Installing Barcode Fonts

Department of General Services, Bureau of Surplus and Supply Operations Warehouse will begin to incorporate barcode technology to assist in the management of surplused inventory. This begins with the surplused item being delivered to the BSSO Warehouse with a Pickup Label affixed to the surplused asset.
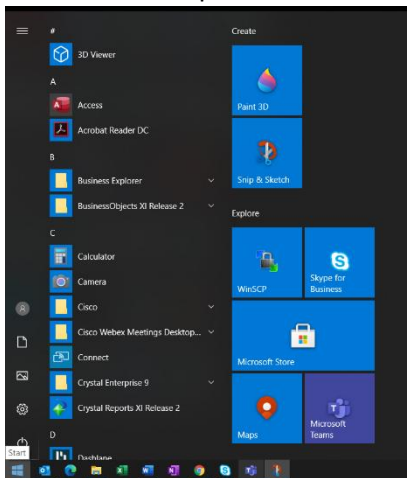
Because the Windows Operating system does not have barcode fonts as a part of its base font package, a barcode font must be installed. Working with OA/IT, there are two ways to install barcode fonts.

1) Using the Software Center installed on the computer
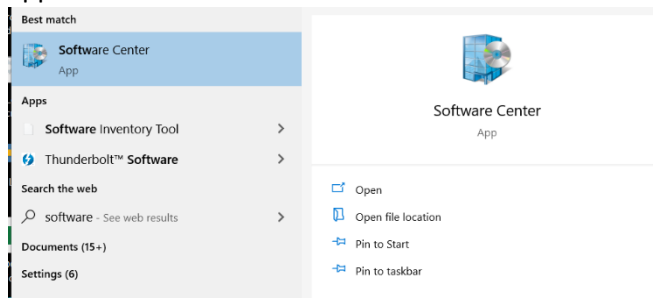2) Downloading and installing from this document

The preferred method is to install the barcode fonts directly from your computer's Software Center. Many of the Commonwealth computers attached to the network have this available to them. Proceed to the download section the Software Center solution is not available.

USING THE SOFTWARE CENTER INSTALLED ON THE COMPUTER

1) Select the "Windows" icon in the lower left corner of your computer's desktop to expand the Windows menu pallet.

2) Begin typing "Software". A quick menu of applications will appear. Find the "Software Center" application and select it.

The Software Center will load displaying any software applications and patches which are available to install. This might take a few minutes to load.

3) Under the "Applications" tab on the left.
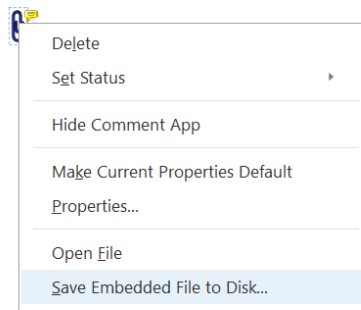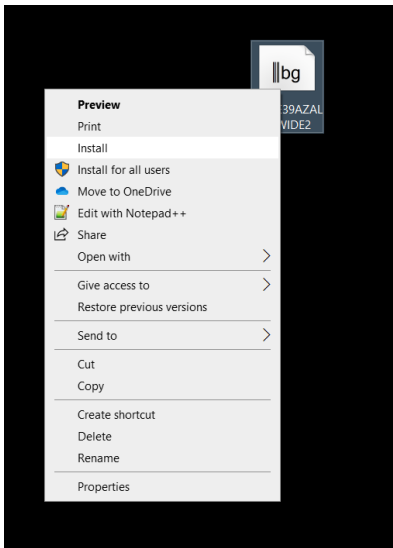4) Select the "Install Barcode Fonts".

Install Barcode
Fonts - Install Bar...

5) Select the "Install" button and let the fonts load.
6) When installed, a restart *might* be required to ensure the barcode fonts are properly installed.

Downloading and installing from this document

1) For this process to work, this file *must* be downloaded and opened in Adobe Reader. Viewing this file in a browser will not work.
2) Right-Click the paperclip below and select the "Save Embedded File to Disk…"

Delete	
Set Status	▸
Hide Comment App	
Make Current Properties Default	
Properties…	
Open File	
Save Embedded File to Disk…	

3) Save the file to your desktop (or somewhere else that is easily acceptable)
4) Right-Click the file on your desktop and select **Install**.

5) Follow the instructions to install the Barcode Font.