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Product Labels

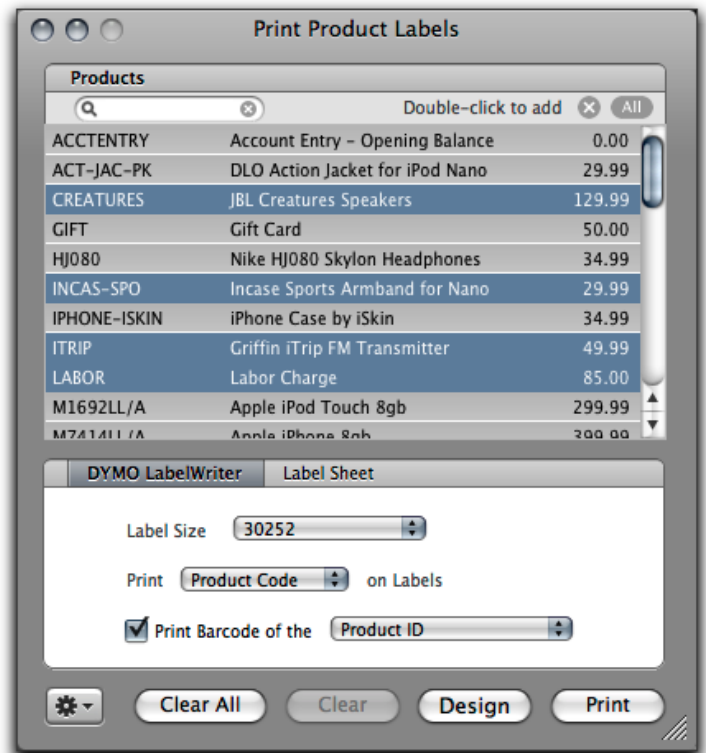
LightSpeed allows you to print labels for Products or Customers, and will print them to the Dymo label printer, which has a spool, or to Avery 8.5" x 11" label sheets, which can be printed in a regular laser printer.

There are several ways to access the *Print Product Labels* window.

- 1 Choose the *Print Product Labels* option of the Tools menu.
- 2 Choose the *Print Labels* option in the *Action* menu of the Product profile.
- 3 Choose the *Print Product Labels* option in the *Action* menu of a Purchase Order. This option will ask if you wish to print labels for received quantities only.

Once you are in the *Print Product Labels* window, you can choose the labels you wish to print by searching on the Description or Product Code. Double-click the Product to add it to the set of Products for which you will print labels. You can also produce a list of all Products by clicking the *All* button. To select more than one Product, hold down the Apple key as you click each item. When you have finished, **hit the Return key** to add them to your list. You can also drag Products from the Browser to the *Print Product Labels* window, if you wanted to label all the Products of a particular Class, for example. Once you have selected your list of Products, change the quantities for the number of labels you wish to print.


To auto-populate quantities related to totals of the Products you have in stock, click the *Action* menu and choose the appropriate option –




Product Labels window

the quantity available, reserved, in warehouses, or total quantity.

You can also use the *Action* menu to auto-populate the prices to be printed on your labels according to the regular Selling Price, or one of the ten Pricing Levels. Alternatively, you can manually change the prices to be printed by double-clicking the price in the *Sell* column and entering a new price.

 Changing a price here does not change the Selling Price in the Product profile.

Confirm the settings in the lower half of the Print Product Labels screen: choose the method with which you're printing labels (Dymo LabelWriter or label sheet); the Dymo/Avery format for your labels (see the *Labelling Guide* for details); which code you want printed on the label (the Product Code or the Product ID); whether you want to print a barcode, and, if so, whether to use the UPC, the Product Code, or the Product ID.

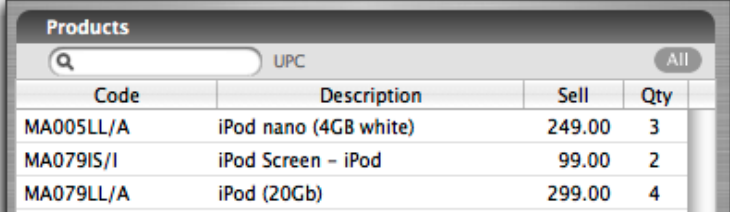
 It is recommended that if your UPC is missing, you use the Product ID as the barcode, as Product Codes can be longer than an acceptable length for your scanner to read. **You cannot create a UPC** – it must be the code that ships with the Product from the manufacturer. Otherwise, use the Product ID as the barcode.

Label Designer

If you are using a CUPS-compatible label printer other than the Dymo Turbo, or you want to customize your labels, you can use LightSpeed's label designer to include the particular fields you want to appear on your label, include a graphic, or change the dimensions.

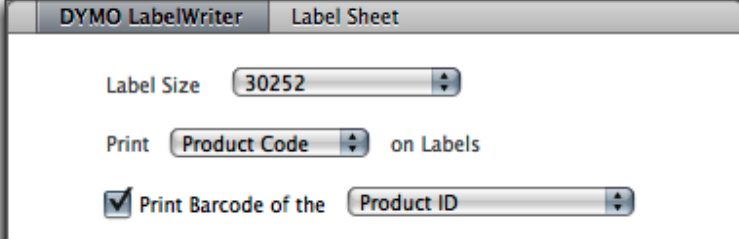
To design a Product label, click the *Design* button in the Print Product Labels window. Click *New* in the Custom Labels window that appears. Then, in the Page Setup window, choose the label printer you will be printing to in the *Format for* pop-up menu, and then choose the label dimensions in the *Paper Size* pop-up menu, or choose *Manage Custom Sizes* to set the dimensions yourself. Make sure you choose "Landscape" mode, if applicable. Name the label when prompted (eg. "Jane's Custom Label") and click *OK*.

When you land on the **Layout Design** window, you will see a graph representing the dimensions of your custom label, and you can access a pop-up menu to choose which fields you wish to include in the



Code	Description	Sell	Qty
MA005LL/A	iPod nano (4GB white)	249.00	3
MA079IS/I	iPod Screen - iPod	99.00	2
MA079LL/A	iPod (20Gb)	299.00	4

Selecting your Products



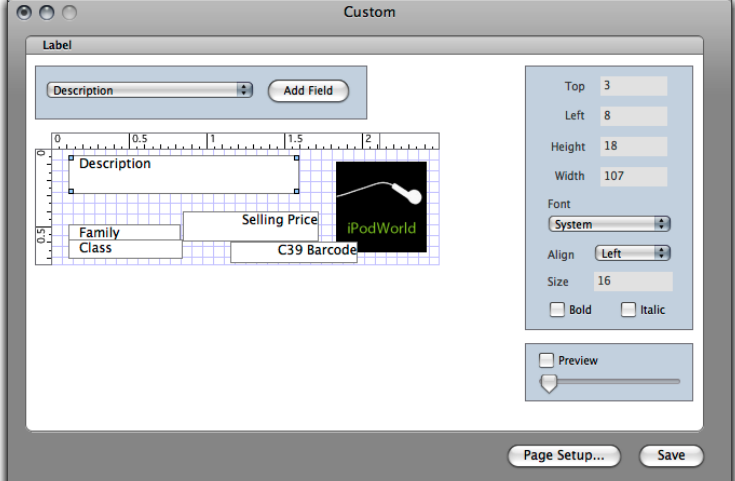
DYMO LabelWriter Label Sheet

Label Size: 30252

Print: Product Code on Labels

Print Barcode of the: Product ID

Selecting your barcodes and label format



Custom

Label

Description [Add Field]

0 0.5 1 1.5 2

Description

Family Class Selling Price iPodWorld

C39 Barcode

Top 3
Left 8
Height 18
Width 107

Font System
Align Left
Size 16
 Bold Italic

Preview

Page Setup... Save

Arranging data fields on a custom label

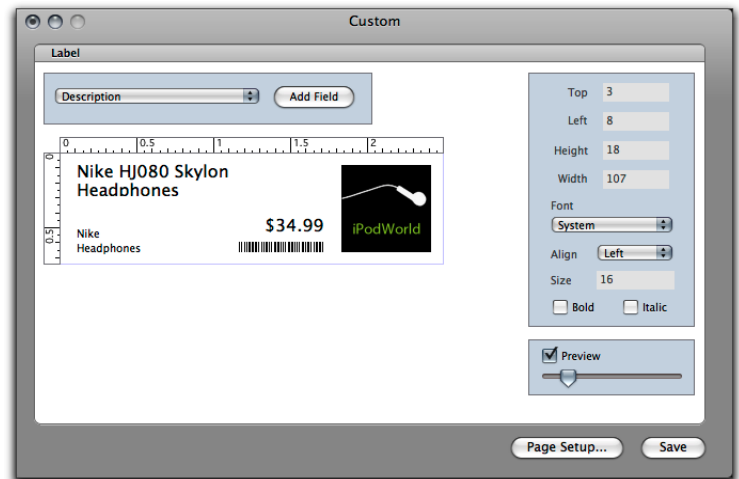
new layout. Choose the desired field, and click the *Add Field* button to have the field appear on the graph.

You can use the field handles to resize the space the field can occupy, and use the settings in the toolbar to the right to set the font, the font size and style, and the alignment. To remove a field, select it once so its handles appear, and then click the Delete key on your keyboard.

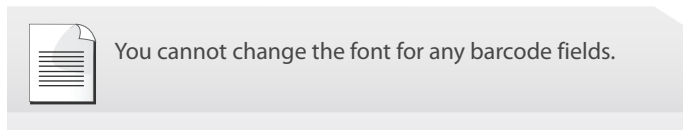
To add a graphic to your label, choose "Graphic" from the list, and click the *Add Field* button. Resize (if necessary) the field, position it, and drag and drop a jpeg image into the graphic drawer that appears. Adjust the graphic as necessary.

For a barcode, you have a choice between "UPC Barcode" and "C39 Barcode". The **UPC Barcode** will be the barcode of the UPC that has shipped with the Product and has been scanned into the Product card's *UPC* field. The **C39 Barcode** will take the Product ID or Product Code (whichever you have chosen in the main Print Product Labels window).

When you believe you have arranged your fields to the desired configuration, click the *Preview* button to see how your label will appear when printed. Use the slider to see how various Products would print



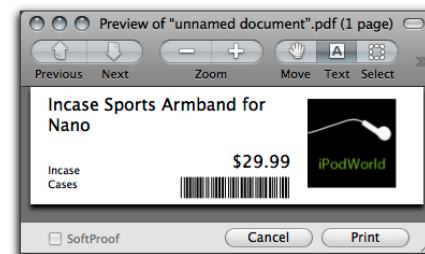
Previewing the final layout



if selected. If any text that you're expecting to appear is missing, try resizing the field dimensions to ensure they're large enough.

Once you have finalized your custom label, click *Save*, and close the window. Then, click the *Label Size* pop-up menu in the main *Print Product Labels* window, and select the custom label name you just created.

A good rule of thumb is to print only one or two labels to confirm they are printing as you expect.



The finished label

Customer Labels

To access the Print Customer Labels window, you can:

- 1 Choose the *Print Customer Labels* option from the Tools menu.
- 2 Choose the *Print Label* option in the Customer profile.
- 3 Click the *Print Labels* button in the Customer Browser.

Having accessed the Print Customer Labels window, you can compile your list of printable labels by selecting them from the search win-

dow individually, or, using the Apple key, in a batch. Once selected, press the **Return key** to add them to the pending list. You may also drag Customers from the Browser to the Print Customer Labels window.

Once a Customer is on the pending list, you are able to edit the quantity of labels that will be printed in the *Qty* column. If a Customer has more than one Contact in their profile, you will be able to access them with a **triangle icon** that appears beside the default Contact.

In the lower section of the Print Customer Labels window, you can choose which method you're using (the Dymo printer or by label sheet), the label size, and whether you're printing the Billing or Shipping address. When your list is complete, click *Print*.

You also have the option of printing a barcode for the Customer that can be used to scan into the system to quickly add a Customer to a sales document.

Default Label Sizes

Products Labels

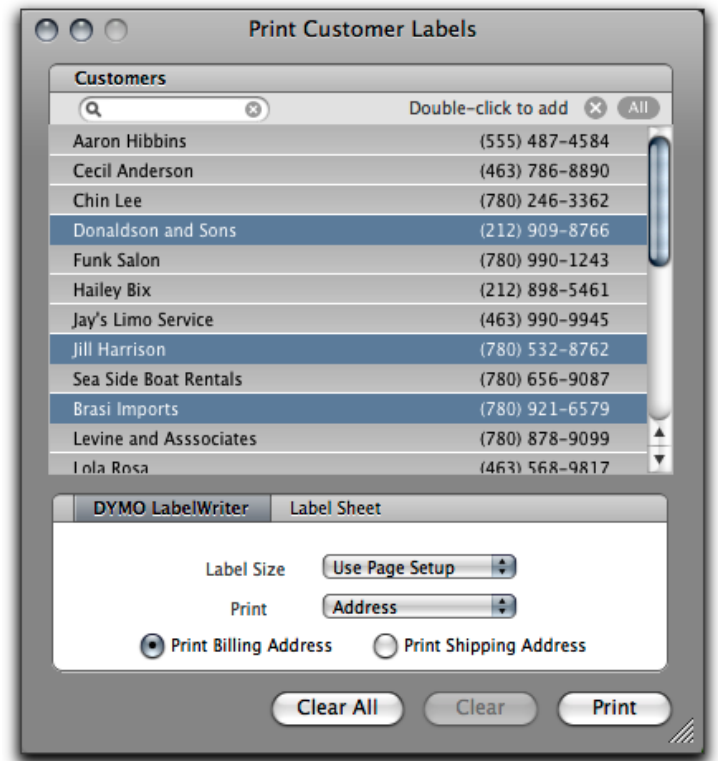
Dymo Label Printer

- 30252 (1-1/8" x 3-1/2", 28x89mm)
- 30299 (7/16" x 2-1/8", 11x54mm)
- 30330 (3/4" x 2", 19x51mm)
- 30336 (1" x 2-1/8", 25x54mm)
- 30332 (1" x 1", 25x25mm)
- 30333 (1/2" x 1", 12.5x25mm)
- 30373 (7/8" x 2", 22.1x50mm)
- 8.5" x 11" Label Sheet
- A05260 (1" x 2-5/8", 25x67mm)
- A05259 (4" x 1-1/2", 101x38mm)
- A05127 (1/2" x 1-3/4", 12.7x44.5mm)

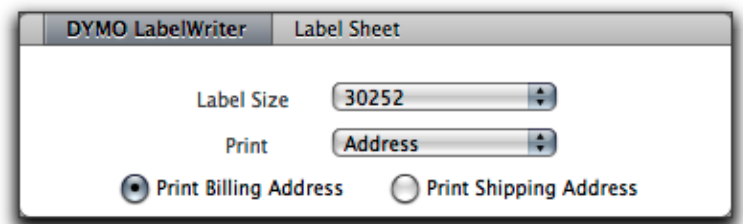
Customer Labels

DYMO LabelWriter

- A30252 (1-1/8" x 3-1/2", 28x89mm)
- 8.5" x 11" Label Sheet
- A05260 (1" x 2-5/8", 25x67mm)
- A05259 (4" x 1-1/2", 101x38mm)



Print Customer Labels



Selecting the format and size of Customer labels