

# Contents

## Introduction

SyLabel is a derived version of SyTools. Therefore, these programs behave exactly the same in term of user interface and navigation through the program.

## Features

- Allow creating unique design for each label on a sheet of labels.  
Other words, If a sheet has 9 labels, each of which can have unique design.
- Included are various shapes of objects that can be placed on labels.  
Objects can be rotated, grouped, changed in attributes (shadow, 3D,..)
- Graphic files (bitmap file only) can be loaded and placed on labels
- Custom label/envelop can be created easily.

## Trouble shooting

[How to create Label/Envelop](#)

[Move to next label/Envelop](#)

[How to place text on Label/Envelop](#)

[How to save the current setting for Label or Envelop](#)

- Why only one label is printed.
- How to copy design from one label to other labels
- The design on the labels is not printed on the label completely.
- Envelop is printed in Portrait(default) rather than in Landscape
- How to bring a shape(circle,text,rectangle...) to front of other shapes

## Company Information



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# Create label/envelop

## *Quick way of creating label/envelop*



Click on this button on the Iconbar(below the menu) to create label



Click on this button on the Iconbar(below the menu) to create envelop

- After selecting label or envelop, follow instructions to create label/envelop size.

## Show Next/previous Label/Envelop



Click on this button on the Iconbar to move to the next Label or Envelop



Click on this button on the Iconbar to move to the previous Label or Envelop

# Place Text On Label/Envelop

## ***Enter normal text***



- Click this button on the floating Shapes Window
- Drag an area on the label/envelop
- Release the mouse button
- Finally, enter text

## ***Enter circular text***

- This option allows text to be wrapped around a circle or an arc or naturally.



- Click this button on the floating Shapes Window.
- Drag an area on the label/envelop
- Release the mouse button
- Finally, enter text

# Saving and Opening Label Setting

## ***Saving current setting (Label or Envelop)***

- 1 Click on FILE
- 2 Select SAVE or SAVE AS
- 3 Enter a filename for the setting
- 4 Click on OK to begin saving

## ***Opening a saved setting (Label or Envelop)***

- 1 Click on FILE
- 2 Select OPEN
- 3 Select a filename
- 4 Click on OK to open the file

## **attributes**

To change object's attribute:

- 1) Click on the object with RIGHT button
- 2) Select desired attribute

## **copy design**

Copy design from current label to the rest of labels:

- 1) Click OPTION menu
- 2) Select "Copy To All Labels"

Alternatively, click on the "copy" icon on the Iconbar

## **Custom label/envelop**

Create custom label/envelop:

- 1) Click on Style menu
- 2) Select either Label or Envelop
- 3) Select Custom Style
- 4) Enter desired label size, margins
- 5) Click OK



## **design on the labels**

Adjust the page offset would fix the problem:

- 1) Click on STYLE menu
- 2) Select Page Layout
- 3) Change X and Y margins
- 4) Click OK to accept the changes

**Drag**

Hold down the left button  
then move the mouse to make  
an area (rectangle).

## **Graphic files**

To load a bitmap graphic file:

- 1) Click on File
- 2) Select Load Bitmap
- 3) Select a bitmap file
- 4) Click OK

**only one label**

If the label sheet has more than one labels, you probably have not entered design for other labels except for the one you're working on. You can copy the current design to other labels by clicking the COPY button on the icon bar or selecting "Copy To All Labels" on the Option menu.

## **Portrait vs Landscape**

To print envelop in Landscape or Portrait:

- 1) Click on STYLE menu
- 2) Select PAGE LAYOUT
- 3) Change page orientation (Portrait or Landscape)  
as desired
- 4) Click OK to accept the change

## **to front**

To bring a shape to front or back:

- 1) Click on the shape to be brought to front or back
- 2) Click on ARRANGE menu
- 3) Select BRING TO FRONT or BRING TO BACK

## **unique design**

Place shapes, text on a label  
then move to the next label.

Repeat the process if necessary

## **various shapes**

Available shapes are on the floating Shapes Window. To create a shape:

- 1) Click on a shape on the floating Shapes Window
- 2) Drag an area on the label or envelop
- 3) Release mouse button





