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Category	Product
Course	Labels
Version	1.0
Client	Generic
Software	2.14.100

# Create & Print Free Form Tickets

Use the BOS Labels Wizard to create and print free format tickets that suit your individual text & layout requirements.

## Procedure to Print Free Form Tickets

### Hints and Tips

- ✓ Free-form tickets can only be created in the BOS, not created and exported from a Head Office.
- ✓ Create a free-form ticket when you want to advertise or communicate information that isn't possible on a standard ticket, such as:
  - non-specific promotional material, such as guest appearances
  - holiday trading hours
  - internal-use signs.
- ✓ You can create a ticket in the following **page orientations**:
  - landscape
  - portrait
  - portrait 3-up.
- ✓ You can only print one ticket at a time.
- ✓ Free form tickets previously created are listed for you to re-print until you **delete** them from SUREfire.

### Free-form label buttons:

Click:	to:
Preview	display a printable preview of the ticket (as displayed on-screen, on plain paper).
Clear	clear all text entered for the ticket.

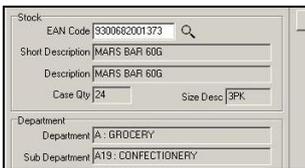
1.	From the BOS <b>Tools</b> menu, select <b>Labels Wizard</b> . <i>*Or click the <b>Labels</b> icon.*</i>											
2.	Click  .											
3.	Select <b>Free Form Label</b> .											
4.	Click  . <i>*The Free Form Labels screen is displayed.*</i>											
5.	<table border="1" style="width: 100%;"> <tr> <th>To:</th> <th>then:</th> </tr> <tr> <td>create a new ticket</td> <td>go to step 6.</td> </tr> <tr> <td>print an existing ticket</td> <td>go to step 7.</td> </tr> <tr> <td>edit an existing ticket</td> <td>                     select the required ticket.                      click  .  <i>*The ticket is displayed.*</i>                      Edit the ticket as required.                      Change the <b>Name</b> if you want to save your changes as a new ticket (and keep the original).                      Click  .                      If overriding the existing ticket, click <b>Yes</b> to confirm.                      Click  .  <i>*The Free Form Labels screen is displayed.*</i> </td> </tr> <tr> <td>delete an existing ticket</td> <td>                     select the required ticket.                      Click  .                      Click <b>Yes</b> to confirm.                 </td> </tr> </table>	To:	then:	create a new ticket	go to step 6.	print an existing ticket	go to step 7.	edit an existing ticket	select the required ticket. click  . <i>*The ticket is displayed.*</i> Edit the ticket as required. Change the <b>Name</b> if you want to save your changes as a new ticket (and keep the original). Click  . If overriding the existing ticket, click <b>Yes</b> to confirm. Click  . <i>*The Free Form Labels screen is displayed.*</i>	delete an existing ticket	select the required ticket. Click  . Click <b>Yes</b> to confirm.	
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**Hints and Tips**

✓ **Ticket design:**

- The white page space changes to match the **page layout** you select.
- Start the text on the top line; the print margins in the layout you select at step 7 will position it on the ticket.
- The font types are standard Windows fonts, unless you've downloaded extra fonts.
- Use the side panel to retrieve a relevant EAN or sub-range; you can right-click to copy and paste this text into your ticket.



✓ The **type** of label that you select at step 7 determines the print size of the text.

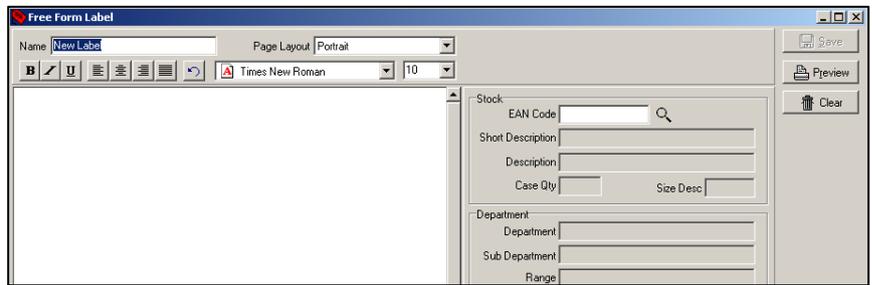
- You can print the same label in multiple sizes to suit the stock display e.g. shelf and/or end.
- Select the page orientation (landscape, portrait) that matches your ticket design.

✓ Your business usually sets the correct **Label Size** and **Margins** for each label type, so you won't need to change them unless your stationary changes.

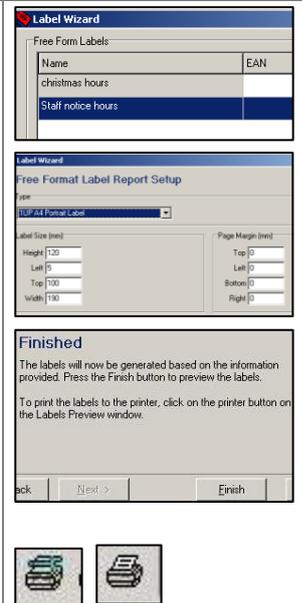
- The **Size Height** and **Width** alters the *printable* area (size) of the label; text wraps in the available width, and if it's too long will go on the next label.
- The **Size Top** and **Left** values alter the position of the *printable* area in relation to the top left of the page; any text that doesn't fit is cut off.
- The **Margins** section determines the available *page* area to print the label/s; e.g. a large top margin means that a 1UP label (or first row of labels) starts printing lower down the page.

✓ Tickets print in columns, from the top left side of the paper.

- Complete the following steps to create a new free-form ticket:
  - Click .
  - In the **Name** field, type a file name.  
*\*An error displays if the name already exists.\**
  - Select the applicable **Page Layout**.
  - Type the details that will display on the ticket.
  - Highlight the text you want to format, and then select the formatting options to change the font alignment, typeface, and font size.
  - Click , then click **OK**.
  - Click .  
*The Select Label screen is displayed.\**
  - Return to step 5.



- Complete the following steps to print a free form ticket:
  - Click to highlight the required ticket.
  - Click .
  - Select the type of label stationary to print on.
  - Click .
  - Click .  
*\*A Preview of the tickets is displayed.\**
  - Click the **Print** icon to print the tickets.  
*\*Click the **Print Setup** icon first, if you need to select a different printer, or change the number of copies to print; defaults to [1].\**
  - After labels have printed, click .
  - Go to step 8.



- | To:   | then:   |
|---|---|
| print the ticket again on a different size ticket | press .<br><i>*The Label Reports screen is displayed.*</i><br>Select the next stationary <b>Type</b> .<br>Print the tickets as above. |
| finish  | Click .   |

