

Excel Link + Printing Guide

Step 1 – Setting up Excel Database

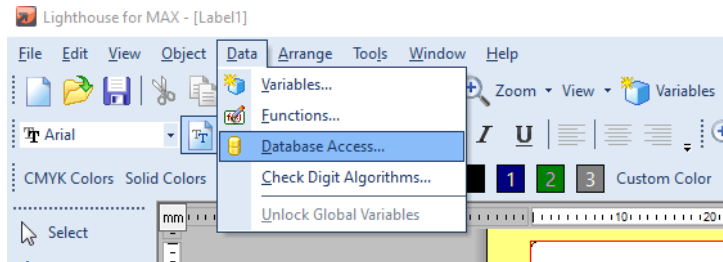
1.1 - Firstly, ensure the Excel database contains column headers, no empty rows, and save it as a **97-2003 Workbook**.

Line Number	Pallet Location	Barcode
L02	29	C0B7
L02	30	L9E1
L20	25	S9D4
L14	2	F1R5
L14	3	G7S8
L14	4	M8J7
L14	5	O9R6
L17	28	D6Y4
L17	29	L7X3

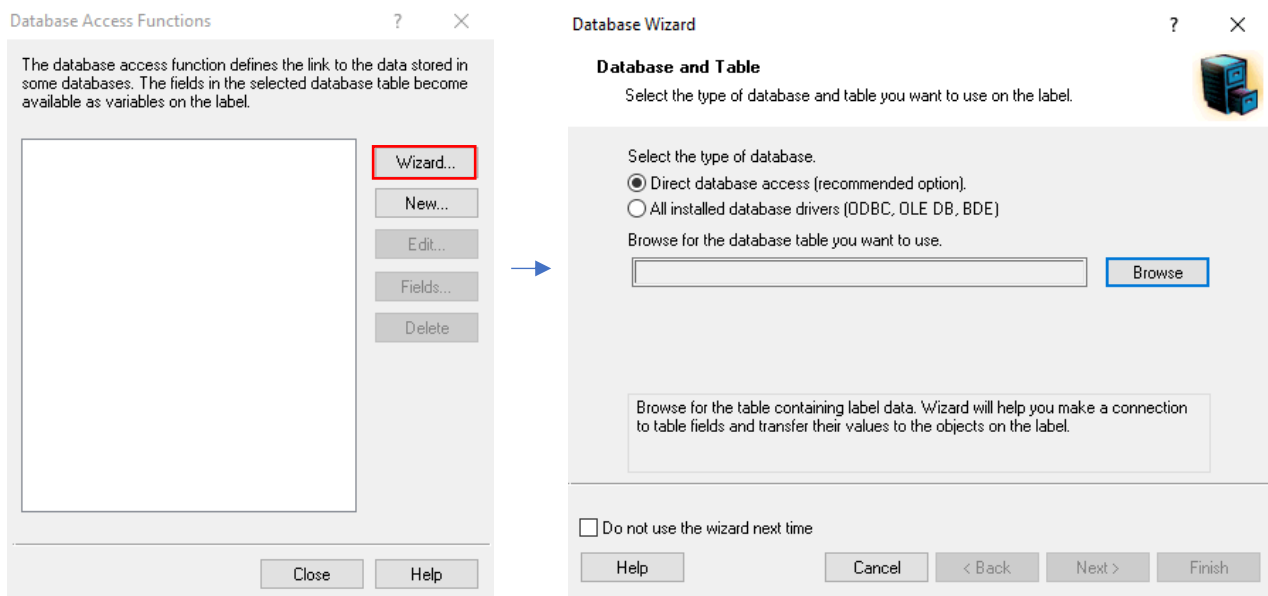
File name: Lighthouse Test Label info - LH EDIT.xls
Save as type: Excel 97-2003 Workbook (*.xls)

Step 2 – Software link to Excel Spreadsheet

2.1 - Select **Data** along the top toolbar, then select **Database Access**. This will open the **Database Access Functions** setup, seen in the next step.

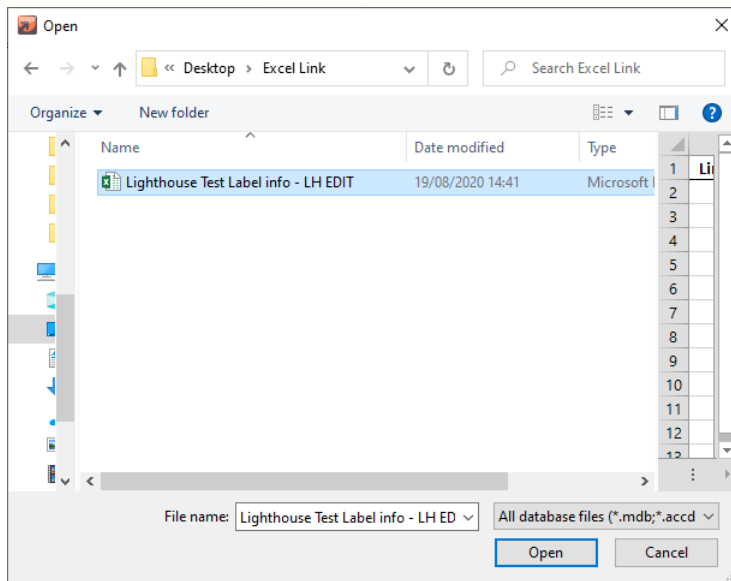


2.2 - Select **Wizard** to begin the setup. The **Database and Table** screen will then appear.



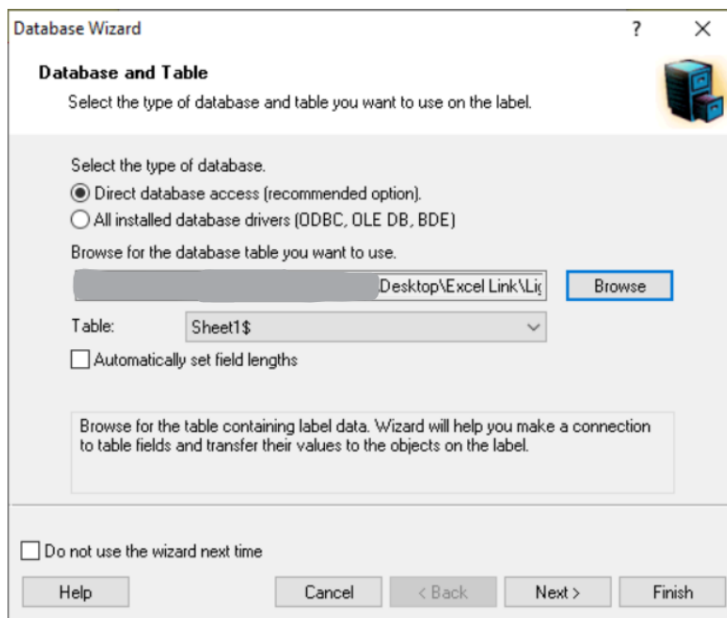
2.3 – Ensure '*Direct database access (recommended option)*' is selected, then click on **Browse** and navigate to where your Excel database has been saved.

2.4 – Click **Open** once you have located your Excel spreadsheet.



2.5 – The **Database and Table** screen should now display where your Excel database is located. Click on **Next**.

Note: if your Excel database is moved to another location, you will need to **Browse** to it again.

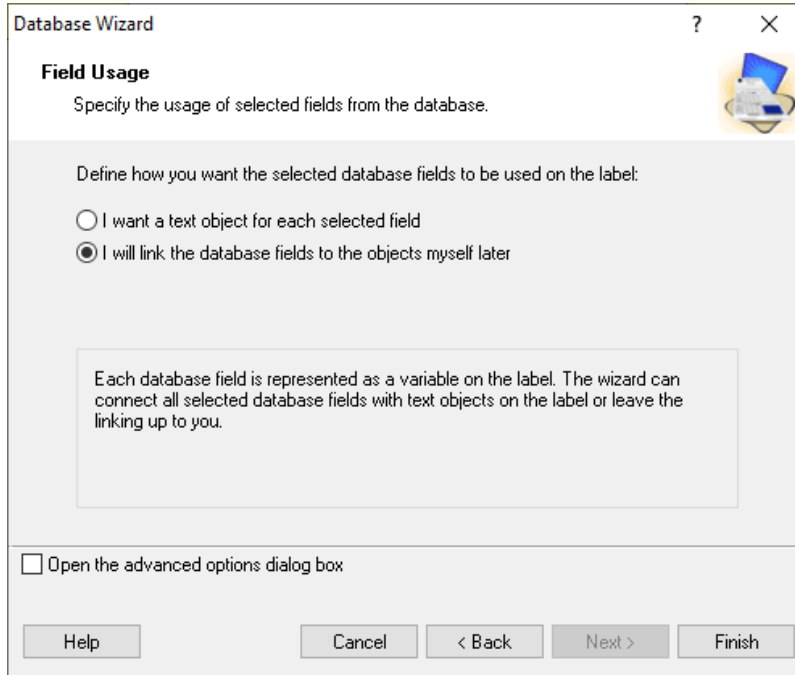


2.6 – The **Fields Selection** screen will now be displayed. Select the relevant fields you wish to include in your label and click **Next**.

Note: these ‘fields’ are the same as the column headers created in the Excel spreadsheet at the beginning.

2.7 – The **Records Printing** screen will now be displayed. Select ‘*I want to select what record to print*’ and ‘*I will enter label quantity for each selected record*’ (the bottom option for both). Click on **Next**.

2.8 – The **Field Usage** screen will now be displayed. Select '*I will link the database fields to the objects myself later*' (bottom option). Click **Finish**.



The screenshot shows a 'Database Wizard' window with a title bar containing a question mark and a close button. The window has a light gray background. At the top left, the title 'Database Wizard' is followed by a question mark icon and a close button. Below the title bar, the section 'Field Usage' is displayed, followed by the instruction 'Specify the usage of selected fields from the database.' To the right of this text is a small icon of a computer monitor. Below this, a gray box contains the text: 'Define how you want the selected database fields to be used on the label:'. Underneath this box are two radio button options. The first option is 'I want a text object for each selected field' and is unselected. The second option is 'I will link the database fields to the objects myself later' and is selected with a black dot. Below these options is a larger gray box containing the text: 'Each database field is represented as a variable on the label. The wizard can connect all selected database fields with text objects on the label or leave the linking up to you.' At the bottom of the window, there is a checkbox labeled 'Open the advanced options dialog box' which is currently unchecked. Below the checkbox are five buttons: 'Help', 'Cancel', '< Back', 'Next >', and 'Finish'.

Database Wizard

Field Usage

Specify the usage of selected fields from the database.

Define how you want the selected database fields to be used on the label:

☐ I want a text object for each selected field

☒ I will link the database fields to the objects myself later

Each database field is represented as a variable on the label. The wizard can connect all selected database fields with text objects on the label or leave the linking up to you.

☐ Open the advanced options dialog box

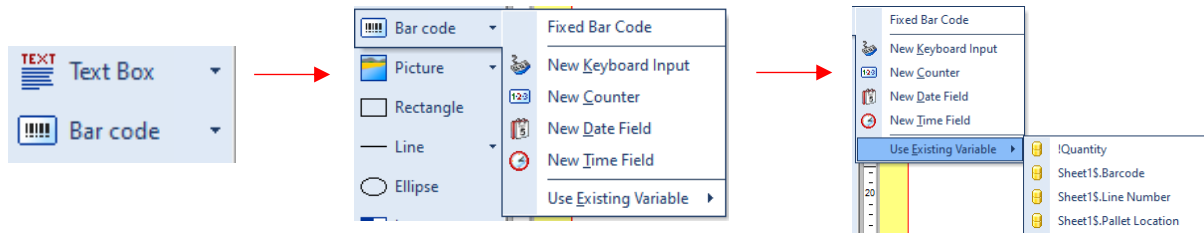
Help Cancel < Back Next > Finish

Step 3 – Adding Data to Label

3.1 – Click on the drop-down arrow next to the desired data format. In this example, we are printing text with a barcode.

Note: when linking to an Excel database, be sure to use **Text Box** for any text.

Click on **Use Existing Variable** and select the column headers you wish to use.



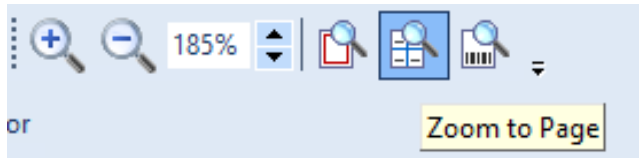
3.2 – Once you have chosen the column header, click onto the label. Once all relevant column headers have been selected and added to the label, it should look similar to the below.

Note: the data displayed here will be from the first row in the Excel spreadsheet.

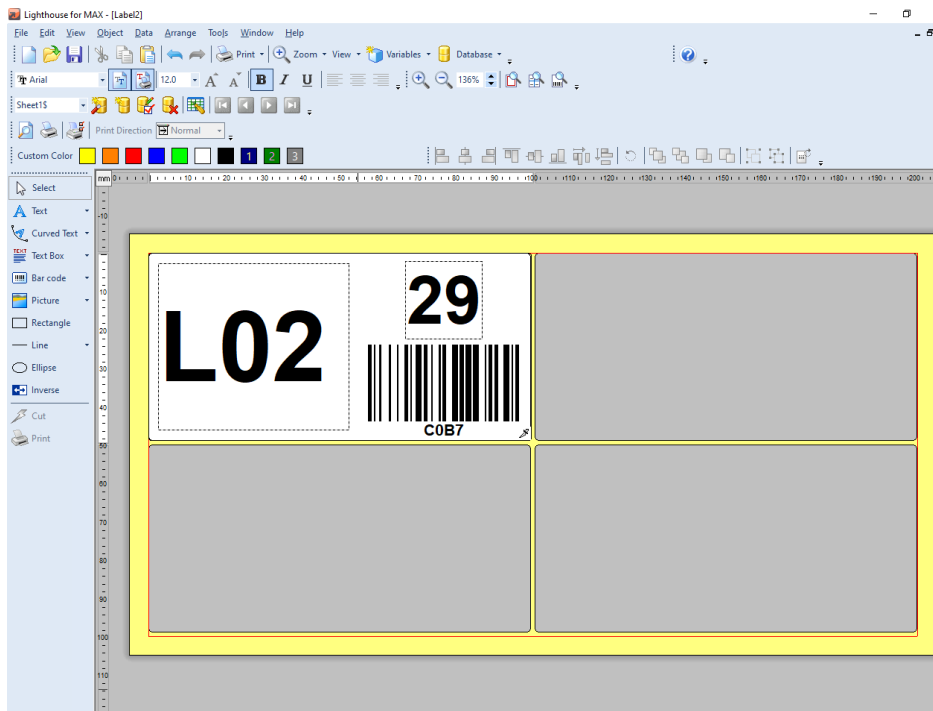


Step 4 – Zoom to Page

4.1 – **Zoom to Page** is helpful when printing duplicate label, whereby the rows and columns have been adjusted. This allows you to view more than just the first label during **Print Preview**.



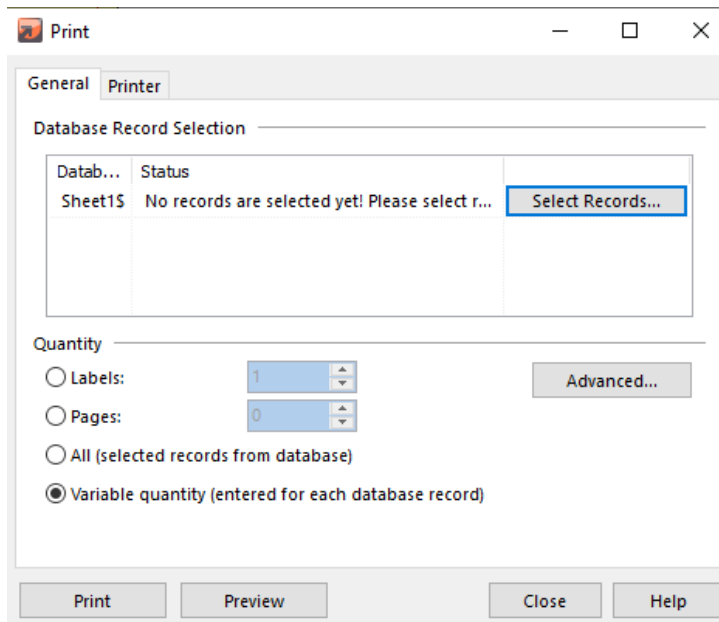
4.2 – Your label should look something like this, depending on the number of rows and columns you have. In this example, there are two both rows and columns.



Step 5 – Select Records & Print Preview

5.1 – The Excel database records you wish to print now need to be selected. This will also enable you to **Print Preview**, something we recommend to help prevent incorrect labels from being printed.

Go to **File > Print** – the below will appear.



5.2 – Click on **Select Records**. The **Record Selection** will now appear.

5.3 – Select the records you wish to print. Click **OK**.

Note: in this example (screenshot in step 4.2), **four** labels are currently on the page, so only **four** records are going to be selected.

Always adjust the rows and columns to match the number of labels you wish to print when setting up your label. If not, the labels will still be printed, but you will not be effectively utilising the vinyl as they will not all be on the same page.

Record Selection

Database: \\server\desktops\jonathan.nandakumar\Desktop\Excel Link\Lighthouse Test Label info - LH EDIT.xlsx

Table: Sheet1\$

Line Number

☐ Exact search

Drag a column header here to group by that column

#	Line Number	Pallet Loc	Barcode
<input checked="" type="checkbox"/>	1 L02	29	C0B7
<input type="checkbox"/>	0 L02	30	L9E1
<input checked="" type="checkbox"/>	1 L20	25	S9D4
<input type="checkbox"/>	0 L14	2	F1R5
<input type="checkbox"/>	0 L14	3	G7S8
<input type="checkbox"/>	0 L14	4	M8J7
<input checked="" type="checkbox"/>	1 L14	5	O9R6
<input checked="" type="checkbox"/>	1 L17	28	D6Y4
<input type="checkbox"/>	0 L17	29	L7X3

Records selected: 4

Row 8 of 9

OK Cancel Help

5.4 – Now back on the **Print** window, it will state how many records are going to be printed, dependent on the amount of you have selected.

Note: 'Variable quantity (entered for each database record)' should be selected automatically. Do not change this, else the data from one of the selected records will simply be duplicated.

Print

General Printer

Database Record Selection

Datab...	Status
Sheet1\$	Number of selected records to be printed: 4

Select Records...

Quantity

☐ Labels: 1

☐ Pages: 1

☐ All (selected records from database)

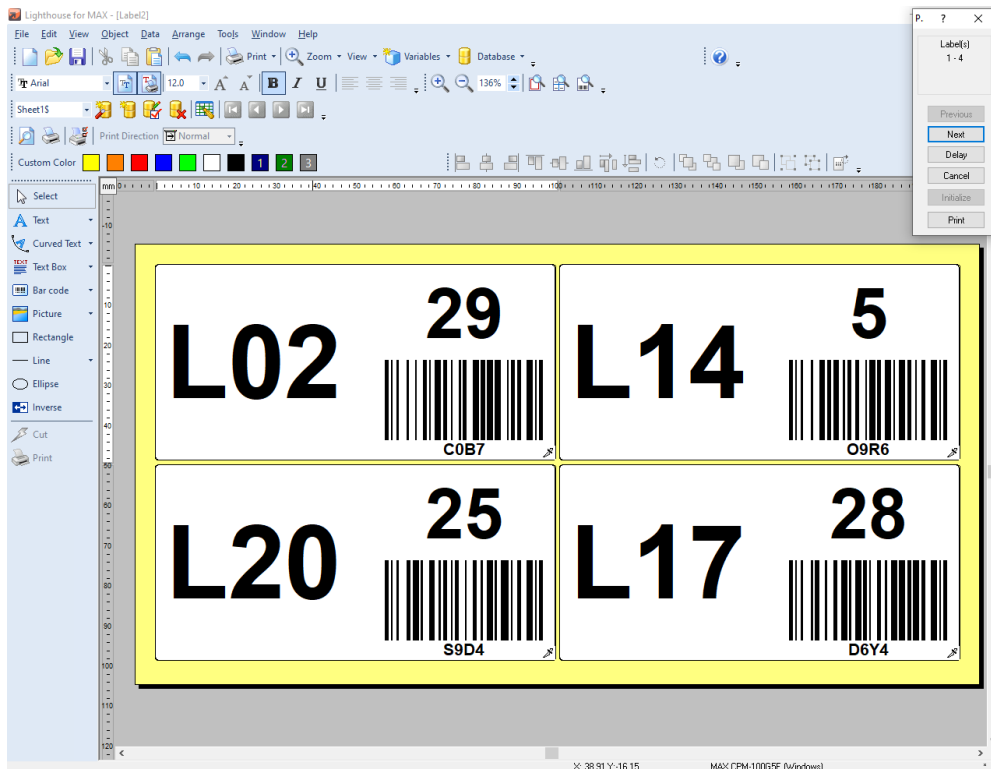
☒ Variable quantity (entered for each database record)

Advanced...

Print Preview Close Help

5.5 – Finally, click on **Preview**. The data in your labels should change as illustrated below. If you are happy with how it looks, click **Print**.

Note: previewing your labels will indicate whether something has not been set up correctly.



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