Barcode Creator

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Barcode Creator

Barcode Creator consists of five utilities that create barcode cover pages for indexing documents. Each utility has the option of printing either 3 of 9 or Code 128 barcodes

- Barcode Identifier – this program creates two barcodes per page. One is used to identify the document and the other the document type. The document type is selected from a drop down list and the cover pages can be printed as a group. This would be ideally suited for where there is a file that has numerous sections. For instance, a Personnel file, one barcode could be the employee number and the other could be for each of the document types such as application, tax information, health plan etc. Numerous profiles can be created and shared on the network
- Create Sequential Barcode Cover Pages – the name says it all. Enter a start and end range and a series will be printed. This is ideal where consecutive numbered documents need to be scanned. An example would be a check run. Enter the stating check number and ending number and cover pages will be created that match the check numbers.
- Create Two Barcodes – this program allows the user to key in two values that will become barcodes. It is similar to Barcode Identifier with the exception being the user keys in a value as opposed to selecting it from a list.
- Create Barcode from CSV file – this utility will read a delimited file and allow the user to select up to eight fields that will be printed as either a Code 128 or 3 of 9 barcode. This utility is useful for when a database relates to existing documents. The user can sort the csv file in Excel and print the barcodes in the same sequence that the physical documents are in. This allows a user to open a file drawer and the first file will match the first barcode cover page.
- Create Standardized Barcodes – The user can enter one value and select up to three more from drop down lists. This can be used to index documents or when document routing is based on a file name.

System Requirements:

Microsoft Windows 2000, XP or Vista
Java from Sun Microsystems (www.java.com)

Barcode Identifier - Setup

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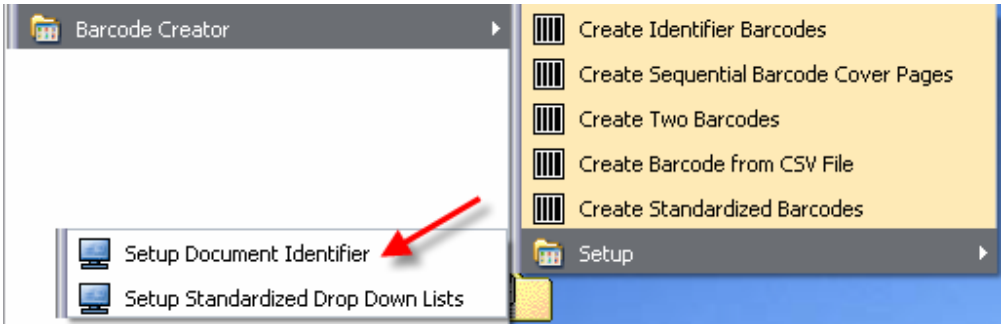
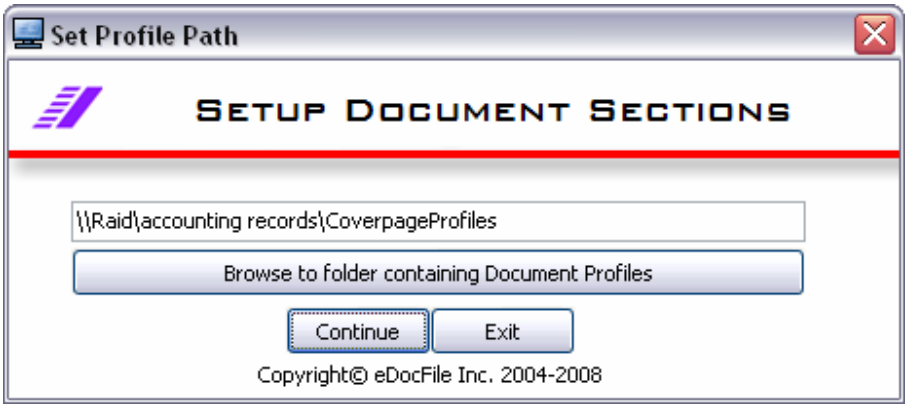
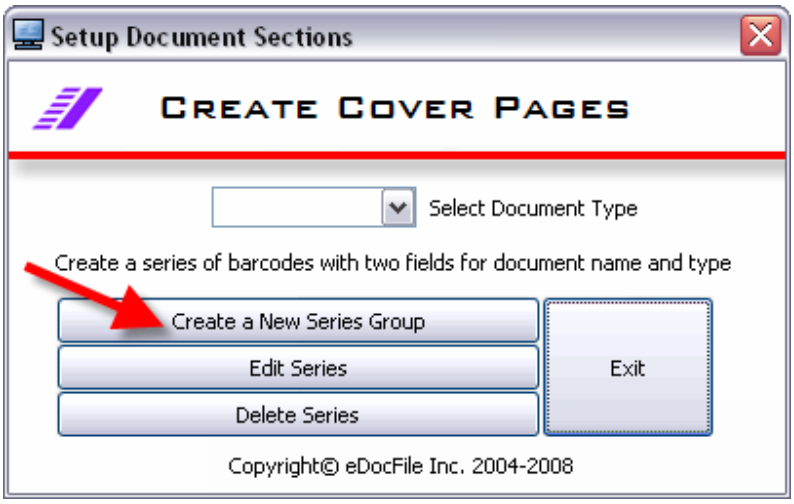


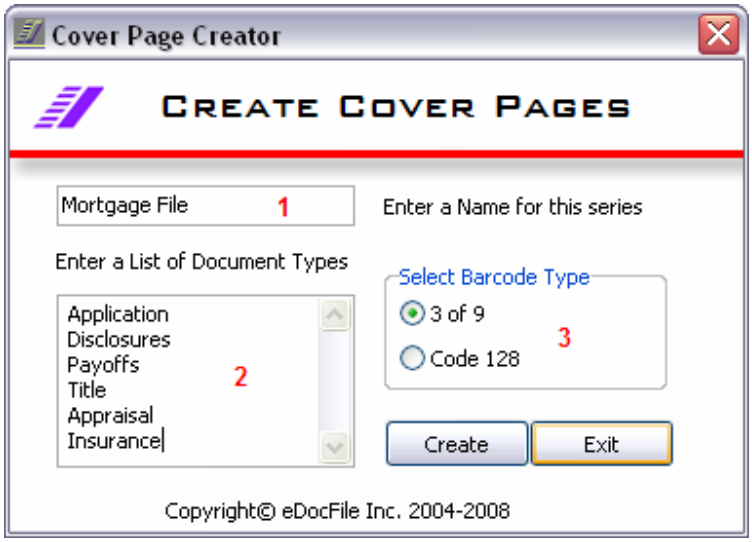
Click on Start\All Programs\Barcode Creator\Setup\Setup Document Identifier to open the utility



Enter a path to store the document profiles and click on Continue

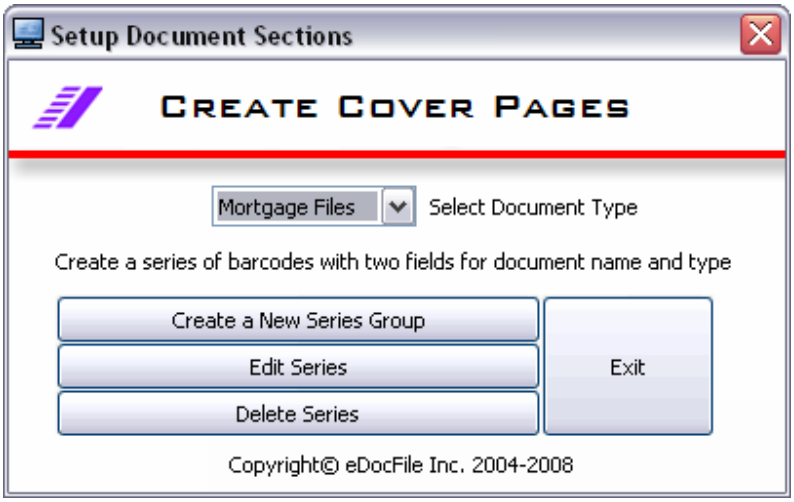


Click on Create a New Series Group



1- Enter a Name for this group
2- Enter a list of document types
3- Select type of barcode – If using 3 of 9 the Character Set is limited to Upper Case Letters and Numbers, the program will convert lower case to Upper Case and remove some non compliant characters.

Click on Create when done



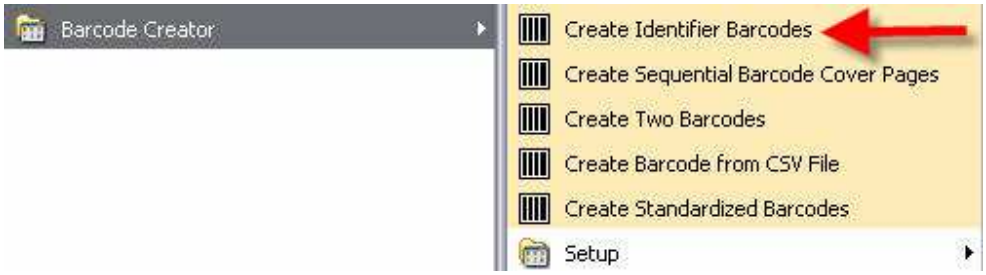
The main setup menu appears again allowing for the addition of more profiles, editing profiles or deleting profiles.

Click on Exit to begin using the program.

Using Barcode Identifier

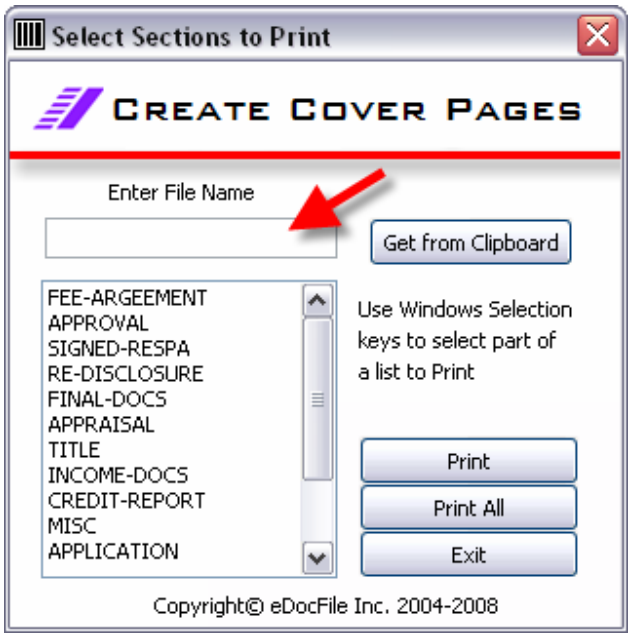
Click on Start\All Programs\Barcode Creator\Create Identifier Barcodes

(Ideally a shortcut to the program should be placed on the Quick Launch Bar)



The first menu will appear only if there is more than one Document List Type

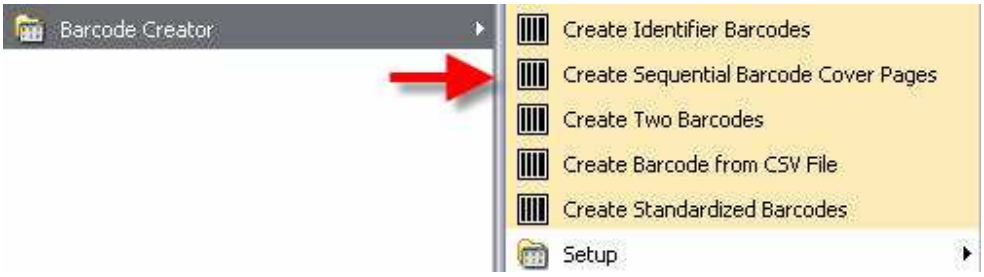
Select the Document Type and click on Continue



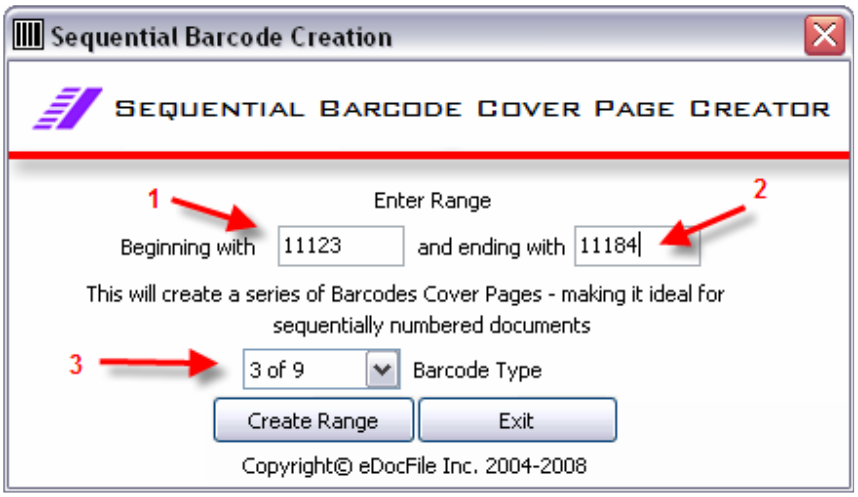
Enter a value for the first Barcode “Enter file Name” optionally the user can copy this value to the clipboard before running the program and then use “Get from Clipboard”

The user can select one cover page or by using the Windows Selection Keys Print a Group of cover pages. The Windows Selection keys are pressing and holding down “Shift” while clicking a top value in the list and a bottom value to select everything in between or the user can hold “Ctrl” down while clicking on each cover page to be selected. Once selected the user clicks on Print to send the pages to the default printer.

Create Sequential Barcode Cover Pages

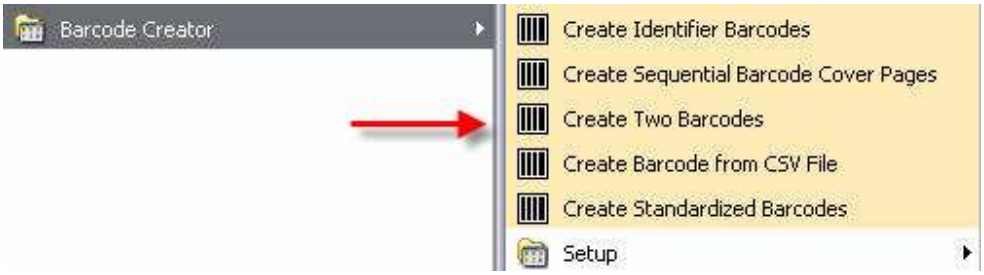


Click on Start\All Programs\Barcode Creator\Sequential Barcode Cover Pages

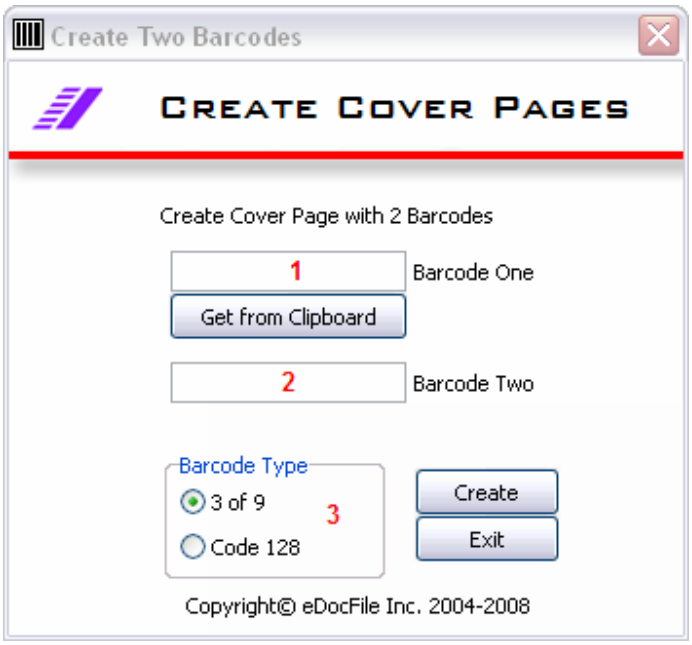


1 – Enter a start number
2 – Enter an ending number
3 – Enter a Barcode Type
Click on Create Range to send the cover pages to the default printer

Create Two Barcode Cover Pages



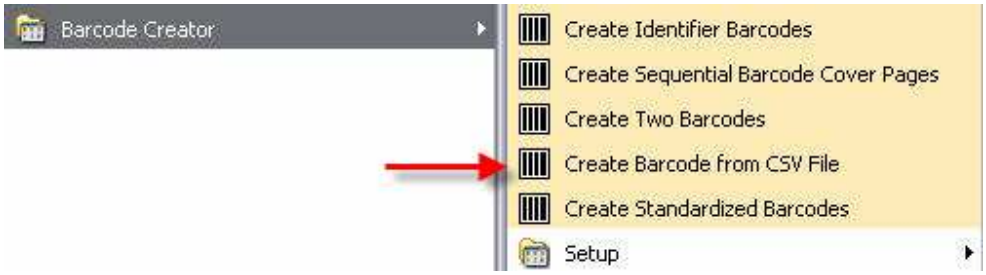
Click on Start\All Programs\Barcode Creator\Create Two Barcodes
(Ideally a shortcut to the program should be placed on the Quick Launch Bar)



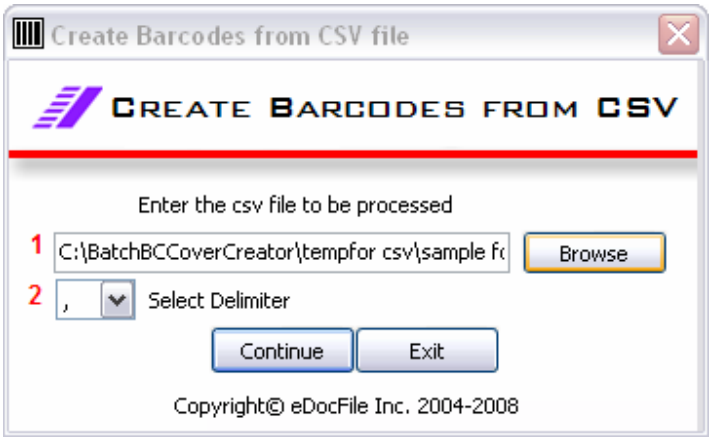
1- Enter a value for the First barcode - optionally the user can copy this value to the clipboard before running the program and then use “Get from Clipboard”
2- Enter a value for the Second barcode
3- Enter a Barcode Type
4- Click on Create Range to send the cover pages to the default printer

Create Two Barcode Cover Pages

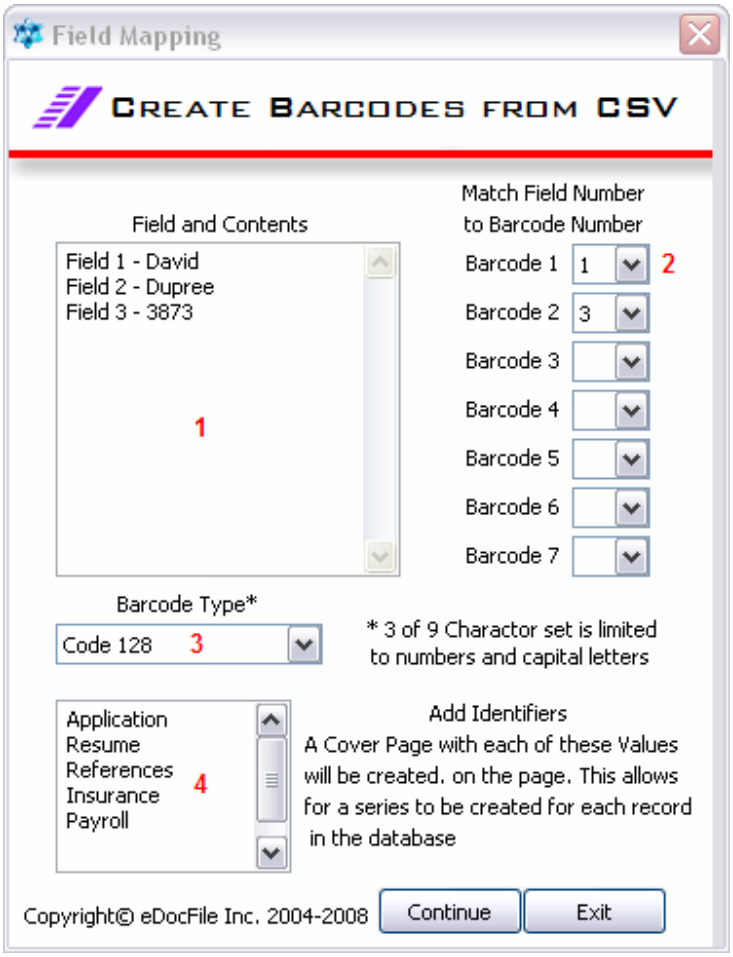
Click on Start\All Programs\Barcode Creator\Create Barcode from CSV File



A menu will open



1- Browse or Enter the Path to the CSV File
2- Select a delimiter (if the delimiter you need is not present – contact eDocfile Inc. and it will be added)
3- Click on Continue



1- This is the content of the Fields in the first record
2- This is the barcode in it's relationship to the page where Barcode 1 is on the top of the page, barcode two is beneath it etc.
3- Select Type of barcode
4- Section Names for Documents (optional)

Match the field number in the Field and Contents list to the location on the cover page. They can be in any order but no missed barcodes maybe entered. In other words the user can select 1-8 but not 1-3 and 6-8 as only the first three would be created.

Enter Section Names in this example five cover pages would be created for each record in the data base. Each one would have Field 1, Field 3 and an item from the list.

Therefore the output contents would be:

Barcode 1 - David
Barcode 2 - Dupree

Barcode 1 - Application

On the next cover page it would be:

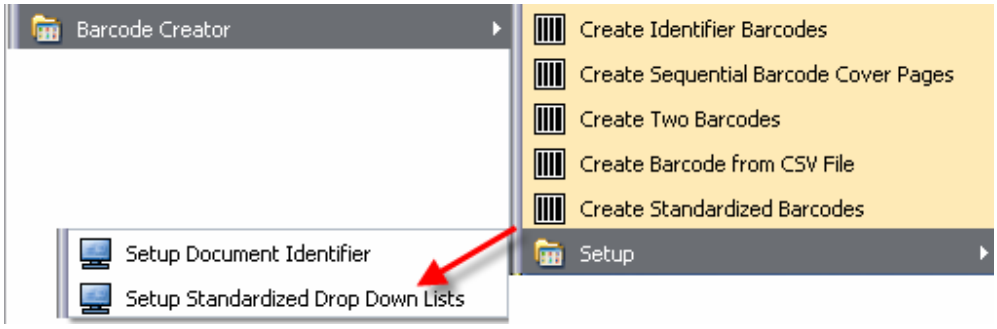
Barcode 1 - David
Barcode 2 - Dupree
Barcode 3 – Resume

This would continue until the end of the Identifiers list. Once the list has completed it would move to the next record in the database and repeat the process.

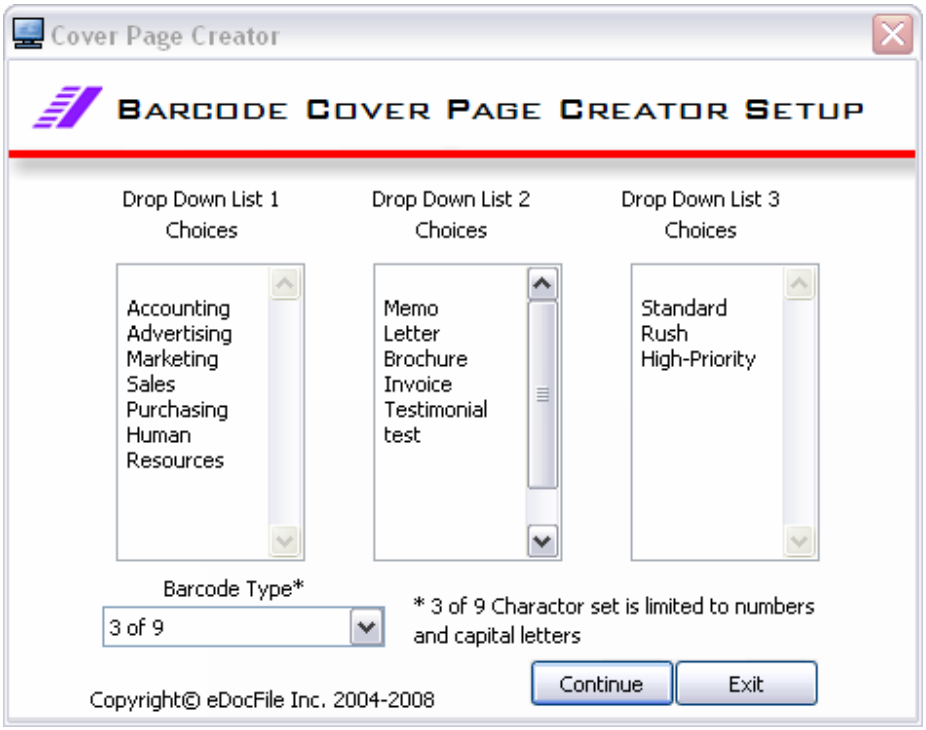
When finished, click on Continue and the cover pages will be sent to the default printer.

Create Standardized Barcodes

Click on Start\All Programs\Barcode Creator\Setup\Setup Standardized Drop Down Lists



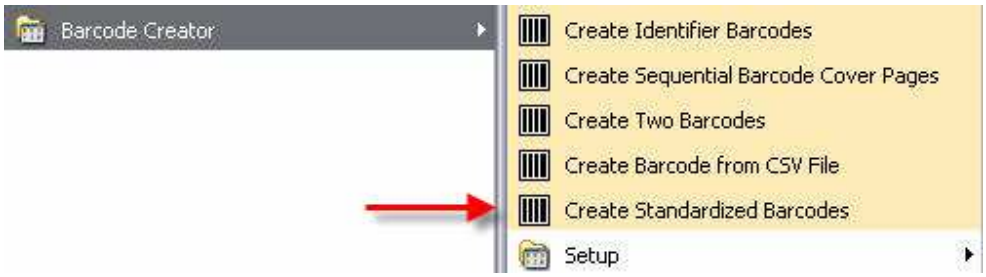
The setup menu will open



Three list boxes will appear enter the data for each list for the Drop Down Menus. Select a Barcode Type and click on continue. Please note that the data will appear in the Drop Down Menus in the same order as entered, so if a default value is to be displayed make it the first in the list.

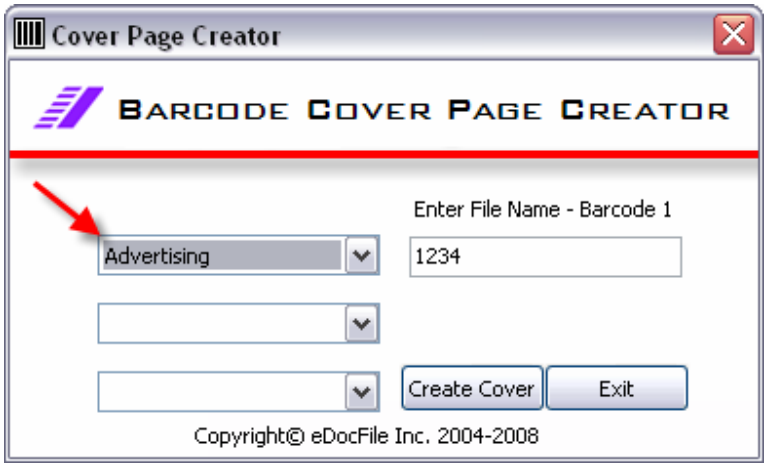
Using Standardized Barcodes

Click on Start\All Programs\Barcode Creator\Create Standardized Barcodes
(Ideally a shortcut to the program should be placed on the Quick Launch Bar)



A menu will appear

Enter a value for the First barcode - optionally the user can copy this value to the clipboard before running the program and then use “Get from Clipboard” Click on Continue



Select the values for additional barcodes from the drop down lists and click on Create Cover.