This guide will walk you through the 3 main phases of setting up a shipment label header within World Ship 2013. This guide was made using standard Windows Microsoft Office software. Other image editing software can be used, but the guidelines of the content page must still be followed.
Contents

1. Image Prep
   A. Resizing Image - The entire Shipment Label Header must be within 350x175 pixels. If it is larger 350 horizontally or 175 vertically, then it will not be compatible with World Ship 2013.
   B. Adding Text
   C. Multiple Image Prep - If you plan to use multiple images, then the entire design must be saved as 1 image within 350x175 pixels.

2. World Ship 2013 Shipment Label Header Printer Setup
   A. Adding Printer - create a new printer within system preferences editor
   B. Printer Setup - Properly configuring the printer to print shipment label headers

3. World Ship 2013 Shipment Label Header
   A. Label Template - Create a new Shipment Header template in World Ship 2013 Custom Label Editor section.
   B. Template Editing - Uploading the Image created in the Image prep section and associating it with the correct shipping profile.
1. Open Microsoft Paint

2. Open the image you want to edit

3. On the paint home toolbar, select “resize.”
4. Change the radius from “Percentage” to “Pixels”, and keep “maintain aspect ratio” checked.

5. 350 by 175 pixels is the maximum pixel size for the shipment label header. Make sure the horizontal is within 350 and the vertical is within 175. Neither 350 or 175 can be exceeded to be compatible with World Ship 2013.
6. After you have resized the image, you can add text to include a message
7. Save the file as a BMP with a relevant name.

8. You can use an online resizing tool at http://www.resizeyourimage.com/

9. For additional support, please email support@colorupslabels.com.
Multiple Image Editing

1. For multiple image editing, photo editing software like Illustrator, photoshop, or microsoft powerpoint will be needed. Set your page layout to 3.5” width and 1.75” height (350x175 pixels), and remove all margins.

2. Drag a drop images into the program and resize them to fit within the page layout size.

3. Once your design is finished save the 350 x 175 pixel image as a .bmp to make logos like below.

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Setting up the Printer in Worldship

1. Open WorldShip to the main shipping page

2. Click on the **Tools** menu

3. Click on **System Preference Editor**.
4. Then click on the **Printing Setup** tab

5. On the **Printing Setup** screen, Enter the **Printer ID** *EpsonLabelHeader* and ensure the **Printer Type** is *Label*

6. Click the **Add** button
7. Under **Printer Setup**, click the **Change Label Printer** button and select your Epson printer and click **select**

8. Under the cancel button on the Label Printer Setup screen, select box to indicate a **Generic Thermal Printer**

9. Under **Label Configuration**, click the down arrow in the **Label Stock Dimensions** box and select Thermal **4x8 or 4x8 1/4GDI**

10. Click the down arrow in the **Extended Area Usage** box and select **Shipment Label Header** and click the **Apply** button.
11. Your new printer should be highlighted on the list, select the **Default printer box** in the center under the list box and then select the **Update** button to set the EpsonLabelHeader as the default printer.

12. Select OK on the confirmation screen and select OK to exit the System Preference Editor.
Setting up the Shipment Label Header Image in Worldship

1. Open WorldShip to the main shipping page
2. Click on the Tools menu
3. Click Customer Label Editor
4. Select **{UPS Sample} Shipment Label Header** and click Copy.

5. In the next screen, provide a relevant name (company name, promo name and so forth) and select OK.

6. In the **Existing Templates** list, you will find your created file, select it and select the **Edit** button.
7. Under the **Template** section on the right hand side of the screen, select **Remove All** to clear the area.

8. In the lower left of the screen, select **Add Library Image** and select **Browse** and find your prepared image on the hard drive and select **Open**.

9. From the **Image Library**, drag your image to the canvas.

10. Make sure the you’ve selected the correct **Profile** to associate with this template, and click **Save**.