

# PACKAGE PRINT LABELS TUTORIAL

Welcome to Color Inc Roes Tutorial.

Today we will be looking at how to include labels in your School & Sports package print orders.

Labels are a great tool to help sort and organize your package prints when getting them ready to deliver to your clients. Labels allow you to add text information and an image to assist with sorting and adding your specialty items to your finished packages. Labels can be ordered through ROES or ROES Events.

See the tutorial video on how to [Build Favorites & Packages](#) to help simplify order entry.

In ROES navigate to the Fuji Pro or Fuji Deep Matte School & Sports catalogs as appropriate to your order. Select and place in your shopping cart your print products for the individual subject then do your label for that subject next. This will ensure that the labels print out in order with your subjects package. For example for our first order, I will select an 8x10 and then two 5x7 adding each one to the cart.

Next click on the Package Label Prints sub-catalog. Drag and drop the subject image into the image node and then type in the appropriate data as needed to assist in the final sorting of your products. You can include the subjects name, contact information, school, or order information. Any of the text nodes that do not have information will not show any print. Finally add the item to your cart and then proceed with the next subject.

If you are using ROES Events, then you will want to get your packages and Field Association done prior to completing your order. See the tutorial "[Assign Fields to Packages](#)" for more information.

Starting within the School and Sports catalog for the Fuji Pro or Fuji Deep Matte, click on the sub-catalog for Package Label Print. Click on the label then click on heart + symbol on the bottom of your screen. Enter a name or designation for the label in your custom group and hit enter. The label will work like an A La Cart item in your package group.

Now open your job in Events. Check that the correct fields have been associated with the image and text nodes on your packages and label by going to the “Associate Fields tab in the bottom right corner. Click “Back to subject Info” in the bottom left corner when you have completed this step.

When you are inputting your package order information on your spreadsheet, for each individual include your Package Label Print item. For example here our client has ordered one of Package A, two of Package B and then you will add your Label item as a single item so the entry should look like A-1;B-2;L-1. Continue to enter your packages for the rest of your clients as ordered remembering to include the label package with each order.

Now you can “Start Review” on your order to check your crop and positions and your labels will be included with each order and filled with the appropriate data and image. Complete your order and send it off to Color Inc for printing and processing.

See our other tutorial videos at [www.colorincprolab.com/tutorials](http://www.colorincprolab.com/tutorials).