Thank you for choosing CD Label Designer. We are certain that you won't be disappointed with its abilities to make professional looking labels.

We hope that this manual will serve you well as an additional guide.
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Introduction

Part I
1 Introduction

CD Label Designer is an application that will help you design and print CD/DVD covers, labels and booklets. It features a powerful set of design capabilities and highly configurable output options. You can enter RTF formatted text, insert pictures from number of popular formats, and draw shapes with customizable fill and borders. One of main strengths of this software is possibility to place labels anywhere on the paper or to change label size. By allowing size change, it becomes utility for printing any kind of labels or stickers, not just CD/DVD covers and labels.

From the first version of software, our users categorized CD Label Designer as extremely easy to use, while giving you necessary tools for designing professional looking labels. Its simplicity combined with powerful design features makes it suitable for both, home and professional use.

Features overview

- Designing CD covers, DVD/BD boxes, booklets, disc round and business card labels
- Compatible with any printer type
- LightScribe compatible
- Support for images, texts, circled texts and shapes
- Configurable label size
- Defining unlimited number of print layouts (number of which are already included in the installation)
- RTF (Rich Text Format) support
- Spreadsheet-like custom fields editor
- Scanner support
- Choosing transparent color for images
- Image effects and transformations
- Tiled images and backgrounds
- Gradient style for shapes
- Spine editing
- Reading disc files/folders and placing on labels
- Reading song titles from MP3 and WMA files
- Access to CDDB audio discs database
• Multi-level undo/redo
• Export labels to high quality image files
• Object locking to prevent accidental moving
• Rotating images and texts by any angle
• Wizards to help fast and easy label creation

Manual content

Manual is divided into several chapters.

1. Introduction  Chapter Introduction (you are reading it right now) contains general information about software and about this manual. It shows basic information about main screen and explains few most important points.

2. Getting started  Second chapter helps you start using CD Label Designer by explaining basic and advanced operations.

3. User interface  Third chapter is a detailed reference of user interface elements such are menus, toolbars and windows.

4. Other information  Last, fourth chapter contains other non-technical information.
1.1 Main screen

On the picture you can see elements of main screen.

**Main menu** Use the main menu to access options of the software. Menu is divided into categories (submenus): click on any horizontal word to drop down the list of underlaying options, and then click one of options.

**Toolbars** Main menu options that are often used are also accessible through toolbars. The visibility of each toolbar can be adjusted independently.

**Toolbox** Toolbox is a handy window with mostly used object editing options, such is font for texts, fills for shapes, etc. Additionally, you can use it to select label view.

**Image Browser** Use this window to easily access images located on the local disk or on the web. To place image to design, just drag it from here.

**Work area** This is a main screen area for design drawing.

**Status bar** Status bar contains information about current cursor position on the label and short description of option under the cursor.

**Rulers** Use rulers as a guide while you design.
1.2 Label types

These are label types mentioned in the user interface, but please note that their usage is not limited by label names. CD Label Designer is initially designed for creating CD and DVD covers and labels, therefore its user interface and option names are named accordingly. Despite of that, thanks to Label Properties and Print Layout options, you can design any kind of labels or stickers.

Front
Represents design of front CD box cover. It's a rectangular surface that easily can be resized to fit any other type of labels or stickers.

Inside
Inside cover represents inner surface that is visible when CD box is opened. Technically it's a same as Front cover and its size can't be changed independently.

Back
Back cover is a rectangular CD box tray insert with two spines.

Sleeve
This is a template to create sleeve (envelope). You can design front and back side and they will be properly sliced and arranged so you can easily assemble the sleeve after printing. Personal and Business edition.

DVD/BD Box
This is a rectangular insert for DVD/BD boxes with one spine in the middle of surface.

Booklet
Booklet is a design that can contain more than one page. All pages are sized equally, and all have same background picture. When printed, pages are rearranged for easy assembly.

Disc Label
This is a round label with a hole in the middle. Size of outer and inner diameter depends on the paper stock you have. When printed, because of simplicity, the content of the hole in the middle will not be removed. Thus, only inner diameter's purpose is to guide a design, but it's not necessary to be extremely precisely measured.

Business Card
This is label that behaves similarly as Disc Label. You can use it to print labels for business card sized discs. Business edition only.

See also
Explaining Print Layouts
Label Properties
Print Layout window
1.3 Object types

On the label designs you can place three types of objects: pictures, texts and shapes. Additionally, there is a file (song) list that can be placed on the background of labels.

Picture

Pictures can be loaded from disk, acquired from TWAIN device such as scanner or dragged from the Web page. You can resize them (internally or just visually) or apply a number of transformations like rotation, brightness and contrast adjusting, etc. Special case of picture is a Background picture.

See also
- Image Properties
- Image Resize
- Image Effects
- Image Toolbox
- Image Browser

Text

Text objects are RTF (Rich Text Format) enabled and, in addition to standard text object, they can be circled or spine text with similar set of options. Text can be formatted with any standard text formatting options (font styles, paragraph alignments, colors, etc). It also can be rotated by any angle.

See also
- Text Edit
- Text Toolbox

Shape

Shapes are meant to fulfill your design and make it more appealing. Shape can be rectangle, rounded rectangle, circle, ellipse, diamond, star, polygon or line. You can change frame properties and fill patterns (including number of types of two-color gradients).

See also
- Shape Edit
- Shape Toolbox
1.4 Print layouts

Print layouts are predefined paper sizes and label positions used for printing. If you use commercial paper stocks, you should create layouts for each of them.

Print layout definition files are located in Layouts subfolder of program folder (usually \Program Files\CD Label Designer\Layouts). Each layout is placed in own XML file and you can easily exchange them by using provided options - you can export them to a file or import them from files or from the web.

CD Label Designer is deployed with number of popular print layouts, and hopefully you won't need to edit them. Still, if you have a different paper stock than initially supported, you can easily make your own layout for printing.

See also

Print Layout window
Getting started

Part II
2 Getting started

2.1 Basic usage

2.1.1 Start new design

Method 1: From the main menu choose File | New.
Method 2: Click (New) in the Main toolbar.
Method 3: Press Ctrl+N on keyboard.

See also:
- Quickly make label
- Use an earlier prepared template
- Open saved label

2.1.2 Open saved label

Method 1: From the main menu choose File | Open.
Method 2: Click (Open) in the Main toolbar.
Method 3: Press Ctrl+O on keyboard.

See also:
- Start new design
- Use an earlier prepared template

2.1.3 Quickly make label

Method 1: From the main menu choose File | New Label Wizard.
Method 2: Click in the Main toolbar.
Method 3: Press Ctrl+W on keyboard.

See also:
- Start new design
- Use an earlier prepared template
- New Label Wizard

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2.1.4 Change label view

Method 1: From the main menu choose:
- View / View Front
- View / View Inside
- View / View Back
- View / View Sleeve
- View / View DVD/BD box
- View / View Booklet
- View / View Disc
- View / View Business Card

Method 2: Click on one of buttons in a View toolbar.

Method 3: Press Ctrl+1, Ctrl+2, Ctrl+3, Ctrl+4, Ctrl+5, Ctrl+6, Ctrl+7 or Ctrl+8 on the keyboard.

Method 4: Use Labels toolbox actions.

2.1.5 Insert picture

Method 1: From the main menu choose Insert / Picture.

Method 2: Click on in the Edit toolbar.

Method 3: Right-click on label and choose Insert / Picture.

Method 4: Drag image file from Windows Explorer and drop it to a label.

Method 5: Paste it from the clipboard.

See also:
- Insert scanned picture
- Insert text
- Insert circled text
- Insert shape
- Picture Properties Window
- Picture Toolbox

2.1.6 Insert scanned picture

Method 1: From the main menu choose Insert / Acquire.

Method 2: Right-click on label and choose Insert / Acquire.

See also:
- Insert picture
2.1.7 Insert text

Method 1: From the main menu choose Insert | Text.
Method 2: Click \( T \) in the Edit toolbar.
Method 3: Right-click on a label and choose Insert | Text.
Method 4: Paste it from the clipboard.

See also:
Insert picture
Insert scanned picture
Insert circled text
Insert shape

2.1.8 Insert circled text

Method 1: From the main menu choose Insert | Circled Text.
Method 2: Click \( T \) in the Edit toolbar.
Method 3: Right-click on a label and choose Insert | Circled Text.

See also:
Insert picture
Insert scanned picture
Insert text
Insert shape

Circled Text Properties Window
Text Toolbox
2.1.9 Insert shape

Method 1: From the main menu choose Insert | Shape.

Method 2: Click in the Edit toolbar.

Method 3: Right-click on a label and choose Insert | Shape.

See also:
- Insert picture
- Insert scanned picture
- Insert text
- Insert circled text
- Shape Edit
- Shape Toolbox

2.1.10 Edit spines

Method 1: From the main menu choose Label | Edit Spines.

Method 2: Right-click on a spine and choose Properties.

Method 3: Double-click on a spine.

Note: Back label or DVD/BD Box view should be selected.

See also:
- Insert text
- Change label view
- Spine Text Properties Window

2.1.11 Edit object properties

Method 1: Select object and from the main menu choose Object | Properties.

Method 2: Select object and click on in the Edit toolbar.

Method 3: Right-click on an object and choose Properties.

Method 4: Select object and press Alt+Enter.

Method 5: Double-click on object.

See also
- Picture Properties Window
Text Properties Window
Circled Text Properties Window
Spine Text Properties Window
Shape Properties Window
Label Properties Window

2.1.12 **Arrange objects**

**Method 1:** Select object and from the main menu choose *Object | Arrange* submenu.

**Method 2:** Right-click on a object and choose *Arrange* submenu.

**Method 3:** Select object and use Object toolbar.

2.1.13 **Rotate objects**

**Method 1:** Select object and from the main menu choose *Object | Rotate* submenu.

**Method 2:** Right-click on object and choose *Rotate* submenu.

**Pictures (any angle)**

**Method 3:** Click in the Picture toolbox to open Image effects window, and then choose *Rotate* option.

**Method 4:** Use Picture Properties dialog, click to open Image effects window, and choose *Rotate* option.

**Texts (any angle)**

**Method 3:** Adjust *Angle* slider in the Text toolbox.

**Method 4:** Use Text Properties dialog to enter the angle.

See also

- Picture Properties Window
- Text Properties Window
- Image effects
- Picture toolbox
- Text toolbox

2.1.14 **Change background color**

**Method 1:** From the main menu choose *Label | Background Color*.

**Method 2:** Right-click anywhere on working area and choose *Side Background | Background Color*. 
See also

Set/Clear background picture

2.1.15 Set/Clear background picture

Set

Method 1: From the main menu choose Label | Set Background Picture.
Method 2: Right-click anywhere on working area and choose Side | Set Background Picture.
Method 3: Right-click on a picture object and choose Picture | Set As Background.
Method 4: Click in the Picture toolbox.

Clear

Method 1: From the main menu choose Label | Clear Background Picture.
Method 2: Right-click anywhere on working area and choose Side Background | Clear Background Picture.

See also:

Change background color
Picture properties

2.1.16 Save design

Method 1: From the main menu choose File | Save.
Method 2: Click in the Main toolbar.
Method 3: Press Ctrl+S on keyboard.

Change name and save: From the main menu choose File | Save As...

See also

Start new design
Open saved label

2.1.17 Print label

Step 1

Method 1: From the main menu choose File | Print.
Method 2: Click in the Main toolbar.
Method 3: Press Ctrl+P on keyboard.
Step 2
Select appropriate layout and click **Print** or **LightScribe** button.

See also:
- Print layouts overview
- Print Layout Window
2.2 **Advanced usage**

2.2.1 **Design templates**

*Step 1*

Design your template in a same way you design regular label. You can set sizes, place initial pictures and texts, choose colors, etc.

*Step 2*

Choose *File | Save As*..., change *File Type* to "CD Label Designer Template Files (*.clt)" and choose name.

After this, your label template is ready and you can use it by choosing *File | New From Template* and *File | New Label Wizard* options. You can also make it a **default template** in Options dialog. Default template (*Default.clt*) is loaded when you choose *File | New* option.

---

**See also:**

Use earlier prepared template

---

2.2.2 **Use a template**

First you must prepare one or more template designs as described in previous topic.

**Directly**

- **Method 1:** From main menu choose *File | New From Template*.
- **Method 2:** Press Ctrl+T on keyboard.

**From the New Label Wizard**

Start New Label Wizard and on *Page 1 (General)* choose desired template file.

**Note:** By choosing *File | New* option, CD Label Designer loads default template file (*Default.clt*). To change **default template**, either edit it directly by opening it by *File | Open* menu option or use Options | Defaults.

**See also:**

- Design templates
- Quickly make label
- New Label Wizard
2.2.3 Export label

From the main menu choose File | Export to save label picture to a disk. You can print this picture with some other software or send it to the printing office. After selecting file name you should choose export resolution for the best results. If you are not sure what resolution to use, it's best to ask your printing service company, but generally you probably don't want to go below 300 DPI or 600 DPI. In addition, you can also choose to include a so-called "bleed" around label edges, which is often required by printing companies. The bleed should contain a background extended by 1/8 inch (3 mm) on each side and it shouldn't contain any texts or important parts of design. While designing, in the main screen bleed area is indicated by dashed border around label.

![Output resolution dialog box](image)

Exporting booklets

Booklets usually have more than one page. Some image formats support multiple pages in one file, like TIFF. If you choose TIFF for your export format, pages will be saved to a single file with separate pages. If any other format is used, CD Label Designer will export each page in the separate file and add page number to the file name.

2.2.4 Make print layout

For the reference about print layouts see:

- Print layouts overview
- Print Layout window

2.2.5 Read drive or CDDB

CDDB (CD DataBase) is free web service that collects large number of audio CD titles. It is supported by CD Label Designer - if you insert audio CD in your drive and start this option, application will connect to this database and retrieve album and songs titles if they exist. If more than one match is found you will be able to choose the one you prefer.

Method 1: From the main menu choose Label | Read Drive/CDDB.
**Method 2:** Click in the Edit toolbar.

**Method 3:** Press Ctrl+F12 on keyboard.

**Method 4:** In the File List dialog click on in the toolbar.

If data CD is in drive, software will read file/folder structure and place it on the label.

If it’s an audio CD (CDA), software will contact CDDB over internet.

If it’s a data CD and it contains MP3 or WMA files, software will automatically read file tags and search for song titles.

---

**See also:**
- Options | CDDB
- Format file list

### 2.2.6 Format file list

**Method 1:** From the main menu choose Label | File/Songs List.

**Method 2:** Right-click on label and choose File/Song List.

Formatting options can be set in File List dialog.

**See also:**
- File List dialog
- Read drive or CDDB

### 2.2.7 Change label dimensions

**Method 1:** From the main menu choose Label | Properties.

**Method 2:** Deselect all objects and click on the Edit toolbar.

**Method 3:** Right-click on label (NOT at objects and NOT at background if it exists) and choose Properties.

**Method 4:** Deselect all objects and press Alt+Enter on keyboard.

**Method 5:** Double-click somewhere on work area (NOT at object and NOT at background if it exists).

**Get label dimensions from an existing Print Layout**

**Method 6:** From the main menu choose Label | Get From Print Layout option.

**Method 7:** Click on the Edit toolbar.
Method 8: Click Get From Print Layout action in the Label toolbox.

See also:
- Label Properties dialog
- Label toolbox

2.2.8 Configure application

Method 1: From the main menu choose Tools / Configuration Wizard.
Method 2: From the main menu choose Tools / Options.
Method 3: Click (Options) on the Main toolbar.
Method 4: Press Ctrl+F on keyboard.

See also:
- Configuration Wizard
- Options dialog

2.2.9 Clipboard operations

CD Label Designer uses clipboard to transfer objects from one label to another. In addition, you can exchange information between CD Label Designer and other applications, too. Texts are copied to the clipboard in RTF (Rich Text Format) format so you can copy text object to word processing application. And vice versa - you can copy part of text from word processing application and paste it to the label. Pictures are also copied in its native format, which means that you can exchange them between different application in a similar way.
User interface

Part III
3 User interface

This is a detailed reference of user interface elements such as menus, toolbars and windows.

- Main menu
- Toolbars
- Toolbox
- Dialogs
3.1 Main menu

Use the main menu to access options of the software. Menu is divided into categories (submenus): click on any horizontal word to drop down the list of underlaying options, and then click one of options.

- File menu
- Edit menu
- Label menu
- Insert menu
- Object menu
- Booklet menu
- View menu
- Tools menu

3.1.1 File menu

This menu contains basic file operations for creating, saving and printing designs.

- New  Ctrl+N  Open new design from the default template
- New Wizard  Ctrl+W  Answer a series of questions to quickly make a design
- New From Template  Ctrl+T  Open new design from the selected template
- Open  Ctrl+O  Open previously saved design
- Save  Ctrl+S  Save current design
- Save As...  Save current design while choosing new file name
- Close  Close current design
- Export  Export submenu: export labels to a picture files
- Printer Setup  Choose printer and set its options
- Print  Ctrl+P  Print current design
- Recent Files  Submenu of recently opened files
- Exit  Close application

3.1.2 Edit menu

This menu contains options for clipboard operations and undo/redo options.
### 3.1.3 Label menu

This menu contains general label options, such as background and file/song list options.

- **Background Color**
  - Change label background color

- **Set Background Picture**
  - Choose label background picture

- **Clear Background Picture**
  - Clear label background picture

- **Background Properties**
  - Set label background picture properties

- **File/Song List**
  - Edit file or song list and set its options

- **Increase Columns**
  - Ctrl+=
  - Increase number of file/song list columns

- **Decrease Columns**
  - Ctrl+-
  - Decrease number of file/song list columns

- **Read Drive/CDDB**
  - Ctrl+F12
  - Read content of drive

- **Custom Fields**
  - Edit custom fields

- **Edit Spines**
  - Edit Back cover or DVD/BD box spines

- **Get From Print Layout**
  - Get label dimensions from an existing print layout

- **Label Properties**
  - Label properties (label sizes)
### Object menu

This menu contains options that are applied to the object or group of objects.

<table>
<thead>
<tr>
<th>Option</th>
<th>Shortcut</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete</td>
<td>Del</td>
<td>Delete selected objects</td>
</tr>
<tr>
<td>Group</td>
<td>Ctrl+G</td>
<td>Group selected objects</td>
</tr>
<tr>
<td>Ungroup</td>
<td>Ctrl+U</td>
<td>Ungroup selected groups</td>
</tr>
<tr>
<td>Lock Object</td>
<td>Ctrl+L</td>
<td>Lock selected objects</td>
</tr>
<tr>
<td>Center to Page</td>
<td></td>
<td>Arrange submenu</td>
</tr>
<tr>
<td>Horizontally</td>
<td></td>
<td>Center objects to page (horizontally)</td>
</tr>
<tr>
<td>Vertically</td>
<td></td>
<td>Center objects to page (vertically)</td>
</tr>
<tr>
<td>Center</td>
<td>Ctrl+E</td>
<td>Center objects inside selection bounds (horizontally)</td>
</tr>
<tr>
<td>Horizontally</td>
<td></td>
<td>Center objects inside selection bounds (horizontally)</td>
</tr>
<tr>
<td>Vertically</td>
<td>Ctrl+R</td>
<td>Center objects inside selection bounds (vertically)</td>
</tr>
<tr>
<td>Align Left</td>
<td></td>
<td>Align selected objects to the left edge of selection bounds</td>
</tr>
<tr>
<td>Align Right</td>
<td></td>
<td>Align selected objects to the right edge of selection bounds</td>
</tr>
<tr>
<td>Align Top</td>
<td></td>
<td>Align selected objects to the top edge of selection bounds</td>
</tr>
<tr>
<td>Align Bottom</td>
<td></td>
<td>Align selected objects to the bottom edge of selection bounds</td>
</tr>
<tr>
<td>Move Up</td>
<td>Ctrl+PgUp</td>
<td>Move object one step up in Z-order</td>
</tr>
<tr>
<td>Move Down</td>
<td>Ctrl+PgDn</td>
<td>Move object one step down in Z-order</td>
</tr>
<tr>
<td>Move to Front</td>
<td>Ctrl+Alt+PgUp</td>
<td>Move object to the front in Z-order</td>
</tr>
<tr>
<td>Move to Back</td>
<td>Ctrl+Alt</td>
<td>Move object to the back in Z-order</td>
</tr>
</tbody>
</table>
Rotate submenu

- **Rotate right for 90°**
- **Rotate for 180°**
- **Rotate left for 90°**

Picture submenu

- **Set As Background**
- **Reset size**
- **Reset Ratio Keep Width**
- **Reset Ratio Keep Height**
- **Replace Image**
- **Object Background Color**
- **Transparent Color**
- **Properties**

3.1.6 **Booklet menu**

Booklet menu contains options to manage booklet pages.

- **Previous page**
- **Next page**
- **Add page**
- **Delete page**
- **Move page left**
- **Move page right**
3.1.7 View menu

This menu contains view options, like zoom, label selection and styles.

- **Style**  
  User interface style submenu
- **Toolbars**  
  Toolbar visibility submenu
- **View Front**  
  Ctrl+1  
  View front cover
- **View Inside**  
  Ctrl+2  
  View inside cover
- **View Back**  
  Ctrl+3  
  View back cover
- **View Sleeve**  
  Ctrl+4  
  View sleeve
- **View DVD/BD Box**  
  Ctrl+5  
  View DVD/BD box cover
- **View Booklet**  
  Ctrl+6  
  View booklet
- **View Disc**  
  Ctrl+7  
  View disc label
- **Business Card**  
  Ctrl+8  
  View business card
- **Zoom In**  
  Ctrl+I  
  Zoom in
- **Zoom Out**  
  Ctrl+U  
  Zoom out
- **Zoom Selected**  
  Zoom to fit selected objects
- **Zoom Page**  
  Zoom to fit current label

3.1.8 Tools menu

This menu contains options for configuration.

- **Configuration Wizard**  
  Configure most important options through this wizard
- **Options**  
  Ctrl+F  
  Configure application options
- **Language**  
  Change user interface language
3.2 Toolbars

Main menu options that are often used are also accessible through toolbars. The visibility of each toolbar can be adjusted independently.

- Main toolbar
- Edit toolbar
- Object toolbar
- Zoom toolbar
- View toolbar
- Size toolbar
- Booklet toolbar

3.2.1 Main toolbar

This toolbar contains several most important options of the software.

- **New**
  - Open new design from the default template

- **New Wizard**
  - Answer a series of questions to quickly make a design

- **Open**
  - Open previously saved design

- **Save**
  - Save current design

- **Print**
  - Print current design

- **Export**
  - Export submenu: export labels to a picture files

- **Options**
  - Configure application options

- **Style**
  - Change user interface style

- **Help**
  - Open help file

- **Exit**
  - Close application

3.2.2 Edit toolbar

Edit toolbar contains several editing options from the Object, Edit and Label submenu.

- **Insert picture**
  - Insert picture from disk

- **Insert text**
  - Insert text object

- **Insert shape**
  - Insert shape
Insert circled text
Delete
Properties
Get From Print Layout
Undo
Redo
Cut
Copy
Paste
Select All
Group
Ungroup
Lock Object
File/Song List
Increase Columns
Decrease Columns
Read Drive/CDDB
Custom Fields

3.2.3 Object toolbar

Object toolbar contains object arrange options.

Center to Page
Horizontally
Center to Page
Vertically
Center
Horizontally
Center
Vertically
Align Left
Align Right
3.2.4 Zoom toolbar

Zoom toolbar contains zoom options. In the **Zoom percent** field you can type arbitrary zoom level - use **Enter** key to confirm.

- **Zoom percent**
- **Zoom In**
- **Zoom Out**
- **Zoom Selected**
- **Zoom Page**

3.2.5 View toolbar

Use view toolbar to quickly switch between labels.

- **View Front**
- **View Inside**
- **View Back**
- **View Sleeve**
- **View DVD/BD Box**
- **View Booklet**
- **View Disc**
- **Business Card**
- **Label Properties**
3.2.6 Size toolbar

Size toolbar can be used to change size and position of selected object.

- **X position**: Distance from the left edge of label
- **Y position**: Distance from the top edge of label
- **Width**: Width of object
- **Height**: Height of object
- **Lock ratio**: Lock object ratio

3.2.7 Booklet toolbar

Booklet toolbar contains options to manage booklet pages.

- **Booklet pages**: Current page number, total number of pages and *Previous* and *Next* page buttons
- **Add page**: Add new page to the end
- **Delete page**: Delete selected page
- **Move page left**: Move selected page one step to left
- **Move page right**: Move selected page one step to right
3.3 Toolbox

Toolbox is a handy window with mostly used object editing options, such as font for texts, fills for shapes, etc. Additionally, you can use it to select label view.

- Labels toolbox
- Effects toolbox
- Text toolbox
- Picture toolbox
- Shape toolbox

3.3.1 Labels toolbox

Labels toolbox is another shortcut for the View menu options (another shortcut is View toolbar).

![Labels toolbox](image)

- Front View front cover
- Inside View inside cover
- Back View back cover
- Sleeve View sleeve (envelope)
- DVD/BD Box View DVD/BD box cover
- Booklet View booklet
3.3.2 Effects toolbox

Effects toolbox contains several special effects options applicable to all types of objects (texts, images, shapes).

![Effects toolbox](image)

- **Transparency** - The level of global transparency of selected objects (0 - 100%)
- **Shadow** - Draw drop-shadow
- **Offset X, Y** - Shadow offset relative to object position
- **Shadow transparency** - The level of shadow transparency (0 - 100%)

3.3.3 Text toolbox

Text toolbox is a set of shortcuts for more important text editing options. Full set of options is accessible through Text Edit window. Text formatting options apply to whole text in the object, while formatting through Text Edit window allows different styles in the same text object.
3.3.4 Picture toolbox

Text toolbox is a set of shortcuts for more important picture editing options. Full set of options is accessible through Picture Edit window.
Set As Background

Resize picture

Reset size

Reset Ratio Keep

Reset Ratio Keep

Flip horizontally

Flip vertically

Tile

Picture effects

Tile Scaling

More options

3.3.5 Shape toolbox

Shape toolbox is a set of shape editing options.
### Shape type

Change shape type. Available options:
- Rectangle
- Rounded Rectangle
- Circle
- Ellipse
- Diamond
- Star
- Polygon
- Line Top
- Line Center Horiz.
- Line Bottom
- Line Left
- Line Center Vert.
- Line Right
- Line Forward Diagonal
- Line Backward Diagonal

### Frame line type

Type of frame line

### Frame width

Width of shape frame

### Frame color

Color of shape frame

### Fill style

Change fill style. Available options:
- Solid
- Clear
- Horizontal lines
- Vertical lines
- Backward diagonal lines
- Forward diagonal lines
- Cross
- Diagonal cross
- Gradient

**Fill color**  
Color of shape fill (first color for gradient)

**Gradient style**  
Gradient style (available only if Fill style is Gradient)

**Second gradient color**  
Second gradient color (available only if Fill style is Gradient)

**Round**  
Percent rounded (available only if Shape type is Rounded Rectangle)

**Sides**  
If shape type is **Star** or **Polygon**, the **Round** slider becomes **Sides** slider, used to select number of sides that star or polygon has

**Rotate**  
Rotate shape from -180 to 180 degrees (**Star**, **Polygon** or **Diamond**)

**Adjust**  
Adjust **Star** shape (arm depth)
3.4 Dialogs

This is a reference of program windows.

- Configuration Wizard
- New Label Wizard
- Print dialog and print layouts
- Picture Properties
- Image Resize
- Image Effects
- Text Properties
- Spine Text Properties
- Circled Text Properties
- Shape Properties
- Custom Fields
- Label Properties
- File List
- Options

3.4.1 Configuration Wizard

At the first start of CD Label Designer, Configuration Wizard will appear to let you set vital options for proper application working. You can also run this wizard later by selecting Options | Configuration Wizard option in the main menu.

The wizard will guide you through configuration pages. When you set or check all options on one page, click Next button to go to next step.

Page 1 – Introduction
Introduction page.

Page 2 – General
Check and set **CD drive** option in order to **Read drive** option works the way you wish.

---

**Page 3 – CDDB**

Enable or disable CDDB option, input server and your proxy settings.
Set some of default options for new labels. Other options you can set if you load Default.clt file into application and saving it afterwards. For other information about creating templates see Design templates topic.

Page 5 – Finish page

Finish page.

See also

Options

3.4.2 New Label Wizard

When you need fast creating of labels, use this option. Wizard will ask you very few questions before label is being created. When you set or check all options on one page, click Next button to go to next step. Your settings will be remembered so you don’t need to set them again when you run this option next time.
Select template file (if you want to) and enable/disable drive reading (or CDDB). Replace title for audio CDs means that after successful retrieving of album data from CDDB, title defined on next page will be replaced with Author/Album name.

Page 2 – Title
Set title of disc, choose font and select labels where it will be placed.

Page 3 – Background
Choose image for design background, set *Tiled* option and select labels where background will be placed.

**Page 4 - Finish**
If you want to open *Save* or *Print* dialog right away, check these options on. When you finish, click on *Finish* button. You can abandon creating any time by clicking at *Cancel* button.

3.4.3 **Image Browser**

Use Image Browse panel to find and place images more easily. To place image on the label, simply drag it from the Image Browser.

**Local disk**
This is a window similar to Windows Explorer. You can browse through folders of local, portable or network disk, change view type (list, icons, thumbnails, ...) and save most visited folders to **Favorites** section. **Download more backgrounds** button will access our server to retrieve more quality backgrounds. Note that trial version will not download every image available, just high resolution of those already present on the hard disk.

**Internet**
CD Label Designer embeds Internet Explorer window to allow you to browse World Wide Web. You can type web address directly or type keywords to search for images via Google Images search engine. You can define home page and save websites to **Favorites** list.

Note that images that can be found on Internet might be copyrighted, in which case you are not allowed to use them without paying a royalty fee or meet usage terms in some other way.

**Important:** Because of the Internet Explorer limitation, it's not possible to directly drag and drop images that link to other pages (for example, Google Images results list). Often, you will be able to follow this link to view larger image and then drag it to the label. However, sometimes this won't be the case and you'll need to:

1. Right-click on image in embedded browser
2. Select **Copy** option
3. Right-click on label
4. Select **Paste** option
See also

- Image properties
- Image resize
- Image effects

3.4.4 Print dialog and print layouts

*Note:* You can view general information about print layouts in the introductory topic. When you choose *Print* option, window similar to this will appear.

![Print dialog and print layouts](image)

**Toolbar**

- **Compact**
  
  Turn on and off compact dialog. Compact dialog doesn’t contain editing options, just print layout list and simple preview.

- **Exchange**
  
  Exchange layouts with others

  - **Import from file**
    Import XML file from the disk

  - **Import from**
    Import XML file from the WWW (*note:* proxy settings must be...
Print layouts
This is a list of installed print layouts. Create, delete and edit layouts and choose the layout you want to be printed.

Print layout properties
Edit layout properties.
- Name
- Units
- Orientation
- Media Type (select disc or type of paper)
- Printer page size (if this option is on, page setup will be retrieved from the selected printer)
- Custom page size (if Printer page size is off, here you can edit custom paper size)

Labels
In this area you can add (+) or delete (-) individual labels and define their positions. Position can be Absolute (Top-Left), Aligned to other label or Absolute (Center). If you choose absolute (top-left) position, you should enter distance of label from left and top edges of paper. Similarly, if you choose absolute (center) position, you should enter position of center of label. This is particularly useful when label size is set to From design. In that case, center of label will remain same regardless of size.

If you select aligned position, you will be able to select other label to align with. In this case, if you change position of one label, the other will be moved automatically.

Additionally, you can use a button to easily create a grid-like layout. Just define number of rows and columns, distances from paper edges and from each other, and software will automatically create a complete layout for you.
Before printing, use check boxes next to label names to turn off labels that you don't want to be printed this time.

**Simple preview**

Here you can see rough sample of printout. To see high quality preview click on Preview button.

**LightScribe**

By clicking on the LightScribe button, instead to the printer, your design will be sent to a LightScribe compatible device (if present on the system).

**See also**

Print layouts overview

**3.4.5 Image Properties**

Edit pictures with this dialog.
Pan mode
- When selected, use mouse to pan images that are too large for the window size.

Select mode
- When selected, use mouse to mark part of image.

Load image
- Load image from the disk.

Acquire
- Acquire image from the scanner or other TWAIN device.

Zoom
- Zoom level.

Resize image
- Change internal image size.

Crop
- Crop to previously selected (see Pan mode above) portion of image.

Transparent
- Transparency on/off.

Transparent color
- Choose transparent color. Click on button and then at image to get color from the screen.

Tiled
- Image tiled in the placeholder. Otherwise it will be stretched.

Scaling
- Adjust size of single tile.

Flip horizontally
- Flip image horizontally.

Flip vertically
- Flip image vertically.
3.4.6 **Image Resize (Optimize)**

Although it's possible to resize pictures directly on label (by dragging black square handles), internally, software still keeps original image. This way it ensures that best possible quality will be used while printing label. If you put extremely large picture to the label (for example, scanned high resolution image), sometimes it will use too much computer memory and reduce performance. In this case it would be advisable to **internally resize image** to improve memory usage while keeping same quality of printouts.

Another possible use of this option is to change size of one tile in case when *Tiled* option is used.
Output resolution

Choose desired DPI resolution (Dots Per Inch). Note that you can (and it's usually recommended) set smaller resolution than maximum printer resolution. While printing, images are resized by using optimized algorithm that assures maximum quality. For example, if your printer's resolution is 600 DPI, you can safely set this value to 300 DPI. In this case, image will use approximately 1/4 of memory than 600 DPI image, but you probably won't be able to notice any loss of printout quality.

Get from printer

Get default printer resolution

Original size

Original image size

Suggested size

Suggested new size for the image (based on DPI setting above and original size)

Accept

Accept suggested size. When clicked, suggested size will be transferred to New size values.

New size

Width

New image width

Height

New image height

Lock

Lock aspect ratio, to prevent image deformation

Half / Double

Set the new size to half / double of the current size

Change size on label

When checked, image boundaries on the label will be adjusted

See also

Image properties

Image effects

3.4.7 Image Effects

Use this window for basic image transformations. Main idea is to save user from using another image editing software to apply simple effects.
Brightness / Contrast: Brightness, contrast and gamma transform
Reduce colors: Reduce number of image colors (dithering option is available)
Smooth: Smooth image
Negative: Invert colors
Rotate: Rotate for arbitrary angle
Skew: Skew image horizontally
Emboss: Emboss effect (colored, light, medium, dark)
Blur: Several blur methods
Edge: Edge enhancing and detection
Sharpen: Several sharpen methods
Miscellaneous: Miscellaneous effects (Glow, Prewitt, Trace, etc)

See also
Image properties
Image resize

3.4.8 Text Properties
Use this dialog to edit text objects. As you can see in the screenshot, it is possible to mix formatting, fonts and colors for each word/letter individually, similarly as you would do with regular word processing application.

![Edit Text dialog](image)

- **Change font**: Open standard font change window
- **Background color**: Choose background color (not used if transparent)
- **Stretch text to frame**: Stretch text to text object boundaries. **Note**: if you are not satisfied with stretched text quality, enlarge **Font size**
- **Autosize**: Automatically adjust frame size to fit size of the text
- **Transparent**: Transparent background
- **Angle**: Text angle (any value between 0 and 360 is allowed)
- **Frame width**: Frame line width
- **Frame color**: Frame line color
- **Read drive/CDDB**: Read drive/CDDB list and put it into text box
- **Custom Fields**: Edit or insert custom fields
- **Undo**: Undo last operation
- **Redo**: Redo last operation
Font name  Change font name
Font size  Change font size
Text color  Change text color
Bold  Font bold
Italic  Font italic
Underline  Font underline
Align left  Align paragraph to the left
Centered  Center paragraph
Align right  Align paragraph to the right
Justified  Justify paragraph to both sides
Align top  Align text to the top
Centered vertically  Center text vertically
Align bottom  Align text to the bottom

See also

Spine Text Properties
Circled Text Properties
Custom Fields

3.4.9 Shape Edit

Here you can edit shape properties, like shape type, colors, etc.
Shape type  Change shape type. Available options:
- Rectangle
- Rounded Rectangle
- Circle
- Ellipse
- Diamond
- Star
- Polygon
- Line Top
- Line Center Horiz.
- Line Bottom
- Line Left
- Line Center Vert.
- Line Right
- Line Forward Diagonal
- Line Backward Diagonal
Table:

<table>
<thead>
<tr>
<th>Property</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frame type</td>
<td>Type of frame line</td>
</tr>
<tr>
<td>Frame width</td>
<td>Width of shape frame</td>
</tr>
<tr>
<td>Frame color</td>
<td>Color of shape frame</td>
</tr>
<tr>
<td>Fill style</td>
<td>Change fill style. Available options:</td>
</tr>
<tr>
<td></td>
<td>Solid</td>
</tr>
<tr>
<td></td>
<td>Clear</td>
</tr>
<tr>
<td></td>
<td>Horizontal lines</td>
</tr>
<tr>
<td></td>
<td>Vertical lines</td>
</tr>
<tr>
<td></td>
<td>Backward diagonal lines</td>
</tr>
<tr>
<td></td>
<td>Forward diagonal lines</td>
</tr>
<tr>
<td></td>
<td>Cross</td>
</tr>
<tr>
<td></td>
<td>Diagonal cross</td>
</tr>
<tr>
<td></td>
<td>Gradient</td>
</tr>
<tr>
<td>Fill color</td>
<td>Color of shape fill (first color for gradient)</td>
</tr>
<tr>
<td>Gradient style</td>
<td>Gradient style (available only if Fill style is Gradient)</td>
</tr>
<tr>
<td>Second gradient color</td>
<td>Second gradient color (available only if Fill style is Gradient)</td>
</tr>
<tr>
<td>Round</td>
<td>Percent rounded (available only if Shape type is Rounded Rectangle)</td>
</tr>
<tr>
<td>Sides</td>
<td>If shape type is Star or Polygon, the Round slider becomes Sides slider, used to select number of sides that star or polygon has</td>
</tr>
<tr>
<td>Rotate</td>
<td>Rotate shape from -180 to 180 degrees (Star, Polygon or Diamond)</td>
</tr>
<tr>
<td>Adjust</td>
<td>Adjust Star shape (arm depth)</td>
</tr>
</tbody>
</table>

3.4.10 Spine Text Properties

Use this dialog to edit case cover spine text. As you can see in the screenshot, it is possible to mix formatting, fonts and colors for each word/letter individually, similarly as you would do with regular word processing application.
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CD Label Designer

Change font
Open standard font change window

Custom Fields
Edit or insert custom fields

Undo
Undo last operation

Redo
Redo last operation

Font name
Change font name

Font size
Change font size

Text color
Change text color

Bold
Font bold

Italic
Font italic

Underline
Font underline

Align left
Align paragraph to the left

Centered
Center paragraph

Align right
Align paragraph to the right

Justified
Justify paragraph to both sides

See also
Text Properties
Circled Text Properties
3.4.11 **Circled Text Properties**

Use this dialog to edit circled text objects. As you can see in the screenshot, it is possible to mix formatting, fonts and colors for each word/letter individually, similarly as you would do with regular word processing application.

- **Change font**: Open standard font change window
- **Angle**: Text angle (any value between 0 and 360 is allowed)
- **Direction**: Circled text direction
- **Read drive/CDDB**: Read drive/CDDB list and put it into text box
- **Custom Fields**: Edit or insert custom fields
- **Undo**: Undo last operation
- **Redo**: Redo last operation
- **Font name**: Change font name
- **Font size**: Change font size
- **Text color**: Change text color
- **Bold**: Font bold
- **Italic**: Font italic
- **Underline**: Font underline
See also

Text Properties
Spine Text Properties
Custom Fields

3.4.12 Custom Fields

With CD Label Designer you can maintain list of custom dynamic texts that you can place on the labels. Once when record (row) is printed, software will mark it and the next one will be used in the future (in this case you'll need to save design file after printing).

Custom fields editor window is similar to spreadsheet applications such is MS Excel. You can define number of fields, give them a name and type values. You can also change Used column to control which record will be printed next.

Using custom fields

To use custom fields, simply type %%%<FIELD_NAME>%%% somewhere in the text. You can also use Custom Fields drop-down button to insert fields more easily. As with regular text, format each field according to your preference.
In this screenshot you can see how the text object and its output looks like. Note that output contains data from the **first unused** record.

**See also**

- Text Properties
- Spine Text Properties
- Circled Text Properties

### 3.4.13 Label Properties

Use Label Properties window to change label dimensions.

It's important to understand that, in general, label dimensions changing is not mandatory, although it does help the design process. Different manufacturers produce differently sized pre-made labels, and that sizes should be entered in the print layout. When printing, CD Label Designer **automatically resizes** label to the correct size defined in the print layout. As long as size difference is not too large, you will still get high quality outputs.
Presets

Choose item from the list to get dimensions from the pre-defined preset.

Delete preset

Delete selected preset

Save preset

Save current dimensions to the preset

Get from Print Layout

Get dimensions from the print layout. After you choose print layout from the list, only labels that are contained in the layout will be changed, while other labels will remain unchanged. Thus, you can consecutively choose more than one layout. For example: select Avery disc layout, and then select Neato cover layout.

Units

Measurement units

See also

Print layouts overview

Print Layout dialog

3.4.14 File List

Here you can edit list of files (or make your own groups/items tree) for including on case label printout.
List editing

- **New**  New item
- **Rename**  Rename selected item
- **Delete**  Delete selected item
- **Move Up**  Move selected items up
- **Move Down**  Move selected items down
- **Read Drive/CDDB**  Get list from the drive

You can drag and drop items from one parent node to another by using your mouse, or right click on nodes to call pop-up menu. By using node type radio group, you can change type of selected node(s). Note that you cannot change folder/group type to file/item type if node has children.
Settings

- **Only directories** (read only directories when choosing Read drive option)
- **Max. levels** (maximum number of directory levels to read – level 0 corresponds to reading root only)
- **Columns** (number of columns list will be formatted in)
- **Column separator** (draw/print column separator lines)
- **Draw on front / inside / sleeve / back / DVD/BD box / Booklet** (select on which side(s) list will be placed)
- **Folder/Group font** and **File/Item font** (choose fonts for those two categories)
- Use **Create Text** button to place the list content into regular text object, so you can move and format it freely, like any other text

See also

Read drive or CDDB

3.4.15 Options

Use Options dialog to change program settings. Settings are separated into five sections:

- **General**
- **Editing**
- **Defaults**
- **Print**
- **CDDB**

3.4.15.1 General

Use **General** section to set general application options.
3.4.15.2 Editing

Use *Editing* section to set editing options.

- **CD Drive**: Set CD drive for drive reading option
- **Background color**: Set background color of work area. If *Default* is checked, color will depend on selected theme.
- **Default zoom**: Set default zoom value
- **Unit of measure**: Set measurement units to be used by default
- **Auto check for updates**: Automatically check for software updates by using internet connection
**Undo levels**  Maximum number of undo steps

**Clear after save**  Clear undo after saving design

**Back spine text direction**  Select text direction for back label spines

- **Left**  Left spine
- **Right**  Right spine
- **DVD**  DVD/BD spine

**Moving and resizing**  Editing grid options

- **Grid size**  Grid size in pixels
- **Grid dots**  Draw grid dots
- **Snap to grid**  Snap objects to grid when moving or resizing
- **Snap to label edges**  Snap objects to label edges and folding lines
- **Allow moving outside labels**  Allow moving objects outside label boundaries
While moving or resizing, press and hold \textit{Alt} key to temporary modify \textit{Snap to grid} option. For example, if snapping is turned on, holding \textit{Alt} will result in smooth (unsnapped) moving and resizing.

3.4.15.3 Defaults

Use \textbf{Defaults} section to set some program defaults.

\begin{itemize}
  \item \textbf{Default text font} \hspace{2cm} Default font for new text objects
  \item \textbf{Default large picture action} \hspace{2cm} Set what action will be taken if inserted picture is larger than a label
    \begin{itemize}
      \item \textbf{Ask} \hspace{2cm} Ask every time it happens
      \item \textbf{Resize (keep aspect ratio)} \hspace{2cm} Resize picture but preserve aspect ration
      \item \textbf{Resize} \hspace{2cm} Resize picture to the exact bounds of label
      \item \textbf{Crop} \hspace{2cm} Crop picture to the bounds of label
      \item \textbf{Leave as is} \hspace{2cm} Leave picture size as is
    \end{itemize}
\end{itemize}
Set default template

Choose template file and copy it over the Default.clt. Default.clt file is template used when File | New option is selected.

While moving or resizing, Alt key is a modifying key for Snap to grid option. For example, if snapping is turned on, holding Alt will result in smooth (unsnapped) moving and resizing, and vice versa.

3.4.15.4 Print

Use Print section to set printing options.

![Options](image)

- **Lines**
  - Cut line
  - Fold line

- **Disc label**
  - Print on both sides (two batches)
  - Print second batch in reverse order
  - Print page numbers under label

- **Booklet**
  - Show warning if size don’t match

- **Print over edge**
  - Print slightly larger area

- **Print exact edge**
  - Print exactly same size
Booklet

Print on both sides
Print booklet on both sides of paper. Software will pause after half of pages to allow feeding them to the printer tray again.

Print second batch in reverse order
Select this option to print second batch in reverse order. Set this option according to your printer and its settings.

Print page numbers under label
Print page numbers under the label.

Show warning when size don’t match
Show warning if size of label on print layout and design don’t match

When printing disc labels you have two solutions: you can print them on special CD label paper with already cut edges or print them on plain paper and cut them with the scissors for example (if you are patient enough).

In the first case (Print over edge), printing of only visible part of label would be inappropriate – a small mistake caused by imprecise determining of positions or way printer takes paper, would result with ugly whiteness on edges of label. Because of that, there is possible to print somewhat larger label – with visible belt beyond edges. In this case cut lines are not printed.

In the second case (Print exact edge), you will probably want to print only visible part of label with cut lines visible.

3.4.15.5 CDDB

Use CDDB section to set CDDB and internet options.
CD Label Designer Manual

### Options

#### CDDB

- **Enabled**: CDDB enabled
- **Server**: CDDB server (leave empty if you want to use default server)
- **Place title on spine**: Place album title on spine if CDDB entry is found on the server
- **Numerate songs**: Numerate songs in the list if CDDB entry is found on the server

#### Proxy

- **Use proxy server**: Use proxy or not
- **Server**: Server name
- **Port**: Server port

---

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Other information

Part IV
4 Other information

4.1 Purchase

We offer a free trial for CD Label Designer so you can investigate its benefits in detail before your final decision. For any further assistance, please contact us.

- Fully functional and unlimited version
- 30-day money back guarantee
- Free minor updates, a discount for major updates
- Maximum priority technical support
- Order via secure servers
- Various payment options (including credit card, PayPal, wire transfer, purchase orders, etc)
- Instant key delivering (in some cases within 24 hours at most)

4.2 Credits

We would like to use this page to thank to developers who made their products and libraries available.

**CodeGear Delphi**
Main development environment
http://www.codegear.com/

**TMS Component Pack**
Various components
http://www.tmssoftware.com/

**Interval Software Envision Components**
Graphic routines and components
http://www.intervalsoftware.com/

**SpTBXLib**
Menus, toolbars and custom themes (skins)
http://www.silverpointdevelopment.com/sptbxlib/

**JEDI components**
Various components
http://www.delphi-jedi.org/

**MaxComponents**
Auto-update component
http://www.maxcomponents.net/

**Icons**
http://www.icons-icons.com/, http://www.famfamfam.com/, http://www.dsbglobal.com/, ...

**Photos**
http://www.pixabay.com/ and other CC0 databases
4.3 Contact

WWW

Company page:
http://www.datalandsoftware.com/

Product website:
http://www.cd-label-designer.com/

E-mail

Tech. support:
support@datalandsoftware.com

General:
office@datalandsoftware.com
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