

# Materials Manager™

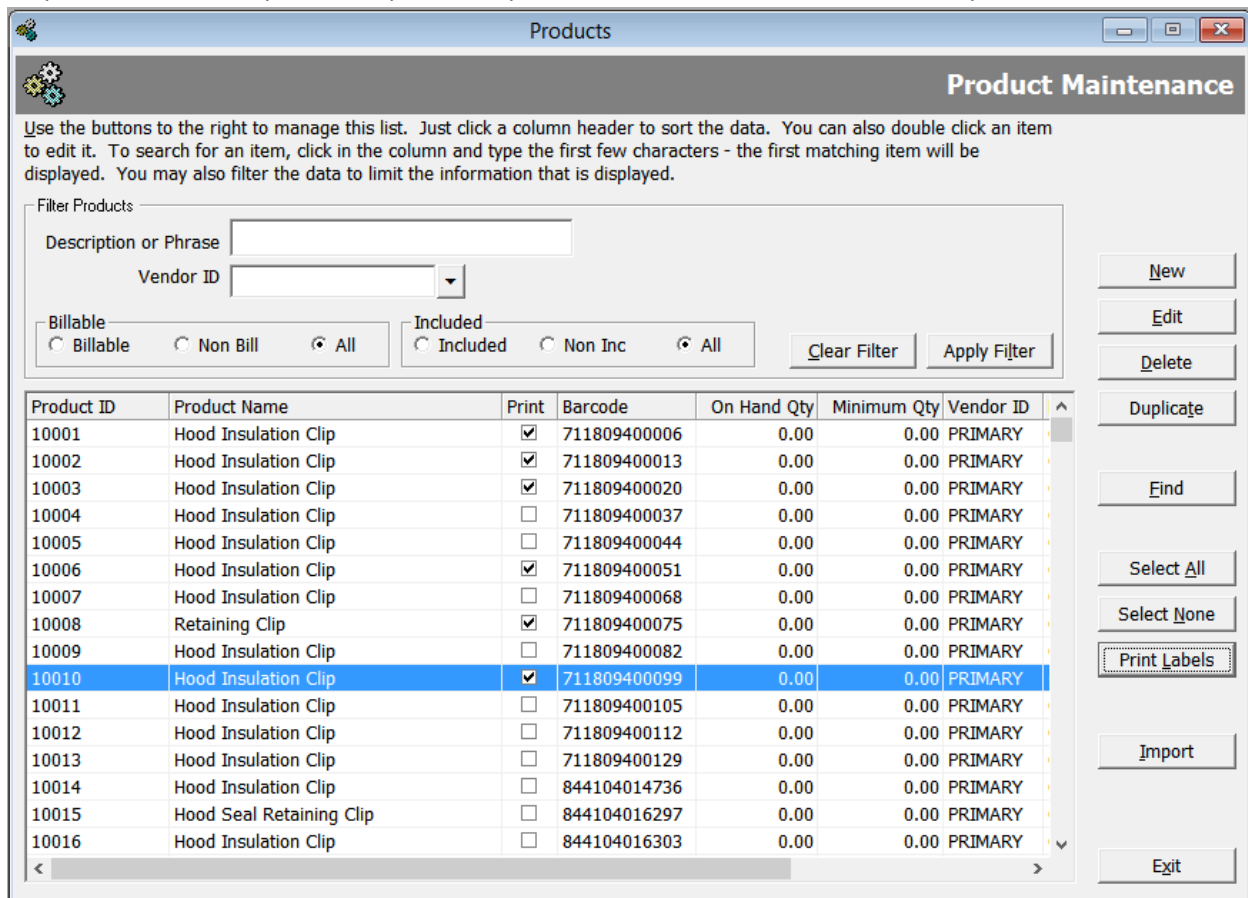
## Printing Labels

To print labels for products in Materials Manager™, click on **Product Maintenance**



To print labels for all products, click the Select All button to the right of the product list.

To print labels for only selected products, place a check in the **Print** box for each product.



Once your selections are complete, click the **Print Labels** button.

Print Cabinet Labels is already selected, and is what will be used for the sake of this tutorial.

Blank label packs are available via part number **590100** (100 sheets/pk.)

If you wish to print to another label size, select **Print Other Custom Sized Labels**.

After clicking **Continue** you will see this screen.

**Cabinet Label Setup**

Label Format: Default -- Default Product Labels

**Page Info**

Top Margin: 0.5  
 Bottom Margin: 0.5  
 Left Margin: 0.375  
 Right Margin: 0.375

**Label Info**

Label Height: 1.5  
 Label Width: 2.5  
 Vert.: 0.2  
 Horiz.: 0.125  
 Columns per page: 3

The labels will preview on screen so that you can compare the printout with your label paper before printing. The counter at the top of the preview window will show the number of label sheets you will need for the items selected to be printed. On the print preview window you can choose to print only a single page to verify that the labels are formatted properly.

**Label Settings**

Labels to Print: 1  
 Labels to Skip: 0

**Fields to Print**

Description  Price  
 Item #  Barcode  
 Picture  Colored Usage

Exit Preview

The most common selections are **Description, Item and Barcode**.

(Pictures are not available by default. Contact us for more information)

With these fields selected, click **Preview**.

You will be shown a preview of the items you have selected to print. If these are correct, click **Print** in the upper left corner of the preview window.

When printing is complete, you will be asked if you wish to clear your print selections.