



## Hang Tag and Care Label Design & Printing

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## Care Label Design

The Hang Tag and Care Label Designer is an easy-to-use wizard that helps you design care labels for your garments. You can use the wizard under the Manufacturing module, the Style Purchase Order module, and the Style Sales Order module to design care labels for the manufactured styles, the imported styles, and for the sold styles respectively. The design process is divided into 3 main steps:

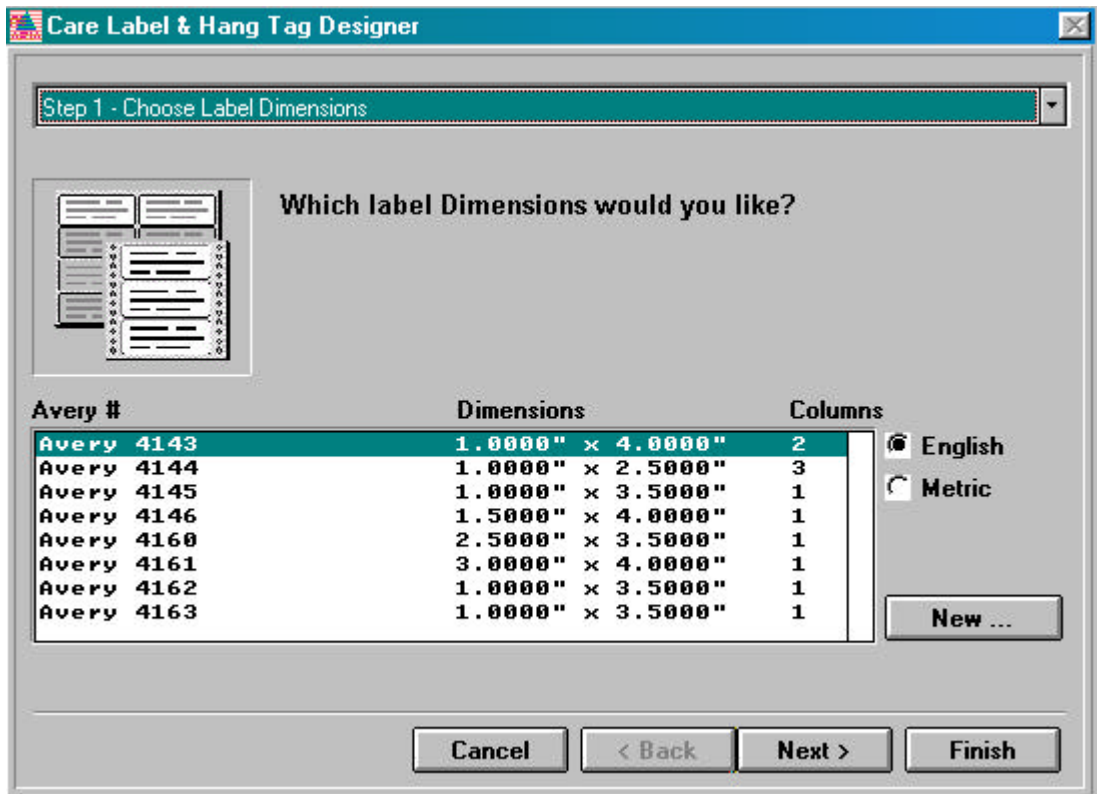
1. Selecting Care Label Size (Height X Width)
2. Selecting Label Contents and Instructions
3. Label Saving

### First Step: Selecting Care Label Size (Height X Width)

1. Open the MF/SO/PO modules >> the Transactions menu >> the **Care Label and Hang Tag Designer** option. The **Care Label and Hang Tag Designer** wizard opens:

**Fig (1)**  
The Care Label and Hang Tag Designer wizard

First step: Label size



2. The screen displays a group of standard preset label sizes for you to choose from. For each label size, the screen shows the number of columns that can

be printed in the care label printout tape. You can display the label sizes by their measurement unit, i.e. to display the sizes measured in Inches, check the 'English' box, and to display the sizes measured in centimeters, check Metric.

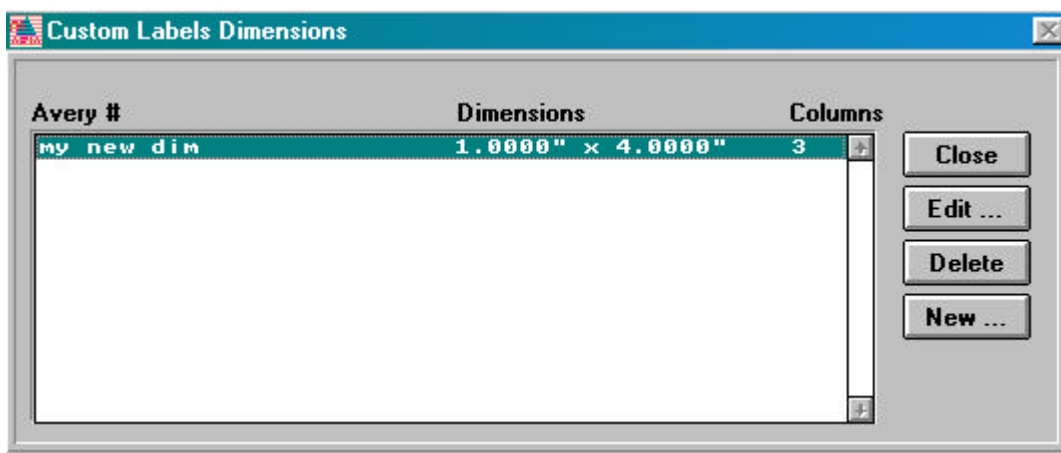
3. Choose a size for your new label from among the standard preset label sizes, and click Next to move to the second screen. Otherwise, you can define your own label dimensions if none of the standard sizes matches your requirements. To define your own label dimensions:

3-1 Click the New button. The Custom Dimensions screen opens:

**Fig (2)**

The Custom Dimensions screen

Start defining your new label dimensions



- 3-2 If you have previously defined one or more custom label dimensions, they will be displayed on this screen. To add new label dimensions, click New. The New Dimensions Measurements screen opens:

**Fig (3)**

The New  
Dimensions  
Measurements  
screen

- 3-3 In the **Dim. Name** field, enter a name for the new label dimensions.
- 3-4 In the **Unit of Measure** box, select either 'English' to measure your new dimensions in Inch, or 'Metric' if you wish to measure them in Centimeters.
- 3-5 In the **Number Across** box, specify how many columns you wish to print in the labels tape.
- 3-6 Specify the new label dimensions values (i.e. the label width and height), the margins of the label printout tape (i.e. the left side margin and the top margin), and the space between columns on the tape, by entering each value in its corresponding edit box on the graph. The arrows orientation indicates the dimension.
- 3-7 After you enter the values, click the Add button. You will go back to the Custom Label Dimensions screen ([Figure 2](#)) where you will find your new dimensions listed.
- 3-8 To get out of the screen, click Close. You will go back to the wizard's first screen ([Figure 1](#)) where you will find your new dimensions listed under its measurement group, i.e. either the English measurement or the Metric measurement. Select your dimensions and click Next to go to the second step, i.e. defining the care label contents and instructions.

## Second Step: Label Contents & Instructions

1. To start selecting the care label contents and caring instructions, click Next on the first wizard screen (Figure 1) or alternatively choose the second step from the Steps list. In both cases, the **Label Information and Instructions** screen opens:

**Fig (4)**

The Label Information and Instructions screen

The second step in designing the care label

Available Fields:	Width
Cutting Ticket	6
Style	12
Size	5
Color description	30
Dyelot	10
Style description	20
Style price A	12

Text:

Font ... Picture ...

Arial 8 Regular

Cancel < Back Next > Finish

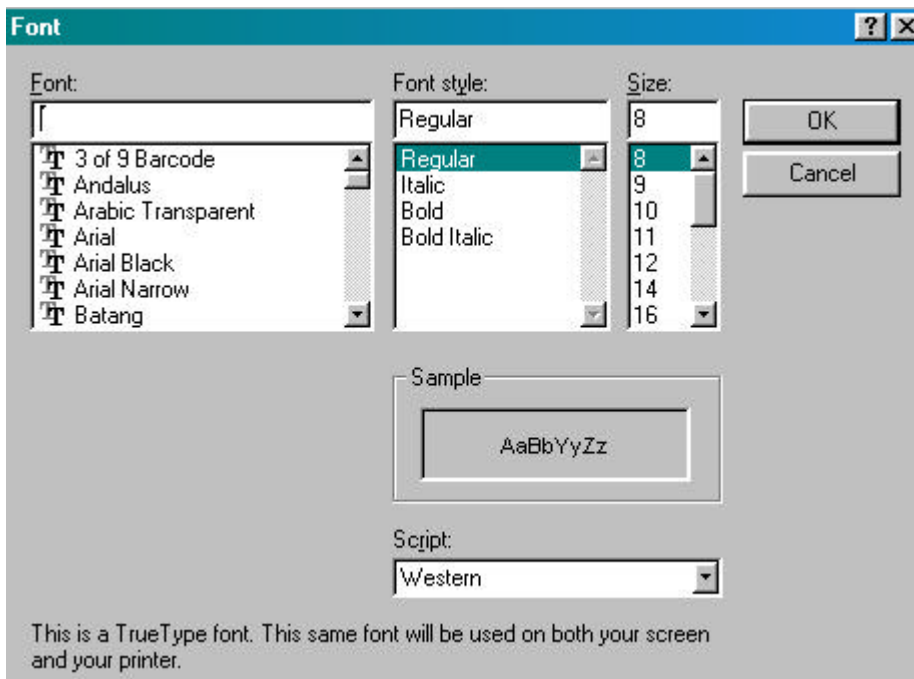
2. The Available Fields list on the left hand side of the screen displays the data which you may need to include in the label, e.g. style color, price, dyelot, description, etc. together with the maximum allowed number of characters for each field. To insert a field in the first line on the label, highlight this field and click the blue arrow. The field will be moved to the Selected Fields list.
3. To insert another field in the same line, select this field and click the blue arrow.
4. To start a new line on the label, click the New Line button.
5. To insert one or more spaces, click the Space button as many times as the number of spaces you wish to have. Note that a space counts as one character.

6. If you want to insert a fixed text in the label, enter this text in the Text edit box and click the blue arrow. For example you may enter a fixed title followed by a colon, and a space and then select the variable information from the Available Fields list, e.g. Color: {Color Description}.
7. To format the font of a selected line, highlight this line in the Selected List and click Font. The Font Format screen opens. Use the font formatting options just as usual, and click Ok when you finish to go back to the wizard.

**Fig (5)**

The Font  
Format screen

Choose the font  
color, size, and  
style

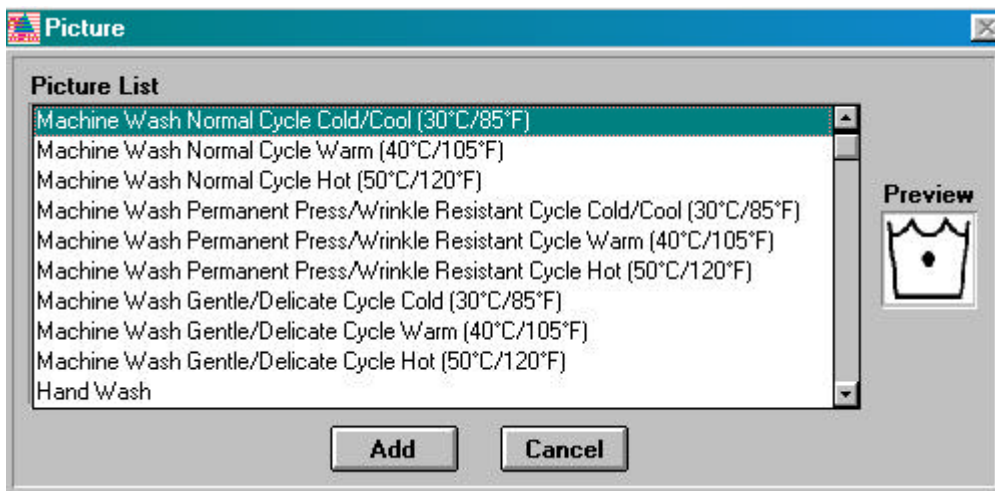


8. If at any time the size of the field(s) in a line exceeds this line width or the height of the fields exceeds the label height, you will be alerted against that.
9. To insert a care label symbol, click the **Picture** button to open the Pictures folder that contains pictures for most of the care label symbols used on the market, together with the explanation of each symbol.

**Fig (6)**

The Pictures screen

Choose any of the care label symbols, and view their descriptions

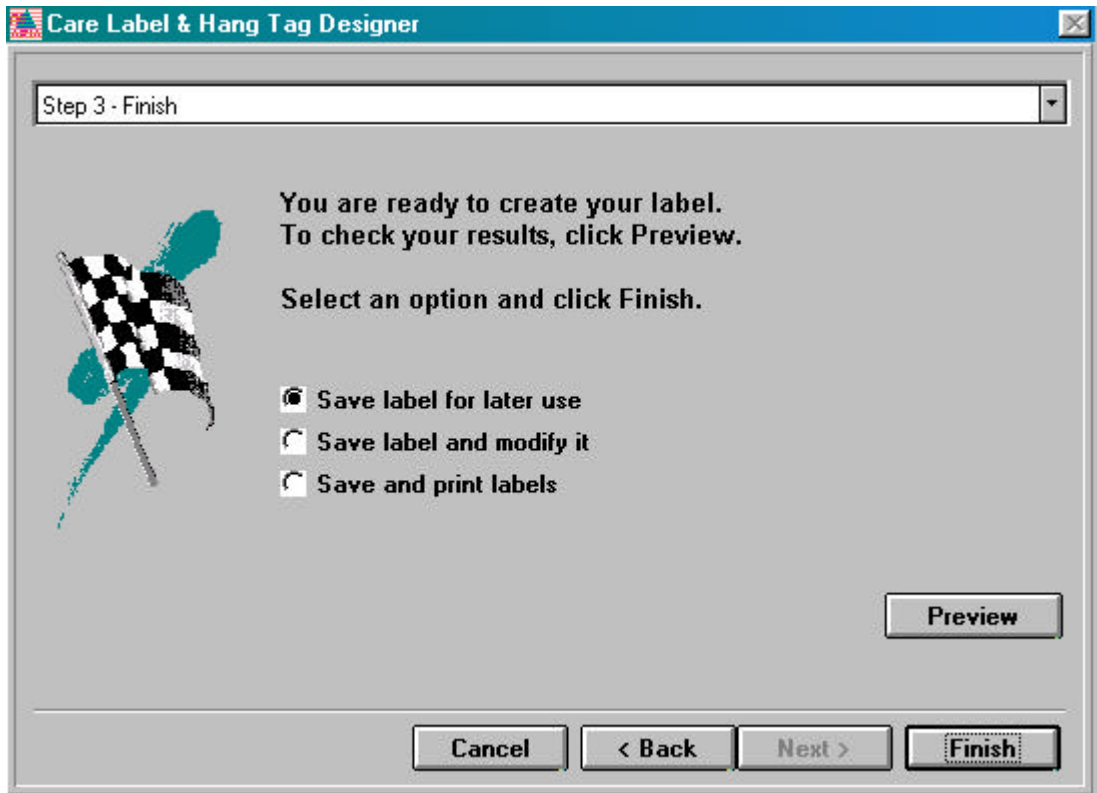


10. Select the picture and click Add. You will go back to the wizard's second screen (Figure 4), where you will find the code of the selected picture displayed in the Selected Fields list.
11. After you have selected the label contents and inserted the label symbol(s), click Next to open the Label Saving Options screen (Figure 7).

### Third Step: Label Saving

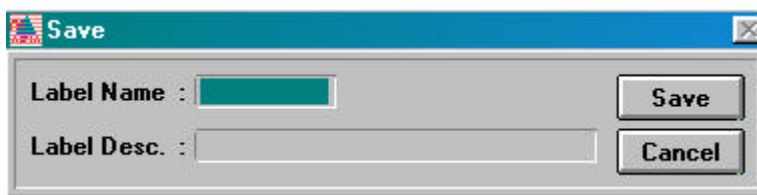
**Fig (7)**  
The Care Label  
Saving screen

Displays 3  
saving options



1. On the Label Saving Options screen, to preview the label before saving it, click Preview.
2. The screen offers 3 saving options: **Saving Only**, **Saving and Modifying**, and **Saving and Printing**.
3. To save only, check **Save Label for Later Use** and click Finish. The Label Saving screen opens (Figure 8). Enter a name and description for the new label and click Save.

**Fig (8)**  
The Saving  
Screen



4. To save and modify, check **Save Label and Modify It** and click Finish. The Label Saving screen opens (Figure 8). Enter a name and description for the new label and click Save. The Label Modification screen opens (Figure 9). To



change the width and/or height of any of the label fields, drag and drop the field border. You can also use the various formatting options in the **Object** menu to change the label layout to your own preferences. To save your modifications, close the screen, the saving confirmation message appears asking if you want to save your modifications or not, click Yes.

**Fig (9)**  
The Label  
Modification  
screen

The screenshot displays a software interface for modifying a label layout. The window title is 'mfhe.lbx'. The interface features a grid-based design area with a ruler at the top. The design is divided into several horizontal sections: 'Page Header', 'Column Header', 'Detail', 'Column Footer', and 'Page Footer'. The 'Column Header' section is active and contains four labeled fields: 'SIZE', 'CLRDSC', 'PRICEA', and 'FABCONT'. The 'Detail' section is currently empty. The 'Column Footer' and 'Page Footer' sections are also empty. A vertical shaded area is present on the right side of the grid. On the left side of the window, there is a toolbar with icons for selection, text entry, and other design tools.

5. To save and print the new label, check **Save and Print Labels** and click Finish. The Label Saving screen opens (Figure 8). Enter a name and description for the new label and click Save. The **Hang Tag and Care Label** report option grid opens. Use the filtering options to filter the Cutting Tickets / the Purchase Orders / the Sales Orders which you need to print labels for, and to choose the label.

## Care Label Printing

The Hang Tag and Care Label report helps you print care labels for Cutting Tickets / Purchase Orders / Sales Orders. You can run the report under the Manufacturing module, the Style Purchase Order module, and the Style Sales Order module to print care labels for the manufactured styles, the imported styles, and for the sold styles respectively. The filtering options will help you select the styles which you want to print labels for, and to choose the desired label.

**> To print care labels:**

1. Open the MF/SO/PO modules >> the Outputs menu >> Hang Tag and Care Label. The Hang Tag and Care Label option grid opens:

**Fig (10)**  
The Hang Tag and Care Label Option Grid

Filter the styles which you want to print labels for and choose the desired label template

2. Use the report filtering options as follows:

Option	Description
<b>Select</b>	Select the filtering criterion for filtering the CT's / PO's / SO's. You can filter by one of the following: <ul style="list-style-type: none"> <li> The Cutting Ticket / PO / SO entered date</li> <li> The Cutting Ticket / PO / SO completion date</li> </ul>

	<del>///</del> The Cutting Ticket / PO / SO number <del>///</del> The contractor / vendor / customer code
<b>Status</b>	Filter by the Cutting Ticket / PO / SO status.
<b>Percentage</b>	This option helps you specify how many care labels you want to print. Enter a percentage from the total CT / PO / SO quantity to indicate how many care labels should be printed. E.g. if you enter 100%, this means you want to print as many care labels as the number of style pieces on the CT / PO / SO.
<b>Select Size</b>	Select which style size you want to print labels for; the first size, the second size, the third size, etc. or select <b>All</b> to print labels for all sizes.
<b>Sorted By</b>	Select how you want the labels to be sorted on the printed tape; either sorted by <b>style/color/size</b> or by <b>style/color</b> .
<b>Label name</b>	This list displays all the labels which you have created in the open module (either the MF, the PO, or the SO). Select the label which you want to use.
<b>Modify Label</b>	If you wish to modify the label layout, click the Modify Label button to open the Label Modification screen ( <a href="#">Figure 9</a> ) and modify the label.
<b>Last Option (Variable)</b>	The last option varies according to your choice in the first option, i.e. if you chose to filter by the entered date in the first option, you have to specify the entered date range in this last option, and so if you chose to filter by the vendor code in the first option, you have to select a vendor code in this last option, and so on.

3. To preview the labels tape before printing, click Preview.
4. To print, click Run and use the standard printing options just as usual.