COLORFILE®

LABELS ON DEMAND

Quick Start Guide

Reynolds & Reynolds®

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

- 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.

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

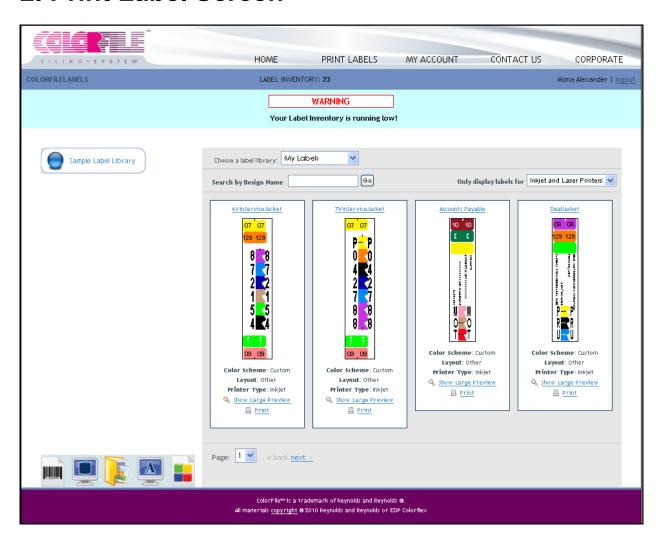Change My Password — Allows the user to change their password.

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
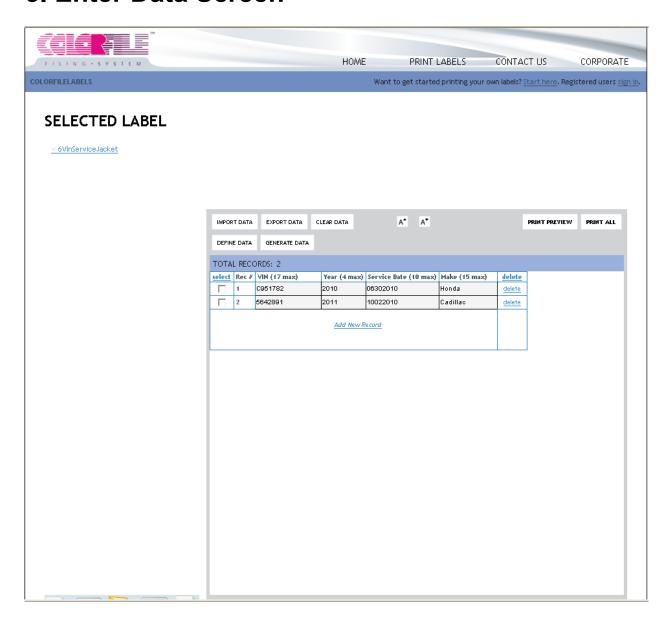
- Links to The Reynolds and Reynolds corporate website.

2. Print Label Screen

- 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.

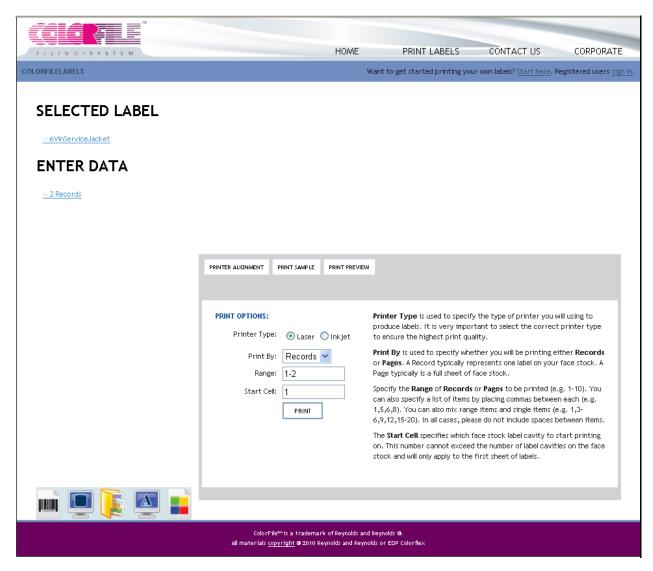|	
EXPORT DATA	Exports all data to a *.csv* file. **NOTE:** Data cannot be added to an existing file.
CLEAR DATA	Deletes all of the data that is retained by ColorFile Labels on Demand. It is recommended to either clear or save the data after a successful print. NOTE: Data will only persist for the period of time chosen for the retention of temporary Internet files on the local machine. *Tools>Internet Options>Settings…*
A▲	Increases the **viewing** font size.
A▼	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

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.

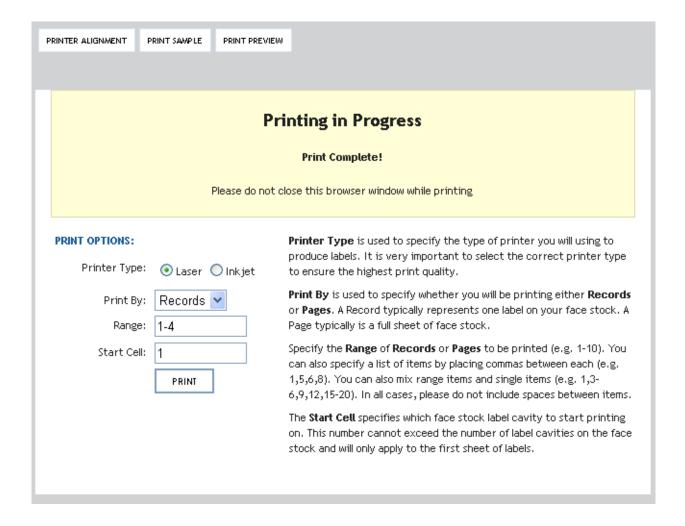|	
PRINT SAMPLE	Allows the user to print a sample of the label. **NOTE:** The printed sheet will have **SAMPLE** printed on it.
PRINT PREVIEW	Allows the user to preview what the label will look like prior to sending the job to the printer.
Printer Type	Used to specify the type of printer to produce labels. 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

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

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

Phone: 1-800-344-0996