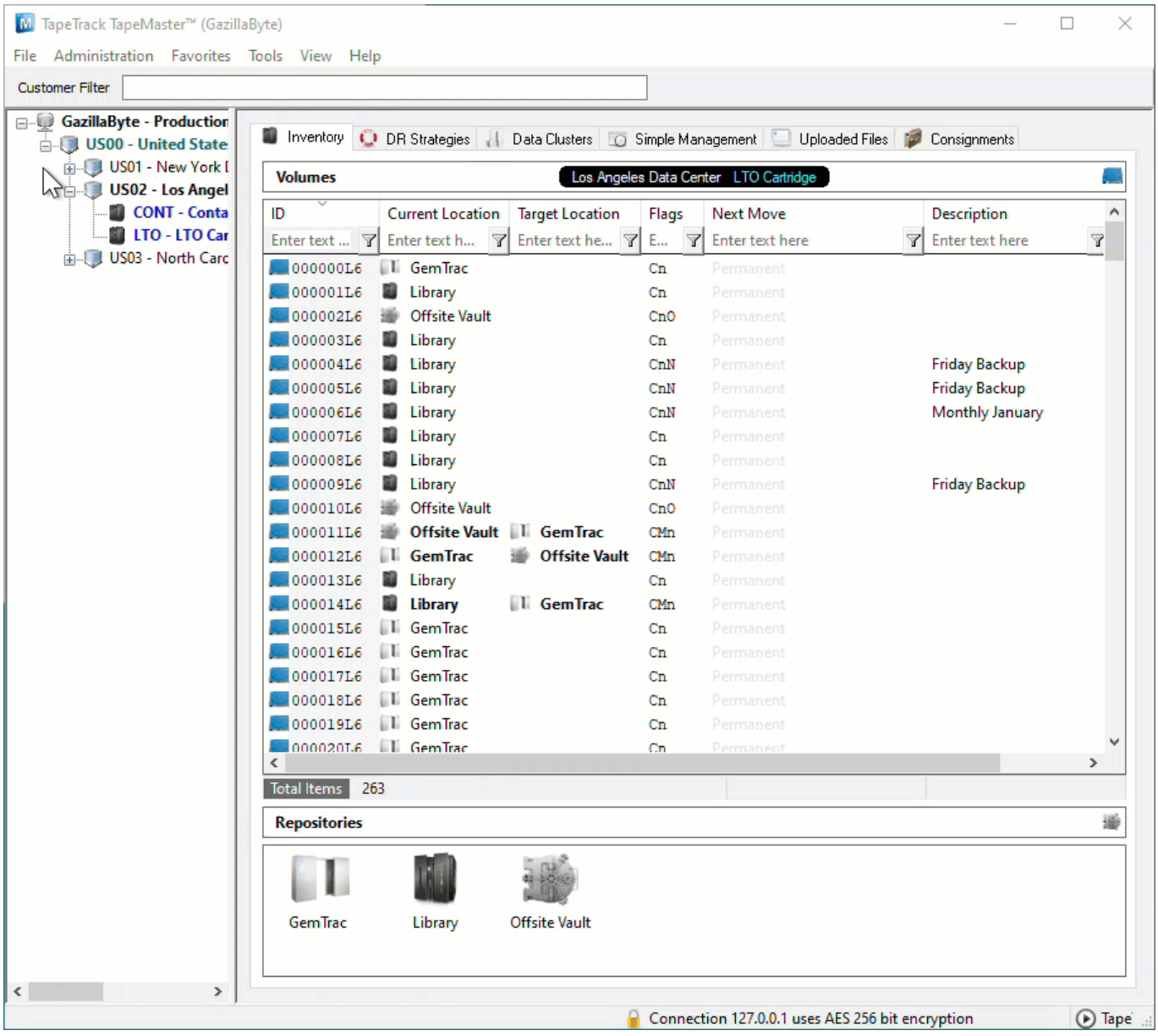
# Printing Zone Barcodes

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

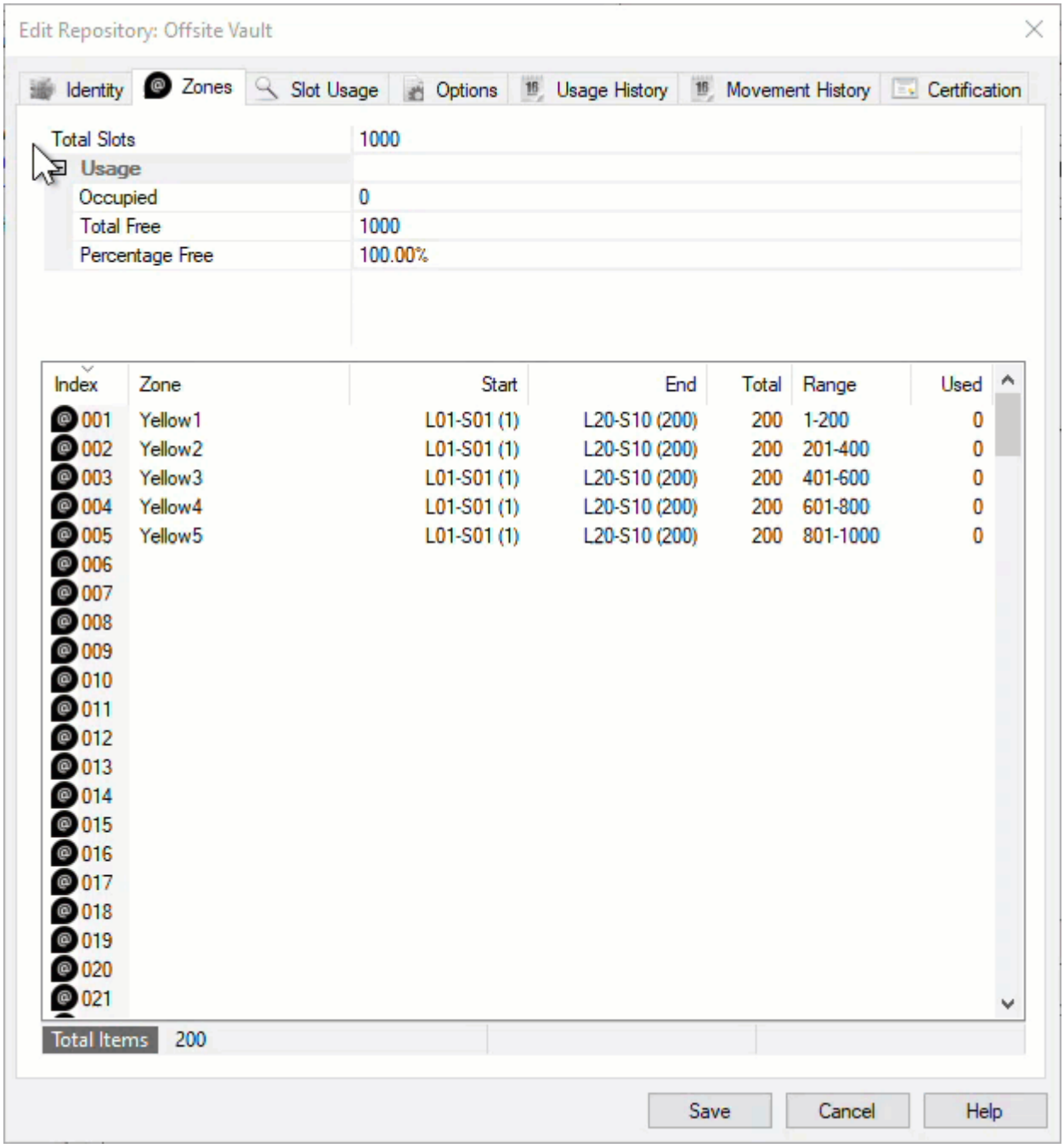
## Identifying Required Zones

Identify what zone ID barcodes required to print by right-clicking the Repositories, in the respective Customer Media Types, and select `Properties` and then the `Zones` tab.

In the Zone Administration 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.




If you have a large range of Zones, or hard to remember Zone-ID's, you can select the Zones (Shift+Click) and press Ctrl+E to export the Zones to file for future reference.

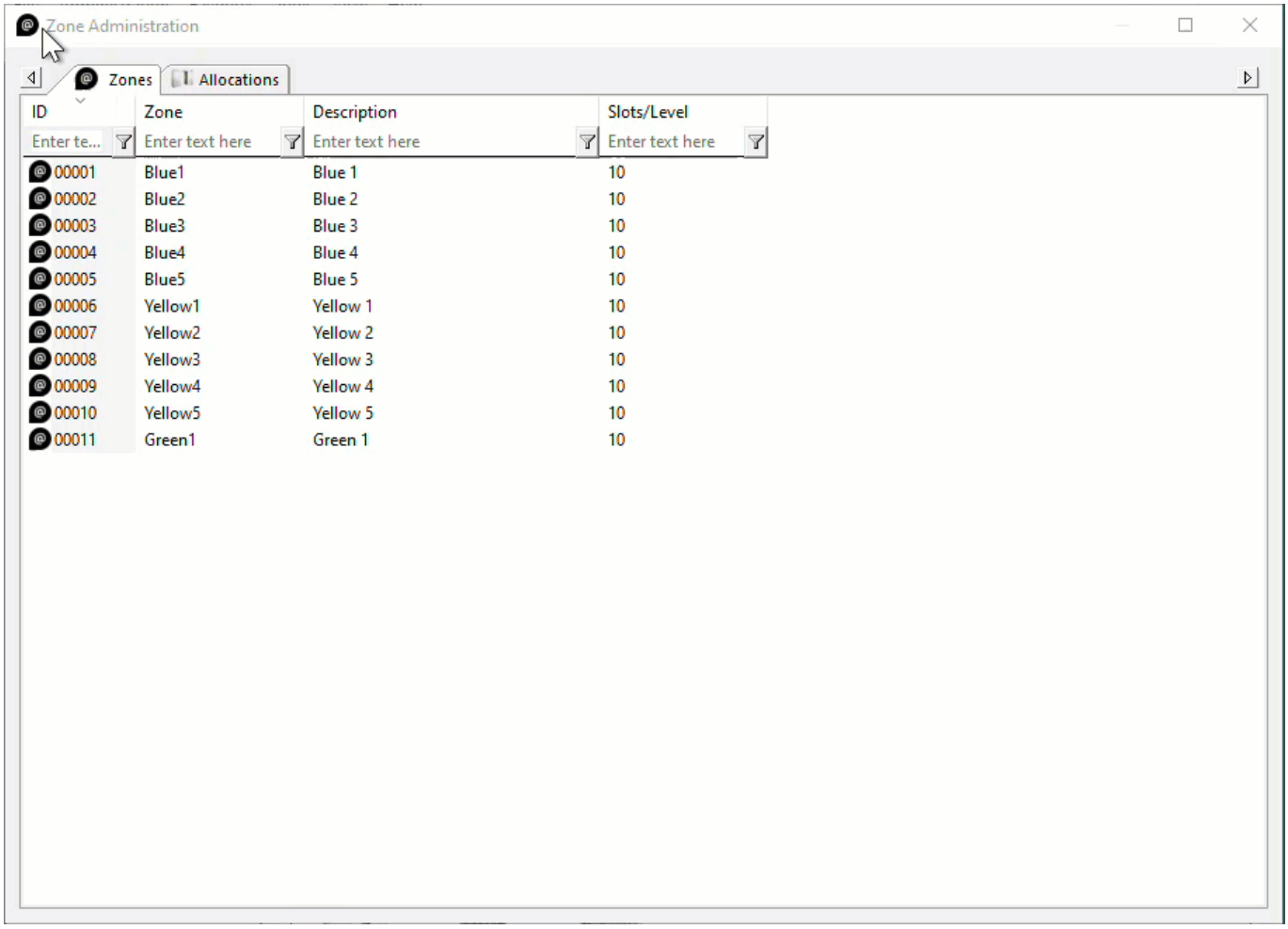



## Export Zone Barcodes To Barcode Printer

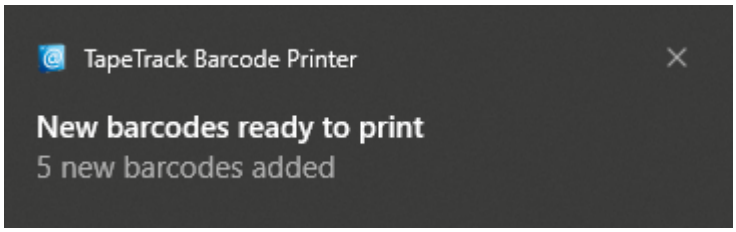
From the Main Menu, select `Administration→Zone Administration`.

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

Right-click the highlighted Zones and select `Special Printing > Labels` to pass the barcodes through to the TapeTrack Barcode Printer. If you have an older release of TapeMaster installed from the right click menu select `Print > Labels`.




A popup will signal the Barcodes have been loaded into the Barcode Printer which will open minimized in your toolbar, maximise to continue.

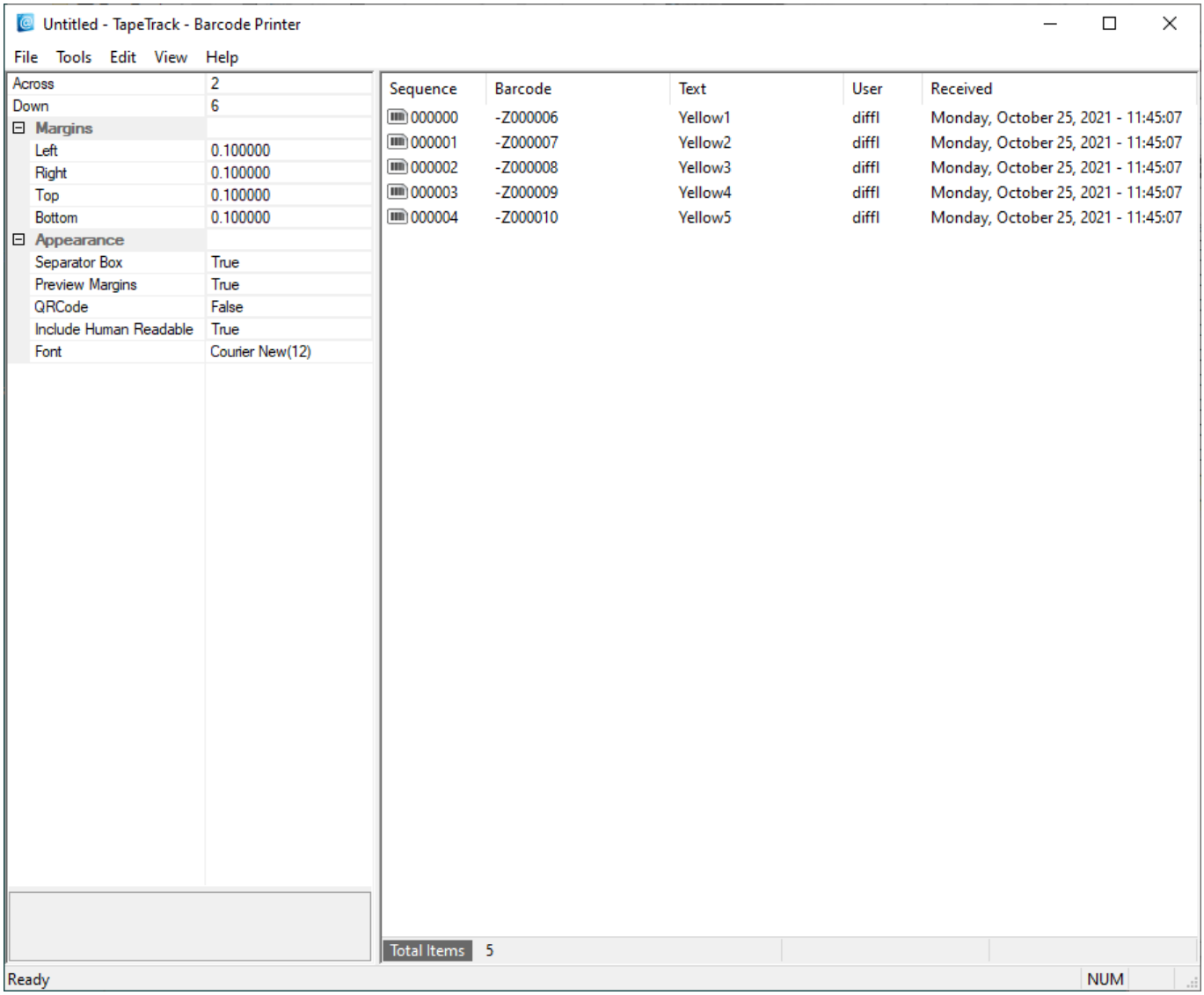



## Editing Print Layout

Use the left window pane on the Barcode Printer to edit the print layout options to suit your requirements.

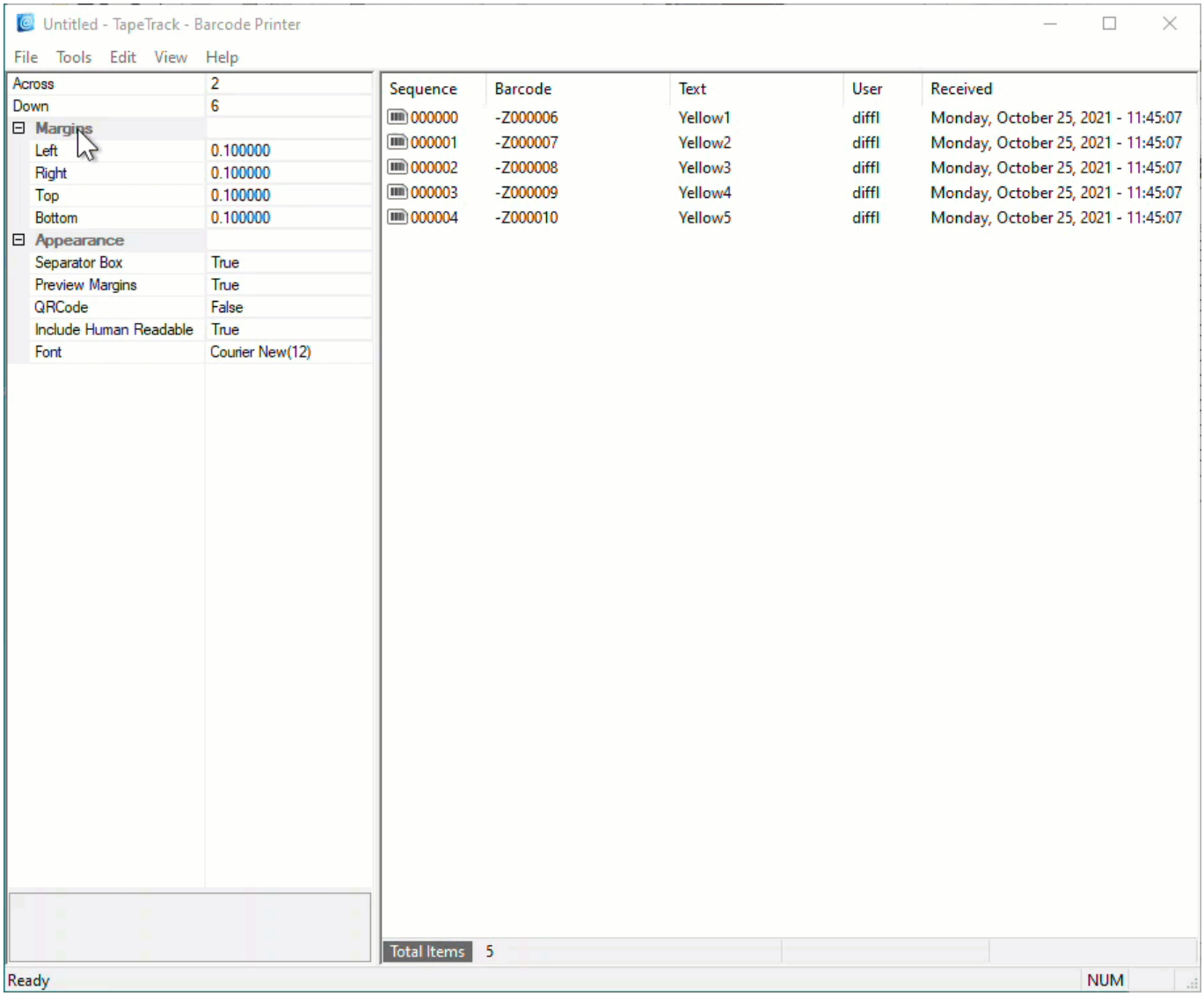
- `Across`: Number of barcodes to print across the page.
- `Down`: The number of barcodes to print down the page.
- `Margins`: Margins to be placed around the barcodes
    - `Left`: Left margin padding
    - `Right`: Right margin padding
    - `Top`: Top margin padding
    - `Bottom`: Bottom margin padding
- `Appearance`:
    - `Separator Box`: Adds a grey border around each Barcode to aid in separating individual

Barcodes when manually cutting them out.
- `Preview Margins`: Adds a preview of print boundaries to aid in confirming Barcode will print within a specified area.
- `QR Code`: Adds a QR code to the Barcode label.
- `Include Human Readable`: Adds text representation of Barcode to make it readable by Humans.
- `Font`: Sets font for Human Readable content, does not alter Barcode.




# Preview Print Layout

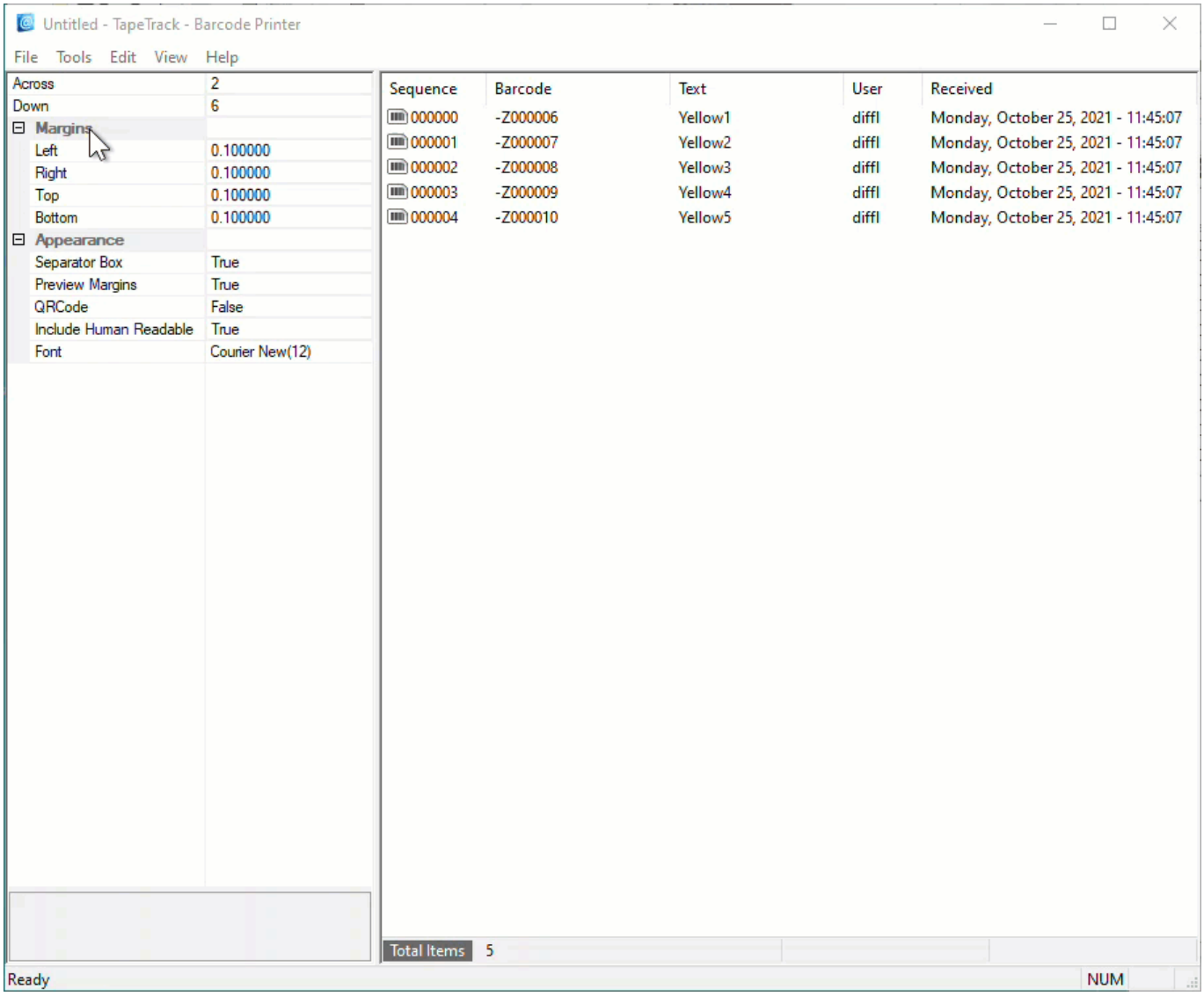
From the Main Menu, select `File` → `Print Preview`




From the preview screen, you can click `Zoom` to enlarge the barcodes, `Print` if your happy with the layout, or `Close` to return back to the Barcode Printer to make further adjustments.

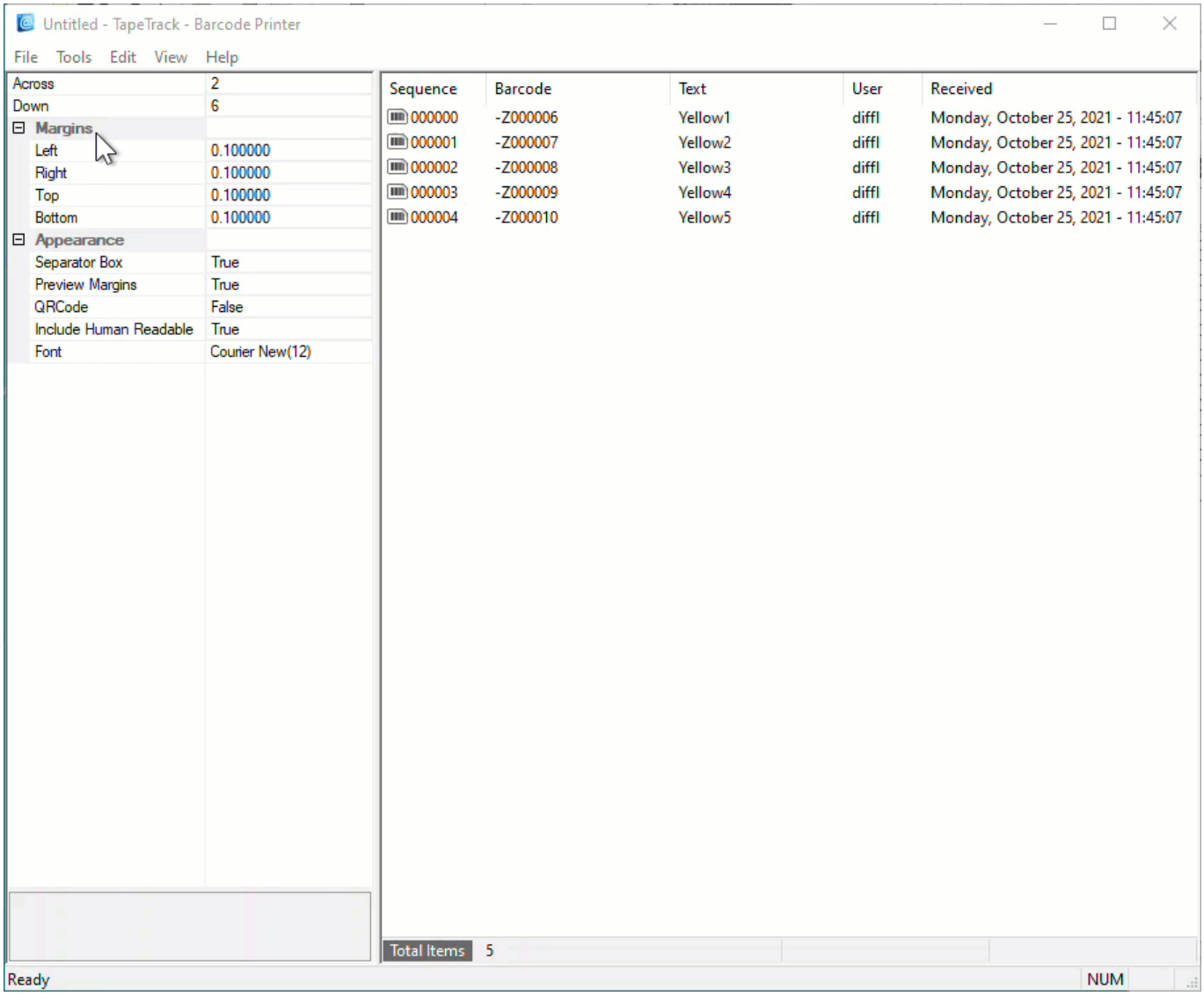
# Print Labels

To print the labels, from the Main Menu select `File` → `Print` to open the Print dialog, select your desired printer and click `OK`.




# Closing The Barcode Printer

To close the Barcode Printer, from the Main Menu select `File` → `Exit` or click the X at the top right of the window.




barcode, print, tapemaster, update doco

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