

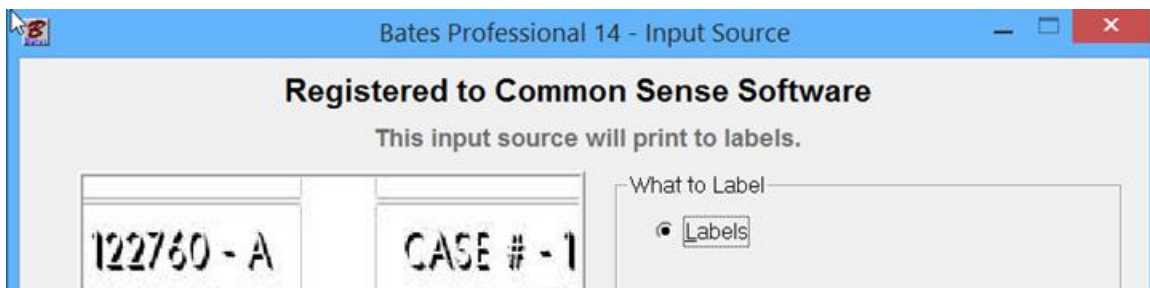
Custom Label and Paper Sizes Guide

You may now add custom paper sizes to Bates Professional. This allows odd sizes of paper, which are common in the printing industry. We have added many of these paper sizes to the Bates Professional paper list. There is also a feature that allows the end user to add any size paper you wish. This also includes the ability to add a Landscape orientation of a common page size. An example of this can be found in CasinoDV-12up-11x8.5.pdf . Please make sure you set your printer to Landscape when printing if it does not set automatically when using a Landscape layout.

All projects, regardless of paper size may be printed to a NEW PDF DOCUMENT which may be proofed before printing the New PDF Document to paper or make a PDF proof of a few pages . This allows better control of results which will save you time and money. Overview of general operation is shown below:

- **Select Labels** - press Next – On the Label Type Screen press Select Different Label. This page displays the list of labels available to you. If you do not see the size label you need Press the Add Label button below the list.
- **Page layout** – Layout the finished page before you start. Know your project name, paper size, side margin, item width, horizontal spacing, top margin, item height, vertical spacing, number of items across the page, number of items down the page. **Note:** we call all items **“Labels”**.
- **Paper Size** – Before you fill in your Label information in the Add Label screen click the drop down arrow and select the Paper Size for your project. If you do not find the Paper Size you need for your project YOU MUST ADD IT TO LIST FISRT BEFORE FILLING OUT THE ADD LABEL SCREEN. See the Add Custom Paper Size section of the Help.
- **Label Information** - Fill out the new Label Information Screen. Press the Save button and your will return to Label Type Screen. Your new Label and Sequential numbering will be selected. Press Next to continue. Detail instructions are below:

On the Input Source Page select Labels. Press Next.



On the Label Type Page press the Select a Different Label button.

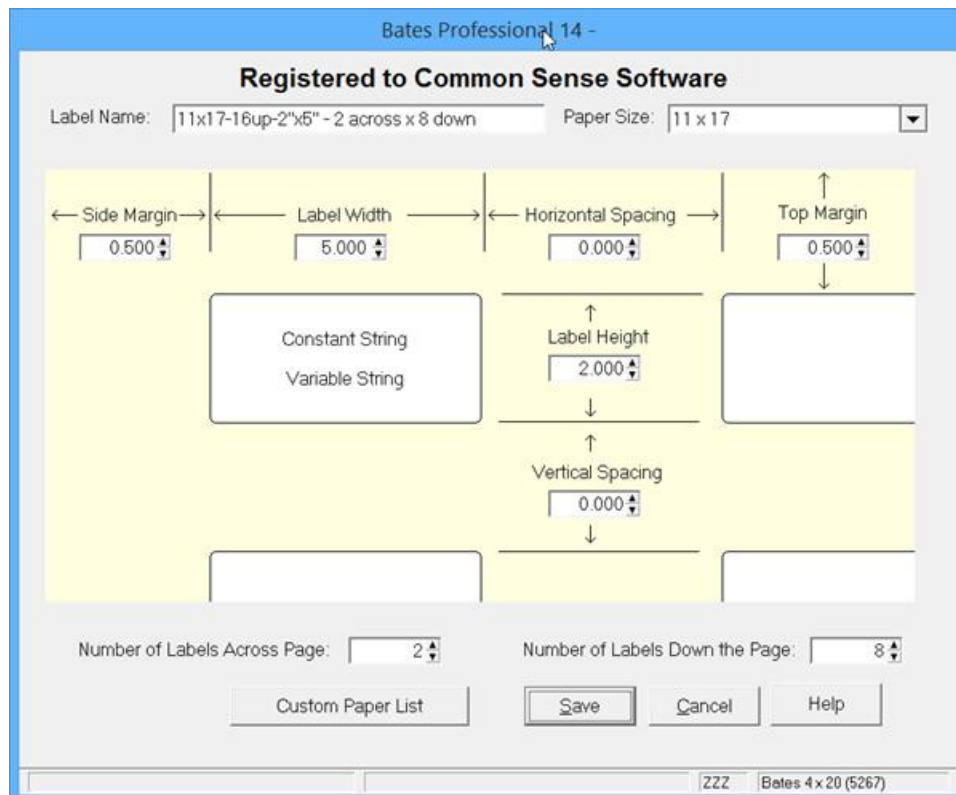


This page displays the list of labels available to you. If you do not see the size label you need Press the Add Label button below the list.



Before you fill in your Label information in the Add Label screen click the drop down arrow and select the Paper Size for your project. If you do not find the Paper Size you need for your project YOU MUST ADD IT TO LIST FIRST BEFORE FILLING OUT THE ADD LABEL SCREEN. See the Add Custom Paper Size section of the on page 3 of this Guide.

On the Add Label Page you layout the design of your labels that you want to print. In this example we are going to lay out a 11 x 17 page with 16 up, 2" x 5" labels (coupons) 2 across x 8 down. Please look this page image below over closely. You need a clear vision of how you page will look when you fill in the dimensions on this page. It may be helpful to sketch a example of how you would like the finished page to look.



Add Custom Paper Size

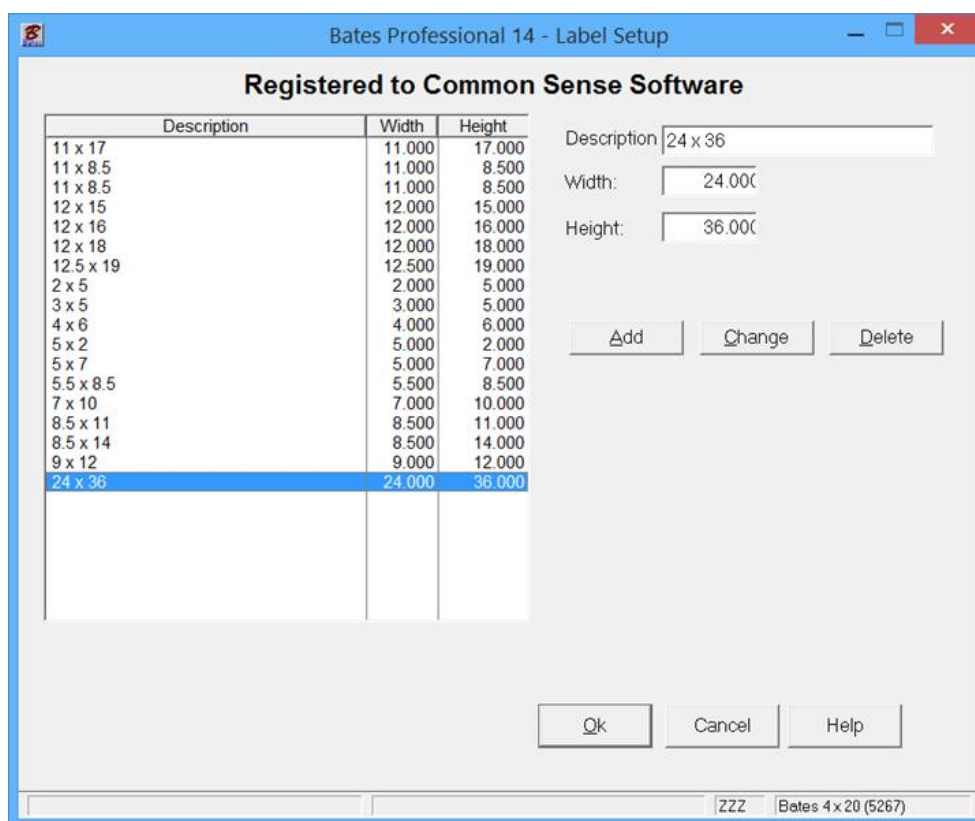
On the bottom of the Paper Size list you will see the list of paper sizes that have been added for you. If you do not see the size you need it may be added. If you don't see the paper size on the list you may add any Custom Page Size that you are able to print.

Click on Custom Paper List to add a custom paper size.



Number of Labels Across Page:
Number of Labels Down the Page:
Buttons: Custom Paper List, Save, Cancel, Help

To add a new page size, highlight the page Description, enter your new Name for the page, add the width and height of the page in the respective fields. Press the Add button to add your page to list. Now press the OK button to SAVE your new page to the list. NOTE: YOU MAY ONLY ADD ONE PAGE AT A TIME AND THEN SAVE, EXIT THIS SCREEN. You may add another by pressing the Custom Paper List button.



Description	Width	Height
11 x 17	11.000	17.000
11 x 8.5	11.000	8.500
11 x 8.5	11.000	8.500
12 x 15	12.000	15.000
12 x 16	12.000	16.000
12 x 18	12.000	18.000
12.5 x 19	12.500	19.000
2 x 5	2.000	5.000
3 x 5	3.000	5.000
4 x 6	4.000	6.000
5 x 2	5.000	2.000
5 x 7	5.000	7.000
5.5 x 8.5	5.500	8.500
7 x 10	7.000	10.000
8.5 x 11	8.500	11.000
8.5 x 14	8.500	14.000
9 x 12	9.000	12.000
24 x 36	24.000	36.000

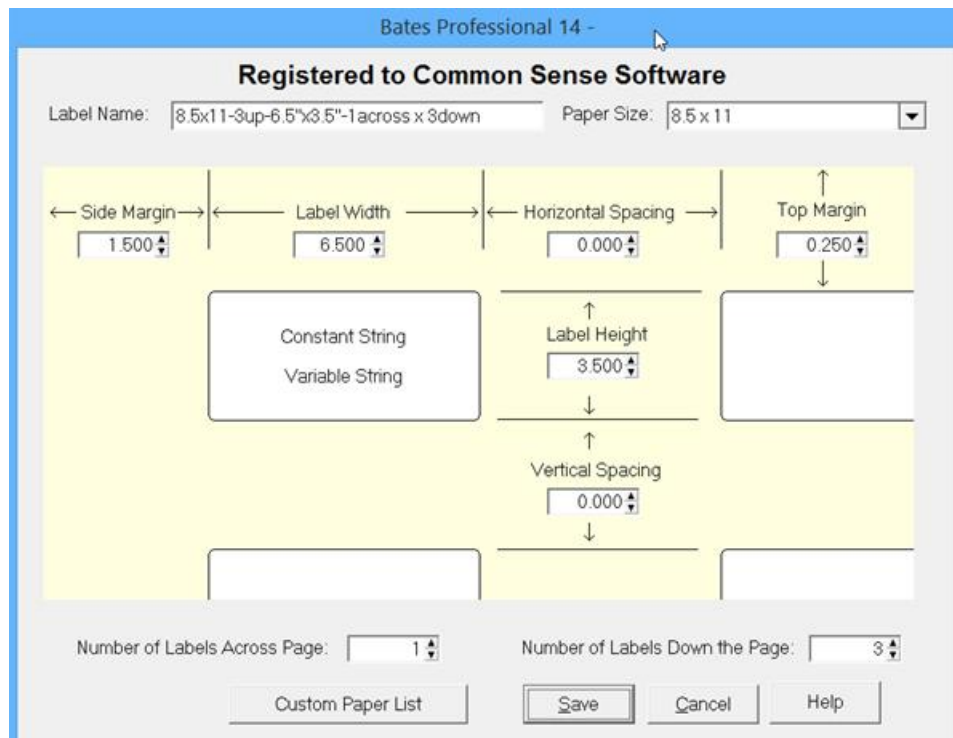
Description:
Width:
Height:
Buttons: Add, Change, Delete
Bottom Buttons: Ok, Cancel, Help
Status Bar: ZZZ Bates 4 x 20 (5267)

Page Layout

How to layout a custom page of labels (coupons, tickets, etc.), or what ever you call your item for production. **Note:** we call all items **Labels**.

Before you fill in your Label information in the Add Label screen click the drop down arrow and select the Paper Size for your project. If you do not find the Paper Size you need for your project **YOU MUST ADD IT TO LIST FIRST BEFORE FILLING OUT THE ADD LABEL SCREEN.** See the Add Custom Paper Size section above or Bates Program Help.

On the Add Label Page you layout the design of your labels that you want to print. In this example we are going to lay out an 8.5 x 11 page with 3 up, 6.5" x 3.5" labels (receipts) 1 across x 3 down. Please look this page image below over closely. You need a clear vision of how you page will look when you fill in the dimensions on this page. It may be helpful to sketch a example of how you would like the finished page to look.



The screenshot shows the 'Add Label' screen in Bates Professional 14. The window title is 'Bates Professional 14 -'. The main title is 'Registered to Common Sense Software'. The 'Label Name' field contains '8.5x11-3up-6.5"x3.5"-1across x 3down' and the 'Paper Size' dropdown menu is set to '8.5 x 11'. The interface is divided into several sections for defining label dimensions and layout:

- Margins:** Side Margin (1.500), Label Width (6.500), Horizontal Spacing (0.000), and Top Margin (0.250).
- Label Content:** A box for 'Constant String' and 'Variable String'.
- Label Dimensions:** Label Height (3.500) and Vertical Spacing (0.000).
- Layout:** Number of Labels Across Page (1) and Number of Labels Down the Page (3).
- Buttons:** Custom Paper List, Save, Cancel, and Help.

Fill in the Label Name, click on the dropdown menu and select paper size, enter the label layout information.

Make labels as described in the Help section and when you get to the Output Page you can choose PDF File or Printer as Output Destination and check the path and file name to match where you would like the production to go. After checking the PDF as Print ready you can reset the starting number and send the job directly to the printer on the output page. A copy of the PDF from this Label Setup is in the sample output on the download page of the Print Shop Section of the website.