

### **Sample Step-By-Step Email Instructions (Colorbar Software)**

When you've created a ColorBar folder under Documents on your computer, please add these two items (**attached**) to that ColorBar folder.

Once that's done, open up an Internet Explorer browser, then go to:

<https://www.colorbarexpress.com>

In the left-hand sidebar, login with the following:

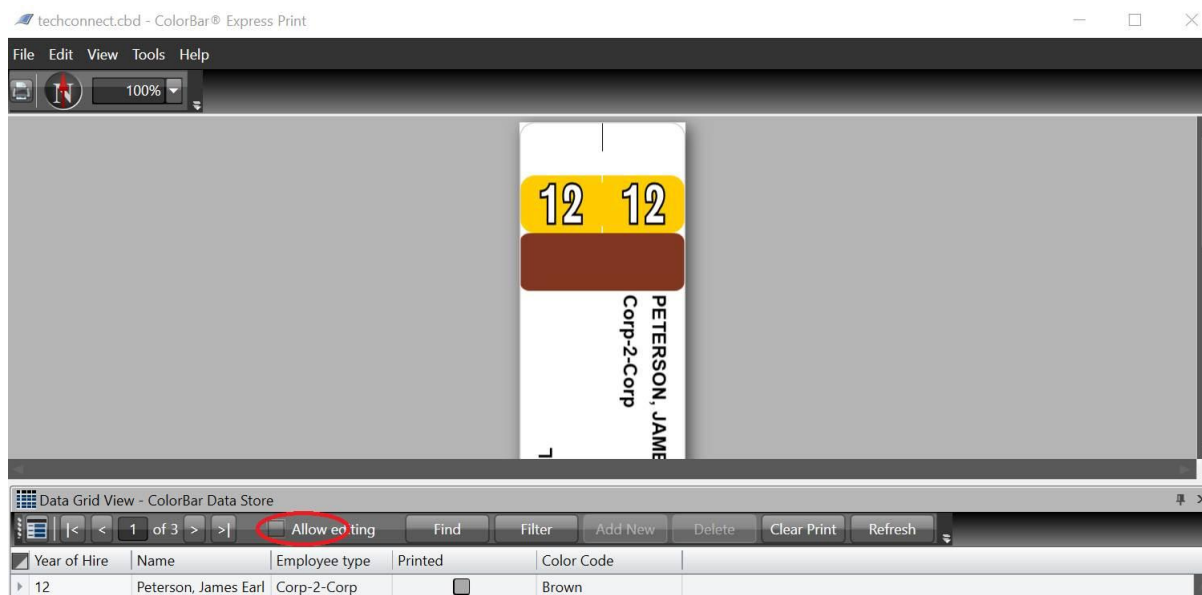
username: xxxxxxxx

password: xxxxxxxx

1. In the left-hand sidebar, click on **Create / Print**
2. Click on **Click here to start the ColorBar Express application.**
3. Wait for it to load up
4. Click on **Open Design**
5. Click on **Documents > ColorBar** then select **techconnect.cbd**

And you'll have the template for our current labels.

See the below image for reference – if you check the box (pictured below) for “Allow Editing” you can edit the labels with year (20, for 2020), employee type, name, color code.



Regarding color codes – different colors are associated with particular files, which we can go over via Zoom chat at some point. Feel free to pull two or three files, and we can review the process together. Let me know when might be a good time for you and we'll schedule a time. Thank you!