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Label gallery 3

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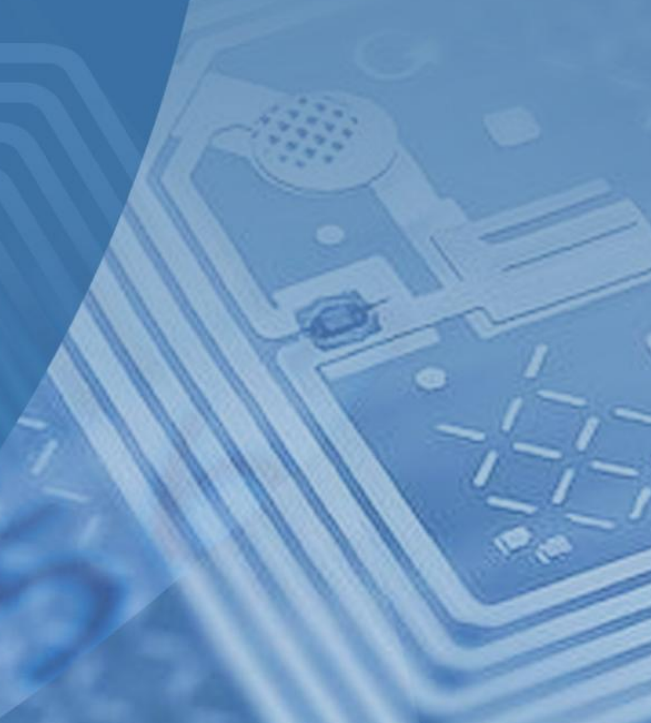

Quick Start Guide

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1. Introduction

Welcome to Label Gallery

Label Gallery is a family of professional labelling software products that brings a complete bar code printing solution and RFID Smart Label printing to desktop, mobile and enterprise users. Label Gallery offers an easy-to-use interface and meets any label design and printing requirement for efficient label printing solutions to users in retail, logistics, health care, chemical, automotive and other industries. The main product lines include Label Gallery Easy, Label Gallery Plus, Label Gallery TruePro, Label Gallery Plus Print Only, Label Gallery TruePro Print Only, Label Gallery TruePro Network, Label Gallery Dynamic Plus, Label Gallery Dynamic TruePro, Label Gallery Dynamic Plus Print Only, Label Gallery Dynamic TruePro Print Only and Label Gallery Dynamic TruePro Network.

Label Gallery can be used with any 32-bit or 64 bit Windows operating system: Windows 2000, Windows XP, Windows Server 2003, Windows Server 2008, Windows Vista and Windows 7.

The latest software version is available as a free download on the Sato Global Website at http://www.satoworldwide.com/. Please navigate to your local sales office or location preference for more information.

Label Gallery Product Overview

Label Gallery Standard Series

Label Gallery TruePro

Complete software solution for any kind of label design and print requirement. Multiple connectivity options allow users to perform stand-alone printing or integrate label printing into any network environment.

Label Gallery TruePro provides you with interactive label printing capabilities such as integrating label printing to existing applications

(ActiveX) or non-programming embedding of label printing to existing systems (GalleryWatch).

Label Gallery TruePro includes the following modules:

- **Label Gallery Plus:** Main application for label design and printing.
- **GalleryForm:** Create your own custom designed data-entry applications without requiring any programming skills.
- **GalleryWatch:** Integrate and automate label printing to any existing information system.
- **GalleryMemMaster:** Download fonts and graphics to the printer's memory card for optimized label printing.
- **GalleryData:** Manage your databases.
- **GalleryPrint:** Manage fast and easy label printing.
- **GalleryPrintQueue:** Print job manager.

Label Gallery Plus

Full-featured software designed for professional label design and printing, including complete database support and ActiveX integration possibilities. A wide range of features and options makes Label Gallery Plus a perfect and easy-to-use tool for any labelling requirement.

Label Gallery Plus includes the following modules:

- **Label Gallery Plus:** Main application for label design and printing.
- **GalleryMemMaster:** Download fonts and graphics to the computer's memory card for optimized label printing.
- **GalleryData:** Manage your databases.
- **GalleryPrintQueue:** Print job manager.

Label Gallery Easy

Wizard-based software meeting basic barcode labelling needs. The entry-level software includes many design elements of the TruePro edition with the emphasis on simplified user interaction.

Label Gallery Free

Wizard-based software meeting basic barcode labelling needs. This edition is fully functional but comes with limited functionality.

** *No key is required for this edition*.

Label Gallery Plus Print Only

Label Gallery Plus Print Only offers printing of pre-designed labels but cannot be used to design and alter existing labels. Advanced settings for changing the labels are not available.

Label Gallery TruePro Print Only

Label Gallery TruePro Print Only offers printing of pre-designed labels, using pre-designed forms and automatic printing from pre-designed trigger actions. Label Gallery TruePro Print Only cannot be used to design and alter existing labels, forms and trigger configuration. Advanced settings for changing the labels are not available.

Pocket Label Gallery

Pocket Label Gallery is a program package for Windows CE that brings the power of label printing to portable Windows CE computers (Windows Mobile Device).

Label Gallery Developer Series

Label Gallery SDK

Label Gallery SDK is an ActiveX integrator edition of Label Gallery software developed for software publishers who needs label printing capabilities in their software. Label Gallery SDK can be embedded in existing information systems or existing applications to provide support for label printing. Label Gallery SDK provides all label printing functionality of the Label Gallery software. For more detailed information regarding Label Gallery SDK, please kindly contact us at global.sysdev@satogbs.com.

Pocket Label Gallery SDK

Pocket Label Gallery SDK is an ActiveX integrator edition of Label Gallery software developed for software publishers who needs label printing capabilities in their software under mobile devices. Pocket Label Gallery SDK can be embedded in existing information systems or existing applications to provide support for label printing. For more detailed information regarding Pocket Label Gallery SDK, please kindly contact us at global.sysdev@satogbs.com

Label Gallery Software Package

Before you start installing the Label Gallery software, check the content of the package to ensure it is complete. The package must include:

- Label Gallery CD
- Installation Guide
- Single User Software Key number (default)

Please contact your software vendor if your package misses any of the mentioned items.

About this Manual

The Label Gallery Quick Start Guide helps you design and print labels quickly. The Label Gallery Quick Start Guide is an excerpt of the complete Label Gallery User Guide that you can obtain on the Label Gallery CD or online at http://www.satoworldwide.com/label-gallery.aspx

Typographical Conventions

Text that appears in **bold** refers to menu names, file names like **SETUP.EXE** and buttons like the **OK** button.

Text that appears in *italic* refers to confirming actions like *Read only* and locations like *Folder*.

Text enclosed in <Less-Than and Greater-Than signs> refers to keys from the desktop PC keyboard like <Enter>.

Variables are enclosed in [brackets] like [variable].

Software Restrictions

All features explained in the Quick Start Guide are available in the Label Gallery TruePro edition. However, some features are not available in the Label Gallery Plus or Label Gallery Easy editions. Sections discussing features not available with Label Gallery Plus, Label Gallery Easy or Label Gallery Free will have reminder messages similar to these:

Note: *This feature is not available in Label Gallery Free, Easy & Plus editions.*

2. Installation and Activation

System and Software Requirements

Label Gallery Single User Edition

To run the program you need at least the following:

- Pentium based computer with at least 512 MB of free RAM.
- One of the 32-bit or 64 bit Windows operating systems: Microsoft Windows 2000, XP, 2003, 2008 and Vista and Windows 7.
- Hard disk with 75 to 550 MB of free disk space (depending on the installation options).
- CD-ROM drive.
- Support for OLE DB database drivers. Recent Windows operating systems have included OLE DB database drivers. If your operation system does not have the database support, the installation wizard will prompt you to install it.
- Administrator rights to the local computer during installation.

Label Gallery TruePro Network Edition

To run the Network Edition you need to fulfill the following:

- All requirements for Label Gallery single user edition (see above).
- Network interface card in each workstation.
- Computer acting as a Label Gallery server. Any server operating system that allows file sharing with Windows system (any Windows, UNIX or Netware).
- Each client must have granted full access (read, write, delete) to the Label Gallery System folder on the server.

Pocket Label Gallery Edition

To work with Pocket Label Gallery, you need to have the following:

A. Desktop PC to design labels and forms with one of the following Windows operating systems:

- Windows 2000 Professional with Service Pack1 or higher
- Windows XP
- Windows Server 2003
- Windows Server 2008
- Windows Vista
- Windows 7

B. Windows Mobile Device meeting the following requirements:

- Installed ActiveSync Version 4.0 or higher
- One of the following Windows operating systems:
  - Pocket PC 2003
  - Pocket PC 2003 SE
  - Windows CE 4.2 (CF SP 1)
  - Windows CE 5.0
  - Windows Mobile 2005

Installing Label Gallery Software

When you put the Label Gallery CD in your CD-ROM drive, the installation/demonstration program will start automatically. You can browse the directory of the CD, look at the brochures and technical documentation, sample files and other documents.

Note: If you are using 2000, XP, 2003, 2008, Vista or Windows 7, you have to log on with administrator rights to be able to perform installation.

Close all Software Applications

To ensure complete installation of the Label Gallery software, close all open software applications before you start installing the Label Gallery software.

Run Installation

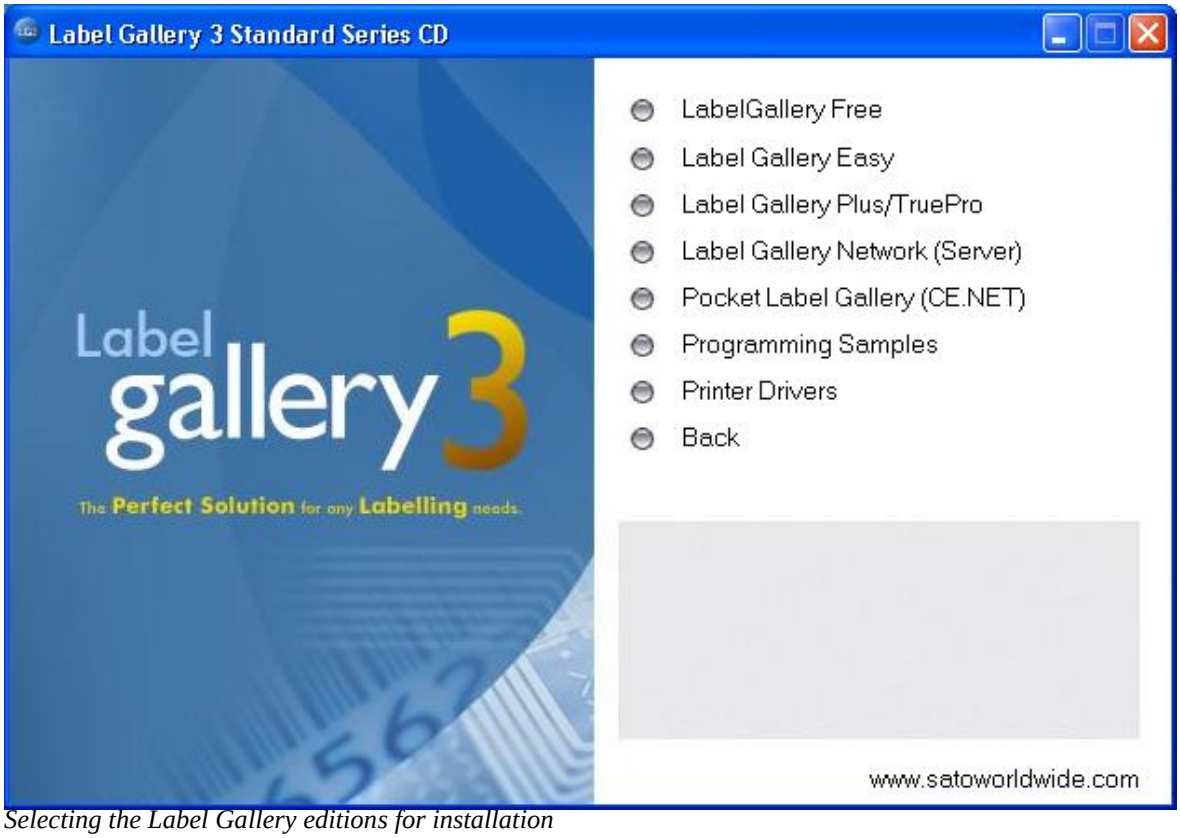
Use the installation wizard to install Label Gallery software on your desktop PC. To install the Label Gallery software, do the following:

1. Put the Label Gallery CD in your CD-ROM drive. An installation window will open automatically.

Running Label Gallery auto-run application from the CD

Note: If the installation wizard does not start automatically, go to the main CD directory of your Label Gallery CD and double-click on the file **START.EXE**.

2. Click on **Install**. A new window will open showing all Label Gallery editions.



Selecting the Label Gallery editions for installation

3. Click on the Label Gallery software you want to install. Follow the prompts.

Note: Make sure to select the appropriate installation type in the installation wizard. The same installation wizard is used for all Label Gallery editions.

Define Setup Options

You can select the components of the selected Label Gallery edition that you want to install. You can choose among the following three types of installations:

- **Full Installation** - installs all Label Gallery components in all available languages.
- **Compact Installation** - installs only minimal set of components required for the Label Gallery application to work correctly. Help and sample files are not installed.

- **Custom Installation** – gives you the option to select individual components for installation.

To continue installation, do the following:

1. Click on the **Next** button.
2. Specify if shortcuts to Label Gallery software should be created on the desktop or in Quick Launch area.
3. Click on the **Next** button.
4. If you use Windows firewall, add some of the Label Gallery components to firewall exception list so they can communicate with the other components. It is recommended to leave the defaults unchanged.
5. Click on the **Next** button and then the Install button to finish the installation.
6. The Start menu in your Windows will show a new program group for the Label Gallery software that contains shortcuts for all Label Gallery applications.

Install Printer Driver

You can install GalleryDriver for SATO thermal printers in the following three ways:

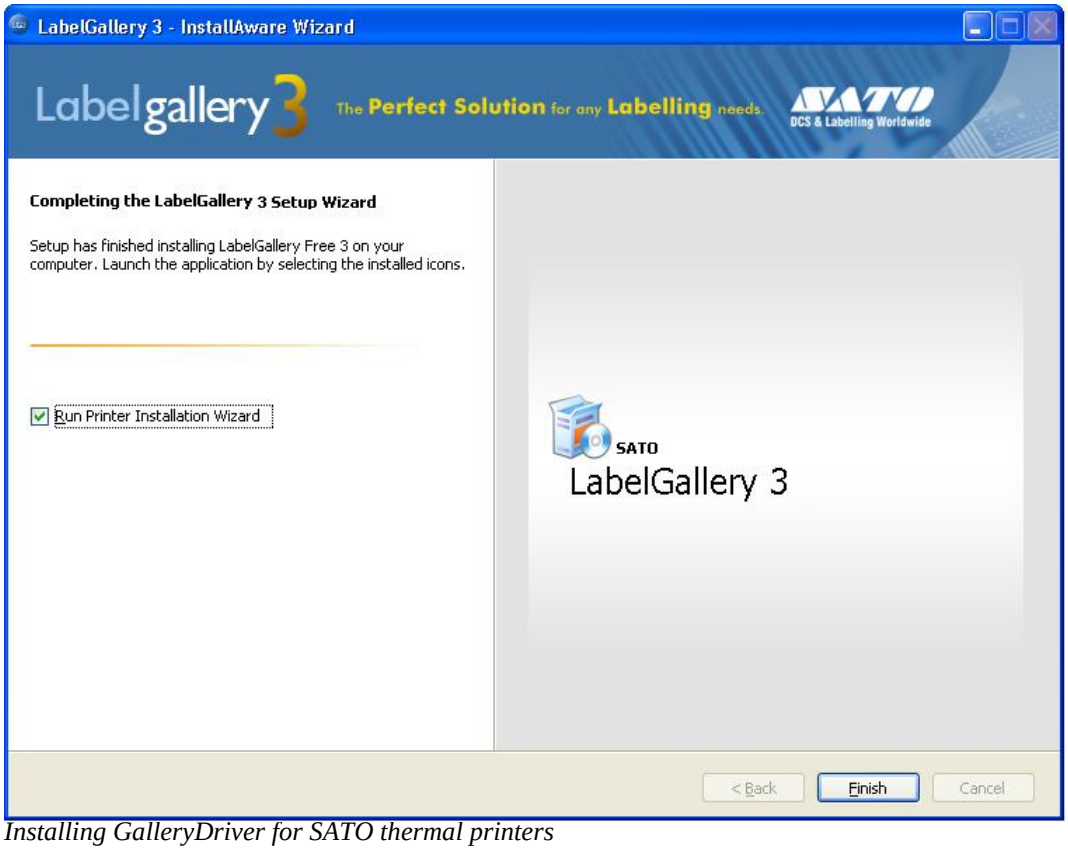
- Install within the Label Gallery software installation.
- Use the Windows *Add Printer* Wizard.
- Use the Printer Installation Wizard.

You can use the Label Gallery software (Dynamic Edition) to design and print labels to standard office printers (laser, inkjet or matrix etc).

GalleryDriver installation within Label Gallery software installation

To continue installing the GalleryDriver after setup has finished the Label Gallery software installation, do the following:

1. Select the option **Run Printer Installation Wizard.**
2. Click on the **Finish** button.



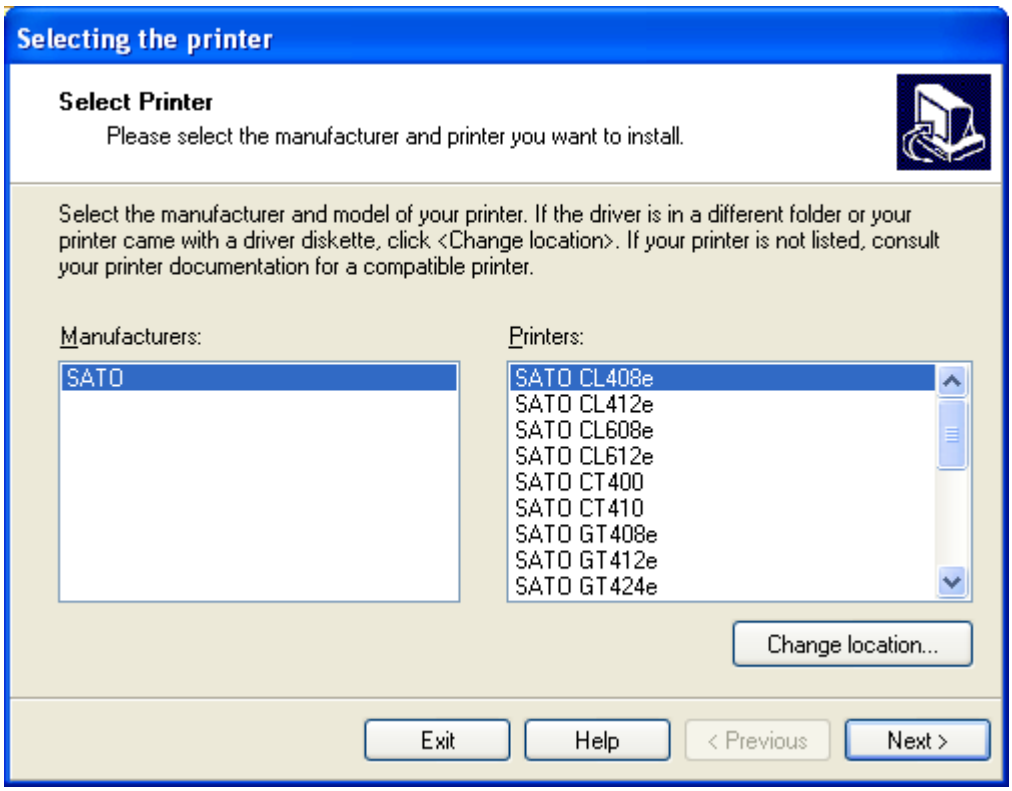
Installing GalleryDriver for SATO thermal printers

3. Printer Installation Wizard will open.
4. Select your printer from the list. Click on the **Next** button.
5. Select the port where you have connected your printer and click on the **Finish** button**.**

Note: This type of printer installation is available only when running installation from Label Gallery CD.

GalleryDriver installation using the Printer Installation Wizard

1. Put the Label Gallery CD in your CD-ROM drive. The main installation application should start automatically. If not, start Windows Explorer, browse to the CD and double click on the file **START.EXE**.
2. Click on **Installation**. A new window will open showing all Label Gallery editions.
3. Click on **Printer Driver.** The printer installation wizard will start.
4. Select your printer from the list. Click on the **Next** button.



Selecting thermal printer

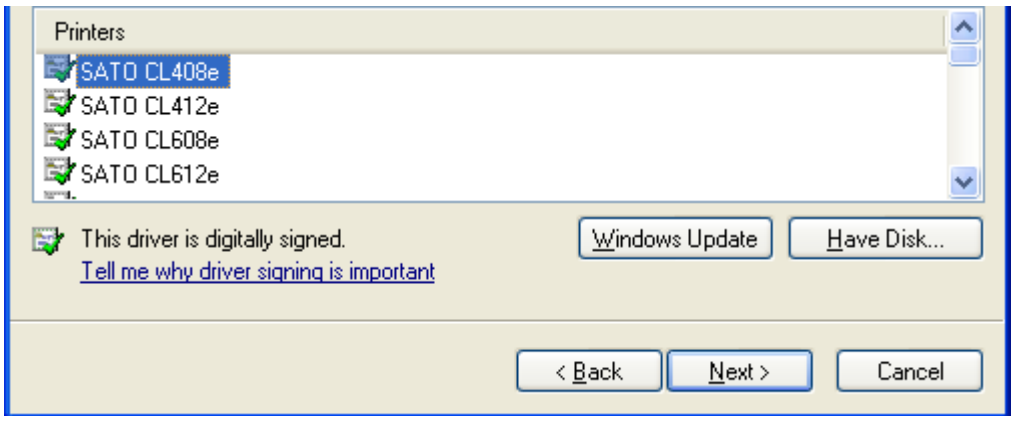
5. Select the port where you have connected your printer and click on the **Finish** button**.**

Note: If you have downloaded the installation for GalleryDriver from the Label Gallery website, run the downloaded .EXE file and follow the steps four (4) and five (5).

GalleryDriver installation using the Windows Add Printer Wizard

1. Open Control Panel from Settings option in Start menu.
2. Open Printers (Printers and Faxes) and select **Add a Printer**.
3. Follow the Add Printer Wizard prompts. The actual steps vary depending on the version of your Windows operating system. It is only important to click on the **Have disk** button in the step where you can select printer manufacturer and model.
4. Put the Label Gallery CD in your CD-ROM drive (if not already done so) and browse to the folder *Drivers*.

5. Select the folder of your printer name and click on **Open/OK** buttons to return to the Add Printer Wizard. You will see the list of all available printer models of the selected printer.
6. Select your model, click on the **Next** button and finish the installation.



GalleryDrives are all digitally signed by Microsoft

Installing Label Gallery TruePro Network Software

Label Gallery TruePro Network software consists of two parts: the server and the client.

Note: Label Gallery Network does not run if server and clients are connected over WAN, internet or similar long distance connections.

Before you install both parts you must provide full access permission to the folder on the server computer where you want to install the Label Gallery software. Then install the Label Gallery software on the server computer. Install the Label Gallery software (client) on the workstation next. Client installation is possible from the Label Gallery server or from the Label Gallery CD.

Note: Label Gallery Easy and Label Gallery Plus editions are not with network licenses. Only Label Gallery TruePro edition is available with network licensing.

Install Label Gallery on the Server

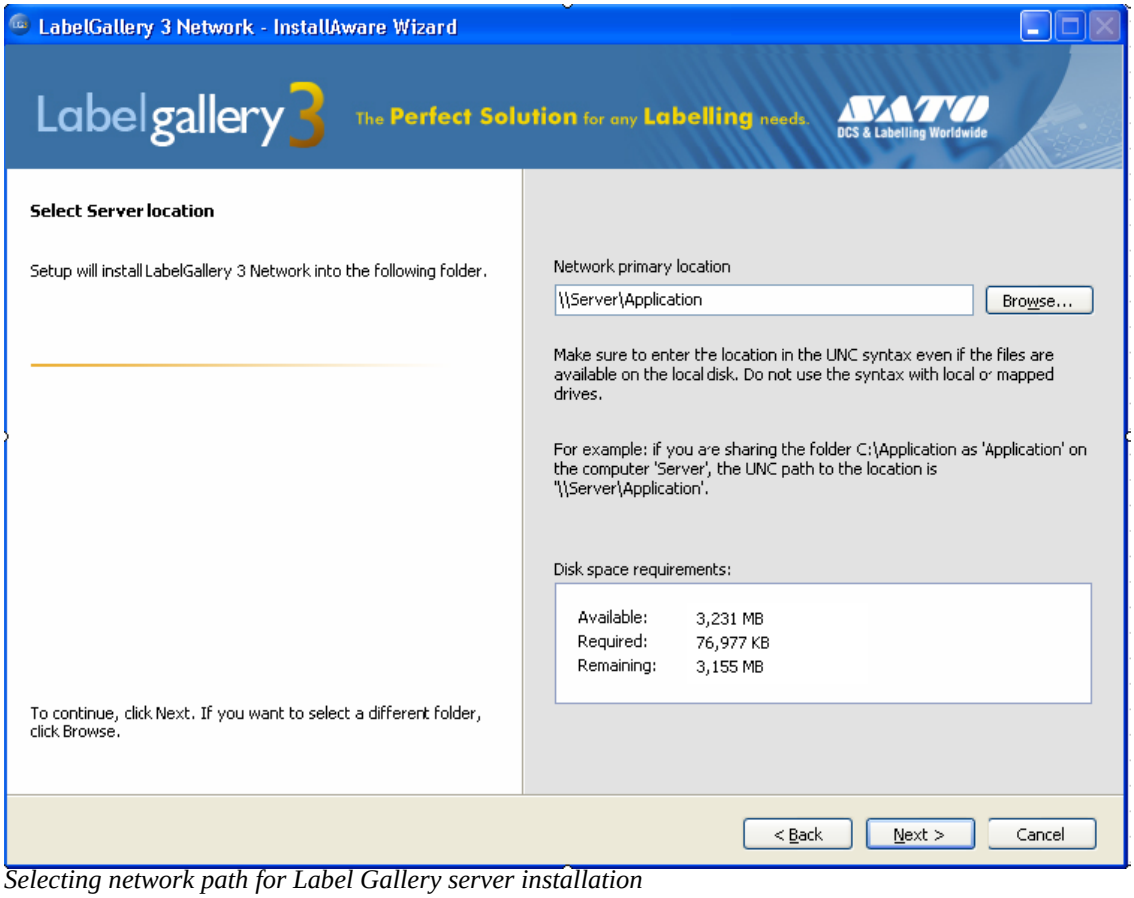
Please follow these steps to install Label Gallery on the server computer:

1. Make sure that the folder on your server where you want to install the Label Gallery provides full access administration.
2. Put the Label Gallery CD in your CD-ROM drive. An installation window will open automatically.

Note: If the installation wizard does not start automatically, go to the main CD directory of your Label Gallery CD and double-click on the file **START.EXE**.

3. Click on **Install**. A new window will open showing all Label Gallery editions.
4. Click on **Label Gallery TruePro Network (Server)**
5. Follow the installation prompts.
6. When prompted to *Select Server Location*, type in (or browse) the network location where you want to install the server part of Label Gallery Network edition and click **Next.**

Note: Make sure to use UNC syntax when referring to the server location even if you install the server part on the local disk. Use the syntax \\server\share\file and not the syntax with the mapped driver like W:\share\file.



Selecting network path for Label Gallery server installation

7. You could enter the location of the secondary server that will take over when primary server fails. If you have a computer to act as a secondary Label Gallery server, enter the UNC path to the appropriate folder.

Note: If unsure, leave the edit field empty. The secondary server is optional

8. Click on the **Next** button to finish the installation.

Note: You should select a server and disk share that is visible to all workstations in the domain where you intend to use Label Gallery.

Install Label Gallery on the Workstation

There are two ways how you can install the Label Gallery TruePro Network client on the workstation:

- **Installing the client from CD.**
  Install Label Gallery TruePro single user software from the Label Gallery CD as described in the chapter **Installing Label Gallery Software**.
- **Installing the client from the network.**
  Install Label Gallery client by running the installation file **Label Gallery 3.exe** from the Label Gallery server.

Follow these steps to install the client from the network:

1. Open Windows Explorer.
2. Browse to the Label Gallery server computer in **My Network Places**.
3. Browse to the folder where Label Gallery software is installed on the server.
4. Double click on the file **LabelGallery 3.exe**.
5. Follow on-screen instructions. For detailed instructions you can also refer to the installation of the single user edition in the chapter **Installing Label Gallery** Software.

Note: Label Gallery client installed on the workstation must have full access (read, write, delete) to the Label Gallery **System subfolder** on the server computer.

7. Click on **Finish** button to finish the installation.

Activating Label Gallery Software

The following activation instructions are meant for single-user and network Label Gallery editions.

You have to activate the Label Gallery software if you want to use it. If you do not complete the activation process, Label Gallery will run in demo mode.

The Product Activation utility will always run after installation. If you want to change the activation type or add more licenses to your network edition,

you can also start activation from the Label Gallery software by opening the ***Manage License*** window under the ***Help*** menu.

There are three types of Label Gallery software activation:

- Single User Software Key (default)
- Hardware key activation (Dongle Key)
- Network Software key activation

Single user software key activation: Label Gallery software edition with a single user software key needs to run the Label Gallery activation application in order to obtain full functionality. The Software key number is a sequence of 25 characters.

Hardware key activation: Label Gallery software editions with hardware key can be used immediately after installation. Please refer to the chapter **Activate Label Gallery with a Hardware Key**.

Network Software Key activation: You can activate the server part of the Label Gallery Network edition the same way as Label Gallery edition with single user software key. The Network Software Key number is a client on the current workstation. If you upgrade the network edition with additional users, you have to install and activate each additional workstation separately. Please refer to the chapter **Activate Additional Network Clients.**

Activate Label Gallery Single User Software Key

You can activate Label Gallery through the *Activation Server* or manually through the activation *Key Number Activation* Web site. Label Gallery activation on the Web only works with single user software key and network software key. If the computer that uses the Label Gallery software is not connected to the Internet, you will have to open the Activation Web page on the computer with Internet access and acquire the activation information.

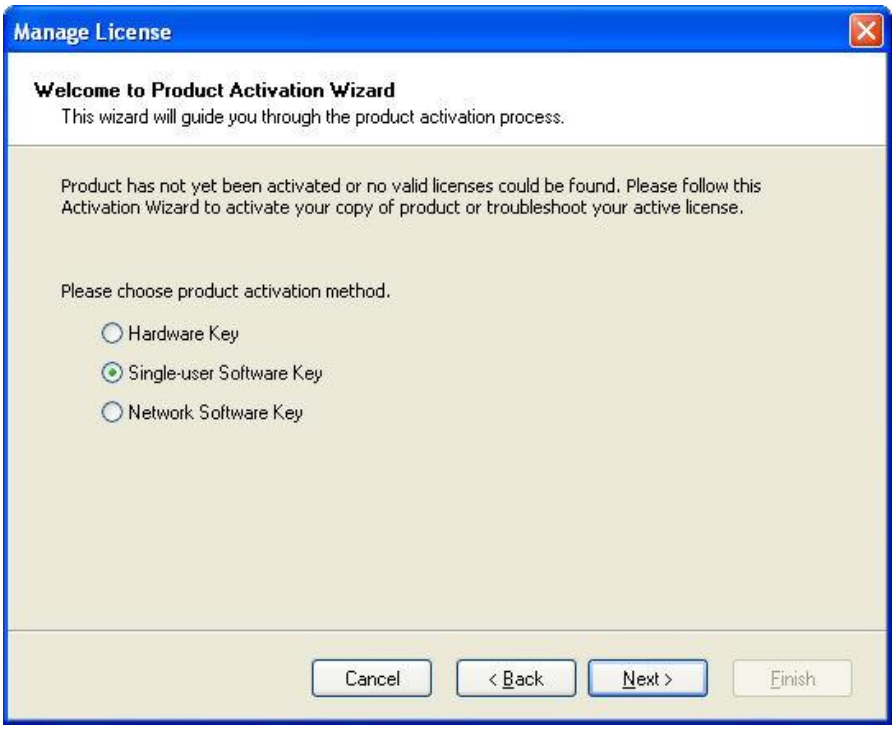
Before you start the activation process of Label Gallery software, get familiar with the following terminology:

- **Key number:** The sequence of 25 characters provided with the Label Gallery software.

- **Registration number:** Unique number generated during the activation process. The registration number validates the entered software key.
- **Activation code:** Issued on the Label Gallery activation Web site. The activation code activates the Label Gallery software on your computer.

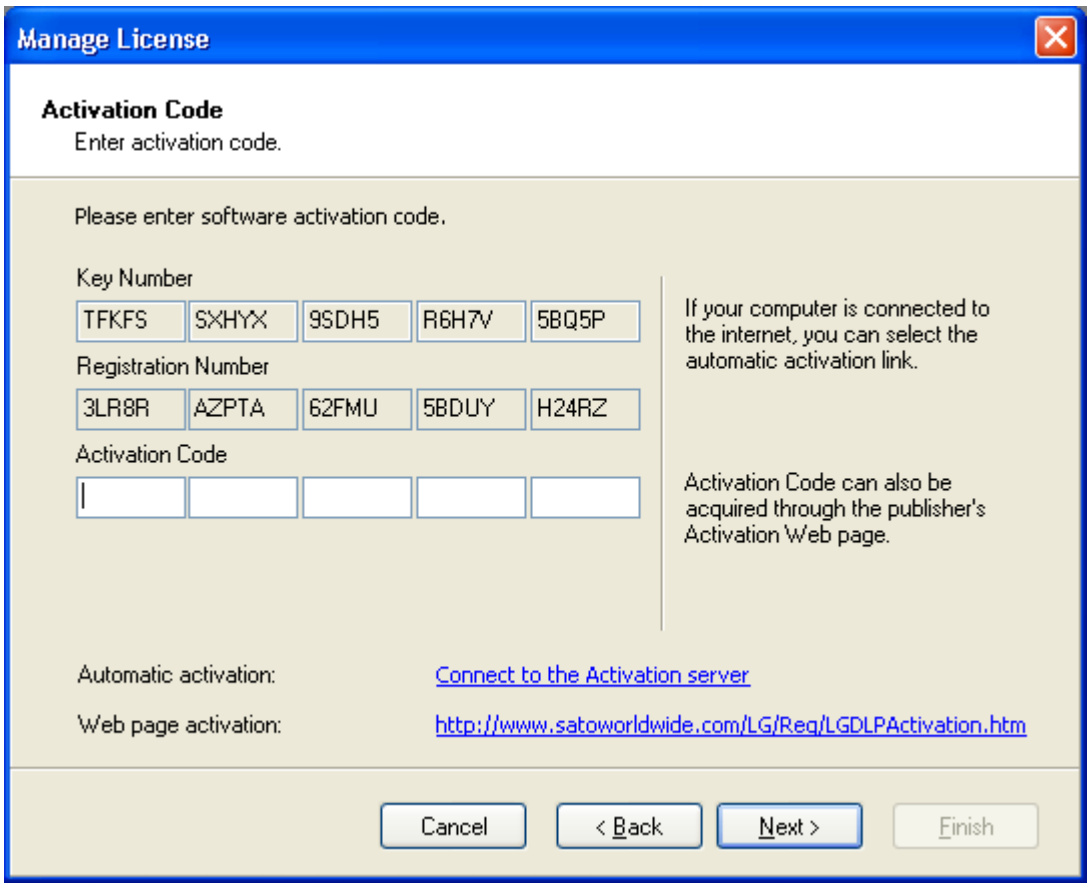
To activate Label Gallery software, do the following:

1. After the installation is complete, run Label Gallery software. The *Warning* window will open.
2. Click on **Manage License**. The *Manage License* window will open.
3. Select **Activate the package** and click on **Next**.



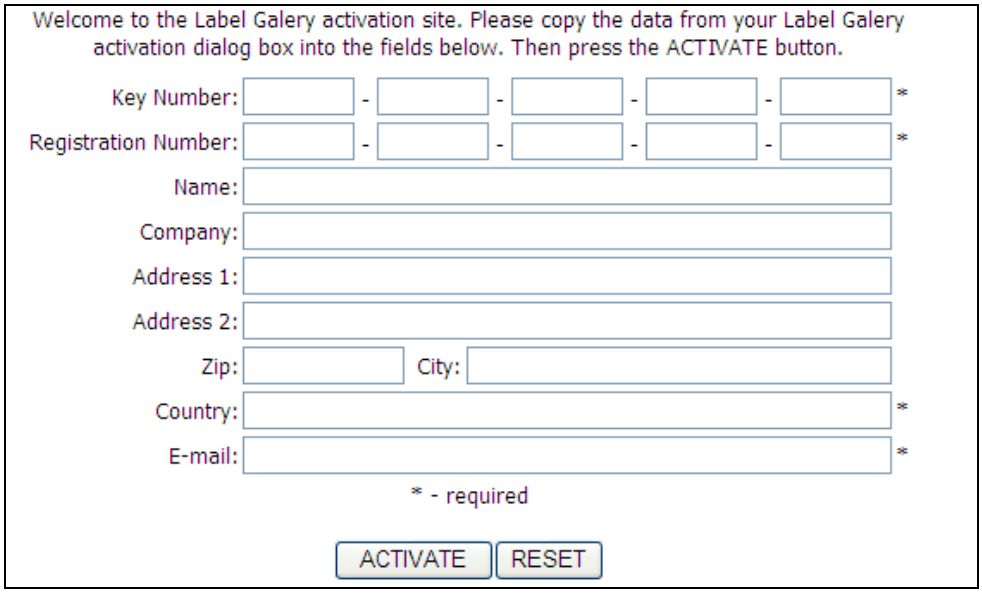
Selecting 'Single-user Software Key' activation

4. Select **Single User Software Key** and click on **Next**.
5. Enter the required customer information and the key number.
6. Click on the **Next** button. The window *Manage License: Activation Code* will open.



Validating the key number

7. To activate the software automatically, click on the link **Connect to the Activation server**. (recommended).
8. To activate the software manually, click on the Internet link for Web page activation. Your Internet browser will open the Label Gallery *Key Number Activation* Web site.
    a. Enter the key number and the registration number. Enter other user information, if prompted.
    b. Click on the **Activate** button to retrieve the Activation code.
    c. Copy the Activation code and paste it in the field **Activation Code** in the open *Manage License: Activation Code* window of the open Label Gallery software.



9. Click on the Next button and follow the prompts to complete the activation process.

Note: You can still activate the Label Gallery software if the computer does not have access to the Internet.

If the computer where you installed Label Gallery software does not have Internet access, do the following:-

1. Follow the steps one (1) to four (4) from the previous section.
2. Write down the Key number and the Registration number.
3. Write down the Internet activation Web address.
4. Go to the computer with Internet access and open the activation Web site in the Internet Explorer.
5. Enter the Key number and the Registration number. Enter other user information when prompted.
6. Click on the **Activate** button to retrieve the Activation code. Write it down.

Note: The Key and Registration numbers, the Activation code and information in other fields are **case-sensitive**, so be careful when writing it down.

7. Go back to the Label Gallery computer where the window Manage License is still open.
8. Enter the Activation code
9. Click on the Next button and follow the prompts to complete the activation process.

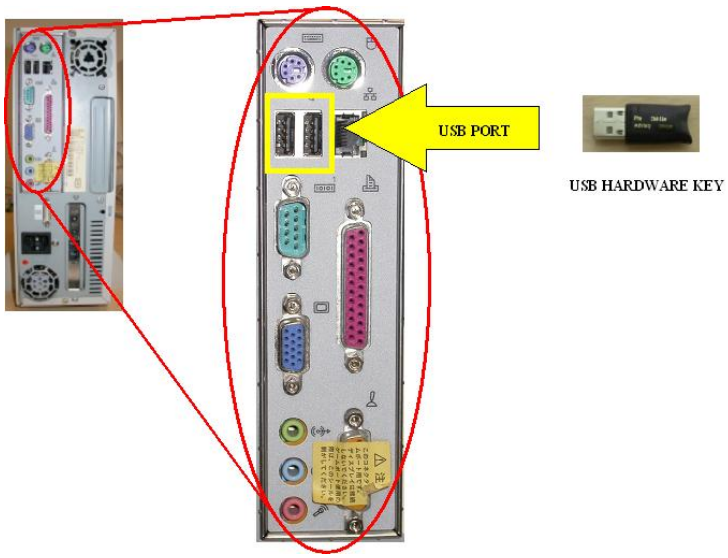
Activate Label Gallery with Hardware Key

You can activate Label Gallery single user editions (Easy, Plus and TruePro) with a USB key. However, you cannot activate Label Gallery Network edition with a hardware key.

Make sure you have finished installing the Label Gallery software on your PC when you activate your Label Gallery single user edition with a hardware key.

Activate Label Gallery with USB Hardware Key

Make sure you have finished installing the Label Gallery software on your PC.



To activate Label Gallery with a USB key, do the following:

1. Plug the USB key into an available USB port.
2. Start Label Gallery software. The **Warning** windows will open.
3. Click on Manage License. The *Manage License* window will open.
4. Select **Activate the package** and click on **Next**.

5. Select *Hardware key* and click **Next**. A new *Manage License* window will open showing the key license information for your Label Gallery software.
6. Click on the **Finish** button and Label Gallery will start in full working mode.

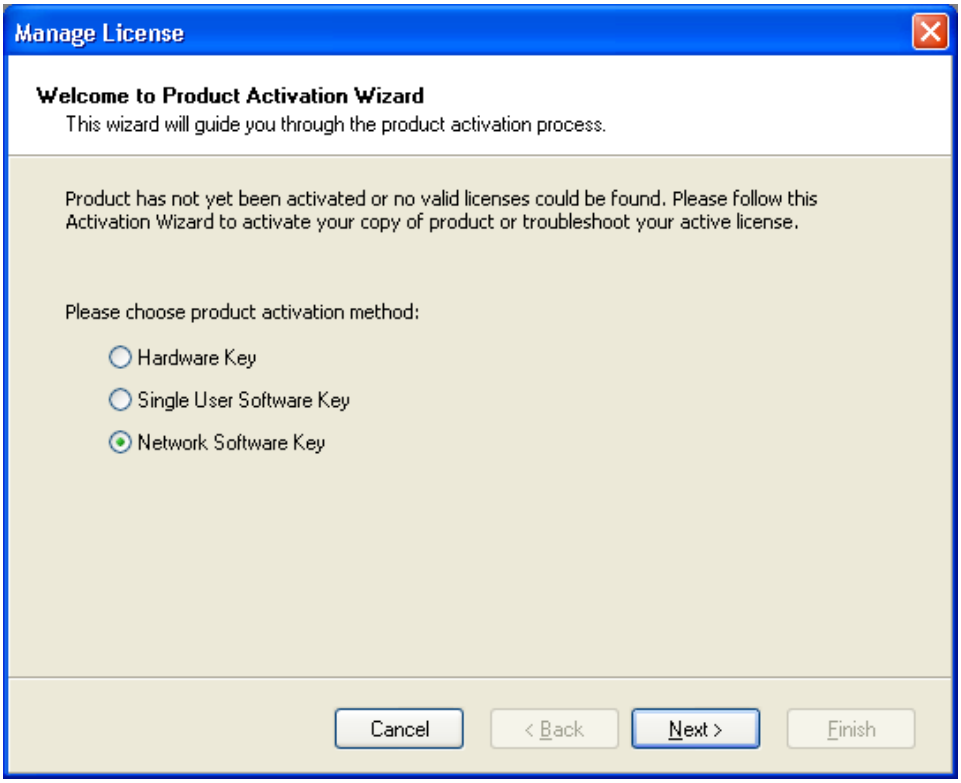
Activate Label Gallery Network Edition

You can only activate the Label Gallery Network edition with a 25 digit software key. The network edition does not provide the activation option with a USB hardware key. Before, you start the activation process of the Label Gallery software, get familiar with the following terminology:

- **Key number:** The sequence of 25 characters provided with the Label Gallery software.
- **Registration number**: Unique number generated during the activation process. The registration number validates the entered software key.
- **Activation code:** Issued on the Label Gallery activation Web site. The activation code activates the Label Gallery software on your computer.

To activate Label Gallery software, do the following:

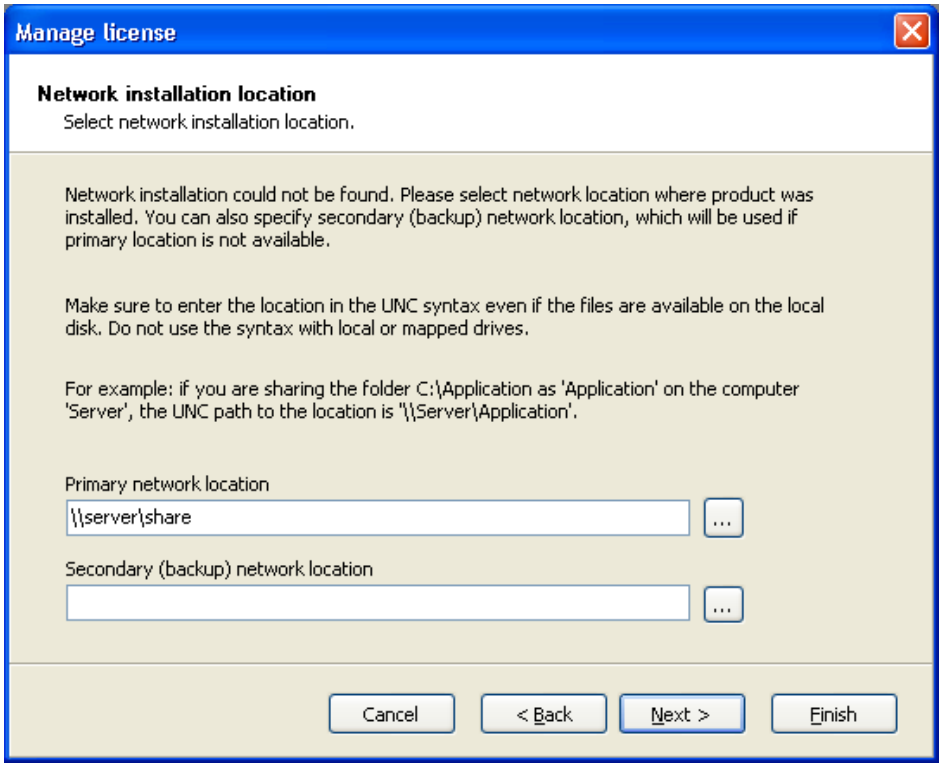
1. After you have installed the server and client parts of the Label Gallery network edition, run the Label Gallery software from your server computer. No valid license is found. Click on the button **Manage License**.
2. Select **Network Software Key** and click on **Next**.



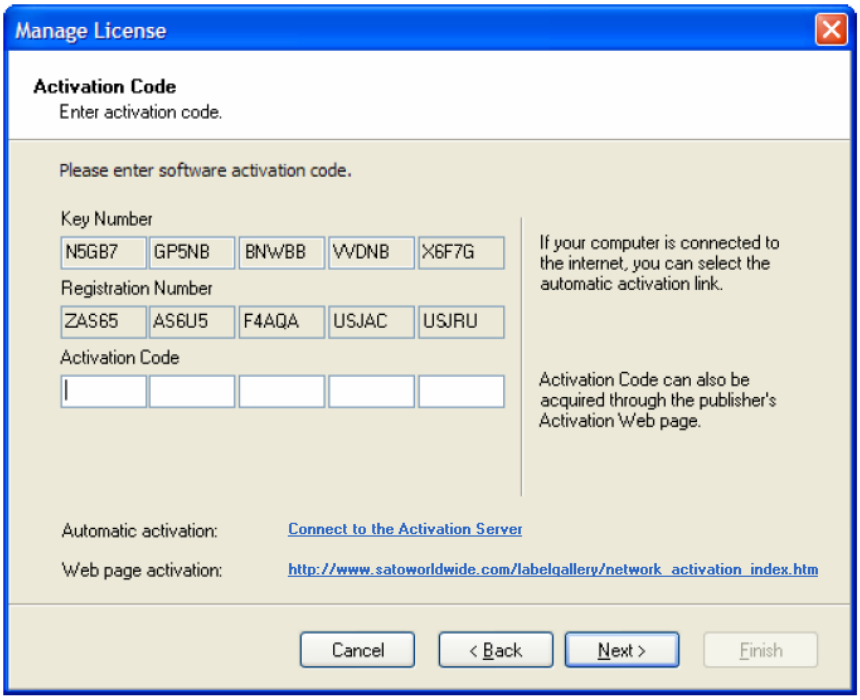
Selecting 'Network Software Key' activation

3. The primary network location path should be the same as the one entered at installation (see the chapter **Install Label Gallery Software on the Server**) and click on **Next**.

Note: Make sure to use UNC syntax when referring to the server location. Use the syntax \\server\share\file and not the syntax with the mapped driver like W:\share\file.



4. Enter the required customer information and the key number then click on the **Next** button.
5. To activate the software automatically, click on the link **Connect to the Activation server** (recommended).
6. To activate the software manually, click on the provided Internet link for Web page activation. Your Internet browser will open the Label Gallery *Network Key Number Activation* Web site.
    a. Enter the key number and the registration number. Enter other user information, if prompted.
    b. Click on the **Activate** button to retrieve the Activation code.
    c. Copy the Activation code and paste it in the field **Activation Code** in the open *Manage License: Activation code* window of the open Label Gallery software.

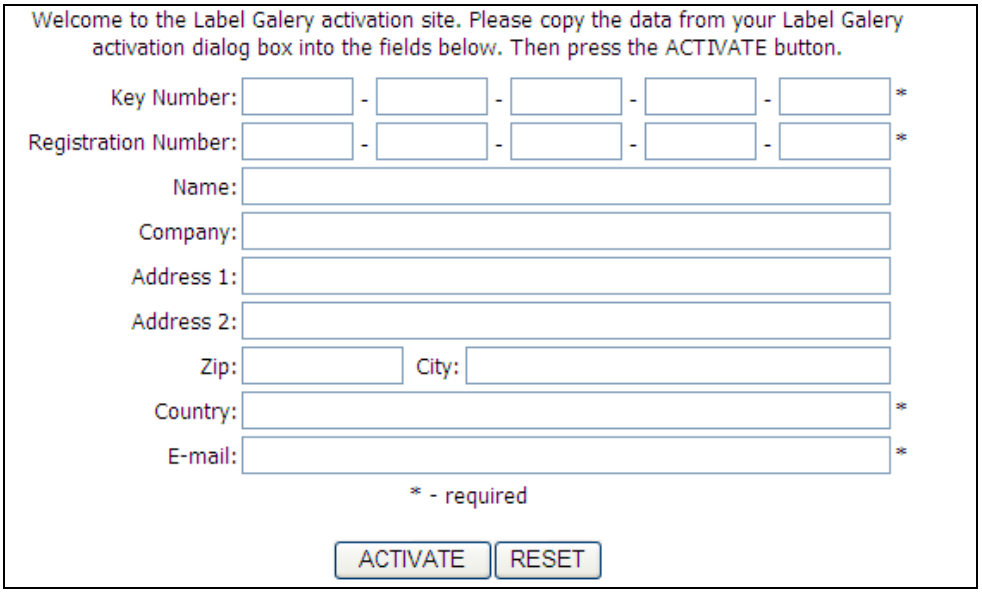


7. Click on the Next button and follow the prompts to complete the activation process.

Note: You can still activate the Label Gallery software if the computer does not have access to the Internet.

If the computer which you installed Label Gallery does not have internet access, do the following:

1. Follow the steps one (1) to four (4) from the previous section.
2. Write down the Key number and the Registration number.
3. Write down the internet activation web address.
4. Go to the computer with the internet access and open the activation website in the Internet Explorer.
5. Enter the Key number and the Registration number. Enter other user information when prompted.



6. Click on the **Activate** button to retrieve the Activation code. Write it down.

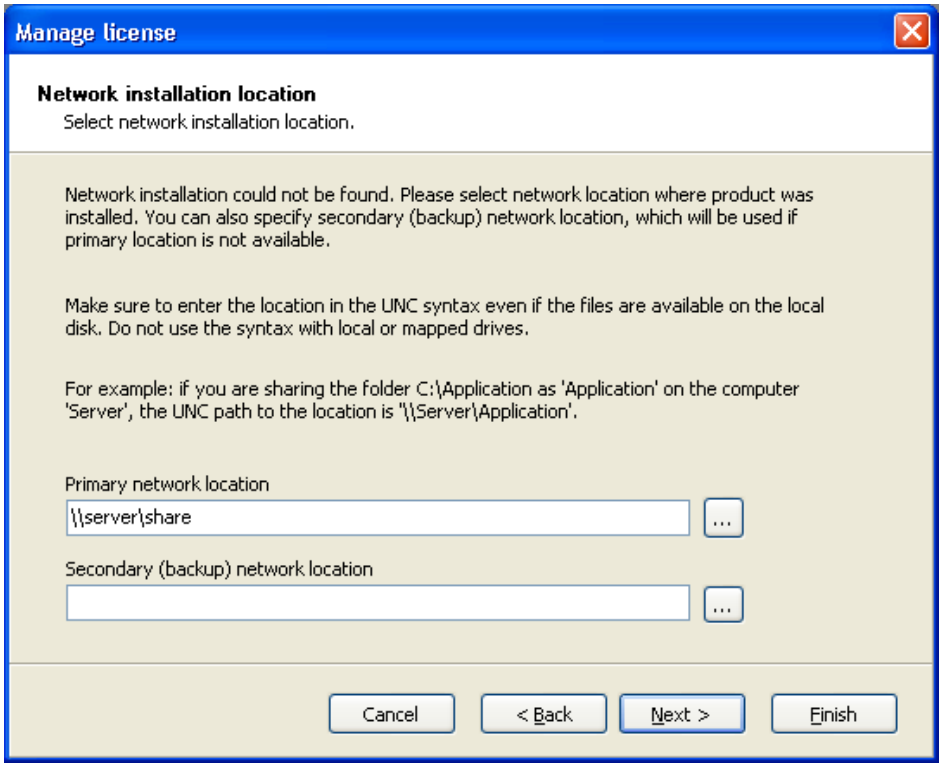
Note: The Key and Registration numbers, the Activation code and information in other fields is case-sensitive, so be careful when writing down the numbers.

7. Go back to the Label Gallery computer where the window *Manage License* is still opened.
8. Enter the Activation code.
9. Click on the **Next** button and follow the prompts to complete the activation process.

Activate Additional Network client

The Network client you have used for activation of the Label Gallery TruePro Network server is activated automatically. To activate additional Label Gallery TruePro Network clients on other workstations please follow these steps:

1. Install Label Gallery TruePro on the workstation.
2. Open the Label Gallery software. No valid license is found and the window *Manage License* opens.
3. Select the *Network Software Key* and click on **Next**.



Locating the Label Gallery TruePro Network installation path

4. Browse for the location where the Label Gallery TruePro Network was installed and click on the **Next** button.

   The license information will be copied from the server.

Note: Make sure you are using UNC syntax when referring to the network location. Use the syntax \\server\share\file and not the syntax with the mapped drive like W:\share\file.

Label Gallery TruePro Network client is activated. The full Label Gallery version can only run on the workstation if the Label Gallery server has enough licenses available. If no license is available, you can only work with the Label Gallery Demo Mode and have to wait until one of the client currently running Label Gallery logs off.

Label Gallery Demo Mode

The demo mode of the Label Gallery software has limited functionality. The major limitations are:

- You can only print five (5) labels per print job.

- You can only define one (1) variable field on the label you want to export (to Pocket Label Gallery, to SAP, to printer's memory or using other export possibilities.)
- Random characters will replace the data values of label objects.
- If you continue running Label Gallery software in the demo mode, you will experience increasing delay at startup.

To change from demo mode to full functionality without limitations, you have to activate your Label Gallery software.

Installing Label Gallery Upgrades

You can upgrade the Label Gallery software in the following ways:

- Upgrade software within one version (minor version upgrade), for example from 3.0.0 to 3.1.0.
- Upgrade software version from an older version to the one (major version upgrade), for example 2.1.0 to 3.0.0.
- Upgrade software edition, for example Label Gallery Plus to a more advanced edition like Label Gallery TruePro.

Install Label Gallery Upgrade (Minor Version Upgrade)

In a Label Gallery software *minor* version upgrade, you are upgrading from an older version of Label Gallery 3.0, to the latest version of 3.x. Before you upgrade your Label Gallery software, make sure you

- Backup your Label Gallery files.
- Do not remove the existing version from your desktop PC.
- Check what Label Gallery edition you have.

Note: To check your Label Gallery edition, look at the label on your CD or open Label Gallery software and go to Help/About in the menu.

To upgrade your Label Gallery single user software version (minor version upgrade), do the following:

1. Close the Label Gallery software on your desktop PC.
2. Disable your Virus Scan software.

3. Install the new version in the same folder where the old version is currently installed. The new version will replace the old one.
4. Follow the prompts.

Install Label Gallery Upgrade (Major Version Upgrade)

Please take note that for *major* version upgrades (2.x to 3.x), you are required to purchase an upgrade pack. Please contact your software vendor for more details about purchasing the upgrade pack.

In Label Gallery software major version upgrade, you upgrade an older version, for example Label Gallery 2.x.x to the latest version 3.x.x. Before you upgrade Label Gallery software, make sure you

1. Backup your Label Gallery files.
2. Do not remove the existing version from your desktop PC.
3. Check what Label Gallery edition you have.

Note: To check your Label Gallery edition. Look at the label on your CD or open Label Gallery software and go to Help/About in the menu.

To upgrade your Label Gallery single user software (major version upgrade), do the following:

1. Close Label Gallery and any other software on your desktop PC.
2. Disable your Virus scan software

Note: Make sure that all clients have logged off if you have Network edition.

3. Put the Label Gallery CD in your CD-ROM drive.
4. Install the same Label Gallery edition as you already have; for example, if you have Label Gallery 2.1.x and want to upgrade to Label Gallery Plus 3.x.x, install Label Gallery Plus 3.x.x.
5. Follow the prompts.

Install Label Gallery Edition Upgrade

When you perform an edition upgrade, you want to upgrade to a more powerful Label Gallery edition; for example upgrade from Label Gallery Easy to Label Gallery Plus to Label Gallery TruePro. Before you upgrade your Label Gallery software, make sure you

- Backup your Label Gallery files
- Close Label Gallery and any other software on your desktop PC.
- Do not remove the existing Label Gallery software edition.

To upgrade your Label Gallery **single user** software edition, do the following:

1. Put the Label Gallery CD in your CD-ROM driver.
2. Install the new edition on your computer. Follow the same instructions as for first-time installation. Refer to the chapter **Installing Label Gallery Software**.
3. Follow the prompts.

Note: Activate the new edition of the Label Gallery software when you have received the activation document from our vendor with upgrade package. You would not be able to use the new edition until you have activated it.

Installing Label Gallery Network Upgrades

You can upgrade the Label Gallery Network software in the followings ways:

- Upgrade software within one version (minor version upgrade), for example from 3.0.0 to 3.1.0.
- Upgrade software version from an older version to the most current one (major version upgrade), for example 2.1.0 to 3.0.0.
- Upgrade software from single user edition to a Label Gallery TruePro Network edition with five or more concurrent users.

Install Label Gallery Network Upgrade (Minor Version Upgrade)

In a Label Gallery minor version network upgrade, you upgrade from an older minor version network, for example Label Gallery 3.0.0, to the latest version of 3.x.x. Before you upgrade your Label Gallery software, make sure you

- Backup your Label Gallery files
- Do not remove the existing version from your server and workstations.

Note: To check your Label Gallery edition. Look at the label on your CD or open Label Gallery software and go to Help/About.

To install a new minor version of Label Gallery on the server and on the workstations, do the followings:

1. Close Label Gallery and any other running software on your server and workstations.
2. Disable your Virus scan software
3. Put the Label Gallery CD in your CD-ROM drive on any computer with a Label Gallery client installed.

Note: Make sure that all clients have logged off before you install the latest Label Gallery Network minor version upgrade.

4. Install the new version on the server computer. Follow the same instructions as for the first-time installation. Refer to the chapter **Install Label Gallery on the Server**.
5. Install the new version on all workstations. Follow the same instructions as for first-time installation. Refer to the chapter Install **Label Gallery on the Workstation**.

Install Label Gallery Network Upgrade (Major Version Upgrade)

In a Label Gallery major version network upgrade, you upgrade from an older major version network, for example Label Gallery 2.0.0, to the latest

version of 3.x.x. Before you upgrade your Label Gallery software, make sure you

- Backup your Label Gallery files
- Leave the existing network version on your server and workstations.

Note: To check your current Label Gallery version, look at the label on your CD case or open Label Gallery software and go to Help/About in the menu.

To upgrade your Label Gallery (major version upgrade), do the followings:

1. Close Label Gallery and any other running software on your server and workstations.
2. Disable your Virus scan software.

Note: Make sure that all clients have logged off before you install the latest Label Gallery Network version.

3. Install the new version on the server computer. Follow the same instructions as for the first-time installation. Refer to the chapter **Install Label Gallery Software on the Server**.
4. Install the new version on all workstations. Follow the same instructions as for first-time installation. Refer to the chapter **Install Label Gallery on the Workstation**.

Install Label Gallery Network Upgrade (from Single User Upgrade)

When you perform a network upgrade from a single user edition, you want to upgrade for example from a Label Gallery Plus single user edition to a Label Gallery TruePro Network edition. Before you upgrade your Label Gallery software, make sure you

- Backup your Label Gallery files
- Remove the existing Label Gallery software edition from your desktop computer.

To upgrade your Label Gallery software edition, do the following:

1. Put the Label Gallery CD in your CD-ROM drive.
2. Disable your Virus scan software
3. Install the new network edition on the server computer. Follow the same instructions as for the first-time installation. Refer to the chapter **Install Label Gallery Software on the Server**.
4. Install the new network edition on all workstations. Follow the same instructions as for first-time installation. Refer to the chapter **Install Label Gallery on the Workstation**.

Activating Label Gallery Upgrades

Activating Label Gallery Network Upgrade (Minor Version Upgrade)

When you upgrade to a new minor version of Label Gallery of the same edition, for example Label Gallery Plus version 3.0 to Label Gallery Plus version 3.1, the software will remain activated. Just make sure to install the new version on top of the existing version. Please follow the same instructions as described in the chapter **Install Label Gallery Upgrade (Minor Version Upgrade)**

Note: For the **network version** make sure to install the server part in the same folder on the server that is currently used for Label Gallery Network. You will not have to activate the Label Gallery server again. It will remian activated from the previously installed build.

Activating Label Gallery Upgrade (Major Version Upgrade)

When you upgrade to a new Label Gallery major version of the same edition, for example from Label Gallery Plus version 2.1 to Label Gallery Plus 3.1, you have activate the software again. The new version does not override the existing one and you can work with both the old and new Label Gallery version of the same edition. Please follow the same instructions as for the first-time installation of Label Gallery in the chapter **Installing Label Gallery Software.**

Summary of required steps:

1. Close all Label Gallery applications.
2. Do not remove the existing version of Label Gallery software.
3. Install the new Label Gallery edition of the same edition you already have.
4. If your Label Gallery software (old version) has a hardware key (USB, see chapter **Activating Label Gallery Software**), plug the key in your computer.
5. Activate the new Label Gallery version with the upgrade key number.

Note: To upgrade your Label Gallery software version **2.1.x** to Label Gallery **3.1.x**, you need to have available both the old 25-digit serial number (for version 2.1.x) and the new 25-digit software key number (for version 3.x.x). Both keys are required to activate your Label Gallery upgrade.

To activate the new Label Gallery version, do the followings:

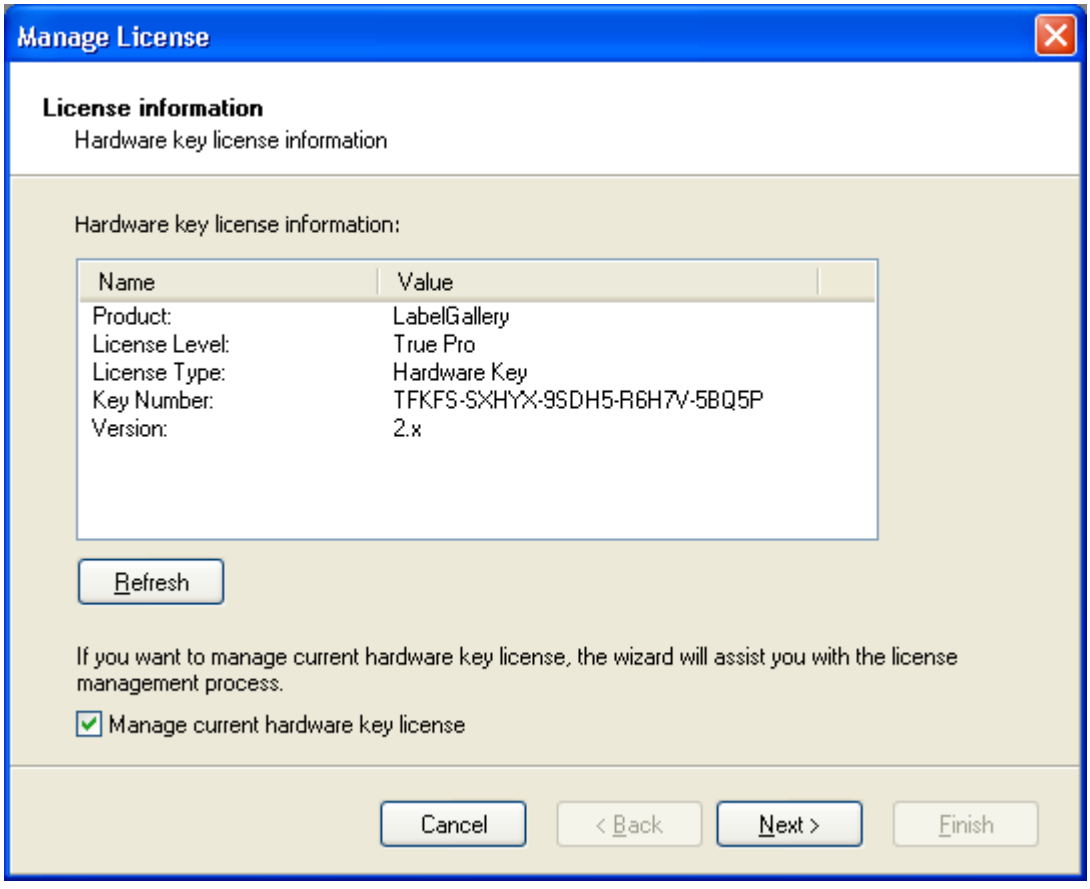
1. Open the newly installed Label Gallery software version. A *Warning* window will open.
2. Click on the **Manage License** button. The *Manage License* window will open.

Note: If you activate Label Gallery immediately after completing the installation, select **Activate the package** and click on **Next**.

3. Select **Single User Software Key** and click on **Next**. A new *Manage License* window will open showing the key license information of your old Label Gallery version.

Note: If your old Label Gallery software came with a USB key, plug the key into an available port, select **Hardware Key** and click on **Next**.

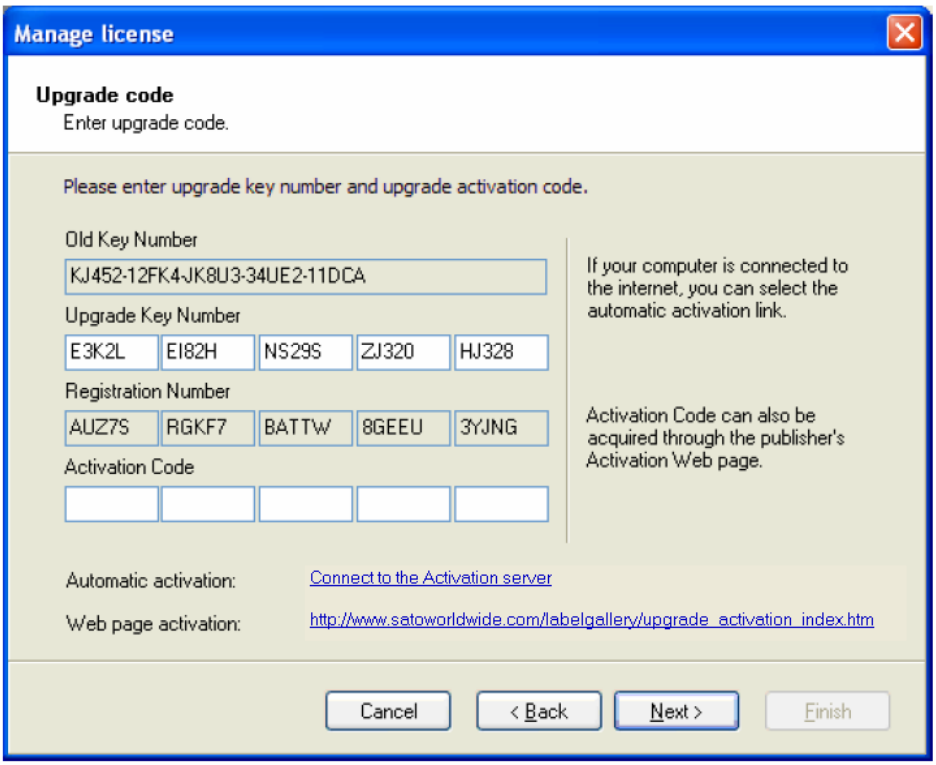
4. If your Label Gallery software is protected by a software key, select **Manage current software key license** and click on **Next.** If your Label Gallery software is protected by a hardware key, select **Manage current hardware key license** and click on **Next**.



Selecting Manage current hardware key license

5. In the *Manage License: Manage software key license* window, select **Upgrade key license** and click on **Next.**
6. In the *Manage License: Upgrade code* window, enter the **Upgrade Key Number** you retrieved from your vendor.

7. To activate the software automatically, click on the link **Connect to the Activation server** (recommended).
8. To activate the software manually, click on the provided Internet link for web page activation. Your Internet browser will open the Label Gallery *Upgrade Activation* website.
    a. Enter user information and click on **ACTIVATE**. A new window will open with the generated Activation Code.
    b. Copy the Activation code from the web site and paste it in the field **Activation Code** in the open Manage *License: Activation code* window of the open Label Gallery software.



Entering Upgrade Key Number

9. Click on the **Next** button and follow the prompts to complete the activation process.

Note: You can still activate the Label Gallery software if the computer does not have access to the Internet. Please refer to the chapter **Activate Label Gallery Single User Edition**.

Activating Label Gallery Edition Upgrade

When you upgrade to a new edition of Label Gallery software, for example from Label Gallery Easy to Label Gallery Plus or Label Gallery Plus to Label Gallery TruePro, you keep the existing Label Gallery edition on your computer and install and activate the new Label Gallery edition. Please follow the same instructions as for the first-time installation of Label Gallery in the chapter **Installing Label Gallery Software**. To activate the new Label Gallery software edition, follow the activation instructions discussed in the chapter **Activating Label Gallery Upgrade (Major Version Upgrade)**.

Note: To upgrade your Label Gallery software edition, you need to have available the older serial number/ software key and the new 25 digit software key number. Both keys are required to activate your Label Gallery upgrade.

Summary of required steps:

1. Close all Label Gallery applications.
2. Install the new Label Gallery edition.
3. Activate the new Label Gallery edition with the upgrade key number.

Activating Label Gallery Network Edition (Major version Upgrade)

In a Label Gallery major version network upgrade, you upgrade from an older network version, for example Label Gallery 2.0.0, to the latest version of 3.x.x. Before you upgrade your Label Gallery software, make sure you

1. Backup your Label Gallery files
2. Leave the existing network version on your server and workstations.

Note: To check your current Label Gallery version, look at the label on your CD or open Label Gallery software and go to Help/About in the menu.

3. Install the new version on the server computer. Follow the same instructions as for the first-time installation. Refer to the chapter **Install Label Gallery on the Server**. Install Label Gallery on the Server
4. Install the new version on all workstations. Follow the same instructions as for first-time installation. Refer to the chapter **Install Label Gallery on the Workstation**.
5. Activate the new Label Gallery version with the upgrade key number.

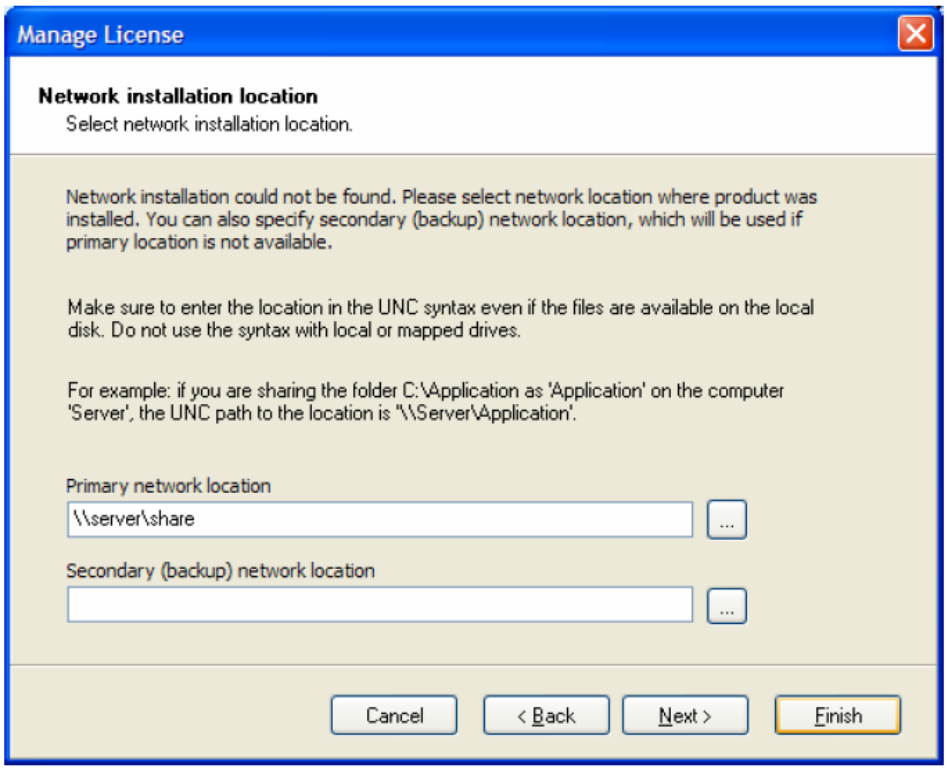
Note: To upgrade your Label Gallery Network version 2.x to Label Gallery Network version 3.x, you need to have available both the old 25 digit serial number (for version 2.1.x) and the new 25 digit software key number (for version 3.x.x). Both keys are required to activate your Label Gallery upgrade.

To activate the new Label Gallery Network version, do the following:

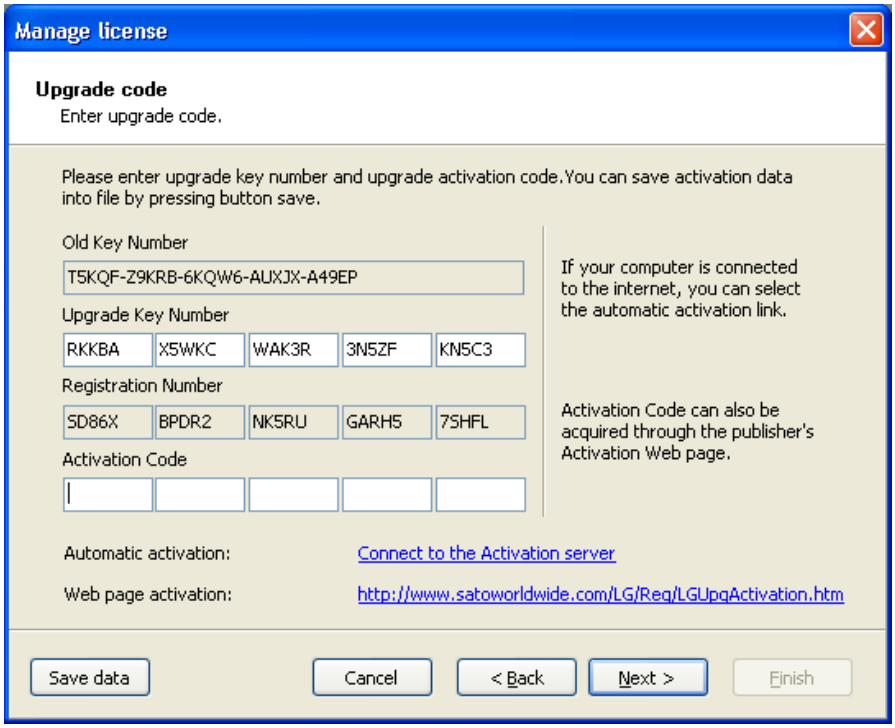
1. Open the newly installed Label Gallery software version on your server or any client computer. A *Warning* window will open.
2. Click on the **Manage License** button. The *Manage License* window will open.

Note: If you activate Label Gallery immediately after completing the installation, select **Activate the package** and click on **Next**.

3. Select **Network Software Key** and click on **Next**. A new *Manage License* window will open showing the network installation location.
4. Enter the primary network location path that should be the same as the one entered at installation (see the chapter **Install Label Gallery on the Server**) and click on **Next**.



5. Enter the required customer information and the upgrade key number and click on **Next**.
6. To activate the software automatically, click on the link **Connect to the Activation server** (recommended).
7. To activate the software manually, click on the provided Internet link for Web page activation. Your Internet browser will open the Label Gallery *Upgrade Activation* Web site.
    a. Enter the key number and the registration number. Enter other user information, if prompted.
    b. Click on the **Activate** button to retrieve the Activation code.
    c. Copy the Activation code and paste it in the field Activation Code in the open *Manage License: Enter Upgrade Code Number* window of the open Label Gallery software.



8. Click on the **Next** button and follow the prompts to complete the activation process.

Note: You can still activate the Label Gallery software if the computer does not have access to the Internet. Please refer to the chapter **Activate Label Gallery Network Edition**.

Activating Label Gallery Network Edition (from Single User Upgrade)

When you upgrade to Label Gallery Network edition from a single user edition, for example Label Gallery Plus single user edition to a Label Gallery TruePro Network edition, you must remove the old single user edition and install the new network edition on the server computer and on all workstations. Follow the same instructions as for the first-time installation. Refer to the chapters **Install Label Gallery Software on the Server** and **Install Label Gallery Software on the Workstation**.

To activate the new Label Gallery Network edition, follow the activation instructions discussed in the chapters **Activate Label Gallery Network Edition** and **Activate Additional Network Clients**.

Summary of required steps:

1. Backup your Label Gallery files
2. **Remove** the existing Label Gallery software edition from your desktop computer.
3. Install the Label Gallery Network software on your server on the workstations.

Note: Make sure that all clients have logged off before you installed the Label Gallery Network edition.

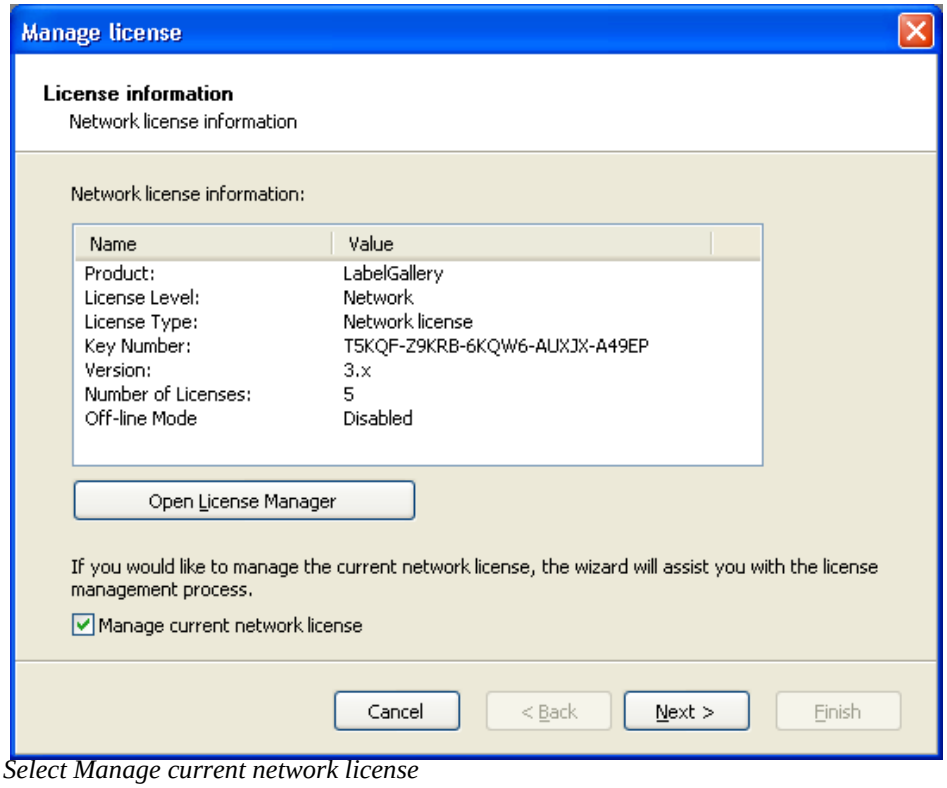
4. Activate the new Label Gallery Network edition (server and client activation) with the new network key number.

Activating Label Gallery Network Edition (License Pack Upgrade)

With a Label Gallery Network License pack upgrade you can add user licenses to your current Label Gallery Network edition in increments of 5, 10,20 or 50 concurrent users. To add additional network user licenses, you only have to activate your network edition with the Label Gallery Network License Pack software key you have received from your vendor.

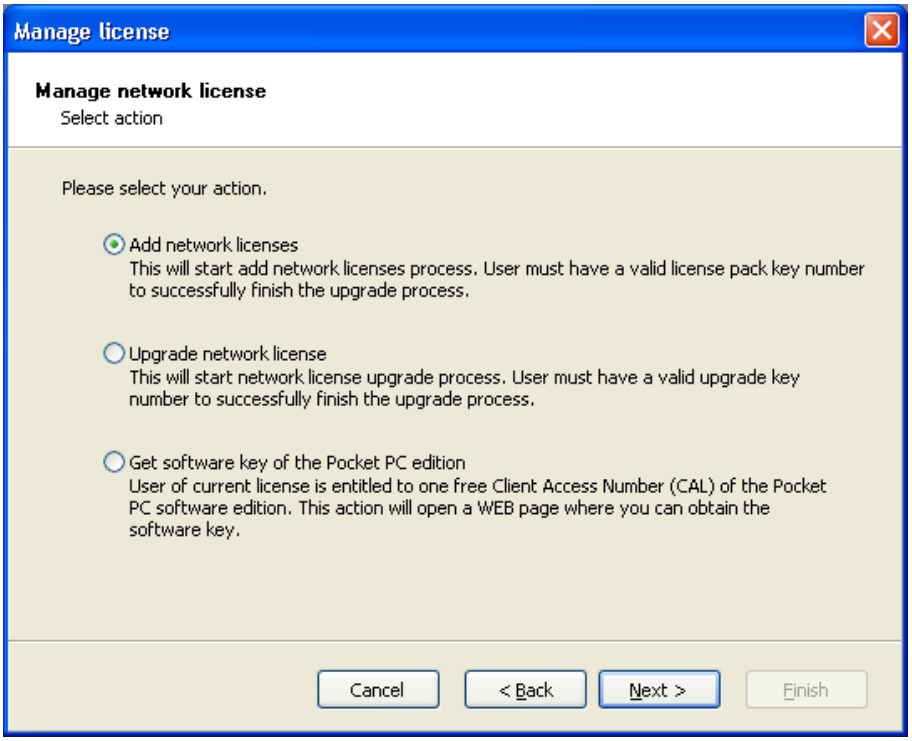
To upgrade your Label Gallery Network edition with additional user licenses, do the following:

1. Open the Label Gallery software on your server computer or any client that has installed the Label Gallery software.
2. Click on the **Manage License** button. The *Manage License* window will open.
3. Select **Manage current software key** license and click on **Next**.



Select Manage current network license

4. In the Manage License: Manage Network License window, select **Add network license** and click on **Next**.



Selecting add network license

5. In the *Manage License: License Pack Key* Number window, enter the **License Pack Key Number** you received from your vendor.
6. To activate the software automatically, click on the link **Connect to the Activation server** (recommended).
7. To activate the software manually, click on the provided Internet link for Web page activation. Your Internet browser will open the Label Gallery *License Pack Activation* Web site.
    a. Enter user information and click on **ACTIVATE**. A new window will open with the generated Activation Code.
    b. Copy the Activation code from the Web site and paste it in the field **Activation Code** in the open *Manage License: Manage Network License* window of the open Label Gallery software.
8. Click on the **Next** button and follow the prompts to complete the activation process.

Note: You can still activate the Label Gallery software if the computer does not have access to the Internet. Please refer to the chapter **Activate Label Gallery Network Edition**.

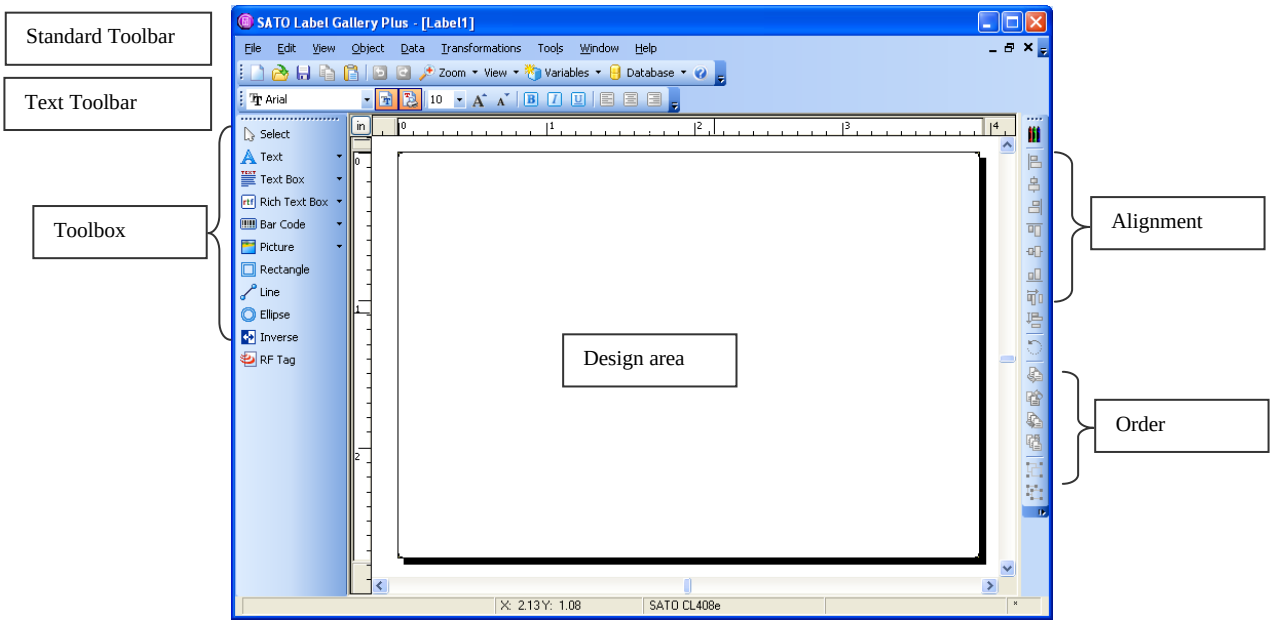
3. Label Design and Printing

In this chapter you will learn how to design and print labels with Label Gallery Plus. All examples assume that you use SATO's thermal printer and GalleryDriver.

The screenshots in this chapter show the default view on the Label Gallery user interface. You can change the interface according to your preferences. Basic mode will show only essential option in the dialog boxes and Advanced mode will make all program functionality available. You can switch between modes on-the-fly by clicking on the buttons 'Basic' and 'Advanced' in the dialog boxes or set the default mode in the Label Gallery preferences.

To start designing a label, open Label Gallery Plus. The figure below shows the default working interface of Label Gallery Plus.

Note: The feature of switching between *Basic Mode* and *Advanced Mode* is not available in *Label Gallery Free* and *Label Gallery Easy* editions.



Working window of Label Gallery Plus

Designing a Basic Label

In this section you will learn how to design a simple label file with fixed and variable objects. The variable objects can obtain values from several sources. You will learn how to:

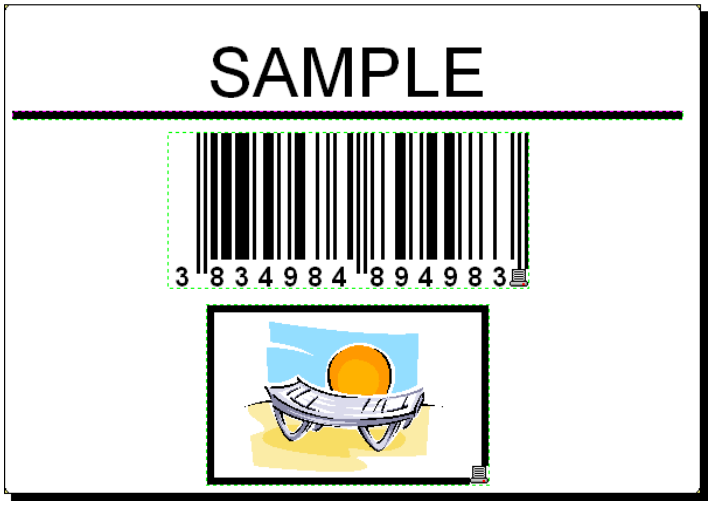
a. Provide object values with a keyboard prompt.

b. Obtain object values from a database.

c. Preview the label on the screen.

d. Print the label.

The label you create will look like this:



Basic label

Create a Basic Label

To create a basic label, do the following:

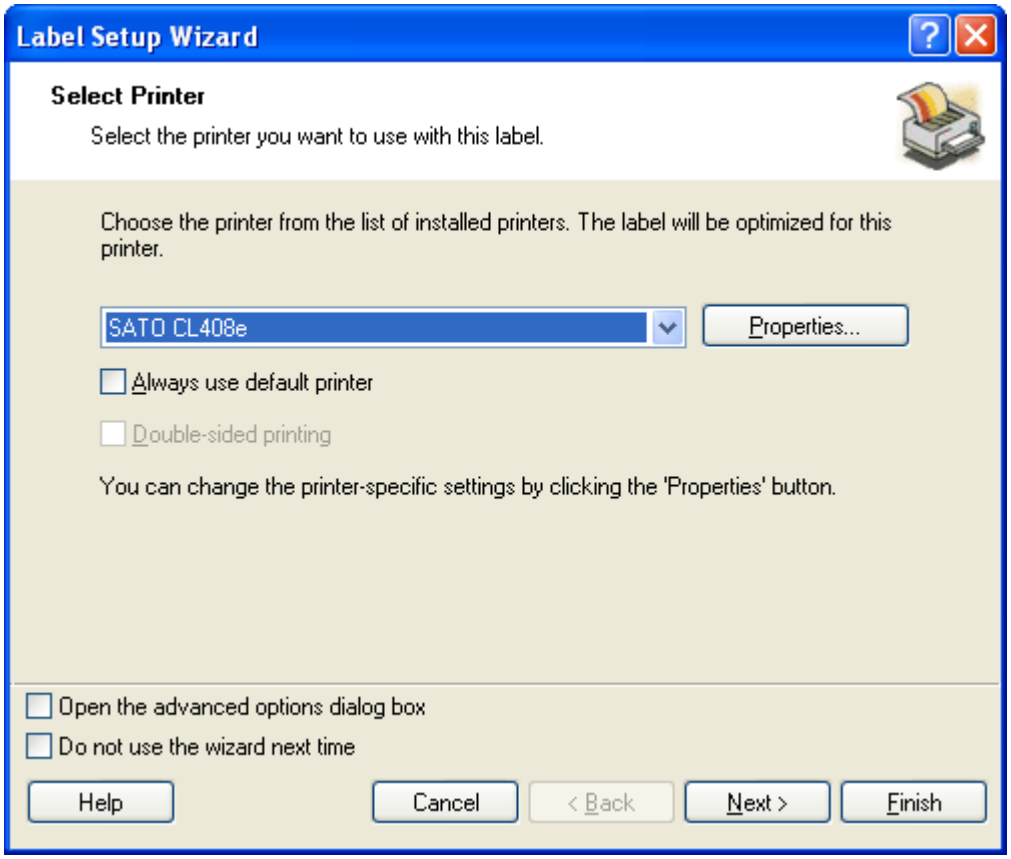
1. Open Label Gallery software (Plus or Easy).
2. Select **New label** in the **File** menu or click on the icon in the standard toolbar.
   Each time you create a new label, a Label Setup Wizard will start to help you setup the label and connect to the printer.

Note: You can leave the Wizard at any time and accept the default settings for the label by clicking on the **Finish** button.

Select a Printer

1. Select the printer you want to use for label printing.

Note: If you don't find your printer on the list, refer to chapter **Install Printer Driver** for installation instructions.



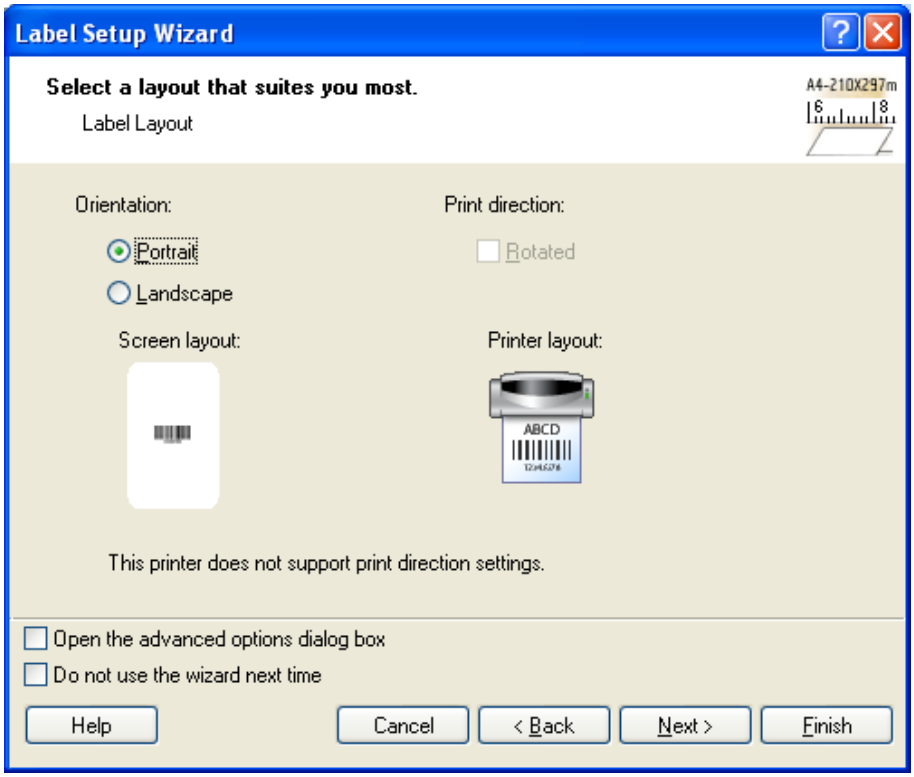
Selecting a printer

2. Click on the **Next** button.

Define Label and Page Dimensions

1. If you want to use the label stock, select your choices in the window **Select Stock**.
2. Click on the **Next** button. A new window will open to define the label dimensions manually.
3. Leave the option *Page Size* on 'User defined' default and check **Automatic Sizing**.
4. Click the Next button. A new window will open.

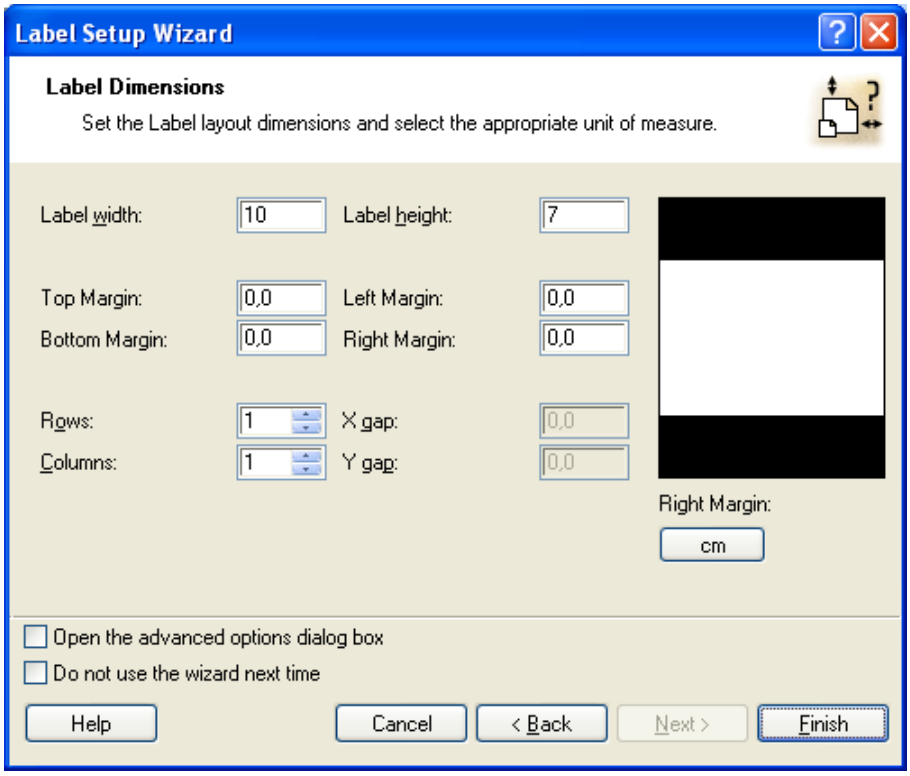
5. Select label orientation and print direction.



Selecting label layout

6. Click on the **Next** button. A new window will open. Enter *10* for label width and *7* for label height.

Note: Dialog box differs from thermal and office printers.



Defining label dimensions

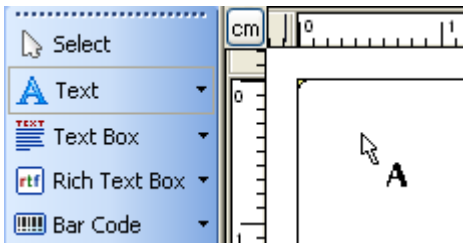
Note: To change the unit of measure from centimeters to inches or other supported units, click on the button with unit of measure below the label preview in the dialog box.

7. Click on the **Finish** button. New empty label will open.

Enter Non-Changing Text

1. Click on the

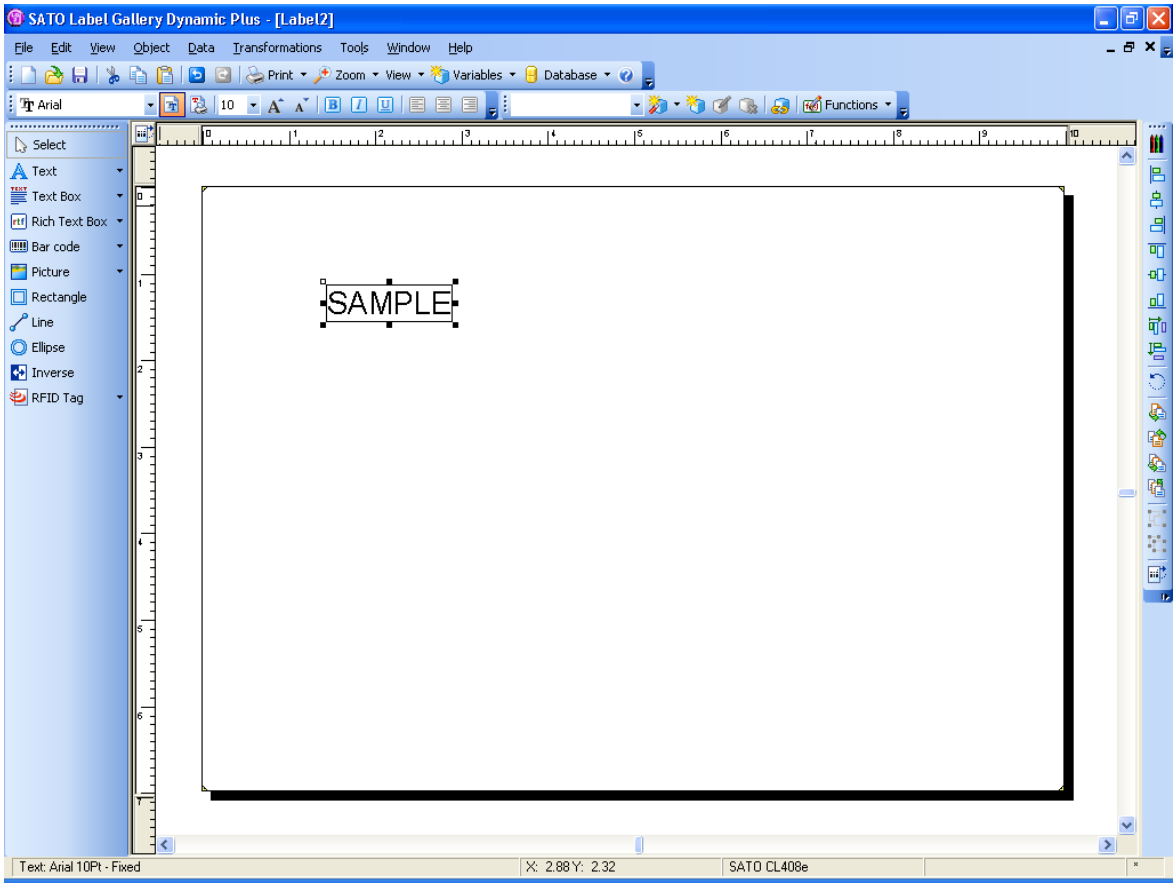
button in the **Toolbox**. The text cursor appears on the screen.



Cursor for text object

2. Move the cursor to the location on the label where you want to place the text object and click on the mouse button.

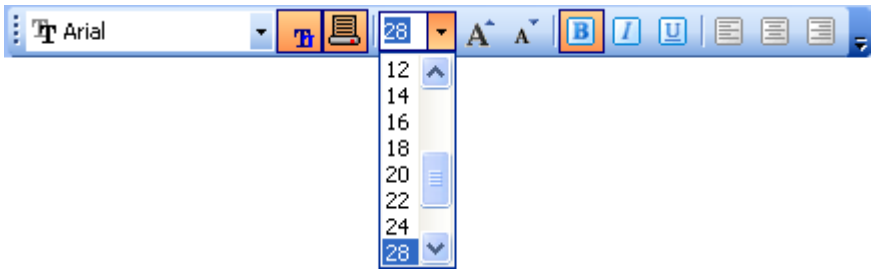
3. Enter the text "SAMPLE".



Entering content for text object

4. Click on the text object to select the object.
5. Change the font for the text object using the Text toolbar.

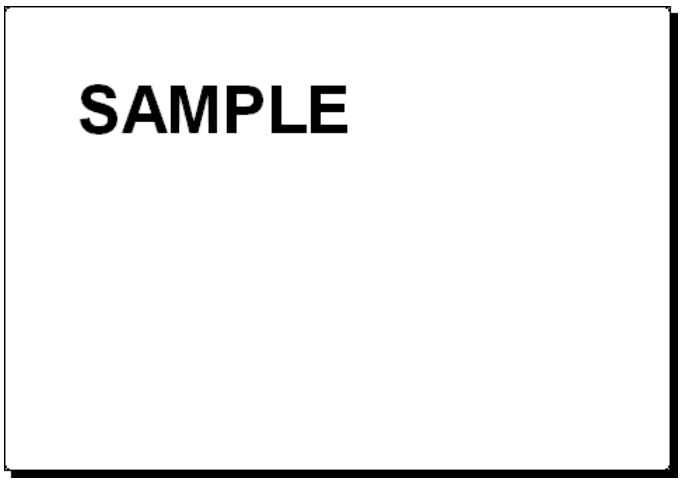
   Choose Arial font, 28 point size and bold style.



Using format options in the text toolbox

6. To change the position and size of the text object, select the text object and drag object with your mouse to the position where you want to have it.

The screen should show the following:



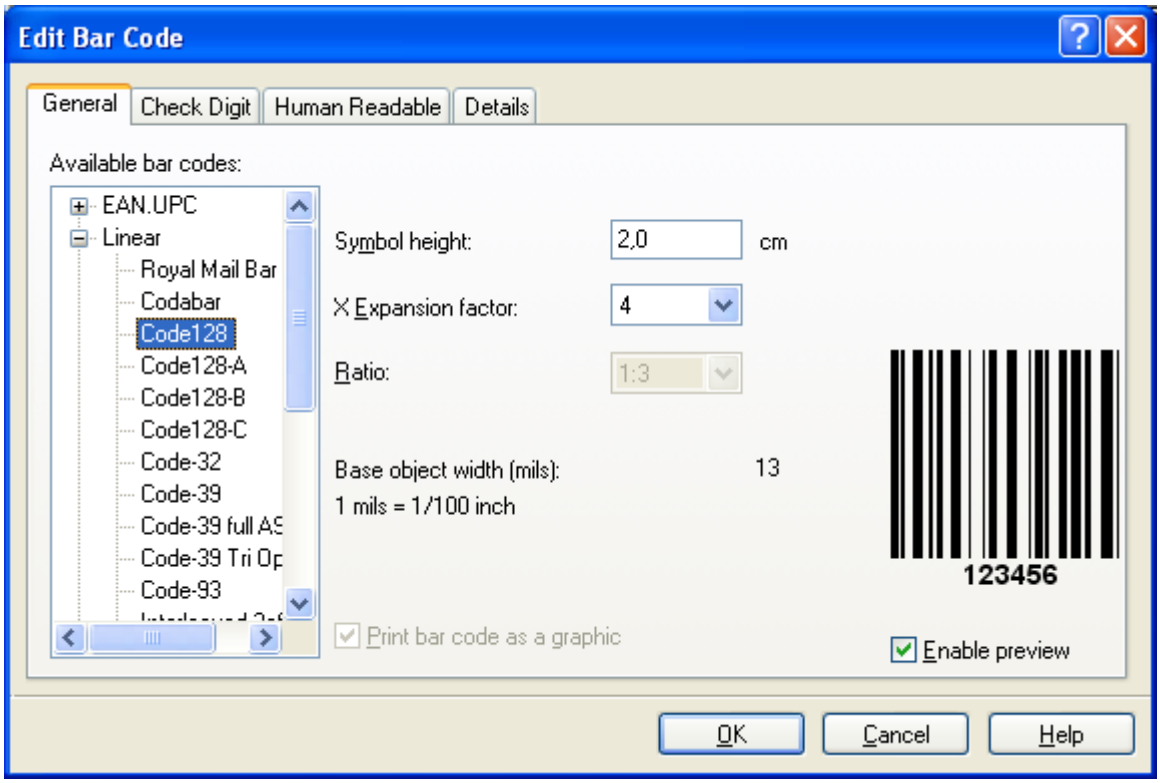
The text object is placed on the label

Insert Bar Code

Now you will add a non-changeable Code128 bar code on the label.

1. To insert the bar code, click on the

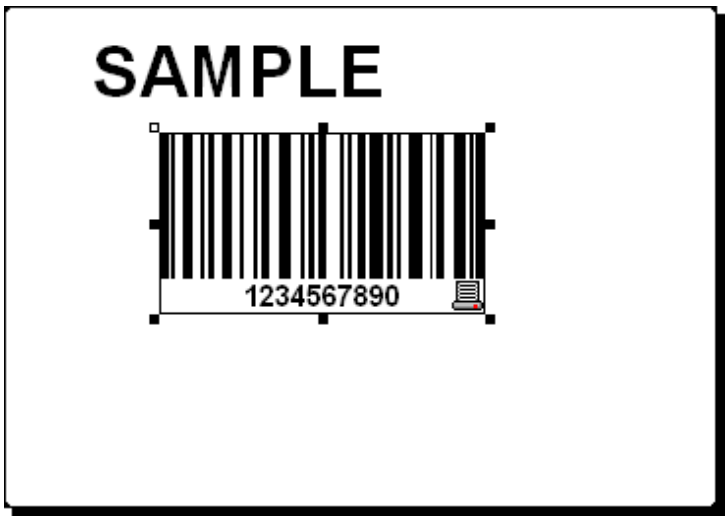
button in the **Toolbox**.
2. Move the cursor to the desired position on the label and click on the mouse button.
3. The dialog box with object properties will open.
4. Enter the value 1234567890 for the bar code contents.
5. Click on the **Define** button.
   Edit Bar Code dialog box opens.
6. Make sure you select bar code Code128 and click on the **OK** button.



Selecting bar code type

7. Click on the **Finish** button to return to the label.
8. Change the position of the bar code by selecting the bar code and dragging it to the desired position.
9. Change the object size by dragging the object handles. The handles are small rectangles surrounding the object when it is selected.

The label should now show the following:



Label with text and bar code objects

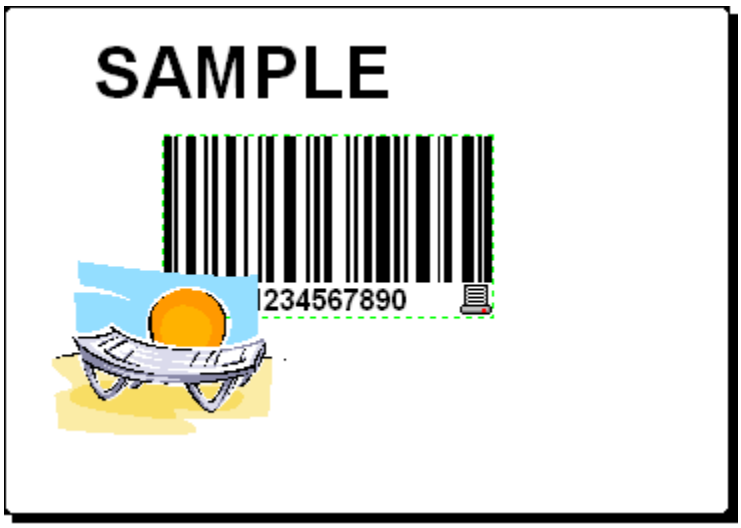
Insert Picture

The Label Gallery software works with BMP, PCX, GIF, WMF, JPEG and many other popular graphic formats.

1. To insert the picture, click on the

button in the **Toolbox**.
2. Move the cursor to the desired position on the label and click on the mouse button.
3. The **Open** dialog box will open allowing you to browse for your picture on your hard drive. Go to the folder Sample Graphics and select the picture LEISURE.WMF. Click on the **Open** button.

The screen should show the following:



Label with text, bar code and picture objects

Use Drawing Tools

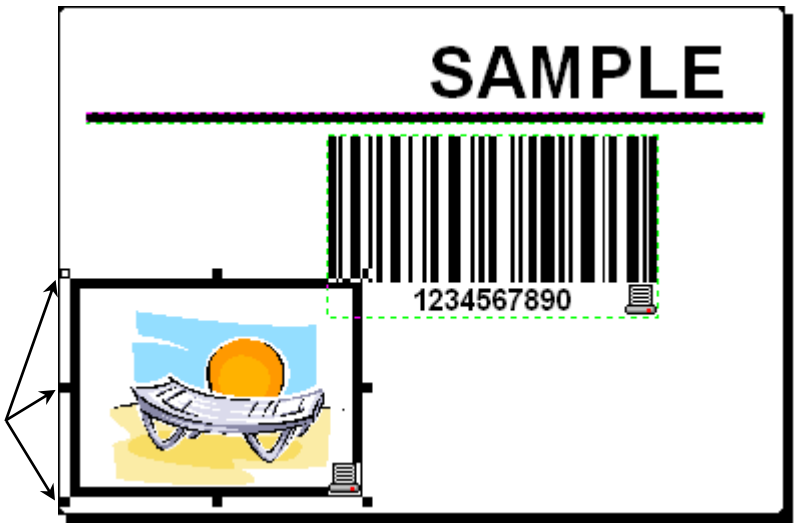
Now you will insert a line to separate a text object from other objects and a rectangle around the picture object.

1. Select the

icon from **Toolbox** and move the cursor to the required starting point of the line.
2. Press and hold down the mouse button while drawing the line. Move the mouse to the end position of the line and release the button. The Line object is placed on the label.

3. Click on the Rectangle icon in the **Toolbox** and point the mouse to the upper left corner of the picture.
4. Click and hold the mouse button while you stretch the rectangle to the lower right corner of the picture.
5. To change the thickness of the vertical and horizontal line, double-click on the rectangle object to open its properties. Select the thickness you want and click on the **Finish** button.
6. To edit the drawing object, double-click on the line or rectangle to open the dialog box with its properties.

The label should show the following:



Label with fixed objects

Use Alignment Tools

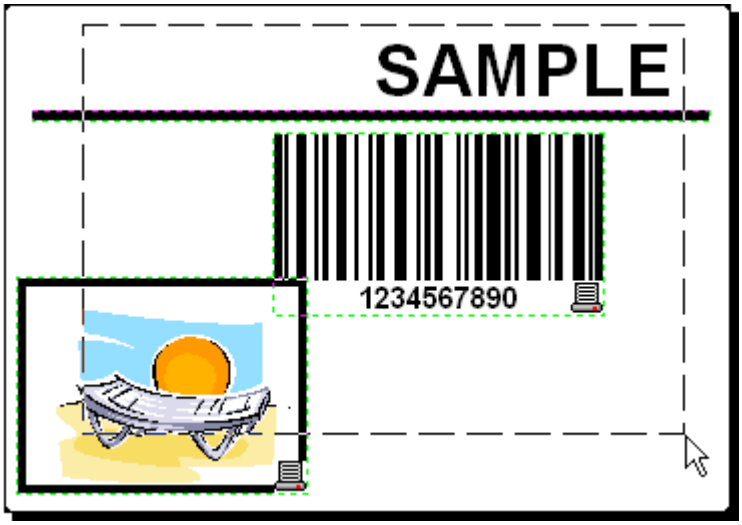
You have placed the objects on the label. Now you want to make sure they are aligned on the horizontal center of the label. You can align objects on the label by using the Align toolbar on the right side of the working window.

To align objects on the label, do the following:

1. Select all objects on the label.

Note: The first object you select determines the alignment orientation for all selected objects.

2. Choose a select arrow in the **Toolbox** and draw a frame around all objects to select all objects.



Selecting the objects on the label

3. In the Align toolbar on the right, click on the icon to arrange the objects.

   The selected objects will be rearranged and positioned on the horizontal center on the label.

Note: There are also other alignment commands available in the *Align Toolbar*.

Note: You can also align the objects to the label grid. The option *Snap to Grid* is available in the *View* menu.

Save a Label

Always save your label during the design process. To save a label, do the following:

1. Select the icon.
2. Type in the name of the label. For example, enter 'label' for the name of the label.
3. The name of the label is visible in the program caption.

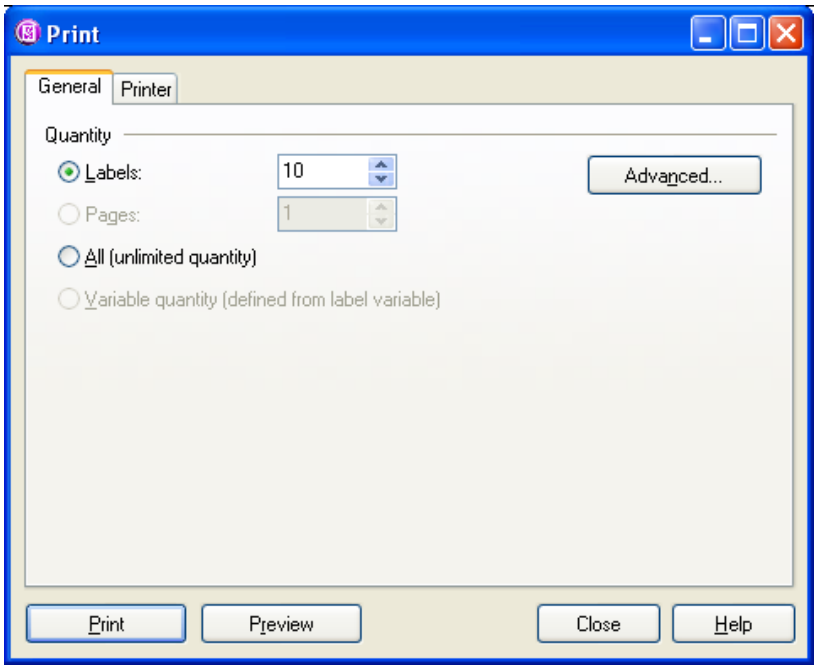
Name of the label in the program caption

Preview and Print a Label

If you want to print a label, you can use the print preview to simulate a print output. The label preview shows the label on the screen.

Simulate printing 10 labels on the screen to check label layout and printing procedure.

1. Click on Print icon in the **Standard toolbar** or select the command **Print** in the *File* menu. The *Print* dialog box appears.



Print / print preview dialog box

2. Enter *10* for *Label Quantity* and click on the **Preview** button. Label Gallery will close the dialog box and simulate the production for 10 labels on the screen.

When you are certain that the labels will be printed correctly and the preview shows the correct values, you can proceed to real printing. To actually print the labels, do the following:

1. Click on Print icon in the **Standard toolbar**. The *Print* dialog box appears.
2. Enter 10 for the *Label Quantity* and click on the **Print** button. Your printer will now print 10 labels.

Note: To manage fast and easy label printing, you can print labels from the application GalleryPrint or the form generated with GalleryForm. For more information refer to the chapter **Other Label Gallery** Applications.

*** This feature is not available in Label Gallery Free, Easy & Plus editions.*

Add Variable Fields to a Label

You may want to print the label on which the data changes for each label. Label Gallery software offers different variable fields (counters, date/time fields, operator's input from the keyboard) that you can use with text, graphics and bar code objects.

For this example a new label was created. The following steps explain how to create a label that contains a prompted field, a counter and date/time fields. The captions in the following screenshots were added separately.

The left label shows design mode, the right two labels are two consecutive labels from print preview

Create Keyboard Entry Variable Fields

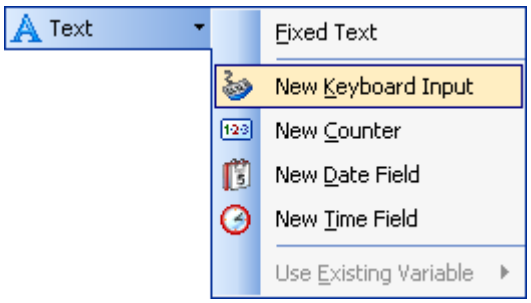
The content of a prompted field can be different for every print job. Before you print the label, you enter the value for the field.

1. Click on the small arrow next to the

icon in the **Toolbox** to display a list of available variable types.

2. Select **New Keyboard Input** from the list and click on the label where you want to position the object.

   A dialog box with the Variable Wizard will open.



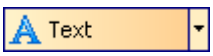
Creating new keyboard input variable field

3. Type 'Enter product name' for the option *Display this text to the print operator*.
4. Click on the **Finish** button. The cursor changes its shape to an arrow with a text object.
5. Click on the label where you want to position the prompted field. The text object is placed on the label and linked to the new variable.

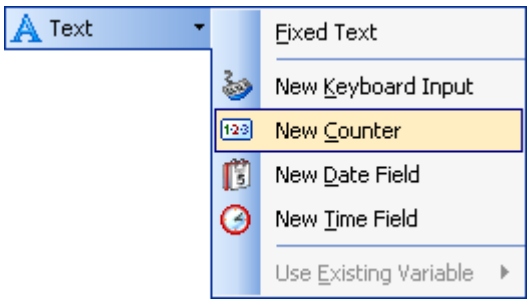
Note: When you print the label, you will be prompted to enter the product name, which will be shown in preview on the label and on the printed label.

Create Serialized Data Variable Fields

Now create a counter field on the label. The value of that variable field will automatically increase by one on every label.

1. Click on the small arrow next to the 

icon in the **Toolbox** to display a list of available variable types.
2. Select **New Counter** from the list.
3. A dialog box with counter properties opens.



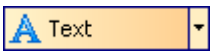
Creating new counter variable field

4. Leave everything as default so that the counter will always start from 1 and increase by one on each label.
5. Click on the **Finish** button.
6. Click on the label where the counter should be placed.
   The new variable is linked to the text object on the label.

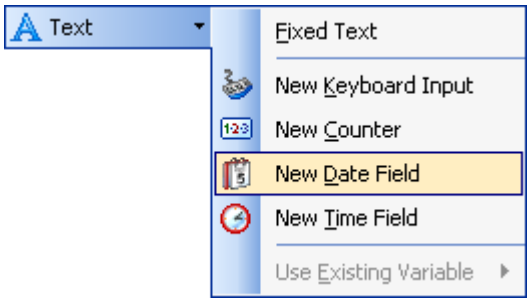
Note: Typically, the counter will increase by 1 on each label. For example, 1, 2, 3, 4, 5, etc. You can also define different incremental steps.

Create Date and Time Variable Fields

Content of the variable field can be filled automatically with the date or time stamp from the computer clock or printer clock (for supported printer models).

1. Click on the small arrow next to the 

icon in the **Toolbox** to display a list of available variable types.
2. Select **New Date Field** from the list. A dialog box with date properties opens.



Creating new date variable field

3. Leave everything as default and the date will be used on the label using the format as defined in your Windows operating system.

To place a time stamp on the label, do the following:

1. Click on the small arrow next to the

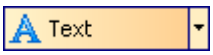
icon in the **Toolbox** to display a list of available variable types.
2. Select **New Time Field** from the list.
3. Click on the **Finish** button.
4. Click on the label where the time or date field should be placed.

   The new variable is linked to the text object on the label.

The date and time fields are updated when you preview or print the label. In this example the values will come from the system clock of your computer.

Use Prefix or Suffix Options

You can add a prefix and suffix to each variable field on the label. Both are added to the value when you preview and print the label.

1. Click on the small arrow next to the 

icon in the **Toolbox** to display a list of available variable types.
2. Select **New Keyboard Input** from the list.
3. A dialog box with variable properties will open.
4. Type the text 'Enter product weight' for the option *Display this text to the print operator*. Set the allowable characters to digits and click on the **Next** button.
5. Enter ' kg' for the **Suffix** option.

Defining the variable suffix

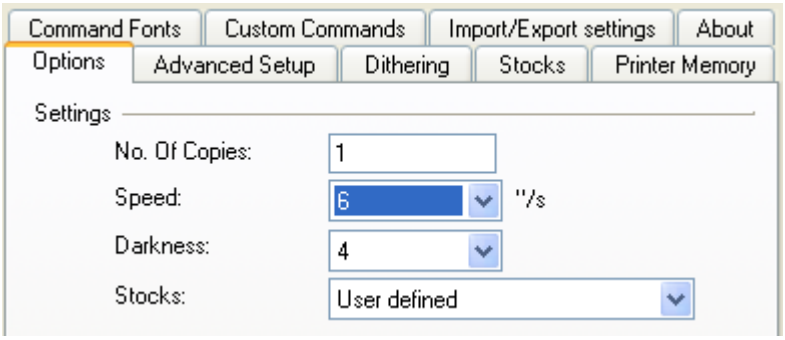
6. Click on the **Finish** button.
7. Click on the label where you want to position the prompted field. The text object is placed on the label and linked to the new variable. When you will preview or print the label, the suffix ' kg' will be appended to the entered value on the right side.

Change Common Printer Settings

When you start designing a label, you tell Label Gallery software to what printer the label should be connected. Each label file remembers the printer settings for the selected printer driver on the label.

As an example, you will change the printing speed and darkness. To change the printer settings, do the following:

1. Go to File – Printer Settings. The window with the printer settings will open.
2. Open the Options tab.
3. Change the **Speed** and **Darkness** options.
4. Click on the **OK** button.
5. Save the label by clicking the button in the Standard toolbar or selecting the command **Save** in the *File* menu.



Printer driver properties

Note: Any changes in the printer settings dialog box will be saved to the label and applied to future print actions.

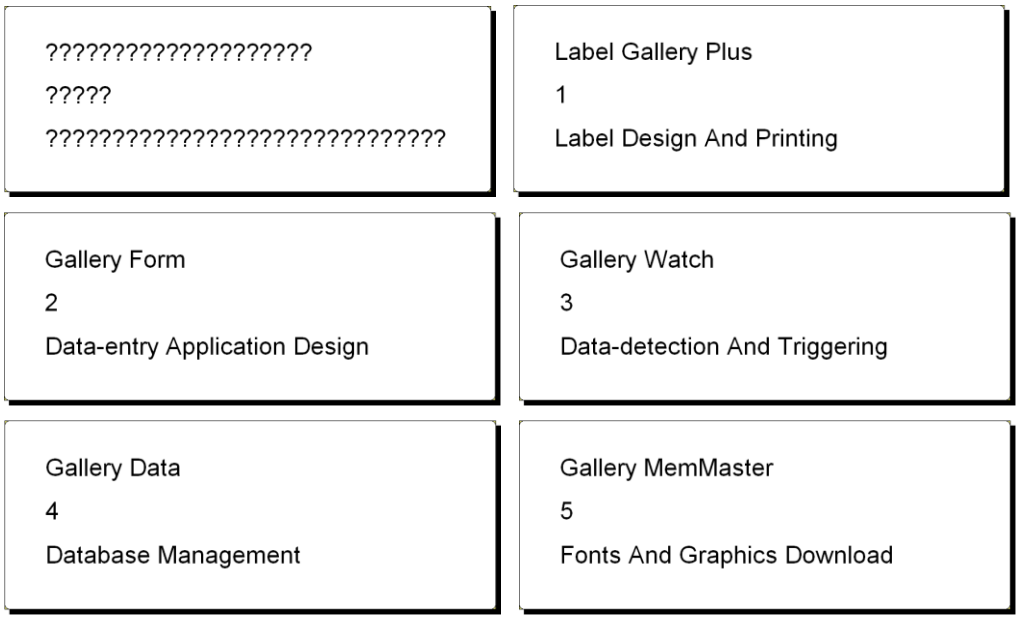
You can also change the printer settings right before the label is printed.

1. Select the **Print** option in the File menu.
2. Go to the Printer tab.
   This tab allows you to change the printer just before printing begins, but it also enables you to change common printer settings like speed, darkness and print direction.

Note: Changes to the settings in the Printer tab will not be saved in the label but used only at print time.

Linking a Label to Text Databases

Text databases are text files containing data values that can be used for variable objects on the label. The text database is not a real database. It contains the data values but lacks the information of the data structure, name of the fields and maximum lengths of the fields. You have to provide the missing information before Label Gallery can use the data from such a text database.



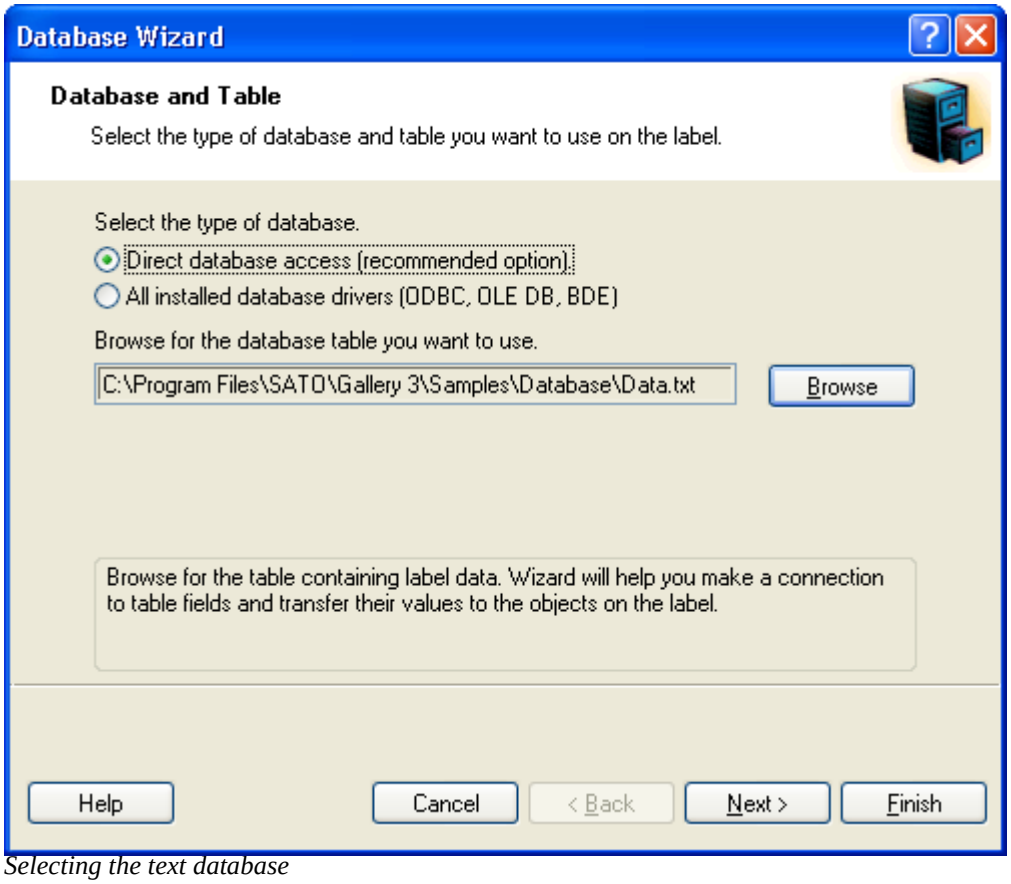
The label in design mode (on the left) and preview of the five labels with data from the database

Connect to a Database

Label Gallery offers a Database Wizard that guides you through the necessary steps to connect the database to a label. To connect your label to a database using the Database Wizard, do the following:

1. Click on the

button in the Standard Toolbar.
2. Click on the **Browse** button and point to the text database "C:\Program Files\Sato\Gallery 3\Samples\Database\data.txt".



Selecting the text database

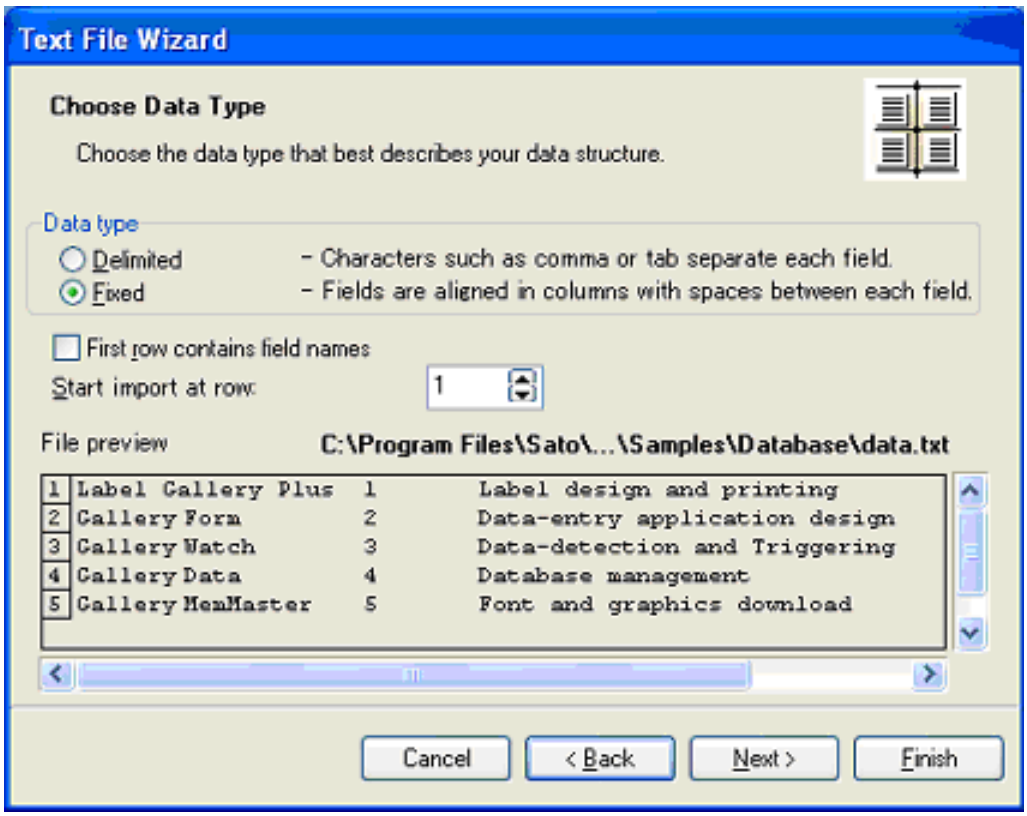
3. Click on the **Next** button.

Note: If you connect to the database for the first time, you need to define the database structure. Continue with the next section.

Format the Data with the Text File Wizard

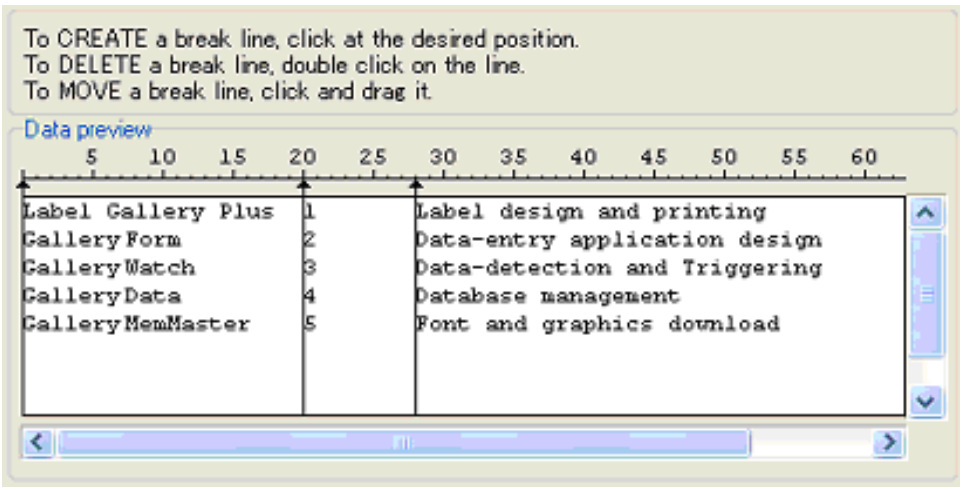
Because the text files do not contain the structural information like real databases do, you must define the fields and their data structure. When you use the same text database some other time, you won't have to define the structure again.

1. Choose the data type for the selected text database. The fields are aligned in columns, so you must select the option **Fixed**.



Defining the type of the text database

2. Click on the **Next** button.
3. Define the widths of the individual columns by placing a break line before the second column and before the third column.



Defining the fields in the text database

4. Click on the **Next** button.
5. Accept the default field names and click on the **Next** button.

6. Review the text database structure. The field names and their maximum lengths are displayed. Click on the Finish button to close Text File Wizard.

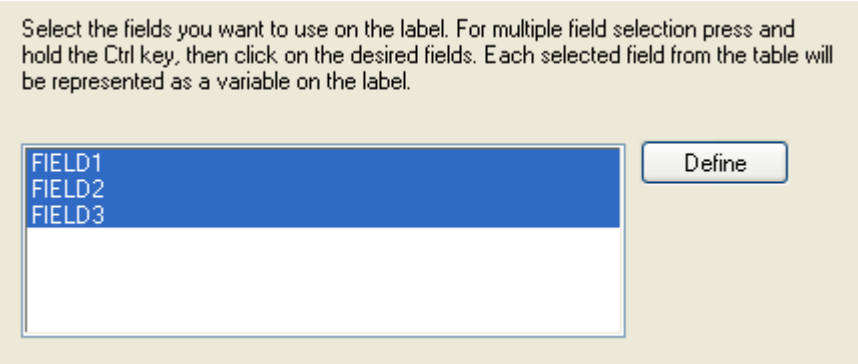
The link to the database has been created and database fields are available on the label.

Label Gallery brings you back to the Database Wizard.

Place Database Fields on a Label

The next step in the Database Wizard opens the dialog box with the list of available fields from the database.

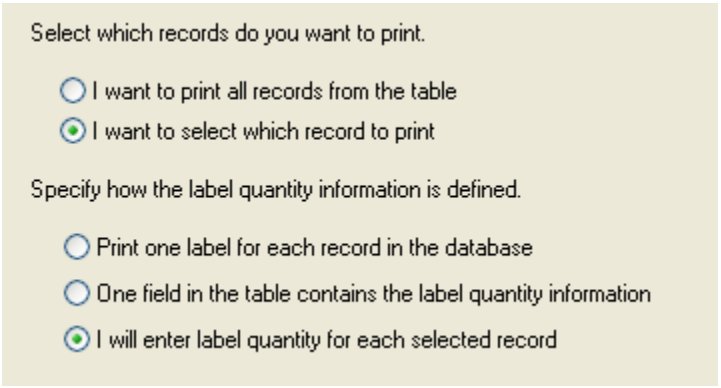
1. By default all fields from the database will be used on the label. Click on the **Next** button.



Using all fields in the text database

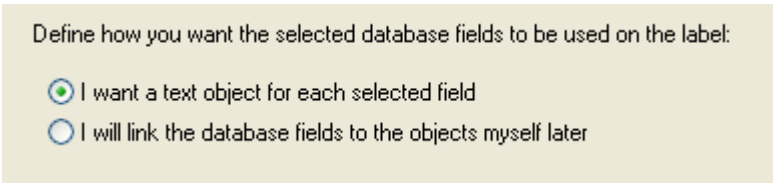
2. Specify what records and how many you want to print:

   Select the options **I want to select which record to print** and **I will enter label quantity for each selected record**. Before printing labels, the table with the records will open and you will be able to select the records you want to print and the quantity of labels for each record.



Specifying which records from the database will be printed and in what quantity

3. Click on the **Next** button.
4. Select if the Database Wizard should link all selected fields from the database to the text objects on the label or if you want to link the fields manually to the label.
5. Click on the **Next** button.
6. Select **I want a text object for each selected field** and click on the **Finish** button.



Each field from the database will be linked to a text object

The label will show several text objects. Every field from the database is linked with the text object on the label.

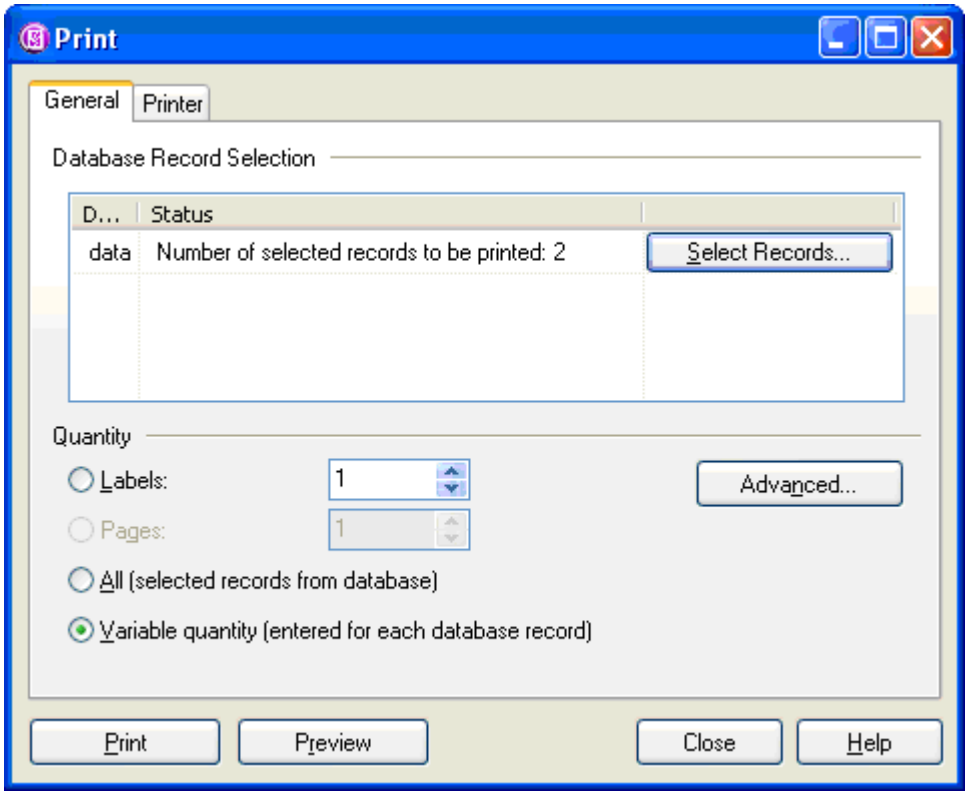
Use Print Preview to Select Data and View a Label

Now you will simulate label printing using print preview.

1. Click on the print icon

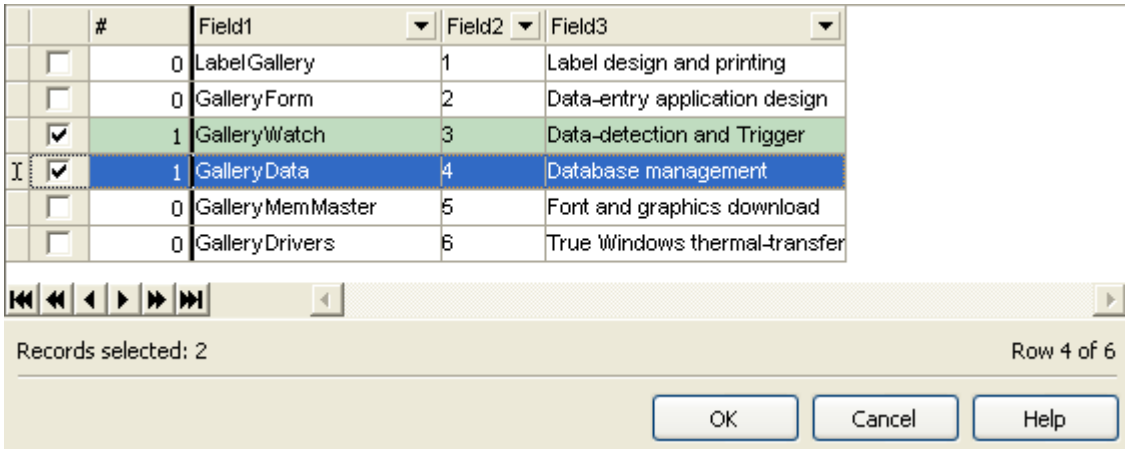
in the Standard Toolbar.
2. The Print dialog box opens with the Quantity of labels set to **Variable quantity (entered for each database record)**. This setting corresponds to your selection in the Database Wizard when you have selected the options **I want to select which record to print** and **I will enter label quantity for each selected record**.

   Only the records you select will be printed in the defined quantity.



Print / Print preview dialog box

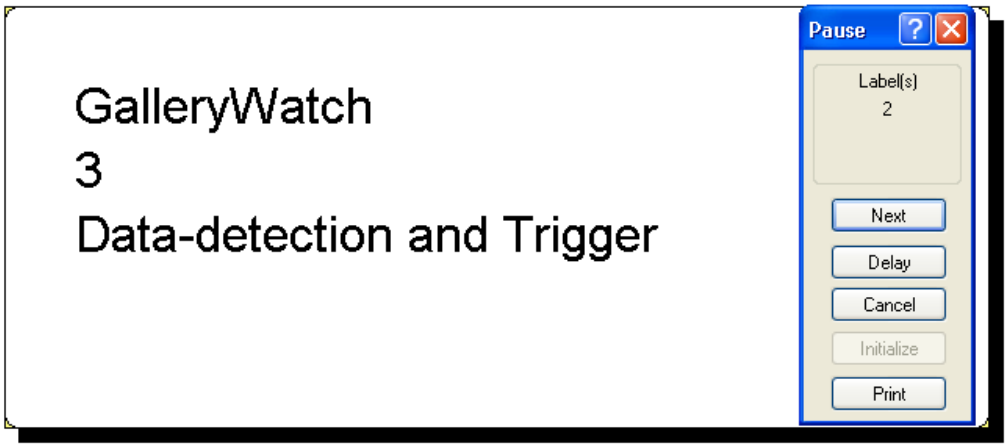
3. To choose which records to print from the database click on the **Select Records** button. The **Record Selection** dialog box will open.
4. Select the records from the database you want to print and enter the number of labels you want to print for each selected record.



Selecting records and specifying label quantity

5. Click on the **OK** button. You will return to the Print dialog box.

6. Click on the Preview button. Now you can preview the labels on the screen. Note that the text objects on the label change for each new record.



Preview of the second label in the series

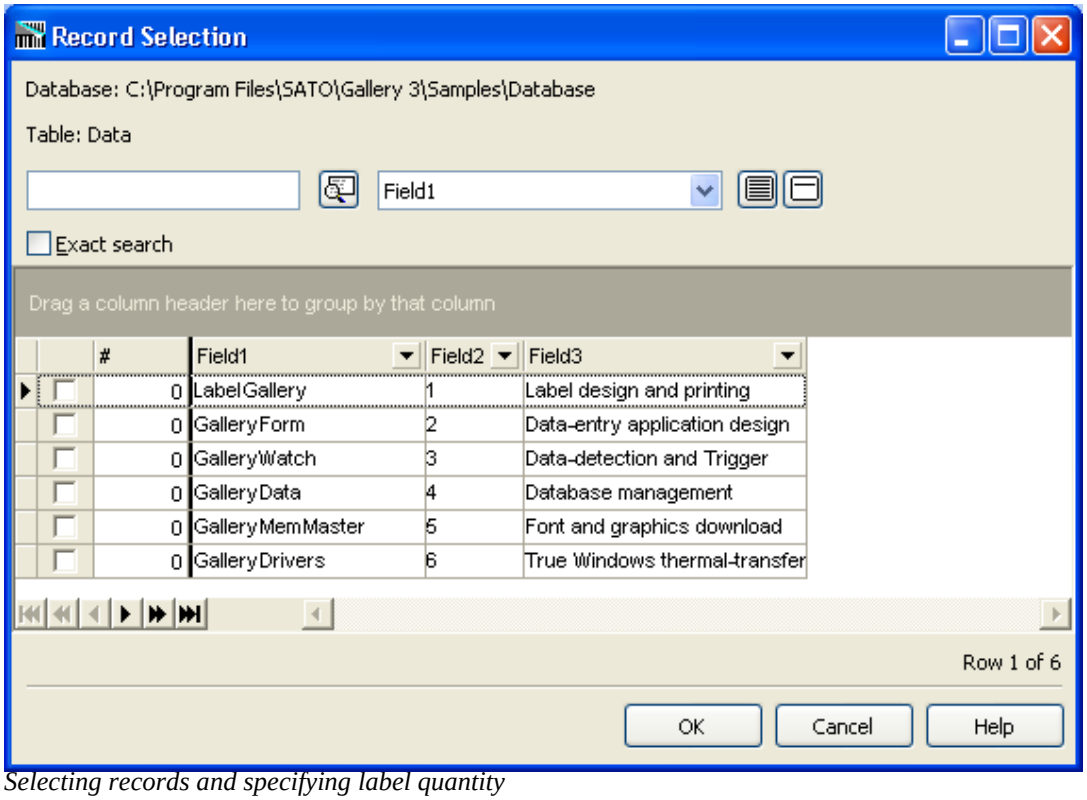
7. Click on the **Next** button in the command window to advance to the next label in the series. After you see the last label in the preview series, Label Gallery will re-open the Print dialog box.
8. Click on the **Close** button to close the Print dialog box.

Print a Label

When you are certain that the label design is correct and label preview shows the correct values from the database, you can start sending the labels to the printer. To print a label, do the following:

1. Click on the print icon

in the **Standard Toolbar**.
   The Print dialog box will open (same as the print preview dialog box).
2. Click on the button **Select Records** and select the records you want to print and specify the label quantity for each record.



Selecting records and specifying label quantity

3. Click on the **OK** button.
4. Click on the **Print** button to start printing labels.
5. Click on the **Close** button to close the dialog box.

Designing an Advanced Label

In this section you will learn how to design a label with advanced features. You will learn how to create a label using:

a. EAN.UCC 128 bar code.

b. Links to advanced databases.

c. Advanced objects and functions.

Create a Label with EAN.UCC 128 Compliance

EAN.UCC 128 compliant bar codes are often used for encoding data into the bar code. Label Gallery provides an EAN.UCC 128 Bar Code Wizard that helps you merge the data components (Application Identifiers) into the final bar code.

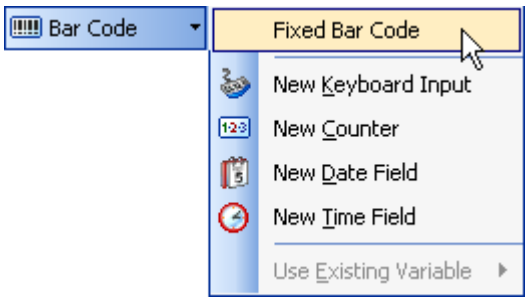
Edit Bar Code EAN.UCC 128

The designed label with EAN.UCC 128 bar code

To define the EAN.UCC 128 bar code, you first select this bar code type and assign a value to it.

1. Click on the small arrow button next to the

button in the **Toolbox**.
2. Select Fixed Bar Code in the context menu.



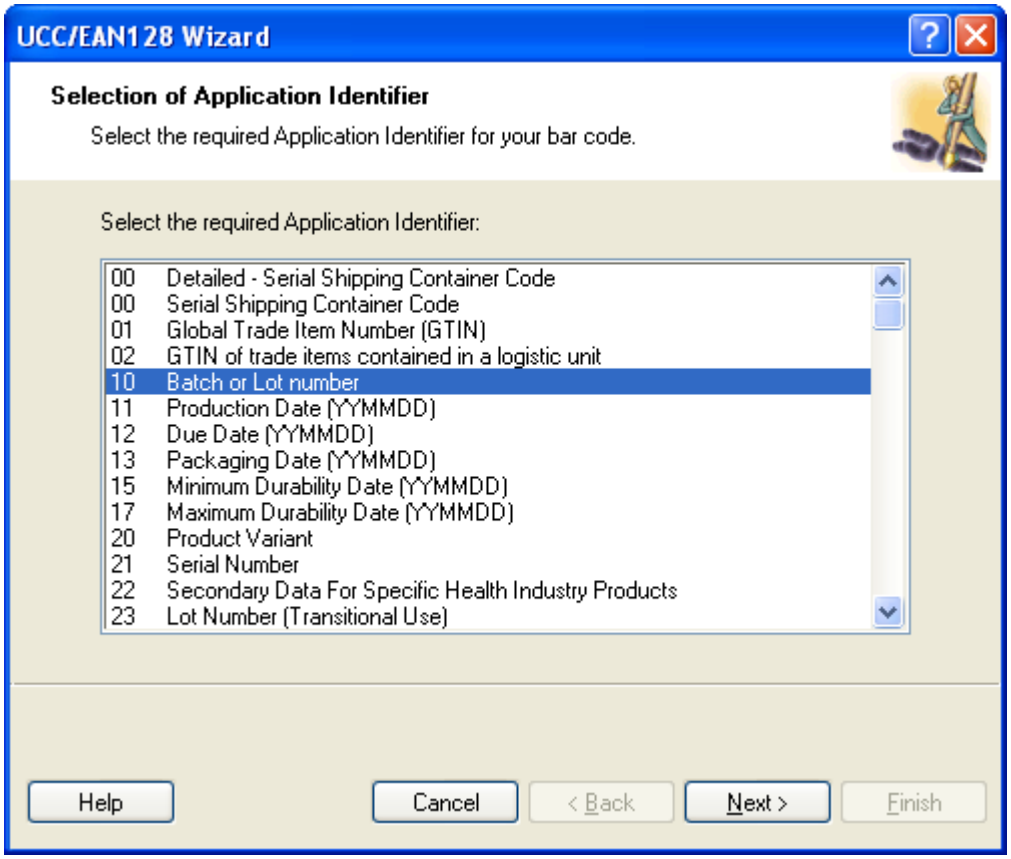
Creating a fixed bar code

3. Move the cursor to the location on the label where you want to place the text object and click on the mouse button.
4. The wizard with object properties will open.
5. Click on the button **Define**. The dialog box *Edit Bar Code* will open.
6. Expand the group EAN.UPC and select the bar code EAN.UCC 128.
7. Click on **OK** button to go back to the *Bar Code* dialog box.
8. Click on the **Next** button.
   The EAN.UCC 128 Wizard will open.

Add Content to EAN.UCC 128 Using EAN.UCC 128 Wizard

Use the EAN.UCC 128 Wizard to help you add the necessary Application Identifiers (AI) in the bar code. Complete the following steps with the wizard:

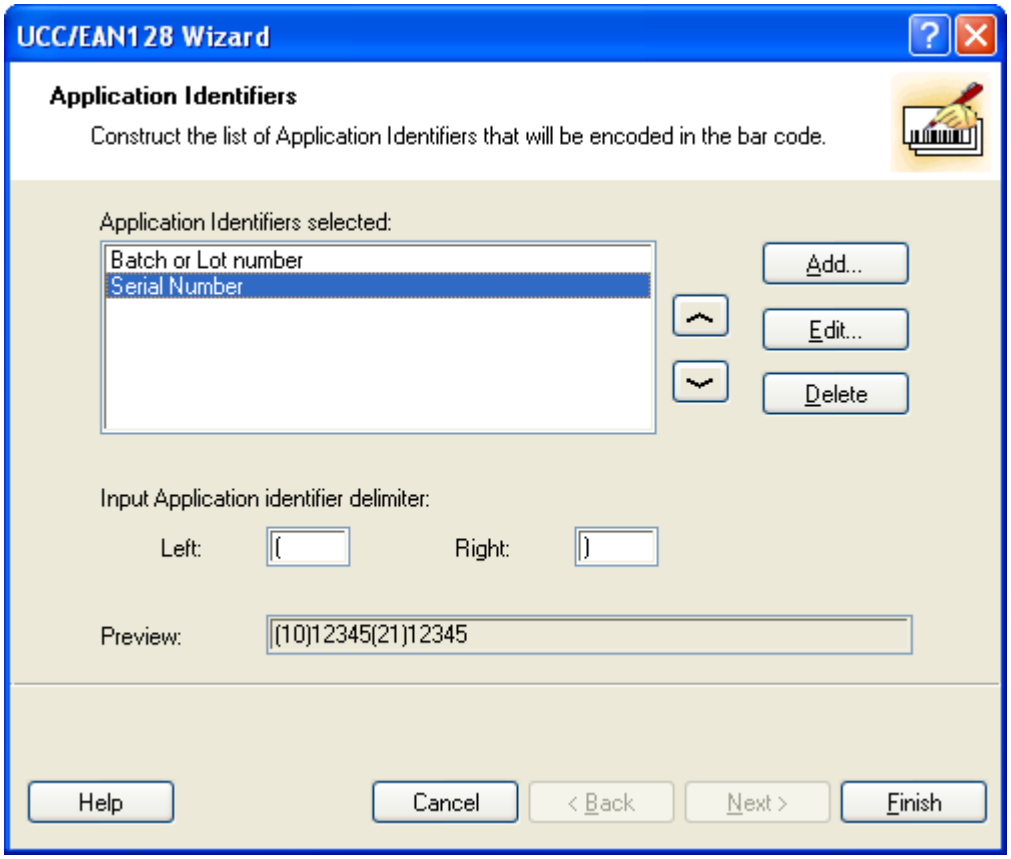
1. Select **10 Batch or Lot number**.



Selecting Application Identifier from the list

2. Click on the **Next** button.
3. Select **Fixed** and click on the **Next** button.
4. Enter the sample data, for example '12345'.
5. Click on the **Next** button. A dialog box showing all AI contained in this bar code will open.
6. Click on the **Add** button to start adding a new AI.

   For example, select AI 21 (Serial Number). Repeat steps from 1 to 5 above.



Two Application Identifiers are defined

7. When you are satisfied with the designed AI and their positions within the bar code, click on the **Finish** button.

   The EAN.UCC 128 bar code is placed on the label.

Link a Label to Advanced Databases

You can use the Label Gallery to retrieve data from any database on your computer or network. If you have the appropriate database drivers, you can connect to the database and use the records on the label.

Note: Label Gallery Free does not have database option available.

******* This feature is not available in Label Gallery Free edition.*

With Label Gallery, you can connect to any database type as long as you have the appropriate database drivers installed on your computer. Label Gallery supports different database drivers like ODBC, OLE DB and BDE. Your computer comes pre-installed with database drivers for frequently used database types, but you can always install additional drivers.

You have total control over which records in the database table will be printed. By default all records are printed, but you also have the option to select the records for printing. Before the labels are processed you can select the records in the table that you want to print. You can also specify the print quantity for each record.

Advanced record selection techniques are also available in Label Gallery. You can create database filters and obtain only the records that match the conditions. The same functionality allows you to join two or more database tables together and obtain values for the same product from multiple databases.

Manual modification of the SQL sentence is available for advanced users.

Note: For more information about linking to the advanced databases please refer to the User Guide or help file.

Using Advanced Objects and Functions in Label Gallery

Note: *The features described in this chapter are not available in Label Gallery Free & Easy editions.*

Create Text Box Object

The Text Box object enables you to use free-flow text inside the designed Text Box frame without being limited to a one-line text. To create a Text Box object, do the following:

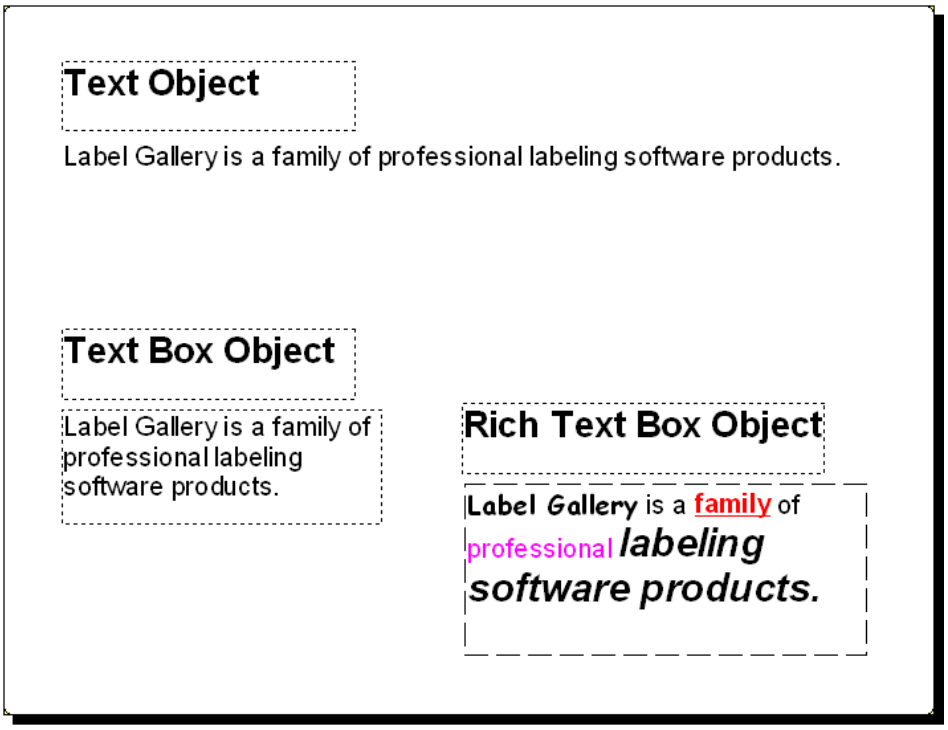
1. Click on the

button in the **Toolbox**. The text box cursor appears on the screen.
2. Move the cursor to the location on the label where you want to place the text box object and click on the mouse button. The properties of the object will open.
3. Open the **Value** tab and type in the text content.

Entering value for Text Box object

4. Click on the **OK** button. The Text Box object is placed on the label.
5. Double click the Text Box to open its properties.
6. Go to the **Detailed** tab and select the option **Best fit**.

Note: When you change the size of the Text Box frame, the content will automatically align to the new size.



All three text objects are available in Label Gallery

Create Rich Text Box (RTF) Object

The Rich Text Box object enables you to format text in any kind of font types and styles. To create a Rich Text Box object, do the following:

1. Click on the

button in the **Toolbox**. The rich text box cursor appears on the screen.
2. Move the cursor to the location on the label where you want to place the text box object and click on the mouse button. The rich text editor will open.
3. Enter the content.
4. Use the text toolbar in the editor to format the characters.
5. Click on the **OK** button. The Rich Text Box object is placed on the label.
6. Double click the Rich Text Box to open its properties.
7. Go to the **Detailed** tab and select the option **Best fit**.
8. Click on the **OK** button.

   The text size in the Rich Text Box object automatically changes when you resize it.

Use Functions to Manipulate Label Data

Label Gallery enables you to work with variable values on the label, manipulate the values and use them with other label objects. Label Gallery offers a group of functions that help you work with the variable values. There is always some input to the function that the function manipulates and always some output that is stored to a function-generated variable. The function-generated variable can be linked to label objects or used in other functions.

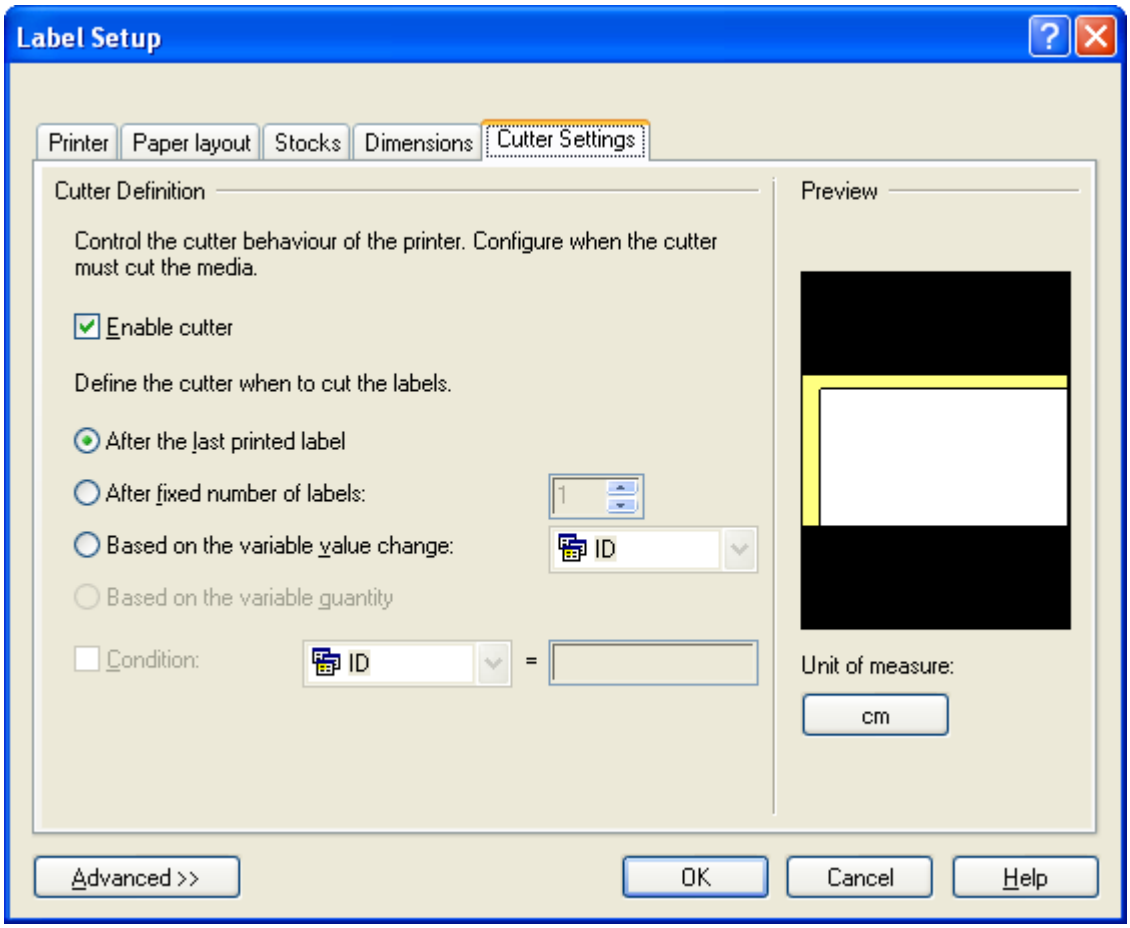
There are many Label Gallery functions available, such as Concatenate (for linked fields), Subset, Date addition, FACT, HIBC and Visual Basic script. Visual Basic script is a powerful function allowing you to perform advanced data manipulation.

Note: For more information about Label Gallery functions please refer to the User Guide or Help file.

Control Cutter in the Printer

If you have a thermal printer equipped with the cutter, you can control the cutter action from Label Gallery. You must use GalleryDriver for your thermal printer if you want to control the installed cutter. To set up the cutter control, do the following:

1. Select the option **Label Setup** in the File menu.
2. Go to the Cutter Settings tab.
3. Select the option **Enable cutter**.



Enabling cutter functionality

Note: Label Gallery Easy edition can control the cutter. However, you cannot use the Label Setup dialog box. Instead you must define the cutter parameters in the properties of the specific printer driver. Please refer to the Help file for instructions how to set up the cutter in Label Gallery Easy.

Designing an RFID Smart Label

> **Note:** *This feature is not available in Label Gallery Free & Easy editions.*

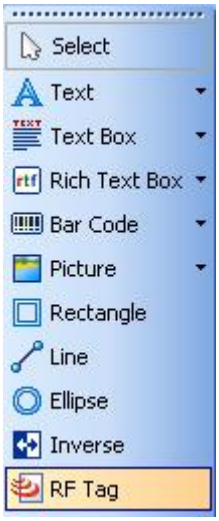
Radio frequency identification (RFID) refers to technologies that use radio waves to automatically identify individual or groups of items. Label Gallery and GalleryDriver support programming and printing of RFID tags embedded in a label.

> **Note:** You can use RFID functionality in Label Gallery only if you have installed GalleryDriver with RFID support. Make sure you install the GalleryDriver of your RFID printer before you design and print an RFID smart label.

Create RFID Smart Label

1. Click on button in the **Standard toolbar**. Label Setup Wizard will start.
2. Select the printer that supports RFID smart label printing.
3. Click on the **Finish** button.

   You will see that 'RF Tag' command is enabled in the **Toolbox** on the left side of the Label Gallery working window.

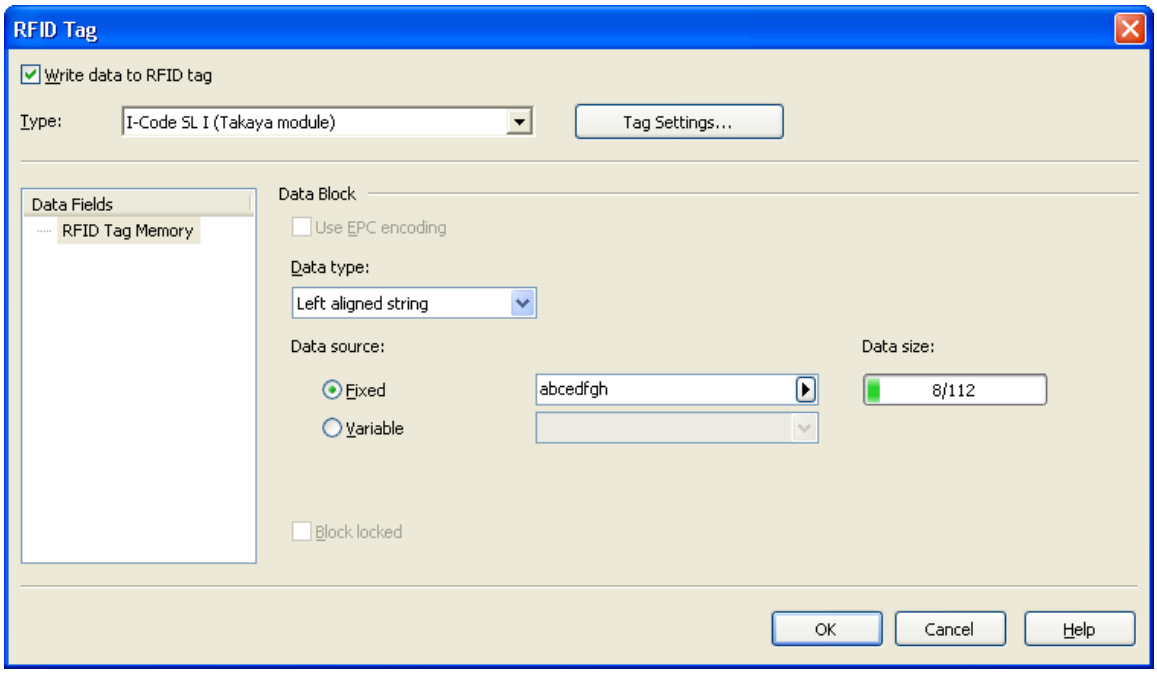


RF Tag is available for use

Encode RF Tag

The RF tags embedded into the label are usually of two types: HF tags or UHF tags.

1. Click on the button RF Tag in the **Toolbox** to begin encoding the data. The RF Tag dialog box opens.

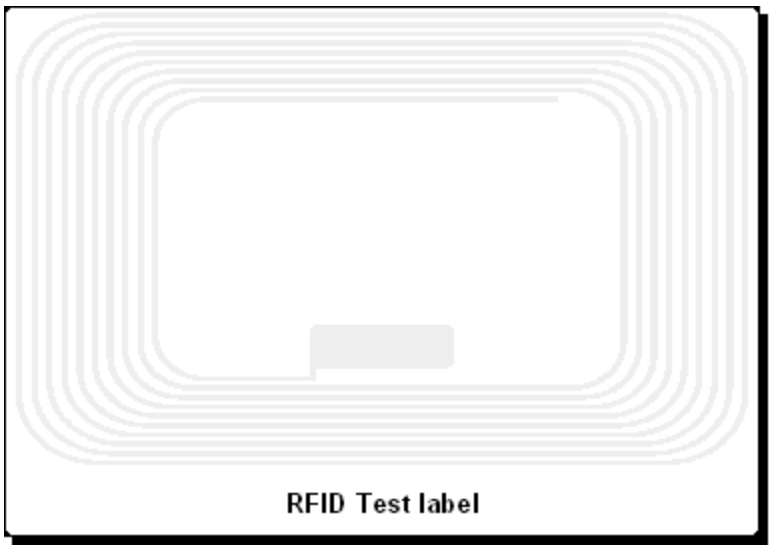


Encoding contents for RF Tag

2. Select the type of the RF Tag you want to use from the list box on the top of the dialog box.
3. Select the option **Use RF Tag in label**.

Note: If you don't select this option, the definition of tag content is saved but not sent to the printer.

4. Go to the first available block in the section **Data Blocks** and click on the **Data** cell in the table.
5. Type in the value you want to encode into this block. Repeat the process for other blocks.
6. Click on the **OK** button. A schematic view of the RFID Tag antenna will open in the label background identifying the definition of the RFID data on the label.



RFID Tag antenna in the background

7. You can continue designing the smart label with non-RFID data as described in the previous sections.

Whenever you print the label, the RFID data will be sent to the printer. The printer prints the RFID smart label and programs the RFID tag embedded into the label at the same.

4. Other Label Gallery Applications

Label Gallery provides much more than just label design and printing. In the following chapter you will learn how to

- Simplify label printing by using forms: Forms run as a standalone application and are modified to meet user requirements.
- Manage label printing by using GalleryPrint: Select all print features in one window.
- Use automatic label printing by using GalleryWatch: Label Gallery integration middleware module adds label printing to any existing application.
- Store frequently used label elements on a printer for faster label printout or usage from other applications.

You need the Label Gallery TruePro edition for most of the advanced tasks discussed in this chapter.

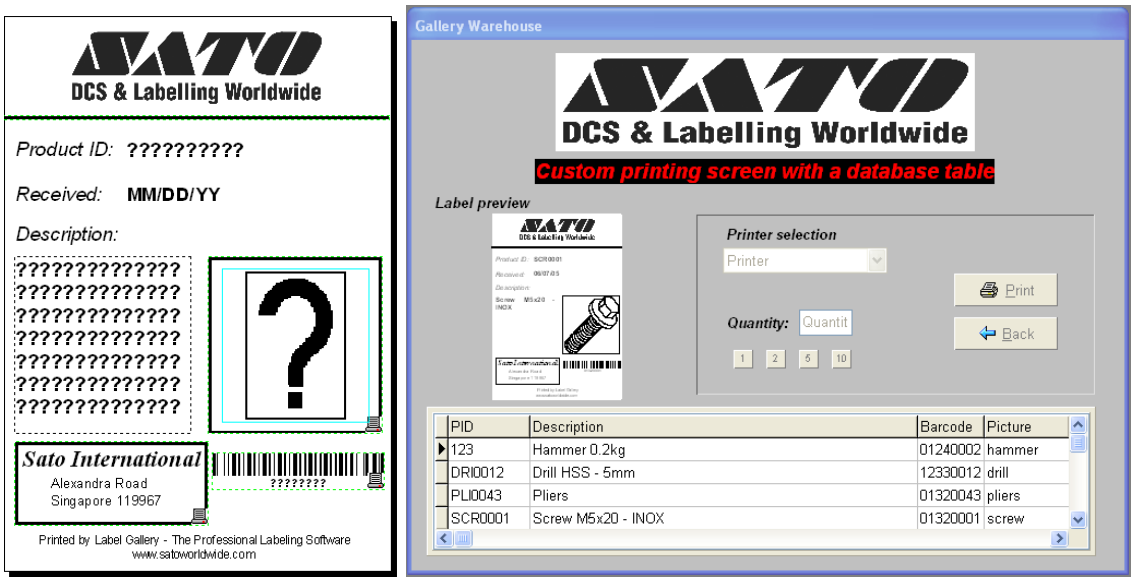
Label Printing Using Custom Forms

Note: *This feature is not available in Label Gallery Free, Easy & Plus editions.*

GalleryForm is a front-end application generator available in the Label Gallery TruePro edition. You can create your own custom designed data-entry application without programming skills. The main purpose of using forms is easy-to-use and error-free label printing for the operator.

The following figure shows the label file that includes prompted fields, variable picture and bar code object. The form file is always generated from the label file. Before you can create a form you have to create a label with Label Gallery Plus. The label file provides simple access to all necessary information and commands.

On the form, you can select the record from the table at the bottom. You can also use a printer selection drop-down menu and a button to print label with pre-defined quantity.

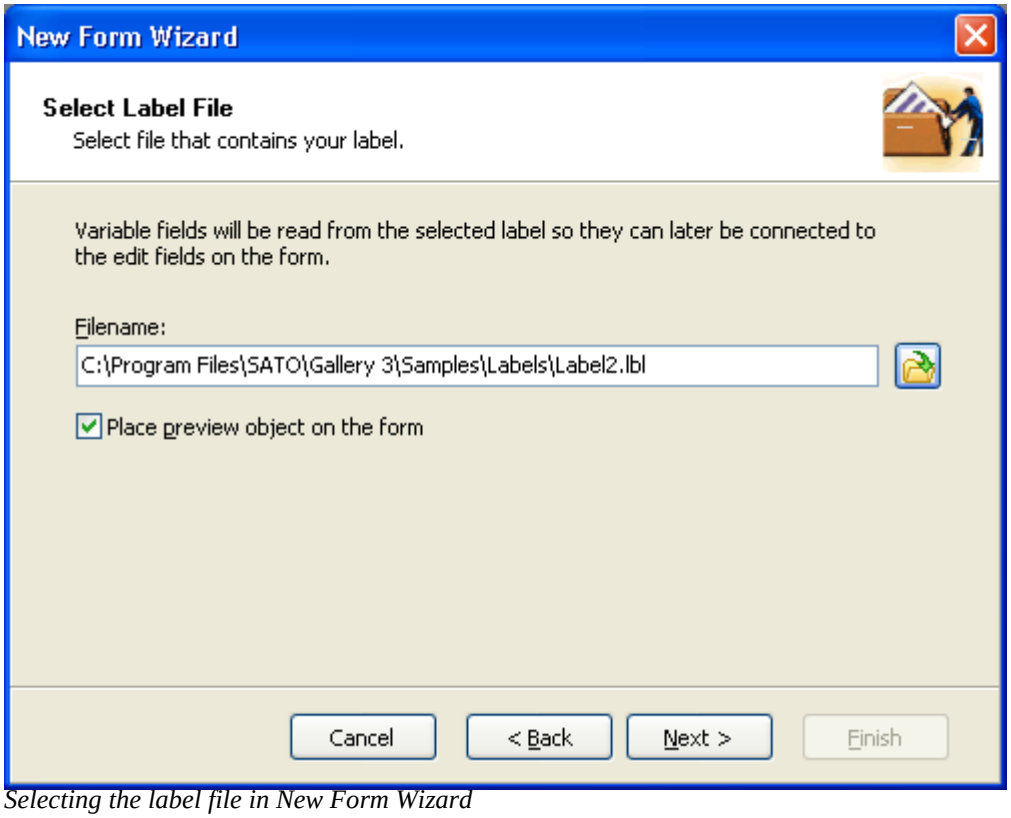


The label (on the left) is the basis for the form (on the right).

Create a Form

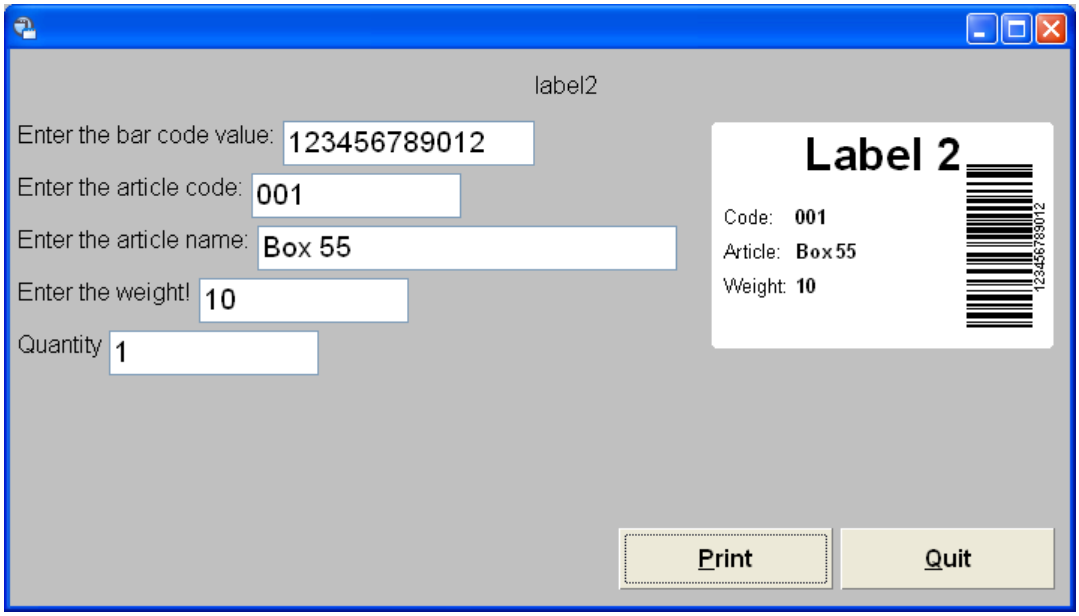
The New Form Wizard helps you create a form easily and connects to the label, obtains variables from the label and generates the form file. Your label must be designed before you can define a form. To create a form, do the following:

1. Open GalleryForm.
2. Click on the button to start the New Form Wizard or go to the File menu and select the command New/ New Form Wizard. The New Form Wizard will open.
3. Read the summary and click on the **Next** button.
4. Select **Standard Windows desktop application** for the type of the platform. Click on the **Next** button.
5. Click on the button and browse to the sample label LABEL2.LBL.
6. Enable the option **Place preview object on the form** and click on the **Next** button.



Selecting the label file in New Form Wizard

7. Select **Use default template** upon which the generated form will be created and click on the **Next** button. A new window will open.
8. Select Vertical arrangement of the object and click on the **Next** button. A new window will open.
9. Select Left arrangement of the captions and click on the **Next** button. A new window will open.
10. The last screen of the wizard displays an overview of your selection. Click **Finish** to submit the settings and the form will be generated.
11. Save the form to disk before running it. Click on the button or select command **Save** from the *File* menu.
12. To test the form, run it by clicking on the button or selecting the **Run** command in the *Design* menu.
13. Type in the values for variable fields on the label. See how the label preview refreshes for each entered data.
14. Click on the **Print** button to print the label to the default printer.
15. Click on the **Quit** button to close the running form.



The generated form file

Note: To protect the form from any changes, make a shortcut to the form file on the desktop PC. If you double-click on the shortcut, the form will run and the operator will not be able to switch back to the design mode.

Modify a Form

You can edit or re-design forms with the GalleryForm application. To do so, you must have sufficient access permission to the Label Gallery. Designing forms in GalleryForm is similar to label design in Label Gallery Plus. Both applications have similar working interfaces.

To modify a form, do the following:

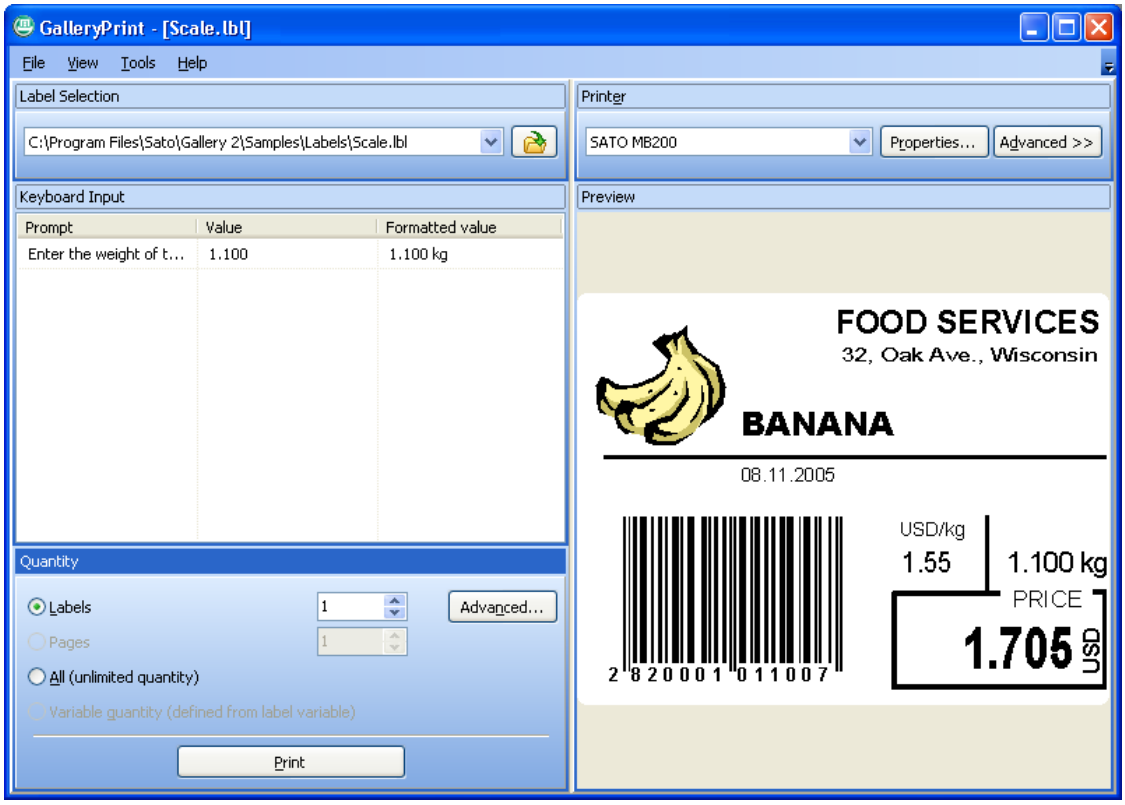
1. Open GalleryForm.
2. Click on the button or select the command **Open** in the File menu.
3. Browse to and open the form file you want to modify. All GalleryForm files have the extension OFF.
4. Apply changes to the form. Use the **Toolbox** on the left side to place new objects on the form.
5. Double-click the form objects to display and change their properties.
6. Make your changes on the form and save the file.

Label Printing Using GalleryPrint

Note: *This feature is not available in Label Gallery Free, Easy & Plus editions.*

GalleryPrint is a standalone application that enables fast and easy label printing. You can start it from Label Gallery TruePro's program group in Start menu. Using GalleryPrint, you can select all necessary printing actions in one single window:

- Select the label for printing
- Set the values for variables
- Select records in the database
- Change the printer and its properties
- Define label quantity
- See label preview
- Print the label



Application GalleryPrint provides fast access to label printing

GalleryPrint is available in Label Gallery TruePro edition.

Automatic Label Printing

> **Note:** *This feature is not available in Label Gallery Free, Easy & Plus editions.*

Label Gallery offers automatic and unattended bar code label printing. The integration middleware module GalleryWatch is used to monitor different system events and triggers pre-defined actions upon the change.

Existing databases and other sources of data can easily be used as the input for labels. A file dropped in any folder is detected and the data is extracted from the file and used on the labels. The whole process is automated and requires no user intervention. The integration middleware module GalleryWatch handles several triggers at the same time and prints labels to any number of printers.

Other detection methods include communication on the serial port, communication over the TCP/IP port and checking of e-mail messages on the mail server.

The built-in filters gather the data from trigger events. Data can be manipulated with the powerful Visual Basic scripting.

For more information about automatic label printing please refer to the Label Gallery User Guide, White Papers and tutorials on the Label Gallery microsite at http://www.satoworldwide.com/label-gallery.aspx

Storing Fonts and Graphics to the Printer

> **Note:** *This feature is not available in Label Gallery Free & Easy editions.*

Label Gallery provides fast and reliable label printing to thermal printers using the GalleryDriver that are optimized Windows thermal printer drivers. GalleryDriver support printer hardware accessories like cutters and different label sensors but also printer resident objects. Such objects are

fonts and bar codes that are built into the printer. Printers always print labels that use resident objects very quickly because the driver generates a print file with references to the objects already stored in the printer's firmware. The print file is short and can be transferred quickly to the printer.

When you print labels with graphic and non-resident objects all unsupported objects are converted to pictures and sent to the printer as graphics. This approach ensures that the label is successfully printed on every printer. But the printout speed various on different printers, depending on the number of objects that are recognized internally by the printer.

The solution for fast printing is available with the memory card manager **GalleryMemMaster** which enables you to store on the printer

- Windows fonts (true type, open type, type1 and other)
- Pictures

Fonts and pictures can be downloaded to the printer’s internal memory or add-on memory cards. The number of objects that can be downloaded is limited only by the memory size.

Once the objects are stored in the printer, you do not have to send them to the printer again. The objects are re-called from the printer memory ensuring fast response at print time. Other applications can also take advantage of the downloaded objects and print labels quickly.

The content of one memory card can be used on many labels.

Managing Databases

Note: *This feature is not available in Label Gallery Free & Easy editions.*

Label Gallery provides the database management application GalleryData. You can use GalleryData to complete the following tasks:

- Opening a database
- Adding new records
- Removing existing records

- Search for data
- Modifying database structure
- Creating new database

5. Technical Support

If you experience any technical difficulties using the Label Gallery software, the first thing to do is to refer to the on-line help and User Guides available on the Label Gallery CD.

Online Support

If you cannot solve the problem on your own, please contact your local vendor or representative offices listed in the topic **Contact Information**.

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