



INDITION COMMERCE

Bar Code Label Designer User Manual

Design the bar code labels your store prints, see them at real size while you work, and print them onto the sticker stock you already buy.

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What this is for

Inventory prints bar code labels for your products. The Label Designer is where you decide what those labels look like: which sticker you are printing on, which kind of bar code to use, and what appears on the label.

The designer shows a live preview at the actual size of the label. What you see is produced by the same code that drives the printer, so the preview is not an approximation.

You reach it from **Inventory > Bar Code Labels**.

Quick start

1. Go to **Inventory > Bar Code Labels**.
2. Open a template, or press **New Label Template**.
3. Under **1. Label stock**, choose the sticker you are printing on.
4. Under **2. Bar code**, choose which value to encode. Leave the type on **Automatic**.
5. Drag the pieces you want under **3. What goes on the label**.
6. Watch the preview on the right. It updates as you change things.
7. Press **Save template**.
8. Press **Test print** or **Test PDF** and check one sheet before running a batch.

Templates

A template is a saved label design. You can keep as many as you need — a shelf label, a small jewellery tag, a shipping label — and switch between them.

The default template

One template is marked **Default**. Every *Generate Bar Code* button in the system prints with it:

- the **Generate Bar Codes** button on the Inventory Management grid, after selecting rows
- the small bar code icon on each row of that grid
- the **Generate Bar Code** buttons beside **UPC** and **Item Number** on a product's sub product screen

To change which template that is, either turn on **Use this template by default** inside the designer and save, or press **Make default** on the Bar Code Labels list.

Only one template can be the default. Setting a new one automatically releases the old one. The default cannot be deleted — make another template the default first. That way those buttons always have a design to print with.

Managing templates

On the **Bar Code Labels** list each template offers:

- **Edit** — open it in the designer
- **Duplicate** — copy it as a starting point, so you can experiment without disturbing a design people are printing from
- **Make default** — hand it the default flag
- **Delete** — remove it (not available on the default)

Available for printing lets you retire a template without deleting it.

1. Label stock

Choose the sticker you are actually printing on. The list is grouped by vendor:

- **Avery, US Letter sheets** — 5160/8160/5260, 5161/5261, 5162/5262, 5163/8163/5263, 5164/5264, 5167/8167/5267, 5195/8195, 5266/5966, 22806
- **Avery, A4 sheets** — L7160, L7161, L7162, L7163, L7165, L7651
- **Dymo LabelWriter** — 30252, 30256, 30330, 30334, 30336, 30299
- **Brother QL** — DK-1201, DK-1202, DK-1204, DK-1219
- **Generic thermal rolls** — 2" x 1", 2.25" x 1.25", 2.25" x 0.75", 1.5" x 1", 1.5" x 0.5", 1" x 1", 1" x 0.5", 3" x 1", 3" x 2", 4" x 2", 4" x 3", 4" x 6", and a jewellery rat-tail size
- **Custom size**

The part number is printed on the box your labels came in. Match it and the measurements are handled for you.

Custom sizes

If your stock is not listed, choose **Custom size...** and the measurement fields appear.

Measure one label, then measure the distance from the start of one label to the start of the next — that is the **pitch**, and it includes the gap between labels. For a roll of single labels, leave **Labels across** and **Labels down** at 1.

If the numbers describe a layout that cannot fit its page, or one where labels would overlap, the preview tells you before you print.

2. Bar code

Encode this value

Choose which value the bar code carries:

OPTION	WHAT IT ENCODES
UPC	The product's UPC
Item number	The manufacturer part number
SKU	The stock keeping unit
Inventory bar code	A code from the Inventory bar code table

Bar code type

Leave this on **Automatic** unless you have a reason not to. Automatic reads the value and picks the correct symbology: a 12-digit number becomes a real **UPC-A**, a 13-digit number becomes an **EAN-13**, and anything containing letters becomes **Code 128 B**.

Pick a type by hand only when you know which scanner has to read it. The full list is UPC-A, EAN-13, EAN-8, UPC-E, Code 128 A/B/C, Code 39, Code 39 with check digit, Code 93, Interleaved 2 of 5, Codabar and QR.

If a value cannot be encoded as the type you chose — letters in a UPC, the wrong number of digits, a mistyped check digit — the preview says so in plain words rather than printing something that will not scan.

Height and the printed number

Bar code height is the height of the bars in millimetres.

Print the number under the bars puts the human-readable digits below the symbol. Scanners read the bars, not the digits, but a person reading a shelf tag needs them.

3. What goes on the label

Drag the pieces into the order you want.

Each row can hold one piece or several. Two pieces in one row set to **Ends** puts one on the left and one on the right — a SKU on the left and a price on the right, for example. The other spacings are Left, Center, Right and Spread.

Use **+ Add a row** for another line. Drag anything into **Not on the label** to take it off, or press the small **x** on the piece.

The pieces available are:

PIECE	WHAT IT PRINTS
Bar Code	The scannable symbol
QR Code	A 2D code carrying the same value
Product Name	The product name, with the variant appended when it has one
SKU	The stock keeping unit
UPC	The UPC as text
Item Number	The manufacturer part number
Price	The current selling price
Vendor	The supplying vendor
Category	The product category
Location	The bin or location code
Store Name	This store's name
Print Date	The date the label was printed
Custom Text 1 and 2	Fixed text you type in

Variants are part of the product name

A label identifies one specific sub product, so **Product Name** prints the variant with it — "Merino Wool Crew Sweater - Large / Heather Grey". Without it, a Large and a Small would print identical shelf tags.

Products with no variant attributes simply print their name.

Settings for each piece

Every text piece on the label gets its own settings:

- **Size (pt)** — leave blank to use the template's base text size
- **Reserve lines** — always hold space for this many lines
- **Bold**
- **UPPER CASE**
- **Shrink to fit** — reduce the size just enough to keep the text on one line

Reserve lines is worth understanding. Product names vary in length, and a name that wraps onto a second line pushes everything below it down the label — including the bar code. Reserving lines holds that space open

whether the text fills it or not, so the bar code sits in the same place on every label and staff scanning by feel find it where they expect. The product name reserves two lines to begin with.

It never cuts text off. A name longer than the space reserved still wraps and still prints in full.

Shrink to fit reduces a piece's text size until it fits on one line. It only ever shrinks — text that already fits is left alone — and it stops at a readable minimum, wrapping instead of shrinking further. When it acts, the preview tells you what it did.

4. Text and spacing

- **Font** — Helvetica/Arial is the clearest at small sizes
- **Base text size** — used by any piece that has no size of its own
- **Inner margin** — white space kept clear inside the edge of the label. Thermal printers drift by a fraction of a millimetre, so a little here stops text touching the edge.
- **Draw a hairline round each label** — useful while checking alignment on plain paper; turn it off for real stock

5. Printer alignment

Only needed if your printer puts everything slightly off. Print one sheet, measure how far out it is, and nudge by that amount. This moves what is printed, never the label size.

The preview

The preview sits beside the controls and updates as you work.

- **One label** shows a single label at real size. Use **Zoom** to inspect it.
- **Full page** shows how the labels tile across the whole sheet.
- **Preview with** switches between a short, a typical and a long product name.

Preview with deserves a moment. Layout moves with the length of the name, so a label that looks right against a short name can look wrong against your longest one. Check both before you print a batch.

The caption above the preview gives the label size in inches and millimetres, and how many fit on a sheet.

What the preview warns you about

- **Bars too narrow to scan** — when a value is squeezed so tightly that the bars are finer than your printer can place them. Widen the bar code, shorten the value, or use Code 128 C for a digits-only value.
- **Content taller than the label** — the top and bottom will be cut off. Shorten a line, reduce a text size, lower the bar code height, or take something off the label.
- **Stock that does not fit its page** — for custom sizes whose columns or rows run off the edge, or overlap.

- **Products with no value to encode** — those print a placeholder naming the product and the reason, so you can see which ones need attention instead of finding a gap in the batch.

Printing

From the designer

Test print opens a printable page. **Test PDF** downloads a PDF. Both use the version you last saved, so save first.

From Inventory

Select rows on the Inventory Management grid and press **Generate Bar Codes**, or use the bar code icon on a single row. Both print with the default template.

From a product

On a sub product screen, the **Generate Bar Code** buttons beside UPC and Item Number print a single label for the value in that field.

Getting the print settings right

When printing from the browser, set **Margins** to **None** and **Scale** to **100%**, and turn off headers and footers. Any scaling shifts every label and makes the bar codes narrower than they were designed to be. The print page reminds you of this.

If your printer driver will not leave the scale alone, use the **PDF** instead. The PDF is already exactly the size of the label or sheet, so there is nothing for the driver to decide.

Checking a batch before you commit to it

1. Choose the longest product name you sell under **Preview with**.
2. Read any warnings above the preview.
3. Print one sheet on plain paper.
4. Hold it against a real sheet of labels and check the alignment.
5. Scan the printed bar code with the scanner your staff actually use.
6. Adjust under **5. Printer alignment** if it is consistently out, and print again.

Once one sheet is right, the rest of the batch will be.