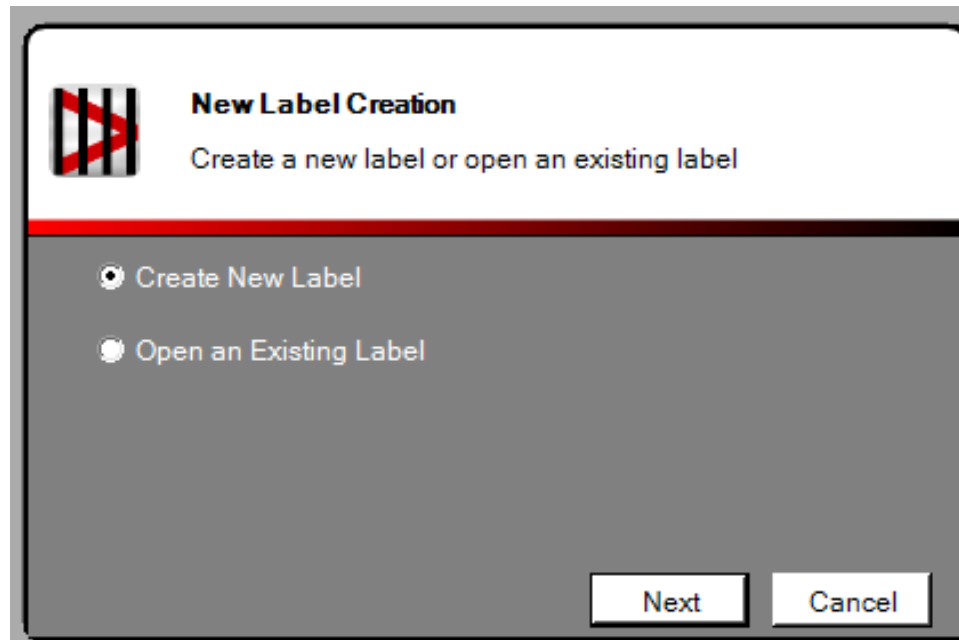


ID Automation Barcode Label Software.

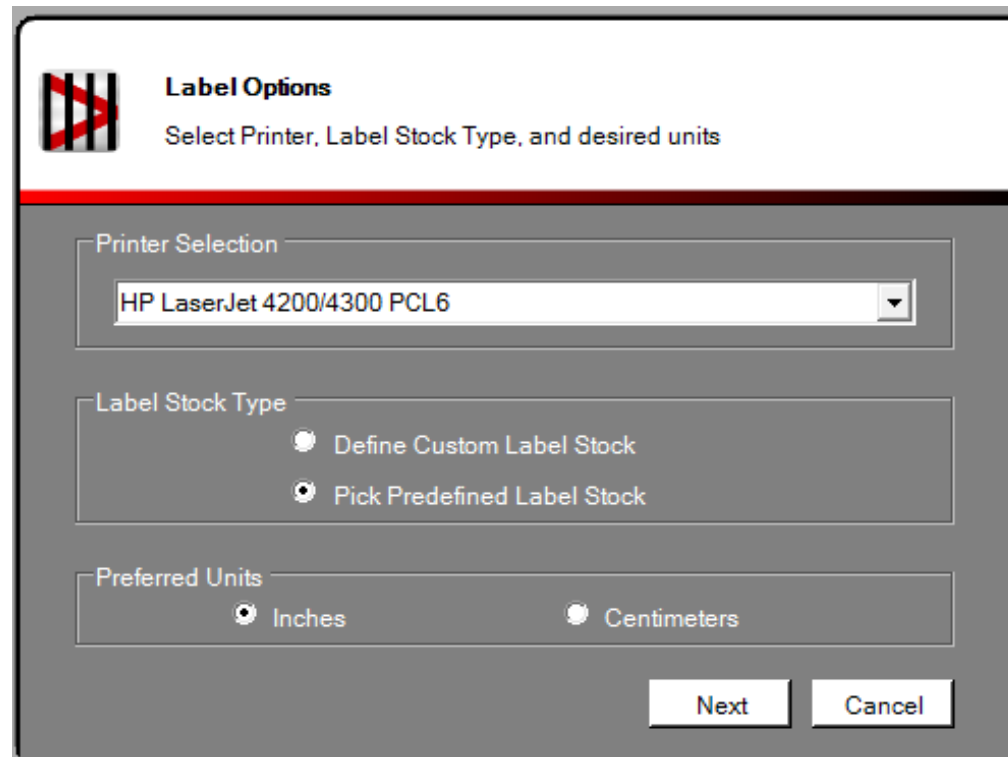
Program is free to download and use by non-profit and school libraries.

- Insert memory stick and **Open folder to view files**, when prompted.
- To **Run** program, double click on ***IDAutomation Barcode label Design Application – Free.exe***



- Click ***Create a New Label*** and ***Next***.

Setting up a Pre-defined label stock.



Label Options
Select Printer, Label Stock Type, and desired units

Printer Selection
HP LaserJet 4200/4300 PCL6

Label Stock Type
 Define Custom Label Stock
 Pick Predefined Label Stock

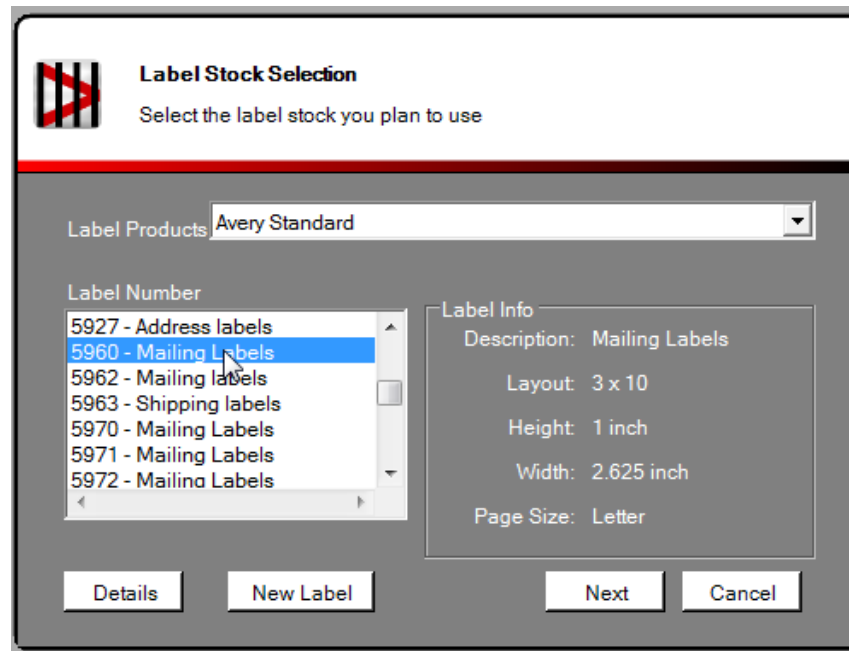
Preferred Units
 Inches Centimeters

Next Cancel

- Select the printer to which you will print these labels.

Note: If designing a label to run on the library printer at your different sights, you will have the opportunity to change the printer before you print.

- For this first example, select **Pick Predefined Label Stock** and **Inches**.
- Click **Next**.



Label Stock Selection
Select the label stock you plan to use

Label Products: Avery Standard

Label Number

- 5927 - Address labels
- 5960 - Mailing Labels
- 5962 - Mailing labels
- 5963 - Shipping labels
- 5970 - Mailing Labels
- 5971 - Mailing Labels
- 5972 - Mailing Labels

Label Info

Description: Mailing Labels

Layout: 3 x 10

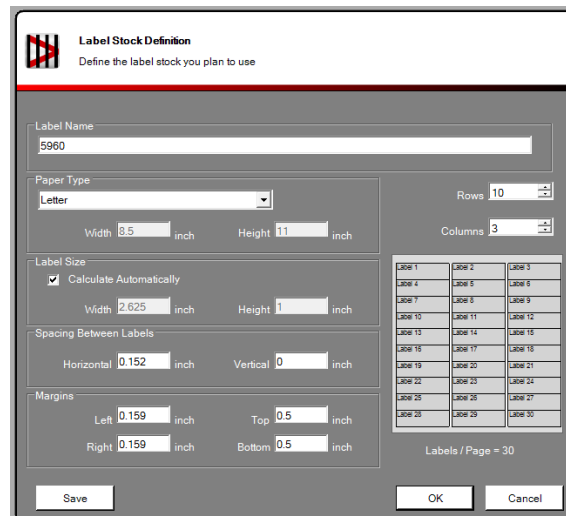
Height: 1 inch

Width: 2.625 inch

Page Size: Letter

Buttons: Details, New Label, Next, Cancel

- Select the brand and label number of your label stock.
- Click **Details** if you wish to see more detail about the label size.



Label Stock Definition
Define the label stock you plan to use

Label Name: 5960

Paper Type: Letter

Width: 8.5 inch Height: 11 inch

Rows: 10 Columns: 3

Label Size

Calculate Automatically

Width: 2.625 inch Height: 1 inch

Spacing Between Labels

Horizontal: 0.152 inch Vertical: 0 inch

Margins

Left: 0.159 inch Top: 0.5 inch

Right: 0.159 inch Bottom: 0.5 inch

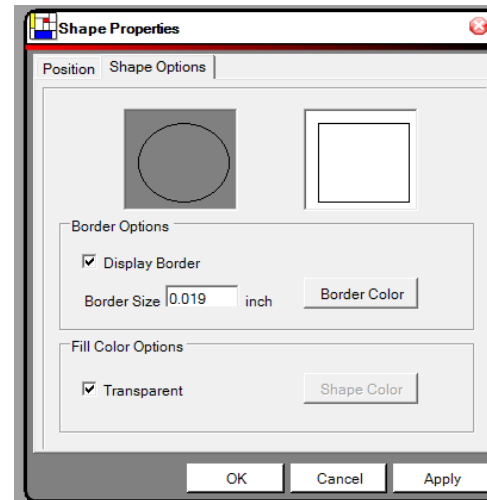
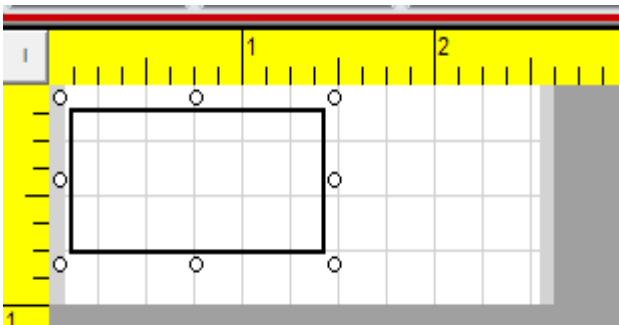
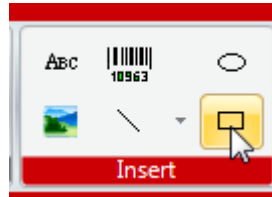
Labels / Page = 30

Buttons: Save, OK, Cancel

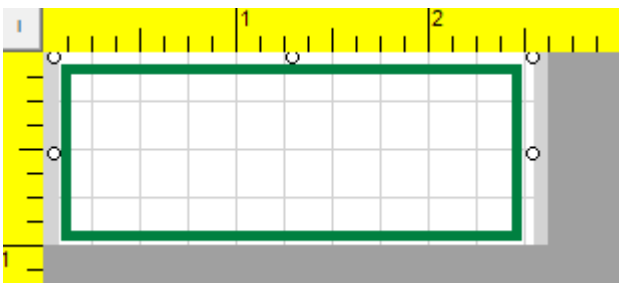
- Once you are sure you have selected the correct label stock, Click **Next**.

You are now ready to add the elements to your label. Insert a barcode, image, text, line, square or oval.

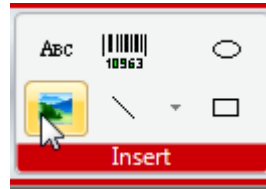
- To create a border, insert a **box** from the Insert menu.



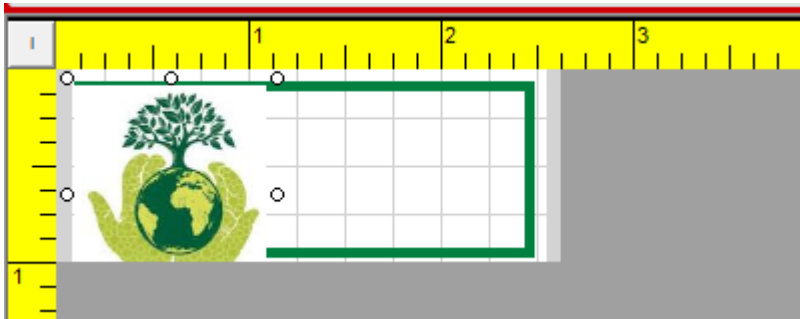
- Drag the corners or sides of the box out to the edges of your label.
- Double click on the box to set properties such as colour, line width and fill.



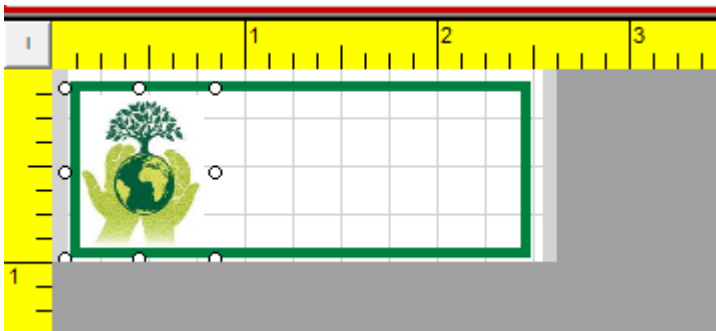
- Next, find and insert an image.



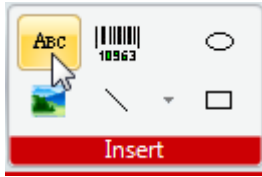
Unless you already have an image saved on your computer, you'll need to find an image, save it as .bmp, .jpeg, .gif, .tif or .png. You may also need to resize your image in Paint if it's way too large for your label.



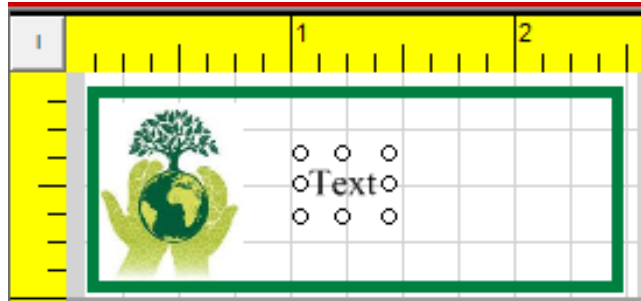
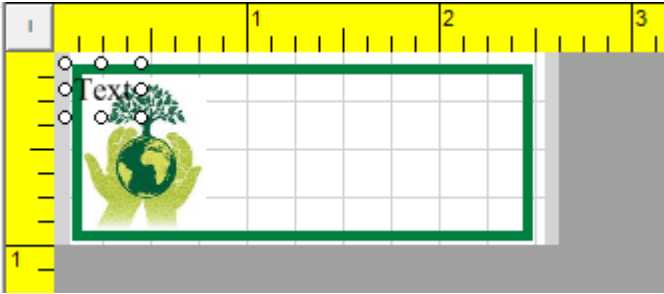
- Drag the corners or sides of the image to resize it as you wish. Drag the image where you want it.
- Right-mouse click on the image to Rotate, set the order (send backward or forward in relation to other elements on your label).



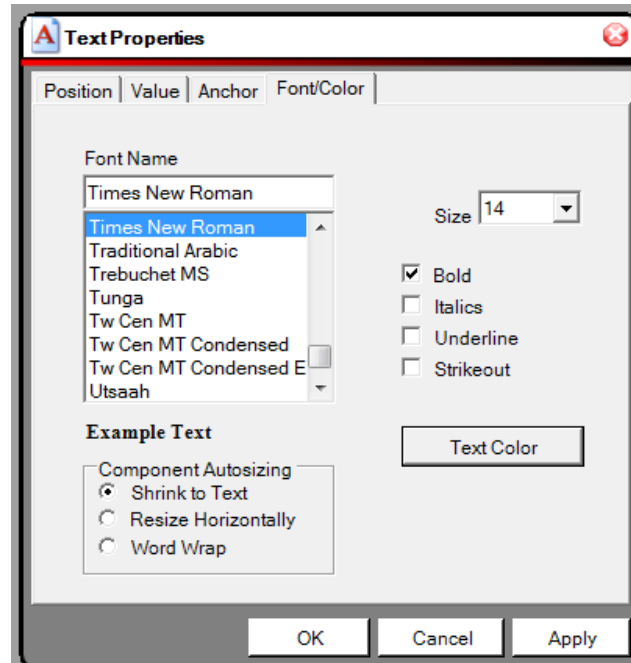
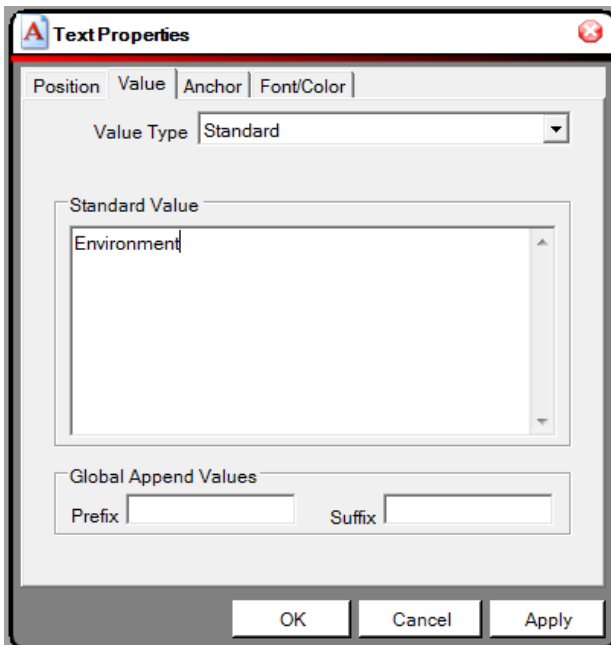
- Next, **Insert text.**

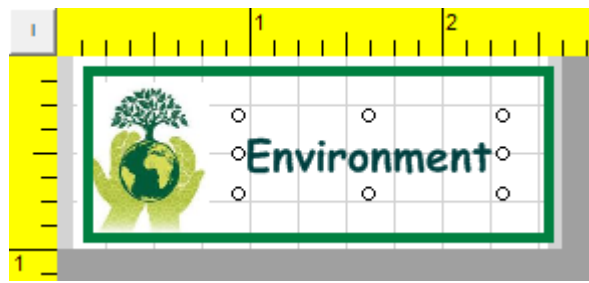


- Drag your text box into the desired position.

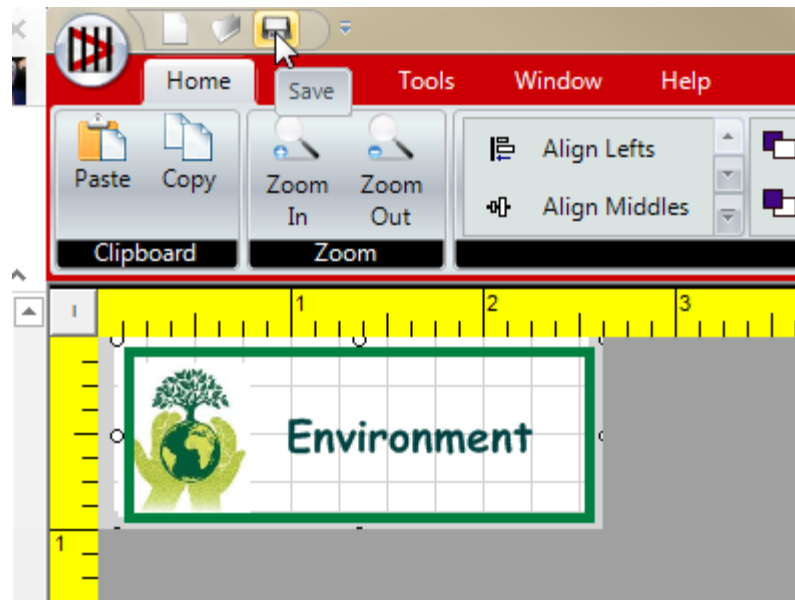


- Double click on the text box to type in your desired text and select the font and colour.
- Click OK when finished.





- Right-mouse click on the text box to rotate or change its order in relation to other elements on your label.

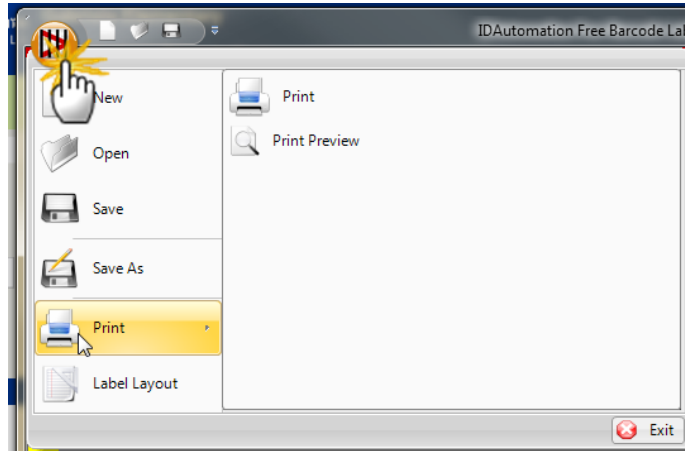


- Click on the **“Save”** icon.

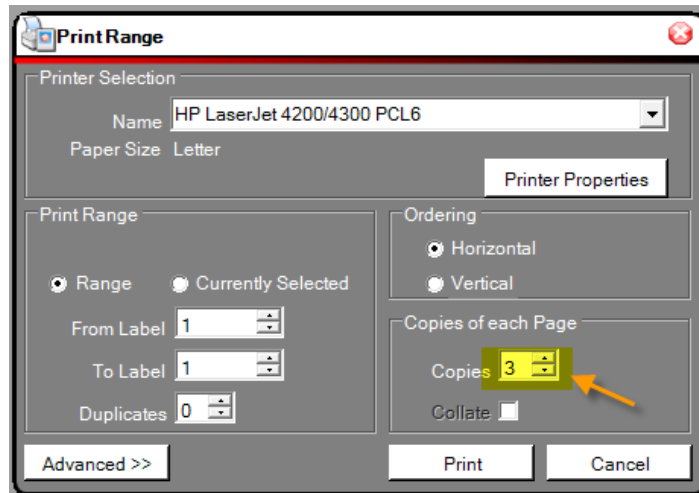
Note: If you want to be able to transfer your label templates between your schools, make sure you save your label to your memory stick.

To print...

- Click the **IDAutomation icon** and select **Print** from the resulting menu.



- Set which printer to use, if other than the one displayed.
- Change the source tray, if not using the printer's standard paper tray, by clicking **Printer Properties** and selecting the appropriate tray.
- Choose the number of copies of this label you want to print.




- Click the **Print** to print.

Importing Label Content from and External Data Source.

The IDAutomation label designer allows you to import data from Excel, plain text files or Access– into your label.

Example: Print extra large call# and title labels to identify laptops that are used with VEX IQ resources.

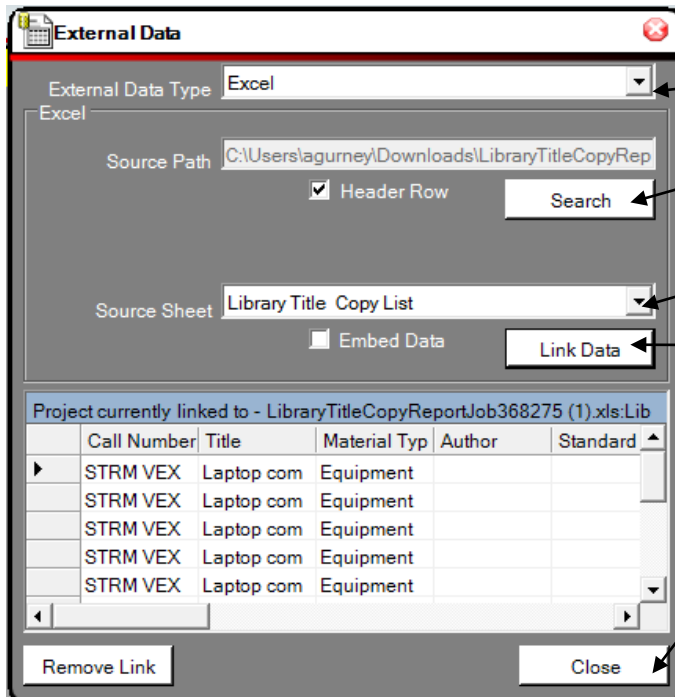
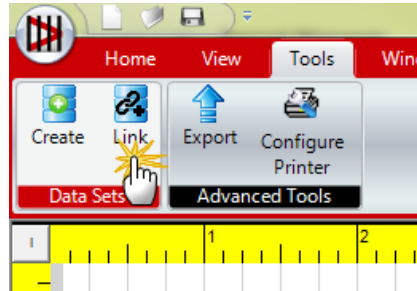
In Destiny...

 Laptop computer for use with VEX IQ resources [equipment].		
Copies at Professional Resources & Aboriginal Collection		
Call #	Barcode	Status
STRM VEX LAPTOP-01	DIST01534	Due: 22/12/2017
STRM VEX LAPTOP-02	DIST01535	Due: 22/12/2017
STRM VEX LAPTOP-03	DIST01536	Due: 22/12/2017
STRM VEX LAPTOP-04	DIST01537	Due: 22/12/2017
STRM VEX LAPTOP-05	DIST01539	Due: 22/12/2017
STRM VEX LAPTOP-06	DIST01538	Due: 22/12/2017
STRM VEX LAPTOP-07	DIST01540	Due: 22/12/2017
STRM VEX LAPTOP-08	DIST01541	Due: 22/12/2017
STRM VEX LAPTOP-09	DIST01542	Due: 22/12/2017
STRM VEX LAPTOP-10	DIST01543	Due: 22/12/2017
STRM VEX LAPTOP-11	DIST01544	Due: 22/12/2017
STRM VEX LAPTOP-12	DIST01545	Due: 22/12/2017

- Produce a Title & Copy List Report of these laptops selecting Microsoft Excel as your output format.
- View and save.

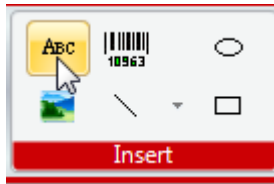
In IDAutomation...

- Click **New**.
- Choose your printer and **Label Stock Type**.
- On the menu bar, click Tools, and select Link from the resulting menu ribbon.

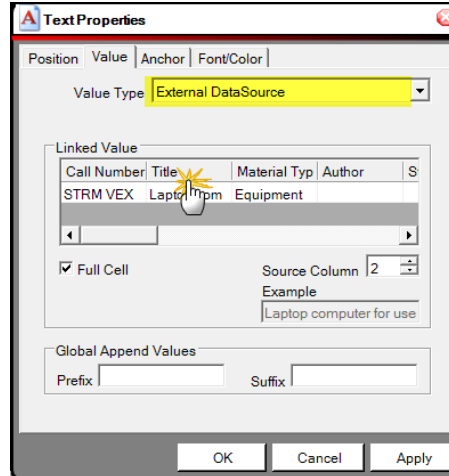


- Choose Excel
- Find the Excel table you just downloaded from Destiny.
- Select the appropriate sheet from your Excel workbook.
- Click **Link Data**.
- **Close**.

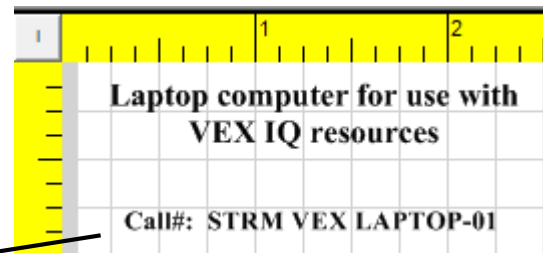
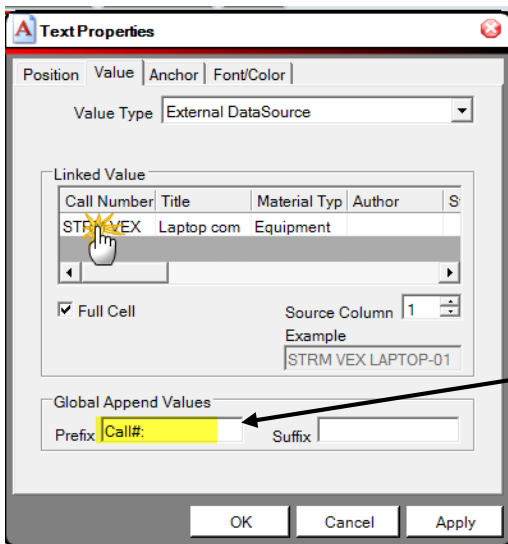
- Go back to **Home** on the menu bar and **Insert Text**.



- Double click on the resulting text box.
- Change the **“Value Type”** to **External DataSource** and click on the column you want to import into this element on your label.
- Click **Apply** or **OK**.

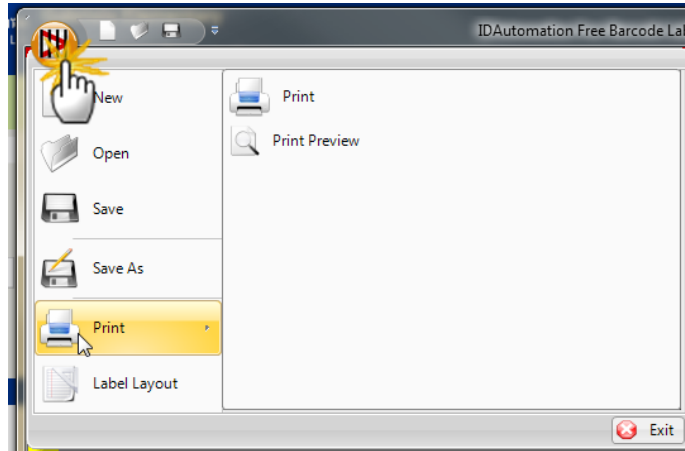


- Double click the text box again if you need to change font, wrap the text, etc.
- Repeat to insert data from other columns in your table.



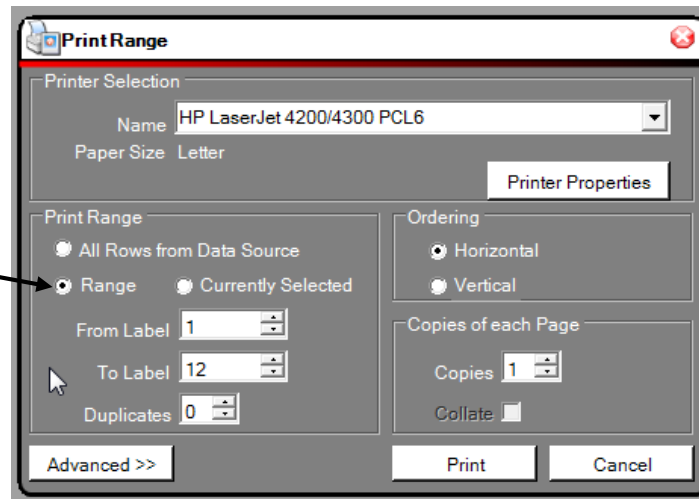
To print...

- Click the **IDAutomation icon** and select **Print** from the resulting menu.



- Set which printer to use, if other than the one displayed.
- Change the source tray, if not using the printer's standard paper tray, by clicking **Printer Properties** and selecting the appropriate tray.
- Choose the number of copies of this label you want to print.

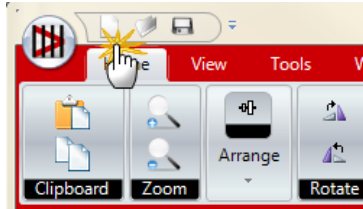
- Print all of the rows in your source data, or select which row(s) to print.



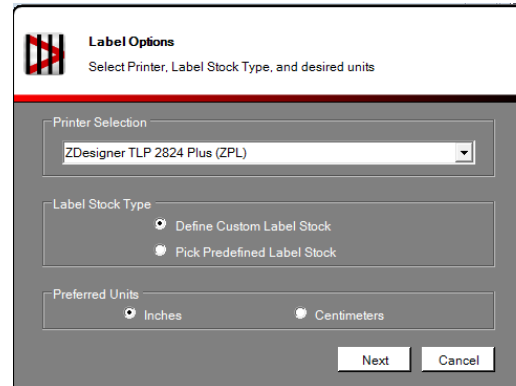
- Click the **Print** to print.

Setting up a custom label.

- Click the **New Label** icon.



- Select the printer to which you will print these labels.
- Choose **Define Custom Label Stock**.



- Name your label stock.
- Paper type for most printers will be **Letter**.

Except... your **Zebra** will be **User Defined** or **Custom**.

- Uncheck **“Calculate Automatically”** and enter your label’s actual **width** and **height**.
- Set **Margins** at **0**. You may need to adjust this after you run a test print of your finish label design.
- If this is a label size you will re-use for other label designs, **Save** it to your USB drive then click **OK**.

