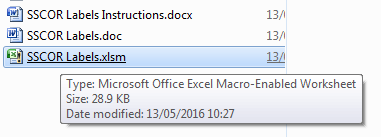
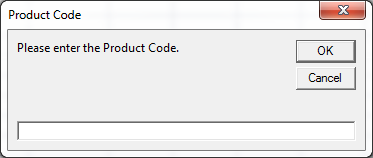
Instructions for creating the labels for the packing cases

# Creating the Data for the Labels

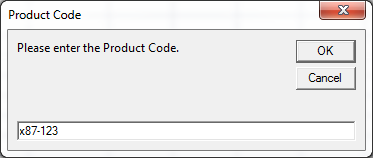
Open the file named H:/MANUFACTURING/Labels/Packing Labels/Labels.xlsm.



When the file opens you will be shown the following window:

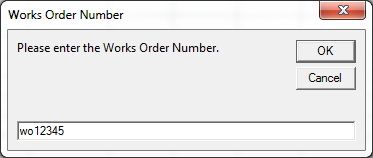


Enter the product code

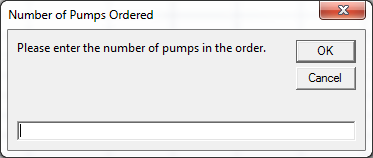


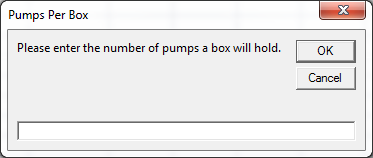
And click on the OK button.

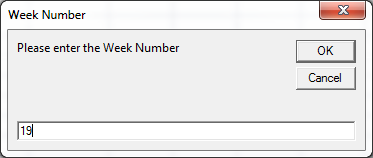
The next window enables you to enter the works order number. Once you have entered it click on the OK button.

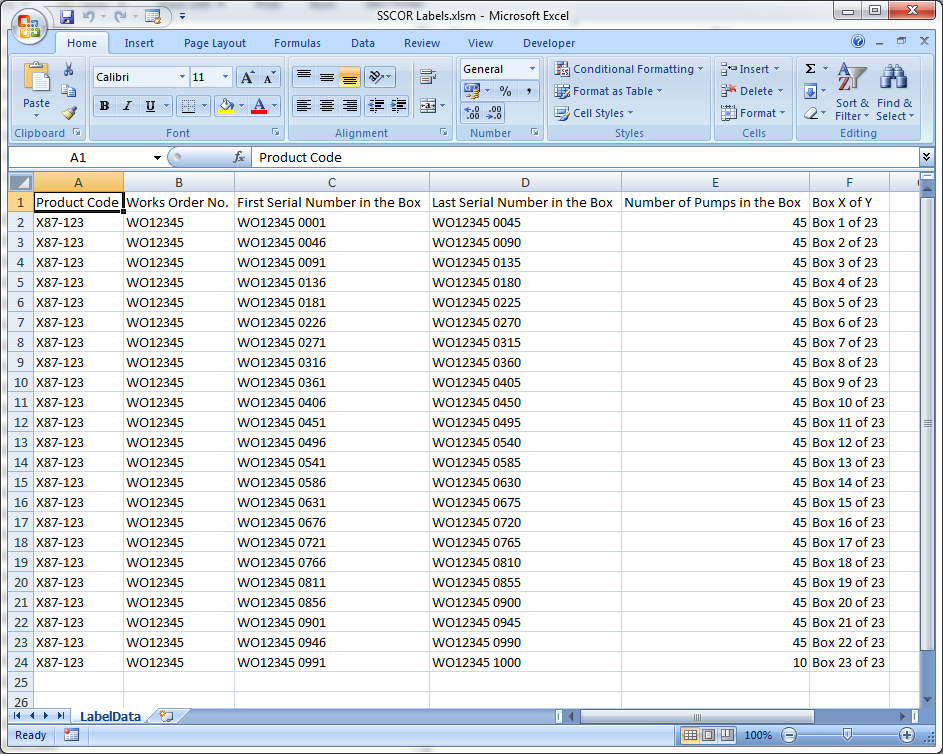


Keep entering the data requested, and clicking on the OK button when you are ready, for the following windows.



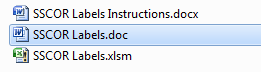


   
The week number should be on the paperwork for the job. If it isn’t, please ask your manager.

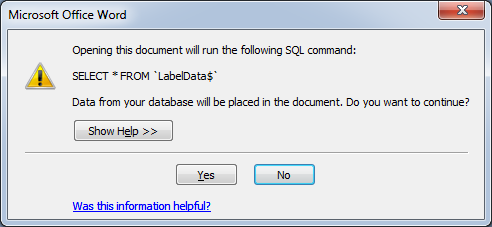


The data will be created in an Excel spreadsheet, as above.

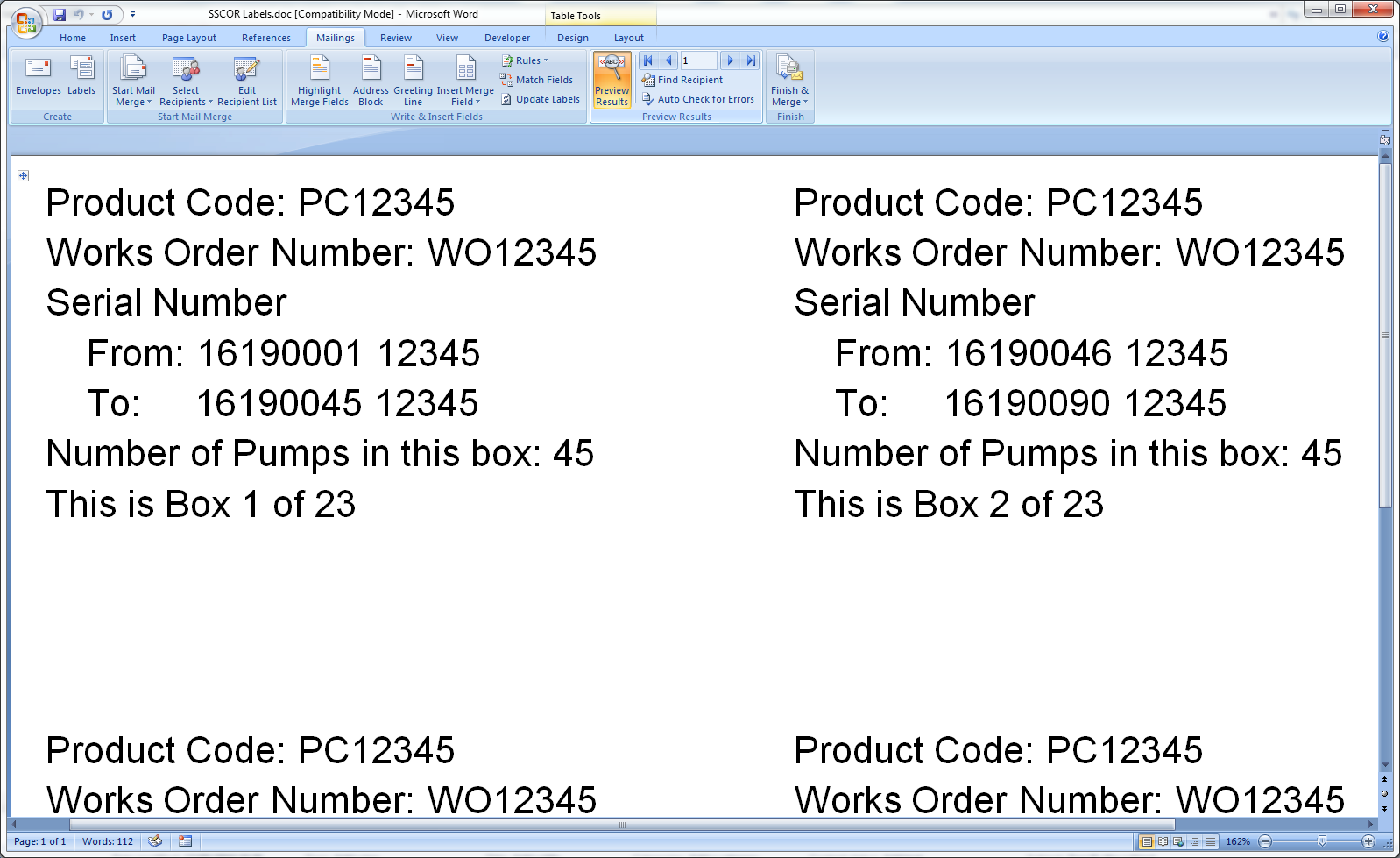
# Creating the Labels



Open the file named SSCOR Labels.doc and click Yes on the window that opens.



The document will open and you will see this:



Click on the Mailings tab and then on the button labelled Finish & Merge and then select Print Document.

A print dialog box will appear and you may select a printer and then print the labels.

If you have any problems please ask David Gibb for help.