

# Barcode Generator Instruction Guide

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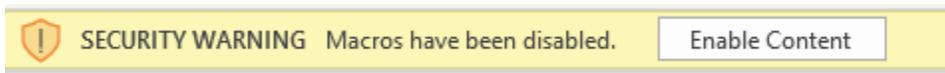
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## Using the Barcode Generator

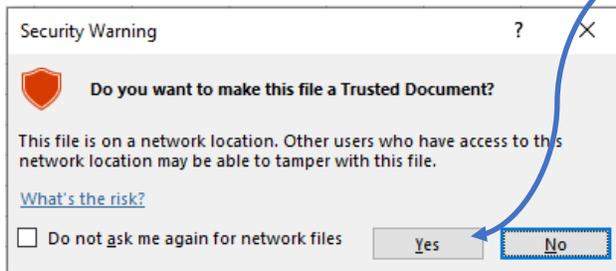
All MFF SNAP-Ed Scantron® surveys require barcode labels. Each unique intervention requires a specific barcode for the surveys that are administered. The Barcode Generator was developed to help you generate the correct barcode(s) for your program. Follow the instructions below to use the Barcode Generator and create/print your barcode labels.

### Creating Barcodes

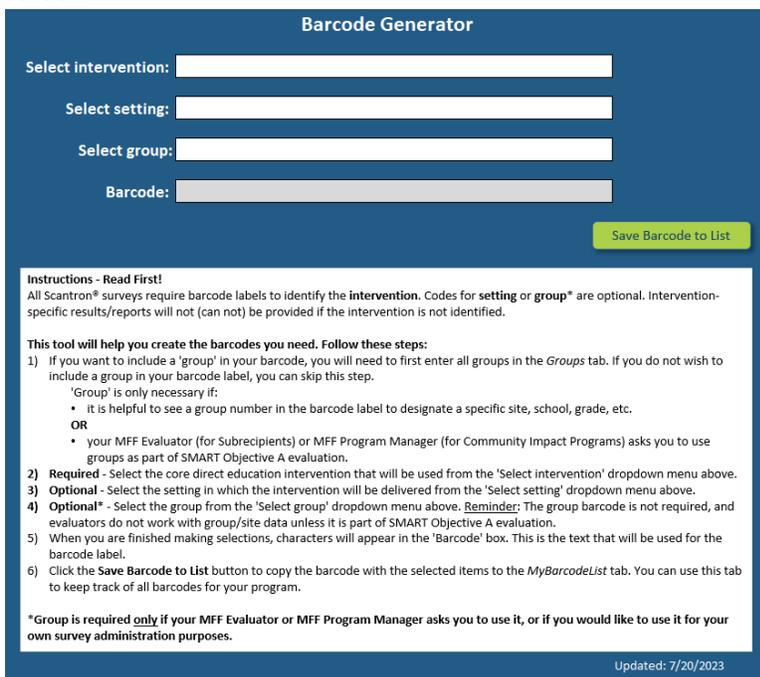
1. Save the macro-enabled excel file titled “BarcodeGenerator.xlsm” to a location on your computer. Because you will use this file to create all barcodes for your program, you should save it to a location you will remember so you can open it and use it throughout the program year.
2. Open the file. If you see a security warning message such as the one below, click the “Enable Content” button to enable the macros within the file. **IMPORTANT: If you do not enable macros, the buttons in the file will not work.**



3. You may see a security warning window such as the one below. Click “Yes” to make the file a trusted document.



4. When the file opens, the screen below will appear. Note the instructions in the white box at the bottom of the screen.

The "Barcode Generator" application interface. It has a dark blue header with the title "Barcode Generator". Below the header are four input fields: "Select intervention:", "Select setting:", "Select group:", and "Barcode:". To the right of these fields is a green button labeled "Save Barcode to List". At the bottom of the interface is a white box containing instructions. A blue arrow points from the "No" button in the previous dialog to the "Save Barcode to List" button.

#### Instructions - Read First!

All Scantron® surveys require barcode labels to identify the **intervention**. Codes for **setting** or **group**\* are optional. Intervention-specific results/reports will not (can not) be provided if the intervention is not identified.

#### This tool will help you create the barcodes you need. Follow these steps:

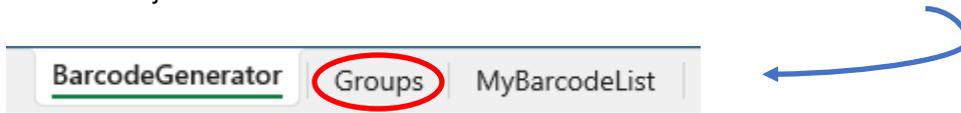
- 1) If you want to include a 'group' in your barcode, you will need to first enter all groups in the *Groups* tab. If you do not wish to include a group in your barcode label, you can skip this step.
  - 'Group' is only necessary if:
    - it is helpful to see a group number in the barcode label to designate a specific site, school, grade, etc.
  - OR
  - your MFF Evaluator (for Subrecipients) or MFF Program Manager (for Community Impact Programs) asks you to use groups as part of SMART Objective A evaluation.
- 2) **Required** - Select the core direct education intervention that will be used from the 'Select intervention' dropdown menu above.
- 3) **Optional** - Select the setting in which the intervention will be delivered from the 'Select setting' dropdown menu above.
- 4) **Optional** - Select the group from the 'Select group' dropdown menu above. **Reminder:** The group barcode is not required, and evaluators do not work with group/site data unless it is part of SMART Objective A evaluation.
- 5) When you are finished making selections, characters will appear in the 'Barcode' box. This is the text that will be used for the barcode label.
- 6) Click the **Save Barcode to List** button to copy the barcode with the selected items to the *MyBarcodeList* tab. You can use this tab to keep track of all barcodes for your program.

\*Group is required **only** if your MFF Evaluator or MFF Program Manager asks you to use it, or if you would like to use it for your own survey administration purposes.

Updated: 7/20/2023

- If you want to add a “group” indicator to your barcode label to designate a specific site, school, grade level, etc., you will need to first enter all of your groups. To do this, click the “Groups” tab.

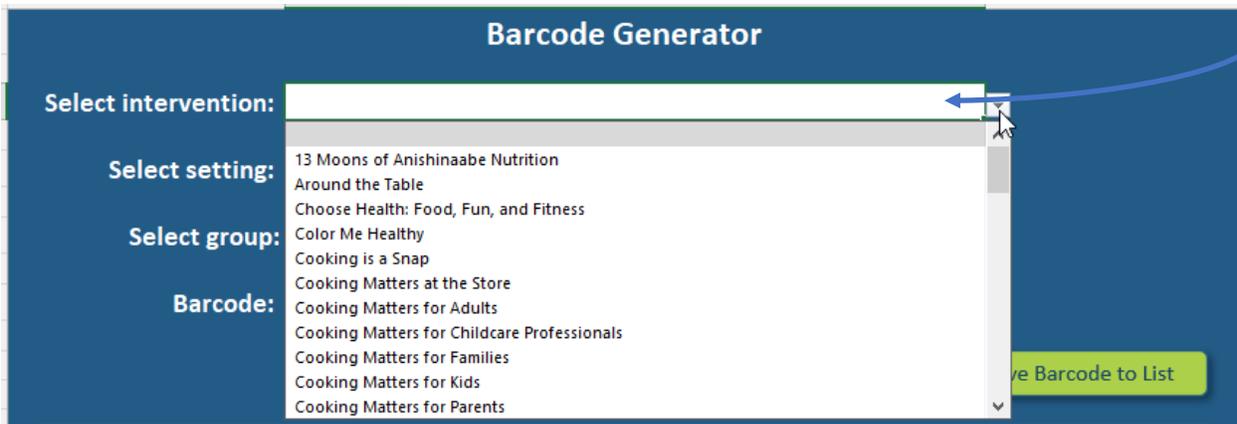
**NOTE:** Using the group tab is **not** required unless it would be helpful to see a group designation in your barcode labels OR if your Michigan Fitness Foundation (MFF) SNAP-Ed Evaluator (for subrecipients) asks you to use it for a SMART Objective A evaluation.



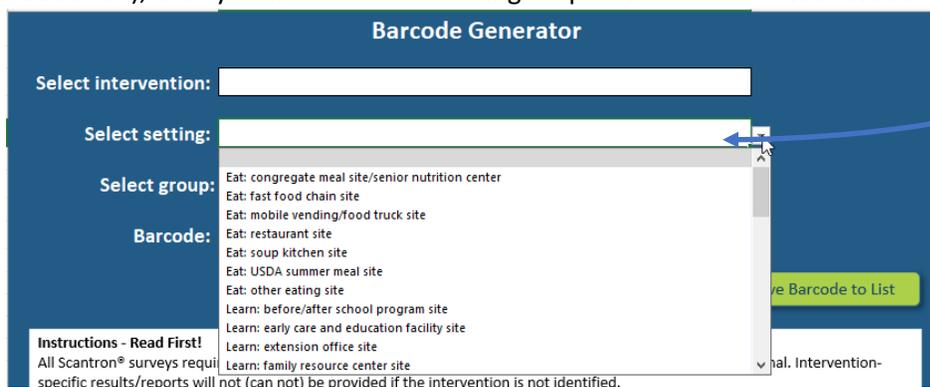
- Enter your groups into the yellow highlighted cells. Here two groups have been entered as examples.

Group name (Enter the name of each group in the yellow section below)	ID
Example: Brick Elementary	1
Example: United Community Center	2
	3
	4

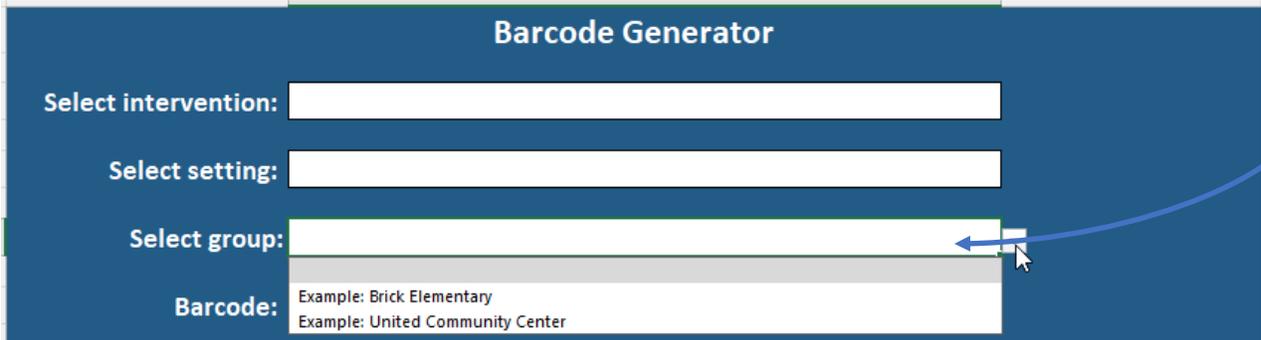
- Once you have all of your groups entered, return to the “BarcodeGenerator” tab, and select your intervention from the ‘Select intervention’ dropdown menu.



- The next selection, setting, is optional. **Setting is not required for the barcode generation process.** If you do include setting (for ex., if your MFF SNAP-Ed Evaluator asks you to use setting for a SMART Objective A evaluation), then you would use the setting dropdown menu to select the setting.

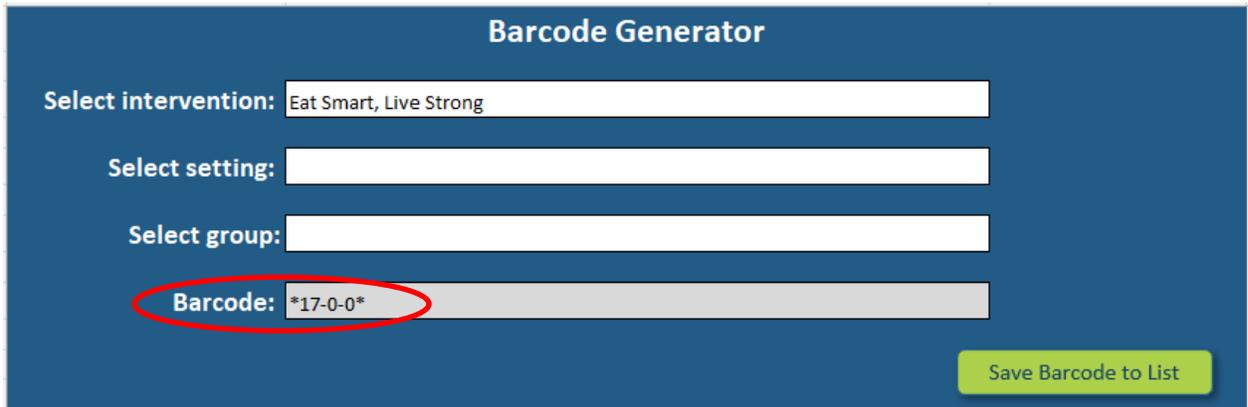


9. Finally, if you are using the 'group' item, select the group from the "Select group" dropdown menu. Remember: this displays the list of groups you entered in the "Groups" tab. If you did not enter any groups, the dropdown menu will be empty. Also, using the 'group' item is not required unless you find it helpful for your survey administration/management process OR if your MFF SNAP-Ed Evaluator (for subrecipients) asks you to use it for a SMART Objective A evaluation.



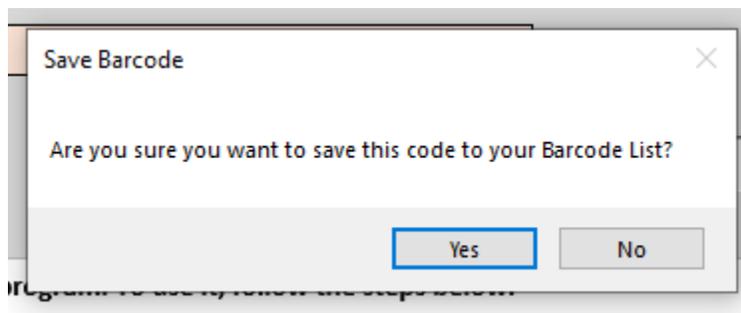
The image shows a "Barcode Generator" form with a dark blue background. It contains four input fields: "Select intervention:", "Select setting:", "Select group:", and "Barcode:". The "Barcode:" field contains two example codes: "Example: Brick Elementary" and "Example: United Community Center". A blue arrow points to the dropdown arrow on the "Select group:" field.

10. The Barcode field should now have a code in it which is based on the selected and entered information.

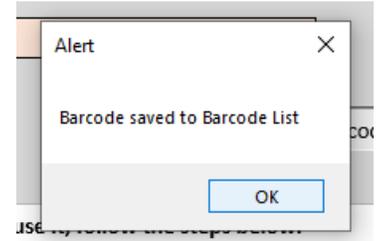


The image shows the "Barcode Generator" form with the "Select intervention:" field filled with "Eat Smart, Live Strong". The "Barcode:" field now contains the code "\*17-0-0\*", which is circled in red. A green button labeled "Save Barcode to List" is visible in the bottom right corner.

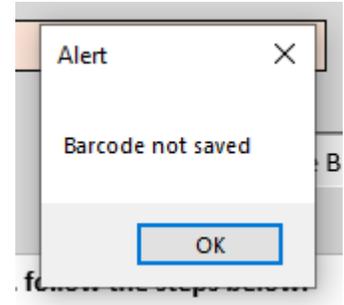
11. To save this code with the selected options, click the "Save Barcode to List" button. You'll see a message window asking if you are sure you want to save the code to your barcode list. Click **Yes** to save the code to the list or click **No** to cancel.



If you click **Yes**, you will see an alert window letting you know the barcode has been saved to the barcode list.



If you click **No**, the alert will let you know it has not been saved.



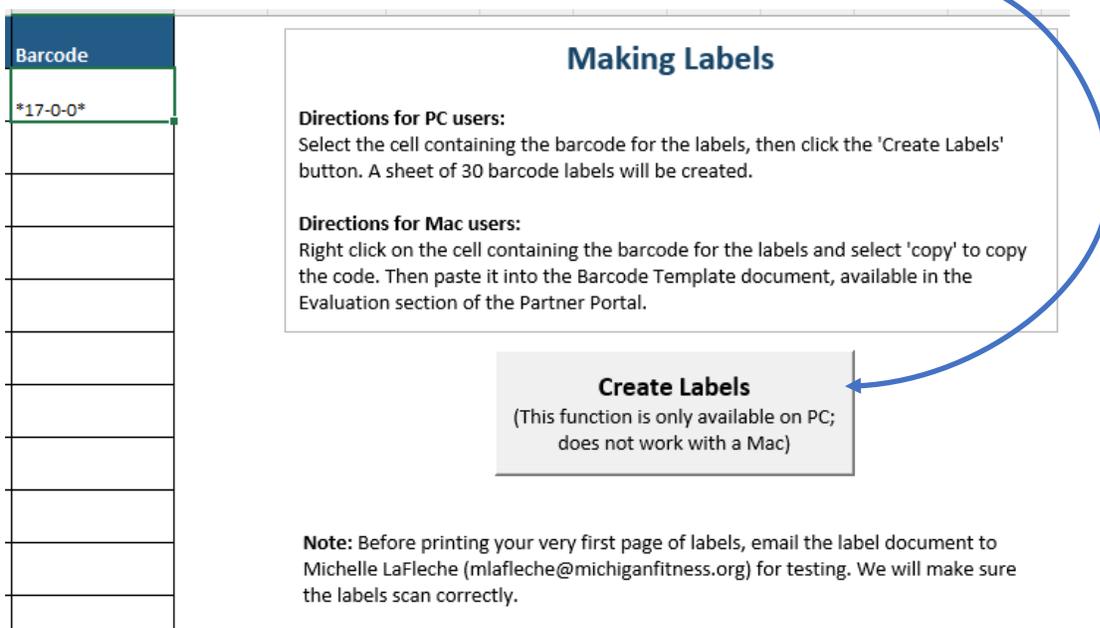
12. When you save a barcode, you will see it in the “MyBarcode List” tab. Saving the barcode to your barcode list will also save the file so that the next time you open it, any previously saved barcodes will appear in the “MyBarcode List” tab.

Intervention	Setting	Group	Barcode
Eat Smart, Live Strong			*17-0-0*

## Making and Printing Labels

### PC Users

1. If you are on a PC computer and would like to make labels for a barcode, select the cell containing the barcode for the labels and then click the **Create Labels** button.



The screenshot shows a spreadsheet with a 'Barcode' column. The first cell contains the text '\*17-0-0\*'. To the right, a dialog box titled 'Making Labels' provides instructions for PC and Mac users. Below the dialog box is a 'Create Labels' button with a note that the function is only available on PC. A blue arrow points from the 'Create Labels' button back to the spreadsheet cell containing the barcode.

**Barcode**

\*17-0-0\*

### Making Labels

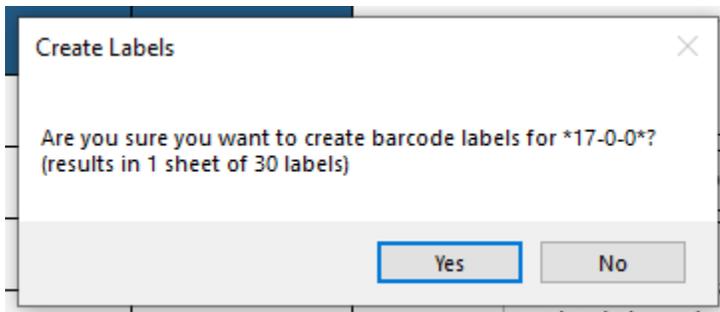
**Directions for PC users:**  
Select the cell containing the barcode for the labels, then click the 'Create Labels' button. A sheet of 30 barcode labels will be created.

**Directions for Mac users:**  
Right click on the cell containing the barcode for the labels and select 'copy' to copy the code. Then paste it into the Barcode Template document, available in the Evaluation section of the Partner Portal.

**Create Labels**  
(This function is only available on PC; does not work with a Mac)

**Note:** Before printing your very first page of labels, email the label document to Michelle LaFleche (mlafleche@michiganfitness.org) for testing. We will make sure the labels scan correctly.

2. A window will appear asking you to confirm you would like labels created for the selected barcode. Click **Yes** to create the labels. Click **No** to cancel.



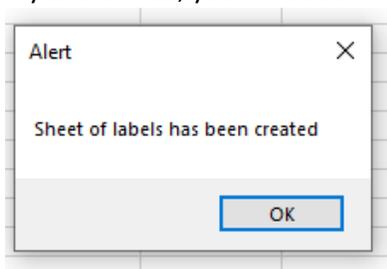
The screenshot shows a confirmation dialog box titled 'Create Labels'. It asks the user if they are sure they want to create barcode labels for the selected barcode '\*17-0-0\*'. It notes that this results in 1 sheet of 30 labels. There are 'Yes' and 'No' buttons at the bottom.

**Create Labels**

Are you sure you want to create barcode labels for \*17-0-0\*?  
(results in 1 sheet of 30 labels)

**Yes** **No**

3. If you click **Yes**, you will see an alert window letting you know a sheet of 30 labels has been created.



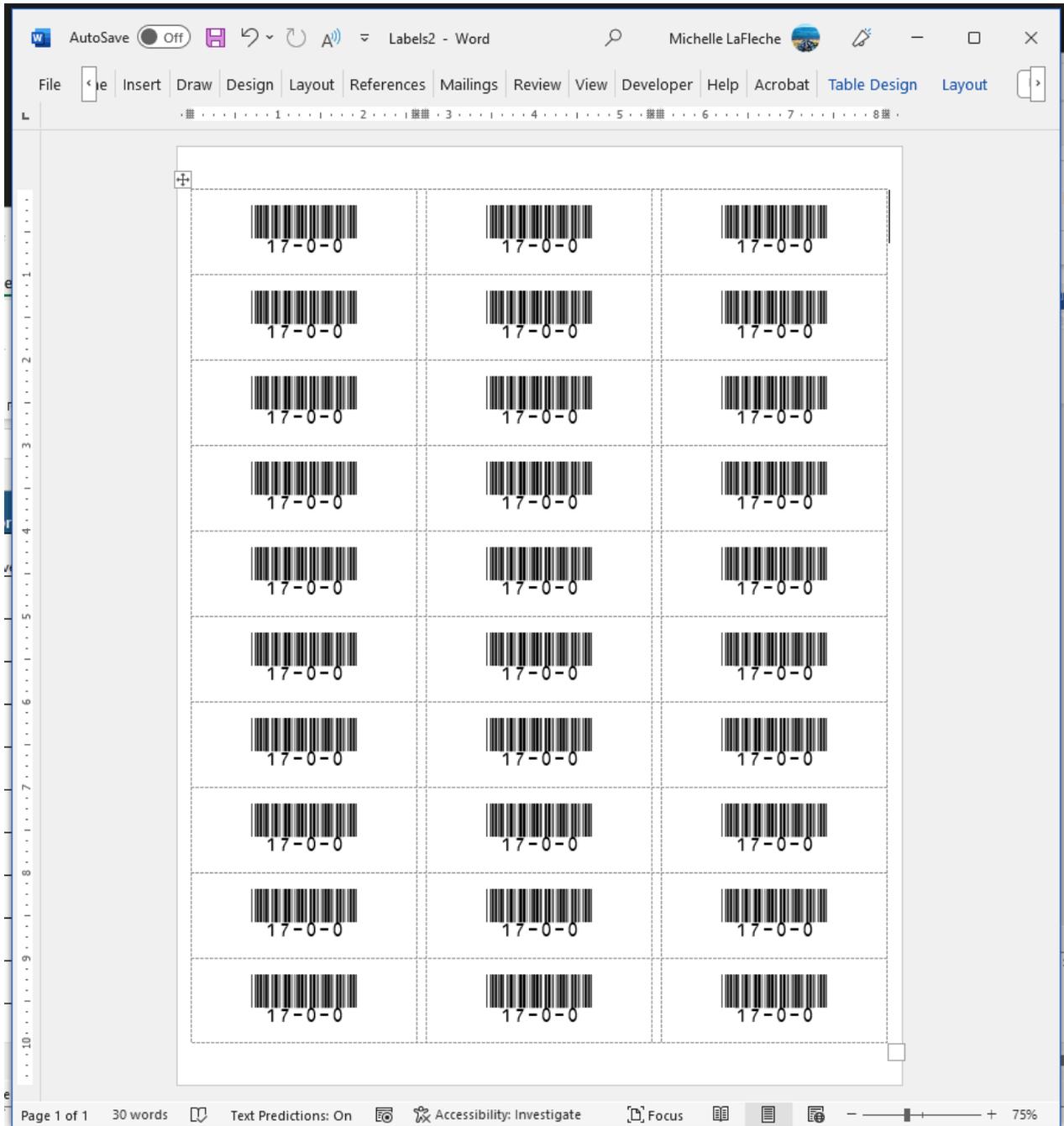
The screenshot shows an alert dialog box titled 'Alert'. It displays the message 'Sheet of labels has been created' and has an 'OK' button at the bottom.

**Alert**

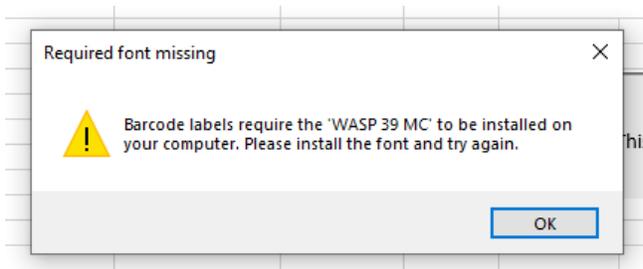
Sheet of labels has been created

**OK**

The Word document containing the labels should open on your computer.



**Note:** If your computer does not have the WASP 39 MC font installed, you will see the “Required font missing” window below. The font is available for download in the Evaluation section of the SNAP-Ed Partner Portal.



4. **IMPORTANT:** Before printing your labels, email the label page document (Word) to Michelle LaFleche for testing on the Scantron® scanner. ([mlafleche@michiganfitness.org](mailto:mlafleche@michiganfitness.org)). Please allow a few days for labels to be tested.
5. When printing the labels, use labels that measure 1" x 2 $\frac{5}{8}$ ". Avery 5960 labels, with 30 labels per page, work well.

### Mac Users

Because of macro limitations in Excel for Macintosh computers, the **Create Labels** button does not function when using a Mac. In this case, you will need to use the "Barcode Template" document to copy and paste your barcodes into. The "Barcode Template" document is available for download in the Evaluation section of the SNAP-Ed Partner Portal.

Follow the steps below to create a sheet of barcodes labels on a Mac.

1. Copy the barcode for your labels by going to the "MyBarcode List" tab and clicking on the cell that contains the barcode. Then right click with your mouse and select "Copy."
2. Open the "Barcode Template" document and click in the first cell of the table. Right click with your mouse and select "Paste" to paste the code. Continue pasting the code into the remaining cells of the document.  
Note: Check to make sure the font size is '28'.

**IMPORTANT:** You will need the WASP MC 39 font on your computer to create the barcode. If you do not have the font installed, you can download it from the Evaluation section of the SNAP-Ed Partner Portal.

3. **IMPORTANT:** Before printing your labels, email the label page document (Word) to Michelle LaFleche for testing on the Scantron® scanner. ([mlafleche@michiganfitness.org](mailto:mlafleche@michiganfitness.org)). Please allow a few days for labels to be tested.
4. When printing the labels, use labels that measure 1" x 2 $\frac{5}{8}$ ". Avery 5960 labels, with 30 labels per page, work well.