

Print User Guide

Username and Password

1. On entering the program you may be requested to login (if you are not requested to login, proceed to the next section).
 - a) Enter your username in the User box.
 - b) Enter your password in the Password box.
 - c) Click on [**Ok**].
2. If your username and password are valid you will be granted access and the main program screen will open up. Please note that depending on your password level, some program functions may not be available to you.

Selecting a Substance Record

1. Choose **Substance** then **Select** from the menu bar – *This will open the Select Substance browser.*
2. In the window on the left you should see a list of ‘Sections’ or folders into which your substances are organised. Click on any section name to load the window on the right with a list of substances contained in that section (or click on all to see a list of substances across all sections).
3. Scroll through the list to find the record for the required substance, or choose a search criteria from the ‘Search Using’ box, type the information to match to in the ‘For’ box, then click on [**Search**].
4. Click on the required substance record to select it then click on [**OK**].

The substance details should now appear on screen in the current template design. *Note that* if you have not yet loaded a template and there is no template linked to the substance then the screen will remain blank.

To load (or change) a template:

Select **File** then **Open Template** from the menu bar, select the required template in the browser then click on [**Open**].

Printing a Label

Once you have selected a **substance** and a **template** you are ready to begin printing **labels**. To do so:

1. Select **File** then **Print** from the menu bar or click on the print button from the button bar (note that these options are disabled until you have selected a substance).
2. If there are any “Ask at Print Time” variables included in the template design you will be asked to enter the information for these now.
3. The program will open the standard MS Windows printer selection box. Select the appropriate printer and enter the number of copies required to print. You may if you wish click on the [**Properties**] button to change printer properties such as paper size and orientation (in most cases this will not be necessary). The options available to you at this stage will depend on the model of your printer.
4. Click on [**Ok**] to begin printing.