Brandsoft



Label 5

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Before starting installation consider this:

- 1. Close all other programs running on your computer AND make a complete backup.
- 2. Check that you have 800 MB of free space on the drive you want to use for Label 5 (e.g. C:\).
- 3. The installation may take 30 minutes depending on hardware
- 4. You must have a DVD readable drive and not only a CD-Rom drive in your computer.
- 5. Only in multiuser environments! If you are multiple users on the same network the folder in which Label 5 is installed as the master (server) must be shared and mapped to allow the other clients, workstations, pc's to see the hard drive containing the Label 5 master installation. From a workstation you may use a different drive letter e.g. F:\ to get access to the master drive. In other words, the master installation folder must be shared and mapped on all workstations.

Where are the files installed?

The installation process creates several folders. Users must never delete, move or rename these folders after installation or Label 5 will no longer work properly.

Windows XP:

C:\Program Files\Brandsoft Label

- The program and system files

C:\Program Files\Microsoft SQL server\MSSQL\$LABEL\Data

- The SQL 2008 server database

Windows Vista and Windows 7:

C:\Program Files (x86)\Brandsoft Label

- The program and system files

C:\Program Files (x86)\Microsoft SQL server\MSSQL\$LABEL\Data - The SQL 2008 server database

A number of subfolders are created according to this list:

C:\Labeldata\Design

- All design files for the Floralabels products

C:\Labeldata\Drawings

- All emf graphics files used on designs

C:\Labeldata\Joblists

- All print job lists are saved here

C:\Labeldata\Logo

- All logo files used on designs

C:\Labeldata\Pics

- All pictures of plants used in the article database

This is the standard and default folders suggested by the installation program; normally they should just be accepted during installation. It is possible to change default folders and for some use it may be more appropriate to have also the \Brandsoft Label folder placed in the \Labeldata folder and not in the \Program Files folder. The folders in the \Labeldata should never be created in the \Program Files folder.

If the installation process does not start automatically when you put the DVD in the DVD drive, you must manually run the SETUP.EXE installation program on the cd.

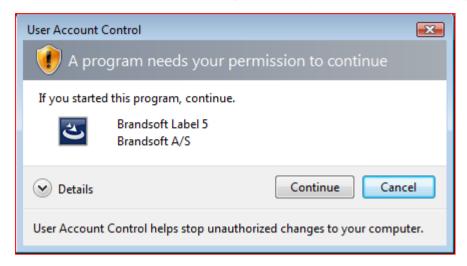
Brandsoft Label 5 comes with MSSQL 2008 database technology, and during the installation process all necessary components will be installed automatically if they are not already present at the computer:

- MS SQL Server 2008 Express, (only for new server/stand-alone installations
- Microsoft .NET Framework 2.0, Service Pack II
- Windows Installer 4.5

.NET and Windows installer comes automatically with Windows Vista and newer OS.

Installing Label 5 on a new computer

Windows user account control might ask for permission to install the program, click CONTINUE:



Several windows where NEXT is only option may be displayed.

Select the server or stand-alone option when this question is displayed.

This window will create the folder where to put the program files – the default installation should normally be accepted, it looks like this:



The next window concerns where to put other files belonging to the label system, these are not put in the program files directory to avoid user account control problems on Windows Vista or Windows7. The default position here is:

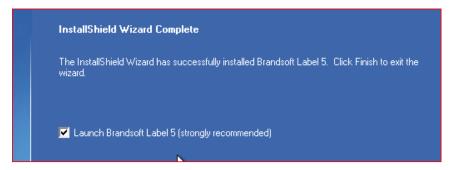


After choosing this folder the installation process will continue and several windows will flash during this process.

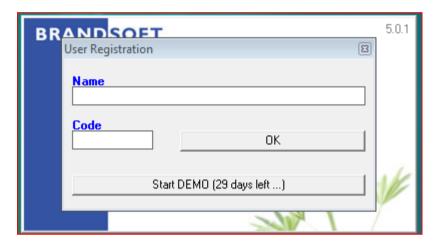
After some time the installation need to reboot your system – this should always be done and select "Yes"

.

When the computer has rebooted Label 5 installation will continue automatically, and it is again strongly recommended that the installation process is being completed now:



Shortly hereafter the registration box will appear where name and code has to be entered to validate the license:



When installation is complete a box will appear telling that the databases have been installed:



When clicking OK Label 5 will try to register your installation at our website, this will only take a few seconds.

Label 5 has now been installed and ready to use as a stand-alone solution or as a server in a network environment.

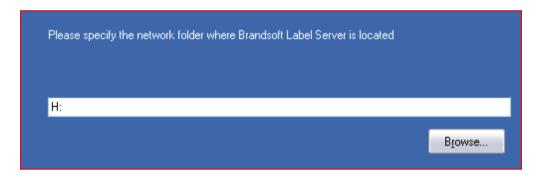
Installing a workstation

A workstation is a computer on a local network connected to the server where the label system and the database is installed.

The database is not installed on a workstation, but only the program.



Later the Workstation needs to know where to look for the server files. This is done by using the "Browse" button and point at the **bs4.txt** file located on the server:



In this example it just points to a share called "H:\"

This path depends completely on each individual installation, the important issue is that the other computers can see and access this share.

Firewalls.

In version 4.3.8 of the label program it may be impossible to get a workstation to connect to the sql server database, unless the Windows firewall on the server is disabled.

Windows Vista and Windows7 are even more restrictive policy regarding requests to make changes on the server from a workstation. The new label 5 installation program will automatically add rules in the Windows firewall on port 1433 to allow traffic to and from the server.

The sql server settings.

The sql server in a standard installation will utilize port 1433 but as a named instance like the label "MSSQL\$LABEL" instance it may use another port. The installation will however make the sql instance listen on port 1433 by setting IPALL to 1433

The rules can be seen or edited in the following menus in Windows;

- 1. Sql configuration manager
- 2. Sql server network configuration

The firewall settings.

The installation adds two rules for incoming traffic;

- 1. Rule 1 is "Sql server" protocol type TCP and port 1433
- 2. Rule 2 is "sql browser" protocol type UDP and port 1433

The rules can be seen or edited in the Windows firewall utility.

It is only for experts to make changes to firewalls and the sql server settings.

How to remove the Label program from a computer

When label 5 needs to be removed from a computer it is done through the windows control panel. Depending on how the label system was installed and the updates performed on the label system you may have two entries in the program list.

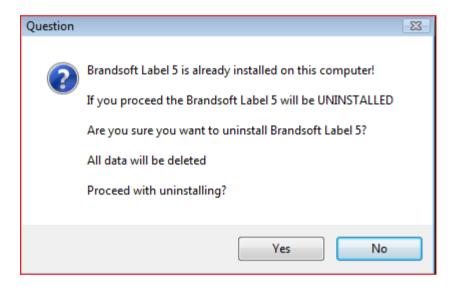
First select "Control panel", "Programs", "Remove a program"

If you system has been updated from version 4 to 5 you will find two entries: If the entry "Label 5 update" exists then remove that first If the entry "Label 4" exists then remove that as the second choice

If you only have had label 5 on the computer there wil lonely be one entry to remone; Remove "Label 5" entry

Click yes to continue the uninstalling process. The program will now be removed – if it is a server / standalone this will take several minutes depending on your hardware.

Uninstalling has finished successfully when the wizards says:



Select "Yes"

Hereafter your computer needs to reboot.



How to move data from one computer to another computer

Before attempting to copy, move, updating or any other file handling activity on your computer it is necessary to make a full backup of your system. If something goes wrong during updating the full backup may be the only backup that can restore your system.

Regardless of the situation you have, it is absolutely essential to realize that both computers need to run the same version of the Label program, when you move data from one computer to another. There are two possible scenarios:

- 1. A computer running label 4.3.4 breaks down, and you have to buy a new one.
- 2. The computer running the label system needs replacement, and you have the old one running as well as the new one.

The first scenario (break down).

- 1. Install label version 4.3.4 on your new computer
- 2. Restore you 4.3.4 backup on the new computer with the 4.3.4 backup program
- 3. Update the 4.3.4 installation to version 5.

The second scenario (replacement).

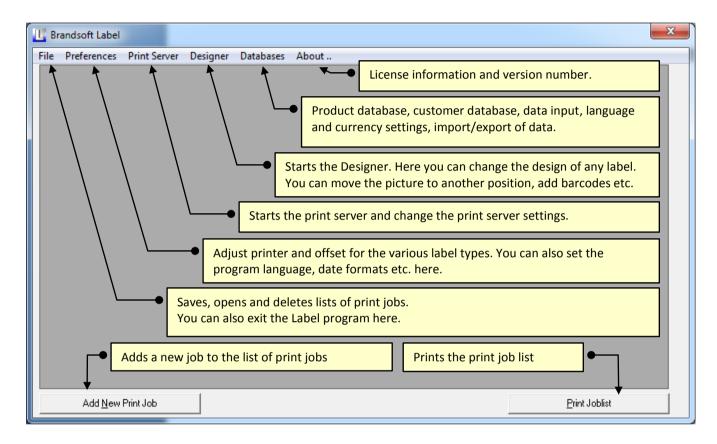
- 1. If you are running an older version than 4.3.x then update first to 4.3.4 on the old computer
- 2. Update the old computer to version 5, and start the new version 5 label program
- 3. Make a backup with the new Backup5 program
- 4. Install Label 5 on your new computer, Label 5 will here run on the SQL2008 database.
- 5. Copy the backup file from the old installation to the new computer.
- 6. In the new Label5 backup program select restore backup. This will now import the data in the backup file, and transform the old MSDE database to the SQL2008 database. This process might take several minutes.
- 7. When Label 5 is running on the new computer it will run on the SQL express database. Please spend some time checking your data are completely transferred. It may be impossible to correct a data loss later.

How to use Brandsoft Label 4

The Brandsoft Label 4 user interface is designed to be easy to use even if you have limited knowledge of the program. That is why this short user guide does not go into detail about the many powerful options of the program. Instead, it simply provides an overview of the features and how to use them.

Start page

When the Label 5 program starts you will see this window:



The easiest way to get acquainted with the label program and to get a quick overlook is to take a tour in the menus. Start pressing the top left menu "File" and work your way through "About".

You can try to select the different program facilities in the menu system. Nothing will happen just by starting a program, and you can always just close the program by clicking the cross in the upper right corner of each window or press the Cancel button.

How to setup the label system

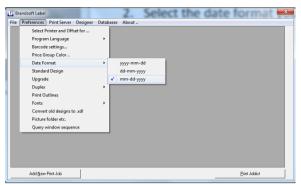
Before you start using the label system it should be setup to meet your specific needs. This could be; using the right currency, attach printers, selecting a language etc.

Below is a guide on how to get started quickly and do the setup in the right sequence from 1 to 6;

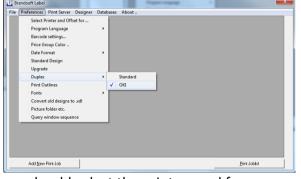
1. Select the language you prefer.



2. Select the date format you prefer.



3. Select the duplex setting for your printer. If you have a printer with a duplex unit the program needs to know if your printer is of the Oki type or another make.



4. Attach a printer to the designs or labels. For each

÷ 0.0 mm offset vertical

Loop 5 per sheet no-holes 38x250 mm (D) (3021) xd

Pot label 10 per sheet 135x52 mm (D) (3578-B) xdl

Pot label 10 per sheet 40x170 (

Loop 6 per sheet 33x250 mm (D) (3053) xdl

design you

Paner Bin Multinumose Tu

Paper Bin Multipurpose Tr

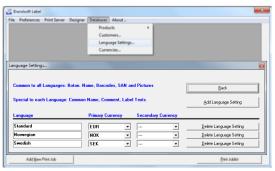
OKI C5900(PCL)

should select the printer used for printing this particular label or sign.

When you have attached a printer the program knows automatically where to send the output when you select a specific design in the print job list. It is also possible to add the exact paper tray when you have attached a printer the print in the print i

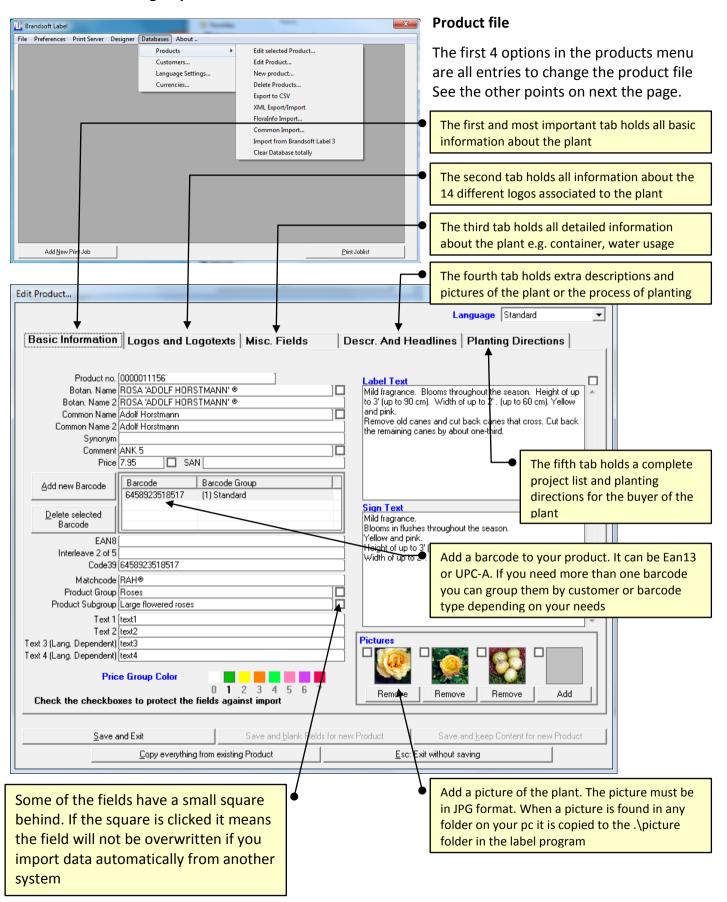
job list. It is also possible to add the exact paper tray where you have placed the labels.

- **5.** Select currency. If the currency of your country is not in the list. Select "Add new currency". Type the abbreviation of the currency and the symbol and the exchange rate.
- Select language settings.
 Choose your currency in the standard language.





How to enter or change a product in the database.



Export to CSV.



In earlier versions we have had an export facility as a separate program. Now this utility can be activated directly from the menu under "Databases" "Products" and "Export to CSV".

If you have several barcode groups or languages in your plant database you need to export each combination separately.

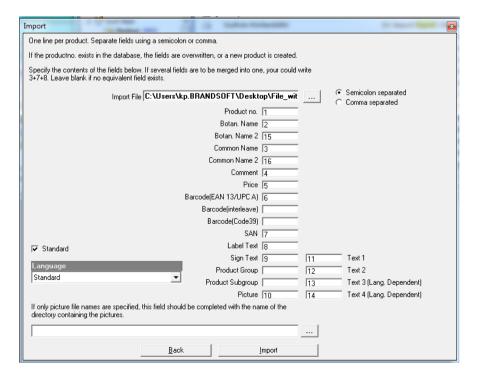
Please look at the point "Common import" to get instruction on how to import the exported data

The program creates a CSV file which can be imported by the "Common import" facility in the same menu as above or read directly into Excel as a spreadsheet.

It is only a selection of the most used fields in the database that is exported, the columns' are;

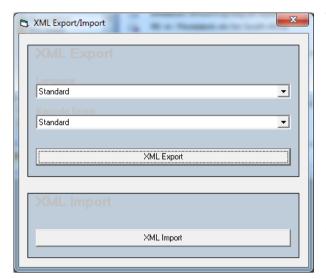
- A Article number
- B Botanical name 1
- C Common name 1
- D Comment
- E Price
- F Barcode ean13 or upc12
- G SAN code
- H Label text
- I Sign text
- J Name of picture file. Picture 1.
- K Text1
- L Text2
- M Text3
- N Text4
- O Botanical name 2
- P Common name 2

To import the complete file into the label system with the "Common import" program, the import program should look like this....



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XML export/import



This new facility exports all fields in the product file to an XML file. The XML file can be used in a number of programs, but also to import into another label 5 system.

If you have several barcode groups or languages in your plant database you need to export each combination separately.

If you need to exchange all the information in the product file with other label users this is the program to use. If the program encounters an identical product number in the database during import, it will update that product, but not create a new record in the database.

The tag names in the xml files are identical to the tag names used by the print server, and a full description of the names can be found in the "XML version 5 interface.pdf" which can be obtained from your dealer or the Brandsoft website; www.brandsoft.dk

Florainfo import

Floralnfo is a large database of plants and pictures of plants. This menu is only used for Floralnfo import operations. This can take several minutes depending on the PC. You can now import "all products" or products within specified product groups and/or product subgroups.

Common import

To import semicolon- or comma delimited text files like .csv files created with MS-Excel. Before importing, you must specify the order of fields in the records. It is also possible to combine several fields in the import file into a single field in the database.

You also need to specify the location of the text file and of any associated images. This can either be done within the import file by including the specific path, or by entering the location of the folder containing the images in the field at the bottom of the import form.

The CSV file from Excel holds the information in a very basic format. If you eg. want to import information about Latin Name, Barcode and Label text the file could look like this:

Malus domestica 'Discovery'; 5709032478513; Tasty apples with...

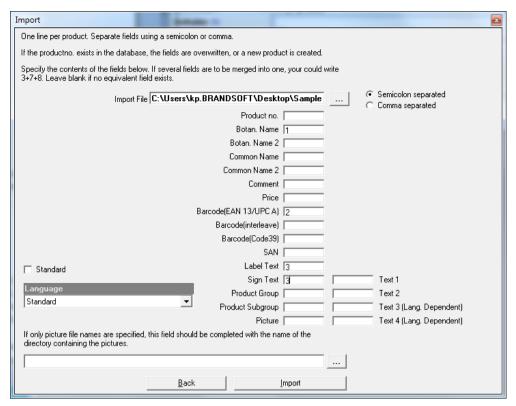
Achillea millefolium; 5709032479216; Beautiful lilac flowered plant...

line 3

line 4

etc.....

Each product has a separate line in the file, and each field is separated with semicolons (;). The file is checked easily with a plain text editor, such as NotePad, before an import is attempted.



The above mentioned sample would mean that you should type a 1 in the blank field next to "Botan. Name" to indicate this field is the first field in each line of the import. The barcode field therefore needs a 2 and "Label text" field should be a 3.

The 3 is also used in "Sign text" and therefore making "Label text" and "Sign text" identical.

If you use programs like Excel to create import files, be sure that the saved file is in the correct format. Using Excel means you need to save the files in .csv format.

Always check the files in a text editor afterwards to ensure the format of the file. Never include headings, graphical objects and similar things in the files.

Import from Brandsoft label 3

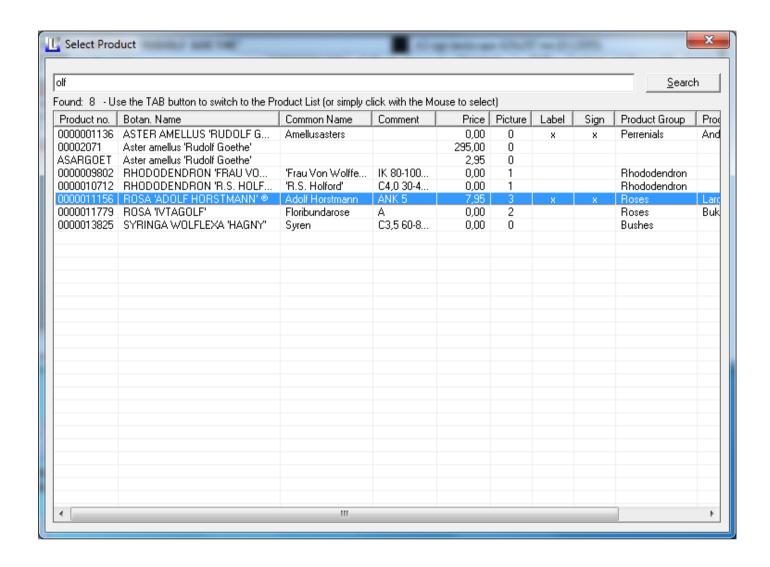
This option must only be used if you are updating from an old version 3 of the label program.

You can only use "Import from Brandsoft Label 3" once. It deletes all the data in the Label 4 database. The Label 3.2.15 database is then converted and imported to the Label 4 database. The PC should not be running other applications while the conversion is taking place. The label 3 must be a version 3.2.15.

Clear database totally.

"Delete all data in the database" is self-explanatory. All data is removed from the database, without the option to change your mind later.

How to find a plant in the database – the search function.



Find in the database.

In the search field you can type any combination of words, letters or numbers. E.g. "Ola" or "Ad ho 3". The system will make a search through the database and find any combination of the string you typed in the fields; Latin name or Commercial name.

Barcode search.

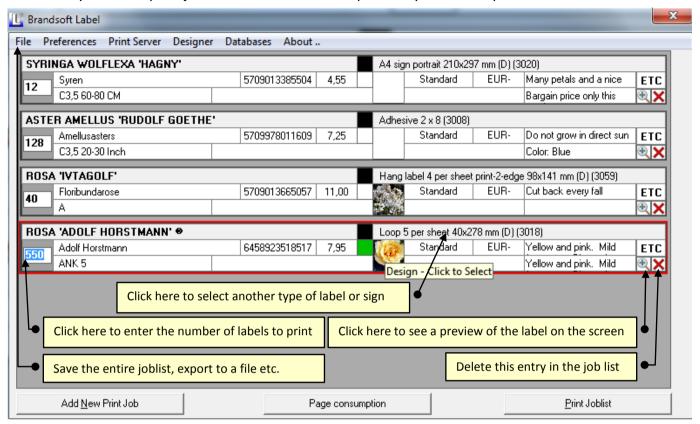
If a valid EAN or UPC barcode number is typed in the search field, the system will find all articles with this barcode. A barcode scanner can be used to enter the barcode as a search string.

Sort your list.

If the hit list contains a large number of products, you can sort it in descending order by clicking on the small grey button above the column by which you want to sort. If the number of hits is too big, you should narrow your search by entering more information in the search string.

Print job list

The Print Job List is the main windows in the label program. It is very fast and efficient to print all types of labels directly from the print job list and maintain and update key data of all plants in the database.



How to print a label.

1. Find the plant.

If you have information about plants in the database it's very easy and fast to make labels and signs. Just press the "Add new print Job" button and find a plant in the database.

2. Type in the number of labels and label type.

Enter the number of labels your want to print, and select the type of label you need.

3. Print

You have now made one entry in the print job list.

Just repeat what you just did to make another entry in the print job list. When finished press the "Print Joblist" to send all information to the printer.

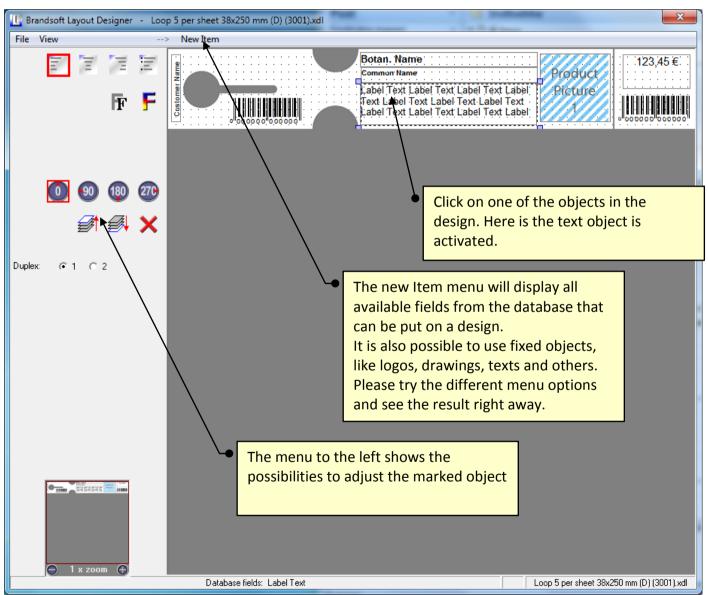
You can click in all fields and change the value. When you select a new value you get a choice to just edit the value temporarily or save the new value back to the database for future use.

Creating or editing a design

Select "Designer" in the top menu.

In Label 4 it's possible to create user-defined labels. You have a great deal of freedom to create your own individual designs. Label 4 is supplied with more than 50 different designs. One for each type of label, but you can make as many different designs for each type of label as you like in the professional version. This is particular useful if your customers need different designs for the same label.

From the filename of the design file it is possible to see the physical size of the label, the number of labels per sheet, and the Floralabels product number. If the file name contains a (D) it means the label can be printed in duplex (on both sides).



To make a new design the easiest way is to select a design of the same type as the new one e.g. loop label, and then save the file under a new name with the option in the file menu "Save design as". Then you can freely create and change the new design.

[&]quot;Loop 5 per sheet 38x250 mm (D) (3001).xdl" is selected in the following sample.

The basic principle is that you select an object from the "New Item" menu. Then drag the object into position on the design. The process is virtually the same for all objects. The example below shows how to position and format the "Botan. name" field on a design:

- 1. Start by selecting the object: "New Item, Database fields, Botan. name". Note that the mouse changes shape as you move it over the empty design.
- 2. Next, specify where you want the object to start by clicking and holding down the left mouse button. Then drag the mouse until the object is the right size, and release the mouse button. This has created an object containing the "Botan. name" field from the database:
 - If you cannot see any text, this is because the object is too small to display the content. You can either increase the size of the field or decrease the size of the content (usually by reducing the font size).
- 3. To reposition the text, select it by clicking on the object. Small handles appear in the corners of the object:
 - You can now move the object by dragging and dropping with the left mouse button.
- 4. To change the size, click on a corner and drag it with the mouse. When the corner is moved, the mouse changes into a double-sided arrow.
- 5. Note that depending on the object selected, the left part of the Designer window contains related objects. These are largely self-explanatory so they are not described in detail here.

The various objects are organised into categories depending on how they are used with the database.

- "Database fields" are fields in the product file, and they change according to which product is selected for printing.
- "Customer fields" are related to the customer file and contain data about the customer associated with the current print job.
- "BML tags" can be thought of as extra text fields used in connection with the print server module, which can be changed with the ETC button in the list of print jobs.
- "**Fixed objects**" are fields created just for the design and they cannot be changed from within the list of print jobs. An example would be a coloured rectangle being used as a kind of background to another object.

You can use the "Show" menu to remove the grid in Designer, to hide the outline of the individual objects (these outlines are not included in the printout) or to display a product from the product file instead of the default product

Deactivating designs

In the Designer window you can choose "Activate/Deactivate Designs" from the "File" menu. Removing the checkmark will make the design disappear in the list. If it has to be used later, just add the checkmark again.

If you only use 1 - 10 different designs it is a very good idea to deactivate the ones that is not used making the list of designs much shorter.

How to use special characters, like the copyright symbol

SYMBOL	NAME	CODE NUMBER
©	Copyright symbol	0169
®	Registered symbol	0174
тм	Trademark	0153
•	List Dot	0149
§	Section Symbol	0167
+	Dagger	0134
‡	Double Dagger	0135

Place your cursor in the location where you wish to insert a special character.

Activate the numeric key pad on the right of the keyboard by pressing <Num Lock>. The Num Lock light on the keyboard will indicate that the numeric key pad is on.

While pressing down the ALT key, type the four-digit code on the numeric key pad at the right edge of the keyboard. The codes are "case sensitive." For instance, the code for lower-case á is ALT+0225, but capital Á is ALT+0193.

NOTE: If you have the <u>International keyboard activated</u>, you will only be able to input codes with the ALT key on the left side of the keyboard.

Release the ALT key. The character will appear when the ALT key is released.

NOTE: You must include the initial zero in the code. For example to insert á (0225) you must type ALT+0225, NOT ALT+225.

Paper handling and settings on OKI printers

Installing the spacer in the printer

Before you can print loop labels, you may need to install a spacer in your OKI laser printer. You may only need the spacer when printing loop labels, but it is depending on the label layout. Please contact your label supplier if you have any questions regarding the need for the spacer. It should be removed for all other label and sign types

There are different spacers for different printer models, but their installation and operation are very similar:





The spacer is fastened on the left side, either by attaching it around the paper guide as shown above or by placing it in the recess for the paper guide on the left. The spacer ensures that the holes in the paper are not detected by the sensors in the printer, which report an error if they detect holes in the paper.

Placing loop labels in a tray

The holes must be facing towards the printer and the perforated edge on the left.

Adjust the paper guides on both sides so they are barely touching the paper without bending.

Then adjust the back paper guide so it is barely touching the paper.

The procedure is the same for all OKI models.

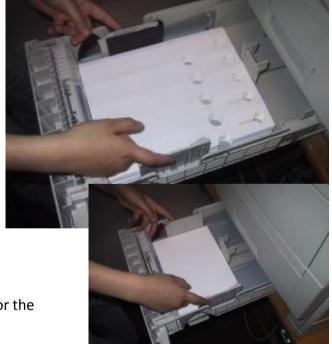
Adding signs

For signs, the paper guides are adjusted as shown: Note that a spacer is <u>not</u> installed.

The picture shows a stack of signs being placed.

Printer settings

In general we recommend OKI printers. It is essential for the printer driver to be installed correctly.



Three important settings must be done in the printer driver; paper thickness/weight (media type), print quality (DPI) and paper check (Page Size Check).

Before producing thousands of labels or signs you should always print a small number of test labels and check the quality, for example by performing a scratch test on the material or put a few test labels in a washing machine. They should look brand new even after the washing process.

The correct settings ensure that the printed information is durable. The PCL driver usually provides the best results.

To locate the printer driver after installation, click on the Start button in the bottom left, then choose Control Panel, Printers. The exact process depends on the Windows version

The main options are briefly described below, and for further assistance please contact your dealer.

Paper thickness (media type) or just "weight"

If the paper thickness is set too low, printing is faster but the toner does not adhere properly. If the paper thickness is set too high, the paper may burn, the fuser may be damaged and the speed may be too low. Here are some useful settings:

Loop labels: ultra-heavy Pot labels: transparent

Adhesive labels: medium or medium heavy

Print quality

The print quality is measured in DPI and is set to 600 DPI. In most printers, you can also adjust the quality up to 1200 DPI, but printing will take much longer.

Paper check

The paper check must be disabled to prevent the printer reporting paper size errors.

Auto tray change

This option should be disabled to prevent the printer taking paper from another tray if the current tray is empty.

Please note that all suggested settings in this manual are based on experience, and are general settings.

A different setting may be appropriate to get the best result. There may also be other settings, which are not mentioned in this manual, that needs adjustment to get a good result. Please contact your printer dealer if you need information about adjustment of printer drivers.

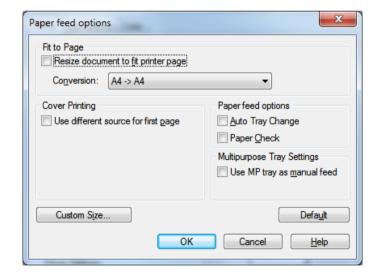
Changing the settings of an OKI 610 in Windows 7.

This section shows how to change the driver settings for an OKI 610 printer installed on a PC running Windows7.

- 1. To locate the driver, go to **Start**, **Devices** and printers. Select the printer in the list.
- 2. Right-click on the icon for your printer and; Click on **Printing Preferences** to display the setting of the printer driver.
- Change the weight settings here:
 Ultra heavy is used for loop labels and sign materials.
 Use medium / medium heavy for selfadhesive labels.

Use "Transparency" for pot labels

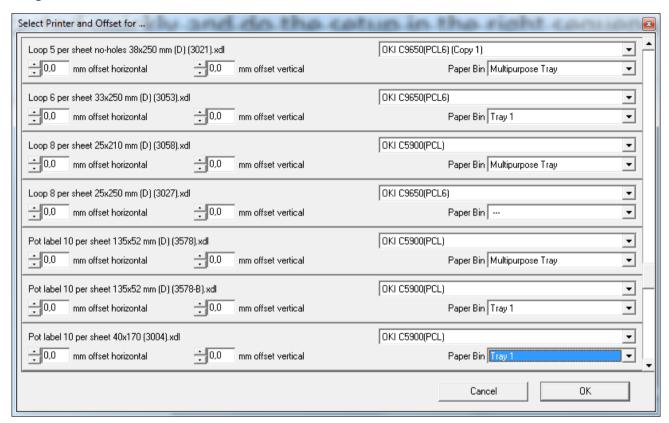
- 4. The "Size" must always be A4 unless you print banners or other sizes bigger than A4. Then the size must be the exact size of the sheet.
- ES6410(PCL) Printing Preferences Setup Job Options Color Media A4 210 x 297 mm Si<u>z</u>e: Source: Multipurpose Tray Weight: Ultra Heavy 3 (221-250 g/m2 ▼ Paper Feed Options.. Finishing Mode Standard Options. 2-Sided Printing (Duplex) (None) Driver Settings Untitled A4 210 x 297 mm Save... Delete Defa<u>u</u>lt OK Cancel Help Apply
- 5. Now click on "Paper Feed Options".
- 6. The following dialog box appears. It is important to uncheck the "Auto Tray Change" and "Paper Check" options!



Adjusting the offset and connecting a printer to a design.

This is a precise way of moving the offset for each individual label or sign. The adjustment varies from printer to printer, as there are small differences relating to differences in the mechanical feeding system in the printers. Label 5 allows you to adjust this offset in a very precise way:

Choose "**Preferences**, **Select printer and offset for...**" to display a menu showing all basic designs: Find the design file you want to attach to a specific printer in your windows system. The name of the design is shown to the left. Then select the printer to be used and the offset in relation to the default setting.



Adjustment is needed if your print is not aligned precisely. If the print is not exactly printing between the die cuttings on a loop label the print needs adjustment.

To move the print in either the x or y direction just increase or decrease the number in the "Offset horizontal" or "Offset vertical" fields. This will move the whole print on the sheet in either direction.

Print server module. (Connecting with other systems)

The Brandsoft Label 5 Program can be used as a standalone system, independent of other systems. However, by purchasing an extra module to the program you can send orders directly to the Brandsoft label 5 program from other computer systems.

The system will automatically print orders using the information already entered in the order system, making further data entry unnecessary.

Brandsoft Label 5 can work as an integration module for any other software that can make files in XML format.

Start print server automatically.

In order to get Label 5 started in print server mode automatically, you need to add the string "server" to the shortcut for starting up the program. Afterwards this shortcut can then be placed in the start-up system folder so that Label 5 automatically starts up (as a print server) when the computer starts up. Please contact your dealer for information about settings, and a description of the xml integration file.

Full version, Easy Start version and Demo version.

The Brandsoft Label program comes in three different versions, but all in one package. Depending on your code the Label program will open more or less of its functionality.

The full version.

On your CD or the cover of your CD you will find a username, beginning with Prof. When the username and code is entered into the Brandsoft label system, it opens your software with full functionality.

The Easy Start version.

On your CD or the cover of your CD you will find a username, beginning with EASY. When the username and code is entered into the Brandsoft label system, it will open your software with limited functionality. The software is limited on the following points;

- 1. It is not possible to add new designs.
- 2. The print job list cannot be saved.
- 3. The print job list can only hold 5 articles before print.
- 4. The Label program cannot run as a print server.

You can update from the Easy Start version to the full version by paying the difference in price and afterwards enter the obtained new code into the program.

The Demo version.

This is a free trial version. It will run for 30 days as the Easy Start version. After 30 days you can buy a License code which opens the Demo version to any other version. If you have entered any data in the Demo version they will still be in the database.