

PRINT PREVIEW Screen in Detail

The screenshot displays the PRINT PREVIEW screen with the following elements:

- 1. PRINT WIZARD**: A progress bar at the top showing three steps: 1. SELECT LABEL, 2. ENTER DATA, and 3. PRINT PREVIEW (currently active).
- 2. PRINT LABELS**: A button to initiate the printing process.
- 3. Design Name: 6tab** and **Palette: Published Shared Design Specific**: Information about the current label design and color palette.
- 4. TAB Label Stock Settings**: A section with a dropdown for "Your Printer Type" (set to Inkjet) and another dropdown for "Available Stock Settings" (set to 6324-HA-CLCOM). A "Load Suggested Settings" button is also present.
- 5. Starting Label and Count**: A section with a "Starting Label" spinner set to 1 and "Labels per Page" set to 6.
- 6. Page and Label Alignment**: A section with three spinners: "Top Page Offset" (0), "Left Page Offset" (0), and "Vertical Spacing" (421), all with a 1/10 millimeter scale. A checkbox for "Print Label Outlines" is also visible.
- 7. Ver. 1.2.67**: The software version number.
- 8. Label Preview**: A central preview area showing a grid of six labels. Each label features a barcode and the text "THIS IS A LINE OF TEXT WITH 48 CHARACTERS IN LENGTH". The labels are color-coded and numbered 01 through 06.

1. **The Print Wizard** – shows the three steps to printing labels (progress tracking).
2. **PRINT LABELS button** – click this button to print your labels (this process is covered later in this document – page 5).
3. **Design/Color Palette** – gives the label design name and the associated color palette name (palettes are: *TAB*, *Datafile*, or *Published Shared Design Specific*). The published color palette is unique to a label design (these are loaded at the time the account is created or after adjustments have been made). Published color palettes can be shared (loaded) with other account users (this process is covered in the *Modifying Color Palette* document).

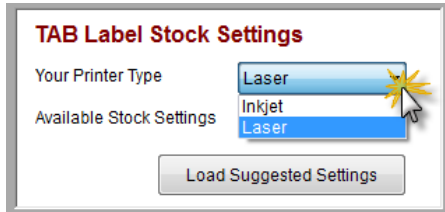
Best Practices for How to Adjust the Label Alignment

***Note:** Print using the maximum number of labels available on the sheet.

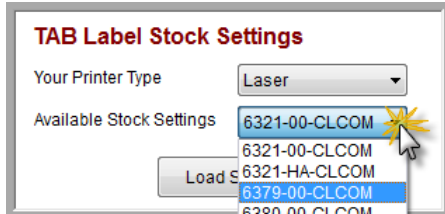
1. Load the default label sheet alignment settings (Step 4).
2. Align the first label correctly using the Left and Top Page Offsets (Step 6).
3. Adjust the spacing between labels if necessary (Step 6).

Setting the Label Alignment Settings

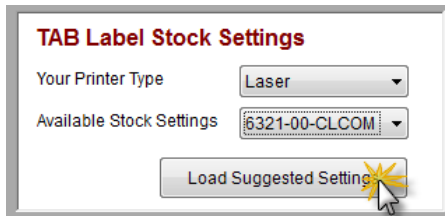
4. **TAB Label Stock Settings** – these settings set the initial alignment settings.
 - Your Printer Type** – select the type of printer you will be using, Inkjet or Laser. This populates the labels stock drop-down.



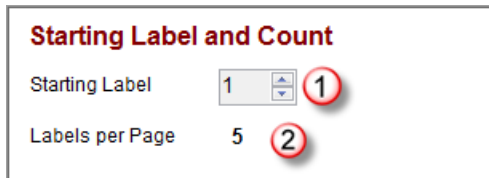
Available Stock Settings – select the appropriate label stock model number.



Load Suggested Settings – click this button once you have selected the printer type and label stock model; this will load the default labels per page setting and default alignment settings (may require adjustment, directions to follow).



5. Starting Label and Count – allows you control the number of the first label that will print and display the number of labels per page (this number is derived from loading the suggested settings for the label stock).



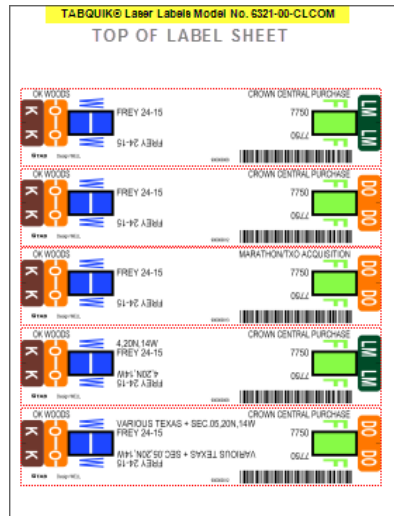
Starting Label (1) – this controls which label the first record will print on (this setting is recommended for Inkjet printers/stock only).

Labels Per Page (2) - displays the number of labels per page (this number loads from the suggested settings for the label stock). If this number is not correct, you must go back to step 4 in this guide.

6. Page and Label Alignment – allows manual alignment adjustments when printing; this may be required depending on design, printer, and label stock, as it compares to the suggested alignment settings.

The alignment settings and adjustments correspond to viewing the output from the printer in the same orientation as the Print Preview.

This is how you have to look at the label sheet when you are making changes to the alignment settings.



Page and Label Alignment

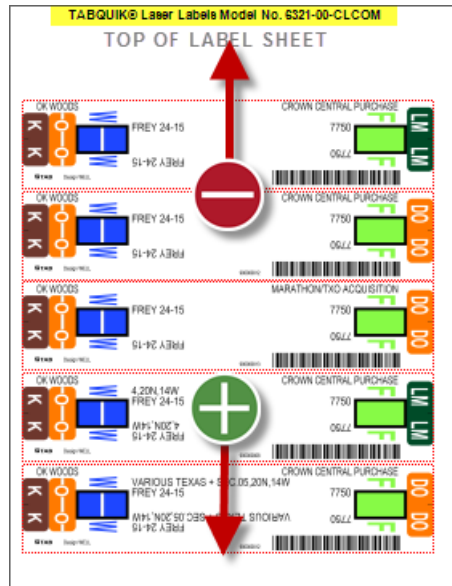
Top Page Offset: 0 1/10 millimeters **1**

Left Page Offset: 0 1/10 millimeters **2**

Vertical Spacing: 436 1/10 millimeters **3**

Print Label Outlines

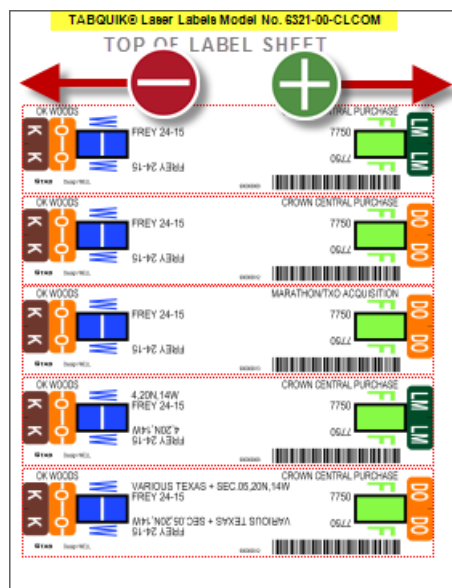
- 1. Top Page Offset** – Adjusting this number moves the label-image towards the top (subtracting) or the bottom (adding) of the page.



Basic Adjustments

Move Label	Plus/Minus
1/2 Inch	127
1/4 Inch	64
1/8 Inch	32
1/16 Inch	16

- 2. Left Page Offset** – Adjusting this number moves the label-image towards the left (subtracting) or to the right (adding) of the page.



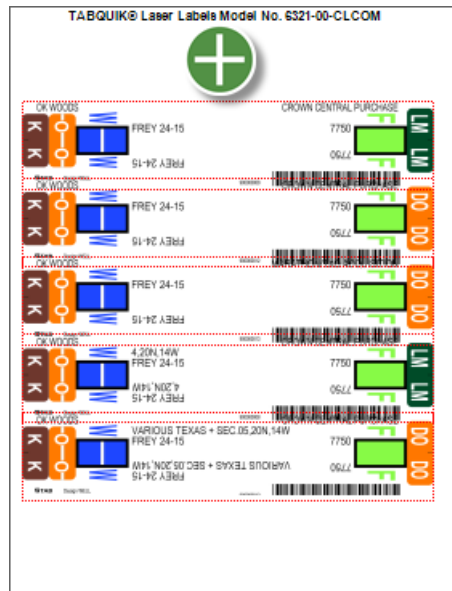
Basic Adjustments

Move Label	Plus/Minus
1/2 Inch	127
1/4 Inch	64
1/8 Inch	32
1/16 Inch	16

- Vertical Spacing** – Adjusting this number modifies the spacing between the labels.

Adding creates more space

Appearance: Label printing too close to the one above it; labels overlapping; behavior is usually noticed the further down the sheet you look (need to print a full page of labels).

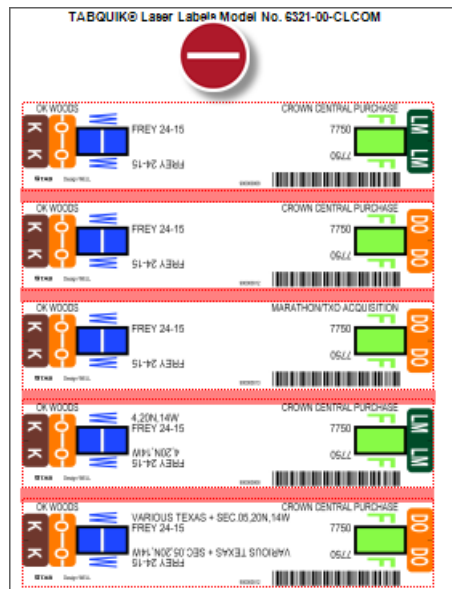


Basic Adjustments

Move Label	Plus/Minus
1/2 Inch	127
1/4 Inch	64
1/8 Inch	32
1/16 Inch	16

Subtracting reduces the amount of space

Appearance: Too much space between the labels; behavior is usually noticed the further down the sheet you look (need to print a full page of labels).



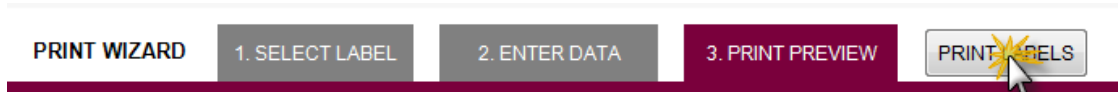
Basic Adjustments

Move Label	Plus/Minus
1/2 Inch	127
1/4 Inch	64
1/8 Inch	32
1/16 Inch	16

- ActiveX (software) version number** – assists with support of product and can be referenced as new product releases become available.
- Label Print Preview** – displays an image, representing a page of selected labels to print (currently it only shows a single sheet, even if you would have multiple pages to print). The label sheet preview is determined by the label stock selected; is also moves relative to adjustments made to the alignment settings (**this is ONLY to help visualize the changes being made**).

Printing the Labels

1. Click the PRINT LABELS button to print the labels to your printer.

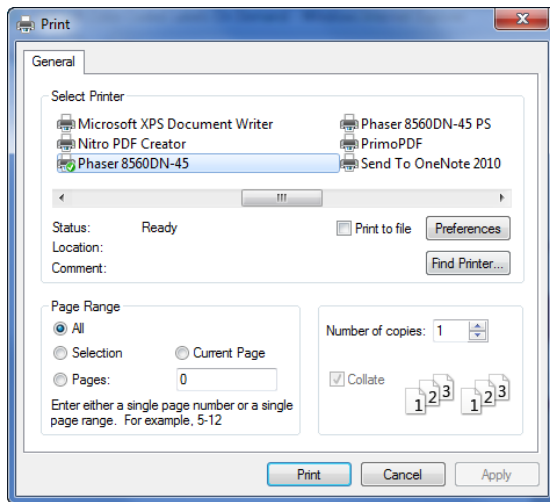


2. The standard Windows Printer dialog box will be displayed. Select the printer and make any preference changes as needed (**potential setting changes may include, paper-type, paper-size, or print orientation**); this is done by clicking the **Preferences** button after selecting the correct printer.

Changing preference settings from the print dialog is a **one-time** change, and would need to be changed before each print job.

To make the change a default for the printer, you need to modify the printer's preferences through the Windows Control Panel.

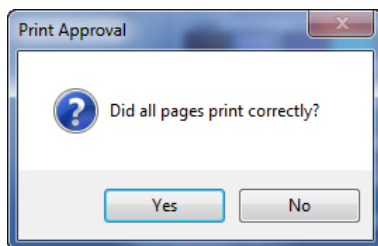
Click print to send print-job to printer.



When printing to a laser printer, make sure you specify a paper-type of **Labels** or **Transparencies**; this will slow down the fusing process and allow more time for the toner to adhere to the label sheet.

Note: This should prevent the printed-output from smearing.

3. You will be presented with a "Print Approval" confirmation dialog box; answering **Yes** will signify the labels printed correctly and will deduct from the accounts available print credits, or selecting **No** would allow you to make adjustments and reprint (this is used when performing alignment adjustments, so print credits are not wasted).



Congratulations! You have successfully printed your labels.