

Page Layouts - Overview

This chapter presents a general overview of page layouts. You use page layouts to lay out multiple labels (multi-up labels) when you wish to print.

- Two or more labels on a single sheet of label stock on a Windows printer, such as a LaserJet, DeskJet, bubblejet, dot matrix printer or any other Windows printer listed in the Control Panel.
- Multi-across labels on a roll of thermal or thermal transfer label stock.

Layouts are particularly useful if each label contains a serialized field or a field that contains unique database information. In these cases, you are able to use the full power of the Loftware Label Manager to obtain information from several, dissimilar sources of data, including:

- Local and remote databases
- Date/time fields
- Formulas
- Data files
- Incrementing/decrementing fields, including serial number files

For example, assume you need to create a small, narrow label used to serialize electrical circuit boards and you need to print a 4-up layout on a 3 by 4 inch section of thermal transfer label stock.

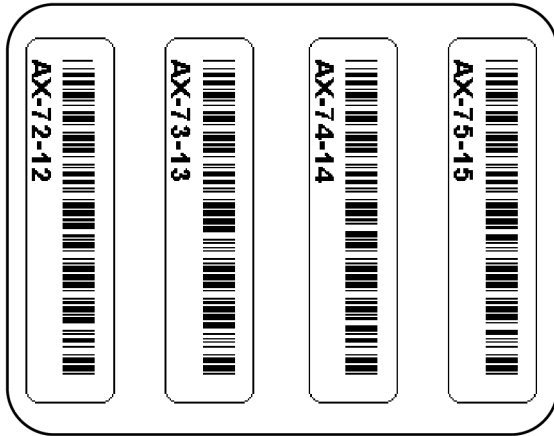


Figure 10-A: A serialized label printed 4-up on a thermal transfer printer

In this example, each label contains a single bar code field consisting of a serial number that has a prefix and two incrementing numbers side by side. Other typical layouts include matrix-style layouts such as the popular 8.5" x 11" sheets of 14-Up or 30-Up labels.

The Loftware Label Manager print modules (On-Demand Printing, Database Range Printing) can print labels in either row order (default) or column order.

The figures below display two examples of common page layouts.

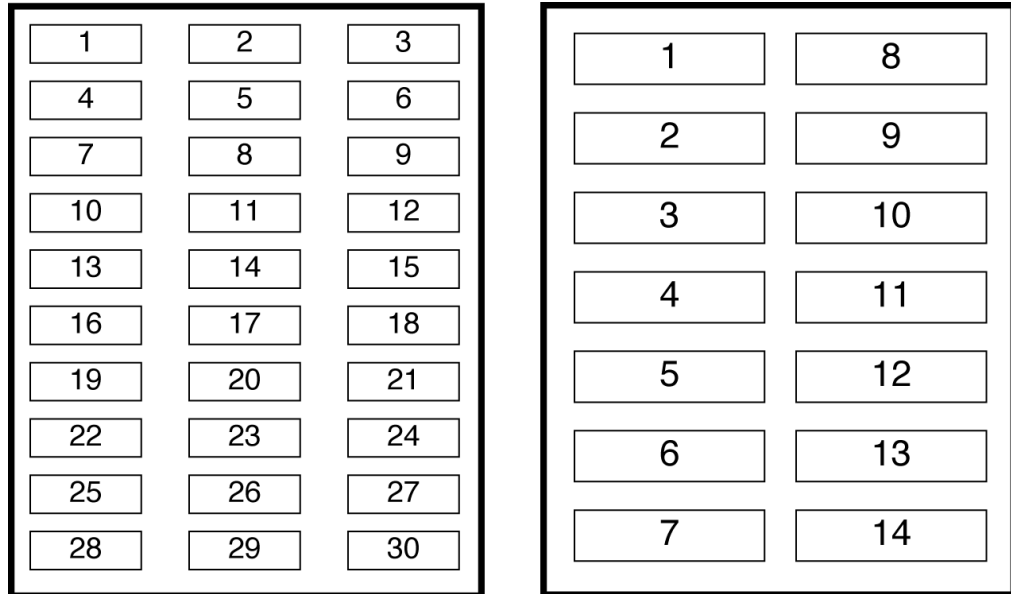


Figure 10-B: 30-Up label stock printing in row order, 14-Up label stock printing in column order

Labels similar to those shown here are typically found in office environments, but are increasingly used in applications requiring specific bar code information.

About Page Layouts in Software Label Manager

A page layout refers to a single sheet of labels or the number of labels produced before the label stock is ejected or advanced.

A page layout describes both the dimensions of your label stock and the number of labels printed on one page.

Labels that are ejected are typical of Windows printers such as the LaserJet, and labels that are advanced to the next page or group of labels are typical of thermal transfer or Windows printers such as continuous laser or dot matrix.

In the Software Label Manager design module, you attach or reference this layout description to your label format by using the File | Media Setup menu.

The Page Layout description defines:

Page Layouts

- Label and page dimensions
- Gap and margin sizes
- Information on how many labels can fit across or down the page of your label stock

Loftware Label Manager provides a comprehensive set of tools for convenient management of your page layouts. For example, you can easily add new layouts, change existing ones or delete layouts that are no longer relevant.

Where Page Layouts are Stored

Loftware Label Manager creates a page layout list based on file names in the LAYOUT subdirectory. To determine what subdirectory is used for your page layouts, check Options | File Locations from any Loftware Label Manager module.

The page layout description is stored in layout files that feature the LWY extension. For example, a layout file for a bar coded shelf label might be named BCSHELF.LWY. If the correct layout subdirectory is not chosen, or it cannot be found by the printing module, the following error message is displayed: “Unable to load layout associated with label. No layout used”.

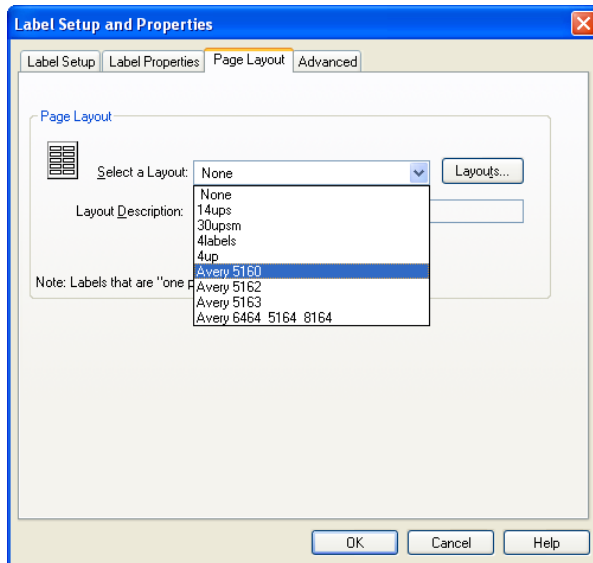


Figure 10-C: Label Setup dialog box with label format attached to Avery 5163 (10 up) labels

Working with Page Layouts

Note: Do not make a 1-up layout for your label. It is not necessary and causes the printer to go into extended mode at print time.

Using Page Layouts

To access the Manage Layout dialog box:

- From the Software Label Manager design module, click the **Page Layout** tab under **File | Media Setup**. Alternatively, press **F5**, or select **Options | Layouts** from the Software Label Manager menu bar.

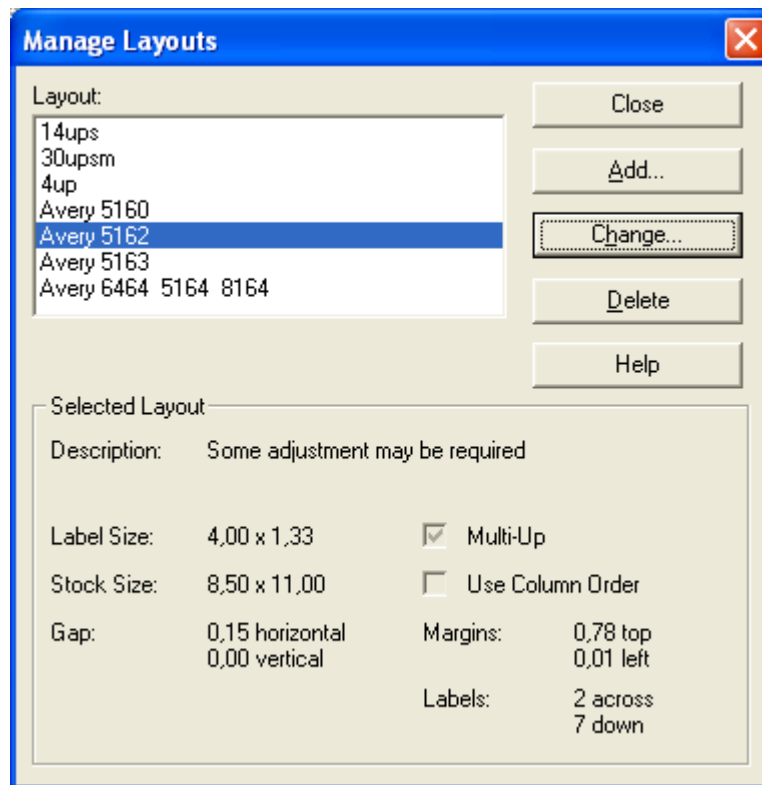


Figure 10-D: Manage Layouts Dialog Box

You can reference the starting label of a print job by using Software Label Manager printing applications (On-Demand, Database Range). Any subsequent page layout editing, however, must be done in the Software Label Manager design mode.

Note: The default page layout is NONE. Therefore, if you do not reference a page layout with your label, Software Label Manager prints just one label per page at print time. For most printing applications, this is the standard.

Attaching an Existing Page Layout to your Label Format

1. Open that label format in Software Label Manager Design.
2. Select File | Media Setup.
3. Select a layout appropriate for your label from the **Layout** drop-down list.

If there are no layouts that apply for this label format, select the **Layouts** button and proceed to either add a new layout or change an existing one.

More on Page Layouts

Adding a Layout

- Click **Add** to add a new layout option; give your new layout a name (8 or less alphanumeric characters) and a meaningful description.

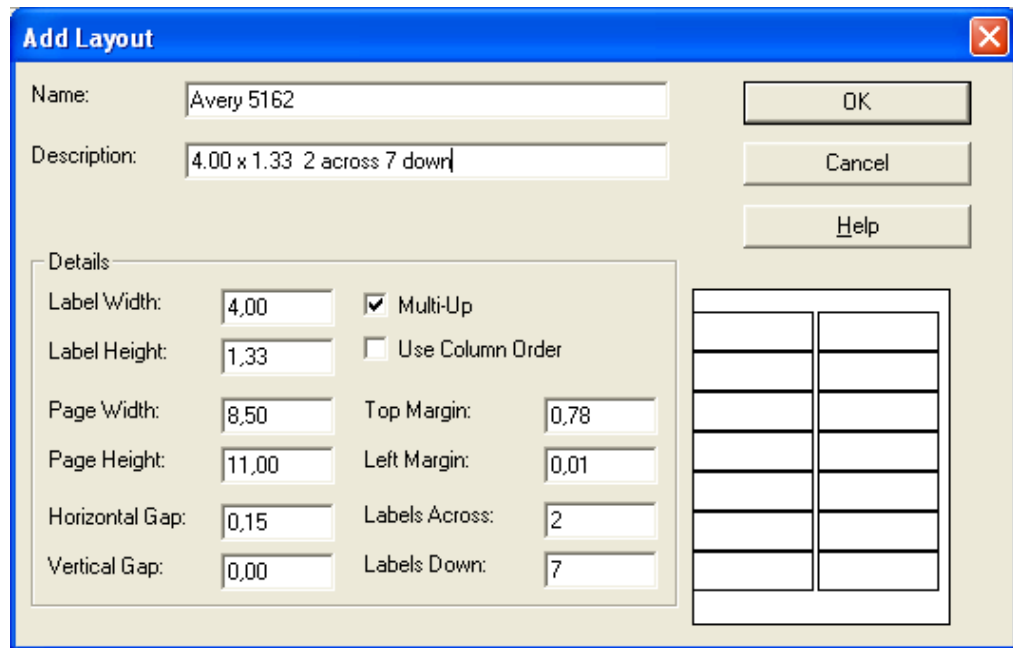


Figure 10-E: Add Layout dialog box

Changing an Existing Page Layout

Highlight the layout and click the Change button under the Manage Layout menu. The Change Page Layout menu is displayed and presents the same layout attributes (label width, page height, etc.) as the Add Page Layout menu. The Add or Change Layout dialog box contains all of the attribute details for your layouts. These include:

Layout Identification	
Layout Name	Name of the layout file using standard file names. Note: Software Label Manager automatically adds the "LWY" file extension
Layout Description	Provides a brief description of the layout used in the Manage Layout and Label Setup dialog box
Layout Detail	
Label Width	Width of label in default units (inches, centimeters, pixels, millimeters - these can be set in the Options Units menu).
Label Height	Height of label in this layout.

Layout Detail	
Page Width	Width (from edge to edge) of your label stock.
Page Height	Height (from edge to edge) of your label stock.
Horizontal Gap	Horizontal spacing between labels.
Vertical Gap	Vertical spacing between labels.
Multi-Up	On/Off toggle for printing multiple labels on a single page or on a sheet of label stock.
Use Column Order	Orders labels through a row of columns that start from top left and proceed to bottom right. The default value is Row Order.
Top Margin	Margin from the top of label stock to the top of the first row of labels.
Left Margin	Margin from left of label stock to the left edge of first column of labels.
Labels Across	Number of labels across one page of label stock.
Labels Down	Number of labels down one page of label stock.

Deleting a Page Layout

From time to time, you may want to edit your layout list by deleting old layouts that are no longer required by your label printing applications.

1. Back up your current layout subdirectory by using a tape backup system or by copying the contents of the Layout subdirectory to another directory.
2. Select the layout name that you want to delete from the Layout list.
3. Select the **Delete** menu option or press **Ctrl+ D**.
4. Respond to the **Are you sure want to delete layout: 4Up?** question.

Printing Using Page Layout

When you open a label with an attached layout, the Loftware Label Manager printing modules (On-Demand Print, Database Range Print) feature an additional **Layout** toolbar on the screen:

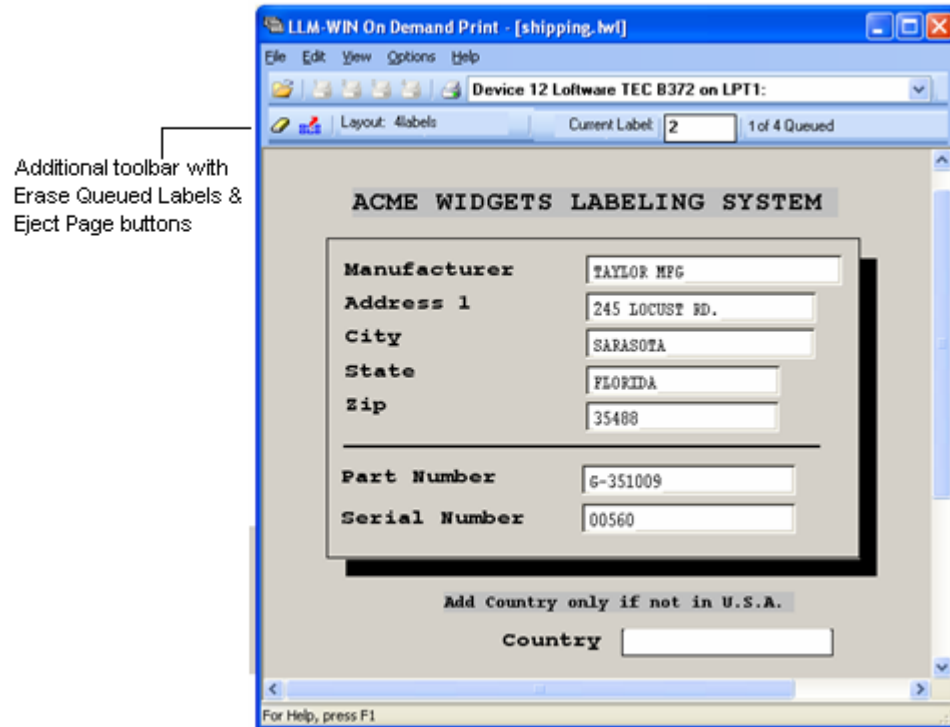


Figure 10-F: Additional toolbar for labels attached to layouts

The layout toolbar provides valuable information about printing labels that use layouts. For example, at the far right of the toolbar, there is a queue counter, which tells you how many labels are currently in the print queue. This number is helpful when printing small labels up to large multi-up sheets of label stock. As you enter label data and select Print (by pressing **F9** or clicking **Print**), the queue counter reflects the change. As soon as a complete page of labels is in the queue, the page is automatically ejected from the printer.

You also see two icons (with tool tips) on the toolbar:

- Use the one on the left to erase labels that are in the print queue but have not yet been printed.
- Use the one on the right to eject a partially printed page of labels.

These icons are identical to actions within the Options | Layouts menu.

Current Label

As mentioned in the previous section, the layout toolbar includes the print counter that references the current label on your layout. You can change the value by clicking the mouse pointer into the editing box or by pressing **F4**.

Here are two ways to use this option:

- You may find that a print job uses several sheets of label stock and finishes on the last sheet, but several labels on that sheet are unused. To re-use the label stock and print to the remaining labels, change the current label to reflect the label number you want to start printing. This number takes into consideration whether you are printing labels in row or column order. If you are queuing labels to print in an on demand mode, the current label counter increments to reflect the current position on your page of labels.
- Suppose you are printing to a sheet of label stock with 30 labels per sheet. You queue 15 and then realize that labels 12 through 15 contain incorrect information. By resetting the current label counter to 12, you effectively clear labels from 12 on. This allows the operator to re-key the label data for these labels.

Note: Many LaserJet manufactures do not recommend re-using sheets with partial labels. They tend to cause 'gumming' of the internal mechanisms of the printer.

Clear Previously Queued Labels

Clicking this icon clears any labels that may be in the print queue that have not been printed. This assumes that you have queued a partial page of labels that have not been printed.

End of Job Action

If there is a partial page of labels queued when a new label format has been loaded or you exit one of the Loftware Label Manager printing modules (On-Demand, Database Range Print), you are given the option of printing (and ejecting) the partial page of labels.

Note: A no answer results in clearing the queue of all labels that have not been printed.

Layouts and Pages

For increased printer throughput and speed, use the Page value in addition to quantity and/or duplicates.

Note: this option is available only when your label is attached to a layout.

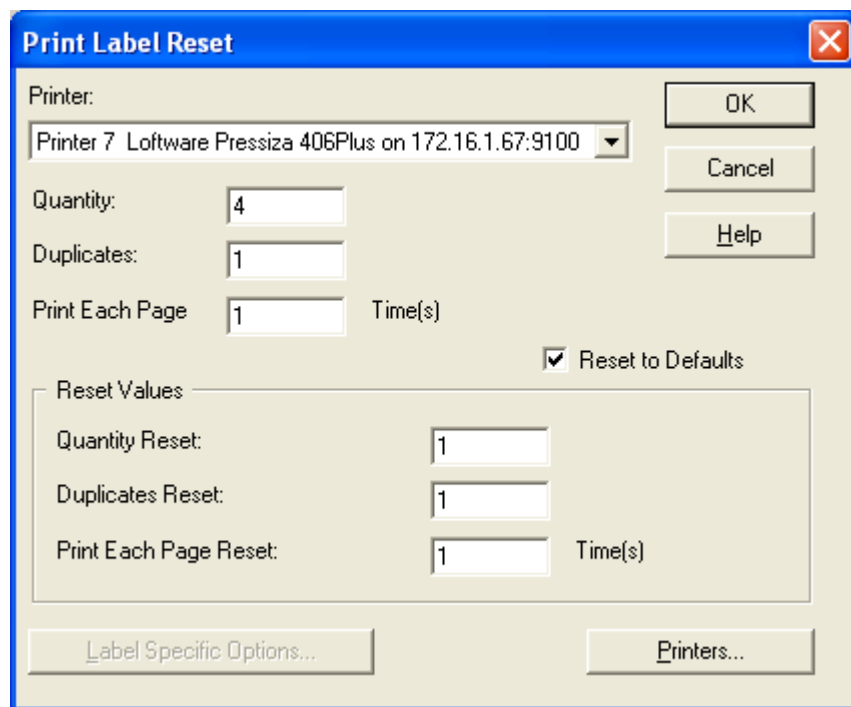


Figure 10-G: Print Label Reset Dialog Box

The concept of pages is especially relevant to on-demand, thermal printers. When a page value is used, Software Label Manager print modules image the entire multi-up label, send it to the printer once, and specify to the printer x-amount of pages.

Mixing Label Formats on a Page (Multi-Label Layouts)

Windows printers, such as LaserJets, allow you to switch between different label formats while you fill a page layout. Follow these rules:

- Just load a new label and keep printing. The software keeps track of which box you are printing to and whether the page needs to be ejected.
- The label must be the same size as the label size specified in the layout.
- Do not mix label formats on a layout if you are using a thermal transfer printer.