

Creating ID Bar Codes for Scantron® Forms

Developing ID Codes

ID codes can be any combination of letters and numbers, from four to eight digits. You may use any method you wish of assigning ID codes.

Creating the Labels

- Use labels that measure 1" x 2 $\frac{5}{8}$ ". Avery 5960 labels, with 30 labels per page, work well.
- Use all capital letters.
- Begin and end each ID with an asterisk (*). Asterisks do not count toward the character limit—IDs must be 4-8 characters, not including the asterisks. ***Labels will not scan if either asterisk is left off, or if there is more than one asterisk at the beginning or end of the ID.***

Note: You might need to set autoformatting to “off” to prevent Word from removing the asterisks and making the text bold.

- Use “WASP 39 MC” font for labels. This is a bar code font. Contact us if you do not have this font available. Letters and numbers appear under the bar code, but the asterisk will appear only as a set of bar code lines.
- Select a font size of 36 point.
- Center the bar codes on the labels (both horizontally and vertically).

Tip: If you will be giving teachers 10 ID labels (for logs from September through June), print the labels in columns and separate the columns along the vertical perforations.

Double-check your bar codes! Any errors on bar codes will appear as errors in the data file and will have to be manually fixed by your team when you receive the data file. Common errors include doubling one of the letters and leaving off the leading or trailing asterisk.

If you would like to have your bar codes tested on the Scantron® equipment prior to your printing them on labels and attaching them to Scantron® forms, send one page of labels in Word to mlafleche@michiganfitness.org. Please allow a few days for labels to be tested.

Sample Label

This sample label was typed in as *112FLEJE*. The spaces before and after the letters are where the asterisks were typed. Sets of lines associated with the asterisks appear in the bar code, even though the asterisks do not appear in the text below the bar code.



Affixing to Scantron® Forms

Please be careful to place ID bar codes within the indicated area on the forms. The labels must be put on very straight or the scanner will not be able to read the information.