PANDUIT

Easy-Mark Labeling Software
Quick Start Card

Auto-Run Installation
Insert software into the CD-ROM drive.
Installation will begin automatically.

If Installation Does Not Start Automatically
1. Choose Start\Run
2. Type the letter of the CD-ROM drive followed by the filename "Setup.exe" (for example "D:\Setup.exe").
3. Click on OK and proceed with installation. Click on OK if prompted to install new release.

Note: During installation, you will be asked to enter the serial number of your copy of Easy-Mark. The individual serial number for your program can be found on the inside cover of the software case.

Selecting Label Formats
1. Click the Select Formats icon or select Format, Select.
2. Enter the label format in the Quick Find locator, or scroll through the list of 'All Formats' to locate your format.

Create Favorites List
1. To create a list of commonly used label formats, click the Favorite Formats button or from the Menu bar select Format, Select Favorites.
2. Select the formats that are most often used and 'Add' them to Favorite Formats list.
3. Access your favorite formats in the pull-down menu named Favorite Formats.

Text on Individual Labels
1. Select a label format.
2. Click on the label.
3. Type your text.
4. Use the Tab key to advance to the next label and continue.

Text over a Group of Labels
1. Select a label format.
2. Click on the first label in the group.
3. Click on the last label in the group. (The group will be highlighted in blue.)
4. Type your text. It will automatically appear on all labels in the group.

Group/Ungroup Labels
1. To group a range of labels together, click on the first label in the group, then while holding down the 'Shift' key, click the last label in the sequential group. The range of labels will highlight red. Click Edit, Group. This will combine all labels in the range into a single group.
2. To ungroup labels, click anywhere in the range of grouped labels and click Edit, Ungroup. This will ungroup the labels in to single label groups of one label.

Modify Label Text
1. Select text on an individual label or group of labels.
2. Click on the font and font size pull-down menus to change text font and size, respectively.
3. Click on the font icons to modify font style, effects, and color.

Modify Label Layout
1. Select a label or group of labels.
2. Click on the alignment icons to the left, right, top, bottom and center align text.
3. Click on the rotation icons to rotate text 0, 90, 180, and 270 degrees.

Wiremarker Mode
1. Click on a label of group of labels.
2. Enter text using one of the available tools.
3. Click on the Wiremarker tool icon or select Tools, Wiremarker mode.
4. Toggling Wiremarker mode on will repeat the legend vertically. Toggling off will replace the single, unrepeated legend.

Note: The number of times the legend is repeated will depend on the font size. If you would like more lines, use a smaller font size.

Serialization
1. Select a label format.
2. Click on the label where you wish to begin the series.
3. Click the Series icon or select Tools\Series.
4. Enter the start value and stop values.
5. Enter step increment and number of copies if applicable.
6. Check Collate if desired (ex: 1,2,3,1,2,3,).
7. Enter static text before or after series if applicable.
8. Select OK.

Data Import
1. Select a label format.
2. Click on the label where you wish to begin the data import.
3. Click on the Data Import icon or select Tools, Data Import.
4. Locate and select the desired database file and click Open.
5. Select the desired worksheet and enter the Cell Range of your data (a preview of your database will appear for reference).
6. Click OK.

Symbol Import
1. Select a label format.
2. Click on the label where you wish to place the symbol.
3. Click on the Symbol Import icon or select Tools, Symbol Import.
4. Select the desired symbol from the Easy-Mark library or locate and select a symbol file from your computer (.jpg, .bmp, .wmf, .gif)
5. Click OK.

Market Wizard Tool
1. Use the market wizard to help create labels.
2. Click on the Market Wizard icon or from the Menu Bar or select Tools, Market Wizard.
3. Select the market application in which you are creating labels (i.e. Network, Panel Shop, Construction & Maintenance, etc.)
4. Select the specific labeling application you wish to create (i.e. cables/wires, terminal blocks, faceplates, safety signs, pipemarkers, etc.)
5. Follow the Wizard instructions and answer questions regarding your labeling application.
6. The Market Wizard Tool will use this information to automatically select the optimum label size and legend for your application.
7. Click Finish to return to Easy-Mark with populated labels.

To access online Help and User Guides, select the HELP menu.
For toll-free technical support:
Phone: 866-871-4571
Email: ga-idsupport@panduit.com