

Printing Bar Code Labels With Word

This bar code font set adds the ability to print bar codes to your existing Windows programs. It does not print bar code labels all by itself. There are two easy ways to print bar code labels using our bar code fonts.

You can use MicroSoft Word's address label templates to print sheets of the same bar code. This is the fastest and easiest way to print an entire sheet of identical bar code labels with no other text. For step by step set of instructions see **Section 2**, below.

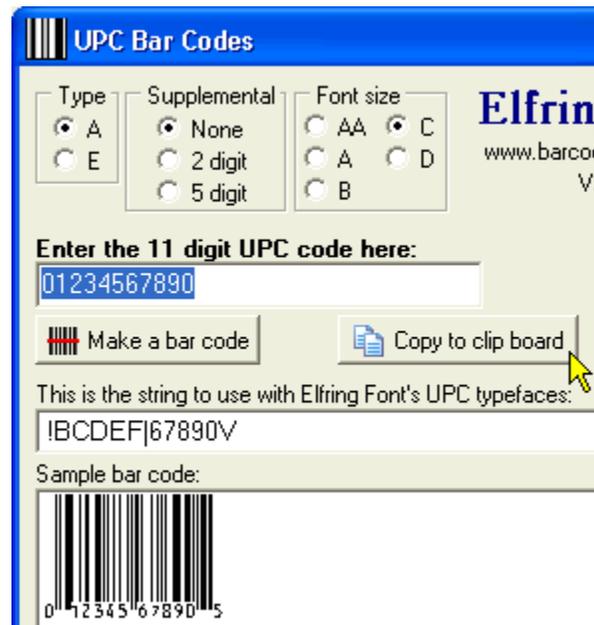
The second way to print label sheets requires a label template. A template tells your word processor how to arrange information to fit specific types of label sheets. Once you have a template you can use any word processor to build your own labels with bar codes. The bar codes do not have to be identical and you can also include other text or graphics on each label. This package includes templates in RTF format (*compatible with virtually all word processors*) for most popular label styles. Open any of these templates in your word processor. Make a bar code with our utility program and copy it to the clipboard. Then paste the bar code into the first label in your template. Add any additional text you might want. You can then copy this entire label into the next labels space, or build a totally new label in that spot.

Template	Label Size	Labels/Sheet
ef060.rtf	2.625 x 1.00	30
ef161.rtf	4.00 x 1.00	20
ef162.rtf	4.00 x 1.33	14
ef163.rtf	4.00 x 2.00	10
ef164.rtf	4.00 x 3.33	6
ef167.rtf	1.75 x 0.50	80
ef167.rtf	4.00 x 1.50	12

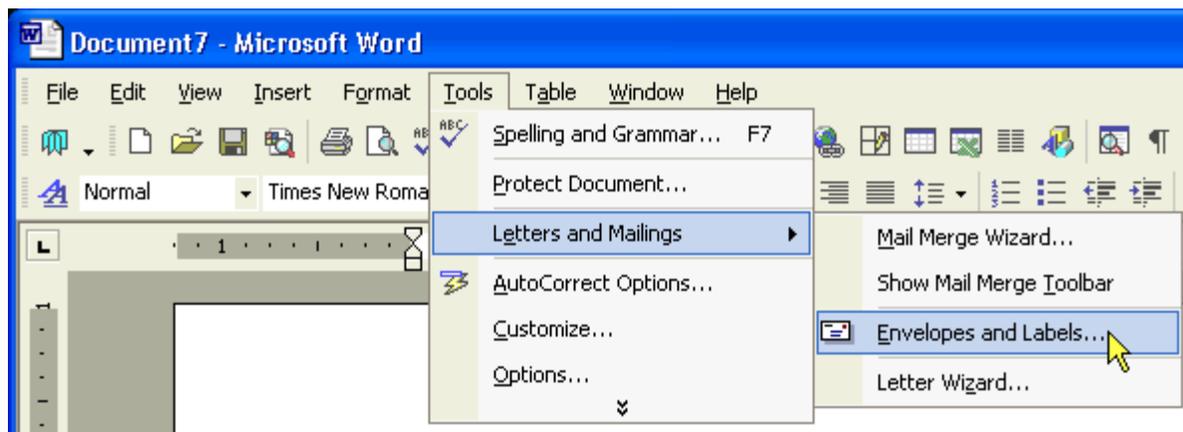
Section 2

To make whole sheets of identical labels, start the utility program that came with our bar code fonts. (*Start, Programs, Elfring Bar Code..., Utility.*) In this example, we will use the UPC Bar Code utility, but the same procedure works for all of our font sets.

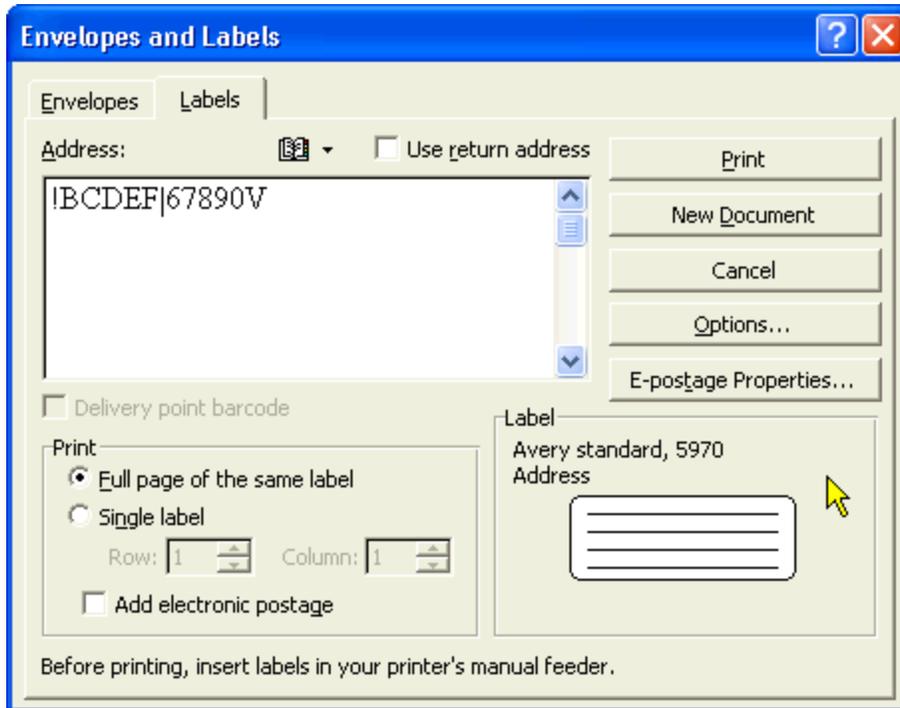
Enter your bar code data, then click on the “Make a Bar Code” button. Once you see a bar code, click on the “Copy to Clip Board” button.



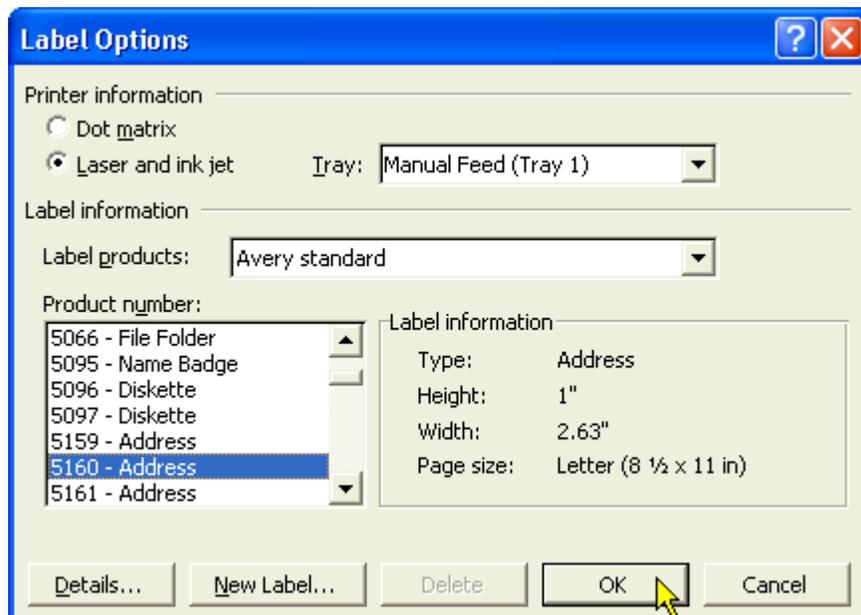
Now start Word. Click on Tools, Letters and Mailings, Envelopes and Labels.



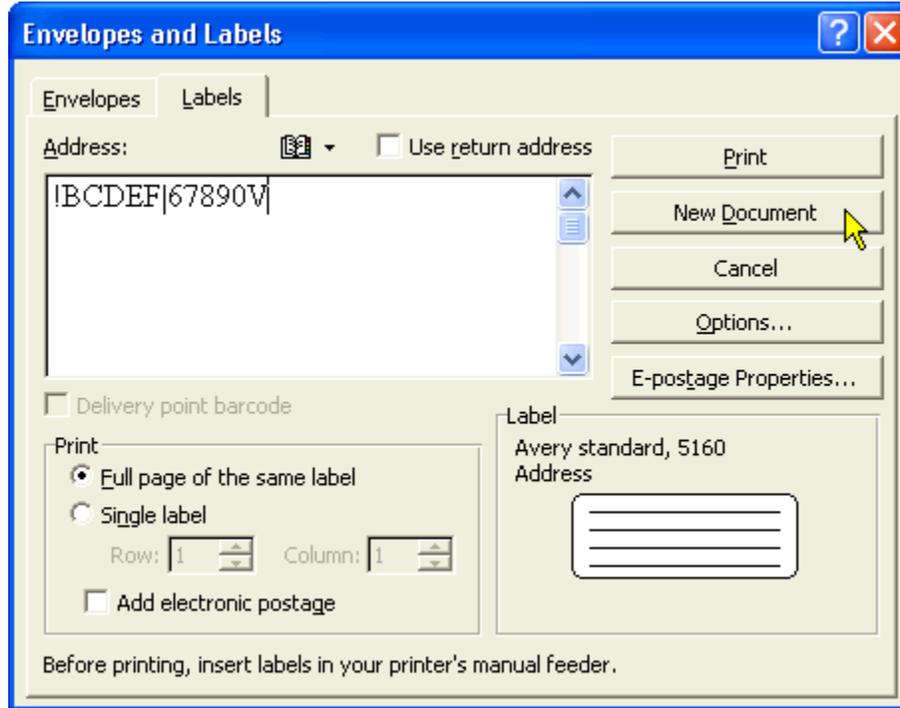
Select the Label tab (*not Envelopes*). Click in the data box with the mouse, as if you were going to type there. Paste the bar code data by using either Control-V, or Edit, Paste. You will see a string of characters, not the bar code itself. Click on the Label box at the bottom of the window.



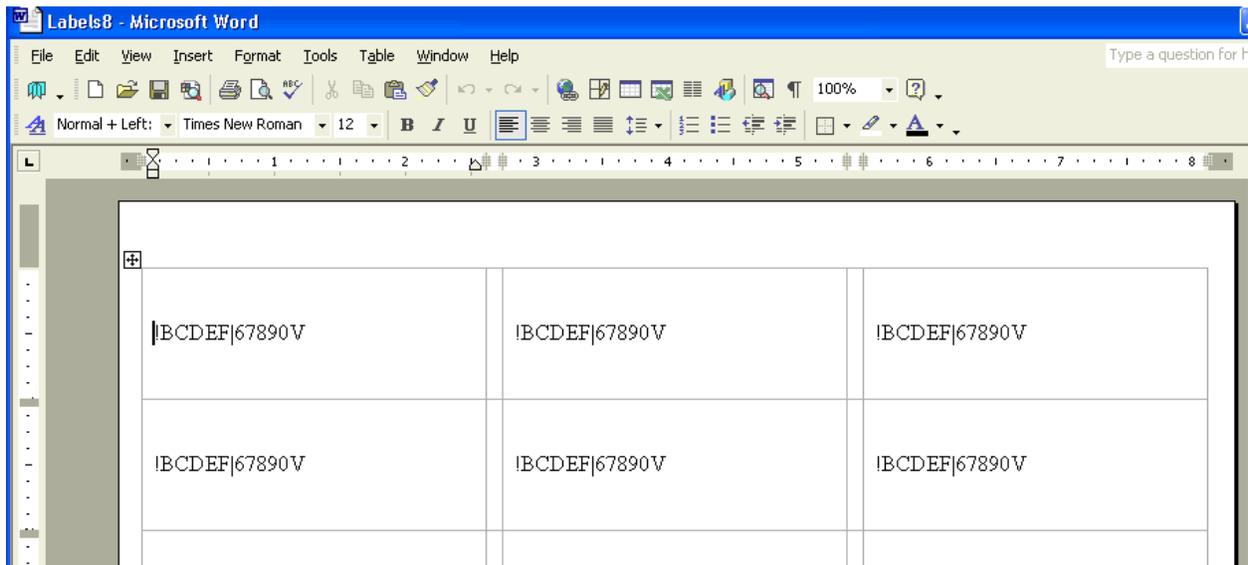
Select the type of label you want to print on and then click OK.



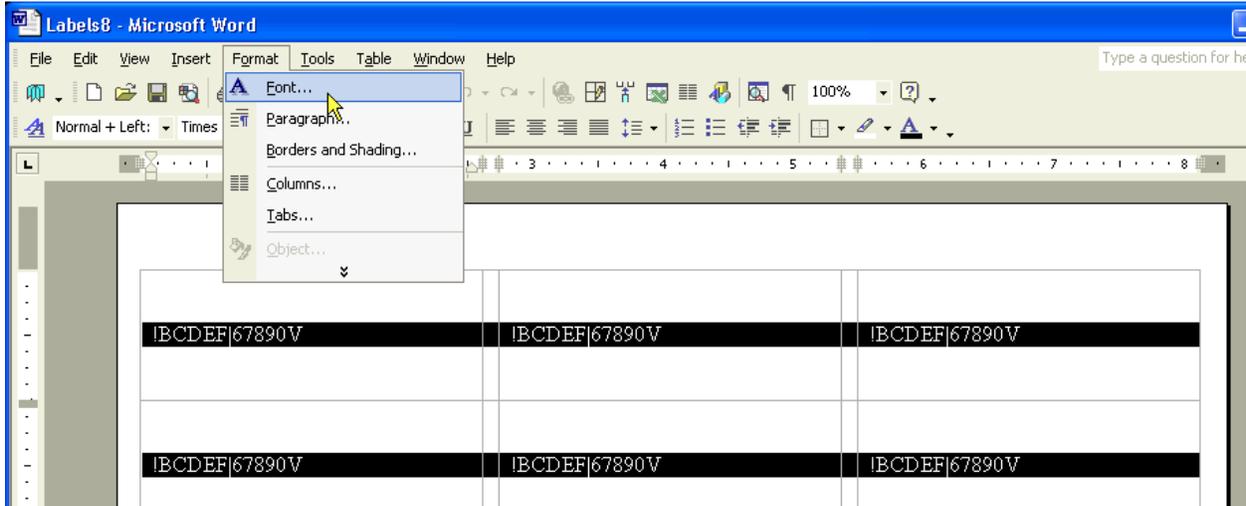
Now click on the “New Document” button.



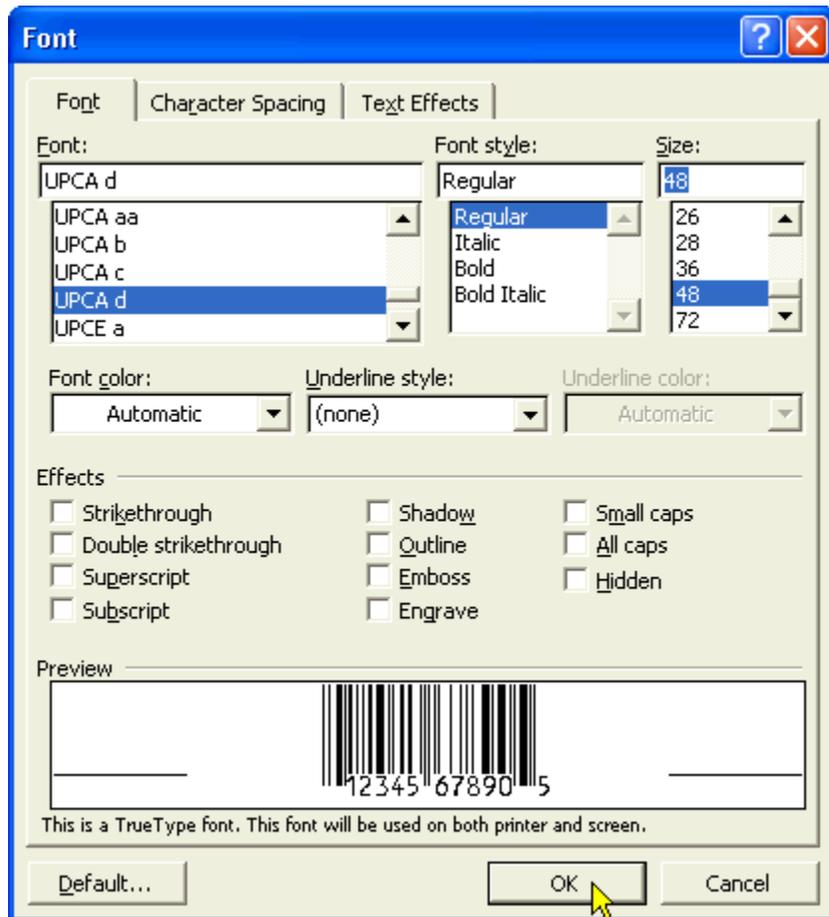
You will get a template showing your label layout, with bar code strings in each label. Use the mouse to highlight all the strings in the labels.



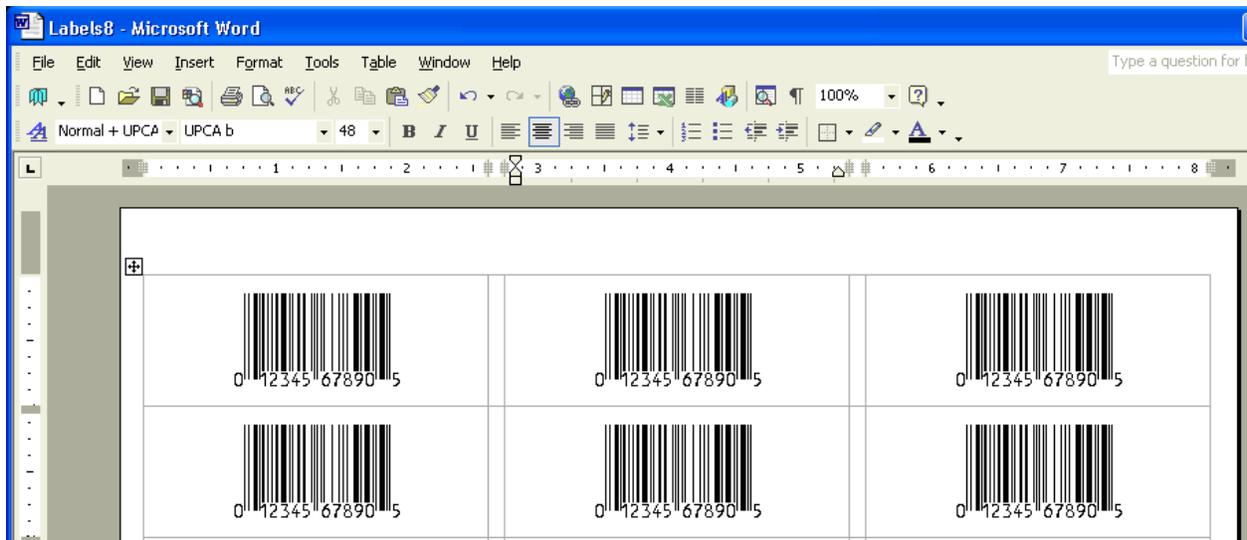
Once all the strings are highlighted, click on Format, Font to select the proper bar code font.



Select the correct font for your bar code strings. At this point you also need to pick a size for the font. Then click on OK.



Your template will now show bar codes on each label. You can print these from Word or save the file for later use.



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