Guidelines to use Rexel label maker
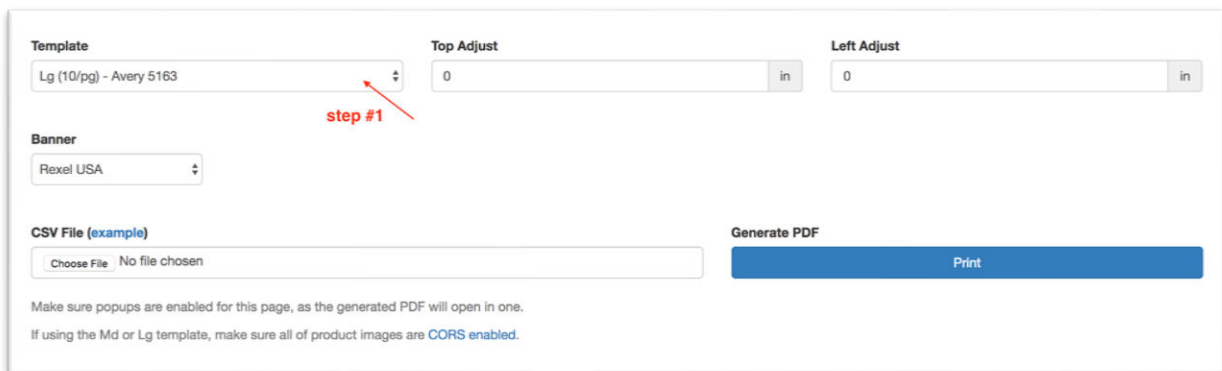
1. **Select Template size**: from the drop-down menu select one of the three available sizes
   a. **Small (US/Can)**: will print 30 labels per page, a compatible label size is <u>Avery 5160.</u> Images will note show due to the content size.
   b. **Medium (US/Can):** will print 14 labels per page, a compatible label size is <u>Avery 5162.</u> Images will appear
   c. **large (US/Can)**: will print 10 labels per page, a compatible label size is <u>Avery 5163.</u> Images will appear
   d. **Small (International A4)** will print 24 labels per page, compatible label size Avery 3475, images will not show due to content size.
   e. **Medium (International A4)** will print 14 labels per page, a compatible label size is <u>Avery 3653.</u> Images will appear
   f. **large (International A4)**: will print 10 labels per page, a compatible label size is <u>Avery 3425.</u> Images will appear
   g. **U-line(US/Canada)** will print 32 labels per page, compatible label size is <u>U-line S-16691.</u> Upon on requests from the business, it will only show barcode and two lines of descriptions and no images.

2. **Adjust top and left borders**: in inches, user can adjust the top and left offsets margins, the default values are zero.
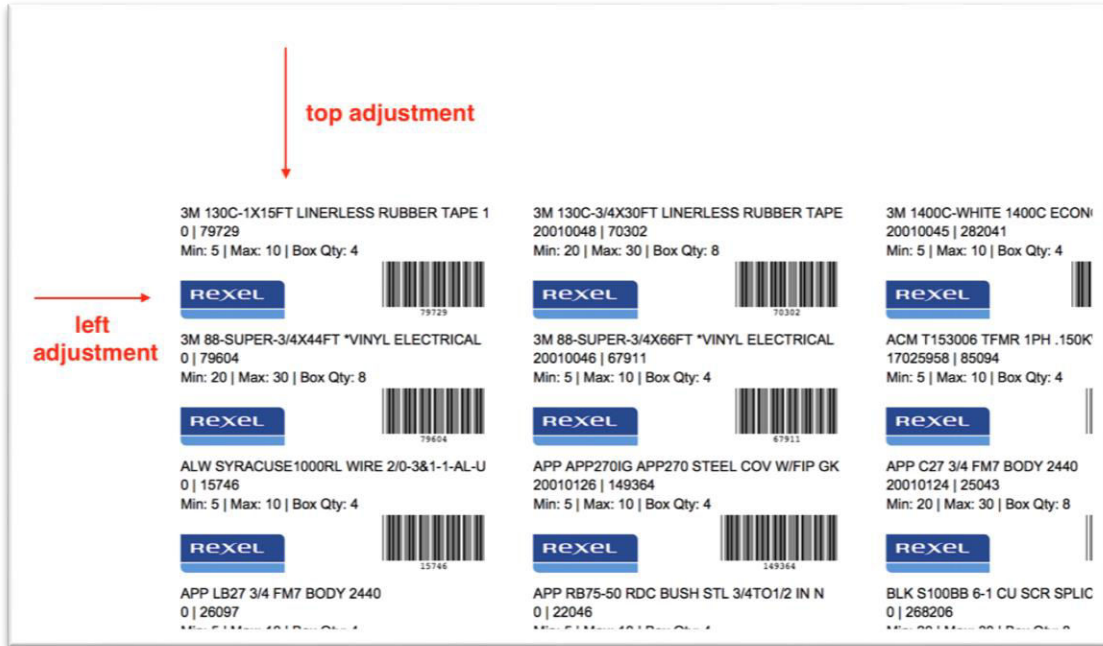
3. **Select Banner:** from the drop-down menu, User selects desired banner to create barcode labels for. A matching banner logo will appear on the labels

4. **Upload .CSV document**: an example is available in the website. Each document has the following fields
   a. **ID**: Which the article number that will be converted into a barcode to be scanned. Mandatory field
   b. **Image URL:** Available in medium and large size templates. Optional field
   c. **Descriptions:** A short description of the article. Optional field
   d. **Manufacture:** Name of the manufacturer. Optional field
   e. **Min:** The minimum allowed quantity to be ordered. Optional field
   f. **Max:** The Maximum allowed quantity to be ordered. Optional field
   g. **Reference:** user can leave notes, example: "Box Qty: 4". Optional field

- Note: its good practice not use line breaks in description field when creating a .CSV file

68	1165945	5.3T CORDSET	Turck	TC9S-2-P65	1	1
69	73830	AUX CONTACT	Allen Bradl	100-FA20	2	1
70	7742	CORDSET	Allen Bradl	889N-F5AF-	1	1
71	46073	CORDSET	Allen Bradl	889D-F4AC-	1	1
72	32893	OVERLOAD	Allen Bradl	193-EEBB	1	1
73	78543	GUARDMASTER MSR41 CONTROLLER RELAY	Allen Bradl	440R-P221A	1	1
74	50157	CORDSET	Allen Bradl	889D-R4AC-	1	1
75	673789	KINETIX CABLE SINGLE DSL 2090-SERIES	Allen Bradl	2090-CSBM	1	1
76	1048807	KYST KT-LED45HID-E26-840-D	Keystone	KT-LED45HI	1	1
77	1027916	KYST KT-LED45HID-EX39-840-D	Keystone	KT-LED45HI	1	1
78	1052976	KYST KT-LED100HID-EX39-840-D	Keystone	KT-LED100H	1	1
79	34577	SWITCH CABLE	Allen Bradl	440E-L1304	1	1
80	1053772	RIGHTSIGHT PHOTO SENSOR	Allen Bradl	42EF-E2EZB	1	1
81	544768	KINETIX VP LOW INERTIA SERVO MOTOR	Allen Bradl	VPL-B1003F	1	1
82						

5. **Print document:** after making all the changes needed, hit the print button. It will take you to a different tab and creates a .PDF document that user can save, print, or download
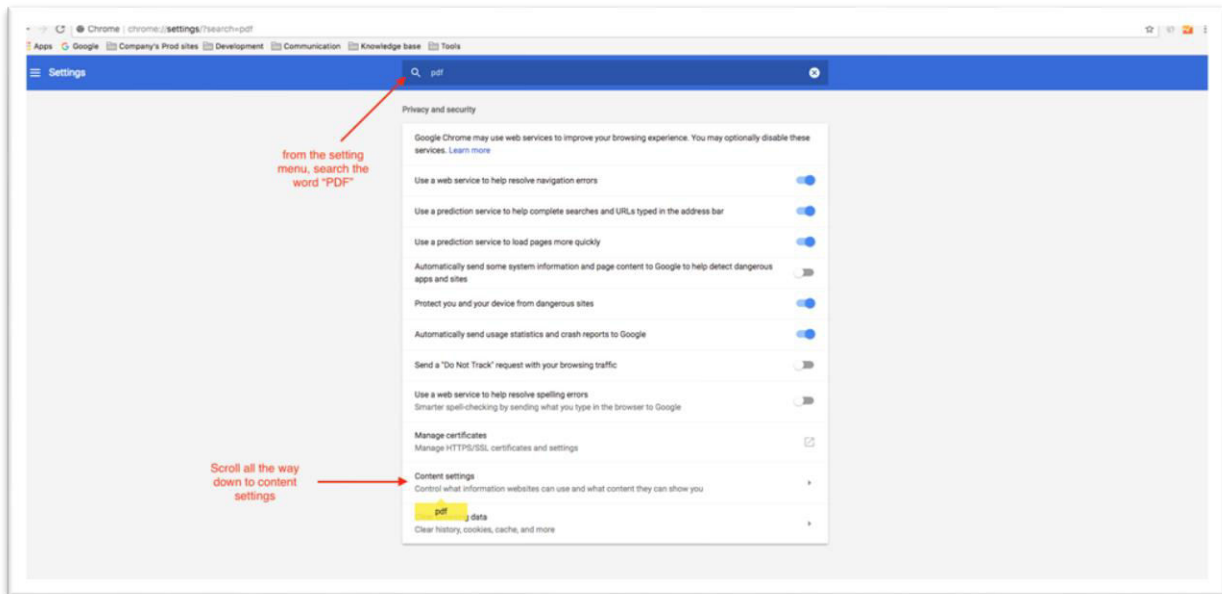

Recommended Printing settings for optimal results

We recommend installing Google chrome® web browser & Adobe acrobat Reader® into your computer prior to print labels.
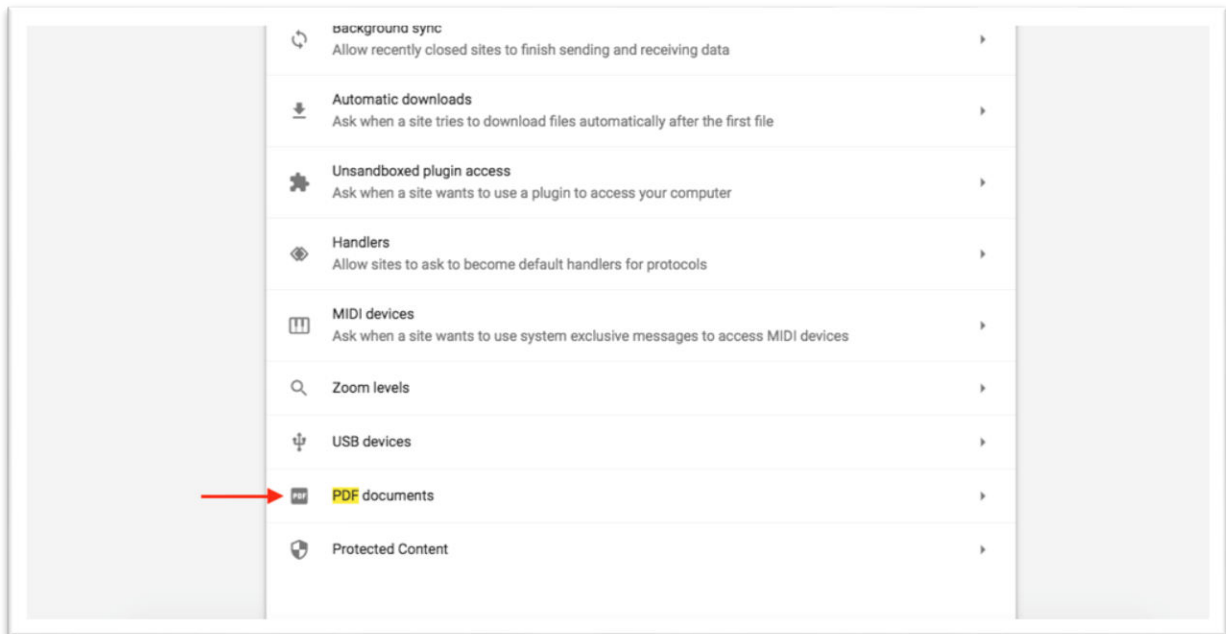
1. Open Chrome browser, select setting from the top-right menu.

2. From the setting search bar type "PDF", and scroll down all the way down to "content setting"

3. From content setting, go to "PDF Documents"

4. Toggle OFF the only option in the page, save your settings, then reboot your browser

5. Create your labels using labels maker as usual, when you hit "print", the PDF document will be created on a new tab. Print the page, when you get prompt to print setting make sure to uncheck the option "Fit to page"

Print

Total: **5 sheets of paper**

[Cancel] [Print]

Destination   10.42.1.198
               Lexmark X860de
               [Change...]

Pages   ● All
               ○ e.g. 1-5, 8, 11-13

Copies   1

Paper size   Letter ▾

Scale   100

Options   ☐ Fit to page
               ☐ Two-sided   Make sure its
                              unchecked

Print using system dialog... (⌥⌘P)

Open PDF in Preview