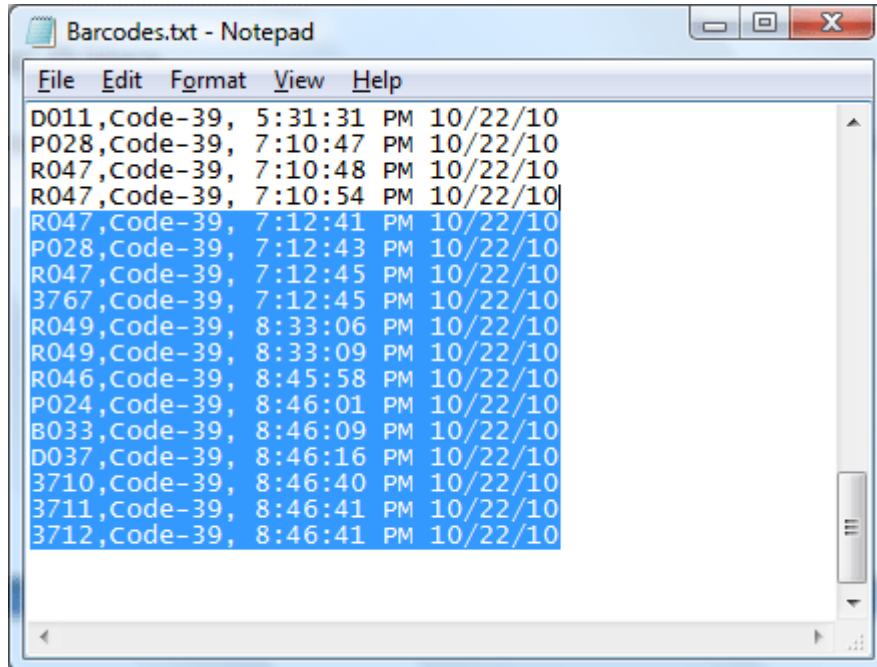


Tip 2 When you open a set of raw barcodes scroll down to the bottom of the list which contains the most recent barcodes.
Put your cursor at the bottom rhs of the text, with the shift key pressed use the page up keyboard button to highlight the required text.
Keep moving up until you get to appropriate the date. (Note USA style MM/DD/YY)
Keeping the shift key pressed you can use the up down keyboard buttons to fine tune your selection.
With the selection made copy the highlighted barcodes and paste them into your "barcodes template Year Month" file under the appropriate "9999999999....." header.



In time you may be able to persuade the offices and operators to do this trimming before emailing,

End