How do I format six by six labels on one page in Record Manager?

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Symptom

• How to fit six by six labels on one page in WMS Record Manager

Applies to

• WMS Record Manager

Resolution

1. In Record Manager go to My Labels>Label Templates
2. Click New Template>Enter a name for the new template>Select Custom as your label format>Units should be inches
3. Under page settings use under type use other
4. Use 9.1 has the height and 6.1 as the width, top and left margins can be left at 0.0
5. Set columns and rows at 6, leave columns and row spacing at 0

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