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Printing Barcodes User Guide

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PRINTING ITEM BARCODES

Barcodes Types

You can print the following types of barcodes:

- Quantities
- Labels
- Tags
- List

Available Barcode Sections

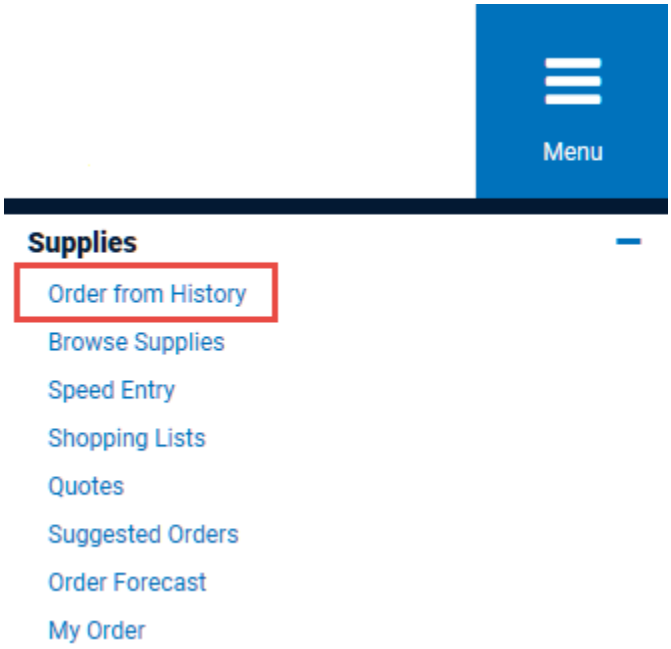
Barcodes are available from the following sections of our web site:

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

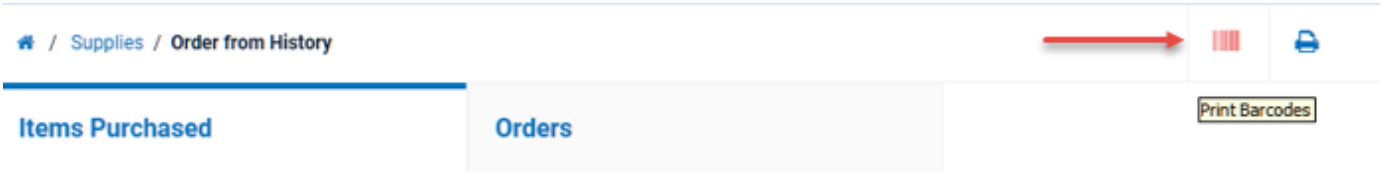
Printing Barcodes from Order History

To print barcodes from Order History:

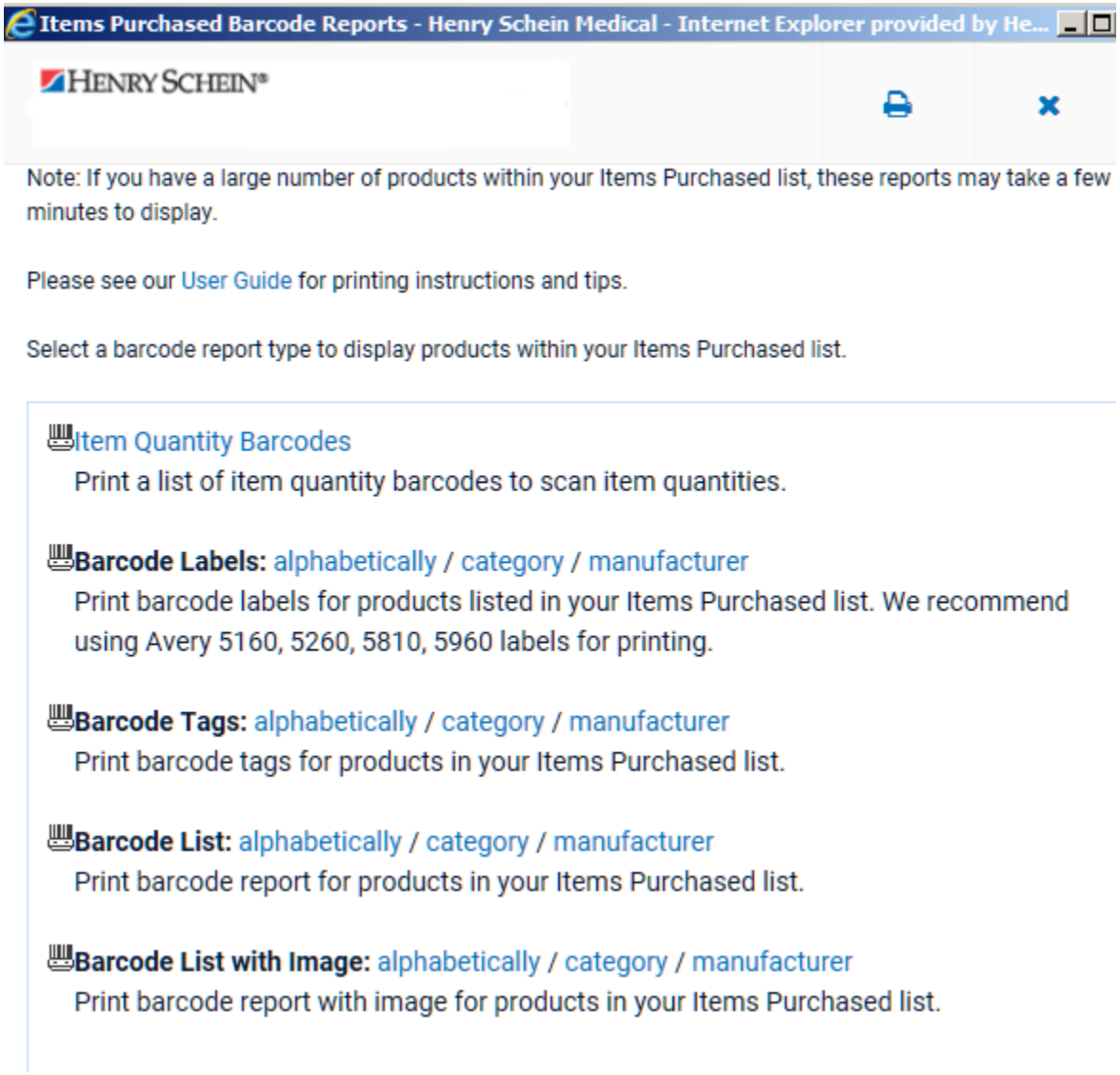
1. **Login** to the web site, if you have not already done so.
2. Click **Menu, expand Supplies (+)**.
3. Click **Order from History**.



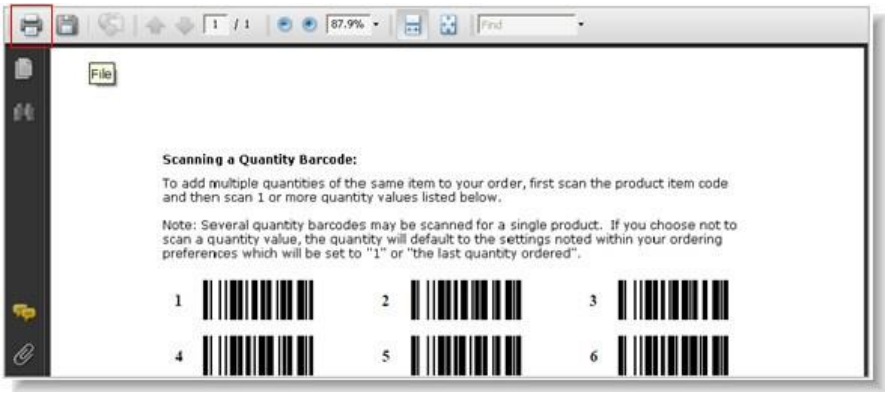
4. Click **Print Barcodes**.



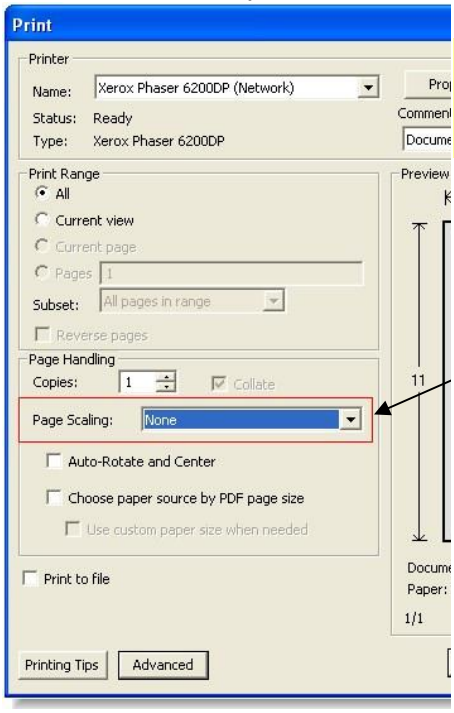
5. Click the desired **Barcode Type**.



6. Click **Print**.



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

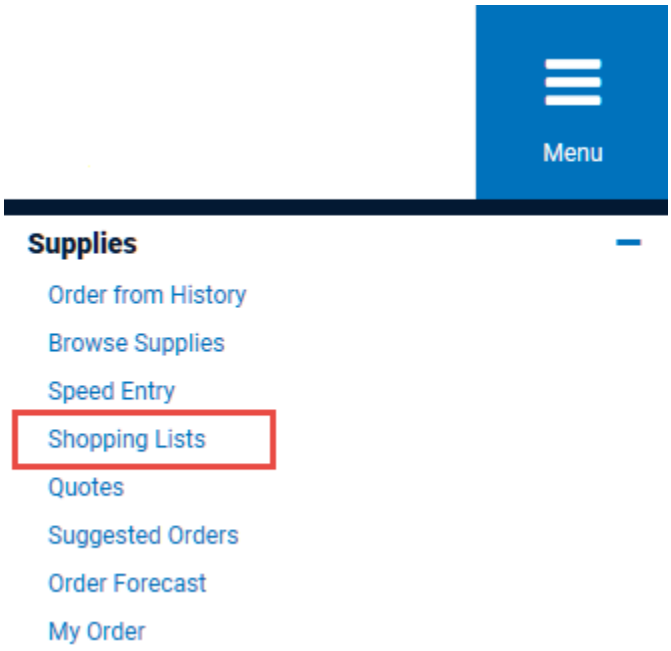


NOTE: Please select "None" for Page Scaling. Otherwise, Avery Labels will not align correctly.

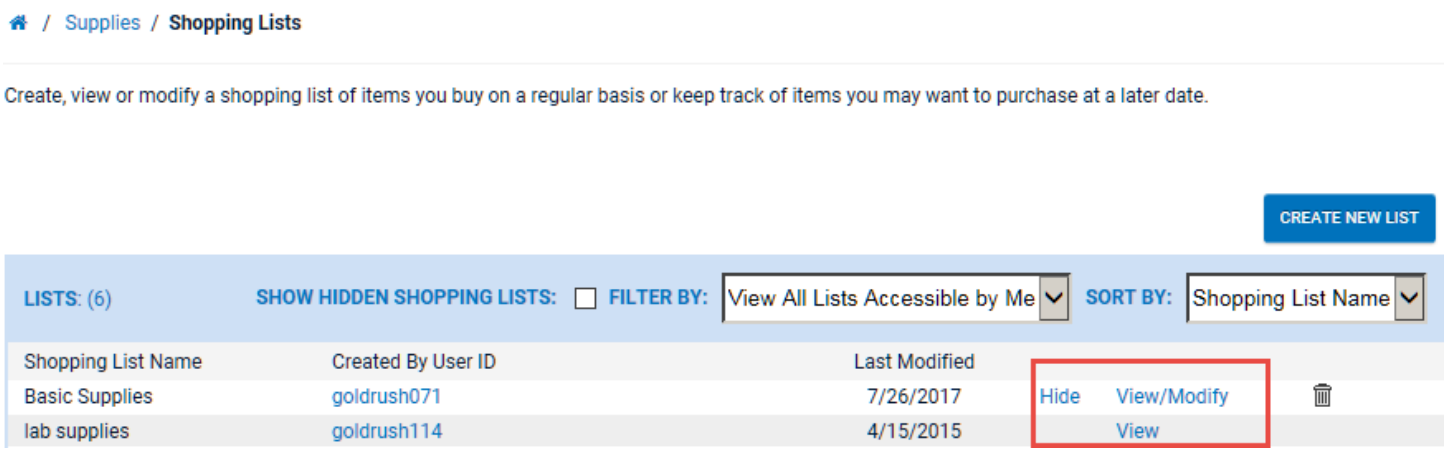
Printing Barcodes from Shopping Lists

To print barcodes from Shopping Lists:

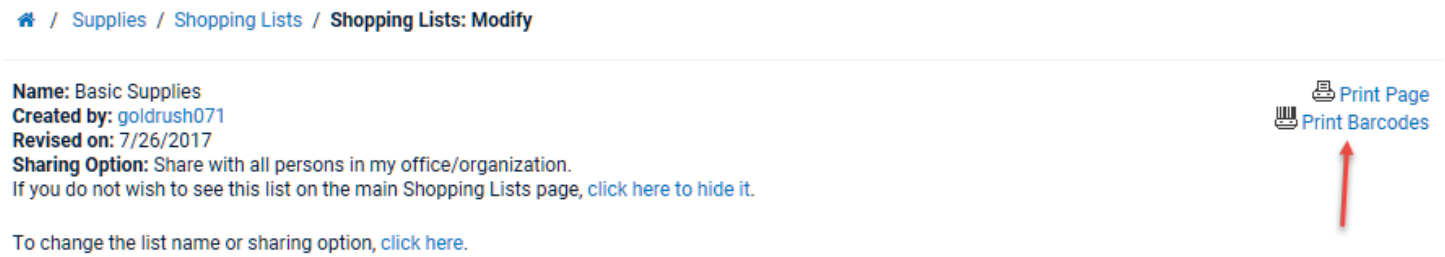
1. Click **Menu**.
2. Expand **Supplies (+)**, click **Shopping Lists**.



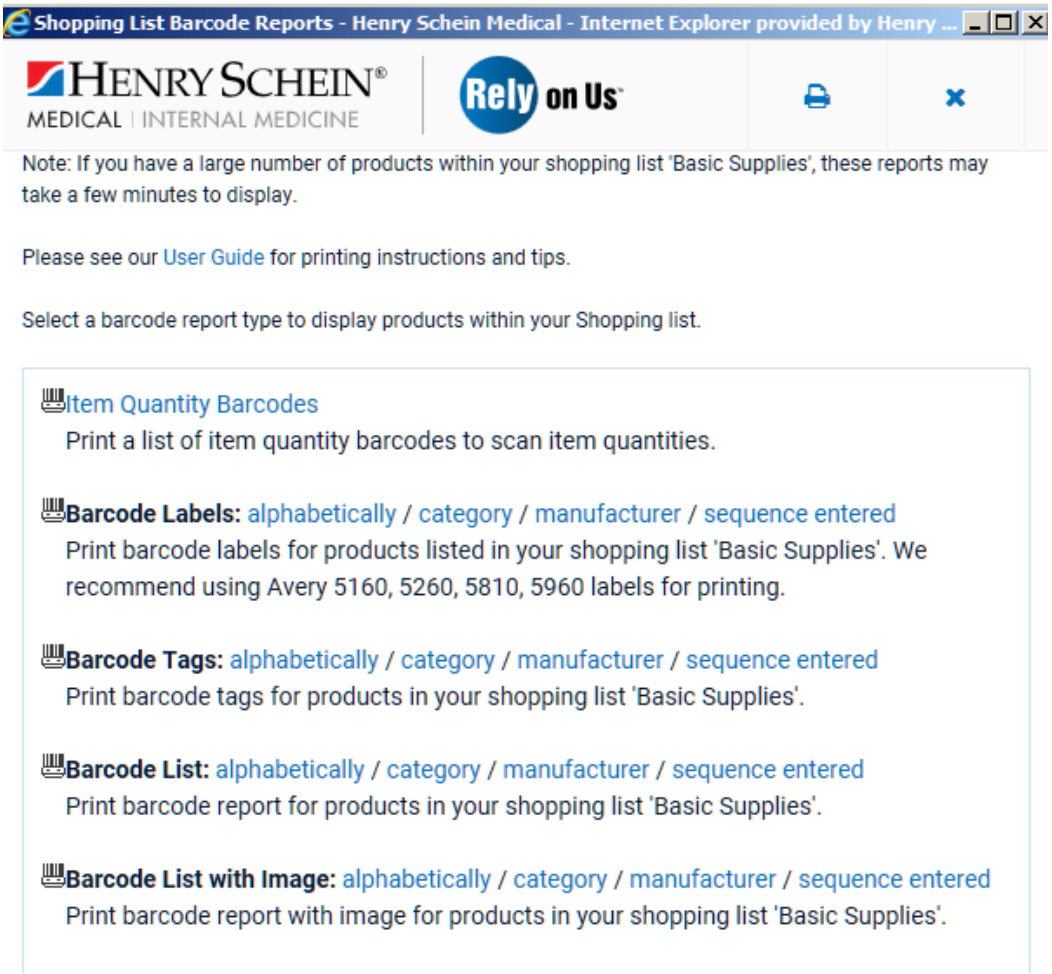
3. Click **View/Modify**.



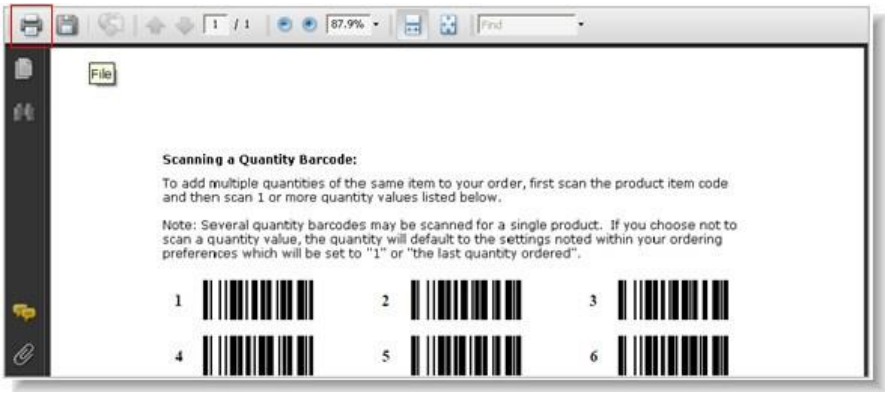
4. Click **Print Barcodes**.



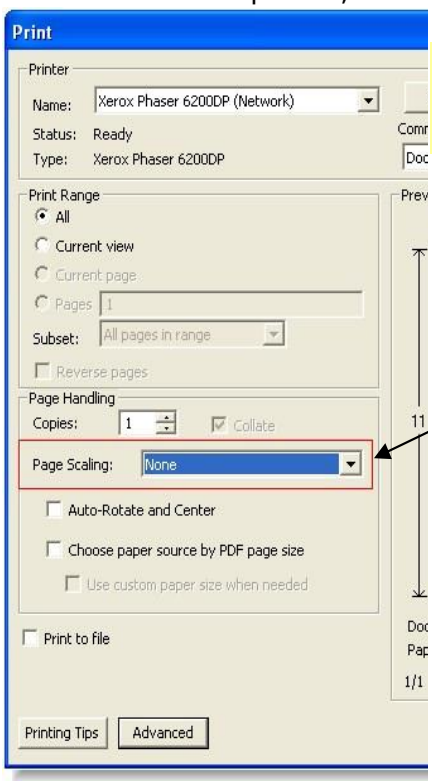
5. Click the desired **barcode type**.



6. Click **Print**.



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

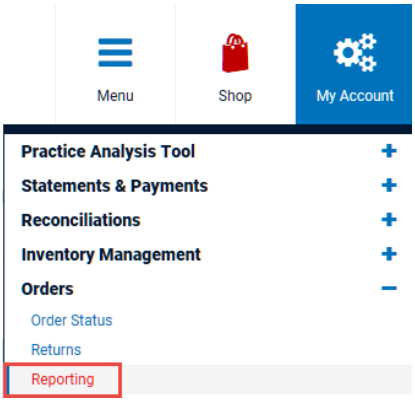


NOTE: Please select "None" for Page Scaling. Otherwise, Avery Labels will not align correctly.

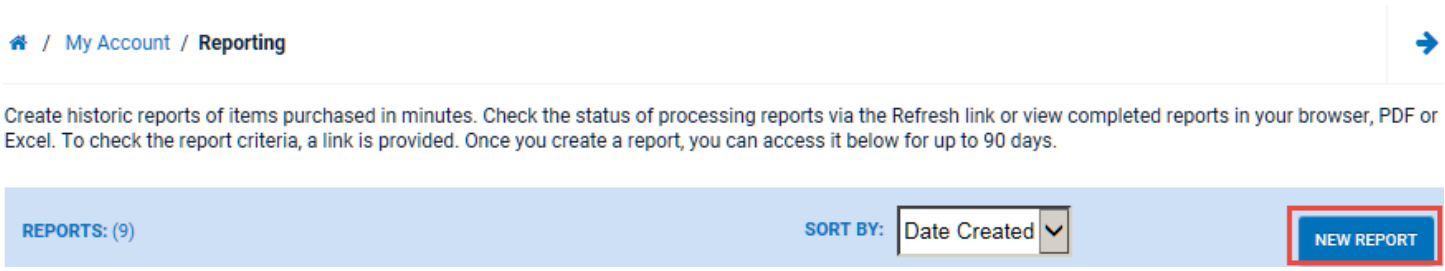
Print Barcode from Reports

To print barcodes from Reports:

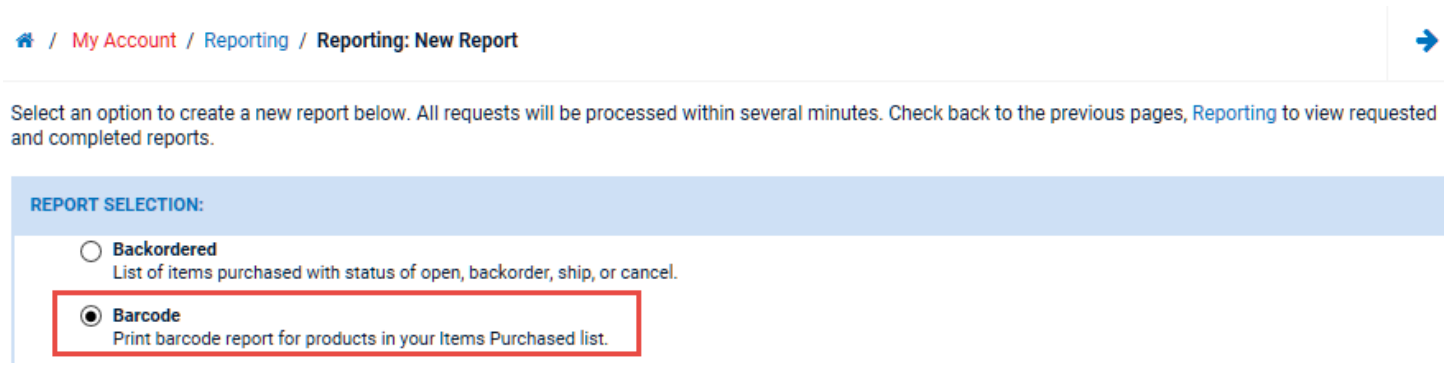
1. Click **My Account**.
2. Expand Orders (+), click **Reporting**.



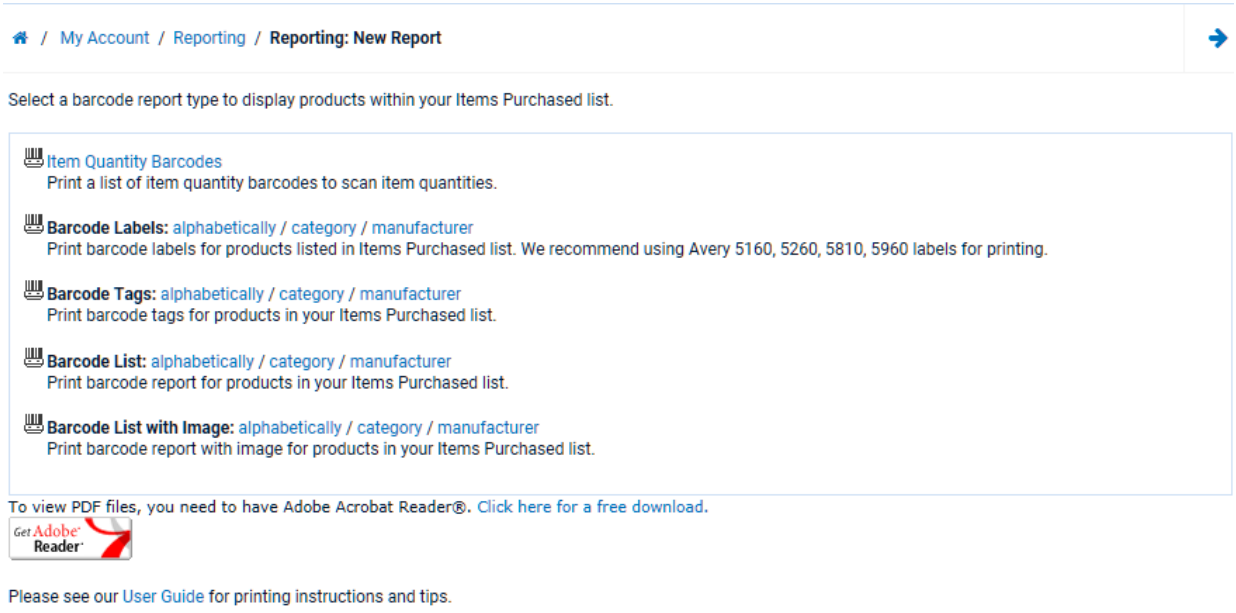
3. Click **New Report**.



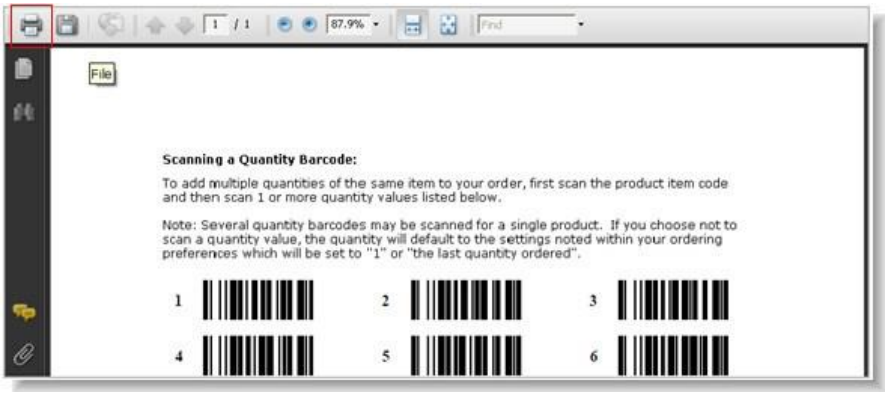
4. Click **Barcode** and click **Next**.



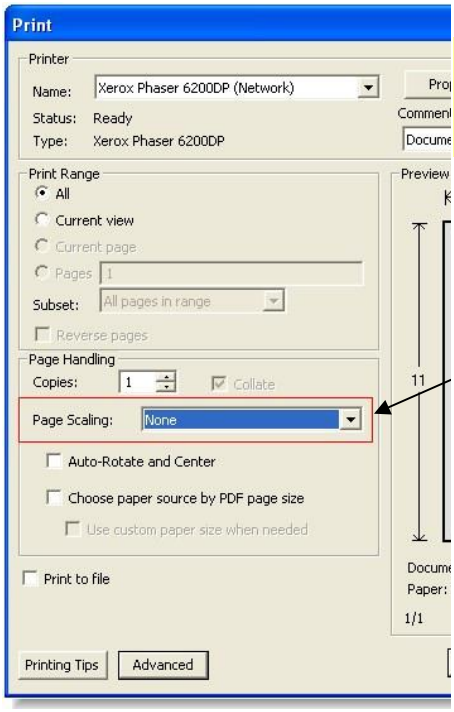
5. Click the desired **Barcode Type**.



6. Click **Print**.



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

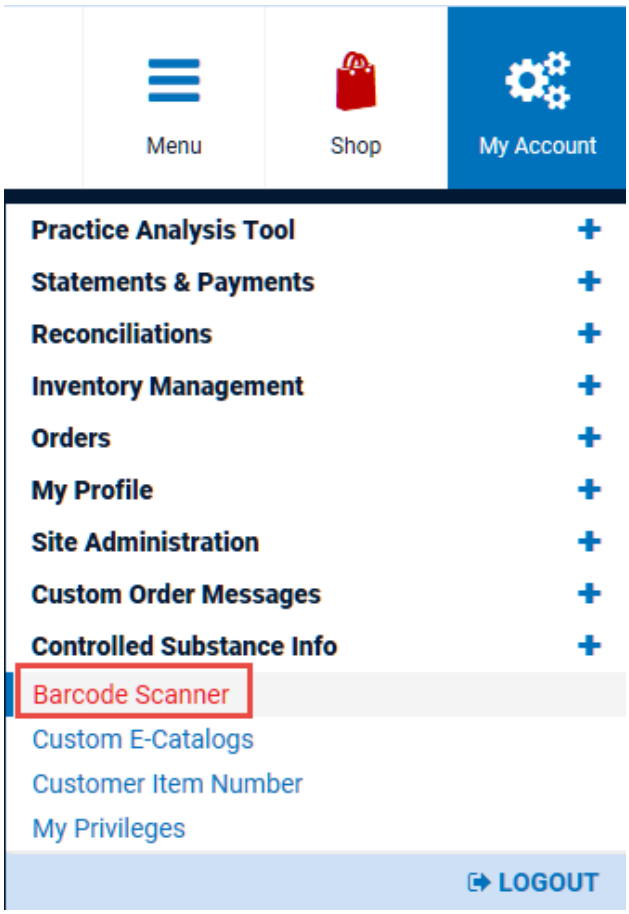


NOTE: Please select "None" for Page Scaling. Otherwise, Avery Labels will not align correctly.

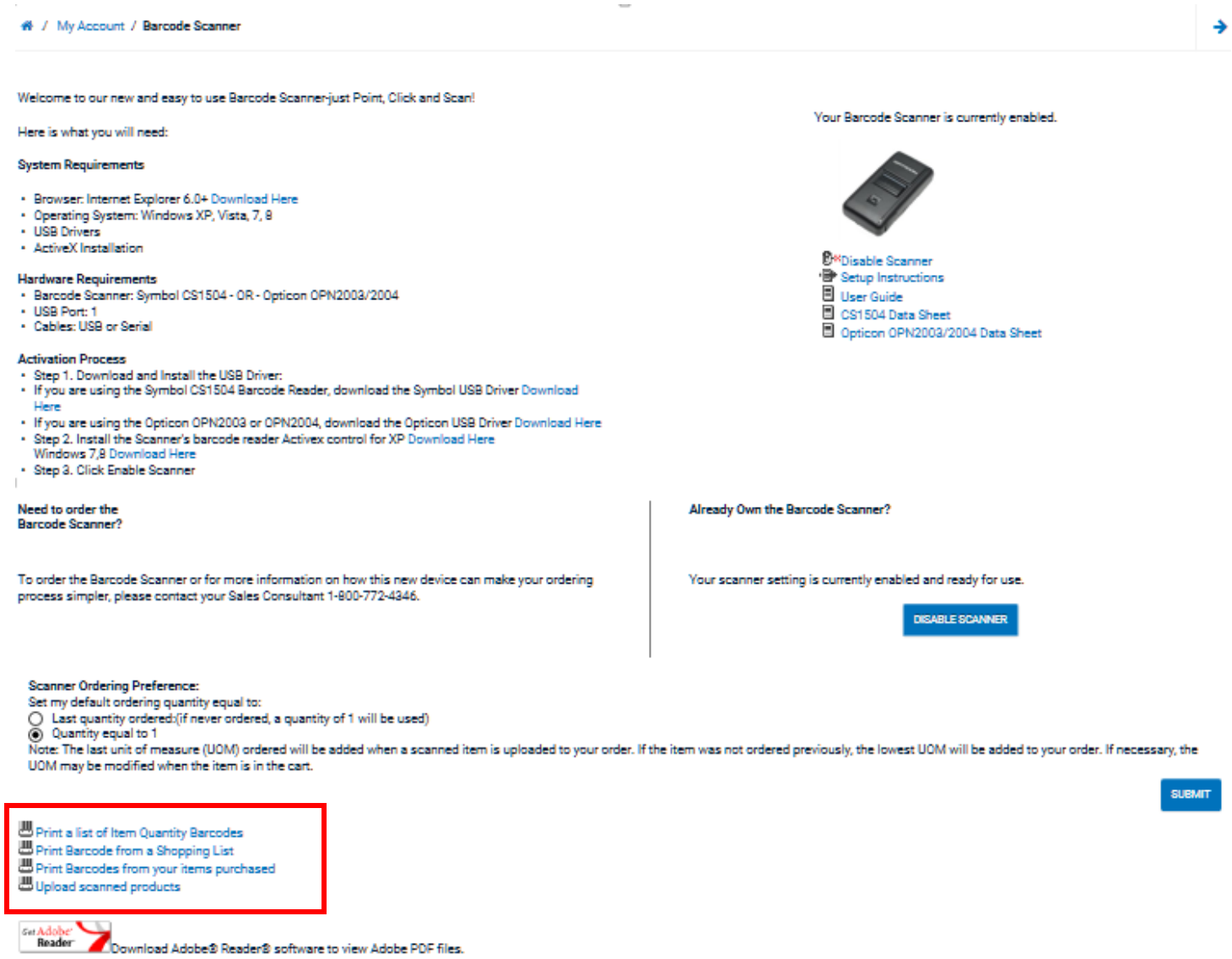
Printing Barcodes from Keychain Barcode Scanner

To print item barcode quantities:

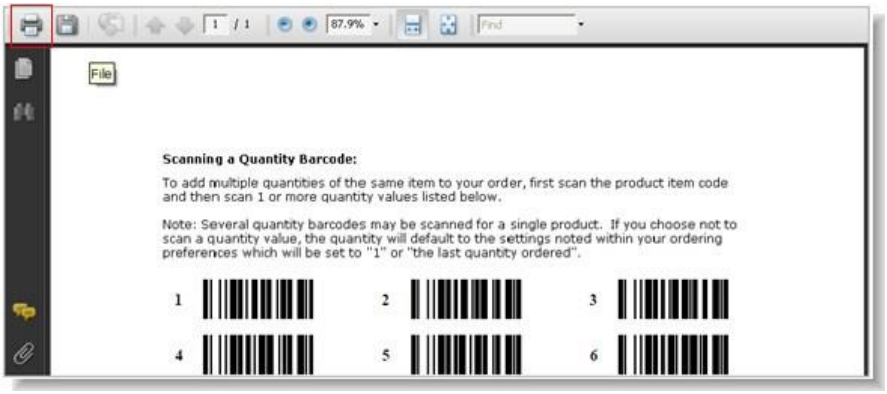
1. Click **My Account**.
2. Click **Barcode Scanner**.



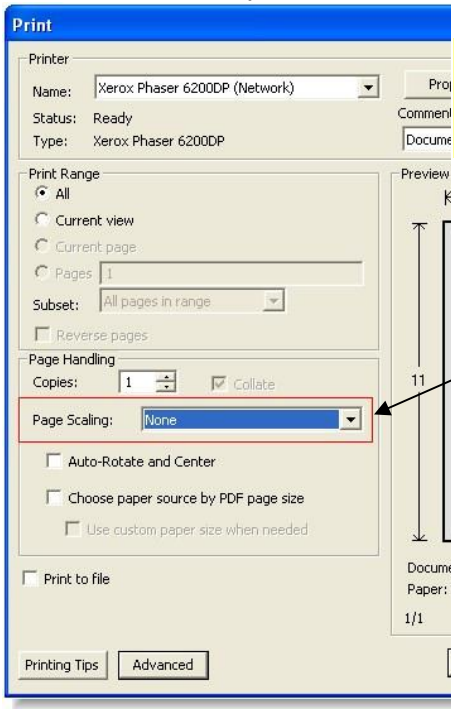
3. Click the desired **Barcode Type**.



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.