

AMBIR LABEL

Label Design and Printing Application

User Manual

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1. Introduction

1.1 About AmbirLabel

AmbirLabel is a professional label design and printing application developed by Ambir Technology, Inc. It provides an intuitive interface for creating custom labels with various elements including text, barcodes, images, shapes, counters, date/time stamps, and address blocks.

Key features include:

- Label design canvas with rulers and grid
- Support for multiple barcode formats (Code 128, QR Code, Data Matrix, and more)
- Data merge capabilities for batch label printing
- Built-in and custom label size options
- Advanced print settings with scaling options

1.2 System Requirements

Windows

- Windows 10 version 1903 (build 10.0.19041.0) or later
- Windows 11

macOS

- macOS 15.0 (Sequoia) or later

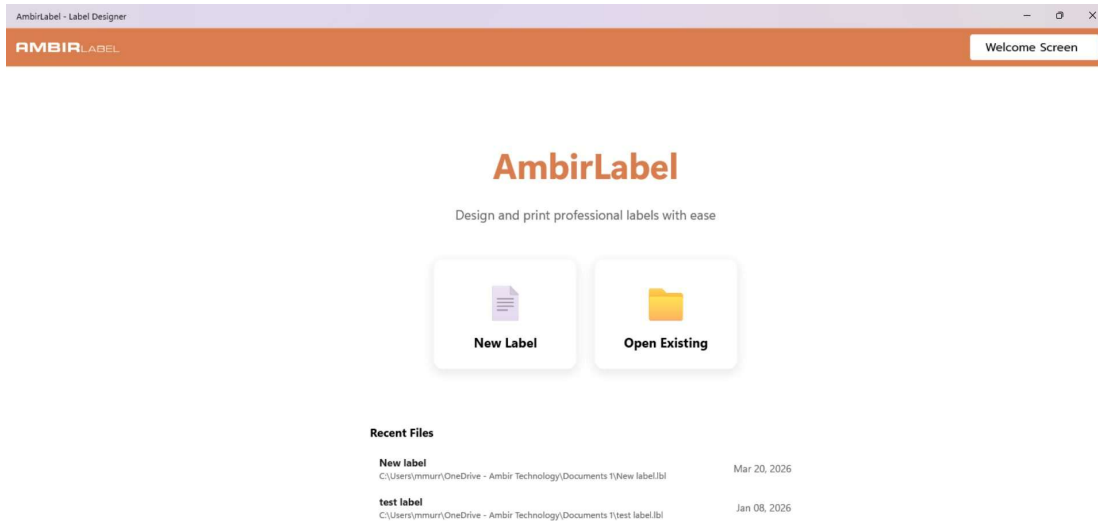
Hardware

- Ambir label printer (recommended)
- Minimum 4GB RAM
- 100MB available disk space

2. Getting Started

2.1 Welcome Screen

When you launch AmbirLabel, you are greeted with the Welcome Screen. This screen provides quick access to common tasks:

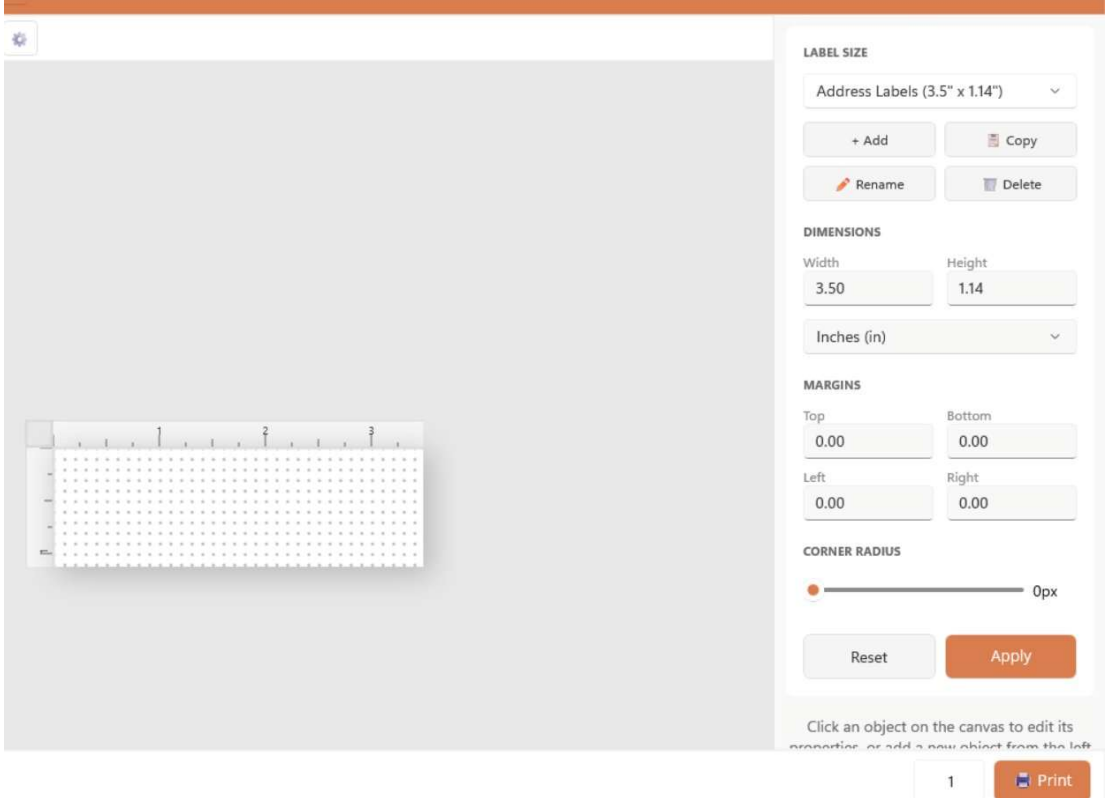


- **New Label** – Create a blank label with your choice of size
- **Open Existing** – Browse and open previously saved label files
- **Recent Files** – Quickly open labels you’ve worked on recently

2.2 Creating Your First Label

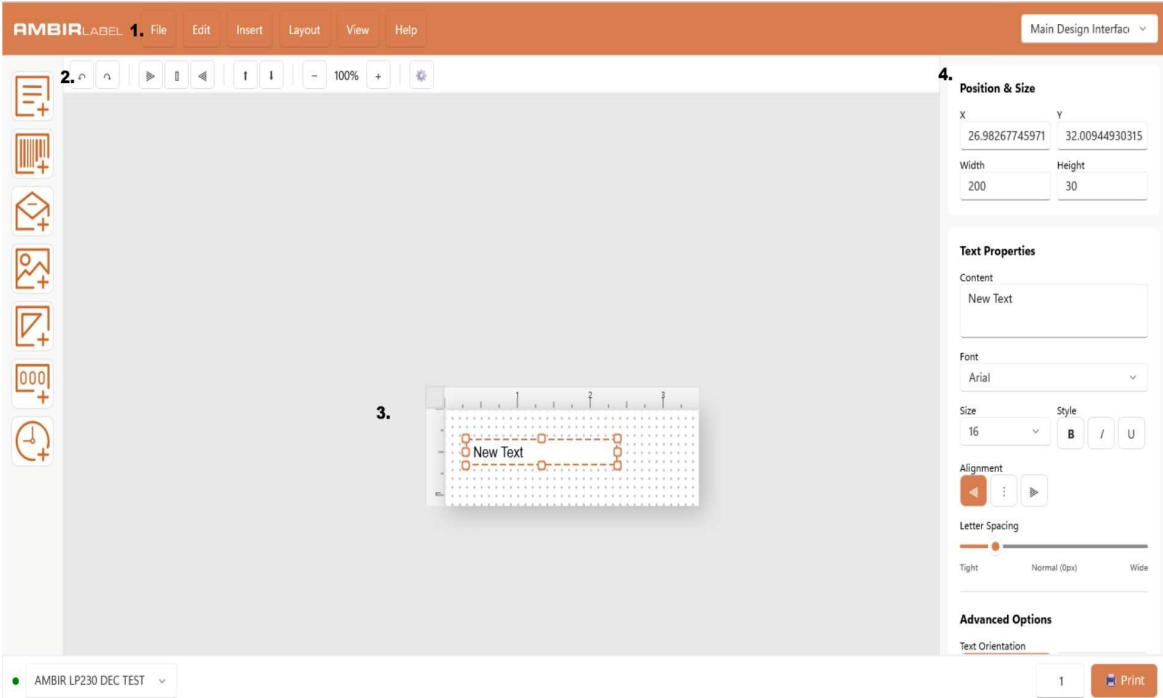
To create a new label:

1. Click the New Label button on the Welcome Screen, or select File > New from the menu
2. Select a label size from the dropdown menu in the right panel
3. The design canvas will appear with your selected label size
4. Add objects to your label using the Insert menu or toolbar buttons



2.3 Interface Overview

The AmbirLabel interface consists of several key areas:



1. Menu Bar

Provides access to all application functions organized in menus: File, Edit, Insert, Layout, View, and Help.

2. Toolbar

Quick access buttons for common operations like adding objects, zoom controls, and alignment tools.

3. Design Canvas

The main work area where you design your label. Features include:

- Rulers along the top and left edges for measurement
- Optional grid for precise object placement
- Zoom controls to magnify or reduce the view

4. Properties Panel

Located on the right side, this panel displays properties for the selected object or label settings when no object is selected.

3. Working with Label Objects

AmbirLabel supports several types of label objects. Each object type has specific properties that can be customized.

3.1 Text Objects

Text objects allow you to add and format text on your labels.

Adding a Text Object

1. Select Insert > Text from the menu, or click the Text button on the toolbar
2. A new text object appears on the canvas
3. Click on the object to select it and edit its properties in the right panel

Position & Size

X: 26.98267745971 Y: 32.00944930315

Width: 200 Height: 30

Text Properties

Content: New Text

Font: Arial

Size: 16 Style: **B** / U

Alignment: [Left] [Center] [Right]

Letter Spacing: [Tight] [Normal (0px)] [Wide]

Advanced Options

Text Orientation: [Dropdown]

1 Print

Text Properties

Property	Description
Content	The text to display
Font	Choose from available system fonts

Size	Size of the text in points
Style (B/I/U)	Bold, Italic, and Underline styling options
Alignment	Left, Center, or Right alignment
Letter Spacing	Space between characters (Tight, Normal, Wide)

3.2 Barcode Objects

AmbirLabel supports a wide variety of 1D and 2D barcode formats.

Supported Barcode Types

Category	Barcode Types
1D Barcodes	Code 128, Code 39, Code 93, EAN-13, EAN-8, UPC-A, UPC-E, ITF, Codabar
2D Barcodes	QR Code, Data Matrix, PDF417, Aztec

The screenshot displays a configuration panel for a barcode object. It is divided into two main sections: 'Position & Size' and 'Barcode Settings'.

Position & Size: This section contains four input fields: 'X' (26.98267745971), 'Y' (41.991415977478), 'Width' (150), and 'Height' (60).

Barcode Settings: This section includes:

- 'Barcode type': A dropdown menu set to 'Code 128'.
- 'Data source': Two buttons, 'Manual' (selected) and 'From Data'.
- 'Barcode data': A text input field containing '123456789012' with a character count of '12/340 characters' below it.
- 'Size': Three buttons, 'Small', 'Medium' (selected), and 'Large'.
- 'Alignment': Three buttons with left, center, and right alignment icons, where the center button is selected.

Barcode Properties

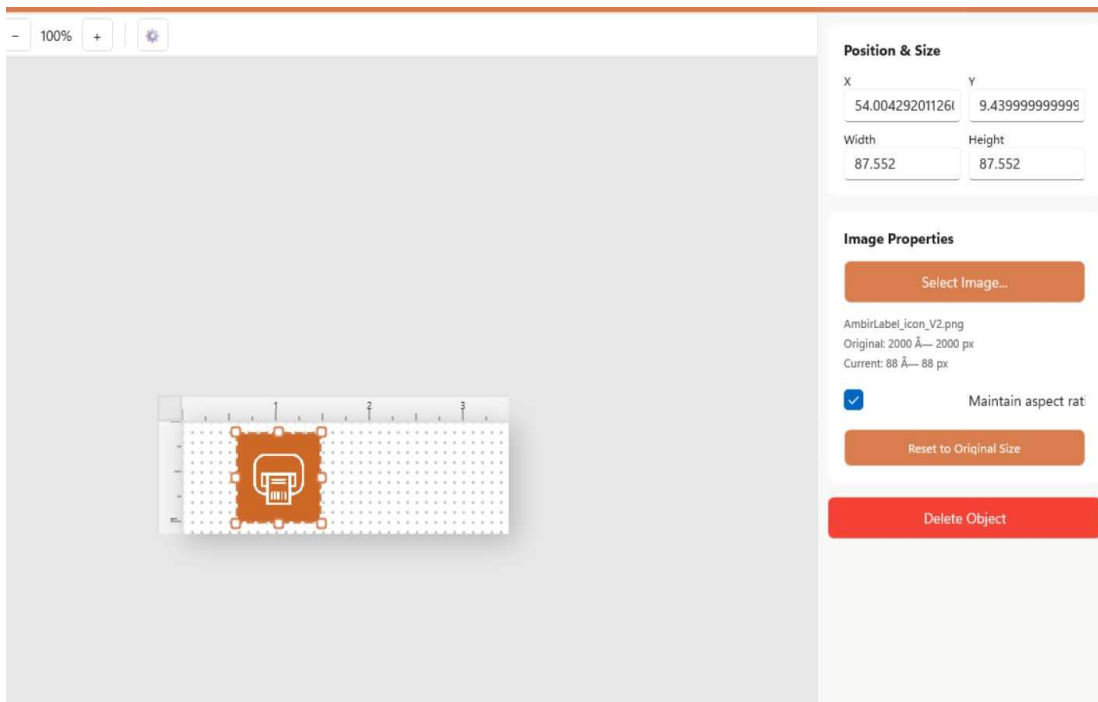
Property	Description
Barcode Type	Select the barcode format
Data Source	Manual entry or From Data (linked to imported file)
Barcode Data	The value to encode in the barcode
Size	Small, Medium, or Large
Alignment	Left, Center, or Right positioning

3.3 Image Objects

Add images such as logos or graphics to your labels.

Adding an Image

1. Select Insert > Image from the menu
2. Browse to select an image file (PNG, JPG, BMP supported)
3. The image appears on the canvas
4. Drag corners to resize while maintaining aspect ratio

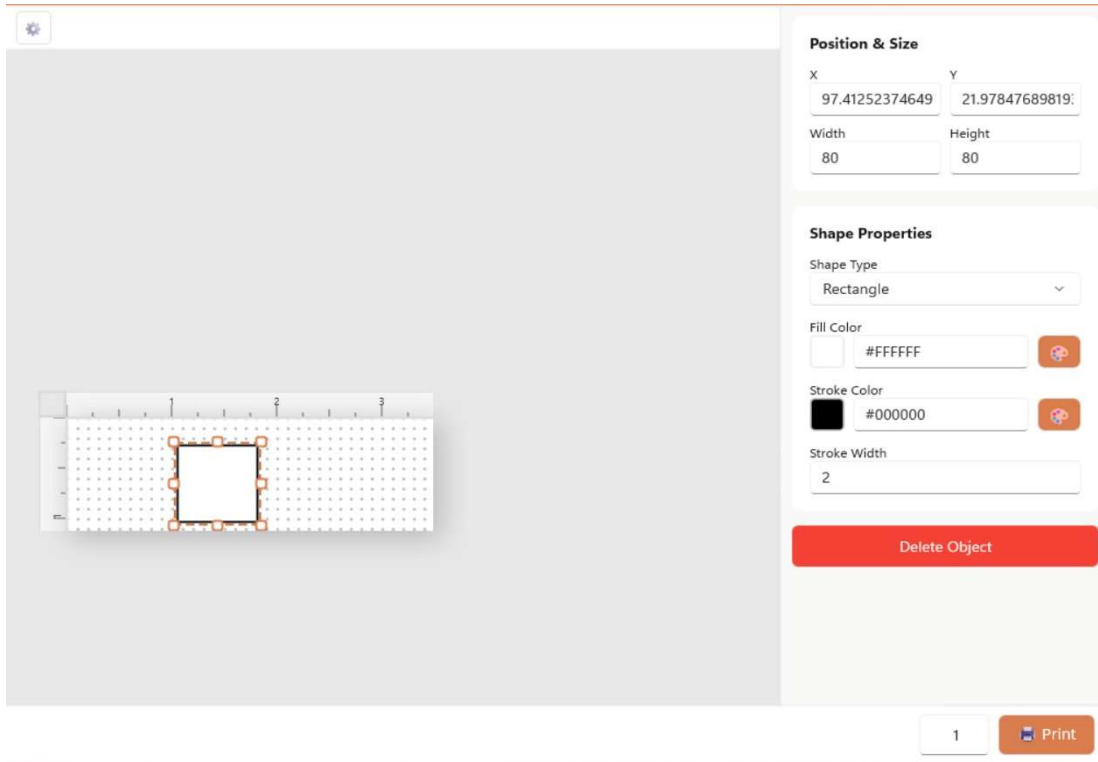


3.4 Shape Objects

Add geometric shapes to enhance your label design.

Available Shapes

- **Rectangle** – With optional corner radius
- **Circle/Ellipse** – Round shapes
- **Line** – Straight lines for dividers or decoration



Shape Properties

Property	Description
Shape Type	Rectangle, Circle, or Line
Fill Color	Interior color of the shape
Stroke Color	Border/outline color
Stroke Width	Thickness of the border

3.5 Counter Objects

Counter objects automatically increment numbers for sequential labeling, such as serial numbers or inventory tracking.

Counter Properties

Property	Description
Start Value	The initial number

Increment	Amount to add for each label
Labels Per Number	How many labels before incrementing
Digit Format	01, 001, 0001, etc. (leading zeros)
Prefix	Text before the number (e.g., "SN-")
Suffix	Text after the number

3.6 Date/Time Objects

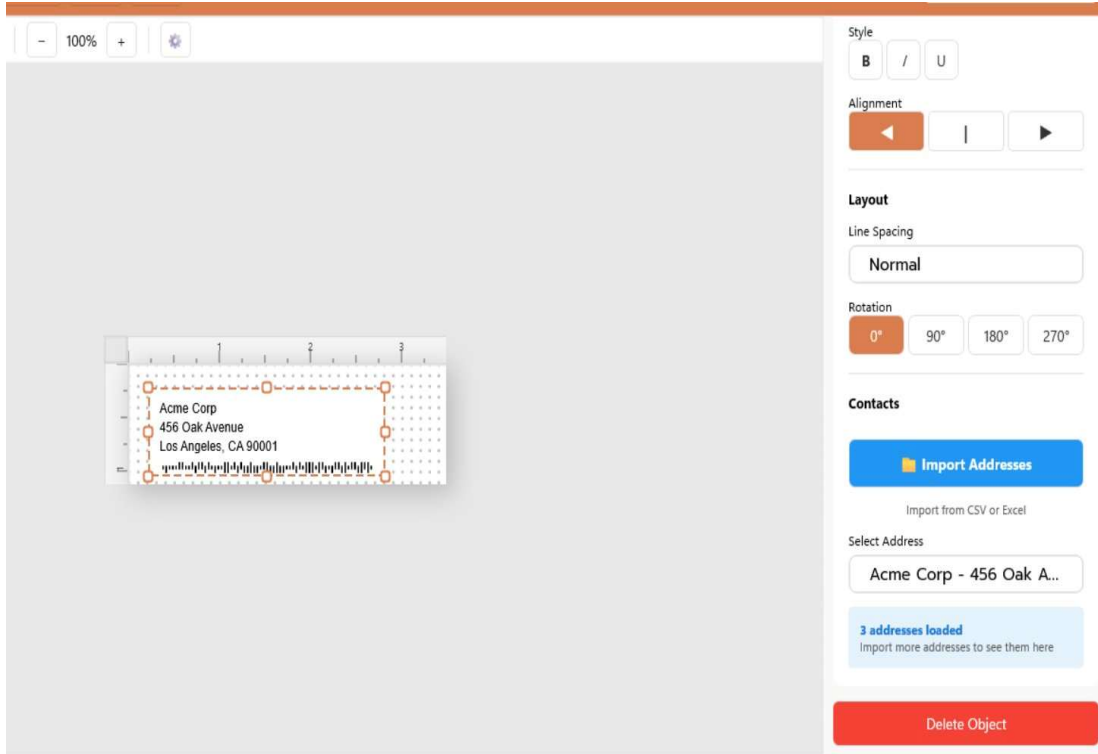
Add current or fixed date and time stamps to your labels.

Date/Time Properties

Property	Description
Date Format	MM/DD/YYYY, DD/MM/YYYY, YYYY-MM-DD, etc.
Include Time	Add time to the stamp
Time Format	12-hour or 24-hour format
Use Current	Always show current date/time when printing

3.7 Address Objects

Address objects provide formatted address display with barcode integration for mailing applications.



Address Fields

- Name/Company
- Address Line 1
- Address Line 2 (optional)
- City, State, ZIP
- Country (optional)

Address Features

- Import addresses from CSV or Excel files
- Configurable line spacing (Tight, Normal, Loose)
- Font and formatting options
- Rotation options (0°, 90°, 180°, 270°)

4. Label Sizes

4.1 Built-in Label Sizes

AmbirLabel includes over 30 pre-configured label sizes for common applications:

Category	Examples
Address Labels	1.125" x 3.5", 1" x 2.625", 0.5" x 1.75"
Shipping Labels	4" x 6", 2.25" x 4"
File Folder	0.5625" x 3.4375"
Name Badges	2.25" x 3.5"
Return Address	0.75" x 2"

4.2 Creating Custom Sizes

Create custom label sizes for your specific needs:

1. In the right panel, click the + Add button next to label sizes
2. Enter a name for your custom size
3. Set the width and height (in inches or millimeters)
4. Optionally configure margins and corner radius
5. Click Apply to save

LABEL SIZE

Custom Label 1 (1" x 1")

+ Add Copy

Rename Delete

DIMENSIONS

Width Height

1 1

Inches (in)

MARGINS

Top Bottom

0.00 0.00

Left Right

0.00 0.00

CORNER RADIUS

0px

Reset Apply

Click an object on the canvas to edit its

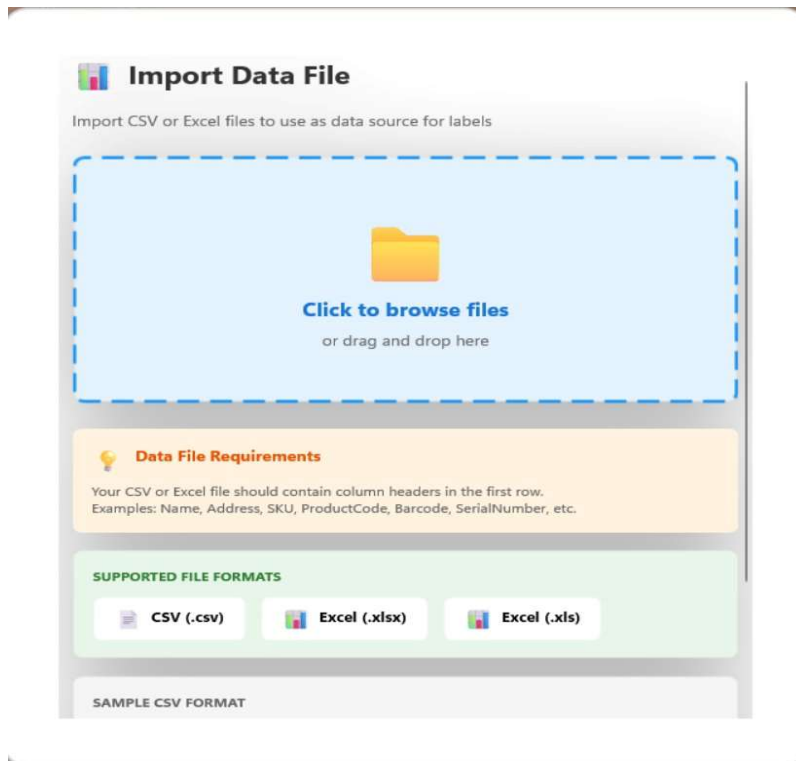
5. Data Merge and Batch Printing

5.1 Importing Data

AmbirLabel can import data from CSV and Excel files for batch label printing.

Supported Formats

- CSV (.csv) – Comma-separated values
- Excel (.xlsx) – Excel 2007 and later
- Excel (.xls) – Excel 97-2003



To import data:

1. Create a label with text or barcode objects
2. Select an object and choose From Data as the data source
3. Click Import Data to select your data file
4. Map your file columns to label fields



5.2 Importing Addresses

The Address Import feature provides specialized handling for address data:

1. Add an Address object to your label
2. Click Import Addresses in the properties panel
3. Select your CSV or Excel file
4. Map columns to address fields (Name, Address, City, State, ZIP)
5. Preview the imported addresses
6. Select which addresses to print

Tip: Your CSV file should include columns for Name, Address, City, State, and ZIP Code. Address Line 2 and Country are optional.

5.3 Batch Printing

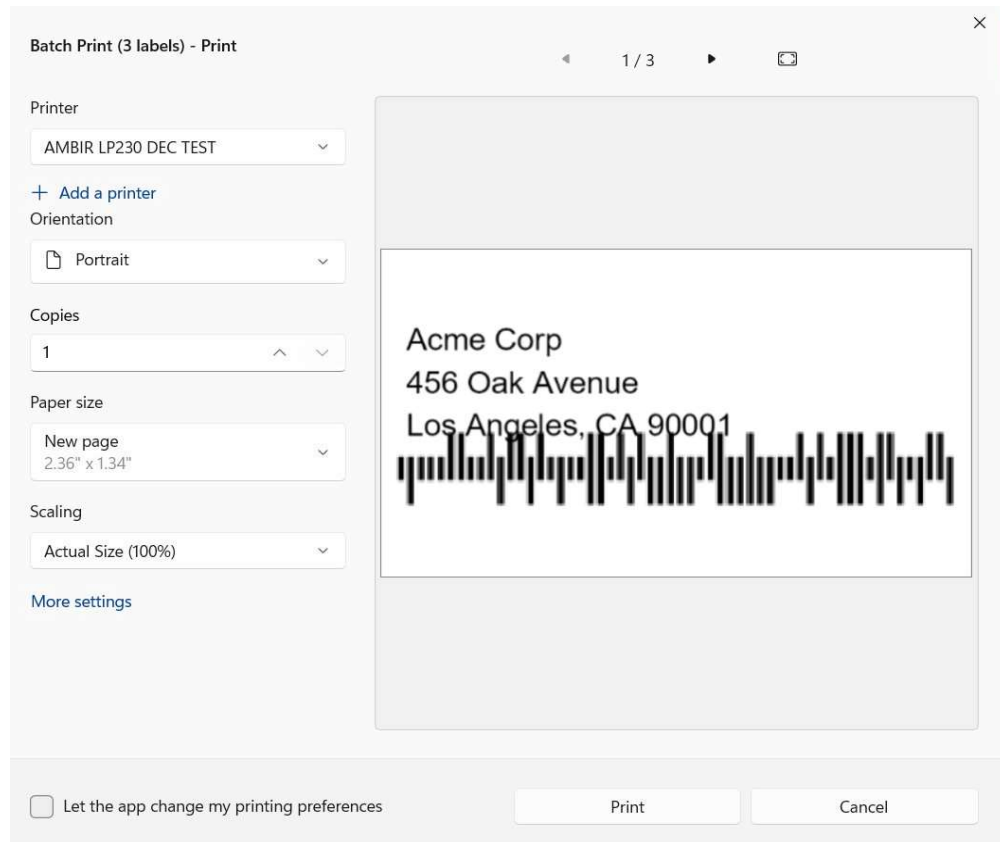
Print multiple labels with different data:

1. Import your data file with address or other variable data
2. Select the records you want to print
3. The Copies field will automatically update to show the number of labels
4. Click Print to print all labels in the batch

6. Printing

6.1 Print Dialog

AmbirLabel provides a custom print dialog with advanced options:



To print a label:

1. Click the Print button or select File > Print
2. The Print Dialog appears with a live preview
3. Select your Ambir printer from the dropdown
4. Choose the page size
5. Select orientation (Portrait or Landscape)
6. Set the number of copies
7. Choose a scaling option
8. Click Print

6.2 Print Settings

Setting	Description
Printer	Select from available Ambir printers

Paper Size	Paper size supported by your printer
Orientation	Portrait (vertical) or Landscape (horizontal)
Copies	Number of labels to print

6.3 Scaling Options

Control how your label is sized when printed:

Option	Description
Actual Size (100%)	Print the label at its designed dimensions
Fit to Printable Area	Scale the label to fit within the page margins
Custom %	Specify a custom scale percentage (e.g., 50%, 150%)

Note: The live preview shows exactly how your label will appear on the printed page, including position and scale.

7. Settings and Preferences

Access settings by clicking the gear icon or selecting Tools > Settings.

7.1 General Settings

Ruler Units

- **English (Inches)** – Display measurements in inches
- **Metric (Millimeters)** – Display measurements in millimeters

Language

AmbirLabel supports multiple languages:

- English
- Spanish
- French
- German
- Italian

Auto-Update

Enable or disable automatic checking for application updates.

7.2 Grid Settings

Setting	Description
Show Grid	Display grid lines on the canvas
Grid Size	Spacing between grid lines
Snap to Grid	Objects align to grid intersections
Snap to Snaplines	Objects align to edges of other objects

Grid Size Presets

Quick buttons for common grid sizes: 0.05", 0.1", 0.125", 0.25", 0.5"

8. Keyboard Shortcuts

Shortcut	Action
Ctrl + N	New Label
Ctrl + O	Open Label
Ctrl + S	Save Label
Ctrl + Shift + S	Save As
Ctrl + P	Print
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Delete	Delete Selected Object
Ctrl + +	Zoom In
Ctrl + -	Zoom Out
Ctrl + 0	Zoom to Fit

9. Troubleshooting

Printer Not Appearing in List

Problem: Your Ambir printer doesn't appear in the printer dropdown.

Solution:

- Ensure the printer is connected and powered on
- Check that Ambir printer drivers are installed
- Verify the printer appears in Windows/macOS printer settings
- Restart the AmbirLabel application

Label Prints Off-Center

Problem: The label doesn't print in the expected position on the page.

Solution:

- Check that the correct Page Size is selected in the Print Dialog
- Verify the Orientation matches your label stock
- Try using "Fit to Printable Area" scaling option

Barcode Won't Scan

Problem: Printed barcode cannot be read by scanner.

Solution:

- Ensure barcode data is valid for the selected barcode type
- Try increasing the barcode size (use Medium or Large)
- Check that scaling is set to 100% or higher
- Verify printer resolution is adequate (300 DPI recommended)

Data Import Fails

Problem: CSV or Excel file won't import correctly.

Solution:

- Ensure the file has a header row with column names
- Check that required columns exist (Name, Address, City, State, ZIP for addresses)
- Verify the file is not open in another application
- Try saving Excel files as CSV format

Need More Help? Contact Ambir Technology Support at support@ambir.com or visit www.ambir.com for additional resources.