

## DAISY LAB

### F. Printing Barcodes

Barcode labels are used to label clinic samples that are sent for testing to BDC or CRC core lab or other labs.

1. Go to the S: drive
  2. Open the DAISY folder
  3. Open the Excel spreadsheet named LABID
  4. In the first row of column 1 and column 2 type in the Lab ID number that is to be the first in this batch ( all others will change automatically when you arrow over to the right one cell)
  5. Scroll down to the last lab ID and make sure that 120 IDs were created
  6. Save the spreadsheet under the same name
  7. Select the option for replacing the existing file
  8. Exit
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1. While still in the DAISY folder open the Word document BARLABEL
  2. If a dialog box pops up click “yes”
  3. In the “Tools” menu go to “Letters and Mailings” and select “Mail Merge”
  4. At the bottom of the dialog box on the right hand side of the screen select “Next” until Step 6 of 6 is completed
  5. Load labid labels into the printer with the label side facing up there should be 10 pages of labels. On the last page the last row will have blank labels
  6. Click the print icon on the toolbar
  7. Exit word without saving the document.
  8. Place labels in lab in folder marked “barcodes”