

# Setting up a Label Configuration

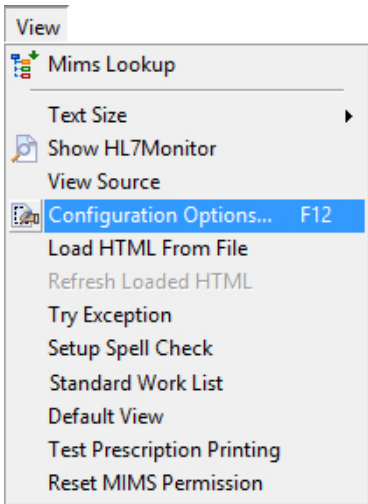
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## Menu Option One

Printing in Explorer is straight forward but you can also pre-configure a number of settings for specialised purposes.

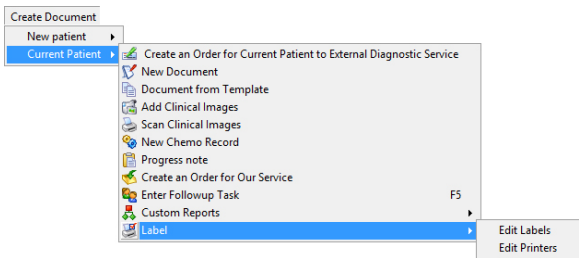
Please note that the [Printer Setup](#) must be configured first before you set up a Label Configuration.

Open up the **Configuration Editor** selecting **View > Configuration Options...** from the Menu Bar or alternatively you can press the **F12** button



## Menu Option Two


An alternative way to open up is via Create Document > Current Patient > Labels > Edit Labels on the main menu

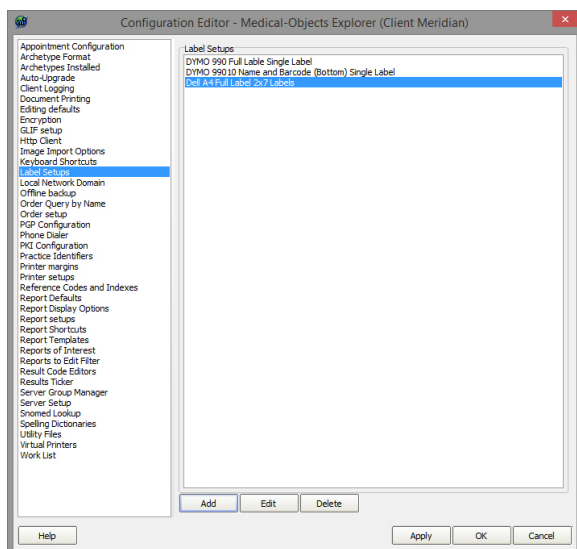


## Main Configuration Form

Find the **Labels Setups** item on the list on the left hand side of the page as shown below. This will open up the **Labels Setups** box on the right hand side of the same page. This box shows a list of label configurations that have already been installed.

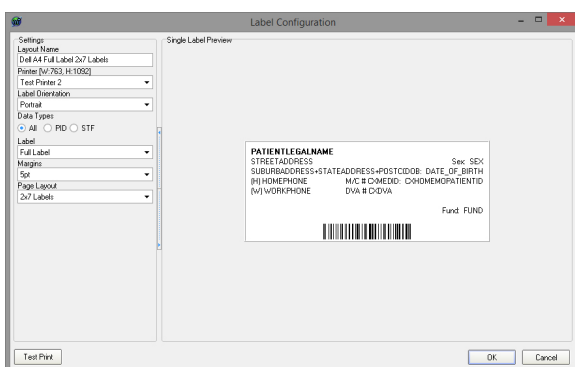
Note:

 If this is first time you have setup a label this list may be empty.



## Modify Or Add A Configuration

1. To modify an existing configuration select the configuration in the list and select the **Edit** button, or to add a new configuration press the **Add** button, both will open up the **Label Configuration** form (shown below)



2. Configuration is merely selecting the desired items from drop-down lists and looking at the displayed layout.

Note:



If you use a large layout (eg. a single A4 label) then the display may not work properly.

3. Press the **OK** button to submit the label setup.

Note:



The label is not saved until you press the **OK** or **Apply** button on the configuration form.