

INSTRUCTIONS FOR PLANET CODE FONT

The file is a TrueType Font: **PLANET.TTF - PLANET font**

This font can be used to add PLANET codes to any document, image, or whatever you want.

TO INSTALL (for NT and 95/98 users):

NOTE: It's best you exit programs, so the new fonts are recognized by all of your Window's apps.

1. Save the attachments to a temp folder on your computer.
2. Click START.
3. Click SETTINGS.
4. Click CONTROL PANEL.
5. Click FONTS.
6. Click FILE.
7. Click INSTALL NEW FONT.
8. In the drive and folder views, select the location of the temp folder in which you saved the fonts.
9. The font name will appear in the 'List of Fonts' window. Select **SELECT ALL** to select them.
10. Click OK.

To use the fonts, say in Microsoft Word:

1. Launch Word
2. Create a new document if there's not already one there.
3. In the font drop-down menu, scroll till you see PLANET, and select it.
4. Change the font size from 10pt to 16pt. **THIS IS IMPORTANT. IF YOU DON'T CHANGE THE FONT SIZE TO 16, THE BARS WILL BE THE WRONG SIZE.**

5. A barcode can now be created.

WARNING: YOU MUST CALCULATE THE CHECK DIGIT YOURSELF. IF YOU DON'T KNOW HOW TO DO THIS, PLEASE REFER TO THE CUSTOMER SERVICE GUIDE.

Hit the following keys to create the digits:

S Adds a single framing bar (the start and end bars)

0 Adds a 0 digit

1 " " 1 "

2 " " 2 "

3 " " 3 "

4 " " 4 "

5 " " 5 "

6 " " 6 "

7 " " 7 "

8 " " 8 "

9 Adds a 9 digit

S Don't forget the last framing bar!

If you have any problems, please refer to the CONFIRM Customer Service Guide. There you will find appropriate contact names and numbers.