



Making Barcodes with LabelSuite™

LabelSuite™ Makes Barcoding Simple

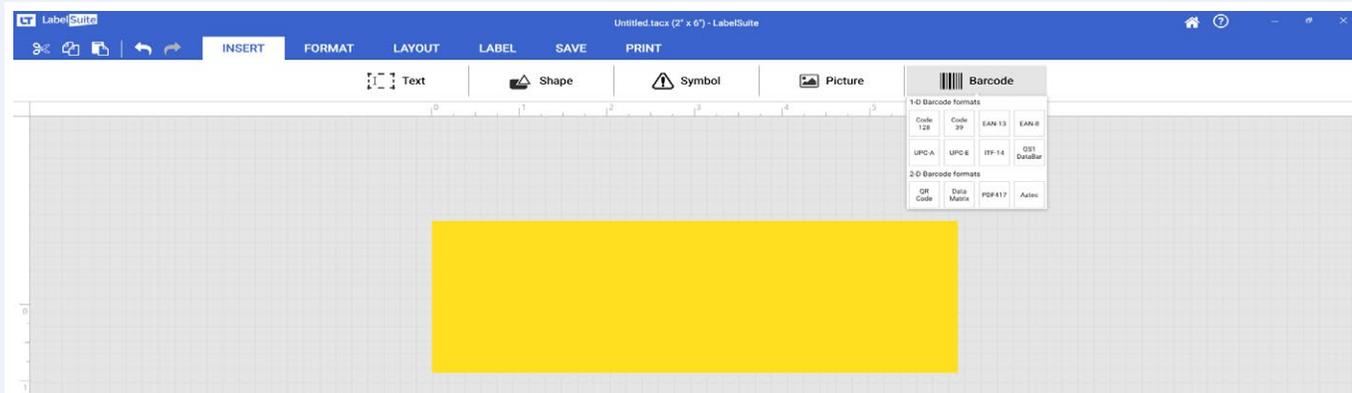
Creating barcoding systems for your inventory has never been simpler, thanks to the intuitive, easy-to-use LabelSuite™ software that comes free with all LabelTac® industrial printers. Follow the steps below to create the barcodes you need.

Making 1D Barcodes

Within the Barcodes tab of LabelSuite™ is the Barcode Generator. From here, you can add various barcode formats to your label template. Supported barcode formats include: Code 128, Code 39, EAN-13, EAN-8, and UPC-A. Once a barcode has been inserted into your label canvas, you can edit its advanced options by highlighting the barcode, then selecting the Barcode tab from the LabelSuite™ Toolbar.

Adding a Barcode

Starting from a blank label template, navigate to the **INSERT** tab and select the **Barcode** dropdown.

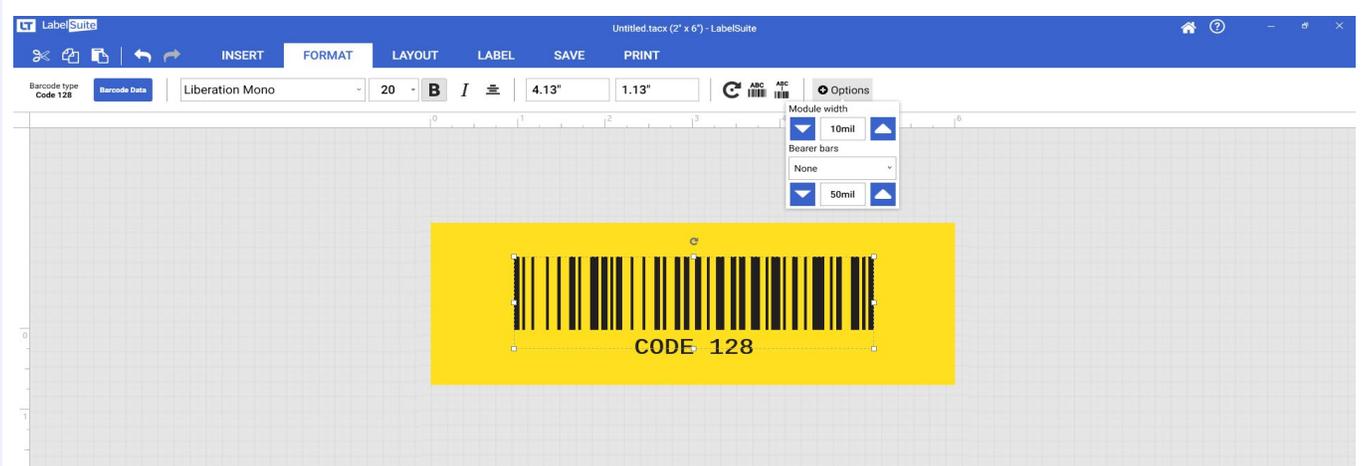


Choose a barcode format from the dropdown menu.

Resize and change the location of the barcode on your label by left clicking and dragging on the dotted outline of the selected barcode.

Editing a Barcode

With the barcode selected, click **FORMAT** on the menu bar.



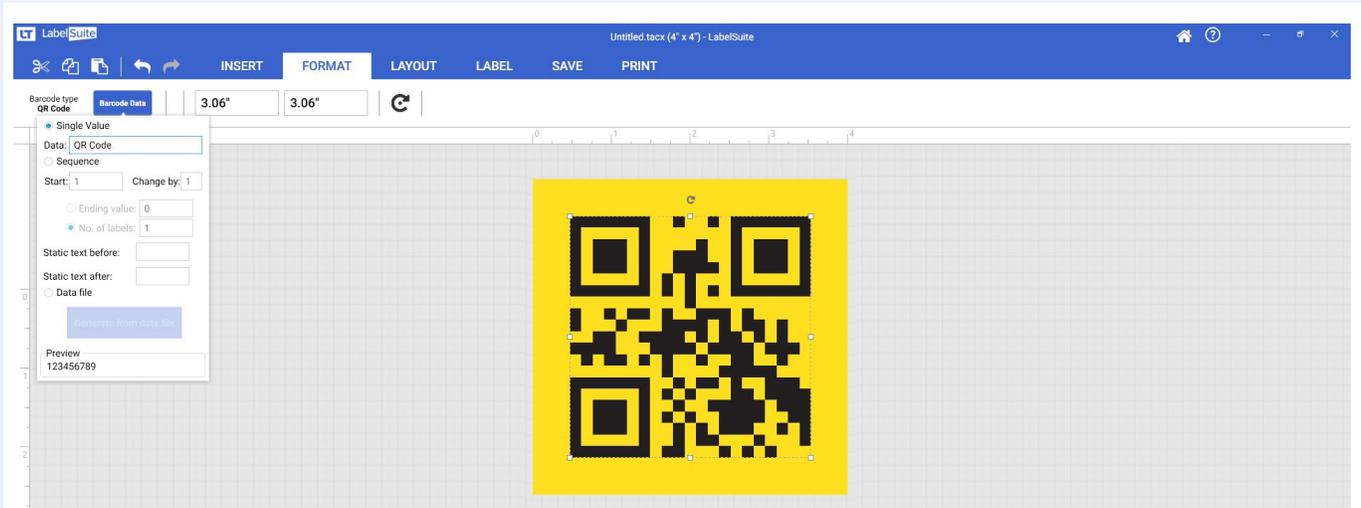
Click on the blue **Barcode Data** button and edit the content of the barcode.

Use the additional controls on the menu bar to further edit the barcode to your needs. You can change the font, font size, and weight. You can also change the location of the human readable data so it appears above or below the barcode, as well as the spacing between the two elements.



Making QR Codes

QR Codes (2D barcodes) can include more data than 1D barcodes. They can also be scanned by smartphones to open a URL. Making and editing QR codes using LabelSuite™ is the same as with 1D barcodes.

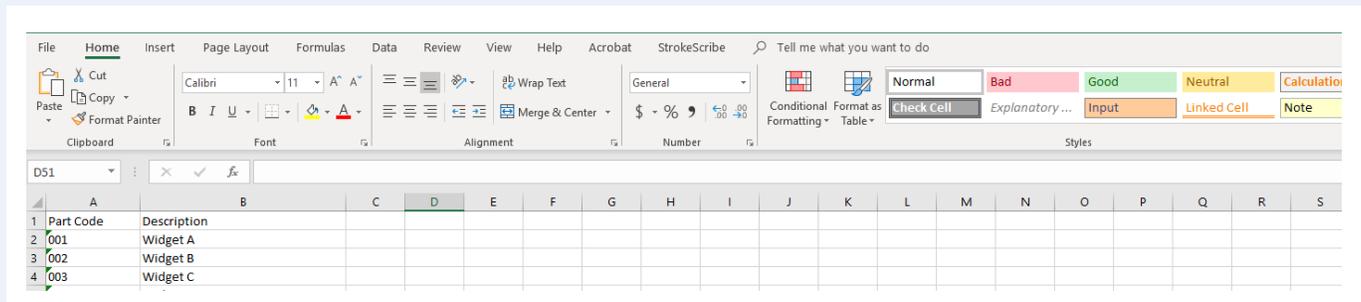


Select the **BARCODE** option and then **QR Code** from the dropdown. Type in the text you want to use.

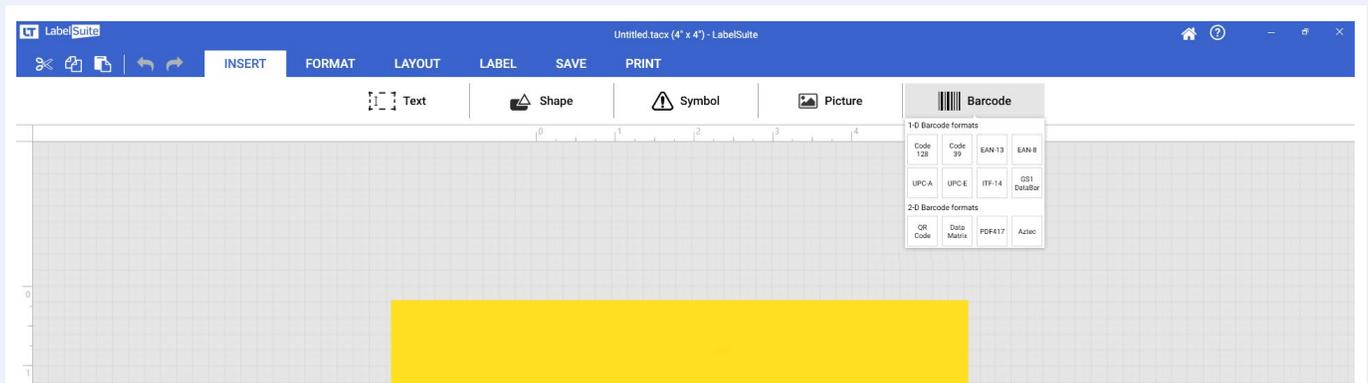
Resize and change the location of the QR Code on your label by left clicking and dragging on the dotted outline of the selected barcode.

Linking to a Database

Using your data program (MS Excel, for example), set up a spreadsheet with the data you want to use (be sure to save as .csv Comma Delimited). Our labels will have 2 fields. The header names will be used to help set up the template in LabelSuite™.



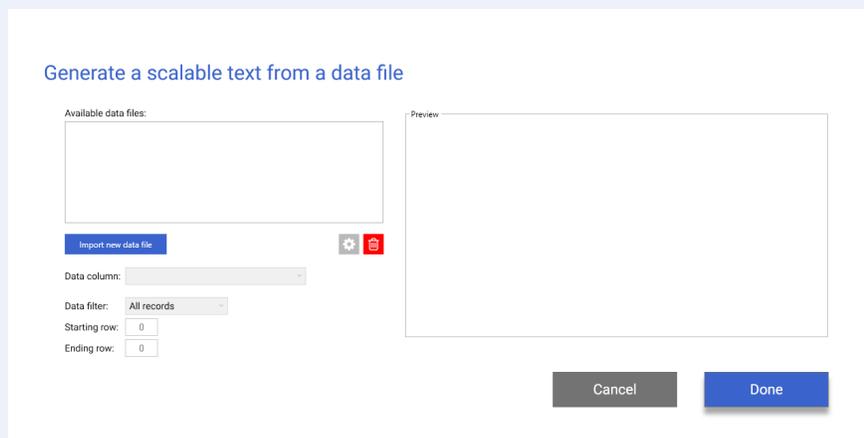
In LabelSuite™, create a new label with the 2 fields. Insert a text box for the DESCRIPTION field and then make a barcode using the barcode generator.



Style the label using the text and barcode formatting options.

Left click on a text box on the label to select it.

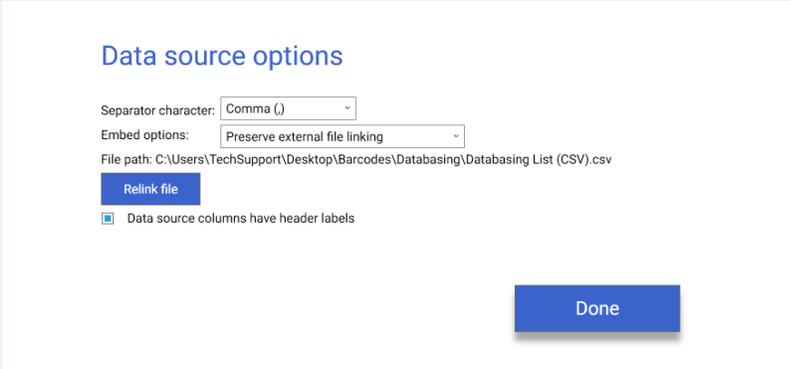
In the **FORMAT** tab, click the blue **Data source** button and then the **IMPORT NEW DATA** button. LabelSuite™ will help search and import the spreadsheet you want to use.



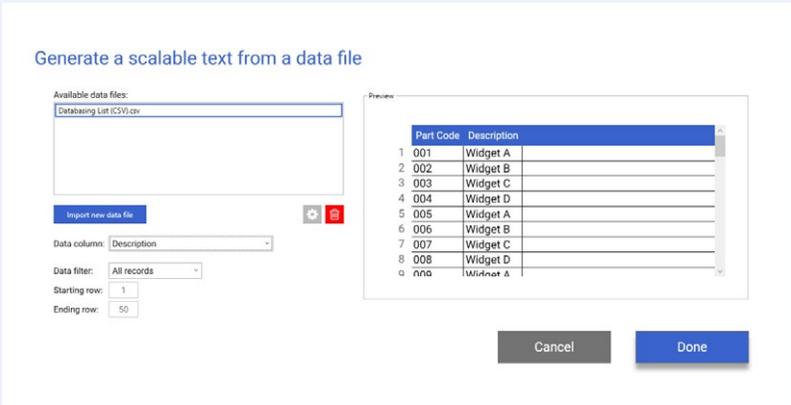
Pro tip:

Embedding spreadsheet into template means the template saves that information so you can share template with data already imported

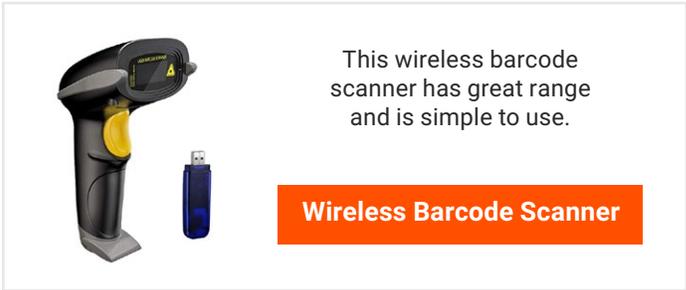
In the **DATA SOURCE OPTIONS** window, choose **Preserve external file linking** in the **Embed options** dropdown. Make sure the **Data source columns have header labels** button is checked. Click **DONE** to close this window.



Left click on the barcode field on your label to select it. In the **FORMAT** tab, select **Barcode Data** and click the **Data file** button.



Select the column you want to use from the **Data column** dropdown. Click **DONE**.



Select the remaining field on the label template by left clicking. Click **Barcode Data** from the **FORMAT** tab. In the window that opens, click the **Data file** and **Generate from data file** buttons.



In the window that opens, select your spreadsheet from the **Available data file** field. Select the data you want to use from the **Data column** dropdown. and then click **DONE** to close the window.



Your data-filled labels have now been created.

To adjust range and other printing options, click the **PRINT** tab, then select **Print preview**.