



Topic: Item Barcodes, print continuous count- create in Label Matrix

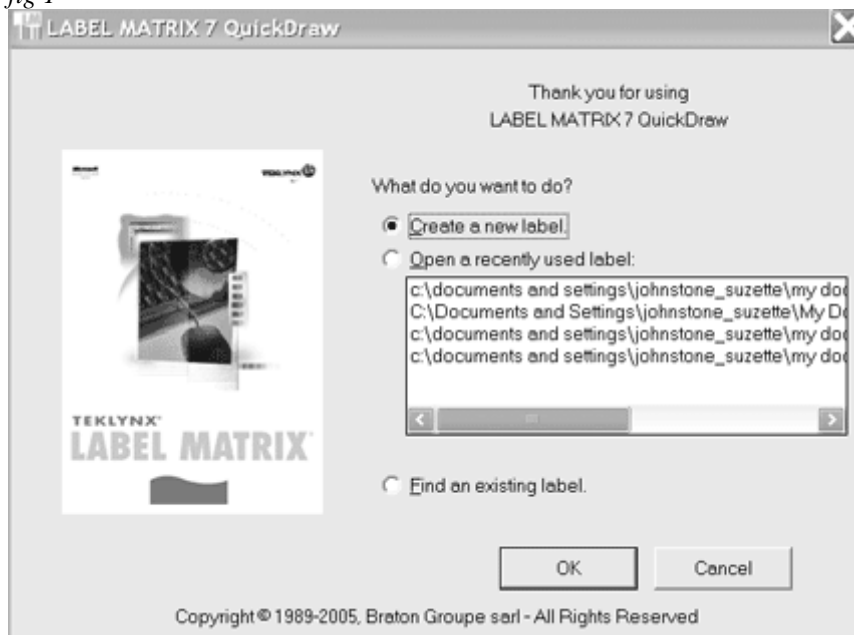
Related Topics: How to change label size on an existing label(bottom of document)

Introduction: Label Matrix is a 3rd party interface to make barcodes that scan into Workflows.

Open TekLynx Label Matrix QuickDraw.

1. At the startup screen, click in the circle next to Create a new label. *Figure 1*

fig 1



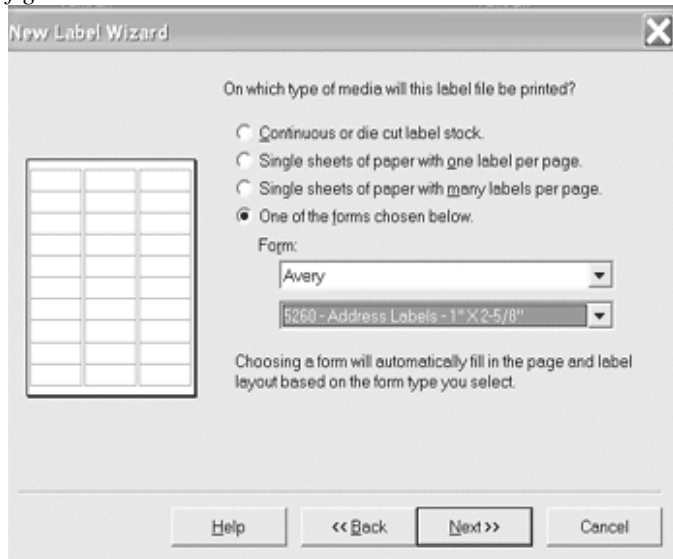
2. Click OK.

3. Click in the box labeled: Change the page size, setup margins, and/or print multiple labels per page

4. Click Next.

5. Click in the circle next to: One of the forms chosen below. Using the scroll button, select a form size. All forms are standard stock. Figure 2

fig 2



The label size used by Library Resources is Avery 5260.

The box at the left shows the layout of the given label size on a standard sized (8-1/2 x 11) page

Note: The label size can be customized to any label listed in the drop down menus. 5260 is selected for demonstration purposes.

6. Click Next.

The next three windows are the specifications of the label size. A standard label size was selected in step 3,. Click Next to accept default values.

First window is paper size - Click Next.

Second window, margins - Click Next.

Third window, the number of labels in a sheet - Click Next.

a. If the warning message window opens - the margins are outside the printable area . . .

b. Click No.

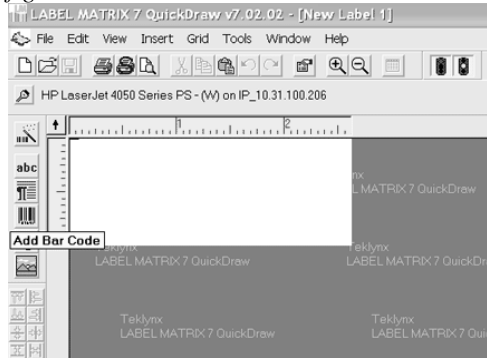
7. Click Next.

The last prompt is for a description, leave blank or a description can be entered.

8. Click Finish.

Program opens to a rectangle of white in the upper left hand corner representing a single label. A row of icons is down the left side of the screen. Figure 3.

fig 3



Step 1

Add Barcode: click Add barcode wizard on the left side of the screen.

Bar code properties window opens, 6 tabs across the top, (1)General, (2)Data, (3)Bar Code, (4)Font, (5)Color and (6)Position

(1)General tab: Default settings or descriptive information can be entered.

(2)Data tab: figure 4

i. Origin: Counter

ii. Variable: Counter 1

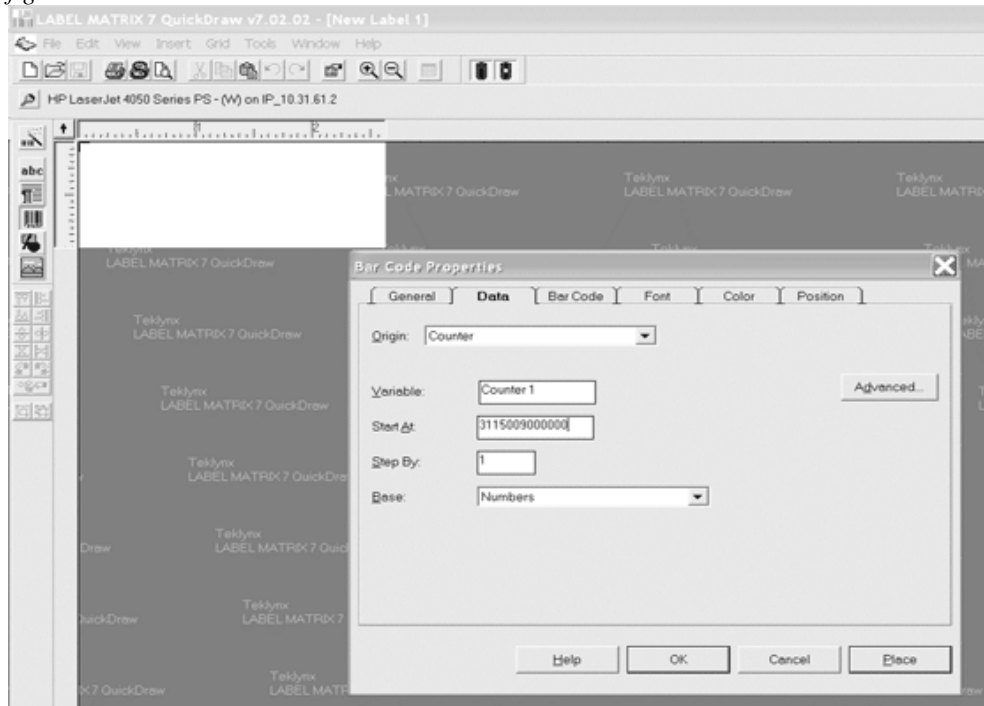
iii. Start at: All sites have a number range, call Library Resources for assistance.

The example below is Chinook's range, Figure 4

iv. Step by: 1

v. Base: Numbers

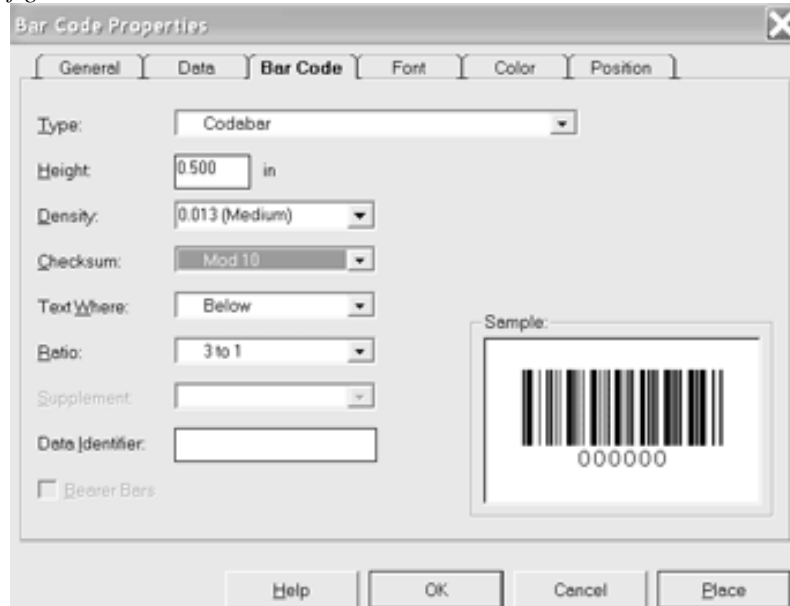
fig 4



(3) Bar Code tab :Figure 5

- i. Type: Codabar
- ii. Height: 0.500
- iii. Density: 0.013(Medium)
- iv. Checksum: Mod 10
- v. Text Where: Below
- vi. Ratio: 3 to 1
- vii. Data Identifier: default is blank

fig 5



(4) Font tab:

- i. Font: Ariel, Size:12, Style: Regular or any *True Font may be selected
- ii. Width: (100%) Normal
- iii. Effects: default blank
- iv. Sample: Bar Code will appear in window

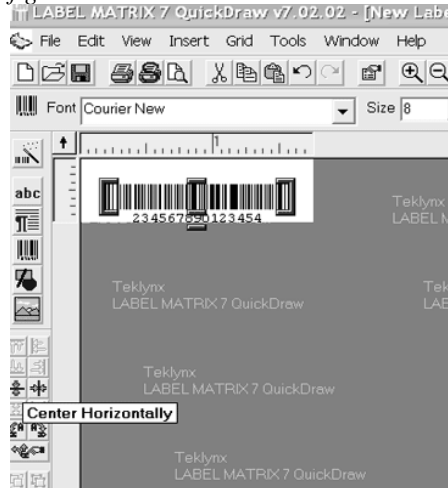
(5) Color tab: Auto (black) is default

(6) Position tab:

- i. Horizontal: 1.0
- ii. Vertical: 1.00
- iii. Justification: Center
- iv. Rotation; 0 degrees
- v. Sample: Position of bar code appears in window
- vi. Click Place

Click anywhere on the white rectangle, the barcode is placed on the white rectangle. The barcode can be justified to fit the label size by using the red grab bars to resize. The barcode must fit within the white label, once the size is correct the exact positioning can be done by the Center horizontally wizard on the left menu bar. Figure 6

fig 6



Step 2

Add Text: Click Add text wizard on the left side menu.

Text properties window opens, 5 tabs across the top, (1)General, (2)Data, (3)Font, (4)Color and (5)Position.

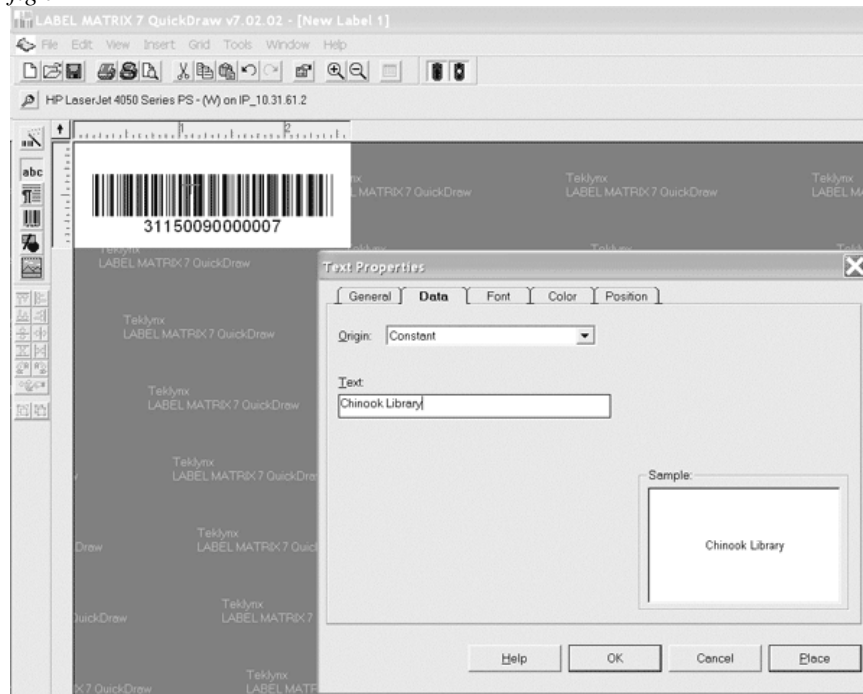
(1)General: default settings or descriptive information can be entered.

(2)Data tab : Figure 7

i. Origin: Constant

ii. Text: School Name

fig 7



(3)Font:

- i. Font: Ariel, Size:12, Style: Regular or any *True Font may be selected
- ii. Width: (100%) Normal
- iii. Effects: default blank
- iv. Sample: Library name will appear in window

(4)Color: Auto (black) is default.

(5)Position:

- i. Horizontal: 1.0
- ii. Vertical: 1.00
- iii. Justification: Center
- iv. Rotation; 0 degrees
- v. Vertical Text: blank
- vi. Sample: Position of bar code appears in window
- vii. Click Place

Click any where on the white rectangle, the name is placed on the white rectangle. The name can be justified to fit the label size by using the red grab bars to resize. The name must fit within the white label, once the size is correct the exact positioning can be done by the Center horizontally wizard on the left menu bar. see Figure 6

Print Labels:

On the top menu bar select File, from the drop down select Print or also on the top menu bar is a printer icon that can be selected.

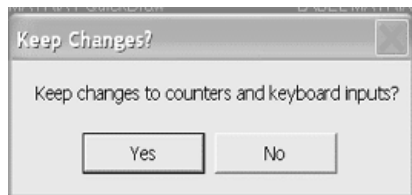
1. Select Print, print window opens
 - i. Print Range: Click radio button next to Pages
 - ii. The default Total pages is 1, increment the number as needed
 - iii. Start on Label: Default is 1
 - iv. Printer: Check printer is correct
 - v. Left and Top offset: default
 - vi. Click OK

2. A second prompt after the printer cue has finished will ask; "Keep Changes"

Click Yes if the barcodes are perfect,

The next time labels are printed, the count will start where it left off

Click No if additional changes are needed



Top menu bar click **Save, Name file.**

*True Font is cross application compatible, 3 examples: Times New Roman, Courier New and Arial.

NOTE: To change label size, open an existing label:

1. File, top menu bar
2. Select Label Properties from drop down list
3. Label properties box opens
4. Select paper size tab
5. Select new Label Brand and Size, from drop down lists
6. Click Ok
7. Re-center old label on new paper size