



BOOKMARK FACT SHEET

Ordering Barcodes

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Bookmark is able to print barcode labels but many users find it convenient to order professionally printed labels, especially for items.

A range of numbers can be ordered (use the form at the end of this document to do that) or "replacement" labels can be ordered to replace deleted or unused numbers.

To order replacement labels, it is easiest to generate a file of these labels. Bookmark can do this. Go to Cataloguing/Labels/Order barcode labels.

Order Barcode Labels

Barcode type: 11 characters Standard

Barcode template: T SSSS NNNNN C

Site ID: 1413

Barcode type identifier: I

Order for: Unused barcodes
 All barcodes in range

Start number: 1

End number: 38999

Highest used number 38999

Maximum number of labels to order: 10000

OK Cancel

Make sure the Barcode type, Barcode template, Site ID and Barcode type identifier are correct for the type of labels you are using. (If in doubt, contact the Help Desk.) The Barcode Label Settings page in Controls specifies the general type of labels, even if you have more than one type.