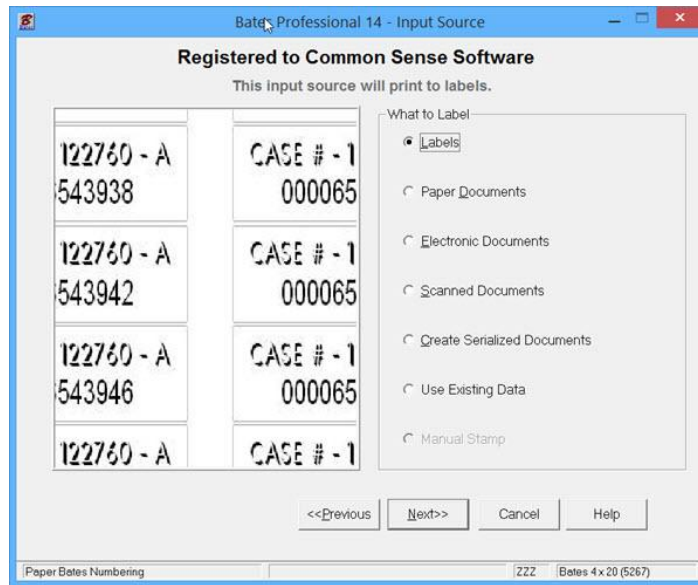# Bates Stamp Labels

To make labels for applying to documents at the Input Source Page select Labels by clicking on the Radio Button to the left of the text. Press the Next Button to continue.

At the Label Type screen the default label is Bates 4 x 20 (Avery 5267). You should use this label whenever possible if the information you are adding will fit on it. The program performs best, smaller files and faster processing, when the smallest label possible is used. You will find this label performs best in all Printers and in all Electronic Document Numbering applications.
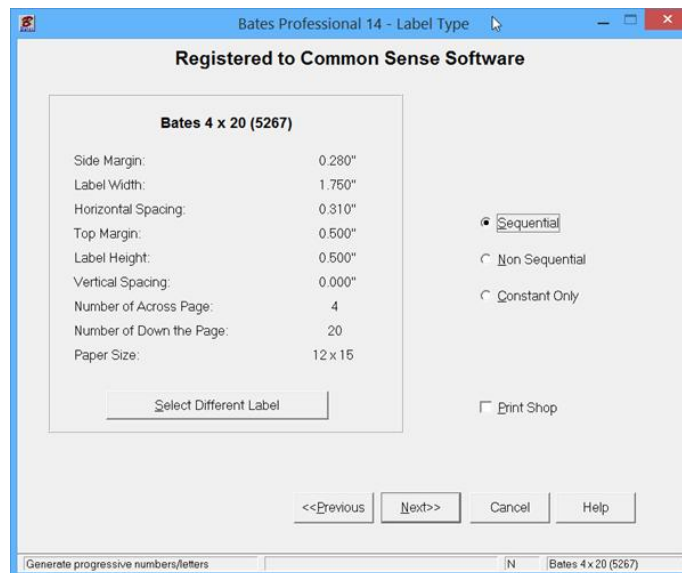
Customer Information

This information will be stored with the job Information for future reference in the "Use Existing Data" Database. If you do not need to store the label information in the Database, leave these fields blank. Otherwise, Label Information is stored in the Database by the Client's name. Saved as Jones Case. The Client Name field is required as this triggers the program to save the job setup data and remembers the next number to continue the next run.

Bates Professional 14 - Customer Information

Registered to Common Sense Software

Ordered by:

Date: 2/07/2016

Client Number:

Client Name: Jones Case

<<Previous   Next>>   Cancel   Help

N   Bates 4 x 20 (5267)

This Database feature is available in all of our Programs and Input Sources. The "Use Existing Data" feature sets us apart from all others. Use Existing Data eliminates retyping label information and remembers the next number for you. You may manage many Projects which saves time. You will find complete information on this feature in the Help. Our context sensitive Help will display the Help for the screen you are on. We are the only software developers that have this feature.

Adding Label Information

At the Additional Information Page set the variable line information and the starting number or letter. For this example we are just making a standard set of labels. I have checked Leading Zero's, set the Number of Digits to 3, check the "Print down then across", entered Jones- in the Prefix field, Starting Number is 1, Amount to Print is 80, which is one full page of labels. When selecting "Print down then across" you must print a full page of labels. Press the Help Button for a definition of all the fields on this page. Press the Next Button to continue.

Label Position Information

On the Label Position Page the variable (sequential) line is highlighted. When active you can change the font, color, etc. To add a constant line in the box at the top left highlight the C <Enter Text> and press the Edit Button to add the text you want on your label. If left grayed out the <Enter Text> does not print. Press the Help Button for the definitions of the Options on this screen. This screen is one of two screens that can be **expanded to Full Screen**! The other screen you can expand to Full Screen is the Print Preview. You will find this very helpful in positioning page Elements. I will use the cursor to drag the variable line to the center of the label and Press Next to continue.
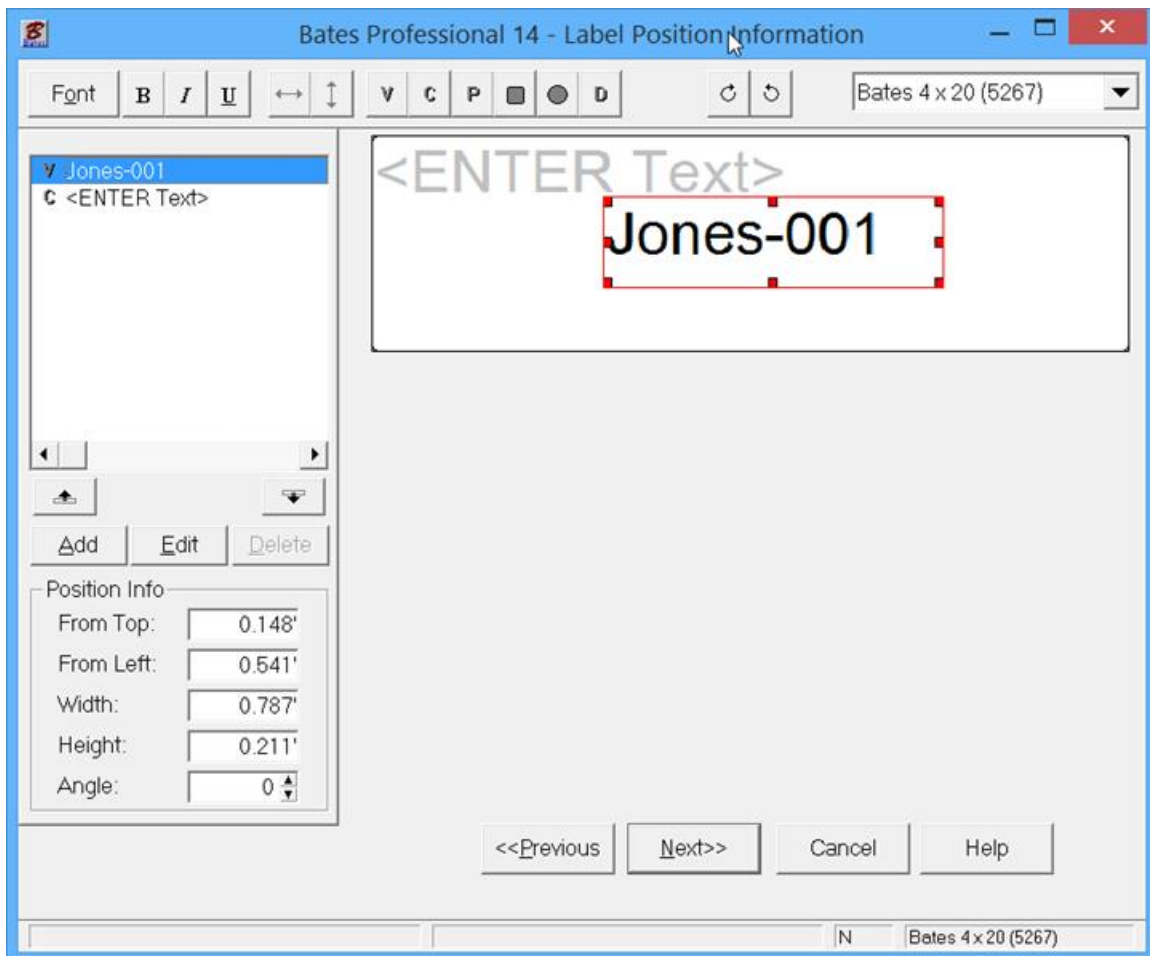
Output Destination

On the Output Destination page select the printer you would like to send your labels to. The Lookup Button […] allows you to change the properties of the selected printer. I am sending the labels to a PDF file so I can show you the production in this guide. Press Next>> to continue.

Print Preview

The Print Preview may be Expanded to Full Screen allowing a closer inspection of the finished product. At the Print Preview page the default is the complete page view of your labels with an outline of the selected label. For a close up of your label place the cursor over the page and left click. This allows you to inspect your label before printing. The close up view is shown on the next page.
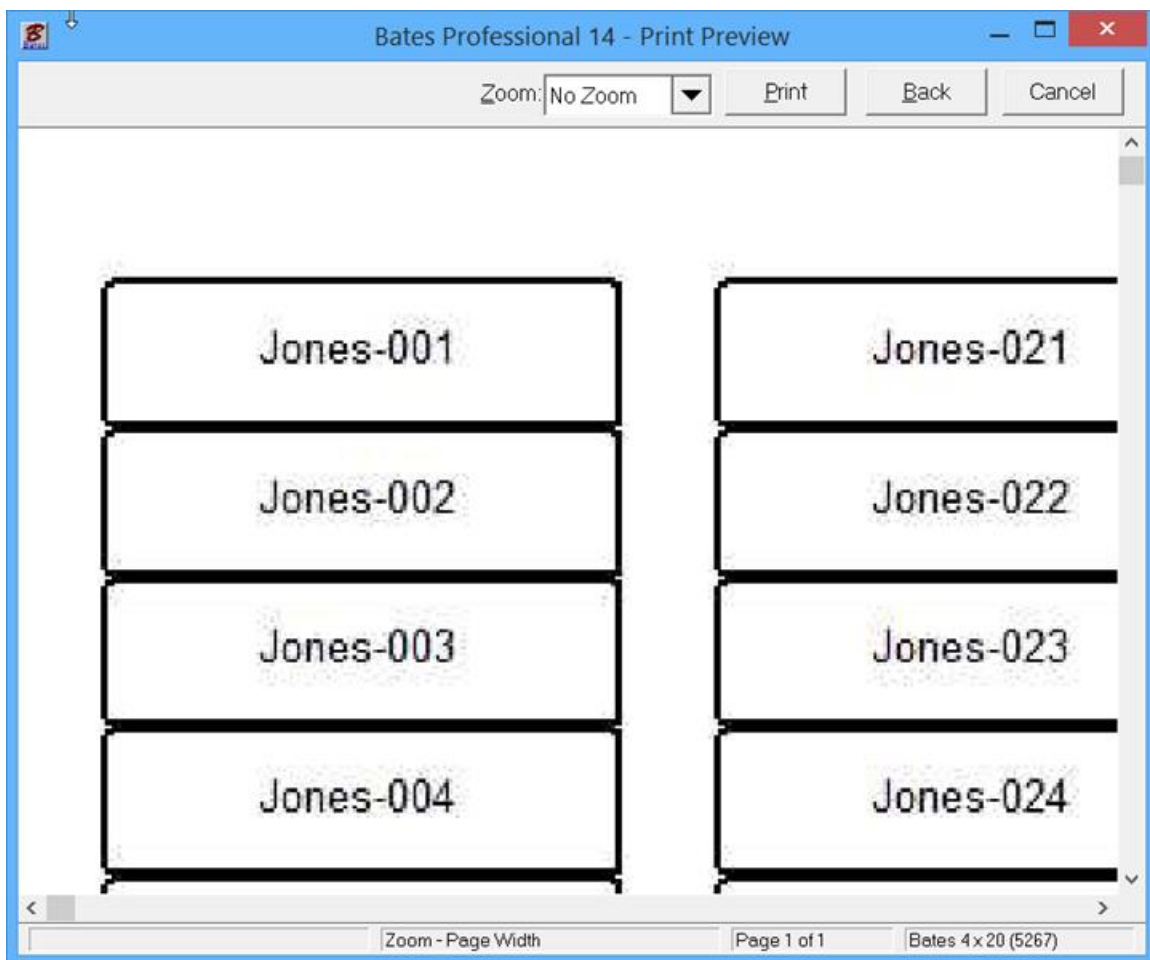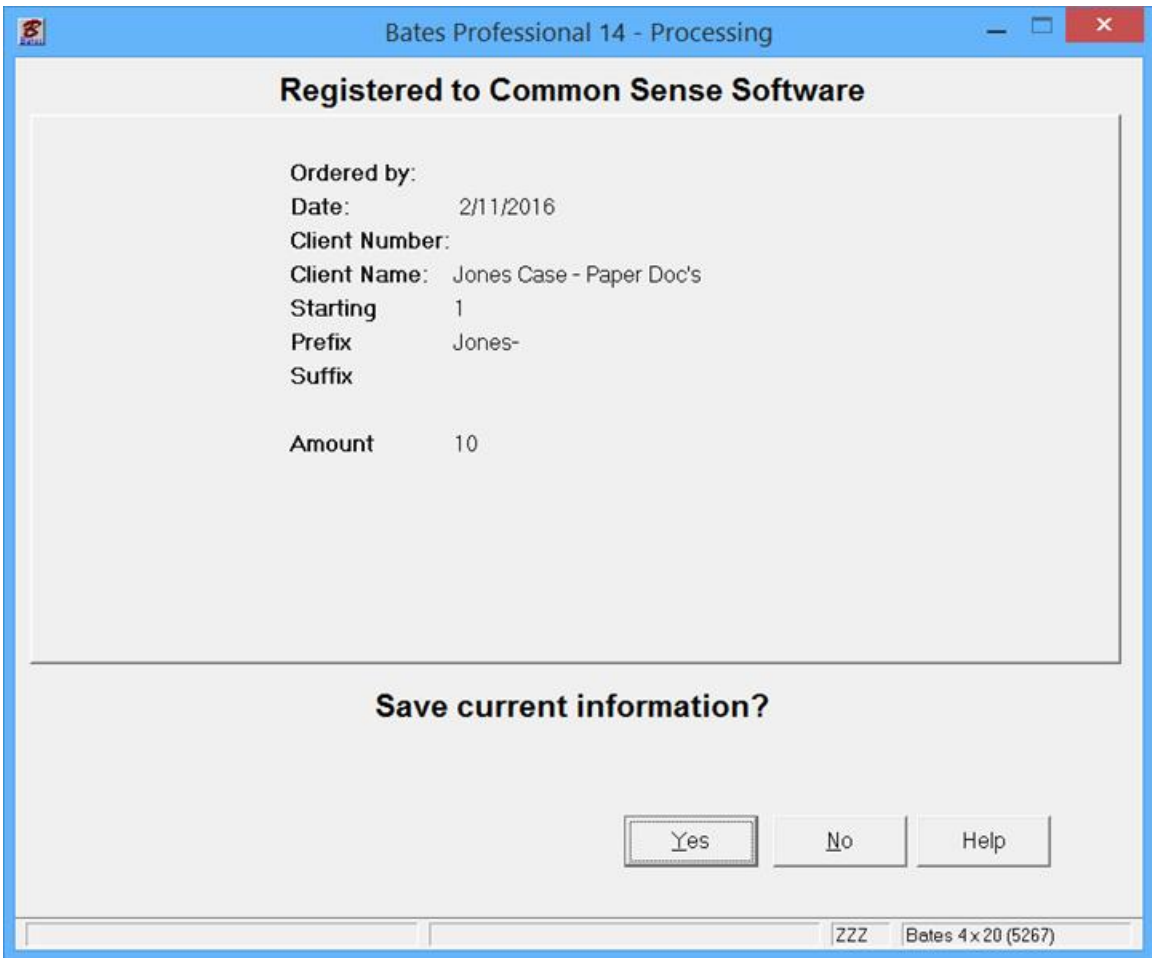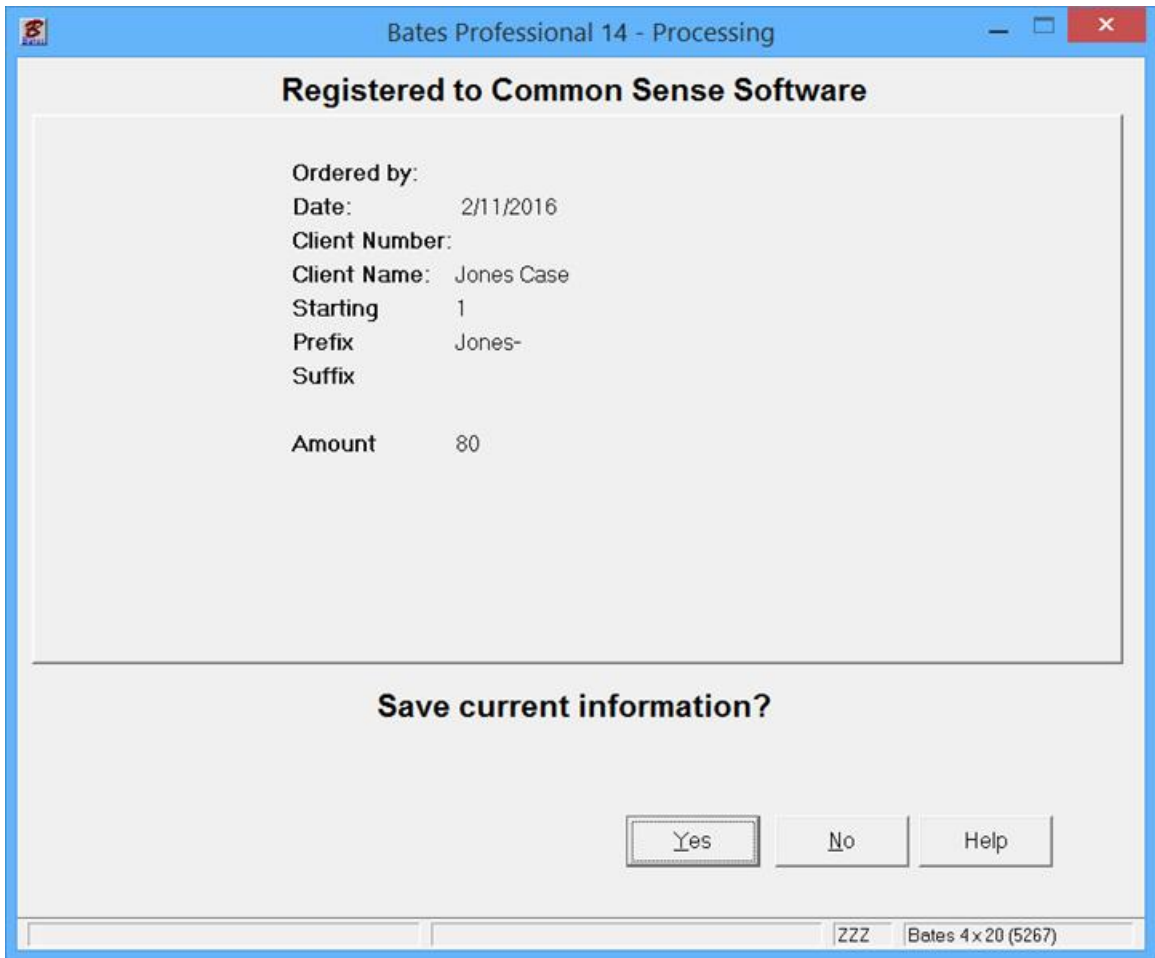

If you are not happy with the way your label is going to look press the "Back Button" and return to the page that you need to so that you can change the Label to meet your spec's. Note: There is a checkbox on the Additional Information page that allows you to "print down then across" the page which we checked. If selected, you have to print full pages of labels as all printers print across the page. To print your labels press the Print Button now.

The screen below shows the printed sheet of labels as they were printed to an image. To print your labels to your printer place the sheets of labels in your paper tray before pressing Print. Notice that the label outline only shows on the Print Preview for reference and does not print to the label.

Jones-001	Jones-021	Jones-041	Jones-061
Jones-002	Jones-022	Jones-042	Jones-062
Jones-003	Jones-023	Jones-043	Jones-063
Jones-004	Jones-024	Jones-044	Jones-064
Jones-005	Jones-025	Jones-045	Jones-065
Jones-006	Jones-026	Jones-046	Jones-066
Jones-007	Jones-027	Jones-047	Jones-067
Jones-008	Jones-028	Jones-048	Jones-068
Jones-009	Jones-029	Jones-049	Jones-069
Jones-010	Jones-030	Jones-050	Jones-070
Jones-011	Jones-031	Jones-051	Jones-071
Jones-012	Jones-032	Jones-052	Jones-072
Jones-013	Jones-033	Jones-053	Jones-073
Jones-014	Jones-034	Jones-054	Jones-074
Jones-015	Jones-035	Jones-055	Jones-075
Jones-016	Jones-036	Jones-056	Jones-076
Jones-017	Jones-037	Jones-057	Jones-077
Jones-018	Jones-038	Jones-058	Jones-078
Jones-019	Jones-039	Jones-059	Jones-079
Jones-020	Jones-040	Jones-060	Jones-080

If you filled in the Client Information Page the screen below appears:

Bates Professional 14 - Processing

Registered to Common Sense Software

Ordered by:
Date: 2/11/2016
Client Number:
Client Name: Jones Case - Paper Doc's
Starting   1
Prefix   Jones-
Suffix

Amount   10

Save current information?

[Yes]   [No]   [Help]

ZZZ   Bates 4 x 20 (5267)

Ordered by:
Date: 2/11/2016
Client Number:
Client Name: Jones Case
Starting   1
Prefix   Jones-
Suffix

Amount   80

Save current information?

| Yes | No | Help |

ZZZ   Bates 4 x 20 (5267)

Press the YES button to Save all the information to the "Use Existing Data" database.

We will continue this job from the database on the next Page.

Bates Stamp Labels

CONTINUED – "USE EXISTING DATA"

This feature separates Bates Professional from all the others. Once you set a job up, run the first production you do not have to set it up again. This time saving feature pays for the software the first time you use it.

Sign into the Bates Professional, press Next. On the Input Source, What to Label screen select "Use Existing Data." Press Next
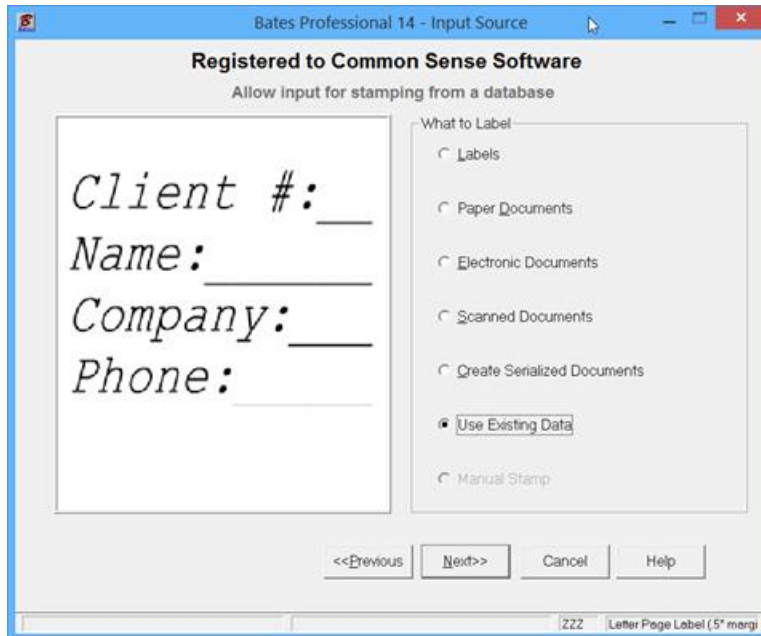
Highlight (select) our Saved Data and Press Next.
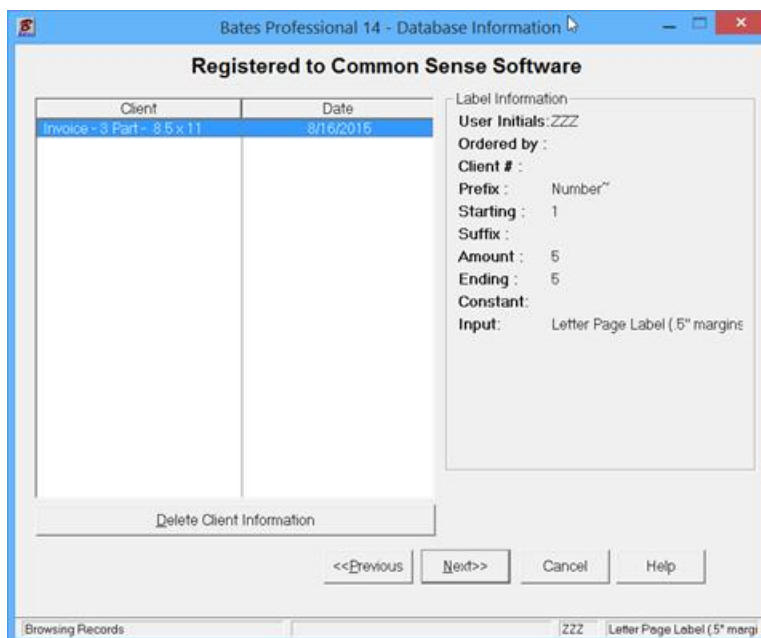
All the screens will be shown for you to check and/or change the information. You cannot change the Client Name and continue with this database. This screen is just to verify you have the right information.

Check the info on the Additional Information screen. Note all of the settings are correct with the next number remembered. Change the amount to print for today's job if different. Press Next.
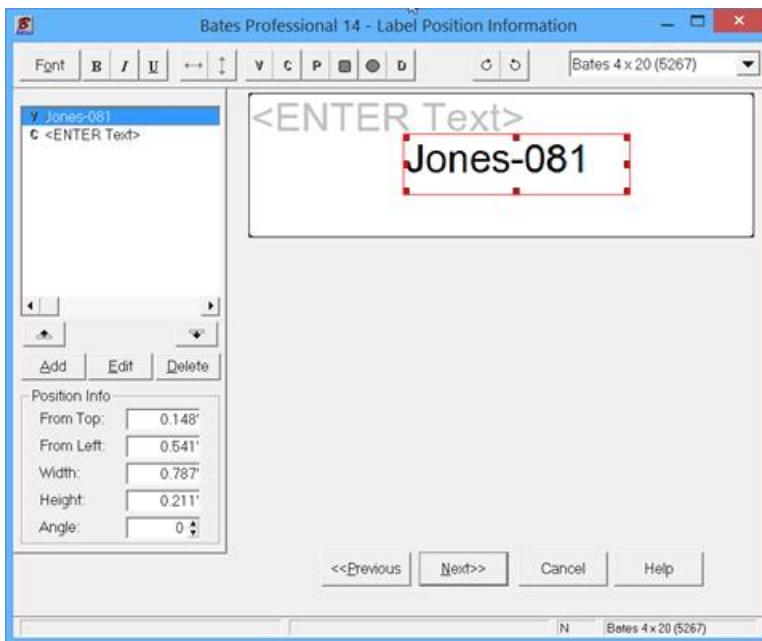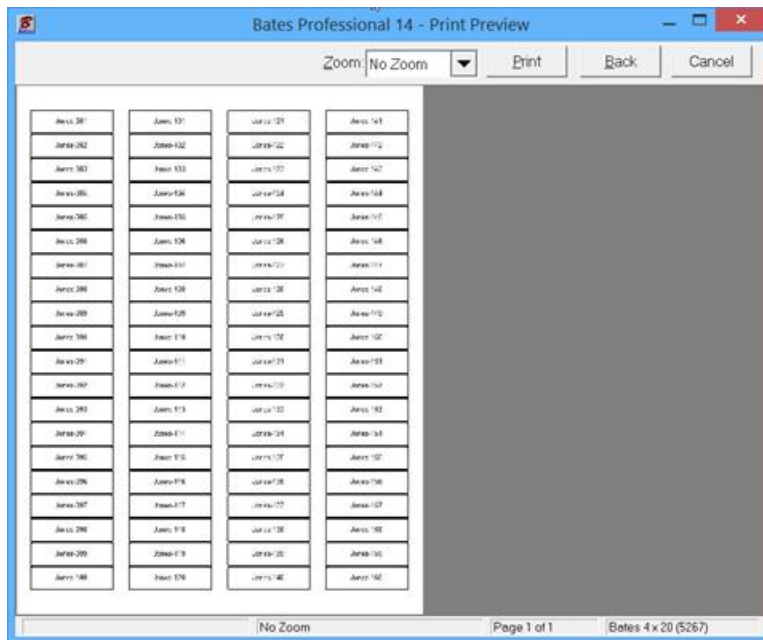
If you have not changed any information all will be in position for the next run. Remember that this screen may be expanded. Press Next


The Output Destination may need adjusting. Check carefully and Press Next.
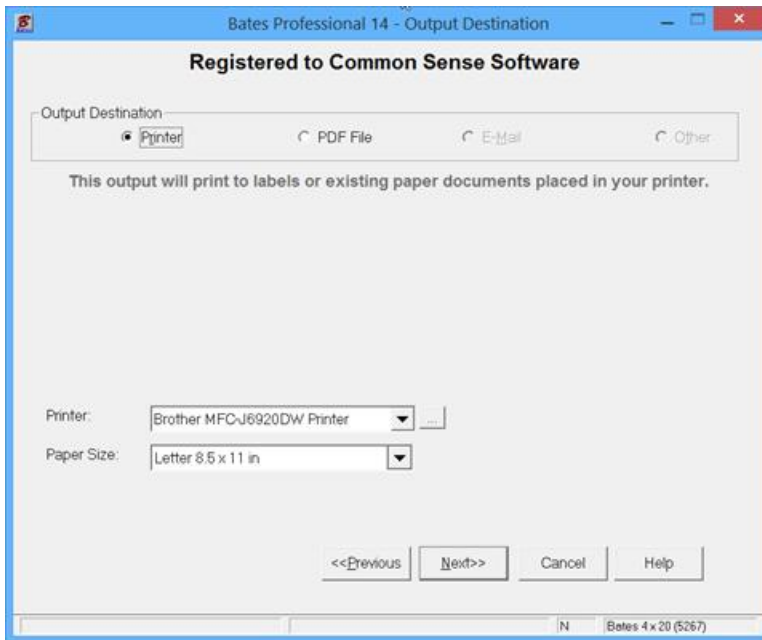
Print Preview gives you a last check before print. Remember this is another screen that expands to full screen and has a zoom feature. Press Print when ready.

Resave your data by Pressing Yes. NOTE: There is a check box "Overwrite Client Data". If this feature is checked you will only have the current job saved. This makes database management much easier will you do a lot of processing. In most cases there is no reason to save every job, just the last one.
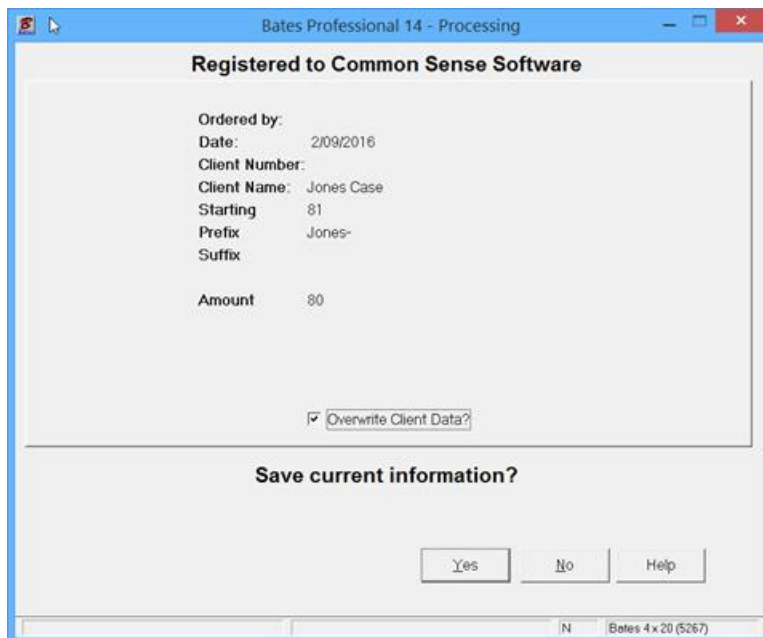
Label_Guide-1.PDF and Label_Guide-2.PDF are samples for this Bates Stamp Labels Guide and are available for viewing.