The following instructions assume that you have installed WorldShip 2013 or higher. Using the Custom Label Editor in WorldShip, customise shipment label headers, doc labels, and consignee labels.

This document provides complete instructions for printing a label with a customised shipment label header.
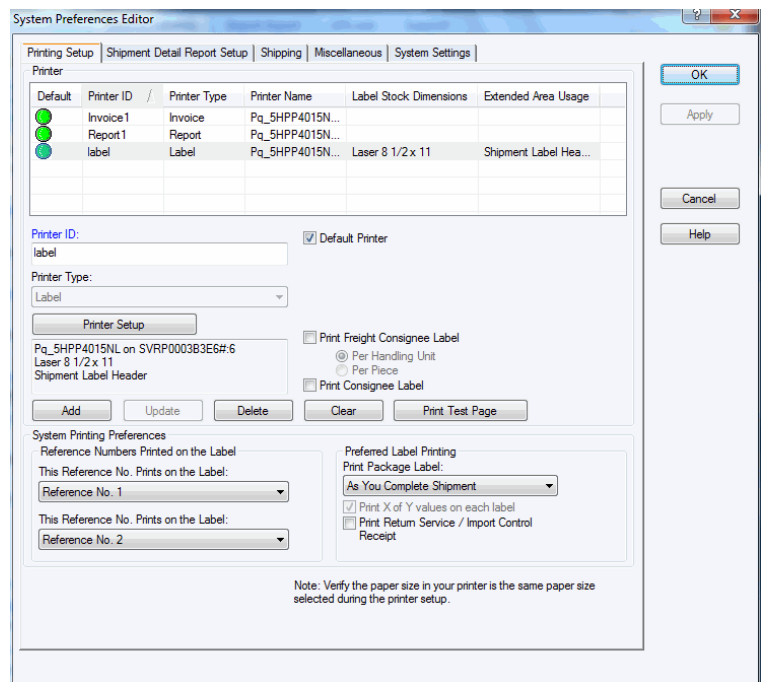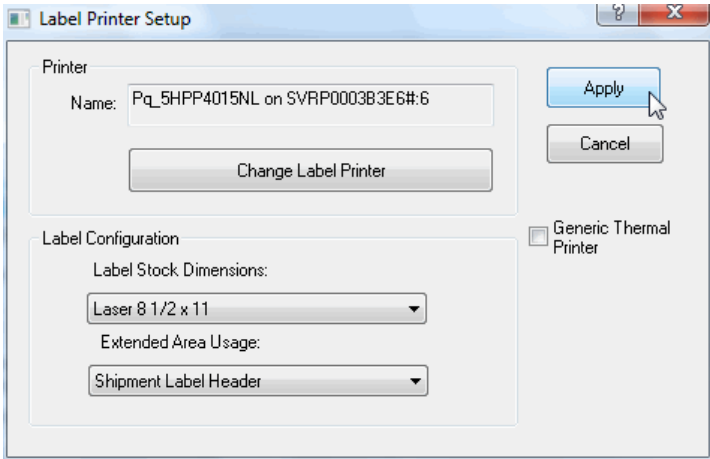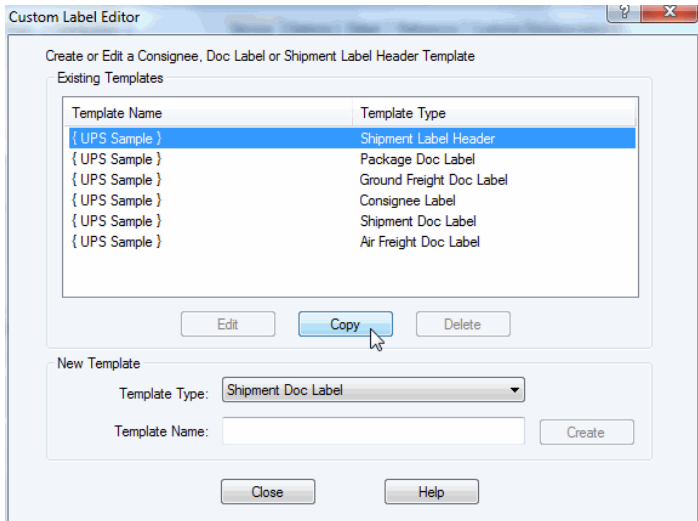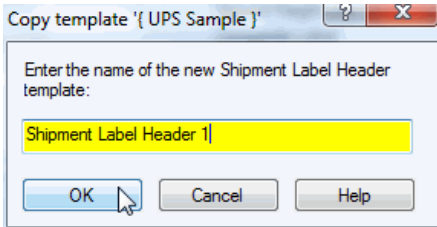

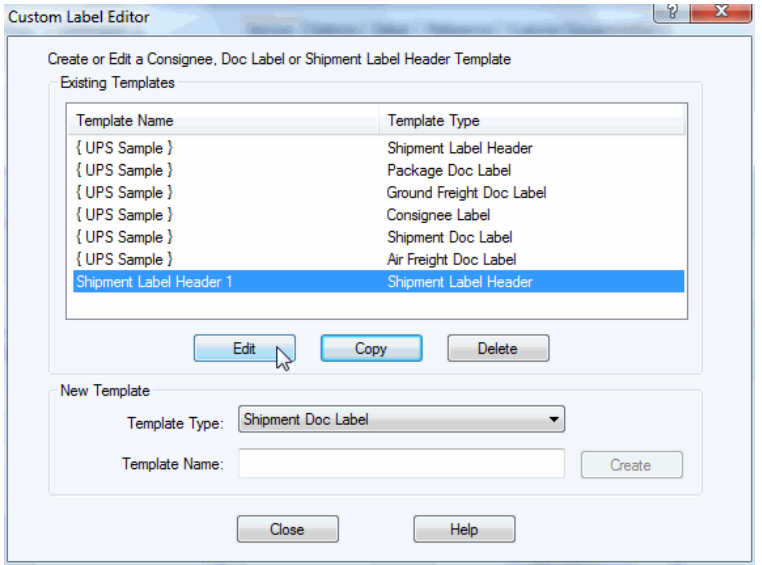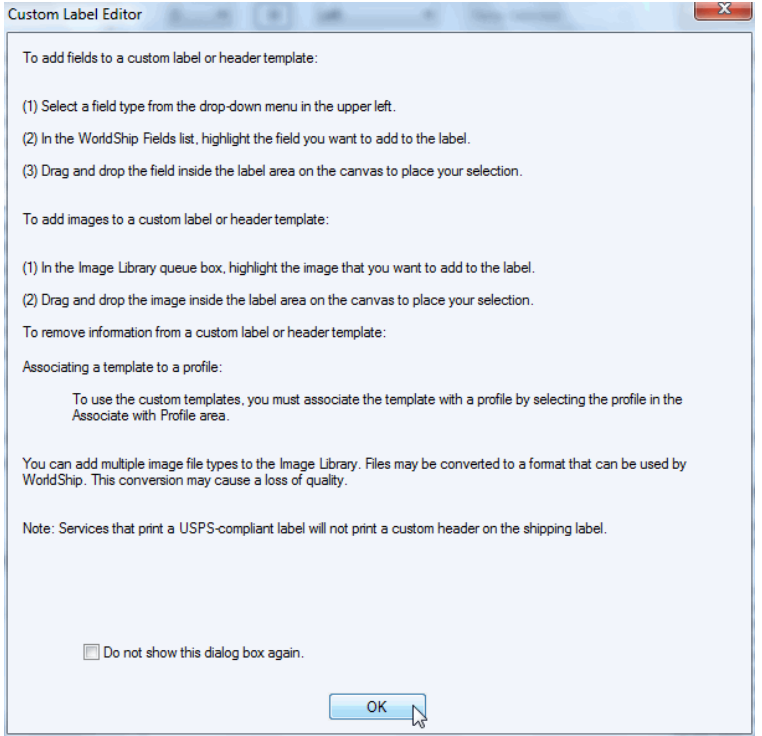| Step	Window (if available)
1. Ensure that the printing preference is set to print a customised shipment label header, as follows: • On the Tools tab, select System Preferences and then Printing Setup. The Printing Setup tab in the System Preferences Editor window appears. • Ensure that the Label Stock Dimensions shows Thermal 4x8 or 4x8 ¼, Laser 8 ½ x 11, Laser 8 ½ x 11 (2 Labels per Page), or Laser A4 210 x 297 and the Extended Area Usage shows Shipment Label Header.	

Step	Window (if available)

• If the Label printer does not show the correct Label Stock Dimension and/or Extended Area Usage, do the following:
 	
  o Click the Printer Setup button. The Label Printer Setup window appears.
 	
  o Click the down arrow in the Label Stock Dimensions box and select Thermal 4x8 or 4x8 ¼ and then click the down arrow in the Extended Area Usage box and select Shipment Label Header.
 	
  o Click the Apply button. The Printing Setup tab in the System Preferences Editor window appears.
 	
  o Click the Update button and then the OK button.	

2. On the Tools tab, select Create/Edit Custom Labels. The Custom Label Editor window appears. • Under Existing Templates, select the Shipment Label Header. • Click the Copy button.	
3. The Copy Template window appears. • Enter the name of the new Shipment Label Header template. • Click the OK button.	

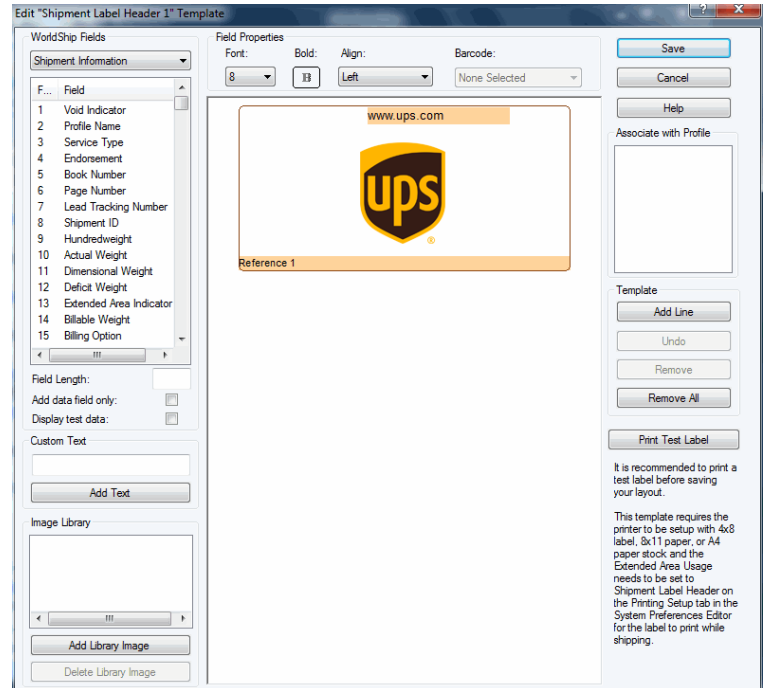| Step	Window (if available)
4. The Custom Label Editor window appears and shows the new template under Existing Templates. • Select the new template under Existing Templates. • Click the Edit button.	**Custom Label Editor** Create or Edit a Consignee, Doc Label or Shipment Label Header Template **Existing Templates** Template Name Template Type { UPS Sample } Shipment Label Header { UPS Sample } Package Doc Label { UPS Sample } Ground Freight Doc Label { UPS Sample } Consignee Label { UPS Sample } Shipment Doc Label { UPS Sample } Air Freight Doc Label Shipment Label Header 1 Shipment Label Header [Edit] [Copy] [Delete] **New Template** Template Type: Shipment Doc Label Template Name: [Create] [Close] [Help]
5. The Custom Label Editor window appears. • Review the information. • Click the OK button.	**Custom Label Editor** To add fields to a custom label or header template: (1) Select a field type from the drop-down menu in the upper left. (2) In the WorldShip Fields list, highlight the field you want to add to the label. (3) Drag and drop the field inside the label area on the canvas to place your selection. To add images to a custom label or header template: (1) In the Image Library queue box, highlight the image that you want to add to the label. (2) Drag and drop the image inside the label area on the canvas to place your selection. To remove information from a custom label or header template: Associating a template to a profile: To use the custom templates, you must associate the template with a profile by selecting the profile in the Associate with Profile area. You can add multiple image file types to the Image Library. Files may be converted to a format that can be used by WorldShip. This conversion may cause a loss of quality. Note: Services that print a USPS-compliant label will not print a custom header on the shipping label. ☐ Do not show this dialog box again. [OK]

Step	Window (if available)
6. The Edit Template window appears for the new Shipment Label Header. Add the various elements as needed: • Add a Field **–** Click the down arrow in the WorldShip Fields box and select a field category. Using the field list under the field category, select a field and then drag and drop the field to the desired location on the canvas to place the field. • Add Custom Text **–** Type the text (up to 45 characters) in the Custom Text box and click the Add Text button. The text is placed in the upper left-hand corner of the template and can be moved to another location on the template.	
• Add a Field and Text **–** Select a field in the field list, type the text in the Custom Text box, and drag and drop the field to the desired location on the canvas to place the field and text. • Add a Field without Text **–** Select the Add Data Field Only tick box. • Add Test Data **–** Select the Display Test Data tick box to pre-populate the field with test data. • Add an Image **–** Select an image under Image Library and drag and drop the image to the desired location on the canvas to place the image. The maximum allowable image size is 4 x 6 inches, or 350 x 175 pixels.	

Step	Window (if available)
• Add an Image to the Image Library – Click the Add Library Image button. In the Add Image window, enter the path to the image or click the Browse button and navigate to and select the image. Then click the OK button. The image is saved in the Image Library. • Associate Profiles with a Template **–** Select the tick box next to each profile you wish to associate with the displayed template. **Note:** Only one of each template type can be associated with a profile. • Add a Horizontal Line **–** Click the Add Line button under Template, click and hold the left mouse button to indicate the beginning of the line on the canvas, drag the line to its end, and release the left mouse button. • Print Test Label – Click the Print Test Label button.	