# Dumb Barcode Labels

## Setting up the report

1. *Click* Schedule New Reports wizard.
2. *Select* the INFOhio tab.
3. *Select* LBL : Dumb Labels.
4. *Click* Setup & Schedule.

## Basic Information Tab

5. *Change* the Report name and/or Title if you wish.

## Library Selection / Selection Criteria Tab

6. *Select* the library for which you wish to create dumb labels

## Output Options Tab

a. Barcode type:  Item or User

b. Check box to display the school and district names.

c. Enter a line of text you would like to have included on every label.

d. If you want to begin printing on at a different label on the 1st page (other than the 1st label), enter the label number here.

e. Number of labels you want to create.

f. Enter the email address(es) of those to whom you wish to email copies of these labels.

   **NOTE:**  *You do not need to enter a starting number.  Once your ITC enters it in your file, the software tracks it for you.  If your file has not yet been prepared by the ITC staff, you will see this message in the report log:*

```
*      File does not exist.  This file must exist
*      to produce valid dumb barcodes.  Contact
*      your tech. coordinator or Tech Services.
```

**Running, Viewing and Printing the Report**

```
Report to view:  LBL : Item Labels
☐ View log
☑ View result
☐ Format report
```

1. *Click* Run Now.
2. *Click* Finished Reports Tab.
3. *Select* report name and *Click* view.
4. *Uncheck* 'View Log' and *Uncheck* 'Format Report' and *Click* OK.

The labels will appear in Word, Open Office or other RTF-Capable software you're using to view your reports.  At this point, you can print the labels as you would any other document.

> *NOTE:*  When printing, you will see a pop-up message saying:  "The margins of section 1 are set outside the printable area of the page.  Do you want to continue?" *Click* "YES".

**Troubleshooting Label Problems**

There are a few common problems that can be experienced when producing labels.  These problems are very easy to correct.

1. *Labels do not line up properly on the label paper.*

    a. Make sure you **UNCHECK** the 'Format Report' option when you view the report.
    b. Make sure you are using Word, Open Office or a 100% RTF Compliant software package to view the reports.  Microsoft's WordPad is an example of an application that displays the labels fine but will not print them properly as it does not meet the RTF specification 100%.

2. *Labels are unreadable or filled with strange characters.*

    Make sure you **UNCHECK** the 'View Log' option when you view the report.

3. *Barcodes appear as numbers instead of actual barcodes.*

    a. Make sure you have the right font installed on your computer.  You must have the Google Libre Barcode 39 Extended Text.  The font can be downloaded from SETUP section of manual.

4. *Optional line of text is cut off or does not display at all.*

    Shorten the line of optional text and ensure no special characters (CTRL Characters) are entered.

5. *The barcode values to not appear to be correct.*
    There is a file that must be updated on the system in order for the dumb barcode report to produce valid barcodes.  This must be corrected by Tech Services.

**Software packages that view/print RTF label documents properly.**

| Software | PC | MAC |
|---|---|---|
| Microsoft Office (Word) | Y | Y |
| Open Office (Word Processor) | Y | Y |