Staples Custom Label Software: Quick Start Guide

Welcome to Staples Custom Label Software, the easy way to print attractive labels for your gifts, letters and packages. Follow these simple steps to print your labels:

Step 1: Install Program

1. Insert Staples Custom Label Software CD into your CD drive.
2. The Setup Wizard program should appear. If CD does not auto run, go to the **START** menu, choose **My Computer**, and double click your CD drive. Then click **setup.exe** and the installation process will begin.
3. Select **Next** and follow the onscreen instructions to choose your options and preferences.

Congratulations! You are now ready to use your new Staples Custom Label Software.

Using the Staples Custom Label Software

Step 2: Select Project

Select the label type (Gift Label/ Address Label) and label size you would like to print.

- Gift labels include text boxes to enter the gift giver and recipient names.
- Address labels include a text box for the name and address of the recipient.

Changing the label size is easy as the information from one sized label is automatically transferred to the other.

Label Icon – Indicates number of different labels. Active label is highlighted

Add label icon

Trash Can

Step 3: Customize Label(s)

1. Click the **Edit Text** button to change the label text font, font style and size. You can also double-click the text box to edit.

2. To change the appearance of your label, click **Change Images** to choose from one of the many available images. Changing the image will also change the font to best match the image. To change the font, click **Change Font** or **Edit Text**.

3. You can also change the images or fonts by simply clicking on the left or right arrows on the **Change Image** or **Change Font** buttons to cycle through the available choices.
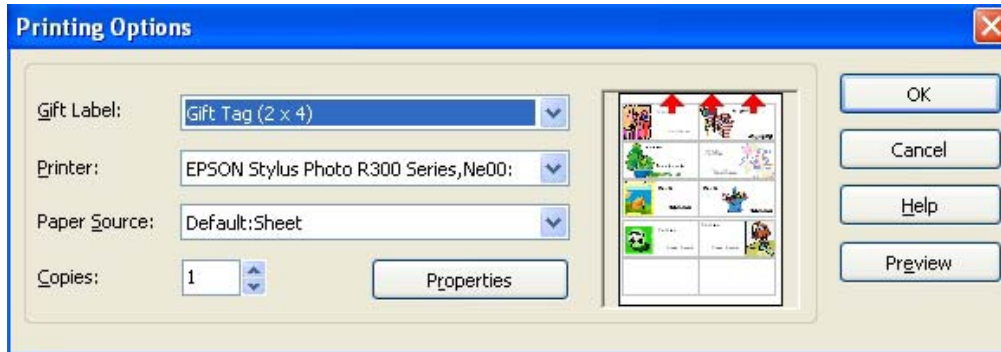
Tip: To print up to a full sheet of the same label skip to **Step 3 Printing**. To create multiple different labels to print on the same sheet follow the **instructions for CREATING MULTIPLE LABEL DESIGNS on the next page.**

Creating Multiple Label Designs
To create multiple label designs, of the same size label, to print on the same sheet:

1. When you first begin a new project, there is a single active label. As you create more labels, you will see a new label icon appear below the label image. The active label icon is always highlighted. You can create up to 99 labels per project.

2. To add a new label, click the **Add Label** icon located below the label image. A new icon will appear below the label image. (see page 1 for window layout)

3. To delete a label, highlight the label icon of the label you wish to delete and click the **Trash Can** .

4. To navigate between labels, click on the numbered label icons located below the label image . You can also use the arrow navigation buttons to move to the first label, the previous label, the next label or the last label.

Step 4: Print Label(s)

Printing Multiples of the Same Label
Print up to a full sheet of the same label.

1. When finished designing the label, click **Print**. The **Printing Options** window will appear.

2. Verify that you have the correct printer selected.

3. On the lower left of the **Printing Options** window use the **Copies** option to create multiple identical labels. Use the arrow navigation button to select the number of identical labels you want to print on the same page.

4. The small preview window in the **Printing Options** dialog box shows which labels will print on the first sheet. You can adjust the starting label position by clicking on the label image and dragging the label to a different starting position.

5. Select **OK** to print your labels.

   Tip: Print Preview can only show one page of labels. Only one page can be printed at a time.

Printing Multiple Different Labels
Print up to a full sheet of different labels.

1. Follow instructions 1, 2, 4 and 5 from above (printing multiples of the same label).

Print Preview:

1. Click **Properties** to adjust any of the options available in your printer.

2. Click **Preview** to preview the printed page before printing.

3. When you are ready to print, make sure your printer is loaded with the correct labels and click OK. After printing, let the ink dry before handling the label to avoid smudging or smearing the label.

Technical Support:
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