

## How to Print Barcodes from Microsoft Office

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### Background:

Microsoft Office can be used as a 'quick and easy' means of printing ad-hoc barcode labels to an A4 Laser Printer. A new barcode Font, using the Code 39 international standard, will be installed on your computer, which allows the contents of cells to be printed as barcode images.

An example will be given below of using this Barcode Font in Microsoft Excel.

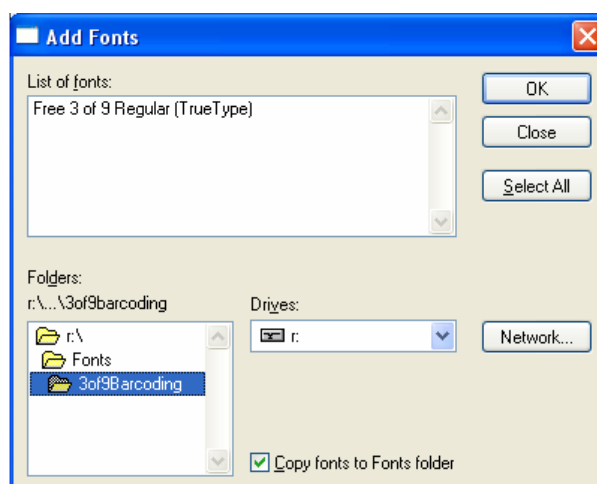
### Installation:

In Windows, select **Start / Control Panel** (or Start / Settings / Control Panel on some Windows systems).

Click on **File / Install New Font**

Change the Drive and Folder to select the stored location for **FREE3OF9.TTF**. Select "**Free 3 of 9 Regular**" in the list and press **OK**.

The font will be added to your computer's selection of Fonts.



*Example Screenshot from Control Panel, Fonts, Install New Font*

## Example use in Microsoft Excel:

As an example, open **Microsoft Excel**

Type your first barcode number in cell **A1**. e.g. 1001

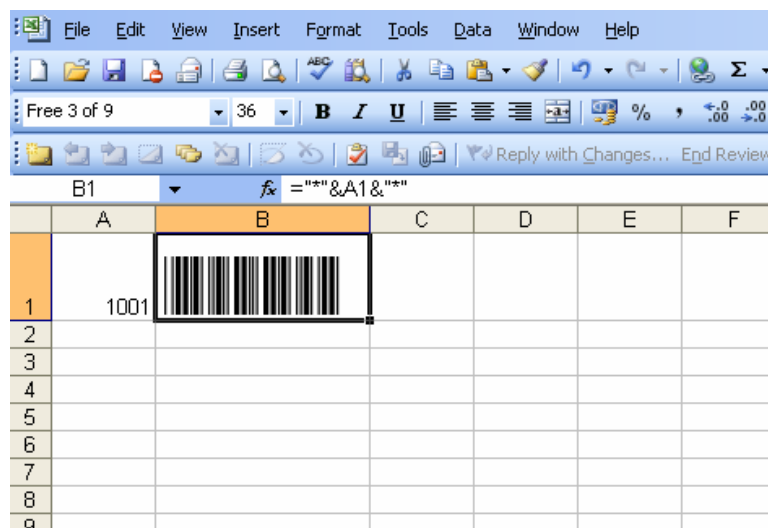
Type the following formula into cell **A2**: `= "*" & A1 & "*"`

This will append an asterix to the beginning and end of the barcode number entered into Cell A1.

Select **Column 'B'** by clicking on the column header bar.

Change the Font used in column B by clicking on **Format / Cells** and changing from "Arial" to "**Free 3 of 9**"

We recommend changing the Font Size to **Size 36** as an ideal size for most barcode readers.



*Example Screenshot from Microsoft Excel*

Your barcode number can be a combination of both letters and numbers.

It is important to remember that each printed Barcode must begin and end with an asterix e.g. **\*1002\***

## Acknowledgements:

Thanks and acknowledgments are given to Matthew Welch for the supply of this Font.

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