

# VIRTUAL LABELS GUIDE



# LOGIN

**VirtualLabels Login:** <https://dc.virtualdoxx.com/>

- 1.** Each user is assigned a username & password.
- 2.** Customer determines which label designs are accessible to each User.
- 3.** Once a valid username & password is entered - the User can enter data or import spreadsheet (.csv) data to print labels.

# SELECT A LABEL DESIGN

The screenshot shows the VirtualLabels software interface. At the top, there is a navigation bar with the VirtualLabels logo and several menu items: Data Entry, Spreadsheet, Align, and Color. A dropdown menu labeled 'Select Label Design' is open, showing the selected option 'Alpha06 Year,Designation,Narr'. Below the navigation bar, there are two tabs: 'Data-Entry' and 'Spreadsheet'. The main area is divided into two panels. The left panel, titled 'Alpha06 Year,Designation,Name-Alpha06', contains a table with columns for '# Field Name', 'Value', and 'Example'. The table lists seven fields: 1) Year (2008), 2) Name (Smith, John Q), 3) File Number (1234567), 4) Date (01/01/2008), 5) Text (Text), 6) Designation Label Text (MED), and 7) File Designation Color Bar (Black). Below the table are buttons for 'Add to Spreadsheet', 'Clear', 'Print / Preview', and 'Open Empty Spreadsheet'. A 'Print Position' dropdown is set to '1'. The right panel, titled 'Sample Label', shows a preview of the 'Alpha06Design' label. The preview includes a 'Print' button and two examples of the label design. The first example shows a label with '08' and 'MED' in orange and black boxes. The second example shows a label with 'S-S' in a blue box. A large blue arrow points from the 'Print / Preview' button in the left panel to the 'Alpha06 Design' dropdown menu in the top right panel.

#	Field Name	Value	Example
1)	Year	<input type="text"/>	2008
2)	Name	<input type="text"/>	Smith, John Q
3)	File Number	<input type="text"/>	1234567
4)	Date	<input type="text"/>	01/01/2008
5)	Text	<input type="text"/>	Text
6)	Designation Label Text	<input type="text"/>	MED
7)	File Designation Color Bar	<input type="text"/>	Black

## 4. If you have multiple designs - **Select Label Design**

(Alpha06 is the test name for entering/importing data to print label(s) for the purpose of this software testing process)

# CUSTOMIZE DATA FIELDS & DROP-DOWN LISTS



Data Entry Spreadsheet Align Color

Select Label Design

Alpha06 Year,Designation,Narr

Data-Entry x Spreadsheet x

Alpha06 Year,Designation,Name-Alpha06

#	Field Name	Value	Example
1)	Year	2023	2008
2)	Name	Moll, Justin	Smith, John Q
3)	File Number	123123	1234567
4)	Date	06/01/2023	01/01/2008
5)	Text	Personnel File	Text
6)	Designation Label Text	MED	MED
7)	File Designation Color Bar	Light Blue	Black

Add to Spreadsheet

Clear

Print / Preview

Open Empty Spreadsheet

Print Position

1

Sample Label

Alpha06Design

Print

08 08  
MED MED

1234567  
01/01/2008  
Smith, John Q  
1234567  
01/01/2008  
Smith, John Q  
Text

S-S

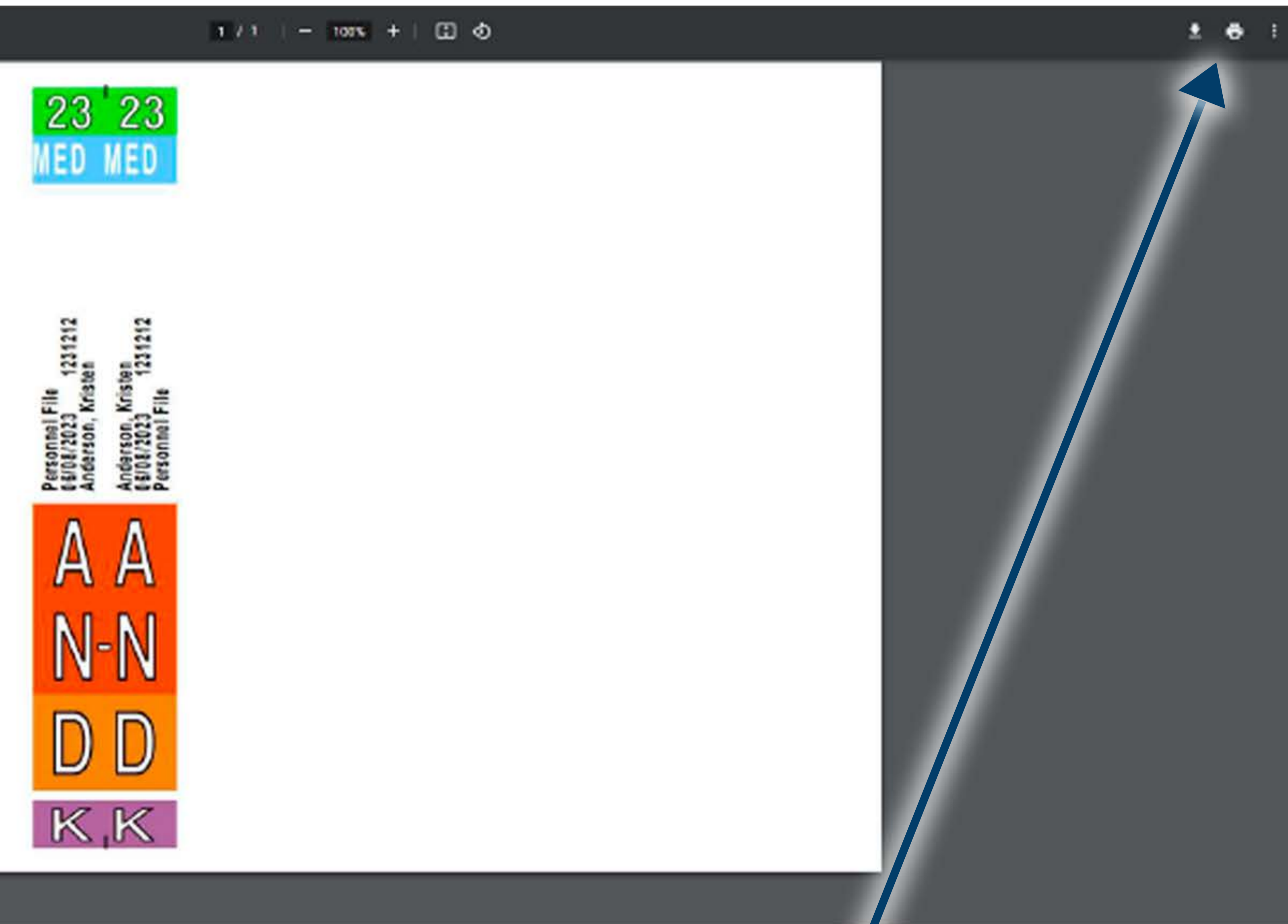
**5.** Label designs include customized data entry screen with desired data fields & drop-down lists. Enter data into the data entry cells. Choose a designation color by selecting from drop-down list.

**6.** **Print Position** - determines the starting label position that the label will print on your label sheet.

**Example:** Print Position #2 will print on the second label on your label sheet.

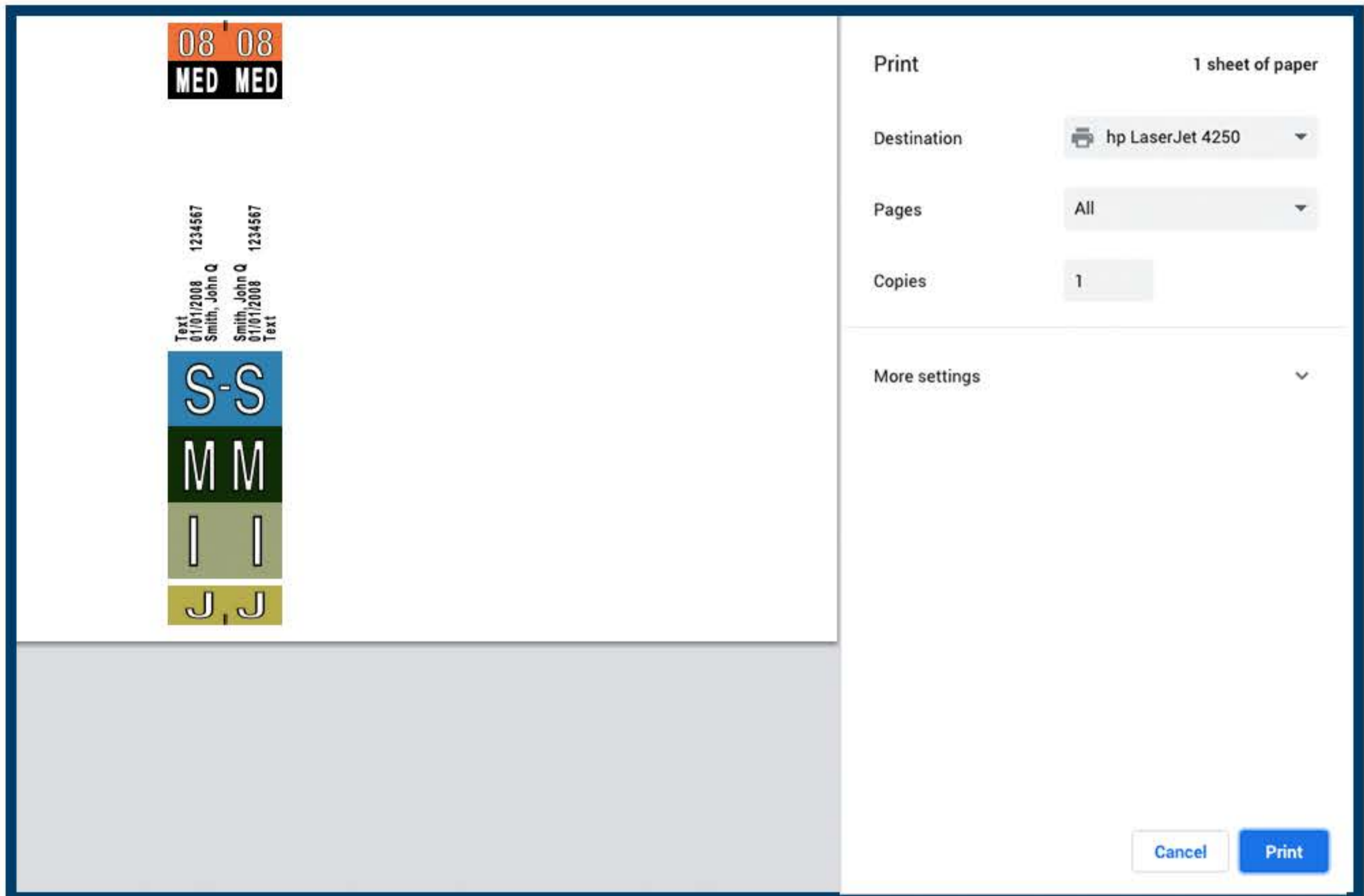
Once data is entered - label can be previewed & printed.

# LABEL PRINT PREVIEW & PRINTING



**7.** Click Printer Icon to Print Label(s)

# PRINT DIALOGUE BOX



- 7.** Select Destination - to Printer or Save as PDF
- 8.** Click Print

# PRINTING A BATCH OF LABELS VIA DATA ENTRY

The screenshot displays the VirtualLabels software interface. At the top, there is a navigation bar with 'Data Entry', 'Spreadsheet', 'Align', and 'Color' options. A 'Select Label Design' dropdown is set to 'Alpha06 Year, Designation, Narr'. Below this, there are two tabs: 'Data-Entry' (active) and 'Spreadsheet'. The 'Data-Entry' tab shows a table with 7 columns: '#', 'Field Name', 'Value', and 'Example'. The table contains the following data:

#	Field Name	Value	Example
1)	Year	2023	2008
2)	Name	Moll, Justin	Smith, John Q
3)	File Number	123123	1234567
4)	Date	06/01/2023	01/01/2008
5)	Text	Personnel File	Text
6)	Designation Label Text	MED	MED
7)	File Designation Color Bar	Light Blue	Black

Below the table are buttons for '+ Add to Spreadsheet', 'Clear', 'Preview', and 'Open Empty Spreadsheet'. A 'Print Position' dropdown is set to '1'. The 'Spreadsheet' tab shows a 'Sample Label' for 'Alpha06Design'. The label preview includes a 'Print' button, a date '08 08', 'MED MED', a file number '1234567', a name 'Smith, John Q', a date '01/01/2008', and a color bar 'S-S'.

● Enter a record then click **Add to Spreadsheet**  
This data entry screen will clear once clicking Add to Spreadsheet & then additional record(s) can be added for batch printing.

● Once data entry has been completed - click on the **Spreadsheet tab** to proceed.

# SPREADSHEET FOR BATCH PRINTING

VirtualLabels

Data Entry

Spreadsheet

Align

Color

Select Label Design

Alpha06 Year,Designation,Narr

Data-Entry x

Spreadsheet x

Upload CSV File

Download Data

Print / Preview

Align

Print Position

2

10

Page 1

Remove Checked

Remove Unchecked

Add New Row

Sample Data

Clear Data

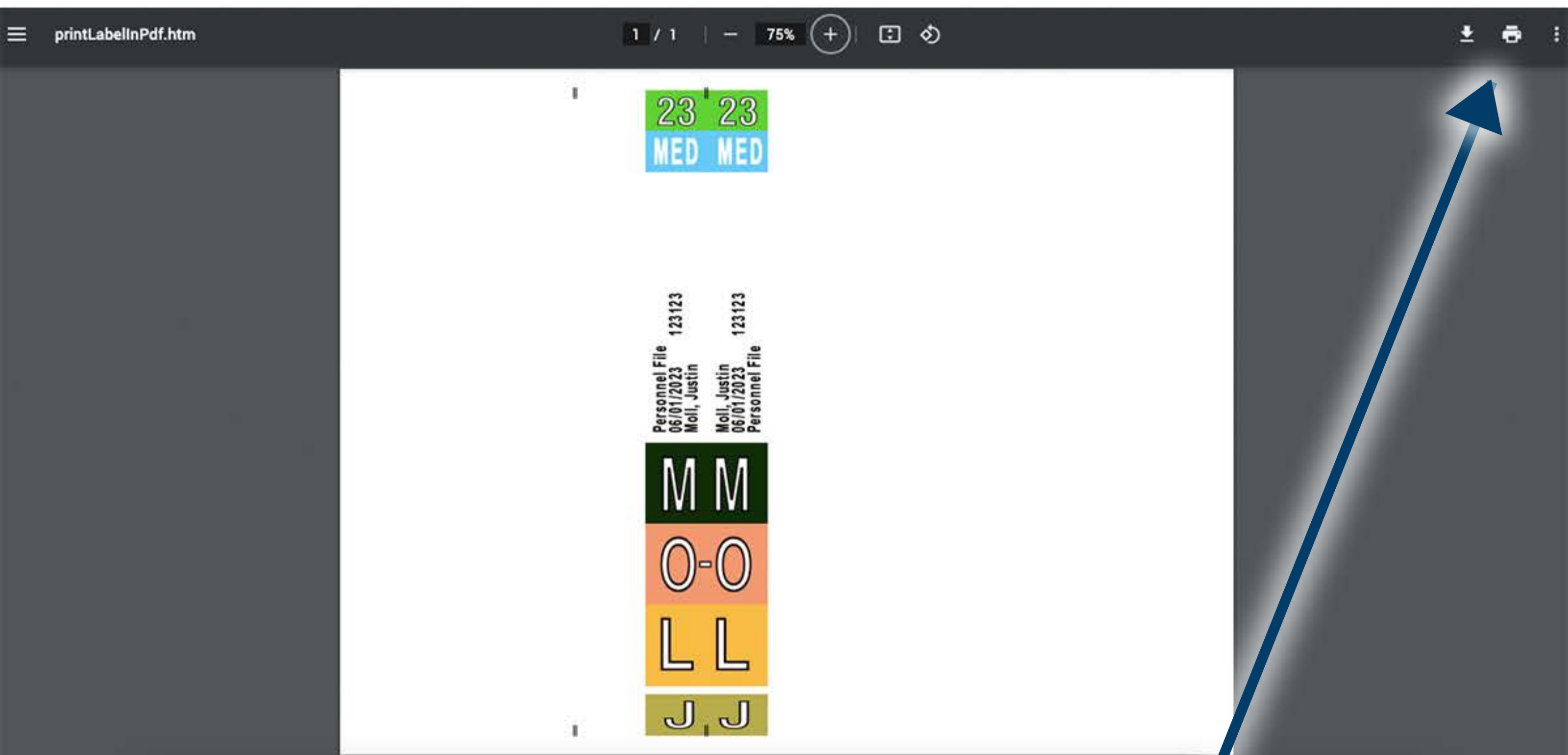
Action	Source	Year	Name	File Number	Date	Text	Designation Label Text	File Designation Color Bar
<input type="checkbox"/> <a href="#">Edit</a>	Key-01							
<input type="checkbox"/> <a href="#">Edit</a>	Key-02	2023	Moll, Justin	1231	06/01/2023	Personnel File	MED	Light Blue

At the Virtual Labels Spreadsheet Screen - click on the spreadsheet refresher icon to display the records as rows.

Click Print/Preview to review the labels & print.

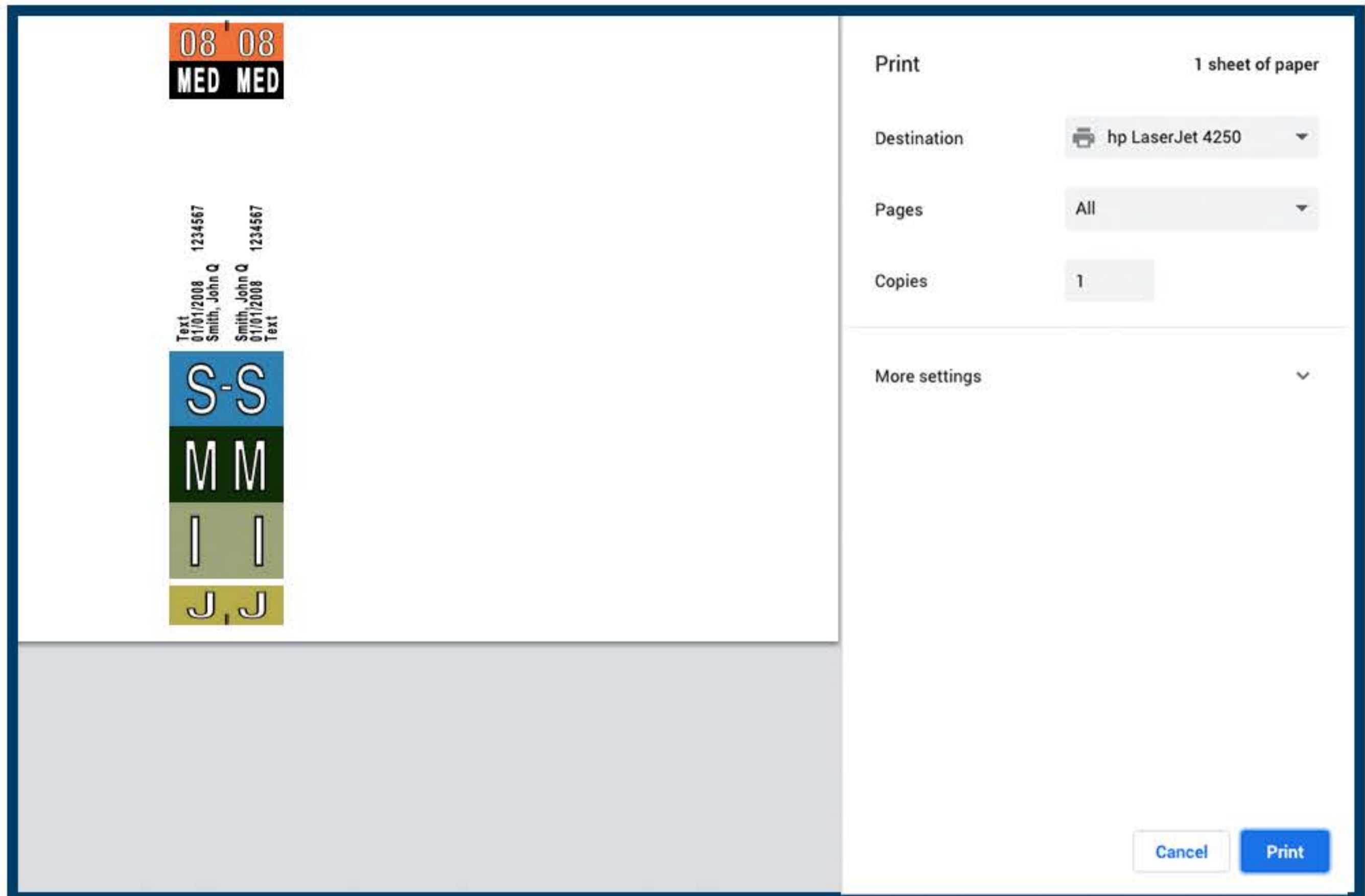


# BATCH PRINTING PREVIEW & PRINTING



**7.** Click Printer Icon to Print Label(s)

# BATCH PRINTING PRINT DIALOGUE BOX



- 7.** Select Destination - to Printer or Save as PDF
- 8.** Click Print

# USING MICROSOFT EXCEL TO PRINT LABELS

The screenshot shows the VirtualLabels software interface. At the top, there is a navigation bar with the VirtualLabels logo, a menu (Data Entry, Spreadsheet, Align, Color), a 'Select Label Design' dropdown set to 'Alpha001', and user options (Standard Alpha, Logout). Below the navigation bar, there are two tabs: 'Data-Entry' and 'Spreadsheet'. The 'Spreadsheet' tab is active, showing a table with the following data:

#	Field Name	Value	Example
1)	Name	<input type="text"/>	Smith, John Q
2)	File Number	<input type="text"/>	1234567
3)	Date	<input type="text"/>	01/01/2008
4)	Text	<input type="text"/>	Text

Below the table, there are several buttons: 'Add to Spreadsheet' (green), 'Clear' (pink), 'Print / Preview' (blue), and 'Open Empty Spreadsheet' (grey). A blue arrow points from the 'Open Empty Spreadsheet' button to the 'Print Position' dropdown menu, which is currently set to '2'. To the right of the spreadsheet area, there is a 'Sample Label' preview showing a label design with the text 'Alpha001Design' and a 'Print' button. Below the preview, there is a small image of a label with the text 'S-S' and 'M M'.

**1.** Click on **Open Empty Spreadsheet**

**2.** Opens .xls sheet with columns matching the label designs' data fields. This will enable data for multiple labels to be added to your .xls document & printed as a batch.

# MICROSOFT EXCEL DATA ENTRY

The screenshot shows the VirtualLabels Data Entry interface. At the top left is the VirtualLabels logo. The main header includes 'Data Entry', 'Spreadsheet', 'Align', and 'Color' icons. On the right, there is a 'Select Label Design' dropdown menu set to 'Alpha06 Year, Designation, Narr'. Below the header, there are tabs for 'Data-Entry' and 'Spreadsheet'. A 'Print Position' dropdown is set to '2'. The main area contains a table with the following data:

	Action	Source	Year	Name	File Number	Date	Text	Designation Label Text	File Designation Color Bar
1	<input type="checkbox"/> <a href="#">Edit</a>	Key-01							
2	<input type="checkbox"/> <a href="#">Edit</a>	Key-02	2023	Moll, Justin	123123	06/01/2023	Personnel File	MED	Light Blue

**3.** Enter your data into the rows for label printing.

**4.** Click **File / Save As**

Save your Excel Spreadsheet to your computer & the data saves in **.csv** format.

# UPLOAD .CSV FILE TO VIRTUAL LABEL SPREADSHEET

The screenshot shows the VirtualLabels software interface. At the top left is the VirtualLabels logo. The main menu includes 'Data Entry', 'Spreadsheet', 'Align', and 'Color'. On the right, there is a 'Select Label Design' dropdown menu set to 'Alpha06 Year, Designation, Narr'. Below the menu, there are two tabs: 'Data-Entry x' and 'Spreadsheet x'. The 'Spreadsheet' tab is active. In the 'Spreadsheet' tab, there is an 'Upload CSV File' button with an upward arrow icon. Other buttons include 'Download Data', 'Print', 'Preview', and 'Align'. A 'Print Position' dropdown is set to '2'. Below these buttons is a table with columns: Action, Source, Year, Name, File Number, Date, Text, Designation Label Text, and File Designation Color Bar. The table contains two rows of data.

	Action	Source	Year	Name	File Number	Date	Text	Designation Label Text	File Designation Color Bar
1	<a href="#">Edit</a>	Key-01							
2	<a href="#">Edit</a>	Key-02	2023	Moll, Justin	123123	06/01/2023	Personnel File	MED	Light Blue

● **5.** Click on Spreadsheet

● **6.** Click on Upload CSV File

# ADD FILES TO VIRTUAL LABEL SPREADSHEET

The screenshot displays the VirtualLabels software interface. At the top, there is a navigation bar with the VirtualLabels logo, a menu (Data Entry, Spreadsheet, Align, Color), and a 'Select Label Design' dropdown set to 'Alpha001'. Below this is a yellow bar with an 'Upload CSV File' button. The main workspace is divided into two panels. The left panel, titled 'Select files', contains a table with columns 'Filename', 'Size', and 'Status'. The table is currently empty, with the text 'Drag files here.' centered in the main area. Below the table are two buttons: 'Add Files' and 'Start Upload'. The right panel, titled 'Last 5 Uploaded Files', is currently empty. Below the main workspace is a toolbar with options like 'Download Data', 'Print / Preview', and 'Align'. A 'Print Position' dropdown is set to '2'. Below the toolbar is a pagination bar showing 'Page 1 of 1'. At the bottom, there is a data management toolbar with options like 'Remove Checked', 'Remove Unchecked', 'Add New Row', 'Sample Data', and 'Clear Data'. Below this is a table with the following data:

	Action	Source	Name	File Number	Date	Text
1	<a href="#">Edit</a>	Key-01				
2	<a href="#">Edit</a>	Key-02	Moll, Justin	123123	06/01/2023	Personnel File

Two blue arrows point from the text below to the 'Add Files' button and the 'Drag files here.' area in the 'Select files' panel.

7. Click the **Add Files** button & navigate to the **.csv** file that you saved to your computer or **Drag & Drop** file **HERE**.

# UPLOAD TO VIRTUAL LABEL SPREADSHEET

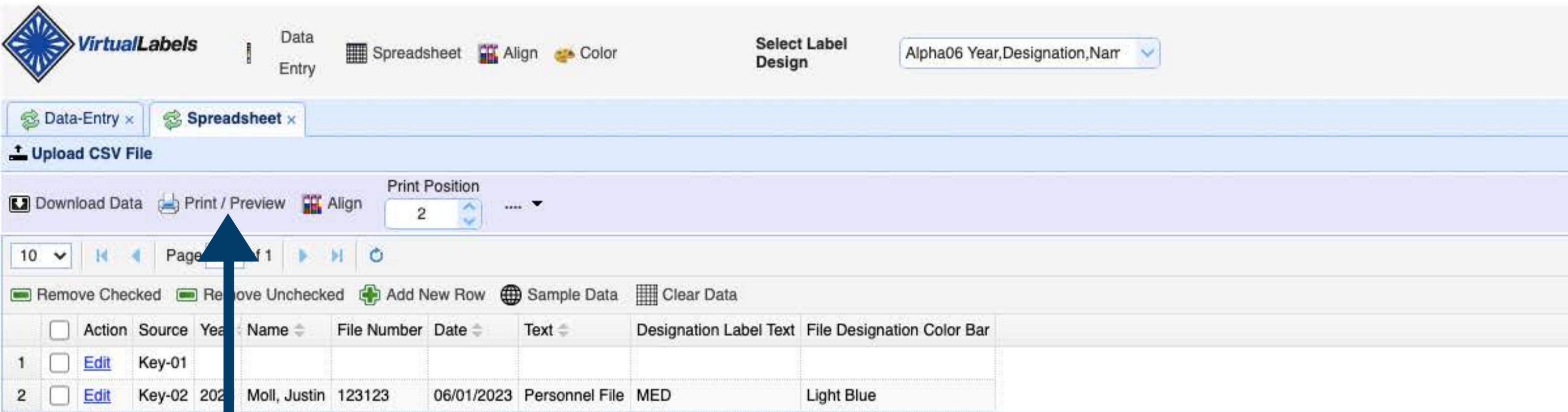
The screenshot displays the VirtualLabels web interface. At the top, there is a navigation bar with the VirtualLabels logo, a 'Data Entry' menu, and a 'Select Label Design' dropdown set to 'Alpha001'. Below this is a yellow bar with an 'Upload CSV File' button. The main area is split into two panels: 'Select files' on the left and 'Last 5 Uploaded Files' on the right. The 'Select files' panel has a 'Drag files here.' area and buttons for 'Add Files' and 'Start Upload'. The 'Last 5 Uploaded Files' panel is currently empty. Below these panels is a toolbar with 'Download Data', 'Print / Preview', and 'Align' buttons. A 'Print Position' dropdown is set to '2'. Below the toolbar is a table with columns for 'Action', 'Source', 'Name', 'File Number', 'Date', and 'Text'. The table contains two rows of data.

	Action	Source	Name	File Number	Date	Text
1	<input type="checkbox"/> <a href="#">Edit</a>	Key-01				
2	<input type="checkbox"/> <a href="#">Edit</a>	Key-02	Moll, Justin	123123	06/01/2023	Personnel File

8. Click **Start Upload** to import the data into the program, which will show up below.

9. Click **Print / Preview** to then print your labels.

# DISPLAY SPREADSHEET FOR DATA ENTRY



VirtualLabels

Data Entry | Spreadsheet | Align | Color

Select Label Design: Alpha06 Year,Designation,Narr

Data-Entry x | Spreadsheet x

Upload CSV File

Download Data | Print / Preview | Align | Print Position: 2

10 | Page 1 of 1

Remove Checked | Remove Unchecked | Add New Row | Sample Data | Clear Data

	Action	Source	Year	Name	File Number	Date	Text	Designation Label Text	File Designation Color Bar
1	<input type="checkbox"/> Edit	Key-01							
2	<input type="checkbox"/> Edit	Key-02	202	Moll, Justin	123123	06/01/2023	Personnel File	MED	Light Blue

Click **Print/Preview** to review the labels & print.



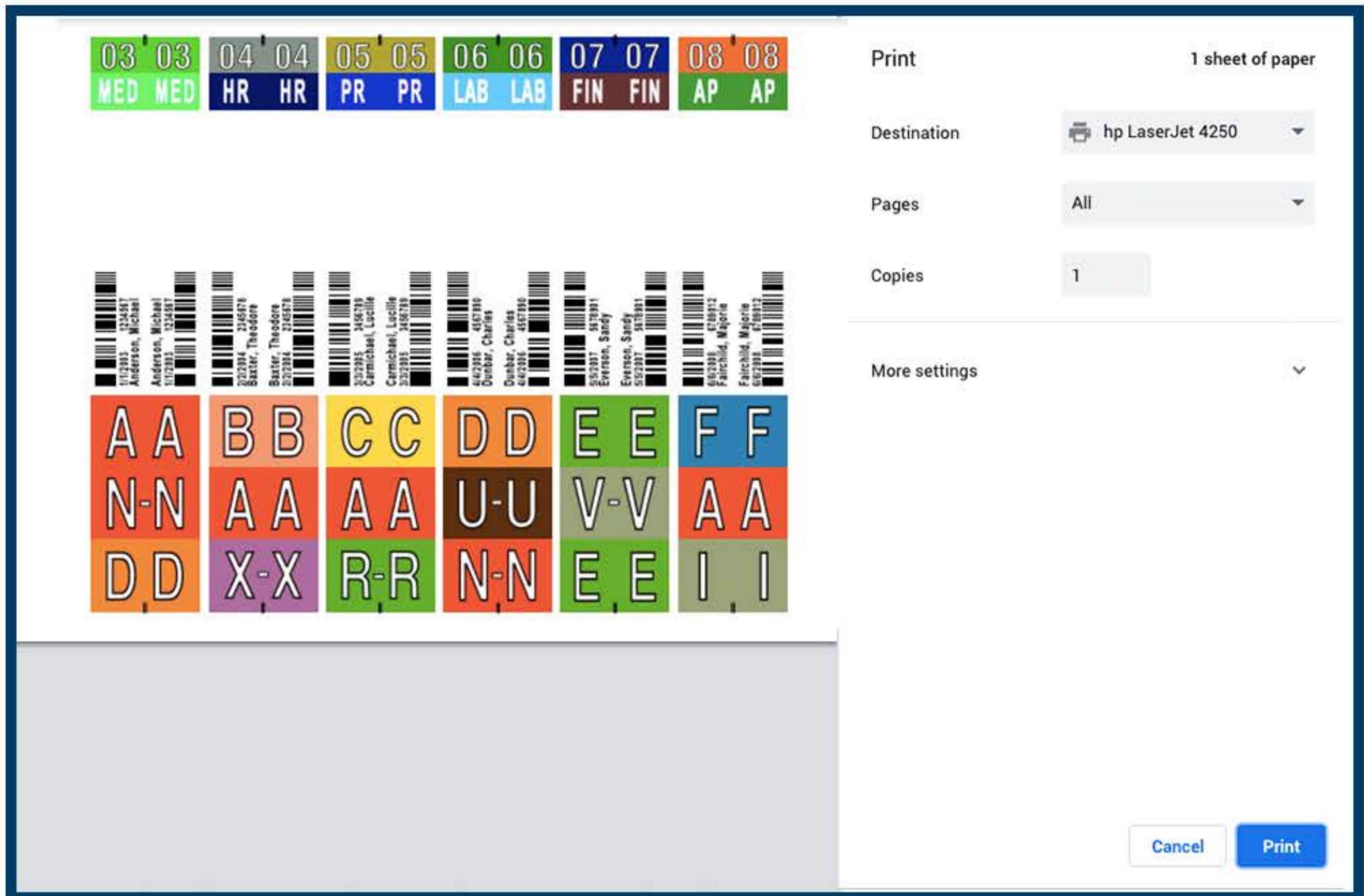
# LABEL PRINT PREVIEW & PRINTING

printLabelInPdf.htm | 1 / 1 | 90% | [Printer Icon]

03 03 MED MED	04 04 HR HR	05 05 PR PR	06 06 LAB LAB	07 07 FIN FIN	08 08 AP AP
1/1/2003 1234567 Anderson, Michael 1/1/2003 1234567	2/2/2004 2345678 Baxter, Theodore 2/2/2004 2345678	3/3/2005 3456789 Carmichael, Lucille 3/3/2005 3456789	4/4/2006 4567890 Dunbar, Charles 4/4/2006 4567890	5/5/2007 5678901 Everson, Sandy 5/5/2007 5678901	6/6/2008 6789012 Fairchild, Majorie 6/6/2008 6789012
AA N-N DD	BB AA X-X	CC AA R-R	DD U-U N-N	EE V-V EE	FF AA II

Click Printer Icon to Print Label(s)

# PRINT DIALOGUE BOX



7. Select Destination - to Printer or Save as PDF
8. Click Print

# LABEL ALIGNMENT

The screenshot shows the VirtualLabels software interface. At the top, there is a navigation bar with icons for Data Entry, Spreadsheet, Align, and Color. A dropdown menu for 'Select Label Design' is set to 'Alpha06 Year,Designation,Narr'. Below this, there are tabs for 'Data-Entry' and 'Spreadsheet'. The main area is divided into two panels. The left panel, titled 'Alpha06 Year,Designation,Name-Alpha06', contains a table with the following data:

#	Field Name	Value	Example
1)	Year	2023	2008
2)	Name	Moll, Justin	Smith, John Q
3)	File Number	123123	1234567
4)	Date	06/01/2023	01/01/2008
5)	Text	Personnel File	Text
6)	Designation Label Text	MED	MED
7)	File Designation Color Bar	Light Blue	Black

Below the table are buttons for 'Add to Spreadsheet', 'Clear', 'Print / Preview', and 'Open Empty Spreadsheet'. A 'Print Position' dropdown is set to '1'. A blue arrow points from the 'Align' button in the top navigation bar to the 'Print / Preview' button.

The right panel, titled 'Sample Label', shows a preview of the 'Alpha06Design' label. It features a 'Print' button and a visual representation of the label's content, including the file number '1234567', the name 'Smith, John Q', the date '01/01/2008', and the designation 'MED'. The label also includes a color bar with 'S-S' and a 'Text' field.

**1.** The position that labels print onto the label sheets may vary depending on the printer make/model, computer and/or browser. This might require the alignment be modified to print correctly within die cuts.

**2.** Click the **Align**  **Button Icon**

# LABEL ALIGNMENT SOFTWARE WIZARD

VirtualLabels

Data Entry Spreadsheet Align Color

Select Label Design Alpha005 Year,Designation,Na

Data-Entry x Spreadsheet x Align x Last 5 Printed Labels x

Print Alignment - Page Orientation

Shelf Label (Landscape) Drawer Label (Portrait) X= X

Print alignment may vary from printer to printer.  
If your labels are printing off-center, please print a sheet of labels using the peel-off label forms.  
Then hold the sheet as in the picture, so that the text inside the color bars is UP-RIGHT.  
For most customers who use SHELF filling, hold the page in LANDSCAPE orientation.

Next

Set Units Of Measurement

Left Right Print Adjustment

UP/DOWN Print Adjustment

3. Reposition print image to sheet using inches, metrics or pixels.
4. Adjust the position so that the print image positions to the sheet for correctly aligned label printing.
5. Click **NEXT**  
This will load the Set Units of Measurement dropdown - which will let you set the unit of measurement (in., mm. or pixel) (Default is in.)

# LABEL ALIGNMENT SOFTWARE WIZARD

VirtualLabels

Data Entry | Spreadsheet | Align | Color

Select Label Design: Alpha005 Year,Designation,Na

Data-Entry x | Spreadsheet x | **Align x** | Last 5 Printed Labels x

Print Alignment - Page Orientation

Set Units Of Measurement

05 05  
ADM ADM

UP (-Y)  
LEFT (-X) | RIGHT (+X)  
DOWN (+Y)

Inch  
Mili meter  
Pixel

Your current alignment setting in Inches.

- Left/Right = +1/4"  
- Up/Down = +1/4"

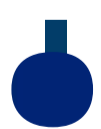
Next

Left Right Print Adjustment

UP/DOWN Print Adjustment

6. This shows the current **Left/Right & Up/Down** settings.

Click **NEXT** to get to the next drop-down which is the **Left/Right Adjustment**.



# ALIGNMENT WIZARD LEFT/RIGHT ADJUSTMENT

The screenshot shows the VirtualLabels software interface. At the top, there is a navigation bar with options like 'Data Entry', 'Spreadsheet', 'Align', and 'Color'. The 'Align' option is selected. Below the navigation bar, there are tabs for 'Data-Entry', 'Spreadsheet', 'Align', and 'Last 5 Printed Labels'. The main content area is titled 'Print Alignment - Page Orientation' and 'Set Units Of Measurement'. The current step is 'Left Right Print Adjustment'. The text explains the goal is to center the printing within the peel-off labels and asks if the printing should move right (+) or left (-). It shows a current alignment setting of  $+1/4$  inches. A list of adjustment options is provided, ranging from  $-9/16$  to  $+9/16$  inches. A diagram shows a label with '05 05' and 'ADH ADH' at the top, and 'A A', 'B B', and 'C C' below. Two blue arrows point to the 'A A' section, indicating the current offset. A 'Next' button is visible at the bottom left.

## 7. Left / Right Print Adjustment

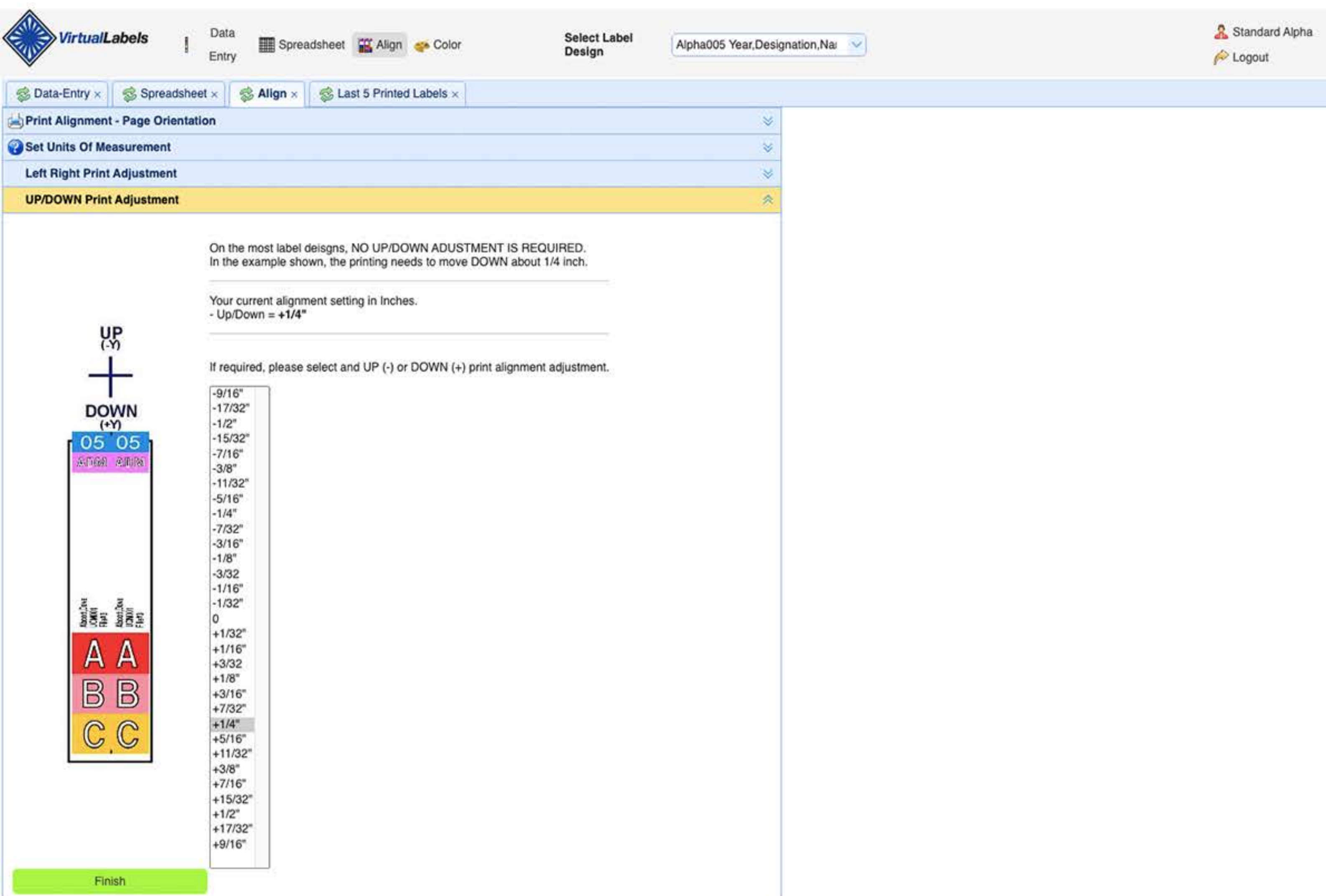
If your label is offset:

**LEFT:** Move the parameters to the left - decrease (-) the value by the amount needed by using a ruler.

**RIGHT:** Move the parameters to the right, increase (+) the value by the amount needed by using a ruler.

## 8. Click **NEXT**

# ALIGNMENT WIZARD UP/DOWN ADJUSTMENT



## 8. Up / Down Print Adjustment

If your label is offset:

**UP:** Move the parameters to the left - decrease (-) the value by the amount needed by using a ruler.

**DOWN:** Move the parameters to the right, increase (+) the value by the amount needed by using a ruler.

## 9. Click **FINISH** New Alignment Saved.