

# Barcodes

## Create Custom UPC Labels for Inventory Items

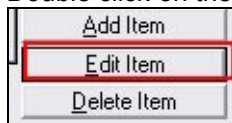
(Basic & Full Versions only)

You do not have to keep inventory to use this feature, but it is only available for Full version users or anyone that has the Retail Items/Inventory add-on.

1. Click Browse – Inventory Items.
2. Click Add Item if adding a new item or if the item already exists, locate the item by entering the item number in the Locate Item search field and tab out of the field.



3. Double click on the item or click the Edit Item button at the bottom of the window.



4. In the Changing a Retail Item Window, enter any appropriate information. ([To learn how to add items in detail, read the section on Retail Items](#)).
5. In the Item UPC Symbol field, enter the numbers for your custom UPC code. This can be any combo of numbers. Make sure they are unique so they do not get crossed with other items. Do not worry if any comma separators appear, this will not affect the UPC code.

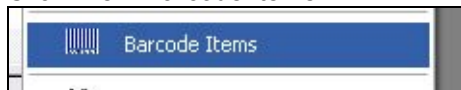


6. When finished click Ok to close the window.

## Print UPC Labels

(Basic & Full Versions only)

1. Click File – Barcode Items.



2. In the window which opens you will see all the items in your retail database.

Item Number	Item Description	Artist Name	Vendor Company
T	Item Number	Copies	Item Description
	45869-9	0	ART MUG IN GREEN 16oz
	ARTIST PENS	0	ARTIST PENS PACK OF 5
	B/W Poster of Girl	0	black and white poster of g
	PASTEL PAINT SET	0	PASTEL PAINT SET FOR KI
	WATERCOLOR PAINTS	0	WATERCOLOR PAINT SET

3. Mark/Tag the items you want to print UPC labels for.
4. Holding your CTRL key down on your keyboard, click on each row for each of the orders you want to print.

T	Item Number	Copies	Item Description
	45869-9	0	ART MUG IN GRE
▶	ARTIST PENS	0	ARTIST PENS PA
▶	B/W Poster of Girl	0	black and white
▶	PASTEL PAINT SET	0	PASTEL PAINT S
	WATERCOLOR PAINT S	0	WATERCOLOR P

5. To unselect a highlighted row, simply click the row again (all the while holding your CTRL key down).
6. Another method is to use the Marking buttons located on the bottom left of the window.
7. When ready, click the Print UPC Label for Marked Items button.



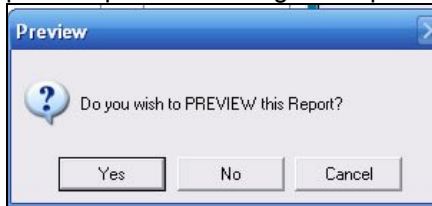
8. In the Label Template window which opens, highlight the type of label you want to use. (see how to edit label templates for detailed instructions).

2186	Diskette - Half Size	Laser	256	Custom
2660	Avery Address-Hi	Laser	256	Custom
2663	Shipping-Half Size	Laser	256	Custom
5160	Avery Address	Laser	1	8.5x11
5660	Avery Address	Laser	1	8.5x11
5661	Avery Address	Laser	1	8.5x11
5662	Avery Address	Laser	1	8.5x11
8160	Avery	Laser	1	8.5x11

9. Click the Select button at the bottom of the window.



10. When prompted to Preview the report/printout click Yes (this is strongly recommended to preview prior to sending to the printer).



11. Now you will see a preview of all the UPC codes.
12. To send to the printer, click the printer icon along the top right of the window. Adjust the number of copies if you want to print multiple sheets.
13. To cancel click the big red X at the top right of the preview window.
14. You will now be returned to the items window, simply click Close window. You can clear the marked records from their "marked" status by clicking UnMark All. However the software will ask if you want to clear them when you exit the window or when you enter the window again (in this case if you do not clear them when you exit).

## Using Barcode Scanners

1. When taking an order, place your mouse in the field for the item (such as a frame number or matboard number).

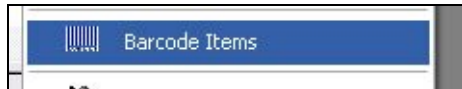
2. Use your scanner to scan the UPC symbol on the item.
3. The information which is association with that UPC will fill in the data fields.
4. Simply tab out of the field to proceed with your next item.
5. If an item (such as a retail item) does not input all the appropriate information, make sure all the details for that item have been properly entered when creating the item.

## Print Multiple Labels for a Single UPC

(Basic & Full Versions only)

For example, you may want to print 5 UPC labels for 5x7 easels which you have 5 in the store.

1. Click on File – Barcodes.



2. In the Inventory Items window, you will see a list of all your Retail items which you have entered.

Item Number	Item Description	Artist Name	Vendor Company
T	Item Number	Copies	Item Description
	45869-9	0	ART MUG IN GREEN 16oz
	ARTIST PENS	0	ARTIST PENS PACK OF 5
	B/W Poster of Girl	0	black and white poster of g
	PASTEL PAINT SET	0	PASTEL PAINT SET FOR KI
	WATERCOLOR PAINT S	0	WATERCOLOR PAINT SET

3. Mark the Item(s) you want to print UPC labels for by clicking in the far left column so a red arrow appears.

T	Item Number	Copies	Item Description
	45869-9	0	ART MUG IN GRE
▶	ARTIST PENS	0	ARTIST PENS PA
▶	B/W Poster of Girl	0	black and white
▶	PASTEL PAINT SET	0	PASTEL PAINT S
	WATERCOLOR PAINT S	0	WATERCOLOR P

4. Hold the CTRL key down while clicking multiple items if you want to work with more than one item at the same time.
5. In the Set Number of Copies to Print field at the bottom left of the window enter the number of copies you want to print (this is the number of labels, not the number of pages)

6. Click Set Now button
7. You will then see the number of copies will appear in the Copies column for that item.
8. To Change the number of copies back to the default zero, click the Reset Copies to Zero button on the far right.
9. Now you can print labels for the same item. [See section on Print UPC Codes.](#)