# STEPS ON **HOW TO**: CREATE A QR CODE





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## CREATE A QR CODE

Here is a quick outline of the steps to follow in order to update your email signature:

#### 1. Step 1: Choose a QR Code Generator

There are many free and paid QR code generators online. Some popular ones include:

- QR Code Monkey
- QRStuff
- GoQR.me
- Canva (also lets you design it!)
- Beaconstac (for dynamic QR codes)

#### Step 2: Decide What Your QR Code Will Link To

You can link your QR code to:

- A website or landing page
- A PDF or document
- A vCard/contact info
- A phone number or email
- A Wi-Fi network
- Social media profiles
- Event details or calendar invites

#### Step 3: Enter the Information

Once you've chosen the content type:

- Paste the URL or content into the QR code generator's input box.
- Double-check the link or information for accuracy.

#### Step 4: Customize (Optional)

Many QR code tools let you:

- · Change colors
- Add a logo in the center
- Choose shapes and styles for the code's eyes and pixels
- Add text or branding underneath

#### Step 5: Generate & Download

- Click "Create" or "Generate"
- Choose a file type (usually PNG, SVG, or PDF)
- · Click "Download"

#### Step 6: Test Your QR Code

Before printing or sharing, scan it with your phone to make sure it works properly and leads to the correct destination.

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