

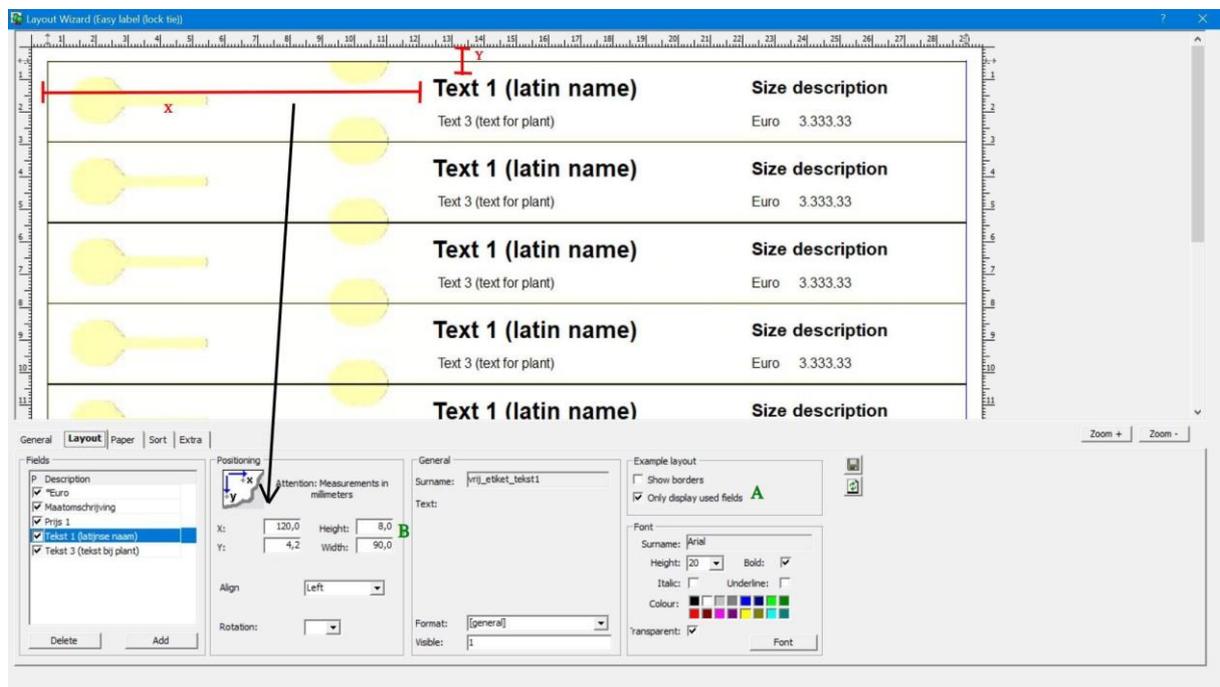
## Adjusting the label layout

Every WinTree®-user can easily adjust the layout of labels themselves.

### Step 1

Go to **File** → **Settings** → **tab 'lists'**, select the label you wish to adjust and click on [layout].

### Step 2



The “Layout” tab can be used to adjust the position of the fields on the label.

The ‘only display used fields’ check box is used to filter the fields displayed, resulting in a less cluttered view. (A)

Select the field you wish to reposition. Under ‘positioning’, X and Y show how many millimeters away the field is from the left and top side respectively.

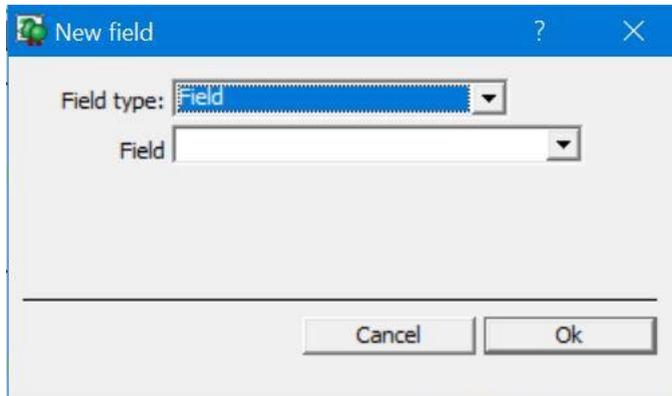
The height and width are also shown here in millimeters (B). By adjusting these values and clicking , the changes will be shown on the screen.

Under ‘Font’, the font of the field can be changed. The height of the text is not measured in millimeters. It is advised to test which font size works best.

If the changes are satisfactory, click on  to save the changes. Test whether all fields are printed properly on the label.

### Step 3

It is possible to add new fields to the label. Under 'Fields', clicking on [add] will open the following screen.



The drop down list 'field' can be used to select one of the different available fields. Select the field you want to add and click on [OK]. Then, reposition and change the field as described in previous steps.

### Step 4

If the desired field is not available in the drop down list, contact TSD. The desired field can usually be added by TSD. We will gladly inform you of the possibilities.

All services related to the adjusting of existing label layouts, adding of new fields and adding of new label layouts do not fall under the service and support contract. The WinTree® user will always be charged for these services.