

Printing QR Codes For QTrak With Avery

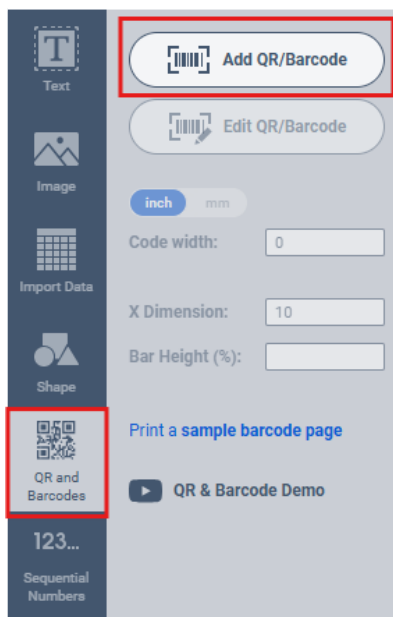
1. Go to <https://www.avery.com/templates/5160>. 5160 is the template for making printable QR codes and is the number to look for when buying the physical labels.
2. Click "Start Designing"
3. Click the first item in the upper left corner:



You are now in the template designer. The easiest way to make the QR codes is to upload an Excel spreadsheet with the necessary data. For this example we will be using a spreadsheet with the numbers 1-2 in Column A.

	A	B	C
1	1		
2	2		
3	3		
4	4		
5	5		
6	6		
7	7		
8	8		
9	9		
10	10		
11	11		
12	12		

On the left-hand menu select “QR and Barcodes” then “Add QR/Barcode.”



In the pop up menu tick “Spreadsheet” and click “Next.” Accepted file formats are .xls, .xlsx and .csv. In the next screen, make sure you are only importing the data you want to use. In this case we only have one column of data so it’s fine to say “Select All.”

ADD QR OR BARCODE HELP ×

CHOOSE SPREADSHEET **CHOOSE FIELDS** **CREATE BARCODES**

Choose the rows and columns you want to print
safdsafdf.xlsx [Replace Spreadsheet](#)

☒ If the first row contains your column titles, uncheck this box so they do not print.

#	Select All	
1	<input checked="" type="checkbox"/>	1
2	<input checked="" type="checkbox"/>	2
3	<input checked="" type="checkbox"/>	3
4	<input checked="" type="checkbox"/>	4
5	<input checked="" type="checkbox"/>	5
6	<input checked="" type="checkbox"/>	6

BACK **NEXT**

In the next window, choose “QRCode” in the dropdown box next to “Industry Standard Format” and drag and drop the imported data on the left-hand side to the text box under “Enter barcode text.” You will see a preview of the QR code at the bottom. Click “Finish.”

ADD QR OR BARCODE

HELP

CHOOSE SPREADSHEET CHOOSE FIELDS CREATE BARCODES

Imported Data

1

Drag & Drop

Industry Standard Format QRCode

Code Type Text

Enter barcode text

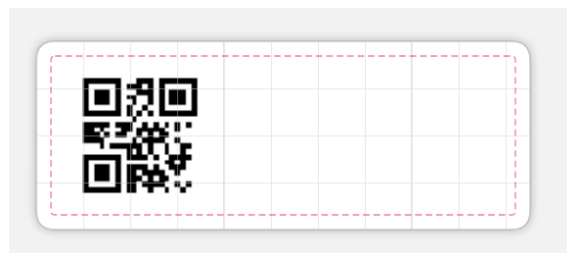
1

Preview: Update Preview

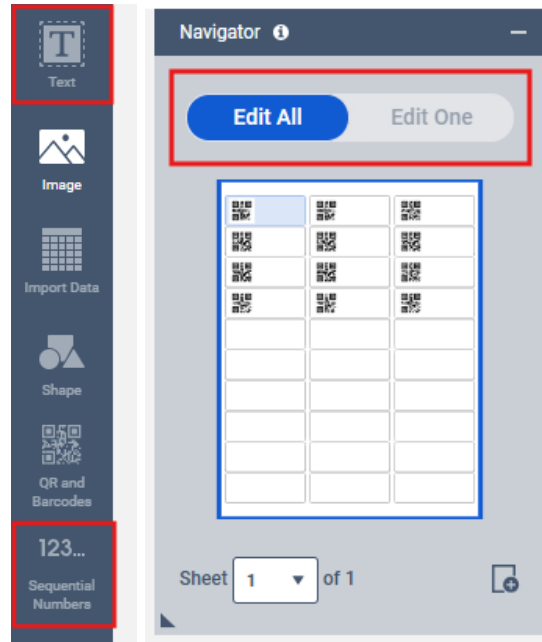
Print a sample barcode page

BACK FINISH

You may now position and size the QR code to your liking. The standard way QTrak sets up QR Code labels is below:



To add numbers to the labels, you may either use the Text box option at the top of the left-hand menu, if the numbers you wish to have are not sequential, and edit them individually by switching from “Edit All” to “Edit One” on the right-hand menu, or you may use the Sequential Numbers option at the bottom of the left-hand menu.



To use Sequential Numbers, simply change the “Start Value” and “End Value” to match the starting and ending numbers of your dataset. In this example, it’s 1-12.

The screenshot shows the configuration screen for 'Sequential Numbers'. The 'Range' section is highlighted with a red box, showing 'Start Value' set to 1 and 'End Value' set to 12. Other options include 'Type' (Numbers), 'Increment' (1), 'Leading Zeros' (1), 'Prefix', 'Suffix', and 'Sample Number' (1). The 'Add Sequential Numbers' button is at the bottom.

Type: **Numbers** Letters
(Ex: 1, 2, 3, ...)

Range:

Start Value: 1
End Value: 12

Increment: 1
Leading Zeros: 1

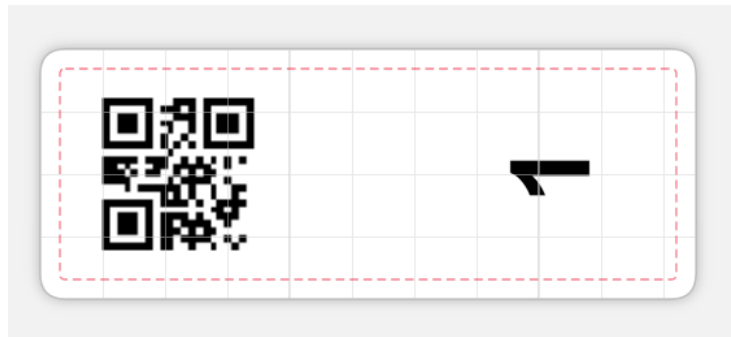
Prefix: Suffix:

Sample Number: 1

Add Sequential Numbers

Sequential Demo

Click “Add Sequential Numbers.” You may now move and resize the text box to your satisfaction. The standard QTrak setup is below:



On the right-hand side you will see the preview of all the labels on the current page and can select each label/page to view.

Once satisfied, click “Preview & Print” on the bottom right then click “Get PDF to Print.” You may save your project if you wish for future use. Click “Open PDF” or “Download a PDF” and use that PDF to print your labels. We recommend testing with regular printer paper before using physical labels to make sure the paper is being loaded correctly and the labels are properly aligned.