There are many ways to send an Inventory item to your label list (for future printing)

- Go to Inventory List (F9) in Console

1. Right Click highlighted item on list
2. Choose Send to Label List (from drop-down menu)

An add inventory to Label List prompt window will appear:

1. The number of labels to be printed will equal your current in-stock QTY.
2. Clicking OK, will send 3 labels to a label list for future printing.

To find the Label List:

1. GO to the **Purchase Center** (F8)
2. Click the button, **Print Inventory Labels**
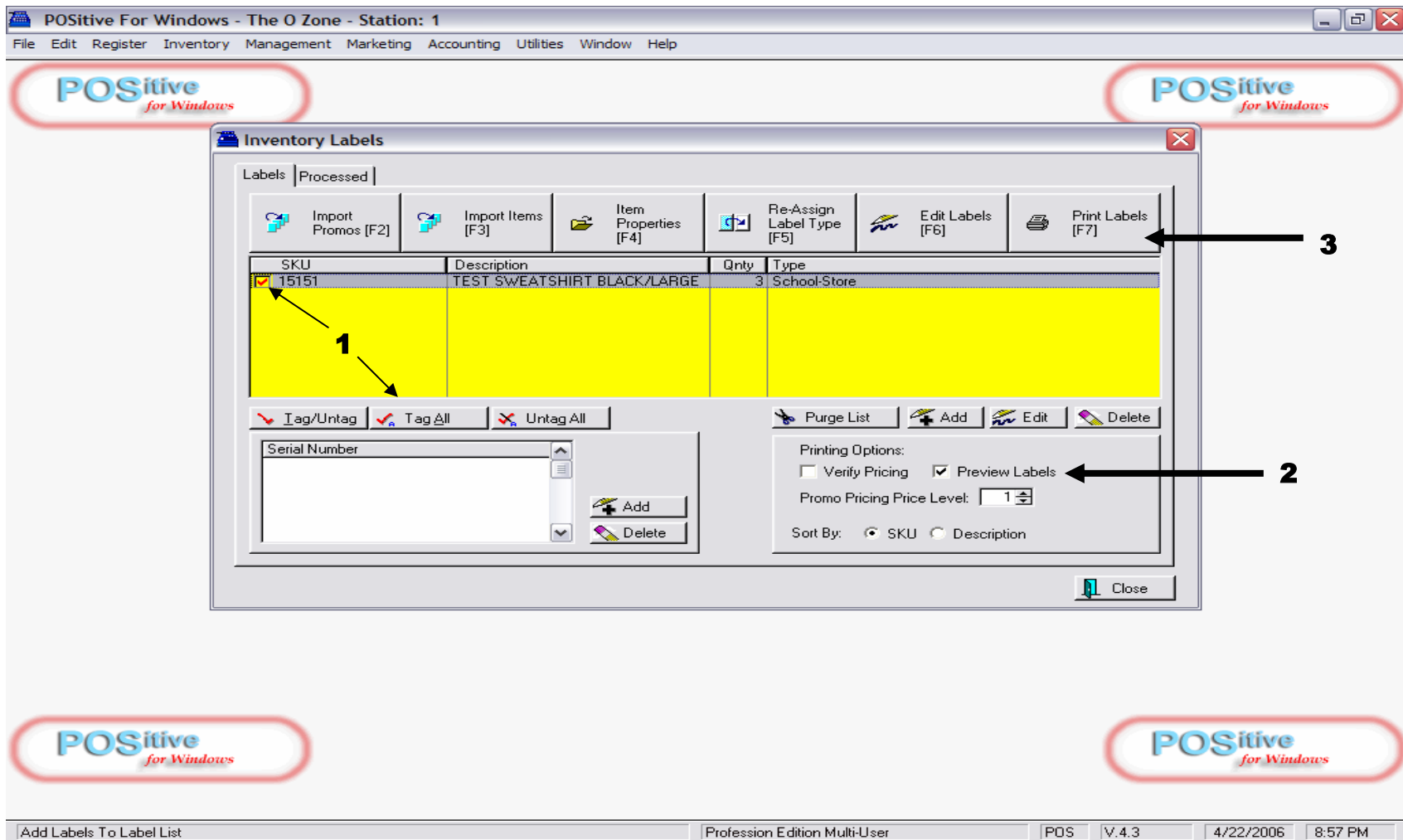
On the Inventory Label List, you will see all labels ready for printing

- **Load your 1" x 2 5/8" Avery-type Labels in your Printer (30 on a sheet)**

1. Check the labels that you want to print
2. Make sure to check PREVIEW Labels
3. Click PRINT LABELS (F7)
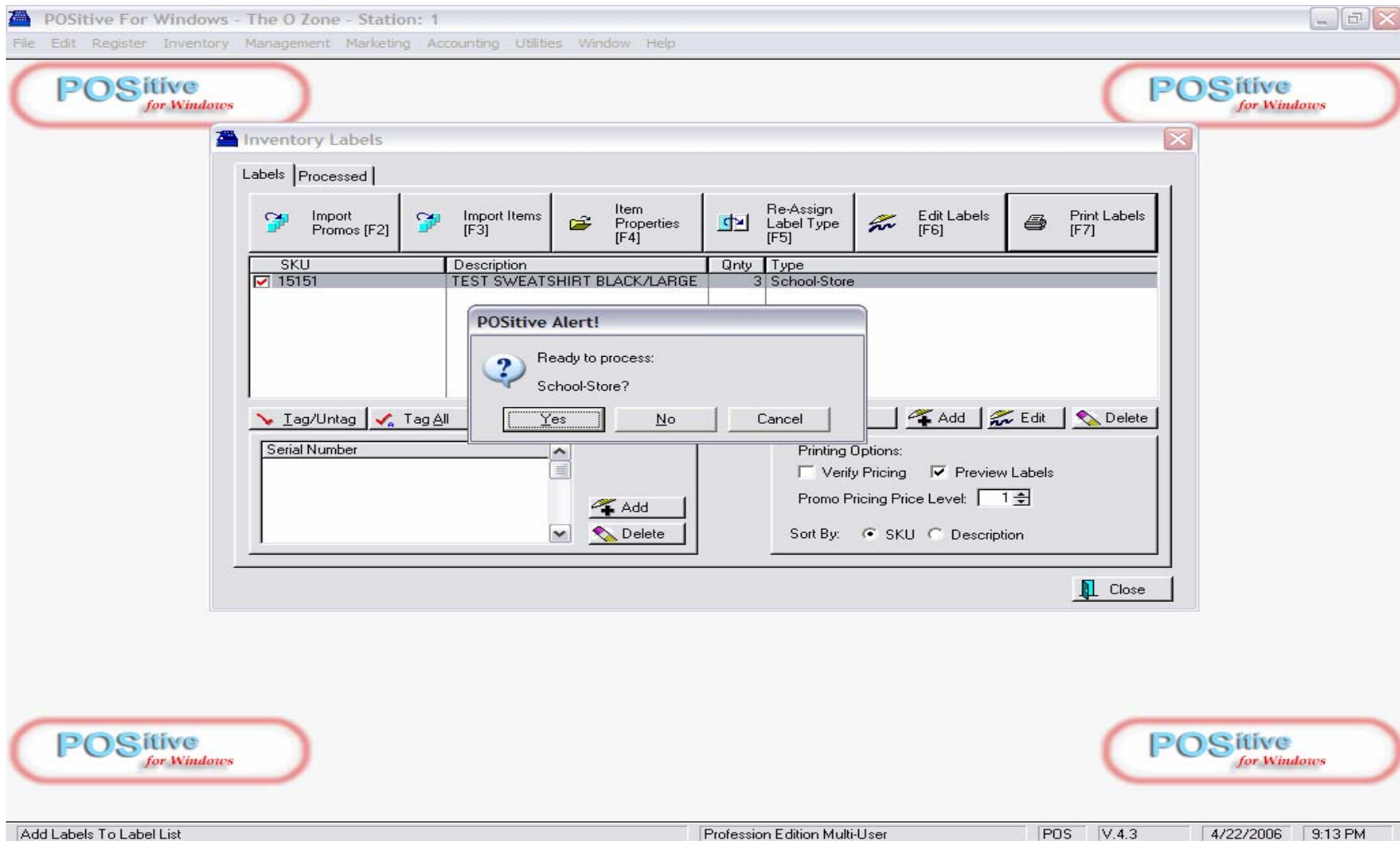
A Print Label Prompt will appear:

- Load your 1" x 2 5/8" Avery-type Labels in your Printer (30 on a sheet)

1. Click YES to PROCESS your School Store Labels

A Print Options screen will appear:
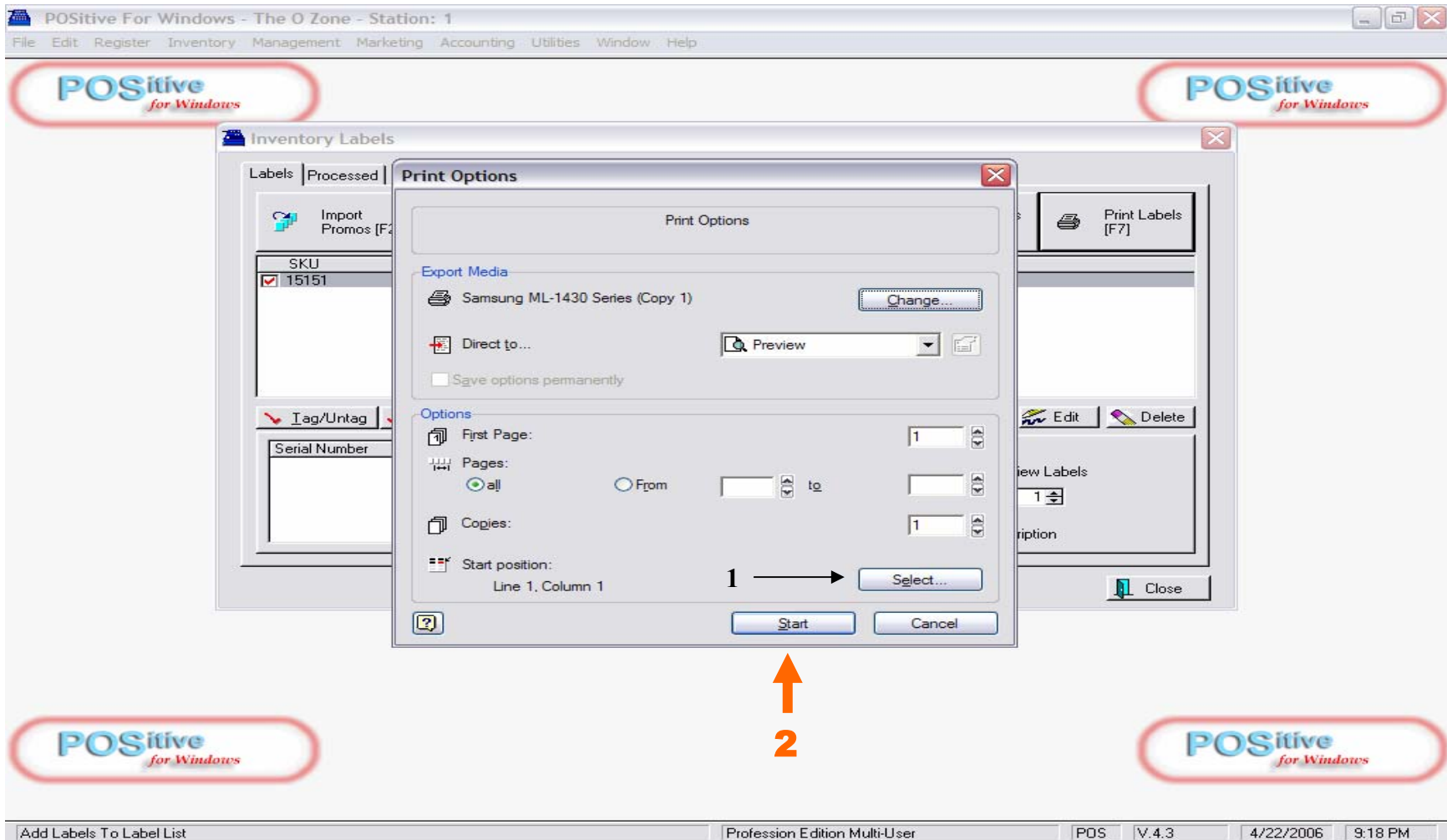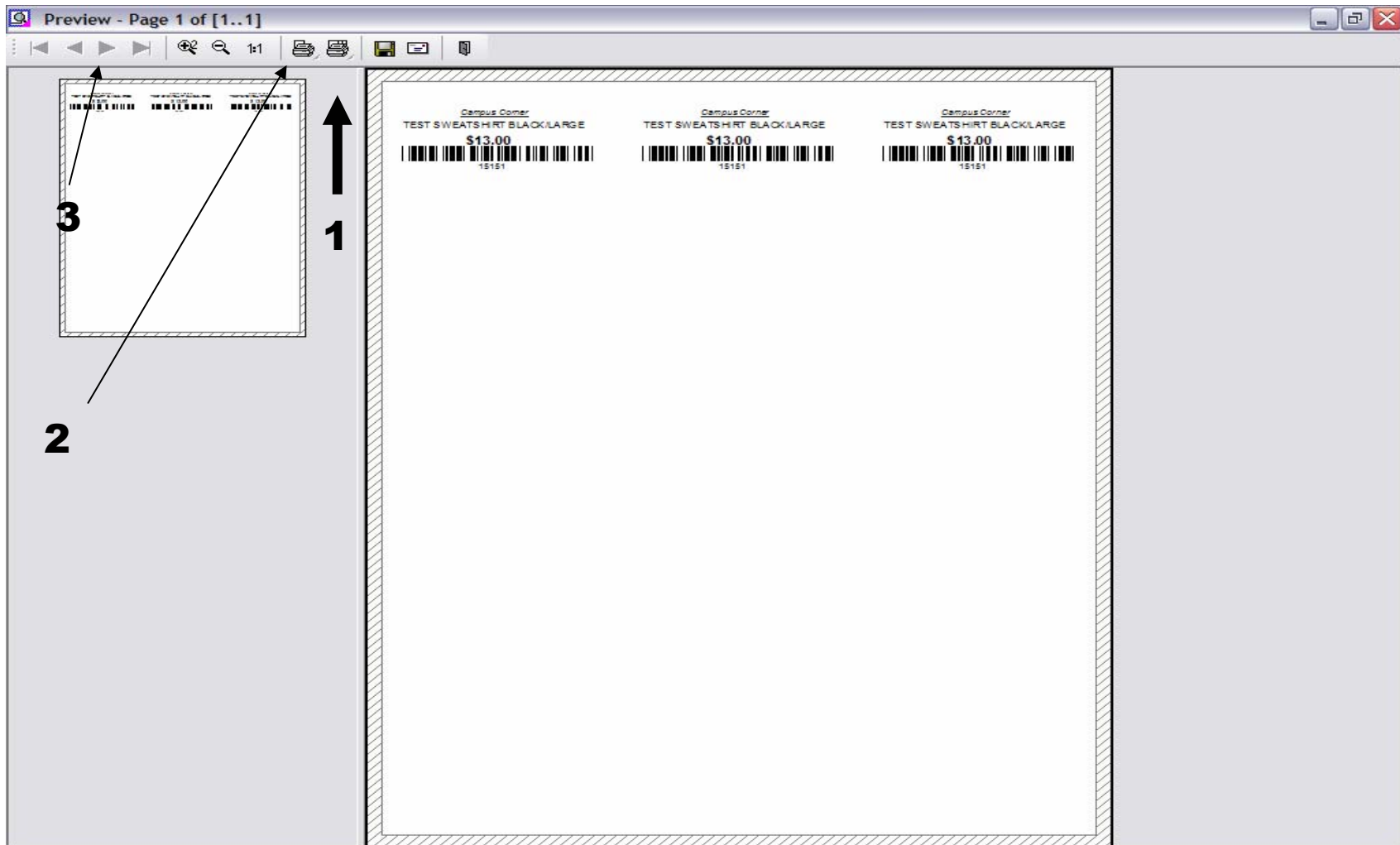
Your Label Printer will be always be your Report Printer (The default Windows Printer) unless changed here
1. Choose Select only if you are re-using a page of labels and want to start printing on a specific label (2-30)
2. **Choose Start to go to Print Preview of Labels Page(s)**

Campus Corner
TEST SWEATSHIRT BLACK/LARGE
$13.00
15151

Campus Corner
TEST SWEATSHIRT BLACK/LARGE
$13.00
15151

Campus Corner
TEST SWEATSHIRT BLACK/LARGE
$13.00
15151

3

**2**

1

A Print Preview screen will appear:
1. **Choose the printer icon on the right to print 1 or 100 pages! (Fast way to print)**
2. **Choose the printer icon on the left to print only the page you see. (Slow way to print)**
3. **Click arrow icon to move forward to the next page**
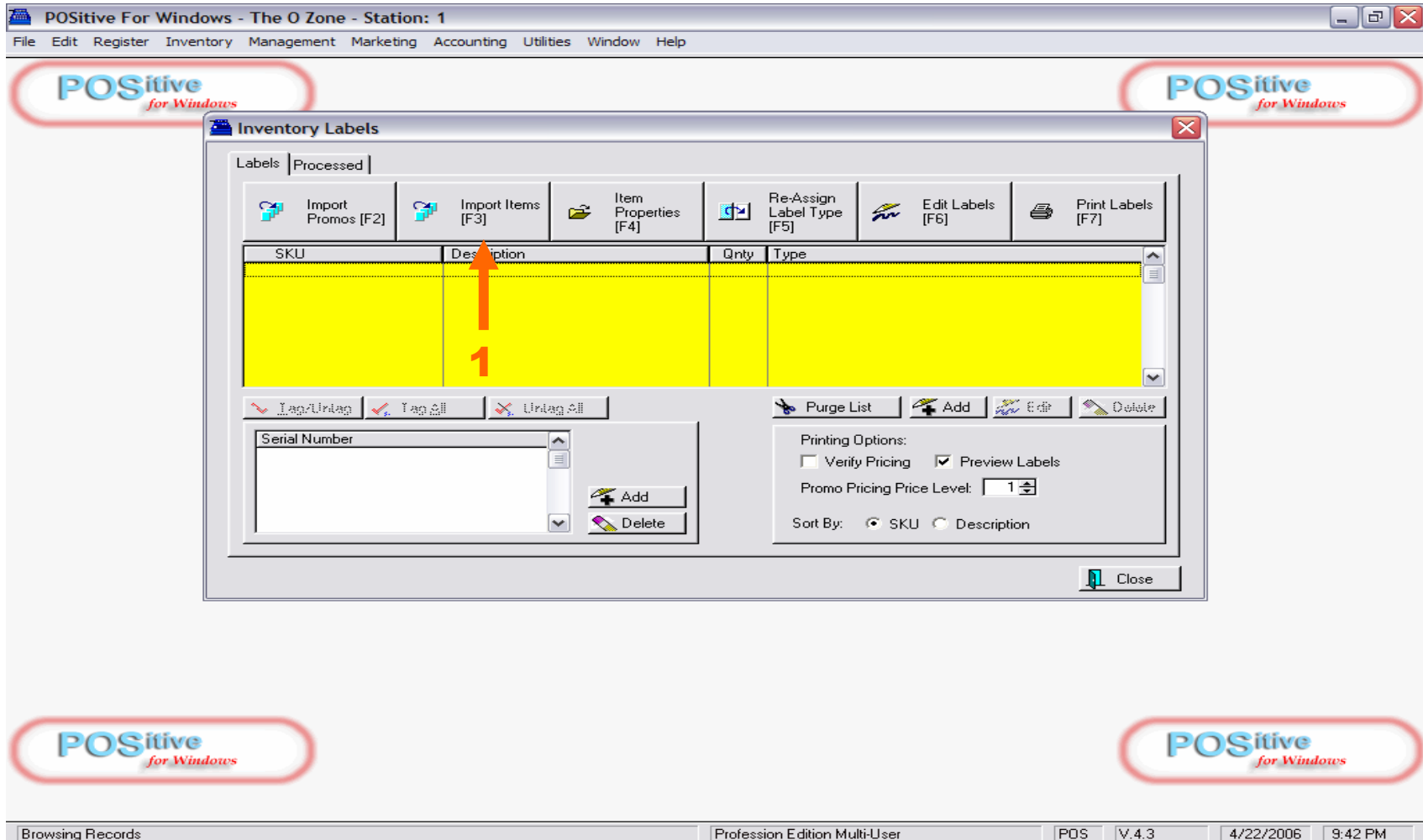
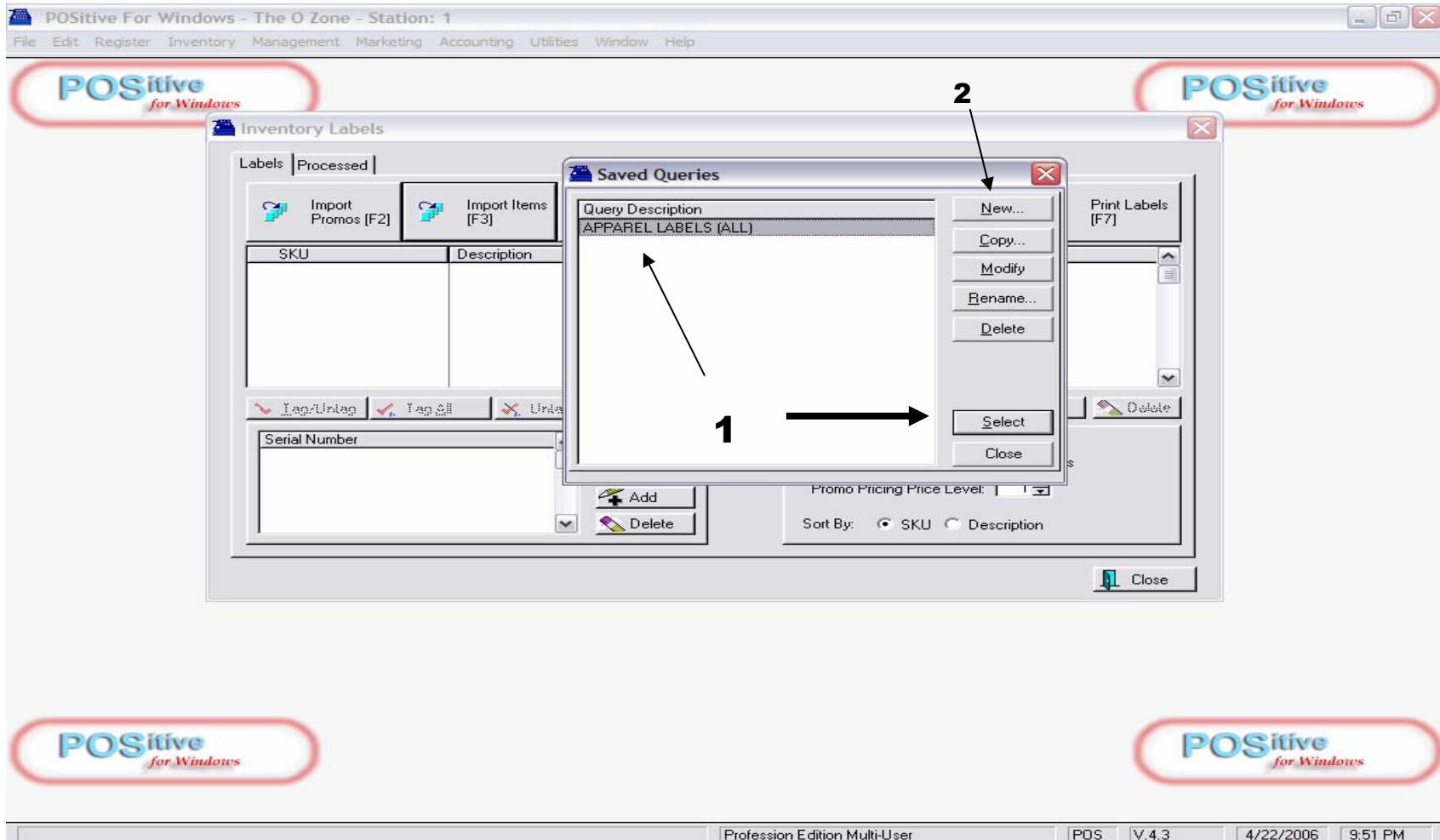**The easiest way to print Labels is to Import Items:**
      Remember items to be import must share a common **DEPARTMENT or CATEGORY.**
1. Click Import Items (F3)
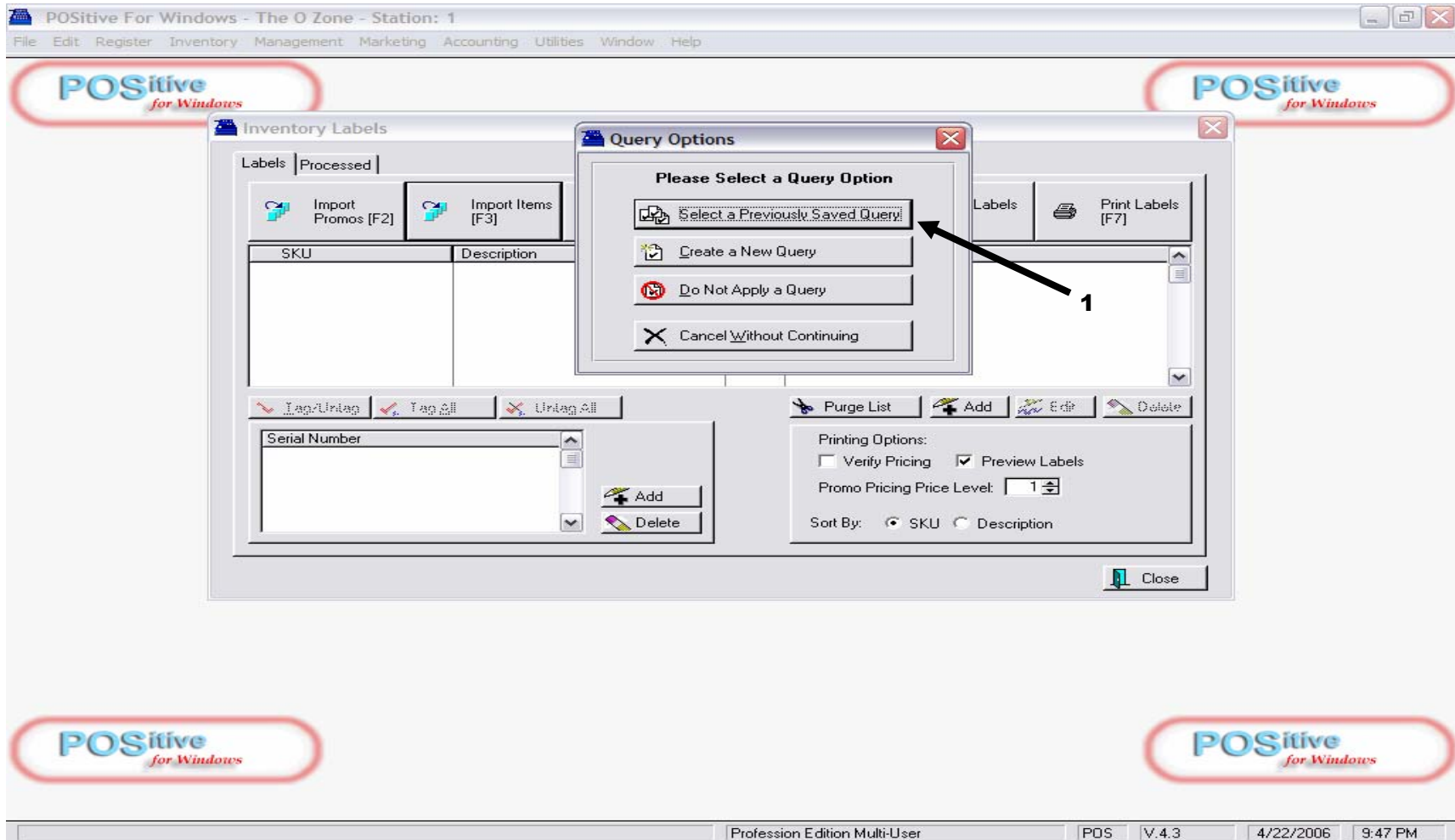
A Query Option Prompt will appear:

1. **Click Select a Previously Saved Query**

A SAVED Query will appear:

APPAREL LABELS = ALL APPAREL DEPARTMENT items

1. Click Select a Previously Saved Query
2. If you wish to Create a New Query & Save it to this list, choose NEW

A successful Query Import:
Will show all the items belonging to the APPAREL DEPT.
Note: The label QTY will default to the in stock QTY of the item

A successful Query Import:

Will allow you to print many labels quickly