Item Barcodes for the Store

A simple barcode scanner is all that is needed to scan barcodes. This can be purchased at any office supply store or online (listed as "USB automatic barcode scanner").

You will also need to print a list of barcodes to use as a reference when completing sales. You can scan directly from this printed list.

Expand/Collapse All

Follow the steps below to start scanning barcodes.

Obtain a Barcode Scanner

To start using barcodes in your store, purchase a universal USB barcode scanner (not provided by Jackrabbit). A one-dimensional (1D) scanner will be able to read a barcode, and a two-dimensional (2D) scanner will allow you to scan both barcodes and QR codes. These scanners typically do not require driver software installation and simulate someone typing in the barcode number and hitting the Enter key.

Print a List of Barcodes

Once you have a barcode scanner, you should print barcodes for the items in your store. You should use barcode numbers that correspond to the Item #'s in your store. Jackrabbit provides pre-formatted printable barcode lists that correspond with commonly used Item #'s.

Printable Barcodes for Item #'s 1000–5000

You can print these onto a paper list to scan from whenever you make a sale, or you can print onto Avery 5160 Labels and place the labels directly on your store items.

If you prefer to create your own barcodes from scratch, you can use barcode software to create and format your own barcode lists and labels.

Create Customized Barcodes (Optional)

Pre-formatted barcodes are provided for item numbers 100–199 and 1000–5000, which are commonly used item numbers. If you use the pre-formatted barcodes, you don't have to create your own and can skip this step.

If you would like to create and format barcodes yourself, you can use barcode software to create barcode lists and labels.

We've offered instructions for installing a free barcode font below, however, there are numerous other barcode font software products available by internet search. *Note: Jackrabbit Support can not offer support on installing or using any barcode software.*

The set-up steps must only be completed once.

Step 1 - Download & Install Free Barcode Software

A barcode is essentially a font that can be installed on your computer and used to create barcodes. This software will install a barcode font on your computer named, CCCode39.

Go to: **http://barcoderesource.com/freebarcodefont.shtml**. Near the bottom of the page, select the *ConnectCodeFreeSetup.exe* option to download this file to your computer.

When the file download is complete, the Installation Wizard will automatically open*(if the Installation Wizard does not open automatically, it may be necessary to locate the downloaded file on your computer and click it to start the wizard).*

Click **Next** and follow the prompts to complete the install. It may be necessary to restart your computer after the installation process finishes.

Step 2 - Create Barcodes in Microsoft Excel

The Developer Tools tab must be visible in order to create barcodes in Excel.

To make the tab visible in Excel 2010:

1. Open Excel.
2. Click **File > Options.**
3. Click **Customize Ribbon**.
4. Select the **Developer** checkbox in the *Under Main Tabs* area.
5. Click **OK**.

Step 3 - Install Excel Macro Function

1. Go to: **http://barcoderesource.com/excelbarcodefont.shtml.** Make sure you are viewing the section Using the Fonts - With Excel.

2. Follow the step-by-step instructions in importing the required macro to Excel. Reference the destination folder you made a note of in Step 1 when looking for the import file.

Create Barcodes Using Microsoft Excel

Listed below are instructions for creating barcodes in Microsoft Excel 2007, 2010, or 2013. You may also refer back to the website, **http://barcoderesource.com/excelbarcodefont.shtml**, for step-by-step instructions.

1. Launch Microsoft Excel.
2. Create a new Excel spreadsheet.
   - In cell A1, type 12345678.
   - In cell B1, type the macro function, =Encode=Code39(A1)
3. Hit the Enter key to see the encoded barcode string, *12345678*.
4. Change the font in the cell containing the encoded barcode string (Cell B1) to CCode39_S3. Set the font size to 24.
5. Continue entering data into column A. Copy/paste the encode from B1 down, so that every number in column A has a corresponding encode in column B.

After you've created all barcodes, print the list to use as a reference when completing sales. You can scan directly from this printed list.

To create and print barcode labels, use the Excel file in conjunction with the mail merge function in Microsoft Word. For information on using mail merge with Word, reference Microsoft Word's help documentation.