

Label Info

Choose Label Info and the Label format dialog box appears. It includes both label type parameters and the label page arrangement parameters.

Label Dimensions - the size of the label. This can range from as small as 1" x 1", to as large as 19" x 19" format.

Margins - the label allocation offsets from top and left edges of paper used when printing.

Spacing - the horizontal and vertical distance between labels when printing.

Labels across page, Labels down page - specifies the number of labels in a row and the number of rows on a page.

Label Dimensions may be customized in a number of measurement systems: Inches, Points, Millimetres, Picas. This may be changed through the Units pop-up menu in the bottom-right portion of the Label Type dialog box.

Note: The label width of all pre-defined labels have been reduced by 1/2". Most laser printers are not able to print within 1/2" from the edge of the page. Many labels, however, begin closer than 1/2" from the edge of the page. In order to provide uniform printing on all labels on the page, it was necessary to reduce the label width by 1/2".

If your printer is able to print closer to the edge of the page and you need additional space on each label, you may wish to change the Label Info for pre-defined labels. To increase the label width of a predefined label, you must decrease the left margin parameter, increase the label width parameter, and increase the horizontal spacing. For example, if your printer can print as close as 1/4" from the edge of the paper and you need additional space on your labels, you would: decrease the left margin by 1/8", increase the label width by 1/4", and decrease the horizontal Pby 1/4"

The keyboard shortcut for Label Info is Command-K.