

## **Best Practice Instructions for Using Labels Anywhere Print Stock**

### **Usage:**

- Fan apart the print stock before loading into the printer. DO NOT BEND CORNERS
- DO NOT feed damaged sheets or sheets with bent corners through the printer.
- Paper Path - It is critically important to use the "Label" or "Heavy Card Stock" or similar setting on the print driver. This slows down the print engine, allowing for smoother feed of heavy media and more time through the fuser, allowing the heavier media to come to proper temperature for good toner fusion. On some printers this setting also increases the temperature at the fuser.
- It is recommended that the MPT (Multi-Purpose Tray, Manual Feed Tray or The By Pass Tray) be used instead of the standard paper drawer because the paper path is more direct. Most MPTs do not allow for loading of more than 25-30 sheets of media at one time.
- It is recommended that a sheet of label stock be fed through a printer only once.

**Note:** When printing File Labels insure your printer settings are set to Letter size or 8.5 x 11 (6 up & 1 up File Label Designs)

### **Separating the Compact Card Print Stock:**

- After printing on Compact's Card Print Stock, fold back and forth along the horizontal perforations. Separate along horizontal perforations. Repeat folding and separating along the vertical perforations until all the cards are separated.

### **Aligning the Printed Design correctly with Print stock:**

- It is sometimes necessary to calibrate the printer to align with the print stock so that designs print within the design area on the print stock. Typically, you will need to perform a Printer Alignment for each printer you wish to use.
- You may also want to check the alignment each time you open a new package of print stock.

The **Printer Alignment** feature allows you to accomplish this task easily by applying offsets for each printer in both the **Horizontal** (left/right) and **Vertical** (top/bottom) directions. Once you have selected a design and entered your data, select the **Printer Alignment** option and the **Printer Alignment** form will appear.

Follow the alignment steps below for each printer you wish to use:

- Place the desired print stock into the selected printer. You can also use plain paper which is the exact size as the print stock and view the alignment by holding the printed sheet in front of an actual sheet of print stock. However, this is not as accurate as printing on actual print stock.
- Click on the **test print** button for the selected printer

An image of the print stock for the selected label design will be printed where grey boxes

Represent the area where the design will be printed.

Make the offset adjustments accordingly:

- The image is too far left - enter a positive **Horizontal** Offset
- The image is too far right - enter a negative **Horizontal** Offset
- The image is too far towards the top - enter a positive **Vertical** Offset
- The image is too far towards the bottom - enter a negative **Vertical** Offset

Repeat the steps above until you are satisfied with the alignment for the selected printer. When finished making the necessary adjustments, be sure to click on the **save** button to save the new offset values

Offset values should be entered as whole numbers which represent 1/1000" (e.g. a **Horizontal** Offset of -500 would shift the image 0.5 inches to the left).

**Note:** Using the **Printer Alignment** option will **not reduce** your label inventory counter.

## Easy Switching Between 6-up and 1-up Formats

Some LabelsAnywhere users like to be able to print on our 6-Labels per- Sheet stock when printing a large number of records, but then prefer to switch to 1- Label-per-Sheet for daily printing needs. This can be a little inconvenient, in that switching label formats generally requires changing the printer alignment on most laser printers. There is an easy solution that will keep you from having to reset your printer alignment every time you switch formats. Since printer alignment adjustments are specific to a printer and not a label design, simply install a second copy of your colour printer for use with the other stock.

- From your Printers & Faxes window, choose "Add a Printer"
- Follow the normal steps to install your printer as if for the first time, but when asked to name the printer, choose a description that includes the label format, such as "HP Inkjet 2200 **1-Up**"

- From the Print Wizard in LabelsAnywhere, choose "Printer Alignment", select the newly installed "1-Up" printer, and enter your printer alignment offset
- 1-Up format on a laser printer that feeds the half-sheets in the centre will generally require a Horizontal offset of 2150; 6-Up format generally does not require an offset
- Now, when sending a label print job to print, you simply select the printer that has been configured for the format you are using and the alignment should be correct

**Note:** Putting 2150 in the Horizontal Offset if you can't dual install your printer will usually align the 1UP Label, but you will need to reset the amount when you resume printing on the 6UP design.

### **Storage:**

- Store Print Stock Flat in the plastic bag
- Keep the sheets in a cool, dry place
- Rotate label Stock frequently as it has approximately one year shelf life



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