

**Instructions for Installing the Bar Code Font**

- copy the font forwarded to you and paste it to a folder on your primary hard drive

- startup the Control Panel by clicking the Start Button, selecting the Settings option, and further specifying the Control Panel by clicking the left mouse button

- double click the Fonts icon to display the Fonts window

- Click the File option from the menu bar and select Install New Font, at which point the Add Fonts window is displayed.

- From the Add Fonts window, navigate to the folder in which you saved the font, at which point the filename 39251.ttf will appear in the top portion of the form.

- Click the 39251.ttf file name, making sure that it is highlighted, and click the OK button.

- The process will proceed to install the specified font.

Typically, at this stage, font installation is complete, however, with some configurations it may be necessary to restart your PC prior to the font being available.

Restart your PC and, once it is available, start MS Word.  Click the down arrow on the font chart, looking for 39251.ttf.

If it is seen in the drop down list of available fonts, then it was installed correctly.  If not, ensure that the steps were followed properly and try again.

[To download the Barcode Font, if required, click here.](http://www.workforcewv.org/bep/uc/39251.ttf) http://www.workforcewv.org/bep/uc/39251.ttf