How to Create 674 Custom Selection Labels

Refer to the instructions below to create a custom label:

<u>To modify Text boxes:</u>
1. Use the left mouse button and click one time over the text area on the label you would like to use.
2. A blinking, vertical bar will appear. This indicates that you can now add or delete text. Use the Delete key to remove any unwanted letters. To move around within the text, use the arrow keys (←, →, ↑, ↓) or use a left mouse click over the area you would like to move to.
3. Go to "File", "Print" and you can print your new, custom labels! It has been found that you will achieve better printing results using glossy paper.

   <u>Changing Fonts and Font Colors</u>
   Click one time, using the left mouse button, before the first letter of text you wish to change. **Hold down the left mouse button**, and drag the mouse until you have reached the end of text that you would like changed. There will now be a block of highlight over the text. Go to "Format" then "Font" on your menu bar. Under "Font" you can change the font style, point size, color, and other characteristics.

Cup Size

Coffee – Freshly

Brewed

Black

with Sugar

with Whitener

with Sugar &

Whitener

A-3
A-4
A-6
A-7

1-

A-3
A-4
A-6
A-7

Decaf Coffee

Black

with Sugar

with Whitener

with Sugar &

Whitener

B-3
B-4
B-6
B-7

1-

B-3
B-4
B-6
B-7

Americano - A Small Serving of Extra Strong Coffee

Black

with Sugar

D-3
D-4

Center Third

Caffé Latte -

Whipped with Whitener

Whipped with Sugar & Whitener

Café Mocha -

with Sugar

Caffé Vanile -

Black
with Sugar
with Whitener
with Sugar & Whitener

Cup Size

A Strong Full Flavored Coffee

Freshly Brewed Coffee with Whitener and Hot Chocolate

Freshly Brewed Coffee and French Vanilla

1-
D-6
D-7

E-3
E-4

1-
E-3
E-4

Y-3
Y-4
Y-6
Y-7

1-
Y-3
Y-4
Y-6
Y-7

French Vanilla

Cup Size

H-3

1-
H-3

Hazelnut

C-3

1-
C-3

French Vanilla
Mocha

French Vanilla and Hot Chocolate

Z-3

1-
Z-3

Hot Chocolate -

Whipped

G-3

1-
G-3