

Avery Barcode Label Making

Becoming a Barcode Label Master

System Requirements:

- ▣ Windows® 7, Vista™, XP, 2000 or ME
- ▣ Internet Explorer® 4.01 with Service Pack 2 or later
- ▣ Minimum 200MB minimum disk space (800MB recommended)

Sorry Mac users, the Mac version didn't have barcodes available.

Where to get DesignPro?

<http://www.avery.com/>

Use their search bar on the top right and search for designpro.

You will see a DesignPro PC

You have to fill out a form to download. Make sure you check do not send emails so you do not receive spam.

It will download a .exe

Double click it and it will install.

After it installed, you can open it up. You should see this screen.



It will then ask for you to check for updates.
Click yes. It will then also ask to calibrate your
printer.

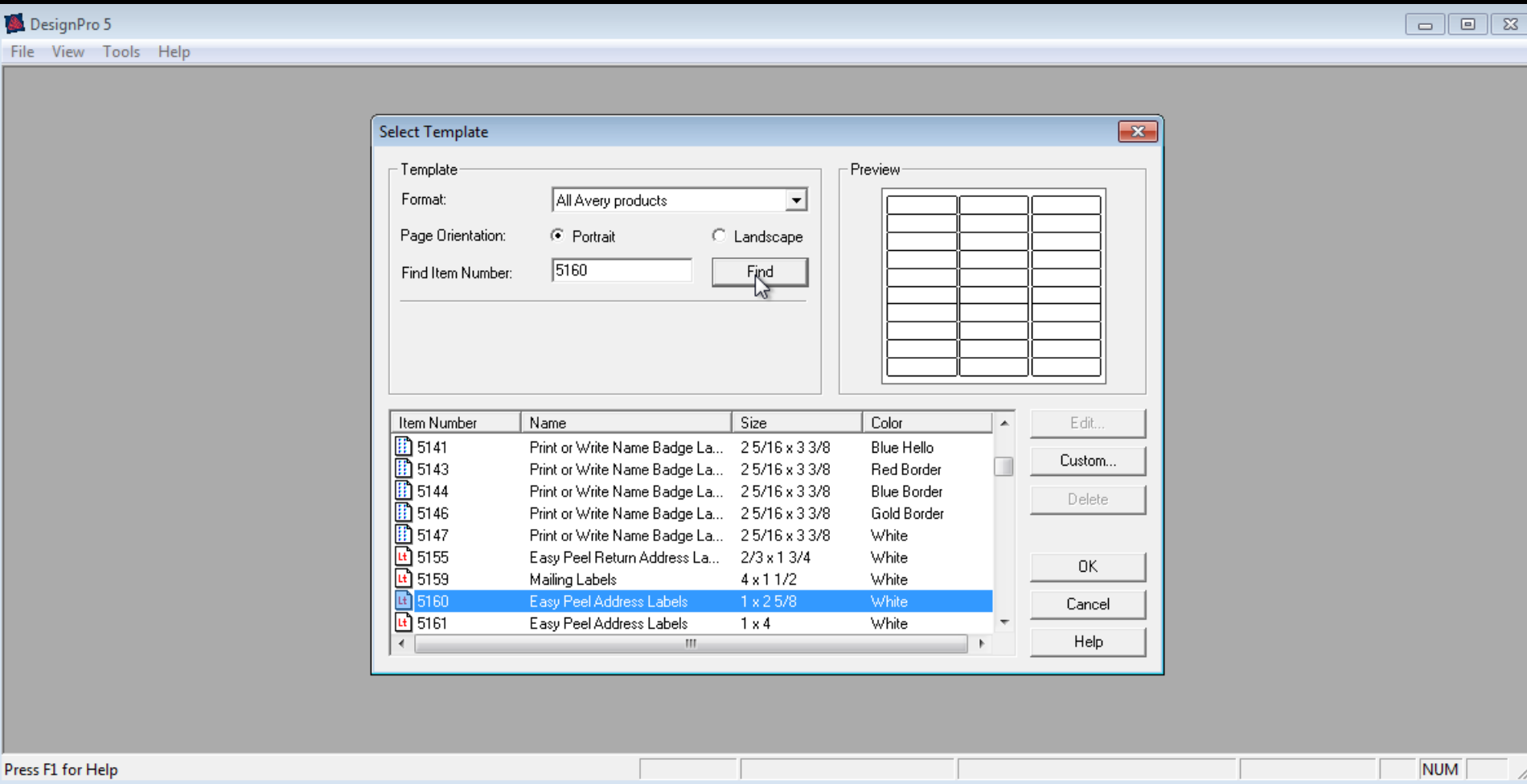
You can click no.

Let us make some barcode labels!

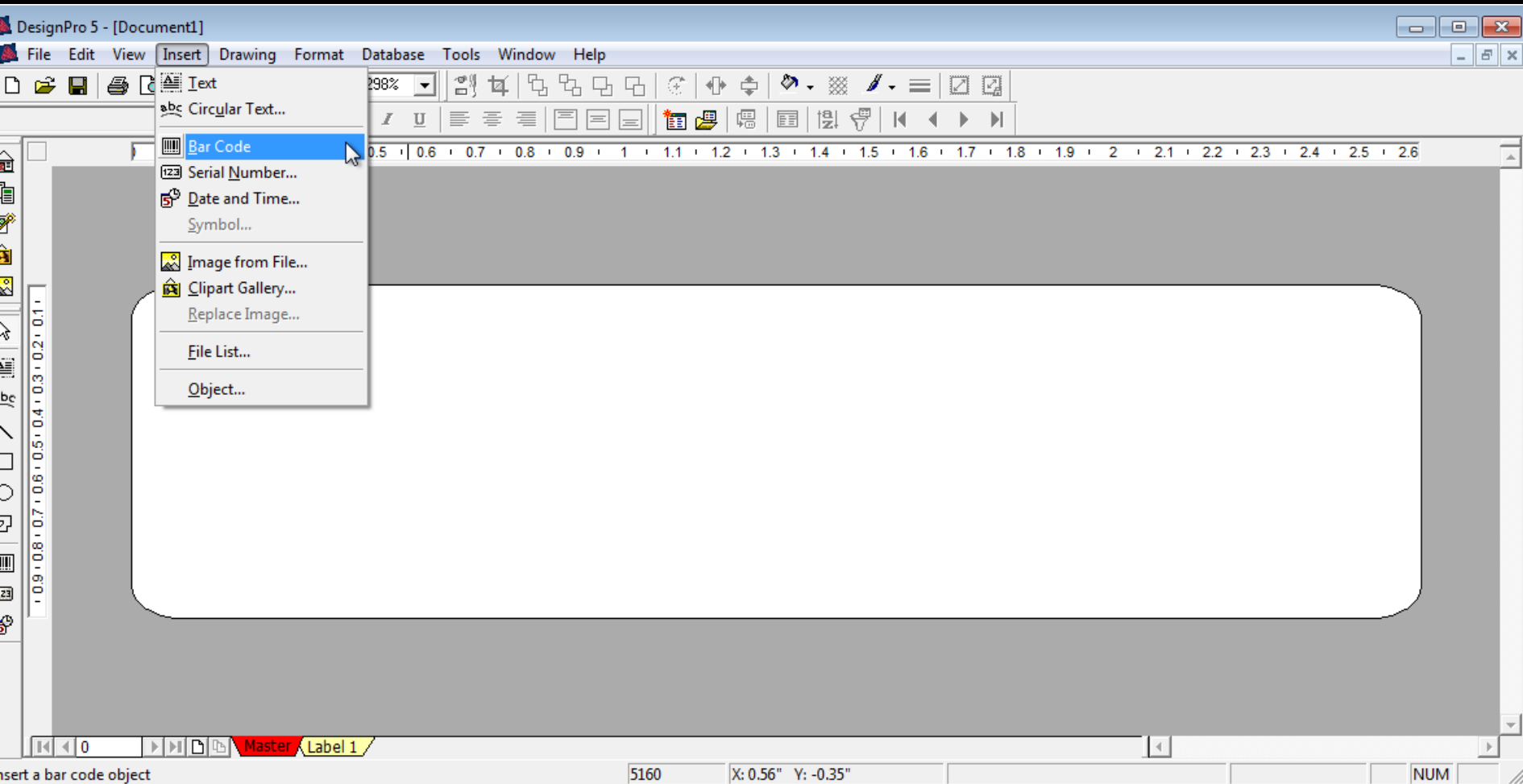
Click on the design from scratch.



Find the label to use, 5160. Then click Ok.



Insert a barcode. Insert > barcode

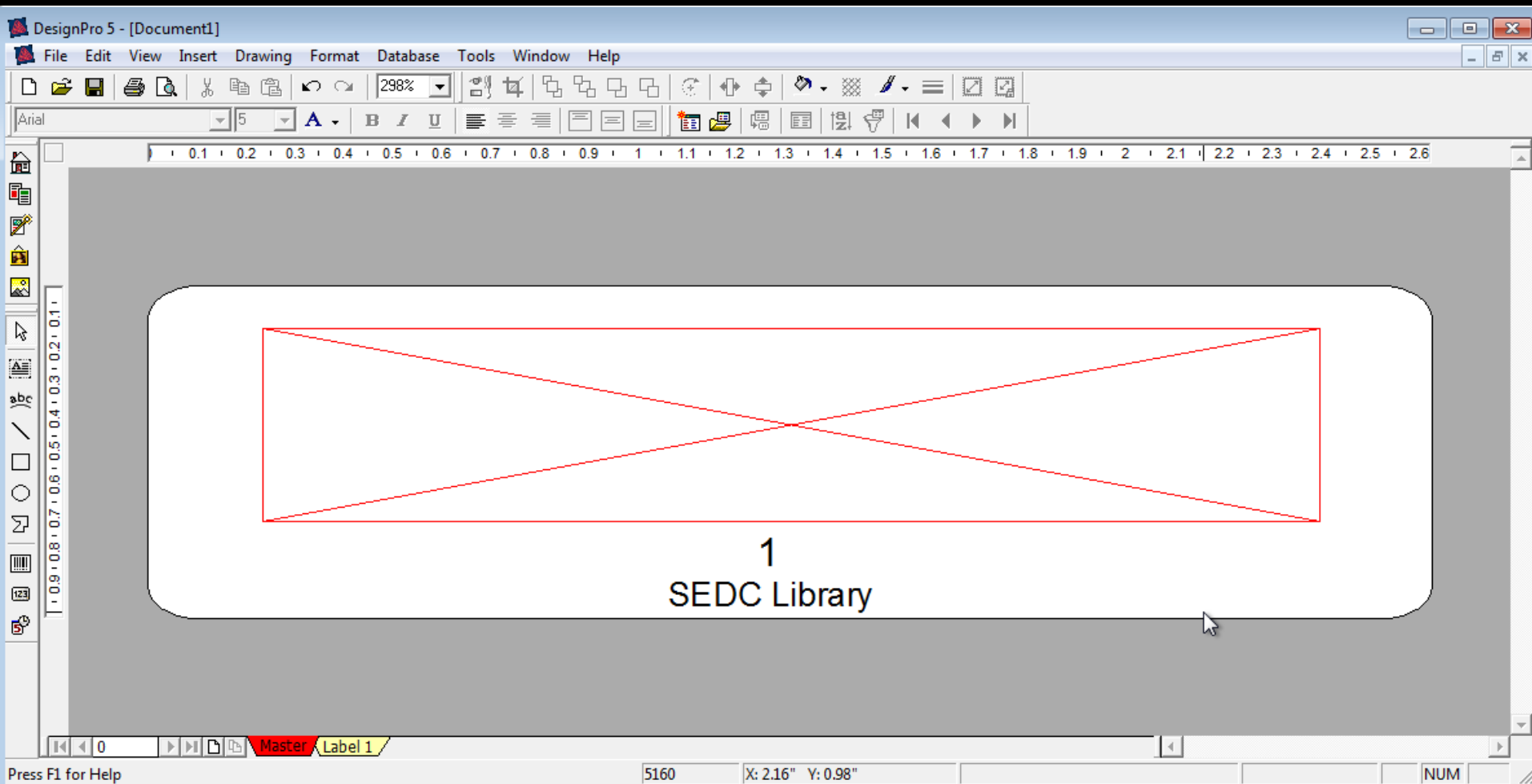


Insert a text box, two of them.

We can use those for a barcode number under the barcode and also the school name.

The barcode itself will be a red box unless you type a number inside it. It is also already using our barcode standard by default.

You should have something similar.

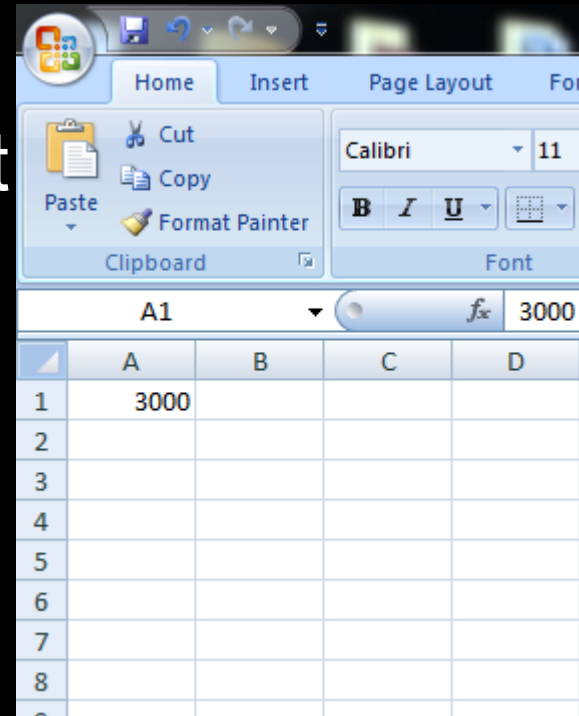


Now open up excel.

Type in the (start value - 1).

In this picture i should've put 2999.

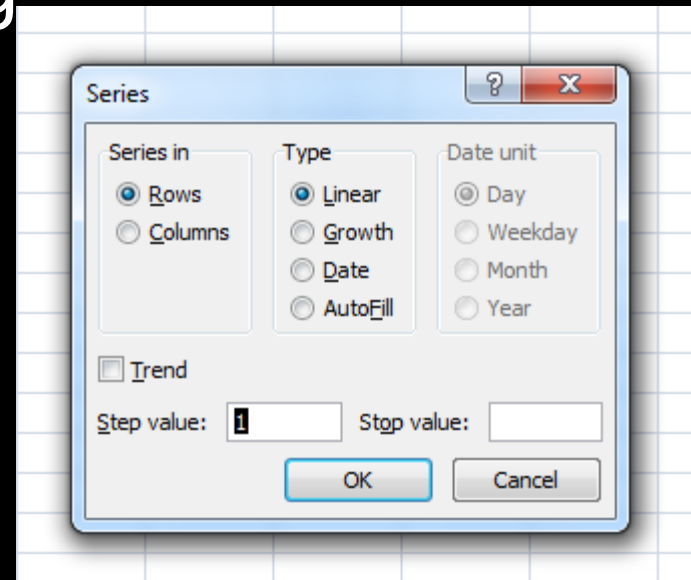
Avery likes to print the first barcode with an additional +1 so that 3000 will really start at 3001.



After the start value is entered.

Click on the column heading
so click on the A.

The whole column should
now be highlighted.



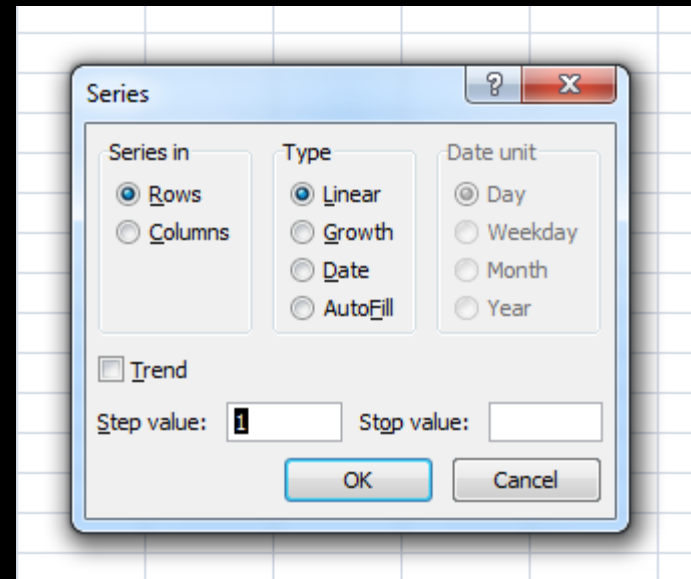
On the top right is a Fill button. It is small.
Click on that and then click on series.

A series box pops up.

Series In should be columns, not rows.

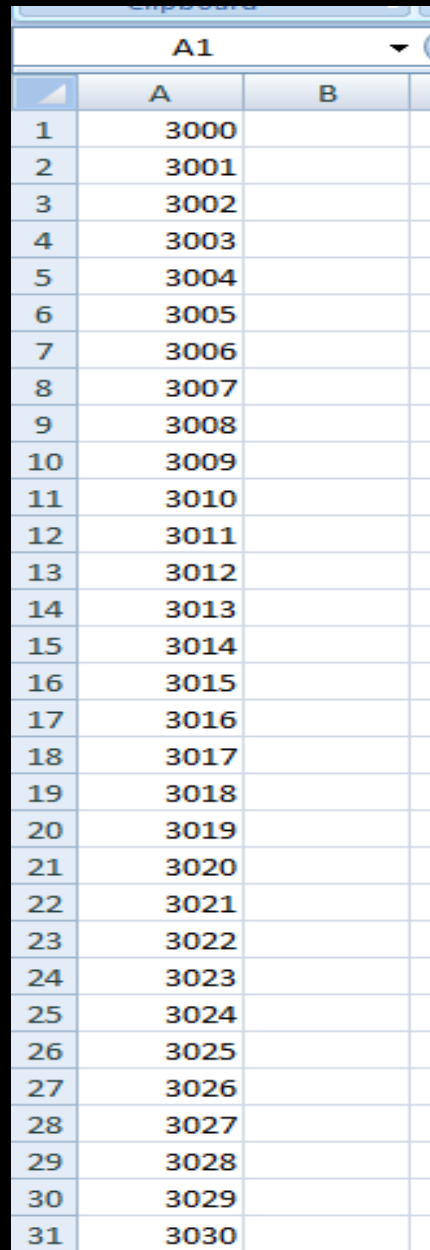
Put in a stop value.

Click Ok.



You should now have a series of numbers.

Save it,
we are going
to use it.



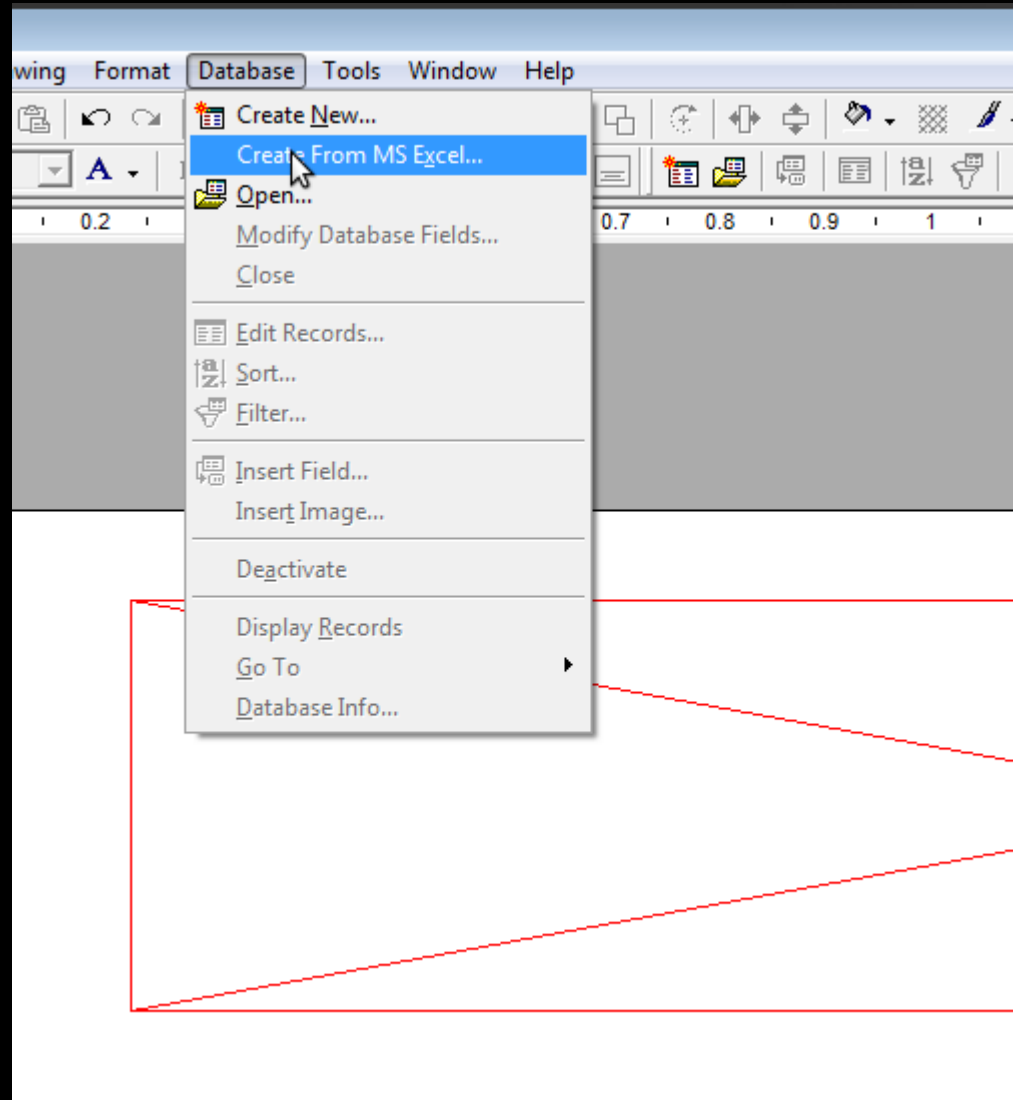
A screenshot of a spreadsheet application window. The window title is "Emp300.xls". The spreadsheet has a grid with columns labeled "A" and "B" and rows numbered 1 through 31. Column A contains a series of numbers starting from 3000 in row 1 and increasing by 1 up to 3030 in row 31. Column B is empty. The spreadsheet is displayed in a standard grid format with a light blue header row and alternating light blue and white rows.

	A	B
1	3000	
2	3001	
3	3002	
4	3003	
5	3004	
6	3005	
7	3006	
8	3007	
9	3008	
10	3009	
11	3010	
12	3011	
13	3012	
14	3013	
15	3014	
16	3015	
17	3016	
18	3017	
19	3018	
20	3019	
21	3020	
22	3021	
23	3022	
24	3023	
25	3024	
26	3025	
27	3026	
28	3027	
29	3028	
30	3029	
31	3030	

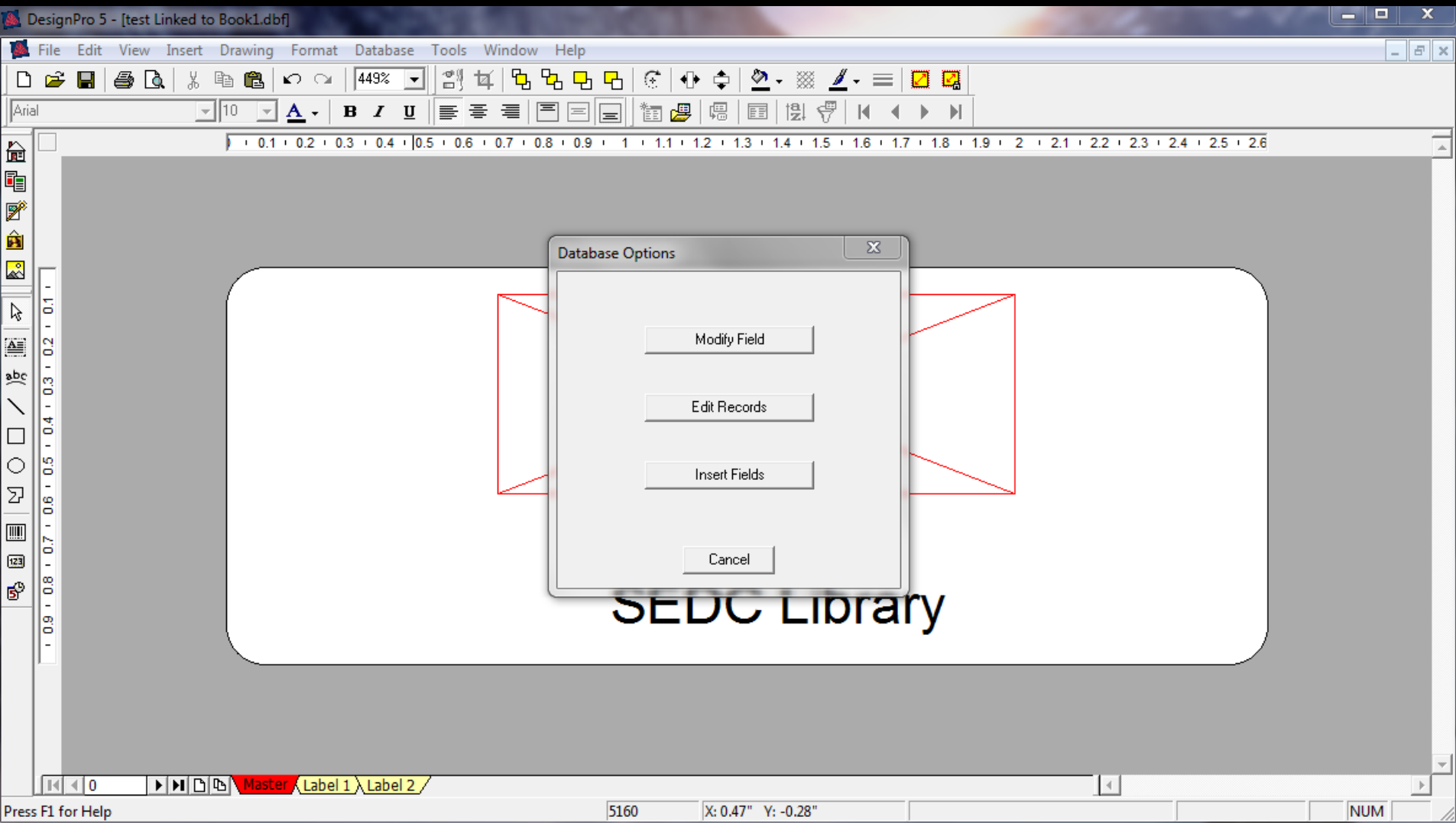
Back to Avery.

Click on Database

Create from
MS Excel



You should now see this window.



IF YOU GET AN ERROR = 4

You need to install this.

<http://www.microsoft.com/en-us/download/details.aspx?id=23734>

It is called:

AccessDatabaseEngine.exe

Now that your database exists

Move the little pop up window to the right out of the way.

Click on the barcode so its editable and remove anything in there and click on the insert field. It will add in the first number into the barcode from our database / excel file.

Do the same thing for our text field that will display the number of the barcode.

Resizing the Barcode

Right click on the barcode.

Click on Format Barcode.

On the bottom left there is a checkbox that says Adjust Size. Check it.

Click Ok, you can now resize the barcode to how you like it.

You can now do a print preview.



You can now print those out. I recommend printing page 1 of 1 and check that it lines up with the actual barcode page.

It should but things happen.

Adjust the printer margins, calibrate the printer in avery. if it does not line up.

Good Luck!