

COMBINE REGIONS TO ENABLE MULTIPLE LANGUAGES IN THE SAME DOCUMENT

These instructions will show you how to add a new 'multi' region. This will allow you to combine 2 or more languages of different regions. Documents printed using a 2 language 'multi' region will print in the first language and then at the end of the first document print the second language. The effect on documents is to create 1 document containing 2 languages. For labels, the effect is to print 2 labels, 1 for each language.

Once created, this 'multi' region can be applied to a TO or selected when printing documents.

1. Go to Manage Region Settings – Add a New Region

Hanage Region Settings - DS	Add a New Region	Save Cance	el Help
On this page you can modify all settings of a region.			
Manage Region Settings Region v			*

2. The following screen will appear

Add a New Region -	DS			Save	Cancel	He
In this page you can add a new	w region.					
Add a New Region						
Code			Name			
Is default						
For Print						
Virtual						
For Display			Country or Region			
Language		lines	Country of Region			
Number Format		~				
Date Format		~				
Time Format		~				
RTL						
Fallback Region		×				

- 3. Add the new region
 - a. Enter a Code and Name to represent the region languages
 - b. Tick 'For Print' and 'Virtual'. This will change the screen to allow the selection of different Regions
 - c. Select the required Regions and Save

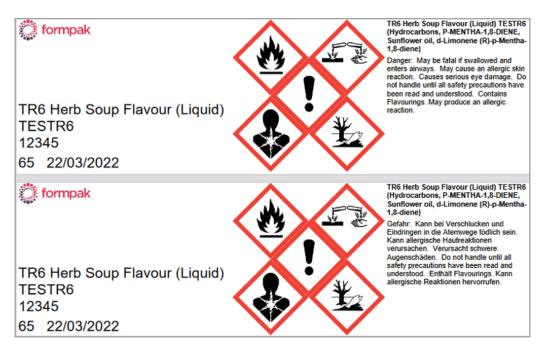
Add a New Region - DS							
On this page you can add a new	region.						
Add a New Region							
Is default For Print V Virtual Regions	2	Name English and German					

Using the new region language

Once saved, the new 'multi' region language can be selected when printing

Item	TESTR6		\gtrsim	TR6 Herb Soup Flavour ((Liquid)
Document Type	CLP Small Sample	Label			*
Document Created	V				
Document Version	1				
ocument Version Date	27/09/2021	E.g. d/m/yyyy			
Company			\geqslant		
Application			Ø	Dosage %	
For Dilution					
Base Item	None				
Cross Reference			~		
Item Supply Type	OSale / Normal	Osample			
Record Supply	OYes	No			
то	DEFAULT		~		
Language	English and Germ	an	~		
Copies					

See below a CLP Small Sample Label



Also see below for a CLP SDS printed using this region, note the language change from the final page of the SDS printed in English and the following first page of the German SDS.

nt a Document for an It	em		
Item	TESTR6	\sim	TR6 Herb Soup Flavour (Liquid)
Document Type	CLP Safety Data Sheet		*
Document Created			
Document Version	5		
Document Version Date	15/03/2022 E.g. d/m/yyyy		
Company		\sim	
Application		S	Dosage %
For Dilution			
Base Item	None		
Cross Reference		~	<u> </u>
Item Supply Type	OSale / Normal OSample		
Record Supply	OYes No		
то	DEFAULT	~	
Language	English and German	~	
Copies	1		

P337/313 If eye irritation persists: Get medical advice/attention.		1
P362	Take off contaminated clothing and wash before reuse.	1
P363 Wash contaminated clothing before reuse.		1
P370/378 In case of fire: Use carbon dioxide, dry chemical, foam for extinction.		1
P391 Collect spillage.		1
P403/235	Store in a well-ventilated place. Keep cool.]
P405 Store locked up.]
P501 Dispose of contents/container to approved disposal site, in accordance with local regulations.]
Skin Imit. 2 Skin Corrosion / Imitation Category 2]
Skin Sens. 1 Sensitization - Skin Category 1		1
Skin Sens. 1A Sensitization - Skin Category 1A]

The information in this safety data sheet is to the best of our knowledge true and accurate but all data, instructions, recommendations and/or suggestions are made without guarantee.

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<u>Mini Tip</u>

Associating a language with a customer

Did you know that you can associate a language with a customer by following these steps:

- 1. Go to Modify a Customer
- 2. Search for Customer = 'Customer Name'
- 3. Language = 'Required language'
- 4. Save



When you next print a document for the Customer it will automatically display in the specified language:

Print a Docum	ent for an	Item		
Item TESTR6				
D	ocument Ty	Pe CLP Safety Data S	heet	
	ment Creat			
Docu	ument Versi	ion 6		
Document	t Version Da	ate 28/03/2022	E.g. d/m/yyyy	
	Compa	Iny Customer1SB		
	Applicati	ion		
	For Diluti	ion 🔲		
	Base Ite	em None		
Cr	oss Referer	nce TESTR6		
		/pe OSale / Normal	OSample	
F	Record Sup	ply OYes	 No 	
		TO DEFAULT		
	Langua	ge Default		
	Cop	ies 1		
				Seite 1 (11)
	orn	npak	•	Datum der Herausgabe: 28.03.2022
	••••		+ i z	Ausführung: 6 (28.03.2022)
		SICH	ERHEITSDA	TENBLATT
		In Übereinstimmun	g mit REACH Vere	ordnung EG Nr. 1907/2006
Produkt	TR6 Herb	Soup Flavour (Liquid) TESTR6	
Ausführung:	6	, , , ,	,	
Auslullung.	0			
	ABSCHN	ITT 1: Bezeichnung	des Stoffs bzw. de	es Gemischs und des Unternehmens
1.1. Produktid	lentifikato	r		
Produktidenti				6(Enthält:Hydrocarbons, P-MENTHA-1,8-DIENE,
Anderer Ident	Sonner Anderer Identifikator: Keine		monene (R)-p-Mer	itha-1,8-diene)
1.2. Relevante	e identifizie	erte Verwendungen o	les Stoffs oder G	emischs und Verwendungen, von denen abgeraten
		5		

To see previous 'Tip of the Month' articles, please see here.

All of our training and support material can be accessed from our **Support Centre**. The Support Centre is available 24/7 and is a great resource to use at your convenience. It includes:

- Over 100 training and support articles
- Links to training videos
- Quick Start Guides
- The Formpak Training Matrix

The Support Centre can be accessed on the Home screen of Formpak software or via the following link: <u>https://www.formpak-software.com/Support_Centre/Pages/Support_Centre.html</u>

Our **Support Team** are available: Monday - Thursday: 8:30 - 17:00 (GMT) Friday: 8:30 - 16:00 (GMT) Email: support@formpak-software.com Telephone: +44 (0) 1235 250 020

The Formpak **Help Centre** is included directly in Formpak software, just press the 'Help' button to access it. The Formpak Help Centre offers explanations for each function of the application as well as a glossary of the technical terminology used.

View our **YouTube** channel with lots of helpful guides and information about Formpak <u>https://www.youtube.com/user/FormpakSoftware/videos</u>