



CONTASign Pro User Manual

CONTASign PRO MANUAL v3.5 rev01

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CONTA-CLIP

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8.

Main Window layout

When the software is first opened, the main window is organised as follows:



- 1. Start menu, Quick access toolbar and Ribbon
- 2. Docking panel & Job Explorer
- 3. Media list
- 4. Data input table
- 5. Real-time Preview

To resize windows, click and drag the lines highlighted red below (if unlocked – see page 2).

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| | | 2 NG-TRN KdS | 48 | | | |
| | | 3 NG T/N 445 | | | | |
| | | 11 MG-GP(6-00 SelD (pitch 8,0 mm) | 22 | ÷ | | |
| | | 12 MS CRVI 01 Sel5. (p. k.h.8,0 mm) | 32 | ž | | |
| | | 11 NG-GP(540,5c7, (atch 5)Lyre) | 55 | 8 | 2 2 1 2 2 1 2 3 1 | |
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Window layout customisation

The default layout has the **Media list** and **Data input** windows fixed whereas the Job window is minimised into the docking panel.

To view the Job window, hover over the "Job" heading:



When moving the cursor away from the Job window it will automatically minimise back into the docking panel. To lock the job window into a fixed position, toggle the "Auto hide" button (if unlocked – see below). $J_{ob} = P \times P$

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| 1 | 5.V code | | A. | 1 ³ | | |
| e juli | - | HS-1FH 4622 | 45 | - | | |
| | 2 | MC-TEM 4622 | 42 | | | |
| | 3 | MS TEM 4/15 | 45 | 60 <u>1</u> 14 2 | 22 - 42 - | |
| | 11 | MC-KPM-CC 5kD (pitch 8,0 mm) | 32 | | | |
| | -2 | Mill Office 5: Self General | 92 | 2 2 H _ !! H | 22.5 | |
| | 13 | MC-CPM-CC 5k7 (pitch 5,3 min) | 52 | | | |
| | 14 | MS OW 2, Skit give Sit and | 56 | 16 96 | 35 0 F | |
| | 15 | MC-GRV-01 3k80 (pitch 3,5 mm) MS CPV 01 5k85 (pitch 5.1 mm) | 45 | <u>2,51</u> <u>2,24</u> | | |
| | | MC-CPN-D: Bold (also BD rev) | 32 | | <u>N</u> | |
| | | HU-UPP-D. BOD JACKED FING | 11 | | 21 2 44 2 | |
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Dock / fix the Media List and Data input windows in the same way.

Save, Load or change back to the default window layout from the Application aspect section located in the settings tab.



Lock windows (default setting) disables the ability to resize, dock or auto hide widows.

Select **Unlock windows** to allow resizing, docking or auto-hiding of windows.

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Window configuration

Click the red highlighted icon below to display the Media list field chooser window.



Last data

The Data input field chooser is only viewable & accessible once a new job has been started.

| Field Chooser 🛛 🔯 | | |
|-------------------|---|--|
| Data Item | Ŧ | |
| 🗹 Last data | î | |
| 🗹 Repeats | | |
| Increment | | |
| SW code | | |
| Colour | | |
| Configuration | | |
| Holder | | |
| Group 1 | | |
| Group 2 | - | |

First data

Tick / un-tick to display function.

Repeats

SW code

Default settings shown

Save, Load or change back to the default window configuration from the Application aspect section located in the settings tab.



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Start Menu and Quick Access toolbar

| 2 1 | 2 🔓 🖌 | 🔒 🖌 (| 🗒 🖶 🔍 = |
|-------|-------|-------|----------|
| File | Home | Job | Settings |

Start Menu



🖉 👔 🖪 💊 📑 😒 🗒 🖨 🔍 🕫 Recent Project X4 Project X3 Open Project X2 Project X1 Test1 Save test2 Save as MG-PLC 12.7x31 - 8 BIT template Save al Print Close Close al Start Page 🕑 Exit

New

New job create a new Data job. New designer job create a new Designer job. New template create a new Label template.

Open

Open job opens a previously saved Data job. **Open Designer job** opens a previously saved Designer job.

Open label template opens a previously saved Label template.

Save saves the current job. If the job has not been saved before a file name will be required (see **Save as**). If saved before the job will be overwritten.

Save as saves the current job under a new name.

Save all saves all open jobs. A file name will be required for each job.

Print opens the print configuration window.

Close closes the current job. A prompt will appear if the job has not been saved.

Close all closes all current jobs. A prompt will appear if any of the jobs have not been saved.

Start Page opens a separate window showing all recently saved jobs of each type.

Exit closes the program. A prompt will appear if any open jobs have not been saved.

Recent displays a list of recently saved jobs.

Quick Access toolbar

📑 🔽 🔒 😪



Media List

| Media | list | | | | - 4 × |
|-------|---------|-------------------------------|------|--------|-------|
| SW co | de | • | | 8: I 🤇 | 7 😴 |
| | SW code | Description | Note | N° | Â |
| | 1 | MG-TPM 4x10 | | | 45 |
| | 2 | MG-TPM 4x12 | | | 45 |
| | 3 | MG-TPM 4x15 | | | 45 |
| | 11 | MG-CPM-01 5x10 | | | 32 |
| | 12 | MG-CPM-01 5x15 | | | 32 |
| | 13 | MG-CPM-01 5x7 | | | 56 |
| | 14 | MG-CPM-01 5x10 (pitch 5,1 mm) | | | 56 👻 |

Quick Access toolbar contains a set of commands always accessible independent of any other open window. Default set of commands are shown opposite.

Add a function to the toolbar by right clicking the icon in the Ribbon and selecting Add to Quick Access toolbar.

Remove a function from the toolbar by right clicking the icon and selecting Remove from Quick Access toolbar.

Show Quick Access toolbar below the Ribbon moves the toolbar below the Ribbon.

Minimize the Ribbon displays only the ribbon headings in a fixed position (Home, Job, Designer, Settings) with their commands shown in drop-down format when each heading is selected.

Media list shows all available media on first installation, but should be reconfigured via **media configuration** (found within settings tab) to show only media 'favourites'.

SW code shown on the media packaging and in the catalogue, required during data entry.

Description shows the type and size of the media (mm).

Note displays any info added to this section when a custom configuration is made within media configuration.

N°. of individual media items, e.g. labels, per sheet.

Media configuration

| 2 | | 🔒 🖌 🔒 🖌 🖷 L | = Q : | = | | | | _ | |
|-----------------|---------|-------------------------------|------------------|---------------------|----------------|------------|-----------------|---|---|
| Fil | le | | ettings | | | | | | |
| Layo | ut Win | dows Theme Backgr | | General Da | | ers Media | | t Import | |
| | Д | pplication aspect | | | | Configurat | ions | | |
| F 12 | | rial ▼ 8 ▼ A A A | | Media configuration | | | | | × |
| Grid d Media | options | Font | | Alignn | nent | Image | Borders | ↓ | |
| Ivieula | | - | | | | | | | |
| ÷ | SW code | Description | Family | Height | Width N° | Note | Repeats Printer | ✓ ✓ ✓ | |
| • | 2 | MG-TPM 4x10 MG-TPM 4x12 | MG-TPM MG-TPM | 4.00 | 10.00 | 45 45 | _1 | · 🗹 🔍 | - |
| • | 3 | MG-TPM 4x12 MG-TPM 4x15 | MG-TPM MG-TPM | 4.00 | 12.00 | 45 | _1 | · · · · | |
| Ð | 11 | MG-CPM-01 5x10 (pitch 8,0 mm) | MG-CPM | 5.00 | 10.00 | 32 | _1 | - Z Q | |
| • • | 12 | MG-CPM-01 5x15 (pitch 8,0 mm) | MG-CPM | 5.00 | 15.00 | 32 | _1 * | • 🗷 Q | |
| Đ | 13 | MG-CPM-01 5x7 (pitch 5,1 mm) | MG-CPM | 5.00 | 7.00 | 56 | _1 | - V Q | |
| Ð | 14 | MG-CPM-01 5x10 (pitch 5,1 mm) | MG-CPM | 5.00 | 10.00 | 56 | _1 | - 🛛 🔍 | |
| ÷ | 15 | MG-CPM-01 3x10 (pitch 3,5 mm) | MG-CPM | 3.00 | 10.00 | 80 | _1 | • 🗷 🔍 | |
| ÷ | 16 | MG-CPM-01 5x15 (pitch 5,1 mm) | MG-CPM | 5.00 | 15.00 | 48 | _1 | - 🗹 🔍 | |
| ÷ | 18 | MG-CPM-01 8x10 (pitch 8,0 mm) | MG-CPM | 8.00 | 10.00 | 32 | _1 | - 🛛 🔍 | |
| ÷ | 21 | MG-CPM-02 5x10 (pitch 8,0 mm) | MG-CPM | 5.00 | 10.00 | 32 | _1 | - Z Q | |
| ŧ | 22 | MG-CPM-02 5x10 (pitch 5,1 mm) | MG-CPM | 5.00 | 10.00 | 48 | _1 | • 🗹 🔍 | - |
| Label p | | (+) 100 % TEST | | | Offset preview | ├ → | ~ | ↓ ₽ | × |
| TES | | | | | 2 _0.00 ÷ | | | | |

Media configuration contains the all-media list from which the 'favourites' media list may be compiled. Individual media configurations, fine-tuning of print centralisation and user descriptions can be entered. To navigate, use the search field within Grid Options or scroll down manually.

To create a new media configuration, click on the plus symbol for the relevant SW code to show configurations window and enter subsequent details, e.g.

| E | • | 13 | MG-CPM-01 5x7 (pitch 5,1 mm) MG- | CPM 5.00 | 7.00 56 | _1 | • 🗹 🔍 |
|---|---------|------|----------------------------------|------------------------|---------|----------|-------|
| | tions | Code | Description | Note | Repeats | Template | En |
| | La la | 13 | MG-CPM-01 5x7 | Conta-Clip - Bold Font | _1 | - | V |
| | Configu | ÷ | | | ▲ ▼ | - | |

Select settings to apply to configuration, e.g font, size alignment etc.

| Hom | ne | | | |
|--------------|-----------------------------------|-----------|------------|---------|
| 12 • | Arial • 8 • A • B / U | | 5.00 I I | |
| 7 📰 | 100 % 📮 📜 _0.0 📮 🗛 - 😻 - 🕥 None 🔹 | R 🗠 N 🗷 😽 | 5.00 🛉 💠 | |
| Grid options | Font | Alignment | Image | Borders |

When creating a new job the configuration will now be available to select from the Media List.

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|-------------|--------------|-----------|
|-------------|--------------|-----------|

| E | SW code | Description | N° | | |
|---------------|---------|-------------------------------|------------------------|---------|----|
| | 1 | MG-TPM 4x10 | 45 | | |
| | 2 | MG-TPM 4x12 | 45 | | |
| | 3 | MG-TPM 4x15 | 45 | | |
| | 11 | MG-CPM-01 5x10 (pitch 8,0 mm) | 32 | | |
| | 12 | MG-CPM-01 5x15 (pitch 8,0 mm) | 32 | | |
| ∍► | 13 | MG-CPM-01 5x7 (pitch 5,1 mm) | 56 | | |
| onfigurations | Code | Description | Note | Repeats | Te |
| | 13 | MG-CPM-01 5x7 | Conta-Clip - Bold Font | 1 | |

Note - enter a user-preferred description for individual media, which will be displayed when hovering over specific media row in the Media List, e.g.

| Note | Printer | | |
|---------------------|-----------------|------|----|
| 5 | Genius II | - 7 | Q, |
| 45 | | - | 0. |
| 45 sing PM holder | | - 7 | |
| +J sing Pivi holder | | | |
| 32 Note | | | 0 |
| 32 Cable marker | using PM hold | der | |
| 52 Cable marker | using Pivi noid | lici | |

Offset X & Offset Y allows fine tuning of print position for individual SW codes. Values entered are supplemental to those set in **System default settings.**

| 4 | | — X — | | → + | . * | 4 | | | - Y - | | | - |
|---------|---------|---------|--------------------|-------|-----|--------------------|-----|--------------------|-------|--------------------|---|---|
| PVC-TAP | PVC-TAP | PVC-TAP | PVC-TAP | | | | | | | | | |
| 28139.7 | 28139.7 | 28139.7 | 28139.7 | | | | | | | | | |
| PVC-TAP | PVC-TAP | PVC-TAP | PVC-TAP | | | | | / | | / | | |
| 28139.7 | 28139.7 | 28139.7 | 28139.7 | | | 281 | | 281 | | 281 | | |
| 2010517 | 20135.7 | 201050 | | | | PVC-PTS 28153.8 | • | PVC-PTS 28153.8 | • | PVC-PTS 28153.8 | • | |
| PVC-TAP | PVC-TAP | PVC-TAP | PVC-TAP | | | w w | | w w | | 60 00 | | |
| 28139.7 | 28139.7 | 28139.7 | 28139.7 | | | | | | | | | |
| | | | DVC 740 | | | | | | | | | |
| PVC-TAP | PVC-TAP | PVC-TAP | PVC-TAP 28139.7 | | × | | | | | | | |
| 28139.7 | 28139.7 | 28139.7 | 20135./ | | | | | | | | | |
| PVC-TAP | PVC-TAP | PVC-TAP | PVC-TAP | | | | | | | | | |
| 28139.7 | 28139.7 | 28139.7 | 28139.7 | | | NT | | / | | / | | |
| | | | | | | PVC-PTS 28153.8 | 100 | PVC-PTS 28153.8 | 100 | PVC-PTS 28153.8 | | |
| PVC-TAP | PVC-TAP | PVC-TAP | PVC-TAP | | | 3.8 PT | • | 53 PT | • | 53.2 -PT | • | |
| 28139.7 | 28139.7 | 28139.7 | 28139.7 | | | - 0, | | ~ v | | ~ ~ ~ | | |
| PVC-TAP | PVC-TAP | PVC-TAP | PVC-TAP | | | | | | | | | |
| 28139.7 | 28139.7 | 28139.7 | 28139.7 | 5 C C | | | | | | | | |
| | | | | • | | | | | | | | |

PVC-PTS / PVC-PTSA and PVC-DOG 48300 media, print orientation:

To move print to the left, decrease X value. To move right, increase X value (using hyphen as a minus sign).

To move print down, increase Y value. To move print up, decrease Y value.

Normal print orientation:

Printer assigns the SW code to an available printer which is then automatically selected when going through the print process.

En enables a medium to be available in the Media 'favourites' list.

New Data Job

Start a new Data job by clicking New job in either the:

Quick access toolbar





Media Selection / Real-time Preview

By default, or unless another SW code is selected first, the SW code at the top of the Media List will be selected and the sheet layout displayed in the Real-time Preview.

| | bard | | Font | | | | nmen | | |
|----|---------|-------------|----------------|---------------|-----------|-------|------|--|--|
| | dia lis | 1 | | | | | - 4 | | |
| SW | V cod | e 13 | * | | | E 🤻 | 7 5 | | |
| | | SW code | Description | | | N° | | | |
| | • | 1 | MG-TPM 4x10 | | | | 45 | | |
| | | 2 | MG-TPM 4x12 | | | | 45 | | |
| | | 3 | MG-TPM 4x15 | | | | 45 | | |
| | | 11 | MG-CPM-01 5x10 | (pitch 8,0 m | m) | | 32 | | |
| | | 12 | MG-CPM-01 5x15 | (pitch 8,0 m | m) | | 32 | | |
| • | | 9 13 | MG-CPM-01 5x7 | (pitch 5,1 mr | n) | | 56 | | |
| | | 14 | MG-CPM-01 5x10 | (pitch 5,1 m | m) | | 56 | | |
| | | 15 | MG-CPM-01 3x10 | (pitch 3,5 m | m) | | 80 | | |
| | | 16 | MG-CPM-01 5x15 | (pitch 5,1 m | m) | 48 | | | |
| | | 18 | MG-CPM-01 8x10 | (pitch 8,0 m | m) | | 32 | | |
| | | | NC CDM 03 5 40 | 1 1 1 0 0 | | | | | |
| | ta inp | | <i>c. (c</i> | _ | | | * * | | |
| | | 0 Prefix | Suffix | | | | | | |
| | | First data | Last data | Repeats | Increment | | code | | |
| • | | | | | • | * | | | |

To select a different SW code, double click on its line in the Media list or type the required SW code into the search field and double click selection. E.g. **SW code** 11 **•**

The selected medium will be highlighted yellow.

The Real-time preview automatically updates to display selected sheet layout:

| | inte | | _ | | | | - 21 | | - V | - () I | 1055 🚺 🄁 | | | | | |
|----|------|-----------|----------------|----------------|-----------|------------|---------|------------------------------------|-----|--------|----------|---|---|-------|-----|--|
| SW | code | B | • | | | <u>A</u> _ | 183 | - | 3 |) | | 7 | | | | |
| | - | Self code | Georgeon | | | N | | 1 | | - 11 | | 1 | | 2 | - 1 | |
| | | 1 | MG-TPUL4x10 | | | | 45 | | | - 11 | | | | | | |
| | | 2 | MS-19914-02 | | | | 45 | 5 | * | | | | | 2 | - 1 | |
| | | 3 | MS-19914-05 | | | | 45 | | | | | | _ | | | |
| | • | 22 | MS-CFM-00 5600 | (pich 6,0 mm, | | | 32 | Reporting and and an international | | - 11 | | | | | - 1 | |
| | | 32 | MS-CFM-22 3628 | (pitch 8,0 mm, | | | 32 | 1 | | - 11 | - F | | n | i i i | | |
| ы | 0 | 13 | MS-CFM-52.567 | (pitch 2,1 mm) | | | 55 | - 3 | | - 11 | | | | | - 1 | |
| | | 34 | MS-CFM-00 5600 | jatch 5,2 mm | | | 55 | | | - 11 | | | | | | |
| | | 35 | MS-CFM-55 3655 | ja tch 3,5 mm, | (| | 50 | ā | | - 11 | | | | | | |
| | | 35 | MS-CFM-22 5x15 | (pitch 5,2 mm | | | 46 | 5 | | - 11 | | | | | - 1 | |
| | | 15 | MS-CFM-32 8x23 | pich 5,0 mm | | | 32 | 2 | | - 11 | | | | | - 1 | |
| _ | _ | (* | | | | | | 1 8 | | - 11 | | | | | | |
| | стры | | | | | | - ¥ 1 1 | | | - 11 | | | | | - 1 | |
| | | 0 Pretta | Suttix | | | | 173 | - e | | - 11 | | | 7 | | | |
| | | Pestidate | Listidate | | 38.101816 | | SW 0001 | | | - 11 | | | | | | |
| 10 | - 8 |) | | 2 | | | | | | - 11 | | | | | - 1 | |
| | | | | | | | | 0 | | • | | | 0 | | 0 | |
| | | | | | | | | | | | | | | | | |

Data Input

Click in the First data cell to activate the table for data entry.

| Data inp | ut | | | | - 4 × |
|----------|------------|-----|----------|---------|---------|
| Record: | 0 Prefix | Suf | fix | | 🔻 😼] |
| | First data | La | ast data | Repeats | SW code |
| ₩ (| | | | × | |

Use the Tab key to navigate to subsequent fields and the Return key to move onto a new data row.

| 2 | فا اله فا اله | 44 E B C + 1 | | _ | - | | | _ | - | New | job - CON | ITASign PR | to by con | NTA-CUP | | | | - | |
|---------|---------------|---|--|-------------|-----------------------|--|--|----------|------|-------------------------|-----------|----------------------|-----------|----------------------------------|--------------------------|-------|--|---|--|
| Ha | Horry | Jub Sellings | | | | | | | | | | | | | | | | | |
| Pusto 🥑 | nti | • 8 • 20 % 🗧 💶 🕹 🐴 Fort | A`x` B [™] - ⊜ No | | ≡ ≡ = ≥ ≈ भ ≍ / | Ignment | | t _1_500 | ÷11. | | inage | π Symbol | Ecrcode | Start Page | Consc License Help | About | | | |
| SW | | | | | | • () × | Θ | 0 | 1 | 100 % | 2 H | 9 | | | | | | | |
| 5 SW | code 13 | * | | | E | A 2 | | | | · - | > | - | ~ | | | | | | |
| | 1 2 3 | Bescription MC-TPM-4c10 MC-TPM-4c10 MC-TPM-4c12 MC-TPM-4c12 MC-TPM-4c12 MC-TPM-4c13-xc13 MC-CPM-4c13-xc13 MC-CPM-4c13-x | (pitch 8,0 mm (pitch 5,1 mm) (pitch 5,2 mm (pitch 3,5 mm (pitch 3,5 mm | 0 0 0 | N, | 45 45 45 32 56 90 40 32 | 1/1 11 - MG-CPM-01 5x10 (pitch 8,0 mm) | | | * * * * * * | | 17 18 71 21 | ~ · | 25 28 27 27 28 29 | * | | | | |
| Data | input | Me end and in | | | | - 0 × | | | 1 | 15 | | 23 | | 31 | | | | | |
| | und: 1 Prefi | is Suffix | _ | | | 73 | 1 | | 1 | 1000 | | | | _ | | | | | |
| | First da | | Repeats | Increment | 1 2 | W code | | 8 | ř | 18 | | 24 | | 32 | | | | | |
| ţ. | 01 | 32 | 1 | | _1 1 | 1 • | લ્ | | 0 | | , | | 。」 | | 0 | | | | |

As data is entered, the Real-time Preview automatically updates to show results, e.g.

First data/last data if individual data is to be printed, e.g. STOP, type into First data cell only. If an equally incremented sequence is required, e.g. 1,2,3...32, enter the start value in First data and the final value in Last data.

Repeats enter the no. of times each data row should be printed. Default value is 1.

SW code will default to SW code selected in the Media list. This may be over-written.

The media highlighted with a yellow background in the Real-time Preview corresponds to the selected row in the Data input table.

The coloured circle indicates the type of data that has been entered.

Single data = Green

| Data inpu | Data input 🚽 🕂 🗸 | | | | | | | | | | | | |
|-----------|------------------|-------|--------|---------|---------|--|--|--|--|--|--|--|--|
| Record: 1 | L Prefix | Suffi | ¢ | | 🔻 🔏] | | | | | | | | |
| | First data | Las | t data | Repeats | SW code | | | | | | | | |
| ┣ 🔵 | STOP | | | _1 🔹 | 11 | | | | | | | | |

Counter = Blue

| Data ir | Data input 🚽 🕂 🗙 | | | | | | | | | | | | |
|---------|------------------|-----------|-----------------|--|--|--|--|--|--|--|--|--|--|
| Recor | d:1 Prefix | Suffix | 🖉 🧏 | | | | | | | | | | |
| | First data | Last data | Repeats SW code | | | | | | | | | | |
| • | 01 | 32 | _1 11 | | | | | | | | | | |

Image = Orange (see Insert image)

| Data in | Data input 🚽 🖓 🗙 | | | | | | | | | | | | |
|---------|------------------|--------------|----------------|------|----------|---------|---------|--|--|--|--|--|--|
| Recor | d: 1 | l Prefix | 2 | Suff | fix | | 🕈 🏼 | | | | | | |
| | | First data | | La | ast data | Repeats | SW code | | | | | | |
| • | 0 | iusPro\Lib\\ | WS - Flash.gif | | | _1* | 11 | | | | | | |

Barcode = Yellow (see insert barcode)

| Data input 🚽 🕂 🗸 | | | | | | | | | | | |
|------------------|------|------------|------|--------|------|---------|---------|--|--|--|--|
| Record | d: 1 | l Prefix | | Suffix | | | 🖓 🍃 | | | | |
| | | First data | | Last | data | Repeats | SW code | | | | |
| • | 0 | 123456789 | 9012 | | | _1 🔹 | 11 | | | | |

Text Input

Once a new Data job has been started, the following text options are available.

Standard Text

Insert text required into the first / last data fields as necessary using the "^" (Shift +6 key) symbol to start a new line.



Press the enter button to confirm or start a new row.

Right click mouse on relevant data lines created and click delete to clear selected lines.

| | First data | | | Last data | a | Repeats |
|------------|-------------------------|---------------|--|-------------------|--|---------|
| ■ • | First data test^test | | Cut Copy Paste Duplica Delete Insert Select Enable Disable | ite | Ctrl+X Ctrl+C Ctrl+V Ctrl+D Ctrl+E | Repeats |
| | | 尊 能 | Apply s Find an | etup d replace | 2 | |

Adjust text details using the Font and Alignment sections located in the Home ribbon.

| | , 😪 🗒 🖨 Q, ∓ I | | Contract of | New jo |
|---------------|--------------------------------|-------------|-------------|---------|
| File Home | Job Settings | | | |
| Arial | • 8 • A A B <i>I</i> <u>U</u> | | | |
| Paste) (* 10 | 10 % 📮 📜0.0 📮 📥 - 💖 - 🌍 None 🔹 | R 🗠 M 🛪 🐴 🕸 | _5.00 📮 l 💠 | |
| Clipboard | Font | Alignment | Image | Borders |

CONTASign PRO MANUAL v3.5 rev01

Advanced Standard Text

Apply multiple font settings in the same text field.



Type the required text within the first data / last data cells then double click media within the realtime preview to open the Text Properties window.

| A Text Properties | | | x |
|------------------------|-----------|---|---------------------------|
| 9 ° 🖞 🖕 🕰 | E | I | <u>υ</u> <u>A</u> - 🌮 - π |
| Text 1 <u>тежt 2</u> 7 | Text 3 | | |
| | | | |
| | | | |
| | Dk Cancel | | |

Highlight the text you wish to change and select new font, size etc. & click OK to confirm or cancel to close without saving changes.

| ΠÞ | New job - CONTASign PRO by CONTA-CLIP | | | | 🕞 崎 🔒 😡 I | |
|-----------------|---|---------------|----------------|-----------------------|---------------------------|------------|
| | | | | Settings | Home Job | File |
| | = <u> </u> | E = = = | A A B I U | ▼ 8 ▼ . | Arial | 3 6 |
| t License About | II 5.00 - I - I - Image Symbol Barcode Start Lice | R 🗠 X 🗢 🐴 🕼 🖄 | 🥙 - 🥥 None 🔹 | ↓ _0.0 ♣ ▲ | (* 100 % | te 19 |
| Help | | Alignment | | Font | | lipboard |
| | | → ∏ × | | | list | Media |
| | | 🗄 😤 🏅 🗖 | | | ode 202 - | SW co |
| | | N° 🔺 | | Description | SW code | |
| 0 | | 14 | | MG-VYT 15x49 | 187 | |
| | | 60 📟 | | MG-VYT 7x20 | 190 | |
| | | 120 | | MG-VYT 7x10 | 191 | |
| | | 96 | | MG-VYT 8x12 | 192 | |
| | | 72 | | MG-VYT 8x17 | 194 | |
| | Text1 Text2 Text3 | 120 | | MG-VYT 5x12 | 195 | |
| | | 60 | | MG-VYT 8x21 | 196 | |
| | | 6 | | MG-VRT 32x58 | 200 | |
| | | 3 | d) | MG-VRT 32x58 (o | 201 | |
| | | 2 | | MG-VRT 42x78 | 202 | • |
| × | | • # × | | LAC VOT CO DO | | |
| | Text Properties | ₹ % | _ | | | Data in |
| Δ- 🥙 - π | | | Repeats Increm | Suffix Last data | d: 1 Prefix First data | Record |
| | Text1 Text2 Text3 | € 202 ▼ | _1 | | Text1 Text2 Te | 10- 10- |
| | TOALT TEACE TOALD | 202 • | _1 | x | ext1 lext2 le | RP |
| | | | | | | |
| 0 | | | | | | |
| 0 | | | | | | |
| | | | | | | |
| | Ok Cancel | | | | | |
| _ | | | | | | |
| | | | | | | |

CONTASign PRO MANUAL v3.5 rev01

Multi-line data

| R | ta inp ecord: | ut 1 Prefix First data MAIN^SWITCH | Suffix Last data | Repeats | SW cod | ↓ I × V V le | Will print as: | MAIN SWITCH | |
|---|------------------|---|------------------------|---------------|----------|--------------------|---|--|---------|
| | Arial | ▼ 00 % 📮 _0.0 | 8 • A A A A Font | BIU None • | | - | ist line spacing usin section of the Hor | ng the highlighted icon in t ne Ribbon. | the |
| С | ick | to toggle bet | ween | \$ | ≣[. | auto | omated spacing and | l default spacing. | |
| | | MAIN SWITCH | | \$≣ _0.0 [| 4 | Defa | ult spacing | | |
| | | MAIN SWITCH | | \$ | = | | mated spacing. Lin bel height. | es spaced equally with re | ference |
| | | MAIN SWITCH | | \$≣ _50.0 [| ▲ | Spec | ify spacing value | | |

Insert "^" (Shift + 6 key) symbol to produce line breaks, e.g.

Font and Alignment

| Arial | 8 * A A | B <i>I</i> <u>U</u> | | | = = | = 1 | * * |
|-------------------|-----------------|---------------------|---|-----|--------|------|--------|
| •₩• 100 % 🚔 🛟≣ _0 |).0 📮 📥 - 🕸 - 🄇 | 👂 None 🔻 | R | ¥ צ | 저 🐴 | tê 🏷 | |
| | Font | | | | Alignm | ent | |

Default settings highlighted above in orange.

To apply changes to data, select row(s) in the Data input table and use the Font/Alignment tools from the Home tab. Real-time Preview automatically updates to display results.

To apply changes to all rows in the Data input table, first right click on a row and click Select - All.



If when increasing the font size the text exceeds the print area for the label, the software will auto size the data to suit. This is shown with a yellow triangle at the top left corner in the Real-time Preview.



A red triangle indicates font size too big for auto size feature to work, text size should be reduced.



Filter function

Allows data to be sorted in various ways e.g. by Last data.

| Data inp Record | out : 0 Prefix | Suffix | P × RT |
|--------------------|-------------------|--------------------|--|
| | First data | ₩ Last data | Repeat SW code Vx Clear Filter from "Last data" Text Filters Equals Search Does Not Equal Begins With Ends With Ends With Contains Does Not Contain Does Not Contain |
| | | | OK Cancel |
| To dis | able the filt | er function, click | |

Insert image

Right click in First data, Select Insert – Image



OR

Click Image icon from the Home Ribbon



Browse to the location of the image to be inserted. Acceptable graphic formats include bmp, jpeg, wmf, emf, png, tiff etc. and should be in solid monochrome format.

The file location will be displayed in the First data cell and the Real-time Preview will display image:

| Data i | npu | t | | | • | η × |
|------------|------|-----------------------|-----------|---------|---------|-----|
| Recor | d: 1 | l Prefix | Suffix | | 💎 | 7 |
| ÷ | | First data | Last data | Repeats | SW code | |
| • | | Electrical Hazard.gif | | 1* | 202 | - |
| • ⊕ | | | | A.V. | | - |
| | | | | | | |



Note - text cannot be entered in the same data row as an image.



Edit image properties using the Image section of the Home Ribbon:



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______10.00 🚊 |

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_10.00





Fill Automatic

Fits image to label size. Yellow corner indicates image scale has not been retained.

Fill Automatic & Automatic scale

Best fits image to label size whilst retaining image scale.

Manual setting

Specify height and width of image by typing directly into each field or use the arrow keys to increase/decrease values by increments of 0.5.

Insert Barcode

Right click in First data, Select Insert – Barcode OR

| Record | l: 0 Prefix | | Suffix | _ | | | |
|--------|-------------|---|--|--------------------|------------------------------------|-----|------|
| | First data | | Last data | | Repea | ts | SW o |
| њ | | Cut Copy Paste Duplicate Delete | Ctrl+X Ctrl+C Ctrl+V Ctrl+D Ctrl+E | | | × | |
| | | Insert Select Enable Disable | • | 100 Σ Σ π | Text Counter Image Symbol | Ins | |
| | * | Apply setup Find and rep | blace | - | Barcode | | |

Click Barcode icon from the Home Ribbon



Barcode properties:



Select the barcode type required from the dropdown menu.

Type the data required

Click OK

The data will be shown in the First data cell and the barcode shown in the Real-time Preview.

| Data | input | | | <u> </u> |
|------|----------------|-----------|---------|----------|
| Reco | ord: 1 Prefix | Suffix | | 🖓 🧏 |
| = | First data | Last data | Repeats | SW code |
| • | 0 123456789012 | | 1 | 🚔 200 🔻 |
| ÷ | 0 | | | × v |
| | | | | |

| 1 234567 890128 |
|-----------------|
|-----------------|

Note - text cannot be entered in the same data row as a barcode.

Insert symbol

Allows input of characters not available on keyboard for the selected font.

OR

Right click First data – Insert – Symbol



Select Symbol icon from the Home Ribbon



Select the font type.

| T Character map | ٢ |
|--|---|
| Font Plot | |
| ° ± ² ³ ′ µ ¶ · , ¹ ° » ¹ ⁄ ₂ ³ ⁄ ₄ ; | • |
| À Á Â Ă Ă Â Æ Ç Ė Ė Ė Ĕ Σ Í Î Ϊ | |
| $ \begin{array}{c} \mathfrak{g} \neq \dot{Y} \\ \end{array} \\ \begin{array}{c} \tilde{\mathcal{G}} \downarrow \dot{\mathcal{G}} \\ \dot{\mathcal{G}} \downarrow \dot{\mathcal{G}} \\ \mathcal{G$ | |
| $\dot{a} \dot{a} \ddot{a} \ddot{a} \ddot{a} \dot{a} \dot{a} \dot{a} \dot{a} \dot{a} \dot{a} \dot{a} \dot$ | I |
| $ \delta \leftarrow \mathbf{f} \approx \Omega \blacksquare \mathbf{I} O \otimes \mathbf{I} \oplus \mathbf{A} \land \mathbf{I} \doteq \mathbf{G} $ | l |
| Ă Ā Ă Ă Ą Ą Ć Ć Ĉ Ĉ Ć Č Č Č Ď ď | |
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| і I IJijĴĴĶĶĸĹĺĻĽľĿ | |
| <u> </u> | • |
| Recently used symbols | |
| Close | |

E.g.

Data input

| Data i | Data input 🚽 🕂 🗙 | | | | | | | | | |
|----------|------------------|------------|---|-----------|--|---------|---------|--|--|--|
| Recor | rd: 1 | Prefix | S | uffix | | | 🖓 🔏] | | | |
| | | First data | | Last data | | Repeats | SW code | | | |
| • | | þ | | | | _1 🔹 | 165 | | | |
| ▶ | | | | | | * | | | | |

Double click a character to insert it into the First data cell. Enter subsequent characters in the same way.

Any previously selected characters will be shown in the Recently used symbols section.

Click Close to exit Character Map.

Characters may be entered before or after data typed directly into the First data field

Characters may not appear correct in the data input table but will in the Real-time Preview.

Real-time Preview



Info

| 2 | <u>a</u> 🔓 🔤 | è 🖌 |
|------|--------------|-----|
| File | Home | Job |
| Info | Print Ju | mp |

- Add reference information that prints in the waste areas of media.
- Add job notes (not printable).
- Add Prefix and Suffix data.

| 1 Job details | |
|---------------|---------------------|
| JD 1 | ААААА |
| JD 2 | BBBBB |
| JD 3 | ссссс |
| JD 4 | DDDDD |
| JD 5 | EEEE |
| Notes | JOB1 - PROJECT 1 |
| Prefix | |
| Suffix | |
| Creation date | 30/07/2013 12:03:29 |
| Change date | |
| | Ok Cancel |

Standard waste area locations on moulded media

Up to 5 fields of reference information can be added (all 5 fields may not be available on all media).

Add Notes specific to the job. These are not printable.

Prefix and Suffix data will be applied to all data entered in the Data input table.

OK to confirm details.

Cancel to close without saving.



+ 100 % 🔀 🛃 1 / 1 166 - MG-TAP 15x27 8 15 22 16 23 2 9 17 3 10 24 11 18 25 4 8888 5 12 19 26 6 13 20 27 AAAA 14 21 28

Note - Print job Info must be enabled in the Job tab - preview settings (see preview settings section below) to make info visable in the real-time preview & printable.

Standard waste area locations on flat media

Print





Print opens the print window (shortcut – F6 key). See Printer selection



Print all prints all data entered in the Data input section.

Print selection prints specific rows selected in the Data input section.

Preview Settings





Jump the number of media to be left blank at the beginning of the print process because they have been removed or are already printed.

The Real-time preview will automatically update to display results.





If multiple jumps are required i.e 1 jump per sheet, this can be managed by double clicking on the Real-time preview sidebar for each sheet and selecting start position from the Jump preview window.



Printer Selection

After clicking the print icon, confirm the media type and printer.

Click Next to proceed to Print Preview (shortcut - F6 key).

Click Cancel to return to data view.





Print preview

Displays a print preview of the media to be printed.



Ensure the correct template and medium are loaded on the printer carriage and click single print (shortcut – F6). to send

Note – SW code, media type / size, sheet quanity and template required are displayed on the side bar of the print preview screen.

For jobs which require multiple sheets, after clicking page (shortcut – F6), the preview will automatically display the next sheet in the job ready to click page again to print remainder of open job(s).



Preview shows an A4 display of the media to be printed. It is not recommended to print via Preview.

Paging



Close exits Print Preview and returns to main window.

For multi-page jobs use the following icons to navigate between sheets in the job.

Begin starts from / returns to the first sheet in the job.

Previous returns to the previous sheet.

Next skips forward to the next sheet.

End jumps to last sheet in the job.

Note – Use the F8 & F9 keys to navigate between sheets in the job.

Import From Excel (.xls, .xlsx, .csv)

Allows a variety of data to be imported such as job data, repeats, SW code, group info etc.

Spread-sheets should be configured beforehand as follows:

- For media which require multi-line data, enter "^" (Shift +6 key) symbol or ALT + ENTER keys where line breaks are required.

- Avoid empty cells

- Formatting will not be imported. (Font settings etc...).

E.g.

Prepare data in Excel, save and close the spread-sheet.

| | 18 | • (= | f_x |
|---|----------------|------|-------|
| | А | В | С |
| 1 | MAIN^SWITCH | 2 | 166 |
| 2 | SWITCH^A1 | 2 | 166 |
| 3 | SUPPLY^HEALTHY | 2 | 166 |
| 4 | MOTOR^CONTROL | 2 | 166 |
| 5 | ON^OFF | 2 | 166 |
| ~ | | | |

Click "Excel" in the Job tab.

| File | Hom | e Job Settings | | | |
|------|-------|--------------------------|------|-------|--|
| Info | Print | Q_0 ♥ □1 ♥ Σ↓ Jump | File | Excel | |
| | | Preview settings | Im | port | |

Browse for the required file and click Open.

| 🖉 🗢 🔰 🕨 Scans 🕨 | Excel Imports | | | - 4 | • Search | Excel Imports | | Q |
|---|---|------------------|--------------------|------|----------|---------------|-----------|------|
| Organize 🔻 New fold | ler | | | | | | | • |
| ★ Favorites | Name | Date modified | Туре | Size | | | | |
| Desktop Downloads Recent Places | Excel Import Test - 09082013 Excel Import Test - 20082013 | 09/08/2013 10:21 | Microsoft Excel 97 | 23 | 3 KB | | | |
| ☐ Libraries ☐ Documents → Music ☐ Pictures ☐ Videos | | | | | | | | |
| Computer Local Disk (C:) Install (I:) Install2 (J:) ExternalSalesResc | | | | | | | | |
| | name: | | | • | Excels / | Comma Sepa | arated Va | lu 🔻 |

Assign data to applicable data fields.

| | t / Export options | 2 1 | ale | Open b | xcel | | | | | |
|------------|---|---------------|------|---------|---|--------------------|---|-----------------------------|------------------------|--|
| | A | 8 | C | | | | | | | |
| | MAIN^SWITCH | 7 | 166 | | | | | | | |
| | SWITCH/A1 | 7 | 166 | | | | | | | |
| | SUPPLYMEALTHY | 7 | 186 | | | | | | | |
| | MOTOR*CONTROL | 7 | 166 | | | | | | | |
| | | | | | | | | | | |
| 12 | Swell 🔳 | Shee | 12 [| 📃 Sheet | 3 | | | | | |
| 00 | rt options | | | | | | _ | 7.0 | | |
| | | Sheer Last | | Sheel | | ne break character | _ | ☑ Skip empty rows | Import all worksheets | |
| tn | rt options | | | | Replace with lin | | | ✓ Step empty rows JD 1 1 | | |
| tn | rt options ow | | | * | Replace with lin | ne break character | | | | |
| | rt options ow 🔹 | | | : | Replace with la Group 1 | T | | .01 | | |
| t n t d | rt options ow * lata 11 [A] ata 11 | | | • | Replace with lie Group 1 Group 2 Group 3 | T) | | .00 1 🚺 .00 2 🛐 | Timport all worksheets | |

Highlight cell A1 and click III next to First data field. Data from column A is now assigned to First data.

In this example, data in column B has been assigned to Repeats field and C to SW code field.

🖉 to clear field and reassign.

Click Import

This will show in Data input table as:

| Data in | put | | → ‡ × |
|---------|----------------|-----------|-----------------|
| Record | l: 4 Prefix | Suffix | 🛆 🙎 |
| | First data | Last data | Repeats SW code |
| (| MAIN^SWITCH | | _7 🔺 166 |
| (| SWITCH^A1 | | _7 🔺 166 |
| (| SUPPLY^HEALTHY | | _7 166 |
| (| MOTOR^CONTROL | | _7 🔺 166 |

And in the Real-time preview as:

| MAIN | SWITCH | SUPPLY | MOTOR | • |
|--------|--------|---------|---------|---|
| SWITCH | A1 | HEALTHY | CONTROL | |
| MAIN | SWITCH | SUPPLY | MOTOR | |
| SWITCH | A1 | HEALTHY | CONTROL | |
| MAIN | SWITCH | SUPPLY | MOTOR | |
| SWITCH | A1 | HEALTHY | CONTROL | |
| MAIN | SWITCH | SUPPLY | MOTOR | A |
| SWITCH | A1 | HEALTHY | CONTROL | |
| MAIN | SWITCH | SUPPLY | MOTOR | |
| SWITCH | A1 | HEALTHY | CONTROL | |
| MAIN | SWITCH | SUPPLY | MOTOR | |
| SWITCH | A1 | HEALTHY | CONTROL | |
| MAIN | SWITCH | SUPPLY | MOTOR | |
| SWITCH | A1 | HEALTHY | CONTROL | |

Import From (other software)

Within the Job tab, click:

File to import compatible file types from other software e.g. .idh, idg files.



Excel to import compatible file types from Microsoft Excel e.g. .xls, .xlsx, .csv files.

| | 🔓 🗟 🕼 🗒 🤤 🔍 🕫 (| Children |
|-----------------------------|--|-------------------|
| File He | me Job Settings | |
| Info Print | Imp Imp <th>Excel</th> | Excel |
| Media list ठु SW code | | Import from Excel |

Designer

Window Layout



- 1. Designer Tab
- 2. Docking Panel & Job Explorer
- 3. Media List
- 4. Designer Working Area, Navigation panel and Database

New Designer job

Start a new Designer job by clicking "New Designer job" in either the:

Quick access toolbar

Start menu



The program will open the Designer window & tab and dock the data input window.



Select the Medium required by double clicking the row in the Media List.

The work area will update to show Label preview.



Work area settings



Specify the origin of the X and Y axis by clicking arrows in the grid.

Warnings



Toggle between on/off to display warnings, e.g. if text has been auto sized.

Grid lines



Toggle between on/off to display grid lines on label (reference only, not printable).

Unit of measure



Click to toggle between mm and inches as preferred unit of measure.



Objects panel

Insertion of Text, Shapes, Images and Barcodes.

Click the required heading (Text, Shapes, Images or Barcodes) to display options, then click, hold, drag & drop the selection onto the work area (see below).

To move an object:

- Click, hold and drag
- Click to select and then hold Ctrl while using the arrow keys.

- Specify the exact location in X and Y fields from the Location and Dimension section of the Designer tab. Ref point is top left corner of object box (see Location and Dimension).

To resize an object:

- Click and drag corners

- Specify exact size in the height and width fields from the Location and Dimension section of the Designer tab (see Location and Dimension).



| C | +~ | . +: | ~ | | | / + |
|---|----|-------------|----|------------------------|--------|------------|
| J | lċ | ati | U | | e> | ([|
| | | | | | | |
| | | | do | Cut | Ctrl+X | |
| | | | | Сору | Ctrl+C | |
| | | | 8 | Paste | Ctrl+V | |
| | | | | Duplicate | Ctrl+D | |
| | | | 8 | Delete | Del | |
| | | | - | Grouping | | |
| | | | | Ordering | • | |
| | | | - | 2002/00/00/ <u>5</u> 9 | | |
| | | | | Properties | | |

Static text

Right click object to display menu:

Cut – Copy – Paste selected object.

Duplicate see Location & Dimension & Duplicate sections below.

Delete deletes selected object.

Grouping see Arrange objects section (page 35).

Ordering see Arrange objects section (page 35).

Properties provides access to settings for selected object.



Insert Static text field onto work area and double click to open Text Properties window.

Enter the data required into the Text field using the "^" (SHIFT +6 key) symbol to start a new line.

OK to confirm

Cancel to close without saving.



Adjust text properties using the Font and Alignment sections located in the Home tab. **Dynamic text**



Dynamic text links the text field to the database below the work area.

Insert the Dynamic text field onto the work area, double click to display Text Properties window and select the column to link to from the database. Click OK to confirm or cancel without saving.

Linked column letter is now displayed in the upper right corner of the field (e.g. A).

The data in the first row of the selected column will now be shown in the Dynamic text field.

Edit text properties using the Font and Alignment sections located in the Home tab.

The above arrangement will print as shown in preview opposite.

The Static text "PANEL NO." remains the same each time and the Dynamic text changes as per each row in the database.

One row in the database represents one label to print.





Advanced static text



Apply multiple font settings in the same text field.

Insert Advanced static text field onto work area and double click to display Text Properties window.

Type required data, then highlight specific section, and select font type and style. Change subsequent data in the same way.

OK to confirm

Cancel to close without saving changes.

Date / Time



Shapes

Add date / time detail onto the work area.

Double click to display Date/Time Properties window. Select format required plus any prefix or suffix if neccessary.

OK to confirm

Cancel to close without saving changes.



Images



Double click to display Shape Properties window. Select line colour, fill colour, line style (Dash, dot etc...), line thickness & shape.

OK to confirm

Cancel to close without saving changes.



Select image from the library and insert onto the work area.

To insert image not in the Library, first select Static image, insert onto work area then browse to the file location.

Acceptable graphic formats include bmp, jpg, gif, emf, wmf, png & tiff. Images should be solid monochrome for best results.

Barcodes



Select barcode type from the library and insert onto the work area.

Double click to display Barcode Properties window.

Confirm barcode type then enter required data into the Text field.

OK to confirm

Cancel to close without saving changes.

Align objects

| Tobje | | | | | |
|-------|------------------------------|--|--|--|--|
| | Align horizontally left | | | | |
| 8 | Align horizontally to centre | | | | |
| | Align horizontally right | | | | |
| | Align to top | | | | |
| 0 | Align vertically to centre | | | | |
| 0 | Align to base | | | | |
| œ | Align to centre | | | | |
| U]a | Distribute horizontally | | | | |
| - | Distribute vertically | | | | |

Align objects to other objects also on the work area.

First select the reference object, hold Ctrl and select other objects.

Select from list of alignments.

Example with reference to objects:



TEXT 1 TEXT 3 First select reference object, "TEXT 1" Hold Ctrl key and select other objects.

Align horizontally left. Positions left edge of objects to the left edge of reference object.
| | 10 | 20 1111 | 30 1111111 | 40 | 50 |
|--------------|--------|------------|---------------|------------|----|
| 10 | | | | | |
| 20 | | TE | ХТ | ' 1 | |
| 30 | | ΤE | ХТ | 2 | |
| 50 | | ΤE | хт | 3 | |
| 60 111111 | | TF | хт | 4 | |
| 70 | | | | | |

Distribute vertically equalises vertical spacing between highest & lowest selected objects.

Example with reference to label:

| To label | | | | | | | |
|-------------|------------------------------|--|--|--|--|--|--|
| | Align horizontally left | | | | | | |
| 브 | Align horizontally to centre | | | | | | |
| | Align horizontally right | | | | | | |
| | Align to top | | | | | | |
| | Align vertically to centre | | | | | | |
| | Align to base | | | | | | |
| Đ | Align to centre | | | | | | |
| 20 | Distribute horizontally | | | | | | |
| | Distribute vertically | | | | | | |





Select all objects to be aligned, no particular order required.

Align vertically to centre. Positions objects to the vertical centre of the label.

| LINE 1 | |
|--|--|
| | |
| LINE 2 | |
| | |
| ************************************** | |
| LINE 3 | |
| | |
| LINE 4 | |
| LINE 4 | |

Distribute vertically equalises vertical spacing of selected objects between the top and bottom of the label.

Arrange objects

| Arra | The Palace and the pa |
|----------|--|
| - | Bring forward |
| Ð | Send backward |
| Ð | Bring to front |
| 8 | Send to back |
| 1 | Select multiple objects and click 🔃 to group. Objects now treated as one single object. |
| ι. | Ungroup |
| | Lock/unlock location and dimensions of object. |
| | Enable/disable printable objects. |
| Locatio | on and dimension |
| x | 31.05 🚔 📮 |

Position an object using the X and Y fields, reference point is top left corner of object.

Set the size of an object using the width and height fields.

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Y_3.27 € 8.28 €

Location and dimension

Duplicate



Specify X and Y locations of duplicated object. Right click on object then select Duplicate.

Print





Print opens print window (shortcut – F6 key). See Printer selection



Print all prints all data entered in the Data input section.

Print selection prints specific rows selected in the Data input section.

Preview Settings





Jump the number of media to be left blank at the beginning of the print process because they have been removed or are already printed.

The Real-time preview will automatically update to display results.



will show as:



If multiple jumps are required i.e 1 jump per sheet, this can be managed by double clicking on the Real-time preview sidebar for each sheet and selecting start position from the Jump preview window.



Printer Selection

After clicking the print icon, confirm the media type and printer.

Click Next to proceed to Print Preview (shortcut - F6 key).

Click Cancel to return to Designer view.



Print preview

Displays a print preview of the media to be printed:

| Close | Home Regin Previous Next End Page From Preview Page From Preview Preview Preview | - |
|--|---|---|
| Geni | us II × | |
| Θ- | | |
| 1 / 1 207 - MG2-VRT 102x138 Template: MG2-PLT | LINE 1 | • |
| RT 102x138 G2-PLT | LINE 2 | |
| | LINE 3 | |
| | LINE 4 | • |
| | | |



Ensure the correct template and medium are loaded on the printer carriage and click Page to send single print (shortcut – F6).

Note – SW code, media type / size, sheet quanity and template required are displayed on the side bar of the print preview screen.



Preview shows an A4 display of the media to be printed. It is not recommended to print via Preview.



Paging



Close exits Print Preview and returns to main window.

For multi-page jobs use the following icons to navigate between sheets in the job.

Begin starts from / returns to the first sheet in the job.

Previous returns to the previous sheet.

Next skips forward to the next sheet.

End jumps to last sheet in the job.

Note – Use the F8 & F9 keys to navigate between sheets in the job.

New Template

Start a new template by clicking New template in either the:

Start menu



Quick access toolbar (if set up)



Once a new template is selected it will take you to the standard Designer window layout screen.

| | | list with a set | | 1.0 | 141 | 1 K 2 | Trees | | | | | | | | |
|------------|---------|----------------------------|---------|--------------------|--------------|-------------|---------------------|------------|--------------|---------------|-----------------------|-----------------|-------------------|------------------|------|
| 5 4 90 | | · · · A A B I U | | | E _0.00 € | | | \bigcirc | | | | | | | |
| 10 (2 | * | 1 1 1 A - 🗐 - 🥥 Nors - | R × N × | - A 22 | Li nan | | 38 - 2nd Bage | Lowse Abra | e. | | | | | | |
| burd | | NIL | Al µ | mark | anapo | Burder | | Hulp | | | | | | | |
| Modie list | | | - V X | Lest | | | ⊖ − 0 | | (i) y | os 🕮 🗄 | 🖾 🖻 🖾 🕅 | # | | | (A) |
| SW code | | - | E 🛛 🖉 🔏 | TEM | | | on50 | -40 -50 | | 0 10 20 | | | 80 100 110 1 | 20 130 140 150 | -03 |
| | SW code | Description | N' * | Static text | Dynamic text | Advanced | | andartadau | tada tachada | nhadaalaata h | n sulfactudent als to | Surfactured and | In administration | h, tu hutahai ah | n Im |
| | 142 | MG-SPM-027x20 | 12 | | - | static text | 1 al | | | | | | | | |
| | 143 | MIG SPW 03 9xL3 | 12 | | | | 5 | | | | | | | | |
| | 144 | MG 5PM 03 8x20 | 12 | Date/Time field | | | 승규는 물건을 가득 물건을 받았다. | | | | | | | | |
| | 150 | MG-VYT 9x12 | 80 | neid | | | 8 1 | | | | | | | | |
| | 161 | MG-V/T 9112 MG-V/T 9115 | 70 | | | | 204 - M3-VRT 52x107 | | | | | | | | |
| | 162 | MG-VYT 9220 | 55 | | | | × | | | | | | | | |
| | 164 | MG-V/T925 | 33 | | | | | | | | | | | | |
| | 185 | MGHOP 19/1/ | 42 | | | | 8 | | | | | | | | |
| | 126 | MG-TAP 19/27 | 28 | | | | 2 | | | | | | | | |
| | 187 | MG-TAP 15:039 | 14 | | | | 0 | | | | | | | | |
| | 108 | MG-TAP 15:07 | 7 | | | | 8-8 | | | | | | | | |
| | 100 | MG-TAR 6.00 | 16 | | | | - | | | | | | | | |
| | 170 | NG TAR 12cL8 | 48 | | | | 8 | | | | | | | | |
| | 1.12 | MG-10R 16x21 | 24 | | | | 84 | | | | | | | | |
| | 125 | MG-10P 17.5927,8 | 26 | | | | | | | | | | | | |
| | 176 | MG-TAP 18/27 | 20 | | | | 2 | | | | | | | | |
| | 179 | MG-TAA 7x20 | 60 | | | | | | | | | | | | |
| | 181 | MG-VYT 6x15 | 105 | | | | 8 | | | | | | | | |
| | 182 | MG VYT 7x15 | 60 | | | | - | | | | | | | | |
| | 163 | MG VYT 15x15 | 40 | | | | - | | | | | | | | |
| | 154 | MG-VCT 1L-38 | 27 | | | | 81 | | | | | | | | |
| | 165 | MG-VYT 15x17 | 42 | | | | | | | | | | | | |
| | 186 | MG-V/T 15x27 | 28 | | | | 10 | | | | | | | | |
| | 187 | MG-V/T 15#19 | 14 | | | | 12 | | | | | | | | |
| | 190 | MG-WEI 2020 | NI | | | | 9 H | | | | | | | | |
| | 191 | MG-WEI 2400 | 120 | | | | 88 | | | | | | | | |
| | 192 | MG-VYT 8x12 | 96 | | | | | | | | | | | | |
| | 194 | MG-VYT 8x17 | 72 | | | | 10 | | | | | | | | |
| | 195 | MG-VYT 5x12 | 120 | - | | | and the second | | | | | | | | |
| | 196 | MG-VYT 8x21 | 60 | the Local | | | Δ. | | 6 | C | D | Ê | F. | G | _ |
| | 200 | MG-WEI 1264 | n | | | N-2 | | | | | | | | | _ |
| | 201 | MG-VRT 3268 (5k) | 3 | 💑 Shapes | | - | | | | | | | | | |
| | 202 | MG-VRT 42/78 | 2 | 📸 Images | | | | | | | | | | | |
| | 203 | MG-VRT 62:88 | 1 | Barcodes | | | | | | | | | | | |
| | 204 | MG-VRT 52/207 | 2 | Bircode | | | | | | | | | | | |

Select the medium you wish to create a template for e.g. SW code 812 – PVC-VRT 105x110mm and double click to confirm. Real-time preview is updated to show selection in the work area.

The following can now be added to the template:

Text Shapes Images Barcodes

Note - See pages 30-33 for details on specific data input onto the selected medium.

| Image: Section 1 Image: Section 2 Image: Section 2 Image: Section 2 Addresses Addresses Section 2 | 1 220 1 200 1 | |
|---|---------------------------------|-------------------------------|
| Text < | | |
| DadetTime Insid | | RED BY |
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| | Form Type DYNAMIC 3 | P Rategi Coluri DYNAMIC 4 |
| | Manufactured in accordance with | h BS EN 61439-2 |
| | Mair Incomer DYNAMIC 5 | DYNAMIC |
| | 8- | DYNAMIC |
| Toot | 8 Fed From | |
| 🛸 Abapec 🚰 Imeges | DYNAMIC | B |
| Bancodes | | |

Templates can be saved by clicking save, save as or save all in either the:

Start menu



Quick access toolbar

| 2 2 | a 💪 😡 (| è 峰 | 🗒 🖨 🔍 🗟 🕫 |
|----------|---------|-------|----------------------|
| File | Home | Job | Save |
| R | Arial | | Save the current job |
| Paste 10 | | loz 🗖 | |

Or once saved, the template can be opened again at any point for modification by clicking open in either the:

Start menu

| 🖉 🗟 🔓 | 🔒 😂 🗐 🖨 🔍 📑 🔹 | |
|---------|--|---|
| File | | 1 |
| New + | Open | h |
| | Open job | Ę |
| Open + | Open job | F |
| | Open designer job Open designer job | H |
| Save | Open label template | |
| | Open label template | F |
| | 1 | |

Quick access toolbar (if set up)



Once the template has been created and saved it can now be used within Data input side of CONTASign Pro.

Firstly a custom configuration will need to be made by clicking on the settings tab and clicking media.

| 2 | 💁 🔓 🖄 | 0 🔒 🖌 | 2 🖪 🖨 🔍 | 🗟 🕫 I | | | | | | |
|--------------------|--------------|-------|------------|---------|---------------|----------|------------|-------|--------|-----------|
| File | Home | Job | Settings | | | | | | | |
| T _s | | | | | | | 刵 | 23 | | \$ |
| Layout • | Windows + | Theme | Background | General | Data input | Printers | Media | Users | Export | Import |
| Application aspect | | | | | | Co | nfiguratio | ns | | |

Scroll through and select the medium the template was created on e.g. SW code 206 – PVC-VRT 25x100mm.

Click the + button to start the creation of a custom configuration and enter SW code, description, note etc. where required.

In the template dropdown, select the template created earlier (should show as the previously saved filename). Once selected, a preview will be shown within the Label preview window (bottom left hand corner).

| I | Home | | | Media configuratio | 'n | | | | | × |
|------|--|--|---------|--------------------|----------------|----------|-------------|----------|----------|-------------|
| _ | Frid options | Arial ▼ 8 ▼ A *A* 100% * 00 * 0.0 * A Font | | R ≃ N ≂ | ═ ═ | | | - C | | |
| Medi | a list SW code | Description | Family | Height | Width N | Note | Repeats F | Printer | V | → Ŧ × |
| ÷ | 807 | MG-TAP 8,2x27 | MG-TAP | 8.20 | 27.00 | 44 | _1 | • | V | Q |
| • | 809 | MG-VRTH 25x75 (area 23x55) | MG-VRTH | 25.00 | 75.00 | 4 | _1 | | 7 | |
| ÷ | 810 | MG-VRT 35x100 | MG-VRT | 35.00 | 100.00 | 3 | _1 | | 1 | Q |
| ÷ | 811 | MG-VRTH 50x100 (area 47x80) | MG-VRTH | 50.00 | 100.00 | 2 | _1 | | 1 | Q |
| • | 812 | MG-VRT 105x110 | MG-VRT | 105.00 | 110.00 | 1 | _1 | | V | Q . |
| | Code Region for the second se | Description | Note | | Repeats | Template | E • • | n V | | |
| • | 813 | MG-VRT 92x120 | MG-VRT | 92.00 | 118.00 | 1 | _1 | • | V | Q |
| ŧ | 816 | MG-VRTH 75x120 (area 70x90) | MG-VRTH | 75.00 | 120.00 | 1 | _1 | * | V | Q |
| Ŧ | 817 | MG_V/RTH 35v75 (area 32v50) | MG_VRTH | 35.00 | 75.00 | 3 | 1 | • | 1 | ¥ ↓ ↓ × |
| | CONTRO | ⊕ 100 % TE | ST | | Iffset preview | × | <u>ب</u> | -Y -Y | |) → × |

Once all settings are made, exit the window by clicking the red X (top right hand corner of screen) and confirm to save changes.

Within the main window, start a new Data job and select the SW code the custom configuration was created on within the media list window. Click the + button and double click the custom configuration created.

The template will then be displayed within the Real-time preview and will be ready to use for data input.

| | Image Image <t< th=""><th></th></t<> | |
|---------|--|---|
| Note at | | |
| | CONTROL PANEL MANUFACTURED BY | |
| | Manufactured in accordance with US LN 61439-2 | |
| | DATA 6 DATA 6 DATA 7 Fed From DATA 8 | • |

Type in data required in first data / last data cells within the Data input window and print / save as required.

| 2 → 5:00 A 20 11 E 11 E 11 E 1 → 10 → 10 → 10 → 10 → 10 → 10 → 10 → | |
|---|-------------------------------|
| | |
| Event Number: Numbers: Event Number: Numbers: Event Number: Numbers: Event Number: Numbers: Statistics Pinting Parker: Type Boff-come 4 Pinting Parker: Marufactured in accountiance with BS EN 61439 2 Name: record: TEXANDERSE Name: record: TEXANDERSE Name: record: TEXANDERSE TEXANDERSE TEXANDERSE Name: record: TEXANDERSE TEXANDERSE TEXANDERSE | • |
| Fwi From Switch Board 1/2 Switch | • |
| | CONTROL PANEL MANUFACTURED BY |

Settings



Configurations General

| Ro System default settings | × |
|---|---|
| Language English (UK) | |
| Job save path | |
| C:\Users\Public\Documents\ContaSign\Projects | |
| Designer save path | |
| C:\Users\Public\Documents\ContaSign\DesignerProjects | 🗁 |
| Template save path | |
| C:\Users\Public\Documents\ContaSign\Templates | |
| Library path | |
| C:\Program Files\ContaClip\CONTAsign PRO\3.5.0\\Lib | 🗁 |
| Media library save path (SW-Code) | |
| C:\Users\Public\Documents\ContaSign\MediaLibraries | 🗁 |
| Using media library (SW-Code) | |
| | |
| Import path | |
| | 🗁 |
| External application | |
| | |
| Check print setup | |
| Close print preview after last page | |
| Check for upgrades on the internet | |
| Use proxy configuration | |
| Disable hardware acceleration (software restart required) | |
| Show start page on startup | |
| | |
| Ok Cancel | |
| | _ |

Language sets the operating language for the software. Select from English (INT), English (UK), English (US), Italian, German, French, Spanish, Polish, Portuguese, Czech, Dutch, Chinese, Japanese & Russian.

Job save path location where Data jobs created are saved.

Designer save path location where Designer jobs created are saved.

Template save path location where Templates created are saved.

Library path location where images are stored. Default is Lib folder in C:\Program Files\ContaClip\CONTAsign PRO\3.5.0\..\Lib. This may be reconfigured to save images elsewhere, e.g. on a shared server.

Media library save path location where media library upgrades are saved.

Using media library (SW code) version of the media library currently being used.

Import path location where files to be imported are stored.

External application (optional) allows another program to be opened from within CONTASign Pro.

Check print setup will enable a pop up screen once print is pressed to ensure that the printer required is the correct printer selected (only applicable if multiple printers have been installed).

Close print preview after last page will close the print preview screen after last sheet has finished.

Check for upgrades on the internet will advise if a new version is available for download from the Conta-Clip website via a notification in the status bar.

Note – Any new media (SW codes) added during an update will automatically be disabled and will require enabling within 'Media' before being used or set as favourites.

Use proxy configuration advanced functions for proxy server connections.

Disable hardware acceleration will fix CPU usage issue with some graphics cards (software restart required if this is enabled).

Show start page on start-up opens a window once the software is started showing all recently saved jobs of each type allowing easy access to each.

Data input

| 🐺 Data insert | | | X |
|---|--------------|-------|----------|
| Font | Alignment | Image | Borders |
| Arial * 8 * B Z U | | 5.00 | |
| •}• 100 % 💽 📜 _0.0 📮 💁 • 🕸 • 🎯 None 🔹 | R 🗠 X 🛪 🐴 👫 | 5.00 | |
| Copy previous repeat | | | |
| Copy previous group | | | |
| Copy previous holder | | | |
| Copy previous data | | | |
| Show images of different data types | | | |
| Data reverse: 12/AB> AB/12 Delimiter 1: / | Delimiter 2: | | |
| Line break character ^ | | | |
| Basic module dimension | • | | |
| Preview settings | | | |
| 🚰 匪 🕱 | | | |
| | | | |
| | | Ok | Cancel |

Set the default Font, Alignment, Image and Borders settings to be applied when creating a new job.

Copy previous repeat will automatically enter the last Reps value in the next data row

Copy previous group will automatically enter the last group value in the next data row.

Copy previous holder will automatically enter the last holder value in the next data row.

Copy previous data will automatically enter the last data value in the next data row.

Show images of different data types shows the data type image being inputted next to each row.

Data reverse by adding a delimeter character, data inputted with this delimeter will automatically be reversed in the next available label / marker.

Line break character Line break character on an English language system is the "^" (Shift + 6key) symbol.

Basic module dimension specify a standard module length for a job.

Preview settings see pages 19-20 or 36-37 for details on each icon and function.

Printers



Add a new printer to the list of available printers.



Remove a printer from the list.

Offset X & Offset Y, are default calibration values entered for each printer during installation. Alteration will affect the printing position on all media. As default, both values should be set as 0.

For fine tuning individual media see Media.

Printers are set as enabled as default. To disable, untick the enable box.

Users

| User management Enable user management | & & | User management | 2. 2. |
|---|----------------|---------------------------------|-------------------|
| Administrator 📼 | | user2 | Administrator 🕆 🗖 |
| Let login date 12/00/2013 11:24:39 | | Password User Authorizations | iettings 193 |

Enable user management allows restriction of individual users to specific functions. When enabled, the program will prompt for Username and Password at Start up.



Add new user account.

Specify User name and Password and select permissions.



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Exporting settings created

To export any settings created, click Export within the Settings tab.

Select an easily accessible location on the PC to save the file to and type a save name for the file.

| File Home Job Settings | |
|--|---|
| ayout Windows Theme Background | General Data input Printers Media Users Export Import |
| Application aspect | Configurations |
| Speichern unter Organisieren ▼ Image: Speichern unter Image: Speichern unter </td <td>Favoriten durchsuchen Favoriten durchsuchen</td> | Favoriten durchsuchen Favoriten durchsuchen |
| T | |

Click save once complete.

The file will then be saved to the location of choice as a .cfgx file (CONTASign Pro Configuration Export).

Importing settings created

To import any previously saved settings (new PC / fresh install etc.), click Import from within the Settings tab.

| 2 | 🖻 🔓 🖌 | 0 🔒 🖌 | 2 🗒 🖨 🔍 | 🗟 🕫 I | | | _ | | | |
|--------|--------------|------------|------------|---------|---------------|----------|------------|-------|--------|-----------|
| File | Home | Job | Settings | | | | | | | |
| | | | | | | | 圓 | 23 | | \$ |
| Layout | Windows • | Theme | Background | General | Data input | Printers | Media | Users | Export | Import |
| 553 | Applicat | tion aspec | t | | | Co | nfiguratio | ons | | |

Locate the file and select open.

| Öffnen | _ | _ | - | | _ | | x |
|--|----------------------------|--|----------------|------------------|---------------------|-------------------------|---|
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| Organisieren 🔻 Neuer Ordner | | | | | 6 S | | 0 |
| Videos | Bibliothe Hierzu gehöre | k "Dokume n: 2 Orte | ente" | | Anordnen nac | h: Ordner 🔻 | |
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| ▷ → HP_TOOLS (E:) ▷ → HP Dock (G:) ▷ ☆ daten_fs (\\contafs) (K:) | Leverancier | Autodesk | Adobe PDF | CCN | BLACKBER | BlackBerry | |
| ▷ | s | | | | RY-0EE5 | | ш |
| > 🗣 Netzwerk | Bluetooth | First CONTASig n Pro template | | | | | - |
| Datei <u>n</u> ame: | | | | - | Configuration Exp | oort File (*.cfg: | • |
| | | | | | Ö <u>f</u> fnen | Abbrechen | |

The following window will appear and you can then select either all settings to be imported or select individually as required. Click Import once selection has been made and settings will be loaded.

| import configuration |
|--|
| Import file path |
| C:\Users**USER**\Desktop\Backup Export Config - 230113.cfgx |
| Select import |
| 🔲 Media |
| properties (offset, notes, enabled) |
| Configuration |
| Printer link |
| Printers |
| Configuration (general and data input) |
| Layout |
| Users 🗌 |
| |
| |
| Import Close |