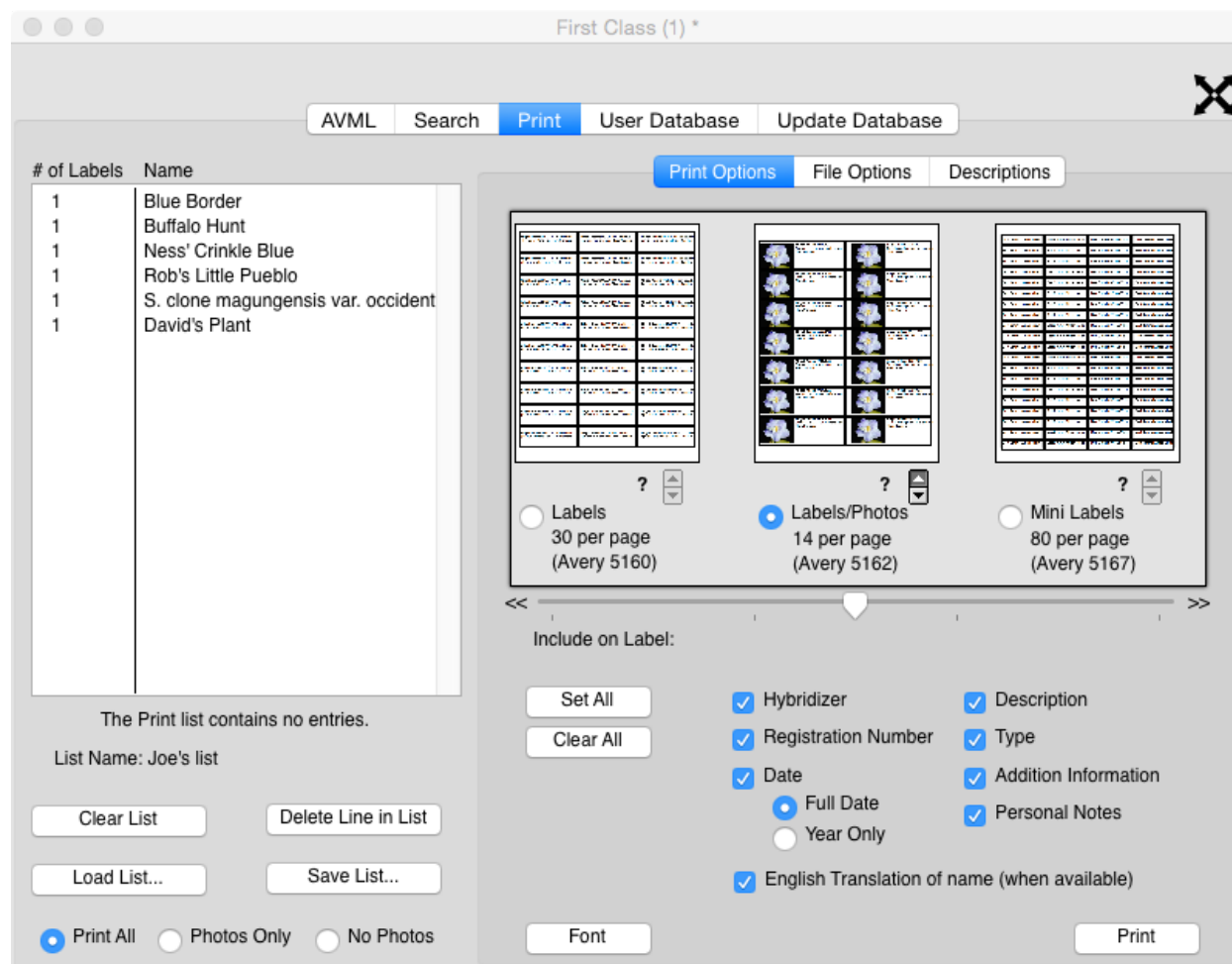


Configuring Label setup for printing

The area that displays images that represent report printouts is a scrolling window. You can click along the slider, drag the slider from side to side or click the double arrows (<<,>>) on each side to move the images to the first or the last report. Clicking on the any of the “?” displays this document. You obviously figured that one out since you are reading it.

Here is a screen that we will be working with in this instruction pdf.



The label pages can be clicked to limit which labels will be used on the first page of printing. This is done since many times you do not have a full number of labels for the particular label paper that you are using. Once you have print a partial page you can then configure the screen to skip the label spots that have been removed. You can insert the paper opposite way and get the unused labels to the top of the page, but you may still leave some unused labels in the middle. This document will describe how to make use of all you labels, even if there is only one on the first page you are printing.

Something that is important: Any partially used sheet of labels must be used as the FIRST page of a print run. The second page through to the end must be fulling populated label sheets.

Something that is not important: flipping the paper the other way around. You can indicate which labels are available on this screen.

Here is a screen shoot where we will begin:

?

☐ Labels
30 per page
(Avery 5160)

☒ Labels/Photos
14 per page
(Avery 5162)

☐ Mini Labels
80 per page
(Avery 5167)

The only report that you can configure is the one that is selected with the radio button highlighted. In this case, it is the Avery 5162 report format.

Noticed the small double button next to the “?”. That button controls where your click will take action from the top of the page, or the bottom of the page. The dark box with the white up arrow indicates the any click will take effect from the top of the page.

I have a label sheet where the first usable label is third down on the right column. When I click on that label let’s see what happens:

?

☐ Labels
30 per page
(Avery 5160)

☒ Labels/Photos
14 per page
(Avery 5162)

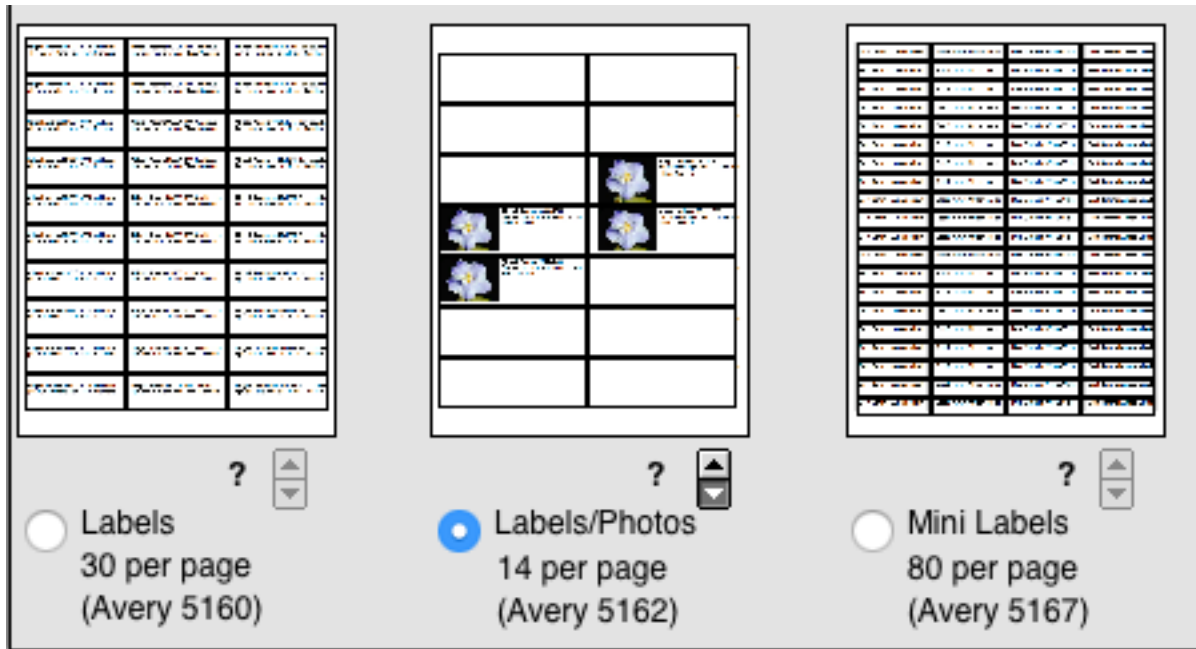
☐ Mini Labels
80 per page
(Avery 5167)

You will notice that the top three labels on the left column and the top two label on the right column are now solid white. A solid white label indicates that nothing will be printed at that position for this report.

If my sheet of partially used labels does not have labels beginning with the third label from the bottom on the right column in addition to the labels that have been previously used on the top. I would take the following steps to configure the report to properly use this sheet of labels.

First I would click the button next to the "?". Now the white arrow points down. I then click on the third label from the bottom in the right hand column.

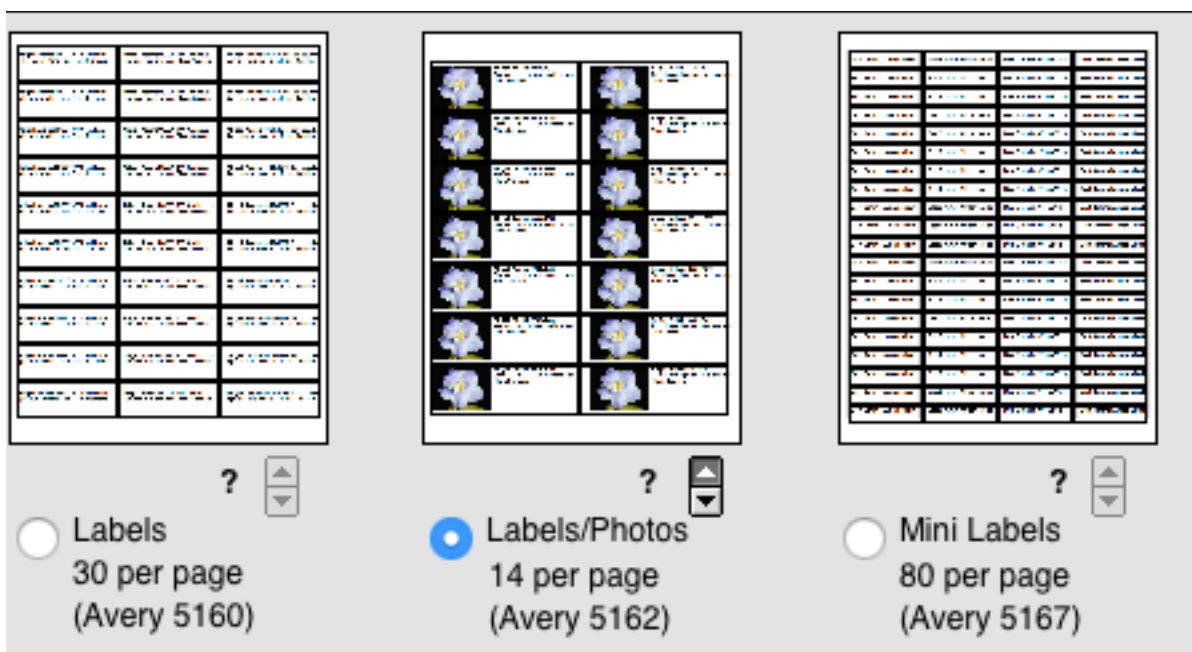
Here is what happens:



In this illustration, there are only four unused labels on this sheet, which must be used as the first sheet printed.

What if you make a mistake? It is easy to start over. Just make sure that the white arrow is pointing UP. Then click on a the label you want to start with. If it is a white (nothing printed) then the system will start here and it will display the label on the screen. If you click on a label that is not white, it and everything above it will turn white.

I am going to click on the top left label. lets see what happens:



Something that's important, you can't hurt anything by experimenting with the up/down buttons and clicking on used/unused labels. Just play with it, you'll get the hang of it before long, it's kind of fun.

Some other things that are important:

1. You can indicate how many labels you want of the same plant.

Click on the row that you want to change and put the number of labels to be printed, then hit enter.

2. You can change the font on the report.

Click on the FONT button, then choose the font type and size you would like use. example text shows what the labels that you are going to be print will look like. Scroll though the various lines to make sure that the information will print properly on the size label you are using.

3. You can save a list of plant and load that list later.

Click the Save List button and enter a name and an optional description.

4. You can customize exactly what information you want to appear on the label.

The label reports allow you to check the bits of information that you want to appear. The Name of the plant is mandatory.

When you get you report specified, just click print. You will be able to choose the print or print to a .pdf file or to the screen with all of the usual Mac goodness.