

Storage Boxes - Box Titles

To print large (2" x 4") labels or Business Cards with Box Titles:

1) Go to the Costume Pieces Reports Menu. Select Box Titles

Costume Storage Reports

Print List of Costume Pieces by Storage Location: Detail:

Box Titles (Bus Cards / 2" x 4" labels): ←

Individual Tag ID's on Permanent Labels (ie. Hat Storage Box)

Print Box Numbers (2 ea)

Print Garment Bag Numbers (to cover Ditty Bags):

Print Rack Dividers labels for **Roles** - Select Production:

Print Rack Dividers labels for **Productions**:

2. Enter the text you want to print. The Avery 2" x 4" Shipping Labels and Business Card Stock have 10 labels per page.

3. The Labels will print the text you have entered and the name of the Theatre Company/School.

Box Titles:

Enter up to 10 titles at a time. This report is designed to print either on Business Card stock or 2" x 4" Shipping labels

Title 1:

Title 2:

Title 3:

Title 4:

Title 5:

Title 6:

Title 7:

Title 8:

Title 9:

Title 10:

Gloves <small>The Oaks Youth Theatre</small>	Leggings <small>The Oaks Youth Theatre</small>
Bow Ties <small>The Oaks Youth Theatre</small>	Socks-Black <small>The Oaks Youth Theatre</small>
Suspenders <small>The Oaks Youth Theatre</small>	Socks - White <small>The Oaks Youth Theatre</small>
Hair Accessories <small>The Oaks Youth Theatre</small>	Gloves - Long <small>The Oaks Youth Theatre</small>
Shoe laces <small>The Oaks Youth Theatre</small>	Pocket Squares <small>The Oaks Youth Theatre</small>

Box title on 2" x 4" Labels

4. Print the labels and apply to the front of the box. You can also print Box Numbers from the same menu above.

For the Business Cards you can place them in the Adhesive Business Card Holders.



Top: 2" x 4 Labels
Bottom: Business Cards