

Label Wizard

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Introduction

Label Wizard lets you design and print out custom labels. You can specify the size of each label, and how many labels are on each sheet of paper, as well as their arrangement.

For each label, you specify what text and images should appear on the label. You can create the following types of graphic objects:

- Text
- Picture
- Line
- Circle
- Rectangle
- Serial Number

Unique to Label Wizard is the ability to place automatically incrementing serial numbers on labels. The number of the first serial number is specified, and that number will be automatically incremented for each label on the sheet of labels.

How to use Label Wizard

The main program window is divided into two sections: Page Settings and Label Design. Page Settings are used to control things relevant to the entire page or sheet, such as the number and layout of the labels and their size, as well as margins and scaling. The values in the Label Design area are used to control the appearance of the label itself, what text and other graphic objects appear, their color and location, etc.

Page Settings

The Portrait/Landscape menu lets you select the page orientation.

The paper size menu allows you to select from one of several pre-defined page sizes, or you can select Custom, which allows you to enter in your

own page dimensions.

The units menu allows inches or cm to be selected.

Under Label Configuration are several settings that define the number and size of the labels.

The columns and rows values are used to specify how many columns of labels there are, and how many rows.

The column and row spacing values specify how far apart the labels are. For example, for the column spacing, it is the distance between the left edges of two labels. It is not the spacing in between the labels.

The width and height values are the dimensions of the labels.

The left and top margins are the offsets from the left and top sides of the paper to the left and top sides of the first label, that is, the label in the upper left corner of the sheet.

Under Printer Configuration are two values that control the overall page size and layout.

The left and top offset are used in cases where the printer is not able to print all of the way to the edges of the paper. You only need to determine this value once for your particular printer. To do that, check the box called Print Markers, and print off a sheet of labels. You can print on a plain piece of paper, not an actual label sheet. The program will print a horizontal line one inch from the top of the paper, and a vertical line one inch from the left side. Get out a ruler, and measure where the lines actually are. If they are one each from the edges, just enter a zero into each of the offset boxes. If they are further than an inch, subtract an inch from each measurement, and enter that into the appropriate box. If they are less than an inch from the edge, something is wrong!

Label Design

This is where you control what appears on each label printed. There are presently six graphic objects that can be put on a label. To add a graphic object to the label, click on the appropriate button. You can have more

than one instance of each object type.

There is a list of objects for the label, with a brief description of the object as well as a small box showing the color of the object. To edit an existing object, double click on it from the list of objects. Below this list is a preview of the label. Each of the graphic objects is described below. All locations are referenced to the upper left corner of the label.

Line

Draws a line between the starting and ending point. The weight controls the thickness of the line. Click on the color box to change the color.

Oval

Draws an oval at the specified location, with the given width and height. The weight controls the the thickness of the line drawing the oval. Click on the color box to change the color. Check fill if you want the oval to be filled in.

Rectangle

Draws a rectangle at the specified location, with the given width and height. The weight controls the the thickness of the line drawing the rectangle. Click on the color box to change the color. Check fill if you want the oval to be filled in.

Text

Prints a string of text at the specified location. Choose the font from the menu. The size can be specified, as well as whether the text should be bold, italic, or underlined. If the centered box is checked, the horizontal location will be ignored, and the text will be centered in the label.

Picture

Displays a picture at the specified location. You can scale the size of the picture. Click on the Select Picture button to chose the picture to use.

Serial Number

Prints a serial number at the specified location. Choose the font from the menu. The size can be specified, as well as whether the text should be bold, italic, or underlined. If the centered box is checked, the horizontal location will be ignored, and the text will be centered in the label.

In the starting field, type in the first serial number you wish to print.

In the format field, type in # symbols for how many digits you wish to use. If you type in zeros instead, then leading zeros will be printed.

“Numeric” is the only allowed option.

Templates

Label Wizard supports the use of templates, to define the size and page layout characteristics of commonly used labels. These are the values in the Label Configuration portion of the Page Settings tab of the main window.

Clicking on the “Templates...” button will open a window containing a list of defined templates. Double clicking on one of these will load that information into the main window.

Label template values can be edited by selecting the template and clicking on the Edit button, likewise they can be deleted by clicking on the Delete button. Clicking on the Add button will bring up a blank template editing window, where the information for the new label template may be entered.

The label templates are stored in two files, located in the same folder as the program itself. One file, template.txt, contains the default templates that come with the program. Any additional templates created by the user are stored in the second file, custom.txt. This is so that when a new version of the program is installed, only the template.txt file will be updated, preserving any user-created templates in the custom.txt file.

Printing

Clicking on the Print Sheet button will print one sheet of labels.

To print at least a specific number of labels, print on the Print Labels button. The program will calculate the number of sheets required to print at

least that many labels, and print them. Completely filled in sheets will be printed, so it is possible that more labels will be printed, rounding up to a whole number of sheets worth.

If Increment Serial is checked, the serial number for that label will be incremented to the next unused number. You should then save the file, so this new starting serial number is saved. Note that this function is not guaranteed to work if a label has more than one serial number.