

Due to the way your printer has been set up, it may be necessary to adjust the fixed template to ensure that the image is printed in the correct position on the label sheet.

- Stage 1      Import an image and place it on each of the blue shaded areas marked on the template. Ensure that you have completely covered each shaded label area.
- Stage 2      Print this "sample" design on a blank A4 sheet of paper.
- Stage 3      Check alignment against a ZERO DEFEX label sheet. This can be achieved by putting the two sheets together and holding them against a strong light source.
- Stage 4      **IF YOU DECIDE** to adjust the label template position:
- a)      Click on "*Layout*" and open "*Object Manager*".
  - b)      Unlock the "*Master Template Fixed*" layer by clicking on the grey pen symbol so that it appears black.
  - c)      You have now **UNLOCKED** the template layer.
  - d)      Click on the label sheet and the template layout position becomes active (movable)
  - e)      Adjust the horizontal and vertical position of the template on the A4 sheet by using the *up / down / across* arrow keys on your keyboard.
  - f)      When you have completed the necessary adjustments. **LOCK THE "MASTER TEMPLATE FIXED" LAYER**. This is achieved by clicking on the black pen symbol so that it appears grey.
  - g)      Close the "*Object Manager*" window.
  - h)      Go to Stage 2 and 3
  - i)      If you are not satisfied - REPEAT the process a) to e)
  - j)      If the alignment of the labels are to your satisfaction - delete the temporary designs on the template.
  - k)      **SAVE** the adjusted MASTER template in a folder of CorelDraw for future use.

#### **GOOD TIP**

If your background is not white bleed the image over each of label's shaded area by approx. 2mm to 3mm to ensure full coverage.