

Creating Barcode Labels with LabelRIGHT

This is a Windows program, and has been installed (at least) on the lab Dell with the large monitor. There are two steps for easy printing of your labels:

1. Make a template for the labels in LabelRIGHT
2. Use the Excel Add-In to print your labels from an Excel spreadsheet

STEP 1: Making a Template (see also LabelRIGHT manual in Programs menu > LabelRIGHT)

Katrina has already created a basic template for the small (.5"x1.75", 80 per sheet) labels that can fit on the end of a pot tag. It is called 80Sheet_1.lbz (..\My Documents\Worth Data\RiesebergTemplates\80Sheet_1.LBZ). You can see an example of a single tag by opening LabelRIGHT from the Programs menu, and opening this file (it may open by default). Looks like:

Rieseberg Lab
BARCODE
text that the barcode represents

- If you want to use this tag size and format, but substitute in your own barcode (with its text), then you don't need to do anything to the template: go to STEP 2.
- If you want to use the same size of tag but modify the contents, go ahead and play with the template, but please save with a new name.
- If you want to make a different sized tag, it is best to start with a brand new template (File>New). Use the Form>Setup menu to define the size and spacing of your tags first.

To modify content, use the text, barcode, and drawing buttons to add items to the example tag as you wish. Double click on the item to change size, spacing, etc. For the barcodes, be careful to choose a barcode language that works with your entries (Code 39 Full ASCII has all letters, numbers, and common punctuation). It is helpful to choose a long/complex example barcode text to check that it will fit as you intend. Also be sure to set 'Import Allowed' under 'Attributes' for the items that you want to be able to update with new information for every entry – these will be the fields that you can assign to columns of your own data in Excel.

Step 2: Printing from Excel (see also LabelRIGHT-XL manual in Programs >LabelRIGHT)

- First, make sure that the LabelRIGHT program is closed (required).
- Open your barcode names as a file in Excel.
- Go to Add-Ins > Worth Data > LabelRIGHT > Print Labels. A menu box should open.
- Make sure the correct template file from LabelRIGHT is linked. Make sure the printer is correct (you may need to change it for your Excel file, then click 'Refresh Label Details' to update it). The expected number of modifiable fields should show. For Katrina's template, there is only one. Click in a field box under 'Data Location for Label Fields' and then select the range of data that is appropriate in your file.
- Print to regular paper to see what your labels will look like. You may want to use the scanner to scan your printed paper to make sure that your labels are good before printing Poly stickers.
- When ready, load the Poly labels into the printer and print the actual labels.
- Note: Entries print across the page, rather than down in columns as one might expect.
- Note: It appears that only one page can be printed at a time.

Scanning and Saving Barcode Data with the Worth Tricoder Scanner

Basics:

- Charge up the scanner by plugging it in.
- Turn on/off the scanner with the power button.

Taking Data:

- Select 'Data Collection'
- If there is already a file on the scanner, it will not let you make another file. You have to delete the existing file, most easily done by downloading it (see Downloading Your Data).
- Select the program that you want.
 - 0: A permanent program that simply takes entries – you can either scan a barcode entry or type something.
 - 1 'SINGLE VALUE' : A modifiable program that Katrina has adjusted and would like to keep. It takes an item entry (like a barcode scan), and then prompts for a number. When downloaded, the barcode and data entries are comma delimited.
 - 2 & 3: Available for custom programs
- Once you have loaded the program, you will be prompted to enter data, and you can pull the trigger and scan, or type (and hit 'Enter') as appropriate.
- If you need to back up and change something, hit the 'up' arrow and you'll be asked to verify that you want to edit data.

Creating/Editing Programs:

- There are lots of options, and it is probably best to have a look at the manual ('Tricoder' manual in Programs menu > Worth Barcode Scanner).
- The general concept is that every entry option is called a 'Statement.' You can edit however many statements, detailing what words users will see at the prompt, what type of data can be entered, which statement to go to next, and how the statement will be output if downloaded as text.
- You can edit programs on the scanner itself – access the menus with password 'WDTRI'.
- You can also edit programs on a Windows computer and upload them to the scanner. The software is installed on the lab Dell with the large monitor. Find Programs>Worth Barcode Scanner>Hardware Utilities. Navigate to Tricoder>Virtual Tricoder to open the program editor.

Getting ('Uploading') Your Data:

Option 1: Dump it into a Text File

- This can theoretically work with any computer platform.
- Connect the scanner to a computer with the USB
- Turn on the scanner
- Open any kind of text file
- Select 'Upload Data' and 'USB Keyboard' on the scanner, and watch it work!
- Delete file if you are done (another file cannot be started while it is there)

Option 2: Importing into Excel with KwikCountEX

(see also manual in Programs > Worth Barcode Scanner).

- Open any Excel file, but it is especially great to open a file that includes your barcode IDs.
- Go to Add-Ins > Worth Data > KwikCount 2 > Receive TriCoder Data
- Plug in the scanner with the USB connection and turn it on. In Excel, click on 'Tricoder Interface' and use the 'test' button to make sure that you have a good connection.
- Adjust the number of fields for data input to match the scanner program used.
- For each field, indicate which column of the spreadsheet you want to use to take the uploaded data.
- This is cool: If you have existing barcode labels in the Excel file, you can tell it to find the matches with the new scanner data, and it will enter the new data in the correct row. The labels do not have to be in the same order. For this, check the box for 'Item Lookup' and click the button for the field that will be used as the Index. For the remaining field(s), indicate Overwrite for updating or entering new data. Accumulate and Subtract can also be used if you have quantities that you want to update in that way.
- When ready, simply hit Receive Data and the upload will happen automatically.
- Delete the file if you are done (another file cannot be started while it is there).