

# SNX

## How to print Serialized Bar Codes and Text using Filemaster

1. Launch Filemaster.
2. Select **New** from the **Template** menu (Or you can **Import** an Avery template and do a **Save As**).
3. Name your new template and click **OK**.
4. Select **Template Setup...** from the **Template** menu (the green template icon).
5. Enter the label dimensions you need (they may not look like these):

The 'Template Setup' dialog box is shown with the following settings:

- Label Size:** Height: 3.5, Width: 4.0
- Margins:** Top: 0.25, Left: 0.25
- Space between Labels:** Vertical: 0.00, Horizontal: 0.00
- Number of:** Rows: 3, Columns: 2
- Print by:**  Row,  Column
- Paper Feed:**  Continuous,  Sheet fed

The diagram on the right shows a 3x2 grid of labels numbered 1 through 6. The labels are arranged in three rows and two columns. The grid is outlined with a red dotted border.

Buttons: **Cancel** and **OK**

6. Click **OK**.
7. Click the **Serialization** button (the 123 button) on the toolbar. You will then see the **Serialize** dialog box:

The 'Serialize' dialog box is shown with the following settings:

- Type:  Text  Bar Code
- Text before:
- Start:
- Text after:
- Step:
- Format:  ▼
- Preview:
- Buttons: Cancel, OK

8. Select **Text** or **Bar Code**.

Now let's say you wanted to print **10** labels with bar codes ranging from: **1234567890** to **1234567900** (for this example we will serialize a **bar code**).

9. Enter the numbers as shown below.

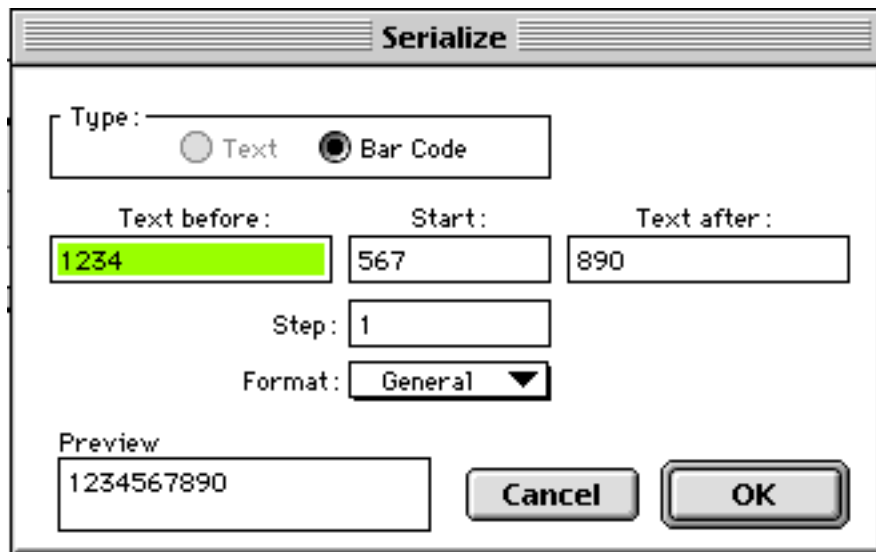
The 'Serialize' dialog box is shown with the following settings:

- Type:  Text  Bar Code
- Text before:
- Start:
- Text after:
- Step:
- Format:  ▼
- Preview:
- Buttons: Cancel, OK

**Before** represents the beginning numbers of the barcode (which will **not** change)

**Start** represents the numbers of the barcode that **will** change.

**After** represents the ending numbers of the barcode (which will **not** change). To use a different example, if you wanted the **567** portion of the barcode to change, but you wanted the **1234** and the **890** to **stay the same**, you would enter the numbers like this:



The screenshot shows a dialog box titled "Serialize". It has a "Type:" section with radio buttons for "Text" and "Bar Code", where "Bar Code" is selected. Below this are three input fields: "Text before:" containing "1234", "Start:" containing "567", and "Text after:" containing "890". There is also a "Step:" field with "1" and a "Format:" dropdown menu set to "General". At the bottom left is a "Preview" field showing "1234567890". At the bottom right are "Cancel" and "OK" buttons.

**Step Value** represents **the increment that the numbers will change by** (which in this case, is **1**). So the numbers in the **Start** box will change by one. The result will be, 10 printed bar codes that will change by one digit each.

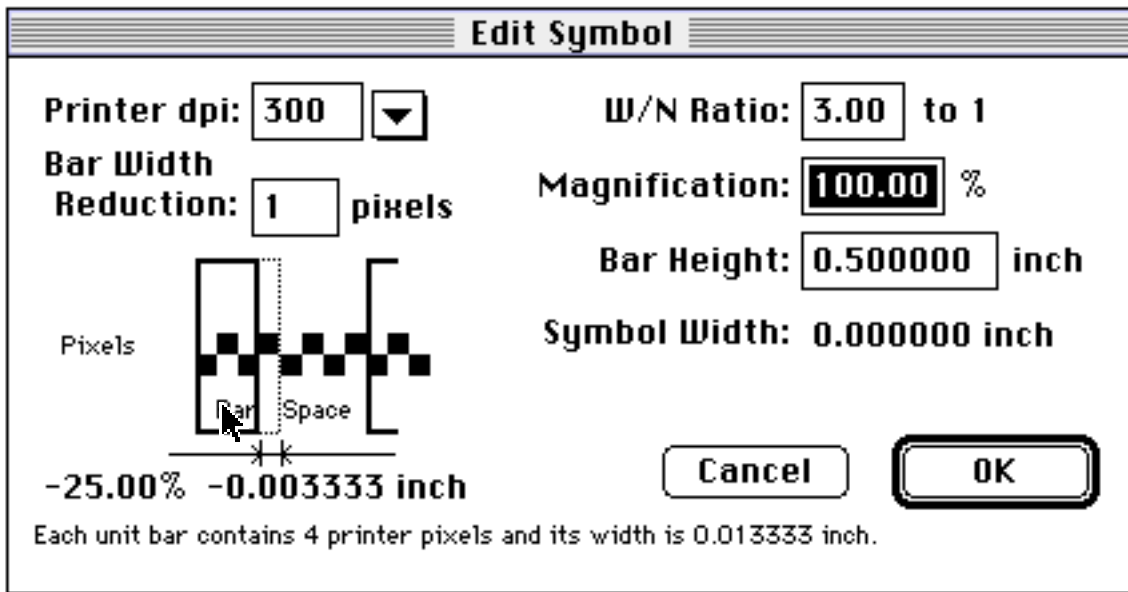
Remember that when you print, the only change you will see on screen will be the yellow numbers in the black bar (you can only see all of your bar codes on screen simultaneously in the **Preview** screen).

**10.** Click **OK**. Your barcode will look like this.



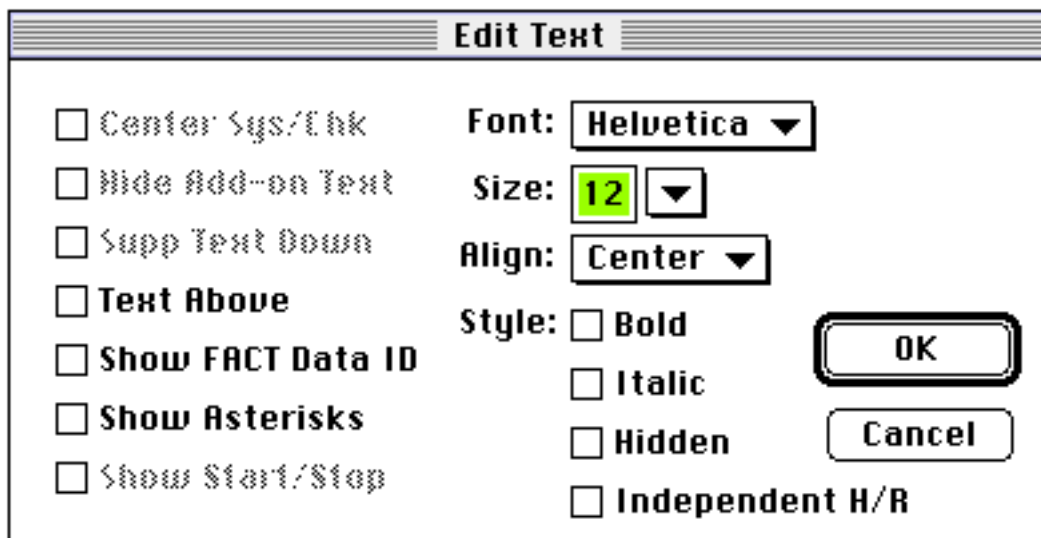
11. Select the **Edit Symbol** button (the button that looks like a barcode).

12. Change the specifications to your desired setting:



13. Click **OK**.

14. Select the **Type** button (the **A** button). Change the specifications to your desired setting:



15. Click **OK**. Then click **OK** again. You should now see the bar code with four squares around it.



16. Select the **arrow tool** and drag the bar code to your preferred location on the template.

If you want to serialize text in addition to your bar code, follow the steps below. Both serializations will occur on the same template. If you only want to serialize your bar code, you may skip to step 27.

17. Select the **Text** tool from the toolbar (the "A" button).

18. Click in a spot above the barcode where you want the numbers to go.

19. You should see a dotted rectangle appear with the cursor flashing in it.

20. Click the "Serialization" button (the **123** button) from the toolbar menu.

21. Enter the numbers and format as shown below:

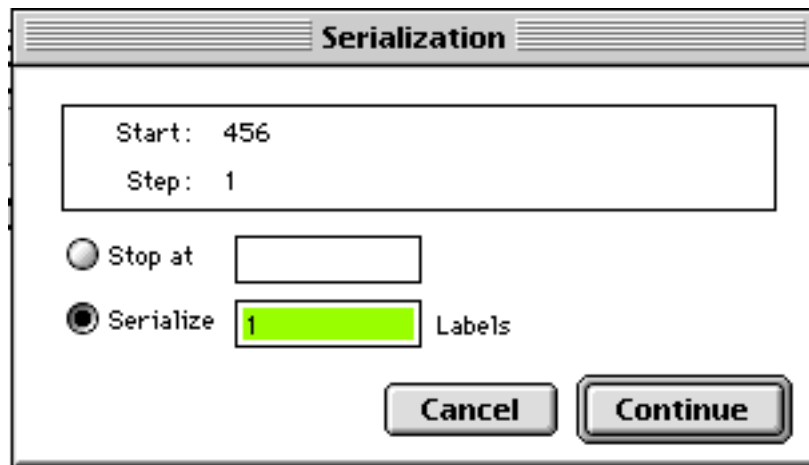
A screenshot of a dialog box titled "Serialize". The dialog has a "Type:" section with two radio buttons: "Text" (selected) and "Bar Code". Below this are three input fields: "Text before:" containing "123", "Start:" containing "456", and "Text after:" which is empty. There is also a "Step:" field containing "1" and a "Format:" dropdown menu set to "General". At the bottom left is a "Preview" field showing "123456". At the bottom right are "Cancel" and "OK" buttons.

22. Click **OK**.

23. You should now see the text object on screen.

24. Finish adding the rest of the stuff you need on the label and select **Save Template** from the **Template** menu.

25. When you are ready to print you will see the **Select First Label to Print** dialog window, just click **OK**. You will then see the following dialog box appear.



26. Enter the number of serialized bar codes (or text items) you want and press **Continue**. You will then see your regular printer driver dialog box.

27. Select **Print**.

28. **After printing, the software will remember the last number printed and when you print again, it will start with the next number.**

Note: If you'd like to begin the process again from the first number in your series, you should delete the bar code (or text object) and begin again with step 7.

**We suggest that you also read the manual and practice the steps. You've purchased a powerful tool and you're asking to do procedures that can be complex. Practice the steps, and you'll become fluent in no time.**

If this document does not resolve your problem, please contact SNX technical support at:

**PLEASE NOTE: Technical support is not available from our toll free number. All registered users requiring technical support must call (718) 369-2944.**

**SNX  
Technical Support  
692 10th Street  
Brooklyn, NY 11215  
Phone: (718) 369-2944  
Fax: (718) 768-3997**

**World Wide Web:  
[www.snx.com](http://www.snx.com)**

**Email:  
[support@snx.com](mailto:support@snx.com)**