

As well as being available for use online, GS1 Australia has a Check Digit Calculator Program available for download at www.gs1au.org. Please follow the steps below to download, install, and use the Check Digit Calculator Program.

Note: You will need Winzip to unzip the downloaded file.

Downloading and Installing the Check Digit Calculator Program

1. Download

- To do this, click on the Check Digit Calculator button that is located on the right hand side of GS1 Australia's home page www.gs1au.org
- Select the option to *download* the program (Method 2) and press the *Save* button when prompted.
- Please follow the prompts to download this application to your computer, keeping a record of the location of the saved file, *check_digit_setup.zip*. Allow a few minutes as the file is 5.4 MB.
- If the *Download Complete* dialogue box appears, select *open*. Winzip will automatically open. If the *Download Complete* dialogue box does not appear, you will need to open Windows Explorer and locate and double click on the downloaded file to open Winzip.

2. Unzip

- In Winzip, select the files **setup.exe** and **CheckDigit2007.1.msi**, and press Extract. Choose the location where you want to extract the file to, and press Extract.
- Close WinZip and open/return to Windows Explorer.

3. Install

- Once the program has been unzipped, locate the extracted file **setup.exe**, and double click.
- Follow the prompts to install the GS1 Check Digit Calculator Program, taking note where the program installs (eg, *C:\Program Files\GS1\GS1 Check Digit*). This will automatically create a shortcut on your desktop (**GS1 Check Digit**).

Using the Check Digit Calculator Program

4. Opening the Program

- Double click on the **GS1 Check Digit** shortcut to open the program. If the shortcut is not on your desktop then you will need to open the program from Windows Explorer by double clicking on the file *C:\Program Files\GS1\GS1 Check Digit\Chkdigit.exe*
- Select whether you would like to add your own descriptions. If not, default descriptions will be provided, that you may then override.
- You will then be asked to select the length of your GS1 Company Prefix, which will either be nine or seven digits in length. This will depend on the numbers you have been allocated. If you are calculating a Variable Measure Number (VMN) or a GTIN formed from your ISSN or ISBN it will not matter which length GS1 Company Prefix you select.
- Maximise the application so that it fills the entire monitor screen.
- Just above the Identification Number and Description table, in the middle of the screen, you will see a number of tabs. These refer to the type of number you are calculating. For standard retail numbers (GTIN-13) you will need to select the option GTIN-13, for cartons you will most likely select the option GTIN-14.

5. Using the Program

To calculate one number at a time

- Start by pointing your cursor into the first of the white fields located in the top left hand side of the screen.
- Enter your GS1 Company Prefix, followed by the Item Reference you are allocating for this product. (If you are unsure how to allocate numbers you can refer to the fact sheets available in the Information Library). The cursor will automatically jump to the next field as you are typing.
- Once you have entered the whole number excluding the Check Digit, either use the *Enter* key on your keyboard, or hit the *Calculate* button at the top of the screen.
- The full number, including the Check Digit, will then be displayed in the Identification Number column of the table on the bottom half of the screen. This is your first complete number.
- You can now enter a description for this number, or override the default description.

To calculate multiple consecutive numbers

- Start by pointing your cursor into the first of the white fields located in the top left hand side of the screen. (**Note:** If you have already calculated a number, you may want to hit *Clear*, or *New* first.)
- Enter your GS1 Company Prefix, as above.
- Then enter the first Item Reference in the range you wish to calculate (eg, 00000). In the last field, enter the last Item Reference in the range you are calculating. For example, if you would like to calculate your first 10 numbers, enter 00009 into this field.
- Then press either the *Enter* key, or *Calculate*.
- This will bring up a list of your first 10 full numbers, including the check digit, in the Identification Number column of the table on the bottom half of the screen.
- You can now enter a description for each number, or override the default descriptions.

6. Saving the file

- To save the file go to the *Save* button at the top of the screen.
- Select the location you wish to save the file to, change the name of the file if necessary, and hit *Save*. This will give you the option of opening up this file in the future. You can then add to the file later if you wish.

7. Opening the saved file into a Microsoft Excel spreadsheet

- Open up *Microsoft Excel*, select *File - Open*, and find the file you have just saved. Open this file.

You will notice that in the first column of your spreadsheet the numbers are not displayed correctly. To rectify this:

- Highlight the whole column by pressing the *A* at the top of the column.
- Go to the drop down menu *Format*, and select *Cells*.
- Change the formatting from *General* to *Numeric*, making sure you select 0 (zero) decimal places. This should display the information correctly.

For further information regarding number allocation or the use of the Check Digit Calculator Program please contact GS1 Australia.