Platform Setup Manual

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Platform Setup

1.1 Amazon

There are a few different types of labels that Amazon provides for its sellers. See the information about each one below:

Amazon Customer Orders - These are orders to fulfill customer orders. You may simply leave the layout as "default" and this will produce a 4x6 label in the proper format for thermal printers. You may choose PDF format for best quality.



Amazon FBA Labels for outside the box - These are the labels that are placed outside of the box containing your product that is being sent to Amazon's warehouse.

Amazon now support thermal printing for FBA labels. Simply choose Thermal Printing and Print your labels.

hipment contents: Boxes: 417, SKUs: 1, Units: 50	004	•
Thermal printing - 4 x 6 inches	lm ~	Print

1.2 Shopify

After purchasing labels on Shopify, click on "Change Format" on the right-hand side and choose 4 x 6.



Reference:

https://help.shopify.com/en/manual/shipping/shopify-shipping/shipping-labels/printing-labels-and-customs-forms



1.3 Etsy

Only USPS shipping labels can be formatted for 4 x 6 label printers.

- 1. Sign in to Etsy.com.
- 2. Select Shop Manager.
- 3. Choose Settings.
- 4. Choose Shipping settings.
- 5. Select Shipping Label Options.
- 6. Select Format my labels for 4x6 Label printers.

Reference: https://help.etsy.com/hc/en-us/articles/360001968348?segment=selling

1.4 Shipstation

Please follow the steps below to update your ShipStation document settings to 4×6 .

1. Click on the Settings gear icon in the top right corner.



2. Choose the Document Options.



3. Click on the "Document Options" next to the "Labels."

etings + Printing Setup			
Printing Setup	2		
Choose how your clos your Print To settings	uments print from ShipStation will be saved for this machine	 Document Options are account-w and browser only. 	ide settings, but
Document Type	Print To	Document Format	Options
Labels	Always promot	A ⁺ = A ⁺ in (Darking Simi	the second second
		where the processing model	Docaters Opeons
Return Lobels	Always prompt	4" × 6" (w/ Packing Stip)	Document Options
Return Labols Pecking Silps	Alweys prompt Alweys prompt	4" × 6" (w Packing Sig) Included w Labels	Document Options

4. Choose 4" x 6" or 4" x 6" (w/ Packing Slip) and click Save.



Label Printing Setup	ja l	×
B Adjusting any of the following opti-	and, affects, all users or pour accounts.	
Education 1 about Environment		_
Constant of the second se		
2011 DP1 B Energy docar pro-	er(1)/%	
Betch Summary Page Option		
Display Batch Information as a page in t	alad batch	
Canod	Preview a Sample Label	An Changes

1.5 ShippingEasy

You can find easy-to-follow way on their website. Please refer to link followed.

Reference: https://support.shippingeasy.com/hc/en-us/articles/4406912136603-Save-Label-Settings-How-To

1.6 UPS

If you definitely want to ship directly from UPS.com, you need to crop labels from UPS.com using "Take a snapshot" function on Adobe Acrobat Reader DC.

Using Adobe "Take a Snapshot"

Download Adobe Reader if you do not have it already from the Adobe website.

Save your label as a PDF file

Open the file in Adobe Reader

Rotate the label if needed by going to View -> Rotate View

Go to Edit -> More - > Take a Snapshot

Click and drag the box over your label

Go to File -> Print

If the preview looks good, click "Print"





Official Adobe guide: Print portion of a PDF page using Acrobat or Reader

How can I crop multiple pages in the same document at once?

 On Adobe Acrobat you are able to crop several / all pages together. Please see: https://helpx.adobe.com/acrobat/using/crop-pdf-pages.html
 Briss is a free open-source application available for cropping PDF pages at once. It may take a little while getting used to it but once you are comfortable with it, it is pretty fast: https://sourceforge.net/projects/briss/
 For Mac: There is a third-party company that offers software for cropping

labels: https://www.youtube.com/watch?v=Mos4GNnRZ5c

1.7 Ebay

During label purchase, select 4" x 6" PDF as label format.



1.8 Paypal

You just need to change your printer settings to a 4 x 6. Note: For PayPal Multi-Order Shipping, please scroll to the bottom of this article for directions.

Business PayPal Accounts

To access this setting on PayPal, please

- Log in to PayPal and click the Gear Icon in the far top right corner.
- Choose Account Settings



- On the left-hand side, please choose Shipping



Website payments		
Invoicing		
Shipping		

- Under "U.S. Postal Service Preferences," click on the Edit printer settings

USPS	Change printer type,
Printer : Laser/Inkjet Printer	

- Pick Label Printer and one of the 4 x 6 printers, such as the "Zebra TLP 2844-Z 4.0 x 6.0"

Select printer	~
Laser/Inkjet Printer	
Laser/Inkjet Printer	
Label - Brother QL-500 - 2.4"x0	Continuous
Label - Brother QL-550 - 2.4"x0	Continuous
Label - DYMO LabelWriter 330 -	2.4"x7.5"
Label - DYMO LabelWriter 330 T	urbo - 2.4"x7.5"
Label - Pitney Bowes LPS-1 - 2	.4"xContinuous
Label - Zebra HT-146 - 4.0"x6.	0"
Label - Zebra LP2844-Z - 4.0"x	(6.0"
Label - Zebra TLP2844 - 4.0"x6	.0"
Label - Zebra TLP 3842 - 4.0"x6	5.0"
Label - Zebra TLP 3844-Z - 4.0	"x6.0"

Note: PayPal stores labels as files on their website. After you change your label size to 4x6, only new labels will be created in this size. Previously generated labels will remain in the old size. You can always void an old label and when it is created again, it will be in the new size.

Personal PayPal Accounts

- 1. Login to PayPal <u>www.PayPal.com</u>
- 2. Visit https://www.paypal.com/shiplabel/createbulk
- 3. Click on Shipping Preferences

Shipping Preferences

4. Select the Label Printer and any of the 4.0"x6.0" sizes



Label printer Select Label Printer Model	Label printer Select Label Printer Model Zebra LP2844-Z - 4.0"x6.0"	Laser/Inkjet Printer	
Select Label Printer Model	Select Label Printer Model Zebra LP2844-Z - 4.0"x6.0"	Label printer	
Select Label Printer Model	Select Label Printer Model Zebra LP2844-Z - 4.0"x6.0"		
	Zebra LP2844-Z - 4.0"x6.0"	Select Label Printer Model	~
Zebra LP2844-Z - 4.0"x6.0"		Zebra LP2844-Z - 4.0 X6.0	

PayPal Multi-Order Shipping

After you are logged into your Multi-Order shipping platform, click on Edit > Settings



Choose the "Print Settings" settings from the left menu, click on the "Label Printer" and choose any of the 4 x 6 labels. To Save, click OK.

the Room To Francisking		
nip From Information	Print Settings	
rint Settings	Printer for USPS labels:	
hipping Presets	Standard Printer (nlain namer)	
Packing Slip Template	Print label information and instructions	
	DYMO LabelWriter 330 2.4X7.5 V	
	Automatically print ti DYMO LabeWriter 330-Turbo 2.49(7.5	
	DYMO LabeWriter 400 2.4X7.5 DYMO LabeWriter 400 Turbo 2.4X7.5	
	Package List DYMO LabeWriter Twin Turbo 2.4X7.5	
	Packing Slips Brother QL-500 Continuous Brother OL-550 Continuous	
	Receipt ZEBRA LP2044 4x6	
	ZEBRA LP2842 4x6 5	
	We highly recom Pitney Bowes LPS-1 Continuous Is Package List	
	Package List after printing USPS Jabels	
	A Package List lets you match your terms with the printed labels by see to used cours	
	providing you with a unique and 220 terms to MERCH IN ALL IN A STREAM OF THE STREAM OF	
	sequential package ID number.	
	6 Ok Cancel	Appl

1.9 Stamps.com

Web Version

We recommend that you use the web version of Stamps.com. You may access it via https://print.stamps.com

1. Choose 4 x 6 in the drop down menu





2. Click on "Print" and choose SP460BT ensuring that the label size is set to 4x6.

Print Preview
Print
Print Instruction
1. Click Print to open the print in your brows
2. After selecting your printer, remember to

Note: If you are using the old Stamps connect application:

Due to a software bug on Stamps.com connect, we need to first rename SP460BT in your computer as "Zebra LP2844".

To do this on Windows, go to Control Panel > Printers > Right click on SP460BT > Properties > Change the name to Zebra LP2844 and then click OK.

To do this on Mac, please go to the System Preferences -> Printers -> Right click on ThermalPrinter Thermal > Rename > Change the name to Zebra LP2844 and click Ok.

You will need to quit Stamps.com and re-open it. You will now see Zebra LP2844 in your Stamps.com drop down menu.

Stamps.com Pro Software

Stamps.com software requires a few steps to successfully print to a thermal printer. This software was originally produced in late 90s and the set up steps reflect that era. Essentially, we will install SP460BT as a ZPL printer.

- 1. Please download the Zebra Printer Driver
- 2. After opening the downloaded file, please click on "Install Zebra Printer"



3. Select Zebra 2844 and click "Next"



Please select the manufacturer	and printer you want to install.	J.
Select the manufacturer and model o <change location="">. You can also ch key while selecting printers.</change>	of your printer. If the driver is in a different folder noose to install multiple printers at once, using th	click ne CTRL
Manufacturers:	Printers:	
Zebra Technologies	Eltron Orion Zebra 2348	-
	Zebra 2348 Plus	_
	Zebra Z844 Zebra Firmware Loader	-
	Zebra Z4MPlus DT (EPL) Zebra Z4MPlus DT (ZPL)	
-	Zebra ZP 500 (EPL) Zebra ZP 500 (ZPL)	
	Change	location

4. Before we can continue the installation, we need to find out which USB port SP460BT is connected to. Please go to your Control Panel -> Printers and Devices -> Right click on SP460BT-> Printer Properties



5. Click on the "Ports" tab and notice which USB Port is checked.



6. We will now go back to the installation window and pick the same port and click "Finish"



Printer Options				
Please select port,	printer name a	nd langua;	ge.	J
Enter the name for your done, select <finish> to</finish>	printer. Also, se install the print	elect the p er and add	ort your printer is co d an icon to the Prir	nnected to. When you are hters folder.
Driver version:	4.5.0.0			
Printer name:	Zebra 28	44		
Available ports:				
USB003			^	Add Port
USB002				
USB004				Delete Port
SHRFAX:				
COM2:			~	
U want to use th	is printer as the	Windows	default printer	
	in printer de die		and an printer.	
Select language:	E	nglish		~
				<u></u>
		Exit	Help	< Previous Finish

7. Next, please open the Stamps.com software and select Tools -> Configure Printer

Vi 7 1	ools Favorites <u>H</u> elp
2	Fund Account Balance Buy Insurance
stage V	Postage Correction
amos	Address Import Template Manager
mps	Configure Printer
velopes	Set Up Digital Scale
and the second se	17 MI 14 A.M. 1

8. Choose "Yes" and click "Next," and then "Finish."

stamps est Printer	
You have selected a continuous feed themal printer. Do you want to print on	
4"x5" shipping labels with this printer?	
O Be	
<back next=""> 10 Cancel</back>	0

In the Packages tab, if not already selected, please select "Zebra / Eltron Type - Standard 4x6 label - roll " - Click on Print Sample or Print Postage





For your printer, please pick Zebra 2844 and click "Print"

'rinter:	71 0044	
<u>IN</u> ame:	Zebra 2844	~
Paper <u>F</u> eed:	Manual feed	~
Туре:	Zebra 2844	
Where:	USB004	
		(000) 000-0000 []

1.10 Fedex

The easiest way to print your shipping labels from Fedex is to use a commercial platform, such as XPSShip (free) or ShipStation (paid but great). They are approved Fedex partners and use your negotiated rates to provide you with a 4 x 6 shipping label which you can then easily print. You will also be able to compare rates from other carriers and pick the best option.

1.11 Poshmark

By default, Poshmark produces labels in an 8.5 x 11 size which won't fit correctly 4 x 6 labels.

Update your label size setting on Posh Mark to 4 x 6.

To select your shipping label size, go to: Account Tab > My Seller tools > Shipping Label Settings Reference:

https://support.poshmark.com/s/article/adjust-shipping-label-settings?language=en_US

