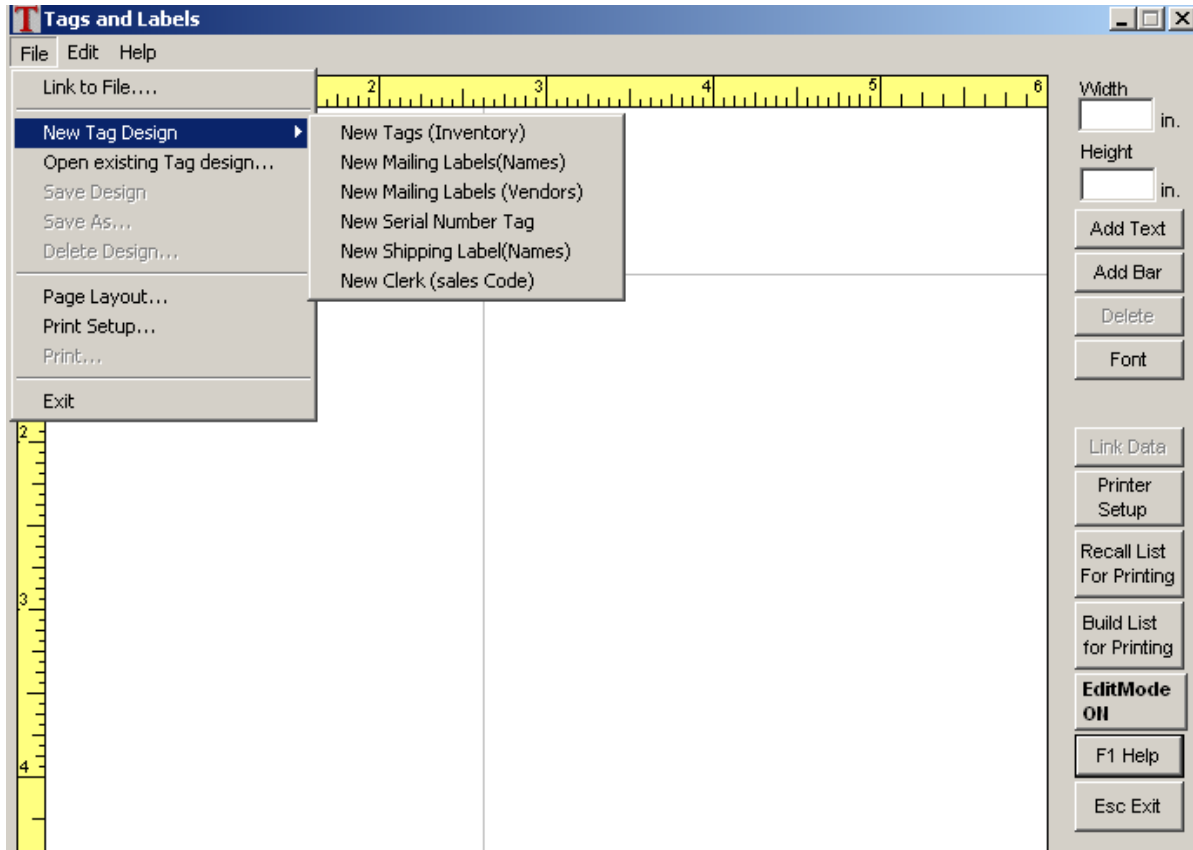# TAGS

"GETTING STARTED GUIDE"

Tags
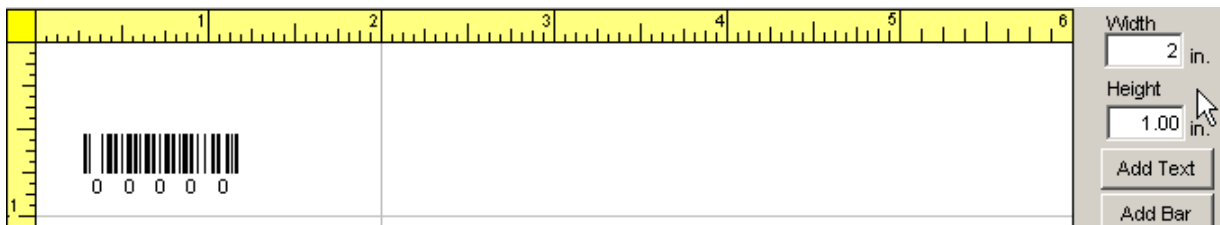Print Item Tags, Bar codes, Shelf Labels and Mailing Labels
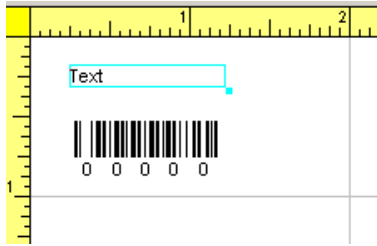
Select Tags from the SellWise Pro toolbar

Create a New Tag by selecting File – New Tag Design then select the type of Tag/Label you want to create. Choose from Inventory Tag, Mailing Label for Name, Mailing Label for vendor, Serial # Tag, Shipping Label for name or Clerk sales code.
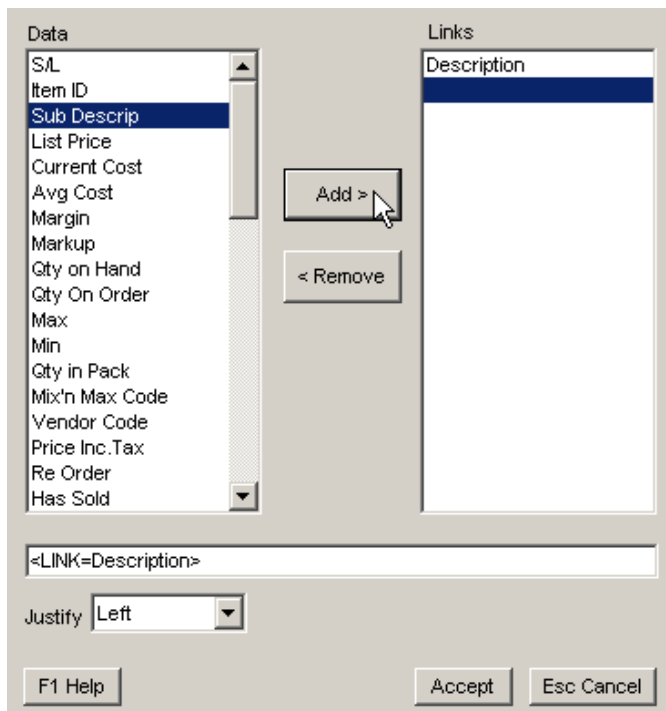

Enter the Size of the Tag by entering the Width and Height in inches or by clicking on the vertical and horizontal lines and moving them to the size you want. In the below example the tag will be 2x1 inches

Select what you want to print on the tag and where on the tag you want the information to print. Select Add Text or Add Bar. You will then see a Text box or a barcode on the screen like below. You can move these around by clicking and dragging them to where you want them on the tag. You can add more information by selecting Add Text again.

Link Data to these by selecting the Link Data button when you have the option highlighted. Select the Data you want linked by highlighting it and select Add. In the below example we are linking the Description to the Text field. Then Accept. Continue doing this until all Text boxes are linked to a field in inventory. When linking data to the Barcode it is best to use either the S/L or Item ID. The S/L is usually best when creating small tags bc this # should be the least amount of characters and will fit on the tag more easily.

Change the Font by highlighting the option and selecting Font.