

Chairman of selectors or whoever is preparing score sheets will follow these instructions for printing labels each week.

1. Open **Chrome**
2. Open **CVBD** website
3. Go to Club page (eg Deni, Rochester)
4. Under teams is a button that says either MW Label Download or WE Label Download
5. Click on appropriate button.
6. Download appears at the bottom left of screen – *there is no need to open it.*
7. Close **Chrome**
8. Go to **Label Line Label Designers Program**
9. Select 'Open one of the last designs you were working on'
10. Click OK
11. Lead Label appears – take no notice of wording on template.
12. Go to Edit
13. Select Data Base (bottom selection)
14. Select Linked Data Base (top selection)
15. Select CSV files
16. Click on Next
17. Click Select File
18. Takes you to downloads
19. Find LATEST download
20. Confirm MW or WE
21. Select and then click Open
22. Click Finish
23. Select Yes to approve (Are you sure you want to do this?)
24. Ready to print
25. Load label sheets correctly in printer
26. Go to print – make sure it is the right printer (bottom left hand corner Printer Setup)
27. Press OK