

# Creating & using QR codes



**QR** is short for quick response. QR codes can be read by the camera on your tablet or smartphone, once scanned the QR code will take you to the linked website (URL), rather than typing in a web address.

## Creating a QR code

Visit [www.qrstuff.com](http://www.qrstuff.com)

To create a QR Code you will need to:

1. copy and paste a URL into the content box, E.g. [www.coventry.gov.uk/libraries](http://www.coventry.gov.uk/libraries)
2. Select a colour, black is default
3. Click "DOWNLOAD QR CODE"



Once downloaded, click open on the box below, as circled



Once opened, (the file should open automatically) you can copy & paste the QR code onto any poster or document, by right clicking on the QR code, then by left clicking "copy", as shown below.



Open a document you wish to insert the QR Code into,

To insert the QR code, right click on a blank section of your document and then left click "paste".

The QR code should appear (as shown), you will need to reshape and format the QR code to suit your preferences.

**Please note**

QR codes should remain square and should not be stretched out.

A QR code will also need at least 1 cm of white space on every side.





There are quite a few free QR reader apps on app, windows and google play store. Download load a highly rated free QR scanner app for your device and get scanning! Example QR code provided below.



### **Things to remember**

you can link any URL to a QR Code, including YouTube videos.

QR Codes from [www.qrstuff.com](http://www.qrstuff.com) are free to create and download, they also don't expire.

If a link URL changes or no longer exists, your QR code will no longer work. It's recommended that you check a QR code every 6 months.

Check the documents/poster's master copy.

(You don't need to check every poster that has the same QR code on it.)