas are defined in the list which follows.



1. Click any of the topics in the **Menu bar** to display drop-down menus of related features.
2. The **Horizontal tool bar** provides “shortcuts” to some of the most-used features, such as:
 - Standard features, such as opening, saving, and printing a label file
 - Moving to the first, last, next, and previous label
 - Aligning text in your label, such as centering or left-justifying
 - Zooming out or in on a label
3. The **Document bar** displays the following information:
 - The current document type, e.g., Label. Currently, three document types are supported: Label, Wire Marker, and Pipe Marker. Other document types may be included in future releases
 - The current format being used, such as label format PDL-19
 - The current text font, such as Arial
 - The current text attribute, such as Regular, Bold, Italic, etc.
 - The current font size, such as 9 points
 - The current label number

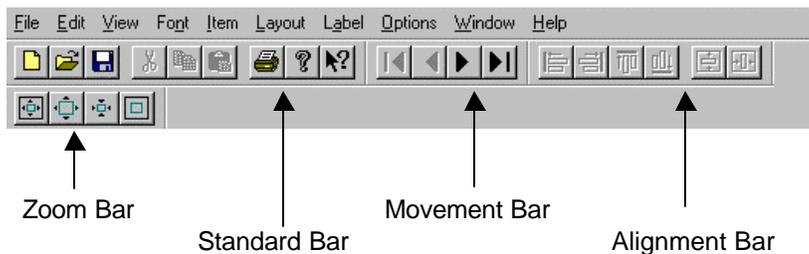
4. The **Title bar** of the label window displays the name of the current label.
5. The **Label area**, where you insert label items such as text, graphics, etc.
6. The **Label work area** (the label may or may not fill this entire area). This can be enlarged using the **Maximize** button (see number 6).
7. The **Status bar** displays the following information:
 - An informational prompt for the current activity
 - The label's page number (there may be several pages of labels)
 - The label's row and column number
 - The current label's number, such as "1 of 10"
 - The current label's width and height measurements
8. In **PAN-MARK**, everything that goes on a label—such as text, graphics, or serialized numbers—are *items*. You can use this vertical tool bar called the **Items bar** to quickly insert items in your labels.

Tool Bars

PAN-MARK has five tool bars to help you create labels more quickly and efficiently.

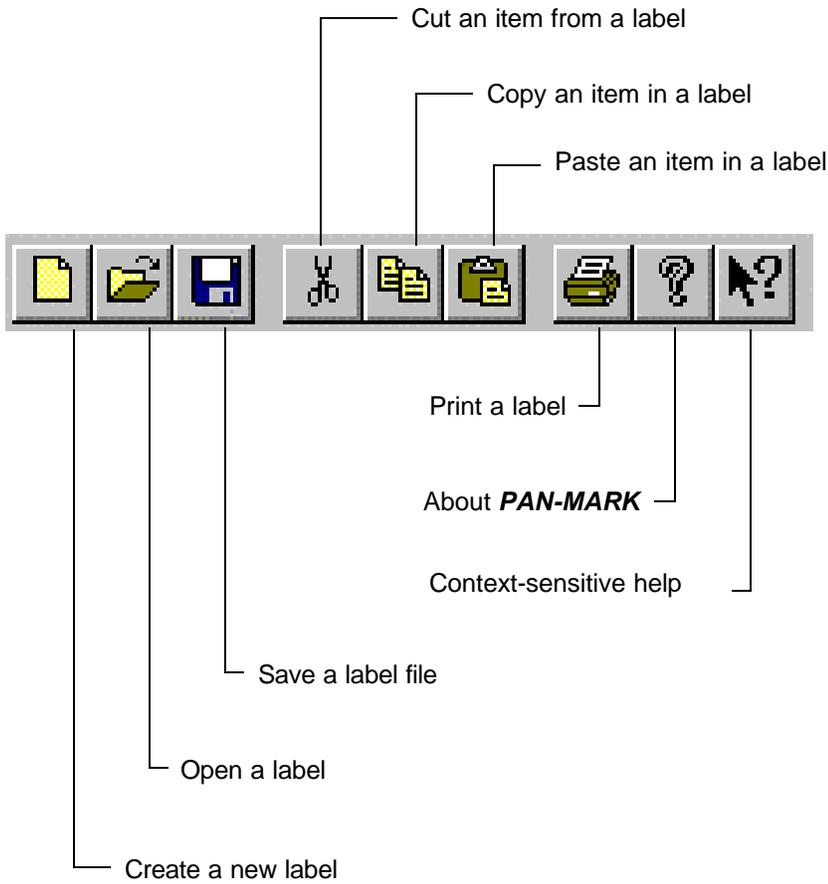
- The Standard bar
- The Movement bar
- The Alignment bar
- The Zoom bar
- The Items bar

The first four tool bars are located just under the menu bar.



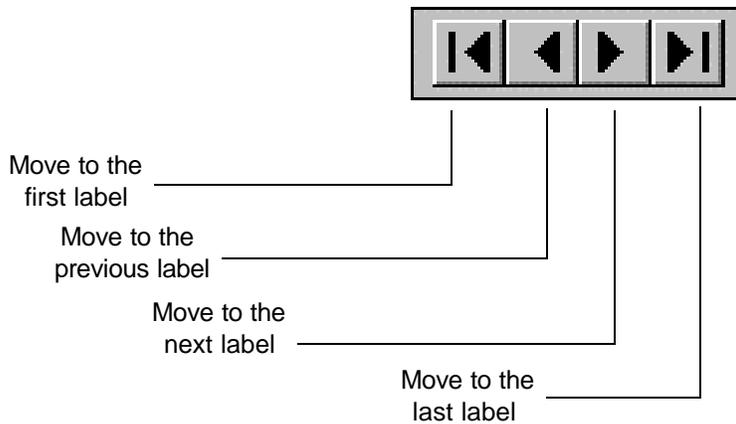
The Standard Bar

The Standard bar offers standard Windows features, such as opening, saving, and printing a label.



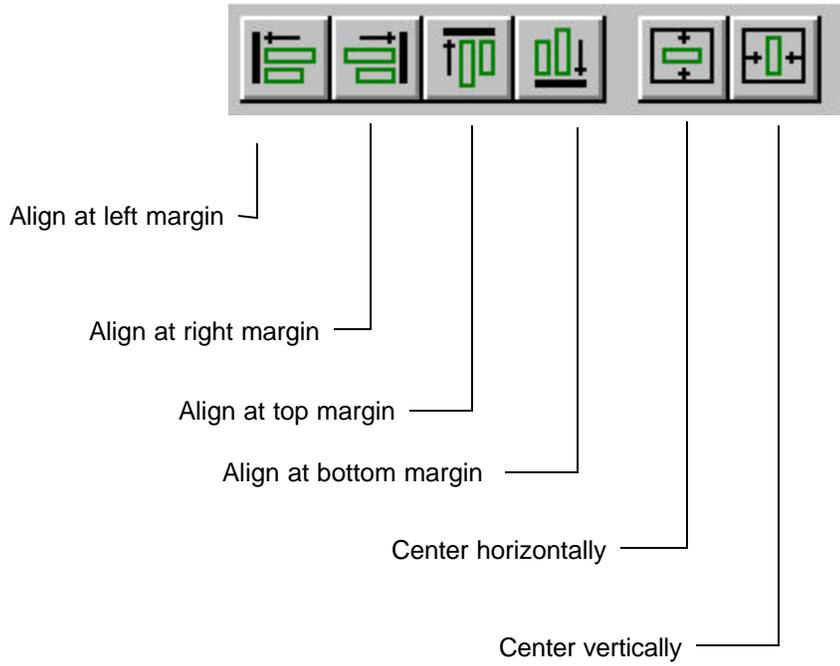
The Movement Bar

The Movement bar lets you move quickly within a label series.



The Alignment Bar

The Alignment bar lets you quickly align your text within a label.

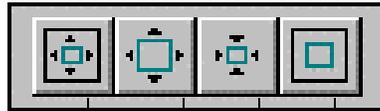


The Zoom Bar

The Zoom bar lets you adjust the size of your label while working within the label window.

Notes:

- These are on-screen adjustments only. They do not affect the size of the printed label.
- **Auto Fit** is especially useful when working with larger label formats or roll mounted products



(Auto Fit) Automatically size a label to fit within the label window

Zoom in on label
(Click again to zoom in further)

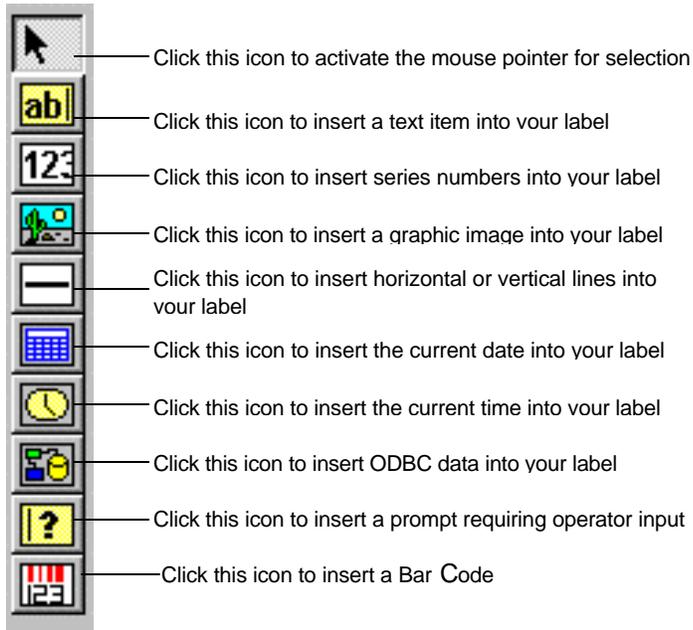
Zoom out from label
(Click again to zoom further away)

Return to normal view

The Items bar

The fifth tool bar is displayed vertically along the right border of the **PAN-MARK** window.

You can use this tool bar to quickly insert several types of label items.

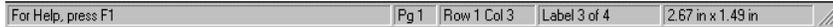


Information Bars

PAN-MARK has two information bars to provide label information at a glance.

- The Status bar
- The Document bar

The Status Bar



The **Status bar** displays the following information (from left to right):

- An informational prompt for the current activity
- The label's page number (there may be several pages of labels)
- The label's row and column number
- The current label's number
- The label's width and height measurements

The Document Bar



The **Document bar** displays the following information (from left to right):

- The current document type, such as Label. Currently, three document types are supported: Label, Wire Marker, and Pipe Marker. Other document types may be included in future releases.
- The current label format. To change the label format, click the arrow to display a drop-down list of available formats, then click to select the new format.
- The current text font. To change the text font, click the arrow to display a drop-down list of available fonts, then click to select the new font.
- The current text attribute, such as Regular, Bold, Italic, etc. To change the text attribute, click the arrow to display a drop-down list of available attributes, then click to select the new attribute.
- The current font size. You can change the font size in either of two ways:
 - Click the arrow to display a drop-down list of available font sizes, then click to select the new size.
 - Click in the font box, then type the new size.
- The current label number. If you have more than one label in a file, click in this last box on the Document bar, then type a number to go to that label. For example, type **8** and press the **Enter** key to go directly to label 8.

The Menu Bar

The menu bar displays the titles of the **PAN-MARK** menus.



These menu selections will vary depending on the following conditions:

- The type of document selected
- If no label is open
- If a label is open (as shown in the example above)

You click on a menu title to display a drop-down menu of related commands. The following menu items are a composite of all available selections.

Use the **File** menu to:

- Create new labels
- Open existing labels
- Close the label you are working in
- Save the label you are working in
- Save the current label as another file name
- Print the current label
- Preview the current label before printing
- Make temporary setup changes to the printer before printing
- Exit

Use the **Edit** menu to:

- Cut
- Copy
- Paste
- Delete items

Use the **View** menu to:

- Display/hide the individual tool bars
- Create a label on the fly with label text
- Display/hide the format layout facsimile in the label window
- Zoom in to view the detail on a label

The **Format** menu only displays before you open a label. Use this menu to:

- Define a new label format
- Open an existing label format
- Select your most often used formats from a database
- Open an existing database
- Create a new database

Use the **Font** menu to:

- Select or change a font and its attributes for the current label
- Select foreground and background colors for your label (if you have a color printer)
- Rotate text in the label

Use the **Item** menu to:

- Select *static* and *dynamic* items to place in your label. Static items do not change from label to label, such as text, graphic images, or lines. Dynamic items can change from label to label, such as series numbers, date, time, data, operator input and bar codes.
- Determine the *properties* of an item. For example, the properties of a date item include its Display Range, Date Format, etc.

Use the **Layout** menu to:

- Align
- Center
- Size items in your label.

Use the **Label** menu to:

- Determine label format properties, such as the dimensions and margin sizes for label format PDL-19
- Move to another label
- Insert a label into a series of labels
- Remove a label from a series of labels
- Enter a message you want to display to the operator before printing

Use the **Options** menu to:

- Choose your preferred label measurements (inches or millimeters)
- Turn the “Cut Here Mark” on or off (This option applies only to Pipe Markers)
- Select an ODBC database from the Administrator
- Design a database with the Designer
- Edit data in a database with the Editor

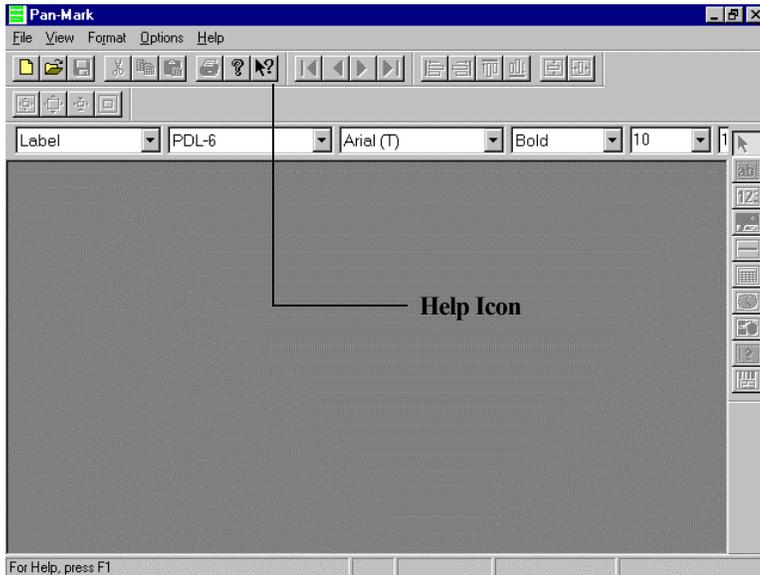
Use the **Window** menu to:

- Open a new window
- Select cascade or tile window arrangement
- Rearrange your icons when you have several labels minimized

Use the **Help** menu to find help for **PAN-MARK**.

The Help Icon

The **Help** icon is located in the Standard tool bar.



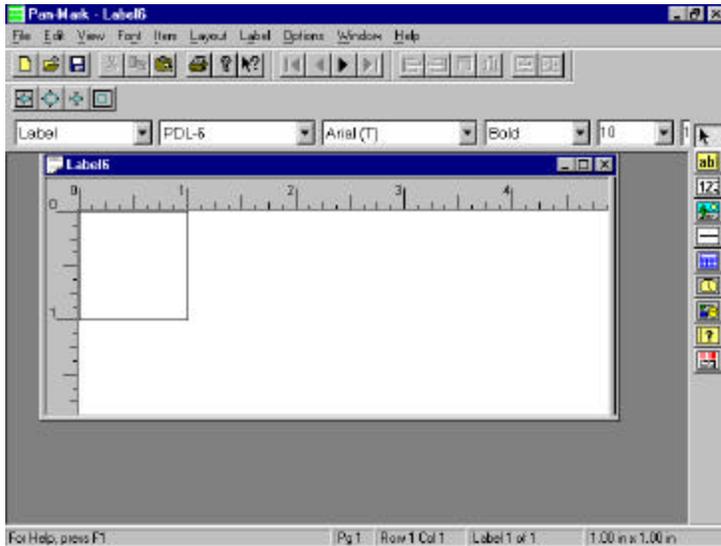
Click the **Help** icon, drag the pointer to any part of the **PAN-MARK** window, and then click again on the desired button, item, or field to display context-sensitive help.

Customizing the PAN-MARK Window

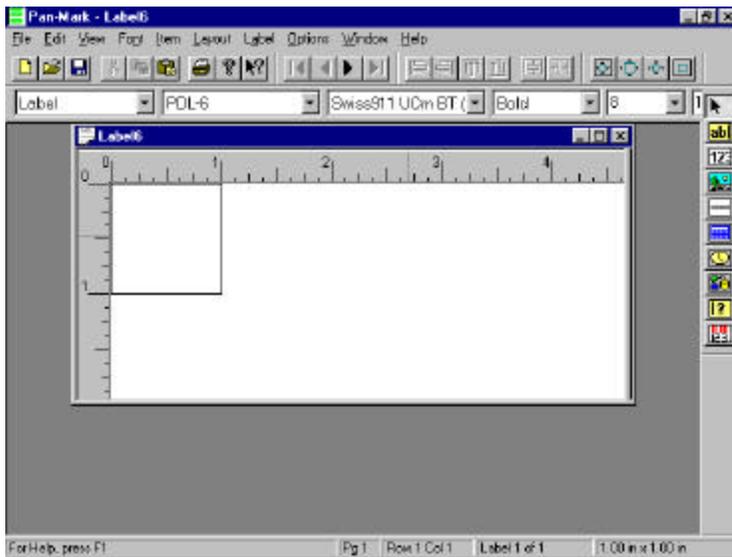
The sample **PAN-MARK** windows you've seen thus far represent one view of how you can organize the items on the window. **PAN-MARK** features an "elastic" interface that means that you can drag and drop tool bars so that you can customize the window.

To customize your **PAN-MARK** window:

1. Place your pointer at the edge of the box surrounding the tool bar you want to move. For example, the Zoom bar.



2. Drag the tool bar to the desired location and release the mouse button.



The item appears where you placed it.

Chapter 4 - Creating Labels in PAN-MARK 2.5

How This Chapter is Organized

This chapter describes how to use **PAN-MARK** menus and commands when creating labels. It is divided into two parts:

- The main menus
- The command menus

The Main Menus

Before opening or creating a label in **PAN-MARK**, your menu choices display only the necessary functions, such as opening a label file or choosing a label format.



Once the label is open, **PAN-MARK** provides a full complement of menu options for creating or editing. (These options will vary depending on the document type.)



Clicking a menu title in either menu bar displays a drop-down menu of related commands for that function. The table on the following page lists the commands available under each menu.



The Command Menus

These drop-down menus display when you click on the corresponding title in the menu bar. (Some menus appear before or after a label is opened, depending on their function.)

File Menu	Format Menu	Edit Menu	View Menu
New Open Close Save Save As Print Print Preview Print Setup Exit	New Open Select Open Database	Cut Copy Paste Delete	Toolbars Standard bar Status bar Document bar Movement bar Alignment bar Items bar Zoom bar Format layout Label text Zoom Auto Fit In Out Normal Refresh
Font Menu	Item Menu	Layout Menu	Label Menu
Typeface Color Foreground Background Rotate 0 90 180 270	Static Text Image Line Dynamic Series Date Time Data Input Bar code Properties	Align Left Right Top Bottom Center Horizontal Vertical Both Size Width Height Both	Properties Move To First Previous Next Last Insert Remove Operator Prompt
Options Menu	Window Menu	Help Menu	PAN-MARK Menus
Units Inches Millimeters Cut Here Mark ODBC Admin ODBC Editor ODBC Designer	New Window Cascade Tile Arrange Icons	Contents Index Using Help About PAN-MARK	

For easier reference, discussion of the **PAN-MARK** commands and features follows the general flow of these menus.

The explanation for each command is found under its respective menu heading. For example, the **Save** command is discussed in the **File Menu** section.

File Menu

Use the File menu to:

- Create new labels
- Open existing labels
- Close a label file that you are working in
- Save a new or edited label to a file
- Save an existing label to a different file name
- Print labels
- Preview labels before printing
- Temporarily change the printer setup before printing
- Exit **PAN-MARK**

You must select a list of your favorite formats for the current *document type* before many of these File menu functions will become available. This procedure is explained in the section **Selecting Your Most Often Used Formats** in this chapter.

Creating a New Label

Creating a new label is a three-step process:

- Select a *document type*, such as Label or Wire Marker.
- Select a *format*, such as PDL-1.
- Enter *items* such as text, images, or serial numbers into your label.

In **PAN-MARK**, you must choose a document type and label format in order to create your label. These two selections combine to determine the size of the label and the way items are positioned on the label.

When you initially enter **PAN-MARK**, you cannot select a new label until you choose a document type and format. Each time you enter **PAN-MARK** again, the document type and format selections from your last label will be retained.

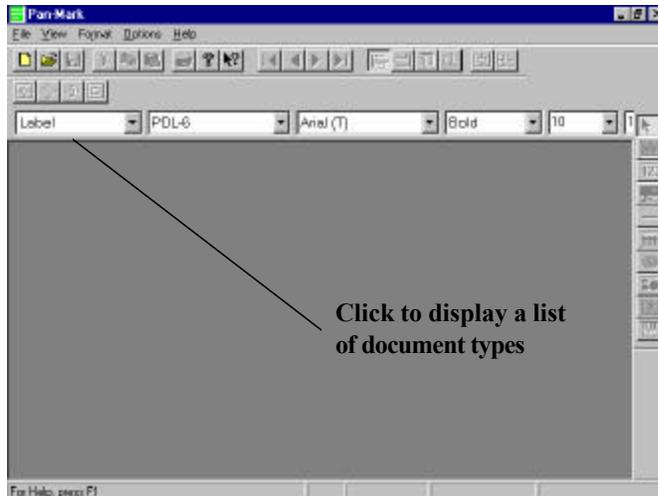
Selecting a Document Type

Currently, there are three document types available in **PAN-MARK**:

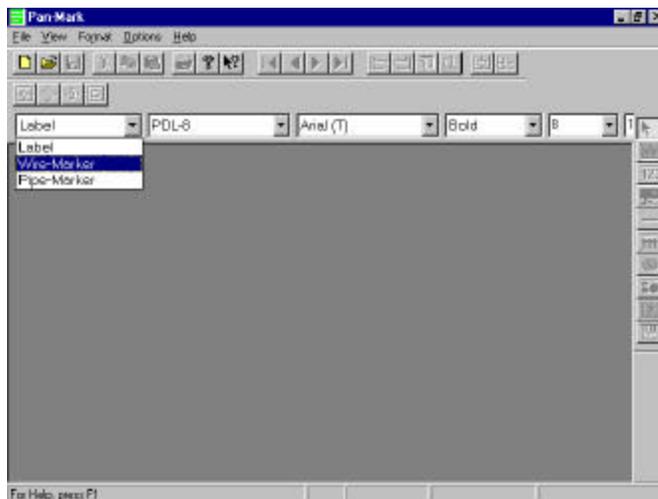
- Label
- Wire Marker
- Pipe Marker

Label is the default document type displayed in the Document bar. To change the document type:

1. Click the **Document Type** drop-down arrow.



2. Click **Wire Marker** in the drop-down list.



Now you're ready to select a format for your label.

Selecting Your Most Often Used Formats

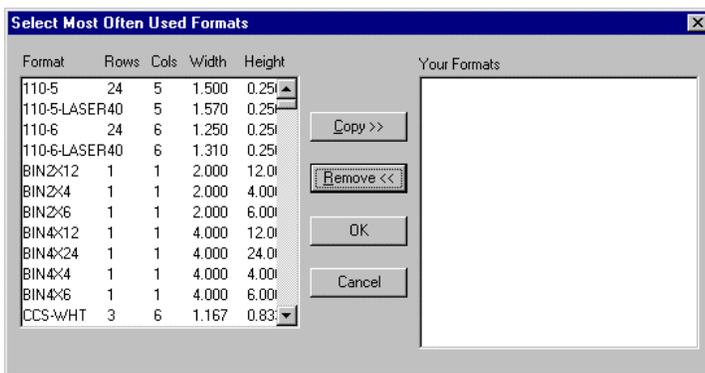
Note: This step was performed when you initially installed **PAN-MARK**. The only other times you will need to perform this step is when:

- You change the default document type, e.g., **Label** to **Wire Marker**.
— Or —
- You want to add or remove formats from your list of selected formats.

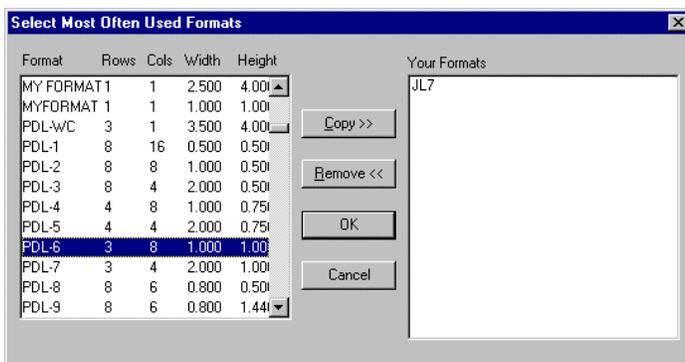
Before you can select a format from the Document bar, you must do the following:

To select your most often used—or favorite—formats:

1. Click **Format | Select**. A selection window displays.



2. Scroll in the list to a label format you want to select, then click the **Copy** button to copy this format to your favorites list in the right box.



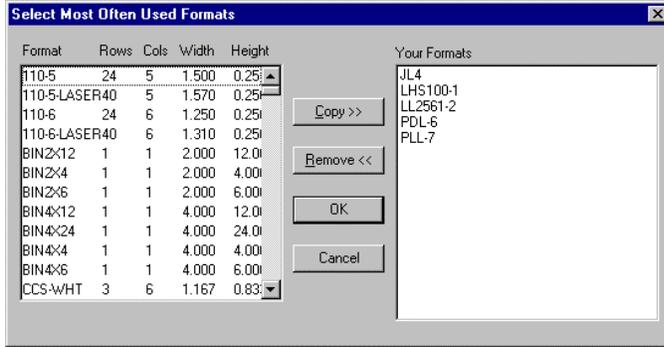
To select several consecutive formats at once:

- Press and hold the **Shift** key, then click two non-consecutive label formats, such as PDL-5 and PDL-8. Formats PDL-6 and PDL-7 will also be selected.
— Or —
- Click and drag the pointer over the desired formats.

To select several non-consecutive formats at once:

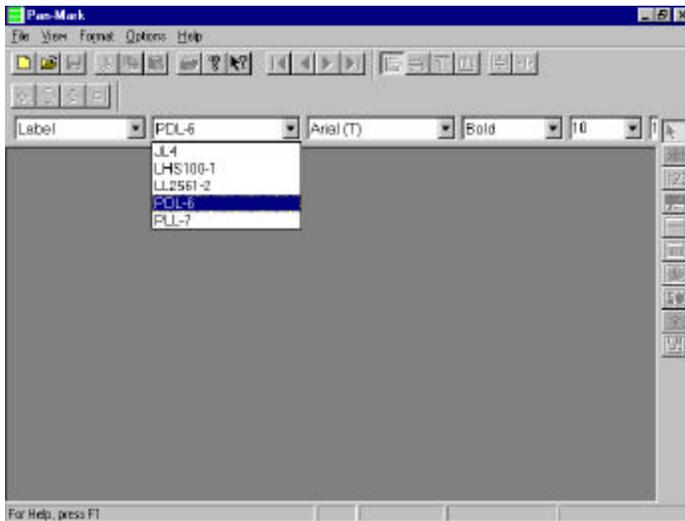
- Press the **Ctrl** key, and then click the desired formats.

3. Click the **Copy** button to copy the selected format(s) to the right box.



4. When you have completed your list, click **OK** to exit the selection window.

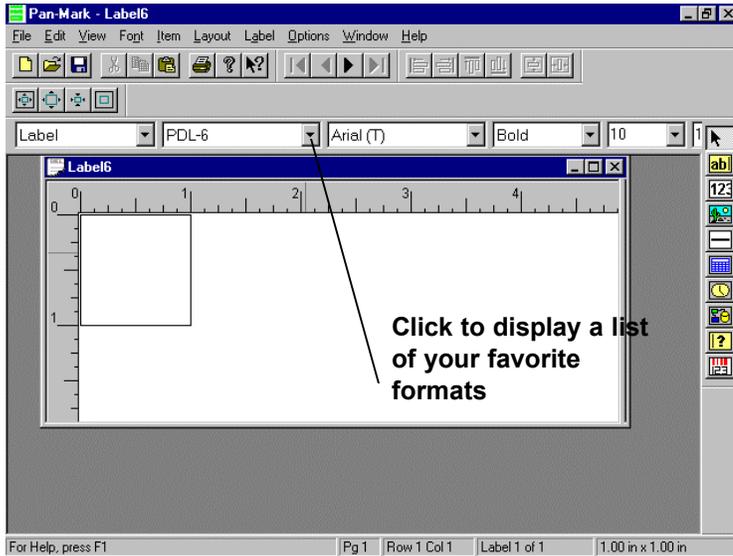
5. You can now access these selections from the Format field of the Document bar in the **PAN-MARK** main window. Just display the drop-down list and choose the format you prefer.



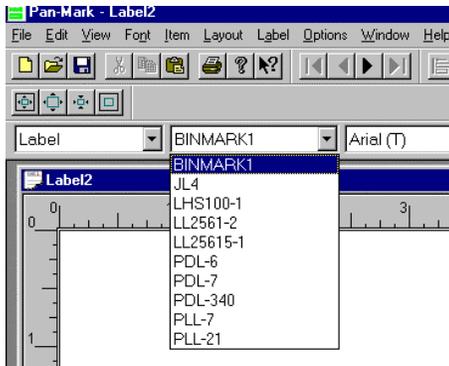
Selecting a Label Format

After creating your first label in **PAN-MARK**, all subsequent sessions automatically display a blank label using the last document type and format from your previous session. (Font attributes and tool bar selections are also retained.)

If this format is not the one you want to use in this session, click the drop-down arrow in the **Formats** box of the Document bar the to display a list of your most often used formats.



From the drop-down menu, click the format you want to use for this label, such as JL-4. The new label format appears.



The formats displayed in this drop-down list were previously chosen from the **PAN-MARK** formats database. This procedure is explained in the previous section **Selecting Your Most Often Used Formats**.

Entering Items into a Label

After selecting the document type and the label format, you are ready to select a new label and enter items.

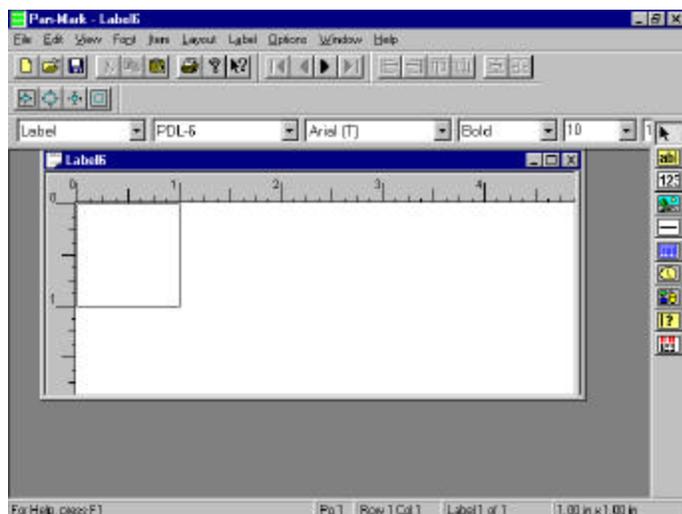
To select a new label:

Click **File | New**

— Or —

Click the **New Document** icon in the Standard bar

A new label for the selected document type and format displays.



In this example, we will just enter a text item to illustrate the basics. For more on entering text and other label items, see the **Item Menu** section in this chapter.

To enter text in a label:

1. Click **Item | Static | Text**

— Or —

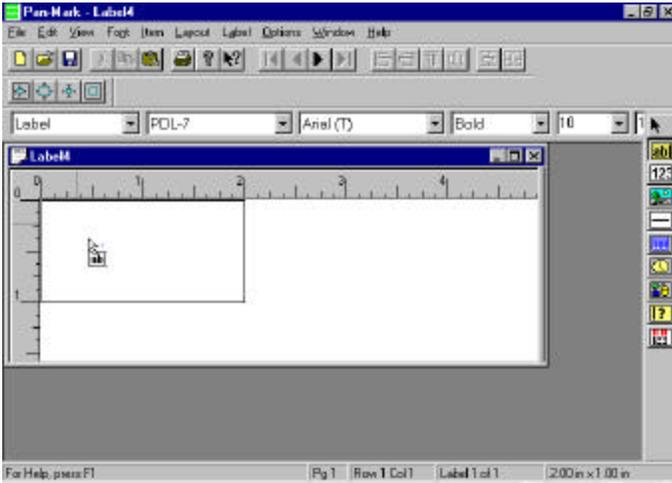
Press **Ctrl+Shift+T**

— Or —

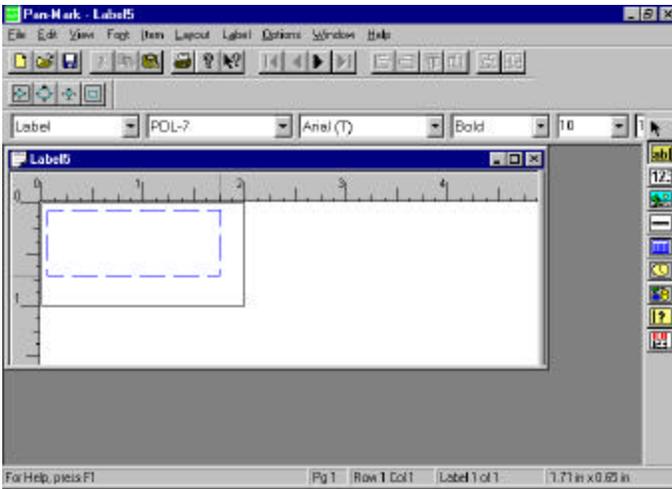
Click the **Text** icon in the Items bar

2. Move the Text pointer into the label area. As you enter the label area, the pointer changes to identify the type of item you are working with—in this case, the **Text** icon pointer.

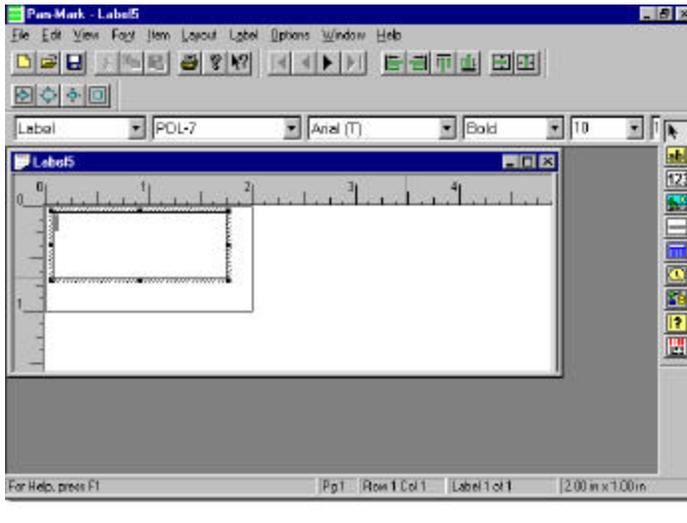
3. Place the pointer where you want to insert your label text.



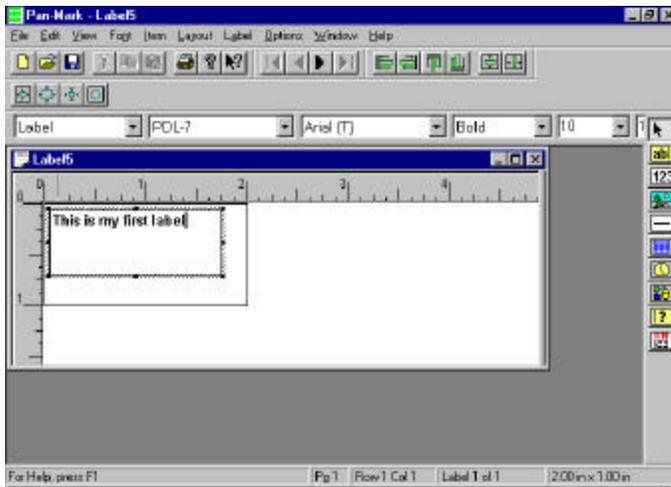
4. Click and drag to open a text entry area. Give yourself as much room as you think you will need—you can shrink the text area later.



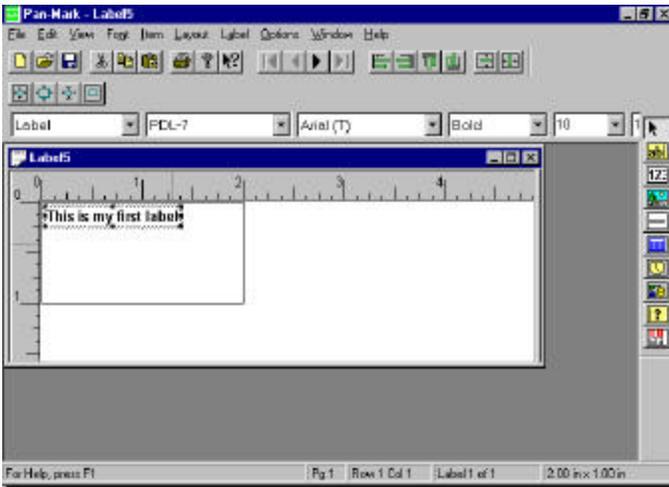
5. Release the mouse button. A text cursor now appears in the text entry area. Now you're ready to actually enter your label text.



6. Type the text in the text entry area.



7. After you finish entering text, click outside the item or press **F5** to unselect. The text box disappears.



Opening an Existing Label File

At least one label file must exist before this option is active. You can open an existing label in one of two ways:

- Click the file name of one of the most recently accessed files listed at the bottom of the File menu.
- Select a file from the listing displayed in the Open dialog box.
 1. Click **File | Open**
— Or —
Click the **Open** icon in the Standard bar
 2. In the Open dialog box, type the name of the file you want to open, such as **MYFIRST.LBL**
— Or —
Double-click on the file name.

Closing a Label File

1. Press **Ctrl+S** if you want to save the file.
2. Click **File | Close**
— Or —
Press **Ctrl+F4**.

Saving a Label File

This option appears on the File menu after a label is created or opened.

When working in a label, you can save your work at any time by:

Clicking **File | Save**

— Or —

Pressing **Ctrl+S**

— Or —

Clicking the **Save** icon in the Standard tool bar.

Saving a Label File as Another Filename

This option appears on the File menu after a label is created or opened.

Use the **Save As** option to:

- Assign a unique file name to a new label
- Save an existing file under another name, while leaving the original file intact.

To save a file under another name:

1. Click **File | Save As**.
2. Type the name you want to give the label file, such as MYFIRST.

PAN-MARK adds the appropriate file extension for you, based on the current document type. For example:

- A label would be saved as MYFIRST.LBL
- A Wire Marker would be saved MYFIRST.WIR
- A Pipe Marker would be saved as MYFIRST.PIP

3. Click the **OK** button.

Deleting a Label File

To delete a label file, use Windows File Manager.

1. Close all label windows and exit **PAN-MARK**.
2. Open File Manager and go the directory you have assigned for your labels, such as \PMWIN21\LABELS.
3. Click on the label file(s) you want to delete.
4. Click **File | Delete**.

Printing Labels

There are three options in the File menu related to printing:

- **Print** - Specify a print range, specify selected labels for printing, and other print-related functions
- **Print Preview** - View a graphic facsimile of how your labels (and their content) will display on label sheets
- **Print Setup** - Change printers, paper size, paper source, and other printer related functions

Printing Basic Labels

If a label contains a text item, add these initial steps:

1. Click the text item, and then press **Ctrl+G**.
2. Click the **All** radio button in the Display Range group of the Text Properties box, and then click **OK**.

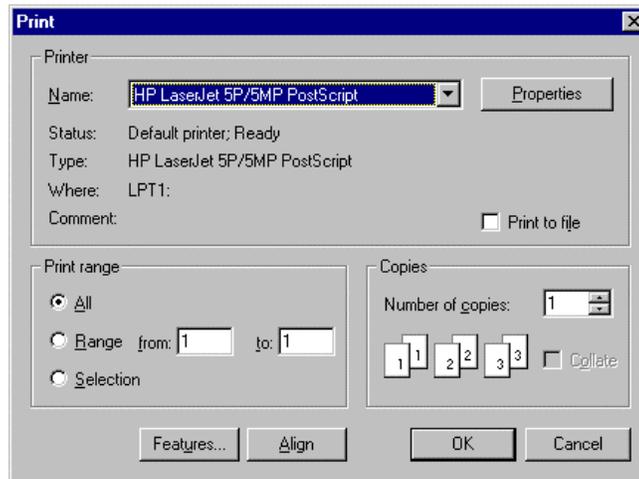
To print basic labels:

1. From within the label file, press **Ctrl+P**.
2. In the Print Labels dialog box, type the number of labels you want to print in the **To** field.
3. Click the **Print** button.

More complex label printing situations are covered on the following pages.

The Print Labels Dialog Box

Clicking **File | Print** or pressing **Ctrl+P** opens the Print Labels dialog box.



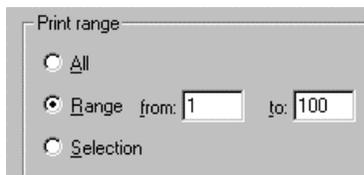
Most of the options in this dialog box are self-explanatory. However, the following options require clarification:

- Print Range
- Print Range Selection
- Features
- Align
- Print to File

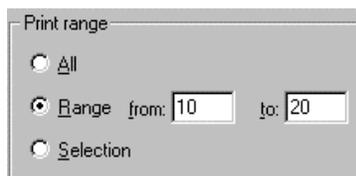
Print Range

You use options in the Print Range group to designate specific labels for printing.

Example 1: You have created one label and want to print 100 copies. Type **100** in the **To** field.

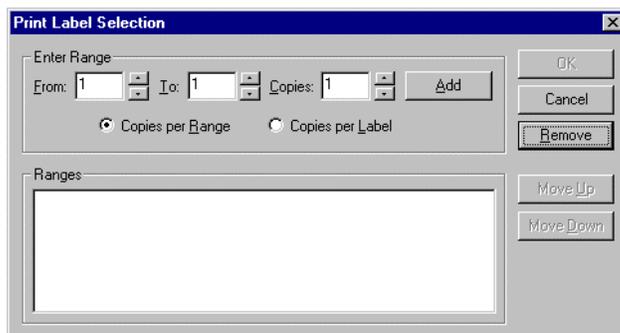


Example 2: You have created a file of mailing labels for each of your 50 state headquarters. Today you want to ship one package to each headquarters office in states 10-20, just type the following entry:



Print Range Selection

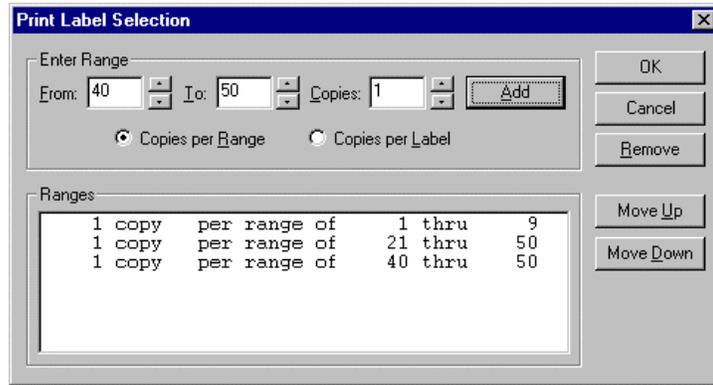
You access the Print Label Selection dialog box by clicking **Selection** in the Print Range group. Use this dialog box to specify multiple print ranges.



In the previous Example 2, you sent a package to offices 10-20. Today you need to send a package to the remaining headquarters offices, plus an additional package to offices 40-50. To print these specific labels:

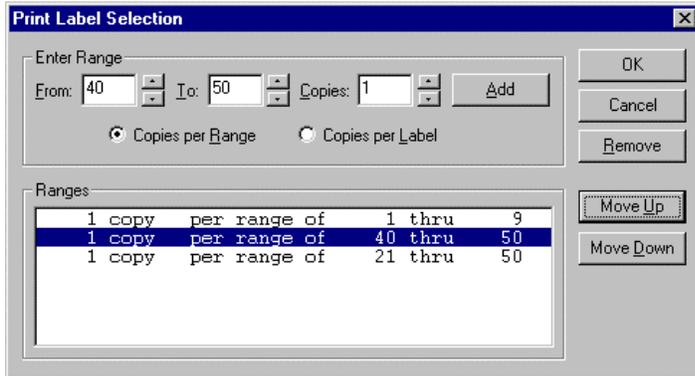
1. Click **Selection** in the Print Range group.
2. Tab to the **To** field and type **9**, then click the **Add** button. The first part of your label selection displays in the Ranges box.
3. Click in the **From** field and type **21**, tab to the **To** field and type **50**, then click the **Add** button.

- Click in the **From** field and type **40**, then click the **Add** button. Your entries should look like this:



- If you wanted to change the order the ranges of labels would print, select the range you want to change and click **Move Up** to move the range up in the list or **Move Down** to move it down.

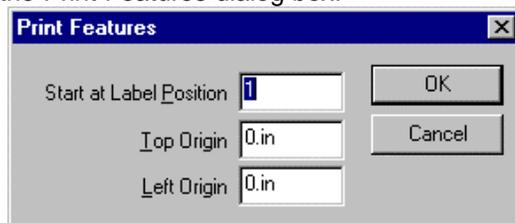
For example, to move 1 copy per range of 40 through 50 up in the list, select it and click **Move Up**.



- Click **OK** to close the Print Label Selection dialog box.
- Click the **Print** button in the Print Labels dialog box to print these selected labels.

Print Features

Click the **Features** button to access the Print Features dialog box.



Two print features are available from this dialog box:

Start at Label Position - Use this feature to use the remaining labels on a label sheet. For example, if you have used the first 15 labels on a 50-label sheet, type **16** as your starting position to use the rest of the label sheet.

Caution: Some laser printers generate very high internal temperatures. This may cause label adhesive to break down when a label sheet is run through more than once. As a result, labels may peel off inside the printer.

Top Origin, Left Origin - These two fields are used to adjust the printing offset for laser printers. Different laser printers require varying amounts of paper-handling area around the border of a label sheet (usually from 1/8" to 3/8").

Tips on Positioning Label Data:

- If the data on your laser labels is positioned too high, enter a Top Origin value (such as .1) to move the data down on the labels. Raise this value to increase the offset.
- If the data on your laser labels is positioned too far to the left, enter a Left Origin value (such as .1) to move the data to the right. Raise this value to increase the offset.
- Enter negative values (such as -.1) to decrease the offset and move the data in the opposite direction.

Print Align

Click the **Align** button to print an alignment sheet. Use this alignment sheet as a template for making any necessary printer adjustments before printing.

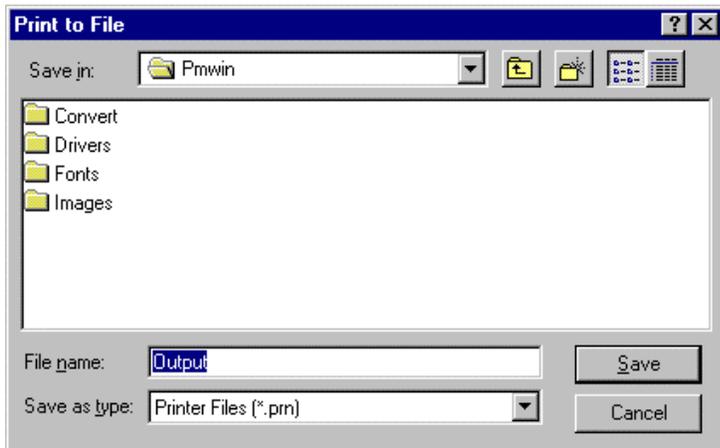
PAN-MARK will print anywhere from one row to a full page of labels, depending on the type of format and printer driver selected.

Print to File

Use this option if you need to print labels on a computer terminal or workstation that does not have **PAN-MARK** for Windows, such as a warehouse or remote location. You can print the labels to a file on a diskette, then insert the diskette at the remote terminal and print the labels on the workstation's printer.

To print to a file:

1. Press **Ctrl+P**, then click the **Print to File** check box in the Print Labels dialog box.
2. Click the **Print** button, then enter the file name, such as MYLABELS.PRN.
3. Choose the floppy drive or directory where you want the file to print, then click the **OK** button.



The Print Preview Option

Click **File | Print Preview** to view a graphic facsimile of how your labels (and their content) will display on label sheets.

Print Preview will only display the label(s) contained in a label file.

Example 1: A single label in a file

You have created the file ABC-MAIL.LBL containing this single label and want to print 100 of these labels to ship 100 packages to ABC Company.



If you preview this print job, only one label displays because it is the only label in the file. The other 99 labels will be copies of this label, produced during the print run.

Example 2: Several labels in a file

However, you have created another file called DISTRICT.LBL that contains 100 separate labels (two of which are shown below). Each of the 100 labels has a different address for a specific district office.



When you preview this print job, all 100 labels will display because there actually are 100 separate labels in the file.

Special Considerations When Previewing Dot-Matrix and Thermal Labels

PAN-MARK previews (and prints) Dot-Matrix labels by *row*, which allows you to conserve your labels. To do this, **PAN-MARK** treats each row as a “page.”

For example, let’s say you want to print four labels on a sheet that contains six rows of labels with four labels in each row. **PAN-MARK** will only print a row at a time.

If you wanted to print another four labels at a later time, you can use the same label sheet, advancing the sheet to the next row.

However, Windows Dot-Matrix printer drivers cannot recognize a printer page with a vertical measurement of less than one inch. This can cause Dot-Matrix labels with repeat factors smaller than one inch to print or preview incorrectly, with a single row wrapping to the next row.

Laser and thermal labels preview and print by *label sheet* and do not experience this anomaly.

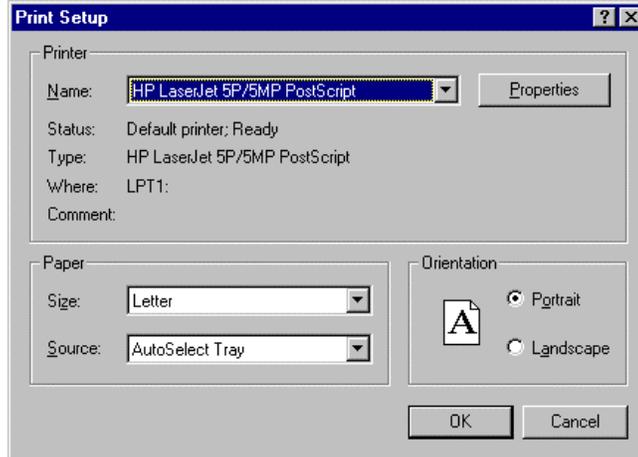
The Print Setup Option

To open the Print Setup dialog box:

Click **File | Print Setup**

— Or —

Click the **Setup** button in the Print Labels dialog box



Use this dialog box to:

- Change the default printer
- Select a specific printer for this label run
- Change paper orientation, paper size, or paper source
- Access printer options (these options will vary, depending on the selected printer)

Tip: If some of your label data is missing, check the paper size. An incorrect paper size setting can result in clipped labels.

Format Menu

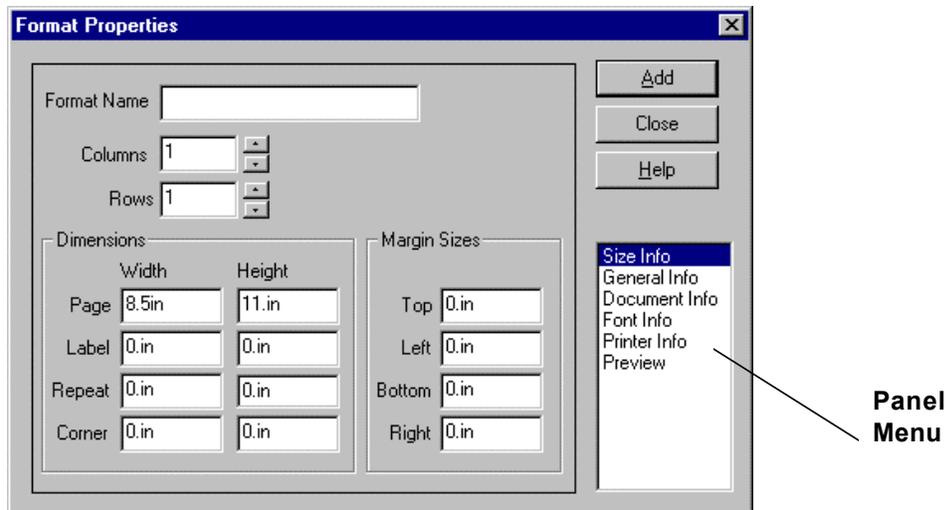
The Format menu is only available before you create a new label or open an existing label.

Use the Format menu to:

- Create a new label format
- Open an existing format for viewing or editing (Only unprotected label formats can be edited. Some **PAN-MARK** labels are protected and cannot be modified.)
- Select your most often used formats

Creating a New Label Format

In addition to the label formats provided by **PAN-MARK**, you can create your own custom formats. These new formats are entered into the Format Properties dialog box.



Format properties are divided among six panels, which are listed in the Panel menu (shown above). Each of these panels is discussed as you create a new label format in the following exercise.

To create a new label format:

1. Close all open labels.
2. Click **Format | New** to display the Format Properties dialog box.

Entering Label Size Information

To enter the format name, label dimensions, and margin sizes in the Size Information panel:

1. Type the new format name, such as **ADDRESS1**.
2. Type the appropriate information for your new label format as shown in the following example.

The screenshot shows the 'Format Properties' dialog box with the following settings:

- Format Name: ADDRESS1
- Columns: 2
- Rows: 4
- Dimensions:
 - Page: Width 8.5in, Height 11.in
 - Label: Width 3.88, Height 2.59
 - Repeat: Width 4, Height 2.65
 - Corner: Width .06, Height .06
- Margin Sizes:
 - Top: .2
 - Left: .25
 - Bottom: .2
 - Right: .25

Buttons: Add, Close, Help. A 'Size Info' panel on the right lists: General Info, Document Info, Font Info, Printer Info, Preview.

Thermal Label Size Information

Label formats set up for continuous thermal tape require only Page, Label, and Repeat field entries. The rest of the format entries are optional.

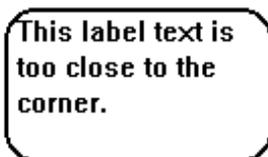
The screenshot shows the 'Format Properties' dialog box with the following settings:

- Format Name: PIPE1
- Columns: 1
- Rows: 1
- Dimensions:
 - Page: Width 8, Height 2
 - Label: Width 8, Height 2
 - Repeat: Width 8, Height 2
 - Corner: Width 0.in, Height 0.in
- Margin Sizes:
 - Top: 0.in
 - Left: 0.in
 - Bottom: 0.in
 - Right: 0.in

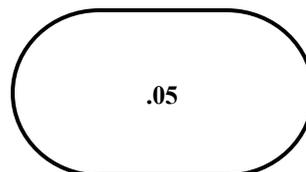
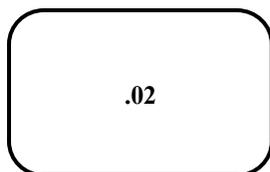
Buttons: Add, Close, Help. A 'Size Info' panel on the right lists: General Info, Document Info, Font Info, Printer Info, Preview.

The Corner Field

If you are creating a format for a label with rounded corners, you may need to enter a value that indents the text enough to prevent it from printing outside the rounded corner, or too close to it.



A higher corner value indents the text further. For example, you might enter a value of **.02** for the label on the left, and a value of **.05** for the label on the right.

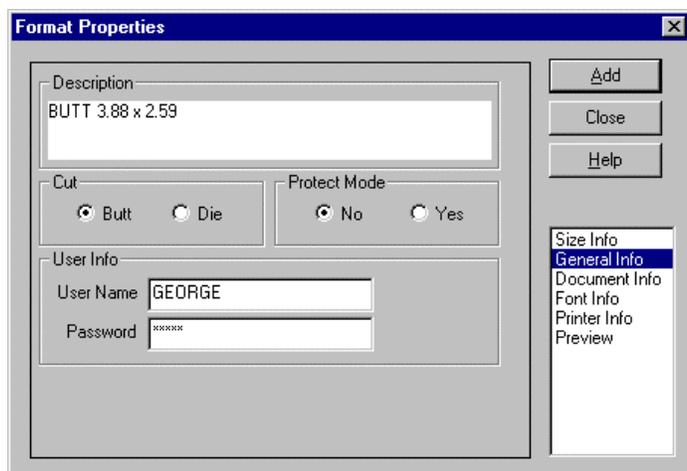


(These label illustrations and corner values are exaggerated to make a point, and are not true to scale.)

Entering General Label Information

The General Information panel is used to enter the label description, the type of label cut, the protect mode status, and user data required to access protected label formats. To enter this information for your new format:

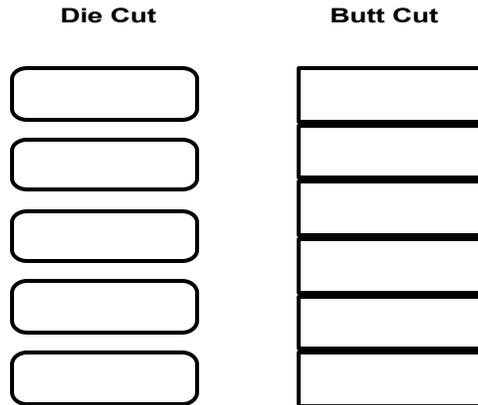
1. Access the General Information panel by clicking **General Info** in the Panel menu.
2. Type information as shown in the following example:



The General Information fields are defined as follows:

Description	This is a free-form field. You can enter whatever text you want to describe your label.
Cut	Choose the type of label cut: Butt or Die (Examples of these label types are shown on the following page.)
Protect Mode	No = Unprotected label Yes = Protected label
User Name	If Protect Mode = Yes, type the User name required for label access
Password	If Protect Mode = Yes, type the password required for label access. Use a unique password, but one that you won't forget.

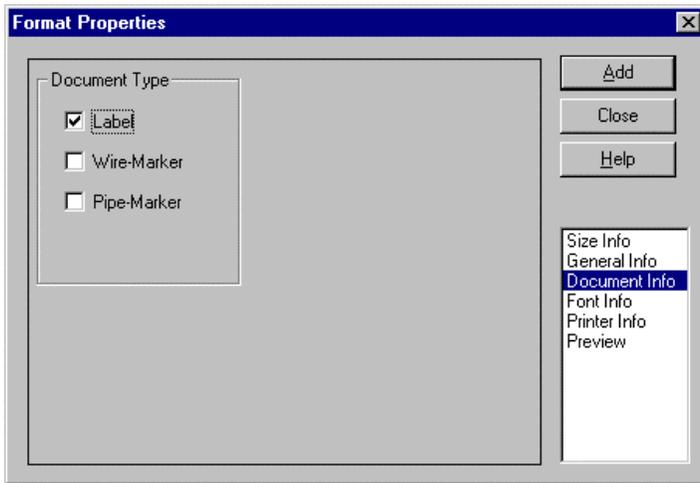
These examples illustrate the difference between Die Cut and Butt Cut labels (as they might appear on a label sheet).



Entering Document Information

The Document Info panel is used to specify the document type(s) for a format. To enter document type information:

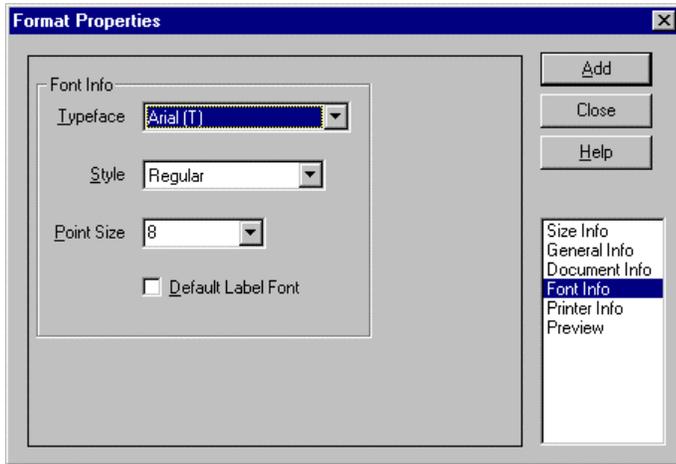
1. Click **Document Info** in the Panel menu.
2. Click the appropriate check box to select Label, Wire Marker, or Pipe Marker as the correct document type(s) for this format. If a format is used for more than one document type, click the appropriate check boxes.



Entering Font Information

The Font Info panel is used to specify the typeface, style, and point size for a format. To enter font information:

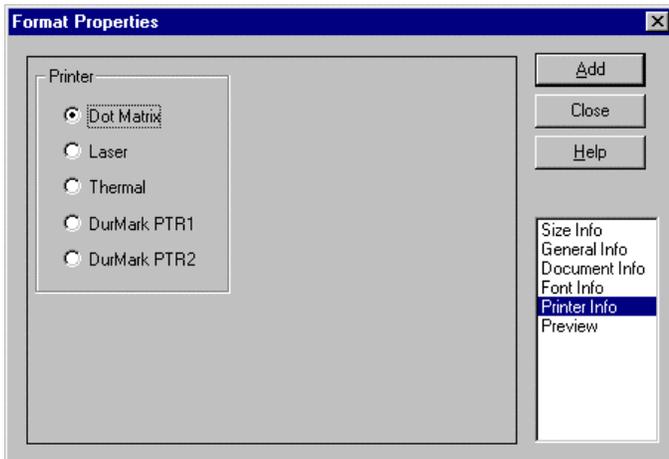
1. Click **Font Info** in the Panel menu.
2. Enter (or select from the drop-down lists) the desired typeface, style, and point size for the font you want to use with this label format.
3. To specify this font as the default for this label format, click the **Default Label Font** check box.



Entering the Type of Printer

The Printer Info panel is used to select the type of printer this label is designed for, such as Dot Matrix, Laser, or Thermal.

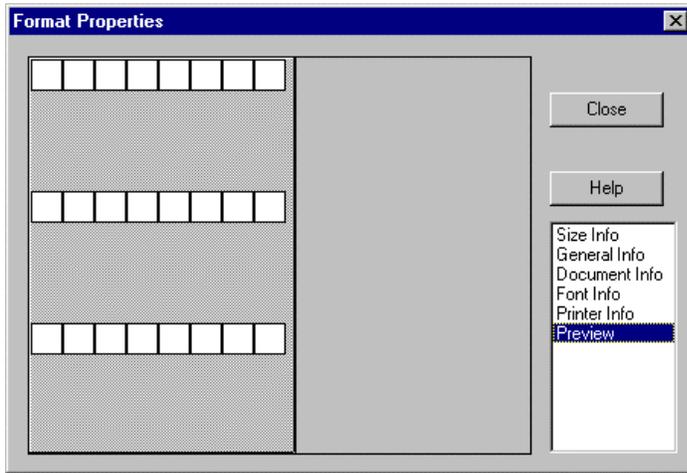
1. Click **Printer Info** in the Panel menu.
2. Click the appropriate radio button to select the type of printer to be used with this label format. (Depending on your version of software, this screen may appear differently.)



If you are using a PTR2E or PTR3E thermal transfer printer, you can permanently change driver settings through the Control Panel.

Previewing the Label Format

Click **Preview** in the Panel menu to see how labels using this format will fit on a label sheet. By previewing, you can verify whether your label specifications are valid (e.g., too large for the sheet).



Opening an Existing Label Format

Use this Format menu option to open existing **PAN-MARK** formats or custom formats you have created. You can then:

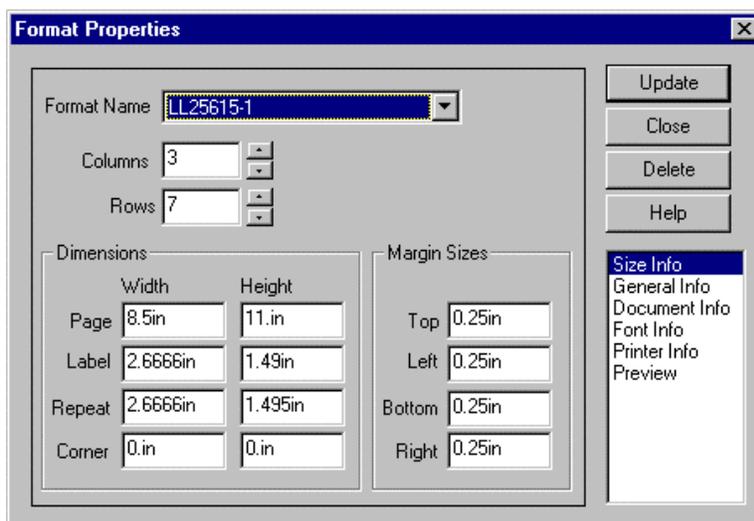
- View the format's properties
- Edit the format if it is not protected

If format property information displays in gray (as it will for some **PAN-MARK** labels), it means the format is protected and cannot be edited.

Protected formats may only be edited if protection is removed. Entering a valid password in the General Information panel, then clicking the No radio button for Protect Mode does this.

To open an existing format:

1. Close all open labels.
2. Click **Format | Open**. The Format Properties dialog box displays.



3. To select a different format, click the arrow in the Format Name field to display a drop-down list.

Note: The list includes only the most often used formats you have previously selected.

To add more formats to this drop-down list, refer to the section **Selecting Your Most Often Used Formats** in this chapter.

4. Click the desired format to display its properties.
5. Click in the Panel menu to view other related information for this format. For more information about these panels, refer to the section **Creating a New Format** in this chapter.

Editing a Label Format

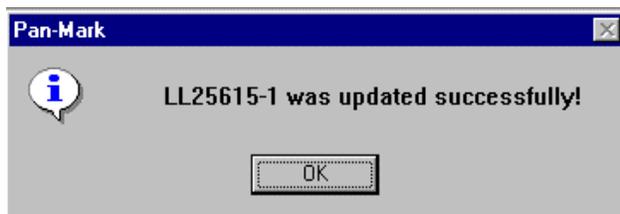
Only unprotected labels can be edited. To edit an unprotected format:

1. Close all open labels.
2. Click **Format | Open** to display the Format Properties dialog box, then follow the procedures in the previous section *Creating a New Label Format*.

Updating a Custom Label Format in the Database

1. To update a change to an unprotected label format, click the **Update** button in the Format Properties window.

If the format is updated successfully, a confirmation message displays.



2. Click the **OK** button.

Deleting a Label Format from the Database

1. To delete an unprotected label format, click the **Delete** button in the Format Properties box.

If the format is successfully deleted from the database, a confirmation message displays.

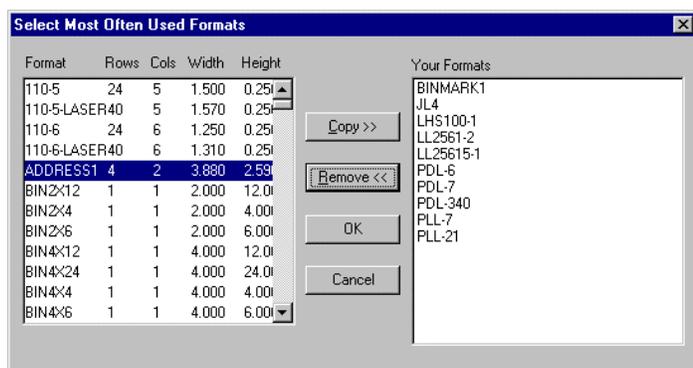
2. Click the **OK** button.

Selecting A New Format for Your “Favorites” List

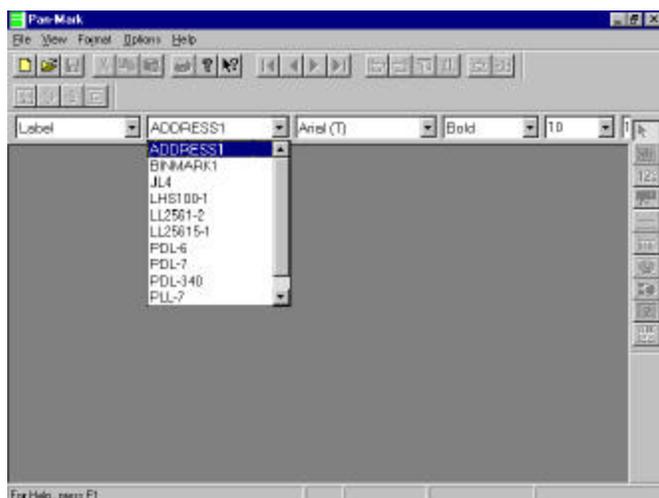
When you initially installed **PAN-MARK**, you selected a list of your most often used formats. If you have just created a new format, you may want to add it to the list.

In this example, you will add **MY_FORMAT** to your selection list in the **PAN-MARK** window.

1. Close all open labels.
2. Click **Format | Select**. The selection window displays.
3. Scroll to **ADDRESS1** in the list, then click to select.



4. Click the **Copy** button to copy **ADDRESS1** to the **Your Formats** box, then click **OK** to exit the selection window.
5. You can now select **ADDRESS1** from the Format list of the Document bar in the **PAN-MARK** main window.



Edit Menu

Use the Edit menu to:

- Temporarily remove (cut) an item from a label
- Copy items within a label, or to other labels
- Paste copied or cut items in a label, or to other labels
- Delete items from a label
- Refresh the label

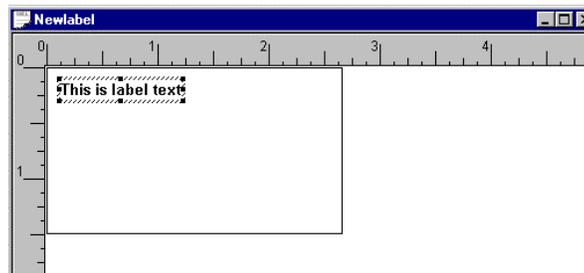
NOTE: You cannot cut, copy, or paste ODBC items.

Removing an Item from a Label

Use the **Cut** command to temporarily remove an item from a location in a label to paste the item in another location on the label.

To cut an item from a label:

1. Place the mouse pointer on the item and click to select.



2. Click **Edit | Cut**

— Or —

Press **Ctrl+X** to remove the item from the label

— Or —

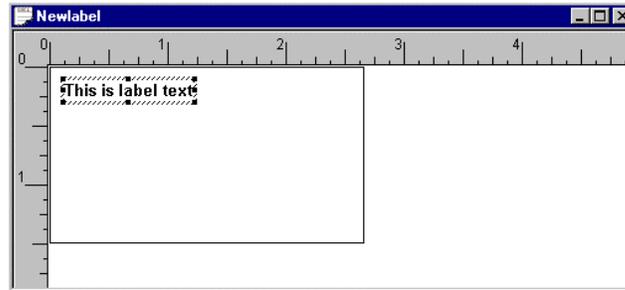
Click the **Cut** icon in the Standard tool bar.

Copying an Item in a Label

Use the **Copy** command to copy an item to another location in the label, or copy to another label.

To copy an item in a label:

1. Place the mouse pointer on the item and click to select.



2. Click **Edit | Copy**

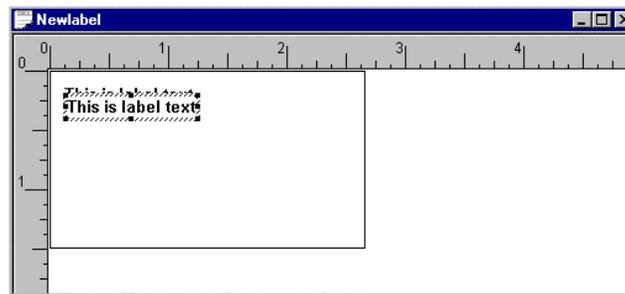
— Or —

Press **Ctrl+C**

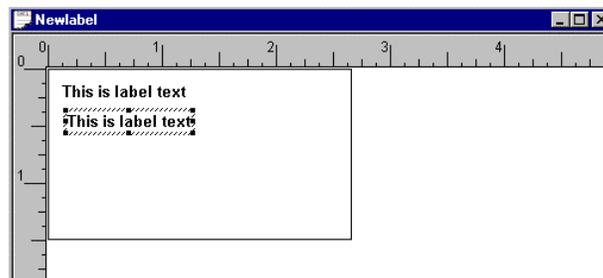
— Or —

Click the **Copy** icon in the Standard tool bar.

3. Click **Edit | Paste** or press **Ctrl+V**. A duplicate item now displays, slightly offset from the original.



4. Place the mouse pointer in the duplicate item, then click and drag it to the desired location.



Copying in PAN-MARK 2.5

The term *copy* is used in different ways in **PAN-MARK**. For example, you can:

- Copy (or duplicate) items in a label as illustrated in the previous section **Copying an Item in a Label**.
- Create one label in a file, and then print 100 copies of it. (This topic is covered in the section **Printing Labels** in this chapter)
- Create copies of a label within a label file (This topic is covered in the section **Creating Copies of a Label Within a Label File** found in the chapter **Some Typical Label Examples**)

Pasting an Item into a Label

If an item has been cut or copied, use the **Paste** command to insert the item into the label in another location, or into another label.

1. To paste an item into a label:

Click **Edit | Paste**

— Or —

Press **Ctrl+V**

— Or —

Click the **Paste** icon in the Standard tool bar.

2. Place the mouse pointer in the pasted item, then click and drag it to the desired location.

Deleting an Item from a Label

Use the **Del** command to permanently remove an item from a label.

CAUTION: If you delete an item, you cannot use the **Paste** command to recover it.

1. Place the mouse pointer on the item and click to select.

2. Click **Edit | Delete**

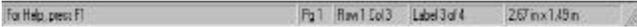
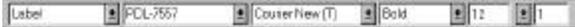
— Or —

Press **Del**

The item is permanently removed from the label.

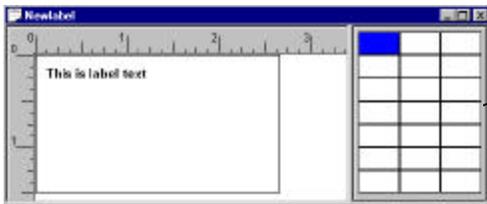
View Menu

Click a selection in the View menu to turn on/turn off the display in the **PAN-MARK** window for the following:

- Standard bar 
- Status bar 
- Document bar 
- Movement bar 
- Alignment bar 

- Items bar 

- Zoom bar 
- Format layout



Format layout display

- Refresh the View

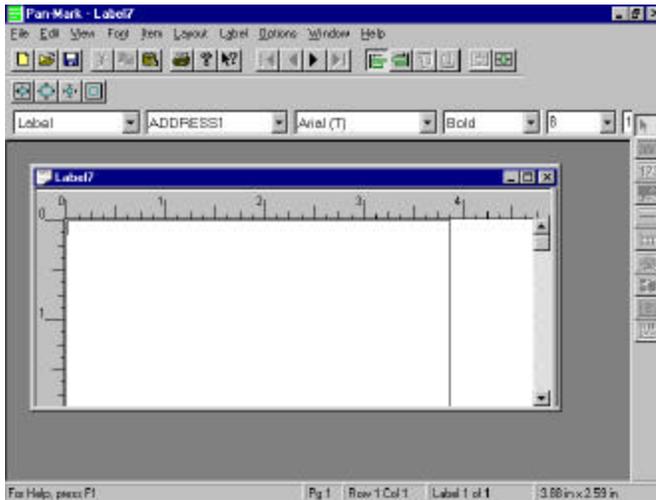
Using Label Text Mode to create a label on the fly

If you are going to have different text on each label, you can use Label Text. You can enter your legend and use **Page Down** to advance to the next label.

To use Label Text:

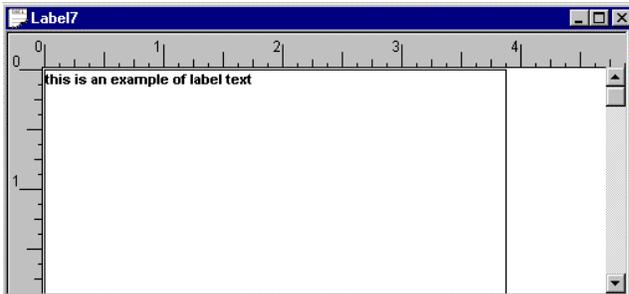
1. Choose the type of label you want to create.
2. Click **File | New**.

A new label appears.



NOTE: When using Label Text, all of your item functions are unavailable. Label Text mode cannot be used with other item functions.

3. Click **View | Label Text**.
4. Place the pointer where you want the text and begin typing. You can press **Page Down** to go to the next label.



5. Select **Layout** and choose **Center**, **Left**, or **Right** to align the text.

Using the Zoom Options

You can use the Zoom options in the View Menu to adjust the size of your label while working within the label window. (You can also use the Zoom bar in the tool bar to perform these functions.)

Note: These are on-screen adjustments only. They do not affect the size of the printed label.

To use the Zoom options:

1. Click **View | Zoom**

— Or —

Press **Alt+V**, then click **Zoom** in the drop-down menu.

2. Then click one of these options to perform the desired task:

Auto Fit - Automatically sizes the label to fit within the label window

In - Zooms in on the label. Repeat to zoom in further

Out - Zooms away from the label. Repeat to zoom further out

Normal - Returns to normal view

Refreshing a View of a Label

Occasionally when working in a label—usually when you are working with more than one image item—you may see some graphic “litter” on the screen. For example, if you move an image from one location to another on the label, some portions of the image may appear to remain at the old location. To remove the remnants of the old image:

Click **Edit | Refresh**

— Or —

Press **F5**

Font Menu

Use the Font menu to:

- Select a font style (typeface) for your label, and any attributes you want to use, such as bold, italics, etc.
- Select a foreground and background color for your label fonts (if you have a color printer)
- Rotate text in a label

Choosing a Font Style

To use a particular font style for text, serial numbers, time and date, or inserted data, use the **Typeface** command. To select a font:

1. Click **Font | Typeface**
2. The Font dialog box displays. Select the font and any attributes you want to use in your label.
3. Click the **OK** button.

Choosing a Foreground or Background Color

If you have a color printer, you can also specify foreground and background colors for your labels.

To select a foreground or background color:

1. Click **Font | Color**.
2. Click **Foreground** or **Background**.
3. Select a basic color from the color palette, or define a custom color.
4. Click **OK**.

Rotating Text in a Label

To rotate text in a label:

1. Select the text item to be rotated.
2. Click **Font | Rotate**.
3. Click the degree of rotation you want, such as **90**.

Item Menu

Use the Item menu to:

- Enter items into your labels
- View or change the properties of a label item

Working with Items

Items are the building blocks of your labels. They are divided into two categories:

- **Static** - Items that do not change from label to label, such as text, images, and lines
- **Dynamic** - Items that can change from label to label, such as:
 - Serial numbers, based on user criteria
 - Date, based on the current system date
 - Time, based on the current system time
 - ODBC Data based on an external database, such as Excel, dBASE, etc.
 - Input, a user-defined prompt requiring an operator entry
 - Bar code

Selecting and Placing Items in a Label

You can select items using any of the following methods:

- Click **Item** in the menu bar to display the Item menu, then select the item
- Click the right mouse button to display the Item menu, then select the item
- Click the item in the Items bar, optionally displayed in the right border of the **PAN-MARK** window

When you select an item and move the mouse pointer into the label area, the pointer changes to reflect the selected icon. For example, the Text pointer looks like this when moved into the label area:



Everything you place on a **PAN-MARK** label is an item. For example, there are two items in the following label: a text item and an image item.



Each item can be selected separately (indicated by the shadow boxes). Selected items can be copied, moved, or deleted.



Caution About Overlapping Items

If you have trouble selecting an item on a label, it's likely that another item's area is covering it. For example, the following label contains a text item and an image item. You try to select the image item, but can't.



By selecting the text item, you can see that the text item's area actually covers the image item. Therefore, when you try to select the image, you can't get to it and inadvertently select the text item.



To solve this problem, press **F7** to reduce the text item's area. This should expose part of the image item so you can select it.



Click on the exposed area of the image

Now you can easily select the image.



Tip: To prevent this situation, always press **F7** to reduce an item's area after you have finished defining the item.

Moving Items in a Label

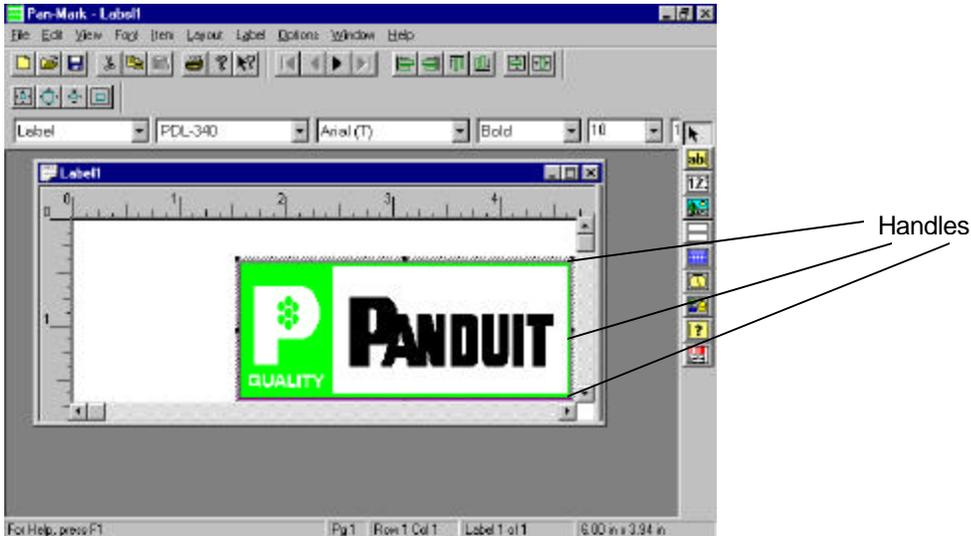
Click to select the item you want to move, then drag it to the new location and release the mouse button. Move the pointer to an open area in the label and click again to unselect the item.

You can also use the arrow keys for movement and fine-tuning the placement of an item.

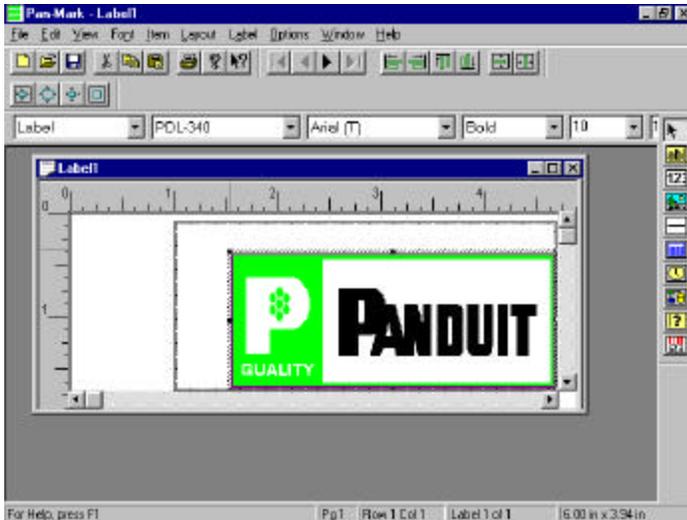
Resizing an Item

Graphic items (images and lines) can be enlarged or reduced to fit a particular label situation. To size an item:

1. Click the graphic item to select it. Eight “handles” appear around the shaded box.



2. Click and hold the left mouse button on one of these handles. Drag the handle until the item area is the size you want the graphic to be.



3. Release the mouse button. The graphic enlarges to fill the dragged area. Click outside the graphic to remove the handles.



Entering Text into a Label

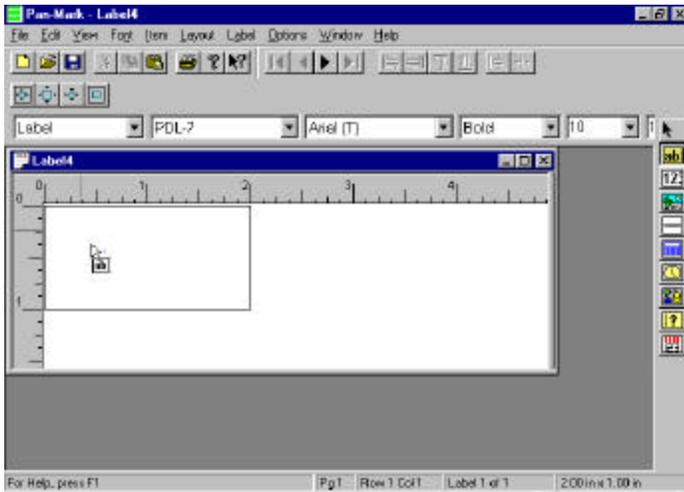
Entering text in a **PAN-MARK** label is a two-step process:

- Insert a text item
- Type your text in the text entry area

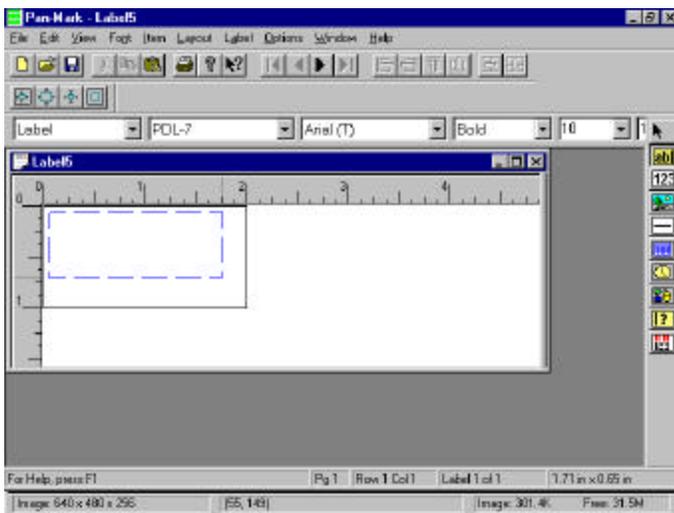
To enter text in a label:

1. Open a new or existing label, and then do one of the following:
 - Click **Item | Static | Text**
 - Press **Ctrl+Shift+T**
 - Click the **Text** icon in the Items bar
 - Click the right mouse button, then click **Text** in the pop-up menu
2. Move the Text pointer into the label area. As you enter the label area, the pointer changes to identify the type of item you are working with—in this case, the **Text** icon pointer.

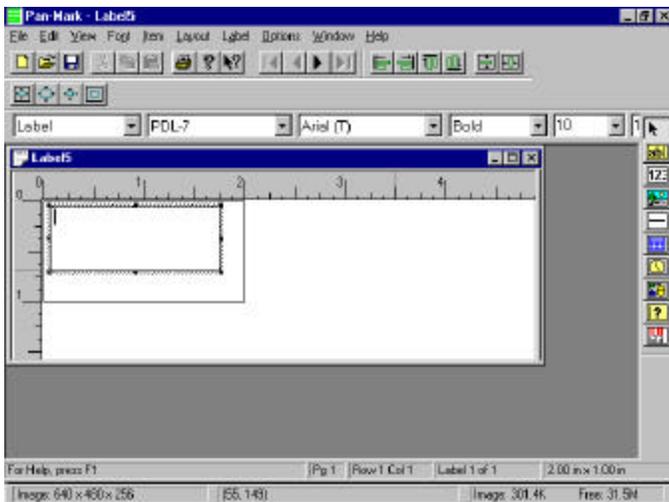
- Place the pointer where you want to insert your label text.



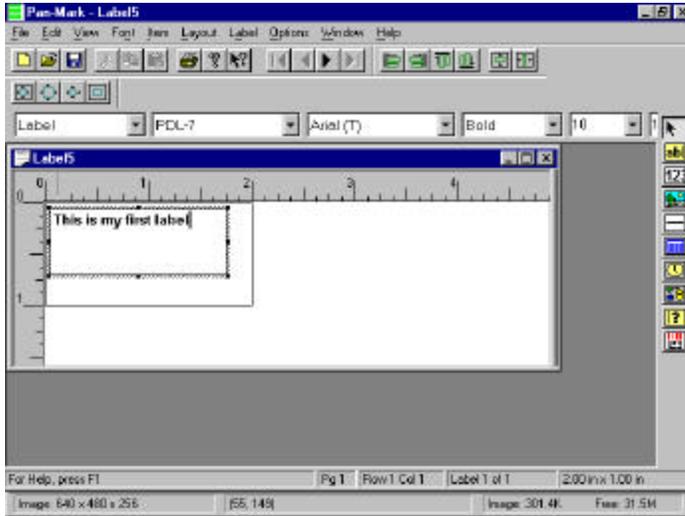
- Click and drag to open a text box. Give yourself as much room as you think you will need—you can shrink the text area later.



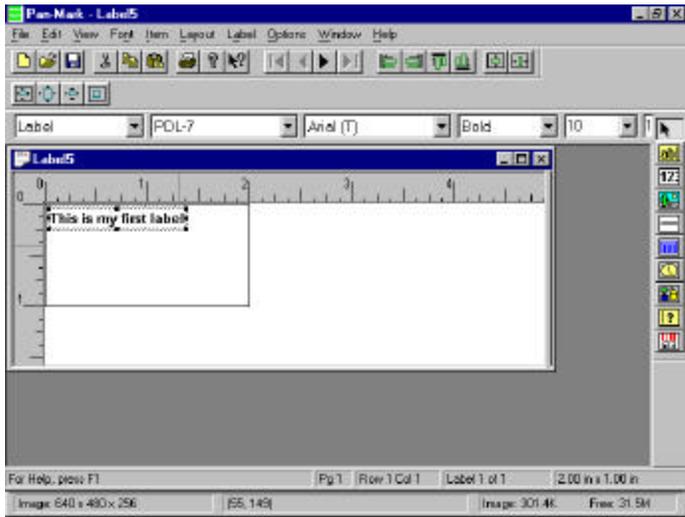
- Release the mouse button. A text cursor appears in the text entry area.



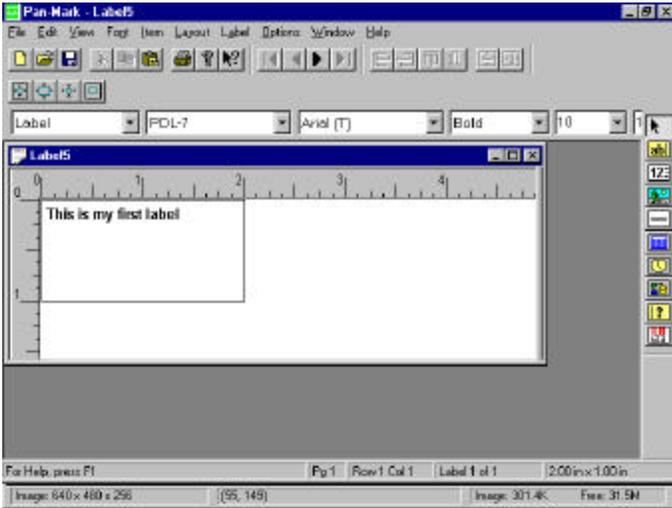
6. Type text in the label area.



7. Press **F7** to shrink the text area and free up any unused space for other items you may want to insert in the label.



8. If you are satisfied with the position of the text on the label, press **F5** or click outside the selected area to unselect.



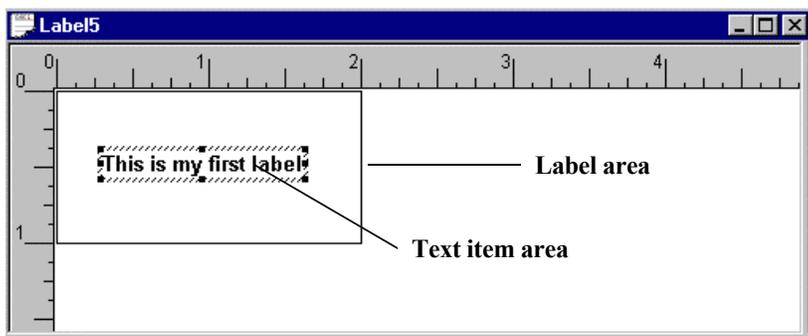
Justifying Text

In **PAN-MARK**, you can left-justify, right-justify, or center text horizontally. (Left justified is the default.)

When justifying text in a label, it is important to remember the difference between the *text item area* and the *label area*.

- The text item area is the area you drag open with the **Text** icon before entering text. A lined, shaded box surrounds this area.
- The label area is the dimension of the label. The text item area may or may not fill the label area, depending on the size you choose when you drag the **Text** icon.

When you justify text, it is justified within the text item area—not the label area.

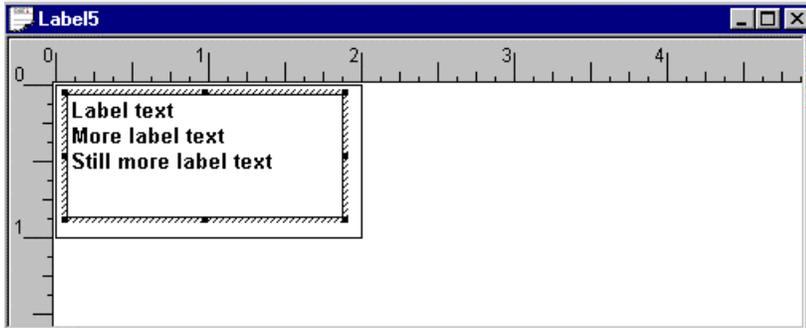


Centering Text in a Label

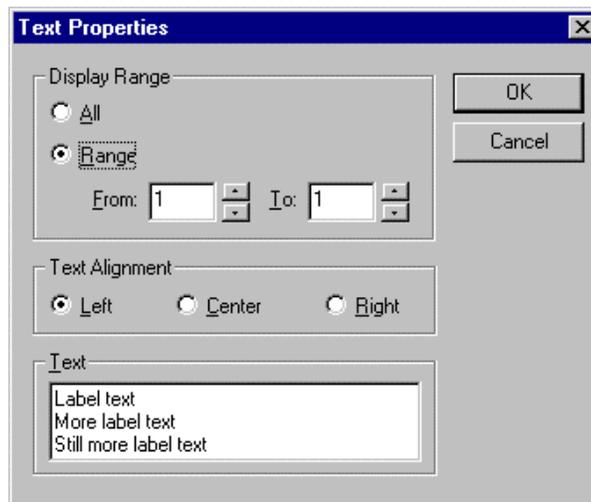
Centering text is actually a two-step process:

- First, you center the text in the text item area
- Then you center the text item in the label area

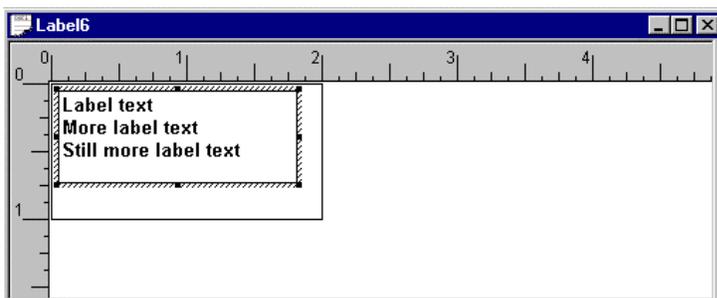
For example, to center the text in the following label:



1. Double-click the text item.
2. Press **Ctrl+G**. The Text Properties box displays.

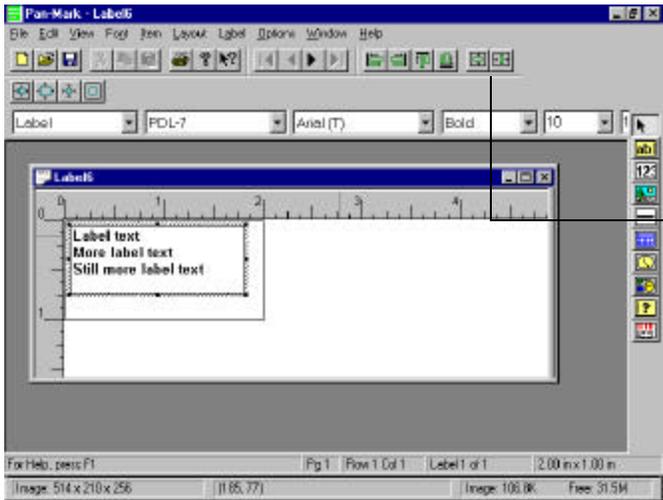


3. In the Text Alignment group, click the **Center** radio button, and then click the **OK** button. Your text is now centered in the text item area.



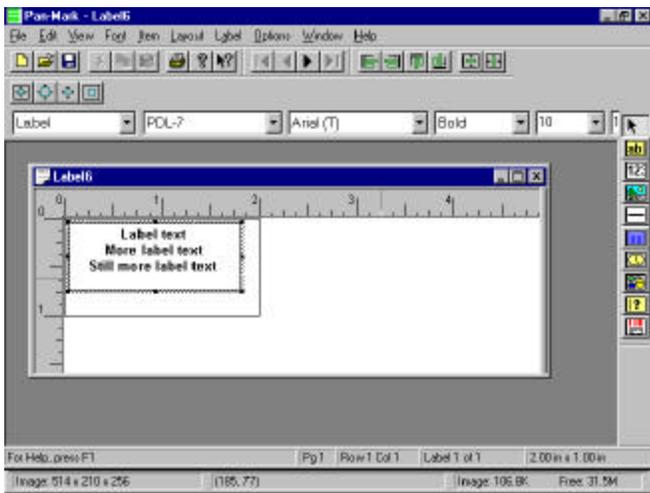
Next, you need to center the text item in the label.

4. Click the **Center Vertically** icon in the Alignment bar, and then click the **Center Horizontally** icon.



Use these two icons to center the text item

5. The text is now centered on the label.



6. Press **F5** to unselect.

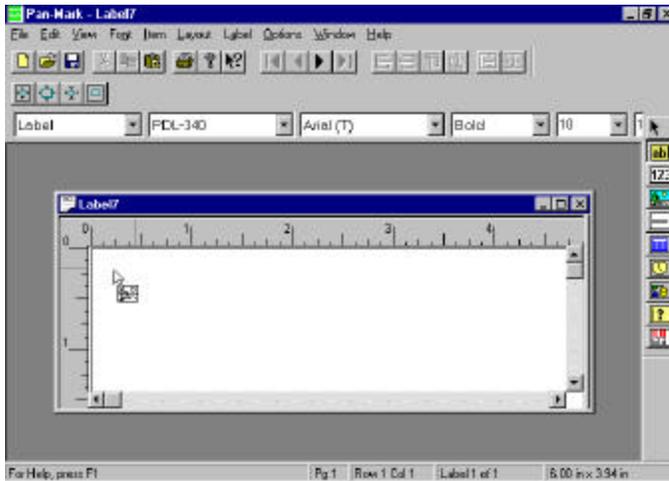
Inserting an Image into a Label

PAN-MARK includes an image library of common electrical, safety, and data-comm symbols. Additionally, you can import bitmap image (.bmp) files, such as company logos into your label.

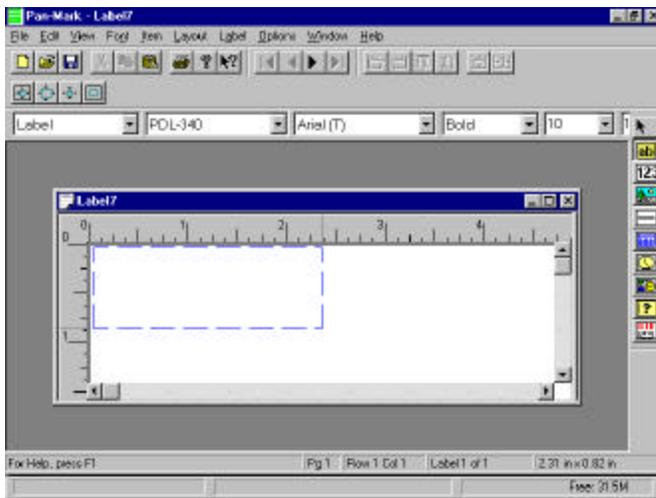
To place an image in a label:

1. Open a new or existing label, then do one of the following:
 - Click **Item | Static | Image**
 - Press **Ctrl+Shift+I**
 - Click the **Image** icon in the Items bar
 - Click the right mouse button, then click **Image** in the pop-up menu

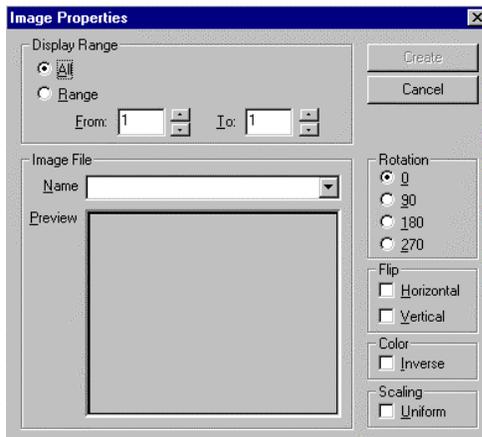
2. Move the Image pointer into the label area. Place the pointer where you want to insert your graphic.



3. Drag open a box for the image size you want, then release the mouse button.

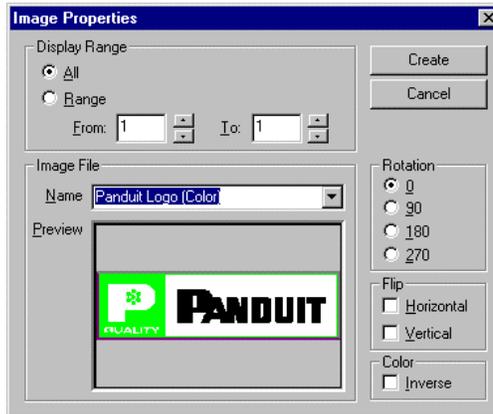


The Image Properties dialog box displays.



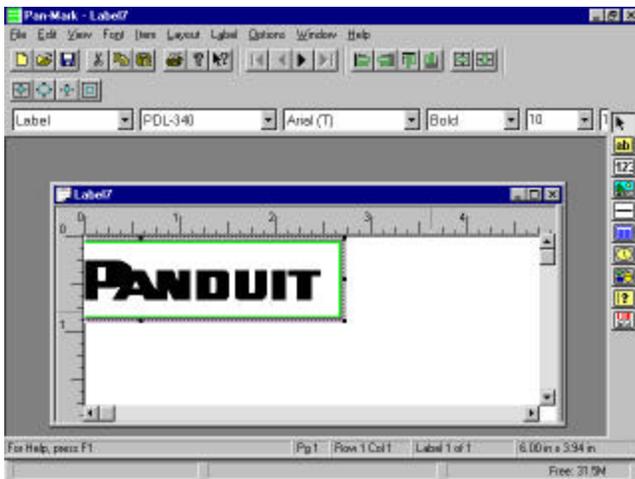
For a discussion of display ranges, see **Item Display Ranges** in the section **Viewing or Changing Item Properties** in this chapter.

4. Click the Image File drop-down arrow and select an image from the list. The selected image displays in the Preview area.



NOTE: You can rotate, flip, or invert the color of the image by selecting options on the right side of the dialog box. When you click an option, the results are displayed in the preview area, e.g., a 90-degree rotation.

5. Click the **Create** button to insert the image into the label.

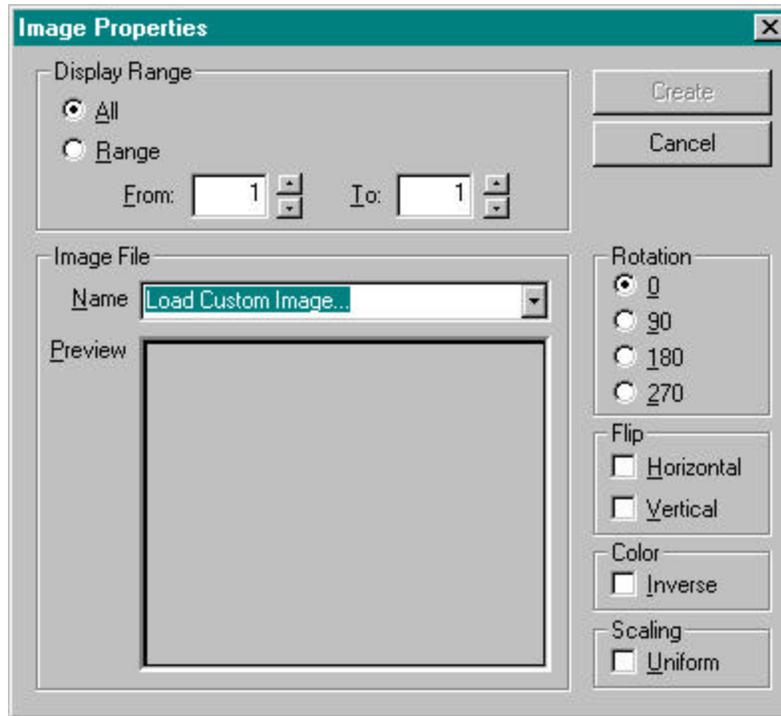


6. Move the pointer outside the label, then click to unselect the image.

Importing a Graphic Image

To insert an image not contained in the list, follow the same steps as mentioned above to open an image item.

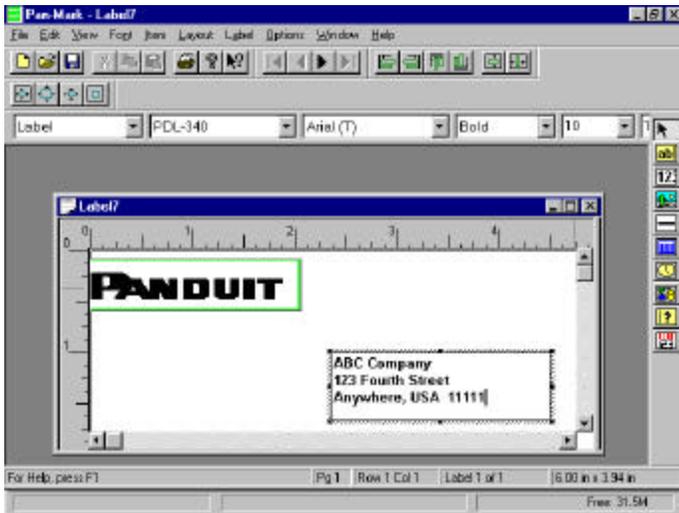
1. At the Image Properties dialog box, scroll to the end of the image library list and select **Load Custom Image**.



2. Choose the directory and file name for your custom image. (Remember - **PAN-MARK** will only import .bmp file type.)
3. Select **Open**, then **Create** and the .bmp image is inserted in your label.

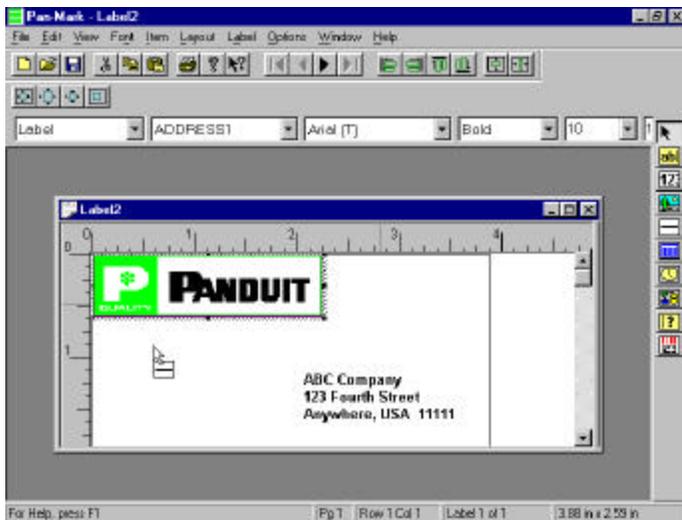
Using the Line Item

You can insert vertical or horizontal lines in your label for emphasis, or to divide areas. For example, the following label is functional, but you want something more.

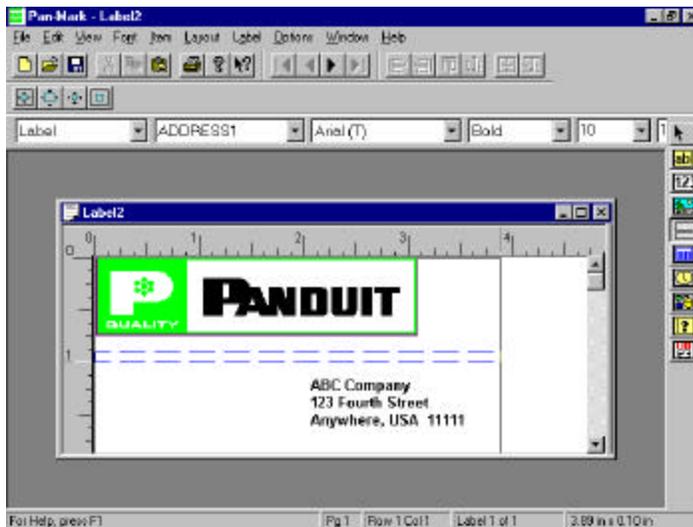


To enter a line into a label:

1. Open a new or existing label, then do one of the following:
 - Click **Item | Static | Line**
 - Press **Ctrl+Shift+L**
 - Click the **Line** icon in the Items bar
 - Click the right mouse button, then click **Line** in the pop-up menu
2. Place the pointer where you want to insert your line.

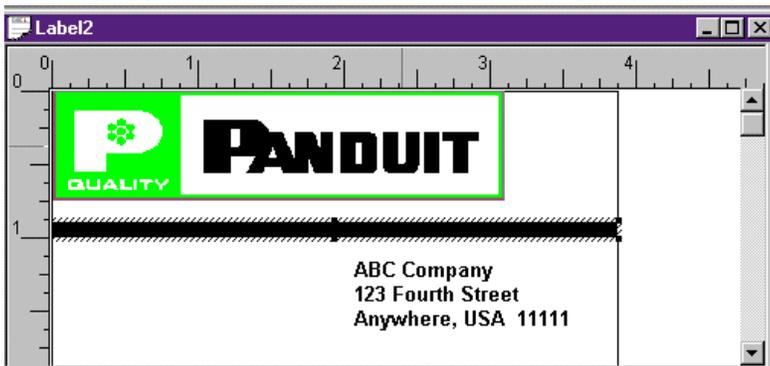


3. Drag until the line is the size you want, then release the mouse button.



Tip: You can vary the width (or thickness) of the horizontal line by moving the pointer up or down. You can vary the width of a vertical line by moving the pointer left or right.

After releasing the mouse button, the line handles display.

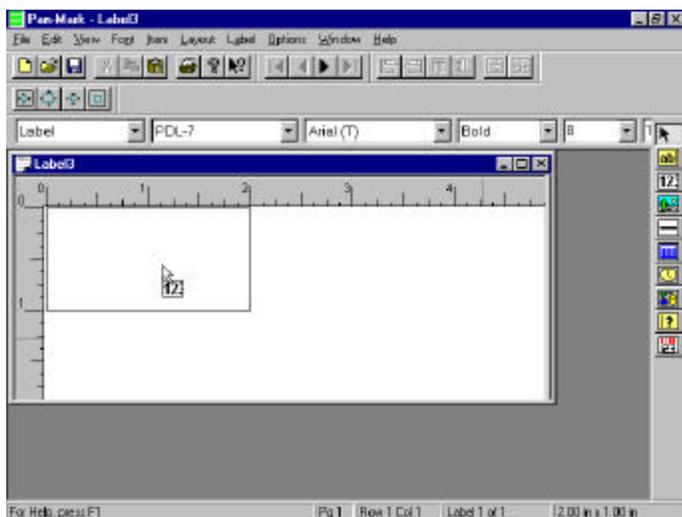


4. Move the pointer away from the line, then press **F5** or click to unselect. You have now drawn a line using the line item.

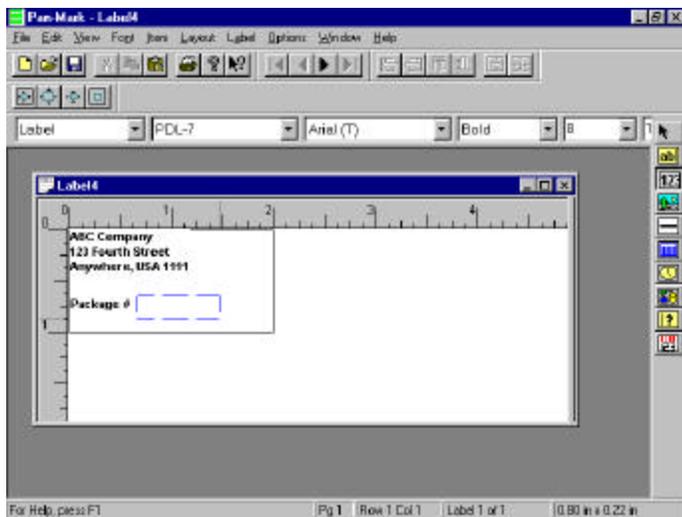
Using the Series Item

Follow these steps to insert a serialization into your labels:

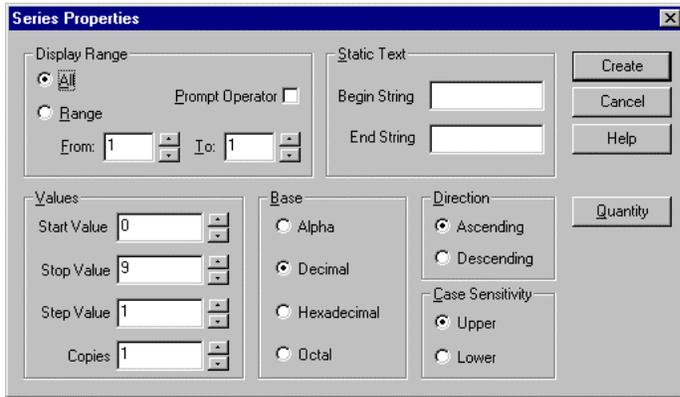
1. Open a new or existing label, then do one of the following:
 - Click **Item | Dynamic | Series**
 - Press **Ctrl+Shift+S**
 - Click the **Series** icon in the Items bar
 - Click the right mouse button, then click **Series** in the pop-up menu
2. Move the Series pointer into the label area. Place the pointer where you want to insert the serial number.



3. Drag the handle until the Series item area is the size you want.



4. Release the mouse button. The Series Properties dialog box displays.



5. Define your serialization. Enter the **Start Value**, **Stop Value**, **Step Value** (if series is in increments), and the number of **Copies** needed.

Here is additional information of some of the other features of the Series Properties dialog box:

Display Range

- Click the **All** option to display this serial numbering on all labels. (This is the default setting.)
- Click **Range**, then type the appropriate values in the **From** and **To** fields to create serial numbers only on a specific range of labels within a label run, such as labels 1-10 of 100 labels.
- Click **Prompt Operator** to prompt the person printing the labels for an entry. For example, if your company tracks used serial numbers, the operator would enter the next available number.

Static Text

- In **Begin String**, type a series prefix (such as **A**) to create a series like this:

A1
A2
A3

The **A** is constant, and will appear before the serialization on every label.

- In **End String**, type a series suffix (such as **A**) to create a series like this:

1A
2A
3A

The **A** is constant, and will appear after the serialization on every label.

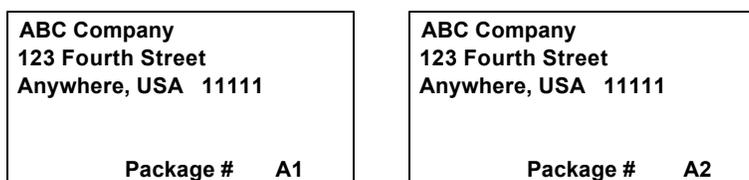
6. For this example, enter these values in the Series Properties dialog box:

Start Value **1**
Stop Value **10**
Begin String **A**

7. Click the **Create** button to close the dialog box.

If you need to revise or correct a series number, just double-click on the series item to access the Series Properties box again.

When the labels are printed, the first two labels of the serialization will look like this:



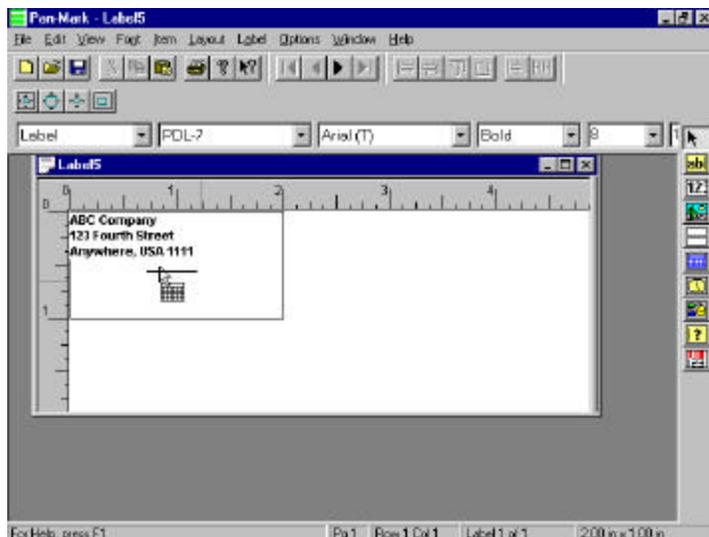
Using the Date Item

You can print the current date (based on your computer's date calendar) on your labels by inserting a Date item.

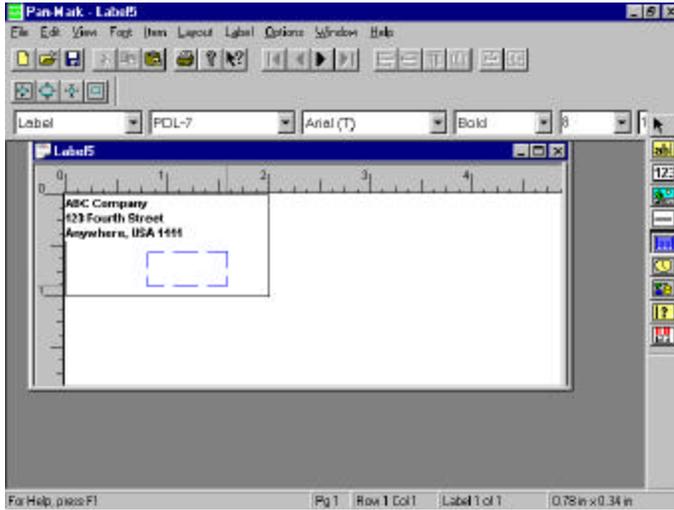
If you use this feature, make sure your computer's date calendar is set correctly. You can change system date and time in the Windows Control Panel. Refer to your Windows documentation for this procedure if necessary.

To enter a date into a label:

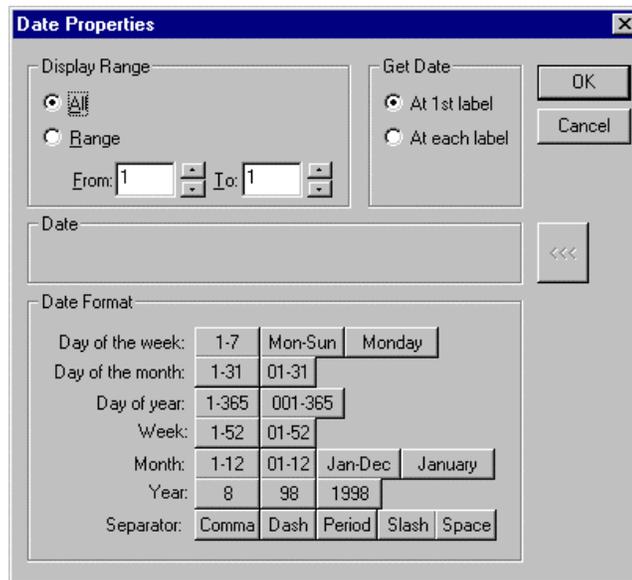
1. Open a new or existing label, then do one of the following:
 - Click **Item | Dynamic | Date**
 - Press **Ctrl+Shift+D**
 - Click the **Date** icon in the Items bar
 - Click the right mouse button, then click **Date** in the pop-up menu
2. Move the Date pointer into the label area. Place the pointer where you want to insert the date.



3. Drag the handle until the item area is the size you want.



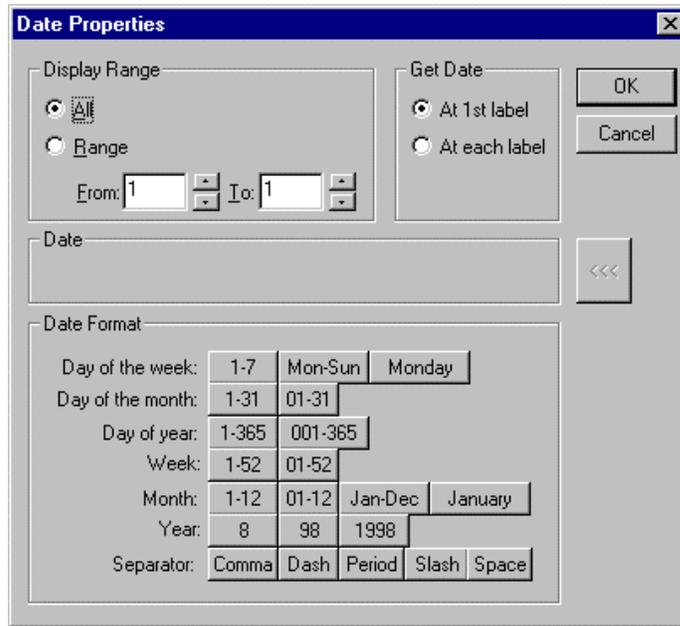
4. Release the mouse button. The Date Properties dialog box displays.



5. Click the appropriate buttons in the Date Format group that correspond to the date format you want.

For example, to create the date format for **8-15-96** (the actual date depends on your computer's calendar), click these buttons:

Month: 1-12
 Separator: Dash
 Day of the month: 1-31
 Separator: Dash
 Year: 95

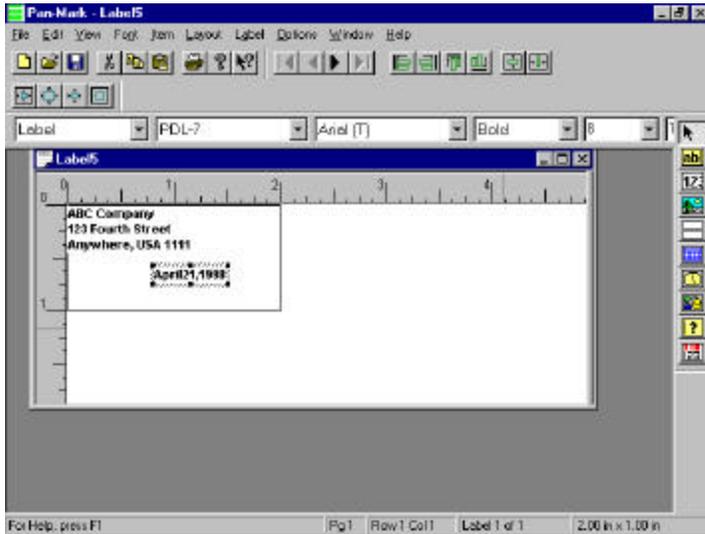


As you click the buttons, the date is assembled in the Date group. If you make a mistake, or want to make a change, click the <<< button to erase an entry.

For a discussion of display ranges, see **Item Display Ranges** in the section **Viewing or Changing Item Properties** in this chapter.

6. In the Get Date group, click:
 - **At 1st Label** if you want all labels to print the date the first label was printed
 - **At Each Label** if you want each label to reflect the actual date it was printed. For example, if a print run was initiated before midnight and finished after midnight, all labels printed after midnight would reflect the next day's date.
7. After you have constructed your date format, click **OK**.

8. The date item displays. If necessary, adjust the placement of the date item, then press **F5** or click outside the item to unselect.



When these labels are printed, the current date will print at the designated location.



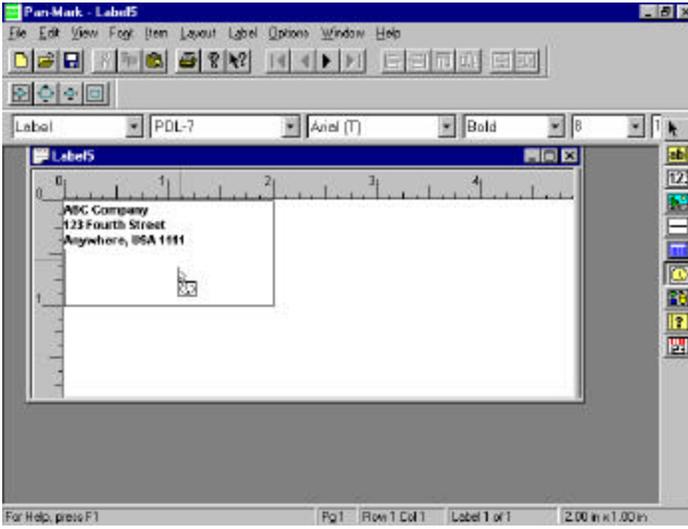
Using the Time Item

You can print the current time (based on your computer's clock) on your labels by inserting a Time item. If you use this feature, make sure that your computer clock is set correctly.

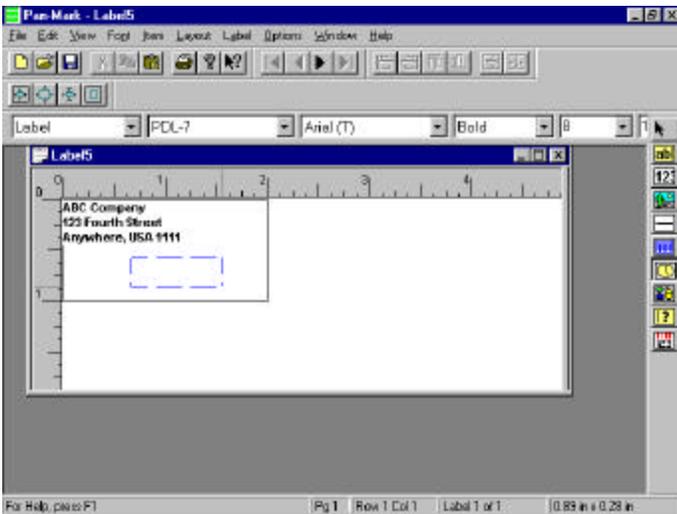
To enter the current time into a label:

1. Open a new or existing label, then do one of the following:
 - Click **Item | Dynamic | Time**
 - Press **Ctrl+Shift+M**
 - Click the **Time** icon in the Items bar
 - Click the right mouse button, then click **Time** in the pop-up menu

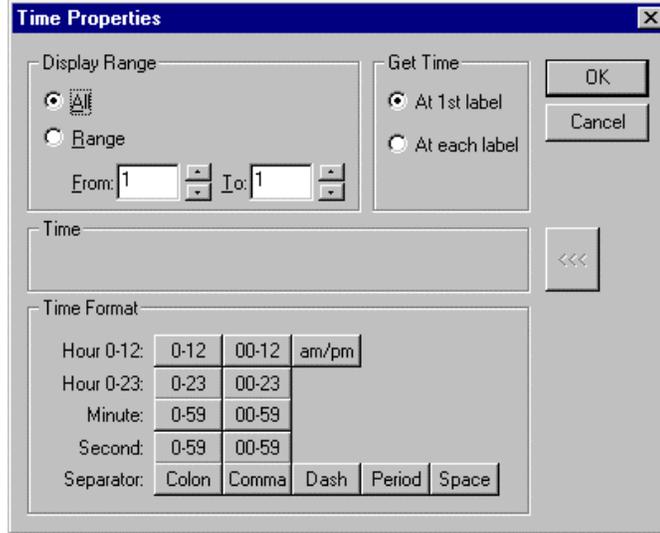
2. Move the Time pointer into the label area. Place the pointer where you want to insert the current time.



3. Drag the handle until the item area is the size you want.



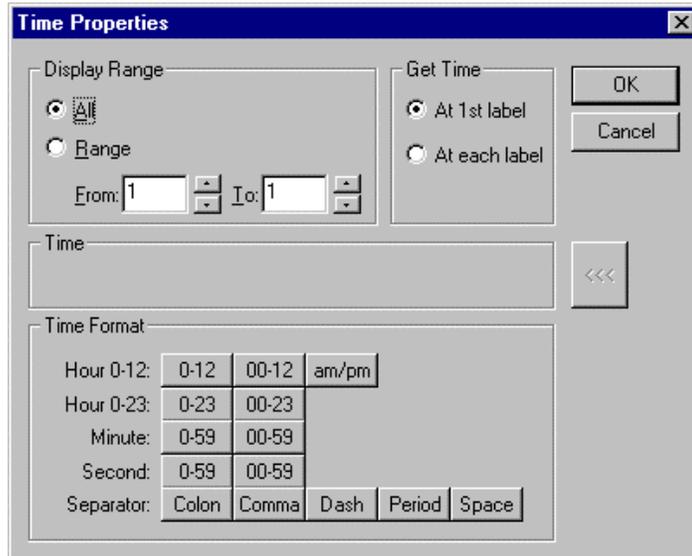
- Release the mouse button. The Time Properties dialog box displays.



- Click the appropriate buttons in the Time Format group that correspond to the time format you want.

For example, to create the time format for **9:43 AM** (the actual time depends on your computer's clock), click these buttons:

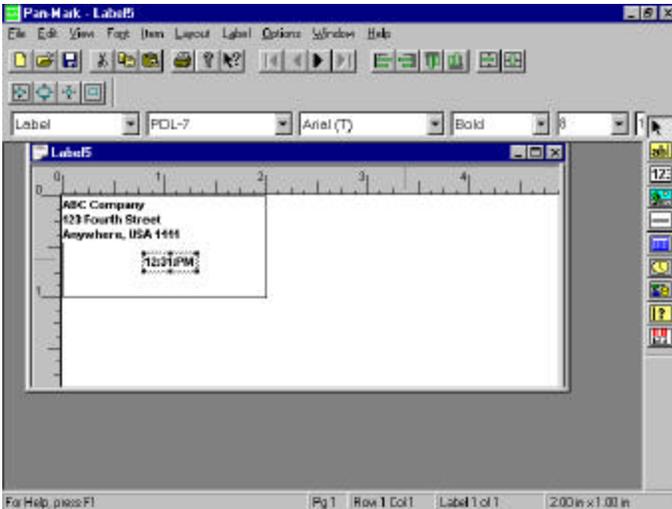
Hour 0-12: 0-12
 Separator: Colon
 Minute: 00-59
 Separator: Space
 Hour 0-12: am/pm



As you click the buttons, the time is assembled in the Time group. If you make a mistake, or want to make a change, click the <<< button to erase an entry.

For a discussion of display ranges, see **Item Display Ranges** in the section **Viewing or Changing Item Properties** in this chapter.

6. In the Get Time group, click:
 - **At 1st Label** if you want all labels to print the time the first label was printed
 - **At Each Label** if you want each label to reflect the actual time it was printed
7. After you have constructed your time format, click **OK**.
8. The time item displays. (If you checked **Brackets** in the Options menu, the time will display inside brackets.) If necessary, adjust the placement of the time item, then press **F5** or click outside the item to unselect.



When these labels are printed, the current time will print at the designated location.



Using the ODBC Data Item

You can insert “external” data into your labels from sources outside **PAN-MARK**.

Using the Windows **O**pen **D**ata**B**ase **C**onnectivity (ODBC) interface, you can link to information created in other electronic databases such as Excel or Access - and insert this information into your labels as an ODBC item. You will be using the ODBC drivers that are resident on your computer, and must have an ODBC driver for the application in order to be able to import into **PAN-MARK** via ODBC.

There are 2 phases to importing from another database into **PAN-MARK**:

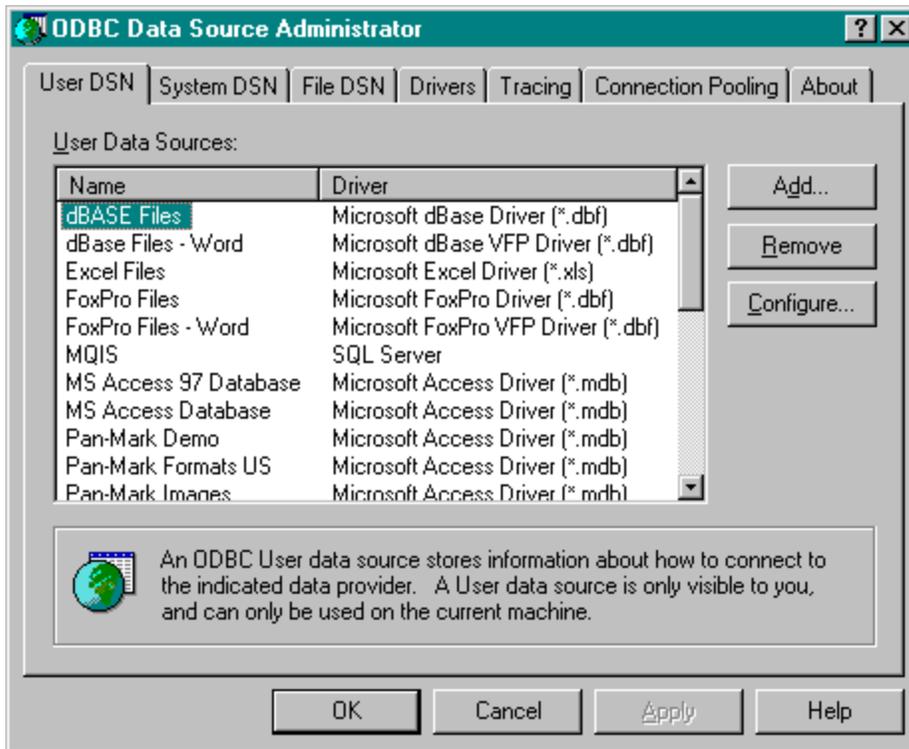
1. Using the ODBC Administrator to “link” the existing file into **PAN-MARK**.
2. Using the ODBC Data Item to specify the database “link” to be used, the specific fields you want, and other necessary parameters.

The following example will walk you through both of these phases. We will import an Excel (.xls) file into **PAN-MARK**.

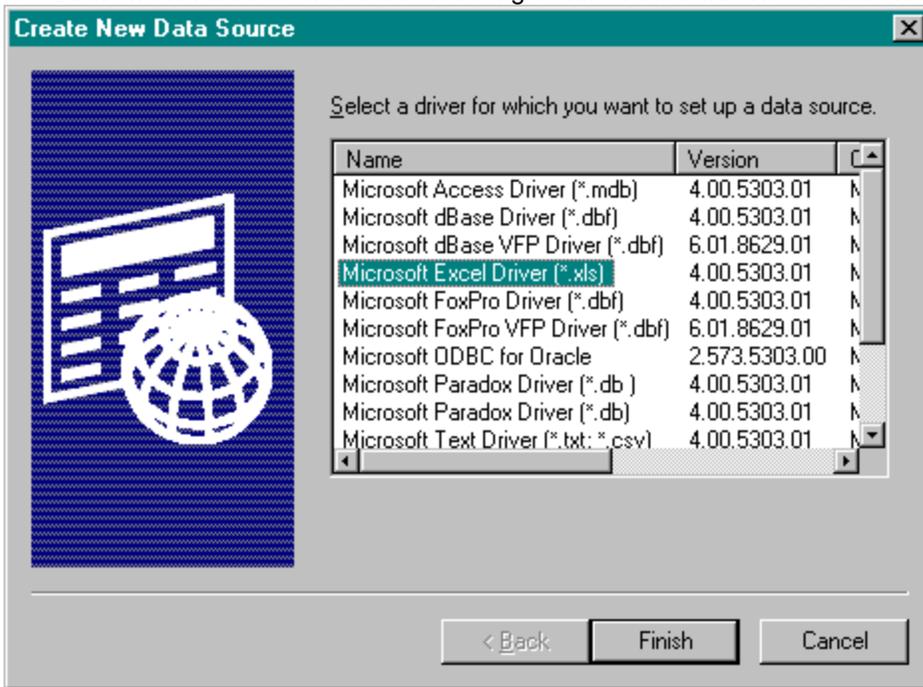
IMPORTANT NOTE: When creating a file in Excel that you will be importing into **PAN-MARK, it is necessary to first format the cells as text. To do this, highlight the entire sheet, select Format | Cells and click Text. This step will insure that the data is imported onto the label as it is entered in Excel.**

To import an existing Excel file into **PAN-MARK**, follow these steps:

1. With the Excel program closed, in **PAN-MARK** close any open label files. You should have a gray screen and your icons will not be active. Make sure that your are in Label Mode.
2. Click on **Options | ODBC Administrator**. The ODBC Data Source Administrator dialog will appear.

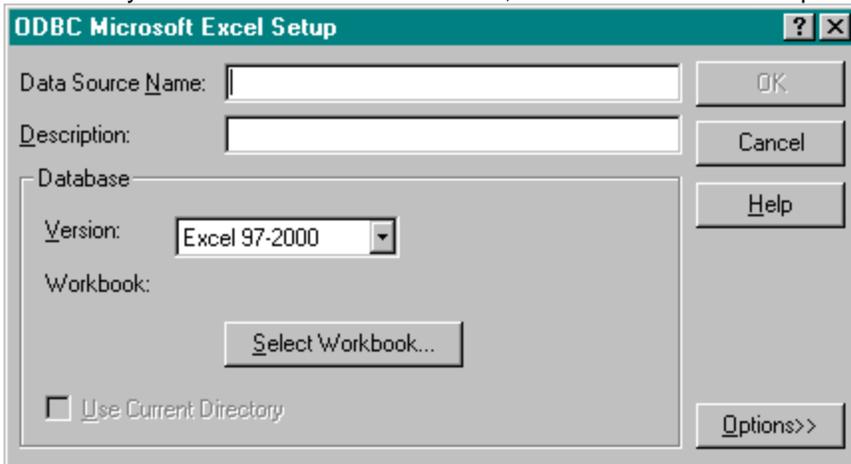


3. Click on the Add button located on the right side of the box. The Create New Data Source box will appear.



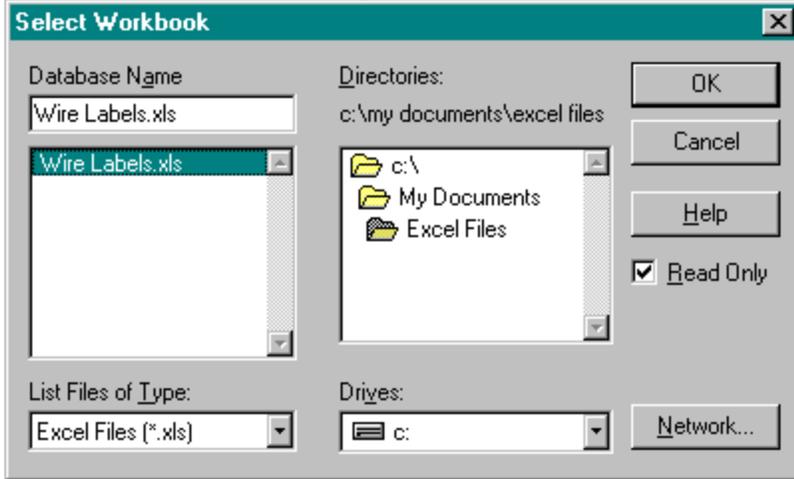
On this screen, you will need to double-click on the type of driver you will be using. For our example, we will use the Microsoft Excel driver.

4. When you double click the Excel Driver, the Microsoft Excel Setup dialog box appears.

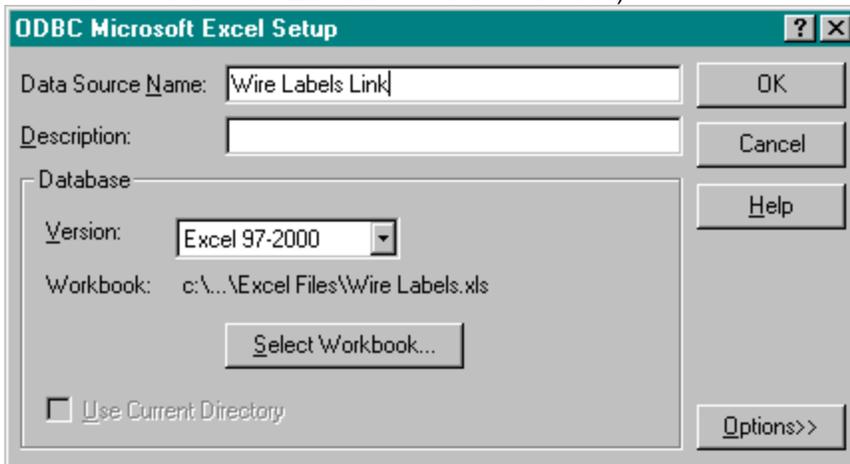


At this step, we are locating the directory that contains the Excel file. To begin, click the Select Workbook button.

5. The Select Workbook dialog box will appear. Browse until you locate the Excel file you wish to import. (Your location will vary, depending on the drive and location you saved your Excel file.)



6. Once your file is designated, click OK and you are returned to the Microsoft Excel Setup box. Enter a name for your data source or "link" at the Data Source Name prompt. (It is helpful to assign a name to the data source that is similar to that of the Excel file to avoid confusion.)

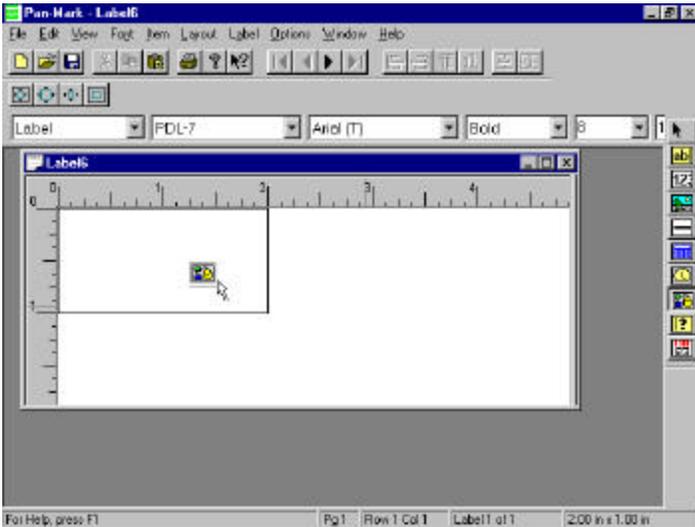


7. Click OK until you return to the **PAN-MARK** window.

Your data source is now created. The next step is to bring the file into the label format.

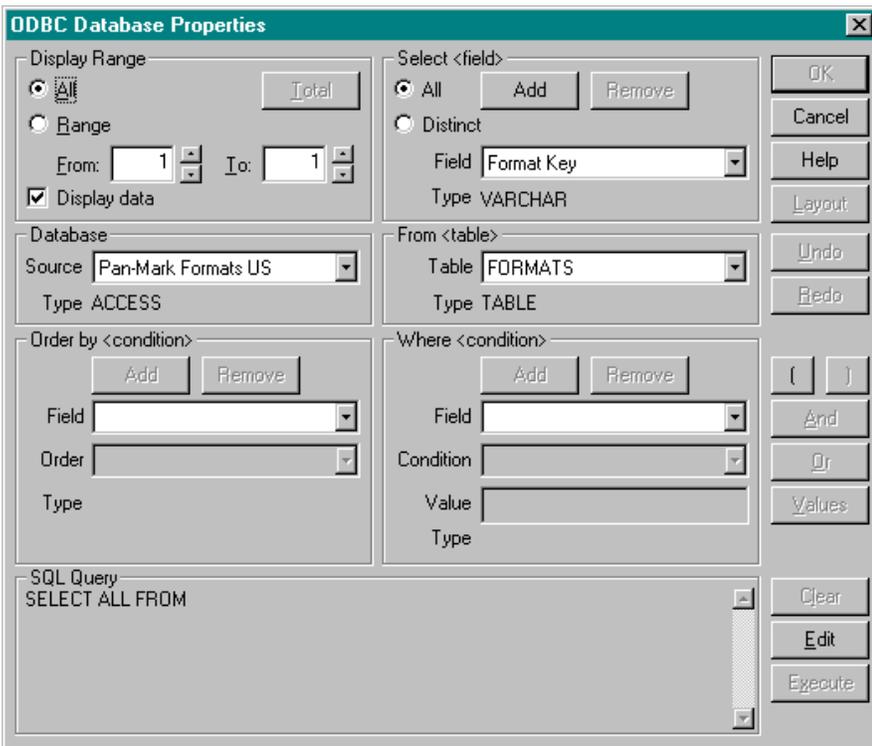
8. From the **PAN-MARK** window, select the label format you will be using from the drop-down box.
9. Click on **File | New** to open a new label file.

10. Click on the ODBC Data Item icon from the Items Bar and move the pointer into the label design area.



11. Click in the label design area, then release the mouse button.

12. The ODBC Database Properties dialog box will appear.

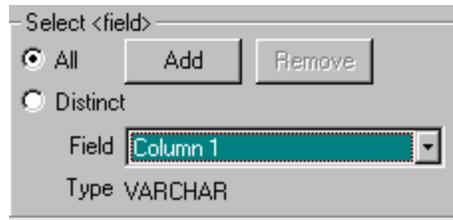


As you can see, there are many fields. We will not use each of these properties, and will not discuss them in depth. For more information about ODBC properties, refer to your specific database's documentation.

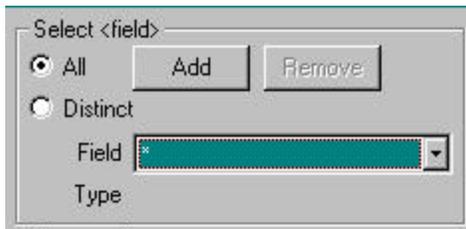
13. From the ODBC Database Properties dialog box, click on the drop-down box under Database Source until you locate your data source name. In our example, Wire Labels Link.



14. Once your data source is selected, you will notice that sheet/table names and column headings specific to your file will fill in the properties box. From the Excel file, all of the column headings appear in the Select <field> drop-down box. You can select as many, or as few, of the columns to be brought over into your labels as needed. Once you highlight a column heading that you want to import, click on the Add button. In order to properly import the information contained in the columns, make sure to add the columns in the order that you want them to appear on your label.



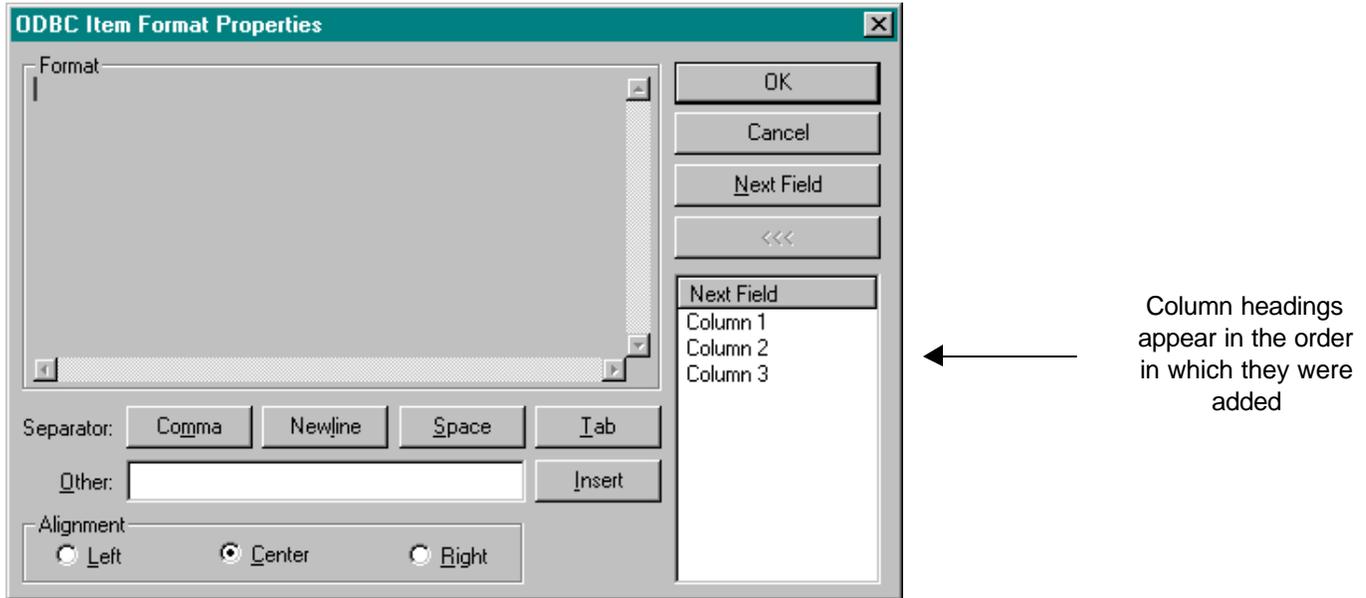
NOTE: If you would like to add all of the columns in sequential order, you can add them all at once by selecting the "*" symbol. This symbol is located at the end of list in the drop-down menu.



15. When you have selected all of the needed columns, click the Layout button on the right side of the ODBC Properties box. The ODBC Item Format Properties box appears. Now you're ready to define the format of how the text will appear on the label.

NOTE: If you want to use the default layout of one field per line, instead of choosing Layout, click OK. Your information is imported as specified.

16. In the ODBC Item Format Properties box, your added column headings appear in the lower left panel.

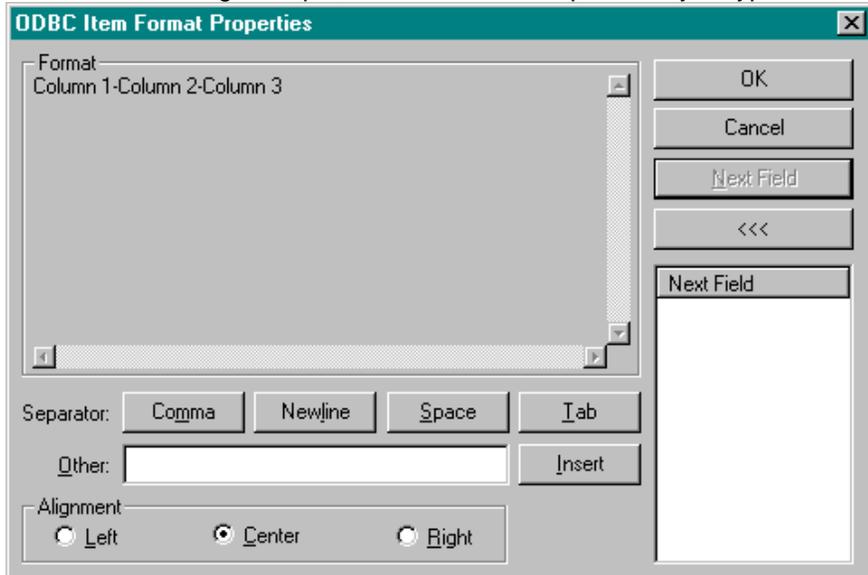


17. To add Column 1 data into the label, select the Next Field button on the upper left portion of the dialog box. Column 1 will now move up into the Format area.

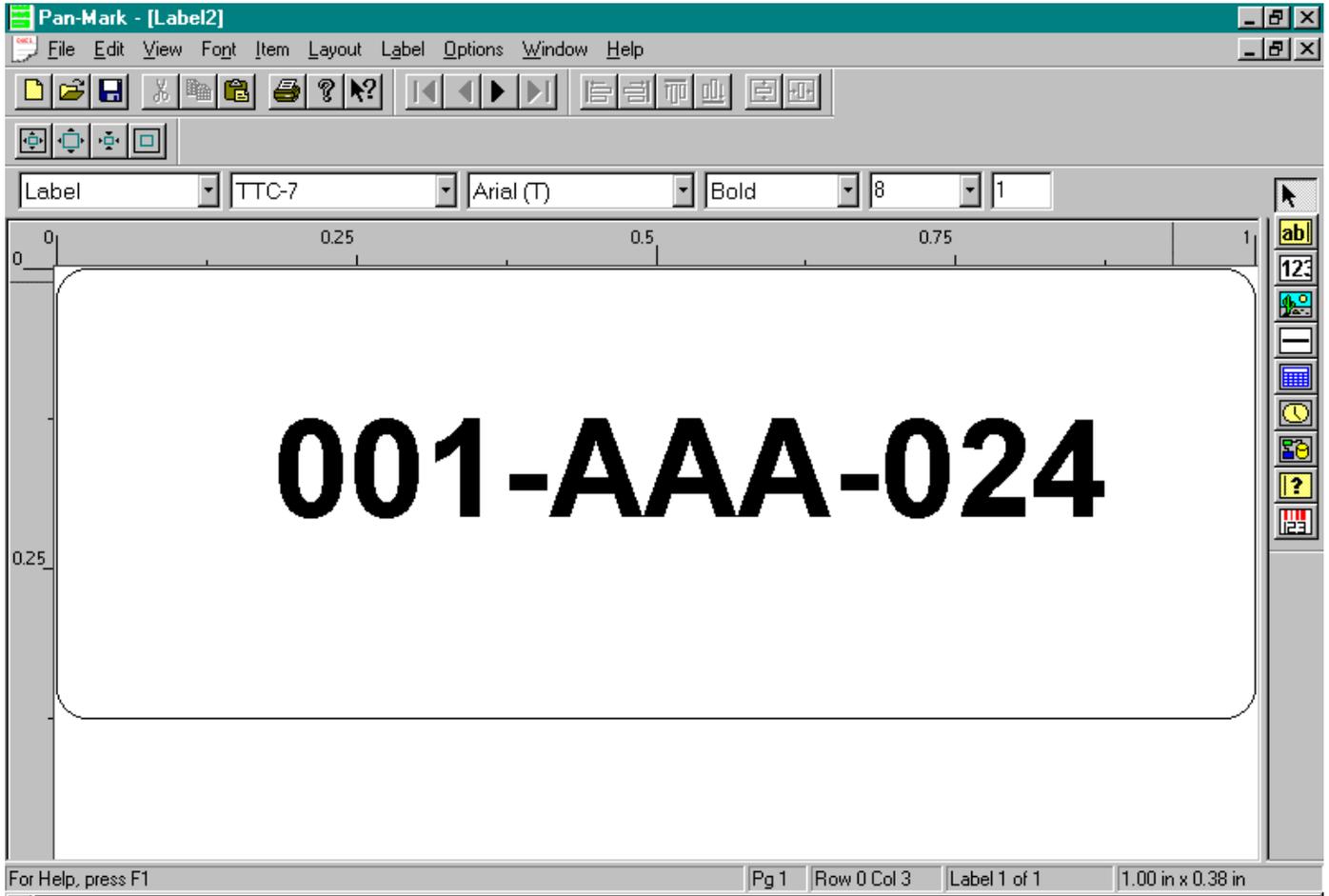
Use the **Separator** actions to customize how the data appears on the label. You can add commas, move to the next line, add a space, or add a tab to insert 5 spaces. Use the **Other** field to add a word or any other piece of information between columns of data. Click the Insert button to add anything entered in the **Other** field.

Continue this until you have inserted all of your columns of data and there are no remaining headers under Next Field.

For the following example, the columns are separated by a hyphen.



18. When you have completed defining your label layout, click OK at the ODBC Item Format Properties box and again at the ODBC Database Properties dialog box. Your information has now been imported, and will appear on the label per your specifications.



If you need to make any modifications to the ODBC Item, you can double-click on the item to bring up the ODBC Database Properties.

Tip: If you need to know how many labels to print, select the Total button from the ODBC Database Properties. It will automatically calculate the number of labels created.

Using the Operator Input Item

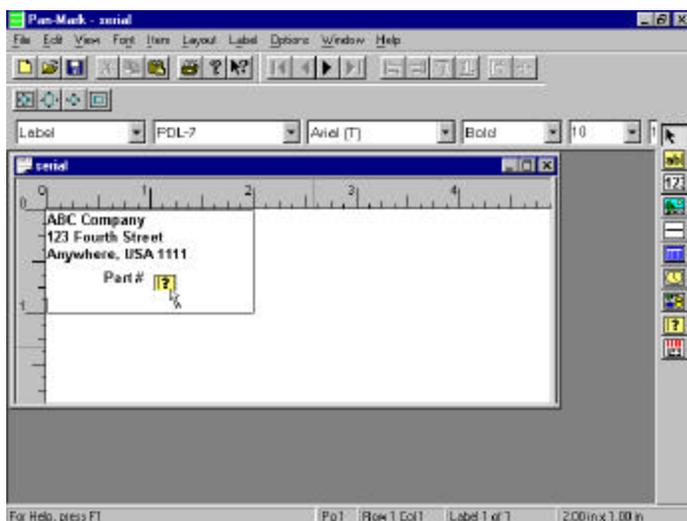
You can set up a label or labels to accept an input item just prior to printing.

For example, ABC Company places a large number of last-minute orders with your firm, and their Receiving Department wants the part numbers displayed on the shipping label.

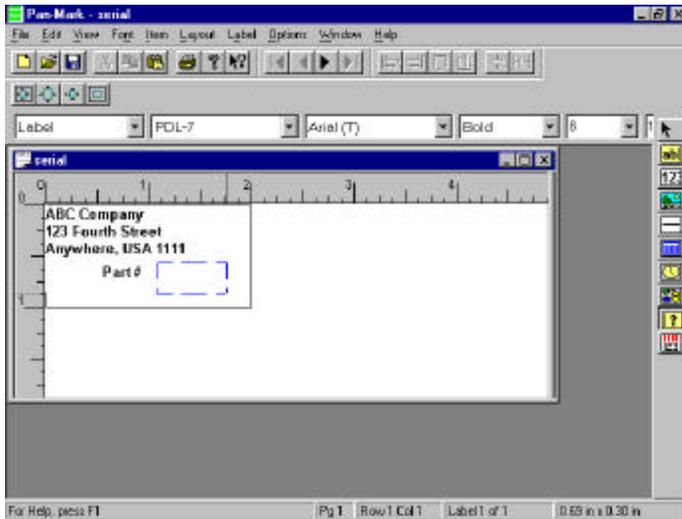
Since ABC is a frequent customer, you have already created a permanent address label for them. For even greater efficiency, however, you want to be able to enter a part number on the label just before printing.

To insert input into a label:

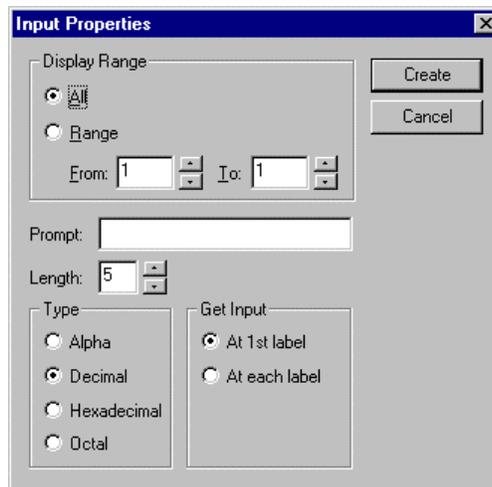
1. Open a new or existing label, then do one of the following:
 - Click **Item | Dynamic | Input**
 - Press **Ctrl+Shift+N**
 - Click the **Input** icon in the Items bar
 - Click the right mouse button, then click **Input** in the pop-up menu
2. Move the Input pointer into the label area. Place the pointer where you want the input to appear.



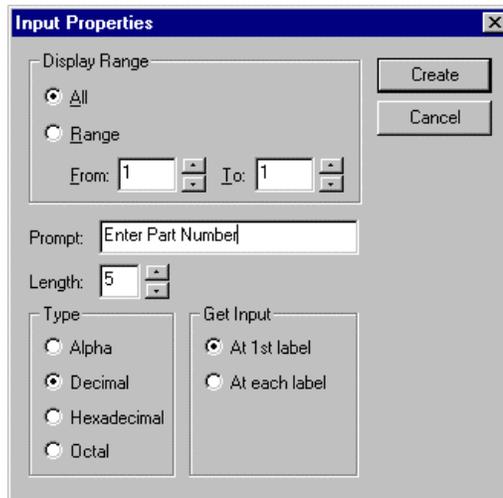
3. Drag the handle until the input area is the size you want.



4. Release the mouse button. The Input Properties dialog box displays.



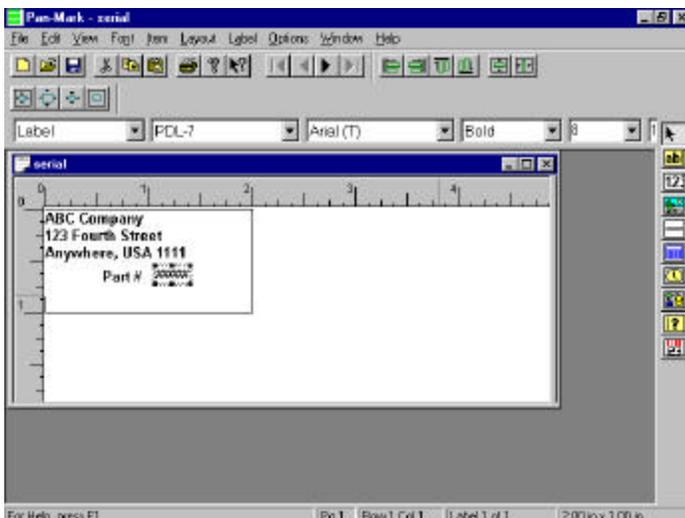
- In the Prompt field, type the instruction you want to appear on the screen at print time, such as **Enter Part Number**.



- Enter the field length for the input (in this case, the largest part number that might be typed in). The default is 10 characters.

For a discussion of display ranges, see **Item Display Ranges** in the section **Viewing or Changing Item Properties** in this chapter.

- In the Get Input group, click:
 - At 1st Label** if you want all labels to print the same input as the first label, such as the same part number for 10 labels
 - At Each Label** if you want each label to prompt for a different input. For example, if you were shipping 10 boxes of parts to a customer—and each box contained a different part number—you could enter the appropriate part number for each label
- Make any other appropriate selections, then click the **Create** button.
- A series of XXX's displays as a symbol of the input item. (If you checked **Brackets** in the Options menu, the XXX's will display inside brackets.) If necessary, adjust the placement of the input item, then press **F5** or click outside the item to unselect.



When an operator attempts to print these labels, the prompt **Enter Part Number** will appear on the screen, requesting the necessary input. The operator then types the input, such as **A2304**.

NOTE: The input item is not displayed.

The operator input will print on the label(s) at the symbol location. For example:

<p>ABC Company 123 Fourth Street Anywhere, USA 11111</p> <p>Part # A2304</p>

Viewing or Changing Item Properties

When you create an item (such as a Series item, a Date item, etc.), you enter specific parameters in that item's properties dialog box.

To recall an item's dialog box for viewing or changing these properties:

1. Click to select the item.
2. Click **Item | Properties**
— Or —
Press **Ctrl+G**
— Or —
Click the right mouse button, then click **Properties** in the pop-up menu

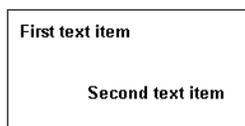
Each item's properties dialog box is discussed in its respective section.

Entering Item Display Ranges

You can enter display ranges for all items. For example, you may want to display one item on all labels—and a second item only on certain labels.

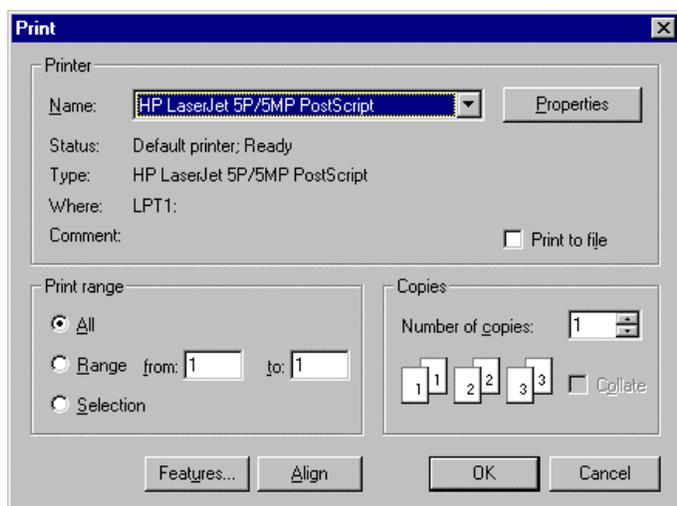
All properties dialog boxes allow you to specify a display range for printing a selected property.

Example 1: You have created two text items for a label and want both items to print on all 10 copies of a label run.



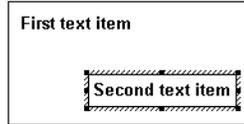
Follow the normal printing procedure for these labels.

1. Click **File | Print**.
2. Click the **To** field of the Print Range group of the Print Labels dialog box and type **10**.

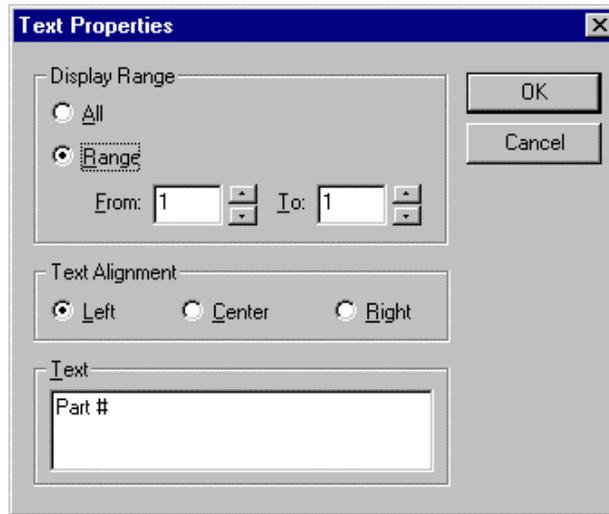


Example 2: You want to print the first text item on all ten labels, and the second label item only on the first five labels. This scenario requires a few additional steps.

1. Click to select the second text item.

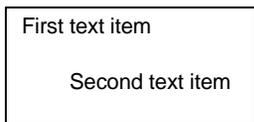


2. Press **Ctrl-G** to view the properties for the second text item.
3. In the Text Properties box, click in the **To** field of the Display Range group and type **5**.

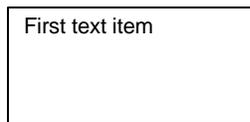


4. Click **OK** to close the Text Properties box.
5. Click **File | Print**.
6. Click in the **To** field of the Print Range group of the Print Labels dialog box and type **10**.

When the labels are printed, they will look like this:



Labels 1-5



Labels 6-10

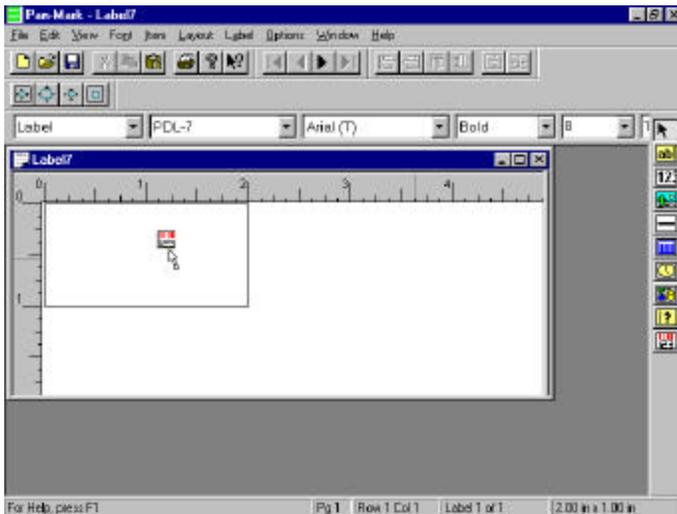
Using the Bar Code Item

You can add a bar code to a label. **PAN-MARK** supports 21 different bar code symbologies. Use the Interleaved Code 39 for inventory control or use the 2D Bar Code PDF 417 to convey thousands of bits of information about a piece of equipment.

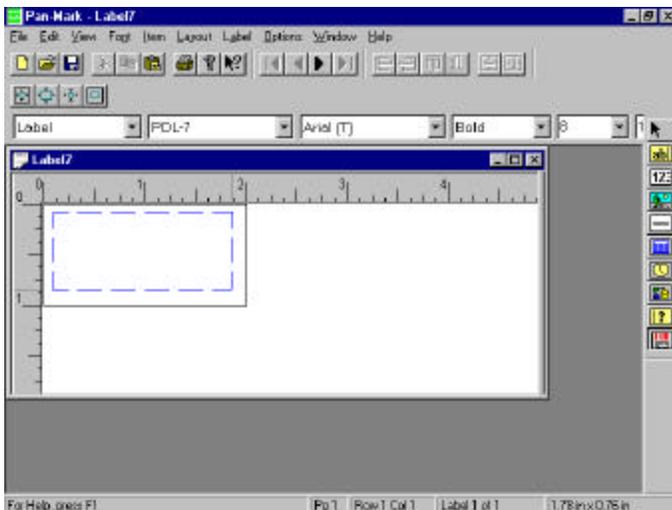
We won't attempt to explain each of the Bar Code symbologies, however, we will show you how to create a bar code in **PAN-MARK**.

To create a Bar Code:

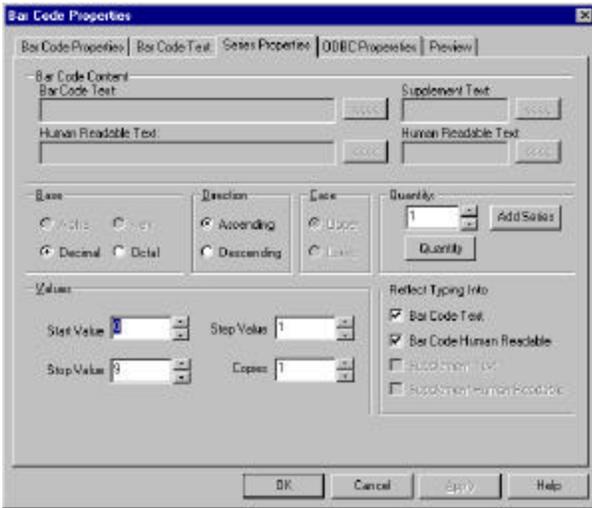
1. Open a new or existing label, then do one of the following:
 - Click **Item | Dynamic | Bar Code**
 - Press **Ctrl+Shift+B**
 - Click the **Bar Code** icon in the Items bar
 - Click the right mouse button, then click **Bar Code** in the pop-up menu
2. Move the Bar Code pointer into the label area. Place the pointer where you want the Bar Code to appear.



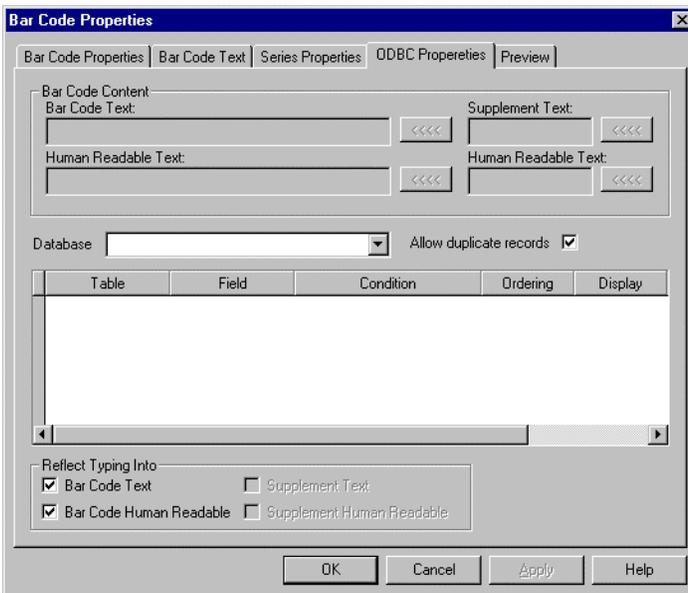
3. Drag the handle until the input area is the size you want.



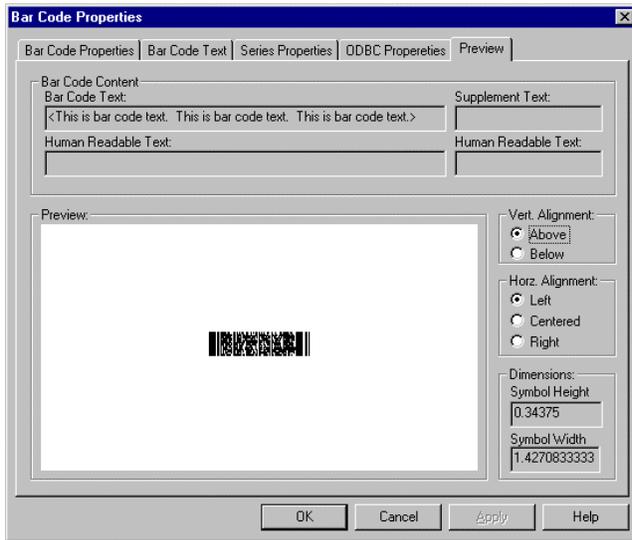
7. Click the **Series Properties** tab if a serialized bar code is being printed, enter the appropriate information.



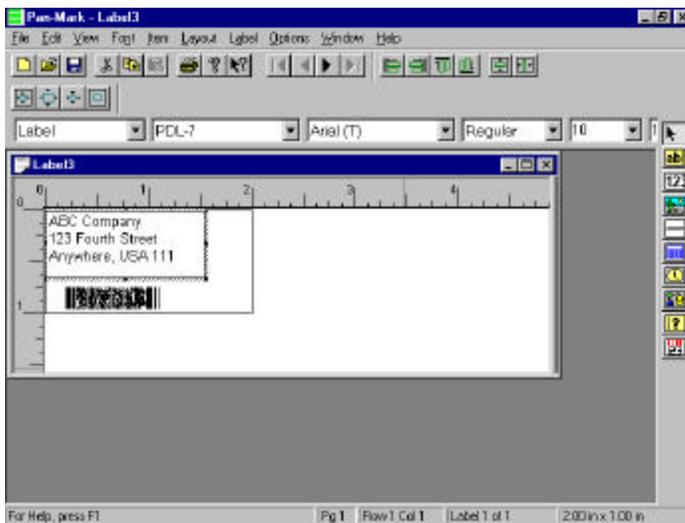
8. Click the **ODBC Properties** tab if you want to import database information.



- Click the **Preview Tab** if you want to preview the bar code before printing or if you want to modify how human readable text appears in conjunction to the bar code.



- Click OK and the bar code appears on the label.



Layout Menu

Use the Layout menu to align, center, and size items in your label. Remember, items can be text or images.

Aligning Items in a Label

Using the **Align** command, you can place items at various locations on your label.

1. Select the item.
2. Click **Layout | Align**, then:
 - Click **Left** to move the item to the left margin
 - Click **Right** to move the item to the right margin
 - Click **Top** to move the item to the top of the label
 - Click **Bottom** to move the item to the bottom of the label

NOTE: If one item is selected, the item is aligned to the designated label margin. If more than one item is selected, items are aligned with the last item selected.

You can also use the Movement Bar to perform these functions. For more information, see the **Movement Bar** section found in the chapter *Exploring PAN-MARK*.

Centering Items in a Label

Using the **Center** command, you can center items horizontally and vertically on your label.

1. Select the item.
2. Click **Layout | Center**, then:
 - Click **Horizontal** to center the item horizontally
 - Click **Vertical** to center the item vertically
 - Click **Both** to center the item horizontally and vertically

You can also use the Movement Bar to perform these functions. For more information, see the **Movement Bar** section in the chapter *Exploring PAN-MARK*.

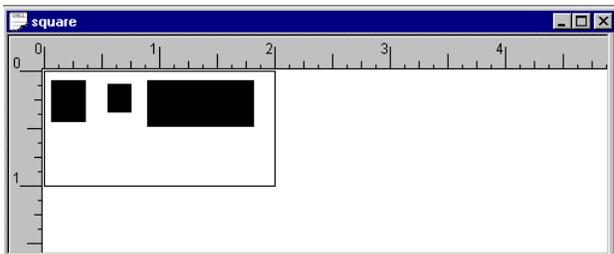
Sizing Two or More Items in a Label

Use the **Size** command to make two or more items in your label the same size.

Click **Layout | Size**, then:

- Click **Width** to adjust the width of two or more items
- Click **Height** to adjust the height of two or more items
- Click **Both** to adjust the height and width of two or more items

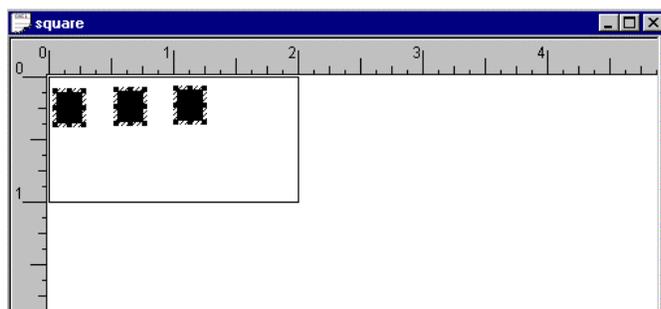
For example, you want to use these boxes (which you have drawn using the Line item feature) for a graphic effect in a label. After thinking about it, you decide you want all three to be the same size as the center box.



To size these items:

1. Click to select the left box.
2. Press and hold the **Shift** key, then click the right box.
3. The last item you select will always be the size reference. Since you want all three boxes to be the same size as the middle box, Shift-click it last.

- Now click **Layout | Size | Both**. Now all the boxes are the same size as the middle box.



Label Menu

Use the Label menu to view the format properties of a label, move to another label, insert or remove a label in a series of labels, or enter an Operator Prompt.

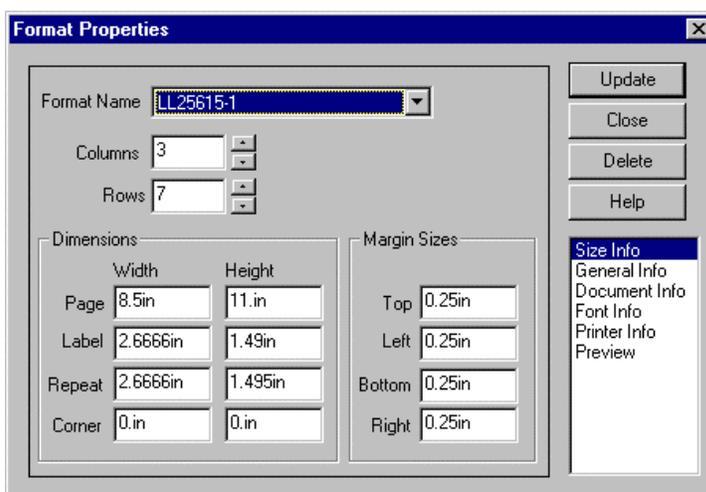
Viewing the Format Properties of a Label

You may want to verify the format properties of a label to make sure that it suits your intended purpose. Using the **Properties** command, you can view this format information.

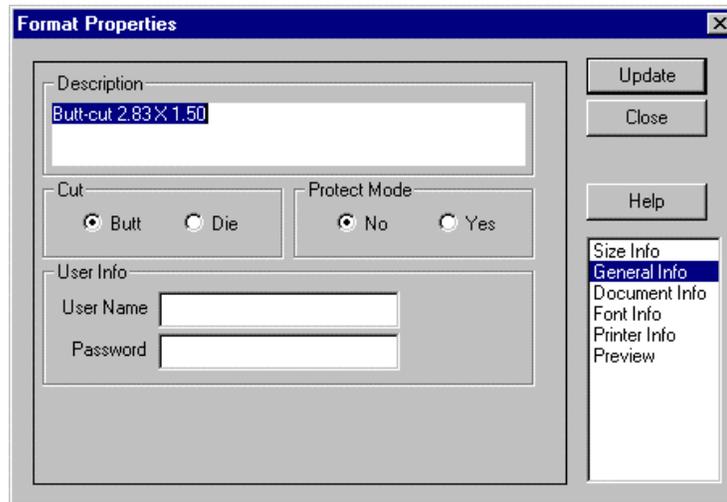
NOTE: If the label is unprotected, you can also edit these parameters. For more information about editing formats, see *Editing a Label Format* found in this chapter.

To view the format properties of a label:

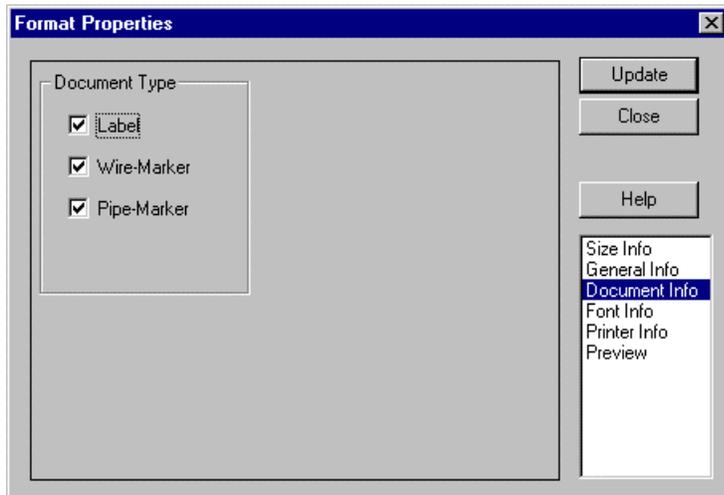
- From within a label, click **Label | Properties**. The Format Properties dialog box displays size information for this label format.



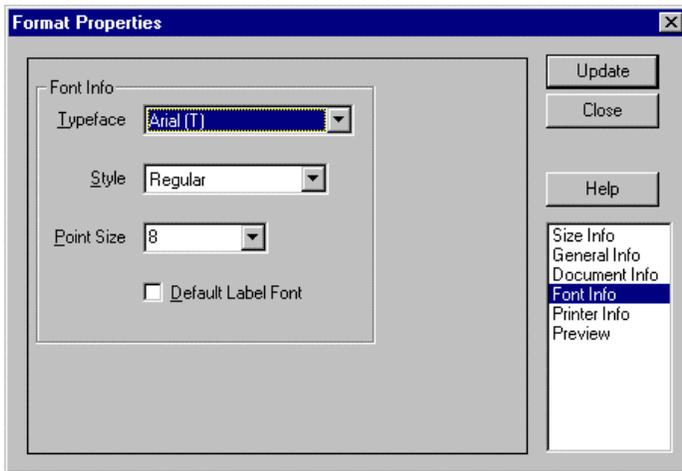
- Click **General Info** in the panel menu to display general information about the label format.



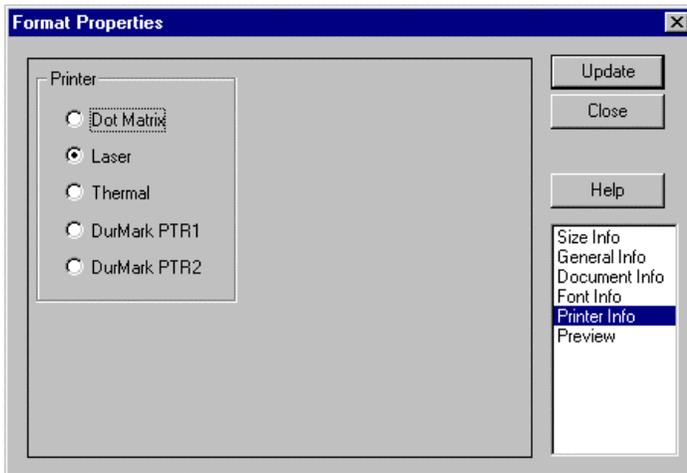
- Click **Document Info** in the panel menu to display the document type for this label format.



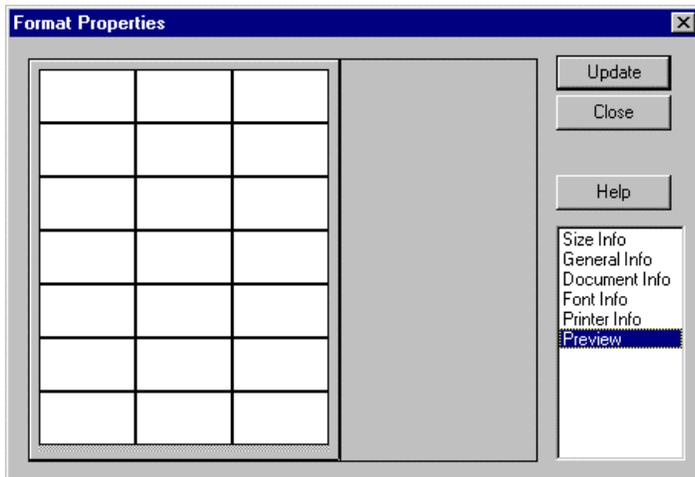
- Click **Font Info** to display the font selection for this label format.



- Click **Printer Info** to display the type of printer this label format is designed for.



6. Click **Preview** to display a page of a sheet of labels using this format.



Moving to Another Label

Using the **Move To** command, you can move to other labels within a series. For example, if you are working in label 50 of a 100-label series, you can click **Label | Move To**, then:

- Click **First** to move to the first label in the series (label 1)
- Click **Previous** to move to the previous label in the series (label 49)
- Click **Next** to move to the next label in the series, (label 51)
- Click **Last** to move to the last label in the series, (label 100)

NOTE: You can also use the Movement Bar to perform these functions. For more information, see the **Movement Bar** section in the chapter *Exploring PAN-MARK for Windows*.

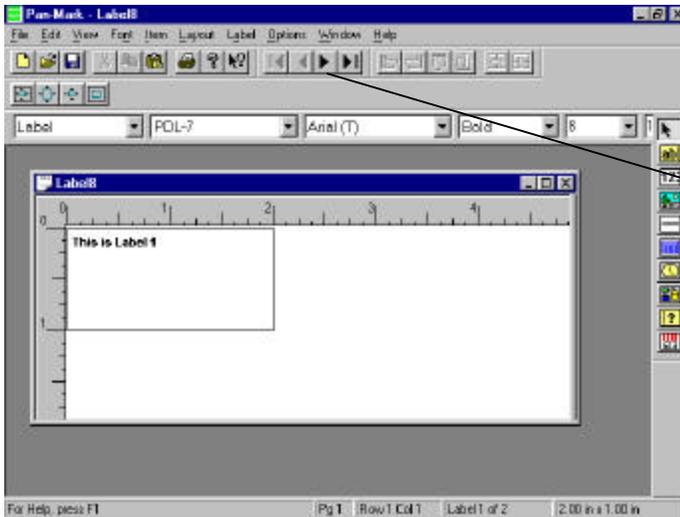
Inserting a Label into a Series of Labels

You can use the **Insert** command to insert a label into an existing series of labels.

Note: This feature cannot be used for labels incorporating serialized items.

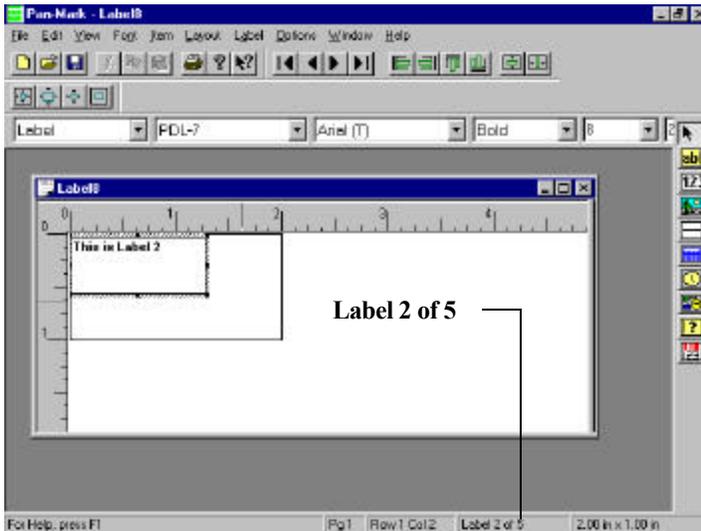
For example, if you had a series of five labels and wanted to insert a new label between labels one and two, follow these steps:

1. Click the **Next Label** icon in the Movement Bar to move to the second label in the series.

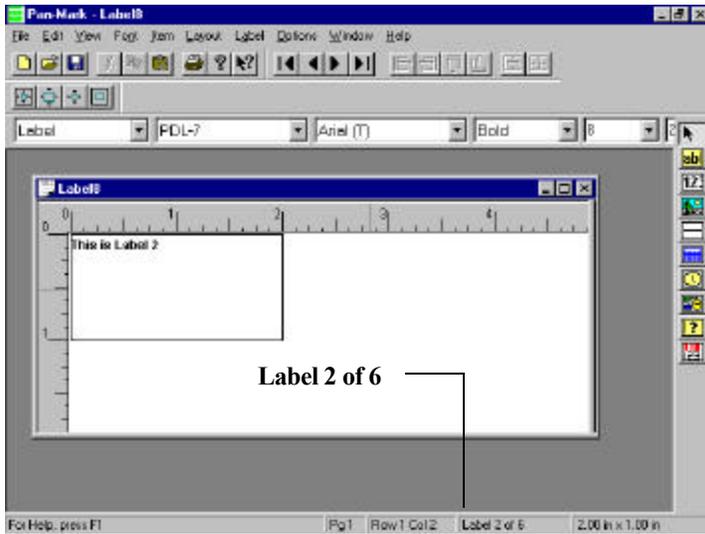


Click the
Next Label
icon

2. Click **Label | Insert**.



- A blank label inserts as the “new” second label, and the series now has a total of six labels.



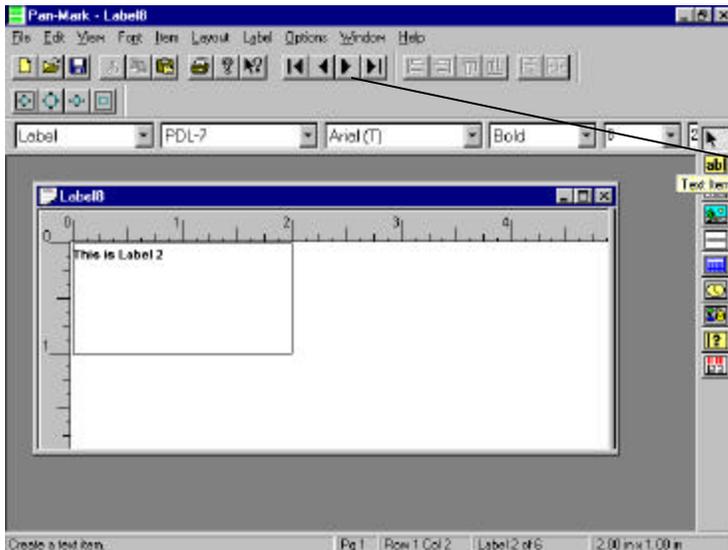
Removing a Label from a Group of Labels

You can use the **Remove** command to remove a label from an existing series of labels.

Note: This feature cannot be used for labels using the series item.

For example, if you had a series of five labels and wanted to remove label 2, follow these steps:

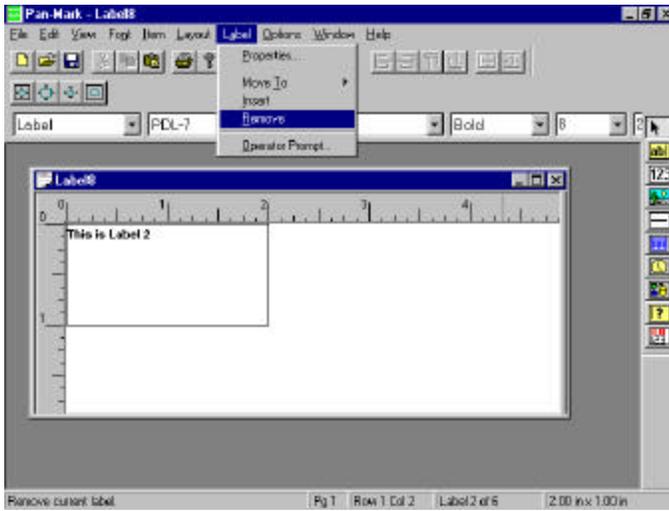
- Click the **Next Label** icon in the Movement Bar to move to the second label in the series.



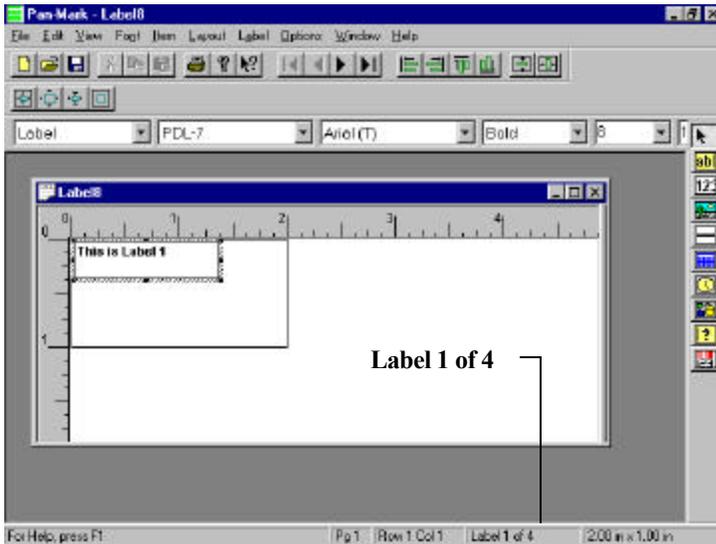
Click the Next Label icon

Note: You can also do this by right clicking on the desired label in the preview. Jump to that label by left clicking.

2. Click **Label | Remove** to remove label 2.



3. The label is removed from the series.

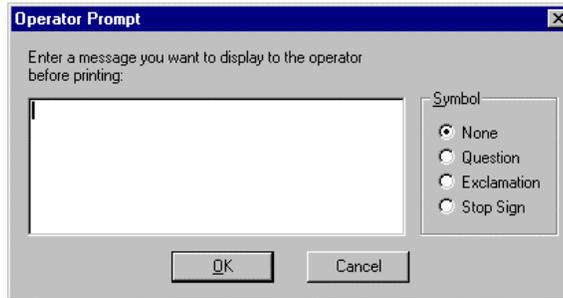


Entering an Operator Prompt

If you wish, you can provide a special message—or *Operator Prompt*—to the person responsible for printing the labels. This message pops up on the screen when the operator attempts to print the labels.

To enter an operator prompt:

1. Click **Label | Operator Prompt**. The Operator Prompt dialog box displays.



2. Type your message in the box. If you want additional emphasis, choose one of the symbols listed on the right.
3. After entering your message (and selecting a symbol if desired), click **OK** to exit the Operator Prompt dialog box.

In the following example, this message—along with a Stop Sign—will display on the screen when the operator accesses the Print function.



Options Menu

Use the Options menu to:

- Select the unit of measurement for your label
- Turn “Cut Here Mark” for Pipe-Markers on/off
- Access the ODBC Administrator functions

Selecting Units of Measurement

To select the unit of measurement for your label:

Click **Options | Units**, then click **Inches** or **Millimeters** to make your selection.

The ruler lines will display your chosen unit of measurement.

Using the Cut Here Mark

You can print a “Cut Here Mark” as a guide for cutting between pipe markers. These cut lines are handy when you want to print several labels and cut them later.

Note: This option is designed for pipe markers only and should not be used in label or wire marker modes.

To place these marks between pipe markers:

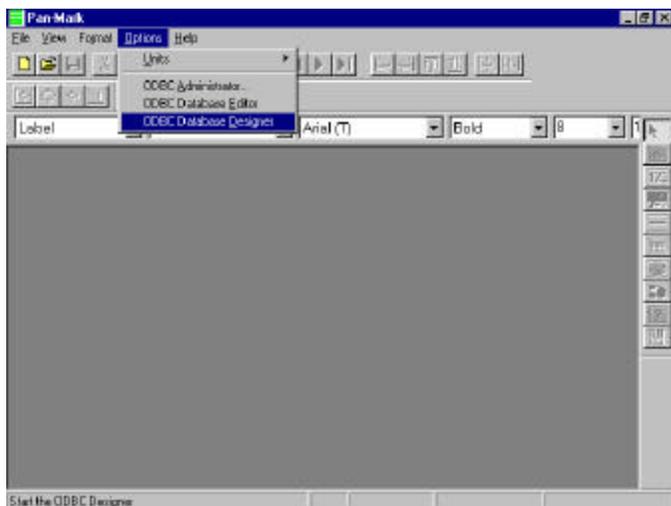
Click **Options | Cut Here Mark** (a check mark displays in the menu when the option is active). Click again to turn this option off.

Using the ODBC Database Designer

Use the ODBC Database Designer to add, modify, or delete data in a table in a database. You can also add, update, or delete a data source. In addition, you can delete, design/add fields within a table or add, update, delete tables within a data source.

To add data:

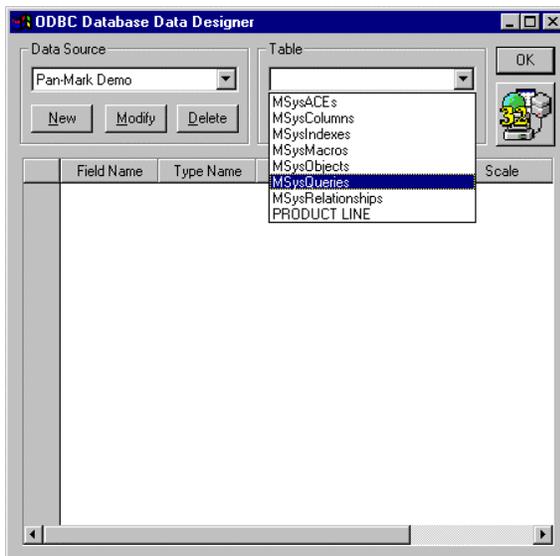
1. With no labels open click **Options | ODBC Database Designer**.



2. Select the data source you want to add data to.



3. Select the table you want to add to.



4. Right click to add, update, or delete all entries.
5. Right click on a row member to add, update or delete a field.

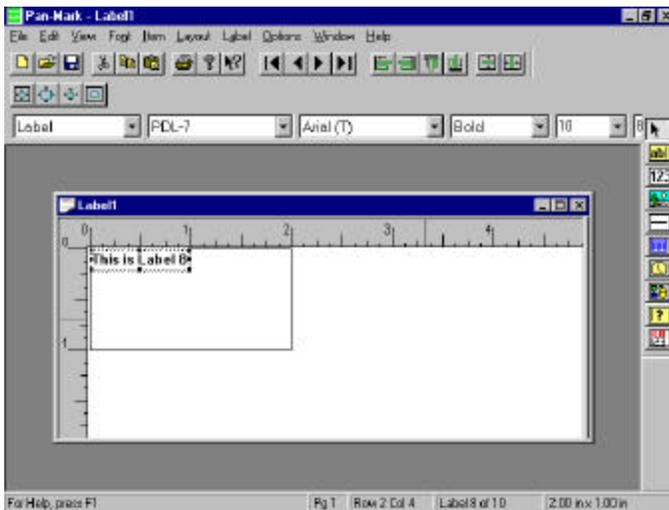
Window Menu

Use this menu to open a new label window, choose the type of label window arrangement you prefer (cascade or tile), or rearrange your label icons when several labels are open.

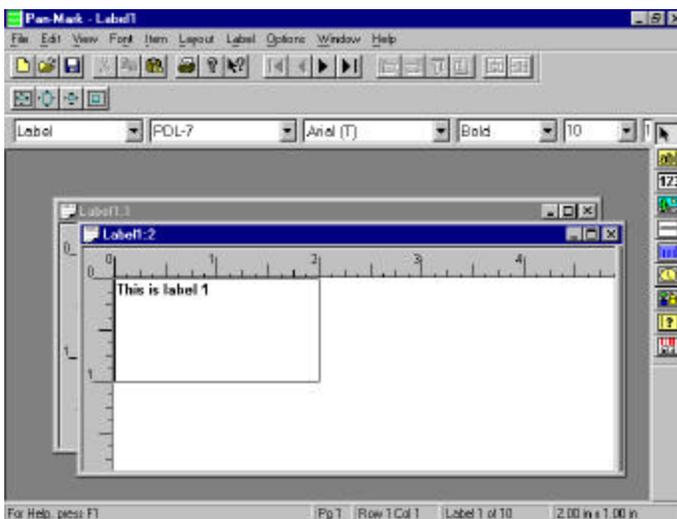
Opening a New Window for the Current Label

Use this option to view or work in another label within the current label series.

In the following example, you are working in label 8 of 10 and want to compare it to something in label 1.

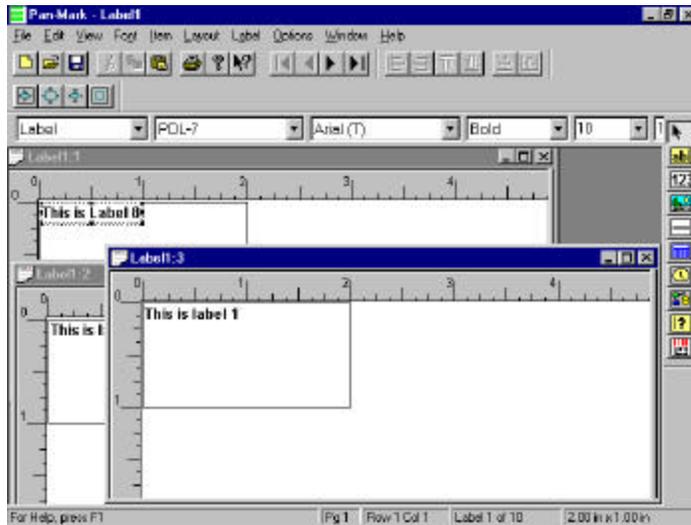


Click **Window | New Window** and label one of the series appears.



Rearranging Your Label Windows

If you have several labels open, things can get confusing in the work area. Rearranging these open label windows can help you organize your work.

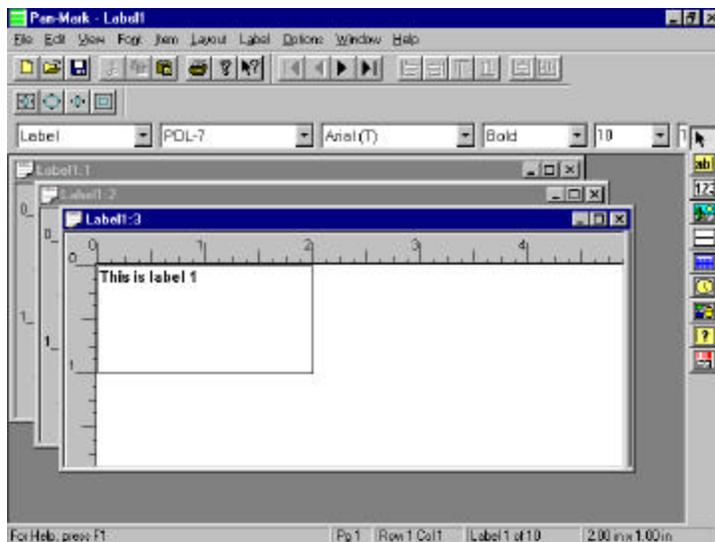


To rearrange your label windows manually:

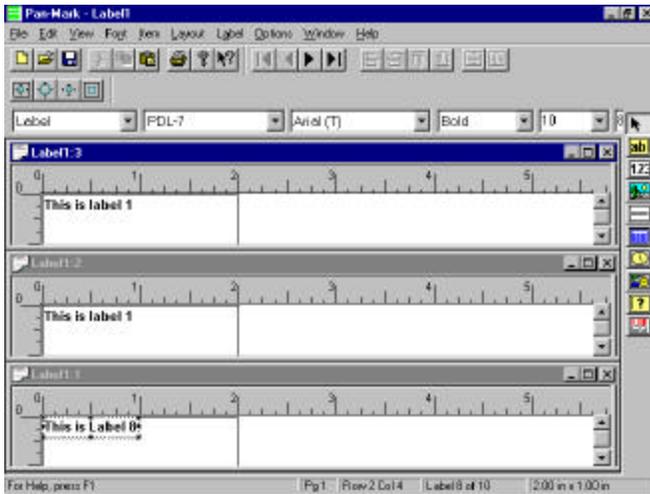
1. Click in the title area of a label window and drag the label to the new position.
2. Repeat this procedure until your label windows are arranged to your preference.

To rearrange your label windows automatically, do one of the following:

- Click **Window | Cascade** to arrange your labels in an overlapping stack.



- Click **Window | Tile** to arrange your labels in a vertical stack.



Arranging Label Icons

At times, you may be working in so many labels that keeping all of them open is cumbersome, even using the cascade or tile arrangement. To gain working space, you can do two things:

- Click the **Maximize** button to enlarge the working window
- Click the **Minimize** button in some of the labels to reduce them to icons

For more information on maximizing or minimizing windows or reducing windows to icons, refer to your Windows documentation.

Help Menu

Use this menu to obtain various levels of online help about **PAN-MARK**.

Click **Help**, then choose one of the following:

Contents	Displays the table of contents for online help
Index	Accesses the Index and Find functions. You can search for a topic in the alphabetic index — or — You can find occurrences of a word or words to narrow the search for a topic
Using Help	How to use the on-line help feature You can get step-by-step instructions on how to find a topic in Help, copy information from a Help topic, printing information from a Help topic, and much more...
About PAN-MARK	Contains the version and release number for your copy of PAN-MARK Contains the serial number for your copy of PAN-MARK . This should have been entered upon installation.

Chapter 5 - Creating Wire Markers in PAN-MARK 2.5

Introduction to Wire Markers

When labeling wire, an often-used technique is to repeat or “stack” data several times on a label so the information can be seen easily after the label is wrapped around the wire.

Use **PAN-MARK** 's Wire Marker feature to automate this task for you. Just enter the text or series information you need and print!

Some notes about Wire Marker Mode:

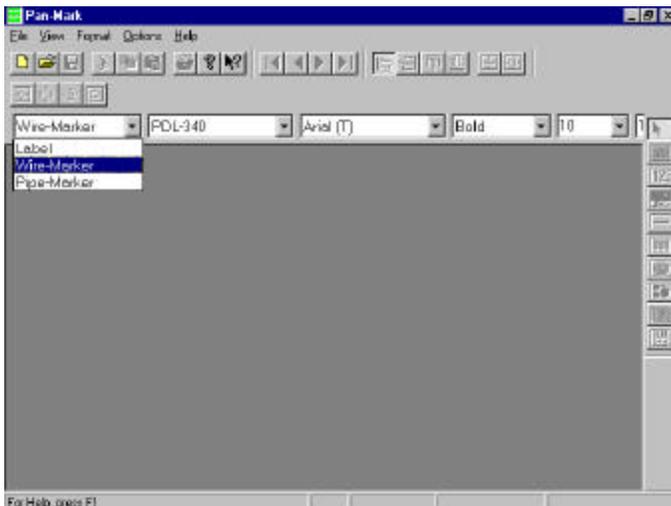
1. This feature is designed only for labels using single series and/or legends, such as:
Bldg1-Floor1
Bldg1-Floor2
Bldg1-Floor3
2. If your wire markers require multiple series or different legends — use Label Mode.
Bldg1-Floor1 Bldg2-Floor1 Bldg3-Floor1
Bldg1-Floor2 Bldg2-Floor2 Bldg3-Floor2
Bldg1-Floor3 Bldg2-Floor3 Bldg3-Floor3
3. You cannot import data while in Wire Marker mode.
4. The Movement bar, Alignment bar, and the Zoom bar are disabled when you are in Wire Marker mode.

Text Wire Markers

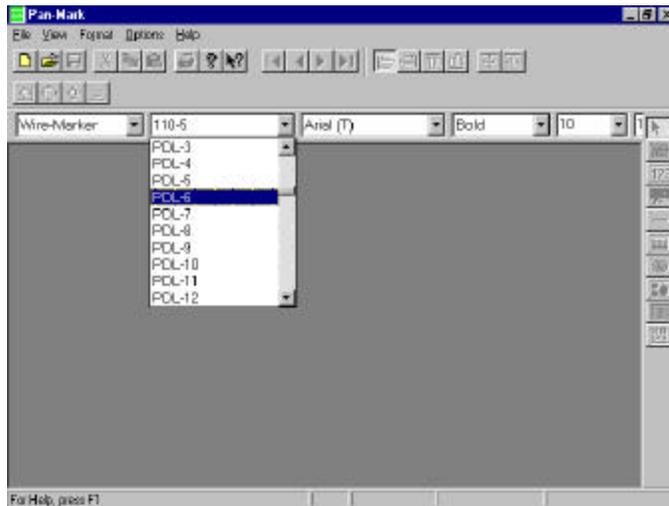
In this example, you will create text wire markers with part number information.

To create these wire labels:

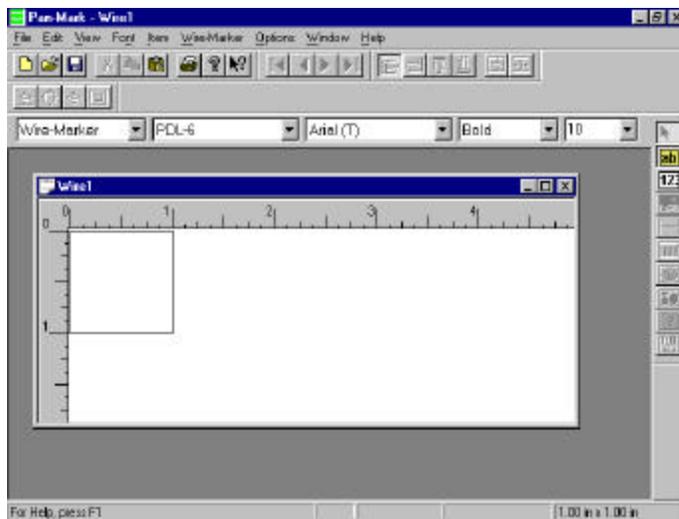
1. Close all labels.
2. Click the **Document Type** drop-down arrow and select **Wire Marker**.



3. Click the **Format** drop-down arrow and select **PDL-6**, a commonly used dot matrix format for wire markers. (NOTE: This list of commonly used formats will be different than the list you created in Label Mode. You may need to select formats through **Format | Select**. If necessary, refer to the *section Selecting Your Most Often Used Formats*.)

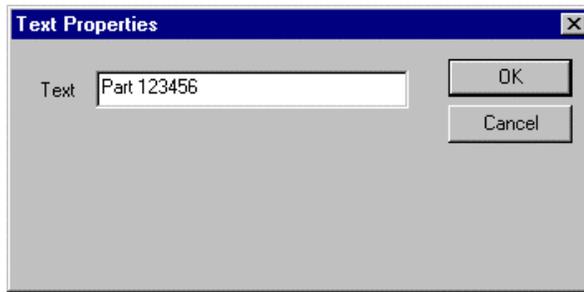


4. Click **File, New**
— Or —
Press **Ctrl+N**
— Or —
Click the **New** icon in the Standard tool bar. A blank wire marker displays.

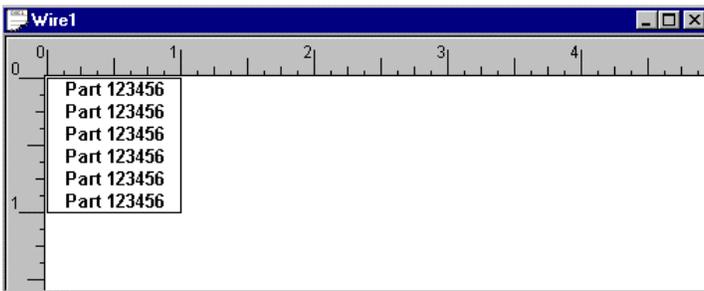


5. Click the **Text** icon in the Items bar.

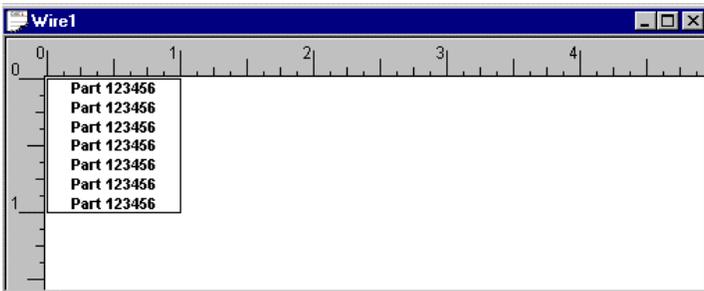
6. The Text Properties dialog box displays. Type **Part# 123456** in the Text area, then click **OK**.



Your wire marker now displays your "stacked" text information.

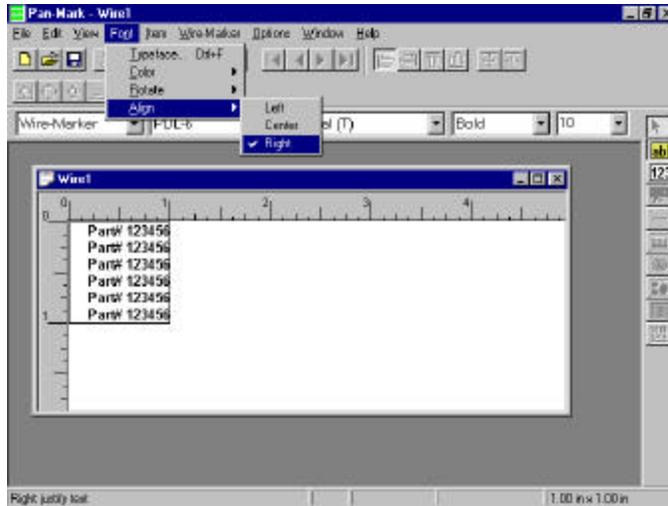


The number of repeats on a wire marker is determined by the combination of label size and font size. For example, if you change the font size in this wire marker to 8, you get this result.

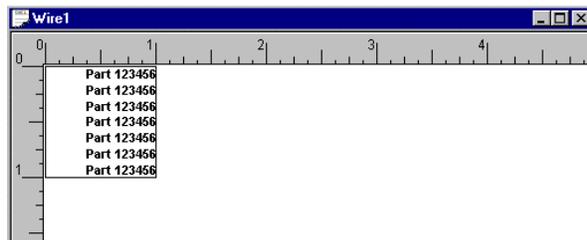


Aligning Text in Wire Marker Mode

The default font alignment for wire marker text is *centered*. To change this alignment, you use the Font menu. For example, to right-justify the previous label text, click **Font | Align | Right**.



The wire marker text is now right justified.

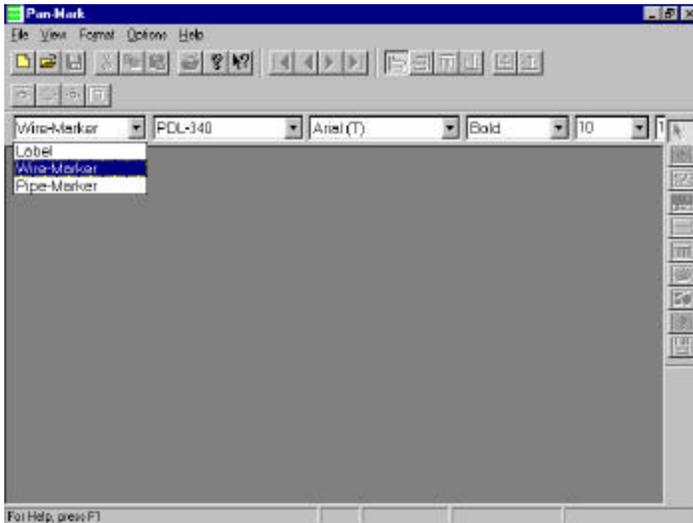


Serialized Wire Markers

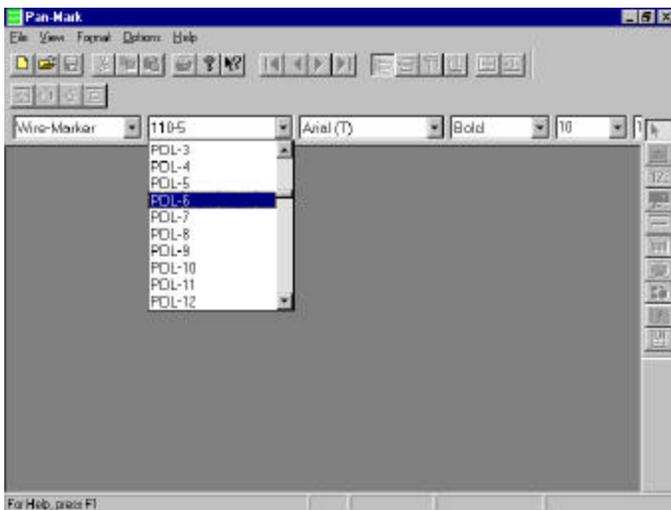
In this example, you will create 100 serialized wire labels with a format of ABC001, ABC002, etc.

To create these serialized wire markers:

1. Close all labels.
2. Click the **Document Type** drop-down arrow and select **Wire Marker**.



3. Click the **Label Format** drop-down arrow and select **PDL-6**, a commonly used dot matrix format for wire markers.



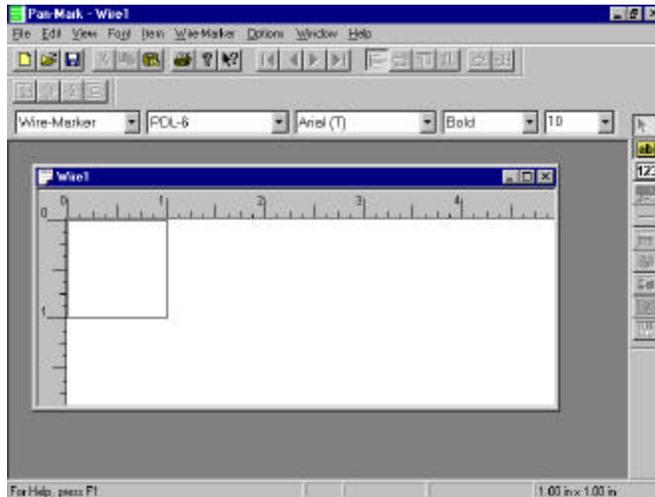
- Click **File, New**

— Or —

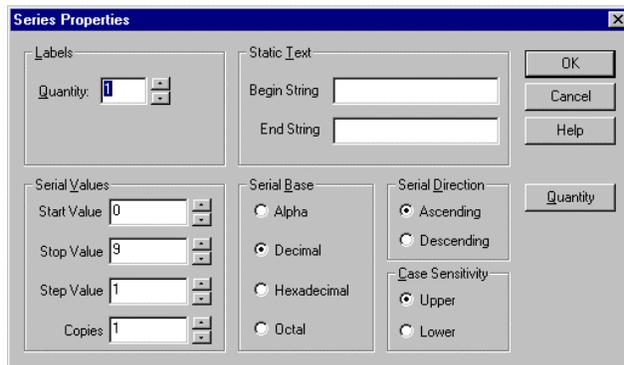
Press **Ctrl+N**

— Or —

Click the **New** icon in the Standard tool bar. A blank PDL-8 wire marker displays.



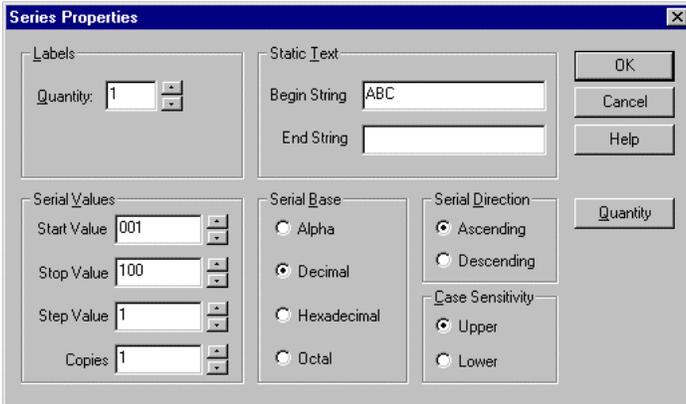
- Click the **Series** icon in the Items bar. The Series Properties dialog box displays.



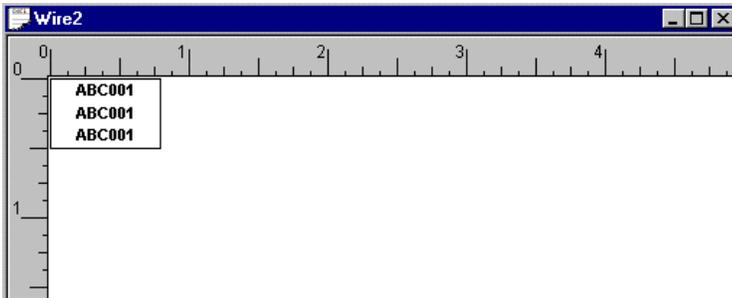
- Click in the **Start Value** field and type **001**.

- You want 100 labels, so click in the **Stop Value** field and type **100**.

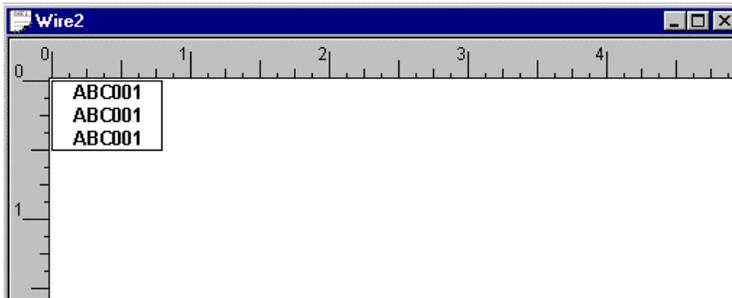
8. Click in the **Begin String** field and type **ABC**. Your entries should look like this:



9. Click the **OK** button to close the Serial Properties dialog box. Your wire marker now displays your “stacked” serial information.



The number of repeats on a wire marker is determined by the combination of label and font size. For example, if you change the font size in this wire marker to **10**, you get this result.



Chapter 6 - Creating Pipe Markers in *PAN-MARK 2.5*

Introduction to Pipe Markers

Pipe markers provide a quick and easy way for users to produce single-line, large font labels with symbols in a wide range of colors and on a variety of materials.

For situations where your information requires more than a single line, use the Label document type.

Labels can be used for many piping situations. For example,

- At frequent intervals on straight pipe runs
- Changes in direction and at branches
- Close to valves
- Where pipes pass through wall and floors

Pipe markers can be used to:

- Show the direction of flow
- Classify hazardous materials
- Identify fire fighting materials
- Identify the contents or purpose of pipe, such as:
 - Waste, recovery, supply, exhaust
 - Steam, butane, water, acid
 - Sprinkler, roof drain
 - Compressed air, blower air, breathable air

PAN-MARK takes the work out of creating these pipe markers. When combined with Panduit's PTR2E printer, the process is streamlined even more.

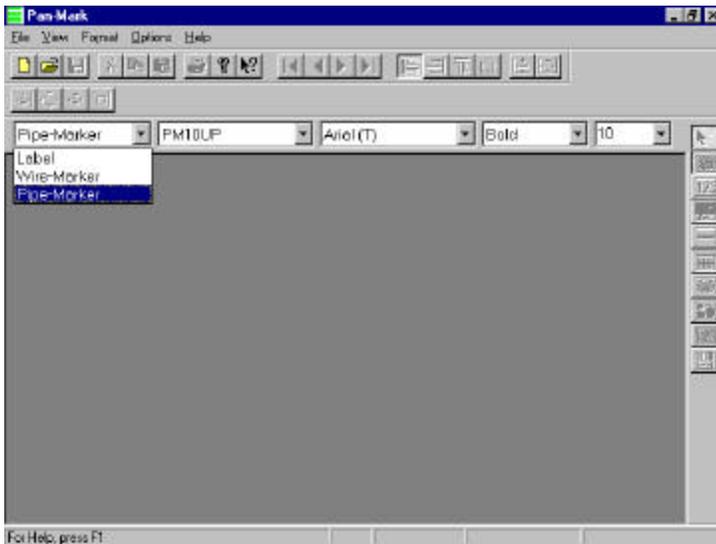
Creating a Pipe Marker

In this example, you will create a pipe marker for chilled water, with a flow indicator.

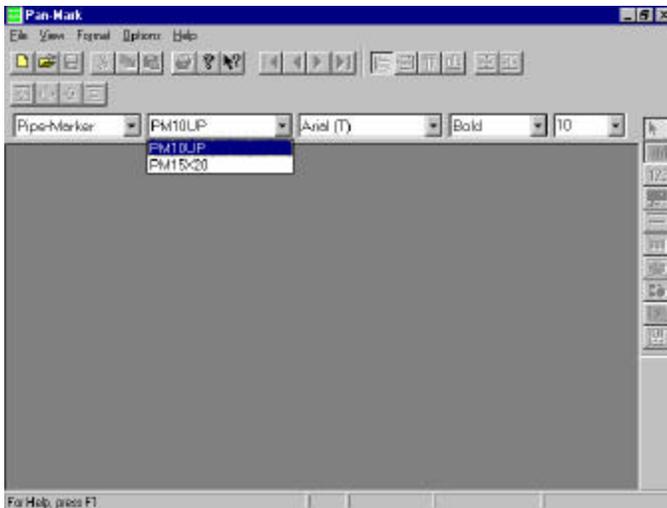
The tool bars are disabled when you are in Pipe Marker mode.

To create this pipe marker:

1. Close all labels.
2. Click the **Document Type** drop-down arrow and select **Pipe Marker**.



3. Next, you would click the **Format** drop-down arrow and select the pipe marker format you want to use. (For this exercise, we will use **PM10UP**--which is already selected.)



If the PM10UP label format is not available from the **PAN-MARK** window, use the **Select** option from the Format menu to add it to the drop-down list in the Document bar.

If necessary, refer to the section **Selecting Your Most Often Used Formats** found in the chapter **Creating Labels in PAN-MARK 2.5** for more on this procedure.

4. Click **File, New**

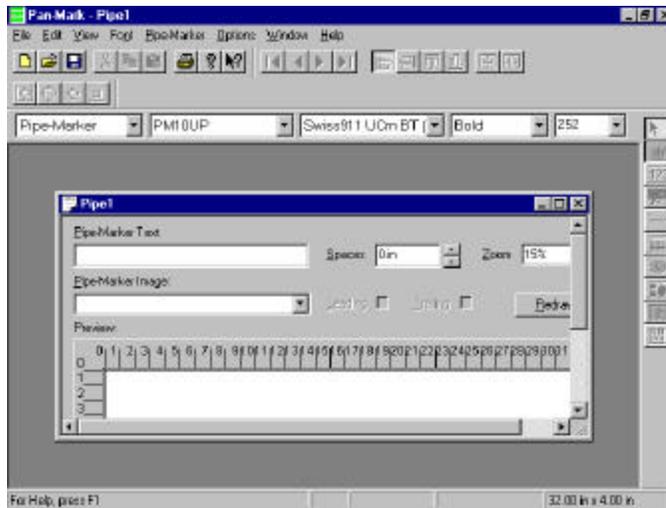
— Or —

Press **Ctrl+N**

— Or —

Click the **New** icon in the Standard tool bar.

The Pipe Marker dialog box displays. (Enlarge the label window if you want to see the entire dialog box.)



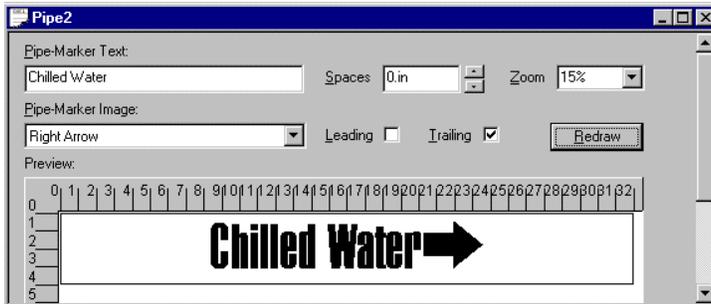
5. Type **Chilled Water** in the Pipe-Marker Text field, then press the **Tab** key.



- Click the **Pipe-Marker** drop-down arrow and select **Right Arrow** from the list.



- Click the **Trailing** check box, then click the **Redraw** button. The directional arrow now displays with the text.



- To increase the distance between the text and image, click the **Spaces** up arrow, then click **Redraw** again. (This distance is limited by the amount of remaining space available on the pipe marker.) **PAN-MARK** limits how far you can space the image you that it won't run off the edge.

Cutting Pipe Markers After Printing

Using the razor knife included with your PTR2E printer, cut the printed pipe marker off the roll by running the knife along the metal label guide.

Exercise **CAUTION** when cutting labels with the razor knife!

To avoid injury, hold the leading edge of the printed pipe marker away from the printer with one hand, then—holding the knife with the other hand—cut the label.

Appendix

This appendix contains the following:

1. List of Electronic Symbols contained in the **PAN-MARK** Image Library
2. List of Bar Code Symbolologies contained in the **PAN-MARK** Bar Code Library

The following is a list of Electronic Symbols currently included in the **PAN-MARK** image library and can be used in label creation:

Alternating Current Sign	Do Not Touch #1	Pressurized Gas Bottle
Animals Prohibited	Do Not Touch #2	Prohibited - People with Metal Implants
Caution – Biological Hazard	Do Not Touch High Voltage Cable	Prohibited – People with Pacemakers
Caution – Corrosive Substance	Down Arrow	Prohibited – Walk Under Raised Loads
Caution – Danger of Crushing	Earth	Recycle Sign
Caution - Danger of Hand Injuries	Eating and Drinking Prohibited	Register Logo
Caution – Drop	Emergency Exit/Escape Route	Respiratory Protection Must Be Worn
Caution – Gas Bottles	Emergency Fire Telephone	Riding on Fork-Lift Trucks Prohibited
Caution – General Warning	Emergency Telephone	Riding on Pallet Trucks Prohibited
Caution – Hot Surface	Eye/Ear Protection Must Be Worn	Right Arrow
Caution – Industrial Trucks	Eye Protection Must Be Worn	Safety Overalls Must Be Worn
Caution – Laser Beam	Eye Wash	Safety Shower
Caution – Low Temperature	Fax Sign	Smoking and Naked Flames Prohibited
Caution – Milling or Cutting Wheel	Fire Extinguisher	Smoking Permitted
Caution – Non-Ionizing Radiation	Fire Hose	Smoking Prohibited
Caution – Overhead Load	First Aid	Static Hand Sign
Caution – Oxidizing Materials	Foot Protection Must Be Worn	Static Sign
Caution – Risk of Electric Shock	Ground Sign	Storing and Stowing Prohibited
Caution – Risk of Explosion	Hand Protection Must Be Worn	Stretcher
Caution – Risk of Fire	Harmful or Irritant Material	Trademark Logo
Caution–Risk of Ionizing Radiation	Head/Ear Protection Must Be Worn	Unlock Sign
Caution – Slippery Surface	Head/Eye Protection Must Be Worn	Unplug Equipment Before Opening
Caution – Starts Automatically	Head/Respiratory Protection	Up and Down Arrow
Caution – Strong Magnetic Field	Head Covering Must Be Worn	Up Arrow
Caution – Toxic Hazard	Head Protection Must Be Worn	Voice Sign
Caution – Trip Hazard	Hearing Protection Must Be Worn	Voltage Sign
Caution Sign	Ladder	Warning - Arcing or Spark Over Voltage
Clockwise Sign	Left and Right Arrow	Warning – Battery Hazard
Copyright Logo	Left Arrow	Warning – Explosive Atmosphere
Counter Clockwise Sign	Microwave Sign	Warning – Static Sensitive Device
CSA Logo	Minus Sign	Wash Your Hands
Danger of Tilting While Rolling	Mobile Phones Prohibited	Wear Breathing Equipment
Data Sign	No Access For Industrial Vehicles	Wear Face Mask
Directional Arrow #1	No Access For Unauthorized Persons	Wear Face Shield
Directional Arrow #2	No Extinguish Sign	Wear Safety Harness/Belt
Directional Arrow #3	No Thoroughfare	Welding and Soldering Prohibited
Do Not Extinguish With Water	Not Drinking Water	
Do Not Pull Cable	Pedestrians Must Use This Route	
Do Not Splash With Water	Photography Prohibited	
Do Not Throw Switch	Plus Minus Sign	
	Plus Sign	

The following is the current list of Bar Code Symbologies that can be generated in **PAN-MARK**.

- Codabar
- Code 128 (A, Auto, B, C)
- Code 39 (Standard, Extended)
- Code 93 (Standard, Extended)
- EAN/JAN 13
- EAN/JAN 8
- HIBC/HIBC-LIC
- Interleaved 2 of 5
- MSI Plessey
- PDF417
- UCC 128
- UPC-A
- UPC-E System 0
- UPC-E System 1
- Zip + 4 Postal Codes