

ShipWorks®

Reference Guide

Saving and Printing Labels to PDF

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Background

ShipWorks allows you to select to which printer your shipping labels will be printed. By selecting a PDF writer such as PrimoPDF, CutePDF, or DoroPDF, you can send your shipping labels to a PDF document. You will then have a PDF file that you can print, save, or e-mail just as you would any other document.

This article will guide you through the steps to configure ShipWorks to print your labels to a PDF file.

First Things First

When you "print" to a .PDF, you are saving the label as a .PDF format file which you can then print as you would any other document. To print to a .PDF you first need to have a .PDF writer installed on the computer on which you want to save the .PDF. There are a number of free .PDF writers available online. Just do a search for ".PDF writer free" to see your options. Some examples of free, commonly used .PDF writers include: [PrimoPDF](#), [CutePDF](#), or [DoroPDF](#), and there are many others. Before continuing, please be sure that you have a PDF writer installed.

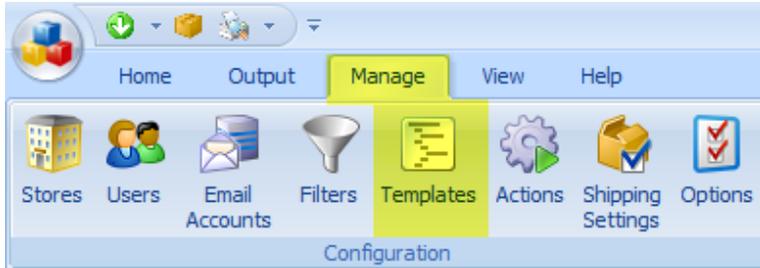
In addition, please note that only labels generated as the Standard label format can be printed to a PDF file.

The Process

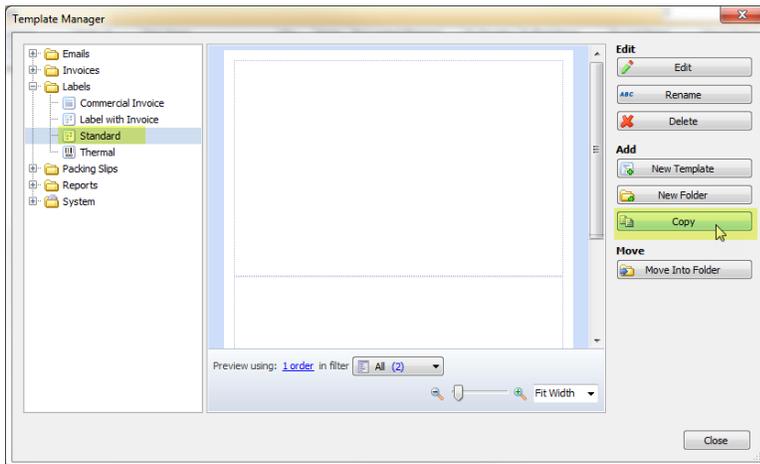
Setting up the .PDF Label Template

First, let's set up the template that will be used to print the label(s) to the PDF writer.

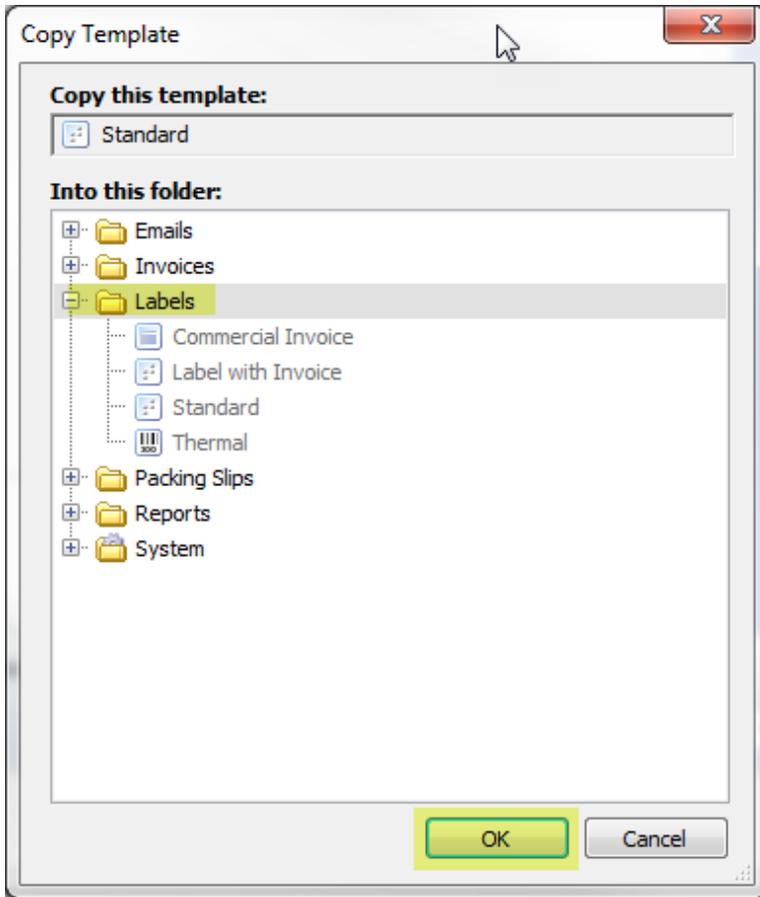
1. In ShipWorks, click on the **Manage** tab. Then, click on the **Templates** button.



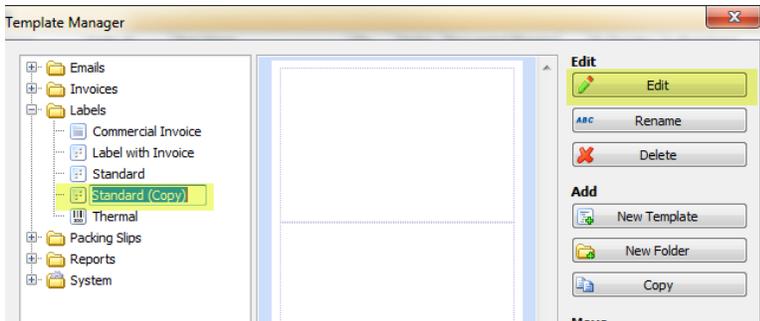
2. Expand the **Labels** folder and select the **Standard** label template. Then, click on the **Copy** button.



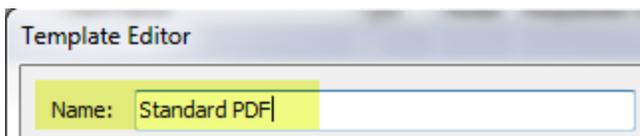
3. Verify that the **Labels** folder is selected. Then, click **OK**.



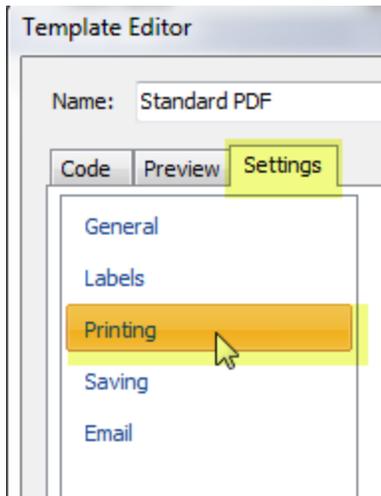
4. Next, select the **Standard (Copy)** template and click the **Edit** button.



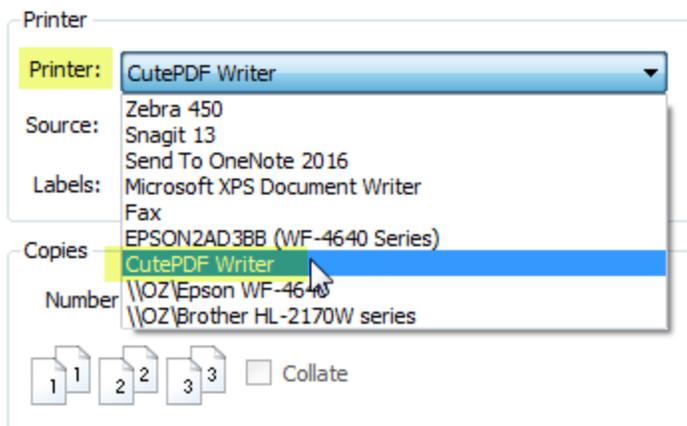
5. Name the template **Standard PDF**.



6. Click on the **Settings** tab. Then, click on the **Printing** link on the left side of the screen.



7. From the **Printer:** drop-down menu, select the PDF writer that you have installed on your computer. The PDF writer in this example is **CutePDF Writer**.

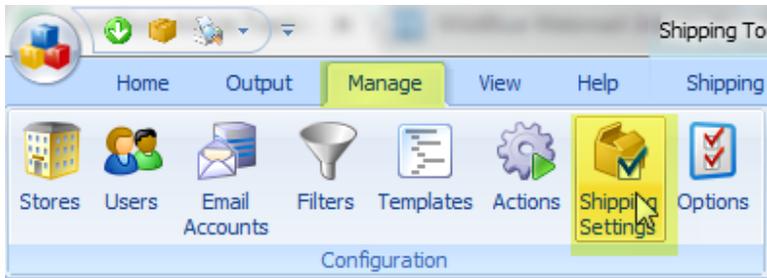


8. Click on the **Save** button. Then, click **Close**.

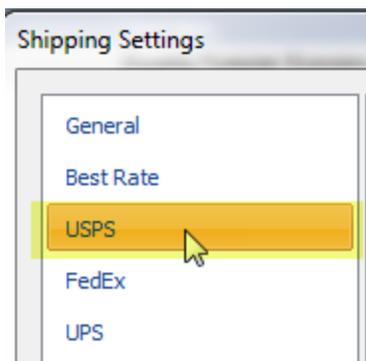
Setting the Shipping Provider to Print to the PDF Template

Next, let's take set the shipping provider print rules to print Standard formatted labels to the Standard PDF template.

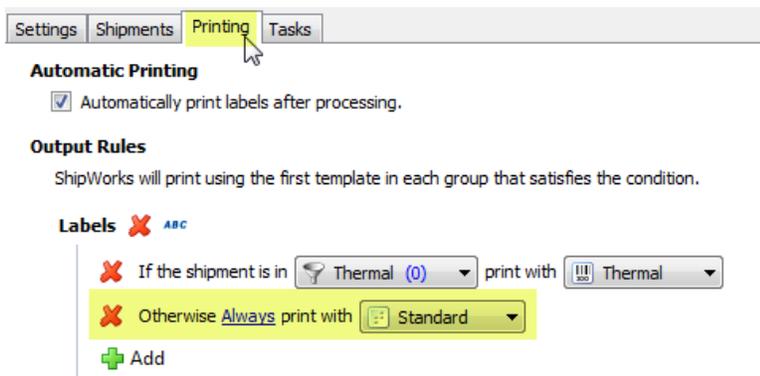
1. Click on the **Manage** tab and then on the **Shipping Settings** button.



2. On the **Shipping Settings** screen, select the shipping provider with which you will print your labels to PDF. For this example we will use USPS.



3. Now, select the **Printing** tab. On the Printing tab locate the **Output Rule, Otherwise Always Print With Standard**.

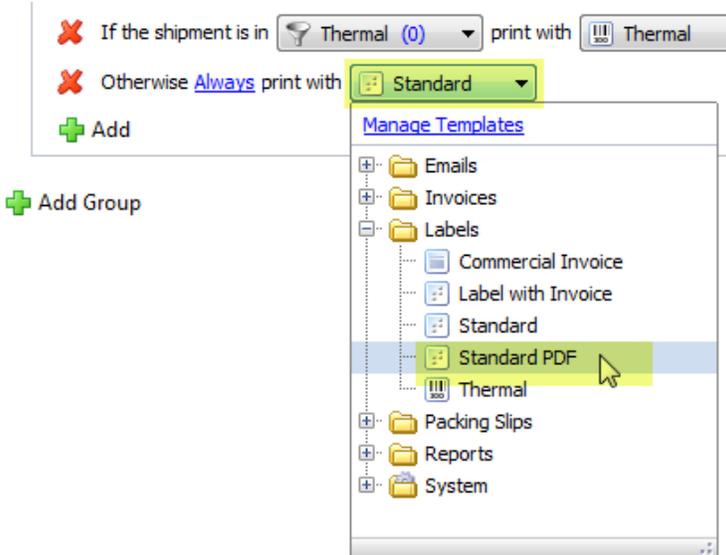


4. Click on the **Standard** drop-down menu. From the list of templates, select the **Labels > Standard PDF** template.

Output Rules

ShipWorks will print using the first template in each group that satisfies the condition.

Labels



 If the shipment is in print with

 Otherwise [Always](#) print with

 Add

 Add Group

Manage Templates

- [-] Emails
- [-] Invoices
- [-] Labels
 - [-] Commercial Invoice
 - [-] Label with Invoice
 - [-] Standard
 - [-] Standard PDF**
 - [-] Thermal
- [-] Packing Slips
- [-] Reports
- [-] System

5. Click the **Close** button.

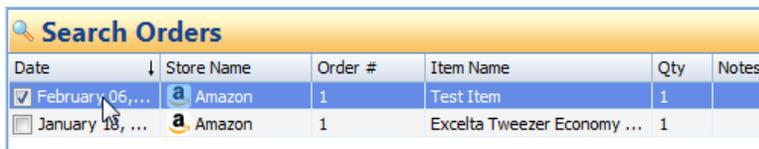
Now, Standard formatted labels will automatically print to your PDF writer by default.

When a label is printed as a PDF, the PDF writer will prompt you to choose the location for saving your PDF file and whether you will open, save, or e-mail the PDF file after printing.

Manually Printing Shipping Labels to PDF

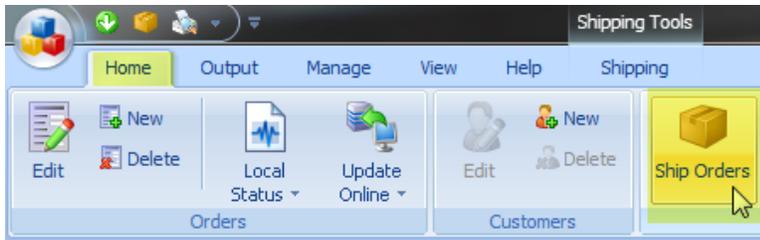
Now that ShipWorks is configured to print labels that are formatted as **Standard**, let's take a look at how to print a label to a PDF file. In this section, we will assume that the default printer is a thermal printer, but that at times a PDF file of a label is needed.

1. Select the order for which you wish to process a label to PDF.

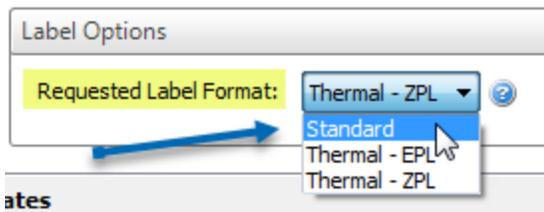


Date	Store Name	Order #	Item Name	Qty	Notes
<input checked="" type="checkbox"/> February 06, ...	 Amazon	1	Test Item	1	
<input type="checkbox"/> January 18, ...	 Amazon	1	Excelta Tweezer Economy ...	1	

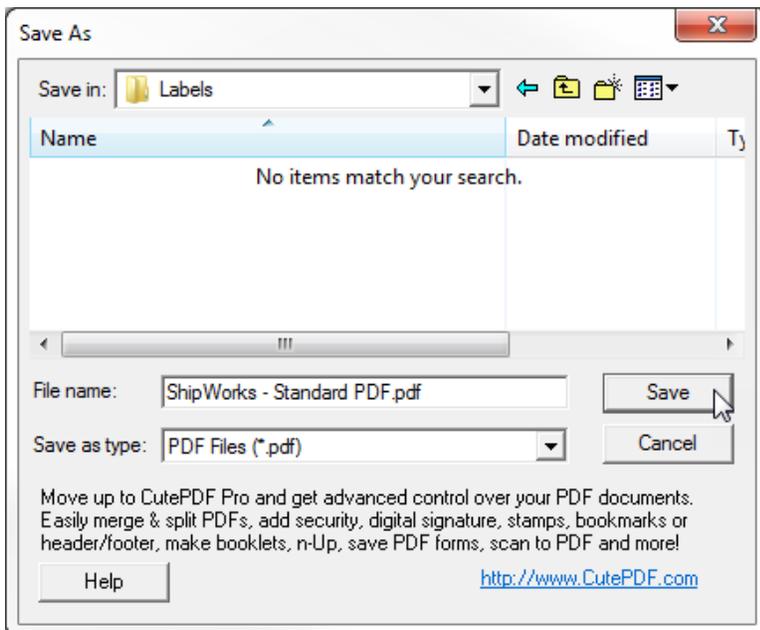
2. Next, click on the **Home** tab and then on the **Ship Orders** button.



3. Configure the shipment (provider, weight, dimensions, etc.). Then, scroll down to the **Label Options** section. From the **Requested Label Format:** drop-down menu, select **Standard**.



4. Now, click on the **Create Label** button to process the shipment. Once the label is processed, the PDF writer will prompt you to save the file.



Still Need Help?

Please feel free to [reach out to one of our awesome Customer Care representatives in St. Louis](#). We are happy to assist you.