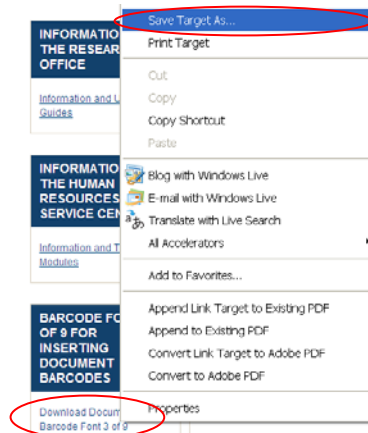
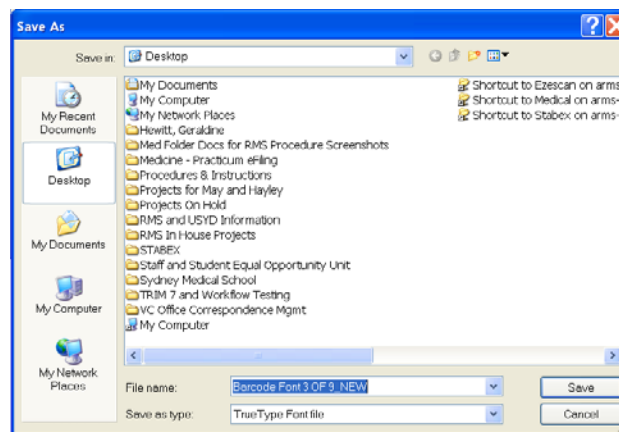


Procedure: Installing Barcode Font 3 of 9 to Pre-Insert Document Barcodes into Page Template

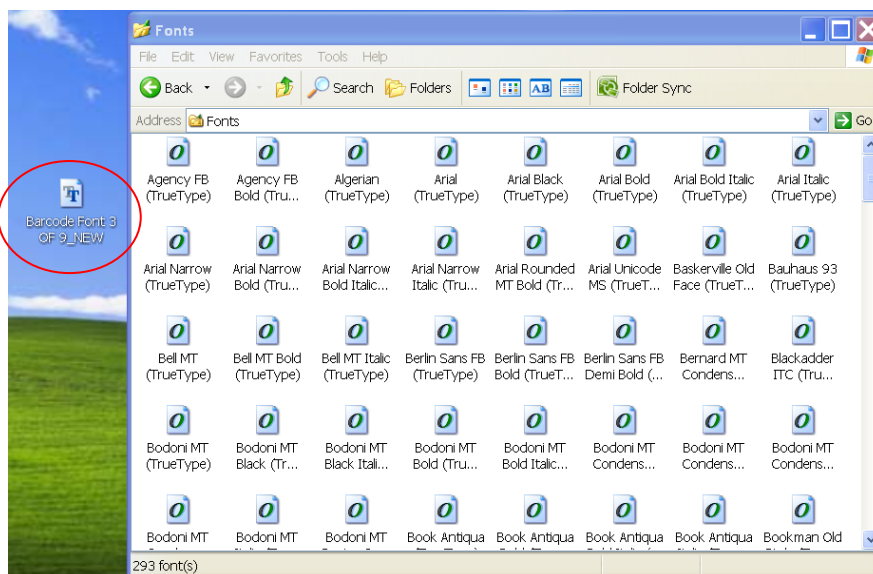
1. Visit <http://sydney.edu.au/arms/rol/manuals.shtml> and navigate to 'Download Document Barcode Font 3 of 9' > **Right Click** > **Save Target As...**



2. The dialogue box **Save As** opens > select **Desktop** > **Save**

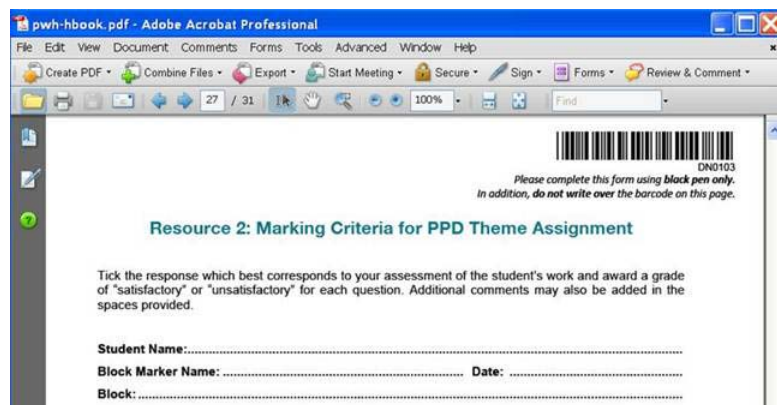


3. From your Desktop select **Start Menu > Control Panel > Fonts**. To install Barcode Font 3 of 9, **drag and drop** the font icon from your Desktop into the **Fonts** dialogue box.



4. If this step fails or you are not an Administrator on your computer, please contact your local IT Support as they will enable you to install Barcode Font 3 of 9.
5. You can then copy and paste the relevant document barcodes into the page templates you are updating, taking care to avoid any text and inserting barcodes away from the page edge. These barcodes will be provided by your Project Officer.
6. Please include the Barcode Number beneath the barcode as this information is extremely helpful, should any error occur during the uploading of scanned documents, i.e. when a barcode has not been affixed properly, the software cannot accurately read the barcode value and assign the correct document title.
7. Many business units have found it beneficial to include this body of text underneath the document barcode (as per the screenshot):

*Please complete this form using **black pen only**. In addition, **do not write over** the barcode on this page.*



8. Once you have pre-inserted the document barcodes, please send a copy of the finalised document to RMS so that we can test our processing software can successfully read the barcode. We undertake this before the launch of any new pre-barcode form.

For further assistance, please contact RMS on ext. 69537 or records.online@sydney.edu.au.