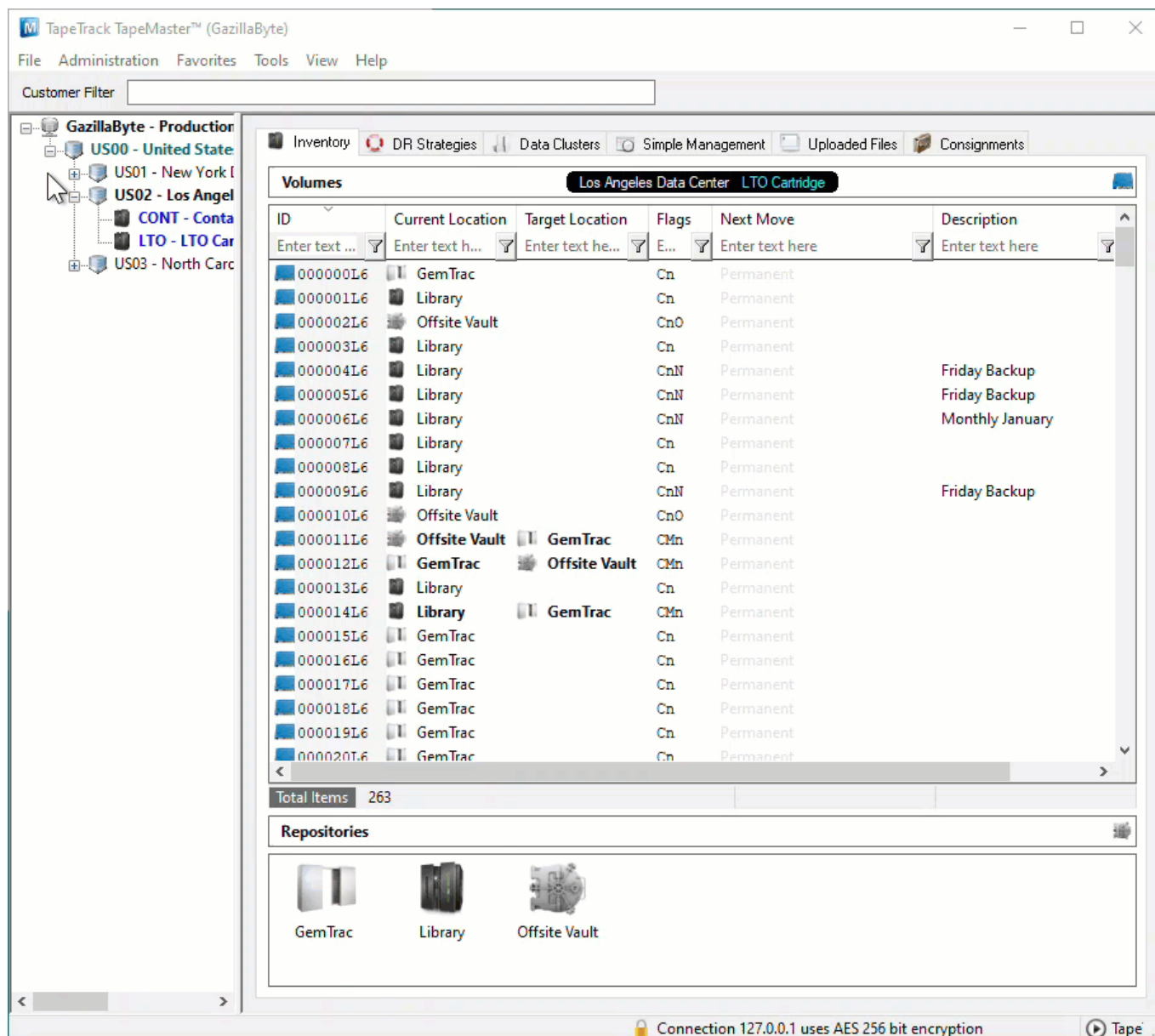


Printing Zone Barcodes

Zone barcodes can be printed from TapeTrack TapeMaster using the TapeTrack Barcode Printer.

Identify what zone ID barcodes required to print by right-clicking the repositories, in the respective customer media types, and select Properties and then the Zones tab.

In the Zone Administration window under the heading **Zone** is the Zone-ID number and Zone description (in the format number:description). Record these details and close the window by the X at the top right or using the Cancel button.

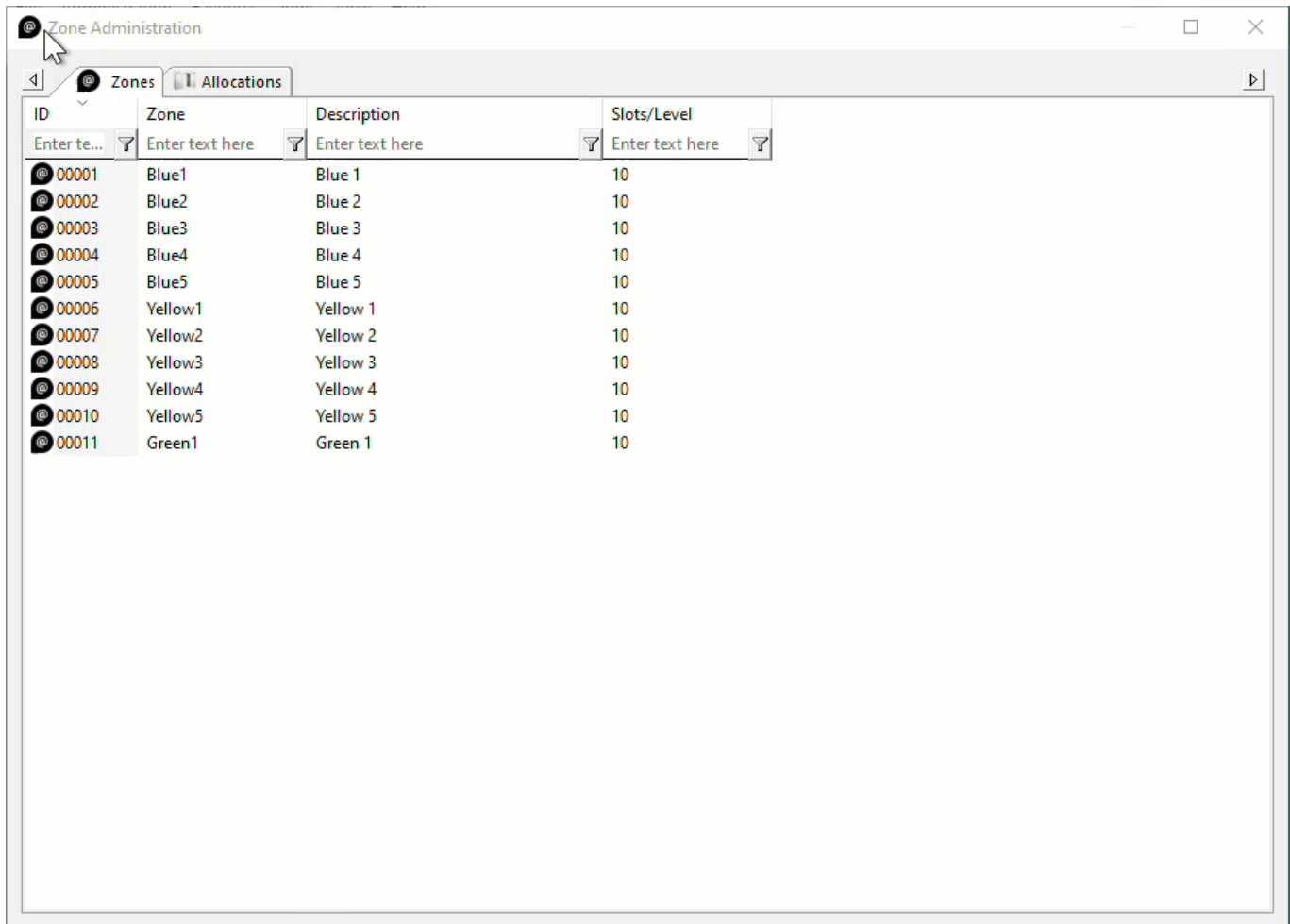


From the main menu, select Administration→Zone Administration.

From the displayed zones, select the required zones (range select Shift+Click, Control+Click).

Right-click the highlighted zones and select Print→Labels to pass the barcodes through to the TapeTrack Barcode Printer.

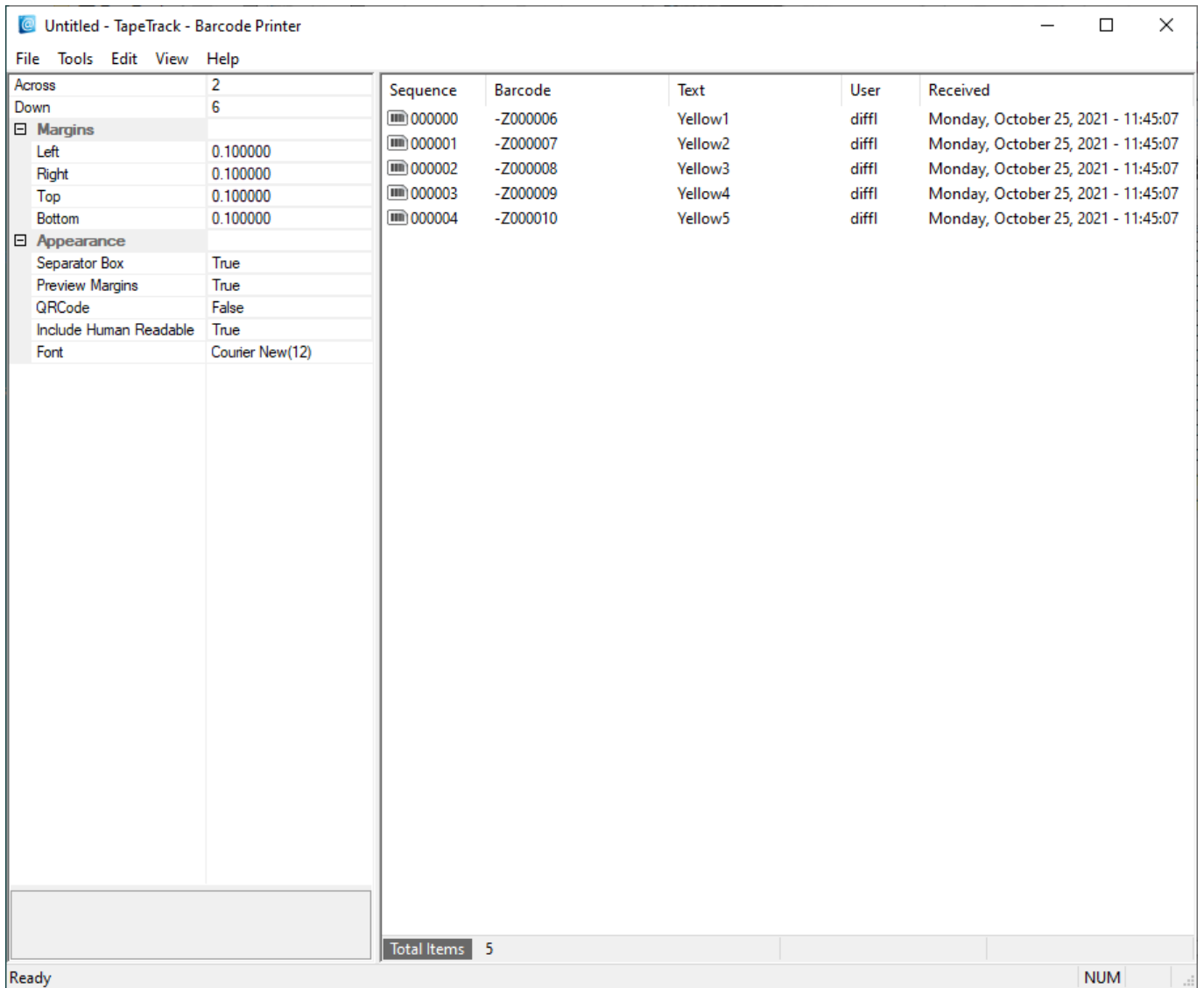
The Barcode Printer will open minimized in your toolbar, maximise to continue.



Editing Print Layout

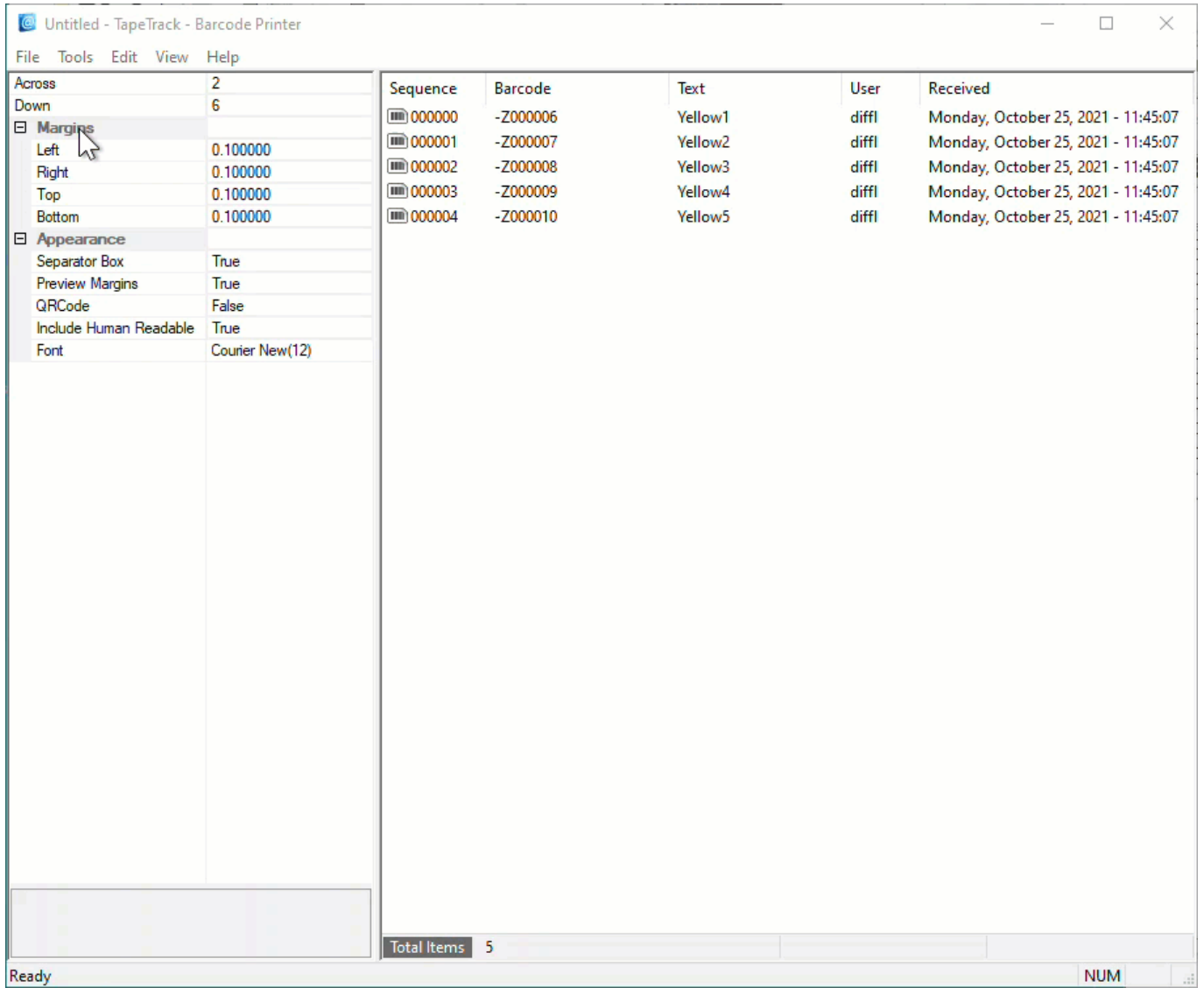
Use the left window pane on the Barcode Printer to edit the print layout options to suit your requirements.

- Across: Number of barcodes to print across the page.
- Down: The number of barcodes to print down the page.
- Margins: Margins to be placed around the barcodes
 - Left: Left margin padding
 - Right: Right margin padding
 - Top: Top margin padding
 - Bottom: Bottom margin padding
- Appearance:
 - Separator Box: Adds a grey border around each Barcode to aid in separating individual Barcodes when manually cutting them out.
 - Preview Margins: Adds a preview of print boundaries to aid in confirming Barcode will print within a specified area.
 - QR Code: Adds a QR code to the Barcode label.
 - Include Human Readable: Adds text representation of Barcode to make it readable by Humans.
 - Font: Sets font for Human Readable content, does not alter Barcode.



Preview Print Layout

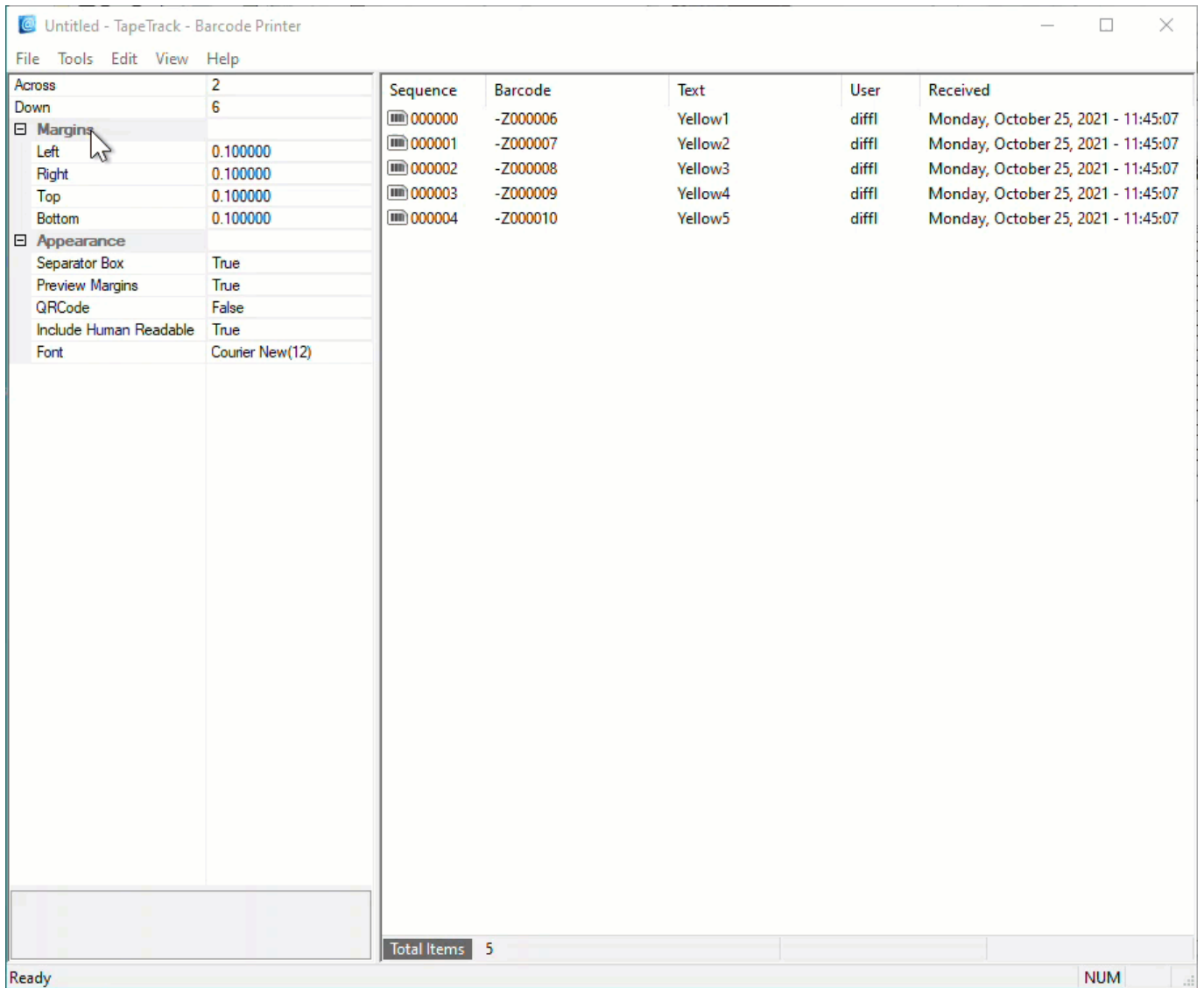
From the Main Menu, select File → Print Preview



From the preview screen, you can click Print if your happy with the layout, or Close to return back to the Barcode Printer to make further adjustments.

Print Labels

To print the labels, from the Main Menu select File → Print to open the Print dialog, select your desired printer and click OK.



Closing The Barcode Printer

To close the Barcode Printer, from the Main Menu select File → Exit or click the X at the top right of the window.

Sequence	Barcode	Text	User	Received
000000	00000L6	00000L6		Friday
000001	00001L6	00001L6		Friday
000002	00002L6	00002L6		Friday
000003	00003L6	00003L6		Friday
000004	00004L6	00004L6		Friday
000005	00006L6	00006L6		Friday
000006	00007L6	00007L6		Friday

[barcode](#), [print](#), [tapemaster](#), [update doco](#)

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