Regit Express
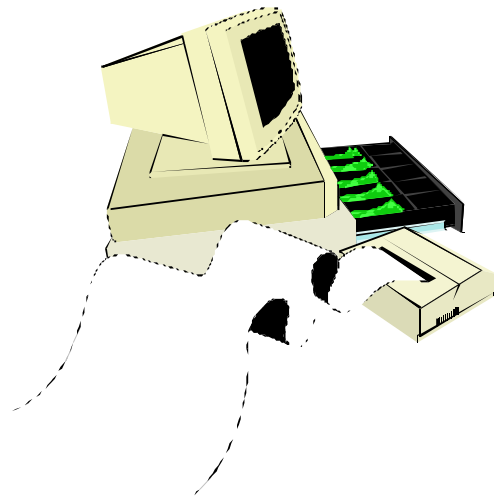
Bar Code Labels

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For Regit Express Versions 4

Bar Code Printing For Windows

Contents

REGIT EXPRESS BAR CODE LABELS PRINTS BAR CODES ON STANDARD LASER JET PRINTERS USING STANDARD ADDRESS LABELS. NO SPECIAL BAR CODE PRINTER IS REQUIRED.

1. Bar Code Symbologies

Regit Express Bar Code Labels prints Code 3 of 9 (AKA Code 39) bar code labels. These labels will be explained in more details in a following section.

There are many different Bar Code symbologies, i.e. Code 39, UPC, I 2 of 5, Code 128, etc. Different codes are often used by different industries. Most bar code readers can distinguish between these different bar codes and decode the bars to the underlying code. This is known as autodiscrimination in the bar code industry.

For this reason, it generally does not matter which bar code symbology you use as your bar code scanner will correctly decode the bars to the appropriate characters.

You may even mix codes. For example you could have a bar code for A123456 in Code 39 and the same in Code 128. When the bar code is scanned the scanner will decode the bars to the same A123456.

2. Printers

All bar code printing is directed to the Window's default printer. Select *File,* then **Select Printer** to change the desired printer.

Note about Ink Jet Printers: While Regit Express Bar Code Labels is designed for Laser Printers, in some cases you will be able to use and ink jet printer. Ink Jet printers allow the bars to bleed slightly and often will throw off the measurements enough that the scanner will not be able to decipher the codes. Whether your system will work with an ink jet will depend on several variables-- the printer itself, the print media (ink jet paper and labels have a special coating to help

prevent bleeding), and the bar code scanners capabilities. If you are purchasing a new printer with printing labels in mind, it is wise to purchase a laser as the ink jet may disappoint.

3. Print Media

Regit Express Bar Code Labels prints to two size labels—30 per sheet address labels and 80 per sheet return address labels.

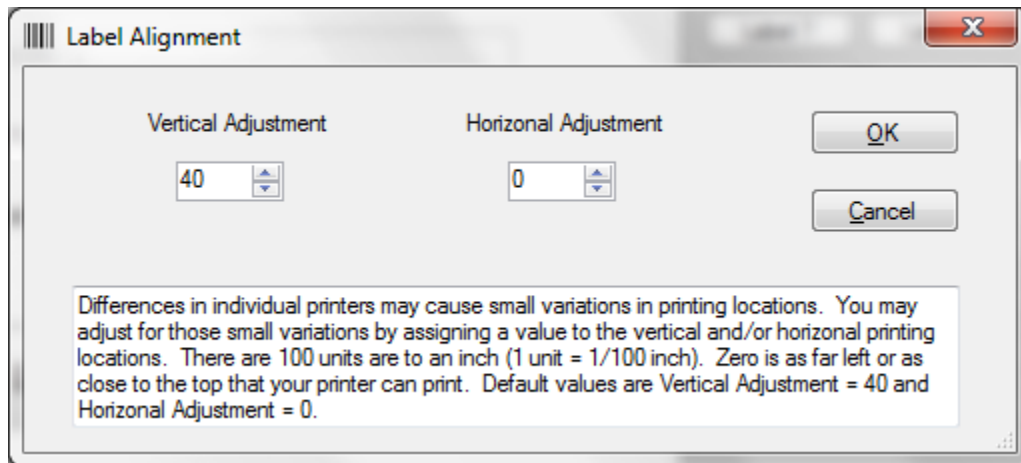**See sections 6 and 7 for full details.**

4. Printer Adjustments (Label Alignment)

Printers do not always print in exactly the same location. Even the same model laser printers will print in slightly different locations. To make it easy to adjust for these differences, Regit Express Bar Code Labels allows micro printer adjustments under the top line menu's **Options** selection.

To adjust for variations in print location, assign a value to the vertical and/or horizontal printing locations in the boxes specified for that purpose. Lower numbers move printing up and to the left, while higher numbers move the printing down and to the right.

One units is equal to 1/100 of an inch. Adjustments are allowed between 0 and 100 giving a full inch. Location 0,0 is your printer top most and left most printing position.

The system retains all adjustments even after the program has terminated.

5. Code 39

Regit Express Bar Code Labels prints standard Code 3 of 9 bar codes (also known as Code 39). The Code 39 symbology is not protected by any copyrights and may be printed and used free of charge. Virtually every bar code scanner reads this code by default. With Code 39, you may use all 26 letters (Upper Case), any numerical digits, and the minus sign, period, dollar sign, forward

slash, plus sign, and percent sign. You may use any combination, of these numbers, letters, and characters in a bar code. For example, the following are all valid codes:

WT0-99LB 88
123456789
ABCDEFGHIJK
MICKEY MOUSE
1-45/NOGO
G
1
87-0123BT

6. 30 Labels Per Sheet

The 30 labels per sheet format uses Avery 5160 or equivalent labels. These labels are 2 and 5/8 inches wide by 1 inch high. Sources for quantity purchases of these labels are available. They generally provide considerable savings over those purchased over-the-counter. Switch between label types on the **Options** menu selection.

The program is designed to print on the Avery Label standards using the Letter Standard size paper (8.5" X 11"). Please note this if you are in a location that uses the A4 Standard.

Avery compatible item numbers for 30 per sheet labels:

15160, 15510, 15660, 16460, 18160, 18260, 18660, 28660, 32660, 38260, 45160, 48160, 48260, 48360, 48460, 48860, 48960, 5160, 5260, 55160, 5520, 55260, 55360, 5620, 5630, 5660, 5810, 58160, 58260, 58660, 5960, 6240, 6241, 6970, 75160, 8160, 8250, 8460, 85560, 8620, 8660, 8810, 88560, 8860, 8920, 80509, 8215, 95915, 22837
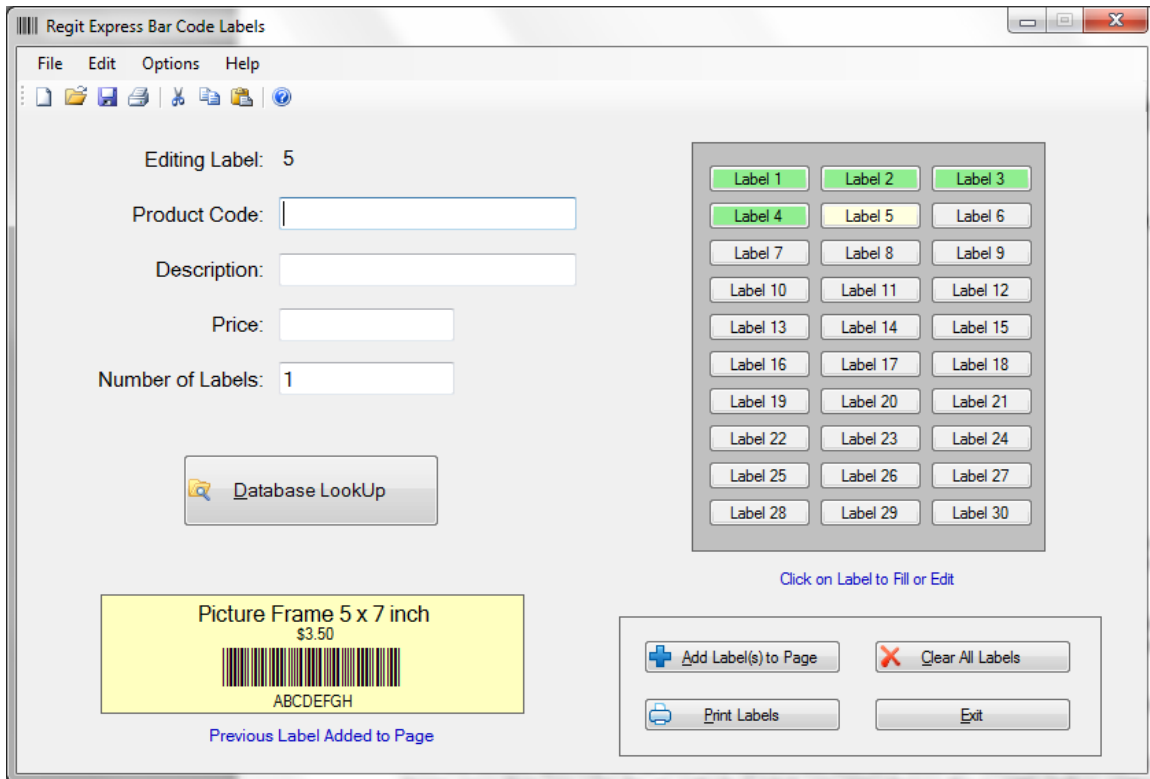
7. 80 Labels Per Sheet

The 80 labels per sheet format uses Avery 5167 or equivalent labels. These labels are 1 3/4 inches wide by 1/2 inch high. Sources for quantity purchases of these labels are available. They generally provide considerable savings over those purchased over-the-counter. Because of size limitations of these labels, product code length is limited to 8 characters. So if you are making up your own product codes, keep them short. No reason to get carried away with large ones anyway. Switch between label types on the **Options** menu selection.

The program is designed to print on the Avery Label standards using the Letter Standard size paper (8.5" X 11"). Please note this if you are in a location that uses the A4 Standard.

Avery compatible item numbers for 80 per sheet labels:

15267, 15667, 18167, 18667, 28667, 48267, 48467, 48867, 5167, 5267, 5667, 5967, 8167, 8667, 8867, 8927

8. Entering and Printing Bar Codes

Regit Express Bar Code Labels allows you to enter a label in one of two methods. You can manually enter a label (and description and price if desired) and then click the **Add Label(s) to Page** button. Or you can click the **Database LookUp** button and select the desired label from the database.

Manual Entry

Simply enter the bar code information in the Product Code box and if you want description and price on the labels, enter that information also. Then enter the number of labels you want for that product code and click the **Add Label(s) to Page** button.

Database LookUp Entry

First enter the number of labels you want to add to the page. Then select the **Database LookUp** button. You can look up by product code, description, SKU, or department. The look up function will return a list of all items in the database that match any of the characters/numbers entered. Simply double click the item and it will automatically add the selected number of labels to the page. If you have selected to add descriptions and/or prices to your labels, they will automatically be added to the label also.

Label Colors

Green labels indicate filled labels and yellow label indicate the label you are currently editing. Click on any label you wish to edit (you may also edit/change filled/green labels).

Descriptions and Prices on Labels

Descriptions and Prices on labels can be turned on/off on the top line menu's **Options** selection. Checked for on and Unchecked for off.

Saving Label Pages

Label pages (whether filled or partially filled) can be saved and reopened on the top line menu's **File** selection.

Printing Labels

To print the labels simply select the **Print Labels** button. The labels will print to the Windows default printer. To change the default printer select **File**, then **Select Printer** off the top line menu.

9. Code 3 of 9 Fonts

During installation of Regit Express, two true type bar code fonts are installed. Api3of9.ttf and api3of9s.ttf for the two different size labels. We created the fonts using Fontstruct.com. The following is information required to pass along when distributing fonts created on Fontstruct.com

The FontStruction "api3of9s"
(http://fontstruct.com/fontstructions/show/1250805) by "Lloyd Wilson" is
licensed under a Creative Commons Attribution Share Alike license
(http://creativecommons.org/licenses/by-sa/3.0/).

The font file in this archive was created using Fontstruct the free, online
font-building tool.
This font was created by "Lloyd Wilson".
This font has a homepage where this archive and other versions may be found:
http://fontstruct.com/fontstructions/show/1250805

Try Fontstruct at http://fontstruct.com
It's easy and it's fun.

NOTE FOR FLASH USERS: Fontstruct fonts (fontstructions) are optimized for Flash.
If the font in this archive is a pixel font, it is best displayed at a font-size
of 32.

Fontstruct is sponsored by FontShop.
Visit them at http://fontshop.com
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the dawn of digital type. Whether you need the right font or need to create the
right font from scratch, let our 25 years of experience work for you.