



LABELS ON DEMAND

Version 3.0

# Quick Start Guide



MAKING **BUSINESS** BETTER.

# Overview - The Basics

ColorFile Labels On Demand 3.0 is a Windows-based software program that allows you to select designs (\*.job files), enter data either manually in the data grid or by importing a data file (\*.csv or \*.txt), and print records to create color coded filing labels. Print alignment can be adjusted.

**NOTE:** The Sample Label templates shown throughout this Quick Start Guide may not be the same as those you have installed. Concepts and navigation are the same, regardless of which templates you are using.

There are five main screens:

1. Home
2. Print Label Screen
3. Enter Data Screen
4. Print Screen
5. Print Complete Screen

# 1.Home Screen

**ColorFileLabels.com**  
FILING SYSTEM  
The Reynolds and Reynolds Company

Welcome Demo User [log out](#)

[HOME](#) [PRINT LABELS](#) [MY ACCOUNT](#) [CONTACT US](#) [CORPORATE](#)



### Welcome

Welcome to ColorFileLabels.com, a breakthrough filing solution from Reynolds and Reynolds for On-Demand Label Printing.

### Any Label, Any Time, Any Where

With ColorFileLabels.com, you can print brilliant color-coded labels from any location, so you get the labels you want, when you want them.

ColorFileLabels.com is simple and easy to use. You can begin printing your labels in three steps:

1. Select a Label Design
2. Enter or Import Your Data
3. Print Your Label

### ColorFileLabels.com Advantages

- No software to install; you always have the most up-to-date version
- Your sensitive customer data never leaves your own computer
- Compatible with your printer
- You set up the system administrator and add/delete users
- Persisting Data feature ensures the data you've entered is saved until you delete it

Whether you print one label per day or over 1,000, ColorFileLabels.com provides an easy and economical solution for managing your filing systems.

ColorFile™ is a trademark of Reynolds and Reynolds ©.  
© 2010, ENGINEERED DATA PRODUCTS HOLDINGS LLC (EDP Colorflex) ALL RIGHTS RESERVED.  
This site is protected by copyright under the Universal Copyright and Berne Conventions and trademark.  
Please refer to the [Terms of Use](#) page of the site for more information regarding intellectual property.  
Please refer to the [Privacy Policy](#) page regarding the collection and use of personal information.

## HOME

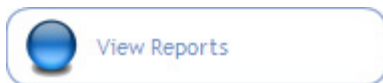
- Allows users to Login to their account; login and password required.
- The “Sign me in automatically” checkbox allows the user to remain logged in without being timed out.
- View or download a brief overview video of ColorFileLabels.com from “See How It Works”. *Feature not accessible when logged in.*
- View the various elements that can be incorporated into a label design from “What Can You Print?” *Feature not accessible when logged in.*

## PRINT LABELS

- Allows the user to select a label design from the “My Labels” or “Sample Label Library”. Select the label library from the “Choose a label library:” drop-down.
- Click the label image to select.
- Data can be manually entered or imported from a *.txt* or *.csv* file.

## MY ACCOUNT

- Allows users to access reports, or based on privileges assigned, may allow user maintenance and editing of general settings.
- Allows the user to view lists of all users and label designs associated with the account.



Allows the user to select from a variety of reports that summarize or detail label printing and label inventory information by chosen parameters.



Allows the user to change their password.

## CONTACT US

- Provides access to the support center, contact, and request info sections.
  - Support Center – provides access to commonly asked questions and downloadable content.
  - Contact – provides contact information relevant to Sales or Technical support.
  - Request Info – provides an electronic link for comments or questions the user may have.

## CORPORATE

- Links to The Reynolds and Reynolds corporate website.

## 2. Print Label Screen

ColorFile™  
FILING SYSTEM

HOME PRINT LABELS MY ACCOUNT CONTACT US CORPORATE

COLORFILELABELS LABEL INVENTORY: 23 Mona Alexander | [logout](#)

**WARNING**  
Your Label Inventory is running low!

[Sample Label Library](#)

Choose a label library:

Search by Design Name:

Only display labels for:

**6VInServiceJacket**

Color Scheme: Custom  
Layout: Other  
Printer Type: Inkjet  
[Show Large Preview](#)  
[Print](#)

**7VInServiceJacket**

Color Scheme: Custom  
Layout: Other  
Printer Type: Inkjet  
[Show Large Preview](#)  
[Print](#)

**Accounts Payable**

Color Scheme: Custom  
Layout: Other  
Printer Type: Inkjet  
[Show Large Preview](#)  
[Print](#)

**DealJacket**

Color Scheme: Custom  
Layout: Other  
Printer Type: Inkjet  
[Show Large Preview](#)  
[Print](#)

Page:  [back](#) [next](#)

ColorFile™ is a trademark of Reynolds and Reynolds ©.  
All materials copyright © 2010 Reynolds and Reynolds or EDP Colorflex.

### PRINT LABELS

- Allows the user to select a label design from the “My Labels” or “Sample Label Library”. Select the label library from the “Choose a label library:” drop-down.
- Click the label image to select.
- Data can be manually entered or imported from a *.txt* or *.csv* file.

### 3. Enter Data Screen

IMPORT DATA

Allows the user to import data from a *.txt* or *.csv* file. The import wizard guides the user through the import steps. The import profile is saved automatically for future use.

EXPORT DATA

Exports all data to a .csv file. **NOTE:** Data cannot be added to an existing file.

CLEAR DATA

Deletes all of the data that is retained by ColorFile Labels on Demand. It is recommended to either clear or save the data after a successful print. **NOTE:** Data will only persist for the period of time chosen for the retention of temporary Internet files on the local machine. *Tools>Internet Options>Settings...*

A<sup>+</sup>

Increases the **viewing** font size.

A<sup>-</sup>

Decreases the **viewing** font size.

PRINT PREVIEW

Allows the user to preview what the label will look like prior to sending the job to the printer.

PRINT ALL

Sends all of the data for printing to the specified printer.

DEFINE DATA

Allows the user to specify a unique data sequence based on a specific data entry field. This function can be used with manual entry or the Generate Data option.

GENERATE DATA

Allows the user to generate a given number of records based on a specific data entry field.

## 4. Print Screen

The screenshot shows the ColorFile Filing System web interface. At the top, there is a navigation bar with links for HOME, PRINT LABELS, CONTACT US, and CORPORATE. Below the navigation bar, the page title is "SELECTED LABEL" and "ENTER DATA". The "ENTER DATA" section contains a "PRINT OPTIONS" form with the following fields and options:

- Printer Type:  Laser  Ink-jet
- Print By: Records (dropdown menu)
- Range: 1-2 (text input)
- Start Cell: 1 (text input)

A "PRINT" button is located below the "Start Cell" field. To the right of the form, there is explanatory text for "Printer Type", "Print By", "Range", and "Start Cell".

Printer Type is used to specify the type of printer you will use to produce labels. It is very important to select the correct printer type to ensure the highest print quality.

Print By is used to specify whether you will be printing either **Records** or **Pages**. A Record typically represents one label on your face stock. A Page typically is a full sheet of face stock.

Specify the **Range** of **Records** or **Pages** to be printed (e.g. 1-10). You can also specify a list of items by placing commas between each (e.g. 1,5,6,8). You can also mix range items and single items (e.g. 1,3-6,9,12,15-20). In all cases, please do not include spaces between items.

The **Start Cell** specifies which face stock label cavity to start printing on. This number cannot exceed the number of label cavities on the face stock and will only apply to the first sheet of labels.

PRINT ALL

After selecting "Print All", the Print Screen will appear

PRINTER ALIGNMENT

Allows the user to adjust the position of the printed image on label stock. Select "Test" to print a test pattern to assist with proper label alignment. Be sure to click *Apply* when the proper alignment has been reached. **NOTE:** Print alignments are stored in the Temporary Internet Files and should also be recorded in a permanent location.



PRINT SAMPLE

Allows the user to print a sample of the label. **NOTE:** The printed sheet will have **SAMPLE** printed on it.

PRINT PREVIEW

Allows the user to preview what the label will look like prior to sending the job to the printer.

**Printer Type**

Used to specify the type of printer to produce labels. It is very important to select the correct printer type to ensure the highest print quality.

**Print By:**

Used to specify whether you will be printing either **Records** or **Pages**. A Record typically represents one label on your face stock. A Page typically is a full sheet of face stock.

**Range:**

Specify the **Range** of Records or Pages to be printed (e.g. 1-10). You can also specify a list of items by placing commas between each (e.g. 1,5,6,8). You can also mix range items and single items (e.g. 1,3-6,9,12,15-20). In all cases, please do not include spaces between items.

**Start Cell:**

Specifies which face stock label cavity to start printing on. This number cannot exceed the number of label cavities on the face stock and will only apply to the first sheet of labels.

PRINT

Opens the standard Windows print dialog box, where the user can select the appropriate printer and any other needed options. **NOTE:** When printing to a laser printer, choose Labels or Transparency as your Paper Type to ensure proper toner adhesion..

## 5. Print Complete Screen

PRINTER ALIGNMENTPRINT SAMPLEPRINT PREVIEW

### Printing in Progress

**Print Complete!**

Please do not close this browser window while printing

**PRINT OPTIONS:**

Printer Type:  Laser  Inkjet

Print By:

Range:

Start Cell:

**Printer Type** is used to specify the type of printer you will using to produce labels. It is very important to select the correct printer type to ensure the highest print quality.

**Print By** is used to specify whether you will be printing either **Records** or **Pages**. A Record typically represents one label on your face stock. A Page typically is a full sheet of face stock.

Specify the **Range of Records or Pages** to be printed (e.g. 1-10). You can also specify a list of items by placing commas between each (e.g. 1,5,6,8). You can also mix range items and single items (e.g. 1,3-6,9,12,15-20). In all cases, please do not include spaces between items.

The **Start Cell** specifies which face stock label cavity to start printing on. This number cannot exceed the number of label cavities on the face stock and will only apply to the first sheet of labels.

After printing, the Print Complete screen is briefly displayed and then you will be taken to the Home screen.

# Contact Information

Need to talk to someone? Please use the numbers and email addresses on this page.

**More Information: Contact us by e-mail at**

[colorfile@reyrey.com](mailto:colorfile@reyrey.com)

## Reynolds and Reynolds Tech Support

877-868-2061

After Hours: 877-542-1799

Help Desk Hours: **Monday-Friday: 8:30 am-4:30 pm EST**

For More Information about ColorFile, contact your Reynolds Document Consultant directly, or call 877-868-2061

The Reynolds and Reynolds Company  
One Reynolds Way  
Kettering, OH 45430 USA  
800.344.0996

## To Order Supplies

To order labels, laminates, or toner contact your Reynolds Document Consultant directly or order online through ReySource.com.

Online: [www.reysource.com](http://www.reysource.com)

Phone: 1-800-344-0996