Application Note 151

Printing Bar Code Labels Using MS Word with DH Technology Bar Code Printers

The instructions below will enable you to create both simple and complex labels using Microsoft's Word 97® (MS Word®) program. Follow the instructions to develop an understanding of how to setup this program.

Opening a Document:

These instructions assume that you are familiar with the MS Word® program and how to open a document. Firstly you must open MS Word. If you are familiar with this operation please carryout this step.

Printer Selection:

Once you have opened a Word document, hold down the *Ctrl* key and press the *P* key, a printer dialogue box will appear (or go to the *File* menu and select *Print*). Click in the printer selection box as shown in Diagram 1

Print	?	×	
Printer			
<u>N</u> ame:	Meroperties		
Status:	Idle		
Type:	HP Laser Jet Series II		
Where: Comment:	LPT1: Print to file		Click
Page range-	Copies		here
⊙ <u>A</u> ll	Number of <u>c</u> opies:		
O Curr <u>e</u> nt p			
O Pages:			
Enter page r	numbers and/or page ranges		
	y commas. For example, 1,3,5–12		
Duint wheth		_	
Print <u>w</u> hat:	Document Print: All pages in range		
Options	OK Cancel		
	Diagram 1		

Select the correct DH Technology barcoding printer that you will use, as illustrated in Diagram 2.

Print			? ×	
Printer				
Name:	🚳 HP LaserJet Series II	-	Properties	
Status: Type: Where: Comment:	EPSON TM-T88II Partial cut Generic / Text Only HP LaserJet Series II Kyocera FS-3400 / FS-3400A Microsoft Fax		Print to fi <u>l</u> e	Diagram 2
	age C Selection Umbers and/or page ranges commas. For example, 1,3,5–12	Number of copies:	Colla <u>t</u> e	Select Printer
Print <u>w</u> hat:	Document	Print: All pages in rang	ge 💌	
Options		OK	Cancel	

Once you have selected the correct printer, simply click on the *Close* button. (You will notice that the Cancel button will change to read Close.)

Label Size Setup:

We need to select the size of the labels that will be used. This is done by clicking on the *File* command at the top left-hand corner of your screen. The File command is found to the left of the Edit command on your toolbar. A menu will appear. Click on the *Page Setup* command. Diagram 3 below will appear.

Page Setup Margins Paper Size Paper So		? 🗙
Left: 1" Right: 1"		Diagram 3
Gutter: 0" * From edge Header: 0.49" * Footer: 0.49" *	Apply to: Whole document	
	OK Cance	el di

Now we will need to zero out all the margin settings as detailed in Diagram 4.

Page Setup	? ×	1
Margins Paper Size Paper Source	e Layout	
<u>Т</u> ор:	Preview	
Bottom: 1"		Please insert 0 (zero) into these fields so that ALL
Left: 1"		the margins are set to
Right: 1"		zero. This can be done by highlighting the current
Gutter: 0"		setting and typing in the zero.
From edge		
H <u>e</u> ader: 0.49"		
Foote <u>r</u> : 0.49"	Apply to: Whole document	
Mirror margins		
Default		Diagram 4
<u>D</u> efault	OK Cancel	

Once you have done this, your Page Setup dialogue box should look like Diagram 5 below.

Page Setup	
Margins Paper Size Paper Source Layout	
Top:	
Bottom: 0	Diagram 5
Left: 0	
Right: 0	
Gutter: 0" 🚔	
From edge	
Header: 0	
Footer: 0 Apply to: Whole document	
Migror margins	
Default OK Cancel	

The next item we will need to select is the paper size. Please click on the *Paper Size* tab.

Once you have done this, a dialogue box as seen in Diagram 6 will appear.

	Page Setup		? ×
Diagram 6	Margins Paper Size Paper Sou Paper_size: Custom size Label 2.4 × 1 inch Label 4.25 × 3 inch Label 3.95 × 0.80 Custom size Image: Cus	Preview	Please select the label size that you will be using with your DH Technology barcode printer.

Now that you have selected the label size, the dialogue box must look like Diagram 7 below.



Page Setup	? ×
Margins Paper Size Paper size: Label 4.25 x 3 inch Width: 4" Height: 2" Orientation Orientation Chandscape	Preview We have selected the 4" x 3" label for this example. You will need to select the label that you will be using.
	Apply to: Whole document Please note the change in the preview window compared to the one in Diagram 6
Default	OK Cancel

Now that you have selected the label size please click OK.

Once you have clicked OK the dialogue box below will appear. At this point please click *Fix*.



Once you have clicked on the Fix button, Click on the *OK* button. Your document should look like the one in Diagram 8 below.



Font selection is the same as in an ordinary Word document. If you would like to print a barcode simply click the *Font Drop Down* menu (See Diagram below). All the barcodes that are supported by the printer are selectable as fonts. Simply scroll

down to the barcode that you would like to use. We will use Code 128A for this example.

W Microsoft Word - Document1
W Microsoft Word - Document1 6 P File Edit View Insert Format Tools Table Window Help 66
□ ☞ ■ ● Q ♥ ½ ■ ■ ♥ ♥ • ♀ • ♀ ● ♥ ■ 図 ■ ● Q ¶ 100% ▼ 2 1 1 Normal ▼ MB ▼ 12 ▼ B Z U ■ ■ ■ 目目目 # # □ • ∠ • ▲ •
BARCODE ADD2 BARCODE CODABAR BARCODE CODE128A BARCODE CODE128A BARCODE CODE128C BARCODE CODE39+ BARCODE CODE30+ BARCODE CODE30
Draw + 😓 🍪 AutoShapes + 🔪 🔪 🗆 🔿 🔛 🐴 🔕 + 🚣 + 🚍 🚃 🧮 🖬 😭
Page 1 Sec 1 1/1 At 0.4" Ln 3 Col 1 REC TRK EKT OVR WPH

Once you have selected the barcode simply type in the numbers of the barcode that you would like to have printed. See the diagram below.



You will notice that there is no barcode on the screen, only the barcode numbers. When you print this label the barcode will print as normal.

W Microsoft	Word - Docum	ument1	_ 8 ×
📲 🖬 Eile Edil	: <u>V</u> iew <u>I</u> nsert	t F <u>o</u> rmat <u>T</u> ools T <u>a</u> ble <u>W</u> indow <u>H</u> elp	_ & ×
🗅 😅 🔚 Normal	Arial	 ½ M = 12 · B I U = ≤ = = ↓ = ↓ = ↓ = ↓ = ↓ = ↓ = ↓ = ↓ =	2
L		X · · · · · · · 1 · · · · 2 · · · · · · 3 · · · · · · · ·	
		This is a sample print using Arial 12 point.¶ This is a sample print using Comic Sams MS.¶ 1234567890009¶ 12345667789890909¶ 12345667789890909¶	
			¥ •
11	🕝 AutoSha	napes + 🔪 🔪 🔿 🔛 🖉 + 🚄 + 📥 + 🚍 🚍 😭 😭	
Page 1 S	5ec 1 1	1/1 At 1.6" Ln 6 Col 1 REC TRK EXT OVR WPH	

As you can see from the above diagram you can also box a barcode so that when it is printed the barcode will have a box around it.

Setting Bar Code Height:

You can change the height of the bar code by increasing the Font size. This can be done by clicking on the *Font Drop Down* box. Select the size of the font that you require. Once this has been done the barcode size will be increased. Equally the bar code size can also be decreased using the same process. See diagram 9.



To Print a Label:

Once your label is complete simply hold down the *Ctrl* key on your keyboard and press the *P* key. The print dialogue box will appear. Click *OK* and the label will be printed on your printer.

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