

LabelForge

LABELING SOFTWARE

USER GUIDE



800.788.5572

DuraLabel.com

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Home of **DuraLabel** 

Introduction

LabelForge offers an easy way to create customized, attention-getting labels.

The tools in LabelForge are designed to simplify the process of producing a label. In addition to its basic design capabilities, it includes a large selection of scalable graphics, a quick and straightforward way to create barcodes, and powerful tools for automating “batch” label projects.


This guide will get you started making labels with LabelForge. For additional assistance, give us a call at 800.788.5572.

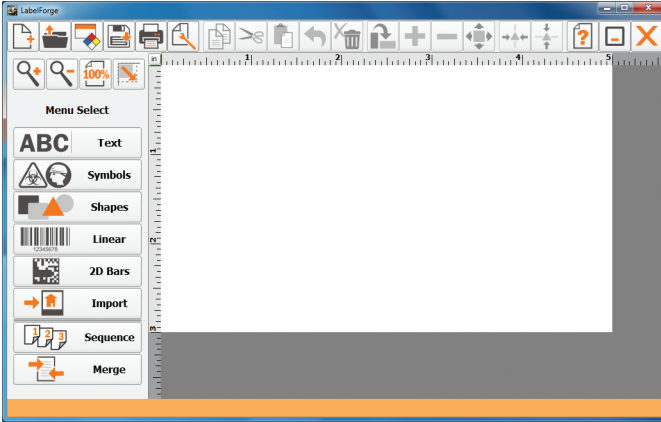
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1. Navigating LabelForge

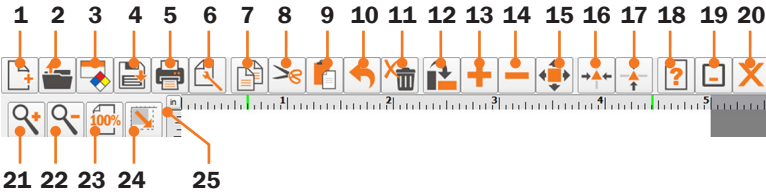
When you first open LabelForge , you will see the toolbar along the top of the screen and the object menu at the left side. The “label canvas,” blank for now, will appear in the main part of the screen.



LabelForge Software opening screen

1.1 LabelForge Toolbar

The toolbar at the top of the screen includes many of the controls that you will use to manipulate objects on the label canvas, as well as the basic commands to create a new label, save a design, open a saved label, and print.






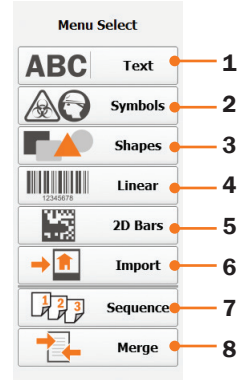
1. **New Label:** Clear the current label canvas and start a new design.
2. **Load Label from File:** Find and open a saved label design.
3. **Load Template:** Browse pre-set label templates and layouts.
4. **Save Label to File:** Save the current label design.
5. **Print Label:** Select a printer to use, and choose printer settings.

6. **Label Setup:** Select label dimensions and orientation, as well as other design options.
7. **Copy:** Copy the selected content, to be pasted into place later.
8. **Cut:** Remove the selected content, to be pasted into place later.
9. **Paste:** Place the Cut or Copied content onto the label canvas.
10. **Undo:** Cancel your previous change.
11. **Delete:** Delete selected object(s).
12. **Rotate Item:** Rotate selected objects 45° clockwise.
13. **Increase Item Size:** Enlarge the selected content, in the directions selected with “Choose Increase/Decrease Button Axis.”
14. **Decrease Item Size:** Shrink the selected content, in the directions selected with “Choose Increase/Decrease Button Axis.”
15. **Choose Increase/Decrease Button Axis:** Choose whether to change an object’s size vertically, horizontally, or proportionally (in both directions at once).
16. **Center Horizontally:** Align an object to the horizontal center of the label canvas.
17. **Center Vertically:** Align an object to the vertical center of the label canvas.
18. **Help:** Open a menu with buttons for help.
19. **Minimize:** Minimize the LabelForge Software screen.
20. **Exit:** Close the LabelForge program.
21. **Zoom In:** Increase magnification.
22. **Zoom Out:** Decrease magnification.
23. **Zoom Context:** Zoom in or out to fit the entire label canvas to the available viewing area.
24. **Dimensions:** Specify an object’s exact location on the label, adjust its size, rotate it to a specific angle, and adjust its layering with other objects.
25. **Ruler Units:** Change the rulers to show inches or millimeters.

1.2 LabelForge Object Menu

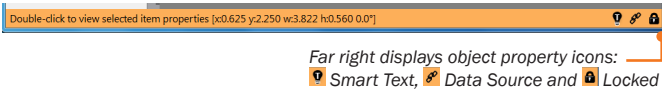
Most of the buttons in the Object Menu represent types of label content. The last two buttons, Sequence and Merge, offer controls for information that changes automatically from one label to the next. Click on any of the buttons to replace the Object Menu with a new, detailed menu for that object type.

1. **Text:** Choose a typeface, size, and styles, and then click the “Add Text” button to add new text to your label.
2. **Symbols:** Select a category, and then click on a desired symbol to add it to the label canvas.
3. **Shapes:** Select a shape, fill, line style, and line width, then click the “Add New Shape” button  to place the shape on the label canvas.
4. **Linear:** Enter data and select a linear barcode type, then click the “Add New Barcode” button  to place the barcode on the label canvas.
5. **2D Bars:** Enter data and select a 2D barcode type, then click the “Add New Barcode” button  to place the barcode on the label canvas.
6. **Import:** Add a custom image to your label design using an existing image file. LabelForge supports a variety of image formats.
7. **Sequence:** Set up a numeric “sequence,” which automatically counts up as you print a set of sequential labels.
8. **Merge:** Set up a “merge,” which automatically updates elements in a set of labels using information from a spreadsheet.



1.3 The Details Bar

The orange bar along the bottom edge of the screen is the Details Bar. This shows a description of any button that the mouse is hovering over, or shows the details of any selected object.






At the far right of the details bar, three icons may appear when an object is selected:

- The Smart Text icon indicates that the selected text object is using Smart Text controls to adjust its placement on the label.
- The Data Source icon indicates that the selected object uses an automatically-updating Data Source, and may change from one printed label to the next.
- The Locked icon indicates that the selected object is Locked in place, and can't be moved freely.

1.4 The Label Canvas




Initially, the label canvas will show a new, blank label, using the most recent settings. Usually, this will be a blank white rectangle, with rulers along the top and left sides.

1.4.1 ZOOM CONTROLS

The toolbar buttons showing a magnifying glass are the basic “Zoom” controls;  zoom in (increase magnification) or  zoom out (decrease magnification) to view your label design at different scales. (The label will still print at the same size.) Next,  Zoom Context adjusts the zoom so that the label fills the entire window. If you are using a mouse with a scrollwheel, you can also scroll up to zoom in, and scroll down to zoom out.


1.5 File Controls

1.5.1 NEW, SAVE, AND OPEN

When you start the LabelForge program, the Label Canvas will show a new label using the most recent settings. You can also clear the current design at any point, and start a new label design with fresh settings, by clicking the  New Label button on the toolbar. Other buttons on the toolbar allow you to  Save your current design, or  Open a design that you had previously saved.


Only one label design can be open at a time; if you attempt to start a new label or open an existing label, you will be prompted to save any changes before continuing.

1.5.2 PRINTING YOUR LABEL


To print a label, click the  Print button in the toolbar. This will bring up a standard printing window, where you can set printing options and choose a number of copies. The keyboard shortcut Ctrl + P will bring up the printing window, as well.

If your label design includes a Merge or Sequence, described later in this guide, you will see another window with options to print the current label only, the entire Sequence, or the entire Merge. If you choose to print the Sequence or Merge, then one copy of each label (from the Start position to the End position) will be printed.

1.5.3 EXITING THE PROGRAM

When you want to exit LabelForge, click the  Exit button at the top right of the toolbar. If there are any unsaved changes to the current label design, you will be prompted to save them before continuing.

2. Setting Up a New Label

When you begin designing a label, you'll need to set options for the label you want to create. Click the  Label Setup button on the toolbar.

2.1 Label Setup Window

This window shows the basic options for the current label design, as well as details on your version of the LabelForge software.

2.1.1 DIMENSIONS AND ORIENTATION

You can adjust the Width and Length of the label design by typing values in the Width and Length boxes, or by clicking on the corresponding up/down or left/right arrows. The arrows will change direction based on the Orientation that you select.

You can change the Orientation of the label by clicking on the appropriate button, with the darkened button showing the current selection. In Portrait orientation, the width of your roll of label stock should correspond to the Width measurement shown; in Landscape orientation, the width of your roll of label stock should correspond to the Length measurement shown.

Some of these options may be “grayed out” and unavailable, depending on the type of label stock that has been selected for Label Type.

2.1.2 FIXED AND DYNAMIC LENGTHS

If the label length is set to “Fixed,” then the label design will remain at the size set under Label Dimensions. However, you can also choose “Dynamic” to have LabelForge automatically extend or contract the length of your label design as you add or remove content. Again, the button that is darker shows the current selection.

When the Label Type has been set to a die-cut or pre-printed label stock, the Dynamic length option will be “grayed out” and unavailable; these materials have a defined length.

2.1.3 SUPPLY MATCHING

The Supply Match option (Auto or Manual) allows certain systems to provide automatic assistance with setting up your label design. With the Auto setting, LabelForge will automatically fill in several of the options in the Label Setup Window, and “gray out” options that are irrelevant to the supplies loaded in your printer. The Manual setting allows you to control all of the aspects of the design.

Automatic supply matching is not available with some systems.

2.1.4 LABEL TYPE AND RIBBON TYPE

You can use the Label Type option to select the label stock that you are using. The different supplies are categorized by type, width, and color; when you have made your selection, click the OK button at the top of the window to continue. The other settings may change to reflect the type and size of material in use. For many supplies, the label canvas will show a non-editable background that reflects the appearance of the label stock (such as a yellow background, or a red “DANGER” header.)

You can also set the Label Type to “Custom” to create new designs without limiting your options.

The Ribbon Type option allows you to select the printing ribbon (or “ink”) that you are using. This way, the printed content of your label will appear in the correct color on the screen.

2.1.5 OFFSETS

If the Label Type has been set to a die-cut or pre-printed supply, another set of options will appear. The Vertical and Horizontal Offsets, shown in pixels, allow you to fine-tune the location of the print on the label. By default, the offsets are set to zero.

2.1.6 SNAP TO GRID


This option makes it easy to align multiple objects. As you drag an object, it will “snap” to the nearest line on an invisible grid. You can disable the Snap to Grid function to fine-tune object positions, if desired. The Snap to Grid button will be dark if the function is turned on.

When the rulers are set in inches, the invisible grid lines are 1/8 inch apart; when the rulers are set in millimeters, they are 2 mm apart.

2.1.7 PRINTER SETUP


This button opens the detailed controls for your printer. On some systems, the button will be “grayed out” and unavailable. The printer controls will also be available when you are ready to begin printing.

2.2 Templates


Rather than using the detailed Label Setup window, you can automatically select the settings for a pre-set template using the  Load Template button. The Object Menu on the left will be replaced with a Templates menu showing the different categories; choose a category, and then click on the desired label template. Your label setup options, including the Label Type, will be updated to match that template. Then, you can adjust the content (as described later in this guide) and print a label in minutes.

Many of the Templates are designed for use with a pre-printed supply type. Because choosing a Template also sets the Label Type, these Templates will show a non-editable background.

3. Adding Content to a Design

The tools for adding content to a label design are located in the Object Menu on the left side of the screen. Clicking on one of the buttons will replace the Object Menu with a more detailed menu for that type of object; you can close those menus and return to the main Object Menu by clicking the  Close Menu button at the bottom of the menu.


3.1 Text

The different options for text objects are available in the Text Details menu. Click the  Text menu button to open this menu.

3.1.1 TEXT OPTIONS


In the Text Details menu, you can select basic options like typeface, font size, font styles, and alignment. You can also choose text color (ribbon or label color) or add a rectangular border around the text object.

3.1.2 ADDING AND EDITING TEXT

When you have made your selections, you can add a text object to your label design with the  Add Text Item button. A typing cursor will appear, and you can begin typing immediately.

If you want to edit the text in a text object after creating it, simply double-click on the object. The typing cursor will reappear. You can make other changes to the text styling by clicking on the text object and then making new selections in the Text Details menu.

3.1.3 SMART TEXT CONTROLS

At the bottom of the Text Details menu, there is a  Smart Text button. Click this button for the following advanced text controls.

FIX WIDTH AND FIX HEIGHT

These options let you set a fixed size for the text object. If a size has been entered in either (or both) of these boxes, the object will stay at that size, and any text that is typed into the text box will be automatically resized to fit.

VERTICAL TEXT

This button toggles a text object between normal letter positioning (reading from left to right) and vertical letter positioning (each letter on its own line, reading from top to bottom.)

ANCHOR TEXT


Ordinarily, a text object is placed by its top left corner, and additional text will expand the object to the right and downwards. With the Anchor Text option selected, the object will be placed by its center, and additional text will expand the object in all directions

equally. Text that should remain centered on the label, no matter how long the text is, should use the Anchor Text option.



3.1.4 DATA SOURCES

The “Data Source” drop-down menu for text provides options for automatically-updating text content. These options are discussed later in this guide.

3.2 Symbols Library



To add one of the symbols from LabelForge’s huge library, click the  Symbols menu button. You will see a list of symbol categories; click on a category to view the symbols in that category, or click on “All” to view all symbols. When you find the desired symbol, click on it to add it to your design. You can move and resize the symbol freely.

3.3 Shapes

To add a basic geometric shape to your design, click the  Shapes menu button. The Shape Details menu includes several options, so you can choose what kind of shape you would like, as well as the stroke (outline) and fill of the shape. When you have made your selections, click the  Add Shape button. You can move and resize the shape freely.

Note that the “Opaque Label Color” and “Opaque Ribbon Color” fill options will display the label and ribbon colors as selected in the Label Setup window. When printing a label, the actual results will depend on the supplies that are loaded in your printer.

3.4 Linear Barcodes

LabelForge offers quick and powerful tools for creating linear barcodes, like the UPCs that appear on the packaging for retail products. To add a linear barcode to your label design, start by clicking the  Linear menu button. Make your selections, and add the barcode to your label design with the  Add New Barcode button.

3.4.1 DATA AND TYPE

The Data field in the Linear Barcode menu shows the data to be encoded in the barcode. Simply type the desired content into that field.


The Type drop-down menu selects the barcode format that will be used for encoding data. The most common types for custom barcodes are Code 39 (for simple alphanumeric data) and Code 128 (for increased versatility).

Because different barcode formats can encode different information, or have limits to the amount of information in a single code, LabelForge will check the entered data against the selected barcode type. If the data will produce a valid code in the selected

format, a green dot will appear at the top of the Linear Barcode menu, to the left of the words “Linear Barcode.” If the data will not produce a valid code, the dot will turn red, and you will not be able to add the barcode to your design.

If you select a barcode type that has a minimum required length, LabelForge may add digits to your entered data in order to meet that formatting. If you select a Data Source (instead of entering data manually) the Data field will be “grayed out” and unavailable.

3.4.2 ADDITIONAL OPTIONS



Some barcode types include an option for a “check digit,” which adds a calculated digit to the barcode that can be checked by the scanner to confirm that the code was read properly. If the option is available, you can choose whether to include or omit a check digit with the  Enable Check Digit button.

Several options are included for a human-readable copy of the information in a linear barcode. You can enable or disable this line of ordinary text, and you can also choose its appearance, alignment, and position above or below the barcode.

3.4.3 DATA SOURCES

The “Data Source” drop-down menu for barcodes provides options for automatically-updating data. These options are discussed later in this guide.

3.5 2D Barcodes

In addition to linear barcodes, LabelForge can create 2D (or “grid”) barcodes. A 2D barcode can include more data than a linear code. To add a 2D barcode to your label design, start by clicking the  2D Bars menu button. Make your selections, and add the barcode to your label design with the  Add New Barcode button.

3.5.1 DATA AND TYPE

The Data field in the 2D Barcode menu shows the data to be encoded in the barcode. Simply type the desired content into that field.

The Type drop-down menu selects the barcode format that will be used for encoding data. The options for 2D barcodes are DataMatrix, PDF417, and QR Code.

As with linear barcodes, LabelForge will check the entered data against the selected barcode type. If the data will produce a valid code in the selected format, a green dot will appear at the top of the Linear Barcode menu, to the left of the words “2D Barcode.” If the data will not produce a valid code, the dot will turn red, and you will not be able to add the barcode to your design.

If you select a Data Source (instead of entering data manually) the Data field will be “grayed out” and unavailable.

3.5.2 ADDITIONAL OPTIONS

There are a few special options for 2D barcodes. Each of these options will be “grayed out” and unavailable if it does not apply to your selected barcode type.

The “Special” drop-down menu allows you to add a special command to the code, in addition to ordinary data. The device reading the code must be able to properly understand the command in order for these functions to be useful.


The “EC” drop-down menu, for Error Correction, allows you to add increasing degrees of automatic error-checking to the code. Higher numbers in this drop-down correspond to codes that can still be read when damaged, but also cause the code to be larger and more complex.

“Row” and “Column” numbers are available for detailed control of the coding dimensions of a PDF417 barcode. If you do not set these values, they will be determined automatically.

3.5.3 DATA SOURCES

The “Data Source” drop-down menu for barcodes provides options for automatically-updating data. These options are discussed later in this guide.

3.6 Import an Image

To add a custom image, such as a company logo, click the  Import Picture button. This will open a new window; browse to the file location where your picture has been saved, select the picture file, and click Open to place the image on your label design. You can then move and resize the image. You can also use the keyboard shortcut Ctrl + G to import a graphic in the same way.

4. Automatically Updating Content

Often, a set of labels will be needed, with each label following the same basic design but including different information. Serial numbers, time or date stamps, and asset tags all follow this format. LabelForge allows you to set up a label with information that changes automatically, using Data Sources. Text Objects, Linear Barcodes, and 2D Barcodes can all use these elements.

4.1 Data Sources

At the bottom of the Text and Barcode menus, there is a drop-down menu for Data Source. Each option represents a specific type of information: the current time or date, for example. When you set up a Merge, new Data Sources will appear in addition to those described here, representing the columns of data from your spreadsheet.

4.1.1 NONE

This is the default selection for a Data Source, and it simply means that the content of the object will be set manually; you will type in the text or barcode data for that object.

4.1.2 _SEQUENCE

This Data Source ties the object to a customized Sequence, described later in this guide.

4.1.3 _ROW

This option has the selected object display the current row from a spreadsheet, as determined by your Merge settings, described later in this guide.

4.1.4 _DATE, _DATES, _DATEX

The object will display the current date, in one of three formats:

- `_DATE` will display a common, abbreviated format, such as “Wed Dec 31 2014”
- `_DATES` will show a shorter, numeric format, such as “12/31/2014”
- `_DATEX` will use an extended, spelled-out format, such as “Wednesday, December 31, 2014”

The date shown will be your system’s current calendar date, updated when the label is printed.

4.1.5 _TIME

The object will include the current time, in a numeric, 24-hour format (such as “14:45:30”). The time shown will be your system’s current clock time, updated when the label is printed.

4.1.6 **_SPECIAL**

This Data Source allows you to use a combination of manually-entered information and automatically-updating data in the same text object or barcode. With this option selected, you can type the percent sign, the name of your chosen Data Source, and another percent sign into a line of text or the barcode's Data field. That string of characters will be replaced with the information from that Data Source. For instance, if you typed:


Today's date is %_DATEX%.

in a text object, the result might appear on the label as:

Today's date is Wednesday, December 31, 2014.

Several separate Data Sources may even be used in the same text object or barcode, simply by including more than one Data Source (with percent signs around each one) in your typed content.

4.2 **Sequence Controls**

A sequence keeps track of a numeric value, with a set beginning and end. Each time you print a label from the sequence, the number is increased by an amount you choose. Sequences are perfect for creating serial number labels. To set up your Sequence, start by clicking the  Sequence button.

4.2.1 **START, END, AND CURRENT POSITIONS**

These values indicate the range of your intended sequence, along with the current position in that range. The Start value should be set to the lowest number you want to use, and the End value should be set to the highest number.

4.2.2 **PREFIX AND SUFFIX**


If you would like some other information to appear along with the automatically-changing number, you can enter that information in the Prefix (which appears before the number) or the Suffix (which appears after the number).

4.2.3 **INCREMENTS AND ZERO PADDING**

The Increment value is how much the sequence will increase in value on each print. The default value is 1, but you can also have the sequenced number count up by 2, or 5, or any other value.



When making a long sequence, you may want to have the same number of digits in every number. LabelForge can "pad" the sequenced number with leading zeroes, so that the sequence always includes at least as many digits as are specified in the Zero Pad field. With the Zero Pad set to 3, for example, a sequenced label might show the number "009," followed by "010."

4.2.4 APPLYING A SEQUENCE

You can apply a Sequence to an existing Text Object, Linear Barcode, or 2D Barcode through the Sequence menu by selecting the object and clicking the  Convert Item to Sequence button.

You can also use the Data Source selection in the Text Details, Linear Barcode or 2D Barcode menu; just select your object and choose “_SEQUENCE” as the object’s Data Source. You can make this selection before or after adding the object to your design.

4.2.5 PREVIEWING AND PRINTING A SEQUENCE


To preview different labels in your set, click the   left or right arrow buttons at the bottom of the Sequence menu. You can also skip to a specific label by manually entering a “Current” value at the top of the menu.

When you print a label that includes a Sequence, you will have an option to print only the current label, or to print the entire sequence—that is, one copy of every label, from the Start value to the End value.


4.3 Merge Controls

A Merge allows you to create a single label design, and have LabelForge “fill in the blanks” with assorted data from a table. These tables can appear in a data file, like a spreadsheet. Merges are perfect for creating sets of labels, like item labels showing an item number, description, and specific barcode.

You can also use an ODBC connection to pull data from a variety of database systems. This is an advanced option, and will be covered at the end of this section.

One of the Data Sources available as a selection when you create a text object or a barcode is “_ROW,” which replaces the content of that object with the number of the current row from your selected table. When you set up a Merge, other Data Sources will be added to the list as well, named after the column headers from your table (if headers are present) or named alphabetically (if no headers are present). To set up your Merge, start by clicking the  Merge button.

4.3.1 SELECTING, CONNECTING, AND VIEWING A TABLE

To tell LabelForge which table to use, select a file format with the “Select Table” drop-down menu. Choose a file type “With Headers” if your table uses the first row for column headers, or “Without Headers” if your table’s first row includes data instead of column headers. Then, click the  Connect to Database button, browse to your data file, select it, and click “Open.” (Tables that you have chosen recently will appear at the bottom of the “Select Table” dropdown menu for quick selection.)


To view the table from your data file, click the  View Database Table button. This will open a new window, showing how LabelForge has identified the contents of the data file.

If your data file did not include column headers, you may need to use this button to see which letter (“A,” “B,” “C,” and so on) is assigned to a given column of information.

4.3.2 START, END, AND CURRENT POSITIONS


LabelForge will read the selected data file and automatically fill in a Start Row and End Row (the first and last rows of content in your table.) You can also enter these values manually, if you would like to use only a section of the table. The Current Row shows which row of data will be applied to the current label.

4.3.3 APPLYING A MERGE

You can apply a Merge to an existing Text Object, Linear Barcode, or 2D Barcode through the Merge menu by selecting the object, choosing the appropriate Data Source from the bottom of the Merge menu, and clicking the  Apply Selected Data Source button.

You can also use the Data Source selection in the Text Details, Linear Barcode or 2D Barcode menu; just select your object and choose the desired Data Source, as previously described. You can make this selection before or after adding the object to your design. The “_SPECIAL” Data Source, described earlier, can be useful when creating complex labels.


4.3.4 PREVIEWING AND PRINTING A MERGE

To preview different labels in your set, click the  left or right arrow buttons at the bottom of the Merge menu. You can also skip to a specific label by manually entering a “Current Row” value at the top of the menu.

When you print a label that includes a Merge, you will have an option to print only the current label, or to print the entire merge—that is, one copy of every label, from the Start value to the End value.

4.3.5 ADVANCED: USING ODBC CONNECTIONS

Open Database Connectivity (ODBC) lets developers and programmers pull data from a database management system and use that data in other software. LabelForge can accept information this way as part of the Merge process. Because ODBC connections require additional software, check with your IT department if you have questions.

Start by selecting ODBC from the “Select Table” drop-down menu, and click the  “Connect to Database” button. This will open a new window where you can set up your ODBC Connection. In this window, you can choose from a list of User DSNs or System DSNs, specify a File DSN, or write a Connection String. Click the “Test Connection” button to ensure that your settings are correct, or click the “Options” button to set further detailed options (such as a username and password, or a port setting). When you click “OK,” LabelForge will attempt to connect to the database system using your settings.

Once the ODBC connection is in place, you will be able to preview the table and assign Data Sources as already described.

5. Manipulating Content

Objects placed on the label canvas can be moved and altered. It is sometimes easier to place an object quickly, and then fine-tune it later.

5.1 Selecting and Editing Objects

To select an object, simply click on it. A selected object will have a rectangular “selection box” of dashed lines surrounding it. To select more than one object at a time, press and hold the Ctrl key on your keyboard as you click on the objects. The keyboard shortcut Ctrl + A will select all of the objects on the design. You can also select objects on your design with the Tab key, which will select one object at a time, moving to the next object with each press of the key; select a previous object with Shift + Tab.

To edit the properties of an object, double-click on the object. The Object Menu on the left will be replaced with the appropriate detailed menu, and you can make new selections there. In addition to double-clicking, you can simply select an object (by clicking on it once) and then choose the appropriate Object Menu. If you double-click on a text object, a typing cursor will appear; you can then type on your keyboard to change the text in that object.



5.2 Moving and Locking Objects




To move an object, simply drag it on the label canvas to the new position. If multiple objects are selected, they will all move together. You can also use the direction arrows on your keyboard (Up, Down, Left, and Right) to move selected objects in those directions.


To lock an object in place so that it can't be accidentally moved, select it and navigate to the object's detailed menu, or double-click on the object. The Lock button at the lower end of the details menu will show an open lock (for unlocked objects) or a closed lock (for locked objects). Click that button to toggle position locking. Locked objects cannot be deleted until they are unlocked again.

The Lock/Unlock option is also found in each object's Dimensions menu.


5.3 Rotating and Resizing Objects

To rotate an object, select the object and click the  Rotate Item button. The object (or objects) will turn 45 degrees clockwise each time you click the button. You can also set a specific angle with the Dimensions menu for an object; select the object, click the  Dimensions button, and type the desired angle of rotation in the “Degrees” box. For counterclockwise rotation, you can enter a negative value; LabelForge will automatically convert it.

To resize an object, select the object and click the  Increase or  Decrease Item Size button. The selected object (or objects) will expand or contract in size horizontally, vertically, or in both directions (proportionally) as shown in the arrows on the  Increase/Decrease Button Axis button. Clicking on that button will cycle through the three resizing axis selections. The keyboard shortcuts are “+” to increase a selected object’s size, and “-” to decrease the object’s size.

You can also set an object’s exact dimensions with the Dimensions menu. Select the object, click the  Dimensions button, and type the desired Width and Height in those boxes.



5.4 Object Dimensions

Each object can have its exact size, rotation, and position adjusted with the Dimensions menu, accessed by selecting the object and clicking the  Dimensions button. Objects can also be Locked in place, or Unlocked, from this menu. This menu also offers specific positioning options not available elsewhere. You can also open the Dimensions menu with the keyboard shortcut Ctrl + D.

5.4.1 FIT WIDTH AND FIT HEIGHT

These options in the Dimensions menu expand or contract the selected object (or objects) to fit the current dimensions of the label. The object (or objects) will also be moved, if necessary, to extend from one edge of the label to the other. Using both options together is the easiest way to make an object completely fill your label.




5.4.2 MOVE TO FRONT AND MOVE TO BACK

These options in the Dimensions menu adjust the layering of different objects in your label design, determining which elements cover others. Moving an item to the front by clicking the  Move to Front button will make that item cover others, while moving it to the back with the  Move to Back button will let the item be covered by other objects. Non-editable backgrounds that appear as a result of Label Type selections, like the red “DANGER” header for certain die-cut labels, will never cover up other objects.

5.5 Common Controls


Several of the other controls for manipulating objects on a design are shared with other programs, and you may already be familiar with them.


5.5.1 CUT, COPY, AND PASTE

The  Cut button will remove the selected object or objects, to be placed again with the Paste function. The  Copy button will make a duplicate of the selected object or objects for later pasting, leaving the original in place. The  Paste button will place the most recently Cut or Copied objects onto your label design.

Like many other programs, LabelForge also allows you to Cut objects with Ctrl + X, Copy objects with Ctrl + C, and Paste objects with Ctrl + V.

5.5.2 UNDO AND DELETE

The  Undo button will cancel the most recent change to your label design. Pressing the Undo button repeatedly will cancel previous changes, as well. You can also Undo a change with Ctrl + Z.

The  Delete button will completely remove the selected object (or objects) from your design. You can also Delete selected objects with the Delete or Del key.



6. Troubleshooting

This section describes common troubleshooting questions and how to resolve them. If you have other questions, please contact your DuraLabel representative for help.


When I center an object, it shifts slightly off-center.

Snap to Grid (in the Label Setup window) is probably enabled. If the invisible gridlines used for aligning objects do not precisely match the size of the object you are moving, the centering controls may cause an object to shift slightly. Turn off Snap to Grid and re-center the object.

I can select an object, but I can't delete or move it.

The object is probably locked. Double-click on the object, or select it and navigate to the object's Details Menu. Along the lower edge of the Details Menu, look for the  Lock button; click it to change the object to  unlocked. You should now be able to move or delete the object normally.

I can see things on the design that can't be selected or changed in any way.

Usually, these objects are elements of a non-editable background, shown as a result of a Label Type selection in the Label Setup window. To clear the background, click the  Label Setup button on the toolbar, and make a new selection for the Label Type option.

My label looks right on the screen, but prints in the wrong colors or without some content.

LabelForge shows you a preview of the label as it would appear with the label stock and printing ribbon selected in the Label Setup window. If the actual supplies loaded in your printer are different, you will see a different result. Check that the settings in Label Setup are correct before you print a design.

When I add a Sequence or Merge to an object, my other content disappears.

Most of the Data Sources (such as those for Sequences and Merges) replace the content of a given object with the content of that Data Source. If you'd like to include other information in the same object, use the “_SPECIAL” Data Source, which lets you include manually-entered information along with automatically-updated information.

7. Reference

7.1 System Requirements

- CPU Speed: 1.6GHz or faster recommended
- RAM: 1GB
- Disk Space: 150MB
- Operating System: Windows XP SP2 or more recent
- Both 32 and 64 bit systems are supported

7.2 Barcode Formats

LabelForge supports linear barcode formats:

- Code 39
- Code 39 with Check Digit (also called Code 39 Mod 43)
- Code 128
- Code 128 A, B, and C
- Interleaved 2-of-5
- Codabar
- UPC-A, A2, and A5
- UPC-E, E2, and E5
- EAN 8, 8-2, and 8-5
- EAN 13, 13-2, and 13-5
- EAN 128 (also called UCC-128 or GS1-128)

LabelForge supports 2D barcode formats:

- DataMatrix (ECC 200)
- PDF417
- QR Code

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