

Help! My Barcodes Aren't Printing Properly!

Barcode Misalignment

Are your barcodes misaligned, overlapping, or off-centered on the barcode label sheets when you print? Follow this helpful guide to print your barcodes perfectly the first time, every time.

Most printers have a "margin" area in which they are unable to print. To compensate for this, many defaults in the **Print** dialog attempt to shrink the document down to fit within those margins. This is where most of the misalignment problems originate.

Alexandria Technical Support *highly* recommends using the latest version of **Adobe Reader** to view and print. You can download Adobe Reader for free at get.adobe.com/reader/

1.

Run Report

Once you've created your barcodes in the Alexandria **Reports** window, click **Print** in the lower right. This generates a PDF that will automatically open.



Print

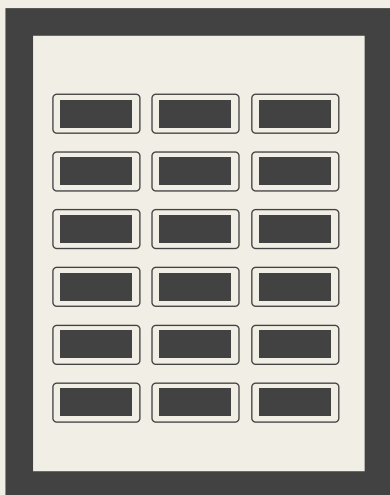
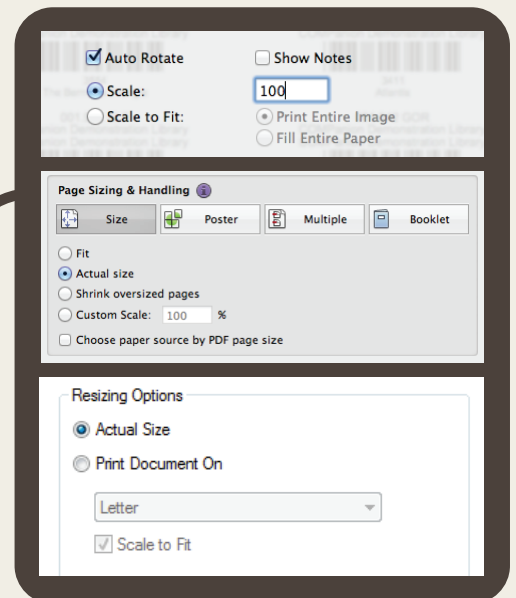
If you are using a Mac, your generated barcode PDF will either open in **Preview**, or if you have installed **Adobe Reader** (our recommendation), the file will open in Reader. On a PC, you must have Adobe Reader installed. With the PDF open, go to **File, Print**.

2.

3.

Print Dialog

A **print dialog window** will appear, and although many programs have different dialogs, most will have an option that refers to **page scaling**, **shinking the image**, or **scaling to fit**. Choose the option that does **NOT** have page scaling—the scale should be **100%**, or **Actual Size**.



Done!

Now simply hit **Print**, and your barcodes should align correctly with your label sheet. If you're still encountering problems, don't hesitate to call our Technical Support anytime at 1.800.347.4942.

4.

For more information, tech notes, weekly tips, webinars, and online support, go to www.goalexandria.com/support

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How can we improve? Let us know at suggestions@companioncorp.com