Printing Barcode Labels in Microsoft Word

Step 1) Open Word and Select “Mailings” in the ribbon

Step 2) Select the Labels option

Step 3) This Box will pop up. Click on the label to select your label size (Most schools purchase Avery Letter 5160) and click “New Document”
Step 4) Your page should look like this

Step 5) Type the new barcode information on the label. (REMEMBER to put an * before and after any number you want your Destiny scanner to read)

Step 6) Once the information is typed, highlight the number and select the IDAutomationHC39M Font.