

# PrintShop Mail - Win Barcode Setup Guide

PrintShop Mail provides these barcode fonts:

Codabar, Code 39, Code 128, EAN 8 & 13, Interleaved (ITF) 2 of 5, Postnet, MSI Plessey, UPCA & UPCE.

## Basic Barcode Information:

- \* Each font name starts with the letters “PSM”.
- \* Some fonts come in human readable versions.
- \* Each font has different densities (thicknesses) for laser & inkjet application.  
*It is recommended that samples of each density be printed to verify quality and readability.*
- \* Each barcode function has it's own calculation formulas. *Please review the **Barcode Guide** for specifics.*

Can I use other vendors barcode fonts?

Yes, but do not use PrintShop Mail's barcode functions with those fonts.

## Barcode Setup

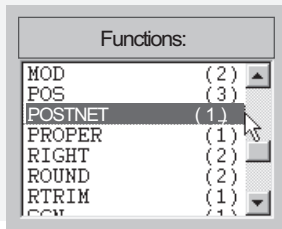
Below are the steps for setting up a barcode. A Postnet barcode is used for the example.

1) Add a text box:



- A. Click [T] on the main menu, draw a box
- B. Type a variable name, e.g. **@Barcode@**  
*This text box is added to the Object Variables window*
- C. Double click the **Barcode** field in the Variables window  
*This opens the Edit Expression for Barcode window*

2) Select a barcode function

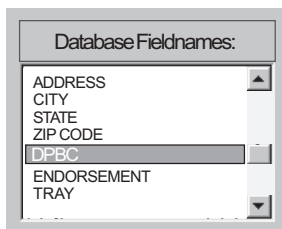


- A. Go to the **Functions** window (bottom left of the Edit Expression window)
- B. Scroll through the functions, highlight the **Postnet** function and select it by double clicking the left mouse button

*This moves the Function into the Expression formula.  
Highlighted is the area to enter the character string information.*



3) Select a database field



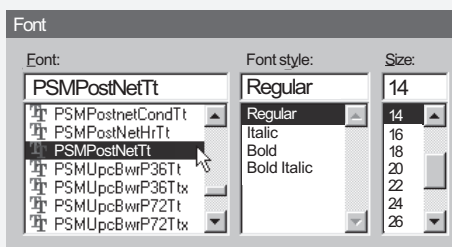
- A. Go to the **Fields** section (bottom right of the Edit Expression window)
- B. Select the database field by double clicking the left mouse button
- C. Select **OK**

*This moves the selected database field into the Expression formula*



Note: PrintShop Mail's **Postnet** function and font only work with 5, 9 and 11 digit number strings.  
**No hyphens** can be in the string.

4) Select a font



- A. Double click inside the text box
- B. Highlight **@Barcode@**
- C. In the main menu select **Text>Font**
- D. **Font Style:** should always be **Regular**
- E. \*Select matching font size: **Size:** (*Postnet font use 9-14 point sizes*)
- F. Select **OK**

\*Font name may contain a number like 36 or 72.  
Match the font size to this number.