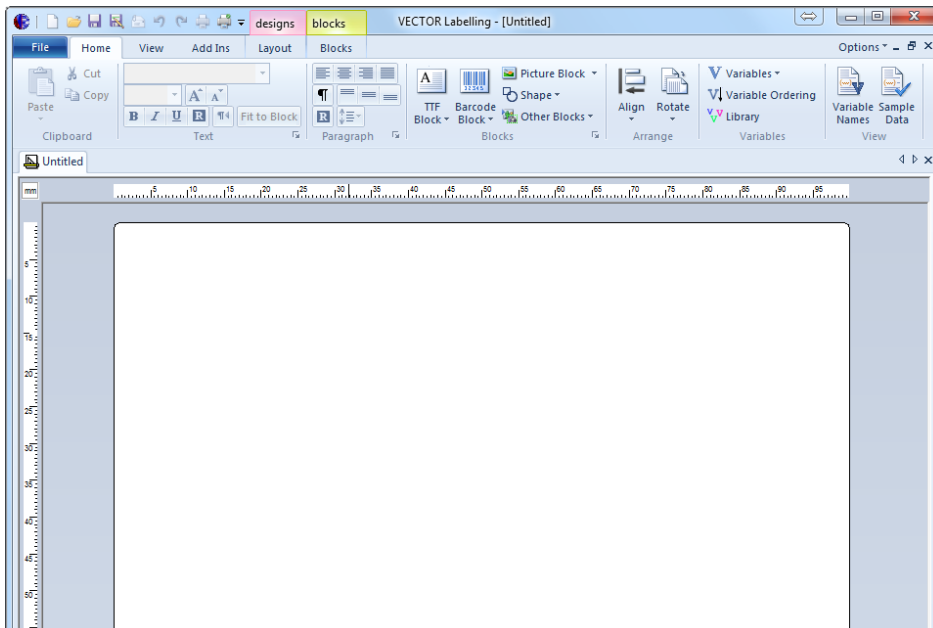


## Vector 6 Professional User Guide

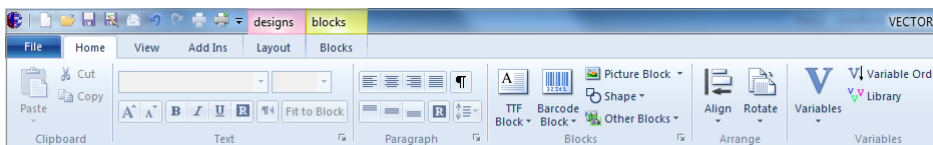
Vector 6 Labelling is a professional software package for the production of labels. The software is a very powerful application with many features to accommodate the many different tasks that each business may require. This guide is designed to accompany training and covers the basics of label design.

### Basic Navigation

The main screen has standard Microsoft Office Style features.



This is how the toolbar looks when you have a label open on screen and it provides access to the main tools for designing labels.



#### DOCUMENT DETAILS

Document version 2.0  
Updated 1 December 2016

#### PRODUCT DETAILS

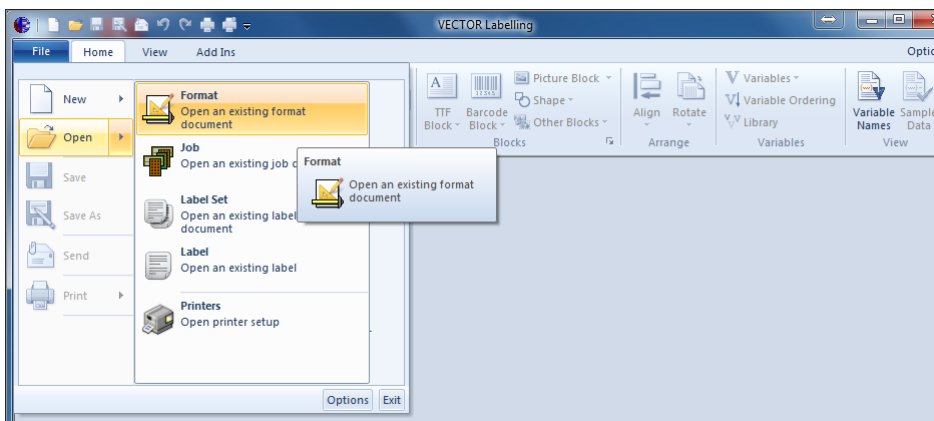
Vector 6

#### TECHNICAL SUPPORT

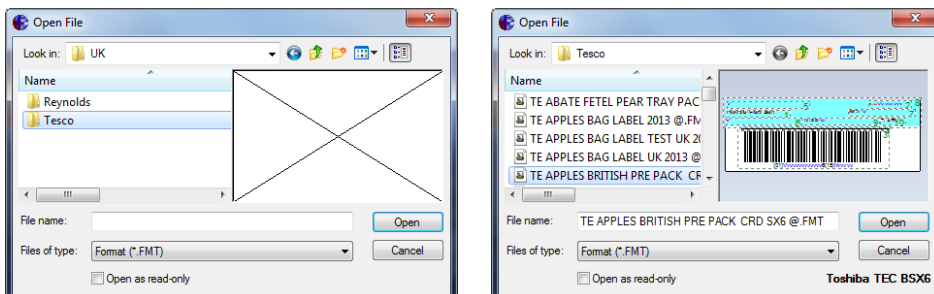
[www.progressive-id.co.uk](http://www.progressive-id.co.uk)  
[support@progressive-id.co.uk](mailto:support@progressive-id.co.uk)  
Tel: 01732 850070

## Opening a label format

To open a label format click File > Open > Format or click on the Folder icon in the quick access toolbar.



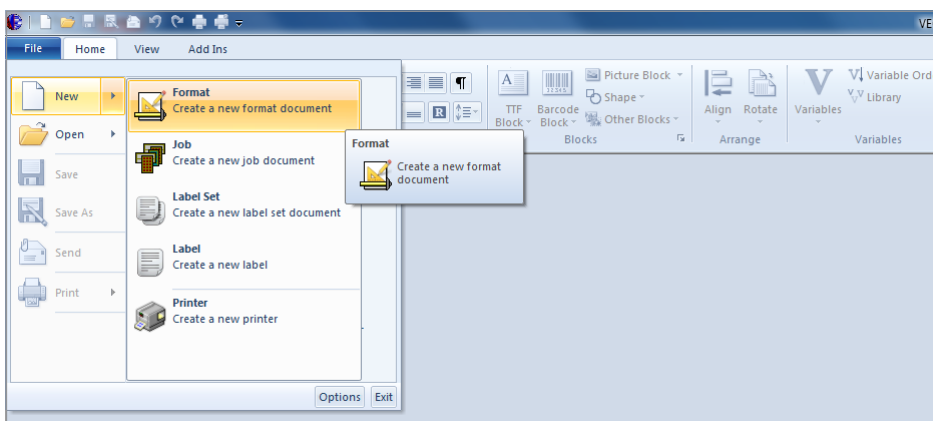
The default directory for the formats is the FMT directory. The Microsoft Windows file architecture allows files to be organised in whatever way you like.



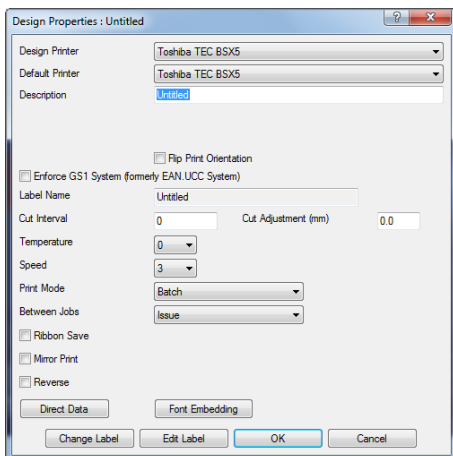
When a format is highlighted in the browse dialogue box you will see a preview of design to help ensure you have selected the correct format. When the required format is selected click on Open to open the format into the main window for printing or editing.

## New Format

To start a new format either click the new button from the quick access toolbar or click File > New > Format. For the purposes of basic training please ignore the Job, Label Set and Label options.

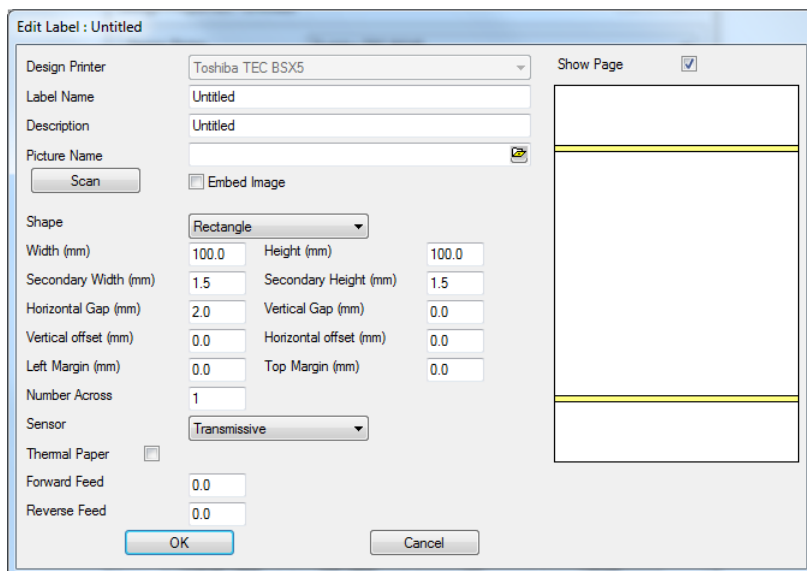


You will then be presented with a screen offering Printer, Speed and Temperature options.



Temperature and speed settings options are dependent on the printer driver settings of the currently selected design printer. In most installations involving the Toshiba B-SX5 printers the temperatures should not need to be set over +2. If higher settings are required to achieve good print quality please contact a member of the support team at Progressive ID Limited; prolonged use of excessive temperatures can will result in printer damage.

Format dimensions can be applied by clicking on the Edit Label button on the screen. Here you can set the label dimensions including width, height, horizontal gap, and number of labels across. This is also where the sensor type is chosen.



## Sensor settings

Different label stocks require different sensor settings. Here is a basic guide to choosing the correct sensor settings.

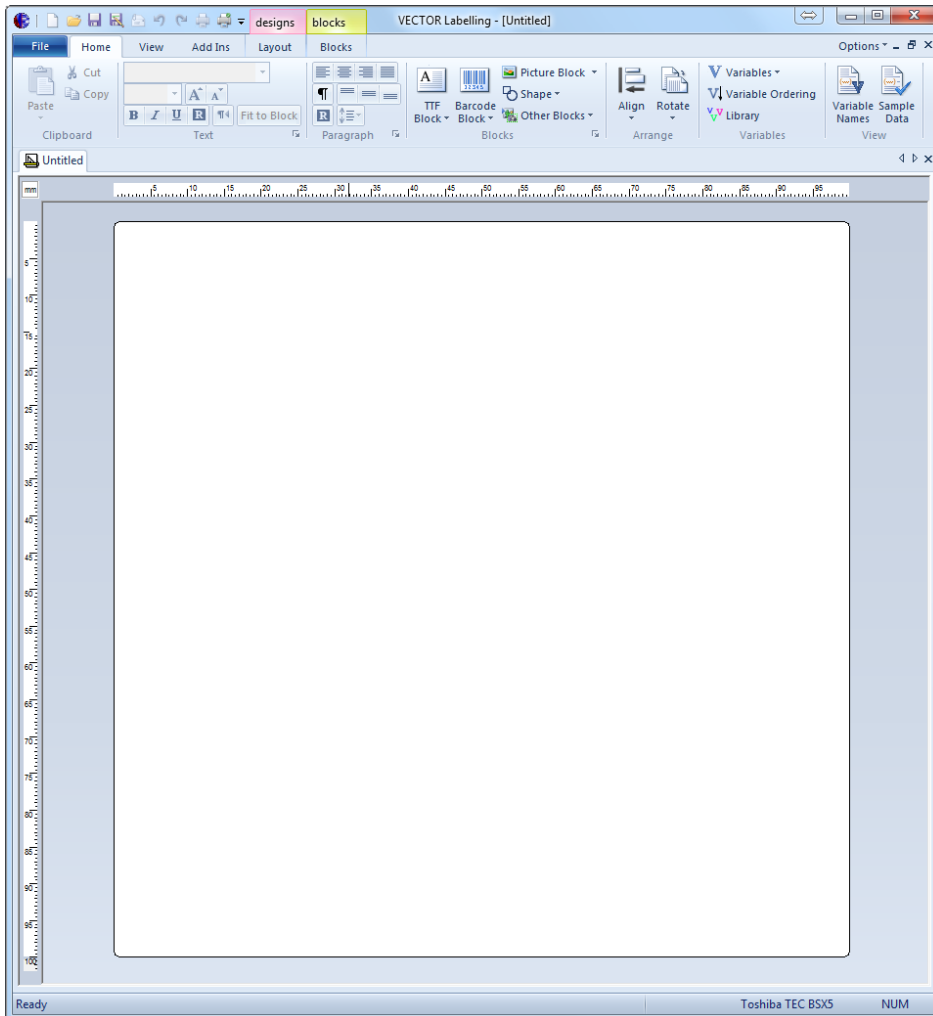
SENSOR	LABEL TYPE
Transmissive	Plain self-adhesive label
Reflective	Plain card with a black line registration mark
Transmissive (PrePrinted)	Preprinted self-adhesive label especially with colour and graphics
Reflective 3 (Label)	Clear self-adhesive label with a black line registration mark

These are the primary options that will be in the day to day use. The other options shown should be used under guidance from Progressive ID Limited. If no ribbon is being used (direct thermal materials only, please check for sustainability) place a tick in the Thermal Paper box.

When a background image is required you must browse for the image required in the Picture Name section shown above. To embed the image permanently onto the design you must tick Embed Image. This picture is for display purposes only and will not print.

## New Format Elements

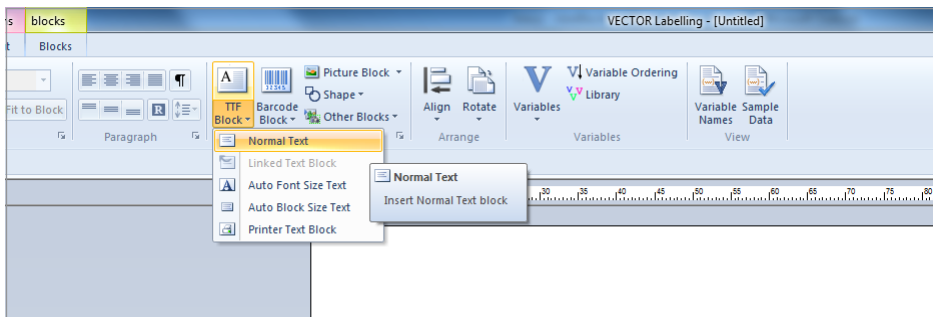
A new format will be displayed in its own Window with Home tab visible across the top.



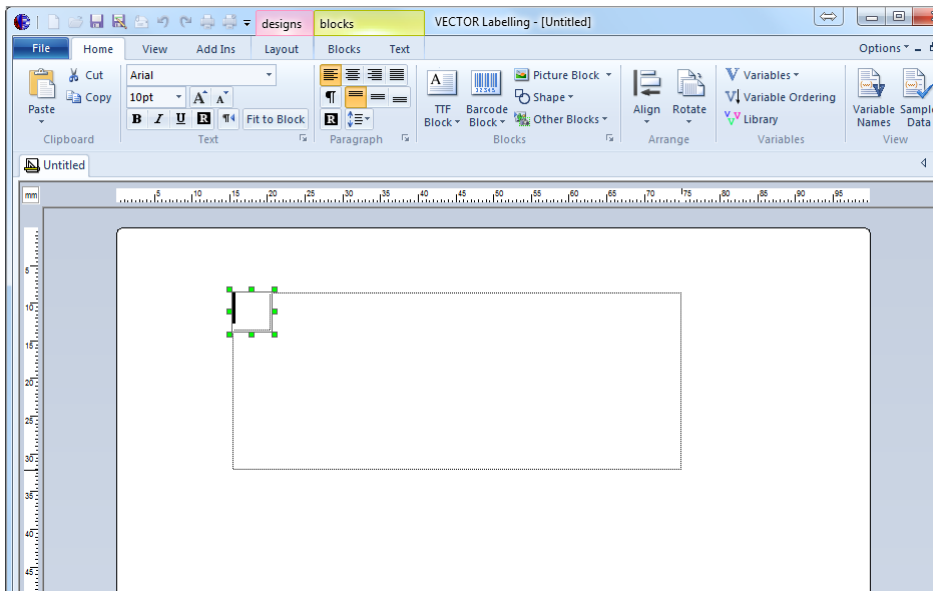
## Text Blocks

The most frequently used data field type is the Text Block. In almost all cases the Normal Text tool is used to add a text box to a label. It is sometimes necessary to use the Printer Text Block option when sequential numbers are used, but in general use the True Type Fonts provide the most flexible and visually versatile choices.

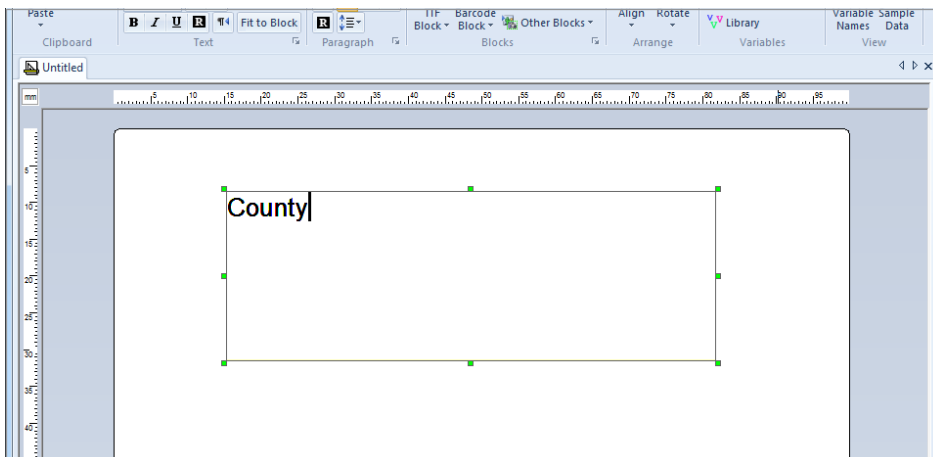
To create a Text Block on the label single click on the TTF Block button and position the cursor on the label.



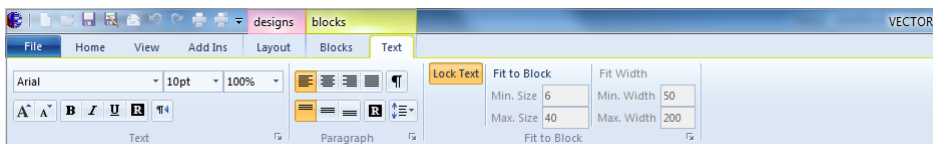
Hold down the left mouse button and drag field open to approximately the size required.



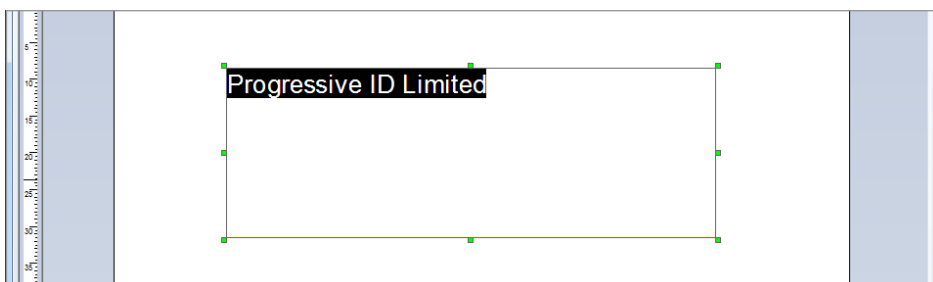
As soon as you let go of the mouse button the cursor will appear within the text box allowing text entry in text box edit mode.



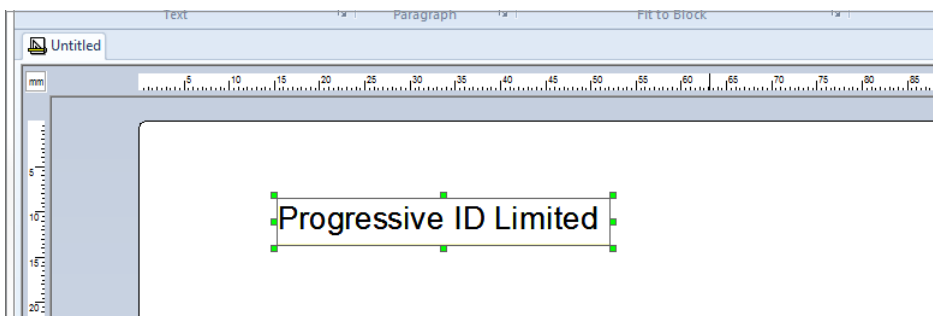
Whilst in the text box edit mode the main toolbar along the top of the screen changes to provide text formatting features including Font selection, size, width control, underline, italic and reversal as well as justification. The same controls appear on both the Home tab and the Text tab.



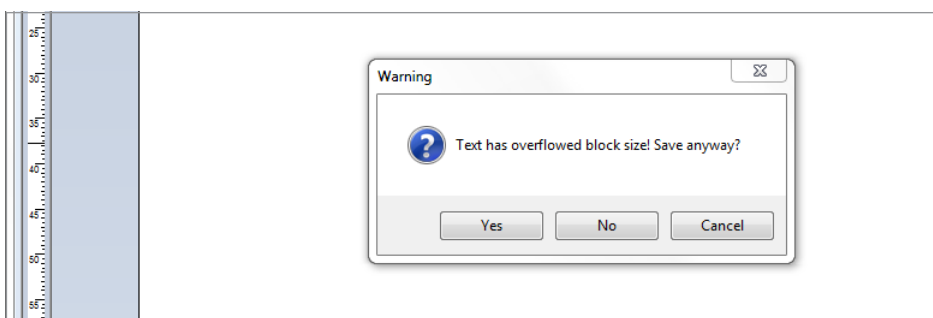
You must highlight text characters before any changes will take effect. To highlight the characters place the mouse arrow to the right of the text and drag the mouse across the text. Once highlighted the toolbar can be used to make changes.



To avoid data loss due to text boxes overlapping it is advisable to keep text boxes as small as possible.



If you make the text box too small you will be presented with this error message.



This message indicates that the field contains information that is too large for the size of the of the box provided. To correct the problem you need to enlarge the field size. Always ensure that text box is big enough but not too big.

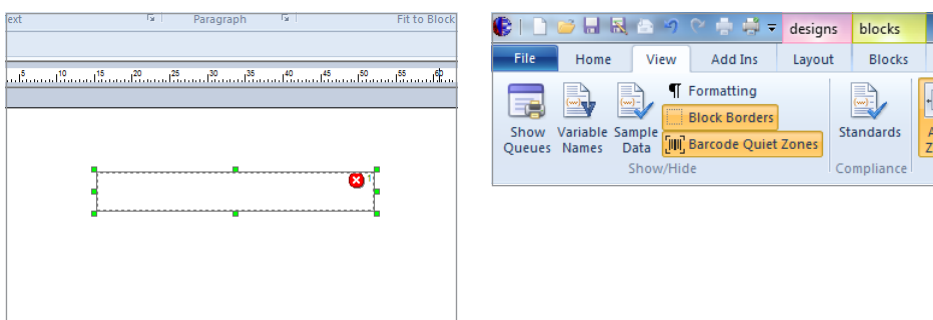


Variable information in a text field should be tested with the longest data combinations which may be used by the design; this will be covered in detail later. The optimum size for a text box is to have the box just a bit deeper than the cursor or highlighted area when text is highlighted. The width of the box is dictated by the length of the data in the box. With fixed information the box can be tight against the last character in the field. With variable information please refer to variable text later in this document.

#### TESTING WITH DATA

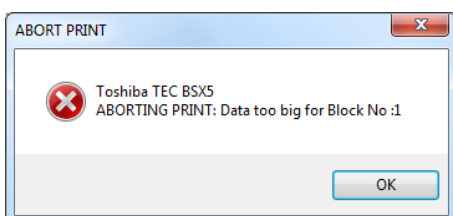
For example with an origin variable, test with Dominican Republic rather than Cuba, or Northamptonshire rather than Kent.

This picture shows how a text box that is too small will present itself to an operator.



The red error warning in the corner will show when the Block Borders button on the View tab is active, indicating that the block is too small for the content.

If you manage to design a label with a text field that is too small and all warnings are ignored when you try to print the label you will be presented with the following error message.



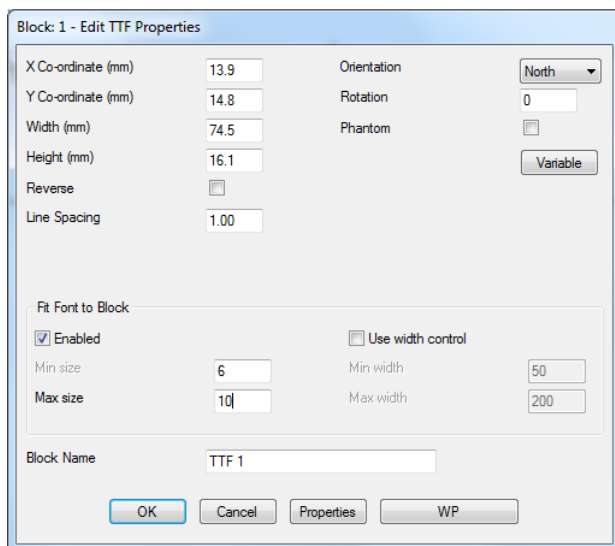
This message will show if the box is too small for the fixed information contained within it or if variable information that gets supplied at print time is too large for the area supplied.

Each field on a label format will have an identification number. This example tells you that Block No. 1 has a fault. When there are multiple fields on a design you can easily identify the field number of the currently highlighted field by looking in the bottom right hand corner of the screen.



Use the TAB key to cycle through the different fields on a label to locate the block that is causing problems.

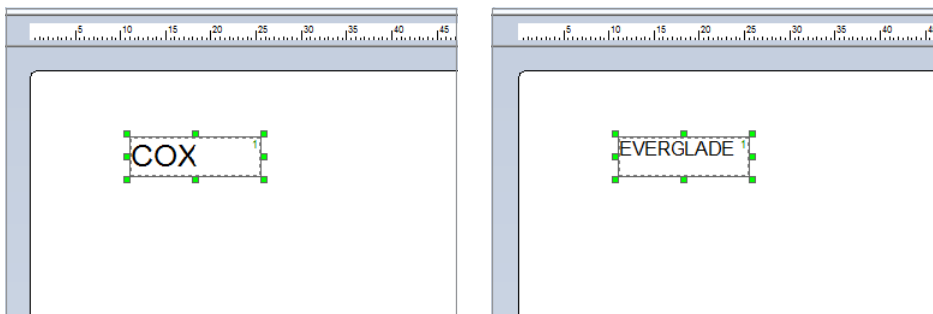
In some instances it is necessary to restrict the text block to a fixed size that is smaller than the largest data combination. In these cases you can enable Fit Font to Block by clicking on the text block Properties button whilst in the Edit Text block mode.



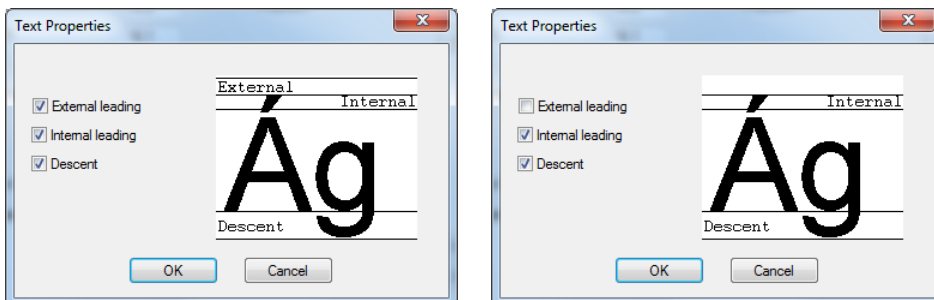
When enabled this allows the user to specify a maximum size that the font is able to be printed. If the data that is being printed reaches the block size limits the font will automatically be reduced in size to the largest size that will fit in the block. You can also set a Minimum size that you do not want the font to get smaller than.

The use of width control can be used in conjunction with Fit Font to Block to maximise space without reducing the height of the text characters. Typical settings to use are Minwidth = 75 (%) and Maxwidth = 100 (%).

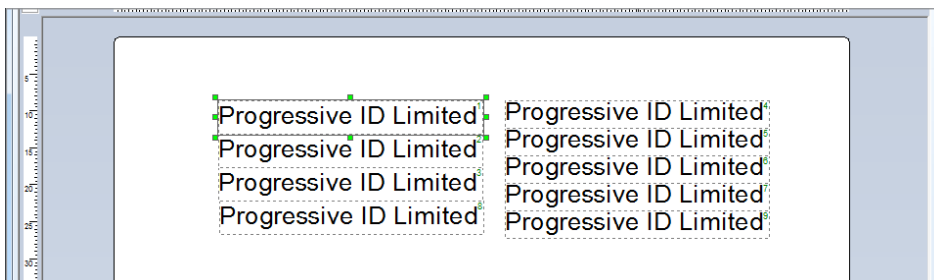
These pictures show the same text box being populated with two variables of different lengths. You can see that the box has remained the same size whilst the text on EVERGLADE has automatically shrunk.



To avoid text boxes from overlapping and potentially blocking out data from being printed, you can also click the properties button to adjust the Text Properties boundaries.



The text blocks in this picture have been optimised with the heights reduced to their limits. Both contain text set at 11pt Arial. The blocks on the left have got the default settings applied in the properties section of the text block. The blocks on the right have had the all of the boundary options deactivated except Descent to the space above and below the text.



## Variable Data

Variable data can take a number of different forms. The most frequently used include the following:

### Prompted

Keyboard entry data which is asked for at print time. Typical uses of this variable type are where data changes every time the label is sent to print. This data is not stored in a database and no spell checks are made against what is entered. Guidance as to what data should be entered can be offered in the prompt that gets shown to the operator at print time and Input Masks can be used to restrict character entry.

In some cases prompted variables are used to create specialised links between Vector and Front End Modules such as the DDO Depot Date Offset automation software. This will be explained in more detail in a separate appendix.

### Database

This variable type provides a permanent link between the label format and a database/s of relevant information that is required at print time. A database linked label format can be used to provide a standardised template that is used to generate labels for a large number of products. It avoids the need to keep redesigning a label every time the data changes, as long as the database is kept up to date the label format will be automatically kept up to date.

Variable data can be used in text fields, barcodes, picture lookup blocks, and can be used directly as printable items as well as phantom block providing print time feed back and instruction.

Other variable types include:

### Sequential numbers

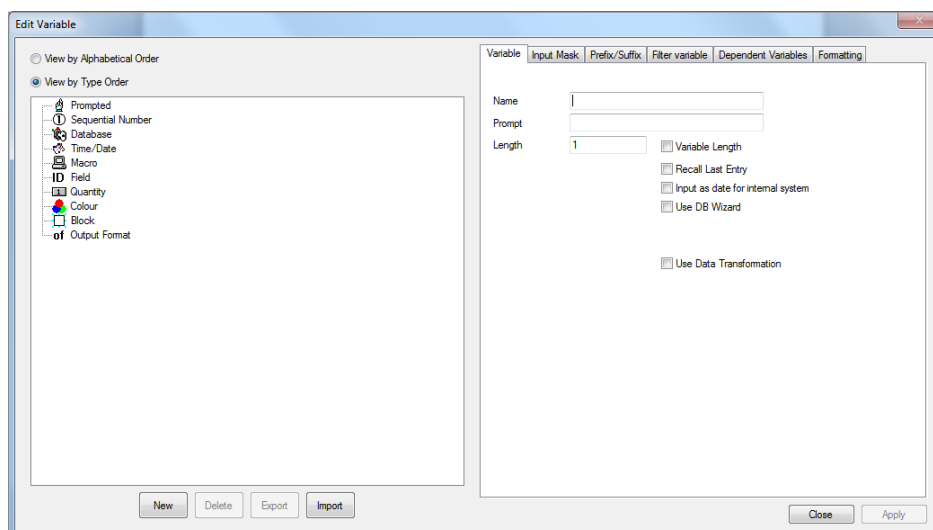
This variable will provide a counter which can be configured to calculate changing numbers on a batch of labels.

### Macro

This option can be used to perform scripted actions. It can also be used to add fields together, calculate check digits, strip unwanted characters from other variables.

## Prompted Variables

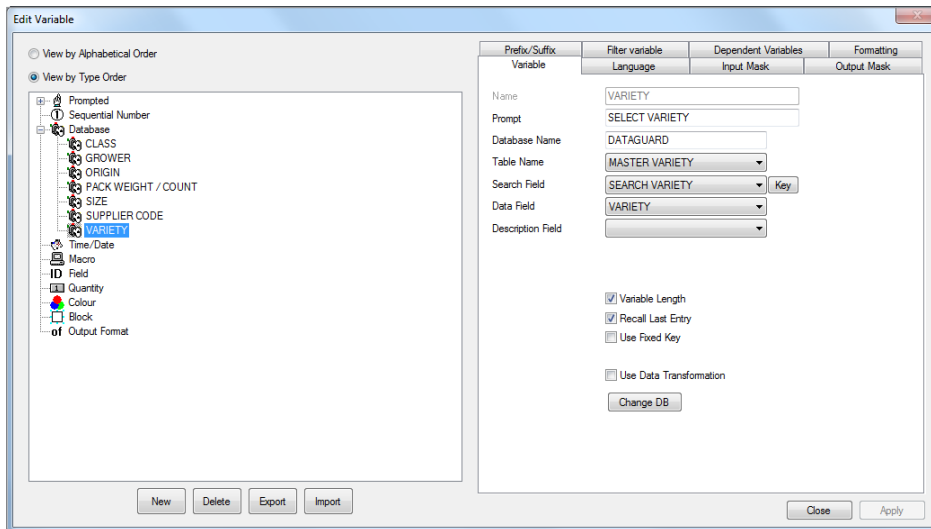
The example shown here will cover a prompted variable within a text box. This variable type can be used in a barcode or picture block but most applications use the text box feature.



1. Place an empty text box onto the label and whilst in the edit mode click on the variable button to enter the variable editor.
2. Highlight 'Prompted' from the list of variable types and click New.
3. Give the variable an appropriate Name and a Prompt. The prompt is usually a pertinent question or instruction that is given to the operator at print time. E.g 'enter batch number' or 'enter grower code'. It can sometimes be useful to provide an example of the required format within the prompt.
4. The length can be set a maximum number of characters or can be made variable length. This variable option allows flexibility if the maximum number of characters that will be entered is unknown.
5. Recall last entry, when checked, will show the operator what data was used on the previous print run. Useful if the same data is regularly used, dangerous if the data must change every time the label is printed.

## Database Variables

This short example shows how to link a text box database variable to a database table.



1. Place text box on label and when in edit mode click the variable button on the toolbar. Select database from the list of options and click new.
2. Give the variable a suitable title and enter a relevant prompt in the prompt box.
3. Ensure that the correct database is selected and choose the required table from the list of tables available. You can now define the search criteria for variables associated with this table and you can specify the data that will be used in this variable.
4. Select whether you require the variable to be variable length or not and choose Recall Last Entry option.
5. Click apply and then inset the variable into text field.
6. Once a variable, either prompted or database has been inserted into the text box you can use the font formatting tools to make the information appear the way you want.

## Glossary of terms

Many people and many software packages have different names for the things that will be referred to in this document. This section is intended to help the reader correctly understand the terms being used in reference to the Vector Labelling software package.

### **Label**

A label is a stock size. Its entire purpose is to provide the user with an area in which to arrange the data they wish to print. A label consists of information regarding size, orientation, number of labels across the web, sensor type and in some cases the shape of the stock being printed on.

### **Format**

This phrase is used to refer to the design and layout for the information being used. Typically this information is a mixture of fixed and variable information. A label format is the most important component in use with the Vector software. It is a combination of the Label (stock size) and the information (both fixed and variable).

### **Database**

This is where data that is to be used by the format is stored. Lists of information can be efficiently stored here and gathered on demand for printing. The effective use of a database will provide the opportunity to create a small number of formats that can be used to print a set of standard designs using predefined information.

### **Fixed Information**

This is information that is placed onto a Format that stays the same every time the Format is printed. It is usually presented in the form of text. Typical examples include titles to areas containing variable data. e.g. DISPLAY UNTIL, COUNTRY OF ORIGIN, BATCH NUMBER. Fixed information can also be lines or pictures.

### **Variable Information**

This is information that is entered manually, drawn from a database or calculated at print the time of print. Variables take the form of text entries, barcodes and pictures. The variable section of the software provides the operator with an easy to use variable generator that is explained in detail later. The two most commonly used variable types are - Prompted variables and Database variables.

Prompted variable - Data that is typed upon demand when format is printed. Not linked to a database this option is entirely dependent upon user input.

Database variable - Data that is drawn from a database on demand at print time. When multiple database variables are linked to a table you can populate a number of format fields by answering one question.

Please use this document as a guide to the Vector software and refer to the Help guide found in the toolbar for any further clarification.