Signature CASSETTE PRINTER
Signature SLIDE PRINTER

PRIMERA TECHNOLOGY, INC.

PTTemplate User Manual

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Section 4 Template Number

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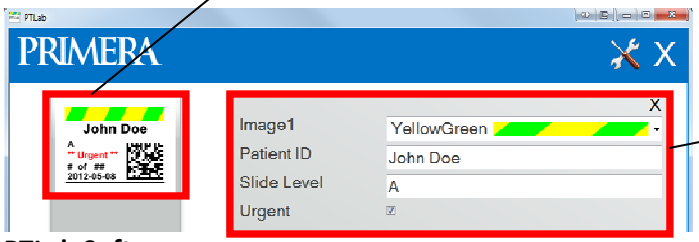
Section 1 Overview

With the template editing software you can edit existing templates or create new templates. This software will allow you to change the appearance of the printed slide/cassette and the appearance, content, quantity, order and type of fields the lab technician will use to enter the data that will be printed on that slide/cassette.

Printed Slide Appearance
(Edit this in PTTemplate)



PTLab Software

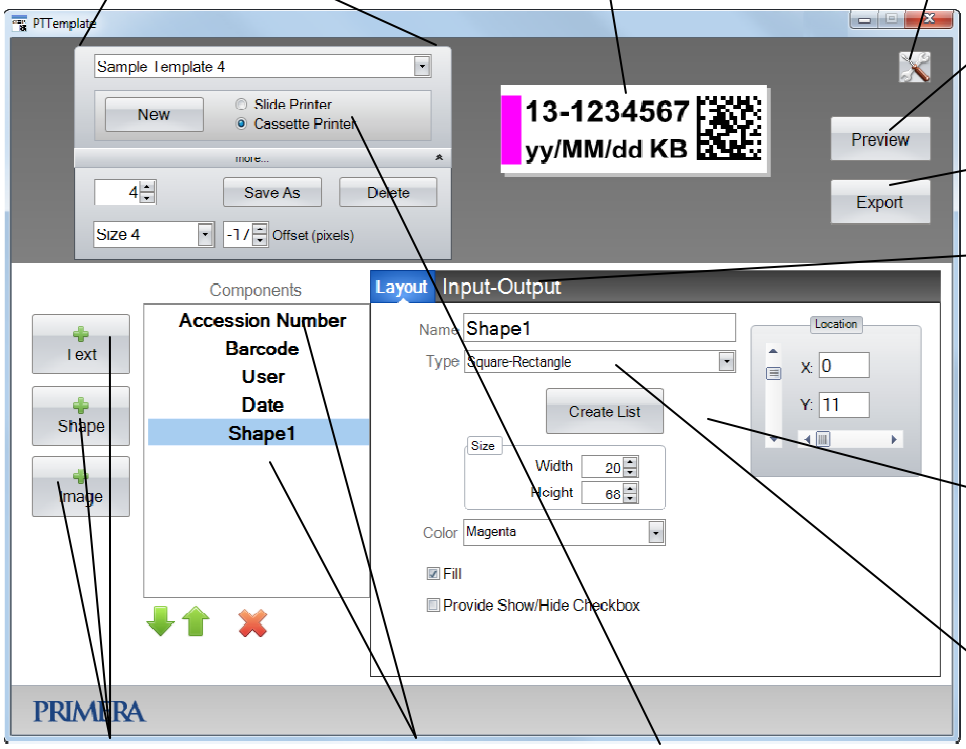
Data Entry Fields
(Edit this in PTTemplate)

Below is quick overview of the components of the PTTemplate template editing software.

Choose or Create Your Template Here

Active Template Preview
Click and drag the components to move them.

Settings



Preview in PTLab
Opens the PTLab software.

Export to PTLab

Input-Output
Set Data input parameters and encode printed Barcode data on this tab.

Edit Component Properties

Shape Field Type

Add a New Component

Current Template Components

Choose Slide or Cassette Template

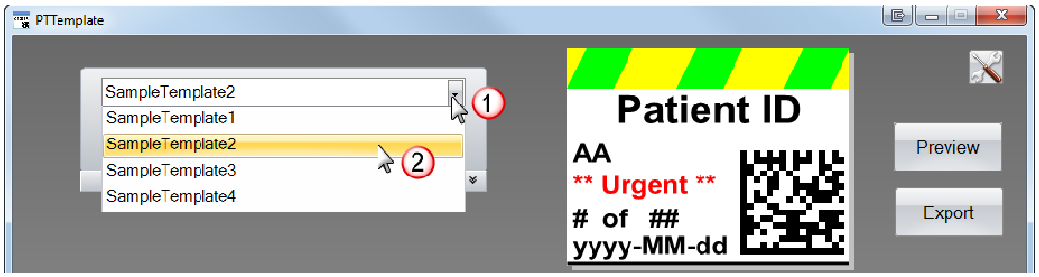
Section 2 Getting Started

PTTemplate comes preloaded with 4 templates for each for Slide and Cassette. These templates are designed to show examples of the available components in use. You may edit these templates to create your template. Once you have made your changes you can "Save As" and name the template as a new name or if you want to preserve the original sample templates "Save As" before you make any changes.

To edit an existing template:

1. Click on the template drop down list.

2. Choose a template from the list.

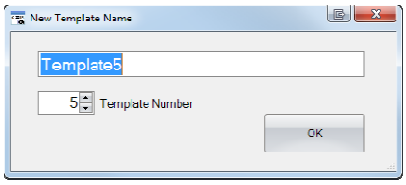


3. You may now begin editing the template.

To save the existing template as a new name:

1. Once you have opened the template, click the small double arrows below the template name to reveal the Save As button.

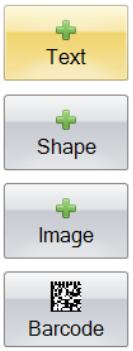
2. Click Save As.



3. Name your template and click OK. (Template Number will automatically be incremented to the next available number. See Section 4 for more information.)

To create a new blank template, click the New button below the template name.

Section 3 Adding Components

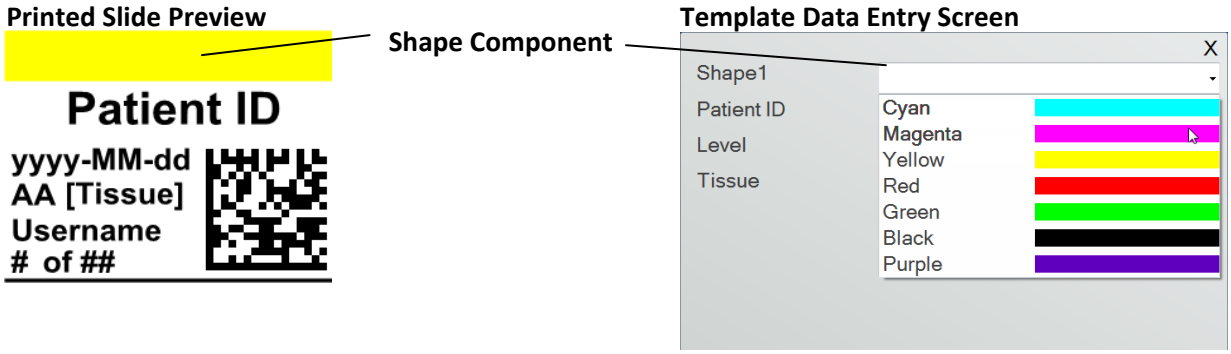


Components can be added to the template using one of the four buttons. Text components include static labels, editable text boxes, list boxes, dates, number ranges, usernames and others. Shapes allow you to choose from predefined colors and shapes such as squares or circles. Images allow you to add a simple monochrome label or multiple color designs. Barcode allows you to add a 2D Barcode. Click the button to add the component to your template. Once it has been added you can manipulate the type of text, the position, the color and the contents of the component using the properties area to the right. The next sections will explain how to use each of the many types of components that can be added to your template.

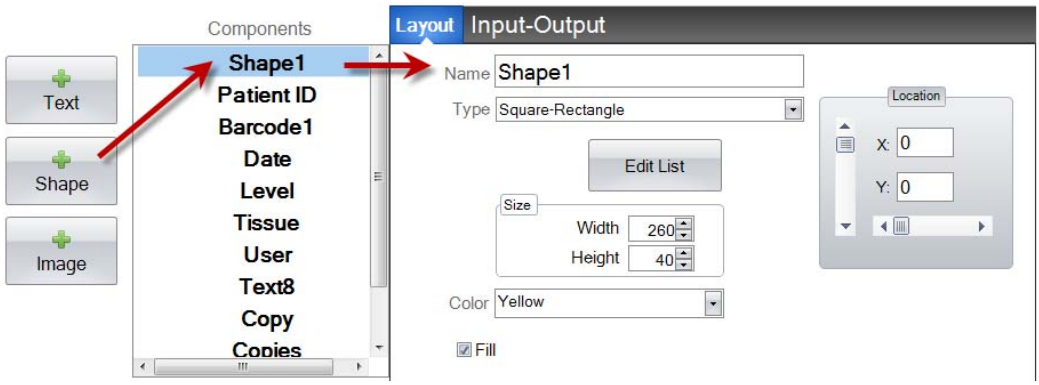
Section 3.1 Shape

Use this component to:

- Add a filled or outline circle, square, or rectangle to your template.
- Add a dropdown list to the component to allow the user to pick from a list of colors.
- Associate a name to each item on the list to denote is use. Example: Red = Liver, Blue = Kidney, etc.
- Automatically set this color using an LIS system or Scanner by designating its three digit RGB code.



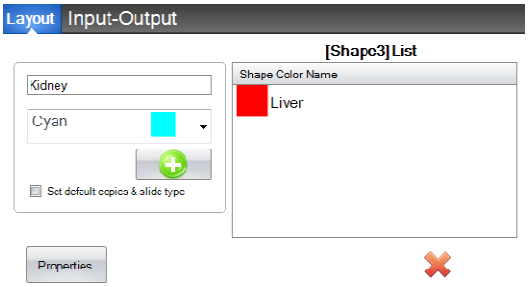
Click the shape button to add a shape component to your template. The layout tab will appear. Below is a description of each of the properties of this component.



- **Name.** This is the name that will appear on the template data entry screen in the PTLab software. It will also be the name that appears on the component list to the left.

- **Type.** Choose Square-Rectangle or Circle –Ellipse

- **Edit List/Create List.** Click here to create a list of colors that the user can choose from. Also associate names for each of the items on this list. ***Click Properties to go back to the layout tab.*** If no list is used, no entry will be available on the template data entry screen. The color property (below) will be used.



- **Size.** Change the size by editing the width and height in pixels.

- **Color.** Set the color of the shape. This is will be the default color if list has been used.

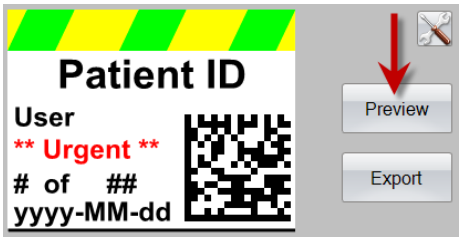
- **Fill.** Check this box to fill in the circle/ellipse or square/rectangle.

- **Location.** You may click on the component in the active preview area or move it using the XY values in the location control.

If you are using the input/output tab to set this component as one that will gather its data from a barcode scanner or LIS system you will need to set the color of the shape in your data string from the scanner or LIS using the following three digit sequences. See section 5 for more information on the using the input fields.

Black	000
Red	100
Green	010
Blue(purple)	001
Cyan	011
Magenta	110
Yellow	101

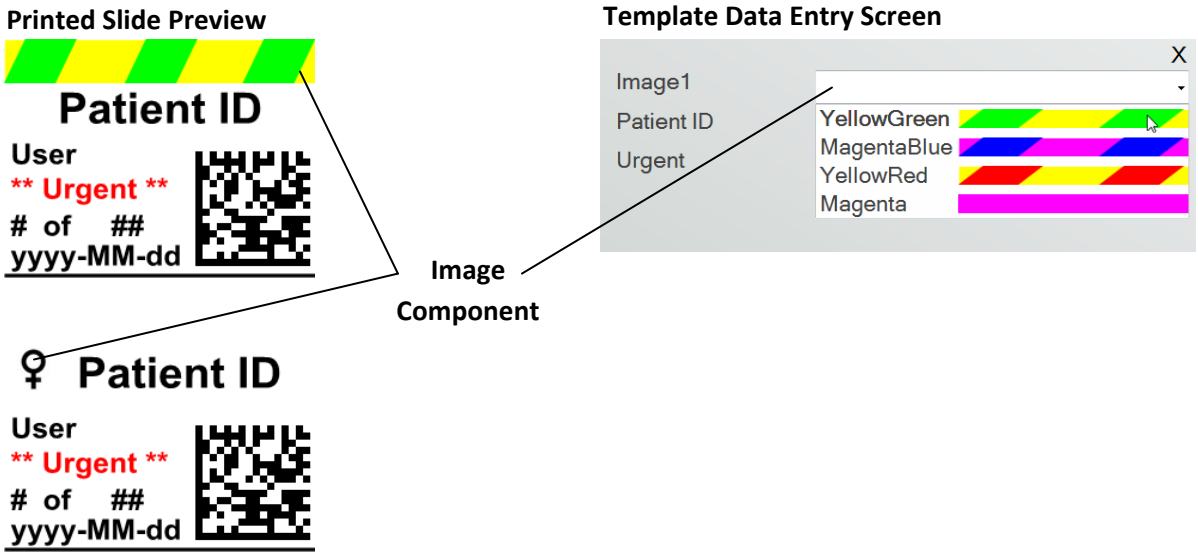
TIP! To view how template Data entry fields will look in PTLab click the Preview button at any time. PTLab will open displaying the template you are currently editing. You can also print the template at this point to view how it will look on a slide/cassette.



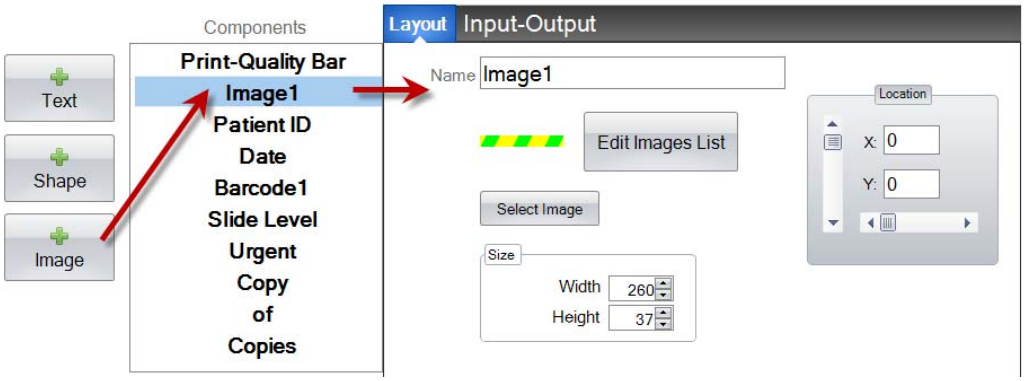
Section 3.2 Image Component

Use this component to:

- Add one of the eleven predefined images to your template. Some of these images are combinations of colors.
- Add your own custom image such as a logo or symbol.
- Add a dropdown list to the component to allow the user to pick from a list of images.
- Associate a name to each item on the list to denote is use. Example: Red = Liver, Blue = Kidney, etc.
- Automatically set this image using an LIS system or Scanner by designating its number from the dropdown list.

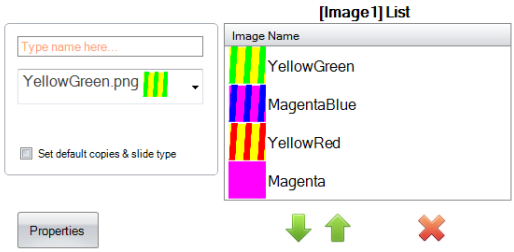


Click the image button to add an image component to your template. The layout tab will appear. Below is a description of each of the properties of this component.

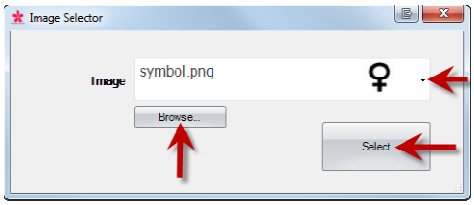


- **Name.** This is the name that will appear on the template data entry screen in the PTLab software. It will also be the name that appears on the component list to the left.

- **Edit List/Create List.** Click here to create a list of images that the user can choose from. Also associate names for each of the items on this list. Click Properties to go back to the layout tab. If no list is used, no entry will be available on the template data entry screen. The selected image (below) will be used.



- **Select Image.** If you just want to select an image to display with no list for the user to choose from click "Select Image". A list of all stored images will be displayed. To add any image to that list click Browse. Any image will print but monochrome images work best. If the image has a color that is not one of the 7 colors this printer supports, the printing software will approximate the closest of the 7 colors available. Once you have chosen your image, click Select.



- **Size.** Change the size by editing the width and height in pixels. The predefined images are all formatted for a size of 260 x 37 pixels. However, you may still manipulate the size of the image. Some images may appear squished or stretched when you change their pixel size. If you browse for a custom image you will want to determine the native size of that image by viewing its properties in Windows. Use the same size in pixels here or at least match the aspect ratio.

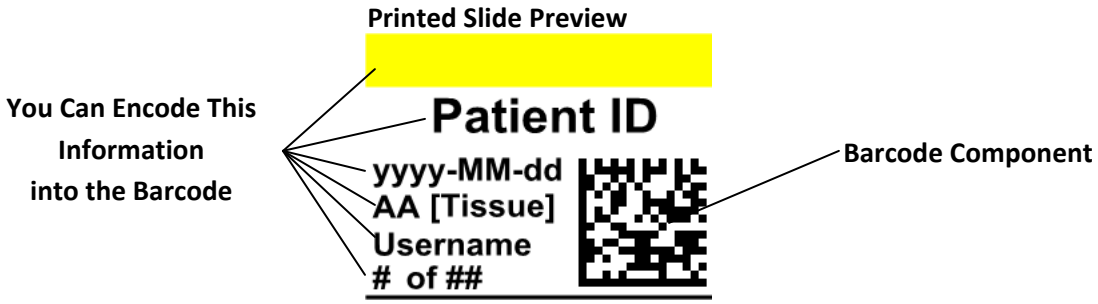
- **Location.** You may click on the component in the active preview area or move it using the XY values in the location control.

If you are using an input field to set this component as one that will gather its data from a barcode scanner or LIS system you will need to set the number in your data string which corresponds to the list you created in your template. The top item on your list = 0. The second item =1 and so on.

Section 3.3 Barcode

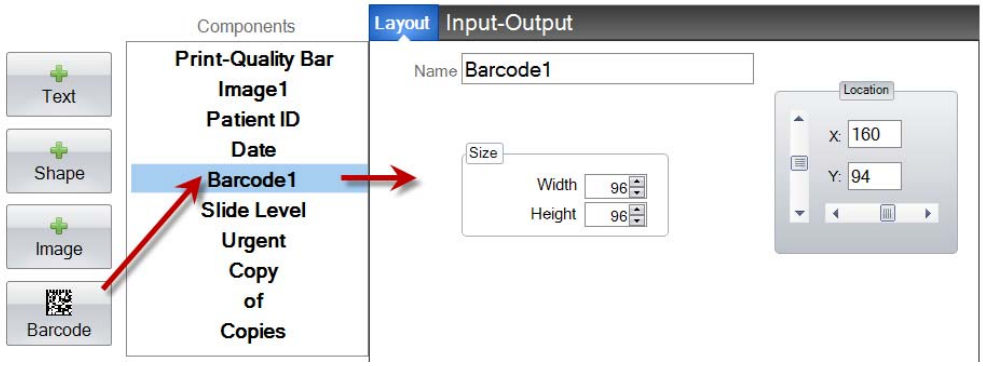
Use this component to:

- Add a 2D barcode to the printed slide/cassette.
- Encode any of the information entered by the user, passed by the LIS system or gathered by the scanner.



Click the barcode button to add a barcode component to your template. The layout tab will appear. Below is a description of each of the properties of this component.

Note: Once a barcode component has been added the button will disappear. This is because you are not able to add more than one barcode to a template.



- **Name.** This is the name that appears on the component list to the left.

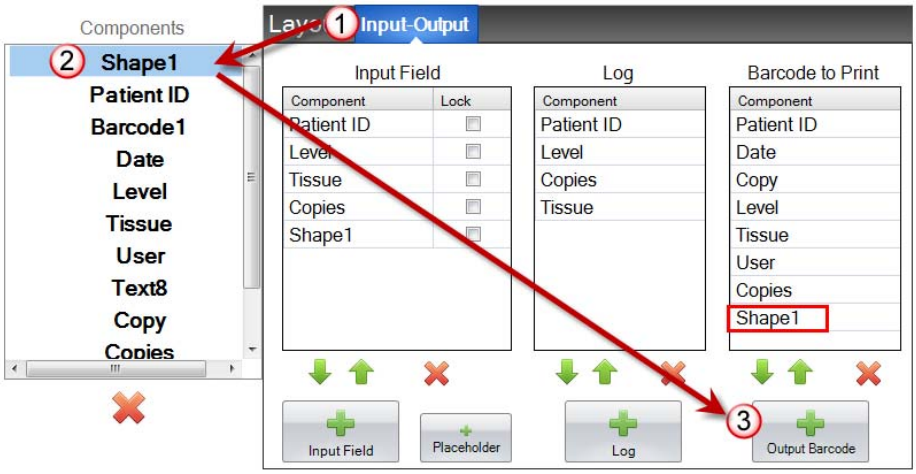
- **Size.** This value should be set to the maximum size of space that you would like to allow for the barcode on your template. If you set the size too small it will reduce the amount of data that you can encode. **Note:** The preview on the template editor and the printing software do not represent the actual barcode that will be printed. The size of each pixel in the barcode will increase or decrease depending on if less data or more data is encoded.

- **Location.** You may click on the component in the active preview area or move it using the XY values in the location control.

Encoding Data in the Barcode

1. To encode data in the barcode select the Input-Output Tab.

2. Select the component you would like to encode on the barcode from the list of components already added to your template.



3. Click the "+ Output Barcode" button to add the component to your barcode.

4. Change the order or remove the component from the barcode by using the arrow controls and the X at the bottom of the list.

Note: The order of the components listed will be the order of the data encoded in the barcode data string. For Example, after scanning the barcode the data will appear as:

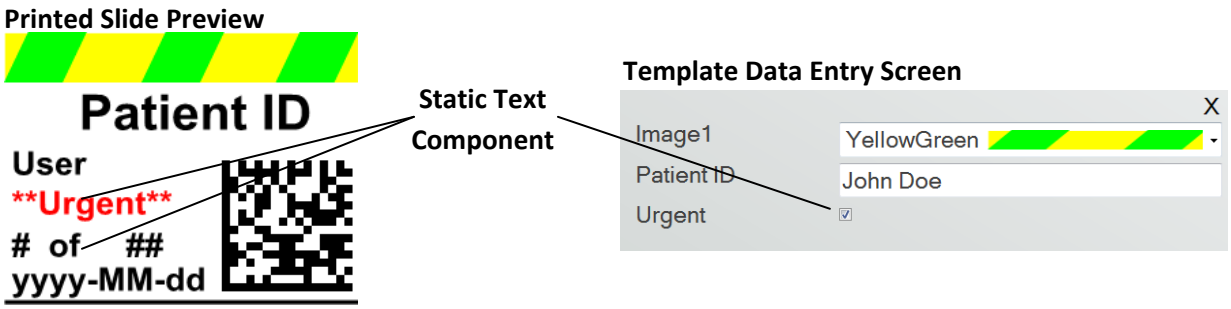
Patient ID, Date, Copy, Level, Tissue, User, Copies, Shape1

The actual data will be the information that you entered on the template data entry screen.

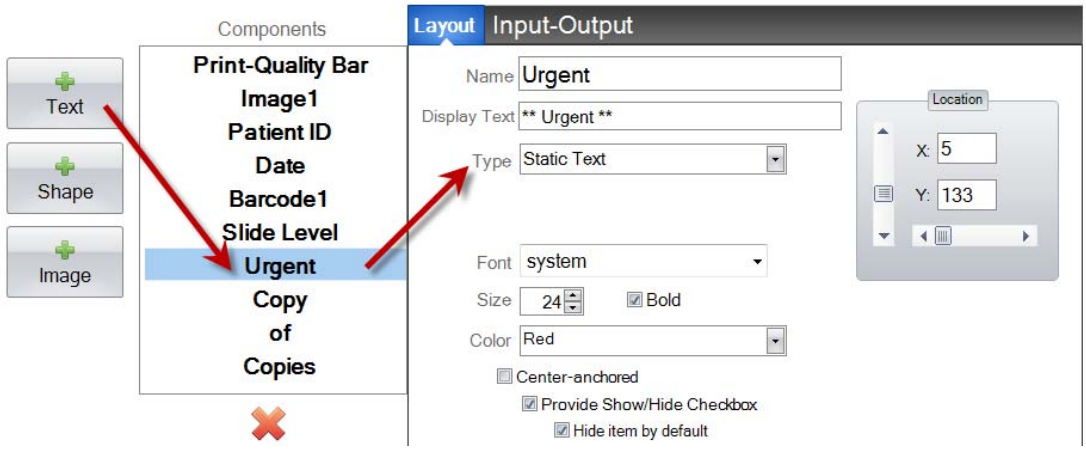
Section 3.4 Static Text/Display Text

Use this component to:

- Add display text that is not editable by a user that appears on every template.
- Print a string of text depending upon whether the user checks or does not check a box.
- Automatically set this text to print or not print using an LIS system or Scanner by designating its status as on or off (1 or 0).



Click the text button to add a text component to your template. The layout tab will appear. Below is a description of each of the properties of this component. Choose Type = Static Text



- **Name.** This is the name that will appear on the template data entry screen in the PTLab software if "Provide Show/Hide Checkbox" is selected. It will also be the name that appears on the component list to the left.

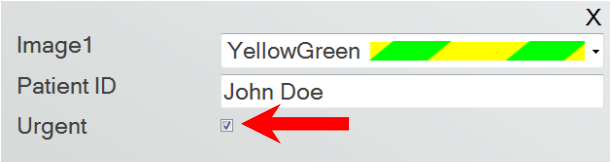
- **Display Text.** This is the text that will appear on the printed slide/cassette.

- **Type.** There are several different types of text components. Choose "Static Text". This will change the available properties below.

- **Font.** Choose the font of the text that will be printed. **Important Note:** Choose a font that will be installed on every computer that may be using the PTLab software. For example, choose

System, or Verdana. Both of those fonts are installed by default with any Windows installation.

- **Size.** Choose the Font Size.
- **Bold.** Check the Bold box to bold the text.
- **Color.** Choose the color from one of the 7 colors the printer can print.
- **Center-anchored.** Choose center anchored to center the text on the XY location. Uncheck it to left justify the text on the XY location.
- **Provide Show/Hide Checkbox.** Check this to show a check box and Name on the template data entry screen.

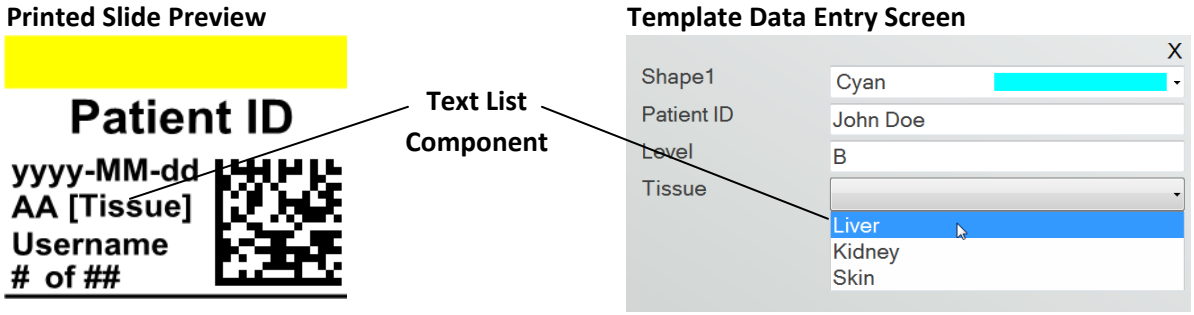


- **Hide item by default.** Check this box to set the default state of the "Provide Show/Hide Checkbox".
- **Location.** You may click on the component in the active preview area or move it using the XY values in the location control.

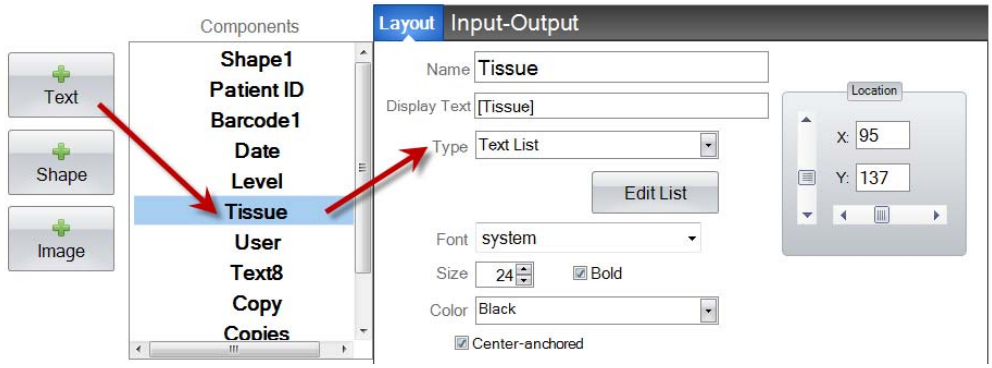
Section 3.5 Text List / List Box

Use this component to:

- Add a list box of text items from which a user can choose.
- Automatically choose an item from the list to print using an LIS system or Scanner by designating its relative number on the list.



Click the text button to add a text component to your template. The layout tab will appear. Below is a description of each of the properties of this component. Choose Type = Text List.

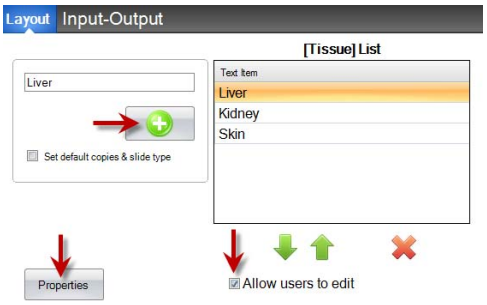


- **Name.** This is the name that will appear on the template data entry screen in the PTLab software. It will also be the name that appears on the component list to the left.

- **Display Text.** This is the default text that will appear on the template preview.

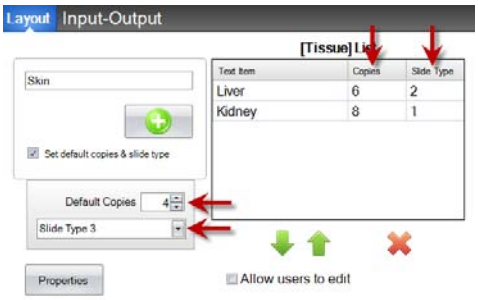
- **Type.** There are several different types of text components. Choose “Text List”. This will change the available properties below.

- **Edit List/Create List.** Click here to create or edit a list of text options that the user can choose from. Enter the name you would like to appear on the list. Click the add button. ***Click Properties to go back to the layout tab.***



- **Allow users to edit.** In the Edit List window check this box to allow users to type alternate text that is not on the list.

- **Set default copies and a slide type.** In the Edit List window, if you would like to require a specific slide type for each item on the text list or a default number of copies check this box. This is useful if you use the text list to designate tissue type and your lab always uses a specific slide type for procedures on this tissue type and/or requires a specific number of slides. You cannot edit items with this information if they are already on the list. You must create a new entry.



- **Font.** Choose the font of the text that will be printed. **Important Note:** Choose a font that will be installed on every computer that may be using the PTLab software. For example, choose System, or Verdana. Both of those fonts are installed by default with any Windows installation.

- **Size.** Choose the Font Size.

- **Bold.** Check the Bold box to bold the text.

- **Color.** Choose the color from one of the 7 colors the printer can print.

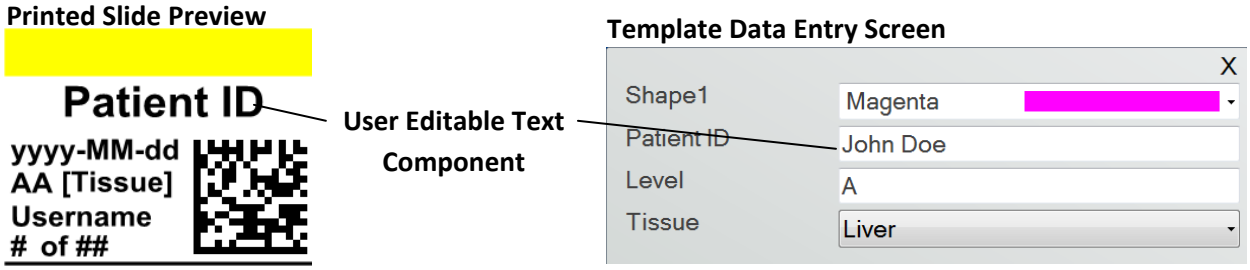
- **Center-anchored.** Choose center anchored to center the text on the XY location. Uncheck it to left justify the text on the XY location.

- **Location.** You may click on the component in the active preview area or move it using the XY values in the location control.

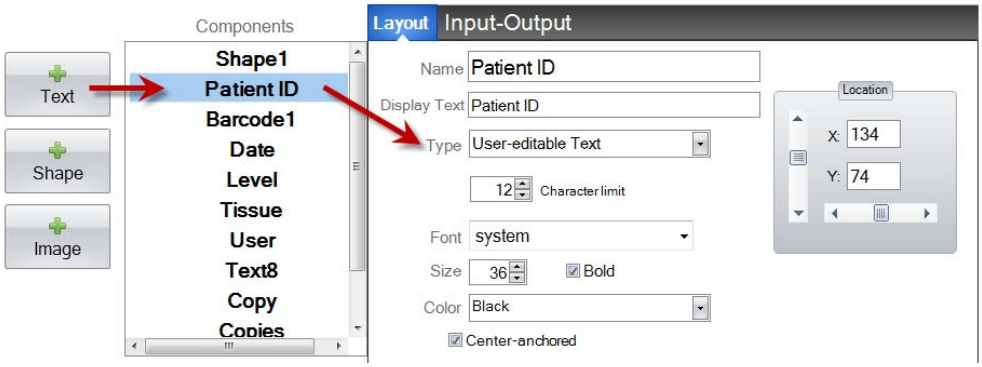
Section 3.6 User Editable Text

Use this component to:

- Add a text box where a user can type the information they want to appear on the slide/cassette.
- Automatically enter the text to print using an LIS system or Scanner.



Click the text button to add a text component to your template. The layout tab will appear. Below is a description of each of the properties of this component. Choose Type = User-editable Text.



- **Name.** This is the name that will appear on the template data entry screen in the PTLab software. It will also be the name that appears on the component list to the left.

- **Display Text.** This is the default text that will appear on the template preview.

- **Type.** There are several different types of text components. Choose "User-editable Text". This will change the available properties below.

- **Character limit.** Set a limit to the number of characters that can be entered so the text will not extend outside the printable area. Use this property with font size to increase the number of characters that will fit on the slide/cassette.

- **Font.** Choose the font of the text that will be printed. **Important Note:** Choose a font that will be installed on every computer that may be using the PTLab software. For example, choose

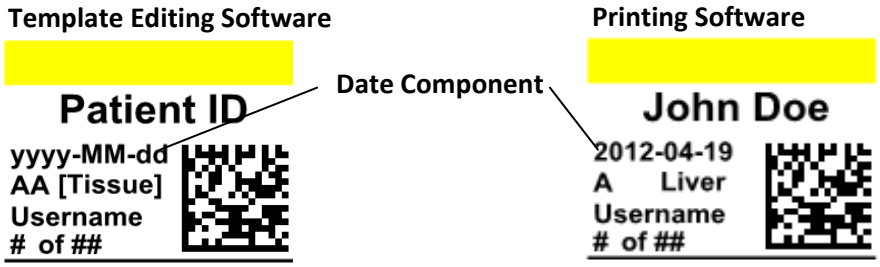
System, or Verdana. Both of those fonts are installed by default with any Windows installation.

- **Size.** Choose the Font Size.
- **Bold.** Check the Bold box to bold the text.
- **Color.** Choose the color from one of the 7 colors the printer can print.
- **Center-anchored.** Choose center anchored to center the text on the XY location. Uncheck it to left justify the text on the XY location.
- **Location.** You may click on the component in the active preview area or move it using the XY values in the location control.

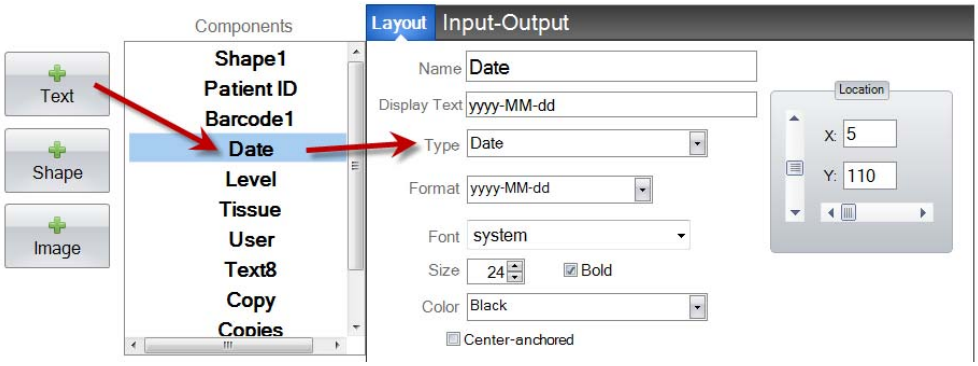
Section 3.7 Date

Use this component to:

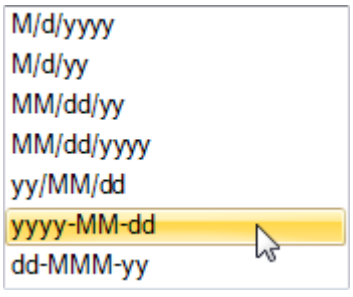
- Add the current date to the printed slide/cassette. The current date is gathered from the computer on which the printing software is installed.



Click the text button to add a text component to your template. The layout tab will appear. Below is a description of each of the properties of this component. Choose Type = Date.



- **Name.** This is the name that appears on the component list to the left.
- **Display Text.** This is the default text that will appear on the template preview
- **Type.** There are several different types of text components. Choose "Date". This will change the available properties below.
- **Format.** Set a date format. Choose from the list that appears.



- **Font.** Choose the font of the text that will be printed. **Important Note:** Choose a font that will be installed on every computer that may be using the PTLab software. For example, choose System, or Verdana. Both of those fonts are installed by default with any Windows installation.

- **Size.** Choose the Font Size.

- **Bold.** Check the Bold box to bold the text.

- **Color.** Choose the color from one of the 7 colors the printer can print.

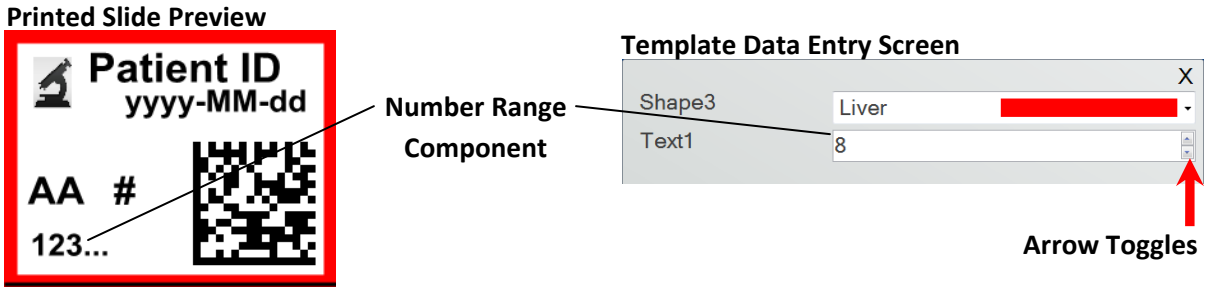
- **Center-anchored.** Choose center anchored to center the text on the XY location. Uncheck it to left justify the text on the XY location.

- **Location.** You may click on the component in the active preview area or move it using the XY values in the location control.

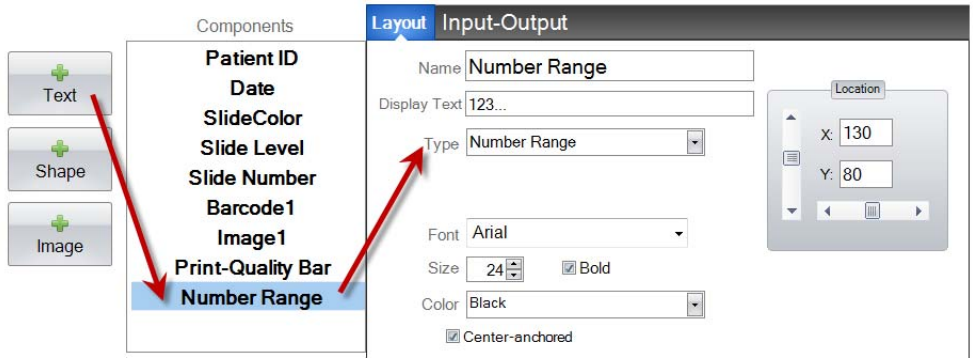
Section 3.8 Number Range

Use this component to:

- Add a number limited field to the template data entry screen.
- Type any number or toggle to the number using the up/down arrows.
- Use this instead of text list or user editable text if you want to limit data entry to numbers but still have the ability to choose any number instead of numbers only shown on a list.



Click the text button to add a text component to your template. The layout tab will appear. Below is a description of each of the properties of this component. Choose Type = Number Range.



- **Name.** This is the name that appears on the component list to the left.

- **Display Text.** This is the default text that will appear on the template preview.

- **Type.** There are several different types of text components. Choose “Number Range”. This will change the available properties below.

- **Font.** Choose the font of the text that will be printed. **Important Note:** Choose a font that will be installed on every computer that may be using the PTLab software. For example, choose System, or Verdana. Both of those fonts are installed by default with any Windows installation.

- **Size.** Choose the Font Size.

- **Bold.** Check the Bold box to bold the text.

- **Color.** Choose the color from one of the 7 colors the printer can print.

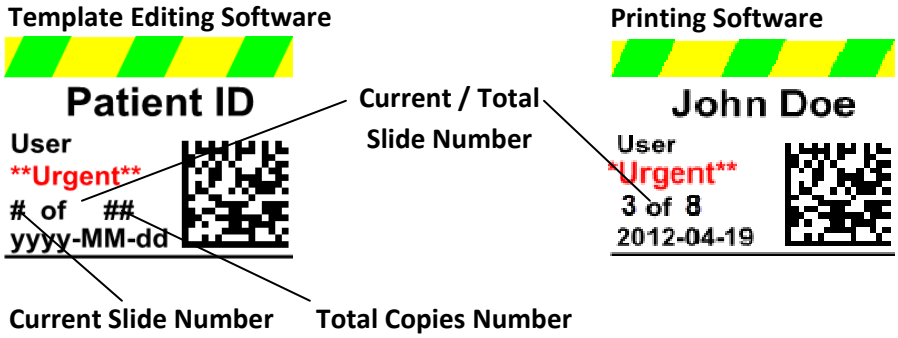
- **Center-anchored.** Choose center anchored to center the text on the XY location. Uncheck it to left justify the text on the XY location.

- **Location.** You may click on the component in the active preview area or move it using the XY values in the location control.

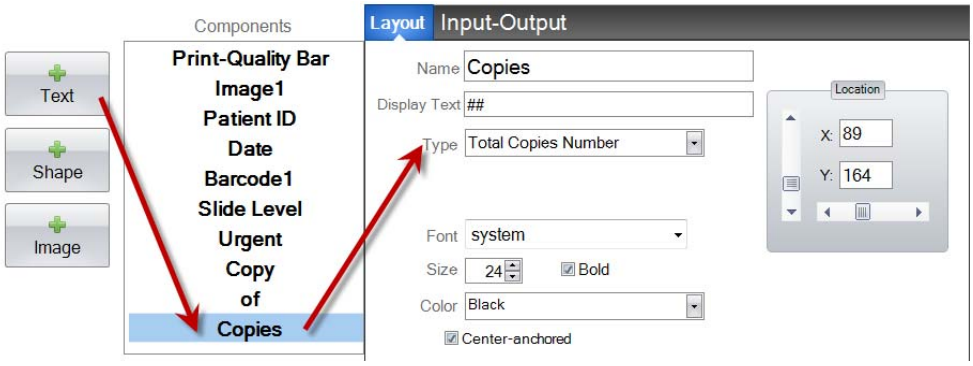
Section 3.9 Current Slide Number / Total Slide Number

Use this component to:

- Print the slide the number of the currently printing slide and the total number of slides to print. For Example, **3 of 8** would be printed on the third slide printed of a group of eight.



Click the text button to add a text component to your template. The layout tab will appear. Below is a description of each of the properties of this component. Choose Type = Current Slide Number or Total Copies Number.



- **Name.** This is the name that appears on the component list to the left.

- **Display Text.** This is the default text that will appear on the template preview.

- **Type.** There are several different types of text components. Choose “Current Slide Number” or “Total Copies Number. This will change the available properties below.

- **Font.** Choose the font of the text that will be printed. **Important Note:** Choose a font that will be installed on every computer that may be using the PTLab software. For example, choose System, or Verdana. Both of those fonts are installed by default with any Windows installation.

- **Size.** Choose the Font Size.

- **Bold.** Check the Bold box to bold the text.

- **Color.** Choose the color from one of the 7 colors the printer can print.

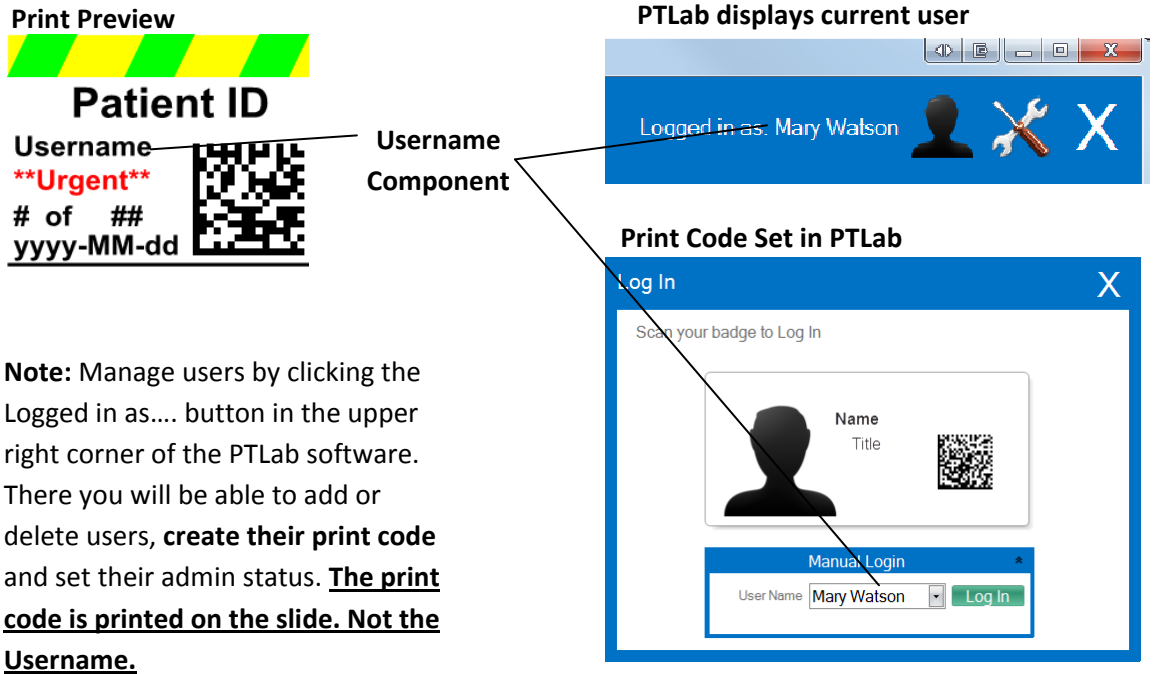
- **Center-anchored.** Choose center anchored to center the text on the XY location. Uncheck it to left justify the text on the XY location.

- **Location.** You may click on the component in the active preview area or move it using the XY values in the location control.

Section 3.10 Username

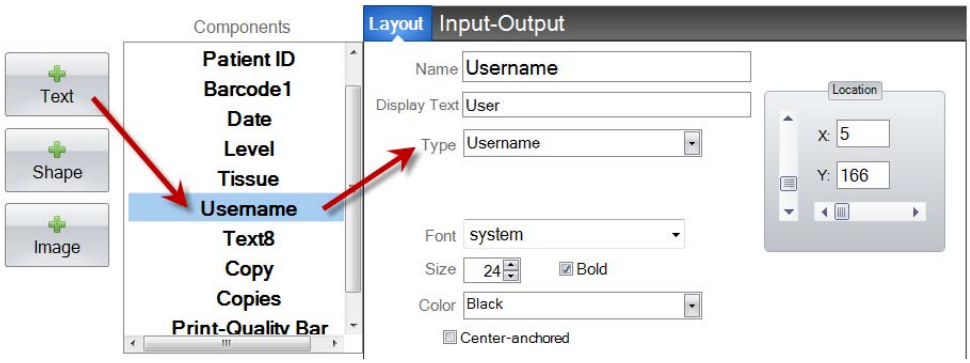
Use this component to:

- Print the "print code" of the user currently logged into the PTLab software.



Note: Manage users by clicking the Logged in as…. button in the upper right corner of the PTLab software. There you will be able to add or delete users, **create their print code** and set their admin status. **The print code is printed on the slide. Not the Username.**

Click the text button to add a text component to your template. The layout tab will appear. Below is a description of each of the properties of this component. Choose Type = Username.



- **Name.** This is the name that appears on the component list to the left.
- **Display Text.** This is the default text that will appear on the template preview.

- **Type.** There are several different types of text components. Choose “Username”. This will change the available properties below.

- **Font.** Choose the font of the text that will be printed. **Important Note:** Choose a font that will be installed on every computer that may be using the PTLab software. For example, choose System, or Verdana. Both of those fonts are installed by default with any Windows installation.

- **Size.** Choose the Font Size.

- **Bold.** Check the Bold box to bold the text.

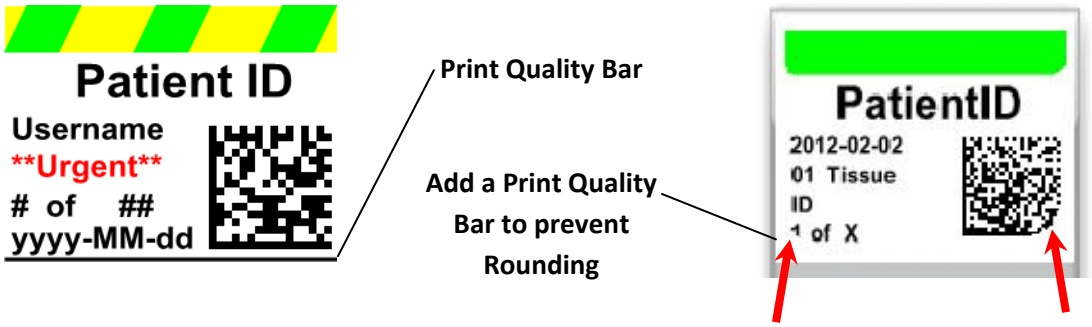
- **Color.** Choose the color from one of the 7 colors the printer can print.

- **Center-anchored.** Choose center anchored to center the text on the XY location. Uncheck it to left justify the text on the XY location.

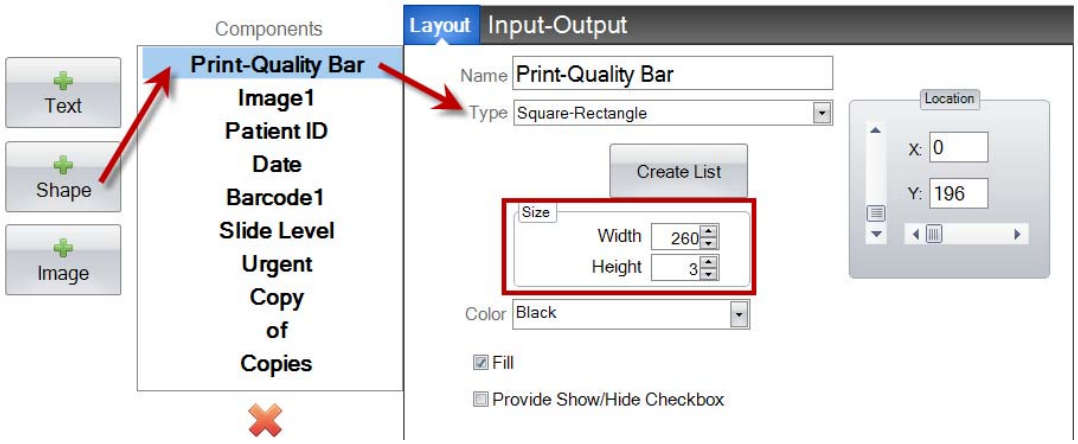
- **Location.** You may click on the component in the active preview area or move it using the XY values in the location control.

Section 3.11 Print Quality Bar

A print quality bar will automatically be added at the bottom of the print to prevent any leading edge print quality issues from affecting printed data. Rounding at the leading edge of any new color on a slide is typically caused by low quality slides or slides that are not thermal printable (inkjet). If changing slides is not an option consider modifying your template to include a print quality bar at the bottom of the printable area.

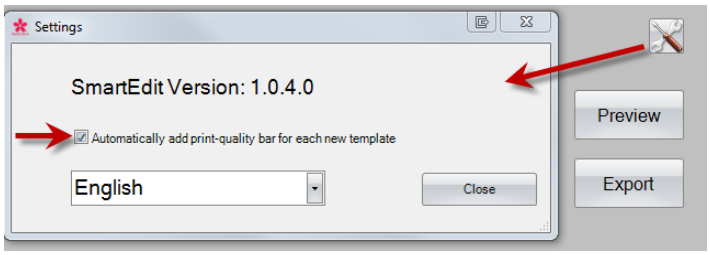


A print Quality bar is created using the shape component.



To create a Print Quality Bar set the size to 260 wide by 3 pixels high. Set the color to Black. Place it at the bottom of the template.

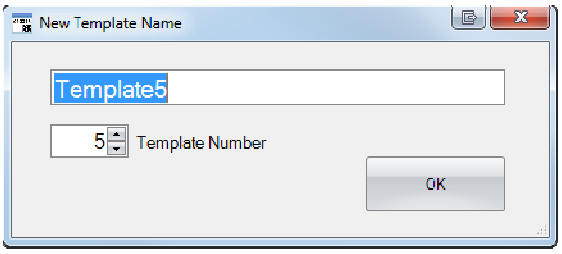
To prevent a print quality bar from being added to every new template uncheck the box in the settings area.



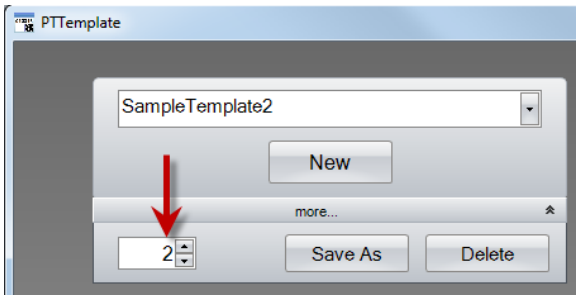
Section 4 Set a Template Number

Setting a template number allows you to automatically open and use a specific template by scanning an existing barcode on a specimen label in PTLab. For example, after scanning, in addition to automatically adding the information to be printed, the software can automatically choose the template needed.

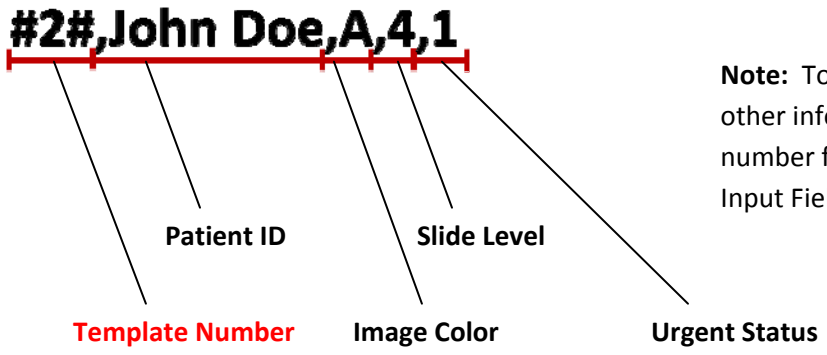
The next available template number will automatically be added any time a new template is created. You may also change this number but it should not be changed to the same number as an existing template.



You can view or change existing template numbers by clicking the down arrow under the template name. This will reveal the template number of the current template.



When you scan a printed barcode on the specimen label using the printing software the template number should be the first field encoded in the barcode encapsulated by number symbols.



Note: To setup your template to receive other information besides the template number from a barcode you must set the Input Fields. See section 5

Section 5 Input Field

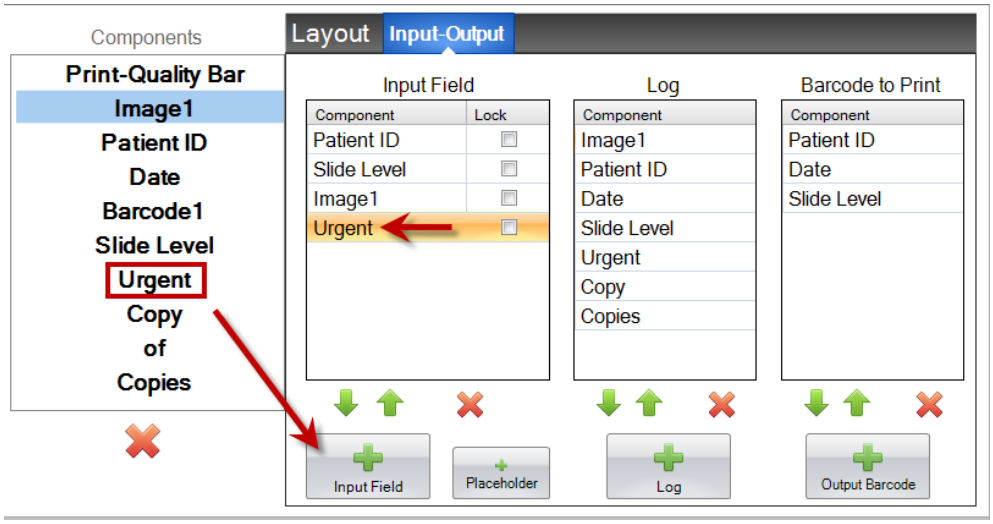
Setting input fields allows the template to receive data from external sources such as a barcode scanner or an LIS system. Without input fields set, the only way a user can add data to a template in the printer software is by manually typing the information or choosing it from a dropdown box. Some components such as date and username text fields will also gather data without an input field set.

1. To set an input field, first add all the components you would like to appear on your printed slide.

2. Click on the Input-Output tab.

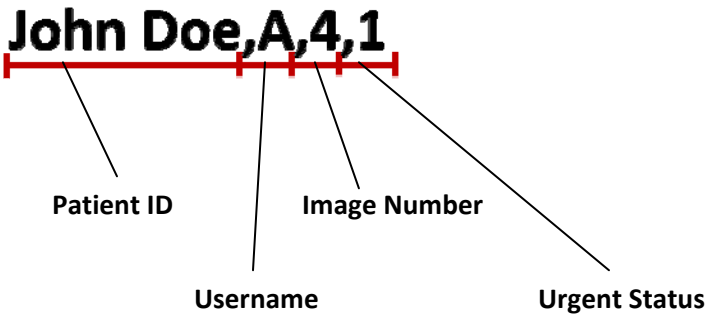
3. Select the component you would like to add.

4. Click the "+ Input Field" button to add it.

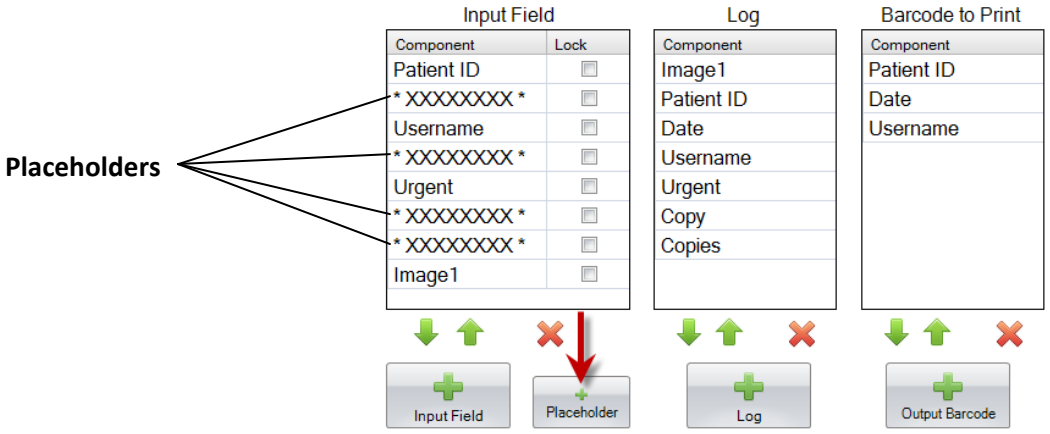


Setting the Order. Setting the order is very important! If you are working with existing barcodes on specimen labels or LIS systems where the data string scanned or received cannot be changed, set the order of the template to match those fields.

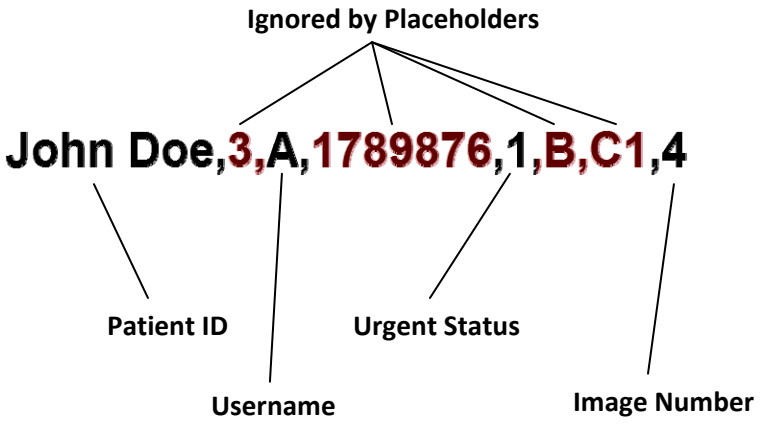
For example, if your data string is as shown below, set your data order so that Patient ID is on top and the others follow. Use the arrows keys to change the positions.



Adding a Placeholder. In most cases, if you are working with existing barcodes or an LIS system, there will be much more data in the data string than is needed to fill in your template. Often times there will be only a few fields you need among many more fields that are encoded in the barcode or sent by the LIS system. To get around this problem you need to add placeholders to account for the data that the template should ignore.

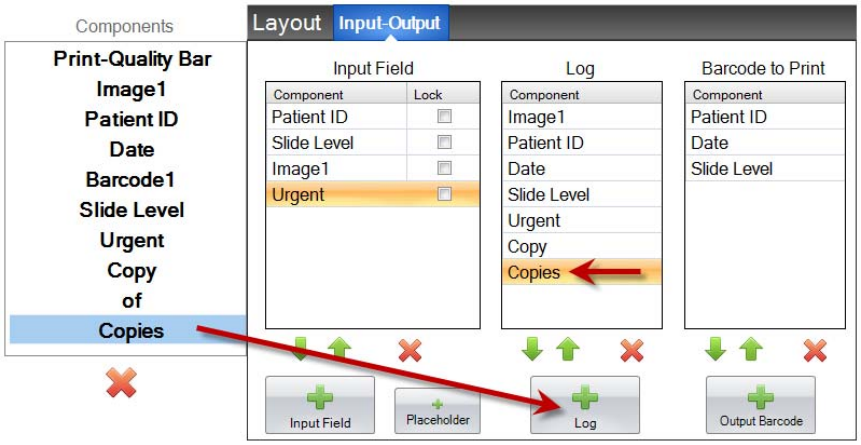


Example Data String with extra data that should be ignored in RED

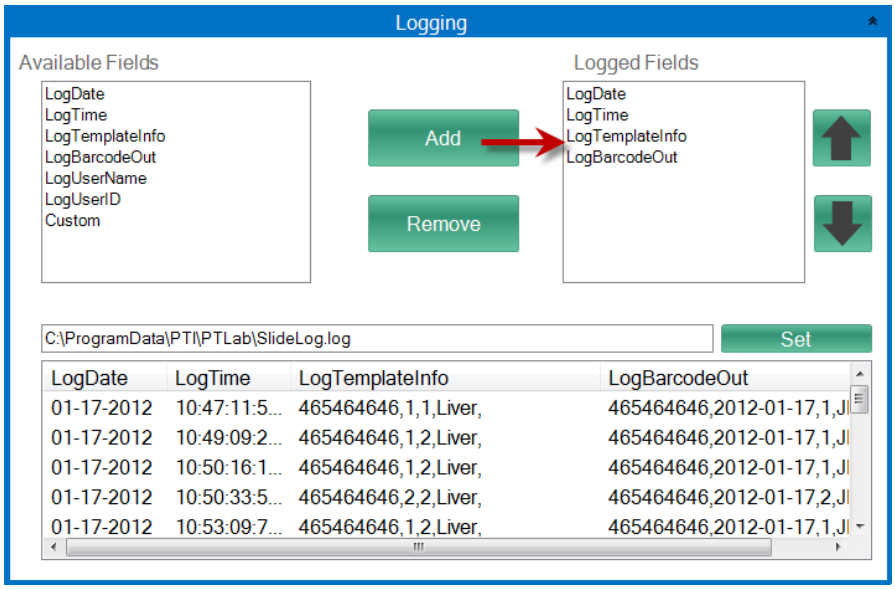


Section 6 Logging

Using the Input-Output tab set the fields that the printing software will log if you set it to log template data. Select the component you would like to log and click the "+Log" button in the Log column of the Input-Output tab.



To log these fields you will need to set logging in the printing software to "Log Template Info."



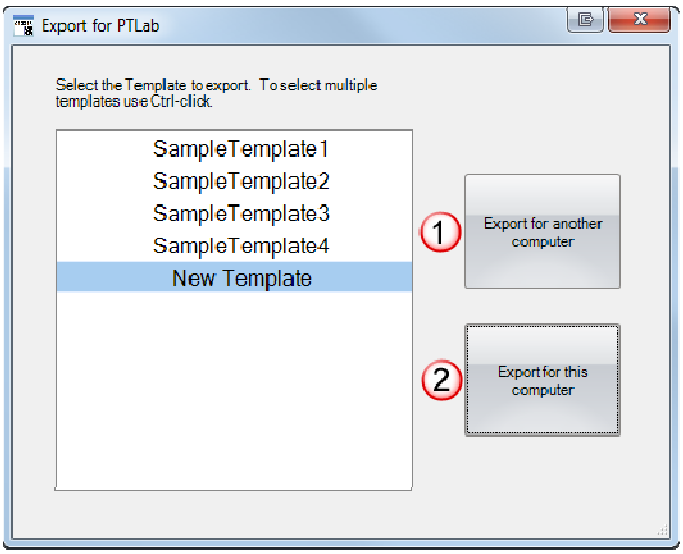
PTLab Software Logging Settings

Section 7 Exporting Templates

There are two ways you can export templates.

1. Export for another computer = PTTemplate is on a different computer than PTLab.
2. Export for this computer = PTTemplate is on the same computer as PTLab.

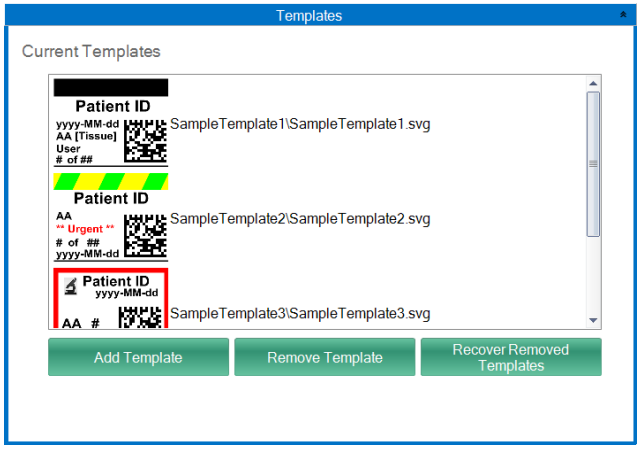
In either case, select the template you would like to export, and choose the appropriate button.

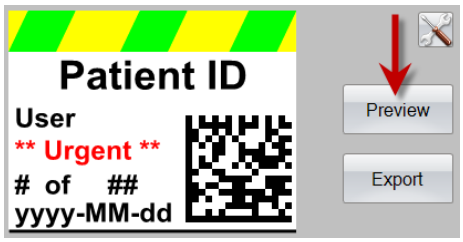


Note: You can select multiple templates for export by holding the CTRL key while clicking on each item.

If you choose to “Export for this computer”, your template will automatically appear in PTLab as an available template.

If you choose to “Export for another computer”, the software will create a zip file and place it where you choose. You will then need to move the zip file to the computer connected to the printer and add the zip file that is created using template management area of the PTLab settings page.



Section 8 Preview a Template

To view how template data entry fields will look in slide printing software click the Preview button at any time. The slide printing software will open displaying the template you are currently editing. You can also print the template at this point to view how it will look on a slide.