

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

The instructions below will enable you to create both simple and complex labels using Microsoft's Excel 97® (MS Excel®) 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 Excel program and how to open a document. Firstly you must open MS Excel. If you are familiar with this operation please carryout this step.

Printer Selection:

Once you have opened an Excel work sheet, 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 in Diagram 1.

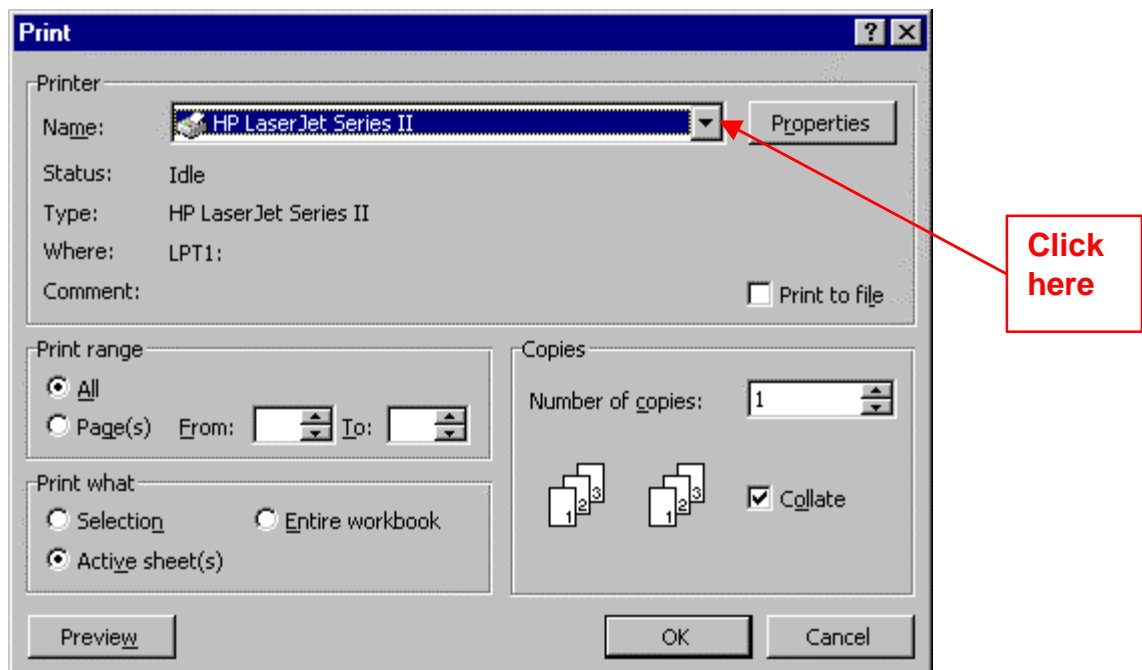
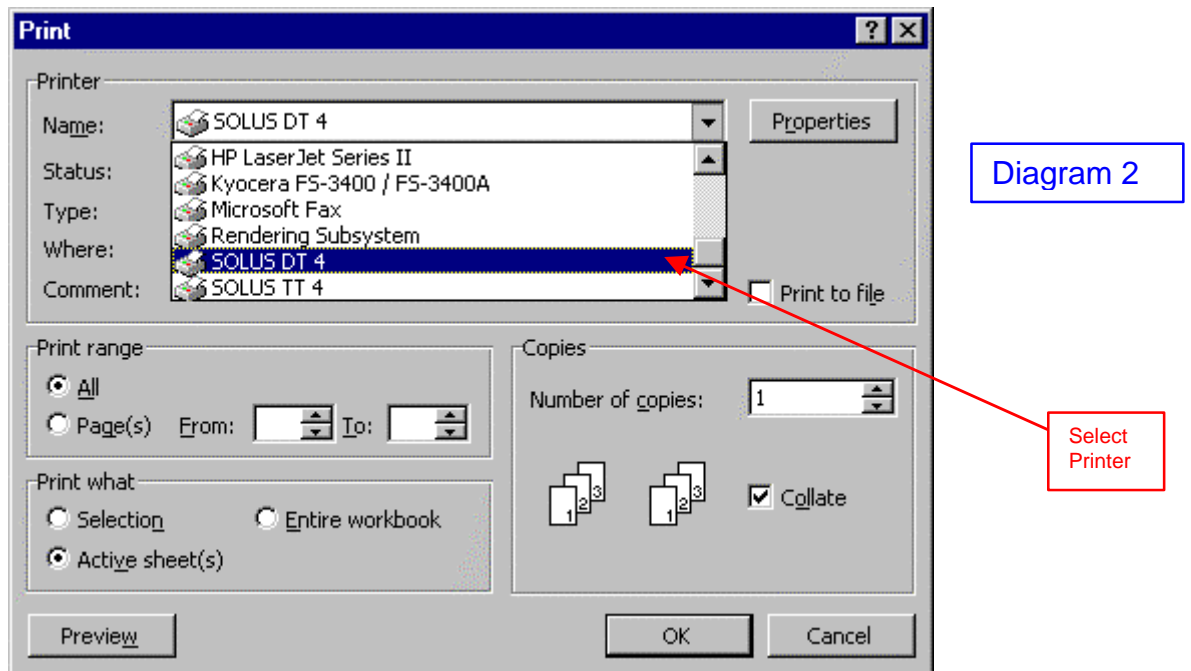


Diagram 1

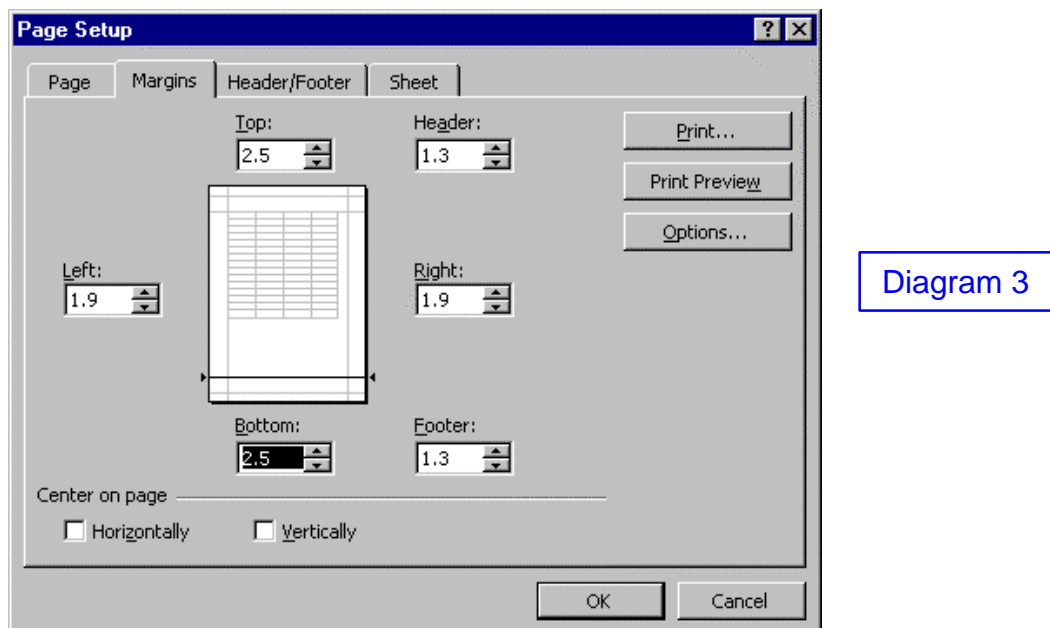
Select the correct DH Technology barcoding printer that you will use, as illustrated in Diagram 2.



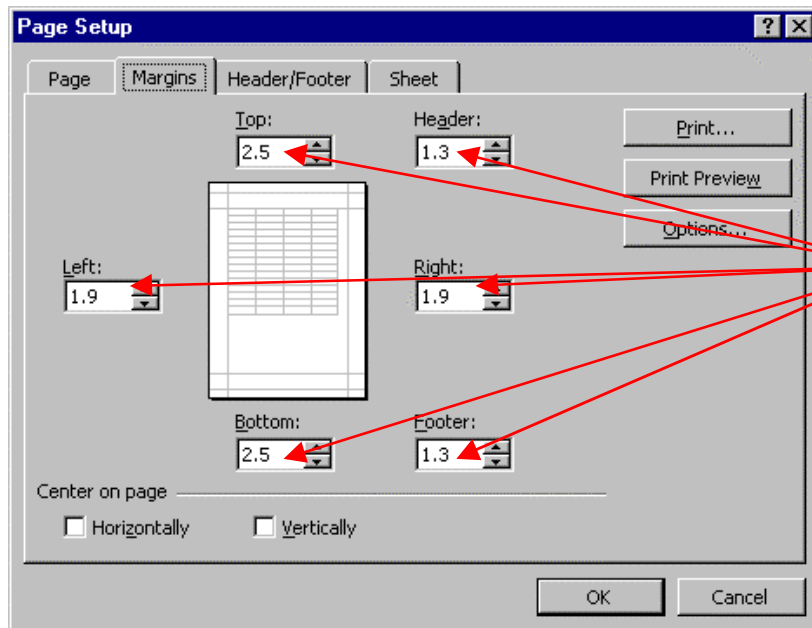
Once you have selected the printer that you have, simply click on the **Cancel** button.

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.



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



Please insert 0 (zero) into these fields so that ALL the margins are set to zero. This can be done by highlighting the current setting and typing in the zero.

Diagram 4

Once you have done this the page setup dialogue box should look like Diagram 5 below.

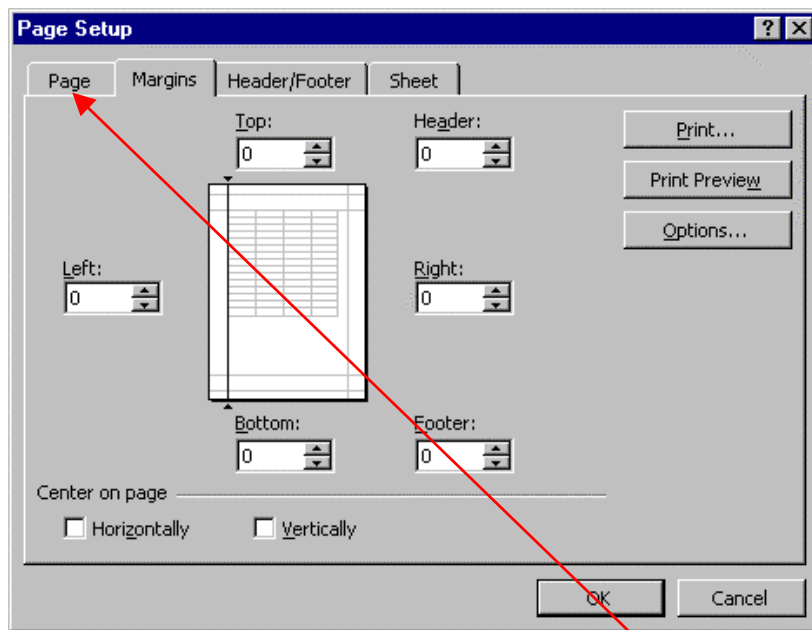
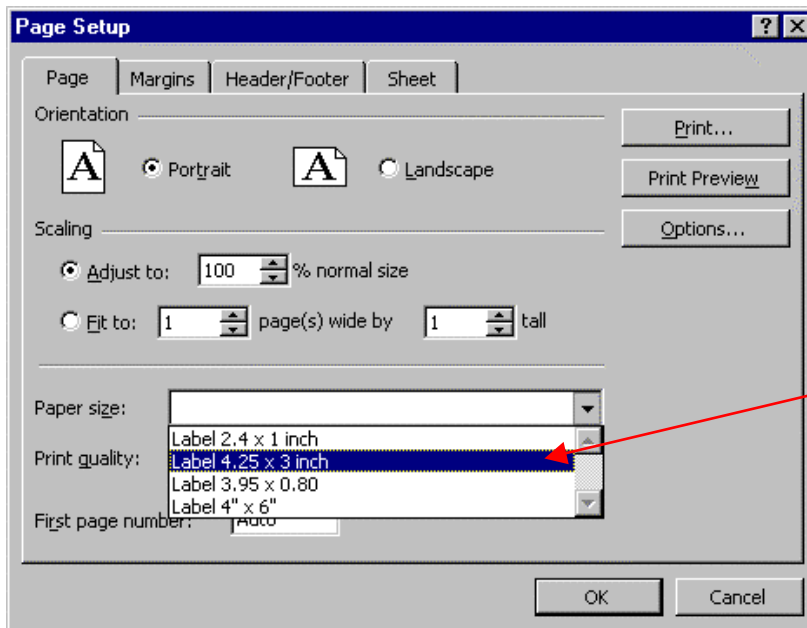


Diagram 5

The next item we will need to select is the paper size. Please click on the **Page** tab. Once you have done this, a dialogue box as seen in Diagram 6 will appear.

Diagram 6



Select Label size

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

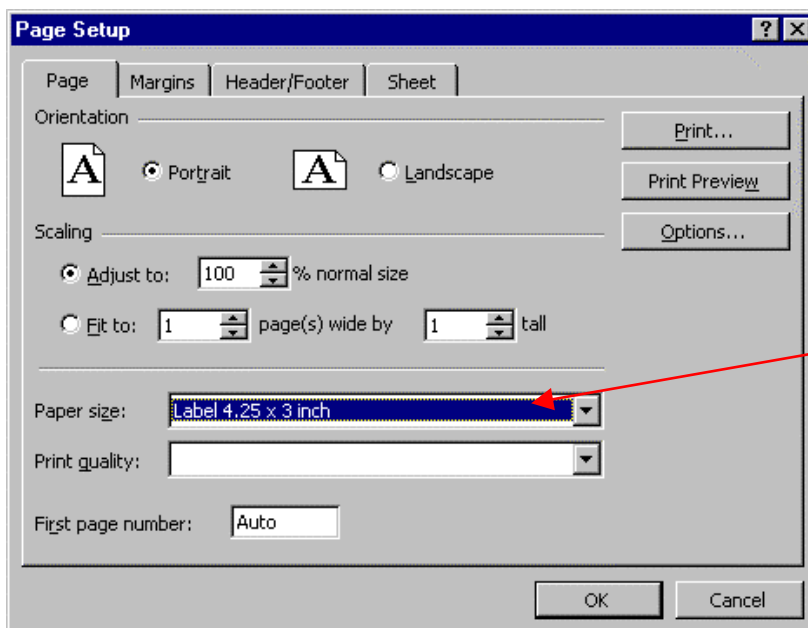


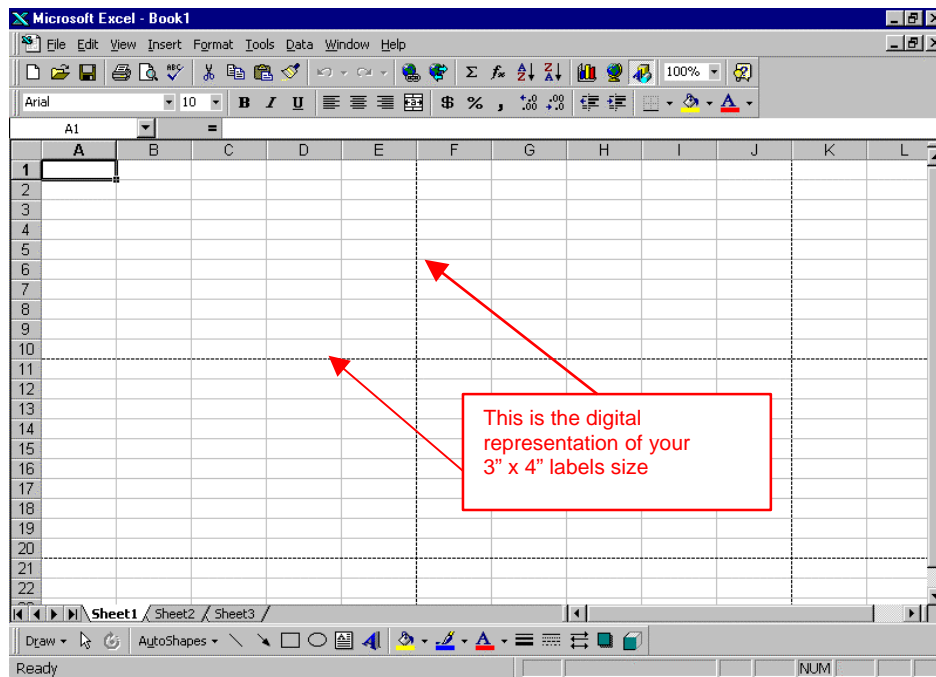
Diagram 7

We have selected the 4" x 3" label for this example. You will need to select the label that you will be using.

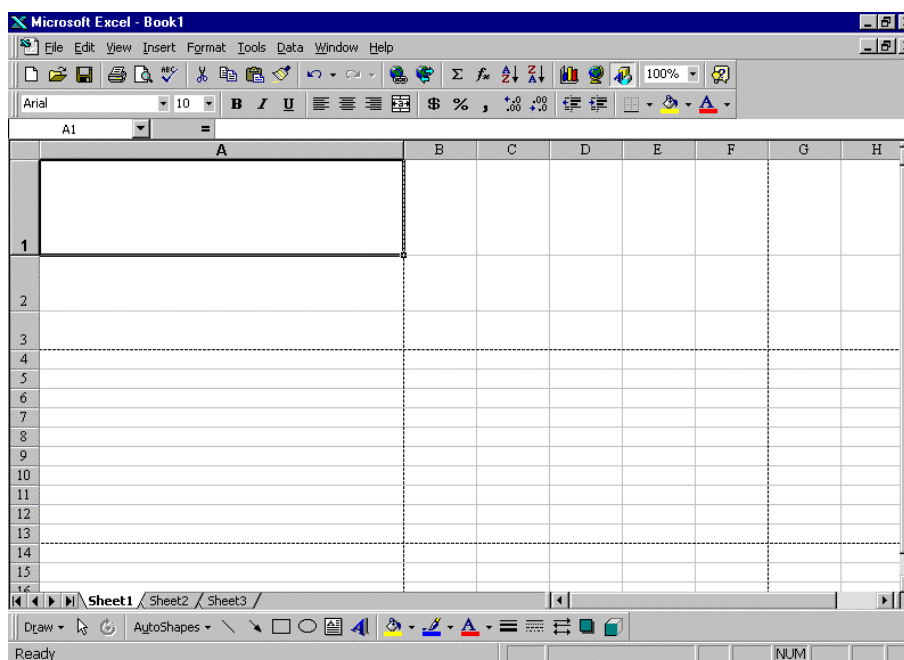
Now that you have selected the label size please click **OK**.

Creating a Label:

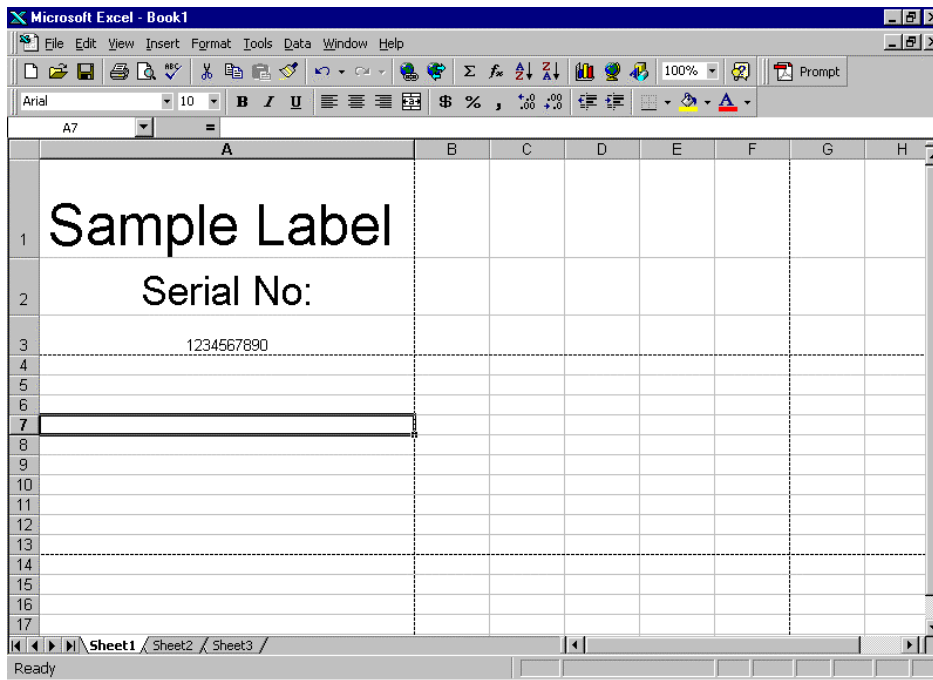
The diagram below illustrates the digital representation of your label size in an Excel spreadsheet.



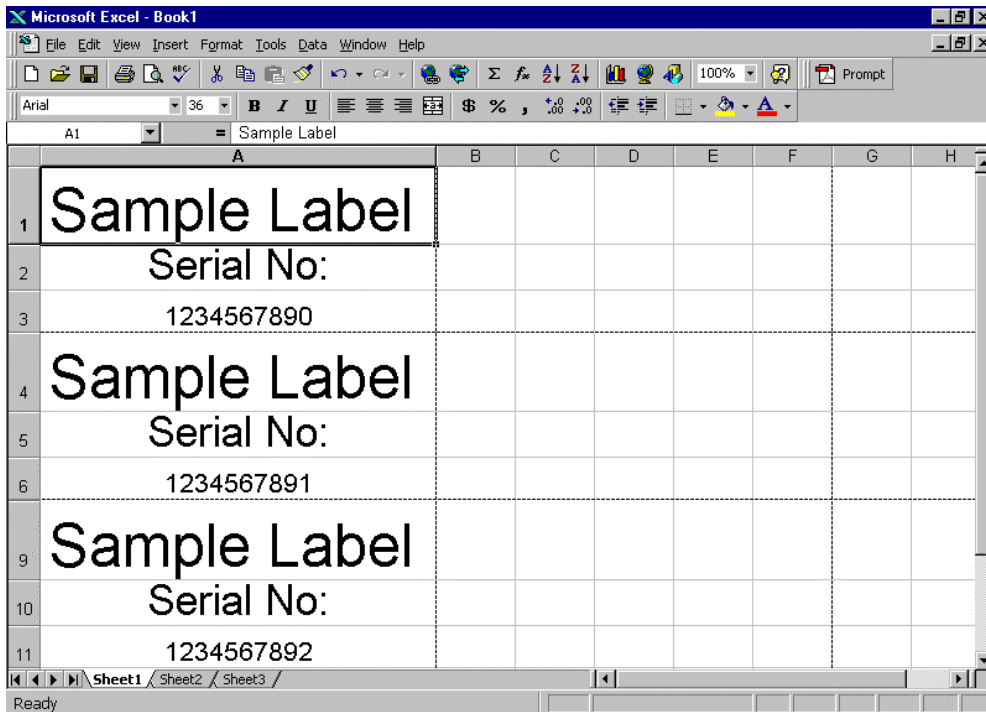
Now you are ready to insert text and data into your cells. You may find it necessary to adjust your column sizes and/or row sizes. See example in the diagram below.

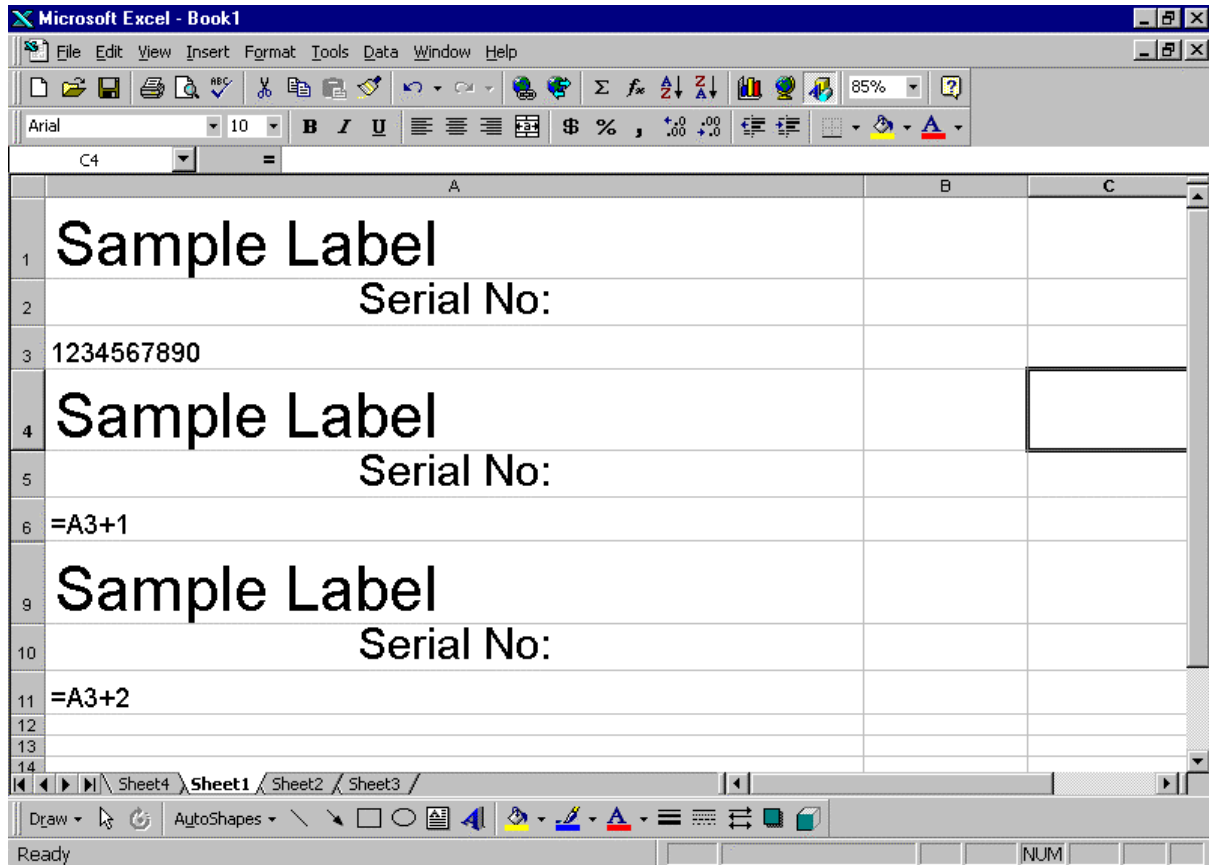


The diagram below illustrates a sample label.



To have a serial number replicated (in ascending order) down the work sheet, simply copy the first label to the next and then to the next etc. The diagram below will illustrate this.

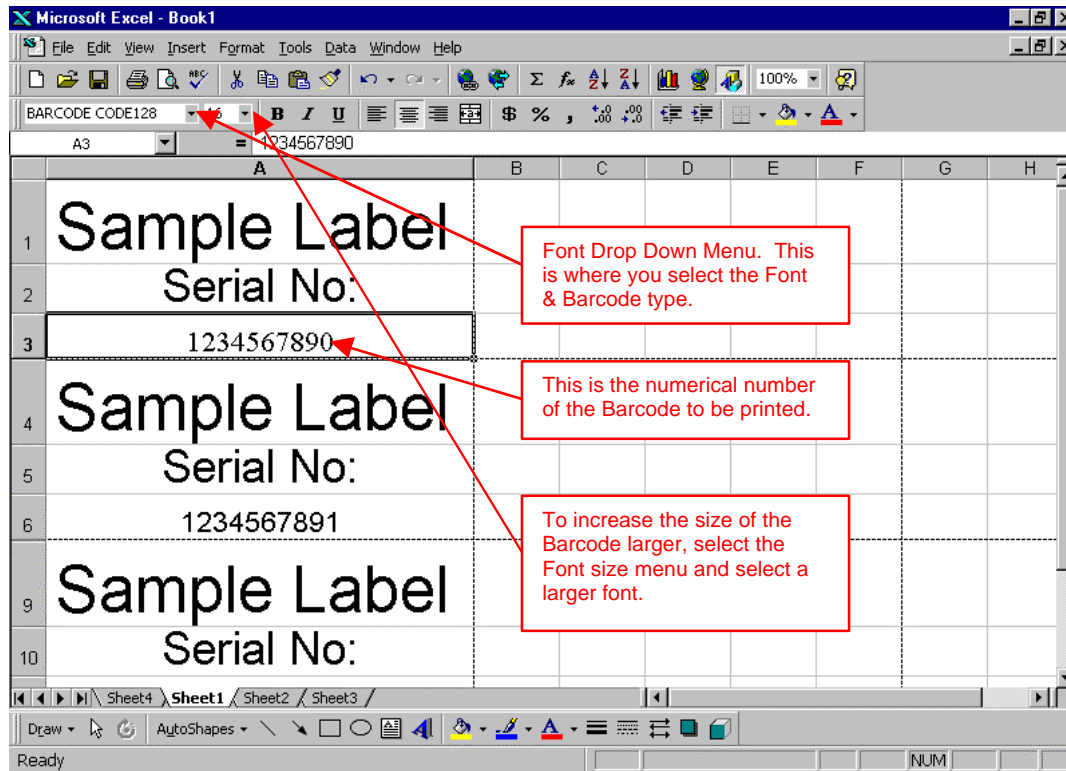




In the above diagram you can see the formula that I have used to create sequential serial numbers.

To Print Barcodes:

To print bar codes using MS Excel is very simple. Click on the **Font Drop Down** menu. This will display all the fonts that are available for this printer, including the Barcode fonts. Select the Barcode font type that you would like to use. In our example we will use the Code 128 Bar code type. Simply select **Code 128 font** and **Enter**. Now type in the number of the Barcode that you require. The diagram on the next page will illustrate this.



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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