

Label+



Data Technology
Hardware • Software
Design • Consulting

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Contents

Welcome To Label+	1
Installation	2
Getting Started - the Main Screen.....	3
Printing Label Sheets.....	3
The File Menu in Detail.....	4
The Setup Menu in Detail.....	5
Appendix A - Defining a Label Sheet	9
Appendix B - Data Files	11
Appendix C - Barcode Symbologies	13
Appendix D - Adhesive Label Stock	16
Appendix E - ASCII Code Chart.....	17
Copyright, Licence & Limited Warranty.....	18



Welcome To Label+

ASP Microcomputers is an Australian company that designs and manufactures a range of fixed, portable, and networked barcode readers and other data collection devices.

ASP's **Label+** is a easy-to-use program for the generation of barcode labels using any Windows-compatible printer. Label+ produces high quality barcodes in a variety of symbologies, with either no text or one or two lines of text above the barcode, the human readable translation of the barcode underneath and an optional line of text below that.

The strength of Label+ lies in its ability to produce runs of barcode labels, usually onto label stock.

Label+ supports the following barcode symbologies:

- Code 128 and EAN-128
- Code 93
- Code 39
- UPC/EAN
- Codabar
- Interleaved 2 of 5 and ITF-14

Label+ is very easy to use, but we do suggest that you experiment with the program using standard paper instead of label stock, using this manual and the online help file as a guide, before undertaking a serious task.

Label+ is a 32-bit program designed to run with the Windows operating system.

Installation

The Label+ installation program should start automatically when you insert the CD into your CD-ROM drive. If it doesn't, select RUN from the Windows Start menu, then type **x:\setup** (where **x:** is your CD-ROM drive letter). Then simply follow the on-screen instructions.

Unlocking Label+

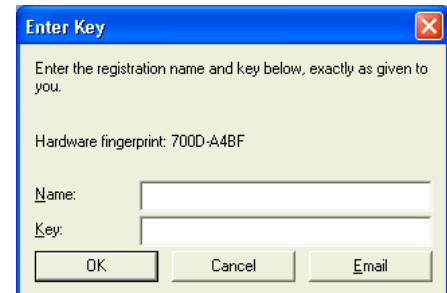
To allow you to evaluate Label+ to ensure it meets your needs before purchase, the program is supplied in a form that allows it to run for seven days from the date of installation before it must be registered. Except for the seven day limit, the evaluation version is fully functional.

Until it's registered, the program will display a **Reminder Screen**, as shown on the right, each time it is run.



From this Reminder Screen, you can press the **OK** button to use the program during the evaluation period, the **Enter Key** button to enter your registration details and unlock the program, or the **Email** button to open an email message that you may use to send your registration details to ASP.

When you press the **Enter Key** button, the screen on the right is displayed. Note that a **Hardware Fingerprint** code is displayed – this code is unique to the particular computer the program is running on.



To register a program, you need to contact ASP, and using the **Hardware Fingerprint** code and the **Name** the program is being registered under, ASP will generate an activation **Key** for you that will register and unlock the program. The registered Name and activation Key are then entered into this screen. Once a program is registered, you'll never see the reminder screens again.

Note that Activation Keys are specific to a particular program, the computer the program is running on, and the name the program is registered under. You cannot use an activation key on any other computer, or for any other program.

Getting Started - the Main Screen

The Label+ Main Screen, shown on the right below, provides a status display and simple toolbar button access to the two most often used functions - **Load Configuration File** and **Print**.

The **Labels** status box shows the currently selected label format in an “across by down” format, while the **Symbology** status box shows the currently selected barcode symbology. The **Barcode Source** status box shows One Off, Sequence, or the name of the data file, depending on the configuration settings. When a configuration file is loaded, the name of the file appears at the top of the status box.



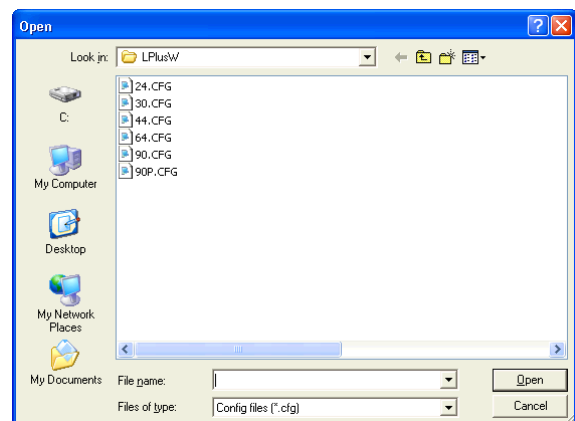
Printing Label Sheets

Often, using Label+ will be as simple as selecting a configuration file and pressing the Print button.

Label+ configuration files contain label sheet dimensions and information about the barcodes that are to be printed. Pressing the File Open toolbar button or selecting Open Configuration File from the File menu will open up a standard Windows File Selection box, as shown at the right, allowing you to select the drive, directory and file from the ones displayed in the list boxes.

Label+ configuration files always have a file type of **.CFG**, but you don't have to type the **.CFG** into the **File Name** field.

Once you have selected a configuration file, you will be returned to the Main Screen. If you don't need to make any changes to the configuration, you can simply press the Print toolbar button to produce your labels.



The File Menu in Detail

The **File Menu** allows you to load and save configuration files, clear the current configuration, print your labels and quit.

New

Selecting **New** from the File menu clears any currently loaded configuration settings.

Load Configuration File

Selecting **Load Configuration File** brings up a standard Windows File Selection box (as shown in the *Printing Label Sheets* section on page 3), allowing you to select the drive, directory and file from the ones displayed in the list boxes. Configuration files can also be loaded by pressing the File Open toolbar button.

Save Configuration File

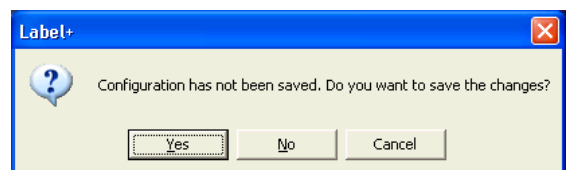
Selecting **Save Configuration File** also brings up a standard Windows File Selection box, allowing you to select the location and filename that you want to save the current configuration settings into. This menu item is disabled until either an existing configuration file is loaded, or all items under the Setup menu have been entered.

Print

Selecting **Print**, as you might expect, starts printing sheets of labels according to the currently loaded configuration settings. This menu item is disabled until either an existing configuration file is loaded, or all items under the Setup menu have been entered. Printing can also be started by pressing the Print toolbar button. Once Label+ has started sending data to the printer, you can abort the print run and eject the partial page by pressing the ESC key.

Exit

Selecting **Exit** quits Label+. If the currently loaded configuration file has been altered, or if a new configuration has been established via the Setup menu, you will be prompted to save the configuration file, as shown at the right.



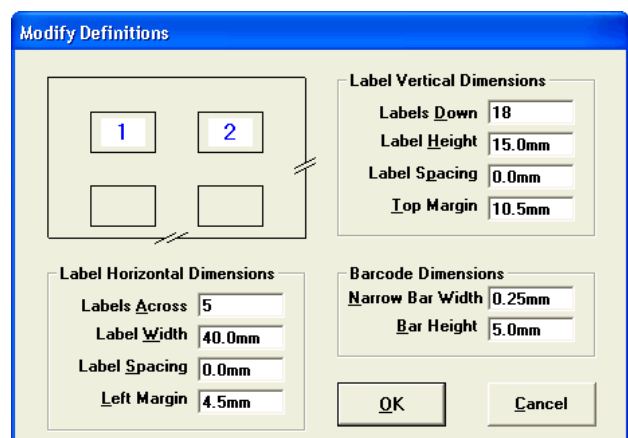
The Setup Menu in Detail

The **Setup Menu** allows you to define the format and content of label sheets.

Label Dimensions

Selecting **Label Dimensions** brings up a window that allows you to define the layout of label sheets. There are four distinct areas - **Label Horizontal Dimensions**, **Label Vertical Dimensions**, **Barcode Dimensions**, and a simplified graphical depiction of the label sheet highlighting the currently selected setting.

In the **Label Horizontal Dimensions** section, **Labels Across** is the number of labels across the page, each of the width specified in the **Label Width** box, with **Label Spacing** referring to the amount of blank space between each label (if any). The **Left Margin** is the distance between the left edge of the page and the start of the first column of labels.



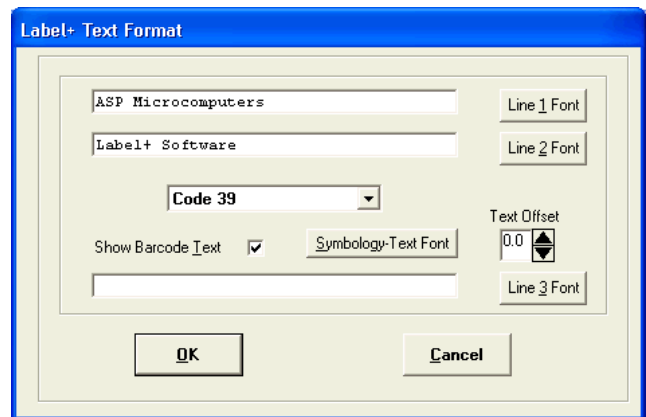
Similarly, in the **Label Vertical Dimensions** section, **Labels Down** is the number of labels down the page, each of the height specified in the **Label Height** box, with **Label Spacing** referring to the amount of blank space between each label (if any). The **Top Margin** is the distance between the top edge of the page and the start of the first row of labels.

In the **Barcode Dimensions** section, **Bar Height** refers to the height of the barcode bars. **Narrow Bar Width** sets the width of the narrowest bars in the barcode, and Label+ may slightly round up or down this figure to suit the particular printer being used. The minimum narrow bar width is 0.25mm.

Text Format/Symbology

Selecting **Text Format/Symbology** brings up a window that allows you to define the format, style, size and content of the lines of text on the labels, as well as selecting the symbology of the barcode. The window is laid out a little like a label, with two lines of text at the top and one at the bottom, with the barcode in between.

The required text for each of the three available text lines can be typed straight into the appropriate input box. The **Line 1 Font**, **Line 2 Font**, **Line 3 Font** and **Symbology-Text Font** buttons each bring up a standard Windows font selection window, allowing you to individually select a font type, style and size for each of the text lines.



If the **Show Barcode Text** box is checked, the text of the barcode label will be printed immediately under the label.

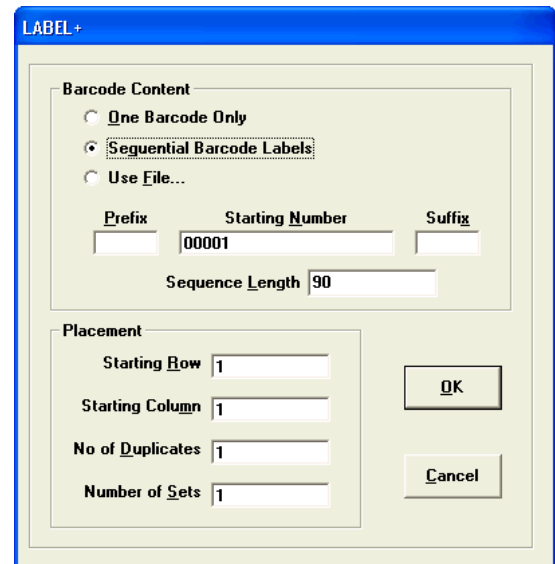
The barcode symbology can be selected from those listed in the pull-down list box.

Content/Placement

Selecting **Content/Placement** brings up a window that allows you to select how the labels are produced, how many copies and/or sets to print, and where to start printing on the sheet. You can elect to print a single barcode, a sequence of barcodes, or print from a text file.

To print a single barcode, select the **One Barcode Only** button, and enter the label text in the text box.

To print a sequence of labels, select the **Sequential Barcode Labels** button. Enter the label text for the first label in the **Starting Number** text box, and the number of labels to print in the **Sequence Length** text box. You can also add extra characters to the start and/or end of the label with the **Prefix** and **Suffix** text boxes.



The screenshot shows the LABEL+ dialog box with the following settings:

- Barcode Content:**
 - One Barcode Only
 - Sequential Barcode Labels
 - Use File...
- Prefix:** (empty text box)
- Starting Number:** 00001
- Suffix:** (empty text box)
- Sequence Length:** 90
- Placement:**
 - Starting Row:** 1
 - Starting Column:** 1
 - No of Duplicates:** 1
 - Number of Sets:** 1

Buttons: OK, Cancel

To print from a text file, select the **Use File** button, then click on the **Change** button to bring up a standard Windows File Selection box, allowing you to select the drive, directory and file from the ones displayed in the list boxes. Label+ barcode data files always have a file type of **.BAR**.

In the **Placement** section of this window, you can set the **No of Duplicates** (that is, how many copies of each particular barcode label), and/or the **Number of Sets** (how many complete sets of labels), both of which default to one. You can also start printing at a label other than the first on the sheet by specifying a **Starting Row** and **Starting Column**, which can be useful if you're only printing a small number of labels and you want to re-use a partly-used sheet.

Data File Creation and Editing

Beginning with version 2.0, Label+ provides a facility to create and edit barcode data files. To create a new data file, or edit an existing file, just select **Bar File Creation** from the **Setup** menu, which will bring up a screen similar to that shown below.

To load an existing file, just press the **Open** icon, or select **Bar File Open** from the **File** menu, and select the file. The contents of the file will then be displayed on the screen, as shown on the right.

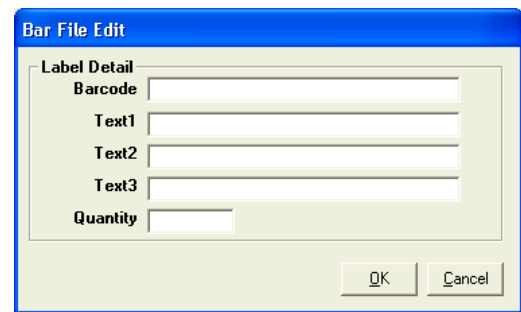
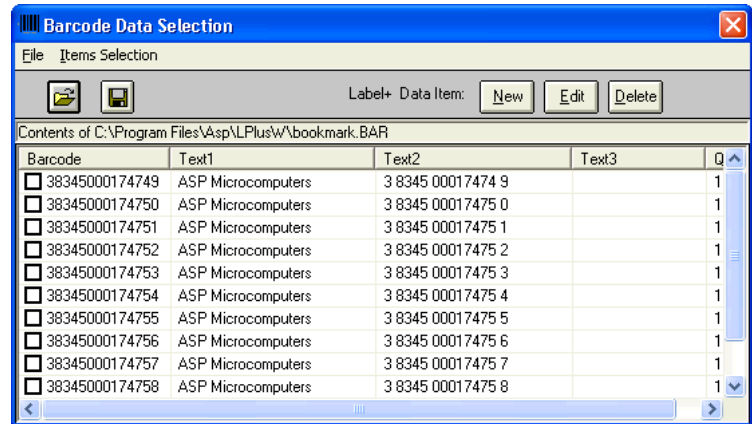
To add a new item to those already on the screen, just press the **New** button, which will bring up an entry window (shown at right) that allows you to enter all the fields for a new item.

You can also modify items already on the screen – select an item with your mouse, then press the **Edit** button to bring up a similar entry screen, but with the fields filled in from the selected item. Make the changes, then press the **OK** button.

To remove an item shown on the screen, just select the item with your mouse, then press the **Delete** button. If you right-click your mouse on an item on the screen, a small menu will pop up allowing you to **Add**, **Edit** or **Delete**.

To the left of each item shown on the screen, you'll notice a **checkbox** – this provides an easy way to select parts of the file, to allow you to create a new file containing just the selected items. Check the items you want to keep, then select **New Bar File Save** from the **File** menu, and save the selected items with a new filename.

The idea behind this facility is that every time you go to the trouble of making a data file, you should keep it. Later on, you may need to print some or all of the same barcodes again, so you can reload the original data file, select some or all of the barcodes, save what you've selected into a new file, then load that file into Label+ and print.



Appendix A - Defining a Label Sheet

Creating a configuration file for a new label sheet is quite simple - all you need is the label sheet itself and a ruler marked in millimetres. In this step-by-step example, we'll create a configuration file for the 64 label per sheet label stock.

Under the **Setup Menu**, select **Label Dimensions**. The **Modify Dimensions** screen will pop up, with the cursor in the **Labels Across** field in the **Horizontal Dimensions** section of the screen. This is where you enter the number of labels across the page, which in this example is 4. If there's something already in this field, you can use your DEL key to remove it.

After you've entered the number of labels across the page, press your TAB key to move on to the next field, which is **Label Width**. Measure the width of the label (in this example, it's 50mm) and enter it here - you don't have to enter the "mm". Press TAB again to move onto the next field.

Label Spacing refers to the amount of blank space between each label across the page. In this example, there is no blank space (the labels butt up against each other), so enter 0, then press TAB again to move on to the **Left Margin** field. This is the distance between the left edge of the page and the start of the first column of labels. In this example, the left margin is 4.5mm, so you should enter 0 here, and press TAB again.

The cursor now moves to the **Vertical Dimensions** section of the screen, where you can enter the number of **Labels Down** the page (16 in this example), the **Label Height** (17mm), the **Label Spacing** (which is 0, since there's no blank space between the labels down the page), and the **Top Margin**, which is the distance between the top edge of the paper and the start of the first row of labels. In this example, the **Top Margin** is 16mm.

The two final fields to enter are the **Narrow Bar Width** (which you should leave at the default of 0.25mm for this example), and the **Bar Height**, which is the height of the barcode bars. For this example, we'll set a Bar Height of 5mm.

Next, click on the **OK** button, which will take us back to the **Main Screen**. Under the **Setup Menu**, select **Text Format/Symbology**. For this example, we can leave everything here set to the defaults shown on the screen, so just press the **OK** button.

The final configuration item we have to set is the barcode information we are going to print, which is the **Content/Placement** option under the **Setup Menu**. To simplify this example, we'll again leave everything set to the defaults except for the **Sequence Length** field, which should be changed to the number of labels on a single sheet, which is 64. Click on the **OK** button to get back to the **Main Screen** again, then select **Save Configuration File** from the **File Menu**.

We'll save this example configuration file as **EXAMPLE.CFG**, so in the **Filename** box, type **EXAMPLE** (there's no need to type the **.CFG**), then click on the **OK** button to save it and return to the **Main Screen**.

Finally, we have to test our new configuration file. Unfortunately, the carefully measured figures we just entered may not be correct for your printer - different brands and models sometimes require modifications to the measured figures, particularly to the left and top margin settings, and sometimes even to the label height depending on the printer's paper path and the amount of paper slippage. It's always best to conduct your initial tests on plain paper rather than expensive sheets of labels, until you're sure the measurements are correct.

After you've established that the settings are correct, or you've modified them to suit your printer, you can go back and change the text lines, fonts and sizes, and the content and placement of the labels to suit your application. Don't forget to save the configuration file!

Appendix B - Data Files

When you select **Use File** on the Content/Placement window, you will be prompted to select a previously created data file. This data file contains barcodes and text in comma separated fields (with all fields either surrounded by quotation marks or not) in the following format:

BARCODE,TEXT1,TEXT2,TEXT3,QUANTITY

OR

"BARCODE","TEXT1","TEXT2","TEXT3","QUANTITY"

Where the fields are specified as follows:

- BARCODE** specifies the barcode label to print.
- TEXT1** specifies a line of text to be printed above the barcode.
- TEXT2** specifies a second line of text to be printed above the barcode.
- TEXT3** specifies a line of text to be printed underneath the barcode, below the barcode text (if selected).
- QUANTITY** specifies the number of copies of this label to print

Here's a number of examples:

- | | |
|-----------------------------|--|
| 111111 | Prints a barcode of 111111, with text lines 1 and 2 being the default text information as entered in the Content/Placement window. In this, and all the other examples below, the barcode text will be printed under the barcode only if the Show Barcode Text box is checked on the Content/Placement window. |
| 222222,Field1 | Prints a barcode of 222222, with a single line, Field1, printed above the barcode. |
| 333333,Field1,Field2 | Prints a barcode of 333333, with two lines of text above the barcode; a top line of Field1 and a second line of Field2. |
| 444444,Field1,Field2,Field3 | Prints a barcode of 444444 with Field1 and Field2 above the barcode, and Field3 below the barcode. |

555555,Field1,Field2,Field3,3	Prints three copies of the barcode of 555555, with Field1 and Field2 above the barcode, and Field3 below the barcode.
666666,,,,,2	Prints two copies of the barcode 666666, with no text above or below the barcode.
777777,,,Field3,3	Prints three copies of the barcode 777777, with no text above the barcode and Field3 below the barcode.
888888,Field1,,,,3	Prints three copies of the barcode 888888, with a Field1 above the barcode and no text below the barcode.
999999,Field1,,Field3,3	Prints three copies of the barcode 999999, with one line of text, Field1, above the barcode, and Field3 below the barcode.
000000,,,,,	Prints a barcode of 000000, with no lines of text above or below the barcode.
AAAAAA,Field1,,Field3	Prints a barcode of AAAAAA with Field1 above the barcode, and Field3 below.
BBBBBB,,	Prints a barcode of BBBBBB with no lines of text above or below the barcode.
CCCCCC,Field1,	Prints a barcode of cccccc with Field1 above the barcode and no text below.
DDDDDD,Field1,Field2,	Prints a barcode of DDDDDD with Field1 and Field2 above the barcode, and no text below.

You can create a data file with any word processor or text editor using non-document or text-only mode, saving it with a file type of **.BAR**. Database and other application programs may also be able to output a suitably formatted file.

Appendix C - Barcode Symbologies

We have included below a short description of the barcode symbologies covered by Label+. If you're interested in more information, we can recommend "*The Bar Code Book*" by Roger C. Palmer, published by Helmers Publishing, Inc., 174 Concord Street, Peterborough, New Hampshire 03458 USA, ISBN 0-1911261-02-8. Your local bookseller may not carry this book in stock, but any reasonably large bookshop will be able to order it in for you. The Technical Book and Magazine Company in Swanston Street, Melbourne (Phone (03) 9663 3951) are willing to order copies in if it's not already on their shelf.

In many applications, barcodes of a particular symbology will already be in use, so your choice will have been made for you. If a particular symbology has not been chosen by prior use or industry compatibility considerations, first check the capabilities of your decoder - some decoders may not decode all the symbologies available with Label+. If your decoder is not a limiting factor, consider the data to be encoded (is your data numeric only or alphanumeric?), and the space available. Remember, too, that the barcode does not have to represent actual data - it may just contain a key to allow recovery of the full data.

In general, Code 39 is a popular choice, because of its simplicity and wide acceptance. Code 93 and Code 128 are higher density codes, with Code 128 able to generate the shortest barcodes of any symbology if the barcode is numeric only, or mostly numeric. If lower case letters or control codes are required, Full-ASCII Code 39, Code 93 and Code 128 are the only alternatives available.

Generally, ASP recommends avoiding Codabar and Interleaved 2 of 5 symbologies as scanning error rates are higher, particularly with decoders set for auto code distinction.

Code 128 and EAN-128

Code 128 is a relatively new symbology, providing a very high density alphanumeric barcode. Code 128 consists of 106 characters, with each character having three possible meanings depending on which of three different character sets is in use. Label+ automatically selects the most appropriate character sets, even changing them during the barcode when appropriate. Unless your label requirements are straightforward, we recommend further study of the specifications of the Code 128 symbology.

EAN-128 is a special form of Code 128 barcode, with all the advantages of standard Code 128, but containing a hidden special

character at the beginning of the barcode to uniquely identify the code as EAN-128.

Label+ allows you to produce labels containing characters that cannot normally be typed, such as carriage returns or other control codes, by entering the ASCII character value surrounded by square brackets, eg. [13] for inclusion of a carriage return. If you need to have an open square bracket character in your barcode, you will need to enter its ASCII code value (“[” = [91]) because of this arrangement. The closing square bracket is not affected in this regard, since it has no special significance unless preceded by an opening bracket.

See the ASCII code chart on page 17 for character number details.

Code 93

Code 93 is also relatively new, and was specifically designed to complement Code 39, providing the same facilities but at higher density, and with an integral checksum. It is possible to encode all 128 ASCII characters with Code 93.

Should you require characters that cannot be typed, the same facilities as detailed in Code 128 above are available for Code 93.

Code 39

Code 39 was the first alphanumeric symbology developed. Widely used, it is now the “de facto” non-retail symbology.

Although there are normally only 43 characters available in Code 39’s character set (numbers 0 to 9, upper case letters A to Z, and six other characters - . \$ / + % and the space), it is possible to encode all 128 ASCII characters using Code 39’s Full-ASCII mode. Label+ will change to this mode automatically should you use characters other than the 43 listed above, so you should ensure your decoder can handle full ASCII Code 39 (many handle Code 39, but not in Full-ASCII mode).

Should you require characters that cannot be typed, the same facilities as detailed in Code 128 above are available for Code 39.

Product Codes - UPC, EAN, JAN and APN

UPC (Universal Product Code), EAN (European Article Number), JAN (Japanese Article Number) and APN (Australian Product Number) codes are compatible article numbering systems used for consumer products sold in retail outlets. Product codes are numeric only, and are assigned to manufacturers by a national organisation - in Australia, that organisation is **GS1 Australia** (formerly **EAN Australia**), telephone 1300 366 033 or on the web at **www.gs1au.org**

Label+ can produce 12 digit UPC, 13 digit EAN/APN, 6 digit zero suppressed UPC, and 8 digit EAN-8 Codes. These different types of codes are selected based on the number of characters in the symbol that Label+ is directed to print.

With product codes, the last digit (the right most character) is always a check character. Label+ correctly calculates this check-digit for each symbol printed; accordingly, it is only necessary to specify any single digit (to ensure the correct length of input) and Label+ will correct the data when printed.

Codabar

Codabar is most widely used in library and blood bank applications, and allows only the digits 0 to 9 and six additional characters - (\$: / . + -).

Codabar provides for four different start/stop codes, allowing useful information to be conveyed in these overhead characters. Since different start/stop codes are possible, they need to be selected by the user. Label+ will prompt for these characters, and the available characters are **A B C D** or **T N * E**. There is no standard as to the pairing of these codes, and it is not necessary to use the same code for both the start and stop characters.

Interleaved 2 of 5 and ITF-14

Interleaved 2 of 5 is a numeric-only code with the advantage of high information density.

Interleaved 2 of 5 is not as reliable in use as other codes, and accordingly not recommended. If you do use it, be aware that barcodes must have an even number of characters, and you should consider strategies to guard against errors. These may include setting up your decoder to only accept barcodes of a particular length (if possible) or implementing a check digit.

ITF-14 is a special form of Interleaved 2 of 5 code, with a fixed length of 14 digits (13 digits plus a checksum). Like Interleaved 2 of 5, it has the advantage of high information density, but the fixed length and integral checksum make it a much more reliable code than standard Interleaved 2 of 5.

Appendix D - Adhesive Label Stock

The following A4 label sheets are normally available ex-stock, with the 90 per sheet paper labels being the most commonly used.

Number of labels per sheet	Number of sheets Per box	Label Layout (across x down)	Size of each label (width x height)
33 (Plastic Only)	100	3 x 11	63mm x 24mm
44	100	4 x 11	48mm x 25mm
64	100	4 x 16	50mm x 17mm
90 (Paper)	100	5 x 18	40mm x 17mm
90 (PolyLaser Plastic)	50	5 x 18	40mm x 17mm
120 (Landscape layout)	100	12 x 10 (Landscape layout)	25mm x 12mm (Landscape layout)
252	100	9 x 28	20mm x 10mm

These labels are designed for use with laser printers and photocopiers. The 44, 64, and 90 per sheet labels are based on specially chosen paper stock, selected for its durability when printed with a barcode image. In our tests, this stock has withstood at least 1000 contact scans by an ASP Wand/2000, and remained readable.

The 33 per sheet labels are only available in plastic, which is more durable than paper. We do not recommend printing large quantities of these sheets due to potential problems with adhesive accumulation in the printer.

We can supply the 90 per sheet labels in either high quality paper stock, or in PolyLaser plastic, which is more durable than paper and does not have the adhesive accumulation problems; accordingly larger volumes can be printed at once.

If you require labels in other sizes, please contact ASP with your requirements.

Appendix E - ASCII Code Chart

This ASCII code chart details the character numbers described in the Code 128, Code 93 and Code 39 sections on page 13 of this manual.

000 = NUL ^@	032 = SP	064 = @	096 = `
001 = SOH ^A	033 = !	065 = A	097 = a
002 = STX ^B	034 = "	066 = B	098 = b
003 = ETX ^C	035 = #	067 = C	099 = c
004 = EOT ^D	036 = \$	068 = D	100 = d
005 = ENQ ^E	037 = %	069 = E	101 = e
006 = ACK ^F	038 = &	070 = F	102 = f
007 = BEL ^G	039 = '	071 = G	103 = g
008 = BS ^H	040 = (072 = H	104 = h
009 = HT ^I	041 =)	073 = I	105 = i
010 = LF ^J	042 = *	074 = J	106 = j
011 = VT ^K	043 = +	075 = K	107 = k
012 = FF ^L	044 = ,	076 = L	108 = l
013 = CR ^M	045 = -	077 = M	109 = m
014 = SO ^N	046 = .	078 = N	110 = n
015 = SI ^O	047 = /	079 = O	111 = o
016 = DLE ^P	048 = 0	080 = P	112 = p
017 = DC1 ^Q	049 = 1	081 = Q	113 = q
018 = DC2 ^R	050 = 2	082 = R	114 = r
019 = DC3 ^S	051 = 3	083 = S	115 = s
020 = DC4 ^T	052 = 4	084 = T	116 = t
021 = NAK ^U	053 = 5	085 = U	117 = u
022 = SYN ^V	054 = 6	086 = V	118 = v
023 = ETB ^W	055 = 7	087 = W	119 = w
024 = CAN ^X	056 = 8	088 = X	120 = x
025 = EM ^Y	057 = 9	089 = Y	121 = y
026 = SUB ^Z	058 = :	090 = Z	122 = z
027 = ESC ^[059 = ;	091 = [123 = {
028 = FS ^\	060 = <	092 = \	124 =
029 = GS ^]	061 = =	093 =]	125 = }
030 = RS ^^	062 = >	094 = ^	126 = ~
031 = US ^_	063 = ?	095 = _	127 = DEL

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