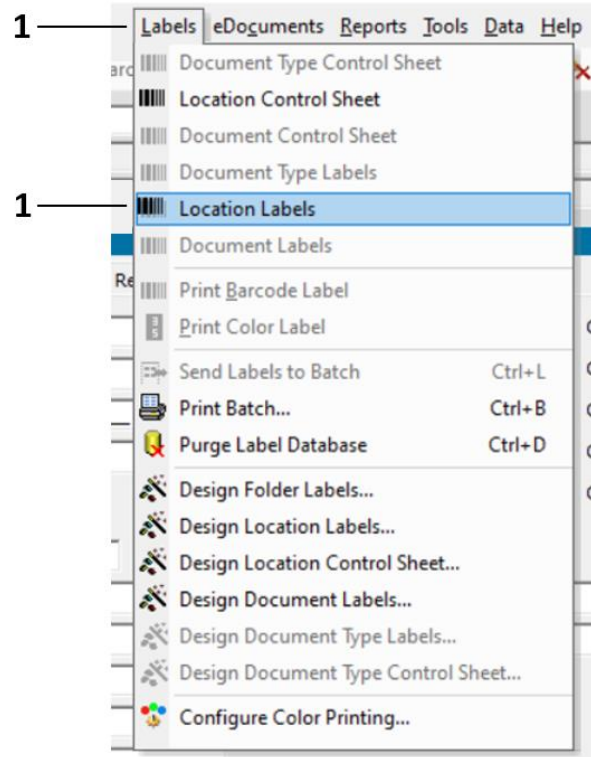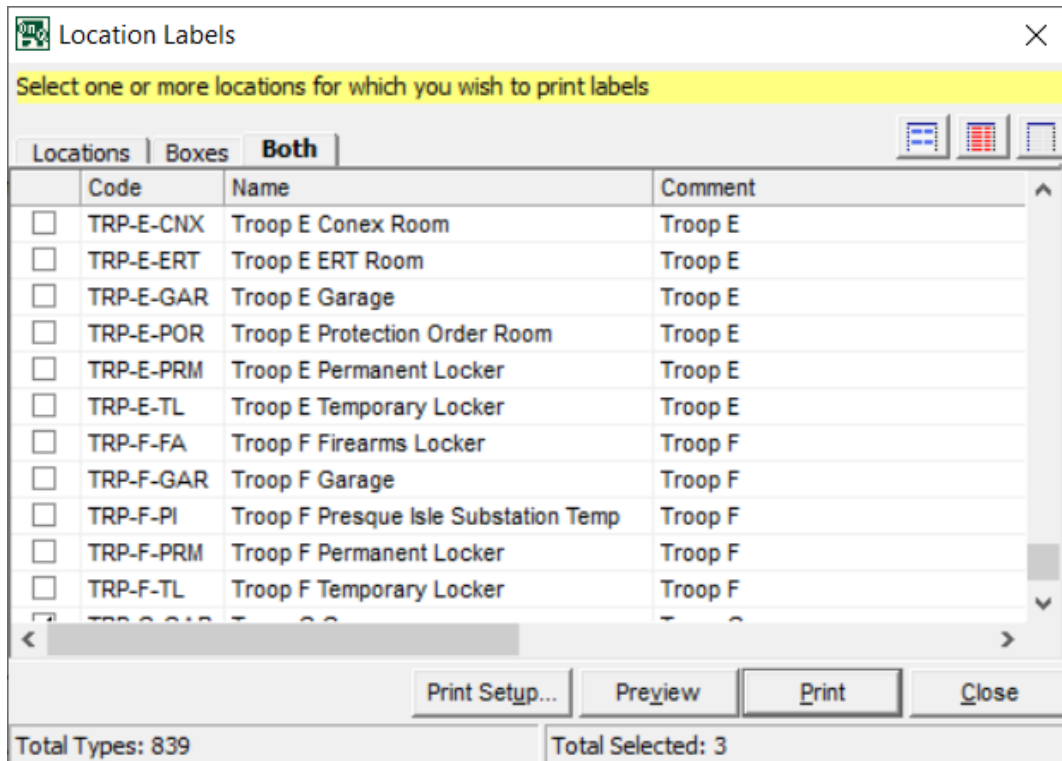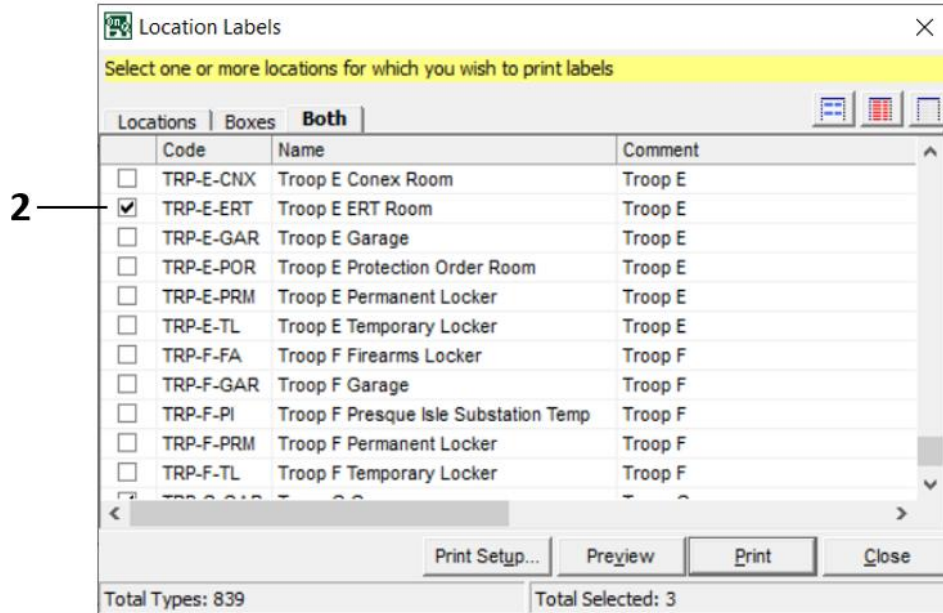# 1. Open **Labels,** click **Location Labels**

The **Location Labels** window opens …

2. Tick the checkbox next to the location for which you intend to produce a label.

If you wish to produce labels for multiple locations at the same time…

3. If the desired locations appear in sequence in the window, click the first location and drag-down over the other locations in the sequence to blue-highlight the group. Then click the button to 'Select Highlighted Rows' to apply a checkmark in the selection box for each highlighted location.
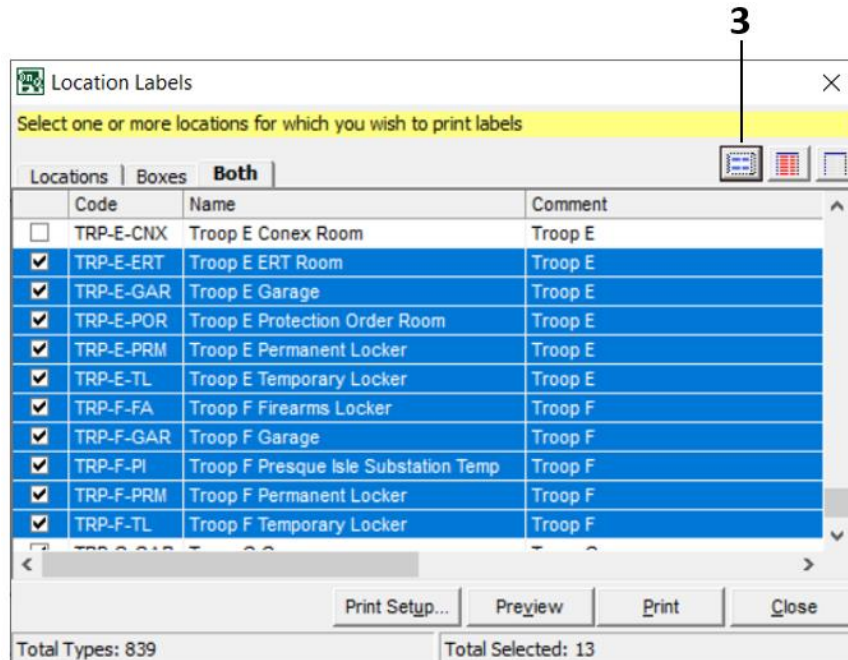
4. If the desired locations are non-sequential in the window, hold down the Control key on your keyboard (Ctrl) while clicking the desired out-of-sequence locations, blue-highlighting them in the list. Then click the button to 'Select Highlighted Rows' to apply a checkmark in the selection box for each highlighted location.
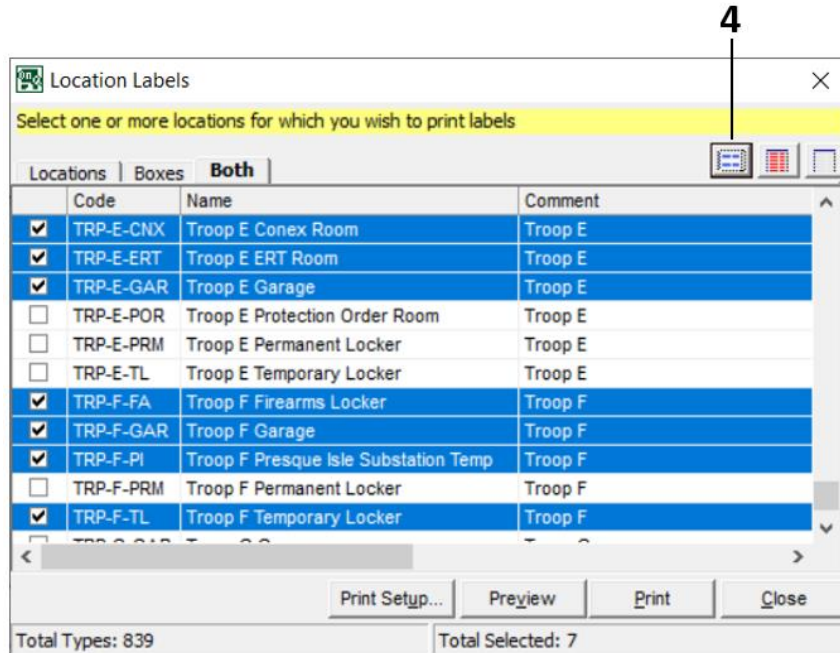

5. If you wish to print a label for EVERY location in the window, click the button to 'Select All.' This action applies a checkmark in the selection box for all locations in the list.
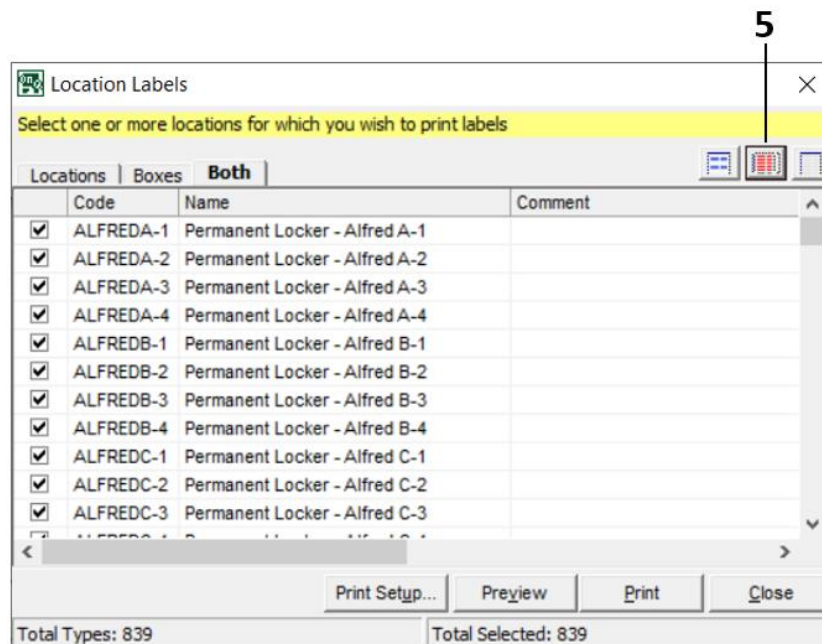
6. If you wish to unselect all locations in the list, click the button to 'Deselect All.' This action removes the checkmark from all previously selected locations in the entire list.
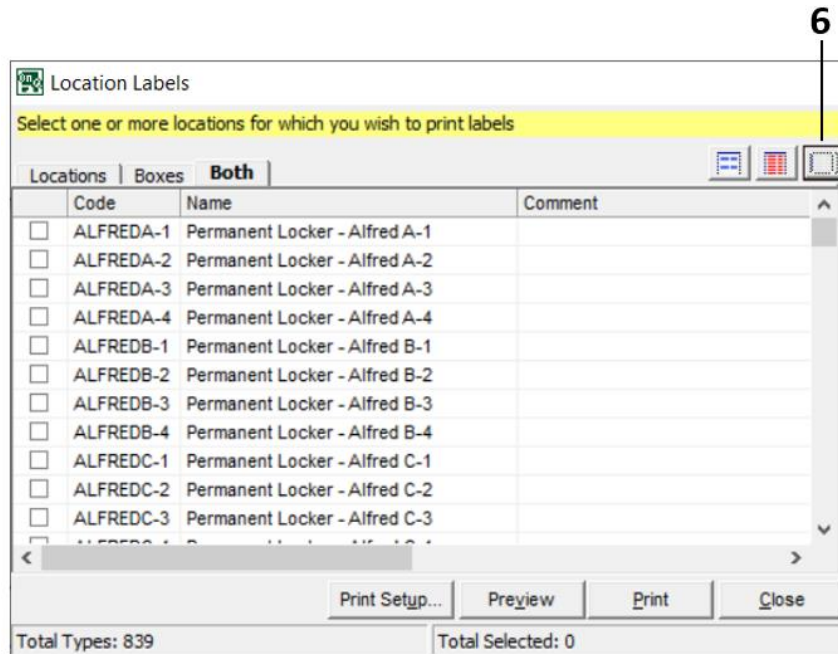

7. After selecting all locations for which a label is desired, click PRINT.
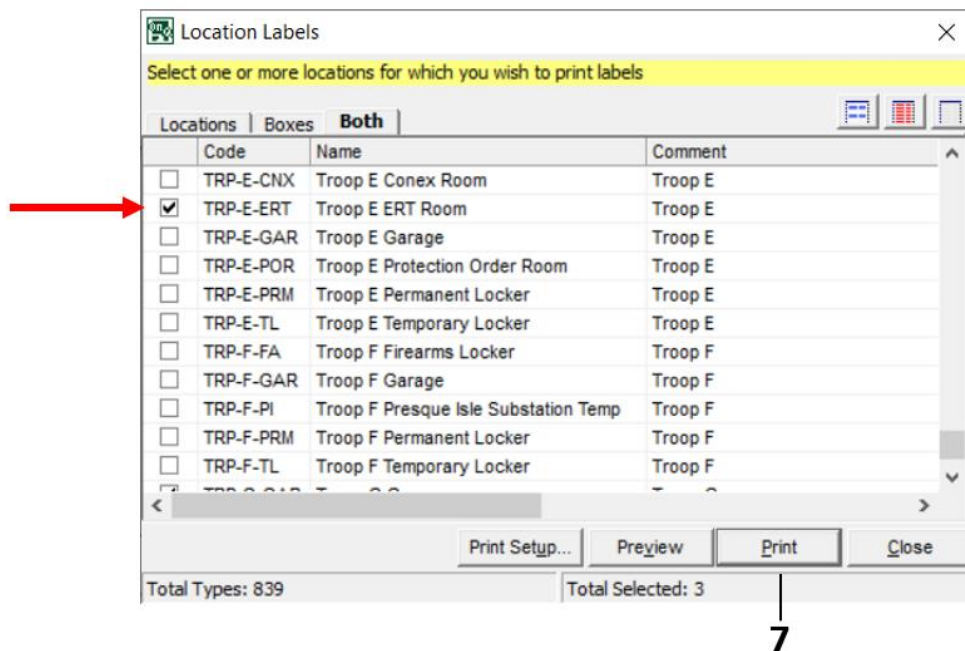
The **Print** window opens…

8. In the 'Select Printer' sub-window, find and click-on your barcode label printer to select it.

9. In the 'Number of Copies' box, set the quantity of labels you wish to print for each selected location.

10. Click **PRINT**. The Print window closes. Your set-quantity of selected-location labels should print and dispense from your selected printer.
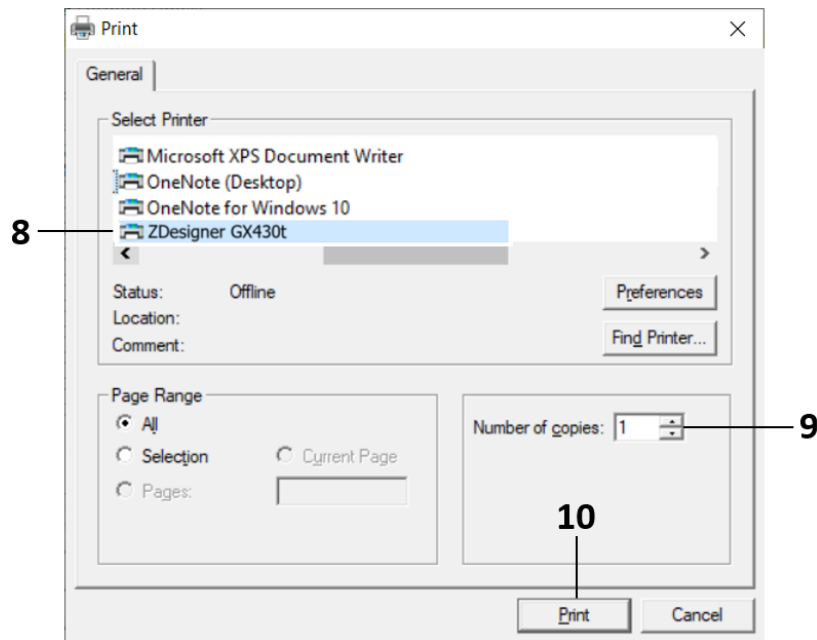
The **Location Labels** window reappears. If more labels are needed, repeat steps 2 through 10.

11. When finished, click **CLOSE.**