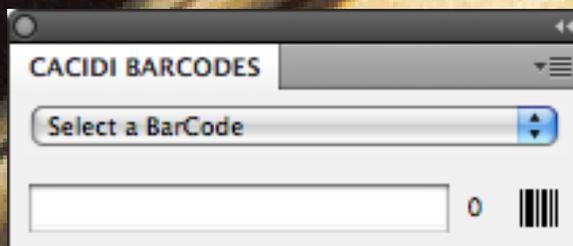
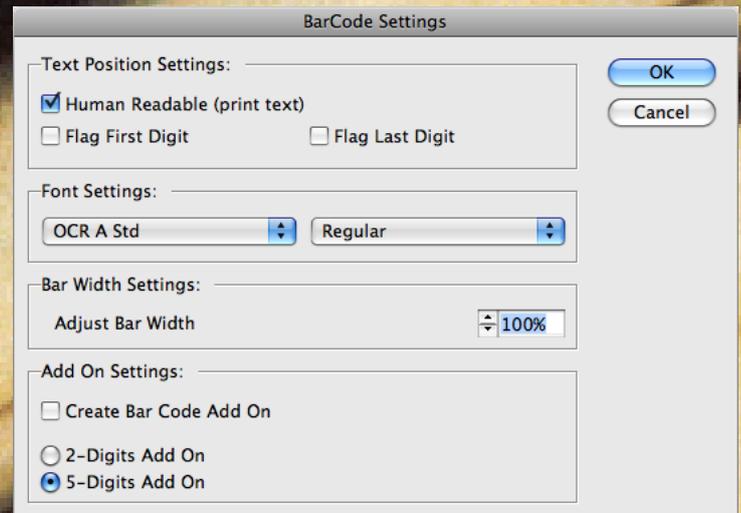




# Cacidi BarCodes CS4

*User manual*





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## Installing Cacidi BarCodes CS4

Installing Cacidi BarCodes CS4 requires administrator rights. Please consult with your local computer administrator if you do not have the necessary permissions to install this software.

Quit Adobe InDesign CS4 if it is currently running.

Double-click the Cacidi Installer application and follow the on-screen instructions in order to install Cacidi BarCodes CS4 on your computer:

### Introduction

Read the Introduction and click Continue

### Read Me

The Installer will present you with a Read Me containing vital information about the installation process and possible recent updates to Cacidi BarCodes CS4. Read this information and click Continue

### License

Next, you will be presented with a License Agreement. Read the license agreement carefully, click Continue and Accept or decline the license agreement.

If you accept the agreement, the installation process is ready to begin. Click Install.

### Install

During the installation process you will be asked to locate where the Installer application should install the Cacidi Docs folder with additional demonstration files and documentation for Cacidi BarCodes CS4.

You should normally just select your Documents folder for this step and the Cacidi Docs folder will be created inside of this.

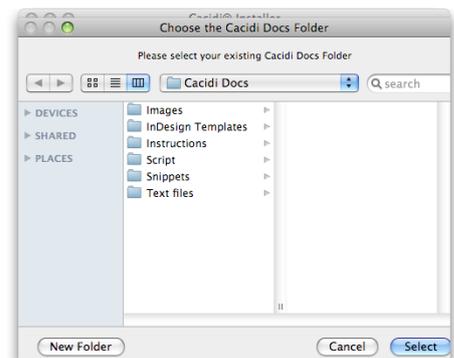
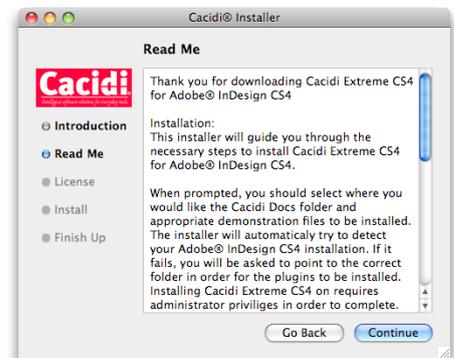
### Finish Up

Once the installation process has finished, quit the installer and launch InDesign CS4.

### Activation

Select Cacidi BarCodes from the Window menu and enter your name and enter your Name, Company and e-mail address. If you have purchased a license for Cacidi BarCodes CS4, enter the serial number in the four text fields below. If you haven't got a license, just leave the fields blank.

Click Activate, and the activation process will complete. If you didn't provide a Serial number, your product will be activated in demonstration mode which will run for 14 days.



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# Cacidi BarCodes CS4

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## BarCodes CS4

BarCodes CS4 is a plug-in that can be used to create barcodes directly on your InDesign page. Barcodes created via BarCodes are live objects, which means you can modify the data in the palette at any time and the barcode will be changed dynamically.

## Fixed-length barcodes

BarCodes CS4 supports a large number of barcodes. UPC-based barcodes such as EAN, JAN, UPC, ISBN and Bookland always contain a certain number of digits. For instance, you need to enter 12 digits to create an EAN-13 barcode (without Add-On) while the 13th digit is calculated by BarCodes. This means that when you enter numbers in the palette, BarCodes will count the number of digits you have entered and create the barcode when you have entered 12 digits.

## Variable-length barcodes

BarCodes enables you to create variable-length barcodes such as Codabar, Code 11, Code 25, Code 39, Code 128, MSI/Plessey and PostNet. These barcodes do not contain a fixed number of digits like the UPC-based barcodes, but the data may vary. For instance, a Code 39 may have a random number of digits. This means that BarCodes does not simply create a barcode when a certain number of digits is reached. It requires you to click on the small barcode symbol in order to create your barcode.

## Preconfiguration of colour/size

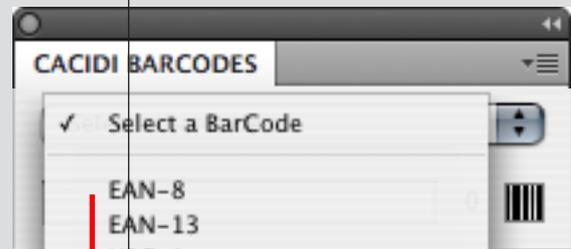
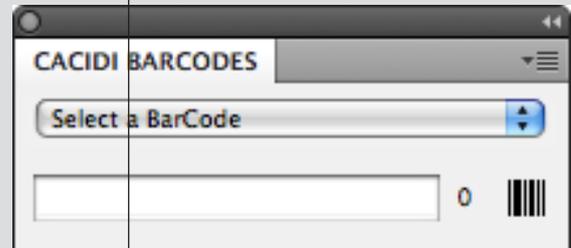
BarCodes always tries to create barcodes with the same appearance as the selected object, if any. This means that if you want a barcode in a certain size (see also Size control) and with a certain appearance, you can create a standard rectangle, assign a certain size and colour to it and subsequently select the rectangle and enter data in the BarCodes palette. BarCodes will now create your barcode in the same place as your rectangle and give it similar properties.

## Quick entry of multiple barcodes

Try creating five rectangles on your page and give them different Swatches. Select all five and enter data in the Palette. When the number of digits is correct for the barcode in question, the first barcode will be created. Continue entering numbers and BarCodes will skip forward to the next rectangle, etc.

## Size control

Creating barcodes involves a long list of rules, e.g. there should be a great contrast between background and bars,



Fixed length

Variable length



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and the size may only vary between 80% and 200% of the original size (if no object is selected, BarCodes will always create in 100% size). You can always check if your barcode complies with the 80/200 rules by selecting your barcode and clicking on the barcode symbol in the BarCodes palette.

## Bar Code Settings

A wide range of setting options enables you to easily configure how you want BarCodes to create your barcodes.

## Text Position Settings

This item enables you to specify if you would like text under your barcodes (“Human Readable”) and where the text should be placed. “Flag First Digit” places the first character to the left of the barcode. “Flag Last Digit” places the last character to the right of the barcode.

## Font Settings

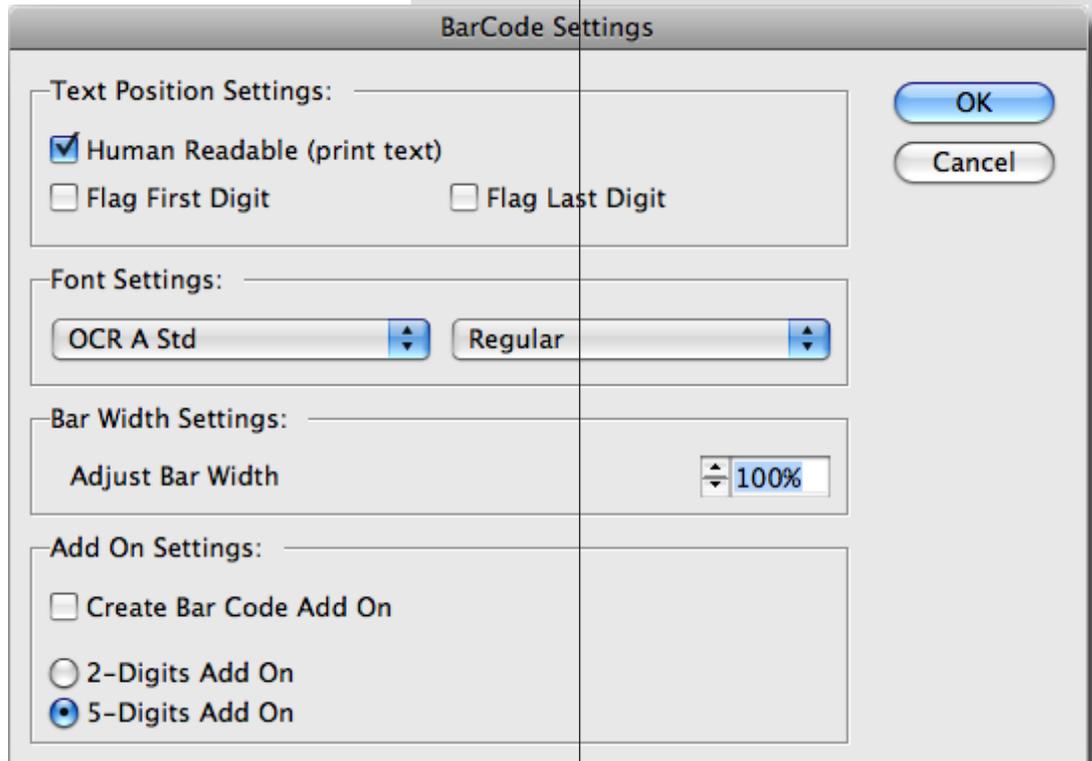
This enables you to specify which font and font effect you want to use for your barcodes. Please note that some fonts do not include numbers and are thus poorly suited for creating barcodes.

## Bar Width Settings

You can adjust the dot width (dot gain) for each bar in barcodes here. 100% means that there is no reduction of the bar width; 97% means a 3% bar reduction.

## Add On Settings

Add On is an additional barcode that is placed to the right of the original barcode. You can select if you want it to contain two or five digits.



*Barcode without text*



*Barcode with text*



*Flag first digit*



*Flag last digit*



*Two digits add-on*



*Five digits add-on*



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## How to create a barcode

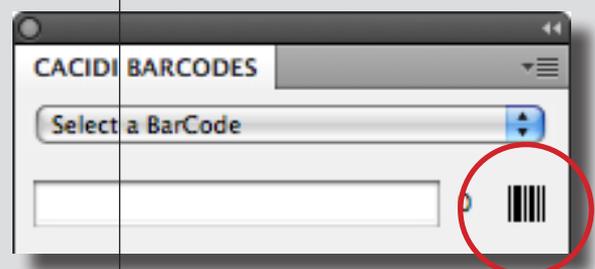
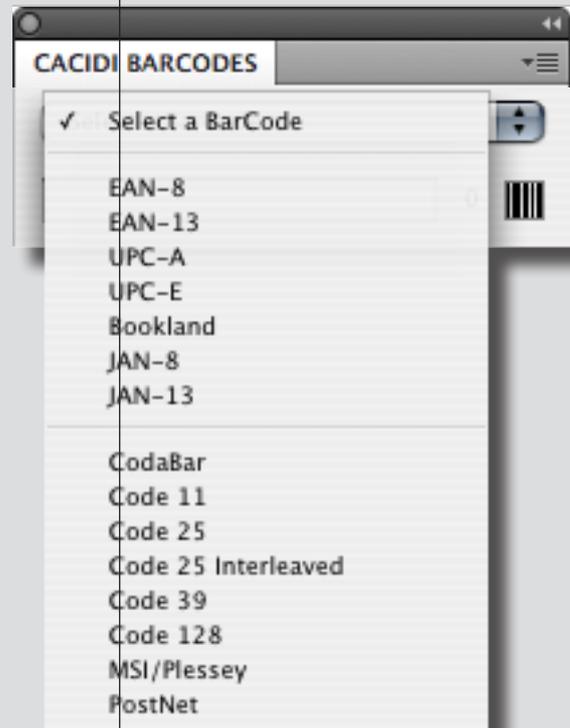
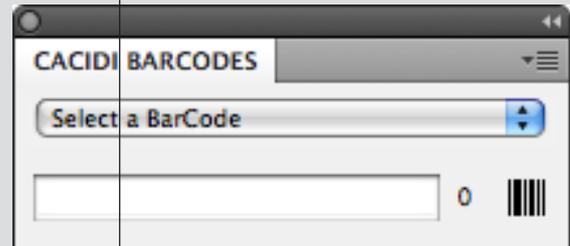
Select the type of barcode you would like to use in the “Select a BarCode” pop-up menu.

## Fixed-length barcodes

Enter data in the entry field. Your barcode will be created when you have entered the correct number of digits.

## Variable-length barcodes

Enter data in the entry field. Click on the barcode symbol in the palette when you have entered the number of digits you want to include in the barcode.



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## **Further Information**

Please consult Cacidi Systems Home page at [www.cacidi.com](http://www.cacidi.com) for further information about this or other Cacidi Systems products.

The “Visit Cacidi FAQ” option from the Fly-out menu will take you directly to the Cacidi Systems home page and a page of Frequently Asked Questions about Cacidi LiveMerge CS4.

Here, you will also find a couple of movie clips illustrating the use of some of the more advanced or common features of your Cacidi Plug-In software.

*Enjoy your production!*

*Cacidi Systems*

