Reference Guide

Adding a BigCommerce Store

Adding a Barcode to a ShipWorks Template

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Background

ShipWorks can output any order related data that will print on invoices/packing slips, etc. in Barcode format. By converting, for instance, the Shipworks order number to Barcode format, customers can scan the barcode and the order number will be displayed in the quick search field on the main toolbar and Shipworks will display the specific order.

First Things First

To add support for Barcodes, you will need to download and install the Free 3 of 9 barcode font from the following URL:

1. Open your web browser and navigate to http://www.barcodesinc.com/free-barcode-font/. Then, click on the **Download the Code 39 truetype barcode font**.


2. Once downloaded, extract the contents of the zip file to your desktop or other suitable location by right clicking on the .zip file and selecting **Extract All**.
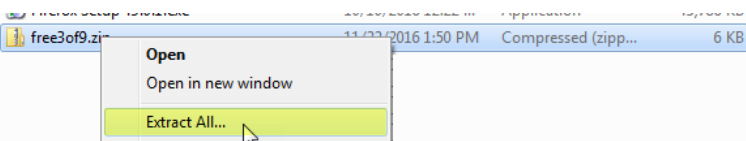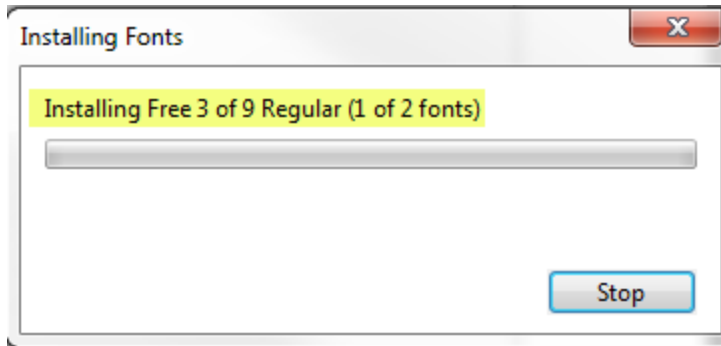
3. Select the extracted **fre3pf9x.ttf** and **free3of9.ttf** files. Then right click on the selected files and select **Copy** from the drop-down menu.
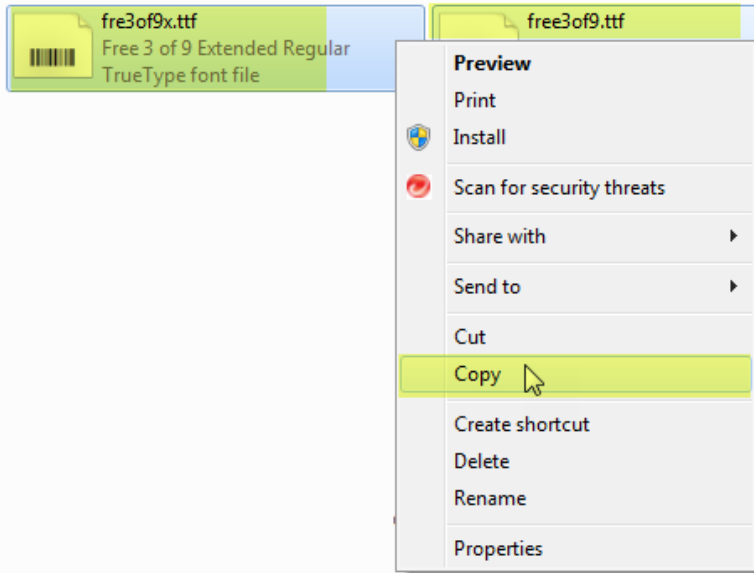
4. In Windows, open the **C:\Windows\Fonts** folder. Then, right click in the folder and select **Paste** from the drop-down menu. This will install the **free3of9** font into Windows.
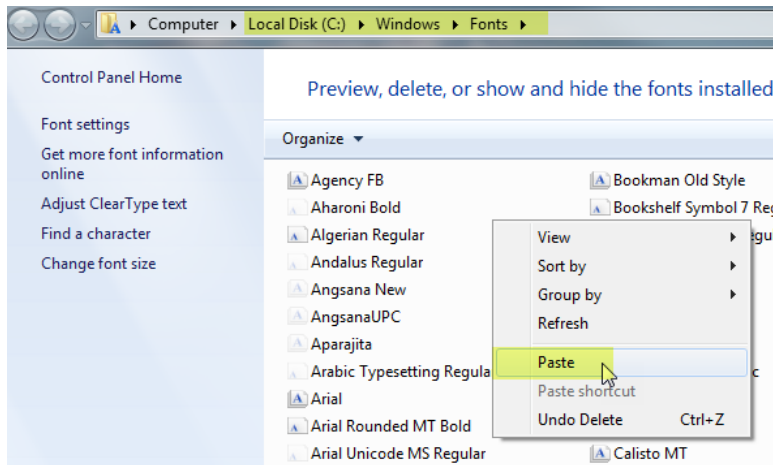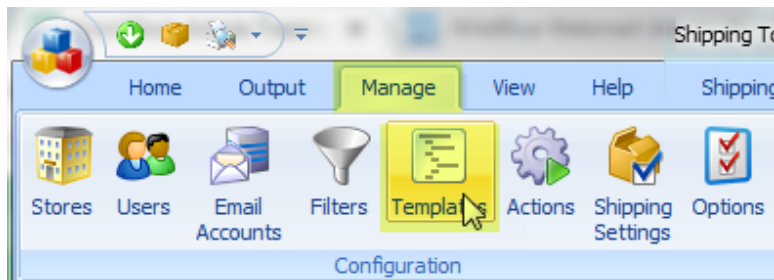
Adding the Barcode to your Template

Now that the barcode font is installed in Windows you are ready to modify your ShipWorks template to include the barcode.

For this example, we will modify the **Standard Packing Slip** template to include a barcode of the ShipWorks Order Number.

1. In ShipWorks, click on the **Manage** tab and then click on the **Templates** button.

2. In the **Template Manager,** select the **Packing Slips > Standard** template. Then, click the **Copy** button. This ensures you have a backup copy of your template in the event you should make a mistake when adding code or modifying the **Standard** packing slip.
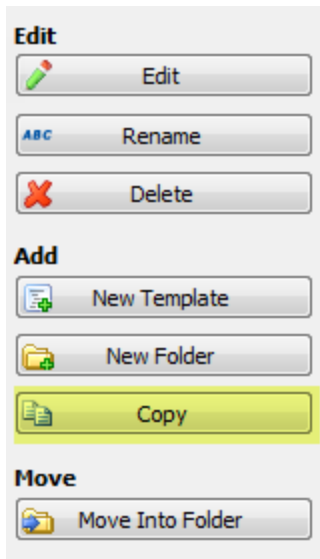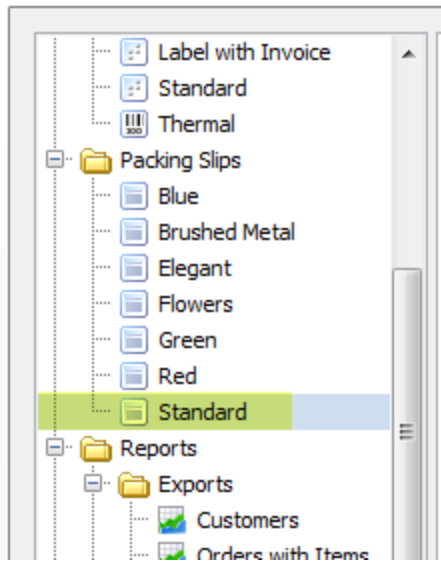
3. With the **Standard** template still selected, click on the **Edit** button.
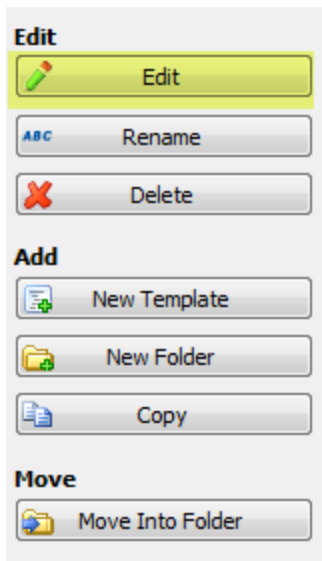
Adding the barcode to your template requires you to specify the barcode font format inside an HTML declaration. Any Order Data retrieved from Shipworks inside this declaration would be output in a barcode format.
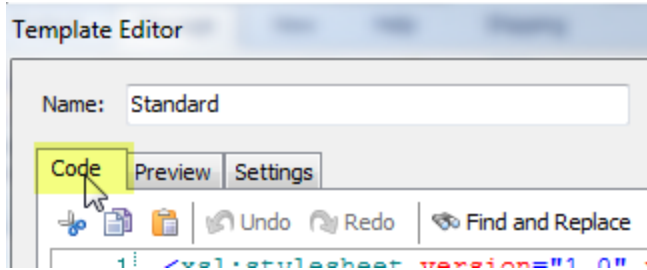
To add a barcode for the order number to your template, add the following code wherever you would like the Barcode to appear.

<xsl:value-of select-t="//Order/Number" />

For this example we will place the barcode directly above the order number at the top right of the template.

4. In the **Template Editor** click on the **Code** tab.

5. While on the **Code** tab, scroll down to **line 77** of the code for the template. Please note that if you would like to place the barcode in a different location on the template, you will need to scroll to that location in the code.

6. On **line 77**, enter the following code:

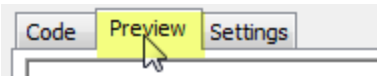***<xsl:value-of select-t="//Order/Number" />***
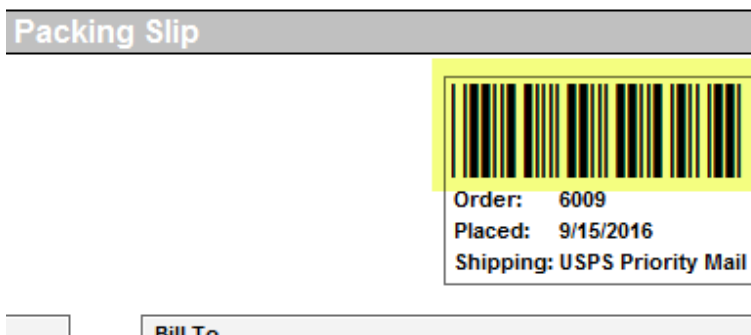
7. In the **Template Editor**, click on the **Preview** tab.

8. On the **Preview** tab, ensure that you see the barcode located directly above the order number.

Congratulations! You now have a barcode of the order number.

9. Click **Save** and then click **Close**.

Scanning an Order Number Barcode in ShipWorks

You can scan a barcode of the ShipWorks Order Number from a packing slip or invoice to quickly locate the order.

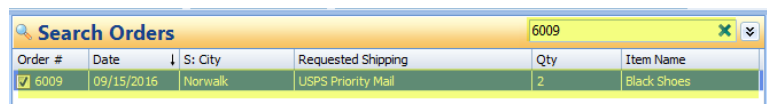1. In ShipWorks, place your cursor into the **Search All Orders** box by clicking in it.
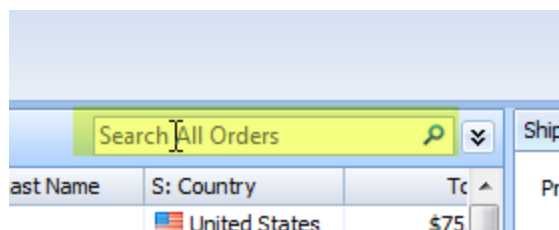
2. Assuming that you have a properly installed barcode scanner, scan the barcode of the ShipWorks order number on your printed Packing Slip.
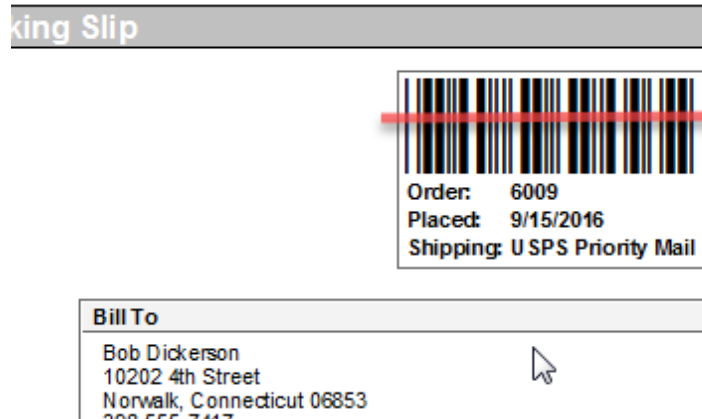
3. You should now have only this order number displayed in ShipWorks.

Still Need Help?

Please feel free to [reach out to one of our awesome Customer Care representatives in St. Louis](). We are happy to assist you.