

Label Printing Software BA-300 Version 1.00

For Windows User's Guide

What you can do with the
BA-300 Application



Using the BA-300
Application



Troubleshooting



Be sure to keep all user documentation handy for future reference.

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- Refer to the Printer user documentation for information about how to install this software and the required operating environment.
- The BA-300 Application is software that runs on Windows 10, Windows 8.1, and Windows 7 SP1.
- Certain equipment configurations may not support proper operation.

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BA-300 Application Overview and Preparation

Using This Manual

What you should read first

First, carefully read the section titled “Overview and Preparation” (pages 4 through 6) for a general overview of the product and information about the required operating environment.

When printing a label refer to “BA-300 Operation Flow” (page 9).

About this manual

■ This manual does not explain how to perform Windows operations.

This manual is the BA-300 Application User’s Guide for Windows. This software can run under Windows 10, Windows 8.1, and Windows 7 SP1 (hereinafter referred to as “Windows”). This manual does not explain how to use Windows itself.

This manual was written for users who are at least familiar with the basic Windows operations below.

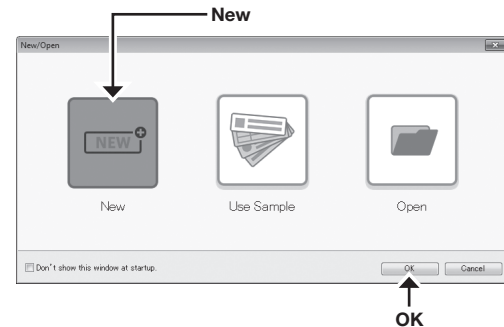
- **Mouse operations:** Click, double-click right-click, drag, drag and drop, etc.
- **Menu operations with the mouse**
- **Text input with the keyboard**
- **Standard Windows operations**

Refer to the user documentation that came with your computer or Windows package for details about standard Windows operations.

■ On-screen button operations

All of the operations in this manual are shown as being performed with your computer’s mouse

- Startup screen (**New/Open** screen) operations are indicated shown below.



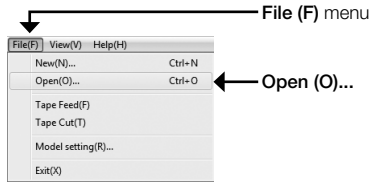
Click **New** and then **OK**.

- **Toolbar operations** are indicated as shown below.



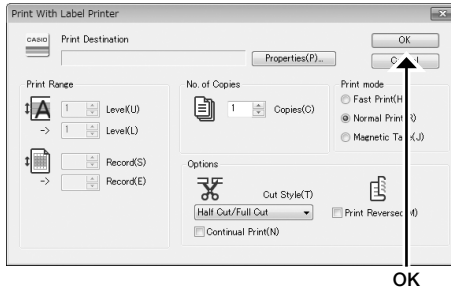
On the toolbar, click .

- Menu and command operations are indicated as shown below.



On the **File** menu, click **Open (O)**,...

- Dialog box buttons are indicated as shown below.



Click **OK**.

■ Key Operations

This software supports use of both mouse operations and keyboard key operations. The following keyboard key operations are supported: Ctrl, Shift, Alt. These keys are represented in this manual as **Ctrl**, **Shift**, and **Alt**. They are used in combination with keyboard letter keys to perform operations.

■ Display screens

- Note that the appearances of sample screen shots used in this manual may differ somewhat from the screens that are actually displayed on your computer. However, the essential contents of the two screens should be the same.
- Screen shots shown in this manual are based on the English version of Windows 7 SP1. Screens produced by other operating systems may be different from the screen shots shown here.

Printer Models that Support the BA-300 Application

The printer models below support printing with the BA-300 application.
KL-G2

- Actual printing requires installation of a printer driver for your specific printer model. For information about installing a model-specific printer driver, refer to the user documentation that comes with your printer. Visit the site below to download the newest software version and to find out the latest news about this product.

<http://world.casio.com/support/>

BA-300 Label Printing Application

The BA-300 application is software that makes it possible for you to create label contents on a computer. It prints in accordance with the application's settings.

What you can do with the BA-300 application

The BA-300 application can be used to create original labels for printing on a CASIO label printer.

The BA-300 application supports all of the capabilities below.



Progress Reports



Reception



Watch Your Step

- Creation of innovative label designs

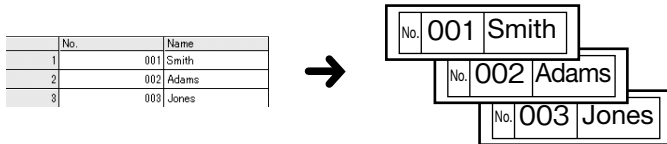


Staff Pick

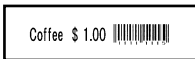
Best Seller

- Saving layouts as files that can be opened when required
- Printing with the built-in fonts (True Type only) of your computer
- Use of graphic images (bmp, jpg, png) from other applications ("Inserting an Image", page 31)
- Simple figure creation ("Inserting a Figure", page 36)
- Screenshot capture for use when creating a label ("Capturing a Computer Screen Image", page 32)
- Background image insertion
- Continuous printing with automatic content replacement ("Using Merge Print", page 45)

- Simple label creation using an existing design as a template
- Continuous printing using Microsoft Excel or other data ("Importing Other Software Data into a Merge Database", page 49)



- Installing the BA-300 program allows use of a variety of BMP format illustrations (built-in images).
- Bar code printing



- Two-dimensional code printing
 In this manual, the term "two-dimensional codes" refers collectively to the formats shown below.
 QR CORD, PDF417, Data Matrix



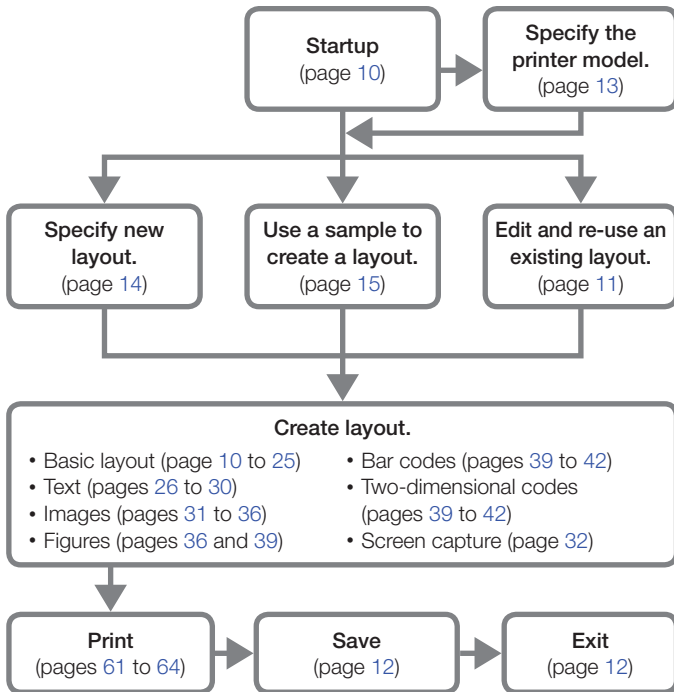
Label Printing Application

BA-300

BA-300 Operation Flow

This section provides you information about the general flow of label creation using the BA-300 application.

You can arrange text, images, figures, bar codes, and two-dimensional codes as desired as part of a tape layout.



■ About this Manual

You can use the operation below to display the program's instruction manual, and find out about operation procedures and precautions. On the **Help (H)** menu, click **Instruction Manual (M)**.

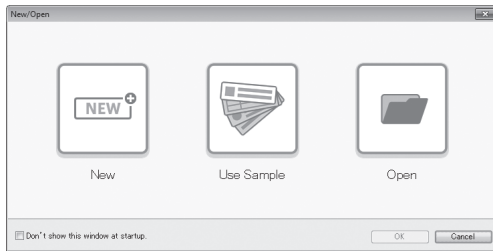
BA-300 Basic Operations

This section explains the following the BA-300 application operations: starting up BA-300, opening an existing layout, saving a new layout, saving changes to an existing layout, closing an open layout, exiting BA-300.

Starting Up the BA-300 Application

If this is the first time you are using the printer, refer to "Layout Creation Flow" (page 13) to find out what to do next.

- 1 Double click .
 - This displays the **New/Open** screen.



- 2 Next, perform any of the operations below.

To create a new layout

Click **New** and then **OK**. This displays the **Label Properties** screen (page 14).

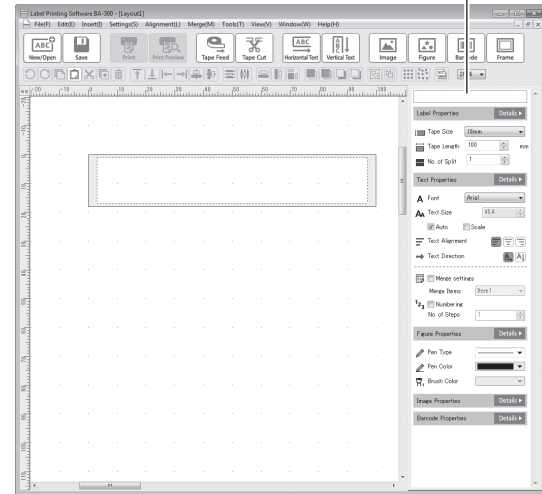
To select a sample layout

Click **Use Sample** and then **OK**. This displays a screen for selecting folders that group samples according to type and application (page 15).

To open an existing layout file

Click **Open** and then **OK**. This displays the file selection screen (page 11).

Shows the printer model name. No printer model name is shown in the screenshots used in this manual.



- If you want the editing screen to appear immediately upon startup, select the **Don't show this window at startup** check box. The **New/Open** screen will not display upon startup while this check box is selected.


Starting Up from the Start Menu

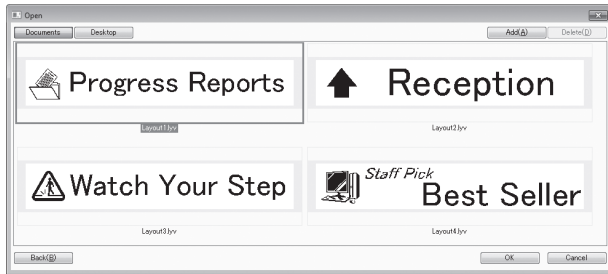
This software can also be started up using the operation below.

- ① Click the Windows **Start** menu.
- ② Click the following: **All Programs - CASIO - Label Printing Software BA-300 - BA-300**.
 - The folders displayed by the BA-300 program depend on the settings configured during installation.

Opening an Existing Layout

This section explains how to open an existing layout.

- 1 On the toolbar, click  .
 - You could also click **Open (O)...** on the **File** menu. In this case, go directly to step 3.
 - This displays the **New/Open** screen.
- 2 Click **Open** and then **OK**.
 - You could also double-click **Open**.
 - This displays the file selection screen.



- 3 Click the name of the layout (file) that you want to open and then click **OK**.
 - This displays an editing screen with the layout you selected.
 - The **Documents** and **Desktop** buttons are displayed under initial default settings.
 - Up to two more folders can be displayed as buttons by clicking the **Add (A)** button.
 - The file selection screen shows layout files and folders.
 - To display the files in a folder, select the folder on the file selection screen and then click **Next (F)**. To return to the next higher folder, click **Back (B)**.

Layout File Name Extensions

- The name of a layout created with this software will have the file name extension ".lyw".
- You can also open different version layout files (.lyw, .lyu, .lyc).
- Any file saved with this software will have a ".lyw" file name extension.

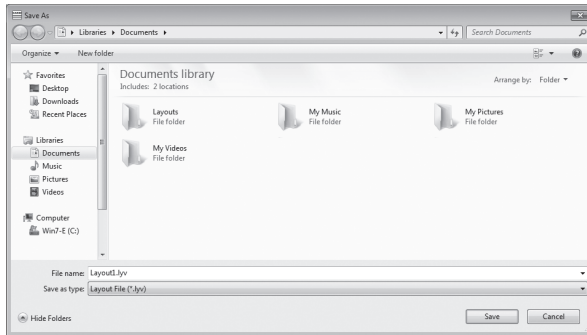
Opening a Layout Created with Another Model Printer

- Opening a layout file while the currently connected printer model is different from the printer model that was connected when the layout file was created may cause some misalignment of the layout contents. This is caused by differences in the margin lengths and/or print densities between printers. If this happens, you will need to make adjustments in the layout after opening its file.

Saving a New Layout

Use the procedure below to save a new layout. You can also use these steps to create a copy of an existing layout under a different name.

- 1 On the **File (F)** menu, click **Save as (A)...**



- 2 Input the file name (layout name).
 - The file name extension of a layout file is .lwo.
- 3 After confirming your input, click **Save (S)**.
 - To cancel without saving anything, click **Cancel** instead of **Save (S)**.

Saving Changes to an Existing Layout

Use the procedure below to save changes you have made to an existing layout.

- 1 Click the  icon, or click **Save (S)** on the **File (F)** menu.
 - This saves the layout.

Closing a Layout

- 1 On the **File (F)** menu, click **Close (C)**.
 - This closes a currently displayed layout.
 - A confirmation message will appear if there are unsaved edits to the displayed layout. Specify whether or not you want to save your changes.

Exiting the BA-300 Application

- 1 On the **File (F)** menu, click **Exit (X)**.
 - This exits the BA-300 application.
 - A confirmation message will appear if there are unsaved edits to the displayed layout. Specify whether or not you want to save your changes.

Layout Creation Flow

This section provides you information about the general flow of label layout creation using the BA-300 application.

Specifying the Layout Size

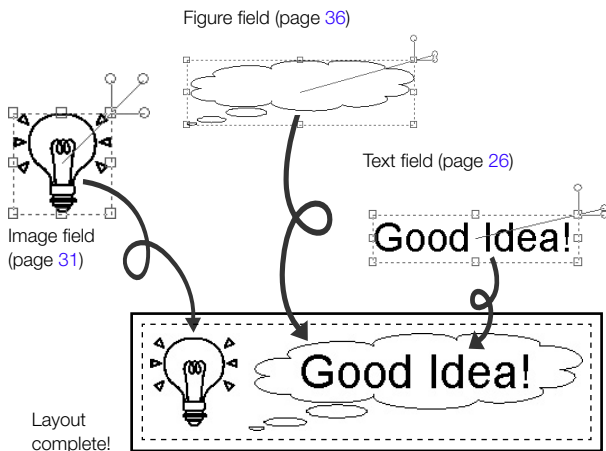
The layout shapes and sizes you can specify for a label depends on the model of the printer you are using for printing.

- Specifying the Connected Printer Model (right-hand column of this page)
- Creating a New Label Layout (page 14)
- Using a Sample to Create a Layout (page 15)



Creating a Label Layout

You can create a label layout by arranging its various fields.



- You can also use a bar code field (including a two-dimensional code field) (page 39).

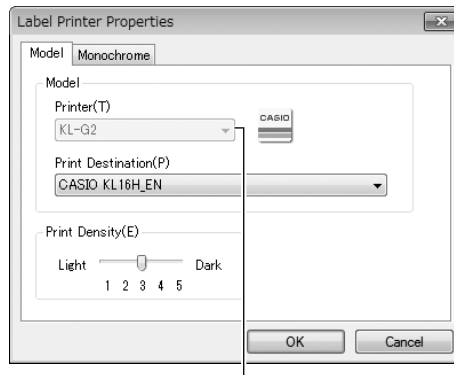
Specifying the Connected Printer Model

Use the procedure below to specify the model of printer that you plan to use to print the label layouts you create with the BA-300 application.

Important!

The label sizes you can use for label layout depend on the specified printer model. Make sure that the correct printer model is specified before you start creating a label layout.

- 1 On the **File (F)** menu, click **Model setting (R)...**
- 2 Specify the printer model name and printer to be used.
Specifying the KL-G2 Printer




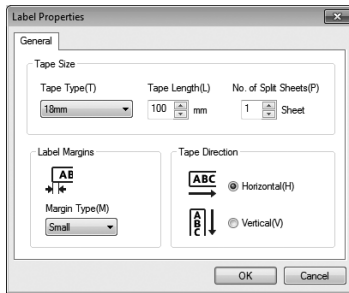
Click the down arrow button to display a list of printer models.

- For the KL-G2 Printer, select **CASIO KL-16H_EN** for **Printer**.
- 3 Click **OK**.

Creating a New Label Layout

Configuring Tape Layout Settings

- 1 On the toolbar, click .
 - You could also click **New (N)...** on the **File (F)** menu. In this case, go directly to step 3.
 - This displays the **New/Open** screen.
- 2 Click **New** and then **OK**.
 - You could also double-click **New**.
 - This displays the **Label Properties** screen.



- 3 Use the **Tape Type (T)** box to specify the width of tape for printing.
 - Select the width of the tape loaded in the printer.
- 4 Use the **Tape Length (L)** box to specify the label length.
- 5 To create a label layout that is wider than the tape width, use the **No. of Split Sheets (P)** box to specify how many tapes the print image should be split between.
 - For label layout hints, see page 64.

- 6 Configure the **Label Margins** setting.
 - Margins are the amount of blank space preceding and following the printing on a label.
 - Depending on the printer model and print settings, you may not be able to specify the margin setting.
 - The amount of tape fed for each margin setting depends on the printer model.

Printer Settings / Model	Large	Medium	Small
KL-G2	Approximately 19mm	Approximately 10mm	Approximately 3mm

- 7 Specify the **Tape Direction**.
 - **Tape Direction** specifies whether the layout image should be displayed horizontally or vertically. If you are planning to create a vertical label, see the label layout hints on page 64.
- 8 Click **OK**.


Changing the Settings of an Open Label Layout

You can use one of the procedures below to change the settings of a label layout you are editing.

- On the **Settings (S)** menu, click **Tape settings (L)...** and then configure each of the settings.
- Change the settings of items on the Work Window (page 21).
- You can change the label length by dragging the right edge of the displayed label.

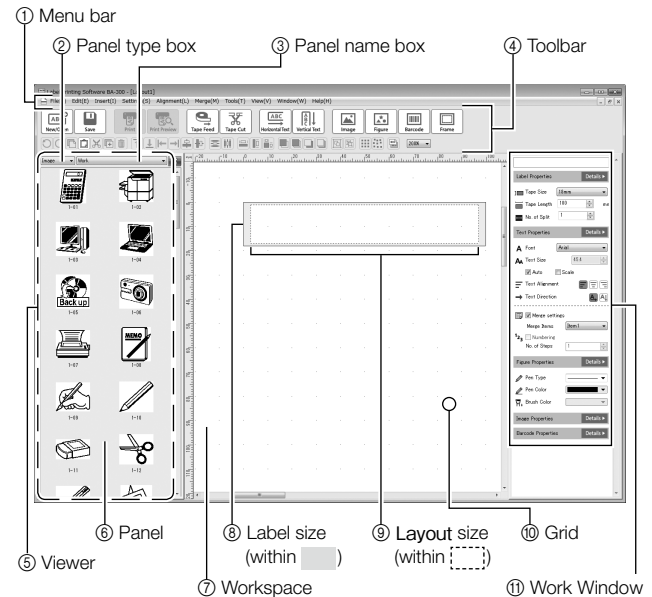
Using a Sample to Create a Layout

Use the procedure below to open a sample layout.

- 1 On the toolbar, click .
 - This displays the **New/Open** screen.
- 2 Click **Use Sample** and then **OK**.
 - You could also double-click **Use Sample**.
 - This displays the **Use Sample** screen.
- 3 Click the category name that matches the type of layout you want, and then click **Next (F)**.
 - You could also double-click the category name.
 - This displays the file selection screen.
- 4 Click the name of the layout (file) that you want to open and then click **OK**.
 - This displays an editing screen with the layout you selected.
 - The initial default input is fictitious. Any resemblance to real persons, living or dead, organization, etc. is purely coincidental.

Layout Creation Screen

This section explains the contents of the layout creation screen.



① **Menu Bar** (page 16)

② **Panel type box**

Shows the type of fields currently displayed in the panel.

③ **Panel name box**

Shows the category of fields currently displayed in the panel.

④ **Toolbar** (page 20)

⑤ Viewer

The viewer consists of the panel type box, the panel name box, and the panel.

- Clicking **Viewer (V)** on the **View (V)** menu displays the viewer.

⑥ Panel (pages 29, 31, 36)

Shows existing fields in the currently selected panel category.

⑦ Workspace

Label layout creation area.

⑧ Label size

Physical size of the label.

⑨ Layout size

Size of the label print area. Layout the fields so they fit within this area.

⑩ Grid (page 22)

Workspace gridlines that aid in sizing and laying out fields.

⑪ Work Window (page 21)

Menu Bar

This section explains the menus that appear on the menu bar.

Menus

Perform menu operations using your mouse.

Menu	Function
■ File (F) menu	
New (N)...	Creates a new layout.
Open (O)...	Opens an existing layout.
Close (C)	Closes a currently displayed layout.
Save (S)	Saves the displayed layout to its existing file.
Save as (A)...	Displays a screen for specifying a file name to save the displayed layout.
Print (P)...	Prints a currently displayed layout.
Merge Print (M)...	Prints a layout while automatically inserting data into it.
Tape Feed (F)	Feeds the printer tape.
Tape Cut (T)	Cuts the printer tape.
Print Preview (V)...	Shows a print preview of a currently displayed layout.
Merge Preview (G)...	Shows a preview of a currently displayed layout, including merged data. Clicking OK actually merges the text as shown in the preview.

Menu	Function
Numbered Preview (B)...	Shows a print preview of the layout currently being edited, when the layout uses the numbering function.
Model setting (R)...	Specifies the printer model and other information.
1 XXXX.lyv	Re-opens the previously open layout.
Exit (X)	Exits the BA-300 software.
■ Edit (E) Menu	
Undo (U)	Undoes the last operation.
Redo (R)	Redoes the last undone operation.
Cut (T)	Cuts the currently selected range of fields.
Copy (C)	Copies the currently selected range of fields.
Paste (P)	Pastes fields that have been cut or copied.
Delete (A)	Deletes the currently selected range of fields.
Duplicate (D)	Duplicates the currently selected range of fields.
Select All Fields (L)	Selects all of the fields in a layout.
■ Insert (I) Menu	
Insert Horizontal Text (H)...	Inserts a horizontal text field.
Insert Vertical Text (V)...	Inserts a vertical text field.

Menu	Function
Insert Image (G)...	Inserts an image field.
Insert Figure (S)...	Inserts a figure field.
Insert Frame (F)...	Inserts a frame.
Insert Barcode (B)	Inserts a bar code field or two-dimensional code field (QR code, etc.)
Insert Timestamp (T)	Inserts a timestamp (date and time).
Insert Object (J)...	Inserts an Excel, Word, or other object.
Capture Image (C)	Captures an image of your computer screen.
■ Settings (S) Menu	
Text settings (T)...	Configures text properties.
Image settings (G)...	Configures image properties.
Figure settings (S)...	Configures figure properties.
Barcode settings (B)	Configures bar code and two-dimensional code (QR code, etc.) settings.
Capture settings (C)...	Configures screen capture properties.
Tape settings (L)...	Configures tape properties.
Workspace settings (W)...	Configures workspace properties.

Menu	Function
■ Alignment (L) Menu	
Align (A)	Displays the six sub-menu items described below.
–Top (T)	Aligns the selected field with the top edge of the layout print area.
–Bottom (B)	Aligns the selected field with the bottom edge of the layout print area.
–Left (L)	Aligns the selected field with the left edge of the layout print area.
–Right (R)	Aligns the selected field with the right edge of the layout print area.
–Center Vertically (V)	Aligns the selected field with a vertical line in the center of the layout print area.
–Center Horizontally (H)	Aligns the selected field with a horizontal line in the center of the layout print area.
Justify (V)	Displays the two sub-menu items described below.
–Align Vertically (V)	Aligns the selected fields so they are evenly spaced vertically.
–Align Horizontally (H)	Aligns the selected fields so they are evenly spaced horizontally.
Align Field Size (S)	Displays the three sub-menu items described below.
–Width (W)	Makes the selected fields the same width.
–Height (H)	Makes the selected fields the same height.
–Width and Height (B)	Makes the selected fields the same width and height.
Move to Front (R)	Moves the selected field one step towards the front.

Menu	Function
Move to Foreground (F)	Makes the selected field the frontmost field.
Move to Back (K)	Moves the selected field one step towards the back.
Move to Background (B)	Makes the selected field the backmost field.
Group (G)	Creates a group of the selected fields.
UnGroup (U)	Ungroups the selected field group.
Tile (T)	Arranges the selected fields so they tiled as the background of the layout.
UnTile (L)	Untiles fields.
■ Merge (M) Menu	
Use Sample (S)...	Opens a sample layout that uses merge.
Text Box (T)...	Pastes a text box that has been configured for merge printing into the layout being edited.
Create/Edit Merge Data (E)	Creates a merge database.
Merge Preview (V)	Shows a preview of the layout being edited, including merged data. Clicking OK actually merges the text into the preview.
Merge Print (P)...	Prints a layout while automatically inserting data into it.
■ Tools (T) Menu	
Copy Field (C)	Duplicates the layout or currently selected field.

Menu	Function
■ View (V) Menu	
Tool bar (T)	Toggles the toolbar between show and hide.
Viewer (V)	Toggles the viewer between show and hide.
Work Window (K)	Toggles the Work Window between show and hide.
Zoom (Z)	Displays the six sub-menu items described below.
-400%	Zooms the workspace by 400%.
-300%	Zooms the workspace by 300%.
-200%	Zooms the workspace by 200%.
-100%	Zooms the workspace by 100%.
-75%	Zooms the workspace by 75%.
-50%	Zooms the workspace by 50%.
■ Window (W) Menu	
Cascade (C)	Displays the windows of multiple layouts in a cascade view.
Show Vertically (H)	Displays the windows of multiple layouts stacked vertically.
Show Horizontally (T)	Displays the windows of multiple layouts aligned horizontally.
Arrange Icons (A)	Arranges the iconized layouts along the bottom of the screen.

Menu	Function
Close All (L)	Closes all currently open windows.
1 XXXX .lyv	Selects a currently open layout window and makes it active.
■ Help (H) Menu	
Instruction Manual (M)	Displays the instruction manual.
CASIO home page (C)	Displays the CASIO website.
Latest information (L)	Displays a web page with the latest information about the software.
Version info (A)...	Displays version information.










Layout Screen Bars and Grids

















This section explains about the layout creation screen toolbar, the Work Window, and the grid.















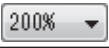
Toolbar

Clicking a toolbar icon will display a dialog box or perform some operation.

- You can toggle the display status of the toolbar between show and hide by clicking **Tool bar (T)** on the **View (V)** menu.

Tool Icons	Function
 New/Open	Displays the New/Open screen.
 Save	Saves a currently displayed layout.
 Print	Prints a currently displayed layout.
 Print Preview	Shows a print preview of a currently displayed layout.
 Tape Feed	Feeds the printer tape.
 Tape Cut	Cuts the printer tape.
 Horizontal Text	Inserts a horizontal text field.
 Vertical Text	Inserts a vertical text field.
 Image	Inserts an image field.

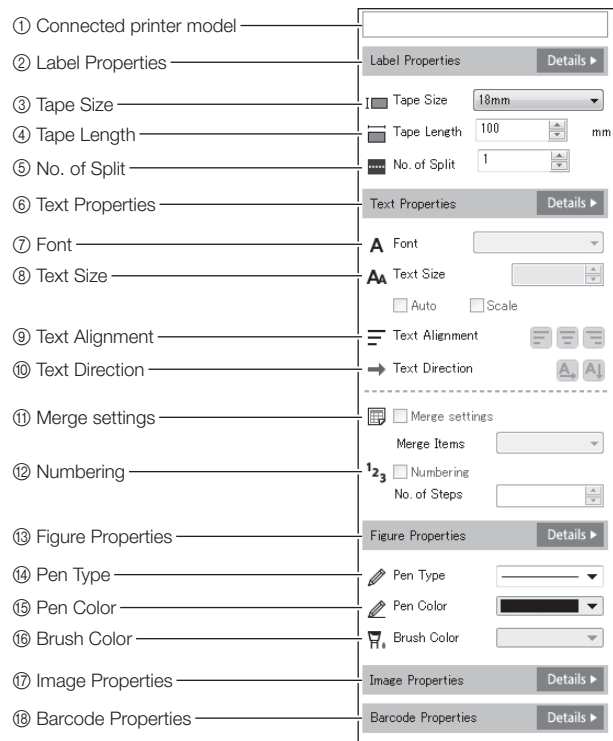
Tool Icons	Function
 Figure	Inserts a figure field.
 Barcode	Inserts a bar code or two-dimensional code.
 Frame	Inserts a frame.
	Undoes the last operation.
	Redoes the last undone operation.
	Copies the currently selected field.
	Pastes fields that have been cut or copied.
	Cuts the currently selected field.
	Creates one more of the currently selected field.
	Deletes the currently selected field.
	Aligns the selected field with the top edge of the layout print area.
	Aligns the selected field with the bottom edge of the layout print area.
	Aligns the selected field with the left edge of the layout print area.
	Aligns the selected field with the right edge of the layout print area.
	Aligns the selected field with a vertical line in the center of the layout print area.
	Aligns the selected field with a horizontal line in the center of the layout print area.

Tool Icons	Function
	Aligns the selected fields so they are evenly spaced vertically.
	Aligns the selected fields so they are evenly spaced horizontally.
	Makes the selected fields the same width.
	Makes the selected fields the same height.
	Makes the selected fields the same width and height.
	Moves the selected field one step towards the front.
	Makes the selected field the frontmost field.
	Makes the selected field one step towards the back.
	Makes the selected field the backmost field.
	Creates a group of the selected fields.
	Ungroups the selected field group.
	Arranges the selected fields so they tiled as the background of the layout.
	Untiles tiled fields.
	Duplicates the layout or currently selected field.
	Specifies the display zoom factor.

Work Window

You can click an item displayed on the Work Window and change its setting as required.

- For information about how to change the connected printer model setting, see "Specifying the Connected Printer Model" (page 13).
- If the Work Window is not displayed, click **Work Window (K)** on the **View (V)** menu.
- Depending on the tape layout, you may not be able change certain settings.



1 Connected printer model

2 Label Properties

3 Tape Size

4 Tape Length

5 No. of Split

6 Text Properties

7 Font

8 Text Size

9 Text Alignment

10 Text Direction

11 Merge settings

12 Numbering

13 Figure Properties

14 Pen Type

15 Pen Color

16 Brush Color

17 Image Properties

18 Barcode Properties

Label Properties Details ▶

Tape Size 18mm

Tape Length 100 mm

No. of Split 1

Text Properties Details ▶

Font

Text Size

Auto Scale

Text Alignment

Text Direction

Merge settings

Merge Items

Numbering

No. of Steps

Figure Properties Details ▶

Pen Type

Pen Color

Brush Color

Image Properties Details ▶

Barcode Properties Details ▶

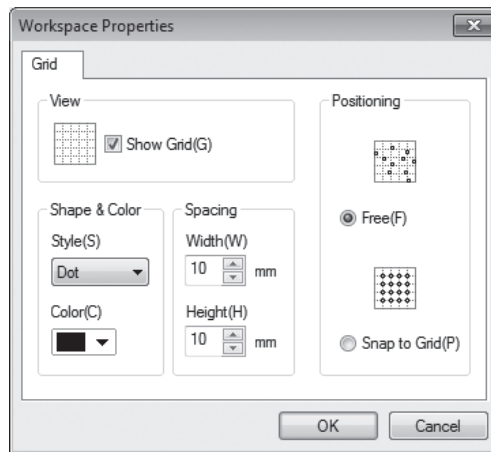
① Connected printer model	Shows the printer model name specified with the procedure under "Specifying the Connected Printer Model" (page 13). • No printer model name is shown in the screenshots used in this manual.
② Label Properties	Clicking Details displays the Label Properties screen.
③ Tape Size	Specifies the width of the label.
④ Tape Length	Specifies the length of the label.
⑤ No. of Split	Specifies the number of pieces of tape to be combined to create the final label using the layout.
⑥ Text Properties	Clicking Details displays the Text Properties screen.
⑦ Font	Specifies the font for a text field.
⑧ Text Size	Specifies the text size. Selecting the Auto check box will cause the text size to be adjusted to the default size automatically. Also selecting the Scale check box will cause the vertical/horizontal ratio of the text to be adjusted automatically.
⑨ Text Alignment	Specifies the text alignment (left, center, right).
⑩ Text Direction	Specifies the text direction (vertical or horizontal).
⑪ Merge settings	Specifies whether or not merge printing will be performed, and configures merge item settings.
⑫ Numbering	Specifies whether or not numbered printing will be performed, and specifies the number of steps.
⑬ Figure Properties	Clicking Details displays the Figure Properties screen.
⑭ Pen Type	Specifies the line type for figure drawing.

⑮ Pen Color	Specifies the line color for figure drawing.
⑯ Brush Color	Specifies the brush color for figure drawing.
⑰ Image Properties	Clicking Details displays the Image Properties screen.
⑱ Barcode Properties	Clicking Details displays a menu for selecting a barcode or two-dimensional code type. Clicking a barcode or a two-dimensional code type displays the corresponding Barcode Properties screen.

Using the Workspace Grid

Use the procedure below to toggle display of the workspace grid between show and hide.

- 1 On the **Settings (S)** menu, click **Workspace settings (W)...**



- 2 Configure the setting of each item.
- 3 Click **OK**.

Key Operations

This section explains operations you can perform using your computer keyboard.

- The plus symbol (+) is used here to indicate that two keys should be pressed at the same time.

Example: Pressing both the **Ctrl** and **A** key at the same time is shown as: **Ctrl+A**.

Shortcut Keys

You can use the shortcut key operations shown in the table below to perform various operations from your computer keyboard.

Key Operation	Function
Delete	Deletes the currently selected field.
Ctrl+A	Selects all of the fields in a layout.
Ctrl+D	Duplicates the currently selected range or field.
Ctrl+N	Creates a new layout.
Ctrl+O	Opens an existing layout.
Ctrl+P	Prints a currently displayed layout.
Ctrl+S	Saves the displayed layout to its existing file.
Ctrl+X	Cuts the currently selected field.
Ctrl+C	Copies the currently selected field.
Ctrl+V	Pastes fields that have been cut or copied.
Ctrl+Z	Undoes the last operation.
Ctrl++	Zooms in on the screen.
Ctrl+-	Zooms out from the screen.

Using Key Operations to Reposition Fields

You can use the computer keyboard operations in the table below to reposition fields in a layout.

- Click a field to select it.

Key Operation	Function
↑	Shifts the selected field slightly upwards.
↓	Shifts the selected field slightly downwards.
←	Shifts the selected field slightly leftwards.
→	Shifts the selected field slightly rightwards.
Ctrl+ ↑	Moves the selected field upwards.
Ctrl+ ↓	Moves the selected field downwards.
Ctrl+ ←	Moves the selected field leftwards
Ctrl+ →	Moves the selected field rightwards
Tab	Jumps forward between fields.
Shift+Tab	Jumps back between fields.
Home	Moves the selected field to the left edge of the label layout.
End	Moves the selected field to the right edge of the label layout.
Ctrl+Home	Moves the selected field to the upper left edge of the label layout.
Ctrl+End	Moves the selected field to the lower right edge of the label layout.

Using Fields

A label layout is made up of various fields. This section explains the characteristics of each type of field and the common operations that apply to all field types.

Four Field Types

Field Types

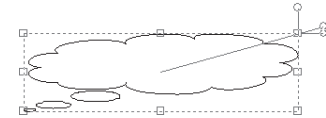
There are four different types of fields that can be inserted into a label layout.

This type of field:	Is for this type of data:
Text field	Text
Image field	Images
Figure field	Figures and illustrations
Bar code field	Bar codes and two-dimensional codes

Selecting a field causes it to be surrounded by a light gray boundary as shown in the nearby illustration. This selection boundary is not printed.



Figure field

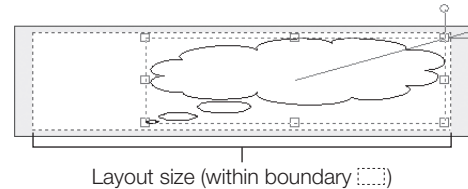


Bar code field



Important!

Layout the fields so they fit within the layout area. Any part of the label that is not within the layout area will not be printed.



Difference between an Image and a Figure

This manual differentiates between images and figures as described below.

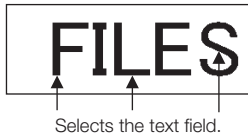
Image: This is an illustration drawn with paint software, or a digital image recorded with a digital camera, or downloaded from a website, etc.

In addition to the images that come with this software, you can import your own digital images or computer screen shots.

Figure: A figure is a square, star, arrow or other sketch or drawing. This software comes with various figures built-in.

■ Selecting a Field

Text field: Click on a line of the text to select the field.



Graphic, figure, or bar code field:

Click anywhere within the field.

General Field Operations

This section explains operations that apply to all field types.

- Click a field to select it. If fields are stacked in a way that some cannot be seen, you can navigate between them by pressing the **Tab** key.

Repositioning a Field

Drag the field with your mouse.

Deleting a Field

Select the field and then press the **Delete** key.

Editing or Replacing Text, a Graphic, or a Bar Code (Two-Dimensional Code) in a Field

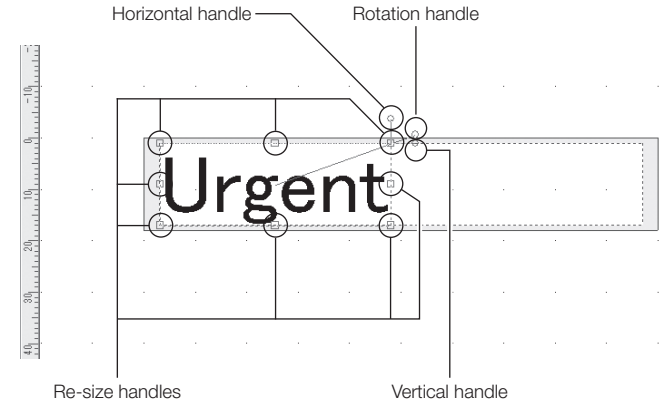
Double-clicking a field displays a screen for editing field content and replacing the field.

Inserting a Field from the Panel

You can insert a text, image, or figure into a label layout by dragging it in from panel.

Adjusting the Shape or Size of a Field

You can adjust the shape and size of a field. You can also adjust the size and shape of the text, graphic, or figure contained in a field, in accordance with the field shape.



- You can re-size a field by dragging the re-size handles. You can maintain the angle of a figure's straight line by holding down the **Shift** key while manipulating the line.
- You can rotate a field by dragging the rotation handle. You can rotate in 15-degree increments by holding down the **Shift** key while rotating.
- You can horizontally tilt a field by dragging its horizontal handle.
- You can vertically tilt a field by dragging its vertical handle.

Important!




A bar code field cannot be rotated. A barcode field that contains a two-dimensional code cannot be re-sized.

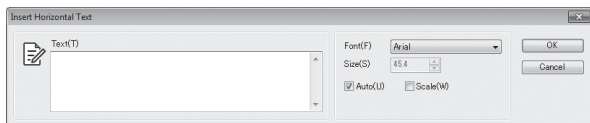
Inserting Text

This section explains how to insert text into a label layout.

Confirm that the layout screen is displayed.

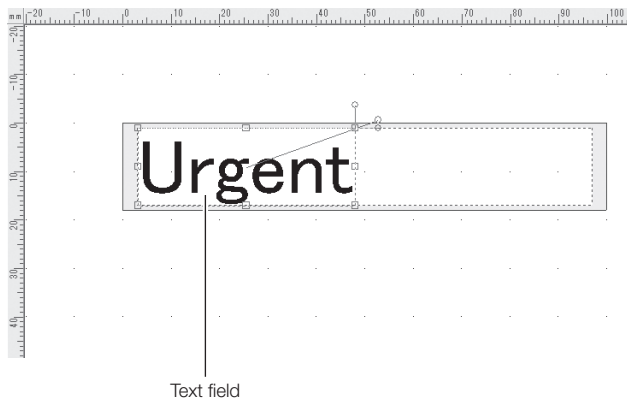
- For information about the layout screen, see "Layout Creation Screen" (page 15).

- 1 On the toolbar, click  or .
 - Here we will show the operation after  is clicked.



- 2 Input text.
 - You can input up to 255 characters.
 - You can specify the font and text size.
 - Selecting the **Auto** check box will cause the text size to be adjusted to the default size automatically. Also selecting the **Scale** check box will cause the vertical/horizontal ratio of the text to be adjusted automatically.
 - If you want to specify the text size in points, clear the **Auto** check box.
 - If you don't want the vertical/horizontal ratio of the text to be adjusted automatically, clear the **Scale** check box.

- 3 Click **OK**.
 - This inserts a text field along with the text you input.



Editing Text, Modifying Text Field Properties, Deleting a Text Field

You can edit the text in a text field, modify the properties (size, angle) of the text field, and delete a text field as required.

- For details about fields, see "Using Fields" (page 24).
-

Editing Text Field Text

Use the procedure below to re-input the text in a text field.

- 1 Double-click the text.
 - This displays the **Insert Text** screen.
- 2 Re-input the text.
- 3 Click **OK**.

Modifying Text Field Properties

Use the procedure below to change the text font in a field, or to change the alignment of the text. Text field properties affect all of the text in the field.

- 1 Click on a line of the text in the field whose properties you want to modify.
 - Modifying text properties without first selecting a text field will cause the properties to be applied to the next text field you insert.

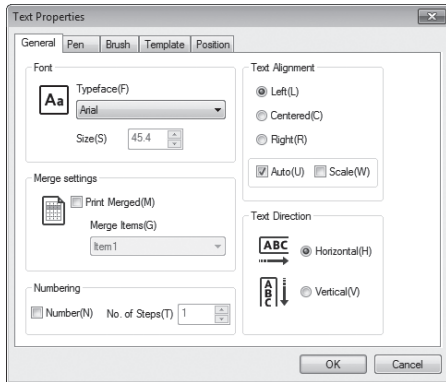
- 2 On the Work Window (page 21), configure the settings of the items under **Text Properties**.



■ Configuring Settings on the Text Properties Screen

- 1 Click the text you want to edit.
 - Modifying text properties without first selecting a text field will cause the properties to be applied to the next text field you insert.

- 2 On the Work Window (page 21), click the **Details** button on **Text Properties**.
 - You could also click **Text settings (T)...** on the **Settings (S)** menu.




- 3 Configure the setting of each item.
- 4 Click **OK**.

Adjusting the Text Size and Angle

You can change the size and angle of text by adjusting the size and angle of its text field. For information about how to adjust these properties, see "General Field Operations" (page 25).

Deleting a Text Field

- 1 Click the text you want to delete.
- 2 On the toolbar, click .
 - You could also press the **Delete** key.
 - This deletes the text field.

Easily Inputting Often-used Text

Once you save text to the text panel, you can re-use it whenever and as many times as you like.

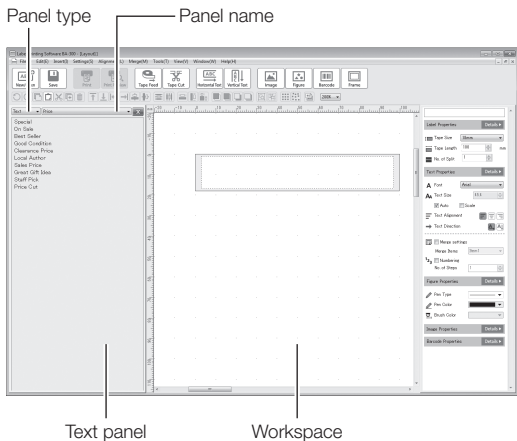
This section explains how to save text to the text panel, how to insert text from the text panel into a label layout, and how to delete text from the text panel.

Saving Text to the Panel

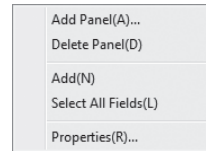
■ Using the Shortcut Menu to Save Text to the Panel

- If the viewer is not displayed, first display the **View (V)** menu and then click **Viewer (V)**.

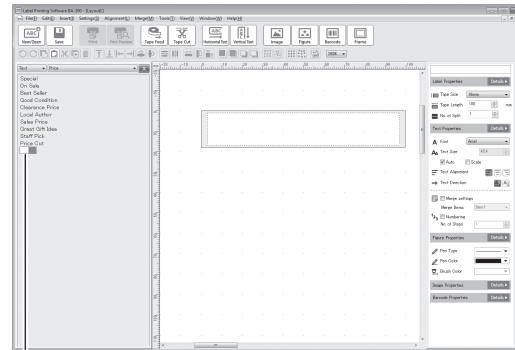
- 1 For the panel type, select **Text**.



- 2 Select the panel name.
- 3 Right-click the panel.
 - This displays a shortcut menu.



- 4 Click **Add (N)**.



Text input box

- 5 Input text.
 - The text you input is in the text input box.
- 6 Press **Enter**.
 - This saves the input text to the panel.

■ Saving Workspace Text to the Panel

With this procedure, the text you want to save to the panel should already be inserted in the workspace.

- 1 For the panel type, select **Text**.
 - This displays the text panel.
- 2 Select the panel name and display the panel where you want to save the text.
- 3 While holding down **Alt** on your keyboard, drag the text you want to save from the workspace to the panel.
 - This will display the dragged text on the text panel, indicating that it was saved there.

Inserting Text from the Panel

- 1 For the panel type, select **Text**.
 - This displays the text panel.
- 2 Select the panel name.
- 3 From the panel, drag the text you want to insert to the workspace.
 - This inserts a text field along with the text.

Deleting Text from the Text Panel

- 1 For the panel type, select **Text**.
 - This displays the text panel.
- 2 Select the panel name.
- 3 Right-click the text you want to delete.
 - This displays a shortcut menu.
- 4 Click **Delete (A)**.

Inserting an Image

This software comes with various built-in images that you can insert into your label layouts. You can also capture screen shots from your computer and use the resulting image in a label layout.

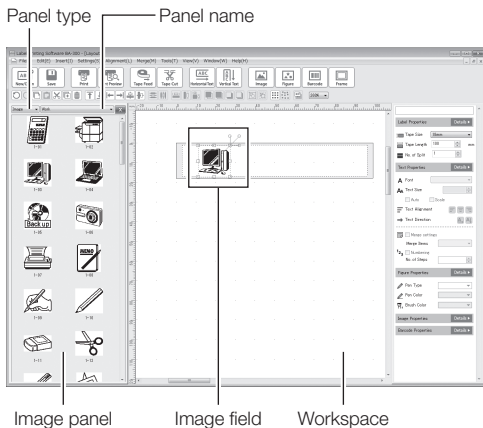
There are three ways to insert an image.

- Inserting an image from the panel
- Inserting an image by specifying a file name
- Capturing a computer screen image

Inserting an Image from the Panel

- You can also display images you created on the Panel.
- If the viewer is not displayed, first display the **View (V)** menu and then click **Viewer (V)**.

- 1 For the panel type, select **Image**.




- 2 Select the panel name and display the image you want to insert.
 - Changing the selected panel name changes the images shown on the panel.
- 3 Drag the image you want to insert to the workspace.
 - This inserts an image field along with the image.

Inserting an image by specifying a File Name

Important!

The types of images below can be inserted into a label layout. BMP, JPEG, PNG


- 1 On the toolbar, click  .
 - You could also click **Text settings (T)...** on the **Insert (I)** menu.
- 2 Specify the file name of the image you want to insert.
- 3 Click **Open (O)**.
 - This inserts an image field along with the image.

Capturing a Computer Screen Image


Use the procedure below to capture an image of your computer screen for use as image data.

Caution!

The capture operation may not work correctly if your computer is running Windows 10 or Windows 7 SP1 with Aero enabled.

- 1 On the BA-300 application title bar, click .
 - This minimizes the BA-300 window.

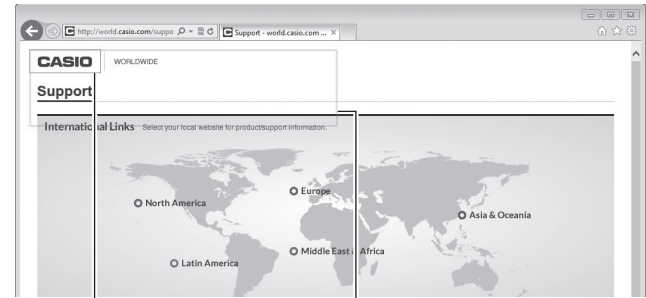


- 2 Display the screen you want to capture.
- 3 On the Windows taskbar, click  (BA-300).
 - This returns the BA-300 window to its normal size.

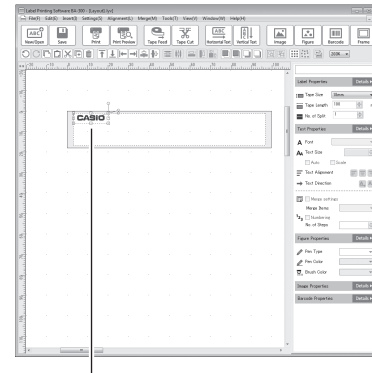


- 4 On the **Insert (I)** menu, click **Capture Image (C)**.
 - This minimizes the BA-300 window.
 - To cancel the capture operation, press the **Esc** key.

- 5 Drag your mouse pointer from the upper left corner down to the lower right corner of the area you want to capture.



Guidelines that correspond to the size of your label layout will also appear on the screen.



- The captured area is inserted as image data.
- If you drag across an area that is larger than that shown by the guidelines, re-size the captured image just as you would re-size a normal image (page 25).

Replacing an Image and Modifying Image Properties

This section explains how to perform the following image field operations: replace an image with another one, modify field properties (size and angle), and delete an image field.

- For details about fields, see "Using Fields" (page 24).
-

Replacing the Image in a Field

You can use the procedure below to replace the image in an image field with a different one.


- 1 Double-click the image field.
 - This displays the **Insert Image** screen.
- 2 Select the file name of the image you want to insert.
- 3 Click **Open (O)**.

Adjusting the Size and Angle of an Image

You can change the size and angle of an image by adjusting the size and angle of its image field.

- For information about how to adjust these properties, see "General Field Operations" (page 25).

Deleting an Image Field

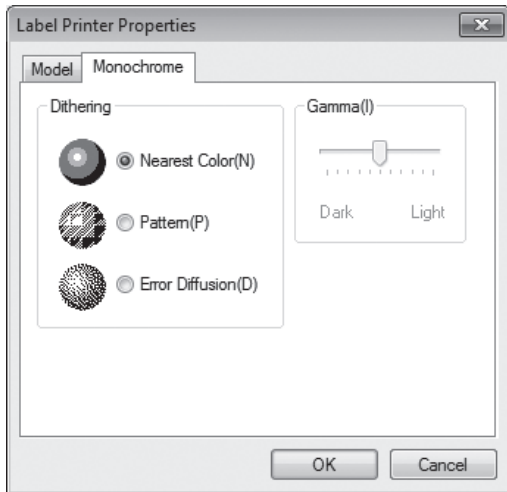
- 1 Click the image field you want to delete.
- 2 On the toolbar, click .
 - You could also press the **Delete** key.
 - This deletes the image field.

Configuring Monochrome Settings

This setting specifies how a color image is converted to monochrome for printing.

You can also adjust the density of the image.

- 1 On the **File (F)** menu, click **Model setting (R)...**
 - This displays the **Label Printer Properties** screen.
- 2 Click **Monochrome**.



- 3 Specify the monochrome conversion method to use.
 - The examples below show the result of each setting when printing black figures on a white tape.

Nearest Color (N)



Makes light colors white and dark colors black. Best for printing line drawings and text data.

Pattern (P)



Make dark colors a dark shade and light colors a light shade.

Error Diffusion (D)



Make dark colors a dark shade and light colors a light shade. Produces an image similar to that of a copy machine. Printing takes more time than **Pattern**, but the printed results look better.

- You can drag the **Gamma (I)** slider to adjust the density of the inserted image. Note that adjustment is not supported with **Nearest Color**.
- 4 Click **OK**.
 - This setting affects the printed image only. The image shown in the workspace does not change.

Saving an Image to and Deleting an Image from the Image Panel

Once you save an image to the image panel, you can re-use it whenever and as many times as you like.

This section explains how to save an image to the image panel and how to delete an image from the image panel.

Saving an Image to the Panel

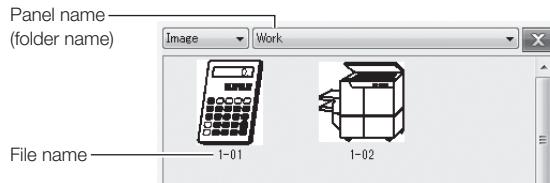
With this procedure, the image you want to save to the panel should already be inserted in the workspace.

- If the viewer is not displayed, first display the **View (V)** menu and then click **Viewer (V)**.

- 1 For the panel type, select **Image**.
 - This displays the image panel.
- 2 Select the panel name and display the panel where you want to save the image.
- 3 While holding down **Alt** on your keyboard, drag the image you want to save from the workspace to the panel.
- 4 Click the area where **New Bitmap** is displayed to select it, and then click the area again.
 - This will enable input of an image name.
- 5 Input a name for the image and then press **Enter**.
 - This completes storage of the image.

Deleting an Image from the Image Panel

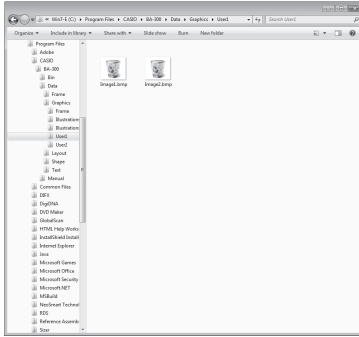
Saving an image to the image panel stores it as a file on your computer with the name shown under the image on the image panel, in a folder with the same name as the panel name.



Deleting an image from the image panel deletes the file from the folder.

- 1 Exit the BA-300 application.
- 2 Use Explorer to open the folder where images are stored.
 - For example, sample images are stored in the following folder: \Program Files(X86)\CASIO\BA-300\Data\Graphics\<(panel name)
 - Note that the folders above (to the left of) **BA-300** will be different on your computer, depending on where you installed the BA-300 application.

Example: To delete an image from the panel named **User 1**.



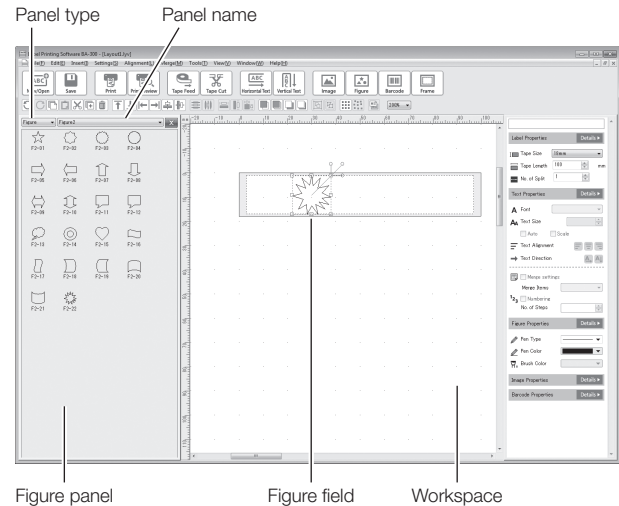
- 3 Drag the icon of the file you want to delete to the Recycle Bin.
 - Restart the BA-300 application. The image will no longer appear on the image panel.

Inserting a Figure

The BA-300 application comes with a variety of basic figures that you can insert into your label layouts.


- If the viewer is not displayed, first display the **View (V)** menu and then click **Viewer (V)**.

- 1 For the panel type, select **Figure**.



- 2 Select the panel name and display the figure you want to insert.
 - Changing the selected panel name changes the figures shown on the panel.
- 3 Drag the figure you want to insert to the workspace.
 - This inserts a figure field along with the figure.

• You can also insert a figure using the steps below.

1. On the toolbar, click  .
 - You could also click **Insert Figure (S)...** on the **Insert (I)** menu.
2. Use **Types of Figure** to select the type of figure you want to use.
3. Click the figure you want to insert.
4. Click **OK**.

Replacing a Figure and Modifying Figure Properties

This section explains how to perform the following figure field operations: replace a figure with another one, modify field properties (illustration line and color, field size and angle), and delete a figure field.

- For details about fields, see "Using Fields" (page 24).

Replacing the Figure in a Field

You can use the procedure below to replace the figure in a figure field with a different one.

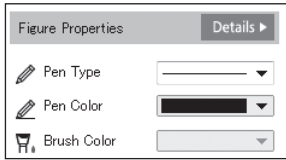
- 1 Double-click the figure field.
 - This displays the **Insert Figure** screen.
- 2 Click the figure you want to insert.
- 3 Click **OK**.

Modifying Figure Field Properties

You can use the procedures in this section to change the line thickness and color of an inserted figure.

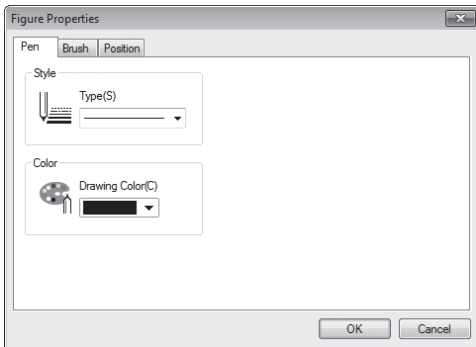
- 1 Click the figure field whose properties you want to modify.
 - Modifying figure properties without first selecting a figure field will cause the properties to be applied to the next figure field you insert.

- 2 On the Work Window (page 21), configure the settings of the items under **Figure Properties**.



■ Configuring Settings on the Figure Properties Screen

- 1 Click the figure field you want to edit.
 - Modifying figure properties without first selecting a figure field will cause the properties to be applied to the next figure field you insert.
- 2 On the Work Window (page 21), click the **Details** button on **Figure Properties**.
 - You could also click **Figure settings (S)...** on the **Settings (S)** menu.




- 3 Configure the setting of each item.
- 4 Click **OK**.

Adjusting the Size and Angle of a Figure

You can change the size and angle of a figure by adjusting the size and angle of its figure field.

- For information about how to adjust these properties, see "General Field Operations" (page 25).

Deleting a Figure Field


- 1 Click the figure field you want to delete.
- 2 On the toolbar, click .
 - You could also press the **Delete** key.
 - This deletes the figure field.

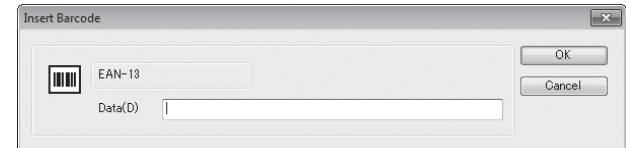
Inserting a Bar Code or Two-dimensional Code

This section explains how to insert a bar code or two-dimensional code into a label layout.

Confirm that the layout screen is displayed.

For information about the layout screen, see "BA-300 Basic Operations" (page 10) and "Layout Creation Screen" (page 15).

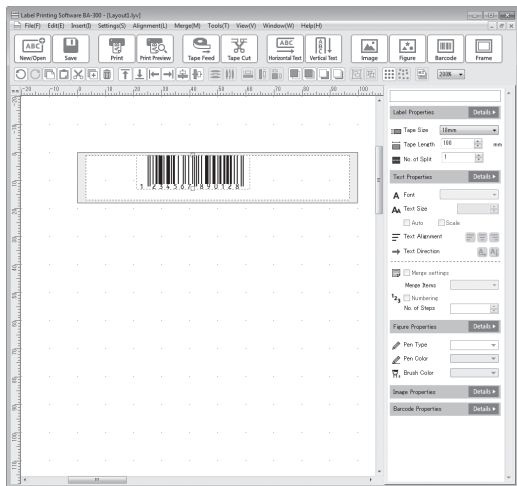
- 1 On the toolbar, click .
 - You could also click **Insert Barcode (B)** on the **Insert (I)** menu.
 - This displays a menu of supported bar codes and two-dimensional codes.
- 2 Select type of code you want to insert.
 - The bar code types below are supported.
EAN-13, EAN-8, UPC-A, UPC-E, ITF, CODE39, NW-7(CODABAR), CODE128, GS1-128, GS1 Databar, QR Code, PDF417, Data Matrix



- 3 After configuring the required settings, input the numbers and/or letters of the bar code.
 - Depending on the bar code type, you can input control codes and other digits.
 - The setting items are different for each code type.

4 Click **OK**.

- This inserts a bar code field along with a bar code or two-dimensional code that corresponds to your input.



■ Printing Bar Codes or Two-dimensional Codes

- You should confirm that a printed bar code or two dimensional code can be read correctly before actually using it. If a bar code cannot be read correctly, make the adjustments below.
 - Lighten the print density (page 61).
 - Increase the bar code size (page 41)
 - The tapes below are suitable for bar code and two-dimensional code label printing.
 - Black lettering on white tape (WE)*
 - Blue lettering on white tape (WEB)*
 - Black lettering on yellow tape (YW)*
- * The letters in parentheses indicate the tape model number.
- Position a bar code field so its left edge is at least 26mm from the left edge of the tape.

Modifying Printed Codes

This section explains how to perform the following bar code field operations: edit letters and numbers, modify field properties, delete the field.

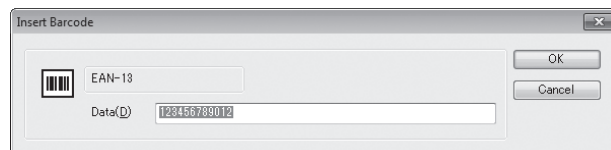
- For details about fields, see "Using Fields" (page 24).

Editing Letters and Numbers in a Bar Code Field

Use the procedure below to re-input the letters and numbers in a bar code field.

1 Double-click the bar code field.

- This displays the **Insert Barcode** screen.



2 Re-input the letters and numbers for the bar code.

3 Click **OK**.

Modifying Bar Code Properties

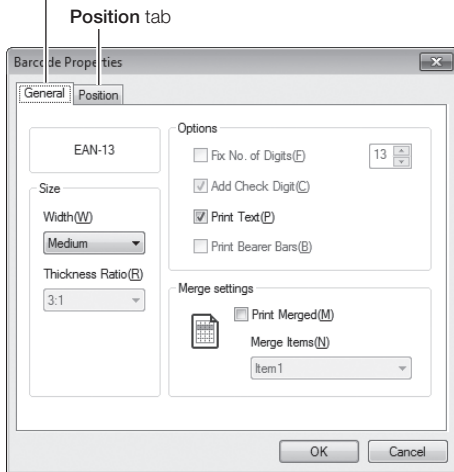
Use the procedure below to change the properties of a bar code or two dimensional code inserted into a label layout.

Important!

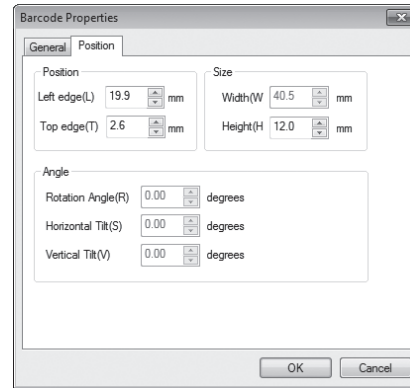
- A bar code field cannot be rotated.
- Once you insert a barcode field, you will not be able to change its code type. To change the code type, delete the current barcode field and then insert a new one.

- 1 Click the bar code field whose properties you want to modify.
- 2 On the Work Window (page 21), click the **Details** button on **Barcode Properties**.
 - You could also click **Barcode settings (T)...** on the **Settings (S)** menu, and then select the same type of barcode as the one you want to modify.

General tab




- 3 On the **General** tab, configure the setting of each item.
 - To perform merge printing, select the **Print Merged (M)** check box. Use the **Merge Items (N)** box to specify the item in the database to be merged into the label. Note that you need to prepare a database by inputting letters and numbers that meet the specifications of the bar code type you are printing.
 - For information about database item settings, see "Creating the Merge Database" (page 46).
- 4 Click the **Position** tab.



- 5 On the **Position** tab, configure the setting of each item.
- 6 Click **OK**.


Deleting a Bar Code Field


- 1 Click the bar code field you want to delete.
- 2 On the toolbar, click .
 - You could also press the **Delete** key.
 - This deletes the bar code field.


Inserting a Frame

This software comes with various built-in frames that can be inserted into layouts.

The two methods that can be used to insert a frame are described below.

- On the toolbar, click  and then select a frame.
- From the Panel, select a frame as an image to insert it (page 31).

The procedure below explains how to insert a frame by clicking  on the toolbar and then selecting a frame.

- 1 On the toolbar, click .
 - You could also click **Insert Frame (F)...** on the **Insert (I)** menu.
 - The displayed frame is adjusted to match the label size and orientation.
- 2 Click the frame you want to insert.
- 3 Click **OK**.
 - To replace a frame, repeat the above procedure from step 1.
 - To delete a frame, repeat the above procedure and select a design that does not have a frame in step 2.

- Angle adjustment and other editing is not possible for a frame that is inserted by clicking  on the toolbar.
- A frame that is inserted as an image from the Panel can be edited just like any other image field (page 33).

Inserting the Date and Time (Timestamp)

When creating a layout, you can insert the current date and time using a specified format.

- 1 On the **Insert (I)** menu, click **Insert Timestamp (T)...**
 - This displays a menu of timestamps that can be inserted.
- 2 Click the timestamp you want to insert.
 - This inserts the timestamp into the text field.
 - An inserted time stamp can be edited just like any other text field (page 27).

Inserting an Object

You can insert an Excel, Word, or other object into a layout.

- 1 On the **Insert (I)** menu, click **Insert Object (J)...**
 - This displays a menu of objects that can be inserted.
- 2 Click either **Create New** or **Create from File**, to select its check box.
 - If you selected **Create New**, Select the object you want to insert from the menu of objects that appears.
 - If you selected **Create from File**, Click the **Browse...** button and then select the file you want to insert.
- 3 Click **OK**.

Positioning and Size Matching Fields

Use the procedures in this section to align fields, to make multiple fields the same size, and to perform other field positioning operations. Note that you can even use these procedures to size match and align fields of different types (such as text fields and image fields).

Field Positioning and Size Matching

You can select one field as the reference, and then align (along their top, bottom, left, or right edges) or re-size other fields to match the reference field.

Example 1: Aligning the top edges of fields



Example 2: Size matching fields



- If you perform alignment while only one field is selected, the field will be moved to the edge of the layout. Performing top alignment for a single field, for example, causes the field to move to the top of the layout.

Selecting Fields

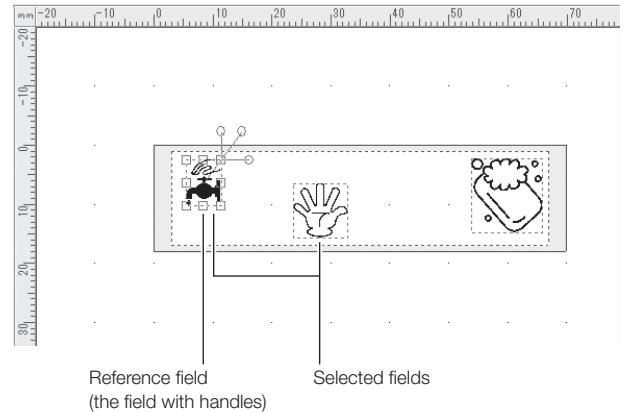
When performing alignment, you need to decide a reference field, which will determine how the fields will be aligned. In the case of top alignment, for example, the field that is closest to the top of the layout is the reference field.

When size matching fields, you first need to select the fields you want to size match to a reference field. After that, you need to select the reference field to which you want the other fields to be size matched.

- 1 Drag your mouse pointer across a range that includes all of the fields you want to align. Alternately, you could hold down the **Shift** key as you click each of the applicable fields, one by one.
 - The currently selected fields become surrounded with a gray boundary. The field with the handles is the current reference field.

Important!

When you perform a drag operation to select fields, a field will not be selected if any part of it is outside of the area you select. Make sure you entirely enclose all of the fields you want to select.



- 2 To select a different reference field, hold down **Ctrl** as you click the desired field.
 - Handles will appear around the field you click, indicating that it is now the reference field.

Positioning and Size Matching Fields

After you select the desired fields, you can align or size match them.

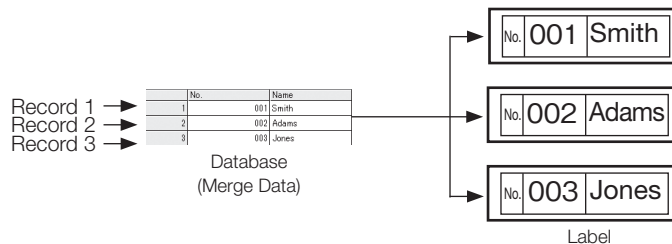
- 1 Perform the operation required to align or size match the selected fields.
 - You can use either the **Alignment (L)** menu or icon operations to align or size match fields.
 - **Alignment (L)** Menu (page 18)
 - Toolbar (Tool Icons) (pages 20 to 21)
- 2 To deselect the field, click anywhere outside of the grey boundary.

Using Merge Print

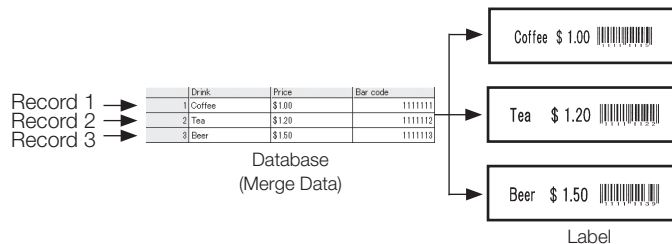
With merge printing, you can print a series of labels with the same format, while replacing its text, bar code, or two-dimensional code with each printing. This capability really comes in handy when creating asset management labels.

Merged data can be maintained in a database, so the same data can be used to produce bar codes and two-dimensional codes in different label layouts (as long as the code format is compatible).

Example 1



Example 2



Merge Printing Operation Flow

The general flow for merge printing is shown below. Detailed explanations of the procedure are provided in the following pages.

- ① Use Merge Database Tool to create the merge data.
↓
- ② Create the label layout for merge printing.
↓
- ③ Create the text field or bar code/two-dimensional code field where the data will be inserted.
↓
- ④ Configure settings to insert the merge data into the applicable field.
↓
- ⑤ Print

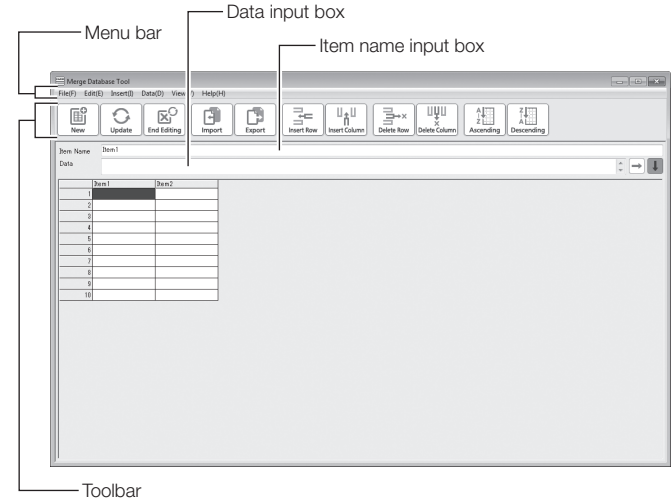
Creating the Merge Database



The first step in merge printing is to use Merge Database Tool to create the merge database.

You can use either of two methods to create a merge database: creating a database of new merge data from scratch, or importing data created with other software.

Starting Up and Exiting Merge Database Tool

- 1 On the **Merge (M)** menu, click **Create/Edit Merge Data (E)**.



- 2 Create the merge data.
 - For information about creating a database of new data from scratch, see "Creating a Merge Database of New Data" (page 48).
 - For information about importing data created with other software, see "Importing Other Software Data into a Merge Database" (page 49).
- 3 After you finish creating the required data, click  on the toolbar.
 - You could also click **Update (S)** on the **File (F)** menu.
- 4 On the toolbar, click .
 - You could also click **Exit Merge Database (X)** on the **File (F)** menu.
 - Exits Merge Database Tool.












Merge Database Tool Menu Bar

Menu	Function
■ File (F) Menu	
New (N)	Creates a new merge database.
Update (S)	Updates merge data.
End Editing (C)	Updates the merge data and exits Merge Database Tool.
Import (I)...	Imports data created with other software.
Export (E)...	Exports data in a format that can be used by other software. (.csv, .txt)
Exit Merge Database (X)	Exits Merge Database Tool
■ Edit (E) Menu	
Undo (U)	Undoes the last operation.

Menu	Function
Redo (R)	Redoes the last undone operation.
Cut (T)	Cuts the currently selected range of data.
Copy (C)	Copies the currently selected range of data.
Paste (P)	Pastes data from the clipboard.
Delete (A)	Deletes the currently selected range of data.
Delete Row (W)	Deletes the currently selected row.
Delete Column (M)	Deletes the currently selected column.
■ Insert (I) Menu	
Row (R)	Inserts a blank row.
Column (C)	Inserts a blank column.
■ Data (D) Menu	
Sort (S)...	Toggles data sorting between ascending and descending.
■ View (V) Menu	
Tool bar (T)	Toggles the toolbar between show and hide.
■ Help (H) Menu	
Version info (A)...	Shows the database tool version.




Merge Database Toolbar

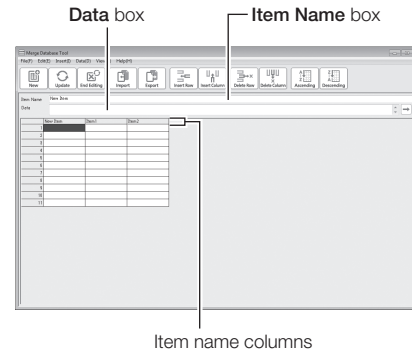
Click a tool icon to perform its operation.

Tool Icon	Function
 New	Creates a new merge database.
 Update	Updates merge data.
 End Editing	Updates the merge data and exits Merge Database Tool.
 Import	Imports data created with other software.
 Export	Exports data in a format that can be used by other software.
 Insert Row	Inserts a blank row.
 Insert Column	Inserts a blank column.
 Delete Row	Deletes the currently selected row.
 Delete Column	Deletes the currently selected column.
 Ascending	Sorts data ascending.
 Descending	Sorts data descending.

Creating a Merge Database of New Data

Use the procedure below to create a new merge database.

- On the toolbar, click  .
 - You could also click **New (N)** on the **File (F)** menu.
 - This step is not necessary if the new database screen is displayed immediately after starting up Merge Database Tool. In that case, go directly to step 2 of this procedure.
- Click  as many times as necessary to increase the number of rows to that required for all of the data records you plan to input.
 - You could also click **Row (R)** on the **Insert (I)** menu.
- Click  as many times as necessary to increase the number of columns to that required for all of the items in each data record.
 - You could also click **Column (C)** on the **Insert (I)** menu.
- To change a column title, click its current title (Item1, Item2, etc.) and then input the desired name into the **Item Name** box.




5 To input data, click a cell and then input into the **Data** box.

Important!

Data cannot be input directly into a cell. Select a cell and then input the data into the **Data** box.

6 Repeat steps 4 and 5 as many time as necessary to input all of the required item names and data.

7 On the toolbar, click  .
• This is the same as clicking **Update (S)** on the **File (F)** menu.


8 On the toolbar, click  .
• You could also click **Exit Merge Database (X)** on the **File (F)** menu.
• This exits Merge Database Tool and returns to the screen that was displayed before you started it up.

Importing Other Software Data into a Merge Database

You can use the procedure below to import data created with other software and create a merge database.

Important!

- The file formats below are supported for merge data import.
.txt .csv .xls .xlsx
- To import data from an Excel file, you will need to have one of the following Microsoft Excel versions installed on your computer: 2000, 2002, 2003, 2007, 2010, and 2013.

1 On the toolbar, click  .
• You could also click **Import (I)...** on the **File (F)** menu.
• This displays the **Open File** screen.

2 Specify the name of the file that contains the data you want to import.

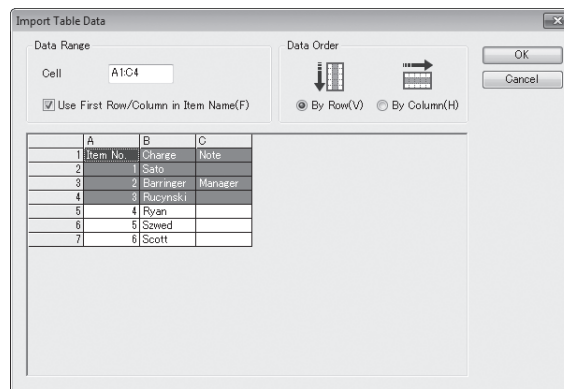
3 Click **Open (O)**.

- If you specified a txt or csv data file, a **Text Data Format** screen will appear. If you specified an xls or xlsx data file, a **Select Sheet** screen will appear. If no screen appears, go directly to step 6 of this procedure
- Excel File Import Precaution
The maximum size supported for Excel file import is 1,024 rows x 128 columns.



4 Configure the **Text Data Format** or **Select Sheet** settings as required.

5 Click **OK**.

6 Drag your mouse pointer across the range of cells you want to import as merge data.
• The range of selected cells will be indicated in the **Cell** box.



7 Configure the setting of each item.

- 8 Click **OK**.
 - This completes the merge database creation operation.
- 9 After you are finished, click  on the toolbar.
 - You could also click **Update (S)** on the **File (F)** menu.
- 10 On the toolbar, click .
 - You could also click **Exit Merge Database (X)** on the **File (F)** menu.
 - This exits Merge Database Tool and returns to the screen that was displayed before you started it up.

Configuring Field Merge Settings

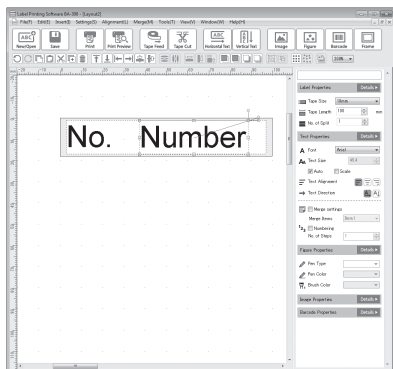
Merge database data can be merged into a text, barcode, or two-dimensional code field.

First, insert into the label layout the text or bar code field where the data will be inserted. Next, you need to specify which of the database column's data will be merged into the field.

- Here, we will present an example where we will configure the settings of a text field. The same operations apply when configuring a bar code field.
- Numbering settings (page 54) cannot be configured for a field that has been configured for merge printing.

- 1 Insert the text field you want to use for data merging into the label layout.
 - When you insert the text field, you should input text that clearly identifies it as being used for merge data printing.
 - The text, barcode, or two-dimensional code input here is not printed during merge printing.
- 2 Align the text field and create your label layout.

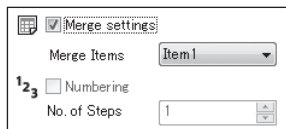
- Click the text field where you want to merge data to select it.



- On the Work Window (page 21), select the **Merge settings** check box under **Text Properties**.

- This causes **M** to appear in the text field, and enables specification of **Merge Items** (database item name).

- Click the name of the item you want to merge.

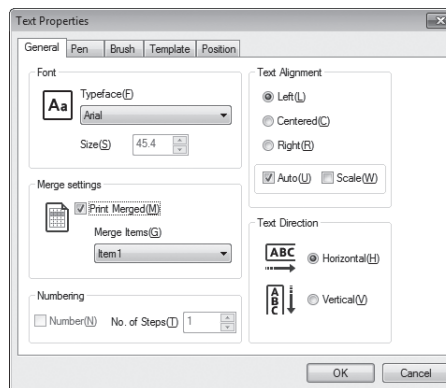


- The displayed data does not change, but now when you perform a merge print operation, data will be merged into the location of the item name (field) you selected.
- In the case of a barcode field, configure settings using the barcode properties screen (page 41).

■ Configuring Settings on the Text Properties Screen

You can use the procedure below to configure merge settings.

- Perform steps 1 through 3 of the procedure under "Configuring Field Merge Settings" (page 50).
- Click the **Details** button on **Text Properties**.
 - You could also click **Text settings (T)...** on the **Settings (S)** menu.
 - It displays the **Text Properties** screen.
- Select the **Print Merged (M)** check box.
 - This causes **M** to appear in the text field, and enables specification of **Merge Items (G)** (database item name).
- Click the name of the item you want to merge.



- The displayed data does not change, but now when you perform a merge print operation, data will be merged into the location of the item name (field) you selected.

- Click **OK**.

Using a Layout and/or Text Field that are Already Configured for Merging

■ Using a Merge Sample Layout

The program comes with sample layouts with text fields configured for merging inserted.

- 1 On the **Merge (M)** menu, click **Use Sample (S)...**
 - This displays the file selection screen.
- 2 Click the name of the layout (file) that you want to open and then click **OK**.
 - This displays an editing screen with the layout you selected.
 - The initial default input is fictitious. Any resemblance to real persons, living or dead, organization, etc. is purely coincidental.

■ Using a Merge Text Box

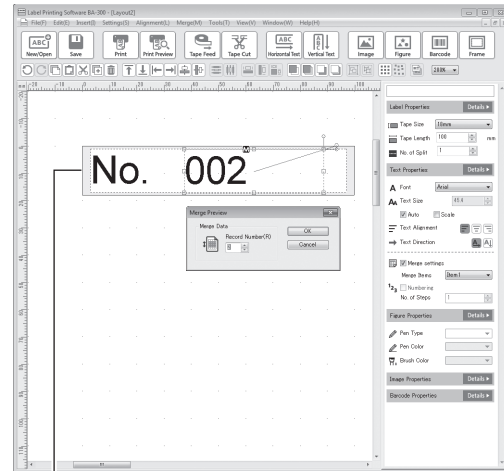
You can use the procedure below to insert a text field already configured for merging into a layout.

- 1 On the **Merge (M)** menu, click **Text Box (T)**.
 - This inserts a text field already configured for merging into the layout.
 - The text that appears in the text box is the name of the first item in the merge database (**Item 1** if no merge data has been created yet).

Previewing Merge Results

- You can use the procedure below to preview what the layout will look like when printed as data is merged into it.
- You need to configure the merge settings before previewing merge results.
- For information about merge settings, see "Configuring Field Merge Settings" (page 50).
- Merge preview and merge printing are not supported when the field configured for merging is grouped with other fields (**Group**, pages 18, 21). Ungroup the fields (**UnGroup**) before using these functions.

- 1 On the **Merge (M)** menu, click **Merge Preview (V)...**
- 2 Use the **Record Number (R)** box to input the sequential number of the record whose result you want to preview.
 - The content of the record you specify will be displayed inside the merge print text field.
You can preview other records by changing the record number.



Merge print text field

3 Click **Cancel**.

- This exits merge preview.
- Clicking **OK** will display the label layout with the content of the currently specified record merged. From this screen you will not be able to exit merge preview and return to the screen that was displayed before you started it.
- You can also merge the contents of a particular record and print that record only. For details, see "Printing a Label" (page 61).

Numbering Function

You can use the numbering function to insert a series of sequential numbers or letters of the same format.

About the Numbering Function

The numbering function prints a series of sequential numbers in a text field.

You can specify the starting number or letter, as well as the count increment (**No. of Steps**).

Example 1: When "001" is input in the text field, and 1 is specified for **No. of Steps**.

001

002

003

004

Example 2: When "a" is input in the text field, and 3 is specified for **No. of Steps**.

a

d

g

j

- The sequential number or letter of the final label depends on the number of copies printed.

Numbering Rules

Refer to the rules below when using numbering.

Input	Number of Steps	Number of Copies	Printing Result					
1	1	10	1	2	...	9	0	*1
A	1	27	A	B	...	Z	A	*1
a	1	27	a	b	...	z	a	*1
A1	1	10	A1	A2	...	A9	B0	
AA	1	27	AA	AB	...	AZ	BA	
01	1	10	01	02	...	09	10	*2
0A	1	27	0A	0B	...	0Z	1A	*2
_1	1	10	_1	_2	...	_9	10	*3
_A	1	27	_A	_B	...	_Z	1A	*3
Col. A No. 01	1	10	Col. A No. 01	Col. A No. 02	...	Col. A No. 09	Col. A No. 10	*4
10cm	1	2	10cm		...		10cn	*5
No.1	1	10	No.1	No.2	...	No.9	Np.0	*5
05	5	10	05	10	...	45	50	*6
0.5	5	10	0.5	1.0	...	4.5	5.0	*4, 6
10	10	5	10	20	...	40	50	*6
1A	26	5	1A	2A	...	4A	5A	*6

*1 When the maximum number of the series is reached, numbering continues from the beginning.

*2 Leading zeros can be input when required to specify carry to the left digits.

*3 Leading blank spaces (shown as _) can be input when required to specify carry to the left digits.

*4 Any text in a field that is not a number does not change.

*5 Alphanumeric characters within the field are always incremented. If you do not want alphanumeric characters incremented, put them into a separate field.

Example: 10cm, 11cm, 12cm...

Separate 10 and cm, and specify incrementation for 10 only.

Example: No.1, No.2, No3...

Separate No. and 1. To allow for two digits when No.10 is reached, input the number as _1 or 01.

*6 Numbering can be incremented each time by a desired amount by specifying a **No. of Steps** setting.

Setting Up a Field for Numbering

- 1 Create the text field you want to use for numbering.
 - Create a text field and then input a number or letter that is the start of numbering sequence.
 - If a carry to the left is expected, be sure to input a leading zero or space.

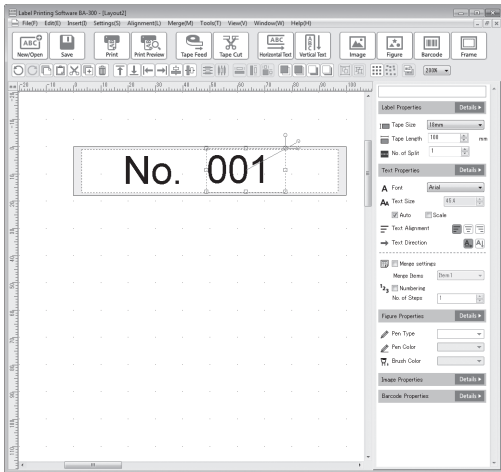
Example:

099 → 100

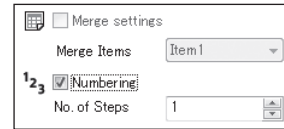
99 → 100 ("" is a space.)

You can check the carry to left using the numbering preview (page 57).

- 2 Align the text field and format the layout.
- 3 Click the text field you want to use for numbering.
 - This selects the field.



- 4 On the Work Window (page 21), select the **Numbering** check box under **Text Properties**.
 - This causes **N** to appear in the text field.
- 5 Configure the **No. of Steps** setting.



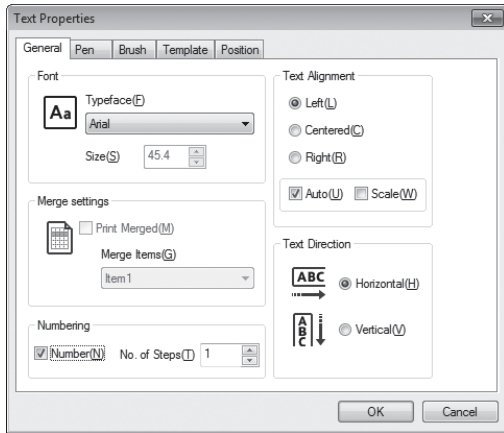
- Specify the increment to be applied each time printing is performed. For a series of numbers that increments by 1 each time (such as 001, 002, etc.), specify 1 for the increment.
- There is no change on the screen, but the number or letter in the text field will be incremented with each printing.
- Merge settings (page 50) cannot be configured for a field that has been configured for numbering.

■ Configuring Settings on the Text Properties Screen

You can also use the procedure below to configure numbering settings.

- 1 Perform steps 1 through 3 under "Setting Up a Field for Numbering" (page 56).
- 2 Click the **Details** button on **Text Properties**.
 - This is the same as clicking **Text settings (T)...** on the **Settings (S)** menu.
 - It displays the **Text Properties** screen.
- 3 Select the **Number (N)** check box.
 - This causes **N** to appear in the text field.

4 Configure the **No. of Steps** setting.



- Specify the increment to be applied each time printing is performed. For a series of numbers that increments by 1 each time (such as 001, 002, etc.), specify 1 for the increment.
- There is no change on the screen, but the number or letter in the text field will be incremented with each printing.

5 Click **OK**.

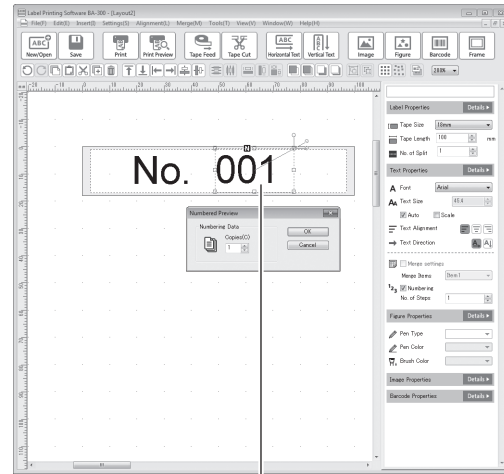
Checking Numbering Printing

- You can use the procedure below to check numbering printing on your display.
- Before performing these steps, configure numbering settings (page 54).
- Numbered preview and numbering printing are not supported when the field configured for numbering is grouped with other fields (**Group**, pages 18, 21). Ungroup the fields (**UnGroup**) before using these functions.

1 On the **File (F)** menu, click **Numbered Preview (B)...**

2 Input a value in the **Copies (C)** box that corresponds to the print you want to view.

- The numbering data that corresponds to the number of copies value you specify will appear in the numbering text field.
- You can preview other numbering prints by changing the **Copies** value.



Numbering text field

3 Click **Cancel**.

- This returns to the screen that was displayed before you started numbered preview.
- Clicking **OK** will display the layout with the currently specified numbering data inserted. From this screen you will not be able to exit numbered preview and return to the screen that was displayed before you started it.
- You can display a particular numbering print and print it by itself.

Using the Duplicate Function

After creating a layout or field, you can duplicate them as required, quickly and easily.

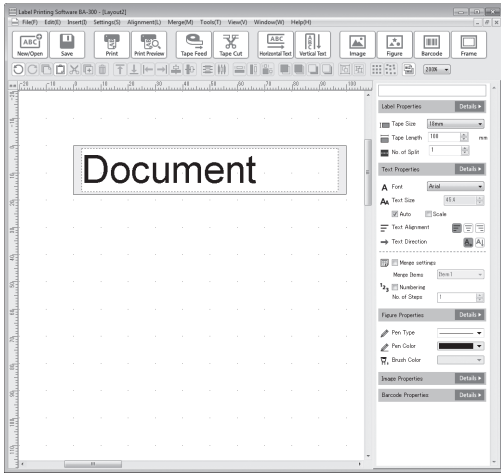
For example, if you need to create multiple layouts in which the text fields are identical but image fields are unique to each layout, first create a base layout, duplicate it as many times as required, and then change the content of the image field as required for each. This helps to make layout creation more efficient.

Or, after duplicating a layout to make multiple copies, you can have a field that you add to any one of the layout copies pasted into all of the other copies.

Duplicating a Layout

- 1 Create the layout to be duplicated.

2 Click anywhere outside the fields.

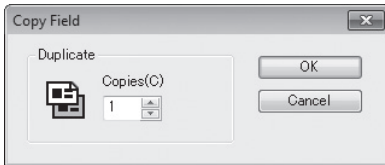


• Check to confirm that no fields are selected.

3 On the toolbar, click .

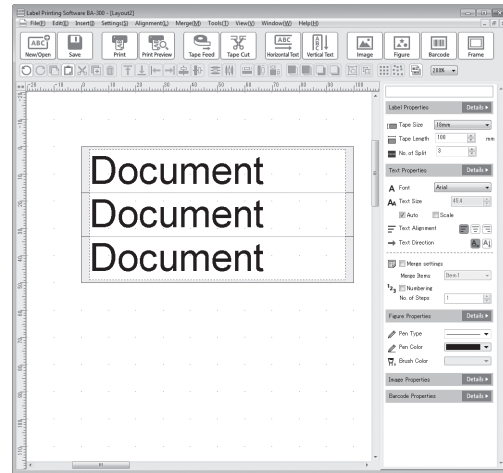
- This is the same as clicking **Copy Field (C)** on the **Tools (T)** menu.
- This displays the **Copy Field** screen.

4 In **Copies (C)** under **Duplicate**, input the number of copies desired.



5 Click **OK**.

- This duplicates the layout.




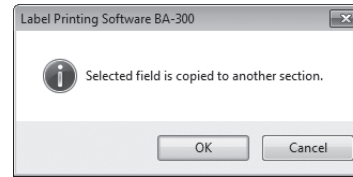
Duplicating a Selected Field.

After a layout is duplicated, you can duplicate fields you add to any one of the layouts and paste the duplicated fields into all of the other layouts.

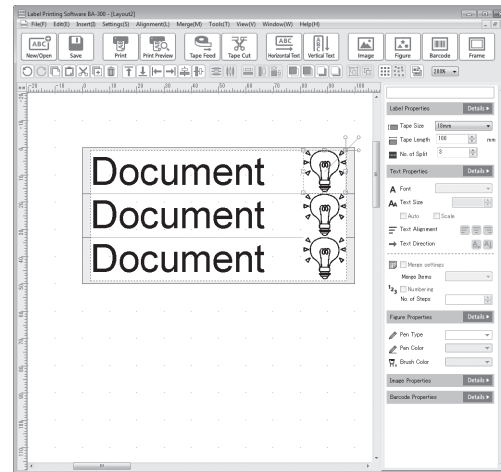
- 1 Click the field(s) you want to duplicate.
 - This selects the field(s).



- 2 On the toolbar, click .
 - This is the same as clicking **Copy Field (C)** on the **Tools (T)** menu.
 - This will display the message shown below.



- 3 Click **OK**.
 - This duplicates all of the selected fields in all of the layouts.



Printing Precautions

Check the following points before printing.

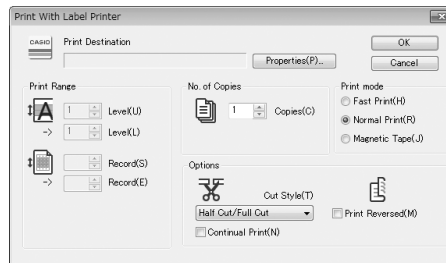
- Make sure that your computer is connected to the printer you plan to use and that the printer is in the communication mode.
- Make sure that no part of the text and/or figures you are about to print is outside of the print area.
- Make sure that the tape loaded in the printer is appropriate for the tape specified for the label layout.
- For the printer driver **Tape Direction** setting (on the **Main Settings** tab), use **Horizontal (B)**.
- Merge printing and numbering printing are not supported when the field configured for merging or numbering is grouped with other fields (**Group**, pages 18, 21). Ungroup the fields (**UnGroup**) before using these functions.

Printing a Label

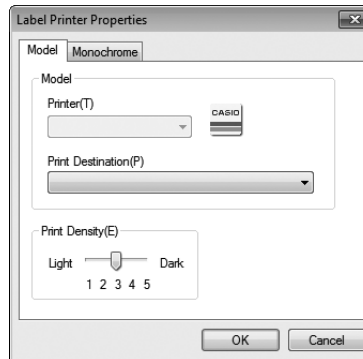
This section explains how to print a tape layout, how to perform merge printing, and how to feed and cut the tape from your computer.

Printing a Label

- 1 On the toolbar, click  .
 - You could also click **Print (P)...** on the **File (F)** menu.



- 2 Click **Properties (P)...**



- 3 Configure the setting of each item.
 - **Printer (T)** shows the model name of the printer to be used for printing. If a printer is connected to your computer over a network, its name (including the path name) will appear in **Print Destination (P)**.
 - If the message **No device connected** appears for **Print Destination (P)**, you need to install the printer driver.
 - If text or figures on actual print results are smudged or too dense, adjust the print density.
- 4 Click **OK**.
- 5 Configure number of copies, options, and other settings.
 - Under **Cut Style (T)**, specify the tape cut method you want to use. Select **Half Cut/Full Cut**, **Full Cut Only**, or **No Cut**.
 - With **Half Cut/Full Cut** the printer cuts only the tape part, without cutting the backing paper when multiple labels are printed. With this setting, margins between labels are narrower, which saves tape.
 - Selecting the **Continual Print (N)** check box disables tape cutting when the tape is fed and at the end of a print operation, which helps to save tape. Note that this check box is cleared (not selected) under initial default settings. With some printer models, you will not be able to select this check box.
 - Select **No Cut** when printing on magnetic tape, reflective tape, iron on tape, or heat-shrinkable tubing.
 - Select **Full Cut Only** or **No Cut** when printing on self-adhesive tape, fabric transfer tape, or instant lettering tape.
 - Changing the printer model may cause the **Cut Style (T)** setting to be changed automatically.

- You can select from among the following print modes: **Fast Print**, **Normal Print**, **Magnetic Tape**. Normally, you should use the **Normal Print** mode. You can increase printing speed by selecting **Fast Print**, but this will also reduce printing resolution. Select **Magnetic Tape** when printing on magnetic tape. Note that selecting **Magnetic Tape** automatically disables auto cutting. After printing on magnetic tape, feed the tape and then use scissors or some other implement to cut it. Some printer models may not support print mode selection.
- To perform mirror image printing, select the **Print Reversed (M)** check box.

- 6 Connect the printer to your computer.
 - Put the printer into the data communication mode.

- 7 Click **OK**.
 - This starts printing.
 - To stop printing, click "**Printing cancelled**" on the **Printer** menu of the print spooler screen.
 - To print a large label, you can print parts to multiple pieces of tape and then assemble them into the final label. For more information, see "Printing a Label Larger than the Tape Cartridge Width" (page 64).

Important!

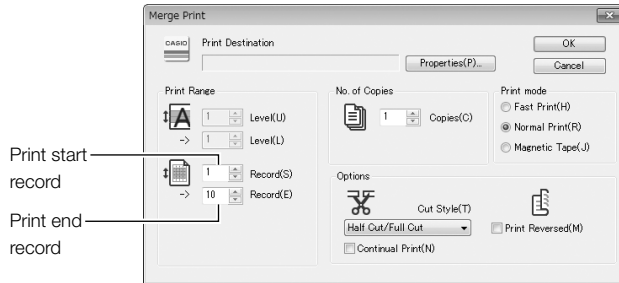
- Tape cutting is not performed when the tape length is one of those shown in the table below. In this case, you can use scissors or some other implement to cut the tape after printing is complete.

Model	Margins: Small	Margins: Medium	Margins: Large
KL-G2	Approximately 28mm or less	Approximately 35mm or less	Approximately 47mm or less

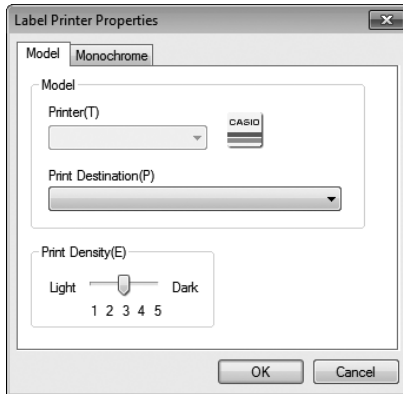
Performing Merge Printing

For details about merge printing, see "Using Merge Print" (page 45).

- 1 On the **Merge (M)** menu, click **Merge Print (P)...**
 - You could also click **Merge Print (P)...** on the **File (F)** menu.



- 2 Configure the setting of each item.
- 3 Click **Properties (P)...**



- 4 Configure the setting of each item.
- 5 Click **OK**.
- 6 Configure number of copies, options, and other settings.
- 7 Connect the printer to your computer.
 - Put the printer into the data communication mode.
- 8 Click **OK**.
 - This starts printing.
 - To stop printing, click "**Printing cancelled**" on the **Printer** menu of the print spooler screen.
 - To merge print one particular record, perform the steps below.
 - (1) Use merge preview to display the record you want to print in the label layout.
 - (2) Print normally. For details, see "Printing a Label" (page 61). You can print a single record even if you specified values for the print start record and print end record on the screen under step 1 of the procedure.

Feeding and Cutting the Tape

You can perform tape feed and cut operations from your computer.

- 1 Click the tool icon for the operation you want to perform.

To feed the tape, click  .

To cut the tape, click  .

Label Layout Hints

Printing a Label Larger than the Tape Cartridge Width

You can use the procedure in this section to print a label that is larger than the wide of the tape cartridge loaded in the printer. Printing a label on multiple pieces of tape will result in margins above and below the print area. You can deal with these margins using either of the two methods below.

- Print on transparent tape and overlap the pieces when you assemble the final label. This is the recommended method.
- Trim away the margins before assembling the parts into a final label.

Example: To print the label below using a 12mm tape cartridge

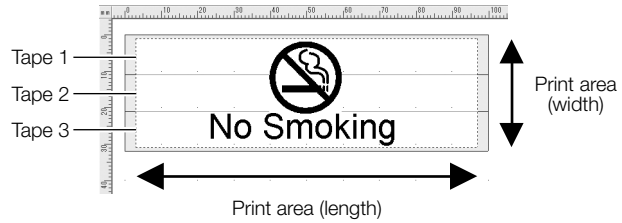


- 1 Use the settings under **Label Properties** on the Work Window (page 21) to specify **12mm** for **Tape Size** and **3** for **No. of Split**.
 - You can also configure these settings on the **Label Properties** screen. See "Creating a New Label Layout" (page 14).

Important!

- The tape widths for which you can specify the number of pieces depends on the printer model you are using.
- Note that the maximum number of pieces value is one that does not cause the print area (width) setting to exceed 600mm.

2 Layout the content of the label.



3 Print the label.

- The label is printed in three pieces. Fit them together as you affix them to a surface to assemble the final label.

BA-300 Application Appendix

Software Troubleshooting

Symptom	Possible Cause	Required Action
• Some dots of printed text are missing.	Text field is too small.	Make the text field a little bigger. This does not eliminate the problem, click Text settings (T)... on the Settings (S) menu. On the dialog box that appears, select Auto (U) for the Text Alignment setting and then try printing again. You can also print without losing the edges of the print area by inserting margins at the edges.
	The text is larger than the print area.	Reduce the size of the text. You can also print without losing the edges of the print area by inserting margins at the edges.

Printing Problems

No tape comes out when I print.

- **The tape compartment cover is not closed securely.**
Close the cover securely.
→ Printer User's Guide
- **The cartridge is out of tape.**
Replace the tape cartridge with a new one.
→ Printer User's Guide

- **Tape is jammed.**
Unplug the AC adaptor, and then remove the tape cartridge from the printer and pull out the jammed tape with your fingers. Use scissors to trim off the tape you pulled out. Next, correctly load the tape cartridge back into the printer. Finally, connect the AC adaptor.

Important!

Do not do any of the following while printing is in progress.

- Allow the tape outlet to become blocked
- Touch the tape coming out of the printer
- Open the tape cartridge compartment cover
- Disconnect or unplug the AC adaptor
- Disconnect the USB cable

→ Printer User's Guide

Tape comes out of the printer during printing, but nothing is printed on it.

- **Only margins are input.**
Input the text you want to print.

Printing is unclear.

- **The print density setting needs adjustment.**
Change the print density setting.
- **The tape cartridge is not loaded correctly.**
Remove the tape cartridge and correctly reload it.
→ Printer User's Guide
- **The printer head and/or rubber roller is dirty.**
Clean the print head and the rubber roller.
→ Printer User's Guide

Ink ribbon is coming out of the tape outlet along with the tape.

- **The tape cartridge was loaded while there was slack in the ink ribbon.**
Remove the tape cartridge from the printer. After checking to make sure the ink ribbon is not broken, load it back into the printer.
→ Printer User's Guide
- Important!**
- Be sure to always take up any slack in the ink ribbon before loading a tape cartridge.
 - If the ink ribbon is broken, replace the tape cartridge with a new one (sold separately).

The printer does not cut the tape.

- **Tape is jammed.**
Remove the tape cartridge and clear the jammed tape.
→ Printer User's Guide
- **The tape cutter is dull.**
Contact your original retailer about replacement.
- **You are printing with No Cut selected.**
Select a cut method other than **No Cut**.
- **The label is too short.**
After printing, use scissors or some other implement to cut the tape.
→ The label lengths that can be cut and available auto cut methods depend on the printer model. For more information see the table under "Printing a Label" (page 62).

The printer does not half cut the tape.

- **The tape cutter is dull.**
Contact your original retailer about replacement.
 - **No cut is selected for Cut Style (T).**
Change the **Cut Style (T)** setting to **Half Cut/Full Cut**.
- Important!**
- Be sure to always take up any slack in the ink ribbon before loading a tape cartridge.
 - Cutting magnetic tape, reflective tape, iron on tape, or heat-shrinkable tubing can shorten cutter life and damage the half cutter part.
When printing on magnetic tape, reflective tape, iron on tape, or heat-shrinkable tubing, select **No Cut** for the **Cut Style (T)** setting. After printing, feed the tape from the printer and then use scissors or some other implement to cut the tape.

The tape does not stick to the intended surface.

- **You did not pull off the tape backing.**
Peel off the backing and affix it to the surface.
- **The surface or object is inappropriate.**
Affix the label to an appropriate surface or object.
→ Printer User's Guide

Printing stops part way through.

- **The print head is overheated.**
Printing causes the print head to become hot. Continuous printing of a large number of labels or printing labels that include a lot of dark areas can cause the printer head to overheat, which can cause printing to stop automatically. Printing will resume automatically after a short while. Wait for printing to resume.
- **The batteries loaded in the printer are dead.**
Printing requires a large amount of electric power. Because of this, printing may stop suddenly.
Replace the batteries or change to AC adaptor power.

Error Messages

Error Message	Required Action
An error occurred during transmission.	Check to make sure that the printer is connected to the computer. Check to make sure that printer power is turned on.
An error occurred during printing.	Some printer abnormality occurred. Turn power off and then back on again. Next, try printing again.
	Abnormal printer power supply voltage. Battery power may be low. Replace the batteries or change to AC adaptor power.
	Confirm that the USB driver is installed correctly on the computer.
Document printing cancelled. Printing cancelled.	A print operation was cancelled.
Check printer/tape.	The printer head is overheated. Wait for a while to allow the head to cool and then try again.
	The computer cannot communicate with the printer. If the printer is connected to a computer, put the computer into its communication mode.
	Check to make sure that the proper width and type of tape is loaded in the printer.
	Check for tape jamming inside the printer, and confirm that the tape width and type are correct, and that there is still tape left in the cartridge.
	The specified printer is not connected to the computer. Check the printer and try printing again.

Error Message	Required Action
Battery power low. Continue printing?	Clicking the continue button will continue printing, but continued printing under low battery power will cause printer power to turn off automatically. Replace the batteries or change to AC adaptor power.
No response from printer's host computer.	Appears when the connected printer is on a network. Check the print settings of the computer connected to the printer.

Software Troubleshooting

- **Misalignment during printing of a field frame and text, figure, or image data.**

You may experience misalignment of a field frame and text, figure, or image data. Check the print preview before actually printing a label.

- **Printing an imported color bitmap produces black halation in the image.**

This may be due to low bitmap brightness.

Use a paint program or other similar program to increase the brightness of the image. Or you can convert the image to a binary (two-color) image and adjust it to reduce halation.

- **Cannot import an image file.**

Limitation on the types of files that can be imported are described below.

Image Size

Images that exceed 1,280 horizontally or vertically are re-sized.

Image Format Specific Restrictions

BMP format: Without RLE compression, images of the number of bits below can be imported.

1, 4, 8, 16, 24, 32

With RLE compression, images of the number of bits below can be imported.

1, 4, 8

JPEG format: YUV 4:4:4, 4:2:2, and 4:1:1 color spaces and greyscale YUV 4:0:0 can be imported.

PNG format: 4, 8, 16, 24, and 32 bit images can be imported.

For details about the optional specifications of the above format files, refer to the user documentation of the software used to create the file.

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