



WorldShip® Create a Custom Shipment Label Header

The following instructions assume that you have installed WorldShip 2013 or higher. Using the Custom Label Editor in WorldShip, customise shipment label headers, doc labels, and consignee labels.

This document provides complete instructions for printing a label with a customised shipment label header.

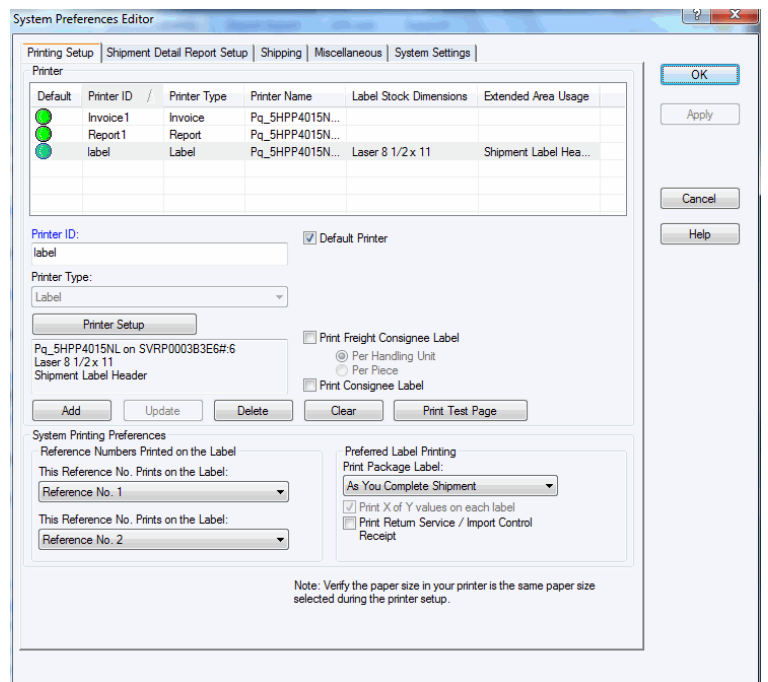


Step

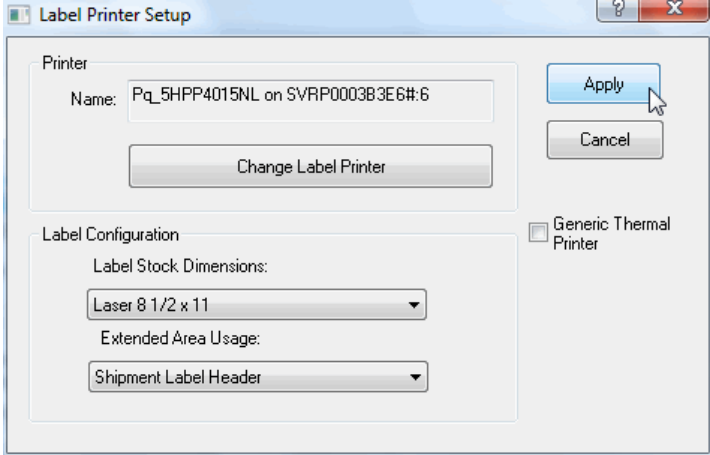
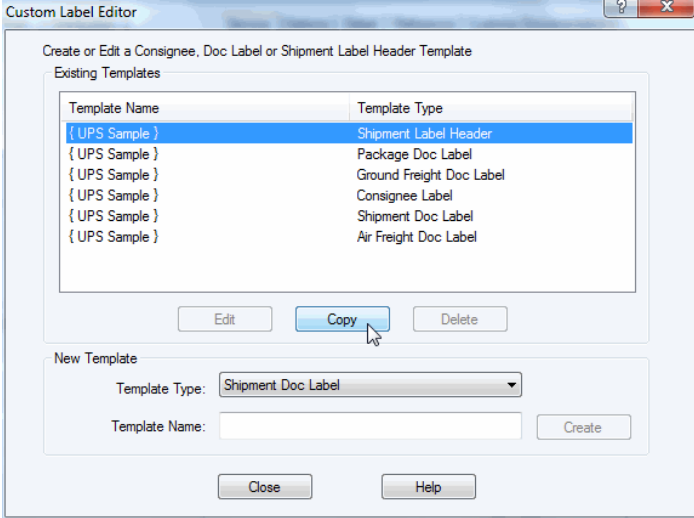
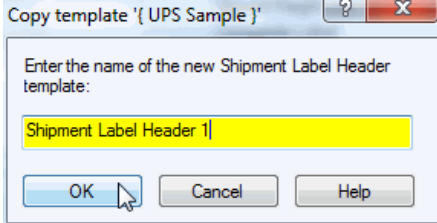
1. Ensure that the printing preference is set to print a customised shipment label header, as follows:

- On the Tools tab, select System Preferences and then Printing Setup. The Printing Setup tab in the System Preferences Editor window appears.
- Ensure that the Label Stock Dimensions shows Thermal 4x8 or 4x8 ¼, Laser 8 ½ x 11, Laser 8 ½ x 11 (2 Labels per Page), or Laser A4 210 x 297 and the Extended Area Usage shows Shipment Label Header.

Window (if available)





Step	Window (if available)														
<ul style="list-style-type: none">• If the Label printer does not show the correct Label Stock Dimension and/or Extended Area Usage, do the following:<ul style="list-style-type: none">○ Click the Printer Setup button. The Label Printer Setup window appears.○ Click the down arrow in the Label Stock Dimensions box and select Thermal 4x8 or 4x8 ¼ and then click the down arrow in the Extended Area Usage box and select Shipment Label Header.○ Click the Apply button. The Printing Setup tab in the System Preferences Editor window appears.○ Click the Update button and then the OK button.	 <p>The screenshot shows the 'Label Printer Setup' dialog box. It has a 'Printer' section with a 'Name' field containing 'Pq_5HPP4015NL on SVRP0003B3E6#6' and a 'Change Label Printer' button. Below that is the 'Label Configuration' section with two dropdown menus: 'Label Stock Dimensions' set to 'Laser 8 1/2 x 11' and 'Extended Area Usage' set to 'Shipment Label Header'. On the right side, there are 'Apply', 'Cancel', and 'Generic Thermal Printer' checkboxes.</p>														
<p>2. On the Tools tab, select Create/Edit Custom Labels. The Custom Label Editor window appears.</p> <ul style="list-style-type: none">• Under Existing Templates, select the Shipment Label Header.• Click the Copy button.	 <p>The screenshot shows the 'Custom Label Editor' dialog box. It has a title bar 'Custom Label Editor' and a subtitle 'Create or Edit a Consignee, Doc Label or Shipment Label Header Template'. Below the subtitle is a table of 'Existing Templates':</p> <table border="1"><thead><tr><th>Template Name</th><th>Template Type</th></tr></thead><tbody><tr><td>{ UPS Sample }</td><td>Shipment Label Header</td></tr><tr><td>{ UPS Sample }</td><td>Package Doc Label</td></tr><tr><td>{ UPS Sample }</td><td>Ground Freight Doc Label</td></tr><tr><td>{ UPS Sample }</td><td>Consignee Label</td></tr><tr><td>{ UPS Sample }</td><td>Shipment Doc Label</td></tr><tr><td>{ UPS Sample }</td><td>Air Freight Doc Label</td></tr></tbody></table> <p>Below the table are 'Edit', 'Copy', and 'Delete' buttons. At the bottom, there is a 'New Template' section with a 'Template Type' dropdown set to 'Shipment Doc Label', a 'Template Name' text box, and a 'Create' button. There are also 'Close' and 'Help' buttons at the very bottom.</p>	Template Name	Template Type	{ UPS Sample }	Shipment Label Header	{ UPS Sample }	Package Doc Label	{ UPS Sample }	Ground Freight Doc Label	{ UPS Sample }	Consignee Label	{ UPS Sample }	Shipment Doc Label	{ UPS Sample }	Air Freight Doc Label
Template Name	Template Type														
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{ UPS Sample }	Shipment Doc Label														
{ UPS Sample }	Air Freight Doc Label														
<p>3. The Copy Template window appears.</p> <ul style="list-style-type: none">• Enter the name of the new Shipment Label Header template.• Click the OK button.	 <p>The screenshot shows a small dialog box titled 'Copy template '{ UPS Sample }''. It contains a text prompt 'Enter the name of the new Shipment Label Header template:' and a text input field containing 'Shipment Label Header 1'. At the bottom are 'OK', 'Cancel', and 'Help' buttons.</p>														

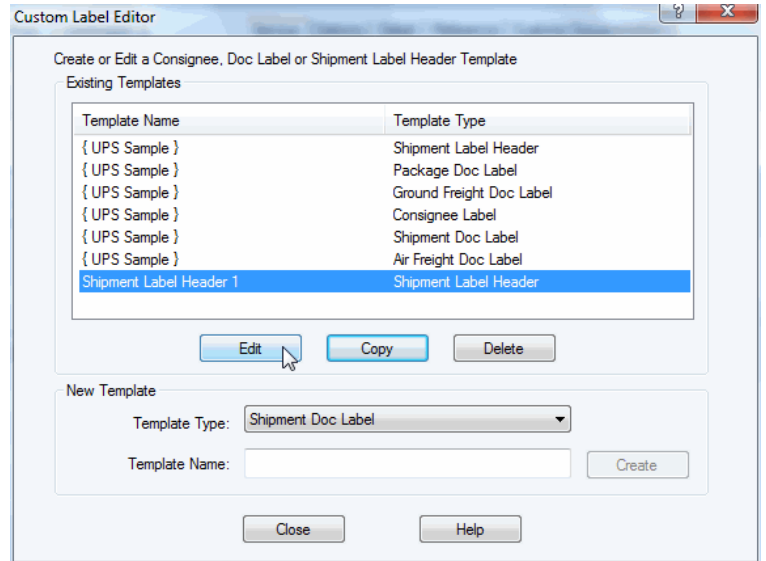


Step

4. The Custom Label Editor window appears and shows the new template under Existing Templates.

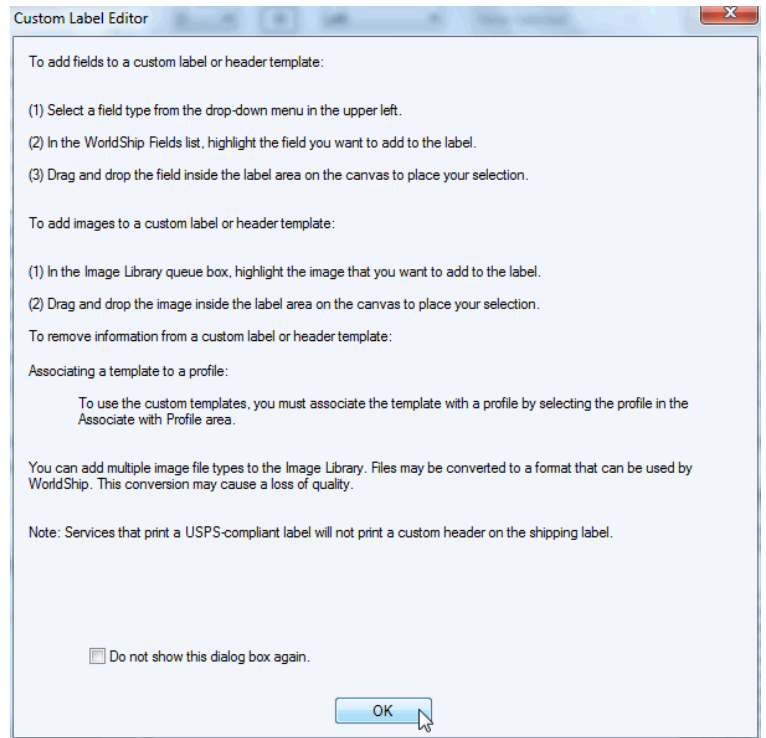
- Select the new template under Existing Templates.
- Click the Edit button.

Window (if available)



5. The Custom Label Editor window appears.

- Review the information.
- Click the OK button.





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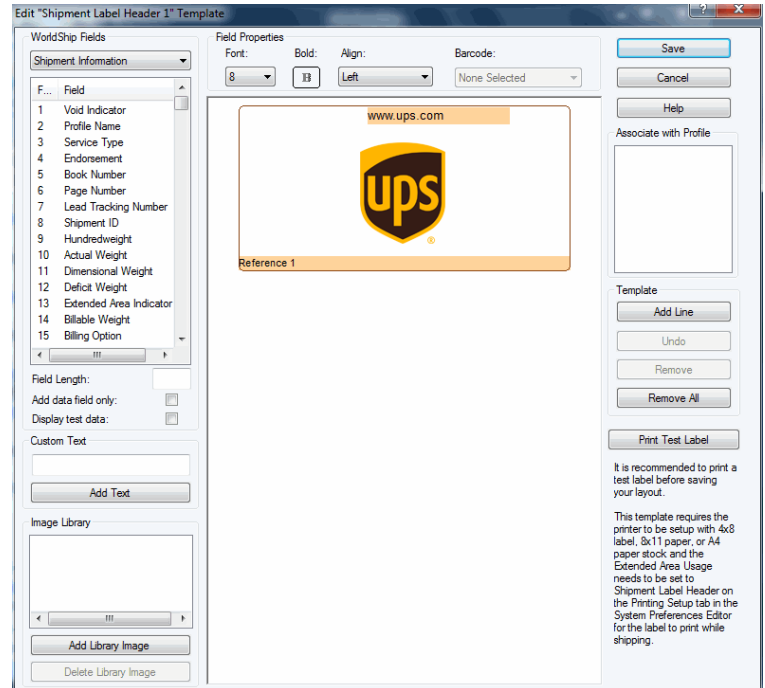
Step

6. The Edit Template window appears for the new Shipment Label Header.

Add the various elements as needed:

- Add a Field – Click the down arrow in the WorldShip Fields box and select a field category. Using the field list under the field category, select a field and then drag and drop the field to the desired location on the canvas to place the field.
- Add Custom Text – Type the text (up to 45 characters) in the Custom Text box and click the Add Text button. The text is placed in the upper left-hand corner of the template and can be moved to another location on the template.

Window (if available)



- Add a Field and Text – Select a field in the field list, type the text in the Custom Text box, and drag and drop the field to the desired location on the canvas to place the field and text.
- Add a Field without Text – Select the Add Data Field Only tick box.
- Add Test Data – Select the Display Test Data tick box to pre-populate the field with test data.
- Add an Image – Select an image under Image Library and drag and drop the image to the desired location on the canvas to place the image. The maximum allowable image size is 4 x 6 inches, or 350 x 175 pixels.



Step	Window (if available)
<ul style="list-style-type: none">• Add an Image to the Image Library – Click the Add Library Image button. In the Add Image window, enter the path to the image or click the Browse button and navigate to and select the image. Then click the OK button. The image is saved in the Image Library.• Associate Profiles with a Template – Select the tick box next to each profile you wish to associate with the displayed template. <p>Note: Only one of each template type can be associated with a profile.</p> <ul style="list-style-type: none">• Add a Horizontal Line – Click the Add Line button under Template, click and hold the left mouse button to indicate the beginning of the line on the canvas, drag the line to its end, and release the left mouse button.• Print Test Label – Click the Print Test Label button.	