DuraSuite™
Labeling Software

READ ME FIRST

DuraSuite™ Labeling Software

MINIMUM REQUIREMENTS

Operating System: Windows XP, Vista, 7, 8, 10
Memory: 64MB RAM
Hard Drive: 300MB
Minimum Screen Resolution: 800 x 600

DURASUITE VIDEOS

To help you in creating effective labels and signs, Graphic Products has several instructional videos that explain how to use the various DuraSuite modules. View these videos at **GraphicProducts.com/DuraSuite**

For further assistance and detailed information, please see the DuraSuite User Guide.

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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.

Module Selection

Arc Flash

NFPA Diamond

RTK Color Bar

Pipe Markers

Globally Harmonized System

Label Designer

Pipe Marking

Ammonia Pipe Marking

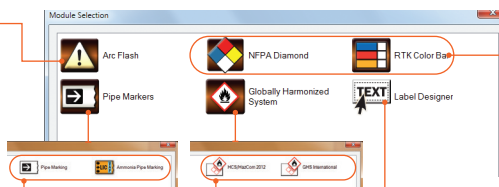HCS/HazCom 2012

GHS International

Arc Flash

DuraSuite includes a database for storing all 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, Spanish, or other languages.

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.

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.

GHS/HazCom 2012

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. The GHS module helps you create labels to match the international GHS standard, while the HazCom 2012 module is for labels under OSHA's implementation of GHS. The major difference between the modules is the size and arrangement of red diamonds.
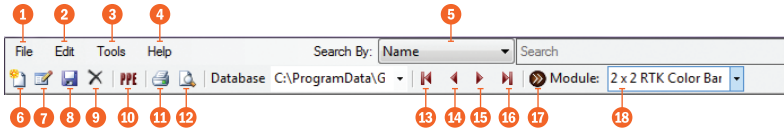
Custom Labels

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.

NFPA/RTK

DuraSuite's RTK database includes information about more than 1,700 chemicals, including Chemical Abstract Service (CAS) numbers, NFPA Hazard Index numbers, Signal Words, Health Hazards, Organ Hazards, and PPE Pictograms. You can use the information in the database or modify it based on individual Safety Data Sheets you receive.

DuraSuite Labeling Software Toolbar and Menu Bar

DuraSuite's toolbar includes tools for creating GHS/HazCom 2012 labels, NFPA/RTK labels, arc flash labels, custom labels, and pipe markers. 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 on 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 chemical 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 PPE: lets you add, edit and delete PPE information.

11 Quick Print: prints the current label. If a number of copies has previously been specified, it will print that many copies.

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

13 First Label: jumps to the first label in the database or search results (or hit F5).

14 Previous Label: goes back one record in the database or search results (or hit F6).

15 Next Label: goes forward one record in the database or search results (or hit F7).

16 Last Label: jumps to the last label in the database or search results (or hit F8).

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

18 Label Drop-Down Menu: lets you select specific label type and size.
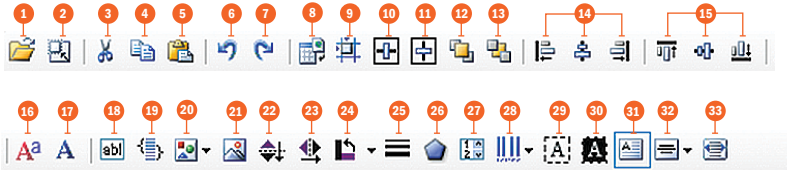
Arc Flash Toolbar

The Arc Flash module of DuraSuite uses the main toolbar described on the previous page, as well as this specialized Arc Flash 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.

Label Designer Toolbar

Label Designer lets you create customized labels using a combination of text, images, and shapes as needed. These options are in Label Designer's special toolbar:

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, align them horizontally.

15. **Align Tops/Align Middles/Align Bottoms:** with multiple objects selected, align them vertically.

16. **Font:** choose a font and style for a text object, and set text size in points.

17. **Font In Inches:** choose a font and style for a text object, and set 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 sequenceable 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).

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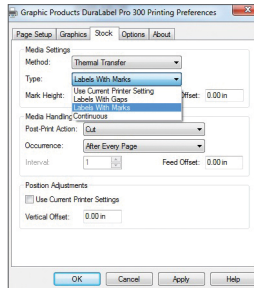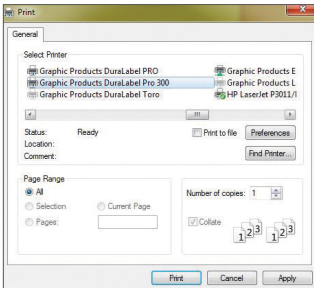
Printing

Select **Print** from the DuraSuite toolbar File menu. A **Print dialog box** appears. Make sure your DuraLabel printer is selected. Click the **Preferences** button, which opens a **Printing Preferences** window. Select the **Stock** tab.

Select your stock from the **Type** drop-down menu:

- For printing on a roll of individually die-cut labels (such as "WARNING" labels for Arc Flash), select **Labels with Gaps**.

- For printing on a roll of partly pre-printed labels that are not die-cut, but have black alignment marks on the backing (such as GHS or HazCom labels), select **Labels with Marks**.

- For printing on a roll of continuous label stock (such as plain yellow label stock for a pipe marker or custom label), select **Continuous**.

When you're satisfied with your settings, click **OK**. Your label will print to your specifications.

If you need additional assistance setting up or using DuraSuite Labeling Software, please see the User Guide, visit GraphicProducts.com/DuraSuite or call 800-788-5572.