

Mac-Barcode™ for Apple® Macintosh™



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Mac-Barcode™ for Apple® Macintosh™

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Contents

1. Introduction	5
How to Use This Book	
2. About Bar Codes	7
How To Choose a Bar Code Symbology — Bar Code Symbologies Supported By Mac-Barcode	
3. Using Mac-Barcode	13
Starting Mac-Barcode — The Tool Palette — The Menu Bar — The Work Window and the Bar Code Data Window — A Sample Mac-Barcode Session: Creating a Bar Code — Selecting and Dragging	
4. The File Menu	27
New — Save — Open — Save As — Merge — Quit	
5. Bar Codes	31
Display Horizontally and Display Vertically — Display Interpretation — Selecting a Bar Code Symbology — Select X-Dimension — Change Bar Height — Create Preferred and Create Compressed — Special Code 128 Feature	
6. Labels	39
Display Horizontally and Display Vertically — Specify Dimensions — Specify Inter-Label Gap — Free Form, Left Justify (Top Justify), Right Justify (Bottom Justify), Center Justify	

7. Text	43
The Text Tool — Editing Text — The Font Menu and Style Menu — Selecting and Dragging Text	
8. The Pen	47
9. Editing the Work Page	49
Mac-Barcode Objects — Show Item Outlines and Hide Item Outlines — The Edit Menu and Clipboard — Undo — Cut — Copy — Paste — Clear — The Easel Tool — Cutting and Pasting with Other Programs — Preview Page and the Hand Tool	
10. Printing	55
Print Page — Print Alignment Label — Print Selected Label	
Appendix A: For Further Information	59
Appendix B: Code 128 (USD-6)	61
Index	63



1. Introduction

Mac-Barcode is a program that lets you produce bar code labels and bar code worksheets on the Apple Macintosh computer. Labels and worksheets can include bar codes, text, and simple line drawings that you create with Mac-Barcode. Artwork can be drawn with MacPaint and added to Mac-Barcode images. When your labels and worksheets are finished, Mac-Barcode lets you print them on labels or paper with the Macintosh Imagewriter printer. You can also store finished labels and worksheets on diskettes and reprint them in the same form or in a modified form.

How to Use This Book

To start using Mac-Barcode right away, turn to Chapter 3, “Using Mac-Barcode.” It contains an overview of Mac-Barcode’s tools and commands. You’ll also find a series of step-by-step instructions to guide you through a sample session in which you create a bar code. If you want, you can turn to this sample session right now before reading anything else.

Chapter 2, “About Bar-Codes,” contains general information on bar codes and bar code symbologies. You’ll find guidelines here for choosing appropriate symbologies for various applications. There is also a table in this chapter summarizing the features of the seven symbologies supported by Mac-Barcode.

Chapters 4 through 10 explain Mac-Barcode’s tools and commands in detail. To find a specific topic in these chapters, use the table of contents and index.



Appendix A tells where to write for more information on bar codes, bar code symbologies, and bar code standards used in specific industries. Appendix B is a table that shows three-digit character representations used in Code 128 (USD-6).



2. About Bar Codes

Bar codes are a form of printed information that can be read by machines called scanners. They are widely used because they offer several advantages over other forms of machine-readable information. Bar codes can be scanned with a high degree of accuracy, they can be easily attached to most objects, and they can be reproduced by ordinary printing equipment at low cost. Bar code technology is three million times more reliable than keyboard data entry and three hundred times more reliable than optical character recognition (OCR).

A variety of different scanning devices can be used to read bar codes. The light pen wand, a relatively inexpensive scanning device, is moved across a bar code label by hand to read the encoded information. The wand must touch the label in order to read it. The Automatic Moving Beam Laser Scanner, a more expensive device, can read bar codes at distances up to 50 inches.

There are many different bar code symbologies, but all of them embody the same basic concept. Numbers and letters are represented by a series of lines called *bars* that are separated by *spaces*. The bars and spaces are of various widths. Unique combinations of bars and spaces represent numerals, letters, and other characters.

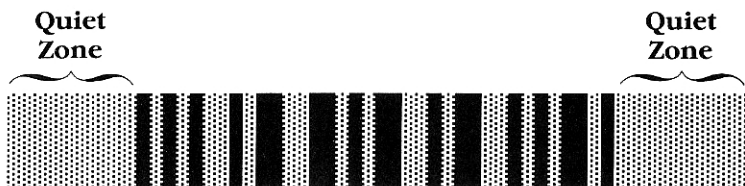




Most bar code symbologies fall into one of two groups. The older formats use only two widths for bars and spaces. To read this kind of bar code, scanners only need to distinguish white, black, wide, and narrow. Wide bars and spaces represent binary ones, and narrow bars and spaces represent binary zeros. Examples of this kind of bar code include Code 39, 2 of 5 Interleaved, and Codabar.

The newer bar code symbologies use up to four widths for bars and spaces. To read this kind of bar code, scanners perform edge-to-edge measurement pattern recognition. Examples of this kind of bar code include Code 128, Code 11, Code 93, and the Universal Product Code (UPC).

The left and right ends of a bar code must be separated from other markings by white areas called *quiet zones*. Quiet zones enable scanners to distinguish the bars and spaces from other printed information, and to determine the “white” color of the spaces. Mac-Barcode automatically displays quiet zones for you on either side of your bar codes. These quiet zones should be left blank. If you put text or pictures in the quiet zones, it will make the bar code impossible to read.



One of the important characteristics of a bar code is the thickness of its narrowest bars, called the *X-dimension*. The widths of all the bars and spaces in a bar code are multiples of the X-dimension: one times X, two times X, three times X, and so forth.





Mac-Barcode allows you to control the X-dimension of the bar codes you create. In choosing an X-dimension for a bar code, you must take into account the optical performance of the scanner that will be used to read the code. If you select an X-dimension that is too small, the scanner may not be able to read the bar code. Larger X-dimensions usually allow laser scanners to read bar codes at greater distances.

How to Choose a Bar Code Symbology

When choosing a bar code symbology for an application, you should consider the following items:

Industry standards. Some industries use a standard bar code symbology. For more information on standards in specific industries, see "For Further Information" on page 59.

Your customer's requirements. Your customer may require you to use a specific bar code symbology.

The characters you wish to print as bar codes. Some bar code symbologies can only represent numbers. Others can represent numbers and one or more other characters. A few symbologies can represent all of the 128 ASCII characters that are used by most microcomputers. A list of characters that can be printed with each bar code symbology is shown in the table on the next two pages under the heading "Characters Represented."

The number of characters you wish to put in the bar codes. Most bar code symbologies allow you to vary the number of characters in a bar code symbol up to a maximum of 31. These symbologies are identified as *variable* in the table on the next two pages under the heading "Number of Characters in a Bar Code." With some symbologies, however, the scanner must be set to read a specific number of characters. With such symbologies, all bar code symbols that are scanned at one time must contain the same number of characters. These symbologies are identified as *fixed* in the table. The UPC format is a special kind of fixed-length symbology. It only allows you to represent 6 or 11 characters in a bar code symbol.



Bar Code Symbolologies Supported by Mac-Barcode

Symbology	Characters Represented	Number of Characters in a Bar Code
Code 128	All 128 ASCII characters	Variable; any number up to 31
Code 39	A-Z 0-9 + \$ / - <space>	Variable; any number up to 31
2 of 5 Interleaved	0-9	Fixed; scanner must be set to the number of characters in each bar code, which can be any even number up to 30. Mac-Barcode adds a leading zero to bar codes with an odd number of characters.
Codabar	0-9 - \$: / . + A B C D	Variable; any number up to 31
Code 93	All 128 ASCII characters	Variable; any number up to 31
UPC	0-9	Fixed; 11 digit code with 6 digit representation
Code 11	0-9 -	Variable; any number up to 31



Typical Uses	Remarks
Industrial applications, shop floor documents, CRT input	Most compact for long numeric data strings; compact for mixed alphanumeric data strings. Well suited for dot matrix printers.
Department of Defense procurements, auto industry	Very reliable. One of the two most popular industrial bar code symbologies. Produces long bar code symbols.
Industrial applications, food cases, auto components, sortation labels, warehousing	One of the two most popular industrial bar code formats. Used in applications where all the bar codes have the same number of characters.
Medical filing, photoprocessing, libraries	Codabar is the Red Cross blood banking standard.
Industrial applications	Compact; minimizes the length of codes that represent long strings of data. Well suited for dot matrix printers.
Grocery and drug products, medical industries	Developed as a retail point-of-sale bar code standard.
Industrial applications	A new symbology.



The amount of space available for the bar code symbols.

Different bar code symbologies produce bar code symbols of different lengths. If you have a limited amount of space for your bar code symbols, you can use Mac-Barcode to encode a typical bar code symbol in several suitable symbologies and then choose the shortest one. Symbologies that usually produce short bar code symbols are identified as *compact* or *very compact* in the table on the previous two pages under the heading “Remarks.”



3. Using Mac-Barcode

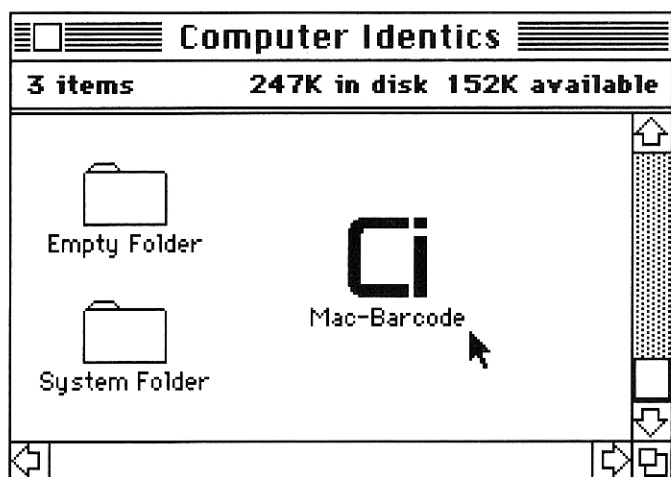
This chapter is designed to get you started using Mac-Barcode. The first section explains how to run the Mac-Barcode program on your Macintosh computer. The next few sections present brief summaries of Mac-Barcode's tools and commands. The final section of this chapter coaches you through a sample Mac-Barcode session in which you create and print a bar code.

Starting Mac-Barcode

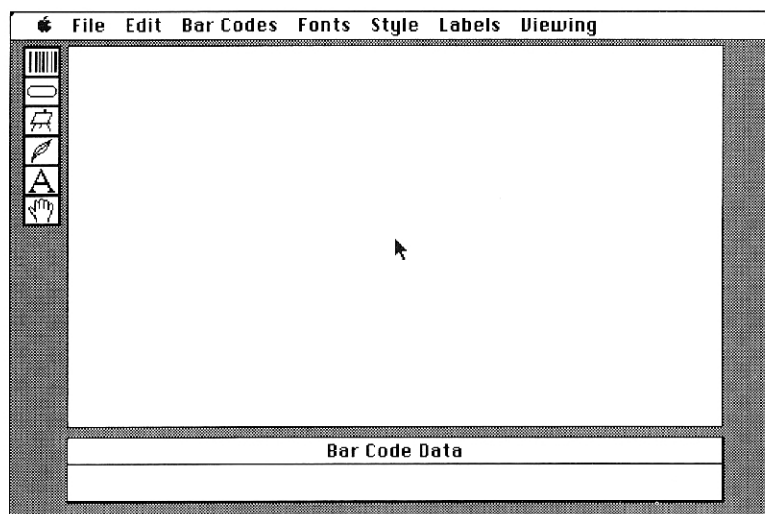
To use the Mac-Barcode program, you need a Macintosh computer and an Apple Imagewriter printer. You should also know how to use the Macintosh mouse and desktop, and how to start Macintosh programs. These basic operations are explained in Apple's Macintosh manual.

Before you start Mac-Barcode for the first time, you should make at least one backup copy of the Mac-Barcode disk. The Apple Macintosh manual explains how to do this under the heading "Copying an Entire Disk."

To begin, turn on the Macintosh and its printer, and insert the Mac-Barcode disk or a backup copy of it. When the desktop appears on the screen, you can "open" the disk by placing the pointer on top of the symbol that represents the disk and clicking the mouse button twice. The contents of the disk will be displayed as shown in the illustration at the top of the next page.



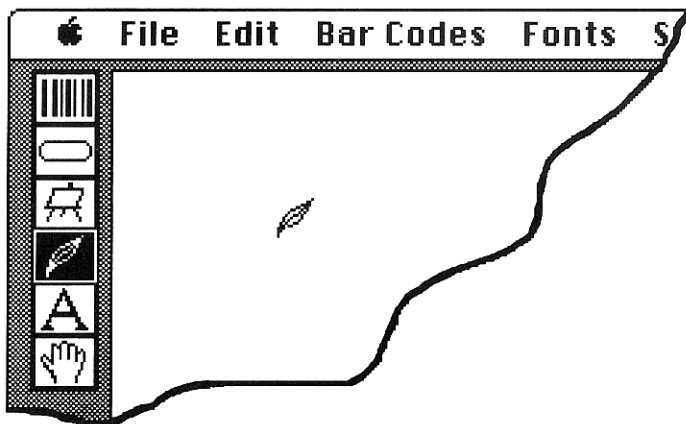
The CI symbol represents Mac-Barcode. To start the program, move the pointer on top of the CI symbol and click the mouse twice. The Mac-Barcode screen will appear:



The screen initially has four areas. They are the Tool Palette, the Menu Bar, the Work Window, and the Bar Code Data Window.

The Tool Palette

The Tool Palette contains six icons, each of which represents a different tool or object that you can use in Mac-Barcode. To select any of these tools, move the pointer to the appropriate icon and click once. Then move the pointer into the Work Window, where it will change into an image that represents the tool you just selected. To perform work with the tool, press the mouse button. After you've used the tool once, the pointer will revert to its usual form. To use a tool again, you must select its icon again.



The **Bar Code Tool** is used to create a bar code in the Work Window. The pointer appears as a scope when this tool is selected. For more information on use of the Bar Code Tool, see Chapter 5.





The **Label Tool** is used to produce a label in the Work Window. The pointer appears as a scope when this tool is selected. For more information on use of the Label Tool, see Chapter 6.



The **Easel Tool** is used with the Paste command to position and change the size of text and artwork. The pointer appears as a scope when this tool is selected. For more information on the Easel Tool, see Chapter 9.



The **Pen Tool** is used to draw in the Work Window. The pointer appears as a pen when this tool is selected. For more information on the Pen Tool, see Chapter 8.



The **Text Tool** is used to type text in the Work Window. The mouse pointer appears as a scope when this tool is selected. For more information on the Text Tool, see Chapter 7.



The **Hand Tool** is used to reposition the Work Window on the work page. The pointer appears as a hand when this tool is selected. For more information on the Hand Tool, see Chapter 9.

The Menu Bar

The Menu Bar provides you with a choice of eight different pull-down menus. These menus contain commands. Some of the commands modify the way the Mac-Barcode tools work. Other commands perform tasks on their own, such as printing labels.





The menus can be used at almost any time during Mac-Barcode operation. To select a command from a menu, move the pointer to the appropriate position along the Menu Bar and click. The contents of the menu will appear directly below the pointer. While pressing the mouse button, move the pointer down the menu to the desired command. Finally, release the mouse button to select the command and perform the desired operation.

From time to time while you're using Mac-Barcode, some of the menu commands will appear in dim type. This indicates that those commands are temporarily unavailable because they are not needed or because Mac-Barcode is busy with something else. For example, in the previous illustration "Print Selected Label" is dimmed because no label has been selected, and therefore no selected label can be printed. When a menu command is dimmed, choosing it has no effect.

The **Apple Menu** contains the standard Macintosh desktop accessories such as the Alarm Clock and Notebook. The Apple Macintosh manual explains how to use these accessories.

The **File Menu** lets you save Mac-Barcode work pages on disk. It also contains commands for re-opening saved work pages and for merging the contents of two work pages into one. In addition, the command for finishing a Mac-Barcode session is on the File Menu. For more information on the File Menu, see Chapter 4.

The **Edit Menu** contains the standard Macintosh editing functions Undo, Cut, Copy, and Paste. You can use these functions to move pictures, text, labels, and bar codes in and out of the Work Window via the Clipboard. The Clear function erases the entire work page. For more information on editing, see Chapter 9.

The **Bar Codes Menu** allows you to select the bar code symbology you wish to use. Other options on this menu control the size and appearance of the bar codes that you create with the Bar Code Tool. For more information on creating bar codes, see Chapter 5.



The **Fonts Menu** allows you to select the typeface to be used for bar code interpretations and text. The default font is Geneva. Additional fonts may be added to the Mac-Barcode disk with Apple's FontMover application. For more information on fonts and typing text, see Chapter 7.

The **Style Menu** allows you to select the style and size of text and the size of bar code interpretations. For more information on the Style Menu and typing text, see Chapter 7.

The **Labels Menu** allows you to define the size and appearance of labels that you create with the Label Tool. You can select one of six common label sizes that are listed on this menu, or you can define your own label size with the Specify Dimensions command. For more information on labels, see Chapter 6.

The **Viewing Menu** contains options for controlling the position and appearance of the Work Window. Commands to print the contents of the Work Window are also on this menu. For more information on the Viewing Menu, see Chapter 9.

The Work Window and the Bar Code Data Window

Two windows are always present on the Mac-Barcode screen. The large, unlabeled window is the Work Window. The smaller window below the Work Window is the Bar Code Data Window.

The **Work Window** is where you place the images you want to print. This window shows part of the Mac-Barcode work page, which is 8 inches wide by 11 inches high. To move the Work Window to a different part of the work page, you can use either the Hand Tool or the Preview Page command on the Viewing Menu. You can place images in the Work Window with the Bar Code Tool, Label Tool, Pen Tool, and Text Tool, and with the Paste command which appears on the Edit Menu.



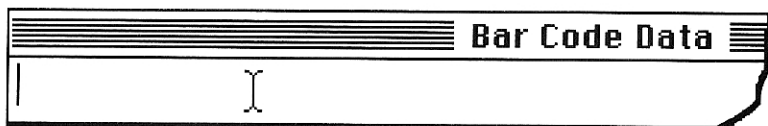
The **Bar Code Data Window** shows the characters that will be encoded as a bar code when you use the Bar Code Tool. To enter data into this window, move the pointer to the window and press the mouse button. Then type on the keyboard. You can edit the data with the standard text editing techniques described under “Editing Text” in the Apple Macintosh manual.

A Sample Mac-Barcode Session: Creating a Bar Code

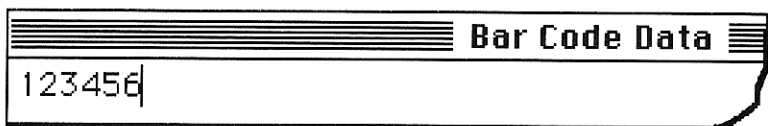
The following sample session illustrates the most important steps in producing a bar code label.

Step 1. If you have not already done so, turn on your Macintosh, insert the Mac-Barcode disk, and click twice on the Mac-Barcode icon.

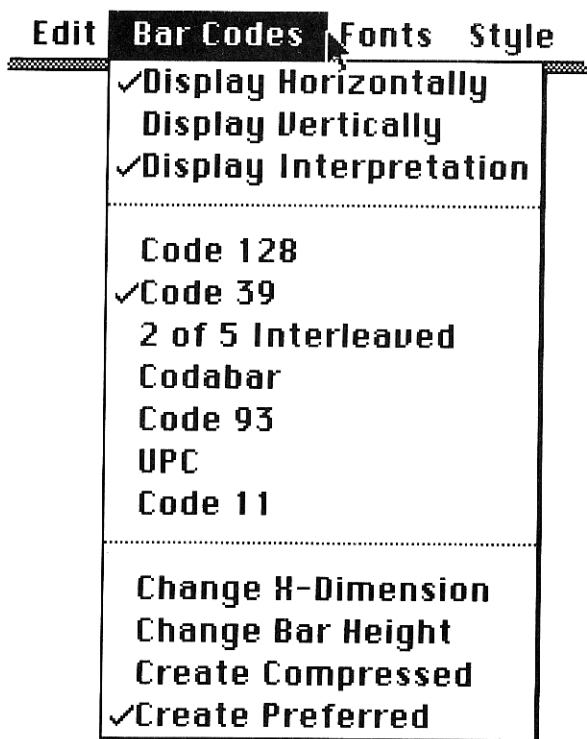
Begin by entering the data that you wish to represent as a bar code. Move the pointer down to the Bar Code Data Window and click once. Several horizontal lines will appear on the window's title bar, showing that it is now active, and a blinking bar will appear at the left side of the window.



Now type the characters “123456” as sample bar code data. If you make a mistake while typing, use the Backspace key to correct it.

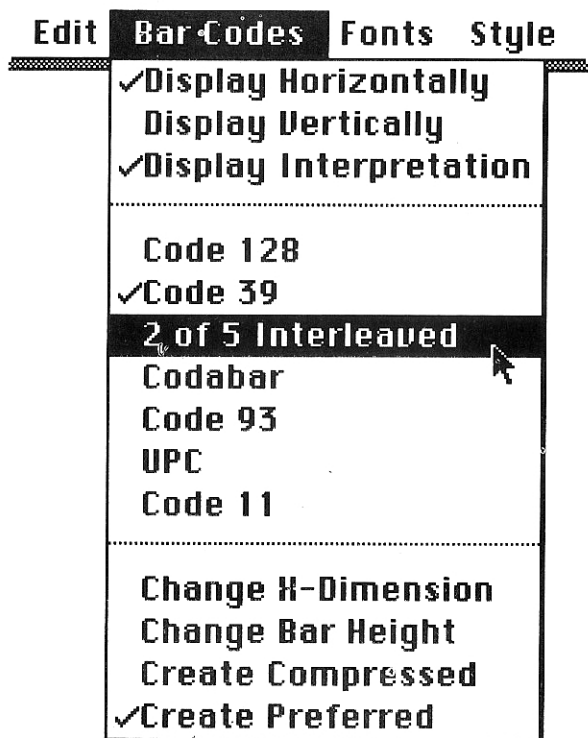


Step 2. Next, select a bar code symbology by moving the pointer to the Bar Codes Menu label near the top of the screen. Click and hold the mouse button. This menu will appear:

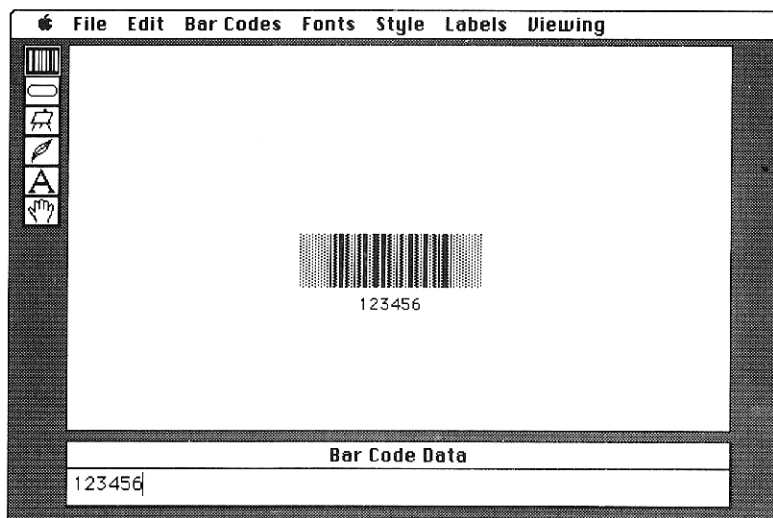




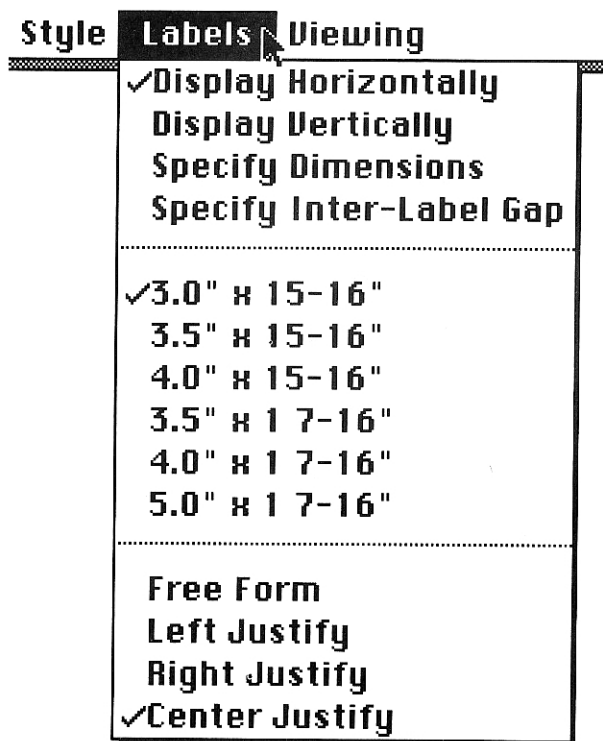
The middle portion of the menu offers a choice of seven bar code symbologies. Right now, Code 39 is selected. To change to 2 of 5 Interleaved, hold down the mouse button and move the pointer to "2 of 5 Interleaved." Then release the button.



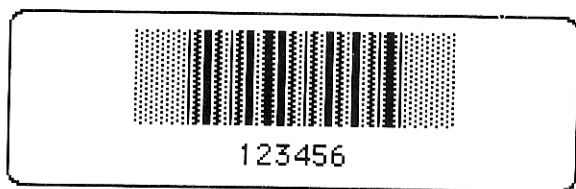
Step 3. The next step is to create a bar code symbol on the work page. Move the pointer to the bar code icon on the Tool Palette. Click once. Then move the pointer into the Work Window. The pointer will become a scope. Move the scope to the place on the work page where you want the bar code to appear and click once. The bar code symbol and interpretation will appear.



Step 4. The next step is to make a label and put the bar code symbol inside it. Move the pointer to the word "Label" on the Menu Bar and hold the mouse button down. The Labels Menu will appear:



The menu is already set up for horizontal labels that are 3 inches wide and $1\frac{5}{16}$ inch high. In addition, the menu specifies that bar codes will be centered inside their labels. If you wish, you can select different options from the menu, just as you did in Step 2 above. Otherwise, release the mouse button to keep the options that are already selected. Move the pointer to the Label Tool icon on the left side of the screen and click once. Then move the pointer into the Work Window. Once again, the pointer will become a scope. Move the scope to a clear area on the work page and click the mouse button. The label will appear. Now move the pointer to the bar code symbol and click to select it. While holding the mouse button down, move the bar code image inside the label. Release the mouse button.



Step 5. You're now ready to print the bar code. For this sample session, you can use whatever kind of paper you happen to have in your Imagewriter printer. Chapter 10 of this manual explains how to print on continuous form labels.

Make sure the label on the work page is selected by clicking it once. Then pull down the Viewing Menu and choose Print Selected Label. A dialog box will appear on your screen. Move the pointer to the Continue button in the lower right corner of the box, and click once. The dialog box will be replaced by another dialog box. Make sure your printer has paper and is ready. Then click the Continue button of the second dialog box.



Enter the number of copies desired:		1
		Continue
		Cancel

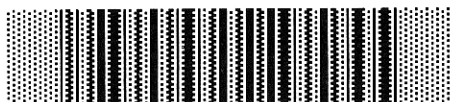
First Barcode Sequence	123456	
Final Barcode Sequence	123456	
		Continue
		Cancel

Congratulations! You have printed a bar code symbol using the Macintosh and Imagewriter printer.

Selecting and Dragging

When you create a bar code, it appears on the screen inside a shaded rectangular area. If you then select a tool or click on a blank area of the screen, the shading disappears from around the bar code. When the shading is present, the bar code is in a *selected* state. When the shading disappears, you are seeing the bar code as it will actually appear when printed.

To select a bar code or other object, put the pointer on it and click the mouse. To “un-select” the object, click on some other part of the screen.



Selected

0123456789



Not Selected

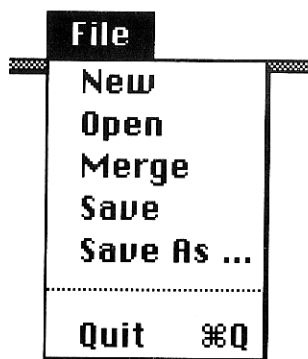
0123456789

When objects are selected, they can be moved around the Work Window by *dragging* them with the mouse. To drag an object, place the pointer on it. Hold the mouse button down and pull the object to its new location by moving the mouse. When the object is where you want it, release the mouse button.

The procedures for selecting and dragging text boxes are slightly different from the ones used with other objects. See page 45 for more information.

4. The File Menu

The File Menu lets you save Mac-Barcode work pages on disks. It also contains commands for re-opening saved work pages and for merging the contents of two work pages into one. In addition, the command for finishing a Mac-Barcode session is on the File Menu.



New

The New command places a blank work page in the Work Window. If you select New while working on an old work page, Mac-Barcode asks if it should save the old work page before giving you a new one. If you answer no, Mac-Barcode discards the old work page.

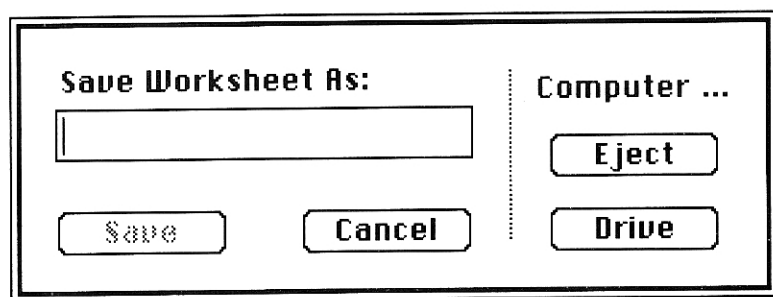
When you start a Mac-Barcode session by double-clicking the CI icon on the Macintosh desktop (see page 14), Mac-Barcode automatically gives you a new work page.

Save

The Save command places a permanent copy of a work page on a disk.

Until you select Save, your work page is stored only in the Macintosh's temporary memory. If the computer's plug is accidentally pulled from the wall, everything in memory vanishes, including your work page. You should select Save frequently as you work with Mac-Barcode to keep an up-to-the-minute copy of your work page stored safely on disk.

The first time you Save a new work page, Mac-Barcode will present you with the following dialog box:



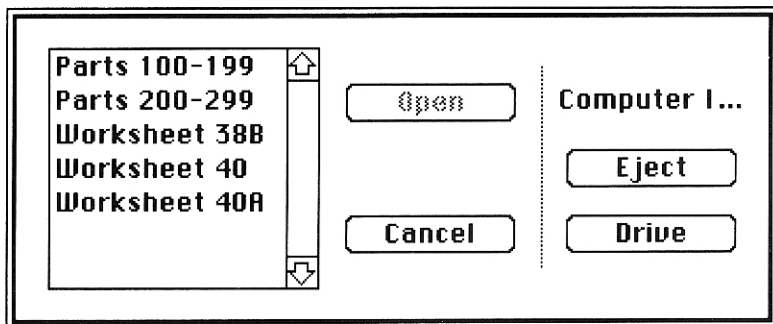
Use this dialog box to type in the file name under which the work page will be saved. If you don't want Mac-Barcode to save the file on the disk currently in use, click the Eject button to switch to another disk. Then click the Save button to save the work page. If you change your mind, click the Cancel button instead.

When you save a work page that has been saved at least once before, Mac-Barcode erases the old saved version of the work page from the disk and stores the newer version in its place. If you wish to Open an old work page, change it, and save both the old and new versions on disk, you must use the Save As command, which is discussed below.

Open

The Open command is used to bring a saved work page back into the Work Window from a disk file so you can examine it, change it, copy it, or print it.

When you select Open from the File Menu, the following dialog box appears on the screen:



This dialog box lists all the files on the current disk that were created by Mac-Barcode. To work on a particular one, click its name and then click the Open button. If the file you want to work with is on another disk, click the Eject button.

Save As

The Save As command allows you to copy an existing work page file and save it under a new name on disk. You should use this command when you want to make changes to a work page and then save the new version while retaining the old version.

To put the new copy of the file on a different disk, click the Eject button on the Save As dialog box before clicking the Save button.

Merge

The Merge command combines the contents of two work page files in a single file.



In order to merge two files, one of them must be in the Work Window and the other must be saved on disk. When you are ready, select Merge from the File menu. This will cause the Open dialog box to appear. Select the name of the saved work page file and click the Open button. The contents of the saved work page will be placed directly on top of the contents of the one in the Work Window.

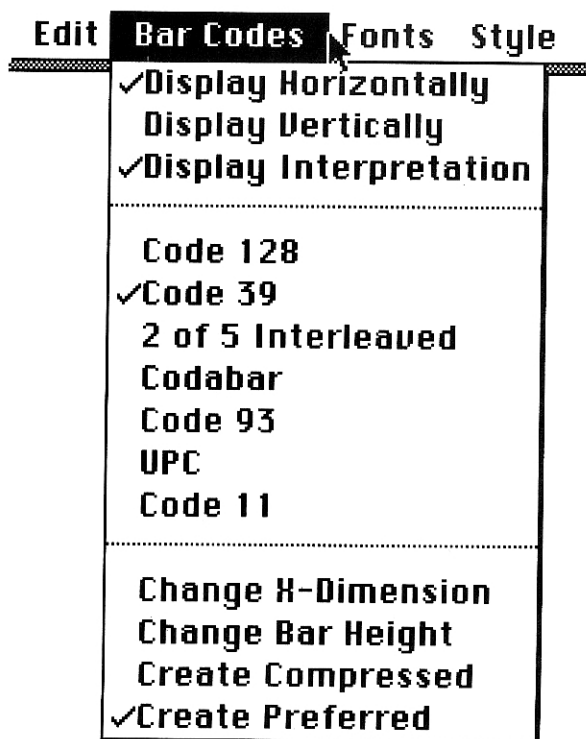
Quit

The last command on the File Menu is Quit. Select this command when you are finished using Mac-Barcode and wish to return to the Finder desktop.



5. Bar Codes

The Bar Codes Menu offers a choice of seven bar code symbologies that you can use for your bar codes. It also lets you change the size and appearance of your bar codes in a number of ways. This section explains in detail how to use the Bar Codes Menu.





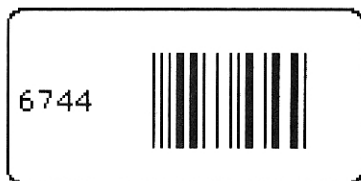
45788-JH77

Interpretation

To turn off Display Interpretation, select it with the mouse. To turn it back on, select it again. When Display Interpretation is on, a check mark appears next to it on the menu.

If you turn Display Interpretation off, bar codes will be produced without any text defining the characters they represent. It is not possible to turn off Display Interpretation when using the UPC format, because UPC symbols by definition require a human-readable interpretation.

Mac-Barcode lets you drag an interpretation to any position in the Work Window.





Selecting a Bar Code Symbology

In the middle section of the Bar Codes Menu, seven different bar code symbologies are listed. At any time, only one of these symbologies can be selected. Descriptions of the symbologies are given in the table on pages 10-11.

Once you have selected a symbology, all bar codes produced with the Bar Code Tool will appear in that symbology. You can change the symbology of an existing bar code by first clicking it and then choosing a different symbology from the Bar Codes Menu.

When the UPC symbology is checked on the Bar Codes Menu, you have to perform an additional step each time you select the Bar Code Tool to create a bar code. This dialog box will appear on the screen:

Manufacturer's Code:	99999	<input checked="" type="button" value="UPC Code A"/>
Product Number:	99999	UPC Code E
Number System:	9	Cancel

This box allows you to specify the manufacturer's code and product number to be represented in the UPC bar code. Both of these are five digit numbers. To enter them, click the manufacturer's code box and then type the manufacturer's code. Next, click the product number box and type in the product number. In addition, you can select a number system code. This is the single digit that appears to the left of the bar code in a UPC symbol.

Finally, you must select one of the two dialog box buttons at the right of the box. These are used to choose either UPC Code A or UPC Code E. A cancel button is also provided on the dialog box, in case you decide you do not wish to use the UPC format after all.



Select X-Dimension

The X-dimension is the thickness of the narrowest bar in a bar code symbol. By changing the X-dimension, you change the length of the whole bar code. (For more information on the X-dimension, see page 8.)

To choose the X-dimension of a bar code, first select the bar code format you wish to use. Then pull down the Bar Codes Menu and select Change X-Dimension. This dialog box will appear on your screen, as shown at the top of the next page.



Enter the minimum bar size in pixels:

(1/80" horizontally)

(1/72" vertically.)

1

Continue

Cancel

The X-dimension is specified in $\frac{1}{80}$ inch units. Mac-Barcode will set the X-dimension to $\frac{1}{80}$ inch unless you give it some other number. You can change the X-dimension to any number of units from $\frac{1}{80}$ to $\frac{5}{80}$ by typing the value desired and clicking the Continue button. All subsequent bar codes that you create will be displayed with the new X-dimension. Note that larger X-dimensions produce bar codes that occupy more space on the work sheet.

When printing vertical bar codes, the X-dimension units increase 11 percent in size to $\frac{1}{72}$ inch.

You can use this command to change the X-dimension of a bar code that already exists. Select the bar code and then use the Change X-dimension command to choose a new number.

Change Bar Height

This command allows you to set the height of bar codes. To use this option, first select the bar code symbology you wish to use from the Bar Codes Menu. Then pull down the Bar Codes Menu again and select Change Bar Height. This dialog box will appear on your screen:

Enter the bar code height in 16ths

of an inch (0.0625"):

8

Continue

Cancel

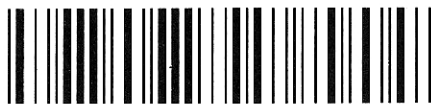


The current bar height is specified in $\frac{1}{16}$ inch units. Mac-Barcode will set the height to 8 units, or $\frac{1}{2}$ inch, unless you give it some other number. If you change this value to 4 units, the bar codes produced will be $\frac{1}{4}$ inch high. If you change this value to 12 units, the bar codes produced will be $\frac{3}{4}$ inch high. Type the value you want and then click the Continue button. As always, the Cancel button lets you change your mind and abandon any changes.

You can use Change Height to alter an existing bar code. Select the bar code and then use the Change Height command to specify a new height.

Create Preferred and Create Compressed

These commands can be used only with Code 2 of 5, Code 39, and Codabar. Only one of these commands may be selected at a time. The Create Preferred option produces bar codes with an adjusted 3 to 1 ratio in the widths of wide and narrow bars. This ratio complies with national standards. The Create Compressed option produces bar codes with a 2 to 1 ratio. This ratio produces more compact bar code symbols. The choice of which to use depends on your particular application.



Preferred ↑

Compressed ↓





Special Code 128 Feature

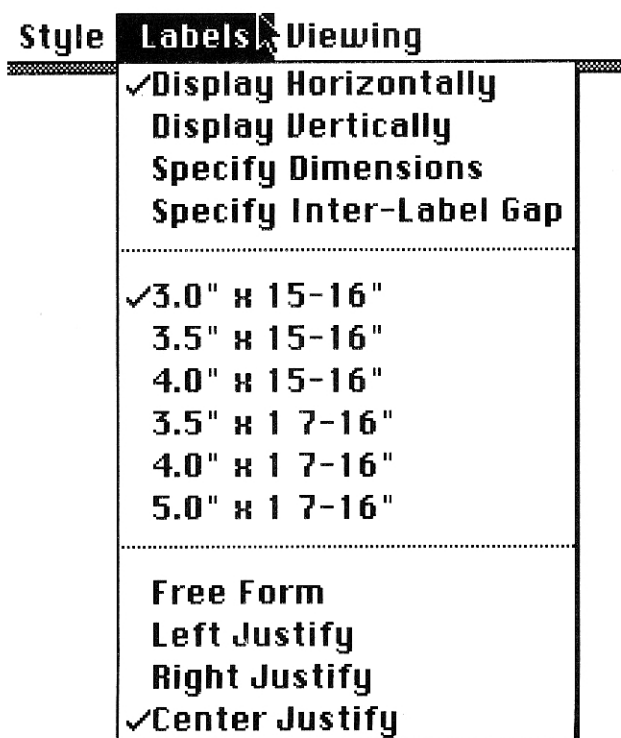
To create any arbitrary Code 128 character, type the Backslash Key (\) while holding the Option Key, followed by the three-digit Code 128 representation. This feature can be used to create setup labels or special control characters.

Appendix B on page 61 contains a table of three-digit Code 128 representations.

6. Labels

The Labels Menu lets you set the shape and size of the labels on which you wish to print with the Imagewriter printer. It also provides commands that affect the appearance of the labels and the placement of bar codes within them.

The Labels Menu looks like this:



Display Horizontally and Display Vertically

These commands work just like their counterparts in the Bar Codes Menu. They allow you to choose the orientation of labels that you create with the Label Tool. Only one of these commands can be selected at a time, and Mac-Barcode displays a check mark next to the one that is selected.

Specify Dimensions

The middle section of the Labels Menu offers you a choice of six popular label sizes. These sizes range from three to five inches wide, and are either $1\frac{5}{16}$ or $1\frac{7}{16}$ inches high. If the labels you intend to use match any of the sizes shown here, you can select the appropriate one from the Labels Menu.

Mac-Barcode does not limit you to the label dimensions listed in the Labels Menu. Instead of selecting one of the listed sizes, you can use the Specify Dimensions command to set the size of labels up to a maximum width of 6 inches and a maximum height of 5 inches. When you select Specify Dimensions, this dialog box appears on the screen:

Label Width:	2	and	0	-16th's inches.
Label Height:	0	and	8	-16th's inches.
				Continue
				Cancel

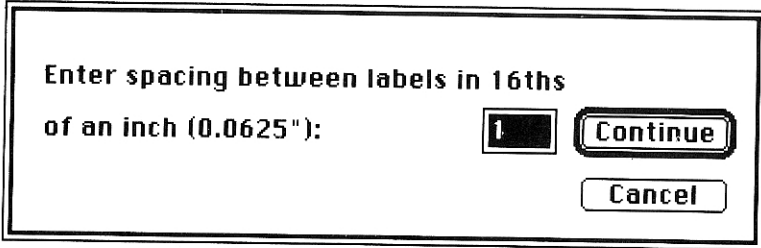
There are four entry fields in this dialog box. They allow you to specify the label width and height. For each dimension, you must enter two numbers: the number of full inches, and the number of sixteenths of an inch. For example, you would specify a $2 \times \frac{1}{2}$ inch label by entering a width of 2 full inches and 0 sixteenths of an inch, and a height of 0 full inches and 8 sixteenths of an inch.

To enter the numbers, first click the mouse in the appropriate field to highlight it, and then type the number desired. When you have completed all four entries, click the Continue button to exit from the dialog box.

Once label dimensions have been specified, all subsequent labels produced with the Label Tool will appear in that size. To change the dimensions of an existing label, select it and then use the Specify Dimensions command.

Specify Inter-Label Gap

The Specify Inter-Label Gap command allows you to set the vertical distance between adjacent labels when using continuous forms in the Imagewriter printer. When you select this item from the labels menu, the following dialog box will appear:



The dialog box is titled "Specify Inter-Label Gap" and contains the following text and controls:

**Enter spacing between labels in 16ths
of an inch (0.0625"):**

1

Continue

Cancel

The Inter-Label Gap is specified in units of $\frac{1}{16}$ inch. If you set the number to 8, for example, the gap will be $\frac{8}{16}$ or $\frac{1}{2}$ inch. Mac-Barcode will set the Inter-Label Gap to $\frac{1}{16}$ unless you select a different number. You can set the Inter-Label Gap to any value between $\frac{1}{16}$ and $\frac{16}{16}$. Click the Continue button to exit from this dialog box.

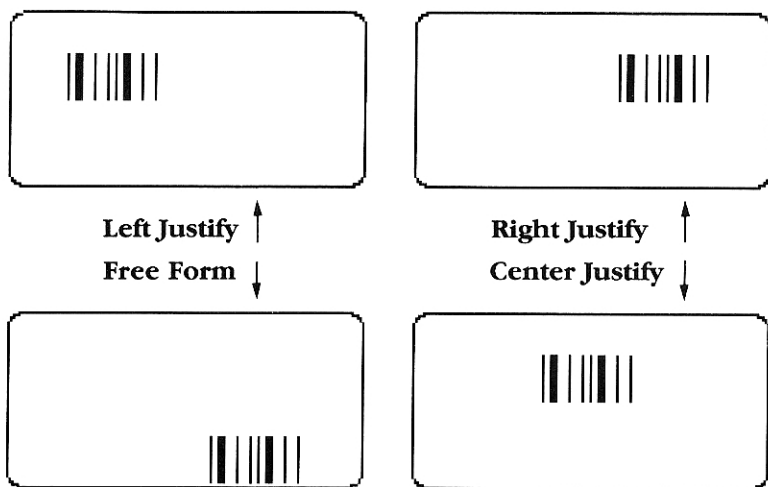
Note that the Inter-Label Gap affects printing operations only. It does not change the appearance of the work page.



Free Form, Left Justify (Top Justify), Right Justify (Bottom Justify), Center Justify

These four commands determine where a bar code will be placed within a label. Only one of these commands can be selected at a time. Mac-Barcode displays a check mark to show which command is selected.

Center Justify centers the bar code within the label. Left Justify moves the bar code to the left side of the label. Right Justify moves the bar code to the right side of the label. Free Form allows you to put the bar code anywhere you want inside the label.



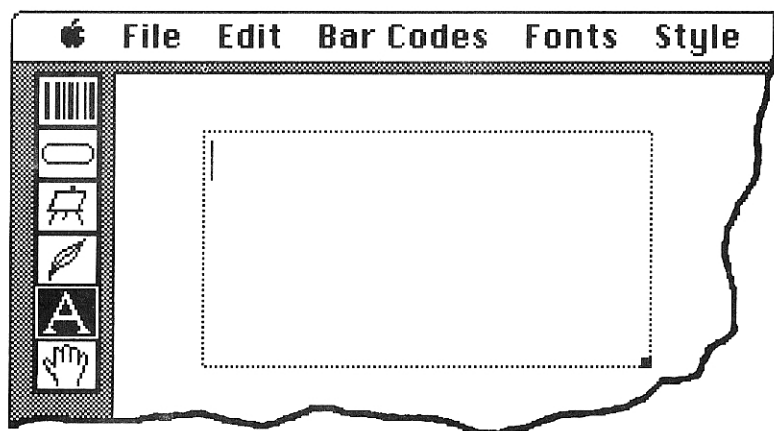
When Display Vertically is selected on the Labels Menu, the name of the Left Justify command changes to "Top Justify," and the name of the Right Justify Command changes to "Bottom Justify." You can use these commands to change the position of a bar code that has already been placed inside a label. Select the label and then choose the new justification option from the menu.

7. Text

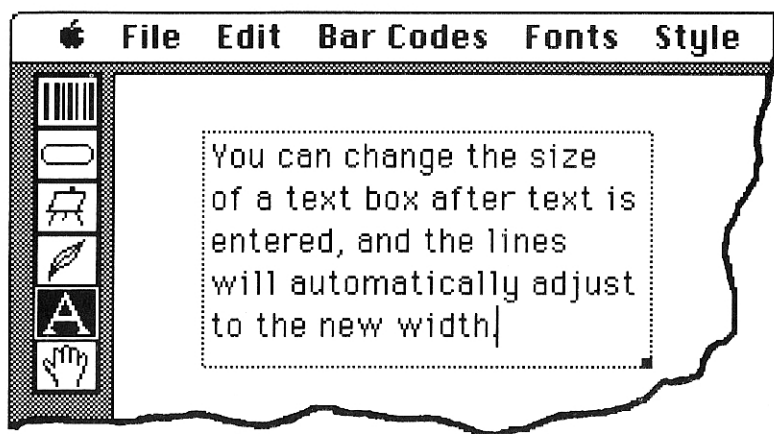
The Text Tool allows you to add text to labels and work sheets. The tool itself creates a text box in the Work Window. This box can then be filled with text by typing on the keyboard. The appearance of the text can be changed with the Fonts and Style menus.

The Text Tool

To use the Text Tool, click its icon on the Tool Palette. Then move the mouse pointer into the Work Window, where it will appear as a scope. Place the scope at the upper left corner of the area of the work page where you wish to place text. Drag the mouse downward and to the right to create a text box. When the rectangle is big enough to hold the text you wish to type, release the mouse button.



The blinking bar at the upper left corner of the box shows the place where typed characters will appear. Once there is some text in the box, you can reposition this blinking bar by clicking the new location with the mouse.



Words automatically wrap around to the next line when they reach the right edge of the box. To start a new line or skip one, use the Return Key.

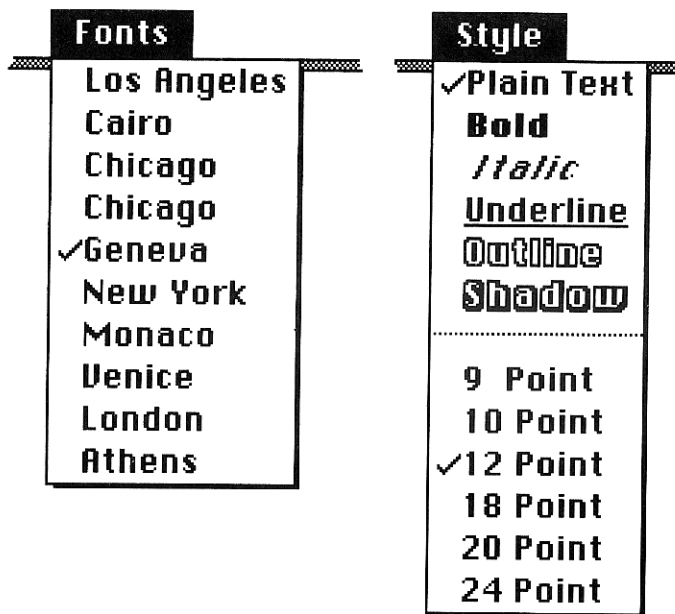
You can change the size of a text box by dragging the small black square at its lower right corner. When you release the mouse button, the text window will be fixed at its new size, and the text inside it will be adjusted to fit.

Editing Text

You can edit text inside a text box with the same techniques used in most Macintosh programs. For more information, see "Editing Text" in the Apple Macintosh manual.

The Fonts Menu and Style Menu

When you type into a text box, text appears in the type face and point size selected on the Fonts Menu and Style Menu.



Mac-Barcode automatically selects plain Geneva in a 12 point size unless you choose other options. Your choice of styles includes boldface text, italicized text, shadowed text, and outlined text. The text size may range from 9 point (the smallest) to 24 point (the largest).

You can use the Fonts Menu and Style Menu to change the appearance of existing text and bar code interpretations. First select the text box or interpretation you wish to change, and then choose the new font and style options.



All the text in a text box must use the same font, size, and style.

Selecting and Dragging Text

The procedures for selecting and dragging text are slightly different from the ones used with other objects. If you click on text, the text itself becomes selected. This allows you to edit it. If you click on a blank area inside an unselected text box, the text box becomes selected. This allows you to drag the box. If you click on a blank area inside a selected text box, the blinking bar moves to a new text insertion point.

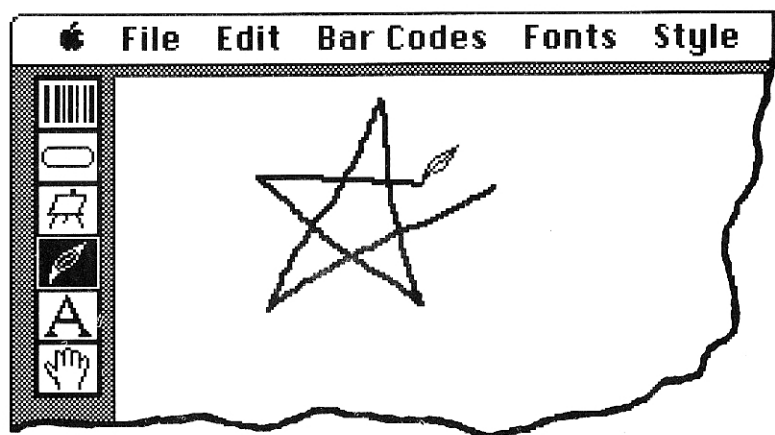
Unlike other objects, a text box cannot be dragged when it is selected. If the box is selected, first “un-select” it by clicking elsewhere on the screen. Then drag it.

8. The Pen

The Pen Tool allows you to add simple line drawings to your work sheets and labels. This is especially useful if you want to include diagrams or reference marks.

To use the Pen, move the pointer to the Pen icon on the Tool Palette and click once. Then move the pointer back into the Work Window, where it will change in appearance to a quill pen.

Move the Pen to the starting point for your drawing. Hold down the mouse button and move the mouse. The Pen will follow the movement of the mouse and draw a line. As soon as you release the mouse button, the Pen will stop drawing. To continue drawing, click the Pen icon again on the Tool Palette.





A line drawing can be dragged, just like any other Mac-Barcode object.

It is not possible to change the appearance of a line drawing once it has been made. To delete a line drawing, select it and choose Cut from the Edit Menu.



9. Editing the Work Page

Earlier sections of this manual explain how to create the four kinds of objects that can be produced with Mac-Barcode. These objects are:

- Bar Codes
- Labels
- Text Boxes
- Line Drawings

In this section, you will learn how to move and modify objects, how to delete objects, and how to cut and paste objects to and from the Macintosh Clipboard.

Mac-Barcode Objects

When Mac-Barcode objects are first created, and when you click them, they become *selected*. Objects that are in this selected state can be dragged around the work page with the mouse. They can also be altered by choosing new options for them from the menus. For instance, the height of an existing bar code can be changed by first clicking it and then choosing a new Bar Height value from the Bar Codes Menu.

Show Item Outlines and Hide Item Outlines

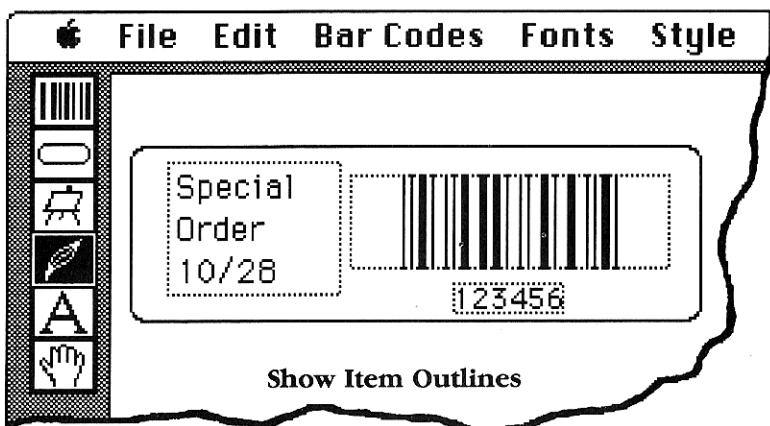
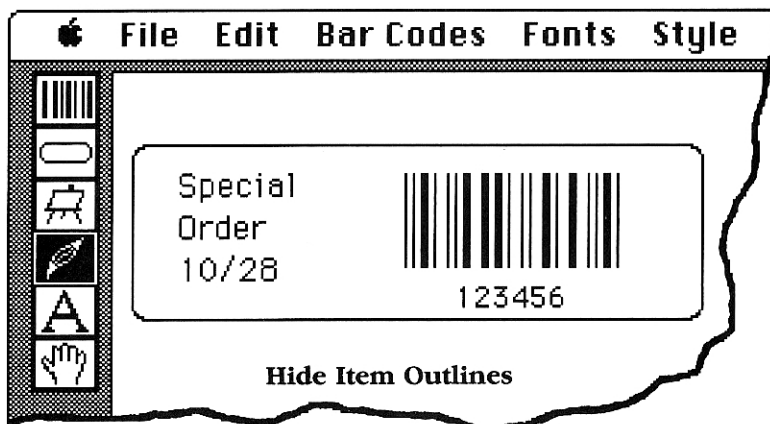
To prevent you from accidentally obscuring quiet zones, Mac-Barcode has commands called “Show Item Outlines” and “Hide Item Outlines.” (For more information on quiet zones, see page 8.) You select these commands from the Viewing Menu. When Show Item Outlines is selected, rectangular boxes appear



around all the objects in the Work Window. The boxes show the sizes of the objects as they appear when they are selected, including quiet zones around bar codes.

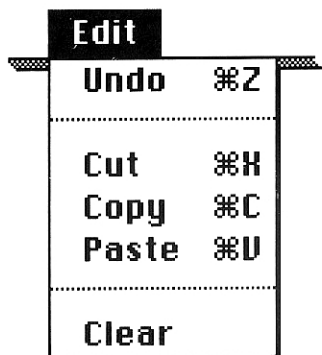
Outlines are never printed.

The Hide Item Outlines command makes the rectangular boxes disappear.



The Edit Menu and Clipboard

The Edit Menu lets you erase, copy, and move objects on the work page. It also allows you to move images from Mac-Barcode to other programs such as MacPaint and MacWrite, and from other programs into Mac-Barcode.



The Edit Menu does most of its work through the Clipboard, an invisible holding area in the Macintosh's memory. When you choose Cut or Copy from the Edit Menu, the selected image is stored on the Clipboard. When you choose Paste from the Edit Menu, the invisible image on the Clipboard is put back on the work page. These features can be used to erase images, move them, and duplicate them.

Only one object at a time can be stored on the Clipboard. Every time you cut or copy an object to the Clipboard, whatever was previously stored on the Clipboard is lost.

The Clipboard is part of Macintosh, so many application programs make use of it. You can cut pictures from Apple's MacPaint program, or text from Apple's MacWrite program, and paste them into Mac-Barcode. You'll find more information on cutting and pasting in the sections that follow.



Undo

This command undoes the effects of your most recent action, if possible.

Cut

The Cut command removes selected objects from the work page and puts them on the Clipboard. An object that has been cut can be restored to the work page with the Paste command.

Copy

The Copy command puts a duplicate of an object on the Clipboard. The difference between Cut and Copy is that Cut removes an object from the work page, but Copy does not.

Copy is useful for duplicating an object on the work page. To use Copy in this way, select the object and choose Copy from the Edit Menu. This will place the selected object on the Clipboard without removing it from the work page, as Cut would do. Then select Paste from the Edit Menu.

You can make as many duplicates of the object as you wish by repeatedly selecting Paste from the Edit Menu.

Paste

The Paste command copies the image on the Clipboard and places the copy on the work page. The image remains on the Clipboard after it has been pasted, so you can use Paste several times in a row to put multiple copies of the same image on the work page.

Clear

The last item on the Edit Menu, Clear, erases the entire work page.



The Easel Tool

The Easel Tool is used with the Paste command to position and change the size of objects. The Easel Tool defines a rectangular area on the screen where the pasted image will appear, and whatever is pasted automatically shrinks or expands to fill the rectangle.

To use the Easel Tool, move the pointer to the Easel icon in the Tool Palette and click once. Then move the pointer back into the work page area, where it will change into a scope. Move the scope to the upper left corner of the area on the work page where you want to paste the shrunk or expanded image. While pressing the mouse button, drag down and to the right. As you do so, the outline of a rectangle will appear. When the rectangle encloses the desired area, release the mouse button. Then select Paste from the Edit Menu.

The Easel Tool should not be used to paste bar codes because it may change the thicknesses of bars and spaces, making them unreadable. To change the size of bar code symbols, use the Change X-Dimension and Change Bar Height commands on the Bar Code Menu.

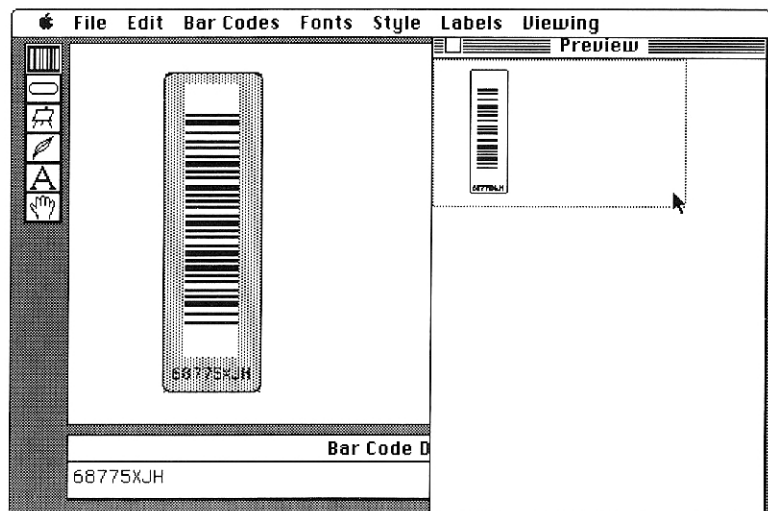
Cutting and Pasting with Other Programs

You usually can cut images from a Mac-Barcode work page and paste them onto a document in another program. Conversely, you can usually cut text or drawings from a document in another program and paste them onto a Mac-Barcode work page.

Some kinds of objects cannot be pasted into certain programs.

Preview Page and the Hand Tool

The Mac-Barcode work page measures 8 inches wide and 11 inches high, but the Work Window can only show you a portion of it at a time. To see the entire work page, pull down the Viewing Menu and select the Preview Page command. This will cause a new window to appear on your screen, as shown at the top of the next page.



The Preview Page window shows a reduced view of the entire 8 × 11 inch work page. The rectangle inside this window indicates the part of the work page that is currently on view in the Work Window. The Work Window initially shows the upper left corner of the work page.

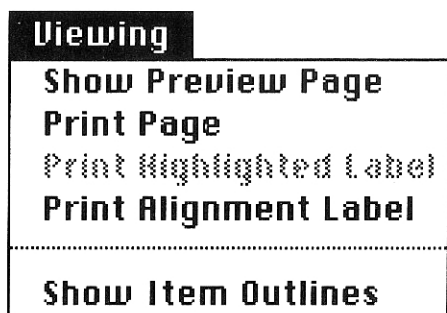
To move the Work Window to another part of the work page, place the pointer inside the rectangle in the Preview Page window. Then click and drag the mouse. In this way, you can move the Work Window to any part of the work page.

To remove the Preview Page window from your screen, click on its close box, which is the small square in the upper left corner of the window, or choose Hide Preview Page from the Viewing Menu.

You can also move the Work Window with the Hand Tool. To use this feature, place the pointer on the Hand Tool icon on the Tool Palette and click once. Then move the pointer into the Work Window. The pointer will change from an arrow into a hand as soon as it enters the window. Hold the mouse button and drag the mouse to re-position the Work Window.

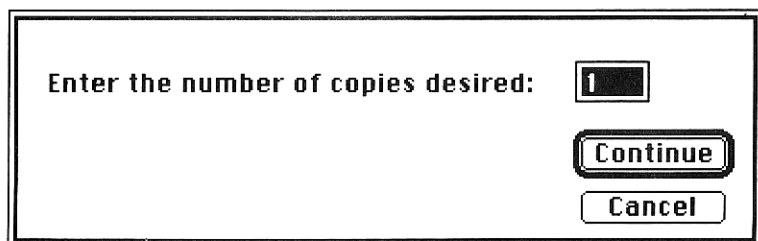
10. Printing

Mac-Barcode lets you print either the entire 8 × 11 inch work page or selected labels. Printing operations are performed with commands from the Viewing Menu. When pulled down, the menu looks like this:



Print Page

To print the entire 8 × 11 inch work page, select the Print Page option. The following dialog box will appear on the screen:





This dialog box allows you to specify how many copies of the work page to print. Mac-Barcode automatically sets this number to 1, but you can change it to any number up to 999. Click the Continue button to begin the printing operation. If you change your mind and decide not to print, click the Cancel button. Keep in mind that Print Page prints the entire 8 × 11 inch work page, not just the portion that is currently visible in the Work Window. While printing is in progress, a dialog box will appear offering a Cancel button. Use this button if you wish to cancel the printing operation before it finishes.

**Now printing the requested material.
Press Cancel to halt printing process.**

Cancel

Print Alignment Label

The Print Alignment Label command prints rectangular boxes that are the same size and shape as the label you have selected. This command is useful for aligning continuous form labels in the Imagewriter printer.

When you select this command, the following dialog box will appear:

Enter the number of copies desired:

1

Continue

Cancel

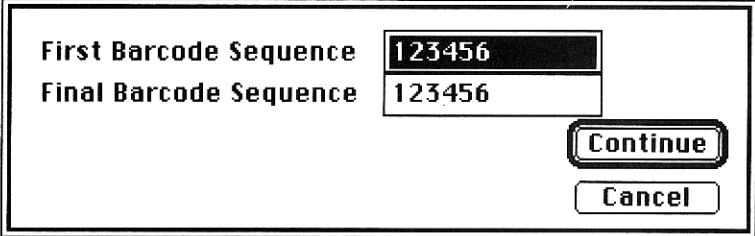


This dialog box allows you to specify how many alignment labels will be printed. Print at least two to check whether the Inter-Label Gap is set correctly for the forms you are using. After selecting the number of labels desired, click the Continue button to begin the printing operation. If you change your mind and decide not to print, click the Cancel button.

Print Selected Label

This command is used to print on continuous form labels. Before using it, the continuous form labels should be lined up in the printer with Print Alignment Label.

Select the label you wish to print by clicking it. Then choose Print Selected Label from the Viewing Menu. The Number of Copies dialog box will appear. (It is illustrated at the bottom of the previous page.) This dialog box allows you to specify how many copies of the label will be printed. Mac-Barcode automatically sets the number to 1, but you can change it to any number up to 999. When you click the Continue button, another dialog box will appear:



The dialog box has a double border. It contains two labels on the left: "First Barcode Sequence" and "Final Barcode Sequence". To the right of "First Barcode Sequence" is a text field containing "123456". To the right of "Final Barcode Sequence" is a text field containing "123456". In the bottom right corner, there are two buttons: "Continue" and "Cancel".

This dialog box gives you the option of printing a series of labels with consecutive numbers encoded on them. The box is already filled out with the information on the selected label. If you only want to print the selected label exactly as it appears, leave the dialog box as it is.



If you wish to print a series of labels with consecutive numbers encoded on them, you must change the numbers in this dialog box. For example, if you wanted to print labels with bar codes representing the data 00001 through 00004, you would set the First Bar Code Sequence number to 00001, and the Final Bar Code Sequence number to 00004. This would produce labels with the data values 00001, 00002, 00003, and 00004.

Click the Continue button to start printing. While printing is in progress, a dialog box will appear offering you a Cancel button. Use this button if you wish to cancel the printing operation before it finishes.



Appendix A: For Further Information

The publications listed below contain useful information on bar codes and bar code standards.

For information on bar codes in industrial applications:

"Uniform Symbol Descriptions USD-1 through USD-8"

"Scanning Products on the Move, Part 1, Moving Beam Scanner"

"Recommended Practices for Uniform Container Symbol (Printing Bar Codes on Corrugated Containers)"

Available from:

Automatic Identification Manufacturers, Inc. (AIM)

An Affiliate of the Material Handling Institute, Inc.

1326 Freeport Road

Pittsburgh, PA 15238

Telephone (412) 782-1624

For information on grocery product distribution container bar code standards:

"UPC Shipping Container Symbol Specification Manual"

"UPC Guideline #6 Shipping Container Coding (UPC Case Code)"

"UPC Guideline #12 Random Weight Shipping Container Coding (UPC Case Code)" February, 1983

Available from:

Uniform Product Code Council, Inc.

7051 Corporate Way, Suite 201

Dayton, OH 45459-4294

Telephone (513) 435-3870

For information on Department of Defense standards for Code 3 of 9 "LOGMARS"

MIL-STD-1189A, "Standard Department of Defense Bar Code Symbology"

MIL-STD-129J, "Marking for Shipment and Storage"

Available from:

Naval Publications and Forms Center

5801 Tabor Ave

Philadelphia, PA 19120

Telephone (215) 697-3321



For information on General Services Administration Code 3 of 9:

MIL-STD-1189A, "Standard Department of Defense Bar Code Symbology"
FED-STD-123J, "Marking for Shipment and Storage"

Available from:
General Services Administration
Specification Sales
Building 197
Washington Navy Yard
Washington, DC 20407

For information on bar codes in the automotive industry:

"Bar Code Symbology Standard, AIAG-B-1"
"Shipping/Parts ID Label Standard, AIAG-B-3"

Available from:
Automotive Industry Action Group
North Park Plaza Building, Suite 830
17117 W. Nine Mile Road
Southfield, MI 48075
Telephone (313) 569-6262

For information on bar codes in the health industry:

"Health Industry Bar Code Standard"

Available from:
HIBC Council, Inc.
111 E. Wacker Drive, Suite 600
Chicago, IL 60601
Telephone (312) 644-6620

For information on bar codes on transportation packages:

"Specifications for Bar Code Symbols on Transportation Package and Unit
Loads — ANSI MH10.8 x1983"

Available from:
American National Standards Institute
1430 Broadway
New York, NY 10018
Telephone (212) 354-3300

Appendix B: Code 128 (USD-6)

VALUE	CODE A	CODE B*	CODE C	VALUE	CODE A	CODE B*	CODE C
000	SP	SP	00	037	E	E	37
001	!	!	01	038	F	F	38
002	"	"	02	039	G	G	39
003	#	#	03	040	H	H	40
004	\$	\$	04	041	I	I	41
005	%	%	05	042	J	J	42
006	&	&	06	043	K	K	43
007	'	'	07	044	L	L	44
008	(	(	08	045	M	M	45
009	)	)	09	046	N	N	46
010	*	*	10	047	O	O	47
011	+	+	11	048	P	P	48
012	,	,	12	049	Q	Q	49
013	—	—	13	050	R	R	50
014	.	.	14	051	S	S	51
015	/	/	15	052	T	T	52
016	0	0	16	053	U	U	53
017	1	1	17	054	V	V	54
018	2	2	18	055	W	W	55
019	3	3	19	056	X	X	56
020	4	4	20	057	Y	Y	57
021	5	5	21	058	Z	Z	58
022	6	6	22	059	[	[	59
023	7	7	23	060	\	\	60
024	8	8	24	061	]	]	61
025	9	9	25	062	^	^	62
026	:	:	26	063	_	_	63
027	;	;	27	064	NUL	'	64
028	<	<	28	065	SOH	a	65
029	=	=	29	066	STX	b	66
030	>	>	30	067	ETX	c	67
031	?	?	31	068	EOT	d	68
032	@	@	32	069	ENQ	e	69
033	A	A	33	070	ACK	f	70
034	B	B	34	071	BEL	g	71
035	C	C	35	072	BS	h	72
036	D	D	36	073	HT	i	73

*Mac-Barcode uses Code B by default.



VALUE	CODE A	CODE B*	CODE C
074	LF	j	74
075	VT	k	75
076	FF	l	76
077	CR	m	77
078	SO	n	78
079	SI	o	79
080	DLE	p	80
081	DC1	q	81
082	DC2	r	82
083	DC3	s	83
084	DC4	t	84
085	NAK	u	85
086	SYN	v	86
087	ETB	w	87
088	CAN	x	88
089	EM	y	89
090	SUB	z	90
091	ESC	{	91
092	FS		92

VALUE	CODE A	CODE B*	CODE C
093	GS	}	93
094	RS	~	94
095	US	DEL	95
096	FNC 3	FNC 3	96
097	FNC 2	FNC 2	97
098	SHIFT	SHIFT	98
099	CODE C	CODE C	99
100	CODE B	FNC 4	CODE B
101	FNC 4	CODE A	CODE A
102	FNC 1	FNC 1	FNC 1
103	START (CODE A)		
104	START (CODE B)		
105	START (CODE C)		
STOP			

*Mac-Barcode uses Code B by default.

Index

- Apple Menu, 17
- Bar Code Data Window, 18-19
- Bar Code Tool, 15
- Bar Codes. *See also* Symbolologies, X-Dimension
 - changing height of, 36-37, 49
 - characters represented, 9
 - entering characters for, 19
 - industry standards, 9
 - interpretations of, 32-33
 - number of characters in, 9
 - orientation of, 32
 - position in labels, 42
 - ratio of bars and spaces in, 37
 - width of. *See* X-Dimension
 - with Easel Tool, 53
- Bar Codes Menu, 17, 31
- Bottom Justify, 42
- Center Justify, 42
- Change Bar Height, 36-37
- Clear, 52
- Clipboard, 51
- Code 128, three-digit codes, 38, 61-62
- Copy, 52
- Create Compressed, 37
- Create Preferred, 37
- Cut, 52
 - with other programs, 53
- Disks, backing up, 13
- Display Horizontally (bar codes) 32
- Display Horizontally (labels), 40
- Display Interpretation, 32-33
- Display Vertically (bar codes), 32
- Display Vertically (labels), 40
- Dragging, 25-26
 - interpretations, 33
 - text, 45-46
- Drawings, 47-48
- Duplicating objects, 52
- Easel Tool, 16, 53
 - with bar codes, 53
- Edit Menu, 17, 51
- File Menu, 17, 27
- Fonts Menu, 18, 44-45
- Free Form, 42
- Hand Tool, 16, 53-54
- Hide Item Outlines, 49-50
- Label Tool, 16
- Labels
 - consecutive, 57-58
 - continuous form, 56-58
 - printing, 56-58
 - Specify Dimensions of, 40
- Labels Menu, 18, 39
- Left Justify, 42
- Manufacturer's Code, 34
- Menus. *See also specific menus*
 - using, 17
- Merge, 29-30
- Moving
 - objects. *See* Dragging
 - work page, 53-54
 - Work Window, 53-54
- New, 27
- Number System, 34
- Objects, 49
 - deleting. *See* Clear
 - duplicating, 52
 - moving. *See* Dragging
 - selecting. *See* Selecting
- Open, 29
- Paste, 52
 - with other programs, 53
- Pen Tool, 16, 47-48
- Preview Page, 53-54
- Print Alignment Label, 56-57

- 
- Print Page, 55-56
Print Selected Label, 57-58
Printing, 24, 55-58
 consecutive labels, 57-58
 number of copies, 55, 56
Product Number, 34
Quiet zones, 8, 49-50
Quit, 30
- Right Justify, 42
Save As, 29
Save, 28
Scanners, 7
 and X-Dimension, 8-9
Scope, 15
Select X-Dimension, 35-36
Selecting, 49
 objects, 25-26
 text, 45-46
Show Item Outlines, 49-50
Specify Dimensions, 40-41
Specify Inter-Label Gap, 41
Starting Mac-Barcode, 13-14
Style Menu, 18, 44
Symbolologies
 how to choose, 9-12
 selecting from menu, 54-55
 supported by Mac-Barcode,
 10-11
 types of, 8
- Text
 editing, 44
 selecting and dragging, 45-46
Text Box, changing size of, 44
Text Tool, 16, 43
Tool Palette, 15
Top Justify, 42
- Undo, 52
Universal Product Code (UPC)
 and Display Interpretation, 33
 characteristics of, 10-11
 Code A, 34
 Code E, 34
 dialog box, 34
 displaying vertically, 32
Updates, inside front cover
User Support, inside front cover
- Viewing Menu, 18, 55
- Warranty, inside front cover
Work Window, 18
 moving, 53-54
Work page
 editing, 49-54
 moving, 53-54
 printing, 55-56
 saving, 28
 viewing, 53-54
- X-Dimension, 8-9
 and scanners, 8-9
 setting, 35-36



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