

EDIKIO PRICE TAG SOFTWARE



USER GUIDE

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INTRODUCTION

Symbols and indications



Indicates that failing to take the recommended action is liable to damage the printer.



Information providing further details or depth about specific points in the main text.

Advanced > Fit:

Text appearing in the Edikio Price Tag interface that you can click on.

Path to follow on the Evolis website to access documentation or driver setup files.

STANDARD / PRO

Functions only available in the STANDARD / PRO edition of Edikio Price Tag.

How Edikio Price Tag works

A document in Edikio Price Tag combines card design and data management for a set of cards through its card design area and database table. The two operate in parallel: a card within the set always corresponds to a row of the database table, and items on the card template can be linked to columns of the database table.

Card design

Create a category to select a card template.



Then in the card design area, add, customize, size and position the items (text, images, barcodes, allergen information, shapes, price and scoring) that you want to feature on the cards in your set of cards.

You can decide which text, images, barcodes and allergen information vary from card to card and which are identical on all the cards.



Data management

In the database table, modify the data (text, images, barcode data, allergen information, price, scoring) that varies from card to card.

Click on the category icon to change categories. Add rows to add cards to the active category / subcategory.

ID	Item Name	Price	Unit	Text1	Text2	Text3	Text4	Text5	Text6	Price
11	Orange	1,00	Fruit	Spain						
12	Bananas	1,50	Fruit	Spain						
13	Apples	2,00	Fruit	France						
14	Banana	1,00	Fruit	Spain						

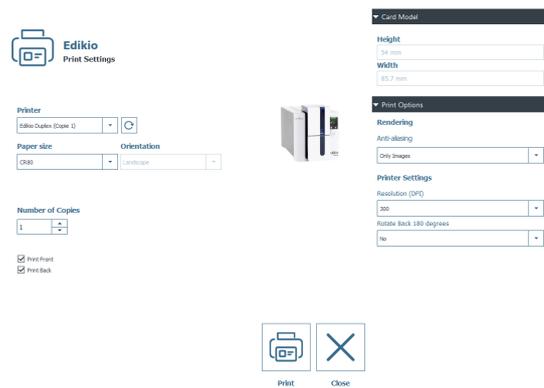
Import data from other documents with the help of a



wizard.

Printing

To print cards, select one, several or all the rows in the database table before configuring and launching printing.



What the STANDARD / PRO editions offer

LITE, STANDARD and PRO editions of Edikio Price Tag are available. The STANDARD and PRO editions include additional functions compared to the LITE edition:

STANDARD / PRO

- Enable Auto import function
- Enable color content
- Create a card design on both sides
- Lock the items on the card with a password
- Lock / Unlock a column
- Print on both sides of the card with the help of a wizard
- Enable long card management

PRO

- Enable multiple users management
- Enable silent mode

As standard, the Edikio Access solution includes the LITE edition.

The Edikio Flex solution contains the Edikio Flex printer, which automatically activates the STANDARD edition once it is connected to your computer.

The Edikio Duplex solution contains the Edikio Duplex printer, which automatically activates the PRO edition once it is connected to your computer.

Users can benefit from the additional functions by activating a STANDARD or PRO license.

INSTALLATION, LICENSES & VERSIONS

Install driver and software

Minimum requirements

Operating system: Windows® / macOS ([Software compatibility chart](#))

RAM: 2GB

Free hard-disk space: 2.5GB

Screen resolution: 1024 x 768 pixels

Connections: 1 USB port

Install the driver and software from the USB drive



All versions of Windows require the user to have administrator rights to install the driver.
Do not connect the printer to your computer until the installation process is complete.

1. A USB drive containing the driver and software is provided with the solution.
2. Open the USB drive contents via Windows Explorer / macOS Finder.
3. Open the Setup.exe (for Windows) / Setup.pkg (for macOS) file.



By default, this will start the installation of both the printer driver and Edikio Price Tag software.

4. When the installation process is complete, you can connect the printer to your computer with the USB cable.

Installing the driver and software from online



All versions of Windows require the user to have administrator rights to install the driver.
Do not connect the printer to your computer until the installation process is complete.

1. Go to the Edikio Price Tag page on www.evolis.com > **Support section** > **Product page**.
2. Click on the latest version of the .exe (for Windows) / .pkg (for macOS) file.
3. Click on **Download**.
 - ▶ The .exe/.pkg file is downloaded to your computer.
4. When the download is complete, open the Setup.exe / Setup.pkg file.



By default, this starts the installation of both the printer driver and Edikio Price Tag software.

5. Follow the on-screen installation steps.
6. When the installation process is complete, you can connect the printer to your computer with the USB cable.

Uninstall Edikio Price Tag

Windows

1. From the Windows Start menu, go to the **EdikioPriceTag** folder and select **EdikioPriceTagUninstall**.
2. Click on **Remove** to uninstall the software from the computer.

macOS

1. From **Applications**, put Edikio Price Tag in the recycle bin.
2. You will need to delete the configuration files and the list of documents manually.

Manage software, licenses / versions

Activate a license

1. Purchase a license for the STANDARD / PRO edition from your Edikio reseller.
2. In Edikio Price Tag, go to **File > Edikio Price Tag License**.
3. Enter the activation code sent by your reseller.
4. Click **Activate License**.

Activate a license on an offline computer



- A LITE edition can be activated on a maximum of 2 computers.
- A STANDARD edition can be activated on a maximum of 3 computers.
- A PRO edition can be activated on a maximum of 5 computers.

On the offline computer:

1. Insert a USB drive.
2. Launch Edikio Price Tag
3. Go to **File > Edikio Price Tag License**.
4. Click on **More licensing options**, select **Activate / Deactivate license offline** then click on **Activate / Deactivate Offline**.
5. Select **Activate license on this computer** then click on **Next >**.
6. Select a location on the USB drive where the generated .txt file will be saved
7. Click on **Next >** but do not close the wizard.
8. Eject the USB drive.

On an online computer with Edikio Price Tag installed:

1. Insert the USB drive.
2. Launch Edikio Price Tag.
3. Go to **File > Edikio Price Tag License**.
4. Click on **More licensing options**, select **Activate / Deactivate license offline** then click on **Activate / Deactivate Offline**.
5. Select **Activate license for an offline computer** then click on **Next >**.
6. Select the .txt file on the USB drive.
7. Enter the activation code sent by your Edikio reseller.
8. Click on **Activate License**.
9. Select a location on the USB drive where the generated .license file will be saved
10. Eject the USB drive

On the offline computer:

1. Insert the USB drive.
2. In the wizard opened earlier, select the .license file on the USB drive.
3. Click on **Activate License**.
 - ▶ The wizard will activate the STANDARD / PRO edition on this offline computer.

Deactivate a license

A license activated with an upgrade coupon can be deactivated on a computer connected to Internet.

1. Launch Edikio Price Tag.
2. Go to **File > Edikio Price Tag License**.
3. Click on **More licensing options** and select **Activate / deactivate license**.
4. Click on **Deactivate license**.
 - ▶ Edikio Price Tag connects to the license server in order to deactivate the license.

Deactivate a license on an offline computer

The LITE license can be activated on a maximum of 2 computers.

The STANDARD license can be activated on a maximum of 3 computers.

The PRO license can be activated on a maximum of 5 computers.

You may need to deactivate a license on a computer so that it can be activated on another.

On the offline computer with the license to deactivate

1. Insert a USB drive.
2. Launch Edikio Price Tag.
3. From the home interface, click on **File > Edikio Price Tag License**.
4. Click on **More licensing options**, select **Activate / Deactivate license offline** then click on **Activate / Deactivate Offline**.
5. Select **Deactivate license on this computer** then click on **Next >**.
6. Select a location on the USB drive where the generated .txt file will be saved.
7. Eject the USB drive.

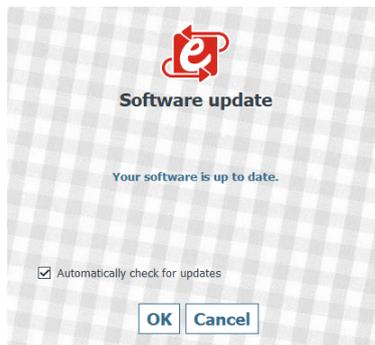
On an online computer with Edikio Price Tag installed

1. Insert a USB drive.
2. Launch Edikio Price Tag.
3. From the home interface, click on **File > Edikio Price Tag License**.
4. Click on **More licensing options**, select **Activate / Deactivate license offline** then click on **Activate / Deactivate Offline**.
5. Select **Deactivate license for an offline computer** then click on **Next >**.
6. Select the .txt file on the USB drive.
7. Click on **Deactivate license**.
 - ▶ The license will be deactivated and can be used to activate a STANDARD / PRO license on another offline computer.

Update the software to the last version

In Edikio Price Tag, go to **Help > Check for software updates**.

- If the software is up to date, a confirmation is displayed:



- If an update is available
 - a. Click on **Download**.
 - ▶ An .exe (Windows) / .pkg -macOS) file is downloaded to your computer.
 - b. Open the downloaded .exe/.pkg file.
 - c. Follow the on-screen installation steps.

Deactivate checking for the latest version

By default, Edikio Price Tag checks for the latest version of the software by attempting to connect to a remote server.

1. In Edikio Price Tag, go to **Help > Check for software updates**.
2. Uncheck the box **Automatically check for updates**.

Create / manage users and groups

PRO

Create users and organize them in groups to give rights to people who have access to Edikio Price Tag. The users will have to log in with a defined password.

A group can be allowed to create and modify card layouts, another group can be allowed to add and imports data, etc.

When user login is enabled, an authentication window is displayed when Edikio Price Tag is launched for the user to enter user name and password.



By default, users and groups management is disabled in Edikio Price Tag.
By default, only the administrator group and user are created.
Default password of the Admin user is "admin".



Always make sure to have an Administrator group and an Admin user with all permissions so the groups and users can always be managed.

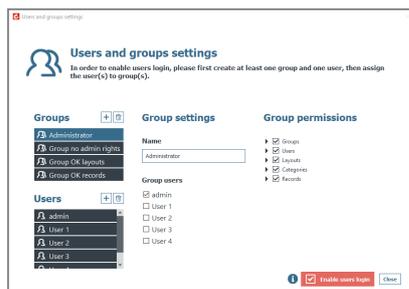
Users must be created before groups so that they can be attached to a group.

Enable user login

1. Click on the user management icon



► The users and groups settings window is displayed.



2. Check the **Enable users login** box.



Create a user / group

1. Go to the users and groups management window.
 - If user login is disabled, click on the user management icon.

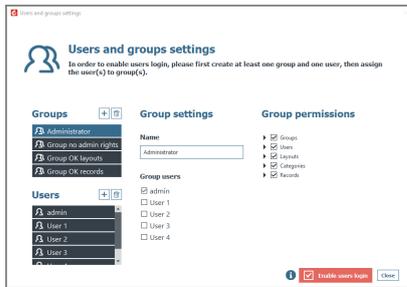


- If user login is enabled, click on the user menu.



Select **Settings**.

► The users and groups settings window is displayed.



2. Click on the plus icon next to Users / Groups.

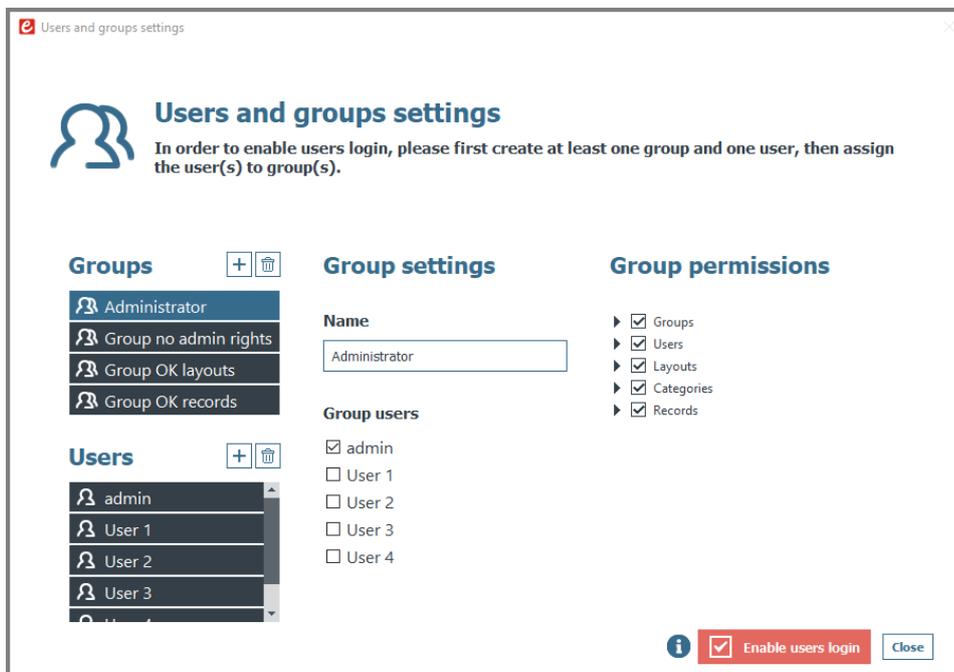


► A new user named User is created / A new group named Group is created with all permissions selected.

You can now change the name of the new user and define a password.

You can now attach user(s) to the group, change its name, and its permissions.

Manage groups permissions



1. In the users and groups management window, select a group to modify its settings.
2. Check the boxes of the users to attach to the group.
3. Uncheck the boxes of the permissions to remove from the selection.
4. Click on **Close**.

Groups

Administrator permission.

Allows access to groups and users settings. The user can create, modify and delete groups.

- Groups
- Add group
- Delete group
- Edit group

Users

Administrator permission.

Allows access to groups and users settings. The user can create, modify and delete users.

- Users
- Add user
- Delete user
- Edit user

Layouts

Administrator or user permission.

The user can create, modify and delete card layouts.

- Layouts
- Add Layout
- Remove layout
- Edit tag layout

Categories

Administrator or user permission.

The user can create, modify or delete categories.

The user can also be given permission to some specific categories / subcategories.

- Categories
 - Add Category
 - Delete category ▶
 - Edit category
- Category
 - Bakers(1)
 - Bread
 - Snacking
 - Cheesemongers
 - Florists
 - Coffee and cigars

Records

Administrator or user permission.

The user can create, modify or delete information of the database.

- Records
- Add records
- Delete records
- Edit records



A group of users cannot have only the Records permissions. The Records permission needs to be associated to the Categories permission.

Delete a group / user

1. Select the group / user that you want to delete and click the bin icon.



▶ A window is displayed to confirm the deletion.

2. Click **OK**.

CARD DESIGN

Card design area

The card design area appears after you select a card template or open an existing document. By default only the front of the card is shown.



Zoom in / Zoom out



Zoom to the most appropriate level to display the card



STANDARD / PRO

Display the back of the card



Reproduce formatting



Undo actions carried out



Revert actions undone



Save the current document



Manage your layouts



Bread' layouts

My layouts

Go to list view and display the database table as the main area of the interface



Go to hybrid view and display the card design area as the main area of the interface



Manage the categories and sub-categories



STANDARD / PRO

Display the rows modified, imported or created after the last print job



User management



Print the cards selected



Select the measurement units used for sizing/positioning items

View > Measurement System

Display/Hide the grid to help visually size/position items

View > Show Grid

Display/Hide lines intersecting in the center of the card to help visually size/position items

View > Guide Lines

Display/Hide rulers indicating the horizontal and vertical position of items

View > Show Rulers

Activate/Deactivate alignment of items with the grid

View > Snap > Snap To Grid

Display/Hide alignment of items with other items

View > Snap > Snap To Objects

Indicate area hidden by tag holder

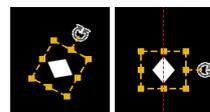
View > Show tag holder footprint on card

Aligned items



fine blue lines extending beyond the edges of the item

Rotate item visually



dashed red lines when rotated by 90°/180°/270°

Card background selected



blue dashed line around the edge of the card

Colors to be printed



Print content using white monochrome ribbon on black cards

Mono print on black card

Print content using black monochrome ribbon on white cards

Mono print on white card

STANDARD / PRO Enable color content printed using a color ribbon on white cards **Color print on white card**

Create / manage categories



Organize your products into categories of products. Each category has an independent database and they can all have different card layouts.

Create categories

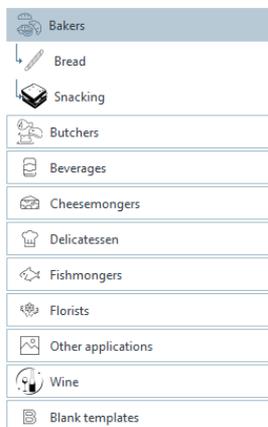
Create a new category

1. Click on the plus icon.



► A wizard will display a range of card layouts.

2. Click on the type of product the category is being created for.



3. To refine the selection of card layouts displayed, use the drop-down lists and check boxes:



4. Select a card layout.

► The card design area will open, allowing you to add and customize items on the card.

Import a category

1. Click on the small arrow on the right of the plus icon.



2. Select **Import category**.
 - ▶ The Windows explorer will open.
3. Select the .zip file to import as a category and click **Open**.
 - ▶ A new category is created with the card layout and the item list from the .zip file.

Manage categories

Change the image of the category

1. Click right on the category image you want to modify and select **Edit category image**.
 - Click on the Edikio image icon to select a new category image among the default Edikio images



- Click on the directory icon to select a new image among your files.



2. Select the image and click on **Open**.
 - ▶ The category image is modified.
 - ▶ If the category image is used as default on all cards, it is modified on all cards.

Rename a category

1. Click right on the category image you want to rename and select **Rename category**.
 - ▶ A window opens allowing you to modify the name of the category.
2. Enter the new name of the category and click **OK**.
 - ▶ The name of the category is changed.

Reorganize the categories

Categories can be reorganized by moving them left or right.

Click right on the category image you want to move and select **Move left / Move right**.

Duplicate a category

1. Click right on the category image you want to duplicate and select **Duplicate category**.
2. A pop-up window is displayed to confirm the duplication. Click **Yes** to duplicate the category.
 - ▶ The category is duplicated, empty of all items.



If the category contains sub-categories, only the category is duplicated.

Transform a category into the sub-category of another category

1. Click right on the category image you want to transform into a sub-category and select **Move as sub-category of...**
2. Select the category to send the category to.

- ▶ The category is now a sub-category of the target category.

Delete a category

Click right on the category image you want to delete and select **Delete category**.

- ▶ A pop-up window is displayed to confirm the suppression. Click **Yes**.

Create / manage sub-categories

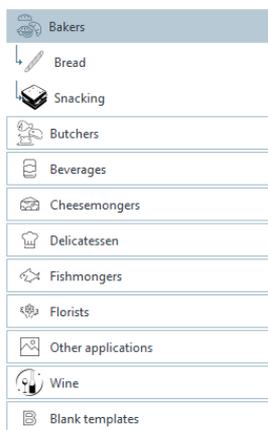
STANDARD / PRO



Items within a category can be organized in sub-categories (for example, you can have the Snacking and Bread sub-categories in the Bakery category). Each category has an independent database and they can all have different card layouts.

Create sub-categories

1. Click right on the category image and select **Create a new sub-category**.
 - ▶ A wizard will display a range of card layouts.
2. Click on the type of product the sub-category is being created for.



3. To refine the selection of card layouts displayed, use the drop-down lists and check boxes:



4. Select a card layout.
 - ▶ The card design area will open, allowing you to add and customize items on the card.

Manage sub-categories

Change the image of the sub-category

1. Click right on the sub-category image you want to modify and select **Edit sub-category image**.
 - Click on the Edikio image icon to select a new sub-category image among the default Edikio images



- Click on the directory icon to select a new image among your files.



2. Select the image and click on **Open**.
 - ▶ The sub-category image is modified.
 - ▶ If the sub-category image is used as default on all cards, it is modified on all cards.

Rename a sub-category

1. Click right on the sub-category image you want to rename and select **Rename sub-category**.
 - ▶ A window opens allowing you to modify the name of the sub-category.
2. Enter the new name of the sub-category and click **OK**.
 - ▶ The name of the sub-category is changed.

Reorganize the sub-categories

Sub-categories can be reorganized within their category by moving them left or right.

Click right on the sub-category image you want to move and select **Move left / Move right**.

Move a sub-category to another category

1. Click right on the sub-category image you want to move to another category and select **Move as sub-category of...**
2. Select the category to send the sub-category to.
 - ▶ The sub-category is now part of another category.

Duplicate a sub-category

1. Click right on the sub-category image you want to duplicate and select **Duplicate sub-category**.
2. A pop-up window is displayed to confirm the duplication. Click **Yes** to duplicate the sub-category.
 - ▶ The sub-category is duplicated within its category, empty of all items.

Transform a sub-category into a category

1. Click right on the sub-category image you want to transform into a category and select **promote as Category**.
2. A pop-up window is displayed to confirm the transformation. Click **Yes** to promote the sub-category as category.
 - ▶ The sub-category is no longer part of its category and is now a new category at the end of the list of categories.

Customize card background

Select a predefined card background

1. Click in an area away from items on the side of the card to which to apply the background.
 - ▶ The properties panel is displayed to the right of the card design area.
2. Under **Background**, click on one of the predefined backgrounds.

STANDARD / PRO

- a. Apply to the front: Click on the card icon to the left



- b. Apply to the back: Click on the card icon to the right



Select an image as a card background

1. Click in an area away from items on the side of the card to which to apply the background.
 - ▶ The properties panel is displayed to the right of the card design area.
2. Under **Background**, click on the directory icon:



3. Select your own image file.

Format the card background

Click in an area away from items on the side with the background to format.

- ▶ The properties panel is displayed to the right of the card design area.

Image properties

STANDARD / PRO

Colors of the original image



Grayscale



Monochrome



Negative





If you are printing with a monochrome ribbon (a ribbon with only one color), images must have a monochrome format (but can additionally have a negative format).

Saturation / Brightness / Contrast



Restore the original settings



Removing a color from the card background

1. Click in an area away from items on the side with the background to modify.
 - ▶ The properties panel is displayed to the right of the card design area.
2. Under **Image properties > Remove background**, click on the small arrow to the right of the figure icon:



3. Click on **Color Picker**.
 - ▶ Your cursor will be transformed into the color picker tool.
4. Click on an example of the color to remove.
5. Under **Tolerance**, slide the cursor left or right to adjust the threshold for removing the color.
6. To restore the original value click on:

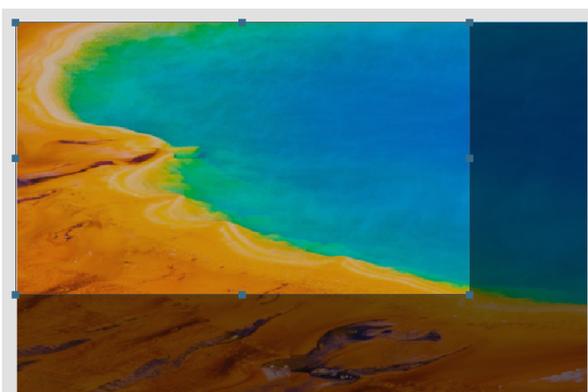


Crop the card background image

1. Click in an area away from items on the side with the background image to crop.
 - ▶ The properties panel is displayed to the right of the card design area.
2. Click on:



3. Drag the blue squares to include the desired area of the image:



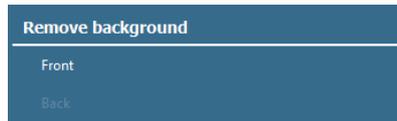
4. Click on **Crop**.

Remove the card background

1. Click in an area away from items on the side with the background to modify.
 - ▶ The properties panel is displayed to the right of the card design area.
2. Click on the small arrow to the right of the icon with a landscape and cross:



In the drop-down list, click on the side from which the background is to be removed:



STANDARD / PRO

Add / Customize text

Add text

To add completely new text

Click on the text icon.



To add text based on an existing text column

From the database table, drag and drop the column header onto the card to add text based on an existing text column.

▶ A variable text item, linked to its corresponding database column, appears on the card for you to modify.

You can later make the item fixed.

Modify text

1. If not already selected, on the card, click on the text item.
2. Type the desired text.
3. Press the **Enter** key.

If the text is linked to a database column, the text in the row corresponding to the card will also be modified.

Format text

Click on the text item.

▶ The properties panel is displayed to the right of the card design area.

Font

Text color



Bold / Italic / Underline / Strike-through



Text case (e.g. lowercase)



Increase / decrease character size



Font



Character size



Character size automatically adjusted to fit text to item size, within minimum / maximum limits



In addition to **Advanced > Font Size > Minimum and maximum sizes**

Positioning

Vertical position within item



Justification



Word wrapping (to force text onto a new line if necessary)



Paragraph

Text item

Background / Outline color



Reproduce text formatting

1. Click on the text item with the format to reproduce.
The properties panel is displayed to the right of the card design area.
2. Click on the format painter icon:



3. Click on the text item to which the format is to be applied.

Make a text fixed

Items that are fixed are identical on all the cards of your document and will appear on every card.

1. Click on the existing variable item on the card.
▶ The properties panel is displayed to the right of the card design area.
2. Under **File > Source Type**, click on **Fixed Item**:



- ▶ The linked column will be deleted from the database table.



The data in this column cannot be retrieved.

Add / Customize image

Add an image



If you are printing with a monochrome ribbon (a ribbon with only one color), images with a range of grays/colors are not appropriate

To add a new image from your own files

Click on the landscape icon.



To add an image based on an existing column

From the database table, drag and drop the column header onto the card.

- ▶ A variable image, linked to its corresponding database column, appears on the card for you to format, size and position.

You can later make the image fixed.

Format an image

Click on the image.

- ▶ The properties panel is displayed to the right of the card design area.

Format

Background / Outline color



Image properties

STANDARD / PRO

Colors of the original image



Grayscale



Monochrome

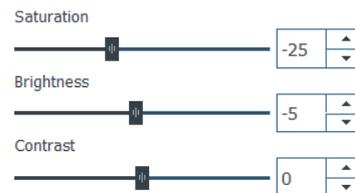


Negative



If you are printing with a monochrome ribbon (a ribbon with only one color), images must have a monochrome format (but can additionally have a negative format).

Saturation / Brightness / Contrast



Restore the original settings



Remove a color from an image

1. Click on the image.
The properties panel is displayed to the right of the card design area.
2. Under **Image properties > Remove background**, click on the small arrow to the right of the figure icon:



3. Click on **Color Picker**.
Your cursor will be transformed into the color picker tool.
4. Click on an example of the color to remove.
5. Under **Tolerance**, slide the cursor left or right to adjust the threshold for removing the color.
6. To restore the original value click on:



Change an image

1. On the card, double-click on the image.
2. Select an image file.
▶ If the image is linked to a database column, the image in the row corresponding to the card is also changed.

Make an image fixed

Items that are fixed are identical on all the cards of your document and will appear on every card.

1. Click on the existing variable item on the card.
▶ The properties panel is displayed to the right of the card design area.

2. Under **File > Source Type**, click on **Fixed Item**:



- ▶ The linked column will be deleted from the database table.



The data in this column cannot be retrieved.

Add / Customize barcode

Add a barcode

To add a completely new 1D barcode

Click on the barcode icon then the 1D barcode icon.



To add a completely new 2D barcode

Click on the barcode icon then the 2D barcode icon.



To add a 1D barcode based on an existing column

From the database table, drag and drop the column header onto the card.

- ▶ A barcode, linked to its corresponding database column, will appear on the card for you to modify.

You can later make the barcode fixed.

Modify a barcode

1. If not already selected on the card, click on the barcode.
2. Type the data to be encoded.
3. Press the Enter key.
 - ▶ If the barcode is linked to a database column, the barcode data in the row corresponding to the card will also be modified.

Format a 1D barcode



After formatting a 1D barcode, consider printing a test card to check barcode readability before printing on a larger scale.

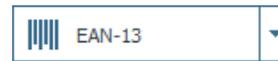
Click on the barcode.

- ▶ The properties panel is displayed to the right of the card design area.

Encoding

Encoding standard

Barcode



Readability optimization

Additional digit used to verify the rest of the data read

Advanced > Barcode > Optimize

Advanced > Barcode > CheckDigit

Size / Layout

Width of vertical bars

Advanced > Barcode > Module width

Ratio of vertical bars

Advanced > Barcode > Rendering

Blank space either side of the vertical bars

Advanced > Barcode > Quiet Zone

Bar(s) framing the vertical bars

Advanced > Barcode > Bearer bar

Width of bar(s) framing the vertical bars

Advanced > Barcode > Bearer width

Visible characters

Display the data encoded as visible characters on the card

Barcode > Human readable

Font

Font



Character color



Character size



Total width of characters automatically adjusted to fit barcode width

Advanced > Barcode > Fit Text to Barcode

Color

Barcode and character color

Font



Background color

Format



Outline color



Format a 2D barcode



After formatting a 2D barcode, consider printing a test card to check barcode readability before printing on a larger scale.

Click on the barcode.

► The properties panel is displayed to the right of the card design area.

Encoding

Character set that can be encoded

QRCode encoding format

Datamatrix encoding format

PDF417 encoding mode

Maxicode encoding mode

Maxicode multi-barcode appending options

AZTEC Rune encoding format

Barcode

Advanced > Barcode > Code Page

Advanced > Barcode > QRCode Format

Advanced > Barcode > Datamatrix Code

Advanced > Barcode > PDF417 Encoding

Advanced > Barcode > Maxicode Mode

Advanced > Barcode > Append #

Advanced > Barcode > AZTEC Mode

Advanced > Barcode > Optimize

Advanced > Barcode > Mask

Advanced > Barcode > EC Level

Readability optimization

Matrix pattern adjustment

Redundancy to ensure readability if part of the barcode is dirty or damaged

Size/Layout

Number of squares forming the matrix

Size of squares forming the matrix

Height of rows within the matrix

Width of columns within the matrix

Data segments per row

Row-column ratio

Blank space around the matrix

Advanced > Barcode > Size > Size/Version

Advanced > Barcode > Module width

Advanced > Barcode > Row height

Advanced > Barcode > Column width

Advanced > Barcode > Data Segments

Advanced > Barcode > R/C Ratio

Advanced > Barcode > Quiet Zone

Color

Font

Color of squares forming the matrix

**Format**

Background color



Outline color

**Make a barcode fixed**

Items that are fixed are identical on all the cards of your document and will appear on every card.

1. Click on the existing variable item on the card.
 - ▶ The properties panel is displayed to the right of the card design area.
2. Under **File > Source Type**, click on **Fixed Item**:



- ▶ The linked column will be deleted from the database table.



The data in this column cannot be retrieved.

Add / Customize price**Add a price**

Click on the Add price icon



- ▶ A price item, linked to its corresponding database column, appears on the card for you to modify, format, size or position.

Modify a price

1. If not already selected, on the card, click on the price item.
 - ▶ The properties panel is displayed to the right of the card design area.
2. Type the desired price.
3. Press the **Enter** key.

Format a price

Click on the price item.

► The properties panel is displayed to the right of the card design area.

Text

Text color

Bold / Italic / Underline / Strike-through

Increase / decrease character size

Font

Character size

Character size automatically adjusted to fit text to item size, within minimum / maximum limits

Font



In addition to **Advanced > Font Size > Minimum and maximum sizes**

Positioning

Vertical position within item

Justification

Paragraph



Text item

Background / Outline color

Format



Price preset

Display presets available for different currencies and presets that you created

Add a new custom preset

Delete a current custom preset

Price tool



Price preset formatting



Price preset formatting ×

Preset name Euro 1

Suffix

Top -----

Center -----

Bottom -----

+ 1,99 € +

1,99€

Reuse formatting:

More options BC

Decimal Prices (eg 1.99)
Integer Prices (eg 1)
Prices lower than 1 (eg 0.99)

Size Data source

60 A⁺ A⁻ | Fixed Text €

Select a value between 1 and 100%

Save Save as Cancel

Size of the selected element

22 ▼

Increase / decrease character size



Link the selected element to a column of the database table or enter custom text

Data source

Fixed Text ▼ €

Align the selected price element



Show / hide selected element



Delete selected element



Add prefix / suffix



Display price with decimals / without decimals / lower than 1

Decimal Prices (eg 1.99)
Integer Prices (eg 1)
Prices lower than 1 (eg 0.99)

Number of digits for the decimal

Number of Digits

2 ▲ ▼

Add / Customize allergen information

Add allergen information

To add a completely new item

In the card design area, click on the icon with a crossed-out exclamation mark.



To add an item based on an existing column

From the database table, drag and drop the column header onto the card.

► An allergen information item, linked to its corresponding database column, appears on the card for you to modify, format, size or position.

Modify allergen information

1. If not already selected, on the card, click on the allergen information item.
 - The properties panel is displayed to the right of the card design area.
2. Check the allergens that apply to the card/row currently selected:

<input type="checkbox"/> Celery	<input checked="" type="checkbox"/> Crustaceans
<input type="checkbox"/> Egg	<input checked="" type="checkbox"/> Fish
<input type="checkbox"/> Gluten	<input type="checkbox"/> Lupin
<input type="checkbox"/> Milk	<input type="checkbox"/> Molluscs
<input type="checkbox"/> Mustard	<input type="checkbox"/> Nuts
<input type="checkbox"/> Peanuts	<input type="checkbox"/> Sesame
<input type="checkbox"/> Soya	<input type="checkbox"/> Sulphites



Incorrectly spelling an allergen in a database cell will cause errors:

Missing 'Sesamee' allergens.

Sesamee

Add an allergen not listed (optional)

1. Under **Allergen**, click on the plus icon:



► A dialog box opens.

2. Click on the directory icon:



3. Select an .svg image file to represent the allergen on the card.
4. Under **Name**, enter the text to designate the allergen on the card.
5. Click on **Save**.

Change the image / text used for an allergen (optional)

1. Under **Allergen**, click on the cell of the allergen concerned.
2. Click on the pencil icon:



▶ A dialog box will open.

3. Click on the directory icon:



4. Select an .svg image file to represent the allergen on the card.
5. Under **Name**, enter the text to designate the allergen on the card.
6. Click on **Save**.
 - ▶ The allergen information in the row corresponding to the card is also modified.

Format allergen information

Click on the item containing the allergen information.

▶ The properties panel is displayed to the right of the card design area.

Represent the allergens on the card as
images/text/both

Allergen

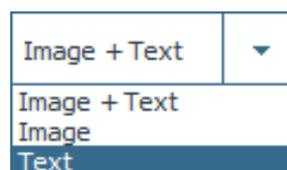


Image color



Text

Text color



Bold / Italic / Underline / Strike-through



Text case (e.g. lowercase)



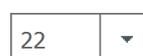
Increase / decrease character size



Font



Character size



Character size automatically adjusted to fit text to
item size, within minimum/maximum limits



In addition to **Advanced > Font Size > Minimum**

and maximum sizes**Positioning**

Align the image and text of the allergen

Paragraph**Color**

Background/Outline color

Format

Add / Customize scoring information

Add scoring information

Click on the add scoring icon.



- ▶ The properties panel is displayed to the right of the card design area.
- ▶ A scoring, linked to its corresponding database column, will appear on the card for you to modify.

Format scoring information



Default format of a scoring is a 5-star white scoring.

Scoring scale

Scale: 5

Scoring color



Scoring shape



Modify scoring information

Scoring values are modified in the database table, directly in the corresponding column of each row.



The value of the score is rounded up by 0.5 by EEdikio Price Tag to display the whole or half icon.

For example:

4 stars are displayed if score = 4

4 and a half stars displayed if score = 4.1

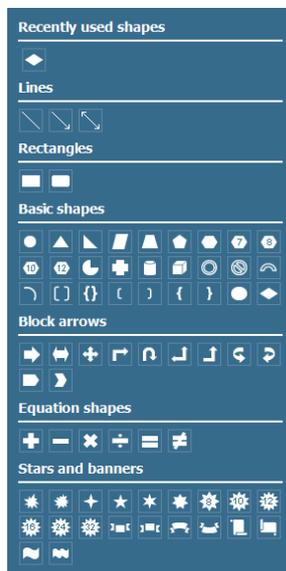
Add / Format shape

Add a shape

1. Click on the shape icon:



2. Then on a shape from the menu:



- ▶ The shape appears on the card for you to format, size and position.

Format a shape

Click on the shape.

- ▶ The properties panel is displayed to the right of the card design area.

Format

Body color



Outline color



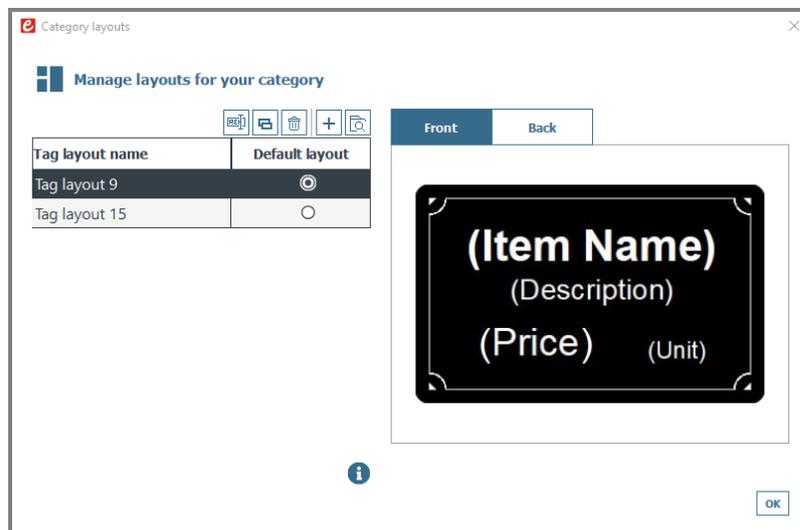
Managing layouts

Access the layout of the current category

Click on the layout management icon.



► The category layout management window opens.

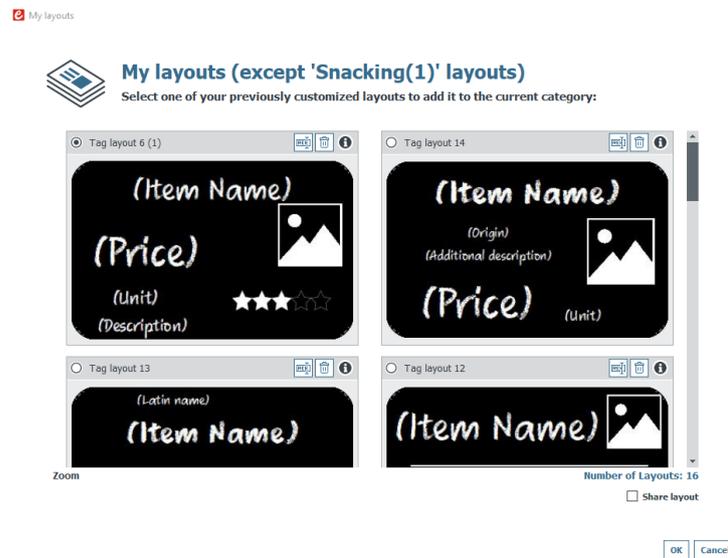


Access the layouts of other categories created in Edikio Price Tag

Click on the small arrow on the right of the layout management icon and select **My layouts**.



► The My layouts management window opens.



Rename a layout



Duplicate a layout



Delete a layout



Add a new layout



Access **My layouts**



Display front of the card



Display back of the card



Apply the layout of another category to the current category

1. Click on the layout management icon.



▶ The category layout management window opens.

2. Click on the directory icon.



▶ The My layouts management window opens.

3. Select the desired layout.

4. Check the **Share layout box** and click **OK**.

▶ The shared layout has been applied to the current category.

Size / position items

Crop an image

Click on the image.

► The properties panel is displayed to the right of the card design area.

To entirely fill its existing frame

Under **Advanced** > **Fit**, click on **Crop to Fit**.

To display the entire image within its existing frame

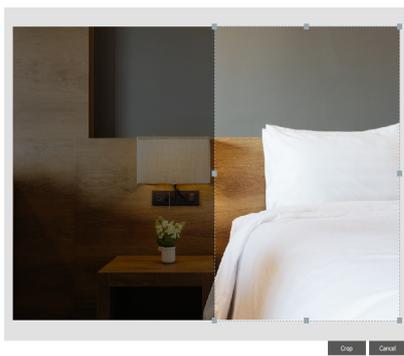
Under **Advanced** > **Fit**, click on **Shrink to fit**.

To crop a specific area of the image

1. Under **Format**, click on the crop icon



2. Drag the blue squares to include the desired area of the image:



3. Click on **Crop**.

To crop an image to a shape

1. Under **Format**, click on the small arrow to the right of the icon with intersecting shapes:



2. Then select one of the shapes listed:



► Parts of the image is hidden to fit the image within the shape selected:



Move an item to the other side of the card

STANDARD / PRO

1. If the back of the card is not displayed, click on



2. Click on the item, positioning the cursor towards its frame so that the four-headed arrow appears.
3. Click on and drag the item to the other side of the card.

Move an item forwards or backwards

In the same space on the card, parts of items located further forward will have visual precedence over parts of items located further backward. The item at the front has ultimate visual precedence over parts of other items in the same space.

For greater / greatest visual precedence

Right-click on an item then click on **Bring forward** or **Bring to front**.

For less / least visual precedence

Right-click on an item then click on **Send backward** or **Send to back**.

Resize an item to proportionally fill the card

Right-click on an item then click on **Fit to Card**.

Align / distribute items

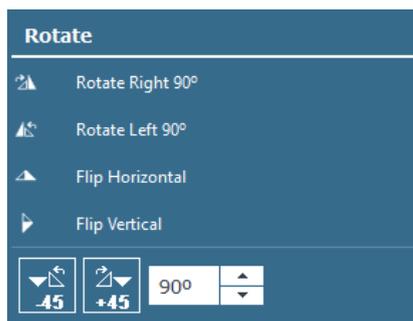
1. Hold down the **Ctrl** (Windows) / **cmd** (macOS) key and click on the item to align/distribute.
 - ▶ The properties panel is displayed to the right of the card design area.
2. Under **Format > Arrange**, click on the alignment icon then select an option:





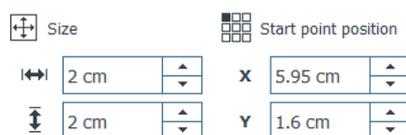
Rotate an item exactly

1. Click on the item to rotate.
 - ▶ The properties panel is displayed to the right of the card design area.
2. Under **Format > Arrange**, click on the small arrow to the right of the rotation icon and choose one of the preset options or type the angle of rotation in the box:



Size / Position an item exactly

1. Click on the item to size / position
 - ▶ The properties panel is displayed to the right of the card design area.
2. Under **Advanced**, click on **Size > Position**.
3. Type the width/height/position in the box:



Lock / hide items

Lock / Unlock an item on the card

1. Click on the item.

► The properties panel is displayed to the right of the card design area.

2. Under **Advanced > Item**, check / uncheck **Lock item**.

Lock the items on the card with a password

STANDARD / PRO

1. Click on the small arrow to the right of the padlock icon,



then click on **Enable password protection**

2. Type and confirm a password of your choice:



You cannot reset the password if you forget it .

3. Click on **OK**.



The data linked to the items on the card will not be locked.
You will still be able to print cards.

Unlock the items on the card

1. In the card design area, click on the padlock icon (not the small arrow to the right):

STANDARD / PRO

2. Enter the previously defined password.
3. Click on **OK**.



This action does not unlock any locked columns linked to items on the card.

Disable password locking

STANDARD / PRO

1. In the card design area, click on the small arrow to the right of the padlock icon



Then click on **Disable password protection**.

2. Enter the previously defined password.
 3. Click on **OK**.
-

Hide / Unhide an item on the card

In the header of the column linked to the item, click on the eye icon



A hidden item will not be printed.

Copy / delete items

Copy and paste an item

1. Right-click on an item then click on **Copy**.
2. On the side and in the area where you want to add the copy, right-click then click on **Paste**.
 - ▶ If variable, the duplicate will be linked to a new column in the database table.

Duplicate an item

Right-click on an item then click on **Duplicate**.



If variable, the original items and its duplicates will be linked to the same column in the database table and updated together if any one of them is modified.

Delete an item

Right-click on an item then click on **Delete**.



Any linked column will not be deleted from the database table.

DATA MANAGEMENT

Database table

The database table beneath the card design area contains the data that can be displayed on your cards. It is organized by rows (each corresponding to a card) and columns (each including data of a particular type).

<input type="checkbox"/>	Item Name	Price	Unit	Text2	Text3	Text4	Price
<input checked="" type="checkbox"/> 1	Apple	1		Green Apple		Spain	0
<input type="checkbox"/> 2	Orange	0,99		Fruit		Spain	0
<input type="checkbox"/> 3	Tomatoes	1,99		Fruit		Spain	0
<input type="checkbox"/> 4	Avocado	2		Fruit		France	0
<input type="checkbox"/> 5	Banana	1,99		Fruit		Spain	0

 Click "+" to create a new card using the above layout



Add a row



Navigate through rows (and display corresponding cards)



Search data



Select one, several or all rows

<input type="checkbox"/>	Item Name	<input type="checkbox"/>	Item Name	<input checked="" type="checkbox"/>	Item Name
<input checked="" type="checkbox"/> 1	FRENCH BAGUETTE	<input checked="" type="checkbox"/> 1	FRENCH BAGUETTE	<input checked="" type="checkbox"/> 1	FRENCH BAGUETTE
<input type="checkbox"/> 2	CINNAMON CURRANT BREAD	<input type="checkbox"/> 2	CINNAMON CURRANT BREAD	<input checked="" type="checkbox"/> 2	CINNAMON CURRANT BREAD
<input type="checkbox"/> 3	ITALIAN BREAD	<input type="checkbox"/> 3	ITALIAN BREAD	<input checked="" type="checkbox"/> 3	ITALIAN BREAD
<input type="checkbox"/> 4	HERB LOAF	<input checked="" type="checkbox"/> 4	HERB LOAF	<input checked="" type="checkbox"/> 4	HERB LOAF
<input type="checkbox"/> 5	LOAF OF FRESH WHITE BREAD	<input checked="" type="checkbox"/> 5	LOAF OF FRESH WHITE BREAD	<input checked="" type="checkbox"/> 5	LOAF OF FRESH WHITE BREAD
<input type="checkbox"/> 6	OLIVE BREAD	<input type="checkbox"/> 6	OLIVE BREAD	<input checked="" type="checkbox"/> 6	OLIVE BREAD
<input type="checkbox"/> 7	SWEET RUSTIC DOUGH	<input type="checkbox"/> 7	SWEET RUSTIC DOUGH	<input checked="" type="checkbox"/> 7	SWEET RUSTIC DOUGH

Delete the row(s) selected



Add a row

At the bottom of the database table, click on the plus icon:



► A row based on the same card layout and containing the same items as the other rows will also be added.

You can directly modify the data in the cells of this row.

Add a column

1. Right-click on any row header.
2. Click on **Add column** and select the type of column to add (**Add barcode column / Add image column / Add text column / Add price column**).

You can later add linked items to the card (text, image, barcode, price).

Add / import data

Prepare an external database

Prepare a spreadsheet database

The following rules must be respected:

- Data that can be imported are all objects available in the software (text area, images, barcode information, logo, etc.).
- Fill in the spreadsheet as follows: name of columns in the first line and values to display in the following lines.
- Avoid including a currency symbol. it was previously selected when Edikio Price Tag was installed. It is automatically added to the layouts.
- Avoid including merged cells. They cannot be imported in the software.
- To include images in a spreadsheet database, use the Link feature.



	A	B	C	D	E	F	G	H
1	Plu	Item Name	Description	images\Bakery\Bread_004.png	Price	Unit	Barcode	Origin
2	B110042	Baguette	Tradition	images\Bakery\Bread_002.png	1,2	250 g	159736428	France
3	B110043	String		images\Bakery\Bread_006.jpg	0,8	unit	987321456	France
4	B110044	Poppy bread	Poppy	images\Bakery\Bread_007.jpg	0,87	1 kg	987456321	France
5	B110045	Bread	Countryside	images\Bakery\Bread_008.jpg	0,57	Kg	1236564987	France
6	B110046	Full	Flour and bran	images\Bakery\Bread_009.jpg	12	4/6 prts	52394136	England
7	B110047	Bread	crumb2		3,85	1 kilos	28469713	France
8	B110048	Baguette	Tradition	images\Bakery\Bread_010.jpg	1,2	250 g	159736428	France
9	B110049	String		images\Bakery\Vien_003.jpg	0,8	unit	987321456	France
10	B110050	Poppy bread	Poppy	images\Bakery\Vien_004.jpg	0,87	1 kg	987456321	France
11	B110051	Bread	Countryside	images\Bakery\Vien_005.jpg	0,57	Kg	1236564987	France
12	B110052	Full	Flour and bran	images\Bakery\Vien_006.jpg	12	4/6 prts	52394136	England
13	B110053	Bread	crumb 1	images\Bakery\Vien_007.jpg	3,85	1 kilos	28469713	France
14	B110054	Full bread	Natur	images\Bakery\Vien_008.jpg	2,58	2 Kg	23654	France
15	B110055	Bread	crumb2		3,85	1 kilos	28469713	France
16	B110056	Baguette	Tradition		1,2	250 g	159736428	France
17	B110057							

Prepare a .txt database

The following rules must be respected:

- The first line must be a model for the whole .txt file. The line corresponds to the titles of the column of the database. **(1)**
 - Always follow the model of the first line to fill the .txt file.
 - To add images, use the full path and image file name (with file extension).
 - If lines must be imported in a specific order, add numbers as the first entry. Add a column name to the row number so that it is not imported as an entry. **(2)**
 - Separate each element with a delimiter: coma (,) or semicolon (;). **(3)**
- If no delimiter is detected, the import cannot take place correctly.

```
Database.txt - Bloc-notes
Fichier Edition Format Affichage Aide
Row, PLU, Item Name,Description,Price Origin 1
1, 3021,Apple, Green Apple,1, Spain
2, 3022, Orange, Fruit,0.99,Spain
3,3023,Tomatoes,Fruit, 1.99,Spain
4,3024,Banana, Fruit, 1.99, Morocco
5, 3025, Avocado, Fruit, 2, France
```

Import data

Import data from an Excel / CSV / .txt document

Select the file to import

1. Open the Edikio Price Tag document into which you want to import the data.
2. Click on **File > Import data**.
 - ▶ The Importation window is displayed.
3. Click on the **Import** tab.
4. Click on **Browse file** then select the document containing the data to import.



To specify the data to import within an Excel document:

1. Check **Advanced options**.
2. Select the worksheet from the drop-down list and / or specify the range of cells containing the data:

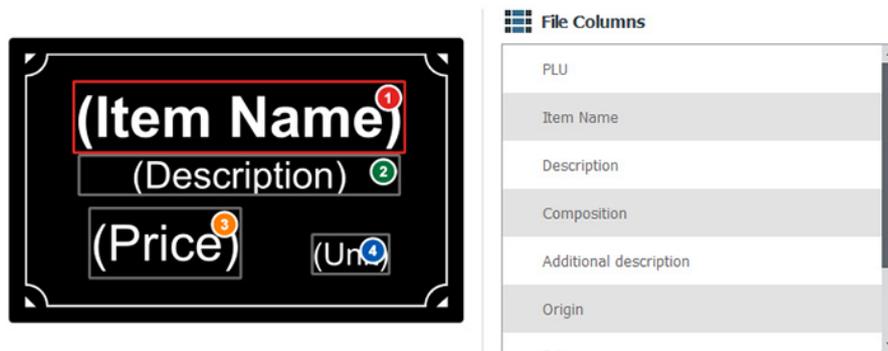
Selected worksheet	Selected data range
Sheet1	A1:C14

To synchronize the data with an Excel document:

1. Check **Advanced options**.
 2. Check **Auto Import Data**.
 3. Select one of the options described.
5. Click on **Next >**.

Link items on the card layout to a column of the file

▶ The dialog box will display the items on your card template on the left and the columns of the imported document on the right:



6. Click on **Show more columns from my table** to display any columns in your database table not linked to items on the card.

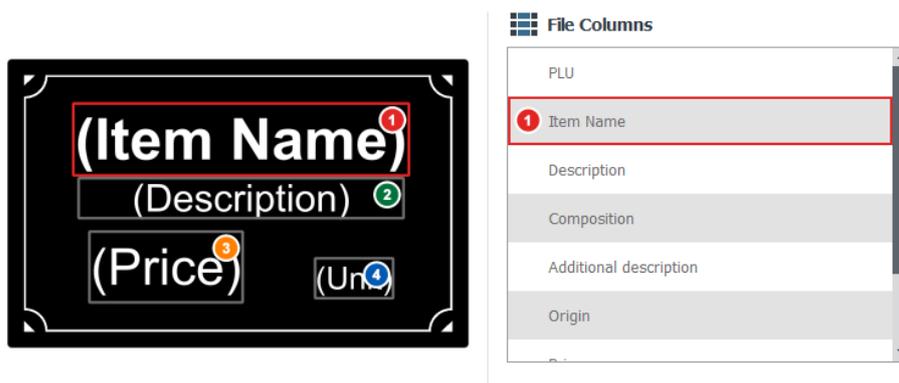
▶ The columns will be displayed underneath the card:

- 5 Supplier
- 6 Batch

7. Click on the item (or column) on the left then click on the corresponding column on the right to link an

item of the card template to a column of the imported document.

► Linked items and columns will display a dot with the same number and color:



To specify one or more reference columns:

1. Click on **Advanced**.
2. If not already checked, check the box next to the column of the imported document.
3. Click on the key icon next to the column of the imported document:



► Reference columns will be indicated by a blue key icon:



4. Click on **OK**.

8. Once you have finished linking the items and columns, click on **Next >** then **Finish**.

Manage the duplicates

► If the data contains duplicate rows, you will be asked to decide what data should be imported, overwritten or kept:

Information to be imported already exists ✕

A row with the value 'activityId = 53, name = TURKEY BREAST' already exists.

Do you want to replace the existing row:

Price	PLU	Unit	Origin	Item Name
3.99	3001	kg	USA	TURKEY BREAST

...with the information below?

Price	PLU	Unit	Origin	Item Name
3.99	3001		USA	TURKEY BREAST

Apply to all rows

- To not import the row and not overwrite the existing row, click on **Ignore**.
- To import the row and overwrite the existing row, click on **Replace**.
- To import the row but keep the existing row, click on **Keep both**.

- To apply the same decision throughout, click on **Apply to all rows**.

Importing Edikio Price Tag layouts or items

1. Open Edikio Price Tag.
2. Click on **File > Import data**.
 - ▶ The Importation window is displayed.
3. Click on the **Import** tab.
4. Click on **Browse file** then select the .zip file containing the data to import.
 - ▶ A pop up window is displayed.
 - If you want to import the whole file (layout and database table) click **Yes**.
 - If you want to import only some of the elements, click **No**.
 - a. Click on **Layouts** and check the box(es) next to the layouts you want to import.
 - b. Click on **Categories items** and select the category to import.
 - c. Check the **Advanced options** box and specify the worksheet or columns to import.
 - d. Click on **Next >**.
 - e. [Link items on the card layout to columns in the imported file](#).

Importing Edikio Price Tag sample item lists

1. Open Edikio Price Tag.
2. Click on **File > Import data**.
 - ▶ The Importation window is displayed.
3. Click on the **Import sample item list**.
4. Select the category of product to import.
5. Click on the display icon to visualize what the database contains.



6. Click on **Next >**.
7. [Link items on the card layout to columns in the imported file](#).
8. Click on **Finish**.

Modify data

Modify text-type data in the database table

1. Double-click in the database cell (in the row of the corresponding card) containing the value to modify.
2. Type the desired value in the database cell.
3. Press the **Enter** key.
 - ▶ The value on the card corresponding to the row will also be modified.

Change an image in the database table

1. Double-click in the database cell (in the row of the corresponding card) containing the image to change.
 - ▶ The Windows explorer opens.
2. Select an image file.
 - ▶ The image on the card corresponding to the row will also be changed.

Link an item to another column

When a new variable item is added to the card, a corresponding column is automatically created in the database table. The item can be linked to another column from the database table (if you already have imported a database containing the information for the item).

1. Click on the item on the card.
 - ▶ The properties panel is displayed to the right of the card design area.
2. Under **Data > Database**, from the drop-down list, select the column to link.
 - ▶ The item is now linked to the new column and the data displayed on the card is updated.

Make an item fixed

Items that are fixed are identical on all the cards of your document and will appear on every card.

1. Click on the existing variable item on the card.
 - ▶ The properties panel is displayed to the right of the card design area.
2. Under **File > Source Type**, click on **Fixed Item**:



- ▶ The linked column will be deleted from the database table.



The data in this column cannot be retrieved.

Make an item variable

Items that are variable enable you to vary them from one card to another or omit them on cards of your choice.

1. Click on an existing fixed item on the card.
 - ▶ The properties panel is displayed to the right of the card design area.
2. Under **File > Source Type**, click on **Variable item**:



- ▶ A linked column will be created in the database table.

The data in the rows of this column can be modified directly.

Rename a column

1. Right-click on the column header then click on **Rename column**.
2. Type the new name of the column directly into the column header.
3. Press the **Enter** key.

Search / Sort data

Search data



When the **Printable records** box is checked, the search field is deactivated.

1. Type the information that you are seeking in the search field (text / barcode data / allergen) :

2. Select a list from the drop-down box to the right of the search field to refine the search:

Search in current list	▼
Search in current list	
Search all lists	

► Only rows exactly matching the search arguments will be shown

3. Delete all characters in the search field to display all rows again.

Printable records

STANDARD / PRO

 ▼

Printable records

Use Printable records to filter out rows that were recently printed of the current category or sub-category. Only the rows that were created, imported, modified or not printed since the last print job are displayed.

Enable Printable records

To filter a category:

1. Click on the image of the category.
2. Tick the check box next to **Printable records**.
 - The recently printed rows are filtered out.



The search bar and the **Printable records** feature cannot be used at the same time. **Printable records** is automatically deactivated each time you change categories or subcategories.

Add / Remove rows from the displayed list

It is possible to modify the status of a record to make it appear or not in the list of printable records.

1. Select one or more rows.

2. Click right on one of the selected rows.
3. Go to **Printable records** and choose one of the actions
 - **Add to selection** to display a row (that was recently printed) to the list of printable records.
 - **Remove from selection** not to display a row (that was modified, imported or created before the last print job) in the list of printable records.

Disable Printable records

To disable the filter and display all lines of the active category or subcategory, untick the check box next to **Printable records**.

Rearrange columns

Right-click on a column header then click on **Move left** or **Move right**.

move a row to another category

1. Check the box(es) of the row(s) you want to move to another category.
2. Click right on the select row and click **Move item(s) to other category**.
3. Select the category to send the row(s) to.
 - ▶ The row(s) are now part of the selected category.

Lock / hide data

Lock / unlock a column

STANDARD / PRO

1. Right-click on the column header then click on **Advanced options**.
2. Check / Uncheck **Protect column**.
 - ▶ Data in a locked column cannot be modified, copied or deleted.



Any item linked to a locked column can be customized, sized and positioned.

Hide a column

Right-click on the column header then click on **Hide**.

- ▶ The corresponding item on the cards will also be hidden.

Unhide a column

1. Right-click on any column header then click on **Unhide**.
2. Check the box of the column to unhide.
 - ▶ The corresponding item on the cards will also be unhidden.

Copy / export data

Copy and paste a row

1. Right-click on any cell of the row containing the data to copy then click on **Copy line**.
2. Right-click on any cell of the row containing the data to replace then click on **Paste line**.
 - ▶ The existing data in the row will be replaced.

Duplicate a row

Right-click on any cell of the row containing the data to duplicate then click on **Duplicate row**.

▶ A row containing the same data will be added to the database table.

You can later modify this row without the other row being updated.

Propagate a value / image throughout the column

1. Right-click on the cell of the database table containing the value / image to propagate.
2. Select **Apply image to all rows / Apply value to all rows**.
 - ▶ The value / image will be propagated to all cells in the same column.



You can later individually modify any cell in this column without the other cells being updated.

Export data

STANDARD / PRO

Part or all categories created in Edikio Price Tag can be exported in a .zip file. Export your content to share it with others so that the same layouts and database tables are used (for example, from a central purchasing agency to a local store).

Export the current category

Export the database table and card layout of the active category.

1. Go to **File > Export data** and select **Export category**.
 - ▶ The Windows explorer is displayed.
2. Select a location to store the .zip file.

By default, the .zip file is named with the name of the active category. Modify the name of the .zip file if needed.
3. Click **Save**.

Once the export is complete, a pop up window is displayed to confirm the export and its location.

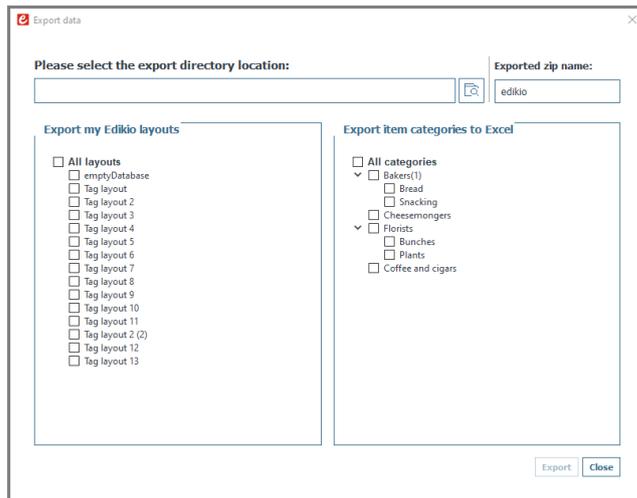
 - ▶ The .zip file can be imported on another computer.

Export layouts and database tables

Export some or all database tables and card layouts created in Edikio Price Tag.

1. Go to **File > Export data** and select **Export layout / item list**.

2. The export data window is displayed.



3. Click on the directory icon and select a location to store the .zip file.



4. By default, the .zip file is named edikio. Modify the name of the .zip file.
5. Check the boxes of all the elements you want to export (layouts, categories and sub-categories). You can also check the **All layouts** or **All categories** boxes to export everything.
6. Click on **Export**.
7. Once the export is complete, a pop up window is displayed to confirm the export and its location.
 - ▶ The .zip file can be imported on another computer.

Create a backup and restore all data

Create a backup of all data

Create a backup of everything created in Edikio Price Tag. The backup can be stored on the same computer or on a USB stick (for example to be transferred to another computer).

1. Go to **File > Backup**.
 - ▶ The Backup window is displayed.
2. Click on the directory icon and select a location to store the .zip file.



Set an automatic backup



The backup can be skipped every time the software is closed.

1. Go to **File > Backup**.
 - ▶ The Backup window is displayed.
2. Check the **Automatic Backup** box.

Check the **Do the backup when quitting Edikio software** box to automatically create a backup every time the software is closed.

PRO

Check the **Do the backup every logout** box to automatically create a backup every time a user logs out. (See *"Create / manage users and groups" on page 9*).

Deactivate automatic backup

1. Go to **File > Backup**.
 - ▶ The Backup window is displayed.
2. Uncheck the **Automatic Backup** box.
3. Click on **Close**.

Restore all data

Use this feature to restore all data that you previously saved with the **Backup** feature.

1. Go to **File > Restore**.
 - ▶ The Restore window is displayed.
2. Click on the directory icon and select the .zip file to be restored.



3. Click on **Restore**.



Everything in Edikio Price Tag will be erased and replaced by the restored files. Only use the Restore feature if you are sure that you want to totally replace the current database.

4. Close Edikio Price Tag and reopen it to apply the restoration.
 - ▶ A pop up window confirms the successful restoration.

Delete data

Delete rows

1. Select rows to delete.
 - To select one row or more to delete, tick the check box(es) of the row(s).

<input type="checkbox"/>		Item Name
<input checked="" type="checkbox"/>		FRENCH BAGUETTE
<input type="checkbox"/>		CINNAMON CURRANT BREAD
<input type="checkbox"/>		ITALIAN BREAD
<input type="checkbox"/>		HERB LOAF
<input type="checkbox"/>		LOAF OF FRESH WHITE BREAD
<input type="checkbox"/>		OLIVE BREAD
<input type="checkbox"/>		SWEET RUSTIC DOUGH

- To select a range of rows to delete, tick the check box at one end of the range of rows, hold down the **Shift** key and tick the check box at the other end of the range.

	Item Name
<input checked="" type="checkbox"/> 1	FRENCH BAGUETTE
<input checked="" type="checkbox"/> 2	CINNAMON CURRANT BREAD
<input checked="" type="checkbox"/> 3	ITALIAN BREAD
<input checked="" type="checkbox"/> 4	HERB LOAF
<input type="checkbox"/> 5	LOAF OF FRESH WHITE BREAD
<input type="checkbox"/> 6	OLIVE BREAD
<input type="checkbox"/> 7	SWEET RUSTIC DOUGH

- To select all rows to delete, tick the check box above the check box of the first row.

<input checked="" type="checkbox"/>	Item Name
<input checked="" type="checkbox"/> 1	FRENCH BAGUETTE
<input checked="" type="checkbox"/> 2	CINNAMON CURRANT BREAD
<input checked="" type="checkbox"/> 3	ITALIAN BREAD
<input checked="" type="checkbox"/> 4	HERB LOAF
<input checked="" type="checkbox"/> 5	LOAF OF FRESH WHITE BREAD
<input checked="" type="checkbox"/> 6	OLIVE BREAD
<input checked="" type="checkbox"/> 7	SWEET RUSTIC DOUGH

- Click on the bin icon



Deleted data cannot be recovered

Delete a column

Right-click on the column header then click on **Delete column**.



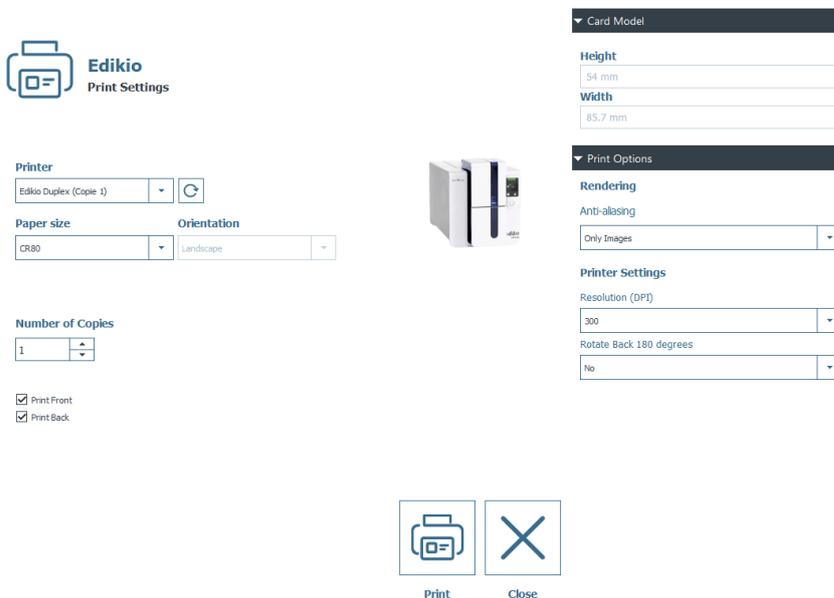
Deleted data cannot be recovered.

Any linked item on the card will also be deleted.

PRINTING

Printing interface

The printing interface appears after you have selected the cards to print then clicked on the printer icon in the card design interface. It allows you to configure the printing settings before launching printing.



Refresh list of printers available



Card format

Card size:

Long card 120 x 50 mm

Long card 150 x 50 mm

Cards of standard credit card size

CR80

Cards of standard credit card size that meet the ISO standard specifying the physical characteristics of cards

CR80 (ISO7810)

To print the front of the card

Print Front

STANDARD / PRO

To print the back of the card

Print Front
 Print Back

To print on both sides of the card

Print Front
 Print the back side using the duplex printing wizard

Anti-aliasing

Advanced > Rendering > Anti-aliasing

Printing resolution

Advanced > Printer settings > Resolution (DPI)

Orientation of content on the back in relation to the front

Advanced > Printer settings > Rotate Back 180 degrees

To launch printing

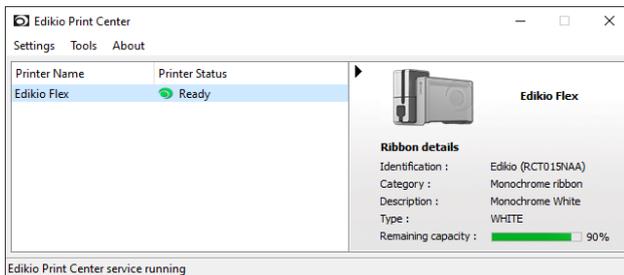


Printing cards

Check the printer (Windows)

Open Edikio Print Center (for example from the Windows Start menu or an icon on your desktop).

The printer status should be **Ready**:



If the printer status is not "Ready", view the support resources (including user guide) for [Edikio Access](#), [Edikio Flex](#) or [Edikio Duplex](#).

Select the cards to print

To select one row or more to print , tick the check box (es) of the row(s)

<input type="checkbox"/>	<input type="radio"/>	Item Name
<input checked="" type="checkbox"/>	<input type="radio"/>	FRENCH BAGUETTE
<input type="checkbox"/>	<input type="radio"/>	CINNAMON CURRANT BREAD
<input type="checkbox"/>	<input type="radio"/>	ITALIAN BREAD
<input type="checkbox"/>	<input type="radio"/>	HERB LOAF
<input type="checkbox"/>	<input type="radio"/>	LOAF OF FRESH WHITE BREAD
<input type="checkbox"/>	<input type="radio"/>	OLIVE BREAD
<input type="checkbox"/>	<input type="radio"/>	SWEET RUSTIC DOUGH

To select a range of rows to print, tick the check box at one end of the range of rows, hold down the **Shift** key and tick the check box at the other end of the range

<input checked="" type="checkbox"/>	<input type="radio"/>	Item Name
<input checked="" type="checkbox"/>	<input type="radio"/>	FRENCH BAGUETTE
<input checked="" type="checkbox"/>	<input type="radio"/>	CINNAMON CURRANT BREAD
<input checked="" type="checkbox"/>	<input type="radio"/>	ITALIAN BREAD
<input checked="" type="checkbox"/>	<input type="radio"/>	HERB LOAF
<input type="checkbox"/>	<input type="radio"/>	LOAF OF FRESH WHITE BREAD
<input type="checkbox"/>	<input type="radio"/>	OLIVE BREAD
<input type="checkbox"/>	<input type="radio"/>	SWEET RUSTIC DOUGH

To select all rows to print, tick the check box above the check box of the first row

<input checked="" type="checkbox"/>	<input type="radio"/>	Item Name
<input checked="" type="checkbox"/>	<input type="radio"/>	FRENCH BAGUETTE
<input checked="" type="checkbox"/>	<input type="radio"/>	CINNAMON CURRANT BREAD
<input checked="" type="checkbox"/>	<input type="radio"/>	ITALIAN BREAD
<input checked="" type="checkbox"/>	<input type="radio"/>	HERB LOAF
<input checked="" type="checkbox"/>	<input type="radio"/>	LOAF OF FRESH WHITE BREAD
<input checked="" type="checkbox"/>	<input type="radio"/>	OLIVE BREAD
<input checked="" type="checkbox"/>	<input type="radio"/>	SWEET RUSTIC DOUGH

Configure to not print an item

1. Click on the item on the card
 - ▶ The properties panel is displayed to the right of the card design area.
2. Under **Advanced > Item**, untick **Print**.

Configure to not print the card background

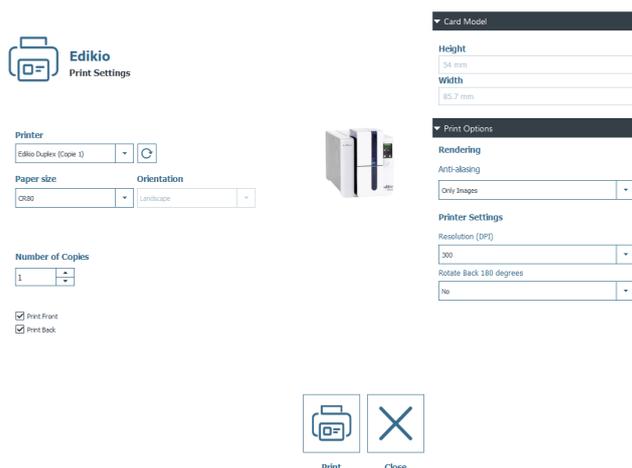
1. Click on **Edit > Edit card background**.
 - ▶ The properties panel is displayed to the right of the card design area.
2. Under **Advanced > Background**, tick **Don't Print Background**.

Configure / launch printing

1. Click on the printer icon in the card design area:



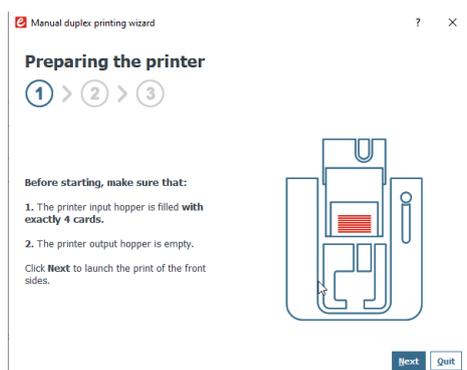
- ▶ The printing interface will appear:



2. Configure the printing settings available.
3. Click on the Print icon when you have configured the printing settings.

Tick the box **Print the back side using the duplex printing wizard**

- ▶ A wizard will open:



Follow the on-screen instructions.

REFERENCES & HELP

Printing concepts

anti-aliasing

Technique that smooths the rendering of pixels, reducing the appearance of jagged edges. Printing settings allow you to specify whether anti-aliasing is applied to text, images, none or both.

brightness

The degree to which an image appears to radiate light. Increased brightness shifts the range of tones towards white.

low



high



contrast

The difference between dark and light within an image. Increased contrast expands the range of tones, creating greater differences between the darker and lighter parts of an image. In physical terms, with increased contrast, the printing head is heated to a higher temperature and more dye is applied to the card.

low



high



grayscale

A range of shades from pure black to pure white. This is different from a monochrome image, which lacks any such shades between pure black and pure white.



monochrome

This term means 'one color', but involves different practical considerations depending on the field.

In photography and graphic design, a monochrome image is formed of only pure black and pure white, with no range of gray shades or other colors between these extremes.

In printing, a monochrome ribbon has only one color (usually either black or white) and can therefore only apply either the color of its dye or no dye at all.

When printing an image with a monochrome ribbon, you must:

- Select an image that has clearly defined light and dark areas. It should not have a range of gray shades or other colors.
- Convert images to monochrome format. Edikio Price Tag includes this formatting option for an image added to the card or for the card background.



negative

Image in which dark and light colors have been inverted. In a monochrome image, the pure black and pure white are inverted. This is particularly useful when printing with a white ribbon on black cards.



printing resolution

Printing resolution represents the density of the dots of dye applied by the printer head to the card. It is measured in dots per inch (dpi). Increasing the printing resolution can improve the quality of images with fine details, but reduces printing speed.

The printing resolutions possible depend on your printer model and ribbon type (monochrome or color):

Printer	color / monochrome	resolution (dpi)
ACCESS	monochrome	300
FLEX	monochrome	300/600/1200
	color	300/600
DUPLEX		300/600

saturation

The degree to which the colors of an image appear vivid.

low



high



Barcode types

1D barcode

Conventional barcode with data encoded by vertical bars.



2D barcode

Barcode with data encoded in a matrix formed of small squares. 2D barcodes are capable of encoding more data than 1D barcodes. They can therefore be used for web addresses or detailed batch information.



QR Code

Registered trademark. An encoding standard for 2D barcodes.

Card formats

bent credit card

Card template for printing on standard plastic cards of standard credit card size. The background is configured and the items arranged so that the card can be bent after printing while keeping what you want to display visible.

credit card

Cards of standard credit card size (86 x 54 mm), as provided with the solutions.

long card 120 x 50 mm

Cards longer than standard credit card size. This type of card can only be used with Edikio Flex printers. Specific product reference not provided with the Edikio Flex solution.

long card 150 x 50 mm

Cards longer than standard credit card size, as provided with the Edikio Flex solution. This type of card can only be used with Edikio Flex printers.

tag holder

A small stand that a card can be clipped into for ease of display. A small area of the card will be hidden by the clip.

three-tag card

Cards of standard credit card size (86 x 54mm) divided into three small cards that can be snapped apart after printing. Specific product reference not included in the Edikio solutions.

Help

Download PDF

A PDF version of this user guide can be downloaded from www.evolis.com > **Support section** > **Product page**.

Guided tour

The guided tour video presents the most important operations in Edikio Price Tag. It will start when you first launch the software.

You can watch the guided tour video at any other time from the home interface by click on **Help** > **Launch guided tour video**.

Tutorials

View online tutorials videos on the [Edikio YouTube chanel](#).

Knowledge Base

Search the online [knowledge base](#).

Technical support

- Contact the support service of your reseller.
- Fill in the [online form](#).

Glossary

C

category

Categories organize products by their commonalities, as in your retail. A category can use one or more layouts and have its own database table. Custom categories can be used for any other type of application (gift card, employee badge, loyalty card, etc.).

column

A column includes data of a particular type in the database table. For example, a column named 'Origin' with a place name for each row (representing one card). When linked to a variable item on the card, a column is used as its data source.

D

data

All information contained in the database table.

database table

The database table contains and manages the data that can be represented on the cards in your document. It is organized into columns and rows.

F

fixed

Elements of the card template that are fixed (as opposed to variable) are identical on all the cards of your document and will appear on every card. For example, you may want to add a fixed image of your company logo so that it appears on every card.

I

item

Elements that can be added to the card template and customized/formatted. A variable item is linked to a column of the database table.

L

layout

Card designs provided by Evolis and available in the card template library. Layouts already include a background and various objects, which can be edited and customized by the user.

P

PLU

Price Look Up. It is the number used to identify each product in your database.

R

record

See row.

reference column

A column used to identify and manage duplicate rows. The reference column may be automatically set by the software or set by the user. It may or may not be a column that is linked to an item on the card. More than one reference column can be set for the same data if a single reference column is not sufficient to uniquely identify rows.

row

Each row of the database table contains the data for a single card. Each new row added to the database table adds a corresponding card to the set of cards.

S

silent mode

Advanced feature available with PRO edition, used to print tags according to the PLU, without having to open Edikio Price Tag software.

V

value

A value corresponds to the specific data for a single cell of the database table.

variable

Elements of the card template that are variable (as opposed to fixed) enable you to vary them from one card to another or omit them on cards of your choice. For example, a variable image may represent what the card is printed for.

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