

KCC BARCODING INFORMATION

Consignors, did you know you can EASILY print all your barcodes from home on Avery labels (see below for label specifications). Print all the labels you need from the day registration opens, all the way through receiving days. You will receive a “Batch Number” but that is for YOU to use as a way to Reprint a barcode order at home.

Label Specifications

Barcodes MUST be printed on labels that are compatible with “Avery Template 5160 or 8160”. These labels will be 1” x 2 5/8”. If you have labels that ARE these template numbers, but your barcodes still print off the label, see “Label Alignment Troubleshooting” below for simple steps to fix the problem.

Labels following Avery Template 5160 and 8160 standards come in a variety of brands and quantities and can be purchased for inkjet or laser printers. Different brands and quantities will have different product numbers, but labels that can be used to print KCC barcodes will say “Use Avery Template 5160 or 8160” or “Compatible with Avery Template 5160 or 8160” somewhere on the package. If you buy a brand other than Avery make sure the labels are 1”x 2 5/8” ~ for best deals they may be purchased at a Dollar Tree store (their brand is Polaroid Premium), Wal-Mart, or Target. If you have a large quantity of sale items the best deals are at Office Depot or Office Max.

You may still use labels left over from previous sales as long as they are completely LEGIBLE!

STEPS FOR ENTERING & PRINTING BARCODES

Remember to register before printing barcode labels!

Start by making the tags for your items. As you make the tags, follow these steps:

- 1. Determine what price you will want to sell each item for and whether you want it to be discounted during last two sale days, 50% off on Fri. & Sat. and write that information across bottom center of card. You can write “ND” beside the price if you want “No Discount” on discount days to help you remember. You will cover this with the barcode later.**
- 2. Once you have written and attached all the cards to your items, use a sheet of paper to make a list of the barcode prices you will need ~ for example: \$1.00 – 3, \$2.50 – 5, \$3.00 – 8, etc. Separate the discount prices from the no-discount prices.**
- 3. You will then have an easy list to take to the computer when you’re ready to print your barcode labels online. You will also have an easy system for knowing which barcodes go on which item, according to what you wrote on the tags.**
- 4. If you plan on donating your unsold sale items, please allow the prices to be discounted, better to receive extra \$\$\$ than nothing at all!**

WHEN YOU ARE READY TO PRINT

- 1. Make sure you have the appropriate labels on hand.**
- 2. Click “Print Barcodes” at the bottom of the “Barcoding Info” page to enter your list and submit your order.**
- 3. Once you submit an order, you will get a batch number. You can follow the on-screen instructions to print your labels immediately, or you can login to your Consignor Homepage at a later date and select the batch number you wish to print. Barcode orders may be re-printed as many times as you need. (Note that it is always a good idea to print on a blank sheet of paper first to check your printer alignment against a sheet of labels before printing on your actual labels).**

LABEL ALIGNMENT TROUBLESHOOTING

If your barcodes are not aligning properly on the labels, it is almost always related to your Adobe print settings, which is easily fixed in these simple steps (for Windows users – may be different for Mac):

- 1. Have the labels displayed on your screen.**
- 2. From the FILE menu, choose PRINT.**
- 3. On the PRINT window that pops up, locate the “Page Handling” section which is usually about half way down on the left. There will be a “Page Scaling” drop-down box, and your options will include None, Fit to Printable Area, Shrink to Printable Area, Multiple Pages Per Sheet and Booklet Printing. Basically, you are wanting to print the document at its full-size.**
- 4. Select “None” in the Page Scaling drop down box and then click OK to print your labels. It is always a good idea to print on a blank sheet of paper first to check the alignment of your labels before printing on your actual labels.**
- 5. **If you choose to print your order at a later date or reprint the same order, click [Here](#) , scroll to bottom of page and click the Consignor Homepage link to check out your “Barcode Order Status“. Just click on the Batch # to preview and print!**

IMPORTANT: For Security reasons we ask our consignors to place clear packing tape over their tagged barcode labels.

- DO NOT place tape over your safety pins.**
- DO NOT write or use correction fluid on barcode labels, it voids the scanning process, you must print new labels if you want to change prices or discounting!**
- DO NOT stack barcode labels on top of another, we will look for this during check out and the lowest priced label will be scanned.**

Consignors will NOT receive credit for any item sold without a barcode label and /or other consignor # identification. Please DO NOT attach barcode label to items separately from a tag. We MUST have one tag for each item that is sold!

If you are unable to print your own barcode labels, we will gladly print them for you at the sale location during time on our Sale Dates and Info page and via emails.

You MUST be registered before we will print labels. Bring a list of what you need (price amounts & how many of each) along with your consignor number and we can print them for you. We will also have a barcode station set up during all receiving dates & times