

Getting Started



HOME

- Gives a general overview of LabelsAnywhere.com and allows users to Login to their account.
- Registered users can log into LabelsAnywhere.com 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.

CLEAR DATA

Allows the user to clear data that is automatically remembered by LabelsAnywhere. Clear your data after a successful print run so data files remain manageable in size. Data will only persist for the period of time chosen for the retention of temporary internet files on the Tools>Internet Options menu selection.

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 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; it's generally best to print samples on plain paper.

PRINTER ALIGNMENT

Allows the user to control the position of the printed image on the label stock. Select Test to print a test pattern to assist in correcting the label alignment. Be sure to select Apply 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 – You should 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 account.



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



Allows a user with appropriate privileges to add additional users to the LabelsAnywhere.com account. Remember the Login must be unique system-wide, so may require some creativity. If the Client role is selected, the new user will be able to produce labels, but won't have any additional rights as allowed by Support Manager and Administrator roles.



Allows the user to select a Referenced Image Folder 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.

CONTACT US

- 🌐 Provides access to the Support Center Information section where many of the more common questions about LabelsAnywhere.com are answered.