TOLARUS
SOFTWARE

12 - Label Design

installation guide V1.3

TECHNICAL SUPPORT

These training guides will cover installing, and setting up your new Tolarus NutriLabel software onto your computer, it will guide you through the installation process and finally assist with connecting the client application to the NutriLabel Server*.

UK DISTRIBUTOR

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NB: Please quote your service agreement at the start of the call. Calls are charged at £1.50 per minute outside of a pre-arranged service agreement. All service agreements are subject to prior agreement and invoiced in advance.

EMAIL
**SUPPORT@tolarus.com**

If you are experiencing difficulties with your Tolarus software or printer/s (Only Printers purchased from Wessex Labels are covered), please email your issue and one of our technical team will respond within the hour. Email enquires are Monday to Friday, from 9am to 5pm.

ONLINE
www.tolarus.co.uk

There is nothing like watching how its done right? At Tolarus we have produced 15 **'How To Videos'**, that are optimised to play on mobile phones or on your tablet/pc, so you can stop and start the video step by step. Just go to the website above a choose Tolarus Training, and discover our 15 videos to get you up and running and printing those labels.

INTRODUCTION
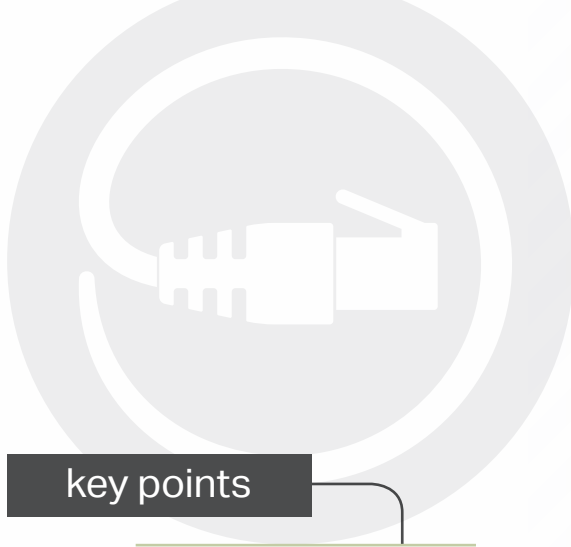
* Please confirm with your I.T. department (where appropriate) that the server software has been installed, and ideally, have the server ready for the end of the Client installation process.

Whilst these are the minimum specifications required to run Nutrilabel, Tolarus® recommend investing in the best technology you can, in order to get the very best from our software.

Please check that your systems can implement and support Microsoft .Net Frameworks. If in doubt, please contact your Distributor for Technical Advice.

SYSTEM REQUIREMENTS: Shown here are the minimum and recommended system requirements needed to run Nutrilabel Client efficiently. Please don't install the software onto any computer that is not equipped with the minimum specifications. Please note Tolarus does not run on MacOS

Minimum System Requirements:

Operating System	Microsoft Windows 8, 8.1, 10, Server 2012 or newer. Operating System must be 64 Bit.
Processor	Intel Core i3 3.0 Ghz Dual Core
Memory	4GB RAM
Storage	5GB Available Hard Drive space

Recommended System Requirements:

Operating System	Microsoft Windows 8, 8.1, 10, Server 2012 or newer. Operating System must be 64 Bit.
Processor	Intel Core i5 3.0 Ghz Dual Core
Memory	8GB RAM
Storage	5GB Available Hard Drive space on a Solid-State Drive.

Essential System Prerequisites:

	Microsoft .Net Framework 3.
	Microsoft .Net Framework 4.7

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LABEL DESIGNS

key points

This handy page progress indicator, will let you know how far off from completion of this booklet you are.

A label design is a way of establishing your products idenity and drawing attention to a customer. It should also include importatnt information like product name, company logo, ingredients, etc.

LABEL DESIGNS: To add a label design to the software, you need to click on the second icon down and **click on label designs**. Ⓐ
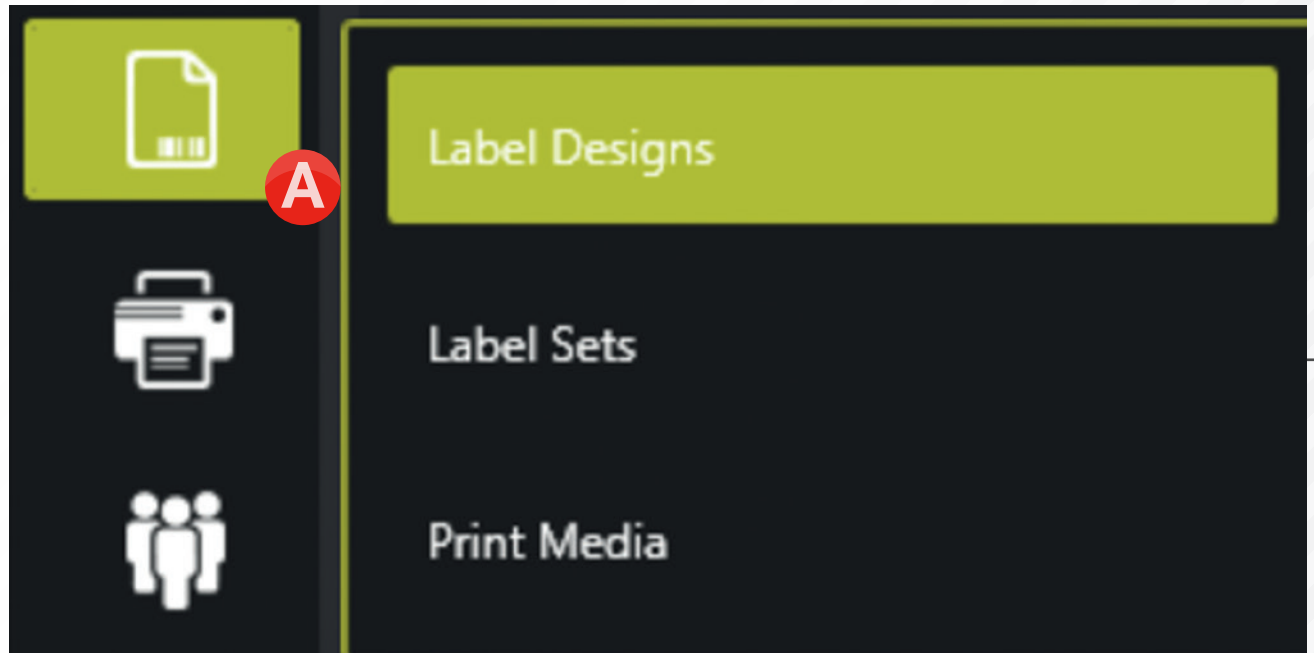
This will bring you to the label designs screen, within this screen you will be able to see, edit, delete and clone your label designs. You will also find a search bar across the top of the screen which, when typed into, will allow you to search for specific label designs when you click the magnifying glass icon to the right. If there is text that matches, you will see a list of the label designs.

Click the '**Add Design**' Button in the bottom left to begin to add your new label, this will give a pop-up in which you can **add a name** for the label design, a descriptor if you so wish, and you can also choose whether it is a product or a platter, keep in mind that platters used products, while products use ingredients to generate their data.

For now we will just keep it as a product. Once you are happy with this information, click on the drop-down next to label, and select the label you would like to use, for this, we shall be using the 50mm x 50mm Square that we created in the print media guides.

Click the **Save Button**, **B** and you will be taken into the label designer screen.
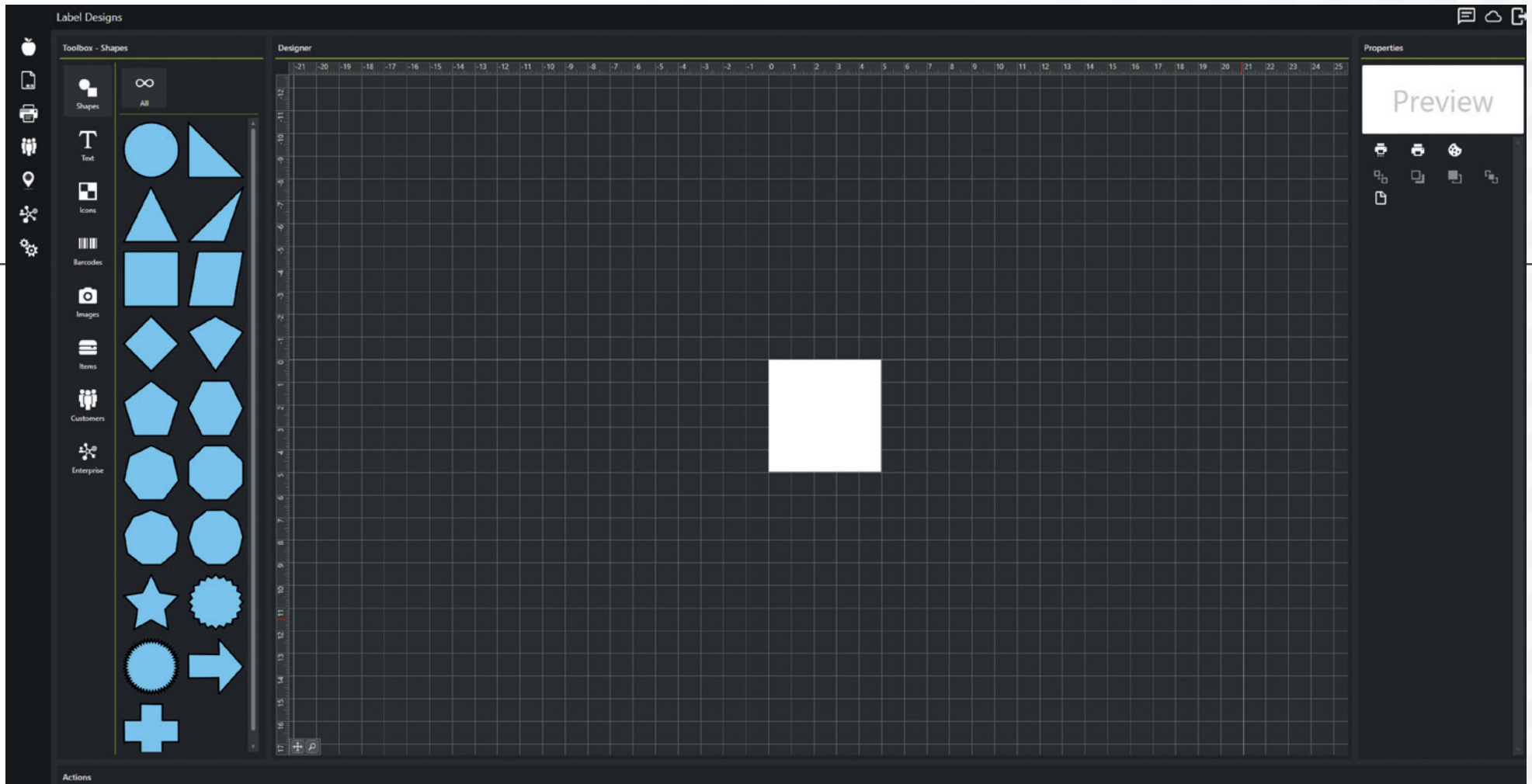
You will now be in the label designer interface, you should think of this as simply a template with which to preview how your labels will look when they are printed. It is important to note that everything except from the **Items sub-menu** 🗃 on the left

will appear exactly how it looks when printed, while everything within the Items sub-menu will change depending on the product you choose to print, dependant on whether you have the correct information at the product level.
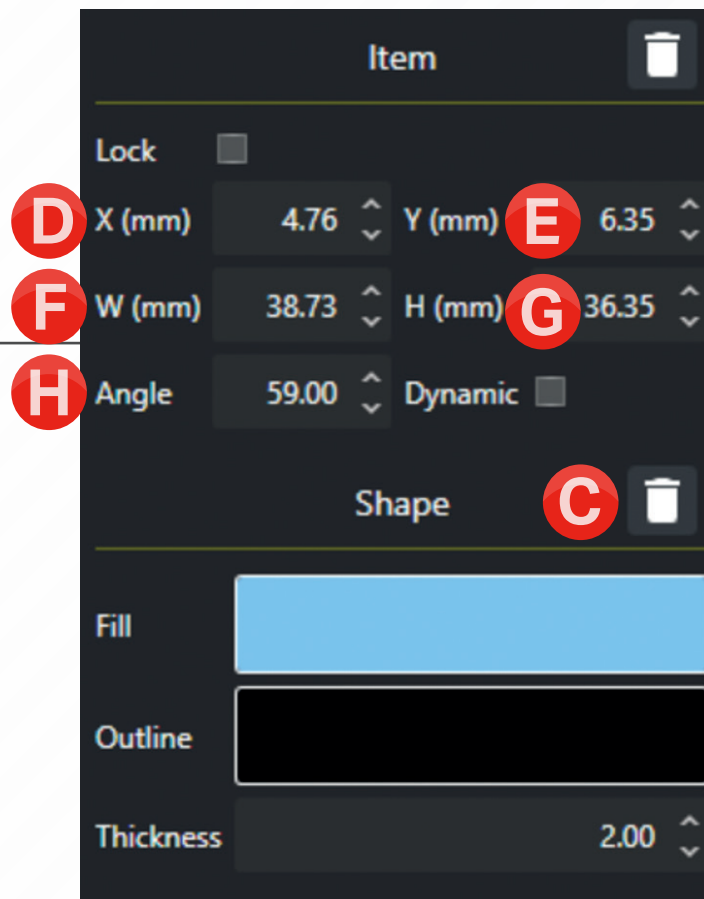
SHAPES

If you click on the shapes menu you will see a list of the available shapes that can be put onto your design.
To use one of these, click and drag one of the shapes onto your label design, it should look like the below image.
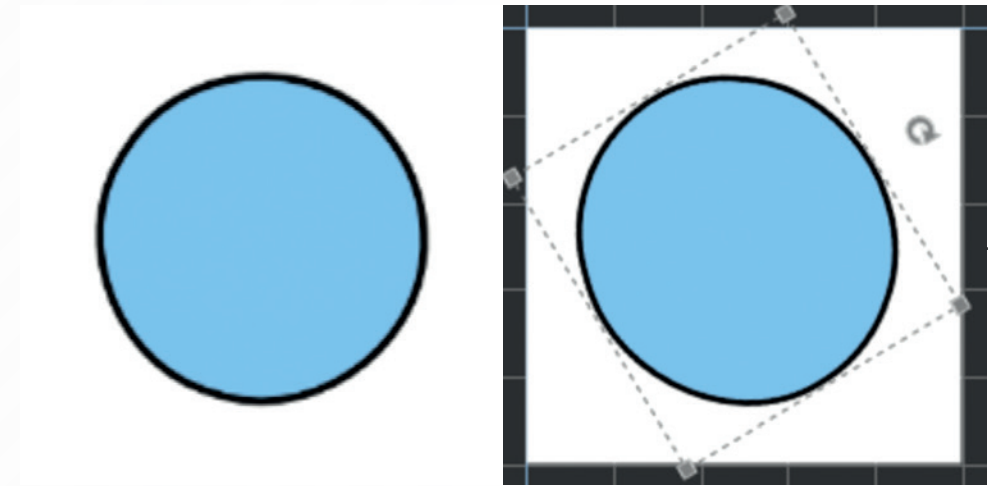
If you click on the shape that you have dragged onto the label, you will see small dotted lines around the shape, this is the zone that the shape is taking up, if you click and drag on

the small squares in each corner you can resize the shape, and If you **click and hold the rotation tool** above the shape you can rotate it.

W (mm) F refers to the width of the zone, while **H(mm) G** refers to the height of the zone, these will be changed while clicking and dragging the squares in the corner of the zone, but can also be changed manually here.

Angle H refers to the angle of the shape, which is also changed by the rotation tool.

Item

Lock

D X (mm)   4.76   **E** Y (mm)   6.35

F W (mm)   38.73   **G** H (mm)   36.35

H Angle   59.00   Dynamic

Shape **C**

Fill

Outline

Thickness   2.00

On the right hand side of the screen, you will see the properties of the selected object

If you were to click the **icon of the bin**, **C** you would be presented the option to delete the shape only not the zone.

X (mm) D Refers to the horizontal position of the label, while **Y (mm) E** refers to the vertical position. You can change these measurements to change the position of your zone, much the same as if you were dragging the label around manually.
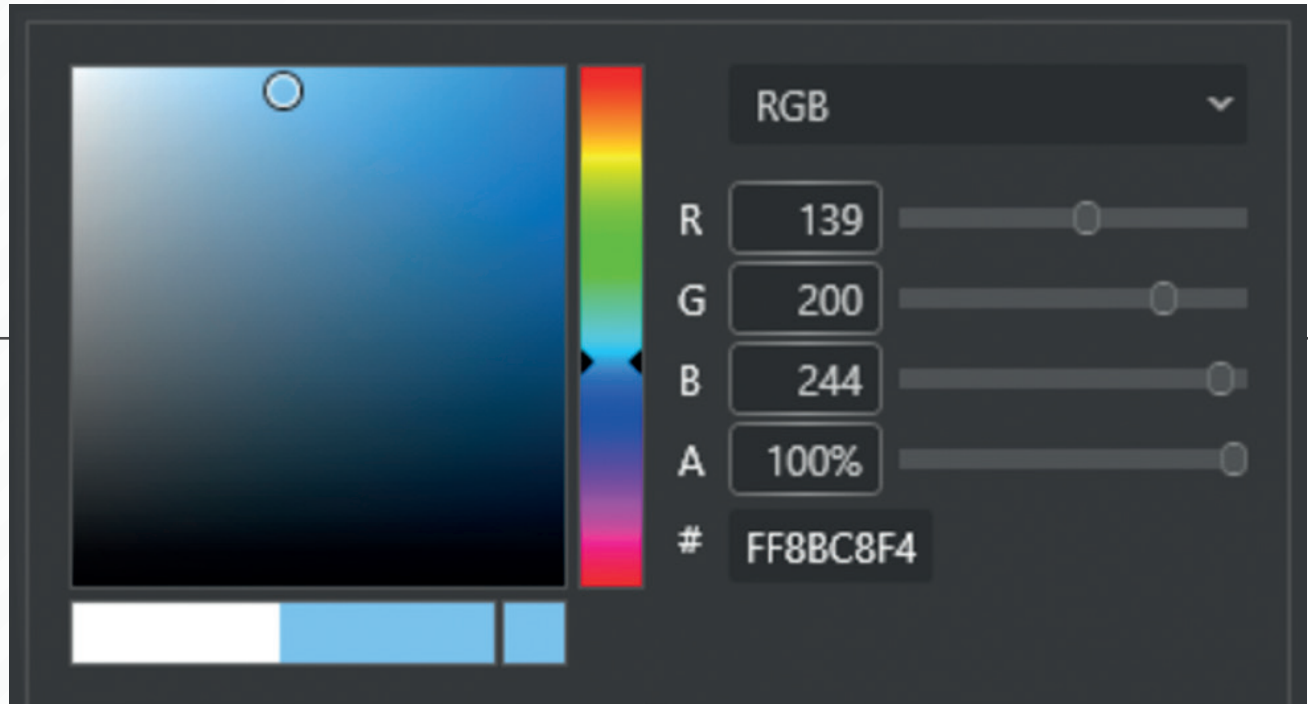
If you click in the section that says fill, you will see a small pop-up that will allow you to change the colour of the shape, by default it is set to RGB, and as such if you know the RGB colour codes you can enter them here to get a match. Alternatively, if you were to **click in the swatch of colour**, you have the ability to manually select a colour, you will have more choose by choosing different positions within the bar to the right of the swatch.

There is also an 'A' set to 100% by default, this is the transparency of the shape, if it is set to 0% the shape will become see-through. Once you are happy with the 'Fill' of the shape you have the same option underneath for the outline, selecting a different colour here will change the colour of the border shape(the black line around the circle) You can also adjust the thickness of this, using the thickness option below. Setting this to 0 will remove the border entirely.

TEXT

Clicking on the text sub-menu will give you three options to choose from at the top left of the screen, these are as follows:
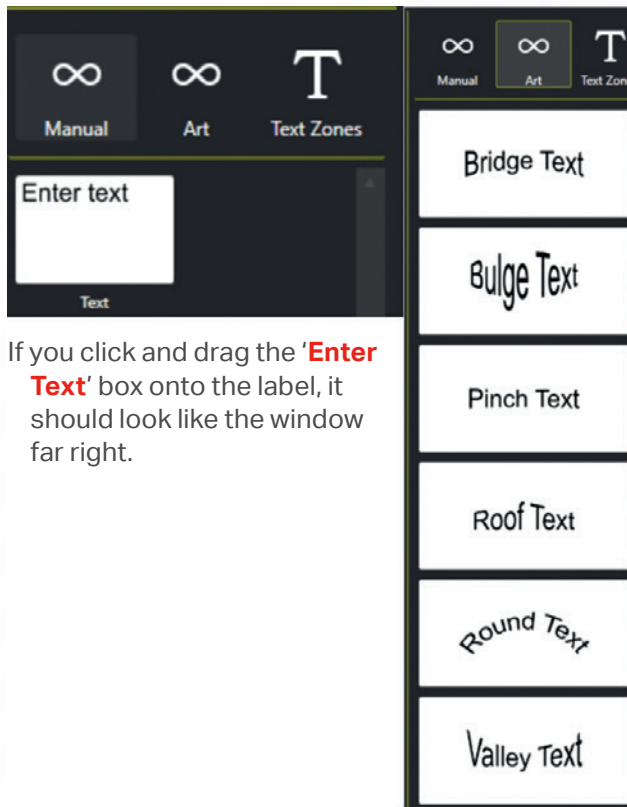

If you click and drag the '**Enter Text**' box onto the label, it should look like the window far right.

Once again, you can tell that it is selected by the dotted line around the outside (see below right), the same rules apply for resizing and rotating for every zone within Tolarus, so we will only be mentioning new options from here onward.

On the right hand side in the properties menu, the new options you should see start from under the '**Background Sub-menu**', you may need to scroll down to see all of the available options.
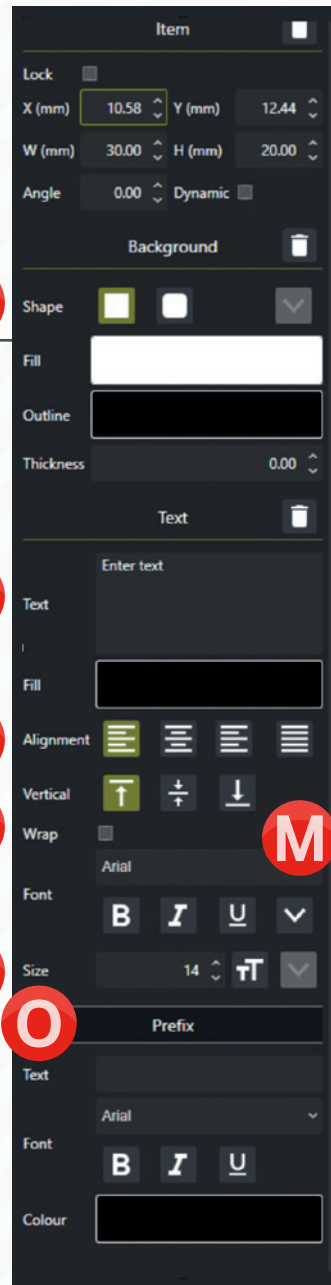
Shape ❶ refers to the shape of the text box, the first option is a square block, while the second option has rounded edges, be aware that if going onto a colour label you will need to reduce the transparency so that only the text will be visible.

If you click in the **Text** ❶ menu here, you can enter text that you want to appear on the label, this is particularly useful for titles, e.g. the name of the company, as this will appear on any product that is printed using this label design.

The Alignment boxes ❶ refer to how the text direction will flow, in the zone that you have applied. The current setting will appear in the top left, the second option the middle, the third option the top right, and the last option is force justified. Vertical options refer to where the text will appear vertically, the first is at the top, second is the middle, and third is at the bottom.

Wrapping ❶ the text will just move the text down to the next line.

If you click in the **font drop down**, ❶ you will see a list of all of the fonts on the pc, be aware that this only changes the font for this zone, so if you want everything to be on the same font type, you will need to select it in the other font options too. Underneath you have **Bold, Italic**, and **underlined**, which will

change the text to reflect this. The arrows to the right will allow you to select manual character and line spacing.
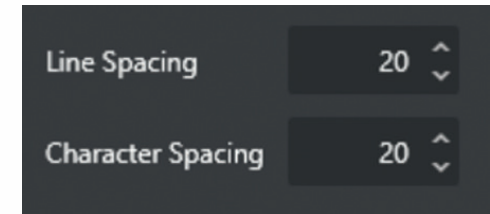
Finally, there is a **size option**, ❶ if you click the **TT icon to the right**, It will auto-size the font for you, bear in mind that while it is clicked, the size displayed is the minimum it will reduce to, **so to keep the sizes legal**, you will want to change this to the legal limit. If you wanted to manually size it, unclick the TT icon and you can then change the sizes manually, however as products will have different amounts of information on them, we recommend you keep this as auto size.

**Prefix** ❶ will add text before the first word entered into the '**Enter text' box**

The '**Art**' 🅟 Sub-menu functions very much the same, if you were to click and drag one of these options onto the label, you will again be able to change the properties on the right

Under the '**Art Text**' sub-menu in properties, there is a style option, you will be able to click this and quickly change you text between the art styles available, once changed it will keep any changes to colour, font, alignment etc.

The '**Bend**' option will change the look of the art text, by changing its shapes in relation to the style selected, for example the round text would become more rounded, while the pinch text would become more pinched.
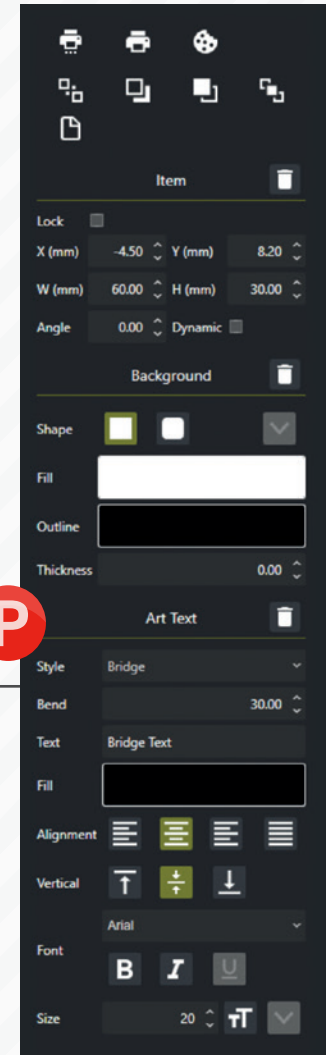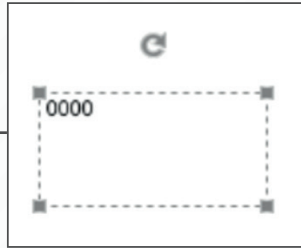
The '**Text Zones**' sub-menu is a bit more unique, it has zones with specific functions that can help with your labels.

The **Sequential Number** zone **Q** can count up from a specified number, which can be very useful for tracking how much of a certain product has been created, once it has been added to the label, it will look like the image to the right.

In the properties section under the 'Sequential Number' heading, you will have the option to change the number of digits, which will reflect onto your label design, you will be able to choose what the label will start counting from. An example of how a completed label sequential number setup can be seen below. **R**

Sandwich Number: 000000
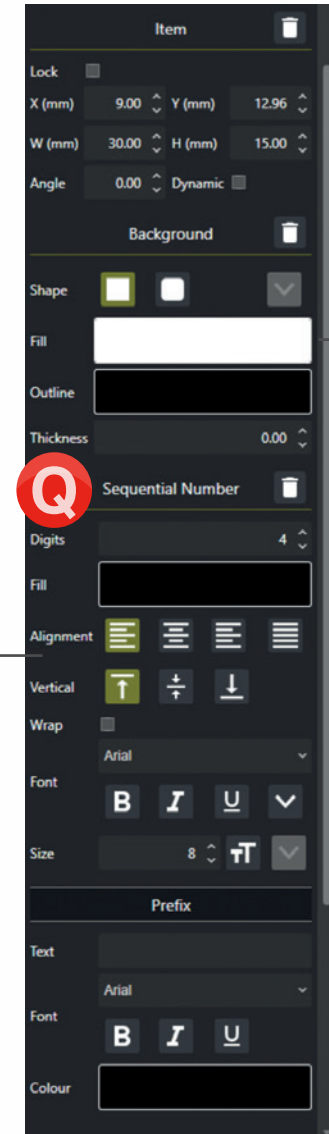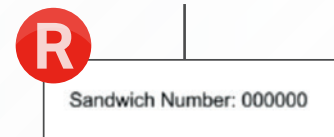
The '**Print date**' zone, when dragged onto the label should default to 2 days before and will look something like the image to the right

In the properties menu under the '**Label Print Date**' heading, you will find a format option, if you click the **S** **configure button**, you will now see a new screen which will allow you to change the Date format in a drop-down option, you will also see that all of the available options are explained below for convenience sake
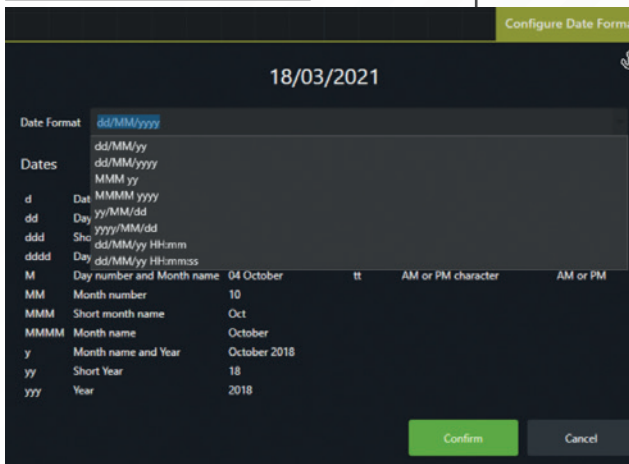
The manufactured date is very similar, but will state when the product has been manufactured, which is set within the product menu itself, when added to the label it will look like the below. **T**
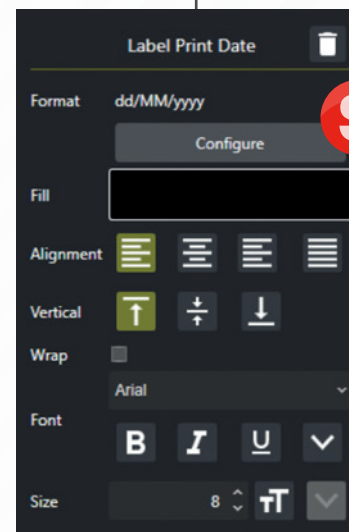
ICONS

If you click on the **third icon**, Ⓐ you will be presented with a list of the icons that are available within Tolarus, these are useful for if you need to let a customer know that it has special requirements.
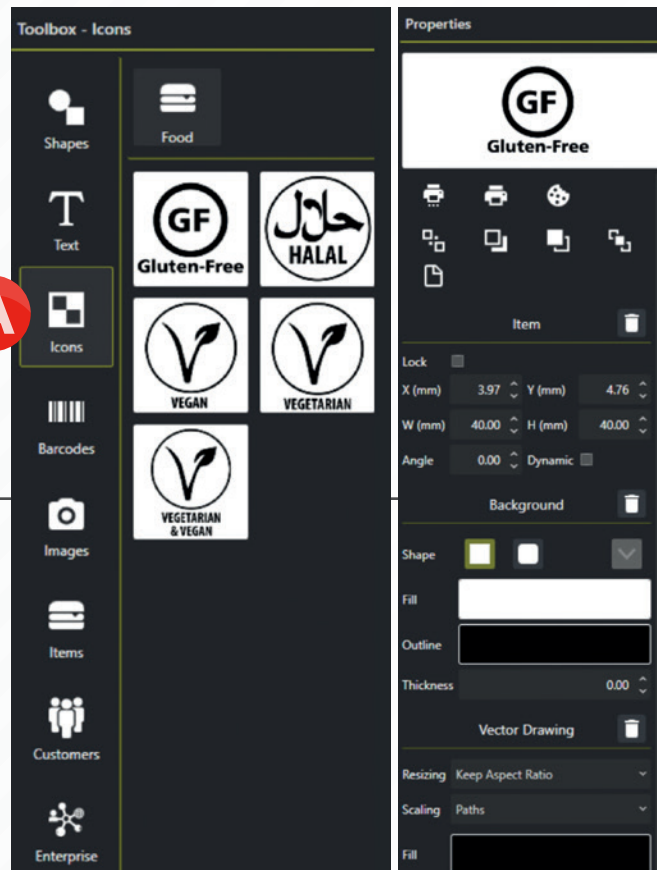
Clicking and dragging an icon onto the label will give you a moveable and rescale-able zone to work with.

On the right hand side you should see the properties pane when it is selected. Under the **Vector Drawing** Ⓑ sub-heading you have a drop-down which will allow you to choose from '**keep aspect ratio**', or, '**stretch**'. Keep Aspect Ratio will always try to keep the image /icon at the same scale that it came in at, while stretch will expand the image to the largest that it can be to fit into the zone that you have given it.

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BAR CODES

The next icon down in the list is bar code, it is very important to remember that the bar-codes used from this sub-menu **WILL NOT** change with products, when added from here they will be permanent to the label design.

Upon clicking the Bar-codes Icon you should see two options, **Manual** C and **Label**, D they should look like the images right when clicked on. Make sure you are using the '**Manual**' **Heading** for the next part.

You will want to select the relevant bar code, and click and drag it onto the label, once it has been added to the label, you should see something like the below.
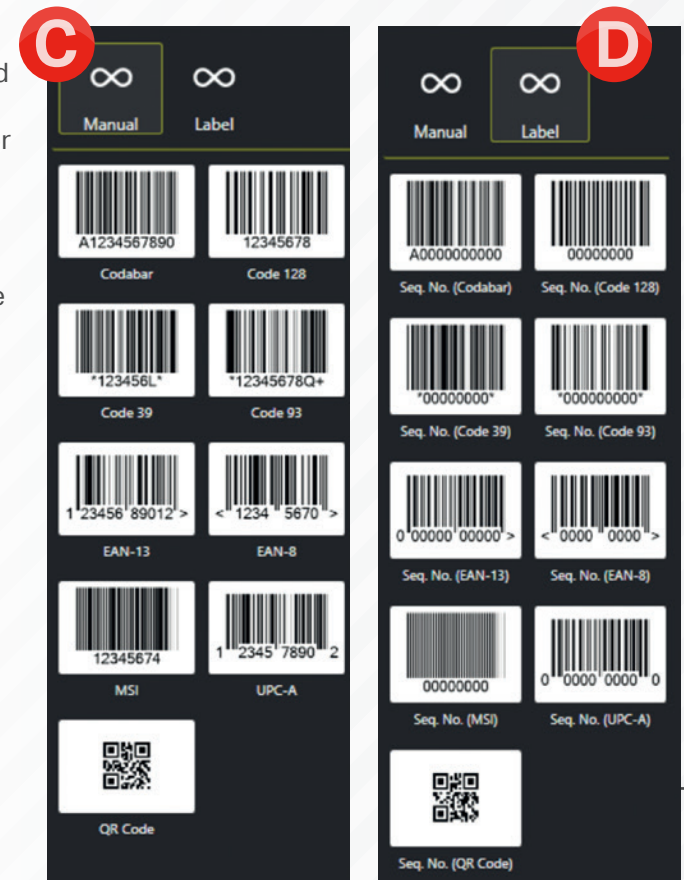
On the right hand side in the properties menu you will see a Bar code heading, if you click in the '**Type**' Ⓔ drop-down, you can quickly change the type of bar code you want to use. Under this, you will see the '**Data**' Ⓕ field, this is where you can enter the data that will be used for scanning. You will need to make sure that you enter the correct amount of digits for the bar code that you are using otherwise you will see something like the warning below.
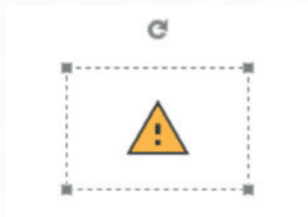
In the '**Label**' heading, the bar-codes work differently, these instead add a sequential numbering system to the bar code much like the sequential number zone in the text fields.
To add one of these to the label, click and drag one of them onto the label, it should look like the window on the right.

On the right in the properties panel, you should see that it functions similarly to the sequential numbering in the text fields.

You will have the same options, but you will see two new additional ones in prefix and suffix. Prefix is the starting number of your bar code, and the digits you choose are the last numbers of the bar code, the suffix can be used to add a modifier, for example' of 3000.'
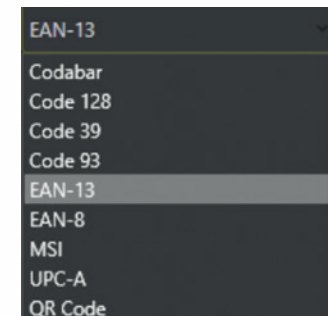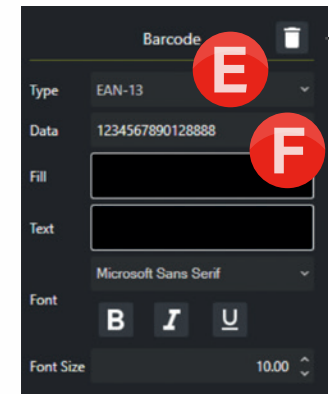
IMAGES
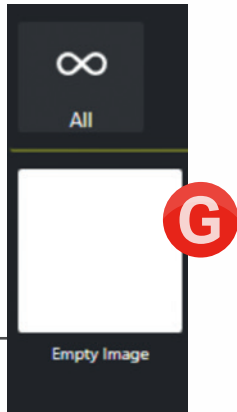
Clicking on the **Images tab** should give you the option to the left, please remember that any image added through this tab will be permanent to the label design, and won't change based on the product being printed.

To add an image to the label design, **click** and drag the image, to the **Empty Image G** zone, this should bring up the file explorer, from here navigate to the image that you want to apply to the software, and open it should then load the **image editor**

On the top right of the image editor, you will **see a bar H** that can be moved to the left and to the right, scrolling it to the left will zoom out of the image, while scrolling to the right will zoom in. This is especially useful when an image is large, so that you can see the whole thing;
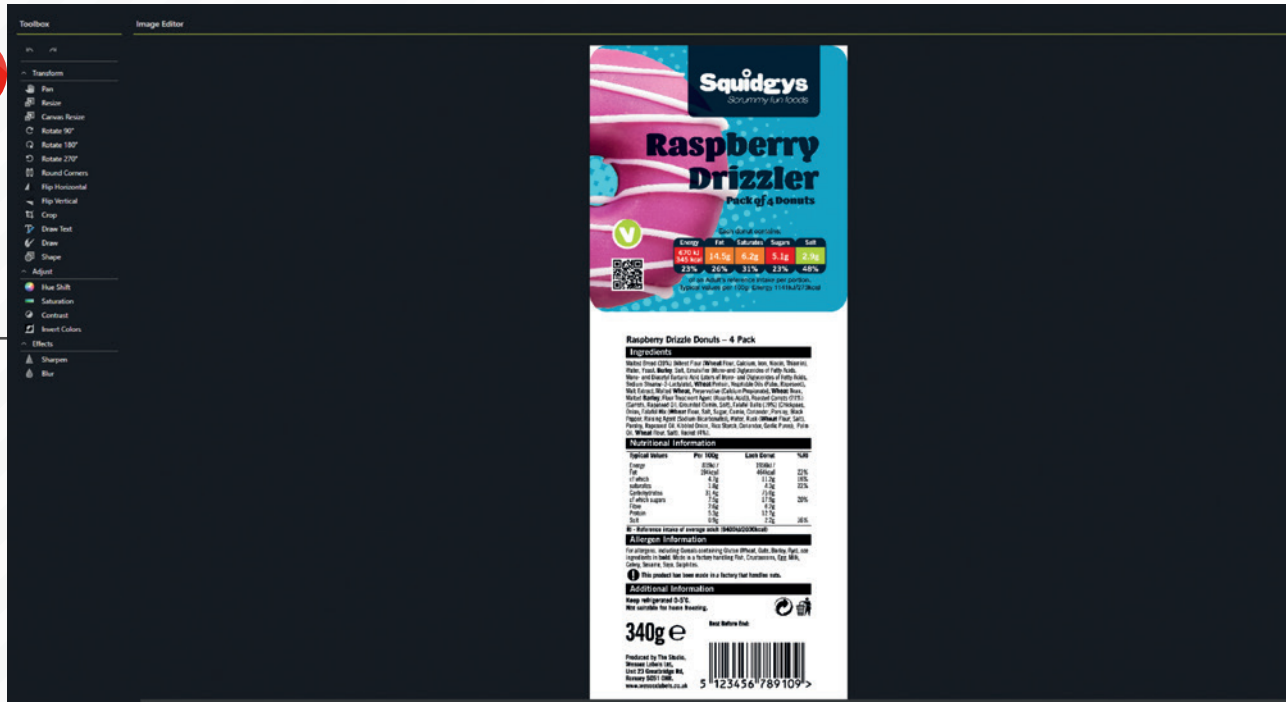
On the left you will have the toolbox itself; ❶

Pan: using the pan option will allow you to move around the label, most useful for when you are zoomed in on the image to find specific things.

Resize will allow you to change the size of the image itself, while keeping the same aspect ratio, you need to change the width and hight in order for the size to change, then click commit and the changes will be saved.

Canvas Resize: This will allow you to change the backing area that the image is placed upon, you need to adjust the width of this the same way as resize. The only difference is there is an option to change the background colour next to the background text on the right.

Rotate 90°,190°,270°: these options will rotate the image.

Round Corners: This option will round off the corners of the image, again you will have options on the right hand side.

Radius will affect the curvature of the roundness, while the border thickness will add a small border around the shape, again, you will need to click commit to keep the changes.

Flip Horizontal/Vertical: These options will just mirror the image, you don't need to commit changes as it will keep any you make straight away.

Crop: The Crop option will allow you to crop out a section of the image, you can click and drag the crop area

around or you can use the small squares in the corner to specify the area that you want cropped, to save your crop, click the crop icon.

Draw Text: Clicking draw text will put a text zone onto the image, you can then click and drag this to wherever you want to. On the right you will have options with which you can change the entered text, the font size and colour, and also the position and rotation angle.
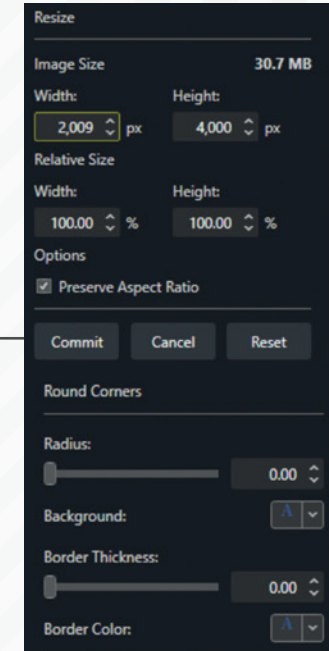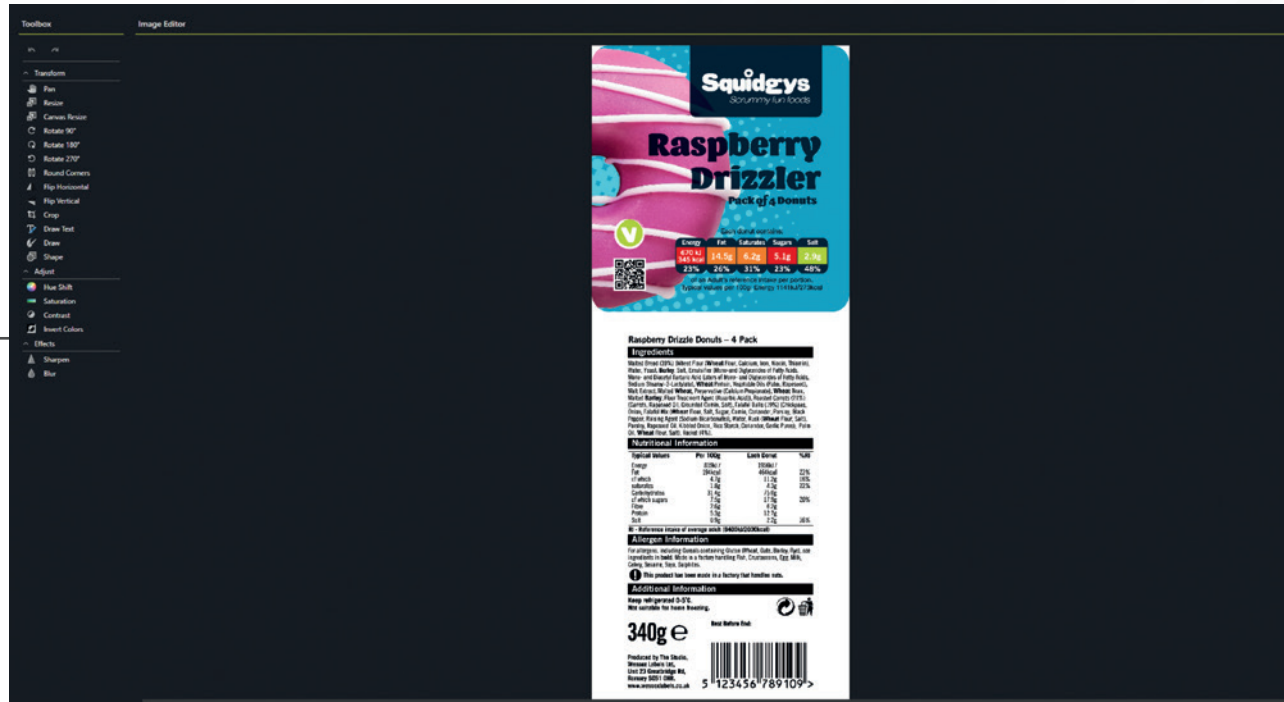
Draw: Clicking this will allow you to freely draw on your image, on the right you will have the option to make the line thicker, and also change its colour.

Hue Shift: Clicking Hue shift will give you the ability to change the hue of the colours on your image, on the right there will be a slider that changes the hue, once you have what you like, click commit for the changes to be saved.

Saturation: This allows you to change the saturation levels in the image, once clicked on you will have a slider on the right, once you have the changes you want, click commit for the changes to be saved.

Contrast: This allows you to change the contrast of the image, once clicked on you will have a slider on the right, once you have the changes you want, click commit for the changes to be saved.

Invert Colours: This allow you to invert the colours in the image, once clicked on, the image will be inverted and can be changed back with another click.

Sharpen: This allows you to change the Sharpen the image, once clicked on you will have a slider on the right, once you have the changes you want, click commit for the changes to be saved.

Blur: This allows you to blur the image, once clicked on you will have a slider on the right, once you have the changes you want, click commit for the changes to be saved.

ITEMS

It is very important to note that everything within the items tab will change with the products it is printed with, if you want to see what the design will look like with a product applied to it, **click the cookie icon** ⚙ in the top right .

Clicking and dragging an icon onto the label will give you a moveable and rescale-able zone to work with.

On the right hand side you should see the properties pane when it is selected. Under the **Vector Drawing**

sub-heading you have a drop-down which will allow you to choose from '**keep aspect ratio**', or, '**stretch**'. Keep Aspect Ratio will always try to keep the image /icon at the same scale that it came in at, while stretch will expand the image to the largest that it can be to fit into the zone that you have given it.

From now on, whenever you add a zone from the Items menu, it will use data that has been added at the product level.

When you first click on Items, the first sub-menu you will see is the '**Bar-codes**' menu, If you have followed the guides, you should have a bar code ID within here. Click and drag the bar code to add it to the label design, as you have previewed the product, the software will pull through the applied bar code from the product, and display it on your design.

This Bar code will have all of the same options as previously mentioned in this guide.
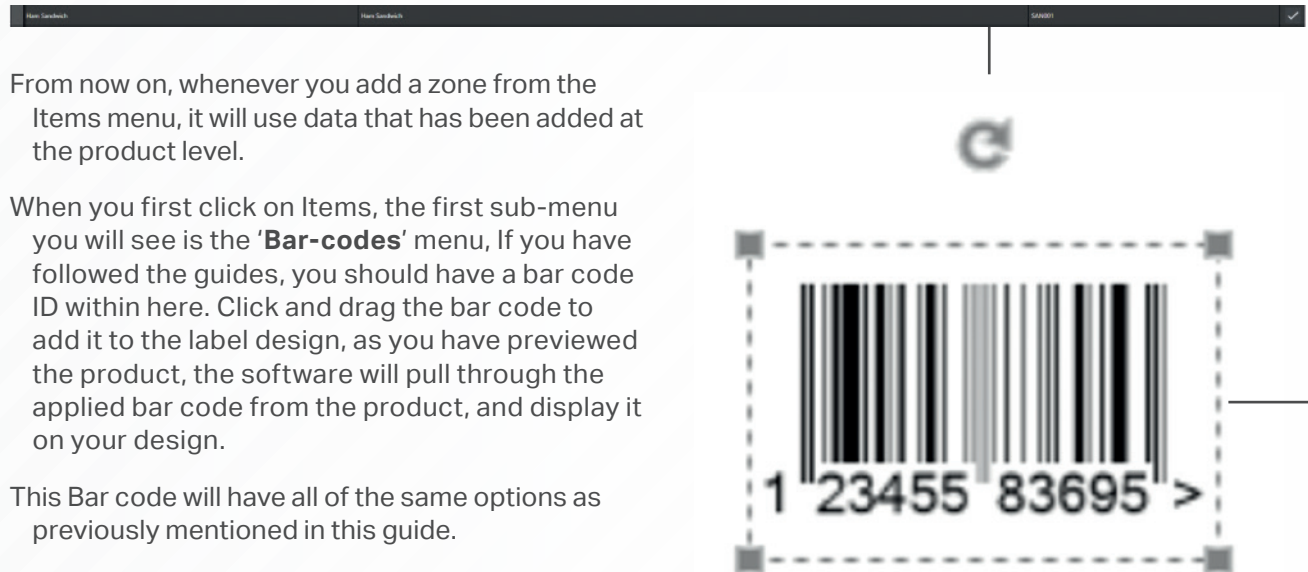
The next sub-menu is the '**Text**' menu, this contains all of the text fields with which you can information to at the product level.

Name: Clicking and dragging this zone onto the label will display the Display name of the product .

Ham Sandwich
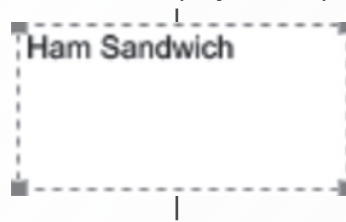
Description: Clicking and dragging this zone onto the label will display the Description of the product if one has been added.

Tasty ham on buttered white bread

Main Filling: Clicking and dragging this zone onto the label will display the Main Filling of the product if one has been added.

Free Text: Clicking and dragging this zone onto the label will display the Free Text of the product if one has been added.

Spoilage Date: Clicking and dragging this zone onto the label will display the Spoilage of the product if one has been added, it will add the number of days to whatever the current date on the printer is at the time of printing, if there is no spoilage days added, it will just display the current date.

Spoilage Message: Clicking and dragging this zone onto the label will display the Spoilage Message of the product if one has been added.

Storage Message: Clicking and dragging this zone onto the label will display the Storage Message of the product if one has been added.

Product Code: Clicking and dragging this zone onto the label will display the Product Code of the product if one has been added.

Price Per Kilogram: Clicking and dragging this zone onto the label will display the Price Per Kilogram of the product if one has been added.

Price 1/2: Clicking and dragging this zone onto the label will display the prices of the product if they have been added.

Net Weight: Clicking and dragging this zone onto the label will display the Net Weight of the product if one has been added.

Net Weight or Volume: Clicking and dragging this zone onto the label will display the Net Weight or Volume of the product if one has been added.

Serving Weight: Clicking and dragging this zone onto the label will display the Serving Weight of the product if one has been added.

These apply for each of the other nutritional/per100g zones that there are.

Serving Weight or Volume: Clicking and dragging this zone onto the label will display the Serving Weight or Volume of the product if one has been added.

Pack Quantity: Clicking and dragging this zone onto the label will display the Pack Quantity of the product if one has been added.

Number of Servings: Clicking and dragging this zone onto the label will display the Number of servings of the product if one has been added.

Country of Origin: Clicking and dragging this zone onto the label will display the Country of Origin of the product if one has been added.

Typical Values per 100: Clicking and dragging this zone onto the label will display the Typical Nutritional values per 100g of the product if one has been added.

Warning Message: Clicking and dragging this zone onto the label will display the Warning Message of the product if one has been added.

Oven Instructions: Clicking and dragging this zone onto the label will display the Oven Instructions of the product if one has been added.

Microwave Instructions: Clicking and dragging this zone onto the label will display the Microwave Instructions of the product if one has been added.

Chefs Microwave Code: Clicking and dragging this zone onto the label will display the Chefs Microwave Code of the product if one has been added.

ABV %: Clicking and dragging this zone onto the label will display the ABV % of the product if one has been added.

Allergens: Clicking and dragging this zone onto the label will display the Allergens of the product if the scan for allergens button has been used.

See Allergens in Bold: This zone will add a small sentence to the label which reads 'For Allergens, including cereals containing gluten, see ingredients in bold'.

Serving Contains: This zone will add a small sentence that will say that each serving(added to the product itself) contains.

Energy/ Fat/ Salt/ Saturates/ Sugars/ Per 100g: These zones will add a text box that will state the corresponding nutritional value per 100g.

Energy/ Fat/ Salt/ Saturates/ Sugars/ Per Serving: These zones will add a text box that will state the corresponding nutritional value per serving.

Energy/ Fat/ Salt/ Saturates/ Sugars/ RDI per 100g: These zones will add a text box that will state the corresponding nutritional value per 100g.

Energy/ Fat/ Salt/ Saturates/ Sugars/ RDI per serving: These zones will add a text box that will state the corresponding nutritional value per serving.
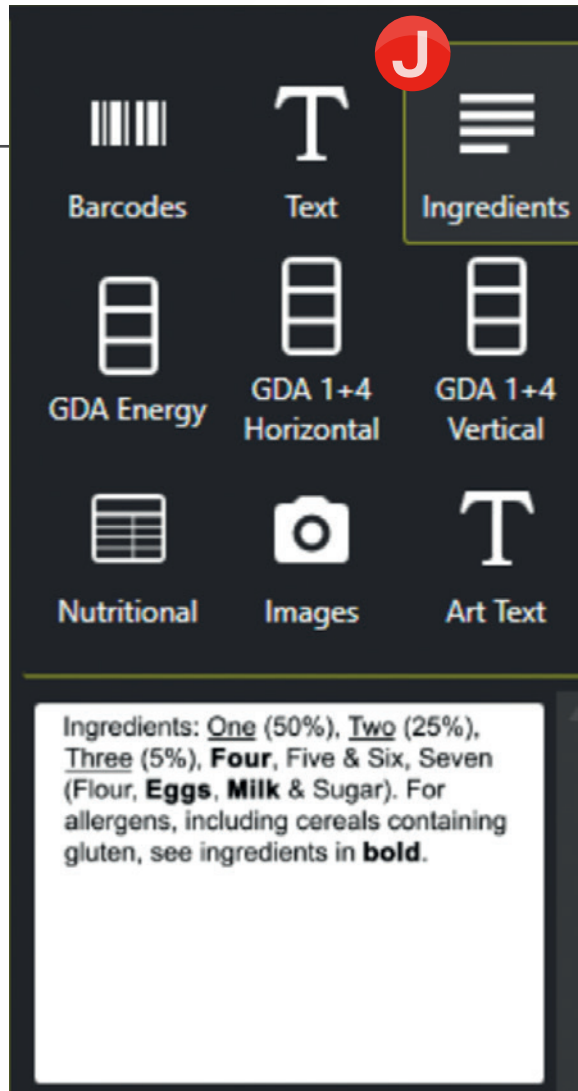
The ingredients sub-menu should look like the **image to the right.** **J** When clicking and dragging this zone onto the label, all of the ingredients should be displayed.
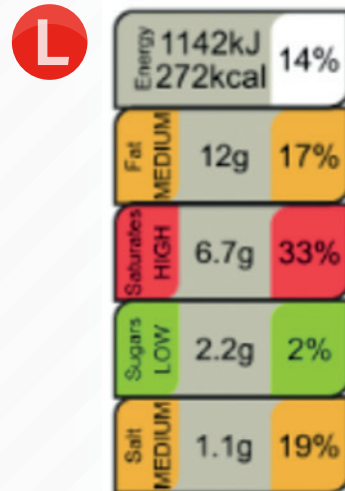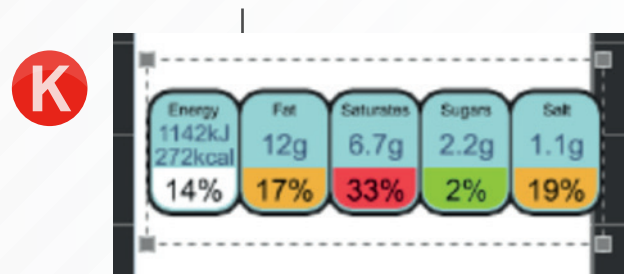
If there is not enough room for all of the ingredients in the applied zone, then the zone will display with a warning symbol, if you hover over this, you will be told what the issue is.

Ingredients: White Bread (53%) (**Wheat** Flour [**Wheat** Flour, Calcium Carbonate, Iron, Niacin, Thiamin], Water, Yeast, Salt, Dextrose, Palm Oil, Flour Treatment Agent [Ascorbic Acid].), Ham (35%) (Pork, Honey [3.5%], Soft Brown Sugar, Salt, Colour [Plain Caramel], Cornflour, Preservatives [Sodium Nitrite, Potassium Nitrate], Clove Powder.), **Butter** (12%) (**Butter** [**Milk**]). For allergens, including cereals containing gluten, see ingredients in **bold**.

Content doesn't fit - The text "Ingredients: White Bread (53%) (Wheat Flour [Wheat Flour, Calcium Carbonate, Iron, Niacin, Thiamin], Water, Yeast, Salt, Dextrose, Palm Oil, Flour Treatment Agent [Ascorbic Acid].), Ham (35%) (Pork, Honey [3.5%], Soft Brown Sugar, Salt, Colour [Plain Caramel], Cornflour, Preservatives [Sodium Nitrite, Potassium Nitrate], Clove Powder.), Butter (12%) (Butter [Milk]). For allergens, including cereals containing gluten, see ingredients in bold." did not fit in the defined area
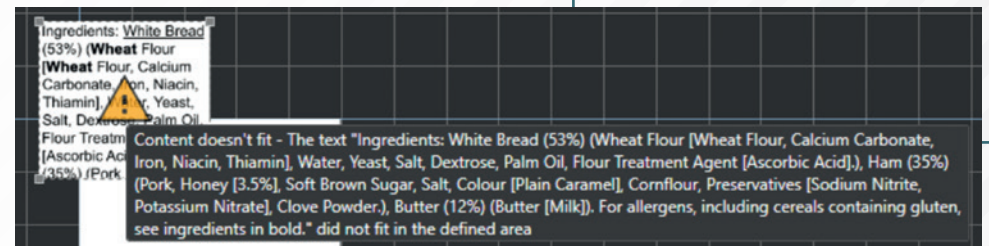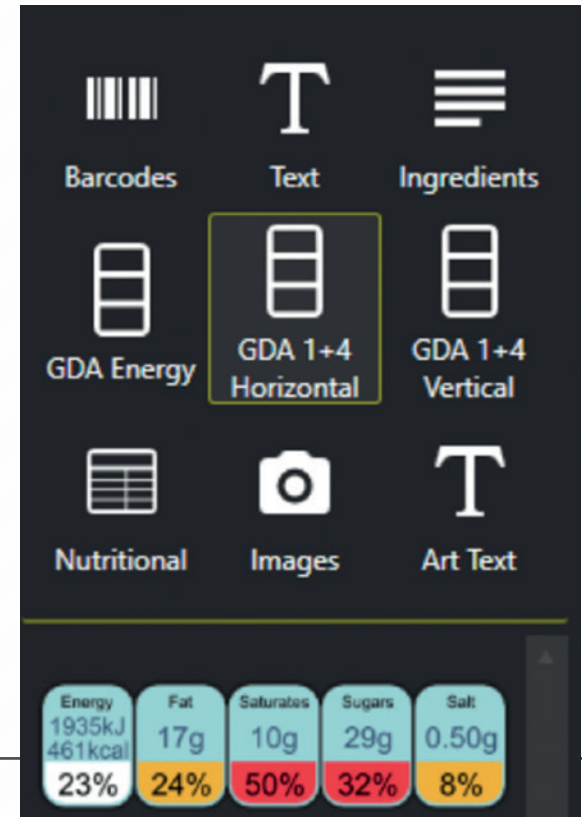
GDA ENERGY

The GDA 1+4 Horizontal sub-menu should look like the image below. **K** When it is clicked and dragged onto the label it should display with the amount of nutrition per 100g of each nutritional value along with the colours according to the GDA guidelines.

K

Energy 1142kJ 272kcal	Fat 12g	Saturates 6.7g	Sugars 2.2g	Salt 1.1g
14%	17%	33%	2%	19%

L

Energy 1142kJ 272kcal	14%
Fat MEDIUM 12g	17%
Saturates HIGH 6.7g	33%
Sugars LOW 2.2g	2%
Salt MEDIUM 1.1g	19%

The GDA 1+4 Vertical Sub-menu should look like this. **L** When it is clicked and dragged onto the label it should display with the amount of nutrition per 100g of each nutritional value along with the colours according to the GDA guidelines.

Barcodes   Text   Ingredients

GDA Energy   GDA 1+4 Horizontal   GDA 1+4 Vertical

Nutritional   Images   Art Text

Energy 1935kJ 461kcal	Fat 17g	Saturates 10g	Sugars 29g	Salt 0.50g
23%	24%	50%	32%	8%

The **Nutritional Sub-menu** should look like this, the options available are a Table option, and a list option, these are essentially the same, and will provide the needed nutritional information.

Clicking and dragging the nutritional table onto the label should look like the **image below.** Ⓜ

While selected, the properties panel on the right will be available. Under the Nutritional table heading there is a '**Heading**' option, here you can change the title of the table should you so desire. You can display more information in the table by clicking the wanted option under the '**Layout**' heading.

To add them, simply tick in the box that you want to add, and the requested information will appear in the table, For example, if you were to select 'serving' the table would look like the **below**. Ⓝ

Under the '**Table Style**' Heading, you have the ability to change the look of the nutritional table, the cell border will change the colour of the lines used for the table itself. Row, Column and Padding all change the spacing between the letters, columns, and rows in the table, essentially either making it larger or smaller.

The Nutritional List, when added, should look like the **image below**. ⊙ This list functions the same as any other text box, and has the same editing options in its properties tab on the right.

⊙

Nutritional: Energy 1142kJ/272kcal, Fat 11.6g, of which saturates 6.7g, Carbohydrates 27.5g, of which sugars 2.2g, Fibre 1.2g, Protein 14.2g, Salt 1.14g.

The '**Images**' Subheading will hold all of the Image ID's that have been set up for your products, If you were to click and drag an image Id which had an image applied to it for the product you are previewing with, it would show up here.

The '**Art Text**' subheading works the same way as the normal text zones here, except they are the same art text fields previously described at the start of this document

CUSTOMERS

The Customers tab should look like this when clicked. When the Customer zone is dragged onto the label, if the product has a customer applied to the list, it will display here, the same can also be said for the customer code.

To add an image to the label design, **click and drag the image**, to the Empty Image zone, this should bring up the file explorer, from here navigate to the image that you want to apply to the software, and open it, then it should load the image editor.

On the top right of the image editor, you will see a bar that can be moved to the left and to the right, scrolling it to the left will zoom out of the image, while scrolling to the right will zoom in. This is especially useful when an image is large, so that you can see the whole thing.
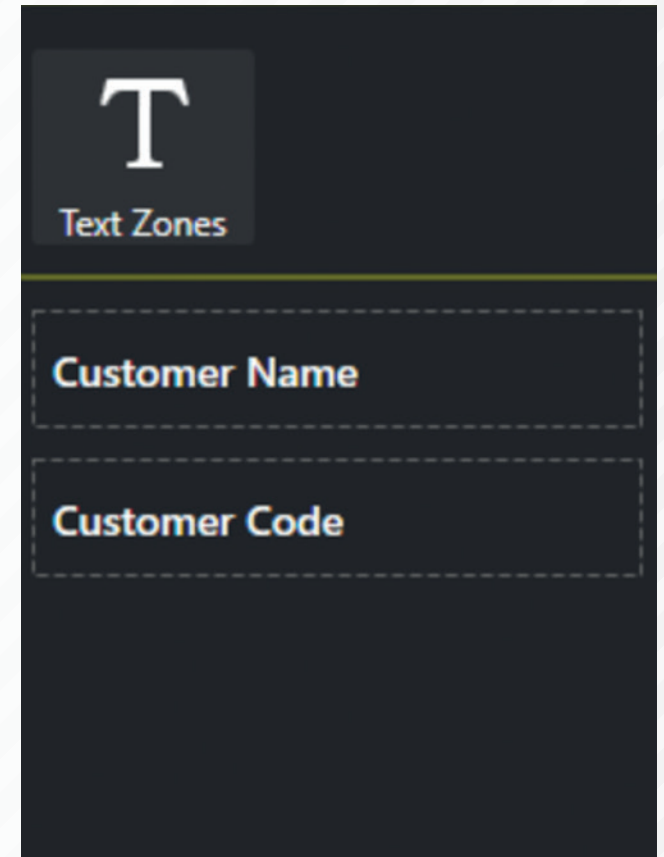
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