JUVARE

Create Barcodes in Excel

Overview

EMTrack users can increase throughput and automation using EMTrack's mobile data capture feature to scan data instead of typing it. This is particularly useful for data fields that are frequently repeated, such as the Lot Number or Medication Name.

To import the barcode font

1. From the Internet or other source, download and save a free version of either the Code 39 or the Code 3 of 9 barcode font.

2. In your file explorer, locate the document and double click it. The TrueType preview opens.

3. On the upper left, click **Install**. When the installation is complete, close the window.

To create the barcode

1. In Microsoft® Excel®, click a cell.

2. In that cell, type or paste a string of numbers and/or letters.

   Note: This should be a unique string of numbers and/or letters that represents the organization and year. For example, abbreviate your organization's name, add the last two numbers of the year, and include a four-number code to create BCHD210001. To help prevent encoding errors, enter letters in uppercase.

3. In that cell, highlight the string; right click and, in the menu, click **Copy**.

4. In that cell, type an asterisk (*) at the beginning and end of the string.

5. In the cell below that one, right click and, in the menu, click **Paste**.

6. If creating a range of barcodes (for example, for registrant tracking) repeat steps 2-5 to create a second pair of numbers that represent the highest number in the range.

7. Select the contents of the cell with the asterisks and, in the font menu, click **Barcode**.

8. While the contents are still selected, in the font size list, click **48**.

9. Use your scanner to make sure the size of the barcode font is readable. Adjust the size of the font, as necessary.

To save the barcode

1. On the upper left, in the **File** menu, click **Print**. The *Print* page opens.

2. In the *Printer* list, click **Microsoft Print to PDF**.

3. Click **Print**. The *Save Print Output As* window opens.

4. Save the file.