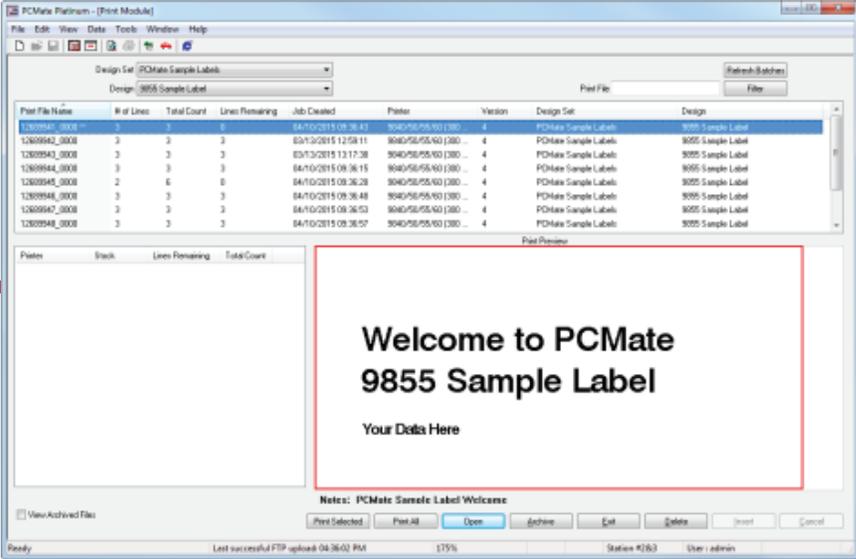


Label Printing Guide

PCMate Platinum v7.5



4/2015



Retail Branding and Information Solutions

Platinum

Label Design Software

SOFTWARE LICENSE

PLEASE READ THIS DOCUMENT CAREFULLY BEFORE USING THIS SOFTWARE. YOU AGREE TO BECOME BOUND BY THE TERMS OF THIS LICENSE. IF YOU DO NOT AGREE TO THE TERMS OF THIS LICENSE, DO NOT USE OR INSTALL THE SOFTWARE AND PROMPTLY RETURN ANY MATERIALS TO AVERY DENNISON CORPORATION FOR A FULL REFUND IF PURCHASED.

The enclosed computer program(s) ("Software") is licensed, not sold, to you by Avery Dennison Corporation ("Avery Dennison") for use only under the following terms, and Avery Dennison reserves any rights not expressly granted to you.

1. License. This License allows you to:

(a) Use the Software only on a single computer at a time, except that the Software may be executed from a common disk shared by multiple CPUs provided that one authorized copy of the Software has been licensed from Avery Dennison for each CPU executing the Software.

(b) Make one copy of the Software in machine-readable form; provided that such copy or the original may be solely for backup purposes. The Software is protected by copyright law. As an express condition of this License, you must reproduce on each copy the Avery Dennison copyright notice and any other proprietary legends on the original copy supplied by Avery Dennison. This restriction on copying the Software expires upon the expiration of all underlying copyrights.

(c) Transfer the Software and all rights under this License to another party together with a copy of the License and all written materials accompanying the Software, provided you give Avery Dennison written notice of the transfer and allow Avery Dennison a reasonable time to object to such transfer and the other party reads and agrees to accept the terms and conditions of the license and provides confirmation to Avery Dennison.

2. Restrictions. You may NOT distribute copies of the Software to others or electronically transfer the Software from one computer to another over a network. The Software contains trade secrets and you may NOT decompile, reverse engineer, disassemble, or otherwise reduce the Software. YOU MAY NOT MODIFY, ADAPT, TRANSLATE, RENT, LEASE, LOAN, ENCUMBER, RESELL FOR PROFIT, DISTRIBUTE, NETWORK, OR CREATE DERIVATIVE WORKS BASED UPON THE SOFTWARE OR ANY PART THEREOF.

3. Termination. This License is effective until terminated. This License will terminate immediately without notice from Avery Dennison if you fail to comply with any of its provisions. Upon termination you must destroy the Software and all copies thereof, and you may terminate this License at any time by doing so.

4. Export Law Assurances. You agree that neither the Software nor any direct product thereof will be transferred or re-exported, directly or indirectly, into any country prohibited by the US Export Administration Act and the regulations thereunder or will be used for any purpose prohibited by the Act.

5. Warranty Disclaimer, Limitation of Remedies and Damages;

THIS SOFTWARE AND THE ACCOMPANYING WRITTEN MATERIALS ARE LICENSED "AS IS". IN NO EVENT WILL AVERY DENNISON, OR ITS DEVELOPERS, DIRECTORS, OFFICERS, EMPLOYEES, OR AFFILIATES BE LIABLE TO YOU FOR ANY CONSEQUENTIAL, INCIDENTAL, OR INDIRECT DAMAGES (INCLUDING DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, AND THE LIKE) ARISING OUT OF THE USE OF OR INABILITY TO USE THE SOFTWARE OR ACCOMPANYING WRITTEN MATERIALS EVEN IF AVERY DENNISON OR AN AUTHORIZED AVERY DENNISON REPRESENTATIVE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. AVERY DENNISON DOES NOT WARRANT THAT THE SOFTWARE WILL FUNCTION PROPERLY IN YOUR MULTI-USER ENVIRONMENT.

BECAUSE SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES, THE ABOVE LIMITATION MAY NOT APPLY TO YOU.

Avery Dennison's entire liability and your exclusive remedy shall be, at Avery Dennison's option, either (a) return of the price paid or (b) repair or replacement of the Software that does not meet Avery Dennison's specifications and that is returned to Avery Dennison with a copy of your receipt.

COPYRIGHT

©2015 by Avery Dennison Corporation. All rights reserved. No part of this publication may be reproduced, transmitted, transcribed, stored in retrieval system, or translated into any language in any form by any means without the written permission of Avery Dennison Corporation.

TABLE OF CONTENTS

INTRODUCTION	1-1
About the Print Module	1-1
About the Documentation.....	1-2
Getting Help	1-3
Accessing the Avery Dennison Web Services Portal	1-3
INSTALLING YOUR SOFTWARE	2-1
About the System Requirements	2-1
Installing PCMate Platinum	2-1
Activating Your PCMate Software	2-2
Installing the PDF Proof Sheet Generator	2-3
CONFIGURING YOUR SOFTWARE	3-1
About User Accounts.....	3-1
About Advanced Software Settings.....	3-3
Configuring Advanced Software Settings.....	3-9
Adding User Accounts	3-9
Editing User Accounts	3-10
Deleting User Accounts	3-10
Configuring PCMate to Run in Auto-Print Mode	3-11
Setting the Default Working Folder	3-11
Setting the Language for Your Software.....	3-13
Changing your FTP Server Connection	3-13
MANAGING YOUR PRINTERS	4-1
About Compatible Printers	4-1
Adding SNAP Printers Using the Snap Printer Setup Wizard	4-2
Adding Serial Printers	4-3
Adding USB Printers	4-4
Adding Network Printers	4-5
Adding Hot Folders	4-5
Deleting Printers.....	4-6
MANAGING YOUR PRINT JOBS	5-1
About the Job Manager	5-1
Creating Print Jobs	5-3
Running the Auto-Import Routine	5-4
Viewing Active and Archived Print Jobs	5-4
Deleting Active and Archived Print Jobs.....	5-5
Archiving Print Jobs	5-6
Searching for Active and Archived Print Jobs	5-6
WORKING WITH BATCHES IN PRINT JOBS	6-1
About the Batch Manager	6-1
Opening Print Jobs	6-4
Editing Batches in Print Jobs	6-5
Adding Batches to Print Jobs	6-5

Duplicating Batches in Print Jobs	6-6
Deleting Batches from Print Jobs	6-6
Adding Special Characters to Fields	6-7
Adding Care Symbols to Fields	6-7
Searching and Replacing Data in Batches	6-8
Making Numerical Adjustments in Batches	6-8
Sending a Batch List to Your Office Printer	6-9
Adding Data to a Batch from a Macro (Macro Lookup)	6-10
Adding Data to a Batch from an ODBC-Compliant Source File (Library Lookup)	6-11
GROUPING BATCHES FROM MULTIPLE PRINT JOBS	7-1
About Sort Templates	7-1
Creating Sort Templates	7-3
Editing Sort Templates	7-4
Deleting Sort Templates	7-4
Grouping Batches from Multiple Print Jobs	7-4
PROOFING LABELS BEFORE PRINTING	8-1
About the PDF Proof Sheet Generator	8-1
Using Print Preview to Proof Labels	8-4
Creating JPEG Image Files for Labels	8-6
Printing Hard Copies and Format Sheets for Labels	8-7
Creating PDF Proof Sheets	8-8
Opening PDF Proof Sheets	8-9
Moving PDF Proof Sheets	8-9
Deleting PDF Proof Sheets and Temporary Files	8-10
PRINTING LABELS	9-1
About the PCMate Printer Queue	9-1
Sending Active and Archived Jobs to the Printer	9-3
Sending Batches to the Printer	9-4
Running End-of-Day Printing	9-6
Cancelling Printing	9-6
USING VIRTUAL CONTROL PANELS	10-1
About the SNAP Virtual Control Panel	10-1
About the 98xx Virtual Control Panel	10-2
Viewing Version and History Information on 98xx Printers	10-2
Diagnosing EPC Errors on 98xx Printers	10-3
GINETEX TEXTILE CARE SYMBOLS	A-1
NAFTA / ASTM TEXTILE CARE SYMBOLS	B-1
GLOSSARY	1

INTRODUCTION

Welcome to Avery Dennison® PCMate™ Platinum. There are four software modules in PCMate: Print Module, Design Module, Print Preview Module, and Macro Editor Module.

- ◆ Use the Print Module to manage your print jobs and printing environment.
- ◆ Use the Design Module to create and manage label designs.
- ◆ Use the Print Preview Module to proof your labels before printing.
- ◆ Use the Macro Editor Module to create macros for entering variable data in print jobs.

All users have access rights to the Print Module. However, you can disable or enable access rights to all other modules. For more information about user account properties, see Chapter 3, “Configuring Your Software.”

This manual provides information about PCMate’s Print Module and Print Preview Module. For information about the Design Module and the Macro Editor Module, refer to PCMate’s *Label Design Guide*.

In this chapter, you can learn

- ◆ about the Print Module.
- ◆ about the documentation.
- ◆ how to get help.

For information about the Print Preview Module, see Chapter 8, “Proofing Labels Before Printing.”

About the Print Module

Use the Print Module to manage your print jobs and printing environment. A print job is the combination of a label design and a variable data file that PCMate merges when you send the job or a batch to the printer.

Each print job is associated with a single label design and has at least one batch. A batch represents one SKU of a retail item. What makes PCMate unique is that the software handles variable data files separate from label designs until it is time to print. In the Print Module, you can open a print job and see variable data in fields that may or may not be editable, depending on the label design.

By having variable data files separate from label designs, you cannot only manage your print jobs efficiently, but you can create one label design for any number of print jobs. If you need to make a change to a label design, you make the change one time for multiple print jobs.

Depending on how your company operates, there are three ways how you can set up your printing environment. The table below explains the three PCMate printing environments.

Environment	Description
Single Workstation	With this printing environment, you install PCMate on a single workstation and use a local working folder to manage your label designs, print jobs, proofs, and other related files. By default, the working folder is: <code>C:\Paxarwin</code> With this printing environment, you can set up multiple PCMate user accounts. However, users must take turns using the PCMate workstation; and everyone shares files that are in the working folder.

Environment	Description
Central Cell	<p>With this printing environment, you install PCMate on any number of workstations that are connected on the same network; and all users share label designs, print jobs, proofs, and other related files in a designated working folder on a network PC.</p> <p>With this printing environment, you must install required fonts on each PCMate workstation. In addition, you would need to have processes in place that distribute job responsibilities so that no one accidentally overwrites or undoes another's work. For example, one user could manage print jobs that are specific to one label design while another user could manage print jobs that are specific to another label design.</p>
Advanced Ticket Center	<p>With this printing environment, you install PCMate on any number of workstations that are connected on the same network; but each user has own working folder to manage label designs, print jobs, proofs, and other related files.</p> <p>To make this printing environment work, you must work with Avery Dennison Technical Support to determine the total number of PCMate workstations, assign a unique number to each workstation for identification, and designate one workstation as the supervisor workstation. The supervisor workstation can see all print jobs and make individual print jobs visible to other PCMate workstations.</p> <p>With this printing environment, the Job Manager window has four extra columns to coordinate work among any number of team members: Cell Assignment, Stock Type, Due Date, and Ship To. In addition, you must install required fonts on each PCMate workstation.</p>

About the Documentation

This manual describes how to use PCMate Platinum v7.5. If you are using a different version of PCMate, the information in this manual may vary slightly.

This manual uses consistent visual cues and standard text formats. The table below lists the typographical conventions used and provides a description of each convention.

Convention	Description
Bold	Words that are bold are the names of actual menu items, list boxes, text boxes, buttons, column headings, and tab labels in the software.
<i>Italic</i>	Words that are italic are names of windows, frames, and dialog boxes.
UPPERCASE & BOLD	Words that are uppercase and bold are items you should type into a text box or on a command line.
UPPERCASE	Words that are uppercase are keys on the keyboard or acronyms. When two or more words in uppercase appear together with a plus (+) sign in between, press all of the keys at the same time. A comma (,) indicates that you should press and release the keys one after the other.
Note	A note contains information that explains why you are doing something, or offers further reference information for the task at hand.
WARNING	A warning alerts you that what you are about to do may endanger computer devices, operating software, or data.

Getting Help

Avery Dennison is dedicated to providing support for PCMate Platinum. As a customer, you can expect reliable products and quality service.

Avery Dennison Technical Support

1-800-543-6650 x3

ris.servicetech@averydennison.com

Accessing the Avery Dennison Web Services Portal

The Avery Dennison Web Services Portal has software updates, technical support documentation, and sample label designs that you can download. Many companies use the Avery Dennison Web Services Portal to manage controlled label designs. With this service, Avery Dennison designs and places label designs on the Web Services Portal for download. For more information about the Web Services Portal, contact Avery Dennison Technical Support.

To Access the Avery Dennison Web Services Portal

1. Close PCMate and open a web browser.
2. Go to <http://www.webservices.averydennison.com>.
3. Enter the following log-on information:

Username: avery

Password: avery

You can install PCMate from a CD or a USB jump drive. After you install the software, you must activate it. You can optionally install the PDF Proof Sheet Generator if you plan to generate PDF proof sheets before running your print jobs.

In this chapter, you can learn about the system requirements, as well as how to

- ◆ install PCMate Platinum.
- ◆ activate PCMate Platinum.
- ◆ install the PDF Proof Sheet Generator.

About the System Requirements

For PCMate Platinum, the following minimum system requirements are recommended:

- ◆ IBM PC or compatible
- ◆ Microsoft Windows XP SP2 or later
- ◆ 256 megabytes of RAM
- ◆ At least 5 gigabyte of available disk space
- ◆ Pentium III or later processor, 800Mhz minimum
- ◆ Internet connection and a web browser
- ◆ CD ROM drive (if installing from a CD)

Installing PCMate Platinum

To ensure you have the latest released version, contact Avery Dennison Technical Support.

To Install PCMate

1. Run the **PCMate Platinum.exe** file you downloaded.
2. When prompted to run or save the file, click **Run**.
3. Use the setup wizard to install the software.

Note: You should accept the default directory location to install the software. This is important for managing downloaded and/or imported files required for label design and production.

4. Restart your computer so that Windows can install the new fonts properly.
5. Activate your software.

Activating Your PCMate Software

To activate the PCMate software, you must download at least one sample label design that is compatible with your printer(s). To download a sample label design, your PCMate workstation must have Internet access and a web browser to connect to the Avery Dennison Web Services Portal. You can download sample label designs at any time.

When downloading a sample label design, you not only download the design but you also register and activate the PCMate software. The following figure illustrates sample label designs that are available on the Avery Dennison Web Services Portal.

The screenshot displays the 'In-Plant Standard Format Library' page on the Avery Dennison Web Services Portal. The page header includes the Avery Dennison logo, the text 'Retail Branding and Information Solutions', and navigation links for 'Home | In-Plant | Help'. A red banner at the top right contains the text 'D2COMM'. Below the banner, the page title is 'In-Plant Standard Format Library'. There are 'Back' and 'Download' buttons. The page shows the following information:

- Format Group:** Demo Retailer
- Format Set:** PCMate Sample Labels
- Formats:** A table with columns for Format, Datasheet, Revision, and Sample.

Formats:	Datasheet	Revision	Sample	
636 Sample Label	N/A	2	Welcome to PCMate 636 Sample Label Your Data Here	Download <input type="checkbox"/>
6404 Sample Label	N/A	2	Welcome to PCMate 6404 Sample Label Your Data Here	Download <input type="checkbox"/>
9855 Sample Label	N/A	2	Welcome to PCMate 9855 Sample Label Your Data Here	Download <input type="checkbox"/>
Snap 700 Sample Label	N/A	2	Welcome to PCMate Snap 700 Sample Label Your Data Here	Download <input type="checkbox"/>

When you download a sample label design, the Avery Dennison Web Services Portal saves a zip file in the following directory location:

```
C:\Paxarwin\A_UPDATE\*.ZIP
```

Then when you open PCMate, the software may either prompt you to import or import the new label design automatically, depending on how your advanced software settings are configured. If this is the first time you are downloading a label design, PCMate prompts you to import the label design(s) you downloaded. For more information about configuring advanced software settings, see Chapter 3, "Configuring Your Software."

To Activate Your PCMate Software

1. Close PCMate Platinum and open a web browser.
2. Go to <http://www.webservices.averydennison.com>.
3. Enter the following log-on information:
Username: avery
Password: avery
4. Click **Sign In**.
5. Click **IN-PLANT DATA MANAGEMENT**.
6. Click **Format Library**.
7. Click **Open**.
8. Locate the design that matches your printer(s) and then click **Download**.
Note: If you are using more than one family of printers, you can select and download all or a group of selected label designs.
9. When notified updates are complete, click **OK**.
10. Close your web browser and open PCMate Platinum.
11. If you are prompted to import new label designs, click **Yes**. When the import list appears, click **OK**.
Note: If this is not the first time you are downloading sample label designs from the Avery Dennison Web Services Portal, the advanced settings in PCMate may be configured to automatically import the new label designs. In such case, you may not receive a prompt.

Installing the PDF Proof Sheet Generator

If you want to create PDF proof sheets, you must first install the PDF Proof Sheet Generator.

To Install the PDF Proof Sheet Generator

1. Run the **PdfProofSheetGenerSetup.exe** file you downloaded.
2. When prompted to run or save the file, click **Run**.
Note: Before starting the setup wizard, the installation program checks to see if you have installed .NET Framework 3.5 from Microsoft Corporation (dotnetfx35.exe). If not, the installation program prompts you to install this application first. After installation, run the **PdfProofSheetGenerSetup.exe** again to install the PDF Proof Sheet Generator.
3. Use the setup wizard to install the PDF Proof Sheet Generator.
4. Restart your computer.

At any time after you install and activate your software, you can customize PCMate Platinum to work according to your business policies. In this chapter, you can learn about advanced software settings and user accounts, as well as learn how to

- ◆ configure advanced software settings.
- ◆ add user accounts.
- ◆ edit user accounts.
- ◆ delete user accounts.
- ◆ configure PCMate to run in Auto-Print Mode.
- ◆ set the location for your working folders.
- ◆ set the language for your software.
- ◆ change you FTP server connection.

About User Accounts

PCMate Platinum has two types of user accounts.

User Account	Description
Standard User	This type of user account has authorization to perform basic functions in the Print Module, as well as all other software modules for which you enable access rights.
Administrator	This type of user account has the same authorization as a standard user. Plus, administrators can <ul style="list-style-type: none">◆ configure advanced software settings.◆ add, edit, and delete user accounts.

When you install PCMate, there are two default user accounts: one standard user account and one administrator account. The default standard user account does not have a username or password and has authorization to perform basic functions in the Print Module, as well as all other software modules, including the Design Module, the Print Preview Module, and the Macro Editor Module.

The default administrator account requires a username and password, and has authorization to perform advanced functions in the Print Module and all other software modules. The following are the log-on credentials for the default administrator account.

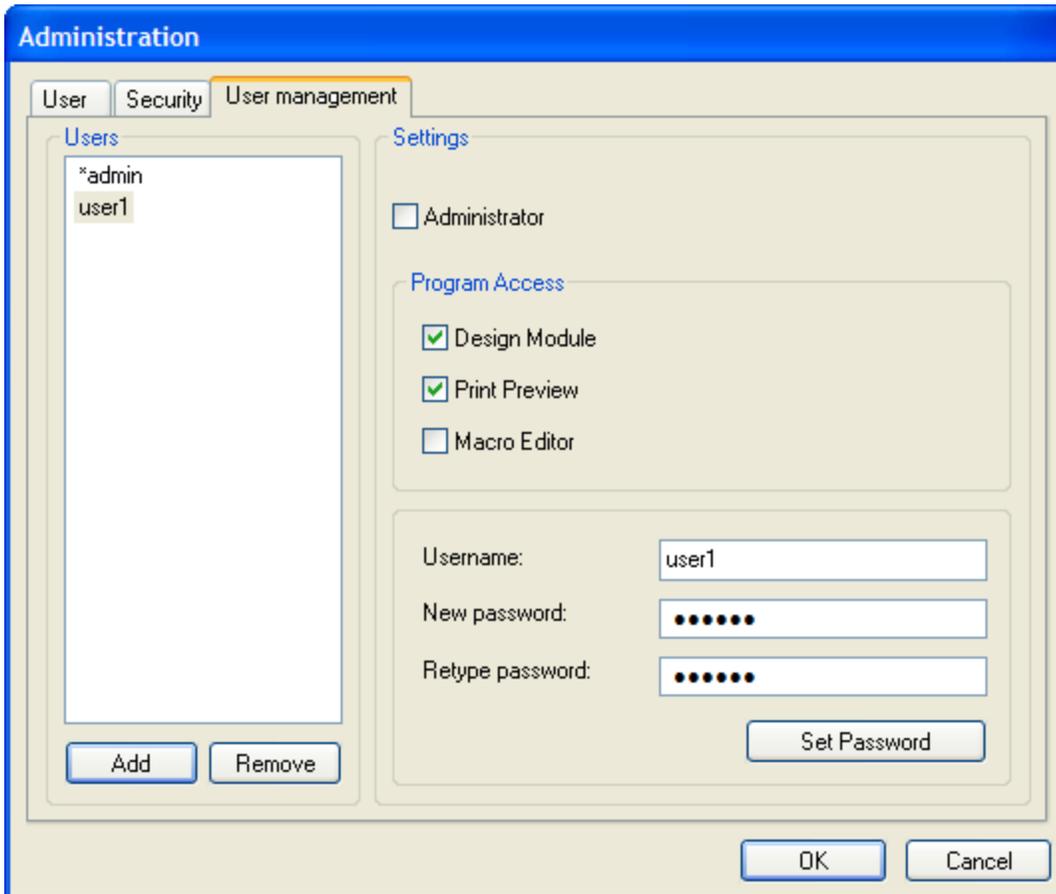
Default Administrator

Username: admin

Password: three

When you first open PCMate, you automatically log on as the default standard user. Because the default standard user account does not require a username or password, PCMate does not prompt you to log on the first time you open the software. However, you may receive a data corruption error message if you have not activated your software yet. For more information about installing and activating PCMate, see Chapter 2, “Installing Your Software.”

The following figure illustrates properties that you must configure for each user account.



The table below provides a description of the properties you can configure for each user account. There are four software modules in PCMate: Print Module, Design Module, Print Preview Module, and Macro Editor Module. All users have access rights to the Print Module. However, you can disable or enable access rights for all other modules.

User Properties	Field	Description
Authentication verifies the user is the person he/she says he is and has an active user account	Username	Each user account in PCMate requires a username and password for the user to log on to the system. Usernames and passwords can be between 1 and 10 alphanumeric characters and cannot include symbols. Also, the username and password cannot be identical.
	New password	
	Retype password	
Access Rights determines which software modules the user is able to access (all users have access to the Print Module)	Design Mode	If you select this checkbox, you enable access rights to functions in the Design Module. If you clear this checkbox, you disable access to functions in the Design Module. Use the Design Module to create and manage label designs.
	Print Preview	If you select this checkbox, you enable access rights to preview labels in the Print Module. If you clear this checkbox, you disable access rights to preview labels in the Print Module. Use the Print Preview Module to proof your labels before printing.

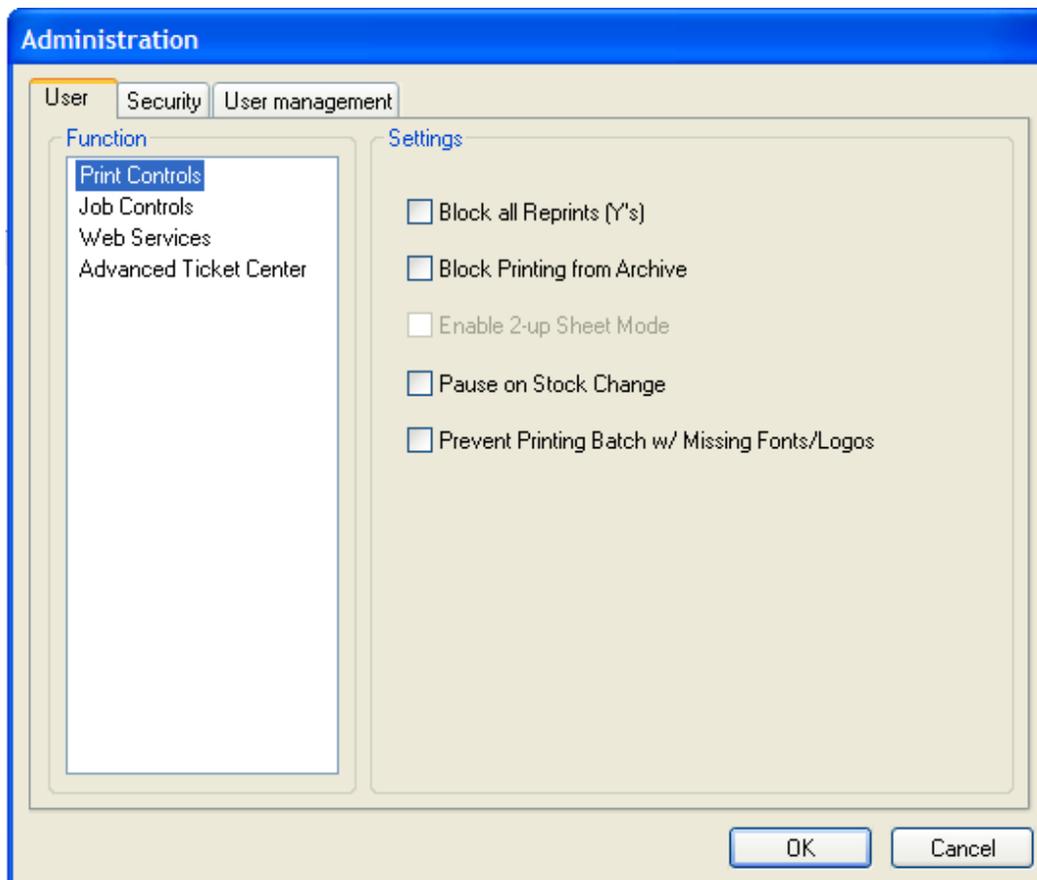
User Properties	Field	Description
	Macro Editor	If you select this checkbox, you enable access rights to create and use macros for inputting variable data in your print jobs. If you clear this checkbox, you disable access rights to create and use macros. Note: The use of macros to input variable data is being replaced with ODBC-compliant source files and is not available without the installation of a special file. If you require use of the Macro Editor Module, contact Avery Dennison Technical Support.
Authorization determines which software functions the user is able to access within the limitations of selected authorization settings	Administrator	If you select this checkbox, you make the user account an administrator and authorize use of advanced functions in the Print Module, as well as all other software modules for which you enable access rights. If you clear this checkbox, you make the user account a standard user and authorize use of basic functions in the Print Module, as well as all other software modules for which you enable access rights.

About Advanced Software Settings

PCMate has two types of settings that can be configured to accommodate how your company does business, including:

- ◆ user settings
- ◆ security settings

The following figure illustrates where you configure the advanced settings.



As long as you are an administrator, you can configure the user settings. However, security settings remain inactive and are only configurable by an Avery Dennison employee. For information about the security settings, contact Avery Dennison Technical Support.

The table below provides a list and description of the user settings you can configure with an administrator user account.

Business Function	Setting
Print Controls	Block all Reprints (Y's)
	Block Printing from Archive
	Enable 2-up Sheet Mode
	Pause on Stock Change
	Prevent Printing Batch w/ Missing Fonts/Logos
Job Controls	Enable Auto Archive
	Enable Deleting of Batch Files
	Enable saving of print jobs in WatchDog mode
	Force Import of new Designs on Open
Web Services	Warn if format is out of date
	Block in addition to warn if format is out of date
	Enable Saving RFID Diagnostics in Error Log
	Enable Automation of Diagnostic Files Upload to D2Comm
	D2Comm communication timeout
Advanced Ticket Center	Limit Visibility Of The Cell
	Set The Number of Cells

Setting: Block all Reprints (Y's)

Every label design includes a **Download (DN)** field that PCMate automatically updates as batches are sent to an external printer queue. To indicate that a batch has been sent, PCMate changes the field value from **N** to **Y**.

By default, the **Block all Reprints (Y's)** setting is disabled. You can send batches to the printer regardless of whether a batch has already been sent to an external print queue and the **Download (DN)** field has been set to **Y**. If you enable this setting, you cannot print any batches that have been sent to an external print queue and the **Download (DN)** field has been set to **Y**.

The **Block all Reprints (Y's)** setting is helpful when you are using special designs where an incrementing print job can only be sent to the printer once to prevent the possibility of duplicate serial numbers. In this case, you should configure the label design to prevent editing of the **Download (DN)** and **Quantity** fields. In addition, you should enable the **Block Printing from Archive** and **Enable Auto Archive** settings. For information about how to configure label designs to prevent editing of fields, refer to the PCMate's *Label Design Guide*.

The **Block all Reprints (Y's)** setting applies to batches in both active and archived print jobs.

Setting: Block Printing from Archive

Many people archive print jobs to save them for future printing/reprinting. However, some jobs use special designs where an incrementing print job can only be sent to the printer once to prevent the possibility of duplicate serial numbers.

By default, the **Block Printing from Archive** setting is disabled. You can print/reprint jobs and batches in archived print jobs. If you enable the **Block Printing from Archive** setting, you disable the print function for archived print jobs and cannot print/reprint archived jobs or batches in archived jobs.

This setting only applies to archived print jobs only.

Setting: Enable 2-up Sheet Mode

For each label design, you must configure *Printer Setup* properties. With the *Printer Setup* properties, you can adjust the print speed, include a batch separator, specify sense types and positions, and specify whether the label design is for a single label or for multiple labels across and down the web of the supply.

With PCMate, you can use a Xerox D700 laser printer to print labels on an 11 x 17 sheet. By default, the **Enable 2-up Sheet Mode** setting is enabled. For each label design, users have the option to select a **2-up Sheet** checkbox on the *Printer Setup* properties, which indicates the label design should be designed as two sheets of labels (not one big sheet) for printing on an 11 x 17 sheet using a mid-page gap that is 2 times the page start width dimension. If you disable this setting, the **2-up Sheet** checkbox becomes inactive on the *Printer Setup* properties for each label design, and users do not have the option to select the **2-up Sheet** checkbox on the *Printer Setup* properties for each label design. The only option is to print on a standard 8 ½ x 11 sheet.

Setting: Pause on Stock Change

Often, the supply for your labels changes between print jobs. Printer operators typically load supply and then send only print jobs and batches that use the same supply to the printer. However, you can send print jobs and batches to the printer regardless of the supply by configuring PCMate to pause between print jobs any time the supply is different.

- ◆ If you are using PCMate in a Single Workstation or Central Cell printing environment, PCMate uses the name of the label design to determine when the supply changes. Any time the name of the label design changes, PCMate pauses and alerts the printer operator to change the supply.
- ◆ In an Advanced Ticket Center printing environment, the supervisor can specify stock for each print job. If the supervisor inputs a specific stock for a job, PCMate pauses only when a new job is sent to the printer that uses a different stock. If the supervisor does not input a specific stock for a job, PCMate pauses between different label design names.

For more information about Advanced Ticket Center Mode, Single Workstation Mode, or Central Cell Mode, see Chapter 1, "Introduction."

By default, the **Pause on Stock Change** setting is disabled. PCMate sends print jobs and batches to the printer without alerting whether the supply is different.

If you enable the **Pause on Stock Change** setting, PCMate automatically stops sending batches to the printer any time there is a change in the supply and prompts you to change the stock before continuing.

At the time the warning appears, the printer operator would need to

- ◆ finish all printing until the PCMate printer queue and the external printer queues are empty.
- ◆ change the stock.
- ◆ respond to the PCMate warning prompt.

It is important that the printer operator not respond to the PCMate warning prompt until after the printer queues are empty and the stock has been changed.

Setting: Prevent Printing Batch w/ Missing Fonts/Logos

For each label design, there are settings that specify whether fonts and logos should be sent to the printer as a graphic with your batches. You do not have to send fonts and logos to the printer. Instead, you can use printer resident fonts and logos.

If a label design calls for a font and/or logo to be sent to the printer as a graphic, fonts need to be in the Windows font folder or in the following default working folder:

```
C:\Paxarwin\Fonts
```

Logo files (.PCX or .BMP files) must be in the following default working folder:

```
C:\Paxarwin\Logos
```

If you did not install PCMate in the default location, then you need to put fonts and logo files in the appropriate folders where you installed the software.

Sometimes people forget to put fonts and logo files that are required for printing in PCMate's working folders. For this reason, you can configure PCMate to warn you if a font or logo file is not in the working folder.

By default, the **Prevent Printing Batch w/Missing Fonts/Logos** setting is disabled. PCMate allows you to print labels even if a font or logo file is not in its working folder. If you open a print job, PCMate checks the working folders and prompts you if a font or logo file is missing. If you send a print job or batch to the printer, PCMate checks the working folders and displays a message if it is unable to locate a font or logo file. At that time, you can cancel or continue with printing. If you continue with printing and there is a missing font, PCMate sends a Windows default font to the printer. If there is a missing logo file, the labels print without the logo.

If you enable the **Prevent Printing Batch w/ Missing Fonts/Logos** setting, PCMate prevents you from printing labels for any batch in a print job for which a font or logo file is missing from its working folder at the time of printing.

The **Prevent Printing Batch w/ Missing Fonts/Logos** setting applies when printing entire print jobs as well as selected batches.

Setting: Enable Auto Archive

There are two types of print jobs: active and archived. Typically, active print jobs are jobs that you have created and are ready to be edited, if required, and printed. Active print jobs reside in the following working folder:

```
C:\Paxarwin\formats\[LABEL DESIGN]
```

Archived print jobs are typically jobs that have been processed (either printed or intentionally archived without printing) and saved for future printing/reprinting. Archived print jobs reside in the following working folder:

```
C:\Paxarwin\formats\[LABEL DESIGN]\printed
```

Once you archive a print job, you cannot make the print job active again.

By default, the **Enable Auto Archive** setting is disabled. Your active print jobs remain in the active print job working folder even after all batches have been sent to an external printer queue and the job is considered complete. If you enable the **Enable auto-archive** setting, PCMate automatically moves your active print jobs to the archive working folder after all batches have been sent to an external printer queue and the job is considered complete. In such case, the **Download (DN)** field for every batch in the print job would be set to **Y**.

Note: Unless you enable the **Enable saving of print jobs in WatchDog mode** setting, this setting does not apply to print jobs that are automatically printed in Auto-Print Mode. For information about Auto-Print Mode, see “Configuring PCMate to Run in Auto-Print Mode” later in the chapter.

Setting: Enable Deleting of Batch Files

Over time, your list of active and archived print jobs can get quite large. By default, the **Enable Deleting of Batch Files** setting is enabled. You can delete active and archived print jobs from the Job List on the Job Manager. If you disable the **Enable Deleting of Batch Files** setting, the **Delete** button is disabled on the Job Manager; and you cannot delete any active or archived print job once the job has been created.

Setting: Enable saving of print jobs in WatchDog mode

Each label design has its own auto-import and auto-print rules. If you are using label designs that are configured to allow auto-import and auto-print, you can enable Auto-Print Mode to automate the printing process. You can configure PCMate to either delete each print job after all batches have been sent to the printer or automatically archive print jobs once they are complete.

By default, the **Enable saving of print jobs in WatchDog mode** setting is disabled. As soon as a print job is imported and all batches have been sent to an external printer queue, PCMate permanently removes the print job from your workstation.

If you enable the **Enable saving of print jobs in WatchDog mode** setting, PCMate saves your print jobs according to how you configured the **Enable Auto Archive** setting. If you enable the **Enable Auto Archive** setting, PCMate automatically archives your print jobs. If you disable the **Enable Auto Archive** setting, the print jobs remain in the active print job working folder.

Setting: Force Import of new Designs on Open

When you retrieve updates from the Avery Dennison Web Services Portal, the Portal downloads updated files to the following working folder on your PC:

```
C:\Paxarwin\A_UPDATE\*.ZIP
```

When you open PCMate, the software checks the working folder for new files and may either prompt you to install or automatically install the files depending on how you configure this setting.

By default, the **Force Import of new Designs on Open** setting is disabled. Each time you open PCMate, the software checks for new files in the working folder and prompts you to install them if available. You can cancel or continue. If you cancel, you cannot create or import print jobs associated with new label designs until you install the updated files.

If you enable this setting, each time you open PCMate the software automatically checks for, imports, and installs updated files without prompting you.

Setting: Warn if format is out of date

Avery Dennison is constantly adding new and updating existing labels designs on the Web Services Portal. Each label design has a version number.

By default, the **Warn if format is out of date** setting is disabled. PCMate does not check for version numbers for the label designs you have downloaded from the Avery Dennison Web Services Portal and does not warn you if the version numbers for your label designs do not match label designs on the Web Services Portal. Consequently, you may send print jobs and batches to the printer using outdated label designs without knowing it.

If you enable the **Warn if format is out of date** setting, PCMate obtains version numbers for the label designs you have downloaded each time you open the software and/or click **Refresh** on the Job Manager. Then, if you send a print job or batch to the printer, PCMate warns you of mismatched version numbers. At that time, you can cancel or continue with printing.

Setting: Block in addition to warn if format is out of date

Avery Dennison is constantly adding new and updating existing labels designs on the Web Services Portal. Each label design has a version number.

By default, the **Block in addition to warn if format is out of date** setting is disabled. PCMate does not check for version numbers for the label designs you have downloaded from the Avery Dennison Web Services Portal and does not prevent you from sending print jobs and batches to the printer if the version numbers for your label designs do not match label designs on the Web Services Portal.

If you enable the **Block in addition to warn if format is out of date** setting, PCMate obtains version numbers for the label designs you have downloaded each time you open the software and/or click **Refresh** on the Job Manager. Then, if you try to send a print job or batch to the printer, PCMate warns you of mismatched version numbers and prevents you from continuing with printing.

Setting: Enable Saving RFID Diagnostics in Error Log

If you are using label designs that support a certified electronic product code (EPC) commissioning schema, your printer automatically commissions EPC numbers assigned by PCMate at the time each label is printed.

By default, the **Enable Saving RFID Diagnostics in Error Log** setting is disabled. PCMate does not require your printer to return commissioned EPC numbers, nor upload EPC numbers to the Avery Dennison Web Services Portal for archiving and duplicate checking.

If you enable the **Enable Saving RFID Diagnostics in Error Log** setting, PCMate requires your printer to return the commissioned EPC number for each label after the label is printed. Then, when you retrieve updates from the Avery Dennison Web Services Portal, PCMate uploads the EPC numbers for all labels to the Portal for archiving and duplicate checking. If duplicate EPC numbers are detected, Avery Dennison customer service automatically contacts you for reconciliation.

Setting: Enable Automation of Diagnostic Files Upload to D2Comm

The **Enable Automation of Diagnostic Files Upload to D2Comm** setting is required for Brand Protection and RFID printing, and is controlled by the system administrator. For more information about this setting, contact Avery Dennison Technical Support.

Setting: D2Comm communication timeout

You can configure how frequently PCMate communicates with D2Comm. By default, the **D2Comm communication timeout** setting is set to 1 minute. You can change it to 30 seconds, 90 seconds, or 2 minutes if needed.

Setting: Limit Visibility Of The Cell

If you are running an Advanced Ticket Center printing environment, you must specify the workstation (cell) number that you want to assign to the PCMate workstation for identification. The **Limit Visibility Of the Cell** setting is only configurable by an Avery Dennison employee.

Setting: Set The Number of Cells

If you are running an Advanced Ticket Center printing environment, you must specify the total number of PCMate workstations (cells) that you want to remotely manage. The **Set The Number of Cells** setting is only configurable by an Avery Dennison employee.

Configuring Advanced Software Settings

If you are an administrator, you can configure advanced software settings to customize how PCMate works in your printing environment.

To Configure Advanced Software Settings

1. Open PCMate Platinum and log on as an administrator.

Note: If PCMate is already open, you can log on by clicking **Login** on the **Tools** menu. When prompted, enter your administrator username and password. Then click **Login**.

2. On the **Tools** menu, click **Administrator**.
3. In the *Administration* dialog box, configure the software settings.

Note: For a description of each setting, see “About Advanced Software Settings” earlier in this chapter.

4. Click **OK**.

Note: You are still logged on as an administrator. Be sure to either close PCMate, or log on as a standard user if necessary to preserve the integrity of your advanced software settings and user accounts.

Adding User Accounts

As long as you are an administrator, you can add any number of standard user and administrator accounts to PCMate. However, you can only authorize access rights to software modules to which you have access rights as an administrator.

Note: Adding new user accounts is available for secure installations only. For more information, contact Avery Dennison Technical Support.

To Add a User Account

1. Open PCMate Platinum and log on as an administrator.

Note: If PCMate is already open, you can log on by clicking **Login** on the **Tools** menu. When prompted, enter your administrator username and password. Then click **Login**.

2. On the **Tools** menu, click **Administrator**.
3. On the **User management** tab of the *Administration* dialog box, click **Add**.
4. Configure properties for the user account.

Note: For each field description, see “About User Accounts” earlier in this chapter.

5. Click **OK**.

Note: You are still logged on as an administrator. Be sure to log on as a standard user if necessary to preserve the integrity of your advanced software settings and user accounts.

Editing User Accounts

Once you add a user account, you can edit the user account properties at any time.

To Edit a User Account

1. Open PCMate Platinum and log on as an administrator.

Note: If PCMate is already open, you can log on by clicking **Login** on the **Tools** menu. When prompted, enter your administrator username and password. Then click **Login**.

2. On the **Tools** menu, click **Administrator**.
3. On the **User management** tab of the *Administration* dialog box, click the user name for the account.
4. Configure properties for the user account.

Note: For a description of each field, see “About User Accounts” earlier in this chapter.

5. Click **OK**.

Note: You are still logged on as an administrator. Be sure to log on as a standard user if necessary to preserve the integrity of your advanced software settings and user accounts.

Deleting User Accounts

At any time, you can delete a user account. However, PCMate requires at least one administrator account. You cannot delete the administrator account used to log on and manage user accounts.

Note: Deleting user accounts is available for secure installations only. For more information, contact Avery Dennison Technical Support.

To Delete a User Account

1. Open PCMate Platinum and log on as an administrator.

Note: If PCMate is already open, you can log on by clicking **Login** on the **Tools** menu. When prompted, enter your administrator username and password. Then click **Login**.

2. On the **Tools** menu, click **Administrator**.
3. On the **User management** tab of the *Administration* dialog box, click the user name for the account.
4. Click **Remove**.
5. When prompted to delete the user, click **Yes**.
6. Click **OK**.

Note: You are still logged on as an administrator. Be sure to log on as a standard user if necessary to preserve the integrity of your advanced software settings and user accounts.

Configuring PCMate to Run in Auto-Print Mode

Auto-Print Mode is when PCMate runs in the background, automatically importing and sending batches to the printer as new print jobs become available. Each label design has its own auto-import and auto-print rules. If you are using label designs that are configured to allow auto-import and auto-print, you can enable Auto-Print Mode to automate the printing process. You can still use PCMate to process print jobs manually, if needed.

When you enable Auto-Print Mode, PCMate constantly executes the auto-import routine and immediately sends new print jobs to the printer using the last communications port that was used to print. You can set up your label designs to overwrite the last communication port and allow the import file to specify an exact printer to use. If a label design is attached to an external data source, such as an ODBC-compliant source file, Auto-Print Mode performs the looks-up required to create and send batches directly to the printer.

Depending on how your advanced settings are configured, PCMate can either delete each print job after all batches have been sent to the printer, or automatically archive print jobs once they are complete. Before you enable Auto-Print Mode, you may want to check with your system administrator to see how your software is configured.

To Enable Auto-Print Mode

1. Open PCMate Platinum and log on as an administrator.

Note: If PCMate is already open, you can log on by clicking **Login** on the **Tools** menu. When prompted, enter your administrator username and password. Then click **Login**.

2. On the **Window** menu, click **Print Module**.

Note: If the Print Module is already open, make sure the Batch Manager and the Job Manager are closed. To close the Batch Manager, on the **File** menu, click **Close**. To close the Job Manager, on the **File** menu, click **Open**. When prompted to open a print job, click **Cancel**.

3. On the **Tools** menu, click **Auto Print Mode**.
4. When prompted to enable auto print mode, click **Yes**.

To Disable Auto-Print Mode

1. In the system tray, right-click the auto-print icon.
2. From the pop-up menu, click **Auto Print Mode** to remove the checkmark.
3. In the system tray, right-click the auto-print icon.
4. From the pop-up menu, click **Show Main Window** to open the Job Manager.

Setting the Default Working Folder

PCMate automatically creates and uses working folders to save and retrieve files. By default, PCMate creates the working folders in the following location:

```
C:\Paxarwin
```

If you are running a Central Cell or Advanced Ticket Center printing environment, you may need to change the location of your working folders so that multiple users can share files. For more information about the different types of print environments, see Chapter 1, "Introduction."

PCMate uses a number of working folders. The following table provides a description of the most common working folders that PCMate uses to perform functions in the Print Module.

Working Folder	Description
C:\Paxarwin\Fonts	If a label design calls for a font to be sent to the printer as a graphic, fonts need to be in the Windows font folder or in this default working folder.
C:\Paxarwin\Logos	If a label design calls for a logo to be sent to the printer as a graphic, logo files (.PCX or .BMP files) must be in this default working folder.
C:\Paxarwin\A_UPDATE*.ZIP	When you retrieve updates from the Avery Dennison Web Services Portal, the Portal downloads updated files to this default working folder, then delete the files after they are installed.
C:\Paxarwin\formats\ [LABEL DESIGN]	Active print jobs (.BST files) reside in this default working folder.
C:\Paxarwin\formats\ [LABEL DESIGN]\printed	Archived print jobs (.BST files) reside in this default working folder.
C:\Paxarwin\formats\ [LABEL DESIGN]	When you create a JPEG image file, PCMate saves the file in this default working folder. That way, the JPEG image files are attached to the label design when exporting.
C:\Paxarwin\Proofsheets	When you create and save PDF proof sheets, PCMate prompts you to save the PDF file in this default working folder.
C:\Paxarwin\Proofsheets\ Prior	When you create new PDF proof sheets, PCMate automatically moves files used to generate previous proof sheets to this default working folder.

WARNING: To prevent problems, do not change the name or remove any working folder.

To Set the Default Working Folder

1. Open PCMate and log on as an administrator.

Note: If PCMate is already open, you can log on by clicking **Login** on the **Tools** menu. When prompted, enter your administrator username and password. Then click **Login**.

2. On the **Window** menu, click **Design Module**.
3. On the **Tools** menu, click **Default Directory Setup**.
4. In the *Default Path For Designs* dialog box, click **Browse**.
5. Navigate to the directory location where the formats folder resides and then click **OK**.

Note: When you set the default working folder, PCMate requires you to select the location of the **formats** folder. The **formats** folder is where PCMate saves and retrieves label designs. From that root directory, PCMate looks for all other working folders.

6. Click **OK**.

Setting the Language for Your Software

PCMate Platinum supports multiple languages. The default language is English. However, if your company requires the software to run in a different language, Avery Dennison can load your translation files and you can change the language of the software with a click.

To Set the Language for Your Software

1. Open PCMate Platinum and log on if required.
2. On the **View** menu, click **Language Selection**.
3. From the drop-down list in the *Language Selection* dialog box, select the language.
4. Click **OK**.

WARNING: If you try to change the language and do not have the translation files properly installed, PCMate may crash, causing you to re-open the software. Contact Avery Dennison Technical Support for assistance with loading translation files.

Changing your FTP Server Connection

If you are using an Avery Dennison Web Service that requires an FTP connection to an Avery Dennison server, PCMate notifies you when the software requires an FTP connection (port 21). Functions that require FTP connections include, but are not limited to, security label serialization functions, RFID serialization functions, and format warnings if your formats are managed by Avery Dennison.

There are multiple FTP servers, including USA 1, USA 2, Hong Kong 1, and Singapore 1. By default, PCMate connects to the USA 1 FTP server. In case PCMate cannot connect to a default FTP server, the connection is established to the fastest FTP server.

The server locations should not have any bearing on your geographic location. However, heavy traffic to the servers can affect performance. At any time, you can change the FTP server to which PCMate connects. Changing FTP servers improve your connection and data transmission speed.

Note: Changing FTP server connection is available for secure installations only. For more information, contact Avery Dennison Technical Support.

To Change your FTP Server Connection

1. Open PCMate Platinum and log on if required.
Note: If PCMate is already open, you can log on by clicking **Login** on the **Tools** menu. When prompted, enter your administrator username and password. Then click **Login**.
2. On the **Window** menu, click **Print Module**.
3. On the **Tools** menu, click **FTP Connections**.
4. If you know the FTP site to which you want to connect, in the *FTP Connections* dialog box, click its name and then click **Set as Default**.
5. If you want to connect to the fastest FTP site, click **Find Fastest** and then click **OK**.
6. Click **Close**.

Note: You are still logged on as an administrator. Be sure to log on as a standard user if necessary to preserve the integrity of your advanced software settings and user accounts.

MANAGING YOUR PRINTERS

PCMate is compatible with different printer models in four different printer families. You can use PCMate to print labels and proof sheets. However, you must add your printers to PCMate before you can print.

In this chapter, you can learn about compatible printers, as well as how to

- ◆ add SNAP printers using the SNAP Printer Setup Wizard.
- ◆ add serial printers.
- ◆ add USB printers.
- ◆ add network printers.
- ◆ add hot folders.
- ◆ delete printers.

About Compatible Printers

PCMate is compatible with over 20 different printer models. The following table provides a list and description of the types of printers that you can use with PCMate.

Printer Model	Printer Family	Printer Type	Supported Connection Type
330/6404 (300 DPI)	640x	Thermal	Serial, USB, or Ethernet
SNAP 500 (300, 600 DPI)	SNAP	Thermal	Serial, USB, or Ethernet
SNAP 600 (300 DPI)	SNAP	Thermal	Serial, USB, or Ethernet
610/9830CL (300 DPI)	98xx	Thermal	Serial, USB, or Ethernet
611/9840CL (300 DPI)	98xx	Thermal	Serial, USB, or Ethernet
612 (300 DPI)	98xx	Thermal	Serial, USB, or Ethernet
636 (300 DPI)	6x6	Thermal	Serial, USB, or Ethernet (optional USB-to-serial adapter)
656 (300 DPI)	6x6	Thermal	Serial, USB, or Ethernet (optional USB-to-serial adapter)
676 & 676LKP II (300 DPI)	6x6	Thermal	Serial, USB, or Ethernet (optional USB-to-serial adapter)
676LKP 2/0 (300 DPI)	6x6	Thermal	Serial, USB, or Ethernet (optional USB-to-serial adapter)
686 (300 DPI)	6x6	Thermal	Serial, USB, or Ethernet (optional USB-to-serial adapter)
SNAP 700 (300 DPI)	SNAP	Thermal	Serial, USB, or Ethernet
9805 (205 DPI)	98xx	Thermal	Serial, USB, or Ethernet
9830/9835 (203 DPI)	98xx	Thermal	Serial, USB, or Ethernet
9840/50/55/60 (203 DPI)	98xx	Thermal	Serial, USB, or Ethernet
9856 (300 DPI)	98xx	Thermal	Serial, USB, or Ethernet
Avery 640X/AP5.4/PEM3000	640x	Thermal	Serial or USB

Printer Model	Printer Family	Printer Type	Supported Connection Type
Avery TDI	640x	Thermal	Serial (optional USB-to-serial adapter)
Xerox Laser (7760, 7800, D700)	Xerox Laser	Laser	Ethernet or Hot Folder
ADTP1	Monarch	Thermal	Serial or USB

DPI = Dots per Inch

If your PCMate workstation does not have a serial port and you need to use a USB port instead, you can purchase a USB-to-serial adapter and set up the printer with a serial connection. If you purchase a USB-to-serial adapter, you must install the USB-to-serial spatter driver that is on the CDROM included with your adapter. This does limit the transfer speed (baud rate) of the serial communication. Therefore, you should consider obtaining the actual USB option on your printer to achieve maximum transfer rates.

Adding SNAP Printers Using the Snap Printer Setup Wizard

If you are using a SNAP printer, you can use the *SNAP Printer Setup Wizard* to add the printer to PCMate.

To Add a SNAP Printer Using the SNAP Printer Setup Wizard

1. Turn on the printer.
2. Physically connect the printer to your PCMate workstation or computer network.
3. Open PCMate and log on if required.
4. On the **File** menu, click **SNAP Printer Wizard Setup**.
5. To start search for available printers on all COM ports, click **Next**.
6. In the **New Connections** list, verify the COM port Windows assigned to the printer and then click **Next**.
7. When prompted, verify the baud rate is at least 115200 and then click **Next**.
8. Once the wizard notifies you the printer was successfully connected, click **Finish**.

Adding Serial Printers

Once you set up your serial printer, you must add the printer to PCMate. When you add a serial printer, you must configure the connection options. The table below provides a description of the connection options that you must configure for the printer.

Option	Description
Printer Port	The printer port is the communications port on your PCMate workstation to which your printer is connected.
Baud Rate	The baud rate determines the speed at which data is transferred from the PCMate workstation to the printer. The higher the baud rate, the more bits per second that are transferred. We recommend selecting a baud rate of at least 115200.
Protocol	<p>The protocol controls the flow of data between the PCMate workstation and the printer. We recommend using the XOn/XOff protocol.</p> <ul style="list-style-type: none">◆ XOn/XOff – Your PCMate workstation typically sends data to a printer faster than the printer can print. Therefore, the printer contains a buffer where data is stored until the printer catches up with the workstation. If the buffer in the printer becomes full before the printer catches up to the workstation, a small microprocessor in the printer sends your PCMate workstation an XOff signal to stop sending data. When enough data has printed to free the buffer storage, the printer sends an XOn signal telling your workstation to resume sending data.◆ RTS/CTS – When your PCMate workstation wants to send data to the printer, the workstation initiates the process by sending a Request to Send (RTS) frame to the printer. The printer replies with a Clear To Send (CTS) frame. The workstation receiving the CTS frame refrains from sending data for a given time.

To Add a Serial Printer

1. Turn on the printer.
2. Physically connect the printer to your PCMate workstation.
3. Open PCMate and log on if required.
4. On the **Tools** menu, click **Printer Setup**.
5. In the *Printer Setup* dialog box, click **Add Printer**.
6. In the *Printer Setup Wizard* dialog box, click the printer you want to set up and then click **Next**.
7. When prompted to select the connection type, select **Serial**.
Note: We do **not** recommend that you select **Parallel** as a connection type even though it is included in the list. Many PCMate functions are not support via parallel communications, such as EPC and the virtual control panel.
8. When prompted, configure the connection options and then click **Next**.
9. When prompted, enter a unique name that identifies the printer and then click **Finish**.
10. In the *Printer Setup* dialog box, click **OK**.
11. If you set up a SNAP printer or 9840/50/55/60 printer, verify the virtual control panel appears in PCMate.
Note: For information about virtual control panels, see Chapter 10, "Using Virtual Control Panels."

Adding USB Printers

Most 98xx printers have a USB port, but require that you install a matching USB driver before adding the printer to PCMate. For information about matching USB drivers, refer to [Printer Drivers](#).

PCMate only recognizes nine COM ports while Windows recognizes over 200 COM ports. If you connect a printer to your workstation and Windows assigns the printer to a COM port that exceeds the ninth port, you must assign a COM port to the printer that PCMate can recognize.

The following procedure is based on a Windows 7 operating system. If you have a different operating system, the procedure may vary slightly.

To Add a USB Printer

1. Physically connect the printer to your PCMate workstation.
2. From **Start** on the Windows task bar, click **Control Panel**.
3. Click **System** and then click **Device Manger**.
4. Turn on the printer. When you turn on the printer, you should be able to see which COM port Windows assigns to the printer.
5. Verify that the COM port Windows assigns to the printer does not exceed 9.
If Windows assigns a COM port between 1 and 9, close this window and go to step 13.
If Windows assigns a COM port over 9, proceed with steps 7–12 to assign a COM port that PCMate can recognize.
6. Right-click the USB Serial Port and then click **Properties**.
7. Click the **Port Settings** tab.
8. Click **Advanced**.
9. From the **COM Port Number** list box, click the COM port you want to assign to the USB serial port.
10. Click **OK**.
11. Restart your PCMate workstation.
12. Open PCMate and log on if required.
13. On the **Tools** menu, click **Printer Setup**.
14. In the *Printer Setup* dialog box, click **Add Printer**.
15. In the *Printer Setup Wizard* dialog box, click the printer you want to set up and then click **Next**.
16. When prompted to select the connection type, select **Serial**.
Note: We do **not** recommend that you select **Parallel** as a connection type even though it is included in the list. Many PCMate functions are not support via parallel communications, such as EPC and the virtual control panel.
17. When prompted, configure the connection options and then click **Next**.
Note: For information about how to configure the connection options, refer to “Adding Serial Printers” earlier in this chapter.
18. When prompted, enter a unique name that identifies the printer and then click **Finish**.
19. In the *Printer Setup* dialog box, click **OK**.
20. If you set up a SNAP printer or 9840/50/55/60 printer, verify the virtual control panel appears in PCMate.
Note: For information about virtual control panels, see Chapter 10, “Using Virtual Control Panels.”

Adding Network Printers

If you want to add a network SNAP and Xerox printer to PCMate, you can do this through their native Ethernet connectivity. For all other printers to communicate using IP, you must install Serial Comm redirector software, such as Serial/IP. Your PCMate workstation and each printer must have a unique IP address for identification on the network. To add a network printer, you may need to obtain the IP addresses from your IT department.

To Add a Network Printer

1. If needed, install the Serial Comm redirector software.
2. Obtain the IP address assigned to your printer from your IT department.
Note: Each PCMate workstation and printer must have a unique IP address for identification on the network.
3. Turn on the printer.
4. Physically connect the printer to your network.
5. Open PCMate and log on if required.
6. On the **Tools** menu, click **Printer Setup**.
7. In the *Printer Setup* dialog box, click **Add Printer**.
8. In the *Printer Setup Wizard* dialog box, click the printer you want to set up and then click **Next**.
9. When prompted for the connection type, select **Ethernet** and then click **Next**.
10. When prompted, enter the IP address assigned to the printer for identification on the network and then click **Next**.
11. When prompted, enter a unique name that identifies the printer and then click **Finish**.
12. In the *Printer Setup* dialog box, click **OK**.
13. If you set up a SNAP printer or 9840/50/55/60 printer, verify the virtual control panel appears in PCMate.
Note: For information about virtual control panels, see Chapter 10, "Using Virtual Control Panels."

Adding Hot Folders

If you are adding a laser printer to PCMate and want to create a postscript file when you send your print jobs and/or batches to the printer or print proof sheets, you can add a hot folder to PCMate.

To Add a Hot Folder to PCMate

1. Create the folder on your local drive or a network location.
2. Open PCMate and log on if required.
3. On the **Tools** menu, click **Printer Setup**.
4. In the *Printer Setup* dialog box, click **Add Printer**.
5. In the *Printer Setup Wizard* dialog box, select **Xerox Laser** and then click **Next**.
6. When prompted for the connection type, select **Hot Folder** and then click **Next**.
7. Browse for a folder path and then click **Next**.
8. When prompted, enter a unique name that identifies the hot folder and then click **Finish**.
9. In the *Printer Setup* dialog box, click **OK**.

Deleting Printers

Once you add a printer to PCMate, you cannot change the printer settings. If you need to change the printer settings, you must delete and re-add the printer.

To Delete a Printer

1. Open PCMate and log on if required.
2. On the **Tools** menu, click **Printer Setup**.
3. In the *Printer Setup* dialog box, click the printer you want to delete.
4. Click **Delete Printer**.
5. Click **OK**.

MANAGING YOUR PRINT JOBS

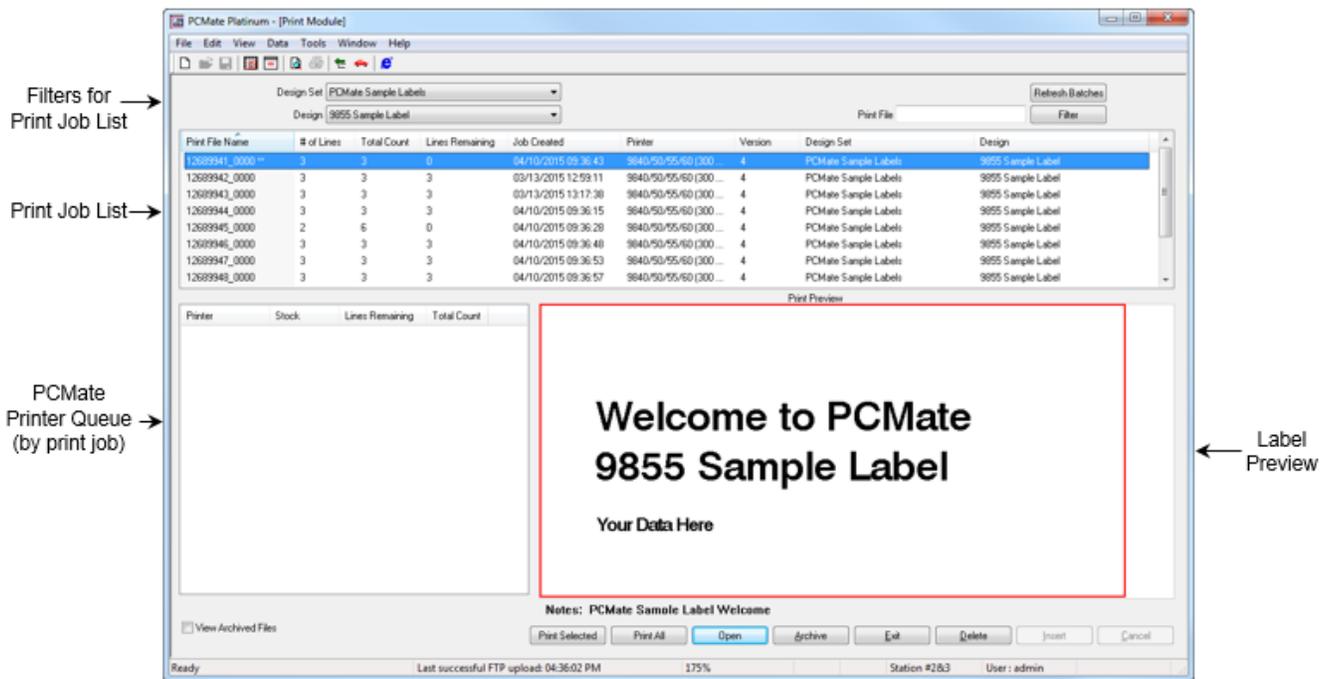
PCMate Platinum has a Job Manager that allows you to manage active and archived print jobs. In this chapter, you can learn about the Job Manager, as well as how to

- ◆ view active and archived print jobs.
- ◆ delete active and archived print jobs.
- ◆ archive print jobs.
- ◆ search for active and archived print jobs.
- ◆ associate print jobs with different label designs.

About the Job Manager

PCMate Platinum has a Job Manager that allows you to manage active and archived print jobs. Typically, active print jobs are jobs that you have created and are ready to be edited, if required, and printed. Archived print jobs are typically jobs that have been processed (either printed or intentionally archived without printing) and saved for future printing/re-printing.

The following is an image of active print jobs in the Job Manager.



Some label designs use extremely small font sizes that appear as unreadable black boxes (••) in the Label Preview section on the Job Manager. If you have a label design that uses an extremely small font, you can use the Print Preview function to view a readable design. For information about the Print Preview function, see Chapter 8, “Proofing Labels Before Printing.”

The Job Manager has its own menu and toolbar that allows you to navigate through a list of print jobs.

The table below provides a description of each command on the toolbar. Most of the commands on the toolbar are also available from the Job Manager menu.



Active Button	Command	Description
	New blank print file	Click this button to create a new print job.
	Show label design module	Click this button to switch from the Print Module to the Label Design module.
	Show print module	Click this button to switch from the Label Design module to the Print Module.
	Show print preview	Click this button to open Print Preview and proof labels online.
	End of day	Click this button to run end-of-day printing for a Xerox laser printer.
	Start autoimport	Click this button to run the auto-import routine.
	Connect to Avery Dennison Web Services	Click this button to open a web browser and go to the Avery Dennison Web Services Portal. The username is avery , and the password is avery .

The Job Manager shows a list of print jobs. The list can be filtered and sorted in many different ways as illustrated below.

Print File Name	# of Lines	Total Count	Lines Remaining	Job Created	Printer	Version	Design Set	Design
12689941_0000 ***	3	3	0	04/10/2015 09:36:43	9840/50/55/60 (300 DPI)	4	PCMate Sample Labels	9855 Sample Label
12689942_0000	3	3	3	03/13/2015 12:59:11	9840/50/55/60 (300 DPI)	4	PCMate Sample Labels	9855 Sample Label
12689943_0000	3	3	3	03/13/2015 13:17:38	9840/50/55/60 (300 DPI)	4	PCMate Sample Labels	9855 Sample Label
12689944_0000	3	3	3	04/10/2015 09:36:15	9840/50/55/60 (300 DPI)	4	PCMate Sample Labels	9855 Sample Label
12689945_0000	2	6	0	04/10/2015 09:36:28	9840/50/55/60 (300 DPI)	4	PCMate Sample Labels	9855 Sample Label
12689946_0000	3	3	3	04/10/2015 09:36:48	9840/50/55/60 (300 DPI)	4	PCMate Sample Labels	9855 Sample Label
12689947_0000	3	3	3	04/10/2015 09:36:53	9840/50/55/60 (300 DPI)	4	PCMate Sample Labels	9855 Sample Label

The table below provides a description of the fields that describe each print job in the list.

Field	Description
Print File Name	This column shows the name of the print job. The name may or may not be the file name.
# of Lines	This column shows the number of batches in the print job. A batch represents one sku of a retail item.
Total Count	This column shows the total number of labels to be printed for each batch.
Lines Remaining	This column shows the number of batches remaining to be printed.
Job Created	This column shows the date and time the file for the print job was initially created, opened, imported, or saved in PCMate.
Printer	This column shows the name of the type of printer associated with the label design. PCMate does not restrict the printer type, but this is an indication of what family of printers to use for the print job.
Version	This column shows the version number for the label design.

Field	Description
Design Set	This column shows is the design set associated with the label design. Note: PCMate allows grouping of label designs into design sets to help manage the hundreds of label designs that may be associated your print jobs.
Design	This column shows the file name for the file name for the label design associated with the print job.
Stock	This column shows the name of the stock that should be used for the print job. Note: This column is only visible if your company is running PCMate in an Advanced Ticket Center printing environment.
Cell	This column shows the name of the cell (or PCMate workstation ID) to which the job is visible. Note: This column is only visible if your company is running PCMate in an Advanced Ticket Center printing environment.
Due Date	This column shows the date when the job should be complete. Note: This column is only visible if your company is running PCMate in an Advanced Ticket Center printing environment.
Ship To	This column shows the project or entity to where the labels should be shipped to once the job is complete. Note: This column is only visible if your company is running PCMate in an Advanced Ticket Center printing environment.

Creating Print Jobs

At any time, you can create a new print job.

To Create a Print Job

1. Open PCMate Platinum and log on if required.
2. On the **Window** menu, click **Print Module**.
3. On the **File** menu, click **New**.
4. From the **Design Set** list box in the *New Print File* dialog box, select the design set and then click the label design that matches your printer.
5. Click **OK**.
6. Enter data into the fields for the first batch, and create additional batches as needed.
7. On the **File** menu, click **Save**.
8. In the *Save Print File* dialog box, in the **Print File Name** text box, enter a name for the print job.
9. Click **OK**.
10. On the **File** menu, click **Open** to open the Job Manager.

Running the Auto-Import Routine

The auto-import routine is an automated process that creates print jobs by merging variable data files with label designs. When you run the auto-import routine, PCMate performs the following functions:

- ◆ Uses import maps to look for new variable data files.
- ◆ Merges variable data from flat text files with a label design.
- ◆ Creates an active print job.
- ◆ Imports new label designs from a designated location.

The import maps tell what label design to use, which folders to look in for variable data files, and what file names to import. Only flat text files are compatible with the auto-import routine. If a label design is attached to an external data source, such as an ODBC-compliant source file, the auto-import routine looks up the supplemental data while creating the print job.

To get variable data files, you have two options: you can either work with your IT Department to create your files or you can use the Avery Dennison Web Services Portal to create and download variable data files. For information about the Avery Dennison Web Services Portal, contact Avery Dennison Technical Support.

There are two ways to run the auto-import routine:

1. Open PCMate.
2. Click  from either the Job Manager or Batch Manager toolbar.

If you run PCMate in Auto-Print Mode, the auto-print routine executes the auto-import routine as part of the printing process. For more information about Auto-Print Mode, see Chapter 3, “Configuring Your Software.”

For information about how to configure the auto-import routine and designate the location from where new label designs are imported, refer to the PCMate’s *Label Design Guide*.

Viewing Active and Archived Print Jobs

Using the Job Manager, you can view active and archived print jobs. You can use filters to reduce the number of jobs visible in the Job List.

To View Active Print Jobs

1. Open PCMate Platinum and log on if required.
2. On the **Window** menu, click **Print Module**.
3. On the **File** menu, click **Open** to view active jobs in the Job Manager.

Note: If you are running PCMate in a Central Cell or Advanced Ticketing Center printing environment, you may need to click **Refresh Batches** at the top of the Job Manager window to see the latest list of print jobs that have been imported or assigned to you.

4. To filter the print jobs in the list, select the needed design set and/or design in the **Design Set** and **Design** list boxes.

To View Archived Print Jobs

1. Open PCMate Platinum and log on if required.
2. On the **Window** menu, click **Print Module**.
3. On the **File** menu, click **Open** to view active jobs in the Job Manager.

4. At the bottom of the Job Manager window, select the **View Archived Files** checkbox.
Note: If you are running PCMate in a Central Cell or Advanced Ticketing Center printing environment, you may need to click **Refresh Batches** at the top of the Job Manager window to see the latest list of print jobs that have been imported or assigned to you.
5. To filter the print jobs in the list, select a **Design Set** and/or label **Design** from the list boxes.
Note: Right now, you are only seeing archived print jobs. If you want to see active print jobs again, you must clear the **View Archived Files** checkbox at the bottom of the Job Manager window.

Deleting Active and Archived Print Jobs

Unless an administrator changes the advanced settings to prevent deleting of print jobs, you can delete an active or archived print job from the Job Manager at any time. When you delete a print job, you permanently remove the job from PCMate.

To Delete an Active Print Job

1. Open PCMate Platinum and log on if required.
2. On the **Window** menu, click **Print Module**.
3. On the **File** menu, click **Open** to view active jobs in the Job Manager window.
4. In the list of print jobs, click the job you want to delete.
Note: To select more than one job, press and hold the CTRL key while clicking each job. To select a range of jobs, click the first job. Then press and hold the SHIFT key while clicking the last job in the range. You can click the first job in the range and drag the mouse to the last job before releasing the mouse button. You can also filter the Job List by design set and/or label design.
5. At the bottom of the Job Manager window, click **Delete**.
Note: If the delete button is inactive, your software may be configured to prevent deleting of print jobs. Check with your system administrator.

To Delete an Archived Print Job

1. Open PCMate Platinum and log on if required.
2. On the **Window** menu, click **Print Module**.
3. On the **File** menu, click **Open** to view active jobs in the Job Manager window.
4. At the bottom of the Job Manager window, select the **View Archived Files** checkbox.
5. In the list of print jobs, click the job you want to delete.
Note: To select more than one job, press and hold the CTRL key while clicking each job. To select a range of jobs, click the first job. Then press and hold the SHIFT key while clicking the last job in the range. You can click the first job in the range and drag the mouse to the last job before releasing the mouse button. You can also filter the Job List by design set and/or label design.
6. Click **Delete**.
Note: Right now, you are only seeing archived print jobs. If you want to see active print jobs again, you must clear the **View Archived Files** checkbox at the bottom of the Job Manager window.

Archiving Print Jobs

There are two types of print jobs: active and archived. Typically, active print jobs are jobs that you have created and are ready to be edited, if required, and printed. Active print jobs reside in the following working folder:

```
C:\Paxarwin\formats\[LABEL DESIGN]
```

Archived print jobs are typically jobs that have been processed (either printed or intentionally archived without printing) and saved for future printing/re-printing. Archived print jobs reside in the following working folder:

```
C:\Paxarwin\formats\[LABEL DESIGN]\printed
```

Once you archive a print job, you cannot make the print job active again. If you need to re-print labels, you would either need to create a new job or re-print labels from the archived job.

There are several advanced settings that may affect how you can work with archived print jobs. Before you archive a print job, you may want to check with your system administrator to see how your software is configured. For information about advanced software settings, see Chapter 3, "Configuring Your Software."

To Archive a Print Job

1. Open PCMate Platinum and go to the Print Module.
2. On the **File** menu, click **Open**.
3. In the list of print jobs, click the job you want to archive.

Note: To select more than one job, press and hold the CTRL key while clicking each job. To select a range of jobs, click the first job. Then press and hold the SHIFT key while clicking the last job in the range. You can click the first job in the range and drag the mouse to the last job before releasing the mouse button. You can also filter the Job List by design set and/or label design.

4. At the bottom of the Job Manager window, click **Archive**.

Note: Once you archive a print job, you cannot make the print job active again.

Searching for Active and Archived Print Jobs

The list of active and archived print jobs can get really long, really fast. If you know the name of a print job, you can search for the job rather than scrolling through the list. The procedure for searching for an active job and searching for an archived job differs.

To Search for an Active Print Job

1. Open PCMate Platinum and log on if required.
2. On the **Window** menu, click **Print Module**.
3. On the **File** menu, click **Open** to view active jobs in the Job Manager window.
4. In the **Print File** text box, enter all or part of the job name.

Note: When searching for a print job, enter leading characters and then * to find the job.

5. Click **Filter**.
6. In the Job List, click the print job for which you are searching.
7. To return to the full list of print jobs, click **Refresh Batches** or remove any filters you may have turned on during your search.

To Search for an Archived Print Job

1. Open PCMate Platinum and log on if required.
2. On the **Window** menu, click **Print Module**.
3. On the **File** menu, click **Open** to view active jobs in the Job Manager window.
4. At the bottom of the Job Manager window, select the **View Archived Files** checkbox.
5. In the **Print File** text box, enter all or part of the job name.

Note: When searching for a print job, enter leading characters and then * to find the job.

6. Click **Filter**.
7. In the Job List, click the print job for which you are searching.
8. To return to the full list of print jobs, click **Refresh Batches**.

Note: Right now, you are only seeing archived print jobs. If you want to see active print jobs again, you must clear the **View Archived Files** checkbox at the bottom of the Job Manager window.

WORKING WITH BATCHES IN PRINT JOBS

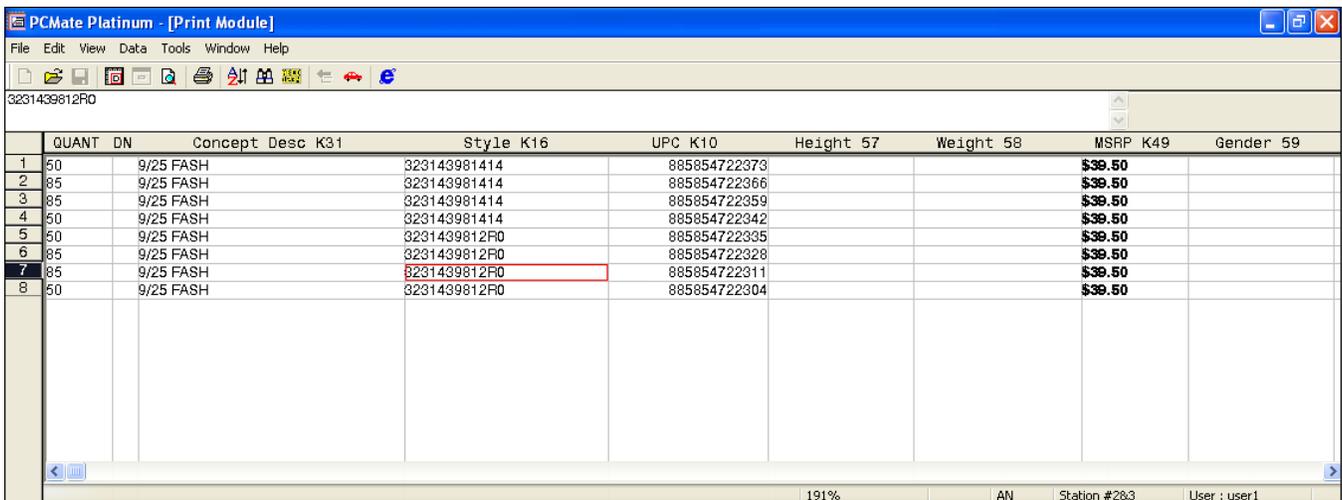
PCMate Platinum has a Batch Manager that allows you to manage batches that are in print jobs. A batch usually represents one sku (or line item) of a retail item. In this chapter, you can learn about the Batch Manager, as well as how to

- ◆ open print jobs.
- ◆ edit batches in print jobs.
- ◆ add batches to print jobs.
- ◆ duplicate batches in print jobs.
- ◆ delete batches from print jobs.
- ◆ add special characters to fields.
- ◆ add care symbols.
- ◆ search and replace data in batches.
- ◆ edit constants for batches.
- ◆ print a list of batches for print jobs.
- ◆ add data to a batch from a macro.
- ◆ add data to a batch from an external database.

About the Batch Manager

A batch represents one sku of a retail item, and consists variable data that you can input/import within the limitations of the label design. Each print job is associated with a single label design and has at least one batch. In the Print Module, you can open a print job and see variable data in fields that may or may not be editable, depending on the label design. For reference, the fields you seen in the Batch Manager represent the different objects on the label design.

The figure below illustrates the Batch Manager that you use to review, edit, and print batches. Depending on whether you open multiple print jobs at the same time, the Batch Manager may show batches in multiple jobs or just one print job.



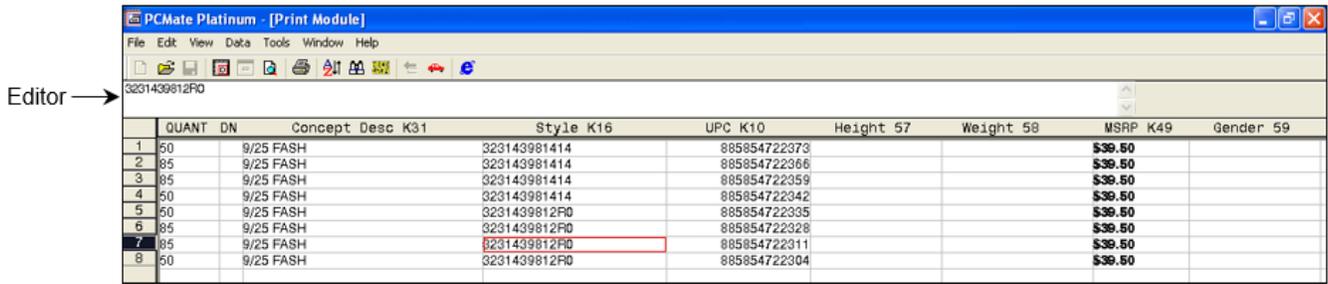
	QUANT	DN	Concept Desc K31	Style K16	UPC K10	Height 57	Weight 58	MSRP K49	Gender 59
1	50		9/25 FASH	323143981414	885854722373			\$39.50	
2	85		9/25 FASH	323143981414	885854722366			\$39.50	
3	85		9/25 FASH	323143981414	885854722359			\$39.50	
4	50		9/25 FASH	323143981414	885854722342			\$39.50	
5	50		9/25 FASH	3231439812R0	885854722335			\$39.50	
6	85		9/25 FASH	3231439812R0	885854722328			\$39.50	
7	85		9/25 FASH	3231439812R0	885854722311			\$39.50	
8	50		9/25 FASH	3231439812R0	885854722304			\$39.50	

Each row on the Batch Manager represents a batch. Across the top are the names of each field specified in the label design that is associated with the print job(s) you have open. Every label design has a field for **Quantity** and **Download (DN)**.

The **Quantity** field indicates how many labels should be printed for each batch. If you print a batch or group of selected batches, you can override this setting.

The **Download (DN)** field indicates whether the batch has been sent to an external printer queue. The letter **N** indicates the batch has not been sent to an external printer queue. The letter **Y** indicates the batch has been sent to an external printer queue.

As illustrated in the following figure, the Batch Manager has a field editor where you can input/edit data in editable fields.



Depending on the label design, there may be restrictions on editing data in the fields. In addition, if the label design is attached to a macro or ODBC-compliant source file, some fields may be key fields, target fields, or trigger fields. Before you start changing variable data, be sure you know how the label design is set up.

The Batch Manager has its own set of commands that you can access on the main menu and toolbar. The table below provides a description of the toolbar commands that you can access on the Batch Manager toolbar. If a toolbar button is inactive (grayed out), the command may not be available. Most of the commands on the toolbar are also available from the main menu.



Active Button	Command	Description
	Open existing print file	Click this button to close the Batch Manager and return to the Job Manager.
	Save print file	Click this button to save all of the changes you have made to the batches that appear in the Batch Manager.
	Show label design module	Click this button to close the Batch Manager and switch from the Print Module to the Label Design Module.
	Show print preview	Click this button to open Print Preview and proof your labels online.
	Print all or selected batches	Click this button to send selected batches to the printer.
	Sort data	Click this button to open the <i>Sort Template</i> dialog box where you can manage your sort templates.
	Search and replace	Click this button to use the search and replace function within the Batch Manager.
	Open or close character map	Click this button to open or close the character map.
	Start autoimport	Click this button to run the auto-import routine.
	Connect to Avery Dennison Web Services	Click this button to open a web browser and go to the Avery Dennison Web Services Portal. The username is avery , and the password is avery .

As you become more familiar with the Batch Manager, you may want to use the keyboard navigation to move around and select batches. The table below provides a description of the keyboard commands you can use.

Command	Description
HOME	Moves to the beginning of the field that is currently being edited
END	Moves to the end of the field that is currently being edited
CTRL + Left Arrow	Moves cursor to the first field in the current batch
CTRL + Right Arrow	Moves cursor to the last field in the current batch
CTRL + Page Up	Moves cursor to the first batch in the set
CTRL + Page Down	Moves cursor to the last batch in the set
CTRL + HOME	Moves cursor to the upper left corner of the window
CTRL + END	Moves cursor to the lower right corner of the window
ENTER	Ends editing of the current field and moves cursor to next field to the right
TAB	Ends editing of the current field and moves cursor to next field to the right
SHIFT + TAB	Ends editing of the current field and moves cursor to previous field to the left
Left Arrow	Moves cursor to the previous field to the left
Right Arrow	Moves cursor to the next field to the right
Up Arrow	Moves cursor to previous batch
Down Arrow	Moves cursor to the next batch
SHIFT + Down Arrow	Moves cursor to the next batch and selects it
SHIFT + Up Arrow	Moves cursor to the previous batch and selects it

In addition to keyboard commands, there are also shortcut keys that you can use to bypass the normal routine of selecting commands from the Batch Manager menu or toolbar. The following table provides a list of keyboard shortcuts you can use. For each shortcut, the menu navigation appears in parentheses.

Command	Description
F3	Add a new batch to the print job (File>New)
F4	Trigger macro lookup (View>Macro Lookup)
F5	Duplicate current batch (File>Duplicate)
F6	Delete current batch (File>Delete)
F7	Perform a library lookup for all batches in a print job (View>Library Lookup)
SHIFT + F7	Perform a library lookup for a specific batch in a print job (View>Batch Library Lookup)
F8	Start text string search and replace function (Edit>Search & Replace)

Command	Description
CTRL + F8	Start numerical adjustment function (Data>Numerical Adjustment)
F9	Open <i>Print</i> dialog box (File>Print)
CTRL + F9	Send the current batch to the printer
SHIFT + F9	Send all selected batches with 'N' DOWNLOAD value to the printer as priority
F10	Open <i>Printer Setup</i> dialog box (File>Printer Setup)
CTRL + G	Open <i>Find</i> dialog box (Edit>Go To)

Opening Print Jobs

To see a batch, you must open the print job. The procedure for opening print jobs differs depending on whether the job is active or archived.

To Open an Active Print Job

1. Open PCMate Platinum and log on if required.
2. On the **Window** menu, click **Print Module**.
3. On the **File** menu, click **Open**.
4. In the list of print jobs, click the active print job you want to open.
5. At the bottom of the Job Manager window, click **Open**.
6. View the batches.

Note: Each row is a batch. The field names across the top identify the variable data for the batch. Depending on the label design, there may be restrictions on editing data in the fields. Before you start changing variable data, be sure you know how the label design is set up.

7. On the **File** menu, click **Open** to return to the Job Manager.

To Open an Archived Print Job

1. Open PCMate Platinum and log on if required.
2. On the **Window** menu, click **Print Module**.
3. On the **File** menu, click **Open**.
4. At the bottom of the Job Manager window, select the **View Archived Files** checkbox.
5. In the list of print jobs, click the archived print job you want to open.
6. Click **Open**.
7. View the batches.

Note: Each row is a batch. The field names across the top identify the variable data for the batch. Depending on the label design, there may be restrictions on editing data in the fields. Before you start changing variable data, be sure you know how the label design is set up.

8. On the **File** menu, click **Open** to return to the Job Manager
9. At the bottom of the Job Manager window, clear the **View Archived Files** checkbox and show the active print jobs in the Job Manager.

Editing Batches in Print Jobs

At any time before you send a print job to the printer, you can edit the data for any batch as long as the label design that is associated with the print job allows editing of the data in the field(s).

To Edit a Batch in a Print Job

1. Open PCMate Platinum and log on if required.
2. Open or create a new print job.
3. Click the row number of the batch you want to edit.

Note: If the list of batches is really long and you know the row number of the batch you want to edit, you can go to the batch by clicking **Go To** on the **Edit** menu. In the **Go To Batch Number** text box, enter the row number and then click **OK**. If you want to change the order in which batches are sent to the printer, you can move a batch to another position. Click the row number for the batch and drag the mouse to the position before releasing the mouse button.

4. Edit the data in the fields as required.

Note: Most label designs are configured to prevent editing of variable data except for the quantity. If you cannot edit data in a field, the field is most likely protected by the label design.

Press the TAB key to move to the next field. Press and hold the SHIFT key and press TAB to move to the previous field.

5. On the **File** menu, click **Save**.
6. On the **File** menu, click **Open** to return to the Job Manager.

Adding Batches to Print Jobs

At any time, you can add a batch to a print job and then manually input data into the blank fields. When you add a batch to a print job, PCMate creates a new row at the end of the batch list. However, you can add a batch at a specific location in the batch list by inserting a new batch before a specific row.

To Add a Batch to a Print Job

1. Open PCMate Platinum and log on if required.
2. Open or create a new print job.
3. On the **Edit** menu, click **New**.
4. Enter data into the blank fields, if allowed.

Note: Press the TAB key to move to the next field. Press and hold the SHIFT key and press TAB to move to the previous field.

5. On the **File** menu, click **Save**.
6. On the **File** menu, click **Open** to return to the Job Manager.

To Insert a Batch in a Print Job

1. Open PCMate Platinum and log on if required.
2. Open or create a new print job.
3. Click the row number of the batch below the batch you want to insert.

Note: When you insert a batch, PCMate inserts a row above the batch you select.

4. On the **Edit** menu, click **Insert**.

5. Enter data into the fields.

Note: Press the TAB key to move to the next field. Press and hold the SHIFT key and press TAB to move to the previous field.

6. On the **File** menu, click **Save**.
7. On the **File** menu, click **Open** to return to the Job Manager.

Duplicating Batches in Print Jobs

Depending on the label design, some batches have many fields to input data. If you want to add a batch and most of the data is the same as another batch, you can reduce data entry time by duplicating an existing batch and only changing data for fields that are different. When you duplicate a batch, PCMate places the new batch above the batch you duplicated.

To Duplicate a Batch in a Print Job

1. Open PCMate Platinum and log on if required.
2. Open or create a new print job.
3. Click the row number of the batch you want to duplicate.

Note: To select more than one batch, press and hold the CTRL key while clicking the row number for each batch. To select a range of batches, click the row number for the first batch. Then press and hold the SHIFT key while clicking the row number for the last batch in the range. You can click the first batch in the range and drag the mouse to the last batch before releasing the mouse button.

4. On the **Edit** menu, click **Duplicate**.
5. Edit data in the fields as needed.
6. On the **File** menu, click **Save**.
7. On the **File** menu, click **Open** to return to the Job Manager.

Deleting Batches from Print Jobs

With PCMate, you can delete a single batch, a group of selected batches, or a range of batches from a print job. When you delete a batch from the print job, PCMate permanently removes the batch along with any variable data. Once you delete a batch from a print job, you cannot undo the command.

To Delete a Batch from a Print Job

1. Open PCMate Platinum and log on if required.
2. Open or create a new print job.
3. Click the row number of the batch you want to delete.

Note: To select more than one batch, press and hold the CTRL key while clicking the row number for each batch. To select a range of batches, click the row number for the first batch. Then press and hold the SHIFT key while clicking the row number for the last batch in the range. You can click the first batch in the range and drag the mouse to the last batch before releasing the mouse button.

4. On the **Edit** menu, click **Delete**.
5. On the **File** menu, click **Save**.
6. On the **File** menu, click **Open** to return to the Job Manager.

Adding Special Characters to Fields

Special characters are characters that not available on a standard keyboard. PCMate has a character map from which you can select special characters to insert in a selected field. You can insert a special character at any point along a character string.

To Add a Special Character to a Field

1. Open PCMate Platinum and log on if required.
2. Open or create a new print job.
3. Click the field in which you want to add a special character, and move your cursor to the point where you want to insert the special character.
4. On the **View** menu, click **Character Map**.
5. In the *Character Set* dialog box, click the character(s) you want to add to the field.
6. In the top corner of the *Character Set* dialog box, click the **X**.
7. On the **File** menu, click **Save**.
8. On the **File** menu, click **Open** to return to the Job Manager.

Adding Care Symbols to Fields

Care symbols give consumers and textile companies the correct information on the care treatment of textile products. PCMate Platinum supports two sets of care symbols, including:

- ◆ GINETEX
- ◆ NAFTA / ASTM

All care symbols are designed for 6x6 printers. Symbols may look different on other printers. Each symbol is scalable within the limitations of your target printer.

Each care symbol has a unique number for identification. To add a care symbol, you must know the number. For care symbol ID numbers, see Appendix A, "GINETEX Textile Care Symbols" and Appendix B, "NAFTA / ASTM Textile Care Symbols."

To Add a Care Symbol to a Field

1. Open PCMate Platinum and log on if required.
2. Open or create a new print job.
3. Click the field in which you want to add a care symbol, and move your cursor to the point where you want to insert the symbol.
4. On the **View** menu, click **Character Map**.
5. In the *Character Set* dialog box, click the symbol you want to add to the field, or type the symbol number.
Note: For a list of care symbols and their ID numbers, see Appendix A, "GINETEX Textile Care Symbols" and Appendix B, "NAFTA / ASTM Textile Care Symbols."
6. In the top corner of the *Character Set* dialog box, click the **X**.
7. On the **File** menu, click **Save**.
8. On the **File** menu, click **Open** to return to the Job Manager.

Searching and Replacing Data in Batches

With PCMate, you can search and replace text strings within non-restricted fields for one batch, a group of selected batches, or a range of batches.

To Search and Replace Text Strings

1. Open PCMate Platinum and log on if required.
2. Open or create a new print job.
3. If you want to search and replace on a group of selected batches in the print job, select the batches. Otherwise, skip this step.
Note: To select more than one batch, press and hold the CTRL key while clicking the row number for each batch. To select a range of batches, click the row number for the first batch. Then press and hold the SHIFT key while clicking the row number for the last batch in the range. You can click the first batch in the range and drag the mouse to the last batch before releasing the mouse button.
4. On the **Edit** menu, click **Search & Replace**.
5. From the **Field Prompt** list box, select the name of the data field for which you want to perform a search and replace.
6. In the **Search String** text box, enter the text for which you want PCMate to search.
7. In the **Replace String** text box, enter the text with which you want PCMate to replace the search text.
Note: PCMate is case-sensitive.
8. Select the range of batches for which you want to perform the search and replace.
Note: If you do not select any batches, PCMate performs the search and replace on all batches in the print job. If you select **All**, PCMate performs the search and replace on all batches in the print job(s). If you select **Selection**, PCMate performs the search and replace for all batches you selected in Step #3. If you select **Batches**, PCMate performs the search and replace on the range of batches you specify by row number.
9. Click **OK**.
10. On the **File** menu, click **Save**.
11. On the **File** menu, click **Open** to return to the Job Manager.

Making Numerical Adjustments in Batches

With PCMate, you can make numerical adjustments on all non-restricted field types that have numeric data, including the **Quantity** field. When you make a numerical adjustment, PCMate performs a math function.

For example, if the field you want to adjust is the **Quantity** field, you have the option of altering the quantity value by a percentage (%). If the replace value is a percentage then PCMate changes all matching values by that percentage. You must enter the percentage in whole numbers (50%, 100%, 150%, and so on). If the replace value is a number, then PCMate replaces all matching values with the number.

To Make a Numerical Adjustment

1. Open PCMate Platinum and log on if required.
2. Open or create a new print job.
3. If you want to search and replace on a group of selected batches in the print job, select the batches. Otherwise, skip this step.

Note: To select more than one batch, press and hold the CTRL key while clicking the row number for each batch. To select a range of batches, click the row number for the first batch. Then press and hold the SHIFT key while clicking the row number for the last batch in the range. You can click the first batch in the range and drag the mouse to the last batch before releasing the mouse button.

4. On the **Data** menu, click **Numerical Adjustment**.
5. From the **Field Prompt** list box, select the name of the data field for which you want to perform a search and replace.
6. From the **Action** list box, select the adjustment you want PCMate to make to the data field you selected.

Note: If you select **Multiply by Percentage**, PCMate increases numbers in the selected data field by the percent you specify in the **Modifier** text box. If you select **Value**, PCMate increases numbers in the selected data field by the value you specify in the **Modifier** text box. If you select **Increment Field**, PCMate increments numbers in the selected data field by 1. If you add a value to the **Modifier** text box, PCMate increments numbers in the selected data field by that value.

7. In the **Modifier** text box, enter the value you want PCMate to apply when making the adjustment you selected.
8. Select the range of batches for which you want to perform the search and replace.

Note: If you do not select any batches, PCMate performs the adjustment for the selected data field on all batches in the print job. If you select **All**, PCMate performs the adjustment for the selected data field on all batches in the print job(s). If you select **Selection**, PCMate performs the adjustment for the selected data field on all batches you selected in Step #3. If you select **Batches**, PCMate performs the adjustment for the selected data field on the range of batches you specify by row number.

9. Click **OK**.
10. On the **File** menu, click **Save**.
11. On the **File** menu, click **Open** to return to the Job Manager.

Sending a Batch List to Your Office Printer

At any time, you can print a list of batches in a print job to your office printer. On the batch list, you can see all of the batches, a group of selected batches, or a range of batches for the print job. The figure below illustrates the batch list that you can print.

80	9/25 FASH	322143981414	885854706832 49-51½ IN	49-55 LBS\$35.00	
115	9/25 FASH	322143981414	88585470681848-48½ IN	45-49 LBS\$35.00	
115	9/25 FASH	322143981414	88585470682543-45½ IN	40-44 LBS\$35.00	
80	9/25 FASH	322143981414	88585470680140-42½ IN	36-40 LBS\$35.00	

To Send a Batch List to your Office Printer

1. Open PCMate Platinum and log on if required.
2. Open or create a new print job.
3. Click the row number of the batch or range of batches for which you want to print a label spec sheet.
4. On the **File** menu, click **Hard Copy**.
5. Verify or edit the print information and then click **OK**.

Adding Data to a Batch from a Macro (Macro Lookup)

If your label design is attached to a macro, you must use PCMate to lookup data from the macro database. As part of the label design, there are three types of objects:

- ◆ target objects
- ◆ key objects
- ◆ one trigger object

In PCMate, objects on a label design and in the Design Module translate into fields for a batch in the Print Module. A target object represents a target field in which PCMate populates data after performing a lookup. A key object represents a key field in which you input text that PCMate uses to lookup data from the macro database. The trigger object represents the trigger field that executes the data lookup and populates data in all target fields.

The creator of the macro should provide you with the text you need to input in the key field(s), as well as the text you need to input in the trigger field. For a single label design, there can be multiple key fields that represent key objects on any side of the label. PCMate does not look up the data until you input text and perform the lookup using the trigger field.

You can only have one trigger object on a label design, which means you can only have one trigger field in a batch. To ensure that PCMate looks up the data for all key fields, the position of the trigger field in a batch should be after all key fields (from left to right).

To Add Data to a Batch from a Macro

1. Open PCMate Platinum and log on if required.
2. Open or create a new print job.
3. In the first key field, enter the text required to populate data after performing a lookup.
4. Press ENTER.
5. Repeat steps 3–4 for each key field.
6. In the trigger field, enter the text required to perform the lookup.
7. Press ENTER.
8. Repeat steps 3–7 for each batch in the print job.
9. On the **File** menu, click **Save**.
10. On the **File** menu, click **Open** to return to the Job Manager.

Adding Data to a Batch from an ODBC-Compliant Source File (Library Lookup)

If your label design is attached to an ODBC-compliant source file, such as a Microsoft Access database or Excel file, you must use PCMate to lookup data from the data source file. As part of the label design, there are three types of objects:

- ◆ target objects
- ◆ key objects
- ◆ one trigger object

In PCMate, objects label designs translate into fields in open print jobs. A target object represents a target field in which PCMate populates data after performing a lookup. A key object represents a key field in which you input a text value that PCMate uses to lookup data from the attached data source file. The trigger object represents the trigger field that executes the data lookup and populates data in all target fields.

The creator of the data source file should provide you with the text value you need to input in the key field(s), as well as the text value you need to input in the trigger field. For a single label design, there can be multiple key fields that represent key objects on any side of the label. PCMate does not look up the data until you input text and perform the lookup using the trigger field.

You can only have one trigger object on a label design, which means you can only have one trigger field in a batch. To ensure that PCMate looks up the data for all key fields, the position of the trigger field in a batch should be after all key fields (from left to right).

To Add Data to a Batch from an ODBC-Compliant Source File

1. Open PCMate Platinum and log on if required.
2. Open or create a new print job.
3. In the first key field, enter the text required to populate data after performing a lookup.
4. Press ENTER.
5. Repeat steps 3–4 for each key field.
6. In the trigger field, enter the text required to perform the lookup.
7. Press ENTER.
8. Repeat steps 3–7 for each batch in the print job.
9. On the **File** menu, click **Save**.
10. On the **File** menu, click **Open** to return to the Job Manager.

GROUPING BATCHES FROM MULTIPLE PRINT JOBS

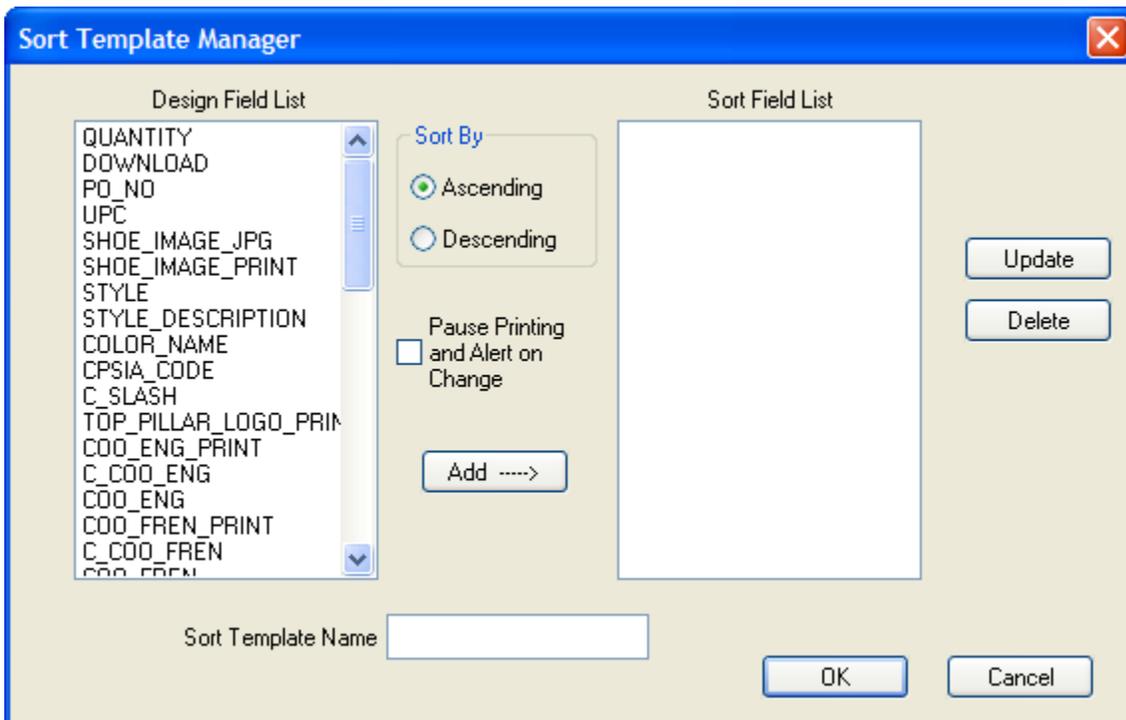
If you have a number of print jobs that are associated with the same label design and require different stock and/or ink color, you can send groups of batches from multiple print jobs to the printer so that you minimize the number of times you have to change stock and/or ink in the printer. This function is commonly known used when printing *Color By Size* labels.

In this chapter, you can learn about sort templates and how to

- ◆ create sort templates.
- ◆ edit sort templates.
- ◆ delete sort templates.
- ◆ group batches from multiple print jobs.

About Sort Templates

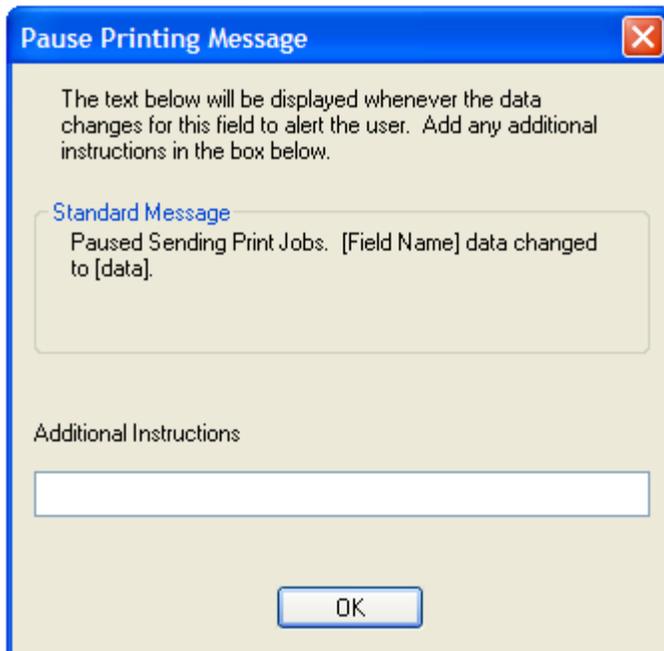
A sort template is a file that contains a list of field names in the order you want data to be sorted when you select the **Group on Open or Print** option and then open one or more print jobs. You can create and save any number sort templates, then apply the sort template when you open the print job(s). You can create and apply sort templates for both active and archived print jobs. When you create a sort template, you must configure properties that determine how PCMate sorts data. The following figure illustrates properties that you must configure for each sort template.



The table below provides a description of each field.

Field	Description
Design Field List	This is a list of all the fields/objects in your label design. You can set up a template for any field. PCMate generates this list from the label design that is associated with the selected print jobs.
Sort Field List	This is a list of the fields you selected for PCMate to sort data on when the template is applied to one or more print jobs.
Sort By: Ascending or Descending	This setting determines the order in which the fields selected and shown in the Sort Field List box display. If you select Ascending , PCMate sorts the data with the last field showing first. If you select Descending , PCMate sort the data with the first field showing first.
Pause Printing and Alert on Change	If you select this checkbox, PCMate pauses printing and alerts the printer operator when data in one of the fields selected and shown in the Sort Field List box changes. If you clear this checkbox, PCMate does not pause printing when data in one of the fields selected and shown in the Sort Field List box changes. See below for more information.
Sort Template Name	This is the name of the sort template. Valid names are between 1 and 10 alphanumeric characters.

If you select the **Pause Printing and Alert on Change** checkbox, PCMate prompts you to change stock during your print jobs.



If you want to alert the printer operator when the *Pause Printing Message* dialog box appears, you can enter text into the **Additional Instructions** field. For example, consider you need to print labels for five jobs that all have size 8, 10, and 12; and size 8 needs green stock. Size 10 needs blue stock; and size 12 needs red stock. In this case, you would create a sort template on the **Size** field name and select **Pause Printing and Alert on Change** checkbox. Then, when you are ready to print the labels, you would

1. open the Job Manager.
2. select all five print jobs.
3. select the **Group on Open or Print** checkbox.
4. click **Print Selected**.

At that time, the *Pause Print Message* dialog box appears prompting you to change the stock for size 8. To alert the printer operator, you could input text like, “First of three stock changes.” in the **Additional Instructions** field. Then, when the print job gets to size 10, printing pauses and PCMate prompts you to change stock for Size 10, and so forth.

Creating Sort Templates

You can create and save any number of sort templates. Then, when you select the **Group on Open or Print** option and open one or more print jobs, PCMate sorts data according to the fields in the sort template. Once sorted, you can then send the print job to the printer.

To Create a Sort Template

1. Open PCMate Platinum and log on if required.
2. On the **File** menu, click **Open** to view the Job Manager.
3. Open a job that has at least one field you want to add to the sort template.
Note: On the Job Manager, if you select **Group on Open** and try to print or open a print job, PCMate searches for a sort template that has a matching field in the associated label design. If PCMate does not find at least one sort template, the *Sort Templates* dialog box appears so that you can create one. When you create a sort template, you can add any number of fields to the template for which you want to group batch data.
4. On the **Data** menu, click **Sort**.
5. In the *Sort Templates* dialog box, click **New**.
6. In the *Sort Template Manager* dialog box, from the *Design Field List*, click a field that you want to add to the template.
Note: PCMate generates this list from label design associated with the selected print job(s).
7. Click **Add** and then repeat steps 5–6 for each field you want to add to the sort template.
Note: When selecting fields to add to a sort template, you should select each field in the order you want the data appear upon opening your print job(s). Once you select a field, you cannot change the position of the field in the **Sort Field List**. You can only change the sort order for the entire list to either **Ascending** or **Descending**.
If you want to remove a field that you added to the **Sort Field List**, click the field and then click **Delete**.
8. Configure the remaining properties for the sort template.
Note: For a description of each setting, see “About Sort Templates” earlier in this chapter.
9. In the **Sort Template Name** text box, enter a sort template name and then click **OK**.
10. In the *Sort Templates* dialog box, click **OK**.
11. On the **File** menu, click **Open** to return to the Job Manager.

Editing Sort Templates

At any time after you create a sort template, you can edit the properties.

To Edit a Sort Template

1. Open PCMate Platinum and log on if required.
2. On the **File** menu, click **Open** to view the Job Manager.
3. Open a job that has at least one field used in the sort template you want to edit.
4. On the **Data** menu, click **Sort**.
5. In the *Sort Templates* dialog box, click the name of the template you want to edit and then click **Edit**.
6. In the *Sort Template Manager* dialog box, configure the properties for the sort template.
Note: For a description of each setting, see “About Sort Templates” earlier in this chapter.
7. Click **Update** and then click **OK**.
8. In the *Sort Templates* dialog box, click **OK**.
9. On the **File** menu, click **Open** to return to the Job Manager.

Deleting Sort Templates

At any time after you create sort template, you can delete it. When you delete a sort template, PCMate permanently removes the template.

To Delete a Sort Template

1. Open PCMate Platinum and log on if required.
2. On the **File** menu, click **Open** to view the Job Manager.
3. Open a job that has at least one field used in the sort template you want to delete.
4. On the **Data** menu, click **Sort**.
5. In the *Sort Templates* dialog box, click the name of the template you want to delete and then click **Delete**.
6. Click **OK**.
7. On the **File** menu, click **Open** to return to the Job Manager.

Grouping Batches from Multiple Print Jobs

At any time after you create a sort template, you can use the template to sort fields in a group of batches from multiple print jobs. Then, you can send the batches to the printer. As long as the **Pause Printing and Alert on Change** checkbox is selected on the sort template, PCMate pauses and alerts the printer operator each time variable data changes for a field in the template. For example, if a template groups batch data using a **SIZE** field and the size changes during the print job, PCMate pauses and alerts the printer operator so he/she can change stock and/or color for the different sizes.

To Group Batches from Multiple Print Jobs

1. Open PCMate Platinum and log on if required.
2. On the **Window** menu, click **Print Module**.
3. On the **File** menu, click **Open**.
4. At the bottom of the Job Manager window, select the **Group on Open or Print** checkbox.

5. In the Job List, click each job for which you want PCMate to open and group batch data.
Note: To select more than one job, press and hold the CTRL key while clicking each job. To select a range of jobs, click the first job. Then, press and hold the SHIFT key while clicking the last job in the range. You can click the first job in the range and drag the mouse to the last job before releasing the mouse button. You can also filter the Job List by design set and/or label design.
6. Click **Open**.
7. If prompted, click the name of the template you want PCMate to use to sort batch data and then click **OK**. Otherwise, skip this step.
Note: If there are multiple sort templates with a field that is in all of the selected print jobs, PCMate prompts you to choose which sort template you want to use.
8. Print the group of batches or on the **File** menu, click **Open** to return to the Job Manager.
Note: When you return to the Job Manager, the **Group on Open or Print** checkbox may still be selected. You may need to clear this checkbox to avoid grouping the next time you open a print job.

When you select an active or archived print job in the Job Manager, PCMate shows a label preview for the first label of the first batch in the print job. However, you may need a more detailed way to proof labels before printing. There are multiple ways that you can proof labels in active and archived print jobs, including:

- ◆ Print preview – allows you to use an online viewer to see both sides of each label for selected batches
- ◆ Sample file preview – allows you to create a JPEG image file for both sides of a single label
- ◆ Hard copy preview – allows you to see both sides of a single label and includes a format sheet with all the field attributes
- ◆ PDF proof sheet – allows you to customize a proof sheet for any number of labels

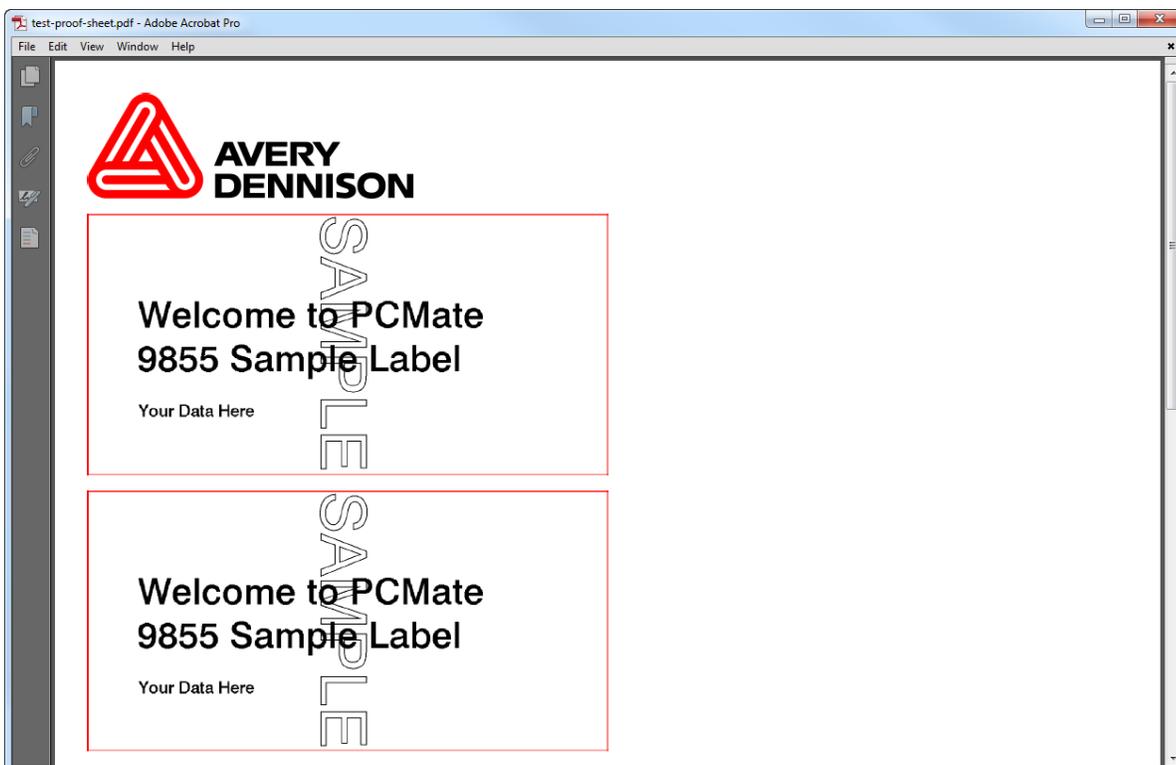
In this chapter, you can learn about the PDF Proof Sheet Generator as well as how to

- ◆ use print preview to proof labels.
- ◆ create JPEG image files for labels.
- ◆ print hard copies and format sheets for labels.
- ◆ create PDF proof sheets.
- ◆ move PDF proof sheets and change the working folder.
- ◆ delete a PDF proof sheets and temporary files.

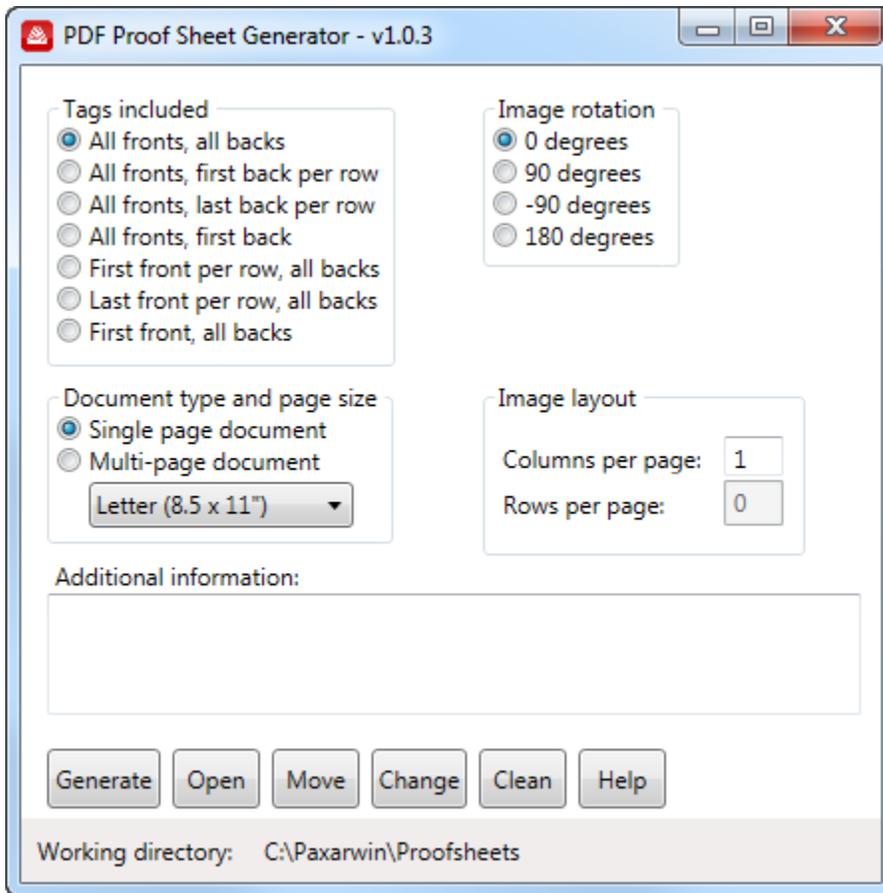
About the PDF Proof Sheet Generator

To create PDF proof sheets, you must first install the PDF Proof Sheet Generator. For information on how to install the PDF Proof Sheet Generator, see Chapter 2, “Installing Your Software.”

Before printing your labels, you can create a PDF proof sheet for one or more batches. The following figure illustrates an example PDF proof sheet that shows the front and back sides of the labels for two batches.



When you create a PDF proof sheet, you can configure how you want the labels to appear in the *PDF Proof Sheet Generator* dialog box.



PCMate determines the resolution of the PDF by the printer that is associated with the label design. For example, if you create a PDF for a batch in a print job associated with a label design that uses a thermal printer at 300 DPI, the PDF is 300 DPI. If you make a PDF from a 1200 DPI laser label design, the PDF is 1200 DPI.

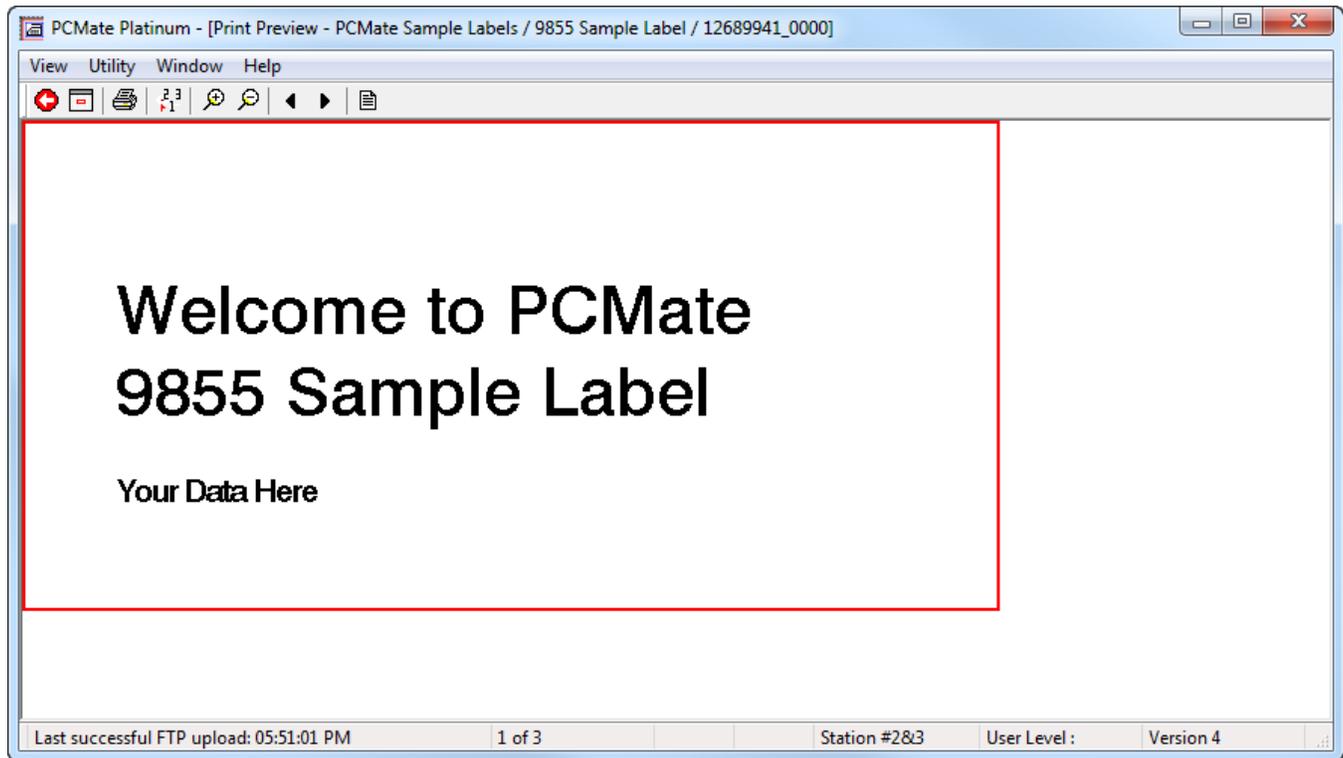
The table below provides a description of the properties you can configure for each PDF proof sheet that you create.

Setting	Option	Description
Tags included	All fronts, all backs	This option shows the front side and backside of the labels for each selected batch as illustrated: <p style="text-align: center;">FBFBFB, FBFBFB, FBFBFB</p> Use this option if the selected batches have different front sides and backsides.
	All fronts, first back per row	This option shows the front side of the labels for each selected batch, and only the backside of the label for the first selected batch as follows: <p style="text-align: center;">FBFFFF, FBFFFF, FBFFFF</p> Use this option if the selected batches have different front sides, but the backsides are the same.

Setting	Option	Description
	All fronts, last back per row	This option shows the front side of the labels for each selected batch, and only the backside of the label for the last selected batch as follows: FFFFFB, FFFFFB, FFFFFB Use this option if the selected batches have different front sides, but the backsides are the same.
	All fronts, first back	This option shows the front side of the labels for each selected batch, and only the backside of the label for the first selected batch as follows: FBFFFF, FBFFFF, FBFFFF Use this option if the selected batches have different front sides, but the backsides are the same.
	First front per row, all backs	This option shows the front side of the labels for the first selected batch, and the backsides of the label for all selected batches as follows: FBBBBB, FBBBBB, FBBBBB Use this option if the selected batches have the same front sides, but the backsides are different.
	Last front per row, all backs	This option shows the front side of the labels for the first selected batch, and the backsides of the label for all selected batches as follows: BBBBBB, BBBBBB, BBBBBF Use this option if the selected batches have the same front sides, but the backsides are different.
	First front, all backs	This option shows the front side of the labels for the first selected batch, and the backsides of the label for all selected batches. FBBBBB, BBBBBB, BBBBBB Use this option if the selected batches have the same front sides, but the backsides are different.
Image rotation	0 degrees	This option shows the label in its current orientation and does not turn the label in any direction.
	90 degrees	This option shows the label when it is turned 90 degrees to the right.
	-90 degrees	This option shows the label when it is turned 90 degrees to the left.
	180 degrees	This option shows the label upside down.
Document type and page size	Single page document	This option forces all labels for the selected batches to display on a single page. If you are including many labels, this can make the images very small.
	Multi-page document	This option uses multiple pages to show the labels at their original dimensions.
Image layout	Columns per page	This option specifies how many columns you want to appear on a single page.
	Rows per page	This option specifies how many rows you want to appear on a single page.
Additional information	n/a	This text box is available for you to write a custom message that appears on the PDF proof sheet.

Using Print Preview to Proof Labels

Before printing your labels, you can view the label(s) for one or more batches. Using print preview, you can see both sides of each label before printing to confirm both the look and variable data. The figure below illustrates the Print Preview window.



The Print Preview window has its own menu and toolbar that allows you to navigate through a proofing process. The table below provides a description of each command on the Print Preview toolbar. Most of the commands on the toolbar are also available from the Print Preview menu.



Button	Command	Notes
 or 	Click either button to close the Print Preview window and return to the Batch Manager.	You can also close the Print Preview window from the Print Preview menu. On the Window menu, click Print Module to return to the Batch Manager.
	Click this button to send the batches you are proofing to the label printer.	If you print from the Print Preview window, you send ALL of the labels (not just the label you are currently viewing) you are proofing to the printer.
	Click this button to view all sides of the label and any batch separation labels.	You can also change views of the label side using the Print Preview menu. On the View menu, click Side . In the list of view options, only the options that apply to the label design are active. All other options are inactive. Options that begin with “Top” represent the front of the label. Some printers have two top print stations for two colors. The option that begins with “Bottom” represents the back of the label for a two sided print job. Options that begin with “Flag” represent batch separator labels which can also have up to two top print stations and one bottom print station.

Button	Command	Notes
	Click this button to increase the apparent enlargement of a label by 10%.	You can also change the enlargement of the label using the Print Preview menu. If you want to see a specific magnification, on the Utility menu, click Magnification , and then click the percent. If you want to adjust the zoom, on the Utility menu, click Zoom , and then click Zoom In to enlarge the view by 10%, click Zoom Out to decrease the view by 10%, or click Size To Fit Window to expand maximum visibility of the entire label within the window size.
	Click this button to decrease the apparent enlargement of a label by 10%.	
	Click this button to view the label for the next batch in the print job.	If you did not select any batches before opening the Print Preview window, you can use these buttons to see the labels for each batch in the print job. However, if you selected a group of batches before opening the Print Preview window, you can use these buttons to see the labels for each batch in the selected group. If you selected just one batch before opening the Print Preview window, these buttons remain active, but do not change the view.
	Click this button to view the label for the previous batch in the print job.	
	Click this button to create a sample file.	You can also save a JPEG image of the label in the default working folder: C:\Paxarwin\formats\[LABEL DESIGN FOLDER] On the Utility menu, click Create Sample File . The JPEG sample is attached to the label design when exporting and can be used on the Avery Dennison Web Services Portal as a visual sample for reference.

If you want to create a JPEG file, see “Creating JPEG Image Files for Labels” in this chapter. If you want to print a hard copy, see “Printing Hard Copies and Format Sheets for Labels” in this chapter.

Some label designs use extremely small font sizes that appear as unreadable black boxes (••) in the *Label Preview* section on the Job Manager. If you are viewing a label design that uses an extremely small font, you may need to enlarge the zoom.

To Use Print Preview to Proof Labels

1. Open PCMate and log on if required.
2. Open a print job.
3. Select one or more batches to proof in the Print Preview window, or skip this step to view the label for each batch in the print job.

Note: To select more than one batch, press and hold the CTRL key while clicking the row number for each batch. To select a range of batches, click the row number for the first batch. Then press and hold the SHIFT key while clicking the row number for the last batch in the range. You can click the first batch in the range and drag the mouse to the last batch before releasing the mouse button.

4. On the **File** menu, click **Print Preview**.
5. Use the Print Preview toolbar and menu to proof your labels.

Note: For information about how to use the Print Preview toolbar and menu, see “Using Print Preview to Proof Labels” earlier in this chapter.

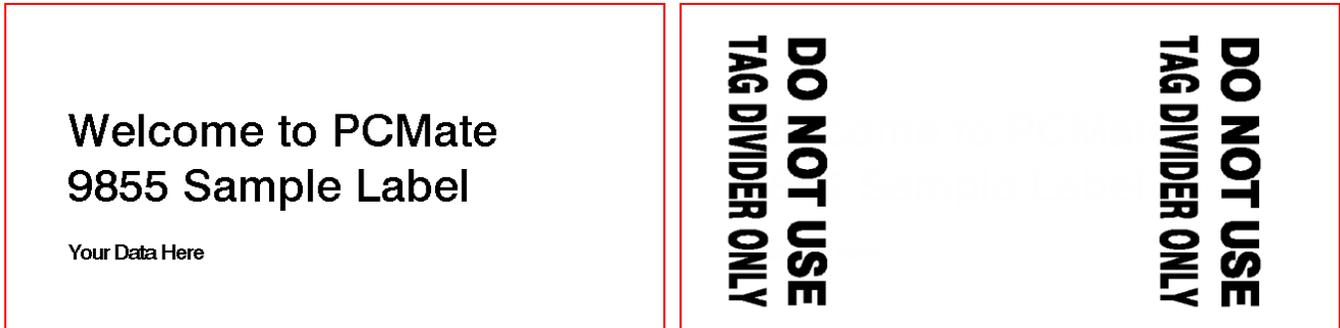
6. To print a hard copy proof of a label, on the **Utility** menu, click **Hard Copy**. When prompted, select the printer options and then click **OK**.

Note: From the Print Preview menu, you can only print a hard copy proof of one label at a time. The proof shows the side of the label you are currently viewing, plus a format sheet with all the field attributes that you can submit for approval. For an example hard copy proof sheet, see “Printing Hard Copies and Format Sheets for Labels” later in this chapter.

7. On the **Window** menu, click **Print Module** to return to the Batch Manager.
8. On the **File** menu, click **Open** to return to the Job Manager.

Creating JPEG Image Files for Labels

You can create a JPEG image for both sides of a single label as illustrated below.



When you create a JPEG image file, PCMate saves the file in the same location as all other files associated with the label design, including print job files (.bst):

```
C:\Paxarwin\formats\[LABEL DESIGN]
```

That way, the JPEG image files are attached to the label design when exporting. If you use the Avery Dennison Web Services Portal, you can use the image file as a visual sample for reference.

To Create a JPEG Image File for a Label

1. Open PCMate and log on if required.
2. Open a print job.
3. Select one or more batches to proof in the Print Preview window, or skip this step to view the label for each batch in the print job.

Note: To select more than one batch, press and hold the CTRL key while clicking the row number for each batch. To select a range of batches, click the row number for the first batch. Then press and hold the SHIFT key while clicking the row number for the last batch in the range. You can click the first batch in the range and drag the mouse to the last batch before releasing the mouse button.

4. On the **File** menu, click **Print Preview**.
5. On the **Utility** menu, click **Create Sample File**.

Note: You can also click  on the Print Preview toolbar.

6. On the **Window** menu, click **Print Module** to return to the Batch Manager.
7. On the **File** menu, click **Open** to return to the Job Manager.

Printing Hard Copies and Format Sheets for Labels

A hard copy and format sheet shows the side of the label you are currently viewing and includes a format sheet with all the field attributes that you can review.

FAXAR 850/300 FORMAT SHEET

SET : P | 1042 NAME : T

SIZE Lx W : 300 X 800 | LIBRARY : 0 | SENSE TYPE : M | SENSE POS. : 02 | X-UP : 2 | DATE : 01/02/12

FLAGGING : 2 | PRINT SPEED : 4 | | OUT COUNT : 1 | INK COLOR : 0

USER INFORMATION | CUSTOMER APPROVAL

Tagstock : R W

Transfer Type : C

FLD	NAME OF FIELD	PRECANNED INFORMATION	(mm) FIELD LOCATION	SIZE	TYPE	POINT	ROT./	FIELD
NUM							JUST.	LENGTH
1	QUANT	160	[W: 0 P: 0] F	DN				0 L 6
2	DN		[W: 0 P: 0] F	DN				0 L 2
3	BOX2		[W: 4 P: 28] F	BU				0 L 1
INFO : Logical : 0R End Web Lx W : 34, End Pull Lx W : 46, Box Type : B, Vertical Line Width : 6 dots								
4	Concept Desc NCP	19/20 FASH	[W: 0 P: 64] F	AN				5 90 L 20
INFO : Logical : 0R, Field Width Lx W : 28, Squeeze To Fit, Point Size : 8.0								
TAGS : Security Level : 2, Logfile Field								
5	Style K10	123149881474	[W: 0 P: 61] F	AN				5 90 L 20
INFO : COS : 2, Logical : 0R, Field Width Lx W : 28, Squeeze To Fit, Point Size : 7.0								
TAGS : Security Level : 2, Logfile Field								
6	UPC K10	1895954722242	[W: 0 P: 59] F	SG				UPC-A 90 R 12
INFO : BarCode Height Lx W : 0, HRI Point : 0, HRI Point Size : 0, HRI is below BarCode, Module Width : 2 Dots								
TAGS : Security Level : 2, Logfile Field, Append Checksum								
7	Weight 87		[W: 0 P: 42] F	AN				5 90 L 11
INFO : COS : 2, Logical : 0R, Field Width Lx W : 14, Squeeze To Fit, Point Size : 8.0								
TAGS : Security Level : 2, Logfile Field								
8	Weight 89		[W: 18 P: 42] F	AN				5 90 R 10
INFO : COS : 2, Logical : 0R, Field Width Lx W : 14, Squeeze To Fit, Point Size : 8.0								
TAGS : Security Level : 2, Logfile Field								
9	PRECE		[W: 0 P: 27] F	AN				5 90 C 7
INFO : COS : 2, Logical : 0R, Field Width Lx W : 28, Squeeze To Fit, Point Size : 8.0								
TAGS : Security Level : 2, Logfile Field								
10	RESF K40	1229.00	[W: 0 P: 10] F	AN				102 90 C 7
INFO : COS : 2, Logical : 0R, Field Width Lx W : 29, Squeeze To Fit, Point Size : 18.0								
TAGS : Security Level : 2, Logfile Field								
11	Warning	100 NOT USE	[W: 2 P: 24] F	AN				102 90 C 16
INFO : COS : 2, Field Width Lx W : 92, Squeeze To Fit, Point Size : 18.0								
TAGS : Non-Editable								
12	Warning	1740 DIVIDER ONLY	[W: 2 P: 17] F	AN				102 90 C 16
INFO : COS : 2, Field Width Lx W : 92, Squeeze To Fit, Point Size : 18.0								
TAGS : Non-Editable								

Welcome to PCMate

9855 Sample Label

Your Data Here

You can only print a hard copy and format sheet for one label at a time.

To Print a Hard Copy and Format Sheet for a Label

1. Open PCMate and log on if required.
2. Open a print job.
3. Select one or more batches to proof in the Print Preview window, or skip this step to view the label for each batch in the print job.

Note: To select more than one batch, press and hold the CTRL key while clicking the row number for each batch. To select a range of batches, click the row number for the first batch. Then press and hold the SHIFT key while clicking the row number for the last batch in the range. You can click the first batch in the range and drag the mouse to the last batch before releasing the mouse button.

4. On the **File** menu, click **Print Preview**.
5. On the **Utility** menu, click **Hard Copy**.
6. When prompted, select the printer options and then click **OK**.

Note: From the Print Preview menu, you can only print a hard copy proof of one label at a time. The proof shows the side of the label you are currently viewing, plus a format sheet with all the field attributes that you can review.

7. On the **Window** menu, click **Print Module** to return to the Batch Manager.
8. On the **File** menu, click **Open** to return to the Job Manager.

Creating PDF Proof Sheets

You can create and save any number of PDF proof sheets. Each time you create a PDF proof sheet, PCMate prompts you to select a working folder. By default the working folder is:

```
c:\Paxarwin\Proofsheets
```

You can specify you can save your PDF proof sheets in any working folder.

To Create a PDF Proof Sheet

1. Open PCMate and log on if required.
2. Open a print job.
3. Select one or more batches to include on the PDF proof sheet, or skip this step to include the label for each batch in the print job.
Note: To select a batch, click the row number. To select a range of batches, click the first row number. Press and hold the SHIFT key. Then click the last row number in the range. To select multiple batches, press and hold the CTRL key. Then click each row number you want to select.
4. On the **Tools** menu, click **PDF Proof Sheet**.
Note: If you have not installed the PDF Proof Sheet Generator, a warning appears. For information on how to install it, see Chapter 2, "Installing Your Software."
5. When prompted to browse for a folder, click **Cancel** to keep your current working folder, or navigate to a different directory location. Then click **OK**.
6. Configure the display options for the proof.
Note: For a description of the display options, see "About the PDF Proof Generator" earlier in this chapter.
7. Click **Generate**.
8. When prompted, specify the name of the PDF file and the working folder in which you want to save the PDF file. Then click **Open**.
9. Either open the PDF proof sheet, or click the X in the right corner of the *PDF Proof Sheet Generator* dialog box to return to the Batch Manager.

Opening PDF Proof Sheets

At any time, you can open a PDF proof sheet that you previously generated. If the PDF proof sheet you want to open is the last proof sheet you generated, the PDF file should still be in the working folder. However, if you want to open a PDF proof sheet that you generated earlier, you may need to look in the Prior folder of your working folder.

To Open a PDF Proof Sheet

1. Open PCMate and log on if required.
2. Open any print job.
3. On the **Tools** menu, click **PDF Proof Sheet**.
4. When prompted to browse for a folder, click **Cancel** to keep your current working folder, or navigate to a different directory location. Then click **OK**.
5. In the *PDF Proof Sheet Generator* dialog box, click **Open**.
6. When prompted, navigate to the working folder and select the PDF file you want to open. Then click **Open**.
7. Use Adobe Reader to view or print the PDF proof sheet.
8. On the **File** menu in Adobe Reader menu, click **Exit**.
9. Click the **X** in the right corner of the *PDF Proof Sheet Generator* dialog box to return to the Batch Manager.
10. On the **File** menu, click **Open** to return to the Job Manager.

Moving PDF Proof Sheets

At any time after you create a PDF proof sheet, you can use the PDF Proof Sheet Generator to move one or more PDF proof sheets from the current working folder to a new working folder and set the new folder as the working folder for future PDF proof sheets you create.

To Move a PDF Proof Sheet

1. Open PCMate and log on if required.
2. Open any print job.
3. On the **Tools** menu, click **PDF Proof Sheet**.
4. When prompted to browse for a folder, click **Cancel** to keep your current working folder, or navigate to a different directory location. Then click **OK**.
5. In the *PDF Proof Sheet Generator* dialog box, click **Move**.
Note: If you want to set a new working folder moving the PDF proof sheets from the existing working folder, click **Change** instead of **Move**. If an options.txt file is found in the selected folder, the options selected and additional information shown are based on the contents of that file.
6. When prompted, navigate to the directory location to which you want to move the PDF proof sheet(s) and set the new working folder. Then click **Open**.
Note: PCMate moves *all* PDF proof sheets in the current working folder (the location you selected in step #4) to the new working folder.
7. Click the **X** in the right corner of the *PDF Proof Sheet Generator* dialog box to return to the Batch Manager.
8. On the **File** menu, click **Open** to return to the Job Manager.

Deleting PDF Proof Sheets and Temporary Files

When you create a PDF proof sheet, PCMate creates a number of temporary files, including:

- ◆ Bitmap files – images of the labels on the proof sheet.
- ◆ Info files – text that you input to appear on the top of the proof sheet.
- ◆ Text files – options that you configure to generate the proof sheet.

Depending on how many labels are typically on your proof sheets and how often you are generating proof sheets, you may want to routinely delete the temporary files from your working folder.

To Delete a PDF Proof Sheet or Temporary File

1. Open PCMate and log on if required.
2. Open any print job.
3. On the **Tools** menu, click **PDF Proof Sheet**.
4. When prompted to browse for a folder, click **Cancel** to keep your current working folder, or navigate to a different directory location. Then click **OK**.
5. In the *PDF Proof Sheet Generator* dialog box, click **Clean**.
6. From the **Files of type** list box, select the type of file you want to delete and then click **Open**.
7. Click the **X** in the right corner of the *PDF Proof Sheet Generator* dialog box to return to the Batch Manager.
8. On the **File** menu, click **Open** to return to the Job Manager.

PRINTING LABELS

You can send a print job to the printer, or you can open one or more print jobs and send selected batches to the printer. When you send a print job or batch to the printer, the labels may start printing right away or may remain in the PCMate printer queue if there are other batches ahead of what you sent.

In this chapter, you can learn about the PCMate printer queue, as well as how to

- ◆ send active and archived jobs to the printer.
- ◆ send batches to the printer.
- ◆ insert jobs ahead of other jobs.
- ◆ cancel printing for one or more batches.

Before sending a print job to the printer, make sure you set up at least one printer. If you set up more than one printer, you have an opportunity to select which printer you want before printing each job. For information on how to set up printers, see Chapter 4, “Managing Your Printers.”

About the PCMate Printer Queue

PCMate has a printer queue, and each printer has a printer queue (which we refer to as an external printer queue). PCMate keeps track of batches that have and have not been sent to an external printer queue. To obtain a real-time view of which batches have and have not been sent to an external print queue, you can

- ◆ open a job and look at the **Download (DN)** field for each batch
- ◆ look on the Job Manager
- ◆ look at the PCMate printer queue

The PCMate printer queue facilitates printing by sending batches to an external printer queue one at a time. To help you track which batches have been sent, every print job has a **Download (DN)** field. In each print job, PCMate changes the **Download (DN)** field from **N** to **Y** after a batch has been sent to an external printer queue.

Once a job is complete, PCMate may either keep the job active or automatically archive the job depending on how you configure the advanced software settings. If PCMate is configured to keep the job in the active, an asterisks (**) appears at the end of the job name in the Job List on the Job Manager.

If there are batches ahead of a job you send to the printer, you may see the job in the lower-left corner on the Job Manager. The following figure illustrates an example of print jobs showing on the Job Manager.

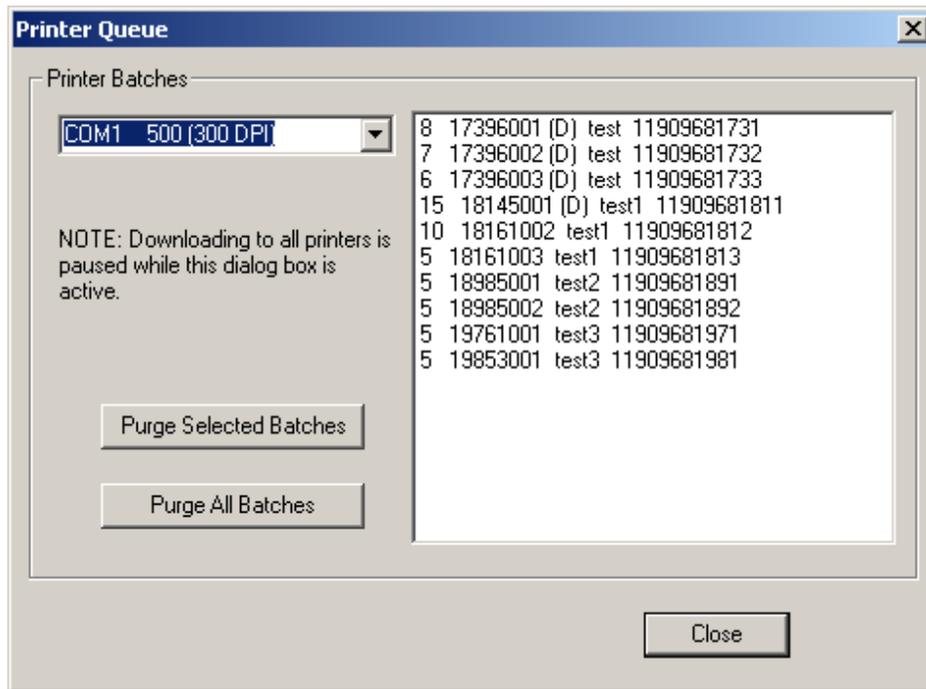
Printer	Stock	Lines Remaining	Total Count
COM1 - 500 (300 DPI)	A175 - Guess LKP C...	0	34
COM1 - 500 (300 DPI)	2472 - GWI Mens To...	33	50
	A175 - Guess LKP C...	4	4
	2472 - GWI Mens To...	5	5
COM1 - 500 (300 DPI)	2475 - TW Tops 2 Fi...	35	35

The table below provides a description of the information that appears on the Job Manager. If you need to view all of the text in a column, you can click and drag the column separators to adjust the width.

Field	Description
Printer	This column shows the printer to which the job was sent.
Stock	This column shows the label design for each job. If you send multiple jobs to the printer at the same time and each job is associated with the same label design, you may see the jobs listed together in the Job Queue. Also, if the last job in the Job Queue has the same label design as the next job you send to the printer, PCMate consolidates the two jobs to run together. Otherwise, a separate line item displays for each job that is associated with a unique label design.
Lines Remaining	This column shows the number of batches that have not yet been sent to the printer queue.
Total Count	This column shows the total number of labels that should be printed for the entire job.

PCMate automatically removes jobs from the Job Manager after all batches have been sent to an external printer queue.

At any time, you can open the PCMate printer queue to see a real-time status of the batches that have been sent and are in queue to be sent to an external printer queue as illustrated in the figure.



The table below provides a description of the information that appears in the PCMate printer queue. The information is organized in columns, but not labeled by column headings.

Column	Example text shown in the figure above	Description
1	8	This column shows the quantity of labels set to print for the batch.
2	17396001	This column shows the unique ID that PCMate automatically assigns to the batch for identification on the console of an external printer. You should be able to see this unique ID in the printer control panel as well.
3	(D)	This column shows whether the batch has been sent to an external printer queue. If there is a (D) , the batch has been downloaded or sent to an external printer queue. If there is no (D) , the batch has not been sent to an external printer queue, in which case you can cancel printing if needed.
4	test	This column shows the job name in which the batch belongs.
5	11909681731	The column shows a random time stamp for the batch that is no longer used.

Any time you open the PCMate printer queue, PCMate stops sending batches to an external printer queue. Regardless of whether a batch has been sent to an external printer queue, all batches remain in the PCMate printer queue until you close PCMate. When you close PCMate, the history maintained is permanently deleted and all batches are removed from the queue. If there are batches that are in queue to be sent to an external printer queue, PCMate warns and prompts you to continue you before closing.

Sending Active and Archived Jobs to the Printer

Unless you want to print labels for a batch or group of batches, you do not have to open a print job to send all batches to the printer. Instead, you can send jobs to the printer directly from the Job Manager. On the Job Manager, you can send one print job, a group of selected print jobs, or all print jobs showing in the Job List to the printer. You can use filters on the Job Manager to customize which jobs appear in the Job List and are sent to the printer.

The procedures for sending jobs to the printer differ depending on whether you want to send an active job or an archived job to the printer. Depending on your system configuration, there may be a restriction on printing archived jobs. If so, you can still send active jobs to the printer one at a time or in a group.

To Send an Active Print Job to the Printer

1. Open PCMate Platinum and log on if required.
2. On the **Window** menu, click **Print Module**.
3. On the **File** menu, click **Open** to view active jobs in the Job Manager window.
4. In the list of print jobs, click the job or select multiple jobs you want to print.

Note: To select more than one job, press and hold the CTRL key while clicking each job. To select a range of jobs, click the first job. Then press and hold the SHIFT key while clicking the last job in the range. You can click the first job in the range and drag the mouse to the last job before releasing the mouse button. You can also filter the Job List by design set and/or label design.

5. At the bottom of the Job Manager window, click **Print Selected** or **Print All** depending on the way you want to send the print jobs to the printer.

Note: If you select **Print All**, PCMate sends all of the jobs showing in the Job List to the printer.

If you get a message that you have to set up your printer, see Chapter 4, “Managing Your Printers” for information on how to set up a printer before you can print.

6. In the *Print* dialog box, confirm or change the printer.
7. Click **OK**.

To Send an Archived Print Job to the Printer

1. Open PCMate Platinum and log on if required.
2. On the **Window** menu, click **Print Module**.
3. On the **File** menu, click **Open** to view active jobs in the Job Manager window.
4. At the bottom of the Job Manager window, select the **View Archived Files** checkbox.
5. In the list of print jobs, click the job you want to reprint.

Note: To select more than one job, press and hold the CTRL key while clicking each job. To select a range of jobs, click the first job. Then press and hold the SHIFT key while clicking the last job in the range. You can click the first job in the range and drag the mouse to the last job before releasing the mouse button. You can also filter the Job List by design set and/or label design.

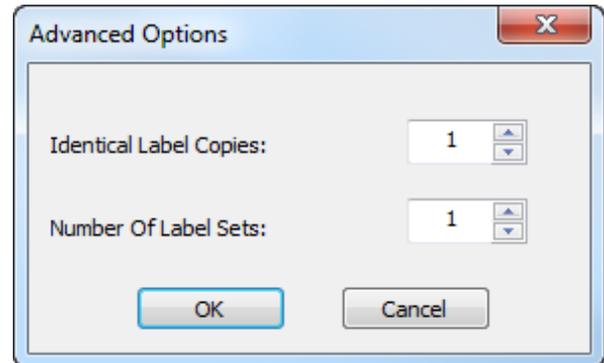
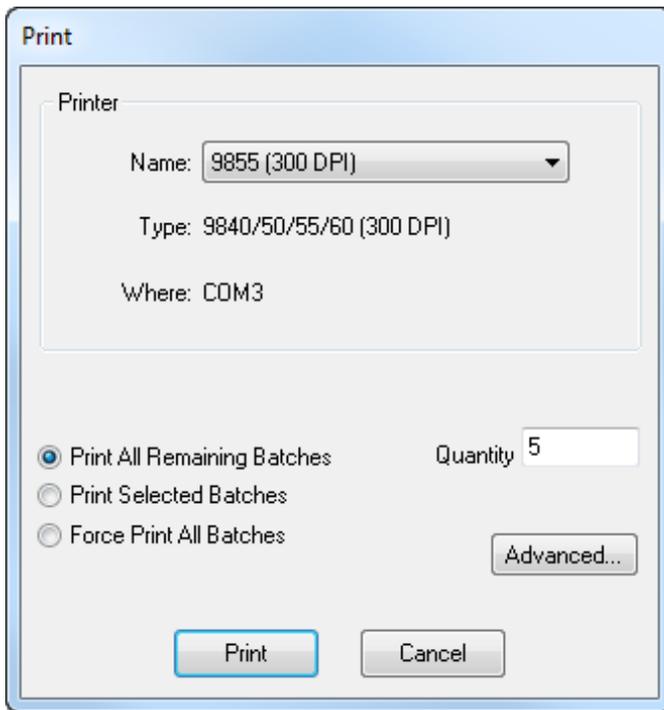
6. At the bottom of the Job Manager window, click **Print Selected** or **Print All** depending on the way you want to send the print jobs to the printer.
7. Click **OK**.

Note: Right now, you are only seeing archived print jobs. If you want to see active print jobs again, you must clear the **View Archived Files** checkbox at the bottom of the Job Manager window.

Sending Batches to the Printer

Instead of printing labels for an entire print job, you can print labels for selected batches in one or more print jobs. If you send a batch or group of batches to the printer, you have more printing configuration options than if you send the entire job. For example, you can specify the number of times you want to print the batch. Whereas, when you send an entire job to the printer, you only have the option to select which printer you want to use (if more than one printer is set up).

The following figures illustrate the *Print* and *Advanced Options* dialog boxes where you configure printing options when you send a batch or group of batches to the printer.



When you send an entire job to the printer, you only have the option to select which printer you want to use (if more than one printer is set up). However, the table below provides a description of the printing configuration options that are available when you send one or more batches to the printer.

Option	Description
Print All Remaining Batches	Select this option to send all batches that have not already been sent to the printer. You can see which batches are remaining by looking at the Download (DN) field in the print job. If the field is N , the batch has not been sent to the printer. If the field is Y , the batch has already been sent to the printer.
Print Selected Batches	Select this option to send a group of selected batches to the printer.
Force Print All Batches	Select this option to send all batches in the print job to the printer regardless of whether any of the batches have already been sent to the printer.
Quantity	Set the number of times you want to print labels for the batch. This setting overrides the Quantity setting in the print job.
Identical Label Copies	Set the number of times you want PCMate to print the quantity of labels for each selected batch before moving on to the next batch.
Number of Label Sets	Set the number of times you want to send all selected batches to the printer, and then repeat sending all selected batches.

To Send a Batch to the Printer

1. Open PCMate Platinum and log on if required.
2. Open or create a new print job.
3. Select the batch or batches you want to send to the printer.

Note: To select more than one batch, press and hold the CTRL key while clicking the row number for each batch. To select a range of batches, click the row number for the first batch. Then press and hold the SHIFT key while clicking the row

number for the last batch in the range. You can click the first batch in the range and drag the mouse to the last batch before releasing the mouse button.

4. On the **File** menu, click **Print**.

Note: You can also click  on the Batch Manager toolbar. If you click the toolbar button, PCMate uses the print configuration options from the previous time you sent batch(es) to the print queue.

5. Configure the printer options.

6. Click **Print**.

Running End-of-Day Printing

When printing labels, the last few labels of the print job may remain in the printer until you either send another print job or batch to the printer or run end-of-day printing.

The procedure for running end-of-day printing differs depending on the printer family.

The following table provides a description of how to run end-of-printing for each PCMate printer family.

Option	Description
640x	Not required ... all labels print.
SNAP	Press the Start button on the virtual control panel or the printer console when the Data indicator is flashing.
6x6	Press the Start and Feed buttons at the same time when the Data indicator is flashing on the printer console.
98xx	Not required ... all labels print.
Xerox Laser	On the Job Manger toolbar or the Batch Manager toolbar in PCMate, click  .

Cancelling Printing

Once you send a job to the printer, you cannot use PCMate to cancel printing for the job. Instead, you can use the Batch Queue in PCMate to cancel printing for individual batches as long as the batch has not been sent to an external printer queue. If a batch has been sent to an external printer queue, then your only option to cancel printing is to use the printer console.

To Cancel Printing for a Batch

1. Open PCMate Platinum and log on, if required.
2. On the **Window** menu, click **Print Module**.
3. On the **Tools** menu, click **Print Queue**.
4. From the list box, select the printer to which you sent the print job or batch.
5. In the list of batches, click the batch for which you want to cancel printing.

Note: To select more than one batch, press and hold the CTRL key while clicking the row number for each batch. To select a range of batches, click the row number for the first batch. Then press and hold the SHIFT key while clicking the row number for the last batch in the range. You can click the first batch in the range and drag the mouse to the last batch before releasing the mouse button.

6. Click **Purge Selected Batches** to cancel printing for the selected batch(es), or click **Purge All Batches** to cancel printing for all batches in the Batch Queue.
7. Click **Close**.

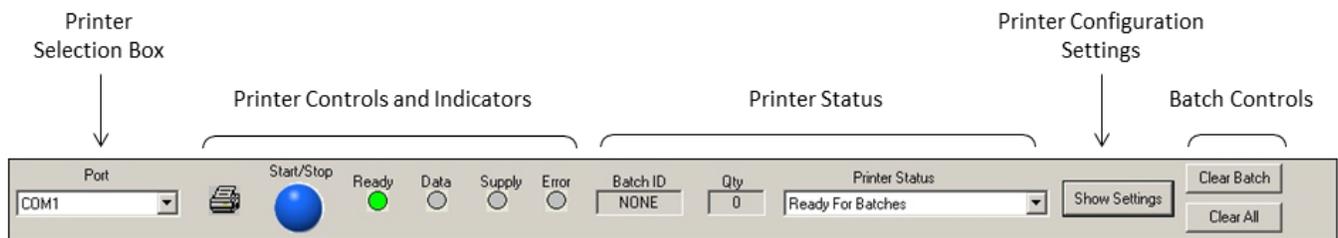
PCMate Platinum has two virtual control panels: one for SNAP printers v7.0 and later and one for 98xx printers v7.3.4 and later. Before you can use the virtual control panels, you must first add the printer to PCMate. For information about how to add printers to PCMate, see Chapter 4, “Managing Your Printers.”

In this chapter, you can learn about the virtual control panels, as well as how to

- ◆ view version and history information on 98xx printers.
- ◆ diagnose EPC errors on 98xx printers.

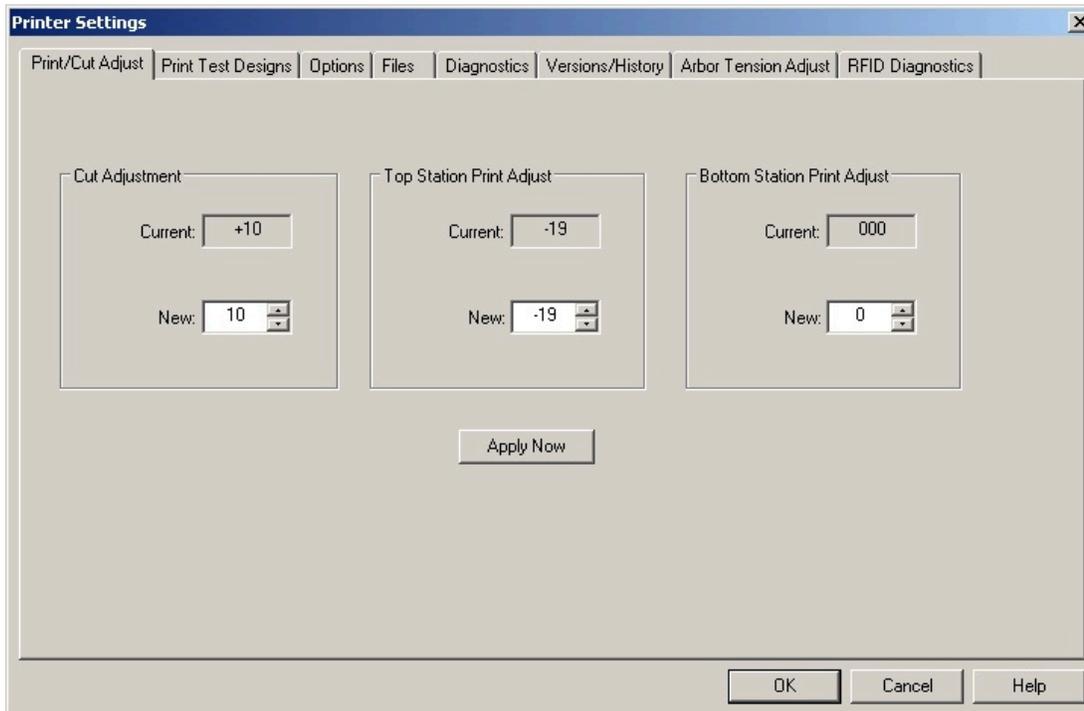
About the SNAP Virtual Control Panel

When PCMate is connected to a SNAP printer, and the printer is powered on, the SNAP virtual control panel appears at the bottom of PCMate regardless of where you are in the software.



The virtual control panel has lights and buttons that simulate the control panel on the printer and work exactly in the same way. Using the SNAP virtual control panel, you can start and stop the printer and monitor the status of your print groups from your PCMate workstation. There is no voice button. Instead, voice messages display the **Printer Status** text box.

You can also view and change the printer configuration settings from the SNAP virtual control panel. The following figure illustrates the SNAP printer settings available to adjust the printer configuration settings.



For information about the SNAP printer configuration settings, refer to your SNAP owner’s manual.

About the 98xx Virtual Control Panel

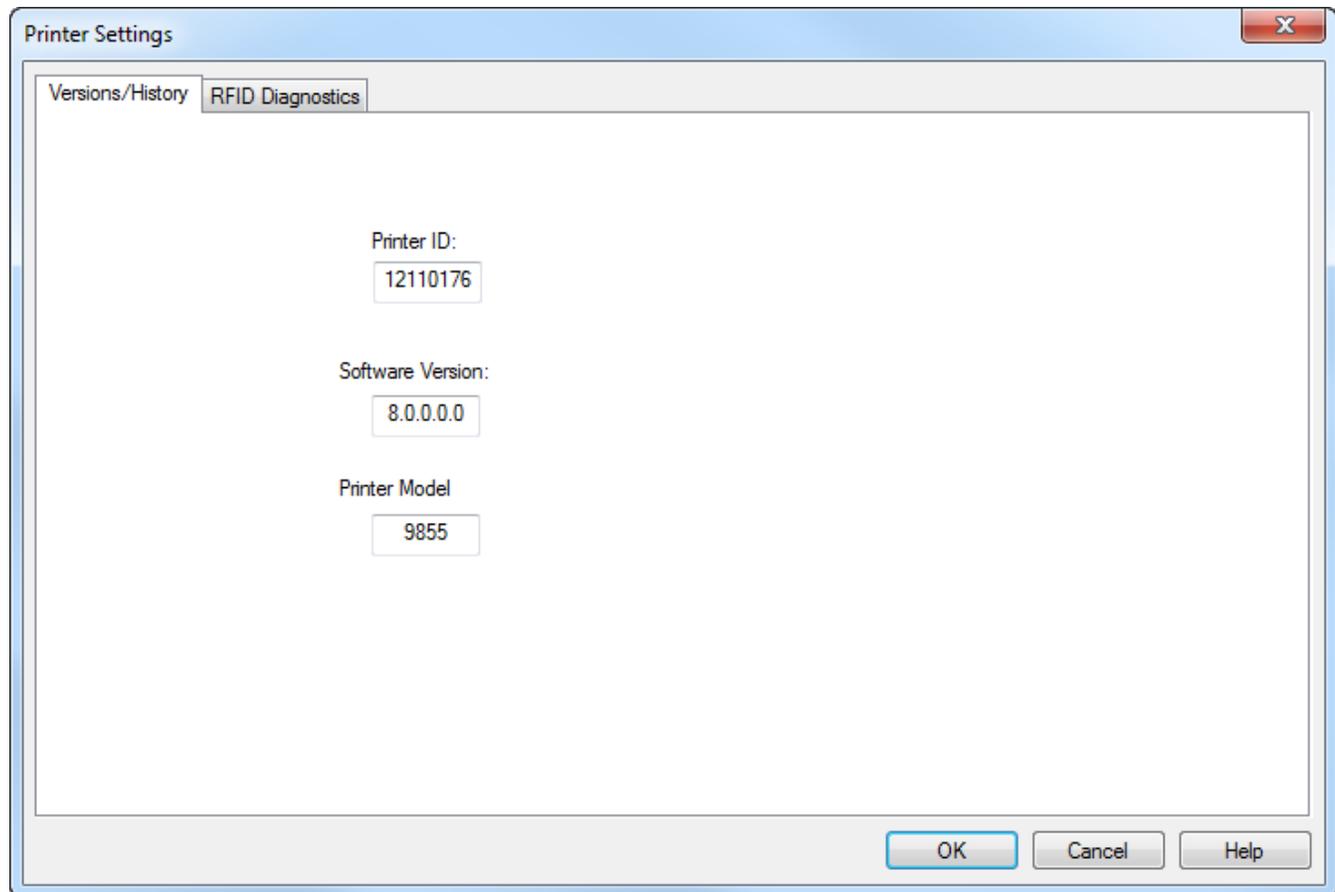
When PCMate is connected to a 98xx printer and the printer is powered on, the 98xx virtual control panel appears at the bottom of PCMate regardless of where you are in the software.



From the 98xx virtual control panel, you can view printer information and diagnose EPC issues.

Viewing Version and History Information on 98xx Printers

From the 98xx virtual control panel, you can view the printer ID, firmware version, and printer model. You can view this information on the **Version/History** tab of the *Printer Settings* dialog box.

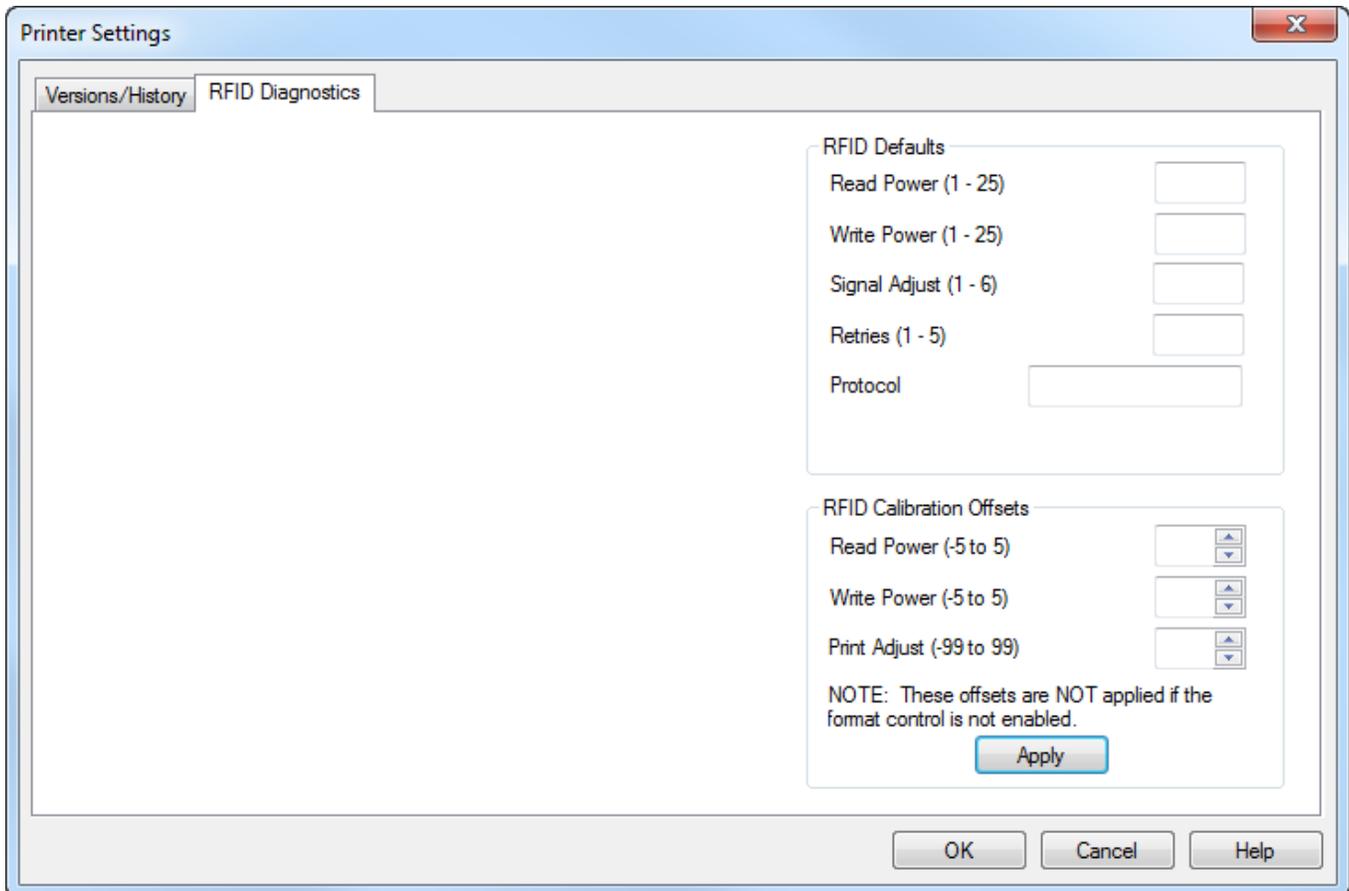


To View Printer Information on a 98xx Printer

1. From the **Printer** list box on the 98xx virtual control panel, select the printer for which you want to view information and then click **Show Settings**.
2. View the printer information.
3. Click **OK**.

Diagnosing EPC Errors on 98xx Printers

From the 98xx virtual control panel, you can diagnose EPC issues. You can perform EPC diagnostics on the **RFID Diagnostics** tab of the *Printer Settings* dialog box.



You can apply new default settings. However, many label designs are set up to control these settings; in such case any default settings you configure are overwritten when you send your print jobs and/or batches to the printer.

You can also calibrate any differences from one printer to the other. PCMate adds the values you enter to the values that are set in the label design. If you connect the printer to a different COM port on your PCMate workstation, you should adjust the calibration offset values accordingly.

To Diagnose EPC Issues on a 98xx Printer

1. From the **Printer** list box on the 98xx virtual control panel, select the printer for which you want to view information and then click **Show Settings**.
2. In the *Printer Settings* dialog box, click the **RFID Diagnostics** tab.
3. Configure the default settings or calibration offsets.
4. Click **Apply**.
5. Click **OK**.

GINETEX TEXTILE CARE SYMBOLS

A

GINETEX is the International Association for Textile Care Labeling. They have devised an internationally applicable care labeling system for textiles based on symbols. The pictograms are registered trademarks in most countries and are the property of GINETEX. This appendix illustrates the GINETEX textile care symbols.

2			3			4		
5		Must be professionally dry cleaned	6			7		
8			9			10		
11		Do not use chlorine bleach	12		May be tumble dried	13		Do not tumble dry
14		May be tumble dried with low heat setting	15		May be tumble dried with high heat setting	16		
17			18			19		Cool iron
20		Warm iron	21		Hot iron	22		Do not iron
23		Hand Wash Only	24			25		Cotton Wash; normal (max) washing conditions may be used at the appropriate temperature
26		Synthetics Wash; reduced (medium) washing conditions at the appropriate temperature	27		Cotton Wash; normal (max) washing conditions may be used at the appropriate temperature	28		Synthetics Wash; reduced (medium) washing conditions at the appropriate temperature
29		Cotton Wash; normal (max) washing conditions may be used at the appropriate temperature	30		Synthetics Wash; reduced (medium) washing conditions at the appropriate temperature	31		Cotton Wash; normal (max) washing conditions may be used at the appropriate temperature
32		Synthetics Wash; reduced (medium) washing conditions at the appropriate temperature	33		Cotton Wash; normal (max) washing conditions may be used at the appropriate temperature	34		Synthetics Wash; reduced (medium) washing conditions at the appropriate temperature

35		Cotton Wash; normal (max) washing conditions may be used at the appropriate temperature	36		Synthetics Wash; reduced (medium) washing conditions at the appropriate temperature	37		
38			39			40		
41			42			43		
44			45			46		
47			48			49		
50			51			52		
53			54		Wool Wash; reduced (minimum) washing conditions; designed specifically for machine washable wool products	55		
56			57			58		
59		Chlorine bleach may be used	60			61		
62			63			64		
65			66			67		
68			69			70		
71			72			73		
74			75			76		

77			78			79		
80			81			82		
83			84			85		
86			87			88		
89			90			91		
92			93			94		
95								

NAFTA / ASTM TEXTILE CARE SYMBOLS

Textile care symbols approved for use in the US are the American Society for Testing and Materials (ASTM) International care symbols, the standard in all countries participating in the North American Free Trade Agreement. This appendix illustrates the NAFTA / ASTM textile care symbols.

1		Machine Wash, Normal	2		Machine Wash, Hot	3		Machine Wash, Hot
4		Machine Wash, Hot	5		Machine Wash, Hot	6		Machine Wash, Warm
7		Machine Wash, Cold	11		Hand Wash, Hot	12		Hand Wash, Warm
13		Hand Wash, Cold	16		Machine Wash, Hot, Permanent Press	17		Machine Wash, Hot, Permanent Press
18		Machine Wash, Warm, Permanent Press	19		Machine Wash, Cold, Permanent Press	22		Machine Wash, Hot, Gentle
23		Machine Wash, Hot, Gentle	24		Machine Wash, Warm, Gentle	25		Machine Wash, Cold, Gentle
26		Do Not Wash	27		Do Not Bleach	28		Do Not Dry
29		Do Not Iron	30		Bleach When Needed	31		Non-Chlorine Bleach When Needed
33		Tumble Dry, Normal	34		Tumble Dry, Normal, High Heat	35		Tumble Dry, Normal, Medium Heat
36		Tumble Dry, Normal, Low Heat	37		Tumble Dry, Normal, No Heat	38		Tumble Dry, Permanent Press
39		Tumble Dry, Permanent Press, High Heat	40		Tumble Dry, Permanent Press, Medium Heat	41		Tumble Dry, Permanent Press, Low Heat
42		Tumble Dry, Permanent Press, No Heat	43		Tumble Dry, Gentle	44		Tumble Dry, Gentle, High Heat
45		Tumble Dry, Gentle, Medium Heat	46		Tumble Dry, Gentle, Low Heat	47		Tumble Dry, Gentle, No Heat
48		Line Dry	49		Drip Dry	50		Dry Flat

51		Do Not Wring	52		Do Not Tumble Dry	53		Dry In Shade
54		Iron, Any Temperature, Steam or Dry	55		Iron, High Heat	56		Iron, Medium Heat
57		Iron, Low Heat	58		Iron, High Heat, No Steam	59		Iron, Medium Heat, No Steam
60		Iron, Low Heat, No Steam	61		Dryclean	62		Do Not Dryclean
63		Dryclean, Any Solvent	64		Dryclean, Any Solvent Except Trichloroethylene	65		Dryclean, Petroleum Solvent Only
66		Dryclean, Any Solvent, Short Cycle	67		Dryclean, Any Solvent Except Trichloroethylene, Short Cycle	68		Dryclean, Petroleum Solvent Only, Short Cycle
69		Dryclean, Any Solvent, Reduced Moisture	70		Dryclean, Any Solvent Except Trichloroethylene, Reduced Moisture	71		Dryclean, Petroleum Solvent Only, Reduced Moisture
72		Dryclean, Any Solvent, Low Heat	73		Dryclean, Any Solvent Except Trichloroethylene, Low Heat	74		Dryclean, Petroleum Solvent Only, Low Heat
75		Dryclean, Any Solvent, No Steam	76		Dryclean, Any Solvent Except Trichloroethylene, No Steam	77		Dryclean, Petroleum Solvent Only, No Steam
78		Hand Wash, Warm	79		Hand Wash, Cold	80		Hand Wash, Normal
81		Hand Wash, Hot	82		Machine Wash, Cold	83		Machine Wash, Warm
84		Machine Wash, Hot	85		Machine Wash, Cold, Permanent Press	86		Machine Wash, Warm, Permanent Press
87		Machine Wash, Cold, Gentle	88		Machine Wash, Warm, Gentle	89		Do Not Steam
90		Drip Dry In Shade	91		Dry Flat In Shade	92		Machine Wash, Permanent Press
93		Machine Wash, Gentle	94		Line Dry In Shade			

GLOSSARY

A

active print job

typically jobs that you have created and are ready to be edited, if required, and printed

archived print job

typically jobs that have been processed (either printed or intentionally archived without printing) and saved for future printing/re-printing

Auto-Print Mode

a state when PCMate runs in the background, automatically importing and sending batches to the printer as new print jobs become available

Avery Dennison Web Services Portal

a secure web site that has software updates, technical support documentation, and sample label designs that you can download

B

batch

represents one sku of a retail item

batch list

a report you can print that shows a list of all batches, a group of selected batches, or a range of batches in a print job

Batch Manager

a window in PCMate that allows you to manage batches that are in print jobs; has its own menu and toolbar

C

care symbol

a pictogram that gives consumers and textile companies the correct information on the care treatment of a textile product

D

Design Module

PCMate software module that provides functionality to help you create and manage label designs

E

end-of-day printing

a procedure you must manually perform to print the last few labels of a print job if there are no other jobs or batches in queue

external printer queue

a printer queue that resides in a printer that is connected to your PCMate workstation

F

G

H

hot folder

a folder in which PCMate creates postscript files when you send print jobs, batches, or proof sheets to a laser printer

I

J

Job Manager

a window in PCMate that allows you to manage active and archived print jobs; has its own menu and toolbar

K

L

M

Macro Editor Module

PCMate software module that provides functionality to help you create macros for entering variable data in your print jobs

N

O

P

PCMate printer queue

a printer queue that resides in the PCMate software and sends batches one at a time to an external printer queue

PDF Proof Sheet Generator

a utility you can install to create PDF proof sheets in PCMate

print job

the combination of a label design and a variable data file that PCMate merges when you send the job or a batch to the printer

Print Module

PCMate software module that provides functionality to help you manage your print jobs and printing environment

Print Preview Module

PCMate software module that provides functionality to help you proof your labels before printing

Q

R

S

sort template

a file that contains a list of field names in the order you want data to be sorted when you select the Group on Open or Print option and then open one or more print jobs

special character

a character that is not available on a standard keyboard

T

U

V

virtual control panel

a window frame that appears in PCMate and has lights and buttons that simulate the control panel on a printer and works exactly in the same way

W

working folder

a folder that PCMate uses to put and pull information in and out of to perform a task

X, Y, Z

Avery Dennison
170 Monarch Lane
Miamisburg, OH 45342

1-800-543-6650 U.S.A
1-800-367-4740 Canada
www.monarch.averydennison.com

