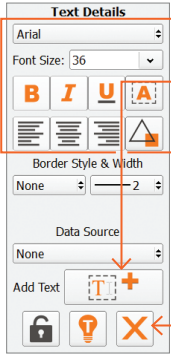# QuickStart Guide

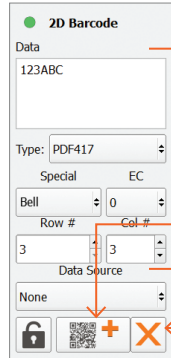To quickly create a custom label, follow these steps.

Getting Started

1 **Start the LabelForge™ program.** (On a Toro or a Mobile Print Station, click the icon in the upper left corner.) A blank label will appear. You can adjust the label's size and style with the Label Setup button.
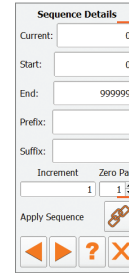
ADDING TEXT

2 **Choose** ABC **Text** from the object menu.

3 **Click the** **Add Text button** at the bottom of the menu to create a new text box.

4 **Type the desired text,** and use the options in the Text Details menu to adjust the typeface, size, style, or alignment.

5 When finished, **click the** ✕ **Exit Menu button** in the lower right corner of the menu.
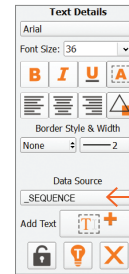
ADDING A BARCODE

2 **Choose** **Linear** or **2D Bars** from the object menu.

3 **Type the desired barcode data** in the Data field at the top of the menu, and use the options to adjust the settings for your barcode.

4 **Click the** **Add New Barcode button** at the bottom of the menu.

5 When finished, **click the** ✕ **Exit Menu button** in the lower right corner of the menu.

ADDING A SEQUENCE

2 **Choose** **Sequence** from the object menu.

3 In the Sequence menu, **enter the Start and End values for the sequence**, and adjust the other options as desired. Then, **click the** ✕ **Exit Menu button** in the lower right corner of the menu.

4 Then, **add a text object or a barcode** to your label, as described. Instead of typing the desired content, **set the Data Source to "_SEQUENCE"** using the Data Source drop-down menu, at the bottom of the object menu.

5 **To preview your sequence, return to the Sequence menu** and use the left and right arrow buttons at the bottom of the menu.

Saving and Printing Labels

• **To save a label, click the** **Save button.** If you haven't already saved the design, you'll be prompted to enter a file name.

• **To print a label, click the** **Print button.** If your design includes a Sequence or Merge, a prompt will appear so you can choose to print the current label or print all the labels in your Sequence or Merge.

Please refer to the LabelForge User Guide for more information.

GRAPHIC PRODUCTS

800-788-5572 | GraphicProducts.com

LABEL FORGE

Tool Reference

Toolbar

1 New Label: Close any current label design and start a new design.

2 Load Label from File: Open a saved label design.

3 Load Template: Browse pre-set label templates and layouts.

4 Save Label to File: Save the current label design.

5 Print Label: Select a printer to use, and choose printer settings.

6 Label Setup: Select label dimensions and orientation, as well as other design options.

7 Copy: Copy the selected content, to be pasted later.

8 Cut: Remove the selected content, to be pasted later.

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

10 Undo: Cancel your previous change.

11 Delete: Delete selected object(s).

12 Rotate Item: Rotate selected objects 45° clockwise.

13 Increase Item Size: Enlarge the selected content, in the directions selected with "Choose Increase/Decrease Button Axis."

14 Decrease Item Size: Shrink the selected content, in the directions selected with "Choose Increase/Decrease Button Axis."

15 Choose Increase/Decrease Button Axis: Choose whether to change an object's size vertically, horizontally, or proportionally (in both directions at once).

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

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

18 Help: Open a menu with buttons for help.

19 Minimize: Minimize the LabelForge Software screen.

20 Exit: Close the LabelForge program.

21 Zoom In: Increase magnification.

22 Zoom Out: Decrease magnification.

23 Zoom Context: Zoom in or out to fit the entire label canvas to the available viewing area.

24 Dimensions: Specify an object's exact location on the label, adjust its size, rotate it to a specific angle, and adjust its layering with other objects.

25 Ruler Units: Change the rulers to show inches or millimeters.

Object Menu

1 Text: Choose a typeface, size, and styles. Click the "Add Text" button to add new text to your label.

2 Symbols: Select a category, and click on a desired symbol to add it to the label canvas.

3 Shapes: Select a shape, fill, line style, and line width, then click the "Add New Shape" button to place the shape on the label canvas.

4 Linear: Enter data and select a linear barcode type, then click the "Add New Barcode" button to place the barcode on the label canvas.

5 2D Bars: Enter data and select a 2D barcode type, then click the "Add New Barcode" button to place the barcode on the label canvas.

6 Import: Add a custom image to your label design using an existing image file. LabelForge supports a variety of image formats.

7 Sequence: Set up a numeric "sequence," which automatically counts up as you print a set of sequential labels.

8 Merge: Set up a "merge," which automatically updates elements in a set of labels using information from a spreadsheet.

800-788-5572 | **GraphicProducts.com**