



See also ReadMe (Install Guide), *User Guide & Using Bleed to improve Labels Printing*

www.A4LabelTemplates.com.au

FOR QUICK REFERENCE PURPOSES WE STRONGLY SUGGEST YOU MAKE A PRINTED (HARD) COPY OF THIS GUIDE PRIOR TO USING

NOTE A4 Label Templates is not a graphics creation program. You need to prepare your image files using other software. A4Labels will help you to create and manage your templates and to attached your images to jobs for printing.
Suitable for blank sheet labels in a grid format.
Designed for Windows PC XP and above for desktop and laptops (but excludes tablet and cloud based systems running Win 8 RT).

Introduction

This software is designed to assist you to coordinate & register graphics with ANY brand, size & shape (rectangle, square, round or oval) in sheet labels in a regular grid format.

Defining a Template is easy. Once you have set up a template you simply add your graphics from elsewhere on your computer, save as a job, then print as required.

We suggest you follow the following simple instructions.

Your first step is to set up a Template that matches the layout of your sheet of labels.

Creating a Template

- (1) The application opens to the "Template Specification"
- (2) Give your Template a name. We suggest that you use the label size as the template name. Eg. 50mmx50mm
- (3) Select the sheet size. Eg. A4 210mm x 297mm
- (4) Select a label shape. Eg. Rectangle/Square
NB: The next information will generally be acquired from your label suppliers' specifications or by physically measuring a label sheet.
- (5) Fill in label width in mm Eg. 50mm
- (6) Fill in label height Eg. 50mm
- (7) Type in the number of labels across sheet. Eg. 3
- (8) Type in the number of labels down sheet. Eg. 5
- (9) Measure the margin between the left hand side of the sheet & the left hand side of the first label & type that measurement into "Sheet Margin Left"
- (10) Measure the margin between the top of the sheet & the top of the first label & type that measurement into "Sheet Margin Top"
- (11) Type in horizontal gaps between labels. Eg. 10mm
- (12) Type in vertical gaps between labels. Eg. 5mm
- (13) Click on 'File' then 'Save' to save your template.
- (14) Now click on the 'SHEET PREVIEW' tab to visually check your completed template
- (15) Activate 'Die Lines' if they are not yet active Click on 'SHEET' in the menu options at the top of the screen. Activate 'Die Lines' if they are not yet active

You have now created a Template that you can recall for future jobs of the same label size.

- (16) Click on the "Template Specification" tab to start creating a 'Job' using your template.



Creating a Job

- (17) Leaving the above template specifications intact, simply click on "Job"
Image fields are now activated.
- (18) Change 'Template Name to your 'Job' name. EG 'Jam Label 50x50'

NB: DO NOT change any of the other specifications.

You now need to add the required graphics.

PLEASE NOTE!

This software DOES NOT generate graphics. Graphics should be constructed size for size (eg. 50mm x 50mm) elsewhere on your computer & saved to one of the following formats: jpg, tif, png, bmp, gif or wmf

- (19) Go to the Add Graphics File area of the screen & using the 'ADD' button, locate your graphics file and select. Rename your file if required.
The file now appears in the list, the image appears in the Image Preview area and the images are automatically placed in position for each label in the Sheet Preview tab.
(You can now add other graphics to the same job. This means that you could locate all of your 50x50 Jam Labels in the one Jam Labels job file.)
Note that A4Labels copies and renames the image files attached to jobs. The copy appears in your "My Documents\A4LSystem\APP_DATA\Images" folder along with your Template and Job files.
- (20) On the assumption you have set up your graphics to suit your label size it will fit your label correctly.
If your label graphics have been set to dimensions other than the Label Size, your graphics will NOT be adjusted on import to size & proportions of the chosen label. But you can re-size it to the label size using the simple controls provided.
- (21) If your design has a background bleeding off the label edge you need to enter the 'Bleed' amount to the image specification. We suggest that you start with 2mm of bleed. To do this, the graphic needs to be set up to the label size (eg 50mm) with the background sized to image size and 4mm (eg 54mm). This 2mm of bleed will be printed outside the label die-cut on all sides.
You will see the bleed appear outside the label die-cut image in the Image Preview.
- (22) Go back to the 'Sheet Preview' again to visually inspect your job.

Printing Your Labels

- (23) Make sure you have activated 'Die-Lines' for the purpose of test printing.
- (24) Make sure your Printer Preferences match your label needs.
- (25) Print one sheet of labels & check registration of print with labels on the sheet
NB: If your print is out of register with the labels you now have the facility to fine-tune.
Click on 'Sheet' then on 'Edit Adjustments'
You can now see controls that allow you to adjust margins and gaps as required.
For example, if your print is offset 1mm too far to the right, to adjust you simply increase the left hand sheet margin (the far left horizontal adjustment) by 1mm. ALTERNATIVELY you can go back to the 'Template' mode, increase the "Sheet Margin Left" by 1mm then 'Save' before returning to the 'Job' mode. Either way you can achieve perfect print-to-label registration by making such adjustments.



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You have the same ability to adjust the vertical positioning of the top margin and you can also adjust each of the gaps between rows and columns as you might need. You can now print labels even when the die-lines are not registered correctly.

- (26) Once you have achieved a perfect print go back to sheet and switch off 'Die-Lines'.
- (27) Now click on 'Save'. You are now ready to print your job. You can also recall this job for future reprints.

Conclusion

As with everything to do with computers, your computer skill levels will determine how quickly & easily you attain a perfect result. Regardless we believe the A4 Label Template System to be the most simple & most user-friendly print software on the market today.

HAPPY LABEL PRINTING !

The Team at A4 Label Template Systems