
READ ME FILE
FOR
THE EXPRESS SHIPPING FORM

In the Santa Clara Valley, the Shipping department uses a Bar Code Wand in order to expedite shipments sent via Federal Express.

In implementing the Express Shipping form in SmartForm Assistant, we found that the form could represent 'Ship From' and 'Ship To' information in Bar Code font. When forms are received by the Shipping department, automatic data entry is performed when using the Bar Code Wand to read the data into the FedEx system.

In order to experience the full potential of our new Electronic Express Shipping Form you must first install the Bar Code Fonts. To do this select the "Bar Code" button. This will launch the Font/DA Mover application and allow you to load the Bar Code font into your system file. Because you will have to restart your machine in order to make the fonts active, you might consider printing these instructions by using the print option under the File menu.

To fill out the Express Shipping Form, just click the "Express Shipping" button.

- Installing Bar code font ("Code 3 of 9") used in Express Shipping form.

"Code 3 of 9" is the bar code font used in the Express Shipping Form. This font allows the information you enter to print at the bottom in bar code. Express Shipping can then wand the information into their Federal Express system.

Please follow the steps below to load the 3 sizes of "Code 3 of 9" into your System. PLEASE NOTE: If you have Suitcase™, install the three fonts with Suitcase instead of putting them in your System file.

Double click the Code 3 of 9 suitcase icon

The dialog box on your screen should now list the following three fonts on the left hand side:

- Code 3 of 9 18
- Code 3 of 9 24
- Code 3 of 9 30

Click the Open button on the right side of the dialog box

Click the Drive button to switch from your floppy to your internal hard disk

Traverse through your hard disk and open your System Folder

Click on your System file and click the Open button

Select all three "Code 3 of 9" font sizes (18, 24 & 30) which appear on the left side.

The dialog box will now show all three fonts highlighted and the Copy button will show arrows to the right (>>Copy>>).

Click on the Copy button to copy the fonts from the floppy to your hard disk
Click the Quit button
Restart your Macintosh

You now have three sizes of the bar code named Code 3 of 9 installed. When you fill out the Express Shipping form, you will notice that some information is printed in the Code 3 of 9 bar code font. This will enable the Express Shipping department to expedite your shipping order!