

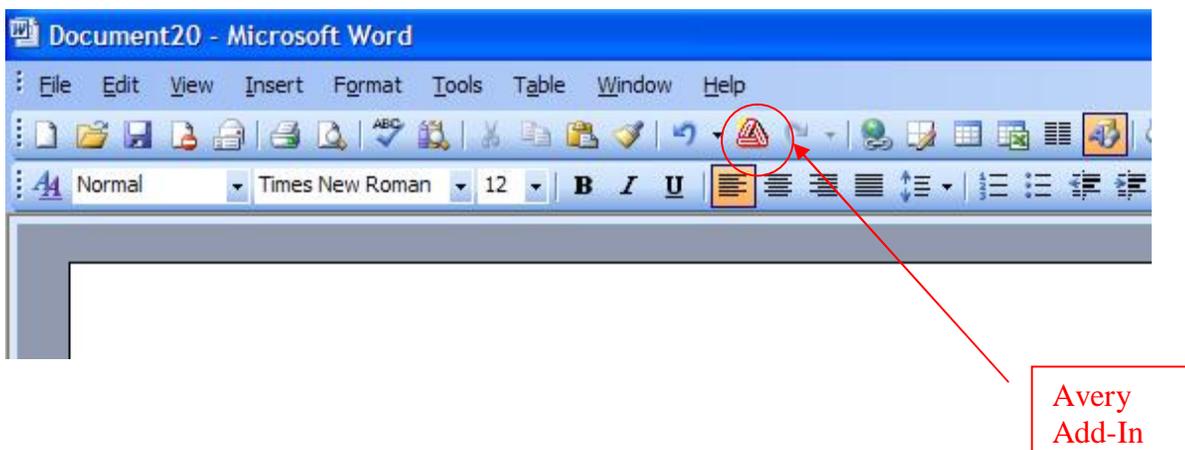
RECREATING A MANUFACTURER'S UPC CODE

Floor Manager doesn't currently have a way to reproduce a UPC code found on the original manufacturer packaging. This is sometimes necessary when the original packaging is too shiny to scan. However there is a simple way to create one UPC Label, or an entire page of labels.

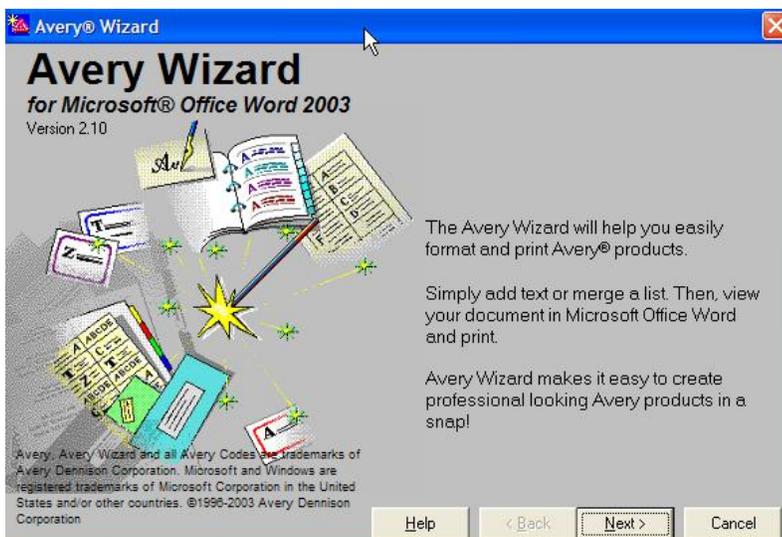
Go online to the following web link and download the Avery Wizard add in to Microsoft Word. It is a free piece of software that has many uses in your business.

http://www.avery.com/us/software/how_to_download_averywizard.html

After you install the Avery software on your computer, a small icon will appear in your Microsoft Word Tool bar. See the screen shot below:



Click the Avery Icon in the tool bar and the following Wizard will launch.



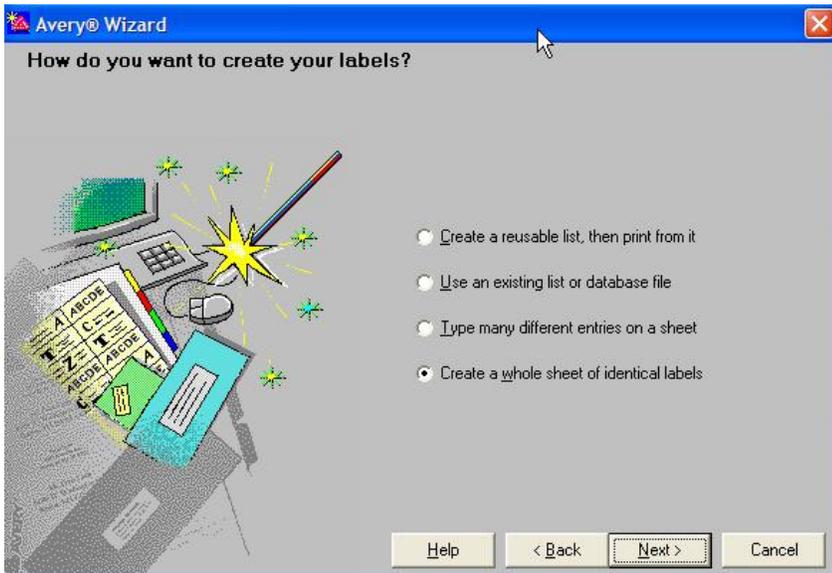
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Hit the “Next Button” and choose the desired label size from Avery. Most businesses have some 5160 mailing labels around, although there are a wide variety of sizes available depending on the packaging you need to re-label. You will want to choose a label with a white background for best results with the scanner.



Once the desired label is selected, hit the Next button.

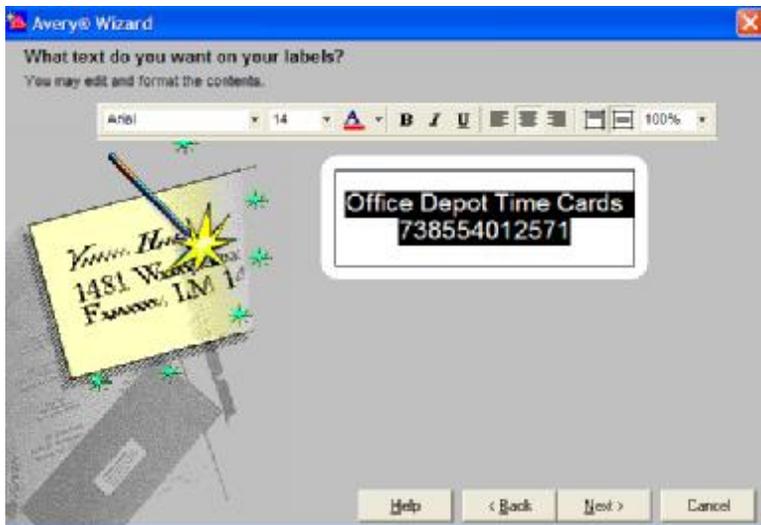


If you want to create an entire page of the same label, choose the bottom selection. If you plan to reorder the product you are creating the UPC label for, it is probably wise to create an entire sheet of labels.

Hit the Next button.

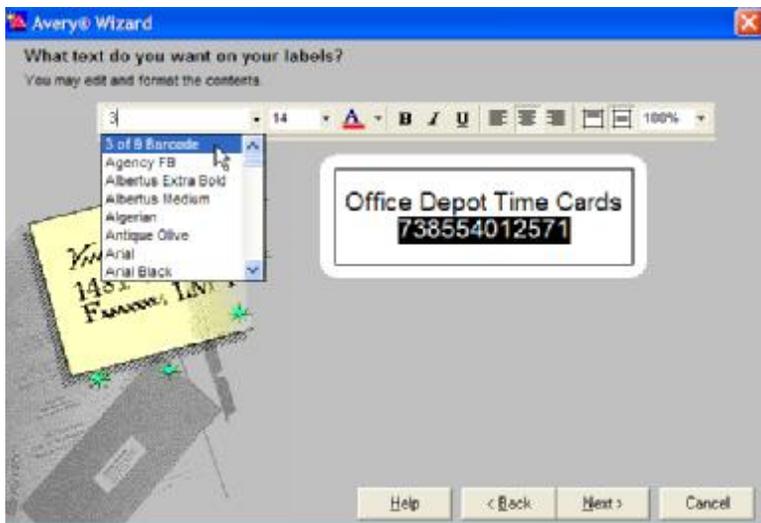
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In the next step pictured above, simply hand type the desired text to print on the label. I didn't have any flooring product in my office, but I did have a box of time cards from Office Depot. So I typed in my description and then I typed in the number found right below the UPC bar code on the packaging. You could add additional text such as price, etc if so desired.

Before you leave this screen, highlight only the number which is pictured in the example below, and change the font from Arial (Or whatever it defaults to on your computer) to 3 of 9 Barcode. I also changed the font size to 14. The larger bar code is easier to scan. Keep in mind the 3 of 9 Barcode will need to be installed on whatever computer the Avery software is installed.



When you hit the Next key, the software will create an entire sheet of labels. Then just print them to the desired printer! (Make sure you loaded the labels in the printer.)

Someday we should probably put this ability in the Floor Manager software, but until then, this is a very workable and easy solution to recreate a manufacturer's bar code.

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