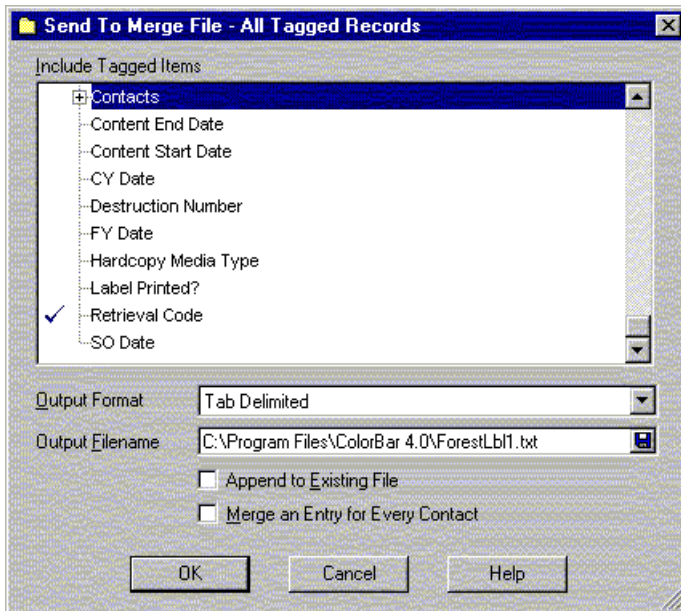


Printing ColorBar labels

Create a search within TRIM to find the files you want to print labels for.

Tag the files on the search screen; right click and choose **Send To → Print Merge**. Click on the radio button **"All Tagged Records"** and click **OK**.



Scroll down and put check marks beside **"Record Number"** and **"Retrieval Code"** by clicking to the left of the name. The list is not in alphabetical order. The selected tagged items will default the next time you open TRIM.

Use the drop-down menu to choose Output Format of **"Tab Delimited"**. Click on the Disk icon beside **"File Output Name"** and navigate to C:\Program Files\ColorBar 4.0\ForestLb1.txt.

Make sure **"Append to Existing File"** and **"Merge an Entry for Every Contact"** are NOT checked. Click **OK** to continue.

Click on **"Yes"** to overwrite the file C:\Program Files\ColorBar 4.0\FlorestLbt1.txt.

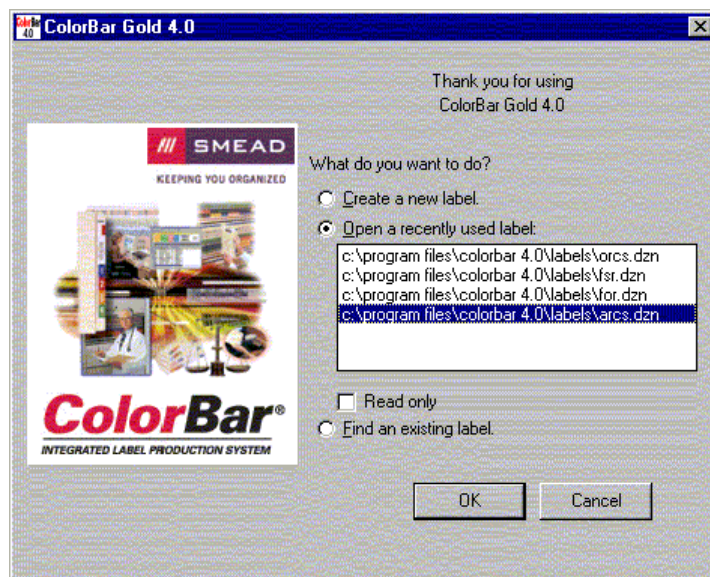
When prompted to Send to Merge File – All Tagged Records, select **"Yes To All"**.

Open the ColorBar program by going to Start → Programs → Smead and click on **ColorBar Gold 4.0**

When the program opens, you will be prompted to choose a template:

Click on the desired design template to highlight it and click **OK**. (see page 2 for choosing a label design)

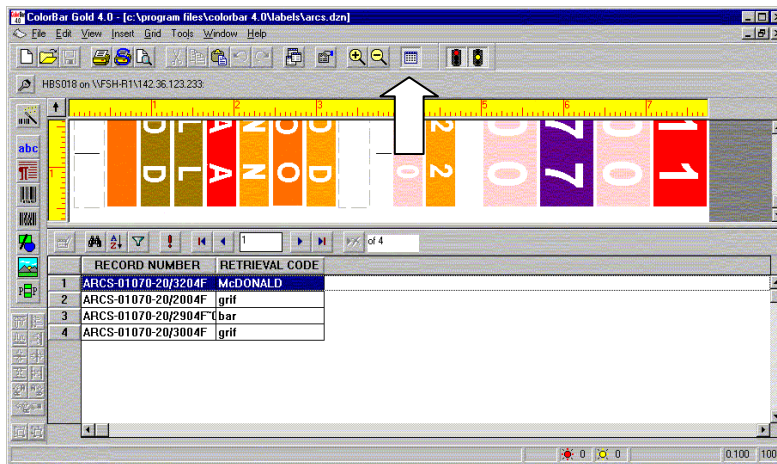
ColorBar will open and you will see an example of the template, but not the data.



Choosing a Label Design

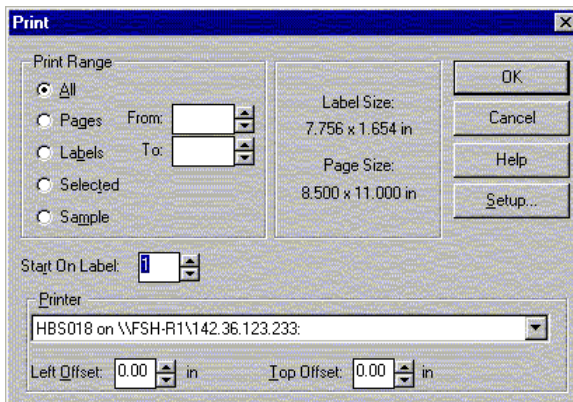
There are eight different ColorBar label designs:

1. **aab.dzn** - Aboriginal Affairs files (begins with 5 large digits – this is not the normal, but please use for consistency)
2. **afiles.dzn** - A files only
3. **arcs.dzn** - Arcs files only (begins with 4 large digits)
4. **fsr.dzn** - Forest Service Roads only
5. **letters.dzn** - W, R, S, EP, INV, SUP, T, PF files
6. **orcs.dzn** - Orcs files only (begins with 5 small digits)
7. **rpp.dzn** - Real Property Project files for RTEB only
8. **tfl.dzn** - TFL files only



Go to the **Grid** menu and choose **"Data Grid"** or simply click on the "Data Grid" icon, as shown above.

The files you selected in TRIM will be displayed. To print the labels, go to the **File** menu and choose **"Print"** or alternately click on the "Print" icon.



From the Print window, you can choose to select All of the labels or select labels.

You can also choose which label number on the label sheet to start printing.

Use the drop-down menu to choose the color printer. Click on the Setup tab to select the required paper tray.

Click **OK** to complete printing.

Printer settings will be saved the next time

you go into TRIM, so all steps may not be required.

When printing is complete, be sure to remove the data selection on ColorBar by clicking the "Data Grid" icon. Further labels cannot be generated until the data grid is clear. The program can be minimized for future use once the data is no longer being displayed.