

INSTRUCTIONS FOR ELECTRONIC BARCODE

1. Open the following website
<http://www.barcodesinc.com/generator/index.php>
2. Enter full barcode number into the value field. ie FAH018170.
All PICF documents use the same barcode.
3. Click "Make me a Barcode"
4. Click on the image of the barcode
5. Right click on image and select copy
6. Paste image into the program PAINT.
7. While in paint rotate the image 270 degree's so that it is vertical (so the scanner can read it).
8. Use the eraser to remove the Black boarder from around the image
9. Copy image
10. Create a text box in Word where the barcode should be positioned.
11. Paste barcode into the text box.
12. Position correctly.
13. Print and test with a scanning gun.