TEKLYNX®

CODESOFT®

SETTING THE STANDARD

VERSION 8

BAR CODE
LABELING
SOFTWARE

QUICK START GUIDE

TEKLYNX

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About this manual

Typographical conventions

This manual distinguishes between different types of information using the following conventions:

- Terms taken from the interface itself, such as commands, appear in **bold**.

- Keys appear in small caps, for example: "Press the SHIFT key".

- Numbered lists mean there is a procedure to follow.

- When the conjunction -or- appears next to a paragraph, it means there is the choice of another procedure for carrying out a given task.

- When a menu command contains submenus, the menu name followed by the command to select appear in bold. Thus, "Go to **File > Open**" means choose the **File** menu then the **Open** command.

This symbol highlights important information on how a particular command or procedure works.

Following this symbol you will find hints and tips for optimizing tasks, speeding up commands, and so on.

About your product

Some of the functions described in this manual may not be available in your product.

For the complete list of specific features available in your software, refer to the specification sheet provided with the product.

Introduction

Welcome !

Congratulations, you have just acquired the world's leading automatic identification software package!

This label design application offers you the simplest and most effective way of creating complex documents integrating both fixed and variable data.

Product description

The software is designed to run on any PC or IBM compatible computer that can support the **Microsoft® Windows®** graphic environment.

Your product includes the following components:

- a CD-ROM

- complete documentation

- a license agreement and registration card

- a protection key either electronic (software key) or hard (dongle)

Note

The Releasus.txt file contains the latest information on the software. This information supercedes that

contained in this manual.

System requirements

The basic software and hardware requirements needed to run the application are similar to those of most applications running on Windows$_{TM}$:

- a **PC** or IBM compatible computer supporting **Windows® 2000 SP4**, **Windows® XP SP2** or **Windows® 2003 Server**

- **Windows® 2000** with 64 MB RAM (128 MB recommended) **Windows® XP** or **Windows® 2003 Server** with 128 MB RAM (256 MB recommended)

- A VGA monitor or better

- A hard drive with at least 50MB free disk space

- A CD-ROM drive

> To eliminate the possibility of compatibility issues, please remove all previous versions of this labeling software that may be installed on your system.

Installation

> Before installing this software please save your work and close all other programs.

Before running the installation program, check the configuration of your PC.

1 Place the CD-ROM in the correct drive.

The Installation window appears.

If the CD-ROM does not start up automatically:

2 Go to **Start > Run...**, then type the letter of the CD-ROM drive followed by the filename cdsetup.exe (e.g. **D:\cdsetup.exe**).

3 Select the product you wish to install, then click on the **Install** button and follow the instructions displayed on your screen.

> Once the product has been installed, remember to fill-in and mail the registration card. Registering your product gives you access to technical support from your supplier and pre-release information on new products.

Software protection

Your software can be protected using a software key (an electronic code) or a hardware key (a dongle).

The **dongle** is a small electronic device that you plug into your PC's parallel or USB port before launching the software. Without the hardware protection key, the program will run in 'evaluation' mode. You will not be able to save your labels, 'e' will be replaced with 'x', '0' with '5' and images will be crossed when printing.

The **software key** is an electronic code that is requested by the **Activation Wizard** when you launch the software for the first time or for as long as you are running a trial version. If you are using a trial software key, you will be given 100 runs or 30 days to try the product with all of the product's functionalities available to you.

> When you launch the application, if the protection key does not correspond to your product version, a dialog box will appear providing the necessary instructions.

You must first run your labeling software installation and then activate or connect the protection key to your computer.

Hardware Key connection

If you have purchased the software with a dongle, you may choose between a USB or parallel port dongle.

Connecting the parallel key

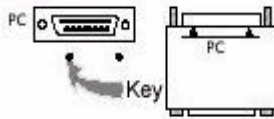Parallel port/DB25 female connection

Figure 1 Connecting the dongle to the parallel port of your PC

If you need to use a printer on the same parallel port, simply plug it into the software protection key. In this case, it may be necessary to switch the printer on in order for the software protection key to be recognized.
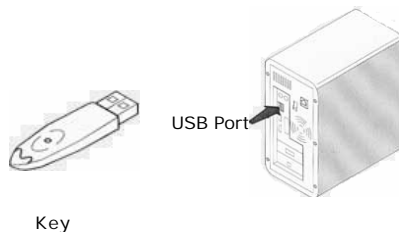
Connecting the USB key

USB Port

Key

Figure 2 Connecting the dongle to the USB port of your PC

When you use a USB key and have multiple USB ports, it does not matter which port you use. If you do not have an available USB port, you can use a USB expander hub. USB

devices are hot-swappable, meaning you can plug and unplug them into the bus any time, without restarting the PC

Note

Drivers can be installed while the application is running. However you must restart your labeling software for the changes to take effect.

USB hardware keys are not supported using **Windows 95** and **Windows NT4** operating systems.

Error messages when launching the software

If you are prompted with an error message when launching the software, please check the following items:

• The administrative rights. You must have local administrative rights on your PC so that the key installation works properly. If you do not have them, you will be prompted an error message when launching the software. You will have to manually install the drivers.

• Drivers installation. If you had trouble during installation or if you are prompted an error message when launching the software, you will have to manually install the drivers.

• The key. If you are prompted an error message when launching the software, check that the connected key works with your labeling software.

Driver update. If you are prompted an error message when launching the software, your driver may not be updated. To update your driver you have to download it from ftp://ftp.ealaddin.com/pub/hasp/NEW_RELEASES/driver/hdd32.zip.

Activating the software key protection

Once you have installed the labeling software, the **Activation Wizard** will be launched taking you through the software key protection process.

To Activate the software key

1 In the Activation wizard, select **Activate** then click on **Next**

There are three possible activation methods; **Internet** (Automatic), **Fax / email**, and **phone**

Internet activation method

1 Select **Automatic** from the list of activation modes. This option allows the activation of the software key via a secure Internet connection. This is the quickest and easiest option available

2 Input your information in the **User Registration** form. Remember that all fields marked by an asterisk (*) are required. Click on **Next**

3 Enter the activation code provided with the product and click on **Next**

4 Click on **Finish** if your activation results are successful. If any problems were encountered, a message will inform you that the activation has failed and an error will be displayed.

Fax / Email activation method

1 Select the **Fax / Email** activation method

2 Input your information in the **User Registration** form. Remember that all fields marked by an asterisk (*) are required. Click on **Next**

3 Enter the activation code provided with the product and click on **Next**

4 Click the **Create Form...** button. An Activation Request Form will be created with all the required user information. This form must be sent by fax or email in order to receive the response code. Please see the contact info on your screen for more information.

5 Click Next. While waiting for a **Response Code**, you may choose to **launch** your software and begin using it, or, close it and return to the activation process once you have received your response code.

Once you have received your Response Code, you can return to the activation process by restarting the wizard and

click **Next** until you reach the screen from step 5 and choose the option **Enter the Response Code**. All the options you had previously selected in the wizard will be retained.

6 Enter the **Response Code** provided to you and click on **Next**

7 Click on **Finish** if your activation results are successful. If any problems were encountered, a message will inform you that the activation has failed and an error will be displayed.

Telephone activation method

1 Select the **Telephone** activation method

2 Enter the activation code provided with the product and click on **Next**

3 Call your contact (For Europe or Asia, please contact your Reseller. For the Americas, please contact Teklynx at +1-414-535-6200)

Note

You will be required to fill out a User Registration via the phone. Please have your company information at hand.

4 Enter the **Response Code** provided to you by your reseller and click on **Next**

5 Click on **Finish** if your activation results are successful. If any problems were encountered, a message will inform you that the activation has failed and an error will be displayed.

Installing the driver key manually

If you want to install your key driver manually, do the following:

• Click on **Start**, then **Run**.
• Enter your installation file path then type the following command: **\hinstall.exe -i**

Note

It is recommended to close your labeling software and other applications before installing your driver.

Launching the program

1 Go to **Start > Programs**.

2 Select the name you gave to the program group during installation (by default, it is the name of the application).

The main window appears on the screen.

Discovering the Interface

Description of the main window

This section presents a general overview of the main interface elements as they appear in the main window at the beginning of a work session.

Menu bar
The menu bar comprises seven drop-down menus: **File**, **Edit**, **View**, **Object**, **Data Source**, **Tools**, **Window** and **Help**.

To open a menu:

1 Click on it with the left mouse button.

2 Then choose the required command.

To access commands using the keyboard, use the keyboard shortcuts. Press ALT then the key corresponding to the letter underlined in the menu name followed by the key corresponding to the letter underlined in the command name.

Workspace
The workspace is the entire middle portion of the window, located between the graduated rulers and the scroll bars. It includes the frame that outlines the physical limits of the document, where the objects to be printed are placed, as well as a non-printable area where you can insert comments or objects that you do not wish to appear in the printed label.

Document   When you start a new session, the program displays a frame
                      aligned with the top left-hand corner of the window. This
                      frame represents the physical limits of the document to be
                      printed. The objects that make up your document should be
                      placed inside it.

Status bar   Located on the lower edge of the window, the status bar
                      displays the name of the selected printer, the
                      communication port to which it is connected, and the cx and
                      cy dimensions of the object selected.

| HP LaserJet III | \\Pc05\hp 3 | x,y: 4.67,60.07 | cx,cy: | |

Figure 3 The status bar

**Standard   These tools allow you to execute common tasks more
toolbar**   quickly than by using the menus.

                      To select a tool:

                      • Click on the corresponding button.

Figure 4 The Standard toolbar

View toolbar   The **View** toolbar offers you a number of display options.

Figure 5 The View toolbar

To change the view mode:

• Click on the required view mode:

Button	Name of tool	Use
🔲	**Name**	displaying variable names.
✕✕	**Size**	displaying variable size maximum.
12	**Contents**	displaying variable values.
🔶	**Form**	displaying the Form.
🗂	**Document Browser**	displaying the Document Browser.
🔍	**Zoom**	allows you to increase or decrease object detail.

All these options can also be accessed via the **View** menu.

Creation Toolbar

The creation toolbar contains a number of buttons, each of which represents a tool. With these tools you can create and manipulate objects.

Figure 6 The Creation toolbar

Button	Name of tool	Use
	Select objects	select and manipulating all types of objects.
	Text generation	creat fixed and variable text.
	Barcode generation	creat fixed and variable barcodes.
	Image import	insert images.
	External object insertion	insert objects external to the application.
	Line drawing	draw horizontal or vertical lines.
	Rectangle drawing	draw rectangles or squares.
	Circle or ellipse drawing	draw circular shapes.
	Polygon drawing	draw free shapes composed of lines.
	Oblique line drawing	draw diagonals.
	Rounded rectangle drawing	draw rectangles with rounded corners.
	Shapes Gallery tool	import ready-to-use shapes into the document
	UCC/EAN 128 and Maxicode wizards	create barcodes with the UCC/EAN 128 and Maxicode wizards
	Plug-ins	create TextArt, ListFields and RichText Fields

**Document
Browser**

The **Document Browser** contains two tabs: **Data Sources** and **Objects**. The arrow up and arrow down keys on your keyboard allow you to move up and down the tree. The + and - symbols allow you to expand or shrink the list and display the list of variables associated with each data source or the objects available for each category.

The **Data Sources** tab displays the data sources and the number of variables associated. You can insert variable objects simply by dragging and dropping them into your document. You can also add, delete and modify variable properties using the context menu.

The **Objects** tab displays the number of objects created according to type, and their properties such as position, height and width. You can also use this tab to select an object and change its position.
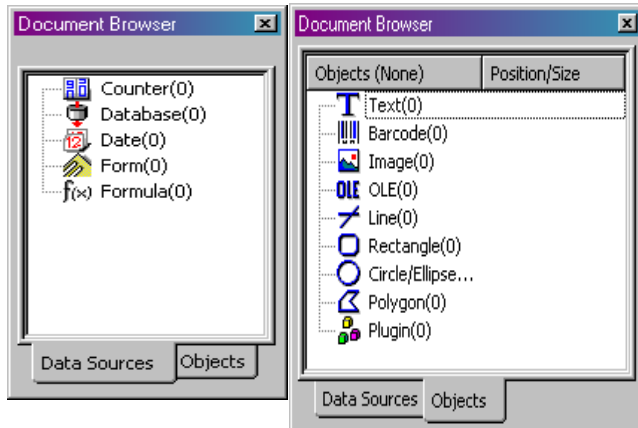

Figure 7 The Document Browser

About data sources

A data source contains a list of variables fed by data from the same source.

When you select a data source, you are indicating where the required data is located, and what type of data it is. The data can be of internal origin (**Date**, **Counter**) or external to the application (**Database**, direct data entry using the **Form**).

The different data sources available in the **Document Browser**'s **Data Sources** tab are the following: **Database**, **Date**, **Form, Formula** and **Counter**.

Graduated rulers

The rulers allow you to pinpoint the position of the mouse pointer and place the various objects you include in your document with total precision. They may be configured in inches or millimeters using the **Tools > Options > Display** command.

• Double-clicking on the left half of the horizontal ruler reduces the display scale.
• Double-clicking on the right half of the horizontal ruler increases the display scale.

You can display the **Zoom** factor context menu by right-clicking on the horizontal ruler, or the **Orientation** context menu by right-clicking on the vertical ruler.

Rotation button

Clicking on located in the top-left corner of your documents allows you to rotate the document on the screen 90°, 180°, 270° or 360°. Screen rotation is merely a display feature, and has no effect on printing.

To rotate the document:

• Click on the rotation button with the left mouse button to rotate the document 90° to the left.
• Click on the rotation button with the right mouse button to rotate the button 90° to the right.

You can obtain the same document rotation effect by using the **View > Orientation** command, or by clicking on the vertical ruler with the right mouse button to display the context menu.

Color palette   The color palette is displayed at the bottom of the workspace and allows you to modify the color of any object in your document (text, barcodes, shapes and monochrome images).

Figure 8 The color palette

To change the color of an object:

1 Select the required object.

2 Click on a color in the palette with the left mouse button to apply text, line or outline color.

3 Click on a color in the palette with the right mouse button to apply background color.

Note

This button ✕ **removes the background color from an object.**

The Online Help provides full information on choosing the color palette, customizing it, and so on.

Creating Your First Label

Introduction

The purpose of this chapter is to get you off to a quick start with the software by familiarizing you with its most common functions. We will demonstrate just how quickly and easily a label can be constructed by creating a label step-by-step in this chapter.

We are going to create the following label:

Figure 9 Introduction to the example label

You can access the Online Help at any time by pressing the F1 key.
You can also access it from the dialog boxes by clicking on the **Help** button.

You are recommended to save your document at regular intervals so as to avoid losing data in the event of a problem such as a power failure.

Setting up the interface

With a simple click of the mouse, the interface can be instantly translated into the language of your choice.

1 Go to **Tools > Options**...

2 Select the required language and unit of measurement as shown in the Figure below, then click on **OK**.
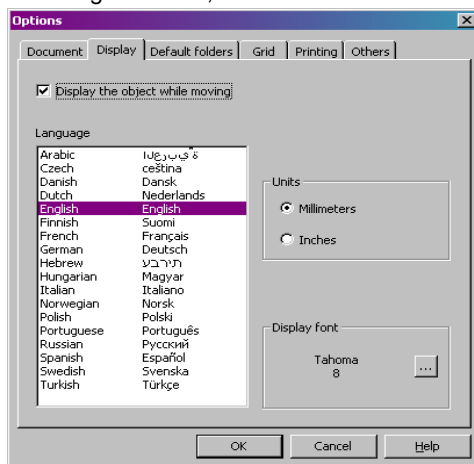

Figure 10 The Options dialog box
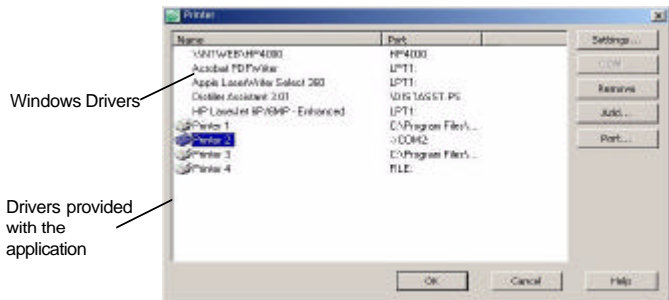
Selecting the printer

Before starting, you will need to define the printer you wish to use as not all printers share the same characteristics. As a result, settings such as choice of character fonts, page formats, and so on, may differ according to the model chosen.

- Go to **File > Select printer...**
  -or-
  Click on 🖨️ (or the F5 key).

The **Printer** dialog appears on the screen.

Note:
Drivers provided with the application are indicated by an icon

Figure 11 The Printer dialog box

If the printer you wish to use is not listed in the box, you will need to add it.

To add a printer:

1 Click on the **Add** button, then select the printer from the **Model** list.

2 Select the port on which you wish to install the printer.

3 Click on **OK**.

You are now back at the **Printer** dialog box.

4 Select the printer you have just added, then click on **OK**.

To create the example label described in this manual, we recommend you use a printer that uses the drivers provided with the application

You are recommended to use printer fonts and barcodes as this reduces data transfer time and thus optimizes label printing speed.

Document page setup

Once you have selected the printer on which the label will be printed, you can begin creating your document. The first stage involves setting its dimensions.

1 Go to **File > Page setup...**.
-or-
click on 🖳

The **Page setup** dialog box appears on the screen.

The **Stock** tab allows you to open an existing stock, or create a new one

The **Label** tab allows you to define the size of the document and the number of documents per row and per column on the page

The **Page** tab allows you to define the page format

The **Margins** tab allows you to define the margins and the distance between documents on the same page
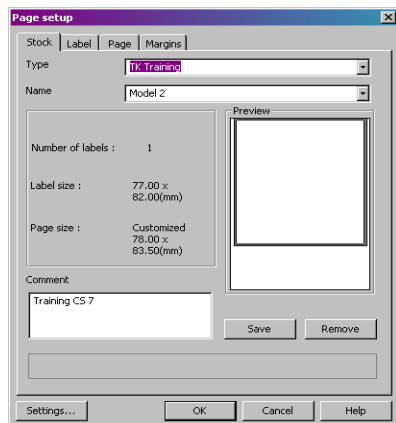
Figure 12 The Page setup dialog box

2 Click on the **Label** tab and enter the following information:
- **Width**: 77
- **Height**: 82
- **Corner roundness**: 1
- **Number of labels per row**: 1
- **Number of labels per column**: 1

3 Click on the **Page** tab and enter the following information:
- **Page size**: Customized
- **Automatic sizing**: yes

4 Click on the **Margins** tab and enter the following information:
- **Left margin**: 1
- **Top margin**: 1.5
- **Gap between columns**: 1

5 Click on **OK**.

The workspace displays the outline of your label.

Page setup parameters may differ according to the printer used. In this case, messages will guide you through the process of modifying the values suggested in this example.

Creating Database Variables

The **Database** data source allows you to import data from a database.

1 Go to **Data source > Databases > Create/Edit query...**

2 Select **ODBC**

3 Click on the database icon button

4 Click on **Add...**

5 Select the **Microsoft Access Database driver (*.mdb)**

6 Click on **Finish**

7 Name the database: "Fruits" and click **OK**

8 Select the new database from the list and click **OK**

9 In the **Select Data Source** drop-down menu, select **Fruits** and find its location C:\ProgramFiles\Codesoft8\Libraries\Data\Fruits.mdb

10 Select **Products** from the list of tables

11 Click **Select All**

12 Click **OK**

The variables are created automatically and are displayed under **Database** in the document browser. They will carry the same field name as those defined in your database.

To add a variable to the document, select a **Database** variable from the list, then drag and drop it into the document (see *Creating text variables*).

Creating the label

Creating text

1 Select the **Text generation** tool, then click inside the workspace.

2 Enter "From:".

3 Using the **Select** tool, right-click on the text you have just created. and go to **Properties...**

4 Complete the dialog box as shown

.

Figure 13 The Text dialog box

> To retain the set text attributes for all new textboxes, right-click on the configured textbox and select **Set as default**.

5 Repeat steps 1 and 2 for the following text:

- "Best before:"
- "Shipping Date"
- "Package Price:"
- "Quantity:"
- "Weight:"

6 Create also a empty text box in which the ProductName variables will be inserted. (see *Creating text variables*)

To apply color to the text.

1 Select "Best before", then click on the required color in the palette with the **left** mouse button.

The text will immediately display the color chosen.

2 Select "Shipping Date:", then click on the required color in the palette with the **right** mouse button.

The text will immediately display a background color.

Creating text variables

Once your textboxes have been created, place the data from your database on your label by dragging and dropping the various database items onto your label. Remember to place all the ProductNames in an empty textbox. The variables to be moved over are: OrderQty, Origin, Proce_per_kg, ProdNameCh, ProdNameFr, ProdNameGe, ProdNameIt, ProdNameRu, ProdNameSp, ProdNameUs. When you drop the variable into the label, you will be given a choice to create it as a text, barcode or image... For the above mentioned items, always choose Text.

Creating date variables

1 Right-click on the date item in the document browser and select **Add...**

2 Select a date format

3 Drag and drop the newly created date variable into the label as a text item

Configuring a date variable

1 Repeat steps 1 and 2

2 Click the **Options** tab in the **Date variable dialog box**

3 Add a **fixed value** of **15** (days) and click **ok**.

This will add 15 calendar days to the current date - used for the "Best Before" date variable.

Creating barcodes

1 Select the **CodeArticle** variable from the list of database items in your document browser

2 Drag and drop it into the label as a barcode

You can change the type of barcode it produces by right-clicking on the barcode, selecting **Properties...** from the context menu and defining the settings.
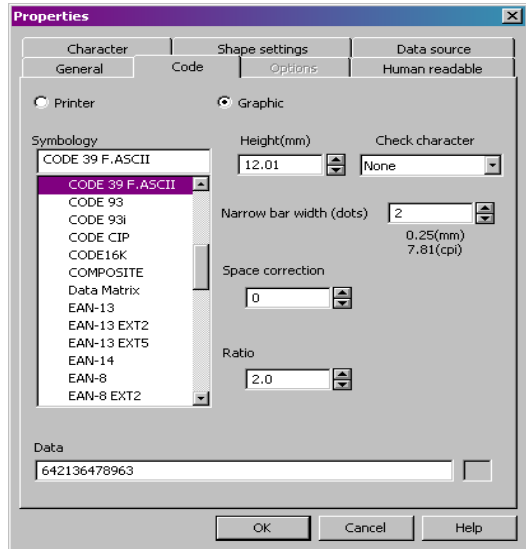

Figure 14 The Barcode dialog box

To access the **Barcode** dialog box more quickly, double-click on the object.

Creating Shapes

To draw a line:

1 Select the **Square drawing** tool to draw the squares in the bottom half of the label

2 Click on the point at which you wish to begin drawing the square and, holding the left button down, drag the mouse.

3 Once you have drawn the squares, select them and go to **Properties...** in the context menu.

The **Shape** dialog box appears.

4 Enter "0.20" in the **Line width** box, then click on **OK**.

Importing an image

Your software allows you to insert images and company logos into your label to give it that finishing touch.

A number of formats can be imported, including bmp, dib, gif, and so on.

To import an image:

1 Click on the **Image import** tool.

2 Click inside the workspace.

The **Open** dialog box appears.

3 Select Samples\Images\banana.jpg, then click on **OK**.

> To help you find the image to be imported, display the file preview by clicking on ▦ .

4 Readjust the size of the image as necessary. Click on a handle, and, holding the left button down, drag the mouse until the required dimension is achieved.

Counter

The **Counter** data source contains a list of variables created when you need them. These variables are fed by data calculated either by the computer, or by the printer.

The content of the variable changes as printing advances, according to an initial value and an increment value.

To create a Counter variable:

1 Select **Counter** in the **Document Browser's Data Source** tab.

2 Choose **Add**... in the context menu.

The variable created appears automatically under the selected data source.

To define the properties of a Counter variable:

1 Select the **Counter** variable, then choose **Variable properties**... in the context menu.

2 Select the type of counter.

3 Enter a value in the**Increment** box. The default increment is +1.

4 Enter a value in the **Start value** box. The default start value is 0.

5 Click on **OK**.

To insert the Counter into the document:

1 Select the **Text generation** tool.

2 Select the**Counter** variable, then drag and drop it into the document.

The Counter appears.

Don't forget to activate **Contents** mode if you wish to display the current value of the counter.

Saving the document

Before printing your label, save your document.

1 Go to **File > Save**.

The **Save as** dialog box appears if you are saving your document for the first time.

2 Name your document, then click on **OK**.

Printing your document

You have finished creating your label, so you can now print it.

1 Go to **File > Print..**.
   or
   click on the ![button] button.

2 The **Print** dialog box appears.

The **Quantity** box allows you to define the total number of labels to print

Complete the different boxes as required

The **Start at** box allows you to start printing at a given label

Figure 15 The Print dialog box

Click on **More >>** or **<< Less** to display/hide the **Expanded Print** section

> Press the CTRL+P key to access the **Print** dialog box more quickly.

3 To start printing, click on **OK**

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TEKLYNX

United States	Canada	France	Germany	Singapore	China	Japan
1-414-535-6200	1-905-771-4104	33-562-601-080	49-6103-30026-0	65-6477-7293	86-21-6100-6588	81-45-461-3603

www.teklynx.com