

***EASY-MARK*TM**

Labeling Software

User's Guide



Version 3.2

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Introducing EASY-MARK

Getting a quick start--creating labels

Follow these steps to quickly create a label.

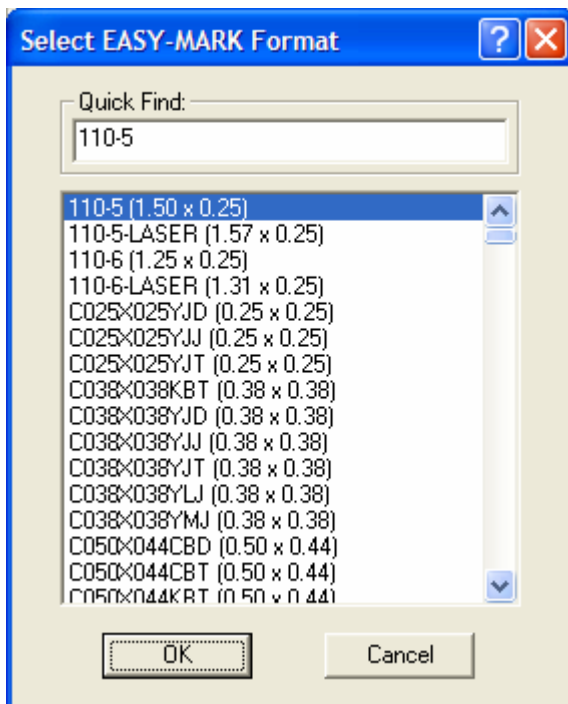
1. Choose a format.
2. Add text.
3. Specify a group.
4. Create a series.
5. Print the labels.
6. Save the labels to a file.

Choosing a format for a label



Once EASY-MARK is open, the first step will be to select a label format. From the icon toolbar, click on the icon shown to the left to access the Format Selection window shown below.

You can also access the Format Selection window by clicking Format, then Select.



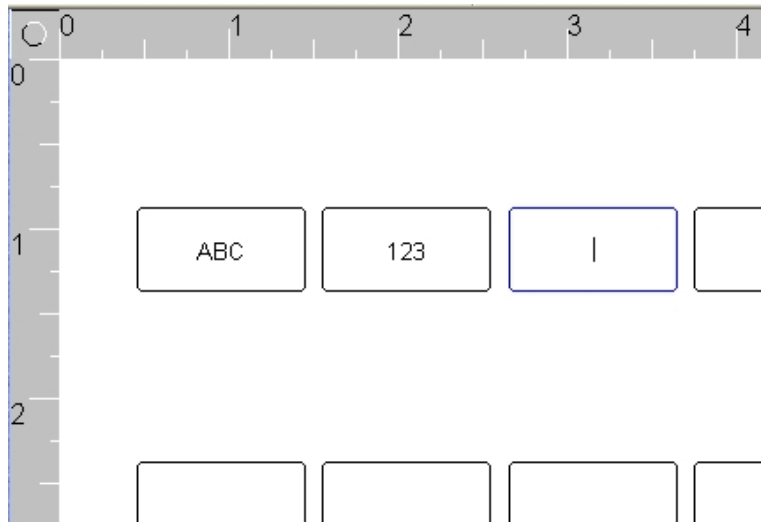
From this window, simply select from the pre-loaded Panduit label formats available. You can quickly and easily find your label format by typing in the first few characters of the label format in the Quick-Find entry box. EASY-MARK will automatically select the label format that most closely resembles what you enter into the Quick-Find entry box.

Entering text on a label

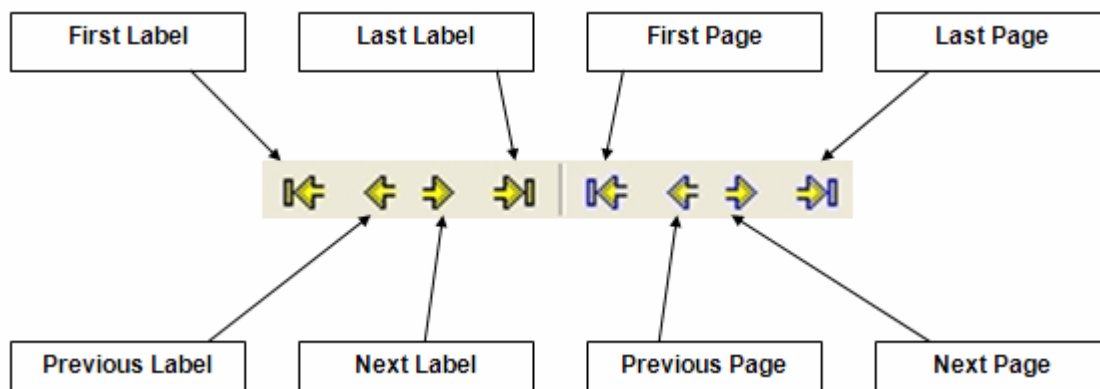
You can enter text on one label, enter text over a group of labels, or on all labels. You can bold, italicize, strikethrough, underline or add color to text. The fonts available for selection are the fonts installed on your system.

Text on Individual Labels

To immediately begin creating labels with text, simply click on a label and begin typing. To add text to a different label, click on the new label and begin typing.



To move forwards and backwards from label to label and from page to page, use the Label Navigation buttons shown below.

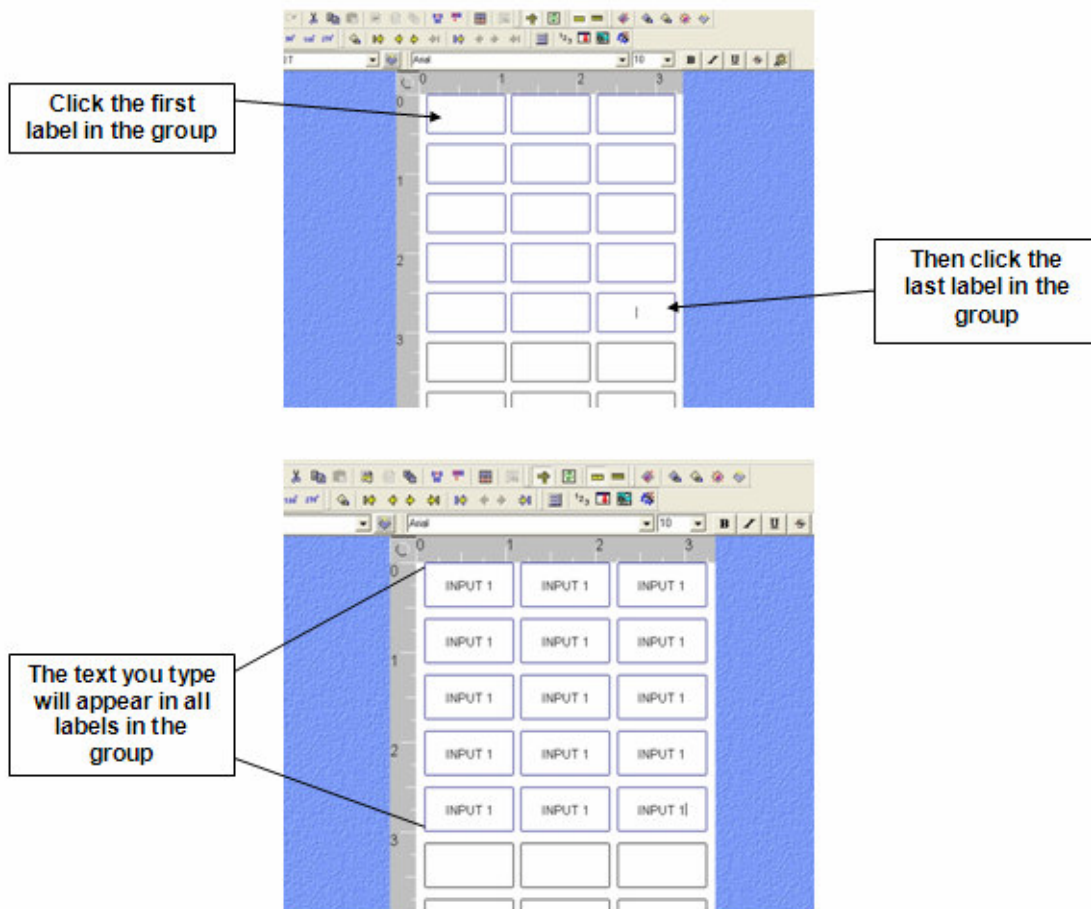


Use can also use 'Tab' and 'Shift-Tab' to move one label forward and backwards, respectively.

Text on a Group of Labels

To add the same text to multiple labels at one time, simply click the first label in the group you wish to create (it will highlight blue). Then click the last label in the group (all labels in between

the first and last label will highlight blue). Now when you enter text, all labels in the group with carry the entered text.



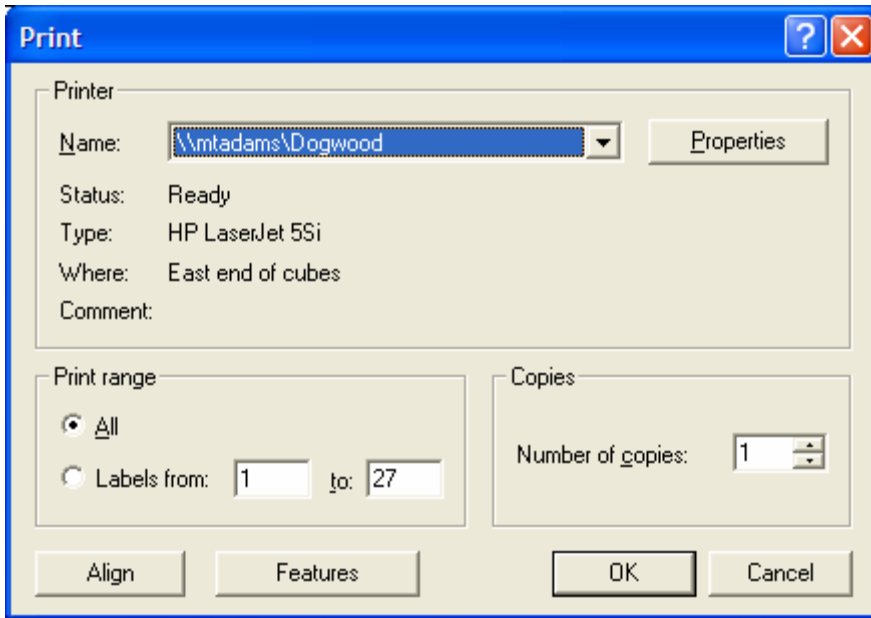
Printing labels



Once you have labels created in EASY-MARK, you are ready to print. Simply click the Print icon shown to the left. This will open the Print window where you can select the printer, print range and number of copies to print. Clicking OK will print your labels as they appear on the screen.

You can also access the Print window by clicking on File and then Print

The Print window appears.



1. Choose the labels or pages to print.
2. Choose the number of copies and click **OK**.

Saving labels

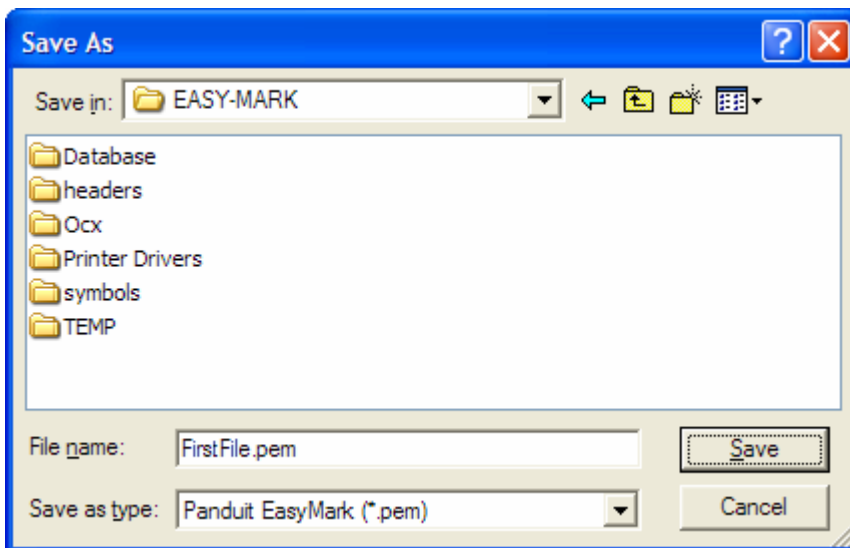


When you finish creating labels, you can save them in a file so that you can use them again.

Note: To open the label file again in EASY-MARK, you must give the file a .PEM extension.

1. Click **File | Save** or click the Save toolbar button

The Save As window appears.



2. Type the name of the file.

3. Choose the folder.
4. Click **Save**.


The labels are saved.

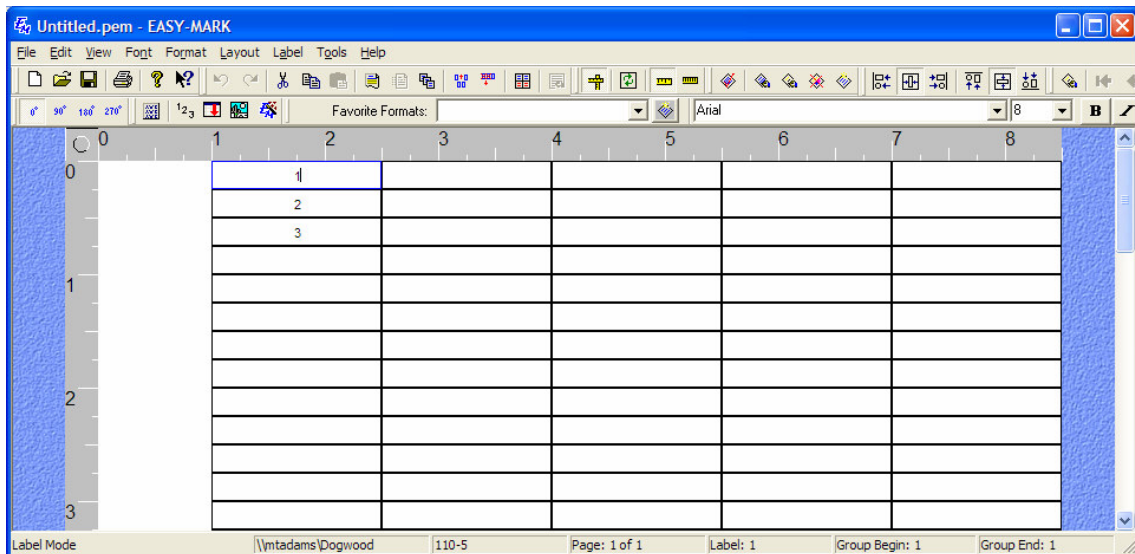
Exploring EASY-MARK

You can customize EASY-MARK to suit your needs. Use the ruler, set units of measurement, and shortcut keys as you see fit.

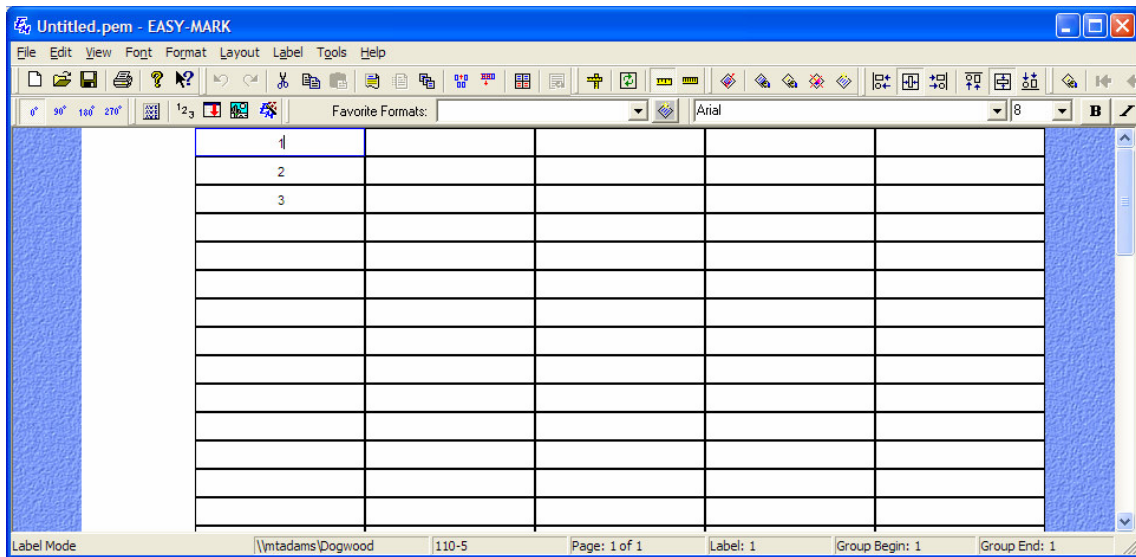
Using Rulers




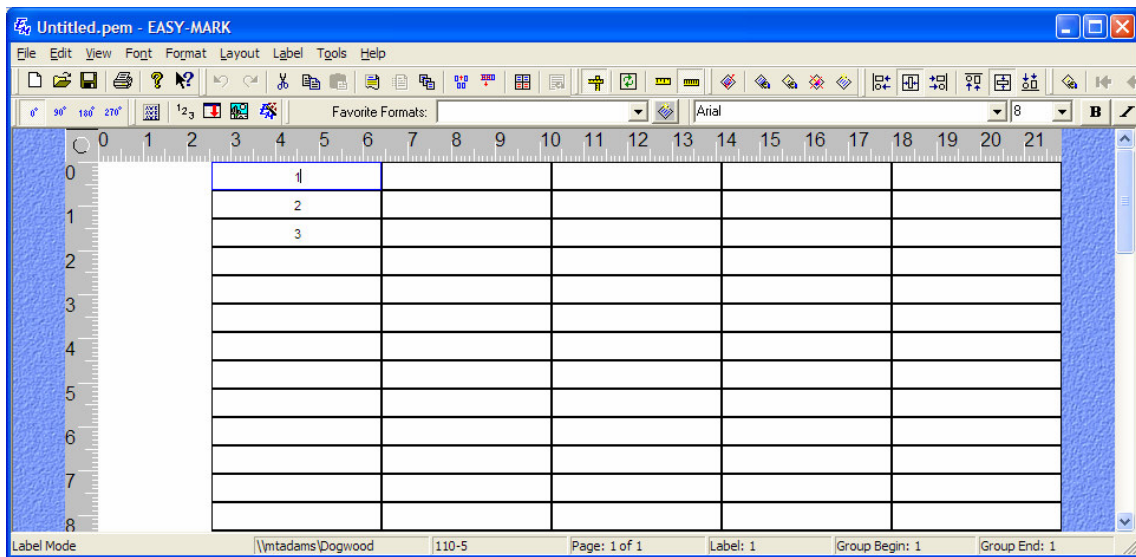
Use Rulers to see a vertical and horizontal ruler on the main window. Click **View | Rulers** or click the Ruler toolbar button . The ruler appears on the window.



Clicking on it again will hide the rulers.



Click **View | Units of Measurement** or the Units toolbar button  to view the ruler in inches or millimeters. The default is in inches.




Using Refresh

Using Refresh



Use Refresh to update the screen with the changes you made.

You may also click the Refresh toolbar button 

Using shortcut keys

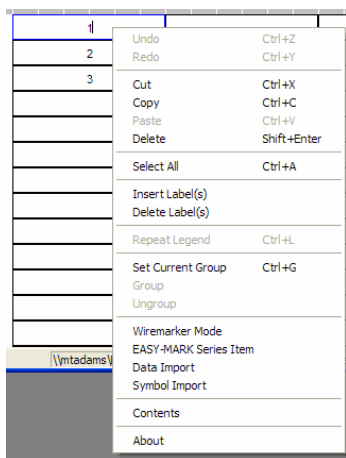
You have shortcut keys to access the items on the menu bar or the Tool Menu:

Item	Shortcut Keys
File	ALT + F
Edit	ALT + E
View	ALT + V
Font	ALT + N
Format	ALT + R
Layout	ALT + L
Label	ALT + A
Tools	ALT + O
Help	ALT + H

Once you become familiar with EASY-MARK, you may find it quicker to use the shortcut keys to get to the drop-down menu commands. For example, if you want to reverse or undo an action you can press CTRL and Z. You find the shortcut keys to the right of the item on the drop-down menu.

Using the right mouse button

When you place the pointer in a label, press the right mouse button. The **Edit** commands appear.



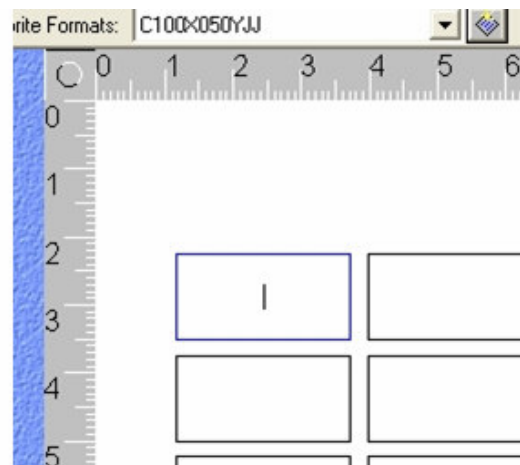
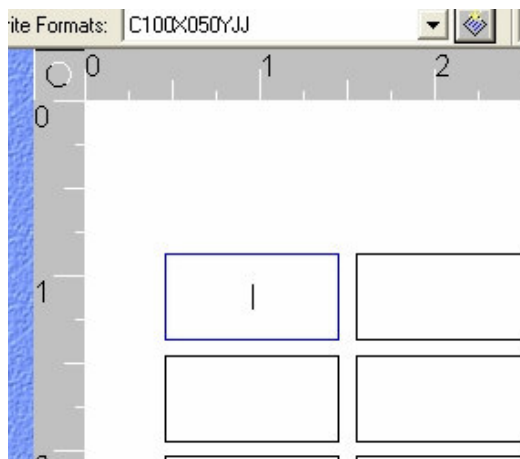
Choosing the view in which to work

Once you choose a format for the labels you want to create, you can customize the EASY-MARK window. Select the **Tool Menu** to see a shortcut view of the menu bar items. Use **Rulers** to see vertical and horizontal rulers for the page of labels.

Choosing units of measurement

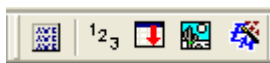


You can choose inches or millimeters. Click **View | Units of Measurement** or click the Units toolbar button and choose the measurement.



Working with the Toolbars

EASY-MARK gives you a shortcut for working with the drop-down commands from the menu bar--the Toolbars. You can move the Toolbars wherever you choose on the window or you can hide or show any of them. The Tools toolbar is shown below.



To hide or display any of the available toolbars, do one of the following:

View | Toolbars and check or uncheck the toolbar you wish to view or hide

Right-click on an empty area of the toolbars and check or uncheck a desired toolbar.

Toolbars may be rearranged by left-clicking on the handle to the toolbar on the left of each toolbar and dragging it to a new location. You may also undock a toolbar by dragging it away from the toolbar area. You may dock it again by dragging it back to the toolbar area.

Getting help

Help is available to you throughout EASY-MARK. Use the drop-down menu commands or the Tool Menu to get help.

EASY-MARK Support

Registration

By registering your EASY-MARK software, you will receive notification of updates and new releases. Register your EASY-MARK by clicking on Help, then Register EASY-MARK.

Help Menus

There are a variety of online help tools to help you navigate through EASY-MARK software.



Clicking the About icon will display information about your copy of EASY-MARK, such as the version, Serial Number and links to the Panduit website and Software Technical Support.



Clicking the Help icon will give you a 'Help Pointer' that you can click anywhere within EASY-MARK to get specific help on tools and functions.

Clicking on Help->Contents and Index will allow you to browse and search by keyword through a library of Help menus.

Technical Support

Contact Panduit's Technical Support with questions about Panduit software, printers and label products.

Phone - 866-871-4571

Email - ga-id-support@panduit.com

Upgrading EASY-MARK


Updates to EASY-MARK are regularly posted on the Panduit website. These updates may contain new label formats and minor enhancements to the software. Download free updates at www.panduit.com.

Labels

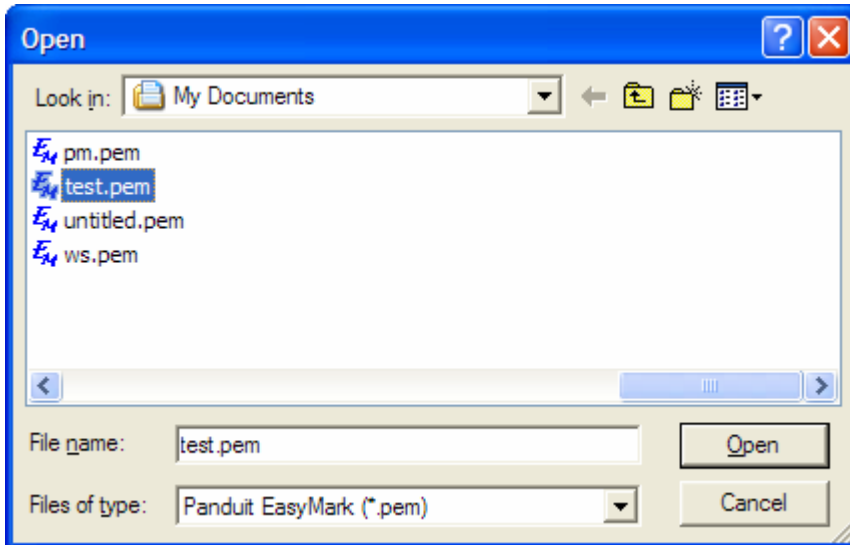
Opening labels



Once the labels you created are saved to a file, you can open the file and use the labels again.

1. Click **File | Open** or click the Open toolbar button .

The Open window appears.



2. Find the name of the file you want to open.
3. Click **Open**.

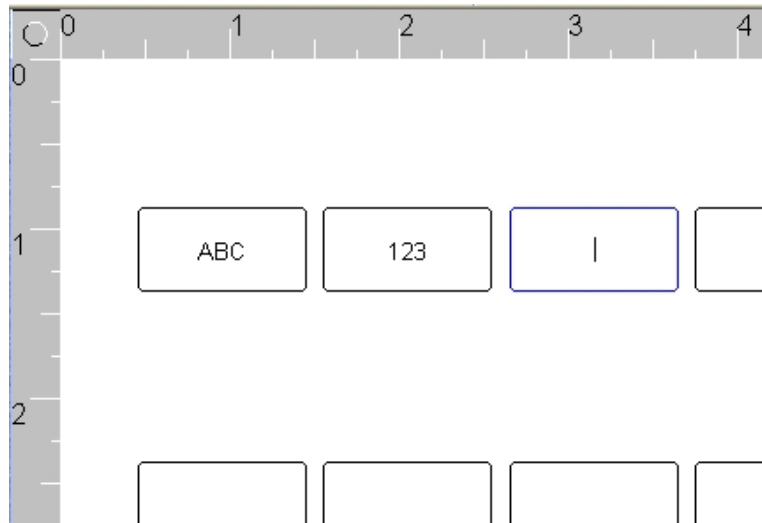
The labels appear.

Entering text on a label

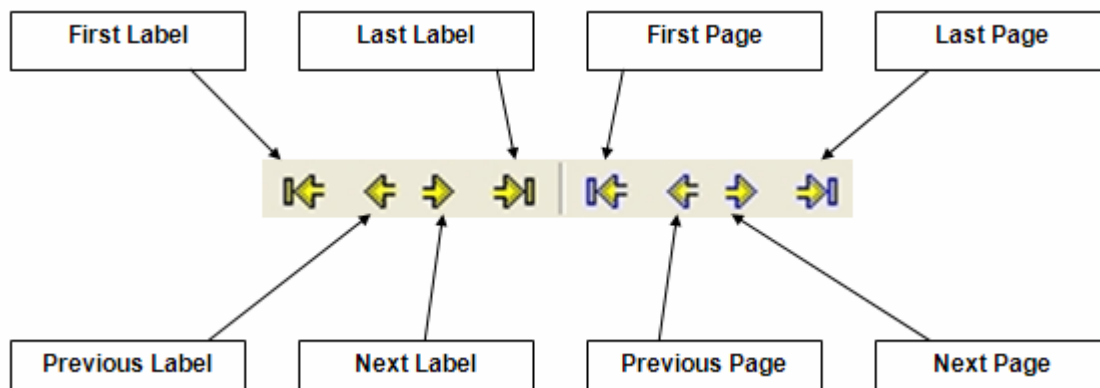
You can enter text on one label, enter text over a group of labels, or on all labels. You can bold, italicize, strikethrough, underline or add color to text. The fonts available for selection are the fonts installed on your system.

Text on Individual Labels

To immediately begin creating labels with text, simply click on a label and begin typing. To add text to a different label, click on the new label and begin typing.



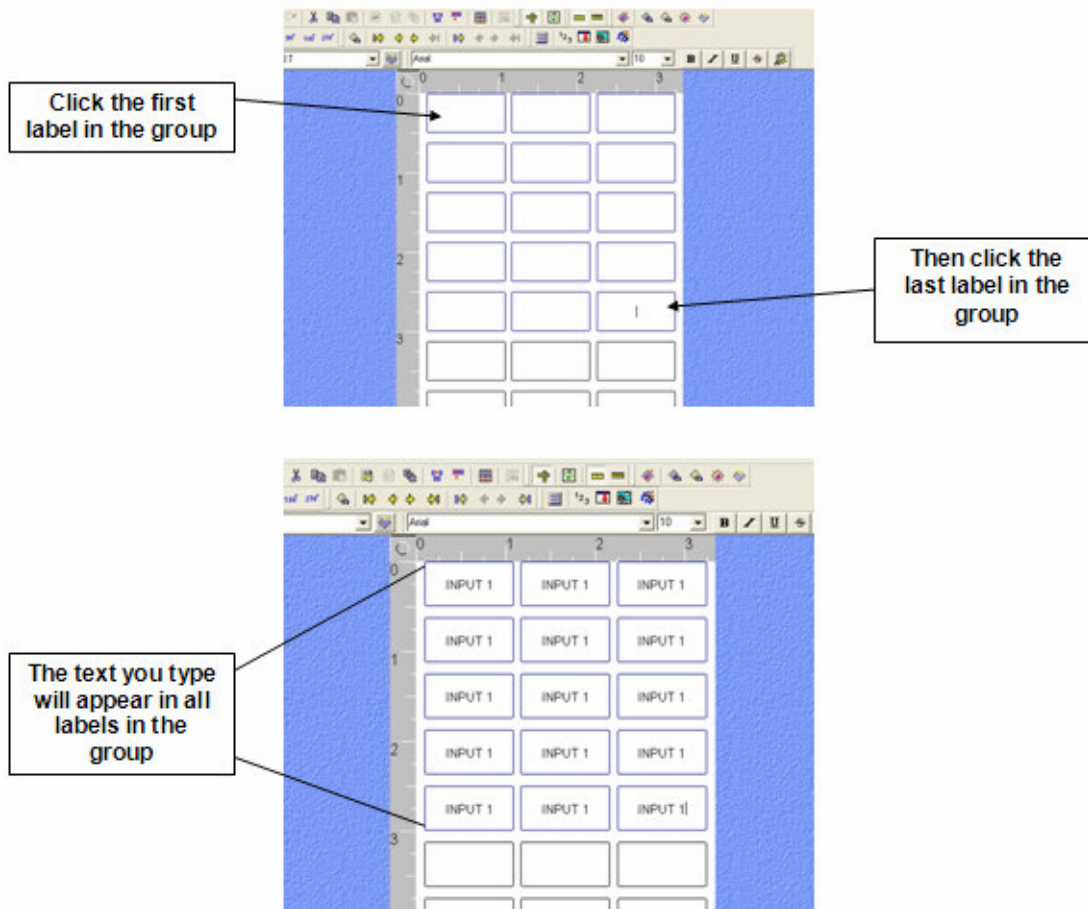
To move forwards and backwards from label to label and from page to page, use the Label Navigation buttons shown below.



Use can also use 'Tab' and 'Shift-Tab' to move one label forward and backwards, respectively.

Text on a Group of Labels

To add the same text to multiple labels at one time, simply click the first label in the group you wish to create (it will highlight blue). Then click the last label in the group (all labels in between the first and last label will highlight blue). Now when you enter text, all labels in the group will carry the entered text.

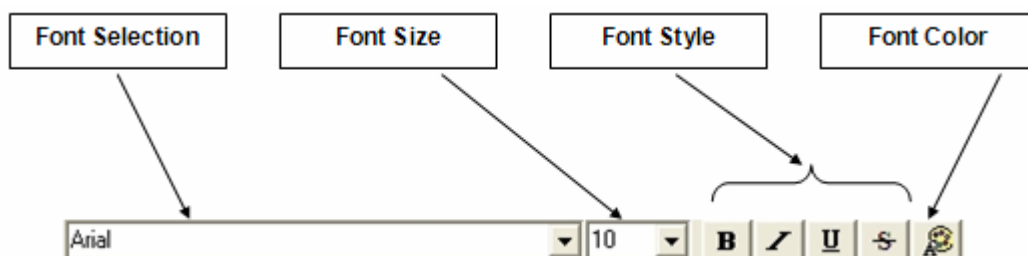


Working with text on a label

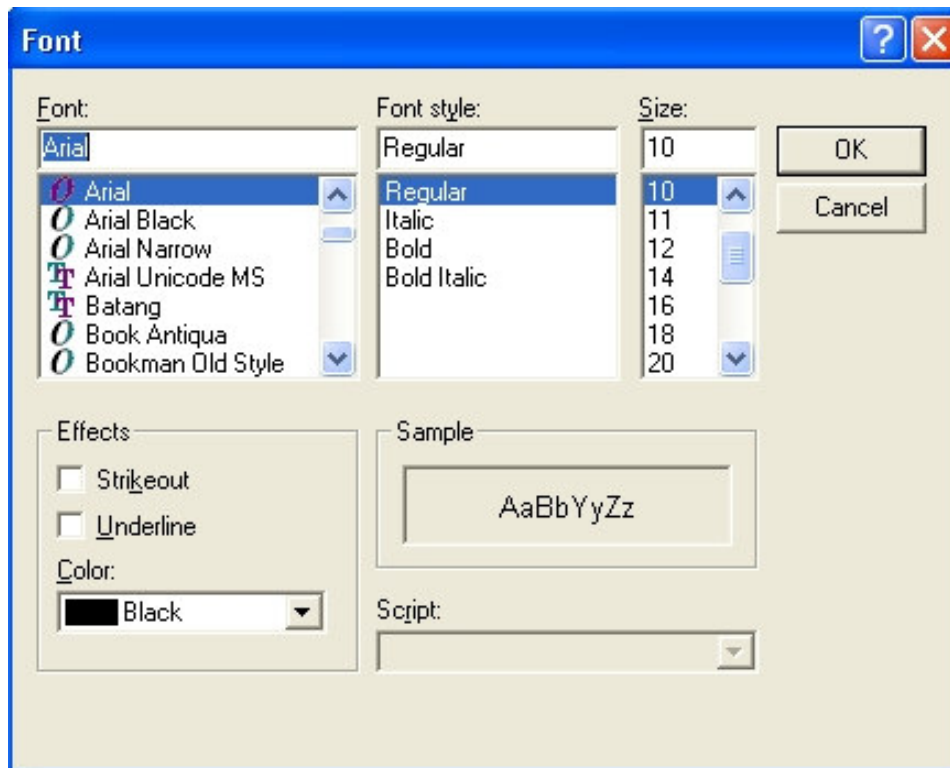
You can manipulate the text you enter on a label. You can cut and paste, copy, rotate, vertically or horizontally align, and repeat text.

Modifying the Font of Text

To edit the font style and characteristics of each label, use the Font icons and pull down menus shown below.




You can also access the Fonts dialogue window shown below by clicking **Fonts**, then **Typeface**.



Using Undo



If you make a mistake, you can reverse it using **Undo**. For example, if you accidentally delete text, you can restore it using Undo.

1. Click **Edit | Undo** or click the Undo button on the toolbar .

The action is reversed.

2. Continue until you have corrected your error.

Using Redo



If you make a mistake using **Undo**, you can reverse it using **Redo**. You can also use Redo to repeat actions.

1. Click **Edit | Redo** or click the Redo button on the toolbar .

The action is repeated.

2. Continue until you correct your error or repeat the action.

Moving between labels

When working with a long series of labels you can easily move from the first, to the last, to the previous or from page to page, using the label options.

Note: You can also move from label to label by pressing the Tab key.

Moving to the first label



Use this option to move to the first label in a group. Click **Label | First Label**. The pointer moves to the first label.

Alternatively, you can click the First Label toolbar button .

Moving to the next label



Use this option to move to the next label in a group. Click **Label | Next Label**. The pointer moves to the next label.

Alternatively, you can click the Next Label toolbar button .

Moving to the previous label




Use this option to move to the first label of a group. Click **Label | Previous Label**. The pointer moves to the previous label.

Alternatively, you can click the Previous Label toolbar button .

Moving to the last label



Use this option to move to the last label of a group. Click **Label | Last Label**. The pointer moves to the last label.

Alternatively, you can click the Last Label toolbar button .

Moving to the first page



Use this option to move to the first page of labels. Click **Label | First Page**. The pointer moves to the first label on the first page.

Alternatively, you can click the First Page toolbar button .

Moving to the next page



Use this option to move to the next page of labels. Click **Label | Next Page**. The pointer moves to the first label on the next page.

Alternatively, you can click the Next Page toolbar button 

Moving to the previous page




Use this option to move to the previous page of labels. Click **Label | Previous Page**. The pointer moves to the first label on the previous page.

Alternatively, you can click the Previous Page toolbar button 

Moving to the last page



Use this option to move to the last page of labels. Click **Label | Last Page**. The pointer moves to the first label of the last page.

Alternatively, you can click the Last Page toolbar button 

Using Cut, Copy and Paste

Use the icons below to cut, copy and paste text, labels or entire groups of labels.



Cut



Copy

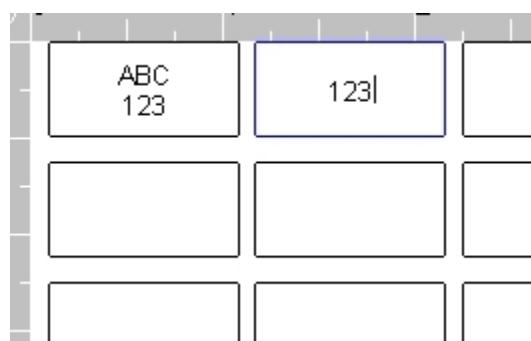
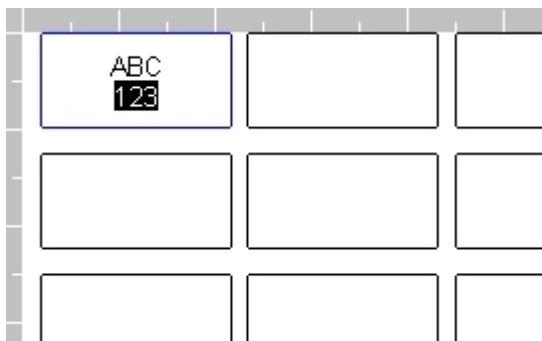


Paste

Cut, Copy and Paste can also be accessed by clicking on Edit, then Cut, Copy and Paste.

Text

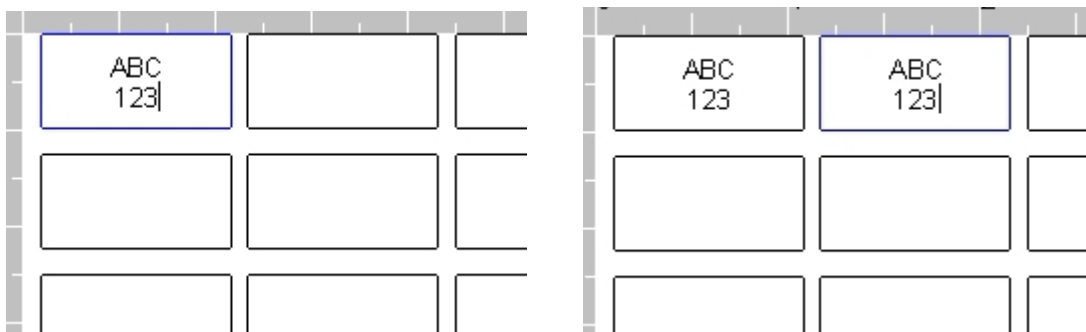
Highlight the text you wish to copy or paste. Click copy or paste. Select the new location inside the current label or in a new label where you wish to paste and then click Paste.



Text '123' copied from Label 1 to Label 2

Labels

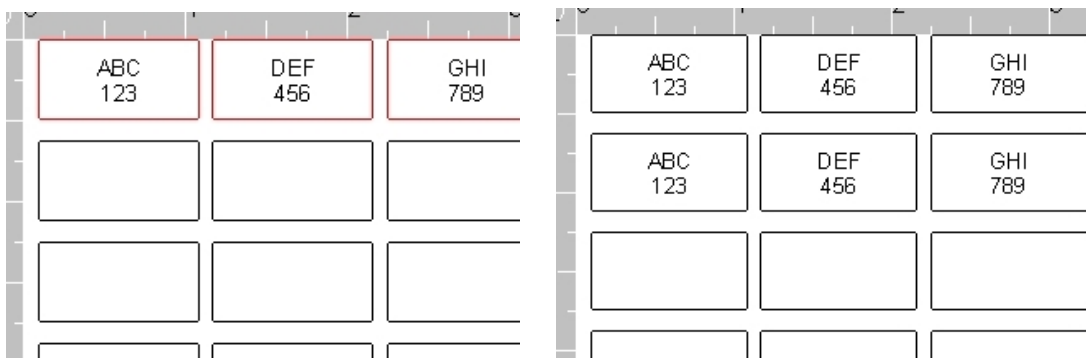
Select the individual label you wish to copy or paste. Click copy or paste. Select the new label where you wish to paste and then click Paste.



Entire Label 1 contents copied to Label 2

Groups of Labels

Select the group of labels you wish to copy or paste. Groups can be selected by clicking the first label in the group, then while holding the 'Shift' key, click the last label in the group. The entire range of labels will then be selected. Click copy or paste. Select the new label location where you wish to paste and then click Paste.



Entire Label 1-3 contents copied to Labels 4-6

Using Delete

Use **Delete** to remove text from a label. Remember, if you accidentally delete text, you can restore it using Undo.

1. Select the text you want to delete.
2. Click **Edit | Delete**
or **press the delete key.**

The text disappears.

Using Select All



Clicking the Select All icon shown to the left will select every label on the label document. Once all the labels have been selected, you can make mass changes to every label, such as font changes, text alignment and text rotation.

You can also access the Select All tool by clicking Edit, then Select All.

Inserting one label



You can insert just one label or multiple labels into a page of labels.

1. Place the pointer on the label before where you want to insert a label.
2. Click **Edit | Insert** or click the Insert toolbar button

The Insert Labels window appears.



3. Click **OK**.

The new blank label is inserted before the label where you placed the pointer.

Inserting multiple labels

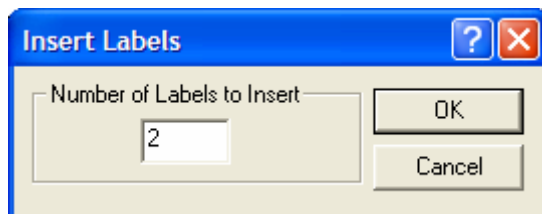


You can insert multiple labels. However, it may push the labels onto another page.

1. Place the pointer on the label before where you want to insert labels.
2. Click **Edit | Insert** or click the Insert toolbar button

The Insert Labels window appears.

3. Type the number of labels to insert and click **OK**.




The new blank labels appear before the label where you placed the pointer.

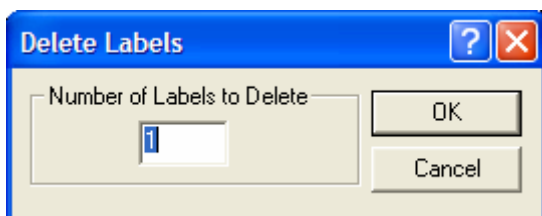
Deleting one label



You can delete one label or multiple labels.

1. Place the pointer on the label you want to delete.
2. Click **Edit | Delete** or click the Delete toolbar button .

The Delete Labels window appears.




3. Choose **One Label** and click **OK**.

The label is deleted.

Deleting multiple labels

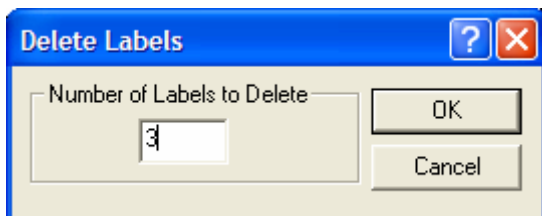


You can delete multiple labels.

1. Place the pointer on the labels you want to delete.
2. Click **Edit | Delete** or click the Delete toolbar button .

The Delete Labels window appears.

3. Type the number of labels to delete and click **OK**.



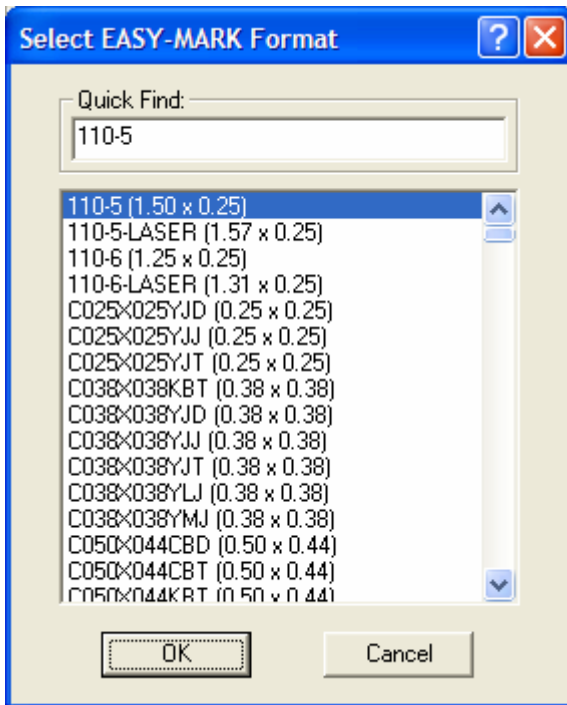
The labels are deleted.

Choosing a format for a label



Once EASY-MARK is open, the first step will be to select a label format. From the icon toolbar, click on the icon shown to the left to access the Format Selection window shown below.

You can also access the Format Selection window by clicking Format, then Select.



From this window, simply select from the pre-loaded Panduit label formats available. You can quickly and easily find your label format by typing in the first few characters of the label format in the Quick-Find entry box. EASY-MARK will automatically select the label format that most closely resembles what you enter into the Quick-Find entry box.

Updating the label's properties



When you create labels, you choose a format on which to base it. Formats specify the page dimensions and the dimensions of the label. The format information for the labels is stored in the label file. You can make changes to the format that will affect only the labels you have created and saved in the file.

To update the label's format properties:

1. Click **Label | Update** or click the Update Properties toolbar button .

The first Label Format Properties window appears.

Rows & Columns Per Page

Page & Label Dimensions

Updated Display of Labels

Margin Dimensions

EASY-MARK Format Properties

Format Name: C100-050YJJ

Layout Specifications: Columns: 7, Rows: 17

Cut Type: ☐ Butt, ☒ Die

Units: ☒ Inches, ☐ Millimeters

	Width	Height
Page	8.5	11.0
Label	1.0	0.5
Repeat	1.1	0.58
Corner	0.0	0.0

	Top	Left	Bottom	Right
	0.875	0.45	0.0	0.0

*Note: Only the current format will be updated in the database. To let the updated format take effect, please use Format/Select command again.

Next >> Cancel

2. Make your changes and click **Next**.

The second Label Format Properties window appears.

Format Description

Font Properties

Updated Display of Labels

Update to Save Changes

EASY-MARK Format Properties

User Information: User Name: PANDUIT CORP., Password: [empty], ☐ Password Protection

Printer Information: Printer Type: Laser/Inkjet

Description: 1,000" x 0,500" Component Label

Color: Label Color: [empty], Paper Color: [empty]

Font Info: Typeface: Arial, Color: [black], Style: [normal], Point Size: 10

*Note: Only the current format will be updated in the database. To let the updated format take effect, please use Format/Select command again.

<< Previous Update Cancel

Make the changes and click **Update**.

Selecting your favorite formats



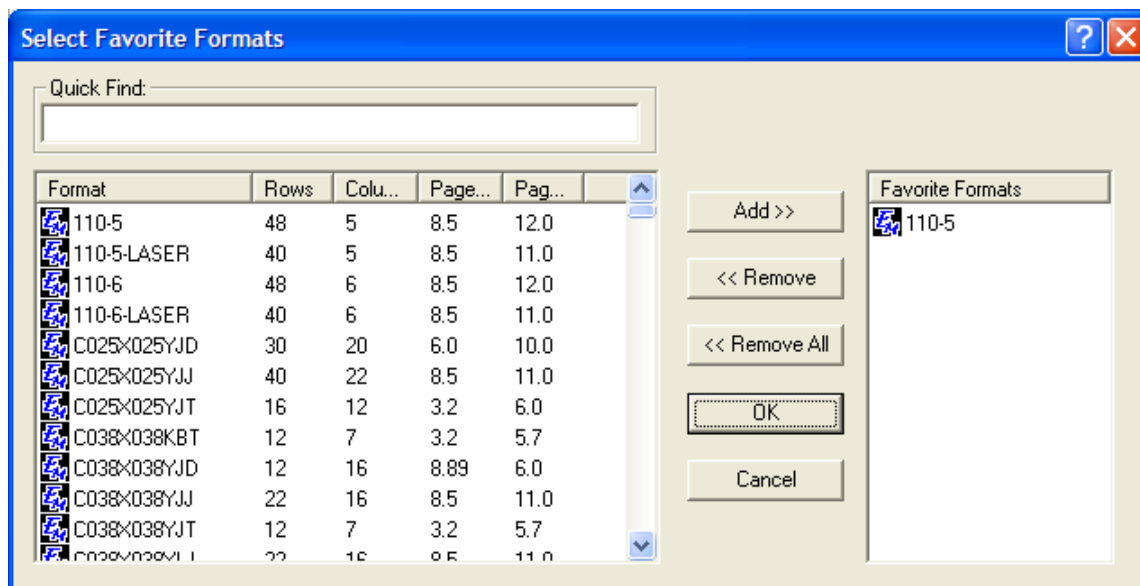
If you have formats that you know you will use on a regular basis, you can choose them as your favorites. This lists them in a window so you don't have to search for them each time you want to use them.

To select a format as a favorite:

1. Click **Format** | **Select Favorite Formats** or click the Select Favorites button of the toolbar



The Select Favorite Formats window appears.



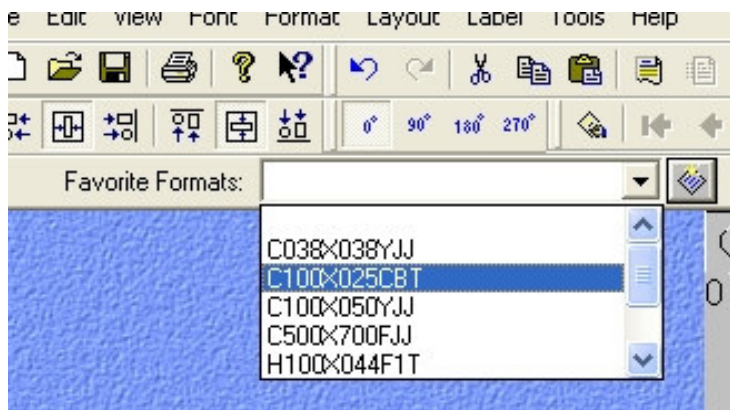
2. Find the format you want to add to your favorites in the column on the left, highlight it, and click Add.

Note: You can type a portion of the name of the format in the Quick Find box and the list scrolls to match your entry.

It appears in the Favorite Formats column.

3. When you finish, click **OK**.

Access these commonly used formats within EASY-MARK by clicking the Favorite Formats pull-down menu.



Going directly to your favorite formats

The next time you want to go directly to your favorites select the format from the Favorites dropdown:



Using Layout

Use the Layout menu to manipulate the text on a label. You can align text horizontally, vertically, or rotate it.

Note: Remember if you have defined a group, any manipulation affects the text on all labels in that group.

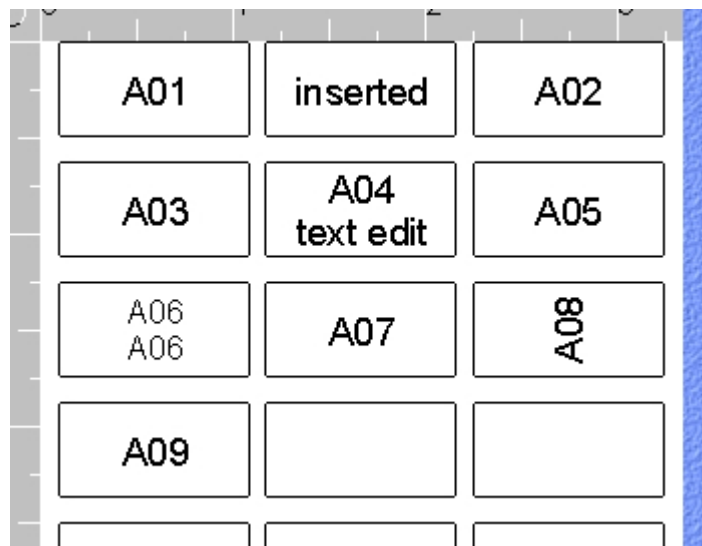
Label Groups

Labels can be Grouped and Ungrouped to facilitate adds and changes more efficiently.

For example, you may have a group of labels from a serialization as shown below. These labels are tied together in a Group.

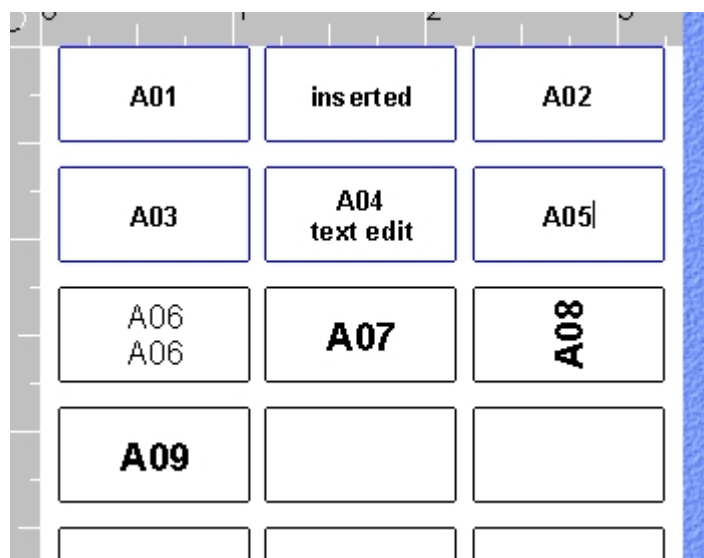


If you want to insert a single label between one of the above labels, you can Ungroup the labels so you can make the necessary addition. Do this by clicking anywhere in the range of labels so the group is highlighted. Then click Edit | Ungroup. This will "break" the group so that each label is separate. You can now make changes to individual labels and make edits as shown below.



Similarly, you may want to Group labels together so you can make quick edits to a large number of labels.

For example, if you wish to take the example from above and make labels the first 6 labels have a 10-point font, you simply select the range of labels to group. Groups can be selected by clicking the first label in the group, then while holding the 'Shift' key, click the last label in the desired group. The entire range of labels will then be selected. Once the group is selected, click Edit->Group. These labels will now be grouped and a change made to one label in the group will be applied to all labels in the group.



Setting a group

Groups are how you specify blocks of labels. You can set a group manually by clicking on the first label and then clicking on the last label you want in the group.

For example, if you want text in a specific block of labels, such as labels 1-12, you set them as the group. Then when you type the text, the text appears on all twelve labels.

Note: Once you specify a group and begin typing, what you type appears on all labels in the group. This includes any edit actions you perform, such as deleting text.

To create a group from blank labels, simply click in the first label you wish to include in the group, and then click on the last label you wish to include in the group. When you begin typing, all the selected labels will show the label legend.

To create a group from labels already containing legends:


1. Click in the first label to include in the group.
2. Hold down the **CTRL** key and click in the last label to include.
3. Either click **Edit | Group** from the toolbar, or press **CTRL-G**.
4. Type the text you want.

It appears on the labels you specified as the group.

Using Modify Existing Group



You can set one group or multiple groups within a file of labels. Use Modify Existing Groups to work with the groups you have set. This function lists the group you have specified and lets you update the starting and/or stopping point of any group.

1. Click **Edit | Modify Existing Groups** or click the Modify Group toolbar button .

The Modify Existing Groups window appears.

Modify Existing Groups

Group Update

From: 1

To: 11

Group List

#	From	To	Type
1	1	11	Group
2	27	27	Group

☒ Show single label groups

OK

Cancel

Update

Delete

Click on the Show single label groups box to display groups with only one label.

Note: If you have imported a large number of legends, there could be a very large number of single label groups.

Click on the group in the list you wish to modify.

Make the modifications and click **OK**.

Creating a Series Item label

123

Click the Series toolbar button 123 will open the following dialog.

You can create series item labels. Click **Tools** and switch to **Label** mode. Follow the steps for creating a series item label.

Start and stop series as you need. Set the Step Value--the number by which the series will increment.

EASY-MARK Series

Values:
 Start: 01
 Stop: 10
 Step: 1
 Copies: 2

Base:
☐ Alpha
☒ Decimal
☐ Octal
☐ Hexadecimal

Direction:
☒ Ascending
☐ Descending

Collate:
☐ Collate
 Number of Labels: 20

Static Text:
 Begin: A
 End:

Case Sensitivity:
☒ Uppercase
☐ Lowercase

OK Cancel

Callouts:

- Step Value is the increment between each label
- Collate unchecked will group copies together (i.e. 1,1,2,2,3,3). Collate checked will repeat the series in full, then repeat (i.e. 1,2,3,1,2,3)
- Static Text will appear before and/or after every item in the series

A01	A01	A02	A02
A04	A05	A05	A06
A08	A08	A09	A09

The fields on the screen are as follows:

- Start: The first value of the series.
- Stop: The end value for the series.
- Step: The number of units to skip when generating each label in the series. For example, a value of "2" in a numeric series will add 2 to the current series value for the next series value.
- Copies: The total number of each label to create.
- Collate: Checking collate will create multiple copies of the series sequentially. For example, a numeric series of 1 through 3 with two copies will be created as 1,2,3,1,2,3 whereas, if the collate is not selected, they will be created as 1,1,2,2,3,4
- Base: The number base which should be used for the series.
- Static Text: Text that will be appended (Begin) or pre-pended (End) to each label legend of the series.
- Direction: Specifies whether the series will be created in ascending or descending order.
- Case Sensitivity: For the values of non-Decimal characters to be created in either upper or lower case.

For example:

If you want an alpha series with leading characters, such as AAA, AAB, AAC, you enter a Start Value of AAA. If you want a series with no leading characters, enter a **Start Value** of A.

If you want series numbers to have leading zeros, such as 001, 002, 003, enter a Start Value of 001. If you want a series without leading zeros, enter a **Start Value** of 1.

1. Click Tools | Series Item.

The EASY-MARK Series Item Control Properties window appears.

2. Enter the **Values** for the series. Start and Stop values correspond to the labels themselves. For example, a Start of 1 means the properties apply to the first label and end with the Stop--in this example, the ninth label. The Stop is reflected in the **Number of Labels** field. **Step** is the number by which the series will increment.

3. Choose the **Base** for the values.

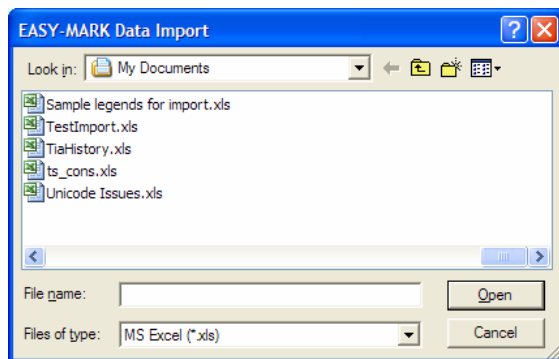
4. Click Apply and then click **OK**.

The labels appear.

Import Data from Excel or CSV



Clicking the Import Data toolbar button  will display the following dialog.



You may browse for any CSV or Excel file you need to import.

If you selected an Excel spreadsheet from the Data Import dialog, you will need to select which worksheet within the spreadsheet contains the label data you wish to import.

Using standard Excel cell identifiers (such as "A1"), enter the beginning and ending cells of the rectangular region containing the label data.

Clicking OK will import the data starting at the currently selected label, creating one label for each cell within the spreadsheet range.

You cannot import symbols from a data file. Only text will be used as data, appearing on the labels using the default font.

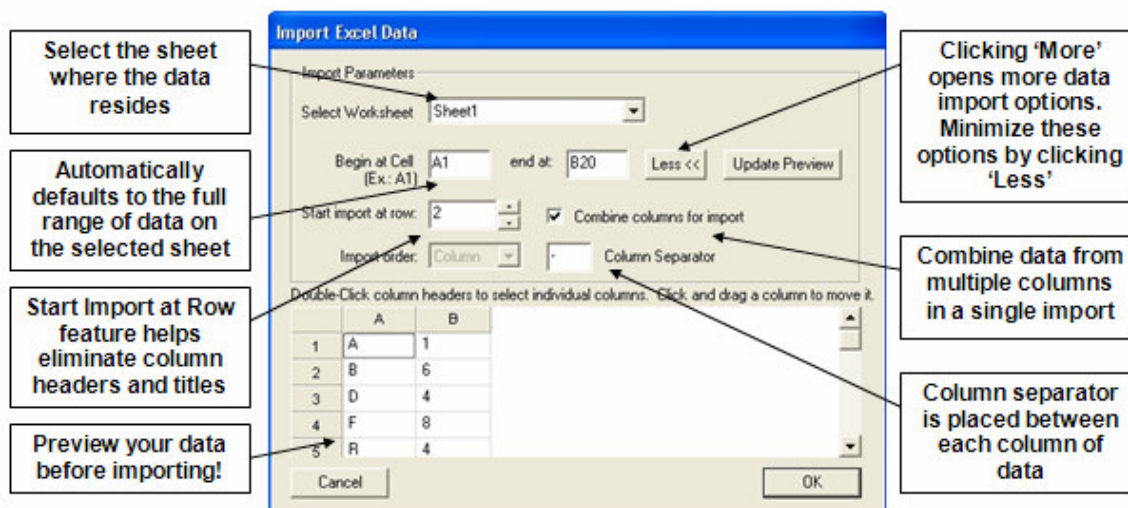


Figure 2.1

The legends are generated either through import from CSV files or through import from Microsoft Excel (*.xls) files. If the user imports from Excel, he must specify the name of the worksheet, and the cell range over which the import is to be executed.

After specifying these items, the user can click the "Update Preview" button. This will populate the grid below with the specified range of cells from the spreadsheet. The user can change the column import order by dragging the columns in the preview into the desired order. Note: This affects only the preview, not the selected spreadsheet.

The "Less<<" button hides the additional options. With these, the user can specify at which row to begin the import (Start Import Row), the Import by ("Row" will import from Left To Right then Top to Bottom vs. Column will import from Top to Bottom then Left To Right), and whether or not to combine columns into one label (with possible separator characters) or import columns into separate labels. The initial screen display will not show these additional options. The "Less>>" button will show as a "More>>" button, which shows the additional options.

The fields are described below:

- **Select Worksheet:** A dropdown list of the available worksheets if an Excel file is selected.
- **Begin at Cell:** The first Excel cell to include in the import.
- **End at:** The last Excel cell to include in the import.
- **Start import at row:** The first row to start the import process, relative to the Begin At cell. Useful if there is a header row that should not be imported.
- **Import Order:** Select either Row or Column to specify whether to import from rows first, or columns first. Not available if Combine Columns is selected.
- **Combine columns for import:** If checked, the data in all selected columns will be combined for each row into a single label legend.
- **Column Separator:** Available if Combine columns is selected. Text entered in this field will be added between the values of each column when being combined into a single label legend.

The grid will show a preview of the content of the spread sheet. The user can drag and drop to rearrange the columns of the grid, in order to modify the import order of the columns.

Double-clicking a column header will select a column for import. By default, all columns will be imported unless specific columns are highlighted. Double-clicking the column header again will deselect the column.


If the selected file is a CSV file, then all controls below the browse button will be disabled, because these controls apply only to import from Excel spreadsheets.

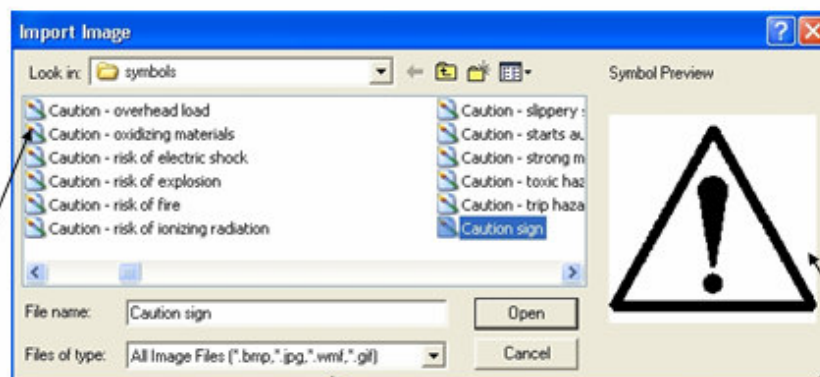
Once you enter the parameters for the Data Import, click OK and you will be returned to EASY-MARK with labels populated with your selected data.

D-4	F-8	R-4	S-9
A-2	C-9	G-3	H-0
F-8	V-5	D-4	H-9

Importing Symbols



You may import symbols directly into a single label or group of labels by placing your cursor in an editable label and clicking on the  icon in the Tools Toolbar. The following screen will appear.



Browse through the pre-loaded symbol library or locate your own image files to import

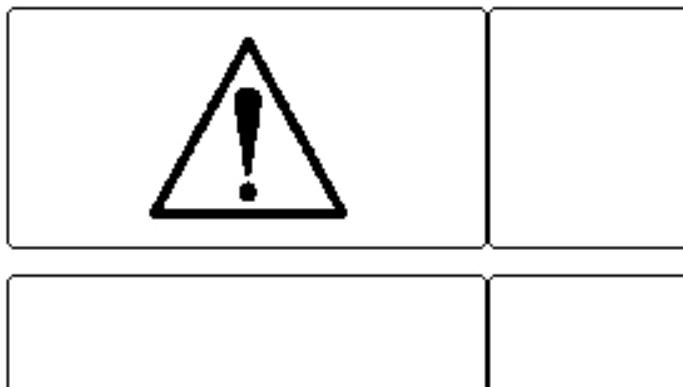
Import BMP, JPG, WMF and GIF image formats

Preview images before importing

Select an appropriate symbol for the symbols folder, or browse to other folders to select your own graphic.

Clicking Cancel will exit without inserting a symbol into labels.

Clicking Open will insert the symbol into the labels within the group selected.



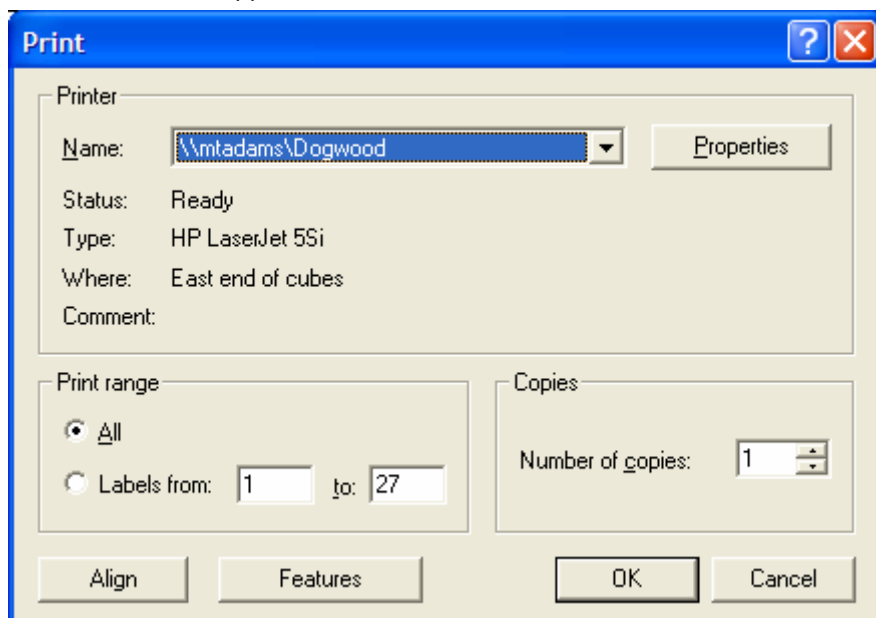
Printing labels



Once you have labels created in EASY-MARK, you are ready to print. Simply click the Print icon shown to the left. This will open the Print window where you can select the printer, print range and number of copies to print. Clicking OK will print your labels as they appear on the screen.

You can also access the Print window by clicking on File and then Print

The Print window appears.



1. Choose the labels or pages to print.
2. Choose the number of copies and click **OK**.

Using Print Features



Label and Print Offsets manually control how the paper feeds through your printer. You can use the offset values to test print before printing a large job.

The **Label Offset** is the start position for printing. The **Print Offsets, Top** and **Left** are to adjust the printing offset for laser printers. Different laser printers require varying amounts of paper-handling areas around the border of a label sheet--usually from 1/8 to 3/8 inch.

For example, 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.

Use **Print Direction** to determine how the labels lie on the page--across or down.

To use Print Features:

1. Click **File | Print** or click the Print toolbar button

The Print window appears.

2. Click **Features**.

The Print Features window appears.

The 'Print Features' dialog box is shown with a blue title bar and a close button (X). It contains four main sections: 'Start Print Position' with 'Row' and 'Column' input fields (both set to 1), 'Print Offsets' with 'Top' and 'Left' input fields (both set to 0), and 'Print Direction' with radio buttons for 'Across' (selected) and 'Down'. 'OK' and 'Cancel' buttons are located to the right of the input fields.

Make your selections and click **OK**.

Using Print Alignment

Use Print Alignment to print an alignment sheet. You can use this alignment sheet as a template for making any necessary printer adjustments before printing a large job. Choose to print one label, one row, one column, or one page.

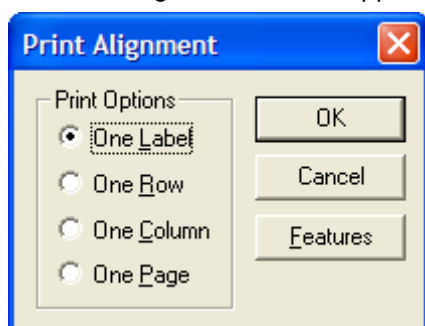
To use Print Features:

1. Click **File | Print** or click the Print toolbar button

The Print window appears.

2. Click **Align**.

The Print Alignment window appears.



Make your selection and click **OK**.

Using Horizontal Alignment

You can align the text on a label to the left, center, or right.



Centering text



You can align the text on a label so that it is centered within the margins of the label.

1. Select the text you want to center.
2. Click **Layout | Horizontal alignment**.
3. Choose **Center**.

- or -

Click the Center Align toolbar button

The text is centered.

Aligning text left



You can align text on a label so that it is on the left margin.

1. Select the text you want to align.
2. Click **Layout | Horizontal alignment**.
3. Choose **Left**.

- or -

Click the Left Align toolbar button

The text moves left.


Aligning text right



You can align the text on a label so that it is flush right.

1. Select the text you want to align.
2. Click Layout | Horizontal alignment.
3. Choose **Right**.

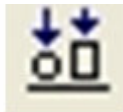
- or -

Click the Right Align toolbar button 

The text is flush right.

Using Vertical alignment

You can align text on a label to the top of the label, centered between the top and the bottom margins, or to the bottom of the label.



Note: Vertical alignment treats multiple lines on a label as a block of text. You cannot vertically align individual lines.


Aligning text vertically to the top



You can align the text vertically to the top of the label.

1. Select the text you want to align.
2. Click Layout | Vertical alignment.
3. Choose **Top**.

- or -

Click the Top Align toolbar button 

The text moves to the top of the label.

Aligning text vertically to the center



You can align the text vertically to the center of the label.

1. Select the text you want to align.
2. Click Layout | Vertical alignment.
3. Choose **Center**.

- or -

Click the Center Align toolbar button 

The text moves to the center of the label.

Aligning text vertically to the bottom



You can align the text vertically to the bottom of the label.

1. Select the text you want to align.
2. Click Layout | Vertical alignment.
3. Choose **Bottom**.

- or -

Click the Bottom Align toolbar button 

The text moves to the bottom of the label.

Using Rotation

You can rotate the text on a label 90, 180 or 270 degrees.



Note: Rotation treats multiple lines on a label as a block of text. You cannot rotate individual lines.


Using 0 rotation



You can rotate text by 0 degrees.

1. Select the text you want to rotate.
2. Click Layout | Rotation.
3. Choose **0**.

- or -

Click the 0 degree toolbar button 

The text rotates 0 degrees, returning to the normal horizontal rotation.


Using 90 rotation



You can rotate text by 90 degrees.

1. Select the text you want to rotate.
2. Click Layout | Rotation.
3. Choose **90**.

- or -

Click the 90 degree toolbar button 

The text rotates 90 degrees.

Note: To return text to its normal position, use 0 rotation.


Using 180 rotation



You can rotate text by 180 degrees.

1. Select the text you want to rotate.
2. Click Layout | Rotation.
3. Choose **180**.

- or -

Click the 180 degree toolbar button 

The text rotates 180 degrees.

Note: To return text to its normal position, use 0 rotation.

Using 270 rotation



You can rotate text by 270 degrees.

1. Select the text you want to rotate.
2. Click Layout | Rotation.
3. Choose **270**.

- or -

Click the 270 degree toolbar button 


The text rotates 270 degrees.

Note: To return text to its normal position, use 0 rotation.

Using Repeat Legend



Repeat Legend automatically repeats a selected portion of text down the length of a label.

1. Highlight the text you want to repeat.
2. Click **Edit | Repeat Legend**, click on the Repeat Legend toolbar button , or select Repeat Legend by right clicking.

The text repeats down the label.




Saving labels

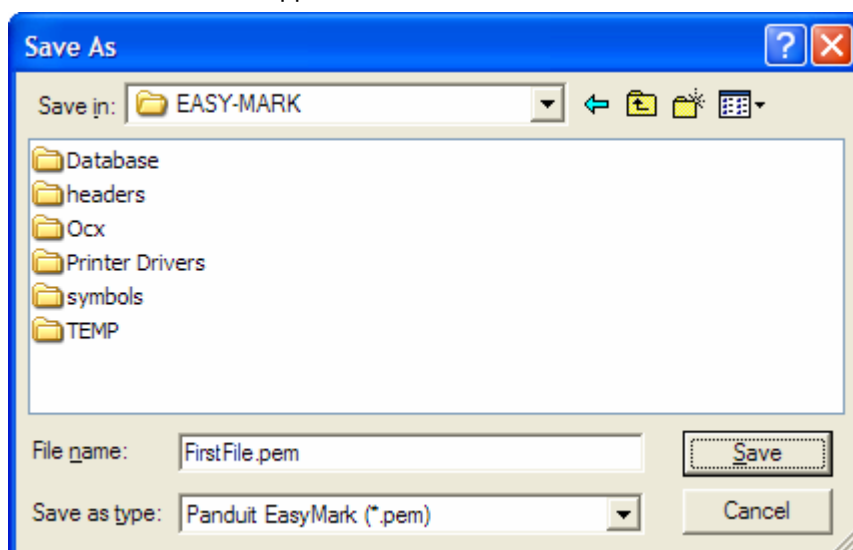


When you finish creating labels, you can save them in a file so that you can use them again.

Note: To open the label file again in EASY-MARK, you must give the file a .PEM extension.

1. Click **File | Save** or click the Save toolbar button .

The Save As window appears.



2. Type the name of the file.
3. Choose the folder.
4. Click **Save**.

The labels are saved.

Tools

Creating WireMarkers

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 WireMarker to automate this task for you.

EASY-MARK operates in two modes--Label mode and WireMarker mode. Toggle between the two modes by clicking **Tools | WireMarker Mode**. Enter the text or series information you need and print the label.

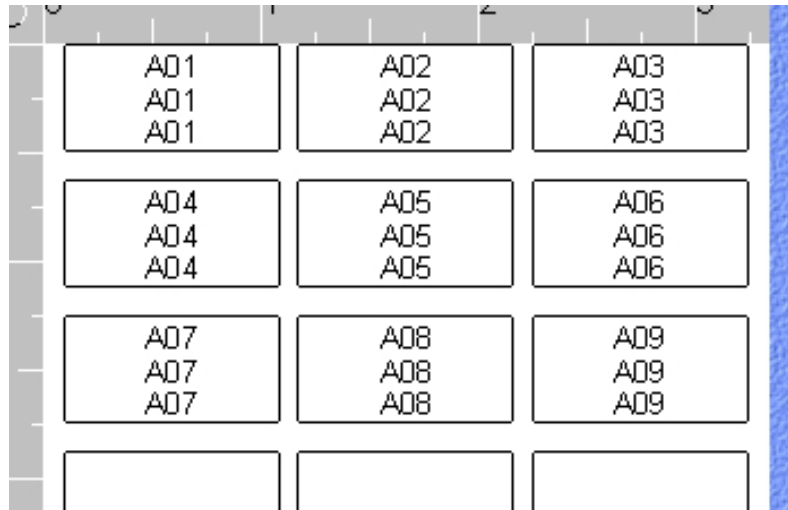
The left corner of the Status bar at the bottom of the Main window indicates the mode you're in. The Status bar also shows you the format you've chosen.



When creating WireMarker labels, you may want to take advantage of the WireMarker Mode in EASY-MARK. Toggle WireMarker Mode on and off by clicking the WireMarker Mode icon shown to the left. This will perform to repeat all text on the label as many times as possible given the size of the label. For example, consider you have the below labels created for marking wires.

A01	A02	A03
A04	A05	A06
A07	A08	A09

By toggling on WireMarker Mode, the text on each label will be repeated as shown below.



Note: The number of repeats on a WireMarker is determined by the combination of label size and font size. For example, if you change the font size in this WireMarker to 8 Pt., more lines appear on the label.

Creating a Series Item label

123

Click the Series toolbar button ¹²³ will open the following dialog.

You can create series item labels. Click **Tools** and switch to **Label** mode. Follow the steps for creating a series item label.

Start and stop series as you need. Set the Step Value--the number by which the series will increment.

EASY-MARK Series

Values:
 Start: 01
 Stop: 10
 Step: 1
 Copies: 2

Base:
☐ Alpha
☒ Decimal
☐ Octal
☐ Hexadecimal

Direction:
☒ Ascending
☐ Descending

Collate:
☐ Collate
 Number of Labels: 20

Static Text:
 Begin: A
 End:

Case Sensitivity:
☒ Uppercase
☐ Lowercase

OK Cancel

Callouts:
 - Step Value is the increment between each label
 - Collate unchecked will group copies together (i.e. 1,1,2,2,3,3). Collate checked will repeat the series in full, then repeat (i.e. 1,2,3,1,2,3)
 - Static Text will appear before and/or after every item in the series

A01	A01	A02	A02
A04	A05	A05	A06
A08	A08	A09	A09

The fields on the screen are as follows:

- Start: The first value of the series.
- Stop: The end value for the series.
- Step: The number of units to skip when generating each label in the series. For example, a value of "2" in a numeric series will add 2 to the current series value for the next series value.
- Copies: The total number of each label to create.
- Collate: Checking collate will create multiple copies of the series sequentially. For example, a numeric series of 1 through 3 with two copies will be created as 1,2,3,1,2,3 whereas, if the collate is not selected, they will be created as 1,1,2,2,3,4
- Base: The number base which should be used for the series.
- Static Text: Text that will be appended (Begin) or pre-pended (End) to each label legend of the series.
- Direction: Specifies whether the series will be created in ascending or descending order.
- Case Sensitivity: For the values of non-Decimal characters to be created in either upper or lower case.

For example:

If you want an alpha series with leading characters, such as AAA, AAB, AAC, you enter a Start Value of AAA. If you want a series with no leading characters, enter a **Start Value** of A.

If you want series numbers to have leading zeros, such as 001, 002, 003, enter a Start Value of 001. If you want a series without leading zeros, enter a **Start Value** of 1.

1. Click Tools | Series Item.

The EASY-MARK Series Item Control Properties window appears.

2. Enter the **Values** for the series. Start and Stop values correspond to the labels themselves. For example, a Start of 1 means the properties apply to the first label and end with the Stop--in this example, the ninth label. The Stop is reflected in the **Number of Labels** field. **Step** is the number by which the series will increment.

3. Choose the **Base** for the values.

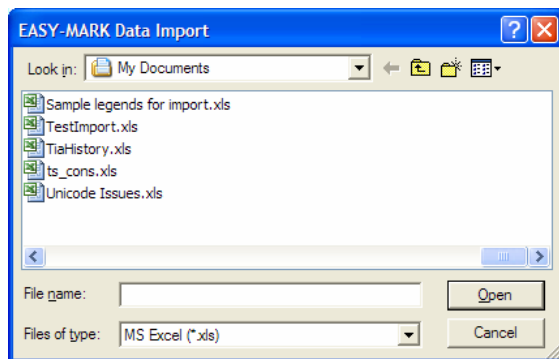
4. Click Apply and then click **OK**.

The labels appear.

Import Data from Excel or CSV



Clicking the Import Data toolbar button  will display the following dialog.



You may browse for any CSV or Excel file you need to import.

If you selected an Excel spreadsheet from the Data Import dialog, you will need to select which worksheet within the spreadsheet contains the label data you wish to import.

Using standard Excel cell identifiers (such as "A1"), enter the beginning and ending cells of the rectangular region containing the label data.

Clicking OK will import the data starting at the currently selected label, creating one label for each cell within the spreadsheet range.

You cannot import symbols from a data file. Only text will be used as data, appearing on the labels using the default font.

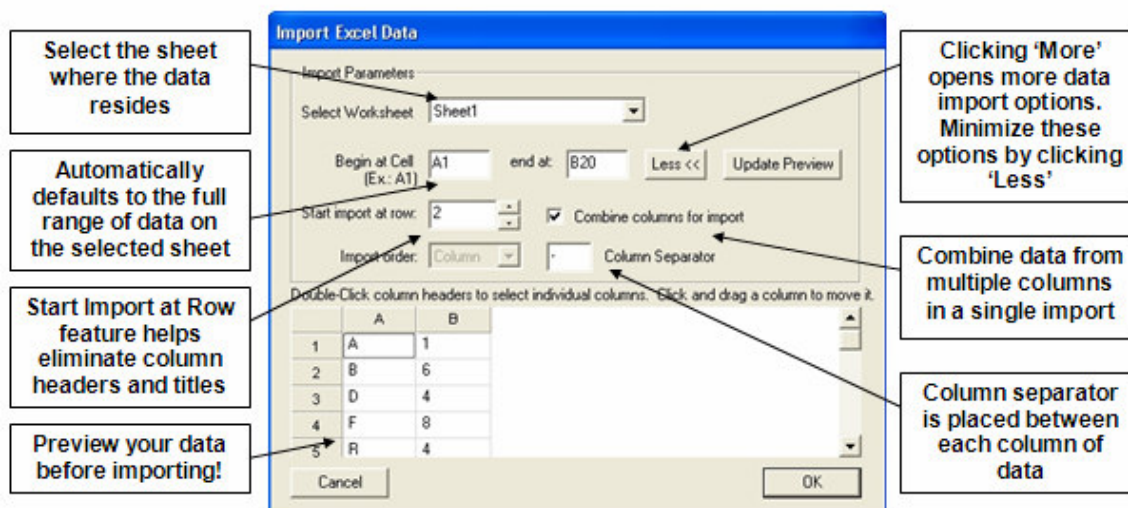


Figure 2.1

The legends are generated either through import from CSV files or through import from Microsoft Excel (*.xls) files. If the user imports from Excel, he must specify the name of the worksheet, and the cell range over which the import is to be executed.

After specifying these items, the user can click the "Update Preview" button. This will populate the grid below with the specified range of cells from the spreadsheet. The user can change the column import order by dragging the columns in the preview into the desired order. Note: This affects only the preview, not the selected spreadsheet.

The "Less<<" button hides the additional options. With these, the user can specify at which row to begin the import (Start Import Row), the Import by ("Row" will import from Left To Right then Top to Bottom vs. Column will import from Top to Bottom then Left To Right), and whether or not to combine columns into one label (with possible separator characters) or import columns into separate labels. The initial screen display will not show these additional options. The "Less>>" button will show as a "More>>" button, which shows the additional options.

The fields are described below:

- **Select Worksheet:** A dropdown list of the available worksheets if an Excel file is selected.
- **Begin at Cell:** The first Excel cell to include in the import.
- **End at:** The last Excel cell to include in the import.
- **Start import at row:** The first row to start the import process, relative to the Begin At cell. Useful if there is a header row that should not be imported.
- **Import Order:** Select either Row or Column to specify whether to import from rows first, or columns first. Not available if Combine Columns is selected.
- **Combine columns for import:** If checked, the data in all selected columns will be combined for each row into a single label legend.
- **Column Separator:** Available if Combine columns is selected. Text entered in this field will be added between the values of each column when being combined into a single label legend.

The grid will show a preview of the content of the spread sheet. The user can drag and drop to rearrange the columns of the grid, in order to modify the import order of the columns.

Double-clicking a column header will select a column for import. By default, all columns will be imported unless specific columns are highlighted. Double-clicking the column header again will deselect the column.


If the selected file is a CSV file, then all controls below the browse button will be disabled, because these controls apply only to import from Excel spreadsheets.

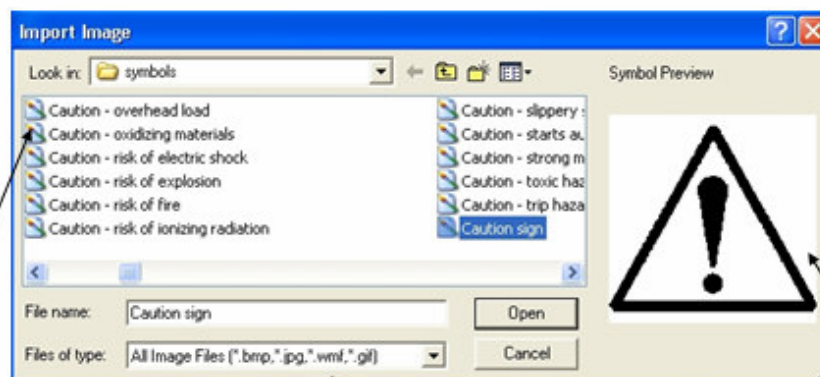
Once you enter the parameters for the Data Import, click OK and you will be returned to EASY-MARK with labels populated with your selected data.

D-4	F-8	R-4	S-9
A-2	C-9	G-3	H-0
F-8	V-5	D-4	H-9

Importing Symbols



You may import symbols directly into a single label or group of labels by placing your cursor in an editable label and clicking on the  icon in the Tools Toolbar. The following screen will appear.



Browse through the pre-loaded symbol library or locate your own image files to import

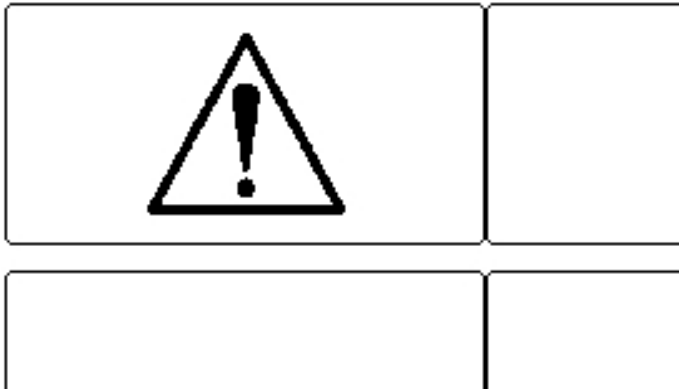
Import BMP, JPG, WMF and GIF image formats

Preview images before importing

Select an appropriate symbol for the symbols folder, or browse to other folders to select your own graphic.

Clicking Cancel will exit without inserting a symbol into labels.

Clicking Open will insert the symbol into the labels within the group selected.




Formats

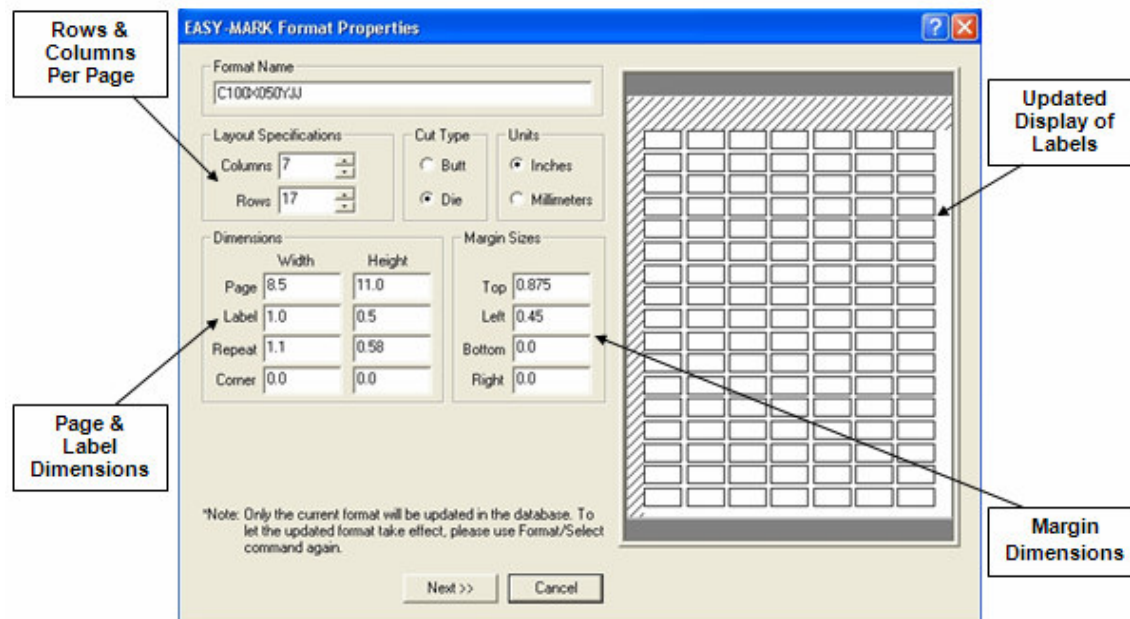
Creating/Adding a new format



In addition to the label formats provided for you in EASY-MARK, you can create your own custom formats. You can preview property entries in the preview pane at the right of the window.

Click **Format** | **Create/Add** or click the Create Format toolbar button .

The EASY-MARK Format Properties window appears.



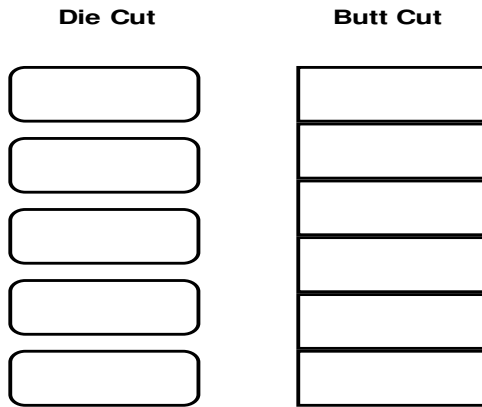
Type the name of the new format.

Assigning a description to the new format

When you create a new format, you can assign a description to it. For example, you might want to say something to indicate its history, such as "format for old die cut labels."

Choosing the cut type

EASY-MARK accommodates two cut types--Die, where the labels are separated and have rounded corners, and Butt, where the labels touch.



Choosing the Layout Specifications for a new format

The Layout Specifications --the number of columns and rows determine how many labels will fit on a page. Layout is separate from the dimensions which determine the page and individual label size. You may choose to set the page dimensions first.

Choose the number of **Columns**. This is the number of labels across the page.

Choose the number of **Rows**. This is the number of labels down the page.

Setting the dimensions

Dimensions govern the width and height of the page of labels in addition to the individual labels.

Use the **Corner** field if you are creating a format for a label with rounded corners. The values you enter 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, in the label illustrated below, 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 illustration corner values are exaggerated and not true to scale.



Repeat is the number of times the label will repeat on the page based on the dimensions you entered.

Setting the margin sizes

The margin sizes are for the page dimensions you set. These are the distances from the top and bottom and left and right of the page.

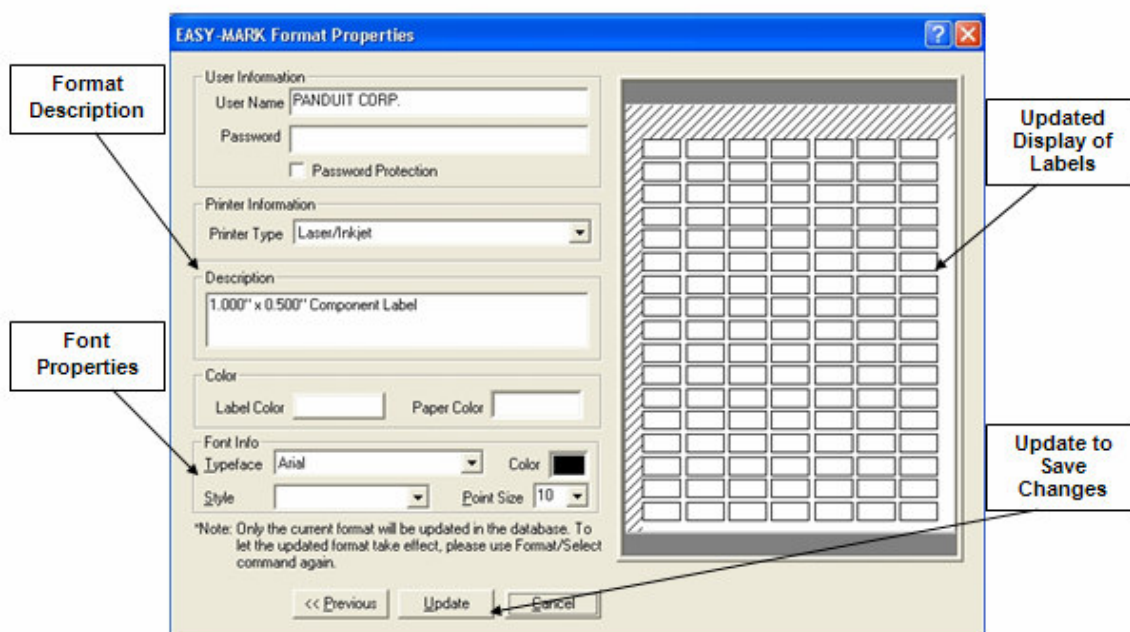
When you complete your entries, click **Next** to set the user information for the format.

Choosing the units of measurement

Choose between Inches or Millimeters as the unit of measurement. Your choice here affects your entries for the dimensions and margin sizes. Note, you can toggle between inches and millimeters. EASY-MARK converts inches to millimeters and millimeters to inches with no intervention on your part.

Entering User Information for a new format

On the second window of adding a format, you can password protect the format, specify a printer, enter a description, and set both the label and paper color.



Password protecting a format

You can control the people who can update a format by giving it Password Protection. Only the person who knows the password can make changes to the format. However, the format is available in the database for other users to use.

1. Enter the **User Name**. You can enter up to 25 alphanumeric characters.
2. Enter the **Password**. You can enter up to nine alphanumeric characters.
3. Check **Password Protection** if you want to restrict who can update this format.

Entering Printer Information for a new format

When you enter printer information for a new format, you can associate that format with a specific type of printer. Click the down arrow to see the choices available on your system.

Note: Thermal (continuous tape) should be selected when label tape without any perforations are used on thermal printers to ensure correct spacing between printed labels.

Setting Label Color and Paper Color for a new format

You can set label color and paper color for a new format. Note: label and paper color are used for screen display only; when printed it is assumed that the label sheets fed into the printer are the color designated on the format.

1. Place your cursor in **Label Color** field and click.

The Color window appears.

2. Choose the color by clicking on it.

It appears on the Format Properties window

3. When you finish setting the colors, click **Add**.

The format is added to the database. You can access it from the formats list.


Updating a format

When you create labels, you choose a format. The format contains information about the number of labels, the page on which the labels print, and the cut type. When you save the labels you create in a file, that format information is stored in the file.

EASY-MARK comes with 700+ formats, some of which you can update or change. You will know which format you can update when you select the format. If the information is "grayed out" you cannot update the format.

Updating a format and changing it, means that those changes will affect all labels you create henceforth based on that format. Any labels you have previously created and stored in a file will not be affected.

To update a format:

1. Click **Format** and select the format you want to update, or click the Update Format toolbar button 
2. Click **Update**.

The first Format Properties window appears. See Creating/Adding a new format for a description of this window.

3. Update field values as desired. Click **Update**.

A window appears telling you the format was successfully updated.



If you make changes to the Format Properties in this window and click Update, these changes will be made permanently for the selected label format. Every time you open this format, it will reflect the changes made in this window. This may adversely affect future print jobs if you made changes to the label format properties intended for only the previous print job.

TIP!

To make changes to the label format properties that are not retained and only applied to the current label file, use the Modify Label Properties tool. This tool can be accessed by clicking Label, then Modify Label Properties. This will open a dialogue window very similar to the Update Formats window discussed above. However, changes made in the

Modify Label Properties are only retained for the current label file. These changes will also be reflected in this label file when saved and opened later. Changes made using Modify Label Properties do not permanently affect all label files using this particular label format.

Updating a password-protected format

When you create a password protected format, it appears in the database as any other format. However, only the person who knows the password can update it. It is not evident that a format is password protected until you attempt to update it. Then, the information is "grayed out" and unavailable until you enter the user name and password.

To update a password-protected format:

1. Click **Format** and select the format.
2. Click **Update**.

The first Format Properties window appears.

3. Click **Next**.

The second Format Properties window appears.

4. Enter the **User Name** and the **Password**.

You can now update the format.

5. When you finish making changes, click **Update**.


The format is updated.

Deleting a format

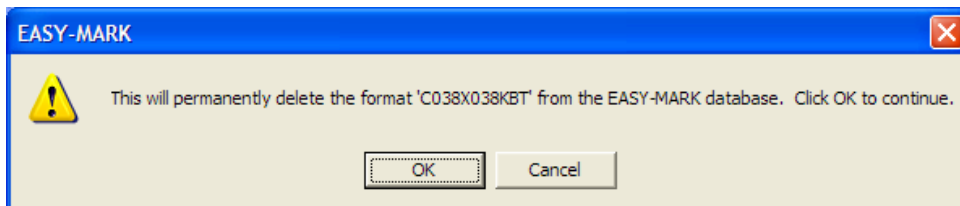
When you create labels, you choose a format. The format contains information about the number of labels, the page on which the labels print, and the cut type. When you save the labels you create in a file, that format information is stored in the file.

If you delete a format that you have used to create labels, you do not affect those files of labels you have created. Rather, if you open one of those files to use the labels again, EASY-MARK asks you if you want to restore the format.

To delete a format:

1. Click **Format** and select the format you want to delete or click the Delete Format toolbar button .
2. Click **Delete**.

A confirmation window appears.



3. Click **OK**.

A message appears telling you the format was successfully deleted.

Restoring a deleted format

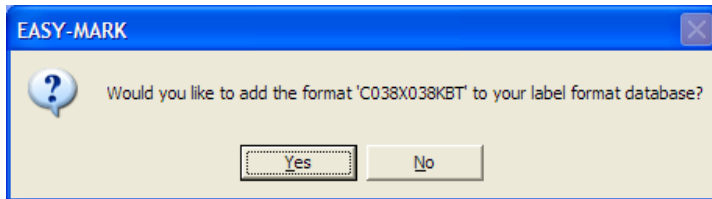
When you create labels, you choose a format. The format contains information about the number of labels, the page on which the labels print, and the cut type. When you save the labels you create in a file, that format information is stored in the file.

If you have deleted a format, you can restore it, but only if you have created labels based on that format and stored them in a file.

To restore a deleted format:

1. Click **Open** and choose the file of labels based on the format.

A prompt window appears.




2. Click **Yes**.

A message appears telling you that the format is restored to the database.

Market Wizards

Using The Market Wizard

Clicking on the  button will launch the EASY-MARK™ V3.0 application wizard. This wizard assists in the selection of a label format appropriate for a specific labeling task, and in the generation of label content (legends) for that format.

The EASY-MARK™ application wizard works similar to other application wizards. The user browses through the pages of the wizard using the "Next" and "Back" buttons. The user can exit the wizard on any page using the "Cancel" button. On the first page of the wizard, the "Back" button is disabled, on the last page the "Next" button is disabled. If the user has entered enough information to execute the wizard, then the "Finish" button will be enabled.

If the user goes "Back" to a previous page, then that page will be in the same state in which it was left. If changes are made on a previous page, then whether or not previous settings will be preserved when paging forward again depends on the page and the nature of the changes,. For example, going back to the Part Number selection page will preserve any settings in the subsequent legend generation page. Changing an application on the Application selection page, however, will not preserve entries in later pages.

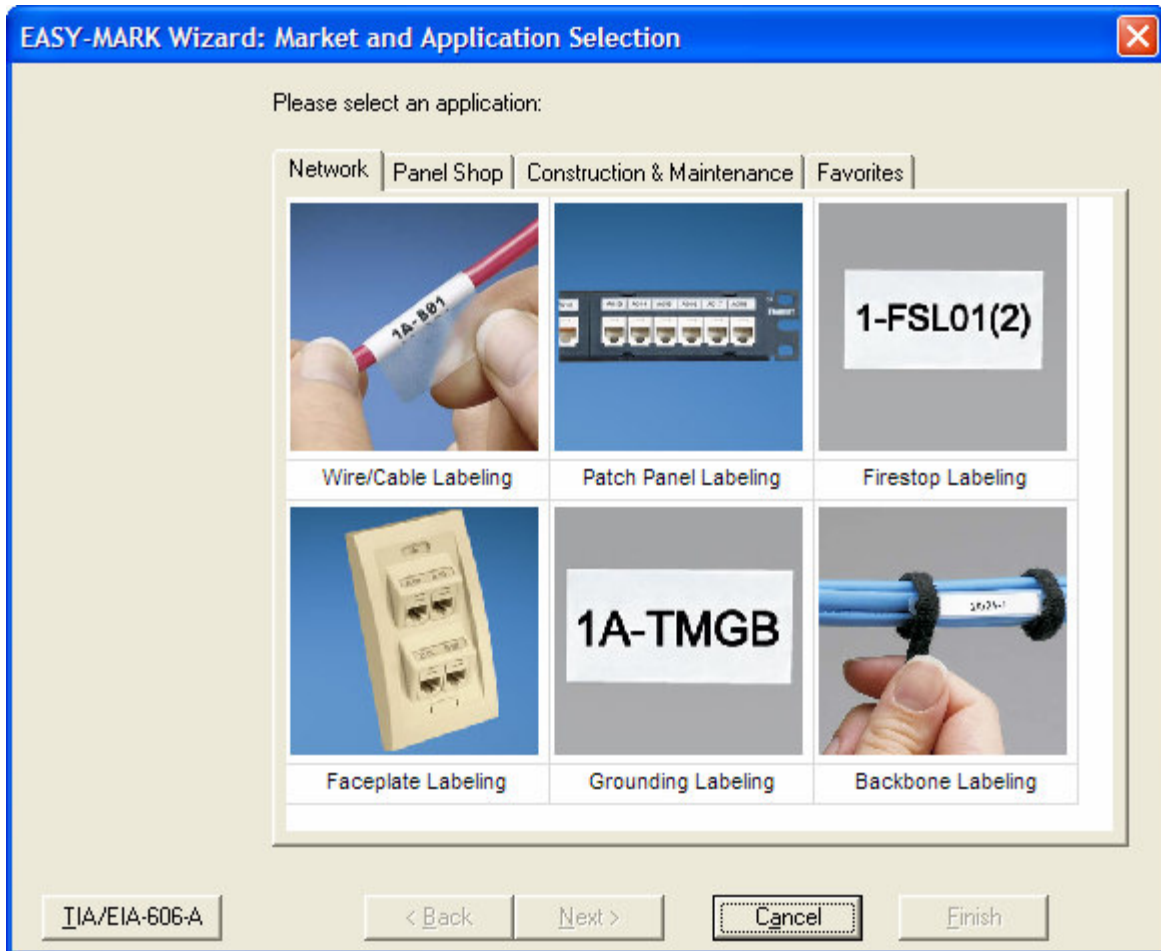
The state of every wizard page will be preserved if the user exits the wizard via the "Finish" button. This remains true even if the user closed and reopened EASY-MARK™ in the mean time.

Standard Wizards

There are two different types of wizards, which are designated the "standard" wizards and the "special" wizards. The Safety Sign Wizard and the Pipe Marker Wizard are special wizards that follow a slightly different page flow than the standard wizards. All other wizards are considered standard.

Page 1: Application Selection

The first page of the wizard is used for selecting the market and application for which to generate labels.



The tabs in this page correspond to the Vertical Markets. The images show the Application, e.g. Wire/Cable Labeling, Patch Panel Labeling, etc. Clicking on one of the images will highlight this image and clicking next will proceed to the next page in the wizard.

The user may also right-click one of the images in one of the tabs of this page. The right-click will bring up a context menu containing one item: "Add to Favorites". This will add the selected Application to the Favorites tab.

If the user comes "Back" to this page, changes the selected Application, and then goes forward again, previously entered data will be discarded. On this page, the Back and Finish buttons will be disabled.

Page 2: Format Selection

The next page (page 2 of the EASY-MARK™ V3.0 application wizard) assists the user in the selection of a part number which is appropriate for the labeling task at hand. Page 2 of the application wizard displays the selection criteria for this wizard. The user can either make choices in the selection criteria drop down lists, or he can enter the format at the bottom of the screen. The part number corresponding to the format will be displayed for informational purposes. The second option is intended for expert users who already know which format is appropriate to the task at hand. If a format is manually entered, the format will be checked as valid before being allowed to proceed to the next page.

EASY-MARK Wizard: Label Format Selection

Network / Patch Panel Labeling

Select Printer Type, Label Type, and Marker Type:

Printer Type: Laser/Inkjet

Number of Ports: Four

Below are the optimum label part number and format for your application.
Secondary part numbers are available in the drop down lists.

Label Part Number: C252X030FJJ

Format: C252X030FJJ-4 Port

< Back Next > Cancel Finish

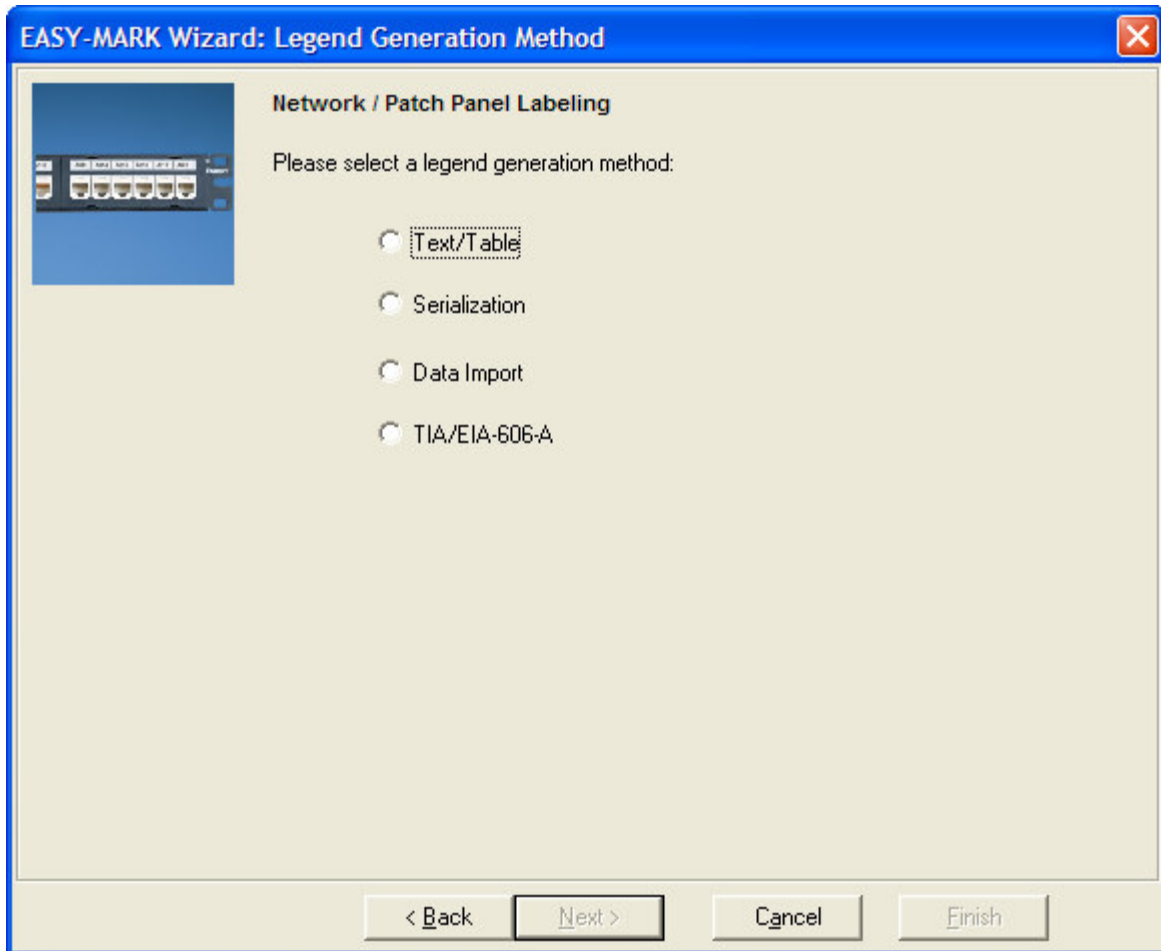
Clicking the "Next" button takes the user to the legend generation page in the wizard.

Clicking the "Finish" button closes the wizard. The EASY-MARK™ user interface shows the format selected with the wizard.

The user can come "Back" to this page, change the format selection, and go forward again without previous settings being discarded. The format change will be applied to the label sheet document.

Page 3: Legend Generation Method

This page will only be shown if the user has selected a "standard" wizard in the Application selection page (page 1).



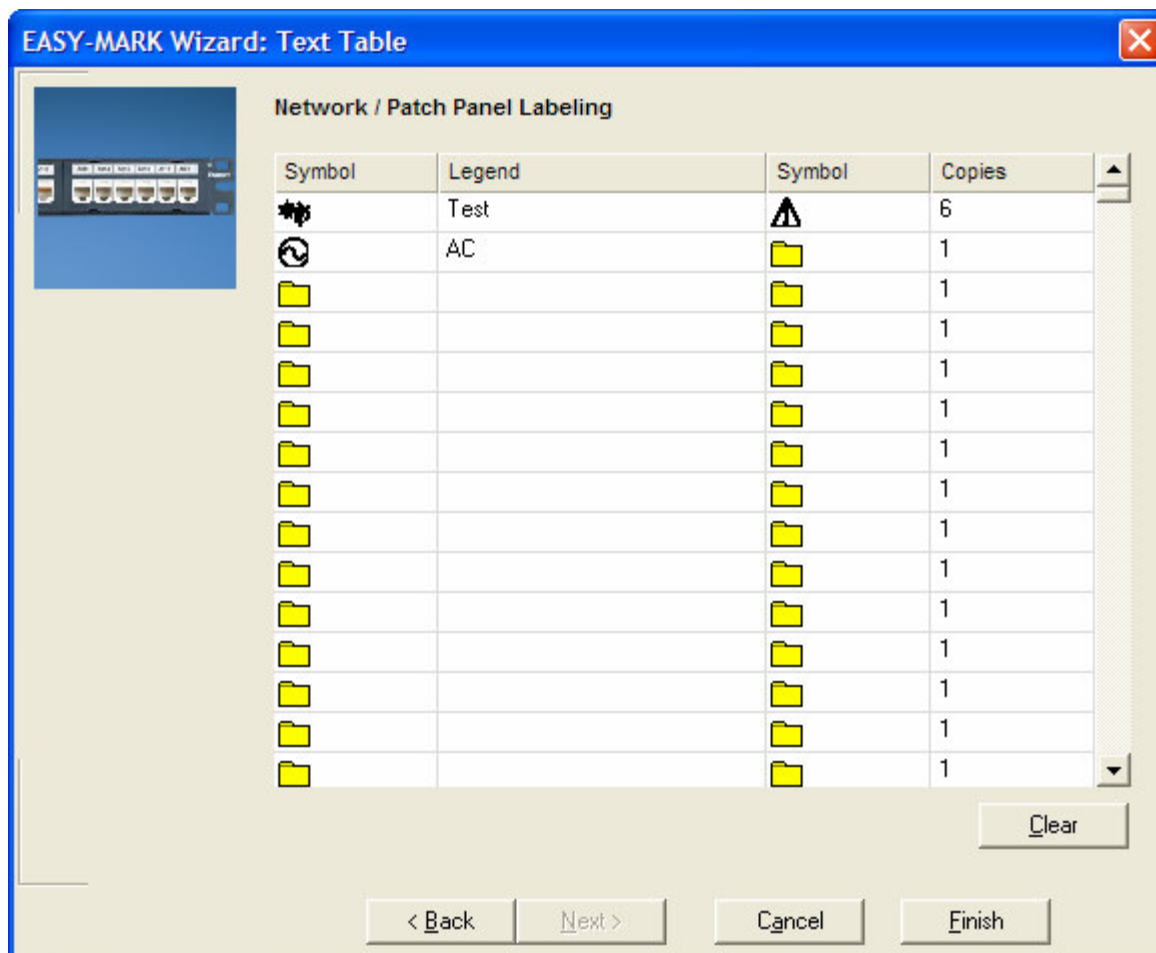
In the legend generation page of the wizard, the user is asked to choose from one four methods of legend generation. Two of these methods (Serialization and Data Import) are methods of legend generation, which are already available with EASY-MARK™ V2.0.

The Finish button closes the wizard. The EASY-MARK™ user interface shows the label format which was selected in the format selection screen of the wizard (figure 3.2).

If the user comes "Back" to this page, changes the legend generation method, and then goes forward again, he will find previously made settings discarded.

Page 4: Text/Table

Selecting the "Text/Table" option and clicking the Next button will take the wizard to the following screen:



In this screen, the user can enter a number of legends in the Legend column of the grid. Each legend can have a prefix and/or a suffix image. Clicking on one of the buttons in the Symbol column will open a File Open dialog. This enables the user to select an image as a prefix or a postfix. The selected image will be displayed in the Symbol column. The user can specify multiple copies for the legend.

If the user has used this page in this wizard before, then the page will be pre-populated to show the entries which the user had made previously. The "Clear" button will blank out the page.

The "Next" button will be disabled on this page.

Clicking "Finish" will close the wizard and generate the legends, starting at the currently selected label. Each row in the table will result in its own range of labels in the label sheet.

Page 4: Serialization

The following screen shot shows legend generation via serialization:

EASY-MARK Wizard: Serialization

Network / Patch Panel Labeling

Please enter the following information:

Values
 Start:
 Stop:
 Step:
 Copies:

☐ **Collate**

Number of Labels:

Base
☐ Alpha
☒ Decimal
☐ Octal
☐ Hexadecimal

Direction
☒ Ascending
☐ Descending

Static Text
 Begin:
 End:

Case Sensitivity
☒ Uppercase
☐ Lowercase

< Back Next > Cancel Finish

This functionality of this screen is identical to the serialization dialog box. For details, refer to the Serialization Topic in the Help file.

If the user has used this page in this wizard before, then the page will be pre-populated to show the entries which the user had made previously. The Clear button will blank out the page.

The Next button will be disabled on this page.

Clicking Finish closes the wizard and generates the labels.

Page 4: Data Import

The following image shows the wizard page for legend generation via data import:

EASY-MARK Wizard: Data Import

Network / Patch Panel Labeling

Select a file for Import:

Import Parameters

M:\Panduit\EasyMark\Wizards\Acceptance Test\T Browse Clear

Select Worksheet: Sheet1

Begin at Cell: A1 (Ex.: A1) End at: D21 Less << Update Preview

Start import at row: 1 ☐ Combine columns for import

Import by: Row Column Separator

Double-Click column headers to select individual columns. Click and drag a column to move it.

	A	B	C	D
1	Column A	Column B	Column C	Column D
2	A	1	DE	12
3	B	6	JG	54
4	D	4	DE	75

< Back Next > Cancel Finish

The legends are generated either through import from CSV files or through import from Microsoft Excel (*.xls) files. If the user imports from Excel, the name of the worksheet must be specified, and the cell range over which the import is to be executed. After specifying these items, the user can click the "Update Preview" button. This will populate the grid below with the specified range of cells from the spreadsheet. The user can change the column import order by dragging the columns in the preview into the desired order. Note: This affects only the preview, not the selected spreadsheet.

The "Less<<" button hides the additional options. With these, the user can specify at which row to begin the import (Start Import Row), the Import Order ("Left To Right/ Top to Bottom" vs. "Top to Bottom / Left To Right"), and whether or not to combine columns into one label (with possible separator characters) or import columns into separate labels. The initial screen display will not show these additional options. The "Less>>" button will show as a "More>>" button, which shows the additional options.

The grid will show a preview of the content of the spread sheet. The user can rearrange the columns of the grid via drag and drop, in order to modify the import order of the columns.

If the selected file is a CSV file, then all controls below the browse button will be disabled, because these controls apply only to import from Excel spreadsheets.

If the user has used this page in this wizard before, then the page will be pre-populated to show the entries which the user had made previously. The "Clear" button will blank out the page.

The "Next" button will be disabled on this page.

Clicking on "Finish" closes the wizard and generates the legends.

Page 4: TIA-606-A

If the user selects the option TIA-606-A in the legend generation page, then the following screen is shown. Here is a sample screen:

EASY-MARK Wizard: TIA/EIA-606-A

Network / Patch Panel Labeling

Please enter the following information:

Class:

Identifier:

Building: Building 2: Backbone Name:

Floor: Floor 2: Optical Fiber Name:

Space: Space 2: Firestop Location:

Rack Number: Firestop Rating:

Range: Range To:

Legends to be generated

Type	Series Start	Series End
Patch Panel	3A-0101	3A-0124

< Back Next > Cancel Finish

The top section of this dialog shows data entry fields which allow the user to enter the legend information. The bottom section shows a summary/preview of the legends which will be generated.

The user selects the class and identifier from the drop downs. Depending on these selections, data entry boxes will be greyed out as appropriate. The entry fields pertinent to each class/identifier selection are defined in the TIA-606A standards. Each entry field will provide a

tool tip help containing the TIA-606-A convention for this field. The data format for each field is only a suggestion and will not be enforced.

The user enters his input in the top section of each TIA-606-A wizard panel. The user clicks the "Add" button to include the legends to be generated on labels. This transfers the input from the top section to the summary table. Where there is only one label, the Series Start will show this value, and where a range of labels are generated then the Start and End of the Series will be shown in this table. The data entry fields in the top section are cleared out to prepare for a new set of input data. The generated legends adhere to the conventions of the TIA-606-A standard.

The user can select a line in the summary table in order to edit this line. The data entry elements in the top section of the page will be populated with the information from the selected line in the table. The user enters the modifications and clicks the "Update" button to send the modified data back to the summary table. If the user clicks the "Add" button after editing a line, a new line will be added to the summary table.

The user can select one line in the summary and hit the Delete button or press the "Delete" key or use a right-click context menu to remove that line. A confirmation window will appear to request confirmation of delete. The "Delete All" key removes all entries from the summary table (after a positive confirmation from the user).

The "Clear" button clears out any entries in the data entry fields above the summary table of legends.

If the user has used this page in this wizard before, then the page will be pre-populated to show the entries which the user had made previously.

The "Next" button will be disabled on this page.

Clicking "Finish" will close the wizard and enter the generated legends into the open label sheet. The user will be asked if he wants to save the legends in the TIA-606-A database.

Data Persistence

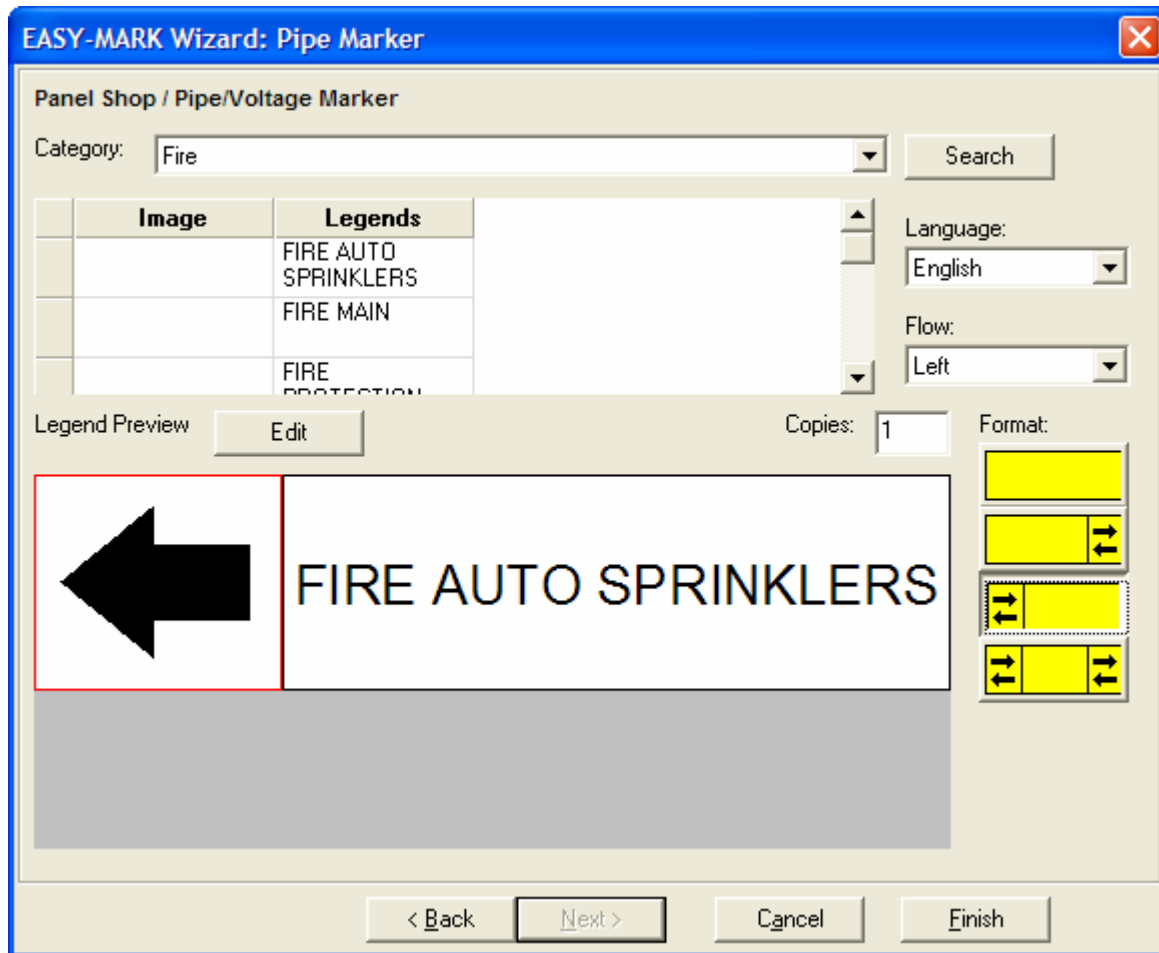
The input which the user has entered in any wizard page is stored in the wizards memory. The next time the user returns to this wizard, the previous input will be "remembered", i.e. each data entry field will have the same settings as before.

Once the wizard generated legends are on the label sheet, it will not be possible to reenter the wizard to edit the wizard.

Pipe Marker Application

If the user selected a Pipe Marker Application on the Application selection page of the wizard, then he will see the Pipe Marker legend generation page as page 3 of the wizard.

The legend generation page for the Pipe Marker application is depicted in the following image:

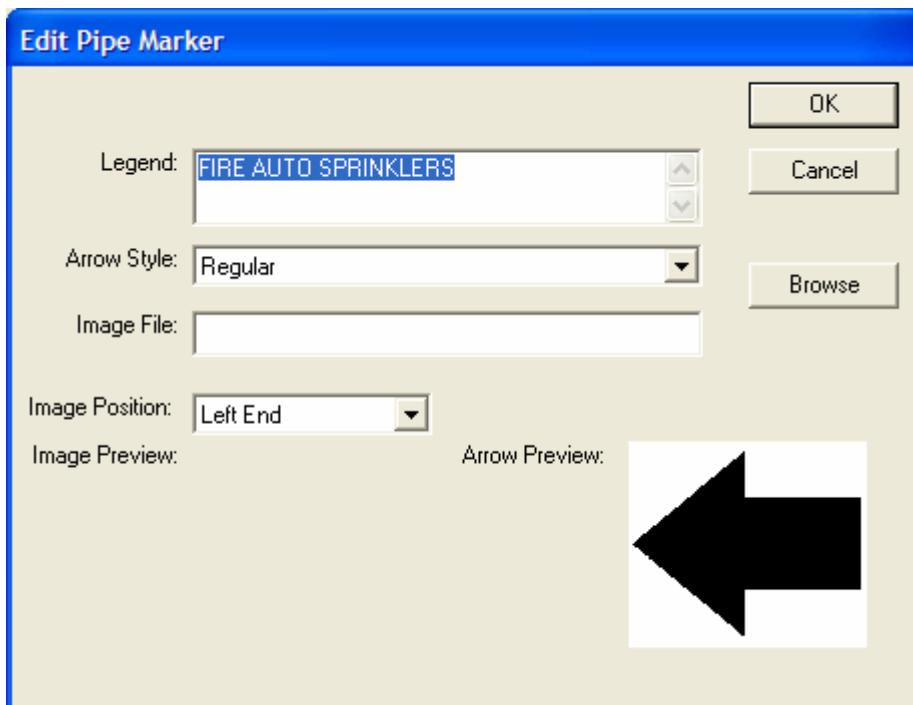


The user begins by selecting a legend category from the Category drop down. Based on this selection, the grid is pre-populated with a number of legend suggestions. The user can select one of the suggestions from this grid. The categories and the legend suggestions are supplied by the Pipe Marker configuration file. The structure and maintenance of this file will be discussed in the next section.

The Search button allows the user to search for words in all suggested Pipe Marker legends. The results will be displayed in the grid. The Copies entry field specifies the number of generated labels. The entry in the Copies text field will default to 1. The Pipe Marker configuration file has suggested legends and headers for all languages. The legend displayed in the grid will be in the selected language.

The Flow drop down has the following entries: Left, Right, and Both. Selecting a layout from the four available with a flow arrow will insert an arrow in the selected direction.

Previews of the legend will be generated automatically after each user input. Pressing the Edit button will launch a dialog allowing the user to edit the legend, an image file, and the style of the directional arrow. This dialog is shown in the next figure:



Edit Pipe Marker

Legend: FIRE AUTO SPRINKLERS

Arrow Style: Regular

Image File:

Image Position: Left End

Image Preview:

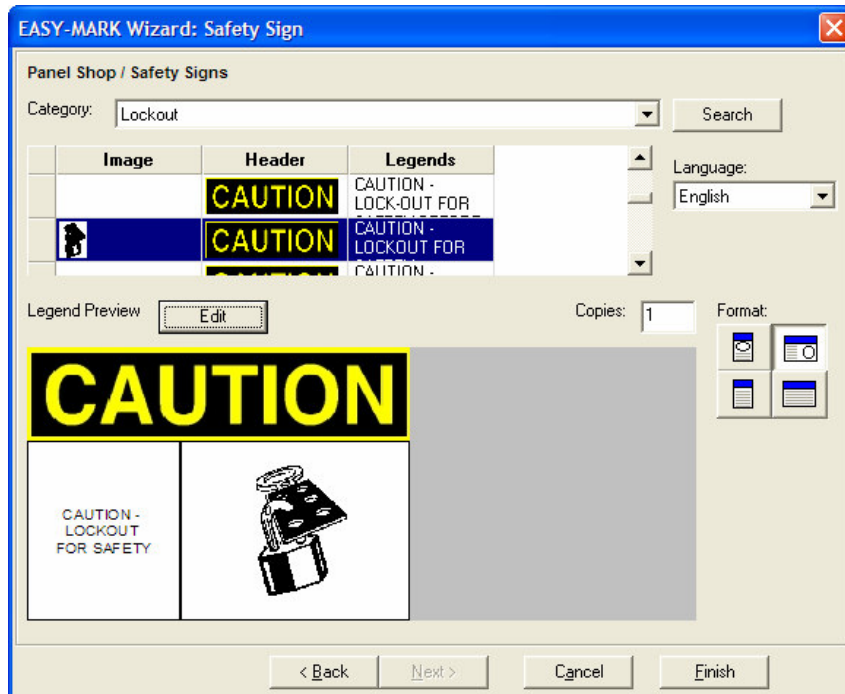
Arrow Preview:

If the user changes a suggested Pipe Marker, then Easy-Mark will ask whether the user will save the current settings as a Custom Pipe Marker (with a user supplied name), when exiting the wizard. The Custom Pipe Marker will be stored in the Pipe Marker configuration file and will thus appear in the Category drop down the next time the user enters the Pipe Marker Application wizard.

Once the user exits the wizard, Pipe Marker labels will be displayed in the EASY-MARK™ graphical user interface, where the user can continue to edit the label.

Safety Signs Application

If the user selected a Safety Sign Application on page 1 of the EASY-MARK™ application wizard, then he will see the following legend generation page:



The user can press the edit button of the zones of the legend preview to launch a dialog where he can change the legend, the header, or the image file.

In all other ways, this wizard Application and its functions are the same as in the case of the Pipe Marker Application.

Clicking Finish ends the wizard and generates the legend(s).

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