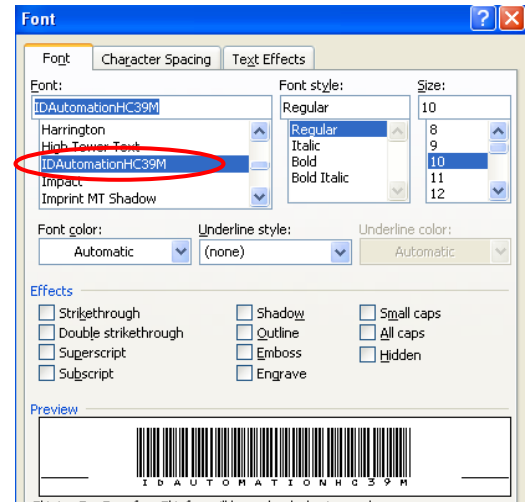


Online Tutorial: Barcodes & Scanning without Internet

Before you get started, check to see if the “IDAutomationHC39M” barcode font is installed on your computer.

Open up Microsoft Word and click “Format-Font” in the menu bar. Scroll down, and if you see “IDAutomationHC39M,” skip to Step 13.

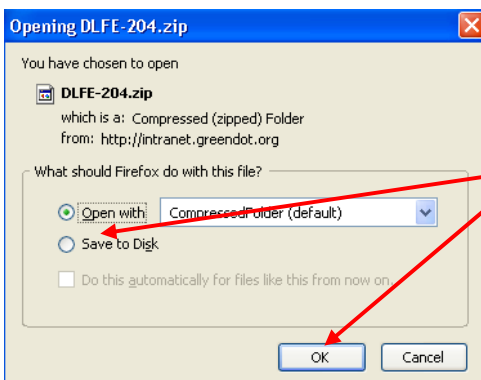
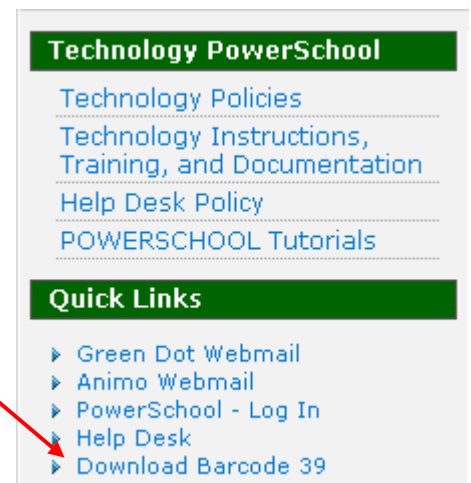
If you don’t see that font, begin with Step 1.



Step 1: Visit the current Green Dot Intranet at:

<http://intranet.greendot.org/web/guest/technology>

Step 2: In the left navigation bar, click “Download Barcode 39” under the “Quick Links” heading.



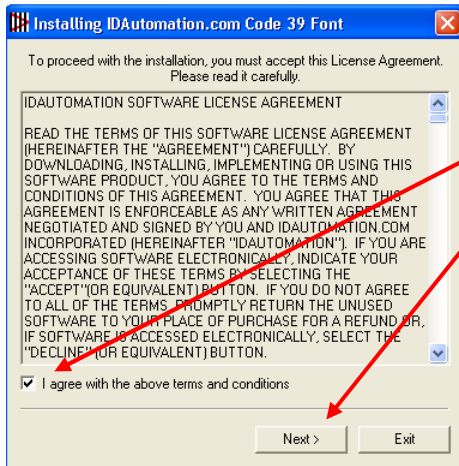
Step 3: Click “Save to Disk” and save the file to your desktop.

Step 4: Go to your desktop, locate the file labeled “DLFE-204.zip,” and double-click on it.



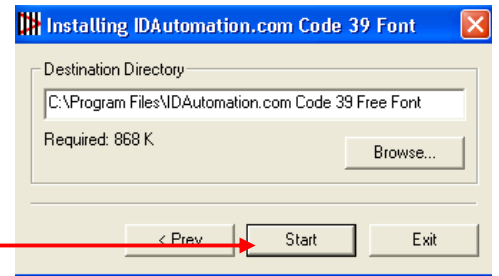
Step 5: Double-click on the “INSTALL.exe” file.





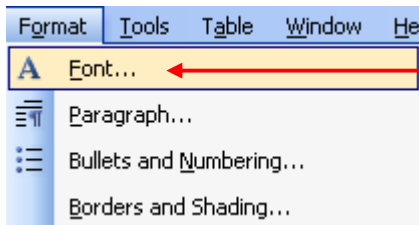
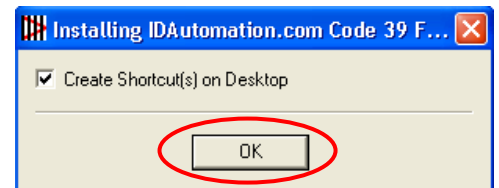
Step 6: Check the “I agree...” box, and click “Next.”

Step 7: Click the “Start” button.



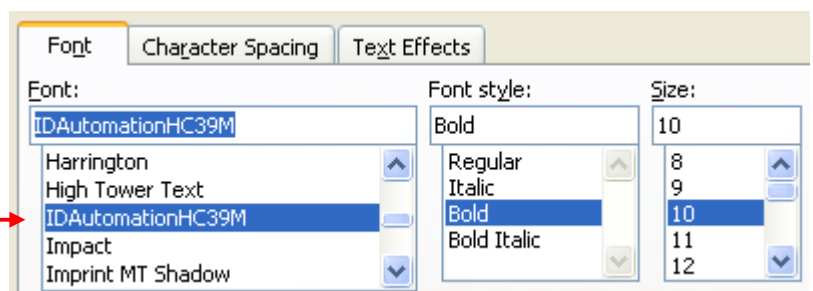
Step 8: Click “OK” to finish, then click “OK” again to create a shortcut on the desktop.

Step 9: Open Microsoft Word.



Step 10: In the menu bar, go to “Format-Font.”

Step 11: Scroll down to find “IDAutomationHC39M.”



Step 12: If you’ve found it, you have successfully installed the barcode font. If not, please repeat the steps above.

Note: You only need to install the barcode font once. You do not need to repeat the steps above each time you want to print barcode labels.

Step 13: Plug the barcode scanner into the computer.

Step 14: Open an Excel spreadsheet.

Step 15: Use the barcode scanner to scan students' barcodes, one by one.

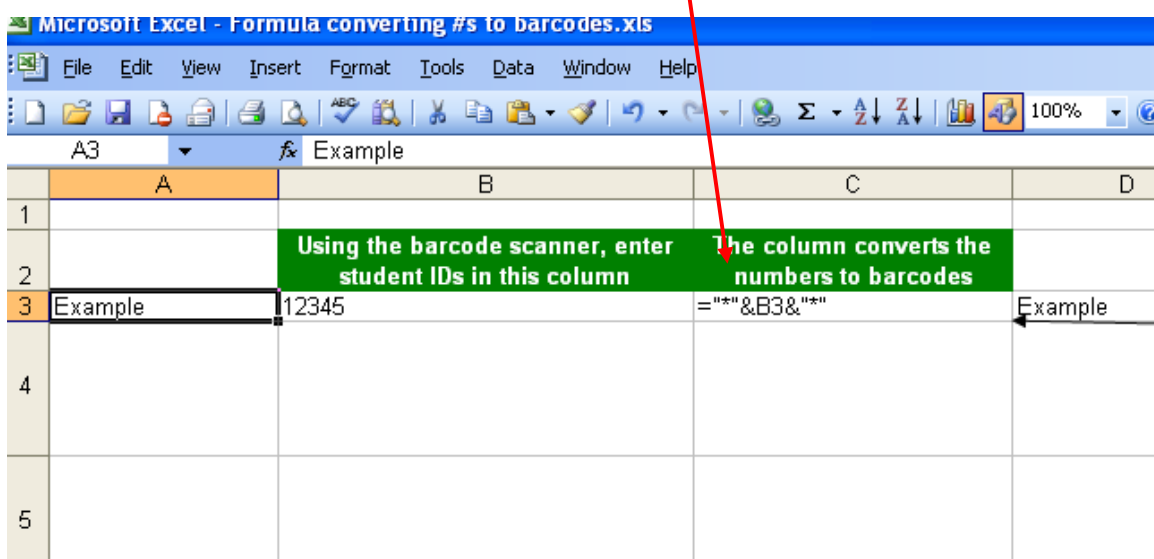
Each time you scan a barcode, you'll see the student ID number automatically pop into the Excel cell and the cursor advance to the next cell. Repeat this process for all students in line.

Step 16: Save the spreadsheet, using the date as part of the spreadsheet title.

After lunch, convert the ID numbers as follows:

Step 17: In the cell next to the first student ID number, type the following formula:

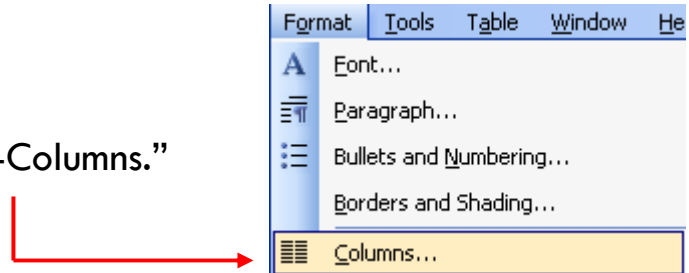
= "*" & (cell name, e.g. B3) & "*"



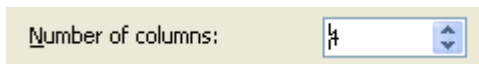
Step 18: Copy and paste this formula in the column next to the student ID numbers. You should paste the formula all the way to the bottom of the column.

Step 19: Open Microsoft Word.

Step 20: In the menu bar, Click “Format-Columns.”



Step 21: Next to “Number of Columns,” select 4.



Step 22: Paste in data from your Excel spreadsheet.

Step 23: Print the document.

Step 24: Go to the “Serve Lunch” screen in PowerLunch, and scan in the barcodes from the printout one at a time.