Using Referenced Images in LabelsAnywhere.com

- I. Overview: The introduction of Referenced Images in LabelsAnywhere.com now allows users to incorporate data-defined images in their printed labels
 - A. You will need a label designed specifically for and using a Referenced Image element
 - B. You will need either an existing folder or to create a new folder where your image files will reside
 - C. You will need images of an appropriate file type (.jpg, .png or .bmp) and need to know the file names of those images for data entry
- II. Configure LabelsAnywhere.com so the application knows where to look for the images to be included in the label design
 - A. Login to your LabelsAnywhere.com account and select the "My Account" link on the navigation bar
 - B. Choose the "General Settings" link on the left side of the My Account screen

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- C. Enter the path to the folder where your image files will reside. Remember that this setting is for all users on your LabelsAnywhere account, so choose a location that all users can access (such as a common server) or a location that can be the same on all workstations (e.g. C:\Images\) – be sure to include the final "\" in your path
- D. Choose the image file type that is appropriate for your images (only .png .jpg or .bmp files will be recognized by LabelsAnywhere.com)

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- III. Choose a label design that supports a referenced image
 - A. You can find a referenced image design in the Sample Label Library search on the word "image" in design name
 - B. Select a design and choose the Inkjet or Laser version that is appropriate for your printer type
 - C. As always, Colorflex can create a custom label design that will include a referenced image and meet your specific needs



- IV. Enter Data
 - A. Enter data in the data grid as usual
 - B. In the Image Reference data field, enter the image file name, without a file extension (the file type has already been defined in the setup step)
 - 1. Image file names can be any combination of numbers and characters, such as an employee number or last name
 - 2. The file name you enter must match the image file name exactly (but without the file extension, e.g. .jpg)

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- V. Check your label before printing
 - A. Select the "Print Preview" button to ensure that your printed output will contain the images you expect



- B. If the preview looks as you would expect, close the print preview window and proceed with normal printing by selecting the "Print All" button
- C. If no image appears, check the following:
 - 1. Verify that your label design uses referenced imagery
 - 2. Check that your Referenced Image Folder path is correct in the General Settings window
 - 3. Verify that the image file type is the same as what you selected earlier in the configuration steps
 - 4. Verify that the image file name is exactly the same as what you entered in the data grid