

# Peninsula Labeller



## Installation & Operating Manual

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# Installation

To install the application

## Apple Macintosh

Drag the Labeller application from the disk image (dmg) file to your applications folder. All the files associated with Labeller are contained within it and will be copied with it.

## Windows

Double click on the setup file and follow the on screen instructions.

# Running Labeller For The First Time

To Start the application



## Apple Macintosh

Double click on the Labeller Application in the Folder Labeller in the Applications Folder, you should see an icon like the one above.

## Windows 7

Choose Labeller from the Peninsula section of the Start menu, look for the icon shown above.

## Windows 8 - 10

Type Labeller into the search in the sidebar, and click the found item to run it.

# The Opening Window

When you open Labeller you will see the Welcome window, this window allows you to quickly get to your labels for writing and editing, or maintain the software from the main menu.



Help is shown in the rectangle to the right of the buttons when you mouse over them, to guide you.

Once you have chosen an option you will be taken to one of the screen covered in the following sections of this manual.

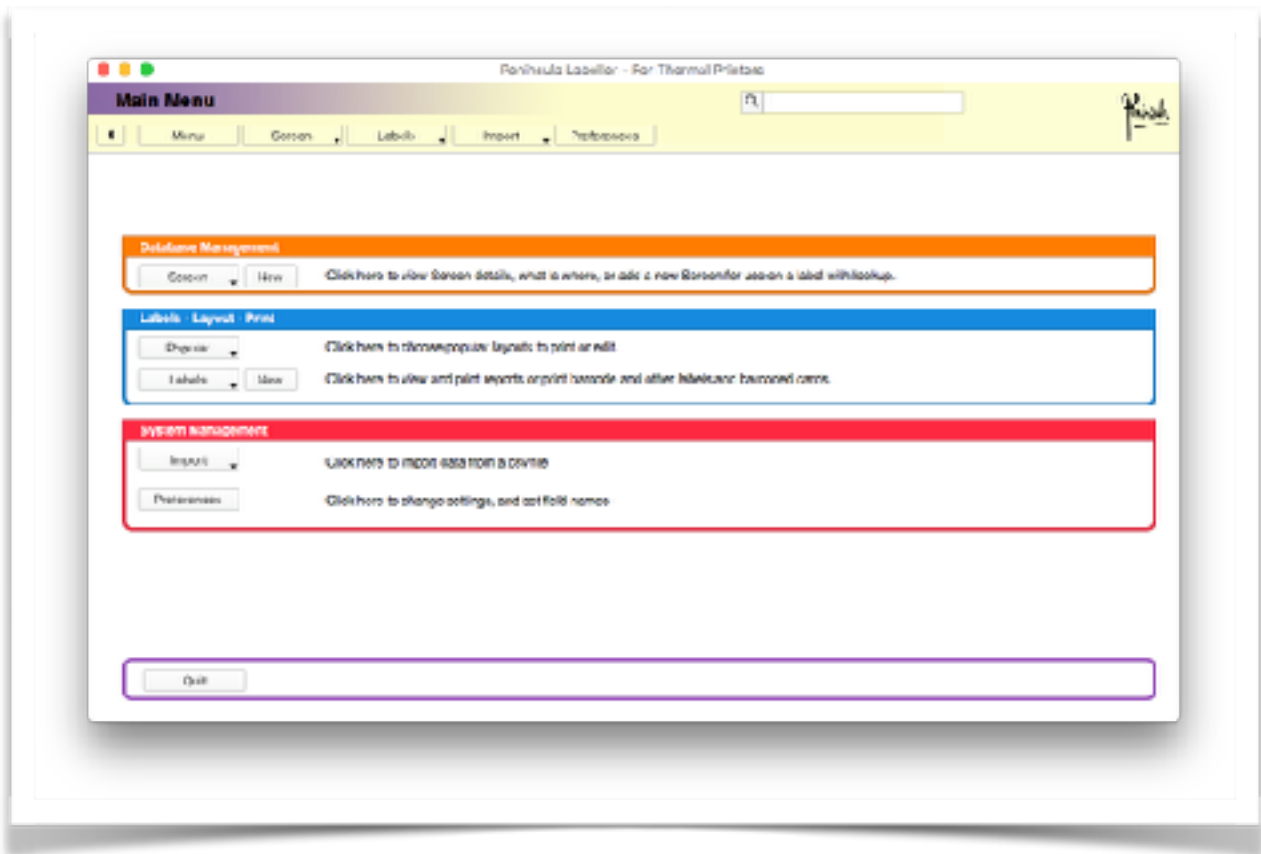
Please continue to the next page to see the details about the main menu.

# The Main Menu

This screen is the main screen for Labeller, from here you can access all of the features quickly and easily.

Along the top of the window just under the find box are popup menus to quickly access sections of the application without having to return to the main menu.

There is a black left arrow just under the title for the screen which when clicked will return you to what you were doing previously i.e. editing labels.



Place your mouse over an item on the screen to see a short explanation of its features.

From here you can access all aspects of Labeller, the functions are separated into sections using a coloured grid system to make it easier to find things quickly.

Labeller has a built in database in addition to its standard labelling features, you don't need to use it to make labels but its there if you need it.

Any item records entered into this built in database, containing information such as the product description etc, can be quickly recalled for use on your labels.

This feature is useful if you have a number of different products, or addresses but have a single format for the look of the labels when printed. This way you don't need a separate label for each one.

To access the built in database choose the buttons in the Database Management section. Use of the database is covered in full in the Database section of this manual.

To access the labelling section to design and print labels choose the buttons in the Labelling section, also in this section is a quick popup menu for the storage of popular labels that you use frequently. Use of the labelling section is covered in full in the Labelling section of this manual.

To access the preferences, to change things like your company details or the settings in your database for the items names etc, this is covered in full in the preferences section of this manual, click the buttons in the System Management section.

# Labelling

## Making Printing and Editing Labels

### Introduction

In Labeller all labels are stored automatically by Labeller in the internal Label Templates folder.

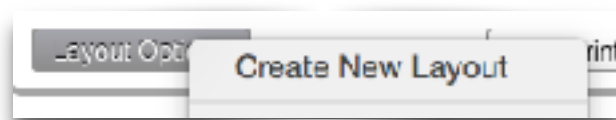
All labels can be viewed on screen, presented as a list or printed to a printer or thermal printer (dependent on the version of Labeller you have).

There are some labels already incorporated into Labeller, they can be sub divided into named folders to make them easier to manage.

New labels can be added easily in Labeller, with a setup wizard and an onscreen WYSWYG editor and field editor.

## Creating A New Label Layout

To create a new blank label choose Create New Layout from the Layout Options popup on the label screen or Choose New Label from the Labels popup at the top of the screen.



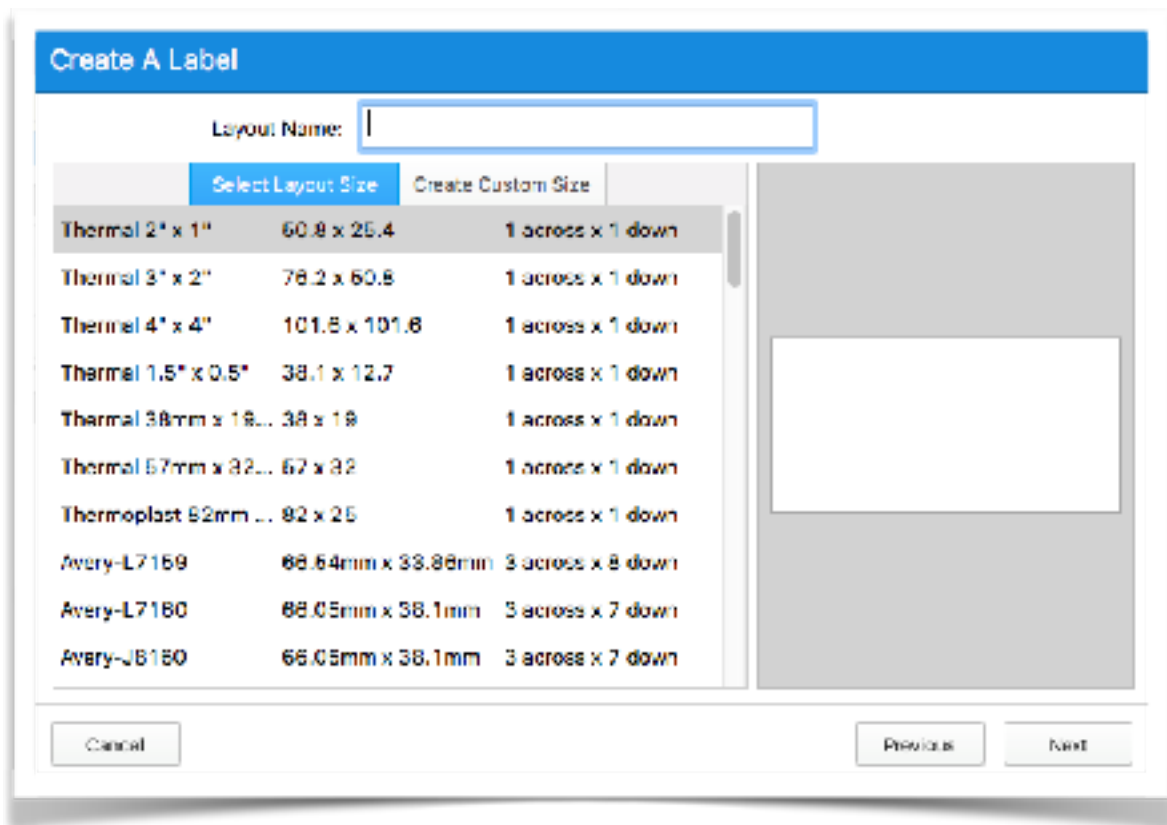
Give the label a name on the next screen in the Layout Name box. (This screen is shown on the next page due to size limitations).

At the bottom of this window you need to specify what size you want your label to be, there is a pre-made list of many sizes, or you can set a custom size using the custom size tab if your size is not listed.

Please note the number down should not be specified for labels on a roll.

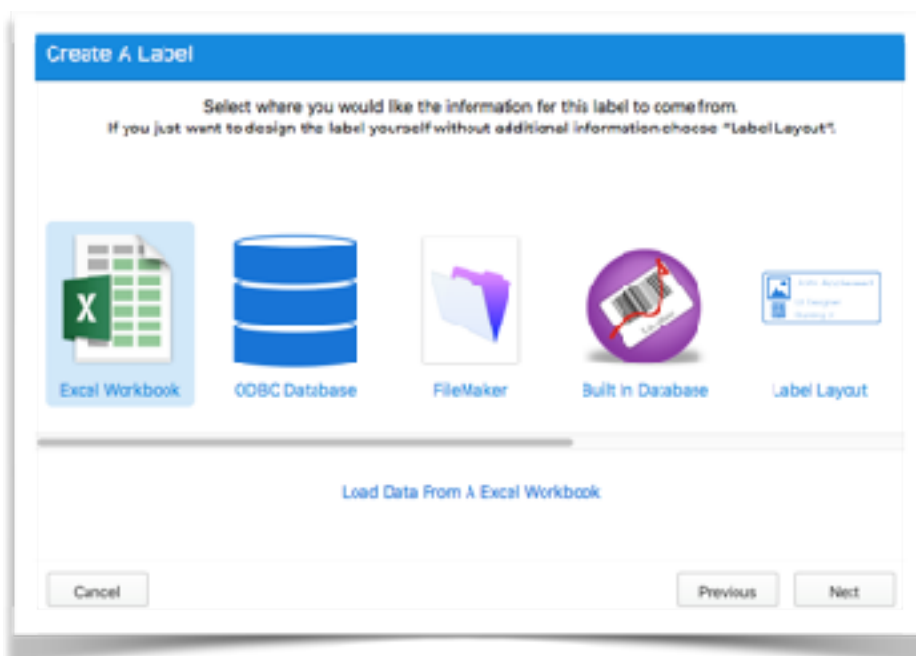
A preview of the label size is shown to the right hand side of the window.

Once you have chosen from the list or entered a custom size click Next.



## Choosing The Label Type

Labeller can import data from multiple sources to speed up label printing.



For example if you have all your product information in Excel you can directly import this into a label at print time straight from your Excel file. This enables you to quickly update and print labels without having to make each one individually.



Labeller can also make labels using a layout you setup directly with no imported information, or you can enter information at print time on screen as you print.

The next screen lets you choose how you want to enter your information onto the label.

Choose the option appropriate to yourself.

If you want to make a label directly with no imported information choose Label Layout.

If you want to import from Excel choose Excel Workbook.

You have other options for the Built In database, ODBC databases, FileMaker, Csv Files, Serial Numbers and Print Time Entry (entering information on screen at print time).

Once you have chosen what you want click Next.

The next screen allows you to add Print Time Fields To Your Layout.

These are useful if you want for example a batch number on your label. Print time information can be anything, a name, an address, a batch number, in fact you are only limited by your imagination.

**Create A Label**

Print Time Entry Fields allow you to select database items from a popup list or add extra data at print time (eg a batch number).

These show in a list box on the left of the screen when you are printing your labels.

You do not need to add one unless you are using a database (to look up which item to print).  
Uncheck the Print Time Field 1 box to disable these fields.

Print Time Field 1	Print Time Field 2	Print Time Field 3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name Shown On Screen <input type="text"/>	Name Shown On Screen <input type="text"/>	Name Shown On Screen <input type="text"/>
Select Data From Don't Select	Select Data From Don't Select	Select Data From Don't Select

Buttons: Cancel, Previous, Create

To set up a print time field, check the check box above the name, type a name, for example Batch Number (this will be shown on screen at print time). There is an optional popup menu which allows you to choose data from the built in database quickly, ignore this if you are not using the built in database.

All three fields allow you to fill text on the label at print time, for example, you may want to enter a batch number when you print the label.

If you do want to do this type “Batch Number” into the box for On Screen Field 1.

You might also want a custom text box for example for you to enter personal information, to do this as well enter Name in On Screen Field 2.

Click Create to create your layout and open it for editing. If you have chosen to use an Excel file or Csv File you will be asked to open a sample file to set up your label.

See the section on label editing for an explanation of the tools and dialogs.

## Opening or Printing a Label Layout

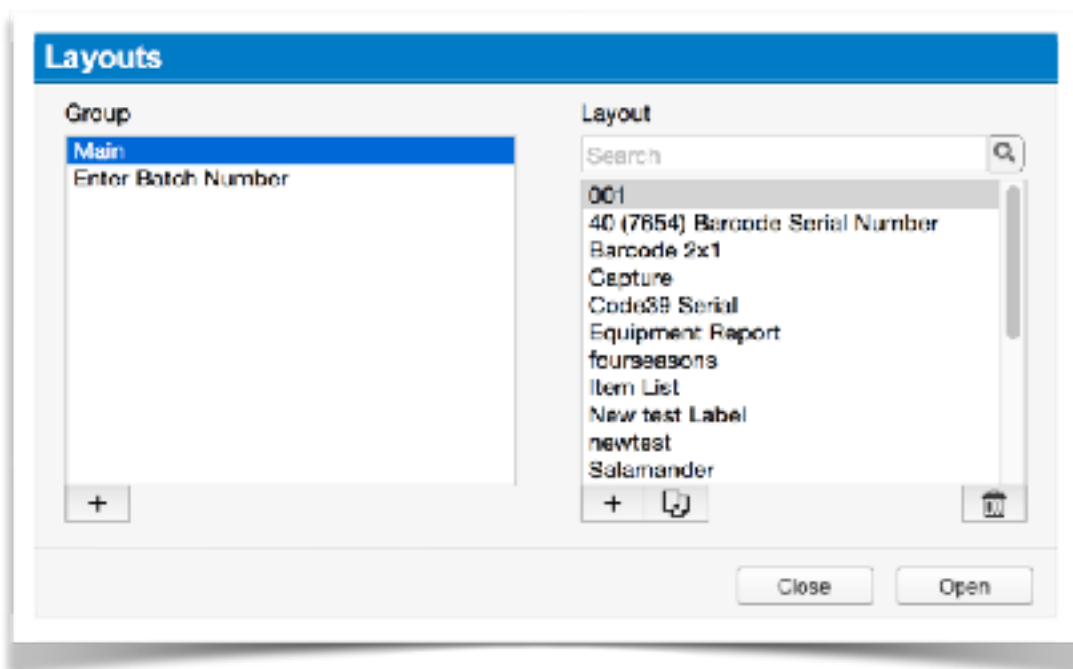
To view or print a label that is already setup click the ‘Labels’ menu at the top of the screen, then click the ‘Open Label Layouts’ item from the menu or choose “Open Label Layout” from the welcome screen.

The above screen will appear, this screen can be used to select a layout for viewing, editing and printing.

Labels are grouped into sets on the left, choose a group and then choose a label layout from the listed layouts on the left. To search for a specific layout type a title into the search box and then press return.

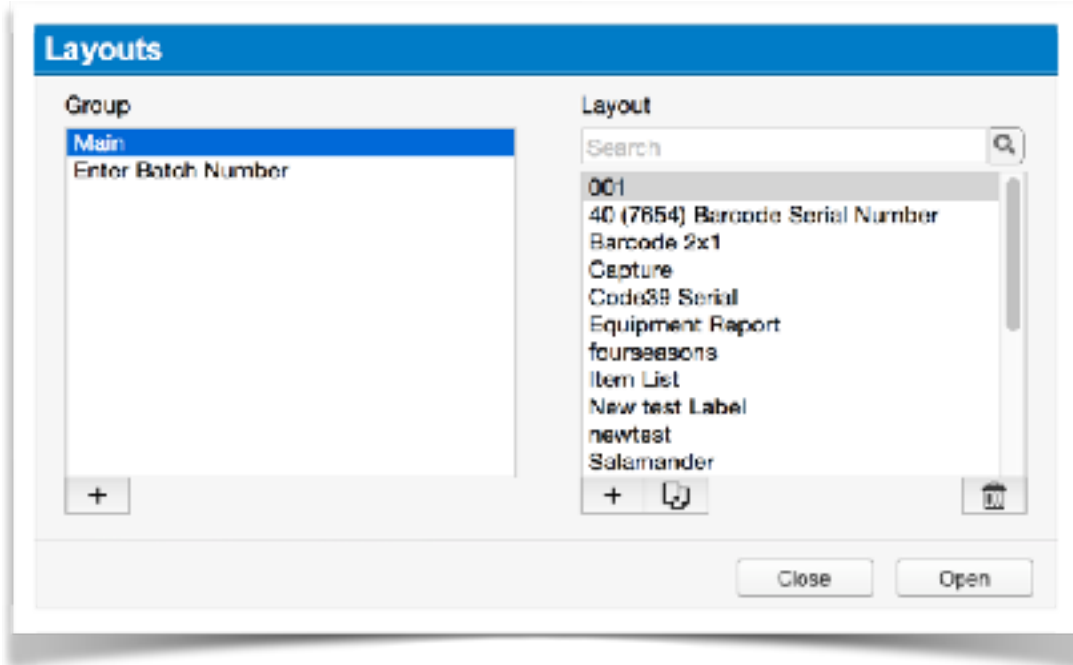
Double click the layout name or click Open to open the layout.

All layouts are editable, but it might be a good idea to duplicate the label before editing it using the button next to the + at the bottom of the layout list. This way you won’t tamper with the original label.



## Managing (Duplicating and Deleting) Label Layouts

To manage a label that is already setup, ie Duplicate, add groups, or delete labels, click the 'Labels' menu at the top of the screen, then click the 'Manage Label Layouts' item from the menu or choose "Manage Label Layout" from the welcome screen.



The above screen will appear, this screen can be used to manage the layouts.

Labels are grouped into sets on the left, to add a new group click the + at the bottom of the left list box.

To add a new layout click the + at the bottom of the left hand list box.

To duplicate a new label with a new name, choose a label from the list and click the paper icon next to the + button on the left list box.

To delete a layout, choose a label from the list and click the bin icon.

## Viewing and Editing a Label Layout

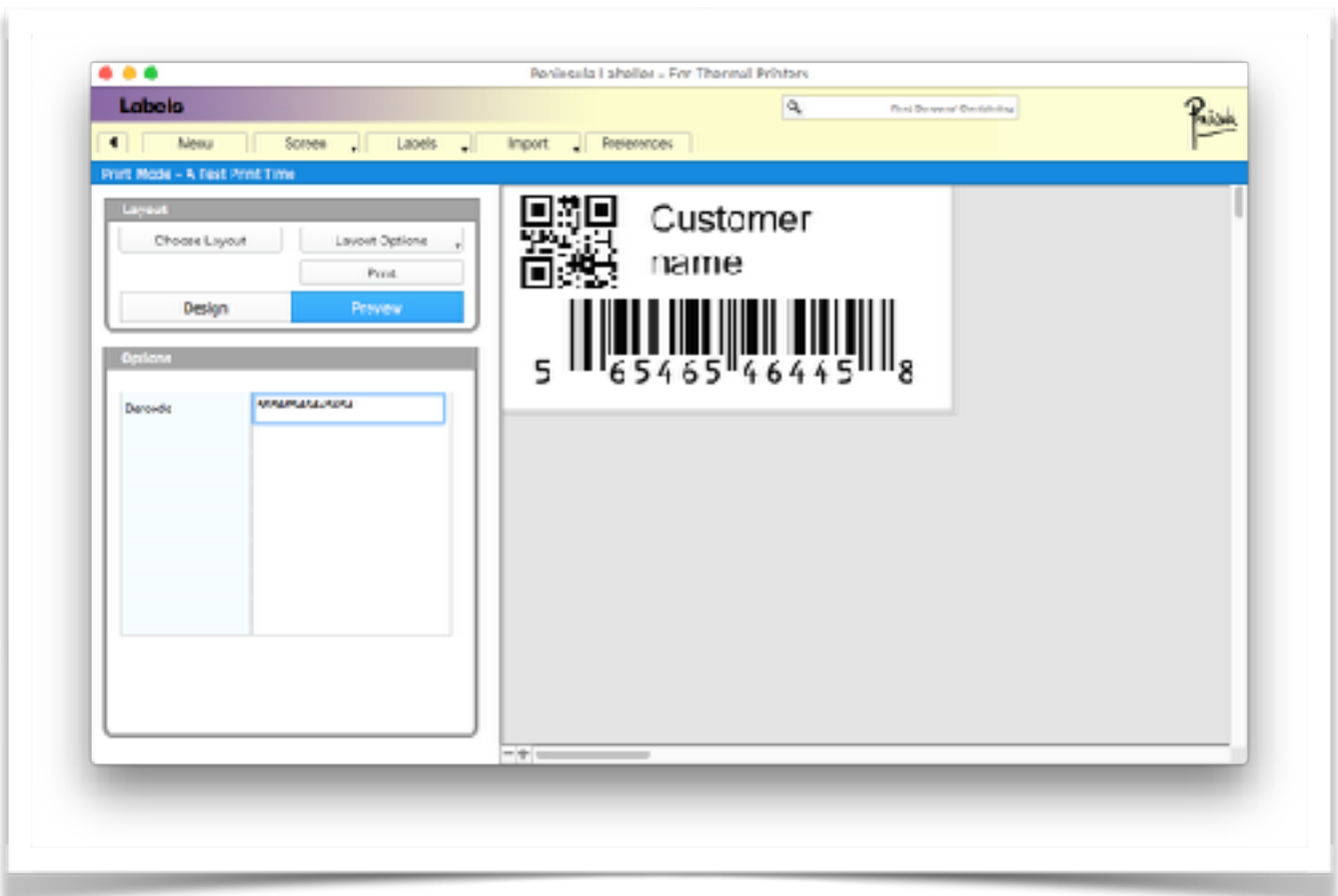
Once a label has been selected using 'Open Label Layout' you will be taken to the label design and print screen. (See next page for picture)

All labels are viewable on this screen, they can also be printed from here.

The Layout box on the top left contains all the layout controls and print options for the label.

The Options box on the bottom left shows any optional input fields that you may have set up, these can be used to enter information at print time or to select record from the built in database.

The preview tab shows you what will be printed, to swap to editing mode click the Design tab.



## Onscreen Label Editing

Labels can be edited on screen while the label is in edit mode, to choose this (not required if you have just made a new label), click the Design tab on the left.

Once this happens the layout can be edited, added to and changed as required.

Use the properties palette which will appear in the Options box at the bottom left to change existing an items data or set its' setting initially.

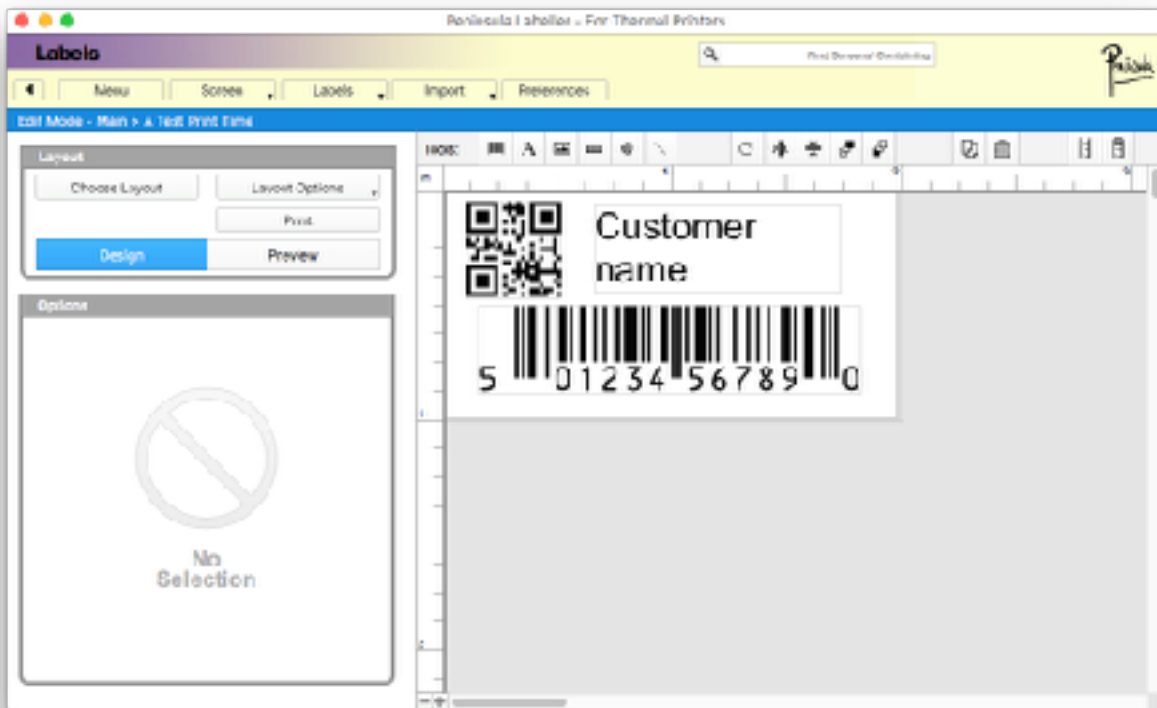
The screen will change to look as follows.

As you can see there is no palette at the bottom left yet, this is because there are no items on the label yet.

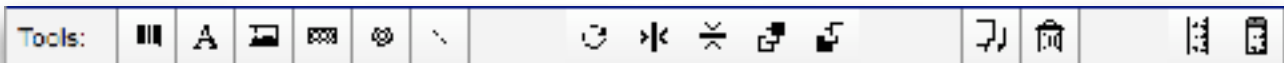
Above the label you will see the Tools, these are how you add, rotate and delete items from the layout.

There are also tools to align items and to send them to the back or bring to the front, the end item is a moveable ruler which float over the top of the layout and is sometimes useful when layout out.

You will also notice some rulers have appeared, to change the units of measurement click in the ruler to show the next measurement system, these go in a loop so you can get back to your original by clicking until you get to it.



## Adding New Label Items And Working With Them



The Tools palette at the top of the label controls the items on the layout.

### The Item Tool Section.



The first tool is to make Barcodes, click the tool to add a barcode to your label.

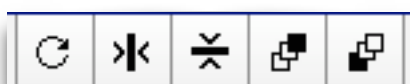
The second tool is to make Text items on the label, click the tool to add a text item to your label.

The third tool is to add pictures.

The fourth tool is to add rectangles.

The fifth tool is to add circles.

The sixth tool is to add lines.



## The Arrange Tool Section

The first tool is to rotate the selected item.

The second tool centres the selected item horizontally.

The third tool centres the selected item vertically.

The fourth tool sends the selected item to the front.

The fifth tool sends the selected item to the back.

## The Manage Tool Section



The first tool duplicates the selected item.

The second tool deletes the selected item.

## The Ruler Tool Section



The first tool shows and hides the rulers.

The second tool shows and hides the floating ruler.

Now we can move on to editing an items options.

## Editing A Label Items' Options

To edit an item on a label click on it to select it, drag to move it, or drag the corner box to resize it.

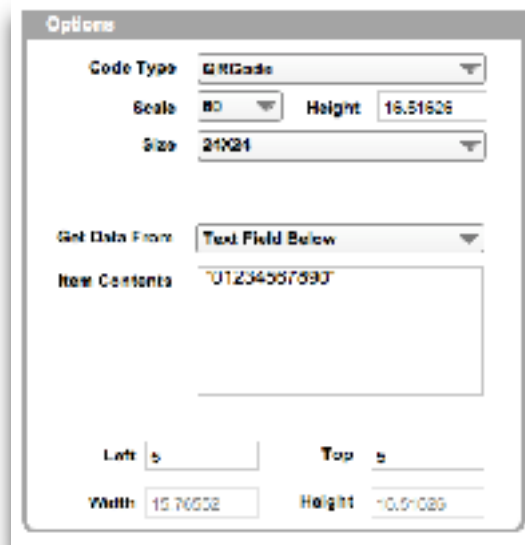
The items properties can be set on the Options palette at the bottom left of the window.

The information shown here will vary depending on the type of item selected and how it is set up to show information. The basic layout is the same but some fields only relate to the selected item.

## Barcode Properties

Shown below are the properties for barcode items on the palette.

The top shelf of the palette shows the item specific options, the bottom half the shared options.



Choose your code type, barcode scale, and other options using the popups and fields provided.

Barcodes can be scaled either in dots or as a percentage choose whichever method you prefer.

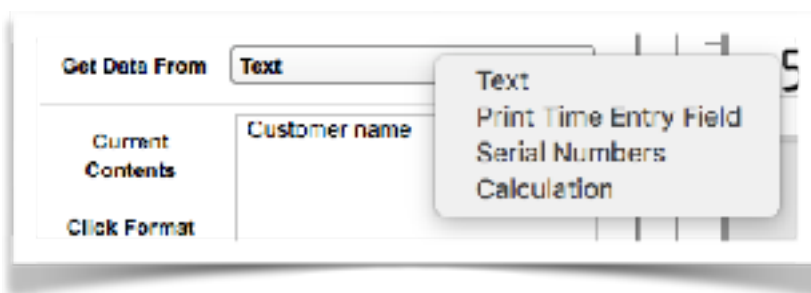
The size of the barcode on screen may differ from the printed one due to the resolution of the printer.

We can now explore the options in the bottom the bottom half of there palette.

## The Get Data From Popup Menu

The Get Data From popup on Text and Barcode items controls where the information shown on the label is taken from. This menu will change depending on whether you have a standard label with no imported data, or a database label, or a csv label.

### Text



The default setting is Text, in this mode the information you type into the Item Contents box is the information shown and printed on your layout, this is the most simple mode of entry.

Your can also set up other ways of importing the data quickly and easily using this popup.

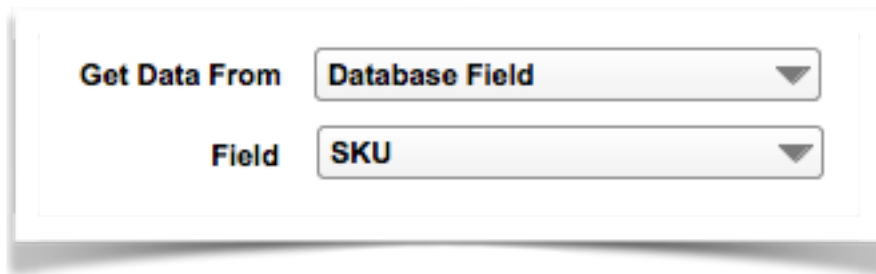


## Print Time Entry Field

You can get information from the on screen fields that show on the bottom left if you set some up when creating your label.

Choose Print Time Entry Field from the popup, and then choose which field you wish to use at print time from the popup list where it says on screen field, the names in the list will be the names of the on screen fields that you set up when creating the label.

## Using the Built In Database



A screenshot of a configuration dialog box. It contains two dropdown menus. The first dropdown menu is labeled "Get Data From" and has "Database Field" selected. The second dropdown menu is labeled "Field" and has "SKU" selected.

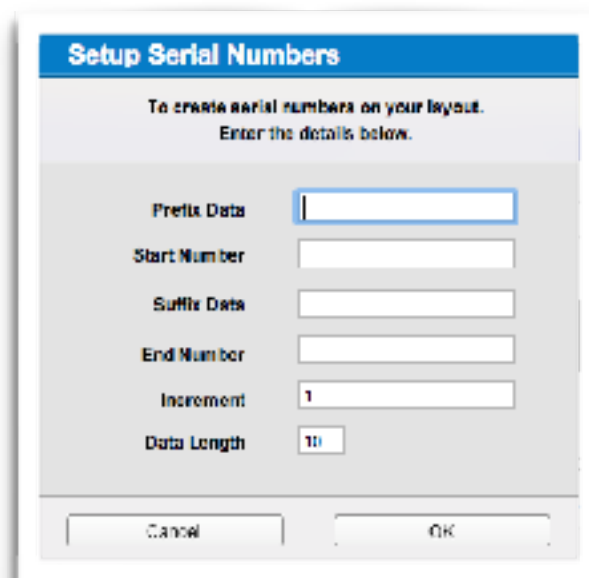
You can get information from the on screen fields that show on the bottom left if you set some up when creating your label.

Choose Database from the popup, and then choose which field you want to select from the items database.

You can have more than one database field on a layout, so you may want your barcode to show using the data from the Barcode field, but another text field to show with the description field from the database, in this case set the Barcode to Barcode and the text field to Description etc.

## Using Serial Numbers

Fields can be set to automatically create the next number in a series.



A screenshot of a dialog box titled "Setup Serial Numbers". The dialog box has a blue header bar with the title. Below the header, there is a message: "To create serial numbers on your layout. Enter the details below." The dialog box contains several input fields: "Prefix Data" (empty), "Start Number" (empty), "Suffix Data" (empty), "End Number" (empty), "Increment" (set to 1), and "Data Length" (set to 10). At the bottom of the dialog box, there are two buttons: "Cancel" and "OK".



Serial number fields can have a prefix that does not change

Even a suffix that does not change.

They can be of any length which you specify.

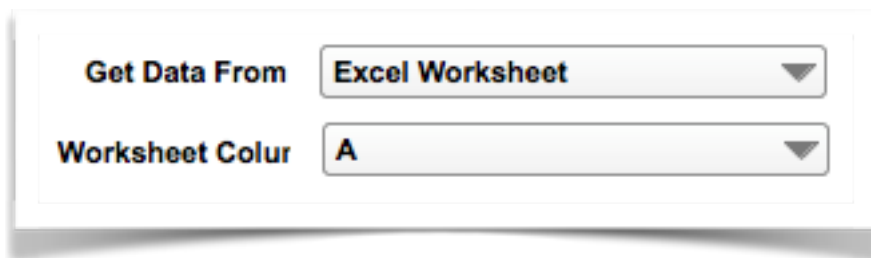
The increment between each number does not have to be one.

Choose Serial Numbers from the popup.

The following screen appears.

Then enter the serial number settings on the screen that appears and click OK.

### Using Excel Worksheets




The screenshot shows a dialog box with two dropdown menus. The first dropdown is labeled 'Get Data From' and has 'Excel Worksheet' selected. The second dropdown is labeled 'Worksheet Colour' and has 'A' selected.

You can set up data to come from an Excel Worksheet quickly and easily.

Choose Excel Worksheet from the popup and then choose which column you want to display from your Excel file in the Worksheet Column popup.

### Using CSV Files



The screenshot shows a dialog box with two dropdown menus. The first dropdown is labeled 'Get Data From' and has 'CSV' selected. The second dropdown is labeled 'CSV Column' and has '1' selected.

You can set up data to come from a CSV file quickly and easily.

Choose CSV from the popup and then choose which column you want to display from your csv file in the CSV Column popup.

Next we can move on to calculated fields.

### Using Calculated Fields

With calculated fields you can set up multi part fields using data from all sources at the same time combined into one field. This is similar to calculations in Excel and calculated fields in FileMaker.

A common use is to add a currency symbol to the front of an field imported from the database or a csv file.

Choose Calculated Field from the popup.

The screen below will appear.

The top popup allows you to choose what information you want to display.

The buttons & and "" allow you to add more than one type of data to the field on screen.

For example to add a \$ sign to the front of the [item.Barcode] data shown above you would type "\$"& at the beginning of the [item.Barcode] text to make a complete calculation of

"\$"&[item.Barcode]

You can add as many parts to a calculation as you require, and you can also choose preferences information such as company details to be automatically input.

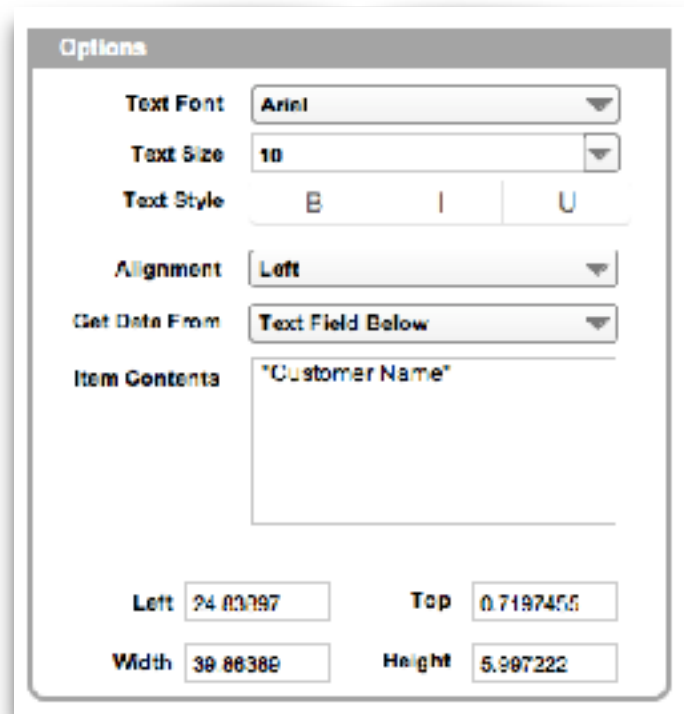
To insert items from the top box simply double click at the location you require them, if you do not format the data correctly an error will display when you click OK and take you back to the screen to fix it, this is normally a missing bracket or & symbol.

All plain text must be inside inverted commas as so "hello" would insert the text hello into the calculation.

Calculation fields are the most complex and you should not need them, if you need help with them please email us.

## Text Properties

Shown below are the properties for Text items on the palette.



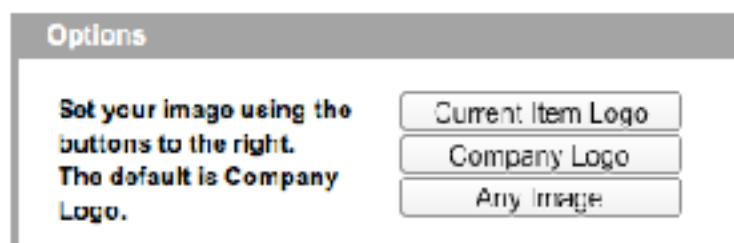
You can set the font and style from here, and text can be individually styled like in a word processor for example if you need some text to be bold on you label.

## Line And Rectangle Properties

Lines and rectangles only have a line width property to set.

## Picture Properties

The picture properties tell the software what image to display on your label.



You can display the Company Logo you have imported into the settings screen. You can display the picture for the current item selected in the database when printing, for example it might be a product shot.

You can also import any image using the any image button.

## Optional Information In Labels (Print Time Entry)

Some layouts have optional information which can be changed by yourself. This allows the entry of serial numbers, specific record ids etc.

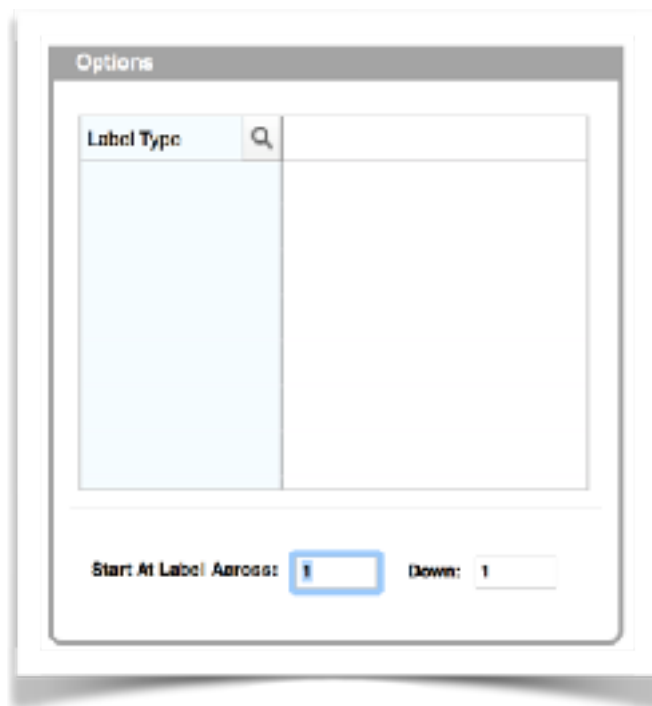
If this is the case a number of optional item boxes with descriptions will appear in the options box at the left of the window.

In the screen below this is shown where the 'Label Type' label and magnifying glass can be seen on the left.

The magnifying glass can be used to select the data from a list from the built in database if this is available.

In order to display the label correctly enter the details required, in the example above you may have a label type of 1 for example.

The label will then be changed to reflect this when you press return or tab in the last box.



Your report or label can be scrolled on screen using the scroll bars to the right hand side and bottom edge of the preview window.

To scale the label up or down use the + and - buttons to the left of the bottom scroll bar.

## Printing a Label To A Thermal Label Printer

To print your labels switch back to Preview mode by clicking the tab.

Click the 'Print' button.

At this point if you are in Excel or database mode the following screen will appear to allow you to chose what you want to print. Choose the rows you want to print and click Print Selected.

To Find A Record Type What You Require Below And Press Return

Search

Select the rows from the data that you wish to print, then click 'Print Selected'.

Or find items in the data using the Search box to the left.

Or click the 'Print All' button to print all rows in the data.

Barcode	SKU	Product	Model	Notes
5060487680...	BMR01L	Classic flyscr...	BMW RnineT	Fits all models
5060487680...	BMR01D	Classic flyscr...	BMW RnineT	Fits all models
5060487680...	BMR01M	Classic flyscr...	BMW RnineT	Fits all models
5060487680...	DS001L	Classic flyscr...	Ducati Scram...	Fits all models
5060487680...	DS001D	Classic flyscr...	Ducati Scram...	Fits all models
5060487680...	DS001M	Classic flyscr...	Ducati Scram...	Fits all models
5060487680...	GT01L	Classic flyscr...	Ducati Sport ...	Fits GT1000, ...
5060487680...	GT01D	Classic flyscr...	Ducati Sport ...	Fits GT1000, ...
5060487680...	GT01M	Classic flyscr...	Ducati Sport ...	Fits GT1000, ...
5060487680...	XL01L	Classic flyscr...	Harley-David...	Fits 883 and ...
5060487680...	XL01D	Classic flyscr...	Harley-David...	Fits 883 and ...
5060487680...	XL01M	Classic flyscr...	Harley-David...	Fits 883 and ...

Otherwise the screen below will appear.

Choose Printer PeninsulaSPITFIRE4

Number of Labels To Print 1

Number Of Duplicates To Print 1

Show Printer Details <

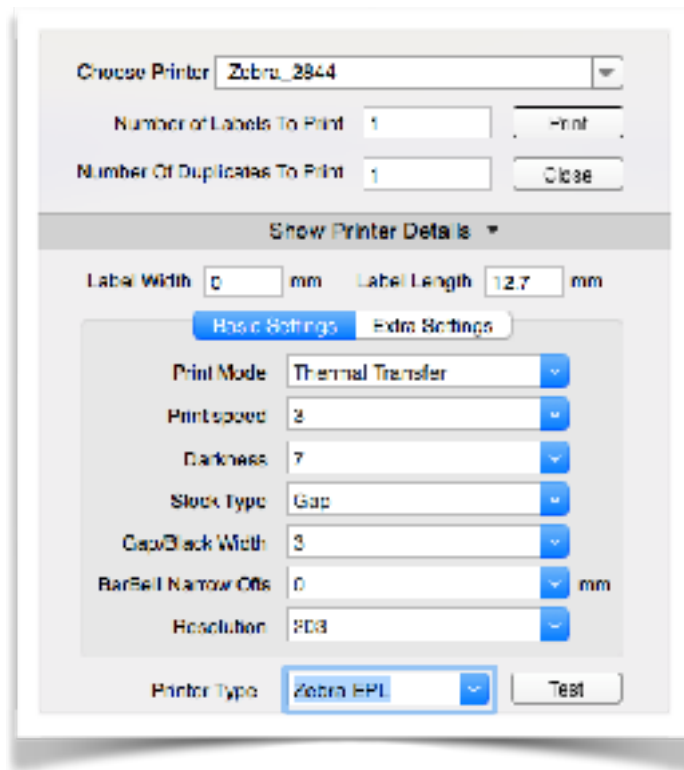
Choose your printer from the Choose Printer menu, this choice is remembered between calls to this print window. automatically, you will also be told if you can print to this printer from the thermal printer window.

If you see the message you cannot print to this printer with this software there are two reasons.

1. The printer is not a thermal label printer.

2. The printer has not had a Peninsula Thermal Driver installed, to remedy this install the printer again with our Thermal Driver Utility, if you need help with this please contact us.

There are other printer settings available when you click the “Show Printer Details” arrow.



The printer type will be filled in the Printer type at the bottom, this can be changed if needed but should be set correctly. Contact us for help with this.

The label size should be filled in already, change it if you need too.

Then there are printer specific settings such as speed and resolution etc, the defaults will work in most cases if you are not sure please contact your printer or label manufacturer for advice.

Once you are happy with the settings click the Print button to print your labels.

If you are printing from the database, a csv file, or serial numbered labels and require more than one of each label you can set the “Number Of Duplicates To Print” field to how many copies of each one you require.

The “Number Of Labels” to print field determines how many labels are printed so if you want 10 labels type 10 in this field, the internal counter on the printer is used to make the duplicates so printing will be as fast as the printer can print them for duplicates.

## Editing A Layouts Size And Settings

Once you have chosen a layout you want to adjust, choose Edit Layout Settings from the Layout Options popup menu.

A dialog will appear allowing you to edit the layout size and options. Change your settings in the boxes on screen. Some options are for advanced users only if you need help please ask for advice.

## Saving A Label Layout

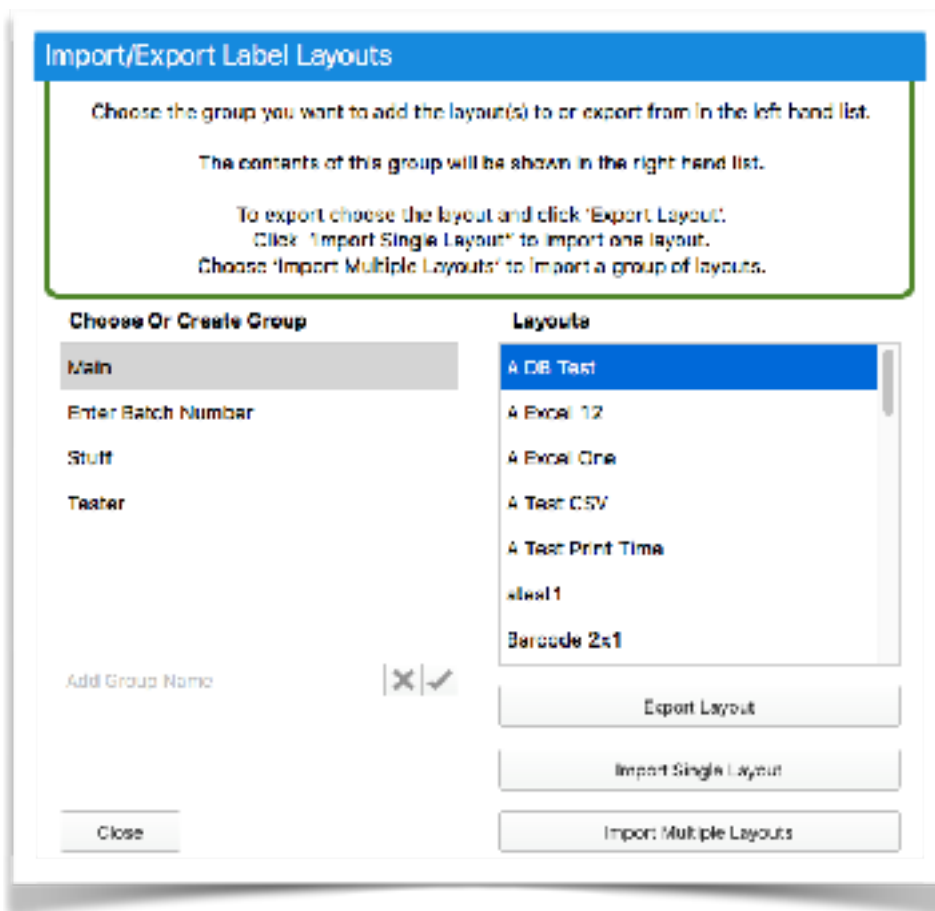
Layouts are automatically saved when leaving them showing a dialog to check you want to save the changes, but you can also manually save them by clicking the Save Layout button, this button is only shown when in edit mode.

You are then asked if you are sure you wish to save, if you click Yes the changes will be saved to the current layout.

## Moving And Managing Labels

### To Import Or Export A Label Template

1. Choose Import/Export Label Layouts from the Label Popup menu at the top of the window.
2. On the next screen choose the group you want to import to or export from. The layout list on the right will change if you change the group.
- 3a. To export a layout, choose the layout in the right hand list and click the Export button, choose



the location to save to and click the Export button. Your layout will be saved to this location.

3b. To import a layout, click the Import button and choose the layout you wish to import, it should have a .lbl extension on its name. Then click Open and it will import into the application.

4. To choose a newly imported layout, choose the layout in the layouts window, which appears next.

## Adding Items To The Built In Database

To add an item to the database click on the “New” button next to the “Item Details” button.

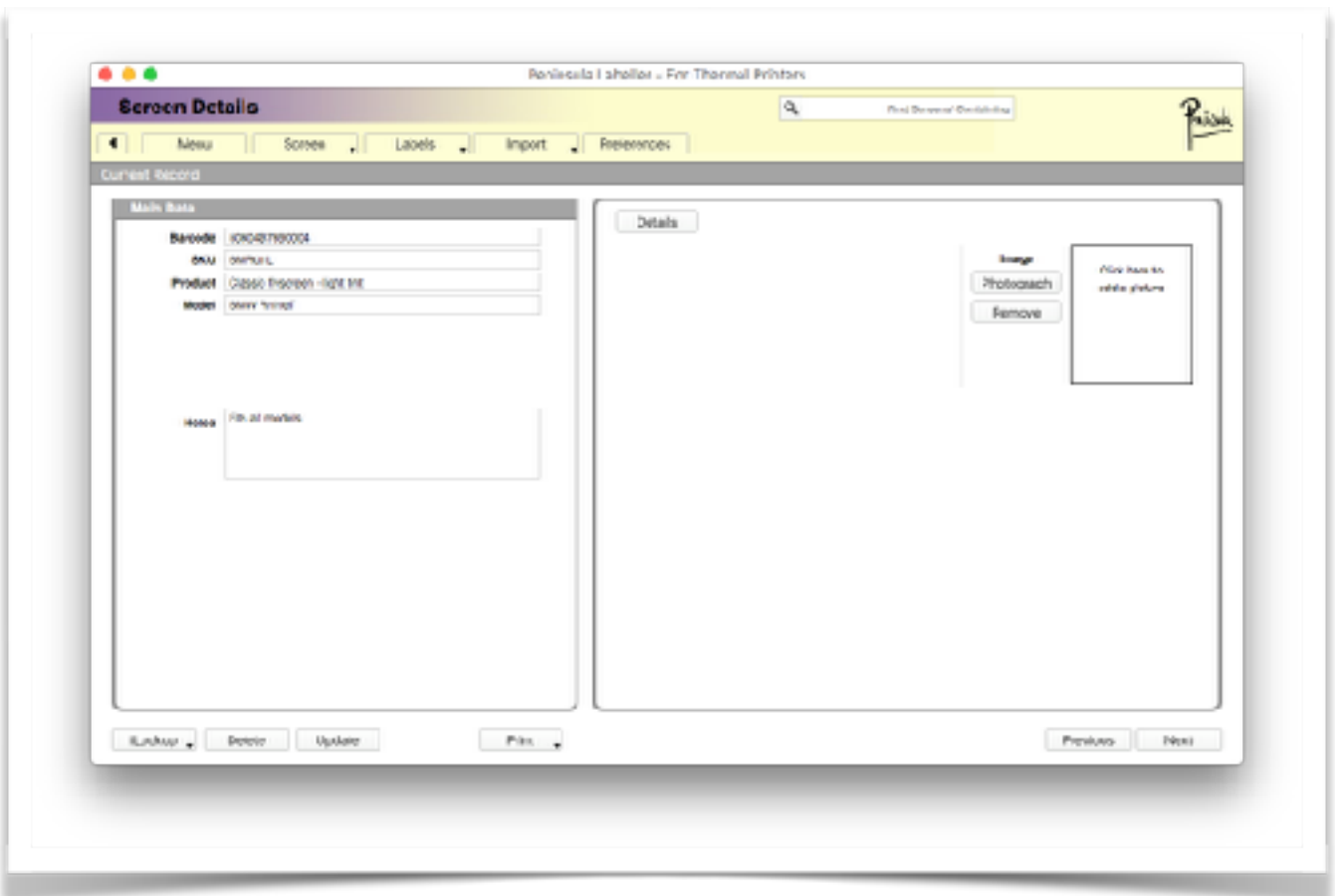
This button may be different if you have chosen a personality that changes the name of Items to for example Books or Tools.

If an error dialog comes up stating there is a duplicated id number you will need to change the serial number settings in preferences.

To do this choose ( Preferences -> Settings) and choose the serial number section.

Change the Item serial number to a number higher than the highest number you have already allocated in your user id numbers, type return at the end of entering to save it, then click OK to return to the main application and try again.

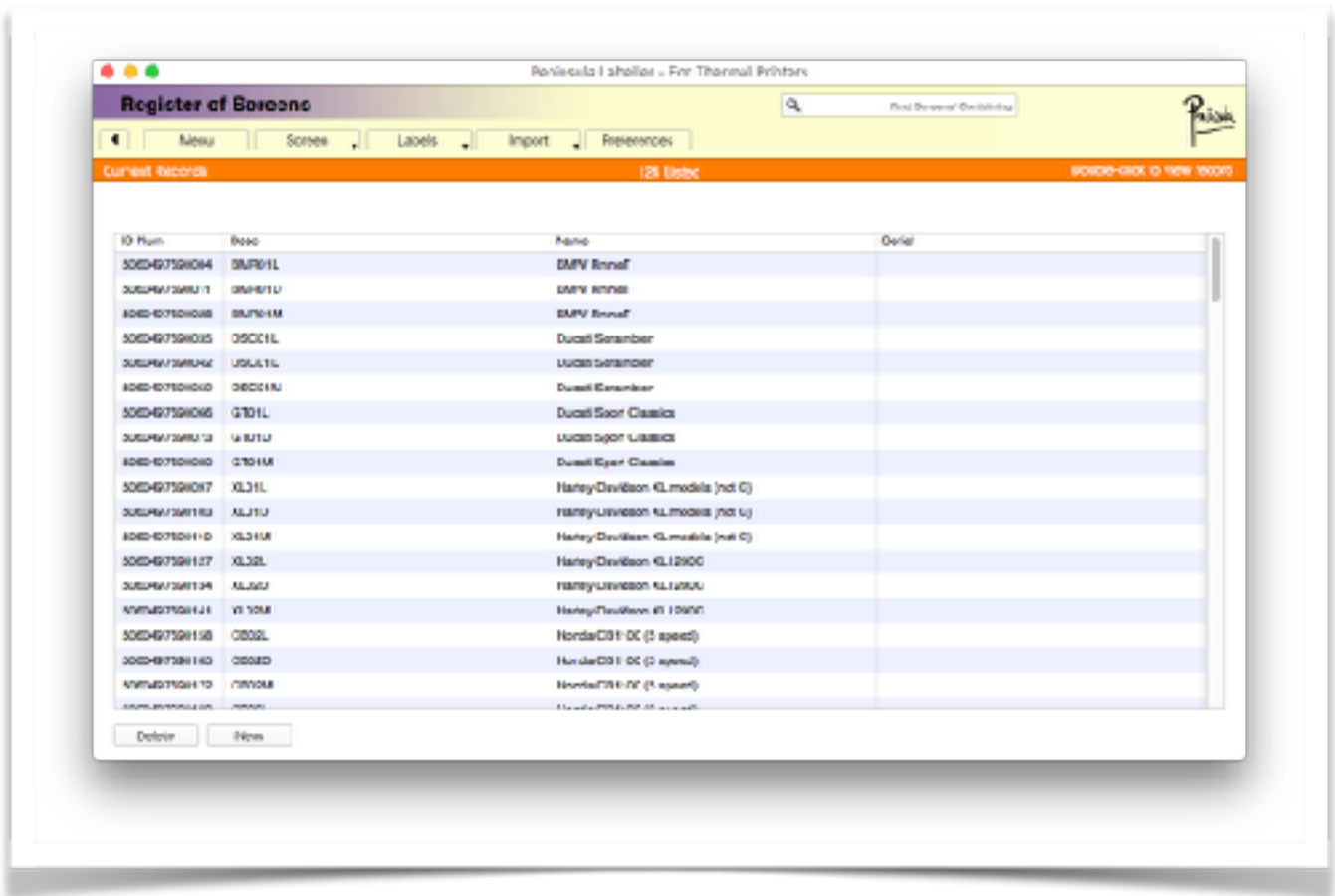
The following screen should then appear.



You enter your item information on this screen.



# Finding Item Records



- Find Item's Containing
- Find Item's Equal To
- Find Item's Starting
- Find User's Containing
- Find User's Equal To
- Find User's Starting
- Find Location's Containing
- Find Location's Equal To
- Find Location's Starting

Labeller has more than one way of finding a specific record or set of records. The easiest way to find records is using the find box at the top right of the Labeller window.

## The Find Box

The find box is where you enter what you wish to search for, to the right of the box it shows you which find mode you are in at present ie Find Items's Starting, which finds all items starting with what you type in the box.

Typing in the box and pressing return will attempt to find what you are looking for, if there is more than one item that matches the criteria a list will be shown for you to choose from, if only one match is found you will be taken to the record for that item.

To change what is found see the section below.

## The Find Options Menu

By clicking on the Magnifying Glass icon you will popup a menu with the find options.

Choose an option appropriate to what you wish to search for, the default is to find items starting with what you type.

## Using Lists

Labeller organises its data in lists for ease of access and reporting, there is a default list for Items.

## The Item List

The item list contains a list of all the items in your current catalogue of items. This list may not be titled items depending on your personality settings.

You show the item list by choosing Item List from the Items popup on the screen.

You can sort the items by clicking on the headings at the top of the list, or go to an item by double clicking on it.

From here you can delete single or multiple items by selecting them and clicking delete.

Double click any item in the list to go to that record.

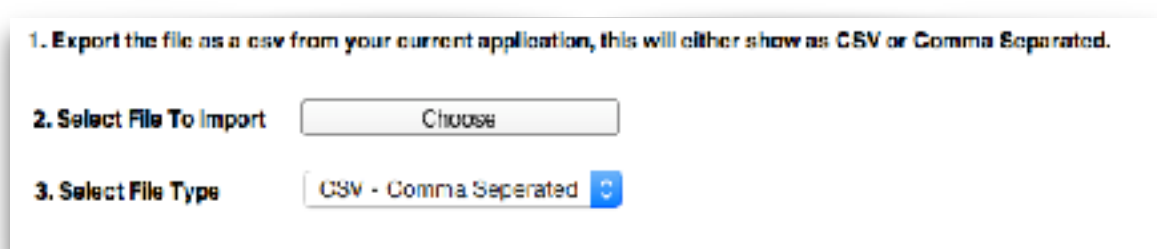
## Importing Data Into The Database

Information can be imported from external sources into Labeller itself, this is useful if you already have an existing source for the data, ie your user records or a previous item database for example.

The data must be exported from the previous application in a CSV (Comma Separated) or Tab delimited format for it to be imported into Labeller.

## Importing Items

To import items into the item database choose Import then Import Items.



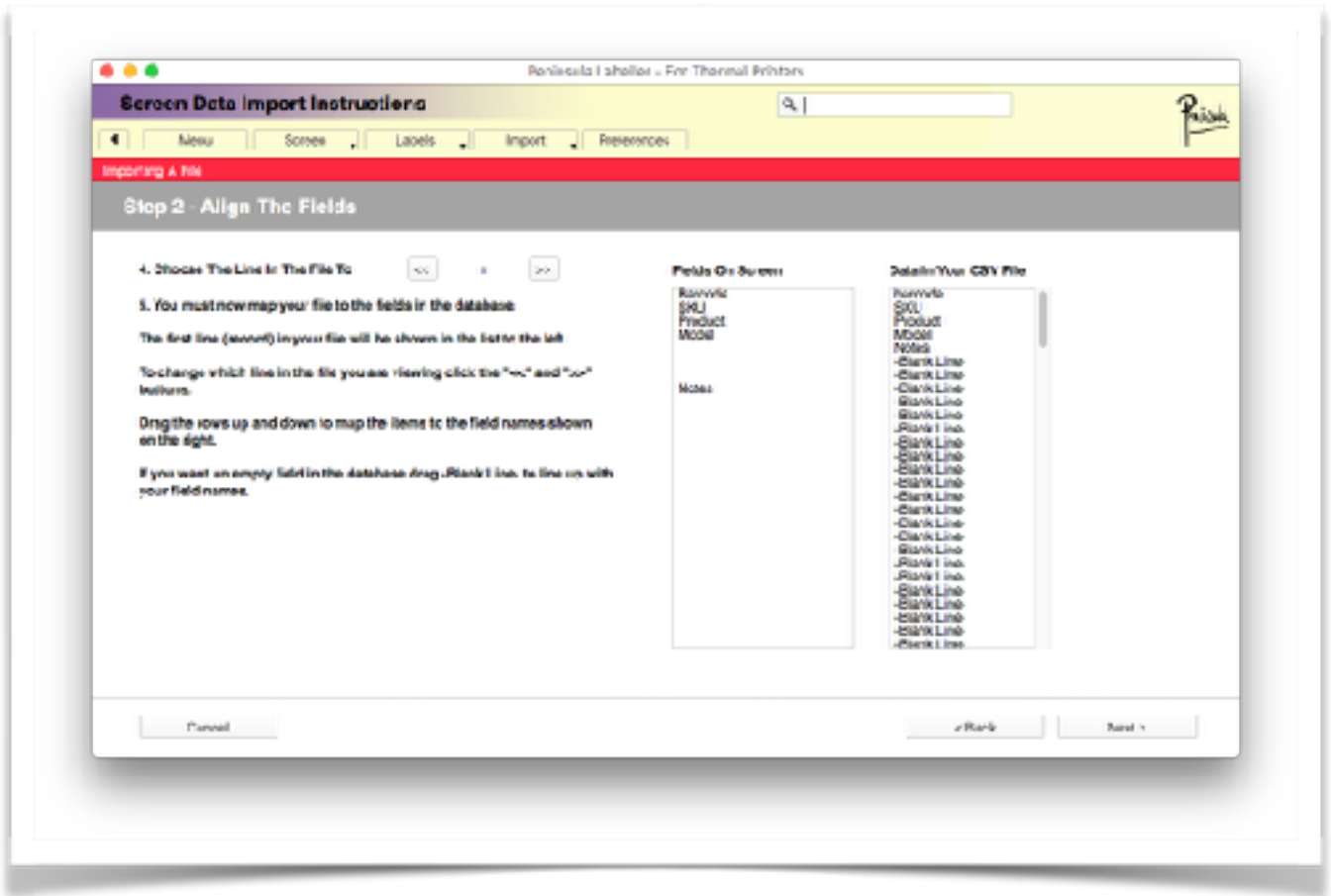
Once on this screen click the “Choose” button to choose a file to import.

Then select the file type from the popup menu Select File Type.

Then click Next to move to the next part of the wizard.

The first line of the file will appear in the Data In File box to the right, if this data does not make sense to you use the Choose the line in file arrows to navigate to a comprehensible line in the file.

Now you must choose what you want to import you do this by lining up the row in your file with the rows in the Labeller fields box to the right.



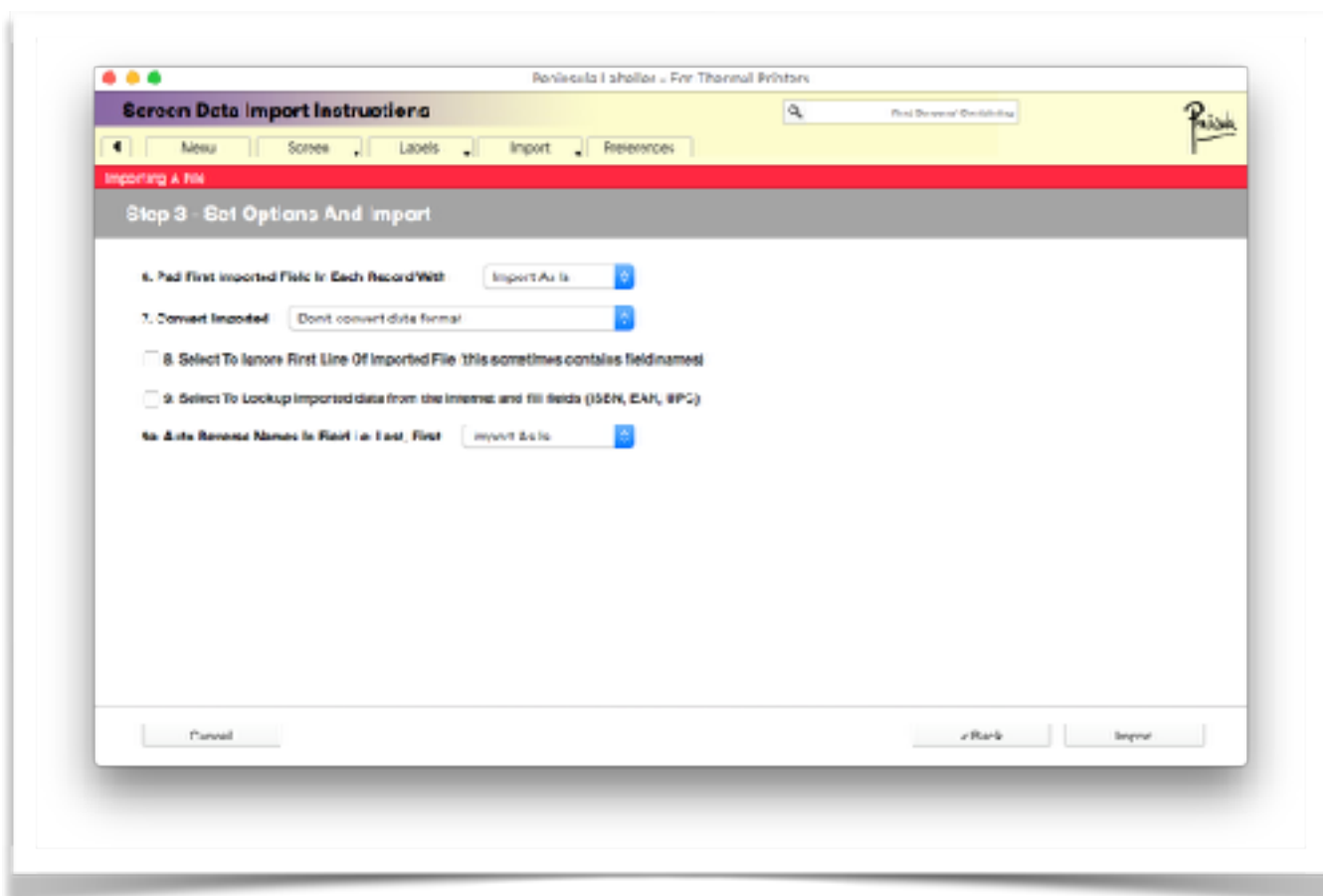
Drag the rows in the data in file box up and down to align them with the correct fields in Labeller. If there is a field which you do not have in your file drag one of the Blank Line items in the Data In File box to that position, you may have to do this a number of times.

If you want Labeller to automatically number the items in the file using its own serial numbers, drag a Blank Line item to the top of the list opposite ID Number.

Once you have setup your data to import you can click the Next button.

The next screen is the import screen and has some options for how you would like the data imported.

You can pad the fields with zeros at the beginning to make them the same length.



You can convert date formats from English uk to English US.

You can ignore the first one of the csv which is sometimes the field names.

You can lookup ISBN's etc on the internet this may corrupt your data if you already have this information. You should only use it if you only have the numbers for the items.

You can auto reverse names in fields to make them sort properly by Surname. Once you have set your settings click Import to import the data.

## Settings In Labeller

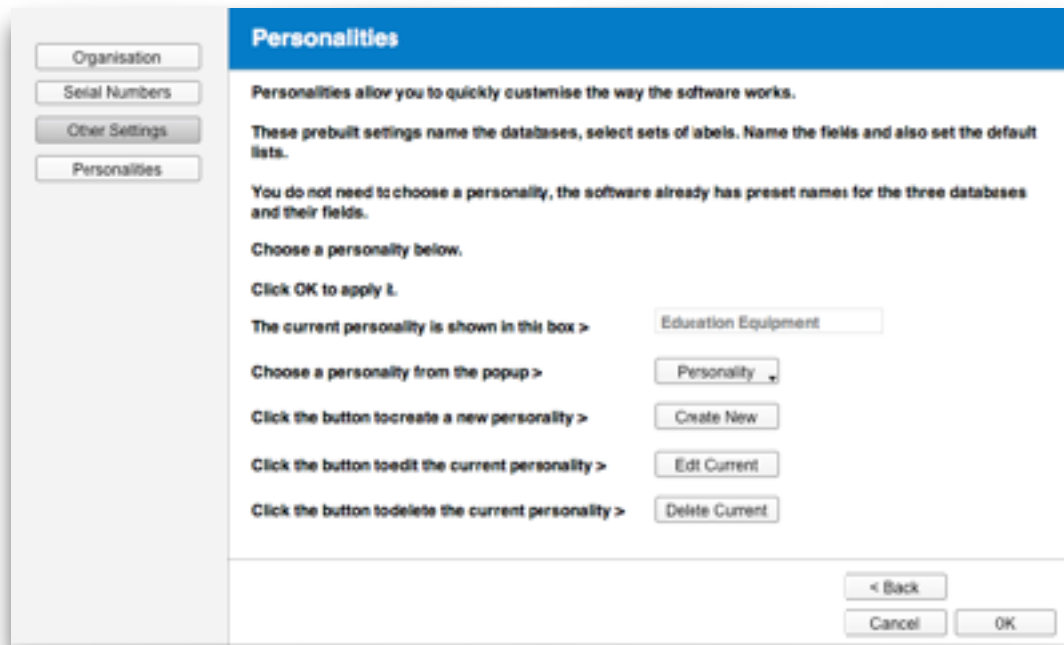
When Labeller is started for the first time the settings are already set for you to make it easy to get started.

You can change settings for your Organisation, Serial Numbers (for the next item in the built in database) or you can choose to make or recall a personality, these personalities can change the database name and field names to be more relevant to you.

To change any settings choose Preferences at the top of the screen and then Settings in the menu that pops up and you will be taken to the settings dialog.

## Personalities

Personalities allow you to quickly customise the screens Labeller shows in database mode to a state more useful in your situation. These prebuilt settings name the database, select sets of labels. Name the fields and also set the default lists.



You do not need to choose a personality, the standard personality will assign Items to the database you wish to use for your labels.

You can choose a personality from the popup list by clicking the Personality popup. The settings are automatically changed as soon as you leave the preferences section.

You can create new personalities on this screen using the Create New button.

You can also edit the currently selected personality.

To reset all the lists and reports etc choose the Default personality. Custom personalities can be setup by us please ask for details.

Once your settings are set click "Next >" to carry on to the next screen.

## Serial Number Preferences

This screen allows you to set custom serial numbering to work with your existing system when allocating new numbers to items in the internal database, it does not apply to serial numbers on labels.

Each numbering system for Items are stored locally on the users computer, so in a multiuser environment it maybe a good idea to use different prefixes for each workstation to identify where the numbers were made.

Please note that if you set the number to less than the largest number already in the database you will not be able to add any new items, users or locations to the databases.

Once your settings are set click “Next >” to carry on to the next screen.

## Your Organisation Information

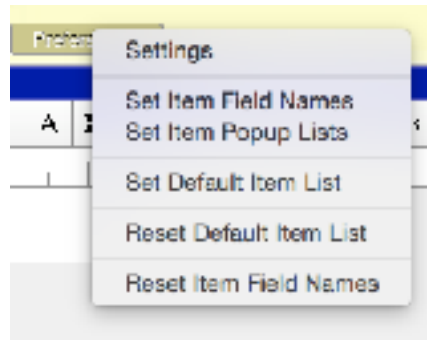
This screen allows you to enter your organisation details for inclusion in reports that are automatically generated by Labeller, this allows you to customise your reports with company or organisation specific data.

Simply enter the details in the screen shown below.

Once your settings are set click “Next >” to carry on to the next screen.

## Other Options

There are a number of options that can be set from the settings popup menu .



In this menu you will find

### Set Item Field Names

These options take you to the entry screen for the type of record you have chosen ie Items.

On the screen click the text of the field name you wish to change, type the changes and press return to save it. Once you have finished you can return to the preferences screen.

### Set Item Popup Lists

This again takes you to the entry screen for the record, to the right of the entry boxes you will see a black triangle, this is a popup menu marker, click here to show a dialog with the current settings for the popup menu.

Enter or change any items you wish.

If the menu is empty it will not show a marker on the screen when in standard entry mode. Click OK to save the popup list or cancel to revert to the current one.

### Reset Features

Also in this menu are the reset controls to reset default reports and lists and field names in the case of a mistake. Simply choose the item in the popup you wish to reset and it will be reset.

Once your settings are set click “Next >” to carry on to the next screen, or OK to finish.

If you are setting up Labeller for the first time a Labeller Setup screen will show, clicking ok on this screen will take you to the Labeller Main Menu.