

1 What is Barcodeworks?

Barcodeworks is an add-in for Microsoft Word (97, 2000, XP or 2003). It creates barcodes in your word document.

Currently Barcodeworks supports EAN barcodes (European Article numbering) and ITF (interleaved two-of-five barcodes). Because of the fact that the UPC coding used in the united states is a subset of the EAN specification, BarcodeWorks can also create UPC (Universal Product Code) barcodes.

The add-in creates plain Microsoft-word pictures without using any special font. Documents created using Barcodeworks can therefore be distributed to users not using Barcodeworks. Barcodes created with Barcodeworks are vector-based graphics. Therefore these barcodes are fully scalable.

Barcodeworks most powerful feature is the possibility of using a keyboard-shortcut when working in word to convert a sequence of digits in your document to an EAN barcode without using a dialog box.

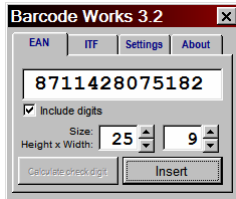
2 Installation

Barcodeworks can be installed by simply opening the barcodeworks.dot file. Make sure however, that running macros is allowed while opening the file. When using Word 97, Word will ask you whether you want to allow macros in the barcodeworks.dot file. If you use newer versions of Word, you should (temporarily) lower your security settings in the tools – macro menu.

De-installation is not fully supported. To de-install remove 'bkw.dot' from your MS-Word startup folder. To find this folder choose 'uninstalling Barcodeworks...' from the tools menu. Your startup-folder will be opened in the background. You should remove the file yourself, Barcodeworks is not uninstalled when choosing 'uninstalling Barcodeworks...'. Make sure you close MS-Word before removing the file.

3 Using Barcodeworks: the dialog

a) The 'EAN'-tab



You can type your EAN barcode digits here. When there are 7 or 12 digits entered, the button 'calculate check digit' will be available. The last digit will then be calculated by Barcodeworks.



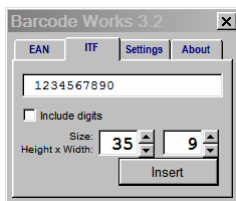
The 'Insert' button is only available when a valid sequence of digits is entered.



The include digits checkbox toggles between a barcode with and without digits.

The size boxes define the size of the barcode. The height and width settings are translated in points and font size.

b) The 'ITF'-tab



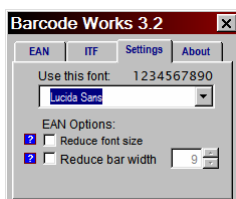
You can type your ITF barcode digits here. ITF barcodes should always have an even number of digits. (That is because of the 'interleaved' nature of ITF barcodes: One digit is coded in the bars and one is coded in the spaces). The 'Include digits' checkbox defines whether the



digits you enter are printed under your barcode. The 'insert'-button is only available when there is an even number of digits entered. Mark that Barcodeworks also accepts other characters, but they will be translated into zeros in your barcode. The height and width boxes can only be edited by using the arrow-buttons. They define the width and the height of the barcode in points.



c) The 'Settings'-tab



The settings tab lets you choose which font to use for the digits in your barcode. Use the drop-down list (by clicking the small triangle) to select a font name.

Furthermore, there are two options available that are only used for EAN-barcodes:

The '**reduce font size**' checkbox is used to create barcodes with a smaller font than the font calculated from the 'width' value. That is: a barcode with reduced font size is a barcode with digits that are

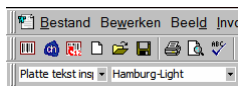
smaller than you would expect. (Normally the font size depends on the width of the barcode. Reducing font size makes the font used smaller, but it leaves the width of the barcode untouched.)

Reduce font size should be used when printing inline barcodes with a relatively low height in your document. Smaller digits leave more space for the bars.

The '**reduce bar width**' should be used by experts only. It reduces the black bar width. This is only to be used when your printer makes black areas bigger because the paper absorbs the ink. By making the black bars smaller than they should be, the resulting print might still be readable by barcode scanners.

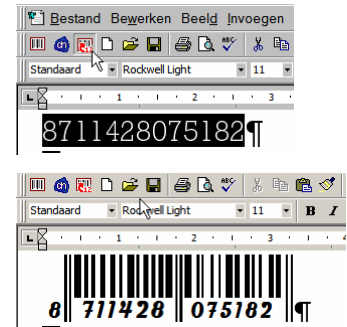
BUT: Be careful with this option. Lowering the width too much makes your barcode unreadable!!!

4 Using Barcodeworks: the buttons



Barcodeworks installs two buttons in your 'standard' button bar. The first button (the one that depicts only a barcode) opens the barcode wizard dialog (see above).

The other button is a direct insert button: it inserts an EAN code into your document. Use this button to convert a range of digits into an EAN barcode. You can use this button when a valid range of digits is selected in your document. The digits will be deleted from your document and a barcode will be pasted. The size of the barcode is defined in the dialog box. The most recently used settings will be used. The settings in the dialog will be stored in your systems registry and will therefore not be lost between sessions. Even when restarting Microsoft Word, your settings are preserved.



5 Using Barcodeworks: keyboard shortcuts.

There are two keyboard shortcuts defined: The one used generally is **ALT-E**. This shortcut has the same effect as clicking the button on the toolbar: The selection is replaced with a barcode, but only when a valid EAN-code is selected.

The other shortcut is **ALT-N**. This shortcut is used to convert an Albert Heijn NASA¹-number into a barcode. Therefore, this shortcut is only useful when working at Albert Heijn. The NASA number

¹ NASA = Nationaal Assortiments Systeem Albert heijn. A NASA number is an unique reference number used for every article sold at Albert Heijn.

barcode is a special form of an ITF code. Therefore the most recently defined settings on the ITF tab of Barcodeworks are used to create a barcode pressing ALT-N. This shortcut does not perform any check on the validity of your NASA-number.

6 About.

Barcodeworks was written by Danny L Kraakman.

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Barcodeworks a a 'spin-off' from my project made for Albert Heijn, the so called 'Bonuskaartprinter'.

Thanks to Paul van Diemen, for the stimulating feed-back and remarks on the 'Bonuskaartprinter' and the 'Groentekaartprinter' project.

Part of the code (especially the installation routine) is based on the 'Aangiftewizard'. (which is also an Albert Heijn Project)

Special thanks to Richard Evers from suburban.nl.