

EDIT DATA Screen in Detail

1 PRINT WIZARD 1. SELECT LABEL **2** ENTER DATA 3. PRINT PREVIEW **2** Design Name: 6tab
Palette: Default TAB

3 Search: Palettes Save Clear Import Connect

4 Enter Label Data

	HORIZONTAL #	COLOR BAR	1ST LINE TEXT	COLOR BAR	YEAR	BARCODE
1	123	951753	THIS FIELD REPRESENTS THE 1ST LINE OF TEXT FIELD TO 60 CHARA	25	12	6
2	987	852456	THIS FIELD REPRESENTS THE 1ST LINE OF TEXT FIELD TO 60 CHARA	31	12	000000007
*						

Print All Total Rows: 2 | Selected for Print: 0 | Available Label Prints Left: 51 | Reprint Credits: 0 **5**

THIS FIELD REPRESENTS THE 1ST LINE OF TEXT FIELD TO 60 CHARA


6 5 4 2 5 8 987 987 12 12

000000007 TAB 6TAB

6

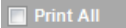
- 1. The Print Wizard** – shows the three steps to printing labels (progress tracking).
- 2. Design/Color Palette** – gives the label design name and the associated color palette name (palettes are: *TAB*, *Datafile*, or *Published Shared Design Specific*). The published color palette is unique to a label design (these are loaded at the time the account is created or after adjustments have been made). Published color palettes can be shared (loaded) with other account users (this process is covered in separate document).
- 3. Options Toolbar** – offers various functions for searching, color palette tools, and data management.
 - Search** – type in the text to search for (within entire list) and press the enter key.
 - Palettes** – allows the user to customize the color palette (this process is covered in a separate document).
 - Save** – saves the data to a local file on the machine.
 - Clear** – removes all data from the entry-grid (prompts to confirm).
 - Import** – allows data to be imported from various sources (this process is covered in a separate document). *Formats currently supported: .dat, .txt, .csv, .xls, and .xlsx.*
 - Connect** – allows a connection to a data source; it associates to a specific design and imports from the specified source each time the design is accessed from the same machine (this process is covered in a separate document). *Formats currently supported: .dat, .txt, .csv, .xls, and .xlsx.*
- 4. Data Entry Grid** – data can be manually entered in the fields that are available; if data was imported, it would be displayed in the grid. Enter data and press the TAB key to move to the next field; if you in the last field, pressing TAB will switch to the next row.
- 5. Information Toolbar** – shows information about the active label, account, and

provides a way to select all records for printing.

 **Print All** – checking this box, all records will be selected for printing.

Total Rows – this counter tells you the number of rows (records) currently in the data.

Current Field Length – this appears when the cursor is active in a data entry field.

 **Print All** | **Total Rows: 28** | **Current Field Length: 60** | **Selected for Print: 0** | **Available Label Prints Left: 51** | **Reprint Credits: 0**


Selected for Print – this counter tells you the number of records currently selected for printing.

Available Label Prints Left – this is the label inventory counter; it determines the maximum number labels that can be printed before needing to reorder labels.

- 6. Label Design Preview** – this shows a preview of the selected record; as you enter and TAB to the next field, the preview will populate. This gives you a visual indication of the label design layout, colors, and data, as it pertains to what is being entered or what was imported.

Selecting Records for Printing


There are two methods for selecting records for printing; selecting individual records or selecting all records.

Selecting Individual Records – click the grey box with the record number; this marks the record for printing, displaying the printer icon next to the record. 

PRINT WIZARD | 1. SELECT LABEL | 2. ENTER DATA | 3. PRINT PREVIEW | Design Name: 6tab | Palette: Published Shared Design Specific

Working with Imported Data | Search: | Palettes | Save | Clear | Import | Connect

4	123	456789	THIS IS A LINE OF TEXT WITH 60 CHARACTERS IN LENGTH	12	04	123456789	
5	123	456789	THIS IS A LINE OF TEXT WITH 60 CHARACTERS IN LENGTH	12	05	132456897	
6	123	45678	THIS IS A LINE OF TEXT WITH 60 CHARACTERS IN LENGTH	12	06	528741369	
7	456	987654	TAB PRODUCTS CO LLC - ANTHONY GRIMES - SUPPORT	10	11	654741369	
8	456	987654	TAB PRODUCTS CO LLC - ANTHONY GRIMES - SUPPORT	10	11	654741369	
9	456	987654	TAB PRODUCTS CO LLC - ANTHONY GRIMES - SUPPORT	10	11	654741369	
10	456	987654	TAB PRODUCTS CO LLC - ANTHONY GRIMES - SUPPORT	10	11	654741369	
13	456	987654	TAB PRODUCTS CO LLC - ANTHONY GRIMES - SUPPORT	10	11	654741369	

 **Print All** | **Total Rows: 28** | **Selected for Print: 3** | **Available Label Prints Left: 51** | **Reprint Credits: 0**

THIS IS A LINE OF TEXT WITH 60 CHARACTERS IN LENGTH

IN | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

Selecting ALL Records – click the check-box next to Print All.

PRINT WIZARD | 1. SELECT LABEL | 2. ENTER DATA | 3. PRINT PREVIEW | Design Name: 6tab | Palette: Published Shared Design Specific

Working with Imported Data | Search: | Palettes | Save | Clear | Import | Connect

	HORIZONTAL #	COLOR BAR	1ST LINE TEXT	COLOR BAR	YEAR	BARCODE
1	123	456789	THIS IS A LINE OF TEXT WITH 60 CHARACTERS IN LENGTH	12	01	012345678
2	123	456789	THIS IS A LINE OF TEXT WITH 60 CHARACTERS IN LENGTH	12	02	123456789
3	123	456789	THIS IS A LINE OF TEXT WITH 60 CHARACTERS IN LENGTH	12	03	132456789
4	123	456789	THIS IS A LINE OF TEXT WITH 60 CHARACTERS IN LENGTH	12	04	123456789
13	456	987654	TAB PRODUCTS CO LLC - ANTHONY GRIMES - SUPPORT	10	11	654741369

☒ **Print All** | **Total Rows: 28** | **Selected for Print: 29** | **Available Label Prints Left: 51** | **Reprint Credits: 0**

THIS IS A LINE OF TEXT WITH 60 CHARACTERS IN LENGTH

IN | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

Click on the PRINT PREVIEW tab to proceed