

The Wine Badge by Jacogo

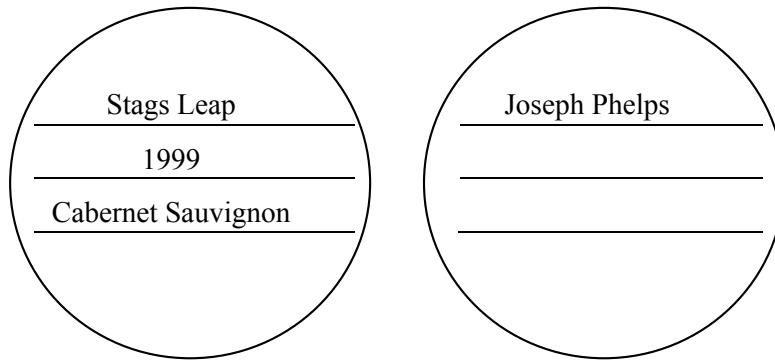
Saving the Template

We suggest you save the template somewhere easy to location such as on your desktop. Each time you want to create and print some labels just double-click on the template. This creates a copy of the template leaving the original intact. This way if you make a mistake or inadvertently move the labels you can always go back to the correct setting by just double-clicking on the original template.

How the Template Works

There are 12 connected text boxes on the template which align to the 12 Wine Badge Labels. Each time you enter text and return you move to the next line of the label. Since each label has 3 lines pressing return on the 3rd line takes you to the first line of the next label.

In the sample show below after typing Stags Leap and pressing return the cursor moved to the second line ready to type the year. Pressing return on line 2 moved the cursor to the third line ready to type the variety. Pressing return again takes the cursor to the first line of the second label and so on. If you wanted to leave the second line blank just return twice after typing the first line to move to line 3.



Note: When the template opens your cursor will be flashing in the upper left of the page. You should double-click on the words “StartHere” to position yourself in the first text box.

Changing Page Alignment to Adjust to your printer

Each printer has a different “footprint” which means that the exact location and margins that work perfectly on one printer may not align the same on another print. Therefore you may have to adjust you page setup to align perfectly in the Wine Badge labels. Here are the steps to follow:

For Word 2003:

- Click on the File menu and select Page Setup.
- Select the Margins tab

For Word 2007

- Select the Page Layout tab
- Click Margins and then Custom Margins at the bottom of the menu

The follow these steps:

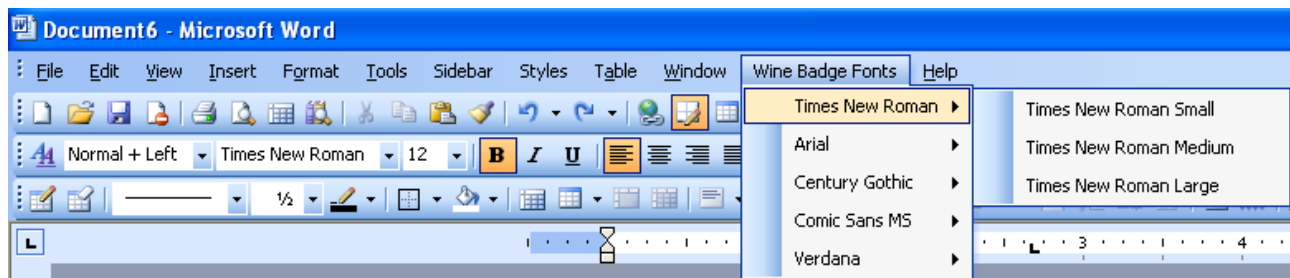
1. To move the labels **down** on the page **increase** the top margin.
2. To move the labels **up** on the page **decrease** the top margin.

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3. To move the labels to the right **increase** the left margin.
4. To move the labels left **decrease** the left margin.
5. Once you've found the right setting for your printer do the following:
 - Find the Wine Badge Template you saved on your desktop.
 - Right-click on it and select Open.
 - Follow the steps above to adjust the page setup left and top margins as needed.
 - Save the template. This will make all future templates correct for your printer.

Changing Fonts

The Wine Badge Template has a custom menu for changing the fonts on your labels. The menu items on the Wine Badge Fonts menu contain both font sizes and also the proper spacing for each size to align properly with the Wine Badge labels. The menu is displayed below showing the Times New Roman Small, Medium and Large options. **Note the menu shown below is for Word 2003. To find this menu in Word 2007 click on the Add-Ins tab and the same menu will display.**



You can change all of the labels by clicking in any label, press Ctrl + A to select all and then select the font and size from the Wine Badge Font menu.

To change just a single line of text, with your cursor on the line left click 3 times to select the entire paragraph and then select the font and size option from the Wine Badge Font menu.

To bold, italicize or change the font color for a selection you can just use the bold button on Words formatting menu. **We do not suggest changing the font sizes on Word's formatting menu since this may alter the proper label alignment.**