

A logo consisting of four thick, black, curved bars arranged in a cross shape. The top and bottom bars are wider than the left and right bars.

BARCODE

Manual

The best bar code software, bar none.



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Installation

Apple Macintosh™

Insert the Barcode Disk into your disk drive.
Open the Disk by double clicking on the disk's icon.
Double click on the "Set Up This Product" icon.



SetUp (Barcode)

1

Click install and follow the on screen instructions.
When the blue bar has gone across the installation is completed, click Quit.
Then restart by choosing restart from the Special menu at the top of the screen or pressing the startup key on your computer and choosing restart.
To run select 'Barcode' from the Apple menu.

Installation

Microsoft Windows™

Insert the Barcode disc in the disk drive.
Select Run from the File or Start menu.
Type D:\setup
Press return and follow the instructions.
When finished choose Quit.
All the fonts you need will automatically be installed into the Fonts directory.
Installation is complete.
Run Barcode from File Manager, or the group Peninsula Applications in Program Manager or Start menu.

The Barcode Window

Popup Menu
(for codes and options)

Box for entering
add-on part of code

File Format Menu

Length of code

Height of code

Bar Width Reduction

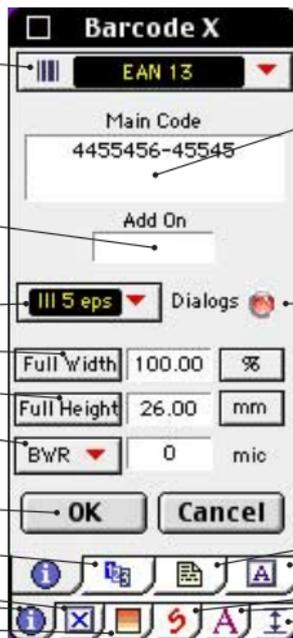
Click to generate
or press return

Serial codes

Options

Inspector

Colour



Box for entering
main part of code

To turn off dialogs

Import codes

Print Setup

Lines

Text

Resizing



Using Barcode

Using Barcode couldn't be easier. Everything you need is installed automatically. When you run the program a window will appear containing boxes into which you will enter each bar code's specification.

Entry

1. Click on the tabs at the bottom of the window as shown. This may already be done if so please carry on.



Unless it displays the type you require, next click on the **File Format Menu**.



Initially this is set to Illustrator 5 EPS.

Here you will find all the various file format options, the default is Mac Illustrator 5 EPS or Encapsulated PostScript.

This is the standard file format used by many programs, including Quark Xpress, FreeHand, PageMaker and Illustrator. We find this to be the most reliable for making readable codes at many sizes and resolutions.

Among other options are:

- 'Pict' which generates the Barcode in Pict format when selected.
- 'Text' which generates the Barcode as text in the clipboard.
- MetaFile which generates the Barcode as a MetaFile.

Click on the type required.

2. Having selected an output option, click on the **Code Type Menu** at the top of the main window which looks like this:



Select the type of barcode you require from the lists in the menu. These code types are for different uses, please look in the pdf on the CD for explanations of each.



3. Type your numbers, or numbers and letters required for the barcode into the large box at the top of the main window.

The image shows a rectangular window with a light gray background. At the top, the text "Main Code" is centered. Below it is a white rectangular input field containing the text "0000000-00000".

The hyphen is automatically inserted by Barcode to separate the parts of some codes as standard. If you should wish to alter the position of these in ISBN codes just type them, or spaces, where required.

Check Digits at the end of the code are automatically generated by Barcode and you will not be required to enter it. If you attempt to do so Barcode will beep at you.

ISSN codes also have a price change indicator, this is typed after the ISSN number minus the last digit of the main code as follows:

1234-567-01 the '01' is the price change indicator, this will appear at the end in the barcode, but not in the text above the code.

4. If you need an **Add-On Code** (used in ISBN and ISSN codes), Type it into the smaller box below the big one where you have just typed your main code.

The image shows a rectangular window with a light gray background. At the top, the text "Add On" is centered. Below it is a white rectangular input field.

N.B. The program can tell automatically between two and five digit add-ons for EAN codes.



5. Width/Size Changes



In order for the barcode to read correctly, Barcodes are allocated standard sizes as percentages. The most reliable size is 100% but other size can be used. For EAN and UPC codes we would not recommend a size below 85%.

The default value is 100%. (e.g. twice default size = 200%), these sizes are set by the standards authority for the particular barcode used.

5

6. Height Changes

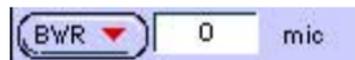


You can also change the height of the code you wish to make.

This box will change automatically to the default value if a width change is specified.

Clicking on the height text box allows you to change the height in millimetres.

7. Bar Width Reduction (BWR)



In bar coding certain products there may be a problem with the spread of ink, (plastic detergent bottles, etc.). In this case you may have to reduce the Bar Width.

Remember Dot Matrix, Lasers and Ink Jets spread as well as other printing techniques, when printing directly to paper or labels.

To quickly change the BWR, click on the 'BWR' button and select printing method or click the text box and enter the reduction sizes in microns.

Alternatively you can type the value you require into the box next to the menu.

A value of 0 means no reduction is being used. This is what most people do and most products are produced in this way, although the official guidelines recommend BWR's on all products.



Bar Width Reduction (cont.)

Tolerances within reading apparatus can compensate for +/- 150 microns, however be careful when producing codes for large chains of stores as problems can arise.

BWR also allows for ink spreading more as the plate gets older, this means that on long runs the BWR should be accurately specified, this a job for your printer.

ITF codes have optional 'H Gauges' which appears in the "Options" layer.

These are special printed symbols, which look like H's, they are intended to show when the ink spread becomes too much. These are automatically generated for the size of BWR you have specified, if you wish to override the default settings, type the number of each gauge into the smaller entry box, where add-ons are entered with one entry for the right gauge and one for the left, i.e. 2-3.

BWR Usage

Bar width reductions are for use to allow for variations in ink spread which occur when a symbol is printed.

Shelf Cardboard and **Paper** packages have little ink spread generally 0 mic reduced. Can be used with 0 - 50 micron reductions.

Cardboard Outers printed by flexography generally printed between 200 and 400 mic. reduced.

Plastic containers generally printed between 200 and 400 mic. reduced.

Waxed containers generally printed between 200 and 400 mic. reduced.

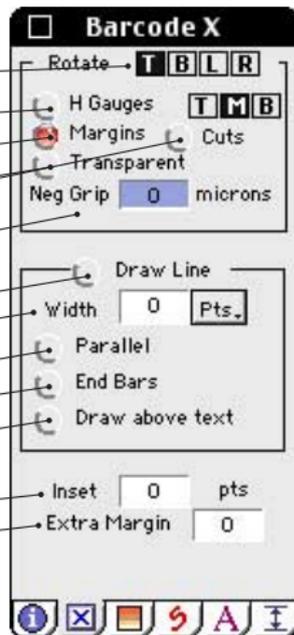
When printing directly onto **Metal** grip may also be used, this uses a wiper plate to make a metal only area around the bars of the code to stop the ink spreading. Grip can be found in the Options layer.



8. The Options Layer



- Code rotation
- H Gauges are drawn to show ink spread
- Draws a 'Quiet Zone' or 'Light Margin' at the code end
- Makes background transparent
- Show cut marks around code
- Draws a grip line around bars for printing on metal
- Draws a line around the code
- Width of line
- Lines top and bottom
- Lines at ends
- Draws box above text
- Code is inset from edge
- Code has extra margin at ends



9. The Text Layer



Show text below code

Allow text of a different size

Font for text

Size for text

Style for text

Justification

Condensed text

No bars dropping into text

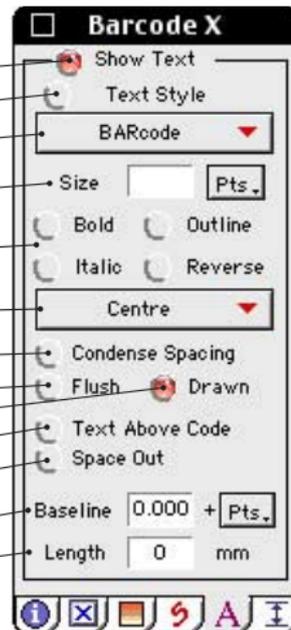
Text will be drawn as outlines if possible

Text is above code not below

Turns on features below:

Baseline shifts characters up or down

Justifies characters to length specified



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10. Background Colour Layer



You can set the colour of the background to any CMYK colour. Type the percentage of colour you require.



Transparent allows the background to be made transparent.

There is also another way to specify a colour.

At the top of the Colour layer is a menu, click here to choose from a menu the colour system you wish to use.

Then type the name or number of the colour you wish to find, if in the library it will appear where the word colour is on the window.

11. Line Colour Layer



Barcode allows you to set full CMYK colours for your barcode, just the same as the ones on the colour layer.

Enter name or number of the colour

Or type the process ink percentages of the colour you require

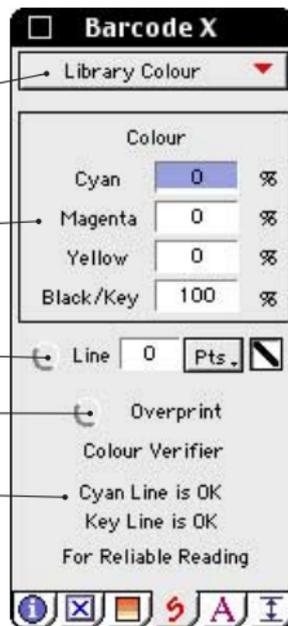
Switches on a border line around a barcode or determines the thickness of the bars in labeller mode. Select from menu or enter in text box

Overprints the barcode on the background else background is cut out like a stencil around the barcode

Tells you if the colour chosen is a reliable colour or if it is too light

**Colours 'visible' to scanners are:
BLACK or CYAN**

**Colours which should not be used on their own are:
MAGENTA or YELLOW**





12. Serial Numbers



Here is where you set out the information to add serial numbers. Serial numbers have various components, here we explain the various parts to a number.

Please note this is only an example, your code will be made up differently.

Prefix	<input type="text"/>
--------	----------------------

The Prefix Box: If 'JS' appears at the beginning of each serial number, you enter JS in the prefix field.

Start	<input type="text"/>
-------	----------------------

The Start Box: If the serial numbers go from 1 to 199, enter 1 in the start field.

Suffix	<input type="text"/>
--------	----------------------

The Suffix Box: If 'AB' appears at the end of each serial number, you enter AB in the suffix field.

End	<input type="text"/>
-----	----------------------

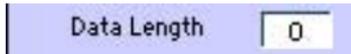
The End Box: If the serial numbers go from 1 to 199, enter 199 in the end field.

Step	<input type="text"/>
------	----------------------

The Step Box: The serial numbers can go 1, 2, 3, 4, 5, for step size of 1, or 10, 20, 30, 40, for step size of 10. For this example we will put 1.



Serial Numbers Layer (cont.)

A light blue rectangular control box with the text "Data Length" on the left and a white input field containing the number "0" on the right.

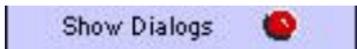
Data Length Box: The Data Length field sets the number of digits output as a serial number, inc. the prefix and suffix. Some barcodes will not allow you to alter this length as they have fixed lengths, others will.

If a serial number size is less than the data length, it will automatically insert leading zeros to maintain the length. For this example we will put 12 as the data length.

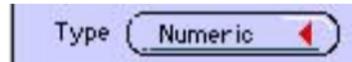
This data together should return the first serial number as:

JS00000001AB

When you click on the barcode to make it, a window comes up asking you where you want the barcode to be saved to and what you want it to be called.

A light blue rectangular control box with the text "Show Dialogs" on the left and a red circular button on the right.

If you don't want a Dialog to show for each and every barcode you make turn Show Dialogs off by clicking on the red dot or cross and it will automatically save to your default place.

A light blue rectangular control box with the text "Type" on the left and a dropdown menu on the right showing "Numeric" with a red arrow pointing left.

Some Barcodes and text items are not only numeric, but also alphanumeric. The box above allows you to pop up a menu to choose whether an item in a serial number is numeric only or alphanumeric.

A light blue rectangular control box with the text "Repeat" on the left, a white input field, and the text "times" on the right.

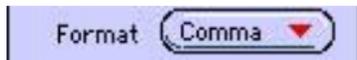
The final box on this layer is only relevant when you are wishing to print serial numbers directly from within the application. This box allows you to enter a number which, when set will allow the serial number to stay the same for a certain number of labels. This is particularly useful when using batch numbers, where the number may only need to increase every 20 labels.

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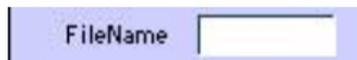
13. Imported Numbers Layer



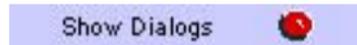
To import data for codes:



Click on the format button and select from the pop up menu which file type you would like to import from.



Click on the Filename text box to select a file to import.



Turn off the show dialogs if you wish to by clicking red dot or cross as above.

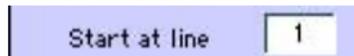


The menu above is something which is NOT recommended you change. Same File Readable means that the text underneath the barcode is what the barcode actually says.

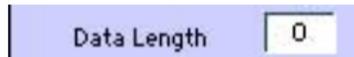
'Readable from separate files' takes the text from a different field than that of the barcode which means that the number underneath the barcode does not necessarily have to be the number of the barcode.



Type the number of the item you wish to import between << and >> into the 'Item ' box. If you wish to make up more than one item into a number, repeat this for each number, i.e. <<1>><<2>>.



Type the number of the line you wish to start at.



Set the number of characters you want as a length for the finished item.



Imported Numbers Layer (cont.)

Item for name

To import a name to identify the product in the saved filename, type the number of the item to import. If this is set to 0 no name will be imported.

Get how many

Type in the number of lines you wish to import from the file

Then click OK to make your codes.

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14. Making the Code

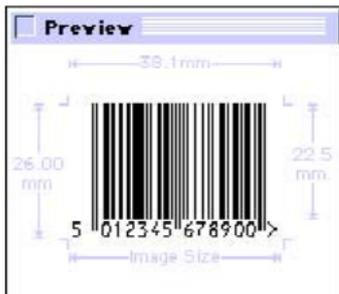


Return to main layer by clicking the blue i.



Click on "OK" or press Return to generate the code.

Once you have generated the code the output options you specified take control and an image of your barcode will appear on screen.



To show the dimensions of the barcode you have made, select 'Show Item Size' in the Item menu. If show dialogs is on, click on the barcode image to make it disappear. Go to next stage.

If you wish to change any options you may do so at this stage, your changes will be shown on screen. Simply select the tab required and proceed as per the relevant instructions.



File Formats

For text output



A dialog will appear to tell you your Barcode is now in the Clipboard. Paste it into your application as text.

If the application you are using supports the latest Apple Guidelines the text will appear as a Barcode in your document.

If not, select the text produced in your document and change the font to BARcode.

Change its size according to the table below:

EAN, UPC and ISBN-ISSN

100% = 10pt. 120% = 12pt etc.

ITF, EAN128, Code128, Code39, SICK and Codabar

100% = 20pt. 120% = 24pt

Set the leading or line space to the same as the point size.

In Claris Works this is slightly complicated. First select the text, click on the '1 li' box on the ruler. This will then show as 16pt or similar. Then use the boxes next to it to move the line spacing up or down in 1pt steps.

To make PICT or MetaFile for the clipboard



Select from the File Type Menu until it shows as above. Press return or click OK.

A dialog will tell you your code is in the clipboard. Paste it into your application as a picture. Some applications do not support pictures although most will.

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To make EPS Files (Encapsulated Postscript)



Select from the File Type Menu until it shows as above.
Press return or click OK.

Next a standard File Dialog Box will appear.

This prompts you with a name for the code, which can be changed at this stage.

When you click "save" the code will be saved to disk.

Barcodes files are compatible with Illustrator and Freehand for direct parsing as an image.

EPS or encapsulated postscript is used by many of the major programs for the import of images.

You do not need the font to print the image on another machine, however, for the code to display correctly on the Macintosh screen, the font is required.

AutoPrint Setup



The 'Print' button takes you to the print setup screen for labelling.

Text For On Screen

The contents of this box shows the numbers of the barcode or the text that will appear underneath the barcode or text item on screen.

Data Length

The Data Length sets the number of digits output as a serial number, inc. the prefix and suffix. If a serial number size is less than the data length, it will automatically insert leading zeros to maintain the length. Inserting 0 in this box will allow the number to stay the same length as when entered.

Question at Print Time

Here you enter the question you require to appear when you go to print a barcode for a specific item on every label. The question will have to be answered before it will print. i.e. this option forces a query at printing time. (N.B. If you have 4 items with this option and want 5 of each printing you will have to answer 20 questions).

Print How Many

This box allows you to specify how many copies of each item entered you wish to print, this is useful if you wish to make a number of copies of one label at print time with the same information on.

Once you have finished, click OK.

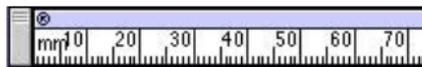


Quality Control

Although many film master suppliers place a lot of emphasis on the quality of the codes produced, if care is taken in the production of codes very little trouble will occur. Make sure you are using a device with a reasonable resolution. If you are printing large runs use a BWR of 50 microns.

N.B. Most readers can cope with discrepancies up to 120 microns. If possible use a barcode reader randomly throughout the print cycle to verify that codes scan.

The Ruler



The ruler assists in the placing of boxes on labels. Rotate by clicking on the  symbol:



The units can be changed by clicking on letters for the units.



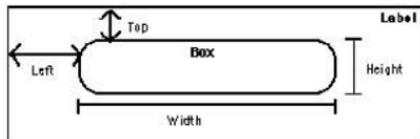
The length of the ruler can be shortened by clicking on the blue bar at the length required.

The length of the ruler can be extended by dragging the blue bar to the required length.

Labeller Box Sizing



This section enables you to input the dimensions of the boxes to be printed on your label. The dimensions are entered in the same units as the ruler at the top of the screen.



Top is the distance from the top edge of the label to the box.

Left is the indentation from the left edge to the box.

Width is the distance between the left and right sides of the box.

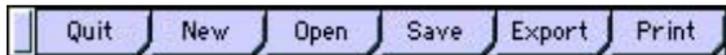
(N.B. Ensure that this distance + Left is less than the Width of the label.)

Height is the distance between the top and bottom of the box.

(N.B. Ensure that this distance + Top is less than the Height of the label.)



Button Bar



Quit: allows you to quit the barcode program.

New: takes you into the label set up.

Open: enables you to import labels.

Save: enables you to save labels.

Export: enables you to export labels.

Print: to print out on non-thermal printers.

Thermal: to print out on thermal printers.

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