
DOCMAIL: QR CODE USER GUIDE

v1.0



USING MAIL MERGE FUNCTIONALITY TO ADD QR CODES TO YOUR DOCMAIL MAILINGS

Microsoft Word has the ability to generate QR codes and add them to your document using the mail merge functionality. All you need to do is set the data that you wish to use in your QR code, and then tell Word to insert the data as a QR code.

In this worked example, we have a sports studio that wishes to mail a discount code to their members for use in the café.

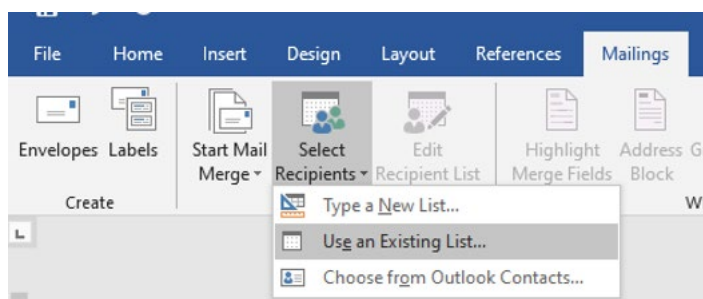
The first thing that we want to ensure is that we have a data file that contains the mail merge information. We have created a basic Excel file for this, that contains the member's personal details, their membership number and the information that will be contained within the QR code.

	A	B	C	D	E	F	G	H	I	J
1	Full name	First name	Last name	Address line 1	Address line 2	Address li	City	Post code	Membership number	Discount code
2	Chuck Weatherwax	Chuck	Weatherwax	Riverside Building	County Hall	Westmins	London	SE1 7PB	344420704	Valid until Oct 2021 344420704_Chuck_Weatherwax
3	Tomas Bingham	Tomas	Bingham			Birmingham	West Midlands	B40 1NT	138995682	Valid until Oct 2021 138995682_Tomas_Bingham
4	Chasidy Mickle	Chasidy	Mickle	Castle Esplanade			Stirling	FK8 1EJ	388384121	Valid until Oct 2021 388384121_Chasidy_Mickle
5	Tessa Matsuo	Tessa	Matsuo	Clifton			Bristol	BS8 3HA	336229365	Valid until Oct 2021 336229365_Tessa_Matsuo

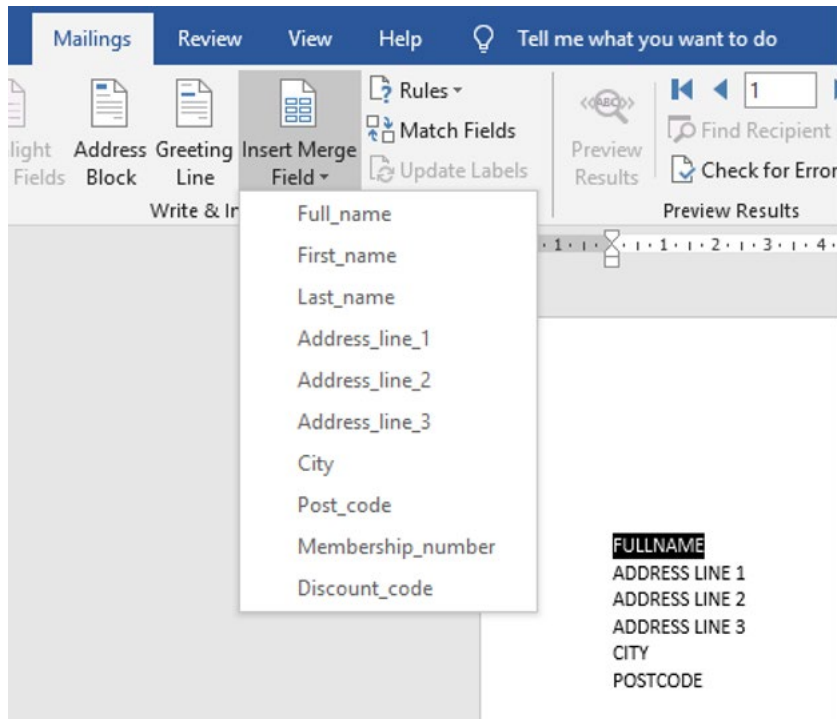
We can now write our letter. Here we have prepared the letter and noted where we want to place mail merge tags.



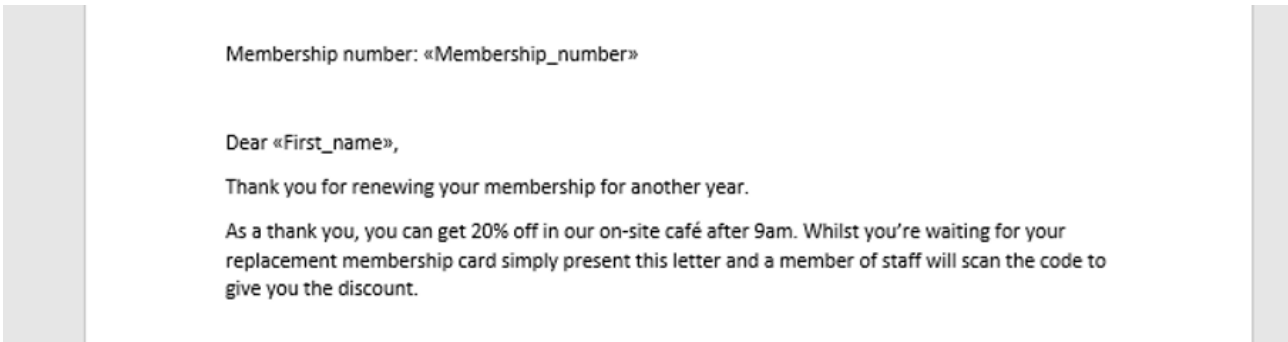
We can do most of the mail merge in the usual way. In Word, select **Mailings > Select Recipients > Use an Existing List**, and then select our Excel file.



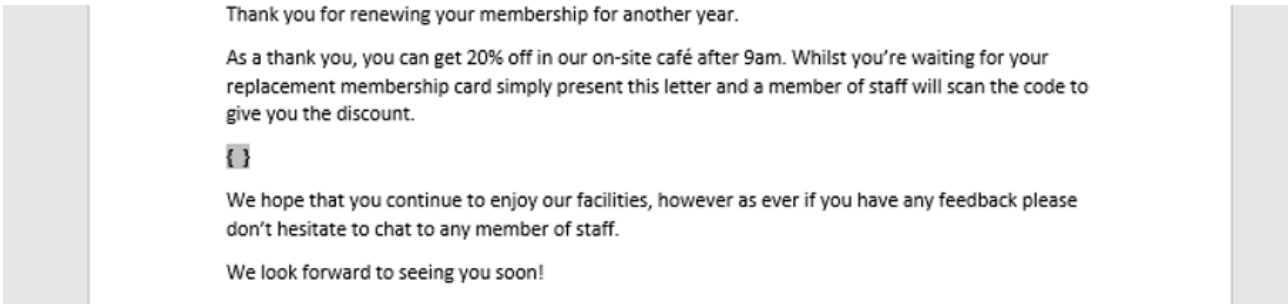
We can then begin to place the merge tags into our document, but we won't add the QR code just yet.



When we want to insert the QR code, we need to do something a little different. Firstly, select where we are going to place the QR code and delete the holding text.



Now on your keyboard press the Ctrl and F9 keys at the same time. You'll see a set of braces inserted into the document.

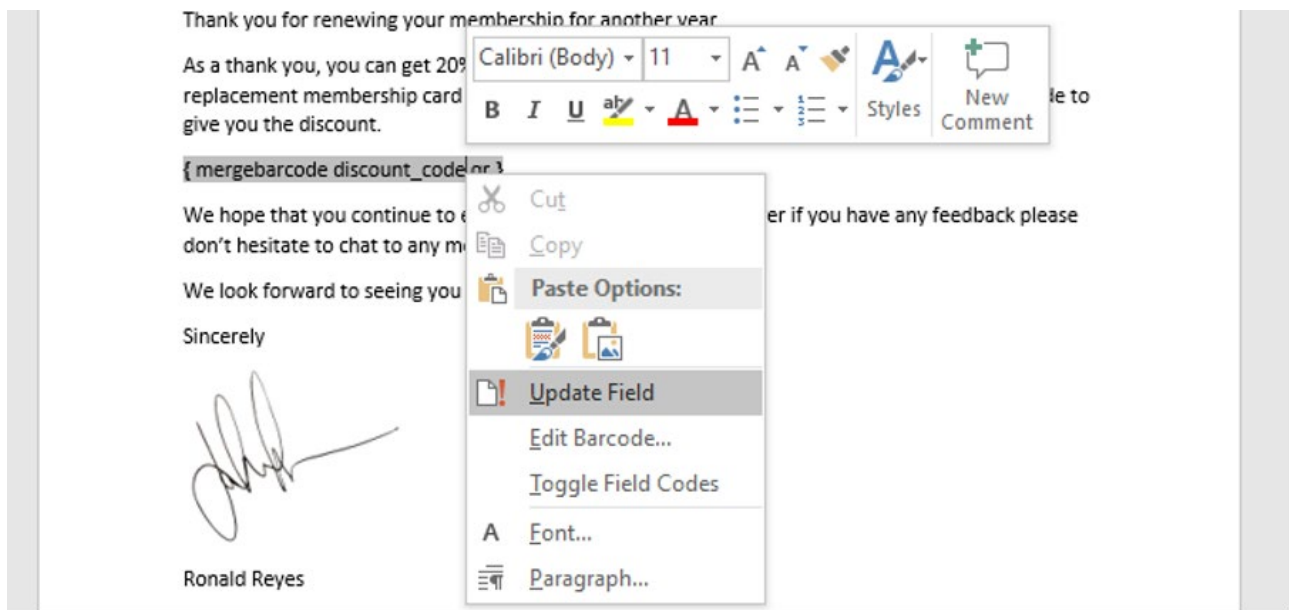


Within the braces, enter the text:

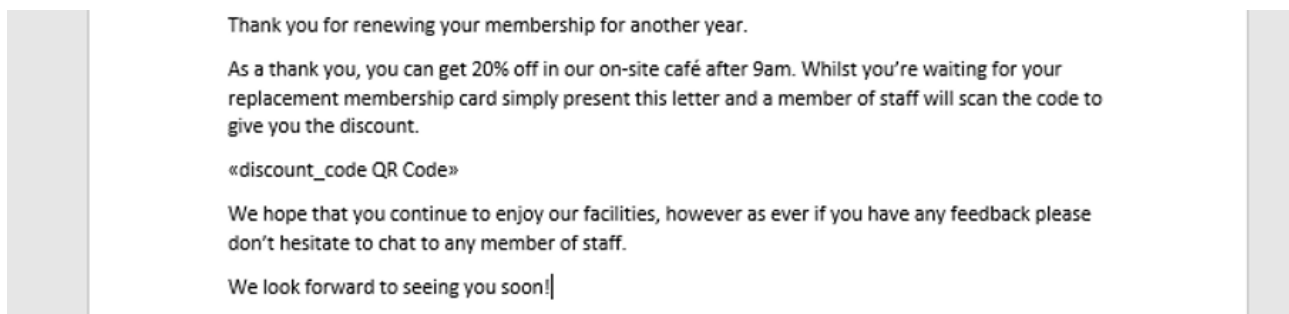
MERGEBARCODE DISCOUNT_CODE QR

This will tell the mail merge operation to enter the data in the Discount Code field ('discount_code') as a barcode here ('mergebarcode') in the format of a QR code ('QR'). Note how even though in our data file the column is called 'Discount code' we have to include an underscore between the words – this is normal when entered merge fields in your document. If you do not do this you'll get an error.

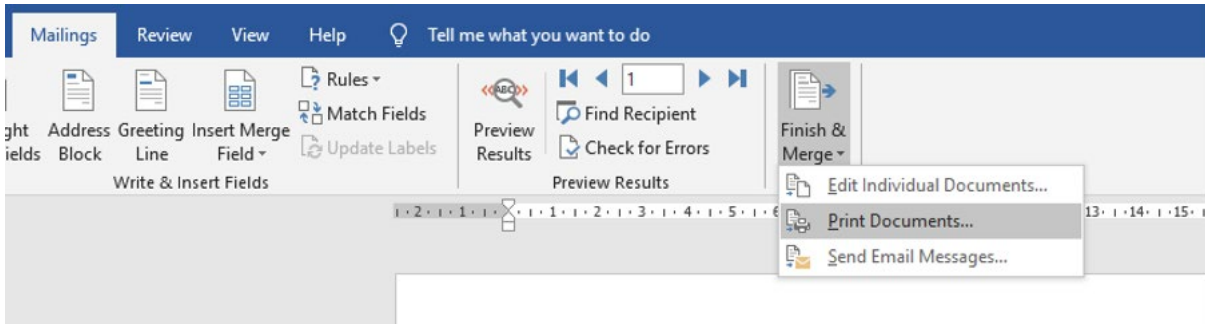
Once done, right click what we've just entered and select **Update Field**.



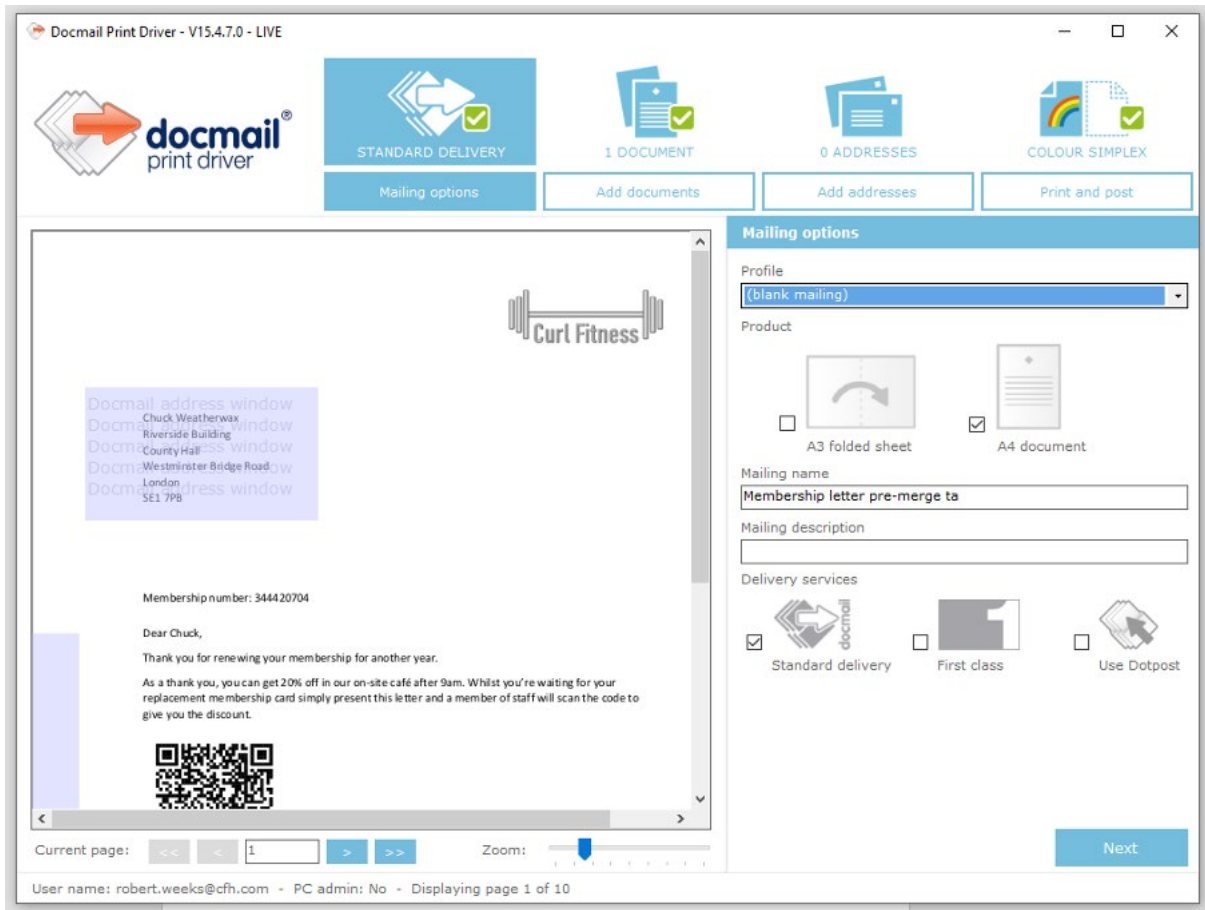
Word will now complete the setup the merge tag for us.



We are now ready to perform our mail merge.

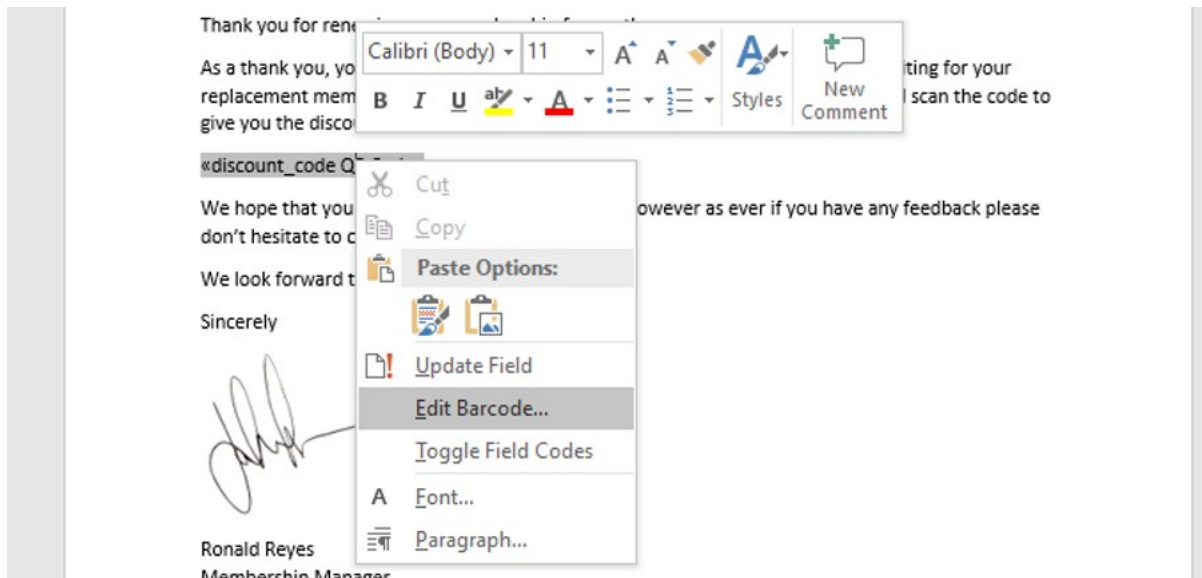


In this case, we've printed straight to the Docmail Print Driver to complete our mailing.

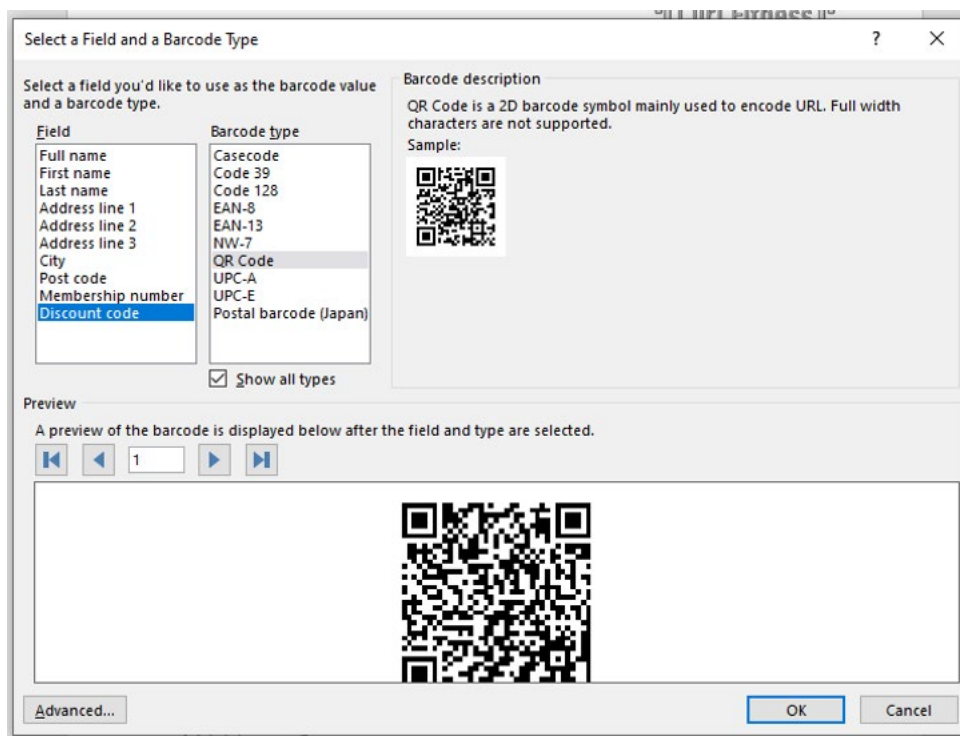


Advanced options

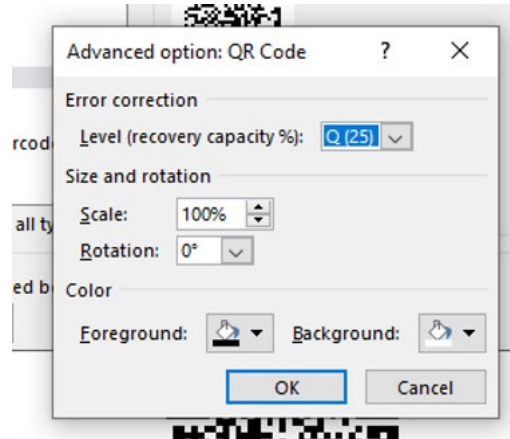
You can easily change the barcode type and how it looks on the page by right clicking on the barcode merge tag and selecting **Edit Barcode**.



This allows you to change the field being used and barcode type (nb when selecting edit barcode ensure that your chosen field stays selected - Word has a habit of changing it to the first field in your data set!)



To amend how the barcode looks select Advanced. From here you can change the size (scale), rotation and colours.





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