

Lesson 1: Tour of LABELVIEW 9

WHAT YOU WILL LEARN

In this lesson, you will learn about:

- Printer setup
 - Label/page setup
 - Designing a label
 - Defining user properties
 - Database connections
-

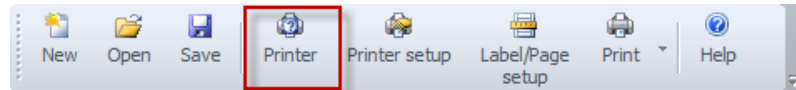
Constructing a Label

Procedure:Printer Setup

To add a printer:

1. Go to click **File > Select printer.**

You can also click the **Printer** button or press **F5**.



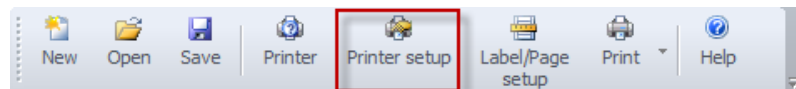
2. Select your printer name.
3. Select **Add**.
4. In the **Model** list, select a manufacturer family, and a model of printer.
5. Select the port (serial, parallel or file), then select **OK**.

Select the plus sign (+) next to the printer manufacturer family to display the different models.

To access the Printer Settings windows:

1. If the printer is selected, **File > Printer Setup.**

You can also click the **Printer setup** button or press **SHIFT+F5**.



2. To quickly view settings for multiple printers, go to **File > Select Printer > Select the printer from the printer list > Select Settings.**

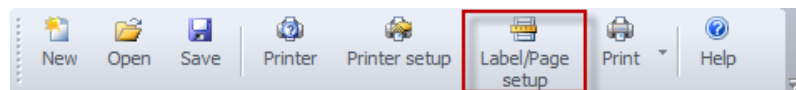
Check Point: The printer is displayed along the bottom of the application.

Procedure:Label/Page Setup

To set Label Size and Margins:

1. Go to **File > Label/Page setup.**

You can also click the **Label/Page setup** button.



Check Point: The rulers will indicate how big the label's white space is.

Procedure:Design a Label

In this exercise, you will add the following fixed objects: Text, Barcode, Lines, Picture

Exercise: Add the following objects to your label:

Text - “Part Number”

1. Select the **Text generation** button or press **F7**.
2. Click the label design space to place object.
3. Type “Part Number”

Text - “12345”

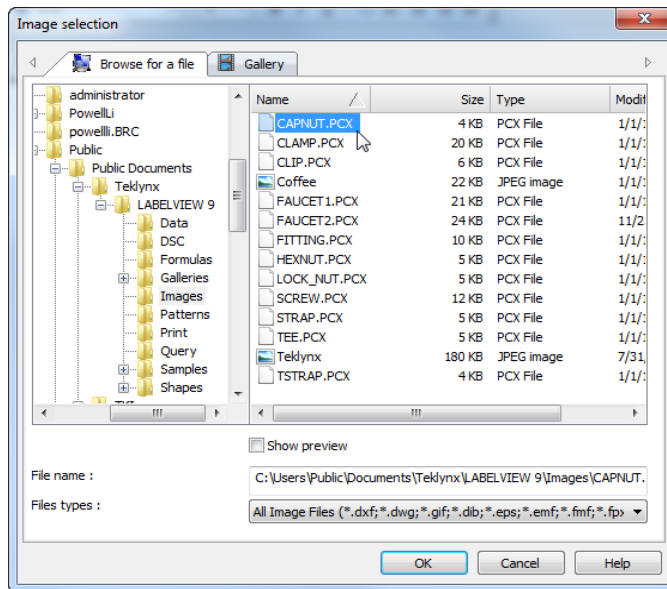
Repeat steps 1-3 to add the text “12345”.

Barcode – “12345”

1. Select the **Barcode generation** button or press **F8**.
2. Click the label design space to place object.
3. In the **Value** dialog box, type “12345”.
4. Select **OK**.

Image – “capnut.pcx”

1. Select the **Image** button.
2. Click the label design space to place the object.
3. In the **Name** column, choose the CAPNUT.PCX image.



4. Click **OK**.

Check Point: Print the label and compare the printed label to the onscreen display.

Procedure:Define User Prompts

In this procedure, you will add a When Printed field by linking the objects added in the previous procedure to the new data sources.

Exercise: Add when printed field called “PartNumber”.

1. Link the Text “12345” and Barcode “12345” to the Part Number when printed field
2. Add when printed field called “PICTURE”
3. Link the image “capnut.pcx” to the Picture When Printed field

Check Point: Print a group of labels, enter new when printed information, compare printed labels to the data entered (show label preview).

Procedure:Database Connection

In this procedure, you will connect to a database using the linked objects added in the Design a Label procedure to the new database connection

Exercise: Link to the **FITTINGS.mdb** file.

1. The PICTURE when printed field will automatically be converted to a database field.
2. Link the Text “12345” and Barcode “12345” to the PART database field
3. Use the SQL Query builder to display the part based on the part number that is entered in the when printed field.

Check Point: Print, explore the database grid in the print screen, compare printed label

NOTE: You can combine steps 3 through 5 by adding the data sources first and then designing the label with the data sources.