Panda Labels 2.0

Panda Labels is the most complete solution for the creation and printing of labels. This help aims to help you get to know Panda Labels better so that you can use and make the most of all the program functions.

View the main program window.

How to specify the label paper to be used.
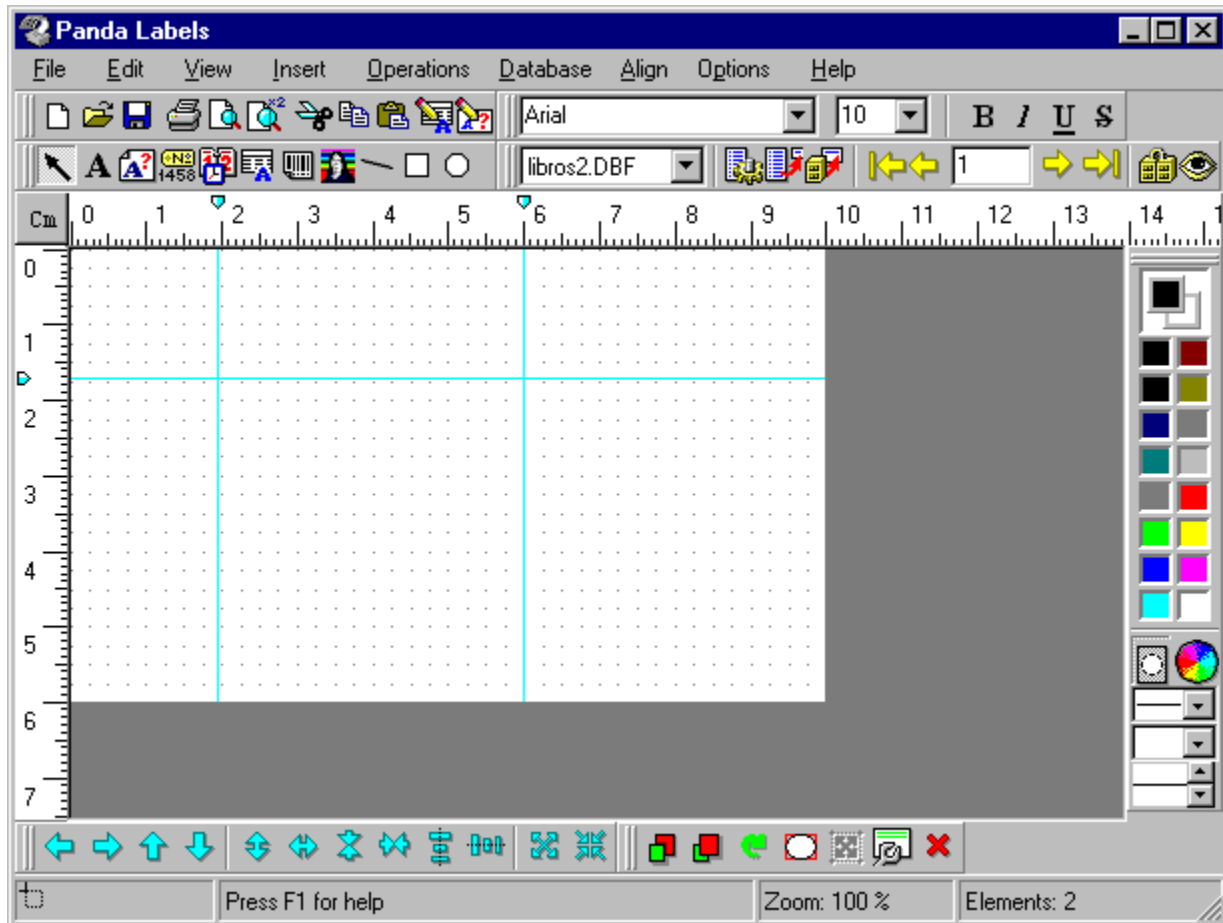How to open and save a label.

How to add elements to a label.
Label-creating facilities.
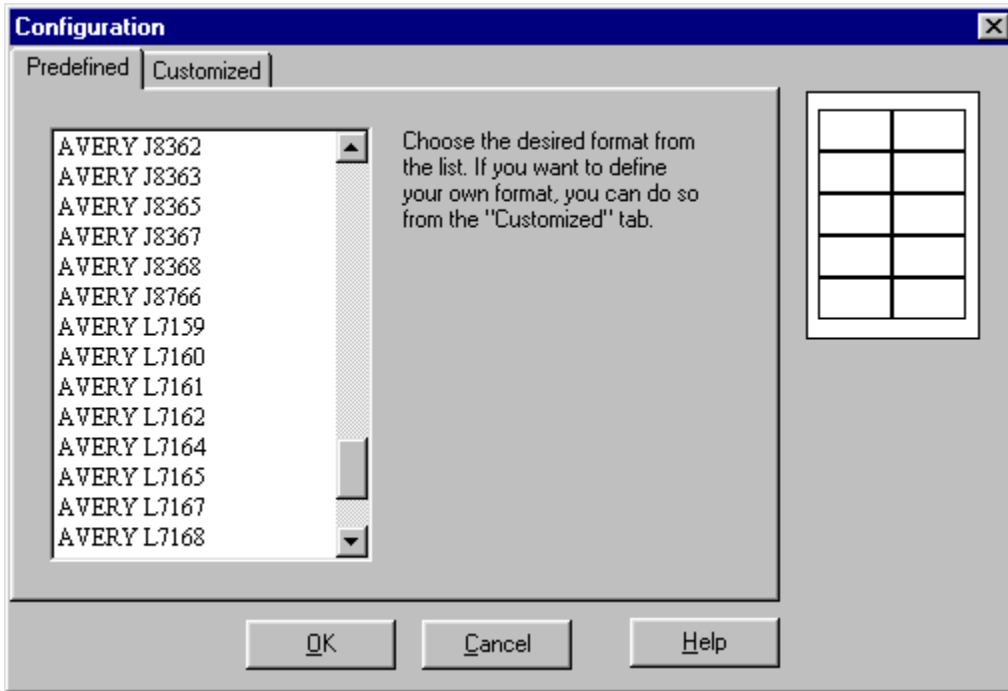How to print labels.

Other options.

Main window

The main Panda Labels window is shown below. You can click on the different parts of this window to obtain help.

Label format

The first thing to be decided before creating a label is the paper format to be used. Panda Labels includes predefined formats from all major label manufacturers. If the format you want to use is in the list of predefined formats, all you have to do is select it. If the desired format is not in the list, you can define your own format.

```
Configuration                                                    [X]
 Predefined | Customized |

   AVERY J8362       ▲      Choose the desired format from
   AVERY J8363              the list. If you want to define
   AVERY J8365              your own format, you can do so
   AVERY J8367              from the "Customized" tab.
   AVERY J8368
   AVERY J8766
   AVERY L7159
   AVERY L7160
   AVERY L7161
   AVERY L7162
   AVERY L7164
   AVERY L7165
   AVERY L7167
   AVERY L7168       ▼

            OK           Cancel           Help
```

To define your own format, you must introduce the following details: height and width of the paper, height and width of the label, number of horizontal and vertical labels and margins.

To save the defined format, just give it a name and press the "Save" button.

Configuration ✕

Predefined | Customized

Page size (cm)

21,007 × 29,694   [Configure]

Margins (cm)

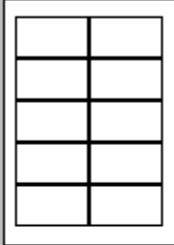Top 2,200

Left 1,500

Label size (cm)

Width: 9,000

Height: 5,100

Spacing between labels (cm)

Horizontal: 0,000

Vertical: 0,000

No. of labels

Horizontal: 2

Vertical: 5

Format Name

My label

[Save Format]

[OK]   [Cancel]   [Help]

How to open and save a label

Once you have created a label, you will normally want to save it on disk so that you can retrieve it and work with it again. Moreover, with complex labels it is advisable to save every now and then so as not to lose the work you have done.

To open a previously saved label, just press the *Open* button in the toolbar or select the *Open* option from the main menu.

To save a label, press the *Save* button in the toolbar or select the *Save As* option from the main menu. If the label already has a name and you want to save over it, you can select the *Save* option. Panda Labels has two different formats with which you can save your labels: binary format and text format. You can use the format best suited to your needs as both contain the same information.

Elements that can be added to a label

Panda Labels possesses a wide range of different elements that can be incorporated directly into labels. Click on the element that interests you to get an explanation of its working and features.

Texts.
Variable texts.
Serial numbers.
Date and time.

Database fields.
Bar-codes.
Images.

Geometric elements: lines, rectangles and ellipses.

Texts

How to add a text to the label.

To add a text to a label, select the text element from the object bar. Once you have done this, define the rectangle that will delimit the text. Write the desired text.

If you have the *autosize in text objects* option activated, the rectangle that delimits the text will be automatically adjusted to the introduced text.

How texts work.

Text elements remain constant from label to label. In other words, the text you introduce will be the same in all the labels printed.

Text properties.

To access the text properties window, just right-click the text element and choose the *Properties* option. You can also select the text and press the *Properties* button in the operations bar or choose the *Properties* option in the *Operations* menu.

The text properties window contains the following options:

Text: this section displays the text contained in the element.

Transparent: if this option is checked, the text element will be transparent, therefore enabling you to see what is underneath it.

Border: this option allows you to choose a simple, double or shaded text element border. It also allows you to indicate that you want no border.

Font: this option enables you to determine the text font.

Background color: this option allows you to determine the background color of the text element. It will not take effect if the element is transparent. You can also determine the text and background colors from the color bar.

Position: this option lets you know and modify the position of the element on the label.

Dimensions: this option lets you know and modify the dimensions of the element.

Variable texts

How to add a variable text to the label.

To add a variable text to a label, select the variable text element from the object bar. Once you have done this, define the rectangle that will delimit the variable text. Give the variable text an identifying title.

If you have the *autosize in text objects* option activated, the rectangle that delimits the text will be automatically adjusted to the introduced text.

The variable text represents a text element that can be defined at the time of printing or whenever the user chooses to do so. A title identifies the element until the definitive text is specified.

How variable texts work.

Variable text elements remain constant from label to label. In other words, the text you introduce to define the variable text will be the same in all the labels printed.

Variable text properties.

To access the variable text properties window, just right-click the variable text element and choose the *Properties* option. You can also select the variable text and press the *Properties* button in the operations bar or choose the *Properties* option in the *Operations* menu.

The variable text properties window contains the following options:

Text: this section displays the text contained in the element. It will remain blank until the desired text is introduced (before printing or whenever you choose to fill in the variable texts). When a text is introduced, the element will become a normal text.

Transparent: if this option is checked, the text element will be transparent, therefore enabling you to see what is underneath it.

Border: this option allows you to choose a simple, double or shaded text element border. It also allows you to indicate that you want no border.

Font: this option enables you to determine the text font.

Background color: this option allows you to determine the background color of the text element. It will not take effect if the element is transparent. You can also determine the text and background colors from the color bar.

Position: this option lets you know and modify the position of the element on the label.

Dimensions: this option lets you know and modify the dimensions of the element.

Serial numbers

How to add a serial number.

To add a serial number to a label, select the serial number element from the object bar. Once you have done this, define the rectangle that will delimit the serial number. A window will appear in which you can define the serial number: prefix, number, suffix and increment.

Both the prefix and suffix may be letters or numbers and will remain constant from label to label.

The number will vary according to the increment you have introduced. The increment can also be negative.

If you have the *autosize in serial number objects* option activated, the rectangle that delimits the text will be automatically adjusted to the serial number introduced.

How serial numbers work.

Serial numbers vary from label to label according to the specified increment. Prefixes and suffixes remain constant from one label to the next, thereby offering you maximum flexibility. The serial number option enables you to obtain sequentially-numbered labels with the greatest of ease.

Serial number properties.

To access the serial number properties window, just right-click the element in question and choose the *Properties* option. You can also select the serial number and press the *Properties* button in the operations bar or choose the *Properties* option in the *Operations* menu.

The serial number properties window contains the following options:

Prefix: shows the serial number prefix. It can be both a number or a text and remains constant from label to label.

Number: shows the serial number itself. This must be a number and will vary from label to label according to the specified increment.

Suffix: shows the serial number suffix. It can be both a number or a text and remains constant from label to label.

Increment: shows the serial number increment ratio. Therefore, the serial number of a label will always be the serial number of the previous label plus the increment (which may be negative).

Transparent: if this option is checked, the serial number will be transparent, therefore enabling you to see what is underneath it.

Border: this option allows you to choose a simple, double or shaded serial number border. It also allows you to indicate that you want no border.

Font: this option enables you to determine the serial number text font.

Background color: this option allows you to determine the background color of the serial number. It will not take effect if the element is transparent. You can also determine the text and background colors from the color bar.

Position: this option lets you know and modify the position of the element on the label.

Dimensions: this option lets you know and modify the dimensions of the element.

Date and time

How to add a date and time field.

To add the date and/or time to a label, select the date and time element from the object bar. Once you have done this, define the rectangle that will delimit this field. A window will appear asking you if you want to show the date, the time or both concepts. You can also choose the date presentation format.

If you have the *autosize in date and time objects* option activated, the rectangle that delimits this field will be automatically adjusted.

How date and time fields work.

The date and time field always represents the current system date and time. Therefore, if you want to obtain labels with the date and time of printing, this is the easiest way to do so.

You must bear in mind that all labels printed at the same time will display the same date and time. If this same label is printed at a later time, it will display the new time of printing.

Date and time field properties.

To access a date and time field properties window, just right-click the element in question and choose the *Properties* option. You can also select the element and press the *Properties* button in the operations bar or choose the *Properties* option in the *Operations* menu.

The date and time field properties window contains the following options:

Format: this feature allows you to specify whether you want to display the date in abbreviated format or expanded format.

Transparent: if this option is checked, the date and time element will be transparent, therefore enabling you to see what is underneath it.

View date: if this option is checked, the field will display the system date.

View time: if this option is checked, the field will display the system time.

Separator: this option allows you to choose the separator between the different date values (day, month and year) when this is in abbreviated format.

Border: this option allows you to choose a simple, double or shaded date and time element border. It also allows you to indicate that you want no border.

Font: this option enables you to determine the text font.

Background color this option allows you to determine the background color of the date and time element. It will not take effect if the element is transparent. You can also determine the text and background colors from the color bar.

Position: this option lets you know and modify the position of the element on the label.

Dimensions: this option lets you know and modify the dimensions of the element.

Databases

How to add database fields.

To add a database field to a label, select the database element from the object bar. Once you have done this, define the rectangle that will delimit the field. A window will appear asking you for the database you want to associate with the label and later for the database field you want to add to the label.

If you have the *autosize in database objects* option activated, the rectangle that delimits this field will be automatically adjusted to the text.

How database fields work.

Database fields display different database records from label to label. Therefore, if you want to produce labels with your clients' addresses, you can create "address", "postal code", "city" and "state" fields from your client database so that an address appears on each label.

The database element is therefore an element that varies from label to label.

Database field properties.

To access a database field properties window, just right-click the database element and choose the *Properties* option. You can also select the element and press the *Properties* button in the operations bar or choose the *Properties* option in the Operations menu.

The database field properties window contains the following options:

Field: this section shows the database field associated with the label.

Transparent: if this option is checked, the database element will be transparent, therefore enabling you to see what is underneath it.

Border: this option allows you to choose a simple, double or shaded database element border. It also allows you to indicate that you want no border.

Font: this option enables you to determine the text font.

Background color: this option allows you to determine the background color of the database element. It will not take effect if the element is transparent. You can also determine the text and background colors from the color bar.

Position: this option lets you know and modify the position of the element on the label.

Dimensions: this option lets you know and modify the dimensions of the element.

Database button bar.

ASSOCIATED DATABASES. **Panda Labels** has a button bar dedicated exclusively to database management. This database bar presents a field which shows the names of all the databases associated with the label. To perform any database operation, the database in question must be selected here.

FILTERS. You may frequently want to work with only part of a database rather than an entire database. To do this you can activate a filter or view by using this button. The filter may be carried out by condition (only those records that fulfill certain conditions will be shown) or by record number (only those records whose numbers are specified will appear). In the former, the condition may be simple or complex. In the latter, individual numbers or ranges may be specified to make things easier.

Therefore, when a filter is activated, it is like having a reduced database containing only the filter records.

SIMPLIFIED INSERTION. It is common practice to create a label with several fields from the same database. To avoid having to repeatedly specify the database when introducing the fields, you can use the simplified insertion option. Once you have introduced a field, by pressing this button a list of all the fields contained in this database will be shown. Just select the field you want to add and it will be inserted automatically.

MOVING AMONG RECORDS. The possibility of moving among records can be used to consult different database values or to begin printing from a certain record. This option consists of four arrow buttons which allow you to go to the first record, last record, previous record or next record. The current record is shown in the middle.

You can also indicate a specific record number and press the "Enter" key to access this record immediately.

JOIN DATABASES. This option enables you to join two databases associated with the label in such a way that one of them is the main database and the other the secondary. The only secondary records to be shown will be those that correspond with the main database. The joining of the two databases must be carried out through a field common to both databases.

FIND. This option allows you to look for a specified text in a database. Once you have introduced the text, the first database record that contains this text (or part of it) will be shown. The search is performed in all the database fields (not only in those associated with the label).

The search mechanism finds the first occurrence of the text starting from the current record. Therefore, to find all occurrences of the specified text, go to the first record of the database and search through all the records.

Bar-codes

Note: bar-codes are only available in the professional version of the program.

How to add bar-codes.

To add a bar-code to a label, select the bar-code element from the object bar. Once you have done this, define the rectangle that will delimit the bar-code. A bar-code configuration window will appear in which you must select the bar-code type and the value it will represent (this can be a fixed value, a variable value that will automatically increase from label to label or a variable value to be obtained from a database).

How bar-codes work.

There are three types of bar-codes: fixed, incremental or those taken from a database. The first type works like text elements, the second like serial numbers and the third like database elements.

Bar-code properties.

To access the bar-code properties window, just right-click the bar-code and choose the *Properties* option. You can also select the bar-code and press the *Properties* button in the operations bar or choose the *Properties* option in the *Operations* menu.

The bar-code properties window contains the following options:

Type: allows you to choose the type of bar-code you want to use.

Direction: allows you to indicate the direction in which you want to place the bar-code.

Transparent: allows you to indicate that you want the code background to be transparent.

Font: this option allows you to determine the text font.

Main code, Fixed: check this option if you want the bar-code to represent a constant value from label to label.

Main code, Incremental: check this option if you want the bar-code to increase or decrease from label to label.

Main code, Database: check this option if you want the bar-code to represent values obtained from a database field.

Additional code, Fixed: check this option if you want the additional part of the bar-code to represent a constant value from label to label.

Additional code, Incremental: check this option if you want the additional part of the bar-code to increase or decrease from label to label.

Additional code, Database: check this option if you want the additional part of the bar-code to represent values obtained from a database field.

Position: this option lets you know and modify the position of the element on the label.

Dimensions: this option lets you know and modify the dimensions of the element.

Align pixels: this option is used to indicate that the pixels that make up the bar-code should be adjusted to a pre-established size in order to guarantee a correct bar-code reading.

Adjust text: this option determines whether the readable text of the bar-code should be stretched to adjust it to the width of the code.

Maintain appearance: this option is used to indicate that the bar-code should maintain a certain proportionality between the height and width of the bars in order to guarantee a correct reading.

EAN/UPC without cuts: this option is used to eliminate the cuts from EAN and UPC bar-codes, levelling the bars over the readable text code.

Code 39 Start/Stop: this option is used to determine whether you want to print the start and stop characters of a Code-39 type bar-code.

UPC Mini-digits: this option is used to indicate whether you want UPC mini-digits to be displayed.

Relative margins: relative margins refer to the distances between the bar-code and the borders that limit the element. The relative margin between codes only takes effect in two-part bar-codes.

Relative widths of bars and spaces: this is where the relative widths of bars and spaces are indicated. Some codes have different types of bars and spaces and the relative width of each of these can be specified.

Space between characters: by combining this value with the relative widths, the space between the different characters that make up the bar-code can be varied.

Type: you can indicate **Panda Labels** to vary the bar-code type from label to label. To specify the bar-code type, you must use a database. To do this, press the button to the right of "Type" to load the database and choose one of the field options.

Size: as the bar-code type can change from label to label, their height and width should also vary. To do this, follow the same procedure as in "Type", selecting the database from which you are going to load these values and then indicating the fields that will represent them.

Images

How to add images.

To add an image to a label, select the image element in the object bar. Once you have done this, define the rectangle that will delimit the image. A window will appear asking you for the image file you want to add to the label. Panda Labels can work with both bit map (BMP) files and Windows Metafile (WMF) files.

If you have the *draw bitmaps with their real size* option activated, the rectangle that delimits the image will be automatically adjusted to the size of the image. You may later change this size. If this option is not activated, the image will be adjusted to the defined rectangle, although it can also be returned to its real size by using the corresponding button in the operations bar.

How images work.

Images remain constant from label to label. In other words, the image you introduce will be the same in all labels printed.

Image properties.

To access the image properties window, just right-click the element in question and choose the *Properties* option. You can also select the image and press the *Properties* button in the operations bar or choose the *Properties* option in the *Operations* menu.

The image properties window contains the following options:

Position: this option lets you know and modify the position of the element on the label.

Dimensions: this option lets you know and modify the dimensions of the element.

Geometric elements: lines, rectangles and ellipses.

How to add geometric elements.

To add a line, rectangle or ellipse to a label, select the corresponding element from the object bar. Once you have done this, define the rectangle that will delimit the element. In the case of a line, you need only draw it on the screen.

How geometric elements work.

Geometric elements remain constant from label to label. In other words, the element you introduce will be the same in all labels printed.

Geometric element properties.

To access the geometric element properties window, just right-click the element in question and choose the *Properties* option. You can also select the element and press the *Properties* button in the operations bar or choose the *Properties* option in the *Operations* menu.

The geometric element properties window contains the following options:

Position: this option lets you know and modify the position of the element on the label.

Dimensions: this option lets you know and modify the dimensions of the element.

In the case of a line, the properties window shows the coordinates of its two extremes. By varying these values, you can modify both the situation and length of the line.

Label-creating facilities

Panda Labels possesses several features that enable you to create labels quickly and easily. These facilities allow you to precisely place different elements on the label. Click on any of the options shown below to obtain a more detailed explanation of its working.

Grid.
Guidelines.
Alignment.
Autosize.
Visualization of non-printable margins.

Grid

Use of the grid.

The grid facilitates the aligned and ordered positioning of different elements on the label.

The grid is a collection of dots on the label that form a mesh. These dots are NOT printed, as their function is only that of facilitating the creation of the label. The horizontal and vertical separation of the grid dots can be configured.

Both separations (horizontal and vertical) would normally be equal but grids with different separations can be defined depending on specific label needs.

All objects will be positioned on one of the grid dots (their top left-hand corner will coincide with one of the dots).

How to activate/deactivate the grid.

To activate or deactivate the grid, just go to the "Grid" tab inside the "Configure" window in the "Options" menu. You can activate and deactivate the grid here as well as define its dimensions.

You can also choose between a visible or invisible grid. If the grid is deactivated, even though it is visible, it will not force the positioning of objects, although the dots will be shown as a guide. If the grid is activated but invisible, the dots will not be seen but will force the positioning of the different label elements.

How to use the grid.

If you have to apply certain separations between the different label elements, use these same dimensions to define the grid. This will enable you to align objects much more easily.

A very small grid loses its usefulness as it is similar to having no grid at all. If the grid is too big, it becomes uncomfortable to work with.

We recommend you to use a grid of   0.250 x 0.250. A grid is useful in most cases as it is easier to work with a grid than without one.

Guidelines

Use of the guidelines.

Guidelines are used to define the different label areas. They also help facilitate the modification of the different label element positions.

The guidelines attract all objects that are placed next to them. If a guideline is moved, all elements attached to it will also be moved.

How to add/remove guidelines.

To add a guideline, just click on the position you want on the corresponding ruler. A blue guideline will appear. You can move this guide by dragging it with the mouse to the desired position.

To remove a guideline, just right-click it on the ruler.

How to use the guidelines.

Once a guideline has been placed, the label objects will be attracted to it when placed next to it. This enables you to position a guideline a certain distance from the element border and then quickly align the different objects.

Moreover, if a guideline is moved, all elements attached to it will also be moved, thereby facilitating label modifications. If an element is attached to two guidelines, and one of them is moved, the element will not be moved but will be stretched so that it remains attached to both guides.

Alignment

Use of the alignment functions.

The alignment functions help you to position and size elements in relation to others. For instance, you can align several elements with reference to another or make one or more elements adopt the width or height of a bigger or smaller element.

How the alignment buttons work.

The first group of buttons in the alignment bar allow you to align one or more objects in relation to another. The direction of the arrow indicates how the alignment will be performed.

The first button will align objects to the left. If you select several elements and press this button, all will be aligned in relation to the element that is farthest to the left of those selected. The next three buttons have the same effect but to the right, up and down respectively. If any of these buttons are pressed when only one element is selected, this element will be moved to the corresponding label border.

The next group of buttons allow you to size objects in relation to another.

In the case of the first button, the objects selected will adopt the height of the biggest element. If several elements are selected when this button is pressed, all will be adjusted to the height of the biggest object selected. The next three buttons work in the same way and adjust objects to the widest, lowest and narrowest elements respectively.

The next two buttons allow you to center one or more objects on the label. If you press the first of these buttons, the elements selected will be centered vertically on the label. The second button will center selected elements horizontally.

The next button allows you to enlarge one or more objects so that they occupy the entire label surface.

The last button centers one or more elements both horizontally and vertically. It has the same effect as pressing the center horizontally and center vertically buttons one after the other.

Autosize

Use of autosize.

Text, variable text, serial number, date and time and database elements can be given any dimensions you want or can be automatically adjusted to the size of the displayed text. If these elements are adjusted to the texts they contain, you will not have to manually resize them in order to avoid overlapping with other elements.

The autosize option enables you to create labels much more quickly by avoiding the need to give text elements the correct size.

How to activate/deactivate the different autosize options.

You can choose what elements will have this feature in the "Autosize" tab inside the "Configure" window in the "Options" menu. Configuration is independent for each of the element types.

How to use the autosize feature.

The autosize option for any of the different element types can be activated or deactivated when you begin a label or at any time during its creation.

It is advisable to have the autosize option activated in all element types. In this way, when one of them is added to the label you can define any kind of rectangle and it will be correctly sized as soon as you begin to write the text.

Visualization of non-printable margins

Note: this feature, as well as the print window and the preliminary presentation will only be available when there is a printer installed.

What are non-printable margins?

No printer is capable of printing on the entire page surface. Therefore, there will always be an area at the edge of the page on which you cannot print. This non-printable area varies from printer to printer. **Panda Labels** possesses several tools that solve the problems associated with these non-printable margins when it comes to printing labels.

Use of the visualization of non-printable margins.

It is very useful to know in advance what parts of the label will be cut by the non-printable margins that each printer presents. This makes it much easier to create labels and saves time and label paper.

These margins are shown in the preliminary presentation. To avoid having to repeatedly consult the preliminary presentation to see whether an element will be cut or not, **Panda Labels** offers you the possibility of visualizing these non-printable margins on the label itself.

How to use the visualization of non-printable margins.

To visualize the non-printable margins on the label, go to the "Margins" option in the "View" menu. There are four sub-options within this option: "Top-Left", "Top-Right", "Bottom-Left" and "Bottom-Right".

You can activate any of the four options or any combination of them.

If you activate "Top-Left", the non-printable margins that will affect the first label on the page will appear.

If you activate "Top-Right", the non-printable margins that will affect the last label in the first row will appear.

If you activate "Bottom-Left", the non-printable margins that will affect the first label in the last row will appear.

If you activate "Bottom-Right", the non-printable margins that will affect the last label on the page will appear.

To view the four non-printable margins and find out if any of your labels will be cut, you need only activate "Top-Left" and "Bottom-Right".

How to print labels

Panda Labels possesses various printing options that enable you to configure a customized printout. **Panda Labels** allows you to print from a configurable print window and from a very complete preliminary presentation that lets you see the final printing result in advance.

Note: the print window and preliminary presentation will only be available if there is a printer installed on the computer.

Preliminary presentation.
Print window.

Preliminary presentation
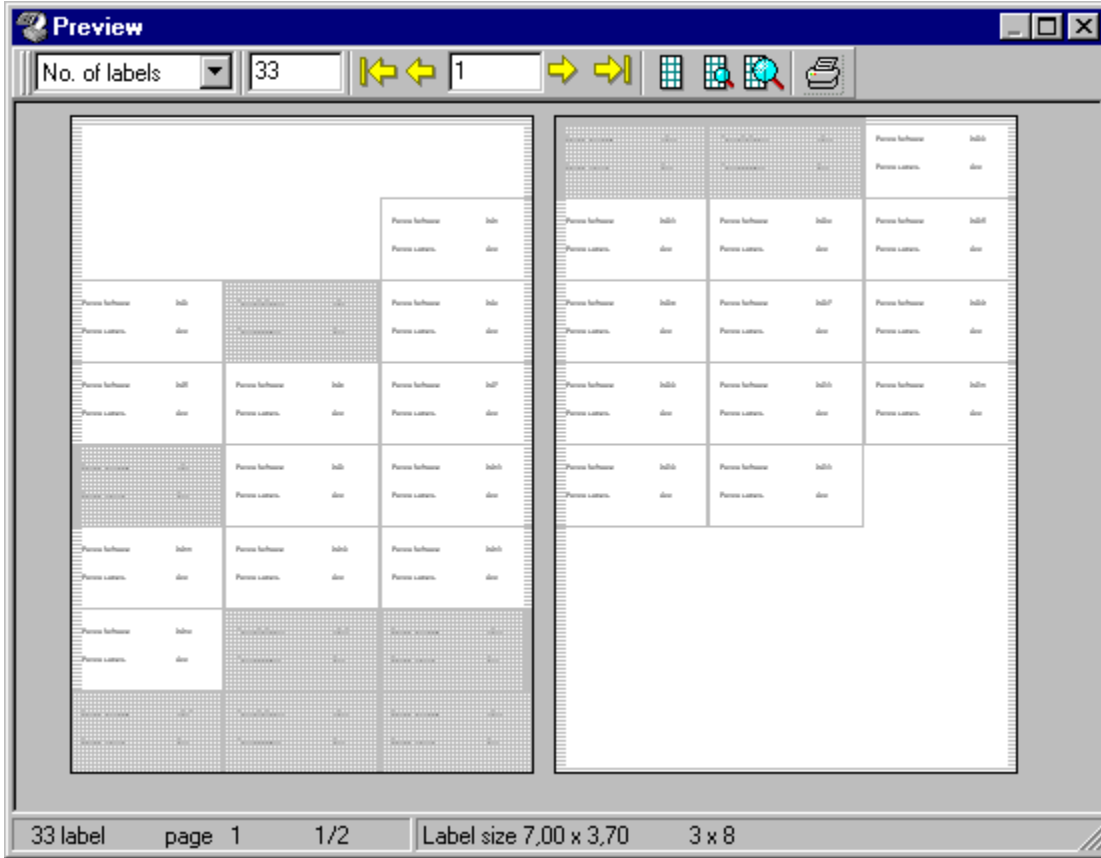
Buttons

The preliminary presentation shows the result that will be obtained from the printer on screen. A window containing two pages is displayed on which the labels are defined.

A button bar enables you to work with the preliminary presentation. The first button allows you to choose whether you want to print a specific number of labels or the number that corresponds to the amount of records in the largest database associated with the label.

If you choose to print a specific number of labels, you must indicate the number of labels you want to print in the second box in the button bar. If you have chosen to print from a database, the number of labels to be printed will be shown here.

Next to this are a number of buttons that allow you to move from one page to another. You can indicate a specific page number and this page will be displayed directly. If two pages are being shown on screen, the page number refers to the first of them.

The next three buttons allow you to choose between a minimum zoom, a medium zoom or a real-size zoom.

The last button allows you to send your work to the printer.

Labels you do not want to print

The preliminary presentation also allows you to remove labels you do not want to print. Just click on the label and it will turn gray, indicating that it will not be printed. By clicking on a marked label it will become unmarked again. If you want to mark a range of labels you do not want to print, just click on the first one and then, holding down the "Shift" key, click on the last one.

Print Window
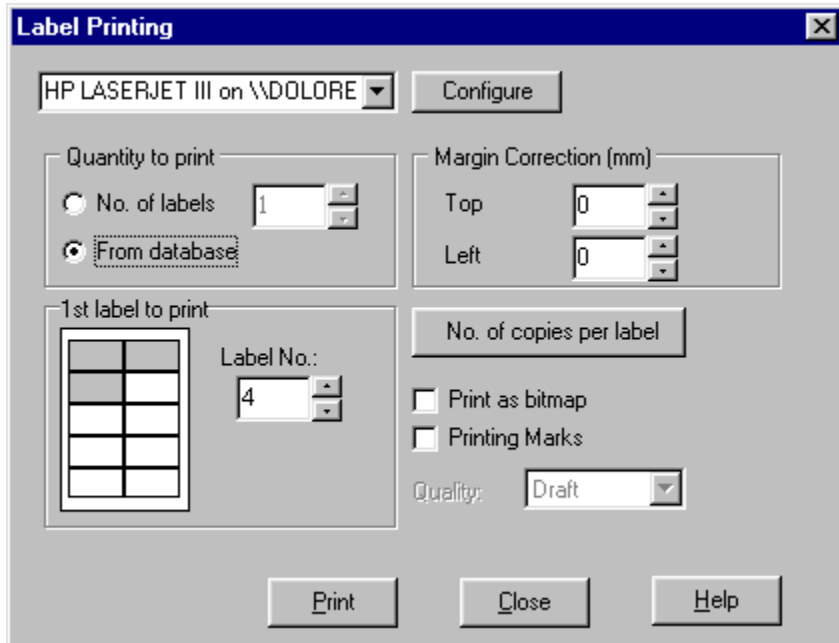
The print window allows you to configure the work that is to be sent to the printer.

Number of labels to be printed: you can choose between printing a specific number of labels or the number that corresponds to the amount of records in the largest database associated with the label.

Margin correction: these two values allow you to adjust the printout. If you notice a deviation of a few millimeters in your printout, you can try to adjust this using these two values. The margin correction feature tries to begin printing higher up and farther to the left. You must specify the number of millimeters you want to displace the printout.

First label to print: this allows you to indicate the page position where printing will begin. This saves label paper by beginning with the first free label on the page.

Number of copies per label: by pressing this button, you access a window in which you can indicate the number of copies of each label you want to print. When a label contains a serial number or data obtained from a database, all the labels are different, and you may want a different number of each one. This can be achieved using this feature.

Printing marks: if this option is activated, printing marks will be printed to show the printing limit of each label.

Print as bit map: this option should only be activated if there are printing problems. If this mode is activated, **Panda Labels** will print using a totally different printing mode. This mode is considerably slower than the normal mode.

Print quality: this option is only available if you are printing in "bit map" mode. If this is the case, you can choose the quality of your printouts. You must bear in mind that the higher the quality, the slower the process.

Other options

Various program features are grouped under this heading:

[Operations that can be performed on the different label elements.](#)
[Database editor.](#)
[How to define variable texts.](#)
[Configuration.](#)
[Colors in the different elements.](#)
[Different ways of placing elements on a label.](#)

Operations that can be performed on the different label elements

The operations bar allows you to perform different operations on the diverse label elements.

Bring to front: when you select an element and press this button, the element will be placed "on top of" others. If this element overlaps other elements, it will be displayed over them.

Send to back: when you select an element and press this button, the element will be placed "under" others. If this element overlaps other elements, it will be displayed underneath them.

Rotate: this button allows you to rotate elements by as many degrees as you want. The most common angles of rotation are provided, but any angle can be specified. The elements that can be rotated are: text, variable text, serial number, date and time, database, image and rectangle.

Round: this button allows you to round off one or more rectangles. You will be asked for the rounding factor and the corners of the rectangle(s) will be smoothed according to the specified factor.

Real size: this button returns all selected images to their original size.

Properties: this button displays the properties window of the selected element.

Remove: this button removes all selected objects.

Database editor

Creating a new database.

To create a new database, open the Panda Labels database editor using the "Database editor" option in the "Options" menu or by pressing F3.

Once you have opened the editor, select the "New" option in the "File" menu. In the window that appears, insert as many fields as you want to have in your database. Then define each of these fields by indicating its name, the type of data it is going to contain and its length.

Once you have accepted the database definition window, you will find yourself back in the editor. You can then save the database by giving it a name and selecting the type of database you want: dBase, Paradox, Access, etc. Once the database is saved, all data introduced will be saved automatically without the need to save it each time.

Editing a database.

To edit a database, open the editor as explained above. Select the "Open" option in the "File" menu. Select the database file in the window that appears.

The database information will be shown in the database editor. Any changes made to the database will be saved automatically to disk. Because of this, it is IMPORTANT to be sure of the modifications you introduce.

The database editor button bar allows you to move through large databases as well as remove records or cancel operations in progress.

Variable texts

Variable texts enable you to create generic labels that act as templates and permit you to produce labels much more easily.

A name can be associated to these variable texts to help you identify them. This name will NOT be printed. When a label with variable texts is printed, a window appears asking you to introduce the definitive texts that should be printed in place of the variable texts.

This variable text window can also be activated from the corresponding button in the standard button bar or from the "Fill in variable texts" option in the "Options" menu.

Once they are filled in, the variable texts become normal texts. Therefore, if you want to save the master label with its variable texts to use as a template, you must take care not to save over the label with the same name once the variable texts have been filled in.

Configuration

The "Configuration" window contains several tabs. Each one of them has a number of options which are explained in more detail below.

Various

Draw bit maps with their real size: this option indicates that regardless of the size given to an image element (bit map), it should first be drawn with its original size. The user may later vary the size of the element even though this option is activated.

Return to select mode: this option allows you to configure the behavior of the program after drawing an element on the label. When it is activated, you are returned to select mode after drawing an element. If it is deactivated, the element will remain selected in the object bar after it is drawn, thereby allowing you to immediately insert another identical image. Regardless of the status of this option, if you keep the *Shift* key pressed when you select an element from the object bar, it will remain selected after being drawn.

Rescale objects when the label is rescaled: if this option is checked, any variation in the size of the label will cause all label elements to be rescaled proportionally. If it is not checked, the variation in label size will not have any effect on its elements.

Save

Save filters with the label: if this option is checked, the filters applied to any of the databases associated with the label will be saved together with the label and will be activated every time the label is loaded. If it is not checked, the filters will not be saved.

Save number of copies with the label: a different number of copies of each label can be printed. This option allows you to choose whether to save this information with the label or not.

Save bit maps with the label: this option allows you to decide whether to save the bit maps associated with the label or only the reference to these bit maps. The advantage of saving only the bit map reference is that when the bit map is changed, the label is automatically modified. This saves you having to make changes to the label. To save the bit map, check this option. To save just the reference, uncheck the option.

Grid

Activate grid: if this option is checked, the grid will be activated according to the data specified in this tab. To deactivate, just uncheck the option.

View grid: this option determines whether the grid should be seen or not. If it is checked, a series of dots indicating the position of the grid will be seen. If it is not checked, this series of dots will not be seen. Even if the view option is not activated but the grid itself is, the program will only allow you to place elements according to the defined grid.

Grid width: this value determines the separation between two consecutive horizontal grid points.

Grid height: this value determines the separation between two consecutive vertical grid points.

Autosize

In text objects: if this option is checked, the autosize feature will affect all text elements, including variable texts.

In serial number objects: if this option is checked, the autosize feature will affect all serial number elements.

In date and time objects: if this option is checked, the autosize feature will affect all date and time elements.

In database objects: if this option is checked, the autosize feature will affect all database elements.

MS-Access

MS-Access 97: if this option is marked, Panda Labels will be prepared to access MDB databases if you have Access 97 installed in your computer.

MS-Access 95: if this option is marked, Panda Labels will be prepared to access MDB databases if you have Access 95 installed in your computer.

Colors in the different elements

You can use the color bar to choose the text and background colors of the different label elements.

To choose a text color, just click on the color you want in the color bar.

To choose a background color, right-click the desired color.

If you press the button that contains a circle with a dotted line (situated under the standard color palette), the selected object(s) will become transparent. This means that they will have no background color, thereby allowing you to see the elements under the object in question. When this button is activated, all elements drawn will have this characteristic.

Under the color palette, there are three boxes with arrows that enable you to select the type of outline, the background pattern and the thickness of the line for the elements you have selected.

Not all elements admit all the different possibilities offered in the color bar and it is important to bear in mind that some line and pattern types will only be correctly printed on PostScript printers.

Different ways of placing elements on a label

Panda Labels allows you to place elements on a label in a number of different ways. You can select the element from the object bar and then draw the rectangle that the object will occupy on the label. You can also double-click the corresponding element in the object bar. The element will be drawn with a predetermined size in the center of the label. Lastly, you can select the element in the object bar and then click on the label. The element will be drawn at the indicated point.

In addition to the above-mentioned features, Panda Labels offers you the possibility of configuring this aspect of the program behavior. By default, the program returns to select mode after drawing an element to allow you to adjust the inserted object. If you want to continue drawing elements identical to the one you have created, you can do this in two ways, one temporary and the other permanent. If the element in the object bar is selected while pressing the Shift key, you will not be returned to select mode after drawing the element until you do so manually or select another element from the bar. If you want this effect to be permanent, uncheck the "Always return to select mode" option in the "Configuration" window.