



INDITION COMMERCE

Bar Code Label Designer Setup Guide

Getting from a fresh install to labels that scan, in the right order.

Bar Code Label Designer · September 3, 2026



© 2026 Indition Corp. All rights reserved. Indition™ and the Indition logo are trademarks of Indition Corp. All other product names, logos, and brands are the property of their respective owners.

Before you start

The Label Designer is part of the Inventory module, so Inventory must be installed and enabled for the store you are setting up. Everything else below is done inside the admin.

You will also want, physically to hand:

- a box of the label stock you intend to use, so you can read its part number
- the printer that stock goes into
- the bar code scanner your staff use

The last one matters more than it sounds. A label that scans on one reader and not another is the failure this whole feature exists to prevent, and the only way to know is to scan a printed one.

Step 1: Confirm the module is enabled

Go to **Inventory > Settings** and check that Inventory is enabled for the store. If it is off, the Inventory screens including Bar Code Labels are unavailable.

Step 2: Open Bar Code Labels

Go to **Inventory > Bar Code Labels**.

A template named **Product bar code - 2" x 1"** is installed for you and marked **Default**. It prints the product name and variant, a bar code, and the SKU and price on 2 x 1 inch thermal stock — the size most retail counters already have loaded.

If that matches your stock, you can print immediately and tune later. If it does not, carry on.

Step 3: Tell it what you are printing on

Open the default template, or press **New Label Template** to start a separate one.

Under **1. Label stock**, find your stock in the list. It is grouped by vendor — Avery sheets for US Letter and A4, Dymo LabelWriter, Brother QL, and generic thermal roll sizes. Match the part number on the box.

If your stock is not listed, choose **Custom size...** and enter the measurements. You need:

- the size of one label
- how many across and down a sheet (leave both at 1 for a roll)
- the page size
- the distance from the page edge to the first label
- the **pitch** — from the start of one label to the start of the next, gap included

The preview will tell you if the numbers describe a layout that cannot fit or that overlaps.

Step 4: Decide what the bar code carries

Under **2. Bar code**, set **Encode this value** to whichever field your business actually scans:

- **UPC** if you sell manufactured goods with real UPCs
- **Item number** for manufacturer part numbers
- **SKU** for your own codes
- **Inventory bar code** if you maintain codes in the Inventory bar code table

Leave **Bar code type** on **Automatic**. It reads the value and picks the right symbology — a 12-digit number becomes a real UPC-A rather than a generic code, which is what a retail scanner and a POS expect to see.

A note on your existing data

Take a moment to look at what is actually in the field you chose. It is common for a UPC column to have been used for manufacturer part numbers over the years, and those are not UPCs. Automatic handles this correctly — anything that is not a valid retail code is encoded as Code 128, which scans reliably — but it is worth knowing which of your products carry a true UPC and which do not.

Products with nothing in the chosen field print a placeholder naming the product and the reason, so a batch shows you the gaps rather than hiding them.

Step 5: Lay the label out

Under **3. What goes on the label**, drag the pieces you want.

Start smaller than you think. A 2 x 1 inch label holds a product name, a bar code, and one line of SKU and price comfortably. Adding more crowds the bar code, and the bar code is the part that has to work.

Set each piece's size, and use **Reserve lines** on the product name so the bar code sits in the same place regardless of how long a product's name is.

Step 6: Check it against your longest product name

Use **Preview with** to switch to the longest sample. Layout moves with name length, and a label that looks right against a short name can overflow against a long one.

Read anything that appears above the preview. The two warnings to take seriously are:

- **bars too narrow to scan** — your value needs more width than the label gives it
- **content taller than the label** — something will be cut off

Step 7: Print one sheet on plain paper

Press **Save template**, then **Test print**.

In the print dialog set **Margins** to **None** and **Scale** to **100%**, and turn headers and footers off. Print onto plain paper.

If your printer driver insists on scaling, use **Test PDF** instead — the PDF is already exactly the size of the label or sheet.

Step 8: Check the alignment

Hold the printed sheet against a real sheet of labels, up to the light if it helps.

If everything is consistently offset in the same direction, measure how far and enter that under **5. Printer alignment**. Positive numbers move right and down, negative move left and up. This shifts what is printed without changing the label size. Print again and re-check.

If it is not consistent — some labels right, others drifting — the stock is probably not the size the template thinks it is. Re-check the part number, or measure it and use a custom size.

Step 9: Scan it

Print onto real stock and scan it with the scanner your staff use.

If it does not read:

- check the bars are not stretched or squashed — they should be crisp, with clear white margins at both ends
- check for a warning about bar width in the designer
- try a wider bar code or a shorter value
- for a digits-only value, Code 128 C packs the same digits into a narrower symbol

Step 10: Make it the default

Once a template is right, turn on **Use this template by default** and save, or press **Make default** on the Bar Code Labels list.

Every *Generate Bar Code* button in Inventory and on a product now prints with it — the grid's bulk action, the per-row icon, and the buttons on a sub product screen.

Setting up more than one label

Most stores need more than one. A typical set is:

- a shelf or product label on 2 x 1 inch roll stock
- a small tag for jewellery or accessories
- a sheet layout for bulk relabelling

Build the first, get it right, then use **Duplicate** on the Bar Code Labels list as the starting point for the next. Duplicating never takes the default flag, so experimenting cannot disturb what your staff are printing today.

Rolling it out to staff

Once the default is set there is nothing for staff to learn. The buttons they already use print the new labels.

Worth telling them once:

- print settings must be Margins **None** and Scale **100%**, or use the PDF
- a placeholder label naming a product means that product has nothing in the encoded field, and needs fixing in the catalogue rather than reprinting