LabelView Quick Start Guide For Windows

More detailed information can be obtained through our on-line manual. Just press F1 from anywhere within LabelView.

Table of Contents

Installing LabelView	9
System Requirements:	9
Install the Security Key:	
LabelView Windows 3.1x and NT 3.51 Installation:	11
Windows 95 and NT 4.0 Installation:	
Starting LabelView	11
For Windows 95 and NT4.0:	11
For Windows 3.1x and NT3.51:	
Installing Printers in LabelView	12
Install a Thermal Label Printer	
Select a Label Printer	
Label Design	13
Open and Edit a Label Format:	
Delete Fields:	
Edit / Move / Resize Fields:	
Save a Label:	
Create a New Label Format	
Adding Fields to the Label	15
Adding Text:	
Adding Paragraphs:	
Adding Bar Codes:	
Adding Pictures:	
Adding Boxes and Lines:	
Printing Labels from LabelView	20
Print a Label	
Important Functions	21
Directories:	21

Shortcut Keys	
Appendix A: Network Installation	22
Appendix B: Common LabelView Functions	23
Contact us at Teklynx:	30



Throughout this manual, you will find this symbol. It signifies that the feature only applies to the \emph{GOLD} Version.

LabelView Software Features

и, п	_ now in this :::	ercian ### - evananded or enhanced features in this version					
+" :	= new in this ve	ersion, " 🗸 " = expanded, or enhanced features in this version Benefit	Basic	Pro	Gold		
	i cuture	General	Dusio	110	Join		
	Select what you need	Affordable, buy the features you need at a price you can afford. Basic, Pro, or Gold.	•	•	•		
	Affordable print only edition	Print Only editions allow users to enter data & print, but user cannot create or change labels.		•	•		
	Any Windows platform	Runs on Win 95, 98, 3.x, and Win NT 5.0, 4.x, and 3.x.	•	•	•		
	Network editions	etwork editions Use with Novell, NT and Win '95/98 networks. Network versions available for 3 to 100 concurrent users. Software and network security key may be installed on server OR client, respecting network administrator requirements.					
+	Click Print	1 Click to select and start printing your labels. The fastest and easiest way yet to control bar codes. Allow multi-line descriptions of labels for positive selection. Now lightning fast!	•	•	•		
	Code	24 different bar code symbologies are supported to meet any industry or compliance requirement.	•	•	•		
+	Print 2D Bar Codes	PDF-417, DataMatrix, and Maxicode are supported.		•	•		
	Intelligent support for 2D Bar Codes	Link multiple fields or database records to create complex "paragraphs" for PDF-417. Or use the MaxiCode wizard to build UPS Maxicode shipping codes. All with simple 'clicks'.		•	•		
	Fast & accurate data entry and selection	It's easy to setup "drop down" pick lists to help users choose the correct data. Or lay out prompts in any order. All with point and click simplicity.	•	•	•		
+	Multiple Language Support	For worldwide ease of use. 18 languages are built in, others can be added easily.	•	•	•		
		Wide Array of Printer choices and options					
+		Works with virtually any thermal bar code printer at full printer speed with NO delay for bar code imaging. Use built in fonts for speed, use true-type fonts for design flexibility.	•	•	•		
	Over 300 Windows printers supported	Will print bar codes on any Windows printer, creating the proper graphic image for each bar code.	•	•	•		
	Control printer features	Printer specific features such as incrementing, cutters, stacker, peelers, batch separators and temperature control are simple to manage within LabelView.	•	•	•		
+	Switch between printers	Automatically converts formats to work with ANY supported printer, at print time, with no work required.		•	•		
+	Intelligent Print Station	Set time of day, priority or schedule label printing as needed. Controls multiple printers. Smart status messages detect printer errors (e.g. ribbon out) and explains the problem simply. (Requires Windows '95, 98 or NT)	•	•	•		
+	Supports Print Pad for affordable printing Design Labels, link graphics and databases. 1 click downloads everything necessary for Print Pad. The lowest costing, fully functioning label control system available.			•	•		
		Ease of Use for label design					
	# of fields on a label	Powerful design feature for complex needs, limited for our simpler, lower cost software package.	25	No Limit	No Limit		
	See it, print it	Full what-you-see-is-what-you-get (WYSIWYG) design functionality.	•	•	•		
	Label Previews	See thumbnail previews of labels or graphics for peace of mind control.	•	•	•		
+	Easy editing	Right click pop-up help, undo functions, block move, copy operations & zoom make design faster. Snap-to-grid, precisely set X & Y coordinates, US or metric measurements & justification for easy precision.	•	•	•		
+	Precise control		•	•	•		
	Long file names	Specify and Control data sources Conveniently store labels with longer file names.					
	(95, 98 and NT only)	Conveniently store labers with foriger the flatties.		•	•		

"+" :		ersion, " " = expanded, or enhanced features in this version				
	Feature	Benefit	Basic	Pro	Gold	
+		en on Internet		•	•	
	Color on demand Create full color labels for many new thermal printers with native support speed.				•	
	Color labels for color Windows printer. Create full color labels for any color Windows printer.		•	•	•	
	printers When printed fields	Prompt operator for data at print time, in easy data entry format.	•	•	•	
	Incrementing	ncrementing Start with any number, software will increment any field(s) for each label.				
+	Serial number control	Automatically create, increment and control simple or complex serial numbers for every label. Meets ISO and QS-9000 standards. Supports alpha/numeric numbering.		•	•	
	Simple Pick-list 'Drop-down' data entry	Easily add Windows style "drop-down" selection box for easy and accurate selection of data for when-printed fields.	•	•	•	
	Add powerful logic with linked fields	Our linked fields process makes it easy to add logic, math and data manipulation to fields. It's easy to parse or concatenate fields (e.g. build UPC label by adding 5 digit item to manufacturer code).		•	•	
	time stamping	Select from dozens of date and time formats. Specify shelf life and have system print expiration date. Supports 7 year accounting calendars used by major companies to correctly print production week.	•	•	•	
	Accumulator Controls	For work and product measurement and printing. Create and control accumulators, to track and print total units per case, labels per day, etc.		•	•	
+	Database Manager included	Create, edit and use databases for label production (or use almost any Windows compatible database program).		•	•	
+	ODBC (Open DataBase Connectivity) support	Use data from applications such as Microsoft Access, FoxPro, Visual Basic and more. Full 32-bit compatibility.		•		
+	Password	Assign a password to Allow/Restrict who may print or change a label, to keep pre-production labels from being used portrolled design prematurely.		•	•	
	Password controlled user access	Multiple level control, restrict or allow users access to label and database design, printing and modifications.		•	•	
	400000	Graphics	I			
+	Flexible graphics	Supports widest array of 42 different graphic formats including PCX, BMP, TIFF, GIF, IMG & JPEG. Import or use any image, easily, including rotate, shrink, stretch & grow.		•	•	
	Safety and Compliance Symbols	A special font offers dozens of safety, cleaning and compliance symbols to meet your needs.	•	•	•	
	Link graphics to Database(s)	Easy to generate the right picture for each label. Automatically select graphic based on item being printed.		•	•	
		l .		1		
	Paragraph fields and paragraph editor	Paragraphs For long descriptions, ingredients or material lists. Includes word wrap and complete font control.		•	•	
	Link to database	Database can reference paragraph files which will be automatically linked & printed.		•	•	
		<u>l</u>	1			
	Media Magician	Media Management (Add on module) Sophisticated automatic media management system. Calculate usage, trends, waste, lead times and sends order into via fax or internet automatically.		Option	Option	
	Label Logging reports	Track label production and produce flexible user definable reports.	_		•	
	Documentation, help and samples					
	Sample labels	Dozens of sample labels and graphics for many industries that meet compliance requirements.	•	•	•	

" + "	= new in this ve	ersion, " • " = expanded, or enhanced features in this version					
	Feature						
+	Help file with tutorials			•	•		
		LabelView GOLD: 3 rd Part Integration Tools					
>	Visual Basic forms builder	Creates Visual Basic data entry screens for front end applications. Add custom edits, layouts, logic in minutes.			•		
	Label Select	Select product from database, automatically select label format, printer and fill in appropriate data fields.			•		
	DataWatch	The easiest way ever to print bar codes from RF or batch data collection applications.			•		
	CommWatch	Configure LabelView to link to weigh scales, bar code scanners, shop-floor controllers, counters etc.			•		
	DDE Support	Link to hundreds of applications that support Dynamic Data Exchange.			•		
~	Visual basic and remote control Allows complete external control of LabelView from launch to shutdown and everything in between. Simplifies data collection applications that need to print labels, using LabelView as a background print engine, for any supported bar code printer.				•		
>	AS/400, UNIX, Host support for ERP/MRP Applications	Choose from many types of command files sent by mainframe application(s). LabelView Gold will manage the label creation and print automatically. Flexible formats minimize programming.			•		
	Print to File	Send the special printer data stream we created for bar code printers to a data file, for incorporation into mainframe or portable terminal applications that need to print labels.			•		
	LabelView GOLD simplifies data collection and bar code integration. Saving time and money.						

To see what edition you own, Hit the F7 key from LabelView's main screen.

To upgrade your software to get more powerful and advanced features, Contact your LabelView specialist or tech support.



Installing LabelView

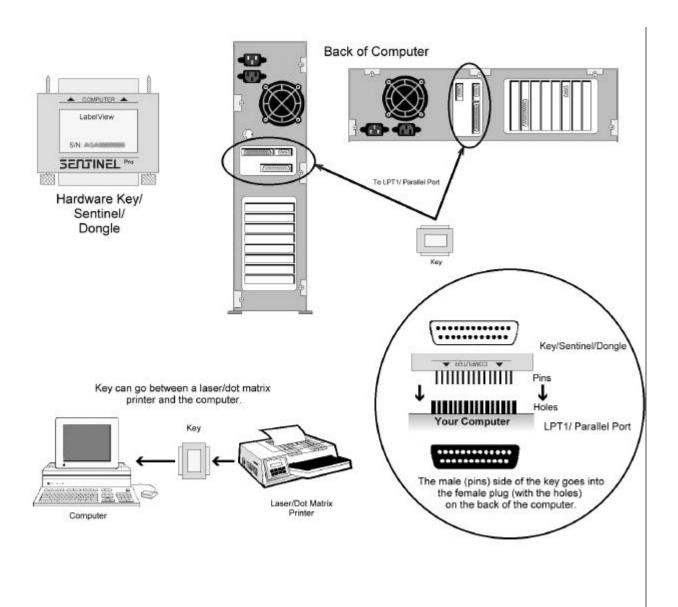
System Requirements:

- IBM 386 or higher computer certified for use with Microsoft Windows Version 3.X or Windows 95/98, Windows NT 3.51 or Windows NT 4.0 (client / server).
- 10 MB of free space on hard drive.
- 4 MB of RAM (16 MB recommended.)
- Parallel port.
- Mouse (required)
- Serial port (if required by printer)

NOTE: The 32-bit version of LabelView will run only on Windows 95, Windows 98, and Windows NT.

There are 2 elements necessary for putting LabelView onto the computer system: Load the <u>software</u>, and connect the <u>security</u> <u>key</u> to the computer.

Install the Security Key:



#1 = Hardware Key / Sentinel / Dongle

#2 = LPT1 / Parallel Port

#3 = The key can go between a laser/dot matrix printer and the computer.

#4 = The male (pins) side of the key goes into the female plug (with the holes) on the back of the computer.

If the key is not properly installed, LabelView will start in Demo mode.

LabelView Windows 3.1x and NT 3.51 Installation:

- 1. Insert the LabelView Install Disk (disk #1) in drive A: (or change this to the appropriate drive letter for the floppy drive).
- 1. Open the Windows Program Manager.
- Select File + Run.
- 1. Type A:\Setup.
- 1. Select **OK**.
- 1. Follow the instructions on screen.

Windows 95/98 and NT 4.0 Installation:

- 1. Insert the LabelView Install Disk in drive A:
- 1. Click the **Start** button.
- Select Run.
- Type A:\Setup.
- 1. Select **OK**.
- 1. <u>Follow the instructions</u> on screen.

Starting LabelView

For Windows 95 and NT4.0:

- 2. Click the **Start** button, and then place the mouse pointer over the **Programs** listing.
- 3. Locate LabelView on the pop-up list of available programs and point to it until it expands.
- 1. Click on the **LabelView** icon to start the program.

For Windows 3.1x and NT3.51:

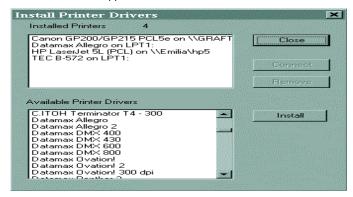
- 2. Locate the LabelView icon on the desktop and double-click on it to open.
- 1. Find the LabelView program icon in this window and double-click on it to run the program.

Installing Printers in LabelView

Install a Thermal Label Printer

Drivers included with LabelView, are loaded onto the computer when the program is installed. LabelView supports hundreds of different, specialized, thermal label printers (included with LabelView) and any printer with a valid Windows driver supplied by the manufacturer. Refer to the Windows user manual or Printer Documentation for installation instructions.

- 2. In LabelView, Click on File + Select Printer + Install
- 3. Select the printer to be installed from the Available Printer Drivers menu and click on the Install button.
- 4. The new printer will be copied up to the **Installed Printers** window
- 5. Click Connect and choose the correct port.
- 6. If the printer is connected to a Serial port, the driver in **Print Manager / Printer Folder** will need to be configured to match the printer settings (baud rate, data bits, stop bits, parity, flow control). For serial printers only, click on **Settings** to configure these options. Please check printer documentation to determine printer settings.
- 1. Click OK/Close until the main screen reappears.



You may also install printers through Windows Print Manager/Add Printer Wizard. Check the Windows manual for further help. The LabelView drivers are found in the LabelView program directory, in a folder called <u>Drivers.</u>

<u>Note:</u> refer to the on-line manual for information on Serial port settings.

Select a Label Printer

- Go to File + Select Printer.
- 1. Choose a printer from the list provided. Click on the Scroll bar if necessary to view installed printers.

Label Design

Open and Edit a Label Format:

- 1. Go to File + Open.
- 1. Locate the desired label, and double-click on it to open.

Note: If the label was originally created for a printer other than the one currently selected, you will be asked if you want it converted to the new printer. If "No" is chosen, the label will not open.

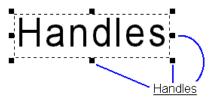
Delete Fields:

To **Delete** a field:

- 2. Move the mouse over the field and click the left mouse button to select it.
- 1. Hit the **delete** button on the keyboard.

Edit / Move / Resize Fields:

- 2. Double-click the left button to **Edit** any field on the label.
- 3. **Hold** the left mouse button down on a field to **Move** (drag) a field. Release the button when the desired location has been reached.
- 1. Click once on the field to activate the handles to **Resize** the field. Drag the handles to adjust the size.



Save a Label:

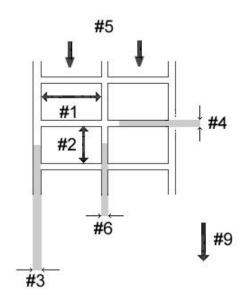


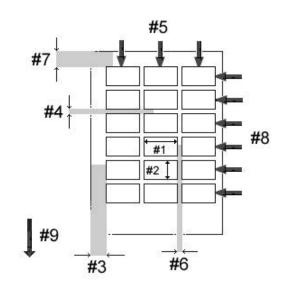
When label design is complete, it must be saved.

- Select File + Save.
- 1. Enter the name of the label. Specify the desired location for the label format being saved. This operation is identical to saving files from any other Windows program.
- 1. Click **OK** to save the label.

Create a New Label Format

- 2. To create a new label, go to File + New.
- 1. Fill in the information as it applies to the label, and click **OK** when finished.





Labels on Rolls

Labels on Sheets

- #1 = Label Width
- #2 = Label Height
- **#3** = Left Margin (usually 0)
- #4 = Vertical Gap
- **#5** = Labels Across

- #6 = Horizontal Gap
- **#7** = Top Margin (sheets only)
- **#8** = Labels Down (sheets only)
- **#9** = Direction of Printing

Print Speed

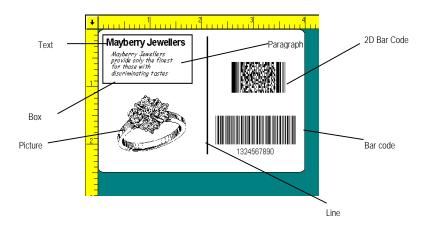
(For Thermal Printers Only!) The label is printed at this speed. Adjusting the Print Speed will affect the print quality.

Temperature

(For Thermal Printers Only!) The label is printed at this temperature. Increasing the Temperature will make the printing darker, but can cause a blotchy appearance around the printed images, which can severely affect bar code quality. Higher temperatures will also reduce print head life.

Adding Fields to the Label

Seven different types of fields can be added to the label: Text, Paragraphs, Bar Codes, 2-D Bar Codes, Pictures, Boxes, and Lines.



Adding Text:

Click on the **Add Text** button.





Font

Select the desired typeface.

Expand Height/Width or Point Size

Controls the height and width of the font.

Rotation

Controls the rotation of the Text field. The options are Normal, Sideways Up, Sideways Down, and Upside Down.

Data Source

This tells LabelView where the information will be coming from. Default value is Fixed (never changing).

Fixed the text is entered at design time and remains constant.

When printed the text is entered at time of printing by the operator

Linked the text is taken from one or more other text or barcode fields on the label. Other fields are

referred to by their field name.

Database the text is retrieved from a database file. The user is prompted for a key value, such as

partnumber, which is then looked-up in a database to retrieve related information,.

Date Stamp the current date is retrieved from the computer at the time of printing. The user will be prompted

to select a date format.

Serial File the data is retrieved from a serial file at time of printing. The serial file is updated after printing.

ODBC DB Open Database Connectivity is a Microsoft product that allows data files to be shared between

programs such as Excel and LabelView. Refer to on line help for more information on ODBC.

CommWatch the data is retrieved from an external serial device such as a scale, scanner, or a portable

data collection terminal.

Accumulator file this feature can take data from any field on a label after printing and add its value to a specified

file. This accumulator file can take data from multiple label formats and can then be printed to any

label as a data source.

Pick list the data comes from a pre-configured drop down menu allowing exact entry of data with no user

errors or unauthorized entry.

Text String

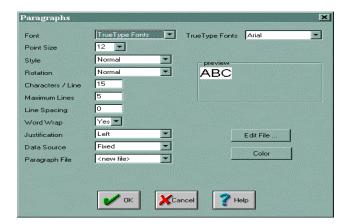
This is where the text on the label would be typed.

For examples of data sources, go to the help file and look under

"LabelView Manual + Design a Label + Text + Text Attributes + Data Source".

Adding Paragraphs:

Click on the Add Paragraphs button



Characters/Line

Number of letters to appear on each line of the paragraph.

Maximum Lines

Determines the number of lines that the paragraph will have. Make sure you have enough space reserved for the largest file used.

Line Spacing

Amount of space left between each line of text. "0" space will make the paragraph hard to read.

Justification

Aligns the text (according to the rotation of the paragraph) to the left or right margins, or centers the lines within the space allowed.

Paragraph File

All paragraphs are drawn from simple text files (use Windows Notepad or Wordpad). Enter the Name of the text file to print here.

Adding Bar Codes:





Bar Code Type

There are many types of bar codes used worldwide. Bar code types are known as symbologies. Not all bar codes are available on all printers. LabelView supports the following bar code symbologies:

UPC-A, A+2 and A+5 Codabar UPC-E, E+2 and E+5 Code 39

AN 8, 8+2 and 8+5 Code 39 Mod 43
EAN 13, 13+2 and 13+5 Code 93
Interleaved 2 of 5 Code 128 A
Interleaved 2 of 5 mod 10 Code 128 B

UPC Shipping Container Plessey

PDF-417 Maxi Code

QR code (available 2nd qtr. 1998)

Code 128 C

Multiplier

While the relative thickness of the bars is defined by the bar-width ratio, the overall thickness of the bars can be changed using the bar width multiplier. Use this value to adjust the overall width of the bar code.

Human Readable

Choosing "Yes" makes the bar code value appear below it.

Bar-Width Ratio

Controls the relative size between thick and thin bars and spaces.

Height

Specifies the height of the bar code in inches or millimetres, depending on the configuration setup.

Adding Pictures:

Click on the Add Pictures button.



Ratio

Determines if and how the image can be resized. <u>Fixed</u> means both the height and width will remain proportional as the size changes. <u>Stretchable</u> means there is independent control of the height and the width. <u>Non-Resizeable</u> means the picture cannot be altered.

Pictures

Specify the name of the desired picture file for insertion. (example, ring.pcx)

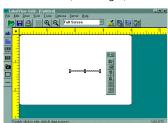
Preview

Place a check in this box to see a thumbnail of the full picture before placing it on the label.

Adding Boxes and Lines:

Click on the Add Boxes or Add Lines button or When a line is added to the label, it first appears in a default size set by the program. Click on and drag the <u>handles</u> provided to reshape and resize the object. Clicking on the item where there is no handle allows the object to be dragged to a new location on the label. When adding boxes the user will first be prompted to enter the thickness of the vertical (top to bottom) or horizontal (left to right) lines.



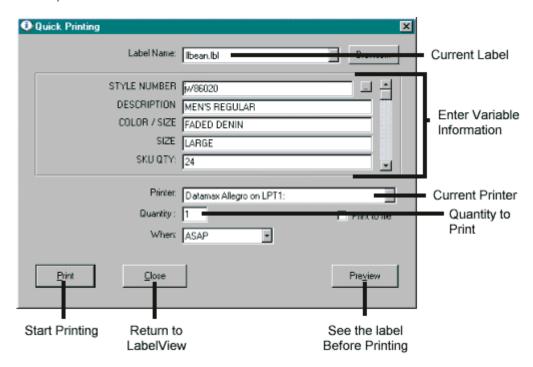


Printing Labels

Print a Label



1. With the label open, click on the **Print** icon and enter the correct information.



1. For databases, click on the button to view and choose the record(s) to be printed.

Important Functions

Directories:

Go to Options + Directories. The Directories menu allows you to specify the location LabelView will use when it looks for associated files (pictures, databases, text files, serial files, etc.). If files are not appearing where expected, check the directory paths. Type the path of the directory in which the specific type of file is located (e.g. C:\LVWIN\DBF). The Browse buttons allow for file search, if the location is not known.

Shortcut Keys:

LabelView has assigned special functions to certain buttons on the keyboard.

Esc

Cancels the current operation without making any changes and returns to the previous screen.

H (Horizontal)

Centers the currently selected field(s) horizontally (left-to-right) on a label

V (Vertical)

Centers the currently selected field(s) vertically (top-to-bottom) on a label

Appendix A: Network Installation

This section applies only if a Network Security Key is present. The Network key is compatible with the following network protocols:

NETBIOS IPX/SPX TCP-IP (using NetBIOS Named Pipes)

LabelView's network version can be installed in many ways depending upon the network O/S (operating system) platform being used. Determine which of these options best suits the needs:

Network Operating System	Protocol	Location of Key	File to Run	Where to Run File	Notes
					Load NLM (Network Loaded Module)
Novell	NetBIOS IPX/SPX	File Server	NSRVNI.NLM	File Server	onto File Server. It becomes part of the Operating System.
	NetBIOS	Any Workstation	NSRVDN.EXE	Workstation with	Use this option if you don't want
	IPX/SPX	Any Workstation	NSRVDI.EXE	Key attached	to load the NLM above.
Windows	All	Any Workstation	NSRVGX.EXE	Workstation with	This file can be put into your Startup
Peer-to-Peer				Key attached	group so it always runs with Windows.
Feer-to-Feer				Rey allacried	group so it always runs with willidows.
Windows NT	All	File Server	NSSRVICE.EXE	File Server	This is an optional installation
Server (Optional)					for Windows NT Only.

Consult your network administrator to determine your particular settings.

On Windows NT systems, all installation and setup must be done using full administrator rights. LabelView must be installed on the computer with the key to load the required files.

The specified file must always be running whenever someone wants to use LabelView.

All copies of LabelView must have the "Use Network Key" box checked under Options + Configuration + General. Restart LabelView after making this change.

Appendix B: Common LabelView Functions

Database Editor

The Database Editor is provided to allow for the creation of databases and the editing of existing ones. It reads and writes dBase (dBase III or IV) files with the extension .DBF. If ODBC drivers are installed on the computer, it can edit these source files as well. To access the database editor, either click on the icon in the LabelView program group, or access it within the program from the Tools + Database Editor menu.

Serial Numbers

Serial Files are used when creating labels that will each automatically have a unique number. Use of a serial file will allow LabelView to remember the last number printed and to start from this point on the next print job. Incrementing (increasing or decreasing) without using a serial file will cause the program to begin at the same number every time. To set up a Serial file go to Options + Serial File.

Appendix C: Bar Code Symbologies

LabelView supports all of the most common linear bar code symbologies in use today. Almost every industrial specification for bar codes will make use of one of these standard bar codes.

UPC A

Used primarily in the retail industry as the Point-of-Sale bar code symbology. It designates the manufacturer and its product within one bar code. UPC A encodes 12 numeric digits:

- 1 system digit
- 2-6 the manufacturer's ID number, given by the appropriate registration body
- **7-11** represents the product
- a check digit based on the preceding 11 digits, this digit is calculated by the software so there is not need to enter it manually



UPC-A has two variations (UPC-A Plus 2 and Plus 5) which increase the amount of information contained. They add either 2 or 5 digits in a second, smaller bar code following the first.



UPC A Plus 5

UPC E

UPC-E (also known as the "zero suppression version") is also used in the retail industry. The data must contain 7 numeric digits with the software calculating the 8th digit, which is a check digit. Like UPC-A, the E type has both 2 and 5 digit extended versions.



UPC Shipping Container

Used in the retail industry, all data must contain 13 numeric digits, with the program finding the 14th digit, which is a check digit. This symbology must have the human readable attribute set to "Yes".



UPC Shipping Container

EAN 8

EAN 8 is used in the international retail industry. The data must contain 7 numeric digits. The software will determine the 8th digit.



EAN 13

Symbol used in the international retail industry. The data must contain 12 numeric digits. The program will calculate the last digit. The 13th digit is a check digit.

Like the UPC's, both of the EAN bar codes have an extended Plus 2 and Plus 5 version



Code 39 / C 39 mod 43

Symbology used in almost every industry except retail. Data is of variable length and can contain alphanumeric characters.



CODE 39



CODE 39 MOD 43

Interleaved 2 Of 5 / Interleaved 2 Of 5 mod 10 (ITF)

Symbology used in many types of industry, the data can be of any length but <u>must contain an even number of characters</u>, otherwise the printer will add a leading zero.



Interleaved 2 of 5



Interleaved 2 of 5 mod 10

Code 128 A, B, C, F1() Mod10, Autoswitching

Symbology used by many industries for inventory control. Data is of variable length. Code 128 C must contain an even number of characters (a leading zero will be added if not) and will only accept numbers. C128 B can accept the full ASCII character set, while version A can only accept a reduced set. Autoswtiching is a software feature which will determine the combination of A, B and C that will produce the smallest bar code given the data entered. The F1/Mod10 option will add a Function 1 character to the beginning of the bar code, and a Mod10 check digit to the end.



Code 128 A



Code 128 B



(12) 3 4567890 (

Code 128 F1 Mod 10

UCC/EAN 128 / Multi

Specialized application of the Code 128 symbology, (requires data to be numeric only). The exact specifications of the meaning of each piece of data, varies between industries. The Multi option requires input that is more exacting; it automates some of the data entry functions with regards to the various Application Identifiers and the type of information each will require.



(02)12345678901234(10)123456789(11)041798(15)051798

UCC/EAN 128 Multi

Codabar

Symbology used primarily in the library and medical industries; allows data that is alphanumeric (may contain either digits or characters) and variable lengths.



Codabar

Plessey

Bar Code symbology used extensively by libraries. A modified form of Plessey (MSI) is used to mark retail shelving for scanning for inventory purposes.



Plessey

Postnet

Symbology used on envelopes and parcels by postal processing centers for faster delivery.



2D Bar codes

The main advantage of 2D symbologies IS that they encode a great deal of information into a relatively small space. These codes, such as PDF 417, Maxicode, QR code, DDF, and Data Matrix, require special scanners for them to be read.

PDF-417

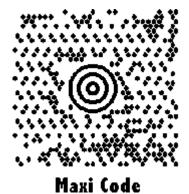
Widely used by the Health Care industry, PDF-417 uses no separator bars. Short bar heights are employed, thus providing the scanner with a high degree of tilt tolerance. One of several 2D symbologies; currently the most popular.



PDF 417

Maxi Code

Another 2D symbology that is used extensively by **United Parcel Service** (UPS), with characteristics similar to PDF-417.



LabelView Bar Code Design Software

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