

CREATE INDIVIDUAL LABELS FOR RACK COMPARTMENTS

You will need the following files...

To create Labels in size 30x40mm for the productionRack Sorting:

- ,SortingRack individual labels.doc' (Word-File)
- ,SortingRack individual labels.xlsx' (Excel-File)

To create Labels in size 28x100mm for the materialRack Edge:

- ,EdgeRack individual labels.doc' (Word-File)
- ,EdgeRack individual labels.xlsx' (Excel-File)

Important Note:

These documents are two combined features of Microsoft Word

- With the Mail Merge Wizard, continuous labels with assigned database fields are created from Excel.
- With the field function "Display Barcode" QR Codes are generated from the Excel data fields. If you select the QR Code with a right click, you can switch the field function on/off. Then you can see and edit the syntax behind the QR Code.

On the following pages you will find a step-by-step guide that explains the way to your individual labels.



Preview: EdgeRack 30x40mm



Preview: SortingRack 28x100mm

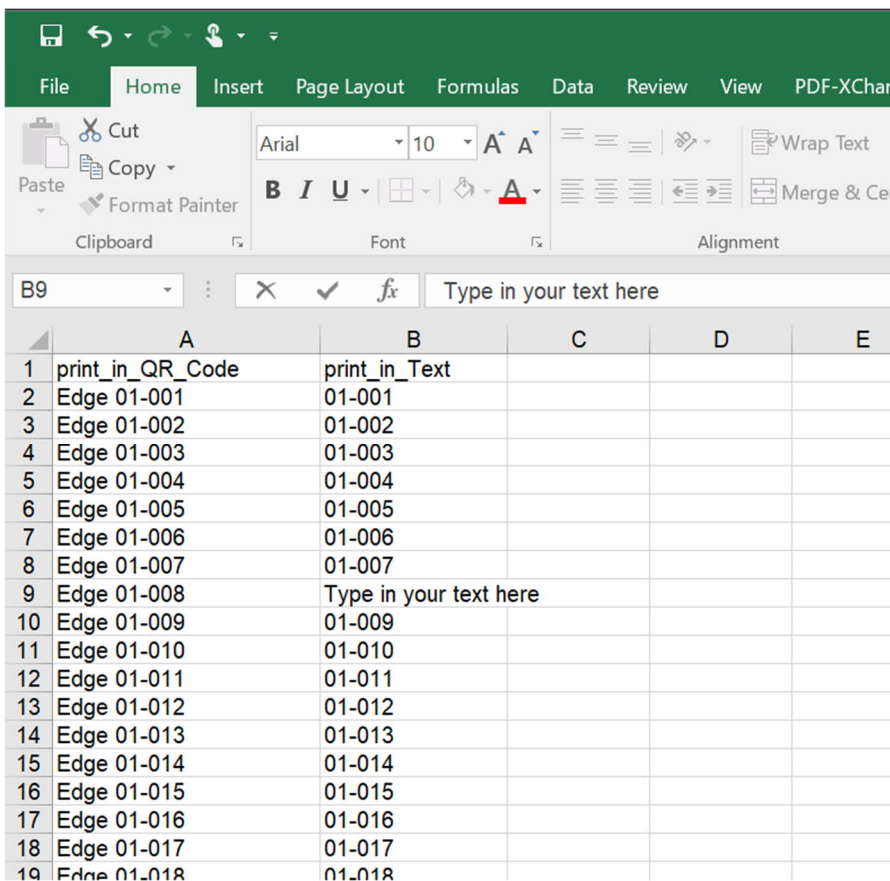
INSTRUCTION: STEP by STEP

1. Download and save of the files

- Download the files , SortingRack individual labels.doc' and ,SortingRack individual labels.doc.xlsx'.
- Save the Excel Dokument at ,Your Computer > User > Your User > Documents > My data sources (because there you can link the data source most easily). Save the Word document to any location.

2. Preparation of the files

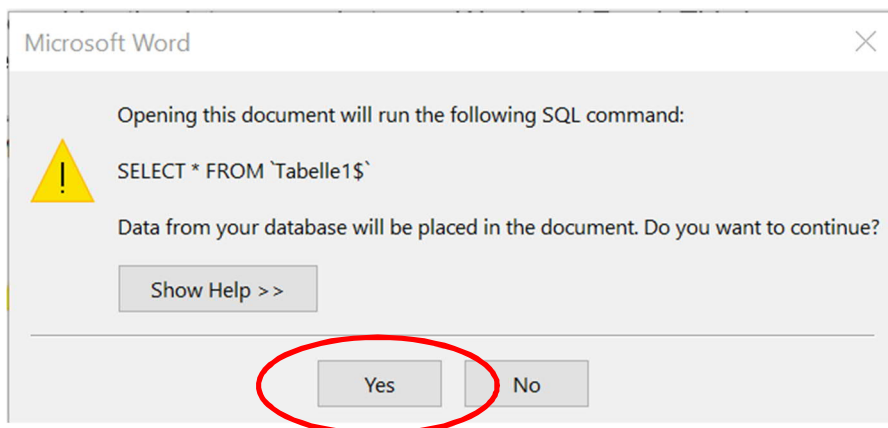
- Open first the Excel file , SortingRack individual labels.xlsx'



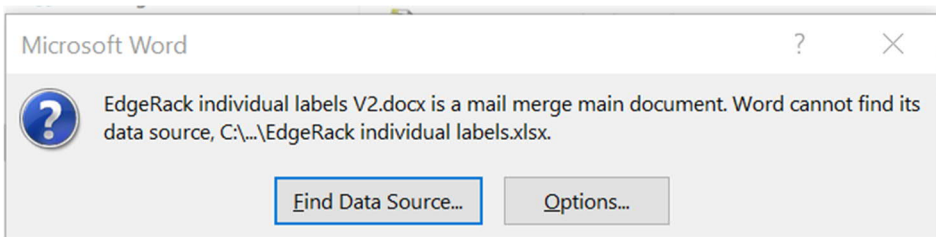
- In column A (print_in_QR_Code) you can write arbitrary numbers and letters, which are then encoded in the QR Code. In the app, you can then use the contents of the QR code as a name for the compartment.
- In column B (print_in_Text) you can also write any numbers and letters. The contents can be identical to those in column A, or any addition. In the app, the content of this field is irrelevant. It can only be found on the shelf for explanation.
- Please do not use special characters.
- A maximum of 200 labels are provided in the template. If you need more, execute the process several times.
- Save and close the Excel document.

3. Linking of the files

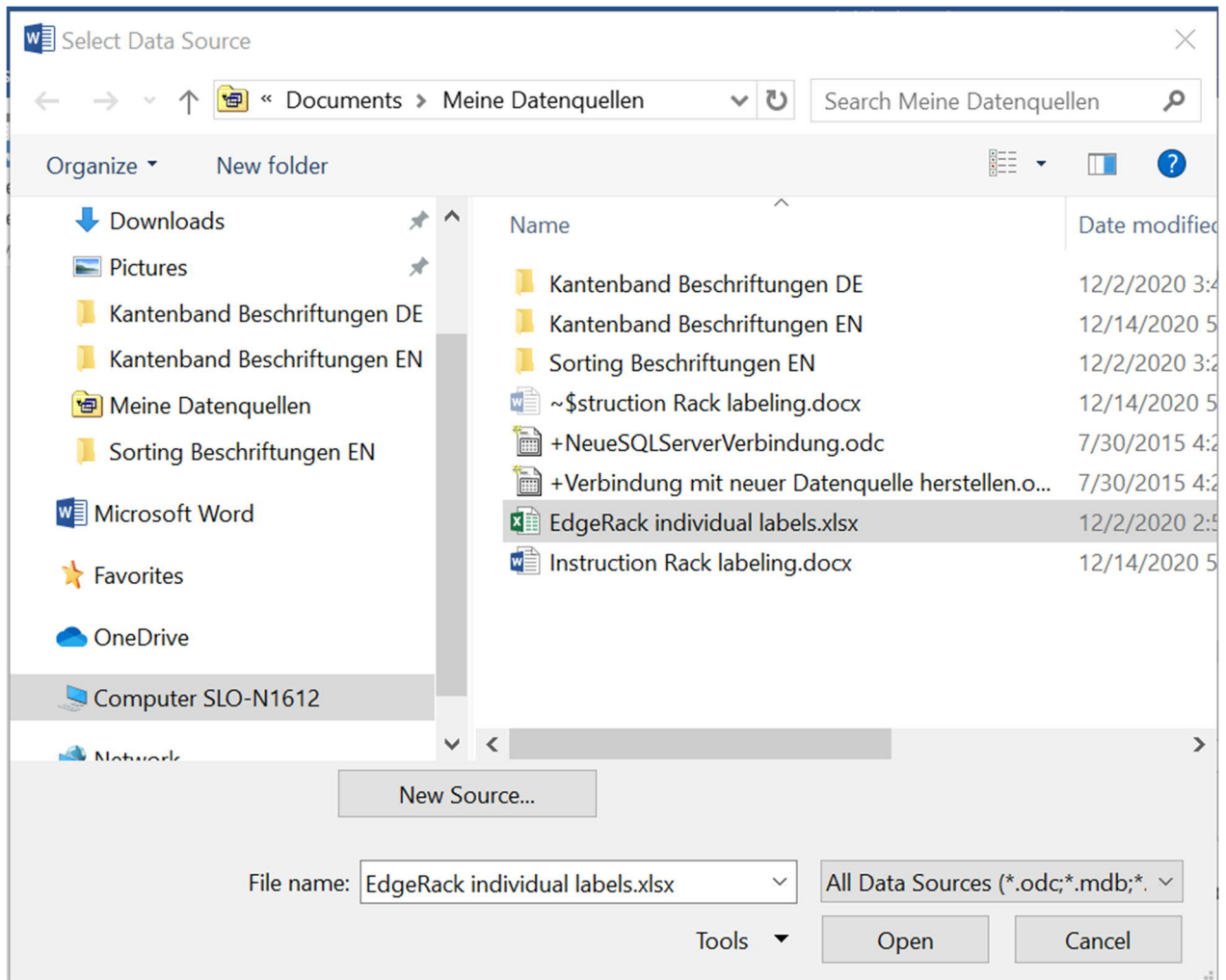
- Open the Word file , SortingRack individual labels'.docx
- Recombine the data source between Word and Excel. This is necessary because the path on your computer is different.



- Click on YES



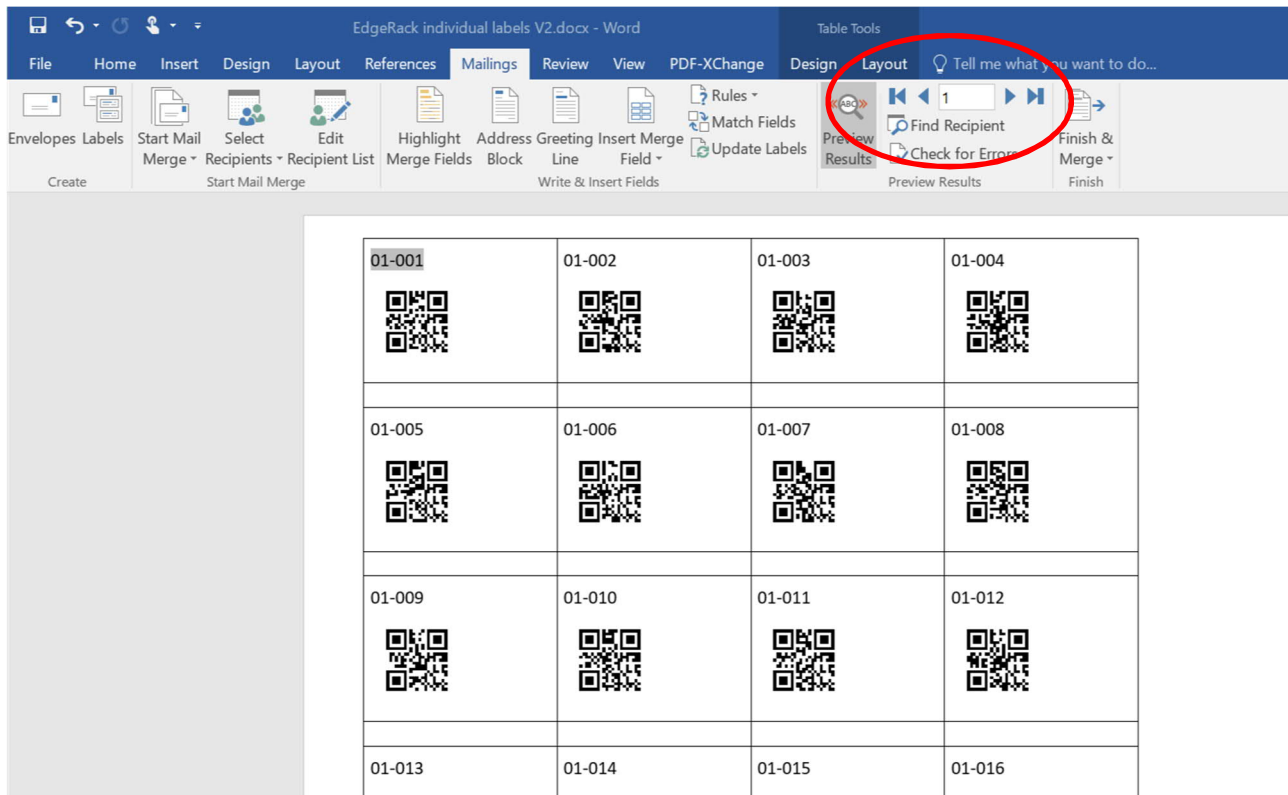
- Click „Find Data Source...“



- Select the Excel file under the stored path. The path should automatically go to the folder 'My data sources'. If it does not, navigate through your folder structure until you reach the location of the Excel file.

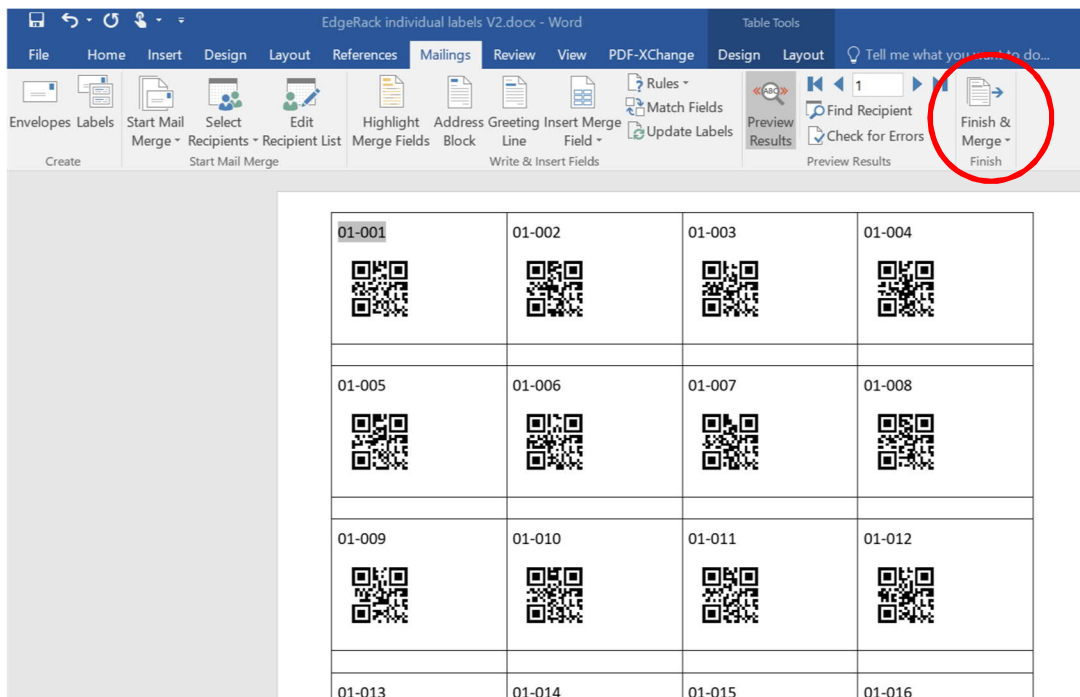
4. Finish your document

- The barcodes and labels should now have updated automatically.
- Only the first page is displayed (labelled 1-12), as this is a mail merge.



- In the tab 'Mailings' you can click through all pages under 'Preview Results'.

5. Printing the labels



- On the 'Mailings' tab, under 'Finish and Merge', click 'Print Documents'. Then click on 'All'.
- Now you can first convert the labels into a PDF document and check them. Alternatively, you can also print the documents immediately on your printer. (The document is set to format DINA 4. You can change it to under the Tab "Layout", Button "Size" to "Letter" or other formats)

We wish you a lot of fun with your individual labels and continued success!

Your HOMAG Team