



Creating QR Codes Directly in Microsoft Word

What You Will Learn

- Create a QR code directly inside Microsoft Word without using an external QR-code website.
- Use Word's DISPLAYBARCODE field code to encode a website address.
- Switch between the field code and the generated QR-code image.
- Edit the field when you need to change the destination.
- Test the finished QR code before distributing or printing the document.

About QR Codes in Word

A QR (Quick Response) code can give readers a fast way to open a website or other encoded information with a phone or tablet. Microsoft Word for Windows includes the DISPLAYBARCODE field, which can create a QR code directly in the document. This is useful for flyers, handouts, invitations, business cards, marketing materials, and other documents that connect printed information to online content.

The important idea in this lesson is that the QR code is a Word field. You create the field, enter the information you want encoded, and then tell Word to display the field result as a QR code.

Creating a QR Code

1. Place the insertion point where you want the QR code.

Open the Word document that will contain the QR code. Click at the location where you want the code to appear.

2. Press Ctrl + F9 to create a field.

Word will insert a pair of special field braces. Do not type the braces yourself. The braces created by Ctrl + F9 are field-code braces and are different from ordinary keyboard characters.

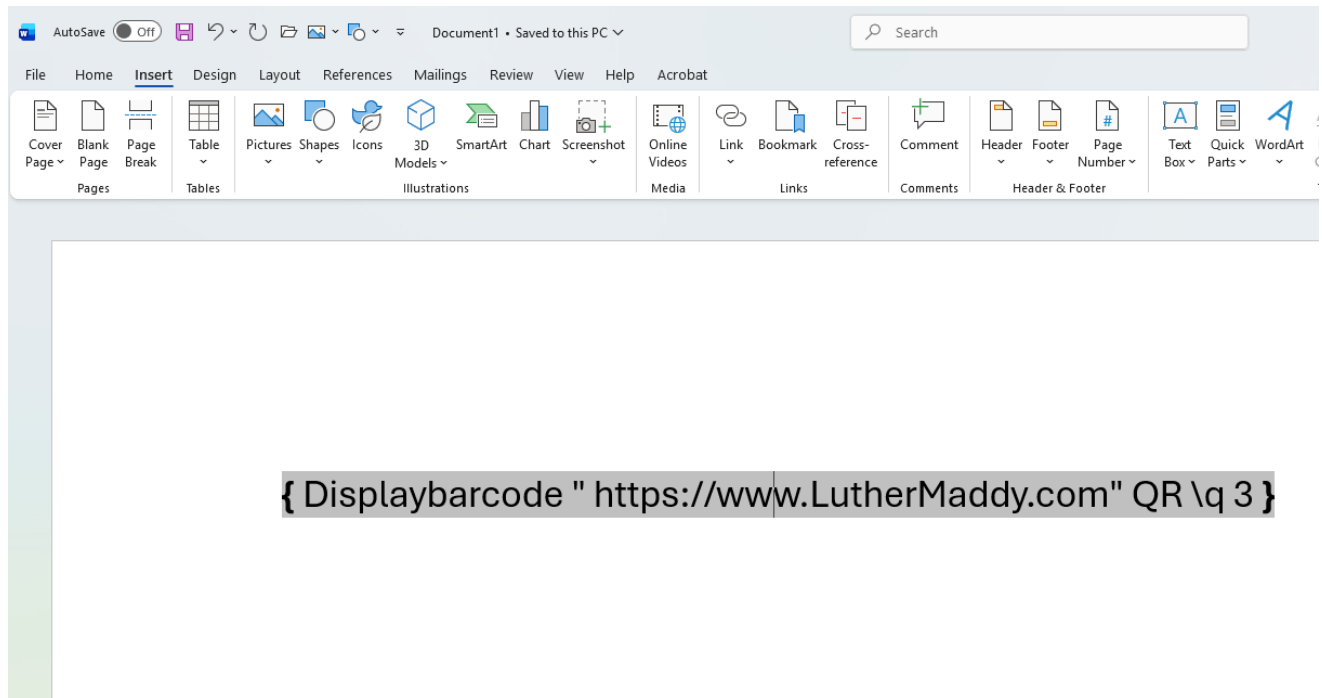


Figure 1. Field braces and QR code inserted with Ctrl + F9.

3. Type the **DISPLAYBARCODE** instruction inside the field braces.

Inside the braces, type the field instruction. A typical QR-code field follows this pattern:

DISPLAYBARCODE "website-address" QR \q 3

4. Replace the sample address with the destination you want the QR code to open.

For example, a field that points to the LutherMaddy.com website would contain:

DISPLAYBARCODE "https://www.luthermaddy.com" QR \q 3

Keep the website address inside quotation marks. QR tells Word to generate a QR code, and the \q switch specifies the QR-code error-correction level.

5. Display the QR code instead of the field instruction.

Right-click the field and choose Toggle Field Codes. Word should replace the field-code text with the generated QR-code image. You can toggle the field again whenever you need to see or edit the underlying instruction.

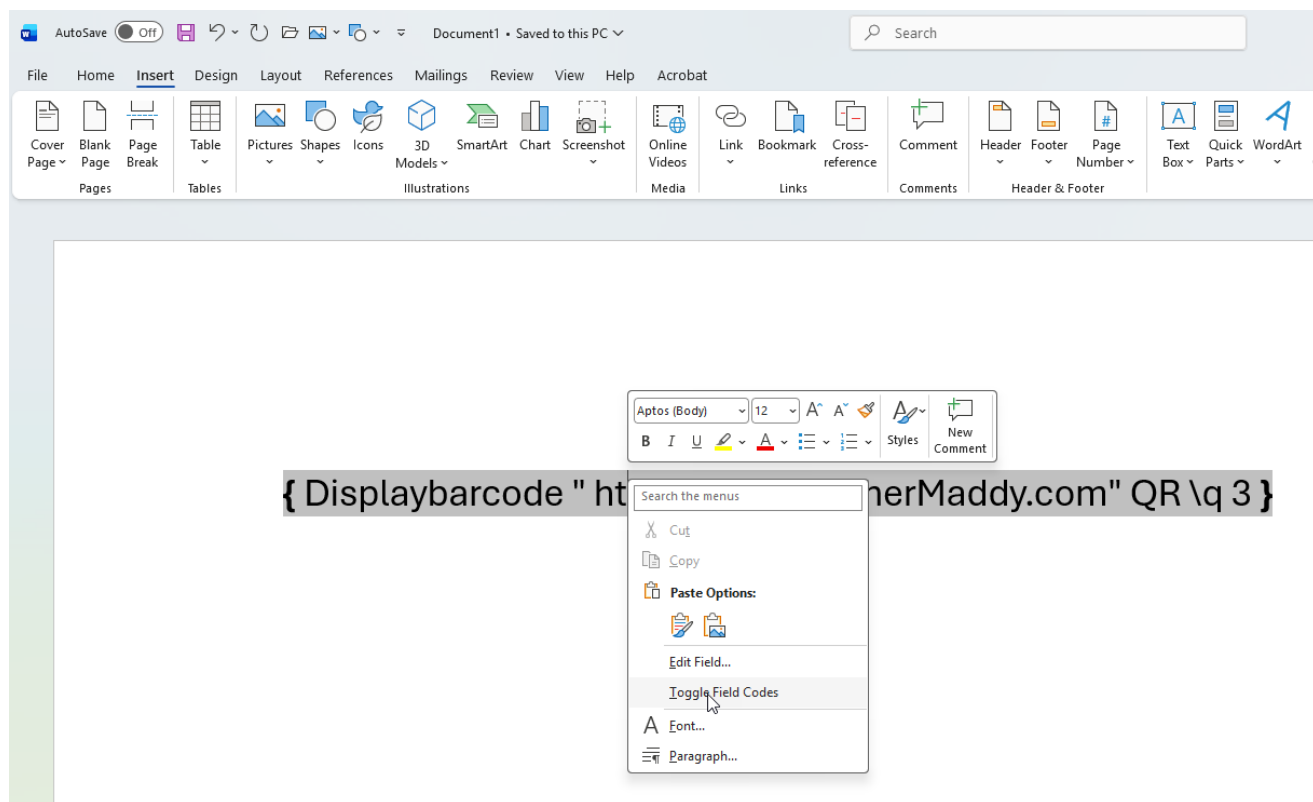
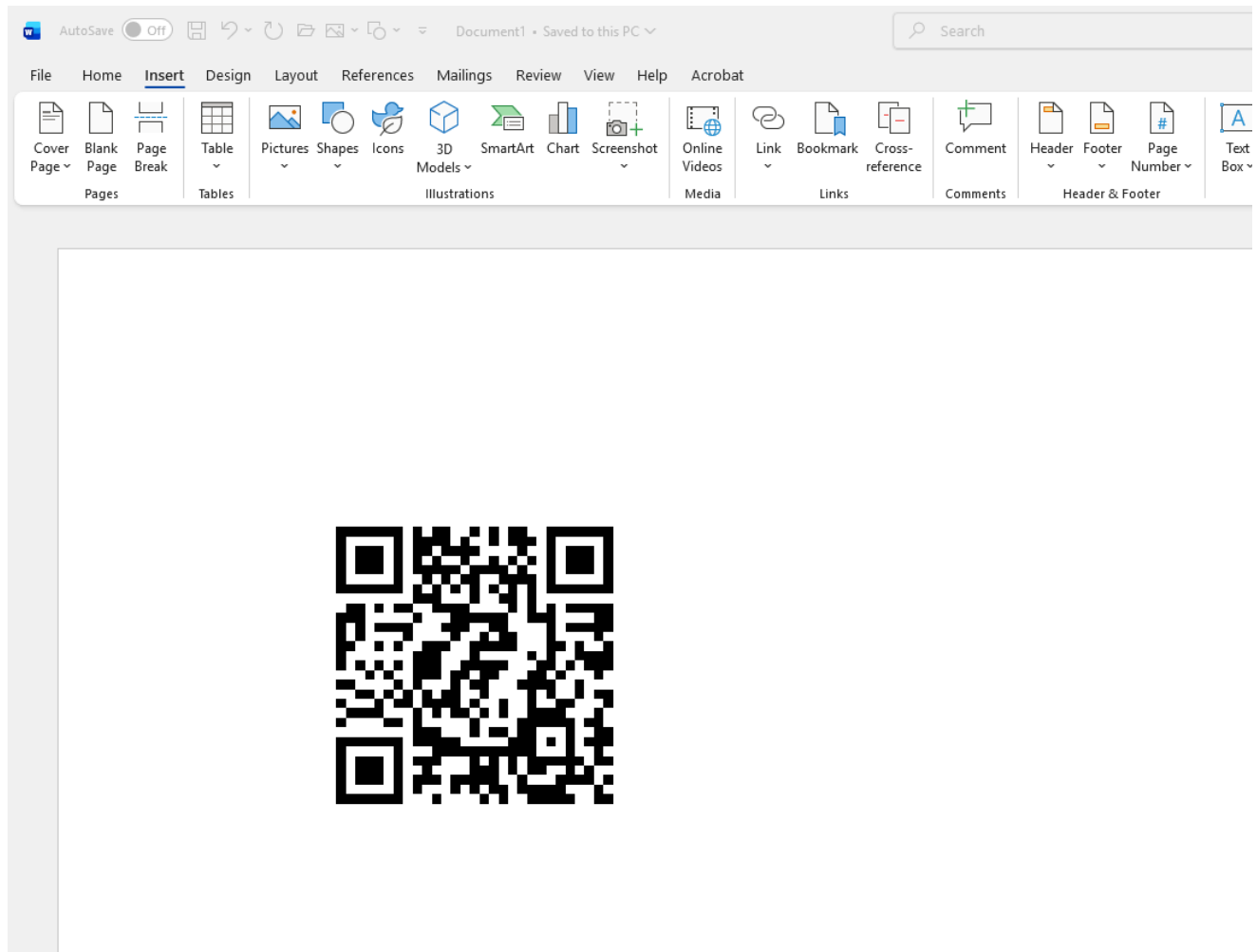


Figure 2. Toggle Field Codes command and the resulting QR code.

6. Resize or position the QR code if necessary.

After Word displays the QR code, position it appropriately in the document. Keep enough white space around it and avoid making it so small that a phone has difficulty scanning it.



[INSERT SCREENSHOT HERE]

Figure 3. Finished QR code positioned in the Word document.

7. Test the QR code.

Before printing, exporting, or distributing the document, scan the QR code with a phone or tablet. Confirm that it opens the exact website or information you intended.

Editing an Existing QR Code

Because the QR code is generated from a field, you can return to the field instruction when you need to change the destination. Right-click the QR code and choose Toggle Field Codes. Edit the information inside the quotation marks, then toggle the field back to display the QR code. If the displayed result does not refresh immediately, update the field and test the QR code again.

Figure 3. Finished QR code positioned in the Word document.



Understanding the Field Code

Part	Purpose
DISPLAYBARCODE	Tells Word to generate a barcode from the field data.
"website-address"	The information encoded in the QR code. For this lesson, it is a web address.
QR	Specifies QR as the barcode type.
\q 3	Sets the QR-code error-correction level used by the field.

Figure 4. Understanding the Field Code table

Common Mistakes to Avoid

- Typing ordinary { } braces instead of pressing Ctrl + F9.
- Leaving the website address outside the quotation marks.
- Deleting part of the DISPLAYBARCODE instruction when editing the URL.
- Making the QR code too small or crowding it with nearby text or graphics.
- Assuming the QR code works without scanning and testing it.
- Forgetting that DISPLAYBARCODE is supported in the Windows desktop version of Word; availability can differ in other Word environments.

Suggested Practice

Create a one-page flyer for an imaginary business or organization. Add a QR code that points to a website of your choice. Place a short instruction beside the code, such as “Scan to learn more.” Resize and position the QR code so it fits the page, then scan it with a phone to verify that it works.