

# Setting up and Printing your Barcode Labels

(Please read over these instructions before using the barcode system)

## **Instructions on saving the spreadsheet to your computer:**

Open the .zip file and save the Excel spreadsheet to your computer.

## **Instructions on setting up the form:**

1. Open the spreadsheet file
2. Input your company info at the bottom of the page.\*
3. Save the file so your information will be there for future use.

\*Please include your company name, address, city, state, zip code, and telephone number (include area code).

## **Inputting multiple entries and closing the file:**

Multiple entries cannot be entered. Each entry must be inputted then printed individually.

**\*\*TIP: Be careful to not save order or part information\*\***

# SV Microwave Receiving Bar Code Specifications

These are the specifications that describe the guidelines for suppliers to follow for printing and applying barcode labels to shipping packages and/or packing lists.

Please follow these specs when shipping an item to SV by placing a label on the package or the packing list. If you do not have a bar coding system in place, please refer to the Excel spreadsheet for setting up a manual barcode label.

## Bar Code Characteristics

Font for Bar Code      Code 3 of 9  
Label Description      White with black printing

## Bar Code Data

SV Purchase order #  
SV Line item #  
Quantity  
SV Part Number  
Packing List #

## Bar Code Sample



SV Purchase Order # : SV468924261

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SV Line Item # : 100

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Quantity : 10000

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SV Part Number : M3399-43/69N

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Packing Slip # : 4545

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## Add new fonts to use with Office

[Help](#)[Assistance](#) > [Office XP](#) > [Office XP General topics](#) > [Customizing](#)

### Applies to

[Microsoft Office XP](#)

You're probably already familiar with how to change the font style of the text you're working on in your Office XP documents. But when the fonts you always use start to feel over-used, you may want to add new fonts.

Although fonts work through your computer's operating system, many programs (such as those in Office XP), include fonts that are automatically installed when you install the software (to see a list of the basic fonts that come with Office, see [Find the right font for your Office document](#)). This means that you probably have fonts on your computer from other programs you have installed. Programs that are designed especially for document design projects, like Microsoft Publisher, often come with lots of extra fonts that you can use with any other program on your computer.

### Finding new fonts

In addition to acquiring new fonts through other programs, you can also install new fonts individually. Some are available for purchase and some are available free of charge.

You can download many fonts from the Internet. The Microsoft Typography Web site provides links to other font foundries (the companies or individuals outside of Microsoft who create and distribute fonts) where you can find additional fonts. The Microsoft Typography site provides three separate links to font foundries that sell fonts commercially, distribute them as shareware, or give them away for free.

### Downloading and installing new fonts

Once you have found a new font that you would like to use with an Office program, you need to download the font from the Internet and install it through the operating system that you are currently using on your computer. Because fonts work with the operating system, they are not downloaded to Office directly. You should use the **Font Control Panel** in Windows, and then the font will work with Office automatically.

**Note** Many third parties outside of Microsoft package their fonts in .zip files to reduce file size and make downloading faster. If you have downloaded a font that is saved in .zip format, you can "unzip" it by double-clicking the icon for the font and following the instructions on the screen.

#### To download and install a new font

1. When you find a font that you would like to download, you should select one of the file download locations, click the link, and then follow the instructions in the **File Download** dialog boxes to complete the download to your hard disk drive.

You may also want to make note of where you've saved the download to, so that you can easily navigate to it when you install the font through the operating system.

2. Add the font to your computer through the operating system.

#### If you are using Microsoft Windows® XP

1. On the **Start** menu, click **Control Panel**.
2. In the **Control Panel**, double-click **Fonts**.
3. On the **File** menu, click **Install New Font**.
4. Navigate to the location where you saved the downloaded or unzipped font, and, in the **List of Fonts** box, click the font you want to add.
5. Click **OK**.

#### If you are using Microsoft Windows 2000

1. On the **Start** menu, point to **Settings**, and then click **Control Panel**.

2. On the **Control Panel**, double-click **Fonts**.
3. On the **File** menu, click **Install New Font**.
4. Navigate to the location where you saved the downloaded or unzipped font, and in the **List of Fonts** box, click the font you want to add.
5. Click **Ok**.

#### If you are using Microsoft Windows Millennium Edition

1. On the **Start menu**, point to **Settings**, and then click **Control Panel**.
2. On the **Control Panel**, double-click **Fonts** (if you don't see this option, click **view all Control Panel Options**).
3. On the **File** menu, click **Install New Font**.
4. Click the drive and then click the folder that contains the font you want to add (if the menu doesn't automatically recognize the font name, you may need to unzip the font as described above).
5. Click the font you want to add and click **Ok**.

If you are using a different operating system, look up **fonts** in Help for your operating system.

After you have followed these procedures, when you open a new Office document, you should see the new font listed in the **Fonts** menu.

#### A note about working with new fonts

When you install new fonts, remember that each font will only work with the computer you've installed it on. If you share Office documents with others or plan to use your document on a different computer, keep in mind that new fonts you've installed on your machine may not display the same way on a different computer. Text that is formatted in a font that is not installed on a computer will display in Times New Roman or the default font.

To fix this, you can either install the new font on other computers you plan to use, or if you are using a True Type font in Microsoft Word 2002 or Microsoft PowerPoint® 2002, you can embed the font to save the characters with your document. Embedding fonts can increase your document's file size and may not work for some commercially restricted fonts, but it is a good way to make sure that your document with new fonts will look the same on other computers.

#### To embed fonts in Word and PowerPoint

1. On the **Tools** menu, click **Options**, and then click the **Save** tab.
2. Under **Save** options, select the **Embed True Type fonts** check box.


If you are using your new fonts to prepare a PowerPoint presentation, you can read about [3 ways to avoid missing font styles in PowerPoint](#).

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#### Was this information helpful?

Yes  No  I don't know

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