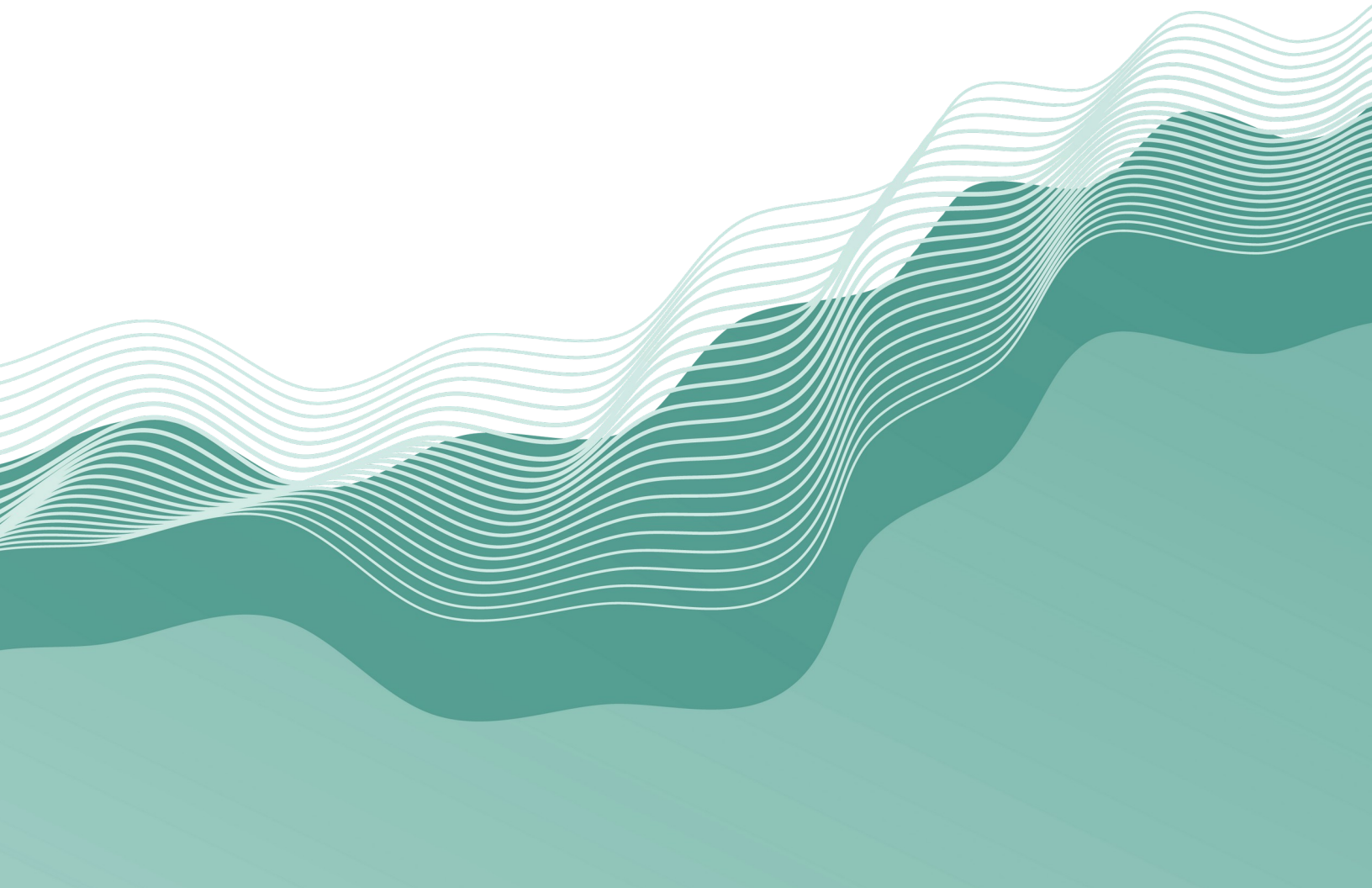




QR Code Generator

User Guide

Version 26.10.5 · Updated 10/20/2026



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Introduction

About this Guide

This guide is for people who make QR codes with QR Code Generator on a SharePoint page or in Microsoft Teams. It explains how to enter the data for every type of code, style the code, download or copy it and make it reliable to scan. No administrator rights are needed.

What You Can Do

- Create a QR code for a link, a text, a business card, a Wi-Fi network, an email, an SMS, a phone number, a location or a calendar event.
- Change the shape and colors of the code, add a gradient and a company logo.
- Download the code as PNG, JPEG, SVG or WebP, or copy it to the clipboard.
- Scan a code that the page author has prepared for you.

The code is built in your browser. The data that you type is not sent to an external service.

Where to Find QR Code Generator

- **On a SharePoint page**, for example on the page of an office, a meeting room or an event.
- **In Microsoft Teams** as the personal app **QR Code** in the left sidebar, or as a tab in a team channel.

The Web Part at a Glance

The screenshot shows a web part titled "Web Part Title". At the top, there is a row of tabs: URL (selected), Text, vCard, Wi-Fi, Email, SMS, Phone, Location, and Event. Below the tabs, the "URL" field is active, showing a text input with a URL: "https://vitextra.sharepoint.com/sites/comen/SitePages/Budget-season-is-open.aspx". To the right of the input fields is a large QR code. Below the QR code are three buttons: "Update", "Copy", and "Download". On the left side of the interface, there is a list of design sections: Shape, Logo, Colors, Corner Square, Corner Dots, Error Correction, and Size, each with a expandable arrow.

Figure 1. QR Code Generator

Table 1. Areas of the web part

Area	Purpose
Data tabs	Choose what the code contains: URL , Text , vCard , Wi-Fi , Email , SMS , Phone , Location or Event . If the tabs do not fit, the rest are behind the ... button.
Fields	The data of the selected tab; required fields are marked with an asterisk.
Design sections	Shape , Logo , Colors , Corner Square , Corner Dots , Error Correction and Size . Click a section name to expand it.
QR code	The preview, rebuilt after every change, with Update , Copy and Download .

If the page author has prepared a code, it is shown as soon as the page opens. You can scan it from the screen, copy it or download it. You can also enter your own data; your changes are not saved and disappear when the page is reloaded.

Entering the Data

Select the tab by what should happen after scanning and fill in its fields. Only the selected tab is encoded. While a required field is empty, the preview shows *One or more required fields is empty. Check that all required fields are filled in and try again*, and the buttons are disabled.

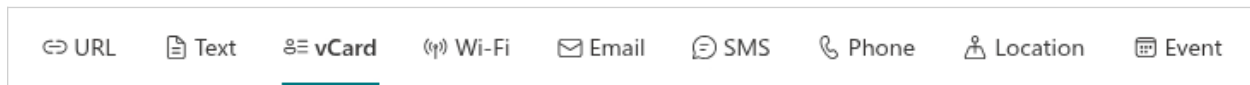


Figure 2. Data tabs

URL and Text

On the **URL** tab enter the full address with `https://`, otherwise the phone treats it as plain text. The field initially contains the address of the current site. On the **Text** tab enter any text; line breaks are allowed.

vCard

A business card: after scanning the phone offers to save a new contact. **First Name** is required; the other fields are optional: **Last Name**, **Mobile**, **Phone**, **Email**, **Company**, **Department**, **Job Title**, **Web Site Address**, **Street**, **City**, **Zip code**, **State** and **Country**.

Web Part Title

URL Text **vCard** Wi-Fi Email SMS Phone Location Event

First Name * Last Name

Adele Vance

Mobile Phone

+1 425 555 0101 +1 425 555 0100

Email

adele.vance@contoso.com

Company

Contoso

Department Job Title

Marketing VP Marketing

Web Site Address

https://www.contoso.com

Street

1 Microsoft Way

City Zip code

Redmond 98052

State Country

WA USA

QR code

Update Copy Download

Figure 3. vCard tab



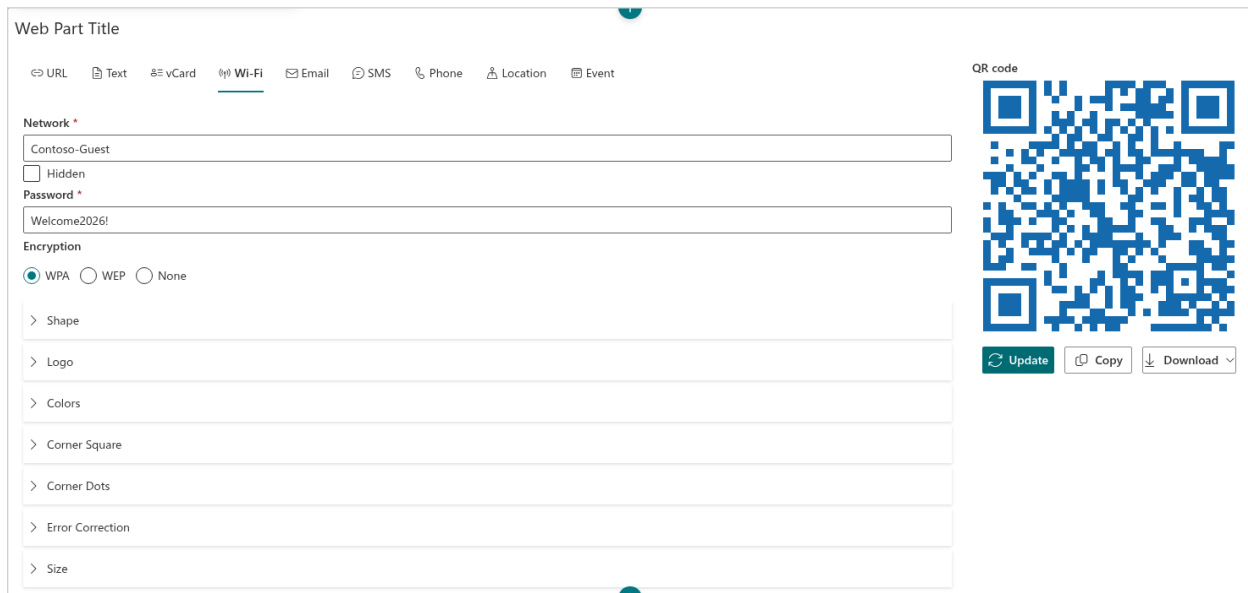
Tip

Every field makes the code denser. For a badge or a small card, leave out the postal address. Enter phone numbers in the international format, for example +37167000000.

Wi-Fi

After scanning the phone offers to join the network without typing the password.

- **Network** — the name of the network exactly as it is broadcast, including the letter case.
- **Hidden** — select it only if the network does not broadcast its name.
- **Password** — the password; disabled when **Encryption** is **None**.
- **Encryption** — **WPA** (also for WPA2 and WPA3), **WEP** or **None** for an open network.



Web Part Title

URL Text vCard **Wi-Fi** Email SMS Phone Location Event

Network *

Contoso-Guest

☐ Hidden

Password *

Welcome2026!

Encryption

☒ WPA ☐ WEP ☐ None

> Shape

> Logo

> Colors

> Corner Square

> Corner Dots

> Error Correction

> Size

QR code

Update Copy Download

Figure 4. Wi-Fi tab

! Important

A Wi-Fi code contains the password as plain text. Use it for guest networks only, and create the code again when the password changes.

Email, SMS and Phone

- **Email** — **Email** (required), **Subject** and **Message**; the mail app opens with a prepared message.
- **SMS** — **Phone number** (required) and **Message**; the messaging app opens with a prepared message.
- **Phone** — **Phone number** (required); the phone offers to call it.

Location

Enter **Latitude** and **Longitude** in decimal degrees with a period as the decimal separator, for example 51.178889 and -1.826111. After scanning the point opens in the maps app.

Event

Enter **Title** (required), **Location**, **Start** (required) and **End**. After scanning the phone offers to add the event to the calendar.

Web Part Title

URL

Text

vCard

Wi-Fi

Email

SMS

Phone

Location

Event

Title *

Town Hall Meeting

Location

Conference Room A

Start *

10/15/2026, 10:00 AM

End

10/15/2026, 11:00 AM

> Shape

> Logo

> Colors

> Corner Square

> Corner Dots

> Error Correction

> Size

QR code



Update

Copy

Download

Figure 5. Event tab

**Note**

The time is stored without a time zone and is added in the local time of the phone. For participants in other time zones, state the time zone in **Title**, for example *Town Hall (10:00 CET)*. The web part does not check that **End** is later than **Start**.

Styling the Code

All design sections are collapsed when the web part opens. Every change is shown in the preview at once.

Shape

Click one of the six pictures to choose the style of the dots: square (default), dots, rounded, extra rounded, classy or classy rounded. The shape changes only the look of the code.

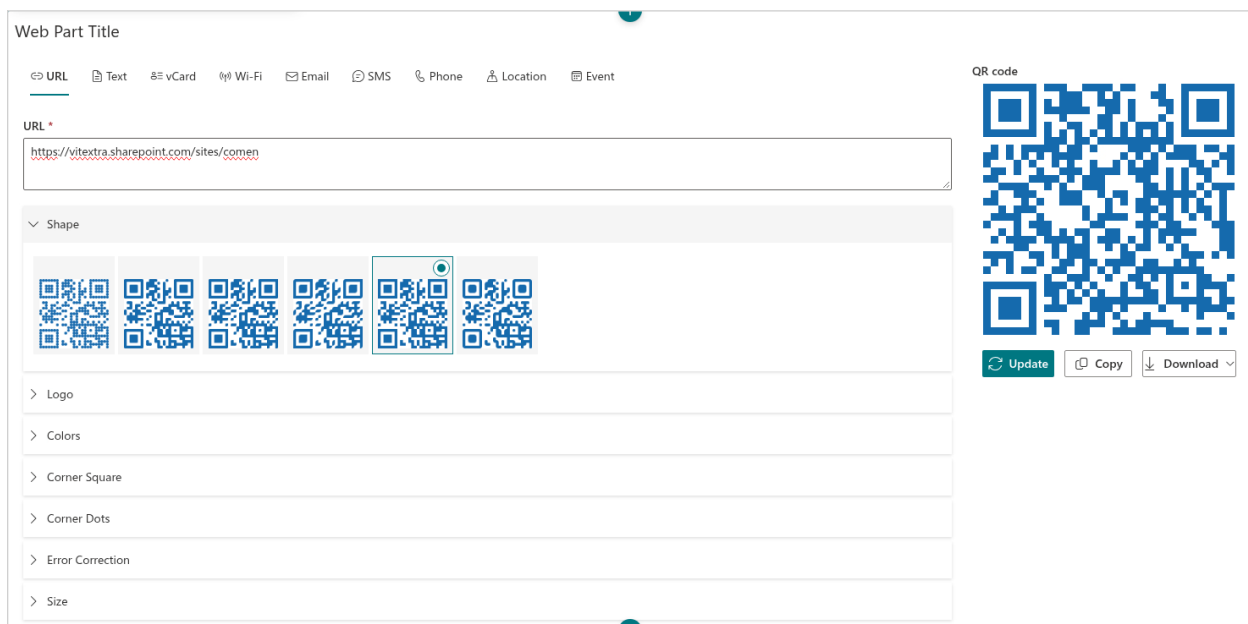


Figure 6. Shape section

Colors

Color sets the color of the dots, **Background Color** the color behind the code. Each picker has a color field, sliders and the **Hex**, **Red**, **Green**, **Blue** and **Transparency** boxes. To use a corporate color, paste its code into **Hex**.

Select **Gradient** to fill the dots with a **Linear** or **Radial** transition from **Color** to **Second Color**. The gradient does not change the corner markers.

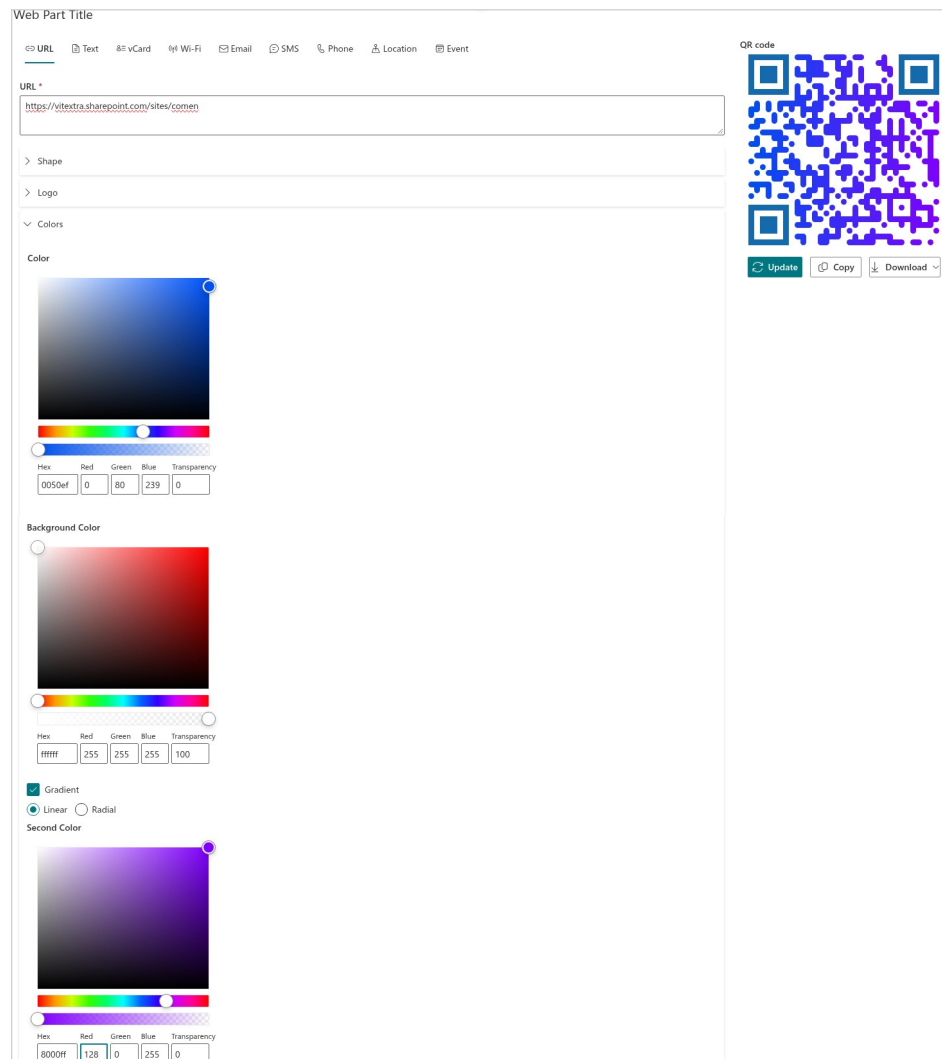


Figure 7. Colors section

Corner Square and Corner Dots

The three markers in the corners consist of an outer frame and an inner dot. In **Corner Square** choose the **Type** — **Circle**, **Square** or **Rounded Rectangle** — and the **Color**; in **Corner Dots** choose **Dot** or **Square** and the **Color**. To recolor the whole code, set the same color in **Colors**, **Corner Square** and **Corner Dots**.

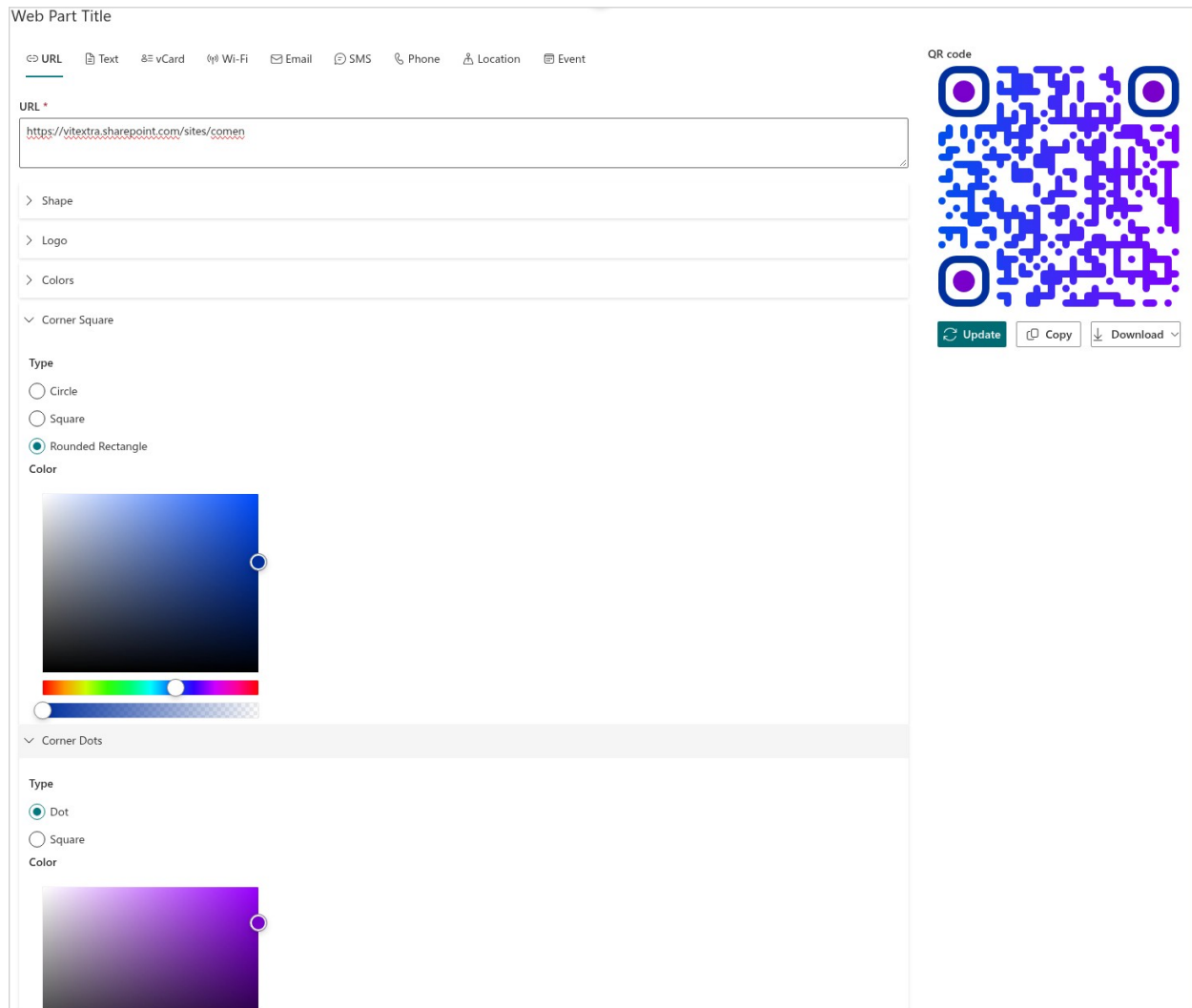


Figure 8. Corner sections

Logo

1. Expand **Logo** and click **Upload image**. Supported formats are JPG, JPEG, PNG and SVG; use an image of at least 300×300 pixels.
2. Adjust **Logo size** (0.1–0.5) and **Logo margin** (0–20).
3. In **Error Correction**, select **High** for a large logo.
4. Scan the code with a smartphone. If it is not read, reduce **Logo size**.

To remove the logo, click **Remove image**.

The screenshot shows the 'Web Part Title' interface for the QR Code Generator. The 'URL' tab is selected, and the URL field contains 'https://vitextra.sharepoint.com/sites/comen'. The 'Logo' section is expanded, showing a blue square logo with a white 'C'. Below the logo, there are sliders for 'Logo size' (set to 0.4) and 'Logo margin' (set to 5). A note indicates supported formats (JPG, JPEG, PNG, SVG) and a recommendation to use an image at least 300x300 px. To the right, a QR code is displayed with the logo in the center. Below the QR code are buttons for 'Update', 'Copy', and 'Download'.

Figure 9. Logo section

Error Correction

The level defines how much of the code may be damaged or covered and still be read: **Low** (about 7%), **Medium** (15%), **Quartile** (25%, default) and **High** (30%). A higher level makes the code more robust but denser.

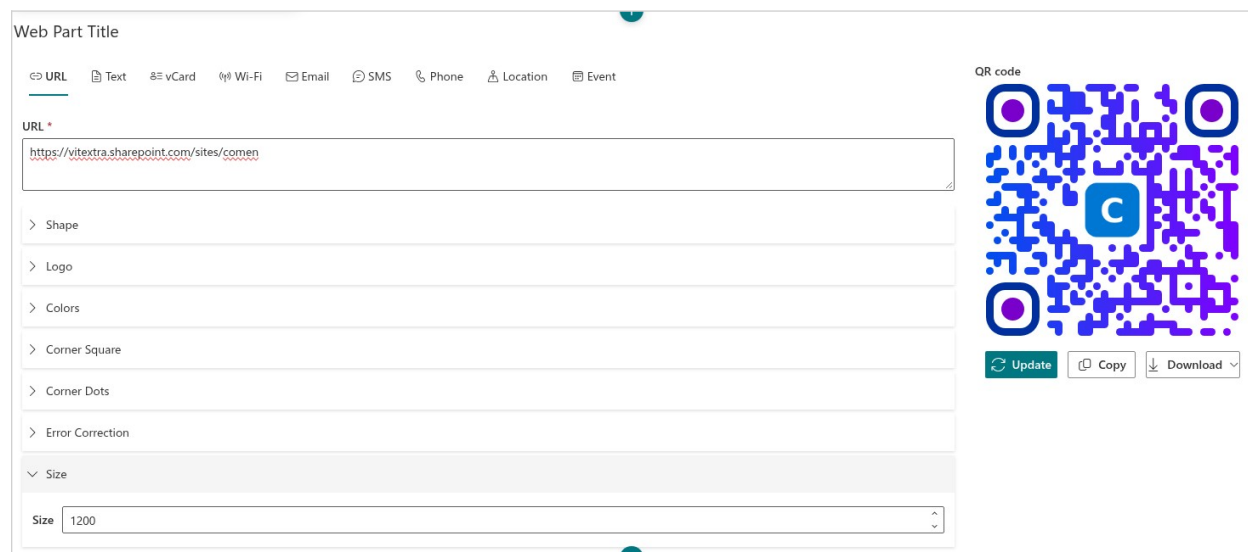
The screenshot shows the 'Web Part Title' interface for the QR Code Generator. The 'URL' tab is selected, and the URL field contains 'https://vitextra.sharepoint.com/sites/comen'. The 'Error Correction' section is expanded, showing four radio button options: 'Low', 'Medium', 'Quartile', and 'High'. The 'High' option is selected. Below the radio buttons is a 'Size' section. To the right, a QR code is displayed with the logo in the center. Below the QR code are buttons for 'Update', 'Copy', and 'Download'.

Figure 10. Error Correction section

Getting the Code

Image Size

Expand **Size** and enter the width and height of the image in pixels, from 300 to 4000, in steps of 100; the default is 1200. The preview is always 300 pixels wide.



The screenshot shows the 'Web Part Title' interface for the QR code generator. On the left, a list of options includes URL, Text, vCard, Wi-Fi, Email, SMS, Phone, Location, and Event. The 'URL' option is selected. Below it, a text field contains the URL 'https://vitextra.sharepoint.com/sites/comen'. To the right of the text field is a list of expandable sections: Shape, Logo, Colors, Corner Square, Corner Dots, Error Correction, and Size. The 'Size' section is expanded, showing a 'Size' input field with the value '1200'. On the right side of the interface, a QR code is displayed with a Vitextra logo in the center. Below the QR code are three buttons: 'Update', 'Copy', and 'Download'.

Figure 11. Size section

Table 2. Recommended size

Where the code is used	Size
Email, chat, web page	300–600
Document, presentation	1200
Flyer, badge, business card	1200–2000
Poster, banner	3000–4000, or SVG

Downloading

Click **Download** and choose the format. The browser saves the file as `qrcode` with the extension of the format, for example `qrcode.png`.

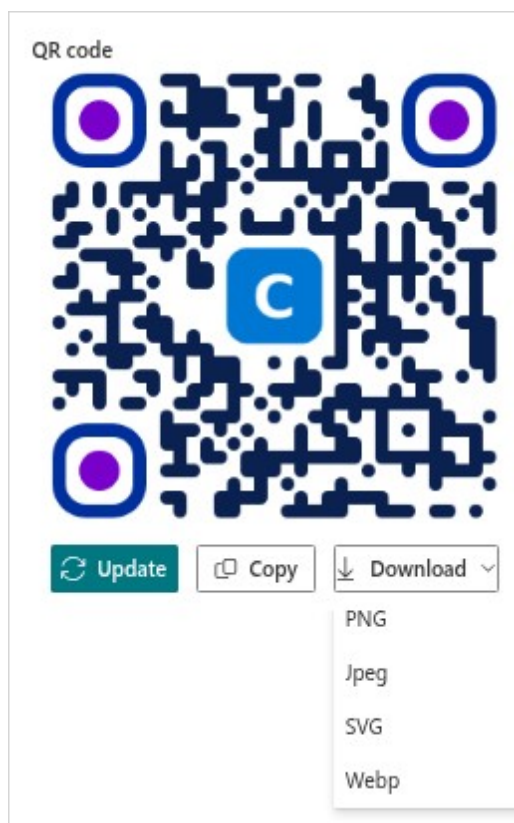


Figure 12. Download menu

Table 3. File formats

Format	Best for
PNG	The universal choice: documents, presentations, email, web pages; keeps the transparent background
JPEG	Systems that accept only JPEG; set an opaque Background Color first, otherwise the background turns black
SVG	Print and design layouts; a vector image that stays sharp at any size
WebP	Websites where a small file size matters

Copying

Click **Copy**, wait for the message *Copied to clipboard* and paste the image with **Ctrl+V** (⌘+V on a Mac). The code is copied as a PNG image of the size set in **Size**.

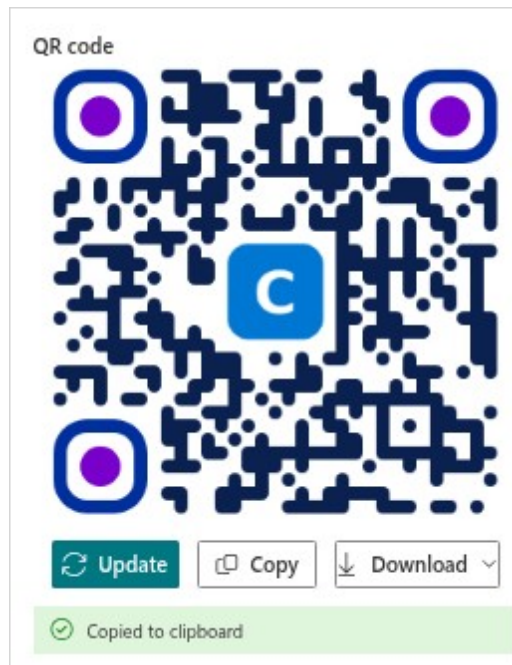


Figure 13. Copied to clipboard



Note

If *Copied to clipboard* does not appear, the browser or Teams has blocked access to the clipboard. Allow it for the site or use **Download**.

Making Codes Easy to Scan

- **Dark on light.** Keep the dots dark and the background light. A light code on a dark background is not read by many scanners.
- **Opaque background.** By default the background is transparent and takes the color of the surface. Set an opaque light **Background Color** for dark sections, the dark theme of Teams, colored slides and JPEG files.
- **Less data.** Shorter links and fewer vCard fields make larger dots.
- **Large enough print.** Never smaller than 2×2 cm; the side of the code should be about one tenth of the scanning distance.
- **Margin.** Leave an empty area of about four dots around the code.
- **Test.** Scan the code with two different phones from the real distance before printing.

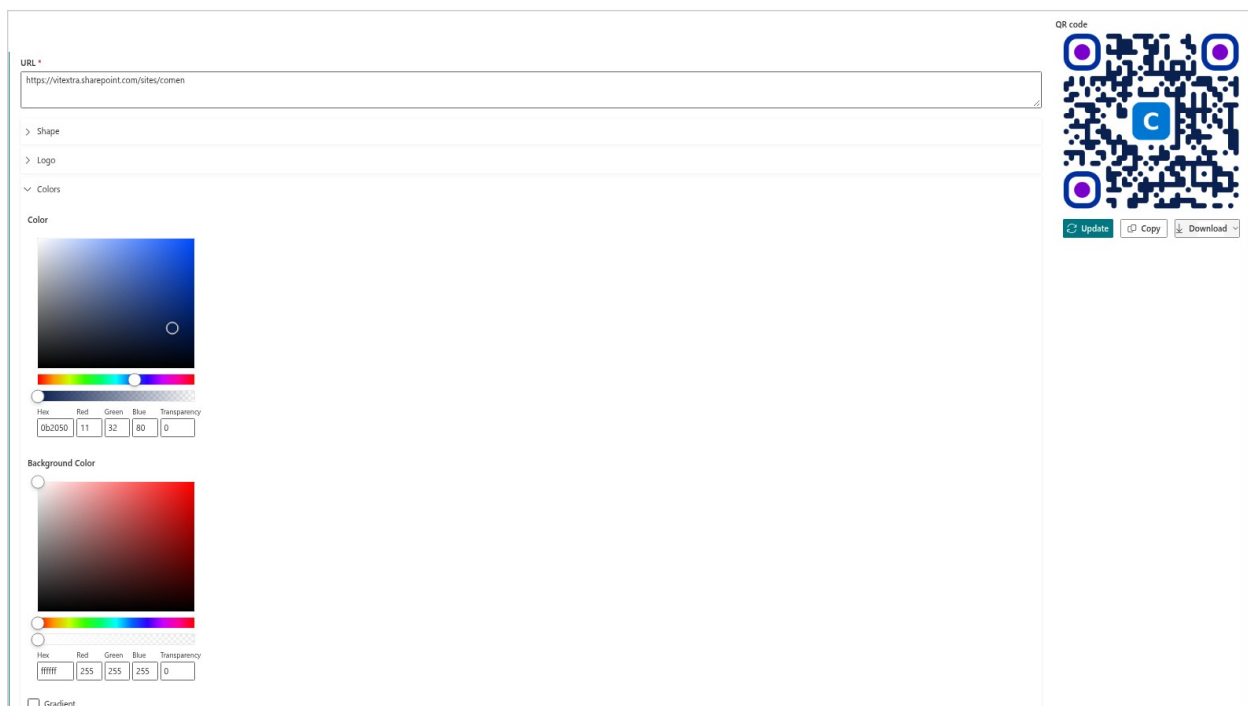


Figure 14. Opaque light background

QR Code Generator in Microsoft Teams

To add the personal app, click **Apps** in Teams, select **Built for your org**, find **QR Code** and click **Add**. The personal app always starts with the default design and the **URL** tab; your data is not kept. A channel tab shows the code that the team prepared; your own changes there are not saved.

Tips and Troubleshooting

The phone does not read the code.

Set an opaque light background, make the dots darker, reduce the logo, shorten the data or print the code larger. If a decorative style is the problem, choose the square shape and square corner markers.

The phone shows the address as text or opens a search.

Enter the address on the **URL** tab in full, with `https://`.

The phone does not connect to Wi-Fi.

Check the network name character by character, including the letter case, the password, **Encryption** and **Hidden**.

The map opens in the wrong place.

Use a period as the decimal separator, and enter the latitude first.

The buttons are disabled.

Fill in the required fields of the selected tab, marked with an asterisk.

A printed code leads to old data.

A QR code contains the data itself and does not change after printing. Create a new code and replace the printed copies.

Additional Resources

- [KB10264. QR Code Data Types: URL, Text, vCard, Wi-Fi, Email, SMS, Phone, Location and Event](#)
- [KB10265. Customizing the QR Code Design: Shape, Colors, Gradient and Corners](#)
- [KB10266. How to Add a Company Logo to a QR Code](#)
- [KB10268. Downloading and Copying a QR Code: PNG, JPEG, SVG and WebP](#)
- [KB10270. How to Create a Guest Wi-Fi QR Code](#)
- [KB10271. How to Create a Business Card \(vCard\) QR Code](#)
- [KB10272. How to Create a Calendar Event QR Code](#)
- [KB10276. Why Doesn't My QR Code Scan?](#)