DuraSuite
Labeling Software

User Guide

GRAPHIC PRODUCTS®

Minimum Requirements

Operating System: Windows XP, Windows Vista, Windows 7, Windows 8, Windows 10

Memory: 64MB RAM

Hard Drive: 300MB, CD-ROM Drive

Minimum Screen Resolution: 800 x 600

DuraSuite Videos

DuraSuite™ Labeling Software gives you the ability to make a wide range of labels. This guide describes your many options for designing and producing labels — from die-cut arc flash labels to ammonia pipe markers.

To help you create effective labels and signs, Graphic Products has several instructional videos that explain how to use the various DuraSuite modules.

You can view the videos at this web page:
duralabel.com/durasuite/durasuite-videos.php

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Introduction

DuraSuite™ Labeling Software expands your creative capabilities, simplifies safety compliance and lets you produce professional-looking labels for virtually any application.

This guide is organized by label type and software function, walking you step-by-step through the label-making process so that you can make the label you need as quickly as possible.

RTK Labels—DuraSuite includes information about more than 1,700 chemicals. The database includes Chemical Abstract Service (CAS) numbers, NFPA Hazard Index numbers, Signal Words, Health Hazards, Organ Hazards and PPE Pictograms[1]. You can use the information in the database or modify it based on the information in the Safety Data Sheets you receive (refer to Section 3).

Globally Harmonized System (GHS) and HazCom 2012 Labels—Make GHS labels and HazCom 2012 labels with these DuraSuite modules. Choose from 1,500 chemical records and automatically populate your label with preloaded hazard pictograms, signal words, hazard statements and precautionary statements. GHS labels comply with the GHS standard and the HazCom 2012 labels comply with the OSHA HazCom 2012 Final Rule (refer to Section 4).

Arc Flash Labels—DuraSuite includes a database for storing arc flash labels you create. Just fill in the blanks on the label template and select the appropriate personal protective equipment (PPE) and your arc flash labels are ready to print. Labels can be created in English, French or Spanish (refer to Section 5.2.5).

Pipe Markers—The Pipe Marking module lets you create custom pipe markers based on ANSI/ASME code. Just select the contents and pipe diameter and your pipe marker is ready to print (refer to Section 6).

DuraSuite also includes an Ammonia Pipe Marking module, which is based on IIAR standards. A tab for previewing and printing physical state/pressure level labels and a tab for creating arrow wraps are included in the Ammonia Pipe Marking module (refer to Section 7).

Custom Labels—Use the Label Designer module to create custom labels for any application, from OSHA safety labels to wayfinding signs. The easy-to-use multi-function tool box provides options for setting label size and orientation, and adding text and images.

If you need additional assistance setting up or using DuraSuite Labeling Software, please visit our website at DuraLabel.com, or call us at 800.788.5572.

USER ANALYTICS: DuraSuite includes an optional feature to share anonymous data about your usage of the program with our development team. To toggle this feature, or to read the most current statement for how we use this information, go through the Tools menu to select Options, and click on the Privacy tab.

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[1]The words "pictogram" and "symbol" are used interchangeably in this guide.

Contents

1. Using DuraSuite Labeling Software

DuraSuite Labeling Software is the easy way to create informative labels and signs. Intuitive toolbars and menu options let you control dimensions and other options while dialog boxes lead you through the label-building process. DuraSuite comes preloaded with over 1,300 symbols.

1.1 DuraSuite Labeling Software Toolbar and Menu Bar

DuraSuite's toolbar includes options for creating a variety of labels: arc flash, RTK, GHS/HazCom, arc flash, pipe markers, or custom labels. The following tools are shown on each label's toolbar or menu bar, though not every tool is used for every type of label. Tools not applicable to a label type are grayed out.
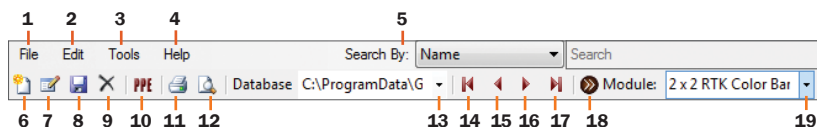
1. **File** provides file and print options or lets you exit the program.

2. **Edit** lets you undo, redo, cut, copy, paste or delete a label, or switch to edit mode.

3. **Tools** contains options for module settings and calibrating* label position.

4. **Help** shows basic software information and lets you check for updates.

5. **Search By** specifies what field is to be searched, e.g., name or CAS number.

6. **New Label** starts a new label with blank fields.

7. **Edit Label** enters edit mode for an existing label.

8. **Save Label** saves a label to the database or file system.

9. **Delete Label** erases the label from the database.

10. **Show/Hide Symbols** toggles between showing hazard pictograms and hazard keywords/comments on RTK labels.

11. **Quick Print** prints the current label.

12. **Print Preview** lets you preview the printed label layout.

13. **Change Database** lets you toggle between databases (in modules which contain multiple databases, such as GHS).

14. **First Record** jumps to the first label in the database or search results (or hit F5).

15. **Previous Record** goes back one record in the database or search results (or hit F6).

16. **Next Record** goes forward one record in the database or search results (or hit F7).

17. **Last Record** jumps to the last label in the database or search results (or hit F8).

18. **Module Select** brings up dialog box containing module selections to let you switch between label types.

19. **Label Drop-Down Menu** lets you select specific label type and size.

1.2 DuraSuite Labeling Software Display and Edit Modes

DuraSuite separates its functionality into two modes. The default mode is Display, which shows the layout of a label. In some modules, Display mode will also let you make changes to the layout. When available, you can make changes to the size, position and font of label elements in Display mode.

In Edit mode, you can change the text on a label, usually without affecting the layout. Label content, such as text fields, is usually changed in Edit mode.

2. Getting Started

When opening the DuraSuite Labeling Software, you're presented with DuraSuite's opening splash menu. Once you've determined the type of label you want to create, click on the corresponding icon, then select the label size you want from the dialog box that appears.
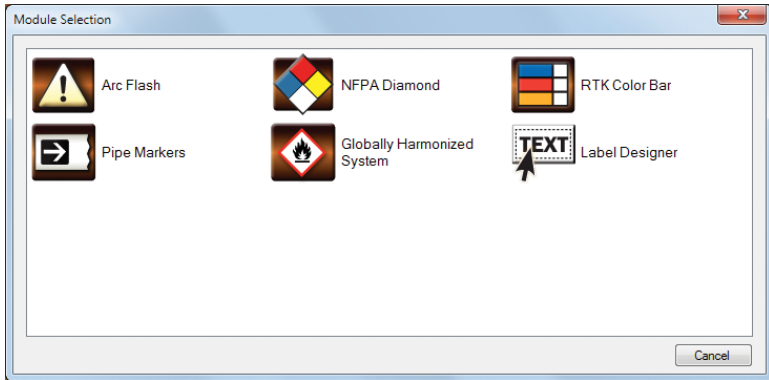
DuraSuite's opening splash menu

2.1 Label Types

You can create many types of labels and signs with DuraSuite Labeling Software, including Arc Flash, NFPA, Right-to-Know Color Bar, Pipe Markers/Ammonia Pipe Markers, GHS, HazCom 2012, and custom labels. All are discussed in this guide.

DuraSuite Labeling Software prints:

- Arc Flash labels: 4 sizes

- NFPA labels: 7 layouts

- RTK Color Bar labels: 4 layouts

- Pipe Marking labels, including Ammonia Pipe Markers (customizable layouts)

- HazCom 2012 labels: 10 layouts

- GHS labels: 5 layouts

- Custom labels using the Label Designer Module

3. Right-to-Know (RTK) and Chemical Identification Labels

RTK labels provide important information about workplace chemicals and hazards for the benefit of employees, visitors and end users.

NFPA labels provide critical information for emergency responders. RTK Color Bar labels provide information everyone can understand in non-emergency situations.

DuraSuite lets you use existing chemical information stored in its database or enter chemical and associated information manually. It provides pre-designed label templates that match various sizes of DuraLabel RTK die-cut labels.
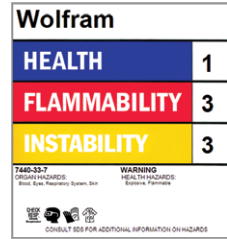
RTK Color Bar label

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NOTE: RTK label instructions contained in this guide apply to both NFPA and RTK Color Bar labels.

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3.1 Selecting an NFPA Label from the Database

To select an NFPA label from the DuraSuite database, click on the NFPA Diamond icon displayed in the Module Selection box. (To select an RTK Color Bar label, click on the RTK Color Bar icon.)
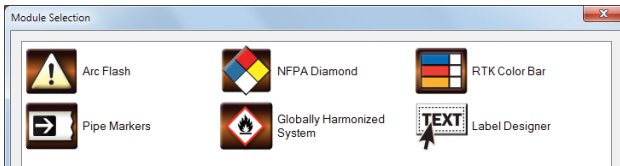
A screen showing seven NFPA label sizes appears. Click on the size of NFPA label you want to create.
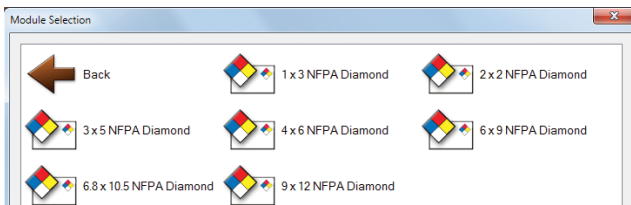
The label template you chose now appears.

3.2 Searching Chemicals in the Database

To find the chemical name you want on your label:

A. Select Name or CAS number as the search category from the Search By drop-down menu (**A** on graphic below).

B. Enter the chemical name or CAS number in the Search box (**B** on graphic below), depending on your previous selection.

C. Browse through the database using the navigation buttons (**C** on graphic below), using the F5 through F8 keys, or by selecting an item from the drop-down search results (**D** on graphic below).
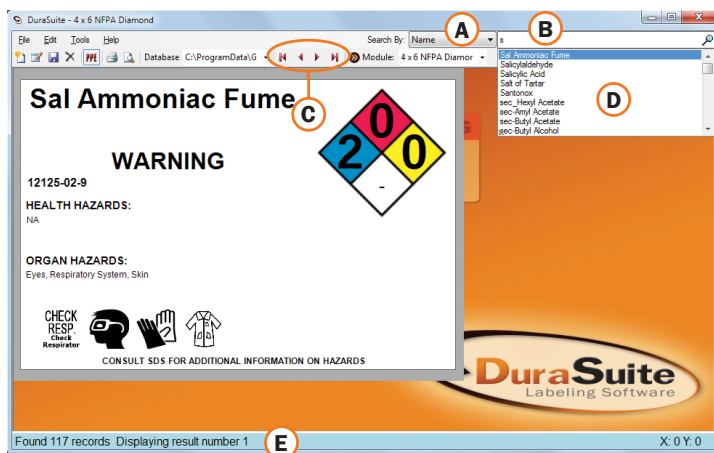
The first search result is immediately displayed on the label. The status bar along the bottom of the screen (**E** on graphic above) displays the number of records that match the search criteria entered, e.g., "S": "Found 117 records Displaying result number 1."

NOTE: You can expand your search by placing an asterisk (*) at the beginning of your search string. This allows your string to be matched at any position in a chemical name or CAS number. For example, a search by chemical name for "*ban" yields the terms "Banana Oil," "Dursban," "Essence of Mirbane," "Tetraethylplumbane" and "Tetramethylplumbane."
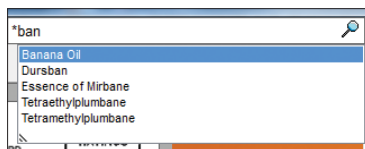
3.2.1 RESIZABLE SEARCH RESULTS LIST

When you use the Search box to find a term, a drop-down list appears. This drop-down list is resizable so that you can see more of the search results. The resizing control is indicated by the two diagonal lines in the lower left corner of the search results box. To resize the box, click and drag the resizing control.
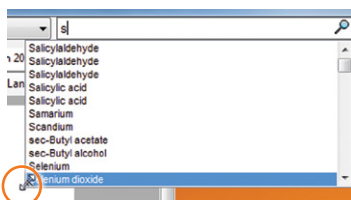
Search results resizing control

3.3 Editing an Existing Label

Any information in DuraSuite Labeling Software's chemical database can be edited for an NFPA or RTK Color Bar label at any time.

To begin editing an existing label, click the Edit Label button on the toolbar. Information on the existing label can now be altered by following the instructions described in Section 3.5, "Populating a Label," which applies both to creating a new label as well as editing an existing label.
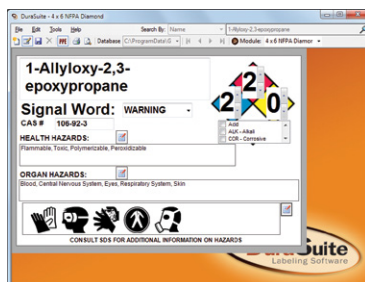
NFPA label with editable fields

NOTE: All chemical information is shared between different label formats so editing an existing label will affect any other templates using that chemical information.

3.4 Creating a New Label

If after searching you are unable to find a specific chemical in the database, you can enter the label information you want by clicking the **New Label** button on the DuraSuite toolbar. Label information previously displayed is replaced with data entry boxes for the Chemical Name, Chemical Abstracts Service number (CAS), Signal Word, Health Hazards, Organ Hazards and PPE Pictograms.
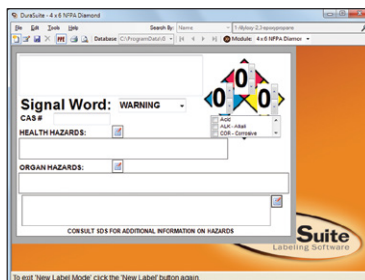
A new label with empty fields

NOTE: Select 4" x 6" NFPA Diamond from the label drop-down menu. This will preformat chemical information for all other RTK and NFPA label formats.

You are now ready to change or add information to these boxes and set the NFPA Hazard Index Numbers.

NOTE: The same procedures are used to edit an existing label.

3.5 Populating a Label

3.5.1 POPULATING INFORMATION FIELDS

Follow these steps to populate your label's information fields:

Enter the Chemical Name in this field

0-Chlorostyrene

Signal Word: WARNING

CAS #

Enter the CAS #

Select signal word

A. Enter the Chemical Name, an alphanumeric string of no more than 255 characters, in the Chemical Name section.

B. Enter the Chemical Abstracts Service number in the CAS # box.

C. Select the appropriate signal word from the drop-down list.


Signal Word:

DANGER
WARNING
CAUTION

CAS #

2039-87-4

D. Enter NFPA Hazard Index Numbers in the Fire Hazard (red), Health Hazard (blue), and Instability (yellow) boxes by using their corresponding arrows. To set Specific Hazard(s), place a checkmark in the box(es) next to the item you want included, using the scroll bar to view the full list. Multiple Specific Hazards may not fit into the area provided by the label template. This will happen more frequently for the smaller labels. In this case a larger label template should be selected. If no Specific Hazard is selected, it will be displayed as a dash (-).

Acid
ALK - Alkali
COR - Corrosive
OX - Oxidizer
Radiation Hazard
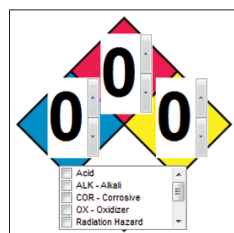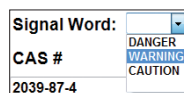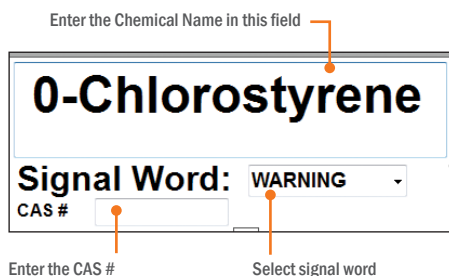
NOTE: Edit mode performs the same function as New Label mode; the difference is that in Edit mode fields are already filled with pre-populated data.

DURASUITE is preloaded with a comprehensive list of health and organ hazards, warnings and cautions, as well as numerous PPE, direction, information and warning pictograms.

3.5.2 HEALTH HAZARD SELECTION

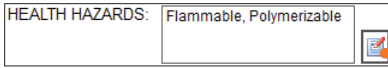To add an item to a label's Health Hazard section, click the button by the Health Hazards box.

HEALTH HAZARDS: Flammable, Polymerizable

Click this button to add a new item.

The Health Hazards Selection dialog box appears, containing two sections: an "Available" section, including a list of descriptions, conditions and instructions from which to choose, and a "Selected" section.

Highlight the chosen item(s) in the Available list and move it to the Selected section using the appropriate arrows, shown below.

HAZARD AND PICTOGRAM SELECTION ARROWS

Adds the highlighted item from the Available list to the Selected list.

Removes the highlighted item from the Selected list.

Adds all items from the Available list to the Selected list.

Removes all items from the Selected list.

To remove an item from the Health Hazard section, highlight the chosen item(s) in the Selected list and move it to the Available list using the appropriate arrow.

To add a new health hazard term to the list, click the **Add** button. The Add to Health Hazard Selection dialog box appears. Enter one new health hazard term per line.
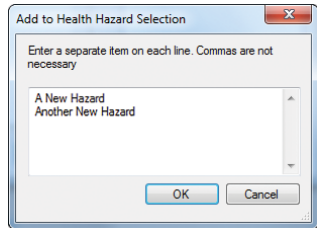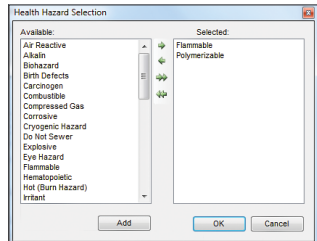
When finished adding new health hazard terms, click **OK** and the new items are added to the list of available terms.

Click this button to add a new item.

ORGAN HAZARDS:

Central Nervous System, Eyes, Kidney, Liver, Peripheral Nervous System, Skin

3.5.3 ORGAN HAZARD SELECTION

To add an item to the Organ Hazards section, click the button by the Organ Hazards box.

The Organ Hazard Selection dialog box appears, containing two sections: an "Available" section, including a list of body parts and systems from which to choose, and a "Selected" section.

Highlight the chosen item(s) in the Available list and move it to the Selected list using the appropriate arrow.

To remove an item from the Organ Hazard section, highlight the item in the Selected list and move it to the Available list using the appropriate arrow.
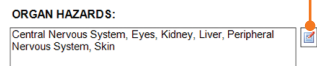
To add a new organ hazard term to the list, click the **Add** button. The Add to Organ Hazard Selection dialog box appears. Enter one new organ or system term per line.

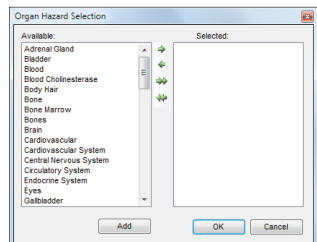When finished adding new organ hazard terms, click **OK** and the new items are added to the list of available terms.

3.5.4 SYMBOL SELECTION

Symbols may be added to labels at least 3" x 5" in size. To add a PPE, direction, information or warning pictogram to the pictogram section, click the button to the right of the pictogram box.

Click this button to add a new pictogram.

A Symbol Selection dialog box appears, containing two sections: an "Available" section, including a list of pictograms from which to choose, and a "Selected" section.
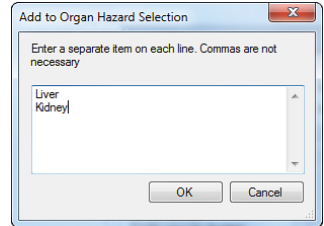
Highlight the chosen item(s) in the Available list and move it to the Selected list using the appropriate arrow.

To remove an item from the pictogram section, highlight the item in the Selected list and move it to the Available list using the appropriate arrow.
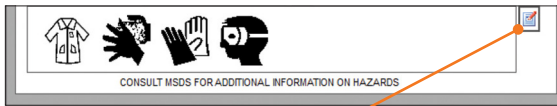
3.5.5 IMPORTING NEW SYMBOLS

To add to the available symbols, DuraSuite lets you import images from your hard drive.
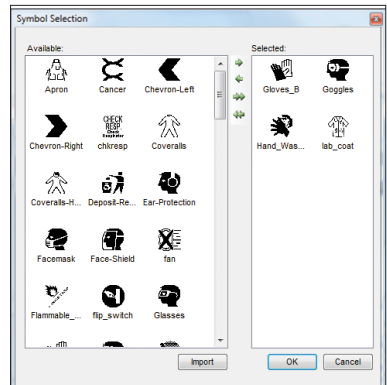
To import new symbols, click the button to the right of the pictogram box. A Symbol Selection dialog box appears, containing two sections: an "Available" section and "Selected" section.
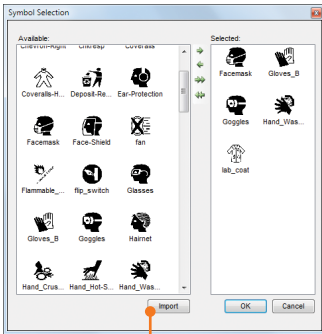
Import button
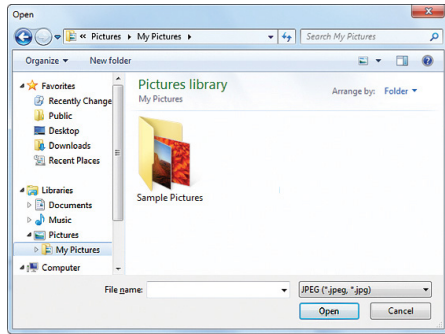
File dialog box

Click on the **Import** button just below the Available section. A file dialog box appears.

Select the image you want to add and click the **Open** button. The new image is added to the Available list.

NOTE: DuraSuite supports the import of full-color images, but output color will be determined by ribbon color, not screen colors. Full-color printing is supported by the DuraLabel Catalyst color printer.

3.5.6 DISPLAY/HIDE PICTOGRAMS

On labels 3" x 5" or larger, pictograms can be replaced by a Comments section, providing the option of having either pictograms or text displayed on the label.

Display either a pictograms section or a comments section

Choose between the two layout scenarios by clicking the **Show/ Hide Symbols** button on the toolbar. This button toggles between showing pictograms or showing a Comments section. 2" x 2" and 1" x 3" NFPA Diamond labels do not display pictograms or comments due to size constraints.

3.5.7 SAVING A LABEL

To save a label, click the **Save** button. The label is now saved to the database and the current mode switches to Display.

LEAVING NEW LABEL MODE WITHOUT SAVING

To leave the New Label mode, click the **New Label** button while a new label is open. A dialog box appears, asking if you would like to save the changes.

If "Yes" is clicked, the label is saved and displayed. If "No" is clicked, the information that was added is discarded and the first chemical in the current search is displayed.

3.5.8 SAVING CHANGES TO AN EDITED LABEL

Save changes to an edited label by clicking the **Save** button. The changes are saved and the edited label is displayed. **The saved label will permanently overwrite the original label.**

To add a new label without overwriting the original label, go to **File > Save As**.
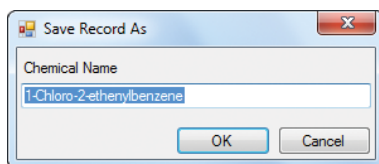
Save Record As dialog box

A Save Record As dialog box will appear. The chemical name of your label will automatically appear under the Chemical Name. Click the **OK** button. The label is now saved to the database and the current mode switches to Display.

> **NOTE:** Changing the Chemical Name in the Save Record As dialog box will also change the chemical name on your label.

LEAVING EDIT MODE WITHOUT SAVING

To exit the Edit mode without saving changes, click the **Edit Label** button.

A dialog box appears, asking if you would like to save changes. Click "No." The changes are discarded and the original label is displayed.

For printing instructions, see Section 10, "Printing Labels".

4. Globally Harmonized System (GHS) and HazCom 2012 Labels

DuraSuite Labeling Software lets you create labels that comply with international and domestic labeling requirements.

There are two GHS label modules:

- **HazCom 2012:** this module is for creating compliant chemical hazard labels for use within the United States

- **GHS:** this module is for creating compliant chemical hazard labels for use internationally

Both template formats contain primarily the same information, but they vary in their visual designs. These differences may make them non-compliant if the wrong layout is chosen. Layout should be selected based on the final destination of the chemical being labeled.
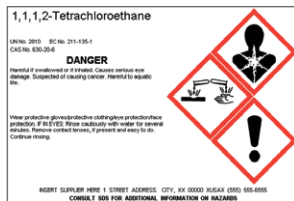
Examples of GHS and HazCom 2012 labels in 4" x 6" and 9" x 4"

DuraSuite's database contains approximately 1,500 pre-loaded chemical records used to populate the various fields of both the GHS and HazCom 2012 templates. You can edit existing chemical records and add new records.

DuraSuite provides a comprehensive list of Hazard Statements, Precautionary Statements and Pictograms (as provided by the European Union); making it easy to edit chemical information and create new compliant chemical labels.

4.1 Module Selection Screen

When you open DuraSuite, you will see the Module Selection screen. Click on Globally Harmonized System. This will take you to another selection screen, where you can click either GHS International or HCS/HazCom 2012.
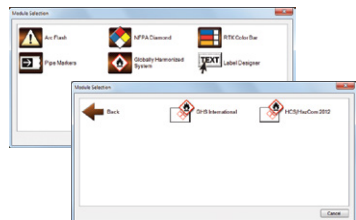
Module selection screens

4.2 Label Display

HazCom 2012 and GHS labels contain similar information. This information includes:
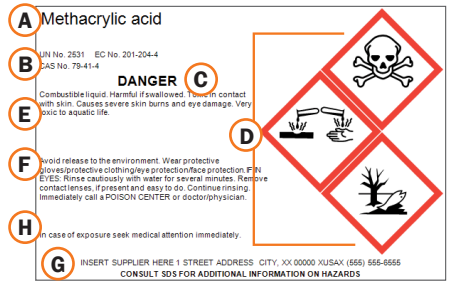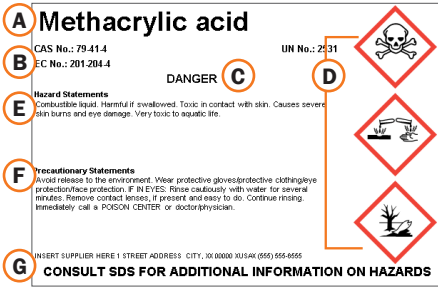
A. Name of chemical

B. Relevant chemical identification number (CAS, UN, EC)

C. Signal Word

D. Hazard Pictograms

E. Hazard Statements

F. Precautionary Statements

G. Supplier of material

H. Supplemental Information (only on GHS label)

The placement of the information may vary depending on the size of the label.
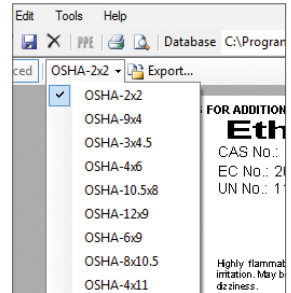
Layout drop-down menu

4.2.1 LABEL SIZE AND LAYOUT

Select a label size and layout by selecting the layout drop-down menu from the toolbar.

4.3 Searching Chemical Records

The chemical records in DuraSuite's database are cataloged and searchable in several ways:

• Name of chemical

• CAS Number (Numbers assigned to chemicals by the Chemical Abstracts Service organization)

• UN Number (Numbers assigned to chemicals by the United Nations)

• EC Number (Numbers assigned to chemicals by the European Commission)

To search from the populated database, select the drop-down menu next to Database (**A** on graphic below). Click Browse, then double-click chemicals. To find a specific chemical, use the Search tools located on the right side of the toolbar.

4.3.1 SEARCH BY NAME OR IDENTIFICATION NUMBERS

To find the chemical name you want on your label:

A. Select Name or the identification number as the search category from the Search By drop-down menu (**B** on graphic below).

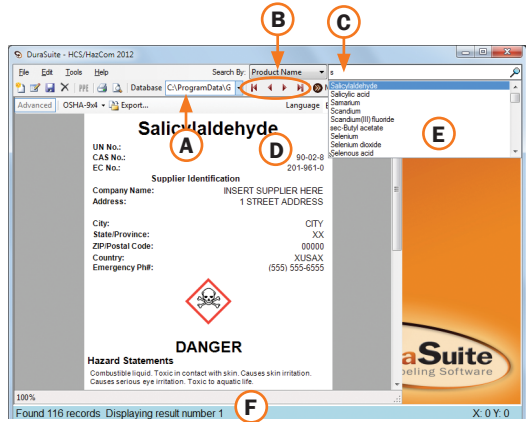**B.** Enter the chemical name or number in the Search box, depending on your previous selection (**C** on graphic below).

C. Browse through the database using the navigation buttons (**D** on graphic at right), using the F5 through F8 keys, or by selecting an item from the drop-down search results (**E** on graphic at right).

The first search result is immediately displayed on the label. The status bar along the bottom of the screen (**F** on graphic above) displays the number of records that match the search criteria entered, e.g., "S": "Found 145 records Displaying result number 1."

NOTE: You can expand your search by placing an asterisk (*) at the beginning of your search string. This allows your string to be matched at any position in a chemical name or chemical identification number. For example, a search by chemical name for "*acid" yields the results "Dichlorophenoxyacetic acid", "Ethylhexanoic acid" and more. Just searching for "acid" without the asterisk returns no results because it is only searching for "acid" at the beginning of the chemical name.
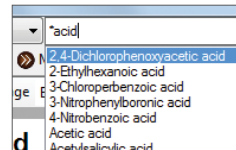
RESIZABLE SEARCH RESULTS LIST

When you search for a term in the Search box, a drop-down search results list appears below. This drop-down list is resizable so that you can see more of the search results. The resizing control is indicated by the two diagonal lines in the lower left corner of the search results box. To resize the box, click and drag the resizing control.
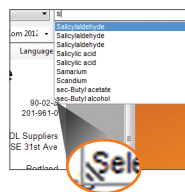
Search results resizing control

4.4 Editing a Label

All information on a label can be edited. To edit an existing label, click the **Edit Label** button on the toolbar or use the **Ctrl+E** shortcut. Specific instructions on how to edit the label fields are in Section 4.6, "Populating a Chemical Label."

IMPORTANT! Editing and saving an existing chemical will overwrite that chemical's information in the database. If you don't want to overwrite an existing entry but want to create a new entry, you must create a new label. GHS and HazCom 2012 share the same database, so changes to one module will affect both.

Deleting records: Using the **Delete** button on a chemical label will delete that chemical from the database. Only press the **Delete** button if you are certain you will no longer need to use that chemical record. To restore a deleted record, either create a record from scratch or reload the DuraSuite library, which will overwrite any custom labels you have created.

4.4.1 ADVANCED AND BASIC EDIT MODE

There are two edit modes for the two GHS-aligned modules: **Basic Edit** and **Advanced Edit**.

The Basic Edit mode is the default mode available when a new label is created. The Basic Edit mode is the easiest method of creating a label because it automatically populates the hazard pictograms, hazard statements and the signal word based on your choice of hazard categories.

The Advanced Edit mode allows you to manually change the hazard pictograms, hazard statements and the signal word. Unlike Basic Edit mode, these fields are not populated automatically.

The **Advanced Edit** button is located on the far left side of the toolbar. Click on the button to toggle back and forth between Advanced and Basic Edit modes. When the button has a blue rectangle around it, it is in Advanced Edit mode.
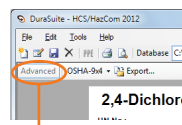
Advanced Edit button

IMPORTANT! For some labels created in Advanced Edit mode, it won't be possible to enter Basic Edit mode. This happens with labels that have hazard statements that belong to more than one hazard category, or when converted hazard categories belong to the same hazard class.

4.5 Creating a New Chemical Label

If you are unable to find the chemical you are looking for, you can create a new chemical entry by clicking the **New Label** button on the DuraSuite toolbar. This creates a new label with blank, editable fields.

4.6 Populating a Chemical Label

The following sections will describe how to enter and change information in the label fields. This process is almost the same whether you are creating a new label or editing an existing label. (The major difference is that if you are editing an existing chemical, the label fields will already have information present.) To make changes to these fields, you must be in either Create New Label mode or Edit Label mode.

NOTE: If you are creating a new label or editing an existing label, a Safety Data Sheet (SDS) will contain the relevant information you need to populate the label.

The GHS label and the HazCom 2012 label have different layouts, but the information they contain is very similar. In most of the following sections you will see images of both labels, so that you can see how the instructions apply to both labels.

4.6.1 CHEMICAL NAME, CAS, EC AND UN NUMBERS

These fields contain the name of the chemical and the relevant chemical identification numbers.

HazCom 2012 label

Chemical Name, CAS #, EC #, UN #

GHS label

4.6.2 HAZARD STATEMENTS

> **IMPORTANT!** Hazard/Precautionery Statements should only be edited by users familiar with compliance requirements. These statements are compliant by default so customization is not recommended.

DuraSuite's database includes the entire library of hazard statements as provided by the European Commission for the Globally Harmonized Standard.

To edit hazard statements, click the edit button to the right of the Hazards Statements field. Depending on whether you are in Basic Edit mode or Advanced Edit mode (see Section 4.4.1, "Advanced and Basic Edit Mode", for more information), clicking this button will bring up one of two selection windows.

HazCom 2012 label

GHS label

HAZARD STATEMENTS IN BASIC EDIT MODE

If you are in Basic Edit mode (the default mode when you create a new label), clicking the edit button next to Hazard Statements will bring up a Hazard Classes/Categories selection window. This window will allow you to select hazard categories, which are associated with pre-defined hazard statements, hazard pictograms and signal words.

Hazard Statements menu in Basic Edit mode

Expand the hazard heading by double-clicking the heading (e.g., Flammable liquids). You can expand *all* hazard headings by clicking the **Expand All** button. You can also collapse all hazard headings by clicking the **Collapse All** button.

Using your chemical SDS as a guide, click the box next to the desired hazard categories. The selected hazard statements will appear in the bottom part of the window, indicating they are chosen. When you are finished selecting hazards, click **OK**.

The hazard pictograms, statements and signal word will be automatically populated on the label, based on your choices of hazard categories.

HAZARD STATEMENTS IN ADVANCED EDIT MODE

If you are in Advanced Edit mode, the Hazard Statements menu will allow you to choose hazard statements from the complete list of statements.

Using your chemical SDS as a guide, select the appropriate hazard statements. To select a statement, either click the box next to the desired statement, or double-click the statement. Each statement selected will appear in the bottom half of the window.
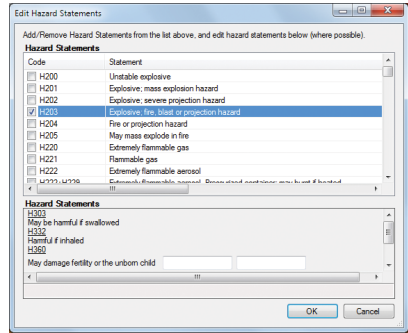
Hazard Statements menu in Advanced Edit mode

When you are finished selecting statements, click **OK**. The hazard statements you chose now appear on your label template.

> **NOTE:** Advanced Edit mode allows you to choose hazard statements without regard to the hazard categories. Also, Advanced Edit mode does not automatically populate the hazard pictograms and signal word based on your hazard statement choices. Because of this, the Advanced Edit mode requires a higher degree of knowledge to ensure edited labels meet chemical labeling requirements.

4.6.3 PRECAUTIONARY STATEMENTS

DuraSuite's database includes the complete library of **Precautionary Statements** decided upon by the European Union.
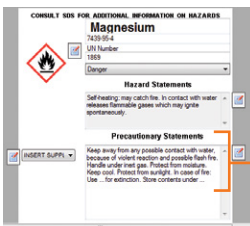
HazCom 2012 label

Precautionary Statements

GHS label

To add precautionary statements to your label, click the button to the right of the **Precautionary Statements** field to open the **Edit Precautionary Statements** window and then select appropriate entries from the menu that appears. With your choice highlighted, click the arrow to the right of the menu or double-click on the selected statement(s). When you are finished selecting statements, click OK.
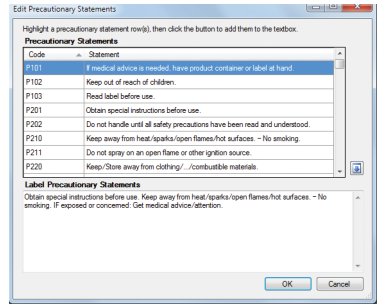
Precautionary Statements menu

The entries you chose now appear on your label template.

4.6.4 CONTENT SIZE WARNING OUTLINE

Sometimes the Hazard Statements or Precautionary Statements for a chemical will be too long to fit into the area provided by the label template. This will happen more frequently for the smaller labels. DuraSuite lets you know that the statements do not fit by filling the area with yellow as an alert.

Content Size Warning

An authorized person at your facility may decide how to edit the content to make it fit on the label while remaining in compliance.

4.6.5 SUPPLEMENTAL INFORMATION

The **Supplemental Information** field is only available in the GHS module. This optional field lets you supplement your label's hazard and precautionary statements. It can contain cautionary statements or anything deemed relevant to the work environment.

Supplemental Information (only available on GHS label)

4.6.6 SUPPLIER IDENTIFICATION

You must include the chemical supplier's name and contact information on GHS and HazCom 2012 labels.
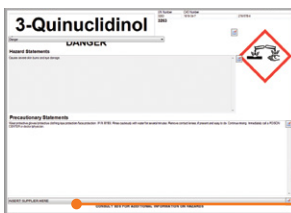
HazCom 2012 label

Supplier Identification

GHS label

To edit the supplier information, click the button to the right of the **Supplier Information** field to open the **Edit Supplier Information** window. Enter the chemical supplier's name, address and telephone number in the fields provided.

When finished, click **OK**. The supplier's name is displayed on your label template and stored in the DuraSuite database. Whenever that same supplier is selected for other labels, the Supplier Information fields will be automatically populated with that supplier's saved information.

The Edit Supplier Information window provides fields for entering your chemical supplier's name, address, telephone number and more.

NOTE: Supplier information will display differently on different labels. Some labels will have more room to fit more supplier information. Other labels will have less room and display less supplier information.

4.6.7 SIGNAL WORDS

In Basic Edit mode (the default mode when creating a new label), the signal word cannot be manually changed because it is populated based on the chosen hazard statements. The signal word can only be changed in Advanced Edit mode. Changing the signal word should only be done by an authorized person at your facility.

To change the signal word in Advanced Edit mode, use the **Signal Word** drop-down menu to select either **Danger** or **Warning**. Your choice will be saved when you save the label.

HazCom 2012 label

GHS label

4.6.8 HAZARD PICTOGRAMS

In Basic Edit mode (the default mode for creating new labels), DuraSuite automatically populates the hazard pictograms based on the hazard statements that have been selected. In Advanced Edit mode (the default mode for editing existing chemical labels), you can add or remove pictograms manually. Changing hazard pictograms should only be done by an authorized person at your facility.

Signal Word drop-down menu

To edit pictograms in Advanced Edit mode, click the button to the right of the pictogram area to open the **Edit Hazard Pictograms** menu.
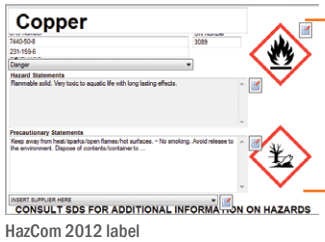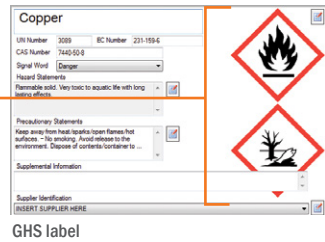
HazCom 2012 label

Hazard Pictograms

GHS label

Move the pictograms you want on your label from the **Available** section to the **Selected** section by double-clicking it or using the arrow provided. You can also remove a pictogram from the Selected section by double-clicking it or using the appropriate arrow.

Click **OK** to add the selected pictograms to your label.
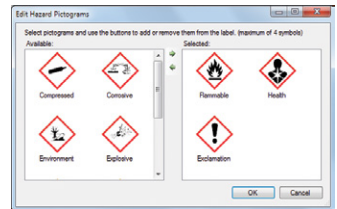
Choose from a total of 11 pictograms

If you are finished editing your label, click the **Save Label icon** on your toolbar to save and display your label.

DuraSuite allows a GHS label to display a maximum of *four* hazard pictograms. (This is because regulations require a specific ratio of hazard pictogram size to label surface size.) The HazCom 2012 labels can display a maximum of *five* pictograms.

NOTE: If you require more hazard pictograms than the label templates can support, contact Graphic Products for assistance.

4.7 Languages

DuraSuite's GHS-aligned chemical database has information (such as precautionary statements and hazard statements) in several languages. This allows you to switch back and forth easily between languages.
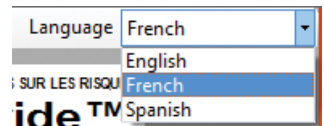
Language Selection menu

The Language Selection menu is on the right side of the toolbar. Clicking on this menu will show the available languages in a drop-down menu. Selecting a language will automatically switch any applicable preloaded information to the chosen language.

IMPORTANT! DuraSuite does not have the ability to translate user-provided text. It only has the ability to switch between its stored translations.

4.8 Printing GHS/HazCom 2012 Labels

NOTE: This section does not apply to the DuraLabel Catalyst. For instructions on using that printer with the GHS/HazCom 2012 module of DuraSuite, please refer to the DuraSuite supplemental guide included with your DuraLabel Catalyst printer.

When preparing to print, be sure your DuraLabel printer is loaded with the correct supply size and type. GHS and HazCom 2012 labels require a special supply, with red diamonds pre-printed. The number of pictograms on the label will vary by chemical, and the supply for GHS labels must have the correct number of diamonds to match those pictograms.

4.8.1 BLACKED-OUT DIAMONDS ON HAZCOM 2012 LABELS

For OSHA compliance, it is permissible to black out any extra diamonds on a HazCom 2012 label that would otherwise be empty (having no corresponding pictogram). This allows the use of label stock with up to five diamonds pre-printed, even when the chemical being labeled only needs one pictogram.

To take advantage of this option, go through the Tools menu to select Options. On the Module Settings tab of this window, check the box for "Force template to specific symbol count," and choose the number of diamonds that are pre-printed on your label stock. Then, click OK, and continue printing.
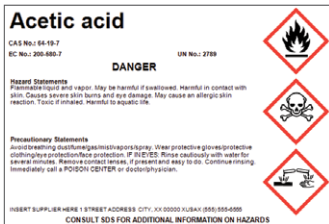
Before: Label design only uses three diamonds. This will not print correctly on four-diamond label stock.
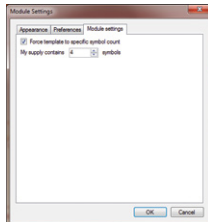
Under Module Settings, force the template to use four-diamond label stock.

After: The design is rearranged, and the fourth diamond is blacked-out.

4.8.2 DRIVER SETTINGS AND PRINTING

Both GHS and HazCom 2012 label stocks for most of the DuraLabel printers use a special black-marked backing for label alignment. In order to print correctly, the printer will need to be set to look for those marks.

Select Print from the File menu. A Print Dialog box will appear; select your DuraLabel printer and click the Preferences button to check the printer's settings. Make sure that the printer is set to use Labels with Marks. (For details on this setting, see your printer's User Guide.)

5. Arc Flash Labels

The Arc Flash module of DuraSuite uses a built-in database system to store and retrieve Arc Flash label data, keeping track of your entered information and displaying it in a compliant format.

The relevant standard for Arc Flash labels, NFPA 70E, is updated periodically. DuraSuite versions 1.6.3 and later are designed to help users comply with the 2015 edition of the standard, while earlier versions of DuraSuite were designed for use with the 2012 edition. Contact your DuraLabel representative if you need help with a different version of DuraSuite.
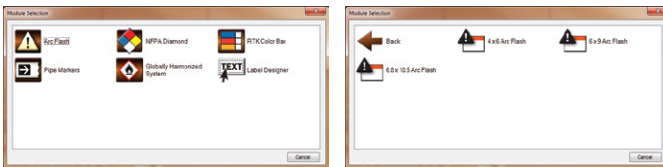
To start working with Arc Flash labels in DuraSuite, choose Arc Flash from the program's opening menu, then choose your label size. You will see the first label in your database (or a blank label, if no data has been entered.)

5.1 Arc Flash Toolbar

The Arc Flash module of DuraSuite has its own toolbar at the top of the window, just below the main DuraSuite toolbar.
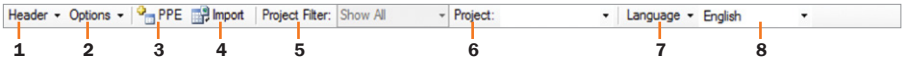
1. **Header –** select the Danger, Warning, or Caution header for your labels, or select no header if your label stock already has the header printed in place.

2. **Options –** toggle the optional Grid and Border lines on your label, and toggle showing the date on the label. Also, select either Incident Energy or Category for the presentation of the Arc Flash information.

3. **PPE –** modify the selectable list of PPE.

4. **Import –** automatically read information from an existing spreadsheet to create labels in the DuraSuite database.

5. **Project Filter –** choose to view all labels in your database, or only the labels within a specific set.

6. **Project –** identify which set of labels the current label belongs to. This information does not appear on the label itself.

7. **Language menu –** add, edit, or remove options from the Language selections.

8. **Language selection –** choose a language for the label's static elements.

5.2 Data Entry and Editing

To use DuraSuite's Arc Flash module to create arc flash labels, simply click the **New Label** button in the toolbar at the top of the screen. The fields on the label will become editable, and you can simply type the appropriate data into each field.

5.2.1 EQUIPMENT NAME AND PROJECT

Each label must have a unique Equipment Name, located in the lower left. You may also want to use the Project field in the toolbar to type in a project name, or select an existing project name. Grouping your labels into Projects will make it much easier to find a specific label in the database (described later in this guide).

5.2.2 INCIDENT ENERGY OR PPE CATEGORY

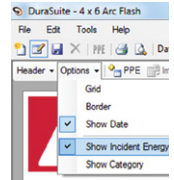The 2015 edition of NFPA 70 clarified that a label may include either the general Arc Flash PPE Category, or the calculated Incident Energy and Working Distance, but not both. To choose which of those two elements will appear on your label, choose Show Incident Energy or Show Category, as appropriate, from the Options drop-down menu in the toolbar.

5.2.3 CHOOSING PPE

To specify a list of required PPE, scroll through the list of PPE on the right side of the label and check the boxes for each appropriate element. If you have chosen to show the Arc Flash PPE Category, the list of PPE that is shown will update to match the recommendations for the category that you select with the Arc Flash PPE Category drop-down menu. You can also edit the list of PPE to adjust, remove, or add PPE elements using the **Add PPE** button on the toolbar.

5.2.4 DATE OF ASSESSMENT

By default, arc flash labels will include the Date of Arc Flash Risk Assessment in the lower right corner of the label. This can be disabled with the Show Date option in the Options drop-down menu in the toolbar. To change the date, click the down arrow next to the displayed date and choose a date from the calendar that appears, or choose Today to use the current date.

5.2.5 LANGUAGES

In addition to the dynamic information on the label, which is different for each piece of equipment, you may want to change the static text, such as the field titles and PPE names. These can be modified for different languages or facility preferences. There are three defaults included in DuraSuite: English, Spanish (Mexico), and French (Canada).

To choose an existing language entry, simply select it from the Language selection dropdown in the Arc Flash Toolbar. To add a new language entry, choose "New" in the Language menu

on the Toolbar; you will be prompted to name the new entry, and then type in the desired text for each field. You can edit or delete Language entries that you have created.

5.2.6 SAVING AND EDITING LABELS

When finished with your label, click the 💾 **Save** button. The data will be included in DuraSuite's built-in database for future re-printing or revision. If you want to edit the information in the label later, simply click the 📝 **Edit Label** button, and the fields will become editable again.

If you edit the Equipment Name of a saved label, and then save the new changes, DuraSuite will add the new entry to its database instead of overwriting the old label. This can be used to quickly enter data for similar equipment.

5.3 Importing Data from a Spreadsheet

Rather than entering all your data manually, you can import it into DuraSuite from an existing spreadsheet or database. DuraSuite can pull data directly from spreadsheets in .CSV (Comma-Separated Values), .XLS (Microsoft Excel), or .MDB (Microsoft Access) file types. Many electrical analysis programs can export data into one or more of these formats, or a spreadsheet may be assembled as part of an independent analysis.

DuraSuite can also use an ODBC connection to pull data from a variety of database systems. This is an advanced option, and will be covered at the end of this section.

5.3.1 PREPARING A SPREADSHEET

Before you start the import process, ensure your spreadsheet is formatted properly. Use the first row of data for column headers. After that, each new row should correspond to a specific piece of equipment, with no blank rows. To use the checkbox-style PPE listings in DuraSuite, make a column for each type of PPE that your facility will use; type an X into cells for required PPE, and leave the cell blank for PPE that is not required for that equipment.
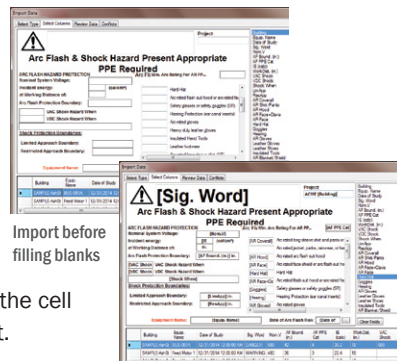
Import before filling blanks

After filling blanks

5.3.2 IMPORTING DATA

To begin an import, open the Arc Flash module of DuraSuite, and click the 📥 **Import** button on the toolbar. Select the file type, and DuraSuite will prompt you to find the appropriate file or connection. Browse to the file, select it, and click **Next** to continue.

On the next screen, you will see a sample label with blank boxes on the left, and a list of the column headers from your data source on the right, with the information from your data source shown at the bottom of the window. Drag and drop each column header to the blank

box where that data belongs. Depending on the layout of your spreadsheet and the data for your facility, some blanks may not be used, or some column headers may be used more than once. If some information will be the same on all labels, such as units of measurement or a project name, you can type that information into the appropriate boxes (before, after, or instead of a column header). When finished with this step, click **Next** to continue.

A sample label will show you how data has been imported, so you can check that information is going to the right places. If something is wrong, you can use the Previous button at the bottom of the window to go back a step and correct the problem. You can preview different labels from your spreadsheet with the directional arrows on the right. When finished with this step, click **Next** to continue.

Review data on sample label

DuraSuite will compare the new imported data to the existing data in DuraSuite's arc flash database. If any of the equipment in your spreadsheet shares a name with equipment already in DuraSuite, you will be prompted to Rename the new entry, Overwrite the old entry with the new one, or Ignore the new entry and leave the old one in place. When all conflicts have been resolved, click the **Finish** button to complete the import process.

5.3.3 ADVANCED: USING ODBC CONNECTIONS

Open Database Connectivity (ODBC) lets developers and programmers pull data from a database management system and use that data in other software. DuraSuite can accept information this way as part of the Import process. Because ODBC connections require additional software and setup outside DuraSuite, check with your IT department if you have questions.
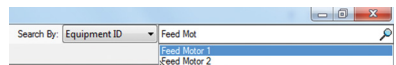
Once the external setup for ODBC has been completed, you can select "ODBC" as a data source in the beginning of the Import process. You will be prompted for a user or system Data Source Name (DSN), or you can choose to enter a connection string. Use the Test Connection button to confirm that the database link is working, and then click **OK** to continue. Once the ODBC connection is in place, the import process will continue as described above.

5.4 Finding a Saved Label

As you enter more labels into DuraSuite's database, you may have trouble finding a specific label for printing or editing. You can cycle through the labels in alphabetical order using the left and right arrow buttons near the top of the screen, but there are two other ways to find a specific label more quickly.

5.4.1 THE SEARCH BAR

Use the search bar to find a specific label.

If you are looking for a single, specific label, you can search by the Equipment Name using the search bar in the top right corner of the

DuraSuite window. Type in the first few letters of the Equipment Name, and click on the desired name when it appears in the list below the search box.

5.4.2 PROJECT FILTERS

If you want to narrow your search to a single Project, browsing all of the labels in that set, use the Project Filter drop-down menu just above the displayed label. By default, this is set to Show All; if a specific Project is selected, only the labels from that Project will be shown.
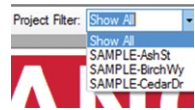
Project Filter allows you to narrow your search to a single project.

5.5 Printing Arc Flash Labels

5.5.1 BEFORE YOU PRINT

The Arc Flash Toolbar, at the top of the window, includes several important options that should be set before printing a label.

First, the Header drop-down menu lets you choose to have the Danger, Warning, or Caution header printed on your label. If your label stock already has the header text pre-printed, select no header. (If one is already selected, click it again and the header will disappear from the preview.)

Next, the Options drop-down menu lets you choose whether to include optional Grid or Border lines on your label. These graphical elements are not required, but may help make your label easier to read. If your label stock already has these lines preprinted, be sure these options are turned off.

If you are using the DuraLabel Catalyst full-color printer, be sure to turn on the option to "Print labels in full color." To check this setting, go through the Tools menu to select Options, and then go to the Preferences tab. Click **OK** to continue if the setting is correct.

5.5.2 PRINT AND PRINT SPECIAL

To print a single Arc Flash label, find the desired label and go through the File menu to choose Print. The Arc Flash Module also offers additional printing options, reached by selecting Print Special in the File menu.

- Print All prints all of the labels in DuraSuite's Arc Flash database.

- Print Found Records prints all of the labels that match your current Search criteria and your current Project Filter, both described in the section "Finding a Saved Label," above.

- Print Custom opens a new window, allowing you to select labels from a list, and then prints all of the labels that you have chosen.

- Print Die-Cut Sheets opens a new window to let you print using the DuraLabel Catalyst, which uses individual sheets of labels. Other DuraLabel printers use rolls of label stock, and this option will not be applicable.

6. Pipe Markers

DuraSuite Labeling Software provides you with an *automatic* pipe marker design feature. You can also customize your pipe marker and add new pipe contents information as needed.

To create an ammonia pipe marker, please refer to Section 7.1, "Creating an Ammonia Pipe Marker."

6.1 Creating a Pipe Marker

The fastest and easiest way to create a pipe marker is by using DuraSuite's automated features. New color displays correspond to the category of pipe marker you're creating to help ensure you load the correct color of vinyl.

Please note that only information on the Pipe Marker tab is addressed in this section. For arrow wrap information, see "Arrow Wrap Tab" under Section 6.2.

6.1.1 AUTOMATIC PIPE MARKER DESIGN

To begin creating a pipe marker, click on the **Pipe Markers** image shown on DuraSuite's opening splash menu.
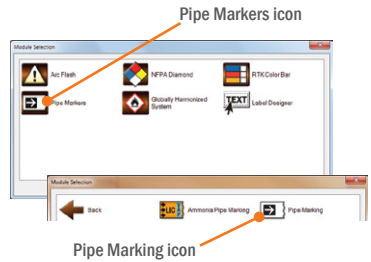
Pipe Markers icon

A new screen appears with two icons, one for pipe marking and one for ammonia pipe marking. Click on the **Pipe Marking** icon. (Ammonia pipe marking is discussed later in this guide, in Section 7.)

Pipe Marking icon

A pipe marker template appears with the Pipe Marker tab chosen.

ADDING CONTENT

Select your pipe's contents from one of the four color-coded category menus at the top of the screen. Your selection appears in the Text field and display area.

Select pipe contents from four color-coded category menus

Content appearing in the pipe marker template's Text field also appears in the display area.

NOTE: Each drop-down menu is color-coded to identify a content category. Use the same vinyl and ribbon color as the colors shown on the pipe content menu.

If your pipe's contents are not listed in one of the drop-down menus, enter your pipe's contents in the Text field.

Now select an arrow style from the template to indicate the flow direction. Determine whether you want the arrow to appear on the left side, right side or both sides of the pipe contents, then click the circle next to the chosen option.
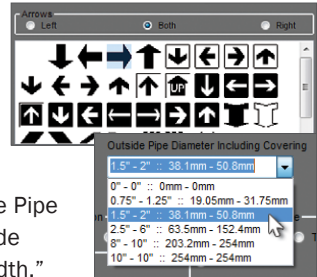
Next, select the pipe's outside diameter from the "Outside Pipe Diameter Including Covering" drop-down menu. The outside diameter setting automatically sets the pipe's "Supply Width," "Font Height" and "Label Length" (as specified by ANSI code).

Labels can be printed in either landscape or portrait format. Use the Stock Orientation buttons to select the orientation you want for your pipe label.
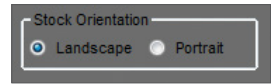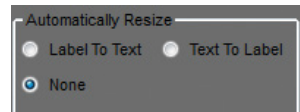
NOTE: "Text To Label" Automatic Resizing is not supported by the Portrait format.

NOTE: A pipe marking label can be saved as a .pmlx file and loaded by either double-clicking the file or using the File > Open menu.

6.1.2 CUSTOM SIZING

DuraSuite Labeling Software lets you customize the size of your label's text.

Click **None** in the "Automatically Resize" box, then change the dimensions in the "Supply Width," "Font Height" and "Label Length" fields to the sizes you want.
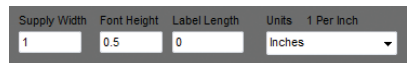
Clicking **None** in the Automatically Resize box lets you adjust your label's dimensions.

If the settings you chose do not create an acceptable label appearance, click the **Reset** button to automatically set text and label size.

DuraSuite pipe marking module reset button

6.1.3 PRINTING PIPE MARKERS

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NOTE: Label colors are shown as reminders of the correct ribbon and supply color to load. The print preview will always be monochrome.

....

You can print two styles of pipe markers using DuraSuite Labeling Software:

1. **Pipe markers designed to be wrapped around the pipe** provide information on both sides of the pipe. To print this type of pipe marker, click the box next to "Pipe Wrap" ☑ Pipe Wrap ☐ Top to place a checkmark in the box. This displays a second checkbox labeled "Top."

    ◦ If you click the Top box, a label designed to be wrapped over the top of the pipe will be printed.

    ◦ If you leave the Top box unchecked, a label designed to be wrapped around the bottom of the pipe will be printed.
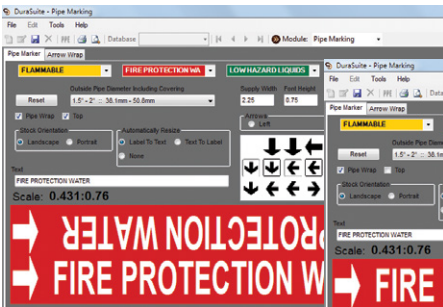
Pipe marker designed to be wrapped around the top of a pipe

Pipe marker designed to be wrapped around the bottom of a pipe

2. **Pipe markers with a single line of text** are the more commonly used type of pipe marker. They allow placement of a label on one side of a pipe. If two sides of a pipe need to be marked, two pipe markers are used, one on each side.

Pipe marker designed with a single line of text

PRINTING PIPE MARKER SIGNS

You may also choose to print your Pipe Marker as a segmented sign. Select **File > Print Special > Print Sign** from DuraSuite's main menu. A **Print Sign** dialog box appears. Select your DuraLabel printer and supply width, then click **Properties**.
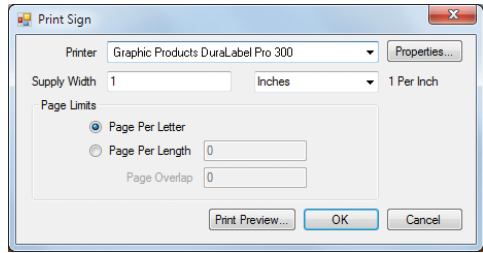
Print Sign dialog box

A Properties dialog box appears. Click on the **Stock** tab and select **After Job** from the **Occurrence** drop-down menu, then click **OK**.

Your DuraLabel printer will print a page-per-letter pipe marker, cutting at the end of the label.

- -

NOTE: The Pipe Wrap option is not supported by the Print Sign feature.

- -
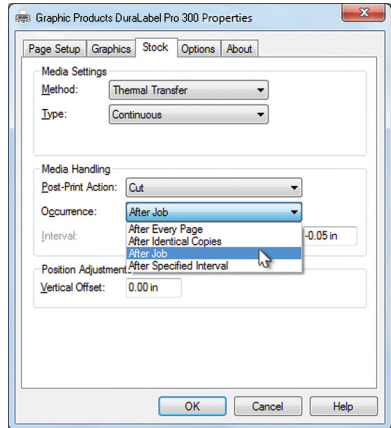
"After Job" cut setting under Stock tab

6.2 Arrow Wrap Tab

DuraSuite lets you create custom arrow wraps for use with pipe marking. Click on the **Arrow Wrap** tab to get started. The Arrow Wrap screen appears, displaying a preview window with colored arrow wrap to let you know the correct supply color to load.
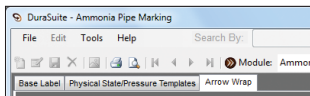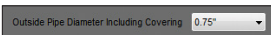

Arrow Wrap tab
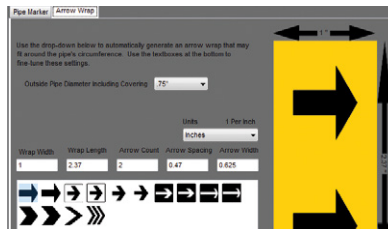
The Arrow Wrap tab includes a preview, which automatically updates as information is adjusted.

1. Choose pipe diameter (including covering) from the drop-down menu.

2. Change measurement unit as desired using Units drop-down menu.

3. Populate the following information fields:

Wrap Width	Wrap Length	Arrow Count	Arrow Spacing	Arrow Width
1	2.37	2	0.47	0.625

Wrap Width–arrow wrap supply width

Wrap Length–arrow wrap length, typically the pipe's outer diameter including covering

Arrow Count–number of arrows to be placed within arrow wrap's length (number of arrows determines arrows' thickness)

Arrow Spacing–amount of space between arrows (affects arrows' thickness)

Arrow Width–arrows' width (affects wrap margins)

4. Choose an arrow style.

To print your arrow wrap, refer to the printing directions in Section 10, "Printing Labels."
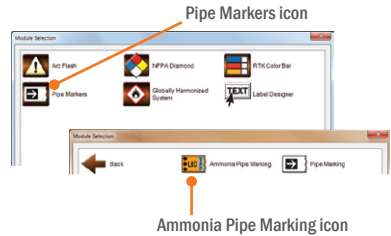
7. Ammonia Pipe Markers

You can set up your ammonia pipe marker's base label by using preset configurations or entering custom label information. Information included in this module is based on IIAR standards.

7.1 Creating an Ammonia Pipe Marker

The Ammonia Pipe Marking module consists of three tabs: the **Base Label** tab, the **Physical State/Pressure Templates** tab and the **Arrow Wrap** tab.

7.1.1 AMMONIA PIPE MARKER DESIGN

To begin creating a pipe marker, click on the **Pipe Markers** image on DuraSuite's opening splash menu.

A new screen appears with two icons, one for pipe marking and one for ammonia pipe marking. Click on the **Ammonia Pipe Marking** icon. An ammonia pipe marker template appears.
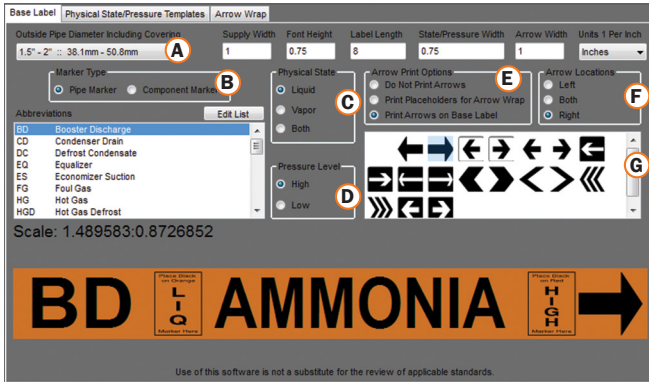
Pipe Markers icon

Ammonia Pipe Marking icon
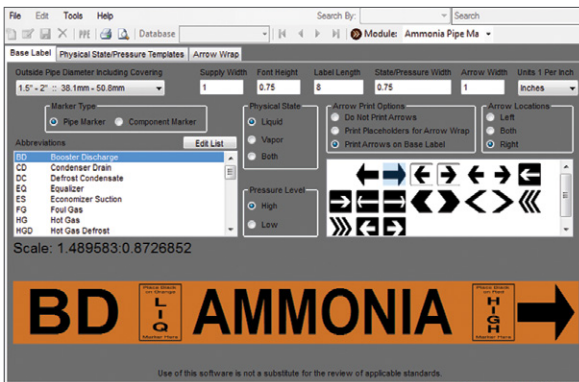
Ammonia pipe marker template

BASE LABEL TAB

The Base Label tab lets you input size and layout criteria for your ammonia pipe marker.

Placeholders can be added as guides for adhering labels to pipe markers. A placeholder for an arrow wrap may also be added on the base label.


A. **Set Pipe Diameter:** To build an ammonia pipe marker, first insert the diameter of your pipe, including covering. Choose from the list of preset configurations or enter your own values. All values must be greater than zero for your ammonia pipe marker to preview properly.

B. **Choose Marker Type:** Choose between Pipe Marker and Component Marker. If Pipe Marker is selected, choose the appropriate abbreviation from the Abbreviations list provided. If Component Marker is selected, choose the appropriate component from the Components list provided.

Edit or add to the Abbreviations or Components list by clicking **Edit List**.

C. **Physical State:** Choose from Liquid, Vapor or Both placeholders by clicking the button next to your choice.

D. **Pressure Level:** Choose between the High or Low placeholder by clicking the button next to your choice.

E. **Arrow Print Options:** Choose from Do Not Print Arrows, Print Placeholders for Arrow Wrap, or Print Arrows on Base Label by clicking the button next to your choice.

F. **Arrow Locations:** Place arrows on the left side, right side or both sides of the ammonia pipe marker by clicking the button next to your choice.

G. **Arrow Style/Arrow Wrap Placement Direction:** Choose from the list of arrow styles. If you are printing placeholders for arrow wraps, choose the desired direction of the arrow wraps.

Print the marker before proceeding to the next tab. For additional information on printing see Section 10, "Printing Labels".

PHYSICAL STATE/PRESSURE TEMPLATES TAB
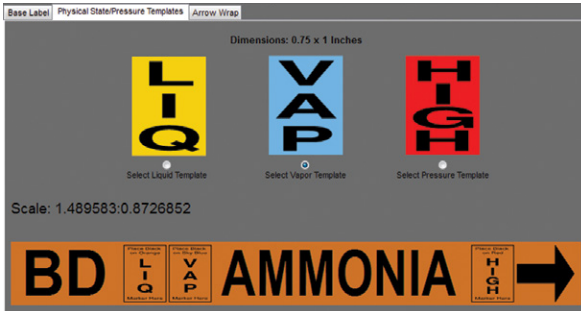
Select the Physical State/Pressure Templates tab. The physical state and pressure level labels indicate the color stock needed to ensure IIAR compliance, as well as the total size of each label. Click the corresponding physical state or pressure level template, then print. For additional information on printing see Section 10, "Printing Labels".

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NOTE: Ensure your DuraLabel printer is loaded with corresponding supply to print each part of the ammonia pipe marker.

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ARROW WRAP TAB

Please refer to Section 6.2, "Arrow Wrap Tab", for more information on how to create custom arrow wraps.

8. Label Designer

The Label Designer module is a powerful system for creating customized label designs. The tools in Label Designer make it well-suited for producing templates or sets of labels.
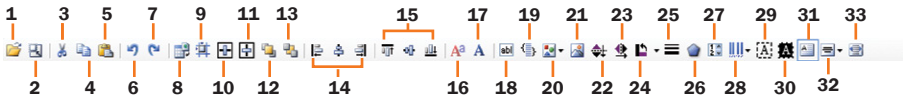
To open the Label Designer module, choose Label Designer in DuraSuite's opening menu.
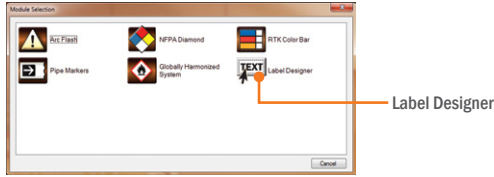
8.1 Navigating the Label Designer

8.1.1 LABEL DESIGNER TOOLBAR

At the top of the window, just below the general DuraSuite toolbar, the Label Designer module has its own toolbar for common actions.


1. **Open:** Find and open a saved label design.

2. **Change Label Size:** Adjust the size and orientation of the current design.

3. **Cut:** Remove the selected content, to be pasted into place later.

4. **Copy:** Copy the selected content, to be pasted into place later.

5. **Paste:** Place the Cut or Copied content onto the label canvas.

6. **Undo:** Cancel your previous change.

7. **Redo:** Restore a change that you recently canceled.

8. **Import Data:** Turn your completed design into a series of labels, using data from a spreadsheet.

9. **Set Location/Size:** Specify an object's exact location and size on the label.

10. **Center Horizontally:** Align an object to the horizontal center of the label canvas.

11. **Center Vertically:** Align an object to the vertical center of the label canvas.

12. **Bring to Front:** Make the selected object appear in front of any other objects.

13. **Send to Back:** Make the selected object hide behind other objects.

14. **Align Left Edges/Align Centers/Align Right Edges:** With multiple objects selected, move them horizontally so that their left edges, centers, or right edges are aligned.

15. **Align Tops/Align Middles/Align Bottoms:** With multiple objects selected, move them vertically so that their top edges, middles, or bottom edges are aligned.

16. **Font:** Choose the font and style for a text object, and set the text size in points (as in common word processing programs).

17. **Font In Inches:** Choose the font and style for a text object, and set the text size in inches.

18. **Set Text:** Type the static contents of a Text Label object.

19. **Edit Item List:** Edit the sequential contents of a Text Label, Selection Box, or Text Box object.

20. **Shapes:** Select the type of shape for a Shape object.

21. **Set Image:** Choose an image file for an Image object.

22. **Flip Vertically:** Mirror the selected object vertically.

23. **Flip Horizontally:** Mirror the selected object horizontally.

24. **Rotate:** Rotate the selected object around its center.

25. **Set Line Width:** Choose the thickness of the lines on a Polygon or Shape object.

26. **Set Polygon Sides:** Choose the number of sides for a Polygon object.

27. **Set Numeric Range:** Choose the range and increment values for a Numeric UpDown object.

28. **Barcode Options:** Choose a barcode type and enter static or sequential data for barcodes.

29. **Transparent:** Remove or restore the blank background on the selected object.

30. **Negative:** Invert the colors of the selected object (white to black, and black to white).

31. **Multiline:** Toggle the display of multiple lines of text in a Text Box object.

32. **Text Alignment:** Choose the alignment of text (left, center, or right) in a Text Box, Numeric UpDown, or Barcode object.

33. **Text Scaling:** Toggle the automatic resizing of text in a Text Label or Text Box object.

8.1.2 LABEL DESIGNER TOOL BOX

In the lower right corner of the window, the Tool Box shows the different objects that can be added to your design.

1. **Image:** Add a custom image, such as a company logo.

2. **Date Picker:** Choose a calendar date to be displayed on your label.

3. **Shape:** Add a simple shape, such as a rectangle or ellipse.

4. **Polygon:** Add a complex shape, such as a pentagon or octagon.

5. **Text Label:** Add a single line of static or sequenced text.

6. **Selection Box:** Create a dropdown menu for your label template, and fill it with text of your choice.

7. **Numeric UpDown:** Add a numeric counter that automatically increments with each print.

8. **Text Box:** Add a larger section of static or sequenced text.

9. **Barcode:** Add a linear or 2D barcode to show static or sequenced data.
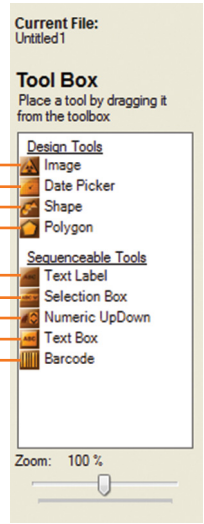
8.1.3 THE LABEL CANVAS

The main part of the Label Designer window is the canvas, with a white rectangle representing your label and a gray or orange background to give you additional working space.
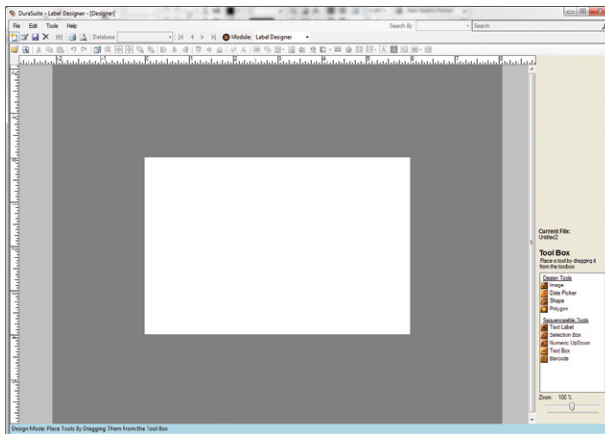
The label canvas.

ZOOM CONTROLS

You can zoom in to see part of your label design in more detail, or zoom out to see more of the design at once. The Zoom slider bar is in the lower right corner of the Label Designer window; slide it to the right to zoom in, or to the left to zoom out. You can also control the zoom level by holding the Ctrl key on your keyboard and scrolling the mousewheel; scroll up to zoom in, or scroll down to zoom out.

NON-PRINTING BACKGROUNDS

For some designs, it may be helpful to have a reference image appear as a non-printing background. To set a background image, right-click on any empty part of the label canvas or border, and choose Set Background Image from the menu. The image will be stretched to fit the size of the label.

To remove the non-printing background image, right-click on any empty part of the label canvas or border, and choose Clear Background Image from the menu.

DESIGN MODE AND EDIT MODE

Label Designer uses two modes to make it easy to create a template, and then modify the label content without accidentally changing the layout.

Design Mode (the default) allows you to add, move, and resize objects on the label. When Label Designer is in Design Mode, the background around your label will be dark gray.

Edit Mode allows you to change the content of Text Box, Date Picker, Selection Box, and Numeric UpDown objects without allowing you to move or resize them. When Label Designer is in Edit Mode, the background around your label will be orange.

To switch between Design and Edit modes, click the Edit Label button on the DuraSuite main toolbar, select Edit Mode from the Edit menu at the top of the screen, or use the keyboard shortcut Ctrl + E.

8.1.4 FILE CONTROLS

While the other modules of DuraSuite work with internal databases of information, Label Designer creates an individual file for each design, much like common word processing software.

STARTING NEW DESIGNS AND OPENING SAVED DESIGNS

When you start the Label Designer module, a smaller window will appear, prompting you to set a new label's dimensions or open an existing label. To start designing a new label, enter the desired details and click OK; to open a saved label, click the Open button.

To create a new label when the Label Designer module is already running, click the
🔲 **New Label** button on the DuraSuite main toolbar, select New from the File menu, or use the keyboard shortcut Ctrl + N. If there are unsaved changes to the current design, you will be prompted to save them.
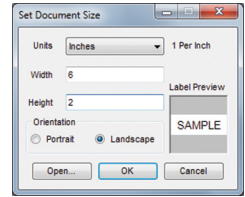
Set Document Size window

To open a saved label when the Label Designer module is already running, click the 📂 **Open** button on the Label Designer toolbar, select Open from the File menu, or use the keyboard shortcut Ctrl + O. Again, if there are unsaved changes to the current design, you will be prompted to save them.

SAVING A DESIGN

To save the current label design, click the 🔲 **Save** Label button on the DuraSuite main toolbar, select Save from the File menu, or use the keyboard shortcut Ctrl + S.

If you have not already saved the label, or if you choose Save As from the File menu, a new window will open for you to enter a file name and choose the file's location.

8.2 Designing a Label Template

Every new label design is blank. The contents of the label will be added as objects from the Tool Box, and then moved, modified, and filled in.

8.2.1 BASIC OBJECT CONTROLS

To add an object to your design, drag it from the Tool Box onto the label. The new object will appear with placeholder information.

To select an object that has been placed, simply click on it. The object that is currently selected will be surrounded by a selection box. You can also select more than one object at a time by holding the Ctrl key on your keyboard while you click on the objects you want to select. To deselect all objects, click in an empty space on the design.

To move an object, drag the top or left edge of its selection box. The mouse cursor will change to show a four-direction arrow. You can move several objects together by selecting them all first.

To resize an object, drag the bottom or right edge, or the lower-right corner, of its selection box. The mouse cursor will change to show a two-direction arrow. Only one object can be resized at a time.

You can also set the exact size and position of an object with the Set Location/Size tool. Select the object and click the ⊞ **Set Location/Size** button in the Label Designer toolbar, or right-click on the object and choose Set Location/Size from the menu.

To remove an object, select it and press the Delete key on your keyboard.

8.2.2 OBJECTS ON THE LABEL

Each type of object is used for a different purpose, and has slightly different controls.

IMAGE

An Image object can be a custom image or graphic, such as a company logo or a pictogram.

A freshly-placed Image object will appear as a black square. To set the source file for an image, select the object and click the 🖻 **Set Image** button in the Label Designer toolbar, or right-click on the object and choose Set Image from the menu. To set an image, you need to be in Design Mode (with the gray border around your label design.)

DuraSuite can use the following image formats: .BMP, .JPG, .JPEG, .JPE, .GIF, .TIF, .TIFF, .PNG, .ICO, .SVG, .WMF, and .EMF.

DATE PICKER

A Date Picker object shows a calendar date in a consistent format, and lets you easily choose different dates for different labels.

A freshly-placed Date Picker object will show the current date (as it is set on your computer). To change the date, you need to be in Edit Mode (with the orange border around your label design). Once in Edit Mode, you can type new numbers into the month/day/year fields, or click the arrow button to choose a date from a calendar.

To change the font or text size, select the Date Picker object and click the Aᵃ **Font** button or the A **Font In Inches** button in the Label Designer toolbar, or right-click on the object and choose Font or Font In Inches from the menu.

SHAPE

A Shape object adds a basic geometric shape to the design, which can be helpful for creating borders or attracting attention. Shapes are available as rectangles, ellipses, or triangles, and can be filled or unfilled.

A new Shape object will be an unfilled rectangle. To change the shape, select the object and click the ▨ **Shapes** menu button in the Label Designer toolbar, or right-click on the object and choose Shapes from the menu. Each of these approaches will show a list of shapes to choose from. You can also adjust the thickness of the shape's outline; click the ☰ **Set Line Width** button in the Label Designer toolbar, or right-click on the object and choose Set Line Width from the menu. To make these selections, you need to be in Design Mode (with the gray border around your label design.)

POLYGON

A Polygon object adds a more complex geometric shape to the design, with a designated number of sides. Like Shapes, a Polygon can be filled or unfilled.

A new Polygon object will be an unfilled pentagon. To set a different number of sides, select the object and click the ⬠ **Set Polygon Sides** menu button in the Label Designer toolbar, or right-click on the object and choose Set Polygon Sides from the menu. To choose a filled or unfilled shape, right-click on the object, choose Shapes from the menu, and select either Filled Polygon or Polygon (unfilled). You can also adjust the thickness of the polygon's outline; click the ☰ **Set Line Width** button in the Label Designer toolbar, or right-click on the object and choose Set Line Width from the menu. To make these selections, you need to be in Design Mode (with the gray border around your label design.)

TEXT LABEL

A Text Label object shows a single line of text, such as a header or title. Text Labels can also be sequenced, making them change automatically from one label to the next.

A new Text Label object will show the phrase "Blank Label." To change the text, you need to be in Design Mode (with the gray border around your label design.) Select the object and click the 🔤 **Set Text** button in the Label Designer toolbar, or right-click on the object and choose Set Text from the menu.

To change the font or text size, select the Text Label object and click the 🅰 **Font** button or the 🅰 **Font In Inches** button in the Label Designer toolbar, or right-click on the object and choose Font or Font In Inches from the menu. You can also toggle the Text Scaling option to automatically squash or stretch the text to fit in its box; select the object and click the 🖼 **Text Scaling** button, or right-click on the object and choose Text Scaling from the menu.

SELECTION BOX

A Selection Box object lets you select one line of data from choices that you have typed in. Selection Boxes can also be sequenced, making them change automatically from one label to the next.

A new Selection Box object will be blank. To add new options, you will need to be in Design Mode (with the gray border around your label design.) Right-click on the object and choose Edit Selection Box Item List from the menu. Each selection will appear on its own line in this window, with a new option added each time you enter information and press Enter. You can use the buttons on the left side of this window to move an option up or down in the sequence, or to delete an option.

To choose which option is shown, you will need to be in Edit Mode (with the orange border around your label design.) Once in Edit Mode, you can use the election box as a drop-down menu, by clicking on the down arrow and then selecting your desired line of text.

To change the font or text size, select the Selection Box object and click the [Aa] **Font** button or the [A] **Font In Inches** button in the Label Designer toolbar, or right-click on the object and choose Font or Font In Inches from the menu.

NUMERIC UPDOWN

A Numeric UpDown object shows a numeric value. By default, Numeric UpDown objects are sequenced, making them count up automatically from one label to the next.

A new Numeric UpDown object will show 0, and then count up to 10 (with an increment of 1) as labels are printed. To set the range and increment, select the object and click the [⊞] Set Numeric Range button in the Label Designer toolbar, or right-click on the object and choose Set Range from the menu. To set these details, you need to be in Design Mode (with the gray border around your label design.)

The object will automatically count up when you print a label, but if you would like to set it to a different point, you need to be in Edit Mode (with the orange border around your label design.) Then, you can type a new value in the box, or use the up and down arrows to choose a current setting.

To change the font or text size, select the Numeric UpDown object and click the [Aa] **Font** button or the [A] **Font In Inches** button in the Label Designer toolbar, or right-click on the object and choose Font or Font In Inches from the menu.

TEXT BOX

A Text Box object displays a section of text that can span more than one line. Text Boxes can also be sequenced, making them change automatically from one label to the next.

A new Text Box object will show the phrase "Text Box." To change the text, you need to be in Edit Mode (with the orange border around your label design.) Once in Edit mode, click anywhere in the text box and type your desired text. You may need to return to Design Mode (with the gray border) to adjust the size of the object, as text that will not fit cannot be shown.

By default, Text Boxes are set to "Multiline," which makes text continue on a new line when it reaches the end of the box; if you only want one line of text to appear, disable the Multiline option by clicking the [⊞] **Multiline** button in the Label Designer toolbar, or right-click on the object and choose Multiline from the menu.

To change the font or text size, select the Text Box object and click the [Aa] **Font** button or the [A] **Font In Inches** button in the Label Designer toolbar, or right-click on the object and choose Font or Font In Inches from the menu. You can also toggle the Text Scaling option to automatically squash or stretch the text to fit in its box; select the object and click the [⊞] **Text Scaling** button in the Label Designer toolbar, or right-click on the object and choose Text Scaling from the menu.

BARCODE

A Barcode object encodes data to be readable with a scanner or computer system. Barcodes can also be sequenced, making them change automatically from one label to the next.

A new Barcode object will show the number 1, using the Code 39 barcode type, and with a human-readable version of that data displayed below the code. To change any of these elements, you need to be in Design Mode (with the gray border around your label design.) Select the object, click the ⬛ **Barcode Options** button in the Label Designer toolbar, and choose Data Editor, or right-click on the object and choose Edit Barcode from the menu. This will open a new window. You can type the desired information on the left side of this Barcode Configuration window, and choose barcode options on the right, with a preview in the lower part of the window. Because labels with barcodes are often needed in a sequence, this window can accept different lines of information for different labels, as described in the section on Automatically Updating Content later in this guide.

DuraSuite can use the following barcode formats: Code 39, Code 128, PDF 417, QR Code, Code 128 A/B/C, and DataMatrix.

8.2.3 ADDITIONAL OBJECT CONTROLS

In addition to moving and resizing objects by hand, Label Designer allows for more advanced controls.

CENTERING OBJECTS ON THE DESIGN

To move an object to the horizontal or vertical center of the label design, select the object and click the ⬛ **Center Horizontally** or ⬛ **Center Vertically** button in the Label Designer toolbar, or right-click on the object and choose Center Horizontally or Center Vertically from the menu. If multiple objects are selected, these functions will center the group as a whole, not each item individually.

ORDERING LAYERS OF OBJECTS

When objects on the design overlap, it may be necessary to adjust the stacking order of those objects. To pull an object in front of any others, select it and click the ⬛ **Bring to Front** button in the Label Designer toolbar, or right-click on the object and choose Bring to Front from the menu. To push an object behind any others, use the ⬛ **Send to Back** button in the toolbar, or the Send to Back option in the object's right-click menu. If multiple objects are selected, these functions will reorder all of the objects.

ALIGNING OBJECTS TOGETHER

To align a group of objects so that their edges or centers line up, select the objects that you want to move. Then, click one of the group alignment buttons on the toolbar: **Align Left Edges**, **Align Centers**, **Align Right Edges**, **Align Tops**, **Align Middles**, or **Align Bottoms**. The objects will shift to match your choice; you may want to move the group as a whole once the objects are aligned.

FLIPPING AND ROTATING OBJECTS

To flip or mirror an object, select it and click either the **Flip Vertically** button or the **Flip Horizontally** button in the Label Designer toolbar, or right-click on the object and choose Flip Vertically or Flip Horizontally from the menu. To rotate the object, choose a rotation from the **Rotate** menu button in the Label Designer toolbar, or right-click on the object and choose a rotation from the Rotate options in the menu. If multiple objects are selected, these functions will flip or rotate each item individually, and not the group as a whole.

MAKING OBJECTS TRANSPARENT OR NEGATIVE

Most objects appear with a white background in their selection boxes. To clear an object's white background so that other objects can show through, select the object and click the **Transparent** button in the Label Designer toolbar, or right-click on the object and choose Transparent from the menu. You can also choose to invert the colors of the object, turning white to black and black to white; for this, select the object and click the **Negative** button in the Label Designer toolbar, or right-click on the object and choose Negative from the menu.

8.3 Automatically Updating Content

The real power of the Label Designer module is in automatically creating batches of labels that use a single design, like the arc flash labels or the GHS labels in those modules. To accomplish this, Label Designer lets you create "sequences," which make an object show one piece of information on one printed label and a different piece of information on another label.

The different objects that can have dynamic values are noted in the Tool Box as "Sequenceable." Text Label, Selection Box, Numeric UpDown, Text Box, and Barcode objects are all sequenceable.

There are two ways to set up the information that will change from one label to another. You can manually enter the information for each object on the design that needs to change, or you can import data from a spreadsheet or other data source.

8.3.1 MANUALLY SETTING UP A SEQUENCE

Each sequenceable item can have its sequence set manually, using an object-specific menu.

For Text Label, Selection Box, and Text Box objects, select the object and click the ⬛ **Edit Item List** button in the Label Designer toolbar, or right-click on the object and choose Edit Item List from the menu. A new window will appear, where you can type the content for each label on its own line. You can also rearrange the lines using the arrow buttons on the left, or remove unwanted lines with the "X" button. Press Enter on your keyboard to start a new label's content. When finished, click **Done**.

For Barcode objects, select the object, click the �III **Barcode Options** button in the Label Designer toolbar, and choose Data Editor, or right-click on the object and choose Edit Barcode from the menu. This will open a new window for the assorted barcoding options. Here, you can type the content for each label on its own line. You can also rearrange the lines using the arrow buttons at the bottom of the list, or remove unwanted lines with the "X" button. Press Enter on your keyboard to start a new label's content. When finished, click **Finish**.

For Numeric UpDown objects, the data is simply a number that counts up. To set the range and increment, select the object and click the ⬛ **Set Numeric Range** button in the Label Designer toolbar, or right-click on the object and choose Set Range from the menu.

8.3.2 IMPORTING DATA FROM A SPREADSHEET

Rather than entering sequenced data manually, you may import data from a spreadsheet or similar data source. This is especially helpful when multiple elements need to change from one label to the next. For this type of import, DuraSuite can accept spreadsheets in .CSV (Comma-Separated Values), .XLS (Microsoft Excel), or .MDB (Microsoft Access) file types. DuraSuite can also use an ODBC connection to pull data from a variety of database systems, although this advanced connection option may require assistance from your IT department.

Before you start the import process, ensure your spreadsheet is formatted properly. It is often best to use the first row of data for column headers; after that, each new row should correspond to a specific piece of equipment, with no blank rows. Your label design should also be complete, with objects in place for all of the data that you want the label to include. It is often helpful to use filler information to ensure that the template will hold all the information you need.

When ready to import data, click the ⬛ **Import Data** button in the Label Designer toolbar. Select the file or connection type, and click the **Choose Source** button to select your spreadsheet or data source. If you are using the ODBC option, you will need to select a user or system Data Source Name (DSN) or enter a connection string.

On the next screen, you will see your design on the left, with each sequenceable object marked with a selection box. On the right will be a list of column headers from your data source, with the information from your data source shown at the bottom of the window. Drag and drop each column header to the sequenceable object where that data belongs. Some column headers may be used more than one, and others may not be used at all, depending on your label design and spreadsheet contents. When finished with this step, click the **Next** button to continue.

A sample label will show you how data has been imported, so you can check that information is going to the right places. If something is wrong, you can use the Previous button at the bottom of the window to go back a step and correct the problem. Use the directional arrows at the bottom of the window to preview different labels. When finished with this step, click Finish to continue. DuraSuite will automatically create a sequence for your chosen objects with the selected data.

### 8.3.3 CHOOSING A LABEL AND PRINTING

Once a sequence has been created, the arrow buttons on the DuraSuite main toolbar will be active. You can click on the arrow buttons to cycle through the labels in your sequence. If an item is selected, the arrow buttons will change only that item.

When ready to print, go through the File menu to Print as normal. If you want to print more than one of your labels at once, use the "Page Range" option to choose the labels in the sequence that you want to print, such as "1 through 4."

9. Tools

This section describes how to align items, select font style, replace a database and perform other related functions.
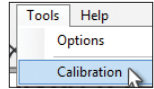

9.1 Tools Menu

The Tools drop-down menu displays **Calibration** and **Options**.

9.1.1 CALIBRATION

To calibrate your label, click on **Calibration** on the Tools drop-down menu and select **Calibration**. A Calibration dialog box appears.

In Calibration mode you move the text and images on the label up/down or left/right to align the printing on a label.

Use the arrows to move the label's text and image. An example preview appears in the window to the right of the arrows.
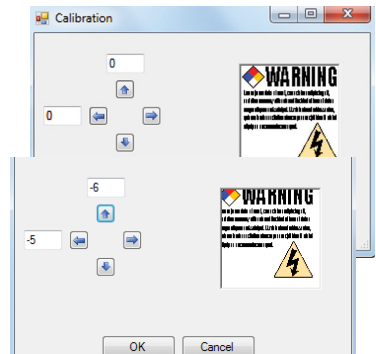
Calibration shift is demonstrated within dialog box with an example label image.

9.1.2 OPTIONS

Options allows you to select a default font style, turn on and off the DuraSuite opening splash menu or print labels in full color. Click on **Options** and a **Module Settings** dialog box containing two tabs appears.

APPEARANCE TAB

The **Appearance** tab lets you select DuraSuite's default font style. Click on the **Appearance** tab to display a list of font styles.

Select the font you prefer for the default style. A preview of the selected font is displayed below the list. Click the **OK** button to save your selection and close the Module Settings dialog box. The text on the displayed label will change to the new font.
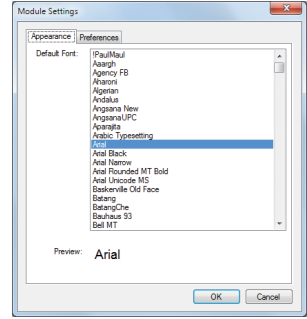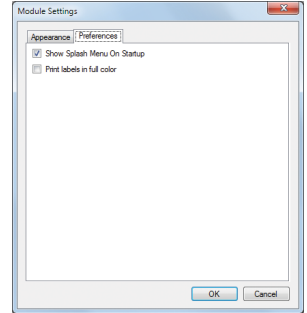

Module Settings' Appearance tab

PREFERENCES TAB

The **Preferences** tab contains a checkbox for activating or deactivating a splash menu that appears when opening DuraSuite Labeling Software.

If you don't want the splash menu to appear when opening your software, remove the checkmark by clicking it.


Module Settings' Preferences tab

10. Printing Labels

To preview the label before printing, click File, then Print Preview on the menu bar. If you're satisfied with how the label looks, close the Print Preview window.

Choose your DuraLabel printer

To print your label(s) click File, then Print. A Print dialog box opens. Select the appropriate printer and click Preferences button. A Printing Preferences dialog box appears. Next, click the Stock tab and select the media settings (continuous or die-cut labels). Then set the Post-Print Action (Cut) and Occurrence.

Up to 99 labels can be printed at a time. Printing selections default to a quantity of 1 (as well as to other original settings) with each printing job.
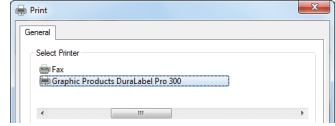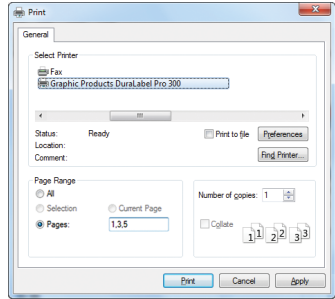
10.1 Quick Print

To print with only one click, click the Quick Print button on the toolbar. The currently displayed label prints using the most recent settings.

NOTE: Changes made in printer preferences under Printers and Faxes on your computer (Windows XP) or Devices and Printers (on later Windows versions) may affect DuraSuite even while the program is running.

10.2 Print Special

Click **File**, then **Print Special** from the menu bar. A selection box appears with options to: "Print All," "Print Current Selection" or "Print Custom."

10.2.1 PRINT ALL

Click **Print All** to print every label in the database for the selected module. A dialog box appears asking if you want to print all labels. Click either "Yes" or "No."
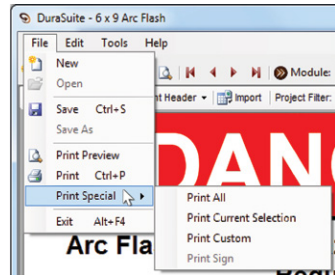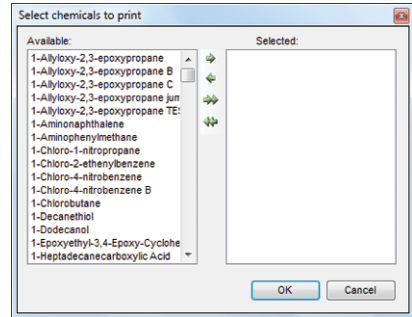
10.2.2 PRINT CURRENT SELECTION

Print Current Selection prints all labels in the current Search/Project.

10.2.3 PRINT CUSTOM

Print Custom displays a choice of RTK label chemicals and substances. In the "Available" section highlight the label(s) you want to print. Using the top arrow, move the selected labels from the Available section to the Selected section.

Click **OK** when all the desired labels have been selected. One of each label you selected will be printed.

To adjust where the information is printed on the label, see Section 9.1.1, "Calibration."

10.2.4 PRINT SIGN

Print Sign selection will print a page-per-letter or page-per-length. To print a sign, click File, then Print Special, then Print Sign. A Print Sign dialog box opens. Enter the width of the supply you will use and click **OK**. The DuraLabel printer will print as many strips as necessary to complete the entire sign. For instance, if you design a 12" x 16" label and are printing on 4" wide label supply, your printer prints four 12" x 4" labels from which you can create a 12" x 16" sign. You also have the option to set page overlap to assist with alignment.

10.3 Printing Photos or Colored Images

If a photograph or colored image has been used on the label, you'll need to set the dithering. Dithering converts the continuous tones of a photograph into the black and white dots printed by printers, such as DuraLabel thermal transfer printers.

After selecting the printer, click Preferences. A Printing Preferences dialog box appears. Click the Graphics tab and select the Dithering option you want. Most labels with images print best with at least halftone dithering chosen.
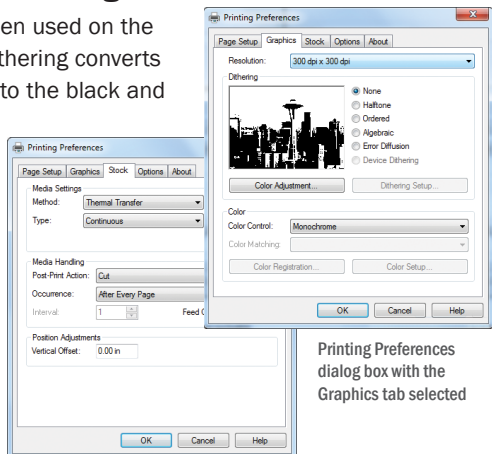
Printing Preferences dialog box with the Graphics tab selected

Printing Preferences dialog box with the Stock tab selected

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