

Creating GROB labels



Kompetenz für modernste Technik in aller Welt

1) Preparation for printing the labels

- ✓ a .csv file containing the required data is sent with the order
- ✓ open the "GrobLogo" and the file "GrobLabel" with the template for the label and store them in the same location
(if the grid lines are not displayed in the Word file, select Table Tools -> Layout -> Show Gridlines)

both files are available for download in the download center: <https://www.grobgroup.com/grob-label>

1) Preparation for printing the labels

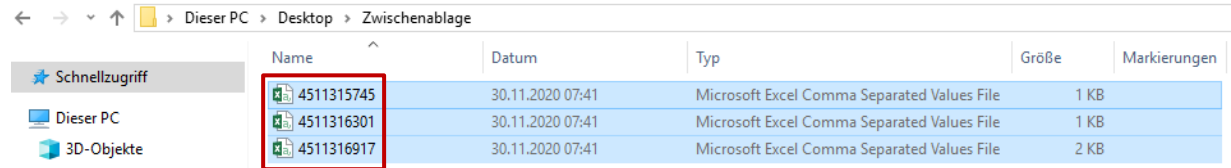
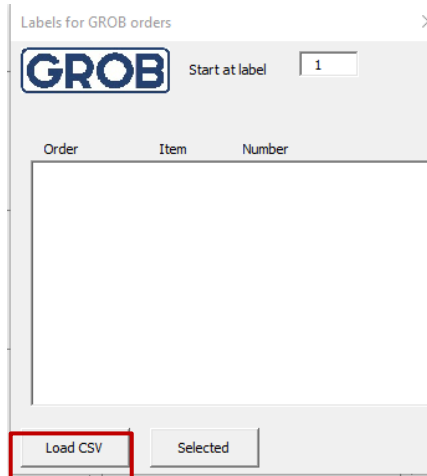
The program works with the following labels



„Avery Zweckform“ Heavy Duty Silver Labels
Type number L6011-20
for marking directly on the part/component

2) Creating the lable

1. activate "Load CSV" in the opened "GrobLabel" file
2. select the .csv file sent with the order



Name	Datum	Typ	Größe	Markierungen
4511315745	30.11.2020 07:41	Microsoft Excel Comma Separated Values File	1 KB	
4511316301	30.11.2020 07:41	Microsoft Excel Comma Separated Values File	1 KB	
4511316917	30.11.2020 07:41	Microsoft Excel Comma Separated Values File	2 KB	

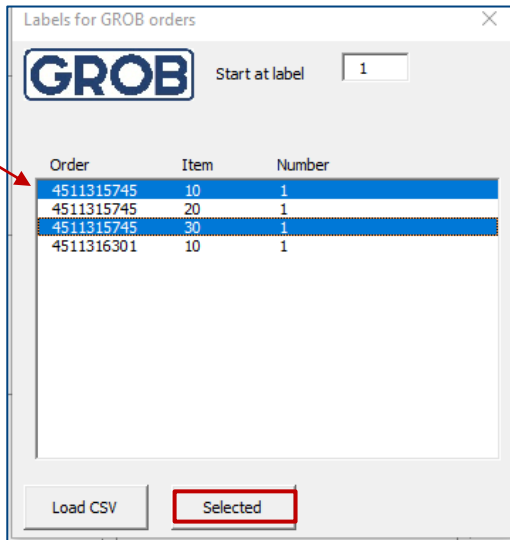
2) Creating the label

3. choosing the labels to be generated

one can select single positions or several positions (by holding the Ctrl key)

4. creating the labels

by choosing "Selected" the data is copied into the Word file



2) Creating the lable

5. printing

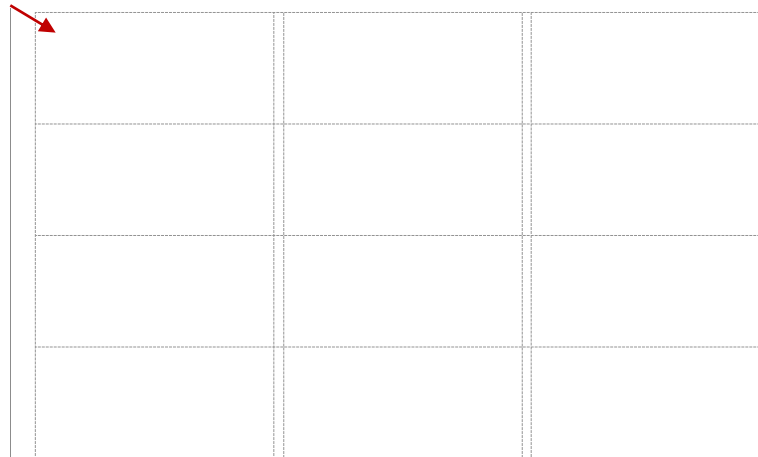
once all labels were generated (one page only), the file can be printed onto the type L6011-20 labels by selecting "File" in the Word menu

6. correcting the selection

to remove the existing labels in the Word file, simply recall the macro and select "Delete"

If the window does not open automatically, it can be opened via the tab

"Add-Ins" (labels).

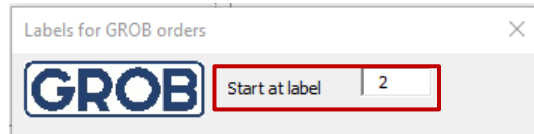


2) Creating the lable

7. adding more labels

if there are only several labels remaining on one label sheet the "start" printing area can be changed to use up the rest of the labels on the sheet.

- ✓ open the .csv file again via "Load CSV"
- ✓ the "Start at label" counter is automatically set to the current number of labels created - but it can also be changed manually

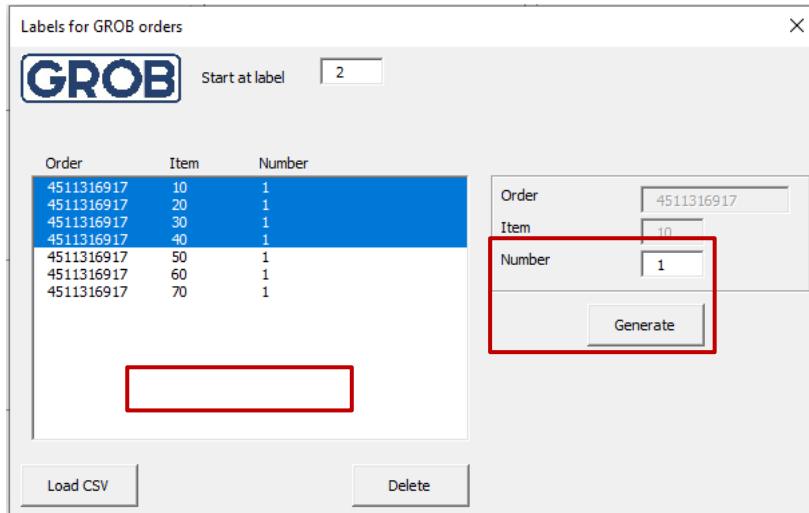


2) Creating the lable

8. advanced settings

double-click into the free white field of the labels to open the detailed view

here one can choose the number of labels for each position



Labels for GROB orders

GROB Start at label 2

Order	Item	Number
4511316917	10	1
4511316917	20	1
4511316917	30	1
4511316917	40	1
4511316917	50	1
4511316917	60	1
4511316917	70	1

Order 4511316917
Item 10
Number 1

Generate

Load CSV Delete