

Print Bar Code (Windows Printer)

From eStream Software

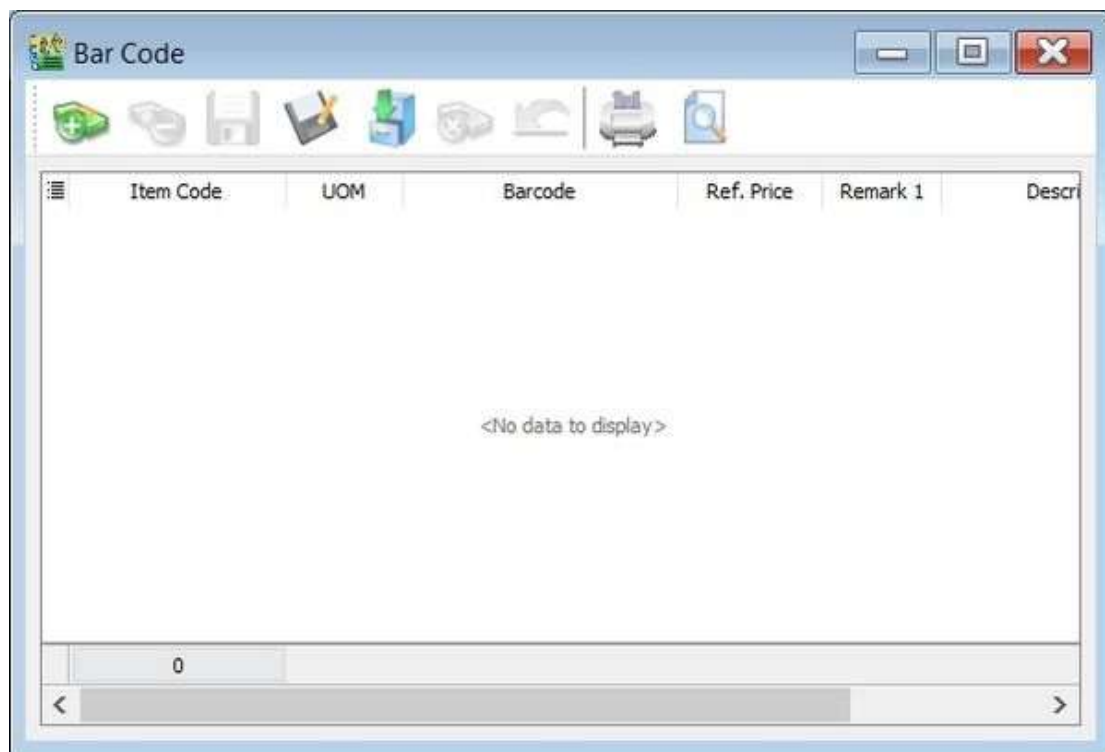
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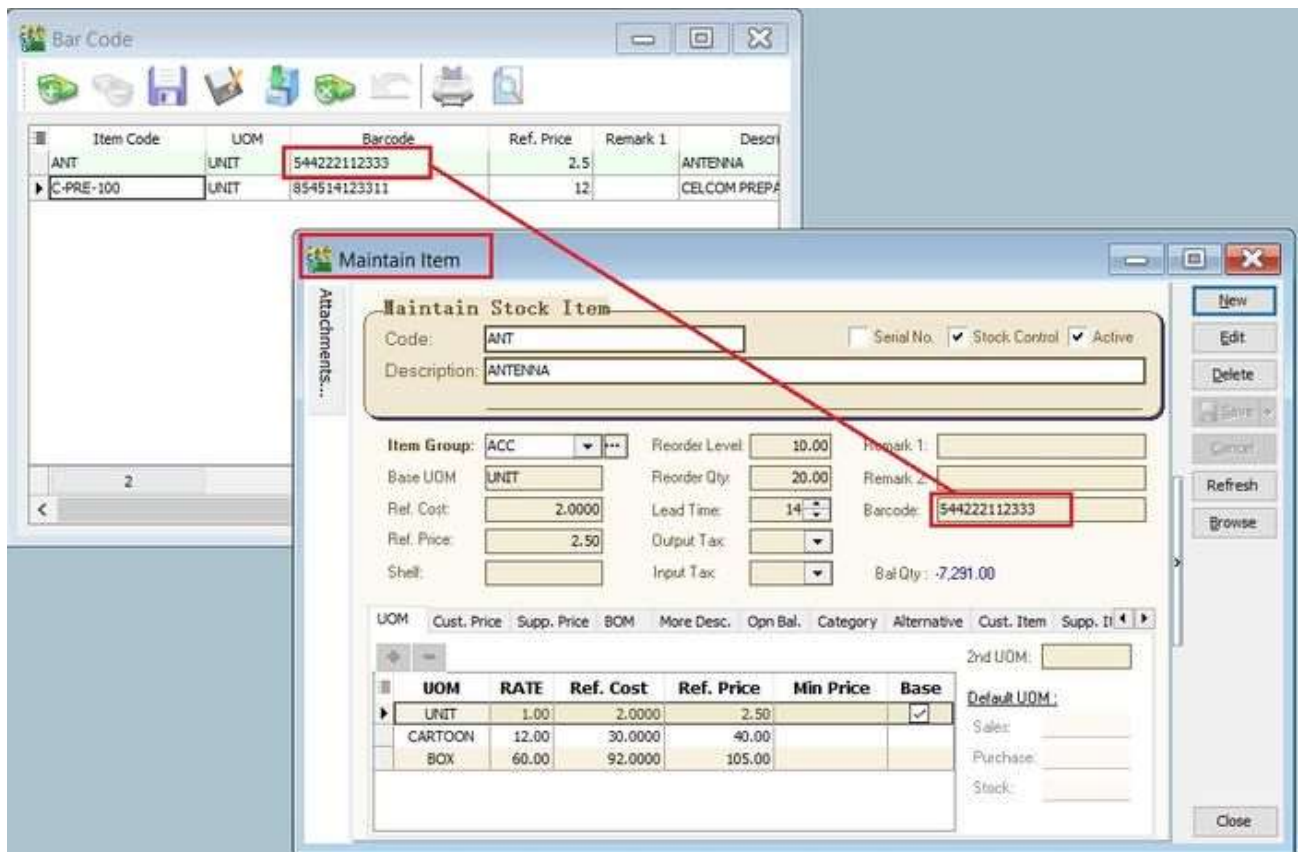
Introduction

To print the **bar code label** using Windows Printer for the items created in Maintain Stock Item.

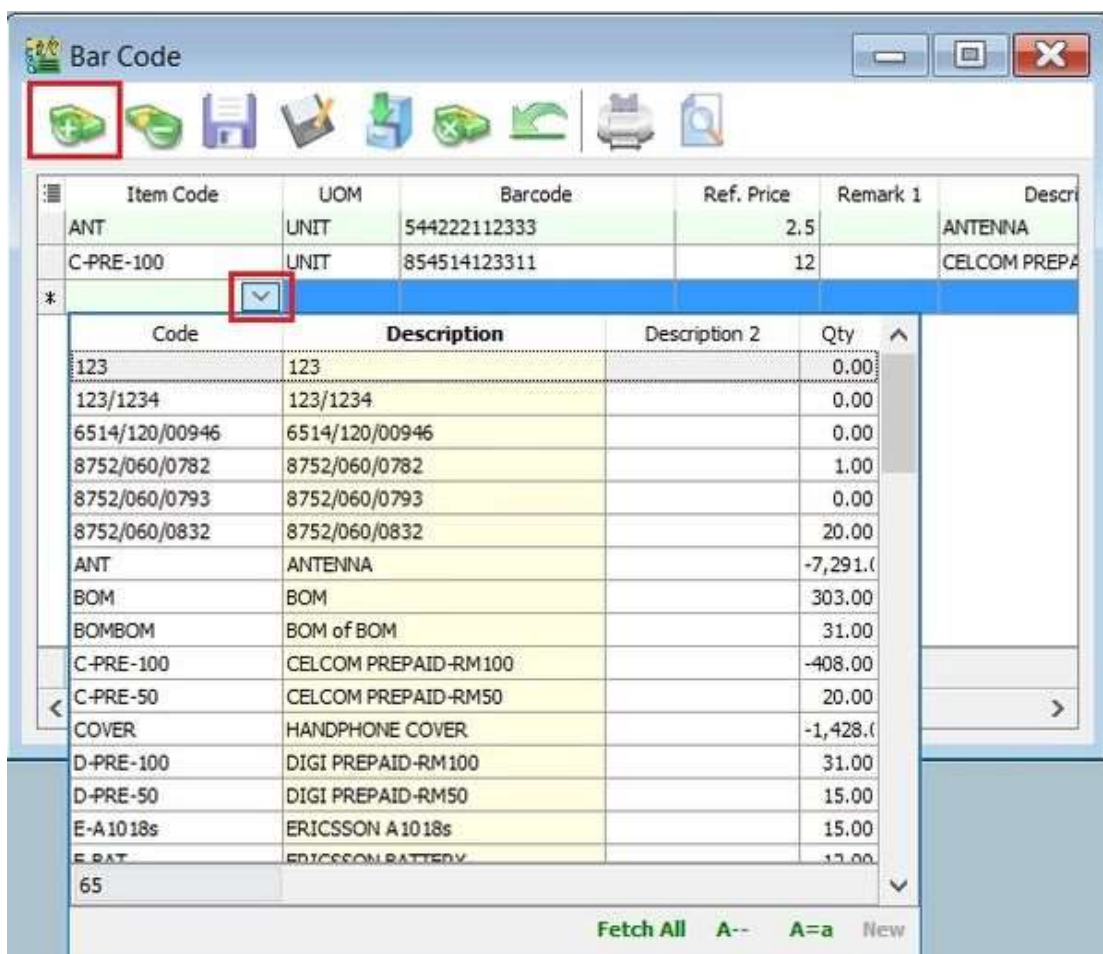


Update Item Bar Code Listing

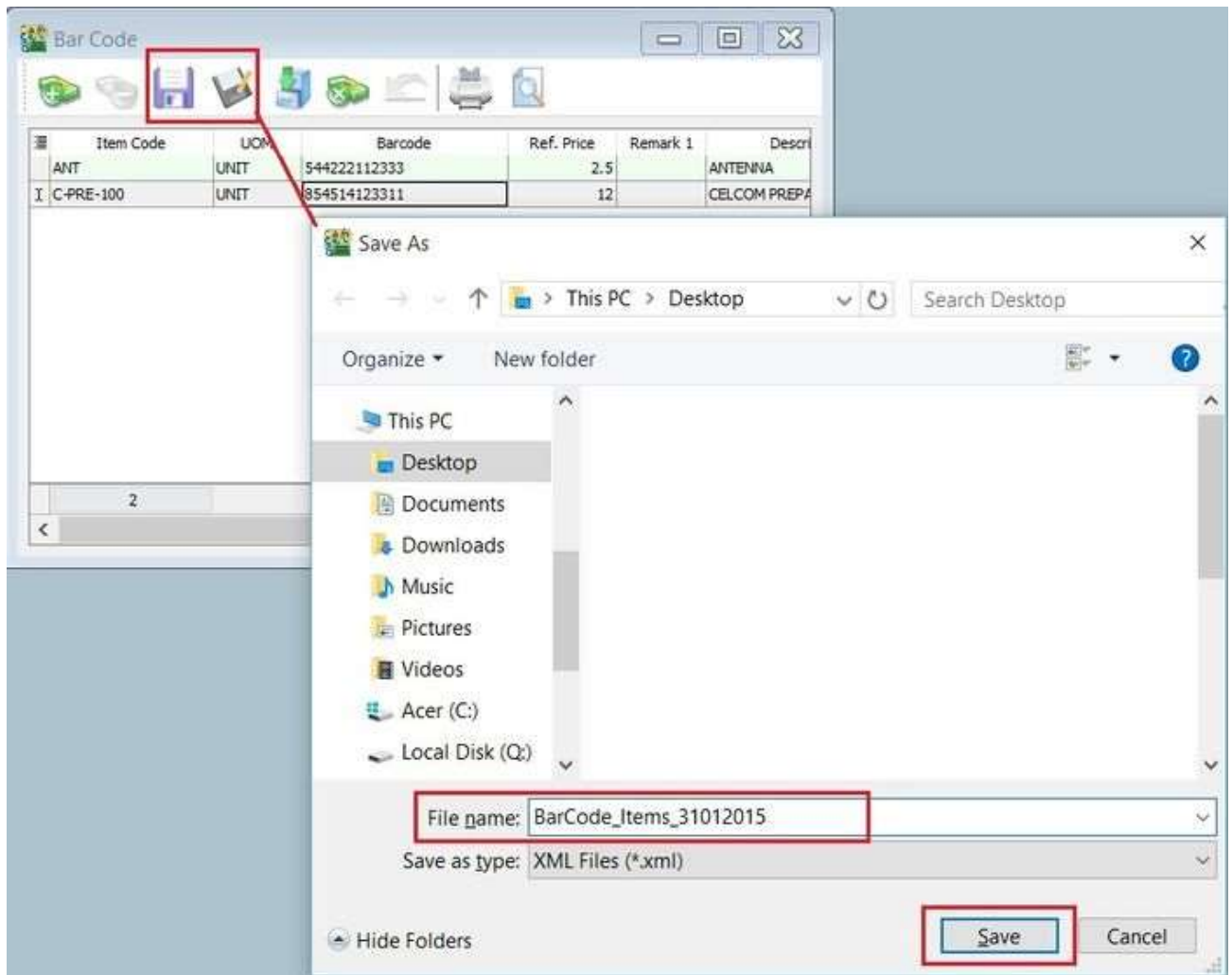
1. At first, you can update the item bar code in the Maintain Stock Item.



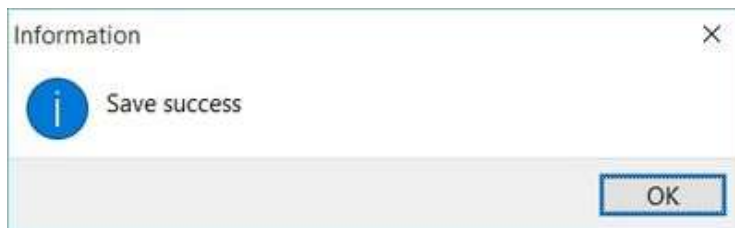
2. Click on + button to insert the items. See the screenshot below.



3. Click the **SAVE** button to save the item bar code listing. Type a file name (eg. **BarCode_Items_31122015**) to save. See the screenshot below.

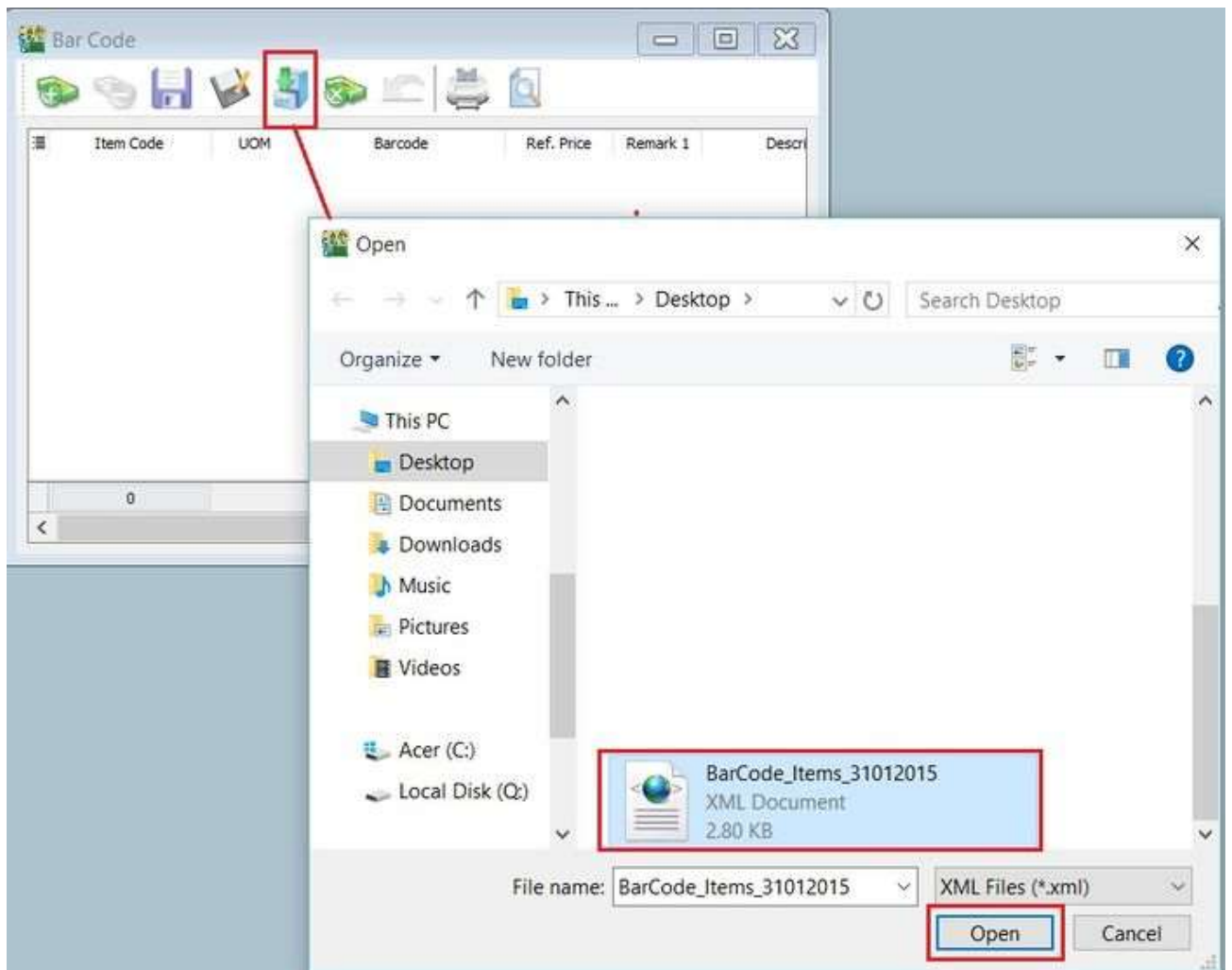


4. Message prompted. Click **OK**.

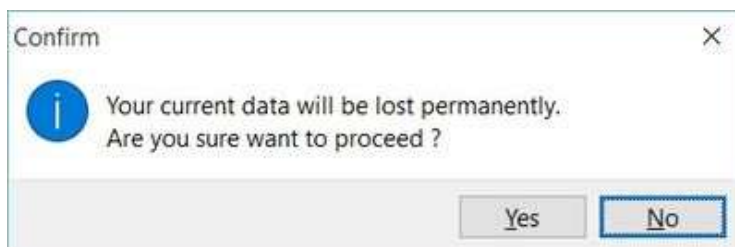


Load the Previous Item Bar Code Listing

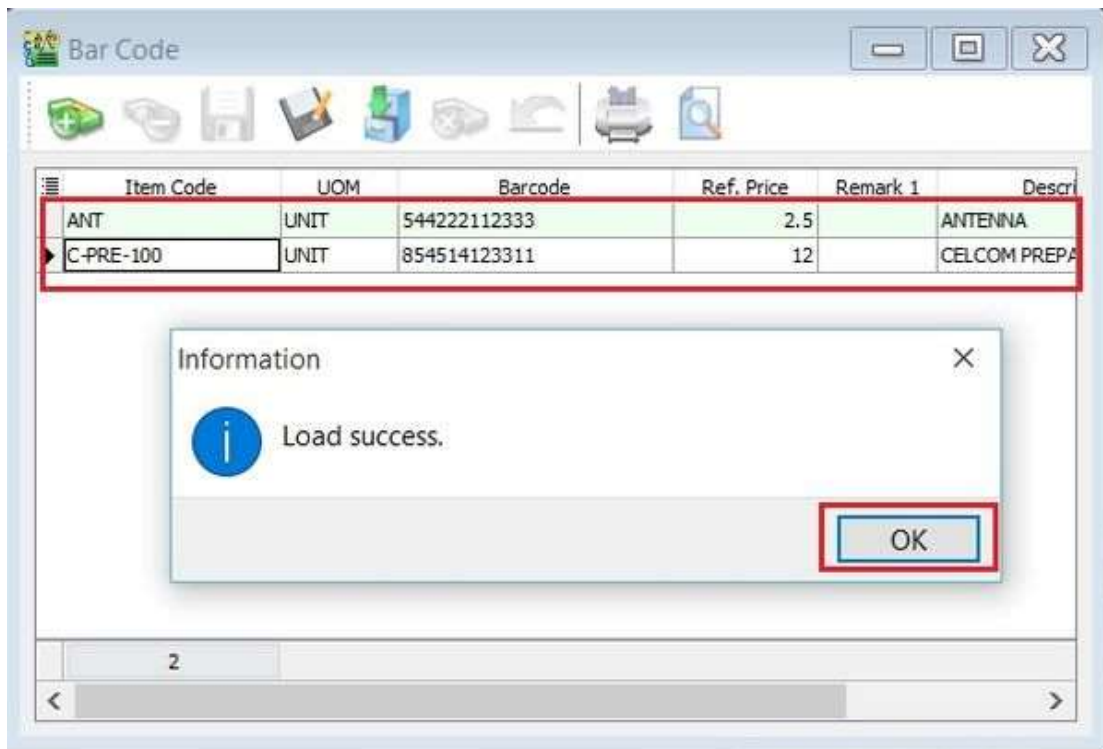
1. Click on a **Carbinet** button to load from the previous file for item bar code listing (eg. **BarCode_Items_31122015**). Click on **OPEN**.



2. Confirmation message prompted. Click on **OK to load it. Click on NO'** to cancel it.



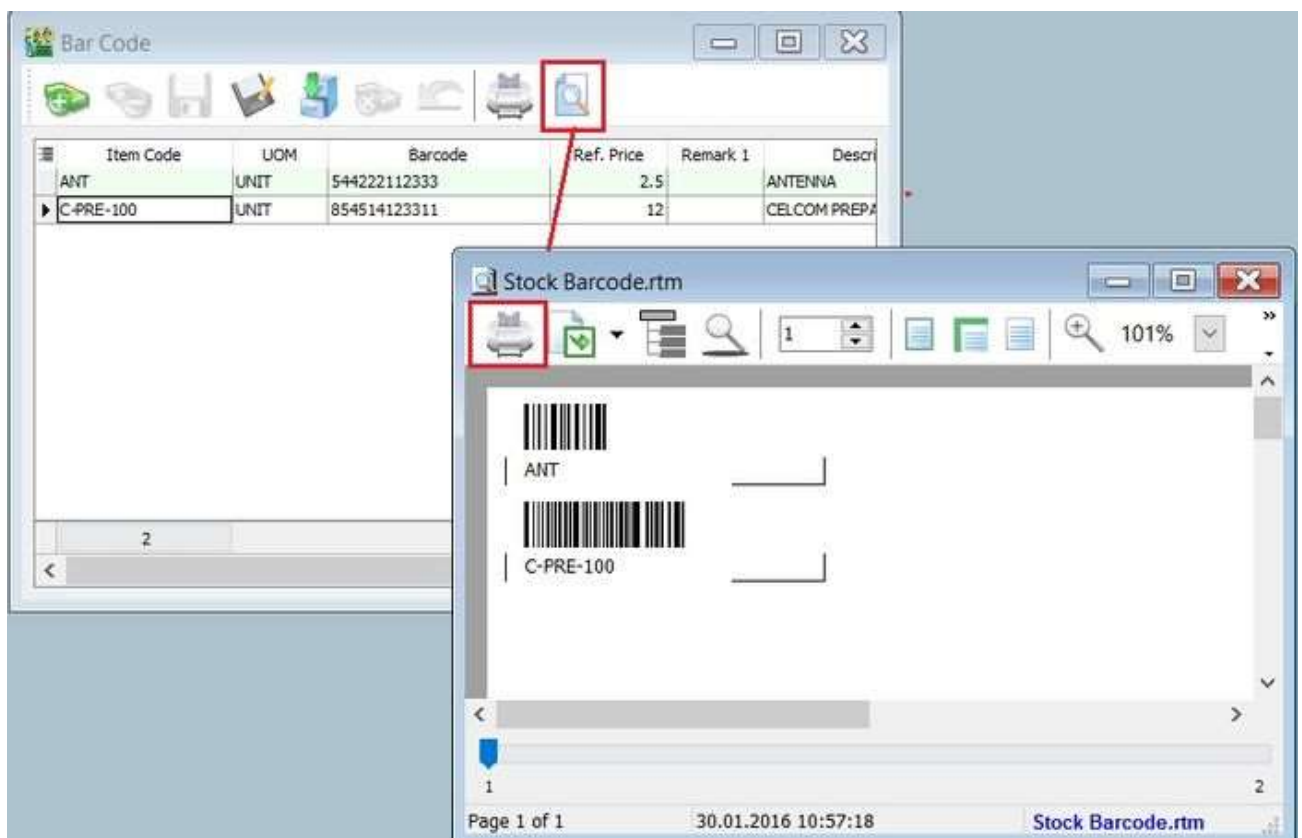
3. Message **Load success** prompted. Click on **OK** to proceed.



4. You can continue update the new items and save as new file name.

Preview/Print the Bar Code Label

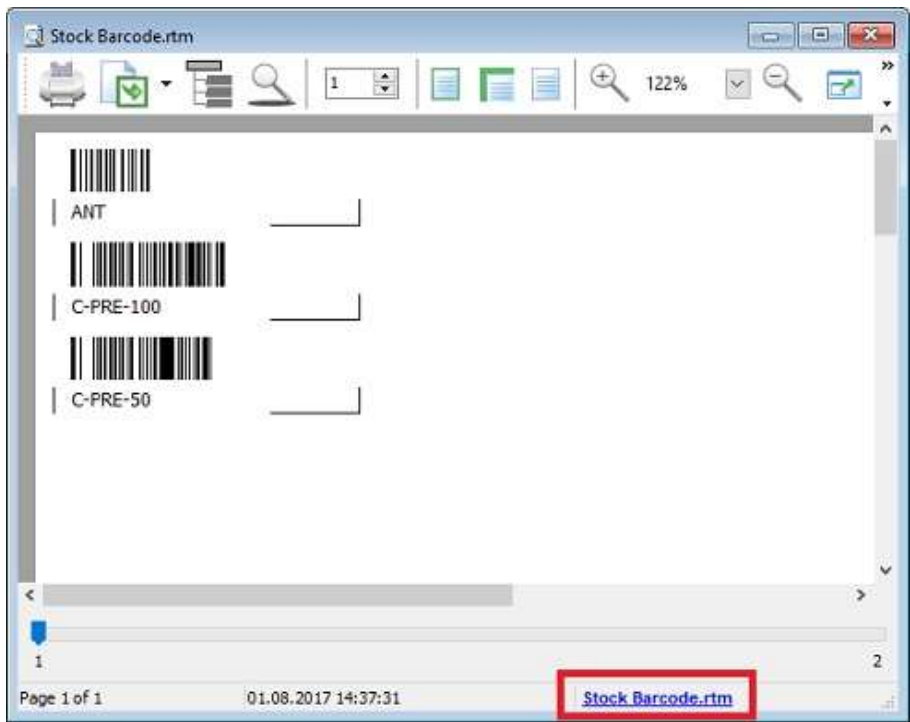
1. Click on **Preview** or **Printer** (to skip the preview).



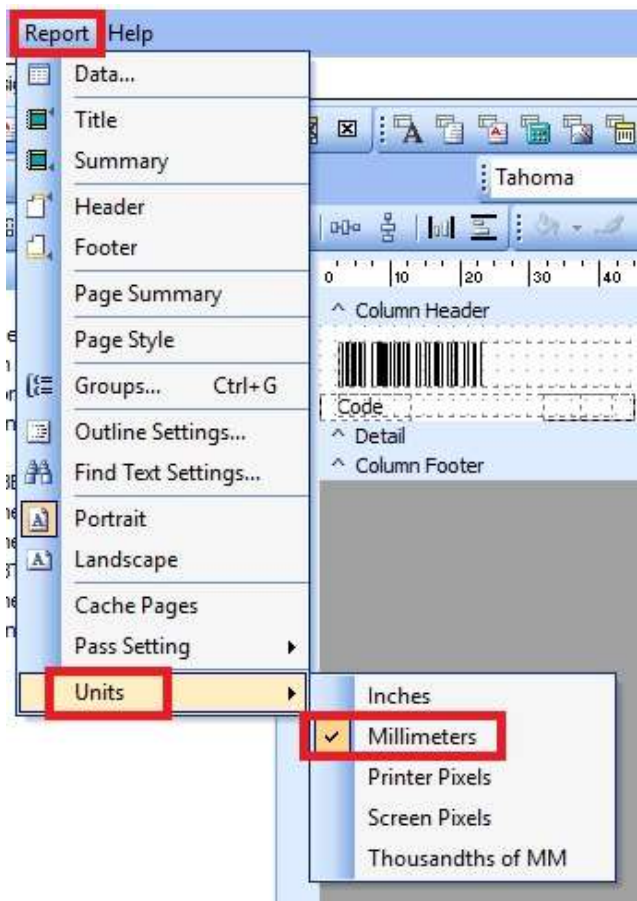
2. After the preview, click on **Printer** button to print.

How to Change the label size (mm) measurement for the Bar Code Label

1. Click on the **Report Name**. See the screenshot below.



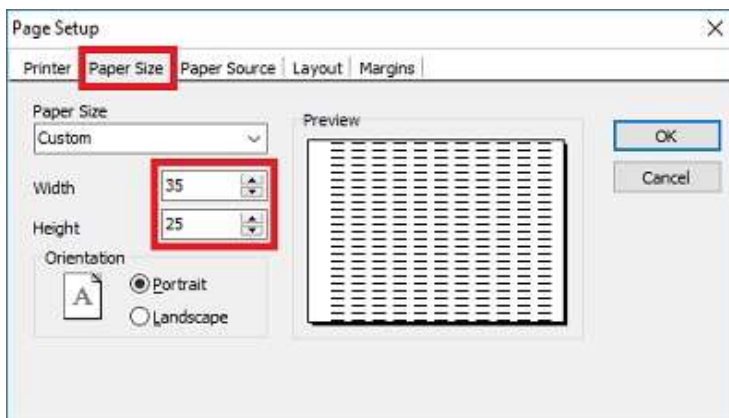
2. To change the paper unit measurement. Click on **Report | Units**, choose to **Millimeters**.



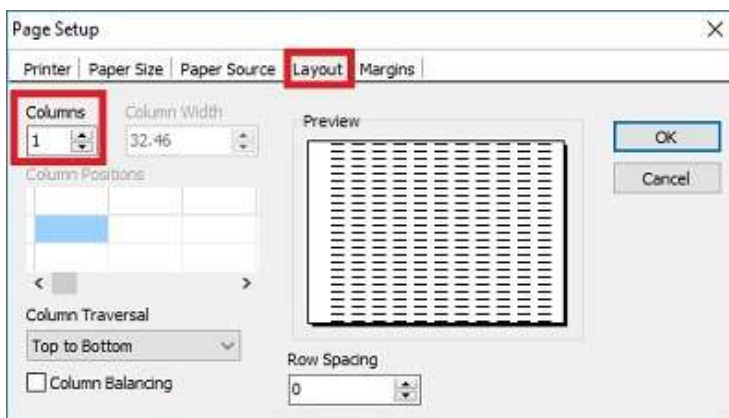
3. To change the paper size. Click on **File | Page Setup...**



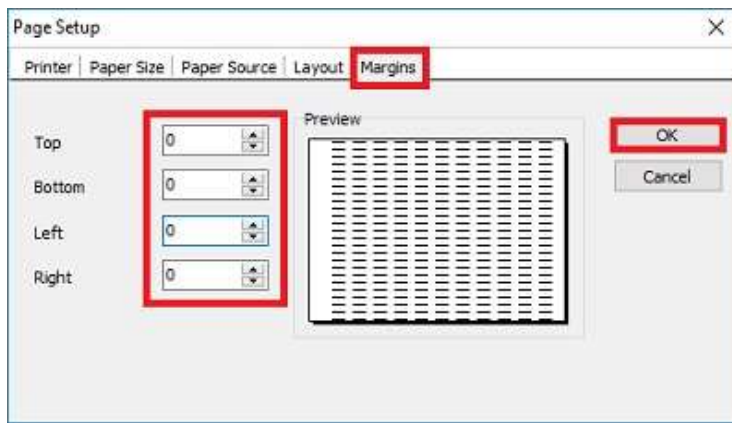
4. Click on **Paper Size** tab, change the **Width** and **Height** to **35** and **25** respectively (mm), eg. the label paper size is 35mm x 25mm.



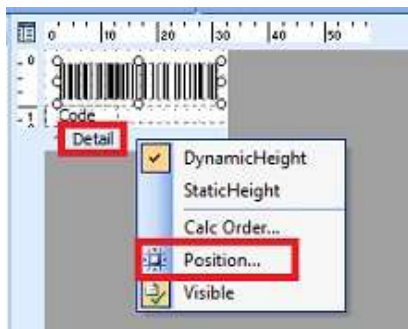
5. Check the **Layout** tab to make sure the **Columns** set to value = **1**.



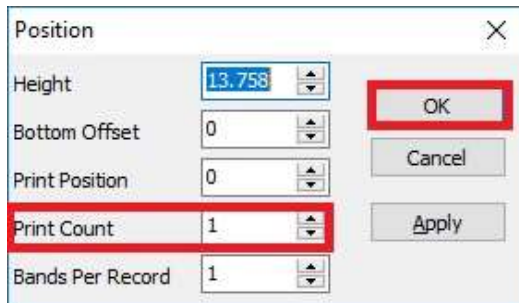
6. Check the **Margin** tab as well to make sure all (**Top, Bottom, Left, Right**) are set to value = **0** . Click **OK** to exit Page Setup.



7 To fix label each page contains 1 barcode of an item. Right click on **Detail** band, select **Position**.



8. Set **Print Count** to value = 1. Click **OK** to confirm.



9. Save the report with another name.

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