# Printing Barcodes

## Printing Zone Barcodes

Zone barcodes can be printed from TapeTrack TapeMaster using the TapeTrack Barcode Printer.

Identify what zone ID barcodes required to print by right clicking the repositories, in the respective customer media types, and selecting `Propeties` and then the `Zones` tab.

In the lower window under the heading **Zone** is the zone ID number and zone description (in the format number:description). Record these details and close the window by the X at the top right or using the `cancel` button.

From the main menu, select `Administration→Zone Administration`.

From the displayed zones, select the required zones (range select Shift+Click, Control+Click).

Right click the highlighted zones and select `Print→Labels` to pass the barcodes through to the TapeTrack Barcode Printer.

In the left window of the Barcode Printer set you preferred specifications on barcode layout. If unsure of the layout or sizing of the barcodes, selecting `File→Print Preview` will allow you to see the output before committing to printing. Once satisfied with the settings, barcodes can be printed by selecting `File→Print`.

## Printing Slot Barcodes

Currently there is no provision to print slot barcodes directly from TapeMaster. However, as slots are simply allocated a numerical sequence 000000, 000001, 000003 etc.

A text file with slot numbers (slot ID:Text) and text identifyer can be imported into the Barcode printer from the menu `File→Open`.

To create large groups of slotID:description fields for importation it is recommended to use Excel auto fill feature.

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