TDI **Division of Workers'**
Compensation

Developing Alternate DWC Forms

1. Included in this ZIP file are:

- Bar code font (fre3of9.ttf);
- Graphic version in GIF or TIFF format of all the barcodes used on DWC forms (as of the date of this ZIP file); and
- Excel spreadsheet with the values for all barcodes and specifications.

2. Bar Code Font

The bar code font file must be placed in the Windows font folder on your PC to activate it. When using this font for the barcode, the proper size is 44pt. Do not BOLD and insure that the first and last character of the barcode is an asterisk (*).

Special note to MS Word users: There is a default setting in Word that changes text surrounded by *'s into bold text. This setting must be disabled for the bar code font to work, otherwise the * characters that are necessary for the barcode to scan properly will be lost and the thickness of the bars will be altered. The setting might be found in a different place in other versions but
this is how I disabled it. From the Tools menu open the AutoCorrect dialog box. On the AutoFormat tab uncheck the box for "*Bold* and _underline_"

If the bar codes are created using the barcode font in an application such as MS Word, they will only appear as a bar code to those who have the font installed on their PC. If the user does not have the barcode font, when they open the form, they will see the barcode value in whatever the default font on their PC is.

If this barcode font is used to create the barcode in a PDF document, then the font must be embedded in the PDF document or the same result as described above will occur. For information on embedding fonts in a PDF document, see the Help section of your Adobe Acrobat application or visit www.adobe.com on the internet.

3. Bar Code Graphics

For quality purposes, the bar code graphics have been created larger that the standard size. When using these graphics on forms that you create, they must be reduced proportionately to one-half inch in height to meet the standard.

For forms created or revised after June 2006, there are no barcodes for cover or instruction pages.

4. Bar Code Values

The Excel spreadsheet shows the bar code values for each barcode on each page of the DWC forms. The bar code value is based on the DWC form number and page number, as well as the revision date of the form. If the correct values are not used, the form will be improperly identified. It is critical that each page of a form

has the proper bar code or the form will not be processed correctly. The value for each form barcode is listed in the barcode value spreadsheet in the DWC Form Developer Kit.

5. Alternate Forms Testing and Approval

Any workers' compensation form that is not developed by TDI must be reviewed, tested, and approved by TDI before it can be used as an alternate to the official form.

The goal in developing an alternate form is to create a mirror image of the official TDI form in a format the customer can use to create processing efficiencies (such as a mail merge document).

Requirements for Alternate Forms Approval:

- the layout must be preserved to ensure efficient processing;
- the language prescribed by TDI must be reproduced to the letter; and
- the correct barcode must always print in the bottom center of the page.

TDI will not approve the use of an alternate form that does not comply with these requirements.

To submit an alternate form for approval, send it to Webstaff@tdi.texas.gov.