![TidyFiles Filing Solutions logo]

TIDY LABELS
User Guide

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1. Overview

The Tidy Labels Labelling Software allows for the printing of labels on Tidy Files Alphabetic and Numeric tabs.

The software can be installed on a Microsoft Windows computer. The following versions are supported:

- Windows XP
- Windows Vista
- Windows 7
- Windows 8
- Windows 10

2. Installation

An internet connection is required to install the software. To install the software open a new internet browser to http://apps.tidyfiles.co.za/

On the home page instructions how to install the software will appear. Microsoft .NET Framework 4.0 is required to install the labelling.

To install the Tidy Labels Labelling Software, click on the green button. Depending on the computer's security settings, it might ask permission to run the programme. The software installation will begin.
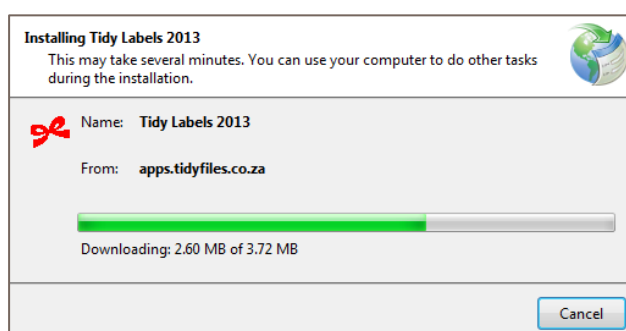
Once the installation has been complete, locate the new Tidy Labels icon on your desktop or start-up menu.

3. Navigating through the application

To navigate through the application, use the large Navigation buttons at the top most part of the window as shown below.
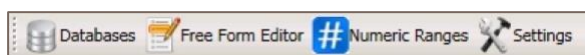
There are the following Navigation options:

- **Databases -** Create databases by typing directly into cells or importing data from Excel.
- **Free Form Editor -** A simple form to quickly create labels.
- **Numeric Ranges -** Generate labels using numeric ranges.
- **Settings** - Change default font and other settings.

4. Databases
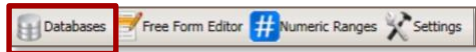
Create and maintain databases in the Databases window either by manually typing in data or by importing from Excel.

Click on the <**Databases**> icon to open up the database window.

The Menu and Command bar contains actions and information relating to the database.

The sidebar on the left-hand side of the work area shows databases available. Simply click on a database to switch between different databases.

In the centre of the screen is the Work Area where data can be viewed and edited.
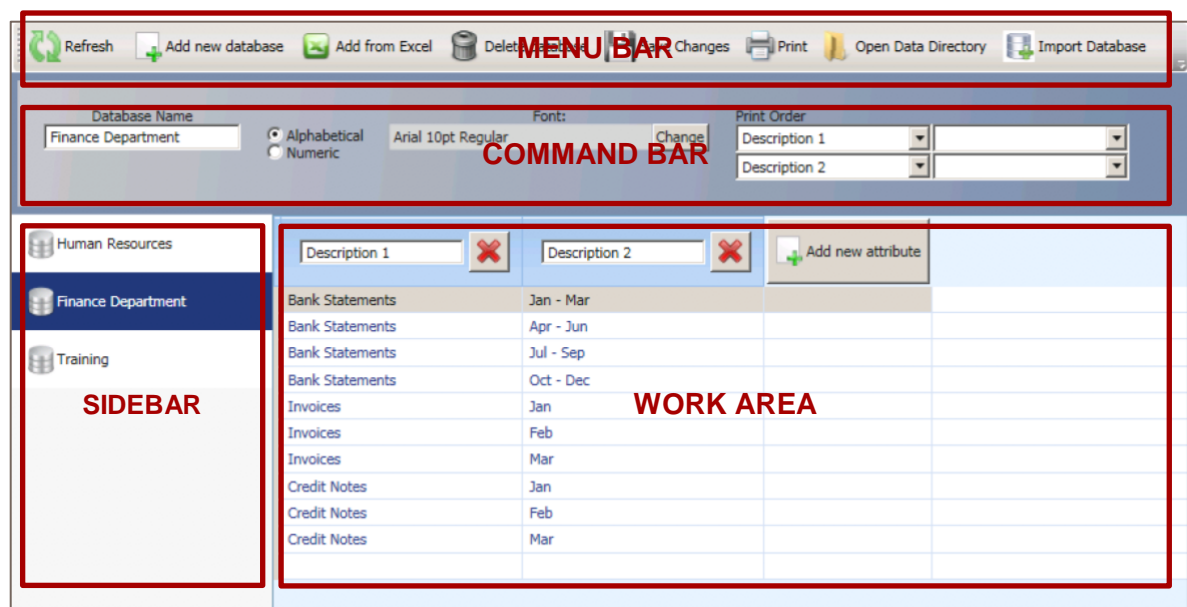
4.1   Creating a new database manually

1. Open up the database window by clicking on <**Databases**> on the Navigation bar.
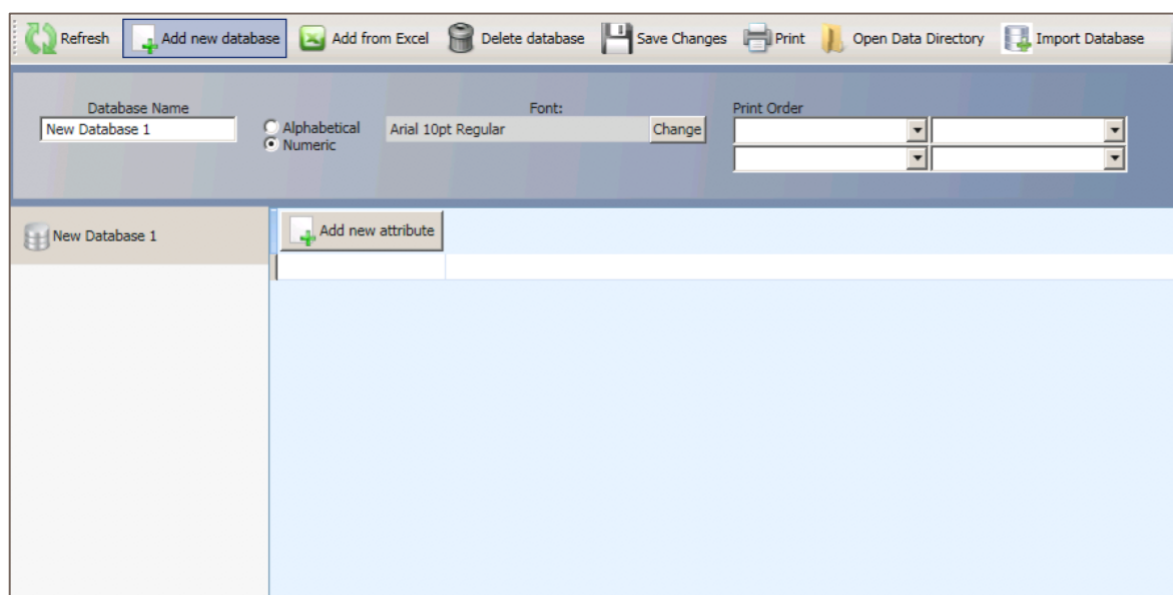2. Click on <**Add new database**> on the Menu Bar to create a new database.
3. A new database will appear in the sidebar.
4. In the Command Bar rename the database in the Database Name window. The default database name will be New Database #.
5. To the right of the Database Name window in the Command Bar select the type of labels which will be used, i.e. Alphabetical or Numeric labels.

    Note: Alphabetical labels are 55 mm wide and allows for printing of up to 25 characters per line. Numeric labels are 33 mm wide and allows for printing of up to 10 characters per line.

6. The font type can be changed by clicking on <**Change**> in the Font window. Confirm the change by clicking on <**OK**>
7. Once all changes have been made, save the changes by clicking on the <**Save Changes**> icon in the Menu Bar.
8. In the Work Area, add an attribute by clicking on the <**Add new attribute**> button.
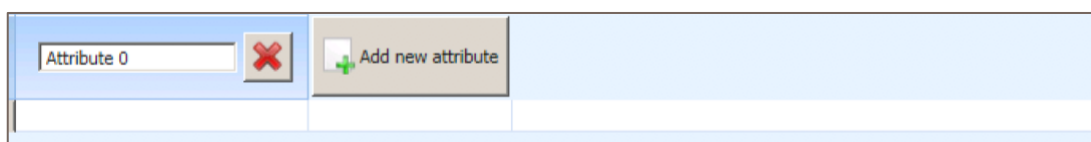
Note: Attributes are columns that can be positioned in print order on a label (see section 4.3). To create a database at least one attribute is needed. A second attribute can be added if needed.

9. Rename the Attribute. This heading will be for easy identification and will not be an item printed on a label. The default heading will be Attribute 0, 1, 2, etc.
10. Click inside the first column and row in the Work Area below the first Attribute heading.
11. Proceed typing in data entries.

Note: Data is typed in similarly as if using Excel.

12. Select the print order of the attributes in the Command Bar.

Note: Print Order will place the data in the corresponding four corners of a label.

13. Save the database by clicking on the <**Save Changes**> icon in the Menu bar.
14. Preview your database, by clicking on the <**Print**> icon in the Menu bar.

Note: Small quantities of labels will start printing from the bottom. For more information on the print preview dialog please see section 5. For alignment of margins and spacing see section 8.

15. To return back to the database, click on the <**Databases**> icon in the Navigations bar.

4.2 Importing a database from Excel

An Excel database can be imported into the Tidy Labels software programme.

The following must be noted with regards to Excel documents:

- Only the first spread sheet of the workbook will import
- Any spread sheets following the first spread sheet will not import
- Columns will represent attributes (see section 4.1.8 for more information on Attributes)
- Rows will represent individual labels.

	A	B	C
1	Surname	First Name	Employee No
2	Joe	John	0001
3	Joe	Jane	0002
4	Joe	James	0003
5			
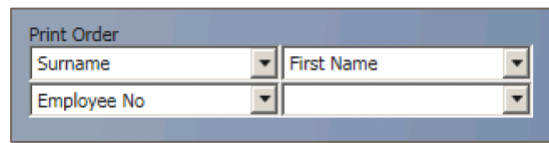
1. Click on the <**Databases**> icon on the Navigation Bar.
2. In the Databases window click on <**Add from Excel**> on the Menu Bar.
3. Locate the Excel file and click <**Open**>.

Note: Data can be changed manually before printing.

4. Follow step in section 4.1.5 onward to change label layout and print order.
5. Click on <**Save Changes**> once done.
6. To preview labels click on the <**Print**> icon.
7. To return back to the database, click on the <**Databases**> icon in the Navigations bar.

4.3 Print Order

Print Order specify where on the label attributes are printed.

Each Attribute represent a segment of the physical label.

To change a segment, select the attribute from the drop down list. Up to four Attributes can be printed on a label.

To remove an attribute, select the attribute as blank from the Print Order drop down list.

4.4 Deleting Database

1. Select the database in the Sidebar
2. Click on the <**Delete database**> icon in the Menu Bar
3. A pop-up message will appear confirming deletion
4. Confirm by clicking on the <**OK**> button

4.5 Saving Changes

Any changes made will have to be saved regularly.

1. In the Menu Bar, click on the <**Save Changes**> icon

4.6 Locate the raw database files (advanced)

Should a database be copied, emailed, backed up, manually edited, click on <**Open Data Directory**> to see the XML files.

4.7 Import a database (advanced)

Database received via email or other methods, can be imported by using the <**Import Database**> facility. Locate the file and it will be available in the list of databases.

5. Print Preview

Over various sections of the application the print preview screen is available by clicking on the <**Print**> icon.

To exit the print preview screen, click on one of the main icons on the Navigation bar, i.e. Databases, Free Form Editor, Numeric Range
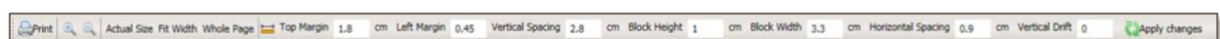
The following options are available on the toolbar:

- **Print** - Opens up the print dialog box to print to a printer
- **Zoom Icons** - Zoom in and out of the page
- **Actual Size** - Shows actual size of page
- **Fit Width** - Fits the page to the width of the window
- **Whole Page** - Fits the entire page to the window.
- **Top Margin** - The distance between the top of the page and the border of the first label.
  - This is measured in centimetres and can be changed to calibrate the printer if the alignment is out. See section 8 for alignments
- **Left Margin** - The distance between the left of the page and the border of the first label.
  - See section 8 for alignments
- **Block Height** - The height of a label.
  - All Tidy Files labels are 1 cm in height
- **Block Width** - The width of a label.
  - Alphabetical labels are 5.5 cm wide and Numeric labels are 3.3 cm wide.
- **Apply changes** - Apply any changes made.

6. Free Form Editor
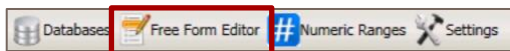
The Free Form Editor is available for quick data entry. The data captured in the Free Form Editor will not be saved – as appose to the Databases facility.

To access the editor click on <**Free Form Editor**> on the Navigation bar at the top of the window.
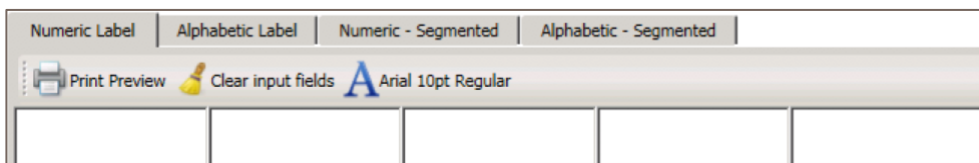
There are four available tabs:

- **Numeric Label**
  For printing on Tidy Files Numeric labels

- **Alphabetic Label**
  For printing on the Tidy Files Alphabetic labels

- **Numeric – Segmented**
  For printing on Numeric labels and adding text in one of the four segments.

- **Alphabetic – Segmented**
  For printing on Alphabetic labels and adding numerical information in one of the four segments.
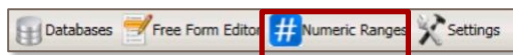
1. To create labels type in the text boxes available.

2. To clear all fields and data click <**Clear input fields**>.

3. To change the font type, click on the symbol marked "**A**".

4. To print click <**Print Preview**> and <**Print**>.

7. Numeric Ranges

Numeric Ranges are used to print numeric ranges.

To create a numeric range label, fill in the relevant fields as follows.

1. Prefix (optional), for numbers that require a prefix
2. Suffix (optional), for numbers that require a suffix
3. Start At, enter the number to start the range from
4. End At, enter the number to end the range at

5. Select the label type which will be used.
6. Click on the 'A' icon in the top bar to change the font type
7. Click on <**Print Preview**> to preview the labels

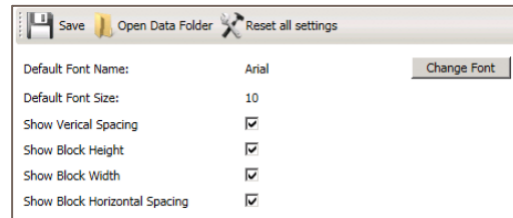| 0001	0002	0003	0004	0005
0006	0007	0008	0009	0010
0011	0012	0013	0014	0015
0016	0017	0018	0019	0020
0021	0022	0023	0024	0025

8. Proceed to Print the labels.

8. Alignment of Labels

1. Open the application and click on the <**Settings**> tab

2. Ensure all the options are selected with a tick mark and click <**Save**>

3. Click on <**Free Form Editor**> in the Navigations bar

4. Click on either <**Numeric - Segmented**> or <**Alphabetic - Segmented**> depending on the type of label used.

5. Enter an asterisk (*) into each of the fields as shown below.

6. Click on <**Print Preview**> and print this sheet to get the base line for the adjustments that need to be   made.

7. Section 8.1 explains the margins and spacing of the alignment settings. These settings are in centimetres. Click <**Apply Changes**> when any changes are made.

Top Margin	1.8	cm	Left Margin	0.8	Vertical Spacing	2.8	cm	Block Height	1	cm	Block Width	5.5	cm	Horizontal Spacing	1.5	cm	Vertical Drift	0	Apply changes

8.1 Top Margin

- To lower text, increase the margin
- To raise text, decrease the margin
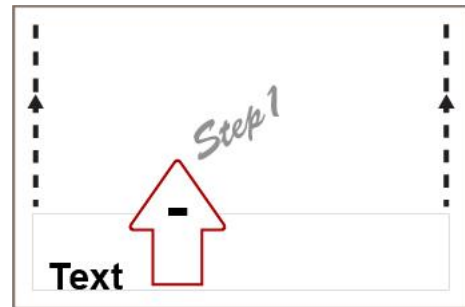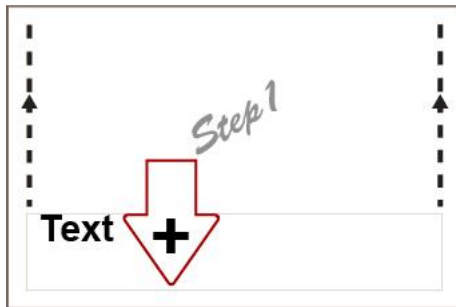
8.2 Left Margin

- To shift text to the right, increase the margin
- To shift text to the left, decrease the margin

8.3 Vertical Spacing

- Increasing vertical spacing will move lines further apart
- Decreasing will move lines closer together
- These changes are exponential
- Increasing by 1 mm will move the bottom row down by 8
- There is drift to the bottom, measure the discrepancy to normal and divide by 8
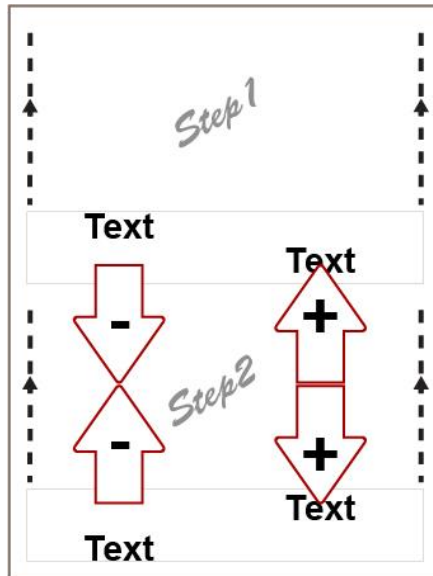
8.4 Block Height:

This designates the height of a single block is. Decreasing it will decrease the block height. Increasing will enlarge the block height.

This setting is almost never changes as a standard Tidy Files label is always 1 cm in height. Use only if advised by Tidy Files Support.

8.5 Block Width:

This designates how wide a single block is. Decreasing it will decrease the block width. Increasing will enlarge the block width.
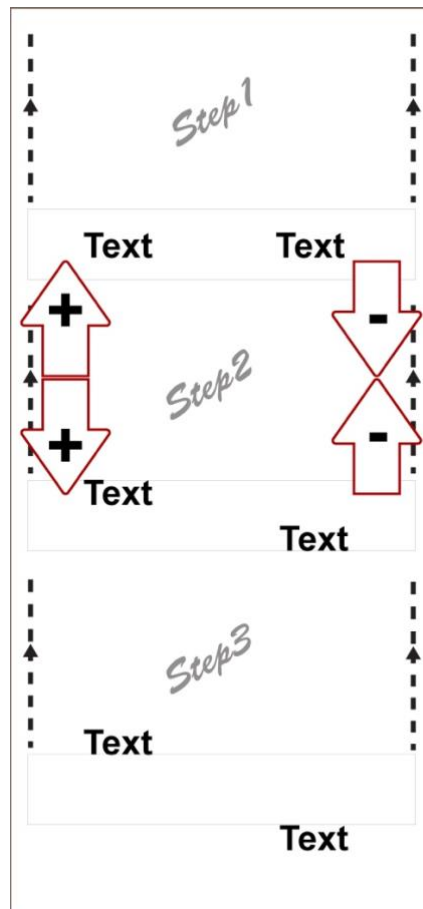
This setting is almost never used as a standard Tidy Files Alpha Label is always 5.5 cm and Numeric, 3.3 cm in width. Use only if advised by Tidy Files Support.

8.6 Horizontal Spacing:

- Much like vertical spacing this is exponential
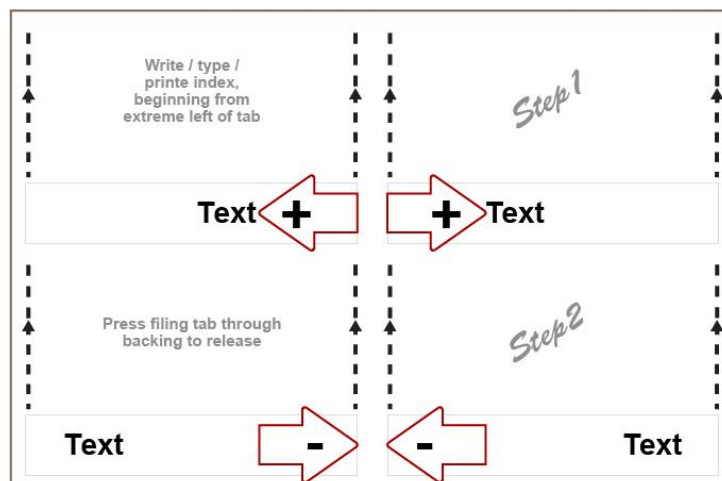
8.7 Vertical Drift


8.8 Tips

- Start with using a test sheet.
  - o Test with the asterisk "*" symbol.
  - o Next, use the lowercase "o" and then an uppercase "O".
  - o Proceed with a lowercase "x" and then an uppercase "X".
- All these should be visible even if printer on top of each other.

- Should the bottom two lines not be printing, change the page size to legal.

- Remember that changing the page size or changing the font size to a much bigger or smaller font will change the alignment.

- Measure the font alignment according to the bottom left corner.
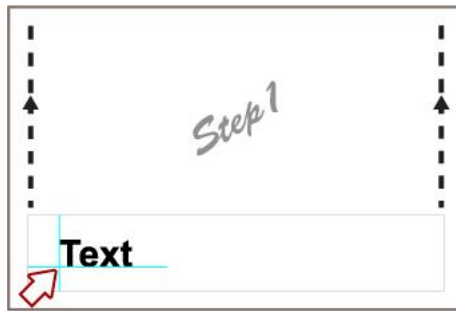
8.9 Guidelines for printing to a multi-function printing

- Ensure that the paper sources is selected to the bypass tray and that the label sheet is inserted portrait layout.
- For printing on Numeric Layout start with the following basic alignment configurations:
  - Top Margin: 1.6 cm
  - Left Margin: 0.7 cm
  - Vertical Spacing: 2.8 cm
  - Block Height: 1.0 cm
  - Block Width: 3.3 cm
  - Horizontal Spacing: 0.9 cm