

PANDUIT®

EASY-MARK PLUS™

Labeling Software User Guide

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1. Getting Started

1.1. Introduction

Panduit® Easy-Mark Plus™ Labeling Software is innovative software that is designed to simplify label creation for customer-specific applications, such as Network, Panel Building, and Construction & Maintenance. This program allows you to see the labels on-screen as they will appear when printed. You can reduce time and errors by importing data that was previously created in Excel, (.xls) files, or comma-separated value (.csv) files onto the labels. Insert symbols such as your company logo or .jpg, .bmp, .wmf, and .gif files onto the labels.

For easy reference about commonly used functions, see the quick start card that is located inside the CD case.

Available Easy-Mark Plus™ Versions

Easy-Mark Plus™ is available in several different form factors. Easy-Mark Plus™ is available on CD, a portable USB flash memory drive, a web-downloadable version and a version intended for installation on a network.

1.2. System Requirements and Installation

To install and use the Easy-Mark Plus application, the following hardware and software requirements should be fulfilled:

Component	Portable	Standalone	Network Client	Network Server
OS	Vista SP1/7/8/8.1/10 x32/x64 Windows Server 2003 SP2/2008/2008 R2/ 2012/2012 R2, 2016, 2019			Windows 7 SP1/8/8.1/10 x32/x64 Windows Server 2008 SP2/2008 R2/2012/2012 R2, 2016, 2019
Memory	2 GB	2 GB	2 GB	3 GB
Disk Space	300MB	300MB	150MB	1GB
SQL Server (if installed separately)	-	-	-	SQL Server 2005 SP3/2008/2008 R2/2012/2014 x32/x64

Easy-Mark Plus™ Components

The Easy-Mark Plus™ application is based on the .NET Framework 4.0 technology. During the installation, the installer performs the following actions:

- installs .NET Framework 4.0 if it is not already installed
- installs the Panduit fonts if they are not already installed
- adds necessary registry keys and values for CAD-Connect integration
- for Network Server installation, installs MS SQL Server 2014 SP2 x86 Express Edition
- for Network Client installation, installs patch KB2580188
- for the non-portable version, associates the Easy-Mark Plus documents with the application
- for the non-portable version, creates desktop shortcuts of the application

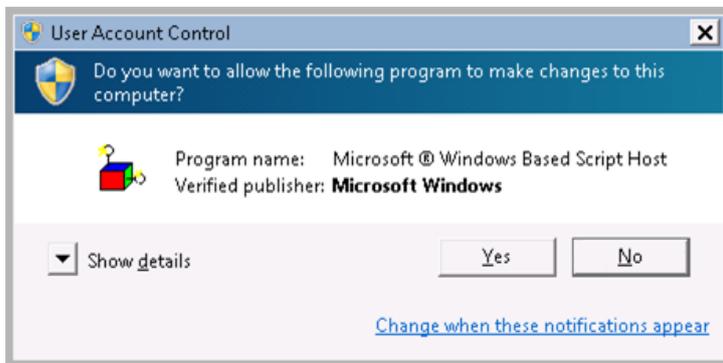
Easy-Mark Plus™ Portable Installation (USB Flash Drive)

To install the Easy-Mark Plus™ Portable version, perform the following steps:

1. Insert the flash drive into any available USB port on the PC.
2. If autorun features are enabled on your system, the installation will begin automatically.
3. If autorun is not enabled, open the folder for the flash drive and double-click the *Launch.exe* file to start the Easy-Mark Plus™ installer.
4. On the languages screen, click the required language to start the application.



5. In the **User Account Control** dialog, click **Yes**. The prerequisites will be installed.



6. In the licenses window, either enter the serial number and click **Activate**, or click **Trial**. The serial number is located on a label in the package insert.



Easy-Mark Plus™ Standalone Installation (CD Version and Web Download Version)

To install Easy-Mark Plus™ from a CD, perform the following steps:

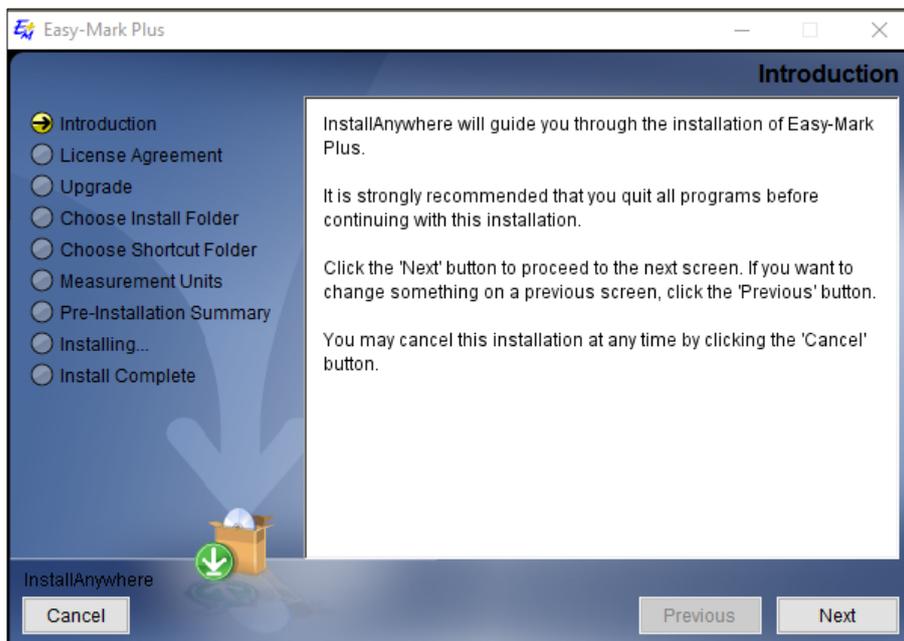
1. Insert the CD into the disc drive.
2. If autorun features are enabled on your system, the installation will start automatically.
3. If autorun is not enabled, open the folder on the CD and double-click on the program Launch.exe to start the Easy-Mark Plus™ installer.

To install Easy-Mark Plus™ from a downloaded file, perform the following steps:

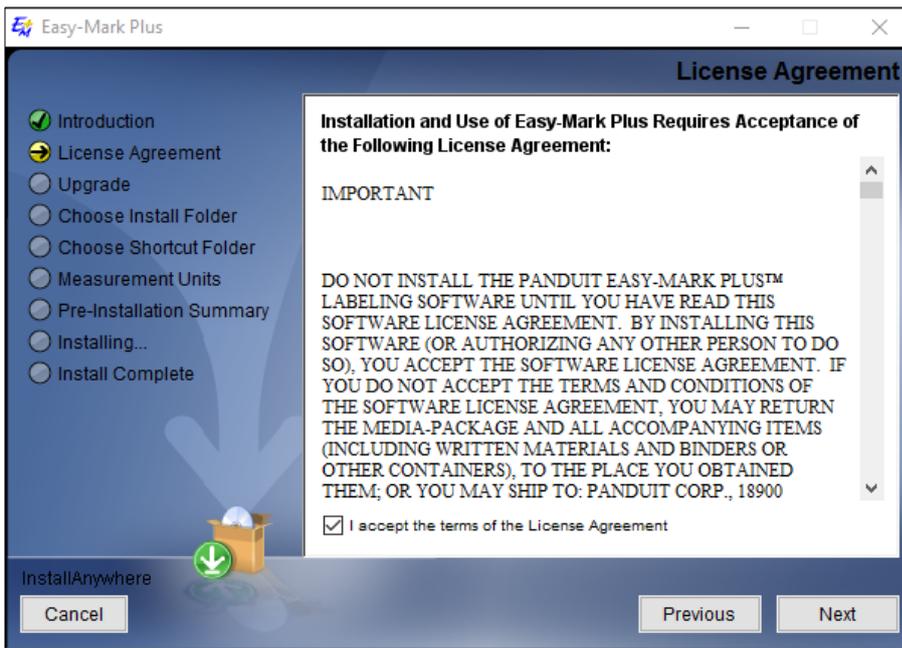
1. Navigate to the folder or location where you placed the file.
2. Double-click the *EasyMarkPlus_setup.exe* file to start the Easy-Mark Plus™ installer.
3. On the languages screen, select the required language and click **OK** to continue the setup.



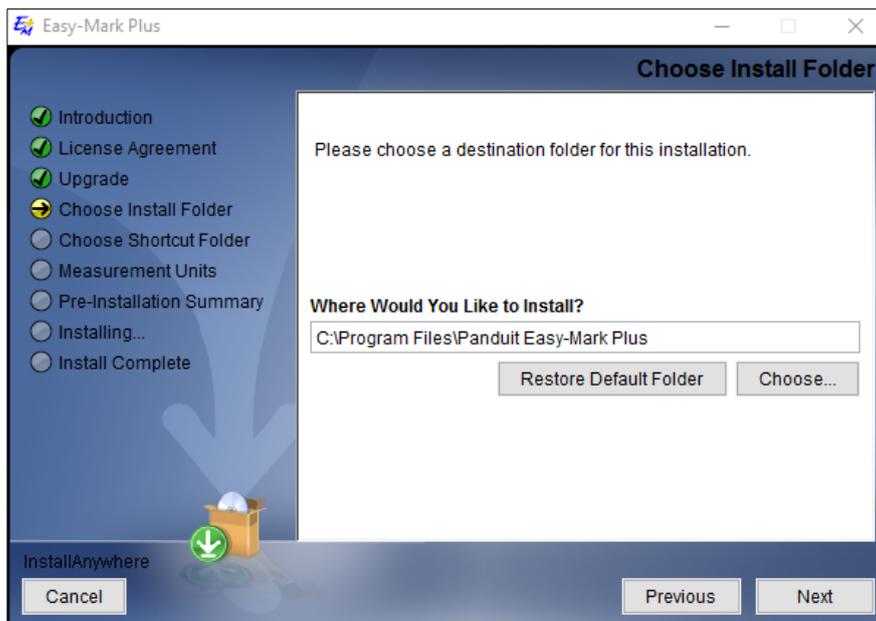
4. On the **Introduction** screen, click **Next** to continue the setup.



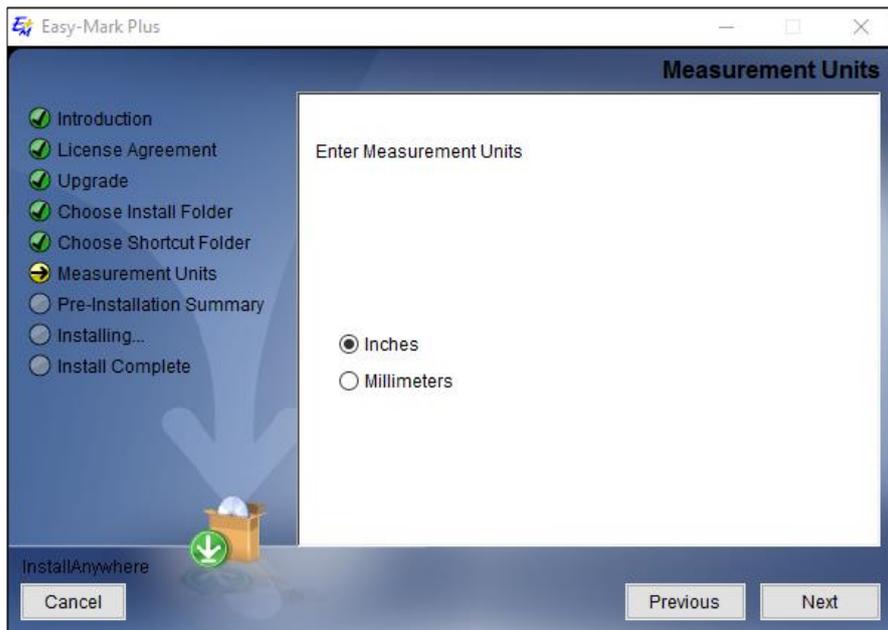
5. On the **License Agreement** screen read License Agreement, check the checkbox if you agree and click **Next**



6. On the **Choose Install Folder** screen, either select a destination folder for your installation or restore a default folder, and then click **Next** to continue the setup.

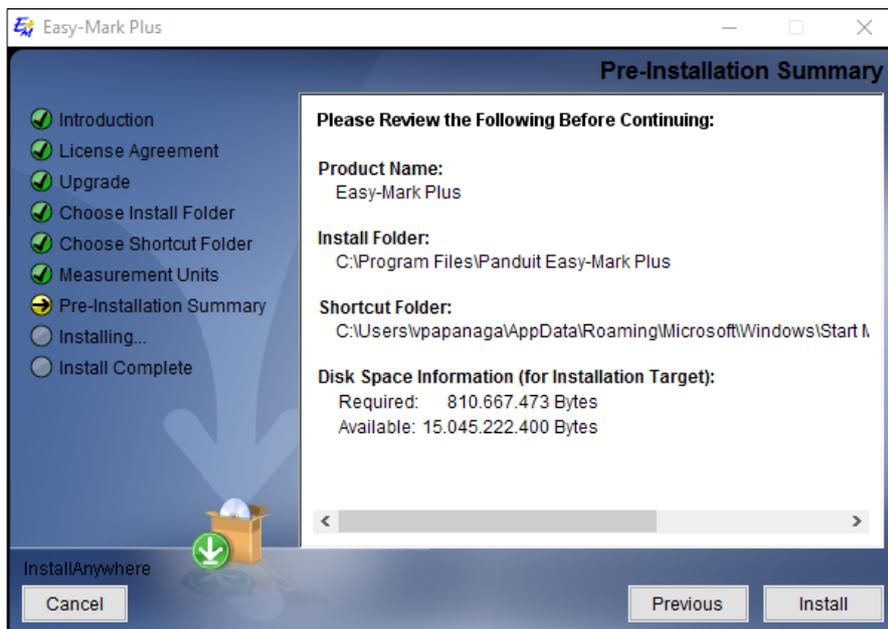


7. On the **Measurement Units** screen, select the measurement unit that you would like to use in Easy-Mark Plus™, and then click **Next** to continue the setup.

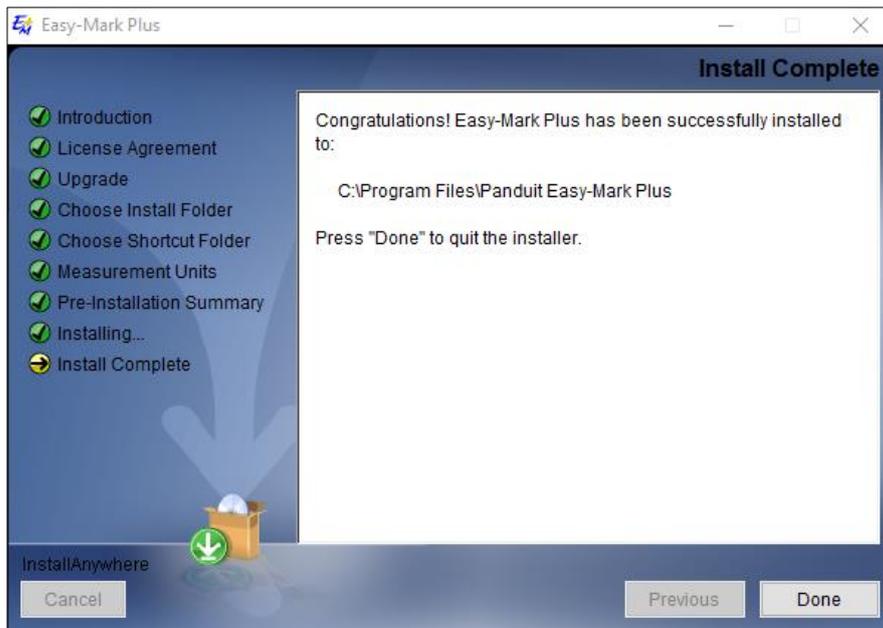


 **Note:** This screen will be shown only if the English language was selected. You can change the measurement unit on the **Locale** tab of the **Options** window. For more information, see [7. Configuring the Application](#).

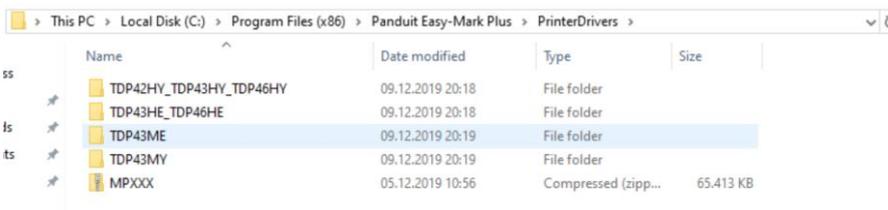
8. Review the pre-installation summary, and then click **Install**.



9. When the installation is complete, click **Done**.



10. After application was installed you can go to Application Folder and install manually Printer drivers.



Easy-Mark Plus™ Network Installation (Panduit Part Number EPLUS-SERVER)

Easy-Mark Plus™ Network Version must be installed by an advanced user with proper system privileges. It is recommended that this installation be done by qualified IT personnel. The installation consists of two parts: Part 1 for the network server installation and Part 2 for the client installation.

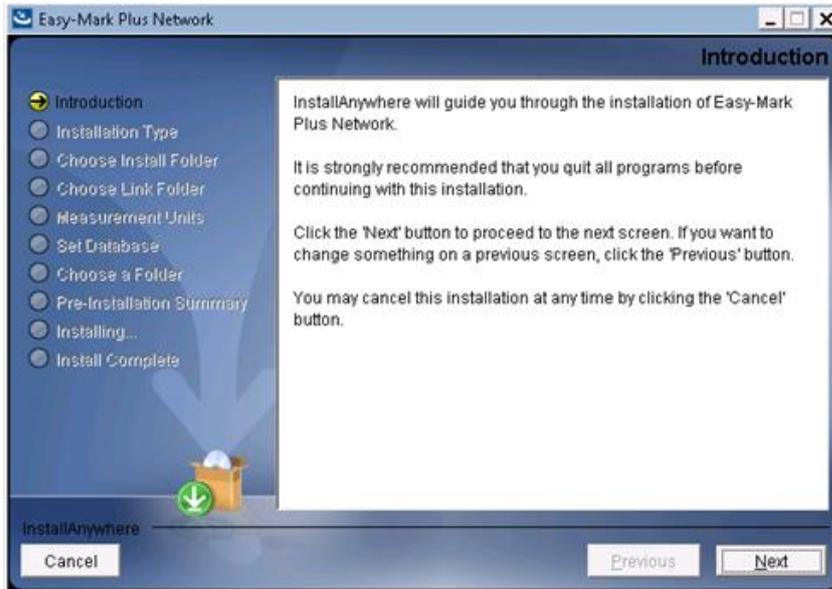
Part 1: Network Server Installation

To install the Easy-Mark Plus™ Network Server, perform the following steps:

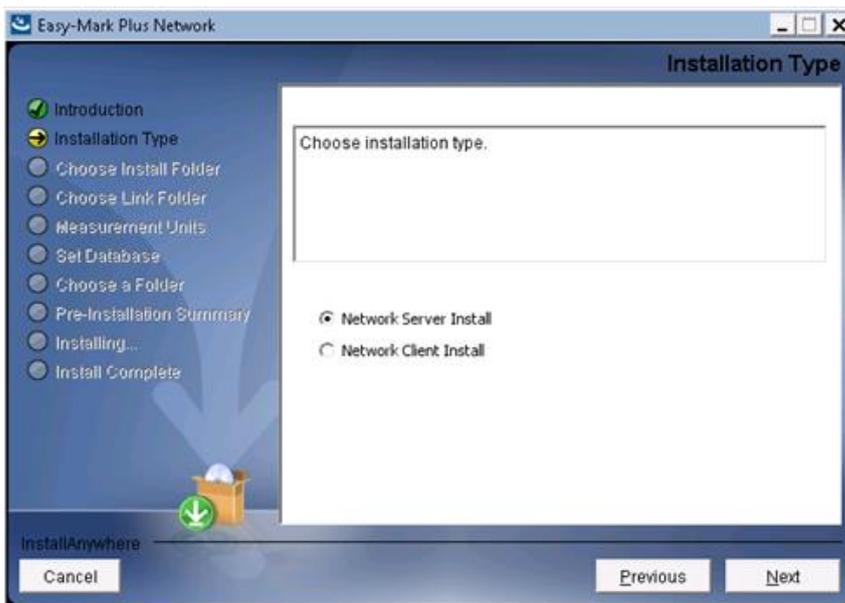
1. Insert the CD into the disc drive.
2. Start the Easy-Mark Plus™ installer (*EasyMarkPlus_setup.exe*).
3. On the languages screen, select the required language and click **OK** to continue the setup.



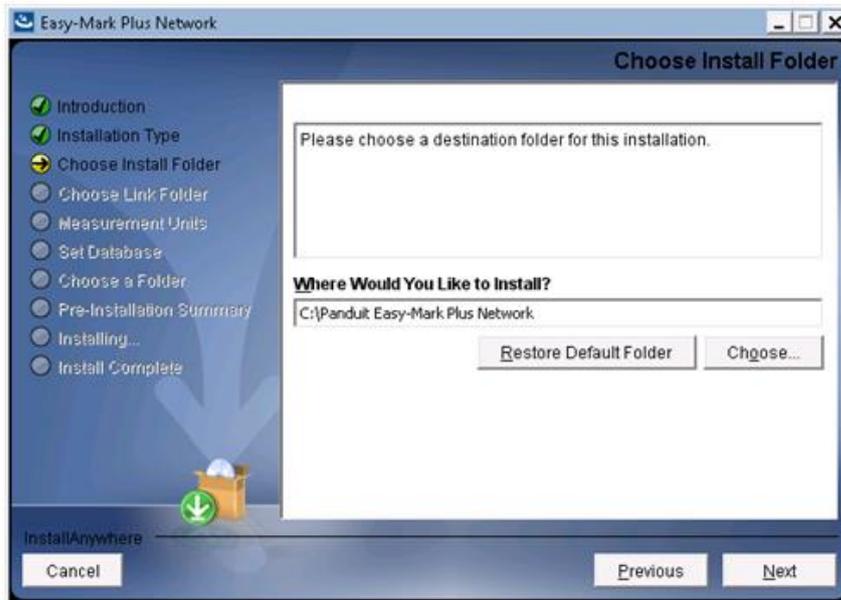
4. On the **Introduction** screen, click **Next** to continue the setup.



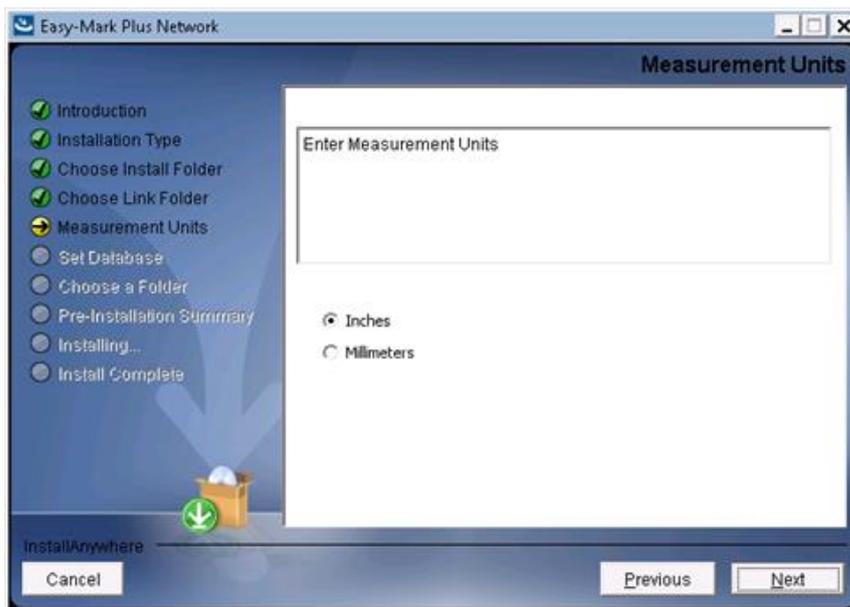
5. On the **Installation Type** screen, select **Network Server Install**, and then click **Next** to continue the setup.



6. On the **Choose Install Folder** screen, either select a destination folder for your installation or restore a default folder, and then click **Next** to continue the setup.

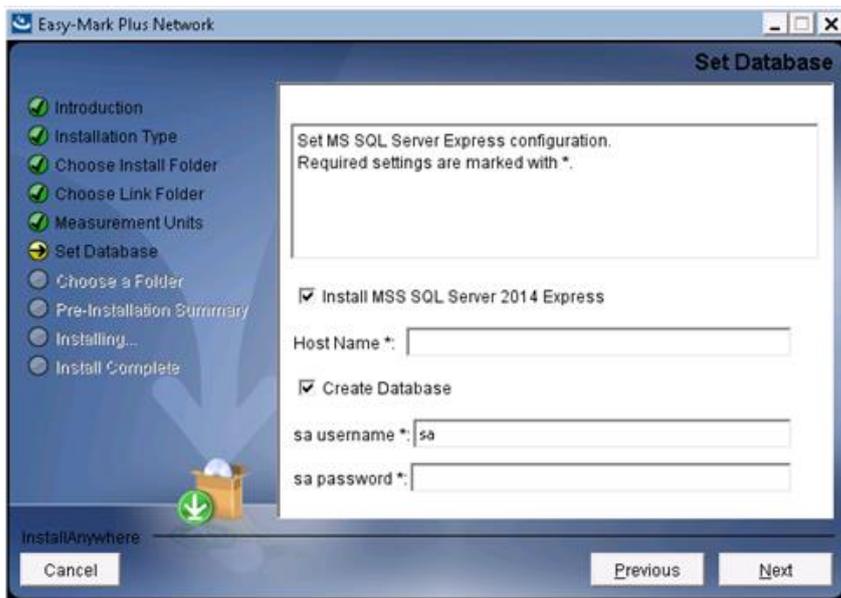


7. On the **Choose Link Folder** screen, select the place where you would like to create the Easy-Mark Plus™ icons. Specify whether you want to create icons for all Easy-Mark Plus™ users, and then click **Next** to continue the setup.
8. On the **Measurement Units** screen, select the measurement unit that you would like to use in Easy-Mark Plus™, and then click **Next** to continue the setup.



 **Note:** This screen will be shown only if the English language was selected. You can change the measurement unit on the **Locale** tab of the **Options** window. For more information, see [7. Configuring the Application](#).

9. On the **Set Database** screen, set the required values and click **Next** to continue the setup.

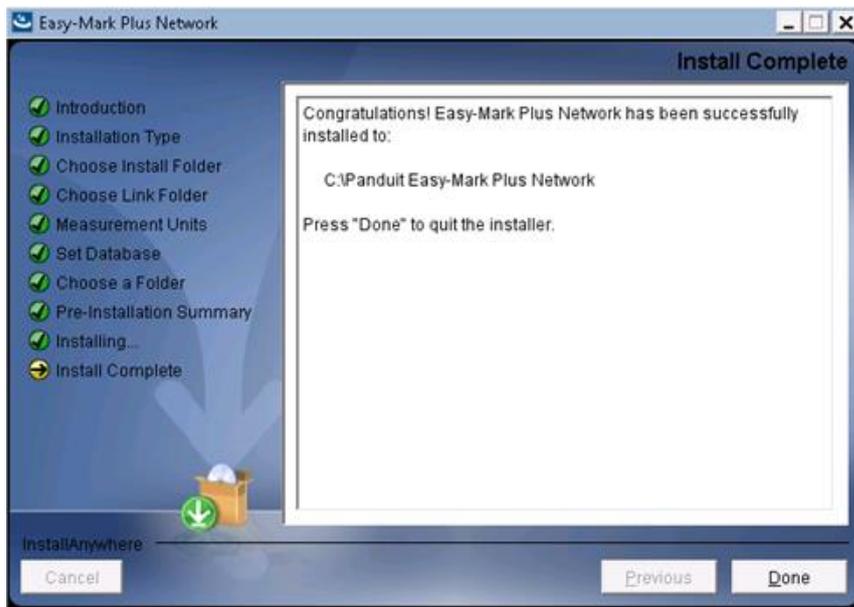


Note: If using an existing instance of the SQL Server with a non-default port (1433), the field Host Name may be set as hostname, port

10. Review the pre-installation summary, and then click **Install**.



11. When the installation is complete, click **Done**.



12. Share the folder with installed Easy-Mark Plus™ Network Server files (e.g. *C:\Panduit Easy-Mark Plus Network*) to required users.

Part 2: Network Client Installation

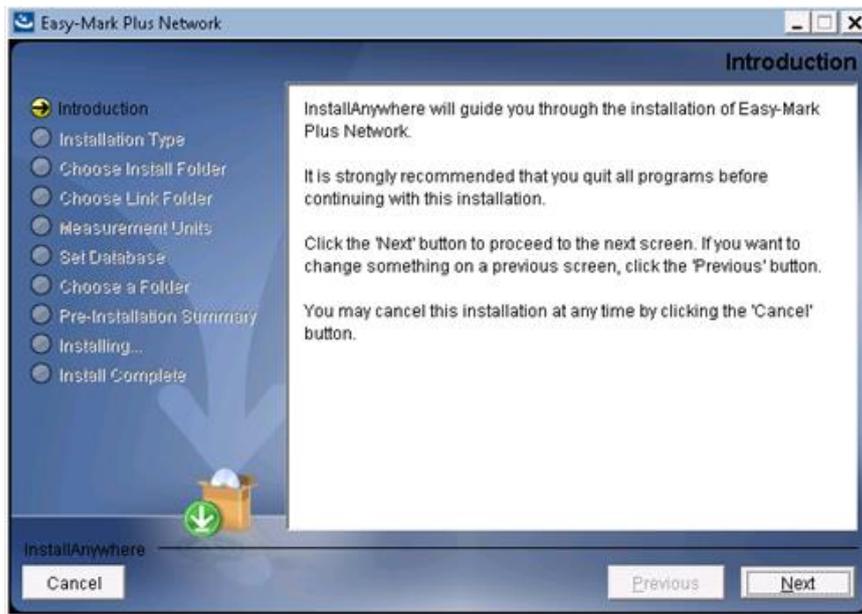
Before you install the Easy-Mark Plus™ Network Client, please make sure that the administrator has provided you with the path to the shared Easy-Mark Plus™ Network Server files, and that the path is accessible. Besides, make sure that the network server installation for Easy-Mark Plus™ has been completed.

To install the Easy-Mark Plus™ Client Server, perform the following steps:

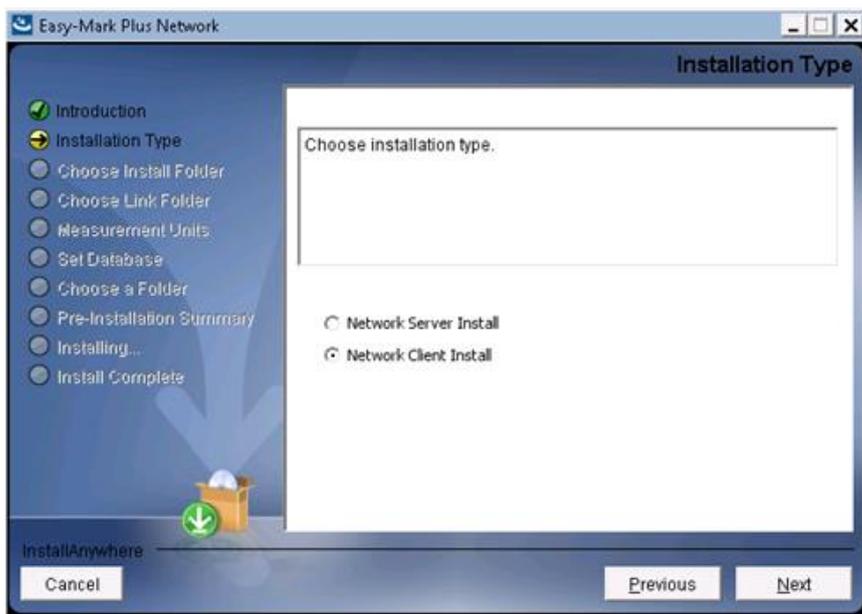
1. Start the Easy-Mark Plus™ installer (*EasyMarkPlus_setup.exe*).
2. On the languages screen, select the required language and click **OK** to continue the setup.



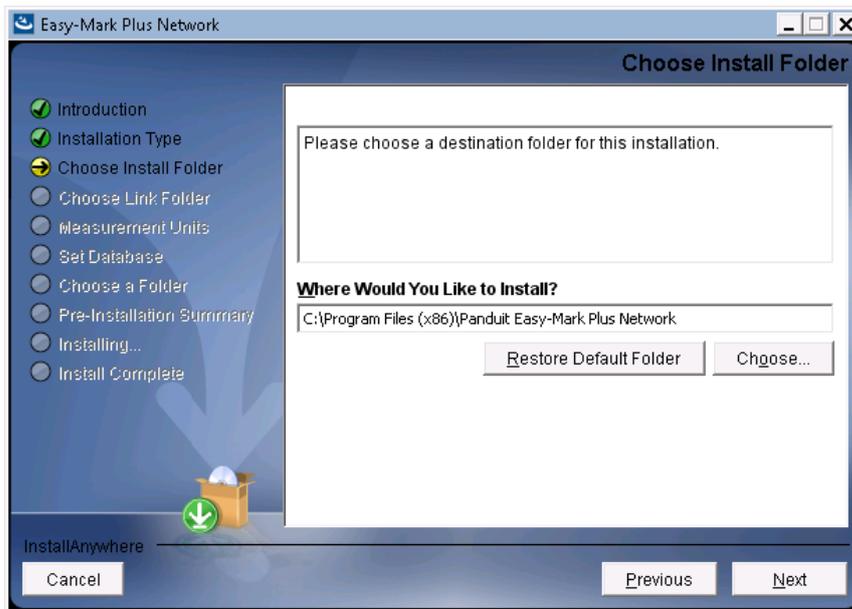
3. On the **Introduction** screen, click **Next** to continue the setup.



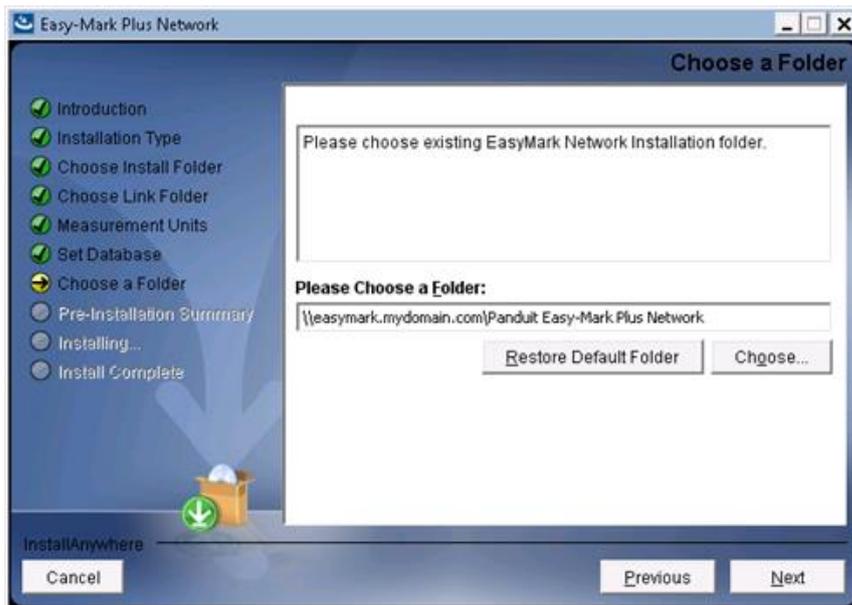
4. On the **Installation Type** screen, select **Network Client Install**, and then click **Next** to continue the setup.



5. On the **Choose Install Folder** screen, either select a destination folder for your installation or restore a default folder, and then click **Next** to continue the setup.



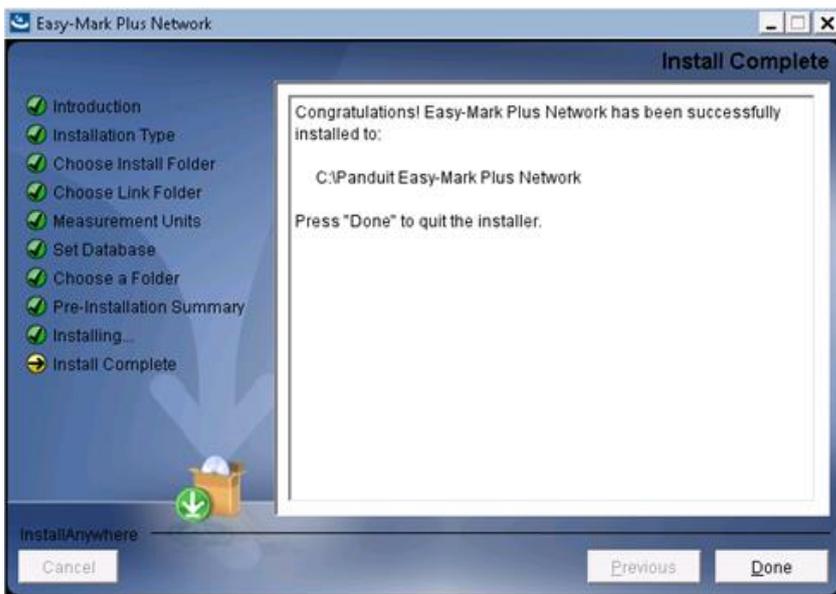
6. On the **Choose a Folder** screen, select the path to the Easy-Mark Plus Network Server files share. Click **Next** to continue the setup.



7. Review the pre-installation summary, and then click **Install**.



8. When the installation is complete, click **Done**.



Easy-Mark Plus™ Unattended Installation (Advanced Network Installer Option)

This option is available for system administrators or IT personnel that are familiar with installing software by using the following methods. It is not intended for standard users of Easy-Mark Plus™.

To perform unattended installation, you need a response file. It is a text file with the name value pairs that represent certain installer variables. It may be obtained after running the installer in the GUI or console mode with the `-r <file properties>` argument.

Open a CLI terminal window and execute the following:

```
EasyMarkPlus_setup.exe -i silent -f installer.properties -l en
```

or

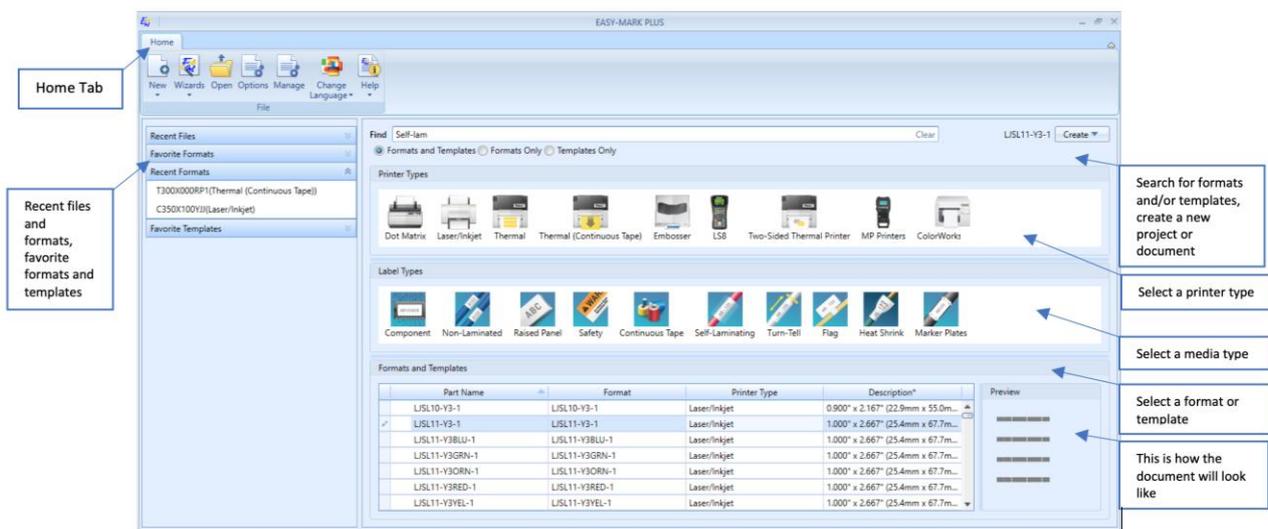
```
EasyMarkPlusNetwork_setup.exe -i silent -f installer.properties -l en
```

Variables values may be specified as arguments, i.e., to perform Easy-Mark Plus™ Network Client unattended installation to the default install folder, execute the following:

```
EasyMarkPlusNetwork_setup.exe -i silent -l en -  
DNetwork_Folder=""\\serverName\Panduit Easy-Mark Plus Network"
```

1.3. Landing Page Overview

After you launch Easy-Mark Plus™ Labeling Software, a Landing Page appears. From this page, you can create a new project (label file) or document on the basis of a preferred format or template. From here you can also configure Easy-Mark Plus™



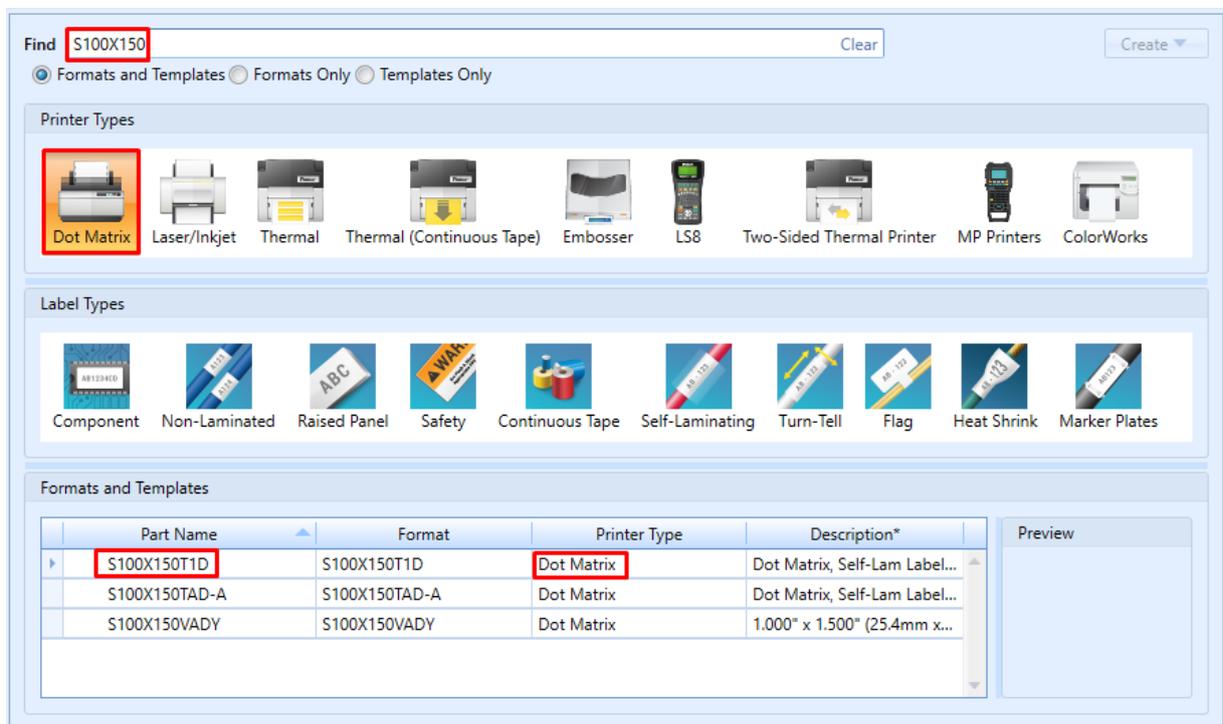
The Landing Page gives access to the following functionality:

- **Home tab > New:** Click this button to create a new project or document. For more information, see 2.1. Creating New Files.
- **Home tab > Wizards:** Click this button to create a new project or a new document by using the Easy-Mark Plus™ wizards. For more information, see 6. Working with Wizards.
- **Home tab > Open:** Click this button to open one of the existing projects. For more information, see 2.2. Opening Existing Files.
- **Home tab > Options:** Click this button to open the **Options** window where you can configure Easy-Mark Plus™. For more information, see 7. Configuring the Application.
- **Home tab > Manage:** Click this button to open the **Settings** window where you can create and edit your own custom formats, printer types, and media types. For more information, see 1.5. Creating Formats, Printer Types, and Media Types.

- **Home tab > Change Language:** Click this button to change the user interface localization of Easy-Mark Plus™.

 **Note:** You can expand and collapse the **Home** tab of the Landing Page by clicking the arrow in the upper-right corner.

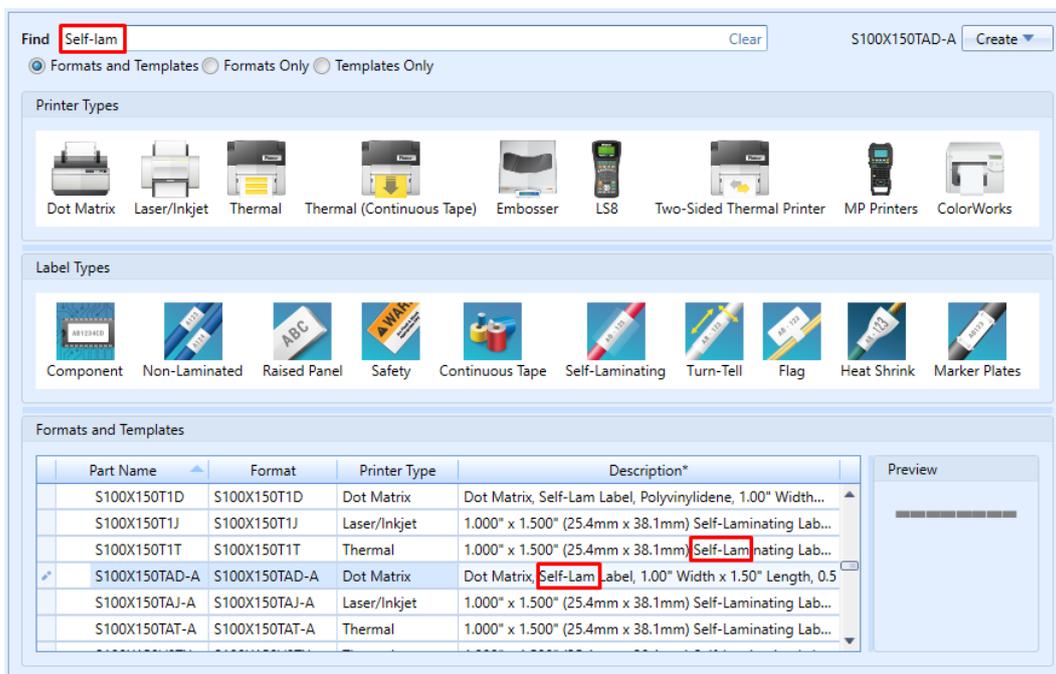
- **Recent Files:** Expand this drop-down to view a list of files that you have recently created.
- **Favorite Formats:** Expand this drop-down to view a list of formats that you use most frequently.
- **Recent Formats:** Expand this drop-down to view a list of formats that you have recently used.
- **Favorite Templates:** Expand this drop-down to view a list of templates that you use most frequently.
- **Find:** Enter your search criteria in this search box to look for a specific format or template. If you know the name of the format or template, you can enter the name or its part. As a result, the **Formats and Templates** list at the bottom of the page will be filled with formats the names of which contain the entered text. You can also filter the search results list for a specific printer or media type by selecting the icon of this printer or media type. The screenshot below shows an example of searching for "S100X150" term for a **Dot Matrix** printer.



The screenshot shows the 'Find' search interface. The search box contains 'S100X150'. Below the search box, there are radio buttons for 'Formats and Templates' (selected), 'Formats Only', and 'Templates Only'. There are two filter sections: 'Printer Types' and 'Label Types'. In the 'Printer Types' section, the 'Dot Matrix' icon is selected with a red box. In the 'Label Types' section, the 'S100X150T1D' icon is selected with a red box. Below these sections is a table titled 'Formats and Templates' with the following data:

Part Name	Format	Printer Type	Description*	Preview
S100X150T1D	S100X150T1D	Dot Matrix	Dot Matrix, Self-Lam Label...	
S100X150TAD-A	S100X150TAD-A	Dot Matrix	Dot Matrix, Self-Lam Label...	
S100X150VADY	S100X150VADY	Dot Matrix	1.000" x 1.500" (25.4mm x...	

If you know only the description of a format, for example, if you are searching for a self-laminating label format, you can enter "self-lam" in the search field. This action will display all formats and/or templates that have "self-lam" in their description.



The radio buttons below will help you to filter your search results in the following way:

- **Formats and Templates:** Search for both formats and templates.
 - **Formats Only:** Search only for formats.
 - **Templates Only:** Search only for templates.
- **Create:** This button is active only when you select a format from the list at the lower part of the Landing Page. Click this button to create either a project or a document on the basis of the predefined format.
 - **Printer Types:** Click the icon of the preferred printer type to filter the **Formats and Templates** list by printer type.
 - **Media Types:** Click the icon of the preferred media type to filter the **Formats and Templates** list by media type.

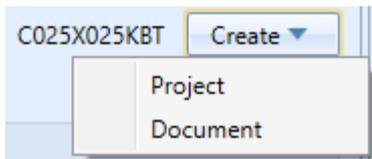


Note: You can also select both the printer type and media type icons to filter the **Formats and Templates** list by both printers and media types that are suitable for these printers.

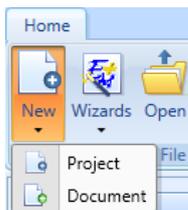
- **Formats and Templates:** In this list, select the name of the preferred format on the basis of which you want to create a new project or document. On the right you can see the preview of the selected format or wizard.
- **View:** Click this button to view the format-related entries either as a simple list of names or as a list with details, such as printer type and description.

When you are ready with format selection:

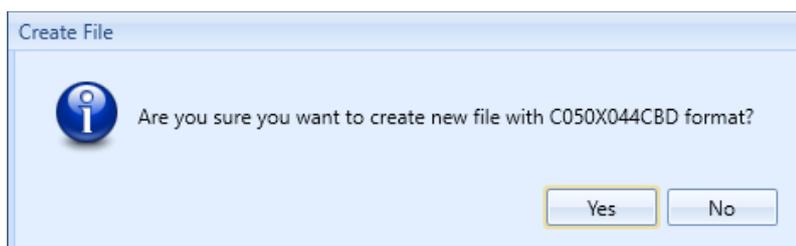
1. In the upper-right corner of the Landing Page, click **Create > Project** to create a new project or **Create > Document** to add a document to the current project.



2. In the upper-left corner of the Landing Page, click **New > Project** to create a new project or **New > Document** to add a document to the current project.



You can also just double-click the selected format. Finally, click **Yes** in the confirmation dialog.



1.4. Ribbon Overview

When you work with labels in Easy-Mark Plus™, you access all available functionality via the Ribbon, which is divided into the following tabs: **File**, **Home**, **Insert**, **Edit**, **View**, **Layout**, **Font**, and **Formats**.

The ribbon is located in the toolbar area above the label editing section of the screen. This toolbar ribbon is arranged with a similar design to common office productivity software.

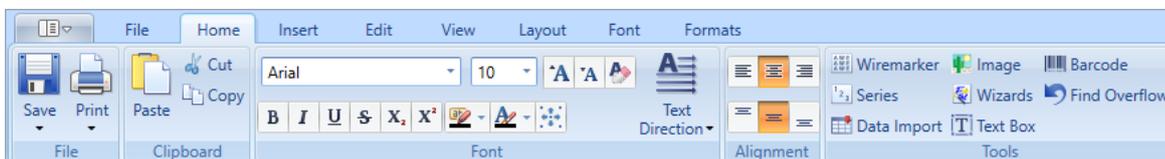
File Tab



The **File** tab is divided into the following sections:

- **File.** From this section, you can create new files, open the existing files, save the files, and print the files. Also, in this section you can create a password to protect the label file from unauthorized access. Finally, you can exit the application from the **File** section. For more information, see [2. Working with Files](#).
- **User.** From this section, you can configure the Easy-Mark Plus™ application as well as manage the available formats, printer types, and media types.
- **Locale.** In this section you can change the user interface language of Easy-Mark Plus™. After you change the language, you should close and restart Easy-Mark Plus™ to apply the new language configuration.

Home Tab

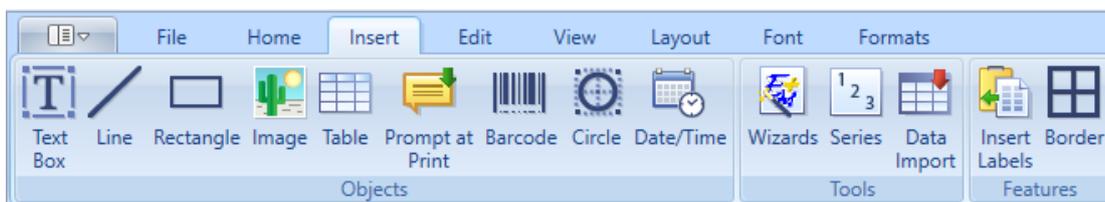


The **Home** tab is divided into the following sections:

- **File.** In this section you can save and print files. For more information, see [2. Working with Files](#).
- **Clipboard.** This section gives access to the standard cut, copy, and paste options.
- **Font.** This section gives access to the standard font editing options. Here you can also activate the **Autosize** option to fit the label content to the label's width and height. For more information, see [5.1. Working with Fonts](#).
- **Alignment.** This section gives access to the content alignment options.
- **Tools.** This section gives access to the following Easy-Mark Plus™ tools:
 - **Wiremarker.** When labeling wires, an often-used technique is to repeat or "stack" data several times on a label so that the information can be seen easily after the label is wrapped around the wire. Wiremarker automates this task for you.

- **Series.** Generate an alphanumeric or numeric sequence of any length and step and place it evenly on your labels. For more information, see 4.4. Using the Serialization Tool.
- **Data Import.** Import data to Easy-Mark Plus™ from external sources. For more information, see 4.5. Importing Data from an External Source.
- **Image.** Add images to your labels. For more information, see 3.1. Inserting the Graphical Objects.
- **Wizards.** Select and configure one of the predefined label formats. For more information, see 6. Working with Wizards.
- **Text Box.** Add text boxes to your labels. For more information, see 3.1. Inserting the Graphical Objects.
- **Barcode.** Add barcodes to your labels. For more information, see 3.4. Inserting the Barcodes.
- **Find Overflow:** Detect labels with overflow, i.e. with non-wrapped text or image that goes beyond the label borders.

Insert Tab

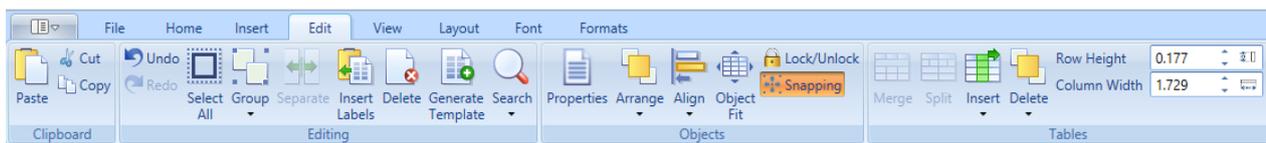


The **Insert** tab is divided into the following sections:

Objects. From this section you can add various objects to your labels. For more information, see

- **3. Objects Overview.**
- **Tools.** This section gives access to the following Easy-Mark Plus™ tools:
 - **Wizards.** Select and configure one of the predefined label formats. For more information, see [6. Working with Wizards.](#)
 - **Series.** Generate an alphanumeric or numeric sequence of any length and step and place it evenly on your labels. For more information, see [4.4. Using the Serialization Tool.](#)
 - **Data Import.** Import data to Easy-Mark Plus™ from external sources. For more information, see [4.5. Importing Data from an External Source.](#)
- **Features.** From this section, you can insert a predefined number of blank labels before or after the selected label, and decorate your labels with borders.

Edit Tab



The **Edit** tab is divided into the following sections:

- **Clipboard.** This section gives access to the standard cut, copy, and paste functionality.
- **Editing.** This section gives access to the following label editing functionality:
 - **Undo/Redo.** Undo or redo your last action (equal to the **Ctrl+Z** and **Ctrl+Y** keyboard shortcuts).
 - **Select All.** Select either all labels on the current page or the entire content of the current label.
 - **Group.** Select several labels while holding **Ctrl** or **Shift**, and then click **Group** to synchronize the content changes of these labels. You can also cancel or change the group behavior by clicking **Ungroup** or **Regroup**, accordingly.
 - **Separate.** Convert Series and Data Import objects to plain text.
 - **Insert Labels.** Insert a predefined number of blank labels before or after the selected label.
 - **Generate Template:** Create a template based on the selected label.
 - **Delete.** Remove either the entire label or its content.
 - **Search.** Find or replace specific content.
- **Objects.** This section becomes active when you select a specific object that was previously inserted onto your label. From this section, you can view the properties window for the

selected object, arrange or align the objects, organize one object as related to another object, and lock the object from editing.

- **Tables.** This section becomes active when you select a specific table that was previously inserted onto your label. This section gives access to the standard table editing options, such as merging or splitting the table cells, inserting or deleting the table rows and columns, and customizing the row and column size.

For more information, see [4.1. Editing the Labels](#).

View Tab



The **View** tab is divided into the following sections:

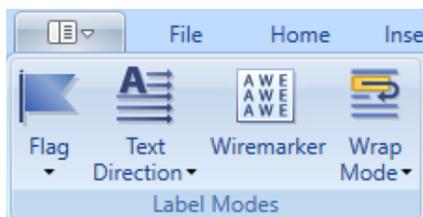
- **Features.** In this section, you can specify whether to show the ruler in the work area and select the preferred measurement unit (inches or millimeters).
- **Rotate View.** In this section, you can rotate the view of your labels by selecting the preferred rotation angle.
- **Navigation.** From this section, you can navigate between your labels and label pages.

For more information, see [4.3. Customizing the Label View](#).

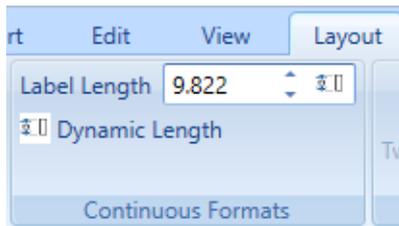
Layout Tab

The **Layout** tab is divided into the following sections:

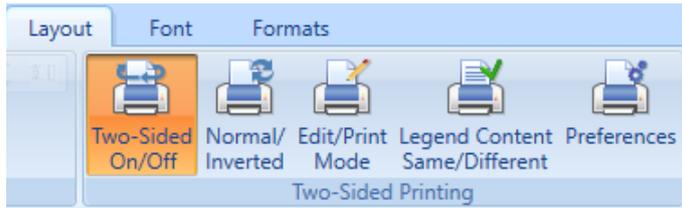
- **Label Modes.** This section gives access to the following label modes:



- **Flag.** Apply one of the predefined label arrangements.
 - **Text Direction.** Select one of the text rotation options.
 - **Wiremarker.** When labeling wires, an often-used technique is to repeat or "stack" data several times on a label so that the information can be seen easily after the label is wrapped around the wire. Wiremarker automates this task for you.
 - **Wrap Mode.** Select whether to wrap the label text by characters or by words, or deactivate the text wrapping.
- **Continuous Formats.** In this section, you can define the preferred label length for continuous label formats and set this length to dynamically change as you type the text or insert some other content.

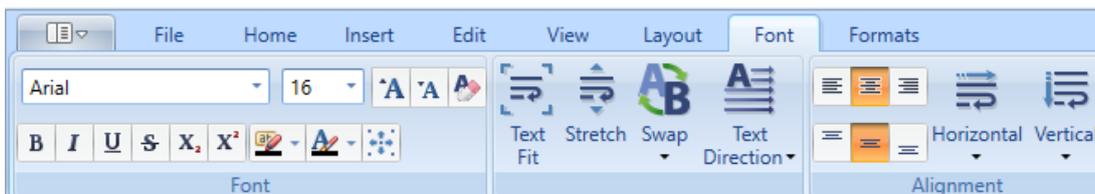


- **Two-Sided Printing.** This section gives access to the options that are related to two-sided printing.



For more information, see [4.2. Customizing the Label Layout](#).

Font Tab



The **Font** tab is divided into the following sections:

- **Font.** This section gives access to the standard font editing options. Here you can also activate the **Autosize** option to fit the label content to the label's width and height.
- **Text Fit/Stretch/Swap.** In this section, you can:
 - adjust the content of the selected labels to optimally fill the available label area,
 - stretch the selected labels vertically to fill as much label area as possible,
 - reverse the order of delimited text strings or paragraphs either within a single label or on a new label.
- **Alignment.** This section gives access to the standard content alignment options.

For more information, see [5.1. Working with Fonts](#).

Formats Tab



The **Formats** tab is divided into the following sections:

- **Document Formatting.** This section gives access to the following document formatting functionality:
 - **Switch Format.** Open the format selection window to choose another format for your current document.
 - **Document Properties.** View and change the properties of the current document.
 - **Apply Template.** Choose a predefined template for your document.
 - **Print Offset.** Specify the print offset parameters.
 - **Label Margins.** Specify the size of margins for your labels. These are the distances from the top and bottom and left and right of the label.
 - **Check for Format Updates.** Look up the new available label formats.
- **Favorites.** In this section, you can quickly create new documents on the basis of your favorite formats or templates, and add more formats to the favorites list.

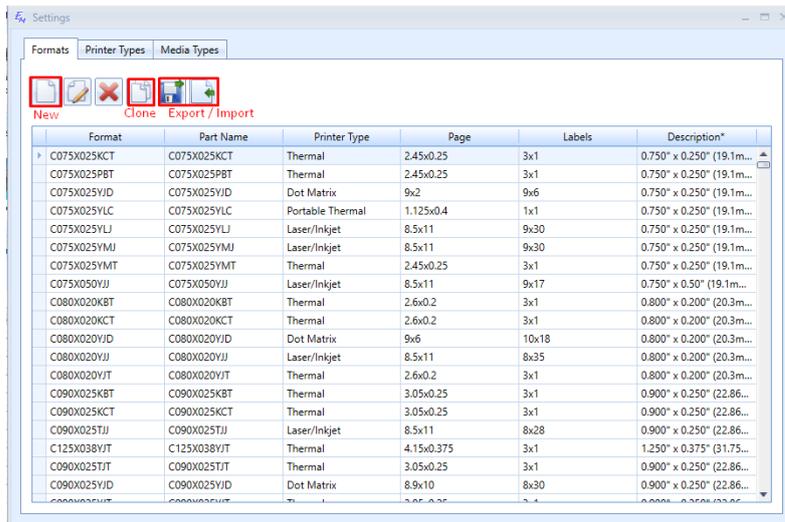
For more information, see [5.2. Working with Formats](#).

1.5. Creating Formats, Printer Types, and Media Types

In addition to standard label formats, printer types, and media types that are provided by Easy-Mark Plus™, you can create and edit your own custom formats, printer types, and media types in the **Settings** window. You can access this window either from the Landing Page by clicking **Manage**, or from the **File** tab on the Ribbon by clicking **Manage** in the **User** section.

To Create a Format:

1. Open the **Settings** window.
2. On the toolbar of the **Formats** tab, do one of the following actions:
 - Click the **New** icon to create a format from scratch.
 - Select one of the existing formats and click the **Clone** icon to create a new format on the basis of the existing format.

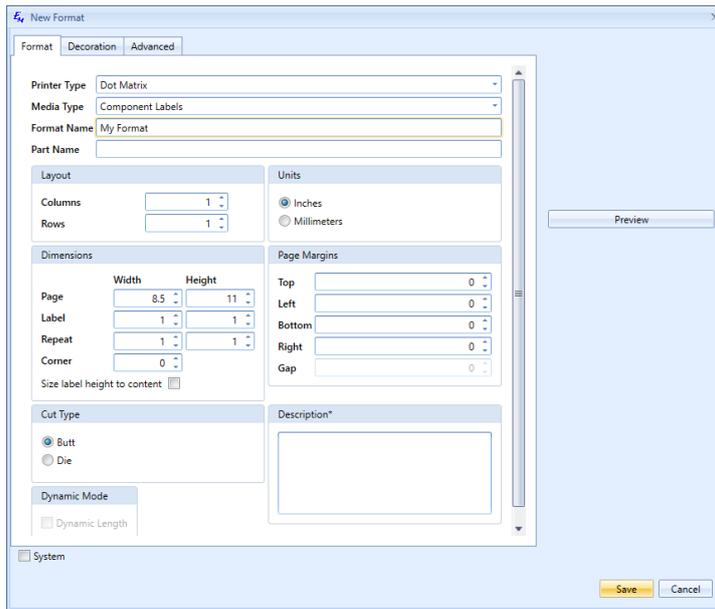


When you are going to create a new format either from scratch or by cloning (cloning creates a copy from an existing format), a **New Format** window appears. This window has three tabs:

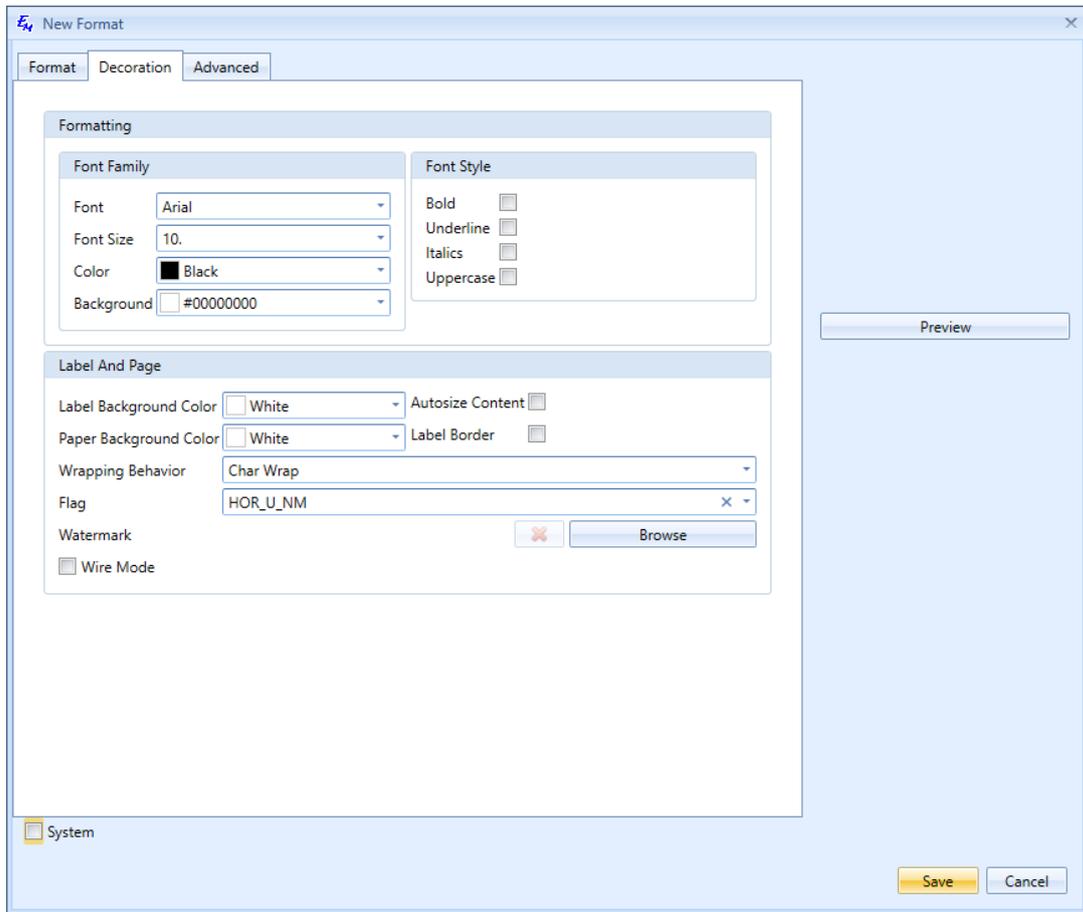
Format, Decoration, and Advanced.

1. On the **Format** tab, associate your new format with a specific type of printer and/or media. Select the preferred printer type and/or media type from the corresponding lists.
2. Type the name and the part name of the new format. The name length should not exceed 25 characters.
3. Specify the layout for your format. The layout is a number of columns and rows that determine how many labels will fit on a page. Enter the number of columns, which is the number of labels across the page, and then enter the number of rows, which is the number of labels down the page.
4. Select the preferred measurement unit for your format, either inches or millimeters. Your choice here affects your entries for the dimensions and margin sizes. Easy-Mark Plus™ automatically converts inches into millimeters and vice versa, depending on your choice.
5. Set the width and height dimensions for page, labels, repeat (the number of times the label will be repeated on the page based on the dimensions that you entered), and corner radius (not greater than ½ label height). Select the **Size label height to content** checkbox if you want to automatically adjust the label height to its content.
6. Set the margin sizes (top, left, bottom, right, and gap). The margin sizes are for the page dimensions that were set by the user. These are the distances from the top and bottom and left and right of the page.
7. In the **Cut Type** section, choose either **Die** (separated labels and rounded corners) or **Butt** (the labels border on each other).

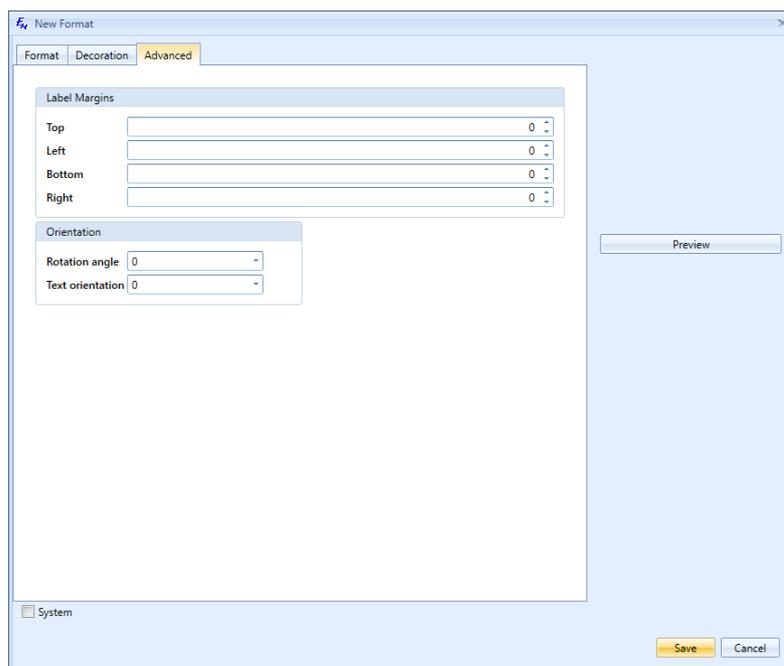
8. Select the **Dynamic Length** checkbox if you want the label size to change dynamically as you type, and add description to your format.



9. On the **Decoration** tab, set up the fonts for your label, i.e. font family, size, color, background color, and style. In the **Label And Page** section, set up the following parameters:
- **Label/Paper Background Color:** Label and paper color are used for screen display only. When printed, it is assumed that the label sheets that are fed into the printer have the color that is designated on the format.
 - **Autosize Content.** Select this checkbox to automatically fit the label content to the label's width and height.
 - **Label Border.** Select this checkbox if you want your labels to have borders.
 - **Wrapping Behavior:** Select whether to wrap the label text by characters or by words, or deactivate the text wrapping.
 - **Flag:** If needed, apply one of the predefined label arrangements.
 - **Watermark:** If needed, choose a watermark for your labels. This is an image that represents the visual portions of the label outside of the editable area.
 - **Wire Mode:** Select this checkbox to turn on the Wiremarker tool. When labeling wires, an often-used technique is to repeat or "stack" data several times on a label so that the information can be seen easily after the label is wrapped around the wire. Wiremarker automates this task for you.

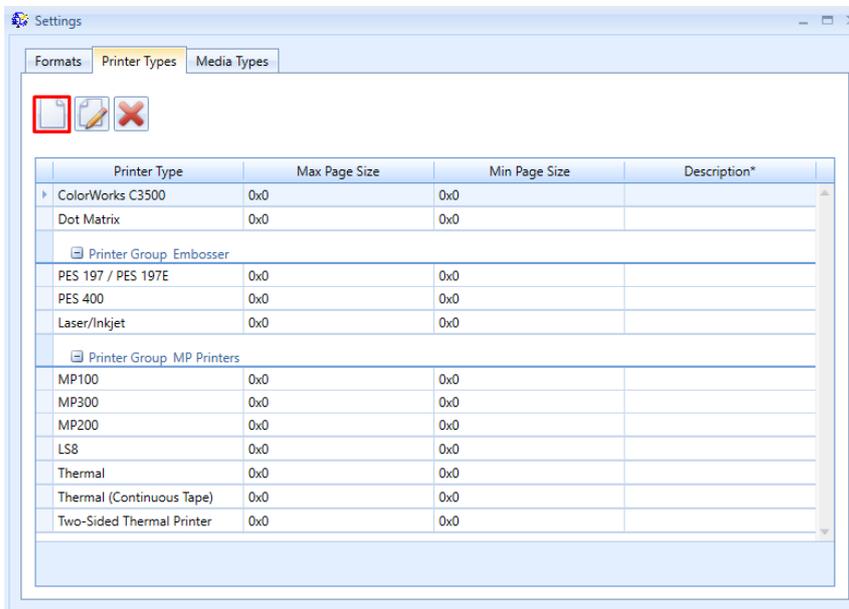


10. On the **Advanced** tab, specify the size of margins for your labels. These are the distances from the top and bottom and left and right of the label. Finally, set up the rotation of your labels and their content by selecting the preferred rotation angle and text orientation angle.

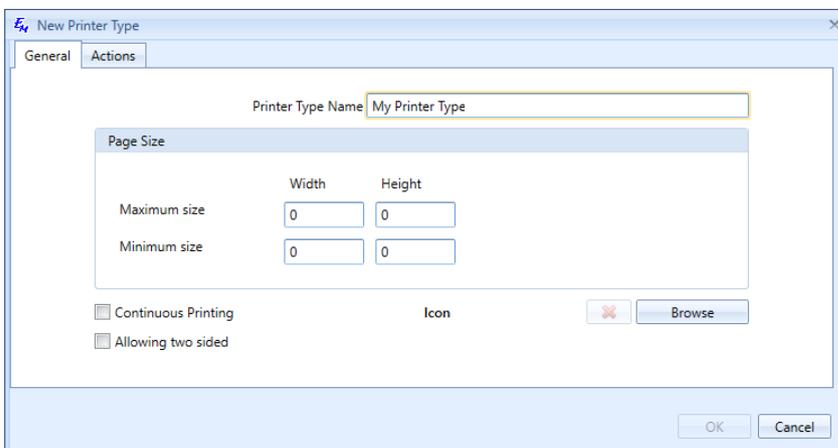


To Create a Printer Type:

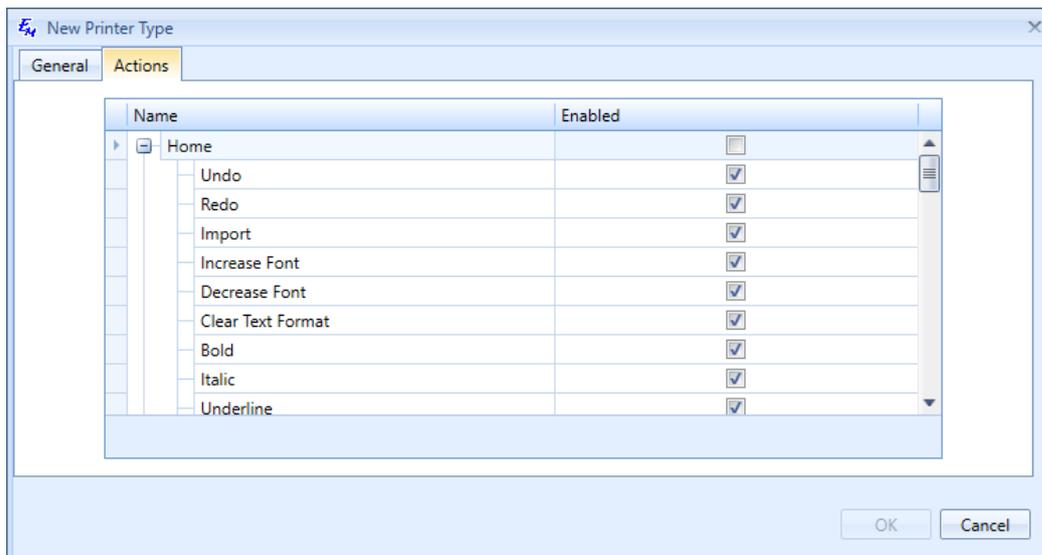
1. Open the **Settings** window.
2. Go to the **Printer Types** tab.
3. On the toolbar of the **Printer Types** tab, click the **New** icon.



4. The **New Printer Type** window appears. This window has two tabs: **General** and **Actions**.
5. On the **General** tab, enter the name of your printer type, specify the width and height dimensions for the minimum and maximum size of the pages for this printer type, and choose the icon for the printer type.
6. Select the **Continuous Printing** checkbox if the new printer type allows continuous printing, i.e. printing on continuous paper from large uncut reels.
7. Select the **Allowing two sided** checkbox if the new printer type allows printing on both sides of paper.

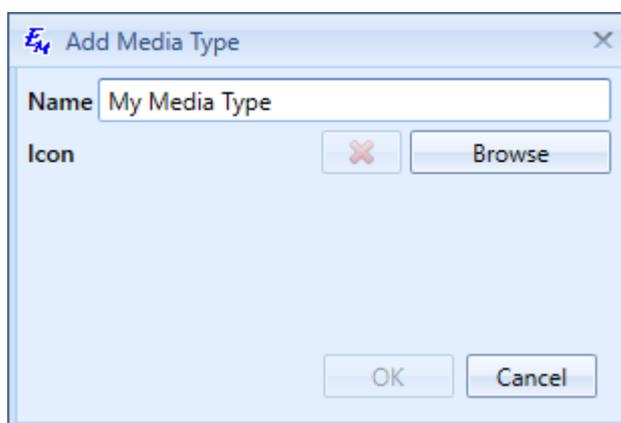


8. On the **Actions** tab, select the ribbon options that are available for your printer type.



To Create a Media Type:

1. Open the **Settings** window.
2. Go to the **Media Types** tab.
3. On the toolbar of the **Media Types** tab, click the **New** icon to open the **Add Media Type** window.



4. In the **Name** field, type the name of the new media type.
5. Click **Browse** to choose the icon for the new media type.

2. Working with Files

2.1. Creating New Files

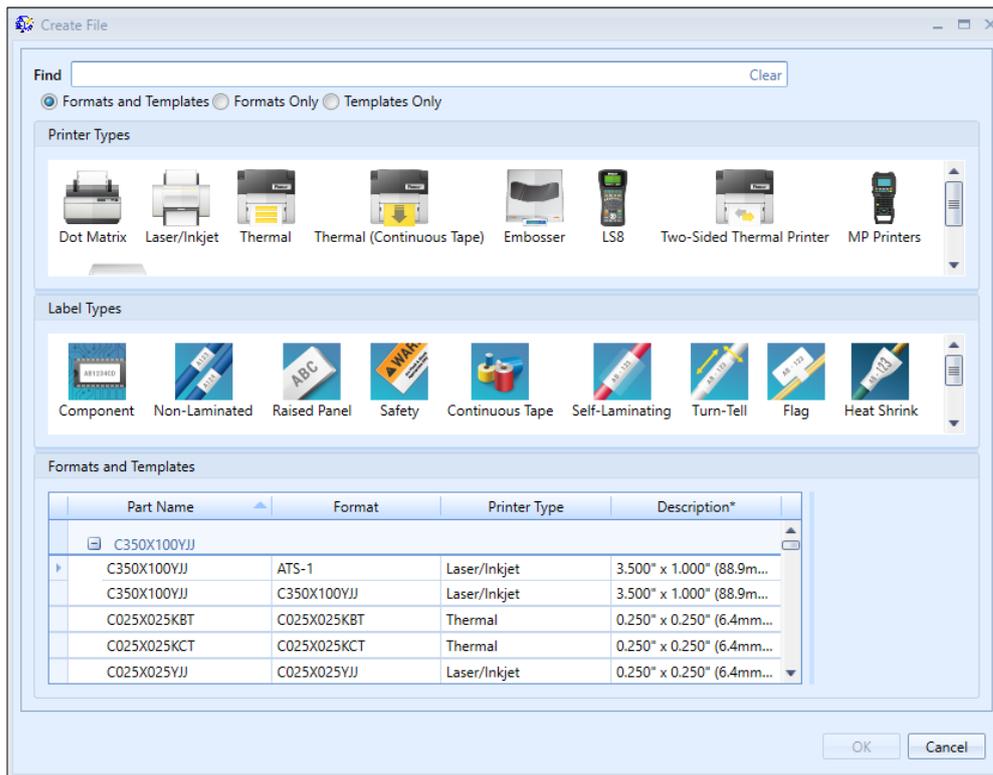
You can create a new file in Easy-Mark Plus™ either from the Landing Page, which appears when you open the application, or from the Toolbar Ribbon.

To create a new file from the Landing Page:

1. In the **Formats and Templates** list, select the name of the preferred format on the basis of which you want to create a new file. On the right you can see the preview of the selected format.
2. If needed, filter the **Formats and Templates** list by selecting the icon of the preferred printer type, media type, or both. You can also search for a specific format by entering the corresponding criteria in the search box.
3. In the upper-right corner of the Landing Page, click **Create > Project** or **Create > Document**, or double-click the selected format.
4. In the confirmation dialog, click **Yes**.

To create a new file from the Ribbon:

1. On the **File** tab of the Ribbon, click **New**. The **Create File** window appears.
2. In the **Formats and Templates** list, select the name of the preferred format on the basis of which you want to create a new file. On the right you can see the preview of the selected format or wizard.
3. If needed, filter the **Formats and Templates** list by selecting the icon of the preferred printer type, media type, or both. You can also search for a specific format by entering the corresponding criteria in the search box.
4. Click **OK**.

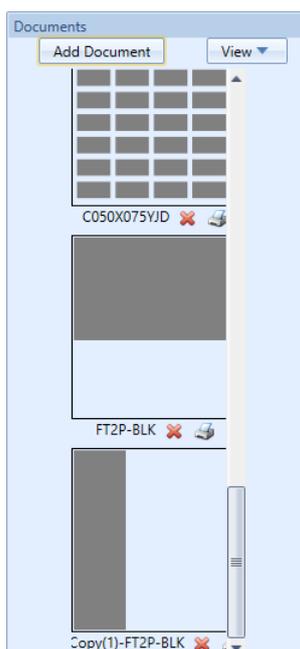


To create a new file by using one of the Easy-Mark Plus™ wizards:

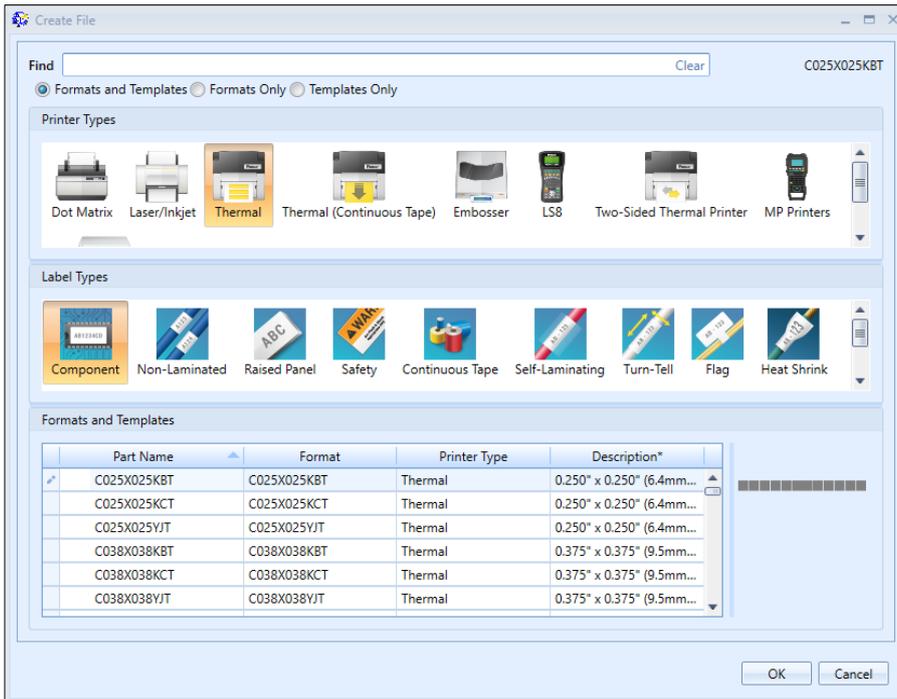
1. Either on the **Home** or on the **Insert** tab of the Ribbon, in the **Tools** section, click **Wizards**.
2. Select the preferred wizard and follow the steps of this wizard.

To add new documents to your current project:

1. To the left of the document view, under **Documents**, click **Add Document**.



2. The **Add new document** window appears.
3. In the **Formats and Templates** list, select the name of the preferred format on the basis of which you want to add a new document. On the right you can see the preview of the selected format.
4. If needed, filter the **Formats and Templates** list by selecting the icon of the preferred printer type, media type, or both. You can also search for a specific format by entering the corresponding criteria in the search box.
5. Click **Add**.

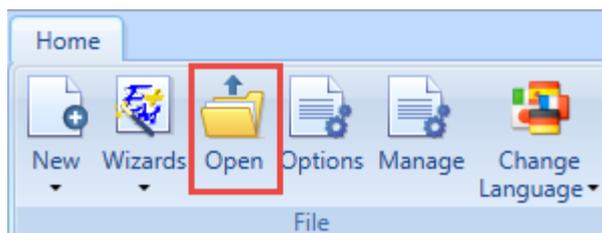


2.2. Opening Existing Files

You can open the existing files in Easy-Mark Plus™ either from the Landing Page, which appears when you open the application, or from the Ribbon.

To open a file from the Landing Page:

1. On the **Home** tab of the Landing Page, click **Open**.



2. In the window that appears, double-click the file that you want to open.

To open a file from the Ribbon:

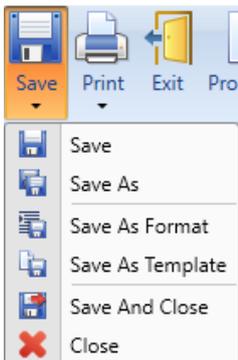
1. On the **File** tab of the Ribbon, click **Open**.



2. In the window that appears, double-click the file that you want to open.

2.3. Saving the Files

To save a file in Easy-Mark Plus™, click **Save** either on the **File** tab or on the **Home** tab of the Ribbon. The following options are available:



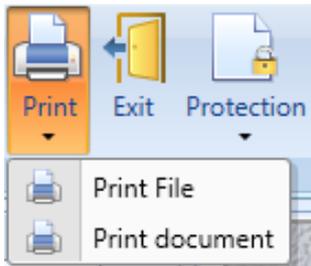
- **Save**
- **Save As:** Save the file to a specific location and/or with another name.
- **Save As Format:** Create a new format on the basis of the file and add this format to the favorites list, if needed.
- **Save As Template:** Create a new template on the basis of the file. If needed, protect this template with a password and add it to the favorites list.
- **Save and Close:** Save the file and close the current project.
- **Close:** Close the current project. If the project has unsaved changes, a warning window will appear, where you can choose whether to save or not to save these changes.

 **Note:** All Easy-Mark Plus™ files are saved with the **.pemx** extension.

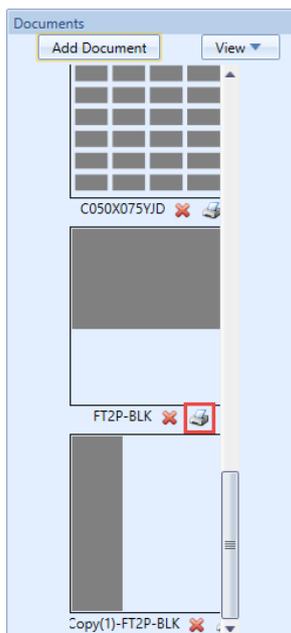
2.4. Printing Files

To print the entire project, click **Print > Print File** either on the **File** tab or on the **Home** tab of the Ribbon. To print only a specific document:

- Click **Print > Print document** either on the **File** tab or on the **Home** tab of the Ribbon.



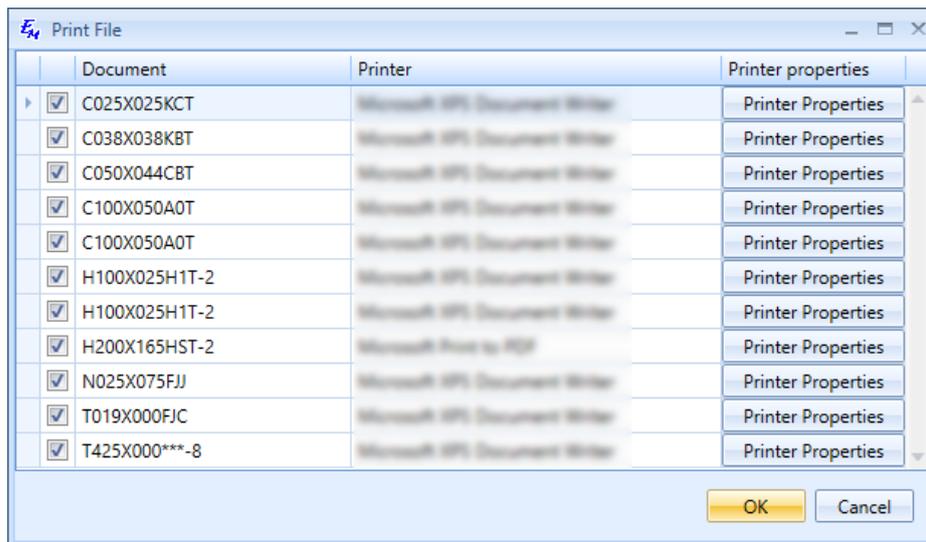
- Click the printer icon in the lower-right corner of the document preview, which is located on the left side of the document view.



Easy-Mark Plus™ offers different settings for printing files and documents.

- **Print File:** Select the preferred printer, set up additional printer properties, if needed, and then click **OK** to print the file.

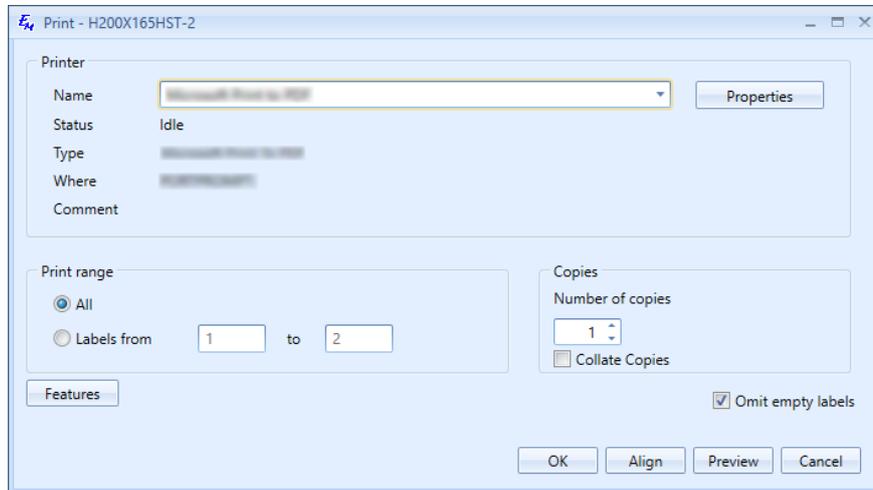
 **Note:** For each document, the **Printer Properties** button will open a specialized printer properties dialog for that individual document/print instance, because each document format can be associated with a specific printer.



- **Print document:** View and customize the following parameters:
 - **Printer:** Select the preferred printer and set up additional printer properties, if needed.
 - **Print range:** Specify whether you want to print all labels or labels within a specific range, for example, only the first ten labels.
 - **Copies:** Specify the number of document copies that you want to print and decide whether you want your printer to sort these copies.
 - **Features:** Click this button to specify the number of a row and the number of a column for the start print position as well as set up the print offsets for printers. An offset is a position of the horizontal /vertical corner of the label. Offsets can be applied to the **Top** (positive = vertical shift downward) or **Left** (positive = horizontal shift to the right).
 - For example, if the data on your labels is positioned too high, enter the **Top** value (such as .1) to move the data down on the labels. Raise this value to increase the offset.
 - If the data on your labels is positioned too far to the left, enter the **Left** value (such as .1) to move the data to the right. Raise this value to increase the offset. Enter negative values (such as -.1) to decrease the offset and move the data in the opposite direction.
 - Select the **Save Offsets** checkbox to re-use the entered offset values in the future. The saved offset will be applied to combination of specific printer and format.
 - **Omit empty labels:** Select this checkbox if you do not want to print the labels that have no content.
 - **Align:** Open the **Print Alignment** window to decide whether you want to print only one label from the page, one row of labels, one column of labels, or the entire page.

The purpose is calibration of the page before printing. If the document contains more than one document (e.g. 100), print will include just first page (column, row, etc). After you make your selection and click **OK**, the print preview window appears.

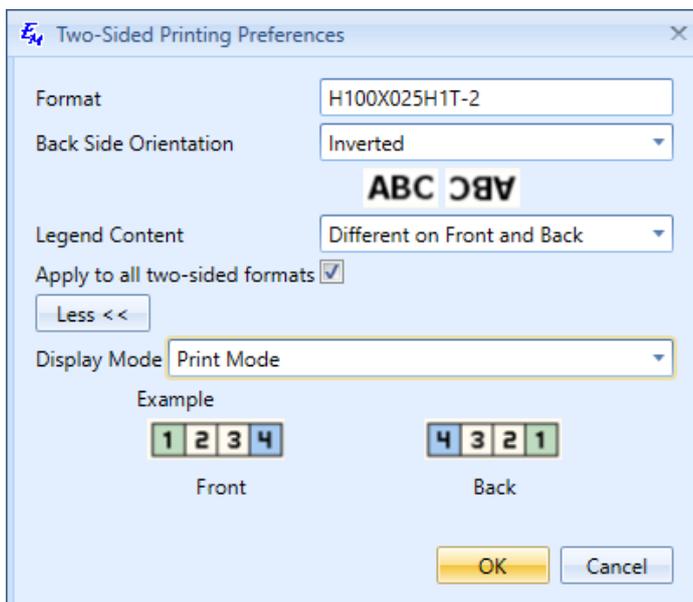
- **Preview:** Preview the document before printing.



Two-Sided Printing

Easy-Mark Plus™ has label formats for two-sided printing. These formats can be used both in the two-sided mode and in the single-sided mode. In the second case, Easy-Mark Plus™ looks and feels just as with any standard format.

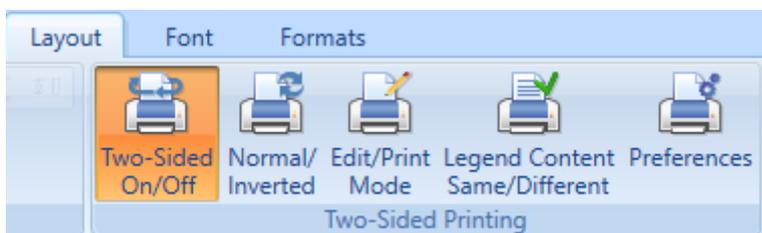
The **Two-Sided Printing** section of the **Layout** tab is active only for those types of printers that print on both sides of paper, for example, the **Two-Sided Thermal Printer** printer type. When you create a new project or document for this printer type, the **Two-Sided Printing Preferences** window appears.



This window offers the following options:

- **Format:** Non-editable field that contains the name of the format that you selected for the two-sided printer.
- **Back Side Orientation:** Specify whether to rotate the back side content of the corresponding label by 180 degrees as related to the front side of the corresponding label.
- **Legend Content:**
 - **Same on Front and Back:** When this mode is selected, any content that you create on the front side is automatically copied to the back side. In this mode you can edit label content only on the front side.
 - **Different on Front and Back:** Select this mode to independently edit the content on the front side and on the back side.
- **Apply to all two-sided formats:** Select this checkbox to save these settings for all two-sided formats.
- **Display Mode:** Select between the two available display modes:
 - **Edit:** Labels on the back side are ordered the same way as on the front side.
 - **Print Mode:** Labels on the back side are ordered as they will appear when they are printed, i.e. in reverse order of their front side counterparts.

You can also access the most of these options in the **Two-Sided Printing** section of the **Layout** tab:

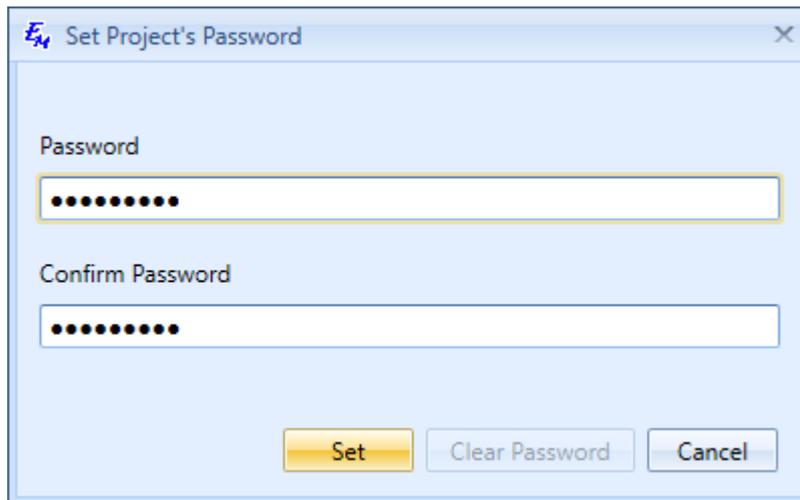


- **Two-Sided On/Off:** Turn on this option to split the label document in two columns, as they will appear when printing on two sides. The first column represents the front side of the corresponding labels while the second column represents the back side.
- **Normal/Inverted:** Turn on this option to rotate the back side content of the corresponding label by 180 degrees as related to the front side of the corresponding label.
- **Edit/Print Mode:** Switch between the edit and print display modes.
- **Legend Content Same/Different:** Switch between the **Same on Front and Back** and **Different on Front and Back**.
- **Preferences:** Open the same **Two-Sided Printing Preferences** window that appears when you create a new project or document for the two-sided printer type.

2.5. Protecting Files

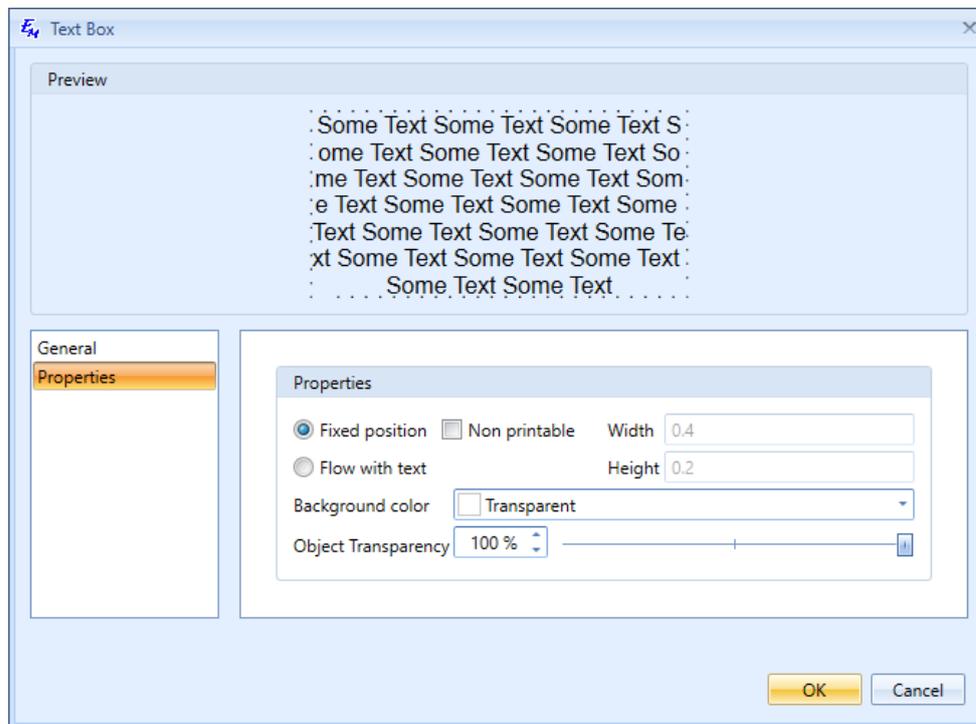
You can protect your Easy-Mark Plus™ label file with a password. For this purpose, do the following:

1. On the **File** tab of the Ribbon, click **Protection > Set Password**.
2. In the **Set Project's Password** window, type a password for your project, confirm it, and then click **Set**.

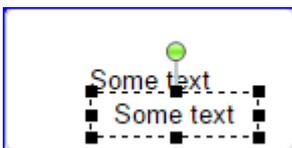


3. To change the password, click **Protection > Set Password**, confirm the password, click **Clear Password**, and then reopen the window to create a new password

- On the **Properties** tab, specify whether the text box object should have a fixed position or flow with text. If the text box object has a fixed position, you can choose not to print it by selecting the **Non printable** checkbox. If the text box object should flow with text, you can customize its width and height. Finally, here you can select the background color of your text box object and set up its transparency. The preview dynamically changes as you change the values.



Text boxes can be modified outside of the properties dialog, as well. You can double-click it to enter additional text. You can resize it by dragging the edges of the object. You can also rotate the text boxes.



- You can add serialization to the textboxes. Object series behaves the same way as regular series (see The Series part). To add a series, enter the text box in edit mode and click Series on the Insert tab of the Ribbon to open the Series dialog window. Upon accepting the dialog, the text box will be repeated on each adjacent label, for each element of the series. If necessary, new labels will be created, to contain these new text boxes. Within Label edit-mode, deleting a text box, that contains a series, splits the series.

 **Note:** There can be only one series per textbox.

- You can add Barcode with series to the textboxes. Barcode with series behaves the same way as regular series (see The Series part). To add a Barcode with series, select text box and click Barcode on the Insert tab of the Ribbon to open the Barcode dialog window. Select Series as data Source, on Properties select In-Line. Upon accepting the dialog, the text box will be repeated on each adjacent label, for each element of the series. If necessary, new labels will be created, to contain these new text boxes. Within Label edit-mode, deleting a text box, that contains a series, splits the series. A label, which contains a series-based barcode, is copied and pasted. After pasting the label, the barcode is no longer in a series and should move to a text-based barcode and include the same code it did previously.

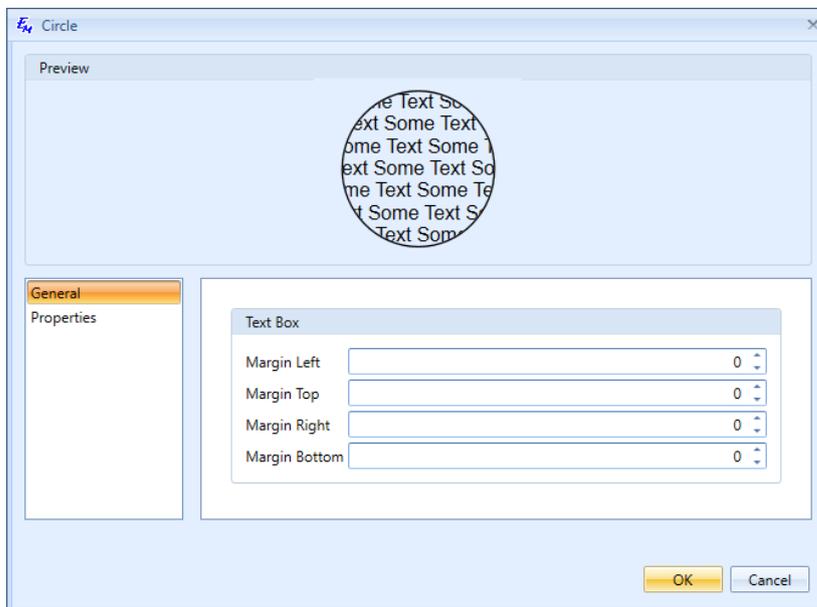
Inserting Circles

To insert a circular text box, click **Circle** to open the **Circle** properties window.

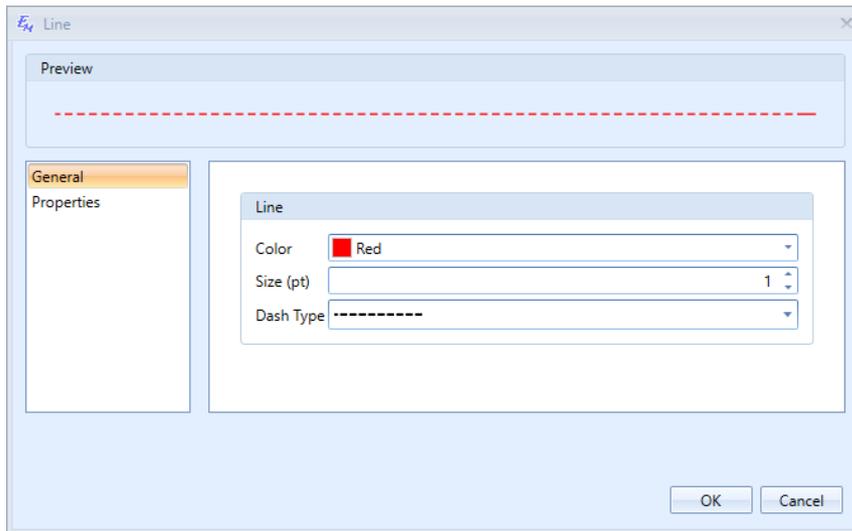


The window for a circular text box has two tabs: **General** and **Properties**.

- On the **General** tab, you can see the preview of text flow in the text box and specify margins for this text. The preview dynamically changes as you change the values.



- On the **Properties** tab, specify whether the text box object should have a fixed position or flow with text. If the text box object has a fixed position, you can choose not to print it by selecting the **Non printable** checkbox. If the text box object should flow with text, you can customize its width and height. Finally, here you can select the background color of your text box object and set up its transparency. The preview dynamically changes as you change the values.

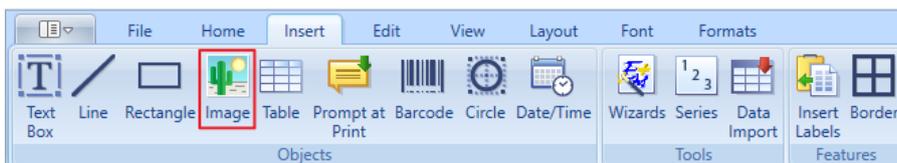


- On the **Properties** tab, specify whether the line or rectangle object should have a fixed position or flow with text. If the line or rectangle object has a fixed position, you can choose not to print it by selecting the **Non printable** checkbox. If the line or rectangle object should flow with text, you can customize its width and height. Finally, here you can select the color of your line or rectangle object and set up its transparency. The preview dynamically changes as you change the values.

When you are ready with the settings, click and drag your mouse to draw a line or a rectangle. You can also rotate the rectangles.

Inserting Images

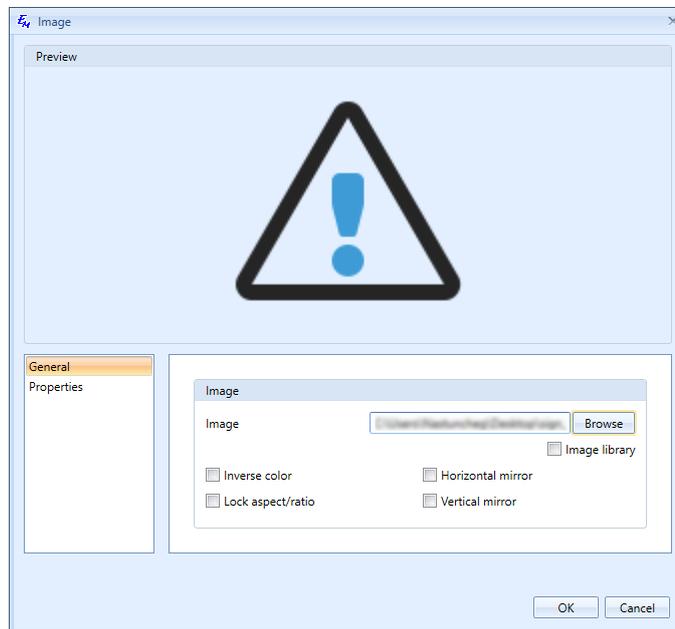
You can decorate your labels with images. Either on the **Home** tab or on the **Insert** tab of the Ribbon, click **Image** to open a properties window of the image.



The window has two tabs: **General** and **Properties**.

- On the **General** tab, browse for the image that you want to insert onto the label. After you select the image, it will appear in the preview pane on the top of the window. The preview dynamically changes as you change the values. Select the **Image library** checkbox if you want to select the image from the library. Besides, the following image editing options are available:
 - **Inverse color**

- **Lock aspect/ratio:** Select this checkbox if you do not want the width of the image to change as you change the height of the image, and vice versa.
- **Horizontal/Vertical mirror:** Select these checkboxes to reflect the image horizontally or vertically.

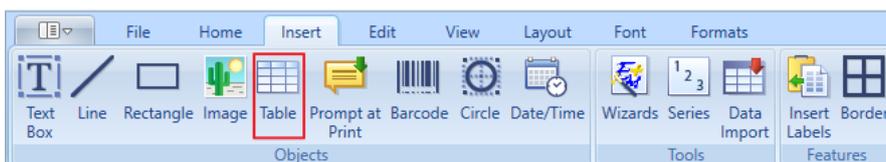


- On the **Properties** tab, specify whether the image object should have a fixed position or flow with text. If the image object has a fixed position, you can choose not to print it by selecting the **Non printable** checkbox. If the image object should flow with text, you can customize its width and height. Finally, here you can select the background color for your image object and set up its transparency.

When you are ready with the settings, click and drag your mouse to insert the image. You can also rotate the images. The preview dynamically changes as you change the values.

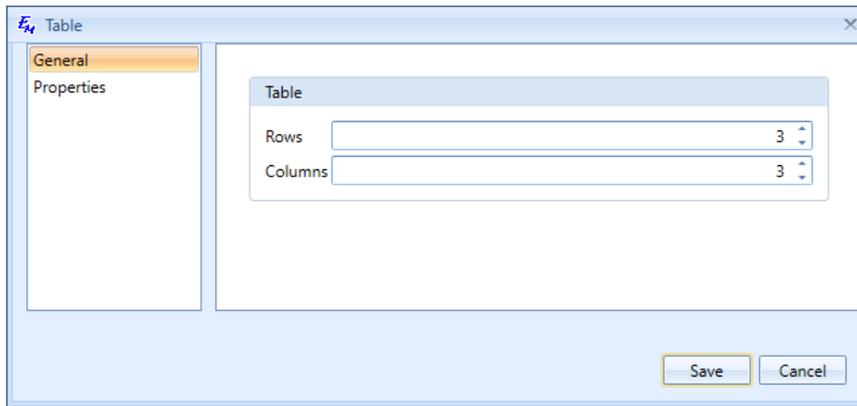
Inserting Tables

You can add tables to your labels. On the **Insert** tab of the Ribbon, click **Table** to open a properties window of the corresponding object.



The window has two tabs: **General** and **Properties**.

- On the **General** tab, specify the number of rows and columns for your table.



- On the **Properties** tab, specify whether the table object should have a fixed position or flow with text. If the table object has a fixed position, you can choose not to print it by selecting the **Non printable** checkbox. If the table object should flow with text, you can customize its width and height. Finally, here you can select the background color for your table object.

When you are ready with the settings, click and drag your mouse to draw a table. You can also resize and rotate the tables, using the highlighted handles on the edge of the table. After placing the table, content can be added to each cell. You will see that many label operations can be applied to each cell. To add text to a cell, click the cell and type. For detailed editing of a cell, double-click to produce a cursor at an intended location.

- You can add serialization to the tables. To add a series, select the destination cells and click **Series**, on the **Insert** tab of the Ribbon. Series would be applied to the selected cells in the table.

If the defined series exceeds the number of selected cells, the table can be replicated to adjacent labels, and the series continues within corresponding cells. To allow the replication, open Advanced tab on the Series dialog window and mark “Across Tables” checkbox. To insert the series within the limits of selected cells, uncheck “Across Tables” checkbox.



Note: There can be only one “Across Tables” series per table.

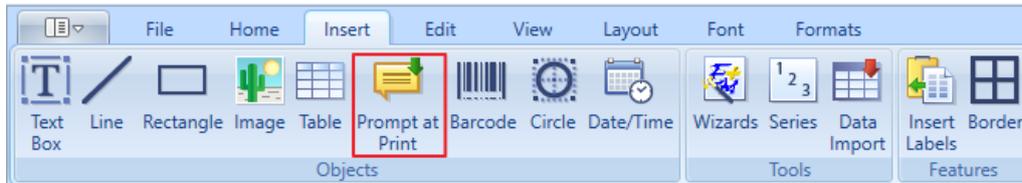
- You can add series based barcode to the tables. To add a series based barcode, select the destination cells and click **Barcode**, on the **Insert** tab of the Ribbon. Select Series as Data Source, then In Properties check In Line. Upon Saving, Series based barcode would be applied to the selected cells in the table.

If the defined series based barcode exceeds the number of selected cells, the table can be replicated to adjacent labels, and the series based barcode continues within corresponding cells. To allow the replication, open Advanced tab on the **Barcode** dialog window and mark “Across Tables” checkbox. To insert the series based barcode within the limits of selected cells, uncheck “Across Tables” checkbox.

3.2. Creating a Prompt at Print

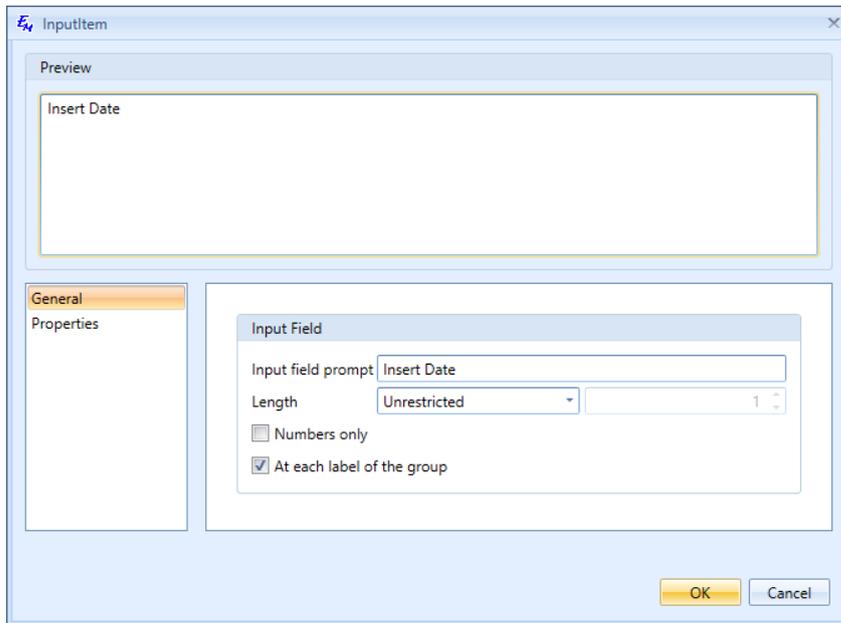
A prompt at print is an input field where the user should enter some text before printing the document. Let's assume that we should prompt the user to enter the actual date before printing. For this purpose, do the following:

1. On the **Insert** tab of the Ribbon, click **Prompt at Print** to open a properties window of the corresponding object.



2. On the **General** tab, enter the input field name in the **Input field prompt** field, for example, *Insert Date*.
3. If you want to restrict the length of the text that should be entered in the input field, click the drop-down arrow next to the **Length** list and select **Fixed**, **Max**, or **Min**.
4. Enter the length value in the corresponding field.
5. If you want to restrict you text by numeric values only, select the **Numbers only** checkbox. For our example, the checkbox should be selected if the user is supposed to enter the date in the numeric format.
6. If you want the prompt to appear for each label that belongs to a group, select the **At each label of the group** checkbox. As a result, a prompt window, which will appear before printing the labels, will contain the **Next** button. This button will allow you to navigate between the label-specific prompts.

 **Note:** The text that is entered in the first screen of the prompt window is automatically copied to the next screens of this window.



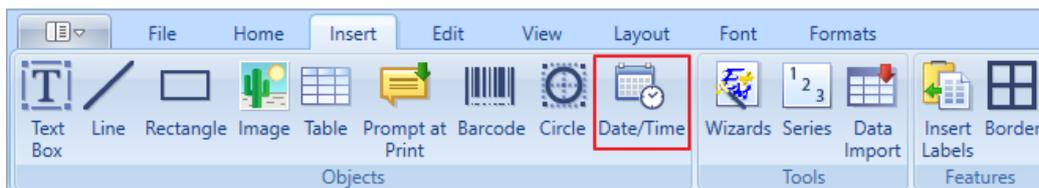
When you are ready with the settings, click and drag your mouse to draw a prompt box. The prompt window will appear the next time when you print your labels.



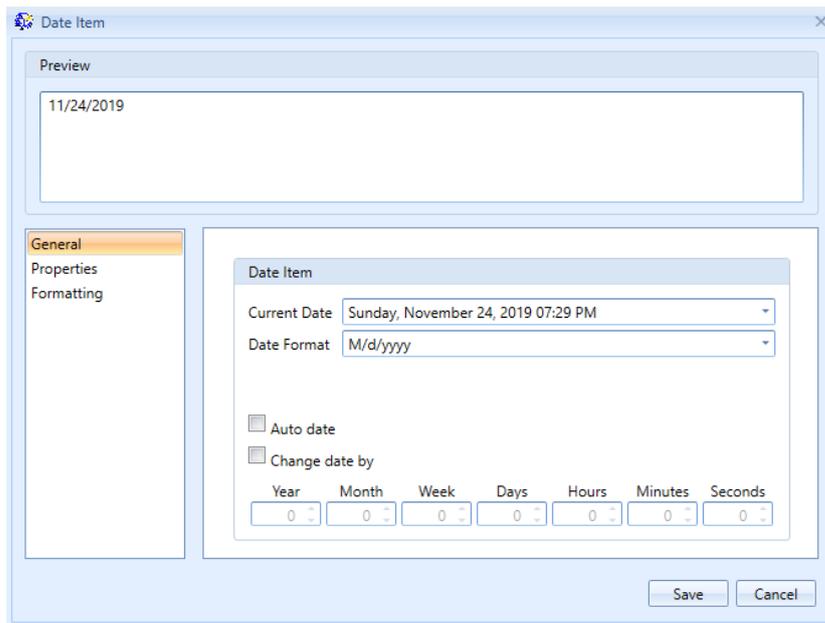
3.3. Inserting the Date and Time

You can add date and time to your labels. For this purpose, perform the following steps:

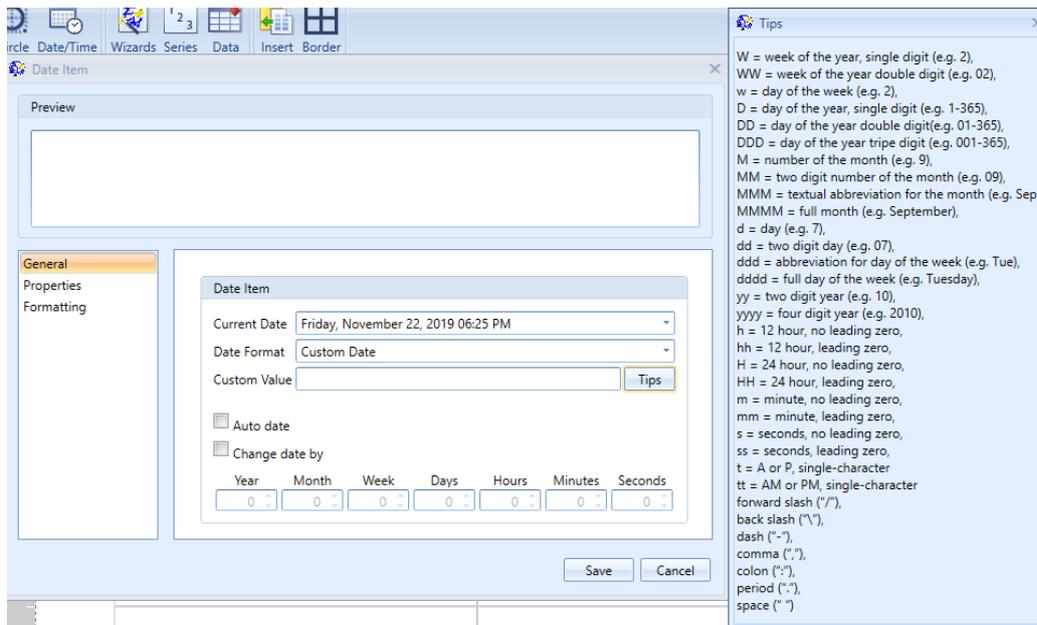
1. On the **Insert** tab of the Ribbon, click **Date/Time** to open a properties window of the corresponding object.



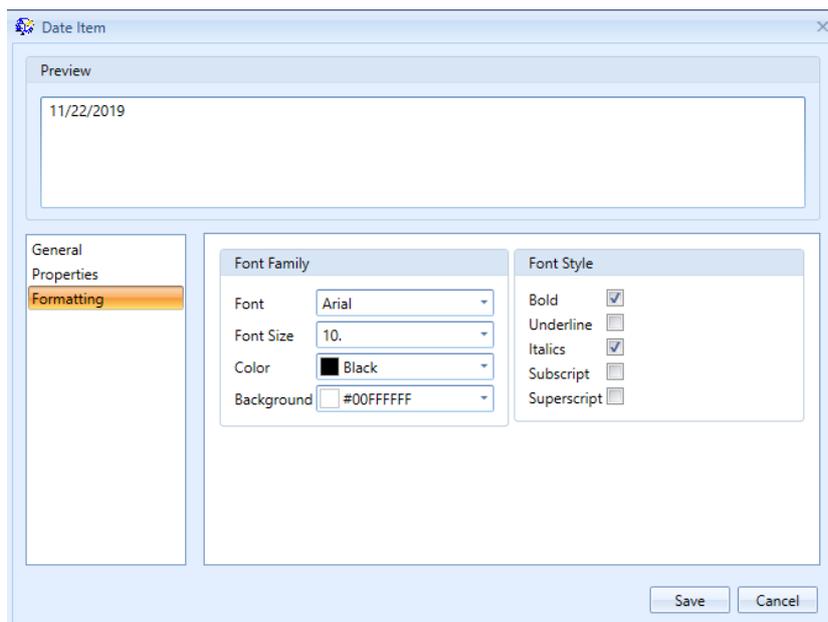
2. On the **General** tab, select the date and its format from the corresponding lists. The default date is the current date, but you can change it. If you do not want to change the date every time, select the **Auto date** checkbox, and Easy-Mark Plus™ will use only the current date and time as determined by the settings on your computer. Change date by option allows incrementing the displayed date from the current date (Y:+1, D:-5, etc.). The range for resulting date value is limited to the period from Jan 1, 0000 to December 31, 9999. Month, Day, Year, Hour, Minute, Second is allowed to be incremented and limited to (-9999 9999).



On the Date Format select Custom, you will see Custom value field and a button to the right of the "Custom Value" editable field entitled "Tips". Click this button to see a popup of custom character definitions. The popup will close when the you click "save" and exit the Date Item Window. You can edit the "Custom value" field while the popup is open. The pop up can be disabled by clicking the "Tips" button again OR clicking the "X" in the top right hand corner of the screen. Use an escape character (") for inserting plain text within a date/time format in the "Format value" field. The escape character should precede and follow the inserted characters. (eg: "PANDUIT")

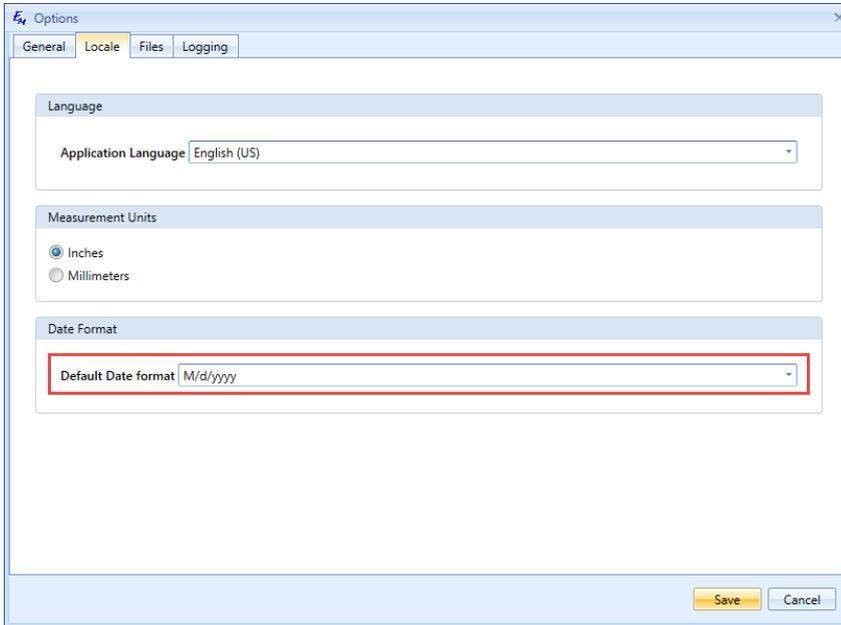


3. On the **Properties** tab, specify whether the date object should have a fixed position or flow with text. If the date object has a fixed position, the resulting object should be sized to fit to the content, **Autosize** check-box will be checked by default when the "in-line" option is chosen, also you can choose not to print it by selecting the **Non printable** checkbox. If the date object should flow with text, you can customize its width and height. Finally, here you can select the background color of your date object and set up its transparency.
4. On the **Formatting** tab, you can alter the font size, font, color, background, bold, underline, italics and uppercase.



 **Note:** To change the date format:

1. Go to the **File** tab.
2. In the User section, click **Options** to open the **Options** window.
3. In the **Options** window, click the **Locale** tab.
4. Select the required date format from the **Default Date format** list.

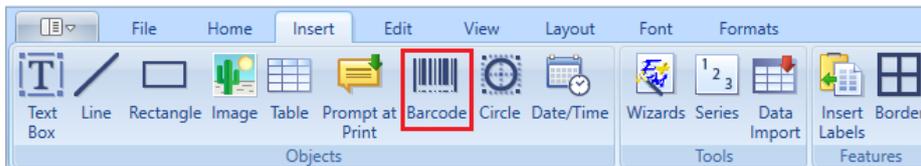


When you are ready with the settings, click anywhere on the label, and the date will appear.

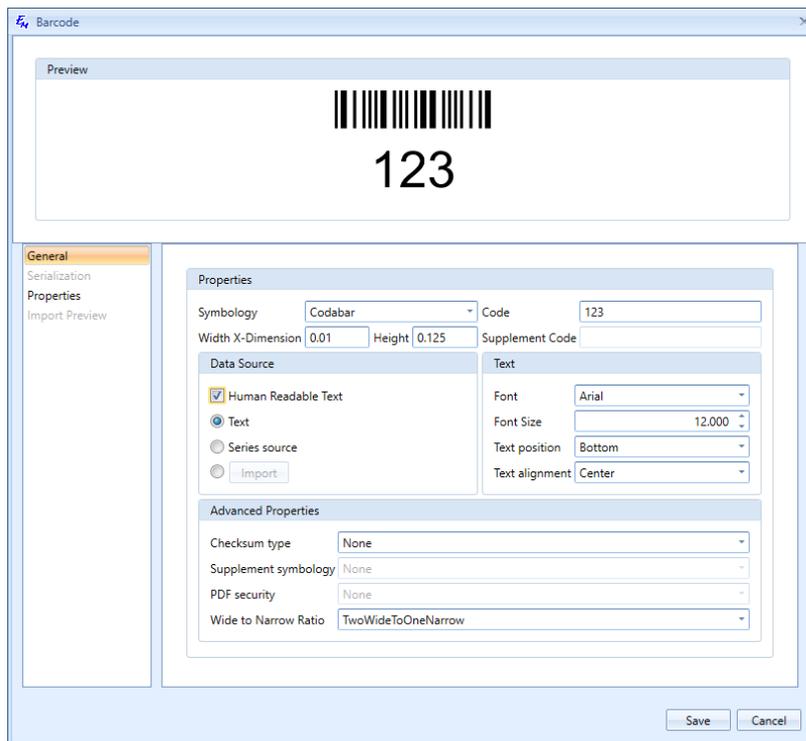
3.4. Inserting the Barcodes

You can add barcodes to your labels. For this purpose, perform the following steps:

1. On the **Insert** tab of the Ribbon, click **Barcode** to open a properties window of the corresponding object.



2. On the **General** tab, specify the following data:



- **Symbology:**

Symbology is the encoding method and output format of the barcode. Each symbology is defined by a standards organization. The symbology dictates what format the code must follow and how to construct the symbol for the barcode. Depending on the selected symbology, various fields on this screen may be activated or deactivated. For example, specific symbologies may not use a supplemental symbology, so the **Supplement Code** field becomes disabled if one of these symbologies is selected.

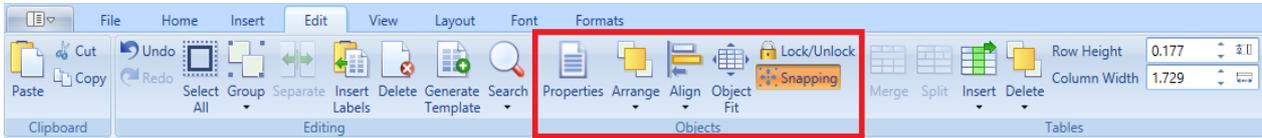
- **Width X-Dimension:** The narrowest part of the barcode's symbology. This field is filled in automatically on the basis of the selected symbology, but you can customize this value.
- **Height:** Height of the barcode's symbology. This field is filled in automatically on the basis of the selected symbology, but you can customize this value.
- **Code:** The data value that is used to create a symbol for the barcode. The code must meet the requirements of a selected symbology standard (e.g., *UPC* symbologies support only numeric codes). By default, **Text** will be chosen as the data source, and the **Code** field will be enabled. If **Text** is chosen as the data source for the barcodes, you can enter the code for the barcode symbol in the **Code** field.

- **Supplement Code:** By default, the **Supplement Code** field is disabled. If the *UPC* or *EAN* symbology is selected, the **Supplement Code** field becomes activated, allowing the user to enter additional characters for the symbol.
 - **Data Source:** Values in this field group are filled in automatically depending on the chosen symbology. If the data is taken from the series, the **Serialization** tab becomes active. This tab contains the same fields as the **Serialization** tool that can be accessed either from the **Home** tab or from the **Insert** tab of the Ribbon. Choose one of the available methods for creating codes for the barcodes:
 - **Human Readable Text:** Select this checkbox to decide whether the created barcode symbol displays the code as part of the symbol. Selection of this checkbox will activate the fields in the **Text** group.
 - **Text:** Default selection.
 - **Series source:** Select this option if the data for the barcode is taken from the series. As a result, the **Serialization** tab becomes active. This tab contains the same fields as the **Serialization** tool that can be accessed either from the **Home** tab or from the **Insert** tab of the Ribbon.
 - **Import:** Select this option if you are going to import the data for the barcode from external source. As a result, the **Import Preview** tab becomes active. Click this tab to see how your imported data will look like.
 - **Advanced Properties:**
 - **Checksum type:** This choice is determined by the selected symbology. If a symbology only uses one checksum calculation, this checksum type will be automatically selected from the drop-down list.
 - **Supplement symbology:** This option becomes active when the *UPC-A* or *EAN-13* symbology is selected. As a result, additional code will be inserted next to the main barcode.
 - **PDF security:** This option becomes active when the *Pdf417* symbology is selected. As a result, you can select the security level for this type of symbology.
 - **Wide to Narrow Ratio:** This option specifies the width of the wide bars in the symbol as a multiple of the narrow width.
3. On the **Properties** tab, specify whether the barcode object should have a fixed position or flow with text. If the barcode object has a fixed position, you can choose not to print it by selecting the **Non printable** checkbox. If the barcode object should flow with text, you can customize its width and height.

When you are ready with the settings, click **Save**, and the barcode will appear on the label where you can continue editing it.

3.5. Working with Inserted Objects

In the **Objects** section on the **Edit** tab of the Ribbon, you can perform various actions with the already inserted objects.



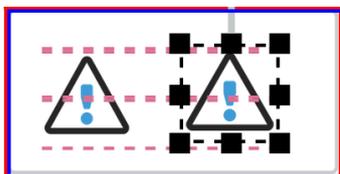
- **Properties:** View the properties window of the currently selected object. The same window appears when you are going to insert an object onto your label. You can also view this window either by right-clicking the object and selecting **Properties**, or just by double-clicking the object.
- **Arrange:** If you have a stack of objects, you can arrange them by using the following functionality:
 - **Bring To Front:** Place an object at the front of the stack.
 - **Bring Forward:** Place an object one step towards the front.
 - **Send To Back:** Place an object at the back of the stack.
 - **Send Backward:** Place an object one step closer to the back.
- **Align:** If you have a stack of objects, you can align them by using the following functionality:
 - **Align Left:** Place the objects closer to the left-side border of the label. You can also access this functionality by right-clicking the labels, pointing to **Align** and selecting **Left**.
 - **Align Center:** Stretch the objects proportionally to the left-side and right-side borders of the label. You can also access this functionality by right-clicking the labels, pointing to **Align** and selecting **Center**.
 - **Align Right:** Place the objects closer to the right-side border of the label. You can also access this functionality by right-clicking the labels, pointing to **Align** and selecting **Right**.
 - **Align Top:** Place the objects closer to the top border of the label. You can also access this functionality by right-clicking the labels, pointing to **Align** and selecting **Top**.
 - **Align Middle:** Place the objects at the center of the label. You can also access this functionality by right-clicking the labels, pointing to **Align** and selecting **Middle**.
 - **Align Bottom:** Place the objects closer to the bottom border of the label. You can also access this functionality by right-clicking the labels, pointing to **Align** and selecting **Bottom**.

- **Distribute Horizontally/Vertically:** Place the objects at equal distance from one another, either horizontally or vertically.
- **Fit:** Stretch the objects proportionally to the borders of the label.

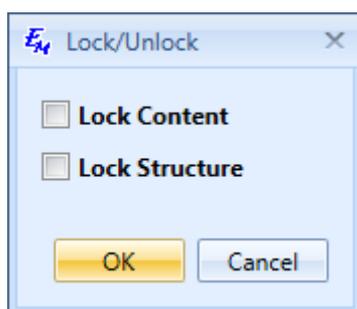


- **Snapping:** Snapping is related to objects inside the label. It allows to organize one object as related to another object.

 **Note:** Snapping works only when you move the objects, not when you change their form.

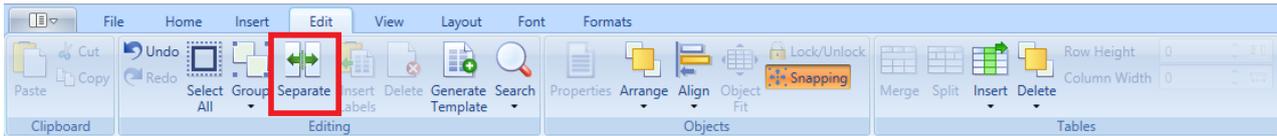


- **Lock/Unlock:** This function offers the following options:
 - **Lock Content:** Protect the content of the selected label from editing and prohibit entry of new content.
 - **Lock Structure:** Protect from changes everything except the content (all elements that are associated with the table, including cell borders).



In the **Editing** section of the **Edit** tab, you can convert any selected series and imported data into plain text, by using the **Separate** function. After the operation has been applied, the series or imported data become a simple text with all decoration preserved. When the selected series or import data items are located in objects (textbox, barcode, or table), the objects will be separated too. All related objects will become independent, not linked or grouped. You can also access this functionality by right-clicking the series, imported data or barcode with series or imported data and

selecting **Separate**.



In the **Tables** section of the **Edit** tab, you can edit the tables that are inserted onto your labels. Easy-Mark Plus™ offers the standard table editing options, such as merging or splitting the table cells, inserting or deleting the table rows and columns, and customizing the row and column size.



4. Working with Labels

4.1. Editing the Labels

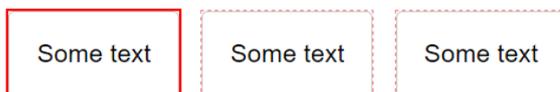
The **Edit** tab of the Ribbon offers the following label editing functionality:

- **Undo/Redo:** Undo or redo your last action (equal to the **Ctrl+Z** and **Ctrl+Y** keyboard shortcuts).
- **Select All:** Select either all labels on the current page or the entire content of the current label. The **Select All Labels** option is also available in the menu that appears when you right-click the labels.

 **Note:** The currently selected labels are highlighted with red, whereas the labels that are currently being edited are highlighted with blue.

- **Group:** Select several labels while holding **Ctrl** or **Shift**, and then click **Group** to synchronize the content changes of these labels. You can also cancel or change the group behavior by clicking **Ungroup** or **Regroup**, accordingly.

 **Note:** The **Group** and **Ungroup** options are also available in the menu that appears when you right-click the labels.



- **Insert Labels:** Insert a predefined number of blank labels before or after the selected label.
- **Delete:** Remove either the entire label or its content. You can also remove the entire label by right-clicking it and selecting **Delete Label(s)**.
- **Generate Template:** Create a template based on the selected label. This action will add a new document to the current project. The new document:
 - is based on the selected label,
 - inherits the format definition and label content from the previous document,
 - has the selected label as first one in the list; if no label is selected, then the first label is used for template creation,
 - can be saved as template.
- **Search:** Find or replace specific content.

In Easy-Mark Plus™, you can also detect labels with overflow, i.e. with non-wrapped text or image that goes beyond the label borders. For this purpose, go to the **Home** tab and click **Find Overflow** in the **Tools** section. The **Find Labels with Overflow** window will show the number of the label, the number of the page where it is located, and the content of this label.



Page Nº	Label Nº	Content
1	1	some text some text
1	2	some text some text

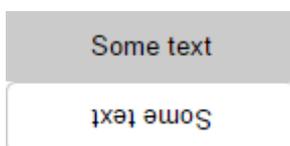
4.2. Customizing the Label Layout

You can set up the layout of your labels on the **Layout** tab of the Ribbon.

Label Modes

The **Label Modes** section of the **Layout** tab is active for all types of formats and printers. The following label modes are available:

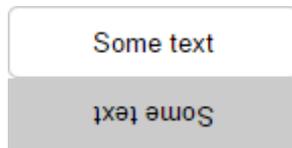
- **Flag:** Select one of the predefined label layouts:
 - The labels are divided in two parts horizontally. Text in the lower part is entered (alignment - up and left) and is reflected in the upper part (alignment – bottom and right). The upper part is grayed out.



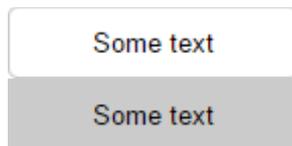
- The labels are divided in two parts horizontally. Text in the upper part is entered and is reflected in the lower part. The upper part is grayed out.



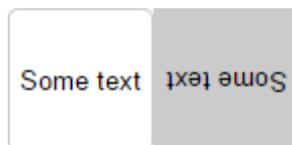
- The labels are divided in two parts horizontally. Text in upper part is entered and is reflected in the lower part. Text in lower part is rotated 180 degrees. The lower part is grayed out.



- The labels are divided in two parts horizontally. Text in the upper part is entered and is reflected in the lower part. The lower part is grayed out.



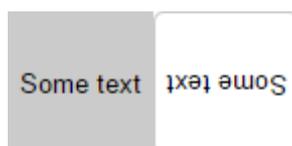
- The labels are divided in two parts vertically. Text in the left p-side part is entered and is reflected in the right-side part. Text in the right-side part is rotated 180 degrees. The right-side part is grayed out.



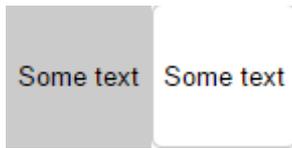
- The labels are divided in two parts vertically. Text in the left-side part is entered and is reflected in the right-side part. The right-side part is grayed out.



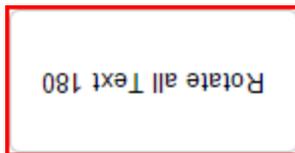
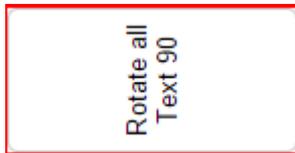
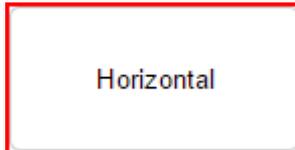
- The labels are divided in two parts vertically. Text in the right-side part is entered (alignment - up and left) and is reflected in the left-side part (alignment – bottom and right). The left-side part is grayed out.



- The labels are divided in two parts vertically. Text in the left-side part is entered and is reflected in the right-side part. The left-side part is grayed out.

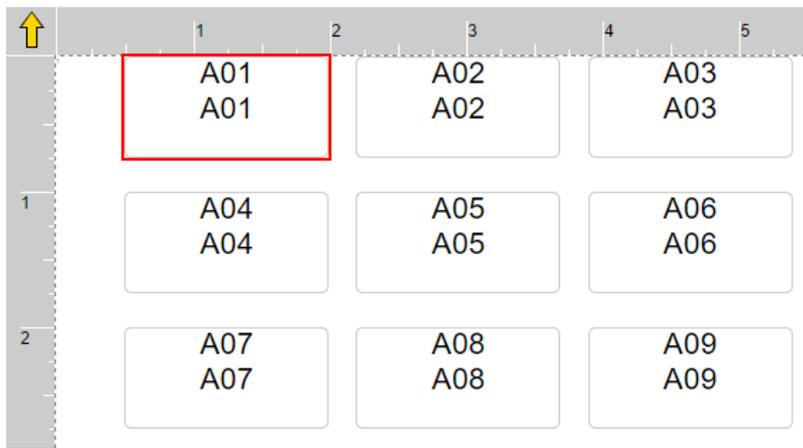


- **Text Direction:** Switch from the standard horizontal text direction to one of the three available rotation options, specifically 90, 180, and 270 degrees. You can also access the text direction options by right-clicking the labels, pointing to **Text Direction** and selecting one of the preferred rotation options.



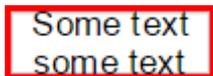
- **Wiremarker:** When labeling wires, an often-used technique is to repeat or "stack" data several times on a label so that the information can be seen easily after the label is wrapped around the wire. Wiremarker automates this task for you.

When creating wiremarker labels, you may want to take advantage of the Wiremarker mode in Easy-Mark Plus™. Toggle the Wiremarker mode on and off by clicking the **Wiremarker** toolbar button. As a result, all text on the label will be repeated as many times as possible depending on the size of the label. For example, consider that you have the below labels created for marking wires:

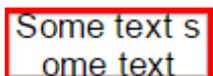


 **Note:** The number of repeats on the wiremarker depends on the combination of label size and font size. For example, if you change the font size in this wiremarker to 8 pt., more lines will appear on the label.

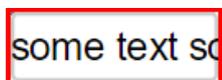
- **Wrap Mode:** This option is active when you select a label or enter text in a label. The following wrap modes are available:
 - **Word Wrap:** Text on the selected label is wrapped on word delimiters.



- **Char Wrap:** Text on the selected label is wrapped on characters on horizontal limits.



- **No Wrap**



 **Note:** If you select **No Wrap**, the text may go beyond the borders of your label. As a result, Easy-Mark Plus™ will issue a warning before allowing you to print the labels with such overflow. However, Easy-Mark Plus™ has the functionality that detects such labels. For this purpose, go to the **Home** tab and click **Find Overflow** in the **Tools** section. The **Find Labels with Overflow** window will show the number of the label, the number of the page where it is located, and the content of this label.

Page Nº	Label Nº	Content
1	1	some text some text
1	2	some text some text

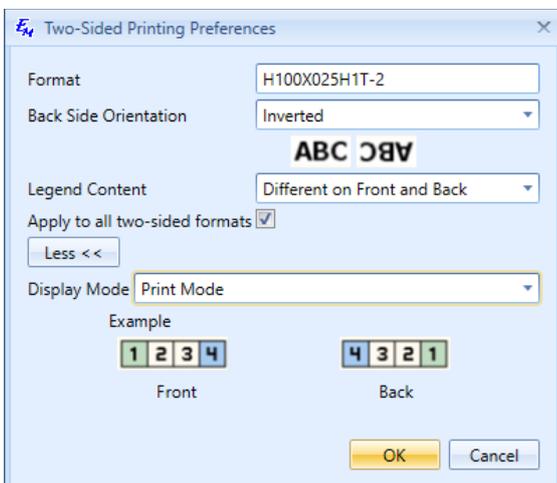
Continuous Formats

The **Continuous Formats** section of the **Layout** tab is active only for those types of printers that print on continuous paper from large uncut reels, for example, the **Thermal (Continuous Tape)** printer type. In this section, you can either specify the fixed length of the continuous tape label or turn on the **Dynamic Length** mode. As a result, the length of the tape will dynamically change as you type the text or insert some other content.

Two-Sided Printing

Easy-Mark Plus™ has label formats for two-sided printing. These formats can be used both in the two-sided mode and in the single-sided mode. In the second case, Easy-Mark Plus™ looks and feels just as with any standard format.

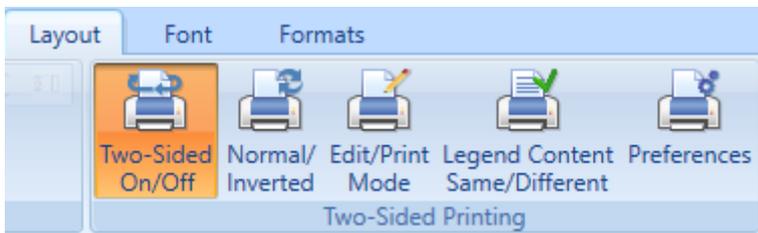
The **Two-Sided Printing** section of the **Layout** tab is active only for those types of printers that print on both sides of paper, for example, the **Two-Sided Thermal Printer** printer type. When you create a new project or document for this printer type, the **Two-Sided Printing Preferences** window appears.



This window offers the following options:

- **Format:** Non-editable field that contains the name of the format that you selected for the two-sided printer.
- **Back Side Orientation:** Specify whether to rotate the back side content of the corresponding label by 180 degrees as related to the front side of the corresponding label.
- **Legend Content:**
 - **Same on Front and Back:** When this mode is selected, any content that you create on the front side is automatically copied to the back side. In this mode you can edit label content only on the front side.
 - **Different on Front and Back:** Select this mode to independently edit the content on the front side and on the back side.
- **Apply to all two-sided formats:** Select this checkbox to save these settings for all two-sided formats.
- **Display Mode:** Select between the two available display modes:
 - **Edit:** Labels on the back side are ordered the same way as on the front side.
 - **Print Mode:** Labels on the back side are ordered as they will appear when they are printed, i.e. in reverse order of their front side counterparts.

You can also access the most of these options in the **Two-Sided Printing** section of the **Layout** tab:

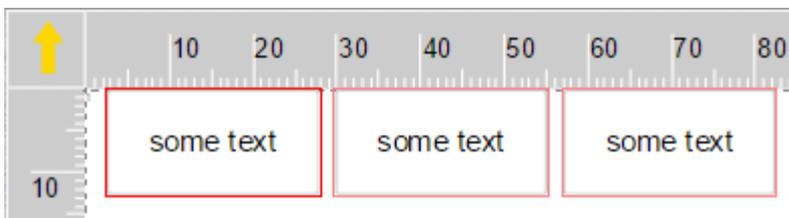
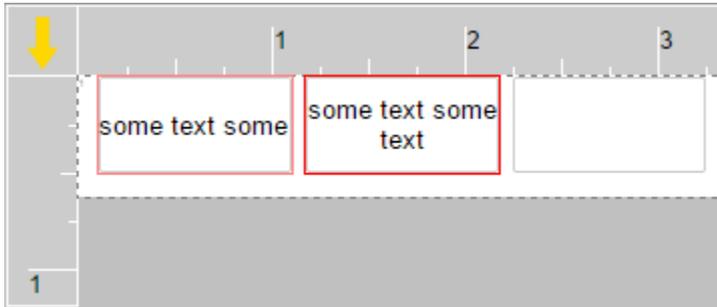


- **Two-Sided On/Off:** Turn this option on to split the label document in two columns, as they will appear when printing on two sides. The first column represents the front side of the corresponding labels while the second column represents the back side.
- **Normal/Inverted:** Turn this option on to rotate the back side content of the corresponding label by 180 degrees as related to the front side of the corresponding label.
- **Edit/Print Mode:** Switch between the edit and print display modes.
- **Legend Content Same/Different:** Switch between the **Same on Front and Back** and **Different on Front and Back**.
- **Preferences:** Open the same **Two-Sided Printing Preferences** window that appears when you create a new project or document for the two-sided printer type.

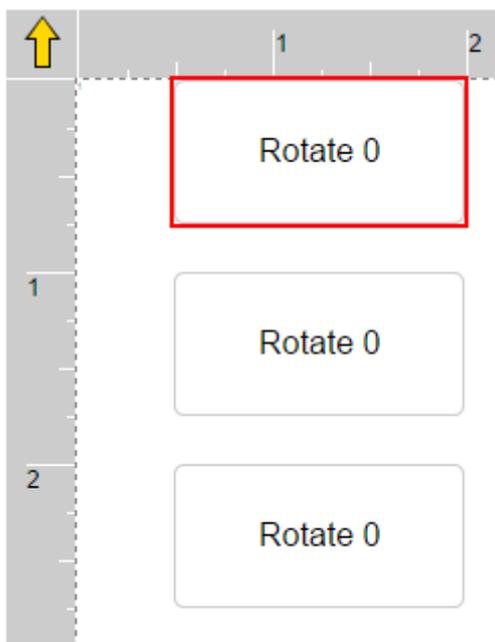
4.3. Customizing the Label View

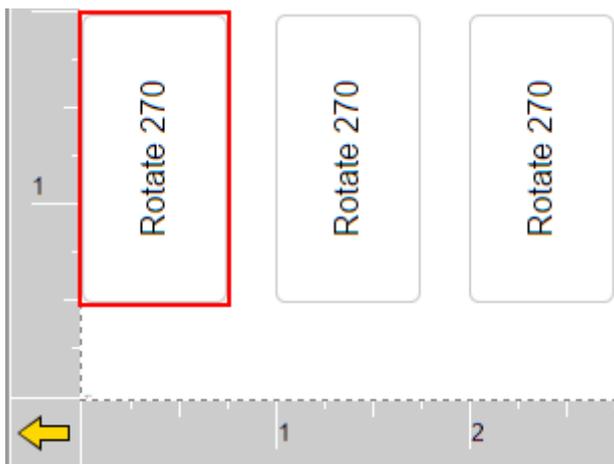
You can set up the view of your labels on the **View** tab of the Ribbon.

- **Features:** Specify whether to show the ruler in the work area and select the preferred measurement unit (inches or millimeters).

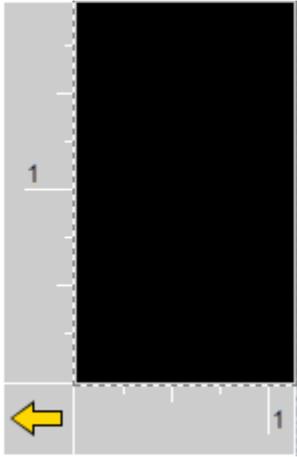


- **Rotate View:** Rotate the view of your labels by selecting the preferred rotation angle, specifically 90, 180, and 270 degrees.





 **Note:** When you select the **Continuous Tape** format, the label view is rotated to 270 degrees by default.



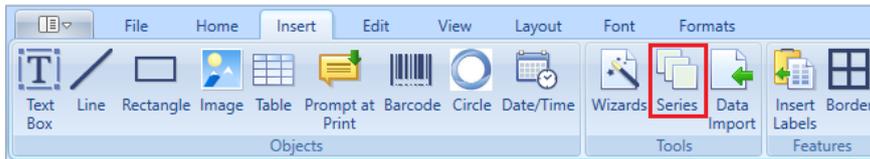
- **Navigation:** Navigate between your labels and label pages. The following navigation functionality is available:
 - **First Label:** Go to the very first label in the document.
 - **Previous Label:** Go to the label to the left of the currently selected label. If the currently selected label is the first on the page, the selection will move to the last label on the previous page, if such page exists. This option is inactive if the first label on the first page of the document is selected.
 - **Next Label:** Go to the label to the right of the currently selected label. If the currently selected label is the last on the page, a new label page is created after clicking **Next Label**.
 - **Last Label:** Go to the very last label in the document.
 - **First Page:** Go to the very first page in the document. This option is inactive if a label on the first page of the document is already selected.
 - **Previous Page:** Go to the page that is located before the current page and select the first label on this page. This option is inactive if a label on the first page of the document is selected.
 - **Next Page:** Go to the page that is located after the current page and select the first label on this page. This option is inactive if a label on the last page of the document is selected.
 - **Last Page:** Go to the very last page in the document. This option is inactive if a label on the last page of the document is already selected.

4.4. Using the Serialization Tool

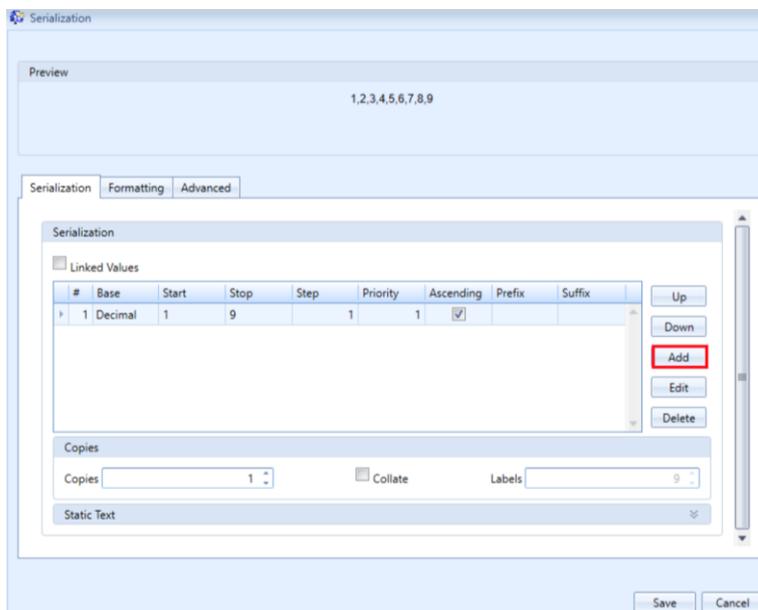
In Easy-Mark Plus™, you can generate an alphanumeric or numeric sequence of any length and step and place it evenly on your labels. Let's suppose that you need to create an alphanumeric

sequence with the letters A, B, and C, followed by the even numbers from 2 to 100. For this purpose, do the following:

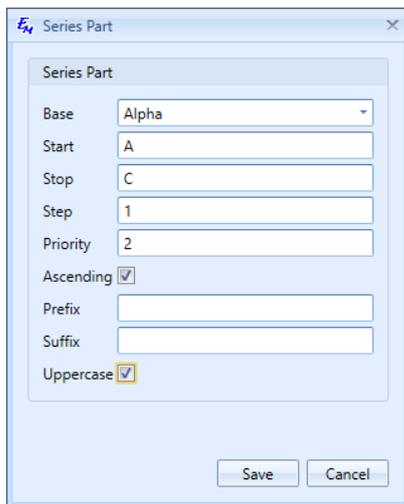
1. Go either to the **Home** tab or to the **Insert** tab.
2. In the **Tools** section, click **Series** to open the **Serialization** window.



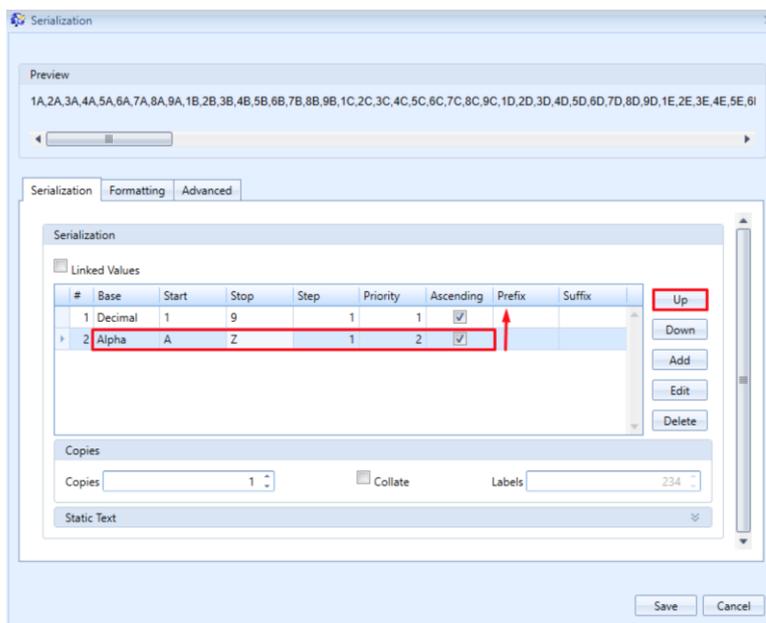
3. To the right of the values table, click **Add** to create a new table line.



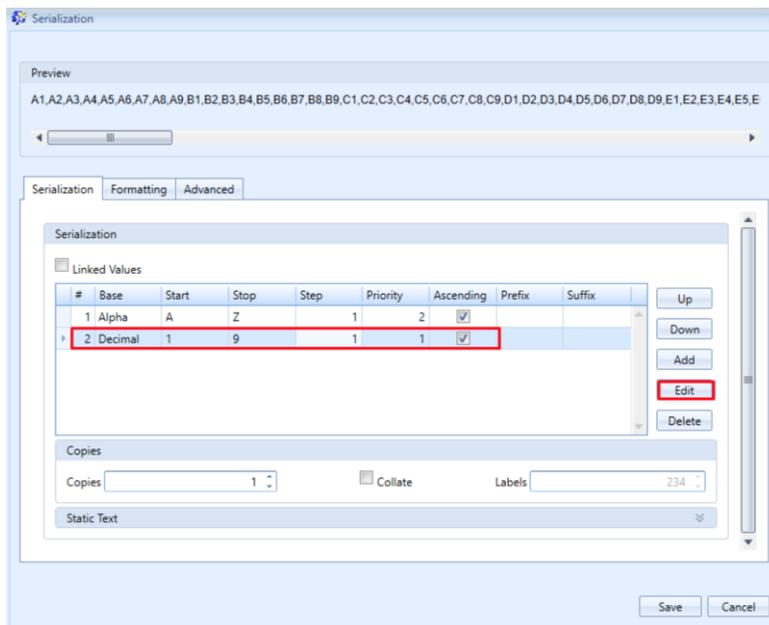
4. The **Series Part** window appears. In the **Base** list, click the drop-down arrow and select **Alpha**.
5. In the **Start** field, leave the default value, *a*.
6. In the **Stop** field, enter *c*.
7. Leave the default values in the **Step** and **Priority** fields.
8. Leave the **Ascending** checkbox selected.
9. Select the **Uppercase** checkbox, and then click **Save**.



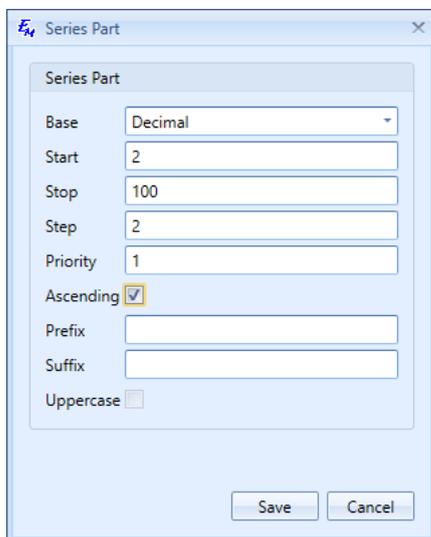
10. As a result, a new line will appear in the values list. This list already has a default line for decimals, and the new line is under this default line. As our letters should go before the numbers, select the new line and click **Up**.



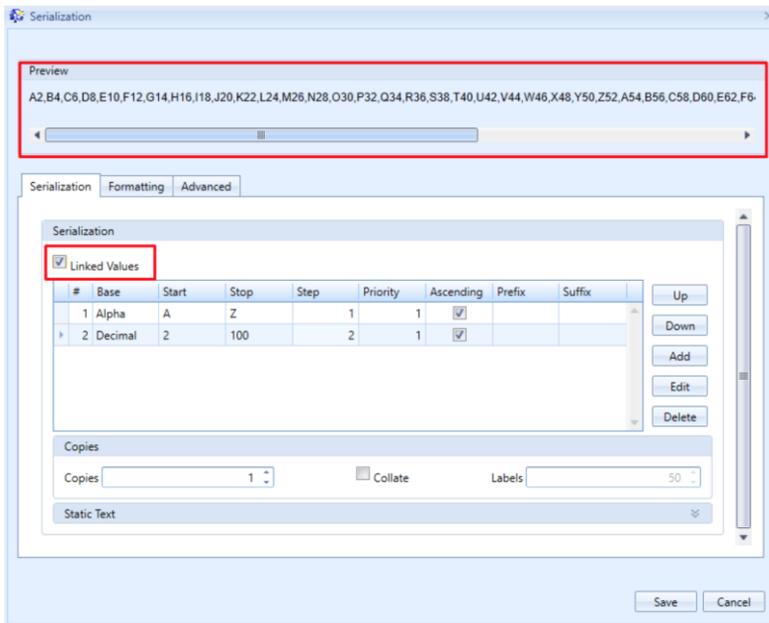
11. Select the decimal line and click **Edit** to open the same **Series Part** window.



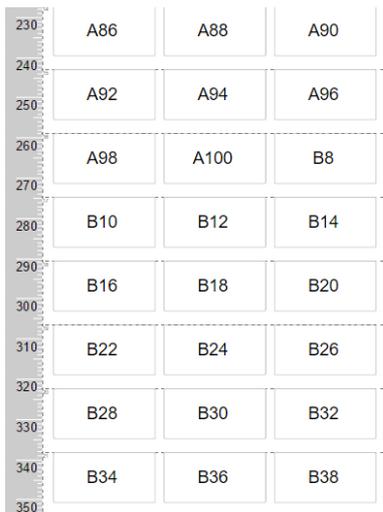
12. In the **Base** field, leave the default value.
13. In the **Start** field, enter 2.
14. In the **Stop** field, enter 100.
15. In the **Step** field, enter 2, because in this example you need only even numbers.
16. Leave the default value in the **Priority** cell.
17. Leave the **Ascending** checkbox selected, and then click **Save**.



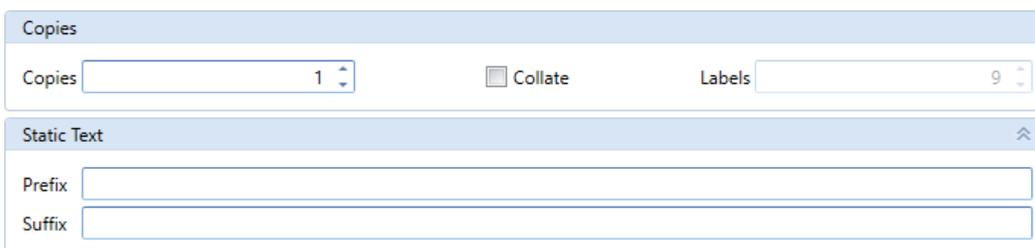
18. The example sequence will be shown in the **Preview** pane. By default it will have approximately the following view: A2, A4, A6..., B2, B4, B6..., etc. To link series check **Linked Values** checkbox. As a result, the sequence will have approximately the following view: A2, B4, C6..., etc.



19. If needed, go to the **Formatting** tab to customize the fonts of your sequence, and then click **Save**. The sequence will appear on your labels. If there is not enough labels for the sequence, Easy-Mark Plus™ will automatically add the required number of labels.



20. In the **Copies** and **Static Text** sections, you can also add the static text prefix and suffix to your sequence. Moreover, you can specify the number of copies for your sequence if you want to repeat it.

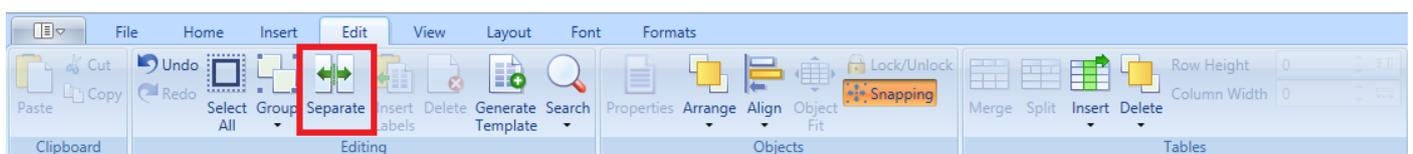


- You can add serialization to objects – text boxes, tables and barcodes. Object series behaves the same way as regular series (see part above).
- To add a series to a text box, enter the object in edit mode and click **Series** on the **Insert** tab of the Ribbon to open the **Series** dialog window. The text box will be repeated on labels in series. Within Label edit-mode, deleting the text box, containing series, splits the series. Note: There can be only one series in a textbox.
- To add a series to a table, select the cells of the table and click **Series** on the **Insert** tab of the Ribbon. Series would be applied to the selected cells in the table.

If the defined series exceeds the number of selected cells, the table can be replicated to adjacent labels, and the series continues within corresponding cells. To allow the replication, open **Advanced** tab on the Series dialog window and mark “Across Tables” checkbox. To insert the series within the limits of selected cells, uncheck “Across Tables” checkbox. Note: There can be only one “Across Tables” series in a table.

Series in a table can have direction (Left-to-Right, Right-to-Left, Top-to-Bottom, Bottom-to-Top) which is defined on **Advanced** tab of the **Series** dialog window.

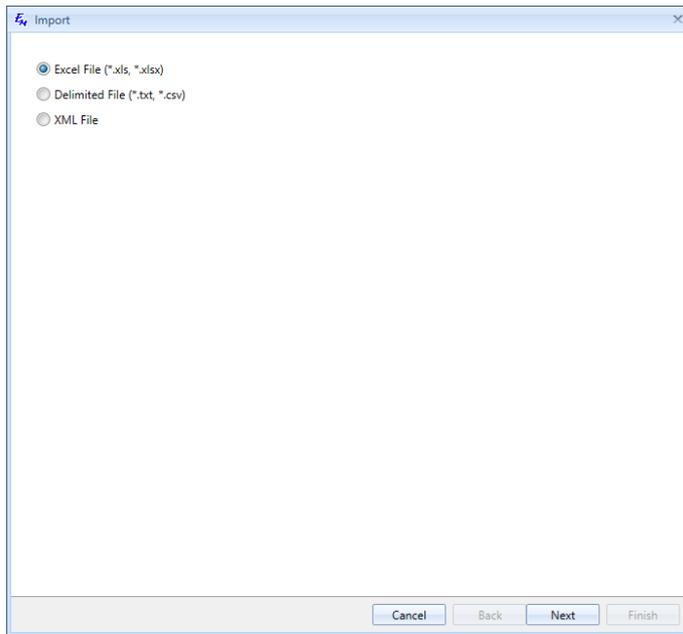
- In the Editing section of the Edit tab, you can convert any selected series into plain text, by using the Separate function. After the operation has been applied, the series will become simple text with all decoration preserved. When the selected series items are located in objects (textbox, barcode, or table), the objects will be separated too. All related objects will become independent, not linked or grouped. You can also access this functionality by right-clicking the series and selecting Separate.



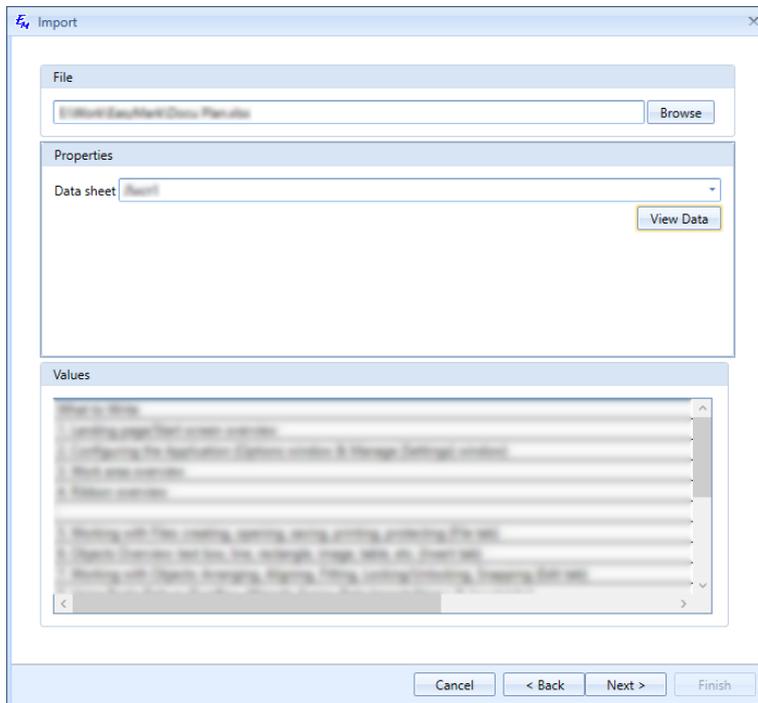
4.5. Importing Data from an External Source

To import data to Easy-Mark Plus™ from external sources, do the following:

1. Go either to the **Home** tab or to the **Insert** tab of the Ribbon.
2. In the **Tools** section, click **Data Import** to open the **Import** wizard.
3. Select the type of the file that you are going to import: delimited file, Excel file, or XML file.
4. Click **Next**.

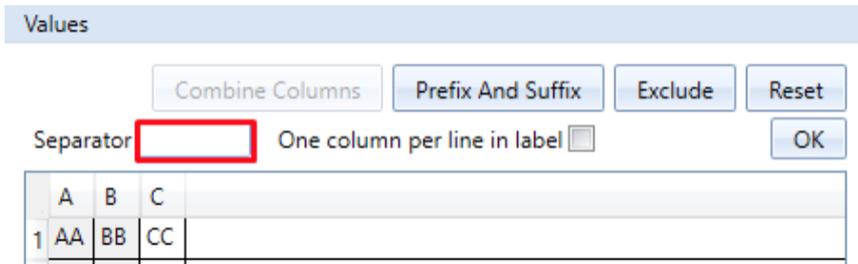


5. Click **Browse** to select the file that you are going to import.
6. In the **Properties** section, select either a delimiter (for delimited files and XML files) or a data sheet (for Excel files).
7. Click **View Data** to preview the content of the file, and then click **Next**.



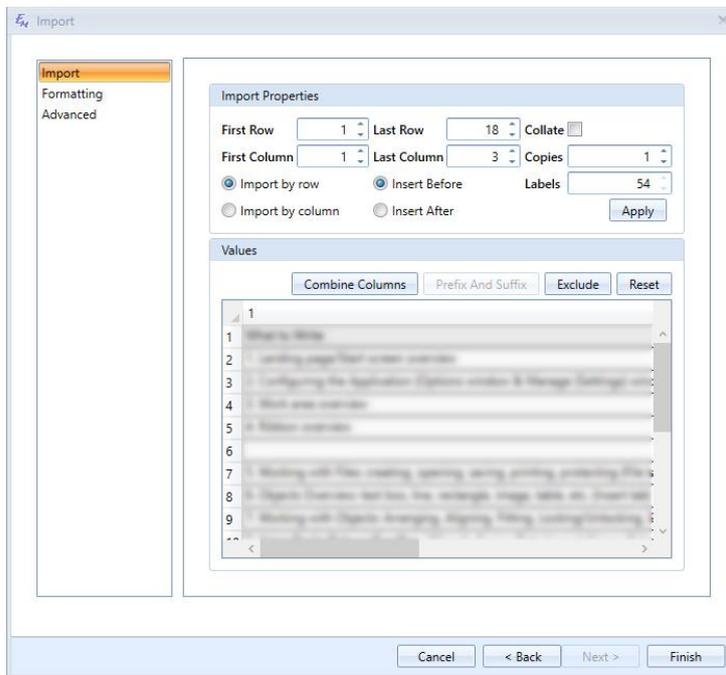
8. Set up the import properties. Specifically, enter the identifiers of row and column range by which the imported data should be limited and the number of copies and labels. In addition, specify whether to insert the imported data before or after the current label, and whether to collate it. When you are ready with the settings, click **Apply**.
9. In the **Values** section, you can edit the output file:

- **Combine Columns:** Merge two or more columns. You can combine by adding a **Separator** or check the **One column per line in label** checkbox.



- **Prefix and Suffix:** Enter the prefix and suffix for your imported data.
- **Exclude:** Delete the selected row.
- **Reset:** Return the original look and feel of the output file.

10. Click **Finish**.



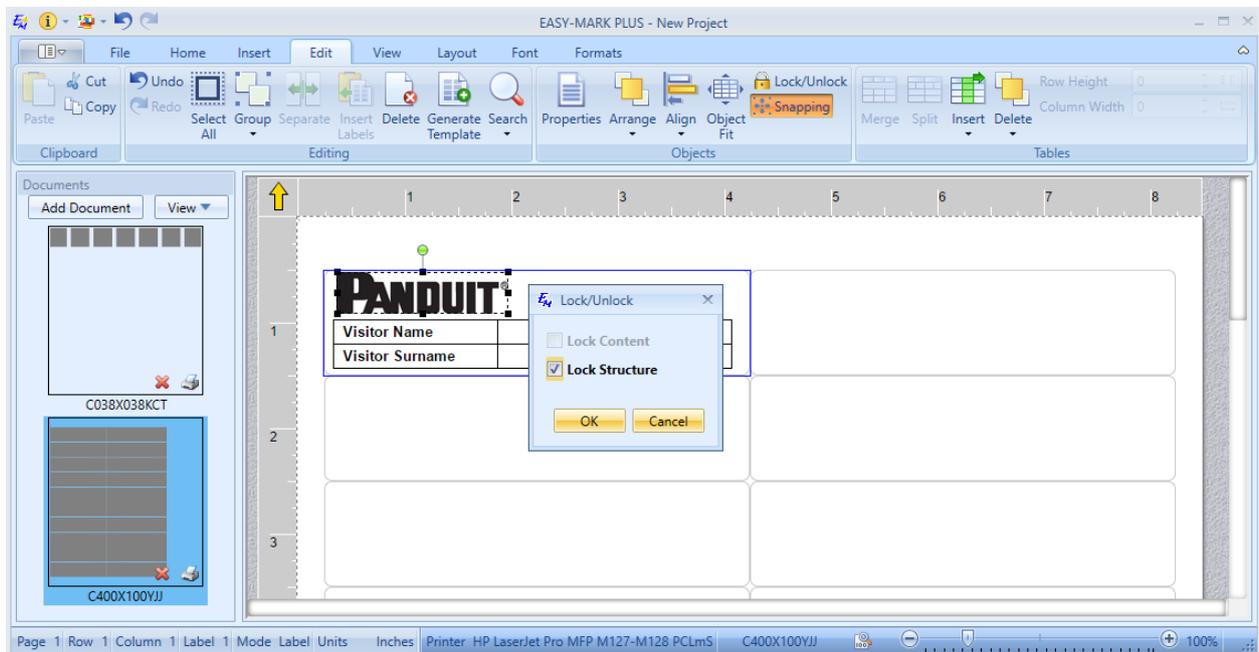
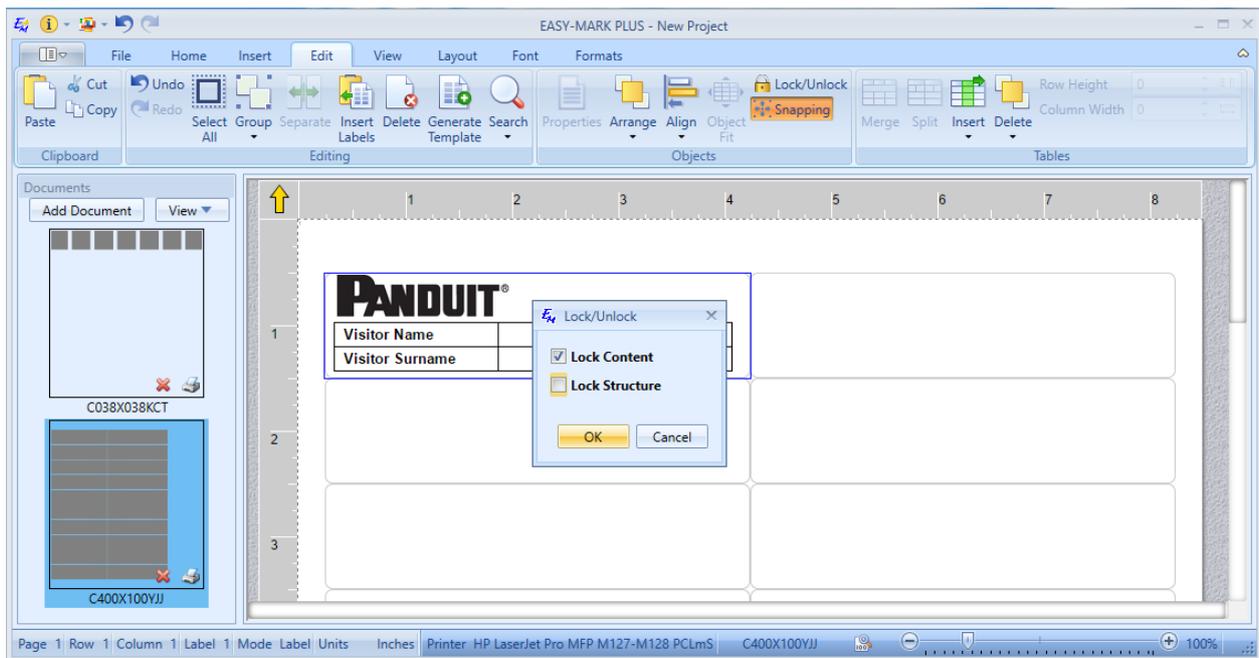
In the Editing section of the Edit tab, you can convert any selected data import item into plain text, by using the Separate function. After the operation has been applied, all of the data import elements will become simple text with all decoration preserved. When the selected data import items are located in objects (textbox, barcode, or table), the objects will be separated too. All related objects will become independent, not linked or grouped. You can also access this functionality by right-clicking the series and selecting Separate.



4.6. Creating Templates

Easy-Mark Plus™ supports the creation of custom reusable templates, which can contain the format and content of a frequently used label or sign. It also supports locking of objects and text entry within a label. To create reusable signs or marker labels, where only certain parts of the label should be editable, follow these steps:

1. Create a file or add a document based on the required format.
2. Within the document, compose a label that contains all of the desired content for your template.
3. When the design is complete, apply a lock to any features that should not be modified during future use. To apply a lock, select the target feature and click the **Lock/Unlock** button on the **Edit** tab.



The following types of features are lockable:

- The label itself (text entry and border)
- Images
- Shapes (Line, Circle, Rectangle, etc.)
- Text boxes
- Tables and table cells
- Prompt at Print
- Barcode
- Date/Time

4. Confirm that all of the desired text entry areas (cells, text boxes, etc.) are unlocked (able to accept text, etc.)
5. Select the label and click **Save as Template**.
6. Enter a meaningful name to help future users find the template.
7. Optionally, select the **Add to Favorites** checkbox to enable easy access without searching.
8. Optionally, enter a password to prevent unauthorized adjustment of the protected areas during future use.
9. Click **Save**.

When saved, the created template is available for use. For documents that are created from the Landing Page or by using the **Add Document** button, each contained label will include the template content and inherit the associated locks. When using the **Apply Template** dialog, the user will see only the templates that were created based on the format of the current document. Besides, the **Apply Template** button applies the template content only to the selected label(s).

5. Working with Fonts and Formats

5.1. Working with Fonts

On the **Font** tab and on the **Home** tab of the Ribbon, you can find the standard font formatting options, such as font family, font size, font type, font color, etc. In addition to these standard options, you can customize fonts on your labels as follows:

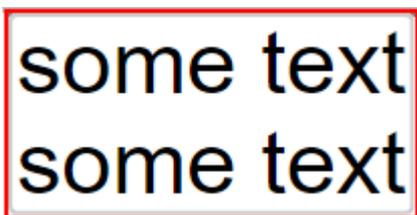
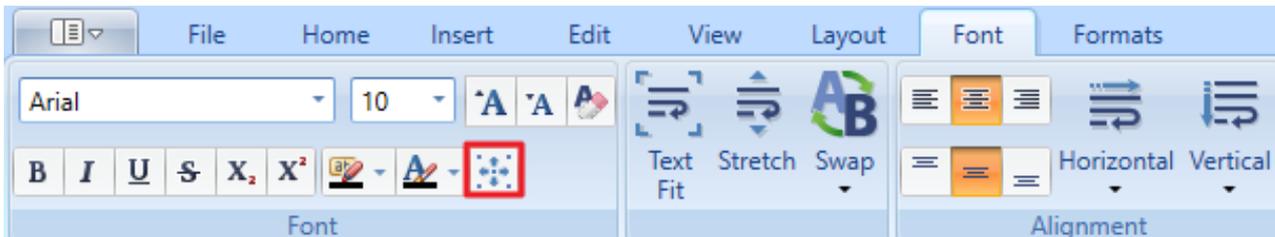
- **Increase/Decrease:** Make your font either 1 pt bigger or 1 pt smaller.



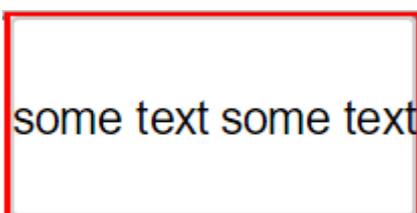
- **Clear Formatting:** Remove the formatting that was applied to your font.



- **Autosize:** Fit the text to the label's width and height.



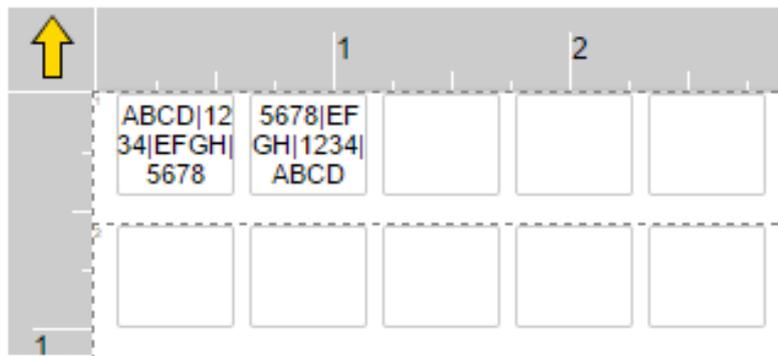
- **Text Fit:** Adjust the content of the selected labels to optimally fill the available label area.



- **Stretch:** Stretch the selected labels vertically to fill as much label area as possible.



- **Swap:** Reverse the order of delimited text strings or paragraphs either within a single label or on a new label. Several swap options are available:
 - **Horizontal Swap:** Reverse the order of text strings in a paragraph within the selected label. The text strings should be separated with delimiters, such as |. For example, *ABCD|1234|EFGH|5678* becomes *5678|EFGH|1234|ABCD*. If the paragraph contains no delimiters, nothing happens to it.
 - **Horizontal Swap on New Label:** Insert a new label after the selected label with copied and reversed content of the selected label. The text strings should be separated with delimiters, such as |. For example, *ABCD|1234|EFGH|5678* is now followed by a new label with *5678|EFGH|1234|ABCD*. If the paragraph contains no delimiters, nothing happens to it.



 **Note:** If the selected labels are part of a group, new labels are not part of the group. If the selected labels contain elements of [series](#), the new labels will cause a split in the series, and will contain copies of the contained series elements.

- **Vertical Swap:** Reverse the order of line-based or text box-based paragraphs within the selected label or text box. The paragraphs should be separated with carriage return symbols. For example,


```
ABCD
1234
EFGH
5678
```

 becomes

5678
EFGH
1234
ABCD

If there is only one line-based paragraph, nothing happens to it.

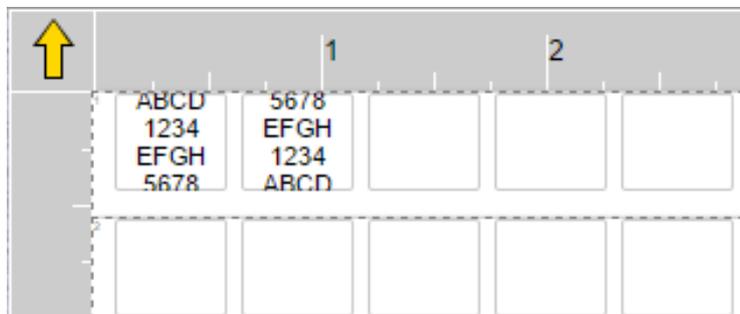
- **Vertical Swap on New Label:** Insert a new label after the selected label with copied and reversed content of the selected label or text box. The paragraphs should be separated with carriage return symbols. For example,

ABCD
1234
EFGH

5678 is now followed by a new label with

5678
EFGH
1234
ABCD.

If there is only one line-based paragraph, nothing happens to it.



	1	2			
	ABCD 1234 EFGH 5678	5678 EFGH 1234 ABCD			

 **Note:** If the selected labels are part of a group, new labels are not part of the group. If the selected labels contain elements of [series](#), the new labels will cause a split in the series, and will contain copies of the contained series elements.

- **Text Direction:** Switch from the standard horizontal text direction to one of the three available rotation options, specifically 90, 180, and 270 degrees. You can also access the text direction options by right-clicking the labels, pointing to **Text Direction** and selecting one of the preferred rotation options.

Horizontal

Rotate all
Text 90

Rotate all Text 180

Rotate all
Text 270

- **Alignment:** Align the content to the left, center, or right of the label, combined with the top, middle, or bottom alignment. Increase or decrease the horizontal and/or vertical spacing of text.

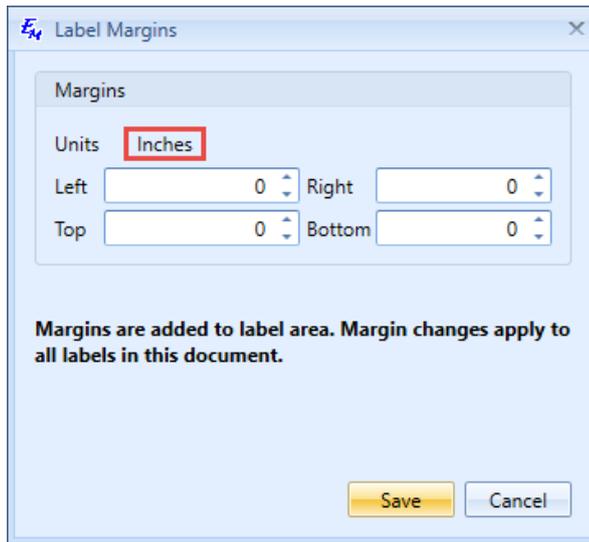
5.2. Working with Formats

On the **Formats** tab of the Ribbon, you can access the following functionality:

- **Document Formatting**
 - **Switch Format:** Open the format selection window to choose another format for your current document.
 - **Document Properties:** Open the **Modify document properties** window to customize the format of your document. The same properties window appears when you create a new format. For more information, see 1.5. Creating Formats, Printer Types, and Media Types.
 - **Apply Template:** Choose a predefined template for your document.
 - **Label Margins:** Specify the size of margins for your labels. These are the distances from the top and bottom and left and right of the label.



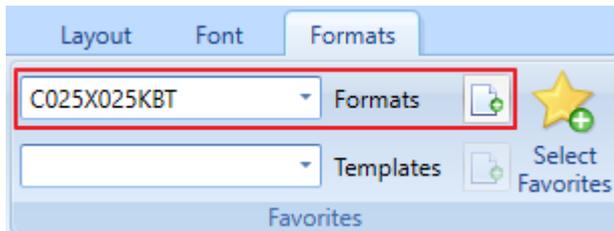
Note: The size values use the measurement units that were defined on the **Locale** tab of the **Options** window. For more information, see [7. Configuring the Application](#).



- **Check for Format Updates.** Look up the new available label formats.
- **Favorites:** In this section, you can quickly create new documents on the basis of your favorite formats or templates, and add more formats to the favorites list.

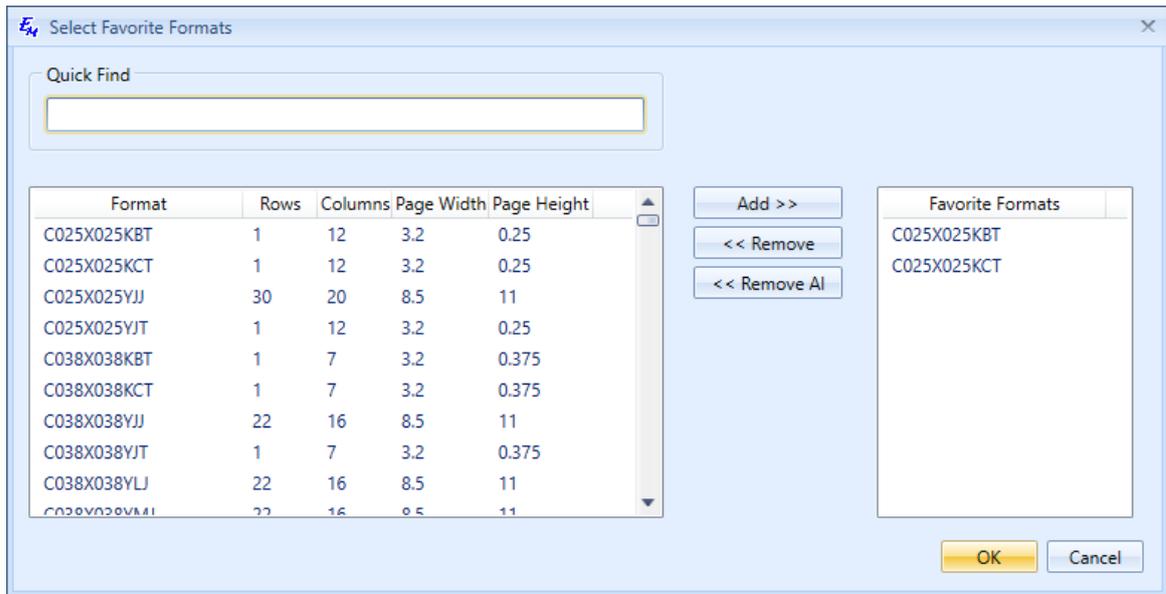
To create a new document on the basis of your favorite format or template:

1. Select one of your favorite formats or templates from the corresponding drop-down list.
2. Click the **Add Document** icon.



To add a format to the favorites list:

3. Click **Select Favorites**. The **Select Favorite Formats** window appears.



4. Select one or several formats (by holding the Shift or Ctrl key) from the list on the left.
5. Click **Add**. As a result, the format will appear in the list on the right.

To remove formats from the favorites list:

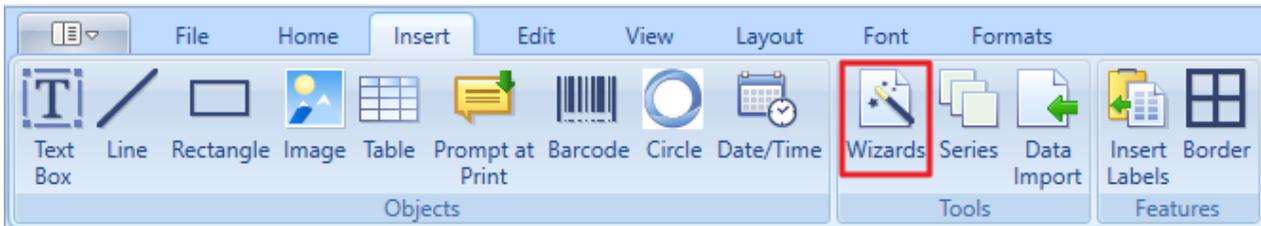
6. Click **Select Favorites**. The **Select Favorite Formats** window appears.
7. Select one or several formats (by holding the Shift or Ctrl key) from the list on the right.
8. Click either **Remove** to remove only the selected formats or **Remove All** to clear the favorites list.

6. Working with Wizards

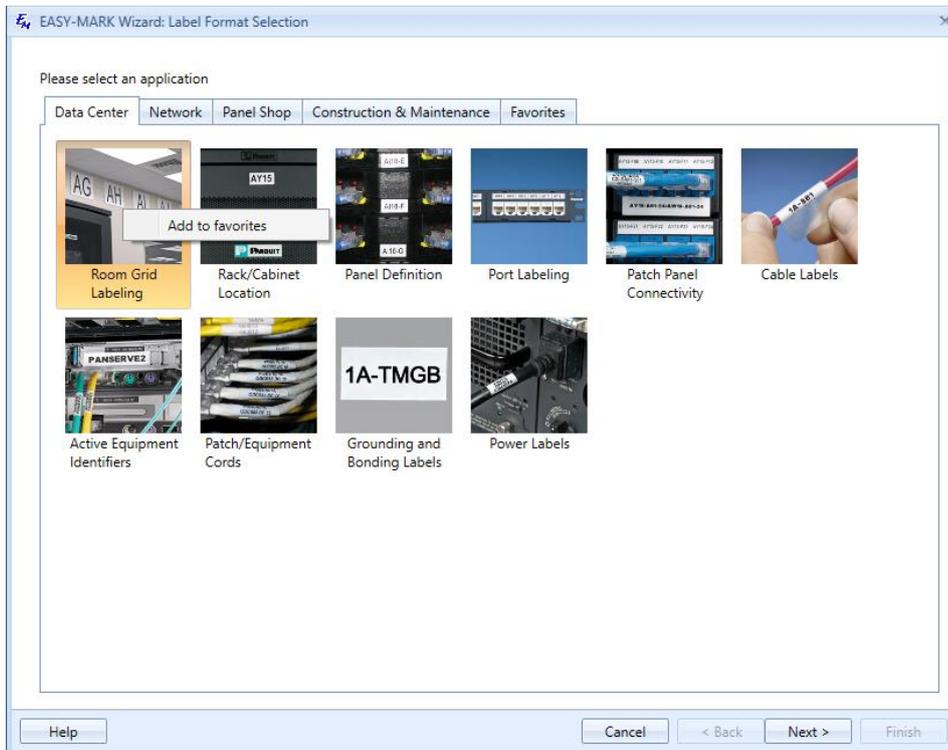
6.1. Wizard Overview

Easy-Mark Plus™ provides a set of wizards that help to select a label format that is appropriate for a specific labeling task, and to generate label content for this format.

The wizards can be accessed from the **Tools** section either of the **Home** tab or of the **Insert** tab of the Ribbon.



The wizard window has five tabs. The **Data Center**, **Network**, **Panel Shop**, and **Construction & Maintenance** tabs group the label formats according to places where these labels are used. The **Favorites** tab shows the formats that you added to your favorites list. To add the formats to the favorites list, right-click the image with the name of the needed label format, and then click **Add to favorites**.



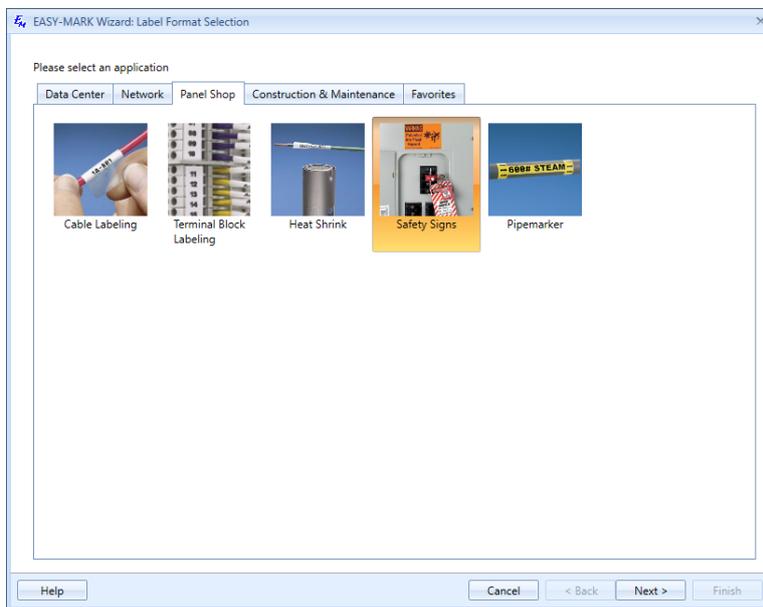
 **Note:** At this time only the Safety Sign Wizard is available. All other wizards will be available in a future software update.

6.2. Safety Sign Wizards

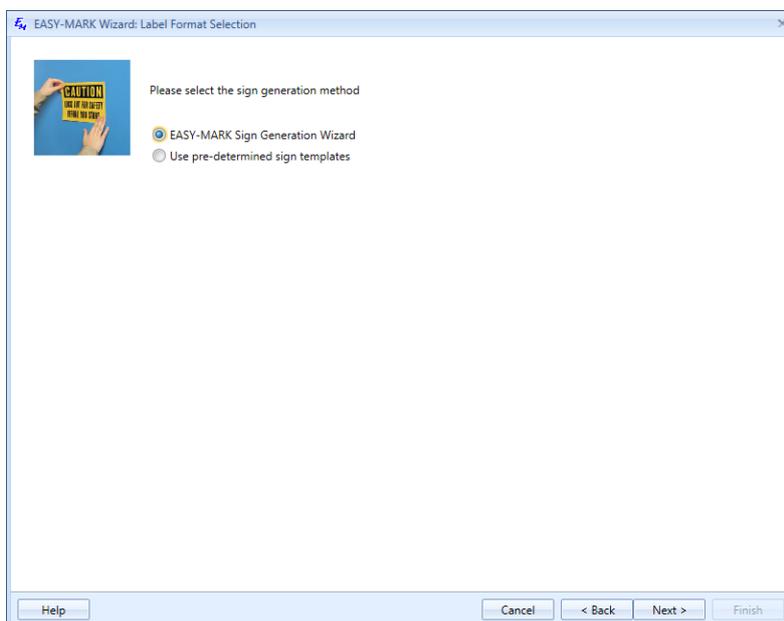
Sign Generation Wizard

To create Safety sign labels by using the Easy-Mark Plus™ sign generation wizard:

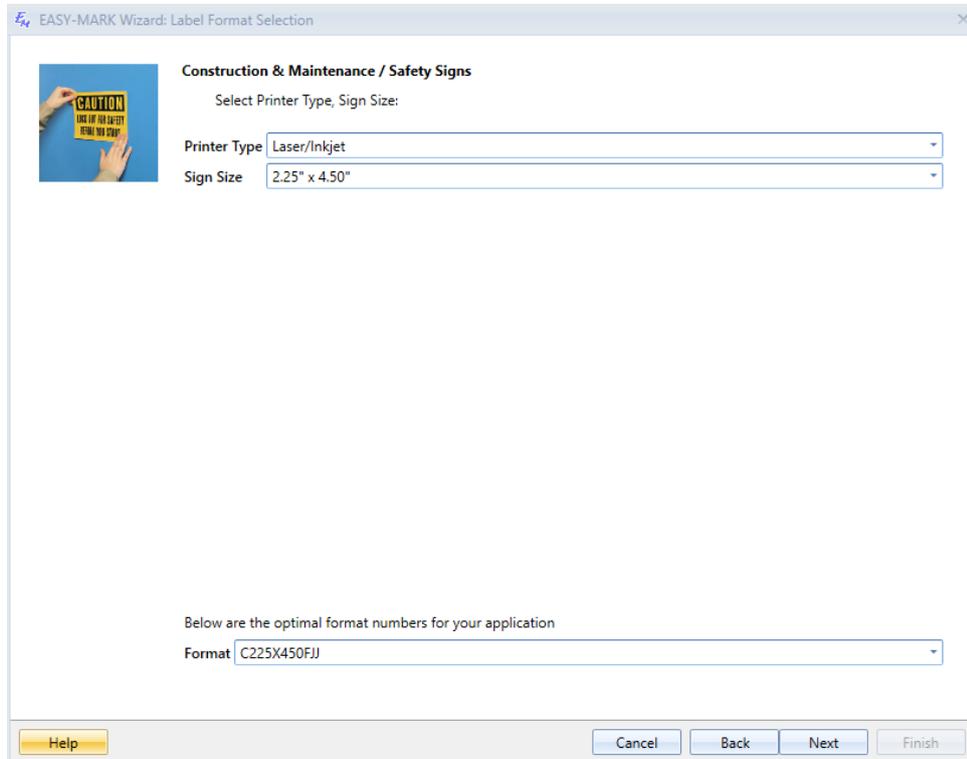
1. Either on the **Panel Shop** tab or on the **Construction & Maintenance** tab of the **Wizards** window, select **Safety Signs**, and then click **Next**.



2. Select **EASY-MARK PLUS Sign Generation Wizard**, and then click **Next**.



3. Click the drop-down arrow to select one of the available printer types.
4. Click the drop-down arrow to select one of the available sign size values.
5. The matching formats will automatically appear in the **Format** list at the bottom of the window, based on the previously selected parameters. Choose the desired format.



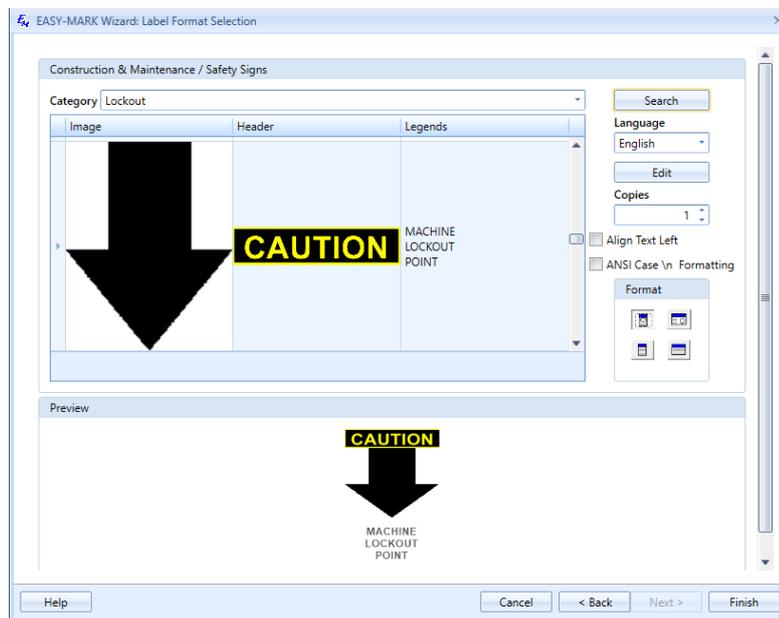
6. Click **Next**.
7. The next screen will show a table with three columns:
 - **Image:** Picture for the safety sign label.
 - **Header:** Warning for the safety sign label, such as *Caution* or *Danger*.
 - **Legends:** Description of the safety sign label.

Further options are available:

- **Category:** Select the safety sign category to display the corresponding safety sign labels in the table below.
- **Search:** Look up a specific word in the legends of the selected category.
- **Language:** Select the language for the safety sign legends.
- **Edit:** Launch a dialog where you can change the legend, the header, or the image file for the safety sign label. Such customized labels will be saved in the **Custom** category.
- **Copies:** Enter the number of generated labels.

- **Align Text Left:** Select this checkbox to align the legend to the left of the label. If the checkbox is not selected, the legend will be centered.
- **ANSI Case Formatting:** Select this checkbox to automatically change the first character of the sign legend to uppercase, while making all following characters lowercase. If the checkbox is not selected, the legend will default to the capitalization of the saved legend.
- **Format:** Select one of the four available formats for your safety sign labels.

 **Note:** All your changes will be reflected in the preview pane in the lower part of the wizard window.

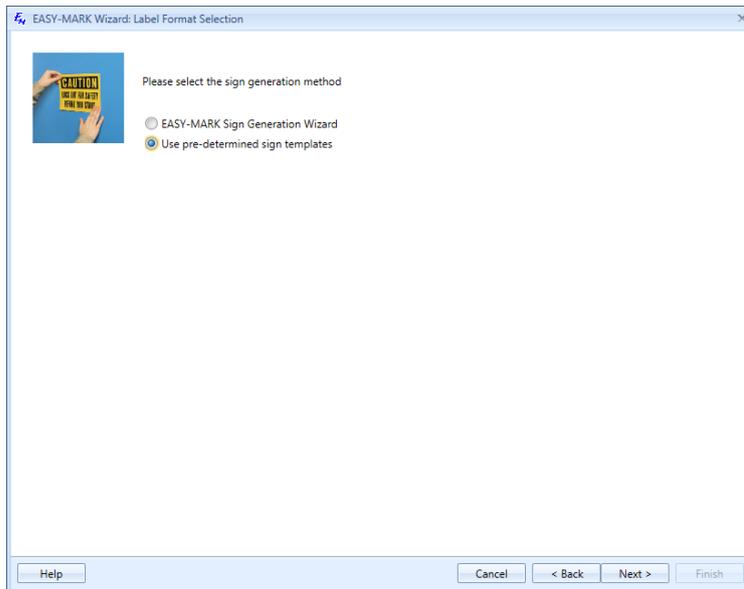


8. Click **Finish**.

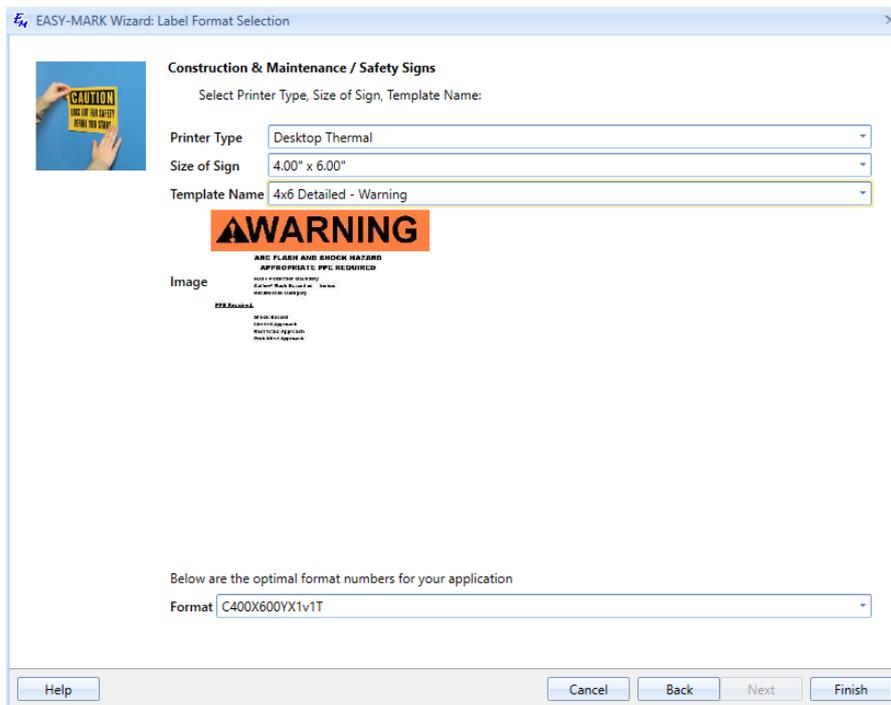
Sign Templates

To create safety sign labels by using the Easy-Mark Plus™ sign templates:

1. Either on the **Panel Shop** tab or on the **Construction & Maintenance** tab of the **Wizards** window, select **Safety Signs**, and then click **Next**.
2. Select **Use pre-determined sign templates**, and then click **Next**.



3. Click the drop-down arrow to select one of the available printer types.
4. Click the drop-down arrow to select one of the available sign size values.
5. Click the drop-down arrow to select one of the available template names. After you select the template name, the safety sign image will be previewed below the **Template Name** list. Click **Browse** to select a custom image.
6. The matching formats will automatically appear in the **Format** list at the bottom of the window, based on the previously selected parameters.

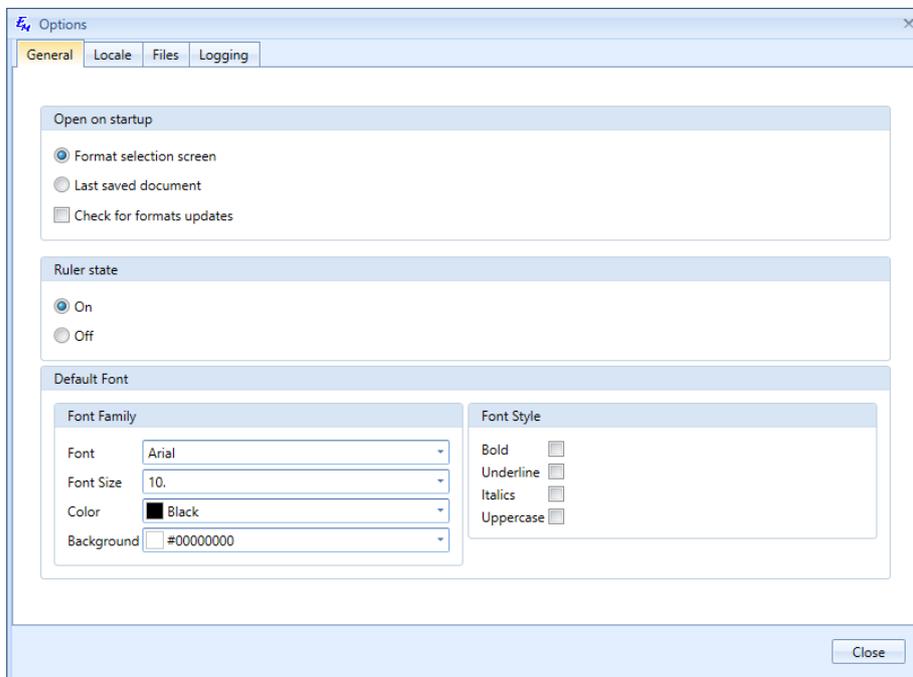


7. Click **Finish**.

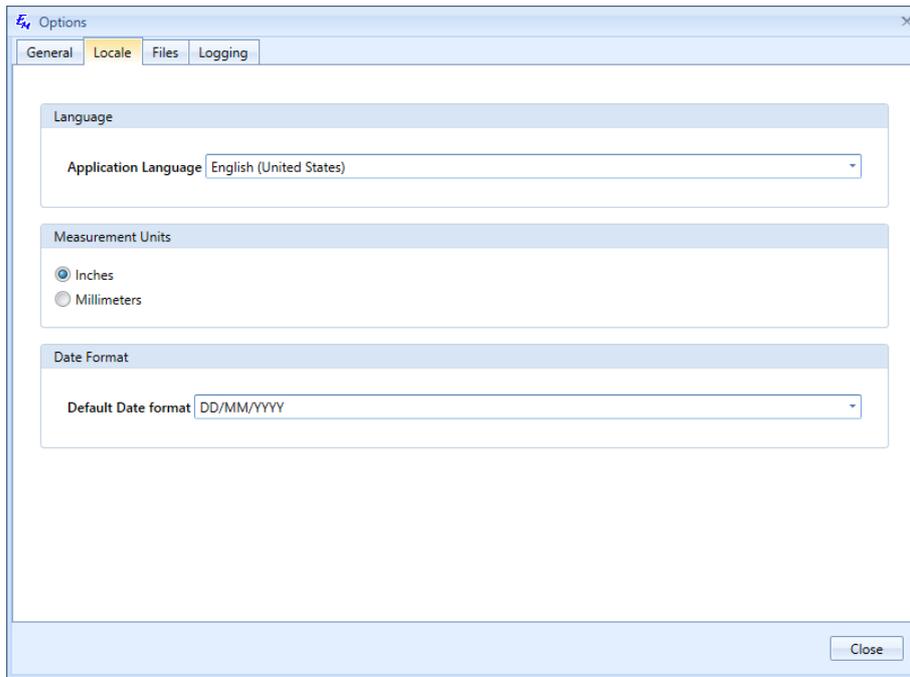
7. Configuring the Application

You can set up the Easy-Mark Plus™ Labeling Software in the **Options** window, which can be accessed either from the Landing Page or from the **User** section of the **File** tab on the Ribbon. The **Options** window has four tabs: **General**, **Locale**, **Files**, and **Logging**.

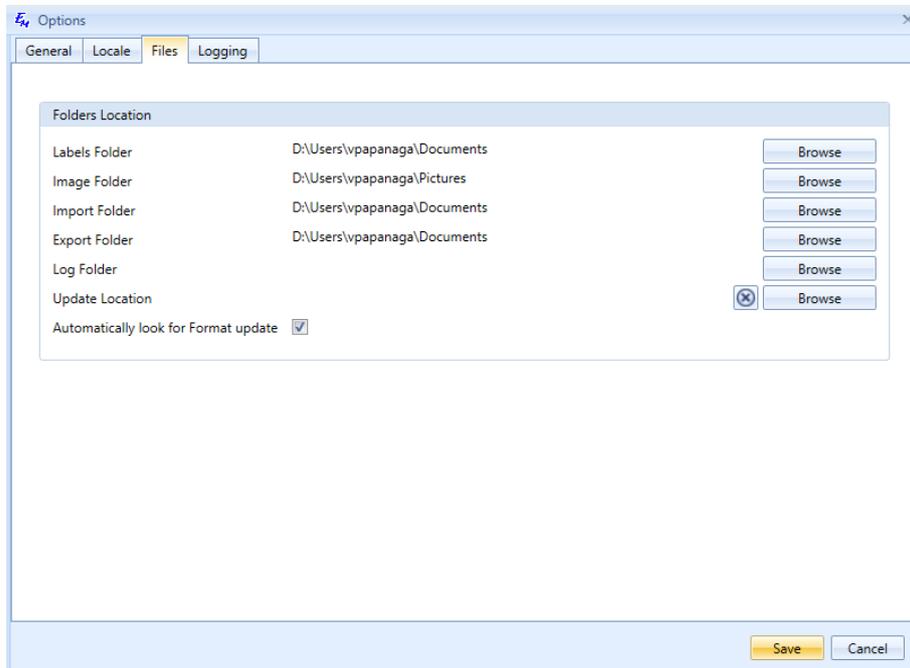
- On the **General** tab, you can define what should be opened when the application is launched: either the format selection screen or the last saved document. Also, on the **General** tab you can select the **Show formats updates** checkbox to determine whether Easy-Mark Plus™ should look for available new formats. Finally, here you can decide whether to show the ruler in the document view, and select the preferred fonts for your labels.



- On the **Locale** tab, you can change the interface language of Easy-Mark Plus™, select the preferred measurement unit (inches or millimeters), and define the default date format.

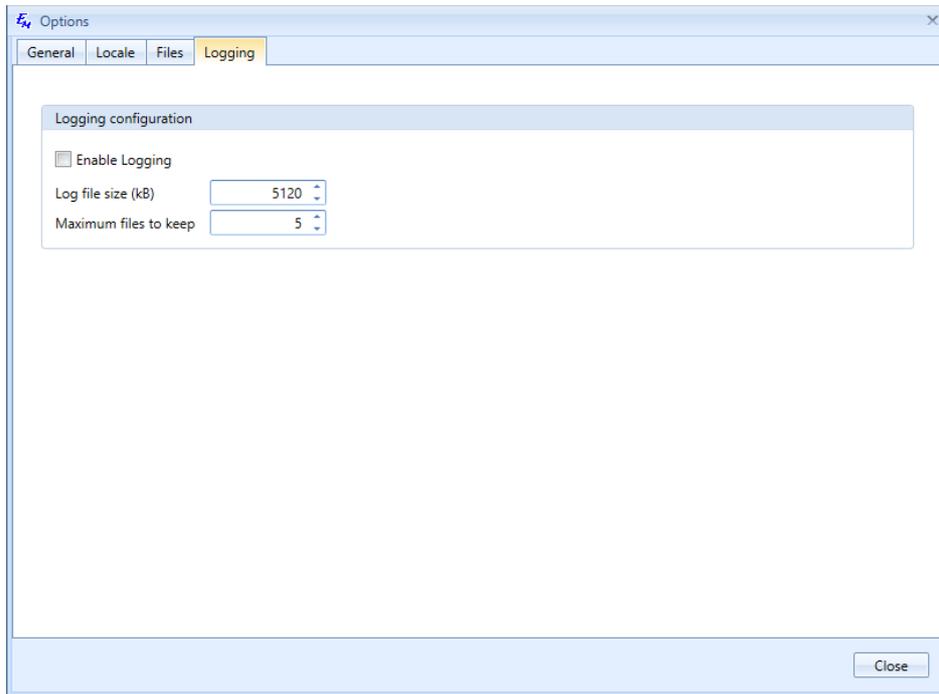


- On the **Files** tab, you can select the folders on your computer where images and labels should be stored by default. Here you can also choose the folders for the import and export files, log files, and format updates. Moreover, on the **Files** tab you can select the **Automatically look for Format update** checkbox to determine whether Easy-Mark Plus™ should automatically check for new available formats..



- On the **Logging** tab, select the **Enable Logging** checkbox to turn on the logging functionality for Easy-Mark Plus™. This will create a log file containing a list of the format and date printed. This is useful if a record is desired of what labels have been printed and

when they were printed. Define the maximum size of the log file in kilobytes and the maximum number of files that should be kept in the log.



Troubleshooting

For more information, visit our website: www.panduit.com

For technical support, please contact us:

Region	Telephone	E-mail
USA & Canada	1-866-871-4571	GA-TechSupport@panduit.com
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Europe	+31-546-580-452	emeatoolservicecenter@panduit.com
Asia Pacific	65-6379-6700	TechSupportAP@panduit.com
Japan	81-3-6863-6060	TechSupportAP@panduit.com
Australia	613-9794-9020	TechSupportAP@panduit.com

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