

How to Create a Custom Template with LabelSuite™

This guide will take you through the basics of creating your own custom label using the template creation tool LabelSuite™. Included in this guide;

- Loading pre-made/blank templates
- Setting the size of your custom label
- Adding/positioning text boxes & images
- Printing the final design

For additional help using LabelSuite™, please contact our Support Department at (866) 777-1360 or Info@CreativeSafetySupply.com.

Loading a Pre-Made, Blank, or Saved label template

LabelSuite™ offers a wide variety of pre-made label templates specifically tailored to help you make professional-quality signs/labels as quickly and easily as possible. We have organized our templates into an easy-to-follow navigational directory that will assist you in finding the correct label in the shortest amount of time. We also offer a large amount of 'Blank' templates of various sizes to assist you in making your own custom label effortlessly.

Loading a Pre-Made or Blank label:

1. From the LabelSuite™ **Main Menu**, select either the **Pre-Made** or **Blank** tab.
2. Use the scroll bar on the bottom of the screen to sift left/right until you find the category of label you would like to use (for example: Arc Flash & Electrical, Pipe Marking, etc.).
3. Once you've found the category you would like to use, select the appropriate size tab that matches your vinyl stock.
4. Highlight the template you would like to use, then select the **Edit** option from the bottom-right of your screen.
5. To return to the Main Menu, select the **New** option from the top-left of the editing screen.

Loading a Saved label:

1. To load a previously saved label, select the **My Saved** category from the LabelSuite™ **Main Menu**.
2. Highlight the label you would like to use, then select the **Edit** option from the bottom-right of your screen.
3. To load a label located in an alternate directory, simply double-click on the template from your Windows Explorer.

To create a Custom Size label template:

1. From the LabelSuite™ **Main Menu**, select the **Custom Size** option.
2. Set the **Supply Width** to the size of your vinyl stock, and the **Length** to the desired length of your label.
3. Select either the **Portrait** or **Landscape** orientation to differentiate between a Horizontal/Vertical label.
4. To adjust the Unit of Measurement, select either **Inches** or **Centimeters**.
5. Select the **Create Label** option to begin editing.
6. To change the size of your label again, select the **Edit** tab from the top-left of the Edit Screen.

Adding/editing text for your label template:

1. To add text to your label, select the **Insert** tab from the top-left of the editing window.
2. Select either the **Scalable** or **Paragraph** option (Scalable textboxes will adjust font size in proportion to textbox size) – Once selected, a small textbox will appear in the editing window.
3. To change Paragraph text to Scalable text, select the **Scalable** option from within the **Style** tab.
4. Change what the text says by either double-clicking directly on your textbox or inputting the desired text into the small window at the top of the **Edit** Screen.
5. Adjust the font type by opening the font dropdown menu and left-clicking on the desired font type.
6. To manually adjust the font size, use the small arrows located next to the font type dropdown – alternatively you can type the desired font size manually.
7. To use scalable text, simply increase the textbox size by dragging one of the corners to the desired size.
8. To bold, italicize, or underline your text, select the desired option from within the **Style** tab.
9. Change the text alignment (left/center/right) from the **Style** tab.
10. To rotate your image, adjust the **Rotation** option from the top-right of the editing screen (90°, 180°, 360°, etc.).

Adding Images to your label template:

1. Select the **Insert** tab from the top-left of the editing window.
2. Click on the **Image** option to open the Windows Explorer.
3. Navigate to and highlight the desired image file, then select **Open** to add the image to your template.
4. Resize and position the image as you would scalable text.
5. To rotate your image, adjust the **Rotation** option from the top-right of editing screen (90°, 180°, 360°, etc.).

Adding Barcodes:

1. Select the **Barcodes** tab from the top-left of the **Edit** Screen.
2. Choose the desired barcode type (Code128, Code39, UPC A, etc.) – a small barcode will be added to your template.
3. Input the information you would like scanned into the box at the top-center of the **Edit** Screen.
4. Add/remove the human-readable text by checking/unchecking the **Show Text** option.
5. Enable/disable the Checksum by checking/unchecking the **Show Checksum** option. (Note: Some barcodes require this option be enabled.)
6. To maintain the Aspect Ratio, select the **Aspect Ratio** checkbox.

Printing your label:

1. Select the LabelSuite™ tab from the top-left of the **Edit** Screen.
2. To change which printer is being used, select the **Printer** tab and choose the desired model.
3. To adjust the settings being used with your printer (Darkness, Print Speed, Gap Mode, etc.), select the **Settings** tab.
4. For a preview of your final design, select the **Preview** checkbox.
5. When ready, set the # of copies and then choose the **Print** option to begin printing your labels.

For additional information on LabelSuite™, information on using your LabelTac® printer, or to purchase additional supplies, please visit our website at www.LabelTac.com. To speak with Customer Service, call us toll-free at (866) 777-1360.