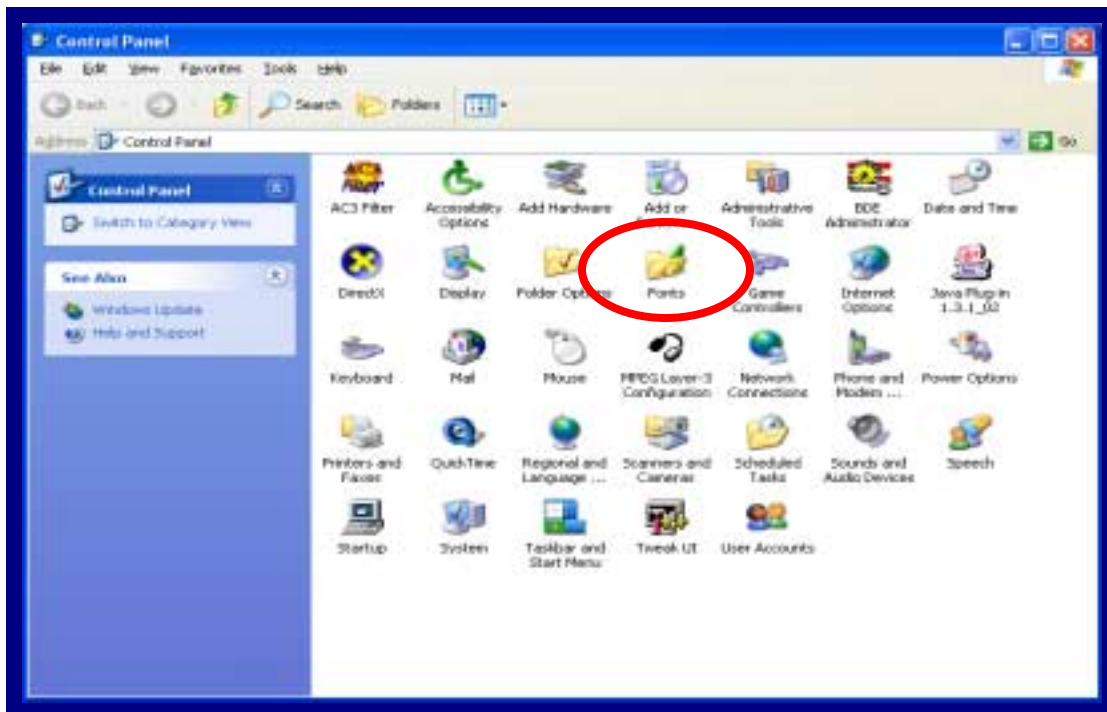


Objective: Installing the Barcode Font for Barcode registration.

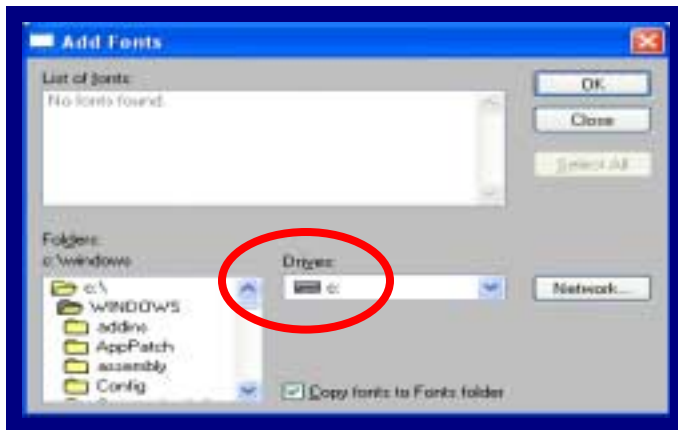
Note: Knowing your CME Tracker Folder Path will help you install the Barcode font. See Tutorial: "Locating your CME Tracker Folder Path".

Step 1: Click the start button on your Taskbar. Click on Control Panel. Click twice on the Fonts folder. ([Fig. A](#))



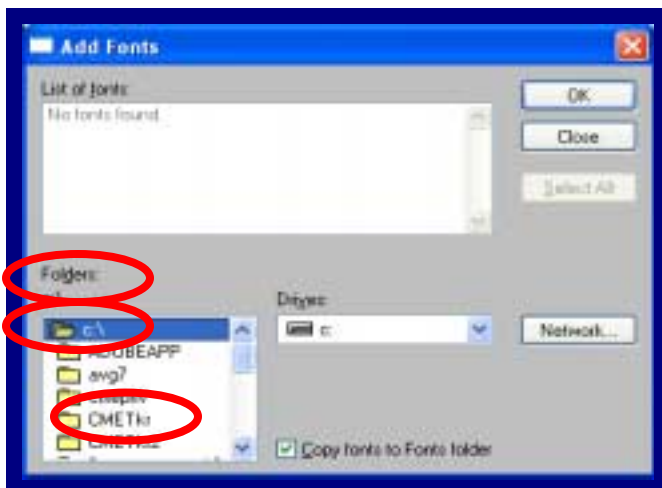
([Fig. A](#))

Step 3: Choose the Drive where your CME Tracker Folder Path is located.
([Fig. C](#))



[Fig. C](#)

Step 4: Browse through the Folders on the left, clicking twice to open each folder in the path to your CME Tracker folder. ([Fig. D](#))



[Fig. D](#)

Step 5: Click on "3 Of 9 Barcode (True Type)" to highlight it. Click on OK to install 3 of 9 Barcode. (Fig. E)

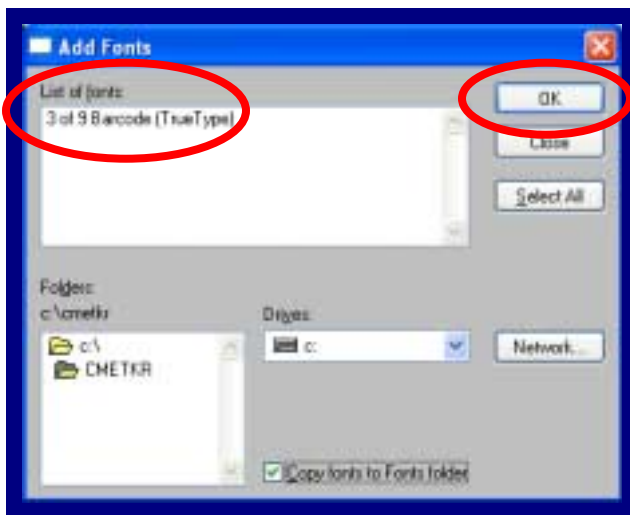
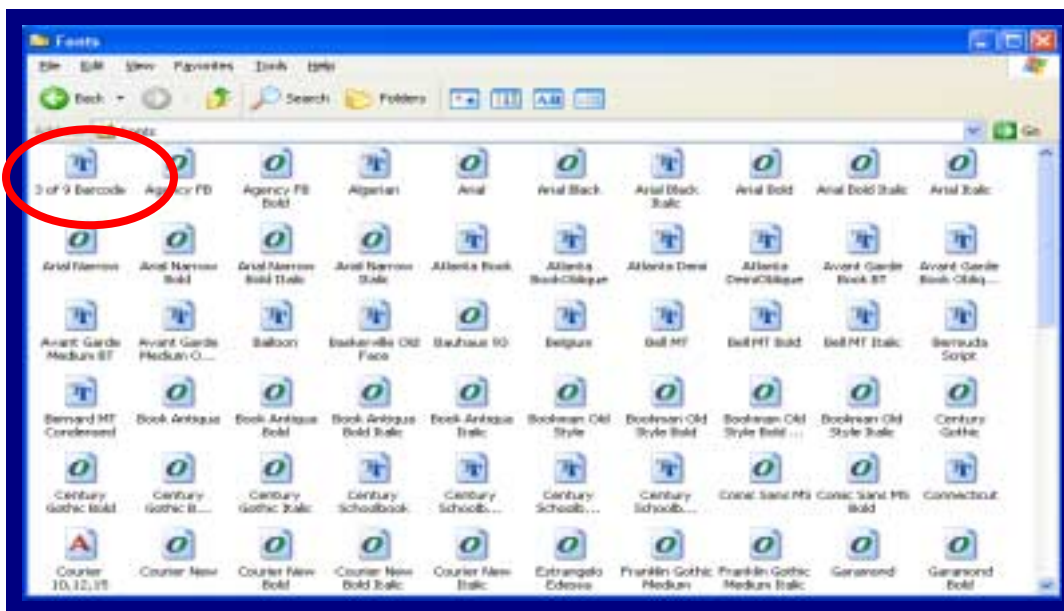


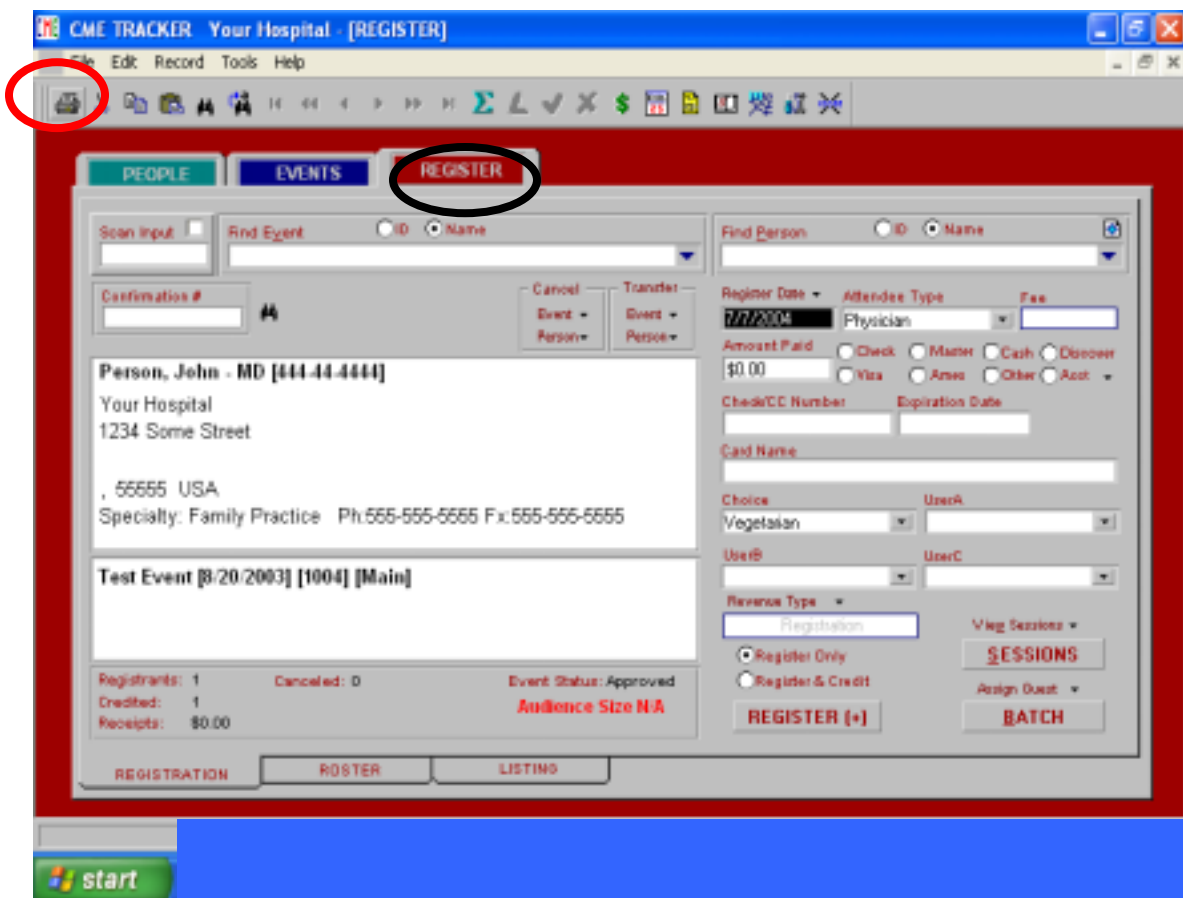
Fig. E

Result: The 3 Of 9 Barcode font is now installed in the Font Folder.



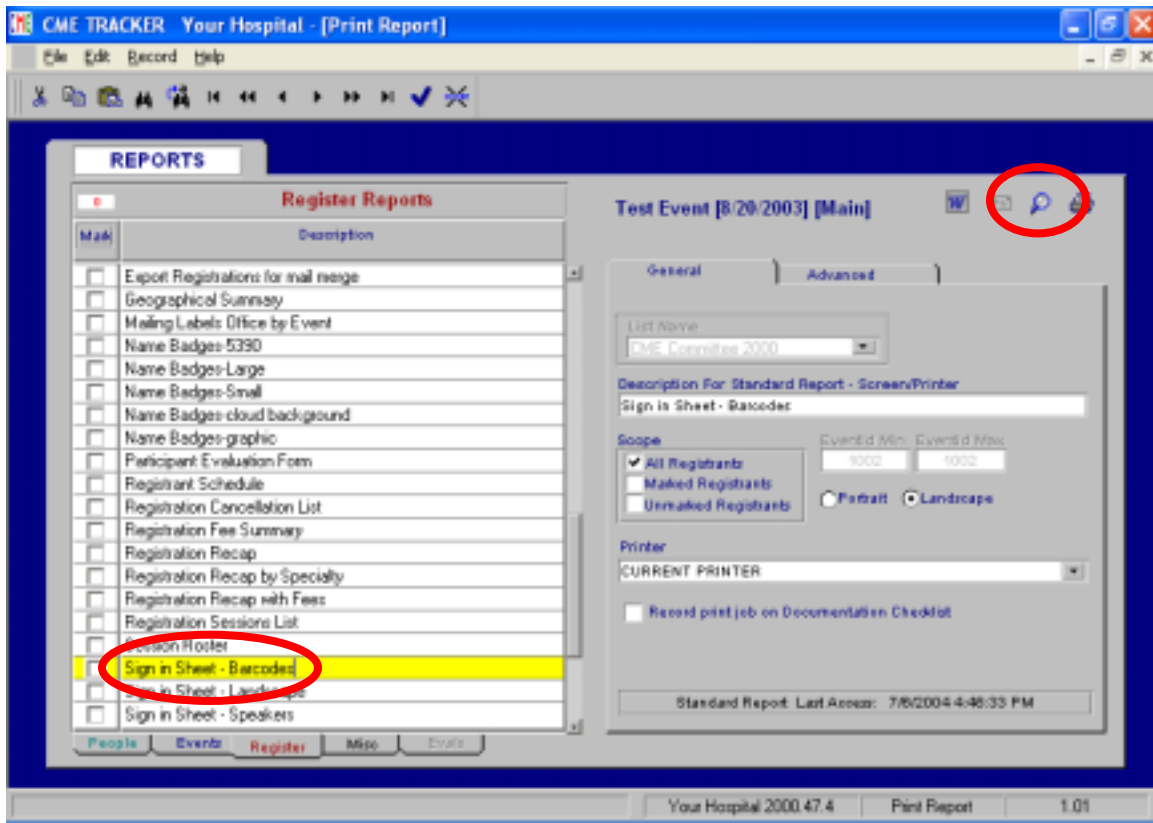
To view an example of the Barcode Font display, do the following steps.

Step 1: Open CME Tracker. Choose an event. Click on the REGISTER tab. Click on the Printer icon. (Fig. A)



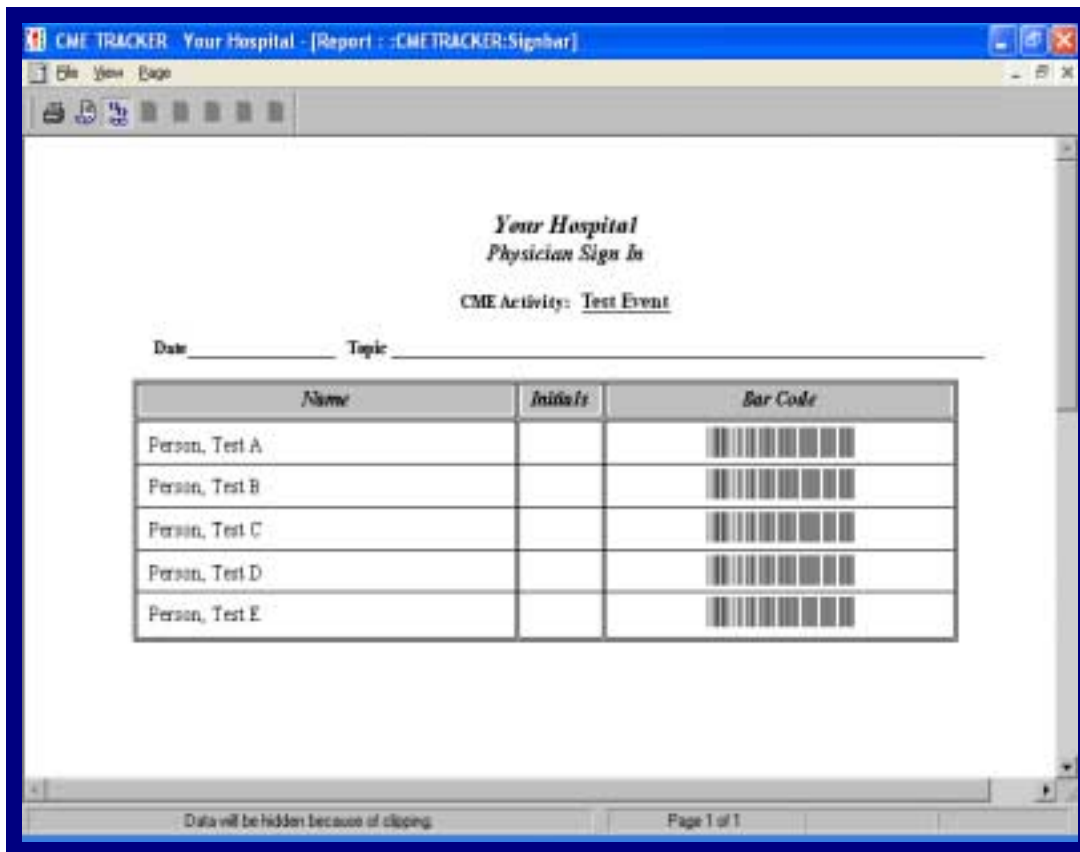
(Fig. A)

Step 2: Click on Sign in Sheet-Barcodes to highlight. Click on the magnifying glass icon to preview. (Fig. B)



(Fig. B)






Result: The people that you have registered for an event now have a Barcode assigned to their name, allowing you to use the Barcode Scanner to register and credit individuals for events. (Fig. C)



The screenshot shows a window titled "CME TRACKER - Your Hospital - [Report : :CME TRACKER:SignIn]". The report content includes the following text:

Your Hospital
Physician Sign In
CME Activity: Test Event

Date _____ Topic _____

<i>Name</i>	<i>Initials</i>	<i>Bar Code</i>
Person, Test A		
Person, Test B		
Person, Test C		
Person, Test D		
Person, Test E		

At the bottom of the window, there is a status bar with the text "Data will be hidden because of clipping" and "Page 1 of 1".

(Fig. C)