

DATA FILE GUIDELINES

We can accept most any standard data file format. However, there are a few simple guidelines that we require to avoid costly programming charges and unnecessary delays in shipping your order.

FILE FORMAT

The preferred file format is **Excel**

DATA LAYOUT

Data should be organized in the database according to the order in which you would like your labels printed. The first record in a database will be printed first; therefore the last record in a database will be the first record off the label roll.

Each row in a database represents a unique record, or in this case, a unique label. For example, if you have four fields you would like printed on one label, you need to have your database structured so that all four fields are in the same row. Each unique field should occupy a unique column. The first row of the database should contain the field names as headers. Here is an example:

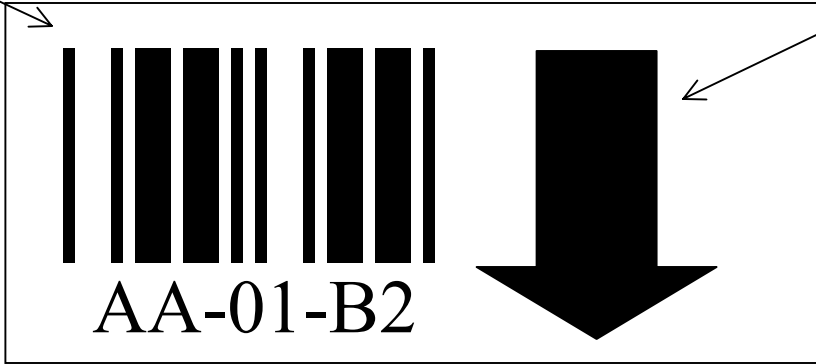
1	FIELD1	FIELD2	FIELD3	FIELD4
2	002	011	001	FB100117A1
3	002	011	001	FB100118A1
4	002	011	001	FB100119A1
5	002	011	001	FB100120A1
6	002	011	001	FB100121A1
7	002	011	001	FB100122A1
8	002	011	001	FB100123A1
9	002	011	001	FB100124A1
10	002	011	001	FB100125A1
11	002	011	001	FB100126A1
12	002	011	001	FB100127A1
13	002	011	001	FB100128A1
14	002	011	001	FB100129A1
15	002	011	001	FB100130A1
16	002	011	001	FB100131A1
17	002	011	001	FB100132A1
18	002	011	001	FB100133A1
19	002	011	001	FB100134A1
20	002	011	001	FB100135A1
21	002	011	001	FB100136A1
22	002	011	001	FB100137A1
23	002	011	001	FB100138A1
24	002	011	001	FB100139A1
25	002	011	001	FB100140A1
26	002	011	001	FB100141A1
27	002	011	001	FB100142A1
28	002	011	001	FB100143A1
29	002	011	001	FB100144A1
30	002	011	001	FB100145A1
31	002	011	001	FB100146A1
32	002	011	001	FB100147A1
33	002	011	001	FB100148A1
34	002	011	001	FB100149A1
35	002	011	001	FB100150A1

Note: All fields MUST be formatted as text

BAR CODE AND ARROW DATA

If your data file is for a bar code label and your human readable data is not an identical representation of the bar code data, you will need to have unique fields for the bar code and human readable data formatted the way it will be printed on the label. For example, if your human readable data is A-01-355, and your bar code data is A01355, you will need a field in your database for each format. One field would represent the human readable data, and another would represent the bar code data. If the bar code and human readable are the same, however, you will only need one field in your database.

This bar code reads “AA01B2” when scanned, however the human readable reads “AA-01-B2”. For this reason, a field is needed for both the human readable and bar code data in the database.



This downward arrow would be represented in the database by a field reading “D” for Down.

For labels requiring directional arrows (such as those for warehouse applications), the data file should contain a single character field representing the direction of the arrow to be printed (i.e. – R, L, U, D; corresponding to right, left, up, down). All of the same type arrows should be together in your database. For instance, your database should not have one record with an up arrow followed by a record with a down arrow. Putting each arrow direction data on a separate worksheet is preferred.

Entries in your data file should preferably be formatted as TEXT. We cannot print any fields in your database that are the result of a spreadsheet formula or calculation (you must convert the resultant value to a static value).

SPECIAL DATA APPLICATIONS

For an additional charge, we will provide certain database programming services. With knowledgeable programming staff in-house and special application expertise, we can work with you on special projects and data schemes to provide the information you need for your labels. Rush services are also available in many circumstances. Your sales representative can work closely with our data experts to evaluate your special projects and provide solutions that meet your individual data and labeling requirements.