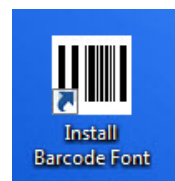


## How to Install the Barcode Font File

The Inventory Databases use a barcode font to print the Tag ID of a costume, prop, piece of equipment or a script checkout ID in a barcode format on several different reports. The font file does not install automatically during the program installation. In earlier versions of the program installation application it would install but as the operating systems of many computers are updated and changed the automatic installation has become unreliable.

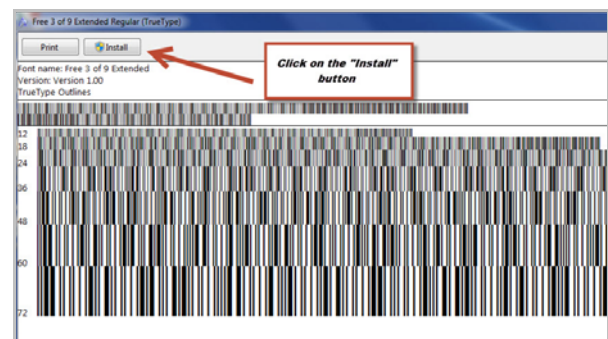
The installation is very simple as long as you have Administrator privileges on your computer. If the installation does not work when you follow these steps - please ask your IT staff for help. If you don't have an IT staff, please call us at Costume & Theatre Inventory Resources (855-468-8247).

1) The Font file name is: FRE3OF9X.TTF . It is copied to the C:\Costume Inventory Resources\Costume (or Props) Inventory Database folder. There may be a shortcut ("Install Barcode Font" - in version 3-11c and later) installed on your desktop that you can double-click to open and install the font.



2) If there is no shortcut on your desktop copy the file: FRE3OF9X.ttf into the fonts folder. This is usually: C:\Windows\Fonts. You can open that folder from the "My Computer" shortcut or you can go to the Control Panel and select "Fonts".

3) Double-click on the FRE3OF9X.ttf file name and you should see a screen similar to this. Click on the Install button.



The Oak's Youth Theatre

**Repairs / Alterations**

Role: \_\_\_\_\_

Needs Repair:  Alteration:

Costume: **Test**

Tag #: 1001

Needs band tacked on.

Date Repaired: \_\_\_\_\_ Repaired By: \_\_\_\_\_

**Barcode for # 1001**

4) The easiest way to see if the font file installed is to go to the Individual Costume, Props or Equipment form (or the Scripts Reports) and print the "Repair Card" or the Scripts Labels (in the Scripts database). It should have the barcode on the card/label. (If you see the Tag ID number and some stars then the font did not install correctly. Try the installation again or contact your IT Staff for help.)

