## Printing instructions Colour-coded labels for syringes

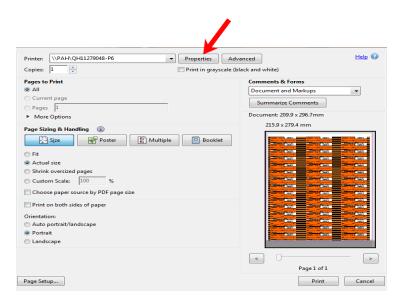


The labels included as a part of the *caring* @home package are designed to be printed using:

- o Avery Quick Peel Blank White Smudge Free Address Labels
- o 33 labels per sheet. 64x24.3mm (Reorder #959060, Software Code: L7157).

Each printer will be different, however to ensure alignment, it is recommended you print only one sheet of labels at a time and use the following printer settings:

- "Download" the labels from the *caring@home* website and save a copy to your local network. <u>https://www.caringathomeproject.com.au/tabid/5332/Default.aspx</u>.
   Do not print the labels directly from the website, as it will not be an accurate print.
- Open the document on your local network.
- o Click "File" in the menu bar, then "Print"
- o Once the print screen has opened, click on "Properties"



- o Select "1 sided"
- o Select "Colour"
- Select "Bypass Tray" and place the label sheets into the tray
- Select "OK"

equently Used Settings Detailed S	Settings Configuration/About		
Current Setting	One Click Preset List:	Job Type:	
		<ol> <li>Normal Print</li> </ol>	▼ ► Details
		Document Size:	Orientation
	Basic Setting	Letter (8.5" x 11") -	O Portrait
		Print On:	C Landscape
	1→2	Same as Original Size 🔹	
	2 on 1 =	Paper Type: Plain & Recycled	Input Tray:
User Setting			
Document Size:		Layout:	Page Order:
Letter (8.5" x 11") Print On: Same as Original Size		2 sided:	
Same as Original Size Reduce/Enlarge: Fit to Print Size	1 sided	Off	•
Fit to Fillt Size		Booklet:	
	1-2	Off •	ļ
Settings Summary	2 on 1 (2 sided)	Staple:	Punch:
		-	,
Register Current Settings	Expand list >>	Color/Black and White:	Copies:(1 to 999)
	Manage		

- Select "Actual size"
- Press "Print."

We recommend you print one page at a time and check to make sure each page has printed accurately before proceeding with the next page.

Printer: \\PAH\QH11279048-P6    Properties Adv	vanced Help 🔞			
Copies: 1 Print in grayscale (black and white)				
Pages to Print	Comments & Forms			
All	Document and Markups 🗸			
O Current page	Summarize Comments			
○ Pages 1	Summarize Comments			
More Options	Document: 209.9 x 296.7mm			
Page Sizing & Handling 👔	215.9 x 279.4 mm			
Size Poster Sultiple Booklet				
© Fit				
Actual size     Actual				
Shrink oversized pages				
Custom Scale: 100 %				
Choose paper source by PDF page size				
Print on both sides of paper				
Orientation:				
O Auto portrait/landscape				
OPritrait				
C Landscape				
	Page1 of 1			
Page Setup	Print Cancel			

Repeat steps above for new label.