



TAGS

“GETTING STARTED GUIDE”

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www.CAPretail.com, Sales@CAPretail.com, Support@CAPretail.com

Sales (800) 826-5009, Support (817) 560-7007 Monday - Friday, 8:30am-5:30pm Central Time

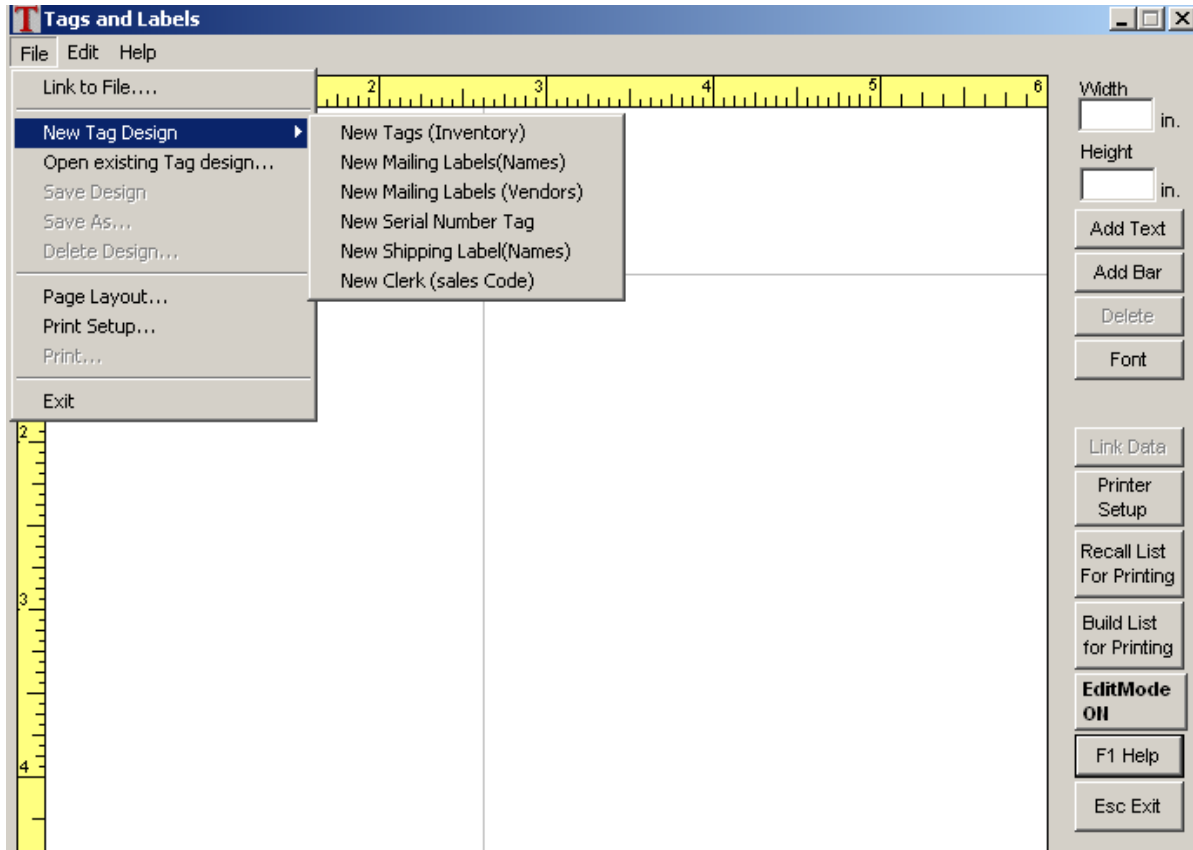
Tags

Print Item Tags, Bar codes, Shelf Labels and Mailing Labels

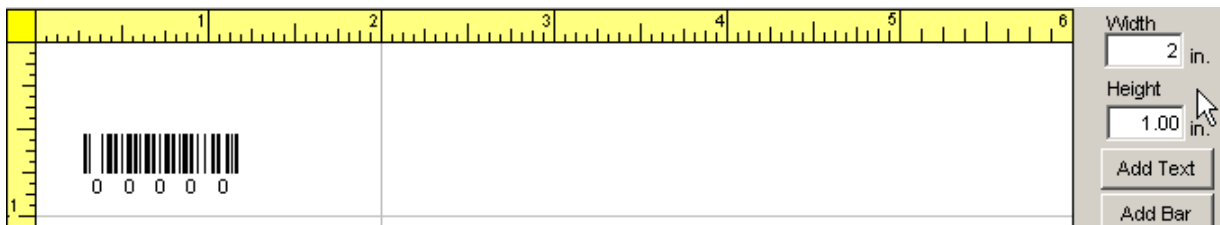
Select Tags from the SellWise Pro toolbar



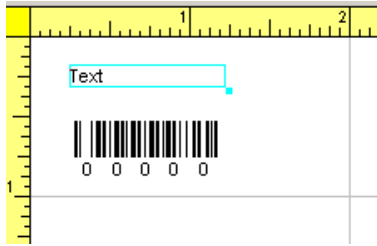
Create a New Tag by selecting File – New Tag Design then select the type of Tag/Label you want to create. Choose from Inventory Tag, Mailing Label for Name, Mailing Label for vendor, Serial # Tag, Shipping Label for name or Clerk sales code.



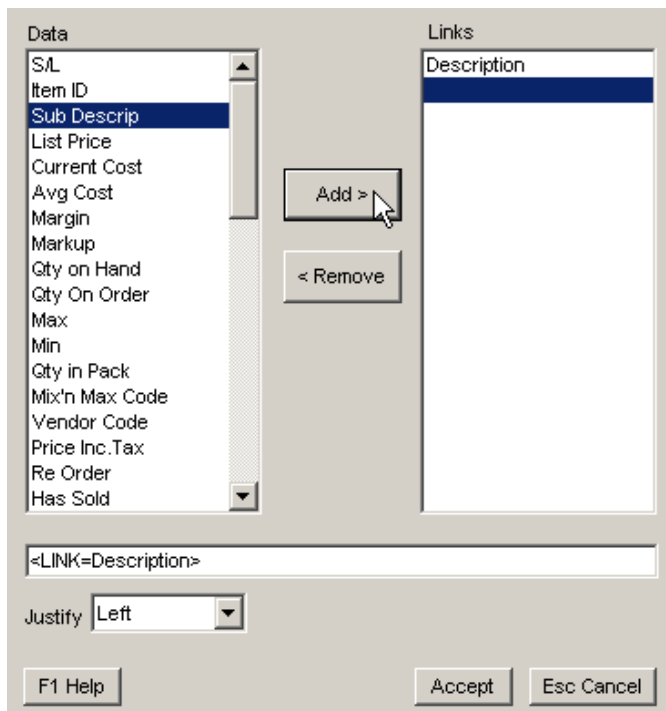
Enter the Size of the Tag by entering the Width and Height in inches or by clicking on the vertical and horizontal lines and moving them to the size you want. In the below example the tag will be 2x1 inches



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.

The screenshot shows the 'Tags and Labels' software interface. At the top, there is a menu bar with 'File', 'Edit', and 'Help'. Below the menu bar is a ruler and a label design area. The label design includes a barcode, the text '0 0 0 0 0', and the price '\$99,999.99'. A 'Font' dialog box is open in the foreground, allowing the user to select a font. The dialog box has three columns: 'Font', 'Font style', and 'Size'. The 'Font' column lists various fonts, with 'Arial' selected. The 'Font style' column lists 'Regular', 'Italic', 'Bold', and 'Bold Italic', with 'Regular' selected. The 'Size' column lists sizes from 8 to 16, with '8' selected. There are 'OK' and 'Cancel' buttons. Below the font selection, there are 'Effects' (Strikeout, Underline), 'Color' (Black), 'Sample' (AaBbYyZz), and 'Script' (Western). A note at the bottom of the dialog box states: 'This is an OpenType font. This same font will be used on both your printer and your screen.' On the right side of the software, there is a vertical toolbar with buttons for 'Width', 'Height', 'Add Text', 'Add Bar', 'Delete', 'Font', 'Link Data', 'Printer Setup', 'Recall List For Printing', 'Build List for Printing', 'EditMode ON', 'F1 Help', and 'Esc Exit'. A mouse cursor is pointing at the 'Font' button.