



LPS Label Conversion Directions

- The following is the link for the LPS Label Conversion website:
 - <https://lpsconversion.onnicelabel.com/>
- Before uploading to the converter, ensure that:
 - All Loftware label (.lwl) files have been placed in a folder named “Labels”, and do **not** include the quotation marks. This **must** be the name of the non-compressed folder as it is how the converter finds and recognizes the templates.
 - The user has access to an email address that you can access. The converter tool will send the converted labels to the email address.
- Note: All label templates with the following names will not be converted: Archive, Old, Obsolete, Discontinued, samples, .lwarchive, backup, bak, Unused, Copy, Testing, Test.

Step 1

- Right-click on the folder named “Labels” that includes all templates set to be converted and select the option compress it to a .zip file. The .zip file can be called anything.

Step 2

- Navigate via a web browser (Google Chrome, Microsoft Edge, FireFox etc.) to the LPS Label Conversion tool.
 - <https://lpsconversion.onnicelabel.com/>

Step 3

- Go to “Step 3” on the left. Select the .zip file in the ‘GetLPSArtifacts zip file’ field.

- **Note:** The LPS Label Conversion tool does have a restriction on file size. If your .zip file exceeds this internal limit, you will receive an automatic response and will need to start the process again. If your file appears to be of the larger size, separate the .lwl files into two separate folders and submit to the converter two separate zip files.
- Enter the data into the required fields of Customer and Project, this is not required to be accurate but is required to send submissions.
- Enter the email address you would like to receive the converted label files.
- There are several extra options below the required prompts, it is recommended that the default options are left checked.
- Press the Submit Button at the bottom of the web page, you will receive an automatic response to the email address entered before submission.
 - **Note:** Conversion time depends on the size of the file submitted.

Loftware Technical Support

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