

Bosham Walk Barcodes

Introduction

With an increased number of products going through our till system, we are now introducing barcodes to go alongside your product code, which allow our reception team to scan the item through without having to manually type in the product code.

This not only speeds up the processing of items but also eliminates any ambiguous handwriting from sellers or erroneous entry by our reception team.

We have now rolled this out to most of our unit holders after working closely with them to refine the system, and we are now at a point where we're ready to roll this out to the rest of our sellers.



Barcodes are mandatory for all new sellers. Existing sellers have until 31st December 2026 to transition all your existing stock across.

Your Upgraded Google Sheet

Your Google Sheet has been upgraded to include everything you need to produce your labels with barcodes.

In your 'Products' tab, there are two new columns, 'Barcode' and 'Label Selection'.

By default, the barcode formula is copied down for the first 100 lines in your Products tab. If you have more than this, simply copy the formula down (you can Google how to do this if you are unsure).

There are also two new columns, 'Labels' and 'Label Maker'.

The 'Label Maker' tab is where you select the labels you want to print (more on this later), and the 'Labels' tab is the template that will automatically update depending on what you've selected in 'Label Maker', ready for you to print onto the labels.

Products				
Product Code	Description	Price	Barcode	Label Selection
TMBGB	Bosham Guide Book	£1.50		☐
TMBMAP	Map	£4.95		☐

Setting up Barcodes

Before getting started, make sure that every product you want to print a label for has a barcode in the 'Barcode' column.

There are three methods of printing labels, Bulk, Column and Individual.

Bulk – Print a whole sheet (65 labels) for the selected product.

Column – Print a whole column (13 labels) for each of the 5 selected products.

Individual – Print one of each label selected (you can also use this method to print multiple of the same label using a workaround).

The individual method will likely be the most appropriate for most sellers, unless you are selling lots of the same product.

Head over to your 'Label Maker' tab and select the method you'd like to use in the dropdown at the top.

Label Maker					
Select a Print Method from the dropdown below. Generated labels appear in the "Labels" tab ready to be printed.					
		Type	Bulk		
Bulk		Column		Individual	
<i>Prints a whole sheet of labels for the selected product.</i>		<i>Prints 1 column of labels for each selected product.</i>		<i>Prints a single label for each selected product.</i>	
Product Code	TMBGB	Code 1	TMBFS	On the Products tab, simply check the box in Column E next to any codes that you want to print a label for. Maximum selection of 65 labels.	
		Code 2	TMBGB		
		Code 3	TBMAMP		
		Code 4	TMBBL		
		Code 5	TMBGB		
Print Settings					
Labels can be printed on Avery Template L7651 (Link)					
Paper Size: A4, Portrait					
Scale: Fit to Page					
Margins: Custom Margins (Top: 1cm, Bottom: 1cm, Left: 0.4cm, Right 0.4cm)					
All other settings can be left as Default. The first time you do it print it on plain paper to check the sizing before committing!					
To edit price/description, do this in Products. Don't try and edit the individual labels!					

Note that the product codes are automatically pulled from your 'Products' list.

Follow the instructions below for the method you need.

Method 1: Bulk

Print a whole sheet (65 labels) for the selected product.

1. In your 'Label Maker' tab, select 'Bulk' in the dropdown at the top.
2. In the 'Bulk' section, select the Product Code of the product you wish to print labels for.
 - a. You can either find it in the list and click on it, or type the code.

The screenshot shows the 'Label Maker' interface. At the top, a dropdown menu is set to 'Bulk'. Below this, there are three main sections: 'Bulk', 'Column', and 'Individual'. The 'Bulk' section is active, showing a list of product codes: TMBGB, TMBMAP, TMBFS, TMBSS, TMBBL, and TMB001. The 'Column' section shows a list of codes with dropdown menus. The 'Individual' section provides instructions on how to print a single label. At the bottom, there are 'Print Settings' including paper size (A4, Portrait), scale (Fit to Page), and margins (Top: 1cm, Bottom: 1cm, Left: 0.4cm, Right: 0.4cm). A red warning message states: 'The first time you do it print it on plain paper to check the sizing before committing! To edit price/description, do this in Products. Don't try and edit the individual labels!'

You can now skip to the 'Printing' section.

Method 2: Column

Print a whole column (13 labels) for each of the 5 selected products.

1. In your 'Label Maker' tab, select 'Column' in the dropdown at the top.
2. In the 'Column' section, select the Product Code for each of the 5 products you wish to print a column of labels for.
 - a. You can either find it in the list and click on it, or type the code.

The screenshot shows the 'Label Maker' interface with the 'Column' method selected. The 'Bulk' section is inactive. The 'Column' section is active, showing a list of codes with dropdown menus. The 'Individual' section provides instructions on how to print a single label. At the bottom, there are 'Print Settings' including paper size (A4, Portrait), scale (Fit to Page), and margins (Custom Margins: Top: 1cm, Bottom: 1cm, Left: 0.4cm, Right: 0.4cm). A red warning message states: 'The first time you do it print it on plain paper to check the sizing before committing! To edit price/description, do this in Products. Don't try and edit the individual labels!'

You can now skip to the 'Printing' section.

Method 3: Individual

Print one of each label selected (you can also use this method to print multiple of the same label using a workaround).

1. In your 'Label Maker' tab, select 'Individual' in the dropdown at the top.
2. Head across to your 'Products' tab.
 - a. For each product you want to print a label for, tick the check box in column E (Label Selection).
 - b. **If you want more than one label for a Product, please see below.**
 - c. It's advisable to select as many as you can (max 65) so you don't waste any labels.

Label Maker					
Select a Print Method from the dropdown below. Generated labels appear in the "Labels" tab ready to be printed.					
		Type	Individual		
Bulk		Column		Individual	
Prints a whole sheet of labels for the selected product.		Prints 1 column of labels for each selected product.		Prints a single label for each selected product.	
Product Code	TMBGB	Code 1	TMBFS	On the Products tab, simply check the box in Column E next to any codes that you want to print a label for. Maximum selection of 65 labels.	
		Code 2	TMBGB		
		Code 3	TMBMAP		
		Code 4	TMBBL		
		Code 5	TMBGB		
Print Settings					
Labels can be printed on Avery Template L7651 (Link)					
Paper Size: A4, Portrait					
Scale: Fit to Page					
Margins: Custom Margins (Top: 1cm, Bottom, 1cm, Left: 0.4cm, Right 0.4cm)					
All other settings can be left as Default. The first time you do it print it on plain paper to check the sizing before committing!					
To edit price/description, do this in Products. Don't try and edit the individual labels!					

Products				
Product Code	Description	Price	Barcode	Label Selection
TMBGB	Bosham Guide Book	£1.50		☐
TMBMAP	Map	£4.95		☒
TMBFS	First Class Stamp	£1.80		☐
TMBSS	Second Class Stamp	£0.91		☒
TMBBL	Bosham Leaflet	£1.00		☐

You can also use this method to print more than one of the same label, with a short workaround.

1. For the product you want multiple labels for, highlight and copy the Product Code, Description, Price, Barcode and Label Selection fields.
2. Paste this information as many times as you'd like at the **bottom** of your Products list (see below).
 - a. In this example, I want to print 5 of the TMBGB labels.
 - b. Make sure the Label Selection checkbox is selected!
3. Once you've finished printing your labels, please delete these duplicate entries from your Products list.

Products				
Product Code	Description	Price	Barcode	Label Selection
TMBGB	Bosham Guide Book	£1.50		☐
TMBMAP	Map	£4.95		☐
TMBFS	First Class Stamp	£1.80		☐
TMBSS	Second Class Stamp	£0.91		☐
TMBBL	Bosham Leaflet	£1.00		☐
				☐
				☐
				☐
TMBGB	Bosham Guide Book	£1.50		☒
TMBGB	Bosham Guide Book	£1.50		☒
TMBGB	Bosham Guide Book	£1.50		☒
TMBGB	Bosham Guide Book	£1.50		☒
TMBGB	Bosham Guide Book	£1.50		☒

Finally, if you've used part of your label sheet and wish to start printing from further down, you can also insert a number of "blanks" to shift the starting position (see below). Make sure the Product Code, Description, Price and Barcode are all blank.

Products				
Product Code	Description	Price	Barcode	Label Selection
TMBGB	Bosham Guide Book	£1.50		☐
TMBMAP	Map	£4.95		☐
TMBFS	First Class Stamp	£1.80		☐
TMBSS	Second Class Stamp	£0.91		☐
TMBBL	Bosham Leaflet	£1.00		☐
				☐
				☐
				☐
				☒
				☒
				☒
				☒
				☒
TMBGB	Bosham Guide Book	£1.50		☒
TMBGB	Bosham Guide Book	£1.50		☒
TMBGB	Bosham Guide Book	£1.50		☒
TMBGB	Bosham Guide Book	£1.50		☒
TMBGB	Bosham Guide Book	£1.50		☒

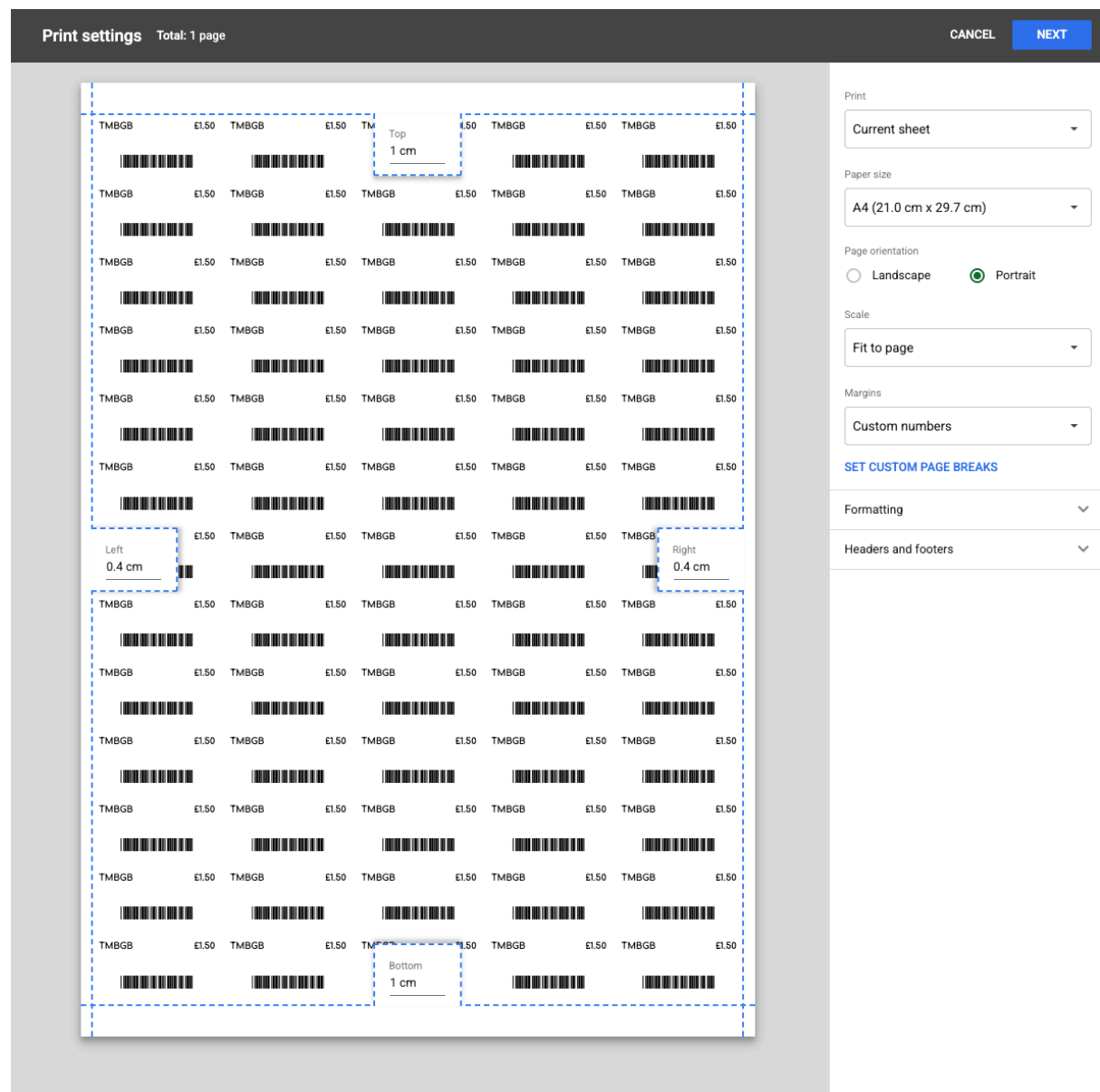
Once you've finished selecting your labels, head to the next section, 'Printing'.

Printing

Now that we've selected the labels we want to print through one of the three methods above, the 'Labels' tab in your Google Sheet will display them. This sheet has been designed to work directly with our sheets of labels to make them easy to print and use.

1. Head to the 'Labels' tab in your Google Sheet.
2. Press the Print icon (you can also use File > Print or press Ctrl + P [Windows] or Cmd + P [Mac]).
3. You'll be presented with a screen that looks like the one below.

Please note if you are using a Mac these instructions will not work if you are using Safari.



4. Most of the settings are left at the default:
 - a. Print: Current Sheet
 - b. Paper Size: A4

- c. Orientation: Portrait
- d. Scale: Fit to Page
- 5. You will need to select 'Custom Margins' rather than using the default ones. This will allow you to enter a value in the boxes for Top, Bottom, Left & Right.
 - a. This will vary slightly from printer to printer, so it is advisable that you print a test page or two onto plain paper first to test the margins. You can then hold the plain paper against the label template to check everything lines up before you print onto the label paper.
 - b. The margins that work with our printer are:
 - i. Top 1cm
 - ii. Bottom 1cm
 - iii. Left 0.4cm
 - iv. Right 0.4cm
 - c. Adjust as necessary to suit your printer. Once you've found the margins these will save automatically so you won't need to adjust these every time you come to print your labels.
- 6. Insert the label paper into the printer.
- 7. Press 'Next'. This will allow you to select your printer and finally, click Print!

The Label Paper

We have designed this system to work with Avery Template L7651.

We have these label sheets in stock for you to purchase at Reception, at the price we pay for it. This way, we can buy the labels in bulk and it is cheaper for you!

Should you wish to purchase this yourself for any reason, we recommend using this link, as we find these to be rather good value: <https://a4labels.com/label/38-x-21-65-per-sheet/>

Conclusion

I hope this guide proves useful in getting your products transferred across to the barcode system!

If you have any questions, please email us, or call the reception team.

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Tom Wilson-Read
Bosham Walk Manager