Getting Started

HOME

- Gives a general overview of LabelsAnywhere.com.au and allows users to Login to their account.
- Registered users can log into LabelsAnywhere.com.au with Login and Password.
- The "Sign me in automatically" checkbox allows the user to remain logged in without being timed out.

PRINT LABELS

- Allows user to select a label design from the "Sample Label Library" or from "My Labels". Choose appropriate label library from the dropdown.
- Click on the label thumbnail to select.
- Enter data in the data entry grid.
- You can also:

IMPORT DATA Allows the user to import data from a *.txt* or *.csv* file to the data grid. A variety of formats are acceptable and an import wizard guides you through the import steps. LabelsAnywhere.com automatically saves the import profile for future use.

EXPORT DATA Exports data to a *.csv* (comma separated value) file for later use. Export cannot append an existing file.

REPRINT Allows the user to reprint the last print job submitted without being charged for additional Label Inventory (clicks). Use this function if you experience a printer jam, accidentally print on plain paper or if you experience other printing errors.

PRINT PREVIEW   Allows the user to preview how their printed label will look like prior to actually sending to the printer.

PRINT ALL » Submits the data for printing to your specified printer.

- 🌐 After selecting *Print All*, the Print Wizard proceeds to the next screen where the user can….

PRINT SAMPLE   Allows the user to print a sample of the finished label without being charged against the Label Inventory, however, the printed sheet will have **SAMPLE** printed on it, making the sheet usable for checking colors and design layout, but not acceptable for labeling of file folders.

PRINTER ALIGNMENT   Allows the user to control the position of the printed image on the label stock. Select *Test Print* to print a test pattern to assist in correcting the label alignment. Be sure to select *Save* when proper adjustment is achieved. Printer alignment offsets are stored in the Temporary Internet Files and should also be recorded in a permanent location.

- 🌐 The user can select a range of records or pages to print.
- 🌐 The user can select a start cell to adjust the position of the first label printed. (**CAUTION - DO NOT** feed partially used sheets of labels in a laser printer.)

print Opens the printer selection window, where the user will choose the appropriate printer and ensure that the Printer Properties are correct. When printing to a laser printer, set for "Label" or "Card Stock" or similar media settings to ensure proper adhesion of the toner to the label media.

MY ACCOUNT

- 🌐 Allows the user access to reports, and based on privileges assigned, may allow User maintenance and editing of General Settings.
- 🌐 Allows the user to view lists of all users and label designs on the LabelsAnywhere.com.au account.

View Reports Allows the user to choose from a variety of reports that either summarize or detail label printing and label inventory information by chosen parameters.

Add User Allows a user with appropriate privileges to add additional users to the LabelsAnywhere.com.au account. Remember the Login must be unique system-wide, so may require some creativity. If no *User Rights* boxes are checked, the new user will be able to produce labels, but won't have any of the additional rights allowed by checking a specific box.

General Settings Allows the user to select the date format used in the LabelsAnywhere.com.au reports and to choose an appropriate Inventory Warning Level. When Label Inventory falls below the warning level, the user will see the Inventory Warning Message each time they print labels. It is recommended that the warning message be updated to contain a contact name and phone number so the user will know who to contact to purchase more labels.

SUPPORT

- Provides access to the Frequently Asked Questions section where many of the more common questions about LabelsAnywhere.com.au are answered.

CONTACT

- Provides contact information for Technical Support.
- Provides an electronic link for comments or questions the user may have about LabelsAnywhere.com.au.

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