



HOW TO PRINT LABEL STICKERS FOR ITEMS IN BILLING REGISTER?

Sales

Customers

Purchases

Suppliers

Inventory

Production

Labels/Stickers

Accounting

Statutory Reports

Marketing

Administrative Tasks

Statutory Master Data

General Settings

General Master Data

Organization

Holidays :

Holiday Name	Date	Refresh
--------------	------	---------

Click on Labels/Stickers menu button

Check Invalid Records

Events/Reminders

FileHomeSalesCustomersPurchasesSuppliersInventoryProductionLabel/StickersAccountingMarketingAdministrative TasksStatutory Master DataGeneral SettingsGeneral Master DataOrganizationTell me

Dashboard

AKSHAY GENERAL STORE PVT. LTD.
User: Akshay Singh
Database Path: D:\Billing Register\Database_BR.accdb

BILLING REGISTER

Financial Year 2022-2023
01-04-2022 To 31-03-2023

Change Financial Year

About

Search forms here

Sales

Customers

Purchases

Suppliers

Inventory

Production

Labels/Stickers

Label/Sticker Format For Items

Print Label/Sticker For Items

Label/Sticker Format For Addresses

Print Label/Sticker For Addresses

Stationeries

Accounting

Statutory Rep

Marketing

Administrative Tasks

Statutory Master Data

General Settings

General Master Data

Organization

Holidays :

Holiday Name	Date
--------------	------

Refresh

Check Invalid Records

Events/Reminders

Broadly, there are 3 stages in setting up Billing Register to print label stickers:

1) Setting up Stationeries

2) Setting up Label/Sticker Format For Items

3) Print Items Label/Sticker For Items



STAGE 1 : SETTING UP STATIONERIES FOR LABEL STICKER PRINTING

Search forms here

Sales

Customers

Purchases

Suppliers

Inventory

Production

Labels/Stickers

Label/Sticker Format For Items

Print Label/Sticker For Items

Label/Sticker Format For Addresses

Print Label/Sticker For Addresses

Stationeries

Administrative Tasks

Statutory Master Data

General Settings

General Master Data

Organization

Click on the Stationeries button

Holidays :

Holiday Name	Date	Refresh
--------------	------	---------

Check Invalid Records

Events/Reminders

Stationery Name
A4-(02-1X2)
A4-(04-2X2)
A4-(08-2X4)
A4-(10-2X5)
A4-(12-2X6)
A4-(14-2X7)
A4-(16-2X8)
A4-(18-3X6)
A4-(21-3X7)
A4-(24-3X8)
A4-(30-5X6)
A4-(33-3X11)
A4-(36-3X12)
A4-(40-4X10)
A4-(56-4X14)
A4-(65-5X13)

Record: 8 of 23No FilterSearchAllStart TextEnd Text

Stationery Name

A4-(18-3X6)

Paper Setting

Paper Type

Non-Continuous

Printer Name

Default

Paper Size

A4

Orientation

Portrait

Paper Width (in mm)

210

Paper Height (in mm)

297

Label Layout

Total No. Of Columns

3

Total No. Of Rows

6

Total No. Of Labels

18

Calculated Paper Width (in mm)

210

Calculated Paper Height (in mm)

297

Paper Margins

Left Margin (in mm)

7.25

Right Margin (in mm)

7.25

Top Margin (in mm)

8.7

Bottom Margin (in mm)

8.7

Label Setting

Label Width (in mm)

63.5

Label Height (in mm)

46.6

Row Spacing (in mm)

0

Column Spacing (in mm)

2.5

Select the desired Stationery, i.e., A4, Continuous (roll), Envelope or you can even add your own stationery. For this demo, we shall select A4-(18-3X6)

STATIONERIES

Stationery Name
A4-(02-1X2)
A4-(04-2X2)
A4-(08-2X4)
A4-(10-2X5)
A4-(12-2X6)
A4-(14-2X7)
A4-(16-2X8)
A4-(18-3X6)
A4-(21-3X7)
A4-(24-3X8)
A4-(30-5X6)
A4-(33-3X11)
A4-(36-3X12)
A4-(40-4X10)
A4-(56-4X14)
A4-(65-5X13)

Stationery Name

A4-(18-3X6)

Paper Setting

Paper Type

Non-Continuous

Printer Name

Default

Paper Size

A4

Orientation

Portrait

Paper Width (in mm)

210

Paper Height (in mm)

297

Label Layout

Total No. Of Columns

3

Total No. Of Rows

6

Total No. Of Labels

18

Calculated Paper Width (in mm)

210

Calculated Paper Height (in mm)

297

Paper Margins

Left Margin (in mm)

7.25

Right Margin (in mm)

7.25

Top Margin (in mm)

8.7

Bottom Margin (in mm)

8.7

Label Setting

Label Width (in mm)

63.5

Label Height (in mm)

46.6

Row Spacing (in mm)

0

Column Spacing (in mm)

2.5

Number of rows & columns appear in the Label Layout section

Margins can be managed in the Paper Margins section

Spacing & Label height/width can be managed in the Label Setting section

For now, we will just leave Stationeries section and move to other stages, but we may have to revisit this section as per the print output we achieve in order to adjust the settings.



STAGE 2 : SETTING UP ITEMS LABEL/STICKER FORMAT

Search forms here

Sales

Customers

Purchases

Suppliers

Inventory

Production

Labels/Stickers

Accounting

Statutory Reports

Marketing

Administrative Tasks

Statutory Master Data

General Settings

General Master Data

Organization

Holidays :

Holiday Name	Date
--------------	------

Refresh

Click on the Labels/Stickers menu button

Check Invalid Records

Events/Reminders

User: Akshay Singh

Database Path: D:\Billing Register\Database_BR.acddb

BILLING REGISTER

01-04-2022 To 31-03-2023

Change Financial
Year

About



Search forms here

Sales

Customers

Purchases

Suppliers

Inventory

Production

Labels/Stickers

Label/Sticker Format For Items

[Print Label/Sticker For Items](#)

Label/Sticker Format For Addresses

[Print Label/Sticker For Addresses](#)

Stationeries

Accounting

Statutory Reports

Marketing

Administrative Tasks

Statutory Master Data

General Settings

General Master Data

Organization

Holidays :

Holiday Name	Start Date	End Date	Start Time	End Time	Location	Notes
Christmas Eve	12/24/2023	12/24/2023	00:00	23:59	Various Locations	Christmas Eve services and celebrations.
Christmas Day	12/25/2023	12/25/2023	00:00	23:59	Various Locations	Christmas Day services and celebrations.
Boxing Day	12/26/2023	12/26/2023	00:00	23:59	Various Locations	Boxing Day services and celebrations.
New Year's Eve	12/31/2023	12/31/2023	00:00	23:59	Various Locations	New Year's Eve parties and celebrations.
New Year's Day	01/01/2024	01/01/2024	00:00	23:59	Various Locations	New Year's Day services and celebrations.

Date _____

Refresh

Check Invalid Records

Events/Reminders

Click on
this button

LABEL/STICKER FORMATS FOR ITEMS

Label Format

A4 (38.1mm x 21.2mm) - 65 Labels

Double Column Format

Text for Tax On Price

Section Formatting :

Stationery Name

A4-(16-2X8)

	Section	Font Name	Font Size	Font Style	Font Weight	Align	Prefix	Suffix	Left Margin	Top Margin	Height	Width
▶	Header 1		10		Bold	Left						
	Detail 1		7		Bold	Left						
	Footer 1					Left					4	27
	Footer 2		7	Italic Underline	Extra Bold	Left						
	Vertical Right		10		Extra Bold	Center						

Field Data :

SO	Section	Field Name	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
▶	1 Header 1	Items Name				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	1 Detail 1	Print Date	"Pkd On - "		Enter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	1 Footer 1	Barcode ID				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	1 Footer 2	Organization Name			", "	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	2 Footer 2	Organization Complete Address				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	1 Vertical Right	Unit Printed Price			/-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*	1					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Attribute Data :

SO	Section	Attribute Name	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
*	1					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Custom Data :

SO	Section	Field Value	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
▶	2 Detail 1	Best Before 2 Months				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*	1					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Section Color:

Back Color

Font Color

Background Image :

Drag File Here

Add

Export

Size: 374(Horizontal) X 128(Vertical) Pixels

Click here to Add a new Label Format

Record: 1 of 1

No Filter

Search

Search

All

Start Text

End Text

Label Format

A4 (38.1mm x 21.2mm) - 65 Labels

Double Column Format

Stationery NameA4-(16-2X8)

Text for Tax On Price

Section Formatting :

	Section	Font Name	Font Size	Font Style	Font Weight	Align	Prefix	Suffix	Left Margin	Top Margin	Height	Width
▶	Header 1		10		Bold	Left						
	Detail 1		7		Bold	Left						
	Footer 1					Left						
	Footer 2										4	27
	Vertical Right											

Field Data :

SO	Section	Field Name	Font Name	Font Size	Font Style	Font Weight	Align	Prefix	Suffix	Left Margin	Top Margin	Height	Width
▶	1	Header 1											
	1	Detail 1											
	1	Footer 1											
	1	Footer 2											
	2	Footer 2											
	1	Vertical Right											
*	1												

Attribute Data :

SO	Section	Attribute Name	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
*	1					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Custom Data :

SO	Section	Field Value	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
▶	2	Detail 1				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*	1					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ADD LABEL FORMAT

Format Name

Stationery Name

AddCancel

Enter the Format Name

Select the Stationery which we added and set up earlier

Section Color:Back ColorFont Color

Background Image :

Drag File HereAddExport

Size: 374(Horizontal) X 128(Vertical) Pixels

Record: 1 of 1No FilterSearch

SearchAllStart TextEnd Text

Label Format

A4 (38.1mm x 21.2mm) - 65 Labels

A4 18 Labels

Item Label/
Sticker Format
has been added

Label FormatA4 18 Labels

Double Column Format

Text for Tax On Price

Section Formatting :

Stationery NameA4-(18-3X6)

Section	Font Name	Font Size	Font Style	Font Weight	Align	Prefix	Suffix	Left Margin	Top Margin	Height	Width
				Semi Bold							

Field Data :

SO	Section	Field Name	Barcode	Active
1				

Attribute Data :

SO	Section	Attribute Name	Separator	Hide Blank	Barcode	Active
1						

Custom Data :

SO	Section	Field Value	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
1								

Section Color:

Back Color

Font Color

Background Image :

Drag File HereAddExport

Size: 239(Horizontal) X 176(Vertical) Pixels

In the Section Formatting section, we specify the format of each field we added in the Field Data section.

In the Field Data section, we add the fields to print in the label/sticker.

In the Custom Data section, we can choose to add some custom data which is neither a regular field nor an attribute of the item.

In the Attribute Data section, we can choose to include an attribute of the item in the label, if it has any. (Attributes are present at Inventory menu → Items → Notes tab)

LABEL/STICKER FORMATS FOR ITEMS

Label Format

A4 (38.1mm x 21.2mm) - 65 Labels

A4 18 Labels

Label Format

A4 18 Labels

Double Column Format

Text for Tax On Price

Section Formatting :

Stationery Name

A4-(18-3X6)

	Section	Font Name	Font Size	Font Style	Font Weight	Align	Prefix	Suffix	Left Margin	Top Margin	Height	Width
	Header 1	Arial Black	12		Semi Bold	Center						
*					Semi Bold							

Choose the format for Header 1

Field Data :

	SO	Section	Field Name	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
	1	Header 1	Organization Name				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*	1						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Select Header 1 as the first section & Organization Name as the field to be shown as Header 1

Attribute Data :

	SO	Section	Attribute Name	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
	1						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Custom Data :

	SO	Section	Field Value	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
	1						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Background Image :

Drag File Here

Add

Export

Size: 239(Horizontal) X 176(Vertical) Pixels

Record: 2 of 2

No Filter

Search

Search

All

Start Text

End Text

LABEL/STICKER FORMATS FOR ITEMS

Label Format

A4 (38.1mm x 21.2mm) - 65 Labels

A4 18 Labels

Label Format

A4 18 Labels

Double Column Format

Text for Tax On Price

Section Formatting :

Stationery Name

A4-(18-3X6)

	Section	Font Name	Font Size	Font Style	Font Weight	Align	Prefix	Suffix	Left Margin	Top Margin	Height	Width
	Header 1	Arial Black	12		Semi Bold	Center						
	Header 2	Algerian	10		Semi Bold	Center						
*					Semi Bold							

Field Data :

SO	Section	Field Name	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
	1 Header 1	Organization Name				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	1 Header 2	Items Name				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*	1					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Attribute Data :

SO	Section	Attribute Name	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
	1					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Custom Data :

SO	Section	Field Value	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
	1					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Section Color:

Back Color

Font Color

Background Image :

Drag File Here

Add

Export

Size: 239(Horizontal) X 176(Vertical) Pixels

Choose the format for Header 2

Select Header 2 as the second section & Items Name as the field to be shown as Header 2

Record: 2 of 2

No Filter

Search

Search

All

Start Text

End Text

LABEL/STICKER FORMATS FOR ITEMS

Label Format

A4 (38.1mm x 21.2mm) - 65 Labels

A4 18 Labels

Label Format

A4 18 Labels

Double Column Format

Stationery Name

A4-(18-3X6)

Text for Tax On Price

Section Formatting :

	Section	Font Name	Font Size	Font Style	Font Weight	Align	Prefix	Suffix	Left Margin	Top Margin	Height	Width
	Header 1	Arial Black	12		Semi Bold	Center						
	Header 2	Algerian	10		Semi Bold	Center						
	Detail 1	BarCode			Semi Bold	Center						
*					Semi Bold							

Choose the format for Detail 1

Field Data :

SO	Section	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
1	Header 1	Organization Name			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1	Header 2	Items Name			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1	Detail 1	Barcode ID			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
*	1				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select Detail 1 as the third section & Barcode ID as the field to be shown as Detail 1

It's important to check the checkbox for Barcode

Section Color: Back Color Font Color

Attribute Data :

SO	Section	Attribute Name	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
1						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Custom Data :

SO	Section	Field Value	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
1						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Background Image :

Drag File Here

Add

Export

Size: 239(Horizontal) X 176(Vertical) Pixels

Record: 2 of 2

No Filter

Search

Search

All

Start Text

End Text

LABEL/STICKER FORMATS FOR ITEMS

Label Format

A4 (38.1mm x 21.2mm) - 65 Labels

A4 18 Labels

Label FormatA4 18 Labels

Double Column Format☐

Text for Tax On Price

Stationery NameA4-(18-3X6)

Section Formatting :

	Section	Font Name	Font Size	Font Style	Font Weight	Align	Prefix	Suffix	Left Margin	Top Margin	Height	Width
	Header 1	Arial Black	12		Semi Bold	Center						
	Header 2	Algerian	10		Semi Bold	Center						
	Detail 1	BarCode			Semi Bold	Center						
	Detail 2	Calibri	10		Semi Bold	Center						
*					Semi Bold							

Field Data :

SO	Section	Field Name	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
1	Header 1	Organization Name				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1	Header 2	Items Name				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1	Detail 1	Barcode ID				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	Detail 2	Unit List Price				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*	1					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Attribute Data :

SO	Section	Attribute Name	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
1						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Custom Data :

SO	Section	Field Value	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
1						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Navigation icons: Home, Back, Forward, Search, Filter, etc.

Record: 2 of 2

No Filter

Search

Search

AllStart TextEnd Text

Section Color:

Back Color

Font Color

Background Image :

Drag File Here

Add

Export

Size: 239(Horizontal) X 176(Vertical) Pixels

Label Format

A4 (38.1mm x 21.2mm) - 65 Labels

A4 18 Labels

Label Format

A4 18 Labels

Double Column Format

Stationery Name

A4-(18-3X6)

Text for Tax On Price

Click here to configure the text for price (inclusive / exclusive of tax)

Section Formatting :

	Section	Font Name	Font Size	Font Style	Font Weight	Align	Prefix	Suffix
	Header 1	Arial Black	12		Semi Bold	Center		
	Header 2	Algerian	10		Semi Bold	Center		
	Detail 1	BarCode			Semi Bold	Center		
	Detail 2	Calibri	10		Semi Bold	Center		
*					Semi Bold			

Field Data :

SO	Section	Field Name	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
1	Header 1	Organization Name				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1	Header 2	Items Name				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1	Detail 1	Barcode ID				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	Detail 2	Unit List Price				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*	1					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Attribute Data :

SO	Section	Attribute Name	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
1						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Custom Data :

SO	Section	Field Value	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
1						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Section Color:Back ColorFont Color

Background Image :

Drag File HereAddExport

Size: 239(Horizontal) X 176(Vertical) Pixels

Record: 2 of 2No FilterSearch

SearchAllStart TextEnd Text

LABEL/STICKER FORMATS FOR ITEMS

Label Format

A4 (38.1mm x 21.2mm) - 65 Labels

A4 18 Labels

Label Format

A4 18 Labels

Double Column Format

Stationery Name

A4-(18-3X6)

Text for Tax On Price

	Section	Font Name	Font Size	Font Style	Font Weight	Align	Prefix	Suffix	Left Margin	Top Margin	Height	Width
	Header 1	Arial Black	12		Semi Bold	Center						
	Header 2	Algerian	10									
	Detail 1	BarCode										
	Detail 2	Calibri	10									
*												

Field Data :

SO	Section	Text For Inclusive Of Taxes	(Tax Incl.)	Text For Exclusive Of Taxes	(Tax Excl.)	Unit List Price	Active
1	Header						
1	Header						
1	Detail 1						
1	Detail 2						
*	1						

Attribute Data :

SO	Section	Attribute Name	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
1								

Custom Data :

SO	Section	Field Value	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
1								

Section Color:

Back Color

Font Color

Background Image :

Drag File Here

Add

Export

Size: 239(Horizontal) X 176(Vertical) Pixels

Record: 2 of 2

No Filter

Search

Search

All

Start Text

End Text

You may specify the text you want to display as per your business requirement

LABEL/STICKER FORMATS FOR ITEMS

Label Format

A4 (38.1mm x 21.2mm) - 65 Labels

A4 18 Labels

Label Format

A4 18 Labels

Double Column Format

Text for Tax On Price

Section Formatting :

Stationery Name

A4-(18-3X6)

	Section	Font Name	Font Size	Font Style	Font Weight	Align	Prefix	Suffix	Left Margin	Top Margin	Height	Width
	Header 1	Arial Black	12		Semi Bold	Center						
	Header 2	Algerian	10		Semi Bold	Center						
	Detail 1	BarCode			Semi Bold	Center						
	Detail 2	Calibri	10		Semi Bold	Center						
*					Semi Bold							

Field Data :

SO	Section	Field Name	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
1	Header 1	Organization Name				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1	Header 2	Items Name				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1	Detail 1	Barcode ID				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	Detail 2	Unit List Price				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*	1					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

You may set also a Background Image of your choice or set the Back Color & Font Color of any section as you wish.

Attribute Data :

SO	Section	Attribute Name	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
1						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Custom Data :

SO	Section	Field Value	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
1						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Section Color:

Back Color

Font Color

Background Image :

Drag File Here

Add

Export

Size: 239(Horizontal) X 176(Vertical) Pixels

Record: 2 of 2

No Filter


Search

Search

All

Start Text

End Text



STAGE 3 : PRINT ITEM LABEL/STICKER

Search forms here

Sales

Customers

Purchases

Suppliers

Inventory

Production

Labels/Stickers

Accounting

Statutory Reports

Marketing

Administrative Tasks

Statutory Master Data

General Settings

General Master Data

Organization

Holidays :

Holiday Name	Date
--------------	------

Refresh

Click on Labels/Stickers menu button

Check Invalid Records

Events/Reminders

Search forms here

Sales

Customers

Purchases

Suppliers

Inventory

Production

Labels/Stickers

Accounting

Statutory Reports

Marketing

Administrative Tasks

Statutory Master Data

General Settings

General Master Data

Organization

Label/Sticker Format For Items

Print Label/Sticker For Items

Label/Sticker Format For Address

Print Label/Sticker For Addresses

Stationeries

Click here on this button

Holidays :

Holiday Name	Date
--------------	------

Refresh

Check Invalid Records

Events/Reminders

PRINT LABEL/STICKER FOR ITEMS

Item Label Format

Scan Barcode Here

Search Category Here

Load Items

DeleteSelectedAllQuantity All Items

Action to perform on loading Duplicate Item

Increase quantity of already existing line item

>Print

Item ID

Item Name

Quantity

Item Short Name

Item Code

Item Type

Barcode ID	HSN/SAC	Unit List Price	Unit Printed Price	Text For Tax On List Price	Text For Tax On Printed Price
Attribute 1	Attribute 2	Attribute 3	Attribute 4	Attribute 5	Attribute 6
Custom Field 1	Custom Field 2	Custom Field 3	Custom Field 4	Custom Field 5	Custom Field 6

Start Printing From Label/Sticker No.

1

Total Labels/Stickers

Total Pages/Sheets

Printer Name

Show Border

Record: 1 of 1No FilterSearch

Select Item Label Format from this drop-down list

PRINT LABEL/STICKER FOR ITEMS

Item Label FormatA4 18 Labels

Search Item Here

Scan Barcode Here

Search Category Here

Load Items

DeleteSelectedAll

Quantity All Items

Quantity Selected Item

Action to perform on loading Duplicate ItemIncrease quantity of already existing line item

>Print

Item ID

Item Name

Quantity

Item Short Name

Item Code

Item Type

Item ID

Item Name

Unit List Price

Unit Printed Price

Text For Tax On List Price

Text For Tax On Printed Price

18

Amul Sundae Chocolate Magic 1 LTub

1

CocaCola 300ml can

15

Dairy Milk - Small

3

Fanta 1.2 litre bottle

7

Fruit Bun

14

Maggi Maha Pack - 90 g X 6

13

McMohan's Pizza - Large - Ready to Eat

12

McMohan's Pizza - Medium - Ready to Eat

11

McMohan's Pizza - Small - Ready to Eat

16

Mother Dairy 80ml cup - Vanilla

17

Mother Dairy Strawberry Crush 1L

2

Pepsi 1.2 litre bottle

6

Pizza Base - Large

5

Pizza Base - Medium

4

Pizza Base - Small

Attribute 3

Attribute 4

Attribute 5

Attribute 6

Custom Field 3

Custom Field 4

Custom Field 5

Custom Field 6

Select Item from one of these drop-down lists.

Start Printing From Label/Sticker No.1

Total Labels/Stickers

Total Pages/Sheets

Printer NameDefault

Show Border

Record: 1 of 1

No Filter

Search

PRINT LABEL/STICKER FOR ITEMS

Item Label Format

A4 18 Labels

DeleteSelectedAll

Quantity All Items

Quantity Selected Item

Search Item Here

Scan Barcode Here

Search Category Here

Load Items

Action to perform on loading Duplicate Item

Increase quantity of already existing line item

>Print	^ Item ID	^ Item Name	Quantity	Item Short Name	Item Code	Item Type
<input checked="" type="checkbox"/>	7	Fruit Bun	1			Goods
Barcode ID		HSN/SAC	Unit List Price	Unit Printed Price	Text For Tax On List Price	Text For Tax On Printed Price
			10		(Tax Incl.)	(Tax Excl.)
Attribute 1		Attribute 2	Attribute 3	Attribute 4	Attribute 5	Attribute 6
Custom Field 1		Custom Field 2	Custom Field 3	Custom Field 4	Custom Field 5	Custom Field 6
<input type="checkbox"/>			1			
Barcode ID		HSN/SAC	Unit List Price	Unit Printed Price	Text For Tax On List Price	Text For Tax On Printed Price
Attribute 1		Attribute 2	Attribute 3	Attribute 4	Attribute 5	Attribute 6
Custom Field 1		Custom Field 2	Custom Field 3	Custom Field 4	Custom Field 5	Custom Field 6

Start Printing From Label/Sticker No.

1

Total Labels/Stickers

Total Pages/Sheets

Printer Name

Default

Show Border

Record: 1 of 1No FilterSearch

PRINT LABEL/STICKER FOR ITEMS

Item Label Format

A4 18 Labels

DeleteSelectedAll

QuantityAll Items

Search Item Here

Scan Barcode Here

Search Category Here

Load Items

Action to perform on loading Duplicate Item

Increase quantity of already existing line item

>Print

Item ID	Item Name	Quantity	Item Short Name	Item Code	Item Type
Barcode ID	HSN/SAC	Unit List Price	Unit Printed Price	Text For Tax On List Price	Text For Tax On Printed Price
Attribute 1	Attribute 2	Attribute 3	Attribute 4	Attribute 5	Attribute 6
Custom Field 1	Custom Field 2	Custom Field 3	Custom Field 4	Custom Field 5	Custom Field 6

Start Printing From Label/Sticker No.

1

Total Labels/Stickers

Total Pages/Sheets

Printer Name

Default

Show Border

PRINT LABEL/STICKER FOR ITEMS

Item Label Format

A4 18 Labels

DeleteSelectedAll

Quantity All Items

Quantity Selected Item

Search Item Here

Scan Barcode Here

Search Category Here

Load Items

Action to perform on loading Duplicate Item

Increase quantity of already existing line item

>Print

Item ID

Item Name

Quantity

Item Short Name

Item Code

Item Type

Item ID

Item Name

Unit List Price

Unit Printed Price

Text For Tax On List Price

Text For Tax On Printed Price

18

Amul Sundae Chocolate Magic 1 LTub

1

CocaCola 300ml can

15

Dairy Milk - Small

3

Fanta 1.2 litre bottle

7

Fruit Bun

14

Maggi Maha Pack - 90 g X 6

13

McMohan's Pizza - Large - Ready to Eat

12

McMohan's Pizza - Medium - Ready to Eat

11

McMohan's Pizza - Small - Ready to Eat

16

Mother Dairy 80ml cup - Vanilla

17

Mother Dairy Strawberry Crush 1L

2

Pepsi 1.2 litre bottle

6

Pizza Base - Large

5

Pizza Base - Medium

4

Pizza Base - Small

Attribute 3

Attribute 4

Attribute 5

Attribute 6

Custom Field 3

Custom Field 4

Custom Field 5

Custom Field 6

Select Item from one of these drop-down lists.

Start Printing From Label/Sticker No.

1

Total Labels/Stickers

Total Pages/Sheets

Printer Name

Default

Show Border

Record: 1 of 1

No Filter

Search

Item Label Format

A4 18 Labels

Search Item Here

Scan Barcode Here

Search Category Here

Load Items

DeleteSelectedAll

Quantity All Items

Quantity Selected Item

Action to perform on loading Duplicate Item

Increase quantity of already existing line item

>Print

Item ID	Item Name	Quantity	Item Short Name	Item Code	Item Type
<input checked="" type="checkbox"/>	<div><div>7</div><div>Fruit Bun</div></div>	1			Goods
Barcode ID		HSN/SAC	Unit List Price	Unit Printed Price	Text For Tax On List Price
020007					(Tax Incl.)
Attribute 1		Attribute 2	Attribute 3	Attribute 4	Attribute 5
Custom Field 1		Custom Field 2	Custom Field 3	Custom Field 4	Custom Field 5
<input type="checkbox"/>	<div><div></div><div></div></div>	1			
Barcode ID		HSN/SAC	Unit List Price	Unit Printed Price	Text For Tax On List Price
Attribute 1		Attribute 2	Attribute 3	Attribute 4	Attribute 5
Custom Field 1		Custom Field 2	Custom Field 3	Custom Field 4	Custom Field 5

The item (Fruit Bun) is now loaded.

PRINT LABEL/STICKER FOR ITEMS

Item Label FormatA4 18 Labels

Search Item Here

Scan Barcode Here

Search Category Here

Load Items

DeleteSelectedAll

Quantity All Items

Quantity Selected Item

Action to perform on loading Duplicate ItemIncrease quantity of already existing line item

>Print

Item ID	Item Name	Quantity	Item Short Name	Item Code	Item Type
<input checked="" type="checkbox"/> 7	Fruit Bun	5			Goods
<div>Barcode IDHSN/SACUnit List PriceUnit Printed PriceText For Tax On List PriceText For Tax On Printed Price</div> <div>02000710</div> <div>(Tax Incl.)(Tax Excl.)</div> <div>Attribute 1Attribute 2Attribute 3Attribute 4Attribute 5Attribute 6</div> <div>Custom Field 1Custom Field 2Custom Field 3Custom Field 4Custom Field 5Custom Field 6</div>					
<input type="checkbox"/>		1			
<div>Barcode IDHSN/SACUnit List PriceUnit Printed PriceText For Tax On List PriceText For Tax On Printed Price</div> <div></div> <div>Attribute 1Attribute 2Attribute 3Attribute 4Attribute 5Attribute 6</div> <div>Custom Field 1Custom Field 2Custom Field 3Custom Field 4Custom Field 5Custom Field 6</div>					



We strongly recommend you select a specific printer from the list of available printers instead of selecting the default printer of the PC/laptop.

DefaultOneNote for Windows 10POS-80-SeriesOneNote (Desktop)Microsoft XPS Document WriterMicrosoft Print to PDFFax

Printer NameDefault

Show Border

Let's set Microsoft Print to PDF as the Printer because we just want to print to PDF.

PRINT LABEL/STICKER FOR ITEMS

Item Label Format

A4 18 Labels

Search Item Here

Scan Barcode Here

Search Category Here

Load Items

DeleteSelectedAll

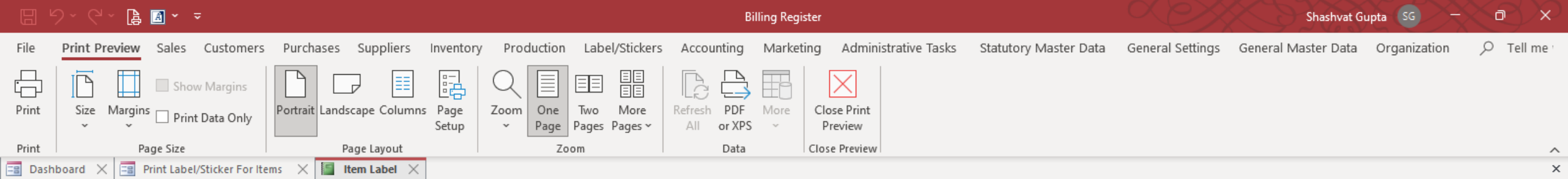
Quantity All Items

Quantity Selected Item

Action to perform on loading Duplicate Item

Increase quantity of already existing line item

>Print	^ Item ID	^ Item Name	Quantity	Item Short Name	Item Code	Item Type
<input checked="" type="checkbox"/>	7	Fruit Bun	5			Goods
	Barcode ID	HSN/SAC	Unit List Price	Unit Printed Price	Text For Tax On List Price	Text For Tax On Printed Price
	020007		10		(Tax Incl.)	(Tax Excl.)
	Attribute 1	Attribute 2	Attribute 3	Attribute 4	Attribute 5	Attribute 6
	Custom Field 1	Custom Field 2	Custom Field 3	Custom Field 4	Custom Field 5	Custom Field 6
<input type="checkbox"/>			1			
	Barcode ID	HSN/SAC	Unit List Price	Unit Printed Price	Text For Tax On List Price	Text For Tax On Printed Price
	Attribute 1	Attribute 2	Attribute 3	Attribute 4	Attribute 5	Attribute 6
	Custom Field 1	Custom Field 2	Custom Field 3	Custom Field 4	Custom Field 5	Custom Field 6



There are a few things about this output which can be improved:

- 1) We don't need the organization name to be the full legal name. We would prefer just **AKSHAY GENERAL STORE**.
- 2) The height of the barcode is more.
- 3) The font of item name can be changed to a more suitable one.
- 4) The vertical gap between item name and barcode is less.
- 5) The unit price (10) looks small and is without any currency symbol like \$, £ or ₹.

So, let's try to implement this now. Close this window and return to **Label/Sticker Formats for Items** section.



Label Format

A4 (38.1mm x 21.2mm) - 65 Labels

A4 18 Labels

Select the Header 1 (Organization Name) section by clicking on button and then press Delete button on the keyboard.

Label FormatA4 18 Labels

Double Column Format

Text for Tax On Price

Section Formatting:Stationery NameA4-(18-3X6)

	Section	Font Name	Font Size	Font Style	Font Weight	Align	Prefix	Suffix	Left Margin	Top Margin	Height	Width
▶	Header 1	Arial Black	12		Semi Bold	Center						
	Header 2	Algerian	10		Semi Bold	Center						
	Detail 1	BarCode			Semi Bold	Center						
	Detail 2	Calibri	10		Semi Bold	Center						
*					Semi Bold							

Field Data:

SO	Section	Field Name	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
▶	1 Header 1	Organization Name				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	1 Header 2	Items Name				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	1 Detail 1	Barcode ID				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	1 Detail 2	Unit List Price				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*	1					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Attribute Data:

SO	Section	Attribute Name	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
▶	1					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Custom Data:

SO	Section	Field Value	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
▶	1					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Background Image:

Drag File Here

AddExport

Size: 239(Horizontal) X 176(Vertical) Pixels

Add a custom field for AKSHAY GENERAL STORE. It will be displayed in the Header 1 section.

Label Format

A4 (38.1mm x 21.2mm) - 65 Labels

A4 18 Labels

After setting up all the parameters here, move to Print Label/Sticker for Items section.

Record: 2 of 2No FilterSearch

SearchAllStart TextEnd Text

Label FormatA4 18 Labels

Double Column Format

Text for Tax On Price

Stationery NameA4-(18-3X6)

Section Formatting :

	Section	Font Name	Font Size	Font Style	Font Weight	Align	Prefix	Suffix	Left Margin	Top Margin	Height	Width
	Header 1	Arial	12		Semi Bold	Center						
	Header 2	Arial	10		Normal	Center						
	Detail 1	BarCode			Semi Bold	Center				2	10	
	Detail 2	Arial	12		Medium	Center				2		
*					Semi Bold							

Field Data :

SO	Section	Field Name	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
1	Header 2	Items Name				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1	Detail 1	Barcode ID				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	Detail 2	Unit List Price	₹			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Section Color:Back ColorFont Color

Background Image :

Attribute Data :

SO	Section	Attribute Name	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
1						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Custom Data :

SO	Section	Field Value	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
1	Header 1	AKSHAY GENERAL STORE				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*	1					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Drag File HereAddExport

Size: 239(Horizontal) X 176(Vertical) Pixels

PRINT LABEL/STICKER FOR ITEMS

Item Label Format

Search Item Here

Scan Barcode Here

Search Category Here

Load Items

DeleteSelectedAll

Quantity All Items

Action to perform on loading Duplicate Item

Increase quantity of already existing line item

>Print

Item ID

Item Name

Quantity

Item Short Name

Item Code

Item Type

Barcode ID	HSN/SAC	Unit List Price	Unit Printed Price	Text For Tax On List Price	Text For Tax On Printed Price
Attribute 1	Attribute 2	Attribute 3	Attribute 4	Attribute 5	Attribute 6
Custom Field 1	Custom Field 2	Custom Field 3	Custom Field 4	Custom Field 5	Custom Field 6

Start Printing From Label/Sticker No.

1

Total Labels/Stickers

Total Pages/Sheets

Printer Name

Show Border

Record: 1 of 1No FilterSearch

Select Item Label Format from this drop-down list again

PRINT LABEL/STICKER FOR ITEMS

Item Label Format

A4 18 Labels

Search Item Here

Scan Barcode Here

Search Category Here

Load Items

Delete

Selected

All

Quantity All Items

Quantity Selected Item

Action to perform on loading Duplicate Item

Increase quantity of already existing line item

>Print

Item ID	Item Name	Quantity	Item Short Name	Item Code	Item Type
Barcode ID	HSN/SAC	Unit List Price	Unit Printed Price	Text For Tax On List Price	Text For Tax On Printed Price
Attribute 1	Attribute 2	Attribute 3	Attribute 4	Attribute 5	Attribute 6
Custom Field 1	Custom Field 2	Custom Field 3	Custom Field 4	Custom Field 5	Custom Field 6

Select Item from one of these drop-down lists.

Start Printing From Label/Sticker No.

1

Total Labels/Stickers

Total Pages/Sheets

Printer Name

Default

Show Border

Record: 1 of 1

Item Label Format

A4 18 Labels

DeleteSelectedAll

Quantity All Items

Quantity Selected Item

Search Item Here

Scan Barcode Here

Search Category Here

Load Items

on loading Duplicate Item

Item

>Print

Item ID

Item Name

Quantity

Item Code

Item Type

7

Fruit Bun

18

Barcode ID

HSN/SAC

Unit List Price

Unit Printed Price

Text For Tax On List Price

Text For Tax On Printed Price

020007

10

(Tax Incl.)

(Tax Excl.)

Attribute 1

Attribute 2

Attribute 3

Attribute 4

Attribute 5

Attribute 6

Custom Field 1

Custom Field 2

Custom Field 3

Custom Field 4

Custom Field 5

Custom Field 6

AKSHAY GENERAL STORE

1

Barcode ID

HSN/SAC

Unit List Price

Unit Printed Price

Text For Tax On List Price

Text For Tax On Printed Price

Attribute 1

Attribute 2

Attribute 3

Attribute 4

Attribute 5

Attribute 6

Custom Field 1

Custom Field 2

Custom Field 3

Custom Field 4

Custom Field 5

Custom Field 6

Start Printing From Label/Sticker No.

1

Total Labels/Stickers

Total Pages/Sheets

Printer Name

Microsoft Print to PDF

Show Border

Record: 2 of 2

No Filter

Search

Enter quantity as 18 so that we can see the output of the full page

1

2

Click here for Print Preview

Item Label Format

A4 18 Labels

DeleteSelectedAll

Quantity All Items

Quantity Selected Item

Search Item Here

Scan Barcode Here

Search Category Here

Load Items

Action to perform on loading Duplicate Item

Increase quantity of already existing line item

>Print

Item ID	Item Name	Quantity	Item Short Name	Item Code	Item Type
<input checked="" type="checkbox"/>	7	Fruit Bun	18		Goods
Barcode ID		HSN/SAC		Text For Tax On List Price	
020007				(Tax Incl.)	
Attribute 1		Attribute 2		Attribute 5	
				Attribute 6	
Custom Field 1		Custom Field 2		Custom Field 5	
AKSHAY GENERAL STORE				Custom Field 6	
<input type="checkbox"/>			1		
Barcode ID		HSN/SAC		Unit List Price	
				Unit Printed Price	
Attribute 1		Attribute 2		Attribute 3	
				Attribute 4	
Custom Field 1		Custom Field 2		Custom Field 3	
				Custom Field 4	
				Custom Field 5	
				Custom Field 6	

Preview Labels

Previewing labels is a time consuming process, especially when number is more than 5.

Would you like to preview all labels (instead of just first 5-labels)?

Preview 5 LabelsPreview All LabelsCancel

Start Printing From Label/Sticker No.

1

Total Labels/Stickers

Total Pages/Sheets

Printer Name

Microsoft Print to PDF

Show Border

Record: 2 of 2No FilterSearch

File

Print Preview

Sales

Customers

Purchases

Suppliers

Inventory

Production

Label/Stickers

Accounting

Marketing

Administrative Tasks

Statutory Master Data

General Settings

General Master Data

Organization

Tell me

Print

Print

Size

Margins

Print Data Only

Show Margins

Portrait

Landscape

Columns

Page Setup

Zoom

One Page

Two Pages

More Pages

Refresh All

PDF or XPS

More

Close Print Preview

Close Preview









Dashboard

Print Label/Sticker For Items

You can adjust the Zoom here to check the label closely

AKSHAY GENERAL STORE Fruit Bun ₹10	AKSHAY GENERAL STORE Fruit Bun ₹10	AKSHAY GENERAL STORE Fruit Bun ₹10
AKSHAY GENERAL STORE Fruit Bun ₹10	AKSHAY GENERAL STORE Fruit Bun ₹10	AKSHAY GENERAL STORE Fruit Bun ₹10
AKSHAY GENERAL STORE Fruit Bun ₹10	AKSHAY GENERAL STORE Fruit Bun ₹10	AKSHAY GENERAL STORE Fruit Bun ₹10
AKSHAY GENERAL STORE Fruit Bun ₹10	AKSHAY GENERAL STORE Fruit Bun ₹10	AKSHAY GENERAL STORE Fruit Bun ₹10
AKSHAY GENERAL STORE Fruit Bun ₹10	AKSHAY GENERAL STORE Fruit Bun ₹10	AKSHAY GENERAL STORE Fruit Bun ₹10
AKSHAY GENERAL STORE Fruit Bun ₹10	AKSHAY GENERAL STORE Fruit Bun ₹10	AKSHAY GENERAL STORE Fruit Bun ₹10

Let's see a couple of more features of Billing Register which are very handy.

AKSHAY GENERAL STORE Fruit Bun  ₹10	AKSHAY GENERAL STORE Fruit Bun  ₹10	AKSHAY GENERAL STORE Fruit Bun  ₹10
AKSHAY GENERAL STORE Fruit Bun  ₹10	AKSHAY GENERAL STORE Fruit Bun  ₹10	AKSHAY GENERAL STORE Fruit Bun  ₹10
AKSHAY GENERAL STORE Fruit Bun  ₹10	AKSHAY GENERAL STORE Fruit Bun  ₹10	AKSHAY GENERAL STORE Fruit Bun  ₹10
AKSHAY GENERAL STORE Fruit Bun  ₹10	AKSHAY GENERAL STORE Fruit Bun  ₹10	AKSHAY GENERAL STORE Fruit Bun  ₹10

Item Label Format

A4 18 Labels

Search Item Here

Scan Barcode Here

Search Category Here

Load Items

DeleteSelectedAll

Quantity All Items

Quantity Selected Item

Action to perform on loading Duplicate Item

Increase quantity of already existing line item

>Print

Item ID

Item Name

Quantity

Item Short Name

Item Code

Item Type

7

Fruit Bun

18

Barcode ID

HSN/SAC

Unit List Price

Unit Printed Price

Text For Tax On List Price

Text For Tax On Printed Price

020007

10

(Tax Incl.)

(Tax Excl.)

Attribute 1

Attribute 2

Attribute 3

Attribute 4

Attribute 5

Attribute 6

Custom Field 1

Custom Field 2

Custom Field 3

Custom Field 4

Custom Field 5

Custom Field 6

AKSHAY GENERAL STORE

Barcode ID

HSN/SAC

Unit List Price

Unit Printed Price

Text For Tax On List Price

Text For Tax On Printed Price

Attribute 1

Attribute 2

Attribute 3

Attribute 4

Attribute 5

Attribute 6

Custom Field 1

Custom Field 2

Custom Field 3

Custom Field 4

Custom Field 5

Custom Field 6

Select Show Border option to see the border which acts as a grid/guide for designing the labels.

Then, click on Print Preview.

Start Printing From Label/Sticker No.

1

Total Labels/Stickers

18

Total Pages/Sheets

1

Printer Name

Microsoft Print to PDF

Show Border

Print

Size

Margins

Show Margins

Print Data Only

Portrait

Landscape

Columns

Page Setup

Zoom

One Page

Two Pages

More Pages

Refresh All

PDF or XPS

More

Close Print Preview

Close Preview

Print

Page Size

Page Layout

Zoom

Data

Now we have a much better picture.
There is so much gap below the Unit Price.
We can adjust the gap by increasing the margins and font sizes.
Also, the barcode is too wide.
Its width should be lesser.

<div><div>AKSHAY GENERAL STORE</div><div>Fruit Bun</div><div></div><div>₹10</div><div></div></div>	<div><div>AKSHAY GENERAL STORE</div><div>Fruit Bun</div><div></div><div>₹10</div><div></div></div>	<div><div>AKSHAY GENERAL STORE</div><div>Fruit Bun</div><div></div><div>₹10</div><div></div></div>
<div><div>AKSHAY GENERAL STORE</div><div>Fruit Bun</div><div></div><div>₹10</div><div></div></div>	<div><div>AKSHAY GENERAL STORE</div><div>Fruit Bun</div><div></div><div>₹10</div><div></div></div>	<div><div>AKSHAY GENERAL STORE</div><div>Fruit Bun</div><div></div><div>₹10</div><div></div></div>
<div><div>AKSHAY GENERAL STORE</div><div>Fruit Bun</div><div></div><div>₹10</div><div></div></div>	<div><div>AKSHAY GENERAL STORE</div><div>Fruit Bun</div><div></div><div>₹10</div><div></div></div>	<div><div>AKSHAY GENERAL STORE</div><div>Fruit Bun</div><div></div><div>₹10</div><div></div></div>
<div><div>AKSHAY GENERAL STORE</div><div>Fruit Bun</div><div></div><div>₹10</div><div></div></div>	<div><div>AKSHAY GENERAL STORE</div><div>Fruit Bun</div><div></div><div>₹10</div><div></div></div>	<div><div>AKSHAY GENERAL STORE</div><div>Fruit Bun</div><div></div><div>₹10</div><div></div></div>

LABEL/STICKER FORMATS FOR ITEMS

Label Format

A4 (38.1mm x 21.2mm) - 65 Labels

A4 18 Labels

Record: 2 of 2

No Filter

Search

AllStart TextEnd Text

Label FormatA4 18 Labels

Double Column Format

Text for Tax On Price

Section Formatting :

Stationery NameA4-(18-3X6)

	Section	Font Name	Font Size	Font Style	Font Weight	Align	Prefix	Suffix	Left Margin	Top Margin	Height	Width
	Header 1	Calibri	14		Normal	Center				4		
	Header 2	Segoe UI	12		Bold	Center						
	Detail 1	BarCode			Semi Bold	Center				2	14	55
	Detail 2	Arial	14		Medium	Center				2		
*					Semi Bold							

Field Data :

SO	Section	Field Name	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
1	Header 2	Items Name				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1	Detail 1	Barcode ID				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	Detail 2	Unit List Price	₹			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*	1					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Tweaked some of the parameters.

Let's check the output now.

Attribute Data :

SO	Section	Attribute Name	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
1						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Custom Data :

SO	Section	Field Value	Prefix	Suffix	Separator	Hide Blank	Barcode	Active
1	Header 1	AKSHAY GENERAL STORE				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*	1					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>










Background Image :

Drag File Here

AddExport

Size: 239(Horizontal) X 176(Vertical) Pixels

This is the output we achieved
after tweaking the parameters.
Looks good!

<div><div>AKSHAY GENERAL STORE</div><div>Fruit Bun</div><div></div><div>₹10</div></div>	<div><div>AKSHAY GENERAL STORE</div><div>Fruit Bun</div><div></div><div>₹10</div></div>	<div><div>AKSHAY GENERAL STORE</div><div>Fruit Bun</div><div></div><div>₹10</div></div>
<div><div>AKSHAY GENERAL STORE</div><div>Fruit Bun</div><div></div><div>₹10</div></div>	<div><div>AKSHAY GENERAL STORE</div><div>Fruit Bun</div><div></div><div>₹10</div></div>	<div><div>AKSHAY GENERAL STORE</div><div>Fruit Bun</div><div></div><div>₹10</div></div>
<div><div>AKSHAY GENERAL STORE</div><div>Fruit Bun</div><div></div><div>₹10</div></div>	<div><div>AKSHAY GENERAL STORE</div><div>Fruit Bun</div><div></div><div>₹10</div></div>	<div><div>AKSHAY GENERAL STORE</div><div>Fruit Bun</div><div></div><div>₹10</div></div>
<div><div>AKSHAY GENERAL STORE</div><div>Fruit Bun</div><div></div><div>₹10</div></div>	<div><div>AKSHAY GENERAL STORE</div><div>Fruit Bun</div><div></div><div>₹10</div></div>	<div><div>AKSHAY GENERAL STORE</div><div>Fruit Bun</div><div></div><div>₹10</div></div>

Item Label Format

A4 18 Labels

DeleteSelectedAll

Quantity All Items

Quantity Selected Item

Search Item Here

Scan Barcode Here

Search Category Here

Load Items

Action to perform on loading Duplicate Item

Increase quantity of already existing line item

>Print

Item ID	Item Name	Quantity	Item Short Name	Item Code	Item Type
<input checked="" type="checkbox"/>	7	Fruit Bun	18		Goods
Barcode ID		HSN/SAC	Unit List Price	Unit Printed Price	Text For Tax On List Price
020007			10		(Tax Incl.)
Attribute 1		Attribute 2	Attribute 3	Attribute 4	Attribute 5
Attribute 6					
Custom Field 1		Custom Field 2	Custom Field 3	Custom Field 4	Custom Field 5
Custom Field 6					
AKSHAY GENERAL STORE					
<input type="checkbox"/>			1		
Barcode ID		HSN/SAC	Unit List Price	Unit Printed Price	Text For Tax On List Price
					Text For Tax On Printed Price
Attribute 1		Attribute 2	Attribute 3	Attribute 4	Attribute 5
Attribute 6					
Custom Field 1		Custom Field 2	Custom Field 3	Custom Field 4	Custom Field 5
Custom Field 6					

Start Printing From Label/Sticker No. feature

Start Printing From Label/Sticker No.

1

Total Labels/Stickers

18

Total Pages/Sheets

1

Printer Name

Microsoft Print to PDF

Show Border

Record: 1 of 1No FilterSearch

Let's say you had printed 5 stickers on a sticker sheet earlier.

But later, when you would want to print some labels, usually the printer would start printing from the top left (first) sticker.

This would not be suitable to use on the same sticker sheet you had earlier printed 5 stickers on.

In such cases, use the Start Printing from Label/Sticker No. feature and specify the sticker number from which the printer would start printing the second time.



5 stickers printed the first time.



4 stickers printed the second time at appropriate sticker location, thereby saving stickers/sheets.

Item Label FormatA4 18 Labels

Search Item Here

Scan Barcode Here

Search Category Here

Load Items

DeleteSelectedAll

Quantity All Items

Quantity Selected Item

Action to perform on loading Duplicate ItemIncrease quantity of already existing line item

>Print

	Item ID	Item Name	Quantity	Item Short Name	Item Code	Item Type
<input checked="" type="checkbox"/>	7	Fruit Bun	3			Goods
Barcode ID		HSN/SAC	Unit List Price	Unit Printed Price	Text For Tax On List Price	Text For Tax On Printed Price
020007			10		(Tax Incl.)	(Tax Excl.)
Attribute 1		Attribute 2	Attribute 3	Attribute 4	Attribute 5	Attribute 6
Custom Field 1		Custom Field 2	Custom Field 3	Custom Field 4	Custom Field 5	Custom Field 6
AKSHAY GENERAL STORE						
<input checked="" type="checkbox"/>	6	Pizza Base - Large	3		PB-L	Goods
Barcode ID		HSN/SAC	Unit List Price	Unit Printed Price	Text For Tax On List Price	Text For Tax On Printed Price
020006			50	50	(Tax Incl.)	(Tax Incl.)
Attribute 1		Attribute 2	Attribute 3	Attribute 4	Attribute 5	Attribute 6
Custom Field 1		Custom Field 2	Custom Field 3	Custom Field 4	Custom Field 5	Custom Field 6
AKSHAY GENERAL STORE						
<input type="checkbox"/>			1			
Barcode ID		HSN/SAC	Unit List Price	Unit Printed Price	Text For Tax On List Price	Text For Tax On Printed Price
Attribute 1		Attribute 2	Attribute 3	Attribute 4	Attribute 5	Attribute 6
Custom Field 1		Custom Field 2	Custom Field 3	Custom Field 4	Custom Field 5	Custom Field 6

You also can add multiple items and print their labels/stickers in one go.

Start Printing From Label/Sticker No.1

Total Labels/Stickers6Total Pages/Sheets1

Printer NameMicrosoft Print to PDF

Show Border

Record: 1 of 2No FilterSearch

<div><div>AKSHAY GENERAL STORE</div><div>Fruit Bun</div><div></div><div>₹10</div></div>	<div><div>AKSHAY GENERAL STORE</div><div>Fruit Bun</div><div></div><div>₹10</div></div>	<div><div>AKSHAY GENERAL STORE</div><div>Fruit Bun</div><div></div><div>₹10</div></div>
<div><div>AKSHAY GENERAL STORE</div><div>Pizza Base - Large</div><div></div><div>₹50</div></div>	<div><div>AKSHAY GENERAL STORE</div><div>Pizza Base - Large</div><div></div><div>₹50</div></div>	<div><div>AKSHAY GENERAL STORE</div><div>Pizza Base - Large</div><div></div><div>₹50</div></div>

You may proceed to print the stickers on sticker paper/label sheets once you are satisfied with the preview output.