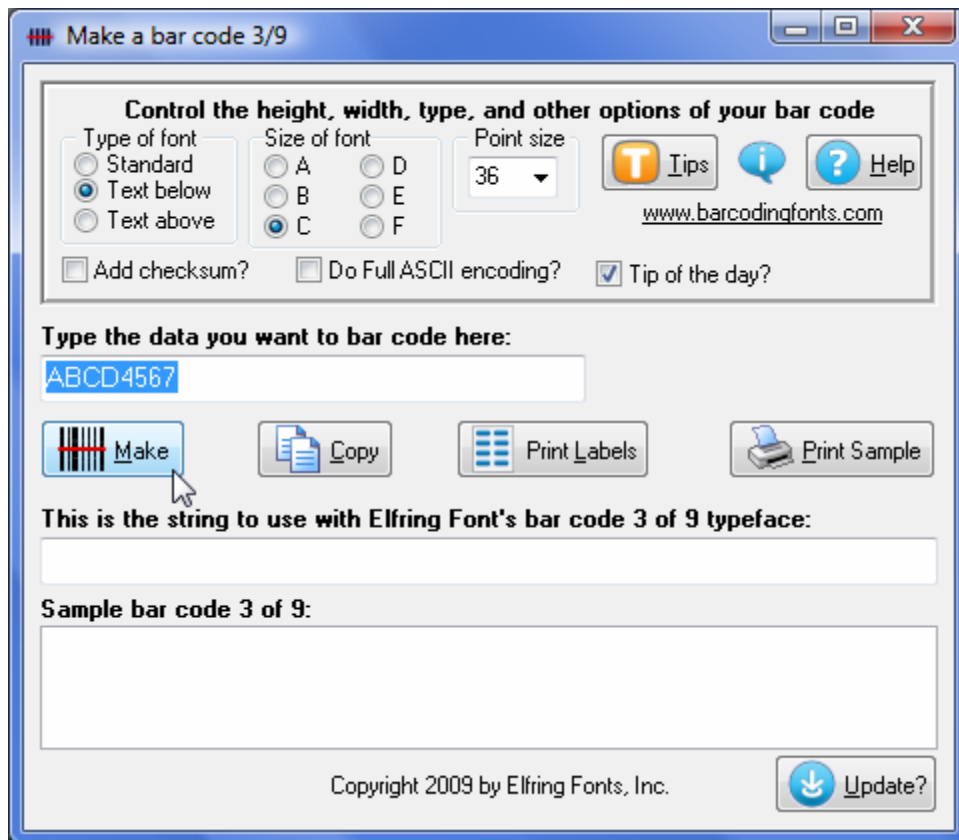


Printing Bar Code Labels Using Word

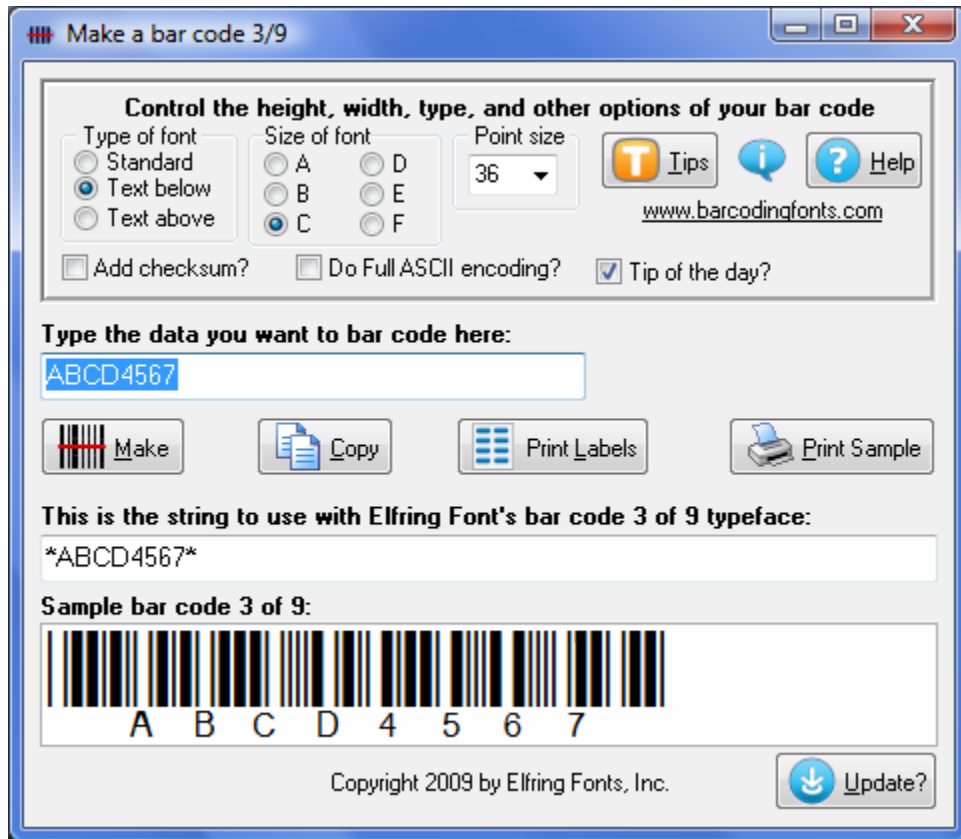
This bar code font set adds the ability to print bar codes to your existing Windows programs. It does not directly print bar code labels all by itself. There are two easy ways to print bar code labels using our bar code fonts.

You can use Word's address label templates to print sheets of the same bar code. This is an easy 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.

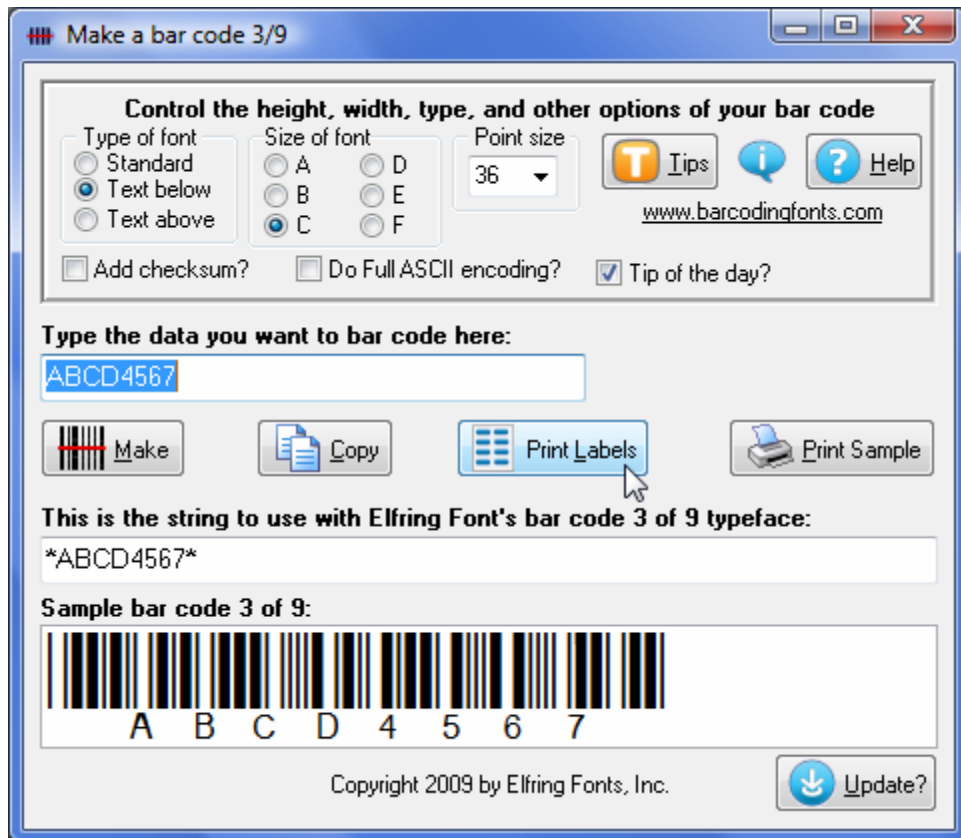
The second way to print label sheets uses label template files. A template tells your word processor how to arrange information to fit specific types of label sheets. Once you have a template you can use any word processor to build your own labels with bar codes. The bar codes do not have to be identical and you can also include other text or graphics on each label. This package includes label templates in a number of popular label styles. You can open any of these templates directly in your word processor, or you can use our bar code utility program to select the label size and open the template for you. To start, enter the data you want to bar code and click on the Make button.



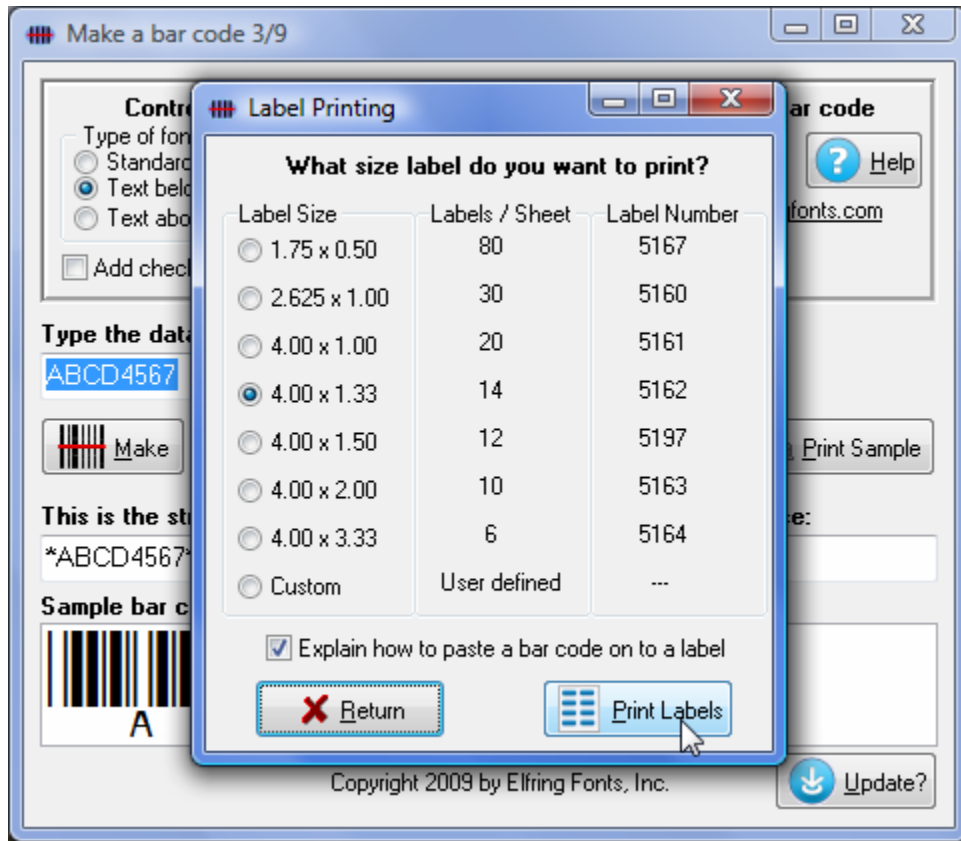
You will now see your bar code, along with the string you need to use in any of our bar code fonts.



To print a sheet of labels, click on the Print Labels button.



This will open a new window that lets you select the size of the label you want to print on.



Just select the label size you want to use and click on the Print Labels button. Your word processor will start with that label template loaded in it. Put your cursor in any label on the template and paste your bar code there. To paste into a label press Control-V or use the Edit, Paste option on your word processor menu bar. You can also add text or graphics to your label by using your word processor's features.

The label templates included with this package include:

Template	Label Size	Labels/Sheet
ef167.rtf	1.75 x 0.50	80
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
ef197.rtf	4.00 x 1.50	12
ef167.rtf	1.75 x 0.50	80
ef167.rtf	4.00 x 1.50	12

For compatibility with Vista, these bar code label template files are located in a subfolder under your "My Documents" folder. To locate these files using your word processor click on Open and then select the "My Documents" folder. Look for a subfolder with one of the following names:

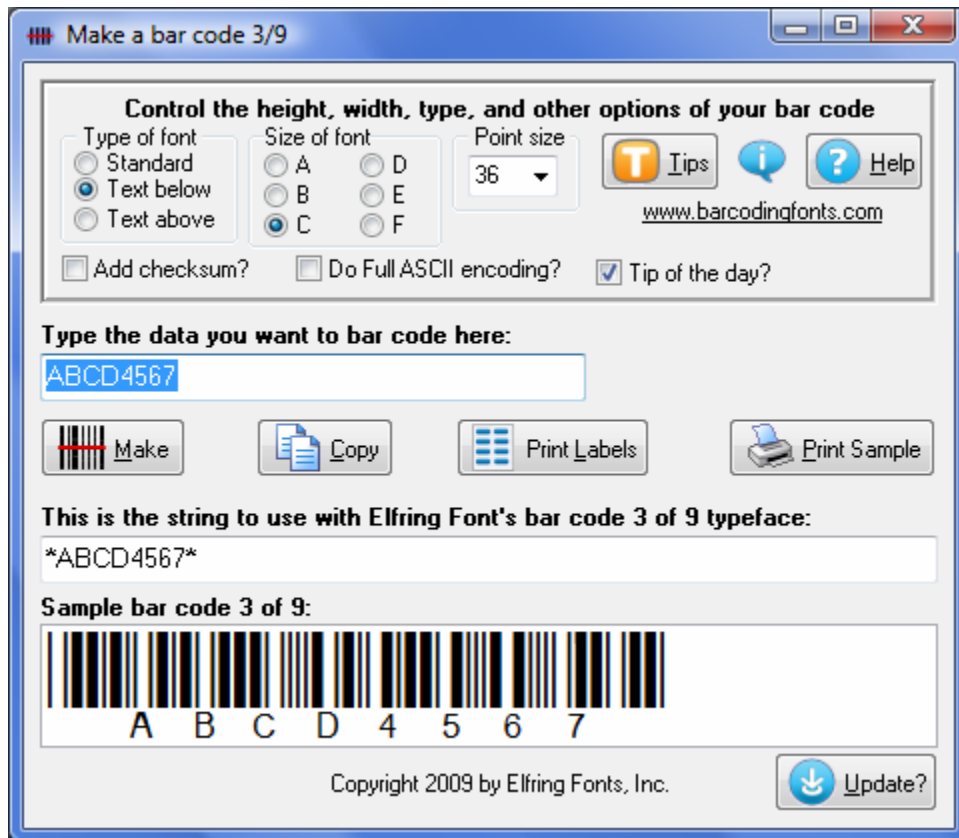
Product	Sub-Folder name
Bar Code 2/5 Interleaved	\Bar25
Bar Code 3/9	\Bar39
Bar Code 93	\Bar93
Bar Code 128	\Bar128
Codabar	\Codabar
EAN Bar Codes	\EAN
UPC Bar Codes	\UPC
Bar Codes & More	\BarMore
Bar Codes Plus	\BarPlus

Once you open one 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.

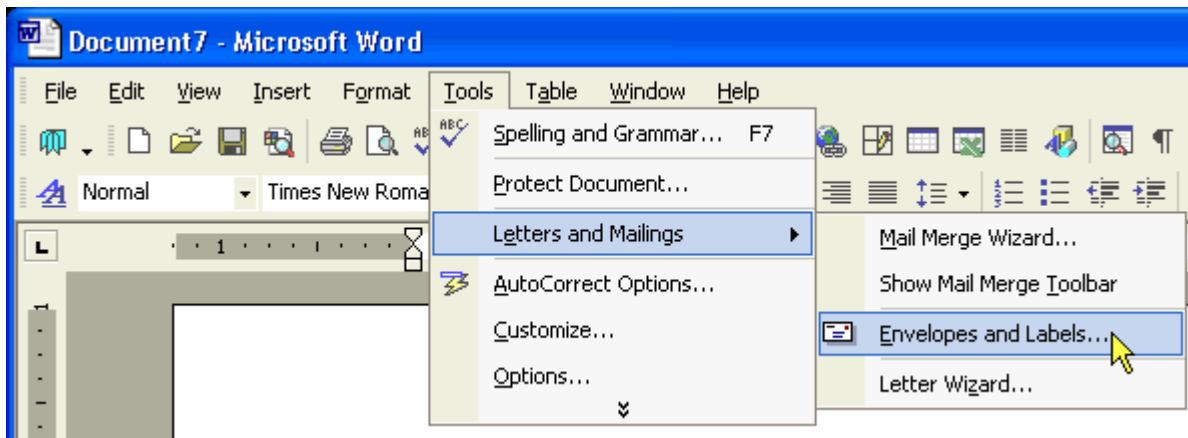
Section 2

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.

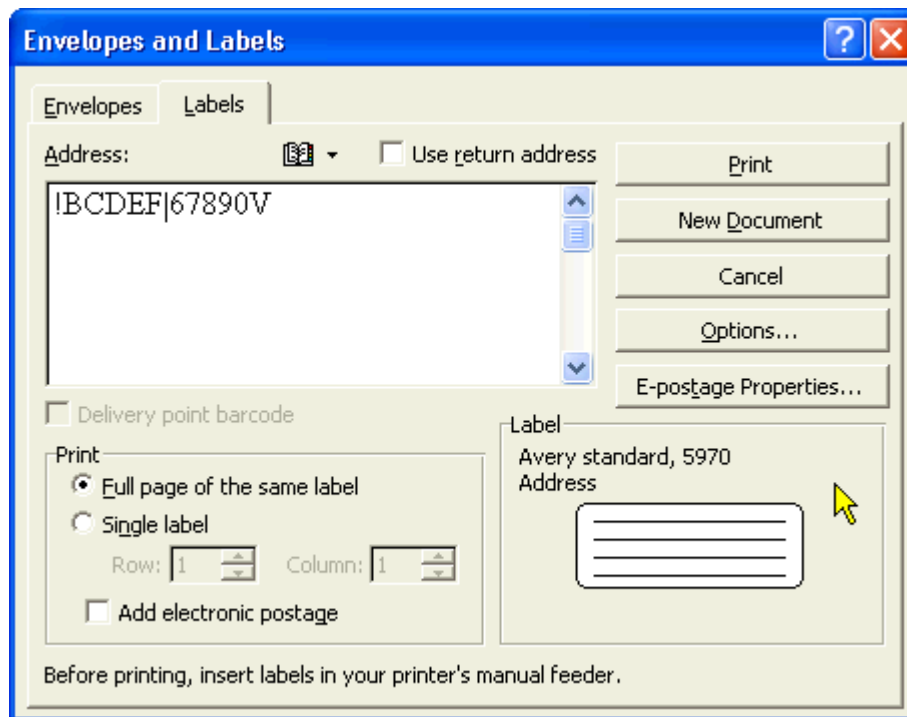
Enter your bar code data, then click on the “Make a Bar Code” button. Once you see a bar code, click on the “Copy to Clip Board” button.



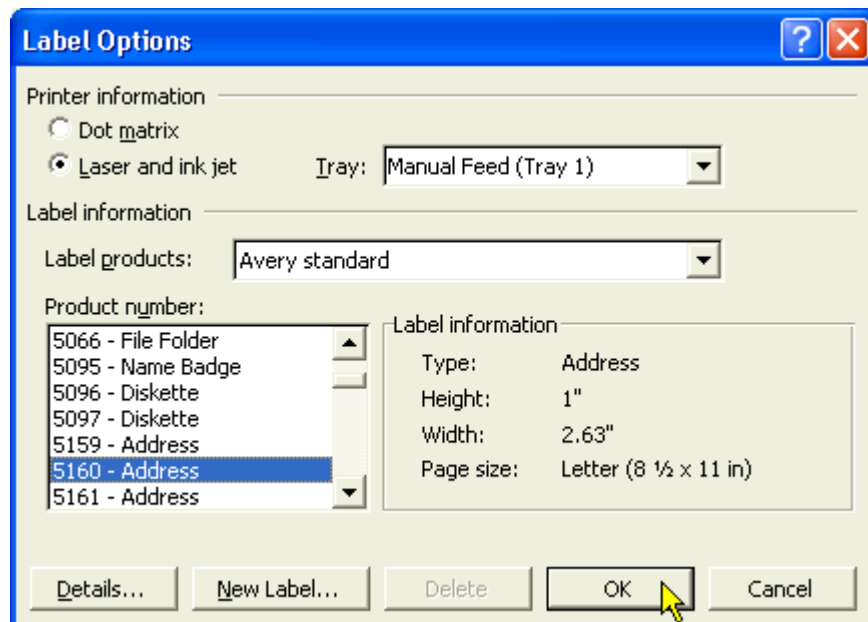
Now start Word. Click on Tools, Letters and Mailings, Envelopes and Labels.



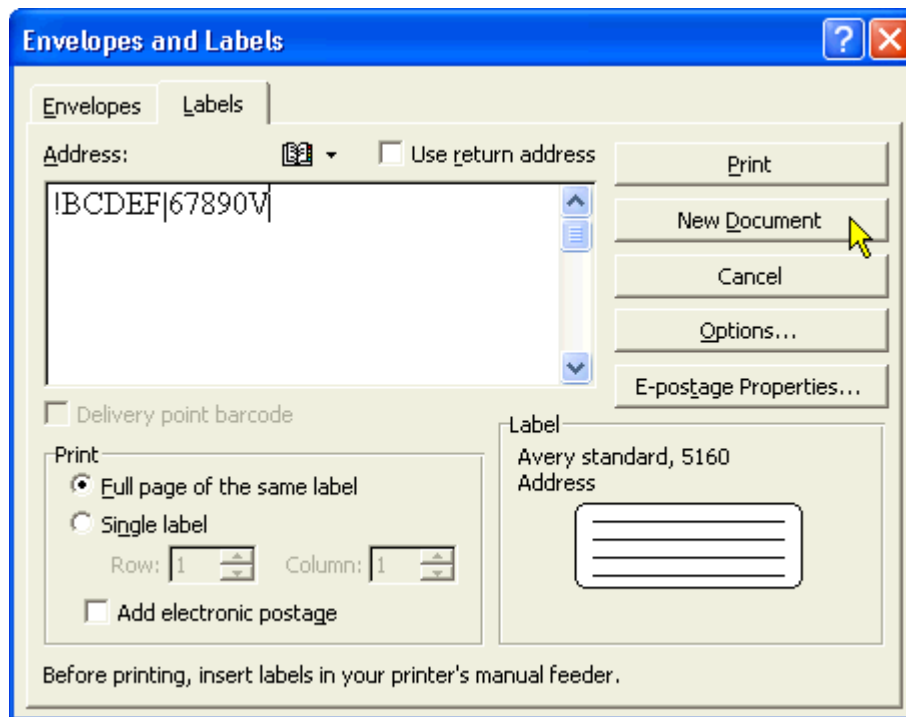
Select the Label tab (*not Envelopes*). Click in the data box with the mouse, as if you were going to type there. Paste the bar code data by using either Control-V, or Edit, Paste. You will see a string of characters, not the bar code itself. Click on the Label box at the bottom of the window.



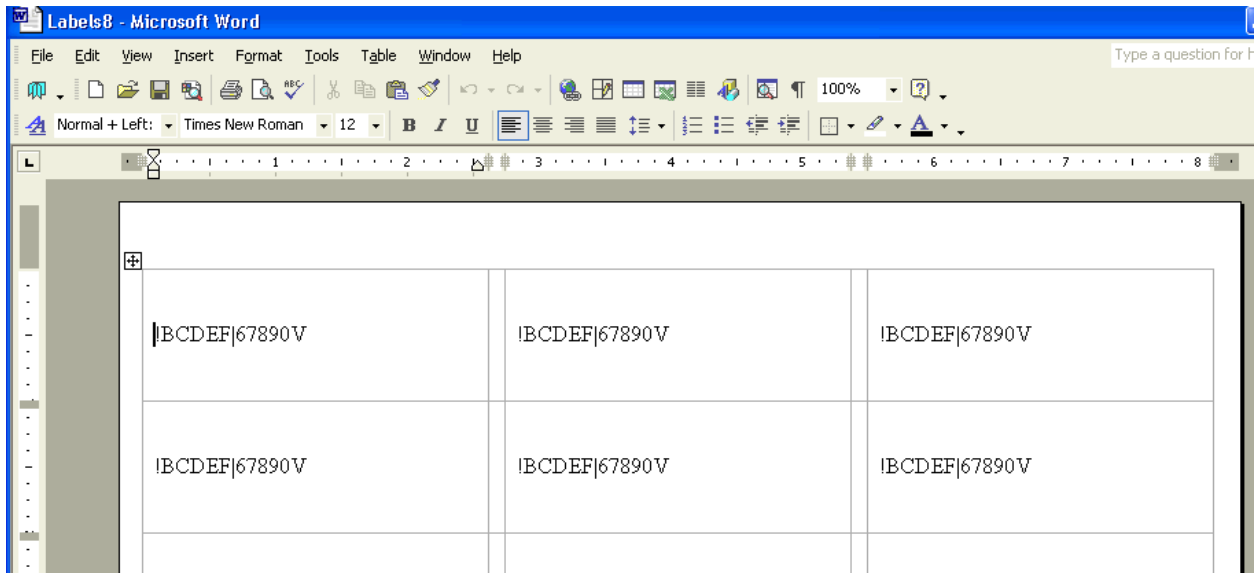
Select the type of label you want to print on and then click OK.



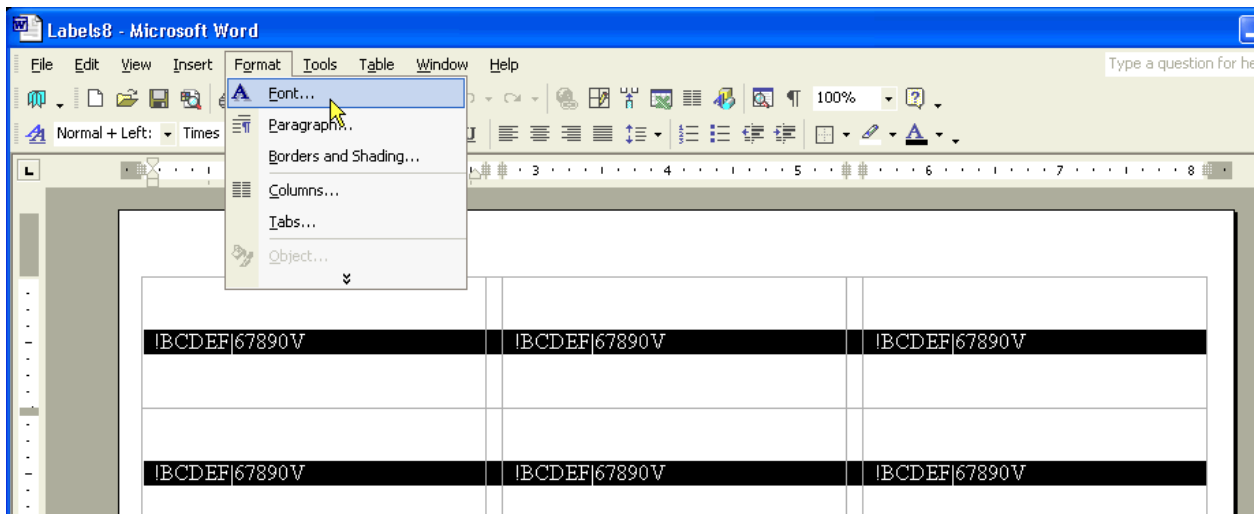
Now click on the “New Document” button.



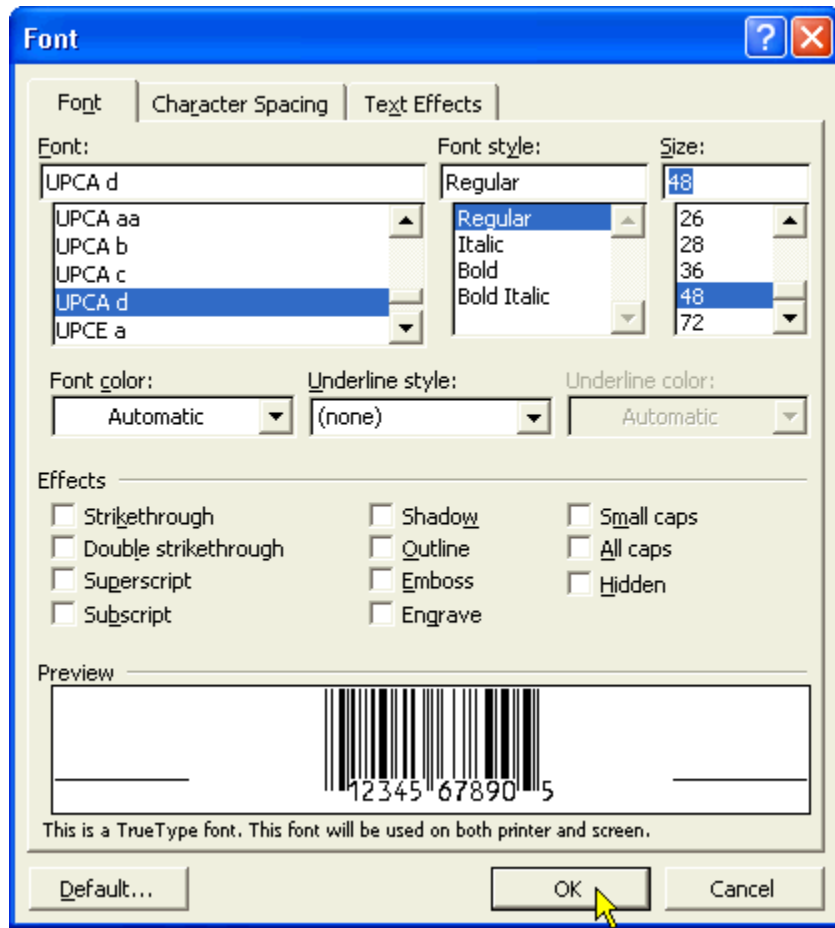
You will get a template showing your label layout, with bar code strings in each label. Use the mouse to highlight all the strings in the labels.



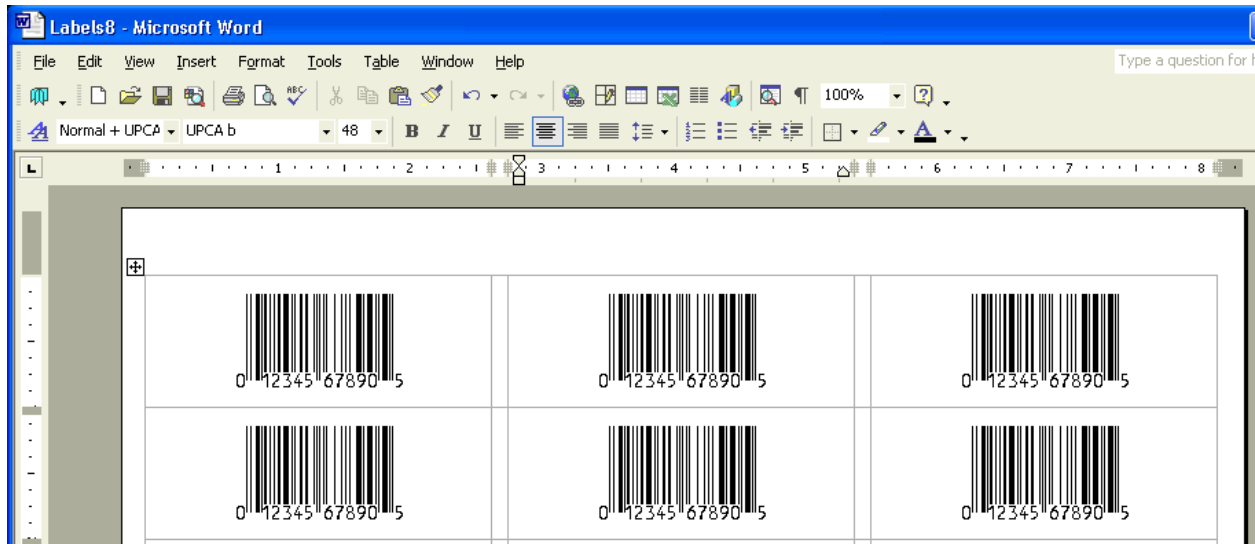
Once all the strings are highlighted, click on Format, Font to select the proper bar code font.



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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