

# Barcode Label Generator – Quick Reference Guide

## Step 1 Log On to the Software

- 1 Start an Internet browser window and navigate to [www.QCNet.com](http://www.QCNet.com).
- 2 Log on with your QCNet™ login ID and password.
- 3 Use one of the following methods to access the Barcode Label Generator:
  - Point to **Lab Tools™** and then click **Barcode Label Generator**.
  - Click **Barcode Labels** located in the **Quick Links** section.

The Barcode Label Generator opens in a new window.

## Step 2 Create Your Labels


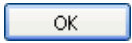
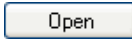

- 1 Select the instrument from the **Instrument** list.
- 2 Select the symbology from the **Symbology** list.



**Note:** Code 128 is the most common and preferred symbology.

- 3 **Optional: Show text with barcode**  
Select the **Show text with barcode** check box if you want to print the text contained in the barcode on the label.
- 4 **Optional: Text before lot**  
Type the text in the **Text Before Lot** field you want printed on the label before the lot number.
- 5 Select the product from the **Product** list.
- 6 Select the lot number from the **Lot** list.
- 7 **Optional:** Select the **Print Lot** check box.
- 8 **Optional:** Select the control level from the **Level** list.
- 9 **Optional:** Select the **Print Level** check box.
- 10 **Optional: Text after lot**  
Type the text in the **Text After Lot** field you want printed on the label after the lot number.
- 11 Select the type of labels you want to print from the **Output Type** list.
- 12 Continue with the next section, “Print or Save Labels.”

## Step 3 Print or Save Labels

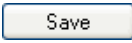
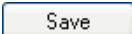
- 1 Are you printing a full sheet of labels?
  - **Yes:** Make sure the **Print Full Sheet** check box is selected and go to step 3.
  - **No:** Make sure the **Print Full Sheet** check box is cleared.
- 2 **Select the labels for printing:**
  - **Range of Labels:** Click the toggle buttons to switch between selecting and clearing a range of labels on the sheet, column, or row.
  - **Individual Labels:** Click a blank label to select it for printing, or click “Print Label” to deselect it for printing.
- 3 Click  .
- 4 Click  when the message appears. The **File Download** dialog box appears.
- 5 Click  .  
The label page opens in a new window in Adobe® Acrobat® format.
- 6 Use one of the following methods to print the labels:
  - Click  .
  - Click the **File** menu and then click **Print**.  
The **Print** dialog box appears.
- 7 Make sure **Page Scaling** is **None**.



**Important: Page Scaling** must be set to **None** for labels to align properly.

- 8 Click  .

### Save Labels

- 1 Click  .  
The **Save As** dialog box appears.
- 2 Navigate to the location where you want to save the barcode labels.
- 3 Type a name for the labels in the **File** name field.
- 4 Click  .