

QR Codes

Skip search words & file paths



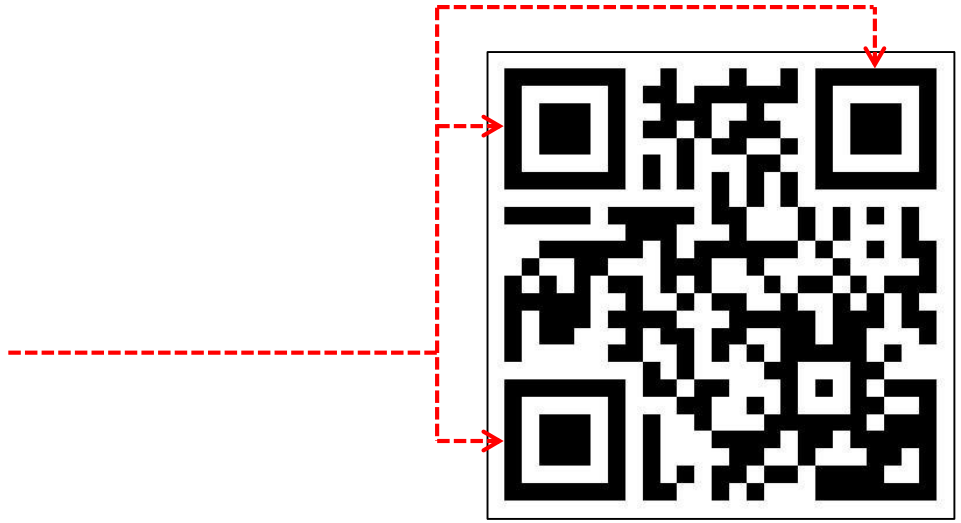
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About QR Codes

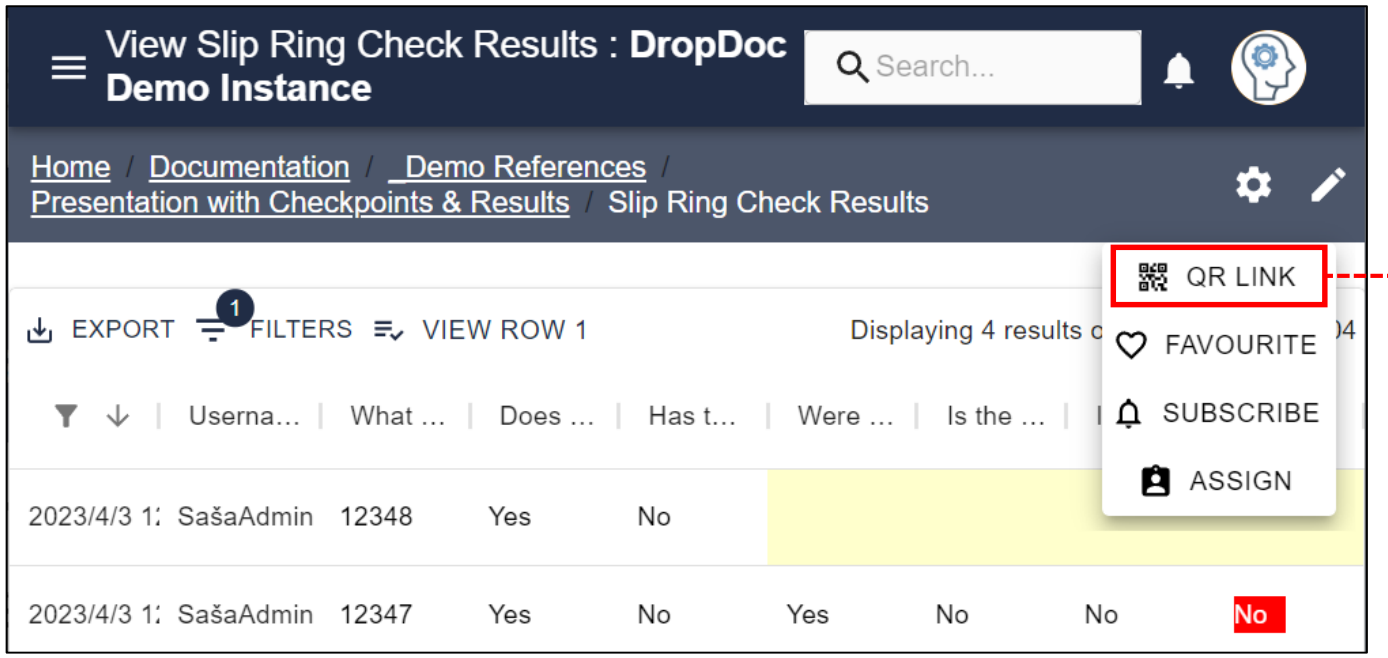
- QR is an acronym for Quick Response
- A more advanced version of the original bar code
  - Can convey more information
  - Scannable by cameras on most devices
- Pattern is recognized universally
- Distinguished by three corner squares used for orientation





DropDoc Generated QR Codes

- The  icon can be used while in any Folder or Doc to generate a QR code for accessing it

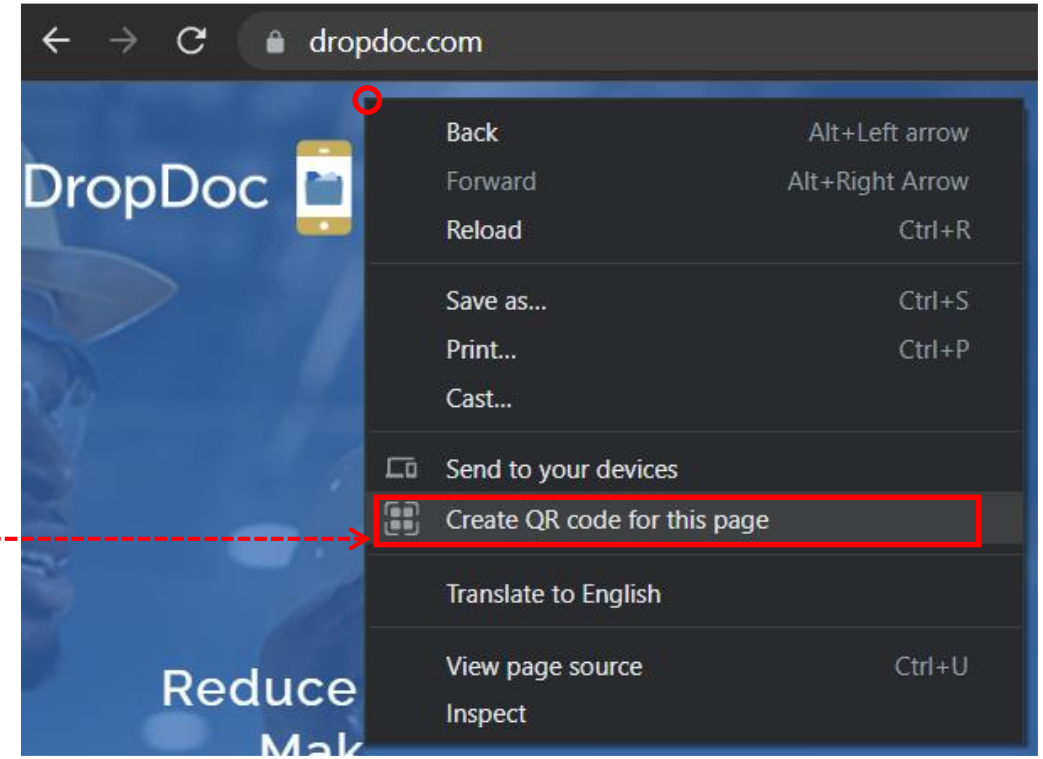




Generating QR Codes Outside of DropDoc

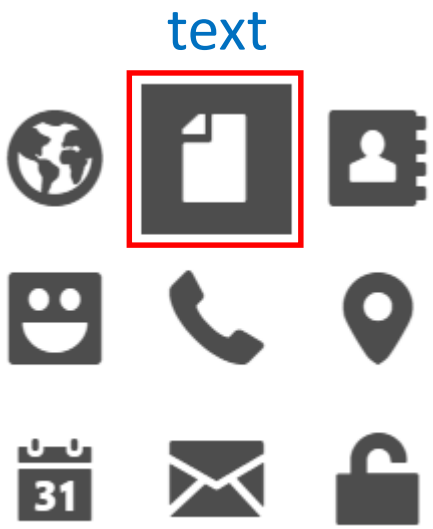
- Many free websites are available to generate QR codes
  - goqr.me
  - qrstuff.com

- Google Chrome can also be used by right clicking on a website to "Create QR code for this page"



Types of QR Codes

- When generating a QR code, ensure that the correct information type is selected
  - URL, Email, Text, SMS, Call, Location…



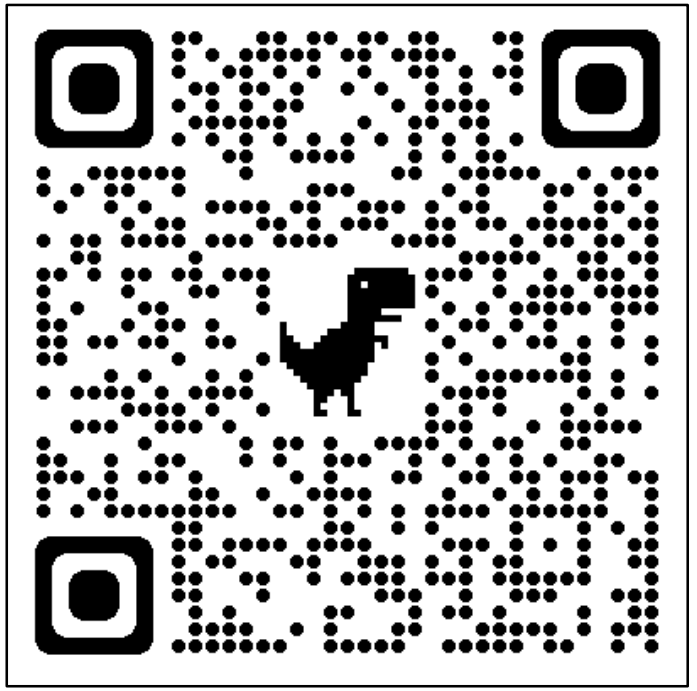
- If Checklist answer type is set as number or text, the QR code format needs to be set as number or text, respectively
  - *If question answer type and QR code format do not match, QR code scanning will not work!*

Styles of QR Codes

- Simpler styles are easier to detect
  - Try these with your mobile device

Generated by website goqr.me

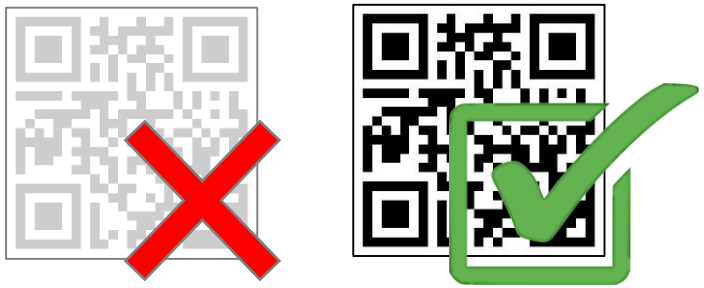




Generated by Google Chrome

Both QR codes represent https://dropdoc.com/

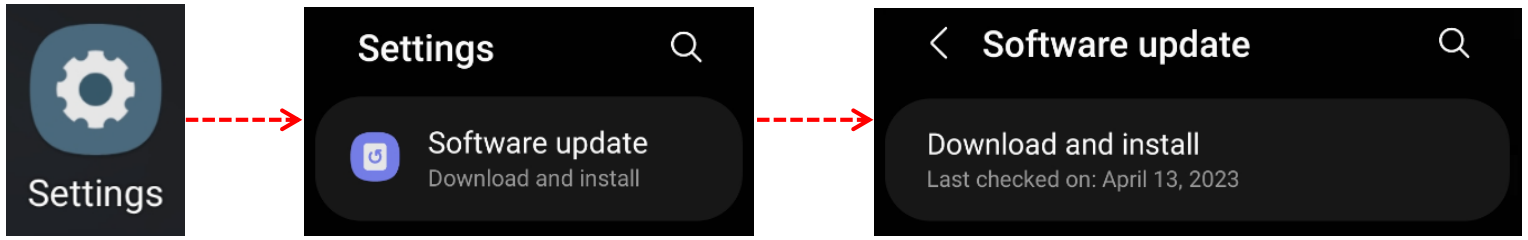
Optimizing QR Codes



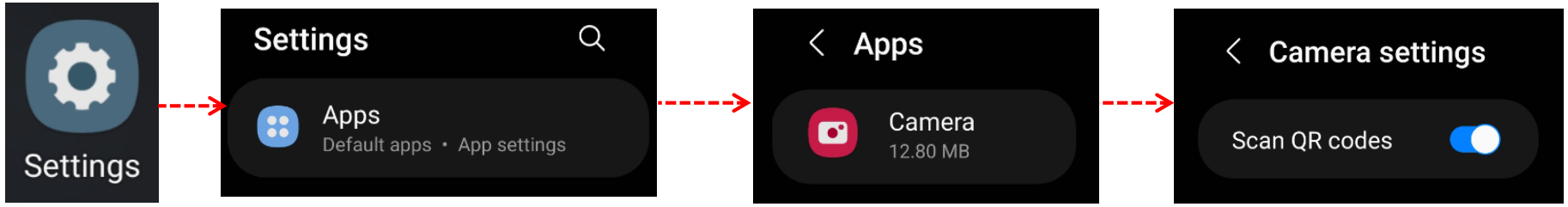
- Sufficient contrast is required between dark and light areas
- Matt paper is best for printing so that glare doesn’t disrupt the QR scanner
- Size of a simple QR code should be at least 2cm x 2cm (0.8” x 0.8”)
- Size of a complicated QR code should be larger
  - Longer text strings typically require more complicated QR codes

Enable Scanning on Android Devices

- Device software should be updated to the latest version



- QR code scanning needs to be enables in the camera settings

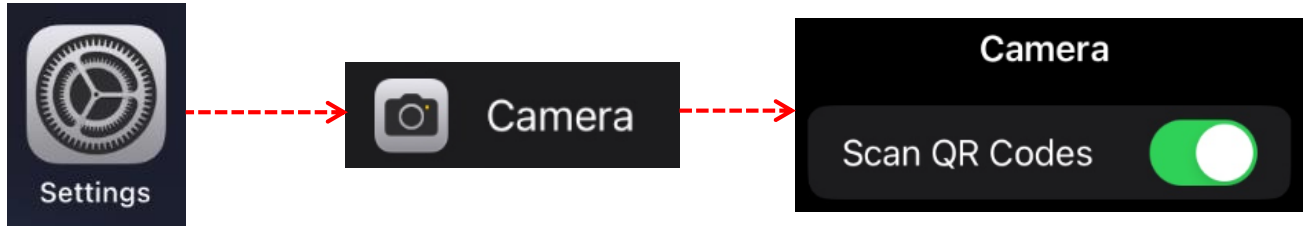


Enable Scanning on Apple Devices

- Device software should be updated to the latest version

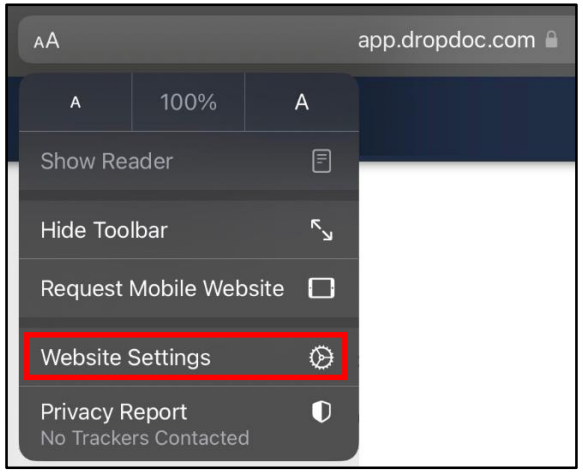


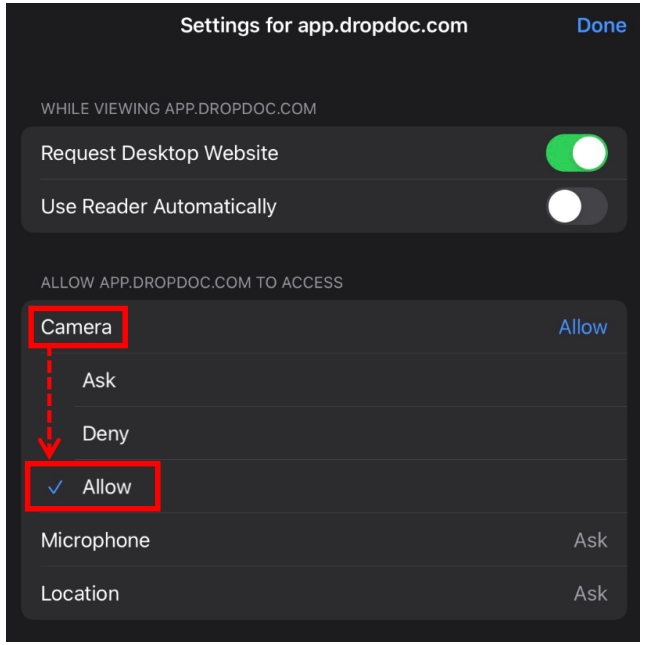
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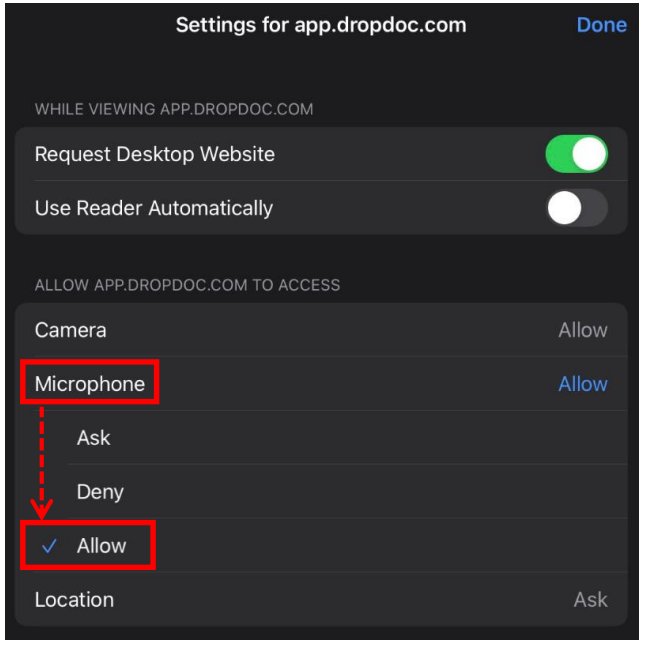


Allow Camera & Microphone on Ipads

- Go to app.dropdoc.com in Safari internet browser
- Press & hold address bar until menu opens and go to “Website Settings”
  - Allow website access to camera & mic



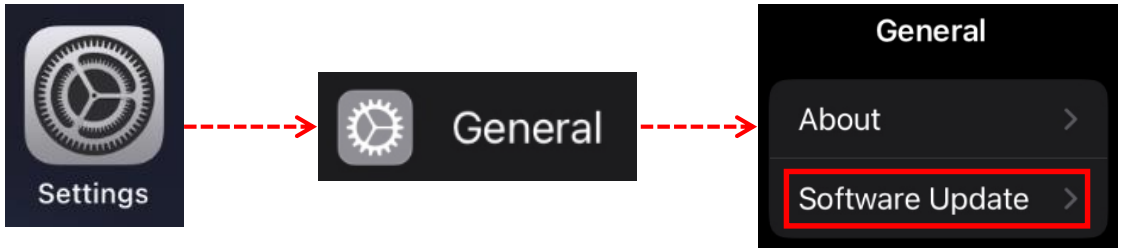




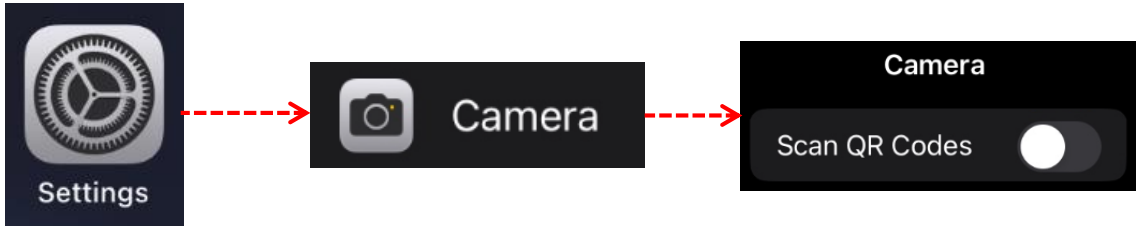
iPad Troubleshooting

These steps typically resolve any iPad camera scanner issues

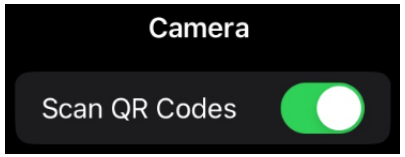
- Go to “Settings”, “General” and install latest software updates



- Go to “Settings”, “Camera” and turn off “Scan QR Codes”



- Reset Ipad, then go back through settings and turn “Scan QR Codes” back on



Operating Camera

- Ensure that the camera lens is clean
- Ensure that the environment is bright enough for the camera to detect the QR code
- Get camera in focus
- Hold camera square to the QR code
- Gradually move camera closer or further away from QR code until it is detected



Congrats on leveling up your DropDoc toolkit!