# LabelSuite 2 Databasing Instructions

This guide will take you through databasing information from a .CSV Excel Sheet. This process involves firstly setting up an Excel Sheet with the desired info and then using the databasing feature within LabelSuite to 'link' these two programs.

Setting up Excel

If not already formatted for databasing, it is advised to Copy & Paste your info from the original Excel File into a newly formatted one. This will help simplify the Databasing process.

1. Open an Excel Sheet
2. Title the column(s) you would like input your info to - for example "Rack Location", "Mailing Address", etc
3. Input the info you would like to database into the titled column
4. When complete, save your Excel in the *.CSV format* ("Comma Delimited")
5. Once your list is completed, be sure to close Excel completely before attempting to link with your LabelSuite template
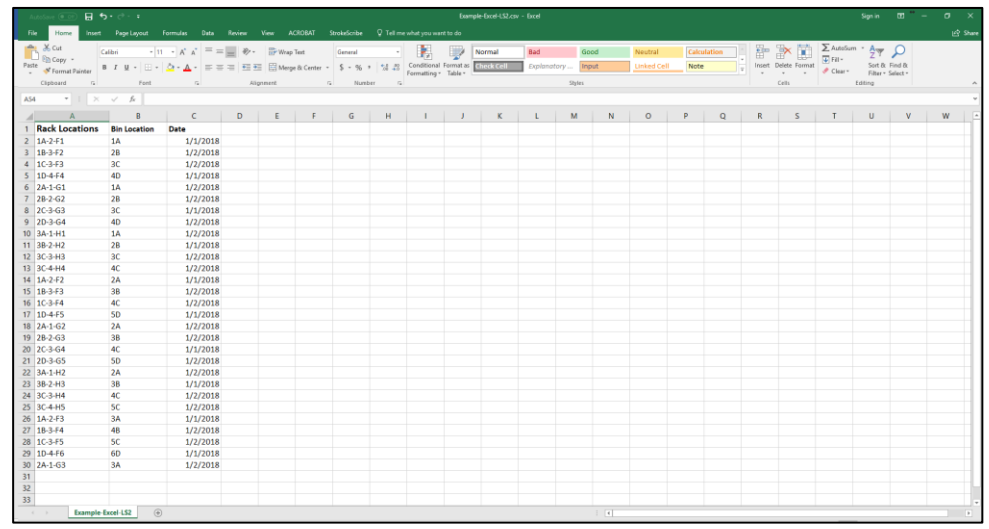
Please note: Barcodes have a restriction of one column of data. If databasing text you will have the ability to link multiple columns of data by using more than one textbox

Linking to a LabelSuite base template

The last steps will be to link your newly created Excel Sheet to your LabelSuite base template.

1. Open the base template you would like to edit
2. Select the element you would like to database by left-clicking on it
3. Navigate to the Format tab located within the toolbar
4. Select *Barcode Data* if using a barcode, alternatively choose *Data Source* if for text

LabelSuite 2 Databasing Instructions

5. In the submenu that appears, select '*Data file > Generate from data file*'
6. Select '*Import new data file*', then navigate to and select your .csv Excel Sheet
7. In the pop-up that appears, set the *Embed options* to "Embed entire file inside template" and then enable '*Data source columns have header labels*'. Press Done when ready
8. Lastly, choose the newly added Excel Sheet from the list and select the desired Data Column from the dropdown menu
9. Press the *Done* button to complete this process
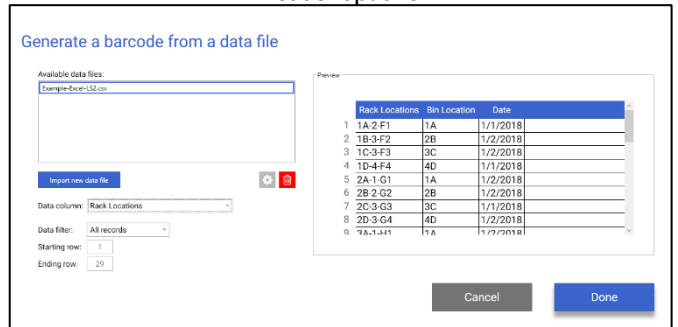10. Your data will now be linked to the selected element.

Now that your data has been linked to your template you're free to make any additional edits as necessary.
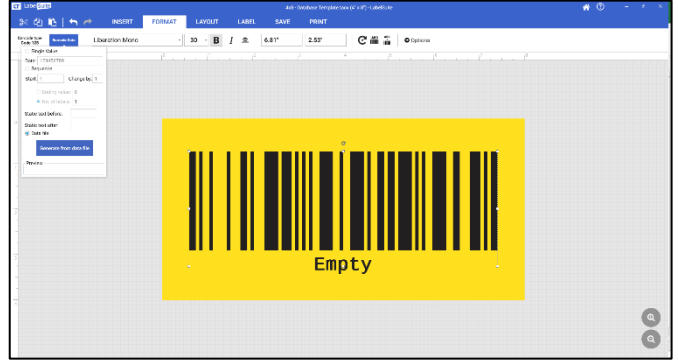
To access the databasing options, select the Format tab
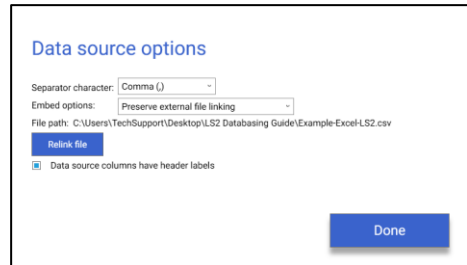
Set the proper embedding and column header options

You can select the Excel Sheet/column to use, as well as the print range, through the Databasing Menu

Your labels should now be ready to print. To review your labels, use the Print Preview option located in the Print menu. For additional assistance with this process plesae contact the LabelTac Support Department through Support@LabelTac.com or 1-866-777-1360