

EASY-MARK PLUSTM Labeling Software User Guide

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1. Getting Started

1.1. Introduction

Panduit® Easy-Mark Plus[™] Labeling Software is innovative software that is designed to simplify label creation for customer-specific applications, such as Network, Panel Building, and Construction & Maintenance. This program allows you to see the labels on-screen as they will appear when printed. You can reduce time and errors by importing data that was previously created in Excel, (.xls) files, or comma-separated value (.csv) files onto the labels. Insert symbols such as your company logo or .jpg, .bmp, .wmf, and .gif files onto the labels.

For easy reference about commonly used functions, see the quick start card that is located inside the CD case.

Available Easy-Mark Plus™ Versions

Easy-Mark Plus[™] is available in several different form factors. Easy-Mark Plus[™] is available on CD, a portable USB flash memory drive, a web-downloadable version and a version intended for installation on a network.

1.2. System Requirements and Installation

To install and use the Easy-Mark Plus application, the following hardware and software requirements should be fulfilled:

Component	Portable	Standalone	Network Client	Network Server		
OS	Vista SP1/7/8/8	• •	Windows 7 SP1/8/8.1/10 x32/x64			
	Windows Server	2003 SP2/2008/200	Windows Server 2008 SP2/2008			
	2012/2012 R2, 2	2016, 2019	R2/2012/2012 R2, 2016, 2019			
Memory	2 GB	2 GB	2 GB	3 GB		
Disk Space	300MB	300MB	150MB	1GB		
SQL Server	-	-	-	SQL Server 2005 SP3/2008/2008		
(if installed				R2/2012/2014 x32/x64		
separately)						

Easy-Mark Plus™ Components

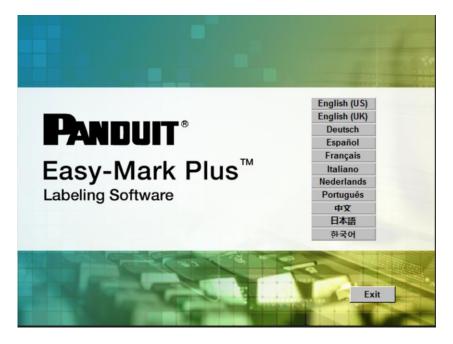
The Easy-Mark Plus[™] application is based on the .NET Framework 4.0 technology. During the installation, the installer performs the following actions:

- installs .NET Framework 4.0 if it is not already installed
- installs the Panduit fonts if they are not already installed
- adds necessary registry keys and values for CAD-Connect integration
- for Network Server installation, installs MS SQL Server 2014 SP2 x86 Express Edition
- for Network Client installation, installs patch KB2580188
- for the non-portable version, associates the Easy-Mark Plus documents with the application
- for the non-portable version, creates desktop shortcuts of the application

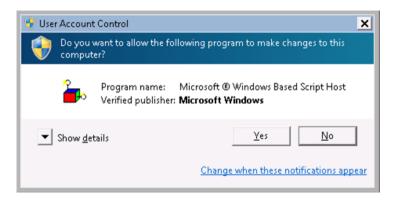
Easy-Mark Plus[™] Portable Installation (USB Flash Drive)

To install the Easy-Mark Plus[™] Portable version, perform the following steps:

- 1. Insert the flash drive into any available USB port on the PC.
- 2. If autorun features are enabled on your system, the installation will begin automatically.
- 3. If autorun is not enabled, open the folder for the flash drive and double-click the *Launch.exe* file to start the Easy-Mark Plus[™] installer.
- 4. On the languages screen, click the required language to start the application.



5. In the User Account Control dialog, click Yes. The prerequisites will be installed.



6. In the licenses window, either enter the serial number and click **Activate**, or click **Trial**. The serial number is located on a label in the package insert.

<i>ā</i> ;	×
Serial Number	Activate Trial 88 Day(s)

Easy-Mark Plus™ Standalone Installation (CD Version and Web Download Version)

To install Easy-Mark Plus[™] from a CD, perform the following steps:

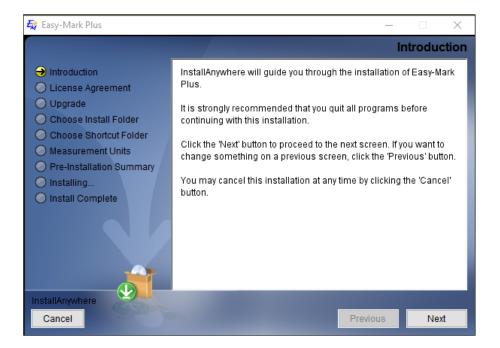
- 1. Insert the CD into the disc drive.
- 2. If autorun features are enabled on your system, the installation will start automatically.
- 3. If autorun is not enabled, open the folder on the CD and double-click on the program Launch.exe to start the Easy-Mark Plus[™] installer.

To install Easy-Mark Plus[™] from a downloaded file, perform the following steps:

- 1. Navigate to the folder or location where you placed the file.
- 2. Double-click the EasyMarkPlus_setup.exe file to start the Easy-Mark Plus™ installer.
- 3. On the languages screen, select the required language and click **OK** to continue the setup.



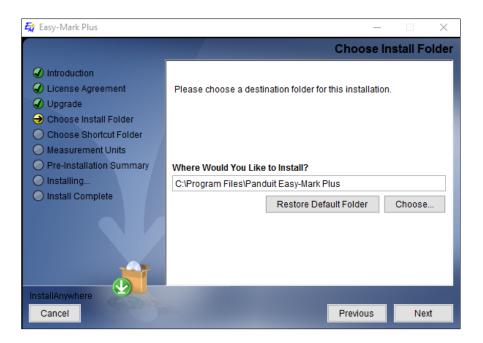
4. On the Introduction screen, click Next to continue the setup.



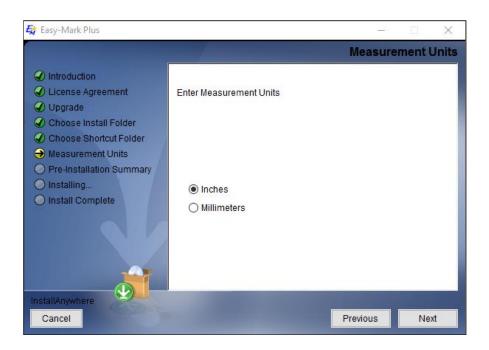
5. On the **License Agreement** screen read License Agreement, check the checkbox if you agree and click **Next**



6. On the **Choose Install Folder** screen, either select a destination folder for your installation or restore a default folder, and then click **Next** to continue the setup.

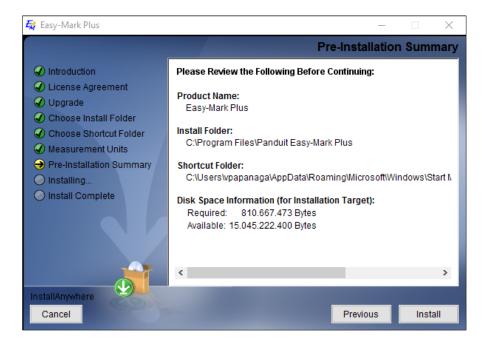


7. On the **Measurement Units** screen, select the measurement unit that you would like to use in Easy-Mark Plus[™], and then click **Next** to continue the setup.

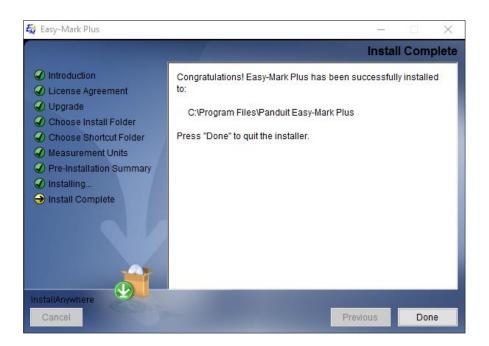


Note: This screen will be shown only if the English language was selected. You can change the measurement unit on the **Locale** tab of the **Options** window. For more information, see <u>7. Configuring the Application</u>.

8. Review the pre-installation summary, and then click Install.



9. When the installation is complete, click **Done**.



10. After application was installed you can go to Application Folder and install manually Printer drivers.

	~			
	Name	Date modified	Туре	Size
	TDP42HY_TDP43HY_TDP46HY	09.12.2019 20:18	File folder	
*	TDP43HE_TDP46HE	09.12.2019 20:18	File folder	
	TDP43ME	09.12.2019 20:19	File folder	
	TDP43MY	09.12.2019 20:19	File folder	
+	MPXXX	05.12.2019 10:56	Compressed (zipp	65.413 KB

Easy-Mark Plus[™] Network Installation (Panduit Part Number EMPLUS-SERVER)

Easy-Mark Plus[™] Network Version must be installed by an advanced user with proper system privileges. It is recommended that this installation be done by qualified IT personnel. The installation consists of two parts: Part 1 for the network server installation and Part 2 for the client installation.

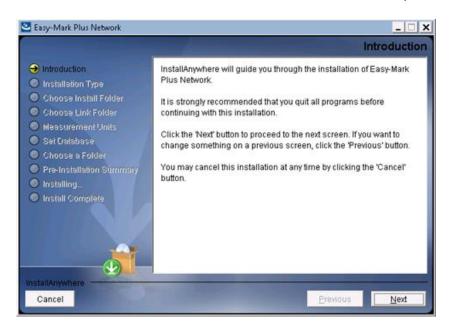
Part 1: Network Server Installation

To install the Easy-Mark Plus[™] Network Server, perform the following steps:

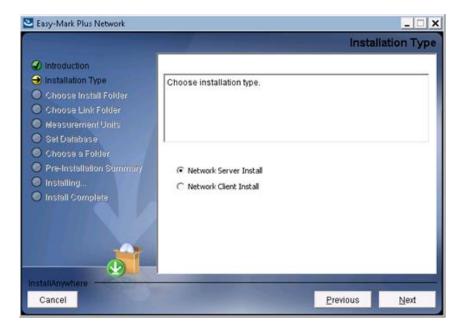
- 1. Insert the CD into the disc drive.
- 2. Start the Easy-Mark Plus[™] installer (*EasyMarkPlus_setup.exe*).
- 3. On the languages screen, select the required language and click **OK** to continue the setup.



4. On the Introduction screen, click Next to continue the setup.



5. On the **Installation Type** screen, select **Network Server Install**, and then click **Next** to continue the setup.



6. On the **Choose Install Folder** screen, either select a destination folder for your installation or restore a default folder, and then click **Next** to continue the setup.

Easy-Mark Plus Network	
	Choose Install Folde
 Introduction Installation Type Choose Install Folder Shoose Link Folder Measurement Units 	Please choose a destination folder for this installation.
Set Database Choose a Folder Pre-Installation Summary	Where Would You Like to Install? C:\Panduit Easy-Mark Plus Network
Installing Install Complete	Restore Default Folder Choose
InstallAnywhere Cancel	Previous Next

- 7. On the **Choose Link Folder** screen, select the place where you would like to create the Easy-Mark Plus[™] icons. Specify whether you want to create icons for all Easy-Mark Plus[™] users, and then click **Next** to continue the setup.
- 8. On the **Measurement Units** screen, select the measurement unit that you would like to use in Easy-Mark Plus[™], and then click **Next** to continue the setup.

🐸 Easy-Mark Plus Network			_ 🗆 🗙
		Measure	ement Units
 Introduction Installation Type Choose Install Folder Choose Link Folder Measurement Units Set Database 	Enter Measurement Units		
 Choose a Folder Pre-Installation Summary Installing Install Complete 	 Inches Milimeters 		
InstallAnywhere Cancel		Previous	Next

Note: This screen will be shown only if the English language was selected. You can change the measurement unit on the **Locale** tab of the **Options** window. For more information, see <u>7. Configuring the Application</u>.

9. On the Set Database screen, set the required values and click Next to continue the setup.

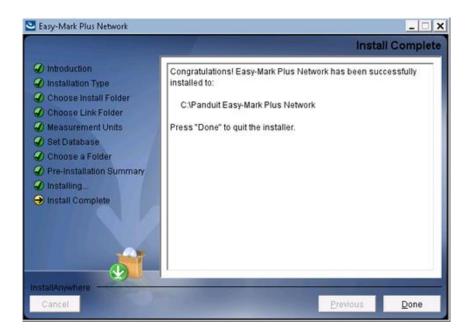
	Set Database
 Introduction Installation Type Choose Install Folder Choose Link Folder Measurement Units Set Database 	Set MS SQL Server Express configuration. Required settings are marked with *.
 Set Database Choose a Folder Pre-Installation Summary Installing Install Complete 	 ✓ Install MSS SQL Server 2014 Express Host Name *: ✓ Create Database sa username *: sa sa password *:
nstallAnwhere Cancel	Previous <u>N</u> ext

Note: If using an existing instance of the SQL Server with a non-default port (1433), the field Host Name may be set as hostname, port

10. Review the pre-installation summary, and then click Install.



11. When the installation is complete, click **Done**.



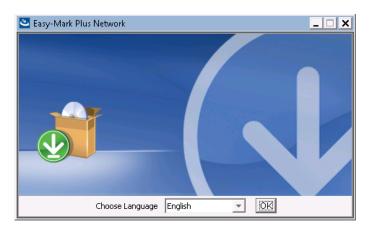
12. Share the folder with installed Easy-Mark Plus[™] Network Server files (e.g. *C:\Panduit Easy-Mark Plus Network*) to required users.

Part 2: Network Client Installation

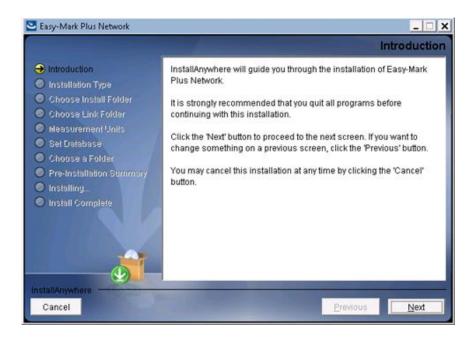
Before you install the Easy-Mark Plus[™] Network Client, please make sure that the administrator has provided you with the path to the shared Easy-Mark Plus[™] Network Server files, and that the path is accessible. Besides, make sure that the network server installation for Easy-Mark Plus[™] has been completed.

To install the Easy-Mark Plus™ Client Server, perform the following steps:

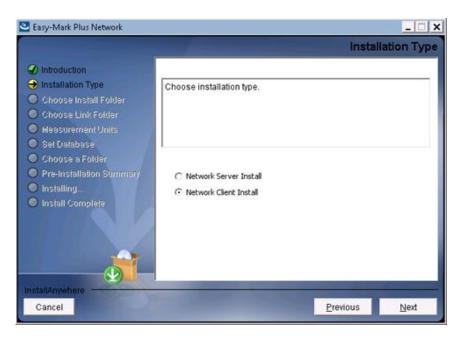
- 1. Start the Easy-Mark Plus[™] installer (*EasyMarkPlus_setup.exe*).
- 2. On the languages screen, select the required language and click **OK** to continue the setup.



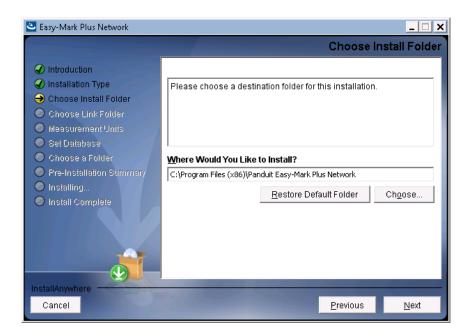
3. On the Introduction screen, click Next to continue the setup.



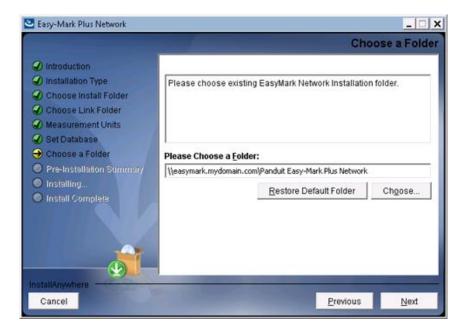
4. On the **Installation Type** screen, select **Network Client Install**, and then click **Next** to continue the setup.



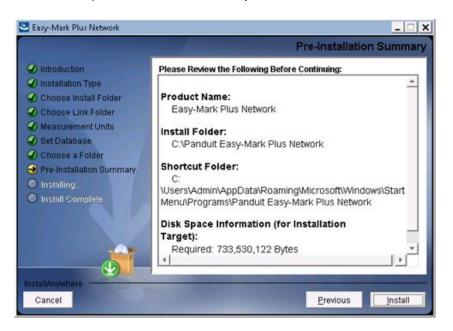
5. On the **Choose Install Folder** screen, either select a destination folder for your installation or restore a default folder, and then click **Next** to continue the setup.



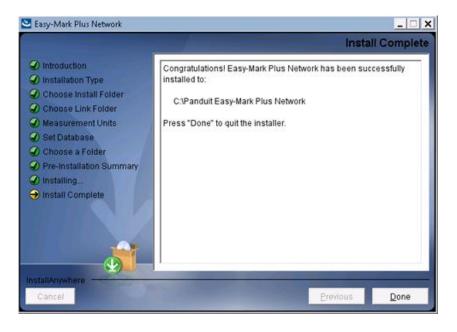
6. On the **Choose a Folder** screen, select the path to the Easy-Mark Plus Network Server files share. Click **Next** to continue the setup.



7. Review the pre-installation summary, and then click Install.



8. When the installation is complete, click **Done**.



Easy-Mark Plus™ Unattended Installation (Advanced Network Installer Option)

This option is available for system administrators or IT personnel that are familiar with installing software by using the following methods. It is not intended for standard users of Easy-Mark Plus™.

To perform unattended installation, you need a response file. It is a text file with the name value pairs that represent certain installer variables. It may be obtained after running the installer in the GUI or console mode with the -r <file properties> argument.

Open a CLI terminal window and execute the following:

```
EasyMarkPlus setup.exe -i silent -f installer.properties -l en
```

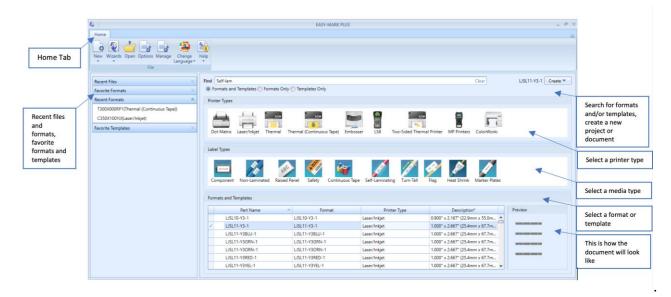
EasyMarkPlusNetwork setup.exe -i silent -f installer.properties -l en

Variables values may be specified as arguments, i.e., to perform Easy-Mark Plus[™] Network Client unattended installation to the default install folder, execute the following:

EasyMarkPlusNetwork_setup.exe -i silent -l en -DNetwork_Folder="\\\\serverName\\Panduit Easy-Mark Plus Network"

1.3. Landing Page Overview

After you launch Easy-Mark Plus[™] Labeling Software, a Landing Page appears. From this page, you can create a new project (label file) or document on the basis of a preferred format or template. From here you can also configure Easy-Mark Plus[™]



The Landing Page gives access to the following functionality:

- Home tab > New: Click this button to create a new project or document. For more information, see 2.1. Creating New Files.
- Home tab > Wizards: Click this button to create a new project or a new document by using the Easy-Mark Plus[™] wizards. For more information, see 6. Working with Wizards.
- Home tab > Open: Click this button to open one of the existing projects. For more information, see 2.2. Opening Existing Files.
- Home tab > Options: Click this button to open the Options window where you can configure Easy-Mark Plus[™]. For more information, see 7. Configuring the Application.
- Home tab > Manage: Click this button to open the Settings window where you can create and edit your own custom formats, printer types, and media types. For more information, see 1.5. Creating Formats, Printer Types, and Media Types.

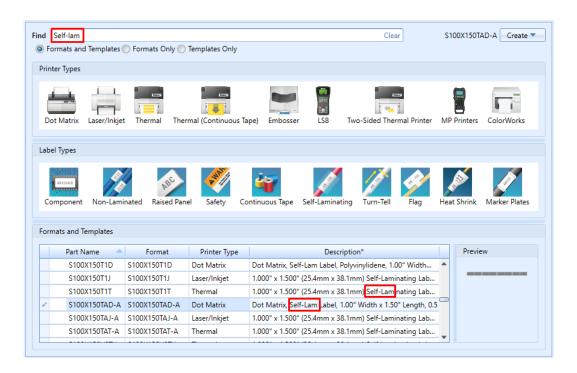
• Home tab > Change Language: Click this button to change the user interface localization of Easy-Mark Plus[™].

Note: You can expand and collapse the **Home** tab of the Landing Page by clicking the arrow in the upper-right corner.

- Recent Files: Expand this drop-down to view a list of files that you have recently created.
- **Favorite Formats**: Expand this drop-down to view a list of formats that you use most frequently.
- Recent Formats: Expand this drop-down to view a list of formats that you have recently used.
- **Favorite Templates**: Expand this drop-down to view a list of templates that you use most frequently.
- Find: Enter your search criteria in this search box to look for a specific format or template. If you know the name of the format or template, you can enter the name or its part. As a result, the Formats and Templates list at the bottom of the page will be filled with formats the names of which contain the entered text. You can also filter the search results list for a specific printer or media type by selecting the icon of this printer or media type. The screenshot below shows an example of searching for "S100X150" term for a Dot Matrix printer.

ind S100X150 Formats and Templates O Formats Only O Temp	alates Only		Clear		Create 🔻
Printer Types	indices only				
Dot Matrix Laser/Inkjet Thermal (Continuous Tape)	Embosser LS8	Two-Sided Thermal Printer	MP Printers	ColorWorks
Label Types					
Component Non-Laminated Raised Panel	Safety Continuo	Dus Tape Self-Laminati	ng Turn-Tell Flag	Heat Shrink	Marker Plates
Formats and Templates					
Part Name 🔶 Fo	rmat	Printer Type	Description*	Previ	iew
> S100X150T1D S100X150T1	D Dot	t Matrix	Dot Matrix, Self-Lam Label.	🔺	
S100X150TAD-A S100X150TA	D-A Dot	t Matrix	Dot Matrix, Self-Lam Label.		
S100X150VADY S100X150VA	DY Dot	t Matrix	1.000" x 1.500" (25.4mm x		
				-	

If you know only the description of a format, for example, if you are searching for a selflaminating label format, you can enter "self-lam" in the search field. This action will display all formats and/or templates that have "self-lam" in their description.



The radio buttons below will help you to filter your search results in the following way:

- Formats and Templates: Search for both formats and templates.
- Formats Only: Search only for formats.
- Templates Only: Search only for templates.
- **Create**: This button is active only when you select a format from the list at the lower part of the Landing Page. Click this button to create either a project or a document on the basis of the predefined format.
- Printer Types: Click the icon of the preferred printer type to filter the Formats and Templates list by printer type.
- Media Types: Click the icon of the preferred media type to filter the Formats and Templates list by media type.

Note: You can also select both the printer type and media type icons to filter the **Formats and Templates** list by both printers and media types that are suitable for these printers.

- Formats and Templates: In this list, select the name of the preferred format on the basis of which you want to create a new project or document. On the right you can see the preview of the selected format or wizard.
- **View**: Click this button to view the format-related entries either as a simple list of names or as a list with details, such as printer type and description.

When you are ready with format selection:

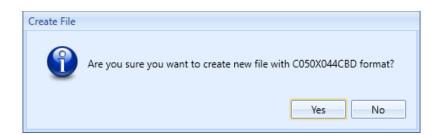
 In the upper-right corner of the Landing Page, click Create > Project to create a new project or Create > Document to add a document to the current project.

C025	X025KBT	Create 🔻					
	Pro	ject					
	Document						

 In the upper-left corner of the Landing Page, click New > Project to create a new project or New > Document to add a document to the current project.



You can also just double-click the selected format. Finally, click Yes in the confirmation dialog.



1.4. Ribbon Overview

When you work with labels in Easy-Mark Plus[™], you access all available functionality via the Ribbon, which is divided into the following tabs: **File**, **Home**, **Insert**, **Edit**, **View**, **Layout**, **Font**, and **Formats**.

The ribbon is located in the toolbar area above the label editing section of the screen. This toolbar ribbon is arranged with a similar design to common office productivity software.

File Tab



The File tab is divided into the following sections:

- File. From this section, you can create new files, open the existing files, save the files, and print the files. Also, in this section you can create a password to protect the label file from unauthorized access. Finally, you can exit the application from the **File** section. For more information, see 2. Working with Files.
- User. From this section, you can configure the Easy-Mark Plus[™] application as well as manage the available formats, printer types, and media types.
- Locale. In this section you can change the user interface language of Easy-Mark Plus[™].
 After you change the language, you should close and restart Easy-Mark Plus[™] to apply the new language configuration.

Home Tab

		File Home	Insert	Edit	View	Layout	Font	Form	ats				
		Cut	Arial		- 10	• A 7	A (A)	A	EE	≡	Wiremarker	📭 Image	Barcode
		Copy									121 Series	餐 Wizards	Find Overflow
	Save Print	Paste	BIU	S X ₂	X² 💇 - 🗛	2 - 1	D	Text irection •	= =	=	📑 Data Import	Text Box	
l	File	Clipboard			Font				Alignme	nt		Tools	

The **Home** tab is divided into the following sections:

- File. In this section you can save and print files. For more information, see 2. Working with Files.
- Clipboard. This section gives access to the standard cut, copy, and paste options.
- Font. This section gives access to the standard font editing options. Here you can also activate the **Autosize** option to fit the label content to the label's width and height. For more information, see 5.1. Working with Fonts.
- Alignment. This section gives access to the content alignment options.
- **Tools**. This section gives access to the following Easy-Mark Plus[™] tools:
 - Wiremarker. When labeling wires, an often-used technique is to repeat or "stack" data several times on a label so that the information can be seen easily after the label is wrapped around the wire. Wiremarker automates this task for you.

- Series. Generate an alphanumeric or numeric sequence of any length and step and place it evenly on your labels. For more information, see 4.4. Using the Serialization Tool.
- Data Import. Import data to Easy-Mark Plus[™] from external sources. For more information, see 4.5. Importing Data from an External Source.
- Image. Add images to your labels. For more information, see 3.1. Inserting the Graphical Objects.
- **Wizards**. Select and configure one of the predefined label formats. For more information, see 6. Working with Wizards.
- Text Box. Add text boxes to your labels. For more information, see 3.1. Inserting the Graphical Objects.
- Barcode. Add barcodes to your labels. For more information, see <u>3.4. Inserting the</u> <u>Barcodes</u>.
- **Find Overflow**: Detect labels with overflow, i.e. with non-wrapped text or image that goes beyond the label borders.

Insert Tab

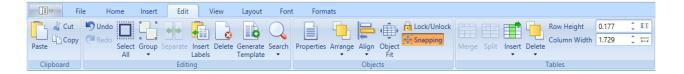
		File	Home	Insert	Edi	it V	iew	Layout	Font	Formats	
Ţ			_								
Tex Box		Rectangle	Image		mpt at rint	Barcode	Circle	Date/Time	Wizards	Series Data Import	Insert Border Labels
	Objects									Tools	Features

The **Insert** tab is divided into the following sections:

Objects. From this section you can add various objects to your labels. For more information, see

- 3. Objects Overview.
- Tools. This section gives access to the following Easy-Mark Plus™ tools:
 - **Wizards**. Select and configure one of the predefined label formats. For more information, see 6. Working with Wizards.
 - Series. Generate an alphanumeric or numeric sequence of any length and step and place it evenly on your labels. For more information, see 4.4. Using the Serialization Tool.
 - Data Import. Import data to Easy-Mark Plus[™] from external sources. For more information, see 4.5. Importing Data from an External Source.
- **Features**. From this section, you can insert a predefined number of blank labels before or after the selected label, and decorate your labels with borders.

Edit Tab



The Edit tab is divided into the following sections:

- Clipboard. This section gives access to the standard cut, copy, and paste functionality.
- Editing. This section gives access to the following label editing functionality:
 - Undo/Redo. Undo or redo your last action (equal to the Ctrl+Z and Ctrl+Y keyboard shortcuts).
 - Select All. Select either all labels on the current page or the entire content of the current label.
 - Group. Select several labels while holding Ctrl or Shift, and then click Group to synchronize the content changes of these labels. You can also cancel or change the group behavior by clicking Ungroup or Regroup, accordingly.
 - Separate. Convert Series and Data Import objects to plain text.
 - Insert Labels. Insert a predefined number of blank labels before or after the selected label.
 - **Generate Template**: Create a template based on the selected label.
 - **Delete**. Remove either the entire label or its content.
 - Search. Find or replace specific content.
- **Objects**. This section becomes active when you select a specific object that was previously inserted onto your label. From this section, you can view the properties window for the

selected object, arrange or align the objects, organize one object as related to another object, and lock the object from editing.

• **Tables**. This section becomes active when you select a specific table that was previously inserted onto your label. This section gives access to the standard table editing options, such as merging or splitting the table cells, inserting or deleting the table rows and columns, and customizing the row and column size.

For more information, see <u>4.1. Editing the Labels</u>.

View Tab

		File	Home	Inse	rt	Edit	View	Layo	out	Font	Forma	ats	
	2		Ø	90	180	270							M
Ruler	Refresh	¹ Units	Rotate 0°			Rotate 270º	First Label	Previous Label		Last Label	FirstPage	Previous Page	
	Featur	es		Rotate	e View					Nav	vigation		

The View tab is divided into the following sections:

- **Features**. In this section, you can specify whether to show the ruler in the work area and select the preferred measurement unit (inches or millimeters).
- **Rotate View**. In this section, you can rotate the view of your labels by selecting the preferred rotation angle.
- **Navigation**. From this section, you can navigate between your labels and label pages.

For more information, see <u>4.3. Customizing the Label View</u>.

Layout Tab

The Layout tab is divided into the following sections:

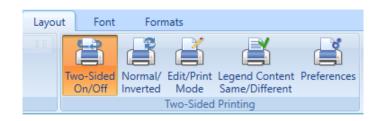
• Label Modes. This section gives access to the following label modes:



- Flag. Apply one of the predefined label arrangements.
- **Text Direction**. Select one of the text rotation options.
- Wiremarker. When labeling wires, an often-used technique is to repeat or "stack" data several times on a label so that the information can be seen easily after the label is wrapped around the wire. Wiremarker automates this task for you.
- **Wrap Mode**. Select whether to wrap the label text by characters or by words, or deactivate the text wrapping.
- **Continuous Formats**. In this section, you can define the preferred label length for continuous label formats and set this length to dynamically change as you type the text or insert some other content.

rt	Edit	View	Layout
Labe	el Length	9.822	\$0
\$. I	Dynamic L	ength	Tw
	Continu	ous Formats	

 Two-Sided Printing. This section gives access to the options that are related to two-sided printing.



For more information, see <u>4.2. Customizing the Label Layout</u>.

Font Tab

File Home Insert Ed	it View	Layout Font	Formats
Arial - 16 - 🖌 🔥		B A≣	
B I U S X ₂ X ² / A ·		Swap Text • Direction•	
Font			Alignment

The Font tab is divided into the following sections:

- Font. This section gives access to the standard font editing options. Here you can also activate the **Autosize** option to fit the label content to the label's width and height.
- Text Fit/Stretch/Swap. In this section, you can:
 - o adjust the content of the selected labels to optimally fill the available label area,
 - o stretch the selected labels vertically to fill as much label area as possible,
 - reverse the order of delimited text strings or paragraphs either within a single label or on a new label.
- Alignment. This section gives access to the standard content alignment options.

For more information, see <u>5.1. Working with Fonts</u>.

Formats Tab

	ile Hon	ne Insert	Edit	View	Layout	Font	Formats		
				6	C025X025KBT	•	 Formats 	þ	*
Switch Docum Format Propert		Print Lab Offset Marg		r Format ates			 Templates 	b	Select Favorites
	Docume	ent Formatting				Fa	avorites		

The Formats tab is divided into the following sections:

- **Document Formatting**. This section gives access to the following document formatting functionality:
 - **Switch Format**. Open the format selection window to choose another format for your current document.
 - o **Document Properties**. View and change the properties of the current document.
 - Apply Template. Choose a predefined template for your document.
 - **Print Offset**. Specify the print offset parameters.
 - **Label Margins**. Specify the size of margins for your labels. These are the distances from the top and bottom and left and right of the label.
 - Check for Format Updates. Look up the new available label formats.
- **Favorites**. In this section, you can quickly create new documents on the basis of your favorite formats or templates, and add more formats to the favorites list.

For more information, see 5.2. Working with Formats.

1.5. Creating Formats, Printer Types, and Media Types

In addition to standard label formats, printer types, and media types that are provided by Easy-Mark Plus[™], you can create and edit your own custom formats, printer types, and media types in the **Settings** window. You can access this window either from the Landing Page by clicking **Manage**, or from the **File** tab on the Ribbon by clicking **Manage** in the **User** section.

To Create a Format:

- 1. Open the **Settings** window.
- 2. On the toolbar of the **Formats** tab, do one of the following actions:
 - \circ Click the **New** icon to create a format from scratch.
 - Select one of the existing formats and click the Clone icon to create a new format on the basis of the existing format.

ormats Printe	r Types Media Types				
New	Clone Export / Import				
Form	at Part Name	Printer Type	Page	Labels	Description*
C075X025KC	C075X025KCT	Thermal	2.45x0.25	3x1	0.750" x 0.250" (19.1m
C075X025PB	C075X025PBT	Thermal	2.45x0.25	3x1	0.750" x 0.250" (19.1m
C075X025YJE	C075X025YJD	Dot Matrix	9x2	9x6	0.750" x 0.250" (19.1m
C075X025YL0	C075X025YLC	Portable Thermal	1.125x0.4	1x1	0.750" x 0.250" (19.1m
C075X025YL	C075X025YLJ	Laser/Inkjet	8.5x11	9x30	0.750" x 0.250" (19.1m
C075X025YM	J C075X025YMJ	Laser/Inkjet	8.5x11	9x30	0.750" x 0.250" (19.1m
C075X025YM	T C075X025YMT	Thermal	2.45x0.25	3x1	0.750" x 0.250" (19.1m
C075X050YJJ	C075X050YJJ	Laser/Inkjet	8.5x11	9x17	0.750" x 0.50" (19.1m
C080X020KB	C080X020KBT	Thermal	2.6x0.2	3x1	0.800" x 0.200" (20.3m
C080X020KC	C080X020KCT	Thermal	2.6x0.2	3x1	0.800" x 0.200" (20.3m
C080X020YJE	C080X020YJD	Dot Matrix	9x6	10x18	0.800" x 0.200" (20.3m
C080X020YJJ	C080X020YJJ	Laser/Inkjet	8.5x11	8x35	0.800" x 0.200" (20.3m
C080X020YJT	C080X020YJT	Thermal	2.6x0.2	3x1	0.800" x 0.200" (20.3m
C090X025KB	C090X025KBT	Thermal	3.05x0.25	3x1	0.900" x 0.250" (22.86
C090X025KC	C090X025KCT	Thermal	3.05x0.25	3x1	0.900" x 0.250" (22.86
C090X025TJJ	C090X025TJJ	Laser/Inkjet	8.5x11	8x28	0.900" x 0.250" (22.86
C125X038YJT	C125X038YJT	Thermal	4.15x0.375	3x1	1.250" x 0.375" (31.75
C125X056131				3x1	0.900" x 0.250" (22.86

When you are going to create a new format either from scratch or by cloning (cloning creates a copy from an existing format), a **New Format** window appears. This window has three tabs: **Format**, **Decoration**, and **Advanced**.

- 1. On the **Format** tab, associate your new format with a specific type of printer and/or media. Select the preferred printer type and/or media type from the corresponding lists.
- Type the name and the part name of the new format. The name length should not exceed 25 characters.
- 3. Specify the layout for your format. The layout is a number of columns and rows that determine how many labels will fit on a page. Enter the number of columns, which is the number of labels across the page, and then enter the number of rows, which is the number of labels down the page.
- Select the preferred measurement unit for your format, either inches or millimeters. Your choice here affects your entries for the dimensions and margin sizes. Easy-Mark Plus[™] automatically converts inches into millimeters and vice versa, depending on your choice.
- 5. Set the width and height dimensions for page, labels, repeat (the number of times the label will be repeated on the page based on the dimensions that you entered), and corner radius (not greater than ½ label height). Select the Size label height to content checkbox if you want to automatically adjust the label height to its content.
- 6. Set the margin sizes (top, left, bottom, right, and gap). The margin sizes are for the page dimensions that were set by the user. These are the distances from the top and bottom and left and right of the page.
- In the Cut Type section, choose either Die (separated labels and rounded corners) or Butt (the labels border on each other).

8. Select the **Dynamic Length** checkbox if you want the label size to change dynamically as you type, and add description to your format.

Printer Type	Dot Matrix	
Media Type	Component Labels	
Format Name	My Format	
Part Name		
Layout		Units
Columns	1 🗘	Inches
Rows	1 🗘	Millimeters Preview
Dimensions		Page Margins
	Width Height	Top 0 1
Page	8.5 0 11 0	Left 0 \$
Label	1 0 1 0	Bottom 0 ‡
Repeat	1 🗘 🔢 1 🗘	Right 0 C
Corner	0 🗘	Gap 0 C
Size label he	eight to content 📃	
Cut Type		Description*
Butt		
🔘 Die		
Dynamic Mo	ode	
Dynamic	Length	

- 9. On the **Decoration** tab, set up the fonts for your label, i.e. font family, size, color, background color, and style. In the **Label And Page** section, set up the following parameters:
 - Label/Paper Background Color: Label and paper color are used for screen display only. When printed, it is assumed that the label sheets that are fed into the printer have the color that is designated on the format.
 - **Autosize Content**. Select this checkbox to automatically fit the label content to the label's width and height.
 - Label Border. Select this checkbox if you want your labels to have borders.
 - **Wrapping Behavior**: Select whether to wrap the label text by characters or by words, or deactivate the text wrapping.
 - Flag: If needed, apply one of the predefined label arrangements.
 - **Watermark**: If needed, choose a watermark for your labels. This is an image that represents the visual portions of the label outside of the editable area.
 - Wire Mode: Select this checkbox to turn on the Wiremarker tool. When labeling wires, an often-used technique is to repeat or "stack" data several times on a label so that the information can be seen easily after the label is wrapped around the wire. Wiremarker automates this task for you.

E _{rr} New Format	×
Format Decoration Advanced Formatting Font Family Font Style	
Font Arial Bold Font Size 10. Underline Color Black Uppercase Background #00000000 Image: Color state	Preview
Label And Page Label Background Color White Autosize Content Paper Background Color White Label Border Wrapping Behavior Char Wrap ~ Flag HOR_U_NM X ~ Watermark Browse Wire Mode Kire Mode	
System	Save Cancel

10. On the **Advanced** tab, specify the size of margins for your labels. These are the distances from the top and bottom and left and right of the label. Finally, set up the rotation of your labels and their content by selecting the preferred rotation angle and text orientation angle.

mat Decoratio	Advanced			
Label Margins				
Тор			0 🗘	
Left			0 \$	
Bottom			 0 \$	
Right			0 \$	
Orientation				Preview
Rotation angle	0	*		
Text orientation	0	-		

To Create a Printer Type:

- 1. Open the **Settings** window.
- 2. Go to the **Printer Types** tab.
- 3. On the toolbar of the **Printer Types** tab, click the **New** icon.

_					
	Printer Type	Max Page Size	Min Page Size	Description*	
C	olorWorks C3500	0x0	0x0		A
D	ot Matrix	0x0	0x0		
PE	Printer Group Embosser ES 197 / PES 197E ES 400	0x0	0x0		
	ES 400	0x0	0x0		
_	aser/Inkjet	0x0	0x0		_
	Printer Group MP Printer	rs			
M	/P100	0x0	0x0		
M	1P300	0x0	0x0		
M	1P200	0x0	0x0		
LS	S8	0x0	0x0		
Tł	hermal	0x0	0x0		
Tł	hermal (Continuous Tape)	0x0	0x0		
	wo-Sided Thermal Printer	0x0	0x0		

- 4. The New Printer Type window appears. This window has two tabs: General and Actions.
- 5. On the **General** tab, enter the name of your printer type, specify the width and height dimensions for the minimum and maximum size of the pages for this printer type, and choose the icon for the printer type.
- 6. Select the **Continuous Printing** checkbox if the new printer type allows continuous printing, i.e. printing on continuous paper from large uncut reels.
- 7. Select the **Allowing two sided** checkbox if the new printer type allows printing on both sides of paper.

En New Pri	inter Type				×
General	Actions				
		Printer Type Name	My Printer Type		
	Page Size				
	Maximum size Minimum size	Width 0 0	Height 0 0		
	Continuous Printing		lcon	Browse	
				OK Cancel	

8. On the **Actions** tab, select the ribbon options that are available for your printer type.

Image: Home Image: Home Image: Home <th></th> <th></th>		
Redo Import Increase Font Import Decrease Font Import		-
Import V Increase Font V Decrease Font V		=
Increase Font Decrease Font V	V	
Decrease Font		
Clear Test Formet		
Clear Text Format		
Bold		
- Italic		
Underline		•

To Create a Media Type:

- 1. Open the **Settings** window.
- 2. Go to the Media Types tab.
- 3. On the toolbar of the **Media Types** tab, click the **New** icon to open the **Add Media Type** window.

🛃 Add Media Type	×
Name My Media Type	
lcon	Browse
	OK Cancel

- 4. In the **Name** field, type the name of the new media type.
- 5. Click **Browse** to choose the icon for the new media type.

2. Working with Files

2.1. Creating New Files

You can create a new file in Easy-Mark Plus[™] either from the Landing Page, which appears when you open the application, or from the Toolbar Ribbon.

To create a new file from the Landing Page:

- 1. In the **Formats and Templates** list, select the name of the preferred format on the basis of which you want to create a new file. On the right you can see the preview of the selected format.
- 2. If needed, filter the **Formats and Templates** list by selecting the icon of the preferred printer type, media type, or both. You can also search for a specific format by entering the corresponding criteria in the search box.
- In the upper-right corner of the Landing Page, click Create > Project or Create > Document, or double-click the selected format.
- 4. In the confirmation dialog, click Yes.

To create a new file from the Ribbon:

- 1. On the File tab of the Ribbon, click New. The Create File window appears.
- 2. In the **Formats and Templates** list, select the name of the preferred format on the basis of which you want to create a new file. On the right you can see the preview of the selected format or wizard.
- 3. If needed, filter the **Formats and Templates** list by selecting the icon of the preferred printer type, media type, or both. You can also search for a specific format by entering the corresponding criteria in the search box.
- 4. Click OK.

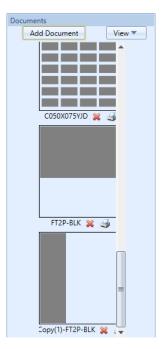
) Forn	nats and Templates 🔘	Formats C	nly 🔘 Templates	Only		Clear		
rinter	Types							
Dot	Matrix Laser/Inkjet	Thermal	Thermal (Contin	nuous Tape)	LS8	Two-Sided Thermal Prin	nter MP Printers	
abel 1	Types							
	arsaeco	ted Rais	ad Danel Safet		Salf Jaminati		Hast Shrink	
Com		ited Rais	ed Panel Safet	ty Continuous Tape	Self-Laminati	ng Turn-Tell Flag	g Heat Shrink	
Com	ponent Non-Lamina	ated Rais	ed Panel Safet	ty Continuous Tape		ng Turn-Tell Flag	g Heat Shrink	
Com	ponent Non-Lamina						e Heat Shrink	
Com	ponent Non-Lamina ts and Templates Part Name		Format			Description*	e Heat Shrink	
Com	ponent Non-Lamina ts and Templates Part Name C350X100YJJ	ATS	Format	Printer Type	3.500"	Description*	e Heat Shrink	
Com	ponent Non-Lamina ts and Templates Part Name C350X100YJJ C350X100YJJ	ATS C35	Format	Printer Type Laser/Inkjet	3.500" 3.500	Description*	Heat Shrink	
Com	ponent Non-Lamina ts and Templates Part Name C350X100YJJ C350X100YJJ C350X100YJJ	ATS C35 C02	Format 5-1 50X100YJJ	Printer Type Laser/Inkjet Laser/Inkjet	3.500" 3.500" 0.250"	Description*	Heat Shrink	

To create a new file by using one of the Easy-Mark Plus™ wizards:

- 1. Either on the Home or on the Insert tab of the Ribbon, in the Tools section, click Wizards.
- 2. Select the preferred wizard and follow the steps of this wizard.

To add new documents to your current project:

1. To the left of the document view, under **Documents**, click **Add Document**.



- 2. The Add new document window appears.
- 3. In the **Formats and Templates** list, select the name of the preferred format on the basis of which you want to add a new document. On the right you can see the preview of the selected format.
- 4. If needed, filter the **Formats and Templates** list by selecting the icon of the preferred printer type, media type, or both. You can also search for a specific format by entering the corresponding criteria in the search box.
- 5. Click Add.

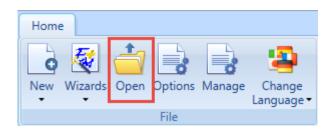
	rmats and Templates 🔘 Form	atr Only 🦳 Templater Only	,	Clear	C025X025
	er Types		y		
	ci types				
Dot	t Matrix Laser/Inkjet	mal Thermal (Continuou	us Tape) Embosser	LS8 Two-Sided Thermal Pri	nter MP Printers
Labe	l Types				
-1	A81234E0	Ab			X 🔊 🛯
	mponent Non-Laminated	Raised Panel Safety	Continuous Tape Self-	Laminating Turn-Tell Flag	
		Raised Panel Safety	Continuous Tape Self- Printer Type	Laminating Turn-Tell Flag	
	ats and Templates			-	g Heat Shrink
	ats and Templates Part Name	Format	Printer Type	Description*	
	Part Name	Format C025X025KBT	Printer Type Thermal	Description*	
	Part Name C025X025KBT C025X025KCT	Format C025X025KBT C025X025KCT	Printer Type Thermal Thermal	Description* 0.250° x 0.250° (6.4mm 0.250° x 0.250° (6.4mm	
	Part Name C025X025KBT C025X025KCT C025X025VJT	Format C025X025KBT C025X025KCT C025X025YJT	Printer Type Thermal Thermal Thermal	Description* 0.250° x 0.250° (6.4mm 0.250° x 0.250° (6.4mm 0.250° x 0.250° (6.4mm	
	Part Name C025X025K8T C025X025KKT C025X025YJT C038X038K8T	Format C025X025KBT C025X025KCT C025X025YJT C038X038KBT	Printer Type Thermal Thermal Thermal Thermal	Description* 0.250° x 0.250° (6.4mm 0.250° x 0.250° (6.4mm 0.250° x 0.250° (6.4mm 0.375° x 0.375° (9.5mm	

2.2. Opening Existing Files

You can open the existing files in Easy-Mark Plus[™] either from the Landing Page, which appears when you open the application, or from the Ribbon.

To open a file from the Landing Page:

1. On the **Home** tab of the Landing Page, click **Open**.



2. In the window that appears, double-click the file that you want to open.

To open a file from the Ribbon:

1. On the **File** tab of the Ribbon, click **Open**.



2. In the window that appears, double-click the file that you want to open.

2.3. Saving the Files

To save a file in Easy-Mark Plus[™], click **Save** either on the **File** tab or on the **Home** tab of the Ribbon. The following options are available:



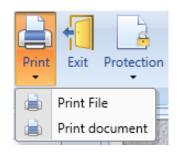
- Save
- Save As: Save the file to a specific location and/or with another name.
- Save As Format: Create a new format on the basis of the file and add this format to the favorites list, if needed.
- Save As Template: Create a new template on the basis of the file. If needed, protect this template with a password and add it to the favorites list.
- Save and Close: Save the file and close the current project.
- **Close**: Close the current project. If the project has unsaved changes, a warning window will appear, where you can choose whether to save or not to save these changes.

ONote: All Easy-Mark Plus™ files are saved with the **.pemx** extension.

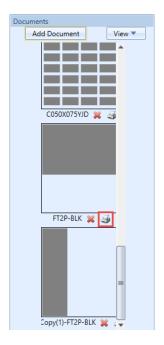
2.4. Printing Files

To print the entire project, click **Print > Print File** either on the **File** tab or on the **Home** tab of the Ribbon. To print only a specific document:

• Click **Print > Print document** either on the **File** tab or on the **Home** tab of the Ribbon.



• Click the printer icon in the lower-right corner of the document preview, which is located on the left side of the document view.



Easy-Mark Plus™ offers different settings for printing files and documents.

• **Print File**: Select the preferred printer, set up additional printer properties, if needed, and then click **OK** to print the file.

Note: For each document, the **Printer Properties** button will open a specialized printer properties dialog for that individual document/print instance, because each document format can be associated with a specific printer.

Doc	ument	Printer	Printer properties
V C02	5X025KCT	Microsoft (P) Decument Writer	Printer Properties
V C03	8X038KBT	Microsoft 101 Decument Writer	Printer Properties
V C05	0X044CBT	Microsoft 101 Decument Writer	Printer Properties
V C10	0X050A0T	Microsoft 101 Decument Writer	Printer Properties
V C10	0X050A0T	Microsoft 101 Decument Writer	Printer Properties
✓ H10	0X025H1T-2	Microsoft 101 Decument Writer	Printer Properties
✓ H10	0X025H1T-2	Microsoft 10% Decument Writer	Printer Properties
✓ H20	0X165HST-2	Microsoft Print to PDF	Printer Properties
✓ N02	5X075FJJ	Microsoft 101 Decument Writer	Printer Properties
T 019	9X000FJC	Microsoft 1PS Decument Writer	Printer Properties
▼ T425	5X000***-8	Microsoft 101 Decument Writer	Printer Properties

- Print document: View and customize the following parameters:
 - Printer: Select the preferred printer and set up additional printer properties, if needed.
 - **Print range**: Specify whether you want to print all labels or labels within a specific range, for example, only the first ten labels.
 - **Copies**: Specify the number of document copies that you want to print and decide whether you want your printer to sort these copies.
 - Features: Click this button to specify the number of a row and the number of a column for the start print position as well as set up the print offsets for printers. An offset is a position of the horizontal /vertical corner of the label. Offsets can be applied to the Top (positive = vertical shift downward) or Left (positive = horizontal shift to the right).
 - For example, if the data on your labels is positioned too high, enter the **Top** value (such as *.*1) to move the data down on the labels. Raise this value to increase the offset.
 - If the data on your labels is positioned too far to the left, enter the Left 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.
 - Select the Save Offsets checkbox to re-use the entered offset values in the future. The saved offset will be applied to combination of specific printer and format.
 - **Omit empty labels**: Select this checkbox if you do not want to print the labels that have no content.
 - Align: Open the Print Alignment window to decide whether you want to print only one label from the page, one row of labels, one column of labels, or the entire page.

The purpose is calibration of the page before printing. If the document contains more than one document (e.g. 100), print will include just first page (column, row, etc). After you make your selection and click **OK**, the print preview window appears.

• **Preview**: Preview the document before printing.

En Print - H200X16	5HST-2		_ 🗆 ×
Printer			
Name	Managel Post to PDF	•	Properties
Status	Idle		
Туре	Record Toxy & Ho		
Where	NUMBER OF THE OWNER.		
Comment			
Print range ⓐ All C Labels from Features	n 1 to 2	Copies Number of copies 1 Collate Copies	✓ Omit empty labels
		OK Align	Preview Cancel

Two-Sided Printing

Easy-Mark Plus[™] has label formats for two-sided printing. These formats can be used both in the two-sided mode and in the single-sided mode. In the second case, Easy-Mark Plus[™] looks and feels just as with any standard format.

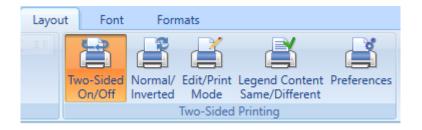
The **Two-Sided Printing** section of the **Layout** tab is active only for those types of printers that print on both sides of paper, for example, the **Two-Sided Thermal Printer** printer type. When you create a new project or document for this printer type, the **Two-Sided Printing Preferences** window appears.

En Two-Sided Printing Preferen	ces X
Format	H100X025H1T-2
Back Side Orientation	Inverted 🔹
	ABC 284
Legend Content	Different on Front and Back 🔹
Apply to all two-sided formats	
Less <<	
Display Mode Print Mode	*
Example	
1234	4 3 2 1
Front	Back
	OK Cancel

This window offers the following options:

- Format: Non-editable field that contains the name of the format that you selected for the two-sided printer.
- **Back Side Orientation**: Specify whether to rotate the back side content of the corresponding label by 180 degrees as related to the front side of the corresponding label.
- Legend Content:
 - Same on Front and Back: When this mode is selected, any content that you create on the front side is automatically copied to the back side. In this mode you can edit label content only on the front side.
 - **Different on Front and Back**: Select this mode to independently edit the content on the front side and on the back side.
- Apply to all two-sided formats: Select this checkbox to save these settings for all twosided formats.
- **Display Mode**: Select between the two available display modes:
 - Edit: Labels on the back side are ordered the same way as on the front side.
 - **Print Mode**: Labels on the back side are ordered as they will appear when they are printed, i.e. in reverse order of their front side counterparts.

You can also access the most of these options in the **Two-Sided Printing** section of the **Layout** tab:



- **Two-Sided On/Off**: Turn on this option to split the label document in two columns, as they will appear when printing on two sides. The first column represents the front side of the corresponding labels while the second column represents the back side.
- **Normal/Inverted**: Turn on this option to rotate the back side content of the corresponding label by 180 degrees as related to the front side of the corresponding label.
- Edit/Print Mode: Switch between the edit and print display modes.
- Legend Content Same/Different: Switch between the Same on Front and Back and
 Different on Front and Back.
- **Preferences**: Open the same **Two-Sided Printing Preferences** window that appears when you create a new project or document for the two-sided printer type.

2.5. Protecting Files

You can protect your Easy-Mark Plus[™] label file with a password. For this purpose, do the following:

- 1. On the File tab of the Ribbon, click **Protection > Set Password**.
- 2. In the **Set Project's Password** window, type a password for your project, confirm it, and then click **Set**.

En Set Project's Passw	ord	×
Password		
•••••		
Confirm Password		
•••••		
	Set Clear Password Cancel	

To change the password, click Protection > Set Password, confirm the password, click
 Clear Password, and then reopen the window to create a new password

3. Objects Overview

3.1. Inserting the Graphical Objects

Either on the **Home** tab or on the **Insert** tab of the Ribbon, you can add various graphical objects to your labels.

Inserting the Text Boxes

A text box is a rectangle of any size that can be filled with text. You may need text boxes if you wish to separate the text from the rest of the label.

Text box insertion can be initiated from the **Home** tab or the **Insert** tab of the Ribbon. Clicking **Text Box** will allow you to click and drag the mouse, to draw a text box in the active label. Once its drawn, text can be added. After completion, right-click on the text box and select **Properties**, to open a properties window of the text box object.



The window for a rectangular text box has two tabs: General and Properties.

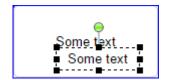
• On the **General** tab, you can see the preview of text flow in the text box and specify margins for this text. The preview dynamically changes as you change the values.

E _{re} Text Box		×
Preview		
	Some Text Some Text Some Text S ome Text Some Text Some Text So me Text Some Text Some Text Some Text Some Text Some Text Some Text Some Text Some Text Some Text Some Text Some Text Some Text Some Text Some Text Some Text	
General		
Properties	Text Box	
	Margin Left	0 ‡
	Margin Top	0 🗘
	Margin Right	0 🏮
	Margin Bottom	0 🗘
		OK Cancel

 On the Properties tab, specify whether the text box object should have a fixed position or flow with text. If the text box object has a fixed position, you can choose not to print it by selecting the Non printable checkbox. If the text box object should flow with text, you can customize its width and height. Finally, here you can select the background color of your text box object and set up its transparency. The preview dynamically changes as you change the values.

E _M Text Box					X
Preview					
	Some Text Some Text Some ome Text Some Text Some me Text Some Text Some re Text Some Text Some Text Text Some Text Some Text xt Some Text Some Text Some Some Text Some Text	e Text So Text So ext Som Some ome Tex	o m e Te		
General					
Properties	Properties				
	Fixed position Non printable	Width	0.4		
	Flow with text	Height	0.2		
	Background color Transparent				-
	Object Transparency 100 % 🏮 —				-
				ОК	Cancel

Text boxes can be modified outside of the properties dialog, as well. You can double-click it to enter additional text. You can resize it by dragging the edges of the object. You can also rotate the text boxes.



 You can add serialization to the textboxes. Object series behaves the same way as regular series (see The Series part). To add a series, enter the text box in edit mode and click Series on the Insert tab of the Ribbon to open the Series dialog window. Upon accepting the dialog, the text box will be repeated on each adjacent label, for each element of the series. If necessary, new labels will be created, to contain these new text boxes. Within Label edit-mode, deleting a text box, that contains a series, splits the series.

Note: There can be only one series per textbox.

You can add Barcode with series to the textboxes. Barcode with series behaves the same way as regular series (see The Series part). To add a Barcode with series, select text box and click Barcode on the Insert tab of the Ribbon to open the Barcode dialog window. Select Series as data Source, on Properties select In-Line. Upon accepting the dialog, the text box will be repeated on each adjacent label, for each element of the series. If necessary, new labels will be created, to contain these new text boxes. Within Label editmode, deleting a text box, that contains a series, splits the series. A label, which contains a series-based barcode, is copied and pasted. After pasting the label, the barcode is no longer in a series and should move to a text-based barcode and include the same code it did previously.

Inserting Circles

To insert a circular text box, click **Circle** to open the **Circle** properties window.

Fi Fi	ile Home	Insert E	dit View	/ Layout	Font	Formats	
Taxt Line Re		Table Prompt at					Insert Border
Text Line Re Box	ectangle image	Print	barcode Ci		Wizarus S	Import	Labels
		Objects			Ţ	ools	Features

The window for a circular text box has two tabs: General and Properties.

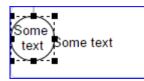
• On the **General** tab, you can see the preview of text flow in the text box and specify margins for this text. The preview dynamically changes as you change the values.

E _M Circle		×
Preview		
	ert Some Text ome Text Some ext Some Text So ne Text Some Text Some Text So Text Some	
General		
Properties	Text Box	
	Margin Left	0 ‡
	Margin Top	0 🗘
	Margin Right	0 🗘
	Margin Bottom	0 🗘
		OK Cancel

 On the Properties tab, specify whether the text box object should have a fixed position or flow with text. If the text box object has a fixed position, you can choose not to print it by selecting the Non printable checkbox. If the text box object should flow with text, you can customize its width and height. Finally, here you can select the background color of your text box object and set up its transparency. The preview dynamically changes as you change the values.

Preview	ext Some Text ome Text Some ext Some Text Some ext Some Text So			
General Properties	Properties			
	Fixed position Non printable	Width	0.229	
	Flow with text	Height	0.2	
	Background color #00FFFFF			*
	Transparency 100 % 🏮 ——			

When you are ready with the settings, click and drag your mouse to draw a circular text box, and then double-click it to enter the text. You can also rotate the circular text boxes.



Inserting the Lines and Rectangles

You can add lines and rectangles to your labels. On the **Insert** tab of the Ribbon, click **Line** or **Rectangle** to open a properties window of the corresponding object.



The line and rectangle objects have the same properties window. The window has two tabs: **General** and **Properties**.

• On the **General** tab, you can see the preview of a line or a rectangle as well as specify the line color, line size (thickness), and dash type. The preview dynamically changes as you change the values.

ų Line		>
Preview		
General Properties	—	
·	Line Color Red * Size (pt) 1 Dash Type ****	
	OK Cance	el

On the Properties tab, specify whether the line or rectangle object should have a fixed position or flow with text. If the line or rectangle object has a fixed position, you can choose not to print it by selecting the Non printable checkbox. If the line or rectangle object should flow with text, you can customize its width and height. Finally, here you can select the color of your line or rectangle object and set up its transparency. The preview dynamically changes as you change the values.

When you are ready with the settings, click and drag your mouse to draw a line or a rectangle. You can also rotate the rectangles.

Inserting Images

You can decorate your labels with images. Either on the **Home** tab or on the **Insert** tab of the Ribbon, click **Image** to open a properties window of the image.



The window has two tabs: General and Properties.

- On the General tab, browse for the image that you want to insert onto the label. After you select the image, it will appear in the preview pane on the top of the window. The preview dynamically changes as you change the values. Select the Image library checkbox if you want to select the image from the library. Besides, the following image editing options are available:
 - \circ Inverse color

- **Lock aspect/ratio**: Select this checkbox if you do not want the width of the image to change as you change the height of the image, and vice versa.
- Horizontal/Vertical mirror: Select these checkboxes to reflect the image horizontally or vertically.

E _M Image		×
Preview		
General		
Properties	Image	
	Image	Browse Difference Diff
	Inverse color	Horizontal mirror
	Lock aspect/ratio	Vertical mirror
		_ verteen minor
		OK Cancel

 On the Properties tab, specify whether the image object should have a fixed position or flow with text. If the image object has a fixed position, you can choose not to print it by selecting the Non printable checkbox. If the image object should flow with text, you can customize its width and height. Finally, here you can select the background color for your image object and set up its transparency.

When you are ready with the settings, click and drag your mouse to insert the image. You can also rotate the images. The preview dynamically changes as you change the values.

Inserting Tables

You can add tables to your labels. On the **Insert** tab of the Ribbon, click **Table** to open a properties window of the corresponding object.



The window has two tabs: General and Properties.

• On the **General** tab, specify the number of rows and columns for your table.

🖧 Table General		X
Properties	Table	
	Rows Columns	3 🗘
	Save	e Cancel

• On the **Properties** tab, specify whether the table object should have a fixed position or flow with text. If the table object has a fixed position, you can choose not to print it by selecting the **Non printable** checkbox. If the table object should flow with text, you can customize its width and height. Finally, here you can select the background color for your table object.

When you are ready with the settings, click and drag your mouse to draw a table. You can also resize and rotate the tables, using the highlighted handles on the edge of the table. After placing the table, content can be added to each cell. You will see that many label operations can be applied to each cell. To add text to a cell, click the cell and type. For detailed editing of a cell, double-click to produce a cursor at an intended location.

• You can add serialization to the tables. To add a series, select the destination cells and click **Series**, on the **Insert** tab of the Ribbon. Series would be applied to the selected cells in the table.

If the defined series exceeds the number of selected cells, the table can be replicated to adjacent labels, and the series continues within corresponding cells. To allow the replication, open Advanced tab on the Series dialog window and mark "Across Tables" checkbox. To insert the series within the limits of selected cells, uncheck "Across Tables" checkbox.

WNote: There can be only one "Across Tables" series per table.

• You can add series based barcode to the tables. To add a series based barcode, select the destination cells and click **Barcode**, on the **Insert** tab of the Ribbon. Select Series as Data Source, then In Properties check In Line. Upon Saving, Series based barcode would be applied to the selected cells in the table.

If the defined series based barcode exceeds the number of selected cells, the table can be replicated to adjacent labels, and the series based barcode continues within corresponding cells. To allow the replication, open Advanced tab on the **Barcode** dialog window and mark "Across Tables" checkbox. To insert the series based barcode within the limits of selected cells, uncheck "Across Tables" checkbox.

3.2. Creating a Prompt at Print

A prompt at print is an input field where the user should enter some text before printing the document. Let's assume that we should prompt the user to enter the actual date before printing. For this purpose, do the following:

1. On the **Insert** tab of the Ribbon, click **Prompt at Print** to open a properties window of the corresponding object.



- 2. On the **General** tab, enter the input field name in the **Input field prompt** field, for example, *Insert Date*.
- 3. If you want to restrict the length of the text that should be entered in the input field, click the drop-down arrow next to the **Length** list and select **Fixed**, **Max**, or **Min**.
- 4. Enter the length value in the corresponding field.
- If you want to restrict you text by numeric values only, select the Numbers only checkbox.
 For our example, the checkbox should be selected if the user is supposed to enter the date in the numeric format.
- 6. If you want the prompt to appear for each label that belongs to a group, select the At each label of the group checkbox. As a result, a prompt window, which will appear before printing the labels, will contain the Next button. This button will allow you to navigate between the label-specific prompts.

Note: The text that is entered in the first screen of the prompt window is automatically copied to the next screens of this window.

E ₄ InputItem			×
Preview Insert Date			
General			
Properties	Input Field		
	Input field prompt	Insert Date	
	Length	Unrestricted 🔹	1 🗘
	Numbers only		
	☑ At each label of	the group	
			OK Cancel

When you are ready with the settings, click and drag your mouse to draw a prompt box. The prompt window will appear the next time when you print your labels.

Insert AA01	Date	
En Input Field		×
Insert Date		
	Previous Next	Cancel

3.3. Inserting the Date and Time

You can add date and time to your labels. For this purpose, perform the following steps:

1. On the **Insert** tab of the Ribbon, click **Date/Time** to open a properties window of the corresponding object.

	~	File	Home	Insert	Edit	View	Layout	Font	Formats	
Text									¹ 2 ₃ Series Data	Insert Border
Box		-	-		rint				Import	Labels
				Objects					Tools	Features

2. On the General tab, select the date and its format from the corresponding lists. The default date is the current date, but you can change it. If you do not want to change the date every time, select the Auto date checkbox, and Easy-Mark Plus[™] will use only the current date and time as determined by the settings on your computer. Change date by option allows incrementing the displayed date from the current date (Y:+1, D:-5, etc.). The range for resulting date value is limited to the period from Jan 1, 0000 to December 31, 9999. Month, Day, Year, Hour, Minute, Second is allowed to be incremented and limited to (-9999 9999).

💱 Date Item	X
Preview	
11/24/2019	
General	
Properties	Date Item
Formatting	Current Date Sunday, November 24, 2019 07:29 PM * Date Format M/d/yyyy *
	Auto date Change date by Year Month Week Days Hours Minutes Seconds
	Save Cancel

On the Date Format select Custom, you will see Custom value field and a button to the right of the "Custom Value" editable field entitled "Tips". Click this button to see a popup of custom character definitions. The popup will close when the you click "save" and exit the Date Item Window. You can edit the "Custom value" field while the popup is open. The pop up can be disabled by clicking the "Tips" button again OR clicking the "X" in the top right hand corner of the screen. Use an escape character (") for inserting plain text within a date/time format in the "Format value" field. The escape character should precede and follow the inserted characters. (eg: "PANDUIT")

Constraints Const	<u>2</u> 3 III I I I I I I I I 	X W W D D D D D D D D M M M M M M M M M	Tips × = week of the year, single digit (e.g. 2), W = week of the year double digit (e.g. 02), = day of the year, single digit (e.g. 01-365), D = day of the year single digit (e.g. 01-365), D = day of the year tripe digit (e.g. 001-365), D = day of the year tripe digit (e.g. 001-365), D = day of the year tripe digit (e.g. 001-365), M = two digit number of the month (e.g. 09), MM = textual abbreviation for the month (e.g. Sep), MMM = full month (e.g. September), = day (e.g. 7), = two digit day (e.g. 07).
General Properties Formatting	Date Item Current Date Format Custom Date * Custom Value Tips Auto date Change date by Year Month Week Days Hours Minutes Seconds 0 0 0	dd dd yyy yyy yyy h = hh HH m mr s = ss t = tt : for ba	Id = abbreviation for day of the week (e.g. Tue), Idd = full day of the week (e.g. Tuesday), = two digit year (e.g. 10), yy = four digit year (e.g. 2010), = 12 hour, no leading zero, = 24 hour, leading zero, = 24 hour, leading zero, = minute, no leading zero, = minute, no leading zero, = seconds, no leading zero, <pre>seconds, no leading zero, = seconds, no leading zero, <pre>seconds, no leading zero</pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre>
	Save	col col pe	sh ("-"), mma (","), riod (":"), ace (" ")

- 3. On the **Properties** tab, specify whether the date object should have a fixed position or flow with text. If the date object has a fixed position, the resulting object should be sized to fit to the content, **Autosize** check-box will be checked by default when the "in-line" option is chosen, also you can choose not to print it by selecting the **Non printable** checkbox. If the date object should flow with text, you can customize its width and height. Finally, here you can select the background color of your date object and set up its transparency.
- 4. On the Formatting tab, you can alter the font size, font, color, background, bold, underline, italics and uppercase.

11/22/2019		
General Properties Formatting	Font Size 10.	Font Style Bold V Underline I Italics V Subscript Superscript

Note: To change the date format:

- 1. Go to the File tab.
- 2. In the User section, click **Options** to open the **Options** window.
- 3. In the **Options** window, click the **Locale** tab.
- 4. Select the required date format from the **Default Date format** list.

Options			
eneral Locale Fi	es Logging		
Language			
Application Lan	guage English (US)		*
Measurement Unit	s		
InchesMillimeters			
Date Format			
Default Date for	mat M/d/yyyy		•

When you are ready with the settings, click anywhere on the label, and the date will appear.

3.4. Inserting the Barcodes

You can add barcodes to your labels. For this purpose, perform the following steps:

1. On the **Insert** tab of the Ribbon, click **Barcode** to open a properties window of the corresponding object.

	~	File	Home	Insert	Edi	it V	/iew	Layout	Font	Formats	
ĪŢ	/		P				0		2	¹ 2 ₃	🔒 🖽
Text Box	Line	Rectangle	Image	Table Pro	ompt at Print	Barcode	Circle	Date/Time	Wizards	Series Data Import	Insert Border Labels
				Objects						Tools	Features

2. On the General tab, specify the following data:

		123	I	
neral italization perties port Preview	Properties Symbology Coda Width X-Dimension 0.01 Data Source V Human Readable Text © Text © Series source © Import	Height 0.125	Code Supplement Code Text Font Font Size Text position Text alignment	Arial * 12.000 C Bottom *
	Advanced Properties Checksum type Supplement symbology PDF security Wide to Narrow Ratio	None None None TwoWideToOneNarrow		• • • • •

• Symbology:

Symbology is the encoding method and output format of the barcode. Each symbology is defined by a standards organization. The symbology dictates what format the code must follow and how to construct the symbol for the barcode. Depending on the selected symbology, various fields on this screen may be activated or deactivated. For example, specific symbologies may not use a supplemental symbology, so the **Supplement Code** field becomes disabled if one of these symbologies is selected.

- Width X-Dimension: The narrowest part of the barcode's symbology. This field is filled in automatically on the basis of the selected symbology, but you can customize this value.
- **Height**: Height of the barcode's symbology. This field is filled in automatically on the basis of the selected symbology, but you can customize this value.
- Code: The data value that is used to create a symbol for the barcode. The code must meet the requirements of a selected symbology standard (e.g., UPC symbologies support only numeric codes). By default, Text will be chosen as the data source, and the Code field will be enabled. If Text is chosen as the data source for the barcodes, you can enter the code for the barcode symbol in the Code field.

- Supplement Code: By default, the Supplement Code field is disabled. If the UPC or EAN symbology is selected, the Supplement Code field becomes activated, allowing the user to enter additional characters for the symbol.
- Data Source: Values in this field group are filled in automatically depending on the chosen symbology. If the data is taken from the series, the Serialization tab becomes active. This tab contains the same fields as the Serialization tool that can be accessed either from the Home tab or from the Insert tab of the Ribbon. Choose one of the available methods for creating codes for the barcodes:
 - Human Readable Text: Select this checkbox to decide whether the created barcode symbol displays the code as part of the symbol. Selection of this checkbox will activate the fields in the Text group.
 - Text: Default selection.
 - Series source: Select this option if the data for the barcode is taken from the series. As a result, the Serialization tab becomes active. This tab contains the same fields as the Serialization tool that can be accessed either from the **Home** tab or from the **Insert** tab of the Ribbon.
 - Import: Select this option if you are going to import the data for the barcode from external source. As a result, the Import Preview tab becomes active. Click this tab to see how your imported data will look like.
- Advanced Properties:
 - **Checksum type**: This choice is determined by the selected symbology. If a symbology only uses one checksum calculation, this checksum type will be automatically selected from the drop-down list.
 - **Supplement symbology**: This option becomes active when the *UPC-A* or *EAN-13* symbology is selected. As a result, additional code will be inserted next to the main barcode.
 - **PDF security**: This option becomes active when the *Pdf417* symbology is selected. As a result, you can select the security level for this type of symbology.
 - Wide to Narrow Ratio: This option specifies the width of the wide bars in the symbol as a multiple of the narrow width.
- 3. On the **Properties** tab, specify whether the barcode object should have a fixed position or flow with text. If the barcode object has a fixed position, you can choose not to print it by selecting the **Non printable** checkbox. If the barcode object should flow with text, you can customize its width and height.

When you are ready with the settings, click **Save**, and the barcode will appear on the label where you can continue editing it.

3.5. Working with Inserted Objects

In the **Objects** section on the **Edit** tab of the Ribbon, you can perform various actions with the already inserted objects.



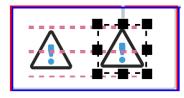
- Properties: View the properties window of the currently selected object. The same window
 appears when you are going to insert an object onto your label. You can also view this
 window either by right-clicking the object and selecting Properties, or just by doubleclicking the object.
- **Arrange**: If you have a stack of objects, you can arrange them by using the following functionality:
 - **Bring To Front**: Place an object at the front of the stack.
 - **Bring Forward**: Place an object one step towards the front.
 - Send To Back: Place an object at the back of the stack.
 - Send Backward: Place an object one step closer to the back.
- Align: If you have a stack of objects, you can align them by using the following functionality:
 - Align Left: Place the objects closer to the left-side border of the label. You can also access this functionality by right-clicking the labels, pointing to Align and selecting Left.
 - Align Center: Stretch the objects proportionally to the left-side and right-side borders of the label. You can also access this functionality by right-clicking the labels, pointing to Align and selecting Center.
 - Align Right: Place the objects closer to the right-side border of the label. You can also access this functionality by right-clicking the labels, pointing to Align and selecting Right.
 - Align Top: Place the objects closer to the top border of the label. You can also access this functionality by right-clicking the labels, pointing to Align and selecting Top.
 - Align Middle: Place the objects at the center of the label. You can also access this functionality by right-clicking the labels, pointing to Align and selecting Middle.
 - Align Bottom: Place the objects closer to the bottom border of the label. You can also access this functionality by right-clicking the labels, pointing to Align and selecting Bottom.

- **Distribute Horizontally/Vertically**: Place the objects at equal distance from one another, either horizontally or vertically.
- Fit: Stretch the objects proportionally to the borders of the label.



• **Snapping**: Snapping is related to objects inside the label. It allows to organize one object as related to another object.

Note: Snapping works only when you move the objects, not when you change their form.



- Lock/Unlock: This function offers the following options:
 - **Lock Content**: Protect the content of the selected label from editing and prohibit entry of new content.
 - Lock Structure: Protect from changes everything except the content (all elements that are associated with the table, including cell borders).



In the **Editing** section of the **Edit** tab, you can convert any selected series and imported data into plain text, by using the **Separate** function. After the operation has been applied, the series or imported data become a simple text with all decoration preserved. When the selected series or import data items are located in objects (textbox, barcode, or table), the objects will be separated too. All related objects will become independent, not linked or grouped. You can also access this functionality by right-clicking the series, imported data or barcode with series or imported data and

selecting Separate.



In the **Tables** section of the **Edit** tab, you can edit the tables that are inserted onto your labels. Easy-Mark Plus[™] offers the standard table editing options, such as merging or splitting the table cells, inserting or deleting the table rows and columns, and customizing the row and column size.

Fil	e Home Insert	Edit View	Layout Fon	t Formats			
Cut	Undo	🕂 🗗 🗋			😑 💼, 🔒 Lock/Unlock	Row Height 0.177	Ĵ \$10
Copy	Redo Redo		•		Snapping	Column Width 1.729	0 📼
Paste	All •	Separate Insert Delete Labels	Template •	Properties Arrange	Align Object ▼ Fit	Merge Split Insert Delete	
Clipboard		Editing			Objects	Tables	

4. Working with Labels

4.1. Editing the Labels

The Edit tab of the Ribbon offers the following label editing functionality:

- Undo/Redo: Undo or redo your last action (equal to the Ctrl+Z and Ctrl+Y keyboard shortcuts).
- Select All: Select either all labels on the current page or the entire content of the current label. The Select All Labels option is also available in the menu that appears when you right-click the labels.

Note: The currently selected labels are highlighted with red, whereas the labels that are currently being edited are highlighted with blue.

• **Group**: Select several labels while holding **Ctrl** or **Shift**, and then click **Group** to synchronize the content changes of these labels. You can also cancel or change the group behavior by clicking **Ungroup** or **Regroup**, accordingly.

Note: The **Group** and **Ungroup** options are also available in the menu that appears when you right-click the labels.



- Insert Labels: Insert a predefined number of blank labels before or after the selected label.
- **Delete**: Remove either the entire label or its content. You can also remove the entire label by right-clicking it and selecting **Delete Label(s)**.
- **Generate Template**: Create a template based on the selected label. This action will add a new document to the current project. The new document:
 - o is based on the selected label,
 - o inherits the format definition and label content from the previous document,
 - has the selected label as first one in the list; if no label is selected, then the first label is used for template creation,
 - o can be saved as template.
- Search: Find or replace specific content.

In Easy-Mark Plus[™], you can also detect labels with overflow, i.e. with non-wrapped text or image that goes beyond the label borders. For this purpose, go to the **Home** tab and click **Find Overflow** in the **Tools** section. The **Find Labels with Overflow** window will show the number of the label, the number of the page where it is located, and the content of this label.

Page №	Label Nº	Content
1	1	some text some text
1	2	some text some text

4.2. Customizing the Label Layout

You can set up the layout of your labels on the Layout tab of the Ribbon.

Label Modes

The **Label Modes** section of the **Layout** tab is active for all types of formats and printers. The following label modes are available:

- Flag: Select one of the predefined label layouts:
 - The labels are divided in two parts horizontally. Text in the lower part is entered (alignment - up and left) and is reflected in the upper part (alignment – bottom and right). The upper part is grayed out.



• The labels are divided in two parts horizontally. Text in the upper part is entered and is reflected in the lower part. The upper part is grayed out.



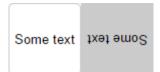
 The labels are divided in two parts horizontally. Text in upper part is entered and is reflected in the lower part. Text in lower part is rotated 180 degrees. The lower part is grayed out.



• The labels are divided in two parts horizontally. Text in the upper part is entered and is reflected in the lower part. The lower part is grayed out.



 The labels are divided in two parts vertically. Text in the left p-side part is entered and is reflected in the right-side part. Text in the right-side part is rotated 180 degrees. The right-side part is grayed out.



• The labels are divided in two parts vertically. Text in the left-side part is entered and is reflected in the right-side part. The right-side part is grayed out.



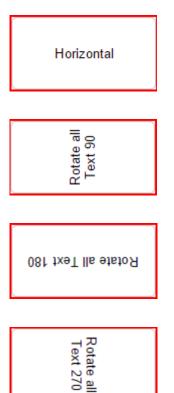
 The labels are divided in two parts vertically. Text in the right-side part is entered (alignment - up and left) and is reflected in the left-side part (alignment – bottom and right). The left-side part is grayed out.



• The labels are divided in two parts vertically. Text in the left-side part is entered and is reflected in the right-side part. The left-side part is grayed out.



• **Text Direction**: Switch from the standard horizontal text direction to one of the three available rotation options, specifically 90, 180, and 270 degrees. You can also access the text direction options by right-clicking the labels, pointing to **Text Direction** and selecting one of the preferred rotation options.



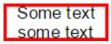
• Wiremarker: When labeling wires, an often-used technique is to repeat or "stack" data several times on a label so that the information can be seen easily after the label is wrapped around the wire. Wiremarker automates this task for you.

When creating wiremarker labels, you may want to take advantage of the Wiremarker mode in Easy-Mark Plus[™]. Toggle the Wiremarker mode on and off by clicking the **Wiremarker** toolbar button. As a result, all text on the label will be repeated as many times as possible depending on the size of the label. For example, consider that you have the below labels created for marking wires:

1	1	2 3	4 5
	A01	A02	A03
-	A01	A02	A03
1	A04	A05	A06
	A04	A05	A06
2	A07	A08	A09
_	A07	A08	A09
2	A07 A07	A08 A08	

Note: The number of repeats on the wiremarker depends on the combination of label size and font size. For example, if you change the font size in this wiremarker to 8 pt., more lines will appear on the label.

- Wrap Mode: This option is active when you select a label or enter text in a label. The following wrap modes are available:
 - Word Wrap: Text on the selected label is wrapped on word delimiters.



- Char Wrap: Text on the selected label is wrapped on characters on horizontal limits.
 - Some text s ome text
- No Wrap



Note: If you select **No Wrap**, the text may go beyond the borders of your label. As a result, Easy-Mark Plus[™] will issue a warning before allowing you to print the labels with such overflow. However, Easy-Mark Plus[™] has the functionality that detects such labels. For this purpose, go to the **Home** tab and click **Find Overflow** in the **Tools** section. The **Find Labels with Overflow** window will show the number of the label, the number of the page where it is located, and the content of this label.

Find Labels with Over	low		
	1		
Page №	Label Nº	Content	
1	1	some text some text	
1	2	some text some text	

Continuous Formats

The **Continuous Formats** section of the **Layout** tab is active only for those types of printers that print on continuous paper from large uncut reels, for example, the **Thermal (Continuous Tape)** printer type. In this section, you can either specify the fixed length of the continuous tape label or turn on the **Dynamic Length** mode. As a result, the length of the tape will dynamically change as you type the text or insert some other content.

Two-Sided Printing

Easy-Mark Plus[™] has label formats for two-sided printing. These formats can be used both in the two-sided mode and in the single-sided mode. In the second case, Easy-Mark Plus[™] looks and feels just as with any standard format.

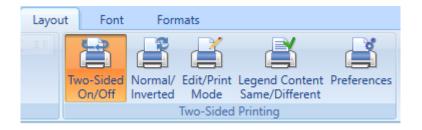
The **Two-Sided Printing** section of the **Layout** tab is active only for those types of printers that print on both sides of paper, for example, the **Two-Sided Thermal Printer** printer type. When you create a new project or document for this printer type, the **Two-Sided Printing Preferences** window appears.

🗛 Two-Sided Printing Preferer	nces X
Format	H100X025H1T-2
Back Side Orientation	Inverted 🔹
	ABC 38A
Legend Content	Different on Front and Back 🔹
Apply to all two-sided formate	s 🔽
Less <<	
Display Mode Print Mode	•
Example	
1 2 3 4	4 3 2 1
Front	Back
	OK Cancel

This window offers the following options:

- Format: Non-editable field that contains the name of the format that you selected for the two-sided printer.
- **Back Side Orientation**: Specify whether to rotate the back side content of the corresponding label by 180 degrees as related to the front side of the corresponding label.
- Legend Content:
 - Same on Front and Back: When this mode is selected, any content that you create on the front side is automatically copied to the back side. In this mode you can edit label content only on the front side.
 - **Different on Front and Back**: Select this mode to independently edit the content on the front side and on the back side.
- Apply to all two-sided formats: Select this checkbox to save these settings for all twosided formats.
- **Display Mode**: Select between the two available display modes:
 - Edit: Labels on the back side are ordered the same way as on the front side.
 - **Print Mode**: Labels on the back side are ordered as they will appear when they are printed, i.e. in reverse order of their front side counterparts.

You can also access the most of these options in the **Two-Sided Printing** section of the **Layout** tab:

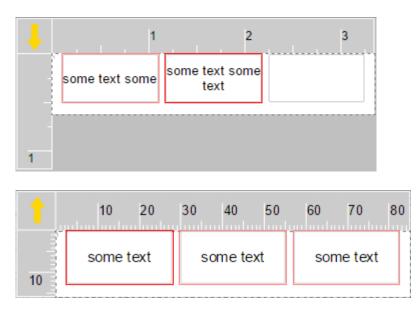


- **Two-Sided On/Off**: Turn this option on to split the label document in two columns, as they will appear when printing on two sides. The first column represents the front side of the corresponding labels while the second column represents the back side.
- **Normal/Inverted**: Turn this option on to rotate the back side content of the corresponding label by 180 degrees as related to the front side of the corresponding label.
- Edit/Print Mode: Switch between the edit and print display modes.
- Legend Content Same/Different: Switch between the Same on Front and Back and
 Different on Front and Back.
- **Preferences**: Open the same **Two-Sided Printing Preferences** window that appears when you create a new project or document for the two-sided printer type.

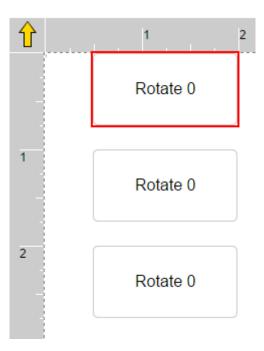
4.3. Customizing the Label View

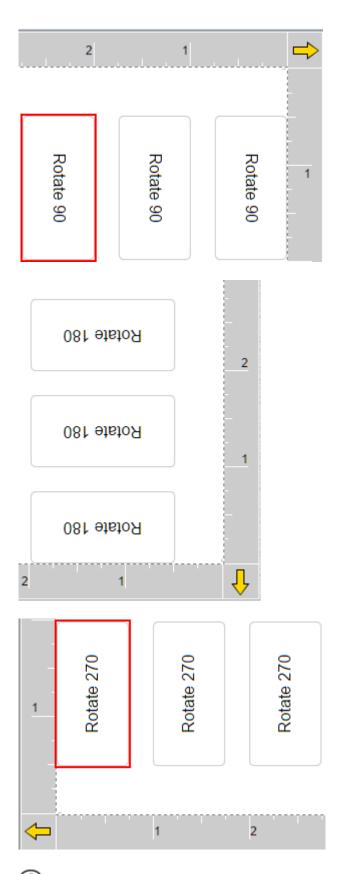
You can set up the view of your labels on the **View** tab of the Ribbon.

• **Features**: Specify whether to show the ruler in the work area and select the preferred measurement unit (inches or millimeters).

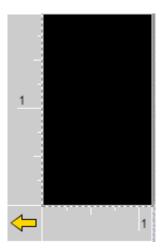


• **Rotate View**: Rotate the view of your labels by selecting the preferred rotation angle, specifically 90, 180, and 270 degrees.





Note: When you select the **Continuous Tape** format, the label view is rotated to 270 degrees by default.



- **Navigation**: Navigate between your labels and label pages. The following navigation functionality is available:
 - First Label: Go to the very first label in the document.
 - Previous Label: Go to the label to the left of the currently selected label. If the currently selected label is the first on the page, the selection will move to the last label on the previous page, if such page exists. This option is inactive if the first label on the first page of the document is selected.
 - Next Label: Go to the label to the right of the currently selected label. If the currently selected label is the last on the page, a new label page is created after clicking Next Label.
 - Last Label: Go to the very last label in the document.
 - **First Page**: Go to the very first page in the document. This option is inactive if a label on the first page of the document is already selected.
 - **Previous Page**: Go to the page that is located before the current page and select the first label on this page. This option is inactive if a label on the first page of the document is selected.
 - Next Page: Go to the page that is located after the current page and select the first label on this page. This option is inactive if a label on the last page of the document is selected.
 - Last Page: Go to the very last page in the document. This option is inactive if a label on the last page of the document is already selected.

4.4. Using the Serialization Tool

In Easy-Mark Plus[™], you can generate an alphanumeric or numeric sequence of any length and step and place it evenly on your labels. Let's suppose that you need to create an alphanumeric

sequence with the letters A, B, and C, followed by the even numbers from 2 to 100. For this purpose, do the following:

- 1. Go either to the **Home** tab or to the **Insert** tab.
- 2. In the **Tools** section, click **Series** to open the **Serialization** window.

	~	File	Home	Insert	Edi	it V	/iew	Layout	Font	Formats	
Ī	/						0		\mathbf{k}		
Text Box	Line	Rectangle	Image		mpt at Print	Barcode	Circle	Date/Time	Wizards	Series Data Import	Insert Border Labels
				Objects						Tools	Features

3. To the right of the values table, click **Add** to create a new table line.

\$ 2	Seria	liza	ation												>
	Previ	ew													
							1	1,3	2,3,4,5,6,7,8,	9					
Г	Seria	liza	ation	Formattin	g Advance	d									
٢	Jeno		1000	- Connection	g Autonice										
		Ser	ializa	ition											Î Î I
			Link	ed Values											
			#		Start	Stop	Step	1	Priority	Ascending	Prefix	Suffix		Up	
		F	1	Decimal	1	9	1		1				^	Down	
														Add	
														Edit	
													÷	Delete	
		C	Copie	s											
		C	Copie	ls 🗌		1.0			Collate		Labels			9 ()	
		S	static	Text										*	
															ļ
L								_							
													E	Save	Cancel

- 4. The Series Part window appears. In the Base list, click the drop-down arrow and select Alpha.
- 5. In the **Start** field, leave the default value, *a*.
- 6. In the **Stop** field, enter *c*.
- 7. Leave the default values in the Step and Priority fields.
- 8. Leave the Ascending checkbox selected.
- 9. Select the **Uppercase** checkbox, and then click **Save**.

Base	Alpha 👻
Start	A
Stop	С
Step	1
Priority	2
Ascending	9 🔽
Prefix	
Suffix	
Uppercas	e 🔽

10. As a result, a new line will appear in the values list. This list already has a default line for decimals, and the new line is under this default line. As our letters should go before the numbers, select the new line and click **Up**.

A,2A,	3A,4	A,5A,6A,7A,8	8A,9A,1B,2B,3	B,4B,5B,6B,	7B,8B,9B,	1C,	2C,3C,4C,50	C,6C,7C,8C,9	9C,1D,2D,3	D,4D,5D,6D,7	7D,8D,9	D,1E,2E,3E,4E
erializ	zatior	Formattin	ng Advance	ed								
Se	erializ	ation										
	Link	ced Values										
		Base	Start	Stop	Step		Priority	Ascending	Prefix	Suffix		Up
		Decimal	1	9		1	1		_ †		^	Down
•	2	Alpha	A	Z		1	2	V				Add
												Edit
											-	Delete
	Сорі	es										
	Copi			1 🗘			Collate		Labels			234 🗘
	Сорі	es		· •			- Collate		Labels			234 🧅
	Stati	c Text										\approx

11. Select the decimal line and click Edit to open the same Series Part window.

A2	A	3 A4 A5 A6 /	A7 A8 A9 B1 B	2 B3 B4 B5 B6	B7 B8 B9 C	21.0	C2 C3 C4 C5	C6 C7 C8 C	9 D1 D2 D3	D4 D5 D6	D7 D8 I	D9,E1,E2,E3,E4
				,, ,_ ,_ ,_ ,_ ,_ ,_ ,_ ,				,,.,.,.,.	.,,	.,,,,.		
	_											
eriali	_											
eriali	zat	Form	atting Adva	nced								
S	eria	alization										
	1	inked Value										
	1	# Base	Start	Stop	Step	_	Priority	Ascending	Prefix	Suffix		Up
		1 Alpha	Α	Z		1	2	V			_	Down
1	۱	2 Decima	1	9		1	1	1				
												Add
												Edit
											-	Delete
	C	opies										
		·				ſ	Collate					22.4
	C	opies		1 🗘			Collate		Labels			234 🗘
	St	atic Text										\approx

- 12. In the **Base** field, leave the default value.
- 13. In the Start field, enter 2.
- 14. In the **Stop** field, enter *100*.
- 15. In the **Step** field, enter 2, because in this example you need only even numbers.
- 16. Leave the default value in the **Priority** cell.
- 17. Leave the **Ascending** checkbox selected, and then click **Save**.

Start 2 Stop 100 Step 2 Priority 1 Ascending V Prefix Suffix Uppercase	P	Base	Decimal 🔹
Stop 100 Step 2 Priority 1 Ascending I Prefix I Suffix I			
Step 2 Priority 1 Ascending Prefix Suffix			
Priority 1 Ascending Prefix Suffix	S	stop	100
Ascending 🔽 Prefix Suffix	S	Step	2
Prefix Suffix	F	riority	1
Suffix	A	Ascending	V
	F	Prefix	
Uppercase	S	Suffix	
	ι	Jppercase	

18. The example sequence will be shown in the **Preview** pane. By default it will have approximately the following view: A2, A4, A6..., B2, B4, B6..., etc. To link series check **Linked Values** checkbox. As a result, the sequence will have approximately the following view: A2, B4, C6..., etc.

		0,0	0,210,112,0	14,010,110,5	20,K22,L24,W	120,N28,O30	,P32,Q34,R3	5,S38,T40,U4	42, v 44, vv 40,.	A48,100,202	2,704,0	550,C58,D00,E0
ali	za	tion	Formattir	ng Advanc	ed							
				.9								
			ation									
5	7	Link	ed Values									
			Base	Start	Stop	Step	Priority	Ascending	Prefix	Suffix		Up
			Alpha	Α	Z	1		V			_ ^	Down
P	Þ	2	Decimal	2	100	2	1	V			- 1	
L												Add
L												Edit
L											-	Delete
	C	opi	PS									
	С	opi	es		1 🗘		Collate		Labels			50 🗘
			: Text									*

If needed, go to the Formatting tab to customize the fonts of your sequence, and then click Save. The sequence will appear on your labels. If there is not enough labels for the sequence, Easy-Mark Plus[™] will automatically add the required number of labels.

230	A86	A88	A90
240 250	A92	A94	A96
260 270	A98	A100	B8
280	B10	B12	B14
290 300	B16	B18	B20
310	B22	B24	B26
320 330	B28	B30	B32
340 350	B34	B36	B38

20. In the **Copies** and **Static Text** sections, you can also add the static text prefix and suffix to your sequence. Moreover, you can specify the number of copies for your sequence if you want to repeat it.

Copies				
Copies	1 🗘	Collate	Labels	9 🏮
Static Text				\$
Prefix				
Sumx				

- You can add serialization to objects text boxes, tables and barcodes. Object series behaves the same way as regular series (see part above).
- To add a series to a text box, enter the object in edit mode and click **Series** on the **Insert** tab of the Ribbon to open the **Series** dialog window. The text box will be repeated on labels in series. Within Label edit-mode, deleting the text box, containing series, splits the series. Note: There can be only one series in a textbox.
- To add a series to a table, select the cells of the table and click **Series** on the **Insert** tab of the Ribbon. Series would be applied to the selected cells in the table.

If the defined series exceeds the number of selected cells, the table can be replicated to adjacent labels, and the series continues within corresponding cells. To allow the replication, open **Advanced** tab on the Series dialog window and mark "Across Tables" checkbox. To insert the series within the limits of selected cells, uncheck "Across Tables" checkbox. Note: There can be only one "Across Tables" series in a table.

Series in a table can have direction (Left-to-Right, Right-to-Left, Top-to-Bottom, Bottom-to-Top) which is defined on **Advanced** tab of the **Series** dialog window.

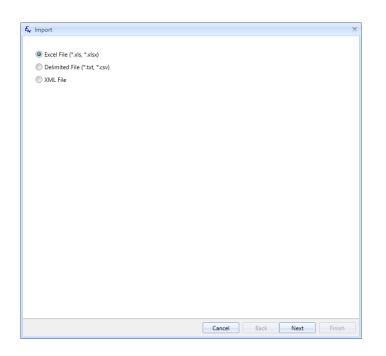
In the Editing section of the Edit tab, you can convert any selected series into plain text, by
using the Separate function. After the operation has been applied, the series will become
simple text with all decoration preserved. When the selected series items are located in
objects (textbox, barcode, or table), the objects will be separated too. All related objects
will become independent, not linked or grouped. You can also access this functionality by
right-clicking the series and selecting Separate.

Fil Fil	e Home Inse	t Edit	View	Layout	Font	Formats						
Cut	Undo 🔲 🛄						8	Lock/Unlock		F	Row Height	
Paste Copy	Redo Select Grou	p Separate	nsert Delete	Generate Se	arch	Properties Arrange	a Align C	Object Snapping	Merge Split	Insert Delete	Column Width	
	All 🝷		abels	Template	•	•	•	Fit		• •		
Clipboard		Editing	9				Objects	s			Tables	

4.5. Importing Data from an External Source

To import data to Easy-Mark Plus[™] from external sources, do the following:

- 1. Go either to the **Home** tab or to the **Insert** tab of the Ribbon.
- 2. In the Tools section, click Data Import to open the Import wizard.
- 3. Select the type of the file that you are going to import: delimited file, Excel file, or XML file.
- 4. Click Next.



- 5. Click **Browse** to select the file that you are going to import.
- 6. In the **Properties** section, select either a delimiter (for delimited files and XML files) or a data sheet (for Excel files).
- 7. Click View Data to preview the content of the file, and then click Next.

E _M	mport	×
	File	
	Browse	
	Properties	
	Data sheet	
	View Data	
	Values	
	Maria Real A	
	1. Configuring the legiturities (Options arisis) & Harage Statings) analysis	
	1 But are torong	
	 Musing off The costing sering acring printing printing for an international series. In: A series of the series of t	
	Bonny of Sant Array Sang Ing only inter have been	
	< >	
	Cancel < Back Next > Finish	

- 8. Set up the import properties. Specifically, enter the identifiers of row and column range by which the imported data should be limited and the number of copies and labels. In addition, specify whether to insert the imported data before or after the current label, and whether to collate it. When you are ready with the settings, click **Apply**.
- 9. In the Values section, you can edit the output file:

 Combine Columns: Merge two or more columns. You can combine by adding a Separator or check the One column per line in label checkbox.

Values		
	Combine Columns Prefix And Suffix Exclude	Reset
Separator	One column per line in label	OK
A B	с	
1 AA BB	cc	

- **Prefix and Suffix**: Enter the prefix and suffix for your imported data.
- **Exclude**: Delete the selected row.
- **Reset**: Return the original look and feel of the output file.

10. Click Finish.

Formatting Advanced	Import Properties First Row 1 1 Last Row 18 Collate
	First Column 1 1 Last Column 3 1 Copies 1 1
	Import by row Insert Before Labels 54
	Import by column Insert After
	Values
	Combine Columns Prefix And Suffix Exclude Reset
	_ 1
	1
	2
	3 I and a map the hash about 7 phones whether it the maps failtings on
	4
	5
	6
	7 Managarah Sanarang parang parang parang parang dan s
	8 It fears for an art to be average map and in heart an
	9 I Making all Space imaging Report Print and printering in
	··· .

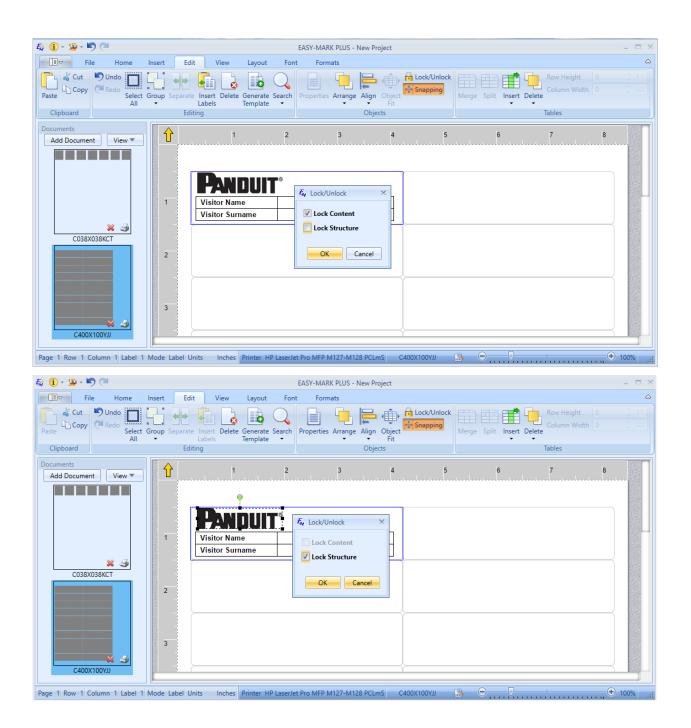
In the Editing section of the Edit tab, you can convert any selected data import item into plain text, by using the Separate function. After the operation has been applied, all of the data import elements will become simple text with all decoration preserved. When the selected data import items are located in objects (textbox, barcode, or table), the objects will be separated too. All related objects will become independent, not linked or grouped. You can also access this functionality by right-clicking the series and selecting Separate.

Fi Fi	le Home	Insert	Edit	View	Layout	Font	Formats					
Cut Copy Paste	Undo Redo Selec	14	∳ Separate	nsert Delete abels	Generate Template		Properties Arrange	Align Obje	Snapping	Merge Split	Row Heigi Column W	
Clipboard			Editin	g				Objects			Tables	

4.6. Creating Templates

Easy-Mark Plus[™] supports the creation of custom reusable templates, which can contain the format and content of a frequently used label or sign. It also supports locking of objects and text entry within a label. To create reusable signs or marker labels, where only certain parts of the label should be editable, follow these steps:

- 1. Create a file or add a document based on the required format.
- 2. Within the document, compose a label that contains all of the desired content for your template.
- 3. When the design is complete, apply a lock to any features that should not be modified during future use. To apply a lock, select the target feature and click the **Lock/Unlock** button on the **Edit** tab.



The following types of features are lockable:

- The label itself (text entry and border)
- Images
- Shapes (Line, Circle, Rectangle, etc.)
- Text boxes
- Tables and table cells
- Prompt at Print
- Barcode
- Date/Time

- 4. Confirm that all of the desired text entry areas (cells, text boxes, etc.) are unlocked (able to accept text, etc.)
- 5. Select the label and click **Save as Template**.
- 6. Enter a meaningful name to help future users find the template.
- 7. Optionally, select the Add to Favorites checkbox to enable easy access without searching.
- 8. Optionally, enter a password to prevent unauthorized adjustment of the protected areas during future use.
- 9. Click Save.

When saved, the created template is available for use. For documents that are created from the Landing Page or by using the **Add Document** button, each contained label will include the template content and inherit the associated locks. When using the **Apply Template** dialog, the user will see only the templates that were created based on the format of the current document. Besides, the **Apply Template** button applies the template content only to the selected label(s).

5. Working with Fonts and Formats

5.1. Working with Fonts

On the **Font** tab and on the **Home** tab of the Ribbon, you can find the standard font formatting options, such as font family, font size, font type, font color, etc. In addition to these standard options, you can customize fonts on your labels as follows:

• Increase/Decrease: Make your font either 1 pt bigger or 1 pt smaller.

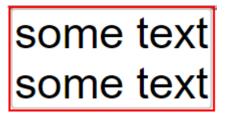


• Clear Formatting: Remove the formatting that was applied to your font.

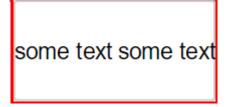
File File	Home	Insert	Edit		Layout		Formats	
Arial	• 16	• A 7			AB	A		
B I U S X, X				Text Stretch Fit				izontal Vertical
I	Font						Alignn	nent

• Autosize: Fit the text to the label's width and height.





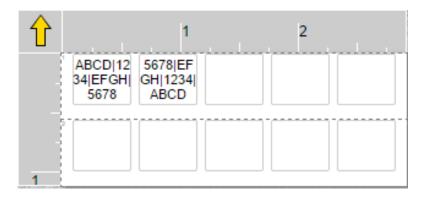
• Text Fit: Adjust the content of the selected labels to optimally fill the available label area.



• Stretch: Stretch the selected labels vertically to fill as much label area as possible.



- **Swap**: Reverse the order of delimited text strings or paragraphs either within a single label or on a new label. Several swap options are available:
 - Horizontal Swap: Reverse the order of text strings in a paragraph within the selected label. The text strings should be separated with delimiters, such as |. For example, *ABCD*/1234/EFGH/5678 becomes 5678/EFGH/1234/ABCD. If the paragraph contains no delimiters, nothing happens it.
 - Horizontal Swap on New Label: Insert a new label after the selected label with copied and reversed content of the selected label. The text strings should be separated with delimiters, such as |. For example, *ABCD*/1234/EFGH/5678 is now followed by a new label with 5678/EFGH/1234/ABCD. If the paragraph contains no delimiters, nothing happens to it.



 \bigcirc **Note**: If the selected labels are part of a group, new labels are not part of the group. If the selected labels contain elements of <u>series</u>, the new labels will cause a split in the series, and will contain copies of the contained series elements.

 Vertical Swap: Reverse the order of line-based or text box-based paragraphs within the selected label or text box. The paragraphs should be separated with carriage return symbols. For example,

ABCD 1234 EFGH 5678 becomes 5678 EFGH 1234 ABCD

If there is only one line-based paragraph, nothing happens to it.

 Vertical Swap on New Label: Insert a new label after the selected label with copied and reversed content of the selected label or text box. The paragraphs should be separated with carriage return symbols. For example,

ABCD 1234 EFGH 5678 is now followed by a new label with

5678 EFGH 1234

ABCD.

If there is only one line-based paragraph, nothing happens to it.

Ŷ		1	2	
	ABCD 1234 EFGH 5678	5678 EFGH 1234 ABCD		
5				

Note: If the selected labels are part of a group, new labels are not part of the group. If the selected labels contain elements of <u>series</u>, the new labels will cause a split in the series, and will contain copies of the contained series elements.

• **Text Direction**: Switch from the standard horizontal text direction to one of the three available rotation options, specifically 90, 180, and 270 degrees. You can also access the text direction options by right-clicking the labels, pointing to **Text Direction** and selecting one of the preferred rotation options.



 Alignment: Align the content to the left, center, or right of the label, combined with the top, middle, or bottom alignment. Increase or decrease the horizontal and/or vertical spacing of text.

5.2. Working with Formats

On the Formats tab of the Ribbon, you can access the following functionality:

- Document Formatting
 - Switch Format: Open the format selection window to choose another format for your current document.
 - Document Properties: Open the Modify document properties window to customize the format of your document. The same properties window appears when you create a new format. For more information, see 1.5. Creating Formats, Printer Types, and Media Types.
 - Apply Template: Choose a predefined template for your document.
 - **Label Margins**: Specify the size of margins for your labels. These are the distances from the top and bottom and left and right of the label.

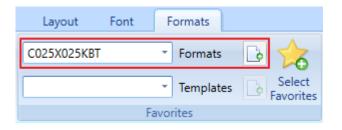
Note: The size values use the measurement units that were defined on the **Locale** tab of the **Options** window. For more information, see 7. Configuring the Application.

En Label	Margins			×
Margi	ns			
Units	Inches			
Left		0 🗘	Right	0 🗘
Тор		0 🗘	Bottom	0 🗘
	s are added t Is in this doct		irea. Mar	rgin changes apply to

- Check for Format Updates. Look up the new available label formats.
- **Favorites**: In this section, you can quickly create new documents on the basis of your favorite formats or templates, and add more formats to the favorites list.

To create a new document on the basis of your favorite format or template:

- 1. Select one of your favorite formats or templates from the corresponding drop-down list.
- 2. Click the Add Document icon.



To add a format to the favorites list:

3. Click Select Favorites. The Select Favorite Formats window appears.

Quick Find							
<u> </u>							
Format	Rows		-	Ith Page Height	-	Add >>	Favorite Formats
C025X025KBT	1	12	3.2	0.25		<< Remove	C025X025KBT
C025X025KCT	1	12	3.2	0.25			C025X025KCT
C025X025YJJ	30	20	8.5	11		<< Remove AI	
C025X025YJT	1	12	3.2	0.25			
C038X038KBT	1	7	3.2	0.375			
C038X038KCT	1	7	3.2	0.375			
C038X038YJJ	22	16	8.5	11			
C038X038YJT	1	7	3.2	0.375			
C038X038YLJ	22	16	8.5	11			
020202020201	22	16	0.5	11	•		

- 4. Select one or several formats (by holding the Shift or Ctrl key) from the list on the left.
- 5. Click Add. As a result, the format will appear in the list on the right.

To remove formats from the favorites list:

- 6. Click Select Favorites. The Select Favorite Formats window appears.
- 7. Select one or several formats (by holding the Shift or Ctrl key) from the list on the right.
- 8. Click either **Remove** to remove only the selected formats or **Remove All** to clear the favorites list.

6. Working with Wizards

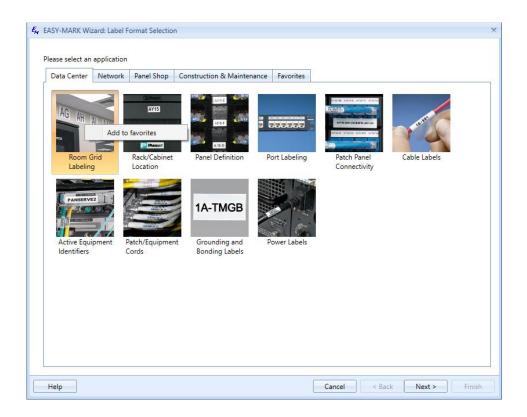
6.1. Wizard Overview

Easy-Mark Plus[™] provides a set of wizards that help to select a label format that is appropriate for a specific labeling task, and to generate label content for this format.

The wizards can be accessed from the **Tools** section either of the **Home** tab or of the **Insert** tab of the Ribbon.



The wizard window has five tabs. The **Data Center**, **Network**, **Panel Shop**, and **Construction & Maintenance** tabs group the label formats according to places where these labels are used. The **Favorites** tab shows the formats that you added to your favorites list. To add the formats to the favorites list, right-click the image with the name of the needed label format, and then click Add to favorites.



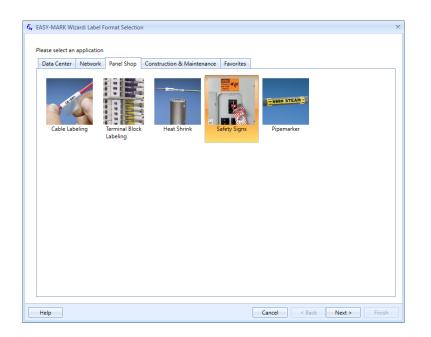
Note: At this time only the Safety Sign Wizard is available. All other wizards will be available in a future software update.

6.2. Safety Sign Wizards

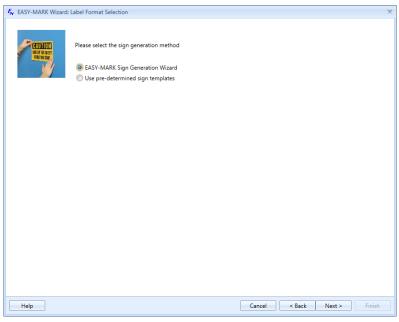
Sign Generation Wizard

To create Safety sign labels by using the Easy-Mark Plus[™] sign generation wizard:

1. Either on the **Panel Shop** tab or on the **Construction & Maintenance** tab of the **Wizards** window, select **Safety Signs**, and then click **Next**.



2. Select EASY-MARK PLUS Sign Generation Wizard, and then click Next.



- 3. Click the drop-down arrow to select one of the available printer types.
- 4. Click the drop-down arrow to select one of the available sign size values.
- 5. The matching formats will automatically appear in the **Format** list at the bottom of the window, based on the previously selected parameters. Choose the desired format.

EASY-MARK Wizard:	: Label Format Selection	X
COMULA WIT WITE THE NOTE	Construction & Maintenance / Safety Signs Select Printer Type, Sign Size: Printer Type Laser/Inkjet Sign Size 2.25" x 4.50"	* *
	Below are the optimal format numbers for your application Format C225X450FJJ	
Help	Cancel	Back Next Finish

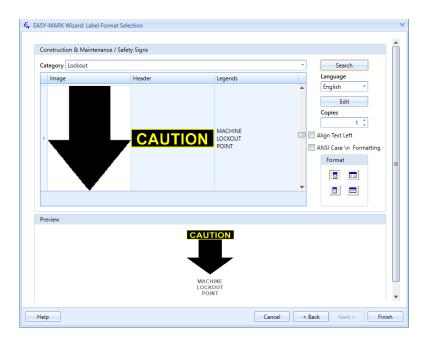
- 6. Click Next.
- 7. The next screen will show a table with three columns:
 - Image: Picture for the safety sign label.
 - **Header**: Warning for the safety sign label, such as *Caution* or *Danger*.
 - Legends: Description of the safety sign label.

Further options are available:

- Category: Select the safety sign category to display the corresponding safety sign labels in the table below.
- Search: Look up a specific word in the legends of the selected category.
- Language: Select the language for the safety sign legends.
- Edit: Launch a dialog where you can change the legend, the header, or the image file for the safety sign label. Such customized labels will be saved in the Custom category.
- **Copies**: Enter the number of generated labels.

- Align Text Left: Select this checkbox to align the legend to the left of the label. If the checkbox is not selected, the legend will be centered.
- ANSI Case Formatting: Select this checkbox to automatically change the first character of the sign legend to uppercase, while making all following characters lowercase. If the checkbox is not selected, the legend will default to the capitalization of the saved legend.
- Format: Select one of the four available formats for your safety sign labels.

Note: All your changes will be reflected in the preview pane in the lower part of the wizard window.

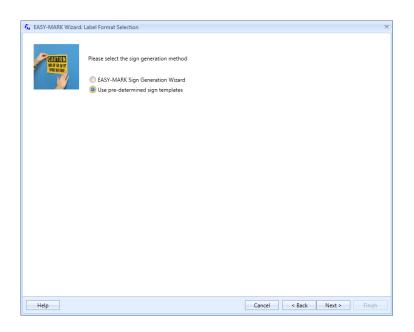


8. Click Finish.

Sign Templates

To create safety sign labels by using the Easy-Mark Plus[™] sign templates:

- 1. Either on the **Panel Shop** tab or on the **Construction & Maintenance** tab of the **Wizards** window, select **Safety Signs**, and then click **Next**.
- 2. Select Use pre-determined sign templates, and then click Next.



- 3. Click the drop-down arrow to select one of the available printer types.
- 4. Click the drop-down arrow to select one of the available sign size values.
- Click the drop-down arrow to select one of the available template names. After you select the template name, the safety sign image will be previewed below the **Template Name** list. Click **Browse** to select a custom image.
- 6. The matching formats will automatically appear in the **Format** list at the bottom of the window, based on the previously selected parameters.

EASY-MARK Wizard:	Label Format Selec	ction X						
	Construction & Maintenance / Safety Signs Select Printer Type, Size of Sign, Template Name:							
HERE NO KNO	Printer Type	Desktop Thermal *						
	Size of Sign	4.00" x 6.00"						
	Template Name	4x6 Detailed - Warning						
	Image 22	VARNING En Lan Au Cara Land Land Autor Land						
	Below are the op	ptimal format numbers for your application						
	Format C400X6	500YX1v1T ~						
Help		Cancel Back Next Finish						
пер		Cancel Back Next Finish						

7. Click Finish.

7. Configuring the Application

You can set up the Easy-Mark Plus[™] Labeling Software in the **Options** window, which can be accessed either from the Landing Page or from the **User** section of the **File** tab on the Ribbon. The **Options** window has four tabs: **General**, **Locale**, **Files**, and **Logging**.

On the General tab, you can define what should be opened when the application is launched: either the format selection screen or the last saved document. Also, on the General tab you can select the Show formats updates checkbox to determine whether Easy-Mark Plus[™] should look for available new formats. Finally, here you can decide whether to show the ruler in the document view, and select the preferred fonts for your labels.

En Option	5						×
General	Locale	Files	Logging				
Ope	n on startu	ιp					
@ F	ormat sele	ection so	reen				
© L	ast saved	docume	nt				
	Check for f	ormats ı	updates				
Rule	r state						
۵ د	Dn						
00	Off						
Defa	ult Font						
Fo	ont Family					Font Style	
Fo	ont	Arial			-	Bold	
Fo	ont Size	10.			-	Underline	
Co	olor	📕 Blad	:k		*	Uppercase	
Ba	ckground	#00	000000		-		
							Close

• On the **Locale** tab, you can change the interface language of Easy-Mark Plus[™], select the preferred measurement unit (inches or millimeters), and define the default date format.

En Options									X
General	Locale	Files	Logging						
Langua	ge								
Appl	ication	Langua	ge English (United States)				•	
Measur	rement	Jnits							
Inch	hes								
O Mill	limeters								
Date Fo	ormat								
Defa	ult Date	format	DD/MM/Y	YYY				-	
								Class	
								Close	

On the Files tab, you can select the folders on your computer where images and labels should be stored by default. Here you can also choose the folders for the import and export files, log files, and format updates. Moreover, on the Files tab you can select the Automatically look for Format update checkbox to determine whether Easy-Mark Plus™ should automatically check for new available formats..

E ₄ Options		X
General Locale Files Logging		
Folders Location		
Labels Folder	D:\Users\vpapanaga\Documents	Browse
Image Folder	D:\Users\vpapanaga\Pictures	Browse
Import Folder	D:\Users\vpapanaga\Documents	Browse
Export Folder	D:\Users\vpapanaga\Documents	Browse
Log Folder		Browse
Update Location	8	Browse
Automatically look for Format update	V	
		Save Cancel

• On the **Logging** tab, select the **Enable Logging** checkbox to turn on the logging functionality for Easy-Mark Plus[™]. This will create a log file containing a list of the format and date printed. This is useful if a record is desired of what labels have been printed and

when they were printed. Define the maximum size of the log file in kilobytes and the maximum number of files that should be kept in the log.

E _{re} Options	Х
General Locale Files Logging	
Logging configuration	
Enable Logging	
Log file size (kB) 5120 Maximum files to keep 5	
	Close

Troubleshooting

For more information, visit our website: www.panduit.com

For technical support, please contact us:

Telephone 1-866-871-4571 +52-33-3777-6000 +31-546-580-452 65-6379-6700 81-3-6863-6060 613-9794-9020

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