

## NCR's Media software Product Overview

NCR's Media Software makes it easy to create OneStep™ products and NCR label templates in Microsoft® Word 97 and Word 2000!

### NCR's Media Software will:

- make it easy for you to create great-looking OneStep™ products and NCR labels.
- help you quickly choose the correct NCR template
- ensure your information will properly work with NCR's products.

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### NCR's Media Software, Minimum System Requirements

- Microsoft Windows® 95 or later operating system, or Microsoft Windows NT® 4.0 Server or Workstation with Service Pack 3 or later.
- Microsoft Word 97 or Microsoft Word 2000 for Windows.
- 4 MB of available hard-disk space on your C: drive.

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### NCR's Media Software, *Download Instructions*

1. Go to: [Printer Label Instruction Page](#)
2. At the bottom of the web page go to **Download Here for NCR's Free Printer Label Software Templates.**
3. Select **Instructions** under item #1. Review and print the instructions.
4. Click on **Printer Label Download**. This will take you back to the original web page.
5. Select your version of Microsoft Word using the drop down menu in item #2
6. Download the setup program file by clicking the **ncrmedia.exe** button under item #3 and follow the instructions in the dialog boxes.
7. Select **Run this program from its current location** from the File Download window. Follow the instructions on the screen to complete the installation.

Problems downloading and running the **ncrmedia.exe** file?

1. Click on the **ncrmedia.exe** from the NCR web page.
2. Select **Save this program to disk** from the File Download window. Follow the instructions on the screen to complete the installation. Exit the software installation window.
3. Go to your **Start** menu. Point to **Programs**. Select **NCR Media Formats**. Click on **NCR Label Formats for MS Word Setup**.
4. Follow the instructions on the screen to install the NCR label formats into Microsoft Word. Exit the software installation window once the templates have been installed.

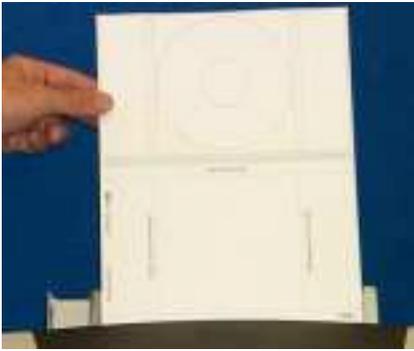
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### NCR Media Software Instructions

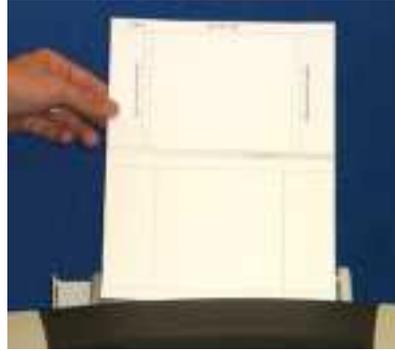
Once the installation is complete, you can begin using the media software to create OneStep™ products and NCR labels in **Microsoft Word**.

1. Open Microsoft Word
2. Click on **File** and select a **New** document.
3. Double click on the **NCR Media Wizard**
4. Select the appropriate OneStep™ product from the wizard menu. .
5. Use the **Forward** button to complete the Wizard. Use the **Back** button to change information in the Wizard.
6. Select the **Finish** button to create your OneStep™ template.
7. Use the border  icon to view template borders.

## CD Label Jewel Case Print & Assembly Instructions



1) Insert Side 1 of form in your printer. See arrows, which state, "Feed This Way".



2) Flip form over and feed Side 2 into your printer. See arrows, which state, "Feed This Way".



3) Carefully remove front panel insert from the form.



4) Insert front panel insert into the CD jewel case.



5) Remove CD label from the form. Use a standard CD label applicator to properly adhere label to CD.



6) Remove optional spine labels from the form at this time. Adhere spine labels to the jewel case.



7) Carefully remove back panel insert from the form. Fold back panel perforations to create professional looking spine information.



8) Presto! Your jewel case and CD are complete.

### PRINTER LABEL TIPS AND HINTS

For best results please do the following:

- To ensure your text is formatted to the labels, first print to plain paper. Match the sheet of plain paper to the sheet of labels.
- To ensure proper feed, fan sheets of labels before inserting them into the paper tray.
- For easy feed, place the sheets of labels on top of 25-30 sheets of plain paper.
- Store unused sheets of labels in the original box. Store the box in a cool dry area.
- Refer to your printer manual for proper label settings and loading instructions.