



Using X-BARZ With Microsoft Access


Adding barcodes to an MS Access report can be done in 3 easy steps.

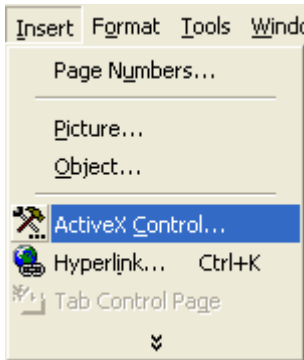
- Step 1 – Install X-BARZ on your computer
- Step 2 – Add the X-BARZ control to the MS Access Report
- Step 3 – Print the report

Step 1 – Install X-BARZ on your computer

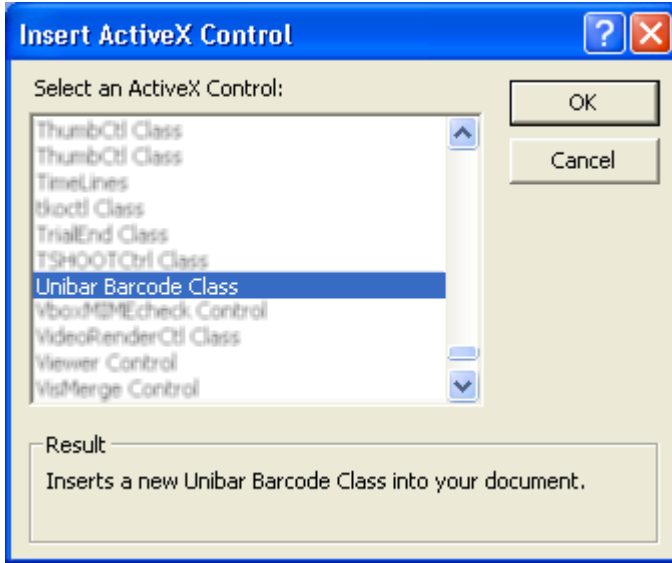
After downloading the X-BARZ setup to your computer, double-click on the setup file to start the installation guide. The installation guide will walk you through the steps of adding X-BARZ to your computer.

Step 2 – Add the X-BARZ control to the MS Access Report

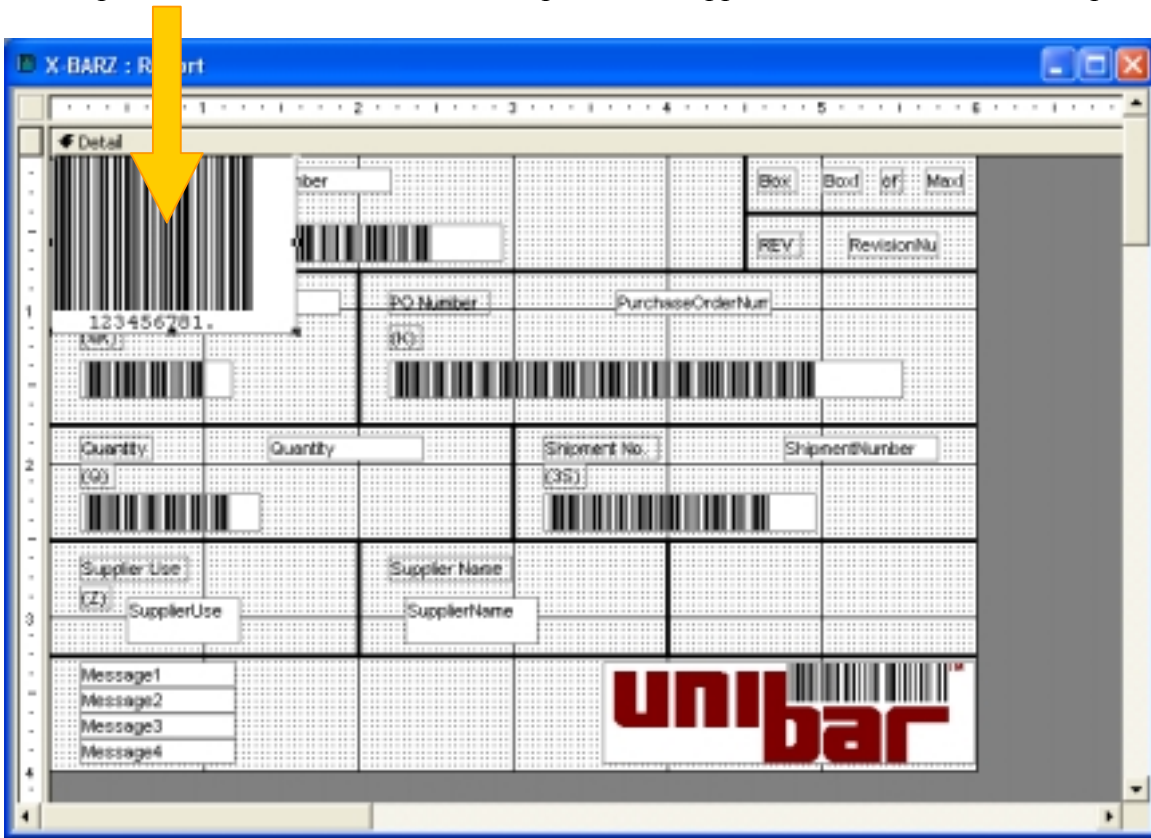
- Open the database that contains the report you want to add the barcode on.
- Highlight the report and click on the ‘Design’ button  Design
- From the toolbar select ‘Insert’ then click on ‘ActiveX Control’



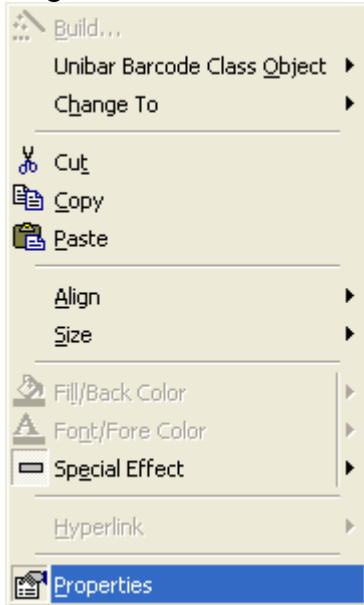
- Scroll down and highlight the 'Unibar Barcode Class' ActiveX control and click on the 'OK' button.



At this point the barcode was added the report, in the upper-left hand corner of the report.

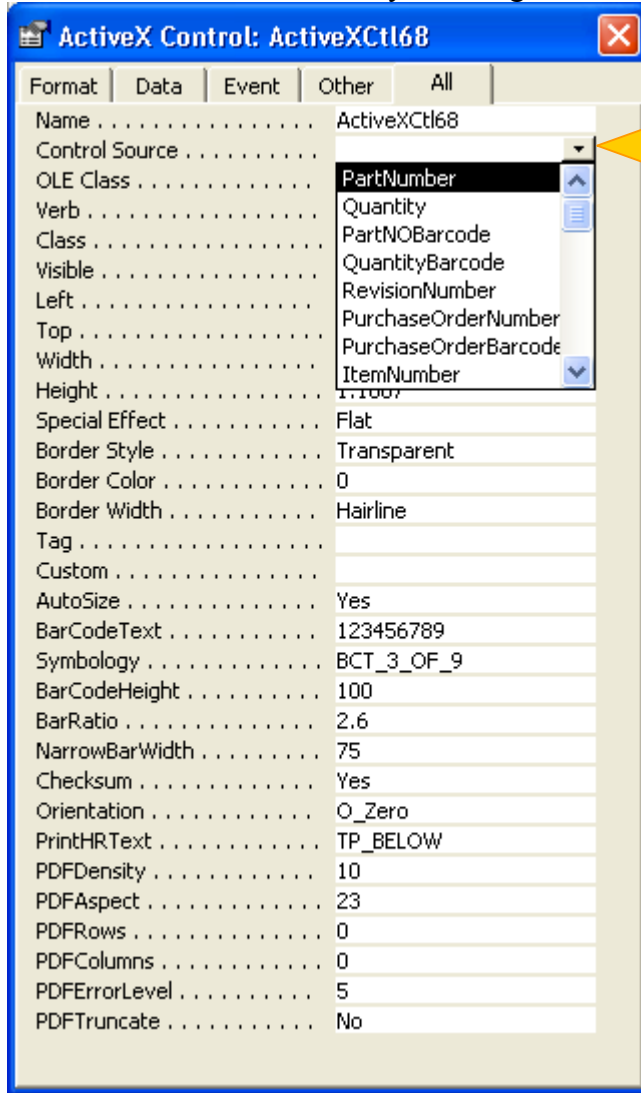


- Right-click on the barcode and then click on 'Properties'



From here set the size, type and data to be barcoded (see the manual for a full explanation of the barcode properties).

- Set the data to be barcoded by selecting a field in the 'Control Source' property.



- Save the report.

Step 3 – Print the report

Print the report like you usually do to the printer of your choice.