



CONTA Sign Pro

User Manual

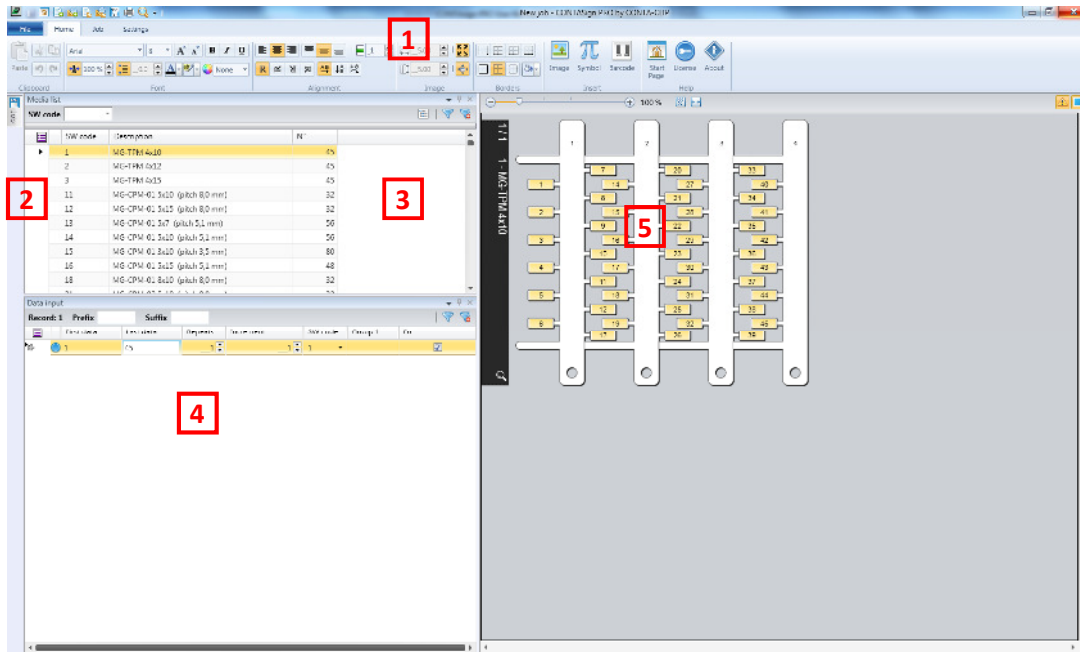
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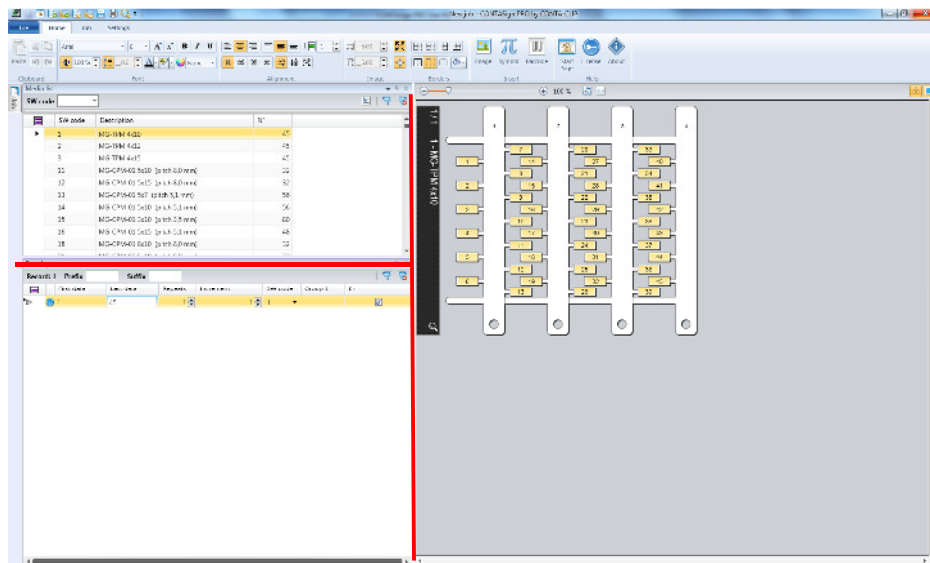
Main Window layout

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



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

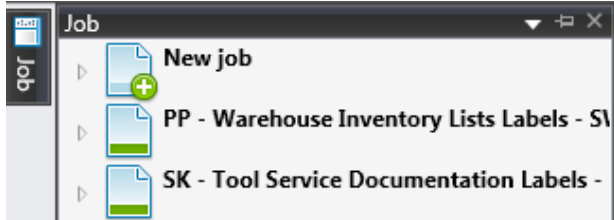
To resize windows, click and drag the lines highlighted red below (if unlocked – see page 2).



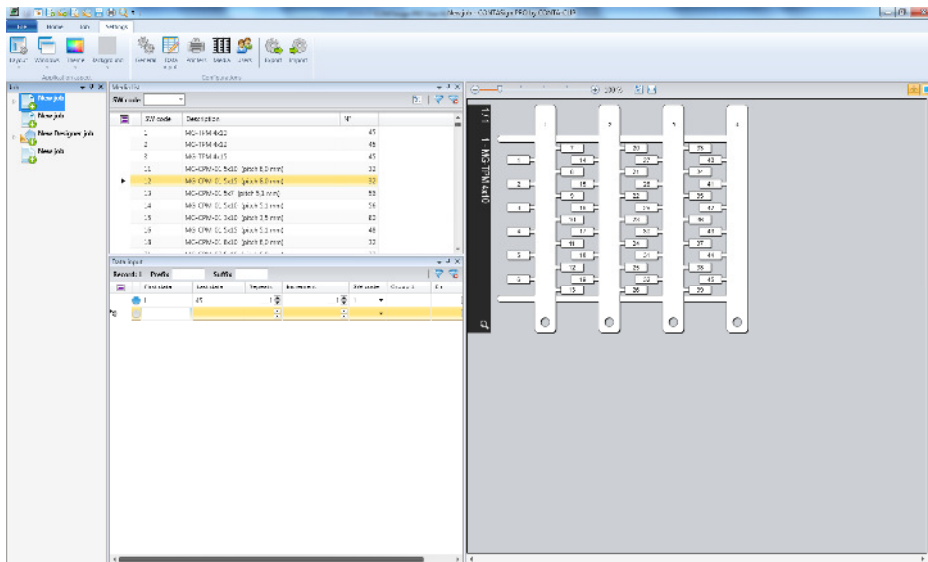
Window layout customisation

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

To view the Job window, hover over the “Job” heading:



When moving the cursor away from the Job window it will automatically minimise back into the docking panel. To lock the job window into a fixed position, toggle the “Auto hide” button (if unlocked – see below).



Dock / fix the Media List and Data input windows in the same way.

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

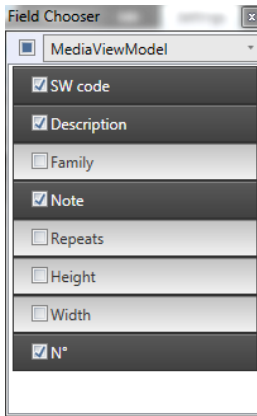
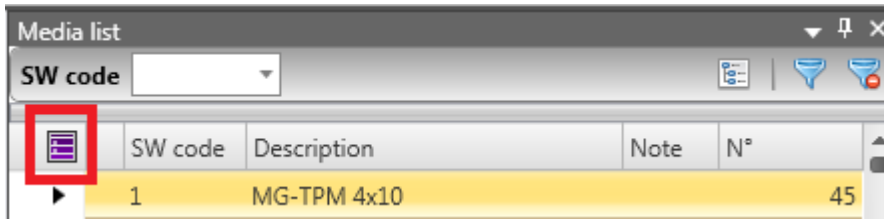


Lock windows (default setting) disables the ability to resize, dock or auto hide widows.

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

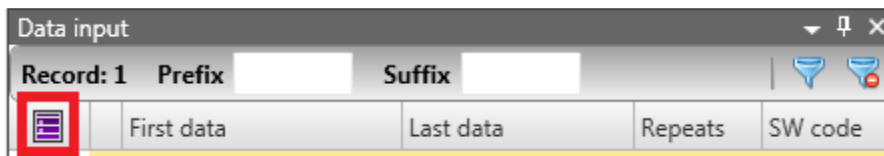
Window configuration

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

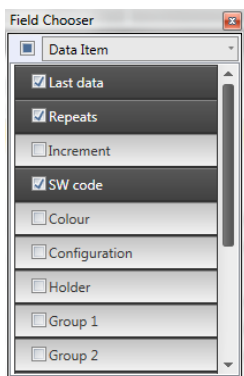


Tick / un-tick to display heading.

Default settings shown



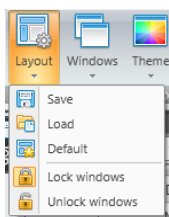
The Data input field chooser is only viewable & accessible once a new job has been started.



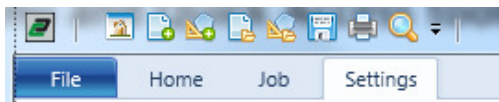
Tick / un-tick to display function.

Default settings shown

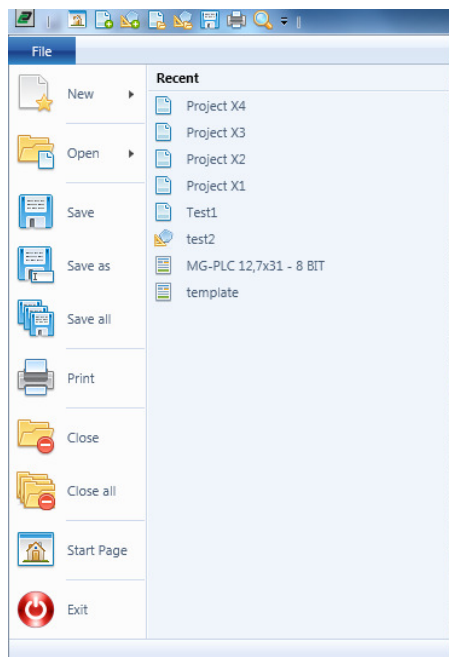
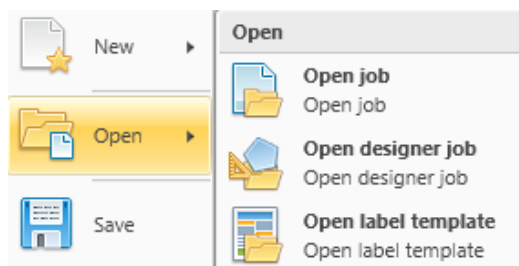
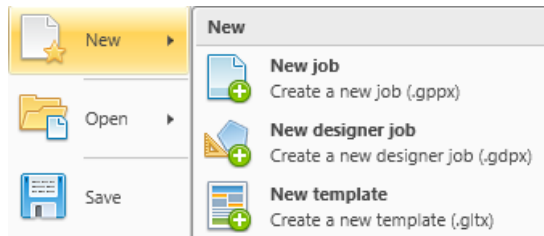
Save, Load or change back to the default window configuration from the Application aspect section located in the settings tab.



Start Menu and Quick Access toolbar



Start Menu



New

New job create a new Data job.

New designer job create a new Designer job.

New template create a new Label template.

Open

Open job opens a previously saved Data job.

Open Designer job opens a previously saved Designer job.

Open label template opens a previously saved Label template.

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

Save as saves the current job under a new name.

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

Print opens the print configuration window.

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

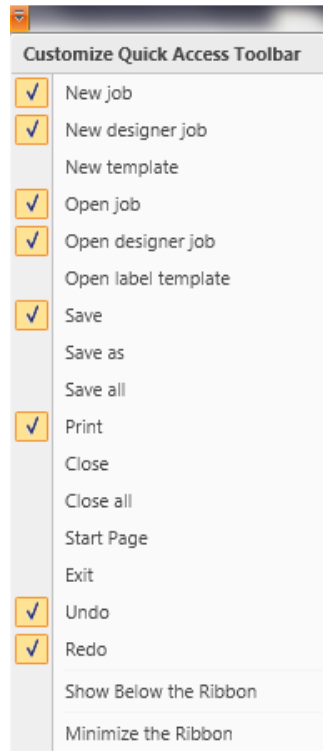
Close all closes all current jobs. A prompt will appear if any of the jobs have not been saved.

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

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

Recent displays a list of recently saved jobs.

Quick Access toolbar



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

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

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

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

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

Media List

Media list				
SW code				
	SW code	Description	Note	N°
	1	MG-TPM 4x10		45
	2	MG-TPM 4x12		45
	3	MG-TPM 4x15		45
	11	MG-CPM-01 5x10		32
	12	MG-CPM-01 5x15		32
	13	MG-CPM-01 5x7		56
	14	MG-CPM-01 5x10 (pitch 5,1 mm)		56

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

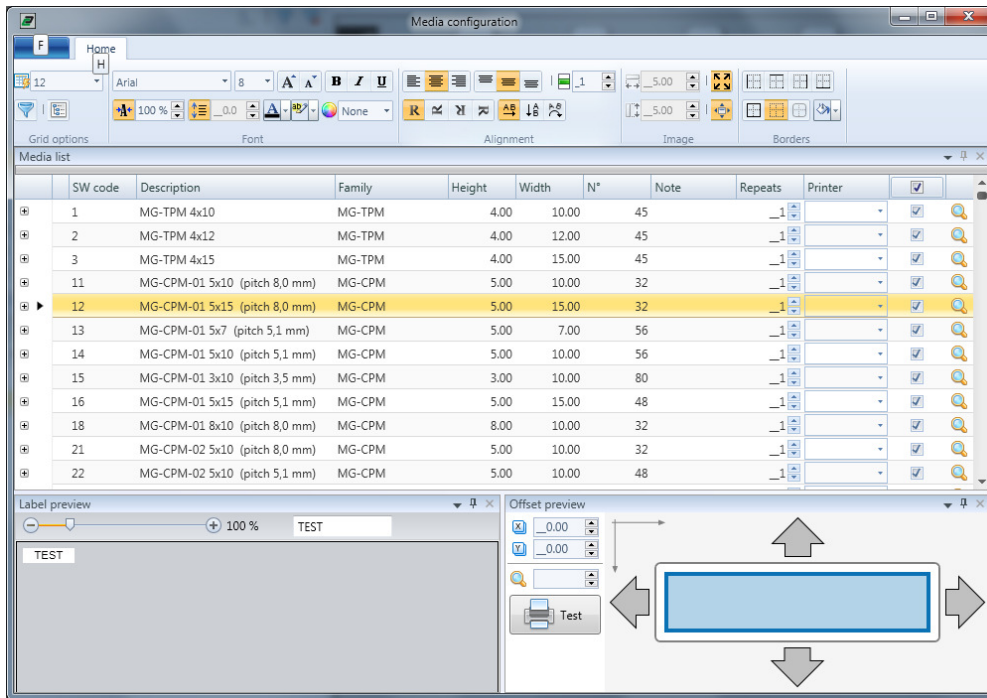
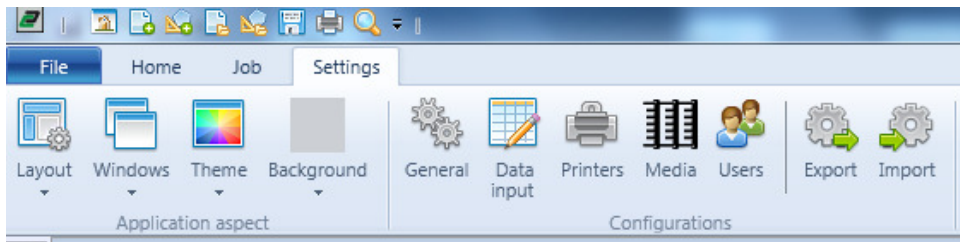
SW code shown on the media packaging and in the catalogue, required during data entry.

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

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

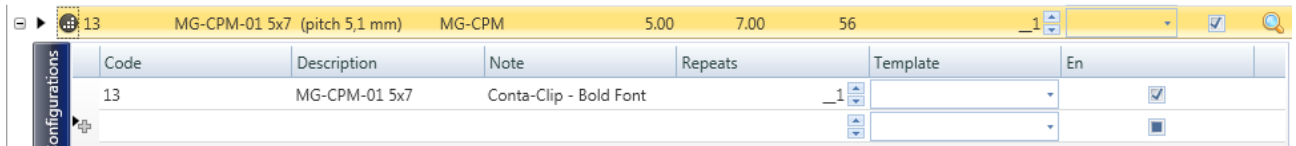
N°. of individual media items, e.g. labels, per sheet.

Media configuration

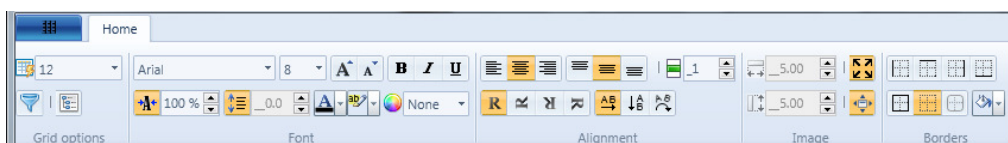


Media configuration contains the all-media list from which the 'favourites' media list may be compiled. Individual media configurations, fine-tuning of print centralisation and user descriptions can be entered. To navigate, use the search field within Grid Options or scroll down manually.

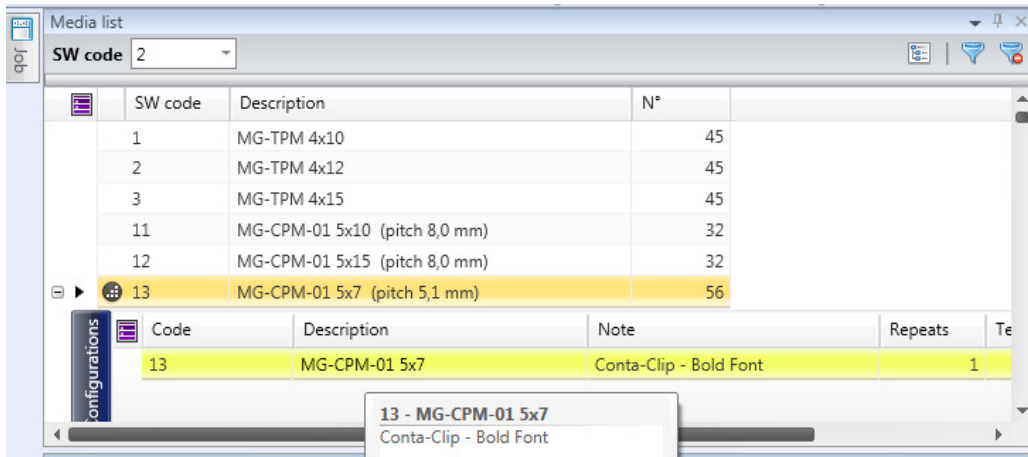
To create a new media configuration, click on the plus symbol for the relevant SW code to show configurations window and enter subsequent details, e.g.



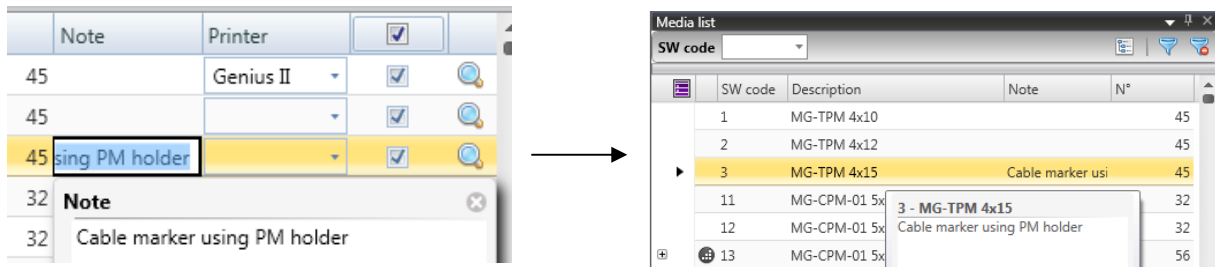
Select settings to apply to configuration, e.g font, size alignment etc.



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



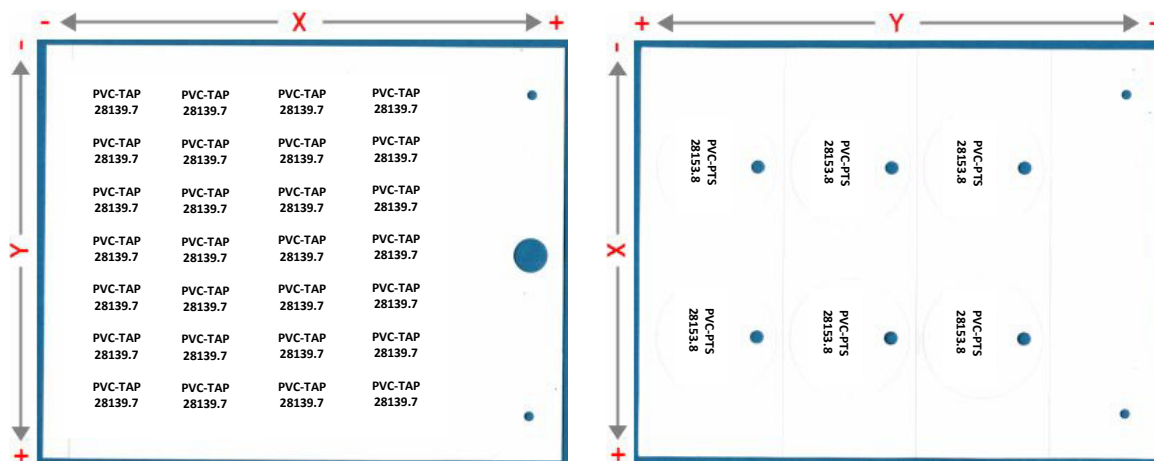
Note - enter a user-preferred description for individual media, which will be displayed when hovering over specific media row in the Media List, e.g.



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

Normal print orientation:

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



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

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

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

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

New Data Job

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

Quick access toolbar

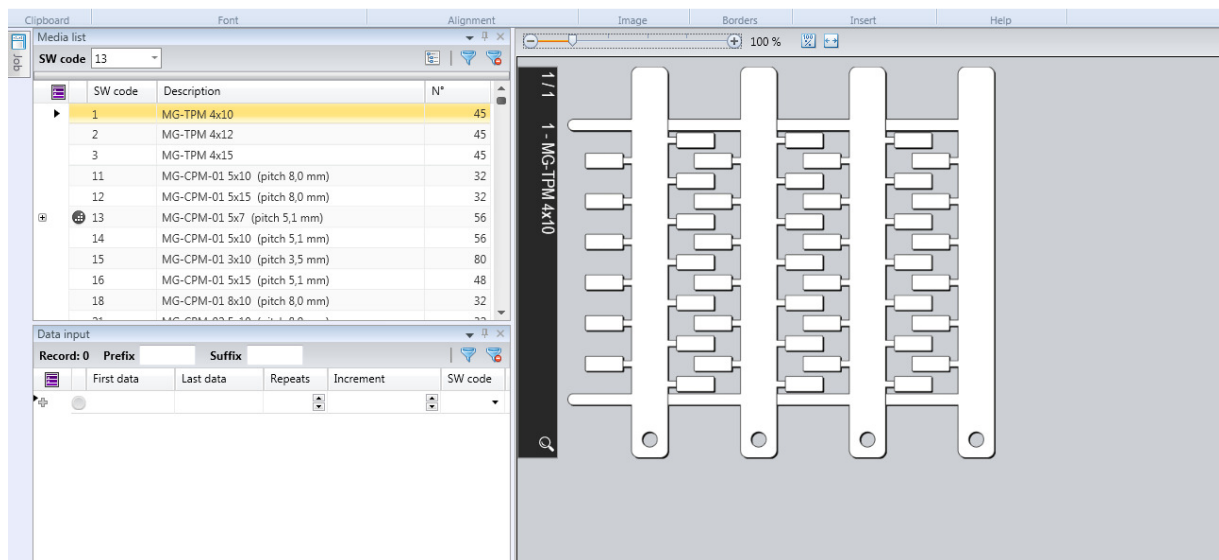


Start menu



Media Selection / Real-time Preview

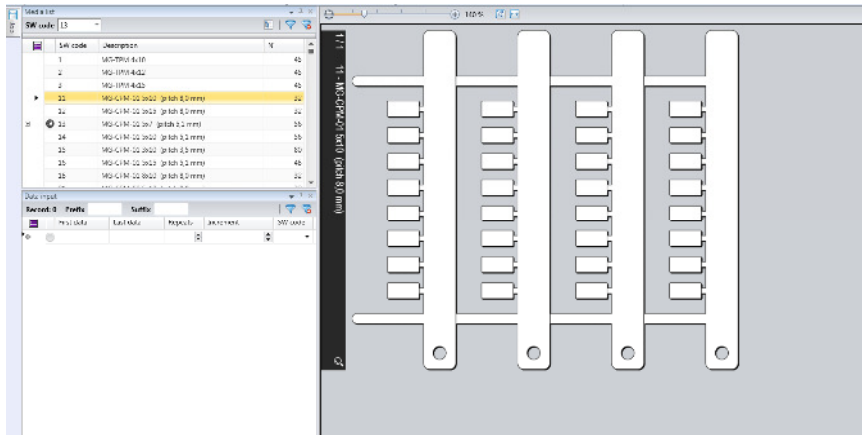
By default, or unless another SW code is selected first, the SW code at the top of the Media List will be selected and the sheet layout displayed in the Real-time Preview.



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

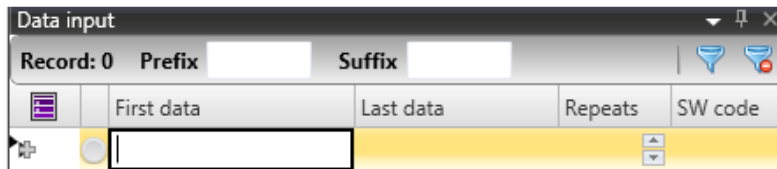
The selected medium will be highlighted yellow.

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



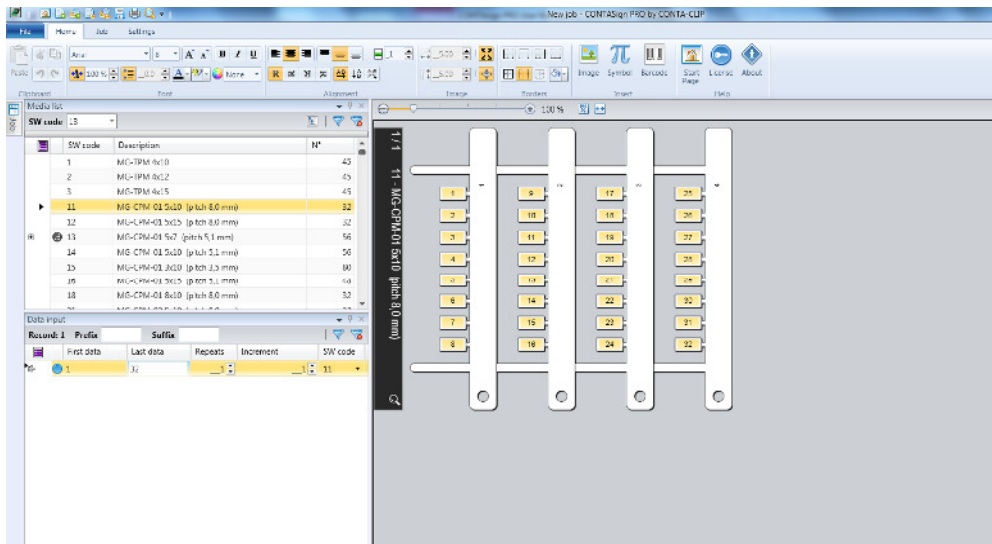
Data Input

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



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

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



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

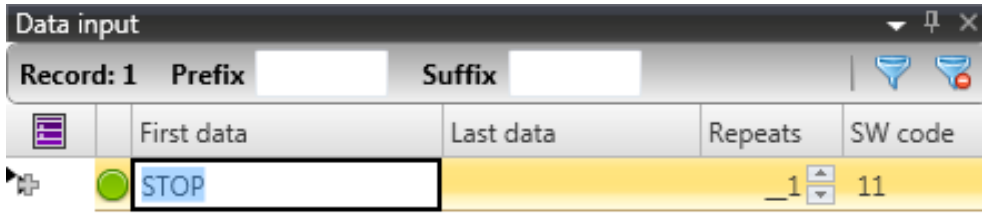
Repeats enter the no. of times each data row should be printed. Default value is 1.

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

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

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

Single data = Green



Counter = Blue

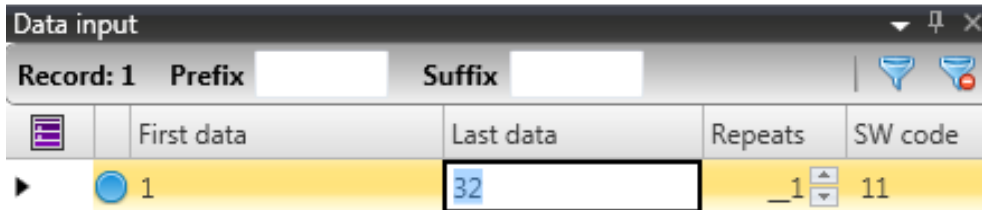
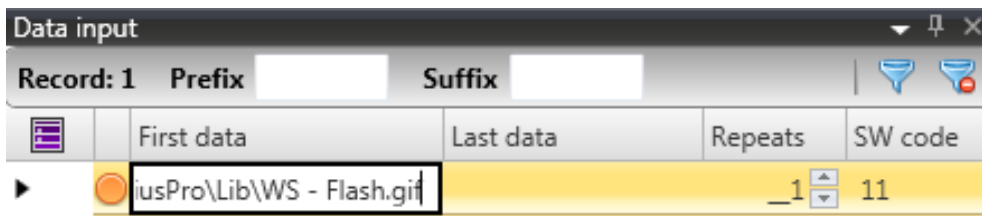
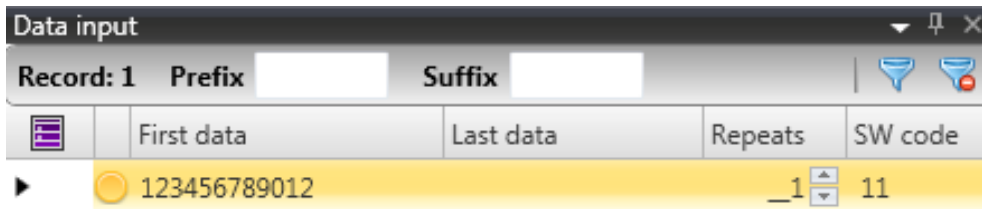


Image = Orange (see Insert image)



Barcode = Yellow (see insert barcode)

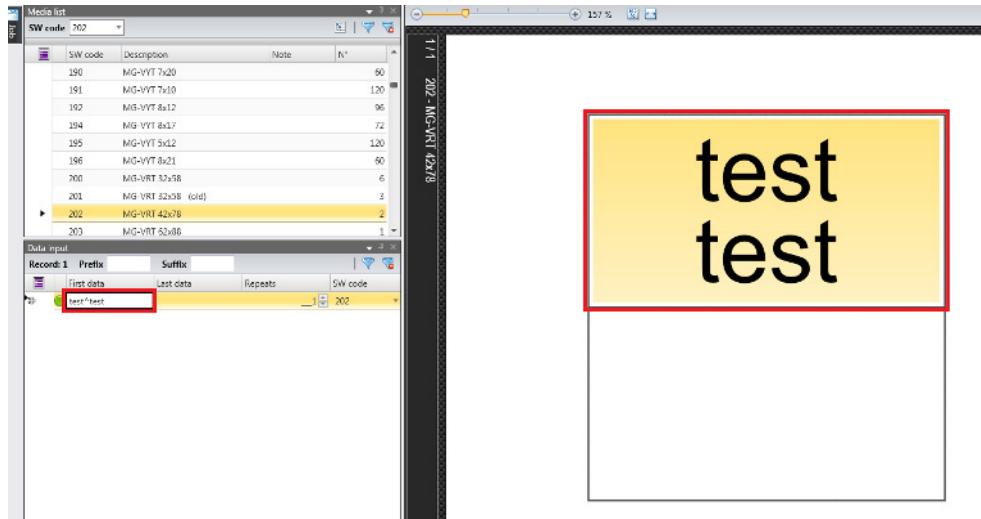


Text Input

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

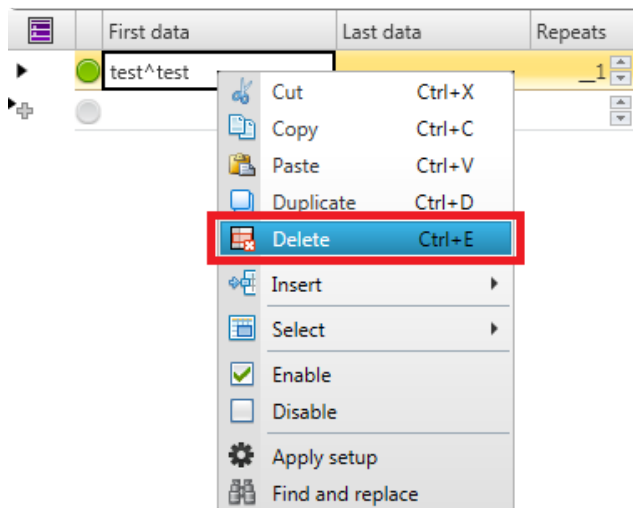
Standard Text

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

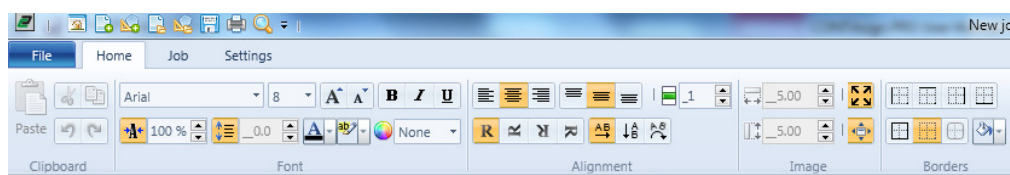


Press the enter button to confirm or start a new row.

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

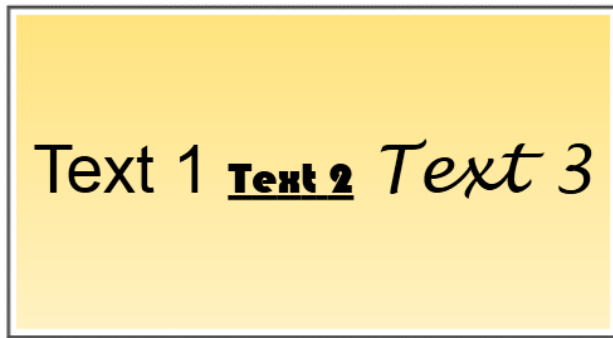


Adjust text details using the Font and Alignment sections located in the Home ribbon.

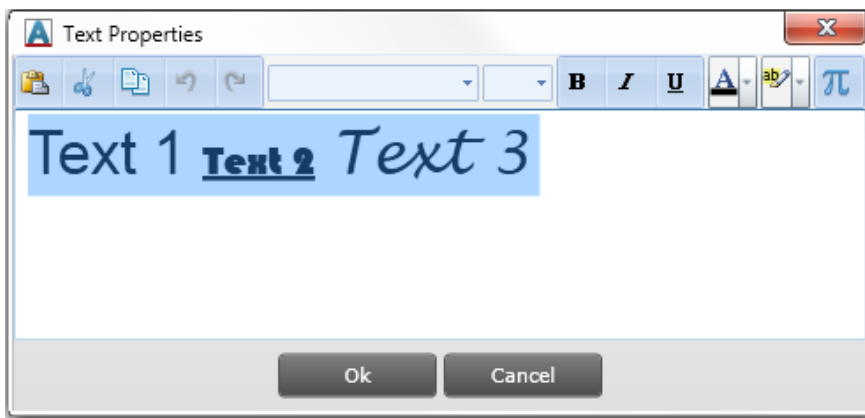


Advanced Standard Text

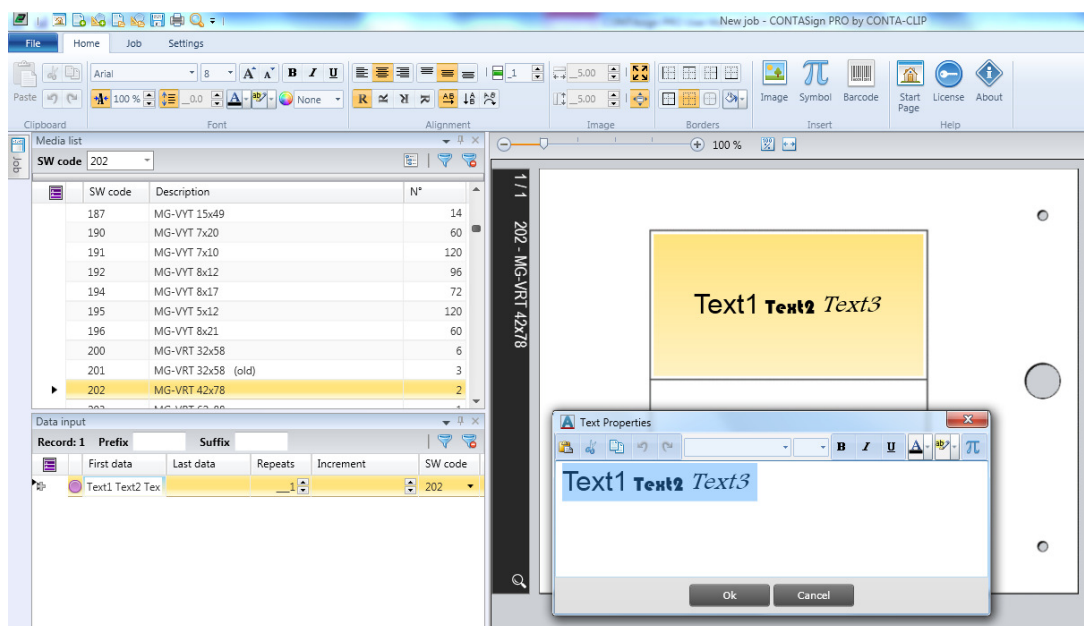
Apply multiple font settings in the same text field.



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

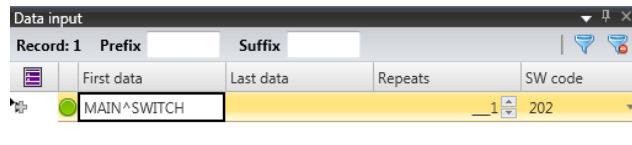


Highlight the text you wish to change and select new font, size etc. & click OK to confirm or cancel to close without saving changes.

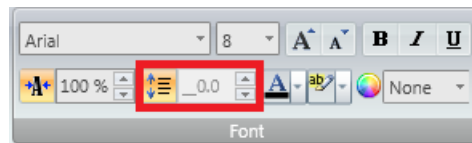
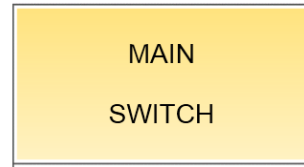


Multi-line data

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



Will print as:

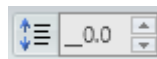


Adjust line spacing using the highlighted icon in the Font section of the Home Ribbon.

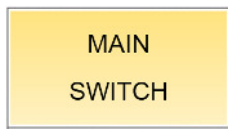
Click to toggle between



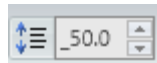
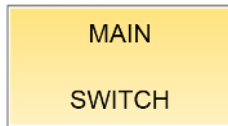
automated spacing and default spacing.



Default spacing

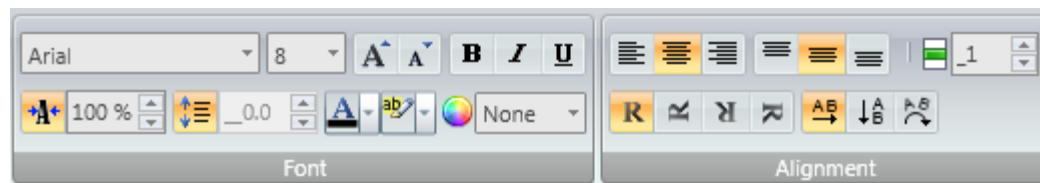


Automated spacing. Lines spaced equally with reference to label height.



Specify spacing value

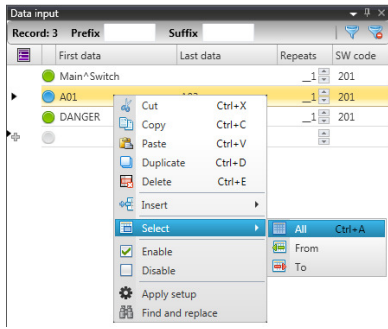
Font and Alignment



Default settings highlighted above in orange.

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

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



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

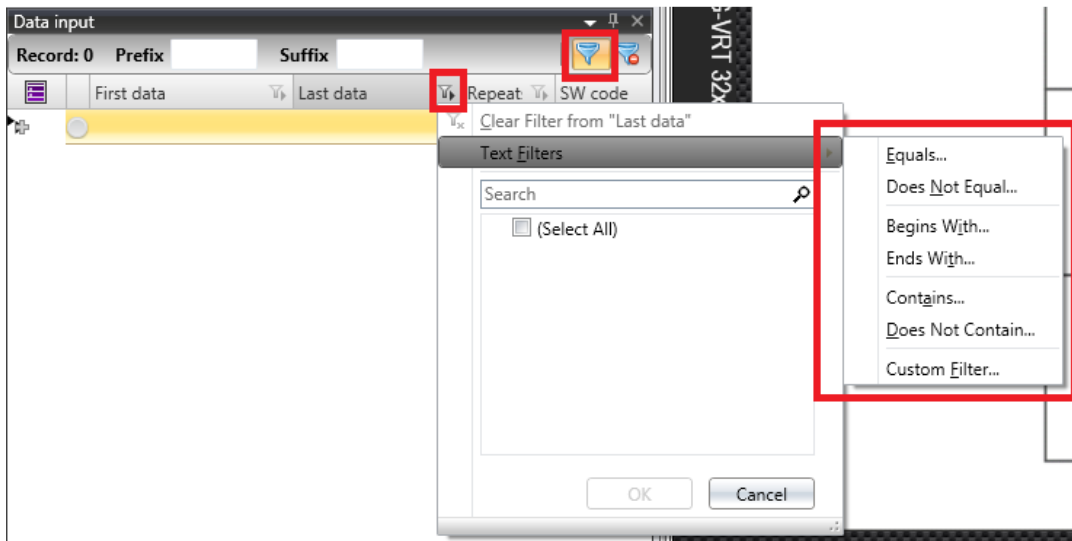



A red triangle indicates font size too big for auto size feature to work, text size should be reduced.



Filter function

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



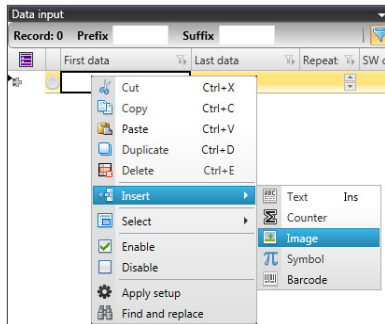
To disable the filter function, click the  button.

Insert image

Right click in First data, Select Insert – Image

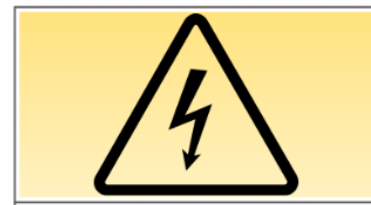
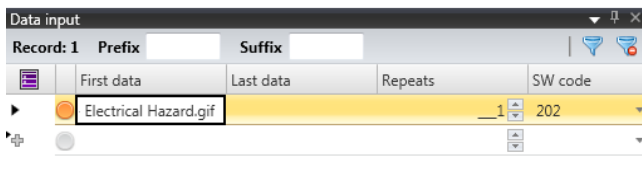
OR

Click Image icon from the Home Ribbon

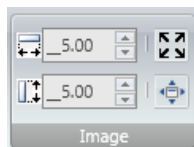


Browse to the location of the image to be inserted. Acceptable graphic formats include bmp, jpeg, wmf, emf, png, tiff etc. and should be in solid monochrome format.

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



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

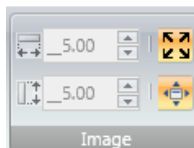


Edit image properties using the Image section of the Home Ribbon:



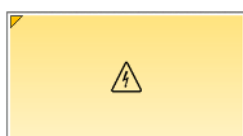
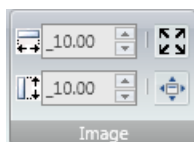
Fill Automatic

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



Fill Automatic & Automatic scale

Best fits image to label size whilst retaining image scale.



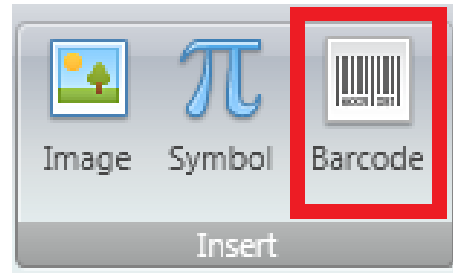
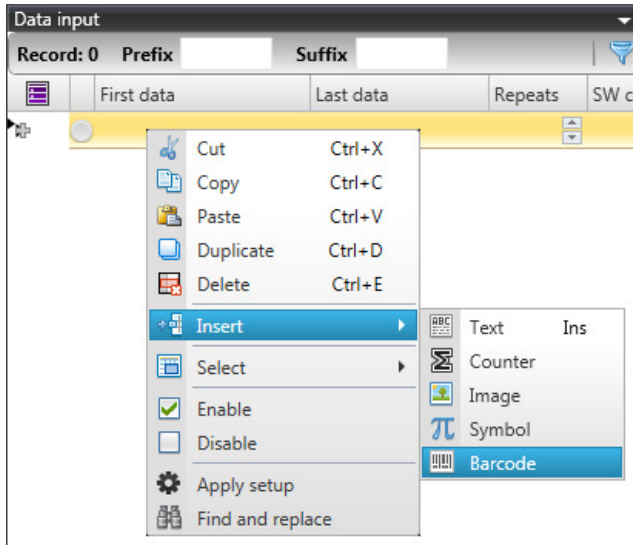
Manual setting

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

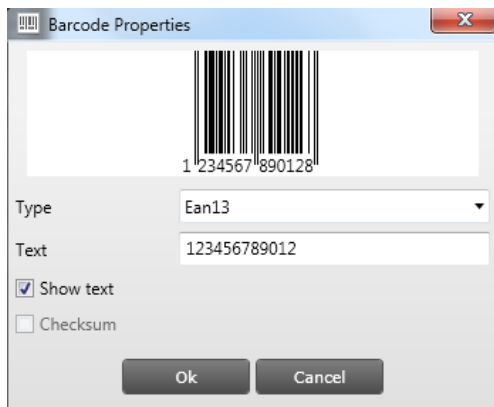
Insert Barcode

Right click in First data, Select Insert – Barcode OR

Click Barcode icon from the Home Ribbon



Barcode properties:

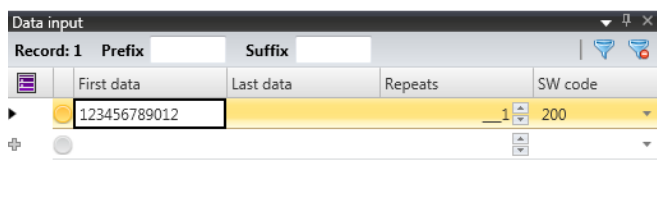


Select the barcode type required from the drop-down menu.

Type the data required

Click OK

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



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

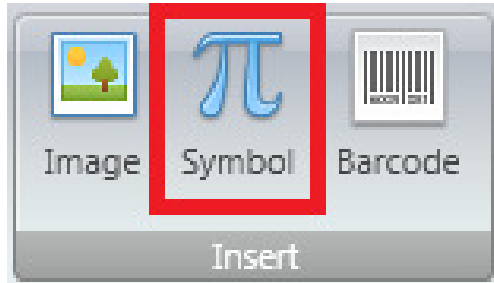
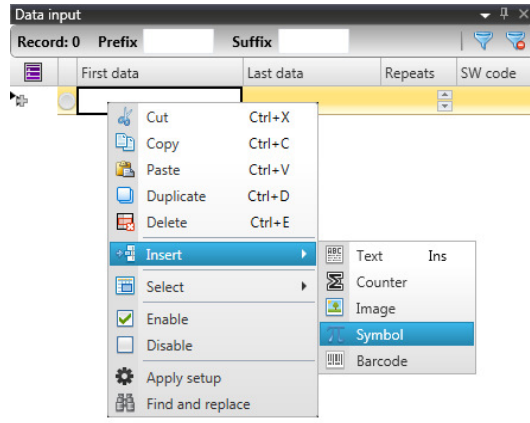
Insert symbol

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

Right click First data – Insert – Symbol

OR

Select Symbol icon from the Home Ribbon



Select the font type.

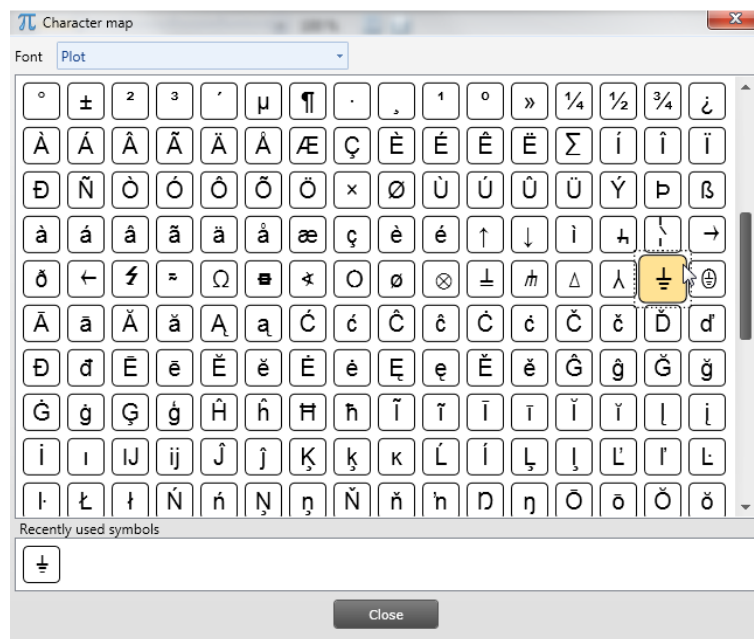
Double click a character to insert it into the First data cell. Enter subsequent characters in the same way.

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

Click Close to exit Character Map.

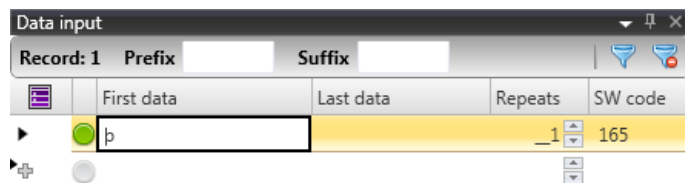
Characters may be entered before or after data typed directly into the First data field

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



E.g.

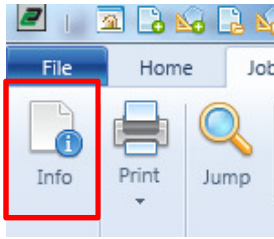
Data input



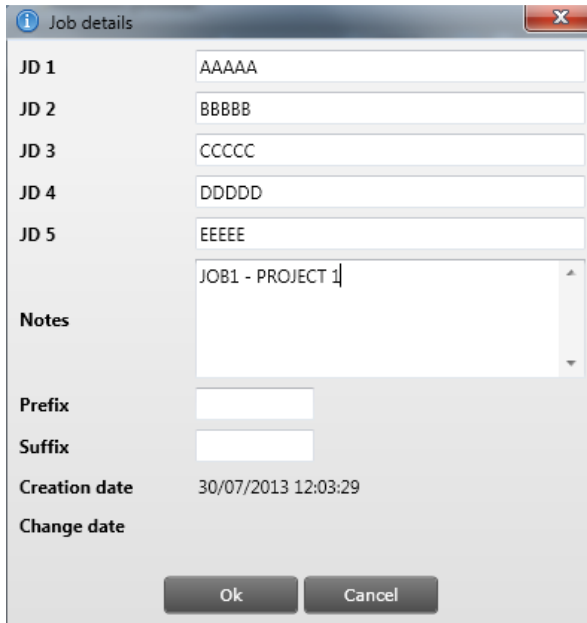
Real-time Preview



Info



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



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

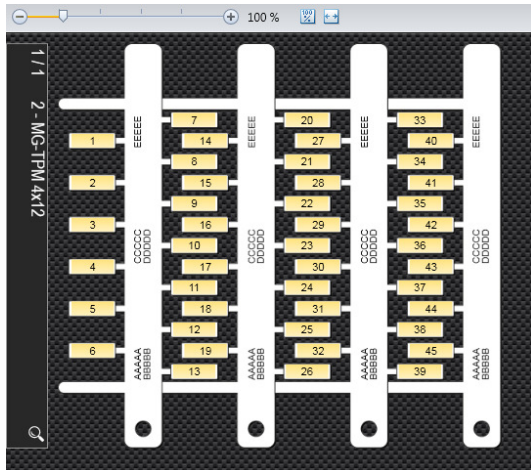
Add Notes specific to the job. These are not printable.

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

OK to confirm details.

Cancel to close without saving.

Standard waste area locations on moulded media

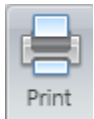
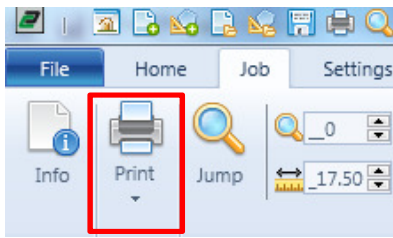


Standard waste area locations on flat media

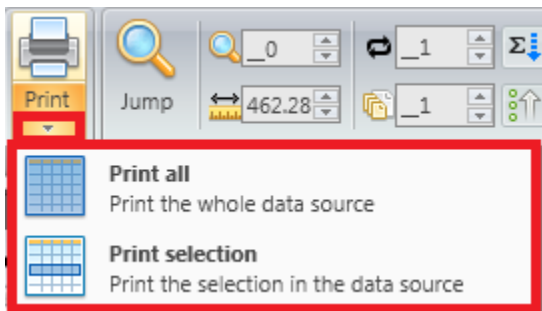


Note - Print job Info must be enabled in the Job tab - preview settings (see preview settings section below) to make info visible in the real-time preview & printable.

Print



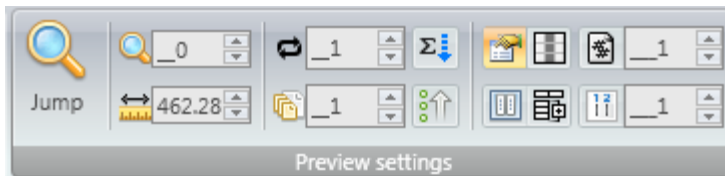
Print opens the print window (shortcut – F6 key). See **Printer selection**



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

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

Preview Settings

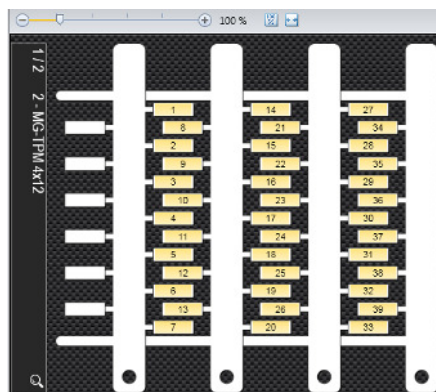



Jump the number of media to be left blank at the beginning of the print process because they have been removed or are already printed.

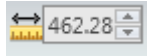
The Real-time preview will automatically update to display results.



will show as:



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



Basic module dimension specify a module length in a job.



Repeat single data select the no. of times each data row in the job should be printed.



Sets set the number of times each complete job should be printed.



Repeat each counter element apply repetitions to each element of the counter (1-1-2-2-3-3) or to the whole counter (1-2-3-1-2-3).



Print job in reverse order prints job in order of Last data to First data.



Print job info enables reference data in “Info” to be printed.



Start new stem to separate sets forces program to start printing on a new row to separate sets.



Filter by group shows group data on media stems.



Start new stem to separate groups forces program to start printing a new row to separate groups.



Auto Sheet numbering prints sequential numbers on each sheet. Specify the start value in the field.



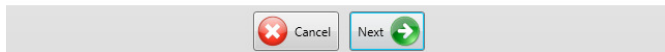
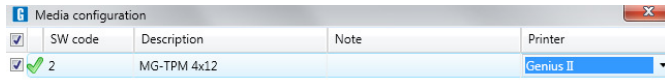
Auto stem numbering prints sequential numbers on the stem of each sheet. Function only available for product types: PVC-TPM, PVC-TPMF, PC-CPM. Specify the start value in the field.

Printer Selection

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

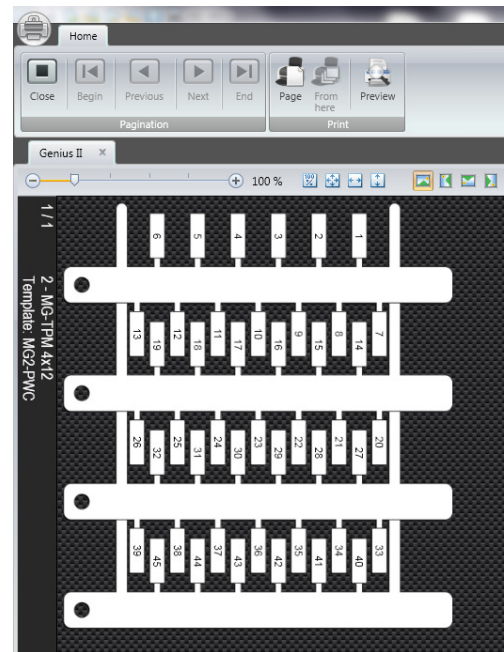
Click Next to proceed to Print Preview (shortcut - F6 key).


Click Cancel to return to data view.



Print preview

Displays a print preview of the media to be printed.



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

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

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



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

Paging



Close exits Print Preview and returns to main window.

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

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

Previous returns to the previous sheet.

Next skips forward to the next sheet.

End jumps to last sheet in the job.

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

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

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

Spread-sheets should be configured beforehand as follows:

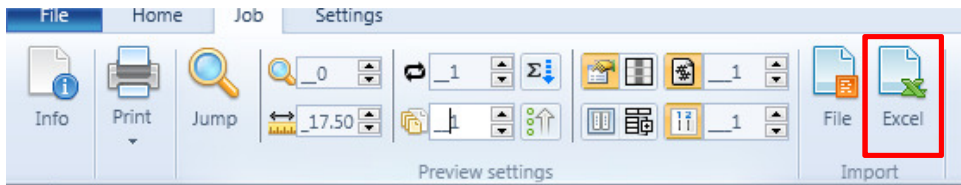
- For media which require multi-line data, enter “^” (Shift +6 key) symbol or ALT + ENTER keys where line breaks are required.
- Avoid empty cells
- Formatting will not be imported. (Font settings etc...).

E.g.

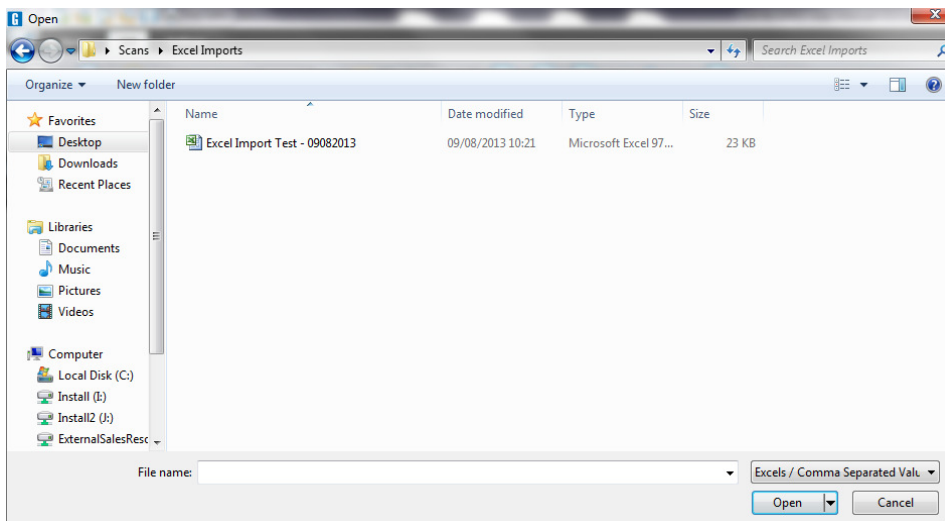
Prepare data in Excel, save and close the spread-sheet.

	A	B	C
1	MAIN^SWITCH	2	166
2	SWITCH^A1	2	166
3	SUPPLY^HEALTHY	2	166
4	MOTOR^CONTROL	2	166
5	ON^OFF	2	166

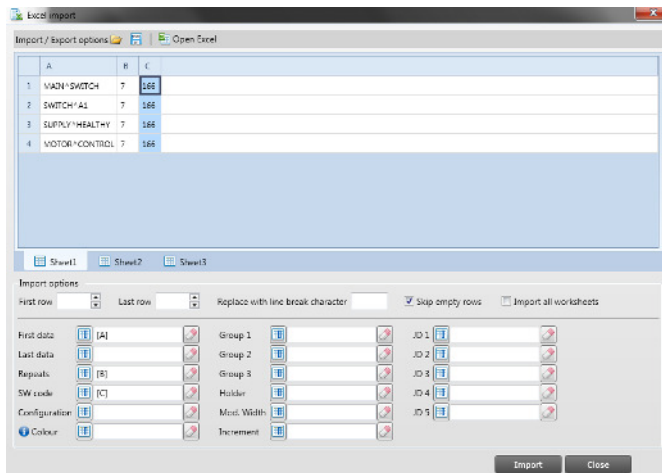
Click “Excel” in the Job tab.




Browse for the required file and click Open.



Assign data to applicable data fields.



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

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

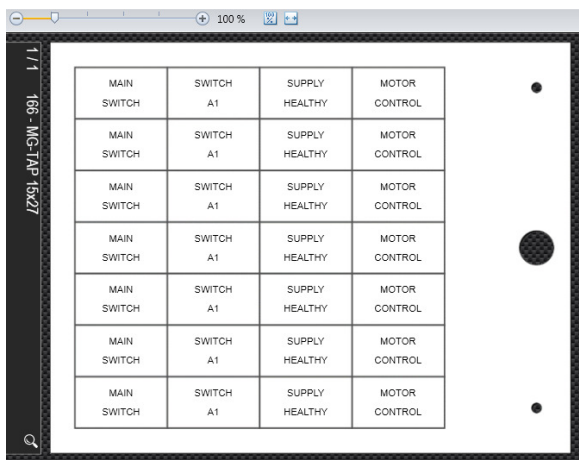
 to clear field and reassign.

Click Import

This will show in Data input table as:

Record: 4	Prefix	Suffix	First data	Last data	Repeats	SW code
			MAIN^SWITCH		_7	166
			SWITCH^A1		_7	166
			SUPPLY^HEALTHY		_7	166
			MOTOR^CONTROL		_7	166

And in the Real-time preview as:



Import From (other software)

Within the Job tab, click:

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

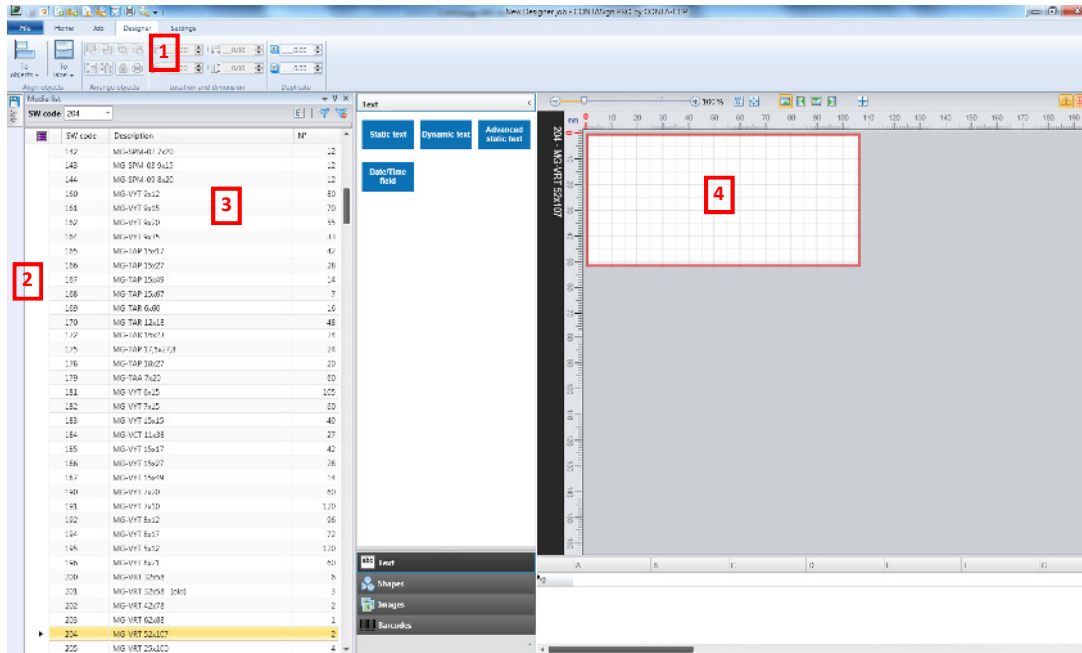


Excel to import compatible file types from Microsoft Excel e.g. .xls, .xlsx, .csv files.



Designer

Window Layout



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

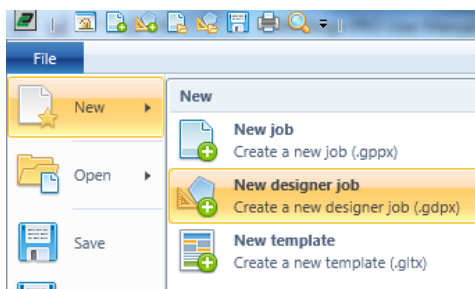
New Designer job

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

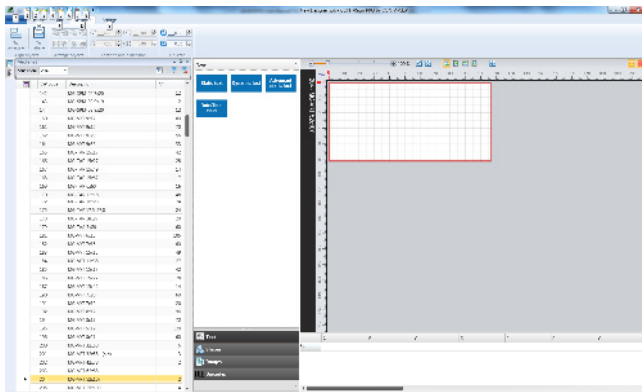
Quick access toolbar



Start menu

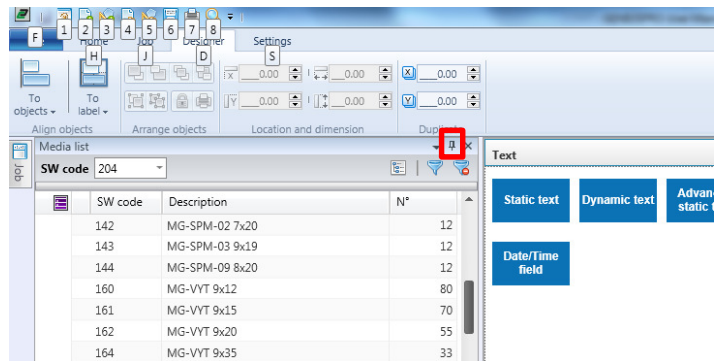



The program will open the Designer window & tab and dock the data input window.

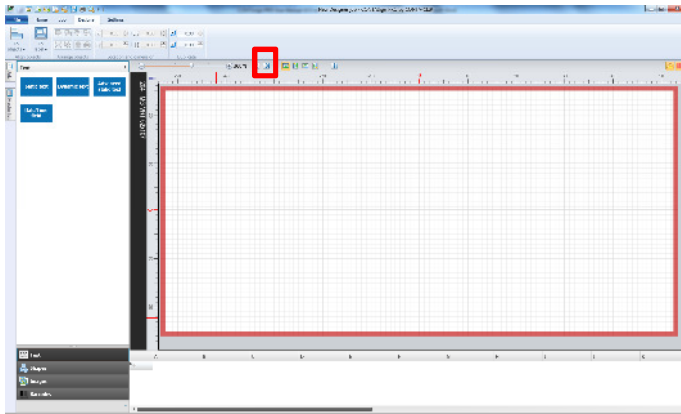



Select the Medium required by double clicking the row in the Media List.

The work area will update to show Label preview.

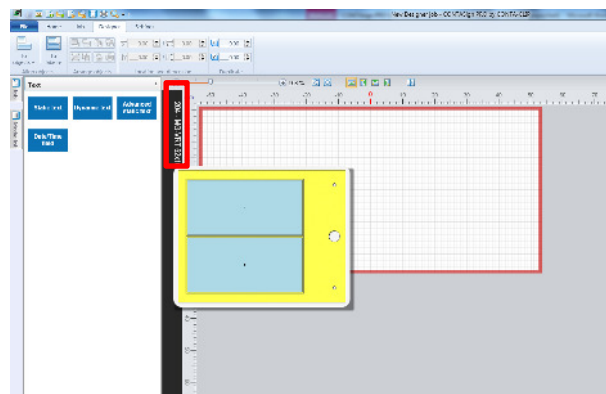


To maximise work area after selecting medium, dock the Media List by clicking Auto hide  icon as highlighted in red (if unlocked, happens automatically as standard).

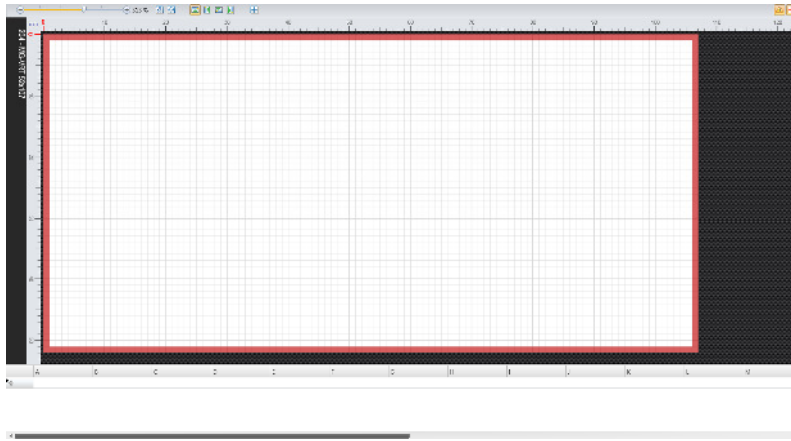


Best fit label to fill work area by clicking  as highlighted in red.

To see a preview of the medium selected, hover the mouse over the sidebar highlighted in red.



Work area settings



Settings available in the work area:

- Zoom
- Rotate
- Axes
- Warnings
- Grid lines
- Unit of measure

Zoom



Use the slider to adjust zoom

percentage.



Zoom to 100%



Maximise label to work area.

Rotate



0 degree rotation



90 degree rotation

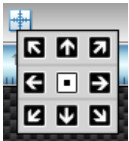


180 degree rotation



270 degree rotation

Axes



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

Warnings



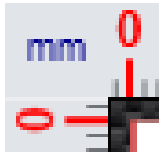
Toggle between on/off to display warnings, e.g. if text has been auto sized.

Grid lines



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

Unit of measure



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



Objects panel

Insertion of Text, Shapes, Images and Barcodes.

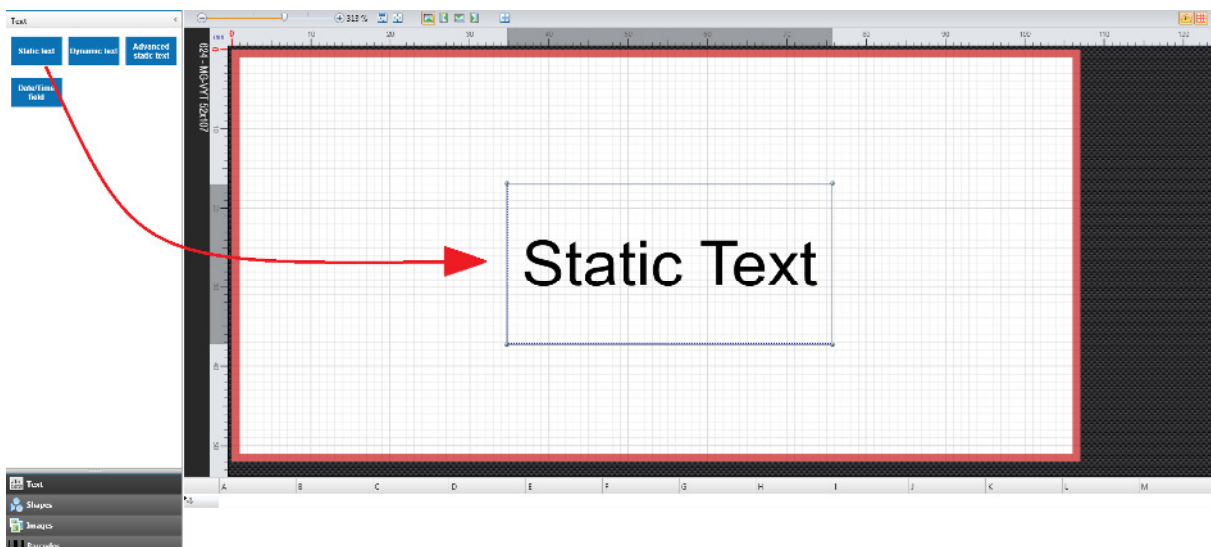
Click the required heading (Text, Shapes, Images or Barcodes) to display options, then click, hold, drag & drop the selection onto the work area (see below).

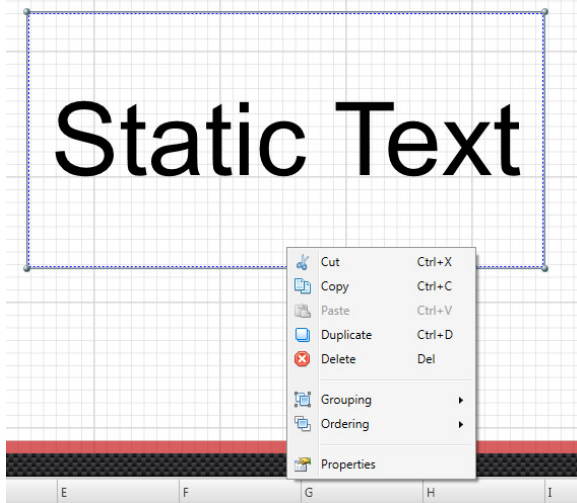
To move an object:

- Click, hold and drag
- Click to select and then hold Ctrl while using the arrow keys.
- Specify the exact location in X and Y fields from the Location and Dimension section of the Designer tab. Ref point is top left corner of object box (see Location and Dimension).

To resize an object:

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





Right click object to display menu:

Cut – Copy – Paste selected object.

Duplicate see Location & Dimension & Duplicate sections below.

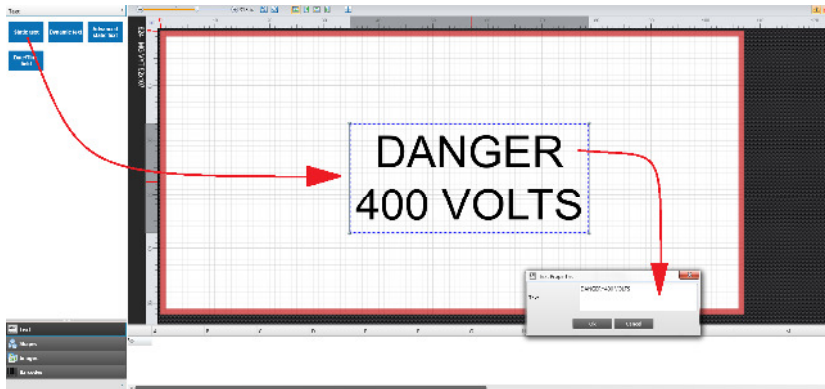
Delete deletes selected object.

Grouping see Arrange objects section (page 35).

Ordering see Arrange objects section (page 35).

Properties provides access to settings for selected object.

Static text

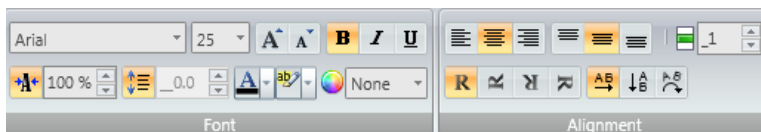


Insert Static text field onto work area and double click to open Text Properties window.

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

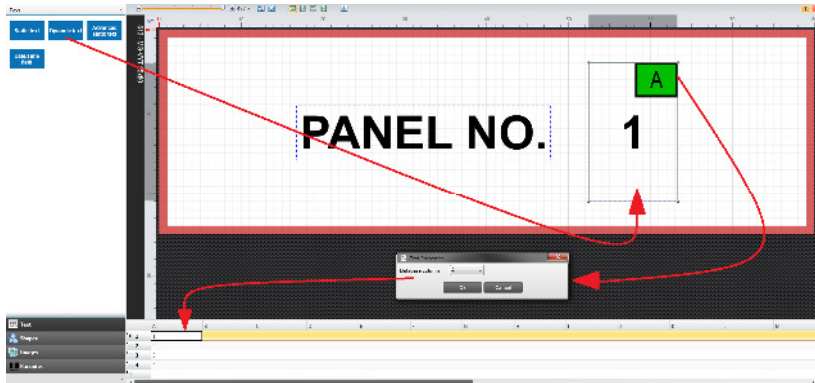
OK to confirm

Cancel to close without saving.



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

Dynamic text



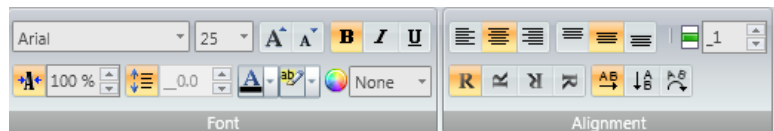
Dynamic text links the text field to the database below the work area.

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

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

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

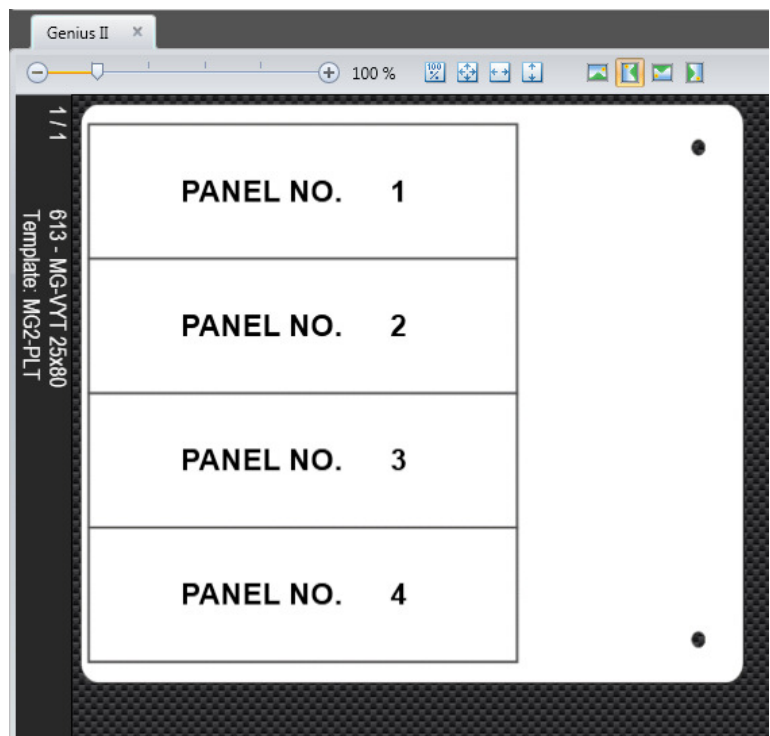
Edit text properties using the Font and Alignment sections located in the Home tab.



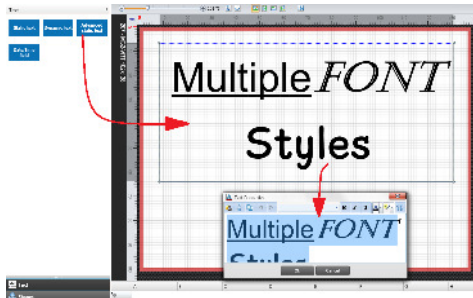
The above arrangement will print as shown in preview opposite.

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

One row in the database represents one label to print.



Advanced static text



Apply multiple font settings in the same text field.

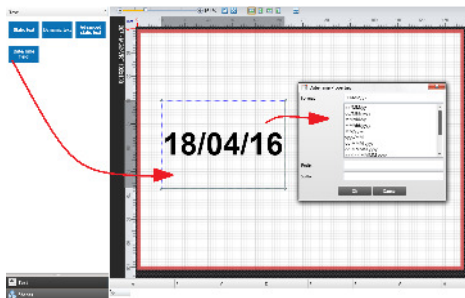
Insert Advanced static text field onto work area and double click to display Text Properties window.

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

OK to confirm

Cancel to close without saving changes.

Date / Time



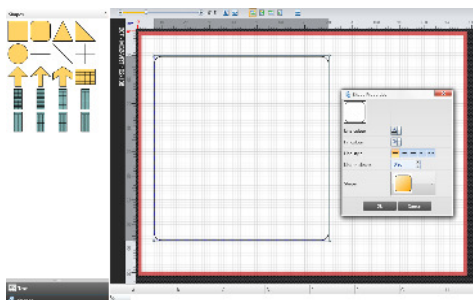
Add date / time detail onto the work area.

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

OK to confirm

Cancel to close without saving changes.

Shapes



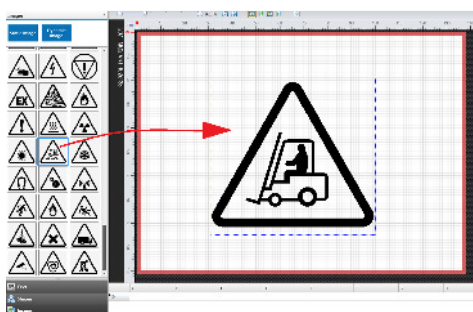
Select shape from the library and insert onto the work area.

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

OK to confirm

Cancel to close without saving changes.

Images

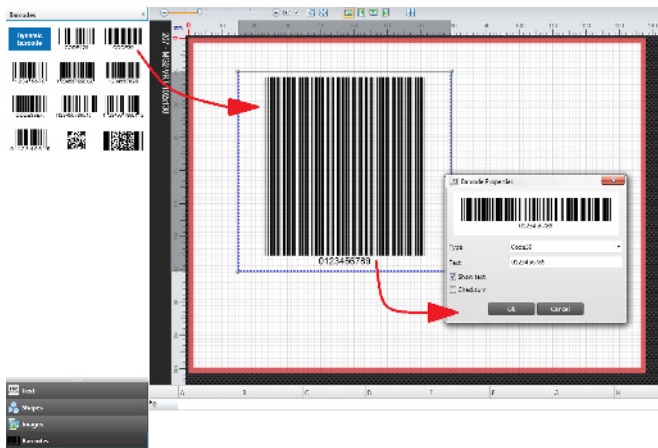


Select image from the library and insert onto the work area.

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

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

Barcodes



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

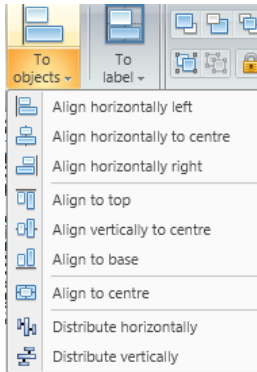
Double click to display Barcode Properties window.

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

OK to confirm

Cancel to close without saving changes.

Align objects

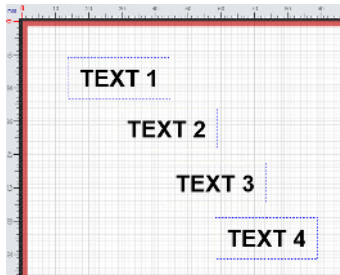


Align objects to other objects also on the work area.

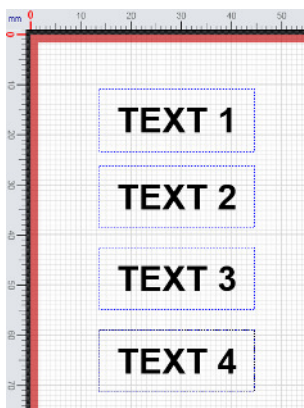
First select the reference object, hold Ctrl and select other objects.

Select from list of alignments.

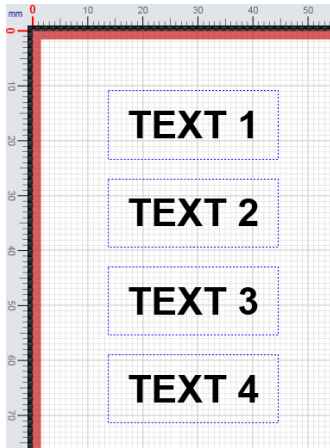
Example with reference to objects:



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

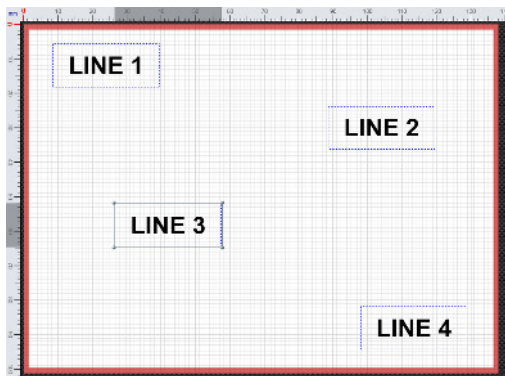
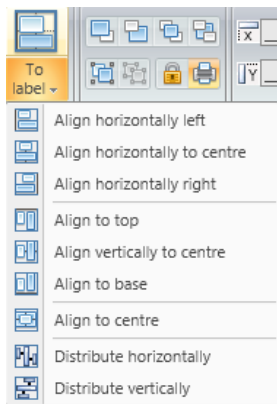


Align horizontally left. Positions left edge of objects to the left edge of reference object.

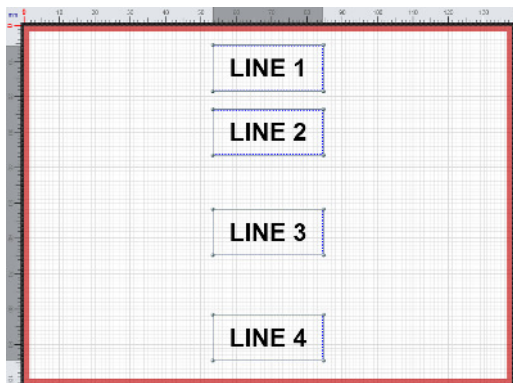


Distribute vertically equalises vertical spacing between highest & lowest selected objects.

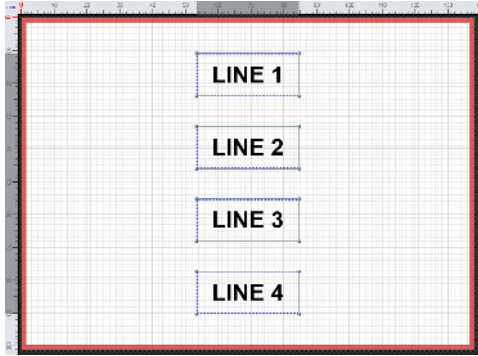
Example with reference to label:



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

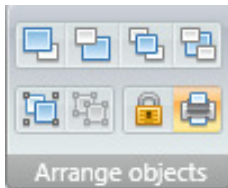


Align vertically to centre. Positions objects to the vertical centre of the label.



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

Arrange objects



Bring forward



Send backward




Bring to front



Send to back



Select multiple objects and click  to group. Objects now treated as one single object.



Ungroup

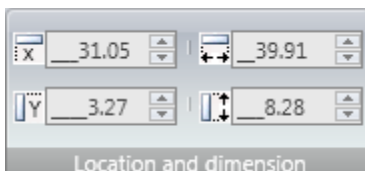


Lock/unlock location and dimensions of object.



Enable/disable printable objects.

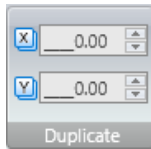
Location and dimension



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

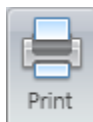
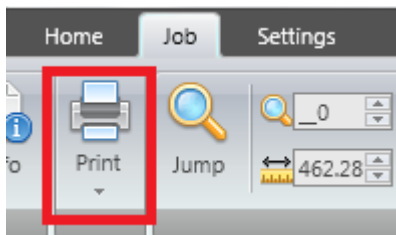
Set the size of an object using the width and height fields.

Duplicate

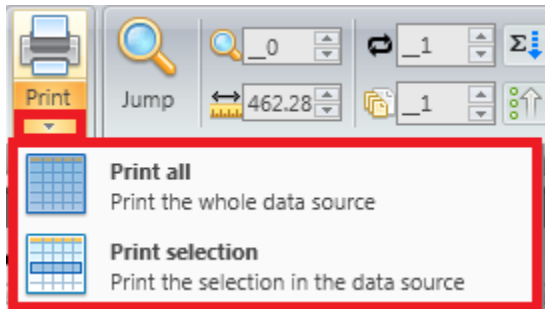


Specify X and Y locations of duplicated object. Right click on object then select Duplicate.

Print



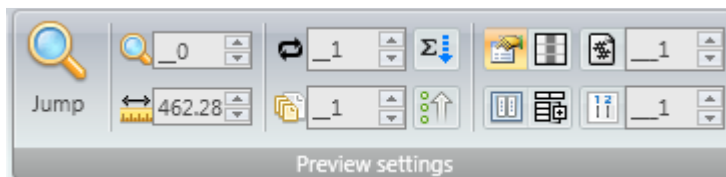
Print opens print window (shortcut – F6 key). See **Printer selection**



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

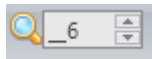
Print selection prints specific rows selected in the Data input section.

Preview Settings

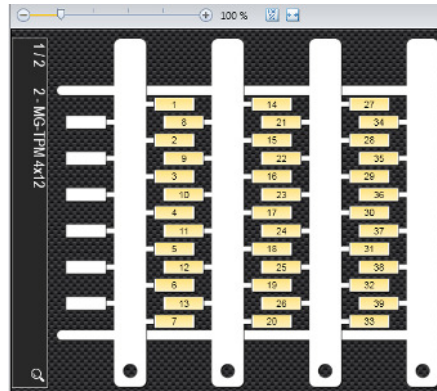



Jump the number of media to be left blank at the beginning of the print process because they have been removed or are already printed.

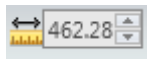
The Real-time preview will automatically update to display results.



will show as:



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



Basic module dimension specify a module length in a job.



Repeat single data select the no. of times each data row in the job should be printed.



Sets set the number of times each complete job should be printed.



Repeat each counter element apply repetitions to each element of the counter (1-1-2-2-3-3) or to the whole counter (1-2-3-1-2-3).



Print job in reverse order prints job in order of Last data to First data.



Print job info enables reference data in "Info" to be printed.



Start new stem to separate sets forces program to start printing a new row to separate sets.



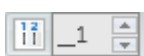
Filter by group shows group data on media stems.



Start new stem to separate groups forces program to start printing a new row to separate groups.



Auto Sheet numbering prints sequential numbers on each sheet. Specify the start value in the field.



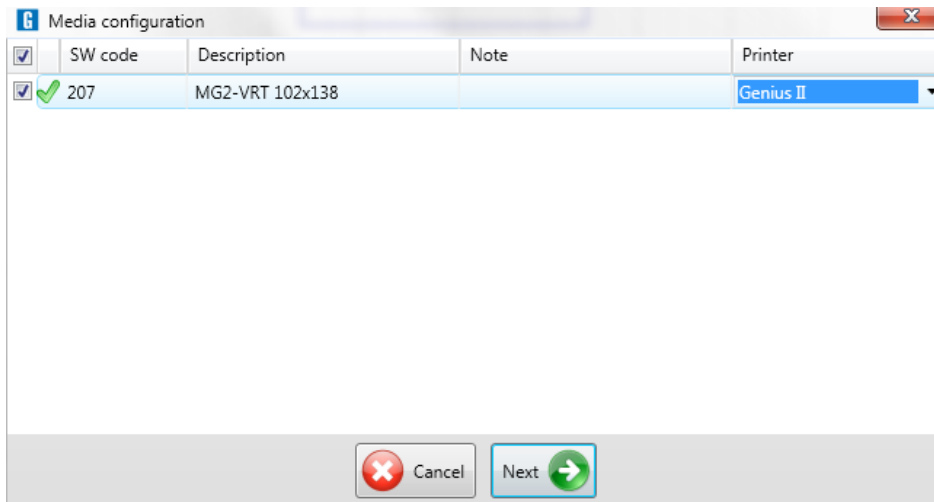
Auto stem numbering prints sequential numbers on the stem of each sheet. Function only available for product types: PVC-TPM, PVC-TPMF, PC-CPM. Specify the start value in the field.

Printer Selection

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

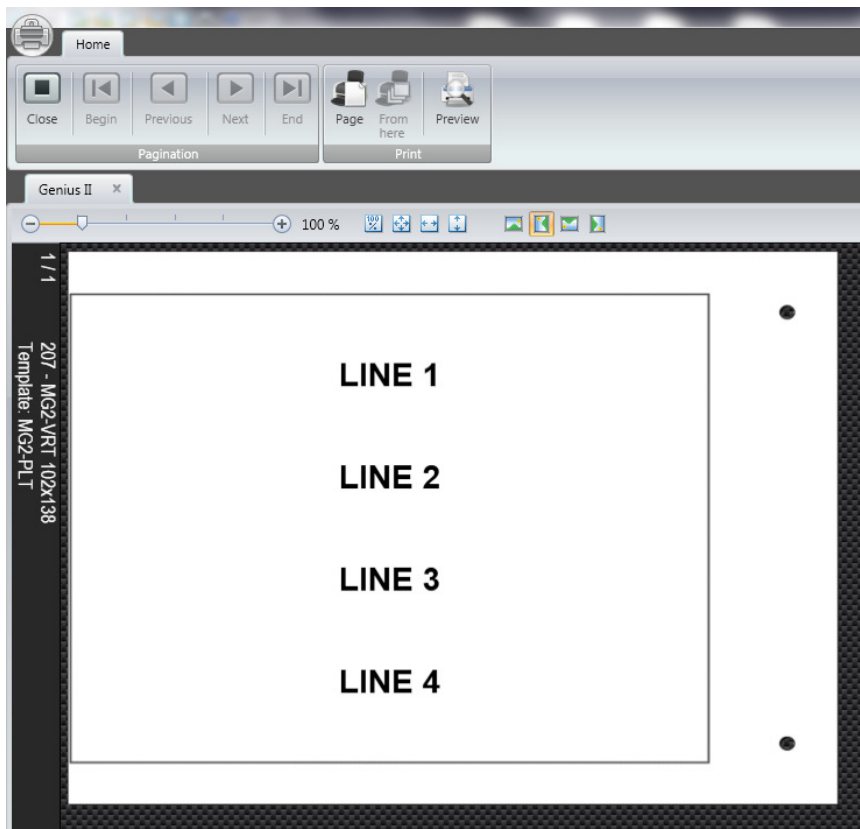
Click Next to proceed to Print Preview (shortcut - F6 key).

Click Cancel to return to Designer view.



Print preview

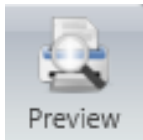
Displays a print preview of the media to be printed:



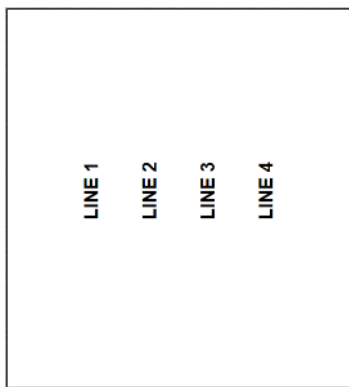


Ensure the correct template and medium are loaded on the printer carriage and click **Page** to send single print (shortcut – F6).

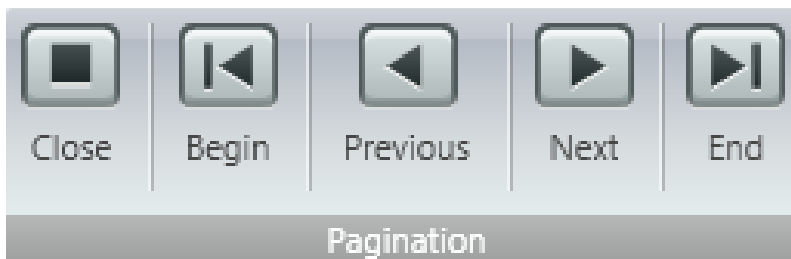
Note – SW code, media type / size, sheet quantity and template required are displayed on the side bar of the print preview screen.



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



Paging



Close exits Print Preview and returns to main window.

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

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

Previous returns to the previous sheet.

Next skips forward to the next sheet.

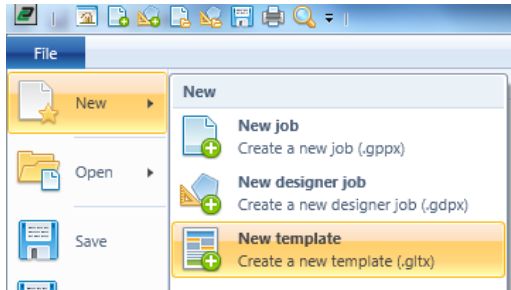
End jumps to last sheet in the job.

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

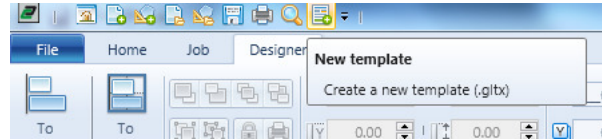
New Template

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

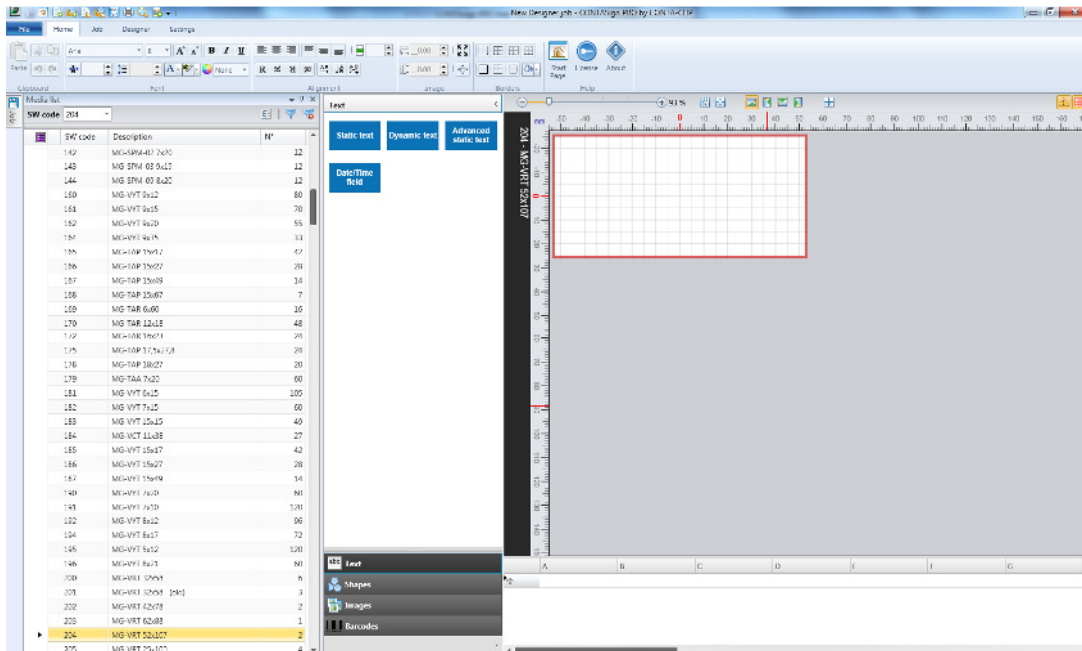
Start menu



Quick access toolbar (if set up)



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

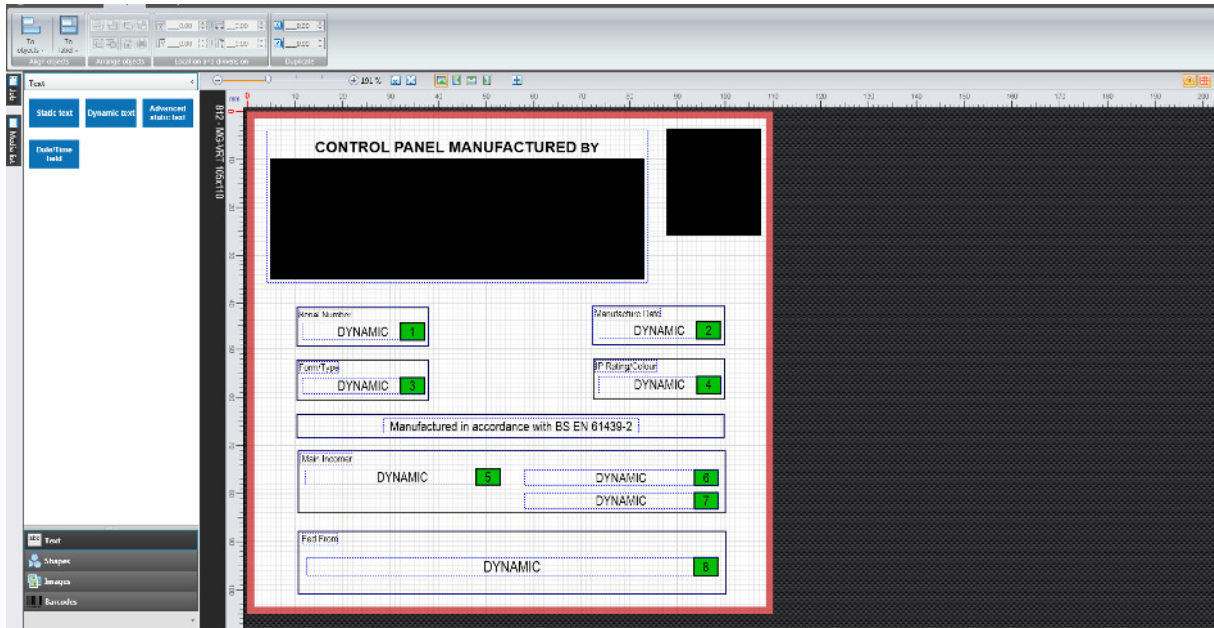


Select the medium you wish to create a template for e.g. SW code 812 – PVC-VRT 105x110mm and double click to confirm. Real-time preview is updated to show selection in the work area.

The following can now be added to the template:

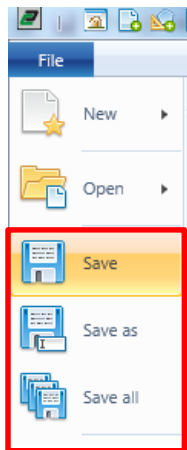
- Text
- Shapes
- Images
- Barcodes

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

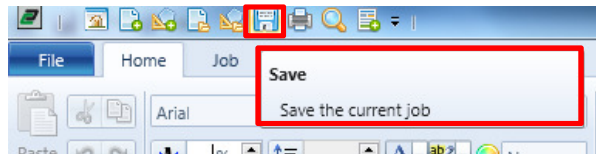


Templates can be saved by clicking save, save as or save all in either the:

Start menu

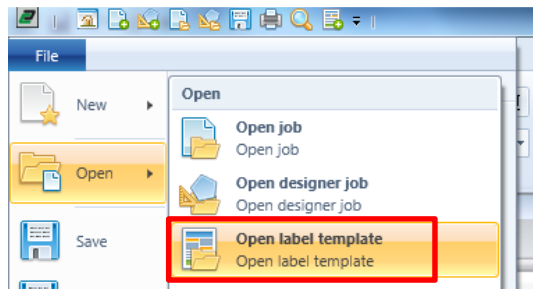


Quick access toolbar

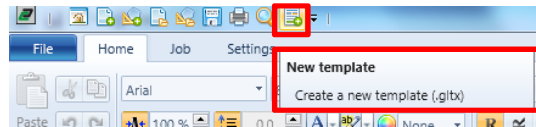


Or once saved, the template can be opened again at any point for modification by clicking open in either the:

Start menu

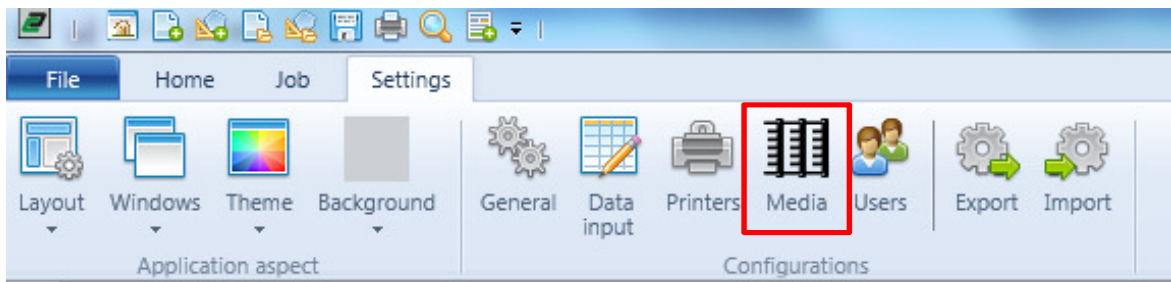


Quick access toolbar (if set up)




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

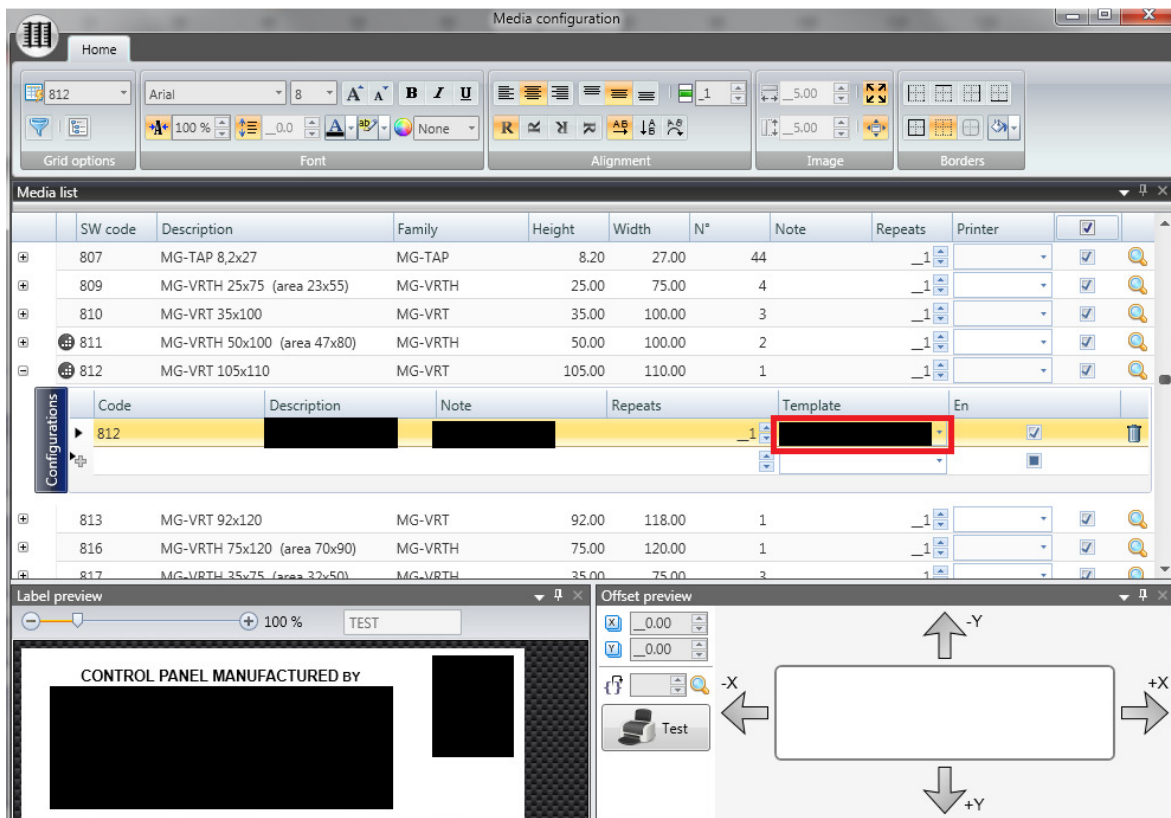
Firstly a custom configuration will need to be made by clicking on the settings tab and clicking media.




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

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

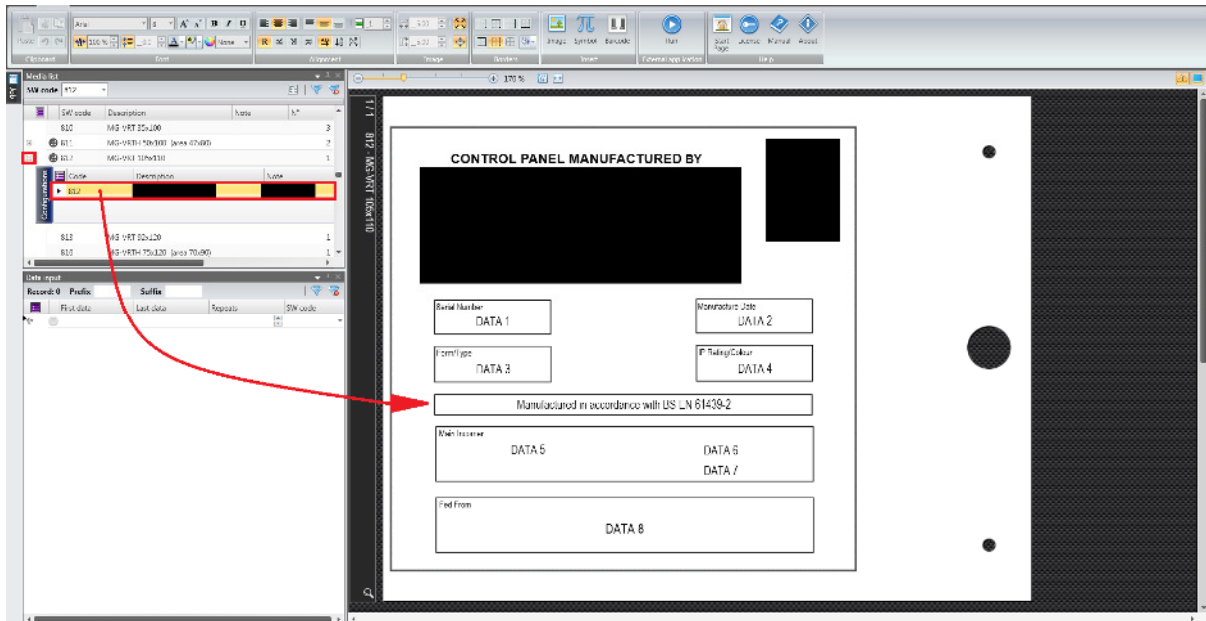
In the template dropdown, select the template created earlier (should show as the previously saved filename). Once selected, a preview will be shown within the Label preview window (bottom left hand corner).



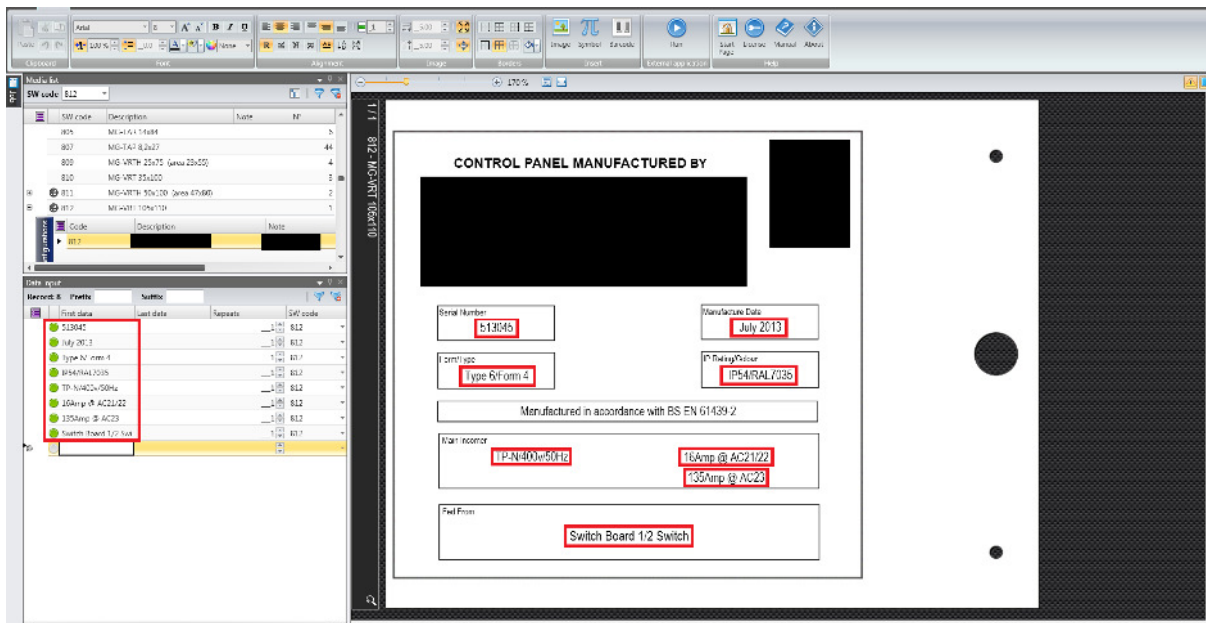
Once all settings are made, exit the window by clicking the red X (top right hand corner of screen) and confirm to save changes.

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

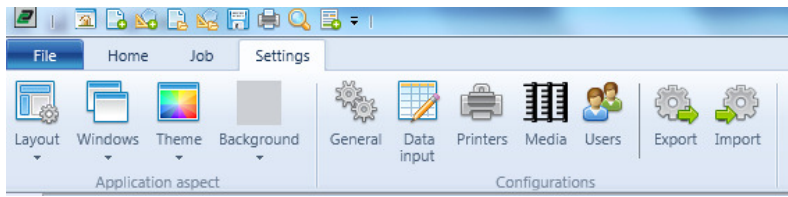
The template will then be displayed within the Real-time preview and will be ready to use for data input.



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

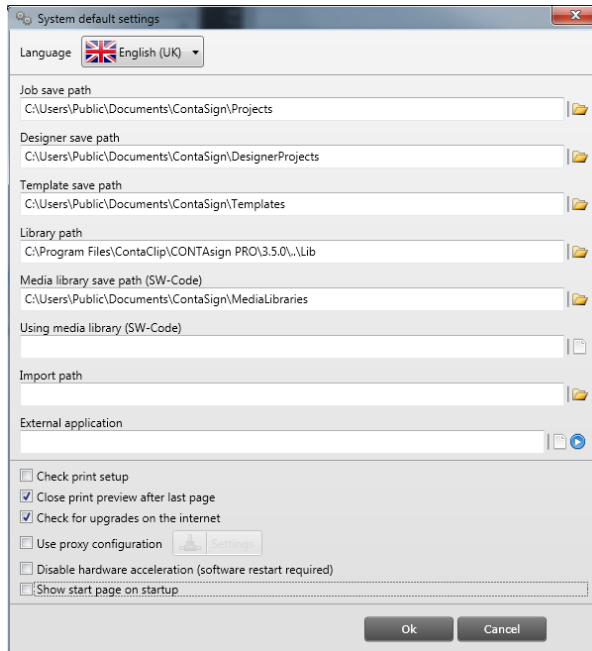


Settings



Configurations

General



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

Job save path location where Data jobs created are saved.

Designer save path location where Designer jobs created are saved.

Template save path location where Templates created are saved.

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

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

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

Import path location where files to be imported are stored.

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

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

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

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

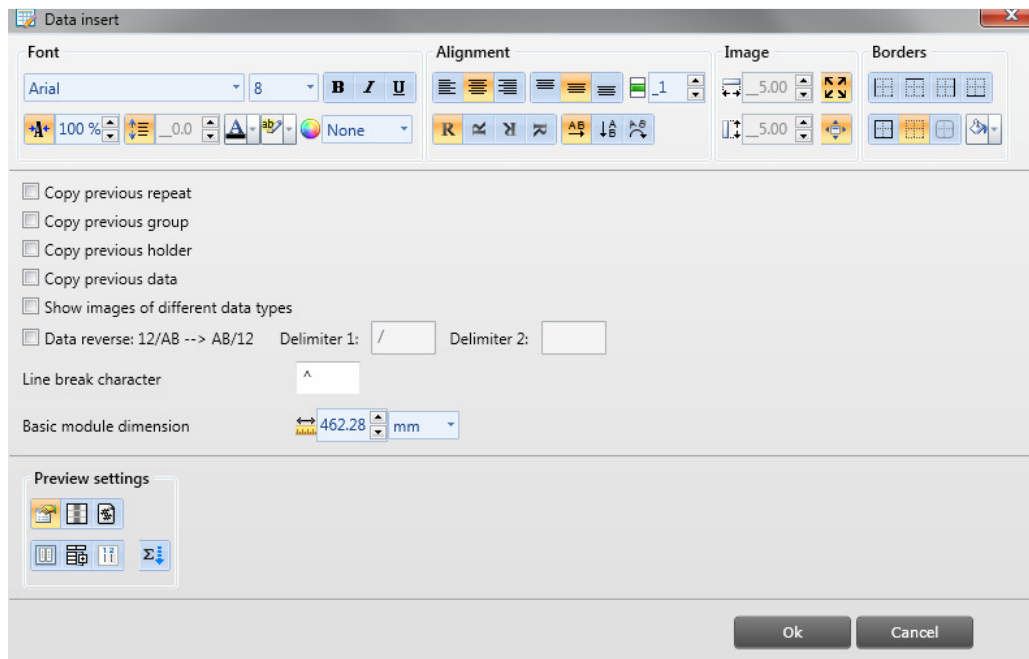
Note – Any new media (SW codes) added during an update will automatically be disabled and will require enabling within 'Media' before being used or set as favourites.

Use **proxy configuration** advanced functions for proxy server connections.

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

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

Data input



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

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

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

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

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

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

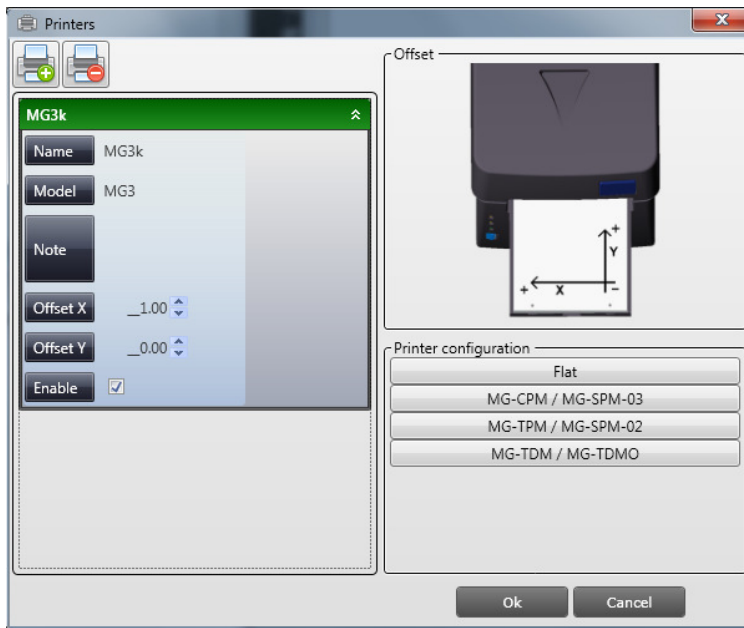
Data reverse by adding a delimiter character, data inputted with this delimiter will automatically be reversed in the next available label / marker.

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

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

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

Printers



Add a new printer to the list of available printers.



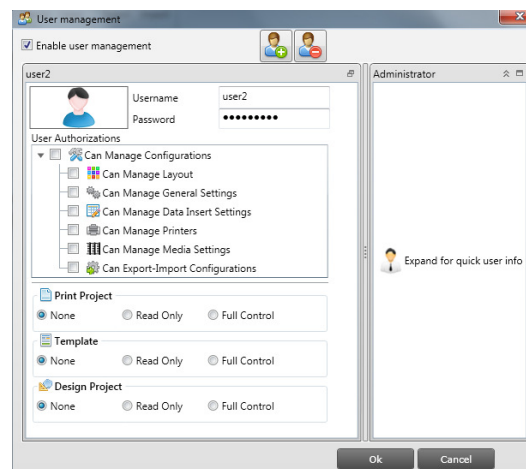
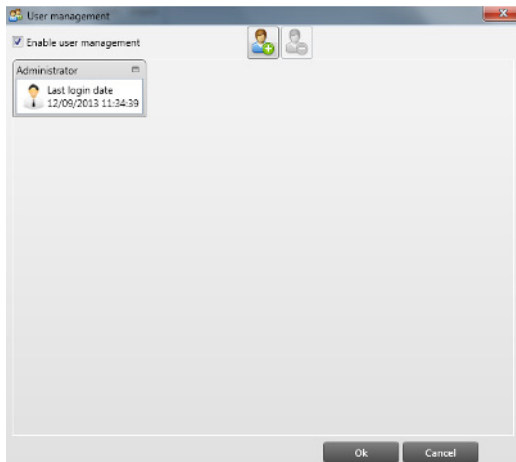
Remove a printer from the list.

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

For fine tuning individual media see Media.

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

Users



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



Add new user account.

Specify User name and Password and select permissions.

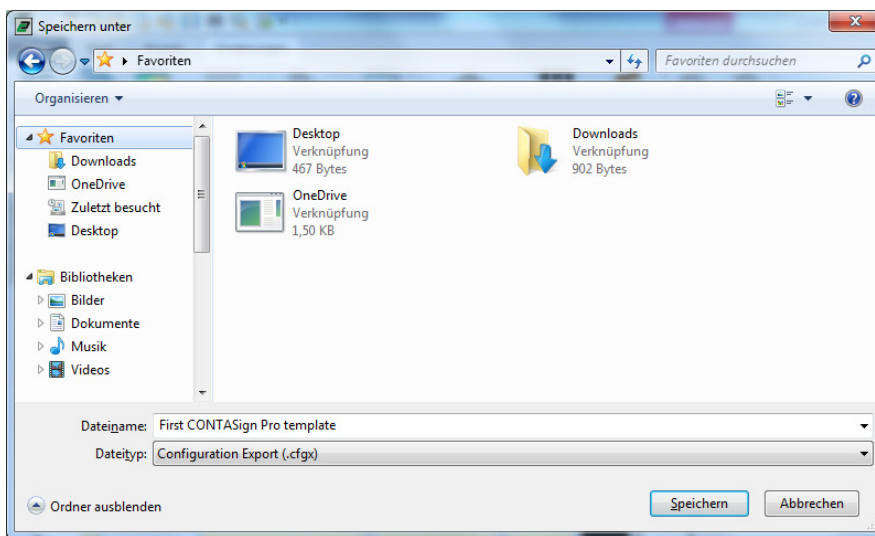
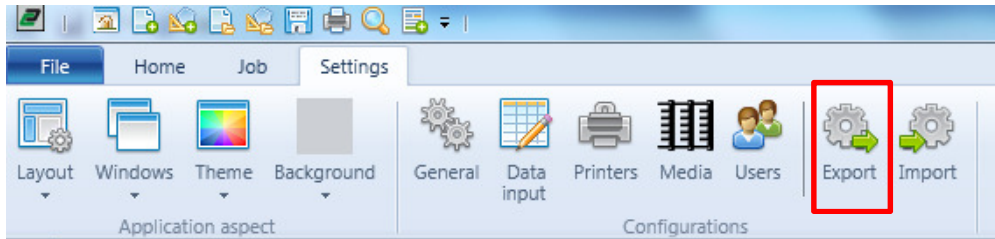


Delete User account.

Exporting settings created

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

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

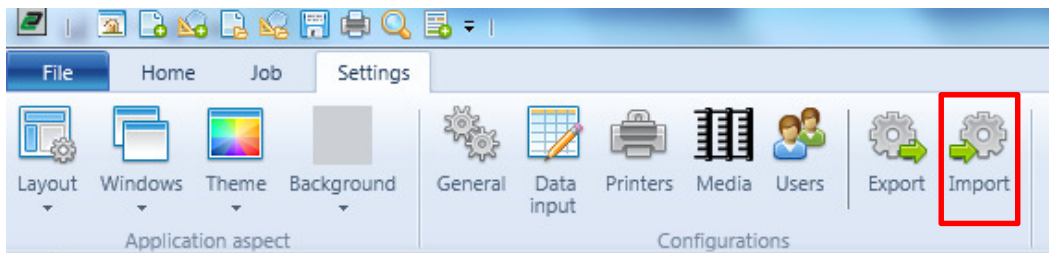


Click save once complete.

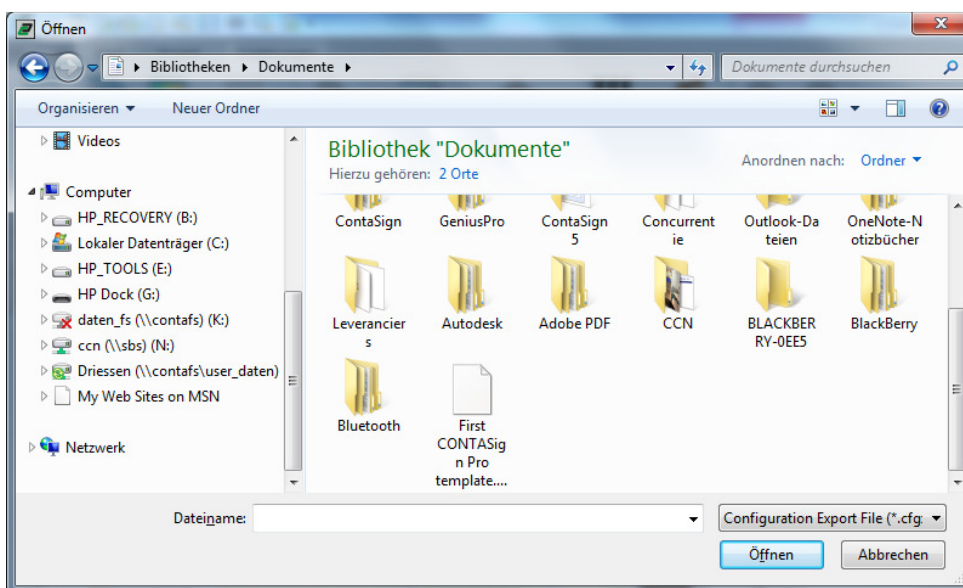
The file will then be saved to the location of choice as a .cfgx file (CONTASign Pro Configuration Export).

Importing settings created

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



Locate the file and select open.



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

