



## Import Data: Overview

Getting the source data set-up the right way before importing is absolutely critical to getting the labels to print correctly. Data format is a term describing the number of fields, field order, and characters per field in the data source structure of a label design. The most successful method of configuring source data for label printing is to precisely conform to the label design's data format. This means just the fields, in the same field order, and maximum characters per field needed to drive the label design.

For example, a master mortgage index record may contain 40 fields or more, ranging from name, date of birth, chart volume number, account number, etc., etc. Out of those 40 fields, only three are used for the file label. The data format for the sample banking.job label design is:

Field1: Primary Account (Lastname, Firstname, MI, 28 characters max.)

Field2: Secondary Account (Lastname, Firstname, MI, 18 characters max.)

Field3: Account Number (14 characters max.)

### File Types that can be Imported

Delimited text files with .csv or .txt extensions can be imported. Delimited means some specific character between each field, like a comma. If applicable, fields that have a comma in them, like a Lastname, Firstname field, will have different characters around that field to tell the program to treat what's inside the different characters as one complete field.

- A .csv file is normally associated with a Microsoft© Excel file type, as a comma separated value file. If you copy & paste a .csv file then rename it to a .txt file, the file will open in Notepad as a plain and readable text file. This is a good way to look at the data and make sure what you see is what you want for each field.

**i** Some programs (Excel, for example), will format certain data types automatically and put control characters in the file. Sometimes these control characters will result in output that is not what you need for your label design. If your data format for Field3 (per sample banking.job example above) need 14 characters to color-code positions properly, you use Excel, and depending on how the cells are formatted, preceding may be stripped when output. So instead of 00093384756000, your .csv file is 93384756000. Date fields are particularly susceptible to auto-formatting and control character issues.

**i** For Excel workbooks, format the entire worksheet you'll be using as Text before entering any data you want to use for importing into the program. That way, the Save As \*.csv file will be a flat, plain text file without any control characters.

Example using Field1, Field2 and Field3 from the banking.job sample, .csv-style output:

```
"Smith, Mary", "Davenport, John", 01234563890000
```

- A .txt file is normally associated with Notepad as a plain text file, also referred to as a flat file, or a flat ASCII file (American Standard Code for Information Interchange). This type of output can be generated from a script that extracts data fields from a master database or other source, like mainframes or production databases. Database Administrators, Data Processing staff, developers, etc. are the people who code those scripts. There are any number of ways the text file can be delimited.

Example using Field1, Field2 and Field3 from the banking.job sample, .txt-style output with a "pipe" sign delimiter. No double quote (") needed around the name, because the field delimiter isn't a comma.

```
Smith, Mary|Davenport, John|01234563890000
```

**i** When given a choice, always go with the comma delimited, double-quote field separator format (like the .csv example above). It's fine if all the fields have

double-quotes around them, even if there are no commas in the field (like the Field3 example; just a 14 character number with no double-quotes around the number). This format is really easy to use in any number of different programs, especially Excel. You can look at big files easily by opening with Excel and check for any inconsistencies, etc. before importing and printing.




This is the first screen you see after clicking Import Data.

### **Select new options and create a new profile**

If this is the first time importing data for a specific label design, it will be blank.


- File to import:
  - Click the Browse button and navigate to the path / file location of the source data to be imported. Must be a .txt or .csv file type.
- Click the Next button to go to the next required screen, Text Options.

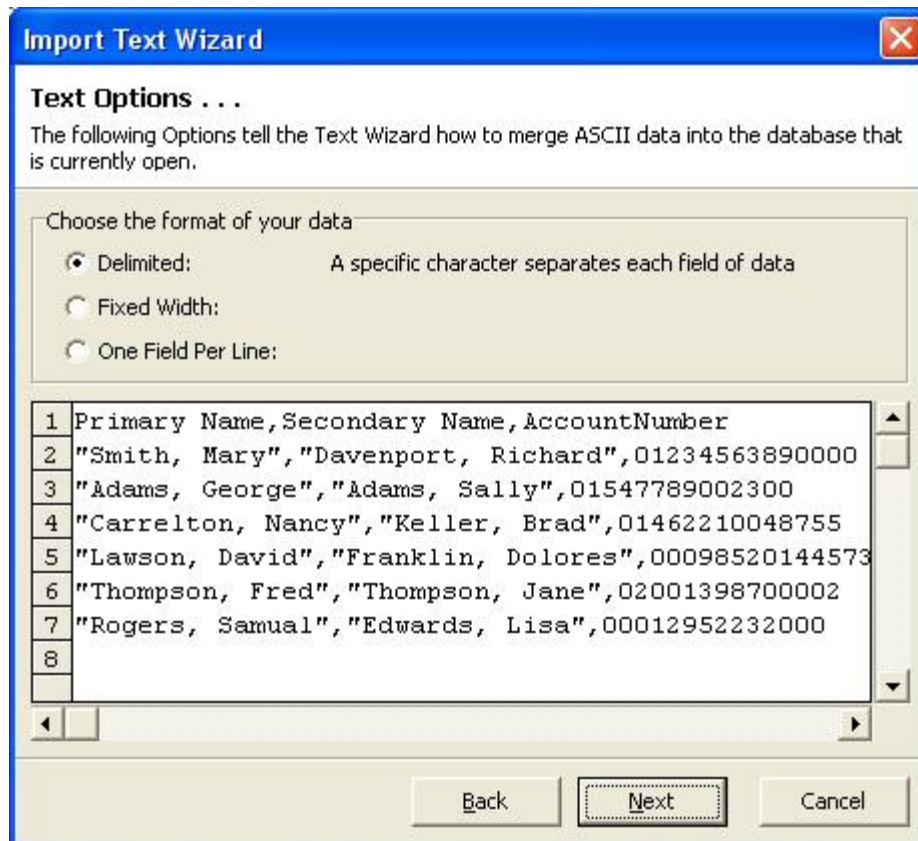
## Use last profile

 To import correctly and accurately using the last profile option, each and every single option must be exactly the same, starting with the file name and location, and all the way through field mapping.

If this is not the first time you have imported data for the specific label design you are working with, the Use last profile button will be selected by default. You will see the settings used for that last import session in the white list box. If any file locations, settings, etc. have, or may have, changed since the last time you imported a file, click the Select new options and create a new profile button.

- Click the Next button to automatically apply all last used options to the new import session and go directly to the Finished dialog.

 If there are any records existing in the grid when you import data, the imported data will add to the existing records (append), not overwrite records already in the data grid. You can Clear Data before importing if you need just the records being imported. Or you can select the old existing records even after importing and appending and delete just the old records.



This screen is a live preview of the selected file contents, displays up to 25 records of the file. This is an example of a delimited file format with double-quote field separators. Note that the first record contains field (column) names. The Trim Options screen allows you to select an option to disregard the first row field names. Clicking the Next button takes you to the Field Delimiters screen.

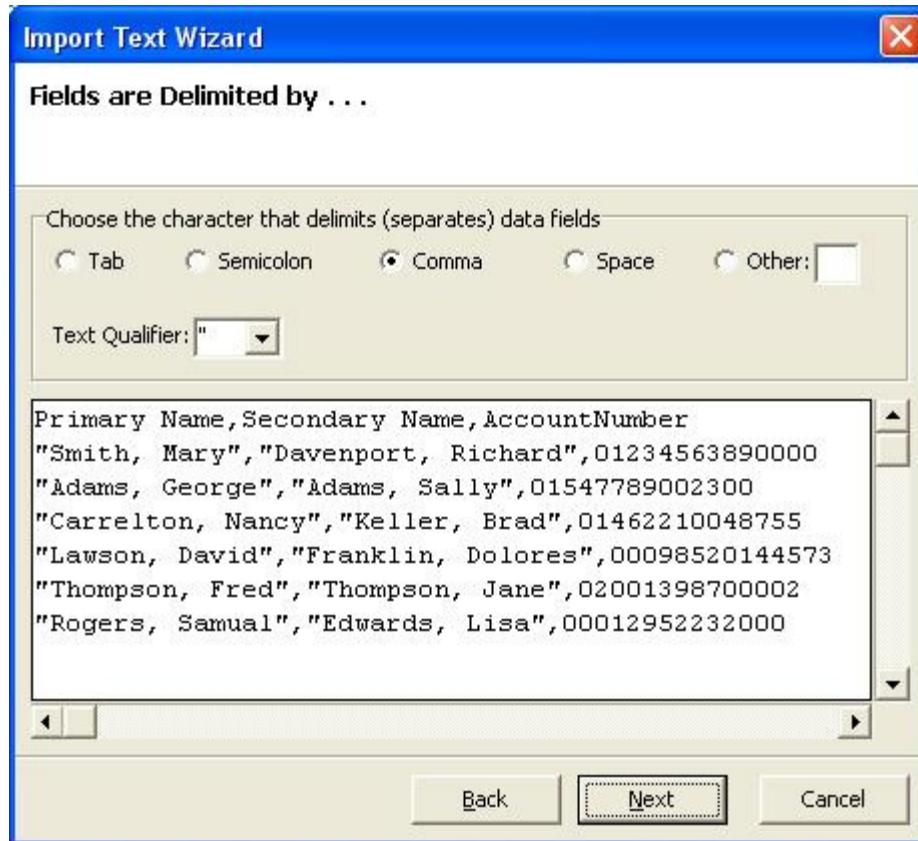
The following pictures show Fixed Width and One Field Per Line options. If you have a choice, always go with a delimited file format.



Fixed Width format specifies each field being a certain number of characters. Field breaks have been created at position #28 (Field1), position #46 (Field2 [28 + 18]), and position #60 (off screen, Field3 [46 + 14]).

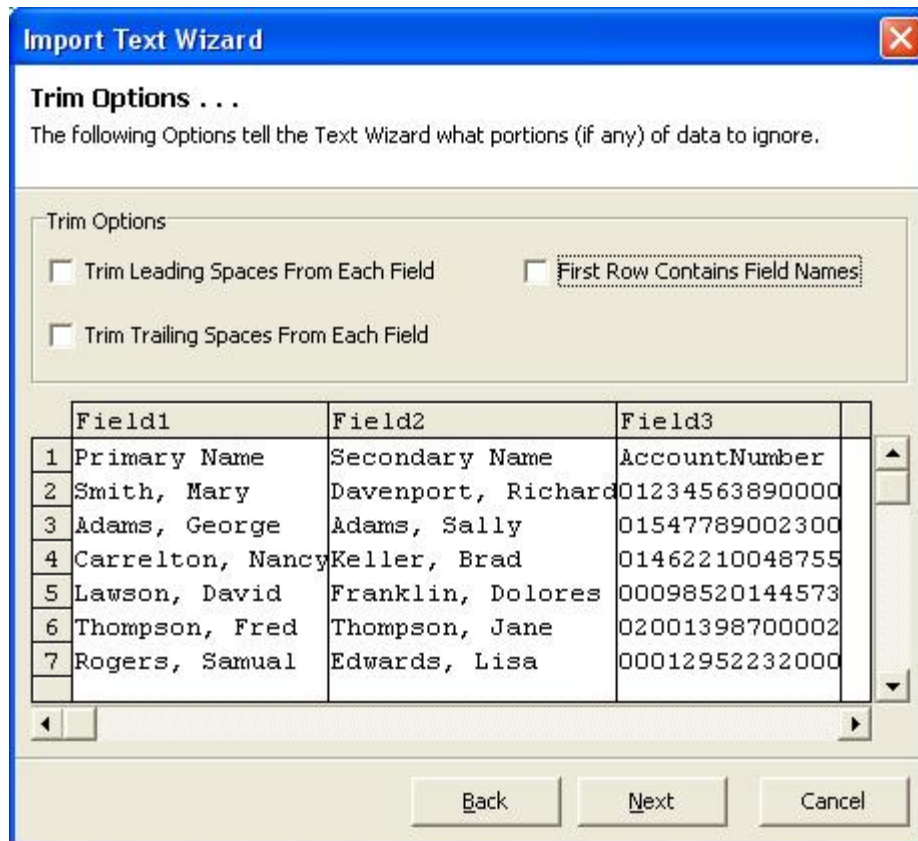


One Field Per Line format specifies each field is on its own line, or row. Enter how many fields make up one record for the label design you're working with. This example uses 3 fields per record.

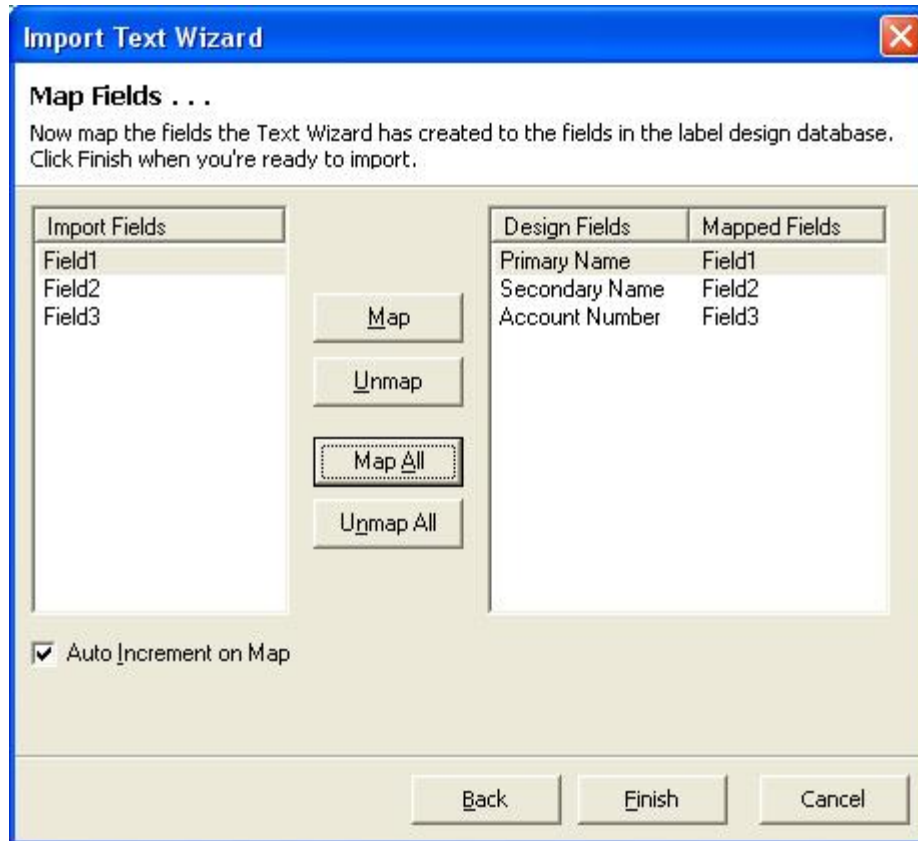


The Fields are Delimited by... screen is where you select the delimiter and any text qualifier (field separator) that may be used. Excel will not put double-quotes around fields that do not have a comma in them, such as in the first row (field names), or any of the Field3 data (AccountNumber field). If a pipe (|) was used to delimit the fields, you would select the Other: button and input that character. Clicking the Next button takes you to the Trim Options screen.





Trim Options allow for: Extra spaces before (leading spaces) or after (trailing spaces) the field data to be removed, and; Not to use the first record (row) if the first record contains field names and you don't want those to print on the label. Normally, trimming leading or trailing spaces is not required, particularly when using a comma delimited format; same for first row contains field names. Clicking Next takes you to the Map Fields screen.



Map the source data (Import Fields) on the left, to the target (Design Fields) on the right. When the source data format corresponds exactly to the label design data format, clicking Map All assigns the Import Fields straight across to the Design Fields. If the Import Fields do not correspond directly to the field order of the Design Fields, you will need to select an Import Field by clicking on it, know which Design Field that corresponds to, then click on that Design Field and click Map. Auto Increment on Map means the program will automatically select the next fields, in order, in the Import Fields column and the corresponding Design Fields column, i.e., 1 to 1, 2 to 2, 3 to 3, etc. If you uncheck the Auto Increment on Map box, you will need to individually select each Import Field, then the correct Design Field, then click Map. To import the data click Finish, which then returns you to the Enter Data screen showing your imported data.

LabelsAnywhere Desktop

**LABELSANYWHERE** DESKTOP EDITION

Print Wizard Start/Select Label » Enter Data

**Common Tasks**

- Import Data
- Export Data
- Clear Data
- Define Data Sequence
- Create Records
- Rotate Preview
- Show Rulers
- Edit Colors
- Switch to Data Entry

**Other Tasks**

- Change Settings
- Update Inventory
- Update Seats

Inventory: 0

Contact your authorized Colorflex dealer to reorder genuine Colorflex label stock.

#	Primary Name	Secondary Name	Account Number
1	Primary Name	Secondary Name	AccountNumber
2	Smith, Mary	Davenport, Richard	01234563890000
3	Adams, George	Adams, Sally	01547789002300
4	Carrelton, Nancy	Keller, Brad	01462210048755
5	Lawson, David	Franklin, Dolores	00098520144573
6	Thompson, Fred	Thompson, Jane	02001398700002
7	Rogers, Samuel	Edwards, Lisa	00012952232000

000 000

Rogers, Samuel  
00012952232000

12 12

9 9

5 5

2 2

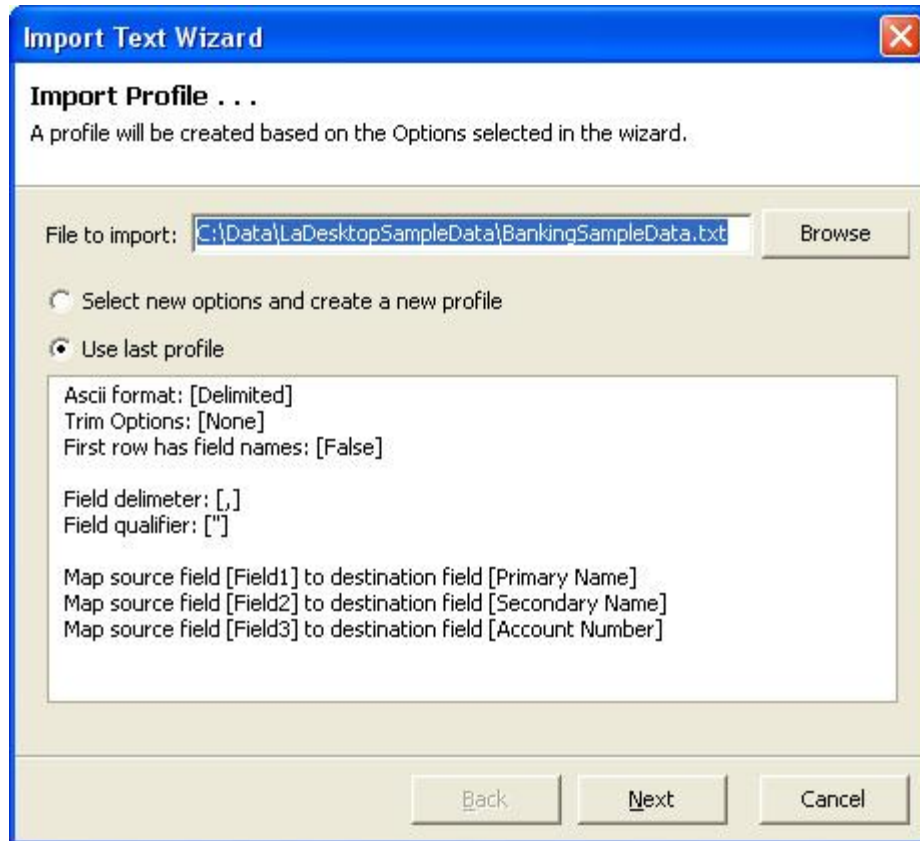
2 2

3 3

Back Next

Label Design: banking Record Count: 7

That's it! Data has been imported, as reported by Import Complete! message in the status bar, and ready to print. Note the first row contains field names. You can click on that row, press the delete key, click Yes to confirm (or enter key on your keyboard) to delete that row before printing. Next time you go to Import Data, the exact same options you selected to import this file will be available as a Profile.



Example of a profile created after importing a data file. The items in the square brackets [ ] are the options saved from the previous import session. The profile is saved automatically and defaults to the Use last profile the next time you click Import Data on the Enter Data screen. Click the Select new options and create a new profile button, then the Next button, to step through the Import Text Wizard when a new file name or location, text options, etc. are needed.



Compact Business Systems  
Phone: 1800 777 508  
Email: sales@compact.com.au  
Web: www.compact.com.au



LabelsAnywhere  
Web: www.labelsanywhere.com.au