

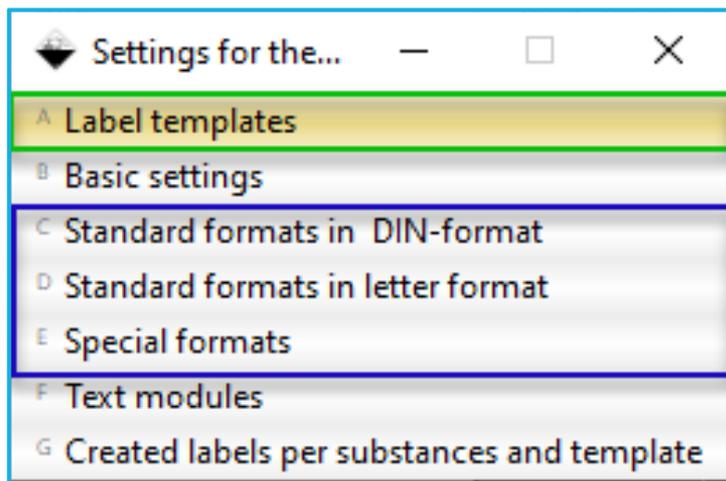
Labelling

Steps for creating Label Templates
in ChemGes

Basic Definitions:

Labels are generated based on the specific uses for each label. In ChemGes, it is possible to design many different *templates* for the many different uses, and assign these to any of your substances. The settings and design of the templates, can be done in the *Maintenance of labels* (**Maintenance programs - Labels**).

In the screen *Settings for the label*, you will find access to the creation of specific **templates**, as well as the set up for standard settings and phrases, and different **formats** (label sizes).



Template:

- Label information definition, designed by the user.
- Defines the positioning of information on the label, and thus must be designed around a specific format.
- Graphic design capabilities allow you to position each piece of data as desired.
- Can be applied to any Substance, where ChemGes then fills in the substance's data into the appropriate field positions.

Format (paper and label sizes):

- All designs must hinge on the size and orientation of the label.
- Assigned to specific Templates.
- Defines not only the measurements of the label, but also the exact margin measurements.
- Standard Formats (DIN and Letter) and Self-created formats available.

Step 1: Basic Settings

Most settings in this section affect the general look of labels, based on user preferences and legislative interpretations (2, 3, 12 to 16), as well as basic information (1, 18, 20).

Numbers 4 to 9, and 19 let you choose which aspects of the label are to be updated automatically (similar to the setting for SDSs).

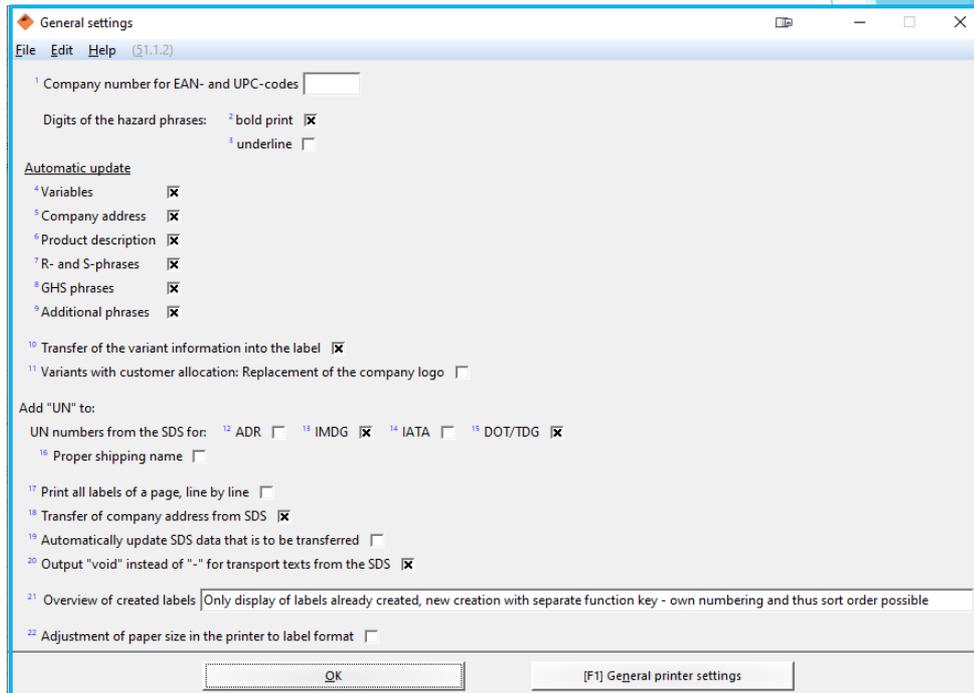
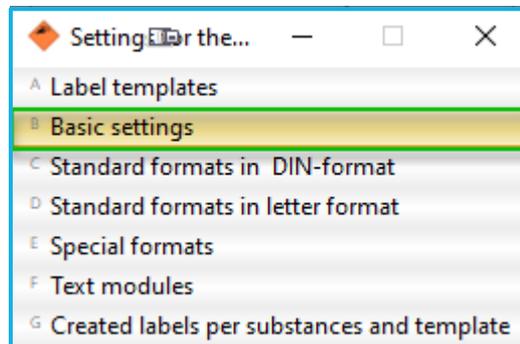
Numbers 10 and 11 are for managing variant labels.

Number 17 relates to the basic print-out; this setting results in horizontal printing and is useful for serial numbering to reduce paper waste when printing

Number 18, allows the use of the company address as shown on the SDS, so that it adapts with different SDSs.

Numbers 20 and 21 are preference options regarding information output and label overviews.

Number 22 ensures that you printer settings match with your label format.



Step 2: Formats

European Formats

Format	Orientation	Margin		Label sizes	
		Left	Top	Top	Side
A4P	Portrait	0.00	0.00	21.00	29.70
A4L	Landscape	0.00	0.00	29.70	21.00
A5P	Portrait	0.00	0.00	21.00	14.85
A5L	Landscape	0.00	0.00	14.85	21.00
A6P	Portrait	0.00	0.00	10.50	14.85
A6L	Landscape	0.00	0.00	14.85	10.50
A7P	Portrait	0.00	0.00	10.50	7.30
A7L	Landscape	0.00	0.00	7.42	10.50
A8P	Portrait	0.00	0.00	5.25	7.42
A8L	Landscape	0.00	0.00	7.42	5.25
A9P	Portrait	0.00	0.00	5.25	3.71
A9L	Landscape	0.00	0.00	3.71	5.25

- OR Generate your own format:**
- #1 to 2: Input the size of one label
 - #3: Choose the alignment
 - #4 to 5: Choose how many labels in each direction.
 - #6 to 7: The margin is important, as the measurements in the template are positioned, starting from this margin.

North American Formats

Format	Orientation	Margin		Label sizes	
		Left	Top	Top	Side
L4P	Portrait	0.00	0.00	21.59	27.94
L4L	Landscape	0.00	0.00	27.94	21.59
L5P	Portrait	0.00	0.00	21.59	13.97
L5L	Landscape	0.00	0.00	13.97	21.59
L6P	Portrait	0.00	0.00	10.79	13.97
L6L	Landscape	0.00	0.00	13.97	10.79
L7P	Portrait	0.00	0.00	10.79	6.98
L7L	Landscape	0.00	0.00	6.98	10.79
L8P	Portrait	0.00	0.00	5.40	6.98
L8L	Landscape	0.00	0.00	6.98	5.40
L9P	Portrait	0.00	0.00	5.40	3.49
L9L	Landscape	0.00	0.00	3.49	5.40

Special formats

Format number	Size	Orientation	Number	Margin	
				Left	Top
01	1 cm x 2 cm	Portrait	2 x 4		
02	10.5 cm x 7.2 cm	Portrait			
03	1 cm x 2 cm	Portrait			
04	29.7 cm x 10.5 cm	Portrait			
05	18 cm x 18 cm	Portrait			
10	28 cm x 13.5 cm	Portrait			
11	2 cm x 3 cm	Portrait			
12	11.1 cm x 5.1 cm	Portrait			
50	45 cm x 17.4 cm	Portrait			
51	36 cm x 14.4 cm	Portrait			
90	21 cm x 14.9 cm	Portrait			
99	5 cm x 5 cm	Portrait			

Input of special format

Format: 01

Label measurements:

- Horizontal: 1.00 cm
- Vertical: 2.00 cm

Orientation: Portrait

Amount of labels:

- horizontal: 2
- vertical: 4

Margin:

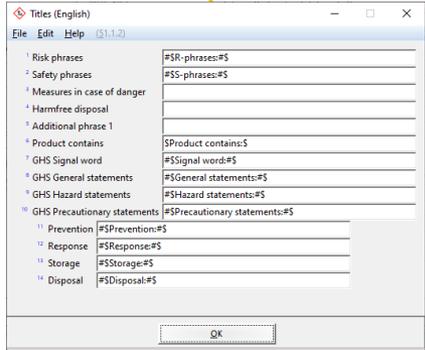
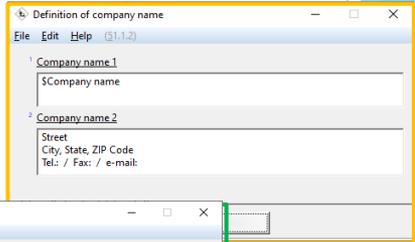
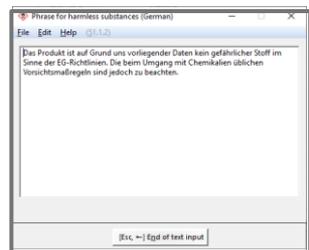
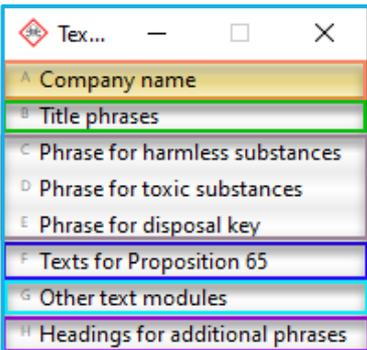
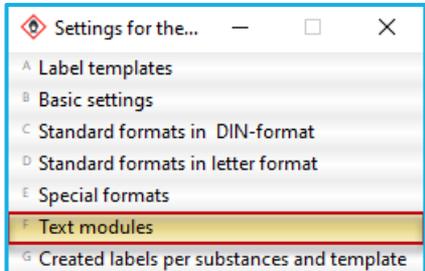
- left: 0.00 cm
- top: 0.00 cm

Step 3: Text modules

A - Company Name:
 Enter a company address here. This will be the standard for all labels, unless, of course, you activate the output of company addresses from SDSs (Step 1)

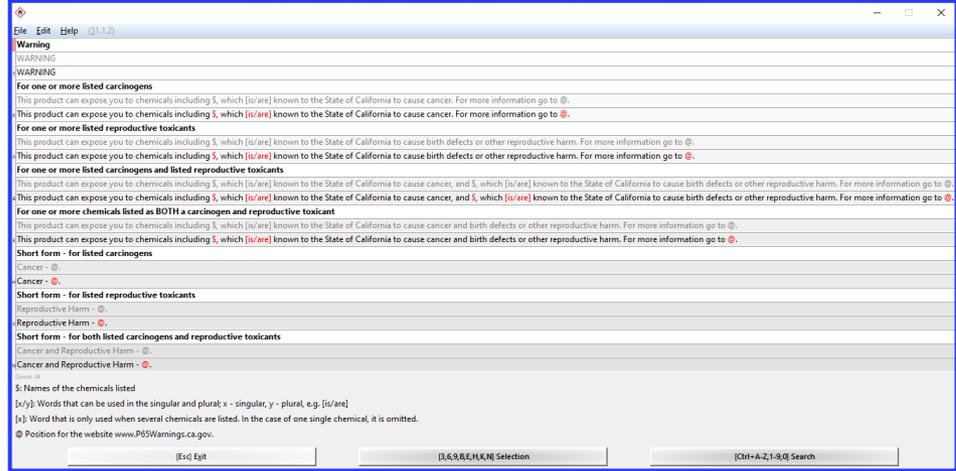
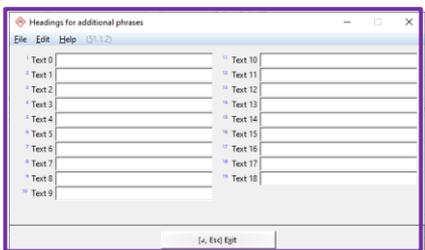
B - Title phrases:
 Headings to be output on labels if the output of the appropriate data is activated.

Options C to E and G:
 Enter standard phrases to be used on the label



F – Text for Proposition 65:
 Maintain the new Proposition 65 Phrases

H – Headings for additional phrases:
 This is simply an option to change the terms *Text 0*, *Text 1*, ... to actual words that may help in your identification of Texts generated in *F-Other Text Modules*.

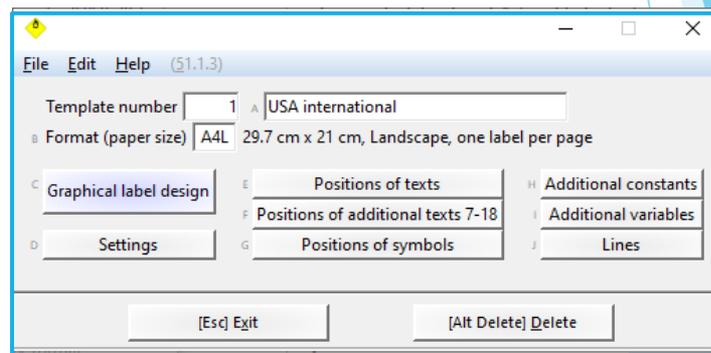
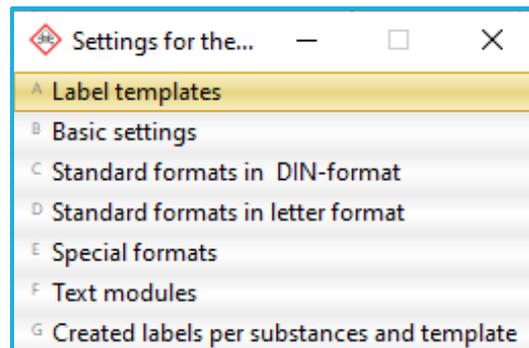


Step 4: Template generation

A - Label templates

As an example, we have chosen here a template generated by DR-Software.

- All of the settings done in these screens will apply only to this specific template.
- This specific template can be applied to any substance and ChemGes will fill in the substance specific information based on your design settings.
- Before beginning, it is best to have either an extant label which is to be replicated or a draft of a label, on a piece of paper in front of you.
- Knowing the application of the template is important, as it will guide what information must appear on it.
- You may also need a ruler.
- One substance can have many different templates applied to it.



Step 5: Template Settings

Settings:

#1, 2

Use this setting to adjust all measurements in your template – it slides your template by the desired amount. This is useful if your template does not fit exactly on the preprinted labels from your supplier.

3 to 9, #11 to 23

Here you can choose the country, up to 30 languages and various appearance specifics for these.

#25 to 29

Appearance

#30

the printer which should always be used for this template

#28

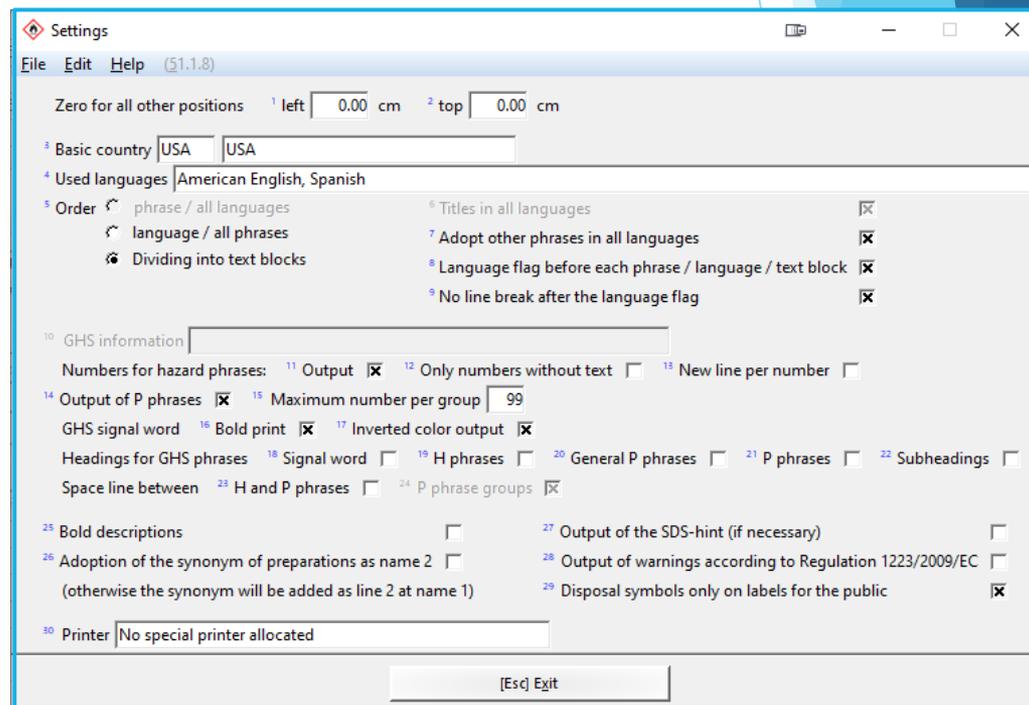
EU regulation for Cosmetic Products

#10

Activated if no country is chosen

#11 to 24

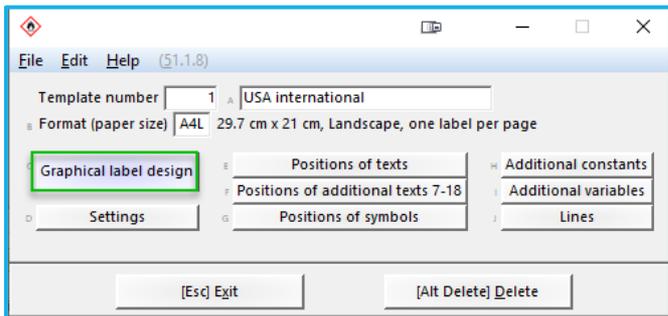
Appearance of GHS data



Step 6: Designing the Label

We now enter the design stage of the label. All of the preliminaries are finished.

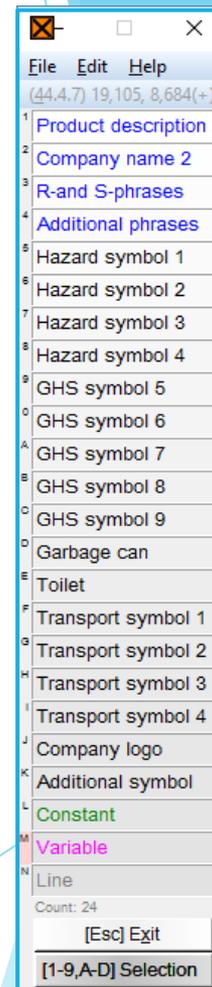
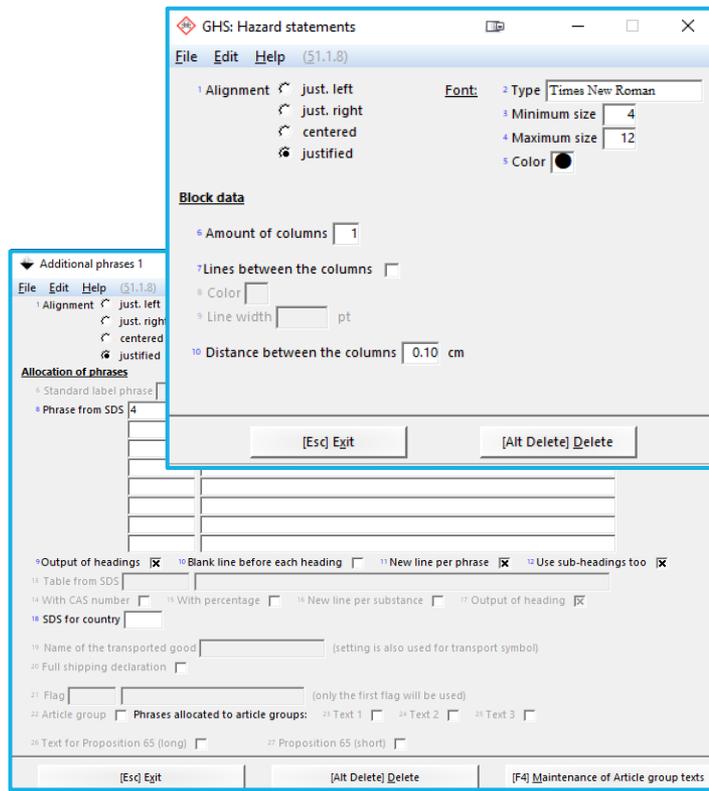
The appearance of the label is designed in the **Positioning tool**, accessed via the *Graphical label design* button.



Via the button **Insert** *Insert field* or *Double-click* in the template, you can choose from a list of options, what information shall be inserted.

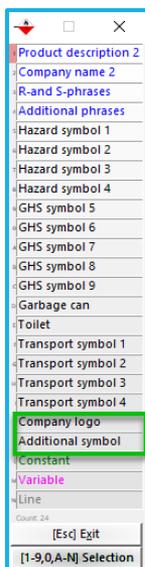
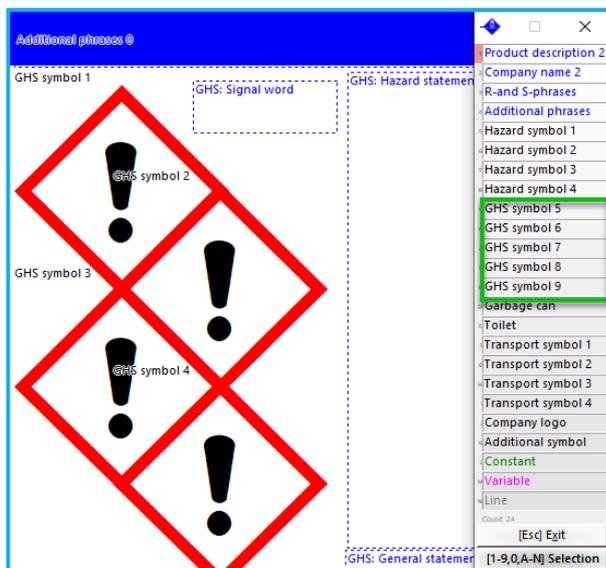
By clicking on an inserted box, or choosing a field to insert, you can access and adapt the options for that field.

Default settings are assigned if you do not fill this in. It is, therefore, **recommended** that you make the desired adjustments.



Step 8: Symbols

Pictograms, logos and other symbols, can be positioned here. These can be selected either via the *Insert* option in the *Graphical label design* or the *Positions of symbols* button.



Once you select the GHS symbol from the *Insert* screen, you can position it visually in the *Graphical label design*. Upon clicking on the positioned pictogram, you can decide how the pictograms will be positioned.

- Either via the *optimized* positioning, where ChemGes generates the best space saving position (be aware that enough space must be provided on the label as this option does not take the position of other fields into account)
- Or, via the option *No automatic arrangement and positioning of GHS symbols*. Thus it is possible to position each pictogram individually.

The **Company logo** and **Additional symbols** can also be defined via the *Insert* screen. Upon selecting either option, you can choose whether your logo/symbol is located in your *Symbols* folder, in the folder containing ChemGes, or another location on your computer or accessible to your computer.

Step 9: Additional Fields

Variable No.	Description	Allocation	Position in Left	Position in Right	Font	Attributes	Locked	Input necessary	Print of description
1	Item nr. / Art.nr.:	Product code	19.00	0.30	Times New Roman	Justified left, 10 pt, 15 Characters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Batch	Barcode (Code 128 b)	19.00	0.90	Arial	14 Characters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Charge	No allocation	19.00	1.50	Times New Roman	Justified left, 10 pt, 14 Characters	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Prod.date	Date	19.00	2.10	Times New Roman	Justified left, 10 pt, 10 Characters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Text	Position Left	Position Top	Font	Size	Color
Item nr. / Art.nr.:	16	0.3	Times New Roman	10	Yellow
Batch no. / Batchnr.:	16	0.9	Times New Roman	10	Yellow
Charge:	16	1.5	Times New Roman	10	Yellow
Prod. date:	16	2.1	Times New Roman	10	Yellow
DR Software, Inc. 89 Long Lake Drive Hammonds Plains, B4B 1S6 N.S.	22	0.15	Times New Roman	15	Blue

Constants and **Variables** can be input via the variables and constants buttons, or the *Insert* option in the graphic design screen.

These will then be output on each label that is generated with this template

These **Variables** can receive **Allocations**, which vary for each substance but are automatically output by ChemGes, or can simply receive a name which gives the option for manual input of information before printing.

The final option is the positioning of lines. Simply define them in the corresponding screen, or draw them in the *Graphic design* screen, via the *Insert* option.

[Esc] Exit

[Esc] Exit

Line width	Left	Top	Length	Height	Color
99,00	0,00	0,00	20,00	1,00	Blue
99,00	0,00	19,50	20,00	1,00	Blue
1,00	17,00	19,50	4,70	1,45	Yellow
1,00	22,00	3,00	7,50	2,00	Black
1,00	22,00	5,00	7,50	3,00	Black
1,00	22,00	8,00	7,50	2,00	Black
1,00	22,00	10,00	7,50	8,50	Black
1,00	22,00	18,50	7,50	2,50	Black

[Esc] Exit [Ctrl P] Positioning [Page 1] Next page

Generating Templates for Different Countries

1. Remember the **differences between languages** and their assignment to countries (i.e. American English for the USA and Canada, English for Great Britain and Australia, French for France and Canada)
2. Different screens require the **choice of a language**. Ensure that this data is changed as needed for the different languages of different countries.
 - ▶ Title phrases , Phrase for harmless substances, Phrase for toxic substances, Other text modules (*Settings for the Label – Text Modules*)
3. Settings (*Label Formats*):
 - ▶ #3: Choose the country upon whose legislation the label will be based.
 - or
 - ▶ #10: Choose the specific GHS output (if GHS output is required) – remember the various countries to which a language can be assigned (for example, if your first language is French, ensure that you choose either *EU Guidelines* for France or *Canadian Guidelines* for Canada)
 - ▶ #4: Choose language(s)
 - ▶ Country specific settings (*General Settings Tab*):
 - ▶ #29 – Austria
 - ▶ # 28 – EU Regulation for cosmetic products
4. Choose the legislative output in the label and assign the positions to the appropriate texts and symbols.
5. Choose the appropriate symbols for output:

These depend on:

- The legislative output chosen
- The logo desired for the country
- Whether the text is required for output with the symbol
- The symbol minimum size as required by legislation
- The application of the label

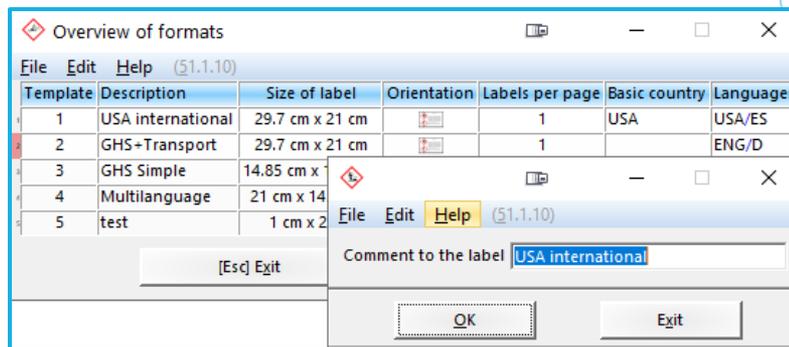
Printing Labels

How to use your Template:

By pressing **F6** **Label** or the corresponding button in the main screen of your preparation or raw material, you can generate a label for the substance.

Steps for creating a label for a substance for the first time:

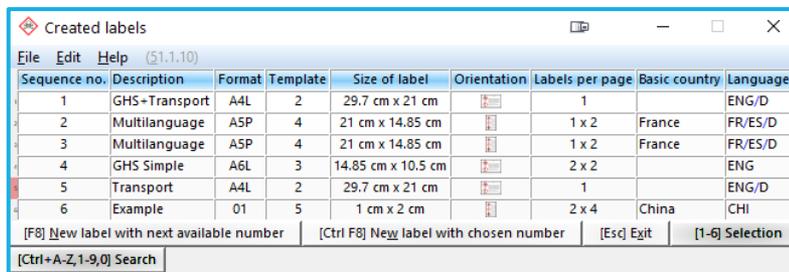
- You receive a list of templates
- Upon choosing a template, you can assign a name or description to it.



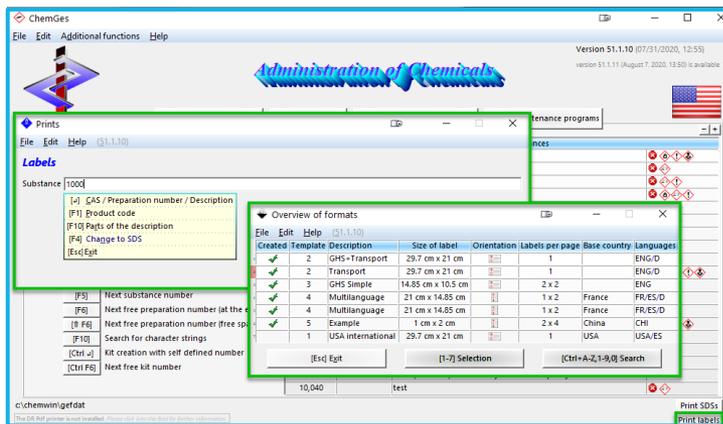
If labels were already generated for your substance:

- Select one of the already created label formats, by clicking on it.
- New labels can be generated by pressing

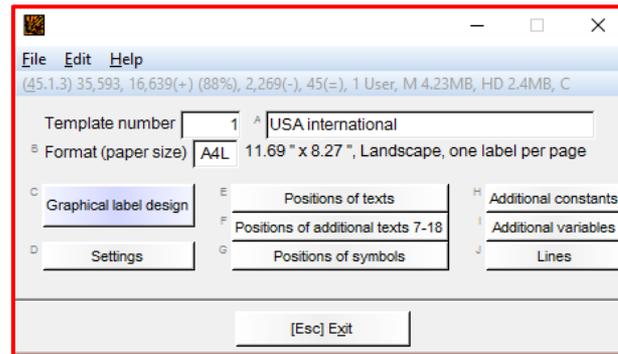
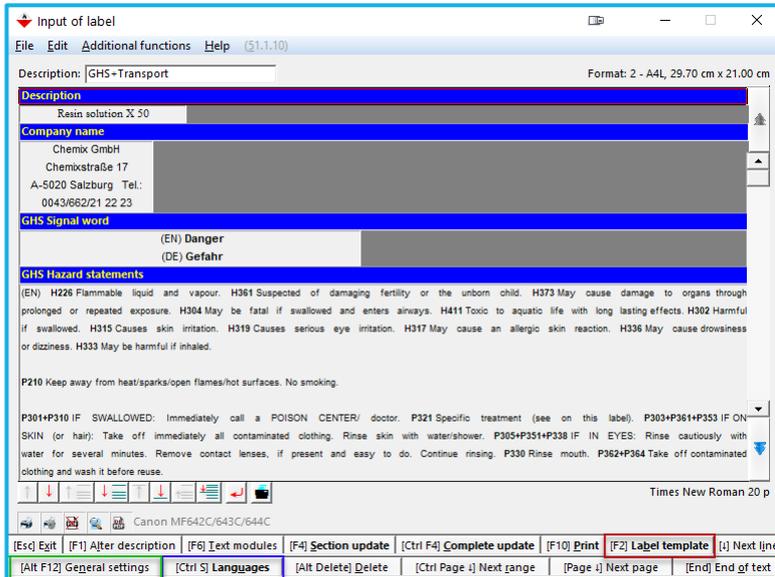
F8 **New label with next available number** or
CtrlF8 **New label with chosen number.**



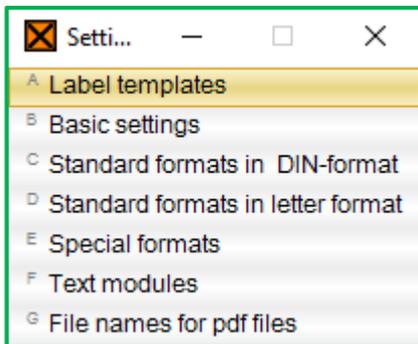
Alternatively, you can print labels directly from the first screen of ChemGes.



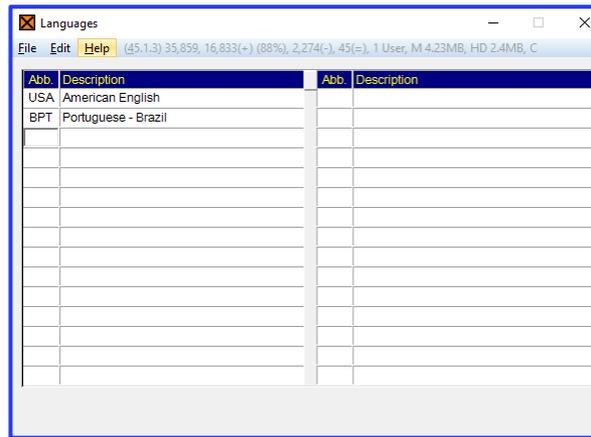
Printing Labels



The function [F2] **Label template** lets you adapt the template. This would be done, for example, if the error message *'too many lines'* appears.



Via the function [Alt+F12] **General settings**, you can access the general settings for labels.



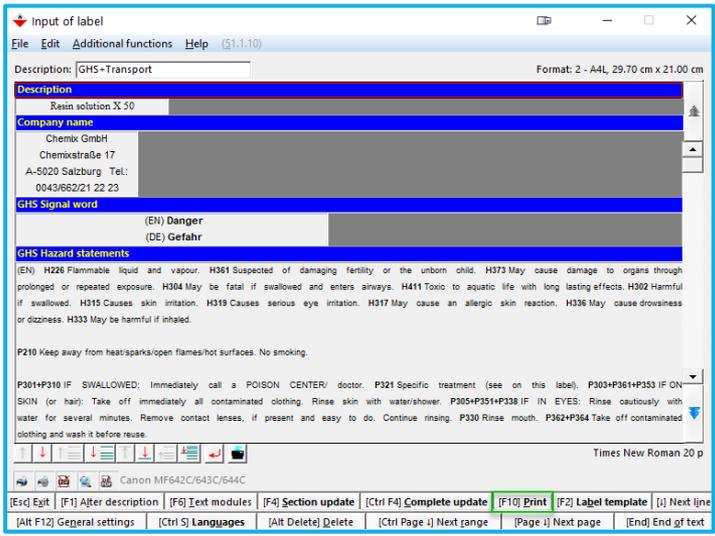
The function [Ctrl+S] **Languages** allows you to change the language(s) output for this label.

If only one language was assigned to the template, only one language can be output. If at least two languages appear on the template, up to thirty languages can be output.

Once you leave the label, the language is reset.

Printing Labels

1. Press **F10** **Print**.

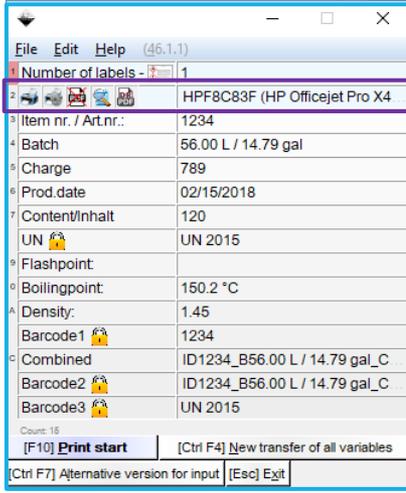
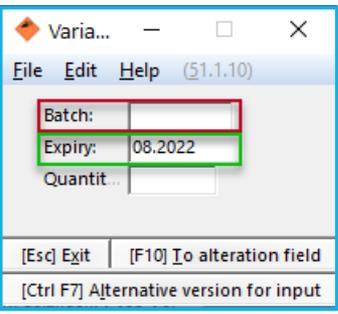


3. Press **F10** **Print start**.



2. Depending on your template settings:

- Enter the requested Data
 - **Variables without allocation**
 - **Variables with allocation**



Here you can select the **Printer** and **Printer settings** as well as the output of a **Pdf** and activate / deactivate the **Print preview**.

More detailed Information can be found in the Manual to ChemGes

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