



DuraLabel

**LABELFORGE<sup>PRO</sup>**

DESIGN SOFTWARE

# USER MANUAL

**DuraLabel**

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DuraLabel  
**LABELFORGE<sup>PRO</sup>**



**DuraLabel<sup>®</sup>**

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# 1

## INTRODUCTION

LabelForge PRO® Design Software gives you the power to quickly and easily create customized label designs for a variety of applications.

The software includes several ways to create new labels or signs. Some of the modules are for compliance-focused labeling, such as Chemical Labeling (using the GHS label structure) and Arc Flash Labeling (using the NFPA 70E label requirements). You can also create completely free-form labels with the Label Designer module.

On the DuraLabel Kodiak Max® or Toro Max® Industrial Sign and Label Systems, these modules are accessible through the Label menu on the system's main screen. On a PC, the modules are accessible from the program's main screen.

This manual will get you started making labels with LabelForge PRO. For additional assistance, please contact your DuraLabel representative.



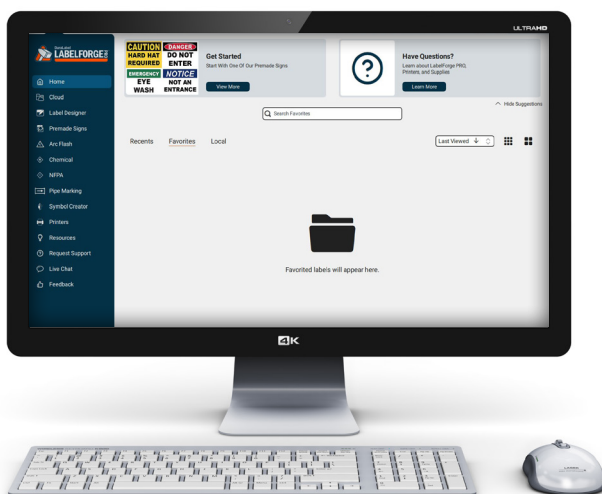
# 2

## INSTALLING LABELFORGE PRO ON YOUR PC

**NOTE:** You may need IT administrator privileges to install the design software.

1. Connect the software flash drive to your computer. When the startup screen appears, choose Install LabelForge PRO.
2. Accept the license agreement and click Next.
3. Choose an installation directory; by default, this will be “C:\Program Files (x86)\LabelForge Pro.” Then, click Next.
4. Review the installation details and click Finish to install LabelForge PRO. You will see a progress bar as the software is installed.

It is recommended that you restart your PC after installation is complete. Once complete, you will be able to start designing labels on your PC.



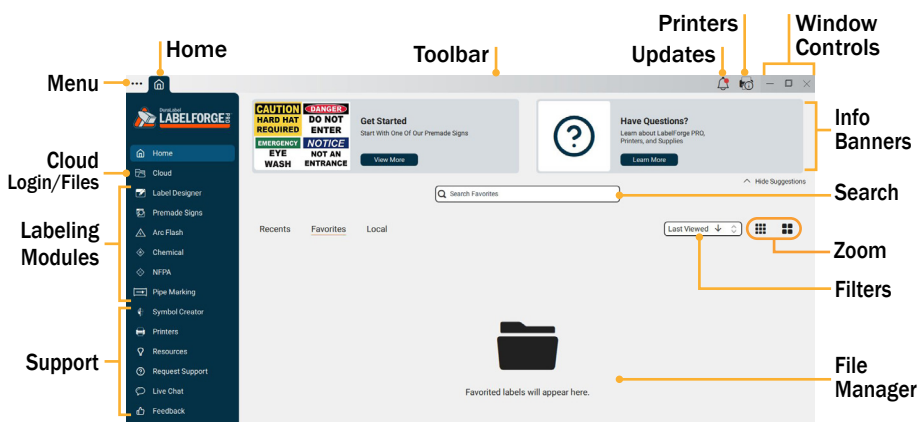
# 3

## NAVIGATING THE SOFTWARE







LabelForge PRO is divided into modules, with each part of the program tailored to a different kind of label application. Multiple modules can be open at the same time; you can switch between them by clicking the different tabs.

### LabelForge PRO Home Screen

The LabelForge PRO home screen is broken up into three distinct sections; listing of modules, informational banners, and the file manager.









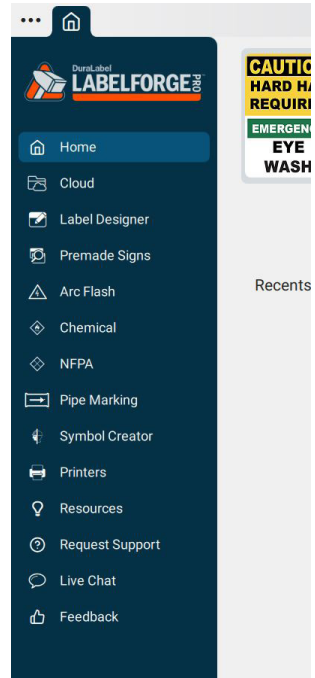
### Modules of LabelForge PRO

-  **Label Designer:** Create fully customized labels and signs from scratch, or fine-tune designs created in one of the other modules.
-  **Premade Signs:** Library of preformatted signs that can be printed instantly or customized for the unique signage needs of your workplace.
-  **Arc Flash:** Build electrical warning labels that comply with the requirements of NFPA 70E and CSA Z462.
-  **Chemical Labeling:** Create detailed container labels that comply with the international GHS approach, or with OSHA's HazCom 2012 (HCS) requirements.
-  **NFPA/RTK:** Create supplemental or alternative chemical labels using the hazard rating system of NFPA 704.
-  **Pipe Marking:** Quickly create general-purpose pipe labels as recommended by ANSI/ASME A13.1, or labels for ammonia refrigeration systems as described in IIAR Bulletin No. 114.

## LabelForge PRO on PC

The PC version of LabelForge PRO includes these additional modules:

-  **Symbol Creator:** Convert common image types (such as .jpg and .tif) to the format used by the Symbols Library in the Label Designer module.  
*Note: Available on Kodiak Max and Toro Max printers in the Tools Menu; see page 8.*
-  **Printers:** If you have a Bronco Max, Toro Max, or Kodiak Max printer connected to your PC, you can use this module to manage those printers' internal setting and software updates. You can also reach this section by clicking the Printers icon in the toolbar. An internet connection is required to check for updates.
-  **Request Support:** In situations where assistance is needed (walk through of a feature, advice pertaining to the ideal labeling material, or if you encounter an issue with the printer) simply click on this button and start speaking with a live technical support representative.
-  **Live Chat:** Need assistance right away? Click this feature to open a live chat with a technical support representative and get answers and/or solutions in minutes.
-  **Feedback:** Use this option to voice your thoughts and opinions on how we are doing; Many new products and product updates are directly impacted by feedback from customers like you.
-  **Cloud:** Store files in the cloud, allowing access anywhere an internet connection is available. Perfect for multi-worksites and remote work.

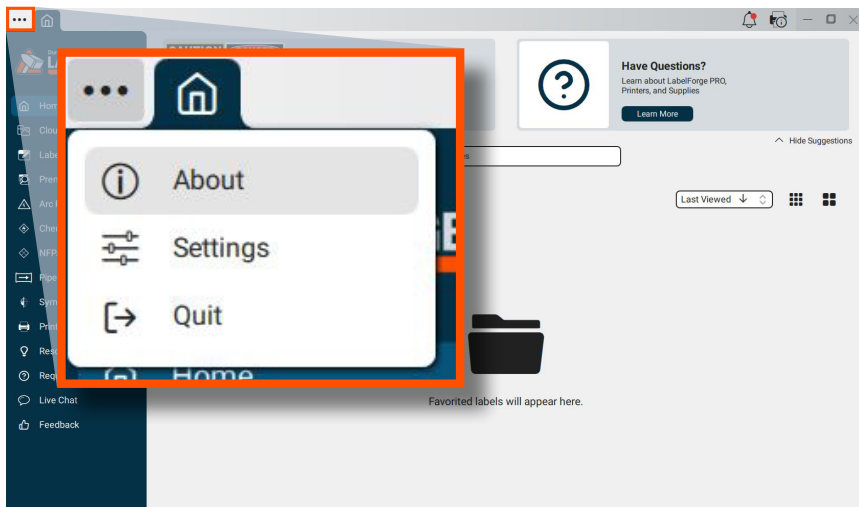


## Additional Functions

- When you start the PC version of LabelForge PRO, you will see the Home Screen.
- Return to the Home Screen by clicking the Home icon in the top left corner of the program window.
- Return to a recent label design with the Recent menu, near the top left corner of the File Manager area.

## Menu

Use the menu to access information about the currently installed version of LabelForge PRO™ and to change global settings of the software such as unit of measure and language. **Note:** *only available on PC version*





**About:** Review the currently installed version of LabelForge PRO and End User License Agreement (EULA).

**Settings:** Change global settings and manage user access.


 **Units:** Change the unit of measure to inches or millimeters.

 **Language:** Choose from 14 different languages for the software display.

 **Appearance:** Change the appearance of the home screen to day (light) or night (dark) mode.

 **Privacy:** Turn printer analytics on or off. Keeping this feature on is recommended, as it provides the technical support team with helpful information to quickly troubleshoot and resolve issues if assistance is needed.












 **Cloud:** Sign out of Dropbox, Google Drive, or OneDrive.

 **Reset Settings:** Restore the settings of the software back to its default (factory) settings.









**Quit:** Closes LabelForge PRO.

## LabelForge PRO on Kodiak Max and Toro Max

The Toro Max and Kodiak Max include the modules offered on the PC version but also additional features for stand-alone functionality. These include:

-  **Tools:** Provides access to specific applications for creating, viewing, copying and installing fonts, symbols/graphics, and databases.
-  **Calculator:** Perform basic math functions.
-  **Character Map:** Browse and copy special characters for use in your labels & signs.
-  **Database Manager:** Create, copy, import, or export databases for use with the labeling modules.
-  **Font Installer:** Add a standard .ttf font file to your list of available fonts.
-  **Graphic Viewer:** View image files (such as .jpg and .svg) directly on your Toro Max or Kodiak Max Industrial Sign and Label System.
-  **PDF Viewer:** Read documents in the standard .pdf formats.
-  **Spreadsheet Viewer:** View and make basic edits to simple spreadsheet files.
-  **Symbol Creator:** Convert common image types (.jpg,.tif, etc.) to the format used by the Symbols Library in the Label Designer module.
-  **Text Editor:** Read or write plain text files in the .txt format.
-  **Video Player:** Play video files.

### **Settings** **Settings:** Access and modify the system settings.

-  **General:** Allows the user to change the unit of measure (inches or mm), display settings, and privacy settings.
-  **Printer:** Modify the printer's default settings affecting how the label or sign is printed.
-  **Date & Time:** Adjust the internal clock and calendar. You can also access these settings by clicking on the time or date displayed in the main toolbar at the top of the screen.
-  **Networking:** View or change network settings for a wireless or Ethernet connection. You can also access these settings by clicking the network icon in the main toolbar at the top of the screen.
-  **Updates:** View the software version currently installed on your Toro Max and check for updates when connected to the internet. Updates can be installed via Wi-Fi or a USB drive.
-  **Languages:** Choose to operate in 14 different languages.
-  **Users:** Designate users and require a password prior to using the printer.
-  **About:** Provides information regarding the system (Serial Number, FCC ID, Version, Available Storage, and more).

# 4

## PREMADE SIGNS

Use the Premade Sign library to quickly find signs specific to your needs. The library includes thousands of preformatted signs you can print instantly or customize for your workplace. Search by category or use the search bar to locate keywords within a sign.



The Premade Sign library gives you a fast way to start printing or customizing labels:

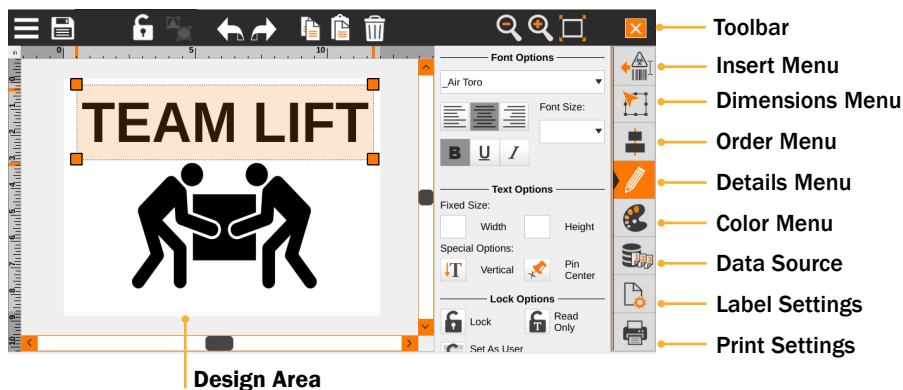
- **3,000+** sign and label templates ready to use
- **25 sign categories** covering common workplace hazards and requirements
- **One-click printing** for instant results
- **Search by keyword** or category to quickly locate a design
- **Customize templates** to match your facility's needs (see Label Design section, page 10)



# 5

## LABEL DESIGNER

The Label Designer module is meant for creating or editing completely custom designs, using text, images, or barcodes. These items can be placed and modified with the menus, and can be moved around on your label by dragging them within the design area.



### Label Designer Toolbar

The toolbar across the top of the screen shows some common controls and options for the Label Designer.



- 1. Hamburger Menu:** Access common file options, such as creating a new design, saving and loading designs, and choosing program settings.
  - New Label
  - Load Label
  - Save Label
  - Save Label As
  - Save to Cloud
  - Export
  - Export to Cloud
  - Help
  - Info
- 2. Quick Save:** Save the current label design on the system or in the cloud with its current file name. If you haven't saved the file yet, you will be prompted to choose a file name and location.
- 3. Lock/Unlock:** Lock any element (image, textbox, barcode, etc.) of the label/sign, relating to the size and location of the element.
- 4. Group/Ungroup:** Set a group of selected objects to act as a single large object or reverse this choice. Grouped objects will be moved and resized together.
- 5. Undo/Redo:** Cancel a recent action or repeat a canceled action.
- 6. Copy/Paste/Delete:** Duplicate or remove the selected object.
- 7. Zoom Out/In/Fit:** Adjust your view of the design area to allow fine-tuning.
- 8. Close:** Close the Label Designer.



## Importer

The Importer tool provides a method for users to utilize existing DuraSuite, legacy LabelForge templates, and OpenOffice (Writer and Draw) templates within LabelForge PRO, in versions 3.1.0 or higher. To utilize the Importer tool:

1. Open the LabelForge PRO software and launch the Label Designer application.
2. In the pop-up menu titled “Create a New Label”, click Create New Label.
3. Click the hamburger menu and select Import.
4. In the Import Label pop-up menu navigate to the location where the desired label template is located, select the file (label template), then click Open. The template, originally created within DuraSuite or Open Office, will open within the LabelForge PRO Label Designer application and can be modified as needed.

## Data Source – Image Formatting

The Data Source Connector Tool (included in LabelForge PRO version 3.0.3 or above) can now be used to import images onto label templates. The steps provided below outline how images should be referenced, within the data source, for use within LabelForge PRO. These instructions are specific to importing images to LabelForge PRO templates, using the Label Designer application based on information derived from a data source.

**IMPORTANT NOTE:** *Only .svg images can be used with the Data Source Connector Tool.*

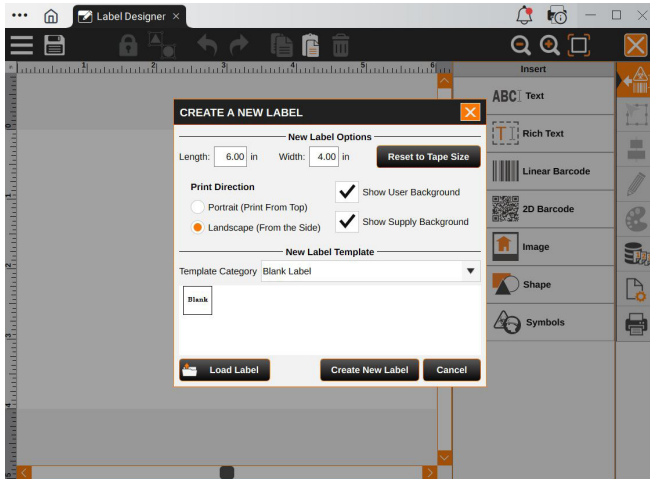
1. Create a column, within the data source, which will be used to reference the image. Give the newly added column a unique name in the first row, if other columns within the data source already contain headers, otherwise leave it blank.
2. Navigate to the desired image on your system, hover over the image and right click on it, then select Open With and choose Notepad from the list of options.
3. Within the Notepad document copy the information in its entirety. Then, paste it in the cell which corresponds to the newly added column from step 1 and the line item to which the image should be associated with.
4. Repeat steps 2 and 3 until all desired images are referenced within the data source.
5. Once all the information for the images has been added to the data source, save it to a known location for future use.

**Please note:** Since images are associated with the data source using the image's svg code, if the data source is used on a different system or network, incorporation of the images using the Data Source Connector Tool will not function as intended.

For instructions on how to associate the data source with label elements within a label template, please refer to the section of this manual titled “Data Source Menu.”

## Creating a Label Design

When you open Label Designer, or choose the New Label option in the Hamburger Menu, the New Label window will open.



The New Label Options include the length and width of your design. You can also choose “Reset to Tape Size” to set your label dimensions to the default size for your loaded label stock. If your label stock contains pre-printed elements, check the Show Supply Background checkbox to show those preprinted elements on the screen.

The New Label Template section of the window lets you choose a premade template to apply to your new design, such as an ANSI-style warning template or a basic barcode template. By default, you will start with a blank label. To use a prepared template instead, choose a Template Category from the drop-down menu and choose a template from the previews that appear. LabelForge PRO will automatically adjust the template to fit your label’s dimensions.

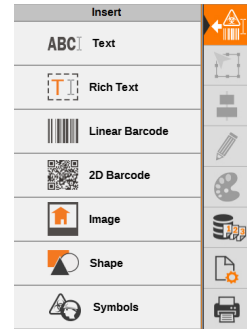
Once you have made your selections, click Finish to start designing your label.

## Insert and Design Objects Menu

Each object on your label, such as a text box or an image, is added to your label through the Insert Menu.

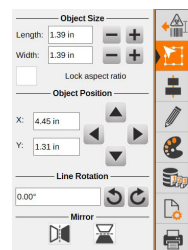
Click on the desired item type to add it to the center of your label; when an object has been added to the design, the new object will automatically be selected for editing. To select a different object, simply click on it in the design area; to select multiple objects, hold the Control key and click on each item.

- **Text:** Add simple text items to your label, useful for headers or static information. Basic text can be set to a fixed size or locked in place. Basic text also supports a “vertical” option.
- **Rich Text:** Add rich text items, useful for descriptive or dynamic content. Rich text can wrap within a box, and different parts of the same item can use different font styles.
- **Linear Barcode:** Add a line-style barcode in a variety of formats. Supported formats are Codabar, Code 128, Code 128B, Code 2 of 5 (Interleaved 2 of 5), Code 39, Code 93, EAN13 (ISBN), EAN8 (8-2, 8-5), UPC-A (A2, A5), UPC-E (A2, A5), and Matrix 2 of 5.
- **2D Barcode:** Add a grid-style barcode in a variety of formats. Supported formats are Data Matrix, PDF417, and QR Code.
- **Image:** Import a custom image, such as a company logo. Selecting this option will prompt you for the file that you want to use; supported file types are .bmp, .gif, .jpg/.jpeg, .png, .ppm, .svg, .tif, mng, .pbm, .pgm, .ico, .tiff, .xbm, and .xpm.
- **Shape:** Add geometric shapes such as lines, rectangles, and circles to your design. You can change the style of a selected Shape object by clicking on a different shape in the menu.
- **Symbols:** Add standardized symbols from a massive library, sorted by categories such as “Arrows,” “Injury,” and “Prohibited.” Choose a category on the left side of the Symbols window, select the desired symbol on the right side, and click the Insert button to add that symbol to your design. Importing symbols from any graphic is also available.



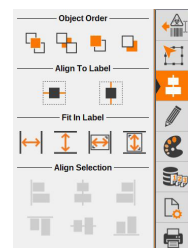
## Dimensions Menu

When an object is selected, use this menu to precisely control an object's size, position, or rotation. You can also quickly move the object by dragging it across the design area, or resize it by selecting it and dragging the control boxes at its corners. Note that the “aspect ratio” check box only applies to the width and height changed through this menu, not to the size change done using grips. (For grips, maintaining aspect ratio is done by holding the Shift key.)



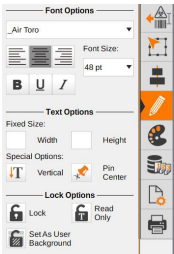
## Order Menu

When an object is selected, use this menu to adjust the object's arrangement relative to other objects or the label as a whole. You can center objects on the label or align multiple selected objects to each other. You can also control whether an object covers up another or is covered instead.



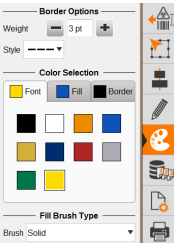
## Details Menu

When an object is selected, use this menu to adjust the specific options available for that type of object. For example, for text objects, you can change the font and size. For barcode objects, you can choose the barcode format and options for human-readable text (HRT).



## Color Menu

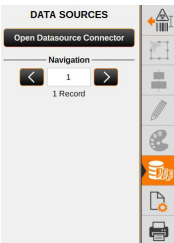
When an object is selected, use this menu to choose the colors for that object. You can select a wide variety of colors, even if the appropriate supplies are not currently loaded but only colors that match your loaded supplies can be printed accurately. Fill options include patterns and gradients.



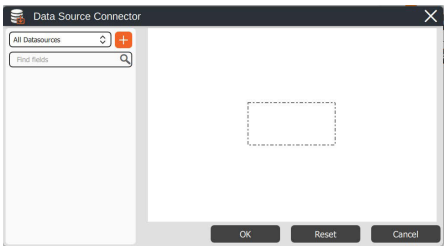
## Data Source Menu

Connect your label design to a spreadsheet or database to automatically generate a series of matching labels, or add auto-generated content to an existing design.

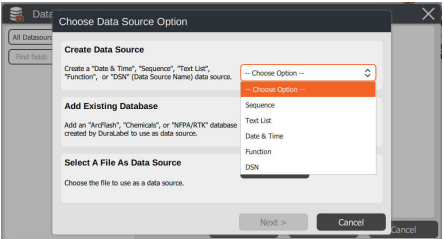
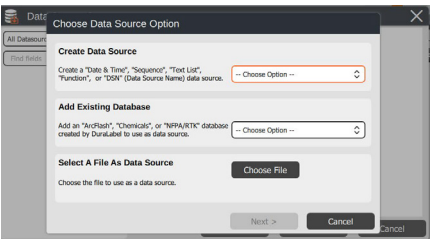
To use this function, start by pressing the “Open Datasource Connector” button from the Data Source menu. You must have some content on your label before being able to connect the label to a “source of data.”



The Data Source Connector has two panes. The left pane is used to interact with data sources, while the right pane provides a simplified view of the design area and allows you to work with data-aware items (modifiable items that can be connected to data sources).



The first step in adding a data source is to press the orange “+” button. This opens the first page of the data source setup wizard.



The data sources available are:

- **Sequence:** Set up a sequence of numbers, automatically counting from a given start value to a given end value. You can also add a prefix, suffix, or zero padding. No separate file is needed.
- **TextList:** Set up a sequence of text phrases with each phrase appearing on its own label. While creating or editing the text list, use the orange “+” button to add a new entry, the pencil icon to edit an entry, the “X” to remove an entry, and the drag icon to reorder the list.

The 'Create a Sequence Data Source' dialog box contains input fields for Start (1), End (999), Step (1), Zero Pad (0), Prefix, and Suffix. It also features a 'Sequence Preview' table and navigation buttons at the bottom.

Index	Value
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10

The 'Create a Text List Data Source' dialog box shows a 'Data:' field with a text input containing 'Test text' and an orange bar with a '+' button. It includes edit, delete, and move icons, and navigation buttons at the bottom.

- **Date & Time:** Add the current date and/or time (as set on your system) to each label as it is printed. The wizard page will allow some choice of formats.
- **Function:** When using other Data Sources, the Function option lets you apply additional formatting to the information from those sources. It also provides a way to use more than one Data Source in a single design object, such as a product name immediately followed by its part number and description.

The 'Create a Date & Time Data Source' dialog box has two columns: 'Date Formats' and 'Time Formats'. Each column lists various format options like '2023-12-22', '12-22-2023', '09:34:32 AM', etc. Navigation buttons are at the bottom.

The 'Create a Function Data Source' dialog box includes a 'Choose Function' list with options like UPPER, PROPER, LOWER, BOLD, ITALIC, and UNDERLINE, each with an icon and a '+' button. It also has a 'Data Source Fields' section and navigation buttons at the bottom.

- **DSN:** Use a Data Source Name to get information from a database, following ODBC protocols. Network connections are possible; check with your IT team for help.

The 'Create a Data Source Name Connection' dialog box features a 'Select DSN' section with a dropdown menu currently set to 'None'. Below it is a 'Select Option' section with a text area for selecting a table or file. Navigation buttons are at the bottom.

- **Add Existing Database:** Pull information from an existing database provided with the LabelForge PRO installation, such as:

- An **Arc Flash** database, like the one used by LabelForge PRO's Arc Flash labeling module.
- A **GHS**-style chemical database, like the one used by LabelForge PRO's Chemical Labeling module.
- An **NFPA**-style chemical database, like the one used by LabelForge PRO's NFPA/RTK labeling module.

- **CSV:** Use a spreadsheet that has been saved in the widely-used Comma-Separated Value (CSV) format. Depending on your file content, you are able to set the first row to become the list of column names to identify your columns with ease.
- **XLSX:** Use a spreadsheet that has been saved in the Microsoft Excel workbook format (Excel 2007 or newer). If multiple sheets exist, you will be prompted to select the sheet to use. The first row can also be set to be used for column names.

- **SQLite:** Use the SQLite database management system to get information from a database. Network connections are possible; check with your IT team for help. If multiple tables are available in the database, you will be prompted to select the table used as data source.

For the ArcFlash, CSV, GHS, ImageFolder, NFPA, or XLSX Data Source types, the necessary file or files will need to be available on the system where you are using LabelForge PRO, which includes any USB drives. If, at a later date, either the label or the sources are moved, you will need to edit the data sources and update their paths.

To edit the path of a data source, press the down-arrow on the data sources drop-down, and select the preferences icon.

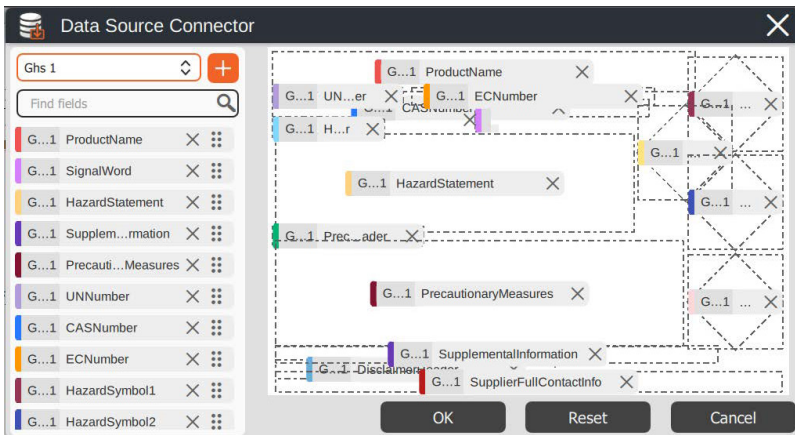
To change the name of a data source, press the down-arrow on the data sources drop-down and select the pencil icon.

While creating or editing the text list, use the orange “+” button to add a new entry, the pencil icon to edit an entry, the “X” to remove an entry, and the drag icon to reorder the list. To create a connection, use the dragging icon from the fields to pull desired field item onto the desired object. The drop area will highlight in orange for each canvas item that can be connected.

Canvas items that are read-only, set as “user-background,” or otherwise do not support connections will be filled with orange and outlined with a solid black border in the right pane. These items will not highlight when a data field is dragged onto them.

Each object can only accept one connection. However, it is possible to have multiple objects assigned to different data items within a single design area. If a data item is used more than once within the design area, it can be easily identified by their color swatch.

The following is a GHS template with connections:



Pressing the X on either a data or an object will disconnect them. Selecting one data source in the drop-down will filter the list on the left for the items pertaining to only that data source (while still showing all connections on the canvas). Searching for keywords, in fields or data source names, is also available.

It is recommended to use symbol or svg (image) item types for fields containing svg content.

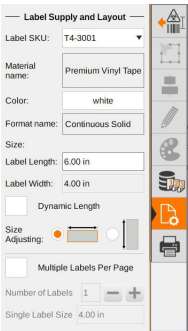
Once all desired connections have been created, press OK. All the objects on the canvas will be automatically updated to reflect the contents of the connected fields for the current record in the Data Sources.

The Navigation section at the bottom of the Data Source menu shows the current record and the total number of records in the current Data Source. You can also cycle through the records or jump to a specific record.

## Label Settings Menu

Choose basic label design options, such as the size of the label you are creating (or a dynamic size, which extends or shrinks to match your content) and the supplies you plan to use when printing your label.

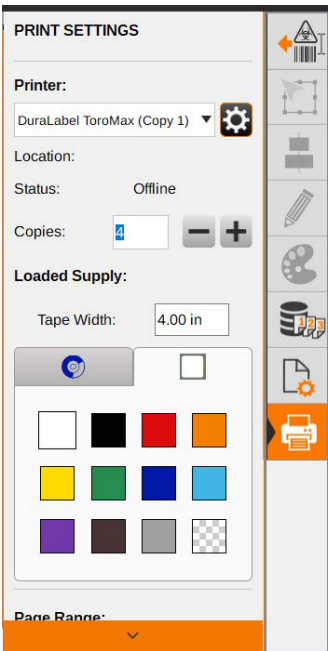
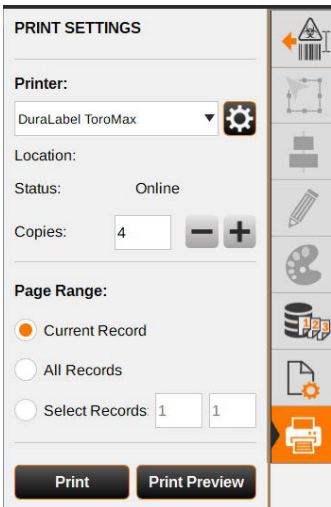
Selecting the “multiple labels per page” option will allow you to design one label on a portion of the page width; the design will be replicated during print.



## Print Settings Menu

Adjust printing options, such as the common printing preferences. You can also choose which labels to print from an automatically generated set of labels if you are using a Data Source.

The supply information will populate automatically. However, when printing on a network printer, supply information is not available, so you'll need to select the loaded supply manually.



When you are ready to print your label, click the Print button in the Print Settings menu.



# 6

## ARC FLASH

The Arc Flash module uses a searchable, editable database to track equipment details and simplify the creation of arc flash warning labels that meet NFPA 70E and CSA Z462 standards.



### Arc Flash Toolbar

The toolbar across the top of the screen shows some common controls and options for the Arc Flash labeling module.



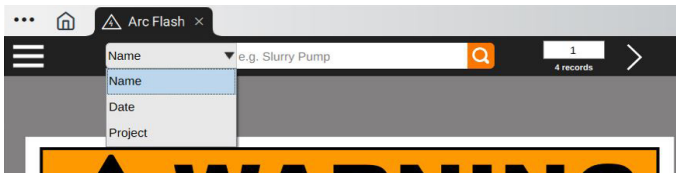
- 1. Hamburger Menu:** Access common file options, such as creating a new record, saving records, and exporting label designs.
- 2. Search Records:** Search the arc flash database by equipment name, date, or project name.
- 3. Record Number:** Identify the current record, out of the current database or search results.
- 4. Zoom Out/In/Fit:** Adjust your view of the design to allow fine-tuning.
- 5. Close:** Close the Arc Flash labeling module.

## Navigating Records in the Database

The fastest way to find a specific record in the Arc Flash database is with the toolbar's search function.

1. Choose whether to search by Name (of the equipment), Date (of the arc flash risk assessment), or Project. The default search is by equipment name; to change this selection, click the current search type (such as "Name") in the toolbar, and make a new selection.
2. Type your search terms in the search box and click the magnifying glass button or press Enter on your keyboard.
3. The first match (in alphabetical order, by equipment name) will be shown in the design area. Use the right or left arrows in the toolbar to browse through the search results.

The number in the white box on the toolbar shows which search result you are currently seeing; the number below the box shows the total number of search results. If you do not enter any search terms, you can browse through the entire current database.



## Creating and Editing Arc Flash Records

To create a new entry in your current Arc Flash database, click the New Record  button in the menu on the right. This creates a new, blank record. The Edit menu will slide out to let you add the details for this new entry. (To edit an existing entry, simply find that entry in the database and click the Edit Record button in the menu.)

1. **Label Options:** Choose your preferred label language; select the desired header (Danger, Warning, or Caution); and choose a project (or type a new project name) to keep related labels together.
2. **Label Information:** Enter the basic information for this label (equipment name, nominal voltage, arc flash boundary, and assessment date).
3. **PPE Information:** Choose whether the label will show an Arc Flash PPE Category or a calculated Incident Energy and Working Distance, and enter the appropriate information.

**Label Options**

Language: English  
Header: WARNING  
Project:

**Label Information**

Equipment Name: Panelboard A113  
Nominal Voltage: 480 VAC  
Arc Flash Boundary: 40.5 in.  
Assessment Date: 06/14/2021

**PPE Information**

☐ PPE Category: 1  
☒ Incident Energy: 2.8 cal/cm²  
Working Distance: 18 in.

**Shock Hazards**

480 VAC Shock Hazard

4. Also in the PPE section is the button for “List of PPE.” This will open a window where you can select the complete list of required PPE items by checking the box for each required item. By default, the list of PPE is alphabetical, but you can also sort the list by PPE categories: click the number for the category you want listed first. If desired, you can add, remove, or edit PPE items in this list as well.

PPE	CATEGORY			
	1	2	3	4
<input type="checkbox"/> Arc protective blankets				
<input checked="" type="checkbox"/> Arc-rated arc flash suit hood			X	X
<input checked="" type="checkbox"/> Arc-rated arc flash suit jacket (AR)			X	X
<input checked="" type="checkbox"/> Arc-rated arc flash suit pants (AR)			X	X
<input checked="" type="checkbox"/> Arc-rated coverall (AR)			X	X
<input type="checkbox"/> Arc-rated face shield or arc flash suit hood	X			
<input type="checkbox"/> Arc-rated flash suit hood or arc-rated face shield and a...		X		
<input checked="" type="checkbox"/> Arc-rated gloves			X	X
<input checked="" type="checkbox"/> Arc-rated jacket, parka, rainwear, or hard hat liner (AR)	X	X	X	X
<input checked="" type="checkbox"/> Arc-rated long-sleeve shirt (AR)			X	X

Buttons: Add PPE, Remove PPE, Edit PPE, OK, Cancel

5. **Shock Hazards:** Enter the voltage and conditions of a shock hazard, as well as the shock protection boundaries (Limited and Restricted Approach).

Shock Hazards




480 VAC Shock Hazard

Front Panels Opened


Shock Protection Boundaries

Limited Approach: 3 ft. 6 in.

Restricted Approach: 1 ft.

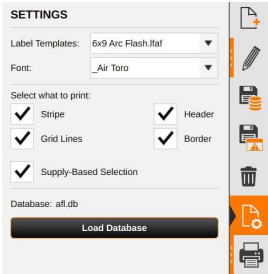
When the details have been entered, click the Save to Database  button to add your new entry to the Arc Flash module's current database. The Save Label  button will export your current label design to its own file, so you can adjust the design in the Label Designer module. If you want to remove the current record from the database, click the Delete Record  button.

## Templates, Sizes, and Settings


To print Arc Flash labels in different sizes, or to use custom templates, open the Label Settings  menu and select the appropriate template with the drop-down Label Templates menu. The default templates are named so that the size of the label is shown first (with dimensions in inches).

In the same menu, you can also choose a font for the text of your label, and you can toggle optional label elements (such as grid lines or a border). You can also choose whether to print the colored stripe at the top of the label, or the header text and alert symbol; disable these options if you are using pre-printed label stock with those elements already in place.

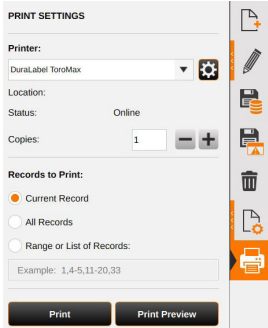
This menu also lets you select which arc flash database you are using if more than one database is available.



## Printing an Arc Flash Label

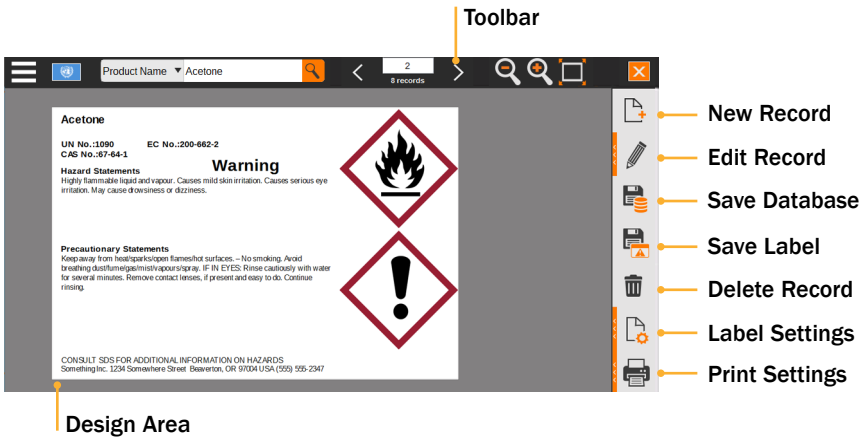
When you are ready to print, click the  Print Settings button. Here, choose which labels you want to print and how many copies of each. You can also check a Print Preview here.

Click the Print button to start the new print job.



## CHEMICAL LABELING

The Chemical Labeling module uses a searchable, editable database of chemical information to make GHS-style container labels. The module allows you to use the HazCom 2012 format (US/OSHA), or standardized GHS (UN/international).



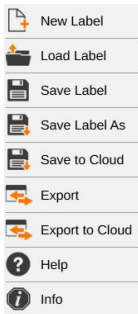
### Chemical Labeling Toolbar

The toolbar across the top of the screen shows some common controls and options for the Chemical Labeling module.



#### 1. Hamburger Menu:

Access common file options, such as creating a new record, saving records on system or in the cloud, and exporting label designs.



#### 2. Country/Authority Menu:

Choose the format for your chemical labels: OSHA's HazCom 2012 format, the UN's international GHS format, or a custom style.

**3. Search Records:** Search LabelForge PRO's GHS-style chemical database by product name or identifying number.

**4. Record Number:** Identify the current record, out of the current database or search results.

**5. Zoom Out/In/Fit:** Adjust your view of the design to allow fine-tuning.

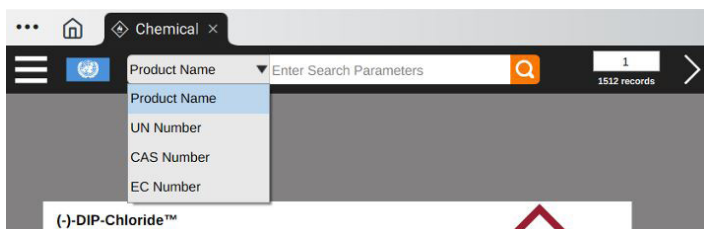
**6. Close:** Close the Chemical Labeling module.

## Navigating Records in the Database



The fastest way to find a specific record in the Chemical Labeling database is with the toolbar's search function.

1. Choose whether to search by Product Name or one of the material's identifying numbers (UN number, CAS Number, or EC Number). The default search is by chemical name; to change this selection, click the current search type (such as "Name") in the toolbar, and make a new selection.
2. Type your search terms in the search box, and click the magnifying glass button or press Enter on your keyboard.
3. The first match (in alphabetical order, by equipment name) will be shown in the design area. Use the right or left arrows in the toolbar to browse through the search results.

The number in the white box on the toolbar shows which search result you are currently seeing; the number below the box shows the total number of search results. If you do not enter any search terms, you can browse through the entire current database.



## Creating and Editing Chemical Records

To create a new entry in your current chemical database, click the New Record  button in the menu on the right. This creates a new, blank record. The Edit menu will slide out to let you add the details for this new material. (To edit an existing chemical entry, simply find that entry in the database and click the Edit Record  button in the menu.)

All the information that is needed for a complete label can be found in the material's Safety Data Sheet (SDS). If that document is not available, contact the material's supplier for more information.

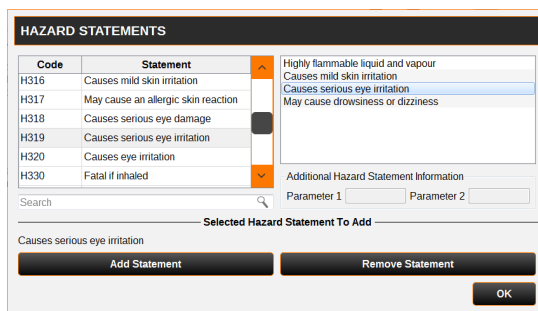
1. **Edit Label:** Set the basic details for this entry, such as the product name, identifying numbers, signal word, and any supplemental information.

2. **Hazard Symbols:**

Click on a symbol to make it appear on this label. Current symbols will be highlighted in orange; click on the symbol again to remove it.

**3. Hazard Statements:** Click this button  to open a new window and select the hazard statements for your material.

- a. In this window, select an appropriate statement from the full list on the left (sorted by reference code). To find a specific statement, type in the search box in the lower left. When the desired statement has been selected, click Add Statement to add it to the current list on the right.



Code	Statement
H316	Causes mild skin irritation
H317	May cause an allergic skin reaction
H318	Causes serious eye damage
H319	Causes serious eye irritation
H320	Causes eye irritation
H330	Fatal if inhaled

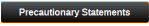
Search

Selected Hazard Statement To Add

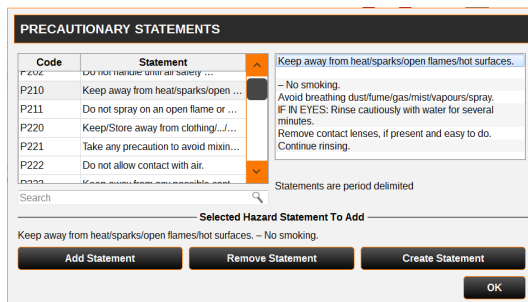
Causes serious eye irritation

Add Statement Remove Statement OK

- b. For hazard statements with additional details, select the statement and type the appropriate information in the parameter fields in the lower right. For compliance with standards, hazard statements cannot be freely edited.
- c. If you need to remove a statement from the current list, select it and click Remove Statement.
- d. When you've added the appropriate Hazard Statements, click OK to continue.

**4. Precautionary Statements:** Click this button  to open a new window for these statements. As with Hazard Statements, select a statement from the left and click Add Statement.

- a. As with Hazard Statements, select an appropriate statement from the full list on the left (sorted by reference code). To find a specific statement, type in the search box in the lower left. When the desired statement has been selected, click Add Statement to add it to the current list on the right.



Code	Statement
P201	Keep away from heat/sparks/open flames/hot surfaces ...
P210	Keep away from heat/sparks/open ...
P211	Do not spray on an open flame or ...
P220	Keep/Store away from clothing/...
P221	Take any precaution to avoid mixin...
P222	Do not allow contact with air.


Search

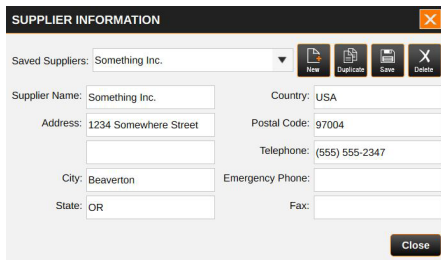
Selected Hazard Statement To Add

Keep away from heat/sparks/open flames/hot surfaces. - No smoking.


Add Statement Remove Statement Create Statement OK

- b. Precautionary statements can be edited by selecting a statement and typing. You can also add a blank statement with the Create Statement button to add your own customized text. Individual statements are separated by periods.
- c. If you need to remove a statement from the current list, select it and click Remove Statement.
- d. When you've added the appropriate Precautionary Statements, click OK to continue.

**5. Supplier:** If you have already entered information for the supplier or other responsible party, you can select that organization from the drop-down list. To add a new supplier or edit supplier information, click the small Edit button  next to the drop-down menu; this will open a new window for supplier details.



**SUPPLIER INFORMATION**

Saved Suppliers: Something Inc. 

Supplier Name: Something Inc. Country: USA

Address: 1234 Somewhere Street Postal Code: 97004

Telephone: (555) 555-2347


City: Beaverton Emergency Phone:

State: OR Fax:

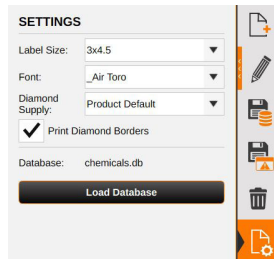
Buttons: New, Duplicate, Save, Delete, Close

When the details have been entered, click the Save to Database  button to add your new entry to the Chemical Labeling module's current database. The Save Label  button will export your current label design to its own file, so you can adjust the design in the Label Designer module. If you want to remove the current record from the database, click the Delete Record  button.

## Templates, Sizes, and Settings

To print chemical labels in different sizes, open the Label Settings  menu and select the appropriate template with the drop-down Label Size menu. In the same menu, you can also choose a font for the text of your label.

This menu also lets you select which chemical database you are using if more than one database is available.



**SETTINGS**

Label Size: 3x4.5

Font: Air Toro


Diamond Supply: Product Default

☒ Print Diamond Borders

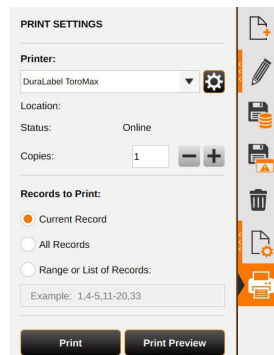
Database: chemicals.db

Load Database

## Printing a Chemical Label

When you are ready to print, click the Print Settings  button. Here, choose which labels you want to print and how many copies of each. You can also check a Print Preview here.

Click the Print button to start the new print job.



**PRINT SETTINGS**

Printer: DuraLabel ToroMax

Location: Online

Status: Online

Copies: 1

Records to Print:

☒ Current Record

☐ All Records

☐ Range or List of Records:

Example: 1,4-5,11-20,33

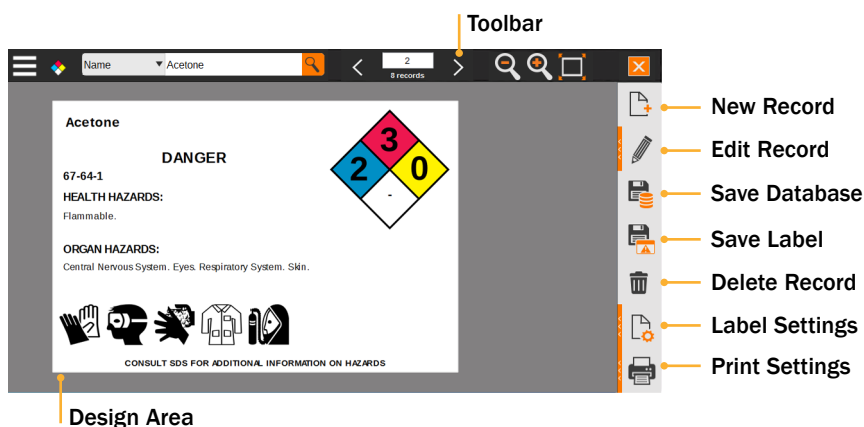
Print Print Preview



## NFPA/RTK

The NFPA/RTK module uses a searchable, editable database of chemical information to make supplemental chemical labels based on the NFPA 704 hazard rating system. This system assigns a numeric rating for a material's hazards in each of three categories (health, flammability, and instability).

The NFPA 704 labeling system and its variations were originally intended to protect first responders in an emergency. Labels created in this module build on that foundation, but may not satisfy the regulatory requirements that apply in your case; check with your local authorities to ensure compliance.

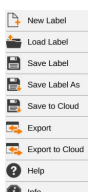


### NFPA/RTK Toolbar

The toolbar across the top of the screen shows some common controls and options for the NFPA/RTK module.



- Hamburger Menu:** Access common file options, such as creating a new record, saving records to the system or Cloud, and exporting label designs.
- Authority Menu:** Choose the format for your chemical labels using the familiar NFPA Diamond layout or an alternative RTK Color Bar format.



- Search Records:** Search LabelForge PRO's NFPA-style chemical database by product name or CAS number.
- Record Number:** Identify the current record out of the current database or search results.
- Zoom Out/In/Fit:** Adjust your view of the design to allow fine-tuning.
- Close:** Close the NFPA/RTK module.

## Navigating Records



The fastest way to find a specific record in the NFPA/RTK database is with the toolbar's search function.

1. Choose whether to search by the material's Name or CAS Number. The default search is by chemical name; to change this selection, click the current search type (such as "Name") in the toolbar and make a new selection.
2. Type your search terms in the search box and click the magnifying glass button or press Enter on your keyboard.
3. The first match (in alphabetical order, by chemical name) will be shown in the design area. Use the right or left arrows in the toolbar to browse through the search results.

The number in the white box on the toolbar shows which search result you are currently seeing; the number below the box shows the total number of search results. If you do not enter any search terms, you can browse through the entire current database.



## Creating and Editing Records

To create a new entry in your current NFPA-style chemical database, click the New Record  button in the menu on the right. This creates a new, blank record. The Edit menu will slide out to let you add the details for this new material. (To edit an existing chemical entry, simply find that entry in the database and click the Edit  button in the menu.)

### 1. NFPA

#### Information:

Set the basic details for this entry, such as the product name, CAS number, and signal word.

### 2. Edit Rating:

Click the plus or minus buttons to adjust the ratings for the chemical from 0 to 4.

### 3. Specific Ratings:

If your material poses a special hazard, such as being an oxidizer (OX) or simple asphyxiant (SA), click the arrow to expand this section. Check the box for any hazard that applies; these selections will be noted in the white section of the multi-colored diamond on the label. If multiple hazards are selected, they may appear outside the diamond.

**4. Health Hazards:**

If your material poses a specific health hazard, such as being an irritant or carcinogen, click the arrow to expand this section. Check the box for any hazard that applies; these selections will appear on the label in text.

**5. Organ Hazards:**




If your material poses a direct hazard to specific organs, such as kidneys or respiratory system, click the arrow to expand this section. Check the box for any hazard that applies; these selections will appear on the label in text.

**6. PPE Symbols:**


If specific personal protective equipment (PPE) is required to safely handle this material, such as gloves or a respirator, click the arrow to expand this section. Check the box for any PPE symbol that you want to include. You can also add symbols to this list with the “Import” function. PPE symbols are not shown on the label by default, but can be enabled in the Label Settings menu.

**7. Comments:**

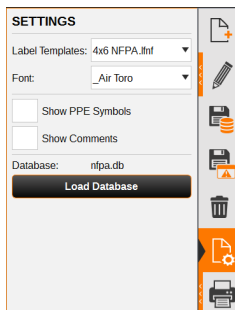
If there are additional comments you would like to include on the label, click the arrow to expand this section and type your comments in the field provided. Comments are not shown on the label by default, but can be enabled in the Label Settings menu.

When the details have been entered, click the Save to Database  button to add your new entry to the Chemical Labeling module's current database. The Save Label  button will export your current label design to its own file, so you can adjust the design in the Label Designer module. If you want to remove the current record from the database, click the Delete Record  button.

## Templates, Sizes, and Settings


To print NFPA-style chemical labels in different sizes, open the Label Settings  menu and select the appropriate template with the drop-down Label Templates menu. The default templates are named so that the size of the label is shown first (with dimensions in inches).

In the same menu, you can also choose a font for the text of your label and toggle optional elements such as PPE symbols and comments. Not all templates allow for PPE symbols and/or comment text.

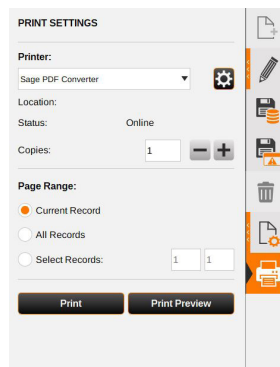


This menu also lets you select which NFPA-style chemical database you are using if more than one database is available.

## Printing an NFPA/RTK Label

When you are ready to print, click the Print Settings  button. Here, choose which labels you want to print, page range, and how many copies of each. You can also check a Print Preview here.

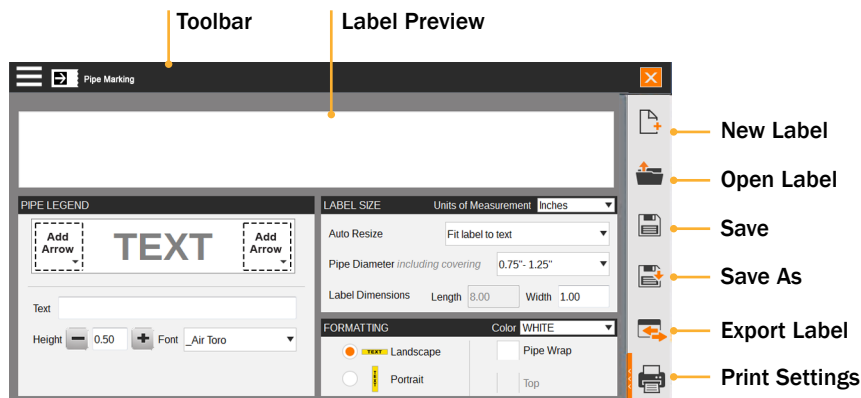
Click the Print button to start the new print job.



# 9

## PIPE MARKING

The Pipe Marking module uses the recommendations of the ANSI/ASME A13.1 standard to create simple and effective pipe labels. It also includes a specialized module for labeling the parts of ammonia-based refrigeration systems following the IIAR Bulletin No. 114 approach. Finally, it includes a simple option for creating arrow wraps, which can be applied around the circumference of a pipe to show the direction of flow.



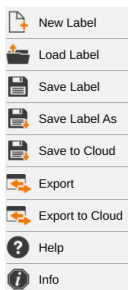
### Pipe Marking Toolbar

The toolbar across the top of the screen shows some of the options for the Pipe Marking module.



#### 1. Hamburger Menu:

Access common file options, such as creating a new label, saving labels to the system or in the cloud, and exporting label designs. The most common choices here are also available in the menu on the right side of the screen.



**2. Module Menu:** Choose the type of pipe marker you are creating: basic ANSI/ASME labels, ammonia refrigeration pipe labels, or arrow wraps.

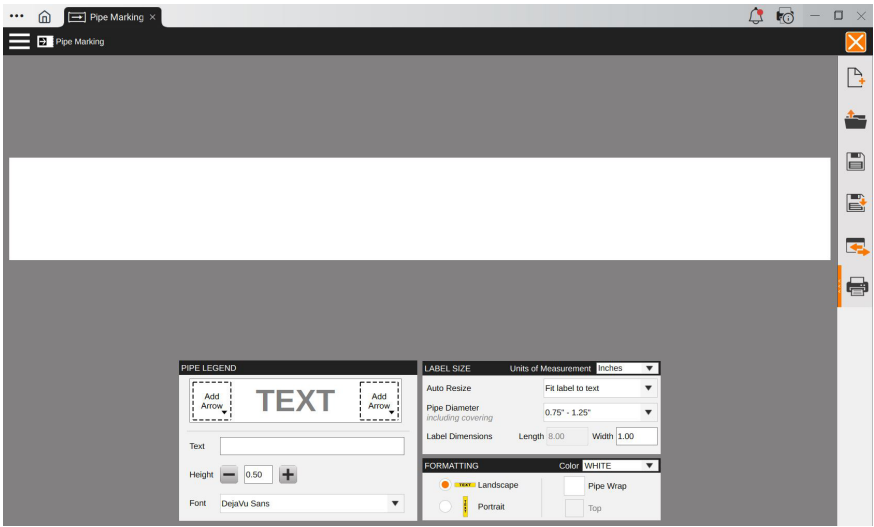
**3. Close:** Close the Pipe Marking module.

## Creating a Basic Pipe Marker

To create a new pipe label in the default ANSI/ASME A13.1 style, follow these steps:

First, decide on the printed content of your pipe marker, using the Pipe Legend box on the left side of the screen:

1. Click in the Text field and type the text that your label should include.
2. To add an arrow to either end of your label, click one of the dashed-line squares in the Pipe Legend box and choose an arrow style from the slide-out menu that appears. Repeat the process for the other end of the label; if the same arrow should appear on both ends of the label, check the box for Apply to Both. To close the slideout menu, click the dashed-line square again.
3. If you prefer, you can adjust the text size or font with the options at the bottom of this window. The default selections are designed to be clearly readable.



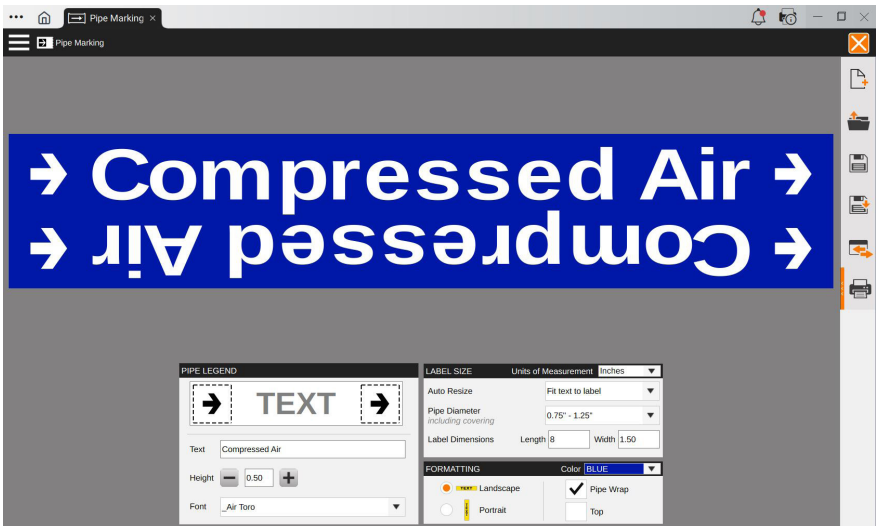
Then, set the dimensions of your pipe marker using the Label Size box on the right side of the screen:

1. Choose your Auto Resize preference:
  - a. **Fit label to text:** automatically set your label's length to fit the text that you have entered
  - b. **Fit text to label:** automatically resize your text to fit the specified label dimensions
  - c. **None:** no automatic adjustments


2. Select the pipe diameter to use the recommended dimensions for a pipe of that size, or manually enter your preferred label dimensions in the Length and Width boxes. (When using the “Fit Label to Text” resize option, the length of the label will be automatically determined.)

Finally, set special formatting options in the Formatting box on the right side of the screen:

1. Choose your label's background color in the dropdown menu. (The color of text and other printed details, either black or white, will be chosen automatically for standard compliance and readability. Note that the printed label colors will depend on the supplies loaded in your printer.)
2. Choose Landscape (default) or Portrait orientation for your label.
3. If you need your label to be visible from multiple directions, select Pipe Wrap. By default, this makes a label that will be placed along the bottom of a pipe to be read from either the left or right side; for a label that will be placed along the top of the pipe, check the box for Top.





## Printing a Pipe Marker

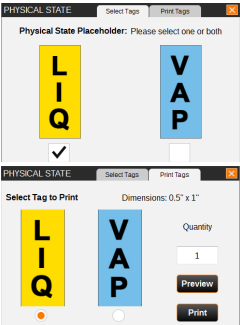
When you are ready to print, click the Print Settings  button. Here, choose which labels you want to print and how many copies of each. You can also check a Print Preview here.

Click the Print button to start the new print job.

## Creating an Ammonia Pipe Marker

To create a new pipe or component label for ammonia-based refrigeration systems using the IIAR Bulletin No. 114 styles, follow these steps:

1. Choose Ammonia Pipe Marking from the module menu in the toolbar.
2. Using the tabs at the top of the Pipe Legend box, on the left side of the screen select whether you are making a pipe marker or a component marker. Then, set the printed content for the label:
  - a. Select the equipment or component name from the list at the bottom of the Pipe Legend box. You can add custom items to the list with the Add button, or edit or remove selected items from the list with the Edit or Remove buttons.
  - b. To add the physical state, select the icon representing vapor and a liquid droplet . For the pressure level, click on the icon represented as a pressure dial  and choose the appropriate information from their respective slide-outs. Each slide-out menu also has a tab for printing these smaller labels separately. To close the slide-out menu, either click the selected icon again or the X in the upper right corner of the slide-out.
  - c. To add an arrow to either end of an ammonia pipe marker, click one of the dashed-line squares labeled “Add Arrow” in the Pipe Legend box, then choose an arrow style from the slide-out menu. Repeat the process for the other end of the label; if the same arrow should appear on both ends of the label, check the box for Apply to Both. To close the slide-out menu, click the dashed-line square or the X in the upper right corner of the slide-out.





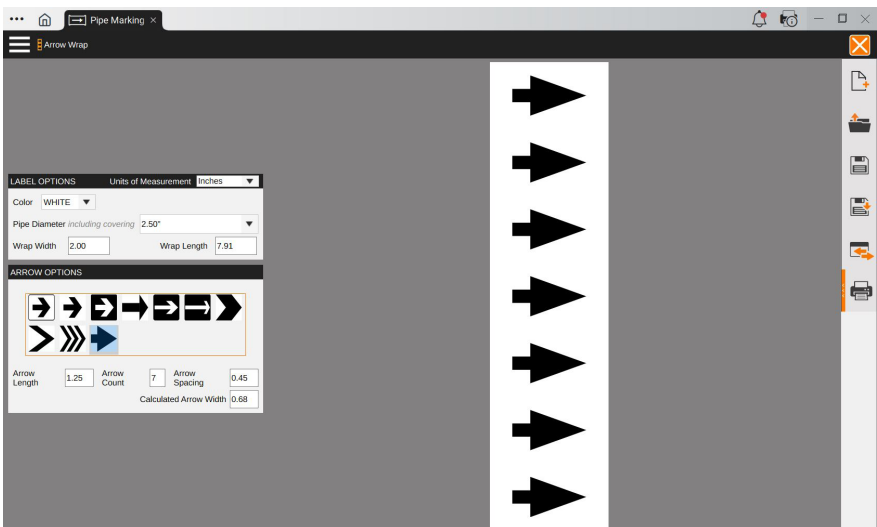
3. In the Label Size box on the right side of the screen, select the pipe diameter to use the recommended dimensions for a pipe of that size or manually enter your preferred label dimensions in the width box.
4. The detailed size options in the Settings box will update automatically if you choose a pipe diameter; if you manually enter a custom size, you may need to adjust these options.

You can also choose whether to print with an orange background or with a yellow background (to match existing labels in the older format). Note that the printed label colors will depend on the supplies loaded in your printer.

## Creating an Arrow Wrap

To create a band of printed arrows that can be applied around a pipe to show the direction of flow, follow these steps:


1. Choose Arrow Wrap from the module menu in the toolbar.
2. Choose the color of the band background. The arrow color, either black or white, will be automatically selected for standard compliance and visibility. (Note that the printed label colors will depend on the supplies loaded in your printer.)
3. Select the diameter of the pipe you will be labeling; the program will automatically calculate recommended sizes and spacing. You can also manually set the wrap width, wrap length, arrow length, number of arrows, or spacing between arrows.
4. Set the arrow style by clicking on your choice in the Arrow Options box.




## SAVING & EXPORTING LABEL DESIGNS

LabelForge PRO provides the ability to save files locally, on the PC or print system at which the files were created on, or within a shared storage location for accessibility by multiple users.

### Saving Files on a Network, PC, or Printer


To save a label, click the Save button  in the menu along the right side of the screen (or choose “Save Label” from the Hamburger Menu). If the label has already been saved, the existing file will be updated; if not, you will be prompted to choose a file name and location.

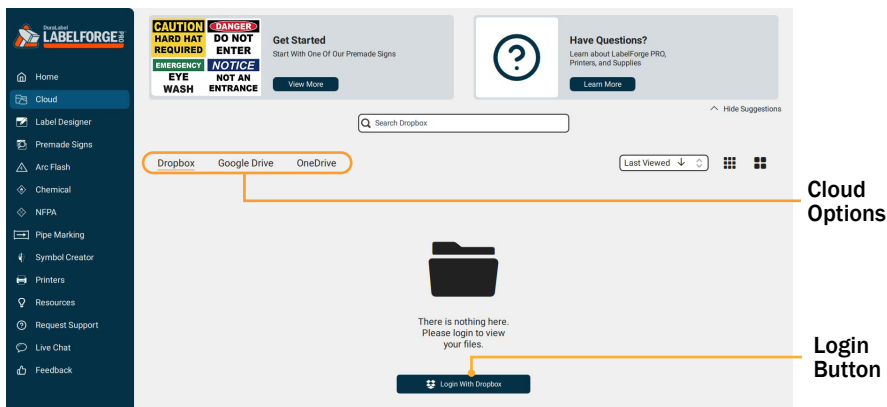
To save the label as a new file, leaving the old version intact, click the “Save As”  button in the menu along the right side of the screen (or choose “Save Label As” from the Hamburger Menu). You will be prompted to choose a file name and location.

### Saving Label Designs on the Cloud

Save files to the cloud (Dropbox, OneDrive, or Google Drive) to access label templates anywhere with an internet connection. Cloud storage also serves as an ideal offsite backup in case of a disaster. If using Google Drive, you MUST log in to your account prior to saving any file. Also, only files that were saved within LabelForge PRO will be accessible within LabelForge PRO. When using Google Drive, all other files will not be visible.

#### To save a label to the cloud

1. Login to the desired cloud storage service.
  - a. From the home screen on LabelForge PRO, click on the Cloud  button.
  - b. Choose the desired cloud storage service from the displayed options; DropBox, OneDrive, Google Drive. Then click the login button.

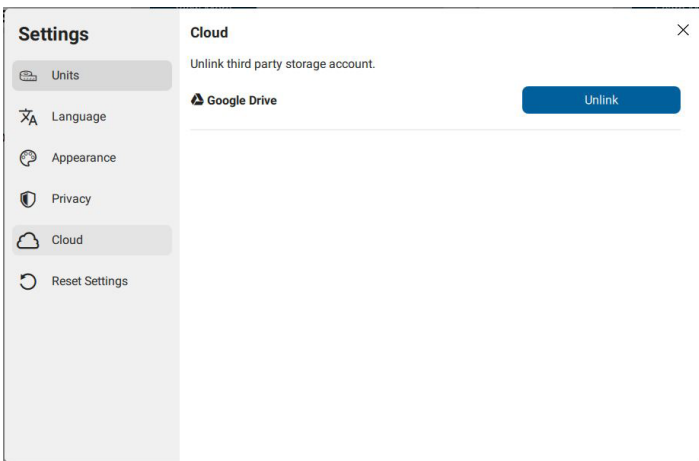


- c. A web browser will open, requesting login information (account user name and password) for the chosen storage service. Insert the proper credentials to login. In some cases, you may be prompted with a “Before you connect this app...” message, click Continue, then Allow to proceed. Upon successfully logging in, a message should be displayed saying “Authorization successful! You can now return to LabelForge PRO.”
2. Within the module containing the label design template intending to be saved, choose Save to Cloud.
3. In the popup menu titled Save to Cloud, choose the desired cloud storage service; DropBox, OneDrive, or Google Drive.
4. Choose the desired location and enter a unique file name for the label design template, then click Save.


**IMPORTANT NOTE:** Saving and accessing files via cloud storage services is only available on the PC version of LabelForge PRO. This feature is **NOT AVAILABLE** for use directly on print systems (Toro Max & Kodiak Max).

## Logout From Cloud Storage Services

To logout from either DropBox, OneDrive, or Google Drive click on the Menu in the upper left of the screen, then select Settings. In the Setting menu, click Cloud, then under the desired cloud storage service click Unlink to logout.



## Exporting Label Designs

To export a label for fine-tuning or other adjustments in the Label Designer module, click the Export  button in the menu along the right side of the screen (or choose “Export Label” from the Hamburger Menu). You will be prompted to choose a file name and location, and you will be able to open the new file in the Label Designer.

## THIRD-PARTY SOFTWARE

This is a comprehensive list of third-party software and libraries used by LabelForge PRO, organized by their license type.

### GNU General Public License version 2 (GPL-2)

- obexftp: <https://sourceforge.net/projects/openobex/files/obexftp>
- openobex: <https://sourceforge.net/projects/openobex/files/openobex>
- obexpushd: <https://launchpad.net/ubuntu/+source/obexpushd>
- obexd: <https://www.kernel.org/pub/linux/bluetooth>
- rtl8188eu: <https://github.com/lwfinger/rtl8188eu>
- mtd-utils: <http://git.infradead.org/mtd-utils.git>
- mysql odbc: <https://dev.mysql.com/downloads/connector/odbc>
- psqlodbc: <https://ftp.postgresql.org/pub/odbc/versions/src>
- poppler: <http://poppler.freedesktop.org>
- cups-filters: <http://openprinting.org/download/cups-filters>
- potrace: <http://potrace.sourceforge.net/#license>
- u-boot: <https://github.com/u-boot/u-boot>

### GNU General Public License version 3 (GPL-3)

- zint: <http://sourceforge.net/projects/zint>
- samba: <https://www.samba.org/samba/download>
- <https://github.com/KDE/libqapt/blob/master/COPYING>

### GNU Lesser General Public License version 2.1 (LGPL-2.1)

- unixODBC: <http://www.unixodbc.org>
- qt-gstreamer: <https://gstreamer.freedesktop.org/src/>
- libqxt: <https://github.com/mnutt/libqxt>
- CuteLogger: <https://github.com/dept2/CuteLogger>
- qjson: <https://github.com/flavio/qjson/blob/master/COPYING.lib>

## GNU Library General Public License version 2 (LGPL-2)

- freetds: <https://github.com/FreeTDS/freetds>

## GNU free documentation License version 1.3 (fdL-1.3)

- Qt Spreadsheet Example:  
<http://doc.qt.io/qt-5/qtwidgets-itemviews-spreadsheetexample.html>

## BSD 3.0

- wpa\_supplicant: [https://w1.fi/cgit/hostap/plain/wpa\\_supplicant/README](https://w1.fi/cgit/hostap/plain/wpa_supplicant/README)

## MIT License

- QtXlsx: <http://qtxlsx.debao.me>
- ijs: <http://www.openprinting.org/download/ijms/download>
- lcms: <https://sourceforge.net/projects/lcms/files/lcms>
- seedrandom.js: <https://github.com/davidbau/seedrandom>

## Custom Licenses

- libsqlite3odbc: <http://www.ch-werner.de/sqliteodbc>
- openjpeg: <https://github.com/uclouvain/openjpeg>
- zlib(GPCompression): <https://github.com/madler/zlib>



DESIGN SOFTWARE

For further support, contact us at  
800-788-5572 | [DuraLabel.com](https://DuraLabel.com)

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