



Label Printing Guide

LABEL PRINTING GUIDE FOR ONE MARKETPLACE SELLER



LABEL PRINTING GUIDE

All information in this Label Printing Guide is current at the time of publication.

However, One Trading Ltd. reserves the right to make changes at any time so that our policy of continual service improvement may be carried out.

This guide applies to One Marketplace program and includes descriptions and explanations.

No part of this book may be reproduced or used in any manner without the prior written permission of the copyright owner, except for the use of brief quotations in a book review.

To request permission, contact the publisher at

support@onewholesale.ca.

Edited by One Trading Ltd.

One Trading Ltd.

#29-1111 Flint Rd. North York, ON M3J 3C7

416.661.6664

www.onewholesale.ca



LABEL PRINTING GUIDE

It is important for both you and our team to know which products are which. There are many ways to create labels for your product. However, we recommend you to use the following method to create barcodes in order to avoid any errors caused by different barcode format.

The method shown below is free of charge and it **WILL NOT** ask for tips, donations, or subscription charges.

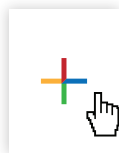
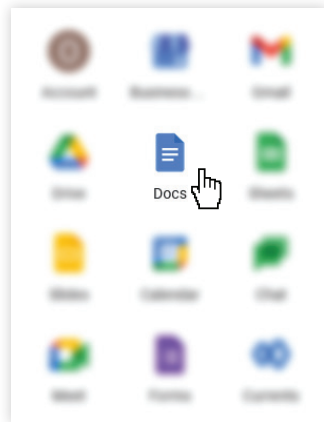
2-1. Getting ready (Extensions)

What you'll need: Google Account ID

Gmail Images



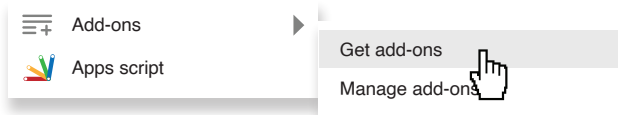
- a) Log in to your google account and go to **Google Docs**, which you can find in the menu located at the top right corner of the screen right next to your profile.
- b) When **Google Docs** is opened, click **Blank** to create a new document.



Blank

- c) In new document, Go to **Extensions** tab and hover on the **Add-ons** option. Click **Get Add-ons**.

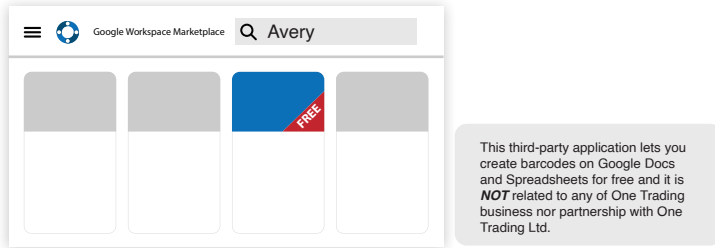
Extensions



* Continue to the next page.

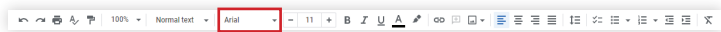


- d) When a popup window opens up, type “**Avery**” on a search bar and download “**Foxy Labels - Label Maker for Avery & Co.**”

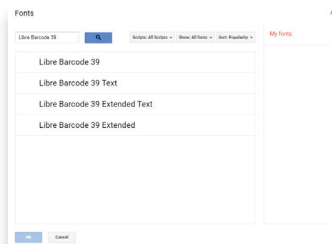


2-2. Getting ready (Fonts)

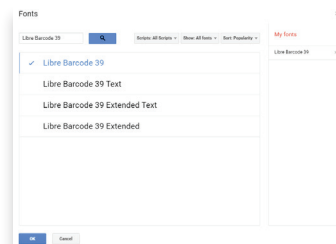
- a) Click on the arrow in the tab where you can choose fonts. **Arial** font is default in most cases, so look for the triangle arrow next to **Arial** if you don't know where to find font options.



- b) Click **More fonts** at the top.
- c) When a popup window opens up, type “**Libre Barcode 39**” and do a search.
- d) You will be able to find few options, choose the first one “**Libre Barcode 39**”.
- e) Once clicked, you will see a name of the font under **My fonts** section on the right.



Font Not Activated.



Font Activated.

- f) New font is now activated, and ready to use. Click **OK** to close the window.



2-3. Barcode Layout

In this step, you will learn how to create/layout your barcodes properly.

- a) Click **Extensions** tab and go to **Foxy Labels - Label Maker for Avery & Co.** and then, go to **Create labels**.
- b) When a new tab opens up. You will be able to select templates. Click **Select a template** and look for the product number *(It is written on the box as shown below)*.

Ex.



* Product number ***5167** is used as an example in this case which we recommend you to use. *However*, you can use any label stickers of your own as long as it is registered in **Foxy Labels** application.

once selected your desired label template, hit **Apply template**.

- c) Wait until the layout loads up on your screen. **DO NOT** close Foxy Labels tab as you might need it later before printing.

Label information

Per sheet:	80
Dimensions:	1/2" x 1-3/4"
Page format	Letter - 8-1/2" x 11"
Page orientation:	Portrait
Compatible with:	5167 Avery

Where to get it?

White return address labels - compatible with Avery® 5167™ for laser/inkjet is commonly used in the industry and you can get it from any local office supplies or printing shops.



2-4. Creating/Printing barcodes

- a) Start typing the numbers with **Arial** font as you will have to check for typos while entering the numbers.

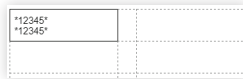


* Start typing your number from the first rectangle.

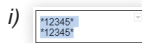
- b) When entering the numbers, type Asterisks ****** at the beginning and at the end of each codes. The code will not be scanned if missing asterisks.

Ex. ***12345*** ○ ***12345** ✗ **12345** ✗
Correct *Missing an asterisk.* *Missing asterisks.*

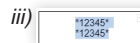
- c) Enter your code twice. One on the top and another one on the bottom as shown below.



- d) When you are done with typing the numbers, drag and **Select** all your texts. If you see a border around your texts as shown below, **Align to the centre** (**Ctrl+Shft+E**).



Centre Align all your texts.

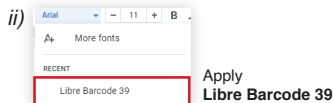


Your labels should look like this if centre aligned properly.

- e) Drag and select the number on top as shown below.



if selected, change the font to **Libre Barcode 39**.



once completed the previous step, it should look as shown below.



* Continue to the next page.



- f) Adjust the size of your code according to the guideline. Leave some space around the edge to avoid any printing errors.

If the size is too big to fit in, the guideline changes it's size. **To avoid this, check your guideline while adjusting your code size and stop before the guideline changes it's size.*



Maximized barcode size while maintaining the size of border.



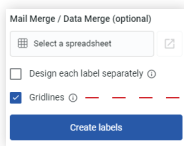
The guide is slightly bigger than it's original due to the size of barcode.

- g) Copy and paste as many as you need for each items.



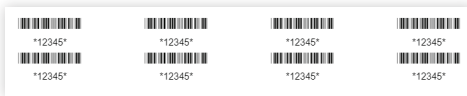
The number of barcodes you create should be **equal** to the number of items sent to the warehouse.

- h) When your labels are ready to print, go back to **Foxy Labels** tab and **unable Gridlines**. Give it a few moments and you will notice the gridline around your codes are gone. Select any laser or inkjet printer of your own and **print labels**.



Unable this and your gridline on your template will be hidden. Print your labels with no Gridlines.

Your label should look as shown below before printing.



Memo



Memo

Thank you