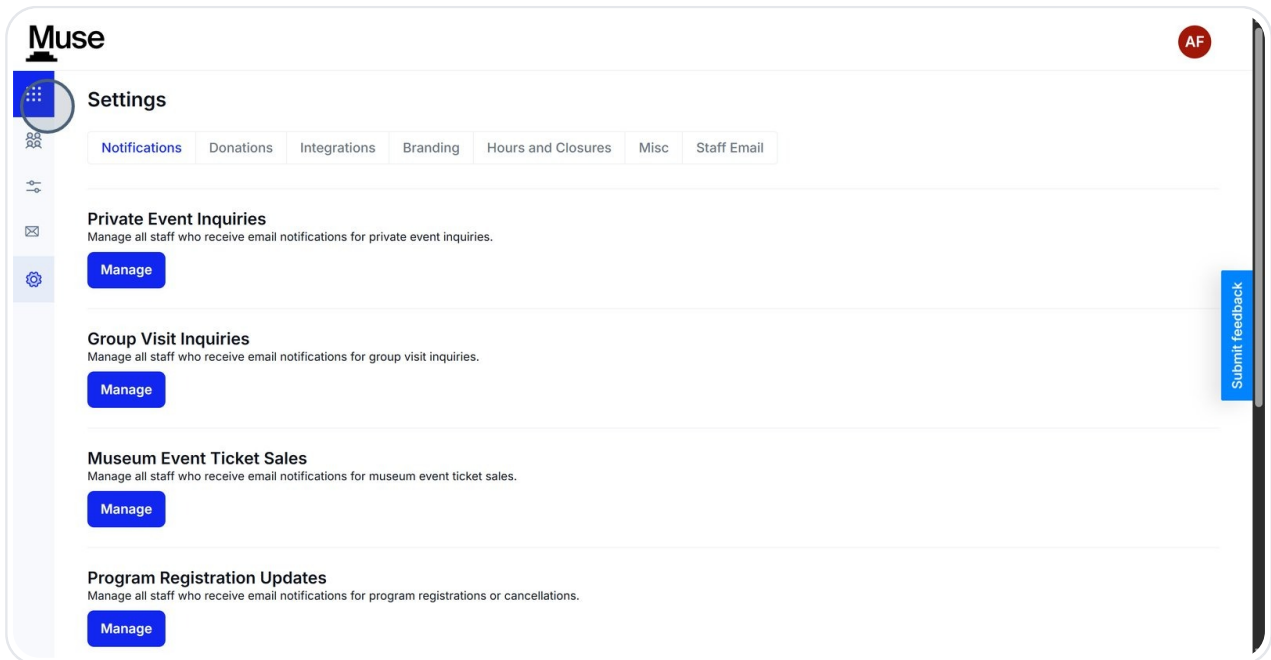


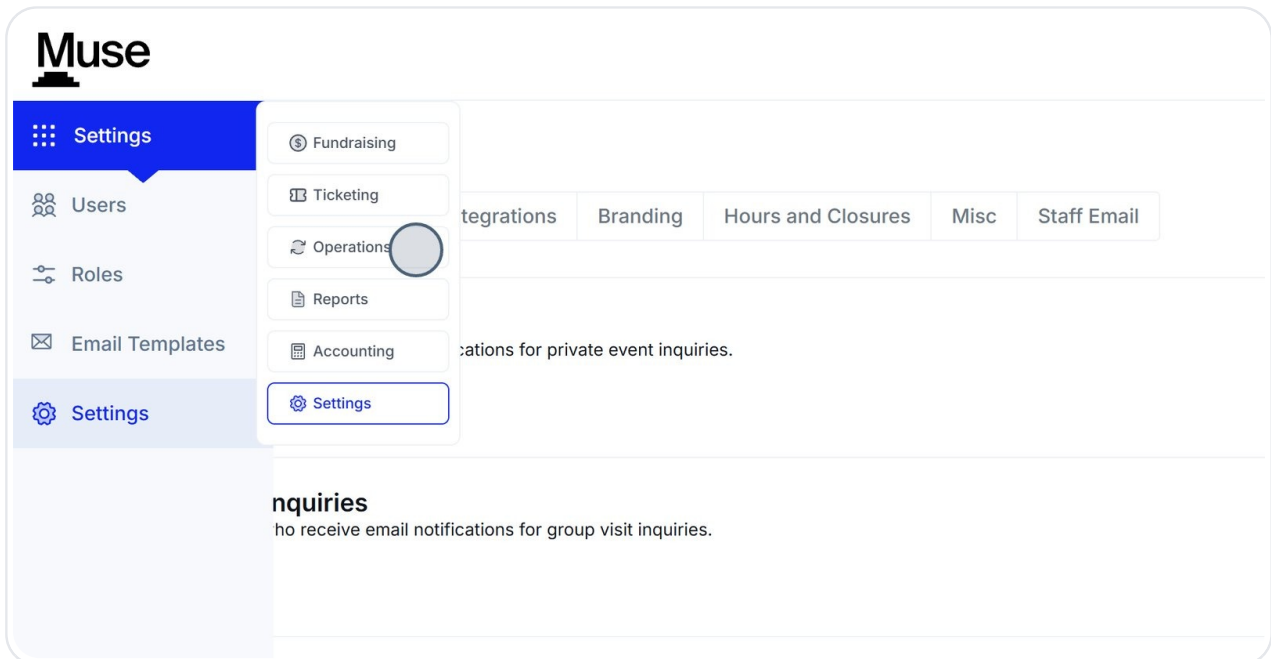


Change the Default Label Size for Printed Museum Labels

1. Head to the 'Settings' tab in the navigation bar for advanced configurations.



2. From the dropdown, select 'Operations' to view operational settings.



3. Select the Settings option to manage system preferences.

Muse

AF

Operations

Dashboard

Private Events

Group Visits

Inventory

Reports

Settings

Fundraising

Ticketing

Operations

Reports

Accounting

Settings

Create an inventory item

Closures and blocking rules

Visits

Private Events

Not Confirmed

Self-Serve Events

Closed / Special Hours

Blocking Rules

Special Hours

	MON	TUE	WED	THU	FRI	SAT
	28	29	30	1	2	3
Exhibition	Italian Glass Exhibition	Italian Glass Exhibition	Italian Glass Exhibition	Italian Glass Exhibition	Italian Glass Exhibition	Italian Glass Exhibition
11:30 am - 1:30 pm	9:00 am - 5:00 pm: Adult Classes Group Pottery Studio Sessions	3:30 am - 3:45 am: History of The Muse Collective Short Film	8:00 am: Salem High School Group Visit	9:00 am - 12:00 pm: Summer Camp Summer Camp - Kids	9:30 am: Ban Franklin Elementary School Group Visit	11:00 am - 12:30 pm: Guided Tours
2:30 pm - 3:30 pm	9:30 am - 12:00 pm: Gardening Classes Winter Harvest Gardening Class	9:30 am - 12:00 pm: Gardening Classes Winter Harvest Gardening Class	9:00 am - 5:00 pm: Adult Classes Group Pottery Studio Sessions	9:00 am - 12:00 pm: Summer Camp Summer Camp - Teens	8:00 am - 9:30 am: Adult Classes Adult Ceramics	11:00 am - 12:00 pm: Penguin Encounter
12:15 pm - 1:15 pm: The Muse Short Film	10:00 am - 11:30 am: Guided Tours	10:00 am - 11:30 am: Guided Tours	9:30 am - 12:00 pm: Gardening Classes Winter Harvest Gardening Class	9:30 am - 12:00 pm: Gardening Classes Winter Harvest Gardening Class	9:00 am - 5:00 pm: Adult Classes Independent Pottery	11:30 am - 12:30 pm: Birthday Party (Birthday Party Room)
12:45 pm - 1:45 pm: The Muse Short Film	12:00 pm - 1:30 pm:	11:00 am - 12:00 pm: Penguin Encounter			9:00 am - 5:00 pm:	1:00 pm - 2:30 pm: Guided Tours
						3:00 pm - 3:15 pm:

Submit feedback

4. Open the 'Stock' tab to adjust stock and inventory settings.

Muse

AF

Settings

Events

Stock

Group Visits

Default Alert Quantity

Set the stock level at which products will trigger a low-stock alert. You can adjust this per product later.

5

Manage Categories

Organize your menu by adding subcategories under each category.

Merchandise

Food & Beverage

Sub-categories	Label Size	Color	Status
Hat	Museum default Set	<div></div>	<div></div>
T-shirt	Museum default Set	<div></div>	<div></div>

Submit feedback

5. Scroll down and open the 'Label Printing' section to configure label settings.

Ornaments

Museum

Museum

Add sub-category

Label Printing

Default Label Size

Large — 1 1/8" x 3 1/2" (Default)

▼

6. Click the dropdown menu to view available default label sizes.

Ornaments

Museum

Museum

Add sub-category

Label Printing

Default Label Size

Large — 1 1/8" x 3 1/2" (Default)

7. Select Medium — 1" x 2¼" to set this as your default label size for printing.

Ornaments

Museum default [Set](#)

Large — 1 1/8" x 3 1/2" (Default)

Medium — 1" x 2 1/4"

Small — 1" x 1"

Add sub-category

Label Printing

Default Label Size

Large — 1 1/8" x 3 1/2" (Default)

8.

Muse

Miscellaneous

Museum default [Set](#)

Consignment

Museum default [Set](#)

Magnets

Museum default [Set](#)

Ornaments

Museum default [Set](#)

Museum default [Set](#)

Add sub-category

Label Printing

Default Label Size

Small — 1" x 1"

Submit feedback