DuraSuite™
Labeling Software

Catalyst™
Supplemental Guide

GRAPHIC PRODUCTS

Installing Catalyst

> **NOTE:** Administrator rights may be necessary to install a printer and/or print driver on your system. If you are installing Catalyst as a network printer you will also need network settings and an ethernet cable to complete the installation process. Should you need assistance, please contact your Systems Administrator. If you no longer have your Catalyst CD, you may also download drivers from *DuraLabel.com*.

Windows XP or Windows 7:

Plug in the Catalyst and connect to a computer via USB port, then turn the printer on. Windows may start the printer installation process; if so, allow it to complete before proceeding.

Place Catalyst CD in drive. When the splash screen appears, click Install Driver at right. Follow the directions as it walks you through setup.

Catalyst CD splash screen - select Install Driver option

If Windows did not install your printer initially it will do so at this time. If it prompts with "No printers were found" click Next, then select whether you wish to add a local printer (to print only from your computer) or a network printer (so that other users on the network may also print to Catalyst). Proceed through the steps and when it alerts you that the printer has not passed Windows Logo testing, select "Continue Anyway" (XP) or "Install this driver software anyway" (Windows 7).

After the printer has been installed, it will complete the driver setup. When it is complete, you will see a window that says "DuraLabel Driver has been installed on your computer." Click Finish. You are now ready to print.

During driver installation it may prompt you to Add Printer before it finishes driver installation.

Windows 8:

Plug in the Catalyst and connect to a computer via USB port, then turn the printer on. Windows may start the printer installation process; if so, allow it to complete before proceeding.

Place Catalyst CD in drive. When the splash screen appears, click Install Driver at right.

A green banner may appear that says "Windows protected your PC". Click "More Info" and then click "Run Anyway".

*Catalyst CD splash screen - select Install Driver option*

It may also prompt you with a User Account Control window warning you that an unknown publisher is making changes. Click Yes to continue.

Continue through driver setup steps. If Windows did not install your printer initially it will do so at this time. If it prompts with "No printers were found" click Next, then select whether you wish to add a local printer (to print only from your computer) or a network printer (so that other users on the network may also print to Catalyst). Proceed through the steps and when it alerts you that Windows can't verify the publisher, select "Install this driver software anyway".

After the printer has been installed, it will complete the driver setup. When it is complete, you will see a window that says "DuraLabel Driver has been installed on your computer." Click Finish. You are now ready to print.
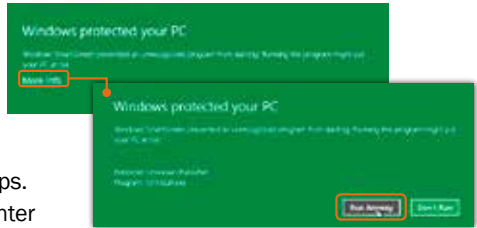
You may see a variety of security messages as you walk through driver/printer installation.

Enabling Paper Tray 2

After following the instructions in Catalyst User Guide for physical installation of Paper Tray 2, it is necessary to enable this tray in the printer settings.

Windows XP or Windows 7:

Click the Windows logo in the lower left and go to "Printers and Faxes" (Windows XP) or "Devices and Printers" (Windows 7). Double-click the DuraLabel Catalyst icon. On the menu choose Printer, then Properties. Go to the Device Settings tab (far right).

In the "Installable Options" section you'll find "Available Trays" with a drop-down box that says "1 (Standard)". Click this and select "2 (1 Optional Tray)".
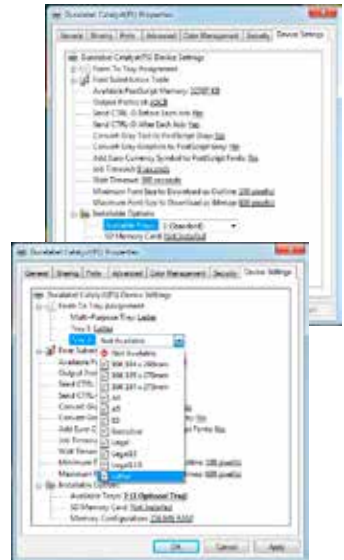
In the top section called "Form To Tray Assignment" click the plus sign (+) at left to expand this option. Where it says "Tray 2" with a drop-down box that says "Not Available", click this and select the size of paper/ supply in the tray (typically Letter). Click Ok.

Windows 8:

Touch and hold the bottom left of the screen, which will launch the menu. Select Control Panel, then choose "Devices and Printers".

In the "Installable Options" section you'll find "Available Trays" with a drop-down box that says "1 (Standard)". Click this and select "2 (1 Optional Tray)".

Paper tray configurations are in the Device Settings tab in the printer properties

In the top section called "Form To Tray Assignment" click the plus sign (+) at left to expand this option. Where it says "Tray 2" with a drop-down box that says "Not Available", click this and select the size of paper/supply in the tray (typically Letter). Click Ok.

NOTE: This guide provides you with information specific to use of DuraSuite with your Catalyst full-color printer. For more information on the use and operation of DuraSuite, please consult your DuraSuite User Guide and QuickStart Guide. For more information on use of Catalyst please consult your Catalyst User Guide.
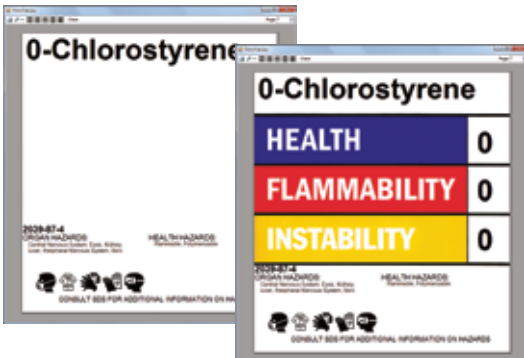
Enabling Full Color Printing

DuraSuite's default settings do not print page template elements. Before printing to Catalyst, this setting must be changed.

Preferences Tab

Within any DuraSuite module, click *Tools* from the menu, then select *Options*. Click the *Preferences* tab and select "Print labels in full color" if it is not already selected. Click Ok. Labels printed to Catalyst will now print in full color.

Module Settings' Preferences tab

Full-color print option:
Not selected (default) will print the label at left or selected will print the label at right (if printing to Catalyst).

Printing Die-Cut Sheets

DuraSuite allows you to print multiple labels on a single sheet using approved Catalyst supply sheets. This feature is only available for the following modules/label sizes:

GHS: 3" x 4.5", 4" x 6", 6" x 9", 8" x 10.5"

HazCom 2012: 2" x 2", 2" x 4", 3" x 4.5", 4" x 6", 4" x 9", 6" x 9", 8" x 10.5"

Arc Flash: 4" x 6", 6" x 9"

NFPA Diamond: 2" x 2", 4" x 6", 6" x 9"
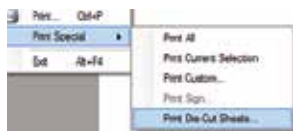
RTK Color Bar: 2" x 2"

Label Designer: 2" x 2", 2" x 4", 3" x 4.5", 3.33" x 4", 4" x 6", 4" x 9", 6" x 9", 8" x 10.5", 8.3" x 10.7"

If you select this option in an unsupported size or module, DuraSuite will display an error message.

When all active labels are ready to be printed, select *File* then choose *Print Special*, then click *Print Die-Cut Sheets*.

Print Special menu

The top of the print window shows information about the compatible supply type to load into the printer. This information includes SKU, sheet size, and finished label size. Only the supply type shown may be used for this label size.

Information about the supply type is shown at the top of the print window

Under *Print Range*, choose whether you'd like to print the entire data source (all of the labels in the database) or single records. If you choose to print a single record you can select it by name, UN Number, CAS Number, or EC Number. (EC Number and UN Number not available in NFPA, RTK, or Arc Flash modules.)

NOTE: 6.5" x 9.5" sheets must be fed through the multi-purpose tray. From the *Print Properties* window, click the *Paper/Quality* tab and select Multi-Purpose Tray from the Paper Source drop-down. For more information on the multi-purpose tray, please refer to your Catalyst User Guide.

Add or Remove Records

To add more records, choose *Custom Selection*, select the desired record from the drop-down, click the **+** symbol, then enter quantity. Select the next record from the drop-down box and click the **+** symbol for each record you wish to add. To remove records, click the *Del* button to the right of the record.

Del button, to remove records

Scroll bar and arrow to resize window

As you add more records DuraSuite will create a scroll bar when necessary so you can review the records. You can expand the window by hovering along the edge until it shows a resizing arrow, then click and drag the window to the desired size. Expanding the window will also enlarge the print preview size.

Print Preview

Your labels will display at right. The window will refresh as soon as you make a change, so if you're only printing a single label and wish to preview, change the

Preview multiple pages

quantity to 2 then back to 1 to refresh the print preview pane. To zoom in, click the magnifying glass at top and select a zoom percentage from the drop-down box. The *Auto* setting in the drop-down will restore the original view so that the entire page fits within the preview pane. To view additional pages (if applicable), change the page number at top and the preview pane will display that page. You can also view multiple pages at once by clicking the buttons to the right of the magnifying glass.

Printing Onto Used Sheets

If you have leftover labels on a sheet, you can feed it back through the printer. In the preview pane, click on the label positions which have already been used. DuraSuite will place a large nonprinting X on that spot and shift all labels forward one position. To undo, click again on that spot and the X will disappear and all labels will shift back to their original positions.

Print preview - two pages with one previously-printed label

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