

Insert Barcode in Word

Word for Office 365 Word 2019 Word 2016 Word 2013

NOTE: Not applicable to Word 2010.

1 Type of barcode supports

The available types are:

UPCA, UPCE, JAN13, JAN8, EAN13, EAN8, CASE, ITF14, NW7, CODE39, CODE128, JPPOST, QR.

2 DisplayBarcode

DisplayBarcode is used to insert a standard bar code into a document. It supports 10 different types of barcode. Depending on the one you choose, the barcode type accepts alphanumeric data of different formats and lengths. As a field code, you can right-click and choose Toggle field codes to go between the code and the barcode image.

2.1 Syntax

{ DisplayBarcode field-argument-1 field-argument-2 [switches] }

Field codes are not case sensitive.

Field-argument-1 Provides the data the barcode is representing. Depending on type, this can be numeric or alphanumeric. For example, a QR (Quick Response) code accepts a string of characters like a website address.

Field-argument-2 Is a string that specifies the type of barcode that will be generated. Barcode types are not case sensitive, so CODE39 is the same as Code39.

Switches [optional] Field-specific switches. Some switches are barcode type specific.

For detailed syntax, please refer to the Appendix 4.1

2.2 Instructions

Each barcode may use its own data format, and so check the barcode standards if you're not sure what's needed.

To use DisplayBarcode in a document, follow these steps:

1. Click or tap where you want the barcode.
2. Press **Ctrl + F9**. You must do this, as just typing curly brackets {} won't work.

3. Type DisplayBarcode plus arguments and switches. For example **DisplayBarcode** “**http://www.mr-label.com**” **QR \q H**, which displays a QR code that links you to www.mr-label.com.
4. To see the barcode, right-click the Field code and select Toggle Field Codes.
5. To edit the barcode, right-click the barcode and select Toggle Field Codes.

3 MergeBarcode

MergeBarcode generates a DisplayBarcode field based on the merge result instead of showing it directly.

You must select the data source for the main document before using MergeBarcode

3.1 Syntax

{ MergeBarcode field-argument-1 field-argument-2 [switches] }

Field codes are not case sensitive.

Field-argument-1 The name of a data field listed in the header record of the selected data source. The field name must exactly match the field name in the header record. **Attention: You must manually type in or paste the field name rather than insert the field name from the drop down menu “Insert Merge Field”.**

Field-argument-2 Is a string that specifies the type of barcode that will be generated. Barcode types are not case sensitive, so CODE39 is the same as Code39.

Switches [optional] Field-specific switches. Some switches are barcode type specific.

For detailed syntax, please refer to the Appendix 4.2

3.2 Instructions

Each barcode may use its own data format, and so check the barcode standards if you're not sure what's needed.

To use MergeBarcode in a document, follow these steps:

1. Click or tap where you want the barcode.
2. Press **Ctrl + F9**. You must do this, as just typing curly brackets { } won't work.
3. Type MergeBarcode plus arguments and switches. For example **MergeBarcode URL QR \q H**, which displays a QR code of the URL that's merged in.
4. To see the barcode, right-click the Field code and select Toggle Field Codes.
5. To edit the barcode, right-click the barcode and select Toggle Field Codes.
6. Another way to edit the barcode. Right-click the barcode and select Edit Barcode. A Dialog box will open, here you can change the barcode type, height, scaling, rotation, color, whether display barcode data (text) along with image or not. It is better than the previous method since you don't need to remember or refer to the syntax now and then.

4 Examples

Notes:

To change the size of 1-D barcode, use the \h switch

To change the size of 2-D QR code, use the \s switch

Field Code	Parameters	Barcode
DISPLAYBARCODE "490123456789" EAN13 \h 1000	Code Type: EAN13 Height: 1000/1440 inch	
DISPLAYBARCODE "49012345" CODE39 \h 1500 \t \f 0xFF0000	Code Type: CODE39 Height: 1500/1440 inch Foreground Color: 0xFF0000 Blue	 49012345
DisplayBarcode "012345678901" UPCA \t \x \b 0x00FF00	Code Type: UPC Background Color: 0x00FF00 Green	 0 12345 67890 5
DISPLAYBARCODE "K90M678DC7" CODE128 \h 1000 \t \r 1	Code Type: CODE128 Height: 1000/1440 inch Rotation: 1x 90 degree	 K90M678DC7
DISPLAYBARCODE "http://www.Mr-Label.com" QR \q H \s 65	Code Type: QR Scaling: 65/100 of original size QR error correction level: High	

5 Appendix

5.1 DisplayBarcode Syntax

Syntax:

DISPLAYBARCODE field-argument-1 field-argument-2 [switches]

field-argument-1 is a quoted string containing the data (barcode-data) used to generate the barcode symbol.

field-argument-2 is a text string containing the type of barcode (barcode-type) that will be generated.

Field-argument-2	Barcode Type Description
QR	A QR 2D bar code as specified by [ISO/IEC18004:2006] .
CODE128	A Code 128 linear bar code as specified by [AIM-BC4-1995-Code128] .
CODE39	A Code 39 linear bar code as specified by [AIM-BC1-1995-Code39] .
JPOST	A Japanese Postal Service Customer barcode. JPost is compliant with CBC (Customer Bar Code), which is also known as RM4SCC.
EAN8 EAN13	An EAN - International Article Number worldwide bar code for product ID's (8 digit/13 digit) as specified in [GS1-BARCODE] .
JAN8 JAN13	A JAN: Japanese barcode for product ID's (8 digit/13 digit). JAN8 is an alias of EAN8. JAN13 is an alias of EAN13.
UPCA UPCE	A UPC (A&E): US barcode for product ID's as specified in [GS1-BARCODE] .
ITF14	An ITF-14 item-tracking barcode for shipping as specified in [GS1-BARCODE] .
NW7	A NW-7 (CODABAR) serial number bar code as specified by [AIM-BC3-1995-Codabar] .
CASE	USPS barcode – FIM/POSTNET (*2) - barcode for tracking USPS mail. CASE is an alias of ITF14.

Switches: Zero or more of the following field-specific-switches:

Field Switch	Description
<code>\h field-argument</code>	The <i>text</i> in this switch's <i>field-argument</i> is an integer that specifies the height of the symbol. The units are in TWIPS (1/1440 inch).
<code>\s field-argument</code>	The <i>text</i> in this switch's <i>field-argument</i> is an integer that specifies a scaling factor for the symbol. The value is in whole percentage points and the valid values are [10, 1000]
<code>\q field-argument</code>	The <i>text</i> in this switch's <i>field-argument</i> is an integer that specifies the error correction level of QR Code. Valid values (case insensitive) are [L M Q H].
<code>\p field-argument</code>	The <i>text</i> in this switch's <i>field-argument</i> specifies the style of a Point of Sale barcode (barcode types UPCA UPCE EAN13 EAN8). The valid values (case insensitive) are [STD SUP2 SUP5 CASE].
<code>\x</code>	Fixes the check digit if it's invalid.
<code>\d</code>	Adds Start/Stop characters for barcode types NW7 and CODE39
<code>\c field-argument</code>	The <i>text</i> in this switch's <i>field-argument</i> specifies the style of a Case Code for barcode type ITF14. The valid values are [STD EXT ADD]
<code>\r field-argument</code>	The <i>text</i> in this switch's <i>field-argument</i> is an integer that specifies the rotation of the barcode symbol. Valid values are [0, 3]
<code>\f field-argument</code>	The <i>text</i> in this switch's <i>field-argument</i> is an integer that specifies the foreground color of the barcode symbol. Valid values are in the range [0, 0xFFFFFFFF]
<code>\b field-argument</code>	The <i>text</i> in this switch's <i>field-argument</i> is an integer that specifies the background color of the barcode symbol. Valid values are in the range [0, 0xFFFFFFFF]
<code>\t</code>	Display barcode data (text) along with image

5.2 MergeBarcode Syntax

Syntax:

MERGEBARCODE *field-argument-1* *field-argument-2* [switches]

field-argument-1: The name of a data field listed in the header record of the selected data source

field-argument-2: The meanings of these values are described in the following table:

Field-argument-2	Barcode Type Description
QR	A QR 2D bar code as specified by [ISO/IEC18004:2006] .
CODE128	A Code 128 linear bar code as specified by [AIM-BC4-1995-Code128] .
CODE39	A Code 39 linear bar code as specified by [AIM-BC1-1995-Code39] .
JPOST	Japanese Postal Service Customer barcode. JPPost is compliant with CBC (Customer Bar Code), which is also known as RM4SCC.
EAN8 EAN13	An EAN - International Article Number worldwide bar code for product ID's (8 digit/13 digit) as specified in [GS1-BARCODE] .
JAN8 JAN13	A JAN: Japanese barcode for product ID's (8 digit/13 digit). JAN8 is an alias of EAN8. JAN13 is an alias of EAN13.
UPCA UPCE	A UPC (A&E): US barcode for product ID's as specified in [GS1-BARCODE] .
ITF14	An ITF-14 item-tracking barcode for shipping as specified in [GS1-BARCODE] .
NW7	A NW-7 (CODABAR) serial number bar code as specified by [AIM-BC3-1995-Codabar] .
CASE	USPS barcode – FIM/POSTNET (*2) - barcode for tracking USPS mail. CASE is an alias of ITF14.

Switches: Zero or more of the following field-specific-switches.

Field Switch	Description
$\backslash h$ <i>field-argument</i>	The <i>text</i> in this switch's <i>field-argument</i> is an integer that specifies the height of the symbol. The units are in TWIPS (1/1440 inch).
$\backslash s$ <i>field-argument</i>	The <i>text</i> in this switch's <i>field-argument</i> is an integer that specifies a scaling factor for the symbol. The value is in whole percentage points and the valid values are [10, 1000]
$\backslash q$ <i>field-argument</i>	The <i>text</i> in this switch's <i>field-argument</i> is an integer that specifies the error correction level of QR Code. Valid values are [L M Q H].
$\backslash p$ <i>field-argument</i>	The <i>text</i> in this switch's <i>field-argument</i> specifies the style of a POS barcode (barcode types UPCA UPCE EAN13 EAN8). The valid values are [STD SUP2 SUP5 CASE].

Field Switch	Description
\x	Fixes the check digit if it's invalid.
\d	Adds Start/Stop characters for barcode types NW7 and CODE39
\c <i>field-argument</i>	The <i>text</i> in this switch's <i>field-argument</i> specifies the style of a Case Code for barcode type ITF14. The valid values are [STD EXT ADD]
\r <i>field-argument</i>	The <i>text</i> in this switch's <i>field-argument</i> is an integer that specifies the rotation of the barcode symbol. Valid values are [0, 3]
\f <i>field-argument</i>	The <i>text</i> in this switch's <i>field-argument</i> is an integer that specifies the foreground color of the barcode symbol. Valid values are in the range [0, 0xFFFFFFFF]
\b <i>field-argument</i>	The <i>text</i> in this switch's <i>field-argument</i> is an integer that specifies the background color of the barcode symbol. Valid values are in the range [0, 0xFFFFFFFF]
\t	Display barcode data (text) along with image
\a	Concatenate all mapped address fields to generate a Japanese Postal Customer Barcode. The <i>field-argument</i> and <i>Barcode-Type</i> arguments and all other switches are ignored when this switch is used.

6 References

<https://support.office.com/en-us/article/field-codes-mergebarcode-812fc43f-cb53-4782-8f9f-290ed08d34f3>

https://docs.microsoft.com/en-us/openspecs/office_standards/ms-oi29500/cc4b13c2-c09b-4545-a6ae-4509d943233e

<https://support.office.com/en-us/article/field-codes-displaybarcode-6d81eade-762d-4b44-ae81-f9d3d9e07be3>

https://docs.microsoft.com/en-us/openspecs/office_standards/ms-oi29500/cbc893c0-9683-416d-84c6-407a92451c19