

Asset Labels

So You Need To Print Asset Tags...

- Before You Begin: Create an [account](#) for the Avery Design & Print application.
- Step 1: Identify how many tags you need to print, based on the number of new assets needing asset tags. This will be your Asset Tag Number (AT#) range.
 - Check the sheet in “[Asset Tagging Masterlist](#)” that corresponds to the site receiving new assets. Note the most recent entry.
- Step 2: Identify which codes you’ll need to create your AT# prefix, based on the “Codes” sheet.
 - Pick a “Purchasing Code” based on what site (or department) purchased these assets.
 - Pick a “Item Type Code” depending on what type of assets you are creating tags for.
- Step 3: Log in to the Avery Design & Print [application](#).
- Step 4: Using Avery Design and Print, click “Open” and choose the “ATS-Template.avery” file located at: \\storage\it\asset_tags
- Step 5: Once the file is loaded, Click on the barcode, then click “Edit Barcode” in the pop-out menu.
 - On the left side, under “Prepare Data” make sure the “Sequential Numbers” radial is selected.
 - Click the pencil icon in the SN64 rectangle.
 - The Edit Sequential Numbers window appears. Verify the following settings:
 - Type: “Numbers (1, 2, 3, ...)”
 - Start Value: The most recent “End of AT# Range” +1
 - End Value: Add the number of new assets you are printing tags for.
 - Increment: 1
 - Leading Zeros: 4
 - Prefix: Combine your “Purchasing Code” & “Item Type Code” plus a “-”
 - Suffix: The 3-digit abbreviation for the site receiving these assets.
 - Press the green “Edit” button.
 - Select “Code 39X” from the “Industry Standard Format” dropdown.

- Drag and drop the “SN64” rectangle to the “Enter alphanumeric characters” field.
 - The Size of X-Dimension: 9
 - Barcode height (%): 19.5
 - Uncheck “use check digit”
 - Check “Display text below the code”
 - Click the green refresh arrow in the preview box. Verify that the preview matches up with settings from the Edit Sequential Numbers window.
 - Click the green Finish button.
- Step 6: Look at the “Navigator” box in the upper right corner.
 - Verify that the number of sheets corresponds to the number of asset tags to be printed. (Example: Trying to print 90 labels should take 3 sheets.)
- Step 7: Press the green “Preview and Print” button.
 - Step 8: Press the green “Print it Yourself” button.
 - Step 9: Click the green “Get PDF to Print” button.
 - Do not save, if prompted.
 - Download the PDF when prompted.
- Step 10: Using a color printer of your choice, plus Avery 5160 (or similar) label sheets, print the downloaded PDF.
 - The IT Secretary can assist with this process if necessary.

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