

Instructions for Creating Barcode Labels for File Wrappers, Mail Date Labels, Etc

1. Choose the Icon on the Desktop for making labels - LABEL VIEW SOFTWARE 6.0
2. When it comes up click on file.
3. Dropdown Box will appear.
4. Choose Label type.
5. When the screen appears
6. Type in the information in the blanks provided for the label you choose, Mail Dates, Serial Number, Special Certex, Employees ID#, Internal Tracking Code, Barcode, etc, select the quantity and then