



GSH Identification Solutions B.V.  
E-mail [info@gsh-id.nl](mailto:info@gsh-id.nl)  
Tel. 0184 421 859

# Brady Mobile Application



# User's Manual

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**Brady Corporation**  
6555 West Good Hope Road  
P.O. Box 2131  
Milwaukee, WI 53201-2131  
[www.bradycorp.com](http://www.bradycorp.com)

**Sales/Customer Support:**(800) 537-8791

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# Brady Mobile Application

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## Introduction

The Brady Mobile application lets you create and edit labels from your smart phone and print directly to your printer via a Bluetooth connection.











**Press & hold** an icon to see a hint of what tasks can be performed from that icon.

- **Labels** (*Create, edit and print labels*)
  - **Edit/Print Existing** (*Open label or template for editing or printing*)
  - **From Template** (*Create a label based on template*)
  - **General Id** (*Create blank text label*)
  - **Flags** (*Create Flags label*)
  - **Terminal Block** (*Create Terminal Block label*)
  - **Wiremarker** (*Create Wiremarker label*)
  - **Patch Panel** (*Create Patch Panel label*)
  - **66 Block** (*Create 66 Block label*)
  - **110 Block** (*Create 110 Block label*)
  - **BIX Block** (*Create BIX Block label*)
- **Files** (*Manage local file on device*)
  - **Search:** Enter a search string to locate a file.
  - **Files:** Perform file operations (rename, copy, move, delete, see file properties)
  - **File Directory:** Locate files on mobile phone or SD card.
- **Settings** (*General, labels, barcodes, printers*)
  - **General** (*Set up general settings*)
  - **Label** (*Set up label settings*)
  - **Barcode** (*Set up barcode settings*)
- **Help** (*Displays the current software version*)

## Conventions

The following commands and icons are used in this Help file.

### *Icons and Device Buttons*

| Device Icon   | Menu Command   | Description   |
|---|----------------|---|
|    | <b>MENU</b>    | Open optional Brady Mobile menu options.  |
|    | <b>HOME</b>    | Close any screen and return to the device Home screen.                                  |
|    | <b>BACK</b>    | Go back one screen. Close virtual keyboard.   |
|    | --             | (Search) not used for the Brady Mobile application.                                     |
|    | <b>VIEW</b>    | View all apps on device.  |
|    | --             | Launches the Brady Mobile application,  |
|  | --             | Press folder icon to navigate up or down the folder structure.                          |
|  | <b>General</b> | Set language, measurement units, and choose the default location for your user data.    |
|  | <b>Label</b>   | Set font type, font size, zoom, frame (border), text orientation, length.               |
|  | <b>Barcode</b> | Set symbology, ratio, height, font, font size, width, human readable text, check digit. |

### *User Commands*

The following conventions are used in this Help document

- All User actions are indicated in **Bold** text.
- All references to menus, dialog boxes, button and screens are indicated by *Italics* text.
- Device "Main Menu" Commands are indicated by capital letters (e.g., **MENU**).
- Device "Sub-Menu" Commands are indicated by Initial cap (e.g., **Label**).
- "Multiple" Command structures requiring more than one user action are divided by the symbol > (e.g., **MENU>Label>Add Label**).

---

## Launch Mobile Application

### *To launch the Brady mobile application:*

1. Download the **Brady Mobile** app from the device App store.
2. Press the **Brady Mobile** icon on your device to launch the application.

## Features and Functions

### Home Screen

The *Home* screen contains 4 icons that you can use to define your default label settings or start working on labels or files.

#### *To view home screen tasks:*

1. Start the *Brady Mobile* application.
2. From the *Home* screen, select one of the available tasks:
  - Labels
  - Files
  - Settings
  - Help

### Settings

Use to change the common default settings used in your labels.

#### *To view and change settings:*

1. From the *Home* screen, select **Settings**, then choose an option:
  - **General**: Set language, measurement units, and choose the default location for your user data.
  - **Label**: Set font type, font size, zoom, frame (border), text orientation, length.
  - **Barcode**: Set symbology, ratio, height, font, font size, width, human readable text, check digit.
2. To cancel and return to the main screen, press **BACK**.

### **Change General Settings**

#### **To change General settings:**

1. From the *Settings* screen, select **General**.
2. Choose a setting for each option:
  - **Language:** Choose a language from the drop-down list (default is English).
  - **Measurement Units:** Select the radio button for *Millimeters* or *Inches* (default).
  - **Default Folder for User Data:** Select **Browse**, navigate to the location where you want to save your files, then press **MENU>Select Folder** to set the desired folder location.

---

**Note:** You can only choose folders that have already been created. You cannot create new folders from this location.

---

3. When done, press **BACK**.
4. Press **Save**, then **BACK** to return to the *Settings* screen. Or, press **BACK**, then **No** to exit without saving.

---

**Note:** The Language option is applied after restarting application. Other options are applied immediately.

---



### ***Change Label Settings***

Label settings let you choose the font, font size, zoom level, frame, text orientation and default label length. Unless changed, these settings will remain the default for all labels.

#### ***To change Label settings:***

1. From the *Settings* screen, select **Label**.
2. In the *Label Options* screen, change any of these options:
  - **Font:** Choose a font from the drop-down list.
  - **Default Font Size:** Choose **Auto** or **Custom**. *Auto* resizes any symbols to fit the label height. *Custom* lets you manually specify the font size.
    - If you choose **Custom:** Touch the text box and enter a value (valid range is 4-144 points), then press **BACK** to exit without saving.
  - **Zoom:** Choose a value from the drop-down list (the Zoom option provides the optimum view of the label area).
  - **Frame:** Choose a border type from the drop-down list.
  - **Text Orientation:** Select the radio button for *Horizontal* (left to right) or *Vertical* (top to bottom). Vertical text can only be applied to an area or a label. It cannot be applied line-by-line.
  - **Default Label Length:**
    - Select **Auto size** to turn off autosizing and open the edit box.
    - Touch the edit box to enter a value for the label length (a specified label length is valid only for continuous media).
3. Press **Done** or **BACK** to return to the *Label Options* screen.
4. Touch **Save** then **BACK** to save your changes and immediately apply the changes (you cannot save settings that are out of valid range). Or press **BACK**, then **No** to exit without saving.

### *Change Barcode Options*

Barcode options let you select the symbology, height, human-readable text, ratio value, width and check digits.

#### **To change Barcode options:**

1. From the *Settings* screen, select **Barcode**.
2. In the *Barcode Options* screen, change any of these options:
  - **Symbology:** Choose a symbology from the drop-down list.
  - **Ratio:** Choose a value from the drop-down list.
  - **Height:** Touch the edit box, then enter a barcode height. You cannot enter an invalid value. An error message will display.
  - **Font:** Choose a font from the drop-down list.
  - **Font Size (points):** Choose a value from the drop-down list.
  - **Width:** Choose a value (in dots) for the narrow bar.
  - **Show human readable text:** Select to display printed text on the label.
  - **Check digit:** Select to include a check digit on your barcode.
3. When done, select **Save** then **BACK**. Your changes are saved and applied immediately (you cannot save settings that are out of valid range). Or press **BACK**, then **No** to exit without saving.

## Close Brady Mobile Application

You can close the Brady Mobile application from any task by pressing **BACK** or **HOME**. The following actions will occur:

- **BACK:** You are prompted to save any unsaved changes.
- **HOME:** The device goes into phone mode, but the Brady Mobile application continues to run in the background. When opened again, you are returned to your unsaved label and immediately prompted to save your changes. **Note:** If the phone OS needs the memory or CPU resources for another application, it may stop the Brady application. If this occurs, any unsaved changes will be lost (i.e., you will not be prompted to save your unsaved label when you reopen the application).
- **Power Off:** If you power off your device without saving your file, the file in progress will be lost.

### ***To close the mobile application:***

1. On your device, press **BACK**.
2. Depending on the task in progress, select from the prompt options:
  - **Unsaved changes:** Press **Yes** to save the current document and close the application, **No** to close without saving or **Cancel** to return to the current screen.
  - **No unsaved changes:** Press **Yes** to close the application or **No** to return to the current screen.

## Setting up Printers

Your Brady Mobile application can be used to send labels to a connected printer via a Bluetooth connection. You can set up your print job settings (i.e., number of copies, mirror or reverse print, rotation, collating, range of label and label separating) from the *Print* dialog before sending a print job.

## Pair/Unpair Printers

You can use your device Bluetooth Settings to pair (connect) printers, view a list of available printers and scan/connect or disconnect printers.

### **To view available printers:**

1. On your phone, select **Settings>Bluetooth Settings**.
2. Select **Scan for devices**. The available devices will display.
3. To unpair (remove) a device, **Press & hold** the device name, then select **Unpair**.
4. To pair (connect) a device, select the device name, enter a password (if requested), then press **OK** to save, or **Cancel** to exit without saving.

---

**Note:** If there are no available printers, the message “No available devices” will display.

---

## Change Print Job Settings

### **To view and change print job settings for your label file:**

1. Open a label file and press **Print>Print Settings**.
2. In the *Print Settings* menu, enter or change the following information:
  - **No. of Copies** (enter number of copies to print).
  - **Print Range:**
    - **Range Enabled:** If selected, enter start and end of the range of labels to print.
    - **Mirrored print** (read in a mirror or through back of the label): Toggle on/off.
    - **Collate:** Toggle on/off.
    - **Reverse** (foreground and background colors reversed): Toggle on/off.
  - **Rotate:** Not available (to manually rotate, configure each label from the label editor using the context menu *Area Rotation*).
  - **Separator:** None, Line, Tic.
3. When done, press **Save** or **BACK** to exit without saving. The new settings will be used for printing all subsequent labels.

## Previewing Print Jobs

Before sending a label to be printed, you can see a preview of your label. The print preview displays only the last label in the document.

### **To preview a label:**

1. Open a label file. A preview of the first label displays.
2. To view all labels in a series, press **Label 1 of x**.
3. In the *Specify label number* box, preview your labels. The selected label displays in the background as you scroll through the labels (press **OK** at any time to preview the selected label):
  - **t** or **▶** [Scrolls through the serialized labels one at a time.]
  - **|<t** or **▶>|** [Jumps to the first or last label.]
  - **Text Box** [Goes to specified label entered in text box.]
4. Press **Print** to print (if the font is too large, it will automatically be resized to fit the label), or **BACK** to exit without printing.

## Set Number of Label Copies

You can set or change the number of copies for the current label job and save the file for later printing.

### **To set the number of copies:**

1. Create a new label or open an existing label.
2. Select **Print>Print Settings**.
3. In the *No of Copies* dialog, enter the number of copies you want to print (valid range 1-999).
4. Press **Save**.

## Working with Label Parts

You can create a new label or template based on any existing label part. Once you open or save the part, it is automatically added to the Most Recently Used list. If you plan to use a specific part often, you can define it as a Favorite.

When you retrieve a part from the printer that is not included in the Master list, you are prompted to name the new part. The new part will be added to the Custom parts list.

- **Master:** Displays the master parts list.
- **Favorites:** Displays the list of parts defined as favorites. Favorites are marked by a "filled" star next to the part name.
- **Custom:** Displays parts retrieved from the printer but not included in the Master parts list.
- **Recent:** Displays a list of most recently-used parts. Or, choose **Select from printer** to retrieve a part from the printer.

To select a label part, launch the Brady Mobile application and open one of the following tasks:

- |                    |                        |
|--------------------|------------------------|
| • General Id       | • BIX Block label      |
| • Flags            | • Terminal Block label |
| • Wiremarker label | • Patch Panel Label    |
| • 66 Block label   | • 110 Block label      |

### **To locate a part:**

1. With the *Brady Mobile* application open, choose a task.
2. If your label does not appear in the most-recently used list, press **MENU>Master**. A complete list of available parts displays.

---

**Note:** You can also press **Favorites** or **Custom** to search through the parts listed in those categories or choose **Select from printer**.

---

3. If you know the part name, enter search criteria in the text box to quickly search through the list. As you type, the list of parts is filtered and displays only matching items.
4. Select the part to open the label. Once selected, the part is automatically listed as the first item in the most-recently-used list.

## Add Part to Favorites List

Parts lists are filtered for the sub-application selected. Only compatible media will display for each specific label type.

### **To create a favorite:**

1. If your label does not appear in the most-recently-used list for the task, select **MENU>Master** and locate the part you want.
2. To add a part to the *Favorites* list, **Press & hold** the part name icon until the dialog opens. The star icon is filled (indicating it is a favorite) and the part is added to the *Favorites* list. You can also **Press & hold** the part name, then select **Add to Favorites**.
3. To verify the part is saved to the favorites list, select **MENU>Favorites**. The part is listed as the first item in the list.
4. To remove a part from the *Favorites* list, select **MENU>Favorites**, then **Press & hold** the filled star icon until the star goes empty. The part is removed from the *Favorites* list. You can also **Press & hold** the part name, then select **Remove from Favorites**.
5. To verify the part is removed from the favorites list, select **MENU>Favorites**. The part is no longer listed in the list.

## Select Part from Printer

You can select the part that is installed in your printer.

---

**Note:** Bluetooth must be active and a printer already paired.

---

### **To create a new label from a part in the printer:**

1. Choose a label or template, then press **Select from printer**.
2. From the *Brady Printers - Select one to use* list, select one of the available printers. If the system can connect, it will retrieve the part information. If it cannot connect, an error message will display.

---

**Note:** If only one Brady printer is paired with your device, the application automatically uses that paired printer.

---

3. When the printer part information displays, press **OK** to accept.



## Working with Labels and Templates

Parts are arranged by most-recently-used order. The items in the lists contain: *part name*, *size* (width x height) and *rows/columns quantity*. On the left of each item is a star. A filled star indicates a Favorite. You can change the status of a Favorite from the MENU (see “Add Part to Favorites List” on page 3-12). An edit box at the top of the list lets you search for a part by entering the part name.

To view the parts list, you must be in *General Id* task, then select **MENU** or **Select from printer**: The following parts will display:

- **Recent**: List of most-recently used parts
- **Master**: Complete list of Master parts
- **Favorites**: List of defined Favorites
- **Custom**: List of defined Custom parts
- **Select from printer**: Retrieves part installed on printer.

If you select a *continuous* part, you will be prompted to enter the part height (default is the height specified in the *Label Options>Height* option). All other measurement units are retrieved from the application options.

If you select a *die-cut* part, a new, blank label based on the selected part is immediately created.

Once selected, you can edit the label from the *Label Editor*. All current settings are retrieved from the application options:

- **Font**: size, type, style (bold, italic, underline), density (expand, collapse), units (points, millimeters)
- **Barcode**: type, height, human readability, ratio, width, digit checking
- **Application**: units (inches, millimeters), language
- **Frame**: label frame style (not applicable for die-cut labels)

## Open Label or Template File

This procedure describes how to open a previously-saved label or template file.

**To open a saved file:**

1. From the main screen, select **Files>Edit/Print Existing**.
2. Select the file you want from the list of most-recently used, or press **Browse** to locate and select your file.

---

**Note:** When you select Browse, the content of the default application folder displays (**folders, .m5t and .m5l** files only). If there are no recently-used files, the Browse screen automatically opens. You cannot save two files with the same name.

---

3. To view the file properties, **Press & hold** the file name until the *Properties* box displays.
4. Press **Properties** to display the file properties screen.
5. When done, press **OK**.

## Save Label or Template File

You can save files that you create as a label or template file so you can reuse them.

---

**Note:** Except for Wiremarkers, you can only save a document created via sub-applications as a label (not a template).

---

**Note:** If you open a file (template or label) using the task *Edit/Print Existing*, you will not be able to save it as a template.

---

Label files are saved with the extension **.m5l**. Template files are saved with the extension **.m5t**.

### **To save a new label/template file:**

1. Create your label or template and when done, press **BACK**.
2. At the prompt, select **Yes** to save the file, or **No** to exit without saving.
3. When prompted, select **Save as Label** or **Save as Template**.
4. In the *Save As* dialog, enter a name for the new file, then press **OK**.  
The file is saved at the location shown in the dialog box.

---

**Note:** If you enter the same name as your starting label or template, that file will be overwritten with the new data. You cannot enter an invalid name or no name. If you try to save to a name that is already used, you will be prompted to overwrite the existing file.

---

5. To change the file location, select **MENU>Save...**
6. Select **Save As** and enter a new file name, if desired, then select **Change...**
7. Press **folder icon** and navigate to the location where you want the file saved.
8. Press **MENU>Save into current folder**.
9. In the *Save As* dialog, press **OK**.

## Create Label/Template based on a Part from Printer

You can create a new label or template based on a part that is installed on your printer. The label can contain text, barcode and/or an image.

### **To create blank label:**

1. Choose a label or template, then press **Select from printer** to retrieve the part information from the printer.
2. In the *Paired Printers* screen, select your printer. The system retrieves the part information from the printer (part name, size, label color, ribbon color, number of labels remaining). If the printer cannot be found, an error message will display.
3. Select **OK**.

---

**Note:** If the retrieved part is *not* included in either the Master or Custom parts list, you will be prompted to add the part to *Custom* and enter a new custom part name. The prompt dialog does not display if the part is already included in the Master or Custom parts list.

---

4. If prompted, enter a name for the new custom part.
5. If the part from the printer has continuous media, enter the desired **Part Length** (if it is a die-cut part, there is no edit box). By default, the application uses the value from the *Length* option in *Label* options.
6. In the *Label Editor*, edit the label as desired, then press **Done**.
7. Press **BACK**, then **Yes** at the prompt to save your document.
8. Select **Save as Label** or **Save as Template**.
9. Enter a file name for your document, then select **OK**. The file is saved.

## Create Label based on an Existing Part

You can create a new label based on an existing part stored on your device or retrieved from a connected printer. The label can contain text, barcode and/or an image.

***To create a new label:***

1. Select **Labels>Edit/Print Existing**.
2. Choose a label from the list of available parts. The most-recently-used items are listed first. If your label is not listed or not stored on the device, select **Browse** and search for the file.
3. Edit the label as desired, then press **BACK**, then **Yes** to save the file, or **No** to exit without saving.

## Create Label based on a Template

Use this procedure to create a label based on an existing template. Documents created from a template can only be saved as a label.

***To create a label from a template:***

1. Select **Labels>From Template**.
2. Select a template from the list of most recently used files. Or, if you do not see the template you want, press **Browse** to navigate to your template, then select the file name to open.
3. In the *Select Creation Mode* menu, you can populate a label using one of the following methods:
  - **Input label data manually:** In the label editor, touch the text to open the *Label Editor* screen, make your changes, then save your label.
  - **Serialize data:** Populate the label using serialization. See “*Create Serialized Label*” for details.
  - **Import data:** Import the data from a data file. See “*Import Data to Label File*” for details.

## Create Serialized Label

With Brady Mobile application, you can use serialized data on a label without manually adding each value. You can add serialized data into text or barcodes as follows:

- **Existing objects:** from the *Context* menu.
- **Existing/new objects:** from device menu *Serialized Data*.

On the label, place the serialized data at the first available text shape. If the label does not include a text shape, place the serialized data at the first available text line.

### **To create a serialized label:**

1. Choose a label or template.
2. In the *Label Editor* window, **Press & hold** a text box until the *Text Object* menu opens, then select **Insert**.
3. In the *Insert* menu, select **Serialized Data**.
4. In the *Setup Sequences* screen:
  - For **Sequence #1**: Enter a **Start** and **End** sequence number, then enter the **Step** you want to increment by.
  - For **Sequence #2** (optional): Select **Add Seq # 2**, then the **Step** you want to increment by.
5. To link the two sequences together, select **Linked** (default is unchecked). If checked, both sequences will print.
6. (Optional) Select **Prefix** (and/or **Suffix**), then enter text. When done, press **OK**.
7. To preview the label(s), press **Label x of x**. The first label displays. To preview other labels, enter the next label number, or press ◀ or ▶. Select **OK** to exit preview mode.
8. When done, press **OK**. The first serialized label will display in the Label Editor. The message '**Invalid sequence data.**' will appear after clicking **OK** in the following conditions:
  - No Start or End values entered for Sequence #1 or/and Sequence #2 (if enabled).
  - Invalid data entered (e.g., start value is alphabetic and end value is numeric).
9. Select **Yes** to save the document, then choose **Save as Label** or **Save as Template**.
10. Enter a file name, then select **OK**.

## Import Data to a Label File

You can import data to your label file from .csv files on your device SD card, which you download and save from your e-mail. You can then use the *Brady Mobile File* function to move the file from the download directory to the Brady Mobile data directory.

### **Save .csv Data File to a Device**

These steps may vary, depending on the model and version of your device.

#### ***To download and store a data file from your email:***

1. From a web browser on your device, open the e-mail with the .csv attachment.
2. **Press & hold** the .csv file attachment name. It is automatically downloaded.
3. Select **HOME**, then **Brady Mobile>Files**.
4. Press **folder icon** and navigate to **sdcard>download** [folder].
5. **Press & hold** the .csv file, then select **Move**.
6. Press **folder icon** to navigate to **Brady Mobile>UserData>files** (or your selected file location).
7. At the bottom of the screen, select **Paste here**. The data file can now be used in the Brady Mobile application.



### ***Create Label File using Imported Data***

When importing, if you have any highlighted (selected) label content, it will be replaced by the imported data. You can import data into a barcode, however, the data is not linked and can only be edited separately. For two-zone labels, you can choose to which zone you want the data imported.

#### ***To create label using imported data:***

1. Select **Labels>General Id**, then choose a label part.
2. Select **MENU>Import Data**.
3. If the data files does not display, select **folder icon** and navigate to the file you want imported.
4. Select the file, then in the *Include Fields* screen, choose an option for each column in the data file:
  - **Include all:** includes all columns in the data file.
  - **Exclude all:** excludes all columns in the data file.
  - **Manually mark columns:** (<not included>, <create new Text Shape>, <Create new Barcode>
5. When done, press **Finish**.
6. At the prompt to import the first line (possible title fields), select **Yes** or **No**.

## Edit Serialized Label

On the label, place the serialized data at the first available text shape. If the label does not include a text shape, place the serialized data at the first available text line. If image/barcode shapes are included on the label, shift them down one line.

### ***To serialize a label:***

1. Open a label or template that includes serialization objects, then select **Serialize>Next**.
2. In the *Setup Sequences* screen:
  - For **Sequence #1**: Enter a **Start** and **End** sequence number, then enter the **Step** you want the sequence to start with.
  - For **Sequence #2** (optional): Select **Add Seq # 2**, then repeat *Step 2a*.
  - (Optional) Select **Prefix** (and/or **Suffix**), then enter text. When done, press **Finish**.
3. To preview the label(s), press **Label x of x**. The first label displays. To preview other labels, enter the next label number, or press **t** or **u**. Select **OK** to exit preview mode.
4. When done, press **Finish**.

## Working with Brady Mobile Files

Brady Mobile application works with its own file formats: label files (.m5l) and template files (.m5t). The application also works with image files (.png, .jpg, .bmp and .gif) and data files (.csv) that can be used in labels/templates. All other file types are ignored.

The default location for your Brady Mobile application files is in application storage (the location depends on your device platform). To manage the mobile files, you must be in the *Files* screen.

You can use the Brady Mobile application to create or edit *labels*, *templates*, *images* and *CSV* files.

The *Manage Local Files* screen contains:

- **Title:** *Brady Mobile - Manage Local Files*
- **Directory Path:** Bar with current path
- **Search Box:** Text box for entering search criteria
- **Files/Folders:** List of files/folders arranged in most-recently-used order
- **New Folder:** To create, select **MENU**, then **New folder**

### Locate Files using Search

1. To search for a file/folder, enter a search string in the search field. As you type, names matching the entered text will display.
2. Touch the file name to open the file.

### Rename Files

**To rename Brady Mobile files:**

1. On the *Start* screen, select **Files**.
2. In the *Manage Local Files* screen, browse the list of files and folders to locate the file you want to rename (you cannot delete the file extension when renaming your file).
3. **Press & hold** the file name to open the *File operations* menu, then press **Rename**.
4. In the *Enter new item name* box, enter a new name for your file, then press **OK**. Or, press **BACK** to exit without changing. If the new filename already exists, a message will display indicating that the same name already exists and the operation will be canceled.

## Delete Files/Folders

### *To delete files or folders from your mobile device:*

1. On the *Start* screen, select **Files**.
2. In the *Manage Local Files* screen, browse the list of files and folders to locate the item you want to delete.
3. **Press & hold** the file/folder name to open the *File operations* menu, then press **Delete**.
4. At the prompt, select **OK** to delete the file. Or, select **BACK** or **Cancel** to exit without deleting. If you try to delete a folder that is not empty, you will be asked if the folder and all of its contents should be deleted.

## Move or Copy Files/Folders

### *To move or copy files/folders:*

1. On the *Start* screen, select **Files**, then browse the list of files and folders to locate the file/folder you want to delete.
2. **Press & hold** the file/folder name to open the *File operations* menu, then select **Move** or **Copy** to move/copy to another location.
3. Select the folder where you want the file moved or copied, then select **Paste here**. The file/folder is copied to the new location. If the file was *moved*, the file is removed from the old location.

- or -

### **To move or copy the file to a new folder:**

- a. Press **New Folder**.
- b. Enter the name for the new folder, then press **OK**.
- c. Press **Paste here**. A new folder is created and the file pasted in it.

---

**Note:** If the file/folder name already exists in the new location, the message "Item with same name already exists. Select another location." will display.

---

## Create New Folder

### *To create a new folder:*

1. On the *Start* screen, select **Files**, then press **MENU>New folder**.
2. In the *New folder name* edit box, enter a name for the new folder, then press **OK**. The new folder is added.

---

**Note:** If the folder name already exists, the message “Item already exists” will display. If you try to save without entering a folder name, the message “Folder name required” will display.

---

## View File/Folder Properties

### *To view file or folder properties:*

1. On the *Start* screen, select **Files** and locate the file/folder you want.
2. **Press & hold** the file/folder name until the *File operations* menu opens, then select **Properties**. The *File Properties* window displays the following:
  - **Location:** path to file/folder location
  - **Name:** file/folder name
  - **Type:** file or folder
  - **Size:** file size (not displayed for folders)
  - **Modified:** date & time last modified
3. To close the properties window, press **OK**.

## Change Default Location for User Data

The default folder for user data is created automatically when the application is started the first time. The default folder is always opened when Browse is selected (i.e., when opening file manager, browsing for images, browsing for .csv files, opening a label or template file, saving a file, etc.). You can change the default folder at any time (you cannot set the root as the default folder location). There are two possible default folder locations:

- **Device location:** */data/data/com.brady.mobile/files*
- **SD Card locations:**
  - **sd card:** *<device root>/mnt/sdcard/Brady Mobile*
  - **files:** */mnt/sdcard/Brady Mobile/UserData/files*

### ***To change the default folder location:***

1. Select **Settings>General**, then **Browse** (the contents of the current default folder are displayed).
2. Press **folder icon** to navigate to the location where you want your files stored.
3. Press **MENU>Select folder**.
4. Choose a folder, then press **Save**.

## Using the Label Editor

You can add or delete a shape (text, image or barcode) on a label. You can also change the image/barcode size in the label line and edit the text attributes.

Images and barcodes can be selected from predefined categories or from the device files. Text can be edited from the *Text Object* screen. Images, barcodes and text can be placed to the left, right, above or below the selected text. Image height is equal to the font height in the line.

### Barcode Options

You can create barcodes using symbology types: Code 39 and Code 128.

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**Note:** All barcode options can be configured when manually adding a new barcode (the default values are extracted from the application options).

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### Image Categories

You can select from any of the following image categories: *Arrows, Datacomm, Electrical, Exit, Fire, FirstAid, CLP/GHS, Greek, HSID, International, Laboratory, Mandatory, Miscellaneous, Packaging, PPE, Prohibition, Public Info, Safety, Warning, WHMIS*. You can also choose a picture file from the SD card on your phone.

### Font Size Options

The default font size is the value set in the *Label Options*. However, you can also change the font size (within the valid range) and type from the *Text Object* screen:

- *Auto* size: Text string is automatically changed to the maximum size allowed by label height (if there is only one line on the label). If there are multiple lines, the font size for the current line is changed to the maximum value allowed, based on the height of the text that has already been entered.
- *Custom* size: Enter font size manually (valid entries: 4pt - 144pt). You cannot set an invalid font size.

After selecting the font size in the context menu, the size will be applied to the label line and the new font size will display above the label (image size is changed separately by tapping on it, then selecting the desired size).

## Add Labels

You can add a blank label to the *current label file* and edit or change both the original and new copy. The new label is added after the label you are currently previewing.

**To add a new label to the current label file:**

1. With a label open, press **MENU>Label>Add Label**. A blank label is added after the current label.
2. Select the label to open the *Label Editor*, enter the text you want, then press **Done**.
3. When done changing the label file, press **BACK**.
4. At the prompt, select **Yes** to save, **No** to exit without saving or **Cancel** to return to the current screen.

## Delete Labels

**To delete a label from the current label file:**

1. Open the file containing the label you want to delete.
2. Press **Label 1 of x** and go to the label you want deleted.
3. Select **MENU>Label>Delete Label**.
4. Select **Yes** to delete the label. The currently-displayed label will be deleted and the total number of labels in the file decremented.



## Insert Shapes

You can add shapes (to the left, right, above or below) from the specified object. You cannot add a text shape (to the right or left) from another text shape.

### ***To add a shape to a blank label:***

1. In the *Label Editor*, **Press & Hold** a shape to open an insert screen (the Insert screen will vary depending on what shapes are on the label).
2. Press **Insert**, then follow the steps in the selected option:
  - **Insert Text:** Enter the text you want added to the label, then press **Done**.
  - **Insert Image:** Select an image. The image is immediately added to the label (Image height is restricted to the height of the maximum font allowed. If another object is already added to the same line, the image will resize to match the font size of the Text Shape.)
  - **Insert Barcode:** Enter the barcode text, select the barcode **Symbology** from the drop-down list, then press **OK**.
3. To insert another shape, **Press & Hold** any shape on the label to open the insert window.
4. Repeat steps 2 and 3, then when done, press **BACK**.
5. At the prompt, press **Yes** to save your label or **No** to exit without saving.

## Remove Shapes

### *To remove a shape:*

1. In the *Label Editor*, **Press & Hold** a shape (text, barcode or image) to open the *Image Object* screen.
2. Press **Remove Shape**. The shape is immediately removed from the label.
3. Press **BACK** to open the save dialog.
4. At the prompt, press **Yes** to save your label or **No** to exit without saving.

## Clear Label

You can clear all objects from the *current label* so you can start over. If a file has multiple labels, only the label you are viewing will be cleared.

### *To clear a label:*

1. With a label file open, go to the label you want to clear.
2. Press **MENU>Label**.
3. Select **Clear Label**. The content of the current label is cleared.

## Duplicate Labels

You can duplicate a copy of the *current label file* and edit or change both the original and duplicate copy.

***To create a duplicate label in the current label file:***

1. With a label open, press **MENU>Label>Duplicate Label**.
2. Enter the number of copies (duplicates) you want to create, then press **OK**. The duplicates are created and the total number of labels incremented.
3. To preview and edit the duplicates, press **Label 1 of x**, enter the label number you want, then press **OK**. The selected label displays in the editor (touch the label text to edit).
4. When done, press **BACK**.
5. At the prompt, select **Yes** to save, **No** to exit without saving, or **Cancel** to return to the current screen.

## Add or Remove Barcodes

### **To add a barcode to a blank label:**

1. To add a barcode to a blank label:
  - Choose a label from the list of available parts.
  - **Press & hold** the label to open the context menu, then select **Insert>Barcode**.
  - Go to Step 3.
2. To add a barcode to an existing label:
  - If necessary, select **Labels>Edit/Print Existing** and open an existing label.
  - **Press & hold** the text box to open the context menu, then select **Insert>Barcode**.
  - Select the position (above, below, left or right).
  - Go Step 3.
3. In the *Barcode Options* menu, select an option or enter text for the following:
  - Barcode Data
  - Symbology
  - Ratio
  - Barcode Height
  - Font
  - Font Size (points)
  - Width
  - Show human readable text
  - Check digit
4. When done, select **OK** or **Enter**, then **BACK** to save (you can also save from the **MENU** option).
5. Select **Save as Label** or **Save as Template**, enter a name for your file, then press **OK**.

### **To remove a barcode:**

1. Open a label with a barcode, then **Press & hold** the barcode object.
2. In the *Barcode Object* dialog, select **Remove Shape**. The barcode is removed.
3. Press **BACK** to save, or **No** to exit without saving.

## Cut/Copy/Paste Text

You can cut or copy text from the current label and then paste it into the same label or a different label. When pasted, the cut/copy text is inserted at the cursor position. You cannot copy or paste image or barcode objects.

### **To copy, cut or paste text:**

1. Open an existing label that contains a text object, or create a new label:
  - Select **Labels>General Id**, then select a label part from the *Master/Favorites/Custom* list. A blank label opens in the *Label Editor* screen.
  - Add additional labels to the file by selecting **MENU>Label>Add Label**, twice more (to create 3 labels).
  - Add text, image or barcode to each of the labels.
2. Touch a text object to open the edit box, then **Press & hold** a blank area in the edit box to open the *Edit text* menu.
3. Select one of the following options:
  - **Select all**: Selects everything in the text object.
  - **Select text**: Selects the word located at the cursor.
  - **Cut All**: Deletes everything in the text object.
  - **Copy all**: Copies everything in the text object.
  - **Paste**: Pastes the copied text at the cursor location.
  - **Paste from clipboard**: Displays the last 10 copies from which you can choose the paste operation.
  - **Input method**: Lets you choose how to insert data (Swipe or Multi-touch keyboard).

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**Note:** If you have a word selected (Select text), then Press & hold on a blank area in the edit box, the Edit text menu changes and the edits apply *only* to the selected word.

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4. To paste copied text:
  - Go to another label in the same document (or open/create another label).
  - **Press & hold** a blank area of the text box. The *Edit text* menu opens.
  - Select **Paste** (to paste the last copied text) or **Paste from clipboard** (to choose from the last 10 copies).

## Scroll using Flick Action

You can quickly scroll through the labels in your document or a list of parts by flicking across the touchscreen (drag quickly and release). If you flick a long list, touch the screen to stop it from scrolling. A label file always opens to the first label in a file, regardless of which label was open when the file was closed. Flick Actions are:

- **Left:** Scroll forward
- **Right:** Scroll backward
- **Up:** Scroll toward bottom
- **Down:** Scroll toward top

### *To flick through multiple labels in a file:*

1. Select **Labels>General Id**, then choose a file with multiple labels.
2. Flick your finger across the label to quickly move to the next label in the file.

### *To flick through a list:*

1. Select **Labels>General Id**.
2. Press **MENU>Master**.
3. Flick your finger up or down to quickly move through the list.

## Navigate Between Labels

### *To navigate between labels in a document:*

1. Open an existing label file containing multiple labels.
2. In the *Label Editor* screen, press **Label 1 of x**.
3. In the *Specify label number* window, navigate through the labels by pressing the following (the selected label displays in the background as you scroll through the labels):
  - t (go to previous label)
  - ▶ (go to next label)
  - |<t (go to first label)
  - ▶>| (go to last label)

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**Note:** You can also navigate between labels by using the Flick action.

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4. To go to a specific label, touch the text box, enter a label number, then press **Done**.

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**Note:** Press **OK** at any time to preview the selected label.

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## Line Vertical Alignment

### *To align items inside the line:*

1. **Press and hold** the text object to open the *Text Object* menu.
2. Select **Line Vertical Alignment**.
3. Select **Top**, **Middle** or **Bottom**.

## Area Alignment

You can also align items inside the line by using the *Line Vertical Alignment* option.

### **To align label area:**

1. **Press and hold** the text object to open the *Text Object* menu.
2. Select **Area Alignment**.
3. Select **Horizontal Alignment** or **Vertical Alignment**.
4. Select **Top**, **Middle** or **Bottom**.

## Area Rotation

If contents are auto-sized, you can increase or decrease the size to fit the area after rotation. If the content has a fixed size, it cannot be rotated.

### To rotate label area:

1. **Press and hold** a blank area on the label.
2. In the *Label Zone* menu, select **Area Rotation**.
3. Choose **0°**, **90°**, **180°** or **270°**.

## Text Orientation

Default for text and images is horizontal. Barcodes cannot be aligned vertically.

### To orient text:

1. Touch the text object, then select **MENU**.
2. Select **Label**, then **Label Options**.
3. In the *Text Orientation* menu, select **Horizontal** or **Vertical**.
4. Press **Save**.



## Editing Text

### Insert Text

#### **To insert text on a label:**

1. Open a label with a text object, or create a new label.
2. Touch the text object or blank label to open the text editor box (by default, the cursor is placed at the end of an existing text string), then enter text.
3. To add another text object, **Press & hold** the existing text object to open the *Text Object* menu.
4. Select **Insert>Text**, then select a text position (above, below). You cannot insert two text objects side-by-side.
5. In the text box, enter the new text, then press **Done**. The new text is placed at the location specified.

### Change Font Size and Style

You can change the font size from the *Text Object* menu when you are editing text. The default text size is the value specified in *Label Options*.

#### **To change font Size:**

1. Open a label with a text object.
2. **Press & hold** the text box until the *Text Object* menu opens.
3. Select **Font Size**, then choose a font size. The text box immediately reflects the changed font size and the point size is displayed in the label header. You cannot select a font size that is too large.

#### **To change font style:**

1. In the *Label Editor* window, **touch** the text to open the text editor.
2. Change the text and font style as desired.
3. Press **Done**.
4. When done, press **BACK**.

## Format Text

You can format text before, during or after you enter text. By default, all text formatting options are turned off. Selecting a formatting button turns the formatting on/off for the next character(s) entered. All formats can be selected at the same time, except Super and Sub (only one or the other can be selected). Formatting options are: *Bold*, *Italic*, *Uline* (underline), *Super* and *Sub*.

### **To format new text:**

1. Open a label with a text object or create a new label.
2. Touch the text object or blank label to open the text editor box. By default, the cursor is placed at the end of the text string.
3. To apply formatting to the next text entered, continue to Step 4. Otherwise, move the cursor to the location where you want the formatting to start.
4. Press a formatting button. The selected format button highlights and the formatting is applied to the next character(s) entered.

### **To format existing text:**

1. Place the cursor on the word/character you want formatted, then **Press & hold** a blank area in the text box until the *Edit text* menu opens.
2. Press **Select text** until the word/character is highlighted, then press a formatting button. The change is immediately applied to the selected text. Repeat for any additional formatting.
3. When done, press **Done**, then **BACK**.
4. Press **Yes** to save, or **No** to exit without saving.

### **To edit a text object:**

1. In the *Text Object* window, **Press & hold** the text, then in the *Text Object* pane, change the text object properties. Choose from:
  - **Font size**
  - **Font type**
  - **Insert:** Text, image, barcode, serialized data
  - **Remove shape**
  - **Intra-line Alignment:** Top, middle, bottom
  - **Area Alignment:** Horizontal, vertical
2. When done, press **BACK**, then **Yes** to save the file, or **No** to exit without saving.

## Working with Label Types

### Terminal Block and 66 Block Labels

Only continuous media can be used for Terminal Block and 66 Block labels.

**To create a terminal block and 66-block labels:**

1. Select **Labels>Terminal Block** or **66 Block**.
2. Select a part from the list of available parts shown. Only valid parts for the selected label type display.
3. In the *Terminal Block/66 Block screen*, configure the label by selecting or entering the following:
  - **Separator:** None, Line, Tic
  - **Orientation:** Horizontal, Vertical
  - **Terminal repeat:** Range = 0.375" - 20"
  - **Serialize:** If checked, go to "Create a Serialized Label". Otherwise, continue.
  - **Number of Terminals** (if Serialize is not selected): Range = 1-999
4. When done, press **Finish**.

### Patch Panel Labels

Only continuous media can be used for Patch Panel labels.

**To create a patch panel label:**

1. Select **Labels>Patch Panel**.
2. Select a part from the list of available parts shown. Only valid parts for the selected label type display.
3. Configure the label by selecting or entering the following:
  - **Separator:** None, Line, Tic
  - **Orientation:** Horizontal, Vertical
  - **Port length:** Range = 0.375" - 20"
  - **Serialize:** If checked, go to "Create a Serialized Label - done" on page 13. Otherwise, continue.
  - **Number of ports** (if Serialize is not selected): Range = 1-999
4. When done, press **Finish**.

## 110-Block and BIX Block Labels

110 Block and BIX Block labels can be edited manually only if they are not serialized.

### 110 Block Label Type

The 110-Block label type is based on user-selected pair configurations. The length of the label is determined by the pair type selected. The dedicated 110-Block part height is 0.475 inch. The length is 7.5 inches, with a total strip length of 7.9 inches. The number and formatting of areas is based on pair configuration and the serialization selected.

### BIX Block Label Type

A BIX Block configuration is similar to the 110-block, with some variations on height and length of strip. The dedicated BIX Block part height is 0.625 inch. The length is 6.2 inches with a total strip length of 6.6 inches.

#### **To create a 110 Block or BIX Block label:**

1. Select **Labels>110 Block** or **BIX Block**.
2. Select a part from the list of available parts shown. Only valid parts for the selected label type display.
3. Select the **Block Type** (options are blank, 2-, 3-, 4- or 5-Pair).
4. Select a **Sequence Type** (options are None, Horizontal or Backbone).  
If Horizontal or Backbone is selected:
  - Enter a **Start Value** (range = 1 - 2<sup>31</sup>)
  - Enter the **Number of Strips** (range = 1 - 999).
5. Select **Finish**.
6. In the *Label Editor* screen, edit the text:
  - Edit text for label 1.
  - Press **Label x of x**, then enter the next label number, or press ◀ or ▶ to go to another label.
  - Press **OK**, then edit the selected label.
  - Continue editing each label until finished.
7. To preview the label(s), press **Label x of x**. The preview of the first label displays.
8. Enter the next label number, or press **t** or **u** to go to another label.
9. When done, select **OK**.

## Flag Labels

Flag labels wrap around a wire or cable, with the ends joined together to form a flag. Flag labels are created from continuous media or specific multi-area die-cut labels. The option to create Flag labels is accessed from the *Labels* screen. You can select from one of 8 possible flag layouts.

### **To create a flag label:**

1. Select **Labels>Flags**, then choose a label. Only valid parts for the selected label type display.
2. In the *Brady Mobile - Flags* screen, enter:
  - **Flag Length** (0.375 - 20 in.).
  - **Cable Length** (0.25 - 8 in.)

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**Note:** Flag Length and Cable Length can only be edited for continuous media.

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3. Select **Finish**.
4. In the *Label Editor* screen, edit the *Flag* label as desired.
5. When finished, press **Done**, then **BACK** to save your document.


## Wiremarker Labels

Wiremarker labels repeat entered text down the length of the label as many times as possible, considering the available number of text lines. Die-cut, self-laminating or continuous media can be used for Wiremarker Labels.

### **To create a wiremarker label:**

1. Select **Labels>Wiremarker**.
2. Press **MENU>Master**.
3. Scroll through the master list of labels and select the part you want (e.g., MC-500 for continuous, or M-103 for diecut). Only valid parts for the selected label type display.
4. In the *Wiremarker* screen, enter the desired length in the *Set Length* text box. Options are: 0.375 in. – 20in. (9.25 mm – 508 mm). The *Set Length* radio button is selected by default and the measurement unit based on the default settings.
5. To change the gauge, select the **Set Gauge** radio button, then choose a gauge (the selected button fills with color and the item moves to the top of the list:
  - **.75" (16-10 AWG)**
  - **1.00" (12-10 AWG)**
  - **1.2" (10-4 AWG)**
  - **1.5" (10-5 AWG)**
  - **2.0", 2.5" (3 AWG – 2/0)**
  - **3.0", 4.0" (3/0-400 KCM)**
  - **5.0", 6.0" (500-900 KCM)**
6. When done, press **Finish**.
7. Touch the label to open the text box, enter desired text, then press **Done**. The text will repeat as many times as possible for the selected label.

## Mobile Application Tips

- **File extensions:** Label files are saved with the extension **.m5l**. Template files are saved with the extension **.m5t**.
- **File operations window:** From *Files* folder, **Press & hold** file name to display the File operations menu.
- **Hints:** **Press & hold** an icon to see tasks that can be performed from that icon.
- **Favorites:** A *filled* star on the left side of a part indicates the part is included in the Favorites list. **Press & hold** a part name to add to *Favorites*,
- **File operations:** **Press & hold** a file name to open menu (rename, copy, move, delete, properties).
- **Flick Action:** In a label file, flick left or right to move forward or backward. In a list, flick up or down to scroll through the list.
- **Long Press:** **Press & hold** an icon to see tasks that can be performed from that icon.
- **MENU** : With an open label, press to:
  - **Save:** Lets you *Save* or *Save As* a new file name.
  - **Import Data:** Opens the *Select Data Source* window where you can navigate to the location of the data you want to import.
  - **Label:** Opens the label options window, where you can select:
    - \* **Add Label:** Add a blank label after the current label.
    - \* **Clear Label:** Clear the content of the current label so you can edit from scratch.
    - \* **Duplicate:** Make a copy of the label you are editing and add it after the label.
    - \* **Label Options:** Change the Frame option, Text Orientation and Label Length
- **Properties:** From *Labels* menu, **Press & hold** file name to display document properties.
- **Save:** Lets you *Save* or *Save As* a new file name.
- **Zoom:** Press **+** and **-** to zoom in and out. You can also use the pinch and zoom gesture.