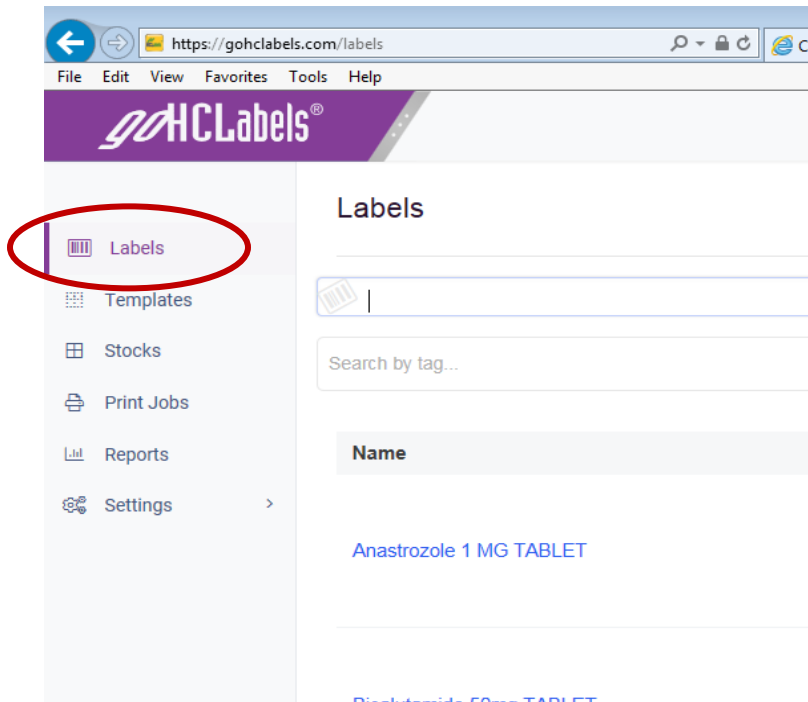


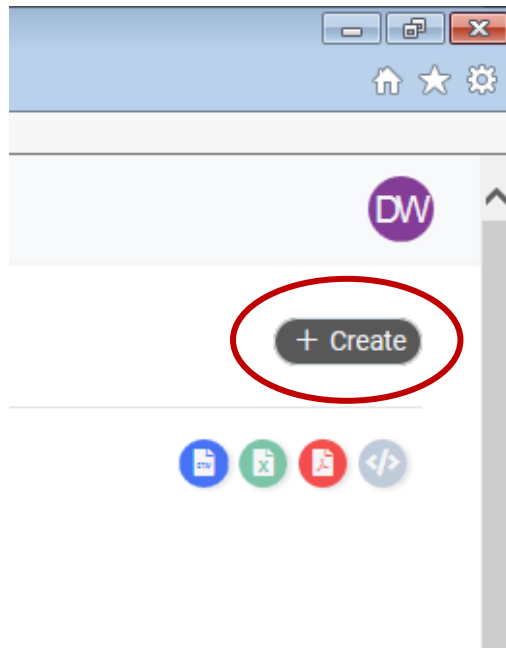
GMC Pharmacy Standard Work:

Creating a New Label with goHCLabels.com

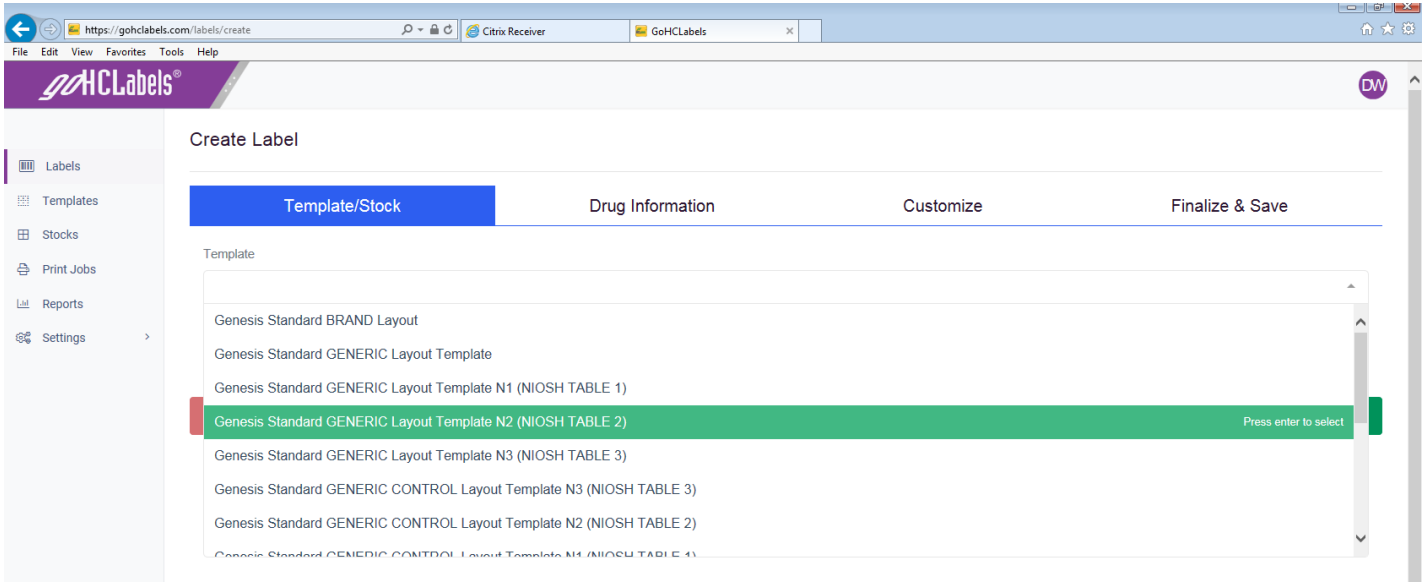
- Log into gohclabels.com
- Select **LABELS** from the left hand side bar



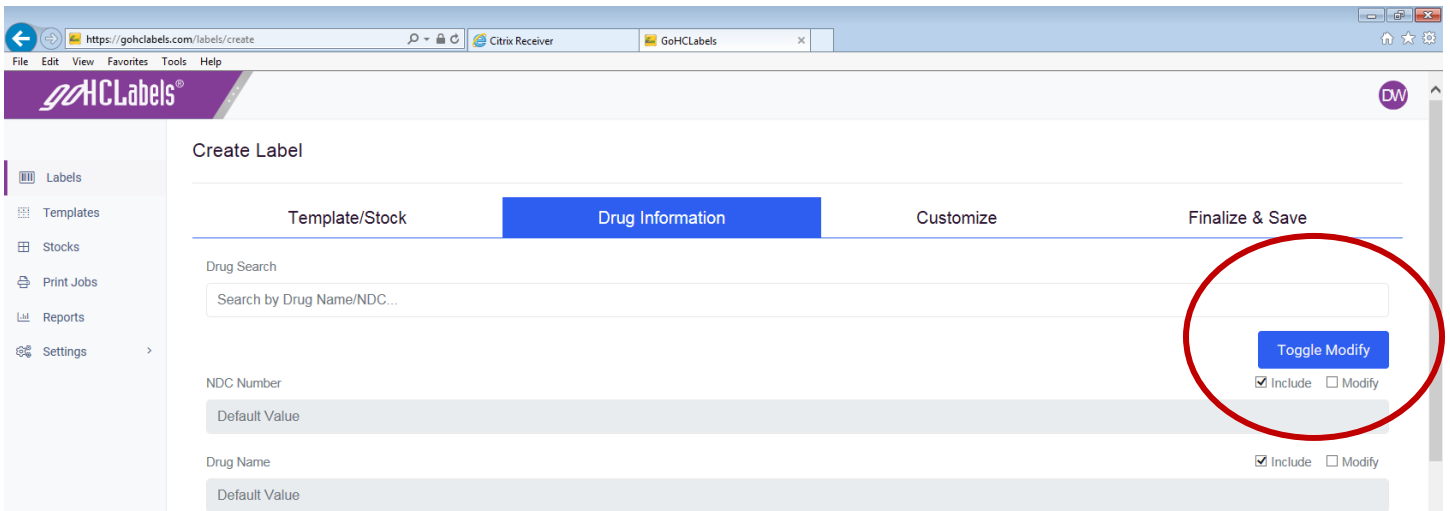
- On the right hand side select **+CREATE**



- ➔ On the next page select your template from the drop down menu based on what you need to package. Generic, Brand, or a NIOSH table drug. The item number is in the title to help you choose which template matches the bubble you will need to use.



- ➔ The next page is where we enter our drug information. You do not need the bottle or correct NDC to make a label; type in the drug name and choose the closest match if you have the NDC available you are welcome to use it but it is not needed it will be filled in correctly when packaging.
- ➔ After choosing the closest match from the drop down menu select the **TOGGLE MODIFY** button. This makes all the information fields modifiable so in the future when we are just printing labels we can change the information.

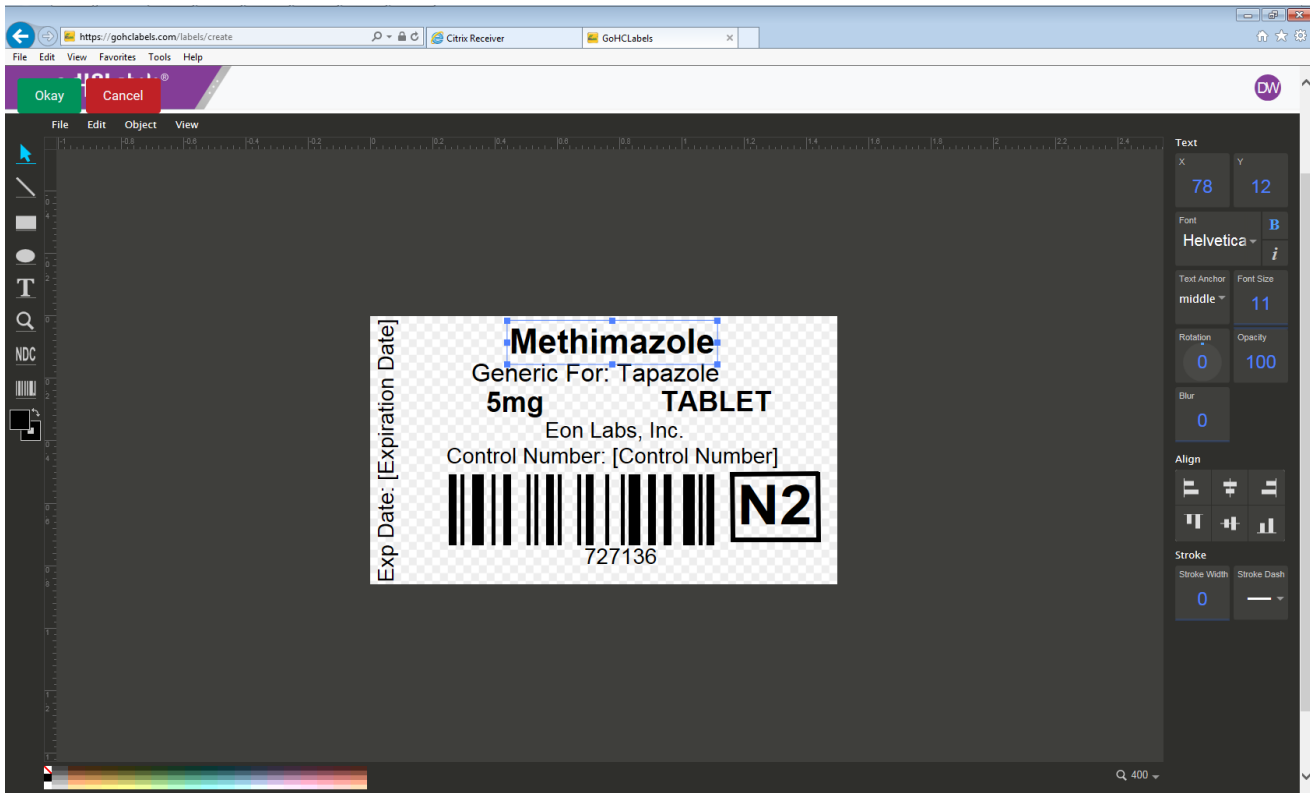


- ➔ After selecting the **TOGGLE MODIFY** button you will see that all the fields that were greyed out are now white and you can select them. Now is the time to change any information that needs to be changed. There will sometimes be extra information we can condense or delete in the **DRUG NAME** and **DOSAGE** field go ahead and do this now as well. (For example: TABLET, FILM COATED we can delete the FILM COATED.) There is no need at this time to fill in any manufacturer information it will be filled in when packaged. You certainly can if you will be packaging right after making the label.
- ➔ Scroll down to the bottom of the page. Fill in the fields **CDM** and **GENERIC FOR** or **BRAND** fields. The **CDM** field is our charge number you can find this by searching the medication in **PHARMNET** just like we usually do. Select Next
- ➔ On the Customize page we see our label for the first time and things may need to be moved. Select the “Edit Layout” button to move things around if needed.



The screenshot shows the 'Create Label' interface on goHCLabels.com. The 'Customize' tab is selected, displaying a label design for Methimazole 5mg TABLET. The label text includes 'Methimazole', 'Generic For: Tapazole', '5mg TABLET', 'Eon Labs, Inc.', and 'Control Number: [Control Number]'. A barcode is present with the number 727136 below it. A box labeled 'N2' is on the right. A vertical label 'Exp Date: [Expiration Date]' is on the left. A red circle highlights the 'Edit Layout' button at the bottom center. Navigation buttons 'Previous' and 'Next' are at the bottom.

➔ The next page will look like this.



To change or move each line just click once on it. It should have a blue outline appear that means it is editable, click and drag to move.

To change the font size: select the line. Go to the right sidebar and select font size, use your scroll wheel to make the font larger or smaller being sure to keep the cursor held over font button.

To move two text boxes together hold **SHIFT** and click once on each text box you want to move, then click and drag.

Use the alignment buttons for easy centering.

When done editing the layout of your label select the green okay button at the top left of the screen.

➔ Finalize and Save. All that's left to do is name your label and save.