Using the CVB template for a label mounting sheet

Where were changes made in the 6/2/2020 version?

The process for adding a page has been changed (and simplified!). Now you can duplicate an existing page which brings all the header, footer and buttons over as well.

Where were changes made in the 4/24/2020 version?

The entire guide was rewritten as a result of the CVB moving to allow submissions of label on PDF templates as well as Microsoft Word templates. A Table of Contents was added to help direct users through the guide

Where were changes made in the 3/30/2020 version?

The entire guide was rewritten as a result of the CVB moving to allow submissions of label on PDF templates as well as Microsoft Word templates. A Table of Contents was added to help direct users through the guide.

Where were changes made in the 5/21/2018 version?

1. Page 1, Section "Completing the Form Fields" was revised to include:
   • Current License Status = status at time of label submission

Using the CVB template for a label mounting sheet

TABLE OF CONTENTS

This guide is split into multiple sections - some of which apply to all users while others will depend on which template your firm chooses to submit labels on.

Using the CVB template for a label mounting sheet

There are two CVB label mounting sheet templates - one in Word format and one in PDF format. Each mounting sheet provides standard headers and footers for label submissions, which will appear on every page of the submission. The footer also contains an area for an electronic signature by CVB and the text seen on the processing stamps as on paper submissions. Only one of the templates needs to be used for the label.

General Information

\#

- Enter the required data or select a value from the dropdown picklists.
- ⚠ Do not use the mounting sheet for products that have not been assigned a U.S. veterinary biologics product code.

Complete the left side box of the footer.

- Enter the required data or select a value from the dropdown picklists.
- ⚠ Do not complete the right side box of the footer because this is for CVB use only.

Use "NA" in fields that do not apply.

It is permissible to increase the page size to accommodate oversized labels. It is not necessary to specify a paper size for which you have the paper/printer available to print hard copies as the label submission is an entirely electronic process.

1 **Replaces Label or Sketch:** List all labels or Sketches that are being replaced.

2 **Master Label:** Submit smallest size final container, enter all dose sizes.

3 **Translation:** Choose "Co-submitted" if translation was submitted with label, choose "On Label" if translation is on the label or "No" if there is no translation.

4 **Export Only:** Choose Yes or No.

5 **Comments:** If you have any additional comments they can be placed here.

Using the CVB template for a label mounting sheet

CVB Word Template

The CVB Word template label mounting sheet has two options for submission of a label. The document can be prepared using the Word template and submitted as a Word document. Alternatively, the document can be prepared using the Word template then converted into a PDF file prior to submission.

👍 **The CVB highly recommends the Word template be converted to a PDF file prior to submission for ease of electronic review by the CVB.**

Completing the Form Fields

The header and footer have several "form fields" that appear with light gray instructions, even when editing the header/footer. **Click directly over the instruction for the field to enter data or select a value from the dropdown picklist.** The form fields MUST be filled out while the document is in Word format.

ℹ️ Headers and footers are typically "grayed out" when the cursor is in the body of the document. There are several ways to move the focus out of the body of the document and into the header or footer. One is to put the pointer in the header or footer region and RIGHT click your mouse to show the Edit Header (or Edit Footer) command. Then left click on the command.

Adding the Label Graphic

Insert an image file from your printer proof into the body of the mounting page. This can be done while the document is in Word format or it can be done after it is converted to a PDF file.

Word template

If adding the image to the document while in Word format the image file may be any format supported by Word, including the list below:
(*.emf, *.wmf, *.jpg, *.jpeg, *.jfif, *.jpe, *.png, *.bmp, *.dip, *.rle, *.gif, *.emz, *.wmz, *.pcz, *.tif, *.tiff, *.cgm, *.pct, *.pict, *.wpg)

- Insert the image at 100% of its actual size, if possible.

- It is permissible to increase the page size to accommodate oversized labels. It is not necessary to specify a paper size for which you have paper to print, as this is an entirely electronic process. If, however, you do need to print the oversized page for your records, it can be converted to PDF and then printed with the Poster setting of Adobe Acrobat. With this feature, the document content is divided into multiple pages of standard-sized paper, which can be pieced together once printed.
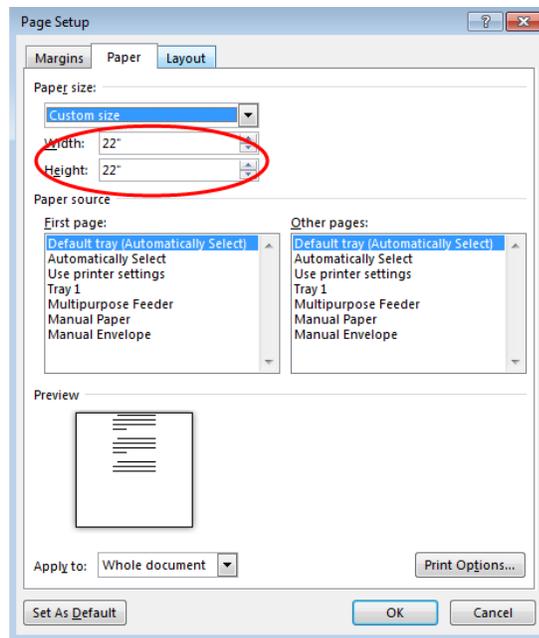
- Pages must be added prior to conversion to a PDF file.

Using the CVB template for a label mounting sheet

Resizing the Label Mounting Sheet

To change the paper size in Word: From the Page Layout menu, open the Page Setup dialog box.
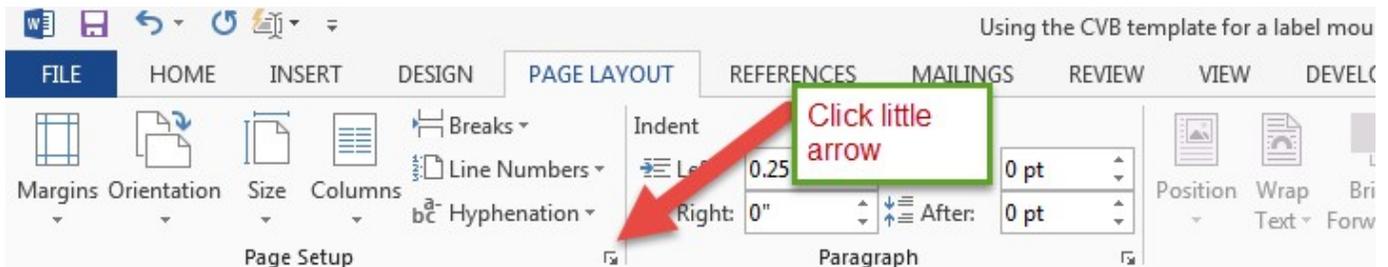
From the "Paper" tab of the Page Setup dialog box, you can specify a page size up to 22" x 22".

If the page size cannot be increased enough to fit the image at 100% magnification, it is permissible to resize the image to less than 100% magnification, provided that the actual magnification is stated on the mounting sheet.

- For Inserts that consist only of text, insert an image file OR paste in a text file. The template will automatically expand to accommodate multiple pages of pasted text.

To change the paper size after conversion to a PDF file: The page size cannot be changed using Adobe Reader. Adobe Acrobat PRO software (or equivalent) must be used to change the paper size. See the appendix at the end of this guide titled, "Instructions for Scaling Pages in Adobe Acrobat PRO".

Using the CVB template for a label mounting sheet

Adding the Label Graphic after conversion to a PDF file

Conversion to a PDF file

Alternatively, the image may be added to the document after it has been converted to a PDF file using Adobe Reader (or equivalent). This can be done by copying the image from your original file. Once you have converted the Word template to PDF click "Edit" in Adobe Reader (or equivalent) and select the "Paste" option. You will then have to zoom out to shrink the page down to resize the image to fit the page.
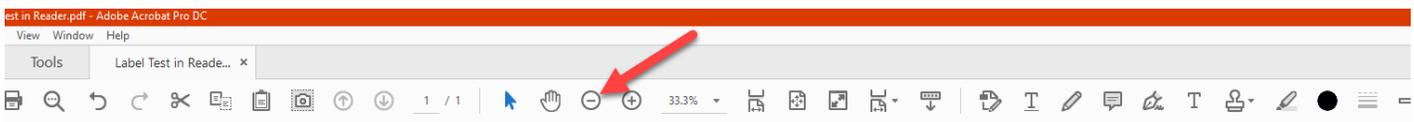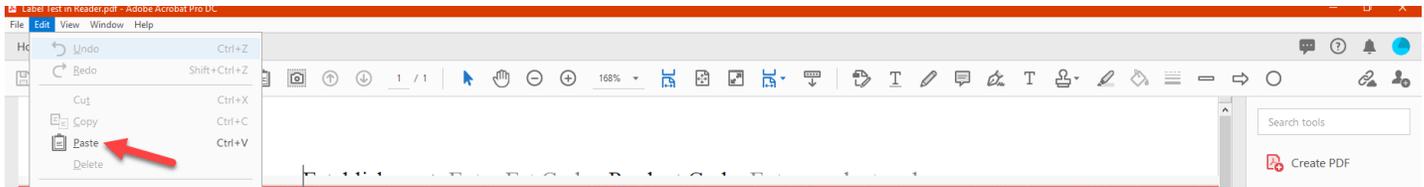
Adjust the image size by clicking on the corners of the image and dragging them to make the image the size you need it to be.
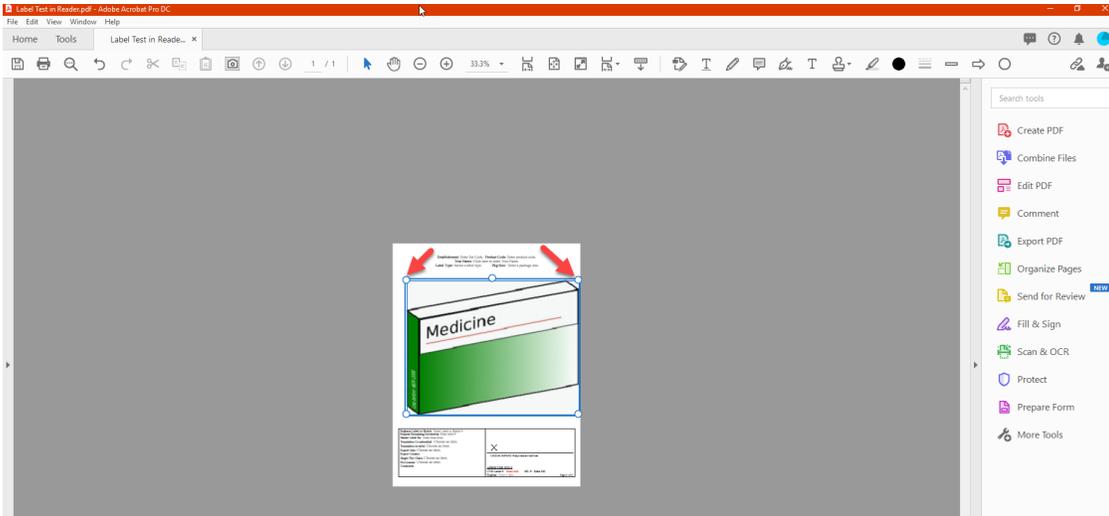
The page size can be changed using Adobe Acrobat PRO software or equivalent. It is permissible to resize the image to less than 100% magnification, provided that the actual magnification is stated on the mounting sheet.

Using the CVB template for a label mounting sheet

CVB PDF Template

The CVB PDF template label mounting sheet is intended for use as a PDF document and will require Adobe Acrobat PRO software (or equivalent). The document is prepared in Adobe Acrobat PRO software (or equivalent) and submitted as a PDF document.

The header and footer should be filled out prior to adding any images.

Resizing the Label Mounting Sheet

The page may be resized by scaling. See the appendix at the end of this guide titled, "Instructions for Scaling Pages in Adobe Acrobat PRO". Perform the page scale prior to adding additional pages so that all new pages are automatically scaled.

It is not necessary to specify a paper size for which you have the paper/printer available to print hard copies as the label submission is an entirely electronic process. However, if you do need to print the oversized page for your records, print using the Poster setting of Adobe Acrobat PRO. With this feature, the document content is divided into multiple pages of standard-sized paper, which can be pieced together once printed.

Completing the Form Fields

Fill out the header and footer.
- *If the label will be multiple pages see the "Duplicate Page for Multi-page Labels" section below. The header and footer can completed prior to or after creating a new page, the information will be auto populated on the new pages either way. If the page needs to be re-scaled this can also be done prior to or after creating a new page.*

Establishment: _____ Product Code: _____ Label Type: Select Type ▾ Pkg Size: _____

True Name: _____

Replaces Label or Sketch: _____

Master Label for: _____

Translation: Choose an item ▾

Export Only: Choose an item ▾

Comments: _____

X_____
USDA-APHIS Representative

APHIS USE ONLY

CVB Label #: _____   ML #: _____
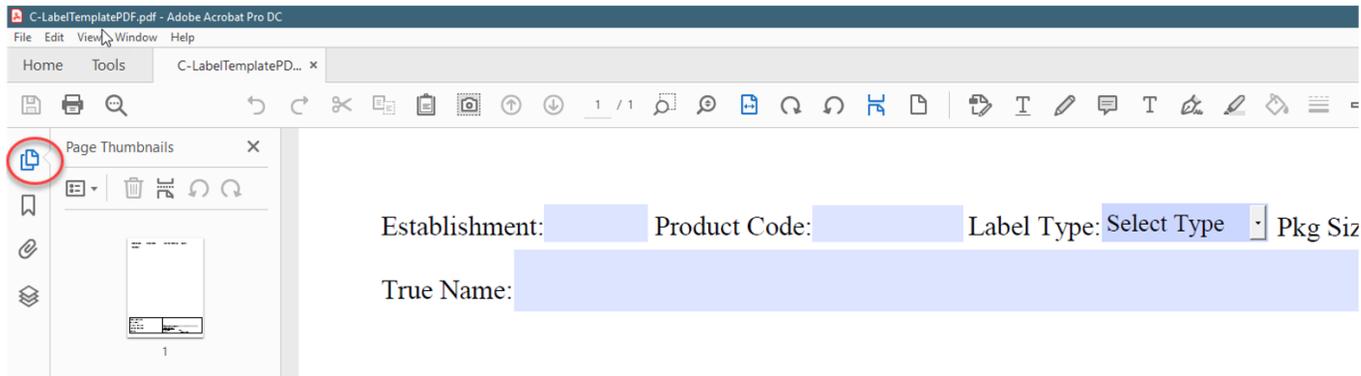
Expires: _____   Total # of Pages _____

Duplicating Pages for Multi-page Labels

If you need to add an additional page follow the instructions starting on the next page.
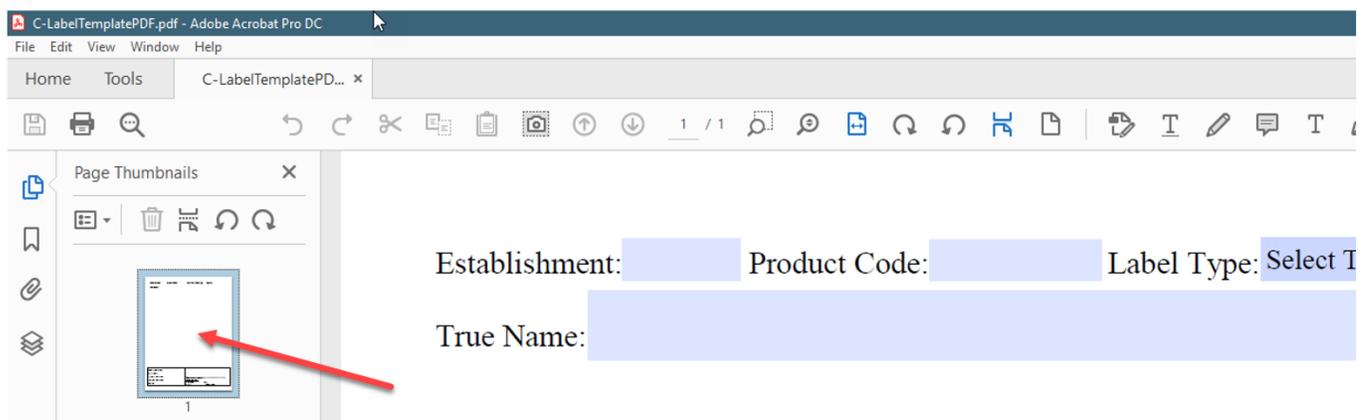
Using the CVB template for a label mounting sheet
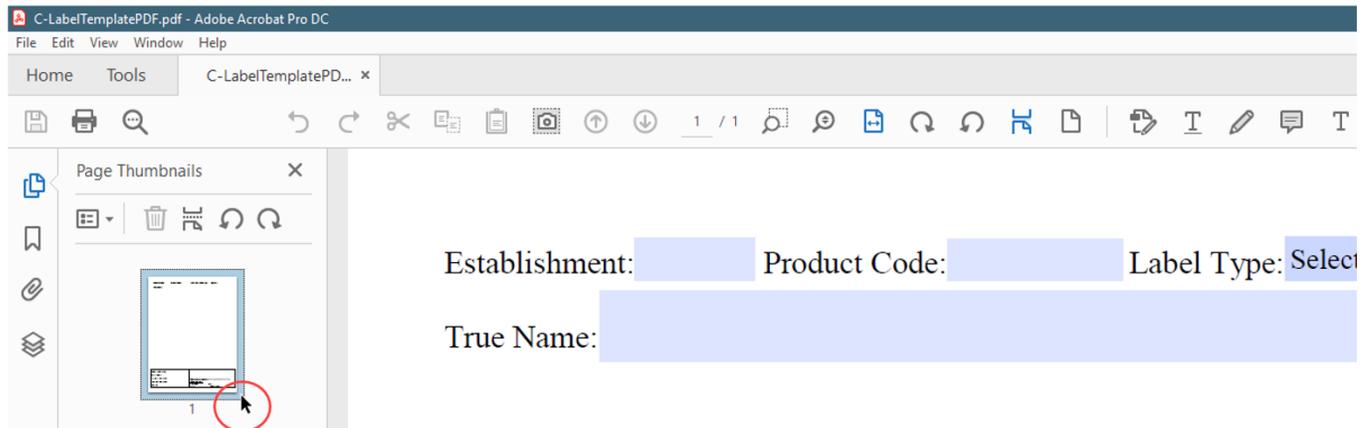
Duplicating Pages for Multi-page Labels

Expand the left panel of the PDF document by clicking the "page Thumbnails" Icon as seen below:

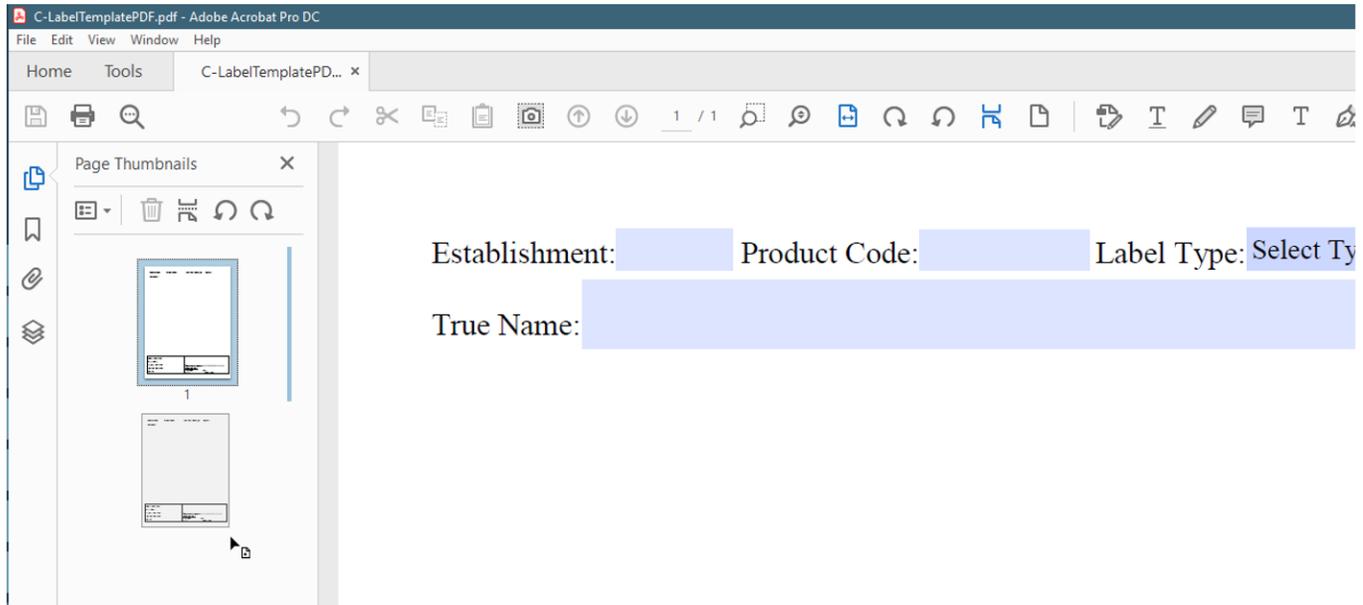Click on page 1 so that it is highlighted with a blue box:

Once it is highlighted, **place** the cursor over the blue box portion until the black arrow appears as shown below:
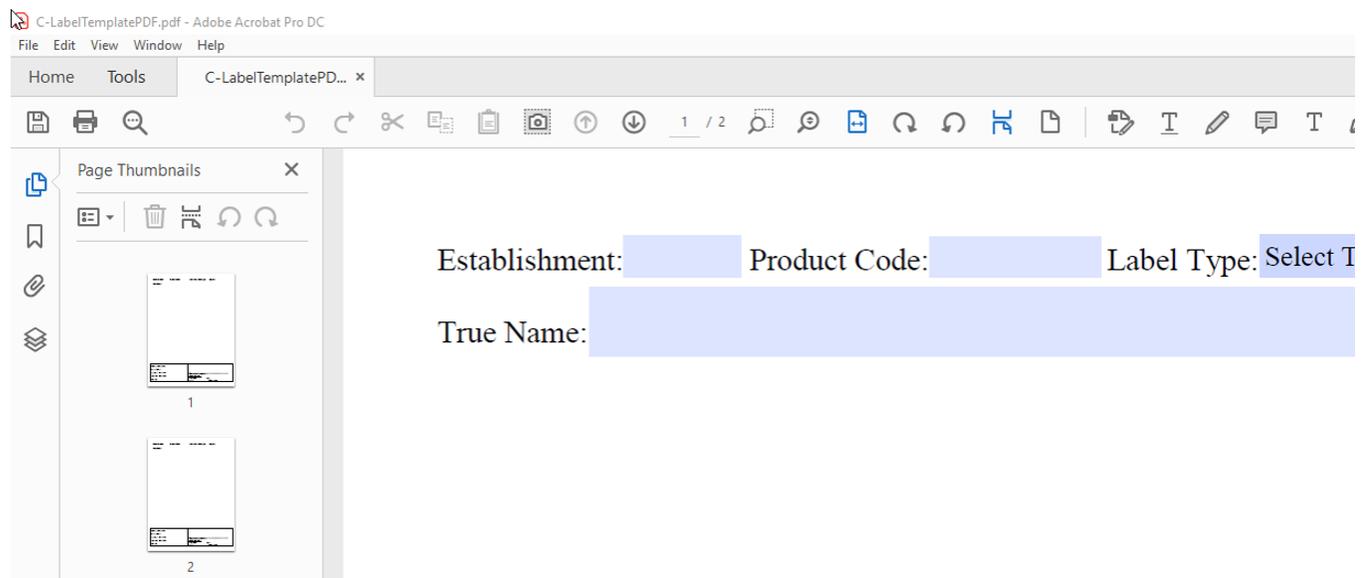
Using the CVB template for a label mounting sheet

While holding the Control key (Option/Alt key on Mac) click and drag the page down:

You should now have two pages. Repeat this process for however many pages you will need for your label.

Using the CVB template for a label mounting sheet

Adding the Label Graphic

⚠️ **The header and footer should be properly completed, pages scaled, and additional pages added prior to adding any images.**

- Add the label image from your printer proof into the body of the mounting page by copying and pasting the image, as long as the image is in one of the following file types:
  *.emf, *.wmf, *.jpg, *.jpeg, *.jfif, *.jpe, *.png, *.bmp, *.dip, *.rle, *.gif, *.emz, *.wmz, *.pcz, *.tif, *.tiff, *.cgm, *.pct, *.pict, *.wpg

- Insert the image at 100% of its actual size, if possible.

If your image is already in PDF format there are several ways you can add it to the body of the mounting page:

- One way is by taking a snapshot of the PDF image as follows:
  - Go to your printer proof and click the snapshot icon
  - Then highlight the entire image and click OK
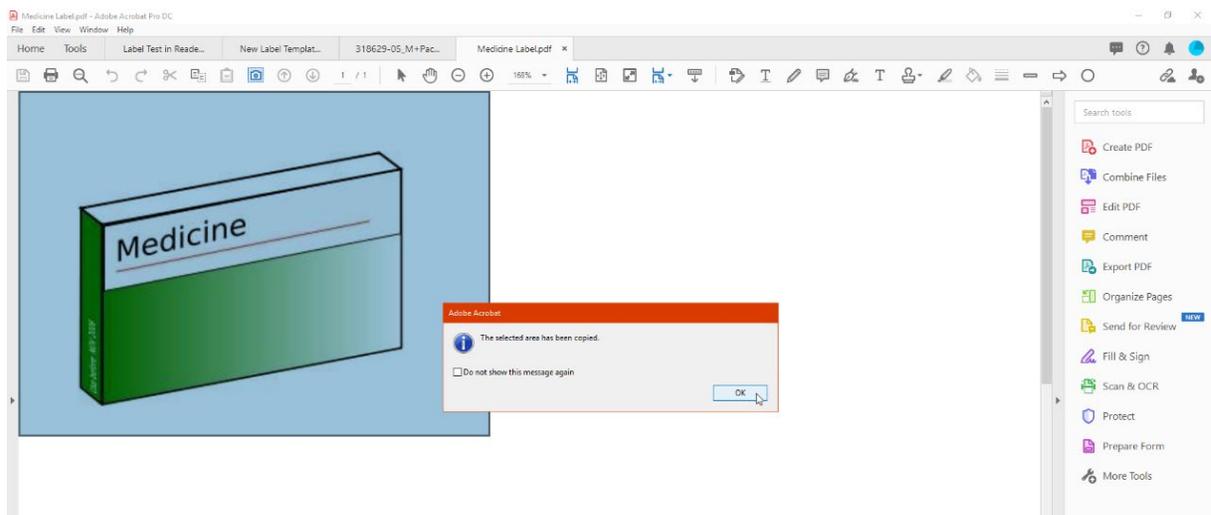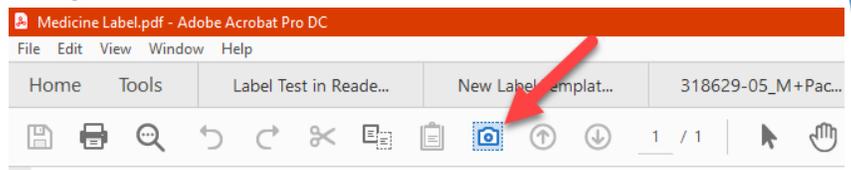
Using the CVB template for a label mounting sheet

- An alternate way to add a PDF image to the body of the mounting sheet:
  - o Go to your printer proof and click "Edit" and "Select All"
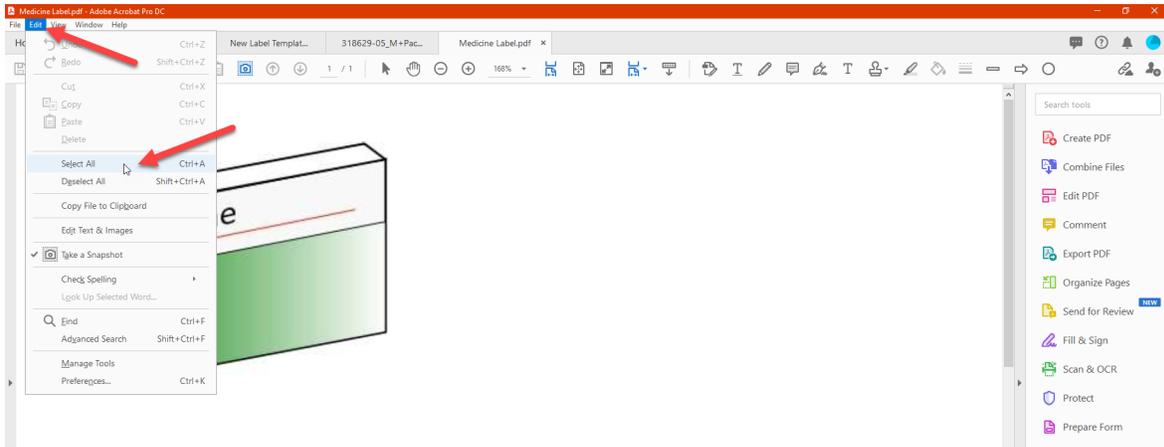
- Whether you take a snapshot or use the select all method the following steps are the same:
  - o Select "Copy Selected Graphic"
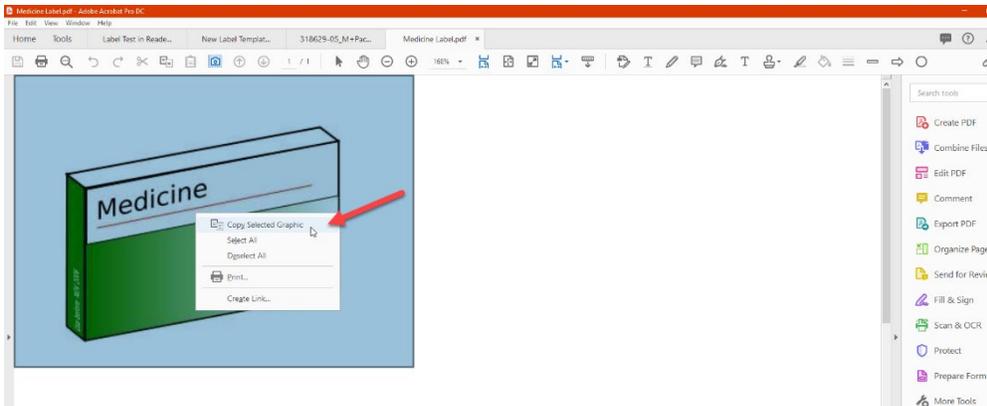
  - o Go to the mounting sheet and right click into the body of the document and select "Paste".
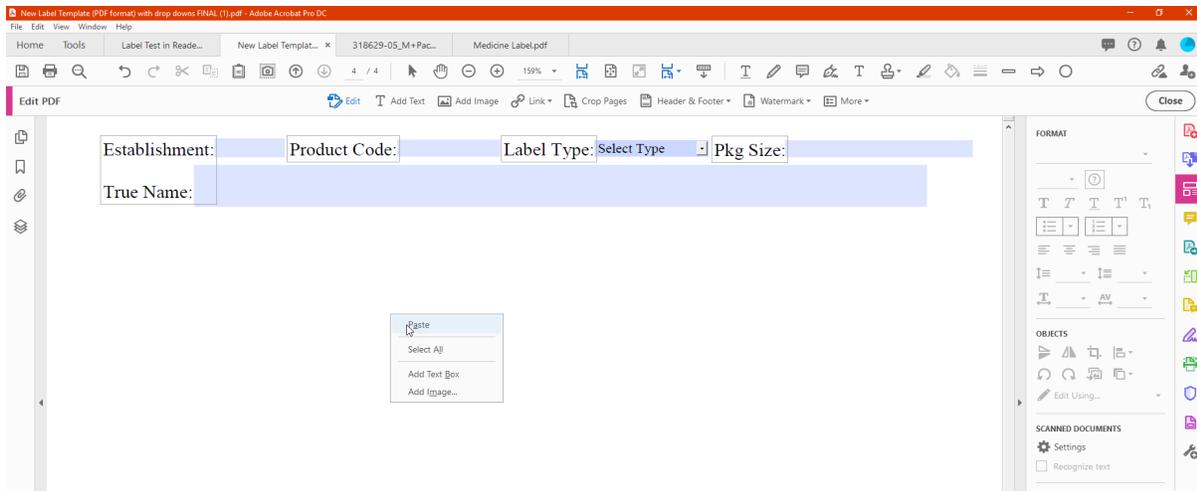
Using the CVB template for a label mounting sheet

o The image will appear on the mounting sheet and can be moved by clicking on the blue box that surrounds it.
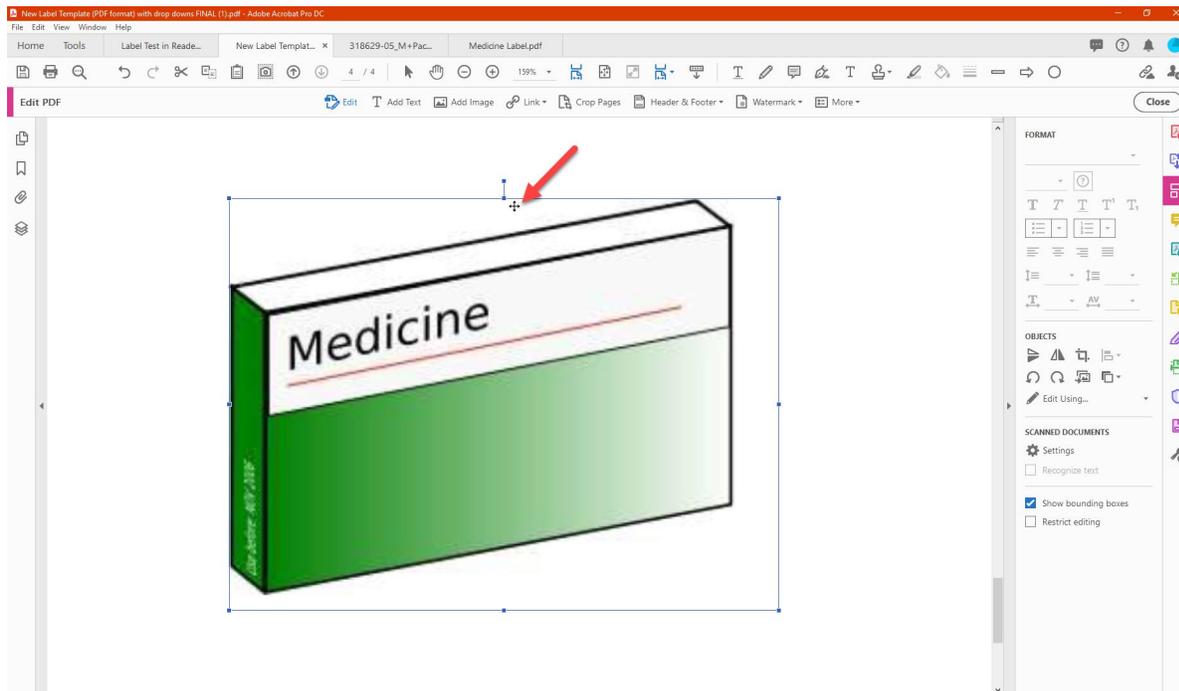
If the page size cannot be increased enough to fit the image at 100% magnification, it is permissible to resize the image to less than 100% magnification, provided that the actual magnification is stated on the mounting sheet.

Foreign Language Translations

Foreign language translations may be added as text after the label image in the same file with the label OR they may be submitted as separate documents.

- If they are separate documents and a submission contains more than one label, ensure that each file name allows the CVB to easily associate the translation with a specific label.

Submitting Label Sketches

Proposed label text for products that have an assigned product code may be submitted as "sketches" for CVB comment. If you wish to have a label submission considered solely as a sketch, add "For consideration as a sketch" to the body of the mounting sheet.

Labels submitted as sketches will be returned as sketches. Sketches must be followed by a final label submission for formal CVB approval prior to use.

Using the CVB template for a label mounting sheet

APPENDIX: Instructions for Scaling Pages in Adobe Acrobat PRO

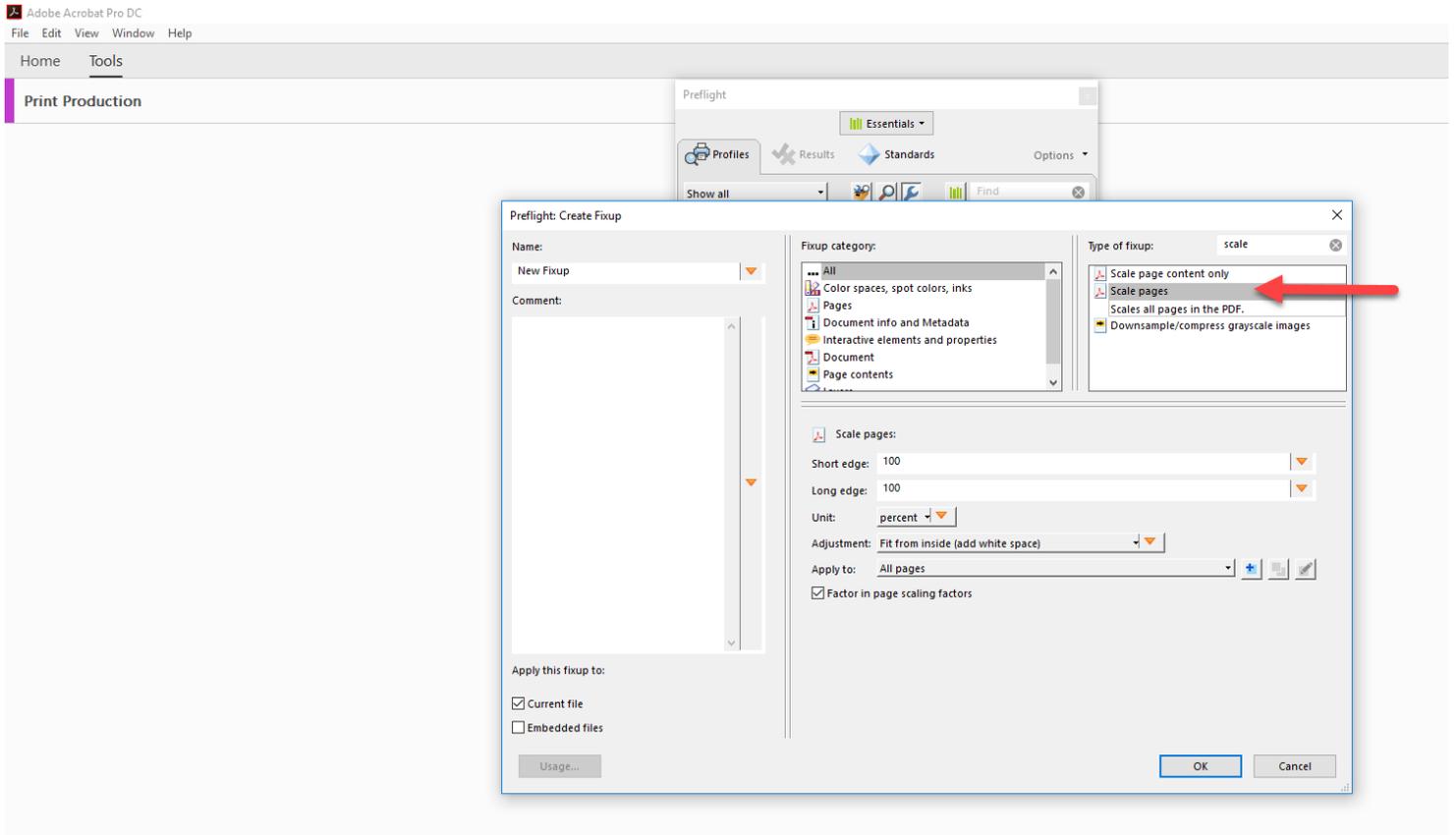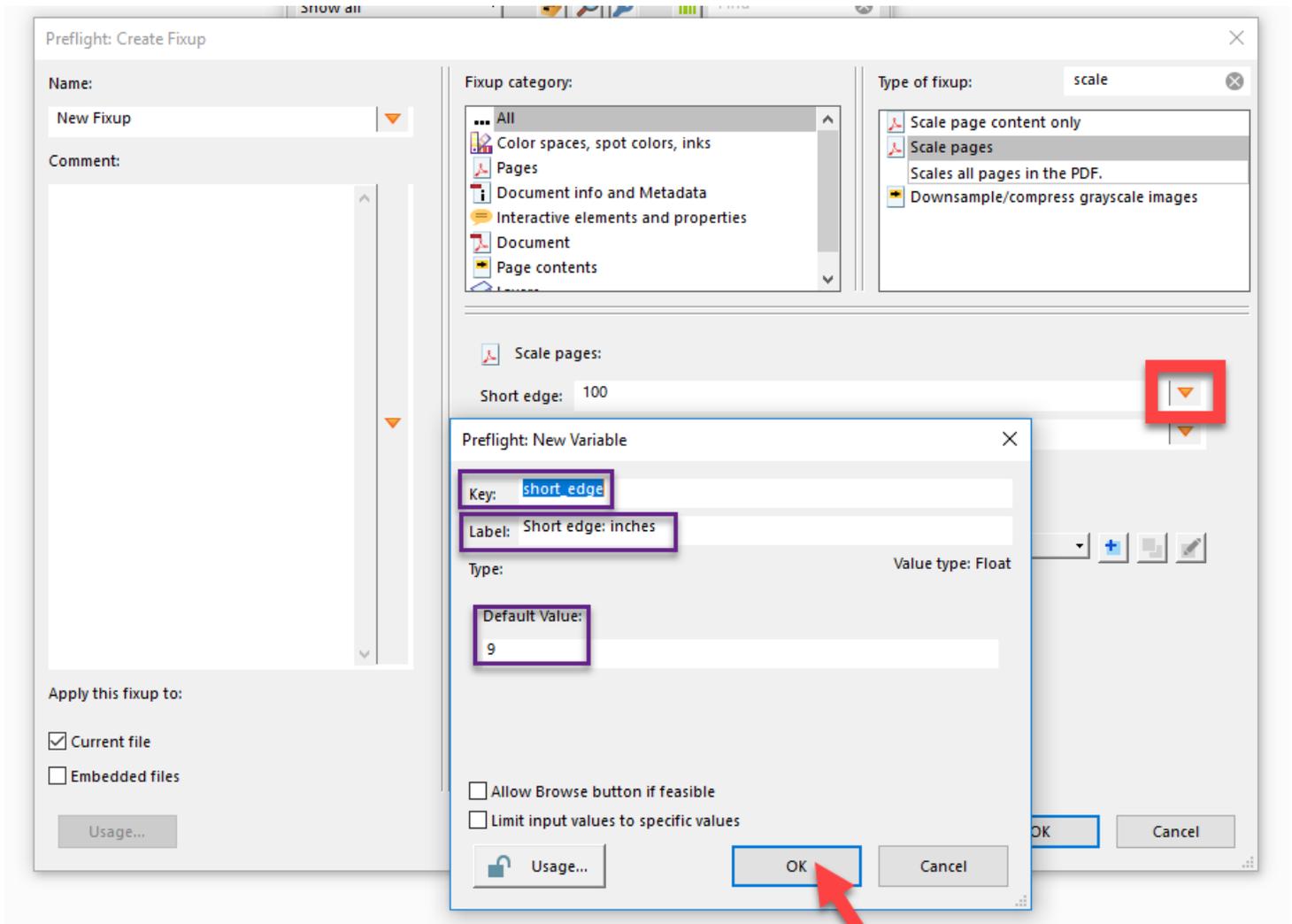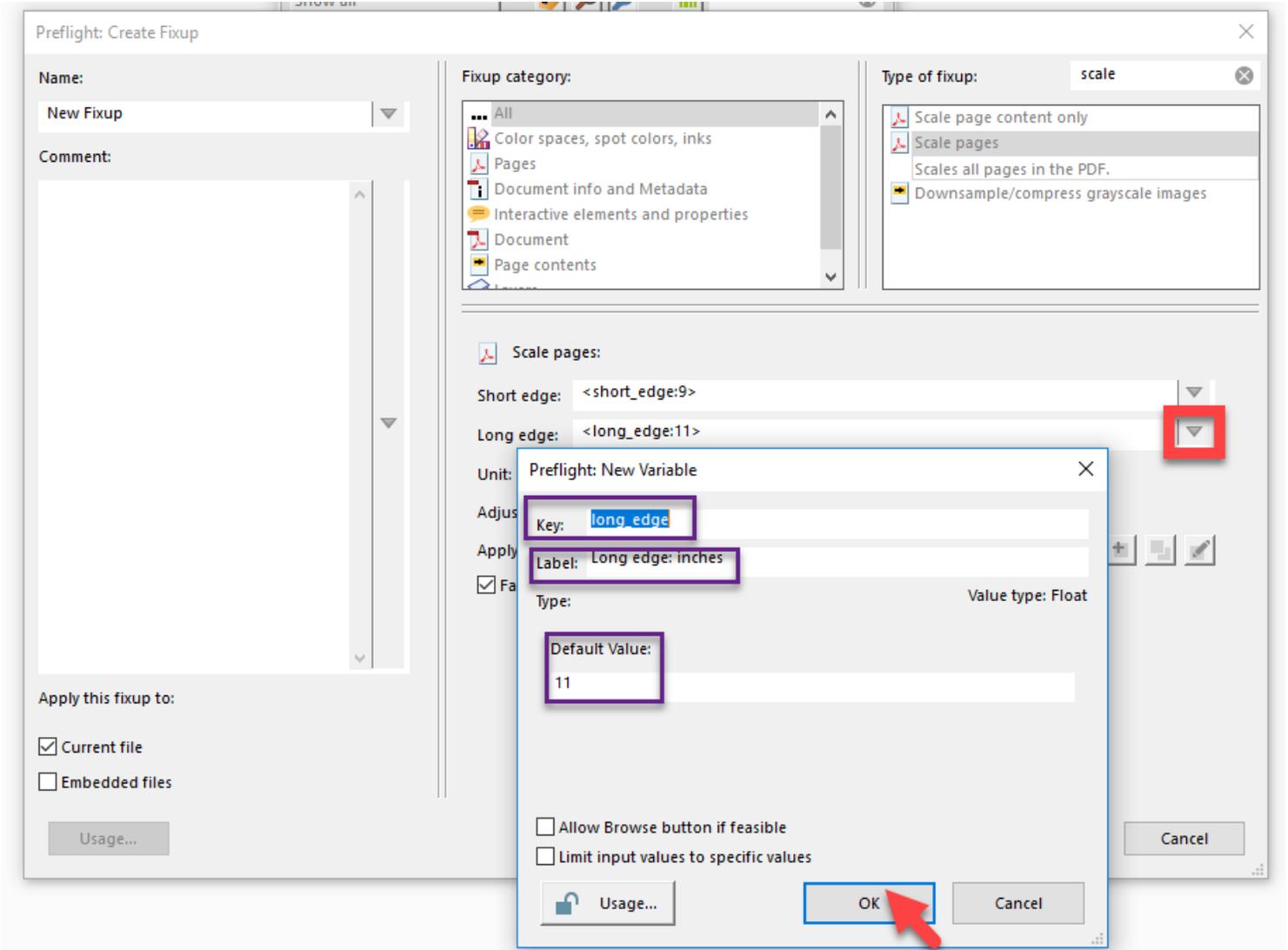**Instructions for custom scaling page size in Adobe Pro**

<u>This is a one-time set up.</u> Once you have gone through these steps the function will remain set in Adobe all the time (on every document done after that). You may need to change the actual size depending on the doc, but function will always be there.

The steps below are shown using a 9x11 inch page example.

1. Open Adobe Pro and Select 'Tools'.
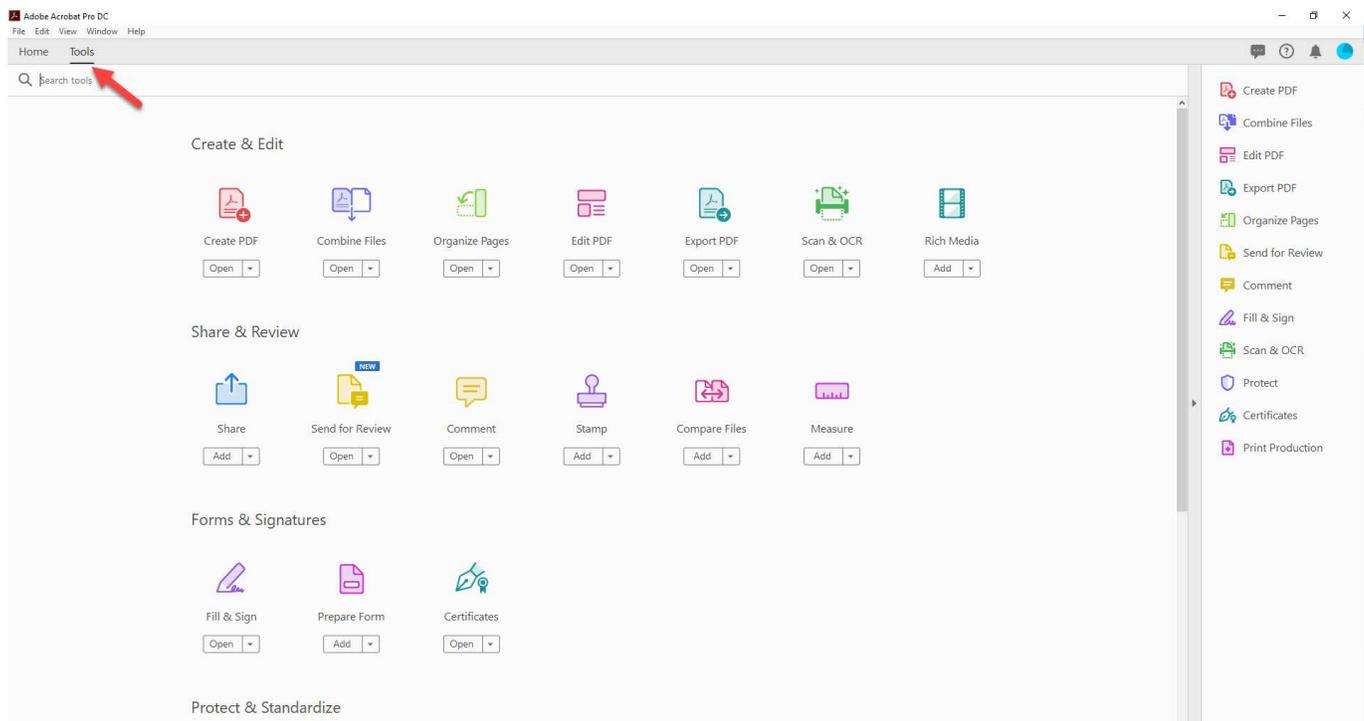
2. In the search field type "Preflight". When the options are presented under the search line, click the word 'Preflight' near 'Print Production'.
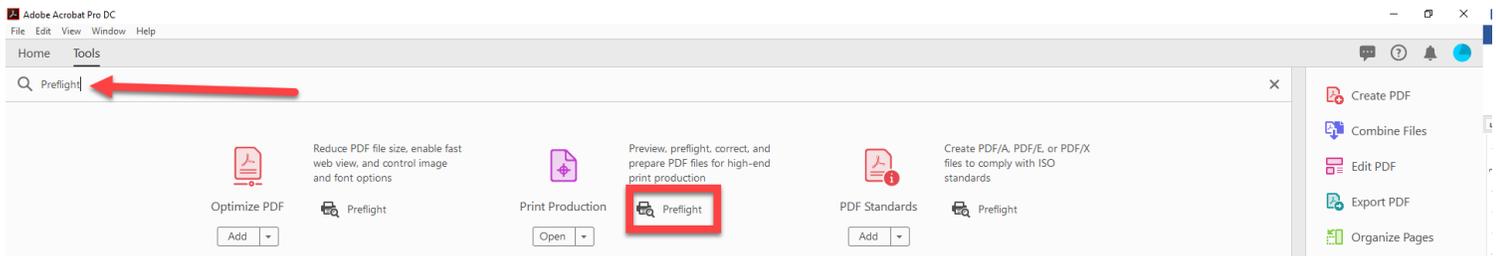
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APPENDIX: Instructions for Scaling Pages in Adobe Acrobat PRO

3. A dialog box will open. Click the tool icon 🔧 then click the 'Options' button.
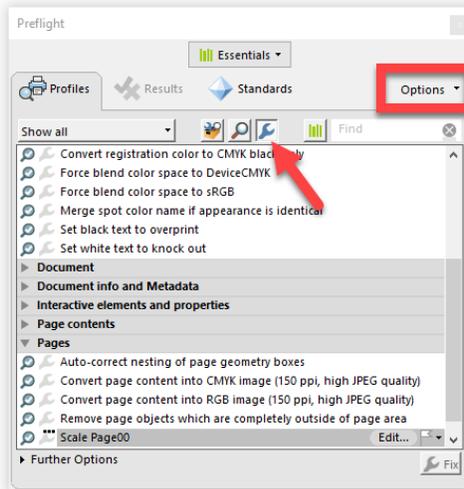
4. In the Options dialog box that opens click 'Create Fixup'.
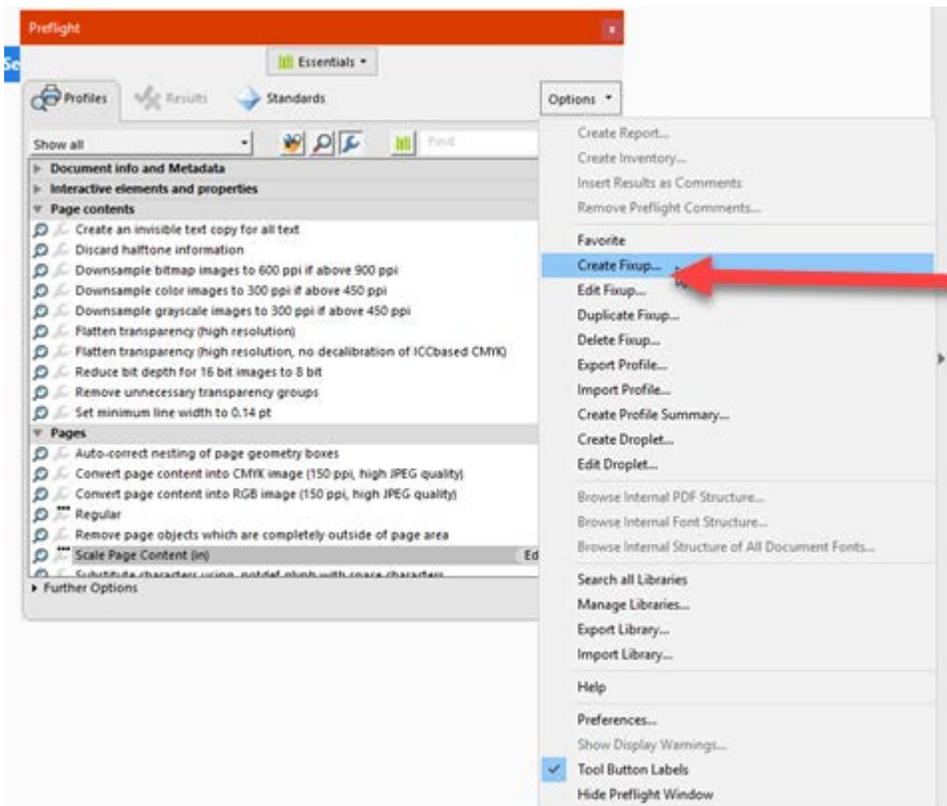
APPENDIX: Instructions for Scaling Pages in Adobe Acrobat PRO

5. In the box named 'Type of fixup:' type "scale".
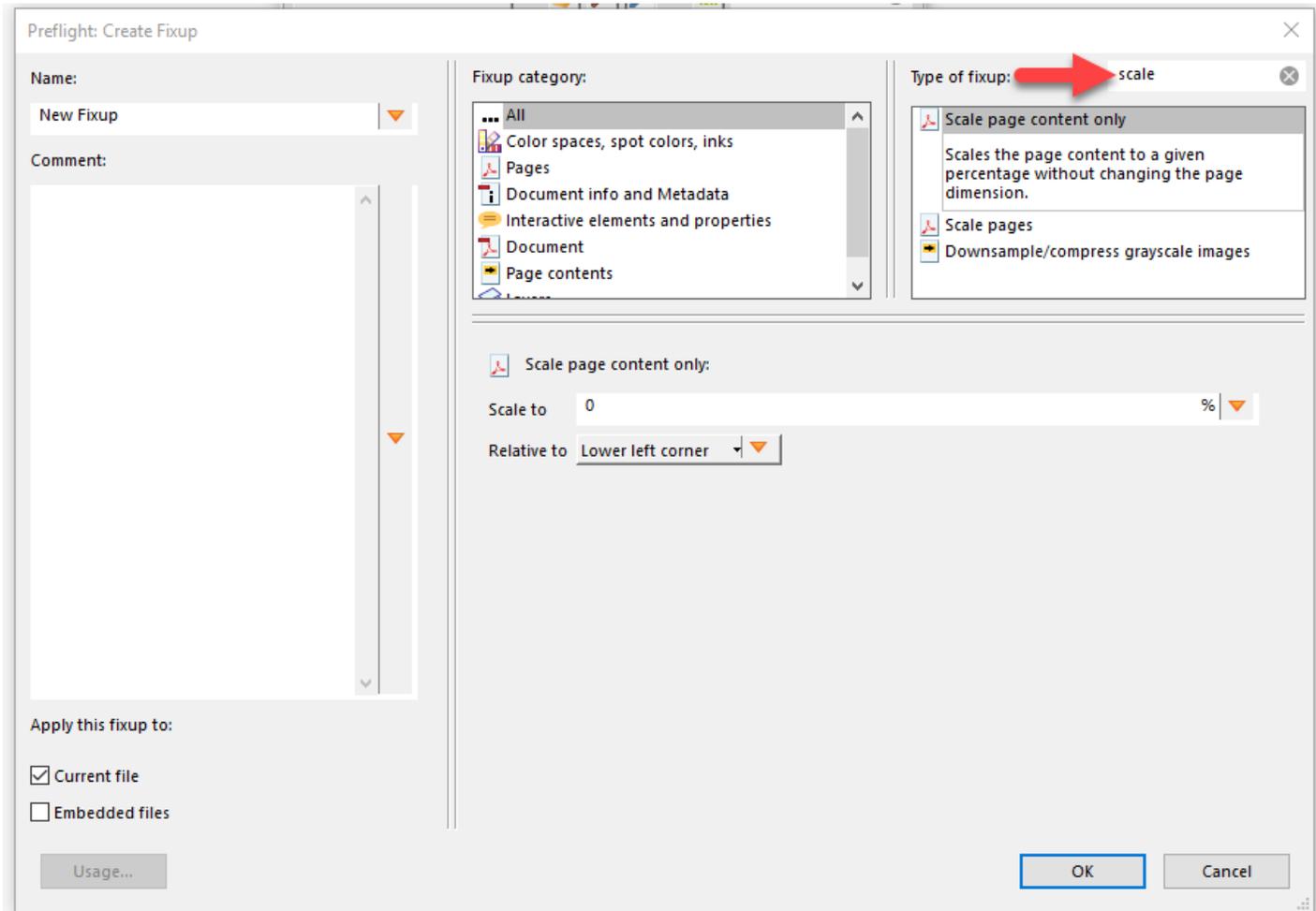
Using the CVB template for a label mounting sheet

APPENDIX: Instructions for Scaling Pages in Adobe Acrobat PRO

6. Select 'Scale pages' from the list.

Using the CVB template for a label mounting sheet

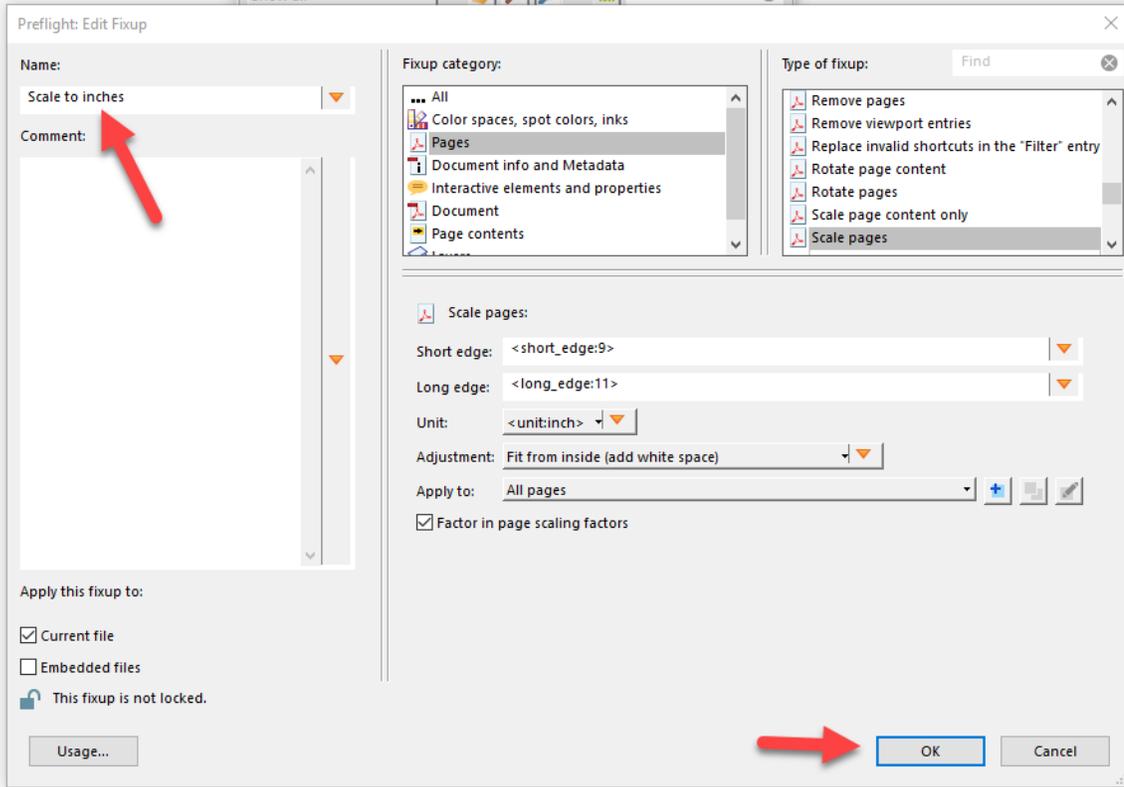## APPENDIX: Instructions for Scaling Pages in Adobe Acrobat PRO

7. Click the orange drop down arrow for the field 'Short edge:' in the lower part of the dialog box. Then choose 'New Variable' from the drop down list. Change each value for the field as indicated within the purple boxes below. The wording for 'Key' and 'Label' may be set to your preferred wording. The 'Default Value' is the unit for the width which in this example is 9 inches. When completed click the OK button.
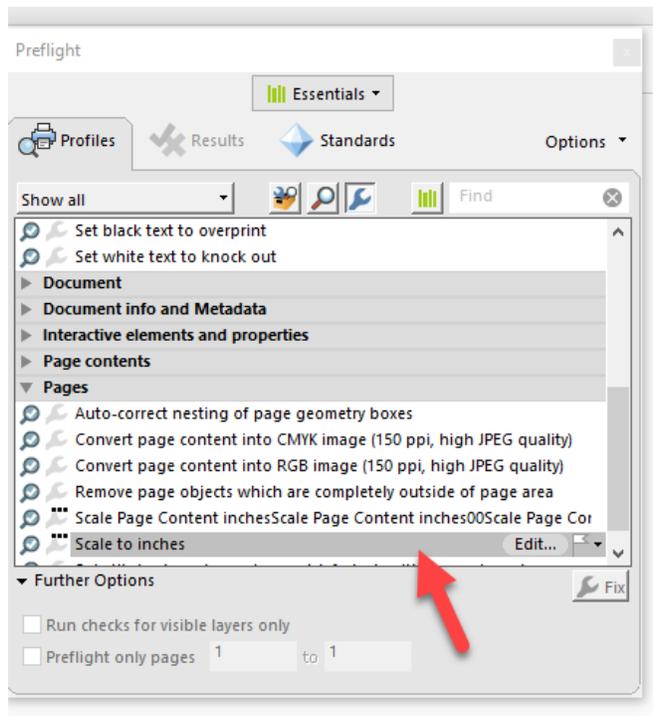
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APPENDIX: Instructions for Scaling Pages in Adobe Acrobat PRO

8. Click the orange drop down arrow for the field 'Long edge:' in the lower part of the dialog box. Then choose 'New Variable' from the drop down list. Change each value for the field as indicated within the purple boxes below. The wording for 'Key' and 'Label' may be set to your preferred wording. The 'Default Value' is the unit for the length which in this example is 11 inches. When completed click the OK button.

APPENDIX: Instructions for Scaling Pages in Adobe Acrobat PRO

9. Click the orange drop down arrow for the field 'Unit' in the lower part of the dialog box. Then choose 'New Variable' from the drop down list. Change each value for the field as indicated within the purple boxes below. The wording for 'Key' and 'Label' may be set to your preferred wording. The 'Default Value' is the unit for the page size which in this example is inches. When completed click the OK button. Maintain the 'Adjustment' field to "Fit from inside (add white space)" so that the original page will be scaled to fit within the new field and the remaining space not covered by the original page should be filled with white.
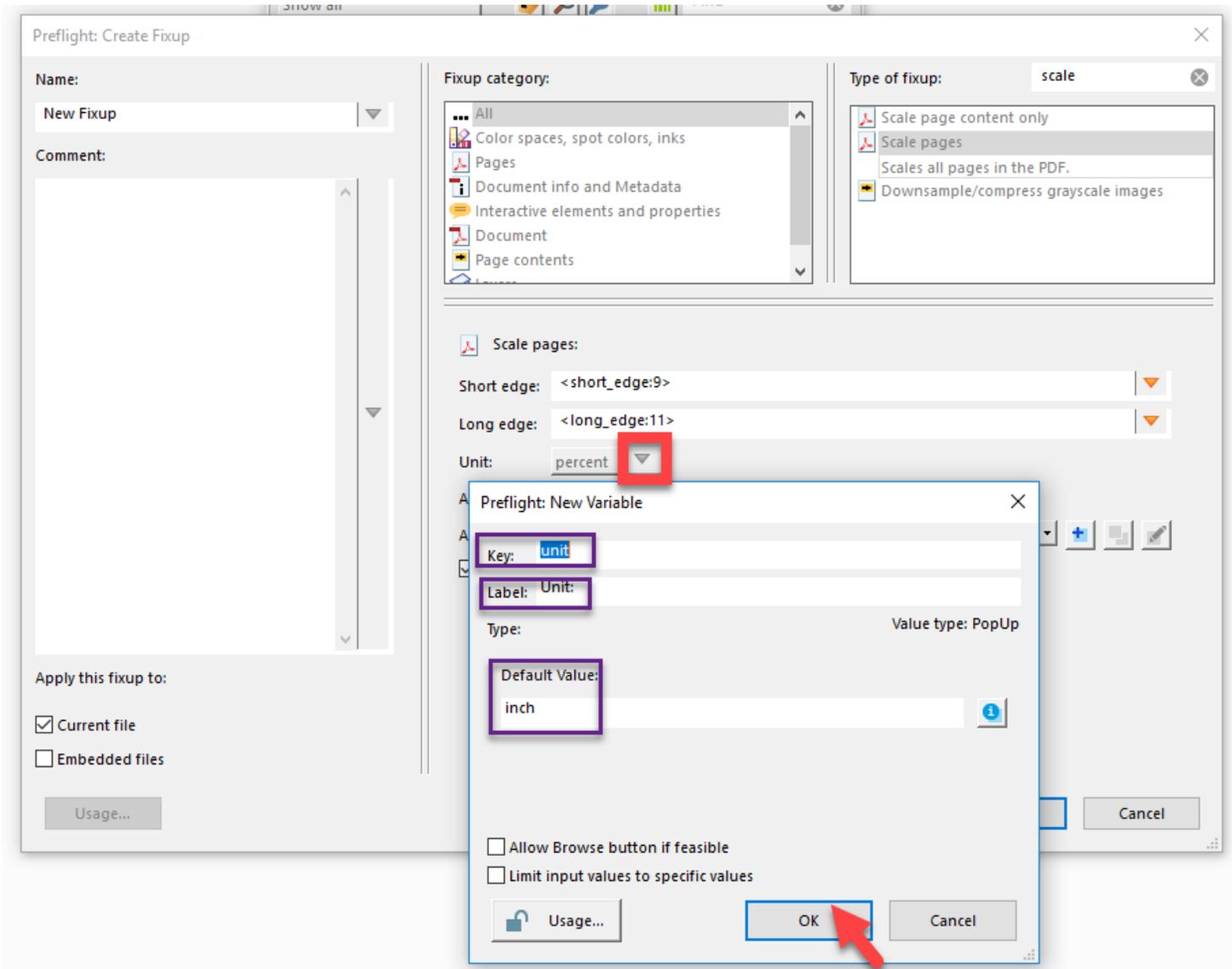
10. In the 'Name' field, assign a descriptive name for this new Fixup then press OK.

11. Once completed the descriptive name you gave the Fixup will appear under pages on the Preflight profiles seen below.

Using the CVB template for a label mounting sheet

APPENDIX: Instructions for Scaling Pages in Adobe Acrobat PRO

12. To use the scaling option when using the CVB PDF label template, open Adobe PRO and go under Tools, Print Prodction and click 'Open'.
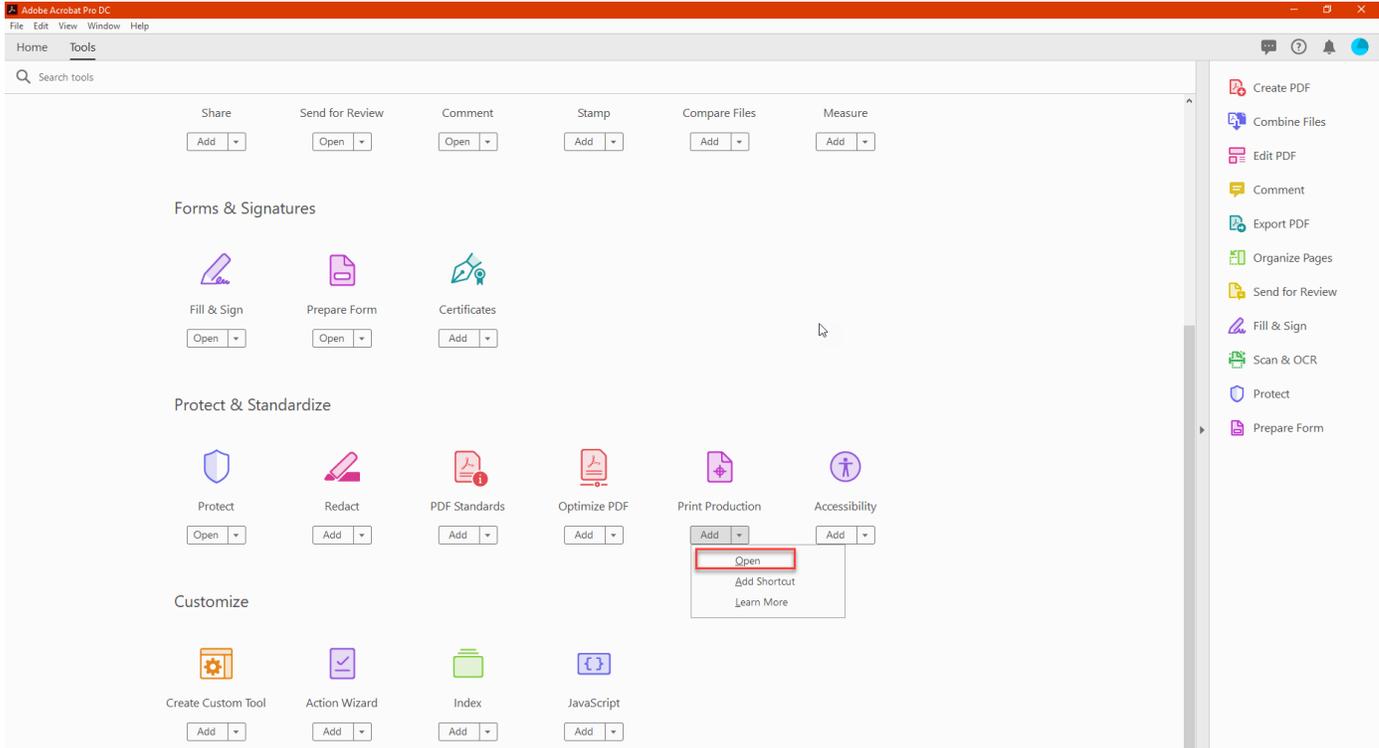

13. Click on the 'Select a File' button and open the PDF template.
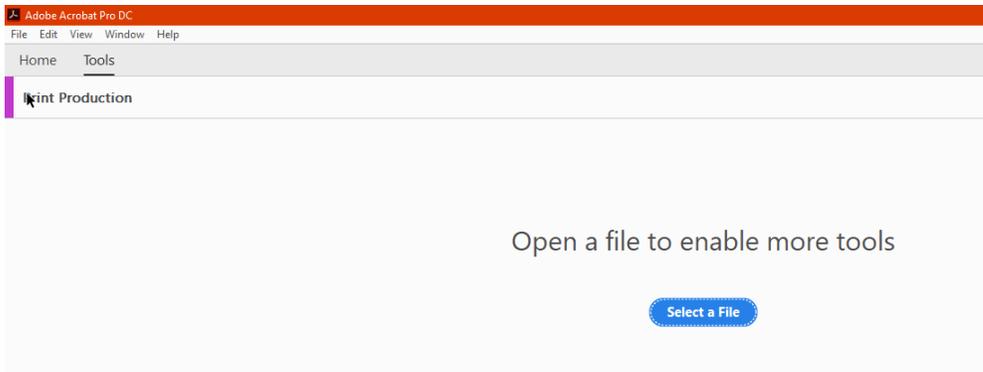
14. On the right hand side you will see the 'Preflight' option. Clink on that wording and the dialog box will open.
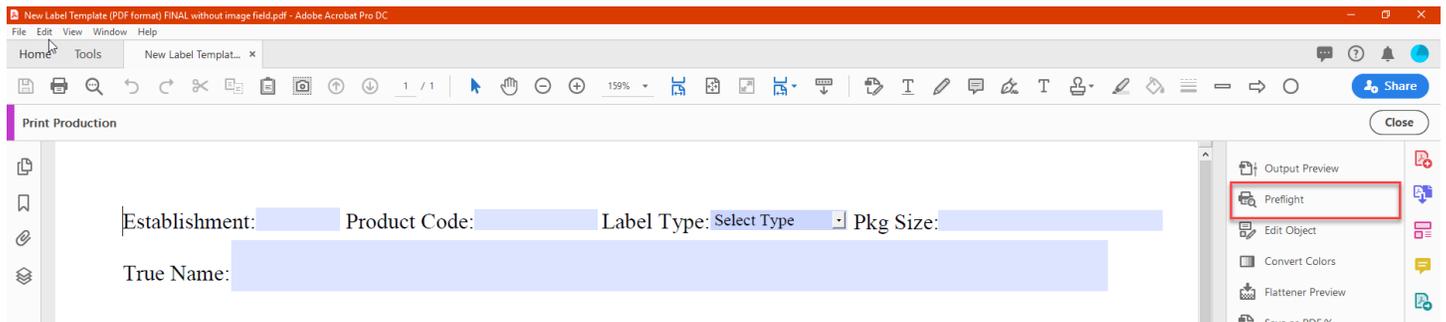
APPENDIX: Instructions for Scaling Pages in Adobe Acrobat PRO

15. Click on the Tool icon to bring up the pages list. Under 'Pages' find the descriptive name that you selected and click on it, then click on the 'Fix' button which will open another dialog box.
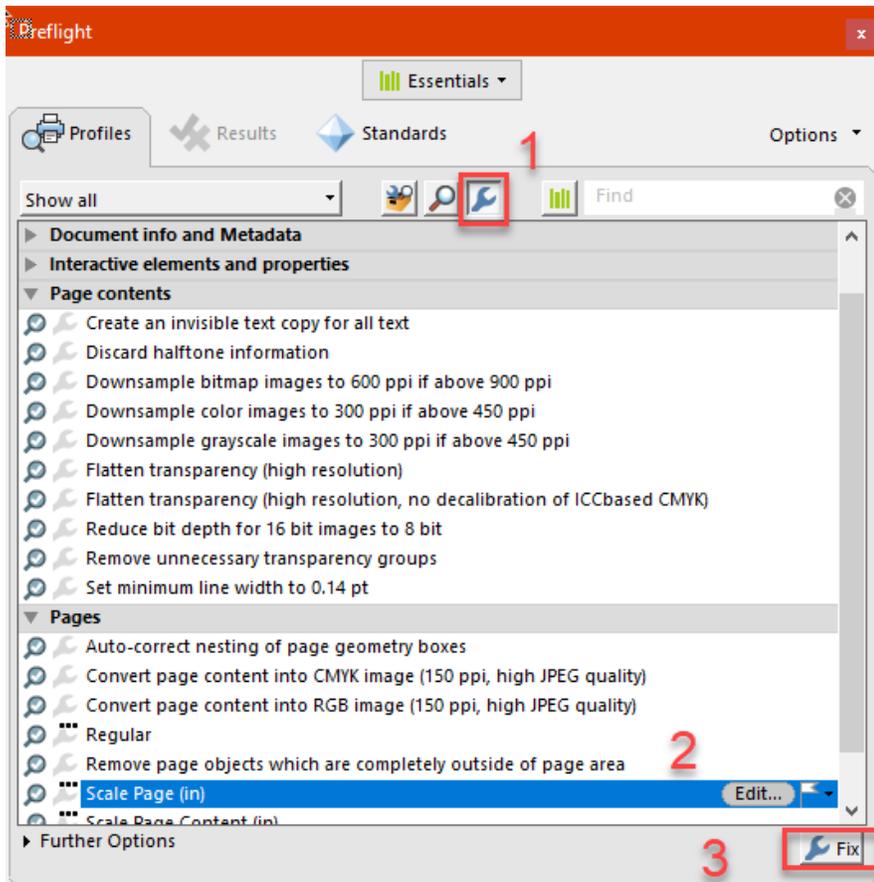
16. The Preflight option will always default to the page size that you initially set it up as (in this case 9x11), but you can change it if the label you are making needs to be a different size.
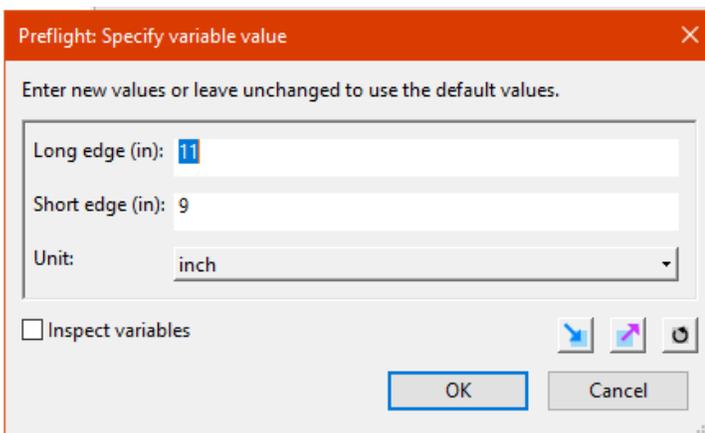
APPENDIX: Instructions for Scaling Pages in Adobe Acrobat PRO

If you are scaling the label template to be taller (long edge) the header and footer will need to be moved manually. Follow the instructions below to move the header and footer in those instances.

> ℹ️ NOTE: If you use certain custom sized templates (i.e. 15x10, 18x10, etc.) on a regular basis one option would be to run through this process once, then save the scaled blank template with the header and footer in the appropriate places so that you can go back to it and just add the label images when you need to use that particular custom sized template.

Instructions to Manually Move the Header and Footer

HEADER:
- These steps are completed after you have selected your custom size and while still under Print Production (instructions above). If not still in Print Production, select "More Tools", then "Print Production" and "Open".

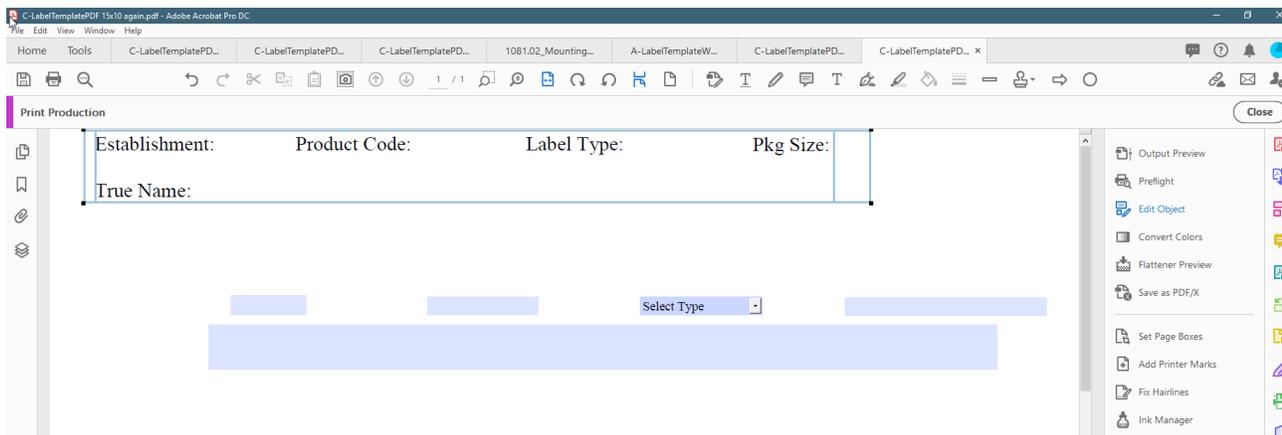- Select "Edit Object" and highlight the entire header.
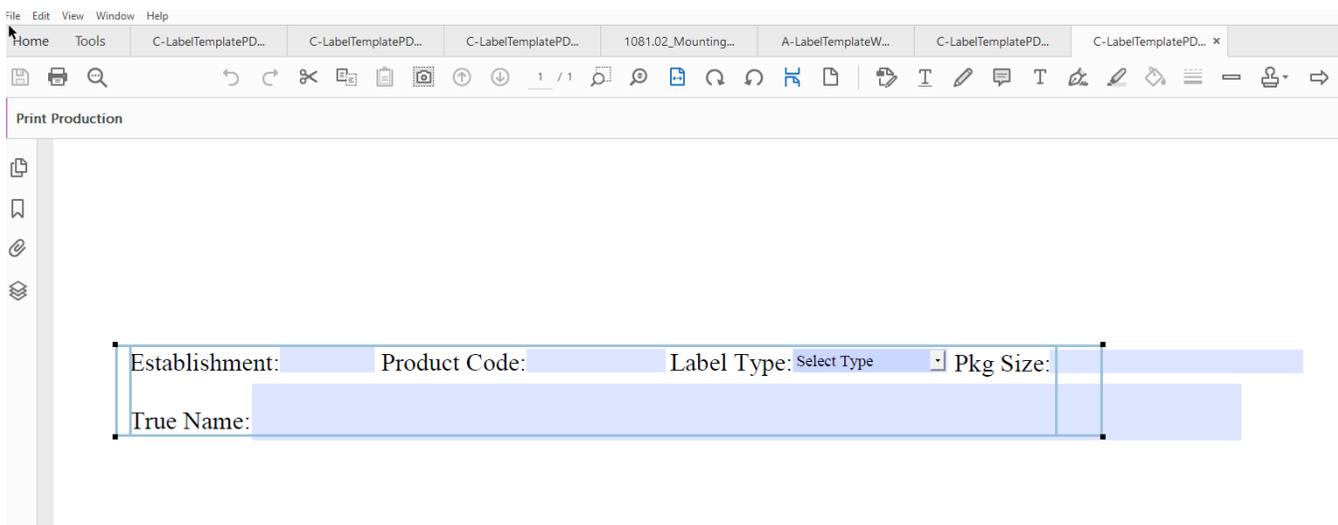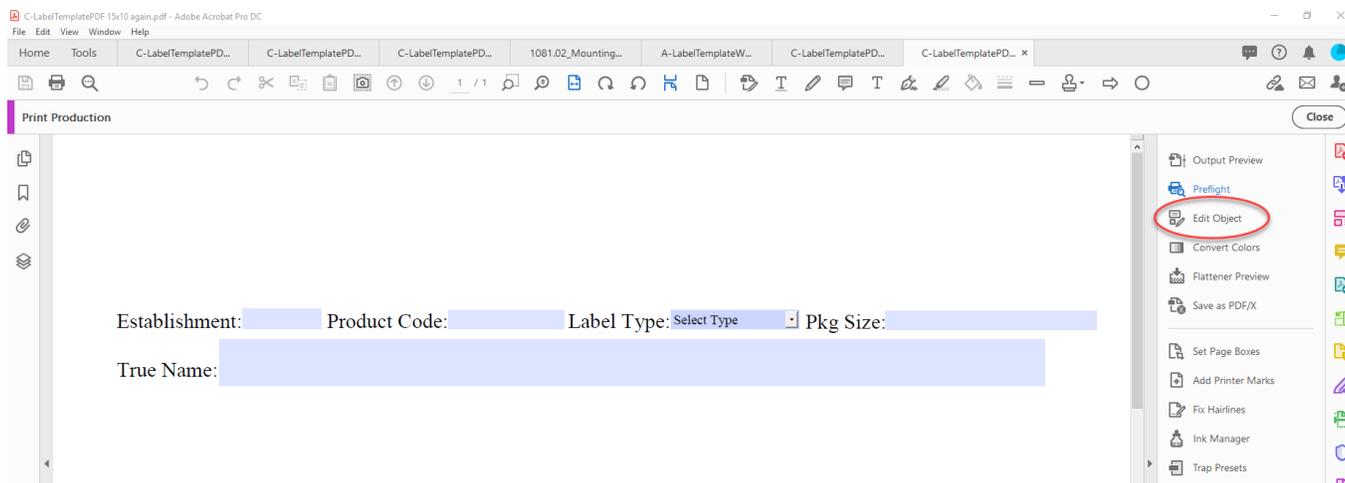
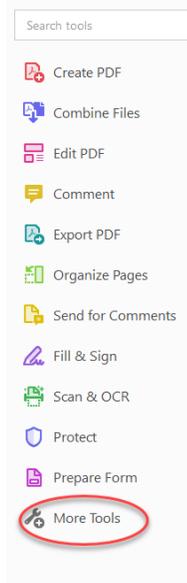## APPENDIX: Instructions for Scaling Pages in Adobe Acrobat PRO

- Once the header is highlighted, hover over it until you see this four pointed arrow. ✥
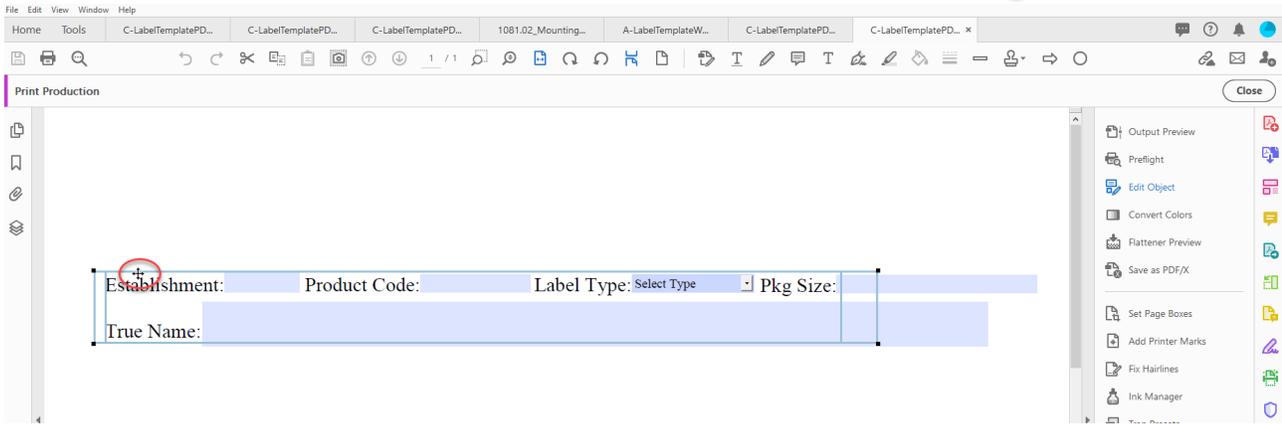
- This will allow you to move the text of the header to the top of the page by clicking and dragging to the correct position.
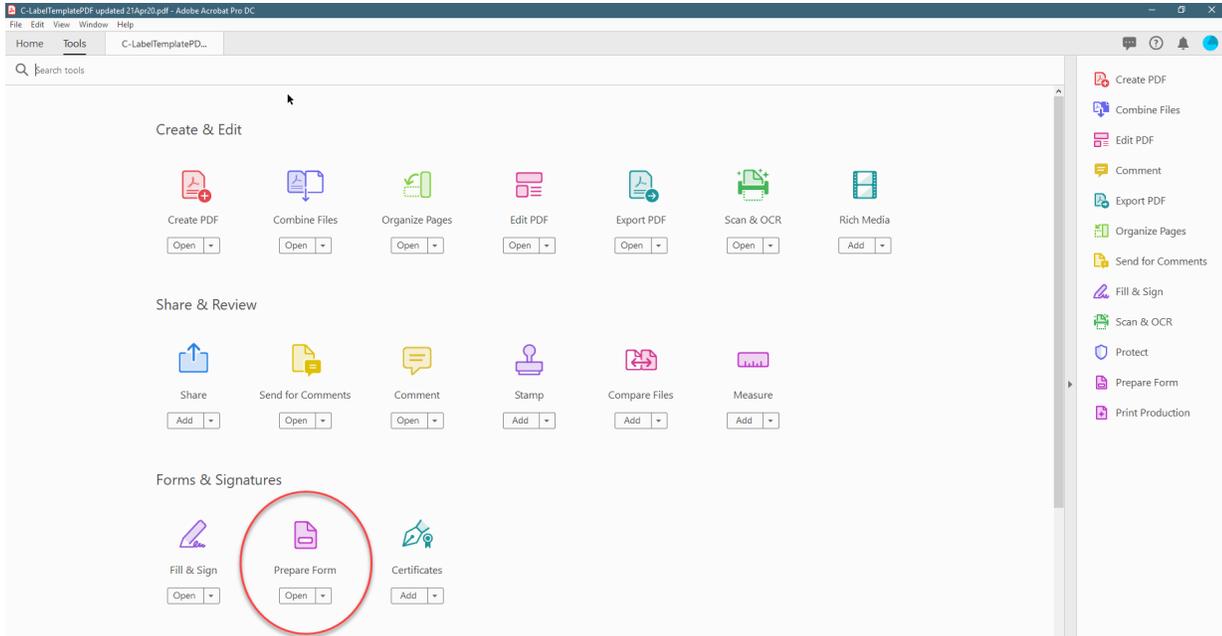

- Go to the Prepare Form Icon by clicking "More Tools" at the right side or the "Tools" tab at the top.
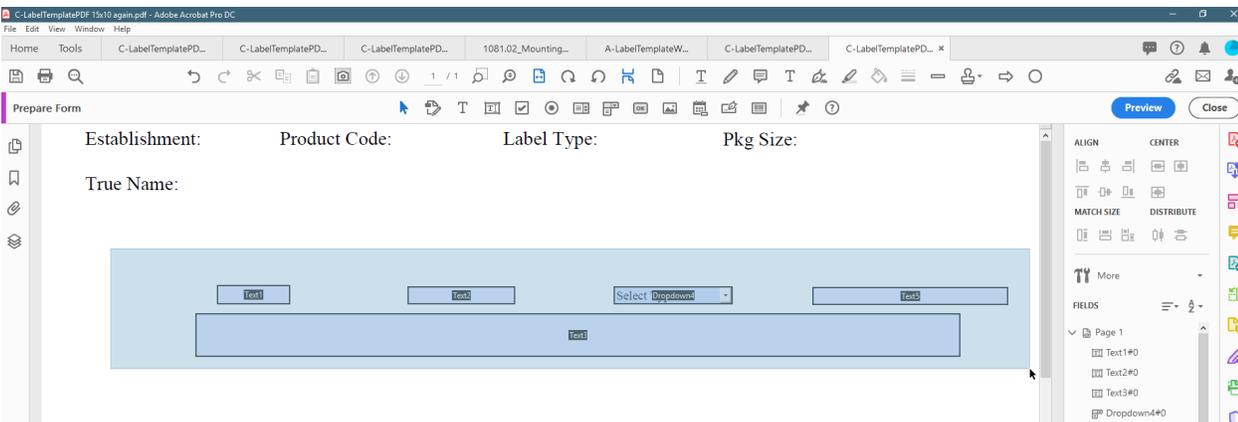
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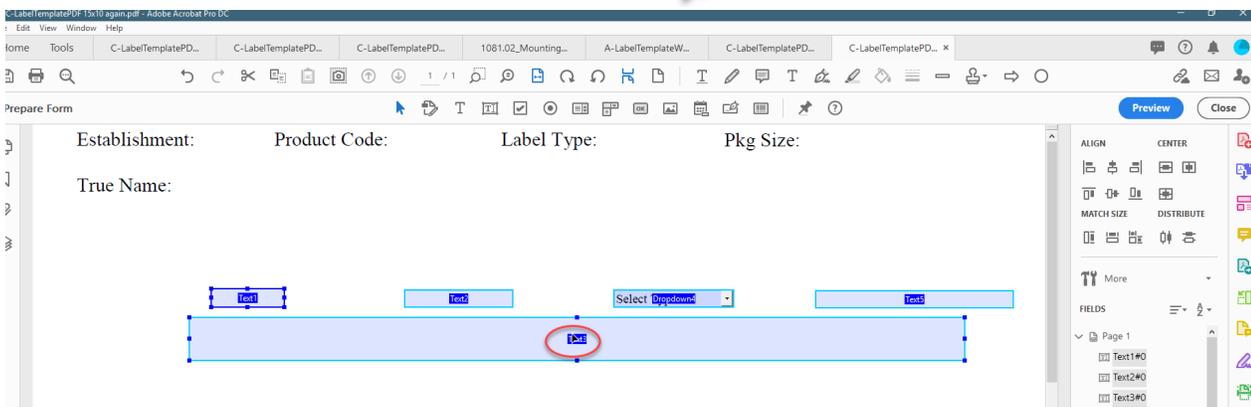**APPENDIX: Instructions for Scaling Pages in Adobe Acrobat PRO**

- Select "Prepare Form".
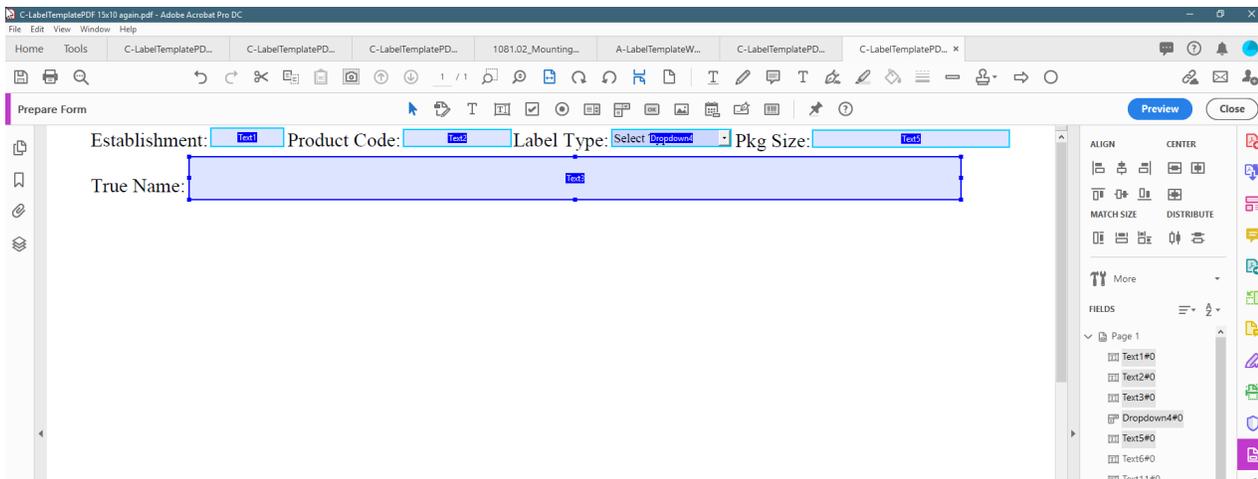

- Highlight all the fillable fields of the header.

- Hover over a fillable field until you see this black arrow.

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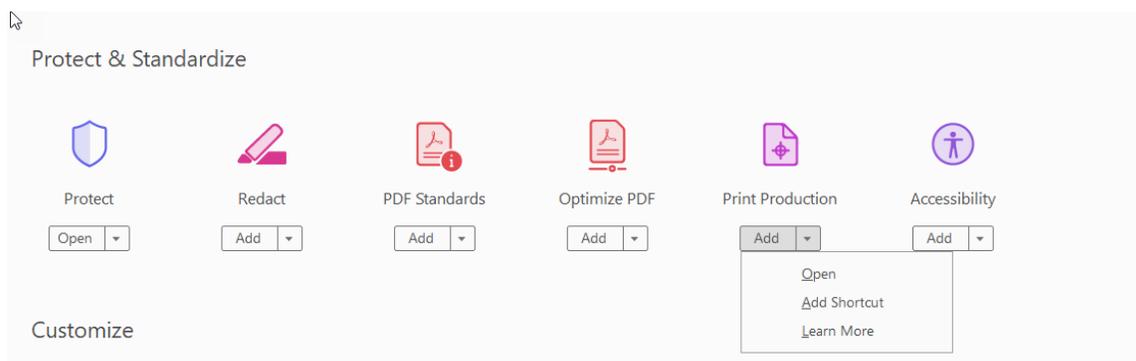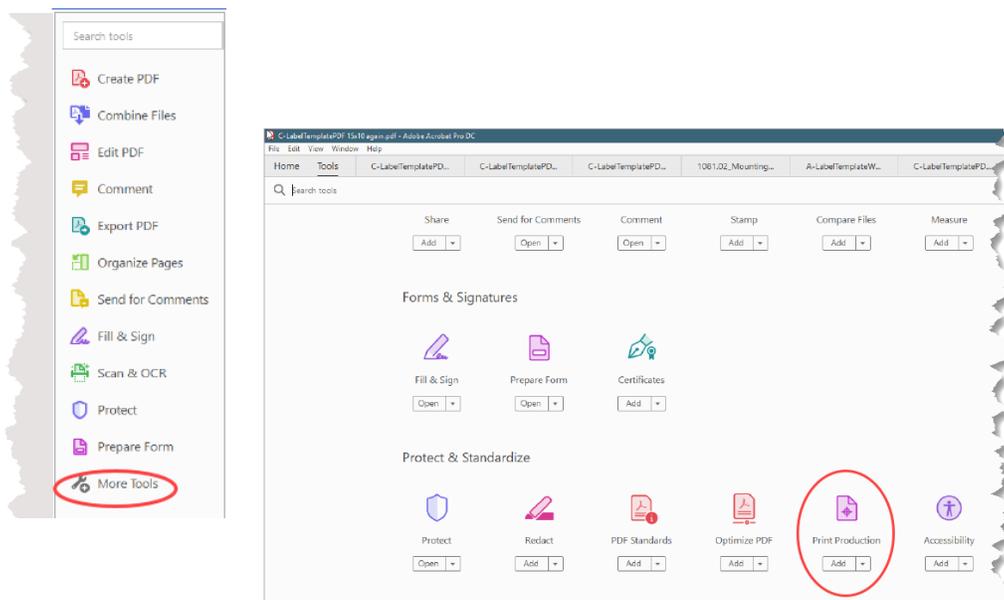### APPENDIX: Instructions for Scaling Pages in Adobe Acrobat PRO

- Click and drag all the fillable fields until they line up with the text fields.

The header will now be at the top of the page.
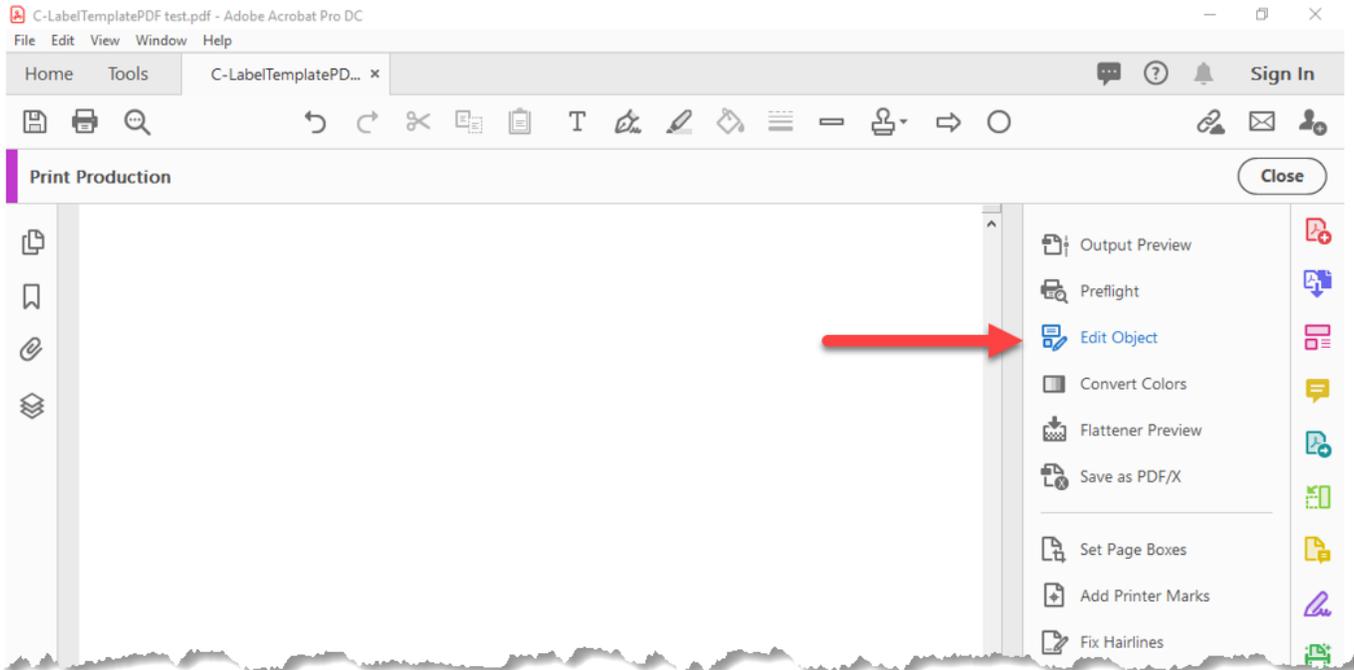
FOOTER:

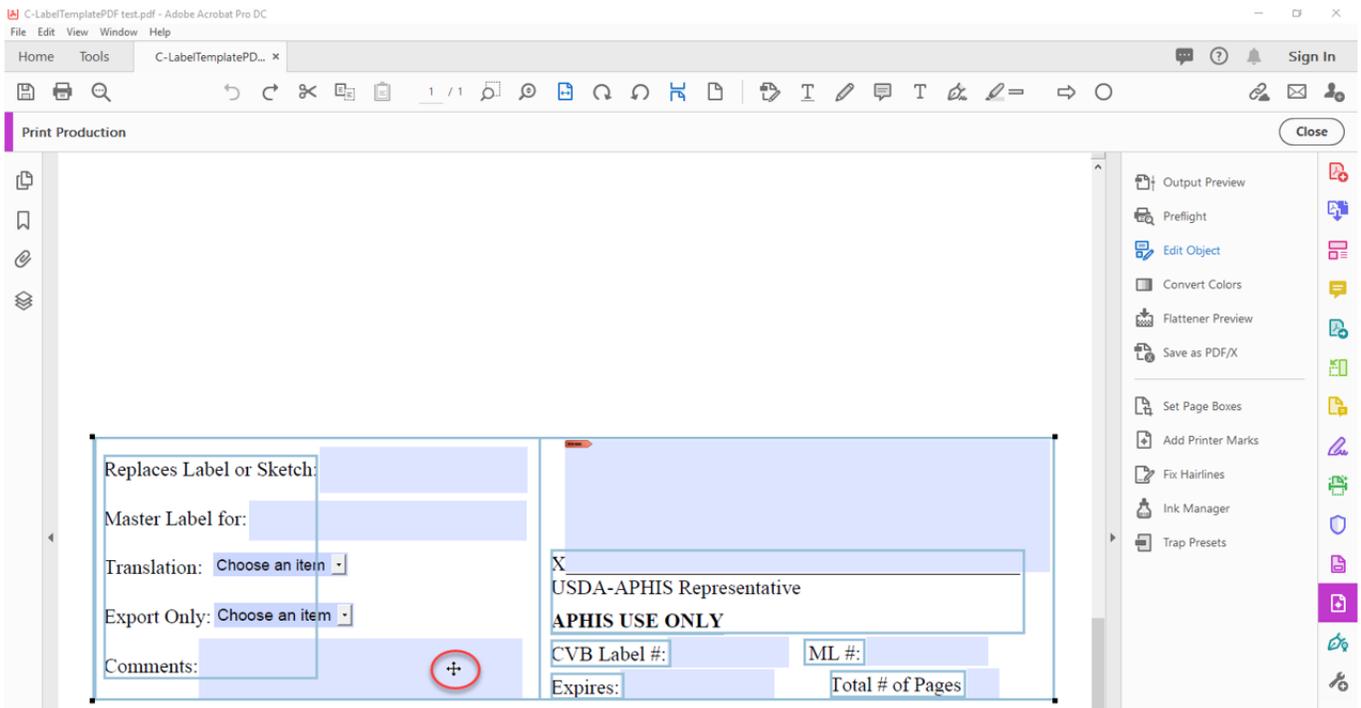- Select "More Tools"at the left side of the screen, then "Print Production", then "Open"

Using the CVB template for a label mounting sheet

APPENDIX: Instructions for Scaling Pages in Adobe Acrobat PRO

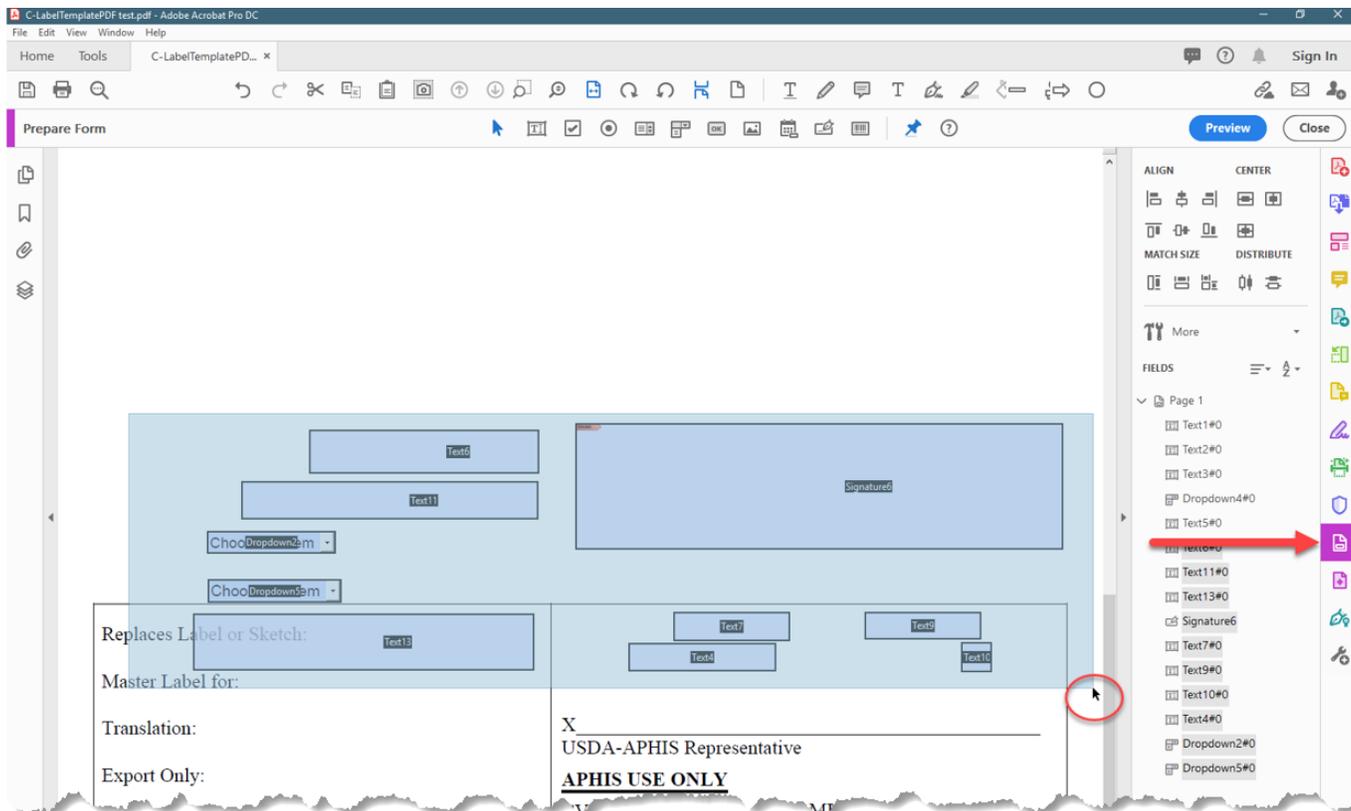- Once in Print Production, click "Edit Object" on the right side.

- Highlight the entire Footer and then hover over it until you see the four pointed arrow. ✛
  This will allow you to move the text of the footer to the bottom of the page.
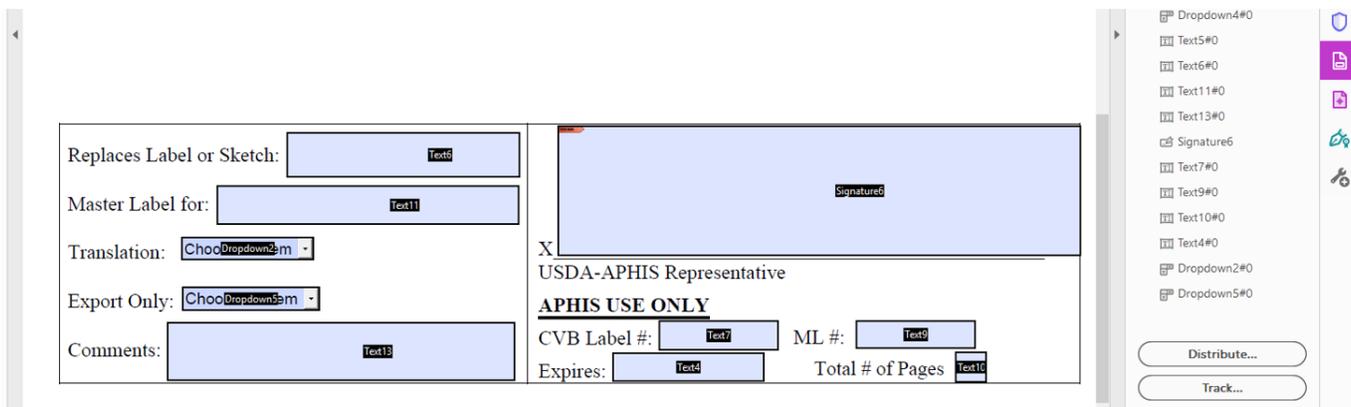
Using the CVB template for a label mounting sheet

APPENDIX: Instructions for Scaling Pages in Adobe Acrobat PRO

- Click the Prepare Form Icon.

- Highlight all the fillable fields of the footer. Hover over a fillable field until you see the black arrow.

- Click and drag down to where the text fields are in the footer. Line up the fillable fields to the text fields.

The footer should now be at the bottom of the page.