LabelCross Print

USER GUIDE

# Creating labels, from A to Z

A complete walkthrough of the Labels module: the designer, text, variables, barcodes and 2D codes, properties and layout, preview, version management, groups and the trash.

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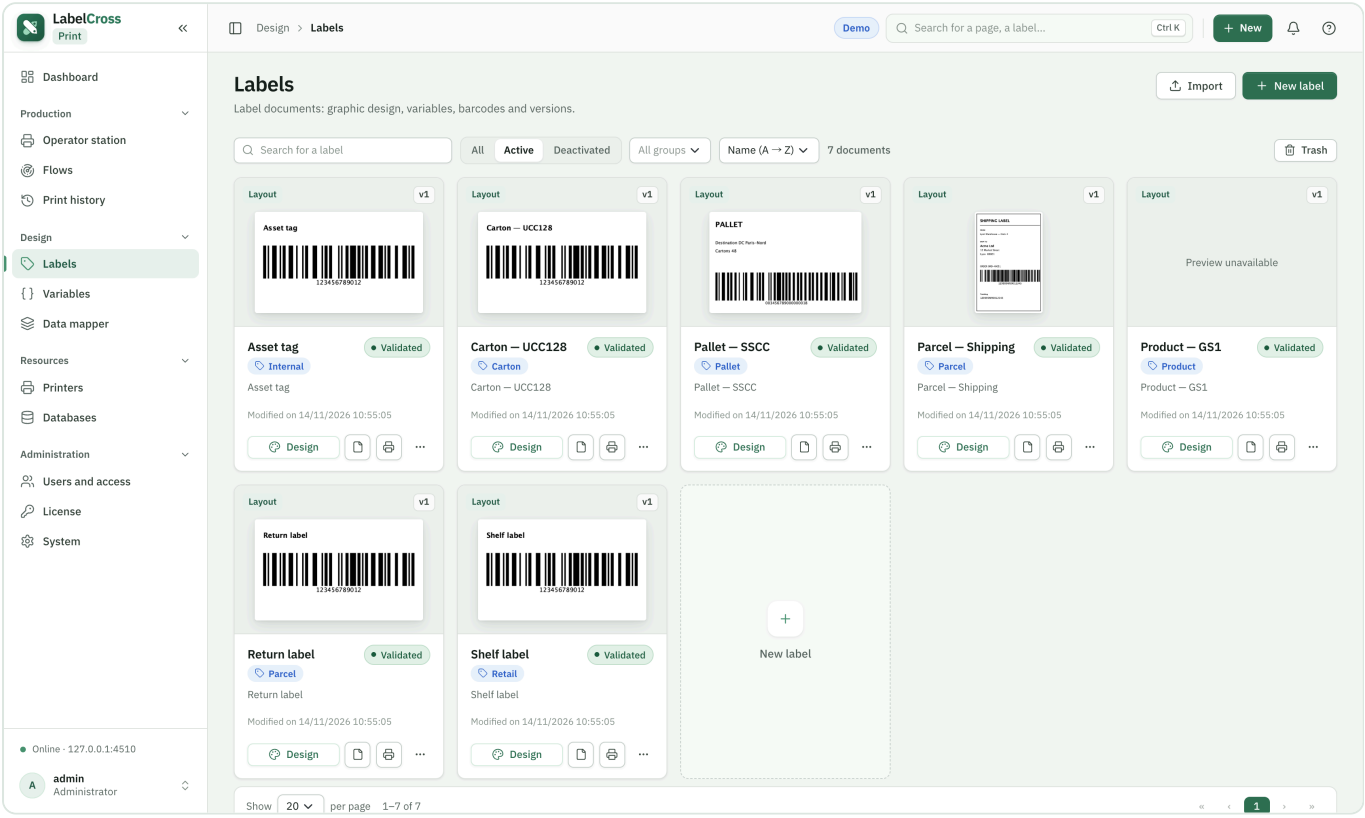
15 Best practices

SECTION 1

# 1 · The Labels module

All your label documents live in the `Design › Labels` library. Each row is a label with its group, version, status and quick actions.

- **Group** — a tag (Parcel, Pallet, Product…) used to organise and filter the library.
- **Version** — labels are versioned; a validated version is the one printed by your flows.
- **Status** — a label is *enabled* (available on the operator station) or *disabled*.
- **Actions** — open in the designer, rename, change group, duplicate, or move to the trash.

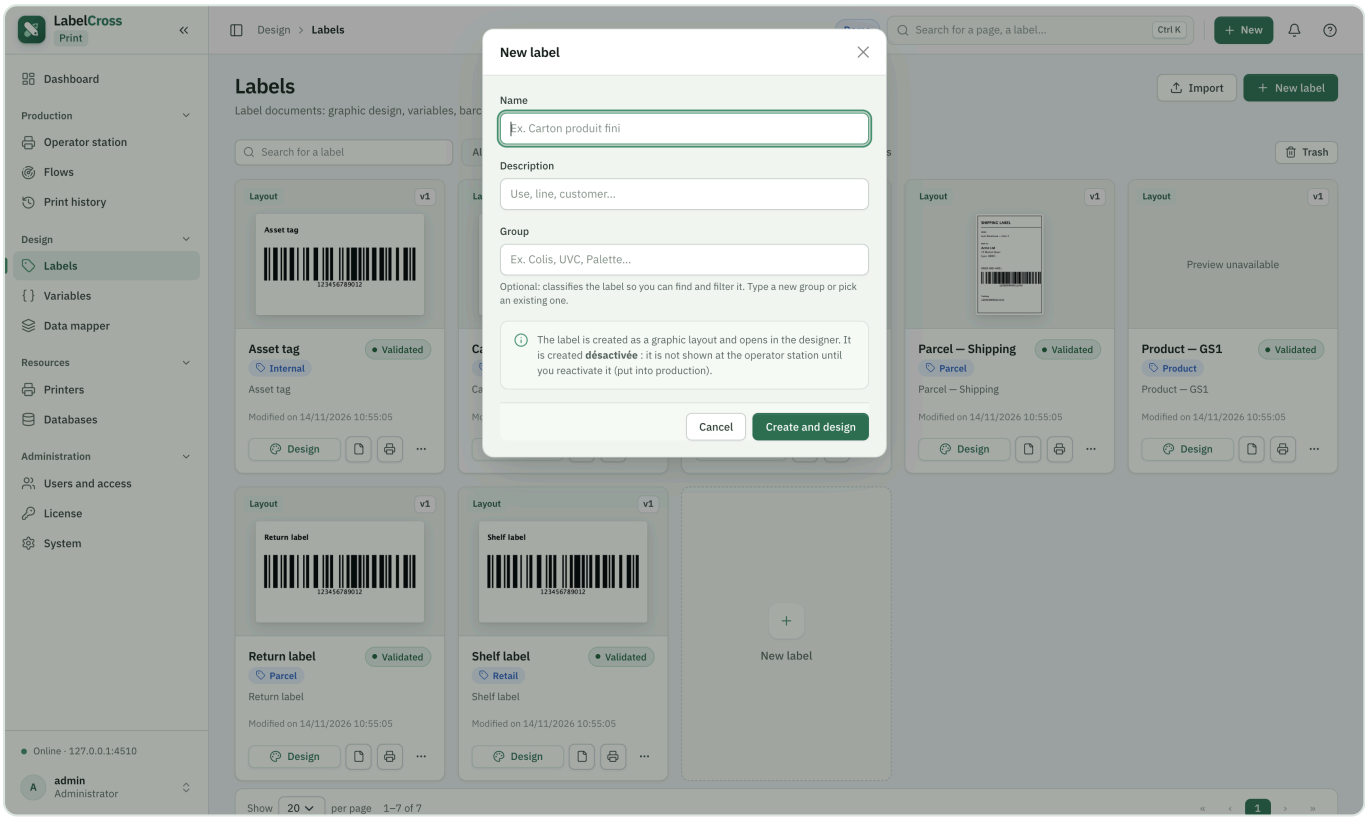



Design › Labels — the label library, with groups, versions, status and the Trash button.

SECTION 2

## 2 · Creating a new label

1. On the Labels page, click **New label** (top-right) to open the layout designer.
2. Give the label a **name** — this is how operators and flows refer to it.
3. Set the **format**: width and height in millimetres (e.g. 100 × 150 mm for a parcel label), and an optional corner radius.
4. The designer opens on an empty canvas, ready for your first object.




Creating a new label and choosing its dimensions.

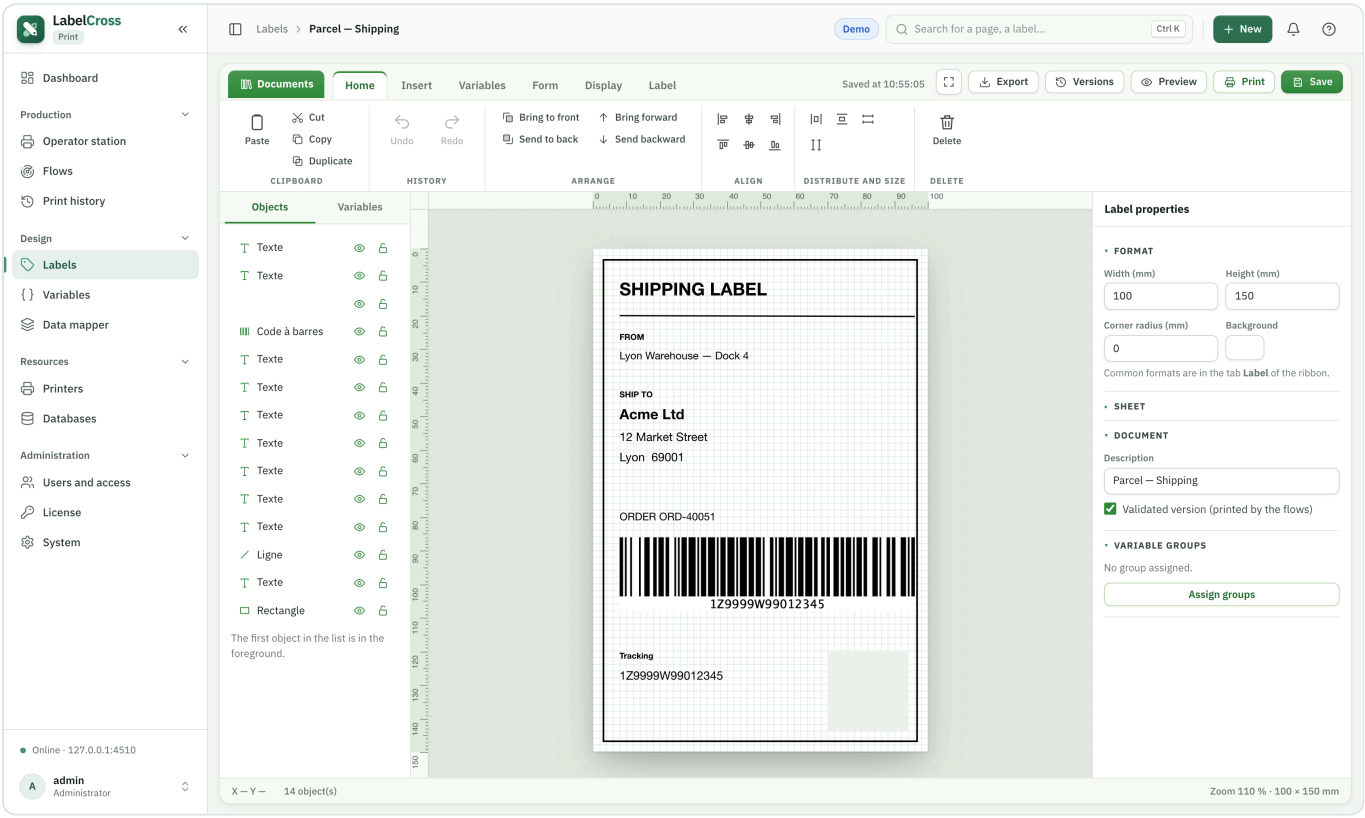
> 💡 New labels are created **disabled**. Enable the label once it is ready so it appears on the operator station.

SECTION 3

# 3 · The designer at a glance

The designer is organised around four areas:

- **The ribbon** (top): the `Home`, `Insert`, `Variables`, `Form`, `Display` and `Label` tabs, plus **Export**, **Versions**, **Preview**, **Print** and **Save**.
- **The objects panel** (left): every object on the label, front-to-back; the `Variables` tab lists the label's variables.
- **The canvas** (centre): a true-to-size, zoomable view with rulers and a grid.
- **The properties panel** (right): the settings of the selected object, or the label format when nothing is selected.



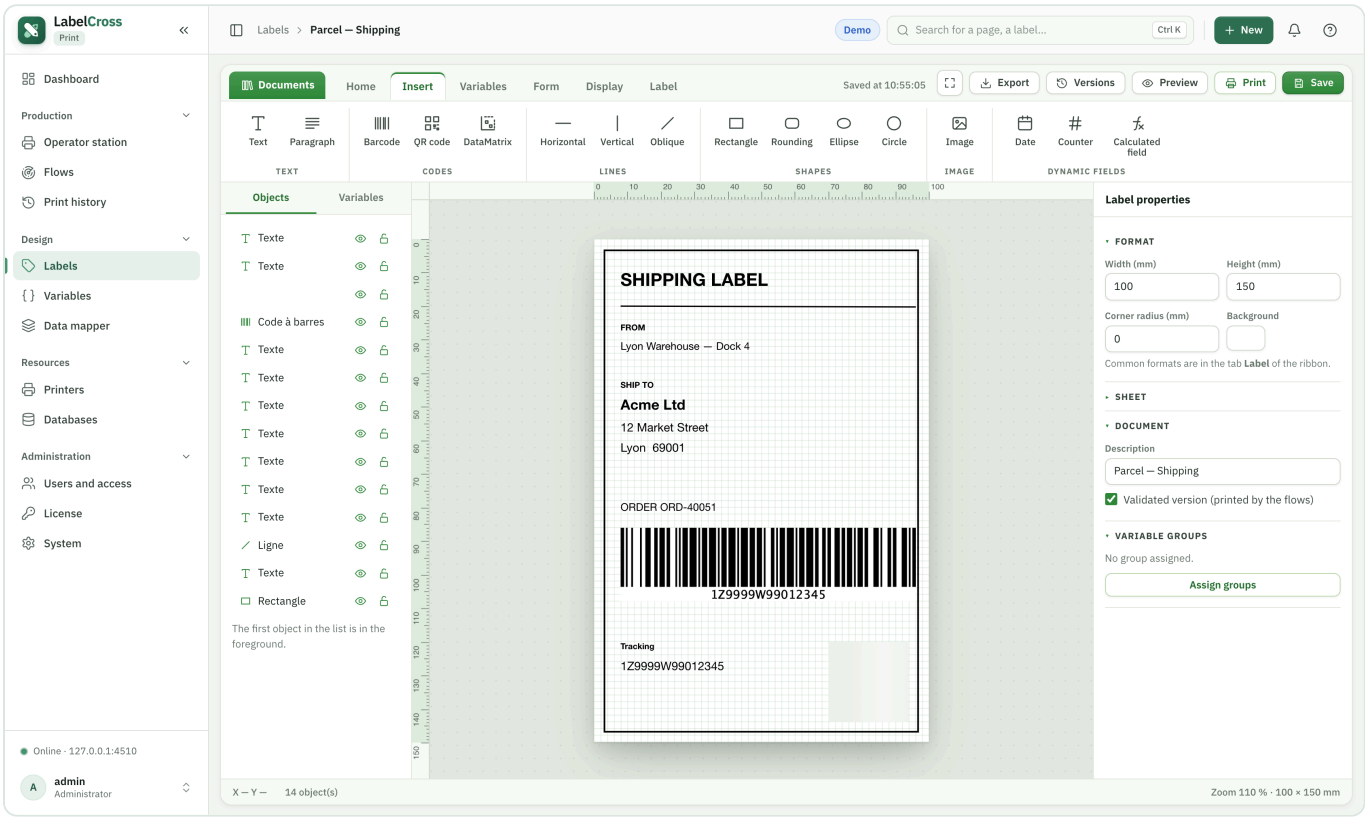

The label designer: ribbon, objects panel, canvas and properties panel.

SECTION 4

# 4 · Adding objects

Open the **Insert** tab to add any object to the label:

| Group | Objects |
|---|---|
| Text | **Text** (single line) and **Paragraph** (multi-line, wrapping). |
| Codes | **Barcode** (1D), **QR code** and **DataMatrix** (2D). |
| Lines | **Horizontal**, **Vertical** and **Oblique** lines. |
| Shapes | **Rectangle**, **Rounding** (rounded rectangle), **Ellipse** and **Circle**. |
| Image | **Image** — a logo or a picture, fixed or driven by a variable. |
| Dynamic fields | **Date**, **Counter** (auto-incrementing number) and **Calculated field** (a formula). |

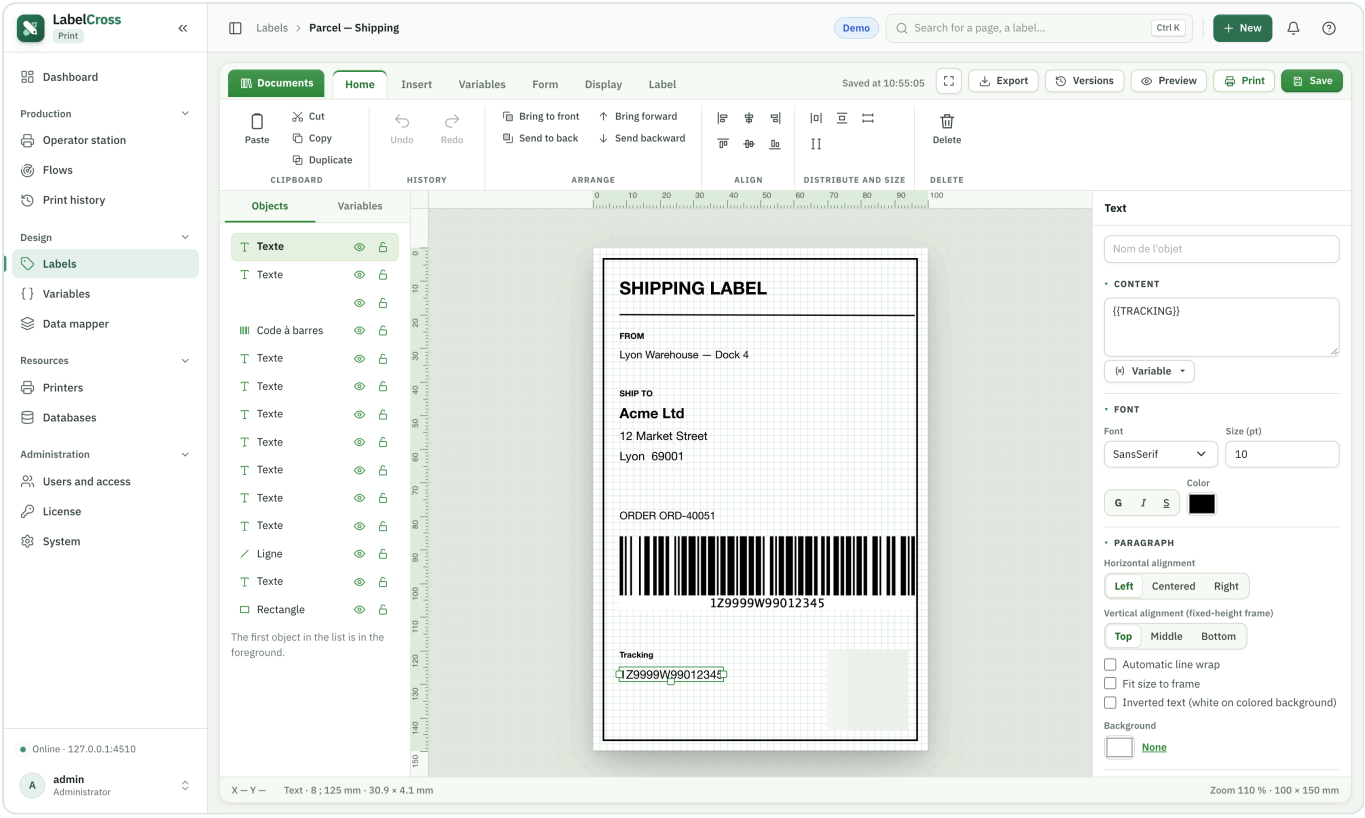



The Insert tab — every object type you can place on a label.

SECTION 5

# 5 · Text & paragraphs

1. Insert a **Text** object and type its content directly, or bind it to a variable (see §6).
2. In the properties panel, set the **font**, **size** (in points), **bold/italic/underline** and **alignment**.
3. Use **Fit** to shrink the text so it always fits its box, or **Wrap** (on a Paragraph) to break lines automatically.
4. Position and size the object precisely in the **Position & size** section (X, Y, width, height, rotation).




A text object selected, with its properties on the right.

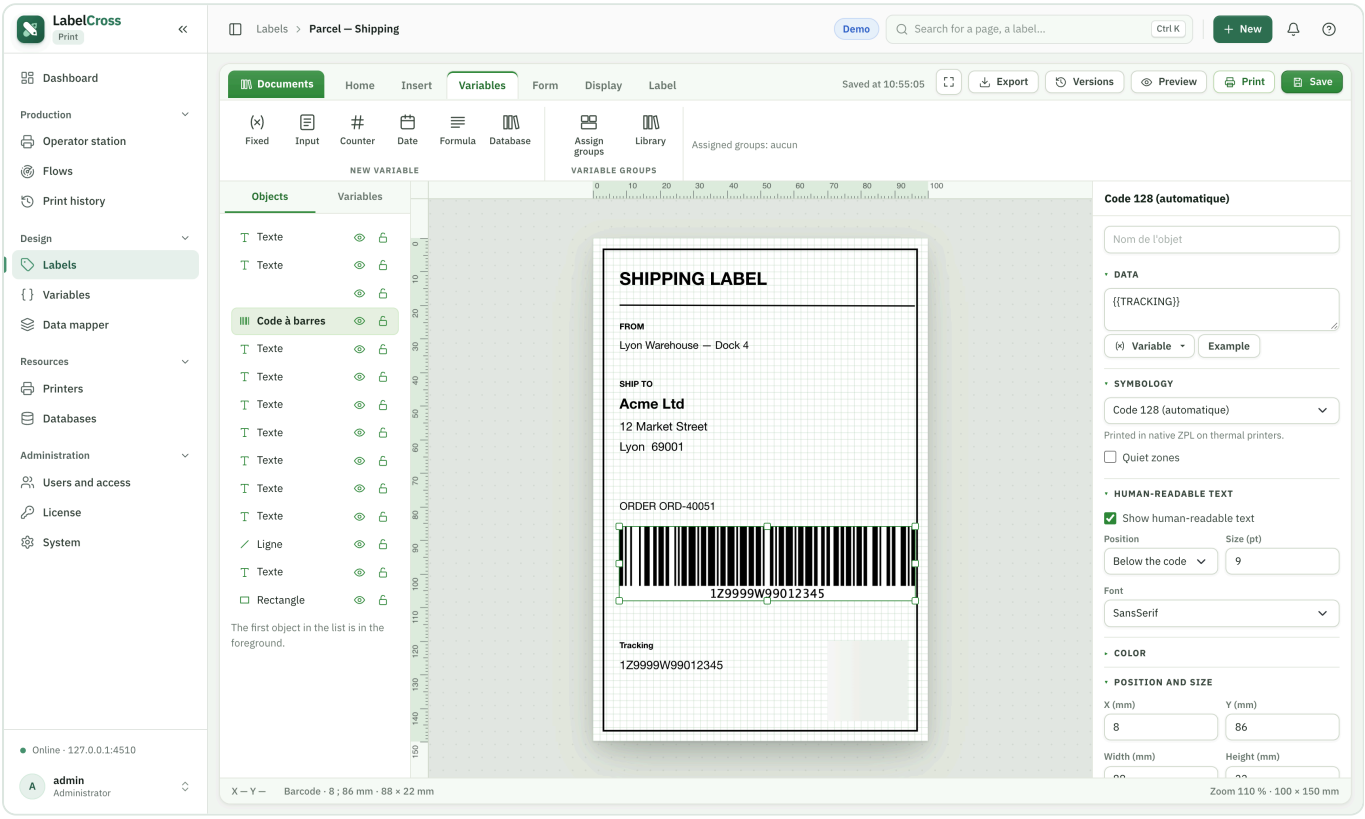
SECTION 6

# 6 · Variables & data binding

A variable is a placeholder replaced with real data at print time. Write it between double braces:

`{{RECIPIENT}}` `Order {{ORDER}}` `{{CITY}} {{ZIP}}`

1. In any value field, type the variable name between `{{ }}`, or use the **Variable** picker next to the field.
2. Open the **Variables** tab to list the label's variables, give each a readable label and an **example** value used in the preview.
3. Reuse variables across labels by assigning a **variable group** (right panel → **Assign groups**).



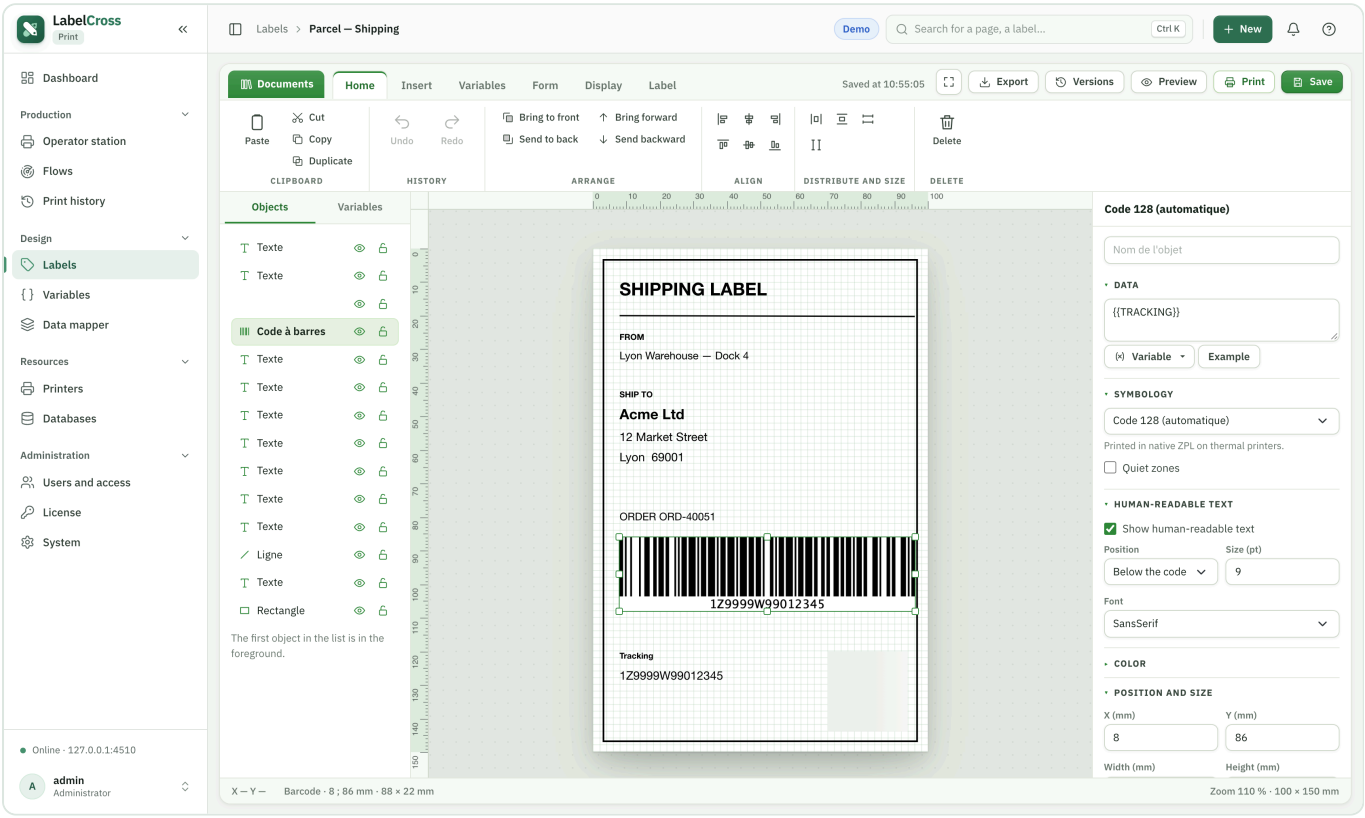

The Variables tab — the label's variables and their example values.

> ⚠ A variable that is missing from the incoming data prints **blank** — it is never replaced by a default value. Enable the strict pre-print check to block printing instead of printing a blank field.

SECTION 7

# 7 · Barcodes

1. On the **Insert** tab, add a **Barcode**, then set its **Data** — a fixed value or a variable such as `{{TRACKING}}`.
2. Choose the **symbology** (Code 128, EAN-13, Code 39, GS1-128, Interleaved 2 of 5…). Thermal printers render it in native code (e.g. ZPL) for razor-sharp bars.
3. Toggle the **human-readable text** under the bars, its position, size and font.
4. Add **quiet zones** if your scanner needs margins, and set the bar **thickness** and dimensions.




A barcode bound to a variable, with its symbology and human-readable options.

> The pre-print check validates the data against the symbology (check digit, length, allowed characters) and refuses an invalid code before it reaches the printer.

SECTION 8

# 8 · QR codes & DataMatrix

2D codes carry much more data than a 1D barcode and are added the same way.

1. Insert a **QR code** or a **DataMatrix** from the **Insert** tab.
2. Set its **Data** — plain text, a URL, or one or more variables (e.g. `{{TRACKING}}`).
3. Choose the **error-correction level** (higher levels stay readable even if partly damaged) and the module size.

> DataMatrix is ideal for very small items; QR is best when the code will be scanned by a phone camera.

SECTION 9

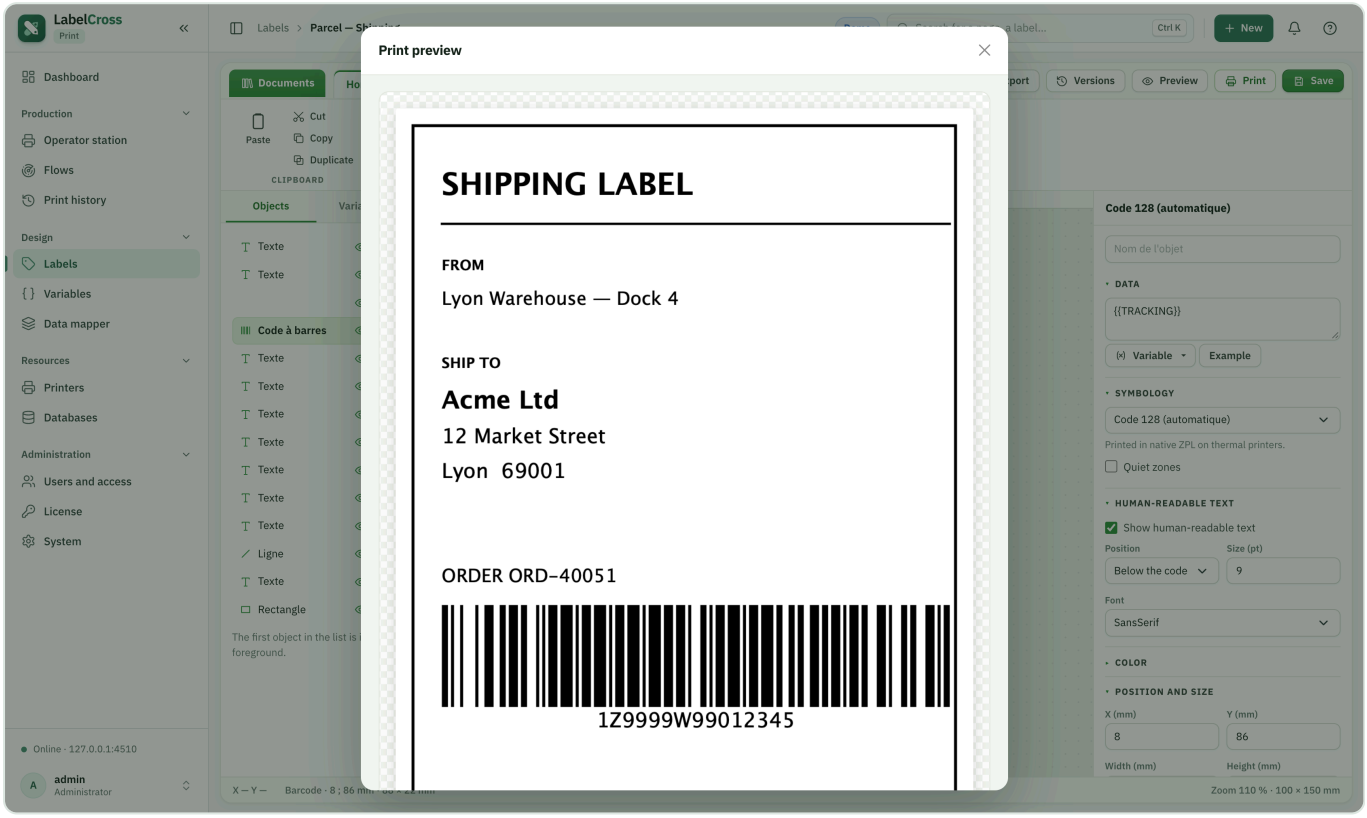
## 9 · Properties & layout

- **Position & size** — exact X / Y, width and height in millimetres, and rotation.
- **Colour** — fill and line colour (most thermal printers are monochrome: use black).
- **Order** — from the **Home** tab, *Bring to front / forward* and *Send to back / backward*; the objects panel lists objects front-to-back.
- **Align & distribute** — align selected objects and space them evenly.
- **Lock** and **hide** an object from the objects panel while you work.

SECTION 10

# 10 · Previewing the label

1. Click **Preview** in the ribbon to render the label exactly as it will print, using each variable’s example value.
2. Check spacing, barcode readability and that every variable resolves.
3. Adjust the example values on the **Variables** tab to preview different cases.



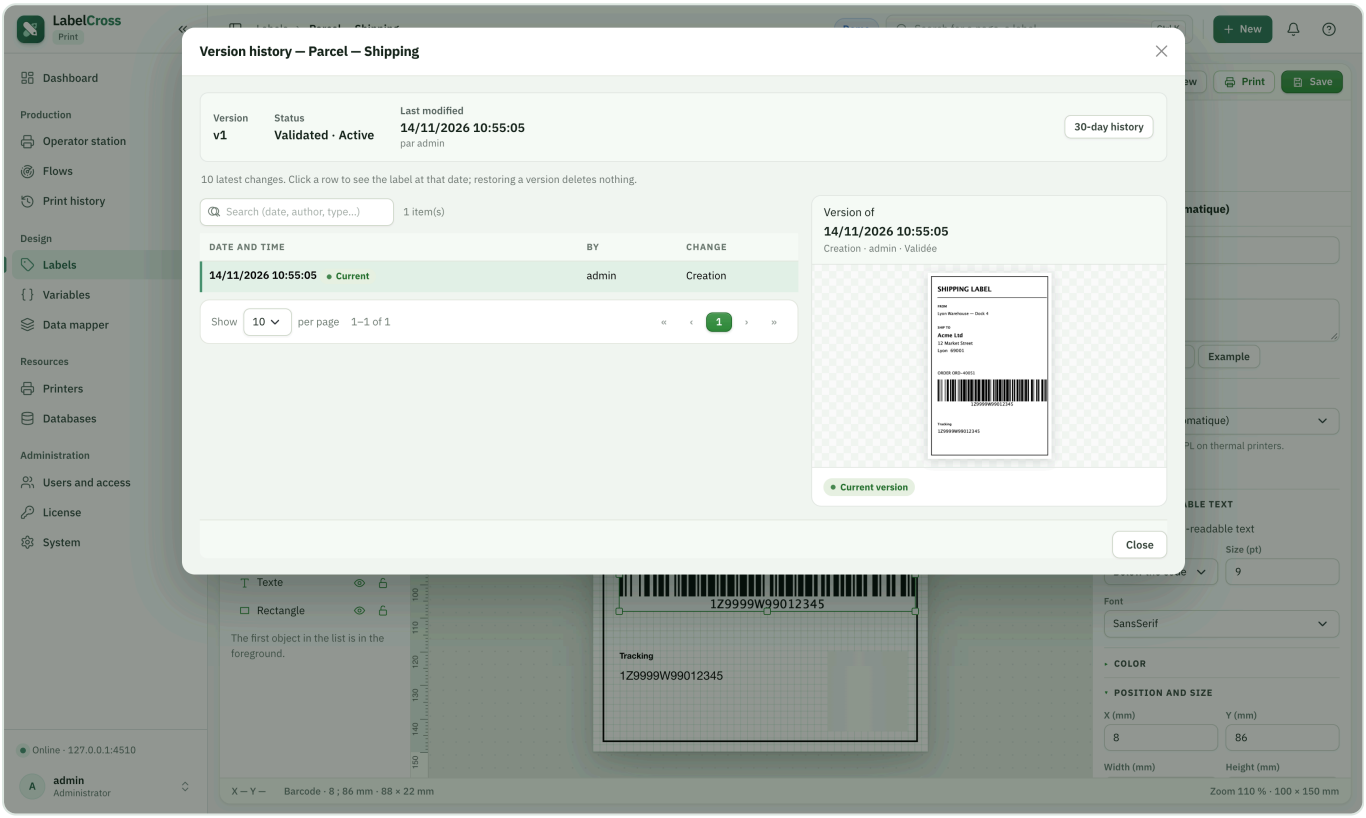

Print preview — the label rendered with sample data; the selected object keeps its properties on the right.

SECTION 11

## 11 · Validating & version management

Every save keeps the history of the label. Versioning lets you improve a label without disrupting production.

1. Tick **Validated version (printed by the flows)** in the properties panel to mark the version your flows and operators should print.
2. Use **Versions** in the ribbon to browse previous versions, compare and restore one.
3. Create a **new version** to change a validated label safely; the current validated version keeps printing until you validate the new one.




The version history of a label.

SECTION 12

## 12 · Organising labels: groups, name, description

- **Group** — set it when creating the label, or later from the row's **…** menu › *Change group*. Filter the library by group from the toolbar.
- **Name** — rename from the **…** menu; the name is how flows and operators select the label.
- **Description** — a free note shown in the properties panel to document the label's purpose.

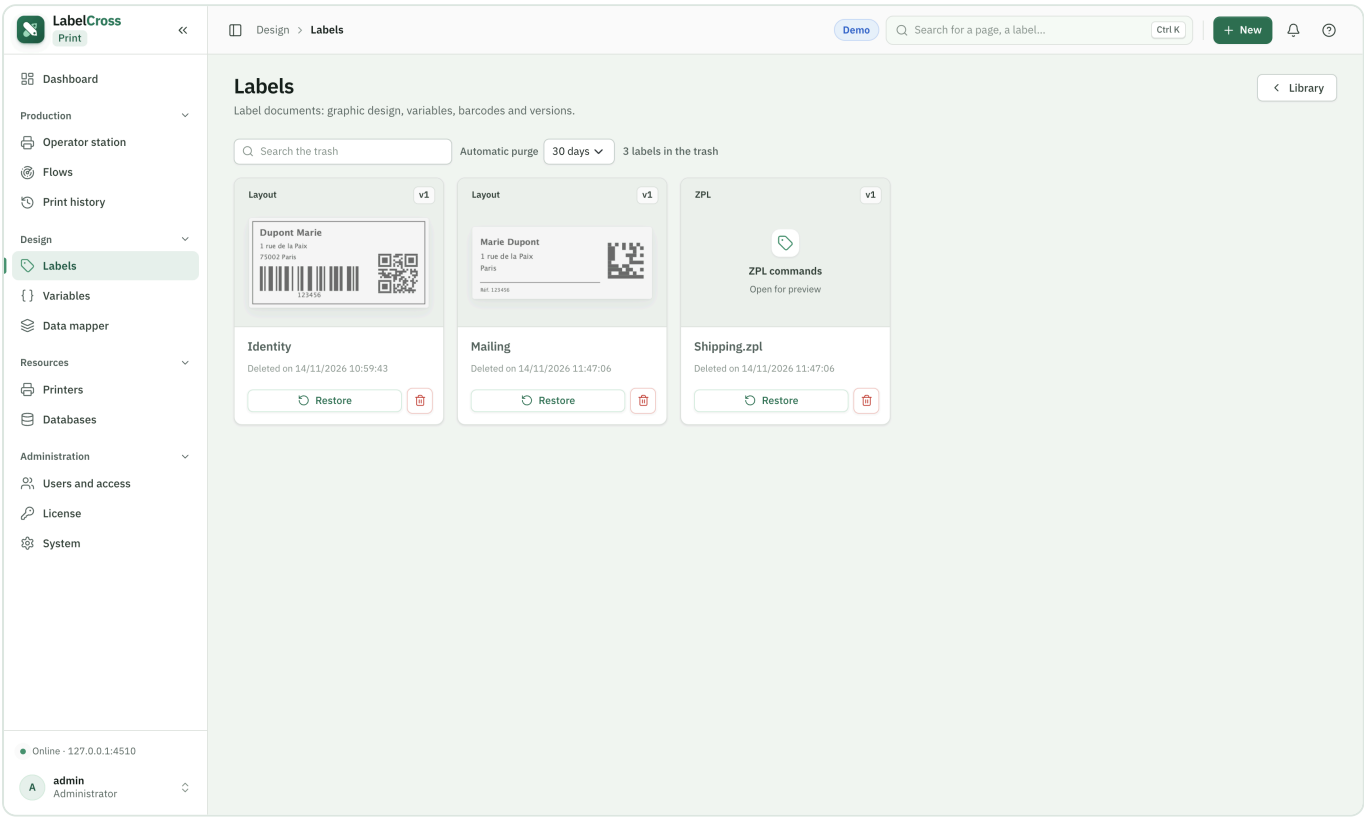
SECTION 13

## 13 · Activation, deactivation & the trash

Two independent states control a label's availability and its lifecycle:

- **Enabled / disabled** — a disabled label is hidden from the operator station but kept in the library.
- **Trash** — deleting a label moves it to the **trash** (reversible), rather than destroying it.

1. From a label's **…** menu, choose **Move to trash**.
2. Open the **Trash** (button at the top of the Labels page) to **restore** a label or delete it permanently.
3. Set an **automatic purge** (3, 7, 10, 30, 60, 90 days or Never) so the trash empties itself.




The label trash — restore a label or purge it permanently.

> Access to the trash is controlled by the **Manage the label trash** permission (admins by default, assignable to other profiles).

SECTION 14

## 14 · Printing a label

- **Automatically** — a *flow* prints the label when data arrives (see the flow's *Label printing* step, which sets the default document and printer).
- **Manually** — on the `Production › Operator station`, pick the label, fill its fields, preview and print.
- **From the designer** — the **Print** button prints the open label directly for a quick test.

SECTION 15

## 15 · Best practices

- Design at the real media size and keep critical content inside the printable area.
- Name variables clearly and in upper case (`{{TRACKING}}`), and match them to your data map.
- Give barcodes enough height and quiet zones; always preview before validating.
- Use groups and descriptions so a growing library stays easy to navigate.
- Validate a version only after previewing; create a new version for every change to a label in production.

➡ Need the full application manual? See the in-app **Help** centre, or the online documentation at labelcross.