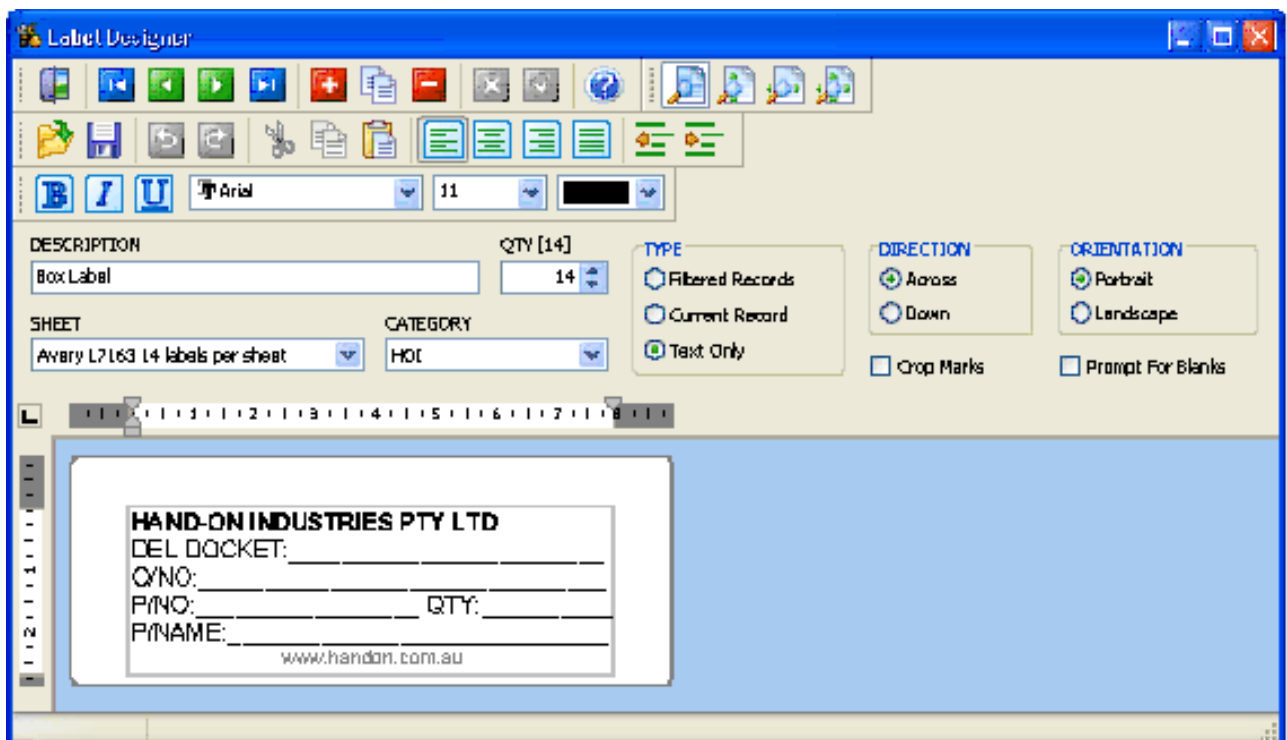


How to print text only labels

A text only label is used when you want labels that do NOT contain any record information. This type of label is commonly used for return address, filing or name labels. To insert a new text only label, follow these steps:

1. Add a new label by pressing the insert button (red with white cross).
2. Name your label definition in the DESCRIPTION field.
3. Select the label sheet definition you require using the SHEET field. If you need to modify or add a label sheet definition, right-click this field and the editor will activate.
4. Under QTY, enter the label quantity you require. The value shown in square brackets indicates the full sheet quantity for the current sheet selection.
5. Under CATEGORY, select the category that your label will appear under. Right-click this field to modify or add a category.
6. Select 'Text Only' in the TYPE field if it is not already selected.
7. Now add your text and images to the label definition in the edit area below. You can adjust the margins of the label by right-clicking the edit area and selecting 'Label Margins...'.
8. Edit and adjust the look of your label using the edit tools provided.
9. Press the 'Post' button (orange with white tick) to save your definition. This will automatically be done on closing the Label Designer form as well if required.



Example text only label

After your label definition has been setup, you can select it from the 'Print' menu item as shown in the example below.

