

**BRANDSOFT**

**USER  
GUIDE**

**BRANDSOFT**

4.1.7

# Label 4

Loading Registry settings ...  
Checking Printers ...  
Loading Designs ...



**USER GUIDE**

**BRANDSOFT**

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## Installation instructions in general.

Customers installing the Label program for the first time receive the Label 4 CD containing the latest version of Label 4.

If you already have an older version 3 of Brandsoft Label Program running, you can still install your Label 4 program since it does not overwrite the Label 3 version.

### *1.1 Before starting installation*

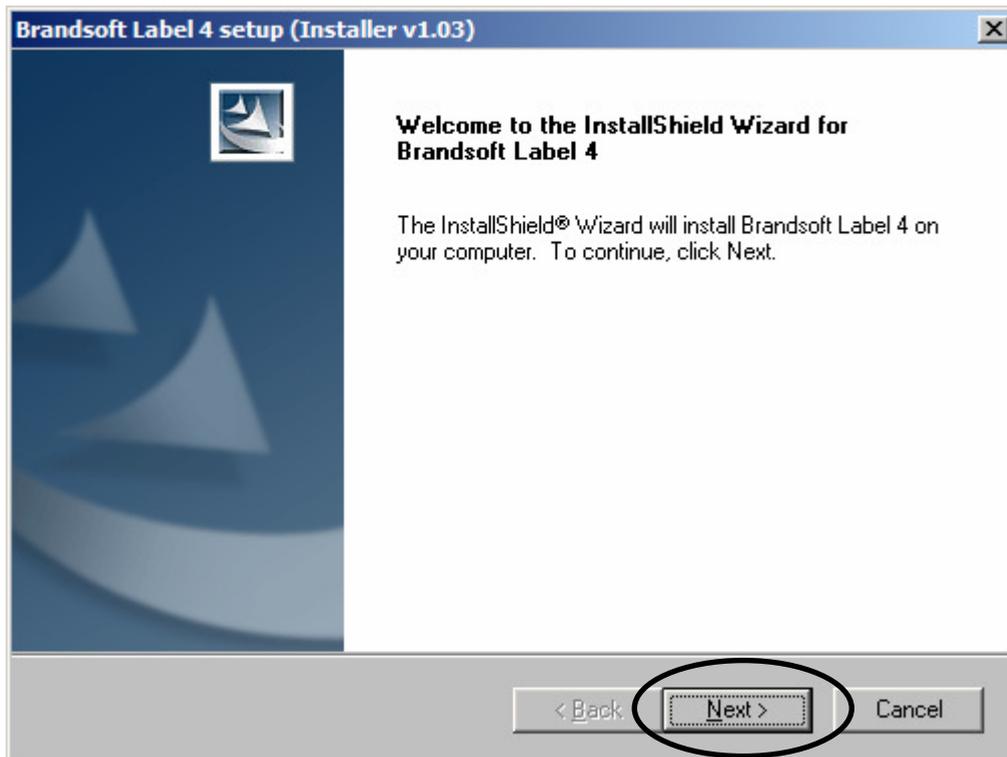
1. Close all other programs
2. Check that there is a least 300 MB of free space on the drive you want to use for Label 4 (e.g. C:\).
3. If an older version of Label 3 already exists, this *must* be updated to version 3.2.15 or higher before data can be automatically transferred from version 3 to version 4.
4. If this is a multi-user installation, the folder in which Label 4 is installed as the master (server) must be shared so as to allow the other slaves (clients or workstations) to see the area of the hard disk containing the Label 4 master installation, using a different drive letter (e.g. F:\). In other words, the master installation folder must be shared and mapped on all slaves.

## **2 Installing Label 4**

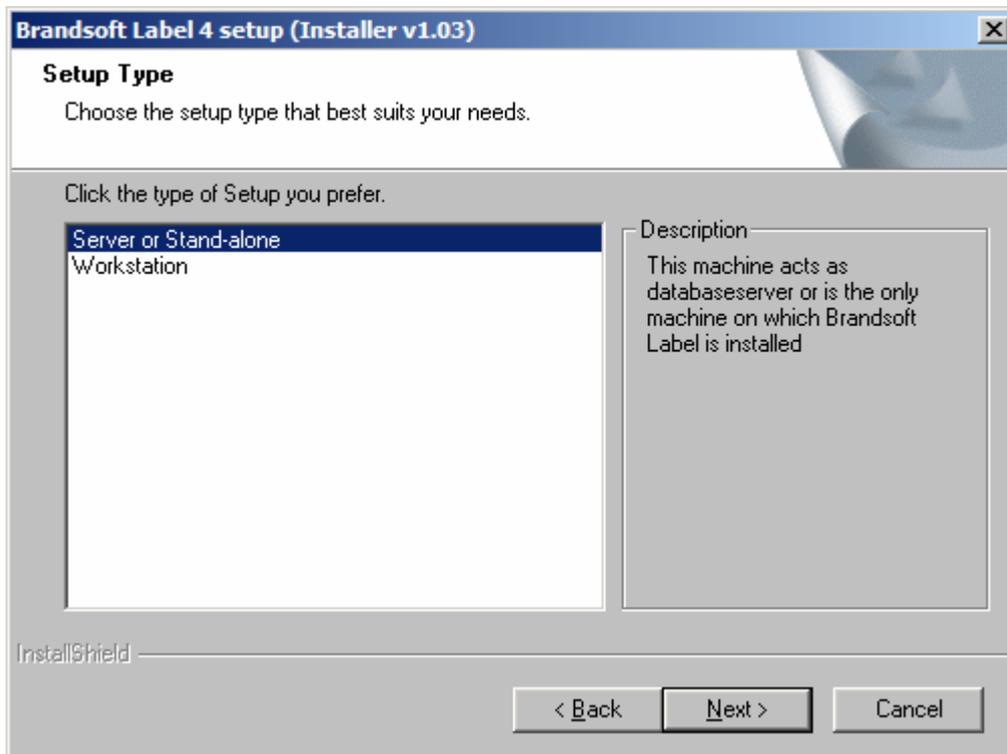
The installation process is mainly automatic, including the creation of various system folders. Users must never delete, move or rename these folders or Label 4 will no longer work properly. Examples include the program directory (usually C:\Program Files\Brandsoft Label) and all subfolders.

If the installation process does not start automatically when you place the CD in the CD-ROM drive, click on Start, Run and enter D:\setup.exe (D is the drive letter of the CD-ROM drive).

First a splash screen will appear for a short period (depending on how fast your computer is working) whereafter the installation welcome screen appears:



Click on the NEXT button to carry on.

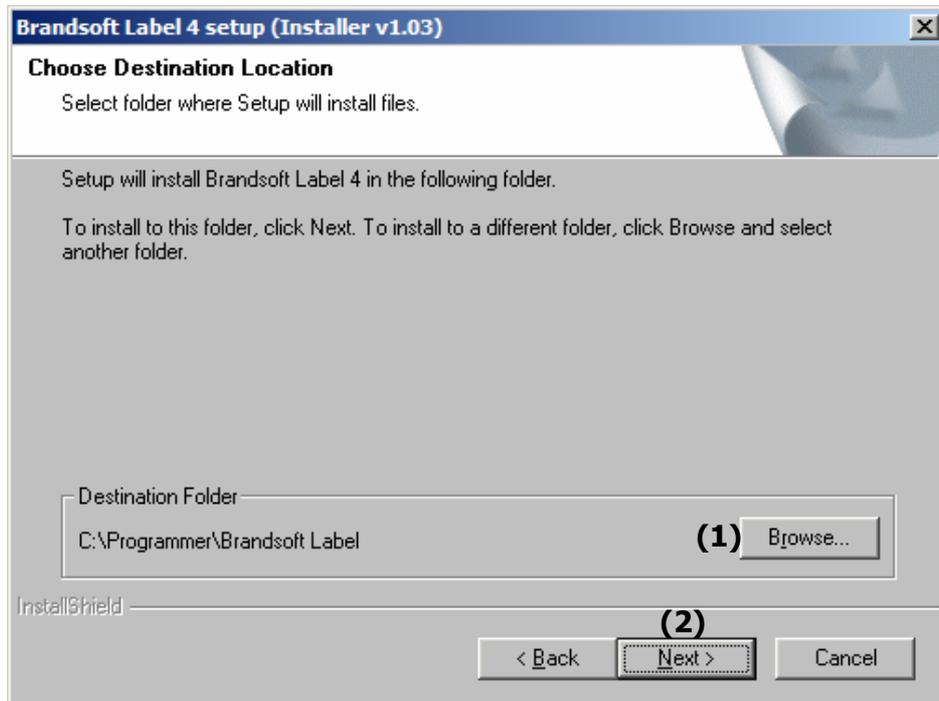


Here you will need to decide whether the installation is made as a Server/stand-alone or as a workstation:

- **Server or Stand-alone** means that this machine contains the database. Select this option for all single-user installations and for PCs intended to act as servers in a multi-user installation.

- **Workstation** means that this PC needs to work with a server. Workstations only exist in multi-user installations.

## 2.1 Installing Label 4 as "Server or Stand-alone"

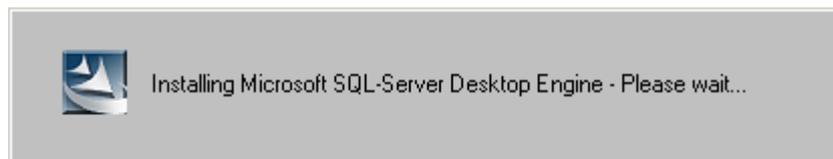


Unless there is a reason not to (for example if you are installing Label 4 on a network drive) you are recommended to install Label 4 in the following folder: C:\Program Files\Brandsoft Label.

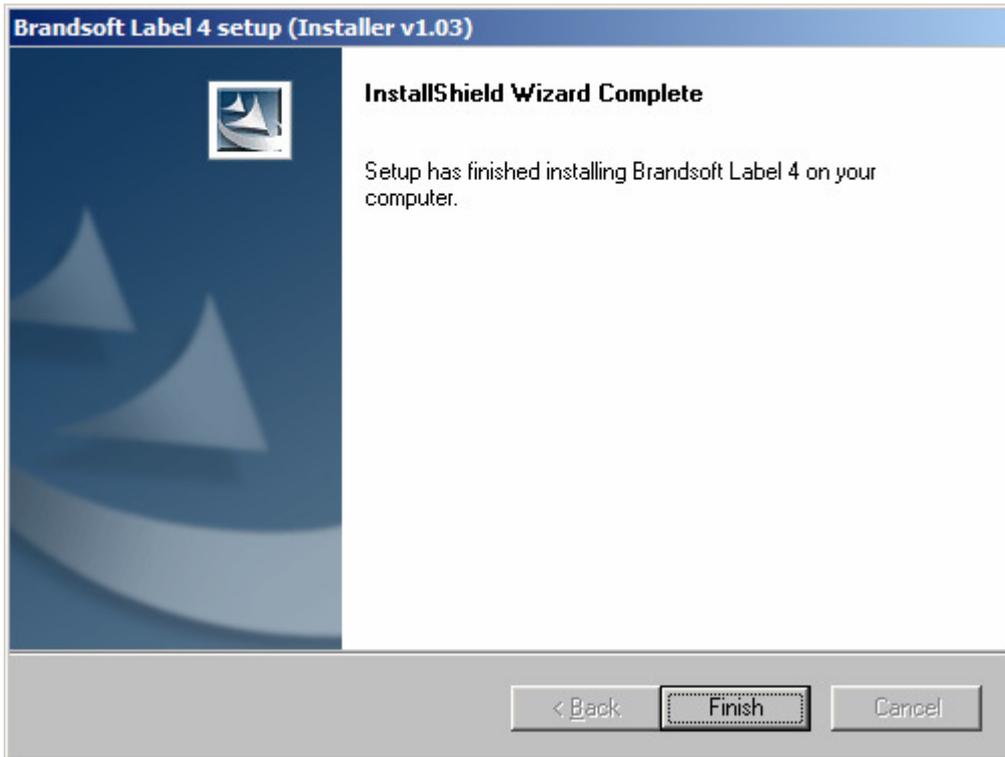
You can select a different destination by clicking the BROWSE button (1):

When you have chosen the correct installation folder, you can continue installation by clicking the NEXT button (2).

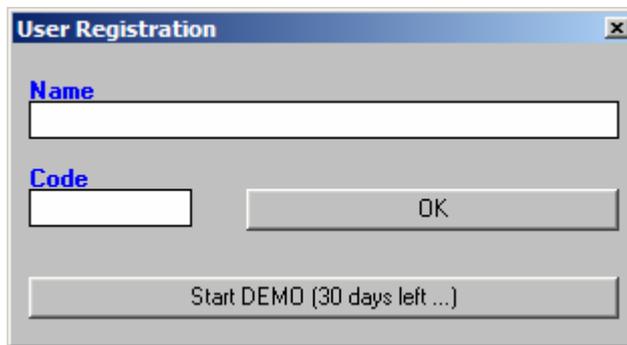
Hereafter the Database is being installed:



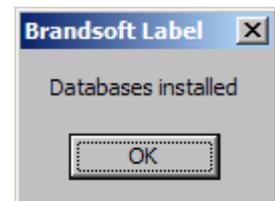
When this is done a new screen will be displayed to inform that Label 4 has been installed:



When installation is complete, the program will run and you need to type a code to either activate the full version, the Easy-Start version or start the program in Demo-mode. Please refer to the last part of this manual to see the differences between full version and Easy-Start. You do not need any code to run the demo version, just press the "Start demo" button.



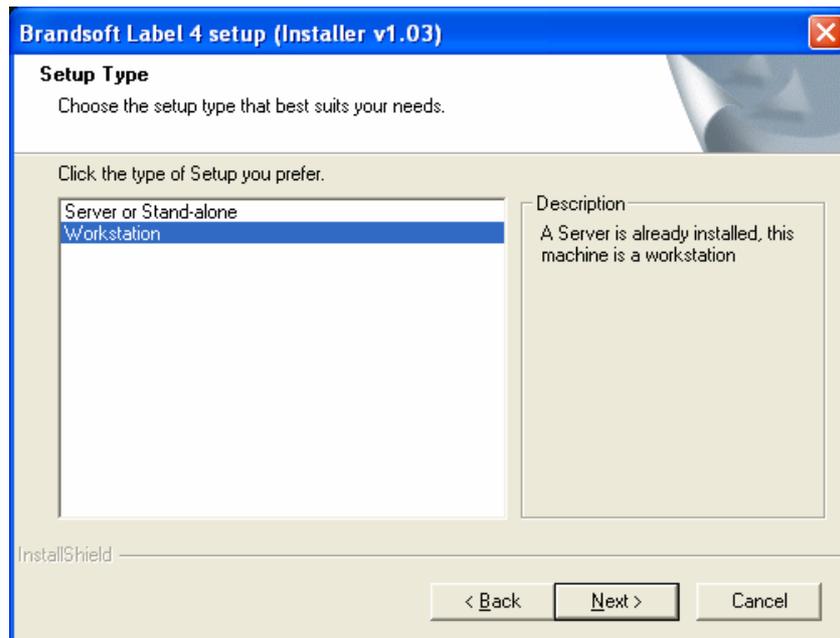
The final part of the installation then takes part as the database is being setup and installed. The database has been installed and is ready for for use when you see this screen:



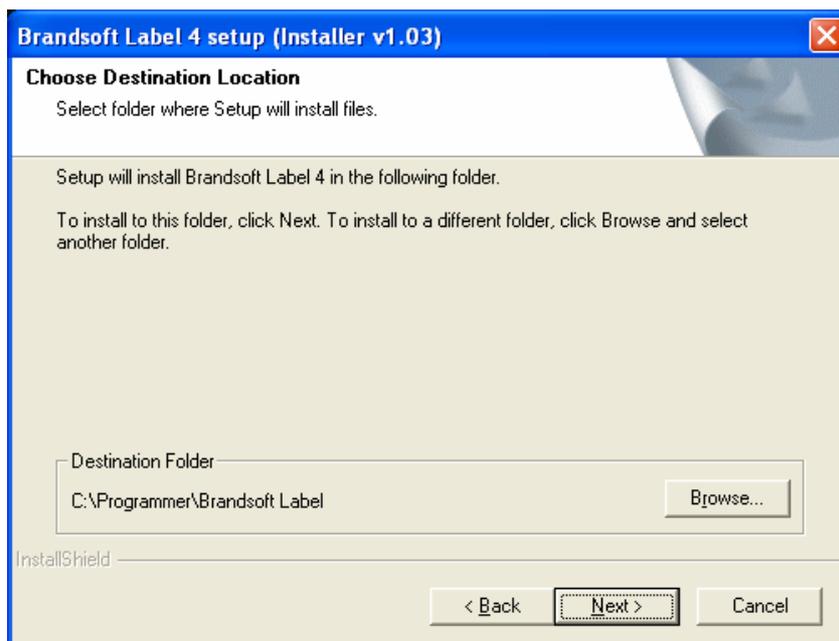
## 2.2 Installing a Workstation

If you are running the Label 4 Program on a single pc, please jump to the next section. This section is only valid when the Label 4 program is installed as a multiuser network.

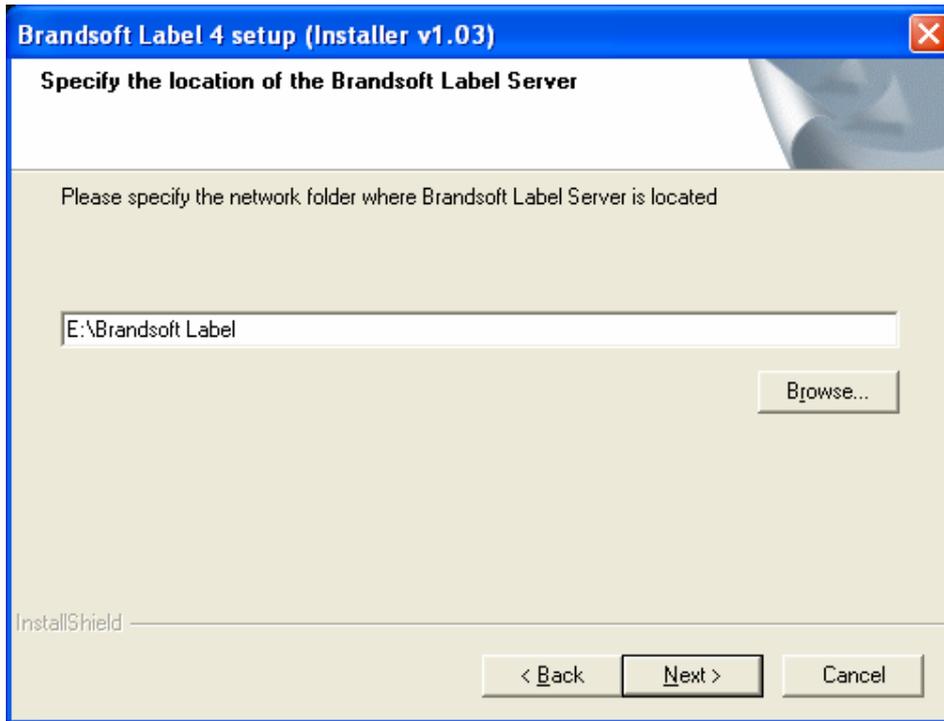
If Label 4 is already installed as a server, you can install more clients by selecting "**Workstation**" as shown in the example below:



Now you need to determine where to install the Label 4 program, the standard installation is already chosen:

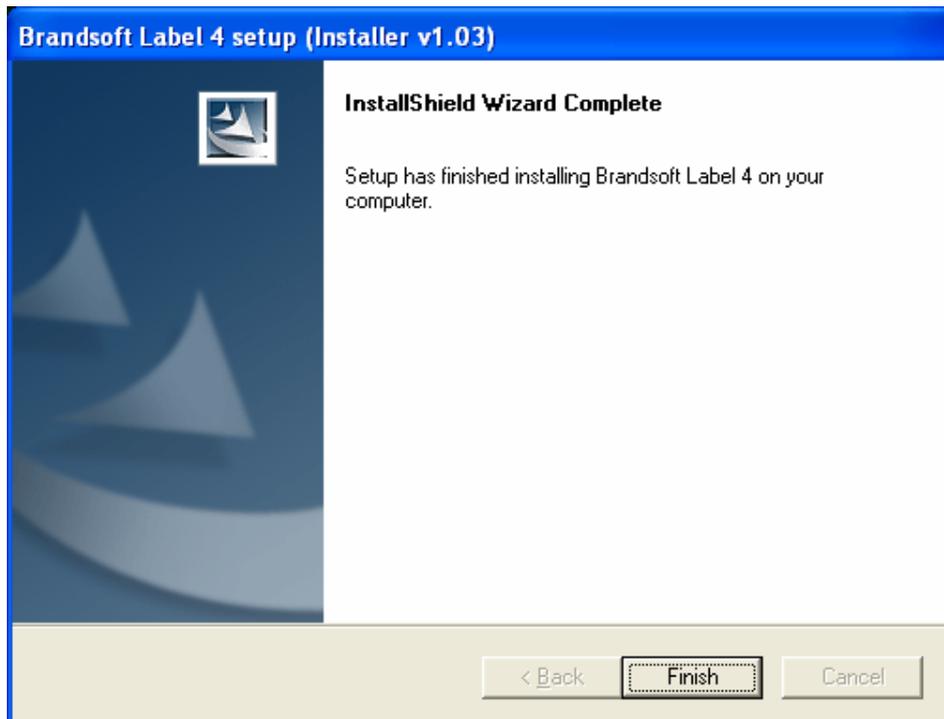


The Workstation also needs to know where the server is located, use "Browse" button to search for the drive and folder – the program will look for a little text file called BS4\_SERV.TXT, which is always present in the main directory of the Label 4 installation on the server. In this example the server has been installed on the E drive in a folder called "Brandsoft Label"



Click on the button NEXT to continue installation.

When installation is complete the following window is displayed:



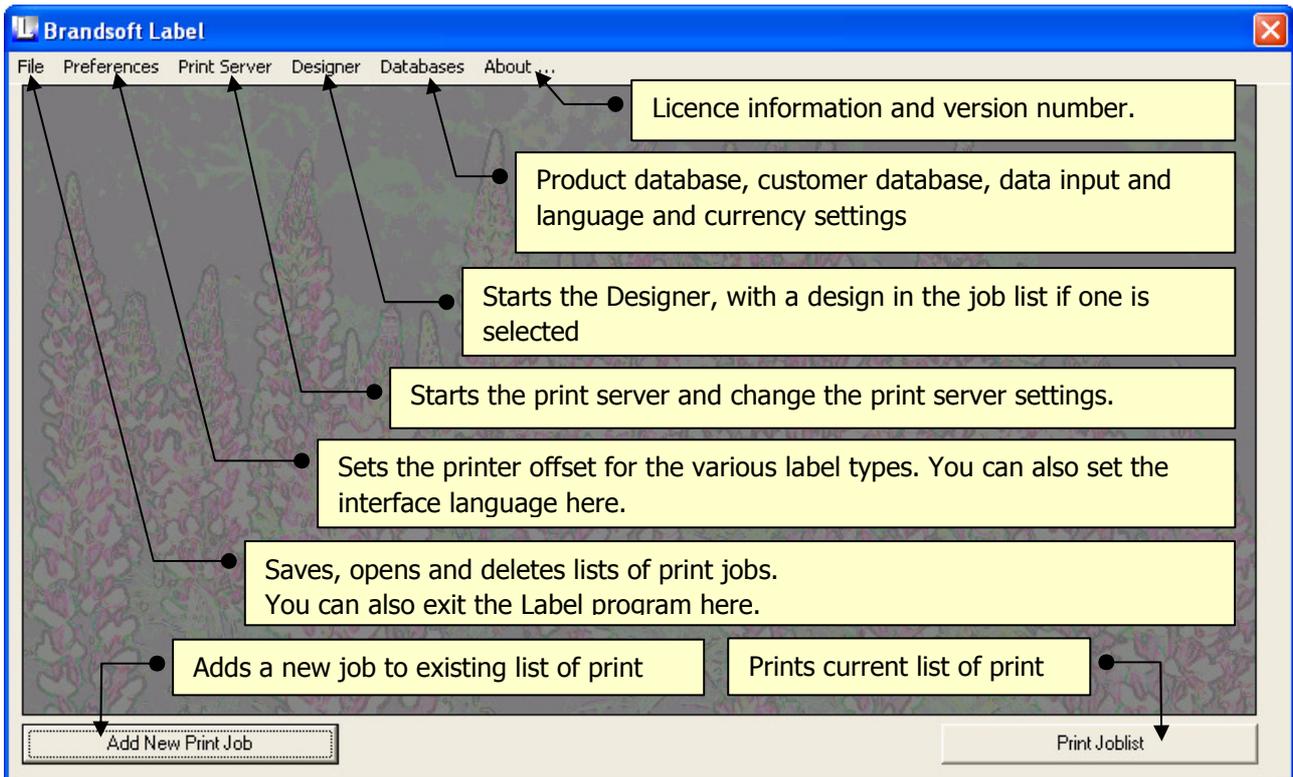
The workstation is now ready for use!

### 3 How to use Brandsoft Label 4

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

#### 3.1 Start page

When the Label 4 program starts you will see the following screen:

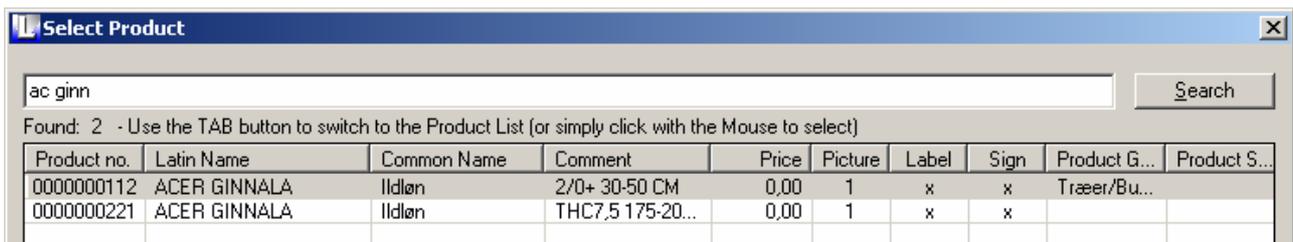


#### 3.2 Adding a new print job to the list of print jobs

The first step in adding a new print job is to find a product. As the search function is widely used throughout the program, it is described in detail below:

##### 3.2.1 Search function

The search term in the example below is "ac ginn". Press >ENTER< to start the search, then press >TAB< or use the mouse to move down to the hit list. The search works in the same way as a normal Internet search engine (like Google): the combination of "ac" and "ginn" must be present somewhere in either the Latin name or the trading name. The hit list is shown below:



If "ala ace" is used as the search term instead, the following items are found:

Found: 44 - Use the TAB button to switch to the Product List (or simply click with the Mouse to select)

Product no.	Latin Name	Common Name	Comment	Price	Picture	Label	Sign	Product G...	Product
0000000112	ACER GINNALA	Ildløn	2/0+ 30-50 CM	0,00	1	x	x	Træer/Bu...	
0000000221	ACER GINNALA	Ildløn	THC7,5 175-20...	0,00	1	x	x		
0000001759	CEDRUS DEODARA	Himalayaceder	C3,5 60-80 CM	0,00	3	x	x		
0000003855	HEUCHERA MICRAN...	Alunrod		0,00	4	x	x	Stauder	Andre st
0000005641	PHAI ARIS ARIINDIN	Hvirfstrihet Bærnr		0,00	1	x	x	Stauder	Græsser

As it happens, this search finds a lot more products (this is just a short extract from the top of the list), and note that the list also includes CEDRUS DEODORA, because "ala" and "ace" are contained in "Himalayaceder". On balance, it is now much easier for you to find the product you are interested in, even if you need a little practice to limit the number of hits as the search is so wide.

TIP: If the hit list contains a large number of products, you can sort it (descending alphanumeric) by clicking on the small grey button above the column by which you want to sort.

### 3.2.2 Using the list of print jobs

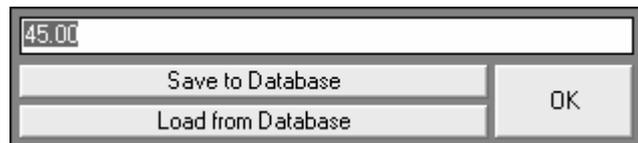
The figure below is an example of a list of print jobs (note the red border indicating the currently selected job):

ACER PLATANOIDES 'DRUMMONDII'				19 mm Brandsoft				
1	Brogetbladet spidsløn	5709013105799	21,75		Standard	DKK-	Træ med bred, pyramidal	ETC
	THC7,5 175-200 tomme						Træ med bred, pyramidal	
HEUCHERA MICRANTHA 'PALACE PURPLE'				19 mm Brandsoft				
50	Alunrod	5709978004700	0,00		Standard	DKK-	Lav staude, 40-60 cm	ETC
							Lav staude, 40-60 cm	
HEUCHERA MICRANTHA 'PALACE PURPLE'				A5 liggende Brandsoft				
2	Alunrod	5709978004700	0,00		Standard	DKK-	Lav staude, 40-60 cm	ETC
							Lav staude, 40-60 cm	

The easiest way to define the number of labels is to click in the number field on the left (the number is highlighted in this example) and type a number. Then use the Down Arrow key to move down to the next print job, where the number is selected ready for you to change it if necessary.

You can edit/select most of the data directly from within the list of print jobs by clicking directly in the field (if you point to a field without clicking, a brief description of the field appears). For example, you can change the price as follows:

Click on the price field to display a new dialog box. The price is already highlighted so you can enter the new price straight away, overwriting the old price. As well as saving the new price in the list of print jobs, you can also save it to the database (use "Save to database"). This changes the price throughout the system, and "Copy from database" will then use the price in the database in the list of print jobs.



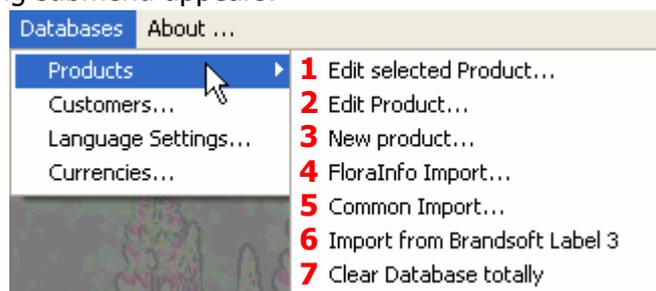
Certain fields, such as the barcode, cannot be edited directly in the list of print jobs. These have to be defined in advance and selected in the list of print jobs.

There are three small buttons on the right: The small red cross  deletes this print job from the list of print jobs; the ETC button  displays some less common fields that cannot be edited and saved to the database; and the magnifying glass  displays a preview of the print job as it will appear with the selected design. The magnifying glass is also an easy way to check customer details, the product logo and the various constant texts and objects.

Note also that a list of print jobs can be saved (File menu) and reused later...

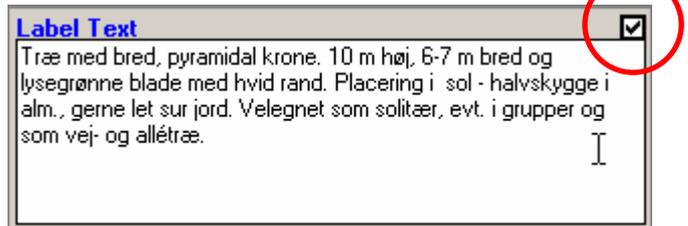
### 3.3 Product file

You can edit the product file by making manual changes or by importing data. To edit the product file, choose "Databases, Products". The following submenu appears:

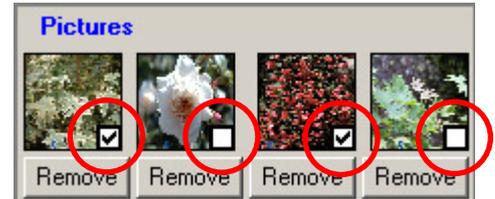


1. If a print job is selected in the list of print jobs, "Edit selected product" takes you directly to the product file for the product selected in the current print job.
2. "Edit product" launches the search function so you can find the product you want to edit.
3. "New product" creates a new product.  
Note that you can copy content from an existing product.
4. "FloraInfo import" is only used for FloraInfo import operations (FI). If this is the first time you have used FI (or a new CD is being used for the import) the database first has to be prepared. This can take several minutes depending on the PC. You can now import "all products" or products within specified product groups and/or product subgroups. The groupings are defined by FloraInfo. For each product group/product subgroup you can also choose whether to import "selected" products only. This function opens a list of all products in the relevant product group/product subgroup, with checkboxes.  
To start importing data, click on the "Start import" button. You are advised to allow the PC to devote 100% of its resources to the import function, as the function is relatively resource hungry and takes several minutes even on a new and powerful PC. Imports take much longer on older PCs, easily lasting an hour or more depending on the PC.
5. "Other import" is used to import semicolon-separated text files (like .csv files created with MS-Excel). Before importing, you must specify the order of fields in the records. It is also possible to combine several fields in the import file into a single field in the database. You also need to specify the location of the text file and of any associated images (this can either be done within the import file by including the specific path, or by entering the location of the folder containing the images in the field at the bottom of the import form). To learn more about how to create such a file, please refer to chapter 7 "How to create an import file for Label 4" on page [21](#).
6. You can only use "Import from Brandsoft Label 3" once. The function starts by deleting all the data in the Label 4 database. The Label 3 database is then converted and imported to the Label 4 database. This is another resource-hungry function, and the PC should not be running any other applications while the conversion is taking place.
7. "Delete all data in the database" is self-explanatory. All data is removed from the database, without the option to change your mind later...

You can prevent specified fields being changed by one of the import functions above. In our example, the small checkbox contains a tick to show that the field contents cannot be overwritten.



The same applies to the images – if data is imported for an existing product number, the new images are placed in the first unprotected location. If three images are imported for this product, images 2 and 4 are overwritten, but the third imported image cannot be associated with this product.

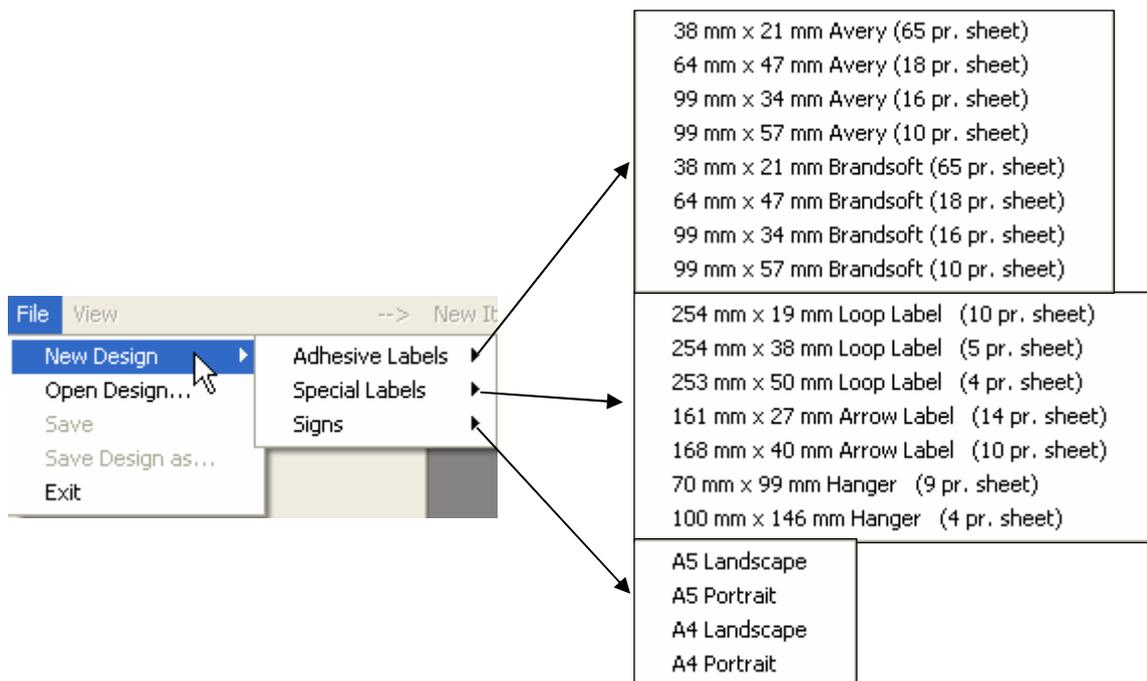


### 3.4 Creating a new design

Label 4 introduces the option of creating user-defined designs (how you want a label to look when it is printed) from scratch. You have a great deal of freedom to create your own individual designs. Label 4 is supplied with the same designs as Label 3, although you will notice some minor changes due to the different programming language and the actual structure of the label design.

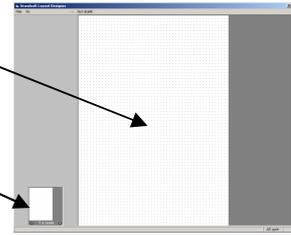
There are two ways you can start the Designer: either choose "Designer, Start Designer with selected design" (this option is only active if a print job is selected) or "Designer, Start Designer". The difference is whether a design is selected when the Designer starts. In our example, we assume that no design is selected.

The menu shows the three different types of label (not all types are mentioned here):



"A5 portrait" is selected in the following example.

If the Designer starts without a design selected, the form itself is completely empty, indicating a blank label. The actual workspace is the largest field.

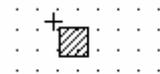


The small field in the bottom left is a zoom function, which you can use by clicking on + or – to zoom in or out, and recentring the image by "dragging and dropping" the red square which appears when you zoom in.

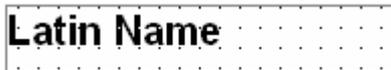
The basic principle is that you select objects from the "New object" menu, then drag them into position on the design. The process is virtually the same for all objects. The example below shows how to position and format the "Latin name" field on a design:

1. Start by selecting the object: "New object, Database fields, Latin name".

Note that the mouse changes shape as you move it over the empty design:



2. Next, specify where you want the object to start by clicking and holding down the left mouse button. Then drag the mouse until the object is the right size, and release the mouse button. This has created an object containing the "Latin name" field from the database:



If you cannot see any text, this is because the object is too small to display the content. You can either increase the size of the field or decrease the size of the content (usually by reducing the font size).

3. To reposition the text, select it by clicking on the object. Small handles appear in the corners of the object:

You can now move the object by dragging and dropping with the left mouse button.



4. To change the size, click on a corner and drag it with the mouse. When the corner is moved, the mouse changes into a double-sided arrow:



5. Note that depending on the object selected, the left part of the Designer window contains related objects. These are largely self-explanatory so they are not described in detail here.



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

"**Database fields**" are fields in the product file, and they change according to which product is selected for printing.

"**Customer fields**" are related to the customer file and contain data about the customer associated with the current print job.

"**BML tags**" can be thought of as extra text fields (also used in connection with the integration module), which can be changed with the ETC button in the list of print jobs.

"**Constant objects**" are fields created just for the design and they cannot be changed from within the list of print jobs. An example would be a coloured rectangle being used as a kind of background to another object.

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

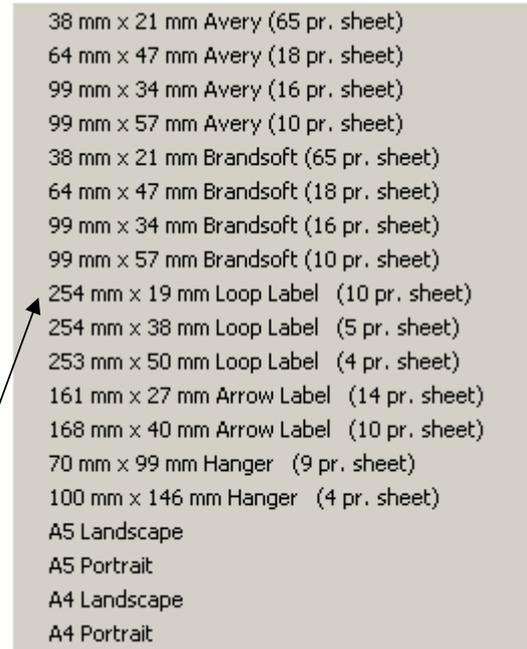
### 3.5 Other functions

#### 3.5.1 Adjusting the offset

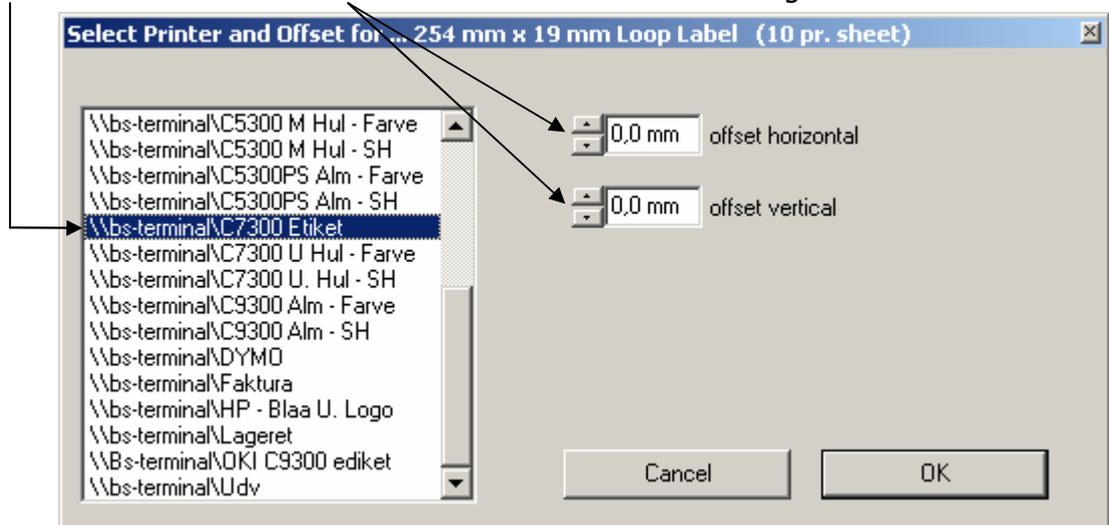
This is a precise way of moving the offset for each individual printout. It cannot be done in the same way for all printers, as there are small differences in the result of each printout. Label 4 allows you to adjust this offset in a very precise way:

Choose "**Preferences, Select printer and offset for...**" to display a menu showing all layouts:

To change the setting, click on the label type, (In this example "254 mm x 19 mm Loop Label" is chosen).



Select the printer to be used and the offset in relation to the default setting.



If you do not specify a printer, the default printer is selected automatically.

### 3.5.2 Language settings

This has nothing to do with the interface language within Label 4. Instead this function is used if you want to print labels in more than one language. The function allows you to reuse many of the details of a product, so there is no need to enter them more than once for different languages.

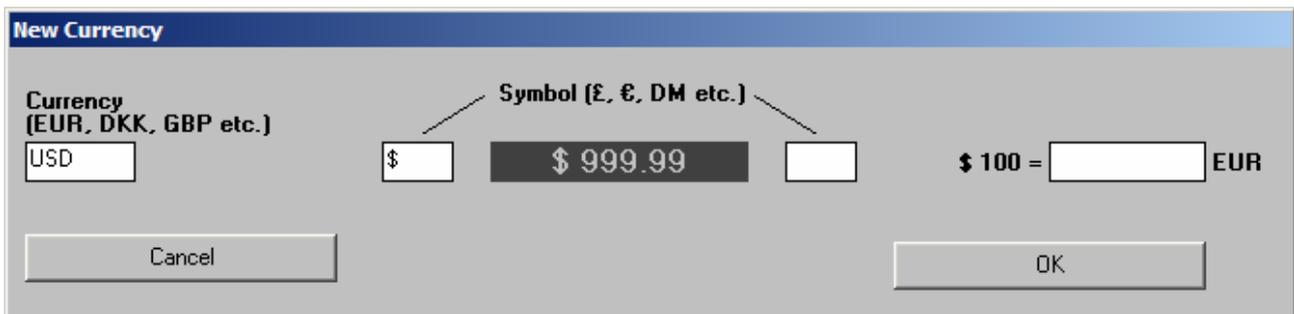
You can also use this window to define the currencies associated within each language code.



The window is self-explanatory, but please note that the currencies must be set up in the system before they can be selected here.

### 3.5.3 Setting up more currencies

You can use "Database, Currencies..." to set up currencies. Click on "New currency" to create a new currency: in the example below, the US dollar is set up so that the dollar sign is prefixed to the amount whenever this currency is used. The exchange rate is set to be the same as the euro.



Note that all exchange rates are quoted in euros, but are converted in relation to each other by the Label 4 program.

### 3.5.4 Deactivating designs

In the Designer window you can choose "Activate/Deactivate Designs" from the "File" menu. The list will look like this: If there is one or more designs that are never used, simply removing the checkmark will make it so it never shows in different lists. If it has to be used later, just add the checkmark again.



## 4 Compatibility with Label 3

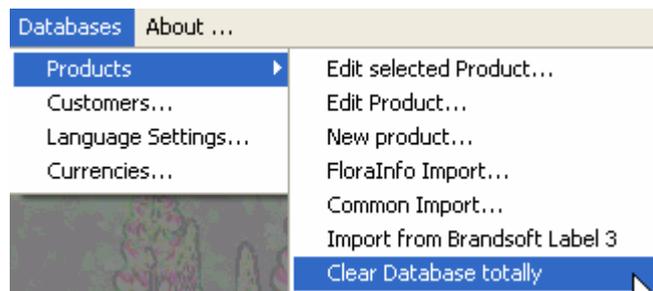
Label 4 allows you to copy all data from the Label 3 database, which may be very helpful in the initial period while you are still getting to know Label 4. However, there are some things you need to be aware of:

1. Label 3 must be updated to version 3.2.15 or later. If you do not have an update cd to Label 3 please get one from you local dealer.
2. Label 3 must include the language "default". "Default" is supplied as standard, and is usually your own language.
3. When the Label 3 database is copied to Label 4, all the data is deleted from the Label 4 program before the new data is imported.

Importing from Label 3 to Label 4:

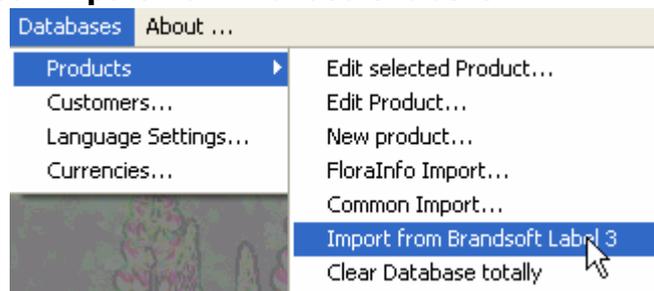
1. For the sake of clarity, you should delete the database manually in Label 4 before starting the import from Label 3. Although the import process deletes the tables in the database, deleting the entire database in advance speeds up the process considerably.

To delete the database in Label 4, choose **Databases, Products, Delete all data in database:**



Please remember that this deletes **EVERYTHING** in the database!

2. The Label 4 program then closes (after 2 "are you sure warnings"), and it then needs to be restarted.
3. In Label 4, Choose "**Import from Brandsoft Label 3**":



4. The import process then starts, taking up to 30 minutes or maybe even longer depending on the PC and the quantity of data in Label 3.
5. Note that all data remains in Label 3 after it is imported into Label 4.

## 5 Paper handling and settings on OKI printers

### 5.1 Paper handling

#### 5.1.1 Installing the spacer in the printer

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

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



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

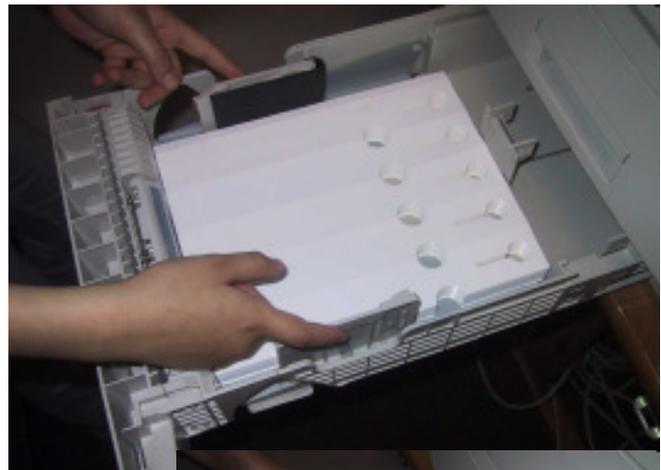
#### 5.1.2 Placing loop labels in a tray

The holes must be facing in towards the printer and the perforated edge runs along the left.

Adjust the paper guides on both sides so they are barely touching the paper without pushing it in.

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

The procedure is the same for all OKI models.



#### 5.1.3 Adding A5 and A4 paper

For A5 and A4 paper, the paper guides are adjusted as shown:

Note that a spacer is not installed on the paper guide on the left when A5 or A4 paper is used!

The picture shows a stack of A5 signs being added:



## 5.2 Printer settings

In general we recommend OKI printers, because they have a one-pass print system.

It is essential for the printer driver to be correctly installed. Three of the settings are particularly important: paper thickness/weight (media type), print quality (DPI) and paper check (Page Size Check).

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

The correct settings ensure that the printed information is durable, while minimising the toner and time used. In principle, it makes no difference whether you have installed a PS or a PCL printer. For certain printouts you may achieve better quality and faster speeds on a PCL printer, while a PS printer is better for other printouts. The PCL driver usually provides the best results, and generally offers more adjustment options. It is even possible to install both drivers, as OKI supplies printer drivers for both types.

To locate the printer driver after installation, click on the Start button in the bottom left, then choose Control Panel, Printers. The exact process depends on the Windows version and the current setup. This user guide does not illustrate how to configure individual printer drivers because the dialog boxes depend on the Windows version (Win98, Windows 2000, Windows ME or Windows XP), the printer type (C5100, C5300, C7100, C7200, C7300 are then most widely used at present), the interface language (Danish or English) and the driver selection (PCL or PS). The main options are briefly described below, and for further assistance please contact your dealer.

### 5.2.1 1. Paper thickness (media type) or just "weight"

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

Here are some useful settings:

Loop labels: ultra-heavy

Pot labels: transparent

Adhesive labels: medium or medium heavy

### 5.2.2 Print quality

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

### 5.2.3 Paper check

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

### 5.2.4 Auto tray change

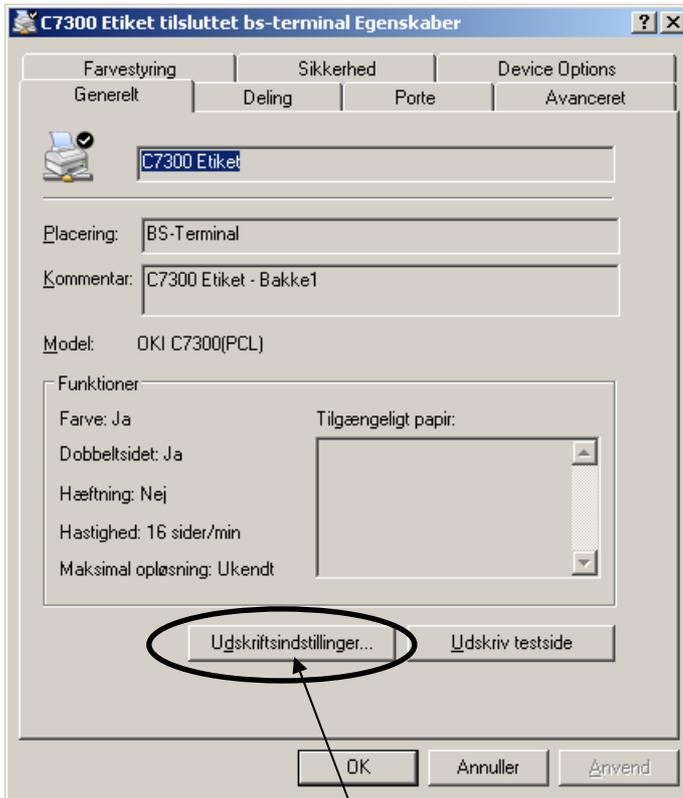
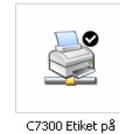
This option should be disabled to prevent the printer taking paper from another tray if the current tray is empty.

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

### 5.3 Changing the settings of an OKI C7300 in Windows XP Professional

This section shows how to change the driver settings for an OKI C7300 installed on a PC running Windows XP. The English-language version of the driver is illustrated below:

1. To locate the driver, go to **Start, Control Panel, Printers and Faxes**
2. Right-click on the icon for your printer:  
The small tick indicates that the printer is your default printer.
3. Click on **Properties** to display the printer driver:



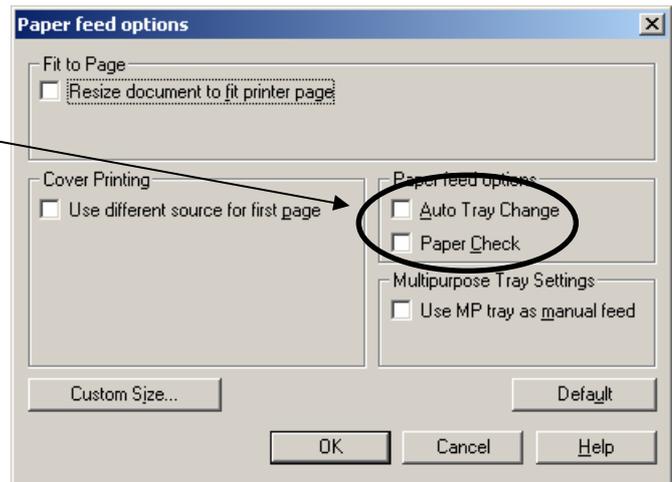
4. Click on **Printing Preferences** to show the following dialog box:

5. Change the weight settings here:  
Ultra heavy is used for loop labels and sign materials.  
Use medium / medium heavy for self-adhesive labels.  
Use "Transparency" for pot labels



6. Now click on "Paper Feed Options".

7. The following dialog box appears. It is important to uncheck the "Auto Tray Change" and "Paper Check" options!



## 6 Integration module. (Connecting with other systems)

The Brandsoft Label 4 Program can be used as a standalone system, independent of other systems. However, by purchasing an extra module for the program you can send orders directly to the Brandsoft label 4 program from other computer systems.

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

Brandsoft Label 4 can work as an integration module for any other software that can make files in XML format.

In order to get Label 4 started in print server mode automatically, you need to add the string "server" to the shortcut for starting up the program. Afterwards this shortcut can then be placed in the start-up system folder so that Label 4 automatically starts up (as a print server) when the computer starts up.

Please contact your dealer for information about settings, and a description of the xml integration file.

## 7 How to create an import file for Label 4

You can import from any database in principle. But databases come in many different formats, and sometimes you cannot import directly from another database, without having to convert into an Excel spreadsheet first. But normally any database system can export the data into an Excel spreadsheet, and from there you can read the data into the label program as a CSV file.

If a database system can make an Excel file with all data from the database, you can read it into the label program.

This is common import screen of Label 4:

The fields shown in “the dotted area” are the fields that can be imported into the program.

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

```
Malus domestica 'Discovery'; 5709032478513; Tasty apples with...  
Achillea millefolium; 5709032479216; Beautiful lilac flowered plant...  
line 3  
line 4  
etc.....
```

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

The above mentioned example would mean that you should type a 1 in the blank field next to “Latin name” to indicate this field is the first field in each line of the import. The barcode field therefore needs a 2 and “Label text” field should be given a 3.

If you use programs like Excel to create import files, be sure that the saved file is in the correct format – using Excel means you need to save the files in .csv format. Always check the files in a texteditor afterwards to ensure the format of the file as the import function tries to import the full file. Never include headings, graphical objects and similar things in the files.

## **8 Full version, Easy Start version and Demo version.**

The Brandsoft Label 4 program comes in three different versions, but all in one package. Depending on your code the Label 4 program will open more or less of its functionality.

### **The full version.**

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

### **The Easy Start version.**

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

The software is limited on the following points;

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

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

### **The Demo version.**

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