

Formatting the UPC-A Bar Code

Overview:

The UPC-A bar code is a retail bar code used at the point of purchase. While it is not a shipping case code, it is often used in conjunction with shipping codes for big box stores. This tutorial will show you how to structure the code in BarTender to achieve passing grades.

1. Click on the bar code tool and select the UPC-A code. (Fig. 1) If you do not see the UPC-A in the drop down list, select more barcodes to find it. This will load the cursor. Click on the layout to create a bar code. Right click the bar code and go to properties.

2. In the left hand pane of Properties, (Fig. 2) click on Symbology and Size to bring up the Symbology menu. UPC-A should be the selected symbology. Set the Height to 1.25 inches and click on the hand icon next to the X Dimension to bring up the X Dimension menu.

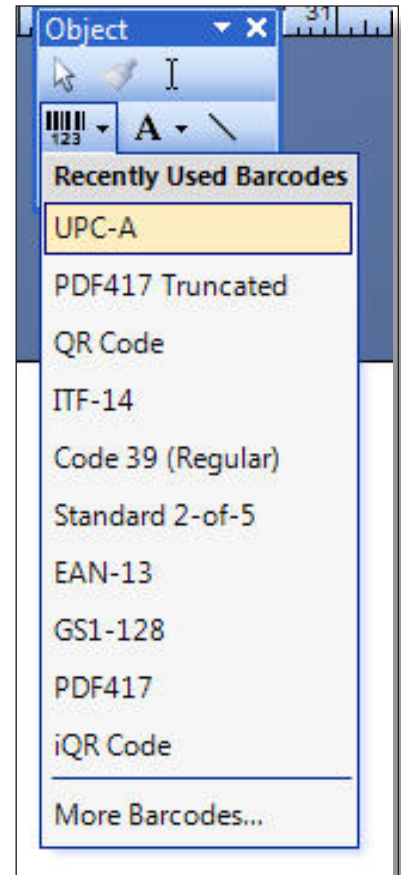


Fig. 1

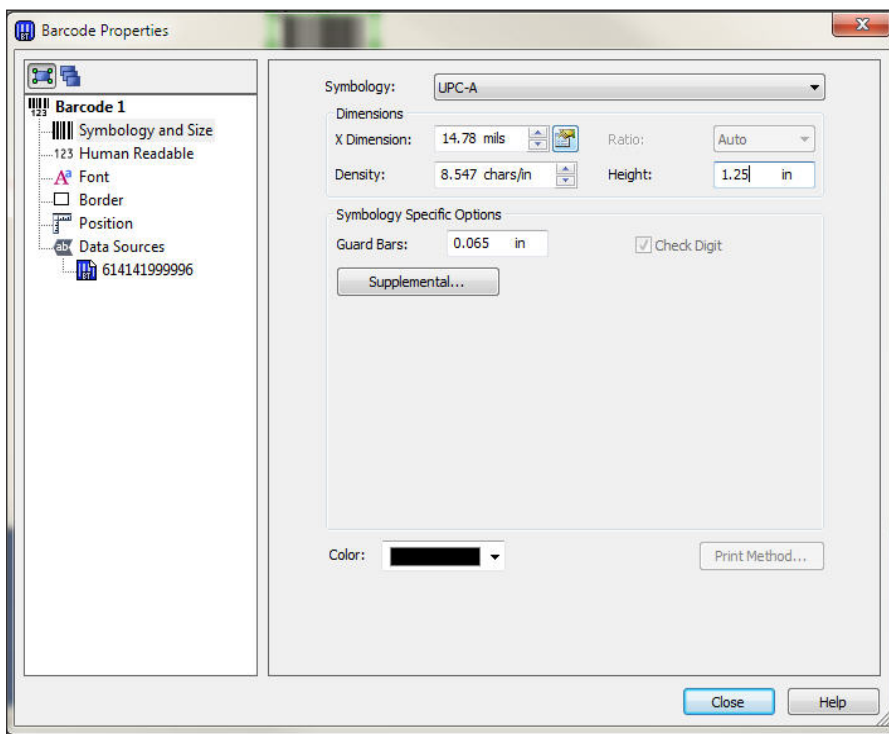
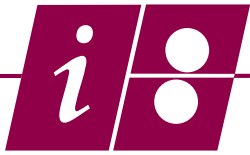


Fig. 2



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3. On the X Dimension menu, (Fig. 3) structure as shown and click OK. Leave the Human Readable menu as defaulted and select the Font menu from the left hand pane.

4. On the Font menu, (Fig. 4) select the Typeface, Font Style and Point size you want for the human readable. We recommend a minimum point size of 20. Under Data Sources, click on the number string to bring up the data source menu.

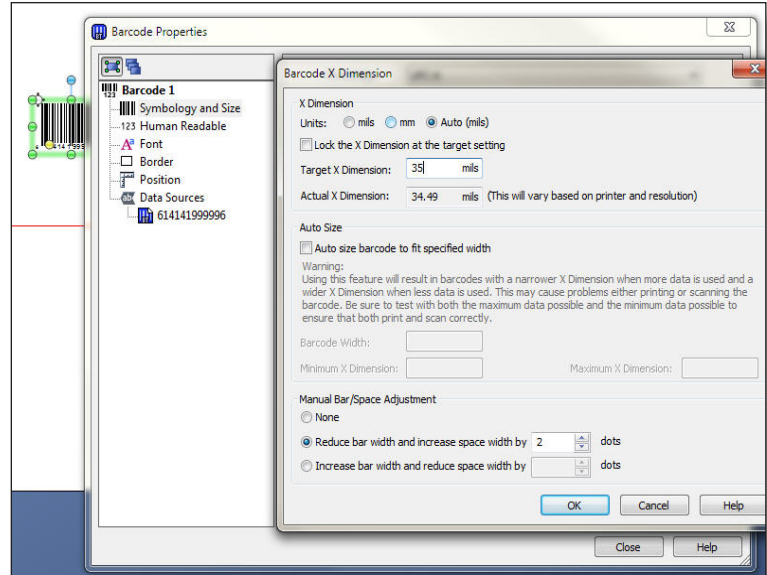


Fig. 3

5. In the Embedded Data window, delete the last digit. (Fig. 4) We do this because the displayed number string includes the check digit which is auto generated by the code. To work properly with the Dada Edit tool after it has been made a Component, it needs to be eliminated. You want a total of 11 digits for this purpose. Click Close

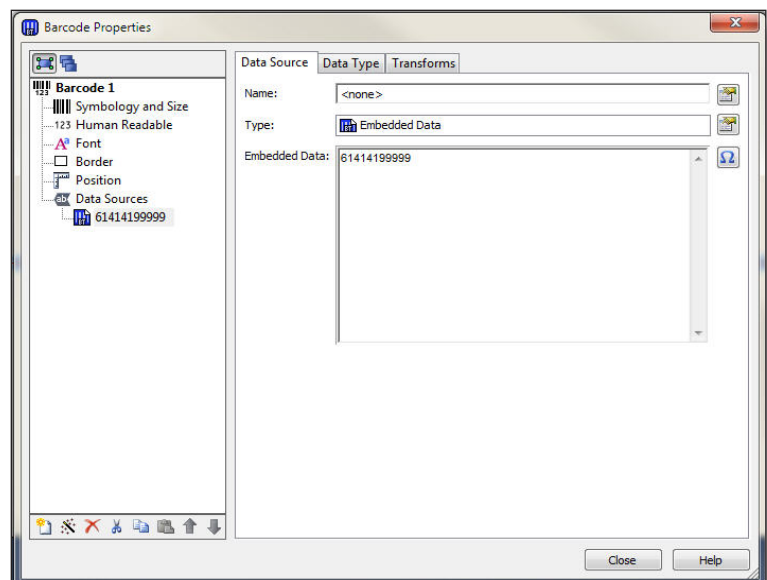
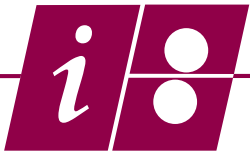


Fig. 4



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6. As the final step, right click on the bar code and select Create Component, (Fig. 5) and name it in the Component list. (Fig. 6)

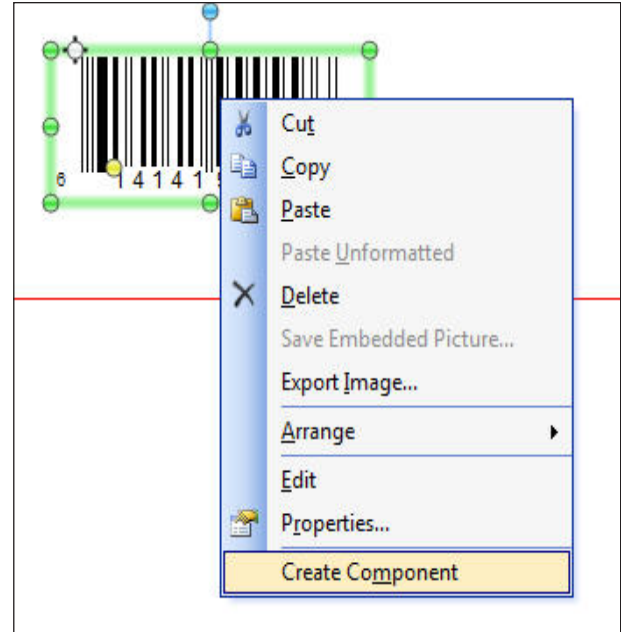


Fig. 5

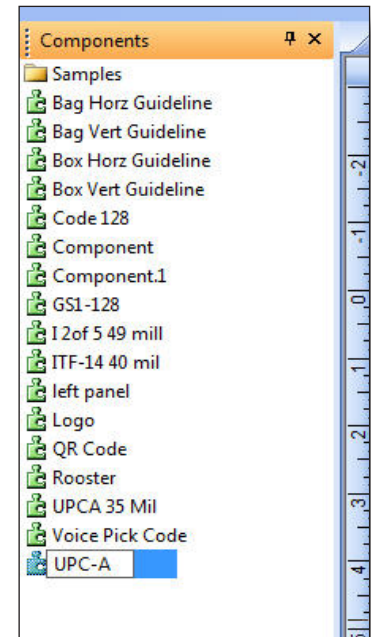


Fig. 6