**Loftware Training**

102 – Label Design Workshop

**Label Template Specification**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Basic information

|  |  |
| --- | --- |
| Label template file name:  |  |
| Will this label be used in a solution or automation? | [ ] No [ ] Yes (exact variable names required) |
| Where should this new label be stored?(folder location) | [ ] Control Center Document Storage folder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ] Another shared location, folder path: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Printing preferences stored on | [ ] Printer driver [ ] Label template |
| Batch printing(Do you need a special label to separate your print jobs?) | [ ] No [ ] Yes |
| Printer |  |
| Label dimensions(width x height, include unit of measure) |  |
| Label orientation(how the label exits the printer) | [ ]   [ ]   [ ]   [ ]   |

# Label template image

*Enter a picture of a finished label template or attach a mock-up of your new label template.*

# Static objects

*List your static elements used on your label template.*

*These elements don’t change when printing.*

Picture of a template with marked static objects:

## List of fixed objects with detailed descriptions:

|  |  |  |  |
| --- | --- | --- | --- |
| ID | ****Label contents**** | ****Object type**** | ****Object value**** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |

# Dynamic objects

*List all dynamic objects on your label template and where that data comes from.*

*The content of dynamic elements may change depending on data entered by operators, applications, or integrations when printing.*

Picture of a template with marked dynamic objects:

## List of dynamic objects with detailed descriptions:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Field | Description | ****Dynamic data source name**** | ****Dynamic data source details**** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |

# Barcodes

*Fill out this section for every barcode used on your label template.*

## Barcode A:

|  |  |
| --- | --- |
| ****Barcode property**** | ****Detail**** |
| Barcode type |  |
| Barcode size |  |
| Human readable text(Optional) |  |
| Should Designer auto-populate the Check digit?*(If applicable for barcode type)* | [ ] Yes [ ] No [ ] N/A |
| Barcode Content and Sample Value*Examples:* * *EANCode + checkdigit1234567890123*
* *Lot + ExpDate(yymmdd)8092RP281231*
 |  |
| Other Requirements |  |

*Repeat this section for each barcode.*

# Other considerations

*List other considerations like data considerations, solution-related requirements, company-specific font sizes, font types, specific brand colors, etc.*