

Quick Reference Guide

Barcode Label Generator

1 Access the Software

Use one of the following methods to access the Barcode Label Generator:

- 1 Start an internet browser window and navigate to <https://blg.qcnet.com>.
- 2 Start an internet browser window and navigate to <https://qcnet.com>.
 - Hover over **Resources** and click **Barcode Label Generator**.
 - The Barcode Label Generator will open in a new window.

3 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.



Note: Some control products will have assigned default selections for other fields that cannot be changed.

- 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."

2 Print or Save Labels

Print 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 and continue with step 2.
- 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 **Generate Barcodes**.
- 4 Click **OK** when the confirmation message appears. The **File Download** dialog box appears.
- 5 Click **Open**.
The label page opens in a new window in Adobe Acrobat format.
- 6 Use one of the following methods to print the labels:
 - Click the **Printer Icon**.
 - Click the **File** menu and then click **Print**. The **Print** dialog box appears.
- 7 Make sure **Page Sizing & Handling** is set to **Actual Size**.



Important: **Page Sizing & Handling** must be set to **Actual size** for labels to align properly.

- 8 Click **Print**.

Save Labels

- 1 Click **Save**.
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 **Save**.