

Printing Barcodes



TABLE OF CONTENTS

- Printing Item Barcodes 4
- Barcodes Types 4
- Available Barcode Sections 4
- Printing Barcodes from Order History 4
- Printing Barcodes from Shopping Lists 6
- Printing Barcodes from Reports 7
- Printing Barcodes from Keychain Barcode Scanner 9

PRINTING ITEM BARCODES

Barcodes Types

You can print the following types of barcodes:

- Quantities
- Labels
- Tags
- List

Available Barcode Sections

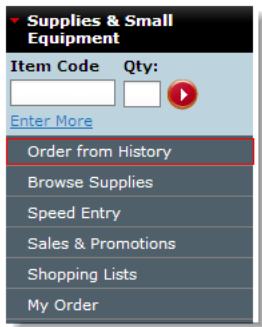
Barcodes are available from the following sections of our web site:

- Order History
- Shopping Lists
- Reports
- Keychain Barcode Scanner

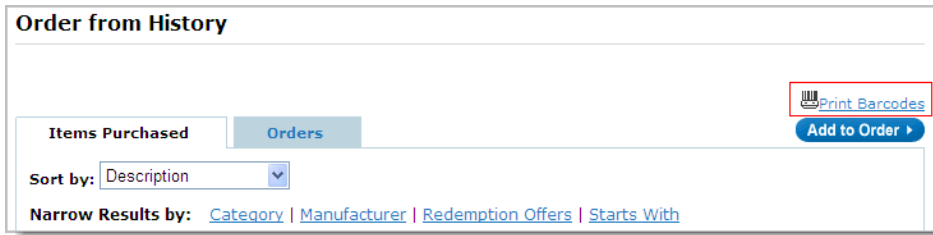
Printing Barcodes from Order History

To print barcodes from Order History:

1. **Login** to the web site, if you have not already done so.
2. Click **My Order**.
3. Click **Order History**.



4. Click **Print Barcodes**.



5. Click the desired **barcode type**.

Items Purchased Barcode Reports

Note: If you have a large number of products within your Items Purchased list, these reports may take a few minutes to display.

Get Adobe Reader To view PDF files, you need to have Adobe Acrobat Reader®, [Click here for a free download.](#)

Select a barcode report type to display products within your Items Purchased list.

- Item Quantity Barcodes**: [Print a list of item quantity barcodes to scan item quantities.](#)
- Barcode Labels: [alphabetically](#) / [category](#)**: [Print barcode labels for products listed in your Items Purchased list. We recommend using Avery 5160, 5260, 5810, 5960 labels for printing.](#)
- Barcode Tags: [alphabetically](#) / [category](#)**: [Print barcode tags for products in your Items Purchased list.](#)
- Barcode List: [alphabetically](#) / [category](#)**: [Print barcode report for products in your Items Purchased list.](#)
- Barcode List with Image: [alphabetically](#) / [category](#)**: [Print barcode report with image for products in your Items Purchased list.](#)

6. Click **Print**.

Scanning a Quantity Barcode:

To add multiple quantities of the same item to your order, first scan the product item code and then scan 1 or more quantity values listed below.

Note: Several quantity barcodes may be scanned for a single product. If you choose not to scan a quantity value, the quantity will default to the settings noted within your order preferences which will be set to "1" or "the last quantity ordered".

1 [Barcode] 2 [Barcode] 3 [Barcode]
4 [Barcode] 5 [Barcode] 6 [Barcode]

7. Select the desired printer, select **"None"** for **Page Scaling** and click **OK**.

Print

Printer: Xerox Phaser 6200DP (Network) Properties

Status: Ready Comments and Forms: Document and Markups

Type: Xerox Phaser 6200DP

Print Range: All Current view Current page Pages: 1 Subset: All pages in range Reverse pages

Page Handling: Copies: 1 Collate Page Scaling: **None** Auto-Rotate and Center Choose paper source by PDF page size Use custom paper size when needed Print to file

Preview: Composite 8.5 11

Document: 8.5 x 11.0in Paper: 8.5 x 11.0in 1/1

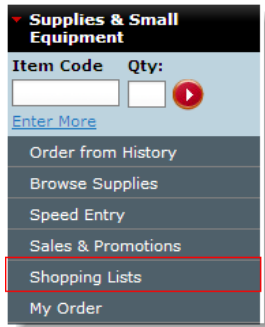
Printing Tips Advanced OK Cancel

NOTE: Please select "None" for Page Scaling. Otherwise, Avery Labels will not align correctly.

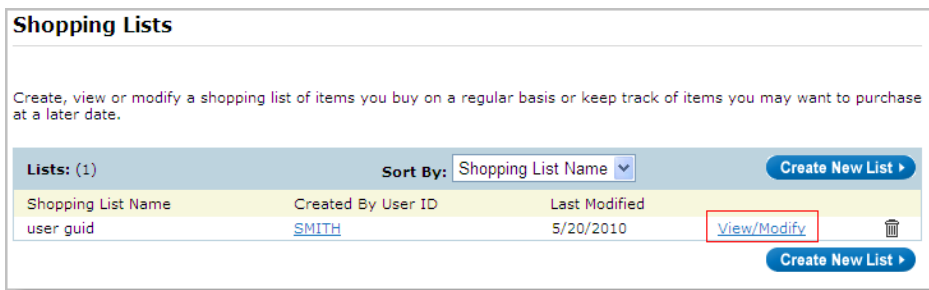
Printing Barcodes from Shopping Lists

To print barcodes from Shopping Lists:

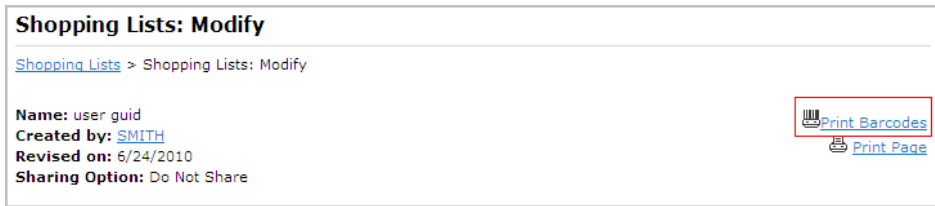
1. Click **My Order**.
2. Click **Shopping Lists**.



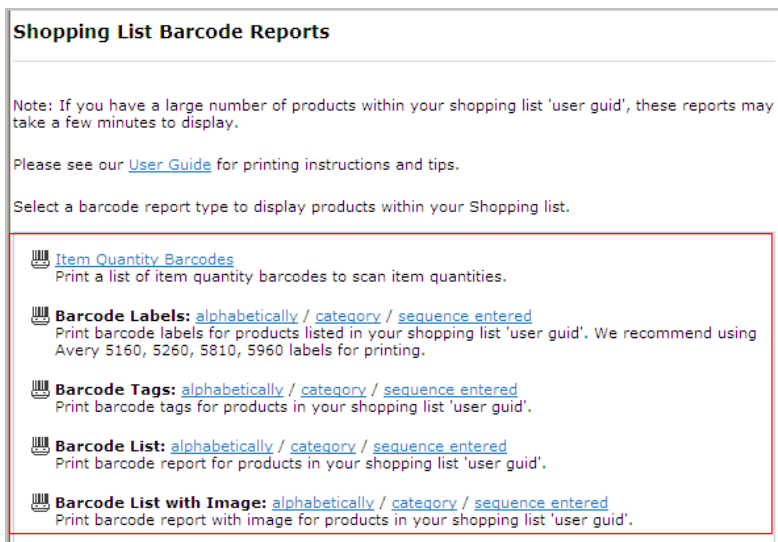
3. Click **View/Modify**.



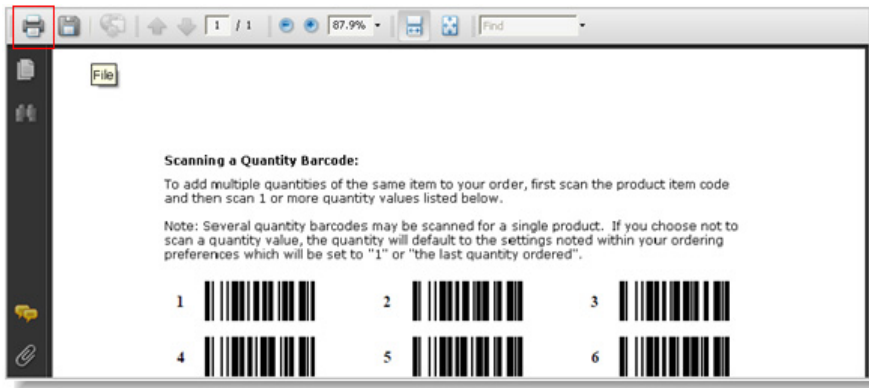
4. Click **Print Barcodes**.



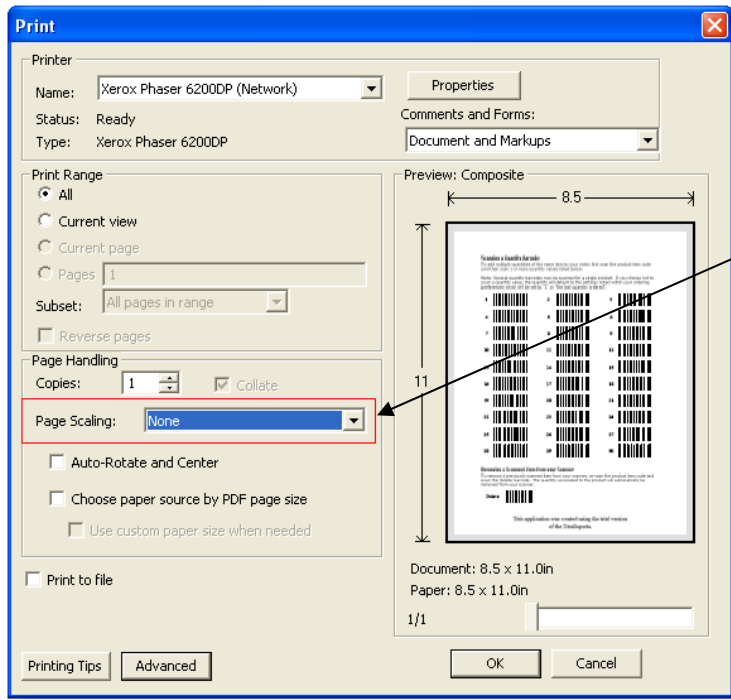
5. Click the desired **barcode type**.



6. Click **Print**.



7. Select the desired printer, select **"None"** for **Page Scaling** and click **OK**.

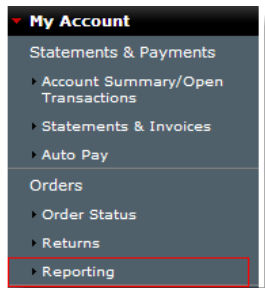


NOTE: Please select "None" for Page Scaling. Otherwise, Avery Labels will not align correctly.

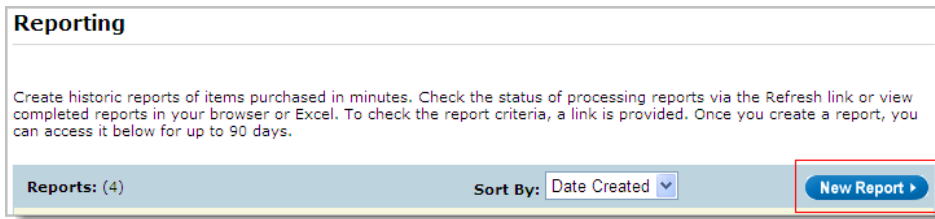
Printing Barcodes from Reports

To print barcodes from Reports:

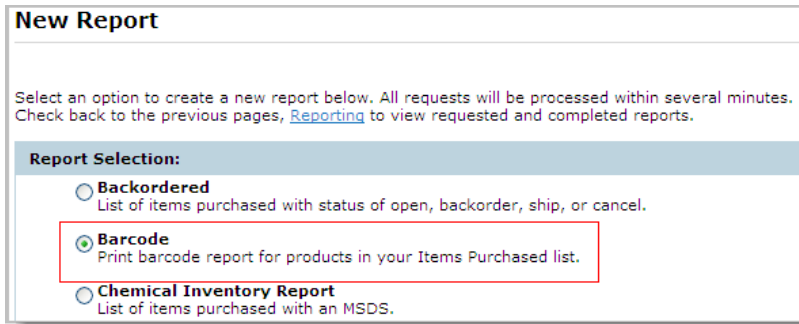
1. Click **My Account**.
2. Click **Reporting**.



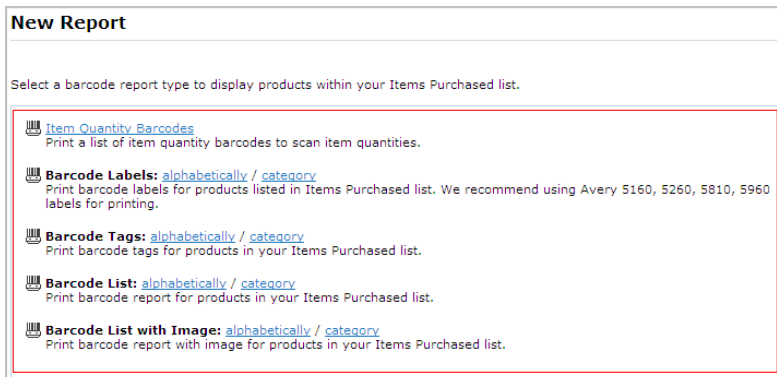
3. Click **New Report**.



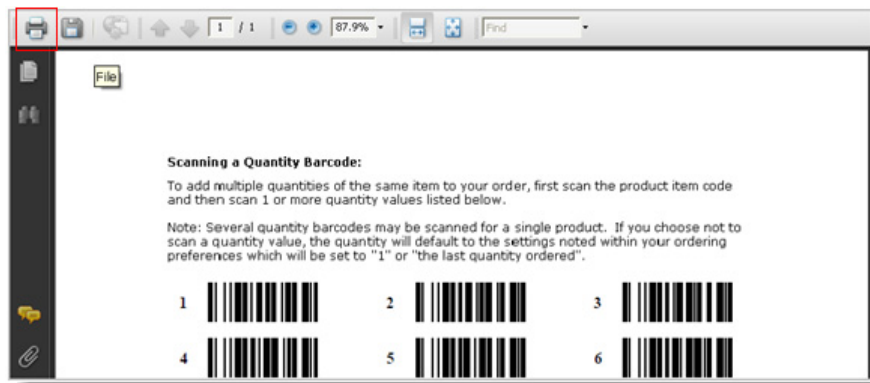
4. Click **Barcode** and click **Next**.



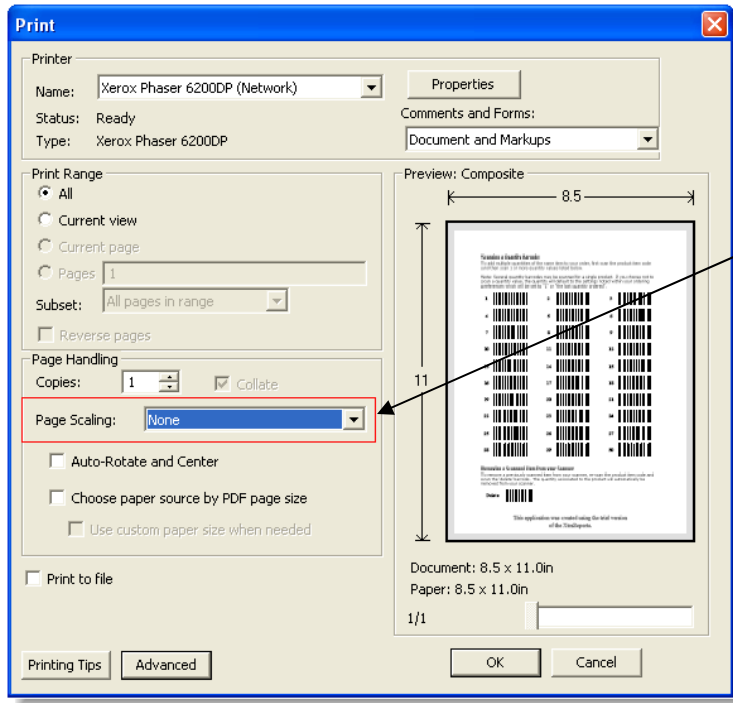
5. Click the desired **barcode type**.



6. Click **Print**.



7. Select the desired printer, select **"None"** for **Page Scaling** and click **OK**.

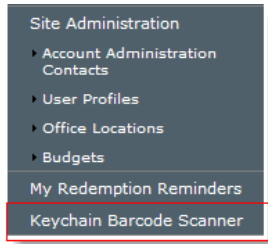


NOTE: Please select "None" for Page Scaling. Otherwise, Avery Labels will not align correctly.

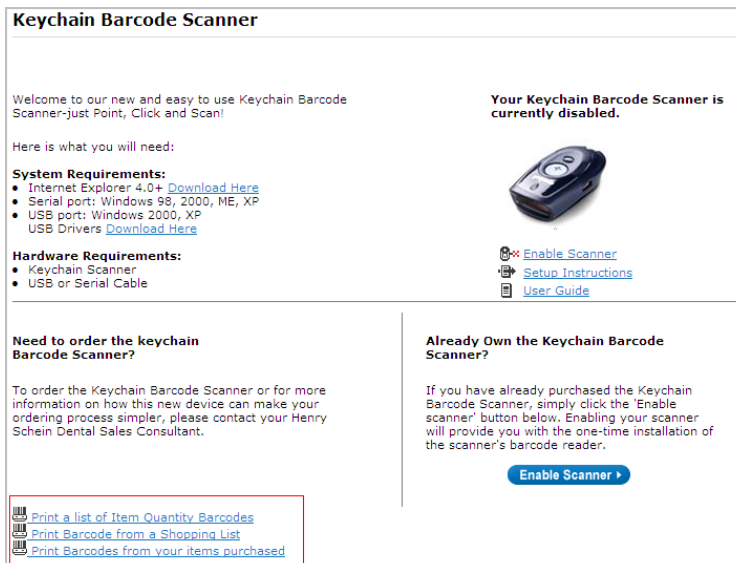
Printing Barcodes from Keychain Barcode Scanner

To print item barcode quantities:

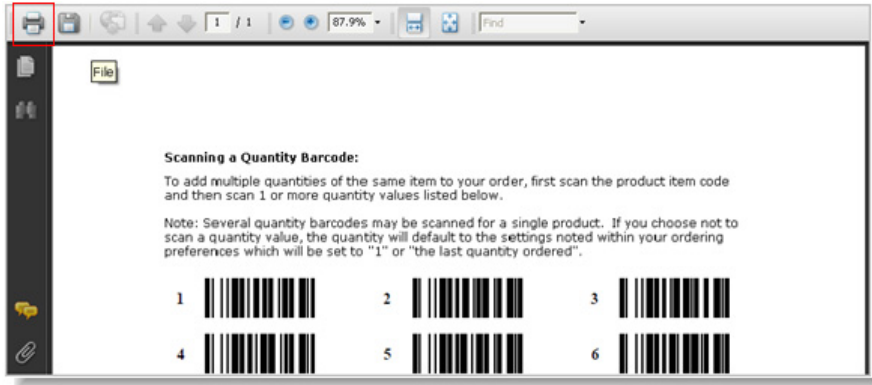
1. Click **My Account**.
2. Click **Keychain Barcode Scanner**.



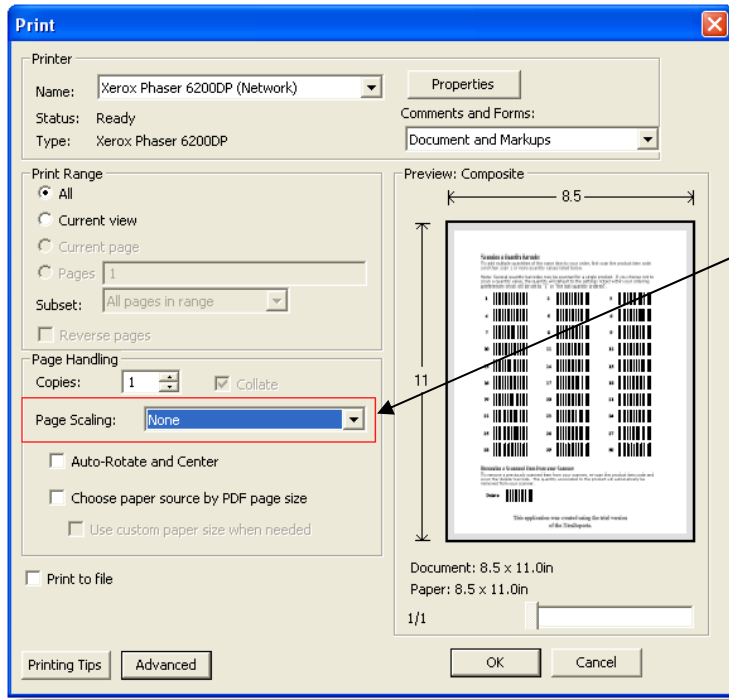
3. Click the desired **barcode type**.



4. Follow the above instructions for Order History and Shopping Lists.
5. Click **Print**.



6. Select the desired printer, select **"None"** for **Page Scaling** and click **OK**.



NOTE: Please select "None" for Page Scaling. Otherwise, Avery Labels will not align correctly.

NOTE: For more information on the Keychain Barcode Scanner, see the Keychain Barcode Scanner User Guide available from the web site online help.