

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 displays the VirtualLabels software interface. At the top, there is a navigation bar with options: Data Entry, Spreadsheet, Color, Select Design (selected), Alpha06 Year, Designation, Name, Standard Alpha, and Logout. 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 data entry form with the following fields:

#	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

Below the form are buttons for 'Add to Spreadsheet', 'Clear', and 'Print / Preview'. The right panel, titled 'Sample Label', shows a preview of the label design. It features a yellow header with 'Alpha06Design' and a 'Print' button. The label design includes a color bar with '08 08' and 'MED MED', and a vertical stack of text: '1234567', '01/01/2008', 'Smith, John Q', '01/01/2008', and 'Text'. Below the text are two columns of 'S-S', 'M M', and 'I I' characters.

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)

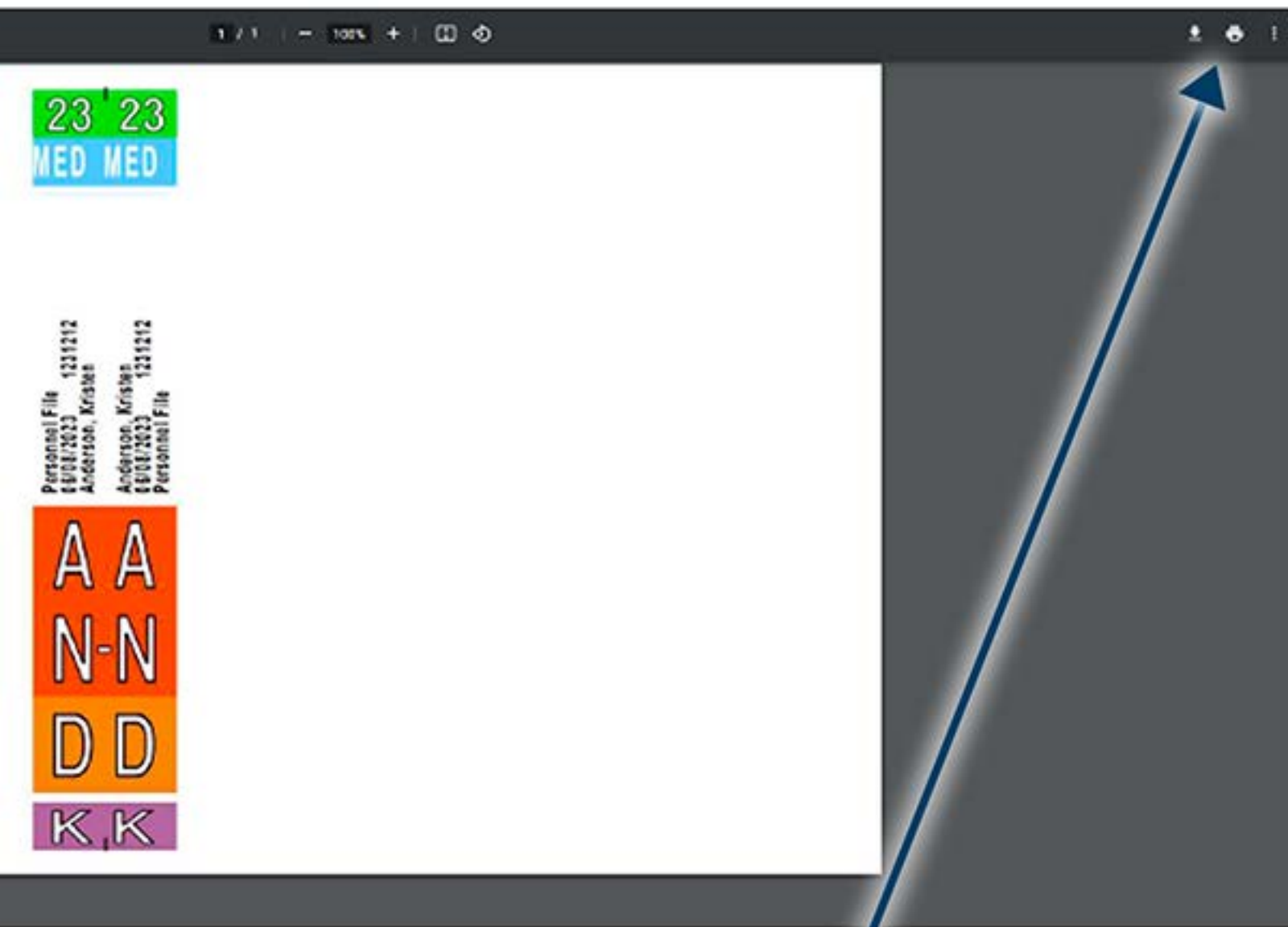
CUSTOMIZE DATA FIELDS & DROP-DOWN LISTS

The screenshot displays the VirtualLabels software interface. At the top, there are navigation tabs for 'Data-Entry' and 'Spreadsheet'. The main window is titled 'Alpha06 Year,Designation,Name-Alpha06'. On the left, a data entry table is shown with columns for '# Field Name', 'Value', and 'Example'. The table contains seven rows of data. A yellow circle with the number '5.' is overlaid on the 'Value' column, indicating where data is entered. Below the table are two buttons: 'Add to Spreadsheet' (highlighted in green) and 'Clear' (highlighted in pink). A yellow circle with the number '6.' is overlaid on these buttons, with arrows pointing to them. On the right, a 'Sample Label' preview is shown for 'Alpha06Design'. The label features a header with '08 08' and 'MED MED', followed by a list of data fields: '1234567', '01/01/2008', 'Smith, John Q', and 'Text'. Below this is a large 'S-S' label, followed by 'M M', and two vertical bars.

# Field Name	Value	Example
1) Year	2024	2008
2) Name	Doe, John	Smith, John Q
3) File Number	123123	1234567
4) Date	01/01/2024	01/01/2008
5) Text	Personnel File	Text
6) Designation Label Text	MED	MED
7) File Designation Color Bar	Light Blue	Black

- 5.** Label designs include customized data entry screen with desired data fields & drop-down lists. Enter data into the data entry cells or choose data by selecting from drop-down list.
- 6.** Once data is entered - click **Add to Spreadsheet** so data is registered. Then click **Print/Preview** to preview your label & print.

LABEL PRINT PREVIEW & PRINTING



7. Click Printer Icon to Print Label(s)

PRINT DIALOGUE BOX

The screenshot displays a print dialogue box with a grid of labels on the left and print settings on the right.

Labels Grid:

01/01/2003 Road Studies Anderson, Michael	02/02/2004 Bridge Studies Baxter, Theodore	03/03/2005 Toll Roads Carmichael, Lucille	04/04/2006 Acquisitions Dunbar, Charles	05/05/2007 Securities Everson, Sandy	06/06/2008 Land Funds Fairchild, Majorie
AA	BB	CC	DD	EE	FF
NN	AA	AA	UU	VV	AA
DD	XX	RR	NN	EE	II

Print Settings:

- Print: 1 sheet of paper
- Destination: HP7A3E67 (HP Color)
- Pages: All
- Copies: 1
- Color: Color
- More settings: ^
- Paper size: Letter
- Pages per sheet: 1
- Scale: Custom (100)
- Two-sided: Print on both sides

Buttons: Print, Cancel

8. Select Destination - to Printer or Save as PDF. Click **More Settings** & confirm scale is set to **Custom 100%**.
9. Click **Print**

PRINTING A BATCH OF LABELS VIA DATA ENTRY

Alpha06 Year,Designation,Name-Alpha06

Successfully added in [Spreadsheet_Click.me](#)

#	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	<input type="text"/>	Black

[Add to Spreadsheet](#) [Clear](#)

[Print / Preview](#)

Sample Label

Alpha06Design

Exit

08 08
MED MED

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

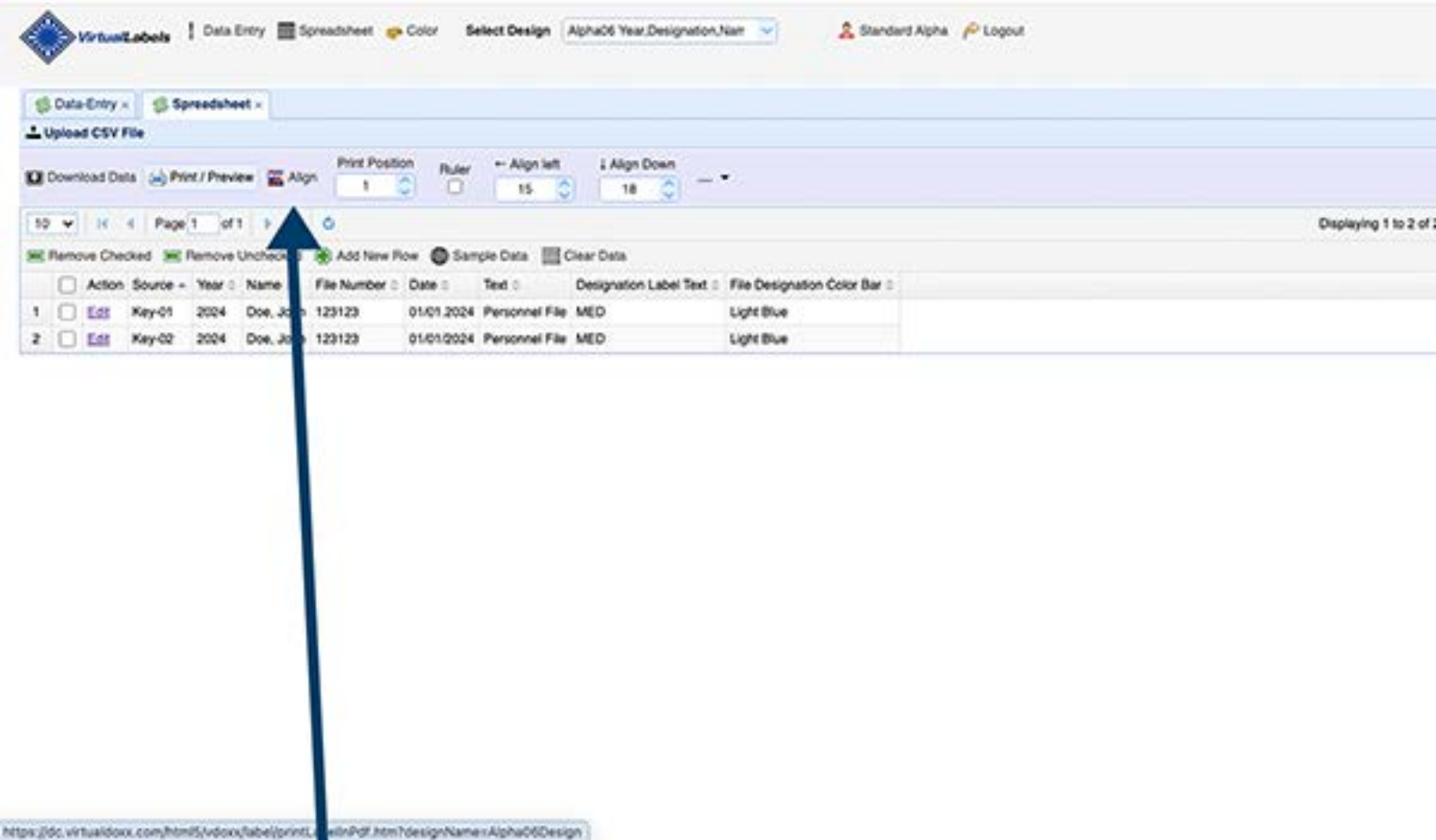
S-S
M M
I I
O O

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 **Hyperlink** to go to spreadsheet tab.

LABEL ALIGNMENT



The screenshot shows the VirtualLabels software interface. At the top, there is a navigation bar with the VirtualLabels logo, 'Data Entry', 'Spreadsheet', 'Color', 'Select Design' (set to 'Alpha06 Year, Designation, Name'), 'Standard Alpha', and 'Logout'. Below this is a toolbar with 'Data-Entry', 'Spreadsheet', 'Upload CSV File', 'Download Data', 'Print / Preview', and 'Align'. The 'Align' button is highlighted with a blue arrow. To the right of the 'Align' button are 'Print Position' (set to 1), 'Ruler' (set to 15), and 'Align Down' (set to 18). Below the toolbar 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. At the bottom of the screenshot, a URL is visible: <https://dc.virtualdox.com/html5/vdox/label/printLabelPdf.htm?designName=Alpha06Design>

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

BROWSER SCALE SETTING

Data-Entry > Spreadsheet > Align >

Browser scale setting

Paper size: Letter

Scale (%): Actual size (100)

Edge-browser scale setting

More settings

Paper size: Letter

Pages per sheet: 1

Scale: Default

Chrome-browser scale setting

Print using system dialog... (Ctrl+Shift+P)

Next

Left Right Print Ad...

* Example of what your Printer Setting are set to.

3. Click **NEXT**

LABEL ALIGNMENT EXAMPLES

Data Entry | Spreadsheet | **Align**

Browser scale setting

Left Right Print Adjustment

9 18 27 36 45 54 63 72 144

0.12 0.25 0.37 0.5 0.62 0.75 0.87 1

1/8 inch 1/4 inch 1/2 inch 3/4 inch 1 inch

Pixel Decimal Fraction

Align left (-) 15

Align Down (+) 15

Submit

GOOD



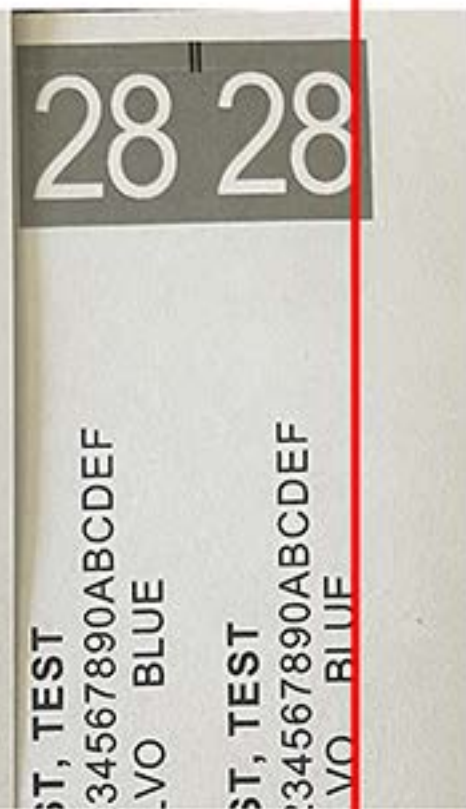
GOOD



GOOD



BAD



6. Click **SUBMIT**

NEW FEATURES

The screenshot shows the Virtual Labels Spreadsheet interface. At the top, there are navigation tabs for 'Data Entry' and 'Spreadsheet', and a 'Print / Preview' button. Below the navigation, there are fields for 'Print Position' (set to 1) and 'Ruler' (set to 15). A table of data is displayed below, with columns for 'Action', 'Source', 'Year', 'Name', 'Number', 'Date', 'Text', 'Designation Label Text', and 'File Designation Color Bar'. A green circular refresh icon is located below the table.

Action	Source	Year	Name	Number	Date	Text	Designation Label Text	File Designation Color Bar
<input type="checkbox"/>	Key-01	2024	Doe, John	10123	01/01/2024	Personnel File	MED	Light Blue
<input type="checkbox"/>	Key-02	2024	Doe, John	10123	01/01/2024	Personnel File	MED	Light Blue

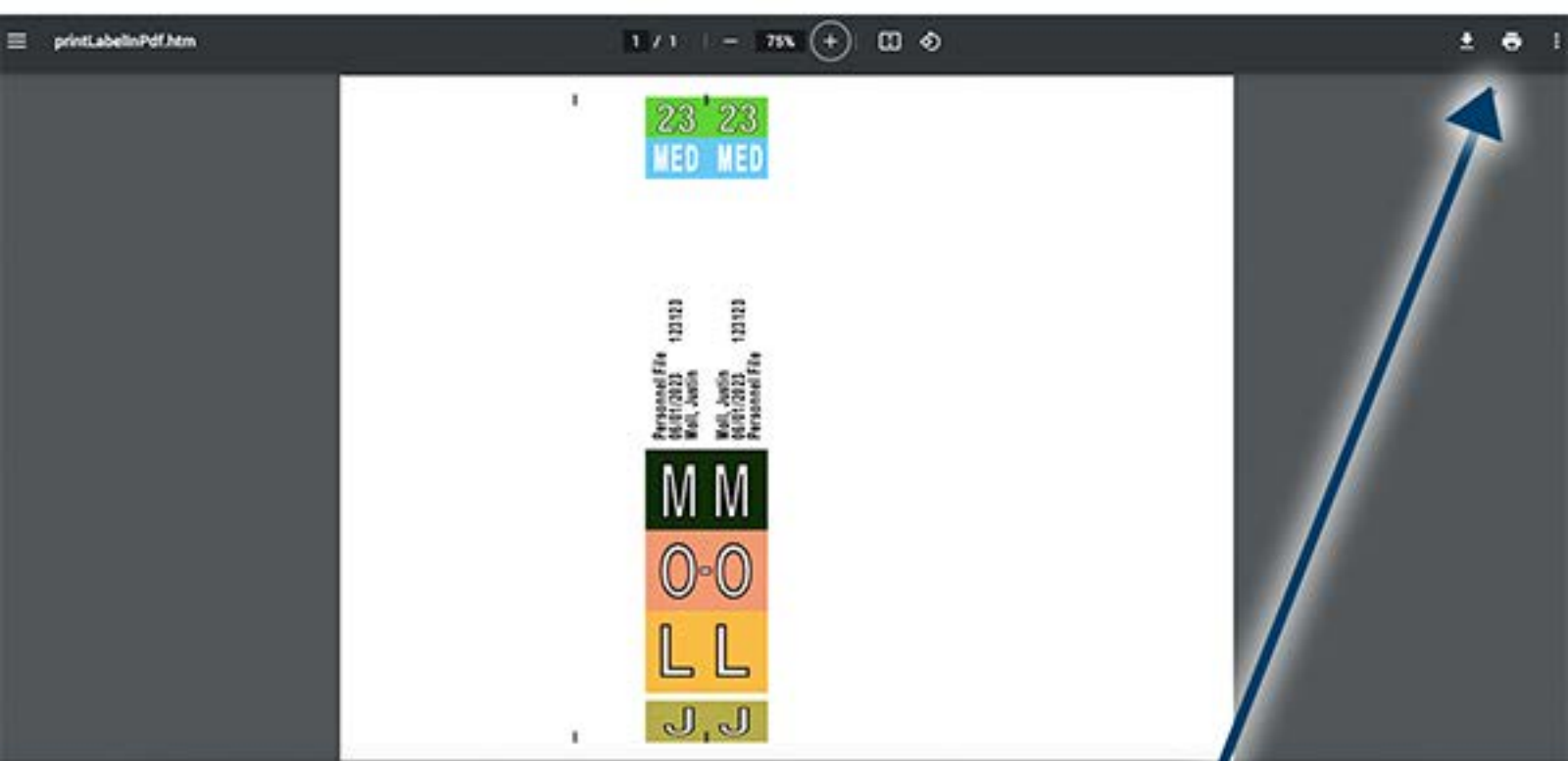
Ruler - adds lines to help align label to label stock.

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

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

The screenshot displays a batch printing interface. On the left, a grid of 18 labels is shown, each with a unique color and text. The labels are arranged in three rows and six columns. Above each column of labels, there is a list of project names and dates. The right pane contains the following settings:

- Print: 1 sheet of paper
- Destination: HP7A3E67 (HP Color)
- Pages: All
- Copies: 1
- Color: Color
- More settings: expanded to show:
 - Paper size: Letter
 - Pages per sheet: 1
 - Scale: Custom (100)
 - Two-sided: Print on both sides

Buttons for **Print** and **Cancel** are located at the bottom right of the dialog.

- 8.** Select Destination - to Printer or Save as PDF. Click **More Settings** & confirm scale is set to **Custom 100%**.
- 9.** Click **Print**

USING MICROSOFT EXCEL TO PRINT LABELS

The screenshot shows the VirtualLabels software interface. At the top, there are navigation tabs: 'Data Entry', 'Spreadsheet', 'Align', and 'Color'. The 'Spreadsheet' tab is selected. Below the tabs, there is a 'Select Label Design' dropdown menu set to 'Alpha001'. On the right side, there are user options: 'Standard Alpha' and 'Logout'. The main interface is divided into two panels. The left panel, titled 'Alpha001-Alpha001', contains 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 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 down to the first step of the instructions. The right panel, titled 'Sample Label', shows a preview of the label design with the text 'Alpha001Design' and a 'Print' button. The label design itself is a vertical stack of text: 'Text 01/01/2008', 'Smith, John Q', '1234567', and 'Text', followed by a blue box containing 'S-S' and a green box containing 'M-M'.

- 1. Click on Open Empty Spreadsheet**
- 2. Opens excel sheet with columns matching the label designs' data fields. This will enable data for multiple labels to be added to your excel document & printed as a batch.**
- 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 EXCEL FILE TO VIRTUAL LABEL SPREADSHEET

The screenshot shows the VirtualLabels web application interface. At the top, there is a navigation bar with the VirtualLabels logo, a 'Data Entry' dropdown menu, and a 'Spreadsheet' tab selected. Below the navigation bar, there is a toolbar with buttons for 'Download Data', 'Print', 'Review', 'Align', 'Print Position', 'Ruler', 'Align left', and 'Align Down'. The main content area displays a table with two rows of data. The table has columns for 'Action', 'Source', 'Yes', 'Name', 'File Number', 'Date', 'Text', 'Designation Label Text', and 'File Designation Color Bar'. The first row contains 'Key-01 200', 'Doe, John', '123123', '01/01/2024', 'Personnel File', 'MED', and 'Light Blue'. The second row contains 'Key-02 200', 'Doe, John', '123123', '01/01/2024', 'Personnel File', 'MED', and 'Light Blue'. Two blue arrows point from the text below to the 'Spreadsheet' tab and the 'Upload CSV File' button.

Action	Source	Yes	Name	File Number	Date	Text	Designation Label Text	File Designation Color Bar
<input type="checkbox"/>	Key-01 200		Doe, John	123123	01/01/2024	Personnel File	MED	Light Blue
<input type="checkbox"/>	Key-02 200		Doe, John	123123	01/01/2024	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 web application interface. At the top, there are navigation tabs for 'Data Entry', 'Spreadsheet', and 'Align'. Below these is a yellow banner with the text 'Upload CSV File'. The main area is divided into two panels: 'Select files' on the left and 'Last 5 Uploaded Files' on the right. The 'Select files' panel contains a table with columns for 'Filename', 'Size', and 'Status', and a large grey area with the text 'Drag files here.' Below this area are two buttons: 'Add Files' and 'Start Upload'. The 'Add Files' button is highlighted with a blue arrow. The 'Start Upload' button is also highlighted with a blue arrow. Below the 'Select files' panel is a table with columns for 'Action', 'Source', 'Year', 'Name', 'File Number', 'Site', 'Text', 'Designation Label Text', and 'File Designation Color Bar'. The table contains two rows of data. The 'Add Files' button is highlighted with a blue arrow pointing to it from the text below. The 'Start Upload' button is highlighted with a blue arrow pointing to it from the text below.

VirtualLabels | Data Entry | Spreadsheet | Color | Select Design | Alpha06 Year Designation,Name | Standard Alpha | Logout

Data Entry | Spreadsheet | Align

Upload CSV File

Select files
Add files to the upload queue and click the start button.

Filename	Size	Status
Drag files here.		

Add Files | Start Upload | 0 b | 0%

Last 5 Uploaded Files

Print | Position | Ruler | Align left | Align Down

Page 1 of 1

Displaying 1 to 2 of 2 items

Action	Source	Year	Name	File Number	Site	Text	Designation Label Text	File Designation Color Bar
<input type="checkbox"/>	Key-01	2024	Doe, John	123123	101	2024 Personnel File	MED	Light Blue
<input type="checkbox"/>	Key-02	2024	Doe, John	123123	101	2024 Personnel File	MED	Light Blue

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

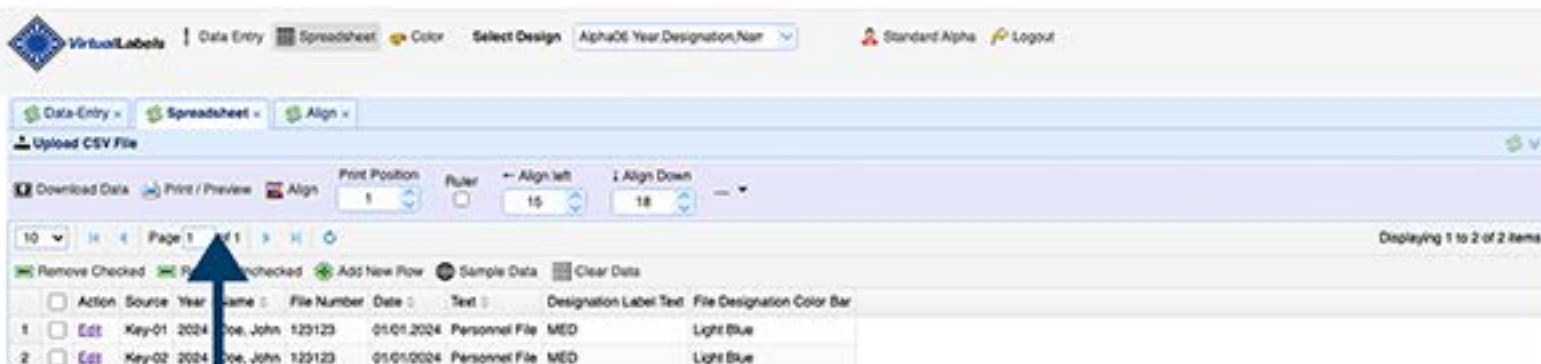
The screenshot shows the VirtualLabels web application interface. At the top, there are navigation tabs for 'Data Entry', 'Spreadsheet', and 'Align'. Below these is a yellow banner for 'Upload CSV File'. The main area is split into two panels: 'Select files' on the left and 'Last 5 Uploaded Files' on the right. The 'Select files' panel contains a table with columns 'Filename', 'Size', and 'Status', and a 'Drag files here.' instruction. Below the table are 'Add Files' and 'Start Upload' buttons. The 'Last 5 Uploaded Files' panel is currently empty. Below the upload area is a 'Download Data' section with a 'Print / Preview' button. Below that is a data table with columns: Action, Source, Yr, Name, File Number, Date, Text, Designation Label Text, and File Designation Color Bar. The table contains two rows of data.

Action	Source	Yr	Name	File Number	Date	Text	Designation Label Text	File Designation Color Bar
<input type="checkbox"/> Edit	Key-01	2013	Doe, John	123123	01/01/2024	Personnel File	MED	Light Blue
<input type="checkbox"/> Edit	Key-02	2013	Doe, John	123123	01/01/2024	Personnel File	MED	Light Blue

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 | Color | Select Design | Alpha06 Year Designation, Name | Standard Alpha | Logout

Data Entry x | Spreadsheet x | Align x

Upload CSV File

Download Data | Print / Preview | Align | Print Position: 1 | Ruler: 15 | Align left: 18 | Align Down

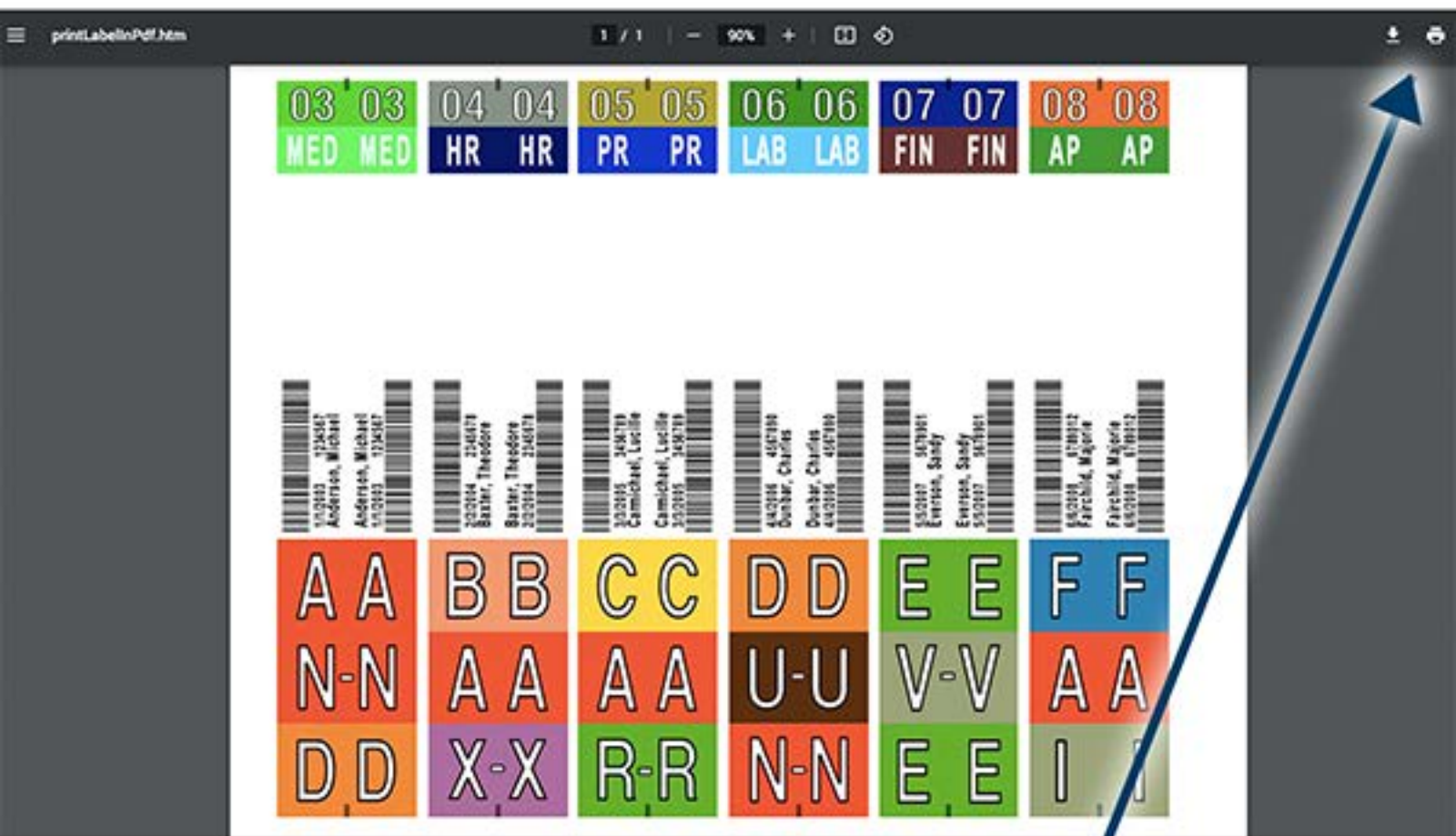
10 | Page 1 of 1 | Displaying 1 to 2 of 2 items

Remove Checked | 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"/> Edit	Key-01	2024	Joe, John	123123	01/01/2024	Personnel File	MED	Light Blue
<input type="checkbox"/> Edit	Key-02	2024	Joe, John	123123	01/01/2024	Personnel File	MED	Light Blue

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

LABEL PRINT PREVIEW & PRINTING



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

PRINT DIALOGUE BOX

The screenshot displays a print dialogue box with a grid of labels on the left and print settings on the right. The labels are arranged in six columns, each with a header and three rows of text. The headers are: 'Road Studies 01/01/2003 Anderson, Michael', 'Bridge Studies 02/02/2004 Baxter, Theodore', 'Toll Roads 03/03/2005 Carmichael, Lucille', 'Acquisitions 04/04/2006 Dunbar, Charles', 'Securities 05/05/2007 Everson, Sandy', and 'Land Funds 06/06/2008 Fairchild, Majorie'. The label content is as follows:

Road Studies 01/01/2003 Anderson, Michael	Bridge Studies 02/02/2004 Baxter, Theodore	Toll Roads 03/03/2005 Carmichael, Lucille	Acquisitions 04/04/2006 Dunbar, Charles	Securities 05/05/2007 Everson, Sandy	Land Funds 06/06/2008 Fairchild, Majorie
AA	BB	CC	DD	EE	FF
NN	AA	AA	UU	VV	AA
DD	XX	RR	NN	EE	II

The print settings on the right are:

- Print: 1 sheet of paper
- Destination: HP7A3E67 (HP Color)
- Pages: All
- Copies: 1
- Color: Color
- More settings: Paper size (Letter), Pages per sheet (1), Scale (Custom, 100%)
- Two-sided: Print on both sides

Buttons: Print, Cancel

7. Select Destination - to Printer or Save as PDF. Click More Settings & confirm scale is set to Custom 100%.
8. Click Print

CONTACT US

This concludes your training guide.

If you have any questions please feel free to contact me:

Phone: (800) 699-1191

Email: justin@vitalvalt.com

I would just like to thank you on behalf of Vital Valt for allowing us to provide you with your Label Printing Software.

If you need additional labels &/or folder supplies - please contact me.

