

I want to print UPCa bar codes on labels.

(1) I need a couple of sheets of the same bar code number, 04122852311.

(2) I also need some sheets that have bar code numbers which count from 77802434500 through 77802434599.

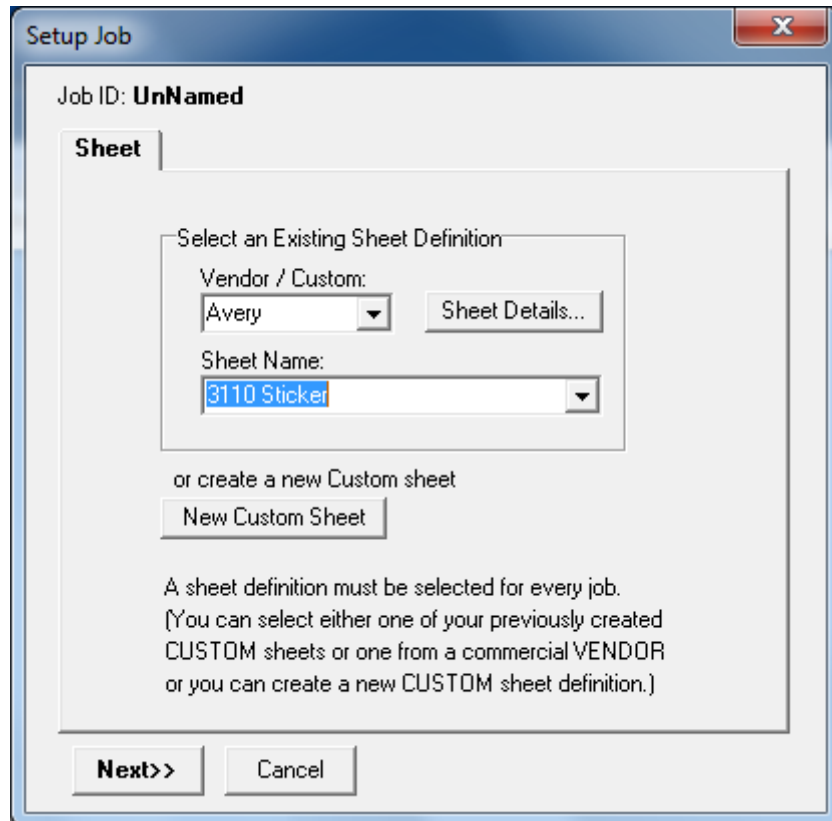
How do I get numberED to print bar codes on those labels?

Section 1 of this document describes the steps you would take to use **numberED** to print multiple sheets of labels using the **same** UPCa bar code number (we'll use Avery 3110 Stickers 2-3/8 x 1-1/4 18 per sheet – you can use whatever you like).

Section 2 of this document describes the steps you would take to use **numberED** to print multiple sheets of labels using **counting UPCa bar code numbers** (we'll again use Avery 3110 Stickers 2-3/8 x 1-1/4 18 per sheet).

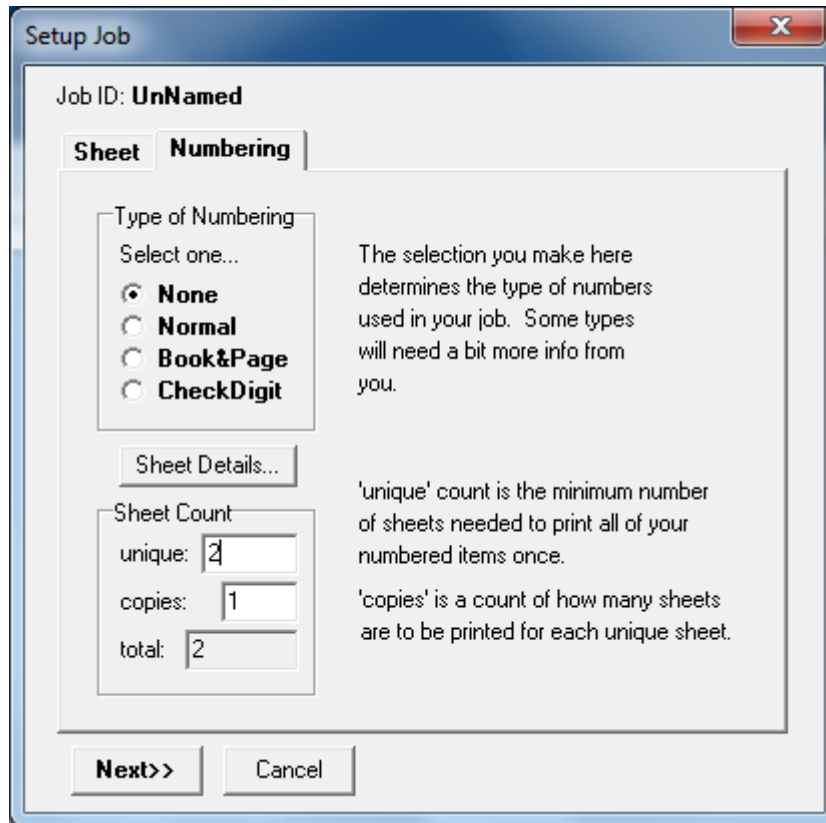
Section 1 - print multiple sheets of labels using the same UPCA bar code number

1. Select *File, New..., Job...* from the main menu. The *Setup Job* dialog will display. In this job we are going to use an Avery sheet. To do that, select *Avery* in the *Vendor / Custom* listbox and then select *3110 Sticker* in the *Sheet Name* listbox. [You can look at the sheet's details by clicking on the *Sheet Details* button.] **numberED** now knows how many labels are to be printed on each sheet of this job and where they are on that sheet. Make sure each choice is highlighted. The *Setup Job* dialog should look like:



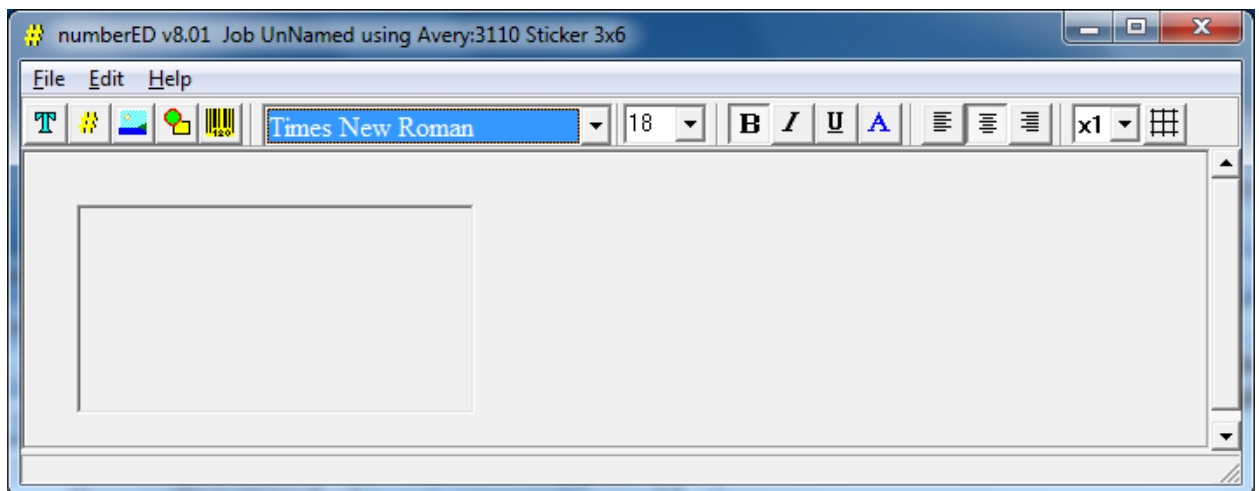
Then click *Next*.


- We will not be using the counting capabilities of **numberED** since the numbers are all to be the same, so select *None* for the *Type of Numbering*. We are printing 2 sheets, enter 10 into the *unique* field.

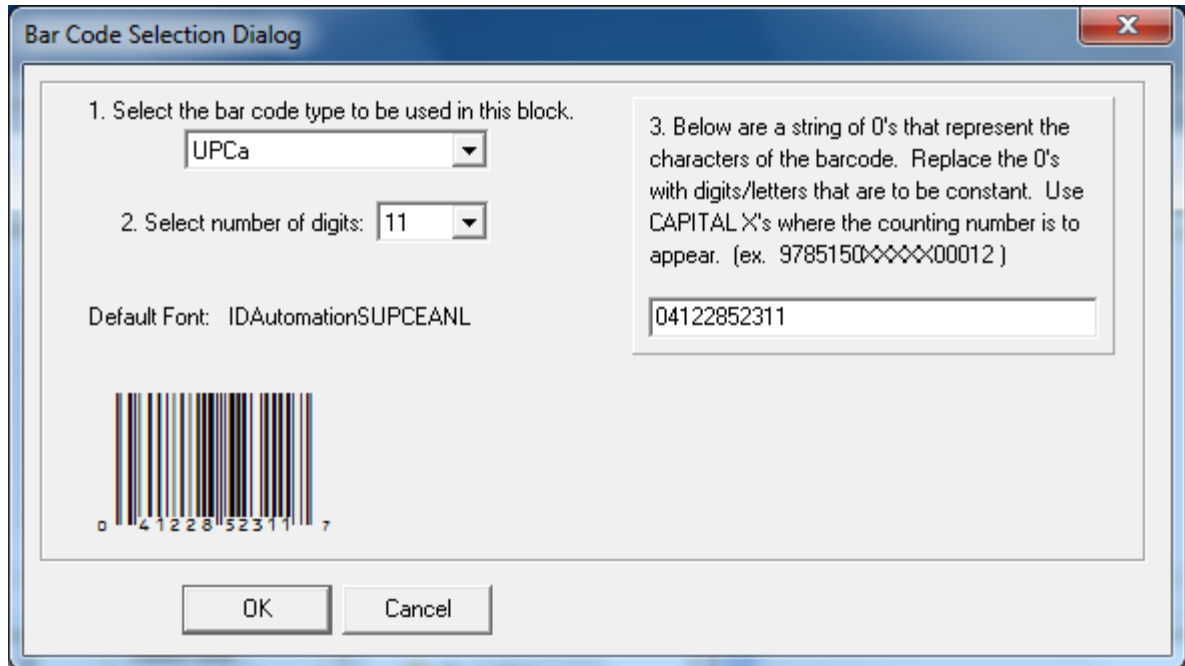


Finally click *Next* twice to reach the end of the *Setup Job* dialog. Then click OK to return to the main **numberED** window.

- The main **numberED** window should look like the figure below with one empty 'sticker' label shown as a rectangle at the size of the label.

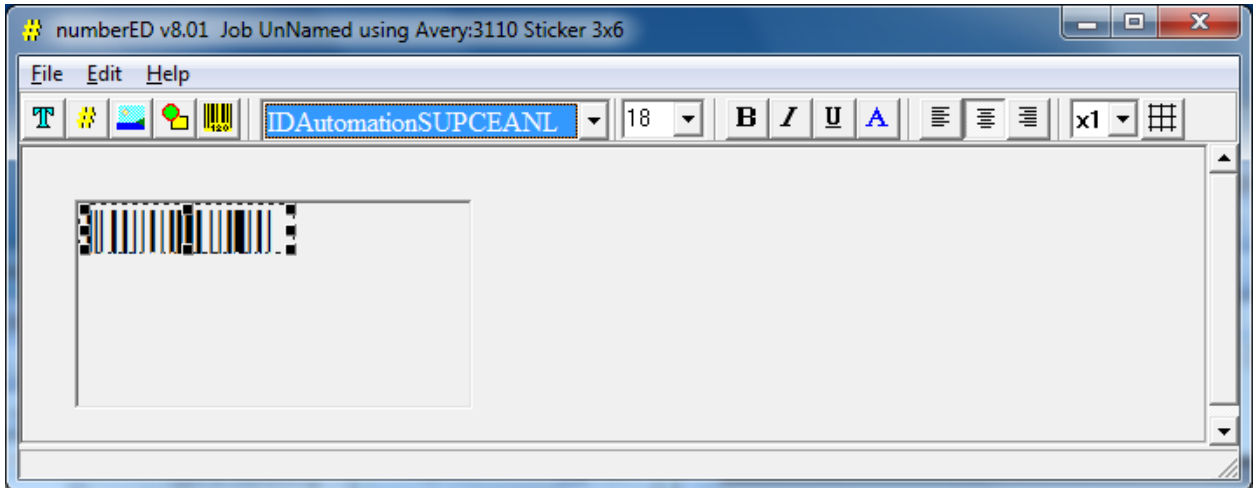


4. We need to add a bar code block to the 'sticker'. Click on the *Bar Code* button  which will open the *Bar Code Selection* dialog. The data we enter here will cause a bar code block to be added to the 'sticker' on the main window. Select UPCA, 11 digits and enter the number **04122852311**. A representative bar code will display at the lower left of the dialog as confirmation of your data entry. The Bar Code Selection dialog should look like:

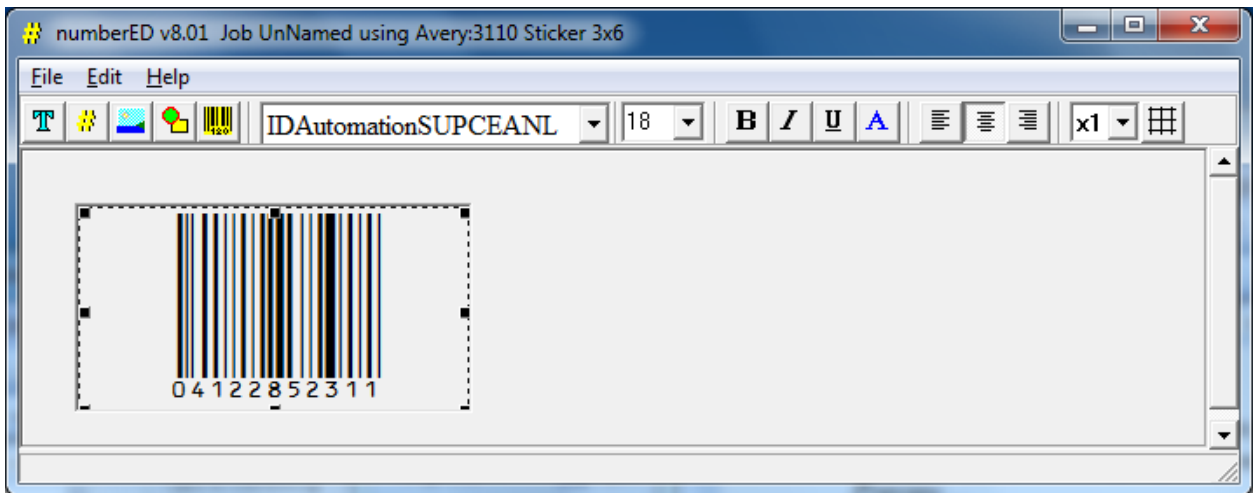


Click OK to create the bar code block.

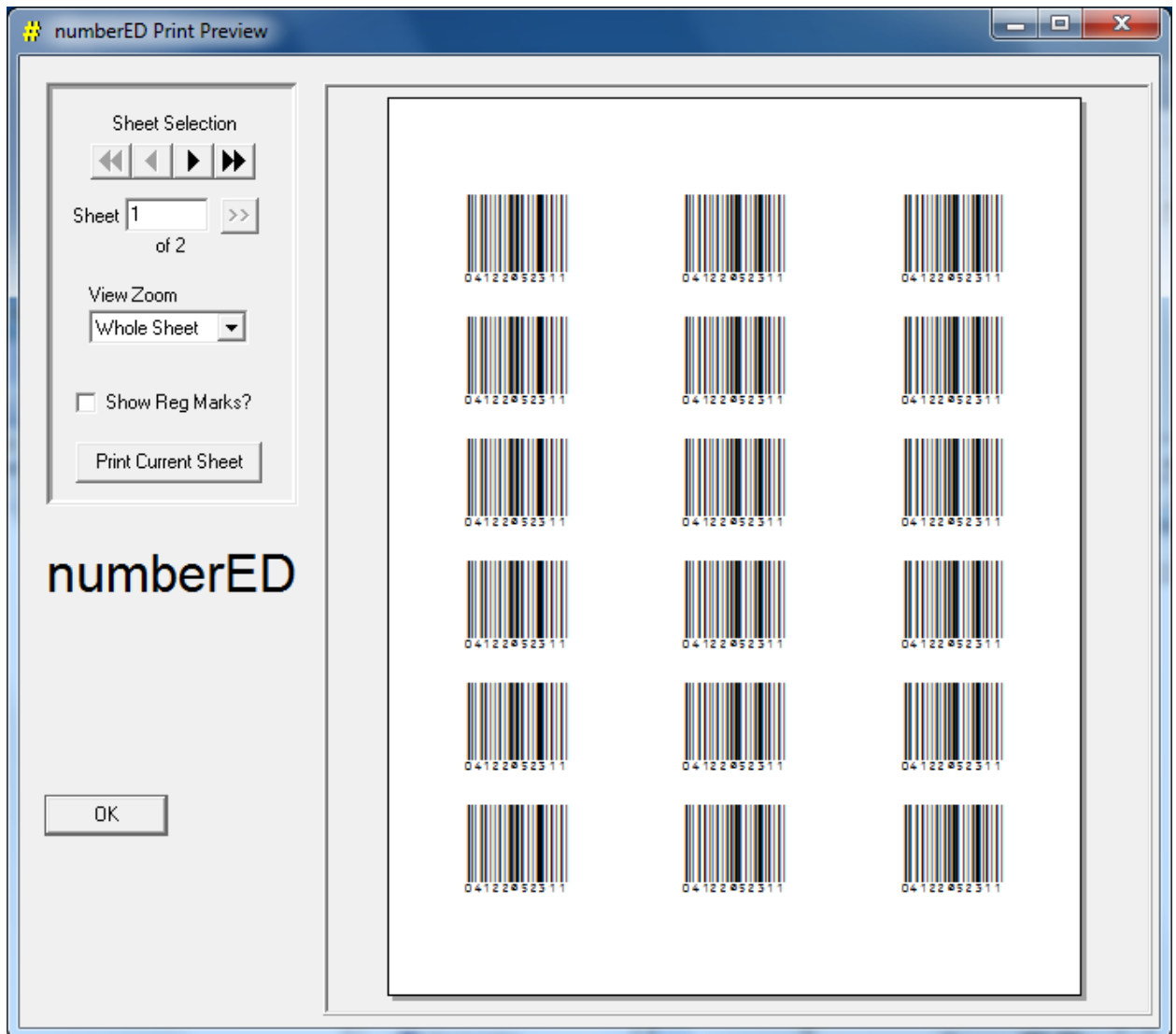
3. The main window should look like:



4. Lets make the bar code a bit bigger. Stretch the size of the block using the drag blocks. Double click in the block to open it for editing. Select the entire bar code (use Ctrl+A) and change the font size to 16 or 18. Center the bar code using the center button. Right click on the block and choose the *Close and Save* option. The main window should look like:



5. Test your job by viewing the sheets prior to printing. Use the Print Preview dialog to look at any page of the job you have created before printing it. Select *File, Print Preview...*

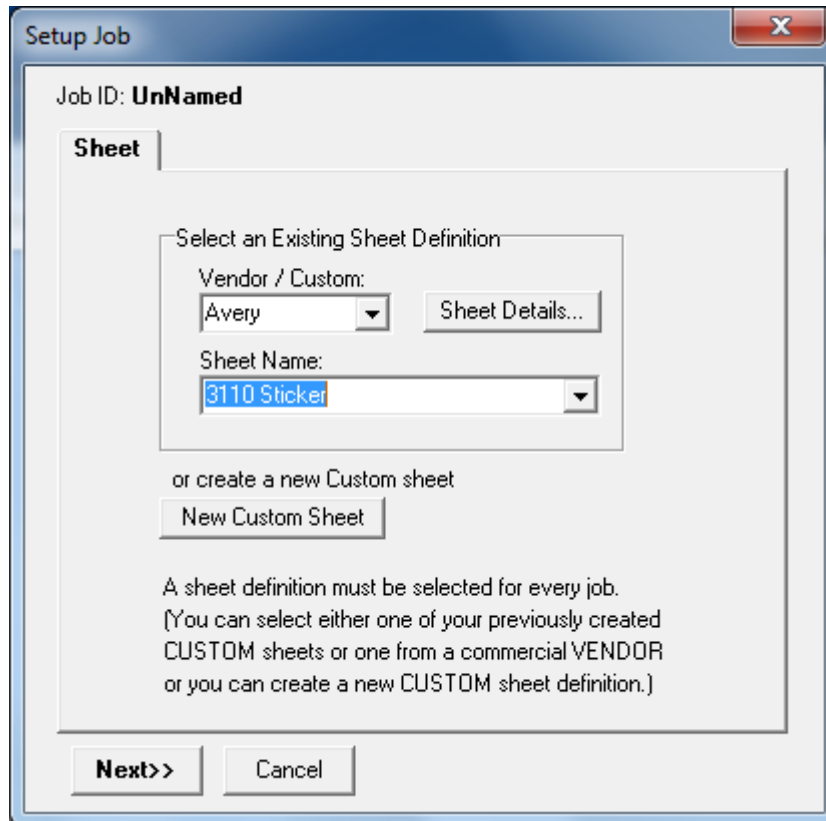


You can use the *View Zoom* to change the size of the preview. Use the *Sheet Selection* buttons to sequence through the job before you print it.

6. You can print all or a portion of your job using the Print dialog. Select *File, Print...*

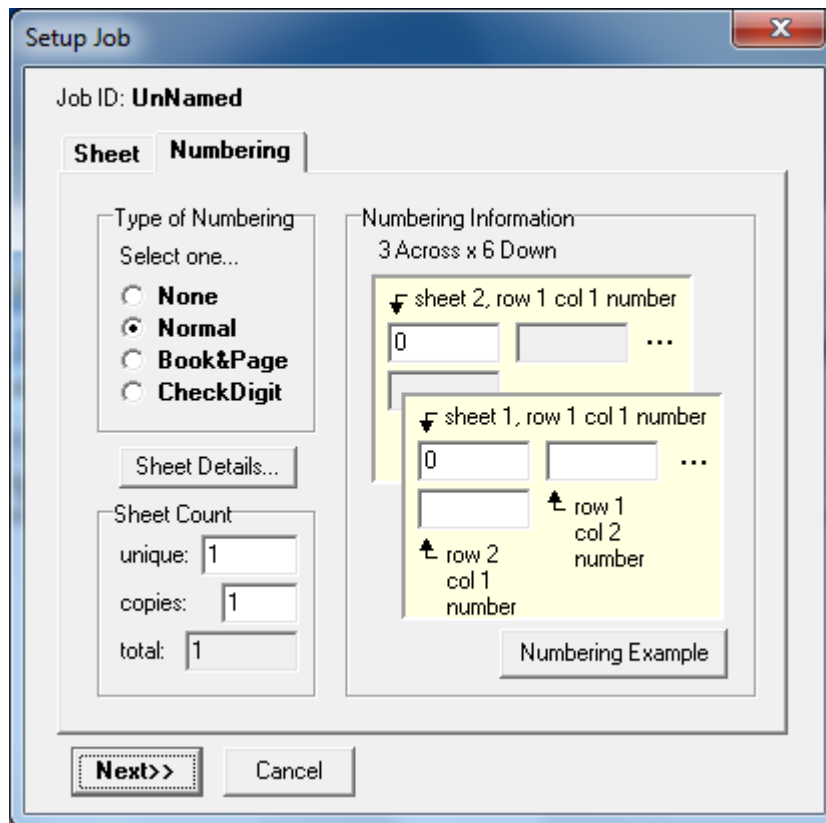
Section 2 - print multiple sheets of labels using counting UPCA bar code numbers

1. Select *File, New..., Job...* from the main menu. The *Setup Job* dialog will display. In this job we are going to use an Avery sheet. To do that, select *Avery* in the *Vendor* listbox and then select *3110 Sticker* in the *Sheet Name* listbox. [You can look at the sheet's details by clicking on the *Sheet Details* button.] **numberED** now knows how many labels are to be printed on each sheet of this job and where they are on that sheet. Make sure each choice is highlighted. The *Setup Job* dialog should look like:

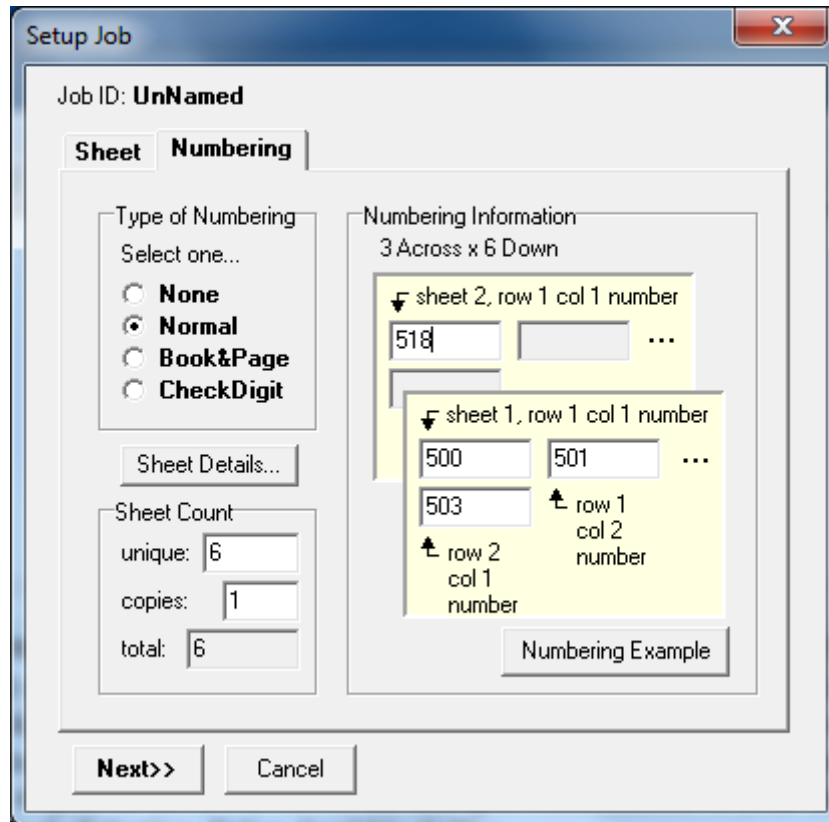


Then click *Next*.

2. Because we will be creating sequential counting numbers, select *Normal* as the *Type of Numbering*. The dialog will expand to look like:

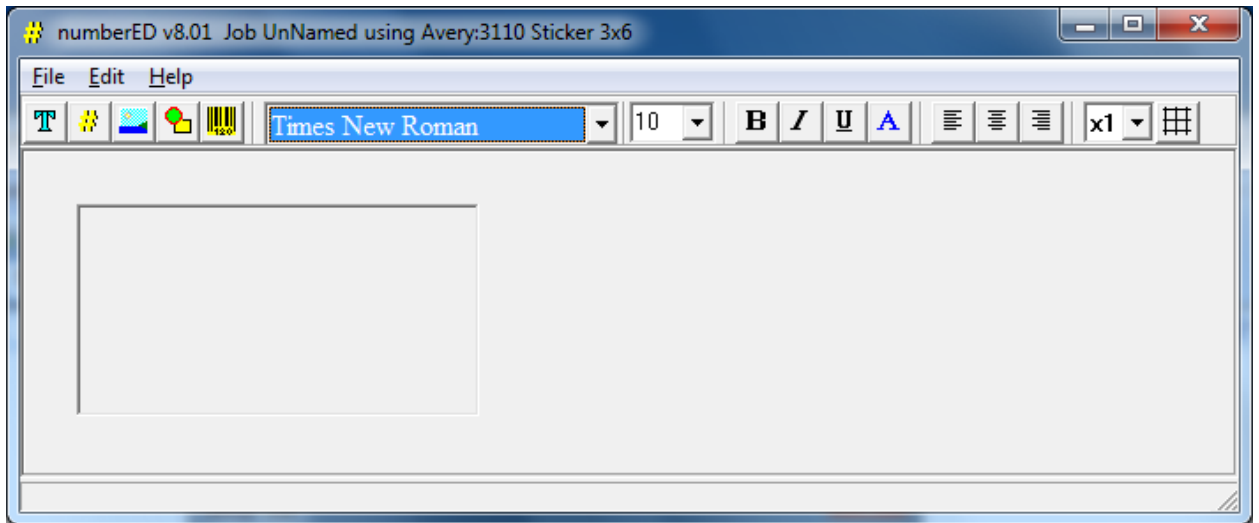



3. We want to print the numbers **77802434500** through **77802434599**, 100 numbers requiring 6 sheets of 18 to complete the job. Enter 6 in the *unique* field. We have multiple ways to indicate the number sequencing. We can enter the complete 11 digit numbers in the fields of the *Setup Job* dialog; we can consider the constant portion of the numbers as invariable text '778024345' and the last 2 digits do the counting; or any other combination between. We will demonstrate the use of a constant 8 digits. We will have **numberED** count from 500 to 599 in this dialog and make the rest of each number a fixed constant value - later specified in the *Bar Code Selection* dialog. So here enter the values 500, 501, 503, and 518 as shown. This will cause 18 numbers to print on the 1st sheet, the next 18 on sheet 2, etc. The dialog will look like:

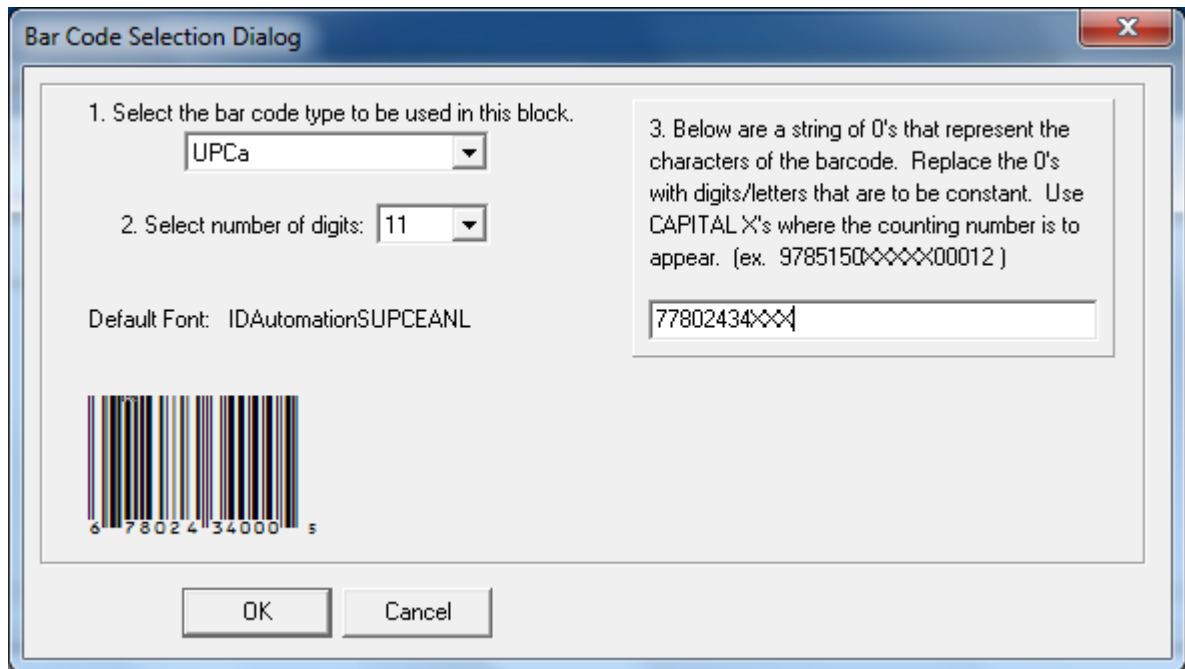


Click *Next* twice and then *OK* to return to the main **numberED** window.

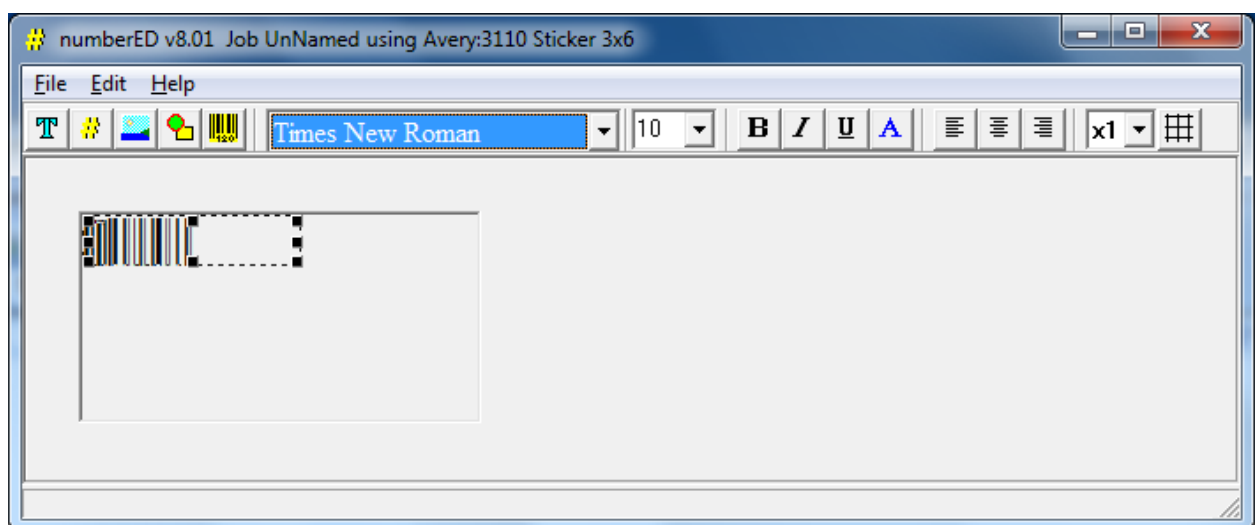
4. The main numberED window should look like the figure below with one empty 'sticker' label shown as a rectangle at the size of the label.




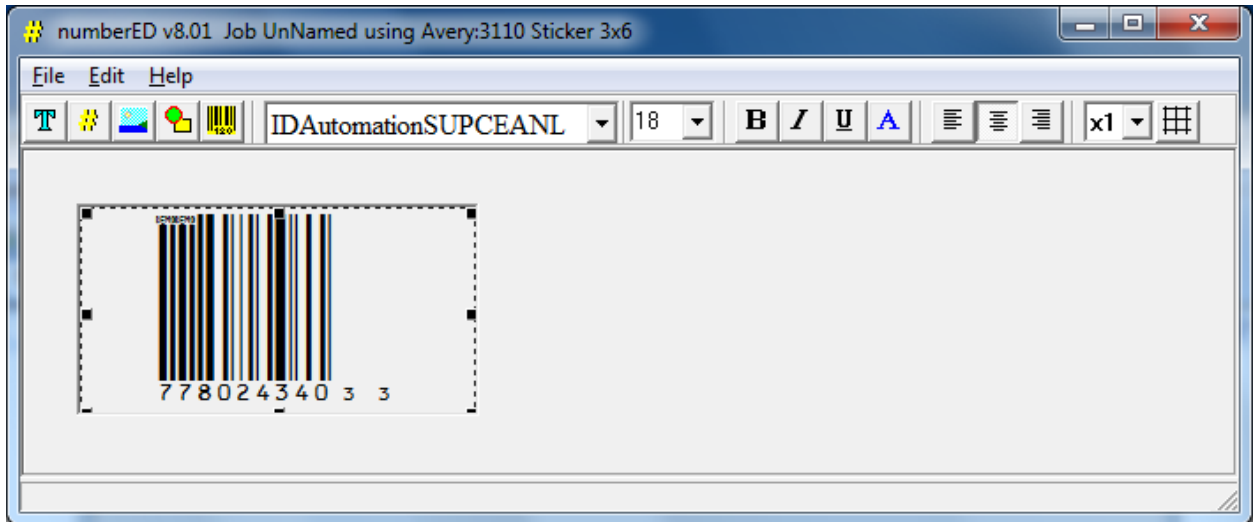
5. We need to add a bar code block to the 'sticker'. Click on the *Bar Code* button  which will open the *Bar Code Selection* dialog. The data we enter here will cause a bar code block to be added to the 'sticker' on the main window. Select UPCA, 11 digits and enter the number **77802434XXX**. [When **numberED** finds Xs in a bar code block, it will substitute the appropriate counting value as indicated on the *Job Setup* dialog. The remainder of the number prints as a constant.] A representative bar code will display at the lower left of the dialog as confirmation of your data entry. The Bar Code Selection dialog should look like:



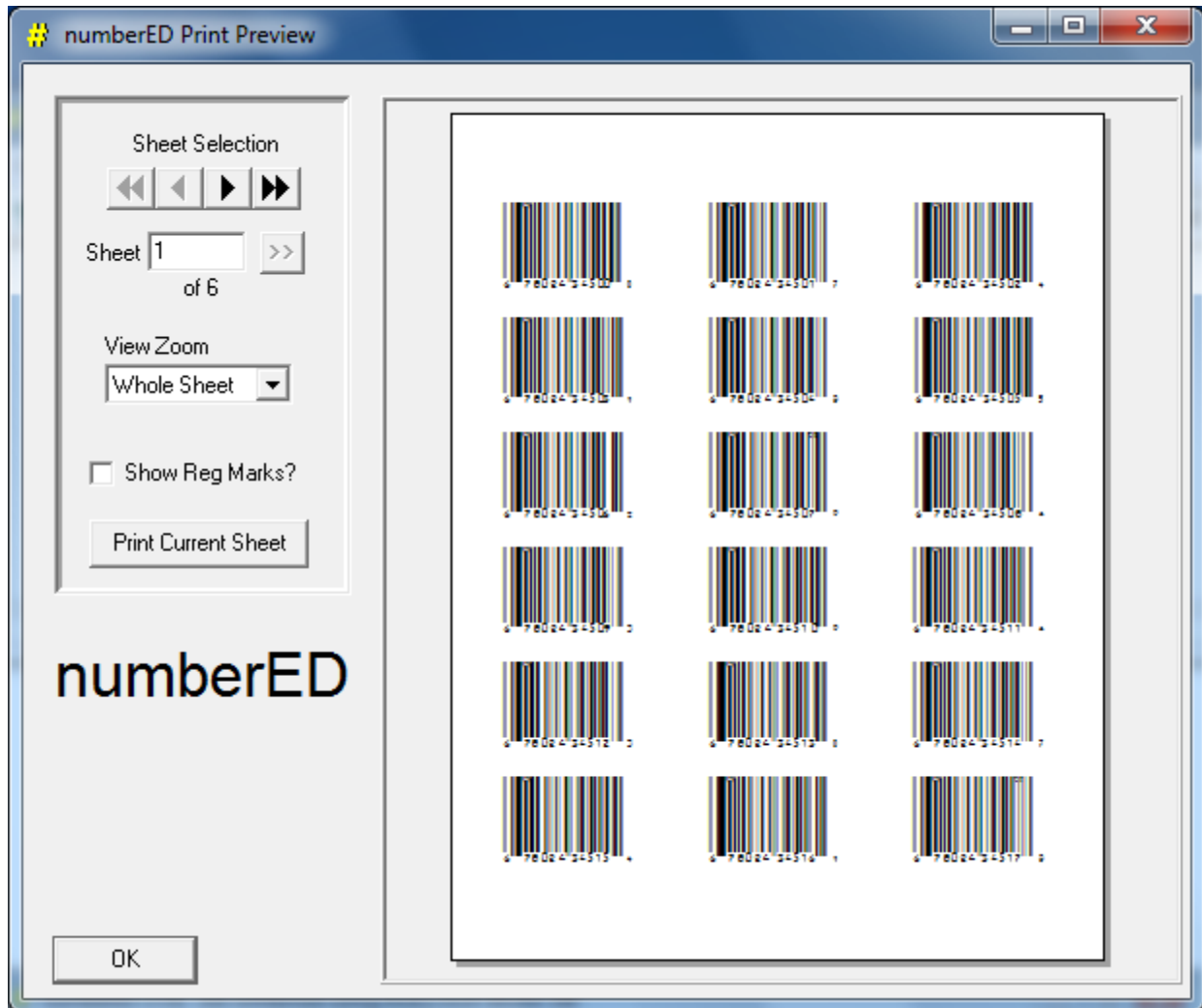
Click OK to create the bar code block and return to the main window. The main window should look like:



- Let's make the bar code a bit bigger. Stretch the size of the block using the drag blocks. Double click in the block to open it for editing. Select the entire bar code (use CtrlA) and change the font size to 16 or 18. Center the bar code using the center button . Right-click on the block and choose the *Close and Save* option. The main window should look like:



7. Test your job by viewing the sheets prior to printing. Use the Print Preview dialog to look at any page of the job you have created before printing it. Select *File, Print Preview...*



You can use the *View Zoom* to change the size of the preview. Use the *Sheet Selection* buttons to sequence through the job before you print it.

You can print all or a portion of your job using the Print dialog. Select *File, Print...*