



User's Guide

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1 Welcome

Welcome to Safe-Labels, MSDS Tracking and Label Printing.

The purpose of this help file & user's guide is to introduce the features and functionality of *Safe-Labels*. For further assistance, feel free to contact our support department.

1.1 Disclaimer

Safe-Labels was developed by Express Technology Inc.

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1.2 License Agreement

SOFTWARE LICENSE AGREEMENT

Definitions

Express Technology Inc. an Alabama Corporation ("ExpressTech")

Safe-Labels ("Software")

Licensed Purchaser ("Licensee")

1. Concurrent Users

Licensee may use the Software on either a single computer or a local area computer network. A local area computer network is any combination of two or more workstations located at a single site that are electronically linked and capable of sharing the use of a single Software program. Licensee's use of this Software on a computer network is authorized only if Licensee has purchased and dedicated at least one copy of the Software from ExpressTech.

2. Media

Through periodic updates, Licensee may receive multiple CD disk copies of the Software. Licensee may only use the disks appropriate to Licensee computer (and/or computer network). Licensee may not use the remaining disks on another computer (or computer network), nor may Licensee loan, rent, lease, or transfer them to another user. If the entire Software package is transferred to another user on a permanent basis, then all disks must be transferred to that user. If Licensee transfers the Software, Licensee may not retain any of the disks or copies thereof for Licensee's own use.

3. Rental and Other Restrictions

Licensee may not rent, lend, lease, or assign this Software. Licensee may, however, transfer the Software and any accompanying written materials on a permanent basis. If Licensee transfers the Software on a permanent basis, Licensee may

not keep any copies, and Licensee must remove the Software from Licensee's computer and network. Also, the person to whom Licensee transfers the Software must agree to the terms of this License.

4. Warranties

The software is sold "as is", without warranty, implied or expressed. While every effort is made to insure that this product and its documentation are free from defects, ExpressTech shall not be held responsible for any loss of profit or any other commercial damage including, but not limited to special, incidental, consequential or other damages occasioned by the use of this software.

5. General

ExpressTech retains title to and ownership of the Software. ExpressTech retains all rights not expressly granted. Nothing in this License Agreement constitutes a waiver of ExpressTech's rights under the U.S. copyright laws or any other Federal or State law. ExpressTech or its designee has the right to audit Licensee's computer and Software usage to determine whether any unauthorized copies of this program have been made. Any litigation in connection with this agreement shall be conducted in the state of Mississippi.

6. Confidentiality

Each party acknowledges that all material and information which has or will come into the possession or knowledge of each in connection with this contract or the performance hereof, consists of confidential and proprietary data whose disclosure to or use by third parties will be damaging. Both parties, therefore, agree to hold such material and information in the strictest confidence, not to make use thereof other than the performance of this agreement, to release it only to employees requiring such information, and not to release or disclose it to any other party.

7. Entire Agreement

This agreement states the entire understanding and agreement between the parties and supersedes all prior understandings, agreements, and proposals. Only a written statement signed by both parties can amend this agreement.

8. Copyright/Trademark Notice

Any authorized copy of the Software, including authorized backup copies if any, must include ExpressTech's copyright and trademark notices.

9. U.S. Government Restricted Rights

ExpressTech and documentation thereto are provided with RESTRICTED RIGHTS. Use, duplication or disclosure by the Government is subject to restrictions as set forth in subparagraph (c)(1)(ii) of the Rights in Technical Data and Computer Software clause at 52.227-7013. The contractor/manufacturer of this Software and documentation thereto is ExpressTech 8100 Falcon Blvd, Fairhope, AL 36532, 251-929-3200.

2 Installation

This Installation Guide is provided as a tool to assist you or your computer technician in installing Safe-Labels software. These installation instructions will provide valuable information about your options for setting up in a [network or standalone](#) environment. It will also provide recommendations concerning hardware configuration, operating systems, settings and installation instructions.

If you or your technician need any assistance installing Safe-Labels software please do not hesitate to contact our support staff. We are here to assist you and to insure that you get off to a great start.

2.1 Installing Software

If you ordered an installation CD from Express Technology, it will include all of the files you need to install Safe-Labels applications. If you are installing from a download via the internet, you will want to start by downloading the Express Technology Installation Shell program. The file name of the Safe-Labels Installation Shell program is *SLInstall.exe*.

The Safe-Labels Installation Shell program provides a simple and convenient interface for installing one or more applications. If you have the CD, you only need to proceed with the installation steps. If you are downloading the application files via the internet, you will probably need to download additional files. As you click on each application, the Safe-Labels Installation Shell program message box will indicate the name of the installation file needed to install the application and it will indicate if the file was found in the folder with this program.

Installation Environment

All Express Technology software applications require the Microsoft Database Engine (MSDE). When implementing Express Technology applications in a [network environment](#) (see [Environment](#)), perform installation of the MSDE and any applications at the Server (or Standalone) computer only. Do not install the MSDE or Applications on the client workstations. Once all software is installed and running on the server, simply create shortcuts to the application(s) on the workstations that point to the executable file(s) on the server. This will insure proper program operation and make update installations very easy. See [Environment](#) for more details.

Installing The MSDE

All Express Technology Software requires the installation of the Microsoft Database Engine (MSDE). The MSDE provides a very robust and reliable database for our software products. You will not be bothered with data loss or index corruption. We strongly recommend that you first install the MSDE before installing any other applications.

To install the MSDE, simply click on the application "MSDE Database Engine". Look at the Express Technology Installation Shell program message window to confirm that the file is found. If the file is not found, you will likely need to download it via the internet by clicking on the Download button. Next, click the Install button. The installation program will take you through a few simple steps to complete the process. The MSDE is the slowest of the installation programs but well worth it.

Note: If you are installing the MSDE on a computer / server with Windows NT, you must at least have service pack 4 installed. This requirement only applies to Windows NT and does not apply to Windows 95, 98 or 2000. For more information on operating system requirements and tips, see the sections on Systems Requirements and Operating Systems.

Installing Applications

To install the desired Express Technology application(s), click on the desired application and then check the Express Technology Installation Shell program message window to confirm that the file is found. If the file is not found, you will likely need to download it via the internet by clicking on the Download button. Next, click the Install button. If you are installing from CD and the file is shown as not found, click the Install button and locate the file manually. The installation program will take you through a few simple steps to complete the process.

Creating Database Tables

The first time you run a new application, the program will automatically recognize that the database tables need to be created. You will be prompted to proceed with the creation of the new database tables. You should answer Yes and allow the program to create the tables. This will not take long and you will be ready to use the application.

ODBC Data Access

Express Technology software uses the Open Database Connectivity (ODBC) technology and drivers from Microsoft for access to the MSDE database engine. However, you will not need to setup an ODBC DSN.

Client Workstation Setup (Network Installs)

To run the applications from a client workstation, you need to have the ExpressTech folder on the server shared. In addition, you must have TCP/IP installed on the server (usually installed automatically by windows).

Once you are sure that the server computer is setup according to the guidelines above, run the program one time at the server. Upon exiting the program, it will create the Safe-Labels.ini file which will contain the Server and Database information. You can open the Safe-Labels.ini file with Notepad to inspect the entries. Make sure the Safe-Labels.ini file is set to allow read by all users.

Proceed to the client workstations. Simply create a shortcut on the client computer pointing to the .exe file in the ExpressTech folder on the server. When the program is executed, it will read the Safe-Labels.ini file to obtain the server and database information for connecting to the SQL Server.

This method of running the application from the client workstation works extremely well. It means that updates only need to be applied to a single computer, the server. It also allows for access to multiple servers and creation of unlimited databases. You should find this method easy for setting up client workstations. However, if you are unable to run the program from the client workstation, check the following items:

1. Insure that TCP/IP is installed on the client workstation and server.
2. Insure that the shortcut is pointing to the same exe program you tested on the server.
3. Insure that the Safe-Labels.ini file on the server is readable by all users.
4. Insure that the Microsoft Data Access Components (MDAC) are installed (usually automatically installed with Windows98 and above). You can check this by running the Control Panel and clicking on ODBC Data Sources. You can install the MDAC directly from the Express Technology CD.

Registering Applications

When Express Technology applications are installed, they automatically issue a Serial Number unique to each customer. A Registration code will automatically be generated that grants a 30 Day Trial License. Each time you run the application during the trial period, a registration screen will appear.

When you purchase a permanent license for the application, you will be issued a Registration Code which registers the application for permanent use. To register the application, go to Administration / Registration. In the Registration screen, carefully enter the Serial Number and Registration Code provided and then click the Register button. Once the product is permanently registered, the registration screen will no longer appear each time the application is executed.

You should keep your Serial Number and Registration Code on file in a safe place. If you have any problems, contact the Express Technology sales department.

Utilities

Several utilities are included on the Express Technology CD and are available for download from our web site. More than likely, your version of the Windows operating system already installed the HTML help system and the ODBC drivers. However, some releases did not include them so we provide the installs if needed.

The ExpressUtility is an administrative tool that is handy for performing more advanced SQL queries of the data and for managing reports. It also includes options to backup and zip the data file.

2.2 Client Server

This section explains the concept of client / server setup. To view detailed instructions on how to setup *Safe-Labels* software on a network or how to setup client workstations, view the topic on [Environment](#).

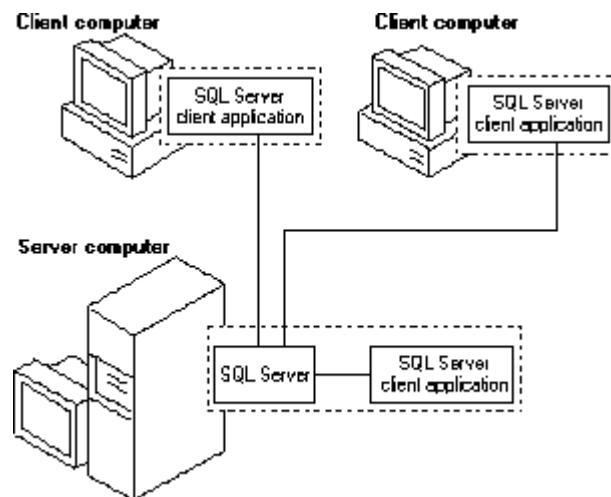
Safe-Labels is designed for multi-user environments using the Client / Server model and SQL. This provides for optimal performance and solid data integrity. With Express Technology software, you will not spend your time rebuilding index files or inputting loss data because of the Microsoft Database Engine (MSDE) and Microsoft SQL Server.

The Client / Server model is comprised of a computer that acts as a Server to one or more computers over the network. The Server houses and controls the flow of data. It also handles the requests received from Client computers. Clients (Workstations) are the computers that manipulate the data sent from the Server. These computers run independent of the Server in all respects other than to request and send data.

One advantage to the Client/Server model is that all data is stored on a single Server. This prevents data corruption and maintains data integrity. Another advantage is that the Client computers actually run the programs, which make calls to the Server for data. This distributes the program processing among the Client computers.

In a small network environment (i.e. 2 - 5 computers) the Server can actually be a Client as well as the Server. This simply means that users can run the application directly from the Server. As the network grows however, it will become necessary to let the Server be reserved for processing data requests and therefore be a designed server in order to maintain satisfactory performance.

The following diagram demonstrates the concept of Client / Server configuration:



2.3 Operating System

Safe-Labels works with all versions of Microsoft SQL Server including the MSDE. Safe-Labels works with all versions of Windows from Windows 98 and up.

2.4 After Installation

Safe-Labels includes a comprehensive help system to assist you. The help system utilizes the Microsoft HTML help system which provides many handy features including an index and full text searching capabilities. The first thing you should do is click on the Help button at the top of the application and take a few minutes to review the help file topics. You will find a section on Getting Started which covers general use of the program and where to start entering data.

2.5 Technical Support

Before contacting *ExpressTech* for technical support, please take some time to carefully search the on-line help for the information. Make sure that you are asking a specific question about *Safe-Labels* instead of general Windows or computer use questions that might be directed to your local hardware dealer. If you are having a problem, please take the time to test the problem a couple of times to ensure consistency and a better understanding of what is happening.

Please prepare your support questions in a manner that is specific and detailed. Please be as specific as possible about the module, screen name and other particulars as possible. These steps will allow us to more promptly replicate the problem or address your question.

There is certainly no charge for simply submitting a bug report or suggestion via fax or email. However, if your support inquiry requires a response, explanation or telephone conversation, for any reason, you will be charged an hourly support fee based on our going rate with a minimum of .25 hours. At *ExpressTech*, we are committed to providing prompt service to your questions. However, in order to provide the level of service we feel customers desire, we must charge for all support and assistance.

Generally, email is the most economical and efficient method of submitting and receiving support information. Updates are regularly posted on our web site for immediate downloading by licensed customers. Please let us know your current email address and check our web site regularly for news and the latest releases.

Email: support@ExpressTechnology.com
Web site access: www.ExpressTechnology.com
Voice: 251-929-3200
Fax: 251-929-3211

2.6 Updates & Releases

New updates or program releases are placed on our web site. Users are usually notified via email when a new release or update is available. ***You should always download new releases in order to stay up to date with the latest program.***

Downloading New Releases

STEPS FOR DOWNLOADING

- Go to our web site at www.ExpressTechnology.com
- Click the Downloads button
- Click on the file you wish to Download.
- Select "Save to disk" when prompted.
- *Please make note of the filename being downloaded.*
- Select Network Neighborhood at the top.
- Select your server computer.
- Save the file on your server in C:\ExpressTech.
- Once the download is complete, go to the server and click on Start.
- Click Run.

- To begin the installation process Open C:\ExpressTech\[Filename].
- *[Filename] being the name of the file you downloaded.*
- Follow all on screen prompts during the installation process.
- This completes the installation process for the server.

If you need further assistance on downloading, click download info on the Downloads page of our web site.

Release Notes

You can view or print release notes in the main opening window of Safe-Labels and right clicking to access the short cut menu. Then, select Release Notes. The release notes will be displayed. You can then view or click Print to print the release notes. It is a good idea to review the release notes when an update is received.

Version

Your software version is always displayed in the lower left corner of the program screen. It is a good idea to state the version when submitting possible bugs.

3 Safe-Labels

Safe-Labels is a simple but powerful program for tracking and printing Material Safety Data Sheet (MSDS) Labels, MSDS Sheets and Chemical related policies and procedures. OSHA requires that all chemical containers be properly labeled with MSDS data. Statistically, more OSHA citations are written for improperly labeled containers than any other violations. Safe-Labels provides a quick and convenient method of printing colorful easy to read container labels.

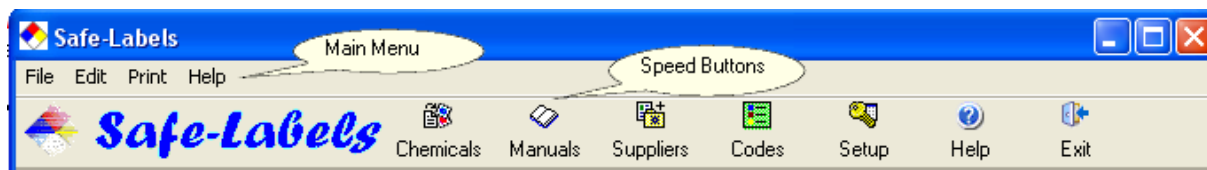
To learn more about using Safe-Labels, begin with the Overview section and then proceed through the other help topics.

3.1 Overview

Navigating Safe-Labels

There are two ways to navigate through the major areas of Safe-Labels. They include:

- Main Menu - Click Main and Sub options.
- Speed Buttons - Left click buttons one time.



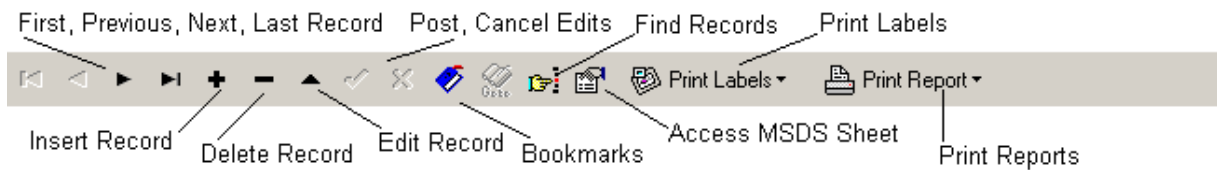
Major Areas

The following are the major areas of Safe-Labels and a brief explanation of each. They are listed in the order you will likely need to perform initial data entry.

- Setup - General information about your company and default program behavior.
- Codes - Maintaining of Hazard, Mix, and PPE codes. Most codes are already entered for you.
- Suppliers - Maintaining of Manufacturers and Vendors of chemicals.
- Manuals - Maintaining of Procedure and Policy manuals relating to chemical use.
- Chemicals - Maintaining of Chemical records, printing of MSDS labels and MSDS sheets.

Navigating / Editing Data

Once in the major areas of Safe-Labels, you can scroll, find, insert, edit, delete and print the data records. These functions are performed through the use of a Data Navigator. The following is a sample Data Navigator with an explanation of each button.



When the mouse pointer is placed over a button, a hint automatically appears indicating the button function. Left click once on the button to initialize the function. Note: Not all buttons will appear on each screen.

3.2 Setup

You should begin using Safe-Labels by clicking on the Setup button. The Setup screen allows you to enter information about your company including the address and phone numbers. Below is a sample screen and explanation of each field:

Editing Data

To Insert / Edit data, use the Data Navigator and click on the Edit button, make changes and then click on the Post button.

Field Explanations (* Indicates the field is required)

Organization Name* - The name of your company which by default will appear on each label.

Address Line1 - The first line of your company address.

Address Line 2 - The optional second line of your company address.

City - The city of your company address.

Sate, Postal Code - The state and zip code of your company address.

Emergency Phone - An emergency phone number which can be optionally included on all safe labels.

Phone Number - The regular company phone number.

Fax Number - The company fax number.

Email - The company email address.

Documents Folder - The default folder to be used for locating Chemical Documents under the Chemicals screen.

NFPA Graphic - The NFPA logo to be used on labels and in other reports. You can paste or import this graphic.

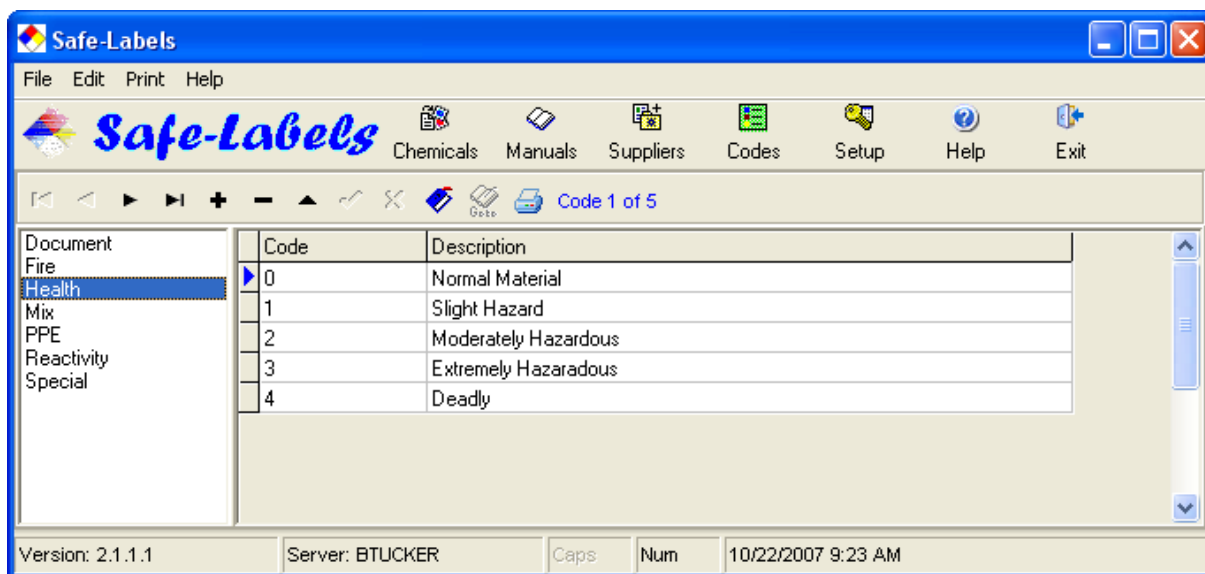
Query All Chemicals On Open* - By default, this option is checked which all chemicals are retrieved when the program is opened. If you get a large number of chemicals in the database table, this might become a little slow and you may prefer to use the Find button to locate the desired record.

Use Field Data Entry Masks* - By default, this option is checked which means US data entry masks are used for phone numbers, zip codes, etc. Uncheck this option to use open fields with no data entry masks.

3.3 Codes

The standard National Fire Protection Association (NFPA) recommends certain standard codes be used in conjunction with the NFPA warning logo. The standard codes are already available in Safe-Labels and you will not likely need to add other codes. However, click the Codes button to access the Codes screen and add or edit codes.

Hazard codes are used as lookup data when entering actual chemicals. The Codes screen actually contains codes for six types of codes used by Safe-Labels. In the left panel, select the code type and the codes will appear on the right side as shown below:



Editing Data

To Insert / Edit data, use the Data Navigator and click on the Edit button, make changes and then click on the Post button.

Field Explanations (* Indicates the field is required)

Code* - The short code for which the description applies to the warning or instruction.

Description* - The complete description to which the code applies.

Printing Data

Click the Print button to print a list of codes.

3.4 Suppliers

When entering chemicals in Safe-Labels, you have fields for Manufacturer and Vendor. Both fields lookup data from the Supplier table. To input Supplier records, click on the Suppliers button and the following screen will appear:

The screenshot shows the 'Safe-Labels' application window with the 'Suppliers' menu item selected. The form displays the following data for 'Supplier 1 of 2':

Supplier Name	Express Technology Inc.
Address Line1	8100 Falcon Blvd
Address Line 2	
City	Fairhope
State, Postal Code	AL 36532
Emergency Phone	251-929-3200
Phone Number	251-929-3200
Fax Number	251-929-3211
Contact	Bob Tucker
Email	btucker@ExpressTechnology.com
Notes	Provides the following software products: Safe-Labels: MSDS tracking and label printing ExpressMaintenance: Maintenance management & tracking

At the bottom of the window, the status bar shows: Version: 2.1.1.1, Server: BTUCKER, Caps, Num, and 10/22/2007 9:23 AM.

Editing Data

To Insert / Edit data, use the Data Navigator and click on the Edit button, make changes and then click on the Post button.

Field Explanations (* Indicates the field is required)**Supplier Name*** - The supplier (manufacturer / vendor) company name.**Address Line1** - The address of the supplier.

Address Line2 - The 2nd line of the supplier address.

City - The city of the supplier address.

State, Postal Code - The state and zip code of the supplier address.

Emergency Phone - The supplier's emergency phone number which will print on the MSDS labels.

Phone Number - Regular phone number of the supplier.

Fax Number - Fax number of the supplier.

Contact - Key contact of the supplier.

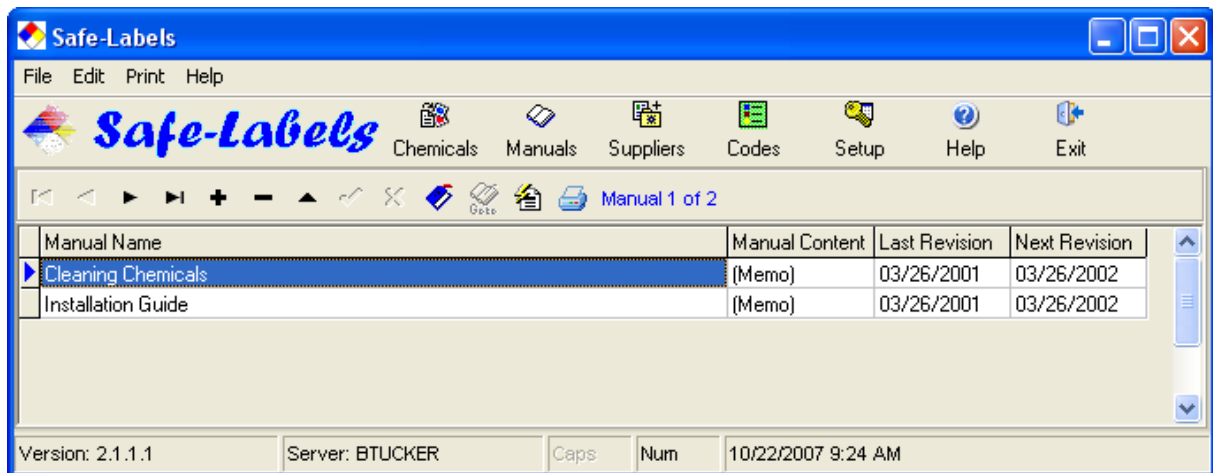
Email - Email address of the supplier.

Printing Data

Click the Print button to print a list of suppliers.

3.5 Manuals

OSHA requires that businesses maintain written policies and procedures for training employees on the handling of hazardous materials and chemicals. Safe-Labels provides a powerful feature for creating such manuals and saving them to the database. Click the Manuals button and the following screen appears listing any manuals in the system. Click the Edit / Print Manual to enter the rich text editor as reflected later in this topic.



Editing Data

To Insert / Edit data, use the Data Navigator and click on the Edit button, make changes and then click on the Post button.

Field Explanations (* Indicates the field is required)

Manual Name* - The name or title of the manual or document.

Last Revision - The last revision data of the document.

Next Revision - The date that a review / revision of the document should be made.

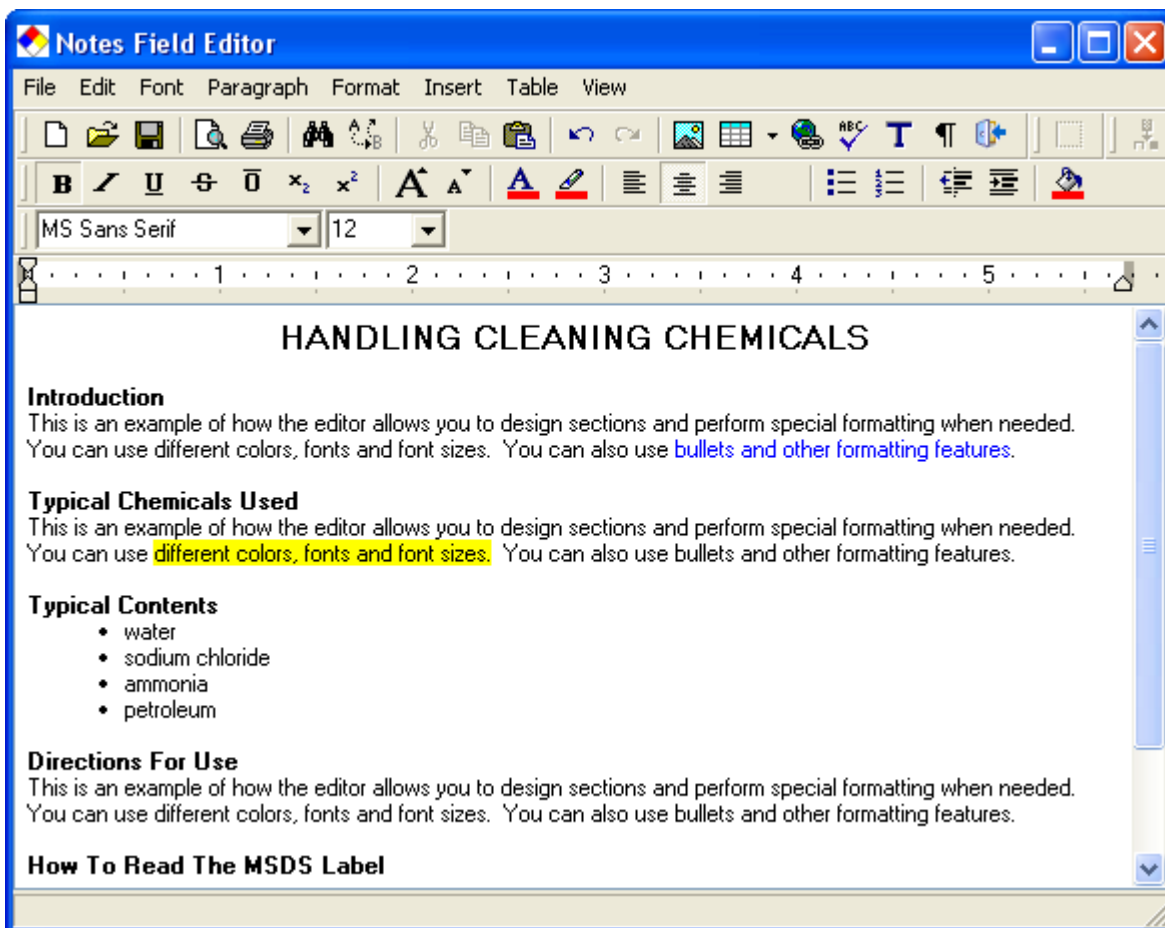
Printing Data

Click the Print button to print a list of manuals.

Editing / Printing A Manual

To edit or print a manual, click on the Edit / Print Manual button and the system editor will appear as shown below. The editor is much like a built-in word processor. It allows you to format text, paste text, paste graphics, etc. You can paste manual text and pictures from another editor such as your favorite word processor or documents provided by suppliers. The editor uses standard windows copy, cut, and

paste features. The editor also includes features for printing and saving to a rich text file.



3.6 Chemicals

With Safe-Labels, MSDS Labels and Sheets are associated with Chemical records. The Chemical records screen is automatically displayed when Safe-Labels runs. From this main screen, you can maintain records, find specified chemicals, save MSDS sheets, print labels and print reports. The following is a sample of the Chemicals screen along with an explanation of each field.

Safe-Labels

File Edit Print Help

Safe-Labels Chemicals Manuals Suppliers Codes Setup Help Exit

Print Labels Print Reports Chemical 1 of 1

Name: MSDS #: PPE:

Manufacturer: MSDS Date: Mixing:

Vendor:

Intended Use:

Target Organs:

Hazardous Contents:

Caution / Directions:

Hazard Label:

- Fire: 0
- Health: 2
- Reactivity: 1
- Special: ACID

www.Safe-Labels.com

Chemical Documents

Document 1 of 1

Document Type	Document Path
MSDS Sheet	C:\ExpressTech\

Version: 2.1.1.1 Server: BTUCKER Caps Num 10/22/2007 9:26 AM

Editing Data

To Insert / Edit data, use the Data Navigator and click on the Edit button, make changes and then click on the Post button.

Field Explanations (* Indicates the field is required)

Name* - The name or title of the chemical.

Manufacturer - The name of the manufacturer of the chemical as selected from the Supplier list.

Vendor - The name of the manufacturer of the chemical as selected from the Supplier list.

Intended Use - The intended use or purpose of the chemical per the Material Safety Data Sheet.

Target Organs - The organs that are targeted or effected by the chemical per the Material Safety Data Sheet.

Hazardous Contents - The chemical contents that are hazardous per the Material Safety Data Sheet.

Caution / Directions - Special instructions and directions per the Material Safety Data Sheet.

MSDS #* - The MSDS number for the chemical per the Material Safety Data Sheet.

PPE - Personal protection equipment code per the Material Safety Data Sheet, selected from the Codes list.

MSDS Date - The MSDS date per the Material Safety Data Sheet.

Mixing - Special mixing instructions selected from the Codes list.

Fire - The special fire hazard code per the Material Safety Data Sheet, selected from the Codes list.

Health - The special health hazard code per the Material Safety Data Sheet, selected from the Codes list.

Reactivity - The special reactivity hazard code per the Material Safety Data Sheet, selected from the

Codes list.

Special - The special hazard code per the Material Safety Data Sheet, selected from the Codes list.

Finding Chemicals

For details on finding or locating a chemical, see the Chemical Find help topic.

Saving MSDS Sheets

For details on saving printing and retrieving MSDS sheets, see the Chemical MSDS help topic.

Printing Data

For details on printing MSDS Labels and Reports, see the Chemical Printing help topic.

3.7 Chemical Find

To find or locate a specific chemical, click on the Find button of the Chemical screen. The screen shown below will appear. To locate a certain chemical, select the field to Search By (usually Name) and select the field to Sort By. Next, enter the first one or two letters in the Value field and click the Search button.

For example, if the chemical you wish to locate is "Fiberfresh Prespray" you can type in "Fib", click Search and all records beginning with those letters will be displayed. You can then scroll and position the cursor on the desired record and press Enter or click Ok to return to the Chemical screen with the desired record displayed. Once in the Chemical screen, you can scroll through the records found by clicking the Next Record and Previous Record buttons.

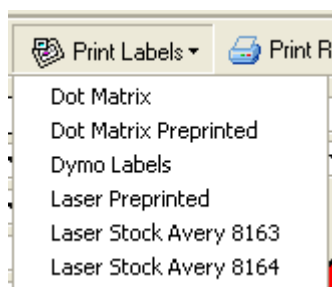
Name	MSDS #	MSDS Date	Manufacturer
Acetic Acid	15036	04/12/2001	Super Chemical Company

3.8 Chemical Printing

To print Chemical Labels or Reports, click on the Print Labels or Print Report button displayed at the top of the Chemical screen.

Printing Labels

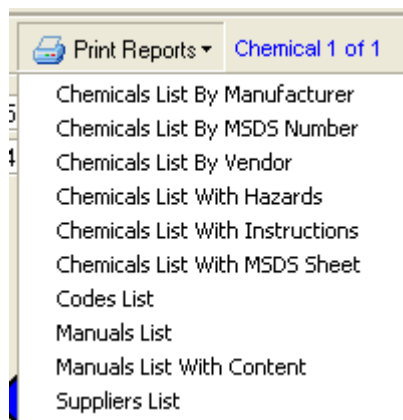
When you click the Print Labels button, the following screen will appear:



Note that other label reports may be listed as users add and create custom reports. When you select the report, labels will be generated for the currently selected chemical record only. **See Editing Labels below.**

Printing Reports

When you click the Print Reports button, the following screen will appear:

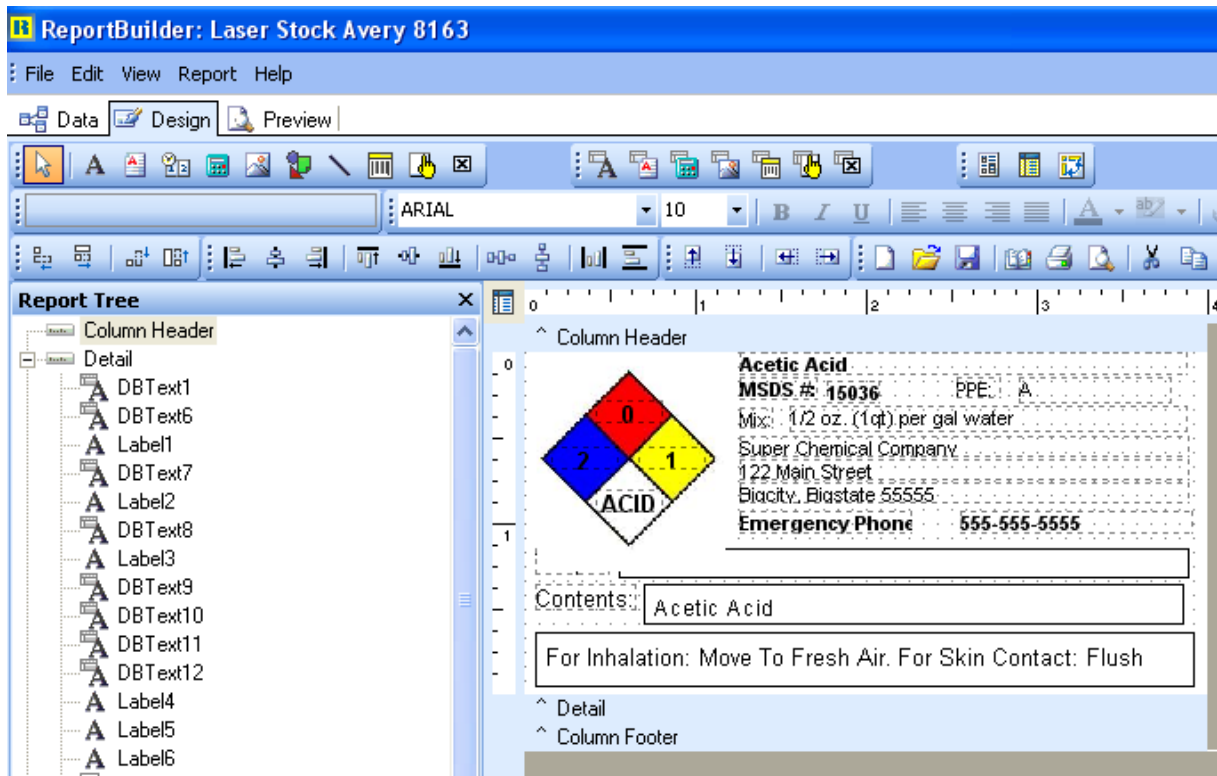


Editing Labels

We recommend you use 4 color preprinted labels purchased from Express Technology. However, Safe-Labels does allow you to design labels for any format or layout. If you purchase other labels and need to adjust the label layout, you can do this rather easily by following these steps:

- Running the label report that is the closest to your desired label.
- Click on the Report Setup button which appears as a page with a ruler across it.
- Click the Label tab and click the "Choose Standard Label Format" button.
- Select the Label Category and then locate the label format nearest to your format and click Ok.
- Edit the Label properties as desired and click Ok.
- Click on the Layout Page tab.
- Edit, arrange and delete fields as desired.
- Click the Preview Report to view the results of the changes.
- Test the report by printing it to paper.
- Adjust the report as needed using the Layout Page and the Report Setup. It is often necessary to adjust the Horizontal and Vertical gaps more than they actually measure due to differences in the way printers handle line spacing.
- Click the Save Report button and save the report using the desired name. Keep in mind that reports will be listed alphabetically.

Note: For more detailed information on using the report designer, see the help section assigned to the Report Designer.

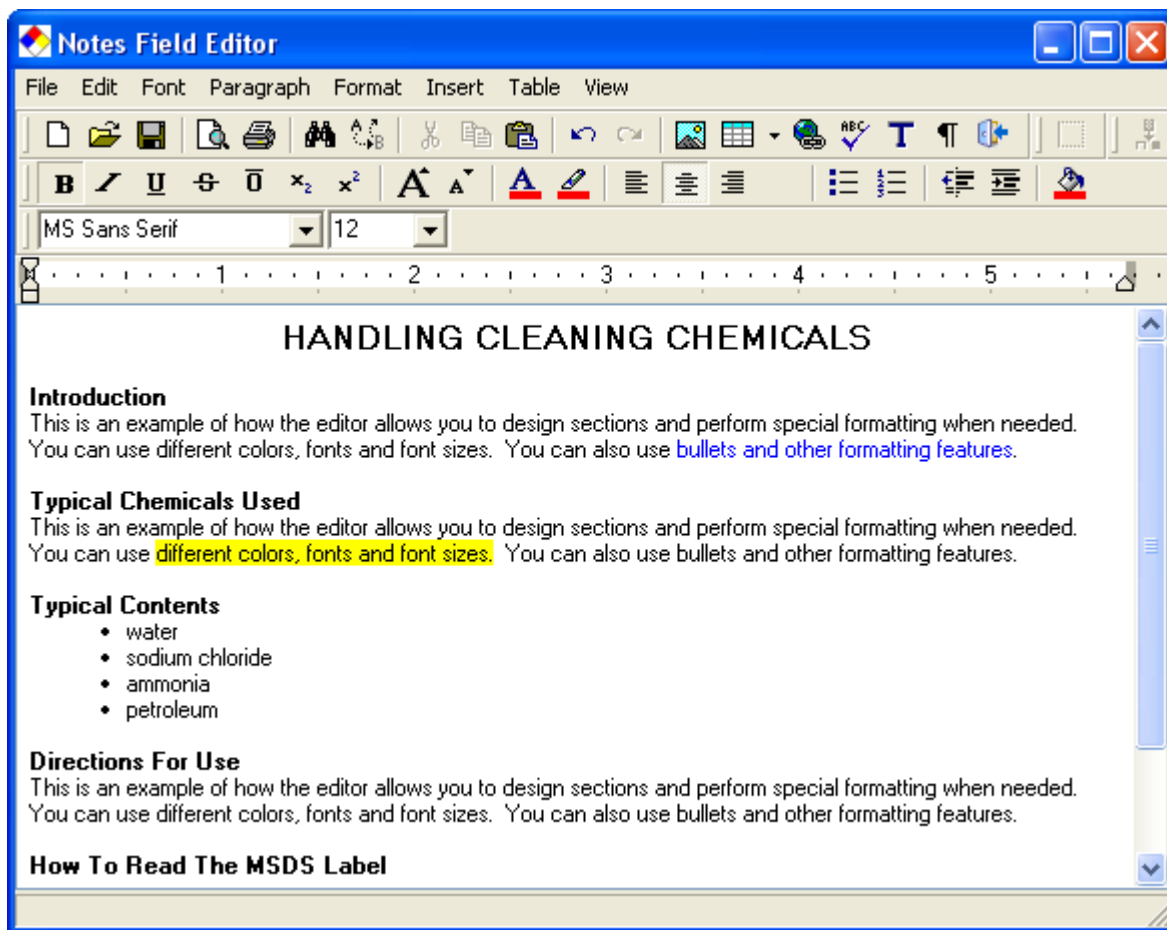


3.9 Chemical MSDS

Safe-Labels provides very powerful tools for storing MSDS information. To insert or maintain the Material Safety Data Sheet on a given chemical, start by locating the desired chemical. Next, click the MSDS Sheet button which appears as a hand holding a certificate. The following editor screen will appear. This screen is much like a mini word processor.

Inserting MSDS Data

There are two major ways of inserting MSDS information. One is to type the data manually. However, in most cases you will want to paste the MSDS information into the editor. You can use any number of applications to copy the MSDS data and paste it into Safe-Labels. Many chemical manufacturers provide MSDS data in digital form. Simply open the document and copy / paste the document. Many MSDS documents are available in rich text .rtf format. Since Safe-Labels stores MSDS data in rich text format, you can open .rtf, and .txt files directly. You can also use a scanner to acquire the MSDS data and then past it as an image in the Safe-Labels editor.



Printing MSDS Data

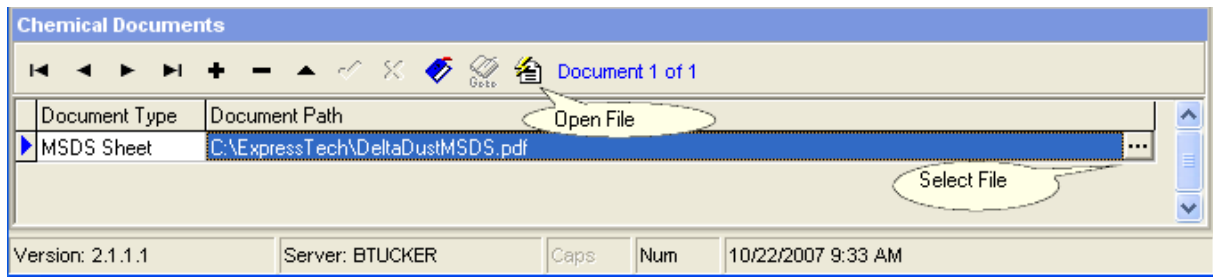
You can print the MSDS data directly from the Safe-Labels editor by clicking the Printer button or using the menu.

3.10 Chemical Documents

Usually chemical manufacturers include numerous documents with their chemicals and these documents are often available in Word or Adobe pdf format.

Users can reference unlimited documents on the hard drive under the Chemical Documents section of the Chemicals screen. Simply select the document type and then enter the file name with the full path. You can use the Select File button to search the hard drive for the file and path name.

Users can select the desired document record and then click the Open File button to have the file opened in the applicable application.



3.11 Report Builder

Safe-Labels includes a very powerful built-in Report Builder. With Report Builder, you can create your own reports and labels as well as alter the exiting ones.

For more information on Report Buidler, please see the seperate Report Builder help file or the Report Builder User's Guide.

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