

## CHAPTER 2

# CREATING PROJECTS

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## 2.1. Project Information and Protection

You can get project information and set up passwords to protect your project, password table, and global macros by using the Project information & Protection dialog box. To open the dialog box, you can do one of the following:

- 1) In the Project Manager tool window, double-click the Project node (📁).
- 2) In the menu bar, click Project to bring up the Project sub-menu. Then, click Information & Protection....

The following is an example of the Project Information and Protection dialog box.

**Project Information & Protection**

Project Name:  Author:

Created Time/date:

Last Saved Time/date:   Version:

Developer Password:

**Project File Protection**

☒ Protect ☐ Use Developer Password

**Password Table Protection**

☒ Protect ☒ Use Developer Password

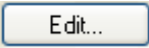
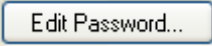
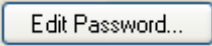
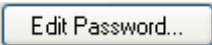


**Global Macro Protection**

☒ Protect ☒ Use Developer Password

Note:

This is a demo project.

The following table describes how to read or use each of the items in the dialog box.

Item		Description
Project Name		The name of the project. It is also the file name of the project.
Author		The author of the project.
Created Time/date		The time and date when the project was created.
Last Saved Time/date		The last time and date when the project was saved.
Version		The version number of the Software that was used to save the project last time.
Developer Password		<p>Click it to bring up the Edit Developer Password dialog box and specify the developer password.</p> <p>The developer password must be an unsigned integer and can have up to 9 digits. The default developer password is 000000000 (nine 0s) for new projects and new panels. When the runtime data of an application is downloaded to a panel, the panel compares its developer password with the developer password of the application. If the passwords match, the panel accepts the download operation immediately. If the passwords are different, the panel prompts for the entry of the developer password of the application. This ensures that one has the right to use the runtime data. After the entry of the application's developer password, the panel accepts the download operation and takes the developer password of the application as its own developer password.</p>
Project File Protection	Protect	Check this item to enable project file protection. You need to enter the specified password to open the project file when this item is checked.
	Use Developer Password	Available when the Protect item is checked. Check this item if you want to use the developer password as the protection.
		Available when the Use Developer Password item is unchecked. Click it to bring up the Edit Password dialog box and specify the password.
Password Table Protection	Protect	Check this item to enable the password table protection. You need to enter the specified password in order to view the password table of any panel application of the project when this item is checked.
	Use Developer Password	Available when the Protect item is checked. Check this item if you want to use the developer password for the protection.
		Available when the Use Developer Password item is unchecked. Click it to bring up the Edit Password dialog box and specify the password.
Global Macro Protection	Protect	Check this item to enable the global macro protection. You need to enter the specified password for viewing any global macro of the project when this item is checked.
	Use Developer Password	Available when the Protect item is checked. Check this item if you want to use the developer password as the protection.
		Available when the Use Developer Password item is unchecked. Click it to bring up the Edit Password dialog box and specify the password.
Note		You can type a note for the project.
OK		Click it to close the dialog box and accept all changes.
Cancel		Click it to close the dialog box and discard all changes.
		Click it to open the help document for more details about the dialog and how to use it.
		Click it to close the dialog box and discard all changes.

## 2.2. Global Settings

Global settings are the settings that can be used by all panel applications in the same project. They are accessible and modifiable throughout the project. Global settings help a designer to construct a project that is flexible and easy to update. Designers can make changes to the overall design of the panel application by revising the global settings directly.

You can modify the Global settings in the corresponding dialog box. To open the dialog box, double-click the related node under the Global node in the Project Manager tool window. Alternatively, click Project to access the Project sub-menu in the menu bar, and then click the related command in the Project sub-menu.

The global settings contain the following items.

- **Languages**

Described in [Section 2.2.1.](#)

- **Font Templates**

Described in [Section 2.2.2.](#)

- **Picture Database**

Described in [Section 2.2.3.](#)

- **Sound Database**

Described in [Section 2.2.4.](#)

- **Text Database**

Described in [Section 2.2.5.](#)

- **Global Tags**

Described in [Section 2.3.](#)

- **Global Macros**

Described in [Chapter 14.](#)

## 2.2.1. Languages

This section describes how to set up the languages for the project using the Languages dialog box. Each panel application in the project can have up to 10 languages for the screen texts. The following is an example of the Languages dialog box.

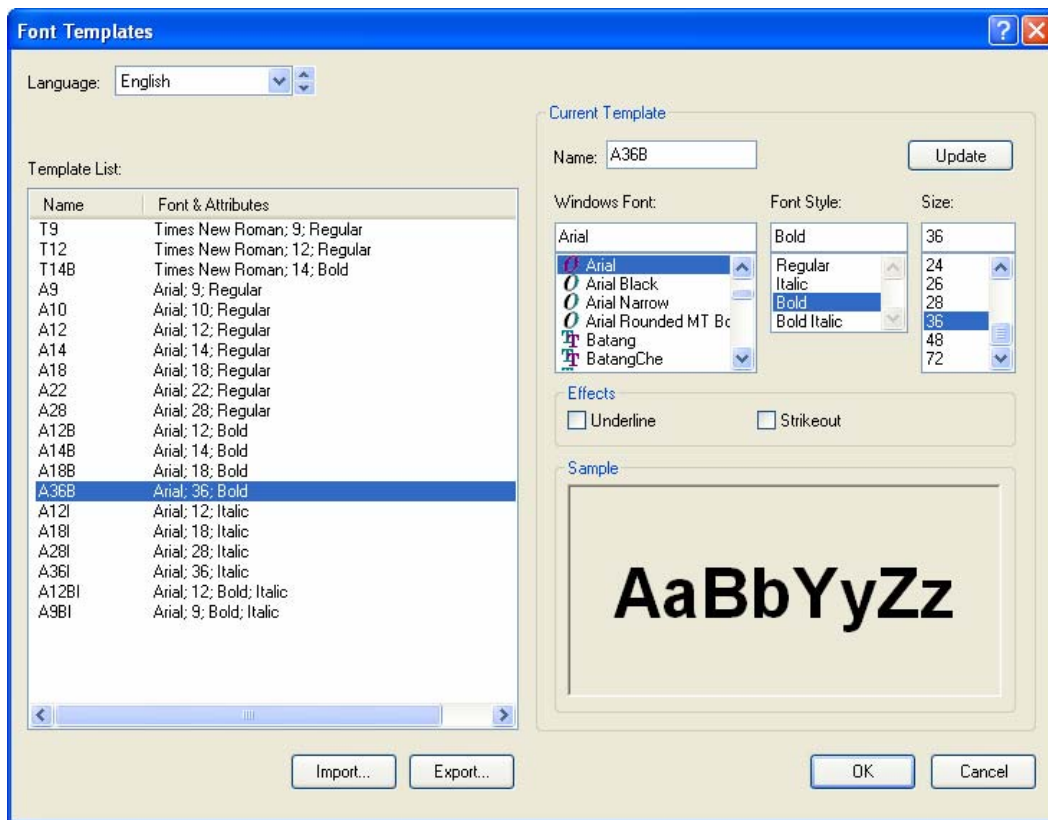


The following table describes each property in the Languages dialog box.



Property	Description
Number of languages	Specifies how many languages the project will have.
Language	The index of the language.
Name	Specifies a name for a language. The name must be unique within the project.
Character Set	Specifies the character set for a language to determine how to translate the bytes in the text into characters on the screen.
Import...	Click it to import the languages settings from a LNG file.
Export...	Click it to export the languages settings to a LNG file.
OK	Click it to close the dialog box and accepts all changes.
Cancel	Click it to close the dialog box and discard all changes.
?	Click it to open the help document for more details about the dialog and how to use it.
✕	Click it to close the dialog box and discard all changes.

### 2.2.2. Font Templates

The following is an example of the Font Templates dialog box.



The following table describes how to read or use each of the items in the dialog box.

Item		Description
Language		Specifies the language to apply the font settings to.
Template List		Lists the font templates of the selected language. You can select a font template here as the current template.
Current Template	Name	The name of the current template.
	Windows Font	Specifies the Windows font for the current template.
	Font Style	Specifies the font style for the current template.
	Size	Specifies the size for the current template.
	Underline	Specifies if the Underline feature is selected for the current template.
	Strikeout	Specifies if the Strikeout feature is selected for the current template.
	Update	Click it to update the selected template using the new settings.
Import...		Click it to import the font templates from an FTF file.
Export...		Click it to export the font templates to an FTF file.
OK		Click it to close the dialog box and accepts all changes.
Cancel		Click it to close the dialog box and discard all changes.
		Click it to open the help document for more details about the dialog and how to use it.
		Click it to close the dialog box and discard all changes.



### 2.2.3. Picture Database

The picture database contains all the pictures used by the project. The picture database is empty when the project is initially created.

#### 2.2.3.1. Importing and Exporting Pictures

##### ■ Importing Pictures

You need to import a picture before you can use it for the project. There are 5 ways to import pictures:

- 1) Use the Picture Database dialog box to import one picture at a time from a picture file. The types of importable picture files include: BMP, JPG, GIF, and WMF.
- 2) Use the Picture Database dialog box to import many pictures at a time from a picture database (PDB) file.
- 3) Use the Picture Database dialog box to import one or many pictures at a time by dragging the pictures files from Windows Explorer to the Picture Database list.
- 4) Click the icon  to select and import a picture file when you specify a picture in a dialog box or a property sheet.
- 5) Click the icon  to select and import a picture in a picture database file when you specify a picture in a dialog box or a property sheet.

##### ■ Exporting Pictures

You can export the pictures of the project so other projects can use those pictures by importing them. There are 2 ways to export pictures:

- 1) Use the Picture Database dialog box to export one picture at a time to a picture file.
- 2) Use the Picture Database dialog box to export many pictures at a time to a picture database (PDB) file.

### 2.2.3.2. Picture Groups














The picture database can contain picture groups.

A picture group is a collection of pictures. Each picture in a picture group represents one state. When a picture group is displayed as the picture shape of an object, the picture that corresponds to the current object state is shown. This is the main benefit of using a picture group as the object shape because it can show each object state with a different picture.

When a picture group is used as the shape for buttons or switches, you may want it to look differently when it is pressed. In order to support the pressed look, a picture group needs two pictures for each state: one picture for the normal (released) look, and another picture is for the pressed look.

For example, a 3-state multi-state switch needs a picture group that contains 6 pictures as its picture shape if the pressed look is required.

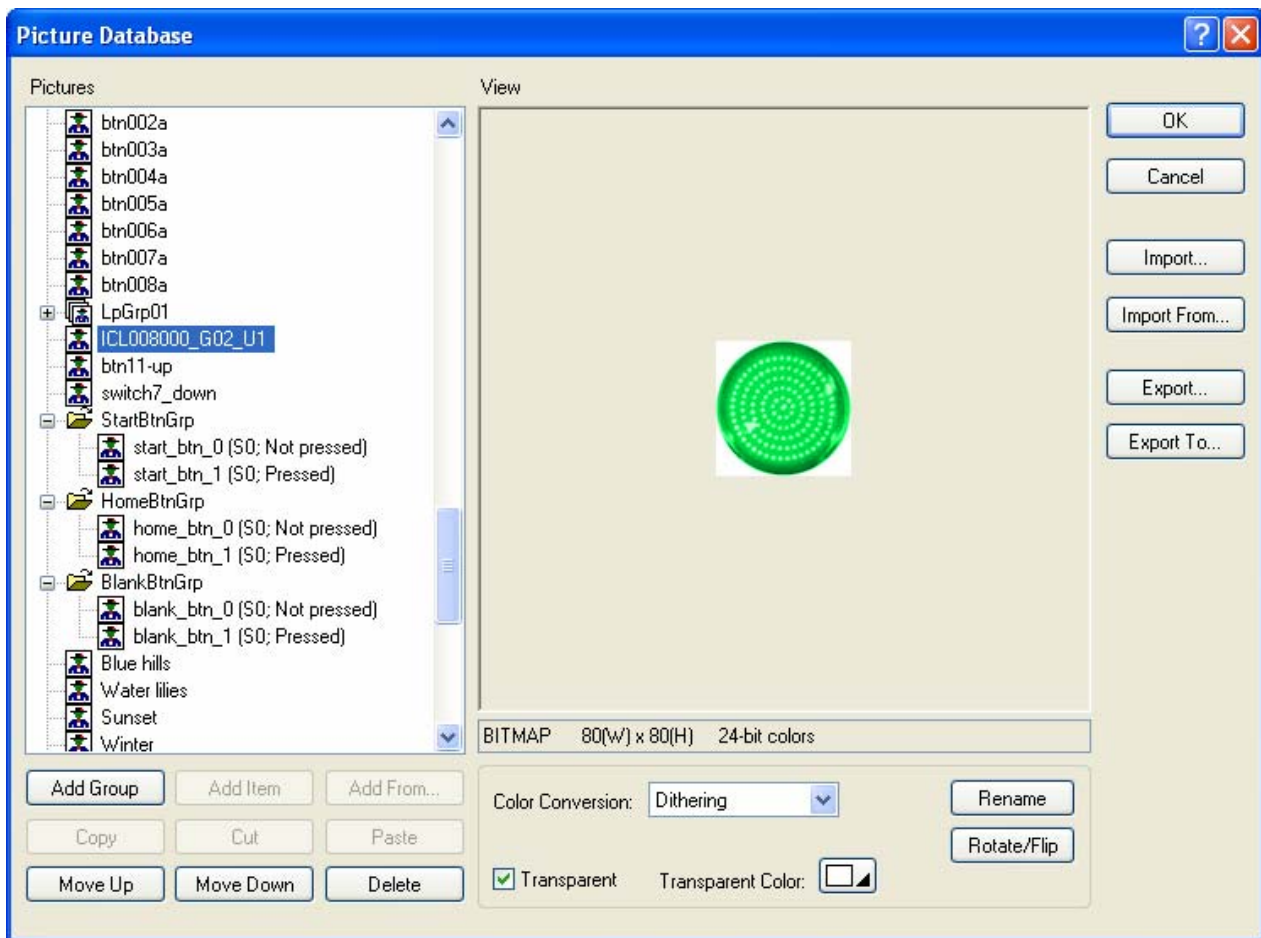
The following is an example of a picture group supporting 3 states and the pressed look.

Picture Group	State	Pictures
 3-state Switch  btn000 (S0; Not pressed)  btn000p (S0; Pressed)  btn001 (S1; Not pressed)  btn001p (S1; Pressed)  btn002 (S2; Not pressed)  btn002p (S2; Pressed)	0 (Normal/Released)	
	0 (Pressed)	
	1 (Normal/Released)	
	1 (Pressed)	
	2 (Normal/Released)	
	2 (Pressed)	



### 2.2.3.3. Picture Database dialog box




























The following is an example of the Picture Database dialog box.



The following table describes how to read or use each of the items in the dialog box.

Item	Description
	Click it to open the help document for more details about the dialog and how to use it.
	Click it to close the dialog box and discard all changes.
Pictures	Lists the pictures and picture groups of the project. You can select a picture or a picture group as the current selection. You can also make multiple selections.
View	Shows the current selection. If the selection is a picture group, the first picture of the group will be shown.
OK	Closes the dialog box and accepts all changes to the picture database.
Cancel	Closes the dialog box and discards all changes to the picture database.
Import...	Imports a picture from a picture file. The types of importable picture files include: BMP, JPG, GIF, and WMF.
Import From...	Imports pictures from a picture database (PDB) file.
Export...	Exports the current picture to a picture file.
Export To...	Exports the current selection to a picture database (PDB) file.
Add Group	Adds one picture group to the picture database.
Add Item	Imports a picture from a picture file and adds the picture to the current picture group.

Continued

Item	Description																
Add From...	Imports pictures from a picture database (PDB) file and adds those pictures to the current picture group.																
Move Up	Moves the selection down in the list																
Move Down	Moves the selection up in the list																
Delete	Delete the selection.																
Color Conversion	Select Dithering or Nearest Color as the color conversion method. If the color resolution of a picture is not compatible with the target panel, the application compiler will use the specified method to convert the picture data so it can be displayed without too much color distortion at runtime.																
Support Pressed Look	Available when the selection is a picture group. Check this item so the current picture group supports the pressed look. When a picture group supports the pressed look, it needs two pictures for each state; one picture is for the normal (released) look and another picture is for the pressed look.																
Transparent	<p>Check this item to enable the transparent feature of the selection; if the selection is a picture, the picture will be transparent for the specified transparent color; if the selection is a picture group, all the pictures of the picture group will be transparent for the specified transparent color. Note that this feature is effective only when a picture or a picture group is shown as the picture shape for an object.</p> <p>It is a common practice to make a picture transparent for a certain color so the picture can be shown as a non-rectangle shape. The following are some examples:</p> <table><tr><th>Original Picture</th><th>Transparent Color</th><th>Picture Shown</th></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table>	Original Picture	Transparent Color	Picture Shown													
Original Picture	Transparent Color	Picture Shown															
																	
																	
																	
Transparent Color	Available when the Transparent item is checked. Select a color for the transparent color.																
Rename	Click this button to rename the current picture or the current picture group.																
Rotate/Flip	<p>Rotates or flips the current picture and saves it as another picture in the picture database. You can select one of the following 7 methods for the Rotate/Flip operation.</p> <table><tr><th>Method</th><th>Description</th></tr><tr><td>90°</td><td>Rotates the picture clockwise by 90 degrees</td></tr><tr><td>180°</td><td>Rotates the picture clockwise by 180 degrees</td></tr><tr><td>270°</td><td>Rotates the picture clockwise by 270 degrees</td></tr><tr><td>X</td><td>Flips the picture over the X axis</td></tr><tr><td>90° &amp; X</td><td>Rotates the picture clockwise by 90 degrees and flips it over the X Axis</td></tr><tr><td>Y</td><td>Flips the picture over the Y axis</td></tr><tr><td>90° &amp; Y</td><td>Rotates the picture clockwise by 90 degrees and flips it over the Y Axis</td></tr></table>	Method	Description	90°	Rotates the picture clockwise by 90 degrees	180°	Rotates the picture clockwise by 180 degrees	270°	Rotates the picture clockwise by 270 degrees	X	Flips the picture over the X axis	90° & X	Rotates the picture clockwise by 90 degrees and flips it over the X Axis	Y	Flips the picture over the Y axis	90° & Y	Rotates the picture clockwise by 90 degrees and flips it over the Y Axis
Method	Description																
90°	Rotates the picture clockwise by 90 degrees																
180°	Rotates the picture clockwise by 180 degrees																
270°	Rotates the picture clockwise by 270 degrees																
X	Flips the picture over the X axis																
90° & X	Rotates the picture clockwise by 90 degrees and flips it over the X Axis																
Y	Flips the picture over the Y axis																
90° & Y	Rotates the picture clockwise by 90 degrees and flips it over the Y Axis																

## 2.2.4. Sound Database

The sound database contains all the sounds used by the project. The sound database is empty when the project is initially created.

You can use a function button to play or stop playing a sound. For details, please see [Section 5.4.1 Basic Operations](#) of function buttons

You can use the Execute General Command (\$C2.f) command flag setting in the Command Block to play a sound. For details, please see [Section 3.6.7 Using General Commands](#).

### 2.2.4.1. Importing and Exporting Sounds

#### ■ Importing Sounds

You need to import a sound before you can use it for the project. There are two ways to import sounds:

- 1) Use the Sound Database dialog box to import one sound at a time from a sound file. The types of importable sound files include: WAV.
- 2) Use the Sound Database dialog box to import many sounds at a time from a sound database (SDB) file.

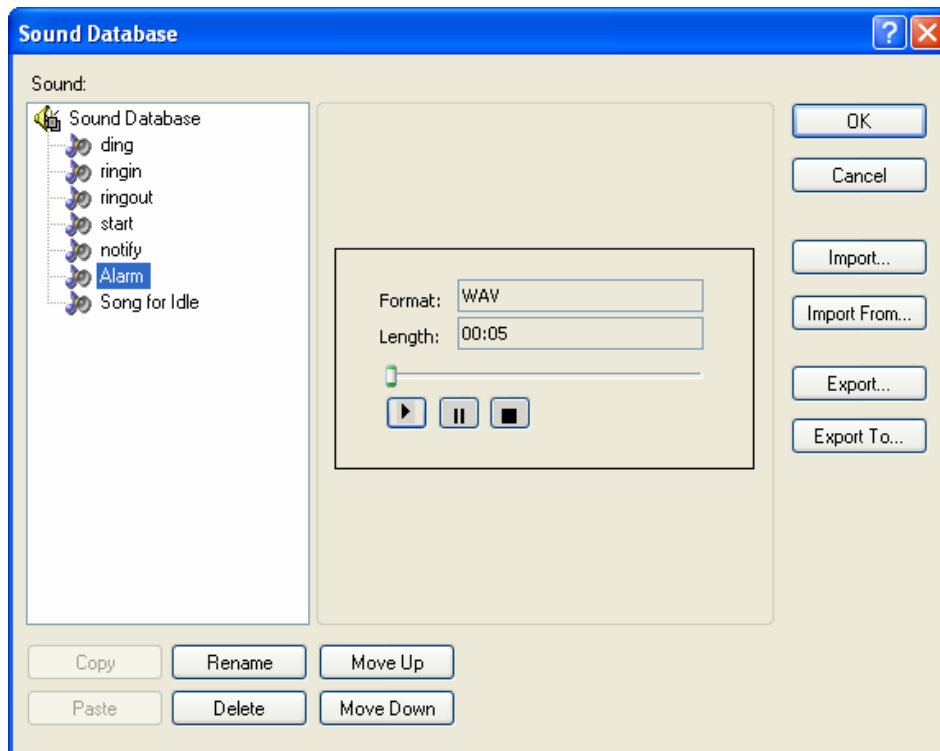
#### ■ Exporting Sounds

You can export the sounds of the project so other projects can import those sounds. There are 2 ways to export sounds:

- 1) Use the Sound Database dialog box to export one sound at a time to a sound file.
- 2) Use the Sound Database dialog box to export many sounds at a time to a sound database (SDB) file.

### 2.2.4.2. Sound Database dialog box

The following is an example of the Sound Database dialog box.



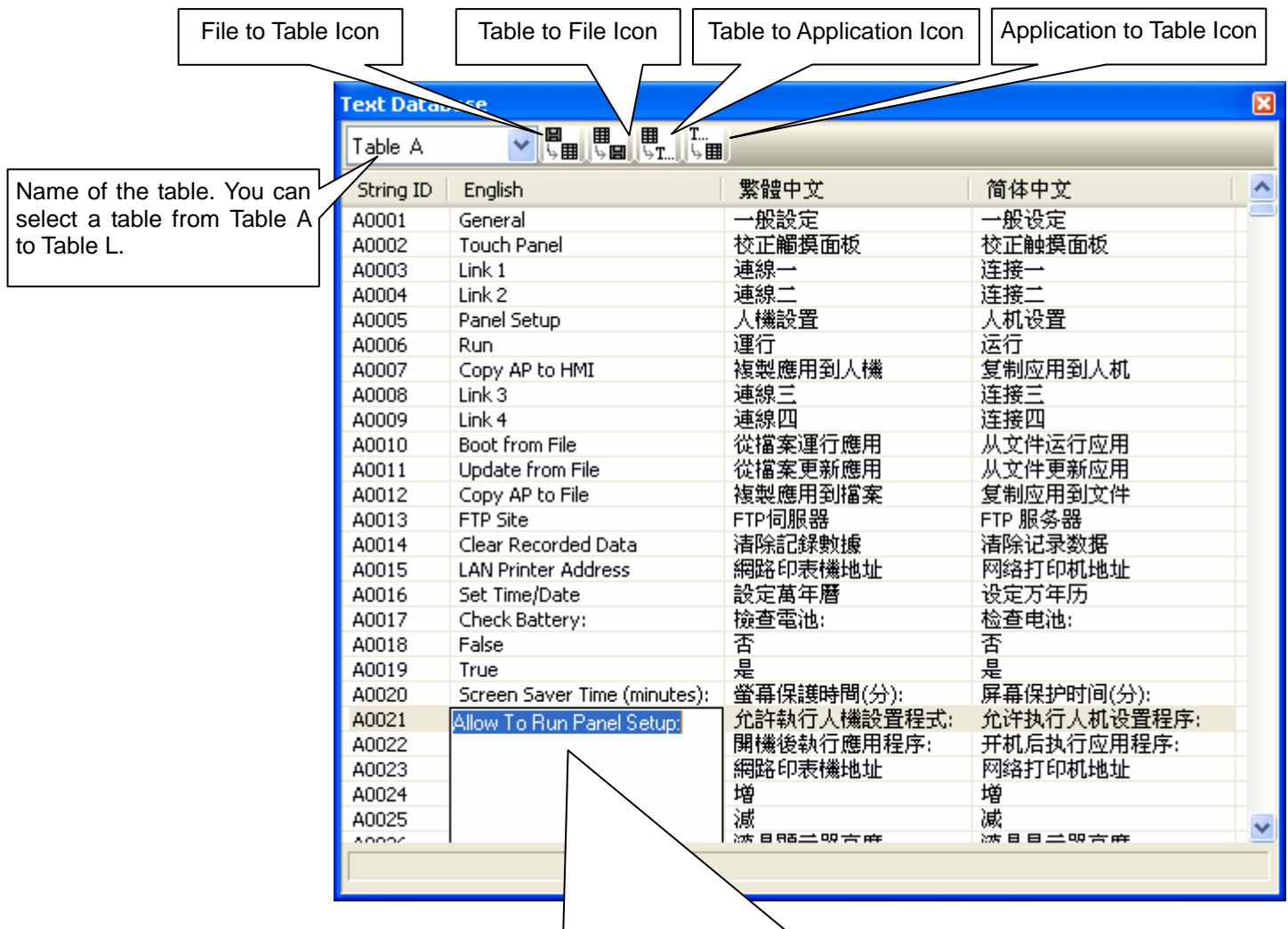
The following table describes how to read or use each of the items in the dialog box.

Item	Description
	Click it to open the help document for more details about the dialog and how to use it.
	Click it to close the dialog box and discard all changes.
Sounds	Lists the sounds of the project. You can select a sound as the current selection. You can also make multiple selections.
Sound Information	Displays the sound information of the current selection such as sound format and length. You can click  to start playing the sound, click  to pause, and click  to stop playing the sound.
OK	Closes the dialog box and accepts all changes to the sound database.
Cancel	Closes the dialog box and discards all changes to the sound database.
Import...	Imports a sound from a sound file. The types of importable sound files include: WAV.
Import From...	Imports sounds from a sound database (SDB) file.
Export...	Exports the current sound to a sound file.
Export To...	Exports the current selection to a sound database (SDB) file.
Rename	Click this button to rename the current sound.
Delete	Delete the selection.
Move Up	Moves the selection down in the list
Move Down	Moves the selection up in the list

## 2.2.5. Text Database

The Text Database is a dockable window. With the Text Database, you can manage the texts of the multiple languages in your project easily. To open the Text Database, check the Text Database menu item in the Project menu, or double click the Text Database node under the Global node in the Project Manager tool window.


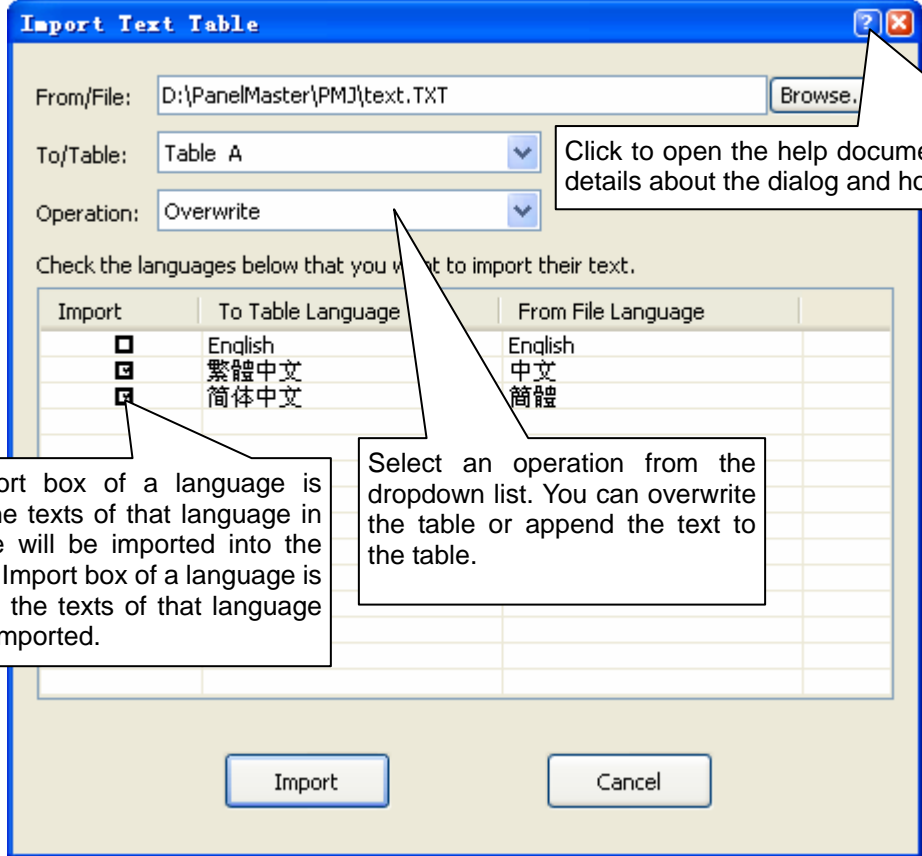

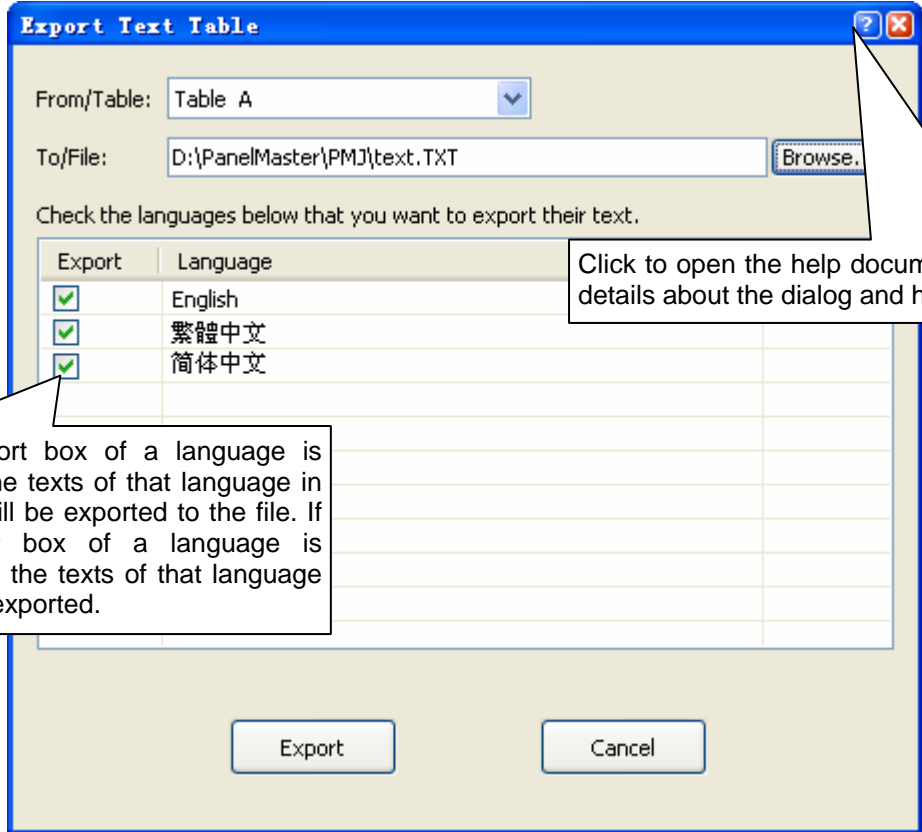
The following is an example of the Text Database that lists the texts in all the languages of the project.



To edit text, select a text row by first left-click anywhere in it, and then click the cell of the row to bring up the edit box. In the edit box, type in the text.

To stop or confirm editing, click anywhere outside the selected row.

You can click the following icons to bring up the corresponding dialog box to import or export texts.

Icon	Description
	<p>Imports texts from a text file(.txt file) to the selected table.</p>  <p>Click to open the help document for more details about the dialog and how to use it.</p> <p>Select an operation from the dropdown list. You can overwrite the table or append the text to the table.</p> <p>If the Import box of a language is checked, the texts of that language in the text file will be imported into the table. If the Import box of a language is unchecked, the texts of that language will not be imported.</p>
	<p>Exports texts from the selected table to a text file (.txt file).</p>  <p>Click to open the help document for more details about the dialog and how to use it.</p> <p>If the Export box of a language is checked, the texts of that language in the table will be exported to the file. If the Export box of a language is unchecked, the texts of that language will not be exported.</p>

Icon	Description
	<p>Imports texts from the selected table to a panel application in the same project.</p> <p>If the Import box of a language is checked, the texts of that language in the table will be imported into the application. If the Import box of a language is unchecked, the texts of that language will not be imported.</p> <p>Click to open the help document for more details about the dialog and how to use it.</p>
	<p>Exports texts from a panel application of the project to the selected table.</p> <p>Click to open the help document for more details about the dialog and how to use it.</p>

You can right-click the Text Database to get the pop-up menu with the following menu items:

Menu Item	Description
Cut	Cut the selected text and put it on the Clipboard.
Copy	Copy the selected text and put it on the Clipboard.
Paste	Insert the text on the Clipboard to the current table.
Delete	Delete the selected text.
<Language name>	Check the language name to display the text of objects in the selected language.

## 2.3. Working with Tags

A tag represents a single input or output variable monitored or controlled by the system. By changing tags, you can use any PLC or controller without re-developing the application. This chapter explains how you can define and manage tags with the tags editor.

After the tag is created in tags editor, you can use it in your application using the Select Tag Dialog Box. Please see [Section 4.4.3.3 Selecting Tags](#) for details. Or you can specify the tag by yourself. The format of a tag is Link Number\Tag Group Name\Tag Name.

For example:

Tags	Description
1\MONITOR\CORE DISPLAY	Indicates a local tag named CORE DISPLAY in MONITOR tag group of link 1
0\BOT\DECLARE	Indicates a local tag named DECLARE in BOT tag group of internal memory
0\_ALARM SHOW	Indicates a global tag named _ALARM SHOW of internal memory

**Note** that the maximum text amount of the tag/tag group name is 48 characters. You are allowed to define not only tags for the link, but also the tags for a tag group of the link.

### 2.3.1. Types of Tags

There are two types of tags: global tags and local tags.

#### ■ Global Tag

A global tag is a tag that can be used by all panel applications in the same project. With global tags, the panel applications in the same project can share the common address declaration without having to keep and maintain the same set of tags locally.

**Note** that a global tag can only be associated with internal variables.

#### ■ Local Tag

A local tag is a tag that can only be used by the panel application in which the tag is located.

### 2.3.2. Opening and Closing Tags Editor

#### ■ Opening Tags Editor

To open the global tags editor, use the Global Tags... command in the Project menu, or double click Global > Global Tags in the Project Manager tool window, or right-click Global > Global Tags in the Project Manager tool window to bring out the pop-up menu, and then use the Open command on the pop-up menu.

To open the local tags editor, use the Tags... command on the Panel menu, or double click Panel Application > Tags in the Project Manager tool window, or right-click the Panel Application > Tags in the Project Manager tool window to bring out the pop-up menu, and then use the Open command on the pop-up menu.

#### ■ Closing Tags Editor

To close the tags editor, select the window and click the close button, or choose Windows... on the Window menu, select the window to close in the window dialog, and then click the Close Window(s) button. You can also right-click Global > Global Tags (Panel Application > Tags) in the Project Manager tool window to bring out the pop-up menu, and then use the Close command on the pop-up menu to close the tags editor.



### 2.3.3. Creating Tags with Tags Editor

You can use tags editor to create and manage tags. Tags editor is split into two panes: Tag Group Explorer on the left and Tag List Window on the right. Each pane scrolls separately, and both horizontally and vertically. You can position the mouse over the vertical splitter bar to drag the bar and resize the panes.

The following is an example of the tags editor.

The screenshot shows the 'Tags' application window. On the left is the 'Tag Group Explorer' pane, which displays a tree structure of tag groups. A red box highlights the 'MONITOR' group, and a callout points to it with the text 'Tag Groups'. The main area on the right is the 'Tag List Window', which displays a table of tags for the selected 'MONITOR' group. A callout points to the title bar of this window with the text 'List all the Tags for the active tag group named MONITOR'. Another callout points to the top of the window with the text 'List all the Tags for the link'. A vertical splitter bar is located between the two panes, with a callout pointing to it that says 'Vertical Splitter Bar'.

	Name	Data Type	Address	Length	Scan Rate	Comment
1	CORE DISPLAY	32-Bit Unsigned Integer	QD512	n/a	Fast	CORE DISP...
2	START TIME	16-Bit Unsigned Integer	QW158	n/a	Fast	START TIME
3	CLM. TIME	16-Bit Unsigned Integer	QW159	n/a	Fast	CLOSE MOL...
4	REC. TIME	16-Bit Unsigned Integer	QW146	n/a	Fast	REC. TIME
5	SBK. TIME	16-Bit Unsigned Integer	QW133	n/a	Fast	SBK. TIME
6	OPM. TIME	16-Bit BCD	QW123	n/a	Fast	OPM. TIME
7	COOL TIME	32-Bit BCD	QD151	n/a	Fast	COOL TIME
8	CLOSE/OPEN BAR	16-Bit Signed Integer	IW23	n/a	Fast	
9	INJ/REC BAR	16-Bit Signed Integer	ID752	n/a	Fast	
10	light	ASCII String	C90	10	Normal	
11	CONTADOR	32-Bit Signed Integer	QD80	n/a	Fast	
12	DEFECTOS	32-Bit Signed Integer	QD200	n/a	Fast	
13	SCREW ROTATE	32-Bit Floating Point	VD56	n/a	Fast	
14	light 1	ASCII String	C200	20	Normal	
15	WSG 1	32-Bit Unsigned Integer	VD82	n/a	Fast	
16	light 2	ASCII String	C400	10	Normal	
17						

### 2.3.3.1. Tag Group Explorer

Tag explorer displays links, recipes, data loggers and their tag groups, if any. From tags explorer, you can:

- Open a tag group of a link for editing by clicking the node
- Import and export tags of a link  
Described in [Section 2.3.4](#)
- Add new groups to a link and delete or rename the existing tag groups  
Described in [Section 2.3.5](#)
- View tags (Data Items) of recipes and data loggers.

If there are any recipes or data loggers in the application, the tags editor will display their data items as the tags. All the data items (tags) for the recipes or data loggers are read only in the tags editor. If you want to edit the data items (tags), please use the corresponding dialog box.

You can edit the data items of the selected recipe block with the Recipe Block dialog box. Please see [Section 10.5 Setting up Recipe Blocks](#) for details.

Tags	
BOTTOM LAYER	
CLOSE	
MONITOR	
SYSTEM	
F.P CHANGE	
OPEN	
HOLD P.	
INTRUSION	
INJ & HOLD SHO	
PRINT OUT	
ALARM	
STATISTIC	
Recipes	
mold(0)	
mold(1)	
machine install(2)	
Data Loggers	
TEMP 1(0)	
TEMP 2(1)	
TEMP 3(2)	
TEMP 4(3)	
TEMP 5(4)	


Recipe Block	
General	
Data Item	
Addr.	Name
CR0:0	Item 0
CR0:1	Item 1
CR0:3	Item 2
CR0:4	Item 3
CR0:6	Item 4
CR0:7	Item 5
CR0:8	Item 6
CR0:9	Item 7

### 2.3.3.2. Tag List Window

Tag list window displays all the tags related to the selected tag group. In the tag list window, you can:

- Switch between tag groups by clicking the window tab
- Click any column header to sort the list
- Add a tag by defining the tag name and then click other cells to edit the elements of the tag

The following table describes each attribute of the tag.

Item		Description
Name		Specifies the name for the tag. The name must be unique in the tag group. The maximum text amount of the name is 48 characters. Chinese characters are supported. The name cannot start with a number, and cannot be the same as a macro keyword. The name of global tags must start with underscore ( _ ). The name of the local tags cannot start with underscore ( _ ).
Data Type		Selects the data type for the tag from the dropdown list. The supported data types for each tag are the following: 16-Bit Unsigned Integer, 32-Bit Unsigned Integer, 16-Bit Signed Integer, 32-Bit Signed Integer, 16-Bit BCD, 32-Bit BCD, 32-Bit Floating Point, ASCII String, Bit.
Address	<Edit Box>	Specifies the bit address when the Data Type is Bit, otherwise specifies the word address.
		Click this icon to bring up the Address Input Keypad and specify the desired address for the <Edit Box> field.
Length		Specifies the string length when the Data Type is ASCII string, otherwise displays n/a
Scan Rate		Selects the scan rate for the tag from the dropdown list. The supported scan rates for each tag are Fast and Normal.
Comment		Type a comment for the tag.

- Cut, copy, paste and delete selected tags using menu commands or key combinations.

You can right-click the number column to display a pop-up menu of editing commands. The editing commands available vary depending on what is selected.

The following table shows the supported editing commands.

Menu Command	Key Combination	Description
<b>Cut</b>	CTRL+X	Removes selected tags from the active window and saves them to the Clipboard.
<b>Copy</b>	CTRL+C	Duplicates selected tags in the active window.
<b>Paste</b>	CTRL+V	Pastes cut or copied tags into an active window.
<b>Delete</b>	DELETE	Deletes tags without copying it to the Clipboard.

**Note** that all editing commands require a selection in order to work. To select a tag, click the row on its header number column. To select multiple tags, click the row on its header column and use Ctrl+Click to add a row to the selection.

### 2.3.4. Importing and Exporting Tags

#### ■ Importing Tags

- 1) Right-click the Internal Memory, a link, or any tag groups item in the Tag Group Explorer to bring out the pop-up menu. Then use the Import Tags... command on the pop-up menu.
- 2) Click the \*.csv file you want to import. If you want to open a tags import file that is saved in a different folder, locate and open the folder first.
- 3) Click Open.

**Note:** If the file format is not correct, the import operation will be cancelled.

**Note:** The tags import file can contain tags only, or many tag groups and their tags.

**Note:** If the name of a tag already exists in the tag group, you will be asked to confirm whether to replace the existing tag or not.

- If Yes, the tag in the tag group will be replaced by the tag from the file.
- If No, only the tag with nonexistent names will be imported.
- If Cancel, the import operation will be cancelled.

**Note:** If the tag group name already exists, you will be asked to confirm whether to replace the existing tag group or not.

- If Yes, the tags in the existing tag group will be removed and replaced by the tags from the file.
- If No, only the tag group with nonexistent name and its tags will be imported.
- If Cancel, the import operation will be cancelled.

#### ■ Exporting Tags

If you have tags you want to reuse in another application panel, export the tags of the selected tag group as a .csv file. You may do the following:

- 1) Locate the tag group you would like to export.
- 2) Right-click on the tag group to display the pop-up menu; and then click Export Tags...
- 3) If you want to save tags in a different folder, locate and open the folder first, then click Save.

You can export all the tags of the internal memory as a .csv file by right-clicking on the internal memory and then using the Export All Tags command on the pop-up menu.

### 2.3.5. Adding/Deleting/Renaming Tag Groups

#### ■ Adding a Tag Group

- 1) Click the internal memory you want to add a tag group for.
- 2) Right-click the selected item to display the pop-up menu, and then click Add Group.
- 3) The new tag group will be added, and the default tag group name will become selected for renaming.

#### ■ Deleting a Tag Group:

- 1) Locate the tag group you would like to delete.
- 2) Right-click on the tag group to display the pop-up menu, and then click Delete Group.

**Note:** You can only select one tag group to delete at one time.

#### ■ Renaming a Tag Group:

- 1) Locate the tag group you would like to rename.
- 2) Right-click on the tag group to display the pop-up menu, and then click Rename Group or click the tag group.
- 3) The tag group name will become selected. Simply type the new name over the selected text, and then press the ENTER key or click anywhere outside the editing field.