

Creating Barcodes

This guide will explain the basic process of creating and inserting barcodes into your LabelTac template and labels. The process is rather straight forward and involves simply installing the desired barcode fonts, followed by changing the font of your text string to barcode format.

Installing Barcode Font Pack:

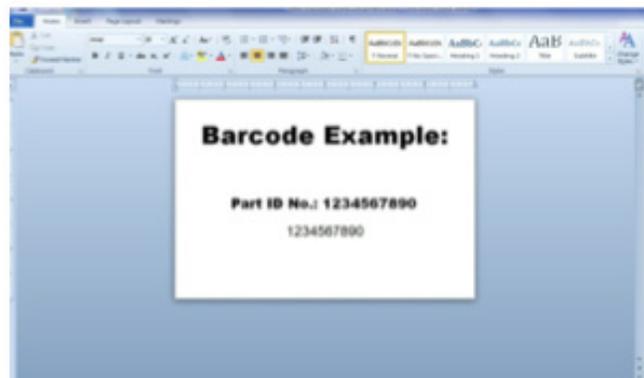
If you don't already have Barcode fonts installed on your computer, please download our font pack from the link below. To install these barcodes:

1. Download our font pack at: www.labeltac.com/content/public/BarcodeFonts.zip
2. Extract BarcodeFonts.zip (We recommend using Winzip or Winrar)
3. Navigate to the folder you extracted the fonts to, highlight all files, then right-click and select **INSTALL**
4. The barcodes should now be successfully installed to your computer

Using Barcodes in Labels:

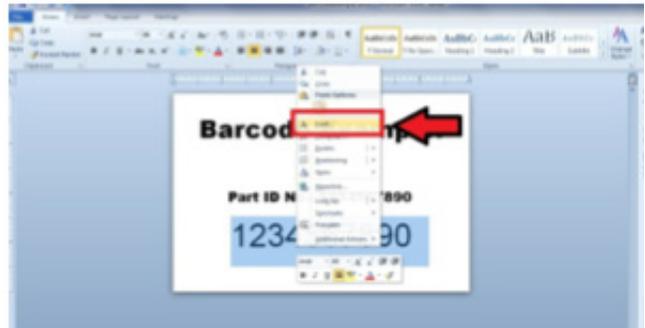
Now that you have successfully installed barcode fonts, applying them to your labels is a fairly straight forward process. To do this:

1. Open the desired template where you wish to add a barcode
2. Enter the text string you would like to make a barcode (Fig. A)



(Fig A)

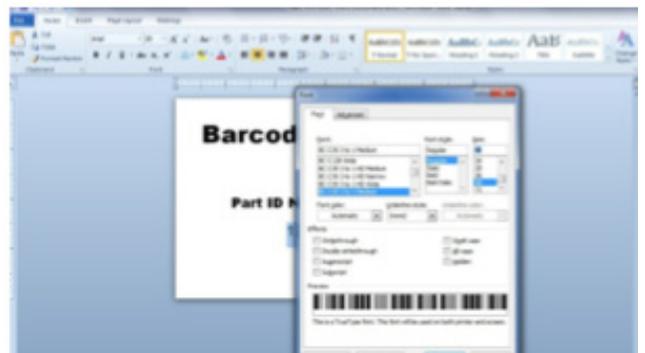
3. Highlight the text you want to convert to barcode



(Fig B)

4. Right click within the highlighted text and select **Font** (Fig. B)

5. Scroll through the list of fonts until you find the desired barcode



(Fig C)

6. Once you have selected the preferred font, select **OK** (Fig. C)

7. Your text should now be successfully converted (Fig.D)



(Fig D)

Test the barcode by creating a sample and printing it with your LabelTac printer. Use your barcode or RF scanner to scan the sample label you made to verify that it reads correctly. Depending on your system, you may need to try different barcode fonts until you find one that functions with your scanner. Some RF scanners may require you add an asterisk (*) before and after your barcode in order to be scannable (for example: if your product ID was 12345 you would enter it as *12345*).

If you have questions about these instructions, please feel free to contact your account manager. You can also contact us by e-mail at Info@CreativeSafetySupply.com or by phone at (866) 777-1360.