Webship
Printing Guide

Contents

Introduction

Every carrier has their own way of sending the label to you, in order for you to print it out and put it on your package. Some will send it as a graphic image, others will send it as a PDF, and then there are some that send the information but Webship has to put it together so you can print it. Because the label could be an image, a PDF, or something else, printing the label can be difficult for you. Rock Solid Internet Shipping (RSIS) has been working to reduce the time and energy you have to spend on printing your labels and have created a new process that will make printing labels not only easier but also faster as well.

What RSIS has done is convert all labels to the PDF format. This will provide you with a consistent printing experience. Also, if you wish to use a Thermal Label Printer to print your labels, these changes will make setting up your Thermal Printer significantly easier than it used to be.

This guide has been created to explain the new features and how you can take advantage of them. You do not need to setup anything to start using PDF Labels. You will only need to access the Setup Page is you wish to make changes.

What is changing?

PDF Labels
With the move to having all labels being displayed in a PDF, the system now can provide you a consistent experience.

Label Setup Page
You will be able to setup or change the following items on this page:

Paper Size
Configure your label for 4X6, 4X8, 8 ½ X 11, or A4 sized papers

Label Orientation
Configure your label to be printed in different orientations depending on the paper you are using

Receipt Option
You will have the ability to print a receipt with your labels.

Browser Support

Below is a list of modern browsers and what they can support with these new changes.

Microsoft Internet Explorer*
Apple Safari
Google Chrome
Mozilla Firefox

* Microsoft Internet Explorer will require the installation of a PDF Viewer such as Abobe's Acrobat Reader to view the PDF Labels.

Viewing PDF's with your Web Browser

Most modern web browsers have built in capability to view a PDF document. Therefore you do not need to install a PDF viewing program in order to view your labels. Unfortunately Microsoft Internet Explorer does not have a built in PDF Viewer. Therefore if you are using Microsoft Internet Explorer you will need to install a PDF Viewer. The next section will walk you through installing Adobe's Acrobat Reader.

Installing Adobe Acrobat for Microsoft Internet Explorer

The first step is to install Adobe Reader.   To do this go to http://get.adobe.com/reader/. We recommend that you uncheck the optional offer and then follow the directions to install the program.
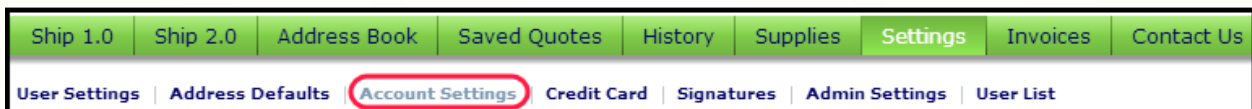
Label Setup Page

The following steps will walk you through configuring your Webship to take advantage of the new features available with PDF Labels. The system will already be setup to print to PDF using their previous settings in Webship. This will allow you to make any additional changes you wish.
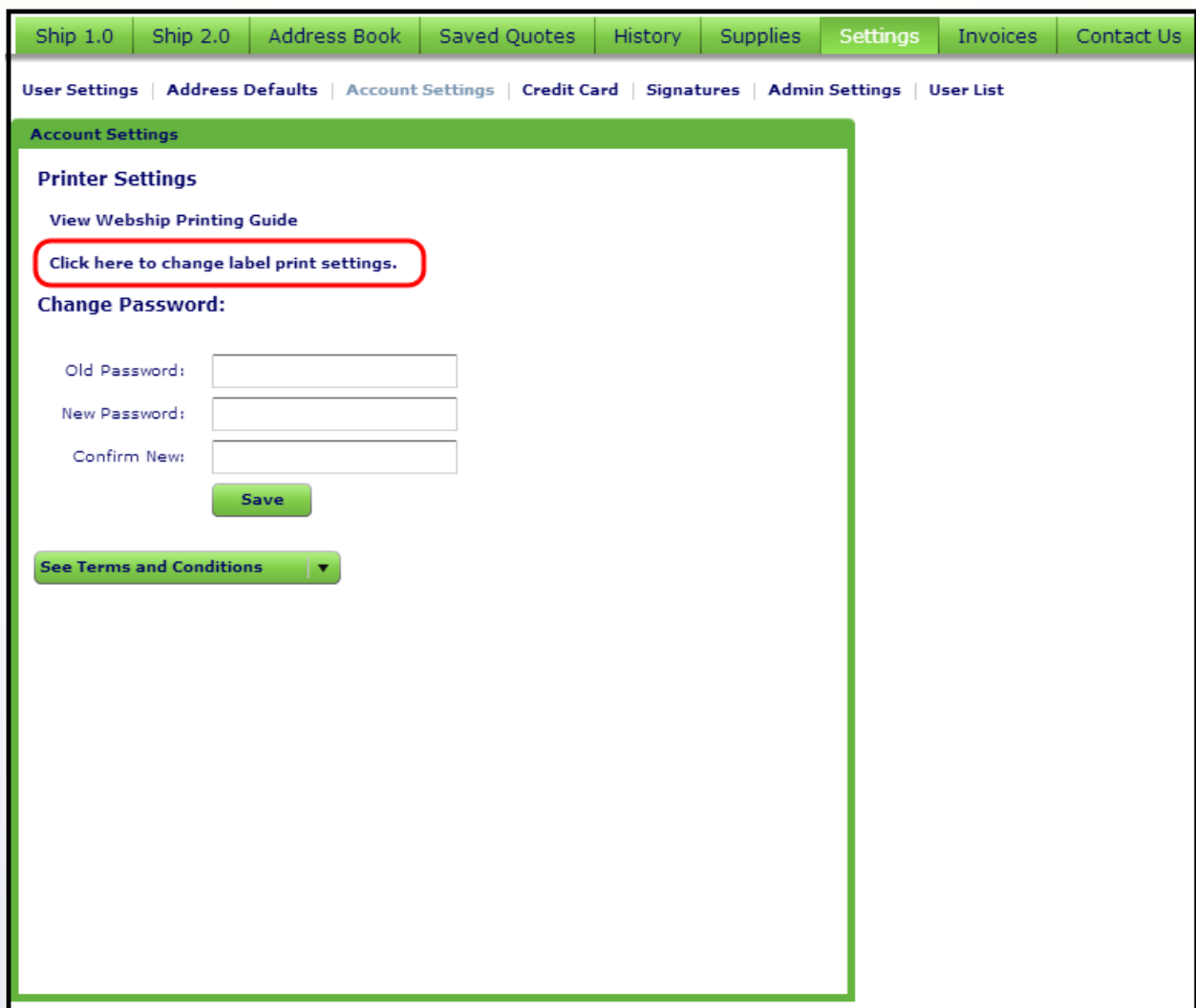
1)   Log into Webship

2)   Click on the "Settings" tab at the top.

Ship 1.0	Ship 2.0	Address Book	Saved Quotes	History	Supplies	Settings	Invoices	Contact Us

3)   Click on the "Account Settings" Sub-Tab

Ship 1.0	Ship 2.0	Address Book	Saved Quotes	History	Supplies	Settings	Invoices	Contact Us

User Settings | Address Defaults | Account Settings | Credit Card | Signatures | Admin Settings | User List

4)   Click on the "Click here to change label print settings." link.

Ship 1.0	Ship 2.0	Address Book	Saved Quotes	History	Supplies	Settings	Invoices	Contact Us

User Settings | Address Defaults | Account Settings | Credit Card | Signatures | Admin Settings | User List

Account Settings

Printer Settings

View Webship Printing Guide

Click here to change label print settings.

Change Password:

Old Password: [   ]

New Password: [   ]

Confirm New: [   ]

[Save]

[See Terms and Conditions ▼]

5)   A new window will open, the Default Label Options window. In this window you will be able to select the label size, the rotation of your label, Select if you wish to print a receipt, print test labels, and save your settings.

Default Label Options

Welcome to the new printer setup page for printing PDF labels!

For information regarding how to use these settings, please review the Webship Printing Guide.

1 Select a size	2 Select a rotation	3 Extras	4 Test & Save
✓ 4 x 6 inches	✓ Normal	✓ Show Receipt	Print Test Label
4 x 8 inches	90 Degrees		Save Options
8.5 x 11 inches	180 Degrees		
A4	270 Degrees		

6)   In section 1, you will be able to select the paper size you are printing your label to. You can choose to print to a 4 X 6, 4 X 8, 8.5 X 11, or A4 paper size. The 4 X 6 and 4 X 8 are designed for Thermal Label Printers and will be in Black and White. While the 8.5 X 11 and A4 are for standard printers and will be in color if the labels have color as long as the label has color.

7)   In section 2, you will be able to select the orientation of your label. For instance, for the 8.5 X 11 paper size the 90 Degrees orientation is the optimal orientation so you can fold the page in half to affix the label to the package you are shipping.
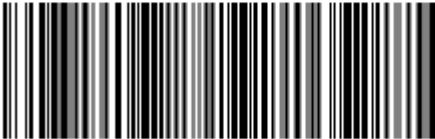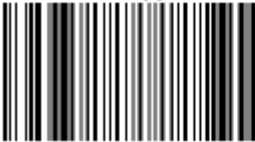
8)   Section 3 is where you can select if you wish to include a receipt with the label. Just check the box so that the system includes a receipt on a new page after the label.

9)   Section 4 allows you to save your settings and also print a test label to ensure that you have it configured correctly.

10)   Once you have setup and saved your settings, you have configured your label printing. Therefore when you generate shipments, the labels will open up in a PDF format and be rotated based on your settings.
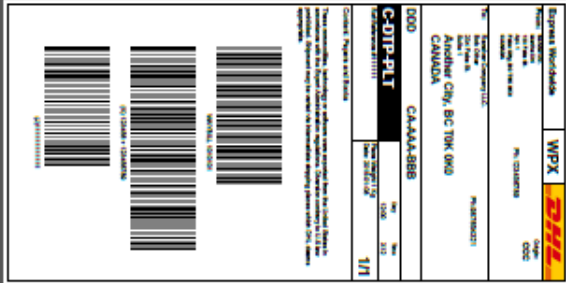
Addendum #1 – Label Examples

Below are some examples of how the labels will appear.

Size	Rotation	Example
4 X 6 Thermal	Normal	

4 X 8 Thermal	Normal	
8.5 X 11	90 Degrees	

A4	90 Degrees

A4	90 Degrees	

Receipt		

Senders Receipt

Waybill #: 1010101	Rate Estimate: $223.50
To (Company):	Protection: $1.00
Receiver Company LLC.	Description: Papers and Books
234 Fake St.	
Another City, BC T0K 0K0	Weight: 0 kgs
Attention To: Bob Other	Dimensions: 0 x 0 x 0
Phone #:	
	Ship Ref: Reference #111111
Sent By: Martha Dhl	
Phone #: 123456789	Special Services:
	Remote Area Surcharge: $4.95
Date Printed: 2015-06-09	Over Weight Limit: $6.75
Bill Shipment To: Receiver	
Bill To Account:	

Addendum #2 – Thermal Printer Setup

We have discovered some "quirks" with setting up a thermal printer so we have included some basic information that all users should know.   Please note that this is based on our experience with the Zebra GK420d printer.

1) Please install the printer per the manufacturer's instructions provided with your printer.
2) When installing your paper in your label you need to update the printer settings to know what size of labels you are using.
3) To update your label information please do the following:
    a. Go into your Windows Control Panel
        i. Right click on the start button and select the Control Panel
            1. Or left click on the start button and select the Control Panel
                a. Depending on your version of Windows
        ii. Double click on Devices and Printers if you are set to view icons
            1. If you are set to categories select View devices and Printers under Hardware and Sound
        iii. Locate your printer in the list
        iv. Right click on the printer icon and select Printer Preferences
        v. On this page look for the size section. Make sure to set your size to your label. If you are using 4X6 labels enter 4 under width and 6 under Height.
        vi. Click on Ok to save your changes.

Update Log

1.00   Original Release

1.01   Small Updates to grammar

1.02   Removed Google Chrome from Advanced Printing Features due to Google discontinuing support for NPAPI.

1.03   Added this log

1.04   Removed Advanced Printing Features which were deprecated. Added information on PDF Label Receipts