



FAIRVIEW LABEL CREATION INSTRUCTIONS

BEFORE YOU START:

Supplies Needed:

- Working Printer
- 8-1/2" x 11" Label Sheets* -Label Sizes 1" x 2-5/8" OR 2" x 4"

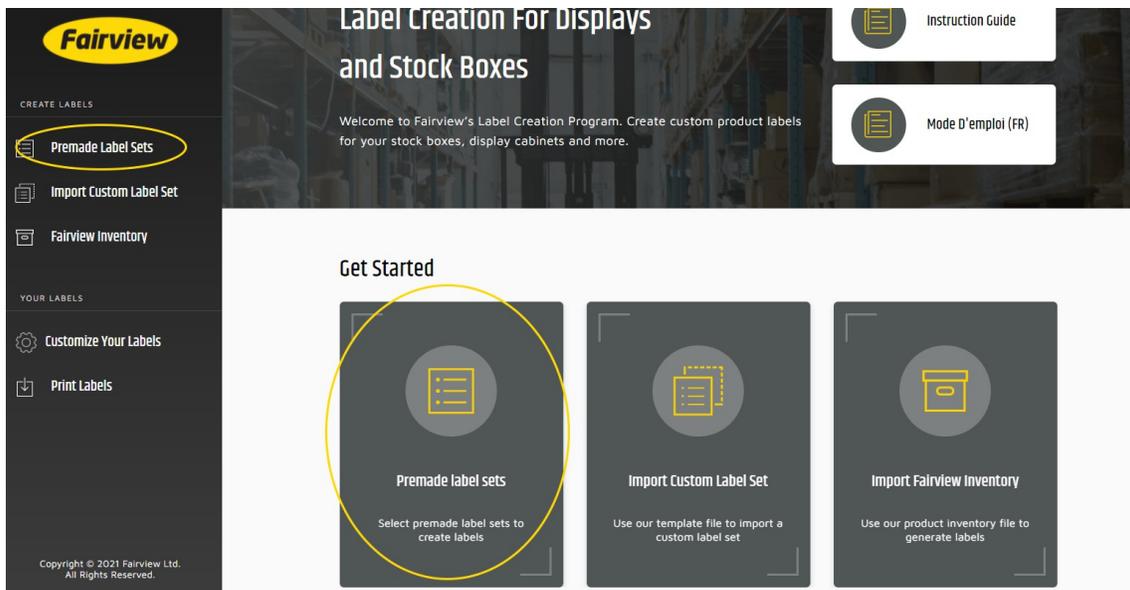
*Fairview's Label Creation App was designed to work with Avery 5160, 5260, 5960 (Laser), 8160, 8920 (InkJet) for 1" x 2-5/8" and Avery 5163, 5263, 5963 (Laser), 8163, 8923 (InkJet) for 2"x 4". However, other brands such as Staples, ULINE, Office Depot, etc. will also work so long as they are the same measurements and layout.

Programs Needed:

- MS Excel or a program that is .xls compatible for creating and editing importable files (if applicable).
- Acrobat .PDF Reader – You can download it for Free from the Adobe website here: <https://get.adobe.com/reader/>

CREATING AND PRINTING PREMADE LABEL SETS:

Select "**Premade Label Sets**" either under **Get Started** or the **Create Labels** Side Menu.



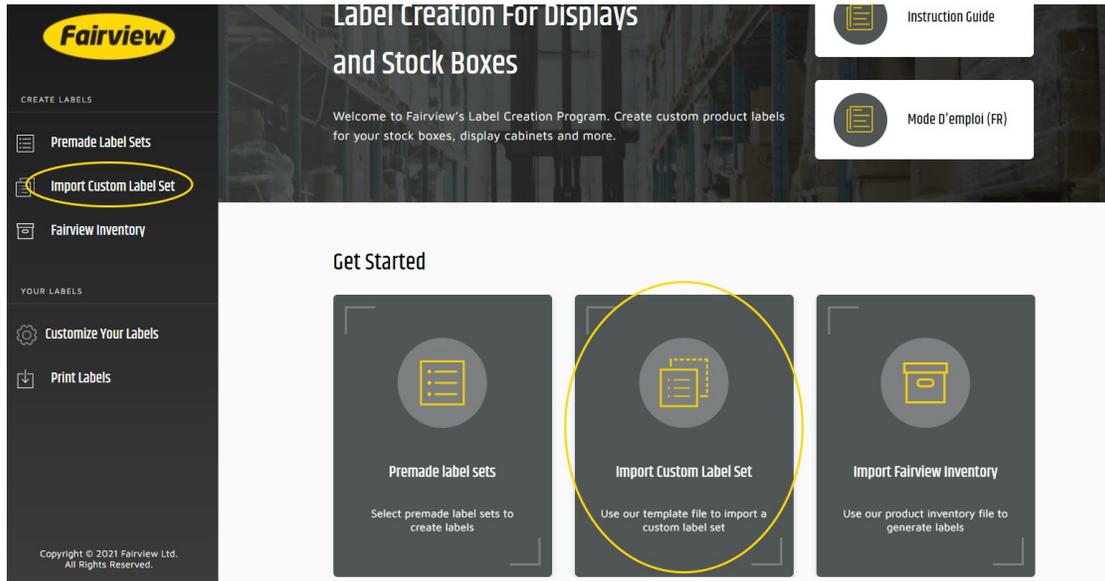
Select the set(s) of labels you would like to print by clicking on the box beside the Label Set name and description.

Click the drop-down arrow **▼** next to the Label Set(s) you have selected to see the part numbers that you will be creating labels for. Increase the quantity to print of any individual label and/or unselect items that you don't want labels printed for.

If you don't require any other labels scroll down and click **Continue** to customize your label design (skip ahead to [Customizing Your Labels](#) instructions). If you require labels for other items, click on **Import Custom Label Sets** or **Fairview Inventory** in the **Create Labels** Side Menu to find or upload additional items to generate labels for.

IMPORTING CUSTOM LABEL SETS:

Select “**Import Custom Label Set**” either under **Get Started** or the **Create Labels** Side Menu.

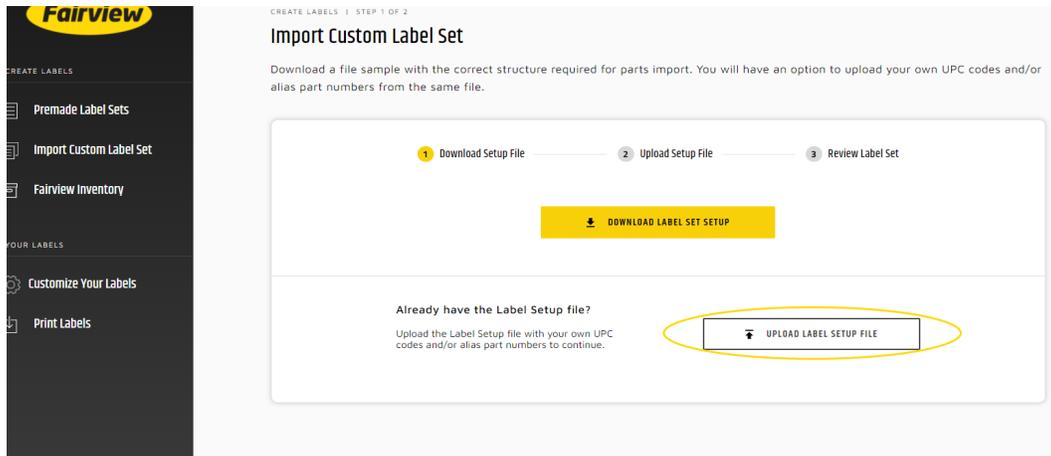


To set up your file, click “**Download Label Set Setup**”. An Excel file will be downloaded.

Open the Excel file and populate the spreadsheet fields according to the headers (I.e.: Product numbers under “**Part No.**”, English description under “**Description (EN)**”, etc.). Note that Descriptions can be split into two rows on the label as can Sizes. Maximum characters are as follows:

Column	Smaller (2 5/8” x 1”) Label	Larger (4” x 2”) Label
Fairview Part No.	26	26
Customer Alias No	26	26
Description 1 (EN)	29	30
Description 2 (EN)	29	30
Description 1 (FR)	29	30
Description 2 (FR)	29	30
Size (Line 1)	24	30
Size (Line 2)	24	30

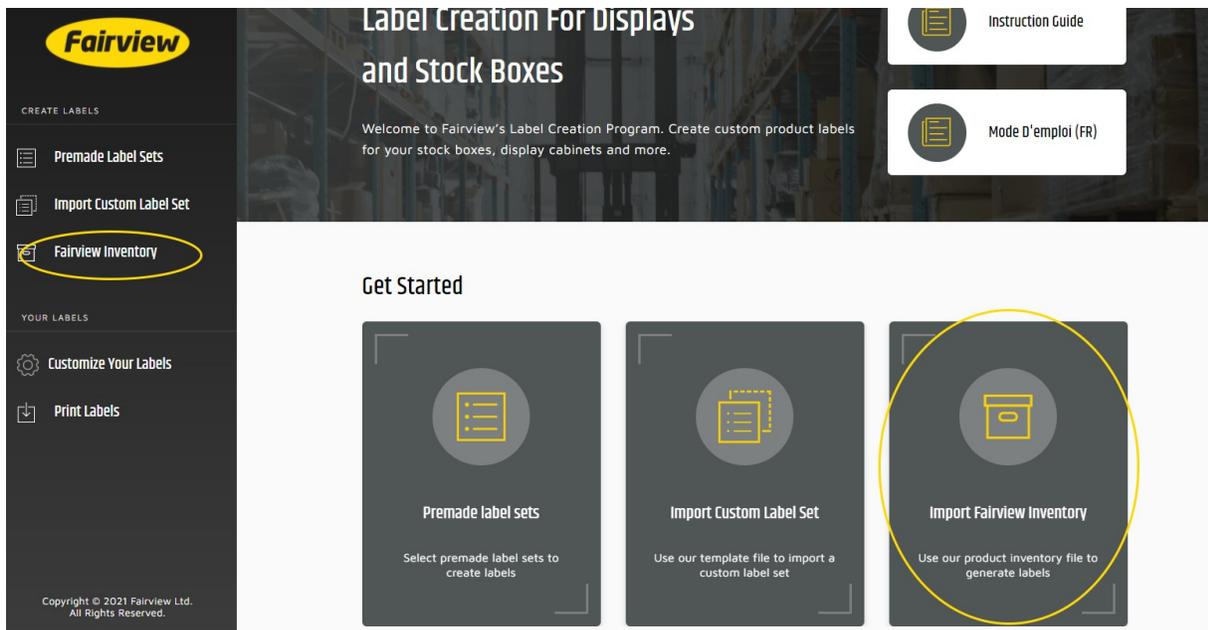
After all the data has been populated, save the file, return to the label app and click “**Upload Label Setup File**”



After your file has been uploaded, review your file to ensure all the parts you would like to create labels for have been added with the correct quantity. If you don't require any other labels scroll down and click **Continue** to customize your label design (skip ahead to [Customizing Your Labels](#) instructions).

CREATING LABEL SETS FROM FAIRVIEW INVENTORY:

Select "**Fairview Inventory**" either under **Get Started** or the **Create Labels** Menu.



To set up your file, click "**Download Product Inventory**". An Excel file will be downloaded.

Open the Excel file and select the items you wish to create labels for by inserting a quantity in the **QTY of Labels** column. If required, add your own part numbers for these items in the "**Customer Alias No.**" column and / or your own UPC Code in the "**Customer UPC**" column.

After all the items you would like to have labels printed for have been populated, save your file, return to the label app and click "**Import Product Inventory.**"

If you don't require any other labels scroll down and click **Continue** to customize your label design.

CUSTOMIZING YOUR LABELS:

Select the size of the labels you would like to print in (2 5/8"x1" OR 4"x2")

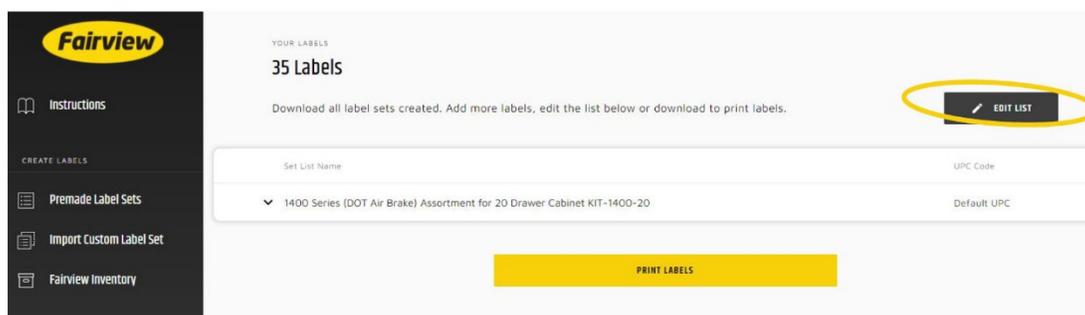
To select/deselect what goes on your label, change settings in **"Select features to add to your label sets"**. To Select, simply check the white box next to the feature you would like, to deselect, simply uncheck the white box.

To add your logo, check **"Additional Logo"** and upload your logo file in one of the following formats: JPG, PNG, or GIF.

When all the features you need on your labels are selected, return to the label app and click **Add Labels to Print**.

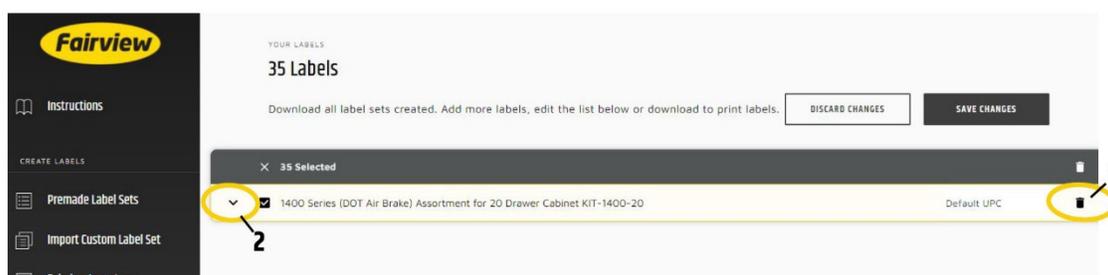
Last Minute Changes:

To make any changes to your label set before you print, simply click **"Edit List"** on the right side of the screen.



You can choose to delete the entire set of labels by selecting the label set and clicking the trash can icon (1) or, to delete singular product parts, or to change quantity of labels, select the drop down menu next to the label set (2).

Items unchecked will not be added to your final print, however they will still be available in the set if you change your mind. Click **"Edit List"** and check the item again.



Click **Save Changes** to proceed to next step.

After all items are selected, click **Print Labels**. The labels you've selected will be processed and open up in a separate tab ready to print.