

# ZSB User Support Guide

# Label Designer



Presented by

**Zebra Technologies**

P1124252-01EN

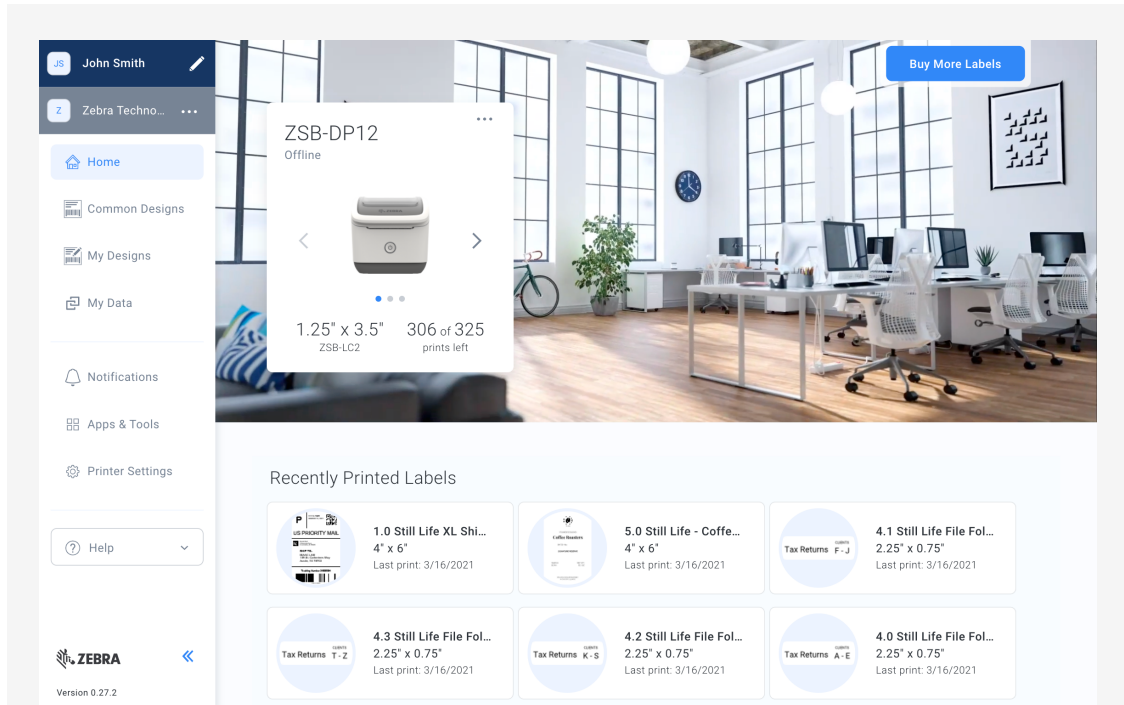
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# ZSB Workspace

ZSB Workspace is a browser-based app where you can manage label designs, manage label data (images and data files), receive printing notifications, access printer apps and tools, adjust printer settings (dithering and darkness), access premade label designs, and access helpful resources.

To access the ZSB Workspace log in to your ZSB Account at [zbsseries.com/workspace](https://zbsseries.com/workspace).



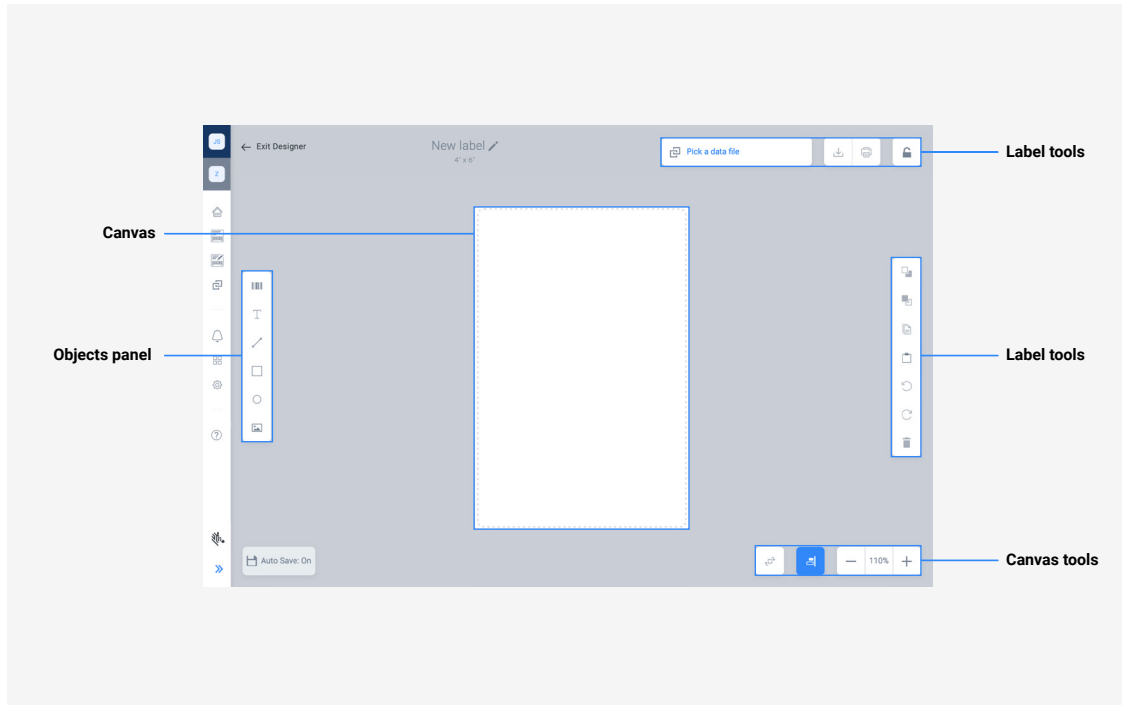
# ZSB Label Designer

ZSB Label Designer is packed with smart features that make it easy to quickly design and print custom labels for your business — right from your desktop web browser.

# Introduction

ZSB Label Designer is a web-based label editor where you can create and manage label designs with all the tools you need.

To access the ZSB Label Designer, log into your [zsbseries.com/workspace](https://zsbseries.com/workspace) and select the **My Designs** tab on the left-hand side. Select the label size you want to create, and then select Continue to open the ZSB Label Designer.



The ZSB Label Designer user interface.

- **Objects panel**

The Objects panel features all the elements you can add to your label design. These include barcodes, text, lines, rectangles shapes, ellipse shapes, and images.

- **Canvas**

The Canvas is where you create your label design. All objects you add to your canvas will print on your label. The canvas is a good indication to how your final label will print.

- **Label Tools**

With Label Tools you can rename your labels, connect to a data source, download your labels to your local drive, print your labels, lock your label designs, send selected label objects to the front or to the back of the design, copy/paste content, undo/redo design actions, and delete label objects.

- **Canvas Tools**

The Canvas tools enable you to rotate your label designs, align your label objects, and adjust the viewing scale of your canvas.

# Keyboard Shortcuts

With keyboard shortcuts, you can design and print your labels faster than by using your mouse alone.

ZSB Label Designer uses the same shortcuts as many Windows applications such as Microsoft Word and Excel.

Action	Windows	macOS
Print	Ctrl + P	⌘ (Cmd) + P
Select all objects	Ctrl + A	⌘ (Cmd) + A
Copy (from an external source)	Ctrl + C	⌘ (Cmd) + C
Paste	Ctrl + V	⌘ (Cmd) + V

# Label Tools

ZSB Label Designer includes basic tools similar to other graphic design software.

# Introduction

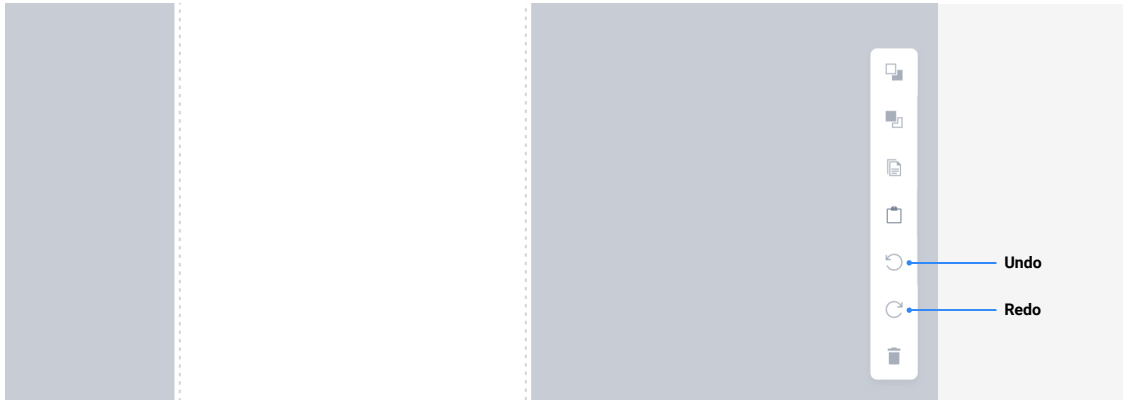
ZSB Label Designer includes basic tools similar to other graphic design software. When you create your label designs, you can perform many actions on your label objects, such as copy, paste, resize, change the order (layer), align, rotate, and more.



## Undo and redo changes

The Undo button reverses your most recent design step. You can undo up to 10 steps.

Use the Redo button to re-apply your changes.



## Copying and pasting

You can copy selected objects to the clipboard and then paste them to your labels.

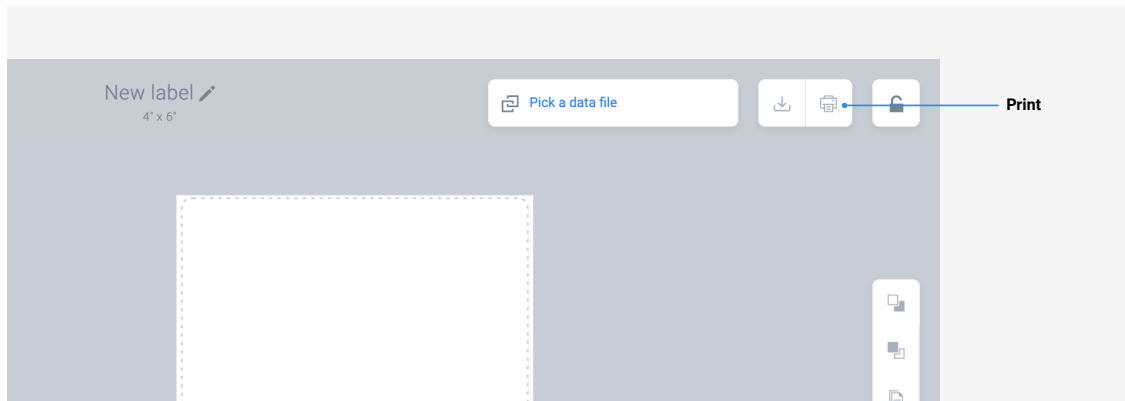


### Useful Tip

Shortcuts Ctrl + C and Ctrl + V (Windows) or Cmd + C and Cmd + V (macOS) will not work for label objects. You can use Copy/Paste shortcuts when copying content from other resources like web pages or MS Office documents.

## Printing

With the Print button you can print directly from the ZSB Label Designer. A print preview page shows a preview of the label to be printed, and you can select the printer and how many copies you want to print.

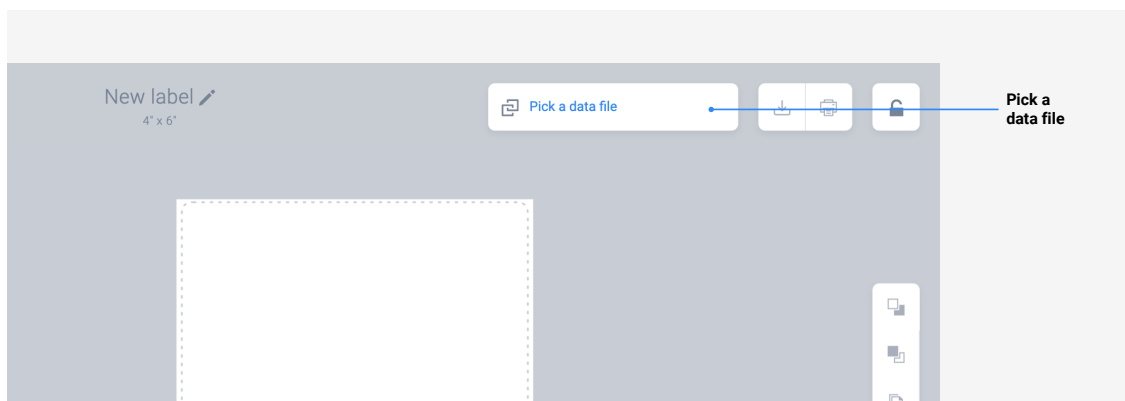


## Connecting to data sources

You can connect your labels to data sources from your local desktop computer drive and mobile device or popular file storage and synchronization services, including:

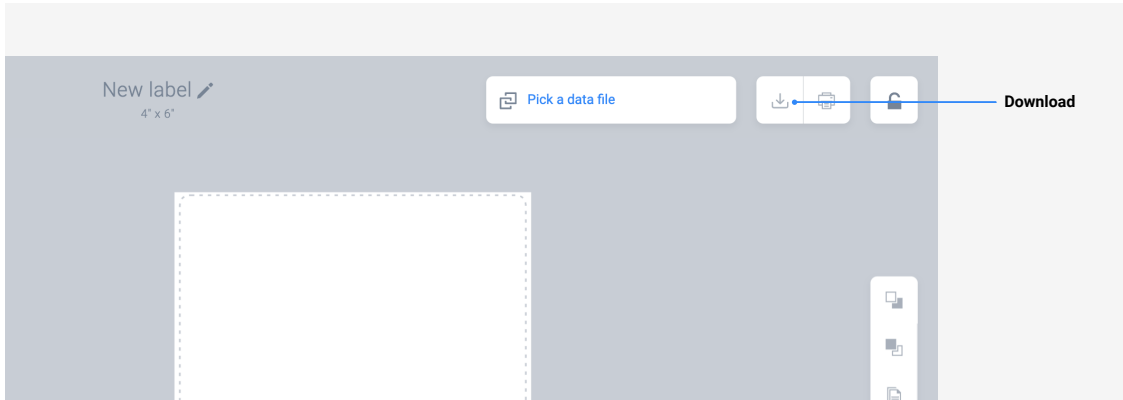
- **Google Drive**  
Includes contacts located on your Google account
- **One Drive**  
Includes contacts located on your Office 365 account

ZSB supports the following file formats for data sources: txt, .csv, and .xlsx files (see [Using Dynamic Data Sources](#)).



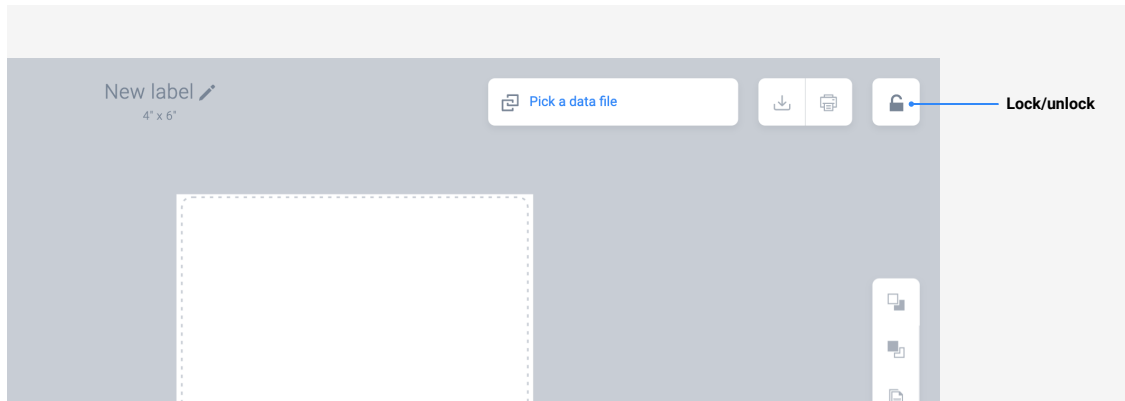
# Downloading Label Designs

Download your label designs to your local drive and share them with other ZSB users.



## Locking

Click the lock icon to prevent unintentional editing to your label design. When you lock your design, the icons in your workspace which allow editing will disappear. To unlock your label, press the lock icon again.



## Changing object order

You can bring objects to the front or send to the back of other label objects if they overlap on your design surface.



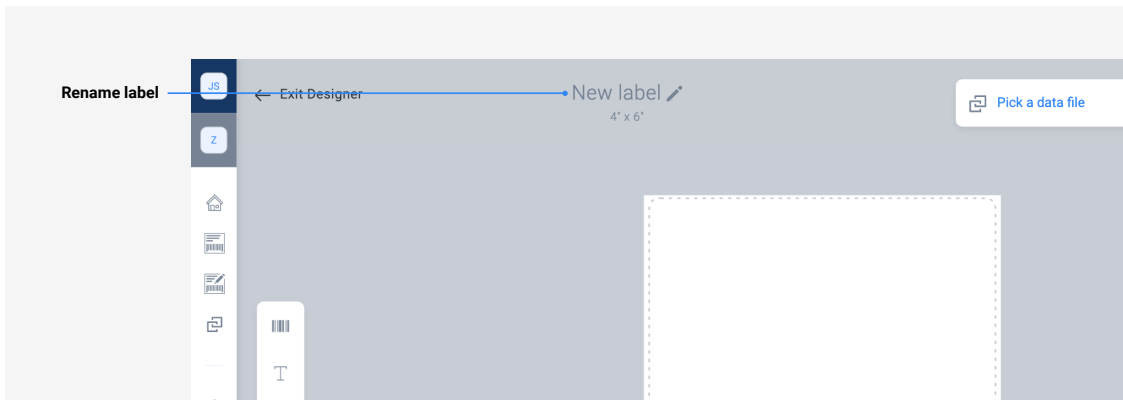
## Deleting objects

Deletes the selected object or group of objects from your label design.



## Renaming labels

Click the label title to rename your label. Your existing label name gets highlighted, and you can type your new label name. Press the **Enter** (Windows) or **Return** (mac OS) key to confirm your name change.



### Useful Tip

When you create new labels, the default name is “New label” followed by a number in parenthesis.

If you try to rename your new label to an existing label name, your new label name will revert to “New label” followed by a serial number.

Only certain special characters are allowed to be used in label names:

Allowed Special Characters: `!@ $ ^ - ~ ( ) _ ` = { } | [ ] ; ' " , .`

Not Allowed: `# % & * ? + \ : / < >`

# Working with Label Objects

The ZSB Label Designer is similar to other widely known graphic design software. You can add and adjust objects to create your label designs.

# Introduction

The ZSB Label Designer is similar to other widely known graphic design software. You can add and adjust objects to create your label designs.

You can perform the following functions:

- Adding objects
- Selecting objects
- Selecting multiple objects
- Moving objects
- Copying and Pasting objects
- Resizing objects
- Aligning and distributing objects
- Arranging objects
- Rotating objects
- Deleting objects
- Setting object properties

## Adding objects

To add an object to your canvas:

- Select the object you want to add from the objects panel
- Click on the canvas where you want to add your object
- Adjust your object's size with resizing options

### Useful Tip

For testing purposes (for example, when you would like to explore your data source or counter values) you can also place your objects outside the canvas. Objects outside the canvas do not print.

## Selecting objects

Select your object by clicking on the object you wish to edit. The object name, object properties icon, and anchoring/resizing points will appear (see [Setting object properties](#)).

To deselect your objects, click anywhere outside your selection, your label, or your design surface.

To select multiple objects, you can group them.

## Grouping objects

Combine your label objects into a group when you want to resize, move, delete, or edit properties of multiple objects at the same time.

You can select and deselect multiple objects in two ways:



- Drag your mouse diagonally over the objects you wish to select.  
A purple rectangle will appear which will mark your selected objects.  
All objects within the purple rectangle are included in your selection.
- Holding <Shift> while clicking your objects.

## Moving objects

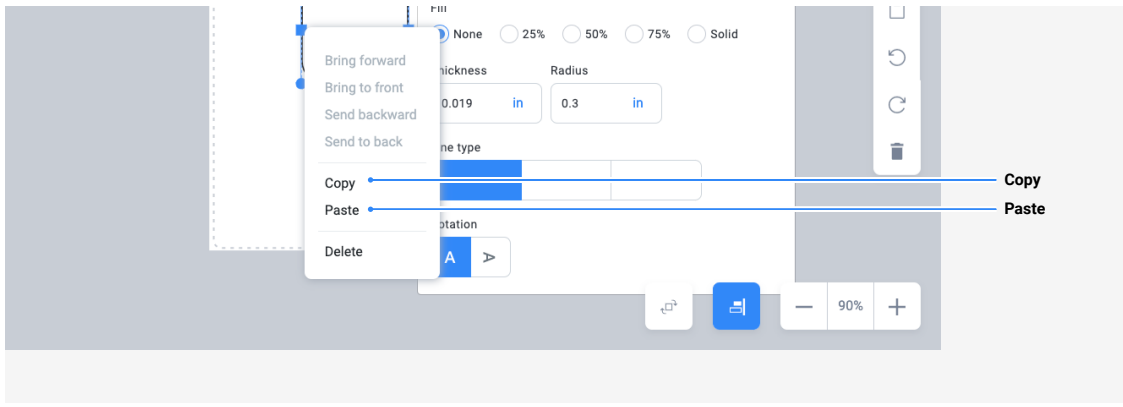
To move your object, click, hold and drag your object.



# Copying and Pasting objects

Copy and paste label objects by using icons  and  in [Label Tools](#).

You can also right-click on your label object you want to copy, and select **Copy** from the context menu. Then right-click on the canvas and select **Paste**.



## Useful Tip

In the ZSB Label Designer you cannot use standard shortcuts for copy and paste, **Ctrl + C** and **Ctrl + V** (Windows) or **Cmd + C** and **Cmd + V** (macOS).

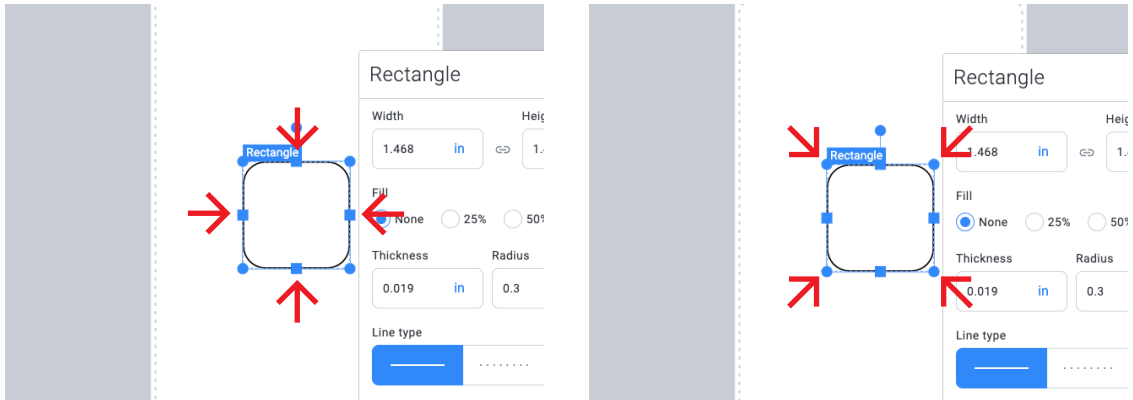
## Useful Tip

Objects can be copied and pasted either to the current canvas, or canvases open in other browser tabs.

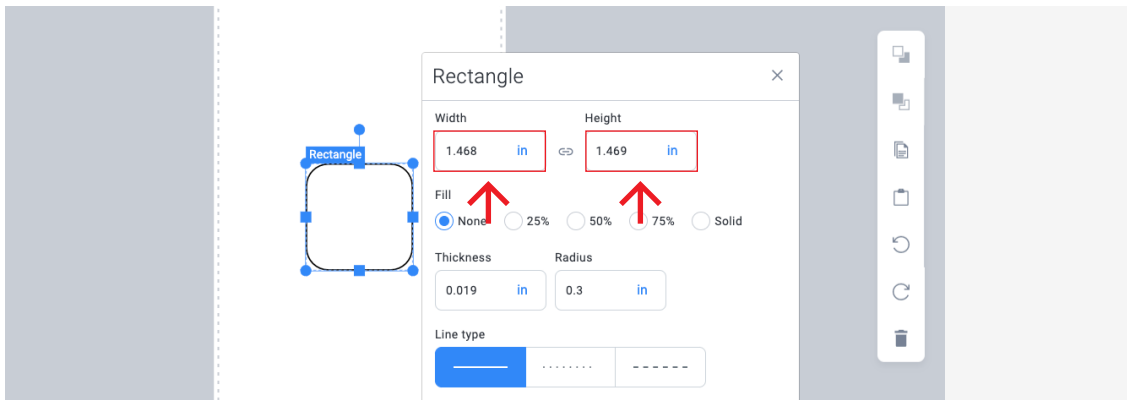
# Resizing objects

There are three ways to resize your objects:

- Resize the width or length separately by dragging the small squares at the edges of your object.
- Resize both dimensions simultaneously by dragging the corners of your object.

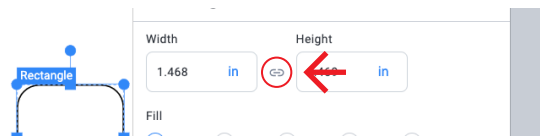


- Accurately change the dimensions of your object by clicking in the width and height fields and scrolling your mouse wheel, entering a value into the appropriate field, or using the up/down adjustment arrows.



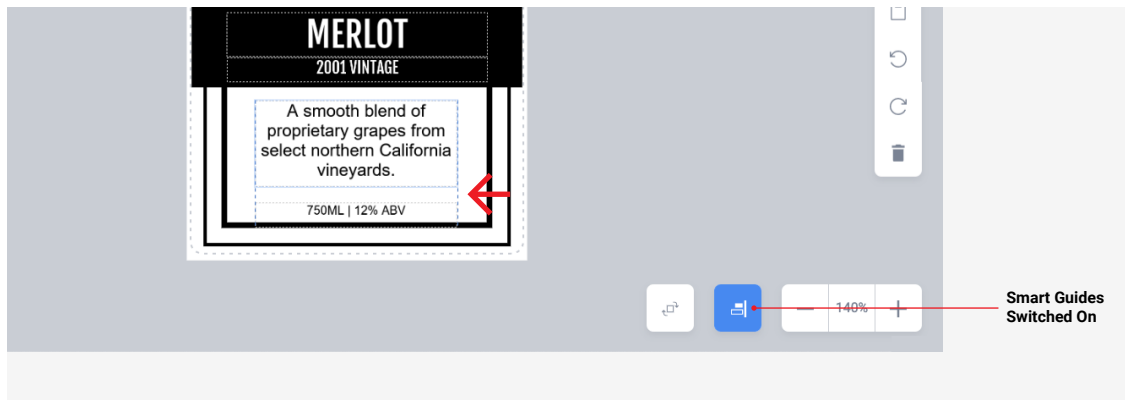
## Useful Tip

To maintain the aspect ratio of your original object, hold down the **Shift** key while dragging. You can also click the aspect ratio icon to lock the ratio:




## Aligning objects

You can align one object to another simply by moving your object near your desired position. When your object approaches the aligned position, a smart guide (dashed line) appears. If you release your object, your object snaps to the aligned position.



### Useful Tip

You can enable or disable the snapping of your object to your smart guides by clicking the Align icon 

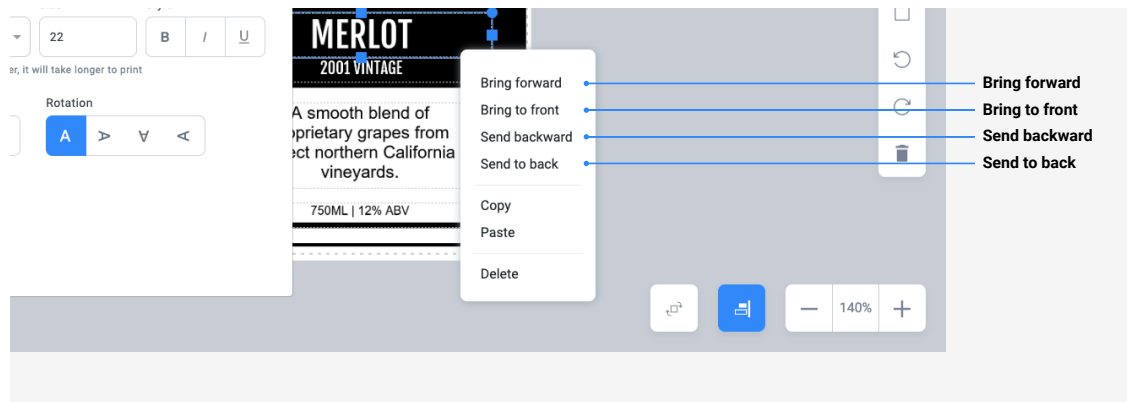
# Arranging objects

When you place an object on top of another, you can move and rearrange their order.

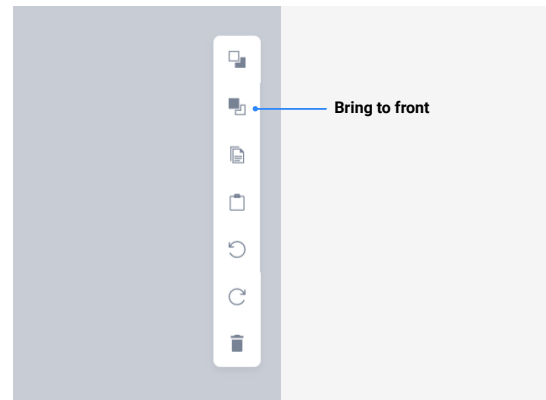
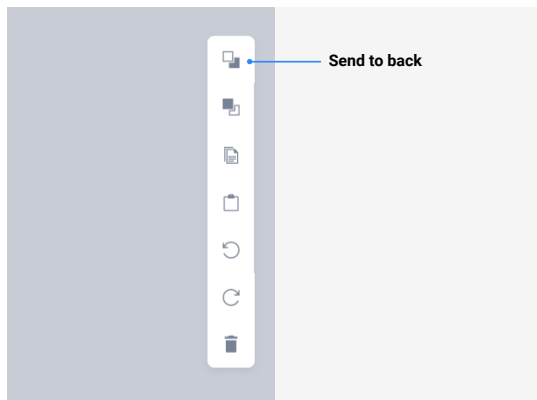
You can use two different methods to arrange your objects along the Z-axis:

1. Right-click on the object you wish to re-arrange and select one of the options:

- Bring Forward: Moves your selected object one step forward.
- Bring to Front: Places your selected object to the very front of your stack.
- Send Backward: Moves your selected object one step backward.
- Send to Back: Places your selected object to the very back of your stack.



2. Click on the following icons in the Label Tools panel:



### Useful Tip

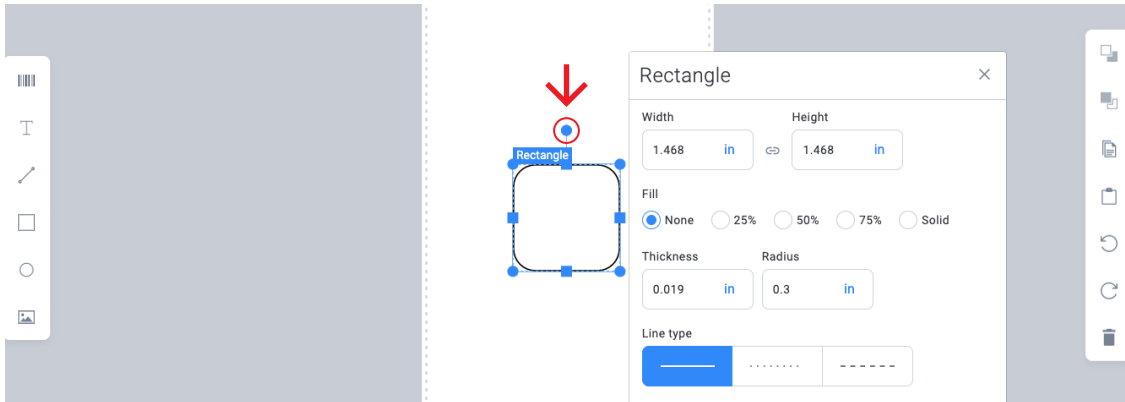
You may need to adjust the fill percentage of the rectangle or ellipse, or the graphics options for the printer, to achieve the intended effect. Print a test label when you overlap your barcodes, texts, or images with rectangles or ellipses.

# Rotating objects

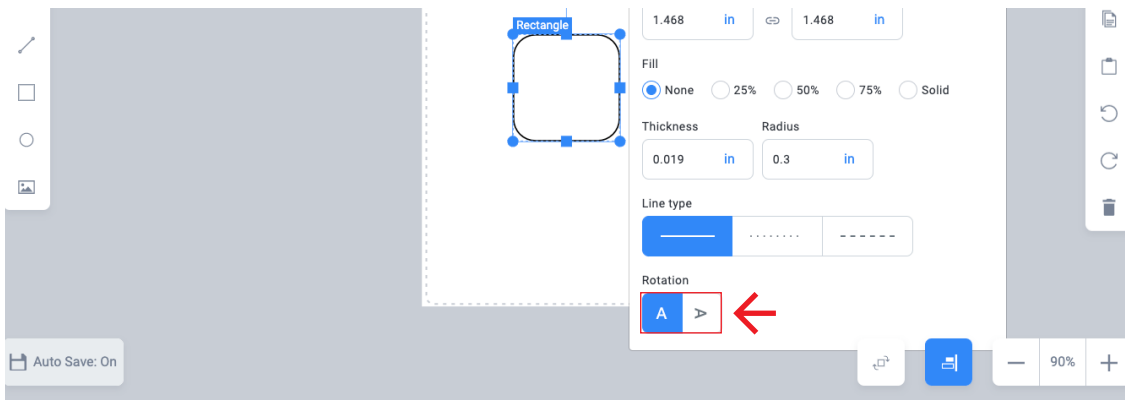
You can rotate your objects by 90, 180, or 270 degrees. Lines snap every 45 degrees.

To rotate your object:

1. Select your object.
2. Click the blue dot at the top of your object and drag it into your desired rotation direction. Your object rotates around its central point.



You can also rotate your object if you click on it to open object properties, then select the rotation option.



## Useful Tip

You can rotate [Lines](#) objects by any degree, but only by dragging your line's endpoints.

You can rotate multiple objects at the same time by selecting all of them and rotating the whole selection. You can also use the Group option to assist in rotating multiple objects.

## Deleting objects

You can delete your object if you select your object and click the delete icon, or right-click > **Delete**.

## Setting object properties

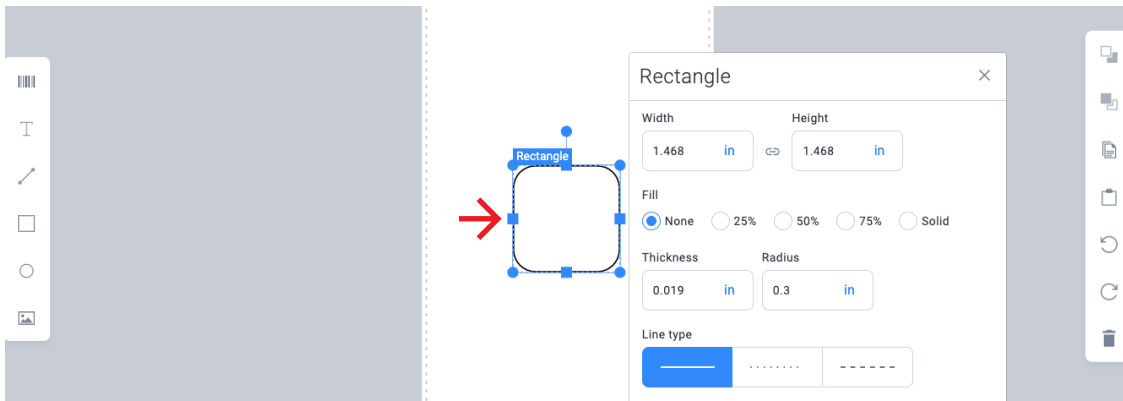
Your object properties window opens automatically when you put your object on your label design.

To reopen your object's properties window, click on your object.

Different objects have different properties. For example: For Text object, you can choose between different font types, set your font's size, style, text alignment, and data source.

Check the descriptions of each object properties in separate topics:

- Barcodes
- Images
- Text objects
- Lines
- Rectangle shapes
- Ellipse shapes



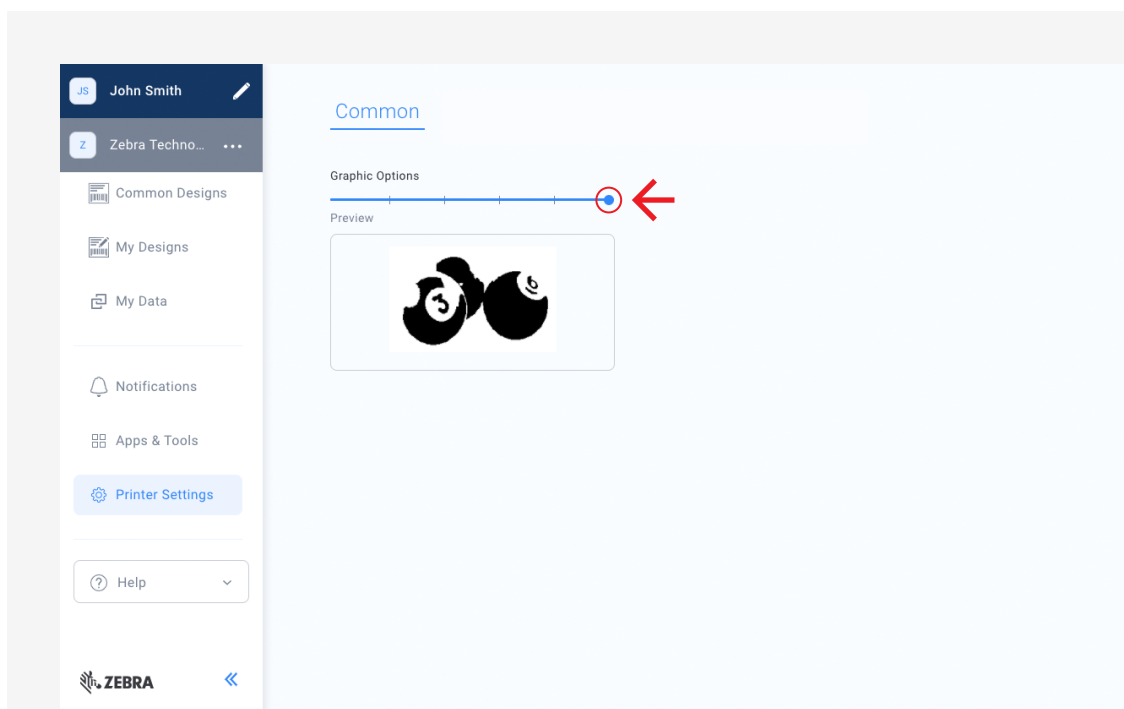
### Useful Tip

To close the properties window, click outside your label design area.

# Adjusting Graphic Options

To test different Graphic Options to see how objects are printed, open **Printer Settings**.

1. Open your [ZSB Workspace](#) in your browser.
2. Click **Printer Settings**.
3. On the **Common** tab; here you can adjust and preview **Graphic Options**.
4. Return to your label design and print a test label to see how individual and overlapping graphics print.
5. Adjust the Graphic Option as needed until you are satisfied with how your printed label looks.



# Label Objects

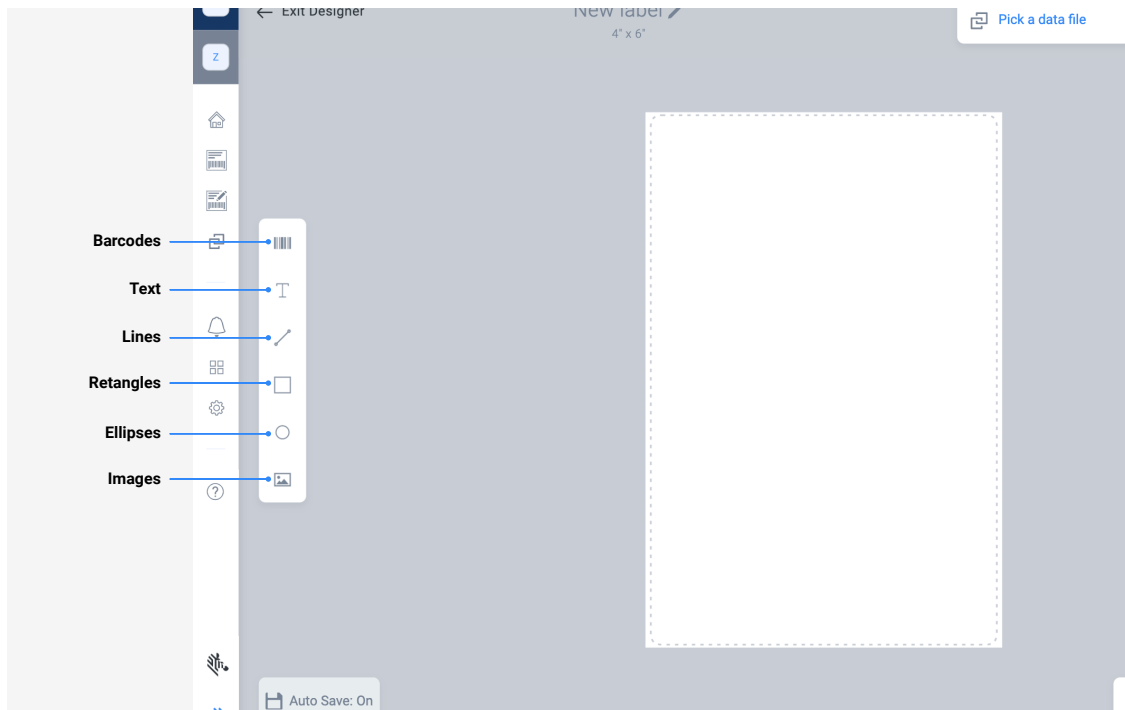
Label objects are basic design elements used for placing content on your label. Use the label objects to create product labels or any other custom labels.



# Introduction

Label objects include barcodes, text, lines, rectangles, ellipses, and images.

Your label design represents your business and you can create templates to suit your specific needs. You can move, resize, and rotate any of the elements until you are satisfied.



*The ZSB Label Designer user interface.*

# Barcodes

## Introduction

You can find barcodes on many product and shipping labels. Barcodes represent coded data that barcode scanners can decode. Barcodes may contain information about your product (such as size, weight, or color), your product code, expiration date, serial number, shipping data, and more.

After you add a barcode to your label, select and configure it according to your needs in Barcode object properties.

You can select from 15 standard barcode formats, including:


- UPC
- Code128
- QR
- Code-39
- Ean-13

### Useful Tip

The default barcode is Code128. You can change your barcode type in [Setting barcode properties](#). ZSB Label Designer remembers your last-used barcode and when you put another barcode on your label or design a different label, the same barcode type appears.

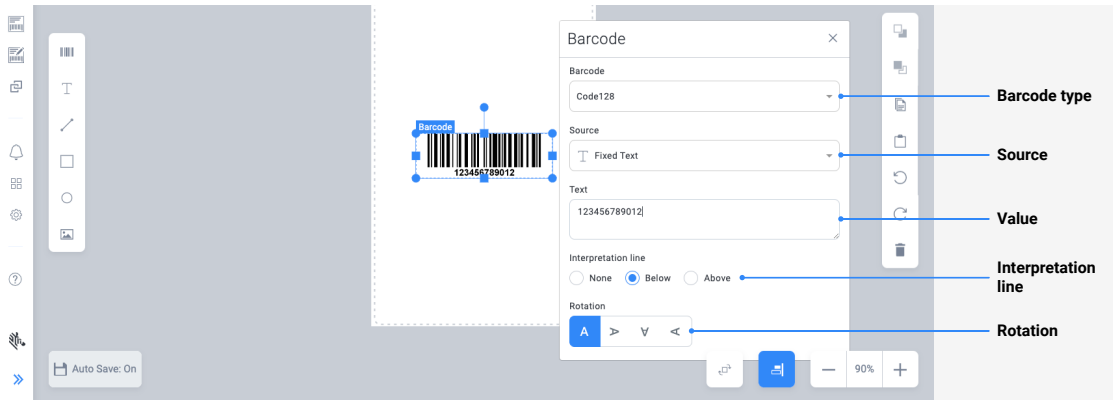
## Adding barcodes to labels

To add a barcode to your label design:

1. Click the Barcode icon  in the Objects panel.
2. Click on your label design surface where you want to put your barcode.  
A barcode is placed on your label design surface.
3. You can move your barcode by clicking and dragging it.
4. You can resize your barcode by dragging its corners.
5. You can rotate your barcode by dragging the small circle symbol above your barcode. You can rotate your barcode by 90, 180, or 270 degrees (see [Rotating objects](#)).
6. You can also rotate your barcode in your barcode properties window.

## Setting barcode properties

To set or edit your barcode properties click on your barcode. The barcode properties window opens.



Here you can define your barcode properties. The options available on this screen are shown based on the barcode you select, as not all barcodes use the same properties.

- **Barcode:** Select the barcode type you want to use, such as Code128 or Ean-13.
- **Source:** Select your barcode content source.  
You can define fixed content, enter your values at print time (Prompt At Print), link an object from your library, or select values from your data sources.
- **Interpretation line:** Define where your barcode interpretation is placed. Barcode interpretation is your barcode content written with human-readable text. By default, your barcode interpretation is placed below your barcodes. You can also choose to place your Interpretation line above your barcode or even not to display your interpretation line.
- Barcode details such as [Descender bars](#), [Code Page](#), and [Encoding type](#) are different for each barcode type.
- **Rotation:** Rotate your barcodes in 90-degree steps.

### Useful Tip

See also [Using Dynamic Data Sources](#) for details on how to use your variable content with barcodes.

## Descender bars

Descender bars make the bars at the beginning, middle, and end of your barcodes appear longer:



### Useful Tip

Descender bars are available on the following barcode types: Ean-8, Ean-13, Upc-A, and Upc-E.

## Code Page

**Code Page** defines which character encoding type applies to your barcode. When you use language-specific special characters (for example Greek, Cyrillic, or Arabic characters), use the appropriate Code Page.

The **Unicode (UTF-8)** default setting is appropriate in most cases.

### Useful Tip

The Code Page option is available only with PDF-417 barcodes.

## Encoding type

QR codes enable you to encode text and other content like company details, product information, or other details. You can also create QR codes that generate an SMS or email, or link to a web page that opens when you scan your QR codes with a smart device.

The following Encoding Type options are available for QR codes:

- **Text.** Enter text content describing your company or products. When your customers scan your QR code with their smart devices, your text displays on their screens.
- **Phone number.** Your QR code can contain your phone number. When your customers scan your QR code with their smartphones, a phone application opens with your phone number already entered.
- **Email.** Enter the receiver, subject, and body (email content) in your QR code. When your customers scan your QR code, the email application opens on their smart devices and your QR data is already there. Your customer can just press “Send”.

- **SMS.** Enter the phone number and body (SMS content) in your QR code. When your customers scan your QR code, the SMS application opens on their smartphones and your QR data is already there. Your customer can just press "Send".
- **Web page.** Enter your web page address in your QR code. When your customers scan your QR code with their smart devices, a web browser opens with your web page.
- **vCard** (electronic business card). Enter your business details in your QR code:
  - First and last name
  - Phone
  - Email
  - Address
  - Title
  - Company
  - URL

When your customers scan your QR code with their smart devices, your vCard with your business details displays, and customers can store your information on their device.

 **Useful Tip**

The **Encoding type** option is only available for QR codes.

# Images

## Introduction

Use image objects to add pictures or graphics to your labels. Use images to visually identify your products or your ideas, and add your logo. Images make your labels more attractive and your trademark more recognizable.

This section is comprised of the following key areas:

- [Supported formats](#)
- [Adding images to labels](#)
- [Setting Image properties](#)


## Supported formats

The following file formats are supported:

- Portable Network Graphic (\*.png)
- JPEG bitmaps (\*.jpg, \*.jpeg)
- Windows bitmap (\*.bmp)

## Adding images to labels

To add a image to your label design:

1. Click the image icon  in the Objects panel.
2. Click on your label design surface where you want to put your image. An image placeholder appears and the [Setting Image properties](#) window opens. Select your image type and image source.



3. You can move your Image by clicking and dragging it.

4. You can resize your image object by dragging the corners of the object. The image aspect ratio remains the same when resizing. To change the image aspect ratio while resizing, hold **Shift** key while dragging your image corner.
5. You can also rotate your image by dragging a small circle symbol above your Image object. You can rotate your image 90, 180, or 270 degrees (see [Rotating objects](#)).

#### Useful Tip

You can also copy/paste png, jpg, bmp, and tiff images from external sources, for example from web pages. When you paste your image on your label, ZSB Label Designer creates a new Image object containing your copied image.

## Setting Image properties

In image properties, you can select your image and how it appears. To edit your image properties, click your image object. The Properties window opens.



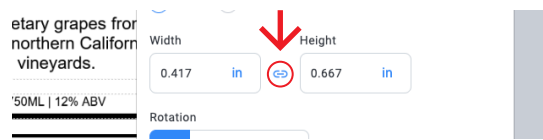
The following image properties are available to customize your image:

- **Type:** You can put a fixed image on your label or you can select your image at print time.
- **Image:** Upload an image from your computer, select it from the Zebra gallery, or capture it with your computer's camera.
- **Border:** Put a thin line around your image.
- **Width/Height:** You can manually define the dimensions of your image by typing the values in the edit fields or by clicking the dimension edit fields and scrolling your mouse wheel.

When you click in the width and height fields you can also change dimensions by entering a value or by using the up/down arrows.



By default, the aspect ratio is locked. Click the aspect ratio icon between the Width and Height fields to unlock the aspect ratio. The icon turns grey. To lock the aspect ratio, click the icon again.



- **Rotation:** You can rotate your images in 90-degree intervals.

#### Useful Tip

Use image objects to add logos, background images, or other graphic elements to your labels.

Once you place your image on your label, your image becomes embedded and saves together with your label file.



# Text Objects

## Introduction

Text objects allow you to put descriptions of your products or other information on your labels. You can choose your font, font size, and font style (Bold, Italic, Underline).

This section is comprised of the following key areas:

- [Adding text to labels](#)
- [Setting Text properties](#)

### Useful Tip

By default, the width of your Text objects adapts to fit the amount of characters you type. If you use the **Automatically Fit Text** option in Text object properties, your font size adapts to the size of your Text object frame.

## Adding text to labels

To add text to your label design:

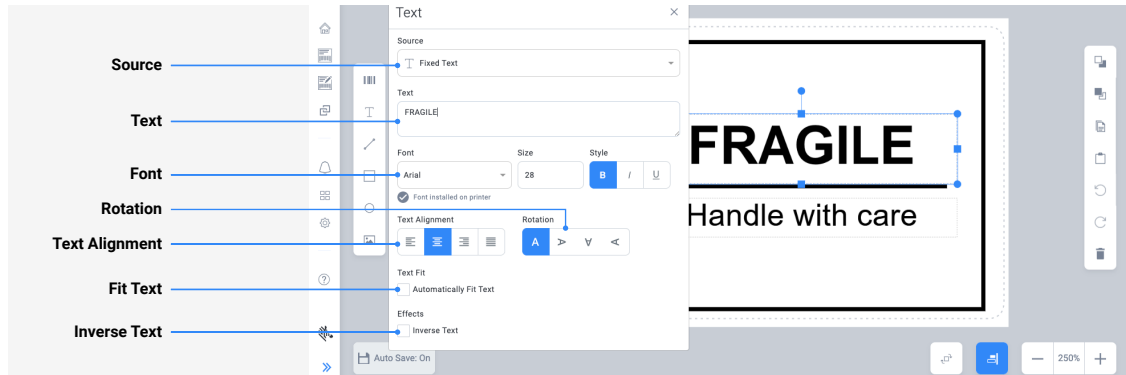
1. Click the Text object icon in your Objects panel.
2. Click on your label design surface where you want to put your text. The Text object appears on your label.
3. You can move your text by clicking and dragging it.
4. You can resize your text by dragging the corners of your Text object.
5. You can also **rotate** your text by dragging the small circle symbol above your Text object. You can rotate your text 90, 180, or 270 degrees.
6. You can also rotate your text in the Text Properties window.

### Useful Tip

You can copy/paste external text directly into your label design. When pasting, ZSB Label Designer creates a new text object with your copied content. Default ZSB Label Designer text formatting (font, font size, style,...) applies and you can change it.

## Setting Text properties

To set or edit your Text object content and properties (font properties, rotation, and inverse option), click on your Text object. The Properties window opens.

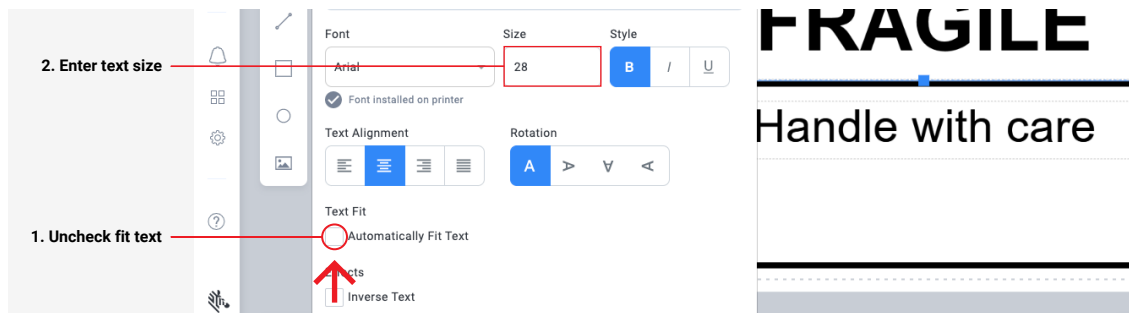


- **Source:** Select your text content source. You can define fixed content, or pick values from your dynamic data sources, including prompt variables, counters, date, time, and data source fields.
- **Font:** You can select from TrueType fonts and several Zebra printer internal fonts.

### Useful Tip

Use Zebra printer internal fonts when possible. TrueType fonts may slow down your printing.

- **Rotation:** You can rotate your Text objects in 90-degree intervals.
- With **Text fit** set to **Automatically Fit Text**, your text automatically resizes to fit your text object area. If you enter more text, your font size decreases.
- With **Automatically Fit Text** enabled, the font size option is disabled.
- You can manually change your font size if you disable **Automatically Fit Text** and type the font size in the Size field or click in the Size field and rotate your mouse wheel.



- **Inverse Text** option changes your text background to black and font color to white.

When you inverse your text, you can see all the text object area has a black background on your label design. The actual printout might be different if there is more space around your text in your text box. Only the actual text background prints black.



*Label designer view (left)*

*Actual printout (right)*

**Useful Tip**

ZSB Label Designer remembers your selected font type so next time you place a text object on your label, the font type is the same as it was with your previous text object.

# Lines

## Introduction



The Line object creates straight line on your label. Use lines to divide content on your labels or to emphasize your content. You can draw lines at any angle (inclination). Rotation snaps every 45 degrees so it is easy to use the most common inclinations like 45 or 90 degrees.

This section is comprised of the following key areas:

- [Adding lines to labels](#)
- [Setting line properties](#)

## Adding lines to labels

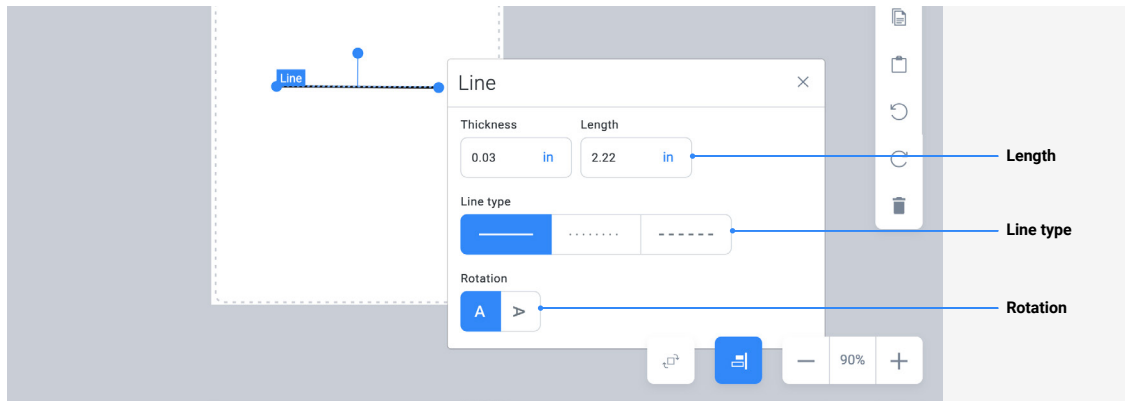
To add a line to your label design:

1. Click the Line icon  in your Objects panel.
2. Click on your label design surface and drag your mouse to set your line length and inclination.
3. You can move your line by clicking and dragging it.
4. You can resize your line by dragging its endpoints.
5. You can rotate your line by clicking and dragging the small circle symbol above your line. Rotation snaps every 45 degrees. To avoid snapping, hold **Shift** key while rotating. If you want only horizontal or vertical lines, you can rotate them with the **Rotation** icon  (see [Rotating objects](#)).

## Setting line properties

To set or edit your line Properties, click on your line. The Properties window opens.

You can set your line thickness by typing your value into the Thickness box or using cursor icons. You can also select the style of your line to solid, dash, or dot.



### Useful Tip

ZSB Label Designer remembers your line thickness so when you place another line on your label, its properties are the same as on your previous line.

# Rectangle/Ellipse shapes

## Introduction



Use rectangles and ellipses to frame objects (for example texts, images, or QR codes) on your labels. Shapes can also act as borders on your labels. Different sizes and thicknesses of lines can help organize and emphasize your data and label designs.

This section is comprised of the following key areas:

- [Adding shapes to labels](#)
- [Setting shape properties](#)

## Adding shapes to labels

To add a rectangle/ellipse object to your label design:

1. Click the Rectangle icon  or Ellipse icon  in your Objects panel.
2. Click on your label design surface to place your shape.
3. You can move your shape by clicking and dragging it.
4. You can resize your shape by dragging its corners.
5. You can also **rotate** your shape by dragging the small circle symbol above it. You can rotate your shape 90, 180, or 270 degrees.

## Setting shape properties

To set or edit shape Properties, click on your shape. The Properties window opens.



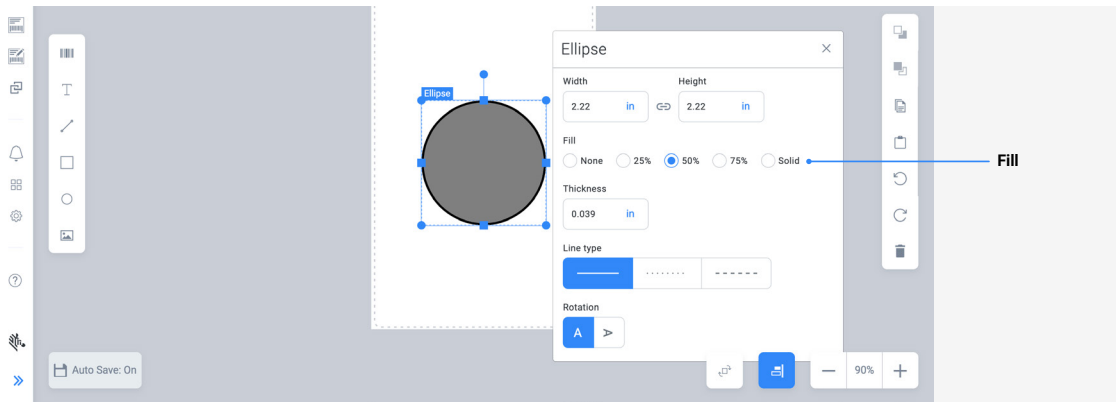
You can set the following shape properties by manually typing your values or using cursor icons:

- Width and height
- Thickness
- Radius of corners
- Rotation
- Fill

You can select the style of your shape line:

- Solid
- Dash
- Dot

You can fill your shape with different transparency levels of black. If you set the **Fill** option in rectangle or ellipse objects to **25%**, **50%**, or **75%**, your printout might look different from your label design preview.



#### Useful Tip

ZSB Label Designer remembers your rectangle line thickness and radius so when you place another rectangle on your label, its properties are the same as those on your previous rectangle.

# Using Dynamic Data Sources

Dynamic data sources enable your **text objects** and **barcodes** to dynamically change their content for each printed label. Dynamic content can eliminate the need for multiple label templates.



# Introduction

Dynamic data sources enable your [Text Objects](#), [Barcodes](#), and images to dynamically change their content for each printed label. Dynamic content can eliminate the need for multiple label templates because your data changes on the same template design.

ZSB Label Designer uses the following dynamic data types:

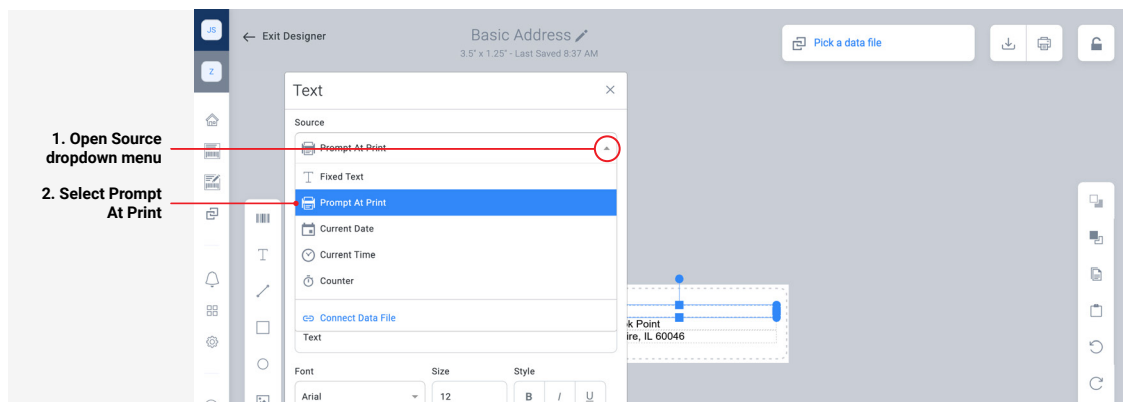
- [Prompt At Print](#)
- [Counters](#)
- [Link Data File](#)
- [Current Date](#)
- [Current Time](#)
- [Link Object](#)

## Useful Tip

Barcodes only support fixed text content, Prompt At Print, and Connected Data File.

# Prompt At Print

Click an object to open the properties window.



## Useful Tip

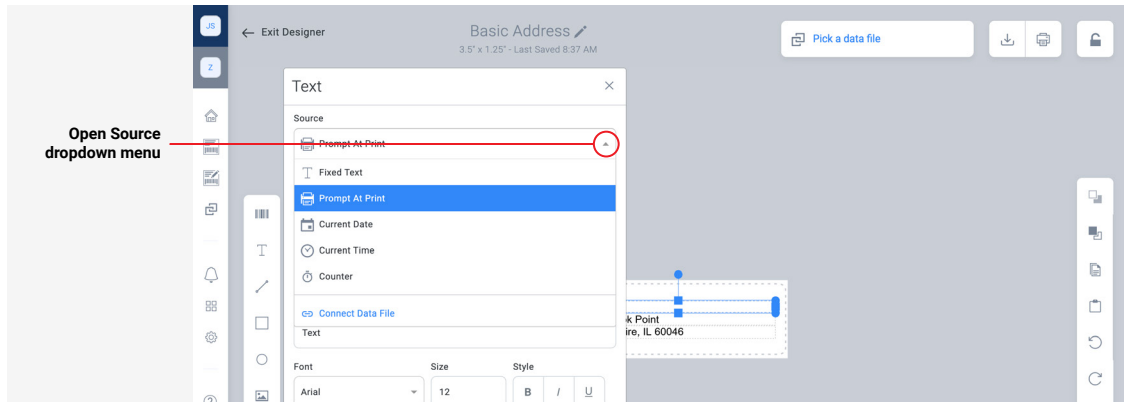
Prompt At Print is supported for the following objects: Text, Barcode, Image.

The following Prompt At Print features are available for each object:

- Text - Enter text, date, or currency
- Barcodes - Enter a value
- Images - Enter label to help identify the image field at print time

Prompt at Print variables apply values that you enter manually before printing. During printing, a prompt window appears where you select your image or type in your text or barcode value.

To define your Print at Prompt variable settings, click your text, barcode, or image. In **Properties**, open the **Source** drop-down menu and select **Prompt At Print**.



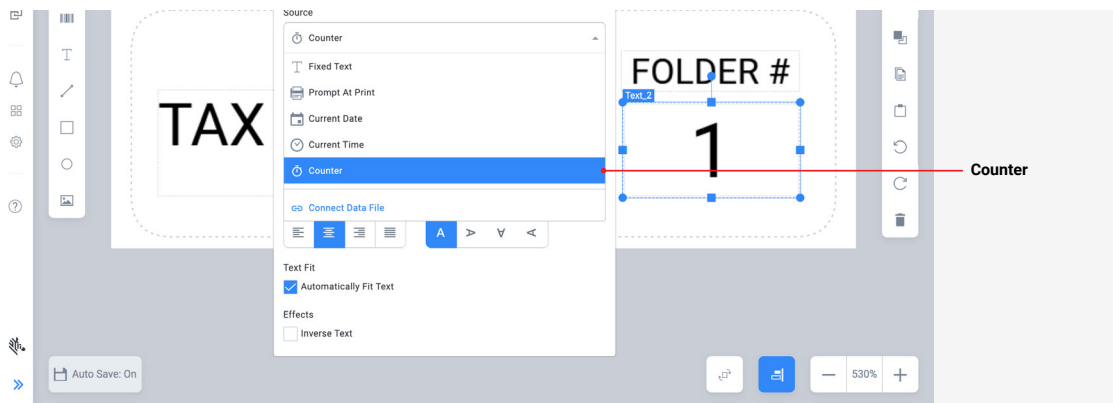
ZSB Label Designer supports the following Data types:

- **Text:** ZSB Label Designer supports all characters including special characters. You can also copy text from other resources like the internet or text editors.
- **Date:** Insert dates in your preferred format. You can choose MM/DD/YYYY or DD/MM/YYYY.
  - Example: Your date is July 29, 2021.
    - For MM/DD/YYYY, ZSB Label Designer prints 07/29/2021.
    - For DD/MM/YYYY, ZSB Label Designer prints 29/07/2021.
- **Currency:** Currency formats consist of a currency symbol and a number with two decimal places. Choose among USD/CAD, EUR, and GBP.
  - Example: Your variable value is 1270.
    - Your currency is USD.
    - ZSB Label Designer prints \$ 1,270.00.
- **Label:** is the text that appears when ZSB Label Designer prompts you for your variable value. This way you know which variable you set.

# Counters

Counter variable values increase or decrease with each printed label.

To define your counter settings, click your text object. In **Properties**, open the **Source** drop-down menu and select **Counter**.



You can set the following properties:

- **Start at:** The starting value of your counter.
  - You can add leading zeros. So instead of starting with “1”, you can start with “001”. Your counter counts 001, 002, 003,...009, 010, 011,...
  - The maximum length of your counter is 8 characters. If you insert too many leading zeros, a warning message pops up. Some barcodes accept only fixed number of characters.
- **Function:** You can use an increasing or decreasing counter.

## Useful Tip

ZSB Label Designer remembers your counter's last used value. When you reopen your label design to print more labels, your counter continues with the next higher value.

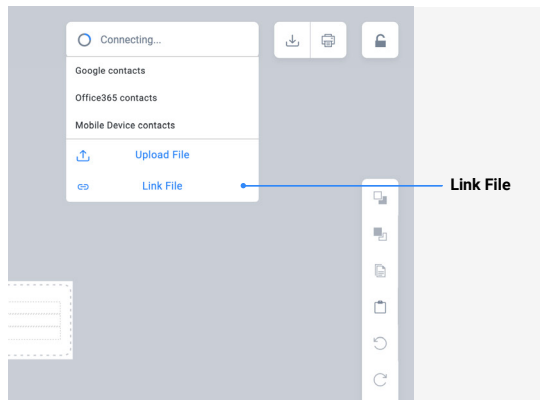
# Link Data File

You can connect data sources to your label design to avoid manually typing in content for each label. The following data sources are accepted:

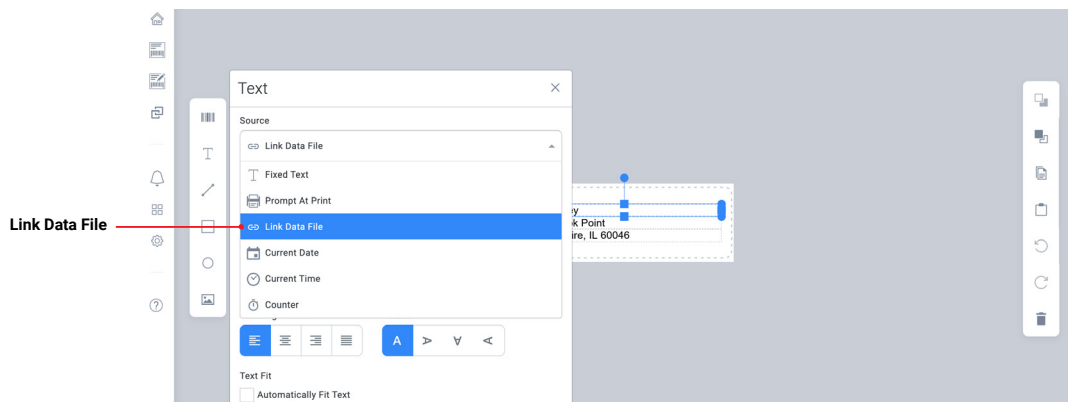
- Google contacts
- Office365 contacts
- Mobile Device contacts
- .txt, .csv, and .xlsx files uploaded from your local drive, attached from My Data, or linked from Google Drive or One Drive

To connect your text or barcode objects to your data source:

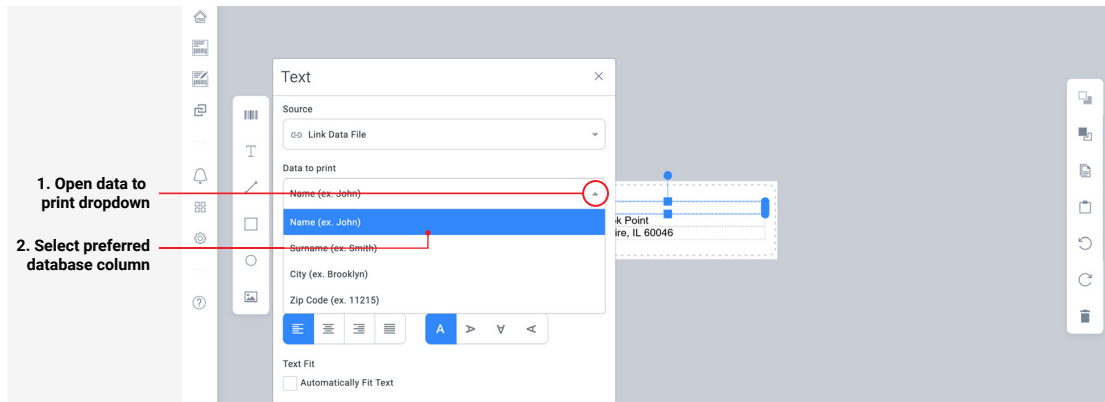
1. Select **Pick a data file** from the Label tools at the top of the ZSB Label Designer.
2. From the drop-down menu, select **Upload File** or **Link File**. File Explorer opens.



3. Navigate to your file location and select the file you want to use. Your data source is now connected.
4. Click a text or barcode object to open the properties window.
5. From the **Source** drop-down menu, select **Link Data File**.



6. From the **Data to print** drop-down menu, select which data that the object should link to. Your text or barcode object now connects to your data source field. Your label object uses the value from the first data source record.



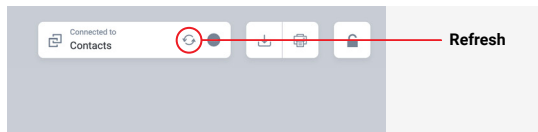
You can connect additional text or barcode objects with the same or different data source fields.

For example, you put four text objects on your label and connect them to your data source. You connect your text objects with four different data source fields: Name, Surname, City, and Code.

#### Useful Tip

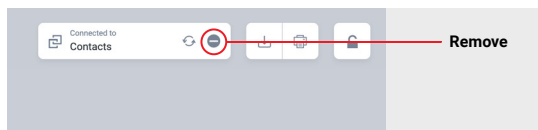
You can only connect one data source to each label, but you can use multiple data source fields with different label objects.

You keep your data source connection even if you rename your label design.



You can remove your connection to a connected data source, click the **Remove** icon.

Before you remove your data source connection, delete all the objects connected to your data source.

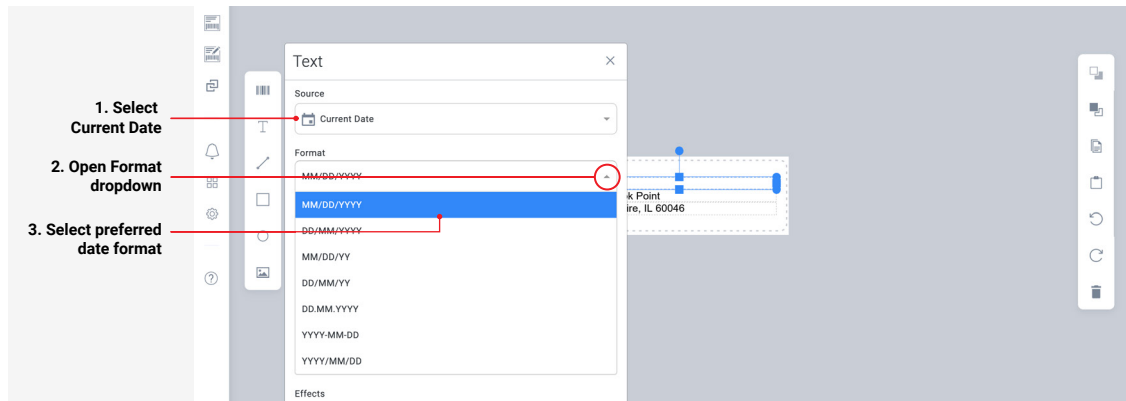


## Current Date

**Current Date** displays your computer's date in text objects on your labels.

Select your preferred format from the drop-down menu.

For example **MM/DD/YYYY** displays **07/29/2021**.

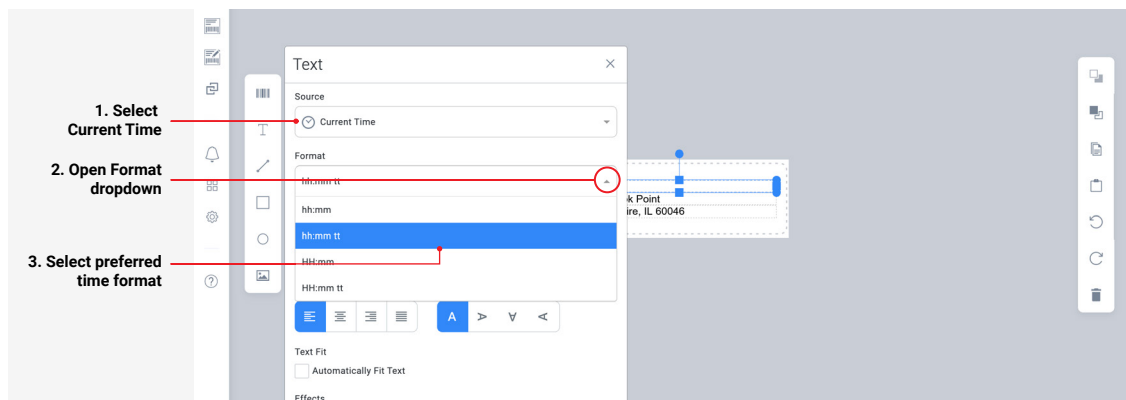


## Current Time

**Current Time** displays your computer time in text objects on your labels. When you print your label, the current computer time prints.

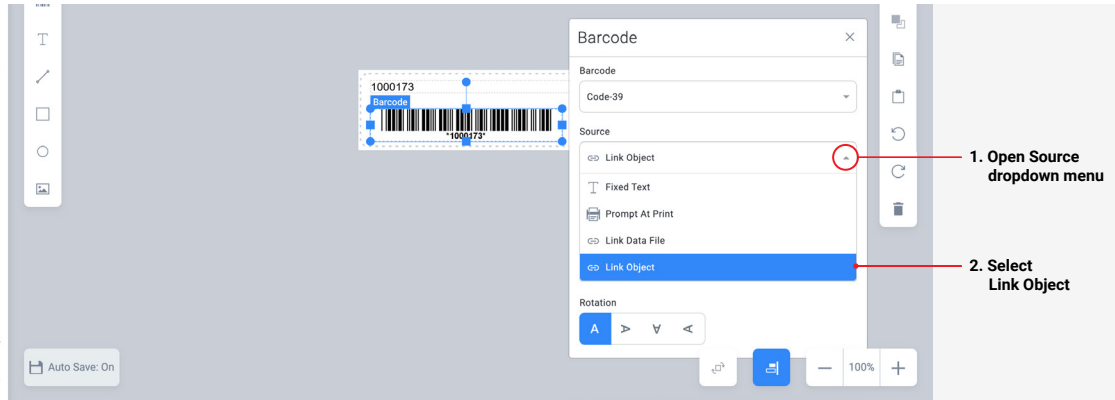
Select your desired output format from the drop-down menu.

For example **HH:mm tt** displays **08:41 AM**.



# Link Object

If your text or barcode object uses Print at Prompt variables, data source values, or counters, you can link additional objects to the first object. All linked objects print the same dynamic values.



For example, the image above has a text object that uses a counter. If the current counter value is 1000173 and you want to print the same counter value in your barcode object, do the following:

1. Place a new barcode object on your label design. The **Properties** window opens.
2. In the **Source** drop-down menu, select **Link Object**.
3. In the **Objects** drop-down menu, select **Text**.

With **Link Object**, you avoid multiple entries of the same value and reduce printing errors.

When you connect your label object with dynamic data sources, you can create label templates with multiple product variants. You eliminate manual data input errors and your data is always up to date.

# Get the most from your ZSB Series Label Printer

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[zsbseries.com/support](https://zsbseries.com/support)



**ZSB Series** Label Printer