ChemLabel Tutorial

1. Follow the Quick Start instructions for installing the ChemLabel application and the Genium database. Review the Quick Start guide to familiarize yourself with ChemLabel terminology and features.

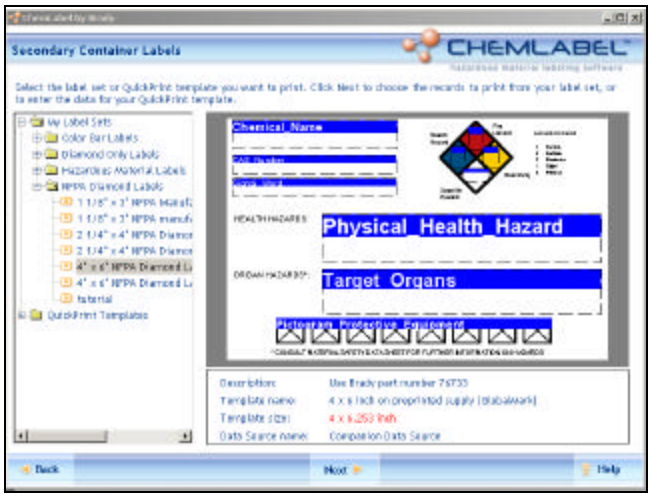
2. Double click on the **ChemLabel icon** that is placed on your desktop.

User Mode Operation

1. To access the User Mode, the User selects the desired printer and the desired Document Type. For this tutorial, select the **GlobalMark Spot Color** printer then click on the **Secondary Container Labels** document type.

2. Click on the "+" to open My Label Sets and the "+" to open the different Label Set groups. Note as you click on different Label Sets, a preview displays and some information is given pertaining to that Label Set (description gives info regarding supplies to use, template used and the data source).

   Click on the Label Set entitled **4" x 6" NFPA Diamond Label (GM),** (its description says to Use Brady part number 76733) to highlight it and show its preview.

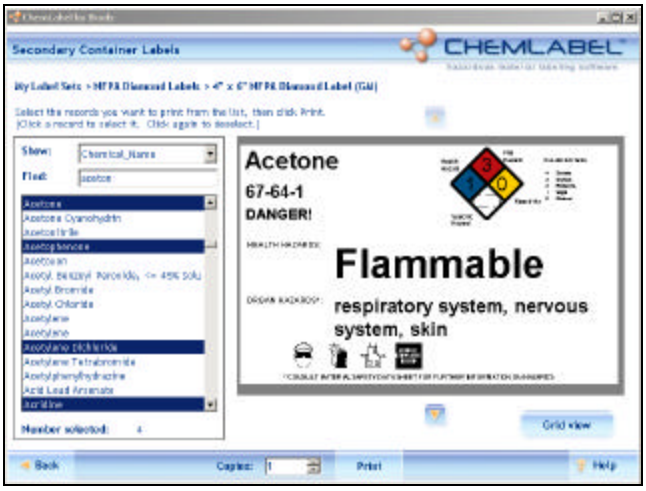


Then click on the **Next** button.

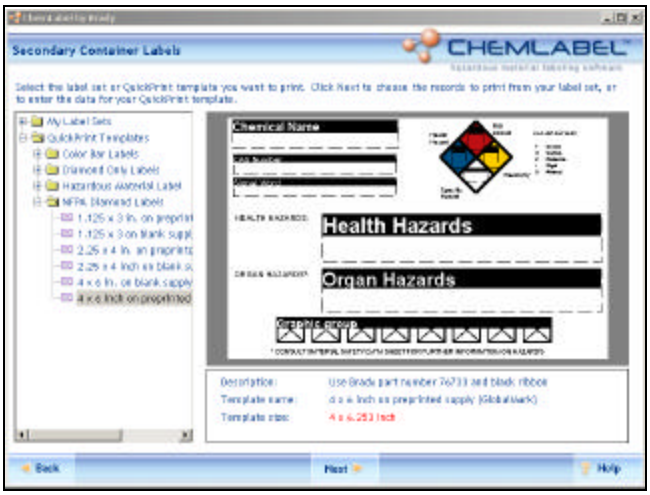
3. The next screen shows all the records (chemicals) that are in the data source for which labels can be printed. The drop down box called **Show** lists all the field names in that data source. Users can use any of those field names to help them identify the chemical records to print. The Administrator selects the default field name when setting up the Label Set.

   The **Find** box allows users to quickly scroll to the chemical records needed. Chemical records are selected by clicking on the chemical name in the list. To deselect a record, simply click it again. The preview updates to show the objects filled in with real data and the "Number selected" box updates. The preview shows the top most record selected. You can scroll through and see the previews for all the records selected by using the up and down arrow buttons above and below the preview.

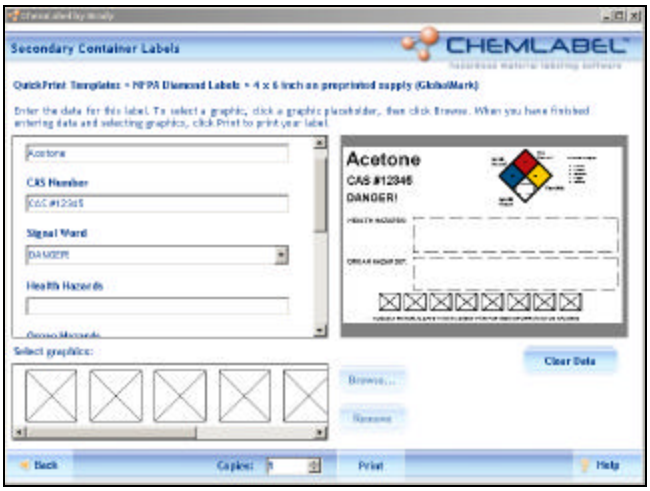
   Select several records and click on the **print** button – you're done! It's that easy.



4. We've made all the templates available as **QuickPrint** templates. This means that if the User wants to manually enter the data (not get the data from a Data Source), then QuickPrint templates are available. At step 3, instead of selecting a Label Set a QuickPrint template can be selected.



5. With a QuickPrint template, the user manually enters the data into the spaces prompting for the information. As the information is entered, the preview is updated with the data.



Administrator Mode Operation

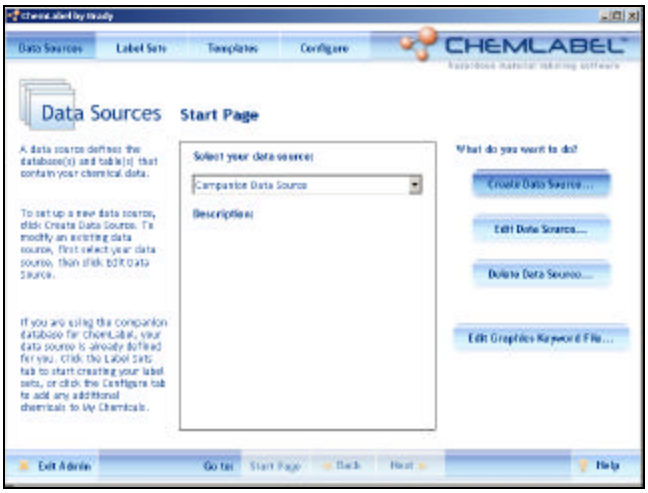
Data Sources

1. To enter into Administrator mode, click on the **Admin** button on the main screen. If you installed the application requiring a password, type in your password.

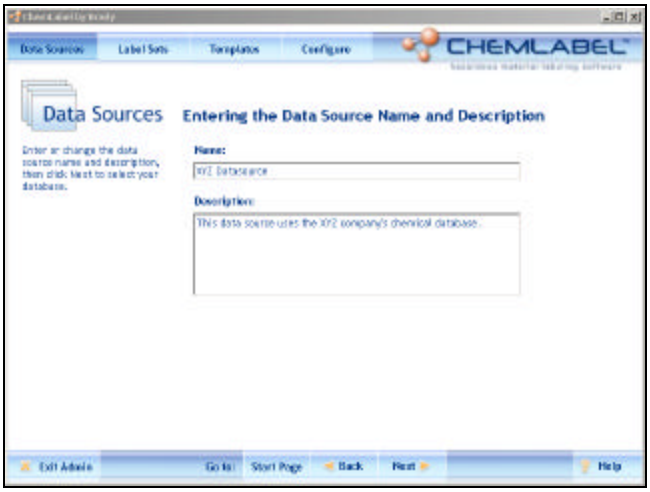
2. Every time you enter into the Admin section, you will be at the Start Page for Data Sources. To go to a different section, click on the appropriate button at the top of the page.

   Data Sources let you define the database(s) and table(s) that contain your chemical data. You do not need to work with data sources if you're using the Genium database available with ChemLabel, unless you want to add tables to it (perhaps you need more information about the chemicals than what is supplied).

3. This tutorial will take you through the process of making an Excel table your Data Source. Start by clicking on the **Create Data Source** button.

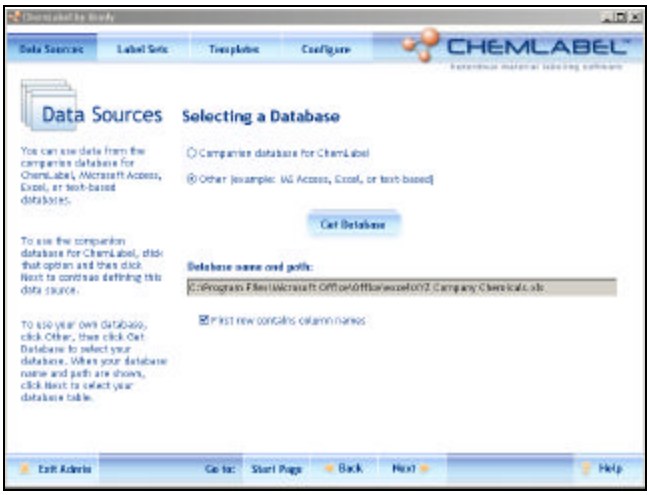


4. Give the Data Source a **name** (required) and a **description** (optional).



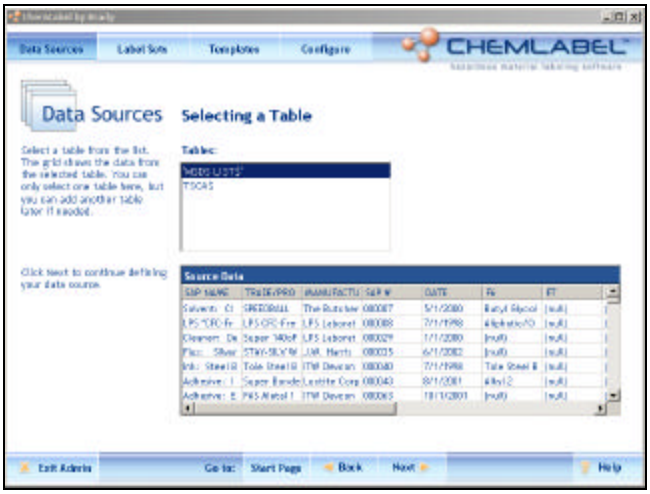
Click **Next**.

5. At the Selecting a Database page, select the **Other** option. You would select the Companion Database for ChemLabel option if you wanted to add tables to the Genium database. Click on the **Get Database** button and find the Excel table you want to use (if possible, find a spreadsheet that contains multiple tables/worksheets). You will see the correct path to your file in the box. You can click to select **First row contains column names** if that is the case with your database (it probably is).



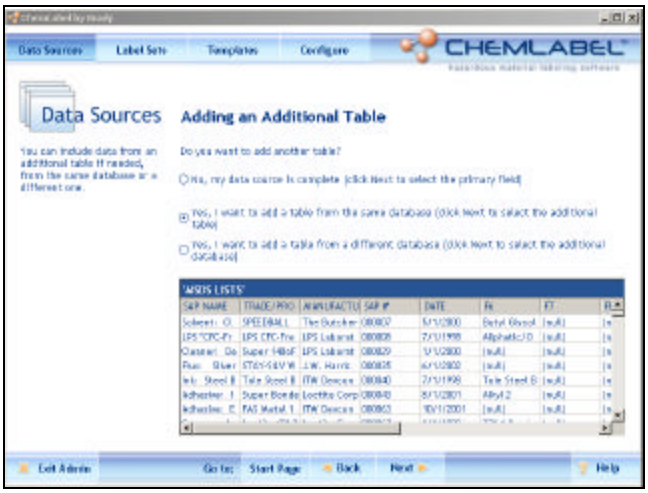
Then click **Next**.

6. At the **Selecting a Table** screen, you'll see a list of the tables (worksheets) your spreadsheet contains and a preview of the data in the highlighted table of your spreadsheet. Click on the different tables to see how the preview changes.



With one of the tables selected, click **Next**.

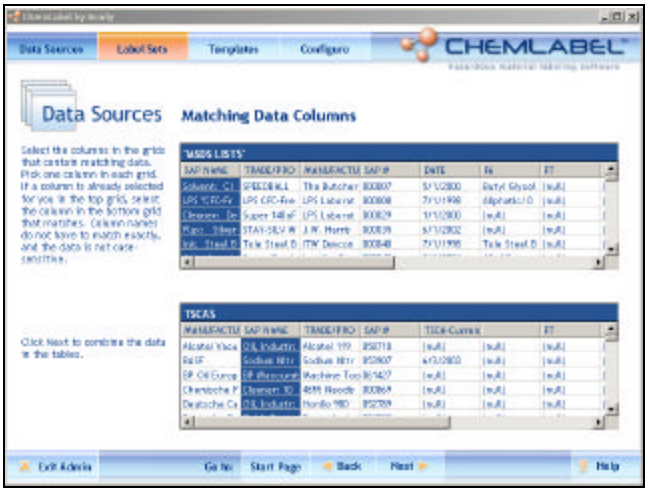
7. At the **Adding an Additional Table** screen, you have the option to join a table from the same database or from a different database to the table selected at the previous step. If the spreadsheet you're working with has another table select **Yes, I want to add a table from the same database.**



Click **Next** and go to step 8 below. If the spreadsheet you're working with has no other tables, select **No, my data source is complete** and click **Next** and go to step 12 below.

8. Now you're back to the **Selecting a Table** screen again. Select a different table from the spreadsheet and press **Next**.

9. At the **Matching Data Columns** screen you must select one column in each table that has identical data. Click on each of those columns – one in each table.

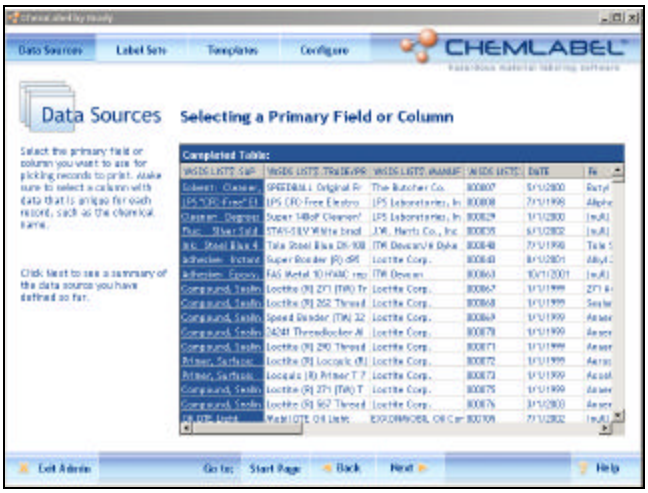


Click **Next**.

10. At the **Combining the Data Tables** screen, tell how you want the tables joined by selecting one of the options and then click **Next**.

11. You can continue adding additional tables. Once all the tables have been added, select **No, my data source is complete** and click **Next**.

12. At the **Selecting a Primary Field or Column** screen, select the column that you want to display when the User is selecting records to print. (See step 3 in the User Mode.) To **select a column**, simply click on it.

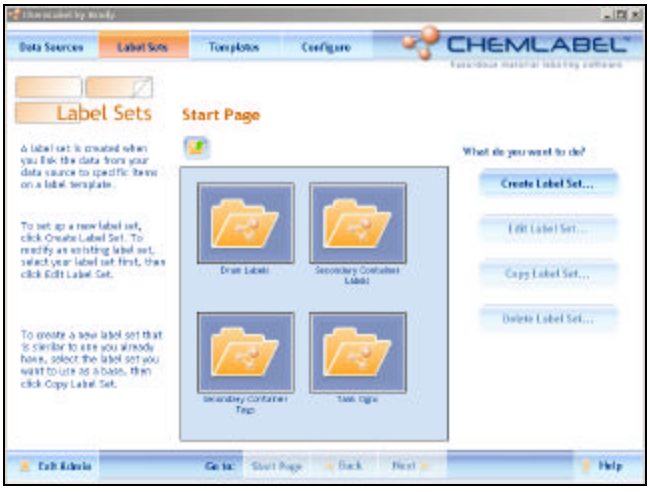


Click **Next**.

13. At this step, your data source is complete and a summary of it is displayed. If you click **Next** here, you will have the option of mapping to graphics files from keywords found in a selected column. So, if a column was identified as being a graphic field, the wizard would walk the Administrator through the process of linking words found in that column to a graphic. For example, let's say we identify column 3 as being a graphic file. The wizard would look for each word in this column and ask the user to map that word to a graphic file. This tutorial will not take you through that process. If you're interested in learning this, please consult the on-line help or call technical support.

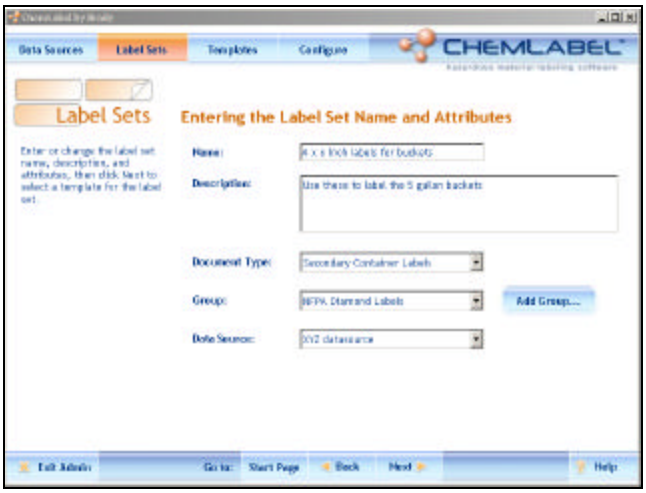
Label Sets

1. Click on the **Label Sets** button at the top of the Administrator screen to go to the Start Page for Label Sets. From the Start Page you can modify or delete existing Label Sets or create a new one. This tutorial will take you through the process of creating a Label Set by mapping data from a Data Source to objects on a template.



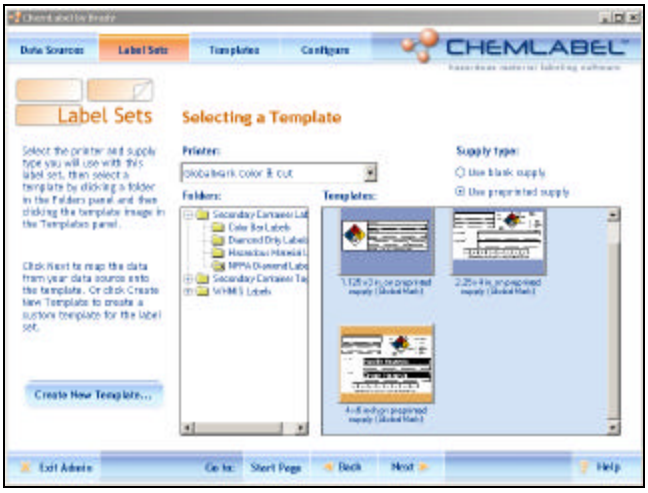
So, click on **Create Label Set**.

2. At the next screen, type in the **name** for your Label Set (required) and give it a **description** (optional). Then select the **Document Type** (select Secondary Container Labels)**, Label Set Group** (select NFPA diamond labels) and **Data Source** (Companion Data Source or the new Data Source you just created – it should now be listed in this drop down box) from their drop down boxes for your new Label Set.



Once completed, click **Next**.

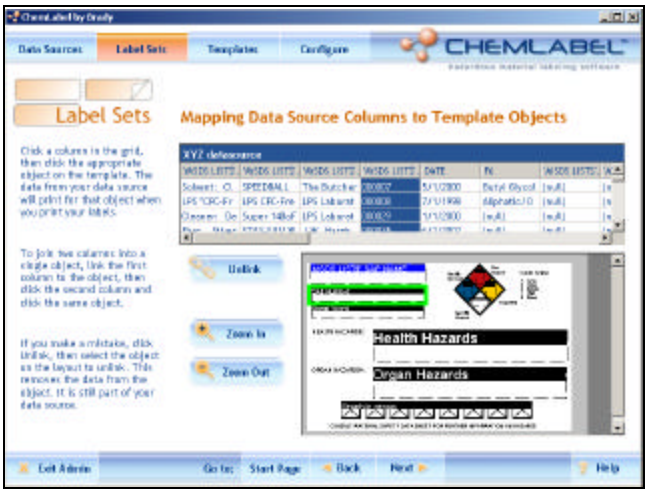
3. Next you need to select the template you're going to use for your Label Set. Since templates are filtered by printer, first **select the printer** (select GlobalMark). For Supply Type, select **Use Preprinted Supply**. Click on the "+" to expand Secondary Container Labels, then expand the NFPA Diamond Labels folder. Select the template (by clicking on it) entitled **4 x 6 inch on preprinted supply (GlobalMark).**



Click **Next.**

4. Now you're ready to map the data from the selected Data Source to the objects on the selected template. **Click on a column** in the Data Source to select it (the entire column will highlight). Move your cursor to the template. When the cursor is over an object eligible to map data to, the object will turn green. Click again when the **cursor is over the**

object you want to map the selected column to. The object will change color to indicate to you that there is data mapped to that object.



You can map more than one column to an object. The wizard will ask you how you want the data separated (by a space, a column, a period, etc.).

Continue mapping all the data from the Data Source to the template. When completed, click **Next.**

Note: once a Label Set is created the application is always using the live data from that Data Source. If data changes in your database or data is added to it (say a new chemical is added), those changes are always reflected when using the Label Set because of the live connection – you don't need to make changes to the Label Set.

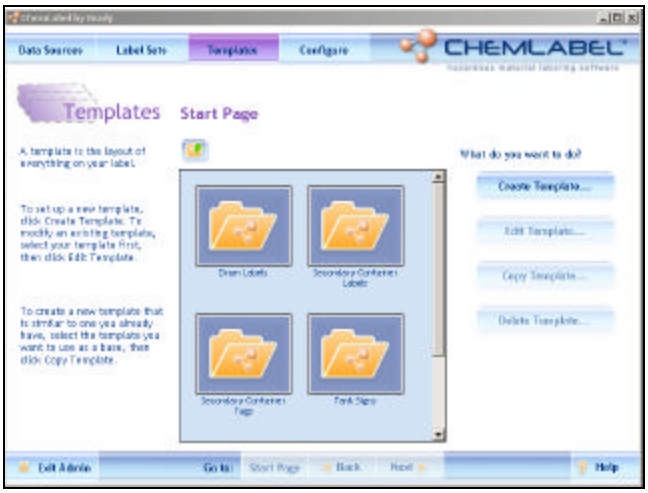
5. The last page gives you a summary of the Label Set you just created. If you want to see if you did it right, find your Label Set as a User and test it out.

Templates

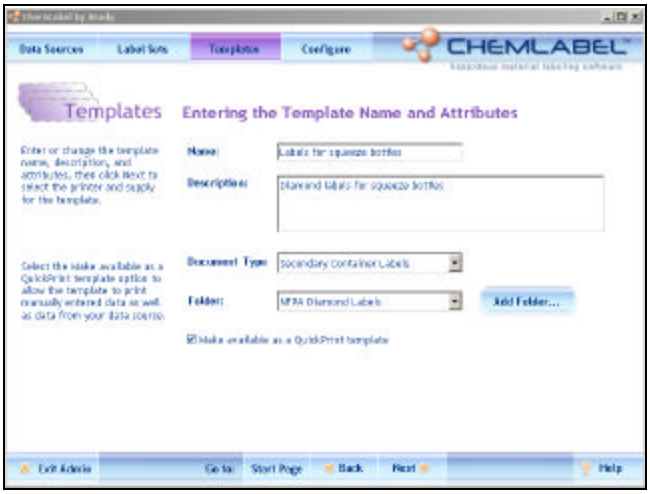
1. Click on the **Templates** button at the top of the Administrator screen to go to the Start Page for Templates. From the Start Page you can modify or delete existing Templates or create new ones. This tutorial will take you through the process of creating a new template.

   Note: This is a very powerful feature in ChemLabel. Giving users the ability to use their own company standard for label design makes this application extremely flexible.

2. Click on **Create Template**.

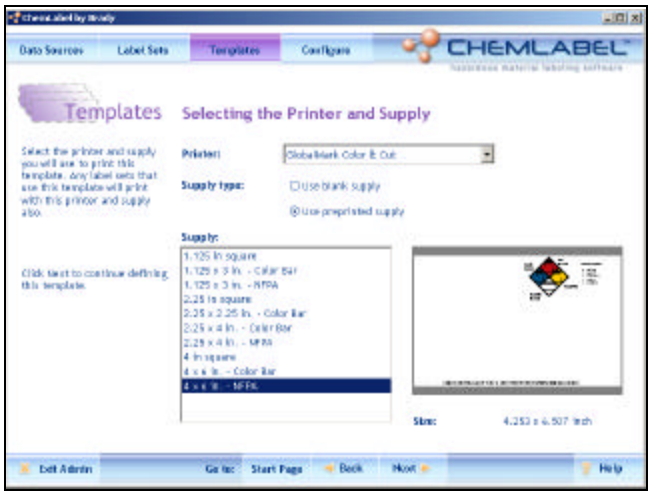


3. Type in a name (required) and description (optional) for your template. Then select what Document Type and Folder you want this template to reside in (remember, templates are filtered by Document Type; folders help you to keep your templates organized by category). If you want this template available for QuickPrinting (entering the data manually), check the box. For our example, we'll make a template for **Secondary Container Labels** and the **NFPA Diamond** folders.



Once completed, click **Next**.

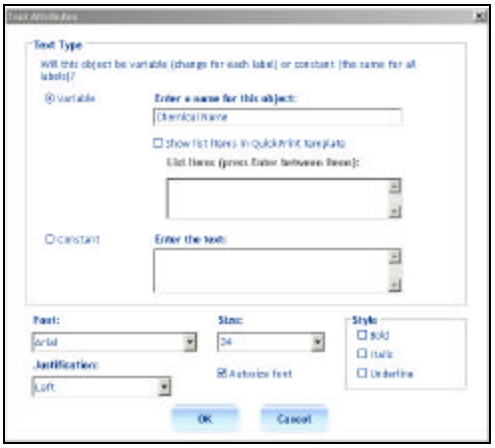
4. At the next screen, you have to select what printer the template is for (remember, templates are filtered by printer) and whether the template is made with a preprinted die cut supply or a blank supply. If there are no preprinted die cut supplies for the designated printer, that option will be grayed out. Select the **GlobalMark** printer and **Use preprinted supply** options. For the supply select **4 x 6 in. – NFPA**.



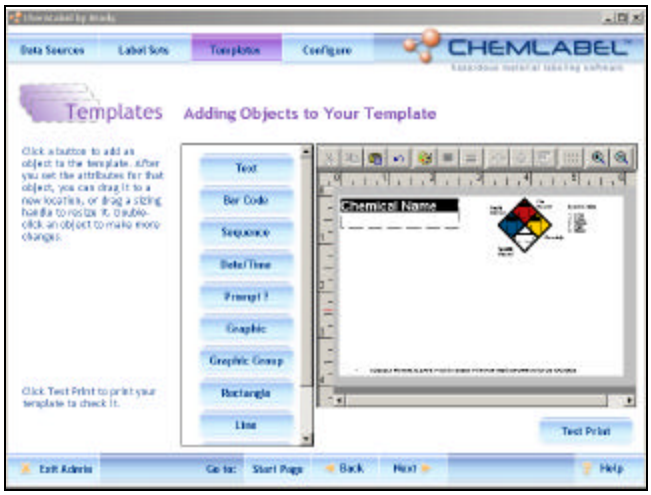
Click **Next**.

5. Your template is now ready to add objects to it. We're going to add text to our template so click on the **Text** button. There are 2 different types of text objects you can use. Variable text changes from label to label. The name of the chemical is an example of Variable text. Constant text remains the same; for example a company's name is constant text. We'll add both types of text objects to our label.

   Our first text object is going to be a place holder for the Chemical Name (variable text). At the Text Type screen, select **Variable**. The name we'll enter is **Chemical Name** so type that in the box. You can also choose what font and font styles to use and whether you want the text to Autosize. Click the **Autosize font** box.

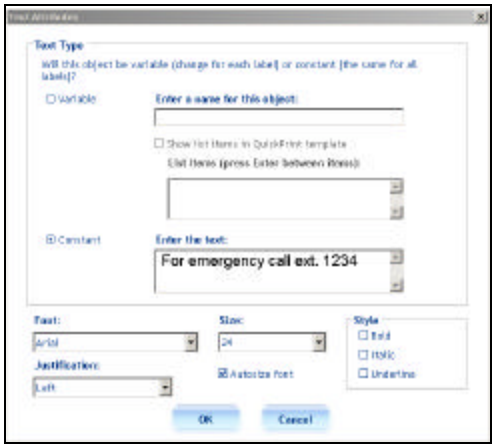


Click **OK**. A text object has been added to your template in the upper left hand corner.

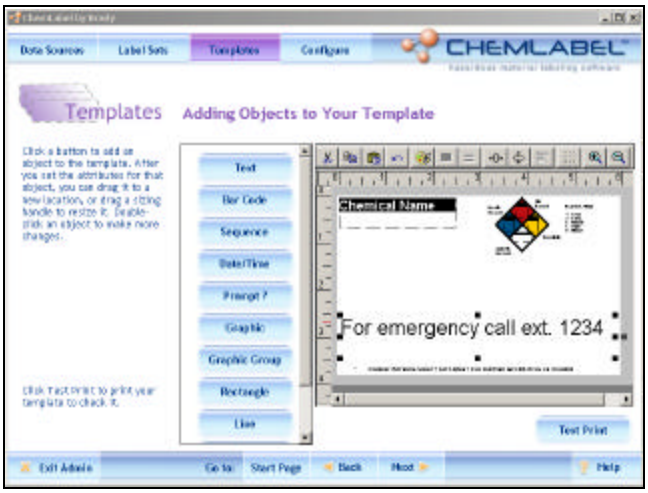


Click on the object to select it and you're able to resize the box (by clicking and dragging on a handle) and move it (by clicking inside the object and dragging it) to a different spot on your template. No matter what text ends up in that box, its font size will automatically scale to fill the box because we chose the Autosize font option.

6. Our next text object is going to be constant text. Click on the **Text** button and this time select **Constant**. Enter the text **For emergency call ext. 1234**. Keep Autosize font selected (easier to resize the box than it is the font size).

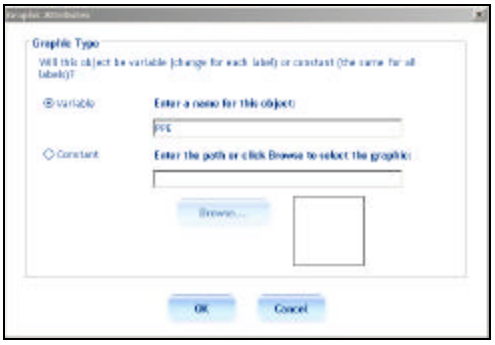


Click **OK**. Again, the text box is placed in the upper left hand corner. Click to select the object and resize and move to a different spot on your template.

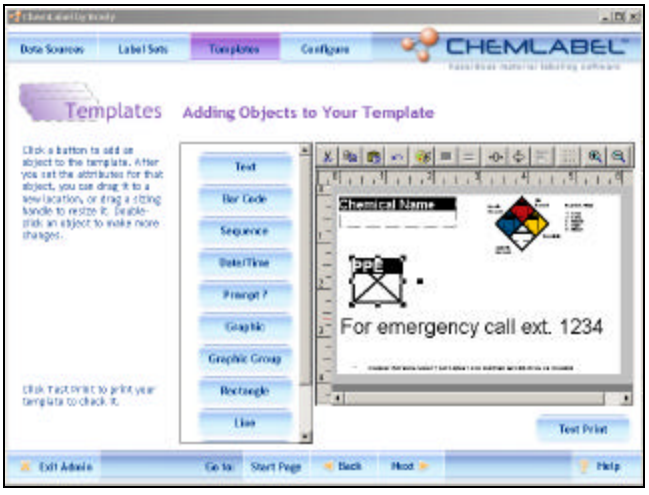


7. The last object we're going to add to our template is a graphic. Click on the **Graphic** button. Again you'll notice that you can have variable or constant graphics. A variable graphic changes from label to label (like a personal protection graphic necessary for a particular chemical). A constant graphic remains the same; for example a company's logo. We'll add a variable graphic to our template.

   Select the **Variable** button and type in **PPE** as the name.



   Then click **OK**. Again, you can move and resize the object as you want.



Play around with adding different objects to your template. One note: a Graphic Group allows you to add multiple graphics (variable) to your template. Like for personal protection graphics, the number of graphics needed is different depending on the chemical. A Graphic Group allows a variable number of graphics to be mapped to that object.

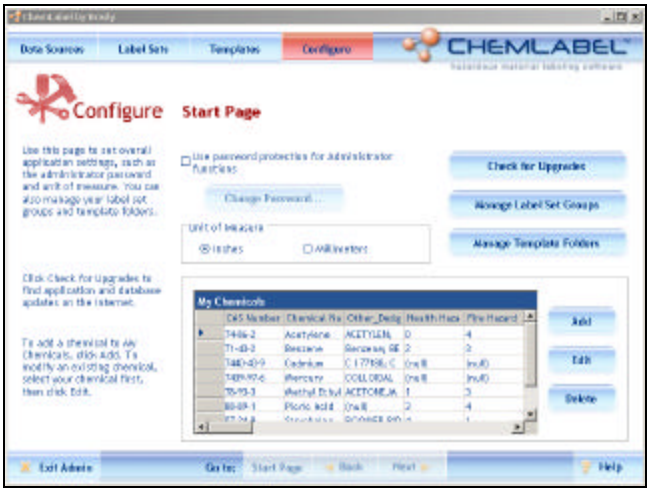
8. When all the objects have been added to your template in the location and size you desire, click **Next** to view the template summary page. This template is now available to use to create a Label Set. If you want to verify this, go back to the Label Set section and create a new Label Set with the template you just created.

Note: if you want to edit an object you've added, double click on the object in the **Adding Objects to Your Template** screen. You can edit any template by choosing it on the Template Start Page and clicking **Edit Template**.

Note: you also have the ability to create a template in MarkWare and download it to ChemLabel. Call Technical Support for assistance with this operation.

Configure

1. Click on the **Configure** button at the top of the Administrator screen.

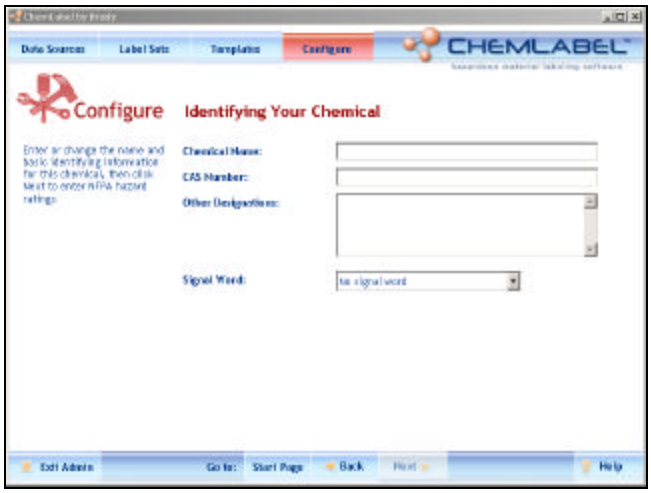


2. Here you'll notice several things you have access to; most are obvious so we won't discuss in this tutorial. The only thing this tutorial will cover is the **My Chemicals** spreadsheet.

   The My Chemicals database is really an extension of the Genium database. If the user has the Genium database installed, adding records here will effectively add them to the Genium database.

   If the user does not have the Genium database installed, all the Label Sets we shipped with the application have been made with the My Chemicals record that we included (note that the record we included here has no real data in it).

To add records, simply click on the **Add** button and fill in the data blanks for that record (i.e. chemical).



You can also **Edit** or **Delete** records from the My Chemicals database. **Note:** you cannot Edit or Delete records from the Genium database.