

# Bulk QR Code Generator

*Bulk QR Code Generator — User Guide*

## Excel File Preparation Guide

*How to Prepare Your Spreadsheet for Bulk QR Code Generation*

- Supports .xlsx, .xls, and .csv file formats
- Generate large batches of QR codes in a single upload
- URLs, plain text, emails, and phone numbers
- Customise filenames, sizes, and colours per QR code
- Output delivered as a ZIP archive of PNG files

Version 1.2

User Documentation — Getting Started Guide

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# 1. Introduction

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The Bulk QR Code Generator lets you create hundreds — or thousands — of QR codes in a single upload. Instead of generating them one at a time, you prepare a spreadsheet, upload it, and receive all your QR codes packaged for download.

This guide explains how to structure your spreadsheet correctly so the system processes it without errors. Follow the steps in order, and you'll be generating QR codes in no time. The generator encodes the exact text provided in your spreadsheet. How the QR code behaves when scanned may depend on the scanning device and application used.

## ■ Who is this guide for?

This guide is for anyone using the Bulk QR Code Generator for the first time, or anyone who has encountered errors when uploading a spreadsheet file.

# 2. Supported File Formats

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You can upload spreadsheet files in any of the following formats. All three formats follow the same column structure and header rules, regardless of which format you choose.

Format	File Extension	Notes
Microsoft Excel Workbook	.xlsx	Recommended — best compatibility
Legacy Excel Format	.xls	Supported — upgrade to .xlsx if possible
Comma-Separated Values	.csv	Supported — ideal for large datasets

## ■ Recommendation

Save as .xlsx whenever possible. It preserves special characters and is the most reliable format for processing.

### 3. Quick Start Example

The simplest valid spreadsheet contains just one column with the header **data**. Start from Row 1 with the header, then add one value per row from Row 2 onwards. That's it.

data
https://example.com
Hello World
contact@example.com

**Quick Start — Simplest Valid Spreadsheet**

1	data	
2	https://example.com	→ QR
3	Hello World	→ QR
4	contact@example.com	→ QR

**📄 Uploading this file generates 3 QR codes instantly.**

Figure 1: The simplest valid spreadsheet — three rows produce three QR codes

#### ■ Result

Uploading this three-row spreadsheet will generate one QR code per row — three QR codes in total. The output is typically delivered as a ZIP archive of PNG image files.

## 4. Multiple Data Types in a Single Batch

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You can mix different types of data freely in the same spreadsheet. The generator encodes the exact text from the data column into each QR code. Many QR scanning apps automatically recognise URLs, email addresses, and phone numbers when scanned.

The following data types are all supported:

Data Type	Example Value	Typical Behaviour When Scanned
Website URL	https://example.com	Most scanning apps open the URL in the device browser
Plain Text	Hello World	Most scanning apps display the text directly on screen
Email Address	contact@example.com	Many scanning apps open the email composer app
Phone Number	+1-555-123-4567	Many scanning apps dial the number or open the dialer

	A
1	<b>data</b>
2	<a href="https://example.com">https://example.com</a>
3	Hello World
4	contact@example.com
5	+1-555-123-4567
6	<a href="https://myshop.com/product">https://myshop.com/product</a>
7	Visit us at 123 Main St

Figure 2: A spreadsheet with mixed data types — all valid in a single upload

**■ Note**

No special tagging or labelling is needed. Simply enter the raw value in the data column. The generator will encode whatever text you provide, and most scanning apps will interpret common formats such as URLs, emails, and phone numbers automatically.

## 5. Preparing Your Excel File

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Follow these five steps to set up your spreadsheet correctly before uploading.

### 1 Open a new spreadsheet

Open Microsoft Excel, Google Sheets, or any spreadsheet application. Start with a new, blank workbook.

### 2 Add the header in cell A1

Type the word data (lowercase, no spaces) in cell A1. This is the only required column header. Files may fail to process correctly if this header is missing or misspelled.

### 3 Enter your QR code data from Row 2

Add one value per row starting from Row 2. Each row produces one QR code. You can mix URLs, plain text, email addresses, and phone numbers freely.

### 4 Remove any empty rows

Delete any blank rows between your data. Empty rows between data entries may cause some QR codes not to be generated.

### 5 Save in the correct format

Save the file as .xlsx or .csv. In Excel: File > Save As > Excel Workbook (.xlsx). In Google Sheets: File > Download > Microsoft Excel (.xlsx).

Basic Excel Layout — Required Columns	
	A
1	<b>data</b>
2	<a href="https://example.com">https://example.com</a>
3	Hello World
4	contact@example.com
5	+1-800-555-0100

Figure 3: A correctly prepared spreadsheet — header in A1, one data value per row from Row 2

## 6. Required Header Column

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The **data** column is the only column your spreadsheet must have. Every other column described in this guide is optional.

### Rules for the data column

- Header text must be exactly: **data** — all lowercase, no spaces, no quotes
- It must be in Row 1 (the very first row) of your spreadsheet
- It must be in Column A (the leftmost column)
- Do not use alternatives such as "Data", "DATA", "URL", or "qr\_data"

The example below shows the required minimum structure:

data
https://example.com
Hello World
contact@example.com
+1-800-555-0199
Visit us at Booth 42

Required: 'data' Column	
	A
1	<b>data</b>
2	<a href="https://example.com">https://example.com</a>
3	Hello World
4	contact@example.com
5	+44 7911 123456

Figure 4: The required 'data' column — the only column needed to generate QR codes

■ ■ **Important**

If the header is missing, misspelled, or capitalised differently — for example "Data" or "DATA" — your file may not process correctly. Always use the exact lowercase value: data.

## 7. Optional Columns for Customization

You can include up to three additional columns to control how each QR code is generated. These columns are entirely optional. If you leave them out, the system uses sensible defaults.

Column	Type	Description	Default if Omitted
filename	Text	Output filename for the QR code PNG image	Auto-generated (e.g. qr_001.png)
size	Number	Width and height of the QR code in pixels	300 px
color	Text/Hex	Foreground colour of the QR code dots	black

### Example with all columns

The table below shows a spreadsheet using all four columns — the required data column plus all three optional columns:

data	filename	size	color
https://example.com	website_qr	300	black
Hello World	text_qr	300	blue
contact@example.com	email_qr	250	red
+1-555-987-6543	phone_qr	400	green
https://myshop.com	shop_main	500	#1F4E79

Optional Customization Columns				
	A	B	C	D
1	data	filename	size	color
2	https://example.com	website1	300	black
3	Hello World	text1	300	blue
4	contact@example.com	email1	250	red
5	+1-555-987-6543	phone1	400	green

Figure 5: A spreadsheet using all four columns — data, filename, size, and color

**■ Tip**

You can include any subset of the optional columns — you don't need all three. For example, you can include filename without size or color, and the system will use defaults for the omitted columns.

## 8. Download Template

To get started quickly and avoid formatting mistakes, you can download the official Excel template. The template includes all four column headers pre-formatted and ready to use.

<b>Template filename</b>	qr_template.xlsx
<b>Included columns</b>	data / filename / size / color
<b>Format</b>	Microsoft Excel Workbook (.xlsx)
<b>Pre-filled rows</b>	None — column headers only

### Download Template — qr\_template.xlsx

1	data	filename	size	color
2	(your data here)	(optional)	(optional)	(optional)
3				
4				

Fill in from Row 2 onwards. Only the 'data' column is required.

Figure 6: The downloadable template — headers pre-filled, ready for your data

### How to use the template

1. Download the template from the Bulk QR Code Generator upload page.
2. Open it in Microsoft Excel or Google Sheets.
3. Fill in the data column from Row 2 onwards — one value per row.
4. Optionally fill in the filename, size, and color columns.
5. Save the file and upload it to the generator.

#### ■ Why use the template?

The template helps avoid the most common upload errors: misspelled headers, wrong column order, and extra blank rows. It is the fastest way to start generating QR codes in bulk.

## 9. Best Practices

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Following these guidelines will help your uploads process smoothly and your QR codes generate as expected.

### Formatting Tips

- Use lowercase for all column headers: **data**, **filename**, **size**, and **color** — exactly as shown.
- Do not merge cells. Merged cells may cause upload errors.
- Do not add any rows above the header row — Row 1 must always contain the column headers.
- Remove any blank or filler rows between data entries before uploading.
- Avoid extra columns not described in this guide.

### Data Entry Tips

- Always include the full protocol in URLs: **https://example.com**, not just example.com.
- Use standard email format: **name@domain.com** — no spaces or extra characters.
- For international phone numbers, include the country code: +44 7911 123456.
- Keep plain text values concise — very long strings may reduce QR code scannability.
- Avoid leading or trailing spaces in any cell — they may alter QR code content.

### Filename Tips

- Use descriptive names in the filename column: product\_qr\_001, event\_a\_booth.
- Replace spaces with underscores (\_) or hyphens (-). Avoid slashes, quotes, or colons.
- Keep filenames under 50 characters for compatibility across operating systems.
- Do not add file extensions in the filename column — .png will be appended automatically.

### File Saving Tips

- Save as .xlsx or .csv before uploading. The .xls format is supported but not recommended.
- If using Google Sheets, export as .xlsx before uploading — do not upload a share link.
- Ensure your file is not password-protected or encrypted. Password-protected or encrypted spreadsheets may not upload correctly.

## 10. File Limits

The following limits are guidelines for file uploads. Uploads that exceed these limits may fail to process.

File Upload Limits	
Maximum file size:	10 MB
Maximum rows per upload:	50,000 rows
Supported formats:	.xlsx / .xls / .csv

Figure 7: Upload limits at a glance

Maximum file size	10 MB
Recommended rows per upload	Up to 50,000 rows (varies by server)
Minimum rows required	1 row (excluding header)
Supported file formats	.xlsx / .xls / .csv
Supported columns	data, filename, size, color
Recommended character limit per cell	2,048 characters

### ■ Working with very large datasets?

For very large batches, consider splitting your data into multiple smaller spreadsheet files and uploading them separately.

## 11. QR Code Output Information

After a successful upload, the system generates all QR codes and packages them for download. Here is a summary of what you receive.

QR Code Output Summary	
Output image format:	PNG
Download package format:	ZIP archive
Files per upload:	One QR code per row
Filename:	Custom (via filename column) or auto-generated

Figure 8: QR code output summary

Output image format	PNG
Download package format	ZIP archive
Files per upload	One PNG file per row in your spreadsheet
Default image size	300 x 300 pixels (if no size column provided)
Default QR code colour	Black on white background
Filename convention	Custom (via filename column) or auto-generated
QR code standard	Standard QR code format

### What each file in the ZIP contains

- One PNG image per row in your spreadsheet.
- Each image encodes exactly the value in the data column of that row.
- Image dimensions are set by the size column, or 300 px by default.
- The QR code colour is set by the color column, or black by default.
- Files are named using the filename column value, or an auto-generated name (e.g. qr\_001.png).

#### ■ Scanning tip

For best results, use a size of 300 px or larger. For print media or very small display sizes, a larger image size may improve scannability. Results may vary depending on the QR code reader used.

**You're ready to generate QR codes at scale.**

Head back to the Bulk QR Code Generator, click **Upload File**, select your prepared .xlsx or .csv file, and your QR codes will be generated and packaged for download.

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Bulk QR Code Generator | User Documentation | Version 1.2  
For support, contact: [support@bulkqrgenerator.com](mailto:support@bulkqrgenerator.com)