Back Number PowerPoint Instructions
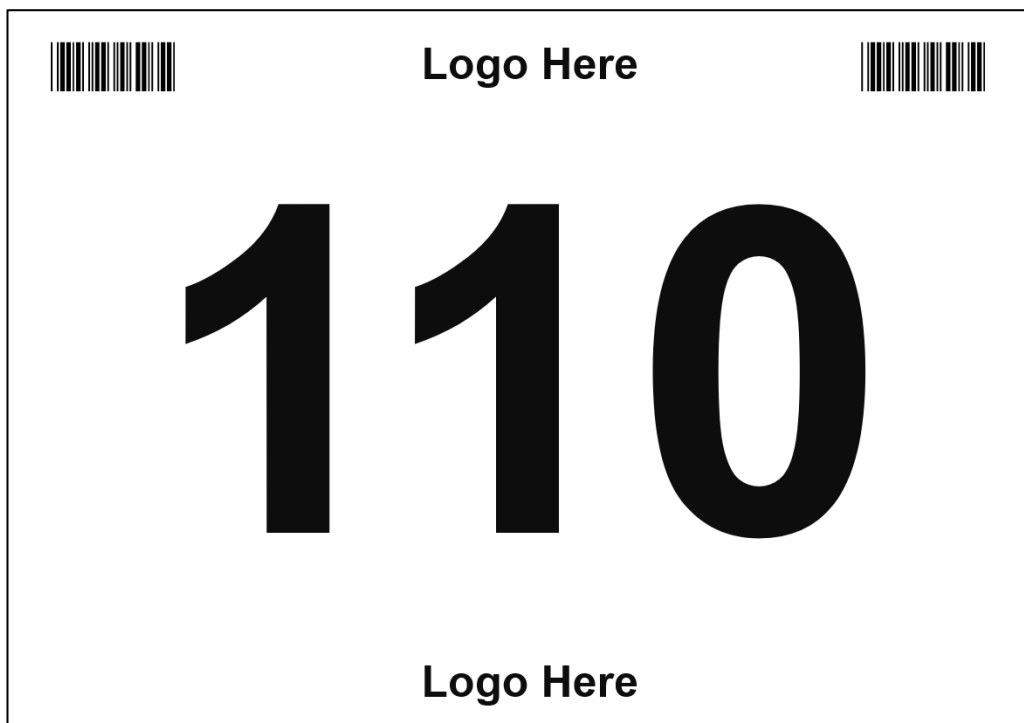
Instructions for

Back Number PowerPoint Template

Introduction

The Back Number PowerPoint contains code to generate any range of Back Numbers. These are formatted to the A5 size, and could be printed directly from the PowerPoint application or exported to a PDF for emailing, printing, etc.

Apart from printing any range of Back Numbers the PowerPoint application allows for the inclusion of graphics such ad advertising and branding logos.

For those competitions that require the quick input of Back Numbers into the Scrutineering System, the Back Numbers can be generated with and without barcodes & QR codes.

It is assumed that the user of this PowerPoint application has some basic computer skills and can navigate around the Microsoft PowerPoint application.

Installation of the Back Number Template

To run the PowerPoint .pptx file all that is required is a compatible version of Microsoft PowerPoint. Any modern version of Microsoft Office will contain a suitable version. However, it is possible to purchase MS PowerPoint as a stand-alone package if required.

NOTE: No 'Plugins' are required to run this template.

As stated in the introduction, you can generate your Back Numbers with or without barcodes or QR codes.

Barcodes are generated from the True Type Font - Free 3 of 9 font. This file FREE3OF9.TTF can be found in the zip file of this download. Double click on the extracted file to run the font installer, once this is done you will be able to produce your Back Numbers with barcodes.

IMPORTANT! For barcode fonts to work correctly your software must not change the kerning. Barcode fonts rely on precise spacing between characters for accurate scanning, do not allow your software to 'Auto Size' the barcode font.
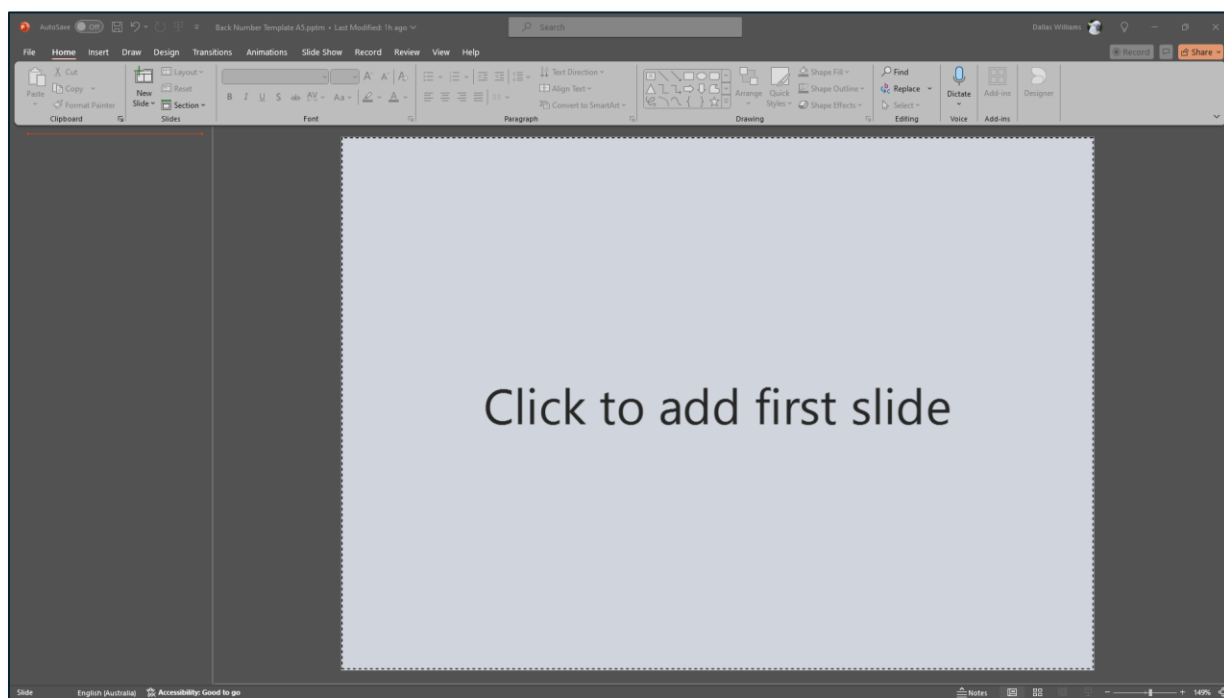
QR codes are **not produced** from a local file or font, they are generated on-line via the https://api.qrserver.com URL. For Back Numbers with QR codes you must have a reasonable internet connection because the code graphic is being pulled from the on-line API whilst each number is generated. In operation you will notice a time lag from the execution of the code to the display of the rendered slides which contain the Back Numbers.

Opening the PowerPoint File

Once the Back Number Template A5.ppmt file has been extracted from the ZIP container, it can be double clicked to open. Depending on the version of PowerPoint you have installed you should see a blank presentation page like the one below.

Tip: Before generating any Back Numbers, the PowerPoint should be 'empty'.
If the presentation is not in the empty state, select all the slides that are there and delete them.

Using Barcodes and QR Codes at Competitions

Barcodes and QR codes are useful in competitions that are entered 'on the day'. These are generally small casual Events that do not have an **event entry fee**. If an event entry fee is required by the Competition Organiser it is not advisable to scan a Back Number into an event.

The scanning process is done by the via the Marshal.mdb access file and scanning is only required at the First Round of an event, of course in small Events the First Round is often the Final.

Barcode readers work as a keyboard wedge, that is they simulate the input as if it is coming from a keyboard. Setup of your reader should include a carriage return character <ENTER> after input, most (but not all) readers are configured this way by default. Barcode and QR code readers are inexpensive and can be obtained in versions that are wired through the USB, or a wireless dongle.

IMPORTANT! Barcode and QR code readers are not the same. Simple Barcode scanners are referred to as 1D (one dimensional), where QR codes are 2D. When purchasing make sure that you buy the correct equipment, if possible, test before purchase.
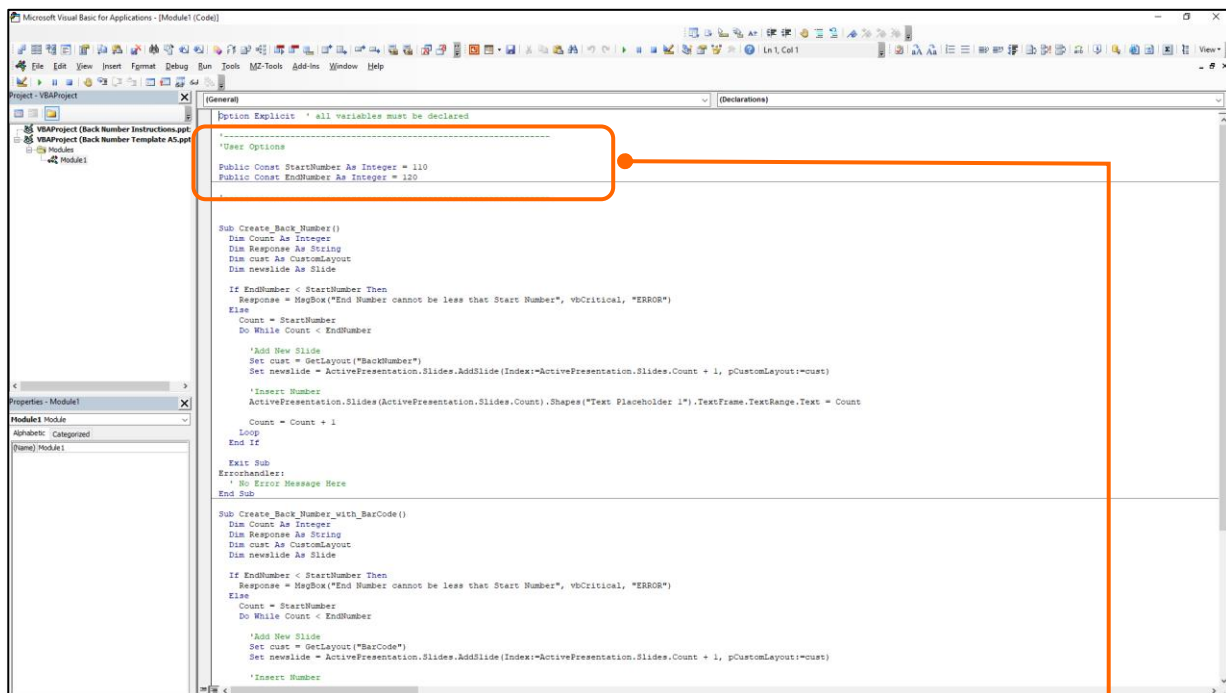
Generating the Back Number Slides

The Back Numbers are generated by using VBA code which is built into every copy of PowerPoint. To be more precise, VBA code is baked into every copy of PowerPoint, Word, Excel and Access, and is a very powerful tool for automating tasks.

To access the simple piece of code required to generate the Back Numbers you will need to open the IDE (Integrated Development Environment).

With the PowerPoint file open, CLICK **ALT + F11**

The IDE will open displaying the VBA code as shown below.

Setting the START & END Numbers

The two variables that you need to define Are '**StartNumber**' and '**EndNumber**'. You will find these in the area of the code marked as **User Options**, and are defined as constants.
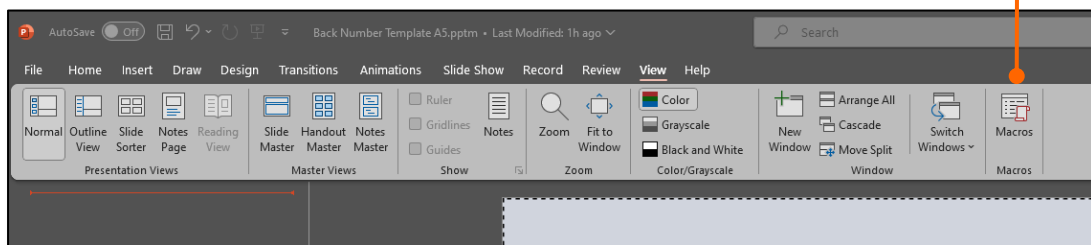
```
'--------------------------------------
'User Options

Public Const StartNumber As Integer = 110
Public Const EndNumber As Integer = 120

'--------------------------------------
```

These variables are currently assigned 110 & 130, respectively, but they can be set to any value you need.

However, depending on the complexity of your graphics you may want to split large print runs into smaller sections. Once you have set your start and end values the IDE can be closed.
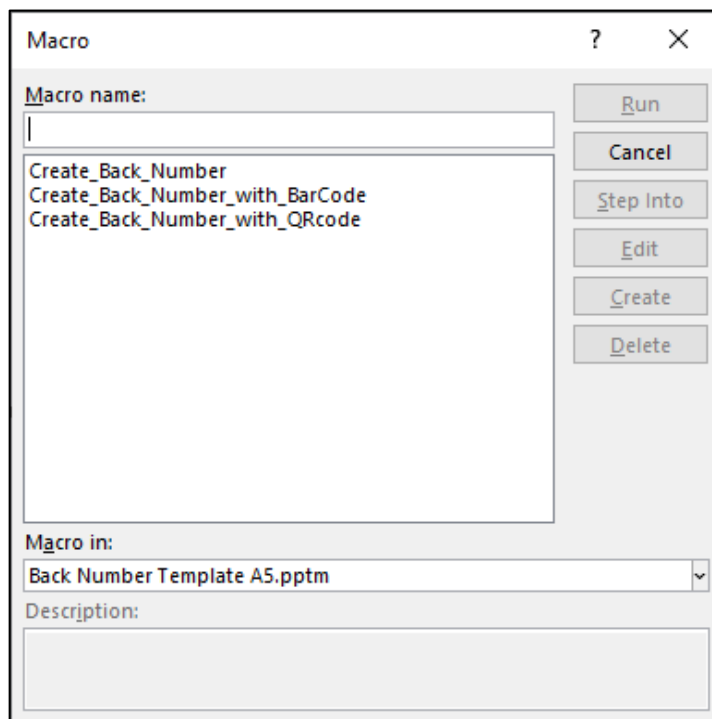
Macros can be run from the PowerPoint 'View' menu item. Once again, this may vary depending on the version of PowerPoint you have but essentially look for the '**View**' menu tab and the '**Macros**' icon.

Clicking the Macros icon will open the Macro Menu, there are 3 Macros to choose from:

1. Create_Back_Number – generates your range with no barcode or QR code.
2. Create_Back_Number_with_BarCode – your range with barcodes.
3. Create_Back_Number_with_QRcode – your range with QR codes.

Select and Run the Macro you want, or simply trigger it by double clicking on the Macro in the item list. Either action will start the code and produce the Back Numbers.
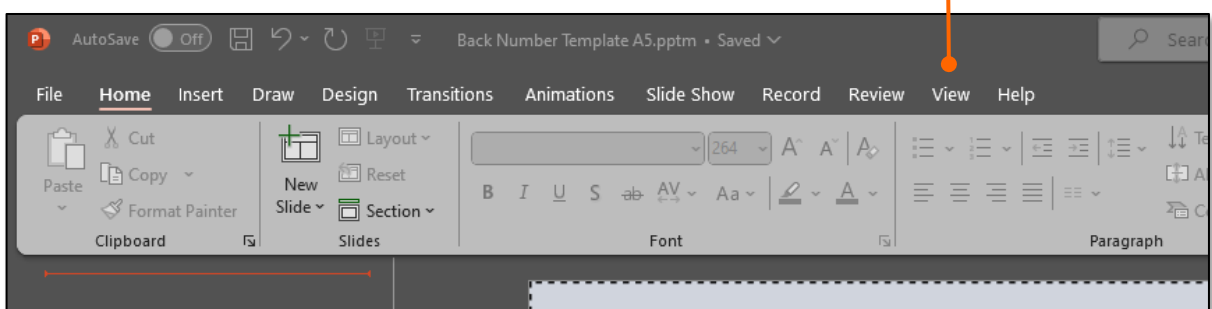
Generating the Back Number Slides

If you have selected the barcodes Macro your screen should look like the above screenshot.

Remember that this PowerPoint file is exactly that, just a file. You can copy it and set up as many different types of Back Number scenarios as you want. You may also adjust the output in size and orientation to suit your printing process.
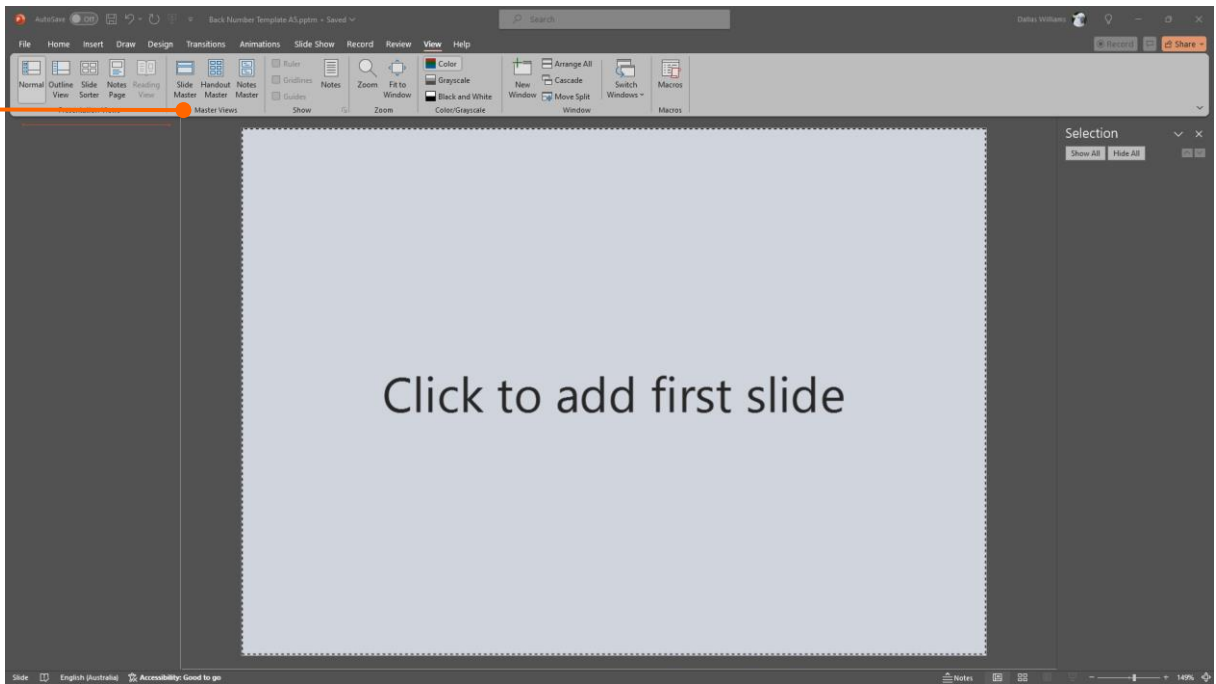
Possible scenarios range from printing on fibrous (tear resistant) paper, through to plain paper that is then placed in a plastic sleeve for the competitor to wear. The latter is popular with ProAm competitors that require a regular change in Back Number.
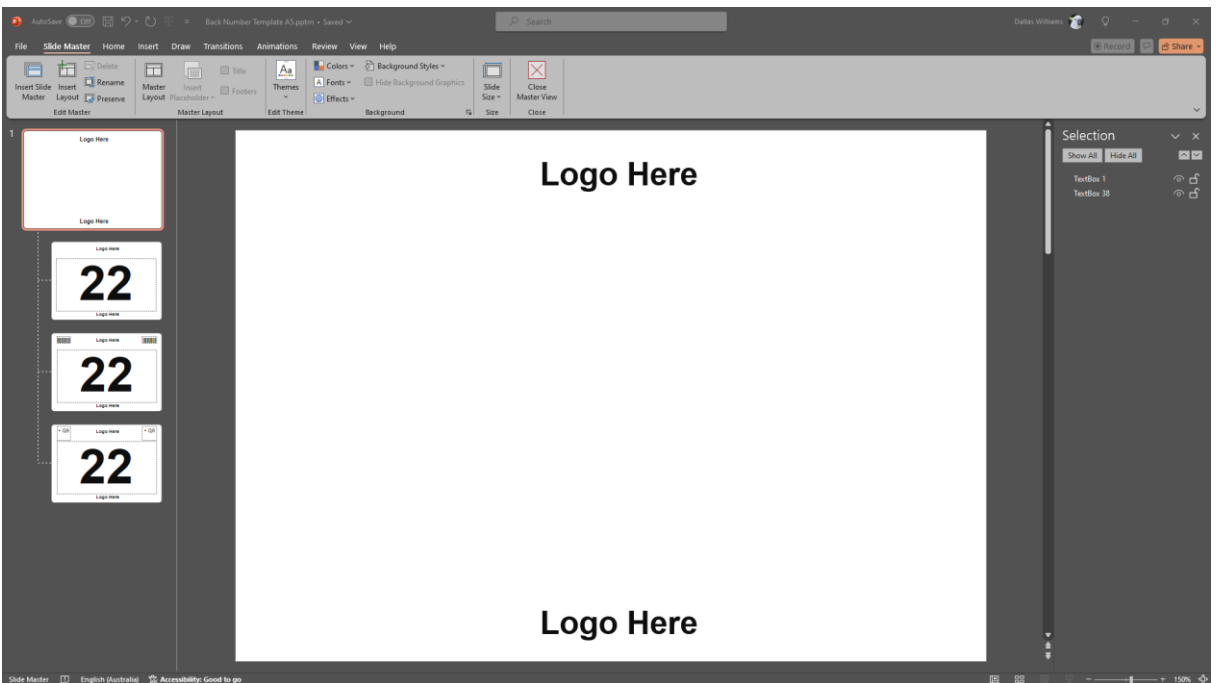
Custom Artwork

To be able to add your own artwork to the Back Number you will need to access the Slide Master function of PowerPoint. If you have not done this before simply locate the 'View' menu tab located at the top of your PowerPoint screen and click.

Click on the Slide Master icon to open the Master Slides.
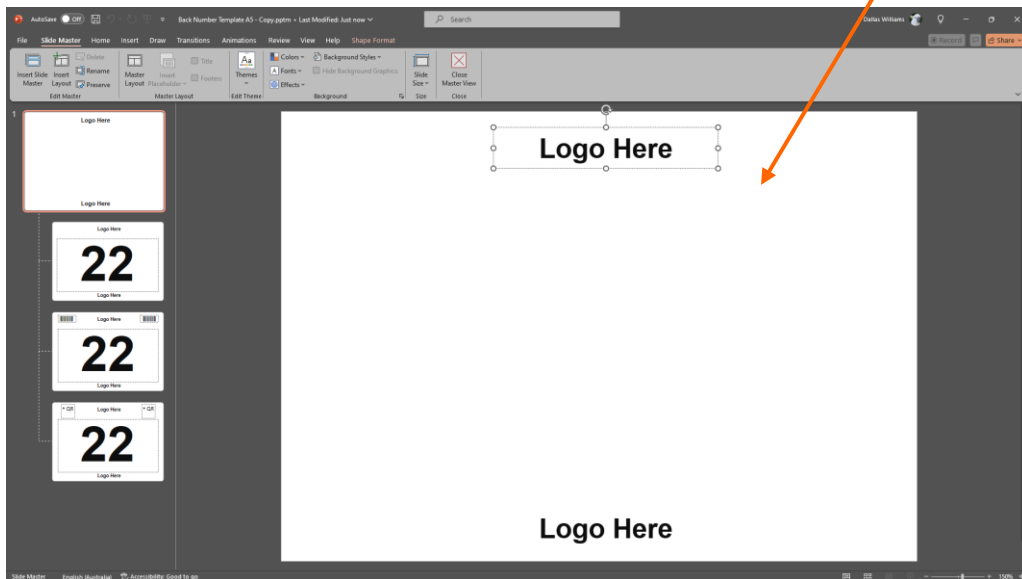

This group consists of a **primary slide** (at the top of the stack) and **3 children**.

The child slides contain place holders for the barcodes and the Back Number itself which are specific to the VBA code. These slides should not be edited in any way, only add artwork to the primary slide at the top. Whatever is added to the primary slide is automatically seen on the child slides.
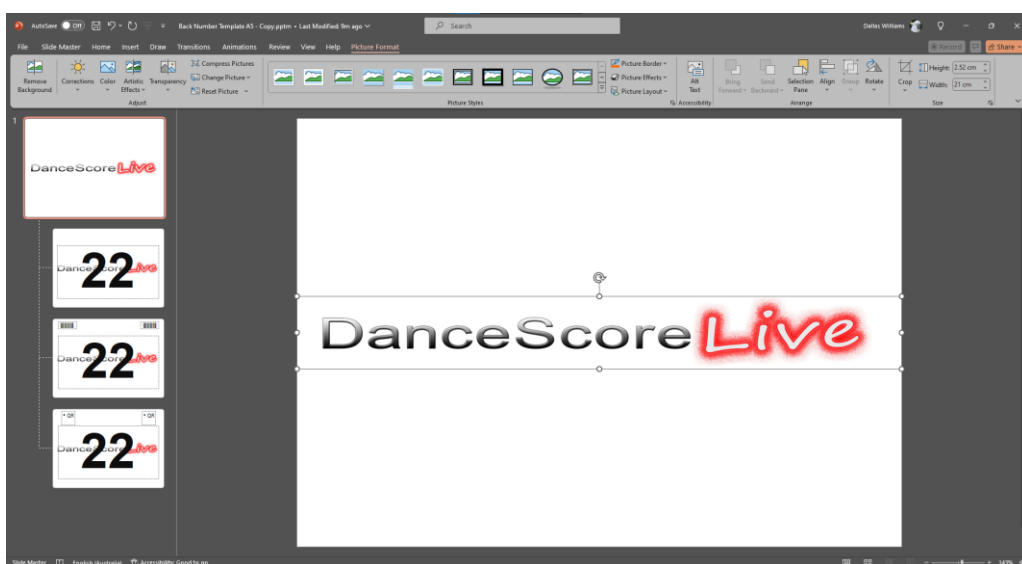
To add some artwork to your Back Number, first ensure that you have the primary slide (the one at the top of the stack) selected. Once selected you can move to the **working area** and start with your customisation.

There are an almost infinite number of ways you can generate artwork and place it onto the slide. For this walkthrough I will simply delete the ''placeholder' text and then 'drag and drop' a logo onto the bottom of the slide.

To delete the 'Logo Here' text all I need to do is select the textbox (click twice) containing the 'Logo Here' text and hit the delete button. Make sure the textbox itself is selected otherwise you will just be deleting just the text and not the entire box.
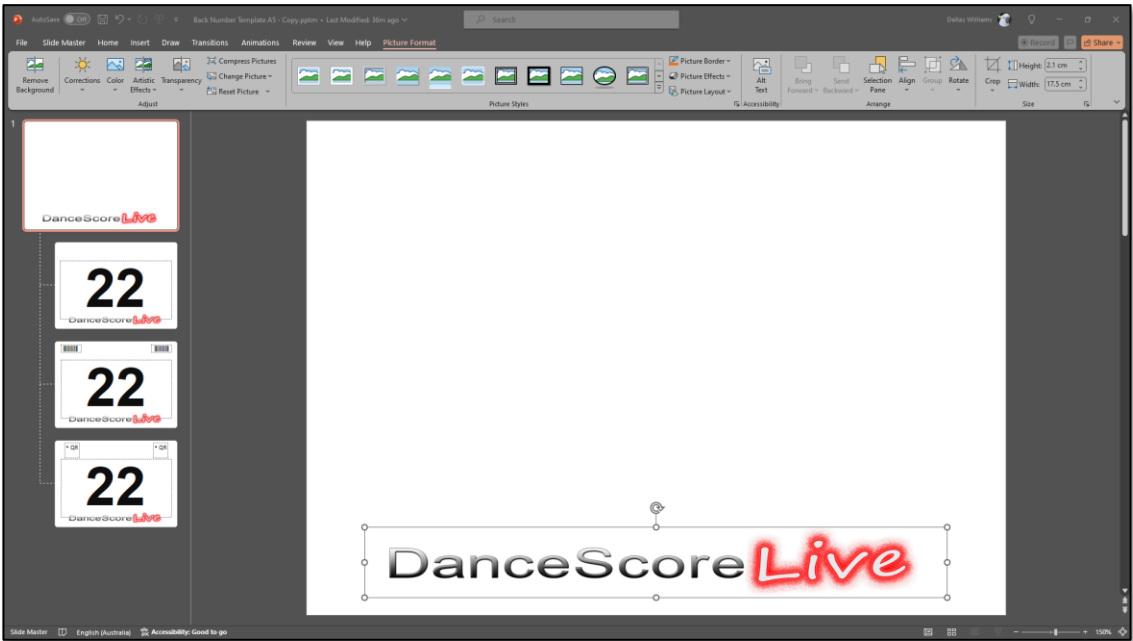
Once done you will have an empty slide. You will also notice that the 'Logo Here' text has disappeared from the child slides.
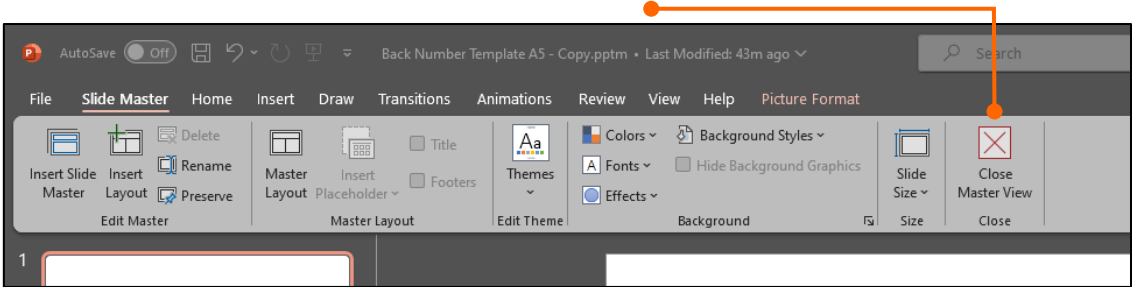

For this quick demo I am simply going to drag and drop the DanceScoreLive.jpg file onto the primary slide. You may choose to use the 'Insert' menu tab to add an object to the slide.

Move (and resize) your graphic to where you want the artwork to be positioned. The PowerPoint application is very mature and has a ton of features for manipulation of graphics, if you are new to this environment I suggest a search for tutorials on the internet. There are thousands, so be specific when you search.

When done editing the Slide Master, exit using the '**Close**' icon as shown.

Re-running your desired Macro will generate Back Numbers that now have the added graphics.