



How to insert  
A QR Code  
into a  
Template

## System Requirements

To use the QR Code feature please ensure Word 2013 or above is installed.

### Encoding the Certificate information (QR\_CODE field) as a QR code

1. Open the relevant Certificate template.
2. Place the cursor where the QR code is to be inserted
3. Insert the QR\_CODE Merge field (Mailings>Insert Merge Field>QR\_CODE)
4. Highlight the "QR\_CODE" merge field.
5. Right click on the merge field and select the following from the menu options:
  - Toggle Field Codes (Alt +F9)

You should now see the merge field change and look like this

**To validate this certificate please scan the following QR code:**

**{ MERGEFIELD "QR\_CODE" }**

6. Modify the information within the { } so, it looks like this:

**To validate this certificate please scan the following QR code:**

**{ MERGEBARCODE "QR\_CODE" QR \q 4 \s 50 }**

7. Highlight this text and the brackets, right click again to select
  - Toggle Field Codes (Alt+F9)

The Merge Field should now look like this:

**To validate this certificate please scan the following QR code:**

**«QR\_CODE QR Code»**

Save the template.

When merging from PowerPro, the QR code should look like this:



## Encoding the *Certificate number* field as a QR code

You may want to encode a specific field such as the Certificate number. The steps below illustrate how to represent the Certificate Number as a QR code:

1. Open the template.
2. Highlight the "CERT\_NO" merge field.
3. Right click on the merge field and select the following from the menu options:
  - Toggle Field Codes (Alt +F9)

You should now see the merge field change and look like this

Document Number: { MERGEFIELD "CERT\_NO" }  
Issued on: «MAX\_DATE»

4. Modify the information within the { } so, it looks like this:

```
{ MERGEBARCODE "CERT_NO" QR \q 4 }
```

5. Highlight this text and the brackets, right click again to select
  - Toggle Field Codes (Alt+F9)

The Merge Field should now look like this «CERT\_NO QR Code»

6. Save the template.

Any field that is available as a merge field in a template can be QR coded.

Please contact us, if you require assistance setting up a QR code.

