

# Steps to use QR4Office to generate QR codes

QR codes are pretty useful black and white images. You can complete payments, submit a form, or take a survey with the click of a button. QR codes can be quite handy for sharing links to websites and informational content.

To generate a QR code, you need the following:

1. Windows 10 version 16299 or later
2. Microsoft 365 subscriptions
3. Microsoft Word/PowerPoint/Excel
4. QR4Office

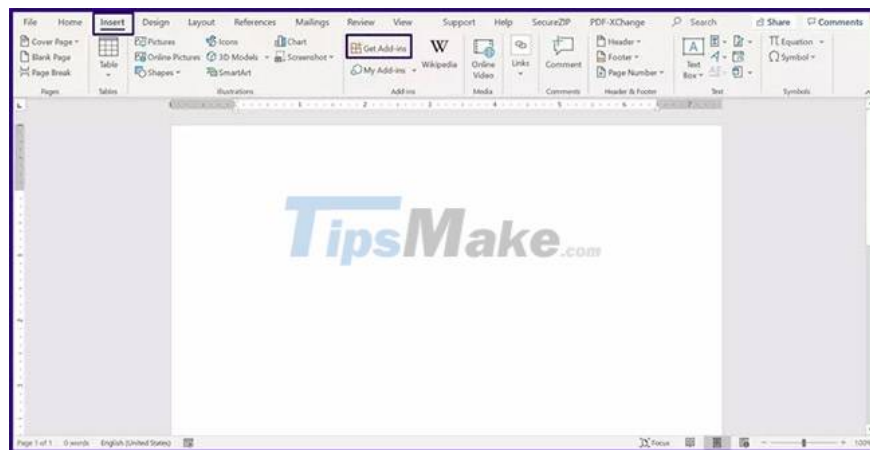
## Download QR4Office add-in

The first step when generating a QR code is to download the QR4Office add-in. Here's how to do this:

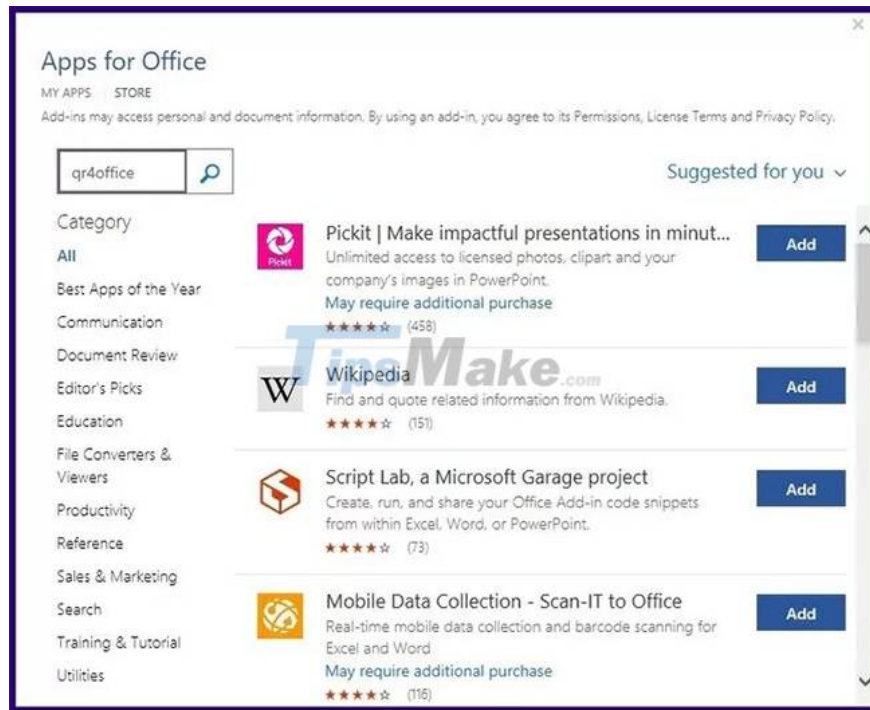
**Step 1 :** Launch any Microsoft Office application (Word, PowerPoint or Excel)

**Step 2 :** On the **Ribbon** , click the **Insert** tab .

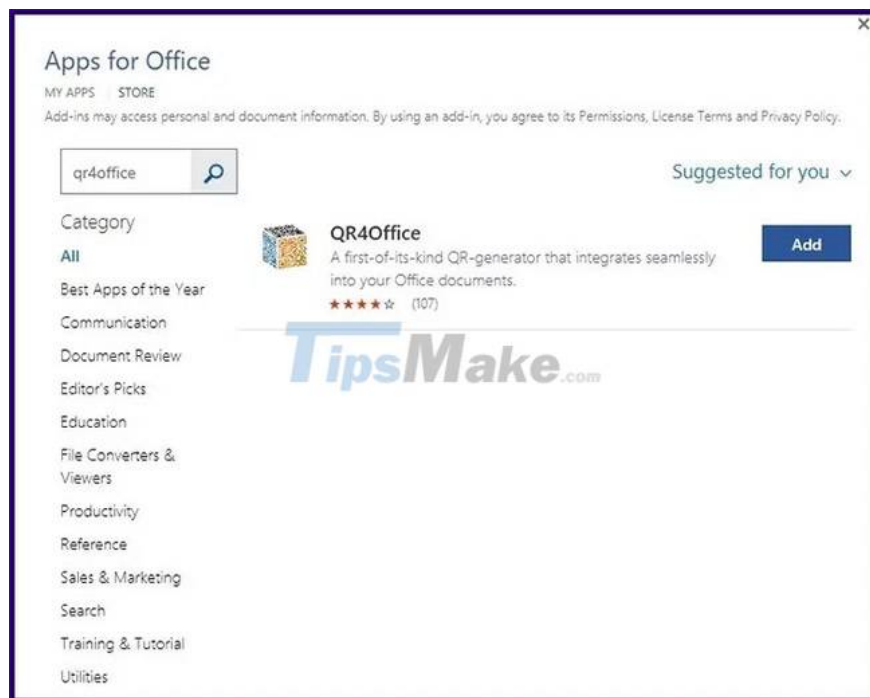
**Step 3 :** If you are using Microsoft 2016 or later, click on the **Get Add-In** option and a new window will open. For Microsoft 2013, click the **Store** option .



**Step 4 :** In the search bar, enter the query for **QR4Office**.



**Step 5 :** When the results are displayed, select **Add** to put the add-in into the Microsoft tool.



## Generate QR codes with QR4Office add-in

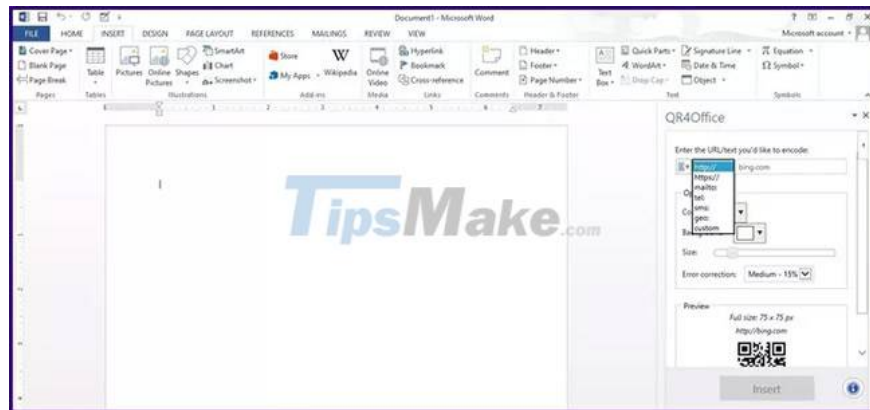
To use the QR4Office add-in requires launching it in any Microsoft Office application. Here's how to do it:

**Step 1 :** On the **Ribbon** , click the **Insert** tab .

**Step 2 :** If you are using Microsoft 2016 or later, click the drop-down menu next to **My Add-ins** . For Microsoft 2013, click the drop-down menu next to **My Apps**.

**Step 3 :** Select the QR4Office add-in to launch it. The add-in will open with a taskbar to the right of the Microsoft tool.

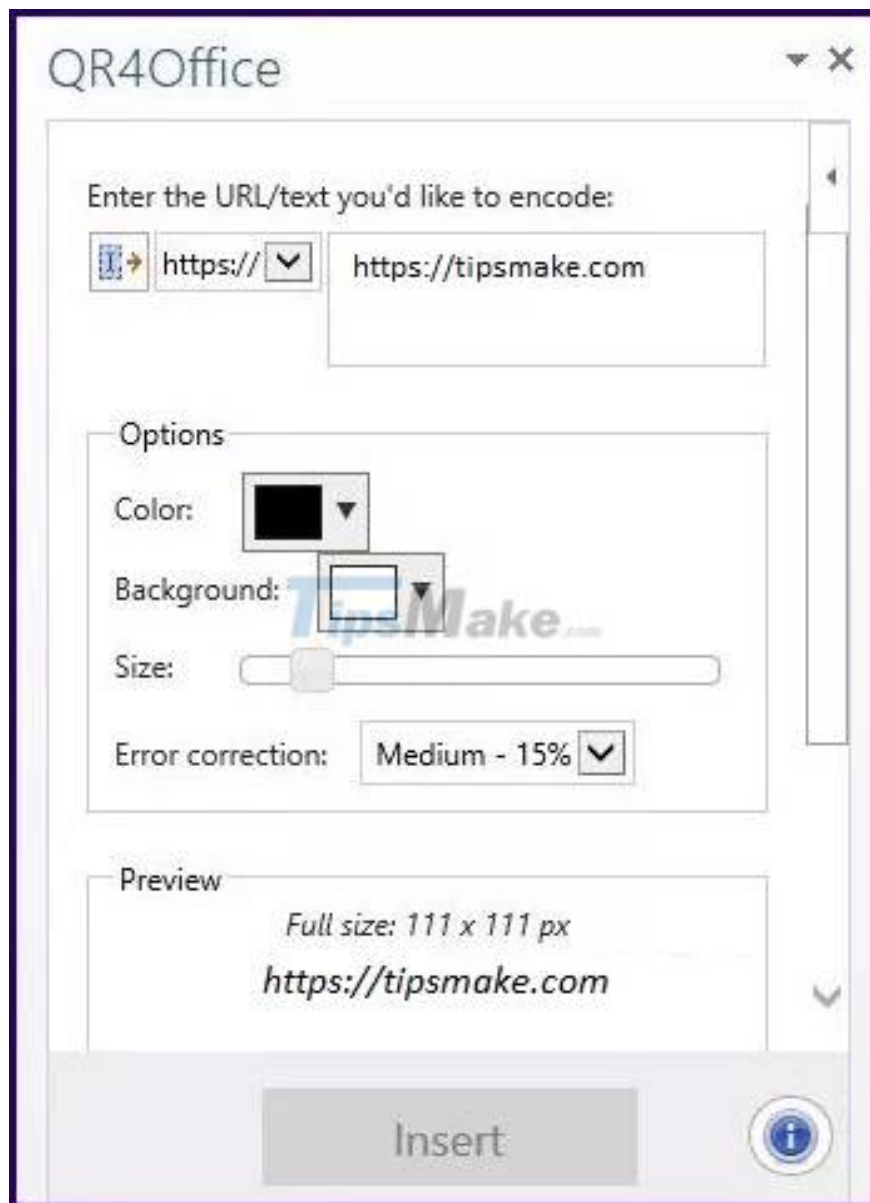
**Step 4 :** The first item on the QR4Office tool should be a drop-down menu. In the drop-down menu, select **http://** or **https://** for **Weblinks** , email address in **mailto:** , phone number in **tel:** or **sms:** , location in **geo:** and customize to generate unique QR code .



Fill in the required information

**Step 5 :** On the right side of the drop-down menu, enter the URL or text for the QR code.

**Step 6 :** Most QR codes are black and white. However, with the QR4Office add-in, you can change the colors. Select the preferred color of the QR code by choosing from the color palette or inserting an RGB color code.



**Step 7 :** Click **Set color** after choosing your preferred color.



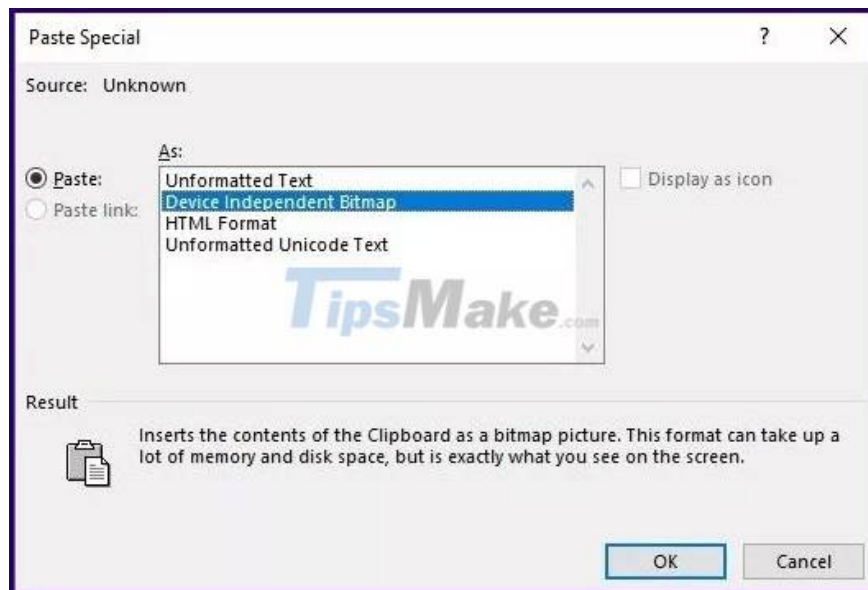
**Step 8 :** To select the size of the QR code, drag the slider from left to right. When you make changes to the size, URL or text of the QR code, this will be displayed in the **Preview** box .

**Step 9 :** You can set **Error correction** percentage for QR code by selecting in drop-down menu. The error correction feature ensures that the QR code can recover data if the code is damaged or dirty (useful when the code is in printed form).



**Step 10** : Click **Insert** to generate a QR code in your Microsoft Office application.

**Step 11** : If Insert doesn't work, right click on the preview image and copy it. In the Microsoft Office application, select **Paste Special** and select **Paste as Device Independent Bitmap** .



You can also simulate step 11 to paste the QR code in other Microsoft tools like PowerPoint and Excel, or embed the code in a web page.

## Check QR code

Before putting the QR code to use, it is important to test its functionality. You can do the same with mobile devices. If you are using an iOS device, this is quite easy as the **Camera** has a built-in feature that allows scanning of QR codes when enabled.

For phones running Android 7.0 or lower, download a third-party app to scan the QR code. However, for phones running Android 8.0 or later, Google Screen Search or Google Lens will work to scan QR codes.

Here's how to test the functionality of a QR code.

**Step 1** : Launch **Camera** or QR scanning tool to make sure the tool captures all 4 corners of the QR code.

**Step 2** : A pop-up window to open the QR code will appear. Click on it and if it redirects you to a webpage or inserted text, then you can attest to the functionality of the QR code.



Hope you are succesful.

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