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REBO SYSTEMS

NICELABEL 6 DESIGNERS: QUICKSTART GUIDE

NiceLabel Designer Express, Standard, Pro and PowerForms

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Functionality by edition

	Designer Express	Designer Standard	Designer Pro	Power-Forms
Graphical designer of text, barcodes, lines, boxes, shapes, and images	*	*	*	*
Use Excel as a database	*	*	*	*
Linked fields and expressions for concatenated variables		*	*	*
OLE/ODBC Database connectivity		*	*	*
Generic operator print module (NicePrint)		*	*	*
Customizable operator print module (EasyForms)			*	*
Advanced layout – Rich text, curved text, paragraphs, line styles, shape fills, grouping, relative positioning			*	*
Full serialization, custom check digits, global variables, output masks, scripting			*	*
Advanced database - SQL queries, joins, blob fields and create/ read/update/write database records			*	*
Application Builder – Rapidly build custom labeling applications				*

License

Single-user: software key number / USB license dongle

NiceLabel Designer **Express**, **Standard, Pro** and **PowerForms Desktop** are available as a single-user license: a license for 1 workstation. There are two options for this type of license:

- A **Software Key Number** you enter on the workstation, also called serial number. The software key has to be activated once, via an internet connection.
- A **USB license dongle** which you place into the workstation, also called hardware key. The dongle just needs to be connected, it is not activated.

Multi-user: network license software key number

NiceLabel Designer **PowerForms** is also available as a network license. The amount of available licenses is *concurrent*. This means that you can install the software on an **unlimited** number of computers, the **amount of licenses** determines how many users can use NiceLabel **at the same time**.

Check for which edition of NiceLabel you have a license and read the next chapter: **Installation**.

Installation

First check for which edition of NiceLabel you have a license.

NiceLabel Express, Standard, Pro or PowerForms Desktop installation

Before you start with the installation we recommend you contact the IT department of your company to get **local Administrator access** to your computer to successfully install the label software and the printer drivers.

1. Logon with a **local Administrator account**.
2. Start the NiceLabel DVD or double click **Start.exe** in the root folder of the DVD or the downloaded files.
3. In the menu, select **Install**.
4. In the menu, select the **edition** of NiceLabel that corresponds with your **license**.
5. Follow the on-screen instructions and complete the installation.

NiceLabel is now installed. **Stay logged on** with the **local Administrator account** to proceed with activating the license. Continue to the chapter below **License activation**.

License activation

Do you have a USB license dongle? Stick the USB dongle into a free USB port of the workstation and wait until Windows has completed the installation of the dongle. If necessary, Windows will download the driver via Windows Update. Then start NiceLabel, you don't have to activate the license.
The driver is also on the DVD: Utility\USB License Key Driver\GUI installer\HASPUserSetup.exe.

Do you have a software key number? Follow the steps below to activate your license.

1. Logon with a **local Administrator account**.
2. Start the installed NiceLabel application.
3. Select **Setup License**.
4. Select option **Single user software key.**
5. Fill in your company data and software key number, then select **Next**.
6. Click the **blue** text **Automatic Activation** or **Connect to activation server**.
7. Your license is now activated.

License relocation

Do you want to use NiceLabel on another workstation? Your license is for one workstation. To move your license to another workstation you have to deactivate your license on the workstation NiceLabel is currently installed on (internet connection is needed).

1. Start NiceLabel.
2. Go to menu **Help > Manage License**.
3. Tick the option **Manage License** and select **Next**.
4. Select option **Deactivate License** and select **Next**.
5. Your license is now deactivated. You have received an extra activation possibility with which you can now activate NiceLabel on your new computer.

NiceLabel PowerForms Multi-user network license installation

The installation of the network license is divided in two parts: server and workstation.

Server installation

The NiceLabel 6 license files will be placed on a shared folder on the server. No services are running on the server for the network license. The workstations write in the license database file when they are using a license. When starting NiceLabel, one of the available licenses will be used. When closing NiceLabel, this license is returned and will be immediately available for other users. It is very **important** that NiceLabel users have full **(create, edit and delete) permissions** on the **license folder**.

The license is valid for one server, within 1 domain. NiceLabel / EuroPlus states that the network license does not work if server and workstation are connected via WAN, internet of comparable long distance connection. In our experience, this does work without problems.

Important: make sure the network path is written with a **UNC syntax** and not with a drive letter. Use **\\server\share\nicelabel** and not W:\share\nicelabel.

1. While installing on server and workstation, always logon with accounts that have local/complete **Administrator** rights.
2. Choose a server that all NiceLabel users can connect to.
3. Logon to the server. Create a folder/share and give this a logical name such as “NL6license”. Give all (future) NiceLabel users **full permissions** on this folder and subfolders.
4. Start the DVD, **install** the **NiceLabel PowerForms Multi-user** edition on the server and follow the instructions. During this process, set the license folder using the UNC path to the shared folder.
5. Once completed, the server part is finished.

Workstation installation

When the server installation is completed, there is a file “NiceLabelDesignerProPowerForms6.exe” in the license folder. This is the installer for the workstations, including an embedded link to the license folder.

1. Logon to a workstation with a **local Administrator account,** start the file **NiceLabelDesignerProPowerForms6.exe** and complete the installation of NiceLabel PowerForms.
2. After the installation, start NiceLabel 6 Designer Pro (part of the PowerForms edition) and **activate** the **license** on the server (internet connection required):
    a. Select **Setup License**.
    b. Select **Network License / Multi-user** software key.
    c. The **UNC path** will be filled in, don’t change it and select **Next**.
    d. Fill in your company data and the license key. Then select **Next**.
    e. Select the blue text **Automatic Activation / Connect to activation server**. The activation code will be filled in.
    f. Your license is now activated. The license is now activated forever.
3. If you want to **add** NiceLabel to more **workstations** in the future, just **repeat step 1**.

Setup the user interface for first use

You are reading the English QuickStart Guide of Rebo Systems. The original, fully documented manuals can be found on: http://www.nicelabel.com/downloads/user-guides

Basic and advanced user interface

NiceLabel has a two-level user interface. By default the Basic Mode is enabled so the software is easy to use for beginners.

Software in **basic mode**:

- Hides all tabs which contain advanced settings.
- Enables all **wizards** for frequently used tasks in label design.
- Hides the advanced toolbars.
- Shows large icons in the toolbars.

To **switch** between basic and advanced mode:

- Go to **menu Tools > User Interface**. Select **Set Advanced Mode** or **Set Basic Mode**.

You can also adjust only a few settings instead of many at once. For particular settings:

- Go to **menu Tools > User Interface**. Select **Settings**.

Effective use of keyboard and mouse

Some tips when you use NiceLabel regularly.

- With the - and + keys on the Numpad of your keyboard you can zoom in and out. Try to zoom in and out a few times. Your mouse controls the location where you zoom.
- You can also zoom in and out by holding the CTRL key, then scroll with your mouse wheel.
- By pressing and holding the spacebar, the cursor changes to a hand symbol. Now you can click & drag your label layout. Combine with zooming in and you can position objects very precisely.
- Combine the CTRL + the arrow keys to move objects just a few pixels.
- Use SHIFT + Click (select) to select multiple objects at the same time.
- To scale multiple objects at the same time: first group them. Use the Group function in the toolbar on the right side.
- Right click a selected object to see all available options.
- Double click the printer name in the bottom gray bar to open the printer driver settings.
- CTRL + move object with mouse: moves the object over its X or Y axle.
- CTRL + C = Copy
- CTRL + V = Paste
- CTRL + Z = Undo
- CTRL + O = Open file
- CTRL + S = Save file
- CTRL + P = Open Print window

Label

New label

1. Click **File** > **New**.
2. **Select your printer** and click **Next 3 times** until you reach the **Label Layout** page.

> *Info: about the **orientation** when using label printers: **Portrait** is always **transverse** on the length direction of the media roll, and **Landscape** is on the length of the length direction of the media roll.*
>
> *What is the width of your tape roll? When using small labels up to the width of your roll use **Portrait**, bigger labels larger than the width of your roll: **Landscape**.*

3. Set the orientation to **Portrait** or **Landscape** and click **Next**.
4. Fill in the desired **dimensions** for your label. When using orientation:
   Portrait: it is recommended to fill in the width of the media roll in the **Label Width** field.
   Landscape: it is recommend to fill in the width of the media roll in the **Label Height** field.
   When finished, click **Finish**.

> *Info: do you use a **continuous** tape roll or a roll of **die-cut** labels? Check the printer driver settings if the right media setting is chosen for your label. Double click the **printer name** in the bottom grey bar of NiceLabel. Go to tab **Advanced Setup** and check which **media type** is selected. Recommend setting: Continuous roll tape: **Continuous**. Roll die-cut labels: **Label with gaps** or **Label with marks**.*

> *Info: when creating a new label for a SMS printer model, most of the time the function called "**Stop on last element**" is enabled to save vinyl. This means that after the last object on your label design, the label is **cut** by the cutter.*
>
> *Tip: if you want your label to have a fixed length of for example 20 centimeter, disable the **Stop on last element** function. You can find this function by double clicking the **printer name** in the bottom grey bar of NiceLabel. This will open the printer driver settings. Go to tab **Advanced Setup**.*

Change Label settings

1. Go to menu **File** > **Label Setup** to change settings such as **printer**, **dimensions**, **cutter** and other **specific printer settings**.

Objects

Text

You can quickly change the **basic** properties of a text with the **Text toolbar**, in the top toolbar area:

Double click a text object to view its **advanced settings**.

There are four different text fields possible in NiceLabel: regular Text, Rounded Text, Text Box and Rich Text (RTF, Rich Text Format) objects. Each variant has it's pros and cons. **Place a text:** select one of the text variants, then click somewhere on the **label**.

Text

Advantage: easy and quick to place.
Disadvantage: no Best Fit functionality, text object will grow longer when a longer text is entered.
Recommended for: fixed texts and short keyboard entry fields on your label.

Rounded Text

Advantage: you can create text in a round shape.
Disadvantage: Extra options such as Inverse, Vertical text, Mirroring and RTL printing are not possible.
Recommended for: round/circle labels.

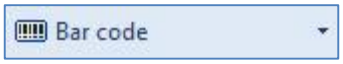
Text Box

Advantage: optional Best Fit function for use in combination with a database connection. When text input is too long, it is automatically resized so it fits in the box. You can find this function in the text box object properties, tab Detailed.
Disadvantage: vertical text is not possible.
Recommended for: large text areas with changing content (e.g. database connection / keyboard entry fields).

Rich Text box

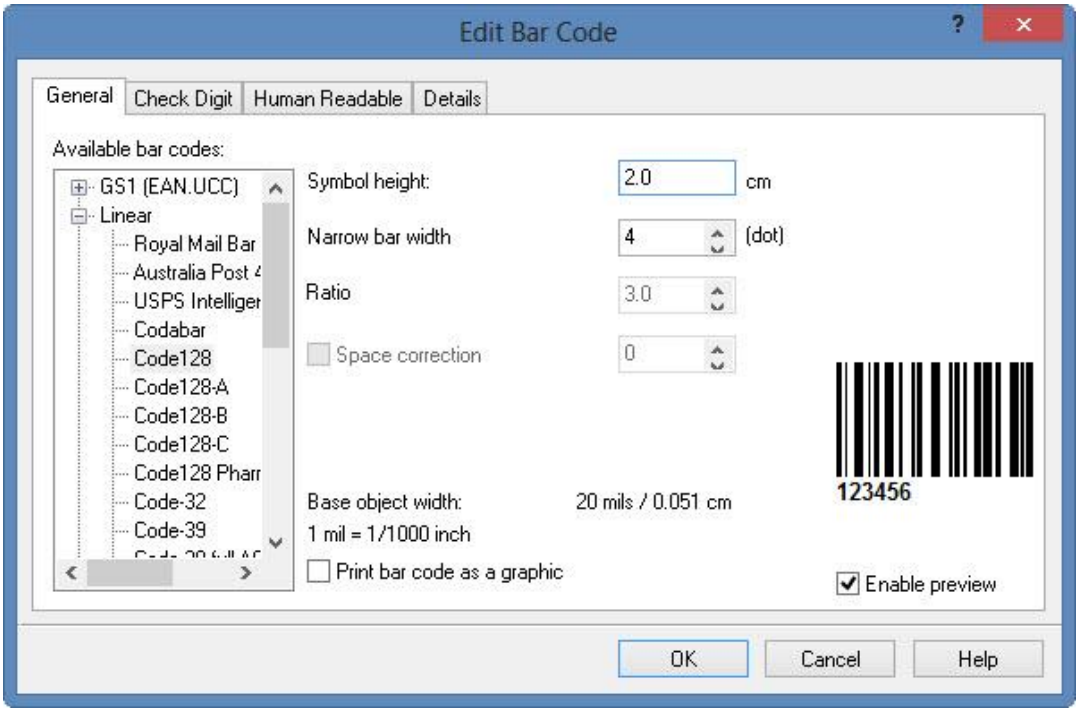
Advantage: multiple text formatting / design possibilities within one object. Example: one part of the text object can be bold, another part can be a different font and italic.
Disadvantage: extra options such as Inverse, Vertical text, Mirroring and RTL printing are not possible.
Recommended for: fixed data with unusual requirements for text formatting.

Bar code



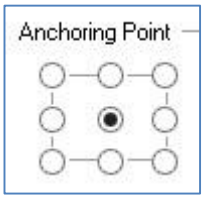
To place a bar code, click the button **Bar Code** and click somewhere on your **label**. Enter a value and click **OK**.

The default bar code is a linear **Code128** bar code. Do you want a different type of bar code? First, simply select the bar code. Then **right click** the bar code. Now choose option **Bar Code Properties**. The Bar Code Properties window appears:



On tab General you can set the type of bar code and the desired bar width.
On tab Check Digit you can set the check digit (if the type of bar code supports this).
On tab Human Readable you can setup the human readable text under the bar code.
On tab Details are miscellaneous options such as bar code mirroring (depending on bar code type).

*Tip: a bar code will always slightly **change** in **width**, depending on its **value**. If you have placed a bar code, **double click** to go to the object properties. Open tab **Appearance** and change the **anchor point** from top left to **middle**. All changes in width will now take place from the middle so the bar code probably fits better on the label.*



*Info: bar code type **Code128** and **Code39** are most used worldwide. These are both **1D**(imensional) bar codes. A **2D**(imensional) bar code such as a **QR** code is also possible, it is listed under main list item **2D** (at the bottom).*

To scan 1D bar codes you need a (laser) line scanner.
To scan 2D bar codes you need an imager scanner, this creates a photo while scanning, and analyzes it directly afterwards.

Image

To place an image, click the button **Image** and click somewhere on your **label**. Select an image and click **OK**.

To view the **ClipArt** pictogram library, click the **little arrow** next to **Image** and select **ClipArt**. Then click somewhere on your label. Select a category, an image and click **OK.**

These types of images can be placed:

BMP, GIF, JPG, TIFF, PNG, WMF, EMF, TGA, PXM, JPEG2000, PCX, PSD.

Adobe **PDF**, MS **Word** and MS **Excel** files cannot be placed as an image. They can be placed as an **OLE object**. Go to menu **Edit** > **Insert Object** > **Create from File** to place such a file.

*Info: when you have placed an image on your label it is a **link** to the image on your hard drive. If you **remove**, **rename** or **move** the **image**, it **cannot** be **loaded** anymore in NiceLabel because the connection is not correct anymore.*

*To prevent problems we recommend to **embed images in the label file**. This way you can always open your label layout, without missing images. Double click on an image and click the button **Embed** on the tab **Value**.*

*Tip: always **automatically** embed images? Go to menu **Tools** > **Options** > **Settings** and tick the option **Embed graphics into label**.*

Shape: square, circle and line

You can place the following types of shapes: square, line, diagonal line and circle.

To place a shape, click **one of the buttons** and then **click & drag** a rectangle on your **label**. While dragging, hold **SHIFT** if you need a symmetrical shape.

The **size** can be quickly adjusted by selecting the object, and grabbing (**click & drag**) the object in one of the **corners**, as shown below:

Double Click the object to setup precise dimensions, color, rounded corners and line thickness. You can also enter the object properties by **selecting** the object and pressing **Enter**.

Inverse field

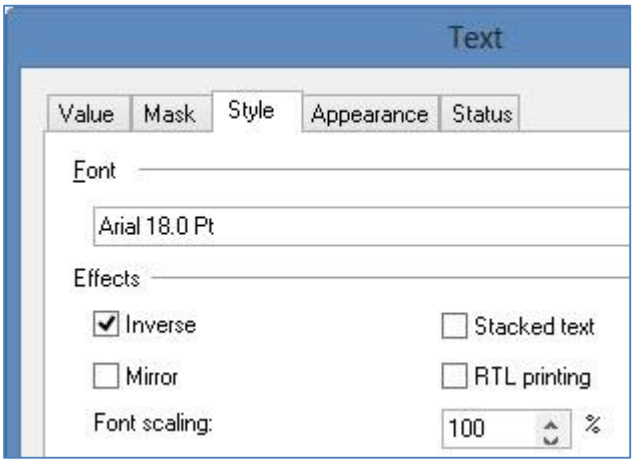
To place an inverse field, click the button **Inverse** and then **click & drag** a rectangle on your **label**.

An Inverse field turns around all colors: black objects will become white, and the other way around. There are no extra settings at this type of object, just the precise dimensions. To set it, **double click** the **object**.

An advantage of the inverse object is that it can **highlight** important objects on the label.

> *Tip: you can also place an Inverse object in another Inverse object. This is commonly used for machine identification labels.*

A **text object** can be set to Inverse without making an Inverse object. **Double click** the text object, go to tab **Style** and enable option **Inverse**.



Object alignment

The alignment toolbar is on the right of your label layout, this is the function of each button:

Color
Align Left
Align Vertical Center
Align Right
Align Top
Align Horizontal Center
Align Bottom
Horizontal Space Equally
Vertical Space Equally
Rotate
To Front
To Back
One to front
One to back
Group
Ungroup
Rotate label on screen

Aligning objects:

1. First select **two** or more **objects.** Left click an object to select it. Then **SHIFT** + **click** other objects to select **multiple** objects. You can also drag a rectangle over multiple objects with your mouse to select them (hold the **CTRL** key while dragging the mouse).
2. Click on one of the align buttons.

Example: you have six text objects below each other that are not properly aligned. Select them and press buttons **Align Left** and **Vertical Space Equally.** Your texts objects are now a tidy list.

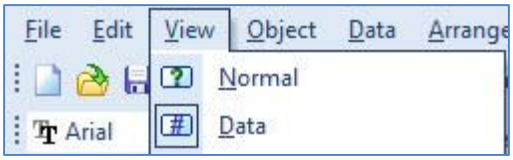
> *Tip: normally objects are aligned **relative to each other**. Hold the **CTRL** button while clicking one of the Align buttons and the objects will align relative to your **label**. A nice feature if you want to place your objects exactly in the center of your label.*

> *Tip: if you select multiple objects together you cannot directly scale these **bigger** or **smaller**. Click the **Group** button to group the objects. Now you can scale the group bigger or smaller. When finished, it is recommended to **Ungroup** the group.*

Variable data

In NiceLabel three terms are used in variable data: Database Access, Variables and Functions.

By default the **maximum amount** of **characters** for each variable is displayed in **question marks** on the label. If you always want to show the first **database record** or the **default value** of a **variable**, go to menu **View** > **Data.**



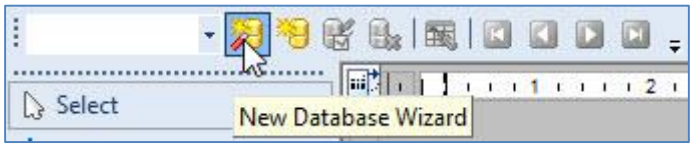
Database Access

You can connect your label to any type of common database type.
Example: Text, MS Excel, MS Access, CSV, MS SQL, MySQL, ODBC, OLE DB, Oracle.

NiceLabel Designer **Express** and **Standard** are limited in functionality compared to the **Pro** and **PowerForms** version: Designer Express just supports Text, CSV and Excel. Designer Standard supports Text, CSV, Excel, Access and ODBC database connections.

Database connection setup:

1. Open menu **Data** > **Database Access**. Click **Wizard** to start the new database wizard. Or click in the **toolbar Database** the most left icon to start the wizard:



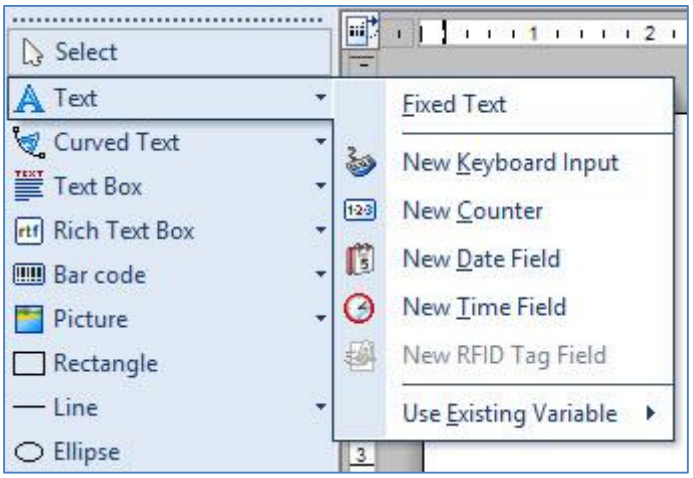
2. Click **Browse** to select the database file. Do you want to connect to **SQL, ODBC** or **Oracle**? Choose the second option **All installed database drivers (ODBC, OLE DB, BDE),** click **Define**.
3. Choose the table / sheet. Do you use an **Excel** file? When selecting an Excel file the option **Automatically set field lengths appears**. **Enable** this option and set number of records to analyze: **9999**.
4. Choose the database fields you want to use in your label. It is recommended not to change anything and use all fields. If you only want to select a few database fields, select the fields while holding the **CTRL** key.
   Every selected **database field** becomes a **variable** in your label!
5. Select the options **I want to select what record to print** and **I will enter label quantity for each selected record.**
6. Decide if you want to have a text object placed for each selected database field. You will get **default** text objects, while we recommend to use **text box** objects for variable content fields like database fields. This is to prevent your label varying in length: the text should stay in the reserved area. This can be done with text boxes. If you choose **I want a text object for each selected field,** default text objects will appear on the label if you click **Finish.**
   If you choose **I will link the database fields to the objects myself later,** no text will appear, only the variables will be created. Manually create text boxes and select each variable.

If you always want to see which variable is connected to a text object, it is convenient to enable this function: click menu **View > Object Properties > Variable Names.** From now on you will see a yellow label in the middle of the text with the name of the variable:

Variables

Apart from the variables that are generated from a database connection, you can also create a number of variables yourself: K**eyboard input**, **Counter**, **Date field**, **Time field**.

You can manage these variables via menu **Data > Variables**.
Quickly creating a variable can be done by clicking the little arrow next to the text tool button:



After creating some variables, preview the output by going to menu **File > Print**.
When using a Keyboard Input variable: **fill in** the **required fields** and click **Preview**.
When using a Counter: enter the **amount** of labels you need (try 10 as a test) and click **Preview**.

After you have clicked **Preview**, a button appears in the **bottom right corner**. You can click **Next** and **Previous** to browse through the label print previews. This is a good preview of how the labels will be printed if you would click Print.

Keyboard Input
If you create a Keyboard Input variable you can manually enter data with your keyboard before printing one label (or multiple copies). The last entered value can optionally be remembered (dynamic value, go to **Variable Properties > Prompting tab).** Make sure you save the label when closing it for the values to be remembered.
Recommended to use when you want to enter your data per print job. If you would like to print 10+ labels in the same print job to save time, it is recommend to put the data in Excel and create a database connection to the Excel file to save time and input errors.

Counter
You can create an incrementing or decrementing counter with settings like step, change value every

X labels, start over when X value is reached, prefix and suffix. The last entered value can optionally be remembered (dynamic value, go to **Variable Properties > Prompting tab).** Make sure you save the label when closing it for the values to be remembered.

Date field
Automatically displays the system date. The output can be totally customized to your demand. The date can be customized with a certain period earlier or later (days, months or years) if your product has a best before date or inspection interval.

Time field
Automatically displays the system time. The output can be totally customized to your demand. The time can be customized with a certain period earlier or later (seconds, minutes or hours).

Functions

Besides the database connections and variables you can also use functions in NiceLabel **Designer Pro**. The most commonly used functions are:

- **Concatenate**: combine multiple variables to just one variable. Convenient and sometimes necessary when working with barcodes.
- **Linear function**: if you want to calculate something in your label this allows you to multiply, divide, count and subtract variables.
- **Date addition**: with variable best before dates you can set the variable adjustment of the date field. The source could be a database field.
- **Visual Basic** or **Python script**: very rarely, the functionality of NiceLabel is not covering your label design demand. With a script you can change for example a variable just the way you want. Programming skills are required to do this.

You can manage functions via menu **Data** > **Functions**.

Create a new function

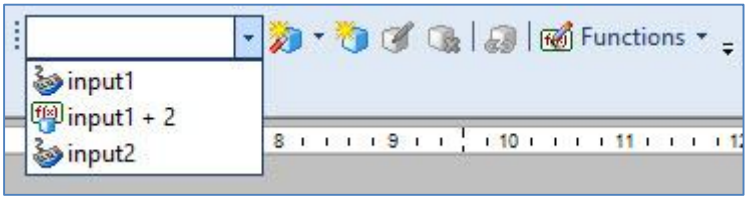
1. Click **New** to create a new function.
2. Enter the **name** of the function and select the **type of function**.
3. Go to tab **Detailed** to setup the function.

Every function has an **Output Variable**.

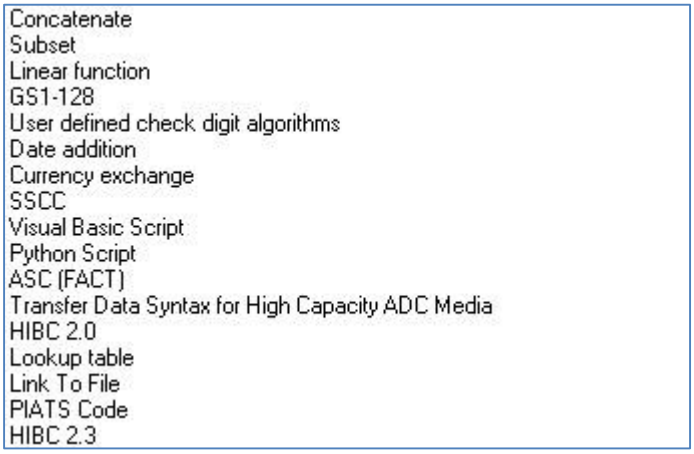
4. At Output variable, click **Define.** You should enter a logical name here.

The **Output Variable** of each Function can be used in your label design. You can only connect the output variable to objects, not the function itself.

If you open the variable list in the **Variables toolbar** you can recognize an output variable to the **f(x) symbol**:



All available functions:



Modules

Depending on your type of Designer license there are several extra modules available. Designer PowerForms has more available modules than Designer Express. The modules can be opened via **menu Start** in Windows or via menu **Extra** in NiceLabel.

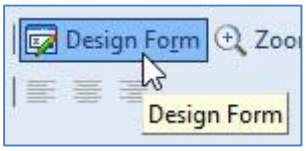
We shortly describe the functionality of the modules.
The full user manuals can be downloaded here: http://www.nicelabel.com/downloads/user-guides

NiceForm

With NiceForm you can create a form application without the need of programming knowledge. The end user can use this application to print faster, and the user does not have to open the label design. This has the following advantages:

- Huge end user ease of use: work faster, less errors!
- The end user doesn't need instruction on how to use the Designer software.
- The design of the label cannot be altered, not on purpose and not by mistake.

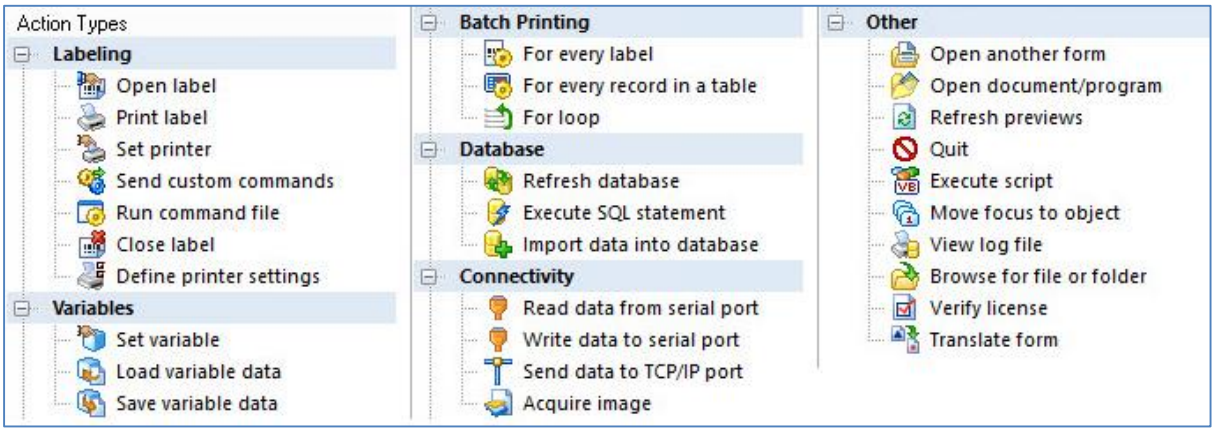
Two versions: with a Designer Pro license, NiceForm is **EasyForms** and in the Designer PowerForms license it is **PowerForms**. With PowerForms you can change everything and you have all functionality. With EasyForms you can only generate a standard form for an existing label. You cannot change the form: the actions for each button cannot be changed.



To quickly create a basic form: open the label you need a form for and click the button **Design Form** in NiceLabel Pro.

A form is generated. All necessary variables are copied and processed in the form. You can see these objects on the form:
Print Preview, **keyboard entry fields, printer selection**, the **amount of prints** and buttons for **Printer Settings** and **Print**. If you click Print, the label will be automatically opened in the background and printed. The end-user does not notice this process.

You can set actions to each object which will be executed when clicked. This is an overview of all the available actions you can program:



PowerForms is very convenient to centralize the label printing in your organisation. You don't need programming skills in #C or VB.NET to quickly create your own (labeling) application!

NiceData

With NiceLabel you can create a database connection to any common type of database. In case you don't have a database viewer installed for your type of database, you can use NiceData to view the content of the database.

With NiceData you can open databases like Paradox, dBase, Access and ASCII type tables. You can also open other database types via the ODBC, OLE DB or BDE interface.

NiceMemMaster

With NiceMemMaster you can load fonts and images on a printer memory card, if the printer supports this. If you place objects like fonts and images on a label printer, and you use them in your label layout, the printer will print quicker as less data is sent. The actual fonts and images do not need to be sent to the printer, just the reference to it.

Using NiceMemMaster is recommended to use when multiple printers together are stressing out the network infrastructure. In practice, keeping network usage as low as possible is only useful when multiple printers in a production environment are printing almost continuously.

NicePrint

With NicePrint you can print a label without having to open the Designer application.

NiceLabel QuickPrint

NiceLabel QuickPrint shows a visual (thumbnails) overview of your labels. When clicking a label, NicePrint opens and you can print the label without having to open the Designer application.

NicePrintQueue

With NicePrintQueue you can quickly and orderly see the status of all your label printers. A condition is that the label printers support bidirectional communication so they can pass through the correct status.

If there is a (supply) problem with one of your printers you can easily move print jobs that are waiting in the printer's queue to a different printer.

More information

The application NiceLabel contains hundreds of functions, it is not possible to explain all of them in this QuickStart guide. The important basic functionality is addressed in this manual.

If you have questions you can always contact our helpdesk or look at these websites:
http://www.nicelabel.com/learning-center
http://www.nicelabel.com/downloads/user-guides

Contact us anytime for sales or support:

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