



INSTRUCTIONS FOR ORDERING CUSTOM TAGS

www.customcattletags.com gives you the opportunity to custom print ear tags for your operation. Management numbers, text and artwork can all be added to your tags.

Tag Management Numbers: This is the “tag number” that is printed large and in the middle of the tag. You may choose to order blank tags, sequentially numbered tags or tags with random numbers by uploading a spreadsheet file. The file you upload must be an Excel spreadsheet (*.xlsx) file.

Tag Text: All text will be printed in “CAPS”. Depending on the size of the tag you are ordering, different text fields will be available. Each field has a limitation of the number of characters that will fit. Remember, spaces count as a character. You may print the same text on all of your tags, or choose to upload a text file where the text on each tag is unique.

Random Management Numbers – Different Text on Each Tag: If you choose either of these options, you will be required to create an Excel spreadsheet (*.xlsx) file with the tag information. Step-by-step instructions are provided to walk you through the process. Please do not build and add tags to the cart one at a time. This creates problems for us during processing and manufacturing. **If you build tags one at a time the order will be cancelled.**

The instructions are broken into sections. Each section deals with something that can be customized on the tag either by using the on screen boxes or by uploading an Excel spreadsheet (*.xlsx) file. When all information is entered you will need to “Build Tags”. From there you can preview your tags and make any changes before adding them to the cart and completing your purchase.

The following instructions deal specifically with customizing the numbers and text on your tags. For general help you may use the “help” buttons which can be found online during the ordering process.

Ordering consists of entering the information for your tags, clicking “Build Your Tags” and previewing a mock-up of your tags. You have the option to use edit features before adding the tags to the cart and checking out.


If at any time you have questions, please call our staff at 816-383-5100.

Section 1 – Management Number

Sequential Management Numbers or Blank Tags

STEP 1: TAG INFORMATION Help ?

Type: **X-Large Panel Set Tag**



TAG MANAGEMENT NUMBERS Help ?

Quantity of Sequential Tags:

[Sequential Numbering](#)

I want pre-printed sequential numbers (310, 311, 312; 1, 2, 3, etc.) beginning with (5 digits max.)

I want to include the letter the above numbers.

I want to include the second letter the above numbers. (4 digits + 1 letter max. or 3 digits + 2 letter max.)

Add zero's to the front of the tag numbers so that all tags are five characters in length.

Add zero's to the front of the tag numbers so that all tags have the same number of characters.

Quantity of Blank Tags:

1. Enter the total number of tags you are ordering.
2. Enter the beginning management number for your tags.
3. If you want your tags to start with a letter or end with a letter use the drop down boxes to designate this.

Note: If you want your tags to begin with a “zero” you will need to use the drop down boxes or the radial buttons.

4. If you would like to order blank tags enter the quantity here.

Note: If you enter 25 in the “Quantity of Sequential Tags” box and 10 in the “Quantity of Blank Tags” box you will be ordering a total of 35 tags.

Random Management Numbers

Upload Custom Tag Information: Help ?

[Tag Template File](#) | [Example Tag File](#)

If you would like to order “random” or non-sequential management numbers on your tags – you will need to use the “Upload Custom Tag Information” function.

	A	B	C
1	Tag	Text1	Text2
2	5061C		
3	1346		
4	1573		
5			
6			

To start you will need to make a spreadsheet of the tag numbers that you would like to have printed on your tags. Type these numbers in the first column of the spreadsheet. Remember, management numbers can be both letters and numbers, but they cannot exceed 5 characters in length.

File name:

Save as type:

Next click “File” “Save” and save the file as “Excel Workbook (*.xlsx)”. Click the “Browse” button and locate the Excel file you just saved. Double

click on the file – the name of the file should then show up in the box.

Upload Custom Tag Information: Help ?

[Tag Template File](#) | [Example Tag File](#)

Printing Management Number on the Back of the Tag

In Step 4 “Customize Tag Back” there is an option to print the management number on the back of the tag. “Click” the box next to “Management Number on Back” and the management number printed on the front, will also be printed on the back. There is a \$.14/tag fee for printing on the back of the tag. If you print the management number on the back of the tag, you will not be able to print any artwork on the back.

Section 2 - Text and Artwork

Same Text on all Tags – Uploading Artwork

One of the best features of www.customcattletags.com is your ability to customize the tags for your operation. Depending on tag size, up to three lines of text on the front and one line of text on the back are available for customization.

If you want to include text that will be the SAME on all tags in the order, follow these steps.

STEP 3: CUSTOMIZE TAG FRONT Help ?

Tag logos should be between 250x250 and 750x750 in pixels.

A Logo

1 Text (max 15 chars)

2 Text (max 20 chars)

3 Text (max 20 chars)



First “click” in the box next to the text field you wish to use. Each text field has a limitation of characters – spaces count as a character. Enter the text you wish to appear on that line. Continue until you have completed all of the text fields you wish to have printed.

If including artwork on the front of the tag, “click” the box next to “A Logo”. Fee is \$0.14/tag.

Artwork Upload Instructions

Click “Browse” and locate the file you wish to upload.

- You may upload any type of picture file, jpg, tiff, gif, etc.
- The image size should be no larger than 100KB.
- If you receive an error during image upload, most likely you have chosen a picture file that is not a supported format (i.e. jpg, gif, etc.) or the file size is too large. Resave your image in the correct format and upload again.
- The logo will be converted to a monochrome bitmap file and will be printed on the tag in 200 pixels per inch.

There is a one-time \$32.50 fee to digitize your artwork. The fee is for each unique file. i.e. if you print the same logo on the front and back of the tag, then you pay the \$32.50 fee once. If you print two different logos, you are charged the \$32.50 fee twice.

STEP 4: CUSTOMIZE TAG BACK Help ?

Tag logos should be between 250x250 and 750x750 in pixels.

A Logo

4 Text (max 20 chars)

Management Number on Back



Text may also be printed on the back of the tag in Text line 4. There is a \$0.14/tag charge for printing on the back.

You may also upload artwork for the back of the tag. “Click” the box next to “A Logo” and follow the Artwork Upload Instruction above.

Note: If printing artwork and text on the back of the tag the fee is \$0.25 for the artwork and \$0.14 for the text.

STEP 5: CUSTOMIZE STUD Help ?

Stud logos should be between 250x250 and 750x750 in pixels.

V Logo

V Text (max 8 chars)

W Logo

W Text (max 8 chars)

Stud Color will be black.



Text and/or graphics may also be printed on the tag stud. “Click” in the box and type the text you wish to have printed. There is a \$0.14/stud charge for printing on the stud.

To upload artwork for the tag stud, “click” the box next to the position you wish the logo to appear – V Logo or W Logo, and then follow the Artwork Upload Instructions above.

Different Text on Each Tag


If you would like each tag to have unique text, there are a few different ordering options. The quantity of tags will determine which is easiest for you. If you already have the information in a spreadsheet, you will want to use Option #2.

Note: If you want logos on your tags, you will still need to follow the directions for uploading artwork for the front, back or stud of the tag prior to clicking “Build Your Tags”.

Option #1 – Enter Text Online

Enter the number of tags you would like to order in the “Quantity of Blank Tags” box near the bottom of the left side of the screen under Step 1. Select the color of the tags you would like to order and then click “Build Your Tags” at the bottom right hand corner of the screen. You will see a blank “mock up” click “close” on the top right hand corner. Click the “Customize Tag Detail” in the lower right hand corner of the screen. This will open a grid that looks similar to this:

Product List | Home | Contact Us

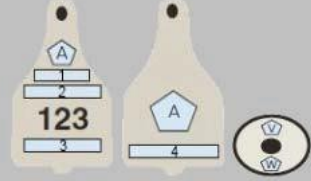


Review and Finalize Your Tags:
From this list you can customize text by each individual tag. When done click on Add Tags to Cart.

Add Tags to Cart | Cancel Tags

Type: X-Large Panel Set Tag
Number of Tags: 2
Tag Color: White
Mgmt Number on Back:

Front Logo:
Back Logo:
Stud Logo V:
Stud Logo W:



Tag	Text 1	Text 2	Text 3	Text 4	Stud Text V	Stud Text W	Add
1275	ANGUS RANCH	123-456-7891	ANYWHERE, US				Edit Delete
123	SUNNYSIDE RANCH	WWW.ANGUS.ORG	ANYWHERE, US				Edit Delete

Add Tags to Cart | Cancel Tags

Click “Edit” next to the first row and type in the text you wish to appear in each position. “Tag” refers to the management number that will be printed in large type. The two sample tags above have “1275” and “123” in the “Tag” field.

When you have typed in the information click “Save” to the right of the tag.

Once you have saved the tag information you are able to click on the tag number and see a mockup of each individual tag.

Tag	Text 1	Text 2	Text 3	Text
1275	ANGUS RANCH	123-456-7891	ANYWHERE, US	




Continue until you have entered the information for each tag.

Then either “Cancel Tags” to delete all information or click “Add Tags to Cart” to proceed with a second order or to purchase.

Option #2 – Upload Text from a Spreadsheet

If ordering a large quantity of tags, Options #2 will be best. It allows you to build each tag in a spreadsheet and then simply upload it into the system. At the bottom of “Step 1” on the left side of the page, you will find the “Upload Custom Tag Information” box. Here you can upload a spreadsheet you already have (it must be altered to fit the formatting requirements and saved as an “Excel Workbook (*.xlsx)” file or you may click on the “Tag Template File” link and open a file that you can type in. The “Example Tag File” will open a sample file for you to view.

Upload Custom Tag Information: [Help](#) 

[Tag Template File](#) | [Example Tag File](#)

Tag Template File

Click on “Tag Template File” this will open a file download screen. Click “Open”.

	A	B	C	D	E	F	G	H
1	Tag	Text1	Text2	Text3	Text4	StudTextV	StudTextW	(Make sur
2								

This will open a file in your Excel program. Each column is labeled; Tag, Text1, Text2, Text3, Text4, StudTextV, StudTextW.

Beginning on row 2 of the spreadsheet, enter the information you wish to appear in each space. Text will print in “ALL CAPS” regardless of how it is entered in the spreadsheet.

If you need to make the columns wider, simply click on the line between A & B at the top of the column and drag to the right until the column is wide enough.

Keep in mind that each field has character limitations:

The spreadsheet will limit each field to the following length: Tag – 5 characters, Text1 – 15 characters, Text2 – 20 characters (on Large size tags – 15 characters), Text3 – 20 characters (on Large size tags – 15 characters), Text4 – 20 characters, StudTextV – 8 characters and StudTextW – 8 characters.

If you type too much text, you will receive an error. The default is for 20 characters in Text2 and Text3 to accommodate the larger size tags. If you are ordering Large size tags make sure you limit the characters to 15. The spreadsheet will allow you to type more, but upon upload will truncate the text to the appropriate length.

Example: If you order Large size tags and type “St. Joseph, Missouri” in Text2, upon upload it will truncate to “St. Joseph, Mis” – remember that spaces count as a character.



SAMPLE: To order the tag shown here, you would complete the spreadsheet as shown below.

	A	B	C	D	E	F	G
1	Tag	Text1	Text2	Text3	Text4	StudTextV	StudTextW (
2	1025	XYZ ANGUS RANCH	ST. JOSEPH, MO	WWW.ANGUS.ORG	816-383-5100	ANGUS	FARM
3							

Once you have entered all the tag information in the sheet simply save it to your computer. You will need to click “Save As” and save the file as “Excel Workbook (*.xlsx)”.

Upload Custom Tag Information: [Help](#) 

Browse...

[Tag Template File](#) | [Example Tag File](#)

Then in the click the “Browse” button and double click on the file you just created. This will upload the file into the system.

Make sure the color of the tags has been selected and that you have completed all other custom choices – i.e. logos, management number on back, etc.

Click “Build Your Tags” in the bottom right hand corner of the screen.

Using your own spreadsheet

You may choose to utilize a spreadsheet that you already have created. For it to work you will need to make sure that the columns are in the same order as the example above. i.e. Tag, Text1, Text2, Text3, etc. If you do not wish to use one of those fields simply leave it blank in each row, but there must be a column to hold the space.

You will need to save the spreadsheet as “Excel Workbook (*.xlsx)” file prior to uploading it.

Section 3 – Building, Previewing, Editing and Ordering Tags

STEP 6 : Help ?

Build Your Tags >>

Build Your Tags

Once you have chosen the color and entered in all the information you would like printed on your tags, click “Build Your Tags” in the lower right hand corner of the screen.




Preview Tags


A “mock up” of the first tag in your order will automatically appear. This is to be used to verify text placement and spelling of text. The sample on the left just shows where the different Logos and text lines appear – your mock up will include the actual text you entered.

Click “close” in the top right corner to return to the Tag Wizard.

You may “Preview Tag” again by clicking the Preview Tag button.

If you would like to preview each tag in your order click “Customize Tag Detail”. From this screen you can click on each Tag number in the left hand column and view a mock up of each tag.

Click  to Export to Excel

Built Tag Detail - 1 Tags					
Delete	Tag	Text 1	Text 2	Text 3	T
	1025	XYZ ANGUS RANCH	ST. JOSEPH, MO	WWW.ANGUS.ORG	

After you have built your tags, you will notice a grid appear in the bottom left hand corner of the screen. It will look something like this.

You can scroll through the information to check the accuracy of the upload.

STEP 6 : Help ?

1 tags built.

Click Preview Tag to view your tag.

Click Add Tags to Cart to add your tags to your cart.

Click Customize Tag Detail to edit custom fields for individual tags.

Click Edit Tags to make changes and rebuild your tags.

Preview Tag

Edit Tags

Customize Tag Detail

Add Tags to Cart

You now have several options. The buttons for each option are located on the bottom right hand corner of the screen.

Edit Tags


The “Edit Tags” button will take you back a step to before you clicked “Build Your Tags”. You can then make edits to color, text etc. You will then need to click “Build Your Tags” again to generate the mock-up. If you had uploaded a file with tag numbers and information, you will need to re-upload the file. All artwork that was uploaded is still in the system and will only change if you upload different artwork in its place, or “unclick” the box so that no artwork is included on the tag.

After you have made your edits, click “Build Your Tags” again to see another preview.

Customize Tag Detail

The “Customize Tag Detail” button opens a new screen (shown below) that will then let you edit each tag individually.

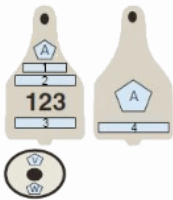
IMPORTANT: Once you click “Customize Tag Detail” you are not able to change the color of the tags, add artwork or designate printing the management number on the back of the tag. If you want to make these edits it must be done first by clicking “Edit Tags”.



Review and Finalize Your Tags:
From this list you can customize text by each individual tag. When done click on Add Tags to Cart.

Add Tags to Cart
Cancel Tags

Type: X-Large Panel Set Tag
Number of Tags: 2
Tag Color: White
Mgmt Number on Back:
Front Logo:
Back Logo:
Stud Logo V:
Stud Logo W:



Tag	Text 1	Text 2	Text 3	Text 4	Stud Text V	Stud Text W	Add
12755	ANGUS RANCH	123-456-7891	ANYWHERE, US	816-555-1234	N/A	N/A	Edit Delete
32621	SUNNYSIDE RANCH	WWW.ANGUS.ORG	ANYWHERE, US	816-555-1235	N/A	N/A	Edit Delete

Add Tags to Cart **Cancel Tags**

Each tag you are ordering will be shown in this grid. You may make changes to each tag individually. You may also delete tags from your order.

Double clicking on the blue tag number will open a mock-up of that tag. i.e. clicking on “12755” you would click the “Edit” button on the right side of the screen. You can then click in any of the fields and change the text.

You may remove tags from your order by clicking the “Delete” button to the right of the tag.

You may add additional tags to the order by clicking the “Add” button which is in the top row of the right column.

When you are finished making edits you may either cancel the order by clicking “Cancel Tags” – all information will be lost, or you may click “Add Tags to Cart” and proceed with additional orders or purchase.

View Cart

The “View Cart” button near the top right hand corner of the screen allows you to see the products have been added to your online shopping cart. If you would like to add additional products click the “Product List” tab near the top right hand corner of the screen and continue shopping.

Check Out

The “Check Out” button near the top right hand corner of the screen takes you to the screen where you will enter payment and shipping information.