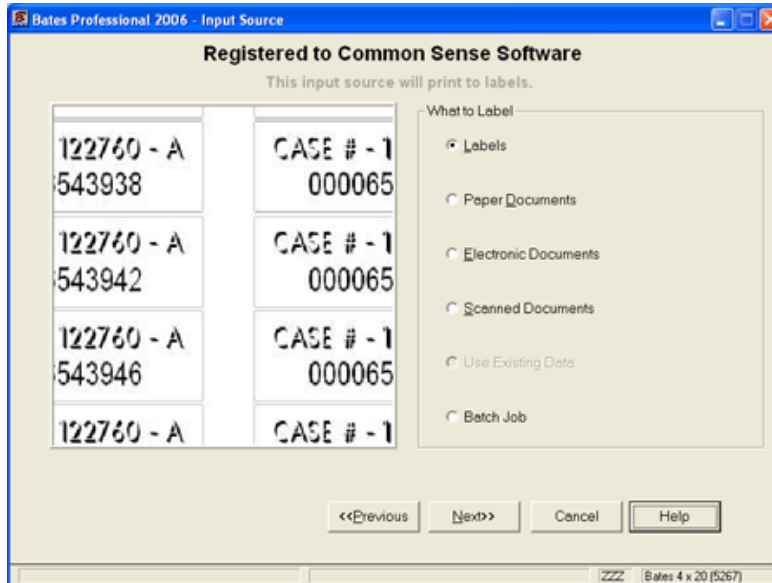


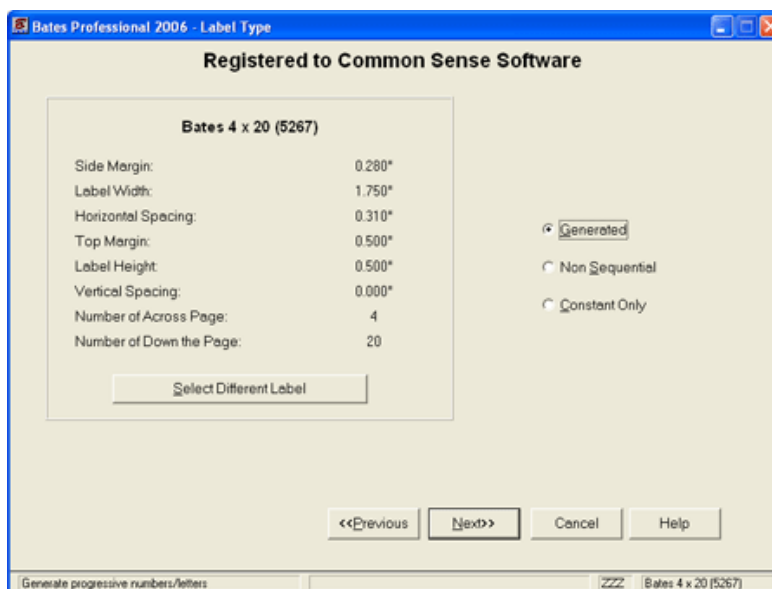
Bates Stamp Labels and Existing Documents

Note: Common Sense Software Programs have Context Sensitive Help. This feature displays help for the screen you are presently on. For additional Help Topics press the Contents Button on the top left of the Help screen. Also, if you place your cursor on any data entry field and hold it there for a few seconds you will see a pop up help bubble that contains addition information about that field. This guide shows screen shots from Bates Professional. Options may vary from other Bates versions.

To make labels for applying to documents at the **Input Source Page** select Labels by clicking on the Radio Button to the left of the text. Press the Next Button to continue.

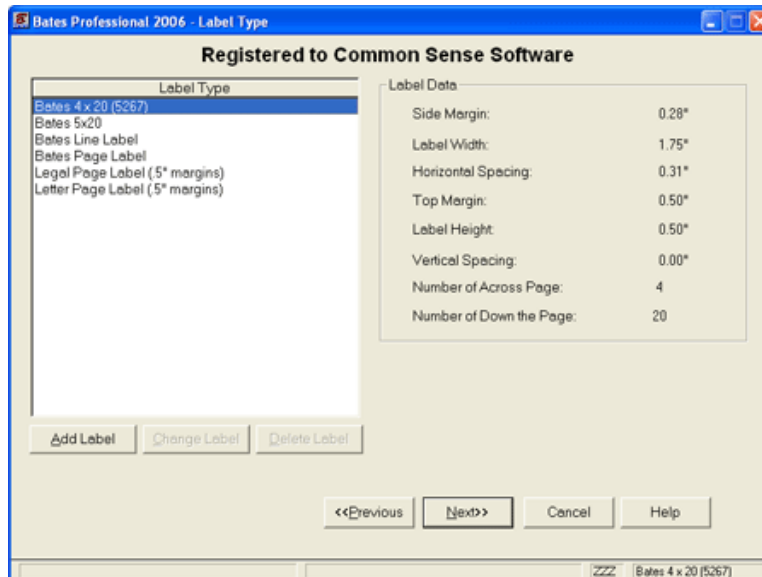


At the Label Type screen the default label is Bates 4 x 20 (Avery 5267). You should use this label when ever possible if the information you are adding will fit on it. The program performs be when the smallest label possible is used. You will find this label performs best in all Printers and in all Electronic Document Numbering applications.

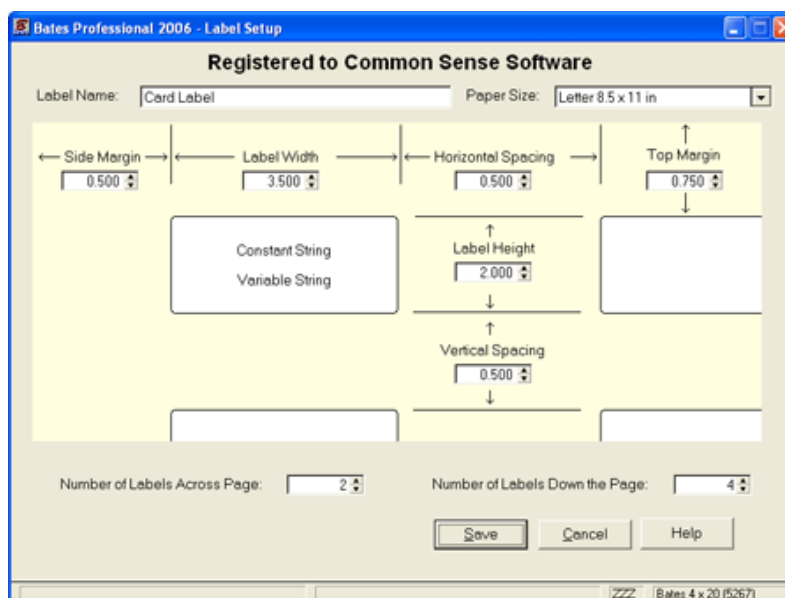


Change or Add a New Label

For a different label press the Select Different Label Button. If you need a different label than listed you can add any label you like. If you are adding a standard label you can find the dimensions in Word or most other word processing programs. You can also add custom labels with your own dimensions. Note: This process is the same whether making labels or stamping existing documents.



To add a custom label press the Add Label Button. In the Label Setup Screen add the new label information. If you are adding a standard label you will find the measurements in MS Word or most other word processing programs. If you are a printer you can design tablets or custom cards using this feature. Press the Save Button to continue. The new label will be highlighted at the Label Type screen. Press the Next Button to continue.



The Customer Information Page is explained in the "Use Exiting Data Guide".

Adding Label Information

At the Additional Information Page set the variable line information and the starting number or letter. For this example we are just making a standard set of labels. I have checked Leading Zero's, set the Number of Digits to 3, entered Jones- in the Prefix field, Starting Number is 1, Amount to print is 80, which is one full page of labels. Press the Help Button for a definition of all the fields on this page. Press the Next Button to continue.

Bates Professional 2006 - Additional Information

Registered to Common Sense Software

Labels: Sequential All the Same

Leading Zero's (i.e. 00001234)
Number of Digits: 3

Print down then across:
Descending:
Start on Line: 0
How Many Copies: 1
Depth: Number of Pages: 0
Increment: 1

Variable Information
Prefix: Jones- Starting Number: 1 Suffix:

Amount to Print: 80

<<Previous Next>> Cancel Help

Total number of labels for this set. NEW Bates 4 x 20 (5267)

On the Label Position Page the variable (sequential) line is highlighted. When active you can change the font, color, etc. To add a constant line in the box at the top left highlight the C <Enter Text> and press the Edit Button to add the text you want on your label. If left grayed out the <Enter Text> does not print. Press the Help Button for the definitions of the Options on this screen. I will use the cursor to drag the variable line to the center of the label and press Next to continue.

Bates Professional 2006 - Label Position Information

Font B I U V C P [] D N [] Bates 4 x 20 (5267)

Jones-001
C <ENTER Text>

<ENTER Text>
Jones-001

Add Edit Delete

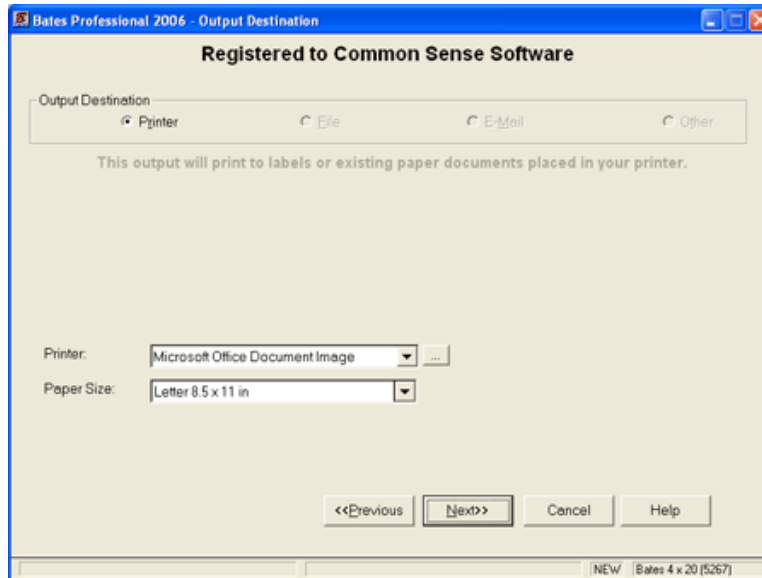
Position Info
From Top: 0.225"
From Left: 0.015"
Width: 0.668"
Height: 0.174"
Angle: 0

<<Previous Next>> Cancel Help

NEW Bates 4 x 20 (5267)

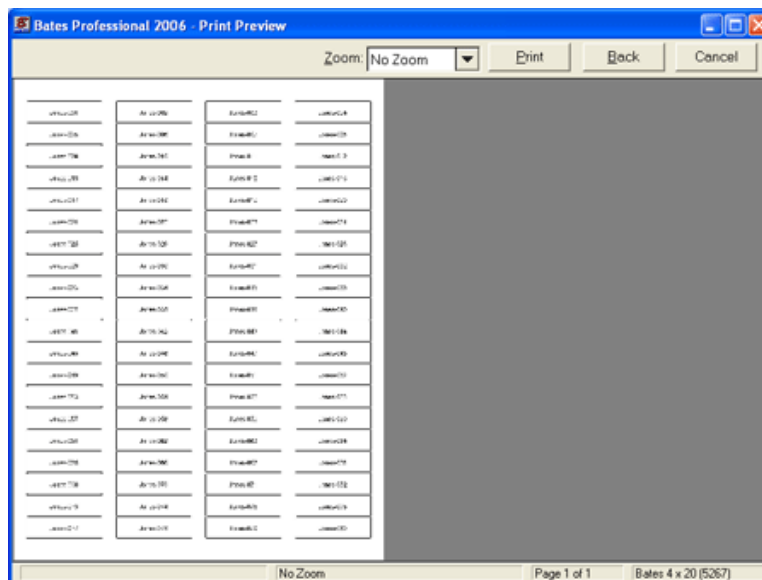
Output Destination

On the Output Destination page select the printer you would like to send your labels to. The Lookup Button [...] allows you to change the properties of the selected printer. I am sending the labels to a image file so I can show you the production in this guide. Press Next>> to continue.



Print Preview

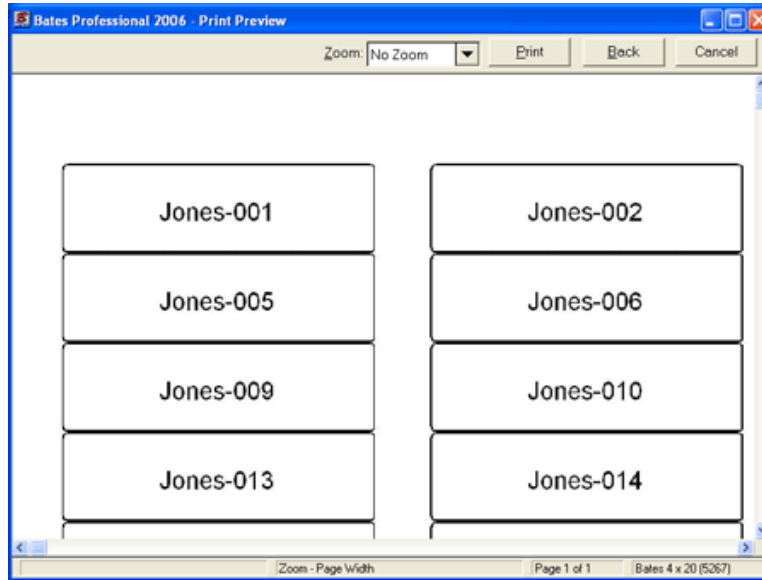
At the Print Preview page the default is the complete page view of your labels with an outline of the selected label. For a close up of your label place the cursor over the page and left click. This allows you to inspect your label before printing. The close up view is shown on the next page.



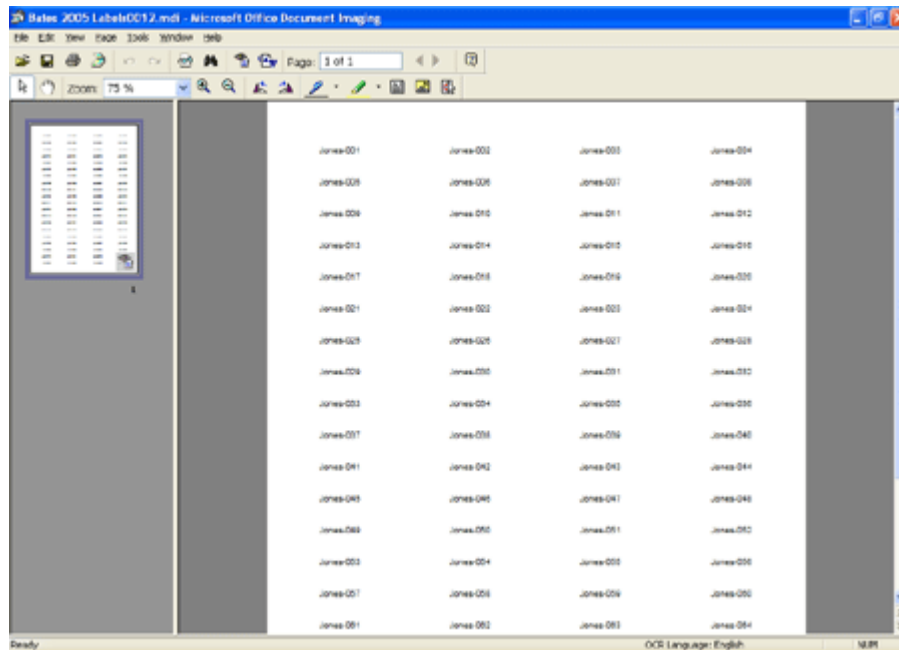
Print Preview Continued

If you are not happy with the way your label is going to look press the “Back Button” and return to the page that you need to so that you can change the Label to meet your spec’s.

Note: There is a checkbox on the Additional Information page that allows you to “print down then across” the page. If selected, you have to print full pages of labels as all prints print across.

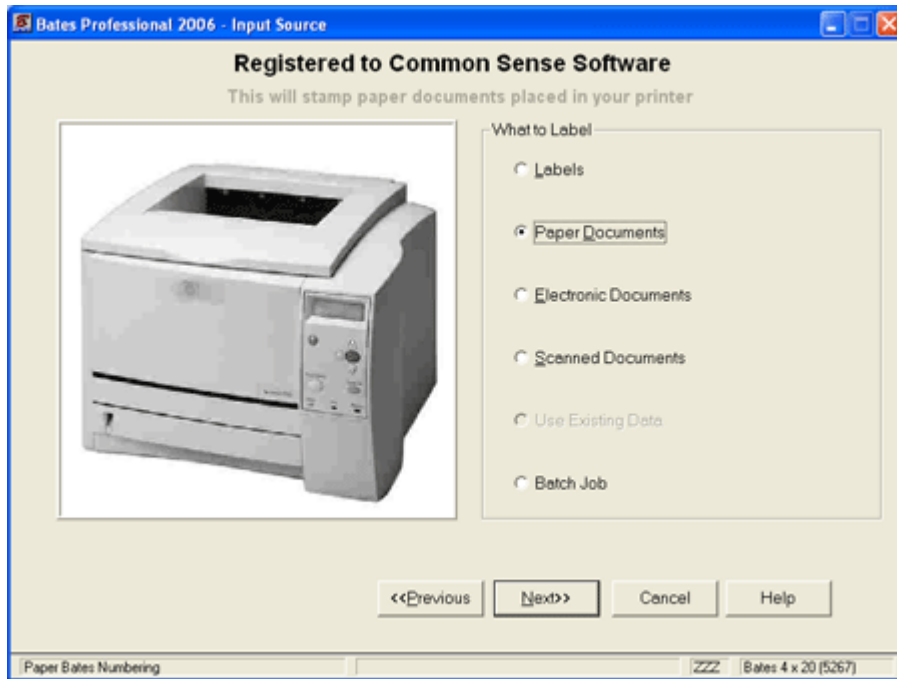


To print your labels press the Print Button now. The screen below shows the printed sheet of labels as they were printed to an image. To print your labels to your printer place the sheets of labels in your paper tray before pressing Print. Notice that the label outline only shows on the Print Preview for reference and does not print to the label.

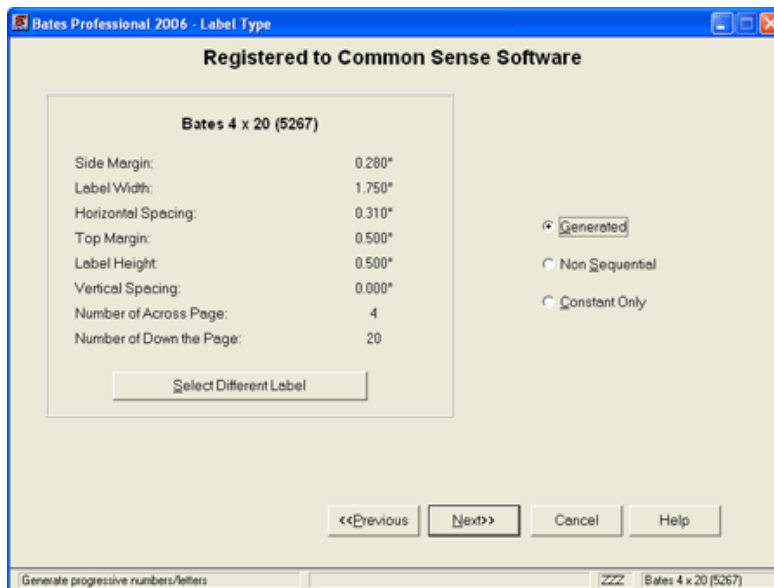


Bates Stamp Existing Documents

To Number existing documents at the **Input Source Page** select Paper Documents by clicking on the Radio Button to the left of the text. Press the Next Button to continue.



At the Label Type screen the default label is Bates 4 x 20 (Avery 5267). You should use this label when ever possible if the information you are adding will fit on it. The program performs be when the smallest label possible is used. You will find this label performs best in all Printers and in all Electronic Document Numbering applications. We will be using the same information as before. Press Next>> to continue. Press next at the Customer Information Page, we will cover that page in the Database Guide.



Adding Label Information

At the Additional Information Page set the variable line information and the starting number or letter. For this example we are just making a standard set of labels. I have checked Leading Zero's, set the Number of Digits to 3, entered Jones- in the Prefix field, Starting Number is 1, Amount to print is 10. Press the Help Button for a definition of all the fields on this page. Press the Next Button to continue. Note: Notice that some of the fields have disappeared from the screen when we were making labels. We try to take out all fields that are not used in an operation to make the use of the program easier.

Bates Professional 2006 - Additional Information

Registered to Common Sense Software

Descending

Leading Zero's (i.e. 00001234)

Number of Digits: 3

Number Type: Numbers

Increment: 1

Variable Information

Prefix: Jones- Starting Number: 1 Suffix:

Amount to Print: 10

<<Previous Next>> Cancel Help

Total number of labels for this set. ZZZ Bates 4 x 20 (5267)

On the Label Position Page the variable (sequential) line is highlighted. When active you can change the font, color, etc. To add a constant line in the box at the top left highlight the C <Enter Text> and press the Edit Button to add the text you want on your label. If left grayed out the <Enter Text> does not print. Press the Help Button for the definitions of the Options on this screen. I will use the cursor to drag the variable line to the center of the label and press Next to continue.

Bates Professional 2006 - Label Position Information

Font B I U V C P D N

Jones-001

C <ENTER Text>

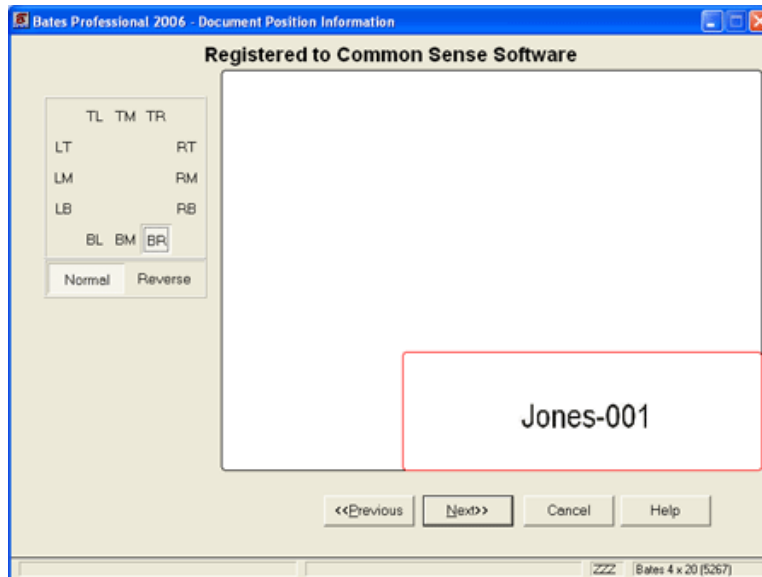
From Top: 0.225" From Left: 0.015" Width: 0.668" Height: 0.174" Angle: 0

<<Previous Next>> Cancel Help

NEW Bates 4 x 20 (5267)

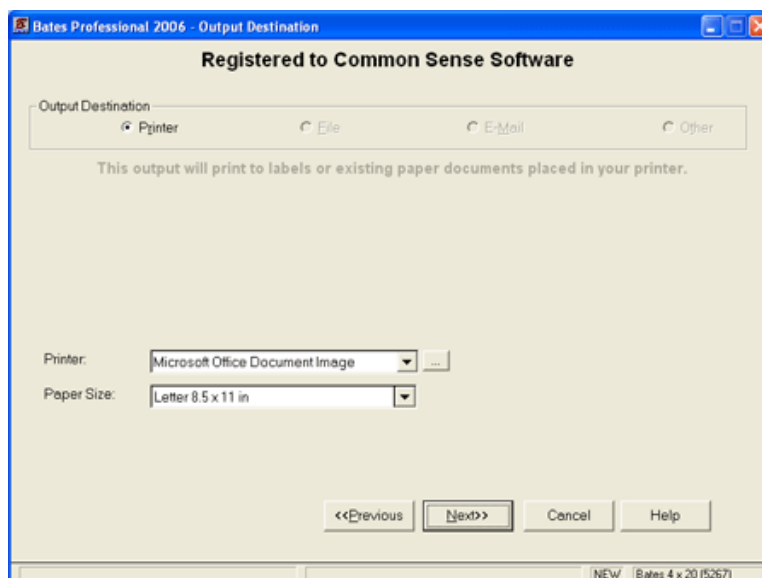
Label Position on the Document

On this page we select the position we want our printer to place the electronic label. The default position is bottom right (note: BR is selected in the position ring in the top left of the screen). You may change the position of the label by clicking a different position with your mouse cursor. Press Next>> to continue.



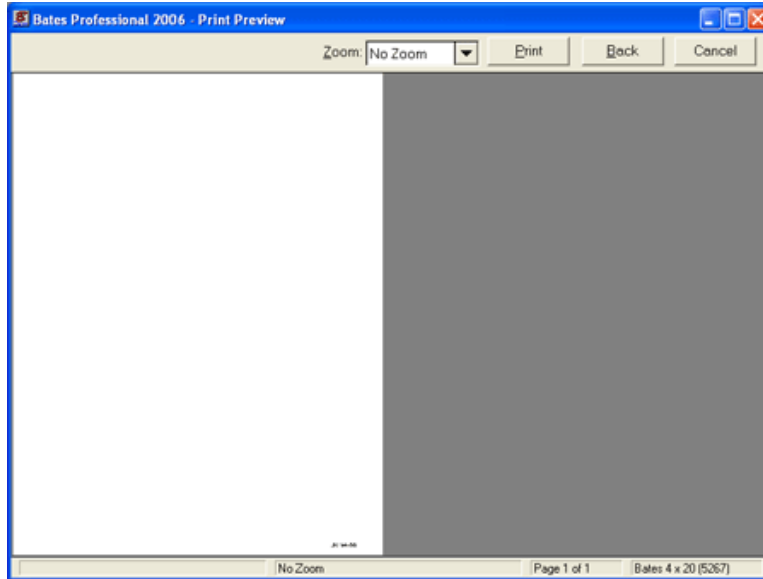
Output Destination

On the Output Destination page select the printer you would like to send your labels to. The Lookup Button [...] allows you to change the properties of the selected printer. I am sending the labels to a image file so I can show you the production in this guide. Press Next>> to continue.

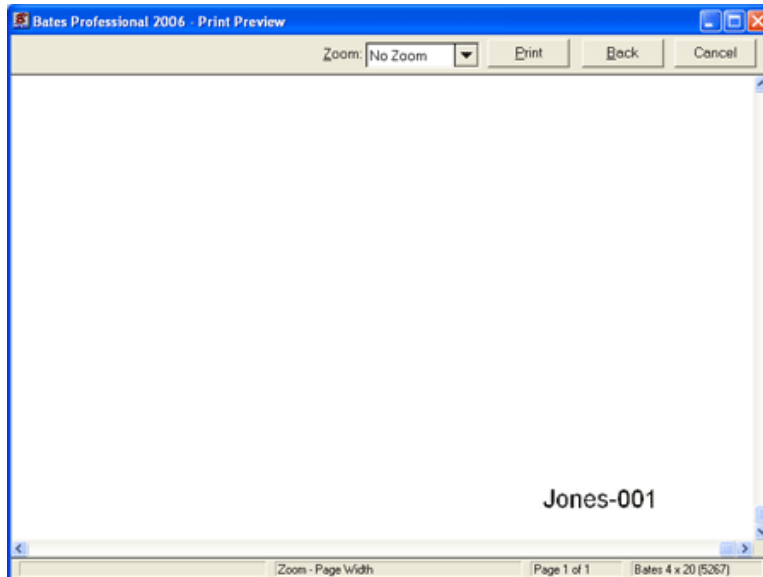


Print Preview

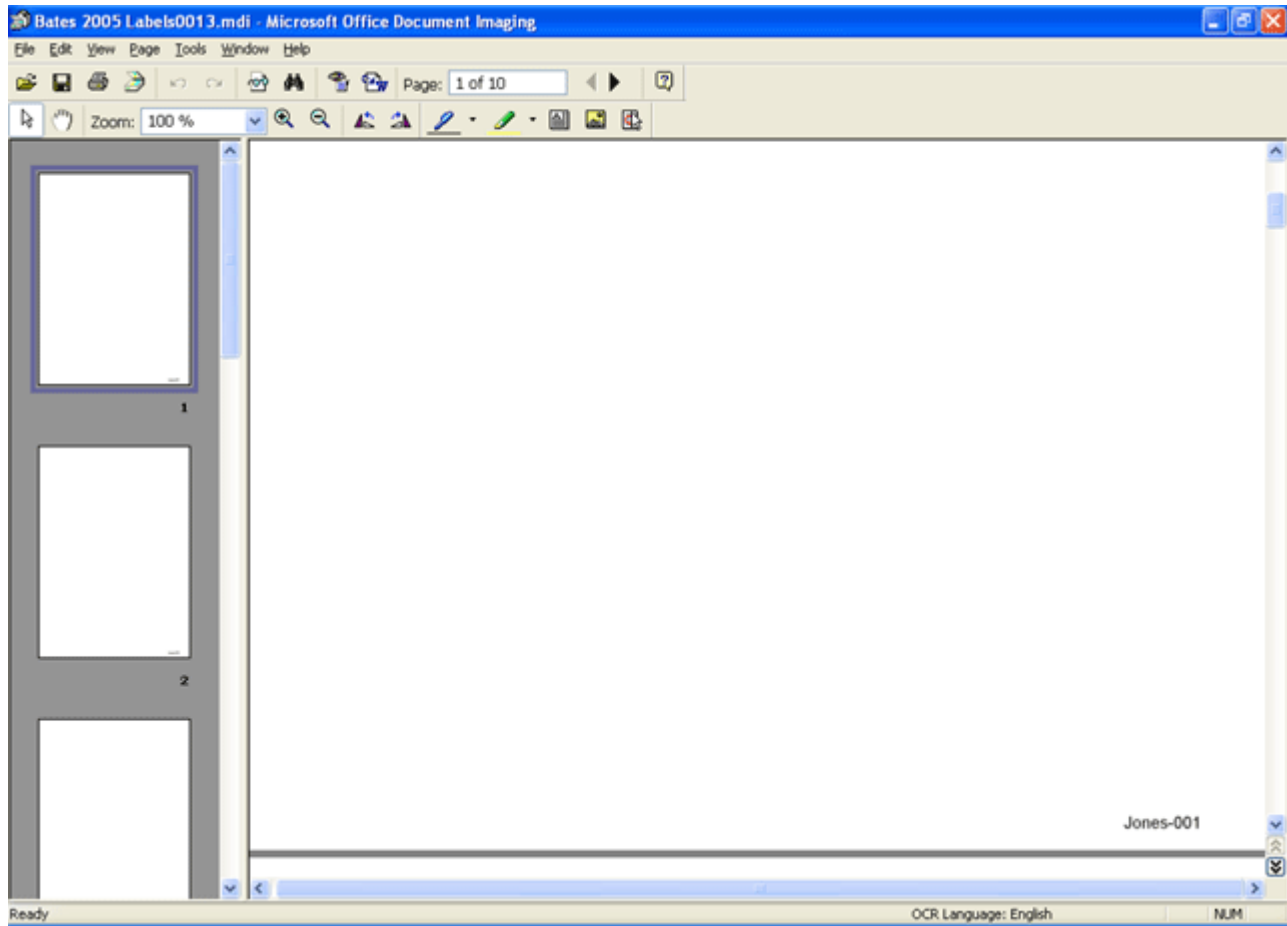
At the Print Preview page the default is the complete page view of your paper page. For a close up of your page place the cursor over the page and left click. This allows you to inspect your page before printing.



If you are not happy with the way your paper page is going to look press the “Back Button” and return to the page that you need to so that you can change the Label on your Page to meet your spec’s.



To Number your pages place them in the printer paper tray and press the Print Button now. The screen below shows the printed sheet of paper pages as they were printed to an image.



This concludes the Quick Start Guide for Printing Labels and Existing Paper Documents.

Note: Common Sense Software Programs have Context Sensitive Help. This feature displays help for the screen you are presently on. For additional Help Topics press the Contents Button on the top left of the Help screen. Also, if you place your cursor on any data entry field and hold it there for a few seconds you will see a pop up help bubble that contains addition information about that field. This guide shows screen shots from Bates Professional. Options may vary from other Bates versions but the basic operation of all the programs is the same.