

## Printing Bar Code Labels Using MS Word with DH Technology Bar Code Printers

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The instructions below will enable you to create both simple and complex labels using Microsoft's Word 97® (MS Word®) program. Follow the instructions to develop an understanding of how to setup this program.

### Opening a Document:

These instructions assume that you are familiar with the MS Word® program and how to open a document. Firstly you must open MS Word. If you are familiar with this operation please carryout this step.

### Printer Selection:

Once you have opened a Word document, hold down the **Ctrl** key and press the **P** key, a printer dialogue box will appear (or go to the **File** menu and select **Print**). Click in the printer selection box as shown in Diagram 1

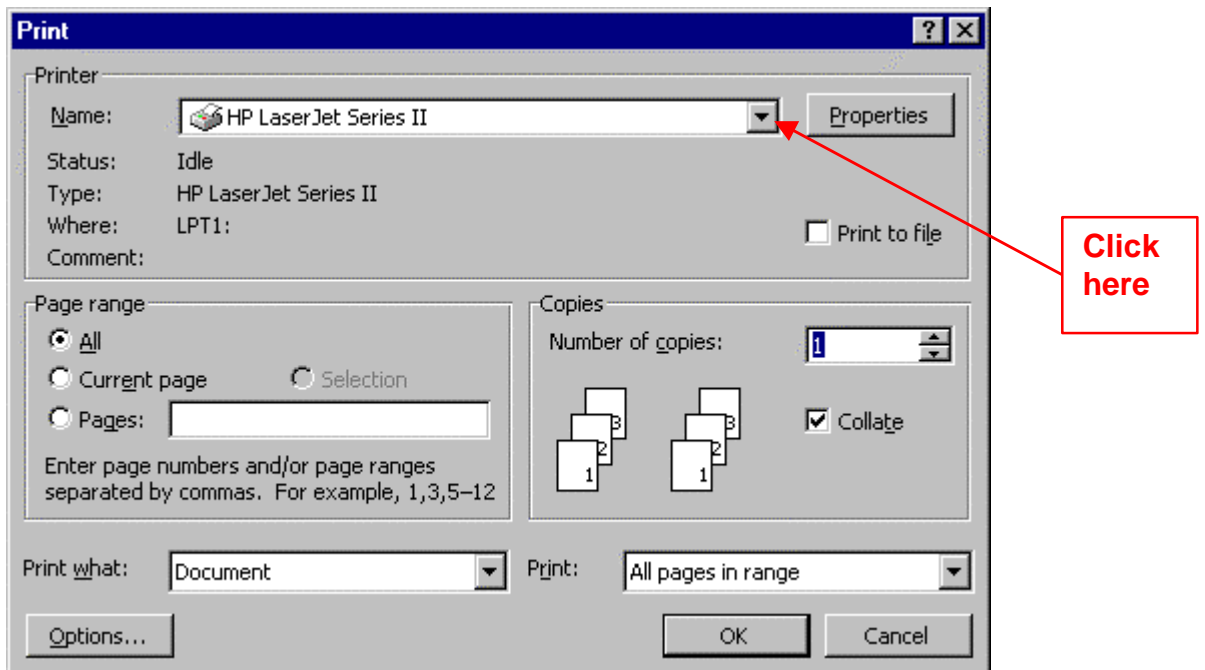
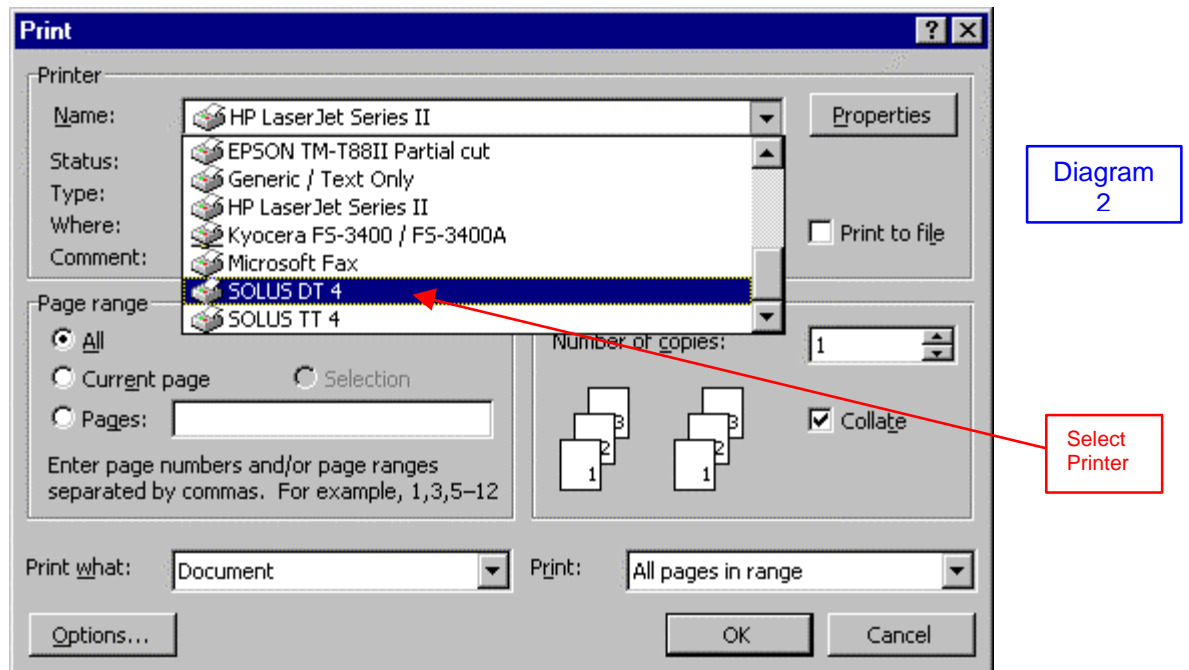


Diagram 1

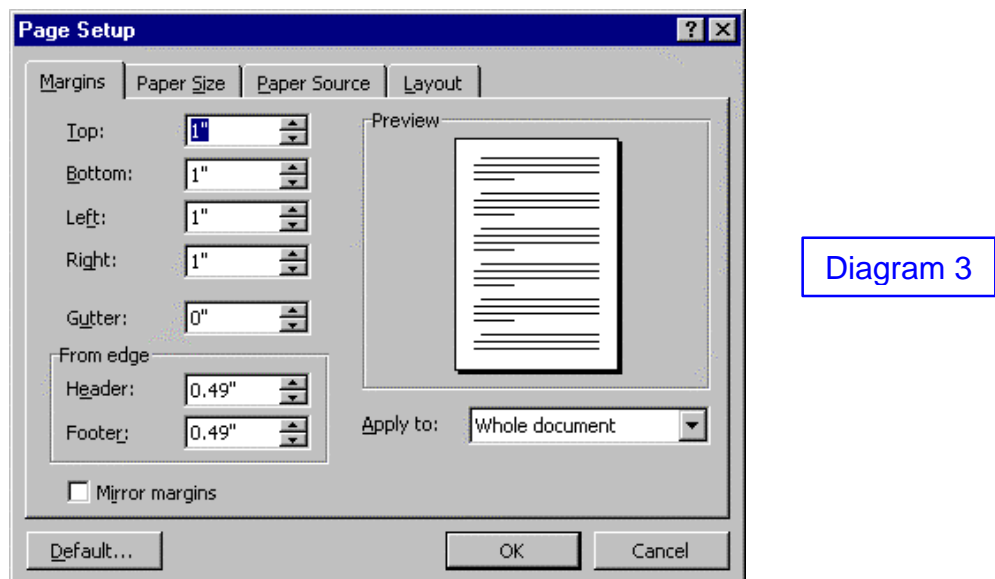
Select the correct DH Technology barcoding printer that you will use, as illustrated in Diagram 2.



Once you have selected the correct printer, simply click on the **Close** button. (You will notice that the **Cancel** button will change to read **Close**.)

### Label Size Setup:

We need to select the size of the labels that will be used. This is done by clicking on the **File** command at the top left-hand corner of your screen. The File command is found to the left of the Edit command on your toolbar. A menu will appear. Click on the **Page Setup** command. Diagram 3 below will appear.



Now we will need to zero out all the margin settings as detailed in Diagram 4.

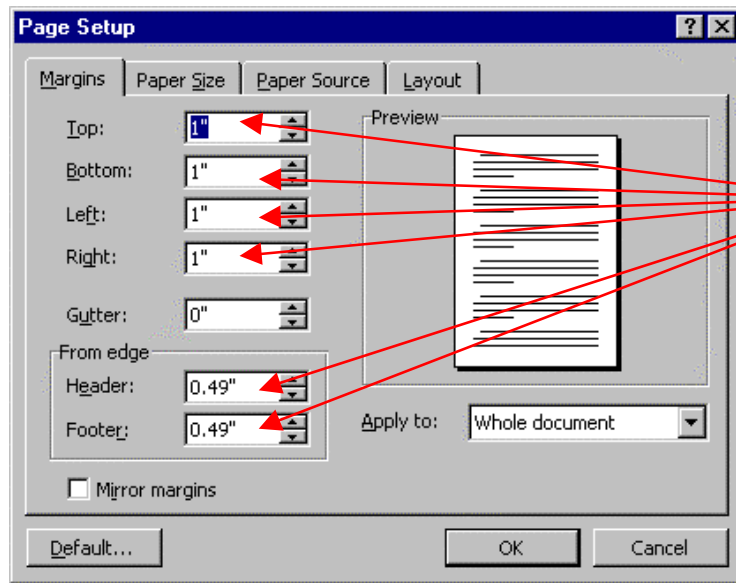


Diagram 4

Once you have done this, your Page Setup dialogue box should look like Diagram 5 below.

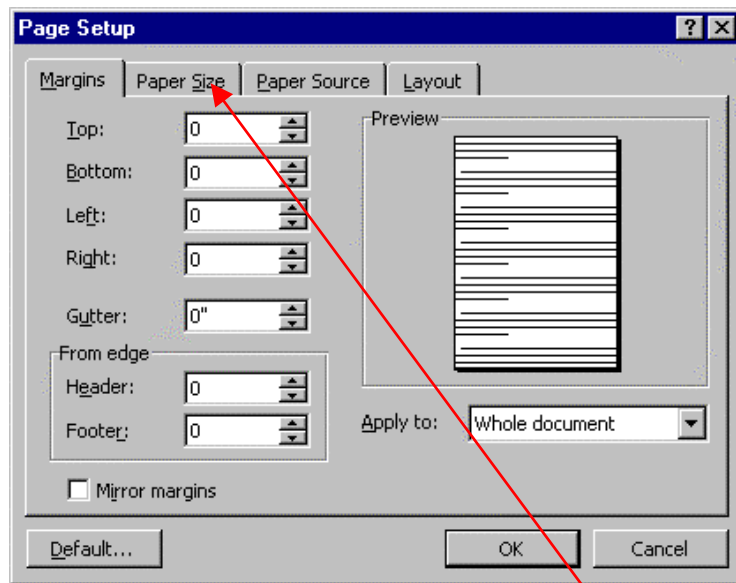
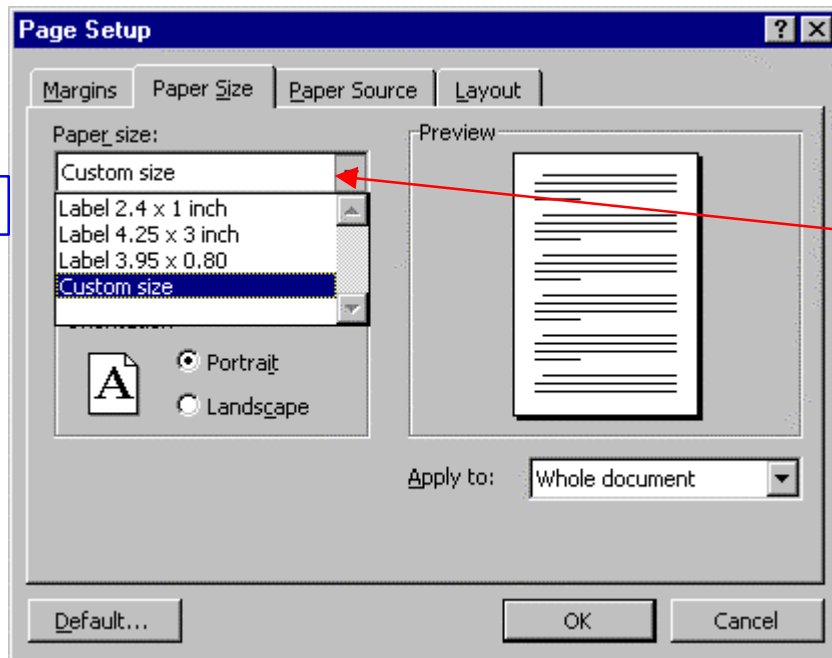


Diagram 5

The next item we will need to select is the paper size. Please click on the **Paper Size** tab.

Once you have done this, a dialogue box as seen in Diagram 6 will appear.

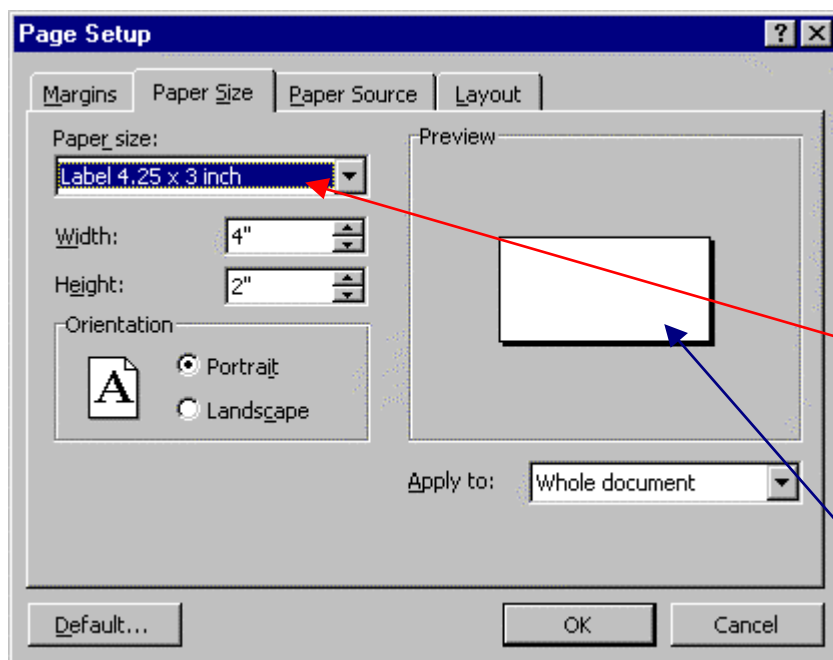
Diagram 6



Please select the label size that you will be using with your DH Technology barcode printer.

Now that you have selected the label size, the dialogue box must look like Diagram 7 below.

Diagram 7

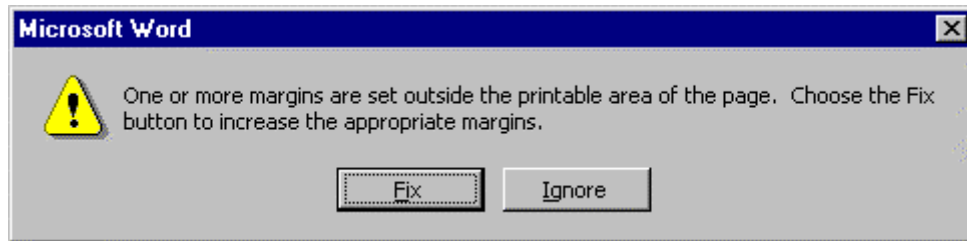


We have selected the 4" x 3" label for this example. You will need to select the label that you will be using.

Please note the change in the preview window compared to the one in Diagram 6

Now that you have selected the label size please click **OK**.

Once you have clicked OK the dialogue box below will appear. At this point please click **Fix**.



Once you have clicked on the Fix button, Click on the **OK** button. Your document should look like the one in Diagram 8 below.

### **Creating a Label:**

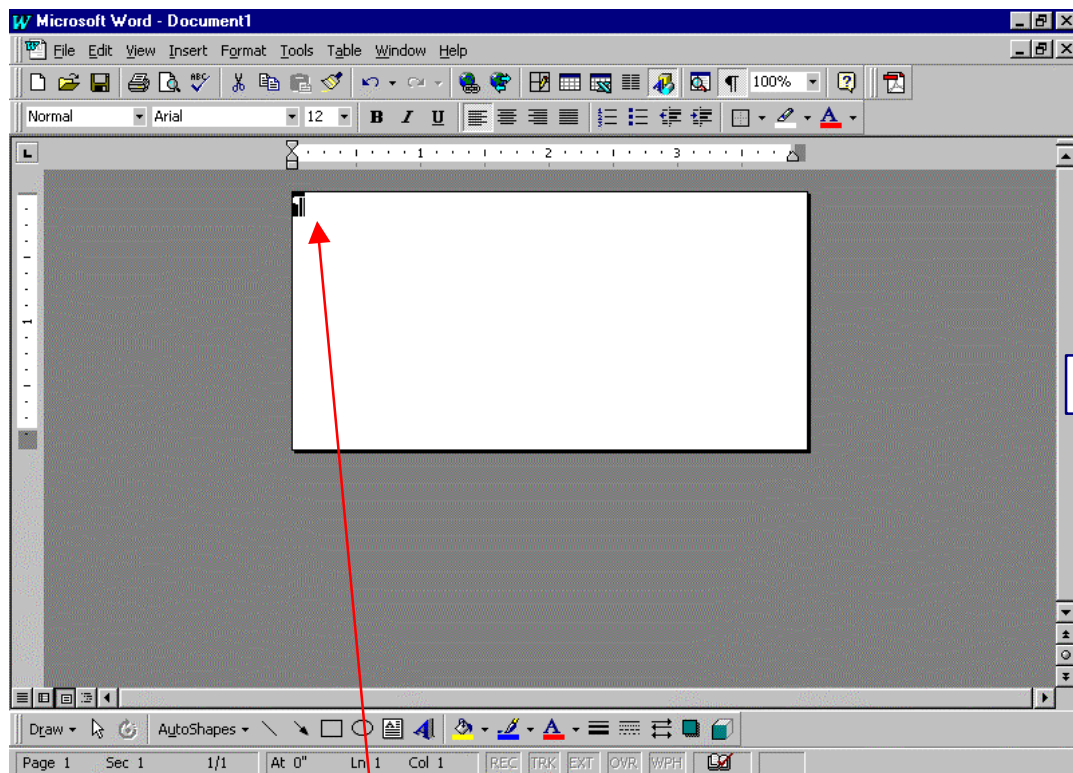
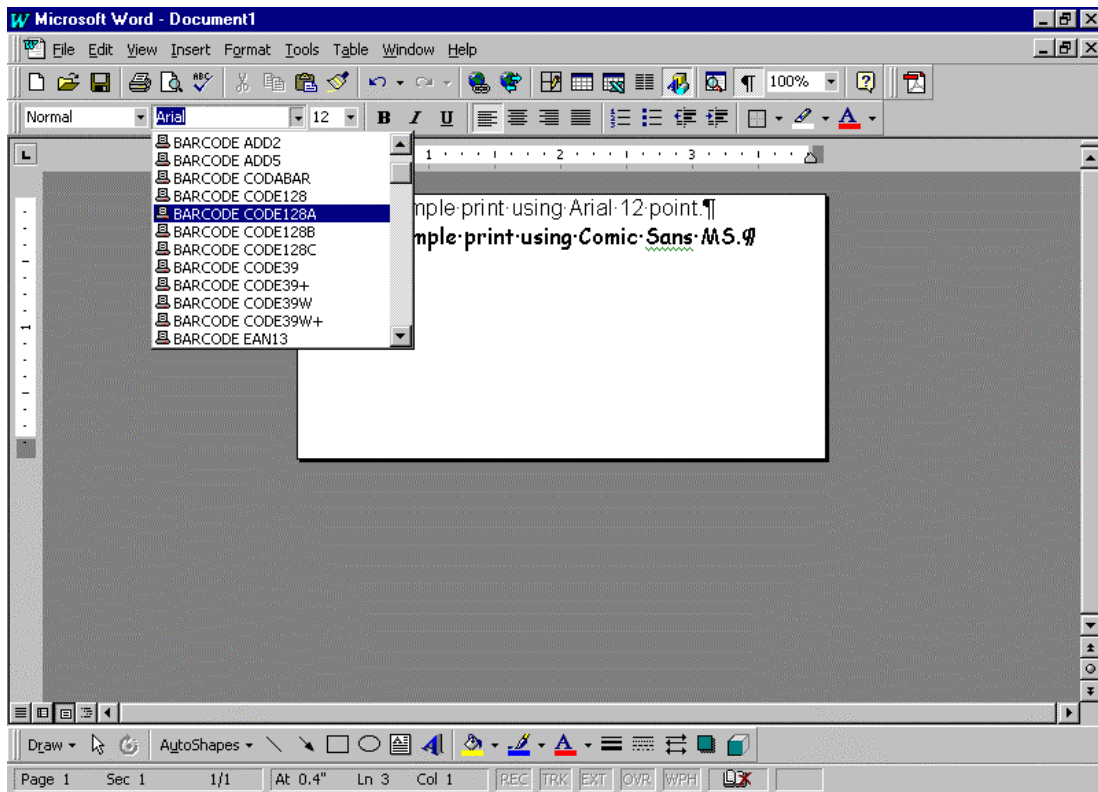


Diagram 8

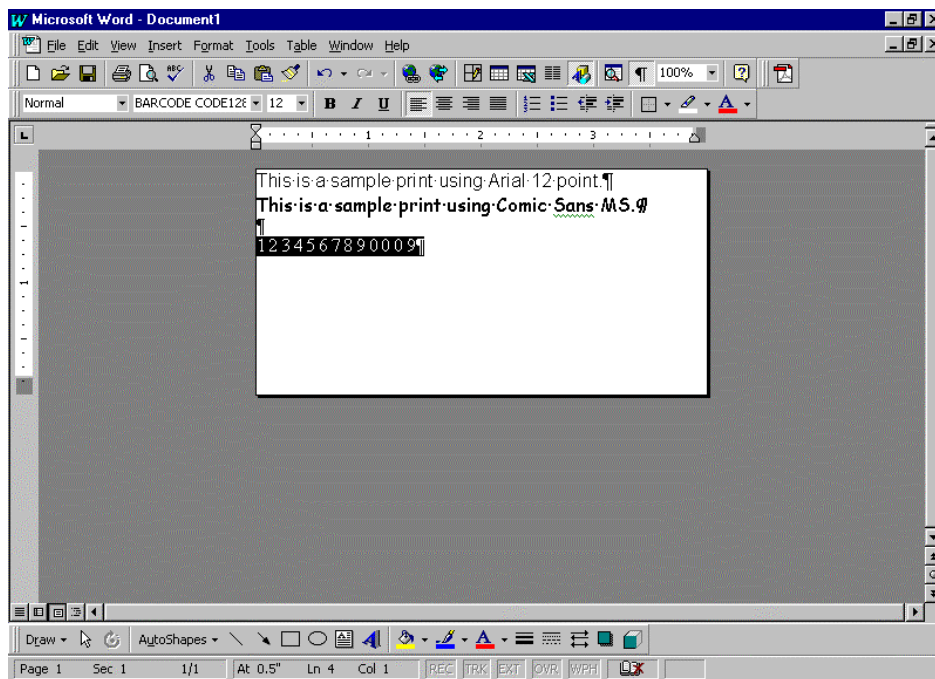
Now just enter your text as you would in any Word document.

Font selection is the same as in an ordinary Word document. If you would like to print a barcode simply click the **Font Drop Down** menu (See Diagram below). All the barcodes that are supported by the printer are selectable as fonts. Simply scroll

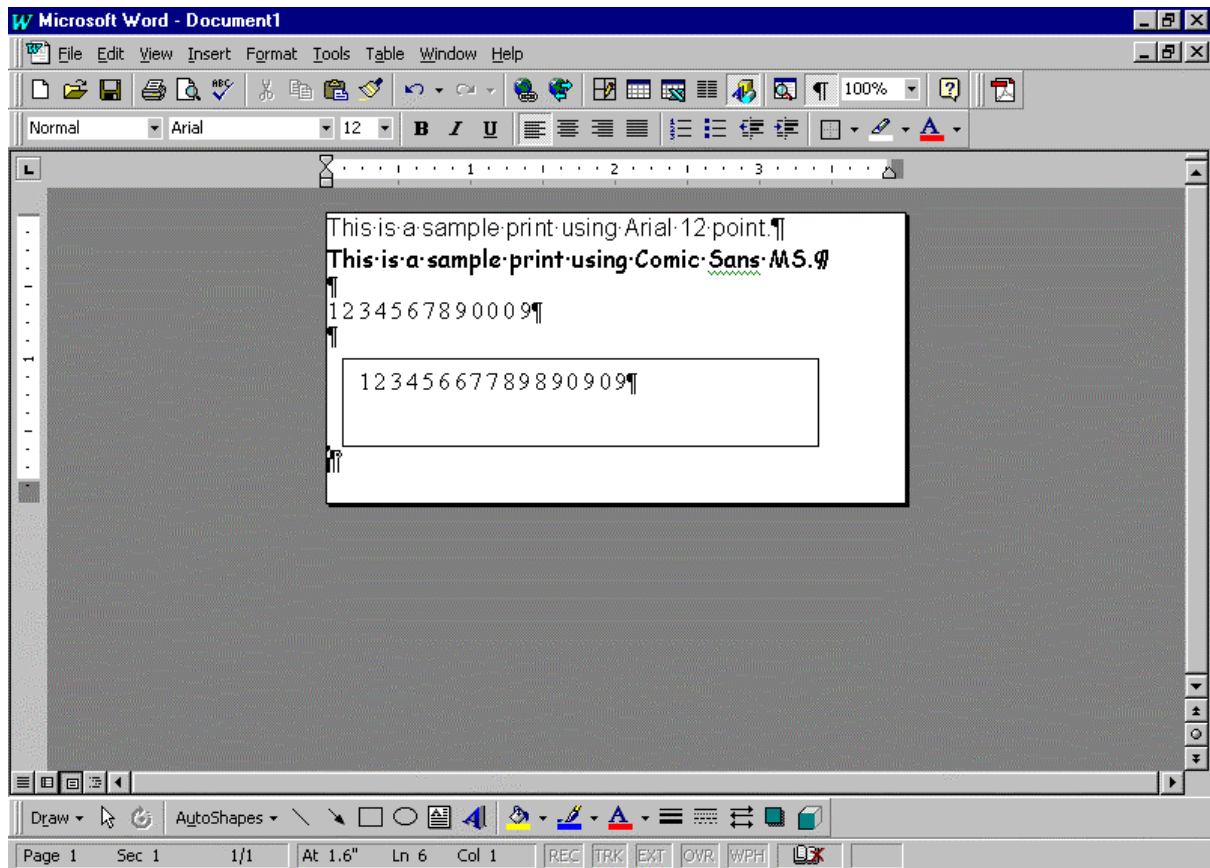
down to the barcode that you would like to use. We will use Code 128A for this example.



Once you have selected the barcode simply type in the numbers of the barcode that you would like to have printed. See the diagram below.



You will notice that there is no barcode on the screen, only the barcode numbers. When you print this label the barcode will print as normal.

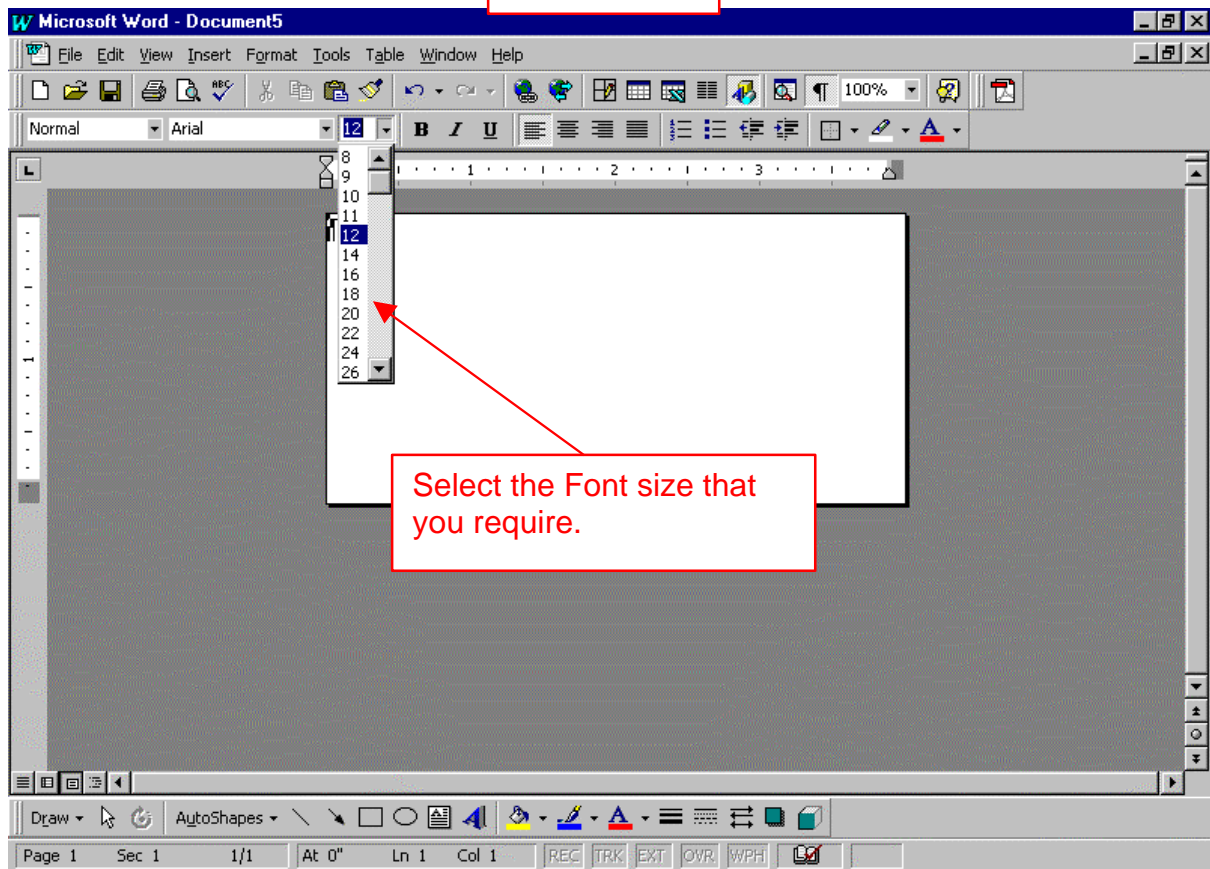


As you can see from the above diagram you can also box a barcode so that when it is printed the barcode will have a box around it.

### **Setting Bar Code Height:**

You can change the height of the bar code by increasing the Font size. This can be done by clicking on the **Font Drop Down** box. Select the size of the font that you require. Once this has been done the barcode size will be increased. Equally the bar code size can also be decreased using the same process. See diagram 9.

Diagram 9



**To Print a Label:**

Once your label is complete simply hold down the **Ctrl** key on your keyboard and press the **P** key. The print dialogue box will appear. Click **OK** and the label will be printed on your printer.

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