

# Downloading and using the Check Digit Calculator Fact Sheet

In addition to the Check Digit Calculator available online, GS1 Australia has a Check Digit Calculator Program available for download at [www.gs1au.org](http://www.gs1au.org)

If you are using 'Products & Locations' service in MyGS1 Portal to assign numbers, the check digit will be automatically calculated for you.

**Note:** The current Check Digit Calculator Program will only run on a current MS Windows operating system; contact Customer Support at GS1 Australia for assistance.

Please follow the steps below to download, install, and use the Check Digit Calculator Program.

## Downloading and Installing the Check Digit Calculator Program

### Download

- Go to the Check Digit Calculator link on GS1 Australia's website – [www.gs1au.org/resources/check-digit-calculator](http://www.gs1au.org/resources/check-digit-calculator)
- Click on "Download the check digit calculator application" and press the Save button when prompted.
- Follow the prompts to download this application to your computer, keeping a record of the location of the saved file, gs1au-check\_digit\_setup.zip. Allow a few minutes as the file is 5.3 MB.
- If the Download Complete dialogue box appears, select Open. The file explorer will automatically open. If the Download Complete dialogue box does not appear, you will need to open file explorer and locate and double click on the downloaded file to open.
- Select the files setup.exe and CheckDigit2007.1.msi and copy the files to a location of your choice.

### Install

- After the files are copied, double click on setup.exe.
- Follow the prompts to install the Check Digit Calculator Program, taking note where the program installs (e.g., 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

### Opening the Program

- Double click 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 which 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.

### Using the Program

#### To calculate one number at a time

- Select the type of number for which you want to calculate the Check Digit. (The available number types are on the tabs just above the Identification Number and Description headings). 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.
- Point your cursor into the first of the four white fields located under the blue heading in the top left-hand side of the screen.
- Enter you GS1 Company Prefix into the first two fields, followed by the Item Reference you are assigning for this product into the third field (if you are unsure how to assign numbers you can refer to the fact sheets available on the website at [www.gs1au.org](http://www.gs1au.org)). 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.
- In the left-hand column of the yellow area, the full number, including the Check Digit, should be displayed. This is your first complete number.
- If you have elected to enter product descriptions, then you can do this now in the right-hand column.

#### To calculate multiple consecutive numbers

- As in the second dot point above, point your cursor into the first of the four white fields. (Note: If you have already calculated a number, you may want to select Clear, or New first.)
- Enter the GS1 Company Prefix into the first two fields.
- Into the third field enter the first Item Reference in the range you wish to calculate, e.g. 000. In the fourth 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 009 into the fourth field.
- Then press either the Enter key or Calculate.



This will bring up a list of your first 10 numbers in the left-hand column of the yellow area. You can now enter description if you have elected to do so.

### **Saving the file**

- To save the file go to the Save button at the top of the screen.
- Select the location for the file, if desired change the file name, then click Save. The file is now available for future use.

### **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 assignment or the use of the Check Digit Calculator Program please contact GS1 Australia.