

Printing in ShipStation

Webinar Guide



Support
Webinars

Printing in ShipStation

In this webinar, you can expect to learn how to:

1. Print your labels & documents from a PDF file.
2. Print your labels & documents quickly through our companion app, ShipStation Connect.
3. Set up your shipment labels in ShipStation.
4. Download and install ShipStation Connect.
5. Set up your printers and USB scales in ShipStation.
6. Save your default printer selections.
7. Print your labels from your mobile device.
8. Reprint labels that you already created and paid for without being charged again.
9. How to use Quickship in ShipStation to print quickly.

At the end of the instruction time, we will answer a few audience questions so feel free to write some down as we go along!

Notes

Glossary of Terms

PDF: Stands for "Portable Document Format." A document saved in .pdf format allows for easy viewing across all types of applications.

Connect: A downloaded companion application to your internet-based ShipStation account. Connect passes print jobs from your ShipStation account directly to your printer hardware.

Label queue: The Label Queue stores your most recently created single labels and batches for easy access and printing from anywhere in the app.

Printer workstation: A printer workstation is comprised of the computer and printers you are using with ShipStation Connect.

Deactivating workstation: To deactivate a workstation means to log out of ShipStation Connect.



Webinar Outline

A. Printing options in ShipStation

1. Printing via online preview
2. Printing via download
3. Printing via ShipStation Connect

B. ShipStation Connect

1. Setting up your Workstation
2. Setting up printers
3. Saving default printers
4. Mobile printing

C. Print Settings

1. Label queue
2. Printing setup options

D. Follow-up

1. Contacting Support
2. Answer questions (Q&A)

