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## Description of DURAPRINT®

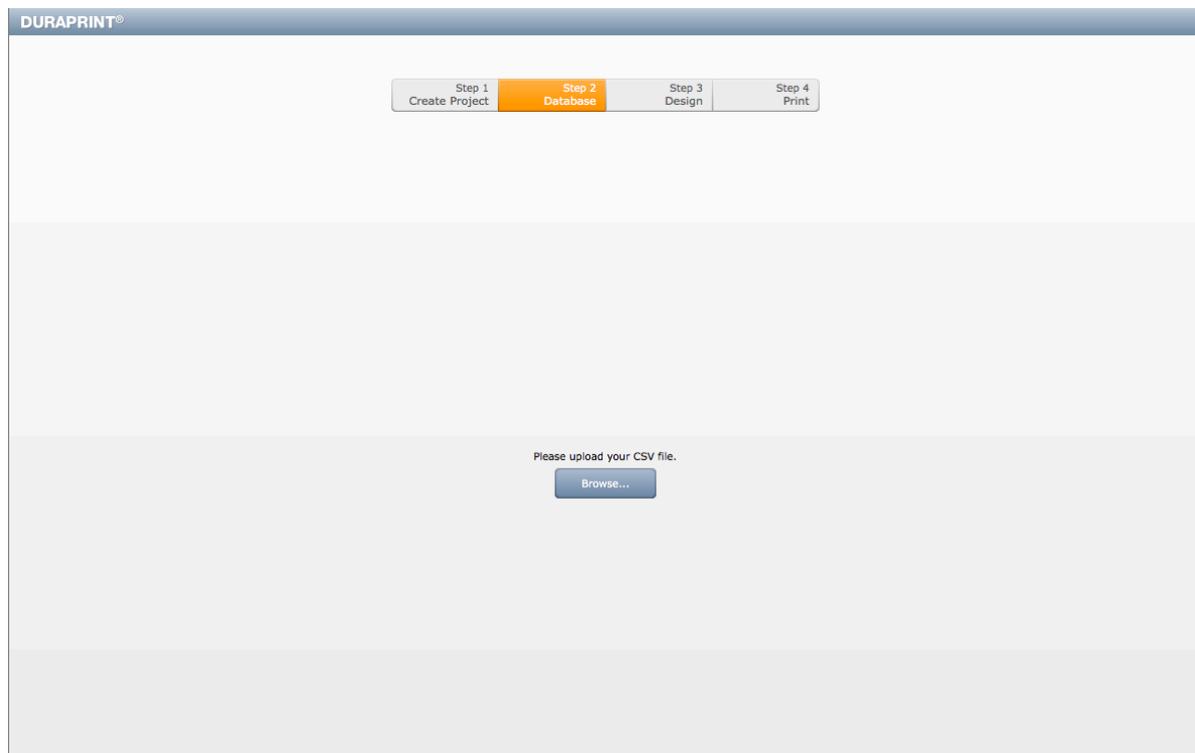
DURAPRINT® is a Flash-10-based online label design application that enables you to design and print DURABLE insert label sheets using Windows, Apple Macintosh OSx and Linux operating systems.

### Key Features of DURAPRINT®:

- Printing of all PC-printable DURABLE insert label sheets.
- Database importer to easily set up mail merges using a CSV Excel file.
- Graphics tools to create lines, rectangles, circles, ellipses and colour gradients.
- Images, such as company logos or background images in formats jpg/png RGB can be imported from your computer and incorporated into your design.
- All common barcodes, such as UPC-E, UPC, EAN 13, EAN 8, Code 128/EAN 128 (B), Interleaved 2 of 5, Industrial 2 of 5 and Code 39, can be integrated into your design.

## 1. Selecting a template (Step 1)

### 1.1. Create new document



Select your desired DURABLE label printing template from the product list. To do this, you can either enter the 4-digit DURABLE product Number, or select the

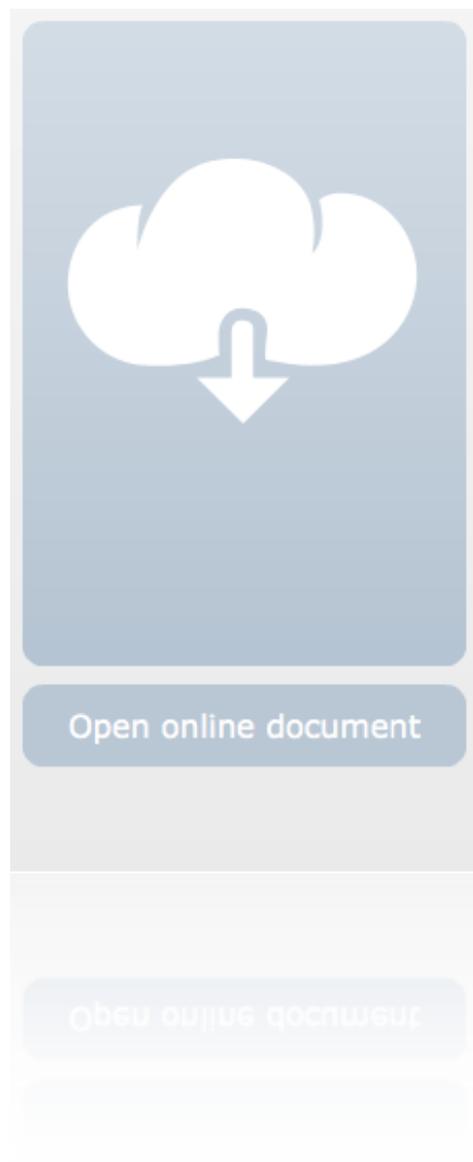
template you want to use from the Product Group and Product Number list in the table.

After selecting a template, confirm by clicking OK, your project is then created. You will then be asked whether you want to use the database option (mail merge). If you answer “No,” please skip to Section 3 (Design stage). If you answer “Yes”, please continue with Section 2 (Database Import using a CSV file).

**Tip:** While you are working in Design stage you can always switch back and forth between the database and single label design modes.

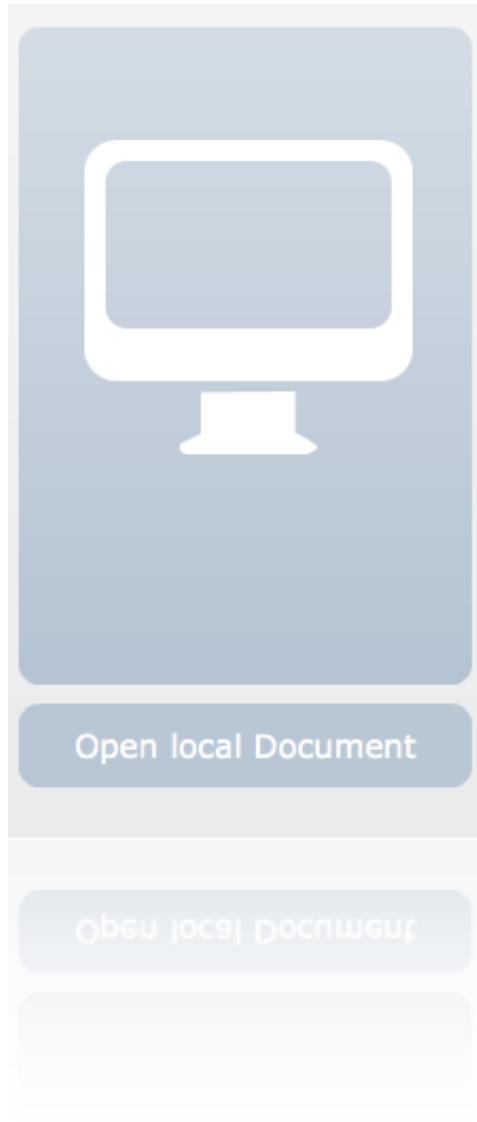
## 1.2.Open online document

Open an online document means you can carry on working on a document you have pre-saved. If you have saved your document using the save online button – you can re edit it using this option. If you have downloaded the document file to your computer you need to see the Open local document text below.

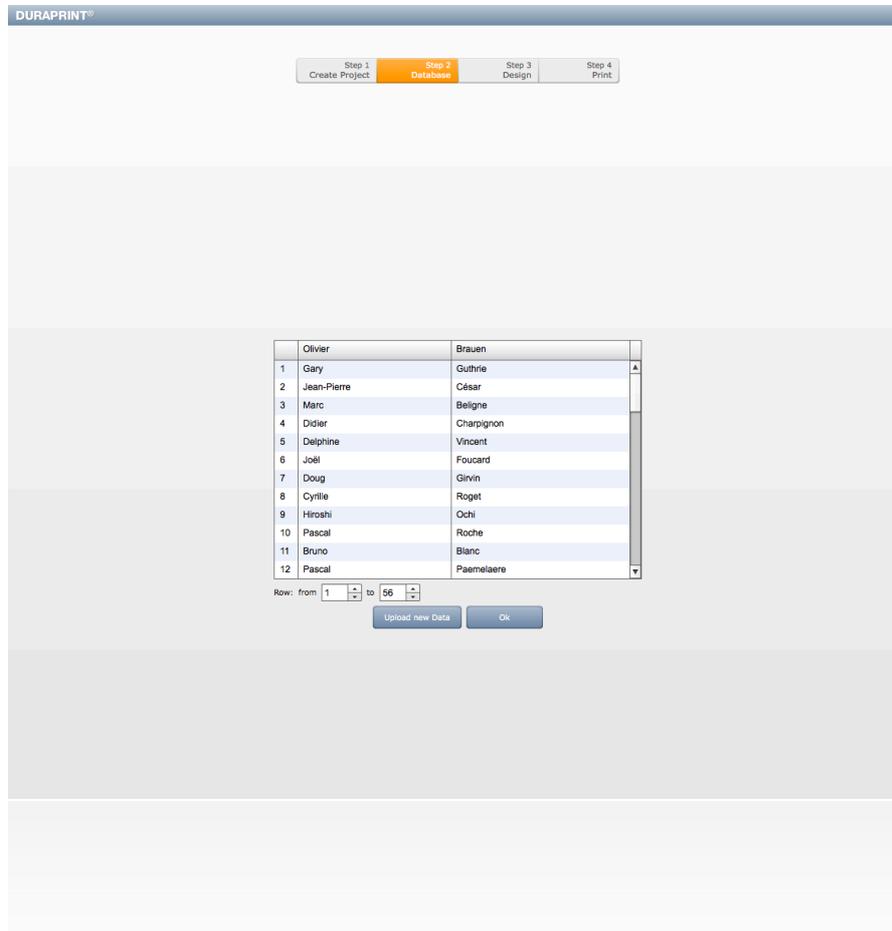


### 1.3. Open local document

This button allows you to upload and work with documents saved previously on your local computer as document files with the .DURAPRINT® filename extension.



## 2.Database Import (Step 2)



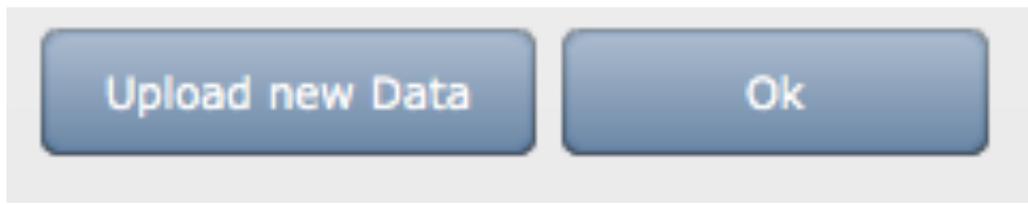
In DURAPRINT® you can upload information from a database file (CSV). See point 2.2 for creating a CSV file.

### 2.1.Upload the Database (CSV file)

If you are creating a new template a pop up window will ask you if you want to upload a database, press yes and these instructions \*.

If you want to add a database at a later stage, and then switch to database mode, click the “Use database” button shown at the bottom right of the Duraprint Pro programme and follow these instructions \*.

\*On the Database screen, click “Browse” and then navigate to and select the database file on your computer, then click “Open” to upload the file into the Database screen. Please note that the database file must have been saved in CSV format for this function.



**Please note that when you upload a database if you have manually typed in any names etc they will be overwritten by the information in the database (The layout/images will remain the same).**

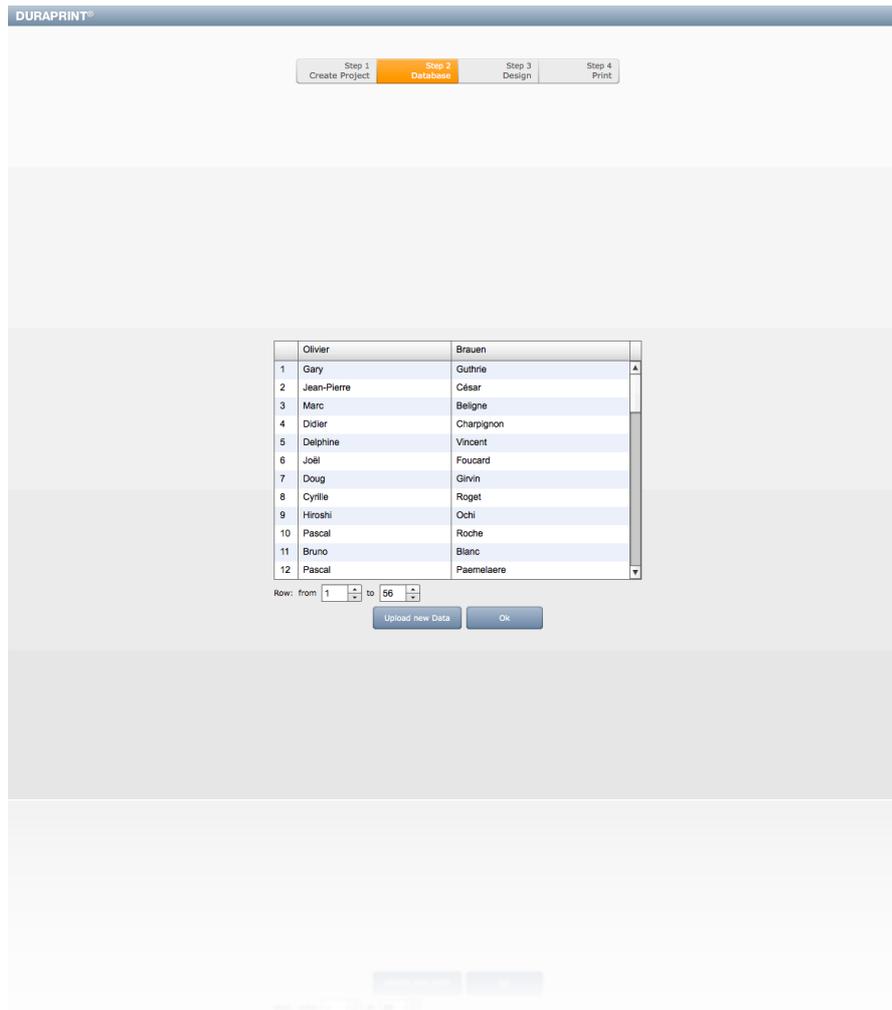
**In single label mode, you can manually change the information in each individual label if needed, by selecting the chosen label from the right hand preview and clicking 'apply changes to only selected card'.**

## 2.2.What are CSV Files?

CSV files are text files with semicolon or comma separated values. This file format can be created with a text editor or spreadsheet programme. The easiest way to create a CSV file is to export data you have entered into a spreadsheet such as Excel. Start, for example, by creating an Excel worksheet, and name the columns with appropriate column headers (e.g., Last Name, First Name, Function, or similar). Then select File > Save As to save your Excel worksheet in CSV format (in the File Type field, choose CSV (comma separated values) \*.csv).

For more information on the CSV file format, see:

[http://en.wikipedia.org/wiki/Comma-separated\\_values](http://en.wikipedia.org/wiki/Comma-separated_values)



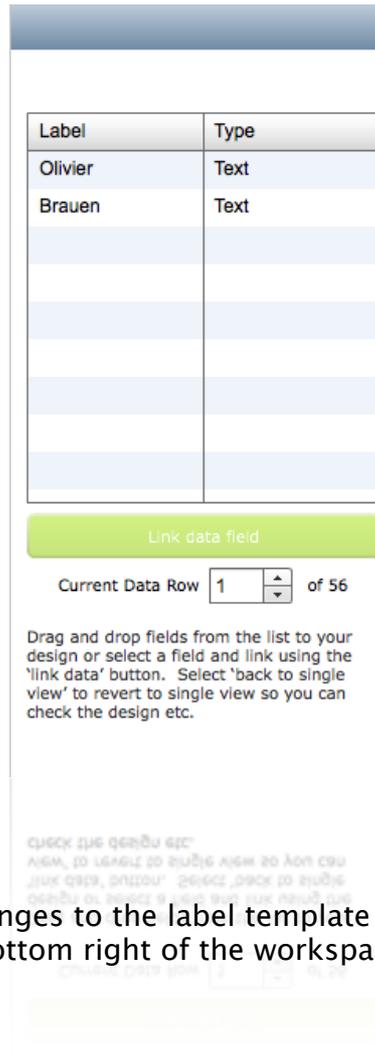
### 2.3. Adding images in mail merge/CSV file.

To incorporate different images in your mail merge, you simply enter the filenames of the images, including the filename extensions for the image format, in your CSV row table, for example: image\_name.jpeg, .jpg or .png. DURAPRINT® automatically recognizes the image entries and prompts you after switching to the Design screen to upload these files (see Section 3.5.3 “Image Upload”). Please make sure you upload all images listed in your database.

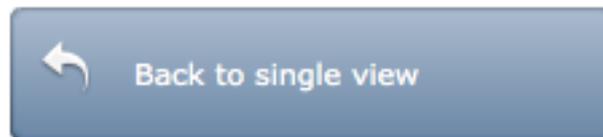
### 2.4. Linking the data in your CSV file with DURAPRINT®

Once you have uploaded your database you will need to link the data with your selected design. You can either drag & drop a database field directly onto the template, or (especially with barcodes, images or other objects), first add the object to the template workspace (So if you are linking a column of company names you will need a test box) Then click the corresponding field in the database table displayed to the right by clicking the green “Link data field” button (For example I would click from the field option ‘company name’ and then ‘link data field’). So my text box will link the column of ‘company name’ from my CSV file to my chosen text box in the template. You follow these instructions for each column (Known as field) in your CSV file.

You can check the upload processes by scrolling through the individual rows of your database with the up and down button shown below the green “Link data field” button.



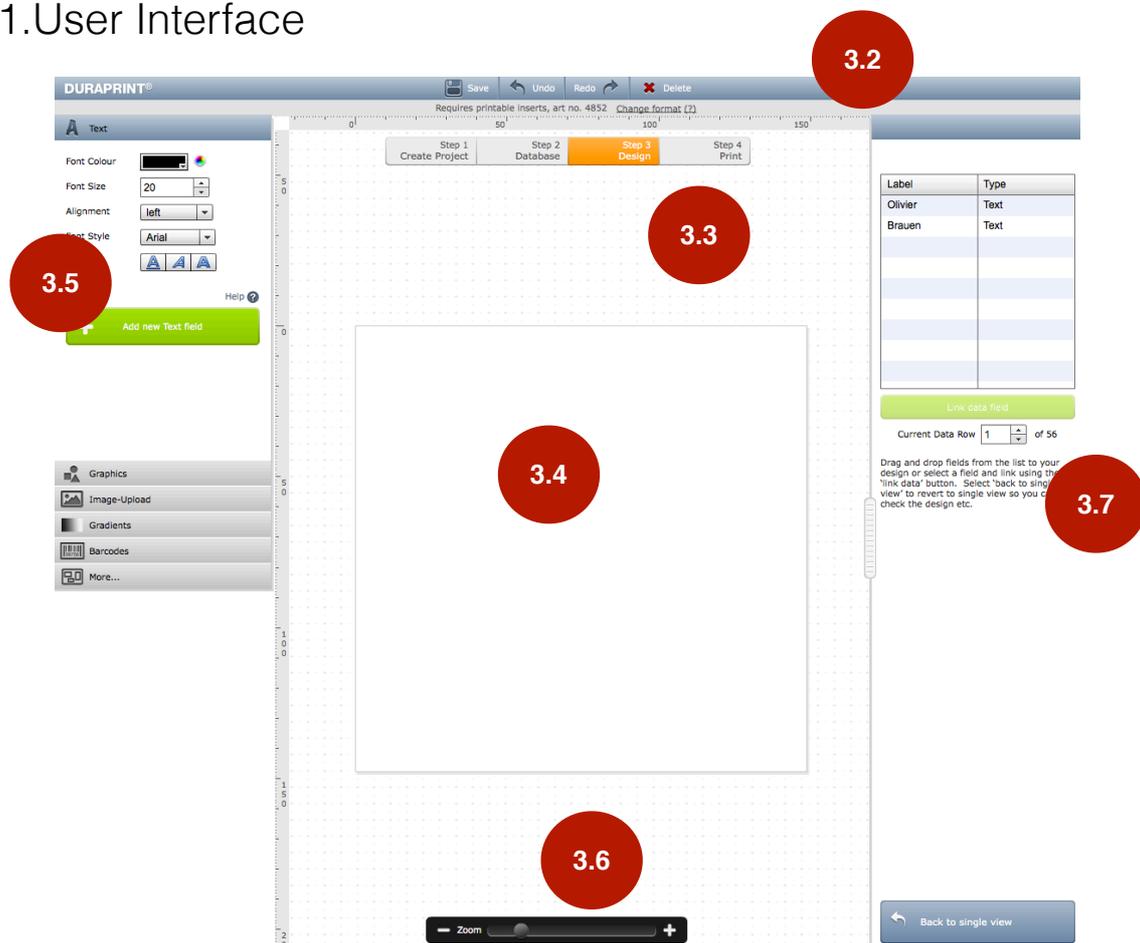
If you want to make any changes to the label template manually, click the “Back to single view” button at the bottom right of the workspace to return to manual design mode.



If all labels are displayed correctly, you can proceed to generating and printing the PDF file by clicking the Print step (Step 3 or 4) shown in the navigation bar at the top of the screen.

## 3.Designer (Step 3)

### 3.1.User Interface



The user interface is divided into the menu mar shown at the top of the DURAPRINT® software, with the navigation bar shown below the menu, and the tool bar shown on the left side. Depending on whether you are working in single (individual) label design mode, or database (mail merge) mode, the Toolbar on the right changes to provide appropriate functions for the mode you are working in (please see Section 3.8 for instructions on how to use each mode before you start creating your first design).

## 3.2.Menu Bar

The menu bar shown at the top of the DURAPRINT® provides the options described in the following subsections:

### 3.2.1. Save

Here you can choose whether you want to save the current document online or download and save it on your local computer as a document with the .DURAPRINT filename extension.

### 3.2.2. Undo/Redo

Here you can undo/redo up to 5 of the last editing steps you have made in your document, thus undoing any unwanted changes.

### 3.2.3. Delete

If you want to remove an object from your template, click the delete option on the menu bar, and the selected object(s) will be deleted.

**Tip:** The backspace or delete key (BKSP or DEL) can also be used to delete the selected objects.

### 3.2.4. “Change format” option e.g. transferring the design to a different label size

DURAPRINT® also provides a function that allows you to apply a design you have already created to other DURABLE products. Simply click the underlined “Change format” link shown just below the menu bar to open the Select Product window (which is the same as displayed when you create a new document). In the window select a new label and click “OK” to apply the design currently displayed in your workspace to the new label.



## 3.3.Steps Navigation Bar

Depending on whether you are working in single label mode or database mode, you will see the following steps on the navigation bar:

### 3.3.1. Step 1: Create Project

In the first step you can create a new project, or open an existing project you have either saved online or downloaded to and saved on your local computer.

### 3.3.2. Step 2: Design or Database

If you are not using a database, you can immediately start designing your labels in Step 2.

If, on the other hand, you chose to use the database (mail merge) please follow the instructions for uploading a database in section 2 (step 2 of this document).

### 3.3.3. Step 3: Print or Design

Step 3 gives you a preview of your designs and an option to generate a PDF for printing them. See the next step for printing.

### 3.3.4. Step 4: Print

If you are using the database function, you will see a print preview of your labels in Step 4 showing the variable data of your database file, and if everything is satisfactory, you can immediately generate your final PDF file for printing.

### 3.4. Print Template

DURAPRINT® offers you many possibilities for changing/tweaking your print templates.

The application always works frame-oriented, i.e., when any object placed on the design workspace is selected by clicking on it, a frame with small, square handles appears around the object, and these handles can be used to adjust the size of the object. The size of a frame, and thus the size of the object inside, can be freely adjusted by hovering the mouse pointer over one of the frame's corners until the pointer changes to a double arrow. Now click the frame handle and hold the mouse button down to drag the handle until the object has the desired size

You can also move the entire object by clicking it to select it.

The frames themselves are not printed.

### 3.5. Design Tools

The tools in the left hand side tool bar, are organized in expandable and collapsible dropdown tabs. Clicking a tab expands it vertically to show the options for that tool and closes any other open tab.

#### 3.5.1. Text Tool

Click the "Text" tab to create a text frame on your workspace:



The Text tab opens with options allowing you to select the font colour, size, style and formatting, and text alignment. After you have made appropriate selections, click the green "Add new Text field" button. The system then adds a text frame to your

workspace with the word “hello” as dummy text. When you click the text field, you can enter your desired text directly in the text field, and also change its formatting via the still open Text tab if required.

If you want to change the colour of the text, click either the colour box shown next to “Font Colour” to drop down a palette of predefined colours from which you can select a colour, or click the button to the right of the box to open the “Colour Picker” dialog box. The “Colour Picker” dialog box allows you to mix virtually any colour in a colour space you chose. Start by clicking on a primary colour on the vertical colour bar shown in the middle of the dialog box. Then you can click one of the radio buttons to the right to choose a colour space.

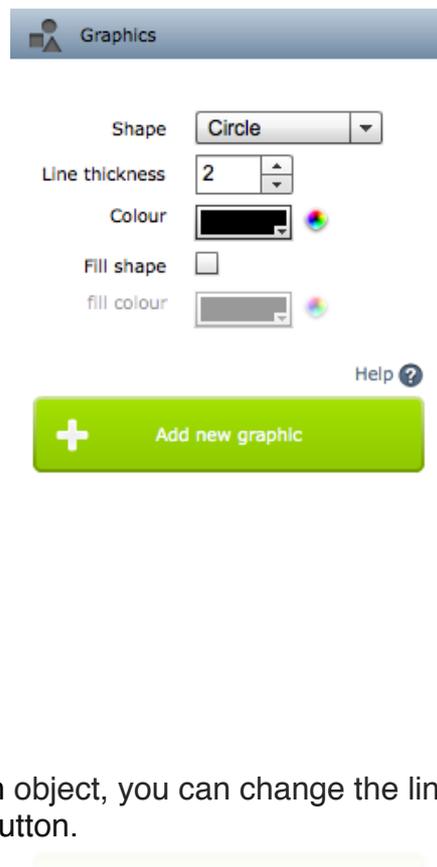
The shade area to the left changes to display a gradient of all shades of the primary colour in the colour space you have chosen with the radio buttons. Now you can click a shade in the shade area to select the exact colour you want. The preview box at the top right of the dialog box shows you the previous colour from which you started compared to the new colour shade you have chosen. Click “OK” to confirm your choice and apply the new colour to the selected object, or click “Add Swatch” to add your colour to the bottom row of the dropdown colour palette.

The options Alignment “left,” “centred” and “right” allow you to align the text within its text frame.

### 3.5.2. Graphics Tool

DURAPRINT® allows you to create the following geometric objects: circles/ellipses, rectangles and straight or diagonal lines.

To place a geometric object on the workspace, click the “Graphics” tab to open it, and then select the desired object by selecting it from the “Shape” dropdown list.



When you have chosen an object, you can change the line width of the object with the “Line thickness” spin button.

You can also set the line colour by either clicking the colour box shown next to “Colour” to drop down a palette of predefined colours from which you can select a colour, or clicking the button to the right of the box to open the “Colour Picker” dialog box, which allows you to mix virtually any colour in a colour space you chose. In the “Colour Picker” dialog box, start by clicking on a primary colour on the vertical colour bar shown in the middle of the dialog box. Then you can click one of the radio buttons to the right to choose a colour space.

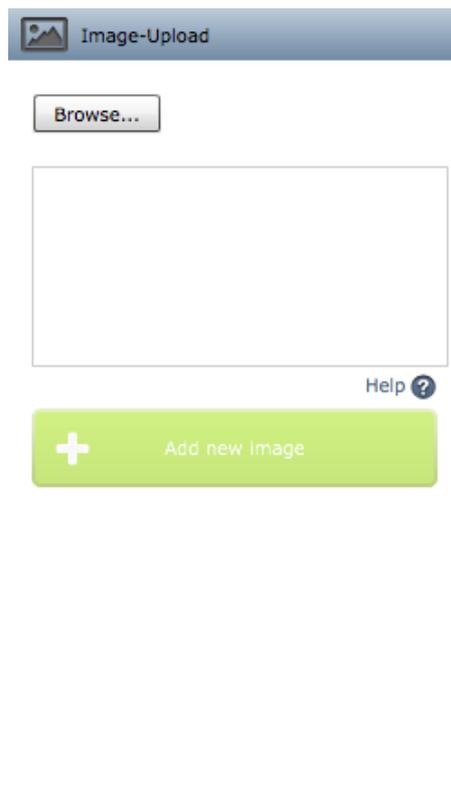
The shade area to the left changes to display a gradient of all shades of the primary colour in the colour space you have chosen with the radio buttons. Now you can click a shade in the shade area to select the exact colour you want. The preview box at the top right of the dialog box shows you the previous colour from which you started compared to the new colour shade you have chosen. Click “OK” to confirm your choice and apply the new colour to the selected object, or click “Add Swatch” to add your colour to the bottom row of the dropdown colour palette.

You can also fill the shape with any colour you want by clicking the checkbox shown next to “Fill shape” and then selecting the “fill colour” as described above.

Now click the green “Add new graphic” button to add the graphic object to your workspace. If the graphic is not the way you want it, you can always click on it to select it again, and then make adjustments on the Graphics tab, which opens automatically when you select the graphic.

### 3.5.3. Image Upload Tool

DURAPRINT® allows you to upload images, such as logos, photos, etc., into your project. It supports the image formats jpg, jpeg and png in the RGB colour space, and file sizes up to a maximum of 500 Kb.



To create an image frame, click the “Image Upload” tool, and then click “Browse” to open a file browser window on your local computer’s file system. Navigate to and select the image you want to upload from your local folder, and then click “Open.”  
Tip: You can also upload several images at the same time by holding down the Ctrl or Shift key while you click each image or a series of images.

The selected images are now uploaded into the preview window and displayed as thumbnails.

**Please note that the image filenames must not contain blank spaces or special characters (e.g., ä, ö, ü).**

You can add the new image to your design by selecting it and then clicking the green “Add new image” button, or by dragging & dropping its thumbnail onto the design workspace. The image will always be displayed with correct proportions inside its frame. If you change the size of the frame later, the image will be scaled to preserve its original proportions. Please note that increasing the size of the frame can result in

poorer image quality because, although the image is increased with correct proportions, this does not automatically increase its pixel density.

### 3.5.4. Gradient Tool

DURAPRINT® allows you to create colour gradients and single colour fields. Click the “Gradients” tab to open it.



A colour gradient always consists of two different colours, beginning with colour 1 on the left that gradually fades across the middle into colour 2, and then ends with colour 2 on the right. If you want to create a single colour field, then colour 1 and colour 2 must be identical. Here again, you can select both “Colour 1” and “Colour 2” by either clicking the colour box shown next to the colour to drop down a palette of predefined colours from which you can select a colour, or clicking the button to the right of the box to open the “Colour Picker” dialog box, which allows you to mix virtually any colour in a colour space you chose. In the “Colour Picker” dialog box, start by clicking on a primary colour on the vertical colour bar shown in the middle of the dialog box. Then you can click one of the radio buttons to the right to choose a colour space. The shade area to the left changes to display a gradient of all shades of the primary colour in the colour space you have chosen with the radio buttons. Now you can click a shade in the shade area to select the exact colour you want.

The preview box at the top right of the dialog box shows you the previous colour from which you started compared to the new colour shade you have chosen. Click “OK” to confirm your choice and apply the new colour to the selected gradient colour, or click “Add Swatch” to add your colour to the bottom row of the dropdown colour palette. After you have chosen both gradient colours, click the green “Add New Gradient” button.

The colours can also be reselected or adjusted at any time. If you change the size of the frame, the colour gradient you created will be adjusted accordingly to the new frame size, which also allows you to resize the colour gradient to be used as a background fill for the entire label.

### 3.5.5. Barcode Tool

DURAPRINT® allows you to create barcodes of types UPC-E, UPC, EAN 13, EAN 8, Code 128/EAN 128 (B), Interleaved 2 of 5, Industrial 2 of 5 and Code 39. Click the “Barcodes” tab to begin creating a barcode frame.

The screenshot shows a software interface with two tabs: 'Gradients' and 'Barcodes'. The 'Barcodes' tab is selected and active. Below the tab, there is a 'Barcode Type' dropdown menu currently showing 'UPC-E'. Below that is a text input field labeled 'Barcode Number:'. To the right of the input field is a 'Help' link with a question mark icon. At the bottom of the panel is a large green button with a white plus sign and the text 'Add new barcode'.

When the tab opens, click the Barcode Type dropdown listbox to select your desired barcode. Then enter the numeric code the barcode should represent in the “Barcode Number” field. Please make sure that the code conforms exactly to the type of barcode you have chosen, because otherwise the barcode generated may not be correct.

Click the green “Add new barcode” button to add the barcode to your design. This can take a few seconds depending on the speed of your internet connection. Since barcodes must have a fixed, prescribed size, they cannot be scaled by changing their frame size.

**Please note: the barcode number must be from a real barcode.**

### 3.5.6. Additional Functions

The “More...” tab provides additional tools that include precisely positioning, aligning, mirroring, rotating and duplicating graphic objects/frames.

## Precisely Positioning and Sizing Individual Objects in Your Design

By entering numerical values, you can move individual objects precisely to specific X and Y coordinates, or precisely adjust their width and height.

### Order: Moving Objects in Front of or Behind Each Other

If you have several frames on your workspace and they are overlapping or hiding each other, then you can order them relative to each other as follows:

- Bring forward (button image): this button moves the selected frame one position forward.
- Send backward (button image): this button moves the selected frame one position backward.
- Bring to front (button image): this button moves the selected frame in front of all other frames.
- Send to back (button image): this button moves the selected frame behind all other frames.

### Rotating the Currently Selected Object

To rotate an object relative to its current position, first click on the object to select it. Then click the right button (button image) shown next to the “Rotate” option to rotate it 90° clockwise, or click the left button (button image) to rotate it 90° counterclockwise.

### Mirroring Frames across the Centre Line

With some labels (e.g., inserts for table place card holders) it can be very useful to mirror objects across the centre line or centre fold. Mirroring automatically duplicates the objects as a mirror image so that they can be seen right-side-up from the other side of the label fold. The copy is automatically rotated by 180° across (an imaginary) centre line.

You can mirror any selected frames within a label, even when there is no specially marked fold line on the label. In this case, DURAPRINT® mirrors the frame across an imaginary centre line.

To mirror objects, select one or more frames (to select several frames, hold the Shift key down while clicking on each frame), and then click the button next to “Rotate around Page Centre Point.”

### Duplicate Selected Object

DURAPRINT® allows you to duplicate one or more objects. Click on the object you want to duplicate (to select several objects, hold the Shift key down while clicking on each object), and then click the button (button image) shown next to “Duplicate Selected Element.” This creates a duplicate of the selected frame(s), which you can now move anywhere you want on the workspace.

If you want to make several duplicates of an object, click on it with the mouse to select it, and then enter the desired number of duplicates in the “Amount” field. If you want to simultaneously space the duplicates of the object relative to each other in the X and/or Y directions, you can also do this by entering the desired spacing distances in the “move x” and “move y” fields. Then click the button (button image) shown next to “Duplicate Selected Element.”

### Aligning Objects to Each Other

DURAPRINT® allows you to align the edges of several objects to each other. You can select several objects by holding the Shift key down while you click on each object. Note that the first frame you select is the frame to which the other objects will be aligned. Then click the corresponding Alignment button.

- Align left: the left edges of the other objects selected will be aligned to the left edge of the first object selected.
- Align right: the right edges of the other objects selected will be aligned to the right edge of the first object selected.
- Align top: the top edges of the other objects selected will be aligned to the top edge of the first object selected.
- Align bottom: the bottom edges of the other objects selected will be aligned to the bottom edge of the first object selected.

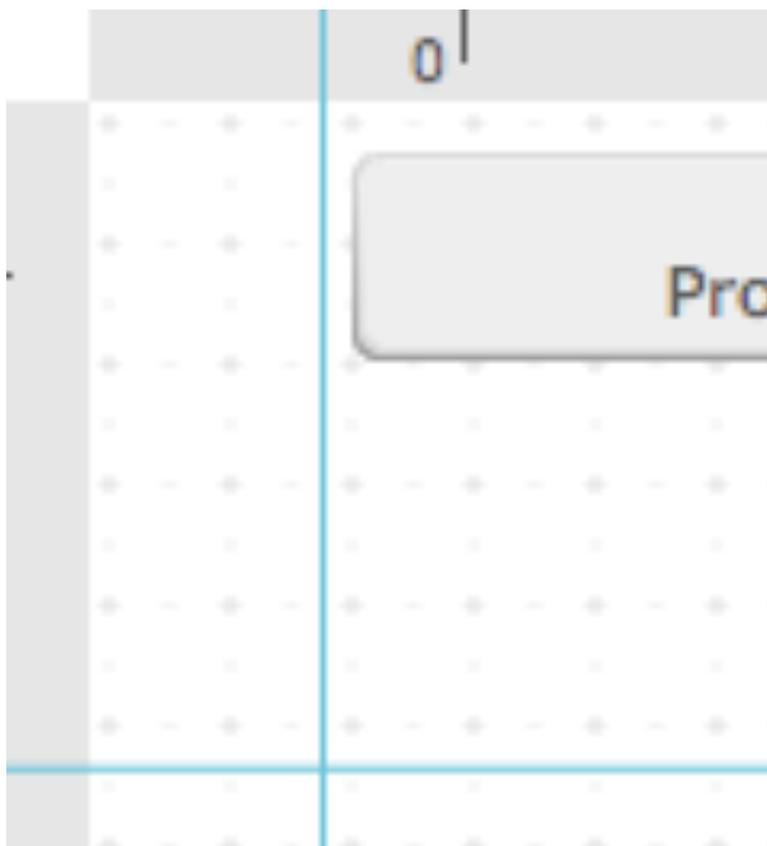
### 3.6.Zoom Function

Using the Zoom slider or the + and - buttons, you can zoom the view of your design in or out on the Design workspace. If the label is not completely visible after zooming the view, a hand icon will appear to the right of the slider, and you can click the hand to change the mouse pointer to a pointing finger, which also changes the hand icon to an arrow. Now click on the label and hold the mouse button down to drag the label around until the part you want to see comes into view. To leave dragging mode, click the arrow icon to change the mouse pointer back to an arrow and the icon back to a hand.



### 3.7.Guidelines

You can create guidelines on your Design workspace by simply using the mouse to click and drag a vertical or horizontal guideline out of the vertical or horizontal ruler shown at the top and left edges of the workspace.



## 3.8.Design Toolbar

The toolbar on the right side of the Design workspace has two modes: Single Label Mode (individual designs on each label) and Database Mode (mail merge). In single label mode, you can manually design each individual label. In mail merge mode, you start by designing just one label, on which you include and link appropriate database fields. The database function then automatically generates as many labels as there are data rows in the database or in the range of rows you defined on the previous Database screen. This single design is duplicated on each label but with varying content depending on what is entered in each row of the database.

### 3.8.1. Single Label Mode

In **Single Label Mode**, you see an overview of the label sheet template for your current project on the right hand side.

Shown above the sheet overview are two options to either “**Apply changes to all cards**” (cards=labels) or “**Apply changes only to selected card.**” If “all cards” is activated, then changes made to the design of the selected label will also be applied automatically to all other labels. This makes sense, for example, when you want to change or duplicate the graphics on all labels.

Below the sheet template overview are options allowing you to add new pages (label sheets), and to copy or delete labels.

**If you are satisfied with your designs, click Step 3 in the navigation bar to generate the PDF print file with all of your individually created label designs.**

### 3.8.2. Database (Mail Merge) Mode

In **mail merge mode**, you start by creating just one label design to which you link database fields, and which is then initially duplicated and applied automatically to all labels of the product label sheet you chose when you created the project. It also automatically adds pages (i.e., new label sheets) to the project to accommodate as many labels as there are data rows in the database or in the range of rows you defined on the previous Database screen.

Label	Type
Olivier	Text
Brauen	Text

Link data field

Current Data Row  of 56

Drag and drop fields from the list to your design or select a field and link using the 'link data' button. Select 'back to single view' to revert to single view so you can check the design etc.

In database mode, the navigation bar at the top of the screen changes by adding Database as Step 2 (the later steps are moved to the right and their numbers increased by 1). Click Step 2, Database to go to the database screen, which allows you to upload your database file for mail merge. Click "Browse" and then navigate to and select the database file on your computer, then click "Open" to upload the file into the Database screen, where it is displayed as a table with rows of data. **Please note that the database file must have been saved in CSV format for this function.**

## 4.PDF - Print(Step 3/ Step 4)

### 4.1.Print Preview

A print preview of your design is shown on the left side of the Print screen. If you are using several sheets/pages, you can review the individual sheets by using the “Sheet” spin button shown below the preview area to select a sheet. If the individual sheets are longer than can be displayed in the preview area, use the scroll bar to the right to scroll the sheet up and down.

### 4.2.Selecting Start Position

Many of the PC-printable Durable products have several individual labels on one sheet. By using the “Start position” spin button shown below the preview area, you can specify, with which of these labels printing should start. When you change the start position, the result is displayed immediately in the preview in that the labels before the chosen start label are shown as blank labels. Note that the start position spin button begins with 0 for the first label on the sheet!

### 4.3.Printing

To print the label sheet designs you have created, which are generated here as a PDF file, you will need Adobe Reader.

If it is not already installed on your computer, you can download it for free from many internet sites.

Click the “Generate PDF now” button to create and then print from Adobe Reader a PDF file of your finished label sheets. It begins by opening a dialog box showing you the recommended settings for Adobe Reader to print the sheets correctly (see below). After you have read the information, click “OK” to continue. Adobe Reader opens and shows you the content that will be printed. Now click the “Print” toolbar button in Reader, adjust the print settings as described in the dialog box shown previously, and then click “OK” to start printing your label sheets.

Tip: We recommend that you make test printouts on normal paper before you start printing on the actual Durable insert label sheets.

### 4.4.Saving Your Document

To save your design, click the “Save” button shown as the only button in the Menu Bar at the top of the Design workspace. In the window that opens, you can click “Save online” to save the current document online on the DURAPRINT ®server, or click “Save to your PC” to save it on your local computer as a document with the .DURAPRINT filename extension. Both options allow you to reload the document later for modification or reuse (see Section 1, “Selecting a Project.”)

**Warning! The project can only be saved correctly when the project name you enter consists only of letters and numbers.**