How to create 3 of 9 barcodes

The following procedure allows you to create barcode numbers manually. It utilizes the 3 of 9 barcode font which is installed when you run the RecFind setup program.

1. In Microsoft Word or other application, type in the necessary number with an * character at the beginning and the end of the number, followed by a space.

   12345678

   Note: some versions of Word will convert text surrounded by * characters to bold font. Should this occur, press Undo.

   If you are creating action officer barcode labels, add "/D" to the front of the number, for example, if the action officer was REGISTRY, the barcode number would be:

   /DREGISTRY

2. Highlight the number and the * characters (but not the space), and select the 3 of 9 barcode font from the list of fonts.

   Note: Do not highlight the space at the end of the barcode. You need to be very careful when highlighting the text that Word doesn't select additional characters automatically. If you are unable to read the barcode with a barcode reader, the most probable cause is that there were additional characters at the end of the label.

3. Increase the text size to 24pt.

   Note: The larger the barcode, the easier the reader will be able to detect the barcode. Anything smaller than 18pt is unlikely to be read. The table below will assist in detecting the appropriate size for your reader.

4. The process is complete.

<u>Test barcodes</u>

12pt	
16pt	
18pt	
20pt	
22pt	
24pt	