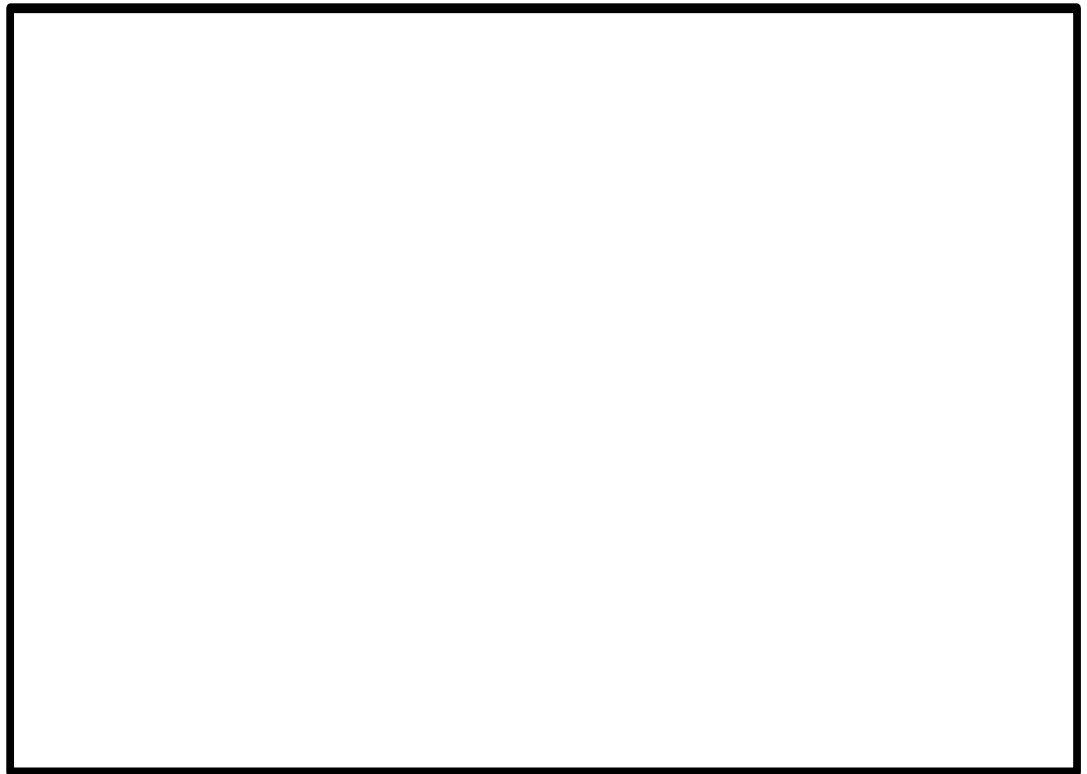


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**BadgeBuilder**

# **User's Manual**

**By NESC, A Division of ATI**



This manual was produced using *ComponentOne Doc-To-Help*.™

# Contents

<b>Program Description</b>	<b>1</b>
Overview .....	1
Detailed Description .....	1
System Operation .....	2
 <b>New Features in Release 6</b>	 <b>5</b>
Introduction.....	5
List of New Features .....	5
Data Table View.....	5
Windows Vista and Windows 7 & 10 Compatibility .....	5
Enhanced Mirror Database Capability .....	6
Improved Database Field Editing .....	6
Fast Find Improvements.....	6
Improved Export.....	6
Image Optimization .....	6
Toolbar Icons.....	6
Image File Names .....	6
Differences in Program Versions .....	6
 <b>Installation</b>	 <b>9</b>
Hardware Requirements .....	9
Computer.....	9
VGA Graphics Card.....	9
Video Capture.....	10
Printer .....	11
Signature Capture .....	11
Magnetic Stripe Encoding.....	11
Installing the Hardware.....	12
Video Capture Board .....	12
Security Key .....	12
Software Requirements.....	15
Installing the ID Badge Software .....	15
 <b>Guided Tour</b>	 <b>19</b>
Introduction.....	19
Starting The ID Badge Software .....	19
Operations Tutorial.....	20
To Open The Sample Database .....	20
Moving Around The Database.....	20
Sorting The Badge Order .....	20
Selecting Badges From The Database.....	21
Entering A User Name.....	23
Adding A New Badge .....	24

Capturing A Photograph .....	24
Modifying An Existing Badge.....	25
Capturing A New Photograph .....	25
Printing A Badge .....	25
Deleting A Badge .....	26
Design Tutorial .....	26
Badge Template Design .....	26
Database Design .....	27
Designing Your First Badge Template.....	27
Designing Your First Badge Database .....	31
Summary.....	34

## **The Main Screen 35**

The ID Badge Main Screen.....	35
Screen Border.....	35
Title Bar .....	36
Menu And Tool Bar.....	36
Program Area .....	36
Status Line.....	36

## **The Menu System 37**

The Menu and Tool Bar.....	37
The ID Badge Software Menu.....	37
Permanent Menu Items.....	38
File Pull Down Menu.....	38
Configuration Pull Down Menu .....	41
Window Pull Down Menu.....	43
Help Pull Down Menu .....	44
Database Access Menu Items.....	44
Edit .....	44
Search .....	45
Photo.....	46
Signature .....	47
Design Menu Items .....	47
Export Design.....	47
Export Design As.....	47
Snap .....	47
Set Snap .....	48
Zoom In.....	48
Zoom Out .....	48
Zoom Normal .....	48
Close .....	48

## **The Tool Bar System 49**

The Menu and Tool Bar.....	49
The ID Badge Software Tool Bar.....	49
Open An Existing Database.....	49
New Badge Database Design .....	49
Enter User Name .....	49
New Badge.....	50
Revise Current.....	50
First.....	50
Previous .....	50
Next .....	50

Last .....	50
Select All.....	50
Fast Find.....	50
Select .....	50
Sort .....	50
Verifier.....	51
Data Table.....	51
Dossier .....	51
Flip Badge.....	51
Video .....	51
Acquire.....	51
Bitmap Capture.....	52
Signature .....	52
Fingerprint.....	52
Delete Current .....	52
Delete Selected .....	52
Print.....	52
Question Mark.....	52

## **Design 53**

Introduction to Badge Design .....	53
Badge Template Design.....	53
Design Toolbar .....	53
Edit Toolbar .....	54
Selection Toolbar.....	55
Alignment Toolbox.....	56
Rectangle List.....	57
Badge Size.....	58
Badge Color .....	59
Badge Picture Backgrounds .....	60
Badge Resizing.....	61
Badge Data Holders.....	61
Cut, Copy and Paste Data Holders.....	62
Badge Data Holder Characteristics.....	62
Rectangle Parameters.....	63
Position .....	79
Style.....	79
Photo/Bitmap Transparency .....	80
Resizing A Rectangle.....	82
Using the Snap Feature .....	82
Saving Your Badge Template Design.....	83
Database Design.....	83
Database Definition .....	83
Database Creation Wizard.....	83
Expert Mode Database Creation .....	84
Defining a New Database Using The Database Creation Wizard.....	84
Selecting the Wizard Mode or the Expert Mode.....	85
Providing a database name .....	85
Defining the Database Fields.....	87
Selecting the Badge Design.....	88
Finishing the Wizard.....	89
Defining a New Database Using Expert Mode.....	89
Providing a database name .....	89
Create a Data Source.....	90
Selecting the Table Name.....	94

Selecting the Card Template.....	95
Defining the Templates, Photo Compression Method and Database Fields .....	95
Importing Data .....	101
Database Field Assignments.....	104
Renaming Photo Holders .....	107
Backing up and Canceling.....	108
Database Organization.....	108
Modifying An Existing Database .....	108
Database Redefinition .....	109
Changing the Badge Design .....	111
Adding a New Badge Design .....	114
Reassigning A Badge Template.....	115
Modify Field Settings .....	117
Changing Compression Method .....	120
Setting the Auto Fill In, Locked, Hidden, Alarm and Preset Fields.....	120
Deleting A Database.....	123
Attaching to an Existing Database.....	124
Create a New .IDC File.....	125
Creating a Data Source .....	125
Selecting the Foreign Table.....	125
Setting Up the Database Fields.....	125
Defining the Templates and Photo Compression Method .....	128
Database Field Assignments.....	129
Photo Holder Renaming.....	130
Preventing Data Modification.....	130
Database Information .....	130
Badge Database Name .....	130
Badge Table Name .....	130
Database Name.....	130
Photograph Directory.....	130
Data Source Name .....	131
Database Driver Name .....	131
Double-sided Badges.....	131
Designing Template Files.....	131
Using Templates with Databases.....	131
Existing Templates Files .....	131
Existing Templates within Databases .....	132
How to make the Database Single or Double Sided.....	132
Assigning Fields to Double-sided Badges.....	132
Resizing Badges .....	132

## Operation

**135**

Introduction to Program Operation.....	135
Quick Launch Wizard.....	135
Introduction .....	135
Wizard Operations .....	136
Opening an Existing Database .....	139
Adding and Changing Badge Data .....	139
Preset Fields .....	139
Hidden Fields .....	140
Clear and Reset Buttons .....	140
Date, Time and Timestamp Fields .....	140
Setting Date, Time and Timestamp Fields .....	142
Multiple Templates and the Changed Flag.....	143
Using the Auto Fill In Feature.....	143

Using the Locked Field Feature.....	144
When there are more than 10 fields .....	144
Capturing Video Photographs .....	144
Using the MCI or VFW Interface .....	144
Using a TWAIN Compatible Graphics Device.....	146
Capturing a Photograph from an Existing Bitmap .....	147
Capturing a Signature .....	148
Requirements for Signature Capture .....	148
Capturing a Signature .....	148
Some Signature Capture Tips .....	149
Capturing a Fingerprint.....	149
Using the Dossier Feature.....	150
Introduction .....	150
Designing the Dossier Template.....	150
Assigning the Dossier to a Database .....	151
Specifying the Dossier Design.....	151
Displaying the Dossier .....	151
Printing a Dossier .....	152
Other Uses for the Dossier Feature .....	152
Badge Sorting.....	152
The Purpose of Sorting .....	152
Specifying The Sort Order .....	152
Sorting Considerations.....	153
Badge Verification .....	154
Data Table View .....	155
Exporting the Database.....	157
Badge Printing.....	158
Printing Capabilities .....	158
Printing Badges .....	158
Starting Printing.....	159
Setting Up For Printing .....	159
The General Tab .....	160
The Layout Tab .....	161
The Page Information Tag.....	165
The Card Technology Tab.....	166
Printing Multiple Badges of Different Sizes.....	167
Close and Save .....	168
Printing from Print Set Up.....	168
Badge Selection.....	168
Selection Capabilities.....	168
Fast Find.....	168
Select .....	170
The Selection Dialog.....	170
Selection Example .....	172
The Ignore Button.....	174
Searching for Times and Dates.....	174
Case Sensitive Comparisons.....	175
Badge Deletion.....	175
Single Badge Deletion .....	175
Deleting Selected Badges.....	175
On-Line Help .....	176
Table Of Contents.....	176
Context Sensitive Help.....	176
Demonstration Mode .....	176
Double-sided Badges Databases.....	177
Capturing Photographs.....	177

Capturing Signatures.....	177
Printing.....	177
The Changed Flag.....	178
Duplex Printers.....	179
Remote Databases .....	179
Setting Up Your Own Central Database .....	179
Using an NESC Central Database.....	180
Image Storage Methods .....	180
Converting Between Methods .....	180
Exporting Images.....	181
Database Mirroring.....	182
Creating and Maintaining the Mirror.....	182
Using the Mirror.....	183
Synchronizing the Main Database.....	183
Synchronization Considerations .....	184

## **Reports 185**

Introduction.....	185
Creating a Report.....	185

## **Optional Features 191**

Introduction.....	191
Try Out Features .....	191
Non Try Out Features .....	192
New Optional Features .....	192

## **Configuration 193**

Setting the User Information.....	193
Program Set Up .....	193
General.....	194
Date/Time.....	196
Bar Codes.....	197
Video .....	197
Database.....	198
Setting the Dossier Template .....	200
Set Data Entry Control.....	200
Setting the Auto Fill In, Locked, Hidden, Alarm and Preset Fields.....	200
Set Magnetic Encoding.....	200
Introduction .....	200
The Set Up Dialog .....	200
Track 1 .....	202
Track 2 .....	202
Track 3 .....	202
Data Type Verification.....	202
Set Smart Card Encoding.....	203
Introduction .....	203
Smart Card Configuration .....	203
Magicard Mifare Configuration.....	204
Set Photo File Path .....	213
Read Smart Card .....	213
Set Default TWAIN Source .....	214
Enabling Optional Features.....	214
Introduction .....	214
Determining the Features Available.....	215



Field Programming the Security Key.....	215
<b>Security</b>	<b>217</b>
Introduction.....	217
The 5 Security Levels .....	217
Maintaining The User List .....	218
Server Mode.....	220
<b>Troubleshooting</b>	<b>221</b>
Hardware .....	221
Video Capture Board .....	221
Video Camera.....	222
Software.....	222
<b>Context Sensitive Help Text</b>	<b>225</b>
Help Section Overview.....	225
Cannot Find Bitmap File.....	225
Cannot Find Photo File.....	225
Invalid Badge File .....	225
Error Accessing Video Capture System.....	226
Invalid Video Board .....	226
Overwriting An Existing Photo File .....	226
Incorrect Video Mode.....	226
Error Opening New Database .....	226
Opening A Database With More Than 10 Records .....	226
Error Opening An Existing Database .....	227
Attempting To Add More Than 10 Badges.....	227
Confirming Badge Deletion .....	227
Missing Or Incorrect Dialog Information .....	227
Error Accessing ODBC Drivers .....	227
No Badge Designs Found .....	227
Error Adding New Field Name .....	228
Error Creating New ODBC Data Source .....	228
Error Opening Existing ODBC Data Source.....	228
Error Creating Database.....	228
Error Writing Database Header File .....	228
Attempting To Read An Invalid Database Header File .....	228
Error Reading Database Files.....	229
Page Layout Error .....	229
Overwriting An Existing Page Layout File.....	229
Attempting To Overwrite An Existing Page Layout File.....	229
Error Reading Page Layout File.....	229
Attempting To Read An Invalid Page Layout File .....	229
Saving Badge Design Changes.....	230
Overwriting An Existing Badge Design File.....	230
Attempting To Overwrite An Existing Badge Design File .....	230
Error Adding Criteria.....	230
Criteria Parentheses Error .....	230
Rectangle Outside Badge Boundary .....	230
Text Color Same As Background.....	230
No Bitmap File Name.....	231
Bitmap File No Longer Available .....	231
Attempting To Move New Field To Old List.....	231
Cannot Move All Old Field Names.....	231

New Field Name Already Exists .....	231
Error Displaying Photo .....	231
Canceling Database Creation .....	231
Overwriting An Existing Database .....	232
Password Validation Suspended In Demo Mode .....	232
Invalid User Name And/Or Password .....	232
Attempting To Delete Last MASTER User .....	232
No Password Supplied .....	232
Attempting To Delete Current User .....	232
Attempting To Change Last MASTER User Level .....	232
About To Delete A User Name .....	233
About To Delete A Badge .....	233
Custom Badge Size Too Small .....	233
Database Creation Dialog .....	233
Adding A New Field Dialog .....	233
Modify Database Dialog .....	233
Add A New Record or Modify an Existing Record Dialog .....	233
Field Assignments Dialog .....	233
Data Holder Definition Dialog .....	234
User Control Dialog .....	234
User Name Maintenance Dialog .....	234
Current Record Dialog .....	234
Badge Sort Order Dialog .....	234
Badge Selection Criteria Dialog .....	234
Field Reassignment Dialog .....	234
Custom Size Dialog .....	234
Unable To Display Bar Code .....	234
Print Set Up Dialog .....	235
Page Information Dialog .....	235
User Information Dialog .....	235
Revise Badge Layout Cancel Dialog .....	235
Badge Layout Redesign Dialog .....	235
Video Capture Dialog .....	235
New User Data Dialog .....	236
Error Saving Photo or Bitmap from Video .....	236
Error Compressing JPEG File .....	236
Capture Bitmap Already Exists .....	236
Limiting Rectangle to 0.01in(0.3mm) .....	236
Recompression Warning .....	236
Recompression Dialog .....	236
Not Enough Disk Space for Recompression .....	237
All Old Fields Not Included in Redefinition .....	237
Edit Rectangle Data Dialog .....	237
Unable to find Bar Code Font .....	237
Fast Find Dialog .....	237
Change Database Templates .....	238
Border Color same as Background Color .....	238
Bad File Capture Type .....	238
Overwriting A Custom Badge Size File .....	238
Attempting To Overwrite A Custom Badge Size .....	238
Error Reading A Custom Badge Size .....	238
Attempting To Read An Invalid Custom Badge .....	238
Password File Encrypted with a Different Key Type .....	239
Enabling Optional Features .....	239
Attempting to Open a Database with more than 10 Fields .....	239
Signature Capture Window .....	239

Attempting to set Counter Increment to Zero.....	239
Creating a Data Source Name .....	239
Invalid Database Type .....	240
Table Selection.....	240
Cannot Locate Database .....	240
Cannot Locate Table.....	241
Unacceptable Foreign Database .....	241
Cannot Read Foreign Database Field Names .....	241
Inconsistent Photo Type.....	241
Field Assignment Dialog .....	241
Magnetic Stripe Data Assignment.....	241
Invalid Magnetic Stripe Data .....	241
Snap Data Dialog .....	242
Counter Value Exceeds Fixed Field Size.....	242
Reports Dialog .....	242
Photo Holder Selection Dialog.....	242
About to Purge Photo Holder Names.....	242
Bar Code Quiet Zone Too Wide.....	243
Database Information Dialog .....	243
Badge Resizing Too Small.....	243
Attaching to Existing Database Fields .....	243
Extracting Photos from Existing Bitmaps.....	243
Setting Program Parameters.....	243
Set Dossier Template Dialog.....	244
Insufficient Space Left in Record.....	244
Fingerprint Capture Dialog .....	244
Set Data Entry Control Dialog .....	244
Modify Field Settings Dialog.....	244
Print Badge Dialog .....	244
Preset Entries .....	245
Smart Card Configuration.....	245
Save Badge Design Changes.....	245
Using The Database Creation Wizard.....	245
Using The Alignment Toolbox.....	245
Converting Image Storage Method.....	245
Exporting Images .....	245
Using The Quick Launch Wizard.....	245
Data Table Display.....	246
Mirror Database Contains Changes (Admin Mode) .....	246
Mirror Database Contains Changes (Non-Admin Mode) .....	246
Mirror Database Synchronizing (Admin Mode).....	246
Mirror Database Synchronizing (Non-Admin Mode).....	246
Image Storage in the Database Required .....	246

<b>Glossary of Terms</b>	<b>247</b>
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<b>Index</b>	<b>261</b>
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# Program Description

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## Overview

The program is designed to create employee identification badges quickly, easily and inexpensively. The badges can contain video photographs, graphic displays, text, bar codes, signatures in any arrangement. Magnetic stripes can be encoded with the appropriate printer. A video camera or TWAIN device is used to capture the photographic image. The badges are displayed on the screen in a realistic manner and can be printed on a wide variety of printer types. The program maintains a database of both video and other relevant information.

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## Detailed Description

The program is designed to allow the user to create, maintain and print employee identification badges. The database contains an unlimited number of badge records, with each record being capable of storing up to 10 (or optionally unlimited) badge-specific fields of information.

The badge record also contains references to digitally stored visual images of the employee which may be displayed on the badge, if the user wishes. The images of the employee are captured using a video camera attached to the computer. The user may capture an unlimited number of images per badge and store them on disk for inclusion on the identification badge.

Graphic images may also be imported or created (using PC Paintbrush, scanners etc.) and then displayed on the identification badge. This allows company logos or other specialized symbology to be included on the badge. Graphics can also be captured directly from the video camera.

An unlimited number of text fields may be displayed on the badge. The text can be displayed in any font or size supported by Windows™. The color of the text and its background and orientation can be set as desired, or the background can be omitted. The text can come from the record on the employee (employee number, date of birth, for example) or from the user text (company name, etc.) or from any fixed text entered by the user.

Data may also be displayed in bar code form. An unlimited number of bar codes may be displayed on the badge, with a wide variety of bar code types to choose from. Different bar code types can be used on the badge in different locations. The data can come from the same sources as the text fields. Text which can be displayed as a

bar code is only limited by the ability of the specific bar code type to display the text, and the availability of space on the badge. Density of bar-codes is chosen by the user as low, medium or high. Unique bar code characteristics are included. Some bar codes allow for error checking, for example.

Badge backgrounds can be captured via the video camera, imported from graphic files, or made a variety of colors and shades.

Each database may contain an unlimited number of badge designs. Each design can be a different shape, have different data displayed from the database and include different bitmaps. This feature allows badge designs to be selected on a badge-by-badge basis, allowing for example, a different badge appearance based upon some criteria like the employee's department.

Standard databases define single-sided badges. There is an optional feature available which enables double-sided badge definition. There is no restriction to the information which can be placed on the back of a badge. Support is provided for printers capable of double-sided printing.

Optionally, the badge may contain a signature captured from a special pressure sensitive pad and stored electronically. Another option allows for the encoding of magnetic stripe information from data contained in the database.

An optional "Dossier" feature allows the individual's data to be displayed and printed on a dossier-style layout. The dossier can contain information and images which do not necessarily appear on the associated badge.

Badges may be printed singly or a range of badges can be selected from the database and printed as a group. The printed badges can be in color or black and white depending upon the capabilities of the printer. The layout of the badges on the printed page may be user-configured to accommodate preprinted badge blanks. Any printer supported by Windows™ having a resolution of 300DPI or better may be suitable.

The badge database(s) can be stored in a number of commercially available database formats. It is **not** necessary to own these database products in order to use this identification badge software. It does mean, however, that data may be imported into the program created by these third party software products.

The badge database management system allows creation, deletion and revision of badge data, as well as a powerful badge selection system. This selection system allows criteria to be entered that determines which badges are to be processed for editing or printing.

The program includes a complete, context-sensitive HELP system which provides quick access to relevant information on the current operation. The HELP information is also fully indexed to allow rapid access to assistance on a particular issue.

---

## System Operation

Basically, there are two functional areas of operation in the program itself. These are separate and explained in detail.

Editing functions are contained in the **OPERATION** and include:

- Adding ID Records
- Deleting ID Records
- Changing ID Records

- Printing ID Badges

Design functions are contained in the **DESIGN** section and include:

- Badge Template Design
- New Database Design
- Attaching to Other Databases
- Magnetic Stripe Configuration

While the **OPERATION** area is the section where most of the day to day activity occurs, much of this manual will deal with the **DESIGN** functions. This is because the interface has been designed so that the editing functions are intuitive and self-explanatory. A step-by-step explanation of adding, deleting and changing badges is covered and can be found in the **Guided Tour** section.





# New Features in Release 6

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## Introduction

Release 6.x represents a major step in the evolution of the product, with most of the new features resulting from valuable feedback and comments from users of the previous versions. This section describes the additions and changes for readers who are already familiar with the product. If you are new here, a cursory review of this section is all that is required, as all features are fully explained in the related chapters.

---

## List of New Features

### Data Table View

In addition to our classic WYSISWG badge display, the database can now also be viewed in a spreadsheet format which shows all the badge records in a table as well as the primary photograph, the signature and the front and back of the badge. This is an optional new feature.

### Windows Vista and Windows 7 & 10 Compatibility

Microsoft® has introduced a new user interface as well as a host of new security features designed to better protect users from viruses, malware, spyware and the like. In doing so, they have significantly tightened the rules about program installation and where files can be accessed. This newest release fully complies with the strict requirements for installation on Vista or Windows 7 and 10, while retaining complete compatibility with previous releases of Windows including XP, and 2000 Professional. Purchase with confidence that your Badging software is ready for the Windows operating system you have now and the one you will have in the future!

Already have this program and want to upgrade to Vista or Windows 7 or 10? No problem! The new installation program provides comprehensive upgrade capabilities for those who wish to move to Vista or Windows 7 or 10 and want their badging program to be ready.

## Enhanced Mirror Database Capability

We have enhanced the mirror database feature to optionally permit revisions to be made to the mirror database and then uploaded later to the main database. This allows badges to be created and altered in the mirror database and then the main database synchronized with the changes. This is an optional feature.

## Improved Database Field Editing

The ability to revise the fields in the database table has been significantly enhanced. Now fields which are marked as not to be used by the badging program will not be deleted, thus retaining any data those fields might contain. Such fields can be relinked to the badging program if desired.

Where the underlying database system allows, new fields will be added without the need to copy the entire table into a new table. Most modern database systems allow this.

## Fast Find Improvements

The Fast Find dialog has been enhanced to allow more control over how the provided string should match the data. This makes selection more precise and reduces the need to use the more complex Select dialog.

## Improved Export

The process of exporting the badge database to a CSV file has been enhanced to optionally allow the image files (photographs, signatures, etc.) to be exported also.

## Image Optimization

An optional feature has been added that allows you to adjust the color parameters of a captured photo to improve its appearance. Brightness, contrast, saturation and hue can all be modified and the results seen immediately. The feature applies to all methods of capturing photos.

## Toolbar Icons

All toolbar icons have been visually improved by making their backgrounds transparent. This makes the icons easier to see and improves the overall appearance of the interface.

## Image File Names

Photographs, signatures, etc. are normally given a random name assigned by the program. If your database contains a suitable field, then the contents of that field will be used to develop the file name. This makes it easier to associate an image file with a given person, when images are saved in files.

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## Differences in Program Versions

Some versions of the program do not have all the features described in this manual.

Differences between the features in the versions and those described in this manual may include:

- ODBC - instead of using ODBC for database access, badge databases are stored in Paradox database files using the Borland Database Engine.
- VIDEO CAPTURE - the ability to capture images via a video capture board is not available. Photos can still be captured via TWAIN and bitmap importing.
- DATA ENTRY CONTROL - not all features described in this manual will necessarily be available.
- MAGNETIC ENCODING AND SMART CARD ENCODING - not all versions have this ability.
- SIGNATURES - not all versions have this ability.
- PDF417 BAR CODES - not all versions have this ability.
- DOSSIER - not all versions have this ability.
- PRINTING HEADERS & FOOTERS - not all versions have this ability.
- PRESET DATA ENTRY - not all versions have this ability.
- FLEXIBLE TEXT FORMATTING - not all versions have this ability.
- XML RPC INTERFACE - not all versions have this ability.
- IMAGE STORAGE – image storage to a database may not be available.
- DATABASE MIRRORING – may not be available

Please bear these possible differences in mind when reading the manual and using the on-line help.



# Installation

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## Hardware Requirements

### Computer

The ID badge software is designed to run on an IBM® Personal Computer or compatible having the following minimum specifications:

- **CPU:** Pentium class or better
- **CLOCK SPEED:** 133MHz or better
- **MEMORY (RAM):** 16Mb or more
- **HARD DISK SPACE:** the ID badge software program requires approximately 4Mb, each badge stored requires approximately 130Kb when photographs are uncompressed, or 10-20Kb when JPEG compression is used.
- **GRAPHICS CARD:** VGA with driver capable of at least 256 colors
- **MOUSE:** with at least 2 buttons
- **SERIAL PORT:** an additional port is required if a Tru-Flash imaging system, TWAIN camera or signature capture device is to be used. Check for adequate system resources carefully if more than one of these options is going to be used together.
- **PRINTER PORT:** at least 1 for security block, 2 strongly recommended unless USB security block is used
- **USB PORT:** for alternative USB security block

### VGA Graphics Card

Each capture board works to varying degrees with some of the newer PCI and AGP VGA boards. Some only work with VGA boards set to 256 colors. Others work at higher color resolutions. Some work only at 640x480, and others as 600x800 and higher screen resolutions. You must check with the manufacturer of the video capture board to determine if it will work with your VGA board. Running the Badging software with a VGA setting of 256 colors will limit the quality of the displayed badge, especially if bitmaps and bitmap backgrounds are present. Printers generally can print at least 64K colors so printed badges will not be affected. For

best visual quality on the screen, use the VGA set at 32K, 64K (High Color) or 16M(True Color) colors, assuming the video capture board works at these settings, if applicable.

## Video Capture

### ***USB Image Capture***

With the increasing popularity and capability of web cams and digital cameras, this has become a viable option for capturing images for use as photos, backgrounds and logos. The badging software supports TWAIN and VFW (Video For Windows) and most current devices will provide drivers from one or the other, if not both.

Basically, if the device works with your installation of Windows it will probably also work with the badging software. Different device drivers have different capabilities; not all support live video display for example.

Industrial quality USB cameras are available which provide a live video display and integrated flashgun, and take a high quality photograph. These cameras are available from your dealer.

If the TWAIN/VFW interface is to be used for image capture, then the associated hardware must be correctly installed. A wide range of devices now support TWAIN, including scanners, video boards and digital cameras. Make sure that your TWAIN/VFW device is installed and operational according to the manufacturer's instructions.

### ***Video Capture Board***

The ID badge software supports a number of commercially available video capture boards. At the time of publication the following boards can be used. As new boards become available they will be listed in the README.TXT file found on installation disk 1.

#### ***Mutech Corporation***

IV-400

IV-450 (Supports Tru-Flash imaging system)

MV-500 (Supports Tru-Flash imaging system)

#### ***Integral Technologies, Inc.***

FlashPoint

FlashPoint PCI & PCI Lite

Flashpoint 128 & 128 Lite

Flashpoint Intrigue & Intrigue Lite

Flashbus MV and MV Lite

#### ***MRT***

Video Port Professional (PCMCIA)

#### ***Focus Enhancements, Inc.***

InVideo PCI

Note: If you do not intend to capture photographs for use with the ID badge software, it is not necessary to install a video capture board.

### ***Combined Video/Video Capture Boards***

Circuit boards that combine the functionality of the VGA Board and Video Capture Board are widely available. Generally these reduce the hardware compatibility issues and increase the overall performance and image quality. The Mutech IV-450 is an example of this category board.

While others may operate correctly, the only products that are certified to work with this program are Mutech Corporation's IV-4XX series and Integral Technologies' Flashpoint series. With several of these boards, an integrated flash system can be attached to enhance the captured images. Talk to your dealer for more details.

## **Printer**

The ID badge software uses the normal Windows<sup>™</sup> printing system and therefore any printer supported by Windows<sup>™</sup> can be used. However, there are considerations when deciding which printer to use with the ID badge software. In general you should select a printer capable of at least 300DPI resolution. The resolution of the printer will directly affect the quality of the photographs and graphics used on the badge.

Color badges can be printed on a wide variety of inkjet and dye transfer printers. There are also printers available to print in color directly on plastic stock.

Black and white badges can be printed on laser or inkjet printers. Better results are usually obtained when these printers have a resolution of at least 600DPI because of the information lost by not displaying the colors. The quality of the photographs will be dependent upon the capability of the printer and its software driver to render the color image to black and white. This capability varies widely between printer brands and models.

## **Signature Capture**

If the optional signature capture feature is to be used then a signature capture tablet is required. The program supports any graphics tablet which emulates a mouse, provides automatic mouse button 1 depression on contact with the tablet surface and absolute mode operation. Most graphics tablets meet this requirement. Specifically tested as operational are the Cross Ipen Pro and the Calcomp DrawingSlate range of tablets. You must install the software which came with the tablet and ensure it is operating correctly before attempting to use it with the Badging Program.

## **Magnetic Stripe Encoding**

If the optional feature to encode magnetic stripe PVC cards is desired, a suitable printer which supports magnetic stripe encoding is required. This feature is available on printers from Eltron, DataCard, Ultra, Atlantek and Fargo Models from these manufacturers are supported by the Badging Program.

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# Installing the Hardware

## Video Capture Board

If you plan to use a video capture board with the ID badge software you must install it first according to the manufacturer's instructions. It is essential that the board and its software be fully installed and operational before attempting to install and use the ID badge software.

Each brand of video capture board supported by the ID badge software comes with configuration and test programs which will allow you to verify that the hardware and software is functioning correctly. Please refer to the manufacturer's documentation in case of any difficulty with this procedure.

## Security Key

If a security key, sometimes known as a dongle, was provided with the ID badge software, it should be installed on your computer, or on a central license server, to make the ID badge software fully operational. When the security key is not installed or available at a central license server, the ID badge software will not function. The key must remain installed throughout the operation of the software.



### *Installing the Dongle*

**Parallel Port Type:** The parallel port security key is plugged into any parallel printer port on your computer. This port is usually located at the rear of the computer. It can be identified as a 25 pin female (socket) connector. If a printer cable is already plugged into this socket, temporarily disconnect it before attaching the security key. Once connected, the printer cable can be plugged into the female socket on the back of the security key. Printer operation will not be hindered in any way by the presence of the security key.

**USB Type:** If a USB security key is provided, plug it into any available USB port **ONLY AFTER** you have installed the software.

### *Installing the Dongle Software*

The dongle software is installed when the badging software is installed. There are 4 possible scenarios for installing the dongle software, depending upon how you intend to use the badging software.



1. **Standalone**  
The dongle and badging software are to be installed at the same computer and the software will be run from the computer's keyboard and screen. In this case, install the software using the default installer settings and attach the dongle when the installation is completed.
2. **Combined Terminal Server/Dongle License Server**  
You plan to install the dongle and badging software on a computer that will be accessed from other computers on the network as a Terminal Server. This computer will also be used as the Dongle License Server. At the **Select Components** screen in the software installer, also check **Network Dongle License Server**. This will install a service on the computer that will provide access to the software license(s) via the Local Area Network (LAN).
3. **Terminal Server with a Dongle License Server Elsewhere**  
You plan to install the badging software on a computer that will be accessed from other computers on the network as a Terminal Server. The dongle will be installed on a Dongle License Server computer elsewhere. In this case, install the software using the default installer settings at the Terminal Server, and then perform the Dongle License Server installation below (if not already performed) at the Dongle License Server (see 4 below).
4. **Dongle License Server**  
You plan to install one or more copies of the badging software on computers on the LAN or Internet or Terminal Server, but install the dongle on a separate Dongle License Server connected the LAN or Internet. At the badging station computers, install the software using the default installer settings. At the Dongle License Server (which may be on the LAN the computers are connected to, or on the Internet), select **Network Dongle License Server Only** on the **Select Components** screen. Once the software has installed, the dongle can be attached. See below for details on how to access a Dongle License Server via the Internet.

## ***Monitoring License Use***

When the Network Dongle License Server is installed, the usage of licenses can be monitored via a web browser. If the browser is running on the same computer as the Network Dongle License Server, then use the address <http://localhost:6002>. If the browser is running elsewhere on the LAN, use <http://xxx.xxx.xxx.xxx:6002>, where xxx.xxx.xxx.xxx is the IP of the Network Dongle License Server.

## ***Multi-License Dongles***

Standard dongles only provide one license, and therefore only allow one copy of the program to operate at a time. This is true whether or not it is accessed via a Network Dongle License Server.

Multi-license dongles are also available. To be effective, these have to be used in conjunction with a Network Dongle License Server. Such dongles will allow as many copies of the program to run at different computers or terminal servers, as defined in the dongle. A multi-license dongle has a maximum number of licenses it can contain. Dongles are available with different maxima. Each dongle is initially programmed with a number of licenses less than or equal to this maximum. When less than, the number can be increased via field re-programming of the dongle.

## **Multiple Network Dongle License Servers**

It is possible to run more than one Network Dongle License Server on a LAN or Internet connection. Each server must have its own dongle. A badging station computer on the network will locate all servers on the LAN in order to obtain a license, or a specific computer on the Internet if so configured. See “Setting up Access to a Dongle License Server” on page 14 for more information.

## **Multiple Dongles on a Single Network Dongle License Server**

A Network Dongle License Server can have more than one dongle attached to it. It will serve licenses from the dongles until the sum total of licenses issued exceeds the total number of licenses available in all the dongles.

## **Setting up Access to a Dongle License Server**

If the Dongle License Server (DLS) is on the same Local Area Network (LAN) as the computer running the badging software, then no specific set-up is needed at the badging station to access the DLS. The badging security system uses a broadcast system to determine where any DLS systems are located. Note that it will find any DLS on the LAN that has a valid dongle and available licenses.

If the DLS is not on the LAN, or if you would like to direct LAN requests to a particular server, then you can define the IP address that the badging station should use to locate a license. This can be done on either of two ways; one is by setting an environment variable and the other is to edit an XML file.

It may be desirable to use this technique even on a LAN, as it eliminates the requirement for broadcast messages and can speed up access to the DLS.

To set up the badging station to point to a specific DLS, use either one of these methods (if you use both, method 2 will take precedence):

1. **Environment Variable**

Set the environment variable NSP\_HOST to the IP address or domain name of the DSL. If you use a domain name it must be resolvable to an IP. On most Windows® systems an environment variable is set using these steps:

Go to **Control Panel**

Select **System**

Select the **Advanced** tab

Click the **Environment Variables** button

In the **System Variables** section click **New**

In the **Name** box enter **NSP\_HOST**

In the **Value** box enter the IP or domain name of the DSL

Click **OK** as needed to complete the operation

You may need to have **System Administrator** privileges to complete this process.

2. **XML Configuration File**

This file is called **SNTLCONFIG.XML** and is located in the same directory as the badging program executable is located. This is normally in the **Program Files** folder on drive **C** under **Badging**. If you move it from the installed location it will not provide the desired functionality. It is necessary to edit this file to add the IP or domain name of the DSL server and **System Administrator** privileges may be necessary to accomplish this. Edit this file using a simple editor program such as **NOTEPAD** and

put the IP or domain address of the DSL between the <AccessMode></AccessMode> tags. For example:

```
<AccessMode>
123.456.789.123
</AccessMode>
```

or

```
<AccessMode>
mydongleserver.mydomain.com
</AccessMode>
```

It is not necessary to enter data anywhere else in this file. However, if you have a poor or slow Internet connection then you may wish to try a longer heartbeat time by setting a suitable value between the **HeartBeat** tags. The default is 120 seconds. A symptom that this might be necessary is if the badging software loses access to the DSL during normal operation.

The DSL is accessed using port 6001 and the UDP protocol. When the software is installed on the DSL a hole in the Windows firewall is automatically created for this service. But if there are any intervening firewalls between the badging station and the DSL then access to that port using that protocol must be provided.

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## Software Requirements

The ID badge software is designed to run under Microsoft® Windows™ 95, 98, ME, NT 4.0, 2000, XP, 7, 10 and 11.

The ID badge software will run successfully on Windows as long as the video capture board software is compatible. So far, tests have indicated that most, but not all, video capture boards are compatible with the more recent versions of Windows. Check with your dealer for the latest list of tested boards.

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## Installing the ID Badge Software

**IMPORTANT. IF YOU PLAN TO CAPTURE PHOTOGRAPHS USING THE VIDEO CAPTURE BOARD YOU MUST INSTALL ITS SOFTWARE BEFORE ATTEMPTING TO INSTALL THE ID BADGE SOFTWARE.**

To install the ID badge software follow these simple steps:

1. Turn on your computer
2. Start Windows™
3. Place the ID badge software Installation Disk 1 or CD in your machine
4. For floppy disk installations, select **Start** and **Run** in Windows and type **A:SETUP** or **B:SETUP** as appropriate
5. For CD installations, the **Autorun** feature of Windows should start an opening screen with several options
6. Select the Install button and then choose the language and program that you have purchased.

**PLEASE NOTE:** If the **Autorun** feature on your CD drive has been disabled or does not function, you can always browse the CD for the program you wish to install. All directories are intuitively labeled for easy selection. Click on **Setup.exe** in the installation directory of your choice.

The install program will load and start the installation process. The install program will first review your system to make certain that it has up-to-date versions of the supporting software that it needs to function. What supporting software is already installed will depend upon the version of Windows that you are running and the programs that you may already have loaded on the machine.

The installation will first check to make certain that the machine has a copy of DCOM, an underlying component of the ODBC which the badging program requires to access databases. If the program detects that DCOM is not present or is out-of-date, it will require you to install/update it first. Be aware that this installation will require a reboot of your machine which you will be prompted to do. When the machine has finished rebooting, the installation process should continue automatically.

The next item that the installation must check for is MDAC 2.1 which installs the ODBC and it's drivers. Once again, if the installation detects a missing or older version of MDAC, it will require that you install/update it before you continue. As with DCOM, this installation requires a reboot when complete. When the computer has finished rebooting, the installation will continue automatically.

Once the install program has verified and/or installed the supporting files, the Badging Program installation will proceed. After the opening banner, some very important installation notes come up that should be read carefully before proceeding. Clicking **Next** will bring up the screen that allows you to select where the software will be installed. You are free to accept the default location or make a selection of your own by hitting **Browse**. When you are satisfied with the Destination Folder, click **Next**.

At this point, you may select one of three types of installations, **Typical**, **Compact** or **Custom**. Selecting **Typical** will install all required and optional components. Choose this unless you are familiar with the components you require or have disk space limitations. Selecting **Compact** will install the minimum number of required components to make the badging software run. Please be aware that some program functions such as barcodes and reporting will not work if **Compact** is selected. Selecting **Custom** will allow you to choose the components that you wish to install. You may select or de-select any of the provided components contained within the install. **Custom** should only be selected by experienced individuals who are confident in making changes to the standard installation package. When the installation selection is complete, selecting **Next** will bring up the **Select Program Folder** dialog. Here you may select the name that you wish to show up in the **Programs** listing in the Start Menu. You may choose the default or type a name of your own. Once you have selected the name you wish, selecting **Next** will start the installation process. Several dialogs will display the progress of the components that are being installed. When the files have been copied, the installer will ask if you want to place a shortcut to the badging program on your desktop. Choose **Yes** or **No** as you wish.

The final screen that will appear is the **Setup Complete** dialog. You have several options here that can be made by adding or removing check marks from the boxes next to them. If you have installed the Windows **Wordpad** program, you will have the option of reading over the **readme.doc** file which contains late breaking information not in the manual. **We strongly recommend that you read this file in case any information in it pertains to your situation.** The second

option is to launch the badging program upon the completion of the install. Make the selections as you see fit and click **Finish**.

At this point, the installation process is complete. You should find that the program has been installed in the location of your choosing and that shortcuts to the program are in the locations that you specified.



# Guided Tour

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## Introduction

We have provided this section of the manual to give you a quick introduction to the features and capabilities of the ID badge software. As we noted in the **Program Description** chapter previously, the ID badge software has two distinct usage modes. These two modes are **DESIGN** and **OPERATION**.

The Guided Tour will take you through both of these modes using a simple 1-2-3 approach. Normally you would start in the **DESIGN** mode and then move to the **OPERATION** mode. However, this section will start by taking you through the **OPERATION** mode, using a sample database which you should have loaded during the installation of the ID badge software. (If you did not install the sample, you can go back and reinstall it from the distribution media. Do not forget to include the ODBC driver for MS Access database.) When you are comfortable with operation we will guide you through the design phase.

To refresh your memory, **OPERATION** is the phase you will most frequently make use of. It is where badges are created, printed, modified, stored and deleted. The **DESIGN** phase is where badge databases and badge templates are designed, and major modifications to existing badge databases are made.

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### Note for Metric Users

If the program is switched to metric, use the values that appear in parentheses after the English units. You can determine if the program is in metric by clicking on the **Configuration** menu selection and seeing whether or not **Metric** is checked.

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## Starting The ID Badge Software

During the installation process an appropriate ID badge group was created in the **Programs** area of the Windows **Start Menu**. In this group you will find an icon for the ID badge software and another for viewing the *README.DOC* file. You can double click on the latter to see the late-breaking information on the ID badge software.

To start the Guided Tour double click on the ID badge software icon. The program will start and display an opening banner screen, or the Quick Launch Wizard, if it is enabled.

(As an alternative, you can start the program and automatically open a database by double clicking on the database **.IDC** file in **Explorer**).


Take a moment to familiarize yourself with the layout of the screen. (You will find a picture of the ID badge software opening screen in **Screen Areas** section of **The Main Screen** chapter.) It consists of 4 major areas. Near the top is the familiar pull-down menu. Immediately below that is a tool bar with most of the buttons “grayed” to indicate that they are not currently available. Below the tool bar is the main working area of the program. This is where badges will be displayed. Along the bottom of the window you will find a status line. This contains various information as the program operates.

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## Operations Tutorial





It is time to start the operations tour. First we must open the sample database.

### To Open The Sample Database

1. Click with the left mouse button on the “Open Database” tool bar  button
2. Double click on the “sample” sub-directory in the directories list
3. Click on “sample.idc” in the file name list box
4. Click on OK

While the computer is opening the sample database a banner will appear asking you to wait. Then the first badge in the database will appear. You will notice that some tool bar buttons have become available (they went from grayed to colored). Also, the status bar displays a set of 3 numbers indicating that you are looking at the first badge from a selection of 8 badges from a database containing 8 badges. We will explain exactly what this means later.


### Moving Around The Database

On the tool bar are 4 buttons (     ) designed to move through the badges in the database. Only the buttons pointing to the right are currently available because the badge displayed is the first in the database. The other two will become available when it is possible to move backwards through the badges.

The buttons without the vertical bar move you forward and backward 1 badge at a time. The buttons with the vertical bar take you to the first and last badge respectively. Take a few minutes to experiment with these buttons. Notice as you do so how the 3 numbers on the status line change. Also observe that there are 4 templates assigned to this database, 4 horizontal, 2 vertical, 1 Loyalty and 1 government size.

### Sorting The Badge Order

The initial badge order is by **employee number** in the sample database. We will experiment by changing the order to **employee name** by doing the following:

1. Click on the tool bar Sort Database  button, a dialog will appear



2. Click on the pull-down box against EmployeeName and change the value to 1



The dialog box titled "Badge Sort Order Selection" contains a list of fields with pull-down menus and checkboxes. The fields and their values are: BadgeNumber: 2, Department: 3, EmployeeName: 1, EmployeeNumber: 4, Datakey: 5, PhotoFile: 6, Template: 7, and Changed: 8. Each field has a corresponding "Rev" checkbox, all of which are currently unchecked. At the bottom of the dialog are five buttons: OK, Cancel, Reset, Clear, and Help.

Field	Value	Rev
BadgeNumber:	2	<input type="checkbox"/>
Department:	3	<input type="checkbox"/>
EmployeeName:	1	<input type="checkbox"/>
EmployeeNumber:	4	<input type="checkbox"/>
Datakey:	5	<input type="checkbox"/>
PhotoFile:	6	<input type="checkbox"/>
Template:	7	<input type="checkbox"/>
Changed:	8	<input type="checkbox"/>

Before you click **OK** let us see what the dialog box is telling us. Assuming you have not previously changed the sort order for this database, the sort order will be first by **EmployeeName** because the pull-down box is set to 1. The other pull-down boxes changed during step 2 above to allow this to happen. In the unlikely event of two employees with the same name, their badges will be sorted by their badge number. In the equally unlikely event of them both having the same badge number, their badges will be sorted by department. Following this logic to its conclusion, the subsequent levels of sort are **EmployeeNumber, Datakey, PhotoFile, Template** and **Changed**. If the order is not as described here, press the dialog **Reset** button and repeat steps 1 and 2 above. Feel free to experiment by changing other field sort numbers to see how this dialog works. If you wish to exclude one or more fields from the sort order, set the pull-down entry for the field to "-".

Finally the column of squares with "Rev" against them allow you to reverse the sort order. If you click on the check box in the **EmployeeName** row an "X" will appear indicating that the sort order will be reversed.


When you have finished experimenting make sure that the **EmployeeName** pull-down is set to 1. Because each employee has a unique name the settings in the other columns do not matter. Also make sure that the sort order is **not** reversed. Click on the **OK** button.

Use the arrow buttons in the tool bar to confirm that you have the expected sort order.

## Selecting Badges From The Database

Our sample database contains only 8 badges, but in real life your database may contain hundreds of badges. Therefore, it is important to be able to select badges based upon some criteria. There are two methods for selecting a badge or badges from the database. These are called **Fast Find** and **Select**. **Fast Find** provides a simple dialog box to quickly locate a badge or group of badges. **Select** provides a sophisticated selection criteria dialog box for more complex location tasks.


### **Fast Find**

The **Fast Find** tool bar button  can be used to quickly locate a badge. Take the following steps:

1. Click on the **Fast Find** button
2. Notice that the **Search ....** button is selected



3. Select **EmployeeName** from the **Field Name** pull-down menu
4. Select the **For** box and enter “O’Brian” (without the double quotes)
5. Then click on **OK**

Joseph O’Brian’s badge will be displayed and only 1 of the 8 badges is now selected. This is indicated by the 1:1:8 in the status line. This tells you that the first badge of a selected group of 1 from a total of 8 is being displayed. This is because only one badge has the word “O’Brian” in the **EmployeeName** field.

When you have completed the **Fast Find** operation, click on the tool bar button once more, then click on the **Select All** radio button and select **OK**. This will reselect all badges in the database. As an alternative, you could also have clicked on the  tool bar button. For more details see **Select All** in the **The Tool Bar System** chapter.


## Select

The tool bar **Select Badges** button opens a dialog which allows this criteria to be entered. The criteria entry system is sophisticated and we will only use it in a simple way for the Guided Tour. Proceed as follows:

1. Click on the Select Badges  button
2. Click on the Database Fields down arrow  button and highlight EmployeeName
3. Make sure “equal to” is selected in the Criteria pull-down, and select it if it is not
4. Click on the Match Conditions box and a text entry cursor will appear
5. Type in “O’Brian, Joseph” (do not type the quotes)
6. Click on the Add button, the criteria goes into the first Selection Criteria box
7. Click on OK


You will find that Joseph O’Brian’s badge is displayed. Notice also that the 3 numbers in the status line are now 1:1:8. This tells us that we are at the first badge of 1 badge selected out of a possible 8.

Now let us try a more sophisticated search:

1. Click on the  Select Badges tool bar button
2. Click on Clear to remove the previous selection criteria
3. Click on the Database Fields down arrow button and highlight BadgeNumber, if not set already
4. Click on the Criteria down arrow button and highlight “equal to”, if not set already
5. Click on the Match Conditions box and a text entry cursor will appear
6. Type in “270” (do not type the quotes)
7. Click on the Add button, the criteria goes into the first Selection Criteria box
8. Click on the Database Fields down arrow button and highlight EmployeeName
9. Click on the Criteria down arrow button and highlight “like”

10. Click on the Match Conditions box and replace the text there with “M%” (do not type the quotes)
11. Click on the Add button, the criteria goes into the second Selection Criteria box
12. Make sure that the Case Sensitive Character Comparisons check box is checked

Before clicking on **OK** let us see what we have. The first criteria is obvious, we want any badge with **BadgeNumber** equal to **270**. The second criteria says that we want any badge with **EmployeeName** starting with the capital letter “M”. The “like” criteria allows you to match a partial name. The “M” says that the employee name must start with a capital M and the % sign matches any number of any characters after it. As a result all employee names starting with a capital M will be selected.


You will also have noticed that the And/Or  switch to the right of the first criteria is now available and set to “And”. Experiment with clicking on the switch, but leave it in the “Or” position when done. When in this position, badges matching either criteria will be selected. If you left it in the “And” position then each badge would have to meet both criteria to be selected.

There are additional buttons in the **Selection Criteria** area which are fully explained in the **Badge Selection** section in the **Operations** chapter.

When you have finished experimenting, click on the **OK** button.

You will find that Peter Morrow’s badge is displayed. Notice also that the 3 numbers in the status line are now 1:2:8. This tells us that we are at the first badge of 2 badges selected out of a possible 8. Use the tool bar arrow buttons to confirm that the 2 badges do in fact match the selection criteria.

You may be wondering why we did not enter **000270** for the employee number. This field is designated as numeric and therefore only requires the significant part of the number to be entered. The leading zeros are added on the badge display as part of the display format for that field. For more information on fixed length numeric fields, see **Entering the Database Fields** in the **Design** chapter.


Finally, we must remove the criteria to make all 8 badges selected. To accomplish this click on the **Select All**  tool bar button.

The status bar should now indicate that all 8 badges are selected.

## Entering A User Name

The ID badge software has a multi-level user name and password system that allows access to different functions of the program. If you installed the security key the status bar of the program indicates that you are currently in Browse Mode. If you did not install the key then the program will be in Demo Mode. In this case, the user name entry toolbar icon will not be available, so skip this section.

To enter a new user name perform the following steps:

1. Click on the tool bar User Name  button
2. Enter the word “MASTER” as the user name. As before do not enter the quotes
3. Press the TAB key and the text entry cursor will move to the password box
4. Enter the word “IDCARD”. Again no quotes and all you will see are asterisks
5. Click on the OK button

You will notice that many more of the tool bar buttons have become available. This is because the user name that you entered has the highest privileges. Notice that the mode on the status bar has changed.

---

#### NOTE


If the above user and password combination does not work, your system administrator may have changed them.

---

## Adding A New Badge

In this section of the Guided Tour we will create a new badge and optionally capture a photograph for it if a video capture board or other photo capture system has been installed. Please note that the ID badge software will not allow you to have a total of more than 10 badges in the database, when in Demo Mode.

To add a new badge you do the following:






1. Click on the tool bar Add a Badge  button
2. In the pop-up dialog enter information in the 4 fields as you wish. You can enter data by highlighting the field and starting to type. You can move between the fields using the mouse or the **TAB** or **ENTER** keys. If you have checked the Auto Fill In menu item under **Edit**, then the fields will contain the data for the current badge. You can then change any which do not apply to the new badge. Or you can click on the **Clear** button to remove all entries and start over
3. When you are happy with the entered data click on OK

You will observe that the status line count of badges has increased by 1 and that a new badge is showing with the information you entered, but without a photograph. Also note that an automatic selection has been done to select this badge uniquely from all the others. The 1 in the second number on the status line indicates this. The asterisk against the first 1 indicates that this badge has not yet been printed.

## Capturing A Photograph

Depending upon your hardware configuration and available options, one or more toolbar buttons for photo capture may be available. If one or more are, you can proceed with the following steps to capture a photograph. If not, skip the remainder of this section.

These are the steps to capture a photograph:


1. Click on the appropriate tool bar capture photo ( or ) button and a video capture window will appear
2. Compose the picture to your satisfaction
3. Click on the Freeze, Capture or Acquire ( or ) button as appropriate
4. Drag and size the surrounding box to include the desired area of the picture
5. Click on the Save  button

The computer will now capture the photograph, store it to disk and display it in the badge photo area.

If after step 3 above the picture is not satisfactory, click on the same button in step 3 again. Step 4 and onward can then be repeated.






## Modifying An Existing Badge

If the currently displayed badge is not the one to be changed, use the **Fast Find** or **Search** commands to select the desired badge. To modify data in an existing badge the tool bar **Modify Badge Data Button** is used. To see this in operation try the following steps:

1. Click on the tool bar Modify data  button
2. A dialog showing the current data appears and you can modify the information as you wish. You can replace data by highlighting the field and starting to type. To edit existing data, press the **ENTER** key and edit as required. You can move between the fields using the mouse or the **TAB** or **ENTER** keys. If you have checked the Auto Fill In menu item under **Edit**, then the fields will contain the data for the current badge. You can then change any which do not apply to the new badge. Or you can click on the **Clear** button to remove all entries, and the **Reset** to restore them to their original values
3. Click on OK when you are satisfied with the changes

## Capturing A New Photograph

If you have a video capture system installed and wish to capture a different photograph you can do the following:


1. Click on the appropriate tool bar capture photo button (  or  ) and a video capture window will appear
2. Compose the picture to your satisfaction
3. Click on the Freeze, Capture or Acquire button (  or  ) as appropriate
4. Drag and size the surrounding box to include the desired area of the picture
5. Click on the Save  button
6. Click on Yes to confirm overwriting the original photo

The old photo will be replaced with the new. Also see “Capturing A Photograph” on page 24 for a useful tip.

## Printing A Badge

The ID badge software can print either the current badge or all the badges currently selected. For this Guided Tour we will print a single badge only. For more information on multi-badge printing see **Badge Printing** in the **Operations** chapter.


Before starting the steps to print a badge, use the tool bar arrow buttons, **Fast Find** or **Select** buttons to select the badge you wish to print. Also make sure that your printer is connected, turned on and ready to receive information. These are the steps to print the selected badge:

1. Click on the tool bar Print  button
2. A dialog appears with several tabs across the top. Click the **Layout** tab and then place the cursor in the Left Margin entry box. The value currently in the box is the minimum size for the Left Margin. We will print the badge 1/2"(12.7mm) from the left edge of the paper, so enter 0.50(12.7). [Note: Your printer may not be able to print the badge this close to the edge. If the ID badge software gives an error at this point, reduce the number entered to the minimum suggested when you click on Page Info. This could happen if you have a plastic card stock printer which prints one badge centered in the stock.]
3. Similarly change the value in the Top Margin box to 0.50(12.7)
4. Select the **General** tab
5. In the Badge Selection area make sure that **Current** is selected. If not, click the appropriate radio button
6. Click on the Print button

A pop-up window will display the progress of the print operation and the selected badge will be sent to the printer.

## Deleting A Badge

When a badge is no longer required it can be removed from the database. To do this, first use the tool bar **Arrows, Select or Fast Find Button** to display the badge to be deleted. Then the steps are:

1. Click on the tool bar Delete a Badge  button
2. Click on Yes to confirm the deletion

The badge will be removed and the status line adjusted accordingly.

There is also a tool bar multiple badge delete button which will delete all currently selected badges. More information on multiple badge deletion can be found by referring to The **Badge Deletion** section of the **Operations** Chapter.

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## Design Tutorial

The design section of the tutorial covers two specific aspects of badge database design. These two aspects are badge template design and design of the database information respectively. We need to understand the terminology before starting the tutorial.

### Badge Template Design

The ID badge software can store any number of badge template designs. These templates describe the physical layout of the badge. By this we mean the size and shape of the badge and the format of the various text, photograph and graphic data to be displayed on it. We specifically do **not** mean the actual text, photograph and

graphic data that will be displayed on the badge. These designs are stored in files with the **.CTM** extension.

Badge templates are used when designing a badge database. A given template can be used in any number of badge databases. Once a database has been designed using a specific template, that template design is “remembered” by the database and subsequent changes to the **.CTM** template design file will have no effect on the database. (There are alternative ways of changing the current database badge design once it has been assigned to a database. See “Modifying An Existing Badge” on page 25.)

## Database Design

The ID badge software can store any number of badge databases. Each database can contain up to 10 (or optionally an unlimited number) fields of data, any number of photographs and optionally one signature for display on each badge. Each database can contain as many badges as will fit in the available hard disk storage space.

The design of the database includes selecting the format for the database file (Paradox, dBase, etc.) as well as the names and data types for the data fields. Database design also involves the selection of one or more badge templates to determine the appearance of the badges.

## Designing Your First Badge Template

To design a badge template, the ID badge software must be in either Supervisor or higher mode, or Demo Mode. If it is not, refer to “Entering A User Name” on page 23 “ to accomplish this. If you have a database open you can close it if you wish, by selecting **File, Close Badge Database**, although it is not essential to do this.

In this section of the tutorial we will create a simple badge containing a photograph, graphic, text and bar code. The final appearance of your badge is not at all critical and the template will not be used in the remainder of this tutorial.


To start the design pull down on the **File** menu item, then proceed as follows:

1. Select Template File Management and then
2. Click on Build New Badge Design, a secondary menu will appear
3. Click on Credit Card - Horizontal, a blank gray credit card sized badge will appear in a window. (Notice the cursor changes to one of several useful construction tools!)

We will now change the drab gray background to a more interesting color. You will notice a new vertical design toolbar has appeared to aid in the design process. When we refer to buttons below, they will be from this toolbar.

### ***Changing The Background Badge Color***



To change the background color of the badge:

1. Left button click anywhere in the gray area to select it and press the  left side toolbar button. (Or you can Right click on the background area as a shortcut.)
2. A dialog will appear which says “Background” under “Content Format”, click on Background in the Color section

3. Another dialog will appear containing colored squares, select the square of your choice and click on OK. (If you are adventurous you can try defining a custom color.)
4. Click on OK in the first dialog, the badge background will change to the selected color

### ***Adding A Photograph Holder***

We will now add a photograph holder to our badge:



1. Click on the  left side toolbar button
2. Left button click and drag anywhere on the badge to create a white rectangle
3. Left click on the rectangle and drag it to the desired position
4. The rectangle you just created should still be selected. If not, Left click on it.  
Click on the  left side toolbar button
5. In the pop-up dialog select Photograph should already be selected from the pull-down in the Content Format section
6. Click on the X Position text entry box and enter 0.20(5.1)
7. Click on the Y Position text entry box and enter 0.20(5.1)
8. Because photographs are traditionally 1" x 1¼" (25.4mm x 31.8mm), press the Photo Size button to immediately enter these values in the X and Y Size fields
9. Click on OK

You should now have a correctly sized rectangle with the word **Photo** in it to remind you of its contents.

You may have noticed an "Inverted" check box in step 3. If you check this, the photograph will be displayed up-side-down.

### ***Adding A Graphic Holder***

We will now create a rectangle for a graphic. These are the steps to accomplish that:

1. Click on the  left side toolbar button
2. Left button click and drag anywhere on the badge to create a white rectangle
3. Left click on the rectangle and drag it to the desired position
4. The rectangle you just created should still be selected. If not, Left click on it.  
Click on the  left side toolbar button. (Alternatively, you can **right** click the rectangle and select **Edit Rectangle Parameters** to perform the same function as the toolbar button.)
5. In the pop-up dialog Bitmap should already be selected from the pull-down in the Content Format section
6. Click on Browse in the Bitmap Options section and a file selection dialog will appear
7. Double click on sample in the directories list, the file b.bmp will appear in the File Name box
8. Click on "b.bmp" and then on OK



9. Click on the X Position text entry box and enter 1.50(38.1)
10. Click on the Y Position text entry box and enter 0.20(5.1)
11. Click on the X Size text entry box and enter 1.00(25.4)
12. Click on the Height button in the Set Aspect section. This will adjust the Y Size to match the aspect ratio of the selected graphic
13. Click on OK



You should now have a correctly sized rectangle with the selected bitmap in it. You can now practice dragging this rectangle to its final position by clicking on it with the **Left** mouse button and holding the button down while moving the mouse. When the rectangle outline is in the desired location, release the mouse button.

You may have noticed an “Inverted” check box in step 3. If you check this, the bitmap will be displayed up-side-down.

### ***Adding A Text Holder***

A text holder can have various aspects of its appearance set during the design. These aspects include the character font, character size and character foreground and background colors. The fonts available will depend upon the fonts installed in Windows™.

The steps to add a text holder are:

1. Click on the  left side toolbar button
2. Left button click and drag anywhere on the badge to create a white rectangle
3. Left click on the rectangle and drag it to the desired position
4. The rectangle you just created should still be selected. If not, Left click on it.  
Click on the  left side toolbar button. (Alternatively, you can **right** click the rectangle and select **Edit Rectangle Parameters** to perform the same function as the toolbar button.)
5. In the pop-up dialog make sure Text is selected in the pull-down in the Content Format section
6. Click on Center Justify in the Text Options section
7. Click on the Font button, a font selection dialog will appear. Choose any font, font style, size, effect or color you desire. (For best results select True Type fonts.)
8. Click on the OK button
9. Click on the Background button in the Color section, select a color of your choice and click on OK
10. Click on the OK button

The numbers in the text holder may not appear if it is too small for the font size you have selected. To practice sizing and positioning a holder using the mouse, move the mouse over the box until the cursor changes to an arrow pointing in the direction of the desired size change. (There are 4 kinds of arrow cursors: 4 arrows for dragging, left/right arrows for horizontal sizing, up/down arrows for vertical sizing and diagonal arrows for simultaneous horizontal and vertical sizing.)

Practice adjusting the size and position of the text holder until the numbers appear and the rectangle is in the desired position and of the desired size. The numbers indicate approximately how many characters will fit inside the box.


Notice what happens if you make the text box taller than it is wide. The text turns 90° sideways, and is now upright when viewed from the right end of the badge. If you want the text viewable from the left end, click on the box with the **Right** button and check the “Inverted” box.


The “Inverted” box can also be used to turn text up-side-down when the box is wider than it is high.

## ***Adding A Bar Code Holder***

A bar code holder can display textual information in a wide variety of bar code formats. Special leading and trailing characters as required by each bar code are added automatically.

The steps to add a bar code holder are:

1. Click on the  left side toolbar button
2. Left button click and drag anywhere on the badge to create a white rectangle
3. Left click on the rectangle and drag it to the desired position
4. The rectangle you just created should still be selected. If not, Left click on it.


Click on the  left side toolbar button. (Alternatively, you can **right** click the rectangle and select **Edit Rectangle Parameters** to perform the same function as the toolbar button.)

5. In the pop-up dialog select Bar Code should already be selected in the pull-down in the Content Format section
6. Leave the Bar Code Options at their default settings but feel free to explore the available options
7. Click on the OK button

You can now use your rectangle sizing skills to size and position the bar code rectangle wherever you wish in the badge. Notice that making the box taller than it is wide will turn the bar code sideways. The “Inverted” check-box can be used to reverse the direction of the bar code when it is horizontal or vertical. As most bar code readers can read bar codes in either direction, it generally will not be necessary to invert bar codes.

## ***Deleting A Holder***

If you create any kind of holder and would like to delete it from the badge follow these 2 steps:


1. Select the desired rectangle by clicking on it with the Left mouse button. A focus rectangle will appear around it.
2. Click on the  left side toolbar button to delete the rectangle

## ***Bringing A Holder To The Foreground***

Holders can overlap each other if desired. You might wish to have text over the top of a bitmap, for example. If you created the text holder before the bitmap holder, the

bitmap will in fact be over the top of the text. To bring the text holder to the foreground do the following:

1. Select the desired rectangle by clicking on it with the Left mouse button. A focus rectangle will appear around it.

2. Click on the  left side toolbar button to bring the rectangle to the fore

HINT: You might want to try checking the “No background” box for the text rectangle so that the bitmap shows through as the background for the text.

### ***Saving Your Badge Template Design***

You are welcome to further explore and refine your badge template designing skills. When satisfied with the final design you can save your work in a badge template file.

To do this you:

1. Click on Template in the pull down menu bar and select Close
2. A pop-up dialog will warn you that the design has changed, click on Yes
3. In the File Name box, replace the asterisk with a name of your choice and click on OK. The design will be saved and the screen will clear

Your badge is now stored on disk. If you wish to investigate making further modifications to your design, click on **File** and **Edit Existing Badge Design** and then select your file name and click on **OK**. Your design will be reopened and you can continue the design process. Close your design as we just described when you are finished.

## **Designing Your First Badge Database**

To design a badge database the ID badge software must be in either Supervisory Mode or higher, or Demo Mode.

The database contains the specific information to be put on each badge, the stored photographs if any, and general data common to all badges.

Each text and bar code field on the badge template can have data displayed from any combination of 3 different sources within the database. The sources are:

1. Specific information unique to each badge, from the database
2. User information which is the same for each badge, but is readily changeable
3. Fixed information which is the same for each badge using the same template

First we will create the User Information. This information contains the name and address of the owner of the database. Any of the fields in the **User Information** can be displayed on the badge, if desired, but it is not necessary to show any of them if you do not wish to.

### ***Adding User Information***

To add User Information the ID badge software must be in either Supervisory Mode or higher, or Demo Mode. If it is not, refer to “Entering A User Name” on page 23 for how to accomplish this. The data is entered by clicking on the **Configuration** menu command and then doing the following:

1. Click on User Information

2. In the pop-up dialog enter the requested information. Use the TAB and SHIFT-TAB to move between the entry fields. For the purposes of the tutorial, enter data in at least the Company Name, Street and City fields.
3. When satisfied, click on Save

Note that **User Information** is not **required** and you can enter as much or as little of it as you wish. However, the information can be readily changed later by repeating the 3 steps above.

## ***Creating A Database***

Creating a database consists of several distinct steps. These include defining a data source, selecting the badge templates and photograph compression method, defining the fields for the data and assigning the fields to the various rectangles on the badge.

There are 2 different ways to create the database. If the database is simple and full flexibility is not required, then the Database Creation Wizard is the best approach. But if full control over all aspects is needed, then the "Expert" mode is available. For the purposes of this tutorial we will use the Database Creation Wizard.

A word about fields is in order. The database can contain up to 10 (or optionally an unlimited number of) fields and these fields can either contain alphanumeric, numeric or counter data. You will need to decide which data type for each field. If the data will contain characters other than numbers the choice is obvious; it must be alphanumeric.

Alphanumeric fields can contain general text, or they can be designated to specifically hold a time, date or timestamp (date/time combination). When general text is selected, the field length can also be specified. 40 is a suggested length, but you can change this to any value from 1 to 255 (less with some database types). It is wasteful to specify a length longer than needed, but remember that you will not be able to change this later so make the length long enough to hold the longest expected text.

If the data is always numeric you should use that data type. This type should also be used for numeric data even if the numbers start or end with non-numeric information that is fixed (for example D1234 where the 'D' never changes).


If you have a field that is numeric but you want the program to provide an increasing number automatically, then a counter field type is appropriate.

The number of characters you will be permitted to enter for the field names will vary between database types, but usually at least 10 are allowed. (For more information on field types see **Entering the Database Fields** in the **Design** chapter.)

Each field name can have an alias name given it. This alias name will appear in every place in the program where a field name must be given or displayed. The alias name is optional and if not given, the real field name will be used instead. The alias name can contain up to 30 characters.

We will create a database containing 3 fields. These will be the Employee Name, Employee Number and Department.

Here is how to do that:

1. Click on the tool bar New Database  button to start the Database Creation Wizard
2. Leave the **Use expert database creation screens** checkbox unchecked and click the **Next>** button (it is worth noting that you do not commit to

anything you enter into the wizard until you click the **Finish** button on the last wizard screen)

3. In the wizard screen which appears you must enter a name for your database in the box provided. It must be new and NOT in the list of existing databases shown above the entry box. Enter a unique name of your choice and click the **Next>** button. This button won't be available until a new unique name is entered.
4. In the wizard window which appears you must define the 3 fields. Enter the first field by typing **EmployeeName** in the **Name** box. Note that spaces are not allowed here.
5. In the **Alias** box enter **Employee Name**, the alias is the text which to program will show you instead of the more cryptic field name.
6. Make sure that the **Alphanumeric** radio button is selected and leave the **Field Format** set to **General**
7. Make sure the **Data Type** is set to **Alphanumeric** and the **Length** to 40, and then click the **Add** button. The field will appear in the table above.
8. This time enter **EmployeeNumber** in the **Name** box and **Employee Number** in the **Alias**, and click the **Numeric** box. Leave the **Places** field set to zero. Click the **Add** button again to add this field.
9. Finally, enter **Department** in the **Name** box a delete the text from the **Alias** box (the field name is not cryptic and so doesn't need an alias), then click the **Add** button.
10. Inspect the information for the 3 fields in the table and if you made any mistakes click the offending row in the table and correct the data in the boxes, then click **Update**.
11. When you are happy with the field data click the **Next>** button.
12. On the wizard screen which appears you must select the badge design you wish to use. The template file you created earlier may be listed in the **Template Files** box. If it is, select it and you will see its image appear in the main box. If not, use the **Browse** button to locate it and the select it. When you're happy that you have selected the design you want, click the **Next>** button.
13. At this point the wizard has all the information needed to create the database. You can use the **<Back** button to go back and review the previous screens and make an corrections necessary. Note that the wizard shows you the full path to the badge database file it will create. This is the same as, or closely related to, the database name you gave in the second wizard screen. When you are happy with everything click the **Finish** button.
14. An information screen will appear to let you that the last step is to assign database fields to the chosen design. When you have read the message click **OK**.
15. The badge template will appear and data fields must be assigned to the various rectangles. You can apply data to any text or bar code rectangle on the badge. These are indicated by a series of numbers. We will select data for these fields from the Database fields and User Information fields as detailed below. We will also use fixed text.

Here are the steps to accomplish the field assignments. We will work on the rectangle areas from top to bottom of the badge:

1. Click on the top rectangular text data area, using the **Left** mouse button

2. In the pop-up dialog, click on the **Add** button against **Company** in the **Available Fields** section. The text ‘**Company**’ appears in the **Current Assignments** area. The enclosing “<” characters indicate the information came from the User Information. If you make a mistake, click on **Clear** and try again
3. Click on **OK** to close the dialog, and note what happens to the data rectangle on the badge
4. Click on the next rectangular data area down
5. Click on the pull-down arrow under **From User Information** and select **Street**. Notice that the text is immediately entered in the **Current Assignments** area
6. Click on **OK**
7. Click on the next rectangular data area down
8. Click on the pull-down arrow under **From User Information** and select **City**
9. Click on **OK**
10. Click on the next rectangular data area down
11. Type in “**Employee Number**” in the **Current Assignments** area (no quotes, of course, unless you want them on the badge)
12. Click on **OK**
13. Use the same technique to apply **EmployeeNumber**, **EmployeeName** and **Department** to the final 3 data areas. These fields are all found in the **From Database** section of the **Available Fields** area. Notice the fields are surrounded by “<>” characters to indicate the source as the database

When you are happy with the assignment, click on **Save** to complete the database design. You will be asked to provide a template name. This can be any meaningful name. For our purposes enter **DEFAULT** as the name. Naming the templates can be very useful when multiple templates are assigned to a database. Then they can be given names like **SALES** or **ENGINEERING**.

In this example we assigned data to every rectangle. It is not necessary to assign every rectangle. If you do not, the result is an empty box on the badge.

If you desire, you can add badge data to your database. See “Adding A New Badge” on page 24 for details.

## Summary

This completes the Guided Tour of the ID badge software. You should have a good idea of the features and capabilities of the program and how to use them. Feel free to refer back to this section to refresh your memory on the basics.

Detailed information on the full capabilities of the ID badge software can be found in the relevant sections in the remainder of this manual.

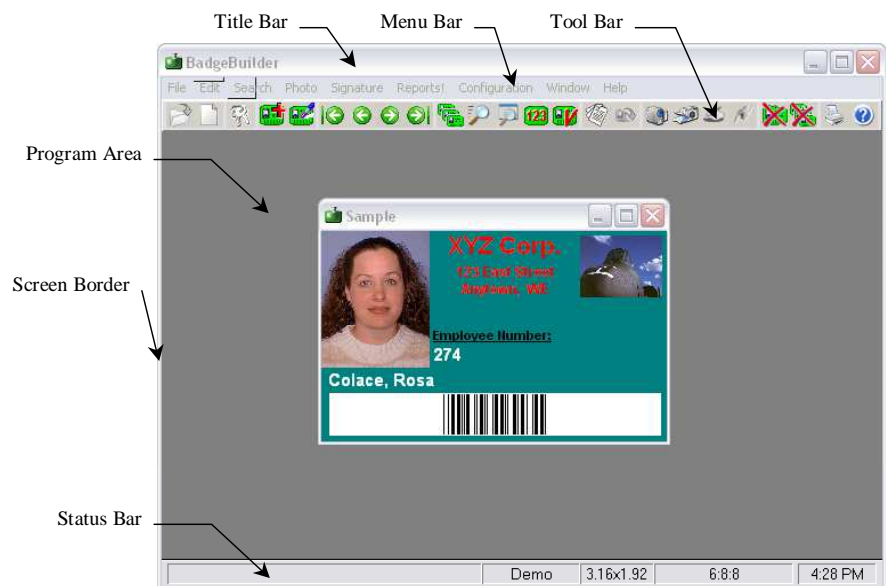
# The Main Screen

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## The ID Badge Main Screen

This section of the manual describes the various areas of the ID badge software screen and the purpose of the menu and tool bar functions. We assume a basic familiarity with the use of Windows™ pull down menus.

While the ID badge software is running the screen might appear like this:



We will refer to the various sections of this screen in the remainder of the manual, so take a moment to familiarize yourself with them.

## Screen Border

The ID badge software has a standard Windows™ border with all the normal Windows™ functionality. See your Windows™ manual for assistance on sizing, moving and minimized standard windows.

## Title Bar

The title bar shows the name of the program.

## Menu And Tool Bar

The menu and tool bar provide two alternative methods of operating the ID badge software. You will find all the functions of the tool bar in the menu system. The reverse is not true however. The tool bar is provided to give quick access to the more commonly used functions and are mostly involved with the **OPERATION** phase of the ID badge software. Depending upon the features enabled and version of your program, the toolbar may differ from that shown here.

## Program Area

This is the working area of the ID badge software. Badges from the database and badge template designs will appear here. Each acts like a mini-window and can be moved around, selected and minimized using regular Windows<sup>TM</sup> commands.

## Status Line

At the bottom of the screen is a bar containing 5 boxes. These boxes contain status information and other useful data. From left to right they are:

### ***Hints***

From time to time messages will appear here to help you operate the ID badge software. For example, moving the mouse over the tool bar or on a menu sub-item will generate a hint associated with it in this box.

### ***User Level Status***

This area informs you of the user level that are currently logged in as. Any changes in user level will be reflected here.

### ***Database Status***

When a database is open, 3 numbers appear here separated by colons. The first number is the index number of the current badge in the selected group of badges. The second is a count of the number of badges in the group. The last is a count of the total number of badges in the database. If the first is followed by an asterisk, this indicates that this badge data has changed since it was last printed (or that it has never been printed).

### ***Design Coordinates***

When designing a badge template, the XY coordinates of the cursor are displayed here. The values are current when the mouse is within the confines of the badge being designed. When you drag a rectangle during badge template design, the coordinates represent the top left corner of the rectangle as it moves.

### ***Time***

The current computer clock time is displayed here to show you how time flies when you are having fun!



# The Menu System

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## The Menu and Tool Bar

The tool bar and menu provide two alternative methods of operating the ID badge software. You will find all the functions of the tool bar in the menu system. The reverse is not true however. The tool bar is provided to give quick access to the more commonly used functions and are mostly involved with the **OPERATION** phase of the ID badge software.

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## The ID Badge Software Menu

The pull down menu in the ID badge software is very simple, initially containing only 5 entries. The number of entries will change depending upon the current operation in progress. The initial 5 menu items are:

**File** This is where all the ID badge software **DESIGN** operations can be found, as well as **Exit** to terminate the program.

**Reports!** Where operational reports can be developed if the feature is available

**Configuration** Where various operational settings can be established.

**TeamTracer!** Activates the TeamTracer® window. TeamTracer is an optional program feature which facilitates team member monitoring. This item will be unavailable if TeamTracer is not activated.

**Window** This is the standard Window menu item found in many Windows™ programs. It provides control over the various windows which may be present in the ID badge software at any given time.

**Help** This is also a standard Windows™ menu item providing access to the on-line help facility and display of an informational box about the ID badge software.

When a badge database is open and the badge is the currently active sub-window, additional menu items will appear in the menu bar. These menu items are:

**Edit** which allows you to change the data in the database for the current badge.

**Search** which has sub-menu items to control motion through the database and selection and sorting.

**Photo** which has a sub-menu for selecting Video, TWAIN or Bitmap picture capture. There is also a selection for capturing fingerprints.

**Signature** to capture a signature via a graphics tablet or import a signature file. This is an optional feature.

When a badge layout is being designed and is the currently active sub-window, the additional menu item is:

**Design** which has sub-menu items associated with editing a badge design.

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## Permanent Menu Items

The following menu items are always available.

### File Pull Down Menu

This menu selection offers a wide range of **DESIGN** related operations as well as file management and program termination. The menu sub-items are:

#### ***New Badge Database***

Only available in **Supervisory Mode** and above, this selection allows the design of a new database. If a database is already open, this selection is not available.

#### ***Open Badge Database***

This selection allows an existing database to be accessed and displayed. If a database is already open, this selection is not available.

#### ***Close Badge Database***

Only available when a database is currently open, it will close the currently open database.

#### ***Open 'X' Database***

This selection opens the last database that was used with the program. The X here will be replaced with the name of the .idc file. If a database is already open, this selection is not available.

#### ***Export Database . . .***

If present, this selection provides the ability to export the currently open database to a CSV (Comma Separated Values) file. A database must be open for this selection to be available.

#### ***Revise Current Badge Design***

Only available in **Supervisory Mode** and above with a database open, this selection gives you the ability to modify the physical appearance and database field assignments of the badge. Note that this only changes the appearance of the badge associated with this database. It does not change the badge template .CTM file from which it was derived during database creation. When a database includes multiple templates, the template for the currently displayed badge is the one which will be revised.

## ***Add New Badge Design***

Available in **Supervisory Mode** and above with a database open, this allows you to add design to the database directly without creating a template .CTM file first. Standard card sizes are available as well as the ability to create a custom size. See "**Create Local Mirror Database**

This menu option creates a copy of the currently open database onto the local badging station. The mirror is read only unless updating of the main database has been enabled in the Configuration dialog. The feature is only available in **Supervisory Mode** or above.

## **Synchronize Local Mirror Database**

This menu option allows for the updating of an existing mirror database with the currently open database onto the local badging station. The mirror database is read only unless updating of the main database has been enabled in the Configuration dialog. The feature is only available in **Supervisory Mode** or above.

## **Delete Local Mirror Database**

This menu option will delete any existing mirror database from the local badging station. The feature is only available in **Supervisory Mode** or above.

## **Synchronize Main Database**

This menu option allows for the updating of the main database with changes made to the mirror database. The feature is only available in **Supervisory Mode** or above and when it is enabled in the Configuration dialog.

Template File Management" on page 40 for more information.

## ***Manage Badge Designs***

Available in **Supervisory Mode** and above with a database open, this allows you to add or change templates assigned to the database.

## ***Database Management***

This menu item opens another menu list containing the following entries:

### **Revise Database Fields**

This menu selection allows the revision of fields in an existing database. The existing database must be open and the user must have at least **Supervisory Mode** privileges. Fields can be added to and deleted from an existing database. This feature is also used to convert an old-style single template database to the new-style multiple template form.

### **Modify Field Settings**

Available in **Supervisory Mode** and above, this allows the characteristics of the fields to be changed. This includes revising field aliases; setting the current value, increment, fixed field length, and fill character for numeric and counter fields; setting the display text for logical fields; and establishing the field display order in the data entry and sorting dialogs.

### **Database Information**

When a database is open, this menu selection is available. It displays an informational window detailing the various names and directories associated with the database.

### **Change Compression Method**

This menu item allows the compression method for photographs to be changed. All existing photographs will be changed to the new method and any new photographs will be compressed this way. The feature is only available in **Supervisory Mode** or above.

### **Convert Image Storage Method**

This menu items allows you convert the storage method for images (photos, fingerprints, etc.). The images can either be stored in the database, or in files on the local computer. If the database in use does not support image storage this option will not be available. The feature is only available in **Supervisory Mode** or above.

### **Export Images**

If the images are currently stored in the database, then this menu item will allow you to export those images (photos, fingerprints, etc.) to local files at the badging station. Either the images for the current badge, or all images, can be exported. . The feature is only available in **Supervisory Mode** or above.

### **Create Local Mirror Database**

This menu option creates a copy of the currently open database onto the local badging station. The mirror is read only unless updating of the main database has been enabled in the Configuration dialog. The feature is only available in **Supervisory Mode** or above.

### **Synchronize Local Mirror Database**

This menu option allows for the updating of an existing mirror database with the currently open database onto the local badging station. The mirror database is read only unless updating of the main database has been enabled in the Configuration dialog. The feature is only available in **Supervisory Mode** or above.

### **Delete Local Mirror Database**

This menu option will delete any existing mirror database from the local badging station. The feature is only available in **Supervisory Mode** or above.

### **Synchronize Main Database**

This menu option allows for the updating of the main database with changes made to the mirror database. The feature is only available in **Supervisory Mode** or above and when it is enabled in the Configuration dialog.

## ***Template File Management***

This menu item opens a second menu with the following entries:

### **Build New Badge Design**

This selection brings up a sub-menu. The items on the sub-menu will only be available in **Supervisory Mode** and above. The menu selection is used to start the design of a new badge template and the sub-menu offers some standard badge sizes and a custom badge size entry dialog. The sub-menu items are:

- **Credit Card - Vertical** a standard CR80 credit card size 2.125”(54mm) wide by 3.375”(86mm) high.
- **Credit Card - Horizontal** a standard CR80 credit card size 3.375”(86mm) wide by 2.125”(54mm) high.
- **CR100 Card - Vertical** a standard CR100 card size 2.63”(67mm) wide by 3.88”(99mm) high.

- **CR100 Card - Horizontal** a standard CR100 card size 3.88”(99mm) wide by 2.63”(67mm) high.
- **IBM Card - Vertical** a standard IBM card size 2.328”(59mm) wide by 3.25”(83mm) high.
- **IBM Card - Horizontal** a standard IBM card size 3.25”(83mm) wide by 2.328”(59mm) high.
- **All Photo - Vertical** a standard All Photo card size 1.75”(44mm) wide by 2.75”(70mm) high.
- **All Photo - Horizontal** a standard All Photo card size 2.75”(70mm) wide by 1.75”(44mm) high.
- **Custom Badge Size** opens a dialog box in which the badge size can be entered. The badge size can be any size above 0.10”(2.5mm) in width and height. Remember when using larger sizes to consider the size of the paper you will be printing on. You can save and load custom sizes from disk. Some more useful sizes for special printers are included.

### **Edit Existing Badge Design**

When you click on the menu item a standard file dialog appears allowing you to enter the name of an existing badge template to modify. The items on the sub-menu will only be available in **Supervisory Mode** and above.

### **Enter User Name**

When you want to change the user name, select this menu item. A pop-up dialog will allow you to enter the user name and associated password.

### **Printer Setup...**

This menu item should be used when you wish to make enhanced printing selections before printing. This pop-up menu will appear to allow you to specify your printing preferences and then save them or print. It is only available when a database is open.

### **Print...**

This menu item should be used when you wish to print a badge or selection of badges. A pop-up menu will appear to allow you to specify your basic printing preferences. It is only available when a database is open.

### **Exit**

Select this item to end the current the ID badge software session. If a database is open it will be automatically closed. If you are in the middle of designing a badge template and changes have been made, you will be asked if you wish to save them before the program terminates.

## **Configuration Pull Down Menu**

This selection displays various items associated with setting up the program. The items are:

## ***User Information***

When this menu selection is taken, the User Information dialog appears. Information common to all badges can be added here. The information is stored with a badge database if one is open. This menu selection is only available in **Supervisory Mode** or above.

## ***Program Set Up***

When selected, a multi-tabbed dialog will appear which provides the ability to set a variety of program operational values. See the section called Configuration for more details.

## ***Set Dossier Template***

This menu selection provides a means to set the template number to be used for dossier display. Any template can be used for the dossier display. It does not necessarily have to look like a dossier. This feature is only available if the “Dossier” option has been installed or while the program is in Demo Mode. This menu selection is only available in **Supervisory Mode** or above.

## ***Set Data Entry Control***

Selecting this menu item shows a dialog which allows selection of the fields which are to be included in the **Auto Fill In** mode and which are to be locked during data entry in **Normal Mode**. This menu selection is only available in **Supervisory Mode** or above when a database is open.

## ***Set Magnetic Encoding***

When the magnetic encoding option is available, this menu item allows the setting of track and data information to be encoded during the printing process. Any one of three tracks can be associated with various data from the database. This menu selection is only available in **Supervisory Mode** or above.

## ***Set Smart Card Encoding***

When the Smart Card encoding option is available, this menu selection can be used to configure the encoding of Smart Cards.

## ***Set Photo File Path***

This option displays a dialog which allows the folder where badge photos, fingerprints and signature files are stored. It also indicated if the database has been set up to store complete paths to such files, or just their names. . This menu selection is only available in **Supervisory Mode** or above.

## ***Read Smart Card***

This utility feature allows the reading and display of the contents of a Mifare® Smart Card using the settings designated in the Smart Card Configuration Setup.

## ***Configure TeamTracer***

When TeamTracer is available, the option runs a wizard that aids in the configuration of this feature.

### ***Set Default TWAIN Source***

When the TWAIN interface option is available, this menu selection can be used to choose the TWAIN device to be associated with the “Acquire” operation. It is possible to have multiple TWAIN devices available on any given computer and this option determines which is active. This menu selection is only available in **Supervisory Mode** or above.

### ***Enable Options***

This menu selection can be used to determine which optional features are available in the current release and have not been enabled by the security key. By furnishing your dealer with the displayed key serial number and a list of features you wish to activate, you can be provided with an enabling password. This password is entered into the dialog and the **Enable** button pressed to active those features. This menu selection is only available in **Supervisory Mode** or above.

## **Window Pull Down Menu**

This is the standard Windows™ pull down menu item found in most programs. It provides the following sub-menu operations.

### ***Cascade***

If you have several sub-windows open they will be laid one on top of the other in a cascade fashion. If no sub-windows are open this will have no effect. **SHIFT-F5** is a short-cut key for this menu operation.

### ***Tile***

If you have several sub-windows open they will be laid out in the program area so that all are visible. If no sub-windows are open this will have no effect. **SHIFT-F4** is a short-cut key for this menu operation.

### ***Arrange Icons***

If you have several sub-windows which have been minimized and appear only as icons, this menu selection will arrange them neatly at the bottom of the program area.

### ***Show Reverse Side***

If the double-sided badges option is enabled, this menu item determines if the front or back of the badge in the currently focused badge window is displayed. When checked, the back of the badge is displayed.

### ***Show Data Table***

If the data table option is enabled, this menu item will open and close the data table view onto the badge database. The normal WYSIWYG display does not close when the data table is displayed and will stay synchronized with the badge row selected in the data table.

### ***Window Names***

If you have any sub-windows open, their names will appear in a list at the bottom of this pull down. You can make any sub-window the active one by clicking on its name. The currently active sub-window is indicated with a check mark.

## Help Pull Down Menu

This menu selection has two sub items. They are:

### ***Contents***

Selecting this will start the on-line help facility and position you at the table of contents section.

### ***About***

Click on this menu item to bring up a window providing information on the ID badge software. Most importantly, it provides information on the current version of the ID badge software that you are running. Click on **OK** when you have finished reading it.

---

## Database Access Menu Items

These menu items are only shown when you have a database open and it is the currently active sub-window. The various functions the menu items provide are described here.

### **Edit**

When this menu item is selected a sub-menu appears containing operations related to creating, modifying and deleting badges from the database. There are four sub-menu items. These sub-menus are not available in **Browse Mode**. **Delete Selected** is only available in **Supervisory Mode** and above.

#### ***New Badge***

Select this menu item when you wish to create a new badge and enter it into the current database. A pop-up dialog appears allowing data for the new badge to be entered.

#### ***Revise Current***

When you want to make changes to the currently displayed badge select this menu item. A pop-up dialog appears with the current data displayed.

#### ***Delete Current***

If you wish to delete the currently displayed badge, take this menu item. A pop-up dialog will appear to allow you to confirm the deletion. Once a badge is deleted it cannot be recovered and must be recreated.

#### ***Delete Selected***

This selection deletes all the currently selected badges. A pop-up dialog will appear to allow you to confirm the deletion.

USE EXTREME CAUTION WITH THIS COMMAND. ALL CURRENTLY SELECTED BADGES WILL BE DELETED. IF THE ENTIRE DATABASE IS CURRENTLY SELECTED **ALL BADGES WILL BE DESTROYED**.



### ***Auto Fill In***

When selected, the dialog presented when **New Badge** is selected will be completed with some or all the information from the current badge. This can increase the speed of data entry, especially when several of the fields contain the same information on each badge. As the **Tab** key is used to move between fields, the entire text will be highlighted, allowing immediate replacement of the presented data. Or the existing data can be retained by pressing the **Tab** key again, to move to the next field.

When this menu item is not checked, the fields in the **New Badge** dialog will be empty when **New Badge** is selected, unless they are designated as a time, date or timestamp field, in which case they will be set to the current date and time.

### ***Display Dossier***

If the “Dossier” option is available and a dossier template has been selected in the **Configuration** menu, selecting this menu item will display the current badge using the dossier template. When unchecked, the badge is displayed using its own template.

## **Search**

This menu selection provides access to a sub-menu which contains operations to move around, select and sort the database.

### ***Fast Find***

Opens a simple dialog for locating a particular badge. The dialog can also be used to select all the badges after a search.

### ***First***

Move to the first badge in the currently selected group. If already at the first badge, this menu item will not be available.

### ***Last***

Move to the last badge in the currently selected group. If already at the last badge, this menu item will not be available.

### ***Next***

Move to the next badge in the currently selected group. If at the last badge, this menu item will not be available.

### ***Previous***

Move to the previous badge in the currently selected group. If at the first badge, this menu item will not be available.

### ***Select***

This option opens the **Badge Selection Criteria** pop-up dialog. This provides sophisticated selection tools to create a group of badges from the overall database. See the **Operations** chapter under **Badge Selection** for more information.

## **Select All**

This option causes all badges in the database to be selected. It is useful after a **Fast Find** or **Select** operation is completed. It is exactly the same as selecting the **Select All** button in the **Fast Find** dialog.

## **Sort**

The sort order of display and printing of badges is controlled by this menu item. A pop-up dialog appears to allow entry of the sort order. For more information on sorting see the **Operations** chapter section titled **Badge Sorting**.

## **Verifier**

This optional feature provides a means to quickly look up a badge given data for a specific field. It can be used in conjunction with bar code and magnetic stripe scanners to provide a fast means of verification. A badge can be scanned and if it exists in the database the entry will automatically appear on the screen.

# **Photo**

## **Video**

This menu item is only available in **Normal Mode** and above. It is only available when a database is open and a video capture board (or Video for Windows® system) is installed.

If the current badge has only one photo assigned to it, then when you click on this item a pop-up window appears containing live video which can be captured and displayed on the current badge.

If the badge contains multiple photo holders, when you click on this item you will be shown a dialog containing the names of all the photo holders on the badge. Select the desired name and click **OK**. The live video window will appear.

## **Acquire**

This menu item is also only available in **Normal Mode** and above, when the TWAIN option is enabled (or Video for Windows® system in some versions). If the current badge has only one photo assigned to it, selecting this item will open the “Acquire” window allowing access to the current TWAIN device (or Video for Windows® system in some versions).

If the badge contains multiple photo holders, when you click on this item you will be shown a dialog containing the names of all the photo holders on the badge. Select the desired name and click **OK**. The “Acquire” window will appear.

The TWAIN device (or Video for Windows® system in some versions) will be used to capture the photograph for the badge.

## **Bitmap**

This menu item is also only available in **Normal Mode** and above, when the **Capture from Bitmap** option is enabled. If the current badge has only one photo assigned to it, selecting this item will open the “Capture from Bitmap” window allowing access to the existing images stored on the hard disk.

If the badge contains multiple photo holders, when you click on this item you will be shown a dialog containing the names of all the photo holders on the badge. Select the desired name and click **OK**. The “Capture from Bitmap” window will appear.

Photographs can be extracted from a variety of bitmap file types, including BMP, JPG, PCX and PNG.

## Signature

### *Capture*

This menu item is also only available in Normal Mode and above, when the Signature option is enabled. A window will open allowing a signature to be captured using the mouse or other mouse-emulating tablets.

### *Import*

This menu item is also only available in Normal Mode and above, when the Signature option is enabled. A standard file selection dialog will open allowing selecting of an existing signature file. Signature files can be created independently of the badging program by using a separately available Signature Capture Program.

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## Design Menu Items

These menu items are only shown when you have a badge template design window open and it is the currently active sub-window. The various functions the menu items provide are described here.

### Export Design

Only available when a badge template .CTM file is open for modification, this will save any changes to the same template file name and allow modification to continue. It is a good idea to repeatedly save your design changes as you go, to guard against loss of data should the power fail or your computer has some other technical problem.

If you are creating a brand new design and have not yet saved it to a file, you will be prompted to supply a file name.

### Export Design As...

Only available when a badge template .CTM file or database template is open for modification, this menu item lets you save the current design to a different file name. Once you have done this, if you are editing a .CTM file, further **Save Badge Design** menu selections will save the design to the new name.

### Snap

This menu item toggles the snap feature on and off. It is on when the check mark is showing. If no snap values have been entered using the **Set Snap** menu item, then this item will not be available. The snap feature can simplify the positioning of items within the badge design.

## Set Snap

The menu item brings up a dialog where the horizontal and vertical axis snap values can be entered. The values entered define where items will be positioned. For example, if 0.1" is entered for each axis, the items will always be positioned on exact multiples of 0.1", regardless of the exact position of the mouse.

If a non-zero number is entered for either axis, the **Snap** feature will be automatically activated.

## Zoom In

Each time this menu item is selected, the template design window will double in size, up to a maximum of 16 times normal size. The current scale factor is displayed on the status bar. The **Window, Tile** menu item can be used in conjunction with **Zoom In** to maximize the displayed area.

## Zoom Out

Similarly, this menu item will reduce the design window by half each time it is selected, up to  $\frac{1}{16}$ th of the normal size. The current display scale is shown on the status line.

## Zoom Normal

To return the design scale to normal from any resolution, select this menu item.

## Close

This selection will close the design window. If you have made changes to the design you will be asked if you wish to save or discard them.

# The Tool Bar System

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## The Menu and Tool Bar

The tool bar and menu provide two alternative methods of operating the ID badge software. You will find all the functions of the tool bar in the menu system. The reverse is not true however. The tool bar is provided to give quick access to the more commonly used functions and are mostly involved with the **OPERATION** phase of the ID badge software. You will find the tool bar to be a very useful device.

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## The ID Badge Software Tool Bar



To use a tool from the tool bar, simple click on it. A tool is available when it is in color. When unavailable it appears gray. When you click on it the illusion of motion is created. If you move over the tool, the status line shows a hint about the tool's purpose.

**Note:** The toolbar in some versions may differ slightly from that shown.

From left to right, these are the tools and their function:

### Open An Existing Database



This tool allows an existing database to be accessed and displayed. If a database is already open, the tool is not available.

### New Badge Database Design



Only available in **Supervisory Mode** and above, this tool allows the design of a new database. If a database is already open, the tool is not available.

### Enter User Name



When you want to change the user name, select this tool. A pop-up dialog will allow you to enter the user name and associated password. You can also manage user names through this tool if you are signed in with MASTER access.

## New Badge



Select this tool when you wish to create a new badge and enter it into the current database. A pop-up dialog appears allowing data for the new badge to be entered.

## Revise Current



When you want to make changes to the currently displayed badge select this tool. A pop-up dialog appears with the current data displayed.

## First



Move to the first badge in the currently selected group. If already at the first badge, this tool will not be available.

## Previous



Move to the previous badge in the currently selected group. If at the first badge, this tool will not be available.

## Next



Move to the next badge in the currently selected group. If at the last badge, this tool will not be available.

## Last



Move to the last badge in the currently selected group. If already at the last badge, this tool will not be available.

## Select All



This tool immediately selects all badges in the database. It can be useful after a **Select** or **Fast Find** operation, or when a new badge has been entered, to quickly re-access all badges.

## Fast Find



This tool opens the **Fast Find** dialog box. A badge (or group of badges) can be quickly located by entering data into the appropriate fields. For more information see **Fast Find** in the **Operations** chapter.

## Select



This tool opens the **Badge Selection Criteria** pop-up dialog. This provides sophisticated selection tools to create a group of badges from the overall database. See **Badge Selection** in the **Operations** chapter for more information.

## Sort



The sort order of display and printing of badges is controlled by this tool. A pop-up dialog appears to allow entry of the sort order. For more information on sorting see the **Badge Sorting** section of the **Operations** chapter.

## Verifier



This tool activates the optional Verifier feature. When depressed, an entry field along the bottom of the screen will appear. Search text for the specified field can be entered via the keyboard, bar code or magnetic scanner and the matching database entry located. To turn off the Verifier function select the tool a second time, or any other toolbar or menu item.

## Data Table



This tool opens and closes the optional Data Table feature. If the data table option is enabled, this menu item will open and close the data table view onto the badge database. The normal WYSIWYG display does not close when the data table is displayed and will stay synchronized with the badge row selected in the data table.

## Dossier



When depressed, shows the current badge using the dossier template. When not depressed, the template associated with the badge is displayed. This tool button is only available if the “Dossier” option has been enabled and a dossier template selection has been made in the Configuration Menu.

## Flip Badge



This tool immediately flips the display of the badge in the currently active window from front to back. If the tool button badge is white instead of green, it will flip it from back to front. The button will be gray and unavailable if the double-sided badge option is unavailable or the function is turned off in the **Configuration** Menu.

## Video



This tool is only available in **Normal Mode** and above, when a database is open and a video capture board is installed (or Video for Windows® in some versions) and when the card layout includes a photograph holder rectangle. When you click on this tool a pop-up window appears containing live video which can be captured and displayed on the current badge. If more than one photo is present on the badge, you will first be asked to identify which photo holder is to be used.

## Acquire



This tool is only available in **Normal Mode** and above, when a database is open and when the TWAIN feature is enabled (or Video for Windows® in some versions) and when the card layout includes a photograph holder rectangle. When you click on this tool a pop-up window appears from which the TWAIN interface (or Video for Windows® in some versions) can be activated. If more than one photo is present on the badge, you will first be asked to identify which photo holder is to be used. The captured picture is displayed on the current badge.

## Bitmap Capture



This tool is only available in **Normal Mode** and above, when a database is open and when the Bitmap Capture feature is enabled and when the card layout includes a photograph holder rectangle. When you click on this tool a pop-up window appears from which a bitmap file can be selected from your file system. If more than one photo is present on the badge, you will first be asked to identify which photo holder is to be used. The captured picture is displayed on the current badge.

## Signature



If you have the Signature capture option and there is a signature capture rectangle on the current card, then clicking this tool will open the signature capture window. This tool is only available in **Normal Mode** and above. For more information on signature capture see **Capturing a Signature** in the **Operation** chapter.

## Fingerprint



If you have the Fingerprint capture option and there is a fingerprint capture rectangle on the current card, then clicking this tool will open the fingerprint capture window. This tool is only available in **Normal Mode** and above. For more information on fingerprint capture see **Capturing a Fingerprint** in the **Operation** chapter.

## Delete Current



If you wish to delete the currently displayed badge, click on this tool. A pop-up dialog will appear to allow you to confirm the deletion. Once a badge is deleted it cannot be recovered and must be recreated.

## Delete Selected



This tool deletes all the currently selected badges. A pop-up dialog will appear to allow you to confirm the deletion.

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USE EXTREME CAUTION WITH THIS COMMAND. ALL CURRENTLY SELECTED BADGES WILL BE DELETED. IF THE ENTIRE DATABASE IS CURRENTLY SELECTED ***ALL BADGES WILL BE DESTROYED.***

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## Print...



This tool should be used when you wish to print a badge or selection of badges. A pop-up menu will appear to allow you specify your printing preferences. It is only available when a database is open.

## Question Mark



Selecting this tool will start the on-line help facility and position you at the Table of Contents section.



# Design

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## Introduction to Badge Design

In this section you will find details on the various aspects of the design phase. You will not find step-by-step instructions in the section. To gain familiarity with the use of the ID badge software we strongly recommend spending some time taking the **Guided Tour**.

Design has two distinct parts:

- badge design
- database design



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## Badge Template Design

A template describes the physical appearance of the badge. It determines its shape and color and the characteristics of the various fields on the badge. The basic techniques for creating fields on the badge will not be covered in this section. Please refer to **Badge Template Design** in the **Guided Tour**.

## Design Toolbar

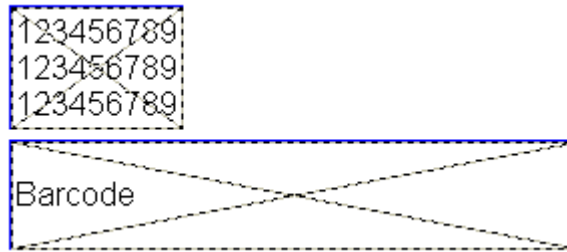
When in the **Design** mode, a vertical toolbar appears to the left of the badging program window. Some tool buttons require a rectangle to be selected. To select a rectangle, **left** click on it. A focus rectangle will show around it. You can also cycle forwards and backwards through all the rectangles in the design by using the **TAB**

key or **SHIFT-TAB** key respectively; or clicking the  or  in the left toolbar button. When a rectangle is selected it will have a surrounding box with small squares on its perimeter. When a rectangle is selected this way, the corners and sides can be dragged to change the rectangle's shape.



Some tools require 2 or more rectangles to be selected and some are affected by the order of selection. To select more than one rectangle, press and hold the **Ctrl** key

while clicking the desired rectangles with the **left** mouse button. If you click a rectangle which has already been selected, it will be deselected. When multiple rectangles are selected they will appear like this:



Some buttons also act on the background. To select the background, **left** click anywhere on the badge background.

The function of each of the buttons is as follows:

## Edit Toolbar

The Edit toolbar contains the following tools:



Delete the selected rectangle(s) and make it available for pasting. The keyboard combination of Ctrl/x or the Delete key have the same effect.



Copy the selected rectangle(s) and make it available for pasting. The keyboard combination of Ctrl/c has the same effect.



Paste the saved rectangle(s). Only available if a rectangle has been copied or deleted. The rectangle will initially be placed at top left on the badge and can be dragged and resized as normal. The keyboard combination of Ctrl/v has the same effect.



Enlarge the design window. Each enlargement doubles the window size up to the maximum. The keyboard combination of Ctrl/z has the same effect.



Reduce the design window. Each reduction halves the window size down to the minimum. The keyboard combination of Alt/z has the same effect.



Return the design window to normal (un-zoomed) size. The keyboard combination of Ctrl/Alt/z has the same effect.



Bring the selected rectangle to the foreground, on top of all other rectangles. A rectangle must be selected first.



Send the selected rectangle to the background, behind all other rectangles. A rectangle must be selected first.





Select the next rectangle on the badge.





Select the previous rectangle on the badge.



Toggle between design display mode and field assignment display

  Switch actual badge display mode on and off


  Open or close the Alignment toolbox.


 Open the Rectangle List dialog.


## Selection Toolbar


The selection toolbar is used to place rectangles on the badge. It also provided buttons for opening the various dialogs associated with rectangles.


To place a given rectangle on the badge select the type from the toolbar and the click and drag on the badge to position and size it.


 Select an existing rectangle or the background to operate upon. This button will normally be selected unless one of the buttons below has been pressed to insert a new rectangle. This button will automatically be reselected when the insertion is complete.


 Insert a text rectangle at the point on the badge where the mouse is clicked and dragged


 Insert a bar code rectangle at the point on the badge where the mouse is clicked and dragged


 Insert a bitmap rectangle at the point on the badge where the mouse is clicked and dragged


 Insert a photo rectangle at the point on the badge where the mouse is clicked and dragged


 Insert a signature rectangle at the point on the badge where the mouse is clicked and dragged


 Insert a PDF417 bar code rectangle at the point on the badge where the mouse is clicked and dragged

 Insert a fingerprint rectangle at the point on the badge where the mouse is clicked and dragged

 Insert a multi-bitmap rectangle at the point on the badge where the mouse is clicked and dragged

 Insert a shape rectangle at the point on the badge where the mouse is clicked and dragged

 Display the rectangle properties dialog. If a rectangle is selected, its properties are displayed. If none is selected, or if the background is selected, the background properties is displayed.

 Display the rectangle assignments dialog. This button is only displayed if the selected rectangle allows assignment of database fields to it.



Display the multi-bitmap rectangle assignments dialog. This button will only be enabled with a multi-bitmap rectangle is selected.

## Alignment Toolbox

When the alignment toolbox is visible is appears like this:



The tools are all associated with sizing and position one or more rectangles. Some tools are only available if 2 or more rectangles are selected, and others 3 or more, as indicated below.



Center the selected rectangle(s) horizontally in the badge. . The rectangle will be moved so that its vertical center line is on the badge's vertical center line. When more than one rectangle is selected they will be moved as a group so that the vertical center line of the group is on the badge's vertical center line.



Move the rectangle(s) flush with the left edge of the badge. When more than one rectangle is selected they will be moved as a group with the leftmost one flush with the badge's left edge, thus maintaining their relative position.



Move the rectangle(s) flush with the right edge of the badge. When more than one rectangle is selected they will be moved as a group with the rightmost one flush with the badge's right edge, thus maintaining their relative position.



Center the selected rectangle(s) vertically in the badge. The rectangle will be moved so that its horizontal center line is on the badge's horizontal center line. When more than one rectangle is selected they will be moved as a group so that the horizontal center line of the group is on the badge's horizontal center line.



Move the rectangle(s) flush with the top edge of the badge. When more than one rectangle is selected they will be moved as a group with the topmost one flush with the badge's top edge, thus maintaining their relative position.



Move the rectangle(s) flush with the bottom edge of the badge. When more than one rectangle is selected they will be moved as a group with the bottommost one flush with the badge's bottom edge, thus maintaining their relative position.



Expand the rectangle(s) to fill the badge horizontally.



When 2 or more rectangles are selected, contract them all horizontally so that their widths are the same as the narrowest one selected.



When 2 or more rectangles are selected, expand them all horizontally so that their widths are the same as the widest one selected.



Expand the rectangle(s) to fill the badge vertically.



When 2 or more rectangles are selected, contract them all vertically so that their heights are the same as the shortest one selected.



When 2 or more rectangles are selected, expand them all vertically so that their heights are the same as the tallest one selected.



When 2 or more rectangles are selected, move them so that the left edges align with the left edge of the first rectangle selected.



When 2 or more rectangles are selected, move them so that their vertical center lines align with the vertical center line of the first rectangle selected.



When 2 or more rectangles are selected, move them so that the right edges align with the right edge of the first rectangle selected.



When 2 or more rectangles are selected, move them so that the top edges align with the top edge of the first rectangle selected.



When 2 or more rectangles are selected, move them so that their horizontal center lines align with the horizontal center line of the first rectangle selected.



When 2 or more rectangles are selected, move them so that the bottom edges align with the bottom edge of the first rectangle selected.



When 3 or more rectangles are selected, move the rectangles between the leftmost and rightmost horizontally so that they are evenly spaces. The end rectangles are not moved. If there is insufficient room to space the rectangles equally, no action will be taken and warning message will appear.




When 3 or more rectangles are selected, move the rectangles between the topmost and bottommost vertically so that they are evenly spaces. The end rectangles are not moved. If there is insufficient room to space the rectangles equally, no action will be taken and warning message will appear.



Open the online help to this section of the documentation.

## Rectangle List

When the Rectangle List  toolbar button is pressed, a dialog appears which looks like this:

Rectangle List (Front)			
	Type	Location	Size
1	Text	X0.11 Y0.04	W3.27 H0.35
2	PDF417	X1.91 Y0.46	W1.00 H1.25
3	Text	X0.00 Y1.67	W2.84 H0.31
4	Text	X0.25 Y1.24	W0.70 H0.25
5	Text	X0.55 Y0.35	W0.92 H0.49
6	Photograph	X1.99 Y0.35	W0.77 H0.33
7	Signature	X0.05 Y1.04	W0.43 H0.52
8	Bar Code	X0.31 Y0.94	W0.69 H0.19
9	Fingerprint	X1.38 Y1.50	W0.33 H0.14
10	Shape	X2.94 Y0.59	W0.27 H0.36

The list shows all the rectangles on the current side of the badge, along with their types, location and size.

If a rectangle was selected on the badge prior to pressing the Rectangle List toolbar button, then this rectangle will be selected in the list, otherwise the first rectangle will be selected.

The rectangle currently selected in the list will be selected on the badge when the **Close** button is pressed.

When the **Edit Rectangle** button is pressed, the Rectangle Parameters dialog will open for the rectangle currently selected. For more information on the Rectangle Parameters dialog please see "Rectangle Parameters" on page 63.

## Badge Size

When you select **File, Template File Management, Build New Badge Design** from the menu, a sub-menu presents you with a range of standard sizes to choose from along with a custom badge size option.

<b>Custom Badge Size</b>	
Custom Width	<input type="text" value="2.0"/>
Custom Height	<input type="text" value="4.0"/>
<input type="button" value="Load"/>	<input type="button" value="Save"/>
<input type="button" value="OK"/>	<input type="button" value="Help"/>

The standard badges cover the normal Credit Card, IBM and All Photo types, with each being capable of horizontal and vertical orientation. The standard sizes are:

Credit Card 3.375"(86mm) x 2.125"(54mm)

IBM (Data) Card 3.25”(83mm) x 2.328”(59mm)

All Photo Card 2.75”(70mm) x 1.75”(44mm)


The custom size dialog allows a badge of any dimensions above 0.10”(2.5mm) square. Custom badge sizes can be saved and reload from disk using the Load and Save buttons.

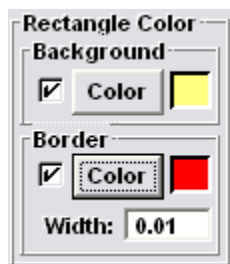
You will find a selection of previously stored custom badge file sizes for some more popular PVC card printers. Most direct-to-PVC card printers cannot print right to the edges of the card. As a result, if you select a standard card size, the printing operation might complain that the badge will not fit on the card. If you use one of the previously stored custom sizes, these have been designed to fit inside the printable area of the printers. You can of course, make your own custom size files for your printer. The Page Info button on the print screen will tell you the actual printable area of your printer.


## Badge Color

There are several aspects to badge coloring. It is possible to control the color of these regions of a badge:

1. Badge background
2. Badge background border
3. Field Rectangle background
4. Field Rectangle border
5. Field Text Color

The badge background and border colors (1 and 2) are set by clicking with the **left** button anywhere in the badge background area and selecting the  design toolbar button (or alternatively, **right** mouse button anywhere in the badge **background** area and selected **Edit Rectangle Parameters** from the popup window). A dialog will open containing buttons for setting the background and border color and border width. Colors from the standard palette can be selected or you can custom design your own.




Field Rectangles (3 and 4) are set in the same way except that you should click with the **left** button within the boundary of the rectangle you wish to change and press the  design toolbar button (or alternatively, click the **right** button within the boundary of the rectangle you wish to change and select **Edit Rectangle Parameters** from the pop-up menu ).

If you uncheck the **Background** checkbox, the **Color** button will become unavailable and the background color will be transparent. When the **Background** checkbox is checked, the background color can be set by clicking the **Color** button.

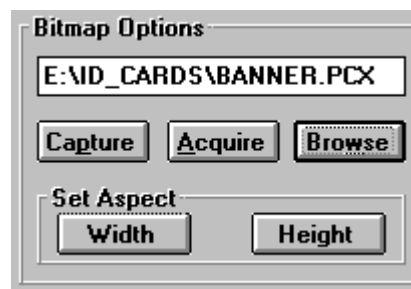
If you uncheck the **Border** checkbox, the **Color** button and border **Width** field will become unavailable and the border will be transparent, thus making it disappear. When the **Border** checkbox is checked, the border width can be entered in the **Width** field and its color by clicking the **Color** button.


Border widths can be entered which are greater than twice the longest side length of the rectangle. In this case, the rectangle will be completely filled with the border and will not be able to contain anything. Although the program will not create an error now, if you try later to save a photo or put a bitmap in the rectangle you will not be allowed to do so.

**Field text** color (5) is set by similarly clicking the **left** button anywhere on the field rectangle and selecting the  design toolbar button (or alternatively, click the **right** button within the boundary of the rectangle you wish to change and select **Edit Rectangle Parameters** from the pop-up menu ) and selecting the **FONT** button. In the pop-up dialog is an area for setting the font color.


## Badge Picture Backgrounds

The background of a badge can be a bitmap instead of just colored. The bitmap used can either be one previously prepared, or it can be captured from the video system.



To assign a bitmap background to a badge click with the **left** button anywhere in the badge background area and selecting the  design toolbar button (or alternatively, **right** mouse button anywhere in the badge background area and select **Edit Rectangle Parameters** from the popup window). Enter the desired bitmap file name in the box or click on **BROWSE** to select a file. The picture will be stretched vertically and horizontally to fill the badge area. To avoid unwanted distortion, make sure that the desired bitmap has a similar aspect ratio to that of the badge.


To capture a bitmap via the video system, click on the **CAPTURE** button. The normal capture window will open. Compose and save your picture in the usual way as described for capturing a photograph (see **Capturing Video Photographs** in the **Operations** chapter). You will be able to save the captured bitmap in a variety of formats. Click on the **Save File as Type** pull-down to see what types are available for your video capture board. In terms of file size the same picture will be largest if saved as a 24 bit DIB file and smallest as a JPG file. 8 bit BMP and 8 bit PCX formats lie between those two in order of file size.

If you have the TWAIN option installed, then you can also capture graphics via your TWAIN device, by clicking on the  **Acquire** button. This button will not be available if you do not have the TWAIN support option. Use the TWAIN interface to compose and save a graphic image in a similar manner to that described in the previous paragraph.



In some versions clicking the  **Acquire** button will open a Video for Windows® capture window.

## Badge Resizing

The overall badge size can be adjusted, with some limitations. This is achieved by clicking with the **left** button anywhere in the badge background area and selecting the  design toolbar button (or alternatively, **right** mouse button anywhere in the badge background area and select **Edit Rectangle Parameters** from the popup window). The standard rectangle editing dialog will appear, as described in more detail below.



The dialog box titled "Rectangle Dimensions" contains a button labeled "Auto Photo Size" on the left. To its right, there are two rows of controls. The first row is labeled "Position" and contains two input fields: "X Axis" with the value "2.52" and "Y Axis" with the value "0.70". The second row is labeled "Size" and contains two input fields: "X Axis" with the value "0.52" and "Y Axis" with the value "0.43".

In the sizing area to the lower right, only the **X Size** and **Y Size** fields are available, the **X Position**, **Y Position** and **Auto Photo Size** being grayed out.

The overall badge size can be adjusted by entering new values in either of the **X Size** and **Y Size** fields. When **OK** is clicked the badge will be resized according to the values entered. If the values increase the size of the badge, then all the data holders within it will be positioned in the center of the new area. They can then be moved around as needed.

However, if the badge is reduced in size, the program will check that the new size can completely contain all the data holder rectangles. If it can, resizing will continue. If not, then a dialog will appear showing the minimum values which will fully encompass all the holders. Clicking on **Yes** will accept these values, **NO** will allow you to re-enter them.

You can find the minimum badge size that will encompass all the holders by setting the two values to zero. The program will then compute the actual minimum width and height that will encompass all the holders and offer those settings. Clicking on **Yes** will set the badge to this minimum size.


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## Badge Data Holders


Selecting the type of rectangle from the toolbar and clicking and dragging anywhere on the badge background area with the left mouse button creates a data holder rectangle on the badge. A rectangle of the selected type is created. This rectangle can be resized and moved using standard Windows™ mouse techniques.

The data holder can be designated to display text, a photograph, a bitmap, a bar code or optionally, a signature, fingerprint or PDF417 bar code by selecting the appropriate design toolbar button. This is fully explained in the section titled "Badge Data Holder Characteristics" on page 62.

## Cut, Copy and Paste Data Holders


When a Data Holder rectangle is deleted it is stored and can be pasted back onto the badge design. A rectangle is deleted by selecting the rectangle and pressing the  toolbar button (or pressing the Delete key or Ctrl/x keyboard combination).

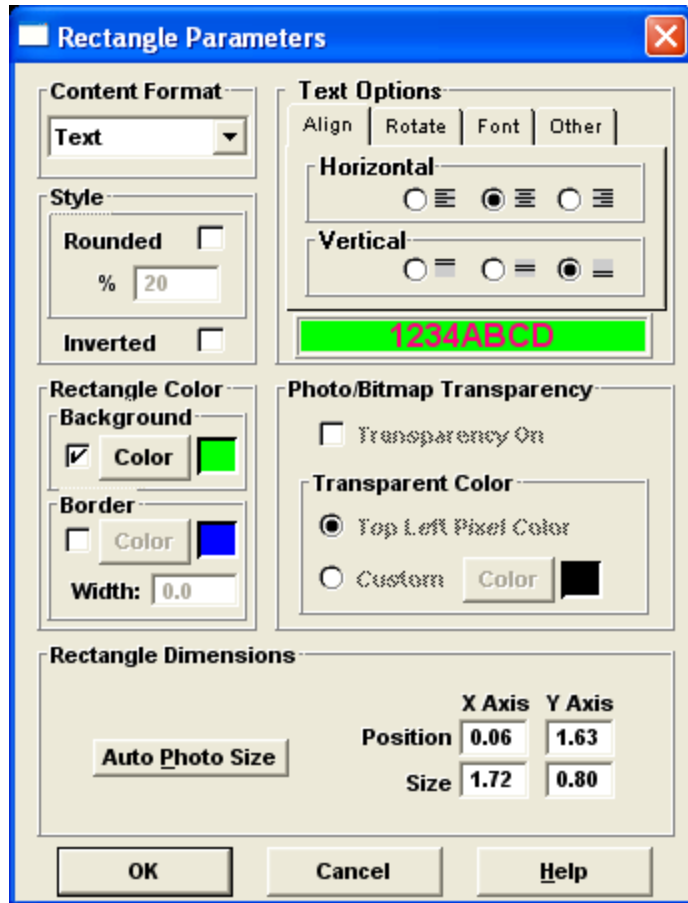
Whenever a rectangle is being stored it can be pasted onto the badge design by clicking on the  design toolbar button or by pressing Ctrl/v on the keyboard.. The rectangle will be positioned at the top left of the badge. It can be resized and positioned as normal.

You can also store a rectangle without deleting it. Select the desired rectangle and click the  design toolbar button or press Ctrl/C on the keyboard. That rectangle will be stored and can be pasted back onto the design, using the procedure described in the previous paragraph. You can paste the stored rectangle as many times as you wish.

---

## Badge Data Holder Characteristics

A data holder's characteristics can also be changed by selecting it and pressing the  design toolbar button. (It can also be changed by clicking with the **right** mouse button anywhere within desired rectangle and selecting **Edit Rectangle Parameters** from the pop-up menu.) When you do this, a pop-up dialog appears where you can set all the rectangle's characteristics, including its position on the badge.



## Rectangle Parameters

The pop-up dialog has five main areas. The area at the top left is called **Content Format** and is used to determine the format of the data to be displayed. Immediately below that is the **Style** area when corner rounding and image inversion is defined. As we just described, the area below that titled **Rectangle Color** is used to set background and border colors and border width. The area at the bottom called **Rectangle Dimensions** is used to determine the location and size of the rectangle.

At the top right of the pop-up dialog an area will change depending upon which item is selected in the **Content Format** area. The controls that appear here will be used in conjunction with the format selected.

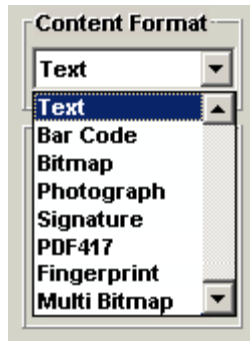
Below that is the **Photo/Bitmap Transparency** area. Here the transparency option can be activated and the selection of transparency color made.

When you have entered the desired parameter settings click on **OK** to accept them. If you do not wish to make the changes the **Cancel** button can be selected to abandon the operation.

We will now describe the functions of each of the areas in more detail.

### **Content Format**

This area contains eight format types that are selected using the pull-down dialog box.



The basic types are:

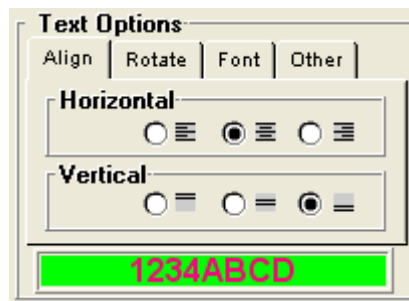
1. Text
2. Bar code
3. Bitmap
4. Photograph
5. Multi Bitmap
6. Shape

There may also be other entries if these options have been enabled:

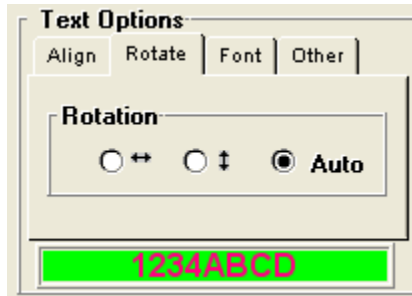
1. Signature
2. PDF417
3. Fingerprint

## Text

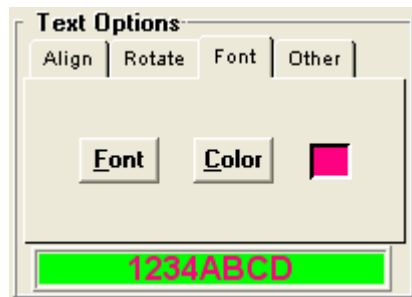
When **Text** is selected the area to the right displays the **Text Options**. This contains a tab selection area and sample text display.



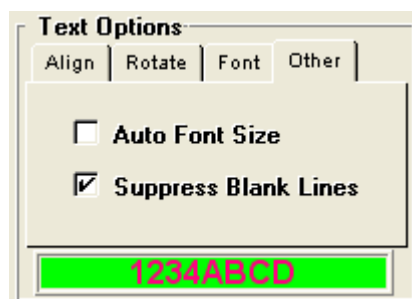
When the **Align** tab is selected, 3 radio buttons to select left, center or right horizontal justification of the text within the rectangle are available. On some versions there are also 3 buttons which allow the text to be aligned to the top, middle, or bottom of the rectangle.



When the **Rotation** tab is selected, a **Rotation** settings determine if the text will be displayed vertically or horizontally in the rectangle. If **Auto** is selected, then rotation is determined by the aspect ratio of the rectangle. If it wider than it is tall, text will be displayed horizontally. If not, it will be displayed vertically.



The **Font** tab shows a **Font** button that brings up a standard font selection dialog from which the various characteristics of the font to be used can be chosen. If the **Background** check box under **Rectangle Color** is unchecked, the rectangle in which the text is placed will have no background color. As a result, the text will appear directly over whatever happens to be behind it. This allows text to be placed directly over bitmaps or bitmap backgrounds, for example. The **Color** button allows the text color to be fine-tuned. The **Font** button allows selection of 16 standard colors. If finer control of color is required, after setting up the font, select the **Color** button and choose the desired color. Note that, if you select a color other than one of the standard 16 and then reselect the **Font** button, the color will revert to black and will need to be reset with the **Color** button.



The **Other** tab shows controls for automatic font size selection and suppress of blank lines. When the **Auto Font Size** check box is checked, the font size will be automatically reduced, if needed, to ensure that the specific text will fit into the given rectangle. This means that the font size may change from badge to badge as the amount of text to display changes. Under extreme circumstances the font may reduce to the point that the text will display on more than one line.

If the **Suppress Blank Lines** check box is checked, then any lines in a multi-line text box will not be output if they are empty. Leading spaces are always suppressed, so a line containing only spaces will not be displayed if this is checked.

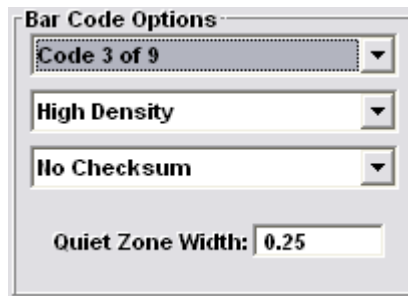


At the bottom of the dialog is a sample window showing the current font in the current text and background colors. The text is also positioned in the box according to the justification button settings. The background color is that set by the **Rectangle Color** background color. If the associated check box is not checked then text will be displayed over whatever is behind it. This condition is indicated by the sample window being cross-hatched. If the font is invisible then the text and background colors are set the same. Change one or other to rectify this situation.

Text rectangles support multiple lines of text. If the box is made tall enough more than one line of text can be displayed. All lines will be justified according to the justification setting for the rectangle. Lines will be broken at spaces wherever possible or at specifically entered points. For more information on this see "Assigning Data to a Holder" on page 104.

## Bar Code

When **Bar Code** is selected the area to the right changes to **Bar Code Options**. In this area are two pull-down areas that allow selection of the bar code type and the density in which to display it. Beneath these pull-downs will appear various radio button controls to set the characteristics of the selected bar code.



The ID badge software provides a wide range of bar code types as listed below.

- Code 3 of 9
- Extended Code 3 of 9
- Interleaved 2 of 5
- Code 93
- Extended Code 93
- UPCA
- UPCE
- EAN 13
- EAN 8
- Code 128
- Codabar
- MSI Plessey
- POSTNET

Remember when choosing a bar code type that not all types can display all characters. For example, the **Interleaved 2 of 5** bar code can only display numeric information so you must take care not to assign it to a data field which might contain non-numeric characters.

The density control will allow for wider or narrower bars as the density is decreased and increased, with high density allowing the most characters to be displayed in a given rectangle space.

Bar codes are drawn using TrueType fonts. It is possible to suppress the background rectangle and have bar codes displayed directly on the badge background. uncheck the **Rectangle Color** Background check box to control this feature.

Why are TrueType barcode fonts important? If you are planning to print badges with visible bar codes, it does not matter whether or not they are TrueType. But if you want to print an InfraRed (IR) bar code then the bars must be printed using a carbon-based ink. Printers with carbon-based black ribbons or panels vary in how they decide when to use them, as opposed to “creating” black by combining the 3 colors. (The color ribbons or panels are not carbon-based.) Experimentation will be needed to determine when your printer uses the carbon-based black ink. If you want to create a “hidden” bar code, try making the enclosing rectangle background color black. The background should be developed from the 3 colors and the bars from the carbon-based ink. As a result a visible reader will not be able to read it, but an IR reader will. Your printer may not be able to do this, so experimentation is in order.

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#### NOTE

Printer drivers vary in the way they handle TrueType fonts. Some automatically convert them to graphics, so using TrueType font bar codes may have no effect.

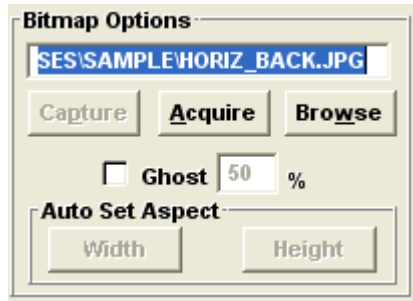
Other drivers allow you to choose whether or not to convert TrueType fonts to graphics. A switch in the driver configuration panel will exist to select this feature. Of course, the conversion must be switched off to be useful. Still other drivers print TrueType fonts when the text is oriented horizontally, but convert them to graphics if the text is rotated or inverted. You will need to experiment with your printer to see how it handles TrueType fonts.

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Finally, you will find a numeric entry box labeled “Quiet Zone Width”. This value defaults to 0.25” and ensures a “quiet” or white space at the beginning and end of the bar code. Some readers, particularly optical ones, require this quiet zone. Other readers, notably infra-red, may not need a quiet zone and this area can be reduced or eliminated, allowing more digits to be encoded. You will not be allowed to enter a quiet zone which is larger than half the longer axis of the rectangle. Of course, entering a quiet zone which is half the length of the longer axis would not leave much room for the bar code!

### ***Bitmap***

When **Bitmap** is selected the area to the right displays the **Bitmap Options**. To display a bitmap in a rectangle you must provide the bitmap file name. If you are not sure of the name you can click on the **Browse** button to bring up a standard file selection dialog. You will be able to read in a variety of bitmap formats, including 24 bit Windows™ DIBs, 8 bit Windows™ BMPs, 8 bit Zsoft PCXs and JPEG JPGs. If your VGA monitor is set to 256 colors you will still be able to read in 24 bit DIB's but the 16 million colors will be optimized down to 256. As these files can be large and optimizing takes time, you might want to consider converting them to 256 colors permanently, with an external graphic program like PC Paintbrush for Windows, PhotoMagic or similar program. When a file has been selected the remaining two buttons in the dialog **Set Aspect** area will become available.



The **Capture** button allows the capture of a bitmap from the video system (or Video for Windows® in some versions). Once pressed, the normal video capture window will appear and a suitable video picture captured (see **Capturing Video Photographs** in the **Operations** chapter). When the Freeze button is pressed a box will appear over the picture. The aspect ratio of the box will be that of the bitmap holder rectangle (minus any border) to be filled with the picture, so it is wise to make sure that the rectangle is the desired shape first. If you change the rectangle size after the capture, the picture will be distorted so that it fills the rectangle. You can drag and size the box by pulling the edges or corners respectively. The aspect ratio will be maintained if the corners are dragged. Click on the **Save** button to write the image to a file. You will be able to save the captured bitmap in a variety of formats. Click on the **Save File as Type** pull-down to see what types are available for your video capture board. In terms of file size the same picture will be largest if saved as a 24 bit DIB file and smallest as a JPG file. 8 bit BMP and 8 bit PCX formats lie between those two in order of file size.

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#### HINT

To get the best possible video quality, make sure that the subject fills as much of the capture rectangle as possible. If the subject only occupies a small area and the capture box is reduced in size to encompass this small area, the resolution, and hence quality, of the picture will suffer.

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In a similar manner, the **Acquire** button allows the capture of bitmaps via a TWAIN compatible graphics device (or Video for Windows® in some versions). If this option has been installed, this button will be available. A capture window will appear containing several buttons. Clicking on the one marked **Acquire** will start the TWAIN (or Video for Windows®) interface. Once the image has been captured it can be composed, cropped and saved to disk in exactly the same way as a video captured picture (see previous paragraph).

If desired, the bitmap can be rendered as a **Ghost**. This means it will be converted to Black and White, and its intensity set to the % value. The lower the number the fainter the ghost image.

The aspect ratio control buttons are labeled **Width** and **Height**. They are used in conjunction with the numbers in the **Position** area to size the rectangle to match the shape of the bitmap. This calculation will automatically take into account any border present. To show how this works here is an example. Let us suppose that you have selected a bitmap and the **X Size** field has the value 1.0 in it. If you click on the **Height** button the number in the **Y Size** field will automatically change to match the aspect ratio of the bitmap. Similarly if you wish to adjust the rectangle width, set the desired height in the **Y Size** field and click on the **Width** button. The **X Size** value will automatically change to maintain the aspect ratio. This feature allows you to create a correctly proportioned rectangle for the intended bitmap. You can adjust the values and repeat the process as often as you wish. If you choose not to adjust



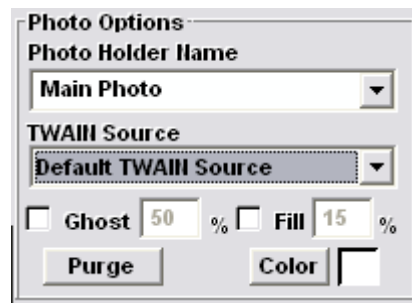
the aspect ratio, the bitmap will be stretched as necessary to fill the given rectangle. This can result in undesirable (or possible desirable!) distortions.

The bitmap will show in the design badge and can be moved and stretched using normal rectangle size and shape operations. It is not essential that a bitmap be assigned to a bitmap rectangle. If none is assigned, the rectangle will just be filled with the selected background color and with the selected border, if any. This can be a useful way of creating “designer” rectangles and lines to appear on the card.

Starting with version 5.40 the image will be stored directly into the IDC or CTM file as appropriate. This means that it is no longer necessary to maintain the original image file, although it is probably a good idea to do so, for future reference.

## Photograph

When **Photograph** is selected the area to the right displays nothing when editing a card template, or various parameters when revising a badge layout within a database. The **Position** area contains a button labeled **Photo Size** which automatically fills in the **X Size** and **Y Size** for a standard photograph of 1”(25.4mm)x1.25”(31.8mm) size. When the area does show it might look like this:



An unlimited number of photograph holders can be added to the design and they can all point to the same picture, or different pictures. When a template is designed, all photo holders are assigned to the default name of “Main Photo”. The rectangles can be given a specific name once the template has been assigned to a database. By using the **Revise Badge Layout** command, the photo holders can be given any meaningful name you wish. If no name is given, then the default is provided automatically. The **Purge** button allows all unused names to be removed from the list. Once named, a list of names is displayed whenever a photo image is captured to allow selection of the photo rectangle the image is intended for.

The significance of naming photo holders can be difficult to grasp, so here is an example. Let us say that a badge for a young student will contain 3 captured photographs. There will be a full facial view of the child, a picture of the student’s parent and a photo replica of the parent’s signature captured from a form. The child’s photo will be assigned to the ‘Main Photo’ holder. The second holder will be renamed “Parent” and the third, “Signature”. Now when capturing photographs, with the student before the camera, the user selects “Main Photo” and takes the picture. When the parent is being photographed, the photo rectangle called “Parent” is selected. Finally, when the parent’s signature is to be scanned by a TWAIN compliant scanner, it is assigned to the “Signature” rectangle.

The meaningful names in this example help to simplify the decision about where to save the photo. It would have even been possible to rename the student rectangle to “Student” and not used the “Main Photo” name at all. However, sometimes other programs which share data with this program expect the main photograph to be stored in the “.” directory. However, all renamed photo holders save their photo

files in subdirectories off this directory. If this is not an issue, then by all means use another name for the main photograph.

The **TWAIN Source** pull-down allows you to either use the default TWAIN device to capture a photo for this rectangle, or specifically specify which TWAIN device to use. If you select **Default TWAIN Source**, then whichever TWAIN source is currently selected by the **Configuration, Select Source...** menu item will be used. But if you pick a specific TWAIN source, then that will be used regardless of the default selection. This would allow you to use the default TWAIN device for photo capture for a main photo rectangles, but specifically define another TWAIN device (such as a scanner) for capturing images to a secondary photo rectangle.

There are 2 check boxes that provide special manipulation of the photograph. The first is marked **GHOST** and has a percentage value associated with it. A photo holder which has ghosting checked will display the associated photograph in black and white. In addition, its contrast will be reduced by the percentage entered. At 100% a full contrast black and white photo will display. As the number is reduced towards zero the image will become lighter and lighter until at zero it will be invisible. Note that this does not change the actual photograph on disk, just the way it is displayed. You could easily display the same photograph on the badge twice, one with ghosting off and the other with it on.

The second check box is marked **FILL** and provides a means to remove the background from a photograph and replace it with a solid color. This feature is sometimes called Chroma Keying. This is a specialized function and only works effectively under the correct conditions. It is only designed to process "head and shoulder" type photographs. It works by calculating the average color of the top left and top right pixels in the photograph and then replacing all pixels in the photo background with the color selected as the background color for the rectangle. The percentage value determines how precisely the background color has to match the sample color developed from the top left and right pixels. The lower the number the closer the match before replacement occurs. To make this option work well, follow these few guides:

1. Use a photograph backdrop color radically different from any found on the subject.
2. Make sure the subject is evenly illuminated. This usually means at least 2 lights, one from the left and one from the right. This will ensure that the backdrop has a reasonable uniform and limited color range.

The color used as the replacement for the background is set by clicking the **Color** button. Note that under some circumstances the background will be colored using the nearest color available in the picture palette to the one selected. Usually the primary colors work best.

The **FILL** and **GHOST** buttons are mutually exclusive. Only one or the other or neither can be selected.

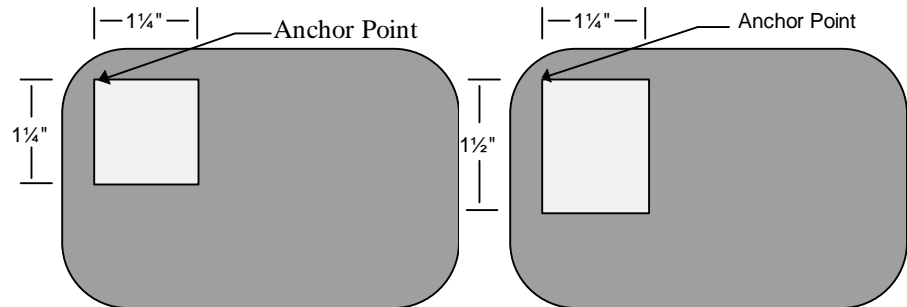
Unlike bitmaps, photographs will never be distorted to fit the assigned rectangle. Instead, they will be resized to fit as much of the rectangle as possible, without distortion. As with bitmaps, any border will automatically be taken into account. The "anchor point" will be the top left corner of the rectangle (even if inverted). Generally, you will establish a photograph rectangle first, and then the captured photographs will automatically be proportioned to fill the given space.

However, it is possible to change the badge layout at some time after photographs have been captured, and you may change the photograph rectangle so that it is not the same aspect ratio as before. In this case, new photographs will have the new aspect ratio and fill the assigned space. But old photographs will be enlarged or

compressed to fill as much of the new rectangle shape as possible, without distorting, starting at the top left corner. Unused rectangle space at the bottom or right will not be visible, badge background showing through instead.

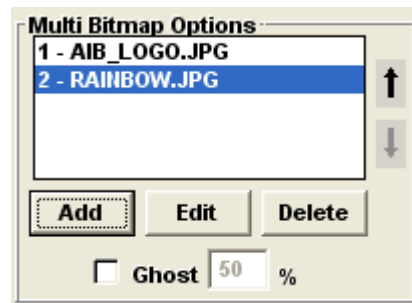
This is best clarified with an example. Let us say that you designed a badge with a 1" (25.4mm) square photograph box and took some photographs. Later you revise the badge layout and change the photograph rectangle to 1¼" (31.8mm) wide by 1½" (38.1mm) high and take some more photographs.

Badges with old photographs will have the square photograph enlarged to display as on the left and new photographs as on the right:



## Multi Bitmap

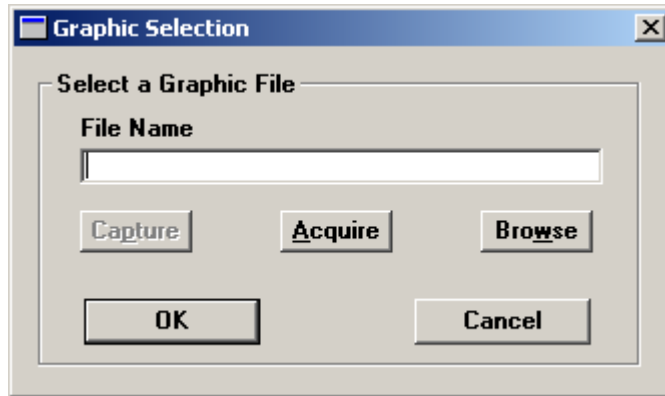
When **Multi Bitmap** is selected, the area to the right displays the **Multi Bitmap Options**. That portion of the dialog looks like this:



The concept of the Multi Bitmap feature is to allow the badge designer to display one of a range of bitmap images within the same rectangle on a single badge design. The bitmap to display is determined by the contents of a user-selectable field within the database. For more information on relating badge data to a bitmap, please see "Database Field Assignments" on page 129.

If desired, the bitmap can be rendered as a **Ghost**. This means it will be converted to Black and White, and its intensity set to the % value. The lower the number the fainter the ghost image.

To allow selectable display of bitmaps in a rectangle, you must provide the file name of the bitmaps you wish to have available. This is done by clicking on the **ADD** button. When clicked, the **Graphic Selection** dialog will appear:





If you are not sure of the name and file path of the graphic file you wish to select, you can click on the **Browse** button to bring up a standard file selection dialog. You will be able to read in a variety of bitmap formats, including 24 bit Windows™ DIBs, 8 bit Windows™ BMPs, Portable Network Graphics PNG, 8 bit Zsoft PCXs and JPEG JPGs. If your VGA monitor is set to 256 colors you will still be able to read in 24 bit DIB's but the 16 million colors will be optimized down to 256. As these files can be large and optimizing takes time, you might want to consider converting them to 256 colors permanently, with an external graphic program like PC Paintbrush for Windows, PhotoMagic or similar program

The **Capture** button allows the capture of a bitmap from the video system (or Video for Windows® in some versions). Once pressed, the normal video capture window will appear and a suitable video picture captured (see **Capturing Video Photographs** in the **Operations** chapter). When the **Freeze** (or **Capture** in Video for Windows®) button is pressed a box will appear over the picture. The aspect ratio of the box will be that of the bitmap holder rectangle (minus any border) to be filled with the picture, so it is wise to make sure that the rectangle is the desired shape first. If you change the rectangle size after the capture, the picture will be distorted so that it fills the rectangle. You can drag and size the box by pulling the edges or corners respectively. The aspect ratio will be maintained if the corners are dragged. Click on the **Save** button to write the image to a file. You will be able to save the captured bitmap in a variety of formats. Click on the **Save File as Type** pull-down to see what types are available for your video capture board. In terms of file size the same picture will be largest if saved as a 24 bit DIB file and smallest as a JPG file. 8 bit BMP and 8 bit PCX formats lie between those two in order of file size.

In a similar manner, the **Acquire** button allows the capture of bitmaps via a TWAIN compatible graphics device (or Video for Windows® in some versions). If this option has been installed, this button will be available. A capture window will appear containing several buttons. Clicking on the one marked **Acquire** will start the TWAIN (or Video for Windows®) interface. Once the image has been captured it can be composed, cropped and saved to disk in exactly the same way as a video captured picture (see previous paragraph).

Repeat the **ADD** process as many times as necessary to include all bitmaps you would like to have available to the program. If you wish to change the location or content of one of the bitmaps, select the bitmap name in the list and click the **EDIT** button. This will bring up the **Graphic Selection** dialog and allow capturing, acquiring and browsing as detailed above. If you wish to remove one of the entries, select the appropriate bitmap name and click **DELETE**.

When all of the desired bitmaps are in the list, you may arrange them in any order by selecting the bitmap name and hitting either the **UP**  or **DOWN**  arrows to the

right of the list box. The bitmap that is in the top position is the default image and will be displayed when no match is made between the badge data and the list of bitmaps.

Starting with version 5.40 the images will be stored directly into the IDC or CTM file as appropriate. This means that it is no longer necessary to maintain the original image files, although it is probably a good idea to do so, for future reference. In particular, if you rearrange the order of the images, as described in the previous paragraph, you will need the original files again. This is not true however, if you just add another image to the end of the list.

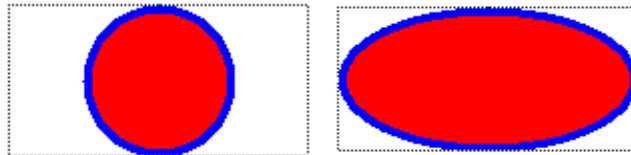
## Shape

The Shape rectangle allows you to draw a variety of geometric shapes and also a flexible grid. The shapes available are:

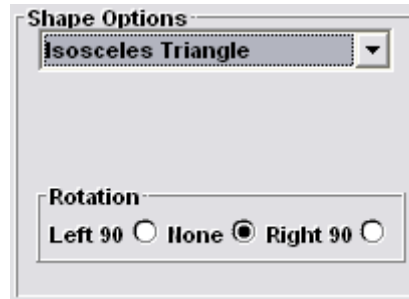
1. Circle
2. Ellipse
3. Isosceles Triangle
4. Right Right-Angled Triangle
5. Left Right-Angled Triangle
6. Box
7. Polygon
8. Star
9. Grid

The dialog for each varies as the required information for each shape is different. For all shapes except **Grid** and **Box**, the area of the rectangle outside the shape will always be transparent.

**Circle and Ellipse** – there are no settings for these shapes. The circle will be drawn to fit into the smaller axis of the rectangle and centered in the other. The ellipse will exactly fill the rectangle. Changing the size and shape of the rectangle will change the size of the circle, and the size and shape of the ellipse. Both are drawn using the **Rectangle Color** background and border colors. Either color can be turned off, but if both are, nothing will be drawn. The border width can also be set. Here are examples of a circle and an ellipse:



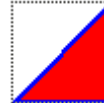
**Isosceles Triangle** – the settings for this shape are:



The triangle will normally be drawn with the base down and the apex at the top edge of the rectangle. The shape can be turned 90° either left or right. In addition, the general setting **Inverted** can be clicked to turn the triangle up-side-down. This can be used in conjunction with **Rotation** to orient the triangle in any 90° position. Changing the size and shape of the rectangle will change the size of the triangle. It is drawn using the **Rectangle Color** background and border colors. Either color can be turned off, but if both are, nothing will be drawn. The border width can also be set. A typical isosceles triangle (showing the focus rectangle which does not show on the final badge) is:



**Right and Left Right-Angled Triangle** – these have all the same features and capabilities of the **Isosceles Triangle** except that a right-angled triangle is drawing instead. A **Right Right-Angled Triangles** looks like:

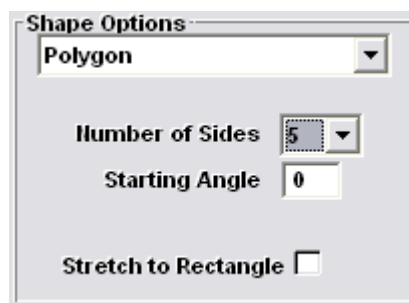


and a **Left Right-Angled Triangles** looks like:



**Box** – this shape is a straightforward rectangle using the background and edge colors as for the shapes above. In addition, you can use the **Rounded** setting in the **Style** section to round the corners.

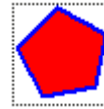
**Polygon** – this is a regular polygon (that is, with equal corner angles) and can have from 3 to 30 sides. The settings dialog looks like this:



The number of sides is set by the drop-down control. The Starting Angle sets the position of the first corner of the polygon. You can enter any angle from 0° to 360° in one degree steps. Zero degrees is east, 90° is south, 180° is west and 270° north. Here is a 5 sided polygon with zero starting angle:



and here is the sample polygon with a starting angle of 45°:

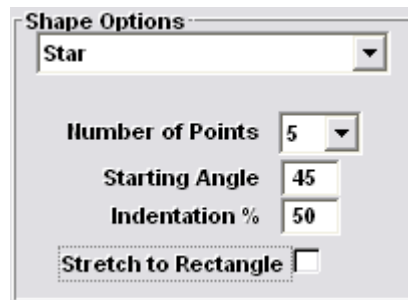


The **Stretch to Rectangle** setting determines if the polygon should be truly regular or stretched to fit the bounding rectangle. Here the sample polygon is in a wider rectangle with this setting checked:



The polygon is drawn using the background and fill colors, and with the border width set in the **Rectangle Color** area.

**Star** – this shape has all the settings of a polygon plus an **Indentation %** setting. The dialog looks like this:



The **Number of Points** sets the point count for the star and can be from 3 to 30. The **Starting Angle** and **Stretch to Rectangle** settings are the same as for the polygon above. The **Indentation %** setting is a percentage from 0 to 99 and determines how deeply the star is indented. For example, a star with the above settings looks like this:



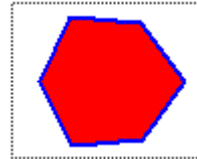
but if the indentation is changed to 75% it becomes:



and at 25% it looks like:



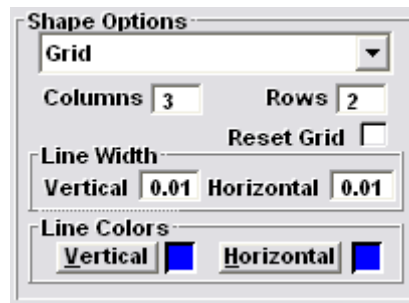
Some settings of **Number of Points** and **Indentation %** can give unexpected results. For example, with 3 and 10% respectively you will get:



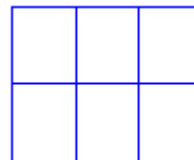
This is because the center point of each triangle edge (resulting from selecting 3 points) is more than 10% in towards the triangle center. Thus the "indentation" becomes negative.

The **Stretch to Rectangle** setting determines if the star should be truly regular or stretched to fit the bounding rectangle, as for a polygon.

**Grid** – this is not really a shape but a versatile way of creating a grid of lines on the badge. The settings dialog looks like this:



The **Columns** and **Rows** values set the number of columns and rows in the grid. You can set each from 1 to 99 (if you set 0 it will be treated as 1). The grid resulting from the above settings looks like:



The border is set as for normal rectangles. In the above example the background color was turned off and the border on, with a width of 0.01. If the background was turned on (and red) and the border off it would look like:



Any combination of rectangle background and border settings can be used.



The **Line Width** settings determine the width of the internal lines. The **Line Colors** determines their color. If we changed the vertical lines to 0.03 wide and their color to green, the other original settings would result in:




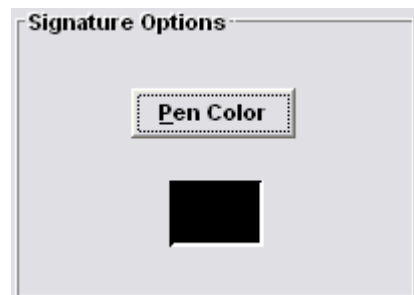
Each vertical and horizontal internal line can be dragged in the design window. Position the mouse over the desired line and left click and drag it to the new position. You cannot drag a line outside the rectangle, or so that it would cross its neighbor. Lines retain their set distance from the top and left of the rectangle so changing the rectangle size will not move the internal lines. If you reduce the size of the rectangle some lines may not be visible. If you wish to return the lines to even spacing within the current rectangle, right click the rectangle and check the **Reset Grid** box and select **OK**.

By making the grid have no background you can bound other rectangle types as shown here where 4 **text** rectangles are on top of a **grid** rectangle:

First Name:	Fred
Last Name:	Smith

## Signature

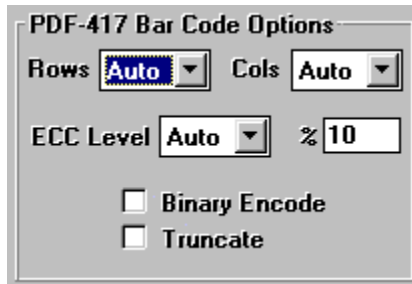
This item in the pull-down selection will only be available if the feature has been enabled and the current badge includes a signature rectangle. A data holder designated for the display of a signature can be any size or color. Both the background and border color can be specified as for other rectangles. A check box is available in the “Signature Options” area to suppress the display of the data holder rectangle. When this is checked, the signature will appear over whatever information is behind it. (Remember that any data holder can be brought to the foreground by selecting it and pressing the  design toolbar button.) The dialog looks like this:



The color of the pen used to draw the signature can be set by clicking on the **Pen Color** button. A standard color selection dialog will appear and the desired color chosen.

## PDF417

This optional feature rectangle allows a PDF417 type bar code to be displayed on the badge. Generally, data is assigned to the bar code in the same way as for the other bar codes. See “Assigning Data to a Holder” on page 104. for more information.



If the **Rows** or **Cols** entries are left as **Auto**, then the number of rows or columns in the PDF417 will be computed automatically based upon the amount of data to be displayed. Either parameter or both can be set explicitly. Setting too small a number may not allow the data to fit into the bar code.

The **ECC Level** can also be left on **Auto** and the amount of error correction data added will be a percentage of the amount of data, where the percentage can be set in the adjacent box. If not set to **Auto**, a specific level can be selected.

If **Binary Encode** is checked, then the data will be encoded into the PDF417 using a binary method. If unchecked, then text encoding will be used.

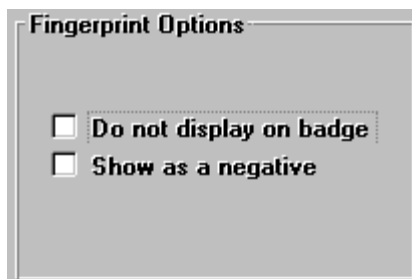
If **Truncate** is checked then the end bars will be omitted from the bar code. This reduces the overall size of the bar code, but also slightly reduces its readability by scanners.

For more information on PDF417 and the technical explanation of these parameters, see the relevant AIM specifications.

## Fingerprint

If this option is enabled, then a fingerprint rectangle can be assigned to the badge. This rectangle is similar to the **Photo** rectangle except that only one fingerprint per badge can be captured. It can, of course, be displayed on the badge as many times as you wish. It can also be suppressed from showing altogether. The advantage of this is that a fingerprint can be captured and kept on file, but not actually displayed on the badge.

The parameter dialog for fingerprint capture looks like this.



If **Do not display on badge** is checked then the print will not be displayed on the badge but can still be captured. If **Show as a negative** is checked then the captured fingerprint will be made into a negative before displaying. This can be useful if the fingerprint capture camera produces a negative image of the print.

Checking this box will reverse it to allow a more natural display of the print on the badge.

The fingerprint is saved in the same directory as the photographs and is given the same name as the photograph, but with an extension of **.FPR**. This file is in fact a standard Windows BMP format file.

## Position


We have already described some of the uses for the functions in the **Position** area. You can enter the XY coordinates of the upper left corner of the rectangle and the size in the X and Y directions. In this coordinate system X0, Y0 is at the top left of the badge. X gets larger to the right and Y gets larger towards the bottom. If you provide values which would place the rectangle outside the bounds of the badge you will be informed of this when you click on the **OK** button. If this occurs adjust the values accordingly. Positions and sizes entered this way are not affected by any snap values which might be active.



The 'Rectangle Dimensions' dialog box contains an 'Auto Photo Size' button on the left. To its right, there are two rows of controls. The first row, labeled 'Position', has two input fields: 'X Axis' with the value '2.52' and 'Y Axis' with the value '0.70'. The second row, labeled 'Size', has two input fields: 'X Axis' with the value '0.52' and 'Y Axis' with the value '0.43'.

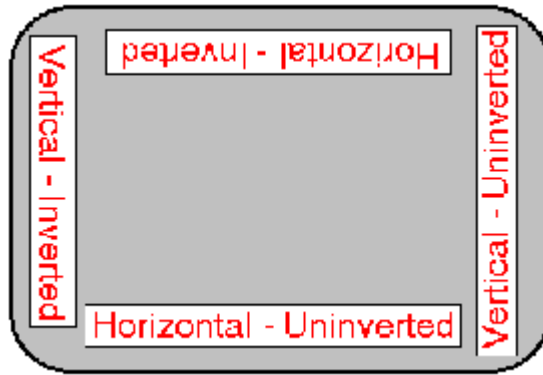
## Style

In this area there are also 2 check boxes, one marked **Rounded** and the other **Inverted**. When **Rounded** is selected, the rectangle corners will become rounded. This includes the badge background. In some versions there is an entry box for the per cent rounding to be entered. When rounded is select this value will set the amount of rounding with 0% meaning none and 100% resulting in a circle or ellipse.



The 'Style' dialog box contains two check boxes. The first is labeled 'Rounded' and is currently unchecked. Below it is a percentage input field showing '10'. The second check box is labeled 'Inverted' and is also currently unchecked.

When **Inverted** is checked, the contents will be turned up-side-down. The exact effect will depend upon the type of contents of the rectangle. For bitmaps and photographs the image will simply be shown up-side-down. For text and bar codes, the contents will be turned up-side-down from the perspective of its normal viewing directly. This is because bar codes and text can be oriented horizontally or vertically (see “Resizing A Rectangle” on page 82 ). When horizontal, they are normally viewed from “below” and when vertical from the “right”. Checking **Inverted** changes this to “above” and “left” respectively, as shown in this illustration.



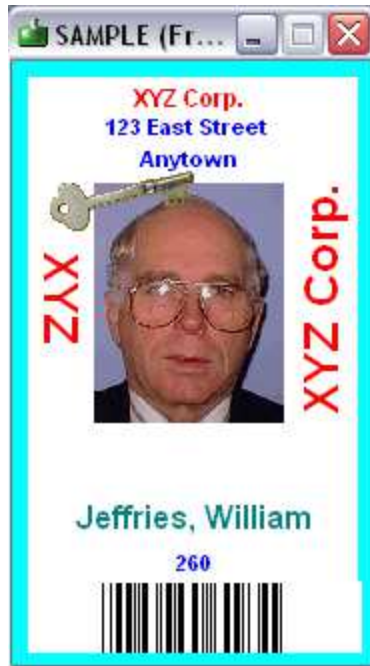
## Photo/Bitmap Transparency

This area of the dialog is only available when the rectangle is associated with a photo or bitmap. It permits the activation of image transparency and the selection of the transparency color.



When **Transparency On** is checked, the color to become transparent can be selected in one of two ways. It can either be the color of the pixel at the top left corner of the image to be displayed, or it can be a color selected by the user.

The result of transparency is that the badge visual contents behind the rectangle in question will show through wherever the chosen color appears. This allows bitmaps to be created which appear to float on the card and can have an irregular shape. For example, look at this badge with a floating shape over the photograph.



The key graphic looks like this:



As the top left pixel was the color of the background, that was selected. Don't forget to uncheck the **Background** check box in the **Rectangle Color** or you will not get the effect you want.

The transparency feature can also be used in conjunction with fill feature for photographs. By filling the photo with a unique color then using the transparency feature, the person's face can appear to float on the card like this:



## Resizing A Rectangle

In addition to using the dialog to resize a rectangle you can also adjust it by dragging with the mouse. As you position over the rectangle the mouse cursor changes to one of several arrows. When the arrows point in all 4 directions, the entire rectangle will move. When the arrows only point in 2 directions the size of the rectangle will be adjusted in those directions only. To drag, wait until the mouse cursor is the desired type and then click and hold the **left** mouse button. Then, while holding the button down, adjust the “ghost” rectangle until the desired size and position is achieved, and then release the mouse button.

Once one or more rectangles are selected, you can also move them in small increments using the left, right, up and down arrow keys on your keyboard.

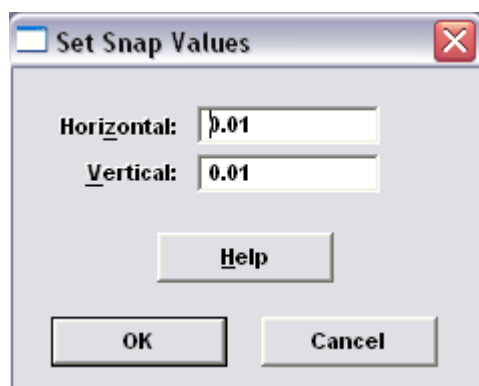
Rectangles can be sized down to 0.01”(0.3mm) in either direction. This feature can be used to design vertical and horizontal lines. This is best done by creating a rectangle and selecting it to set the background color. It can be either a text or bitmap type. The position and size can be entered if desired, or the edges of the rectangle can be dragged to the desired size. For example, to set a horizontal line at a certain position and length, create a rectangle and then position it so that the top edge is at the position you desire. Move the left and right edges so that the length is correct. When the edge is the right length and at the right position, drag the bottom line up until the line is the desired width.

When working with rectangles for bar codes, the shape of the rectangle automatically determines the orientation of the contents. When working with rectangles for text, the shape of the rectangle automatically determines the orientation of the contents, if the **Auto** feature is selected for **Rotation**. In these case, if the rectangle is taller than it is wide, the contents will be displayed vertically. Otherwise they will be horizontal. The “Inverted” check box in the associated parameter pop-up dialog controls whether or not the contents show right-side-up or up-side-down. See “Position” on page 79 for more information.

## Using the Snap Feature

The **Snap** feature is a tool to simplify the alignment and sizing of data holders. When selected, the object or object edge being moved will only be positioned at locations which are an exact multiple of the snap value set for that axis.

To use the snap feature, first select the menu item **Design, Set Snap**. This will open a dialog like this:



A snap value for each axis can be entered. If the current units are inches, then snap values down to 0.1” can be entered. In metric the minimum snap value is 1mm. A different snap value for the horizontal and vertical axis can be entered if desired, but

usually the same value for each will be entered. If a non-zero value for at least one axis is entered, the **Snap** feature will automatically be activated.

If a snap value has already been entered, the **Snap** feature can be turned on and off by selecting the menu item **Design, Snap**. When checked, the feature is active.

The **Snap** feature can be likened to an invisible grid laid over the badge design. The grid spacing is set by the horizontal and vertical snap values. As a data holder is moved, the top left corner of the rectangle can only go to intersection points on the grid. Similarly, if the right side of a data holder is dragged to resize the rectangle, the edge can only rest on a vertical grid line. This makes it very easy to position and size data holders so that they line up and are the same height and width.

Note that the **Snap** feature does not affect rectangles moved by the four arrow keys on the keyboard.

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## Saving Your Badge Template Design

When you have completed the design of the badge template you can save it using the **Design, Export Design** or **Design, Export Design As...** menu items. Alternatively you can simply close the window by double clicking on its system box. If the design has changed you will be asked if you wish to save it. You will only be able to overwrite an existing badge template design if your user security level is high enough. If not, a new unique name must be provided. See the **Security** chapter for more information on security levels.

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## Database Design

The database stores the specific information to be placed on each badge. This information includes the textual and photographic data. The database also includes additional information regarding the user or owner of the database.

The textual information is contained in one of several industry-standard formats. This facilitates the transfer of information into the ID badge software from other sources. The photographic information is stored in industry-standard PCX files, or one of several compression formats. If the optional signature feature is available, signatures are stored in special binary files. There is an additional file associated with each database that ties these various components together.

---

## Database Definition

Database definition is a multi-step process. The program offers two ways to go about the database creation process. A Database Creation Wizard can be used to create straight-forward database, which can be further tailored after creation. Alternatively, an export-mode series of dialogs provides complete control and flexibility throughout the creation process.

### Database Creation Wizard

The steps the wizard performs are:

1. Provide a name for the badge database
2. Define the fields for the database

3. Select a badge design template
4. Assigning the fields to the template and name the design

## Expert Mode Database Creation

These steps are summarized as follows:

1. Provide a name for badge database
2. Create a data source, this includes selecting the database type and setting up the database parameters
3. Selecting the table name to contain the data
4. Defining the templates, photo compression method, database fields and optional field name aliases
5. Assigning the fields to the templates and naming the templates
6. Optionally, naming multiple photograph rectangles

**Note:** Some versions of the program do not use ODBC, so steps 2 and 3 are not relevant and neither is the following discussion on ODBC. These versions use the Borland Database Engine to directly create the Paradox tables.

Before we elaborate on these steps, some clarification of terminology is needed. The ODBC represents an attempt to standardize access across several different types of database managers. In this context, a table represents a collection of data (our badge database, for example) and a database is a collection of tables. As defined, the database might simply be a directory on the disk (Paradox, dBase and FoxPro use this approach) or it might be a file in which the tables are stored (MS Access, among others, uses this approach).

An ODBC Data Source is a definition of access to a database that can contain zero or more tables. Throughout this document we have referred to the place where the badge data is stored as the database. But in strict ODBC parlance, it is stored in a table in a database.

Reviewing the 6 steps above in light of this clarification, we see that step 2 creates the ODBC Data Source which defines the type of database manager to use (Paradox, Access, etc.) and where the database is located (which directory or file). Step 3 creates the actual table where the badge data will be stored.

Because a database can contain multiple tables, it would be perfectly acceptable to create one ODBC Data Source for all the badge databases that use a particular database manager and then create unique tables for each badge database. It would be equally acceptable to create separate ODBC Data Sources each using the same database manager and pointing to the same database.

To try to minimize the confusion this flexibility can cause, we will use the approach here that a new ODBC Data Source will be created for each table, even if several data sources might point to the same database.


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## Defining a New Database Using The Database Creation Wizard

The wizard provides an easy-to-use interface for creating straight-forward badge databases. The wizard collects all information from you before committing to the creation process when you click the Finish button.



## Selecting the Wizard Mode or the Expert Mode

When the **File, New Badge Database** menu item is selected (or the  tool is pressed) the Database Creation Wizard opens.



Make sure that the **Use expert database creation screens** is not checked and then click **Next>**.

## Providing a database name

Database Creation Wizard

Badge Database Creation Wizard (Screen 2 of 5)

Please provide a name for your badge database. The name must not have already been used. You will not be able to continue until a unique name has been entered.

Existing Badge Database Names

- img\_wizarddb1
- wizarddb1

New Badge Database Name: employees

Store Photographs, Fingerprints and Signatures in the database ☐

< Back Next > Cancel Help

Enter a unique name in the **New Badge Database Name:** field. It must **not** match one of the existing badge database names shown in the list. The **Next>** button will become available as soon as a unique name has been entered.

If you would rather store the photographs, fingerprints and signatures right in the database, instead of in local files on your computer, check the indicated check box.

Click the **Next>** button when you are happy with the name.

## Defining the Database Fields

	Alias	Type	Value
FirstName	First Name	Alphanumeric	Length=40
LastName	Last Name	Alphanumeric	Length=40
EmployeeNo	Employee Number	Numeric	Places=0
BadgeNo	Badge Number	Counter	Start=1

Field Settings

Name:

Alias:

Data Type:

☒ Alphanumeric  Length ☒ Date

☐ Numeric  Places ☐ Time

☐ Counter  Start ☐ Date/Time

Add Update Delete Delete All Add Predefined

< Back Next > Cancel Help

Enter the name of a field in the **Name** box and if desired, an alias in the **Alias** box. If you enter an alias it will be displayed throughout the program instead of the field name.

Enter the **Data Type** for the field by selecting the appropriate radio button. For **Alphanumeric** you can set the maximum length, for **Numeric** the number of decimal places, and for **Counter** the starting value.

When you are happy with a field click the **Add** button to add it to the list of fields displayed above.

To revise a field, click it in the table, make the changes in the boxes below and click the **Update** button.

To remove a field, click it in the table then click the **Delete** button.

To delete all fields click the **Delete All** button.

When the table is empty, the **Add Predefined** button will be available. Click it to add a set of commonly used fields which you can then modify and add to or delete from, as desired.

You must add at least one field to make the **Next>** button available. If your program options allow it you will be able to add up to 40 fields, otherwise the limit is 10. The **Add** button will become unavailable when the limit is reached.

The **Add** button will also be unavailable if you enter a reserved word for a field name.

When the fields are the way you want them, click the **Next>** button.

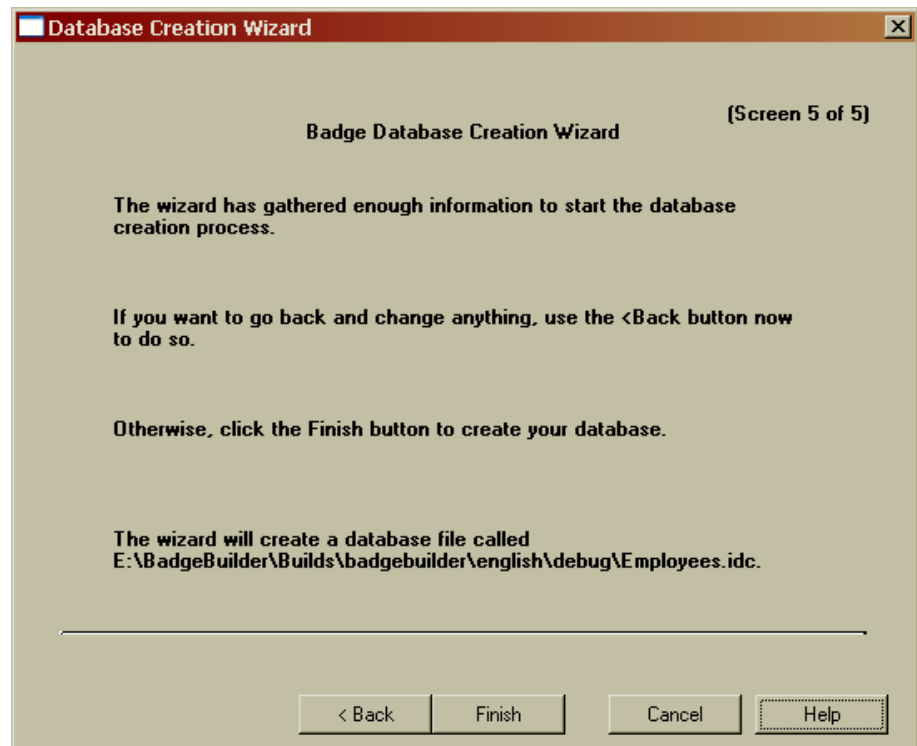
## Selecting the Badge Design



This screen is used to select the badge design from templates stored on your hard drive. If the template you want is not listed in the **Template Files** box, click the **Browse** button to find the folder containing the desired template.

Select the desired template from the **Template Files** box and it will display in the preview window. When you are happy with the selection click **Next>**.

## Finishing the Wizard



This is the last wizard screen. You can use the **<Back** button on any screen to review and change the information on the previous screen.

The name of the **.IDC** file which will be created is shown on this final screen.


When you are happy with all the data, click the **Finish** button. This will close the wizard and pop up a reminder about the final stage of the creation process, which is to assign database fields to the selected badge design. Click **OK** and the Field Assignment Dialog will display. For help on how to use this dialog please see "Database Field Assignments" on page 129.

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## Defining a New Database Using Expert Mode

The expert mode provides complete control over the database creation process. It can perform all the functions of the wizard plus it has the ability to select from a variety of database types (Access, Paradox, etc.); to all multiple badge designs to be selected; to allow more options in the creation of database fields; and import data from an external file.

### Providing a database name

When the **File, New Badge Database** menu item is selected (or the  tool is pressed) the Database Creation Wizard opens. Check the **Use expert database creation screens** and click **Next>**.

The wizard will close and a dialog will appear to start the first phase of the expert mode design. This is a standard file selection dialog where the name of the database is entered. The file name is typed in to replace the asterisk and can be any standard

name. You are actually defining the name of the **.IDC** file that ties all the various components together. You can change the directory where this will be stored if you wish, but the current directory is recommended. Generally you should enter a new name. If you provide an existing name, you will be warned about over-writing the old file. If you do, the badge data in the existing database will not be lost, but some effort will be needed to reconstruct it! You will only be able to overwrite an existing database design if your user security level is high enough. If not, a new unique name must be provided. See the **Security** chapter for more information about security levels.

Click on **OK** to continue the process, or **Cancel** to give up.

## Create a Data Source

On versions of the program which do not use ODBC, this section is not relevant. If this is the case for you please continue at “Selecting the Card Template” on page 95.

A dialog will appear similar to this:

**Badge Table Creation Guide - Step 1**

**Instructions**  
To create a new badge Data Source select **NEW**, or  
To use an existing or newly created Data Source, select it and press **NEXT>**

**Data Source Type**  
☒ **User/System**    ☐ **File**    **Set Directory**

**Optional Database Log In Information**  
**User Name**   
**Password**   
**Server Name**

**Existing Data Sources**

- IDBADGE\_MYSQL
- IDBADGE\_PARADOX
- IDBADGE
- Oracle 11G
- IDBADGE\_MIRRORTEST
- ID Badge Reports
- Badging Remote Database
- BADGING MIRROR DATABASE
- Badging Standard Database

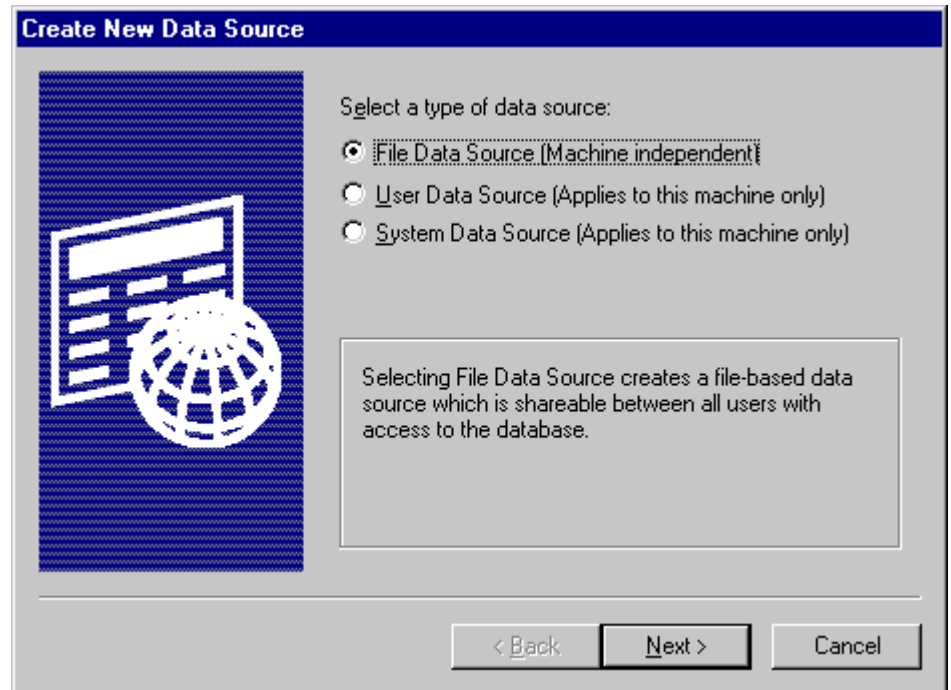
**Help**    **Cancel**    **New**    **Next>**

This shows a list of existing data sources known to the ODBC. You may choose from a list of **File** or **User/System** type Data Source Names (**DSN**). The location for looking up or saving **File DSNs** is also selectable here. The **Optional Database Login Information** portion of the dialog allows an appropriate username and password to be sent to the database when it is opened. Entering this information will prevent the database's own login dialog from appearing each time the database is opened. The **User Name**, **Password** and **Server Name** fields

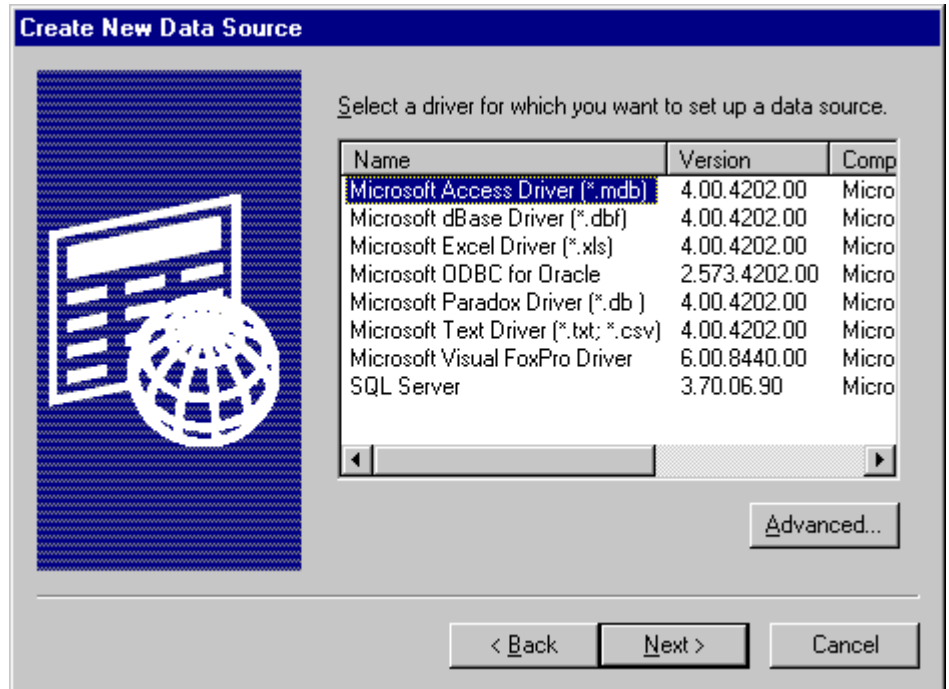
should be left blank if you desire the database login dialog to appear each time the database is opened, or if your database does not require/support logging in.

If you know that one of the listed data sources is correct for your needs, you can select it and click on the button **Next>**. Generally you will need to create a new Data Source though by clicking on the **New** button.

This will open a standard ODBC dialog like this:

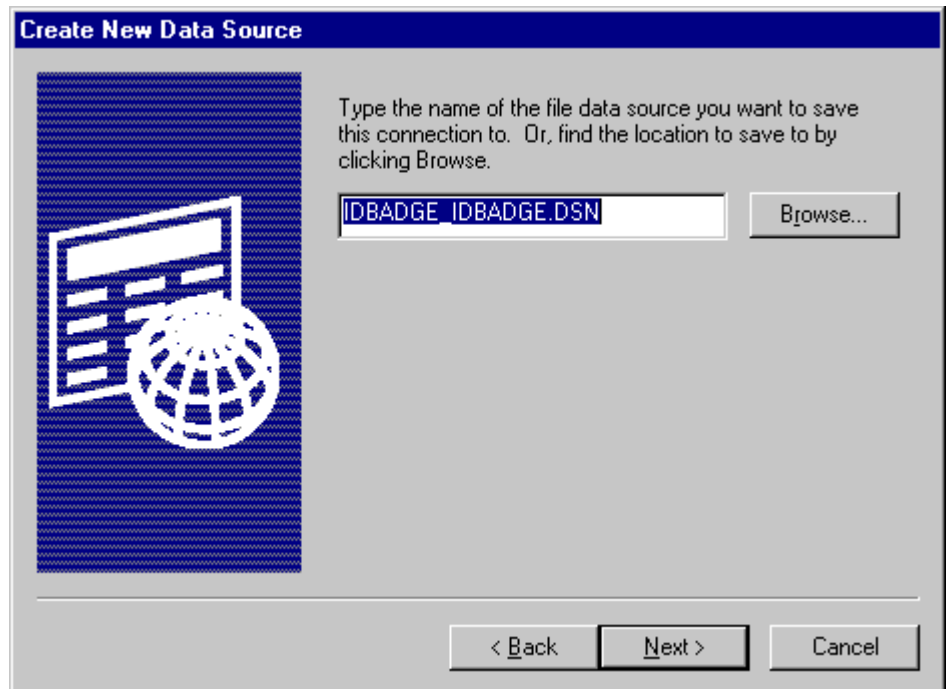


In it you will see a list of three types of ODBC data sources which can be created. Unless you have a particular preference for the type of data source, the default File type data source is a good choice. When you are satisfied with your choice, click **Next**. Then the second ODBC dialog will open which looks like this:



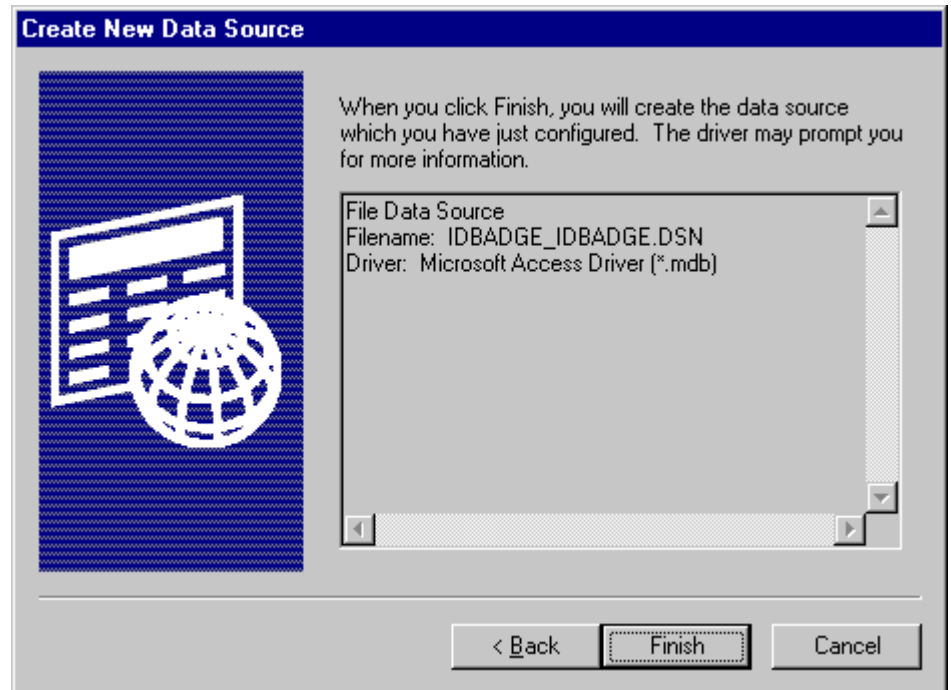
This dialog allows you to select the one of the database manager drivers that were installed during the installation process. Select the one you wish to use and click on **NEXT**. If you choose a type that does not have the necessary capabilities, you will be warned a little later about this situation. Generally, the database manager must support full read-write access and indices. Most meet this requirement; but notably the TEXT and MS Excel drivers do not.

The next dialog to appear will confirm the name of your data source and looks like this:



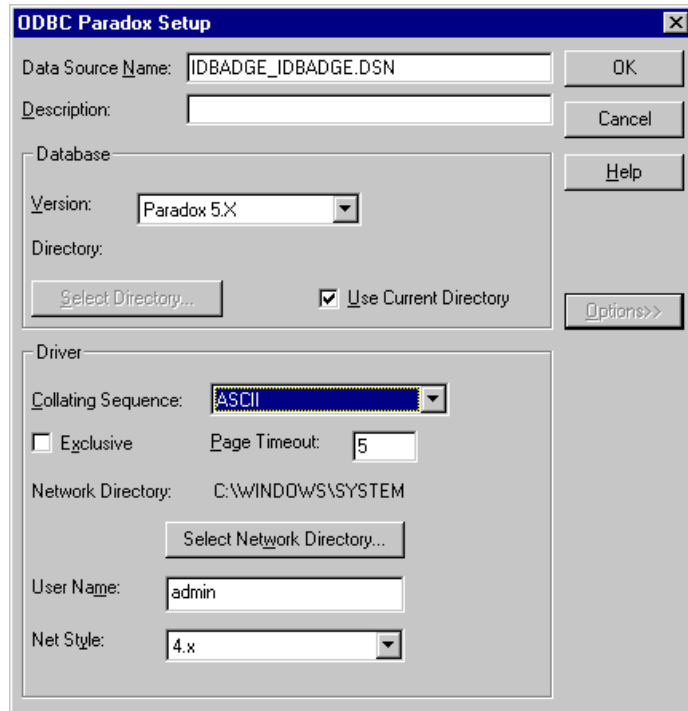


A data source name will already have been entered for you and will reflect the name that you gave your .idc file. In the example here, we are looking at a File DSN and the name reflects this. If you had selected a User/System DSN, the name would look similar but would not have the .dsn file extension. Unless you are dissatisfied with the default name, we suggest that you keep it and select **Next**. The next dialog finishes the first part of the database creation process by confirming your selections. It looks like this:

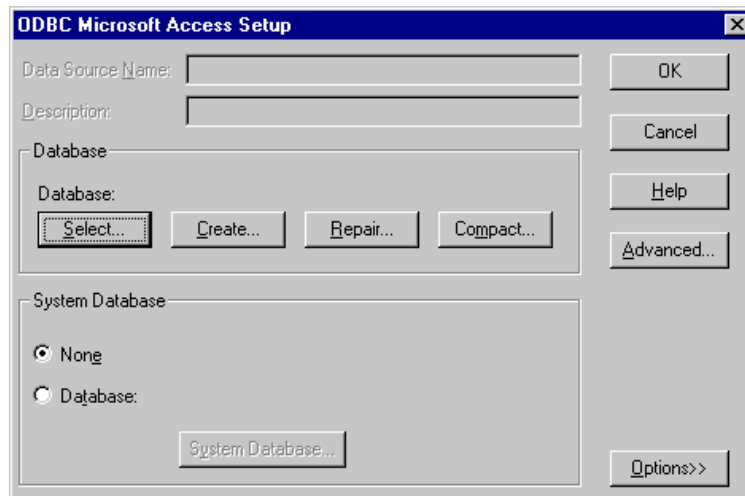


After reading it over, click **Finish** to continue or **Back** to revise your choices.

The next dialog to appear will depend upon the driver you selected. In general, it will contain a data source name; the version of database manager to use; the directory for the database and other data unique to the database type. You should leave the data source name as is and choose the most up-to-date database version. Most dialogs will not make the **OK** button active until all mandatory information has been entered. For example, the Paradox dialog will look similar to this:



and the MS Access dialog will look similar to:



When all data has been entered and **OK** selected, the newly created data source will appear in the existing data source list of the original dialog. It should also be selected. Click on **Next>** to continue.

## Selecting the Table Name

The next dialog to appear displays all the table names present in the selected database. It is important at this step to enter a new unique name in the **Table Name** entry box. The name offered is the same as the name originally given for the **.IDC** file in the first step. You can change this if you wish, but if it is unique, it is probably best to leave it as is. Select **Next>** to continue.

## Selecting the Card Template

The next dialog to appear displays all the .ctm files present in the default directory. If the template that you wish to use appears in the dialog, simply click **OK**. If no .ctm files appear or the file you wish to use is located elsewhere, click **Browse** to look on your system for the one of your choice. The software will display the message, “No matching files found” and will not allow you to click **OK** until a directory with a .ctm in it is selected. When a one or more .ctm’s are found, the “No matching files found” message will change to “Found X matching file(s)” and the **OK** button will become available. When you have selected the directory of your choice, click **OK** to close the “Browse for Folder” dialog and then click **OK** in the “Select Badge Temple Directory” dialog to continue.

**Note:** If you do not have any .ctm’s on your system, the **OK** button will not be available and database creation cannot continue. In this event, cancel out of the database creation and create a .ctm template file. For more information on this, see **Designing Your First Badge Template** in the **Guided Tour** chapter.

## Defining the Templates, Photo Compression Method and Database Fields

The next dialog provides the definition of the templates to use with the database, the type of photograph compression to use and the database fields to define. In the **General Information** area select the desired main badge template, additional template names and desired photograph compression method.

**Badge Table Creation Guide - Step 3**

**Instructions**  
Complete the General Information section and add the desired database fields. Select NEXT to go to the final phase of assigning fields to the selected templates.

**General Information**

Main Badge Template: Credit Card Red Star.ctm

Select Additional Templates to add to Database:  
Credit Card No Barcode.ct  
Credit Card Vertical No Ba  
Credit Card Vertical Signa  
Credit Card Vertical With I  
Credit Card With Barcode.

**Photographs, Fingerprints and Signatures**

Store in: ☒ Local Files ☐ Database

Photo Compression Type: PNG Compression

Photo Path: C:\Documents and Settings\All Users\Docum

Include Path In PhotoFile Field: ☐ Browse

Select Images Name Source:  
☒ Use Random Name  
☐ Use Data From Field Datakey

**Database Field Names**

Name «A40»  
DOB «D»  
BadgeNo «C100/1/0/»  
EmployeeNo «N0/0/»

Remaining Record Space: 3768

Add a Field Delete a Field Import Data Cancel Help Next>

## Selecting A Badge Template

Before a database can be defined you must have designed at least 1 badge template. If there are no templates available you will not be able to proceed with the database definition.

The database can have any number of different templates assigned to it. There does not have to be any similarity between the templates, they can even be different sizes. However, using templates of different sizes has some printing implications which you should be aware of. For more information see **Printing Multiple Badges of Different Sizes** in the **Operation** chapter.

The multiple template capability is very powerful. Perhaps you want basically the same badge layout for all personnel except that a different background color is used to signify the person's department. A template can be designed and saved with a red background (for Sales Dept, say) and then the background color changed and saved under a different name for Engineering and so on. Using meaningful names for each template will help you to know their purpose later.

When building the database, one template file is chosen as the main template. This is the template which will be automatically assigned to a person's badge unless you change it. You might use a template with a background indicating no particular department affiliation. Then all the other templates are included as **Additional Templates**. When a person's badge data is being entered later on, you will be able to override the automatically selected **Main Template** with one from the **Additional Template** list. Just as for any other data, you can change the template assignment for a particular badge, should someone's department change later.

It is not essential that you include all the additional templates now. If you find you need to add or change a template available in the database, this can be done via the **Change Database Templates** menu item. For more information see "Reassigning A Badge Template" on page 115.

Click on the down arrow in the **Main Badge Template** box and select the main or default template you wish to use. If you wish to have additional templates available, click on the name to highlight each one you want from the **Additional Templates** list. You can highlight as many as you wish. To deselect a name, click on the template name again to remove the highlight. You will notice that the template selected in the **Main Badge Template** box does not appear in the **Additional Templates** list. If you change the selection in the **Main Badge Template**, you will have to reselect names from the **Additional Templates** list.

## Photographs, Fingerprints and Signatures

This section of the dialog allows you to set up of images are stored and handled. If the database type you have selected supports storing these images directly in the database, then you can select the **Store in: Database** option and the remaining elements in the dialog section will become hidden.

If you want to store the images in files locally on your computer then select **Store in: Local Files**. The remaining elements in the dialog will become visible and can be completed as described next.

## Selecting the Compressing Method

You can select one of several compression methods for the photograph. Compression saves disk space but at the expense of compression and decompression time. There are 3 possible selections in this pull-down menu:

1. Uncompressed - the photograph is stored as a PCX and will occupy approximately 130Kb per picture
2. RLE Compression - reduces the file size about 30% over uncompressed, but at the expense of some decompression time. This takes no less time to compress or decompress than JPEG and does a poorer job and is therefore not recommended for new databases. It is provided for backward compatibility with older databases which may have selected photo compression
3. JPEG Compression - an industry-standard compression scheme which results in files 15-20Kb in size. The compression and decompression times are reasonable and the quality of the picture is good
4. PNG Portable Network Graphics – a rapidly developing standard for loss-less image compression, similar to CompuServe's GIF but with better compression and is non-proprietary.

It is best to select PNG compression unless you expect disk storage space to become an issue, and then JPEG is the best choice. Once a database has been created, the compression scheme can be changed, but this can take some time if many photographs exist.

### ***Specifying where the Images are to be Stored***

If you would like to change the location where the image files are to be stored you can do so in the **Photo Path** field. If you're unsure about this, leave it as is. You can also **Browse** for a folder.

### ***Storing the Path in the Database***

Normally only the image file name for a given badge is stored in the database. The program inherently knows where it is location. But if you would like the entire path as well as the name to be stored, the check the **Include Path in PhotoFile Field** box. If the database is to be used by other software, then this information may be useful.

### ***Select Images Name Source***

This section determines how image file names are created. Leave **Use A Random Name** selected to use the normal method of name creation.

If you want the name to be based upon the contents of one of the data fields then select **Use Data From Field** and select the desired field. Each time you add a field to the database it will also be added to the drop-down for selecting the image file name source. Therefore it is best to add all the fields first, then select the one you want to use as the name source. Bear in mind that this field will be uniquely indexed, so that no two badge image files are given the same name. So make sure you select a field which is not going to need to contain duplicate data, because such duplication will not be allowed.

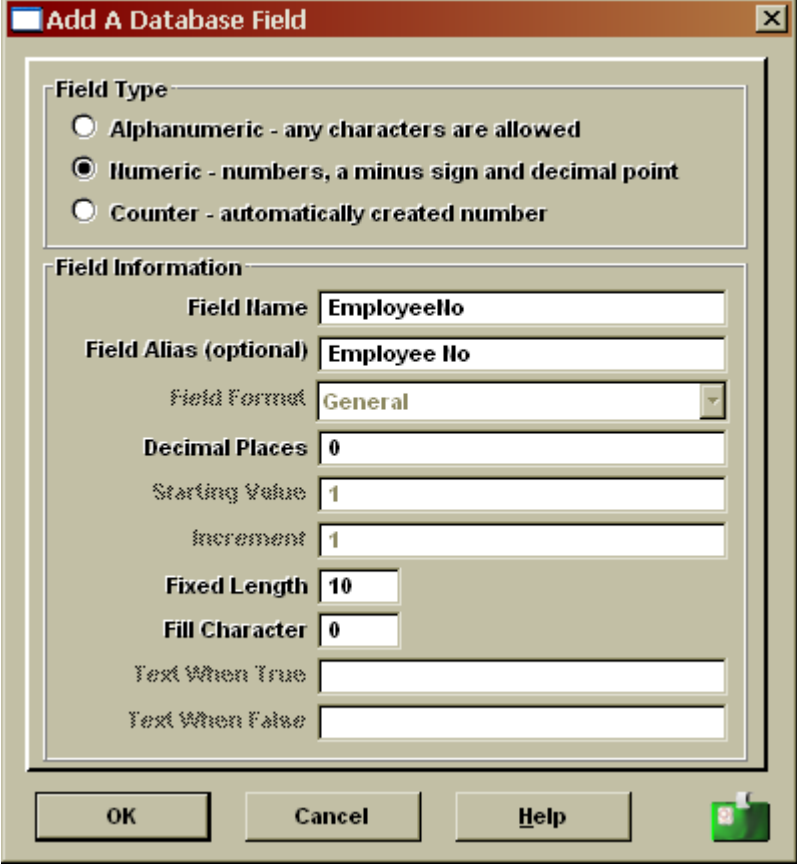
Note that if you create a badge and add photo to it before filling in the field used to supply the name, then a random name will be used instead. Also note that once the name is created by creating an image file, changing the contents of the source field will have no effect on the file name.

### ***Entering The Database Fields***

At the bottom of the "Database Field Names" section of the above dialog is a display of the remaining space left in the record. Database types limit the overall record

length to different values and this number indicates how much space is left for use with fields. You will not be allowed to assign fields which make up a record longer than the maximum amount.

The database field names are added and deleted using the **Add a Field** and **Delete a Field** buttons. For a step by step description of how to add database fields please refer to the **Guided Tour** chapter. When the **Add a Field** button is pressed, a dialog appears for defining the field characteristics. The dialog includes radio buttons for selecting the type of data (alphanumeric, numeric or counter), the name of the field, the format of alphanumeric fields and special characteristics for the numeric and counter fields. It looks like this:



### Alphanumeric Fields

Alphanumeric fields can be displayed in one of several different formats. These are:

- **General**, in which any textual information can be displayed
- **Date**, in which only date information can be entered
- **Time**, in which time only can be entered
- **Timestamp**, in which a date/time combination is all that can be entered
- **Logical**, in which a "T" is placed in the database field for TRUE, and nothing for FALSE. Displayed text can be specified for each state.

In the case of the last Date, Time and Timestamp categories, the times and dates are displayed according to the settings in the Windows™ Control Panel. This is further augmented by a setting in the **Configuration, Date/Time Set Up** menu selection,

where the display of seconds in time areas can be suppressed. The Windows™ Control Panel can be used to set up the way dates are displayed, including the order of digits, leading zero display and century display. Similarly, it can also determine how time is displayed, adjusting such things as leading zero display, 12 hour or 24 hour clock format, and the separator character.

When this field type is selected there is an entry field for setting the field length. When the field format is **General** the field will suggest a length of 40 characters. You can change this to any value between 1 and the maximum allowed by the database type. This is usually 255 and will never be more than this even if the database type would otherwise allow it. When deciding on a field length choose the smallest value which will allow the longest likely string of characters to be entered.

**Date, Time, Timestamp** and **Logical** fields display their field length but you cannot change the value. The number displayed will vary with database type and is typically 10, 8, 19 and 1 respectively.

When **Logical** is selected, 2 additional fields become available to define the text to be displayed for the **True** and **False** states. It is not required to enter anything in these fields, although in practice at least one is usually filled in, depending upon the meaning of the field. For example, if the field is **Authorized**, you might want to enter **Yes** and **No** in these fields. If the field is **EKG Qualified**, then the **True** text might be **EKG** and the **False** left blank. Then multiple such fields could be strung together in one rectangle of the badge to display a list of the individual's qualifications.

### Numeric Fields

When selecting numeric type fields you have the option of specifying the maximum number of decimal places. The entry field labeled **Field Length** in the dialog above changes to **Decimal Places**. Set this value to zero if you want integers only. It is also possible to specify that the field length shall be fixed and which character to use to fill the field out to this length. If the "Fixed Length" is set to 0 or 1, the field length will be variable based upon the size of the number and the fill character will not be used.

If a number greater than 1 is used, the numbers with more digits than this cannot be entered. Numbers with less than this number of digits are padded on the left with the character supplied in the "Fill Character" entry field. It is not necessary for the fill character to be numeric. If a badge record already exists with a number containing more digits than the number entered in the "Fixed Length" entry box, it will not be modified, nor will any warnings be issued.

If a fixed length number greater than 1 is entered, a fill character must be entered. Clicking the **OK** button will not work until the fill character is supplied.

Numeric fields occupy 15 slots in the database record and this number can be used to determine if sufficient room in the record is available.

### Counter Fields

A counter field is always an integer so the "Decimal Places" field is preset to zero. The fields labeled "Starting Value" and "Increment" are now available. The entry field labeled **Field Length** in the dialog above changes to **Decimal Places** and the value is set to zero. Each time a new badge is created, the current starting value is used and then the starting value has the increment value added to it ready for the next badge. The current starting value is remembered, even between separate uses of the program.

The "Fixed Length" and "Fill Character" fields are also available so all the comments in the **Numeric Fields** section above also apply here. If fixed length is

selected and a counter tries to create a number which would result in more digits than the fixed field will allow, the user is warned with a dialog allowing him to ignore the warning, increase the fixed field length by one, or reset the counter value to 1.

Like numeric fields, counter fields also occupy 15 slots in the database record and this number can be used to determine if sufficient room in the record is available.

### Field Names

The underlying syntax of ODBC (SQL) uses a number of reserved words which cannot be used as field names. These include such words as "LIKE", "INTEGER" and "DOUBLE". If you attempt to use a reserved word the program will alert you and require you to enter a different name. In general, use names which mean something specific to your database like "FirstName" or "PhoneNo" and no conflict will occur.

### Field Name Lengths

Field name lengths vary depending upon the type of database. FoxPro and dBase only allow 10 characters, whereas MS Access allows 64. You will not be allowed to enter more than the selected database type will allow.

### Field Names Aliases

To deal with the limitations for Field Names, the entry can have an optional alias name entered. The alias can be up to 30 characters long and has no restrictions on its content (other than that the first character cannot be a space). It must also be unique. The alias name will be shown throughout the program when the field name would normally appear. If no alias is entered, the real field name will be displayed.

### Field Name Display

The fields are displayed in the field list followed by abbreviated information about their properties. This information is enclosed in either single or double echelon symbols. If there is a field alias name, the alias will be displayed in single echelon characters. The parameters for the field are shown in double echelons. An 'A' indicates the field is alphanumeric in general format ('D' if in date format, 'T' if in time format, or 'S' if in timestamp format), 'N' if numeric and 'C' if a counter. The last two are also followed by digits separated by a slash. The numeric field shows the decimal place, the fixed field length and the fill character. The counter field shows the starting value, increment, fixed field length and the fill character. In both cases, if the fixed field length is a zero, the field is floating length and no fill character is displayed.

For example:

**Name«A40»** is an alphanumeric field in general format with a field length of 40 characters

**DOB«D»** an alphanumeric field in date format

**EmpNum «Employee No» «N0/6/0»** is a numeric field with an alias of "Employee No", zero decimal places, a fixed length of 6 and a '0' as the fill character

**BadgeNum«C100/1/0»** is a counter field starting at 100, incrementing by 1 and floating length

### Completing the Field Definitions

You must define at least 1 and no more than 10 (or the maximum allowed by the database, if the Dossier option is available) database field names. You will not be able to define more fields if the record space is used up and the value is zero. If you



try to add a field which would exceed the allowed maximum record length, a message will warn you of this and the field will not be created. If you need to add a field and there is insufficient room, consider deleting a **General** field and re-entering it with a smaller **Field Length** value.

The **Next>** button will not become available until at least 1 field name is entered. If you wish to abandon the database design you can click on **Cancel**. To proceed to the final phase of the database definition, click on **Next>**.

## Importing Data

Instead of adding fields as described above, you can import both the field names and data from a CSV (Comma Separated Values) file. In fact, the file does not have to be comma separated. The tab character or any other user-defined character can be used.

Most modern database and spreadsheet programs can output data in CSV format. So if you have badge data in this format you can output a CSV file and import it with this feature.

The first line of the file can optionally contain the field names. If it does, they must conform to the normal rules for field name selection, including avoiding reserved words. If the file does not contain the field names, the fields will be called "field1", "field2", etc. But either way you will be able to assign aliases to make the field names more meaningful to the user.

You can either manually define fields as described previously, or import them, not both. So when you click the **Import Data** button, any fields you may have created manually will be cleared.

The process for importing data consists of 2 steps and a wizard dialog helps you with this process. The first step determines how the CSV file is read and the second how the fields are configured.

When you are ready to import click the **Import Data** button and select the CSV file to import. After you have done this the wizard will start and display a dialog as follows:

**Import Wizard**

**Import Settings**

Field Separator:

☒ Comma ☐ Tab ☐ Other

☒ First row contains field names

1. Select the appropriate field separator.  
2. Indicate if row 1 has field names.  
3. Click Next.

First 20 lines of file

	FirstName	LastName	Department	BadgeNo
1	James	Belkin	Engineering	34224
2	Sally	Swithin	Sales	54364
3	Dirk	Brown	Shipping	63434
4				
5				
6				

< Back    Next >    Cancel

This dialog allows you to select the separator character and to indicate if the first line contains field names. It also shows you the first few lines of data to show you how it will break up the records into fields. Do not proceed until this is correct for your data. When it is, click **Next>**.

A dialog will appear as follows:

**Import Wizard**

**DOB**

Type:

☒ **Alphanumeric**

☐ General  Characters

☒ Date ☐ Time ☐ Date/Time

☐ Reject record on truncation

☐ **Numeric**

Places:

Optional Alias:  ☐ Skip field

1. Select each field name.  
2. Choose the field settings.  
3. When done click Finish.

Reset All Fields

	Alias	Type	Length/Places	Reject	S
FirstName	First Name	General	40	No	No
LastName	Last Name	General	40	No	No
Department		General	40	No	No
BadgeNo	Badge No	Numeric	0		Yes
DOB	Date of Birth	Date			No

< Back    Finish    Cancel

In this dialog the fields are shown down the left with the characteristics across the top. As you highlight each row the related field's characteristics can be set in the dialog section at the top left.

Each field has a type. The most commonly used type will be **User**. However, if your import file contains data intended for one of the 3 special fields (**Photo File Named**, **Changed Flag** and **Template Number**) then you can change the type using the pull-down menu. Only one field can be designated as to be used for the special field, for each of the 3 fields. In fact, if your field names are **PhotoFile**, **Changed** or **Template** then they will automatically be assigned to the respective type and you will not be able to change that.

It is important that the data for the 3 special fields is correct if you intend to include it on your CSV file. The **Photo File Named** must contain the name of the photo file associated with the record, without a path. The **Changed Flag** must be empty to indicate the record has not changed since the last printing, or a letter **X** if it has. The **Template Number** must be a positive integer starting a zero. If you have template numbers higher than the number of templates assigned to the database, then the first template will show for all those records with too high a template number.

Normally, however, each field will be assigned a type of **User**. The field can be defined as **Alphanumeric** or **Numeric**. An optional alias name for the field can be provided, and there is a checkbox called **Skip Field** which will cause the field to be totally ignored during the import.

When **Alphanumeric** is selected, you can choose between **General**, **Date**, **Time** or **Date/Time** as the sub-type. When **General** is selected you can also specify the maximum number of characters the field is intended to hold. The maximum number is 255. There is also a check box labeled **Reject record on truncation**. If this is not checked and a field is encountered with more characters than those allowed for it, the excess will be silently truncated. If it is checked, the record will be rejected and placed in the rejected records file, described later.

If you choose **Date**, **Time** or **Date/Time** as the sub-type, the field must contain data consistent with the associated type. If not the record will be placed in the rejected records file. This means dates must be in the format defined in your Windows® Control Panel and times must be 24 hour with seconds, for example 12:45:00.

If you select **Numeric** as the type, then you can select the number of decimal places to store the data with. If the record does not contain numeric data it will be placed in the rejected records file.

Each **User** type field can have an optional alias name associated with it and this can be entered in the box labeled **Optional Alias**.

There is also a button labeled **Reset All Fields** which will set all field characteristics back to their original values.

The table displaying the field characteristics can be scrolled with either scroll bar and the column widths can be set by clicking and dragging the separator bar between the column titles.

When you are satisfied with the set up of the fields click **Finish**. The underlying dialog will have its **Database Field Names** area filled in with the imported data. Also, the **Add a Field** and **Delete a Field** will be disabled. The button which originally said **Import Data** now says **Cancel Import**. Click this if you want to cancel the import and start over.

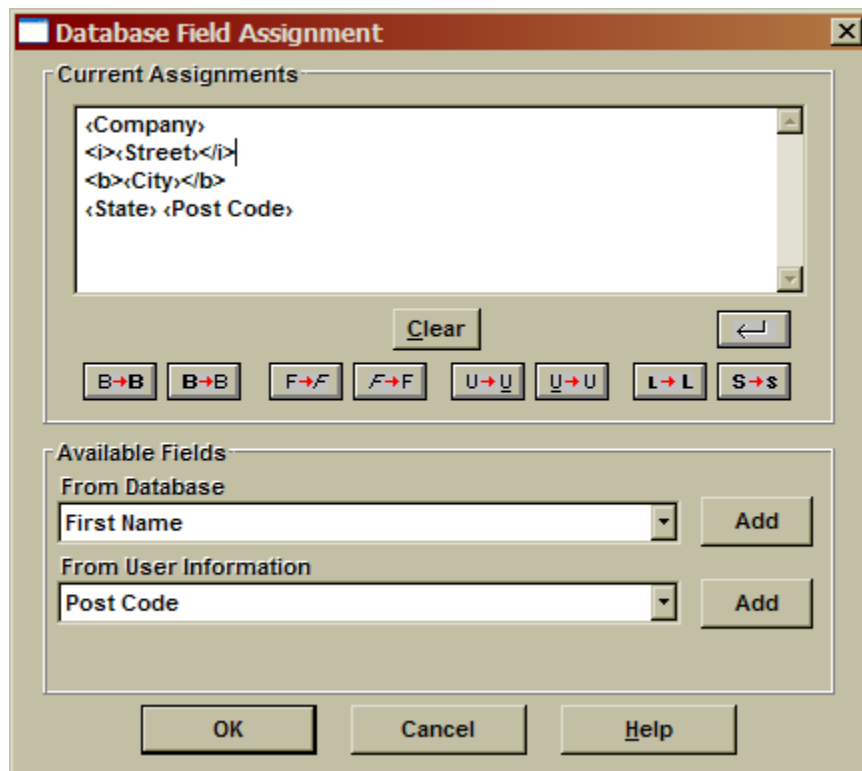
The actual importing of data will occur at the last stage of the database creation. So do not delete the original CSV file until the creation phase is completed.

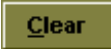
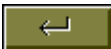
## Database Field Assignments

The final phase involves assigning information from the database or user information area to the various data holders on the badge which can have data applied to them. These are initially labeled with incremented numbers on the badge. For a detailed description of the basics of how to assign fields to data please refer to the **Guided Tour** chapter.

### Assigning Data to a Holder

To assign data to a data holder, click on the desired rectangle with the **left** mouse button and complete the pop-up dialog which appears.



The data assigned to the data holder is displayed in the “Current Assignment” window. Initially this will be blank. Immediately below the window are 2 buttons,  and . The first will delete the entire contents of the window, the second will enter a new line character to force a new line in multiple line text boxes. You can also enter a new line from the keyboard by holding the **CTRL** key and pressing **ENTER**.

Below the “Current Assignment” window are 2 pull-downs, one containing the fields available in the database and the other the fields available in the User Information. Notice that there is an additional entry in the pull-down box titled **From Database** called **Datakey**. This can be selected to place a unique number on the badge, either as text or a bar code. The number is assigned by the program when a new badge is created and cannot be changed by the user. This is a useful feature for adding a unique ID number to each badge.

The data which can be placed in the “Current Assignment” window can consist of any combination of static or fixed text and fields from any of these sources. This

powerful capability allows a single data holder to display information from more than one place in the database.

This is best clarified by example. Let us say that we wish to put into a single data holder the following text:

*My Name is Fred Jones of ABC Co.*

In the database the first and last names are stored in fields “FirstName” and “LastName” and the company name is from the user information. First we make sure that the “Current Assignment” window is empty. The **Clear** button can be used to ensure this. Then with the cursor in this window, “My Name is ” is typed in (not the quotes and don’t forget the space after the s). Then the “FirstName” field is found in the **From Database** pulldown. If it is already showing, just click the **Add** button alongside. If not it will automatically be added when it is selected. The “Current Assignment” window will now show:

*My Name is «FirstName»*


A space is then entered and the “LastName” selected in the pulldown. The word “of” is typed in surrounded by spaces. Finally the company name is added by clicking on the **Add** button along side the **From User Information** pulldown. If it is not showing, selecting it will automatically add it to the window. The final result is:


*My Name is «FirstName» «LastName» of «Company»*


the «» indicate the data comes from the database and the <> from the user information. This line can be edited at any time as a normal line of text. (For example, the “of” could be changed to “from”.) However you cannot change the data inside the special markers, except to delete it. Positioning the entry cursor within a special field and typing a character or pressing **Delete** or **Backspace** will result in the field name being removed. Field names can be inserted wherever the insert cursor is located, by selecting a field name from the pulldowns or pressing **Add**. If the cursor is inside a special field when this is done the field will be deleted.


This field concatenation capability is a very useful feature. One obvious use is to join first and last names correctly regardless of how many letters in the first name, as in the example above. There are other uses. For example, you can use it in a bar code to precede or append (or both) variable data with fixed data. This allows site codes or other fixed data to be created. Other uses will become apparent.


When assigning text to a text box, the dialog will also include a set of formatting buttons. These buttons will not be present when assigned text to other types of rectangles. The formatting buttons insert special character sequences in the text where you want the formatting to change. The buttons and there function are shown in this table.

 **Start Bold** – displays as <b> - characters after this will be displayed bold

 **Stop Bold** – displays as </b> - characters after this will be displayed in normal weight

 **Start Italic** – displays as <i> - characters after this will be displayed in italic

 **Stop Italic** – displays as </i> - characters after this will be displayed in normal form

 **Start Underline** – displays as <u> - characters after this will be displayed underlined



**Stop Underline** – displays as </u> - characters after this will be displayed not underlined



**Increase Font Size** - displays as <L> Characters after this will be displayed 1 point size larger. This format control can be repeated for greater font size increase.



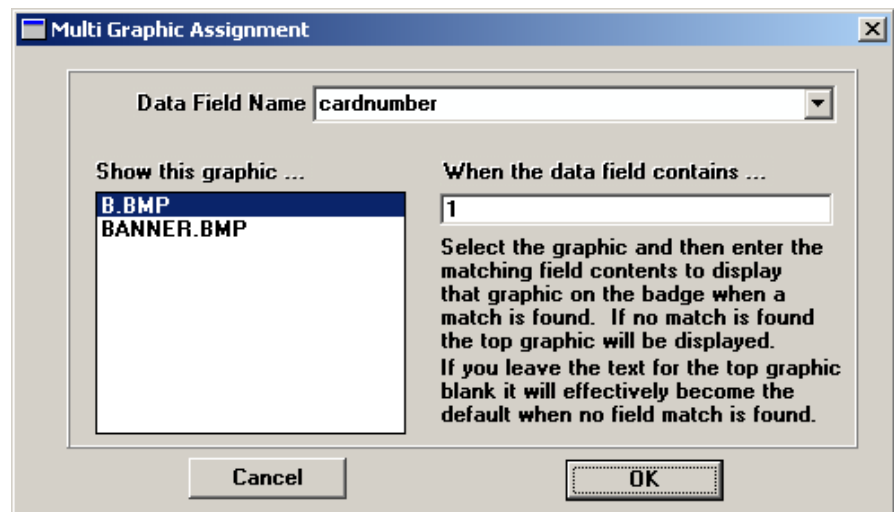
**Decrease Font Size** - displays as <S> Characters after this will be displayed 1 point size smaller. This format control can be repeated for greater font size decrease.

To insert a format control change, position the cursor at the point in the text where the change should occur and click the desired button.

## Assigning Data to a Multi Bitmap Field

**Note:** Not all versions have the Multi Bitmap Feature.

To assign data to a Multi Bitmap holder, click on the desired rectangle with the **left** mouse button and complete the pop-up dialog which appears.



The process of assigning multi bitmap data to the holder requires you to match data from a field in the database to the pre-defined bitmap graphics. The suggested steps for assigning data are as follows:

1. In the **Date Field Name** drop down menu, select the database field that contains the data you wish to use to determine the graphic to display
2. In the **Show this graphic ...** list, select the graphic that you wish to enter criteria for showing
3. In the **When the data field contains ...** text box, enter the data which, when matched, causes the selected bitmap to appear.

Repeat this process for as many graphics as are in the list. If you leave the **When the data field contains ...** box blank for the top graphic entry, that graphic will effectively become the default. As such, it will be displayed on the badge any time the data in the selected database field matches none of the entered criteria.

---

### NOTE

The use of the Multi Bitmap function can be made even more powerful when

combined with the use of the Data Presets. The presets can be defined whenever a Badge Database is open by going to **Configuration – Set Data Entry Control**. For more information on how this is done, see "Setting the Auto Fill In, Locked, Hidden, Alarm and Preset Fields" on page 120.

---

### ***Completing the Assignments***


When a field assignment is completed for a data holder, the **OK** button is pressed to complete the operation. When all the assignments are complete for the template, they are saved by clicking on the **Save** button. A dialog will appear asking for a name for the template. It will initially offer the name of the **.CTM** file it came from. You can accept this or enter a name of your own. It is recommended that a more meaningful name be assigned. The name can be anything you like and can include spaces.

If more than one template has been assigned to the database, the above assignment operation is repeated for each one. When the last one is completed the database creation process will continue and the new database will be opened.

A **Cancel** button is also available if you wish to abandon the database definition at this stage. Because so much effort has gone into its development to this point, a pop-up dialog will request that you confirm the cancel.

## **Renaming Photo Holders**

It is only necessary to perform this step if you have included one or more templates in your database which will have multiple photos on them. The steps are as follows:

1. Temporarily create a badge by selecting **Edit, New Badge** and enter some data. Assign to it the first template which will have multiple (different) photos
2. Select **File, Revise Current Badge Design** to bring up the template design
3. Click on the photo holder rectangle which is to hold a photograph other than the **Main Photo** using the **Left** mouse button and press the  design toolbar button
4. In the **Photo Options** area under **Photo Holder Name:** type in a new name for this holder, then click on **OK**
5. Repeat steps 3 and 4 for any other photo holders in the layout you wish to rename
6. Select **Design, Close** from the menu. In the dialog which appears leave **Overwrite the original design** selected and click **OK** to store your changes

To name photo holders on other layouts, reassign the template to the badge temporarily entered in step 1, and then repeat steps 2 onward. In step 4 you will see a list of names already entered for the other templates. You can select one of these or enter a new name as you wish.

When you are finished, delete the temporary badge created in step 1.

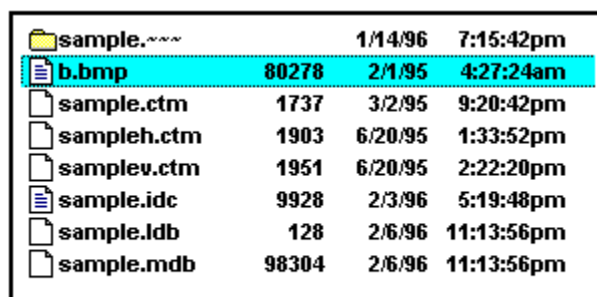
## Backing up and Canceling

During the earlier steps of database creation, the dialogs include a **Back<** button which will move you backwards to the previous step. All dialogs have a **Cancel** button available to terminate the operation without actually creating the badge database.

---

## Database Organization

When you save a database, several files and a directory are created. For example, if you save your database with the name “**IDCARDS**”, a file called **IDCARDS.IDC** is created. In addition, one or two files with the same name but a different extension will be created for the database itself. The number of files and the extension will vary depending upon the database format chosen. The directory of the files will depend upon how the ODBC Data Source was set up. Generally this will be the same directory as the **.IDC** file, but it does not have to be. This diagram shows a typical directory structure for an MS Access database.



sample.~~~		1/14/96	7:15:42pm
b.bmp	80278	2/1/95	4:27:24am
sample.ctm	1737	3/2/95	9:20:42pm
sampleh.ctm	1903	6/20/95	1:33:52pm
samplev.ctm	1951	6/20/95	2:22:20pm
sample.idc	9928	2/3/96	5:19:48pm
sample.ldb	128	2/6/96	11:13:56pm
sample.mdb	98304	2/6/96	11:13:56pm

Directory of Typical Database



Directory Structure

In Access, the tables are all stored in a database file. This is different from Paradox, dBase and FoxPro, where each table is a file and the directory they are stored in is the database. In the above example, the **.MDB** is the database and the **.LDB** is a database helper file. A sub-directory is created in the directory where database files are stored, to contain the photograph files assigned to the **Main Photo** holder. This will have the distinctive name of **IDCARDS.~~~** in this example, where the first part is the same as the name given the **.IDC** file. Photos assigned to holders other than **Main Photo** are stored in subdirectories within this directory. For example, all photos assigned to the first holder to be renamed will be stored in subdirectory **IDCARDS.~~~\1\**. The names of all photographs on a particular badge will be the same. They are distinguished by the subdirectory they are in.

---

## Modifying An Existing Database

There are 6 ways in which an existing database can be modified. It is possible to perform the following operations:

1. Revise Database Fields
2. Revise the layout of the badge
3. Revise the field assignments of the badge
4. Assign the badge data to a different badge template
5. Change the compression method



6. Modify the numeric fields parameters
7. Change, add and delete field name aliases
8. Set the fields to be included in Auto Fill In
9. Set the fields which are to be locked during data entry

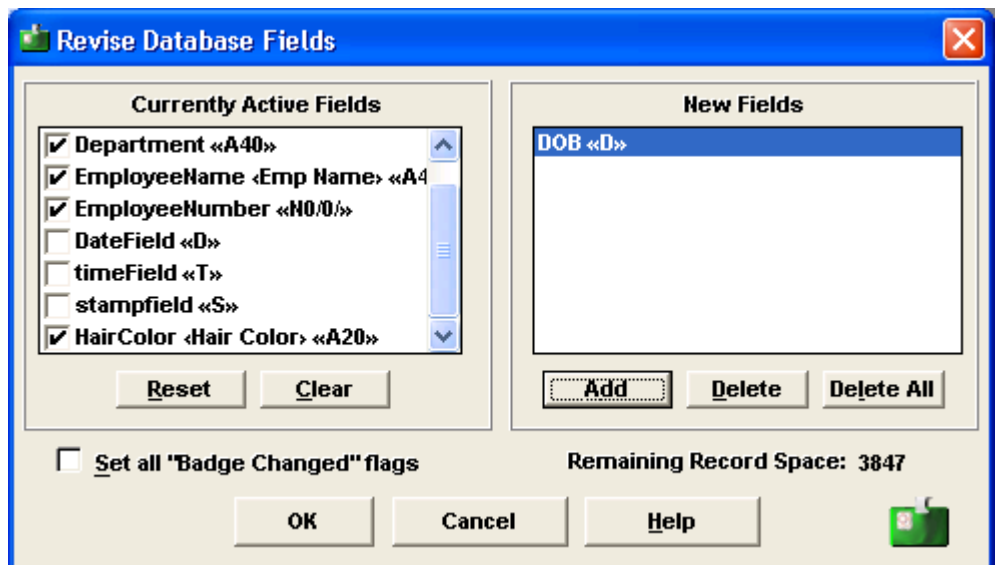
## Database Redefinition

### *Changing the Field Definitions*

There may come a time when you need to change the definition of an existing database. For example, you may need to add or delete a field. You can only access this feature if you have the correct security level. Check the **Security** chapter for more information.

You will also need to use this command to convert an earlier database with only one assigned template to a multiple template database.

To start the process click on the **File, Database Management, Revise Database Fields** menu item and the following dialog will display:



### *Currently Active Fields*

The left table of the dialog contains the data fields currently in the database. You can select which fields you wish to be active by setting the check marks accordingly. You must have at least one checked, unless you have added one or more fields in the **New Fields** box.

Note that the unchecked fields are not removed from the database, so no data will be lost in unchecking them. They can be made active at any time in the future. However, bear in mind that no data will be entered into those inactive fields in the interim.

The **Reset** button will set the checks back to the original setting when the dialog was opened, and the **Clear** button will uncheck all boxes.

## ***Adding New Fields***

If the new database has room, you can add new fields by clicking on the **Add** button. A dialog will pop-up to allow you to define a field name, add an optional field name alias and indicate its properties. For more information on this see “Entering The Database Fields” on page 97. Click on **OK** to enter the new field. The ID badge software will notice if you try to add a field name which already exists and display a message asking you to create a unique name.

A new field can be deleted by highlighting in the right-hand table and clicking on the **Delete** button. You can also delete all new fields by clicking the **Delete All** button.

The underlying syntax of ODBC (SQL) uses a number of reserved words which cannot be used as field names. These include such words as "LIKE", "INTEGER" and "DOUBLE". If you attempt to use a reserved word the program will alert you and require you to enter a different name. In general, use names which mean something specific to your database like "FirstName" or "PhoneNo" and no conflict will occur. You can use Field Name Aliases to display field names in the program of any content if the real field name is not what is desired.

Note that the **OK** button will not become available until one of these 2 conditions has been met:

1. There is at least one field name checked in the left box
2. There are no fields checked in the left box, and at least one field in the right box.

This effectively means that the operation cannot continue unless at least one field is active, either an existing one or a new one.

Before pressing the OK button you might want to check the Set all “Badge Changed” flags box. This will mark the entire database as changed. The Changed flag is used to select upon, to allow only those badges which have changed (or not changed) since the last printing to be selected. For more information on this flag, see the **Badge Selection** section of the **Operation** chapter.

When you are satisfied with the field settings, click on **OK** to continue the process. The operation will proceed, with a bar graph to show its progress. It may be necessary to copy over the database (but not the photographs) to modify the field structure. The resulting database (or in ODBC terminology, table) files will have a number added to them to indicate that a revision has taken place. For example, the sample database files will be called SAMPLE1.DB and SAMPLE1.PX after the first revision. Note that the SAMPLE.IDC file does NOT change name, nor do the photographs or the sub-directories they are stored in. Not all database types require this copying process and in this case the names will all remain the same.

## ***Reassigning the Fields***

When revision is complete, the **Field Assignments** dialog will open to allow you to assign any data holders to new fields, or reassign rectangles which were assigned to fields which have now been deleted. Each template associated with the database will appear in turn until all have had their fields reassigned. For more information see “Database Field Assignments” on page 104. When the reassignment is complete, click on **Save**, or click on **Cancel** to leave the assignments unchanged. Remember that if you click on **Cancel**, any data holders which were assigned to fields that no longer exist will have no data in them. Also any data entered into new fields will not appear on the badge.

---

### WARNING

Any time a major change to a database is contemplated, it is wise and prudent to back-up your computer hard disk before proceeding.

---

## ***User Information***

User information will be copied without modification during the field revision. You can change it once revision is completed by clicking on **Configuration, User Information**, see the **Configuration** chapter under **Setting the User Information** for more details.

## ***Changing The Badge Design***

The badge template will be copied without change to the revised database. If you wish to change it, wait until revision is complete. You can then use the various tools for changing the badge design. See “Changing the Badge Design” on page 111 and “Reassigning A Badge Template” on page 115 for details.

## ***Converting an Earlier Database***

Databases created prior to version 1.90 only allowed one template per database. To convert to a multiple template database, move all the fields over by using the **All>>** button. If you wish, you can add or remove fields at time also. The program is aware that you are converting an old style database, and therefore the **OK** button will become available as soon as you move all the old fields over, even if you have not added or deleted any fields.

You may wish to check the **Set all “Badge Changed” flags** box so that all badges will be marked as changed. When conversion is complete you will be able to use the **Change Database Templates** command (see “Reassigning A Badge Template” on page 115) to add templates and reassign data to them.

You only need to convert an older-style single template database if you need the multiple template feature, or want to use the **Changed** field for selection purposes.

Read the warning above before converting your database, it is important!

## **Changing the Badge Design**

The physical appearance of the badge currently displayed can be changed by selecting **File, Revise Current Badge Design**. All badges with the same template assignment will also be changed. Selecting this menu item will bring up the badge template design window in which all design parameters are available.

### ***Display Modes***

Buttons on the toolbar allow the badge design to displayed in one of three ways. These are **Design**, **Assignment** and **Actual**.

The 2 toolbar buttons which control the display are:



Which switch between **Design** and **Assign** modes. This functionality is only available when the **Actual** mode button is **not** depressed.

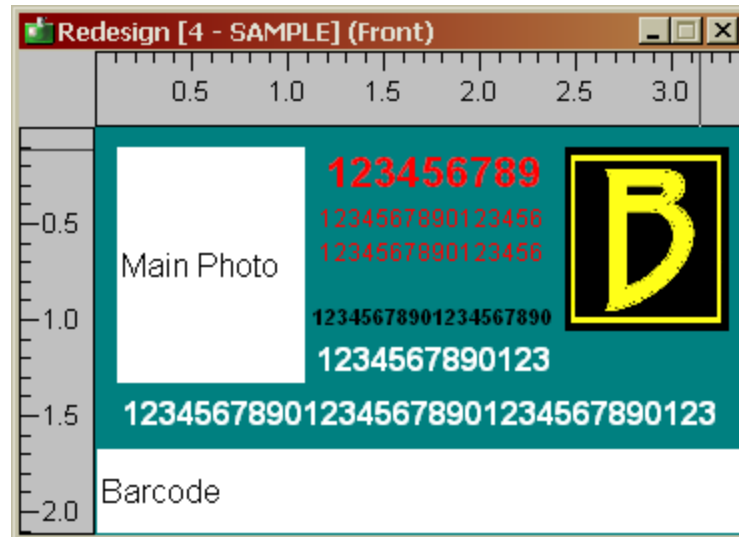


When depressed, the display is switched to **Actual** mode. It is only available if a database is currently open and at least one badge is selected.

In all modes the rectangles can be deleted, created, resized and repositioned, as well as having their database assignments and content formats changed. For more information on template design see “Badge Template Design” on page 53.

### ***Design Mode Display***

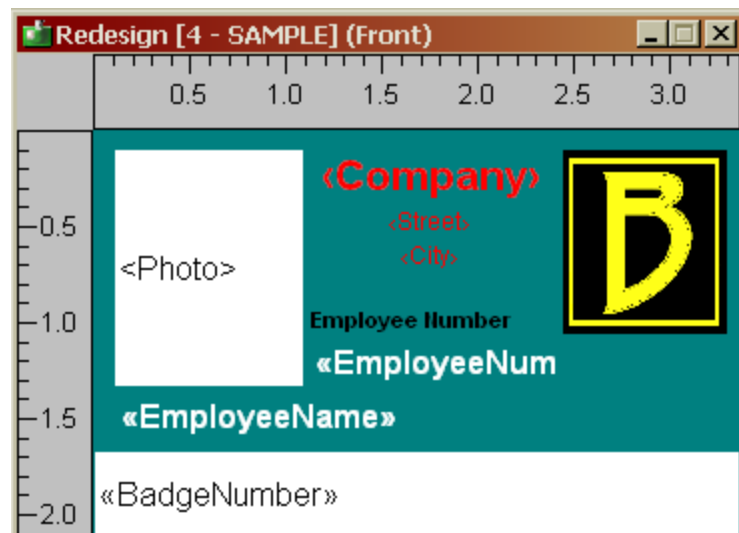
When the display is in this mode it will look similar to this.



This is the **Design** mode and rectangles are filled with numbers to indicate the number of characters and lines each rectangle will display. Other rectangles will indicate their content type.

### ***Assignment Mode Display***

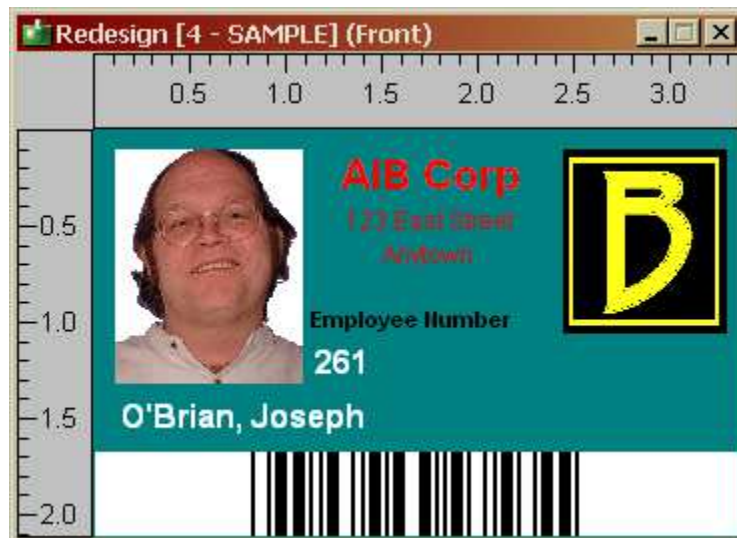
When the display is in this mode it will look similar to this.



The is **Assignment** mode and the rectangles which can have fields or fixed data assigned to them will display the fields or fixed data.


## Actual Mode Display

When the display is in this mode it will look similar to this.




All rectangles will be filled in the with data from the currently selected badge in the database.

## Changing Rectangle Parameters

The **Rectangle Parameters** dialog can be displayed in either of two ways. Either **left** click the rectangle you which to revise and then click the  toolbar button, OR you can **right** click the rectangle and select **Edit Rectangle Parameters** from the pop-up menu. It does not matter which display mode the badge design is currently being displayed in.

## Redefining Badge Field Assignments

New or revised database fields can be assigned to the various rectangles present in the currently displayed badge.

Either **left** click the rectangle you which to revise and then click the  toolbar button, or **Right** click the rectangle to be changed and select **Edit Field Assignments** from the pop-up menu. This will bring up a dialog where the assignments can be performed. Assignments for all badges using that template will also be changed.


Note that all rectangles can have field assignments and for those the pop-up menu item will be grayed out.

It does not matter which display mode the badge design is currently being displayed in.

More information on field assigning can be found under "Database Field Assignments" on page 104.

## Redefining the Multi-Bitmap Settings

If you have a rectangle defined as a Multi-bitmap type, then you can bring up the dialog to manage the feature by either **left** clicking the rectangle you which to revise

and then clicking the  toolbar button, or **right** clicking the multi-bitmap rectangle and selecting **Edit Multi-Bitmap Settings**. A dialog will display which allows the changes to be made.

For more information on this please see “Assigning Data to a Multi Bitmap Field” on page 106

## Completing The Changes

When the revision is complete you may update your database by clicking on the **Design, Close** menu selection. A dialog will appear like this:



To save the changes and overwrite the original design, make sure **Overwrite the original design** is selected and click **OK**.

If you want to discard the changes, select **Discard design changes** and click **OK**.

If you would like to add the design to the database but keep the original design, select **Add to database as a new design**. For this option, you also make the current badge use the new design if you check **Set current badge to this new design** before clicking **OK**.

If you want to return to the design process, click **Cancel**.

As well as (or instead of) updating the database, you may save the modified badge design as a badge template by clicking on the **Design, Export Design As** menu item. This will bring up a standard file dialog in which you can select a new badge template name.

## Adding a New Badge Design

There are 2 ways to add a new badge design to an open database, one which allows you to create a design "on-the-fly" and the other which imports a design from a template (.ctm) file.

### *When no suitable template file exists*

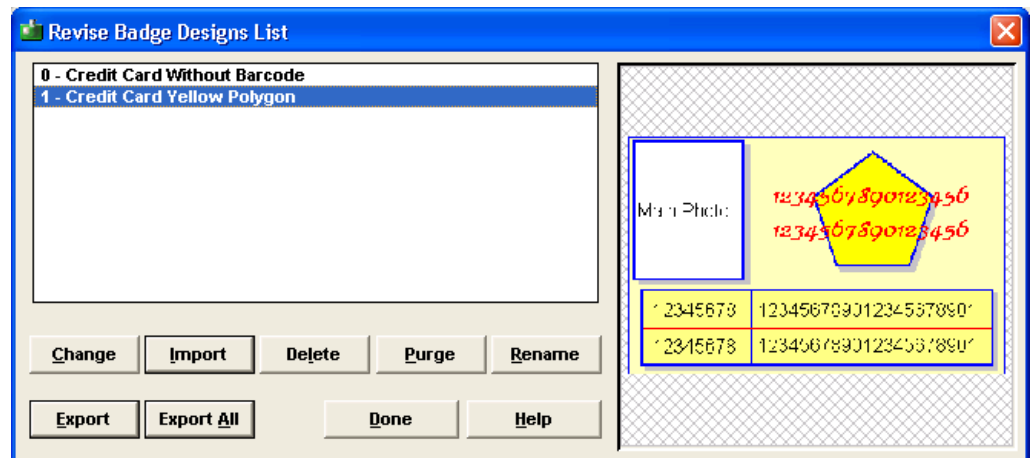
If you want to add a new badge design to a database and know that a suitable template does not already exist in a .CTM file, then a design can be created “on-the-fly” and added directly to the database. From the menu system select **File, Add**

**New Badge Design.** The select either a standard badge size or create a custom size. More information on this can be found at "Badge Size" on page 58.

Design your new badge as described in "Badge Template Design" on page 53. when complete, select **Design, Close** and select to save the changes. Enter a design name. You will then be asked if you want to make the current badge use this new design. Click **Yes** or **No** as appropriate. Then assign data to the design as described in "Reassigning A Badge Template" on page 115.

### ***When a suitable template file exists***

When you know a suitable design exists in a .CTM file, select **File, Manage Badge Designs** from the menu. A dialog like this will appear:



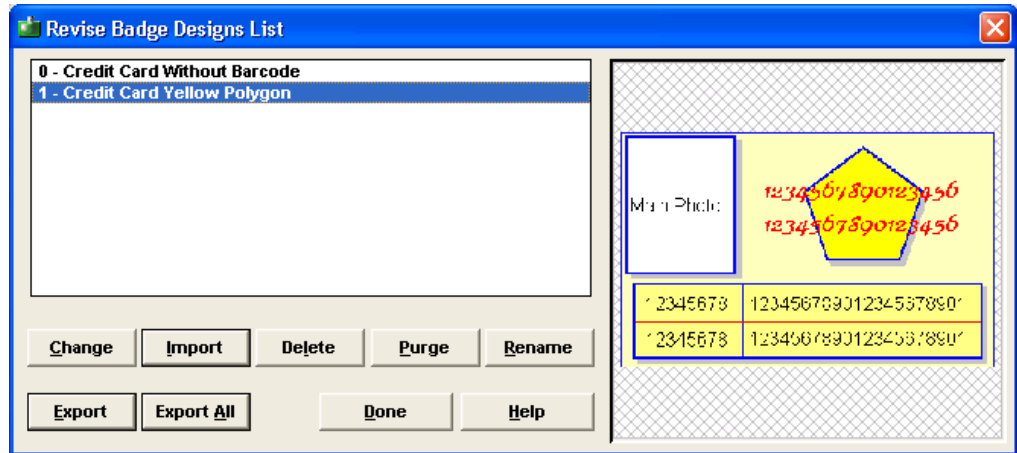
Select **Import** and find the desired .CTM template file. Give it a suitable name and it will then appear in the list. Click **Done** to complete the addition. You can assign the design to a badge for an individual by finding that person's badge and revising the record to use the newly added design.

## **Reassigning A Badge Template**

As an alternate to redefining a badge design within the database, you may add, change, rename, purge, and export designs assigned to the database. This is done by selecting **File, Manage Badge Designs** from the menu.

Designs assigned to the database are given a number starting with zero. The number zero design is the default assigned automatically to each new badge. It needs re-emphasizing the difference between templates assigned to a database and template files. When you assign a template file to a database template number, a "snapshot" of the design in the file is taken and stored in the database. No subsequent modification of the template file will have any effect on the template appearance within the database. If you do change the file and want to update the snapshot in the database then you will need to reassign the template number to the file again to take a new snapshot. This is detailed below. Conversely, if you change the appearance of the template number within the database with the **Revise Current Badge Design** feature, this will not change the original template file, unless you save the revision at the time of change with the **Design , Export Design As** button and over-write the original template file.

If you are adding to a multiple template database a pop-up dialog will appear similar to this:



A list is displayed of currently available template numbers and the name assigned to them. To retrieve a different **.CTM** file layout for an existing template number, simply highlight the desired line and click on **Change**. A standard file dialog will appear from which you can select the desired template file. If you wish to add an additional template to the list of available templates, click on **Add**. The same template file dialog will appear and you can select the desired template. Either way, a standard file selection dialog will appear to allow you to select the template file to assign. There is nothing to stop you taking snapshots of the same template file several times for different template numbers. You could later make minor adjustments to one and not the other if you wish.

The ID badge software will then take you to the assignment pop-up so that you can select which data fields to assign the data holder rectangles. (If an older style single template database is being revised, the assignment dialog will appear directly. Review the section “Database Field Assignments” on page 104 for more information.)

A template can be deleted from the database by highlighting it and pressing the **Delete** button. The program will only delete the template from the database if it meets all the following:

1. It is not in use on a badge
2. It is not assigned as the Dossier template
3. It is not the default template (numbered 0)

Remember, this only deletes the template which is stored internally to the specific database. It does not delete the **.CTM** file from which the template was originally loaded into the database.

The dialog also contains a **Purge** button. This will remove from the database any templates which are not currently assigned to at least one badge. (If a dossier template has been defined, this will not be deleted, even if the display is not currently in Dossier Mode. For more information on dossiers see **Using the Dossier Feature** in the **Operation** and **Setting the Dossier Template** in the **Configuration** chapter. This operation can take a little time as the use of each template must be checked. A gauge shows the progress of the operation.

The **Rename** button can be used to give the currently selected template a new name. The names do not have to be unique but it is best to make them so, to avoid confusion.

It is also possible from this dialog to **Export** a single design to a **.CTM** file, or **Export All** designs to **.CTM** files. The export a single design, select it in the main



window and click **Export**. Then indicate the location and file name for the **.CTM** file. To export all the designs click the **Export All** button and then select the folder to save the **.CTM** files to. The files will be given the same name as appears in the listing window, including the number, so that designs with the same name can be distinguished. Note that any **.CTM** files already existing in the selected folder will be overwritten.

### ***Which Method To Select***

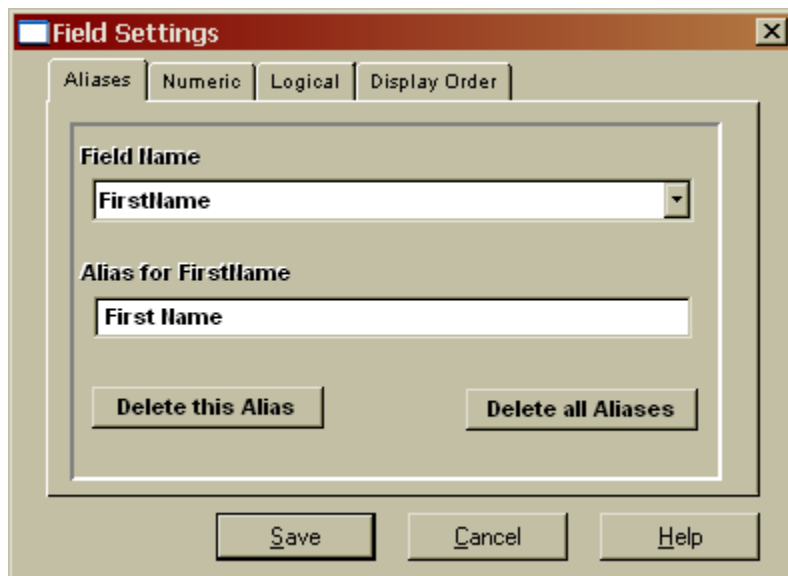
You can use whichever method you wish to revise the database design. Generally though, you will use the “Revise The Badge Layout/Redefine Badge Field Assignments” combination to make minor changes and the “Reassigning a Badge Template” method when more drastic revision is required.

## **Modify Field Settings**

When you need to make changes to the details of the fields in the currently open database, select **File, Database Management, Modify Field Settings**. A dialog will open with multiple tabs to allow changes to the fields as follows. This menu item is only available in **Supervisor** level and above.

### ***Changing, Adding and Deleting Field Name Aliases***

When a database is created, field names can optionally have aliases assigned to them. It is sometimes desirable to change add or delete these aliases. The tab item **Aliases** allows this to be done. When selected, a dialog like this will appear:



The **Field Name** pull-down box displays all the real field names present in the database. Once selected, the associated Alias for the field is shown in the box below. This name can then be edited or deleted as required. To quickly delete the alias, click on the **Delete this Alias** button. All aliases can be deleted by clicking on the **Delete all Aliases** button.

The changes made in this dialog are not applied to the database until the **Save** button is pressed. If the changes made are to be abandoned, press the **Cancel** button.

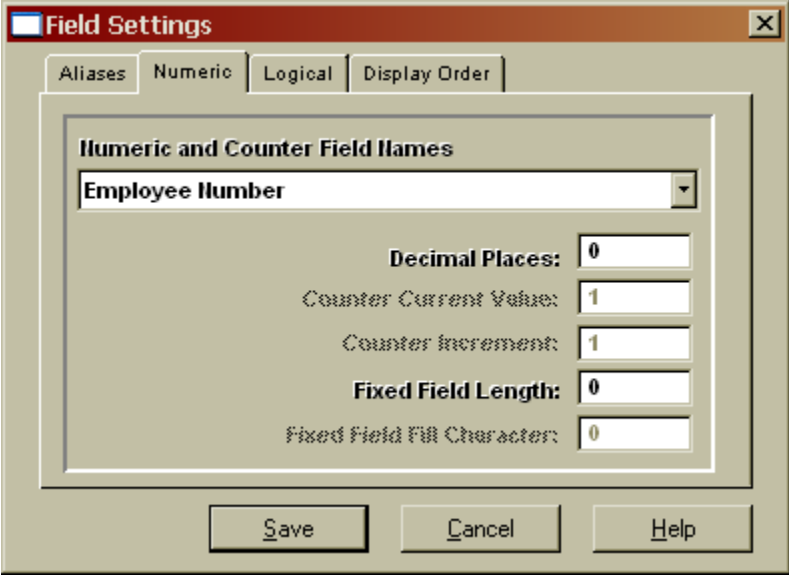
An alias can contain any text desired, up to 30 characters long. However the first character cannot be a space and all aliases must be unique.

### ***Modifying Numeric Field Characteristics***

If a database has numeric or counter fields in it, it may become necessary at some point to modify their parameters. The tab selection **Numeric** is provided for this purpose.

If you select this option and the current database does not contain any such fields, the drop-down box will inform you of this.

Otherwise, the dialog will appear similar to this:

The image shows a 'Field Settings' dialog box with a red title bar and a close button. It has four tabs: 'Aliases', 'Numeric', 'Logical', and 'Display Order'. The 'Numeric' tab is selected. Inside the dialog, there is a section titled 'Numeric and Counter Field Names' containing a pull-down menu with 'Employee Number' selected. Below this are five input fields: 'Decimal Places' (0), 'Counter Current Value' (1), 'Counter Increment' (1), 'Fixed Field Length' (0), and 'Fixed Field Fill Character' (0). At the bottom are 'Save', 'Cancel', and 'Help' buttons.

All numeric and counter fields will be available in the pull-down entry box. To modify the parameters associated with a field, select the field and change the values as required. For information on the meaning and availability of the parameters see “Entering The Database Fields” on page 97.

### ***Modifying Logical Field Characteristics***

If a database has logical fields in it, it may become necessary at some point to modify their parameters. The tab selection **Logical** is provided for this purpose.

If you select this option and the current database does not contain any such fields, the **Logical Field Names** box will inform you of this.

Otherwise, the dialog will appear similar to this:

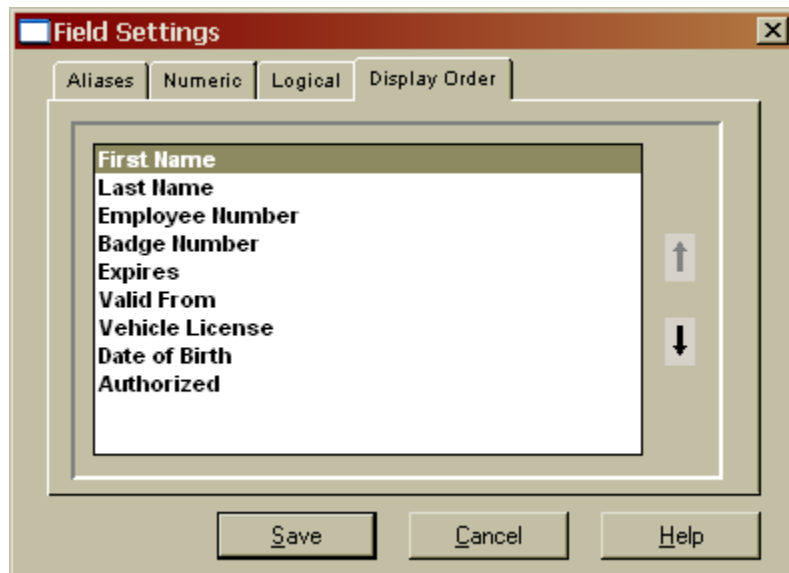


All logical fields will be available in the pull-down entry box. To modify the parameters associated with a field, select the field and change the values as required. For information on the meaning and availability of the parameters see “Entering The Database Fields” on page 97.

### ***Setting the Field Display Order***

When using the **Badge Data Entry** or the **Sort Order** dialogs, the order of the fields is determined by the order of their creation when the database was made. This order may not be the most desirable and the **Logical** tab selection is provided to allow you to change this order.

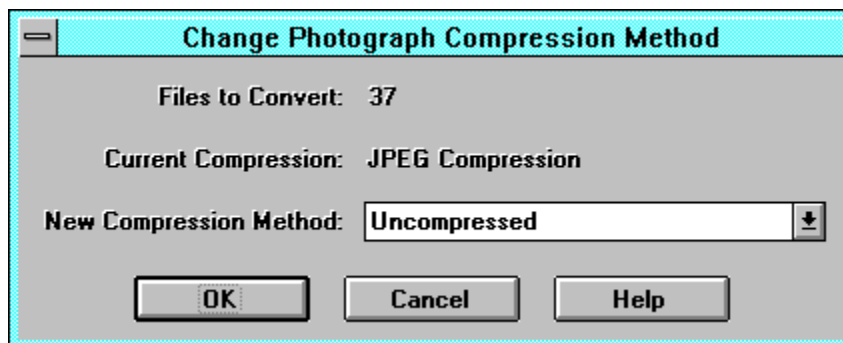
The dialog will appear similar to this:



To change the position of a field, select it to make it highlighted, then use the up and down arrows to move it to the desired position.

## Changing Compression Method

If your database contains photographs, the files can be compressed to save disk space. When the database was created a compression method was possibly selected. Compression has its “pros and cons” and the situation might arise where you wish to change the compression method. This is done by selecting **File, Database Management, Change Compression Method** from the menu. This menu option will not be available if you have elected to save the images directly in the database. A dialog similar to this will appear:



The number of photograph files to be converted along with the current type of compression is displayed. A pull-down menu is available to define the new compression method. When the desired method is selected, click on **OK** to continue. Click on **Cancel** to abandon the operation. Before the files are processed, the amount of disk space available is checked. This is particularly important when converting to a format where the files occupy more space than in the old format. If there is not enough space, you will be notified and the operation will not be allowed to proceed. As the operation proceeds, each file is converted and the original deleted. As a result, it is NOT necessary to have enough disk space to hold all the old and new files simultaneously.

If a significant number of files are to be converted, this operation could take a long time. Once the conversion is started it cannot be interrupted, so make sure that you wish to occupy the computer for this long before starting the operation.

---

### WARNING

Any time a major change to a database is contemplated, it is wise and prudent to back-up your computer hard disk before proceeding.

---

## Setting the Auto Fill In, Locked, Hidden, Alarm and Preset Fields

**Note:** not all of the functionality described below is available in all versions.

In **Supervisor** mode and with a database open, the **Set Data Entry Control** command in the **Configuration** menu will be available. A dialog like the one below will be displayed:

Data Entry Control Settings					
Field Names	Auto Fill In	Field Lock	Hide	Alarm	Preset
BadgeNumber:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Set
Department:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/> Set
EmployeeName:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Set
EmployeeNumber:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Set
City:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Set
Town:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Set
Phone:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Set
Expiry Date:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Fax:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/> Set
Cell:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/> Set
<div> <input type="button" value="Clear All"/> <input type="button" value="Clear All"/> <input type="button" value="Clear All"/> <input type="button" value="Clear All"/> <input type="button" value="Clear All"/> </div>					
<div> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </div>					

Some versions of the program will have something similar to the following dialog:

Data Entry Control Settings		
Field Names	Auto Fill In	Field Lock
FirstName:	<input type="checkbox"/>	<input type="checkbox"/>
LastName:	<input type="checkbox"/>	<input type="checkbox"/>
Department:	<input type="checkbox"/>	<input type="checkbox"/>
BadgeNo:	<input type="checkbox"/>	<input type="checkbox"/>
DOB:	<input type="checkbox"/>	<input type="checkbox"/>
IssuedDate:	<input type="checkbox"/>	<input type="checkbox"/>
StartingTime:	<input type="checkbox"/>	<input type="checkbox"/>
BloodGroup:	<input type="checkbox"/>	<input type="checkbox"/>
VehicleTag:	<input type="checkbox"/>	<input type="checkbox"/>
HireDate:	<input type="checkbox"/>	<input type="checkbox"/>
<div> <input type="button" value="Clear All"/> <input type="button" value="Clear All"/> </div>		
<div> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </div>		

### ***Auto fill In***

When a field has its check box checked in the **Auto Fill In** column, this field will be included in the **Auto Fill In** operation, if that feature is being used. For more information see the **Using the Auto Fill In Feature** in the **Operation** chapter.

### ***Field Lock***

If a field has its **Field Lock** check box checked, then data entry will not be permitted in this field when the program is in **Normal Mode**. In **Supervisory Mode** or above, this setting is ignored. A locked field disallows adding or changing data when in **Normal Mode**. A particular use for this feature is when attaching is

done to a foreign database and certain fields are not to be altered by the badging program.

### ***Hidden***

**Note:** not available in all versions.

If a field is marked as **Hidden** then the contents of that field will not be displayed when editing the data for an existing badge, when the program is in **Normal Mode** or lower. Note that this does not prevent information from being seen if it is normally visible on the badge. It just prevents the data from being viewed in the edit pull-down. This feature allows sensitive data to be stored in a record by a supervisor without it being visible to other users.

### ***Alarm***

**Note:** not available in all versions.

If a field has its **Alarm** checkbox checked, then the associated field is checked against the current time, date or date and time, as appropriate for the field date type. If the current time or date is past the entered value then an alarm window will display just prior to the associated badge being displayed. Only **Time**, **Date** or **Timestamp** fields have a check box.

For **Time** fields the alarm box will appear every day the badge is displayed and the current time is past the entered value. For **Date** fields the alarm box will show when the current date is past the entered value. For **Timestamp** fields the alarm box will show when the current date and time is past the entered data.

### ***Preset***

**Note:** not available in all versions.

When a field is marked to use presets the user will only be able to select from a predefined list of entries. This feature is used to establish this preset list of entries. Only alphanumeric and numeric fields can have presets. Date, Time, Timestamp and Counter fields are precluded.

If you select a field to use presets and no entries have been put in the associated list, then a dialog will open to allow you to enter them. If entries already exist they can be modified by pressing the associated **Set** button. In either case a dialog like this will appear:



Enter new selections in the top field and press the **Add** button. To delete an entry, select it in the list and press the **Delete** button. All entries can be deleted by pressing the **Delete All** button.

The entries are stored and displayed in alphabetical order. If you are making preset entries for a numeric field, you will only be able to enter appropriate numbers and possibly a decimal point.

If you wish to permit an empty selection as a data entry, enter a single space for one of the entries.

Note that if you make changes to the list and press the **OK** button, they will be made even if you press **Cancel** on the subsequent dialog.

### ***Clear All***

The **Clear All** button at the bottom of each column can be used to clear all check marks in the column, set them all or reset them their original values. Each time the button is clicked its title will cycle through **Clear All**, **Set All** and **Reset**.

Because **Counter** fields are always automatically generated and cannot be changed, the **Auto Fill In** and **Field Lock** check boxes for these field types are always checked and cannot be unchecked.

Note that the lists of preset values will not be cleared, just whether or not they are used.

### ***Other Points***

If there are more than 10 fields in the database a vertical scroll bar will appear to allow all fields to be set.

The actual settings will not take effect until the **OK** button is pressed, so clicking on **Cancel** will cause all changes made to be discarded (except changes to preset entries lists).

---

## **Deleting A Database**

The ID badge software provides no internal mechanism to delete a database. This is quite intentional to reduce the possibility of destroying data accidentally. You can

delete badges from the database using the **Edit, Delete Selected** menu function, see **Deleting Selected Badges** in the **Operation** chapter.

To remove the database entirely you must use Windows™ **Explorer** to remove the files associated with the database. The names of the files will be the same as the database but the extensions will depend upon the type of file format used. The exact files associated with database will vary with database type. In some cases the database table may be inside another file, as is the case with MS Access files and the sample database. Extra care should be taken before deleting these files as other unrelated database tables may be contained within them. The sample database for V2.0 and later has these files:

- **SAMPLE.IDC** - the base file for the database
- **SAMPLE.MDB** - the MS Access database file
- **SAMPLE.LDB** - the MS Access index file

In addition, this directory contains a sub-directory called **SAMPLE.~~~** which contains all the photographs. Delete this sub-directory and the files listed above to remove the **SAMPLE** database.

If the database fields have been changed, some of the table names will have a revision number added to the end of the name part.

[You can also delete **SAMPLE.CTM**, the sample card template file, but this is not strictly part of the **SAMPLE** database.]

The directory structure for the **SAMPLE** database can be found in “Database Organization” on page 108.

---

## Attaching to an Existing Database

**Note:** not available in all versions.

As noted earlier, the database is stored in one of several industry-standard formats. Internally, the database table contains at least 5 fields. This is because every database contains a key field, a field for the associated photograph file name, a field for the **Changed** flag and a template number field. Databases also must contain 1 user field, arriving at the numbers just mentioned.

You can connect to a pre-existing foreign database assuming that the database is of a type supported by the program. It must fulfill the following requirements:

1. It must contain a numeric field as a record key and this should preferably be unique, although this is not mandatory.
2. It should contain an alphanumeric field which must be capable of storing at least 12 characters for the photo file name.
3. It should contain a numeric field for the badge template number.
4. It should contain an alphanumeric field for the badge changed flag.
5. It must contain at least one other numeric, date, time, timestamp or alphanumeric field to be used by this program. You can allow the Badging Program to use from 1 to 10 (an unlimited number if the Dossier option is active) of these fields. If the foreign database contains more fields than this, the data in them will not be changed by the Badging Program.



If the foreign database cannot comply with items 2, 3 and 4, then a separate table can be used for these fields. The program will create this table automatically and its name will be the same as the main table name plus a prefix of **BB\_**. The database environment must be set up to allow table creation when this approach is used.

The process for attaching to a foreign database is very similar to that used for creating a new one. The steps are as follows:

## Create a New .IDC File

Select the menu item **File, New Database**. When the wizard starts, check the **Use Expert Database Creation Screens** box and click **Next>**. Provide a new database name in the file dialog that appears. See "Providing a database name" on page 89 for more details.

## Creating a Data Source

Create a Data Source using the appropriate driver for the database type of the foreign database. Make sure the directory is set correctly to point to the location of the foreign database. For more information on this, see "Create a Data Source" on page 90

## Selecting the Foreign Table

Select the table name from the presented list. In this case it is important that you do select a name which exists in the list, as this represents the foreign database. Unless you knew the exact table name initially, it is likely the offered name is incorrect. Click on the correct name from the list before proceeding by pressing the **Next>** button.

## Setting Up the Database Fields

If the foreign database does not meet the requirements outlined above, then a warning message to that effect will appear and the attaching process will not be able to continue. Resolve the problem externally and try again.

The purpose of the dialog which appears next is to allow you to define the fields in the foreign database which are to be used by the Badging Program. The dialog looks something like this:

**Badge Table Creation Guide - Step 3**

**Instructions:**  
Complete the Required Fields table and transfer at least one of the Available Fields to the Attached Fields list.

**Index Field**  
Datakey Field: Datakey

**Required Fields**  
Create Separate Table: ☐ (If table does not have these fields)  
Photofile Field: PhotoFile  
Template Field: Template  
Changed Field: Changed

**Select Images Name Source**  
☐ Use A Random Name  
☒ Use This Uniquely Indexed Field: BadgeNumber

**User Fields**

Available		Attached
DateField	All>> >> << <<All	BadgeNumber
stampfield		Department
timeField		EmployeeName
		EmployeeNumber
		HairColor

Buttons: Help, Cancel, <Back, Next>

Towards the top, in the **Index Fields** section is a pull-down which allows you to select the field which uniquely identifies each record. This pull-down will only include fields of the correct type. It is your responsibility to ensure that this field is completed for every record and that the number is unique in each record.

The **Required Fields** section contains a check box and 3 pull-downs. If your table includes fields which can be used to store the photo filename, change flag and template number, then leave the box unchecked and select the fields as appropriate. Those fields which can be used for each of these 4 will appear in each pull-down. You must select each pull-down and make sure that a field name has been entered.

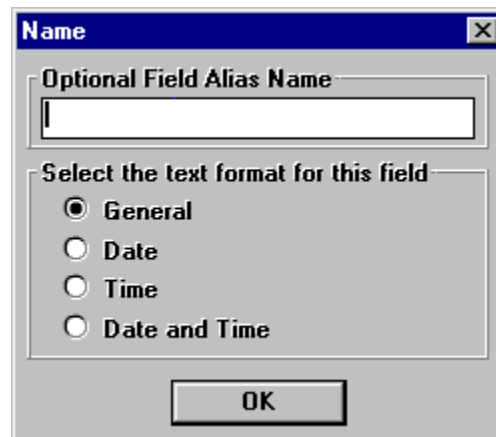
If your database table does not include suitable fields for all 3 of these purposes, then the program can create its own table to store this information in. If this is the case, check the check box and proceed to the next section. The program will automatically create this table, so you must ensure that database permissions allow this to happen. Also, any table already existing with the same name will be silently deleted. For this reason, reattaching to a foreign database which has already been attached to by this method, may result in loss of data related to photographs, etc. and template selections.

The next section determines how image file names are created. Leave **Use A Random Name** selected to use the normal method of name creation. If you want the name to be based upon the contents of one of the data fields then select **Use This Uniquely Indexed Field** and select the desired field. As the title suggests, the field must be indexed as unique. The dropdown will be populated with the **Datakey Field**, once it is chosen, plus any fields moved to the **Attached** list. However, these fields will only be placed in the dropdown if they are uniquely indexed. As the dropdown is populated as fields are attached, it is recommend that all fields be attached as required, then the image file source field be selected.

Note that if you create a badge and add photo to it before filling in the field used to supply the name, then a random name will be used instead. Also note that once the name is created by creating an image file, changing the contents of the source field will have no effect on the file name.

Below that are the **User Fields**, which can be attached by moving them to the **Attached Fields** column. This can be done one field at a time by highlighting the desired field and clicking on the **>>** button. Or you can highlight a selection of fields and then press the **>>** button. Alternatively all fields can be moved over by pressing the **All>>** button. (Note that if there are more fields than are allowed by your configuration of the Badging Program, then only up to that number will be moved over.)

As each field is moved over it is checked for type. If it is alphanumeric, a dialog will appear asking you to supply an optional field alias name and the type of data to be stored. The dialog looks like this:

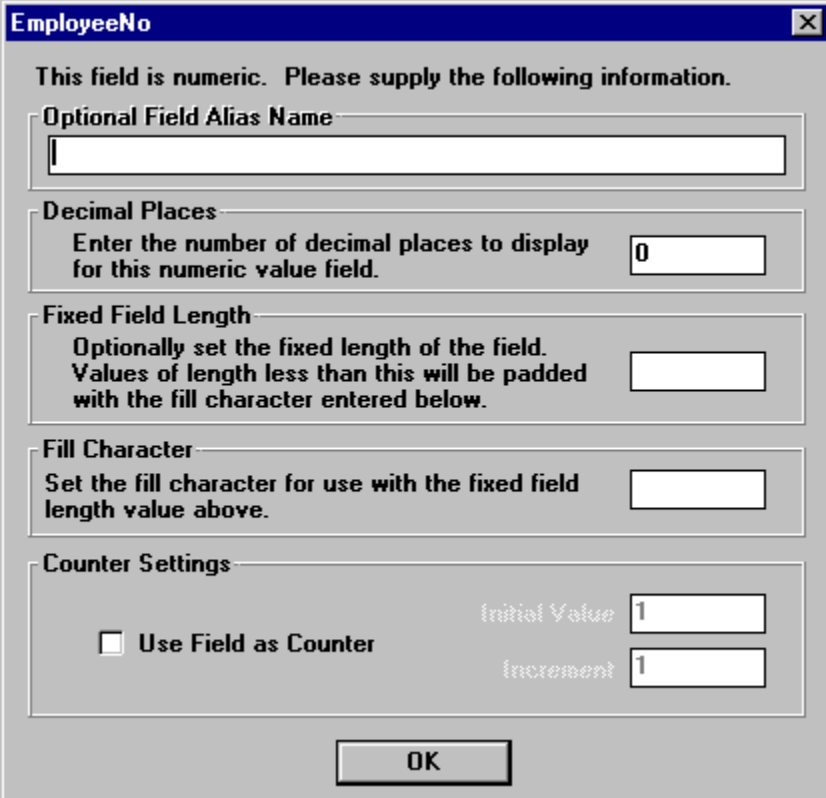


If you enter an alias name, this text will appear throughout the program where a field name is displayed. If one is not entered, the actual field name will be displayed. Each alias name entered must be unique. A pop-up dialog will warn if it is not.

You can decide the format for data stored in alphanumeric fields. However, if you select **TIME** format, it is your responsibility to ensure that the foreign database field contains only times in the appropriate formats. The same is true for **DATE** and **TIMESTAMP**.

If the foreign database contains field types already designated as intended only for date, time or timestamp information, the options are reduced. For date and time, you will not be offered any formatting options. For timestamp, you will be allowed to select **Date**, **Time** or **Timestamp** as the format, but not **General**. For more information on dates, times and timestamps see **Date, Time and Timestamp Fields** in the **Operation** chapter.

If the field is numeric, a dialog like this will appear:



**EmployeeNo** [X]

This field is numeric. Please supply the following information.

Optional Field Alias Name

Decimal Places  
Enter the number of decimal places to display for this numeric value field.

Fixed Field Length  
Optionally set the fixed length of the field. Values of length less than this will be padded with the fill character entered below.

Fill Character  
Set the fill character for use with the fixed field length value above.

Counter Settings

☐ Use Field as Counter

Initial Value

Increment

OK

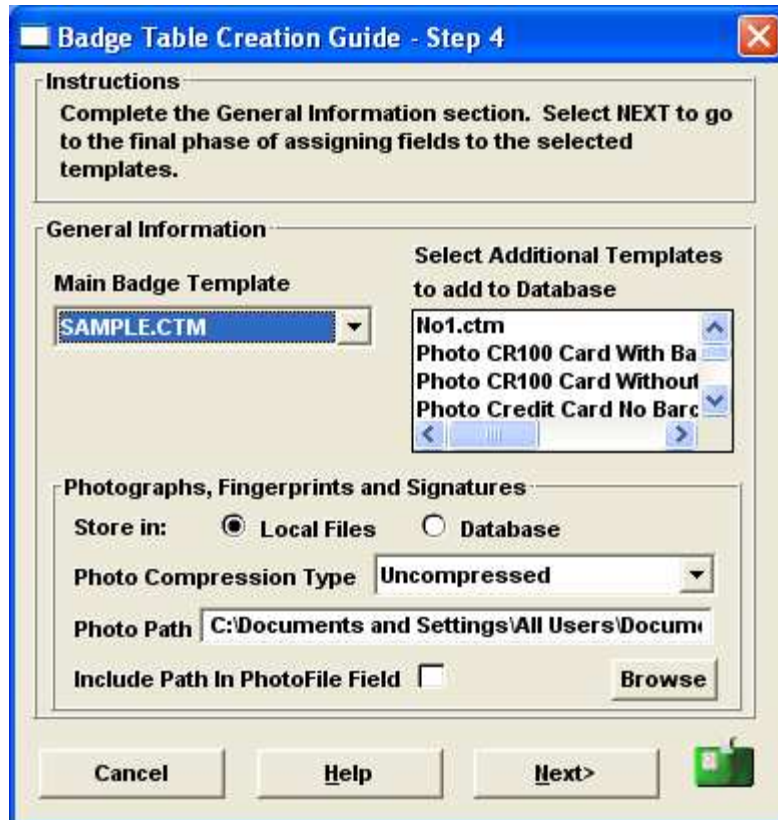
In this dialog an optional field name alias can be entered and the method of display for the numeric field defined in the title is established. Each alias name entered must be unique. A pop-up dialog will warn if it is not. The first box sets the number of decimal places to display. If the second is not set to zero, the value sets the fixed length of the field. When fixed length fields are used, the third box sets the fill character to be used to pad the display to the fixed length. For more information on fixed length fields and fill characters see “Entering The Database Fields” on page 97.

The **Next>** button will not be available until all 4 **Required Fields** have been completed and at least one field has been moved to the **Attached Fields** column.

If all fields are moved to the **Attached Fields** column, the attachment will not be considered “foreign” as the Badging Program has control over all the fields. As a result, all program operations will be available. However, if this is not the case, the Badging Program will not allow deletion of records as they contain fields which are not being managed by the Badging Program.

## Defining the Templates and Photo Compression Method

The next dialog provides the definition of the templates to use with the database and the type of photograph compression to use. In the **General Information** area select the desired main badge template, additional template names and desired photograph compression method.



### **Selecting A Badge Template**

Before a database can be defined you must have designed at least 1 badge template. If there are no templates available you will not be able to proceed with the database definition. For more information on selecting the templates, see “Selecting A Badge Template” on page 96.

### **Photographs, Fingerprints and Signatures**

This section of the dialog allows you to set up of images are stored and handled. If the database type you have selected supports storing these images directly in the database, then you can select the **Store in: Database** option and the remaining elements in the dialog section will become hidden.

If you want to store the images in files locally on your computer then select **Store in: Local Files**. The remaining elements in the dialog will become visible and can be completed as described next.

### **Selecting the Compressing Method**

You can select one of several compression methods for the photograph. For more information, see “Selecting the Compressing Method” on page 96.

## **Database Field Assignments**

The final phase involves assigning information from the database or user information area to the various data holders on the badge which can have data applied to them. For more information see “Database Field Assignments” on page 104.

When the last template has had its fields assigned, the attachment process continues to completion and the badge database will open.

## Photo Holder Renaming

If the templates used include some intended to display multiple (different) photographs, it will be necessary to rename those holders. For more information on this process see “Renaming Photo Holders” on page 107.

## Preventing Data Modification

The badging program can prevent the user from changing data it has access to in a number of ways. Only allowing the program to operate in **Browse Mode** will inherently prevent data modification. Alternatively the **Field Lock** feature can be used to specifically prevent data change or entry on any or all fields. For more information on field locking see “Field Lock” on page 121.

---

## Database Information

When a database is open the menu selection **File, Database Management, Database Information** will be available at all security levels.

When selected, a dialog appears providing the user with information on the currently open database. The dialog has 6 fields as follows.

### Badge Database Name

This is the name of the **.IDC** file you originally opened or created. It is shown with the full drive and directory path.

### Badge Table Name

This is the name of the table where the badge data is stored. The meaning of this name varies with database type. For example, in an MS Access this is the name of a table with the associated database **.MDB** file. For Paradox, dBase and FoxPro this is a file name in the database directory.

### Database Name

This is the name of the database where the table above is stored. This may be a file or a directory. In MS Access it is the name and path of the **.MDB** file. For Paradox, dBase and FoxPro it is the directory where the table file is stored.

### Photograph Directory

This is the directory where photos assigned to photo holder rectangles called “Main Photo” are stored. All photos assigned to photo holders named other than this are saved in numbered directories underneath this directory.

## Data Source Name

This is the ODBC data source name. It defines the ODBC driver to be used with the database and the location of the database itself. It is in the list of names presented to the user when the **ODBC32** icon is clicked in the Windows™ Control Panel. **Note:** not applicable to all versions.

## Database Driver Name


This displays the name of the underlying ODBC driver being used. It is a means of determining the type of database manager being used. **Note:** not applicable to all versions.


---

## Double-sided Badges

If this optional feature is available and the **Double-sided Badges** option is checked in the **Configuration** menu, then the operation of the program changes to permit both sides of the badge to be defined.

## Designing Template Files

When designing double sided templates, the  button controls which side of the badge is visible. When appearing as shown, the front of the badge is displayed.

When depressed it appears as  and the reverse of the badge is shown. To further emphasis which view is showing, the words **(Front)** and **(Back)** are displayed in the window title bar.

Full functionality is available for both the front and back of the badge. This means that any type of holder rectangle can be placed on either side without restriction. Also the background of the back does not have to be the same as the front.

Note however, that the overall shape and size of the front and back will **always** be the same.

## Using Templates with Databases


All templates can be used with either single or double sided databases. If the program is set to enable double-sided then the back will be available.

## Existing Templates Files

If you load a template created before the double-sided feature was available and the **Double-sided Badges** menu item is checked in **Configuration**, the back of the badge will be assigned the same characteristics as the background of the front of the badge. No data holders will be defined. You can of course edit the template and add holders as you wish.

## Existing Templates within Databases

Exactly the same situation applies to databases created before the double-sided feature was available. If double-sided is enabled, it will convert it to a double-sided database.

The  is used to display the front or back of the badge currently showing from the database, as described in "Designing Template Files" on page 131.

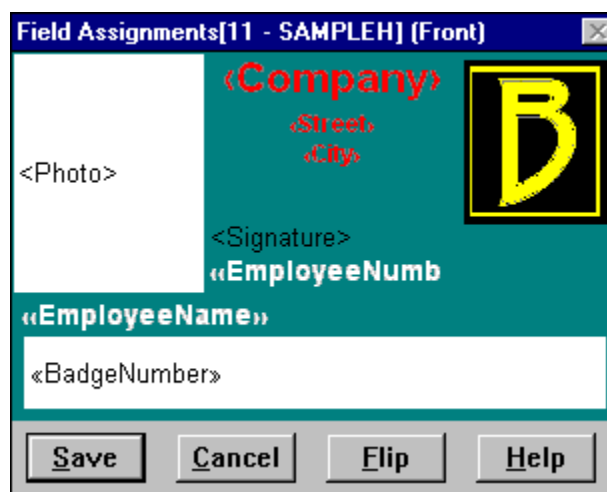
## How to make the Database Single or Double Sided

This characteristic is set by the **Double-sided Badges** menu option. Each time it is changed the database is updated to reflect the current state. To make a database single-sided make sure the configuration menu item is not checked. The user must have the required security level to change this characteristic.

Displaying a database without double-sided enabled will not cause any information to be lost about the reverse side of the badge. The information simply will not be available for display or printing. When double-sided is turned back on the information will again become available.

## Assigning Fields to Double-sided Badges

This is done in the same way as for single-sided, except that the dialog includes an additional button labeled **Flip**. Each time this is pressed the window display will flip to the other view. The window title displays the current side. A typical dialog might appear as:



## Resizing Badges

When a badge layout is resized it can be done by adjusting the size of the background on either the front or back. Adjusting one will automatically adjust the other. Remember that all data holders must fit within the new size regardless of which side they are on. If they do not, a size will be suggested which will contain them all.

If a badge database was once designed as double-sided but double-sided is turned off, any holders on the back are still considered in this calculation. To avoid any



problems in this area, delete all the holder rectangles from the back of the badge before turning off the double-sided feature.



# Operation

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## Introduction to Program Operation

This section of the manual covers the day-to-day operation and use of the ID badge software. For step-by-step instructions on badge management please refer to the **Guided Tour** chapter. In this section we will cover some specifics in more detail than was possible there.

---

## Quick Launch Wizard

### Introduction

If it has not been disabled, when the program is started a Quick Launch Wizard will be displayed. This wizard allows for quick opening or reopening of an existing database; or the creation of a new database. The future display of the wizard can be suppressed, if desired, and can be reactivated by a supervisory user in the program configuration dialog. For more information on this see the **Configuration** chapter under **Quick Launch Wizard**.

The Wizard dialog looks like this:



The dialog provides 4 types of operations which can be performed, 2 associated with opening and existing badge database, and 2 with creating a new database. There is also a check box which, if checked, will prevent the wizard from showing in futures starts of the program. This setting will only honored if the wizard process completes, and not if Cancel is pressed.

## Wizard Operations

There are 4 possible operations the Wizard operations which can be performed.

### ***Reopen . . .***

If this operation is selected, then the indicated badge database will be immediately opened when **Next>** is pressed. This option will not be available if no badge database was previously opened.

### ***Open an Existing Badge Database***

If this operation is selected, then when **Next>** is pressed, the standard badge database opening dialog will appear, from which the required Badge IDC file can be selected.

### ***Create a Custom Badge Database***

When the operation is selected and **Next>** pressed, the standard badge database wizard will be started and a custom database can be defined. Because program security does not allow database creation unless you have logged in as a user with **Supervisor** or **Master** privilege levels, a log-in screen will appear which must be completed before proceeding.

### ***Create a Badge Database Suitable For . . .***

When this operation is selected the dropdown box immediately below it will become available. From this list you can select a database template which most closely relates to the database you wish to create. When you have selected one, pressing

**Next>** will allow you to explore the badge designs and data fields it provides. A dialog similar to this will show:



This Wizard page allows you to review the badge designs the template provides. It shows how many designs are included and each one can be reviewed by using the scroll bar. The dimensions of each badge design are also shown.

It is important to note that you will be able to revise or delete any of the designs once the database is created. Also new designs can be added. Revising includes changing the size, logos, graphics, text position, font and size.

If none of the designs are close enough for your needs, you can press the **<Back** button and try another template.

If the designs are satisfactory then press **Next>** and the following Wizard page will display:




This displays the data fields predefined in the template. Once the database is created you will be able to revise, delete and add to this list of fields, if necessary. As before, you can press the **<Back** button to get back to the first page, if you want to review another template.

When you press **Next>** the final page of the Wizard appears and will look similar to this:

The screenshot shows a window titled "Quick Launch Wizard" with a blue title bar and a close button. The main text reads: "Edit Your Organization Information and Give Your New Database A Name." Below this text is a section titled "Organization Information" containing several text input fields: Organization Name (XYZ Corp.), Street (123 East Street), City (Anytown), State (WE), Postal Code (01234), and Country (USA). Below these fields is a note: "This information can optionally be displayed on the badges." At the bottom of the form is a text input field for "Name for this database:" with the value "Employees". Below the form is a paragraph: "Once the database is created, you will be able to change any of the badge designs, add and delete designs and revise the data fields." At the bottom of the window are four buttons: "< Back", "Finish", "Cancel", and "Help".

Here you can enter information about your organization. This information can be displayed in the badge and some designs in the template may do so, therefore it is wise to complete this dialog with valid information.

Finally you need to give a name to your new badge database. If you enter a name which is already in use, you will be informed of this when you press **Finish** and can enter an alternate name. Otherwise your badge database will be created and the standard new badge data entry dialog will appear to allow you to enter the specifics of the first badge. Subsequent badges can be entered by clicking the  button in the toolbar.

---

## Opening an Existing Database

Under normal circumstances, opening an existing database, as described in the Guided Tour section, will proceed without event.

If you are using a database manager which requires a user name and password to be entered, a dialog to allow this will appear.

If there is something wrong with the associated ODBC Data Source, then a dialog might appear requesting additional information. This dialog will be database type dependent. In general it is best to select **Cancel**. This will result in the Badging Program displaying an error message. When you then select **OK**, the ODBC Data Source dialog will appear and any wrong information (database path, etc.) can be corrected there.

If your badge designs include image bitmaps (such as logos) and the file for these cannot be located, a text file will be created listing which files could not be found and which design they were used on. A pop-up dialog will appear to indicate that one or more image bitmap files could not be found. It also informs you where the text file is stored. Note that if caching of bitmaps is turned on, it is not necessary for the original image bitmap files to be available and no warning will be given if the original files are missing. For information on setting caching see Cache Badge Design Bitmap Images in the **Configuration** chapter.

To summarize, if a normal request for “log on” information appears, complete it and click **OK**. But if an error or warning message appears, click **Cancel** to allow the Badging Program to correct the problem.

---

## Adding and Changing Badge Data

The general approach to adding or changing badge data has been covered in the Guided Tour. However, there are some additional issues not covered there that need mentioning.

### Preset Fields

**Note:** not applicable to all versions.

If a given field has been configured to use presets, then instead of a box in which data may be typed, a pull-down dialog containing the preset entries will be displayed instead. A selection can only be made from this list.

## Hidden Fields

**Note:** not applicable to all versions.

Fields can also be marked as hidden. When in **NORMAL** mode, the data in these fields will not be shown and cannot be altered.

## Clear and Reset Buttons

The **Clear** button will erase all entry boxes. Numeric fields will be set to zero and preset fields to the first entry in the list. Counter fields are never cleared. If fields are locked and/or hidden, these will also not be cleared in **NORMAL** mode.

The **Reset** button will restore all entry boxes to their original state when the dialog was first opened. As a result, all changes will be lost.

## Date, Time and Timestamp Fields

If your database has fields identified as date, time or timestamp format, then the entry dialog for those fields will be a little different. These field types can only have specific information typed and the validity of that information is also checked.

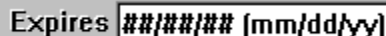
### *Date Fields*

As its name implies, only dates can be entered into the date field. The format of the date is defined in the Windows™ Control Panel for “short” dates. These settings determine how the date will be displayed on the badge and to a certain extent, how the entry dialog field will be formatted.

The Control Panel allows you to specify the following:

1. Order of “day”, “month” and “year”
2. Separator character between items
3. Whether or not leading zeros are displayed for month and day (e.g.: 01 for January or just 1)
4. Whether or not the year contains the century digits.

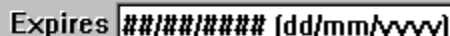
The entry dialog picks up most of this formatting information. The exception is the leading zero on days and months. These are always required when entering dates. If the Control Panel is set up to display in the order M/D/Y, without the century digits, then the entry dialog will show as:

A screenshot of a badge entry dialog. It shows the word "Expires" followed by a text input field containing "###/###/##" and a label "(mm/dd/yy)".

Expires ###/###/## (mm/dd/yy)

You can enter digits wherever the "pound" sign is displayed. If you enter any, all must be displayed. You do not need to enter any other characters other than the digits.

If the Control Panel is set up to display in the order D/M/Y, with the century digits, then the entry dialog will show as:

A screenshot of a badge entry dialog. It shows the word "Expires" followed by a text input field containing "###/###/####" and a label "(dd/mm/yyyy)".

Expires ###/###/#### (dd/mm/yyyy)

When the century display is suppressed, the 2 digits you enter for the year have a value for the century automatically added to them. This value can be set using the menu sequence **Configuration, Date/Time Set Up**. For more information on this see the **Configuration** chapter under **Program Settings**.



The dialog appears to allow you to enter invalid dates like 44/32/96. However, when you attempt to close the dialog by clicking on **OK**, the first invalid field will be detailed in a pop-up box. After you close the box you can find the field in question and the correct digits can then be entered.

[For the technically inclined, when a database timestamp field is used to display a date only, the time is set to 00:00:00 in the database field.]

### ***Time Fields***

Time fields display hours, minutes and optionally seconds. The Windows™ Control Panel is used to determine if hours display leading zeros and which character to use to separate the time elements. The Control Panel is also used to determine if the time is displayed in 12 or 24 hour clock style, and if the former, which characters are used to represent “am” and “pm”. The display of seconds is controlled by settings in the menu sequence **Configuration, Date/Time Set Up**. For more information on this see the **Configuration** chapter under **Program Settings**.

When entering times, you always use 24 hour clock format and include a leading zero on hours below 10. Here are some examples of 12 hour clock times and their equivalent in 24 hour format:

12 Hour Clock	24 Hour Clock
2:34am	02:34
12:00:00am	00:00:00
6:03pm	18:03
12:00pm	12:00
11:59:00am	21:59:00

If seconds display is turned off, then a time entry field might display as:

Valid **##:## (hh:mm)**

With seconds turned on it might appear as:

Valid **##:##:## (hh:mm:ss)**

You do not need to enter any other characters other than the digits.

The dialog appears to allow you to enter invalid times like 25:69. However, when you attempt to close the dialog by clicking on **OK**, the first invalid field will be detailed in a pop-up box. After you close the box you can find the field in question and the correct digits can then be entered.

[For the technically inclined, when seconds display is suppressed, seconds are stored as zero and when a database timestamp field is used to display a time only, the date is set to 1899-12-30 in the database field.]

### ***Timestamp Fields***

A timestamp field displays both the date and time. The formats of each section are set in exactly the same way as for **Date** (see "Date Fields" on page 140) and **Time** (see "Time Fields" on page 141) fields. Entry rules for each section of timestamp also follow these same rules.

Some typical timestamp entry fields in a dialog might appear as:

Vaid From **##/##/#### ##:## (mm/dd/yyyy hh:mm)**

or

Vaid From **##/##/#### ##:##:## (dd/mm/yyyy hh:mm:ss)**

Exactly the same rules for correcting bad entry data apply as for the **Date** and **Time** fields.

## **Setting Date, Time and Timestamp Fields**

The data entry dialog has 2 buttons on it marked **Now** and **All Now**. **Now** will only be available when a **Date**, **Time** or **Timestamp** field is selected. **All Now** will only be available if the database contains at least one field of these 3 types.

### ***The Now button***

This is only available when a **Date**, **Time** or **Timestamp** field is selected, and when pressed will set the field to the current time or date, as appropriate.

### ***The All Now button***

This is only available if the database contains at least one field of the **Date**, **Time** or **Timestamp** types. When pressed it will set all fields in the record having one of these types, to the current time or date. This includes fields currently invisible because of scrolling (see “When there are more than 10 fields” on page 144 for more information).

### ***The Time and Date Captured***

For the technically minded, the current time and date is captured each time the **Now** or **All Now** button is clicked.

## **Multiple Templates and the Changed Flag**

When multiple template database badges are being added to or changed, there are two fields at the bottom of the dialog marked **Badge Design** and **Badge Data Changed**. (By the way, all databases created by version 1.90 or later are multiple template databases, even if they only contain one template.)

The **Badge Design** pull-down can be used to select or change the template number to be associated with this badge. To make more template styles available in this list they must be added with the **Change Database Templates** menu selection. See the **Design** chapter under **Reassigning a Badge Template**.

The **Badge Data Changed** box will check automatically when any data is changed or added or if the template number is changed. If you want to cancel the flag setting you can do so prior to selecting **OK**. The flag is also set when a photograph is taken for a badge. In a similar manner, if you want to indicate that a badge has changed, even though it has not, you can check this box and select **OK**. The **Changed** flag can be used for selection purposes via the **Fast Find** or **Select** functions, and is cleared automatically when a badge is printed.

## **Using the Auto Fill In Feature**

In the menu selection **EDIT** you will find an entry marked **Auto Fill In**. This is checked when the feature is enabled and not when it is not. The purpose is to speed the entry of data when much of it is the same from badge to badge.

**Auto Fill In** comes into effect when you are adding new badge information. If it is not active, then the entry dialog for a new badge will be empty (except that any preset fields will be filled in with the first entry and numeric fields with zero).

When **Auto Fill In** is active, the dialog will be filled in with the data of the currently displayed badge (if there is one). You can then simply change the fields which are not correct for this badge. The fields which this feature applies to can be set at **Supervisor** level and above. For more information on how to do this, check **Setting Auto Fill In and Lock Fields** in the **Design** chapter.

For example, let us say you have a database with a “Department” field and you are entering all 25 people from “Engineering”. Once you have completely entered the first, each subsequent badge will already have the department field correctly entered,

when the **Auto Fill In** is active. You can simply use the **Tab** or **Enter** key to move to the fields which require changing and enter those alone.

If the **Auto Fill In** is active and you have a situation where all of the data is wrong, you can click on the **Clear** button to erase all field data, then enter the correct data in each field. You can, of course, use the **Clear** button any time you wish to clear all the fields.

## Using the Locked Field Feature

This feature can be used to prevent entry or modification of data on a field-by-field basis when in **Normal Mode**. See the **Design** chapter for more information on how to specify which fields are to be locked. If a field is locked the data in that field cannot be changed in any way unless the program is in **Supervisory Mode** or higher. An except to this is counter fields which never have data entered into them manually and are therefore always locked.

## When there are more than 10 fields

The data entry dialog can only display up to 10 fields at any one time. If the database contains more than this, then a scroll bar will appear to the right of the dialog. This can be used to display and enter data for all the fields defined in the database.

Bear in mind that the **All Now** button will set all **Date**, **Time** and **Timestamp** fields in the record, whether or not they are currently visible. This is also true for the **Clear** and **Reset** buttons.

---

## Capturing Video Photographs

### Using the MCI or VFW Interface

When capture of video is performed, either for a photograph or for a bitmap, the same basic dialog is displayed.



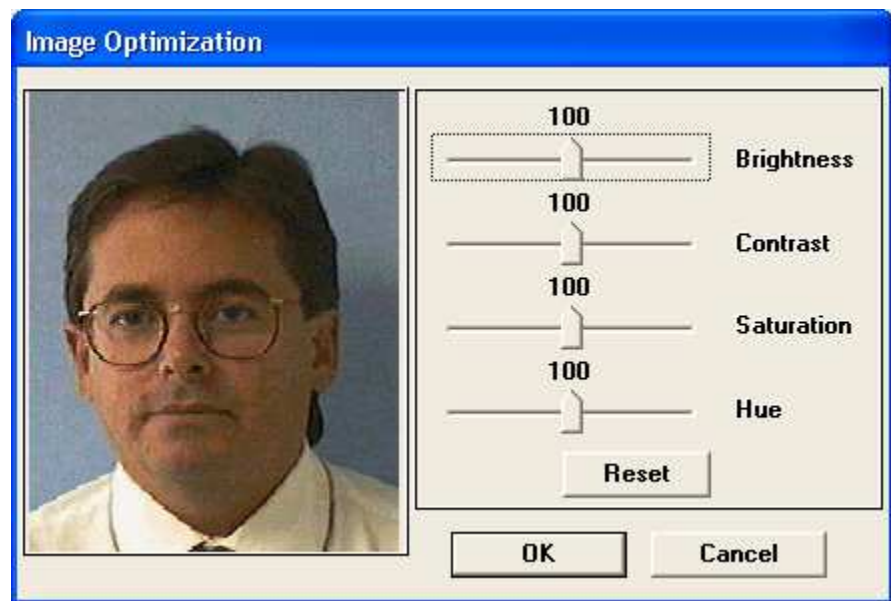
The moveable boundary rectangle does not appear until the picture has been captured (by using the **Freeze** or **Capture** button). It has the same aspect ratio as the rectangle holder it is intended for. It can be moved by positioning the mouse cursor within the box and clicking and dragging with the left mouse button. The size can be adjusted by similarly dragging the sides or corners. Whenever the size is changed, the aspect ratio will be retained. This means that changing the width automatically changes the height.

When you drag the sides, the opposite side stays stationary and the rectangle shrinks towards it or expands away from it. When you drag the corners, the box shrinks or expands around its center. When dragging corners, it is the up-down motion of the mouse which is used to control the size.

If you are unhappy with the captured image, you can click on the **Thaw** or **Live** button to return live video to the screen, and repeat the capture and compose sequence.

## ***Tune***

If the option is enabled, the **Tune** button will be available to you when the photograph is captured. Clicking this button will open a dialog which will allow you to adjust the color settings of the image. The dialog looks like this:



As you adjust the 4 settings the sample image will adjust to show the results. You can also click the **Reset** button to return the sliders to their original position. When you are satisfied with the adjustments click **OK** to make them effective. To abandon the process click **Cancel**.

## ***Sizing the Photograph***

Being able to size the capture rectangle is not a substitute for composing the captured video properly. In the above picture the desired area is about as large as it can be but is too far to the right. The nearly full size rectangle can be dragged from its initial central position to bound the desired area and the **Save** button can be pressed. But in the following picture the desired area is too small and the box must be shrunk significantly to capture the desired area. This will result in a low quality picture being saved because most of the information in the picture is discarded. This

situation should be avoided wherever possible, to maximize the quality of the saved image.



## Using a TWAIN Compatible Graphics Device

The TWAIN interface is an optional feature and may not be enabled in your version of the software.

The dialog for capturing an image via a TWAIN device is very similar to that used for capturing via a capture board. The **Freeze** button is replaced by one marked **Acquire**

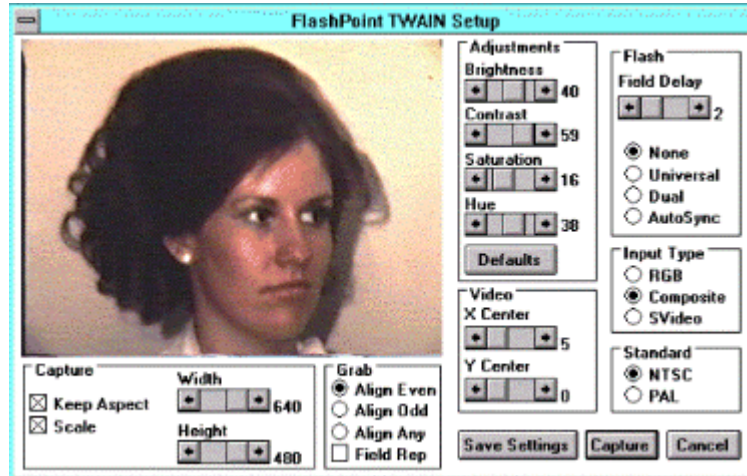
When the TWAIN toolbar button is pressed, or when this button is pressed, the TWAIN software for the currently selected TWAIN device is started up. It is possible to configure your computer to support a variety of different TWAIN compliant devices. The one used when you click the **Acquire** button is determined in the configuration. For more information see the **Configuration** chapter, under **Selecting a TWAIN Source**.

The dialog which appears next is not part of the Badging software and will vary widely from TWAIN device to device. In general, it will have a means of composing the image to be captured and then a way of initiating the capture.

Here are some typical TWAIN interface dialogs. Yours may be radically different. The first is from a popular video capture device which plugs into the computer printer port.



The next is the dialog which the Integral Technologies FlashPoint video board displays when its TWAIN interface is used. This versatile board can be used as a video capture board or as a TWAIN device. Because the TWAIN dialog is part of the software provided with the board, it can contain controls unique to the hardware. In this example, the board supports a flashgun, and among other things, the timing of the flash can be set with this dialog.



When the image is captured it will be loaded into the Badging dialog as a still image and the same cropping and composing rectangle will appear as for capturing a video image. For more information on how to use this dialog box see “Capturing Video Photographs” on page 144.

If you are not satisfied with the captured image, you can click on the **Acquire** button again and recapture a new picture. Then repeat the crop and compose sequence before clicking the **Save** button.

## Capturing a Photograph from an Existing Bitmap

This is an optional feature and may not be enabled in your version of the software.

The dialog for capturing an image from an existing bitmap is very similar to that used for capturing via a capture board. The **Freeze** button is replaced by one marked **Bitmap**.

When the **Photo, Bitmap** menu selection is taken, or when the **BITMAP** button is pressed, a standard file selection dialog appears from which the bitmap can be selected. It is possible to read the following file types:

- BMP - 8 bit, 256 color Windows images
- DIB - 24 bit, 10M color Windows images
- PNG - 24 bit, 10M color
- PCX - 8 bit, 256 color Zsoft images
- JPG - 8 bit, 256 color JPEG images

When the image is read it will be loaded into the dialog window and the same cropping and composing rectangle will appear as for capturing a video image. For more information on how to use this dialog box see “Capturing Video Photographs” on page 144.



This feature will not modify in any way the original bitmap, nor does the original bitmap need to be retained.

---


## Capturing a Signature

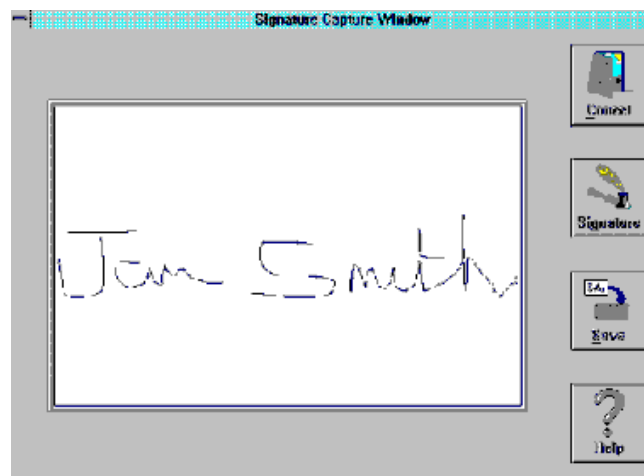
Signature capture is an optional feature and uses a compatible graphics tablet. These tablets usually plug into an unused serial port and must be fully operational before trying to use with the Badging software. The tablet actually acts a secondary mouse and can be used to control the regular Windows™ mouse icon. A side-product of this is that a regular mouse can also be used to draw a signature when no tablet is present. However, the quality of the signature and its similarity to the individual's normal signature may be less than satisfactory.

### Requirements for Signature Capture

Assuming that the option has been enabled, you can capture a signature as long as the currently displayed badge contains one or more signature rectangles and the program is in **Normal Mode** or above. You can only capture one signature per badge, but it can be displayed on the badge as many times as you wish.

### Capturing a Signature

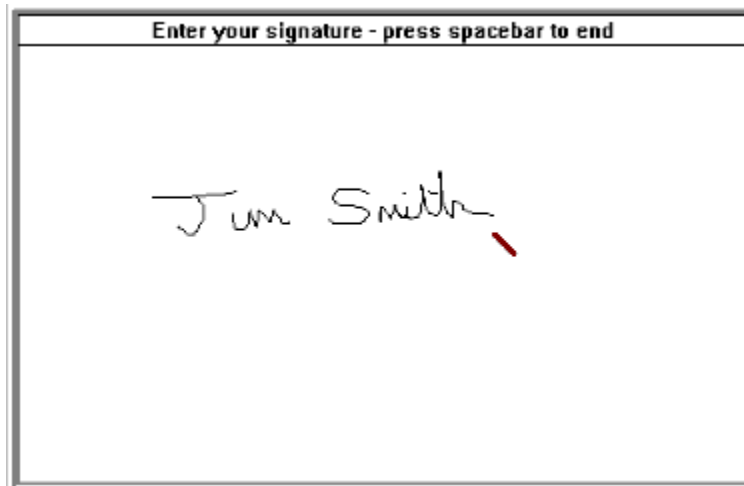
Assuming the requirements have been met, click on the  button or select **Signature!** from the menu bar. A dialog will appear like this:



If the badge already contains a signature it will be shown in this window, otherwise it will be empty.

To capture a signature click on the **Signature** button. An inner window will appear like this:





When the “pen” appears, use the tablet to enter the signature. The program will wait indefinitely for this to happen. Once signing has started, there is no rush, but if no additional writing takes place for 30 seconds, the program will assume signing has finished and the signature will be captured. If you do not want to wait this long, simply press the keyboard space bar and capture will immediately end.

If you are not satisfied with the signature, the capture process can be repeated. When a satisfactory signature has been obtained, click on **Save** to store it. If the badge already contains a signature, then you will be asked to confirm that you wish to replace it.

## Some Signature Capture Tips

When a signature is displayed in a signature box it will be expanded to nearly fill the rectangle without distortion. This makes it less important that every signature be captured at about the same size. However, better quality signatures will be obtained if the writer does not write too small.


Make sure the signer is comfortable and in a normal writing position (sitting down, for example) to ensure the signature is truly representative.

Do not let the signer rest or press the pen on the sensitive area other than when actually signing. The contact with the pad will be stored as small dots or lines and will be captured as part of the signature. If they are some distance from where the actual signature is located this will reduce the size of the actual signature displayed.

Usually signatures are more accurate if the writer can see what has been written. For those pad types which do not use a special pen, this can be achieved by using a “Post-It” note on the pressure sensitive area and allowing the use of a regular ball-point pen.

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## Capturing a Fingerprint

If this option is available, then clicking on the Fingerprint button  will open a video capture window very similar to that used for capturing a photograph.

When a satisfactory fingerprint is displayed on the screen, click on the **Freeze** or **Capture** button, then move the rectangle to surround the print. Note that this box is of a fixed size and can only be moved, not resized.

**Note:** your system may have been configured to use the TWAIN device for capturing the fingerprint.

You will only be able to capture a fingerprint if the current badge design has a fingerprint rectangle on it (either visible or hidden).

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## Using the Dossier Feature

### Introduction

The dossier feature is an optional extra and includes an increase of database fields from 10 to the maximum allowed by the database. The intent of the dossier feature is to allow the user to display (and print) an individual's information in a format other than a badge. The larger number of fields allows for the storage of more information than would normally be needed for an identification badge. The maximum number of fields is limited by the number of fields which will fit in the field space length, or the maximum allowed by the database, or 32768, whichever is the smaller.

The actual appearance of the dossier is entirely up to the user. The dossier template is designed using exactly the same tools as a badge template. In fact, as far as the program is concerned, they are no different. However you will probably want to design the dossier template with either the screen or printer in mind. The dossier can have all the normal data holders on it that a badge can have.

Remember that if you have the **Double-sided Badges** option you can also make a double-sided dossier.

### Designing the Dossier Template

Proceed exactly like designing a badge template. Use a custom size and enter values for width and height which meet your needs. For example, if you plan to print a dossier on a regular printer using 8.5" x 11" paper, you might choose 8" wide by 10" high. (Remember, many printers will not print to the edge of the paper. Metric users should use suitable values for their paper sizes.)

If you know you plan to use the dossier feature when designing your database, you will probably include many additional data fields (up to the limit mentioned above) to contain data only intended for the dossier display. Such information might include home address; blood type; telephone number; social security number; or other data not normally displayed on identification badges.

During the design of the dossier template you can allow holders for as many of these data fields as you wish. Of course, you can include bitmaps for company logos, for example; photographs (including ones intended only for the dossier) and signatures.

You should consider the dossier template as a big badge template (although it does not have to be big, of course) and all the features available to a badge layout are available for the dossier.

When the design is complete, save it to a **.CTM** file. Use a name which you will recognize later. **DOSSIER.CTM** might be a good choice; it is up to you. You can design as many dossier templates as you wish. You might want to design one sized for display on the screen, rather than for the printer, or to include different subsets of the database information.

## Assigning the Dossier to a Database

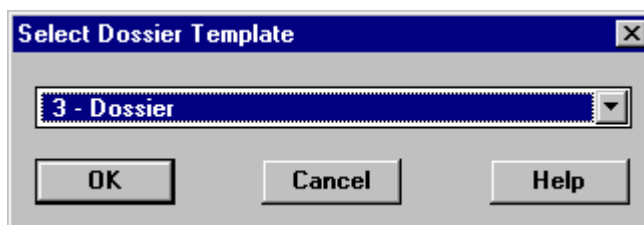
There are 2 steps to assigning a dossier template to a database. They are the identical steps as for assigning a new badge layout to a database.

1. Use the menu selection **File, Database Management, Manage Database Templates**, click on **ADD** and choose the dossier template. Name it something recognizable like **PRINTER DOSSIER** or **SCREEN DOSSIER**, etc.
2. Assign the database fields, static data, and bitmaps, as for a normal badge template

You can add as many other dossier templates as you wish by repeating steps 1 and 2 above.

## Specifying the Dossier Design

Once one or more dossier templates have been incorporated into the database, you must specify which one is to be used by the dossier button. To do this, select the menu item **Configuration, Set Dossier Template** and select the desired template from the list displayed. The dossier button on the tool bar will not become available until you do this. You can go back and assign a different design as the dossier, any time you wish.





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### A Word of Caution

If you store multiple templates in the database intended for dossier usage, DO NOT use the **Purge** button in the **File, Database Management, Manage Database Templates** dialog, as all those not currently assigned to the dossier button (or a badge) will be removed from the database and would need re-adding using the procedure previously mentioned (see **Reassigning a Badge Template** in the **Design** chapter.)



---

## Displaying the Dossier

Once a dossier has been designed, assigned and designated, it can be displayed with the current badge data by pressing the  dossier button. This is a “sticky” button and will stay depressed  until it is pressed again. When depressed, the current badge data will be displayed using the dossier template. When undepressed, the normal template for that badge will be displayed.

When the dossier is displayed you can use all the normal controls for moving through the database, selecting and sorting.

## Printing a Dossier

A dossier for an individual or group of individuals can be printed by depressing the  dossier button; performing whatever sorting and selecting is required; and then pressing the  print button.

Bear in mind that your system might be normally set up to print to a special PVC card printer, whereas the dossier might be intended for a laser or inkjet printer. Make sure you select the desired printer and position the dossier on the page, before starting the printing. Just think of the dossier as a large badge!

## Other Uses for the Dossier Feature

One way to look at the dossier feature is as a badge layout override. Normally, badges are displayed according to the template design specified for each. When the dossier button is pressed, they are all displayed using one specific layout. This layout may or may not include the same information as the normal layout for the particular badge.

One possible use for this feature is to develop a layout for the reverse side of a badge. It is not necessary for a layout to include any data from the database, so you could generate a layout which includes company information, fixed text (like a company slogan) and the like and then pass printed badges through the printer reversed to print the other side. If the reverse side data did include any information specific to each badge, you would have to make sure that the front and back match for a given individual!

Another example of the use of the feature might be for schools where the young student's badge just displays the student's picture, but the template assigned to the dossier feature could include a photo of both the student and the parent or guardian. With one click of the button, the student and associated parent could be confirmed.

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## Badge Sorting

### The Purpose of Sorting

It is often desirable to display or print the badges in a specific order. This is where badge sorting comes in. The ID badge software allows you to sort your database using all the fields you have defined, whether or not they are displayed on the badge. This means that you could sort your database by employee name which might well appear on the badge, or you could sort by department which might not.

### Specifying The Sort Order

Sorting is initiated by selecting the **Search, Sort** menu item or by pressing the Sort Database tool bar button. The dialog which appears contains a column of pulldown boxes with a check box against each. The rows are labeled with the database field names. The database field names also include the **Datakey**, **PhotoFile**, and for multiple template databases the **Changed** and **Template** fields. By setting the desired number in the pulldown box against a given field you can determine the sort order of the database. There is also a check box in a column labeled **Rev** which, when checked, will reverse the order of the sort. You can experiment with this

dialog by referring to the **Guided Tour** chapter in the **Sorting the Badge Order** section.

Field	Value	Rev
BadgeNumber:	2	<input type="checkbox"/>
Department:	-	<input type="checkbox"/>
EmployeeName:	1	<input type="checkbox"/>
EmployeeNumber:	-	<input type="checkbox"/>
Datakey:	-	<input type="checkbox"/>
PhotoFile:	-	<input type="checkbox"/>
Template:	-	<input type="checkbox"/>
Changed:	-	<input type="checkbox"/>

Buttons: OK, Cancel, Reset, Clear, Help

The sort dialog can only display up to 10 fields at a time. If your database contains more than this, a scroll bar will appear to the right which allows access to all the fields.

Database types usually limit the number of fields which the data can be sorted by. As a result, the maximum number available in each pull-down box may be limited to a number lower than the total fields available to sort on. Therefore, if the maximum number of fields for sorting has been set, any additional fields will be marked as unsorted (shown as a "-"). It is not necessary to provide any sort order, or to use all the available sort order numbers. To exclude a field from a sort, set the entry to the "-" symbol. In general, the fewer fields included in the sort, the quicker the database operations will occur.

A **Reset** button is included to set the sort order sequentially from 1 onward from the first field down. A **Clear** button is provided to remove all sort order entries. If you want to restore the sort order to the way it was before the sort dialog was opened, click on **Cancel** and the old order will be preserved.

## Sorting Considerations

There are a couple of points to remember when sorting the database. If the field being sorted contains alphanumeric data the sort is case-sensitive. This means that all capital letters come before all lower case letters. As a result, "BYRD" will come before "Bill", because capital "Y" comes before lower case "i". This situation is best dealt with by being consistent with your data entry. For example, if you choose to enter a person's given name with the first letter in capitals and the remainder in lower case, do this for all given names. This will ensure that the results of the search are consistent.

Sometimes you will store numeric data using a fixed field width and a fill character. You might want to do this for example, if the number must include zeros to the left. (Numeric data fields cannot include these leading zeros.) The fill character will not be considered during the sort, just the actual numeric value.


Sorting by the PhotoFile field generally will not be useful because the photographs are stored in file names with randomly generated names. However, imported

databases might have names for the photograph files which would make sorting useful.

Sorting of times, dates or timestamp fields will be in the expected chronological order, regardless of the format of the display. This is because dates are always stored in the format *YYYY-MM-DD* and time is always stored in a 24 hour clock style in the format *HH:MM:SS*. Timestamps are stored in date then time order, in the same format as for each separate type. The descending significance of each element (and presence of all leading zeros) ensures correct order sorting.

---

## Badge Verification

This is an optional feature which allows easy verification of a badge against the badge database. When the  button is pressed, a bar along the bottom of the window appears. It looks like this:



From left to right the area above the status bar shows the database field to be searched, then the data to look for and finally a **Find** button to start the search.


The search field can only be set by users having **Supervisory** or higher access levels and the setting is retained by the database. Users with **Normal** or below levels will see this field but it will not be changeable.

The entry field can have data entered via a keyboard. Searching will start when the **Return** key is pressed or the **Find** button clicked on. If one or more badges are found meeting the criteria, the first match will be shown. The numbers in the status line will show then number of matches as in a normal selection process. If no matches are found, a warning message will appear to the right of the **Find** button and all badges in the database will be selected.

When using a bar code or magnetic stripe reader with this feature, the data being read should be from one database field only, not a concatenation of fields. The **Verifier** feature will only look up data in one field. The bar code or magnetic stripe reader must provide keyboard emulation and connect to the computer via the keyboard cable. Also, if possible, it should be configured to automatically append a **Return** character to the data read so that searching will start automatically. If your reader cannot do this then you will need to press the keyboard **Return** key or click on the **Find** button to initiate the search.

To ensure that only one matching badge is found, the field chosen should contain unique data for each badge. An Employee Number or Badge Number would be a good choice. When searching an alphanumeric field, the searches are not case sensitive. However, only complete matches are found.

If the **Dossier** feature is available and activated, the **Verifier** feature will display the dossier of the matching badge.

The Verifier entry dialog will be removed when the  button is pressed a second time or when any other toolbar or menu item is selected.

Each verification operation is logged to a text file called **VERIFIER.LOG** which can be found in the badging program directory. If the **Reports** option is enabled there are three additional reports available based upon the data in this file.

## Data Table View




If this option is enabled it provides an alternate view on to you badge database. The display is organized like a spreadsheet, but also displays the primary photograph, a signature if there is one, and the front and back (if enabled) of the badge. The records can be scrolled, the edit dialog displayed and the sort order changed.

A typical data table looks like this:



### Selecting a Record

A record can be selected by clicking on any field in the desired badge. For example, if you click **Smith, Paula** above then badge number 262 will be selected and display to the right.


You can also use the toolbar **Fast Find**  or **Select**  buttons to locate a specific badge or set of badges. To reselect all badges in the database you can use the **Select All**  button.

### Adjusting the Table Display


You can change the amount of space assigned to the table by clicking on the vertical black bar between the table and the images and dragging it to the desired position.

You can change the column widths by clicking and dragging the line between the column titles. Row heights can be adjusted similarly.

### ***Changing the Sort Order***


Click on any column header in the table to bring up to sort order dialog. This is the same dialog as would appear if you clicked the  toolbar button.

### ***Editing a Badge***

If you are logged in at a level which allows record editing, then clicking on the row number to the left of the data will open the dialog to revise the badge. This is a shortcut for selection the record, then clicking the  toolbar button.

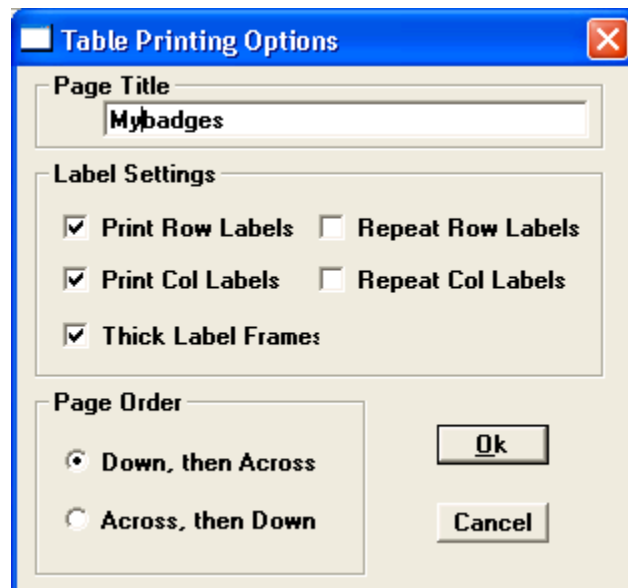
To revise the photograph, signature, etc., select the record by clicking on any part of the record then capture the photograph, etc. in the normal way.

### ***Adding a Badge***

If you are logged in at a level which allows record editing, then you can add a badge by clicking the  toolbar button. Once created it will become the only badge selected, so only a single entry will show in the table. You can then capture a photograph, signature, etc. in the normal way.

### ***Printing the Table***

If you want to print the spreadsheet part of the display then click the Print button. A dialog will open that looks like this:



You can give the printout a title and also select how labels are handled and the page printing order. When you click **OK** you can select the printer to send the report to.

### ***Export***

You can access the export dialog directly by clicking the **Export** button. For more information in exporting the database please see “Exporting the Database” on page 157.



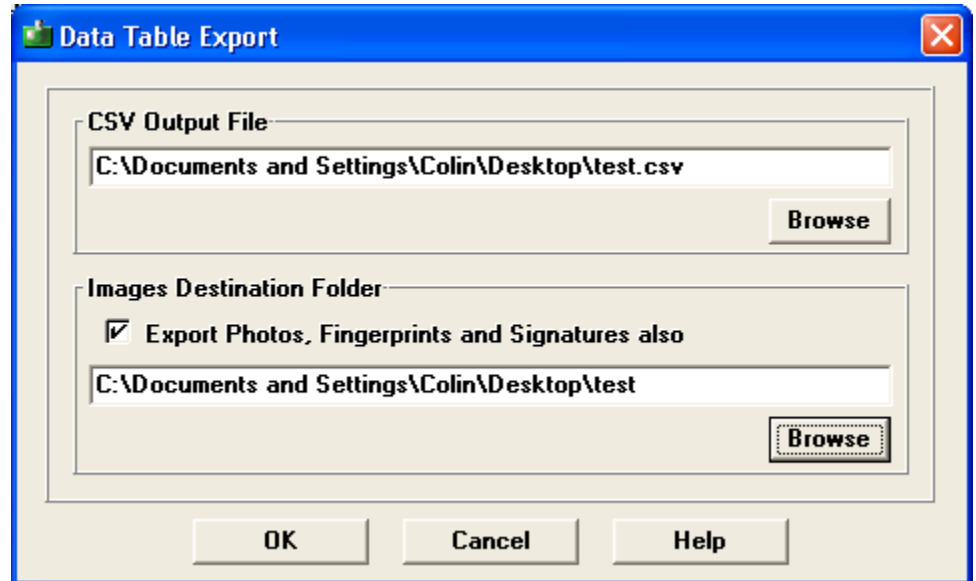
---

## Exporting the Database

You can export the entire database or just the selected badges, and you can optionally also export the photographs, signatures, etc.

The data is exported as a CSV (comma separated values) file.

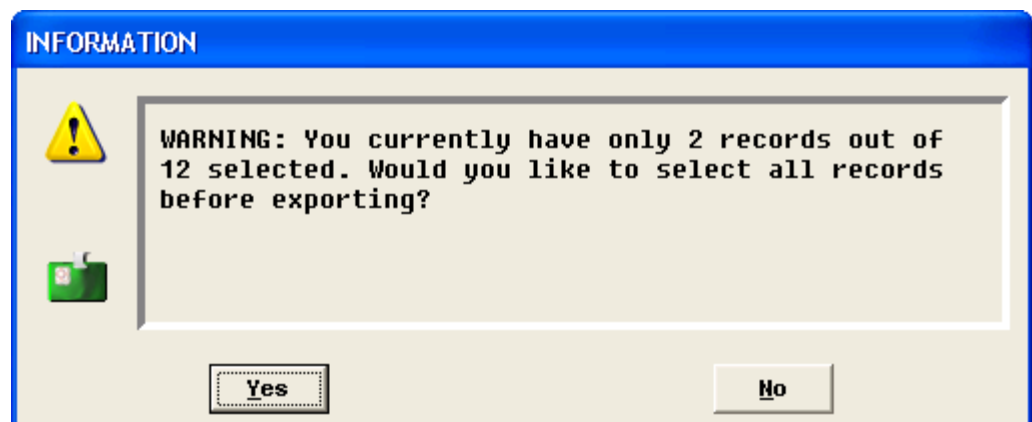
When you select **File, Export Database ...** in the menu system, a dialog like this will appear:



To establish where the CSV file is to go, click the **Browse** button in the upper box. You can then set the location and name of the CSV file.

If you also want to export the associated images (photographs, signatures, etc.) then check the box and click **Browse** in the lower box to determine which folder to store them in. In the dialog which appears you can select an existing folder or create a new one.

If, when you click **OK** in the dialog above, you do not have all badges selected, a warning dialog will appear which allows you to select all badges if you wish. The dialog would look like this:



Answer **Yes** or **No** as desired. When the operation is completed, dialogs will appear indicated where the database stored.

---


# Badge Printing

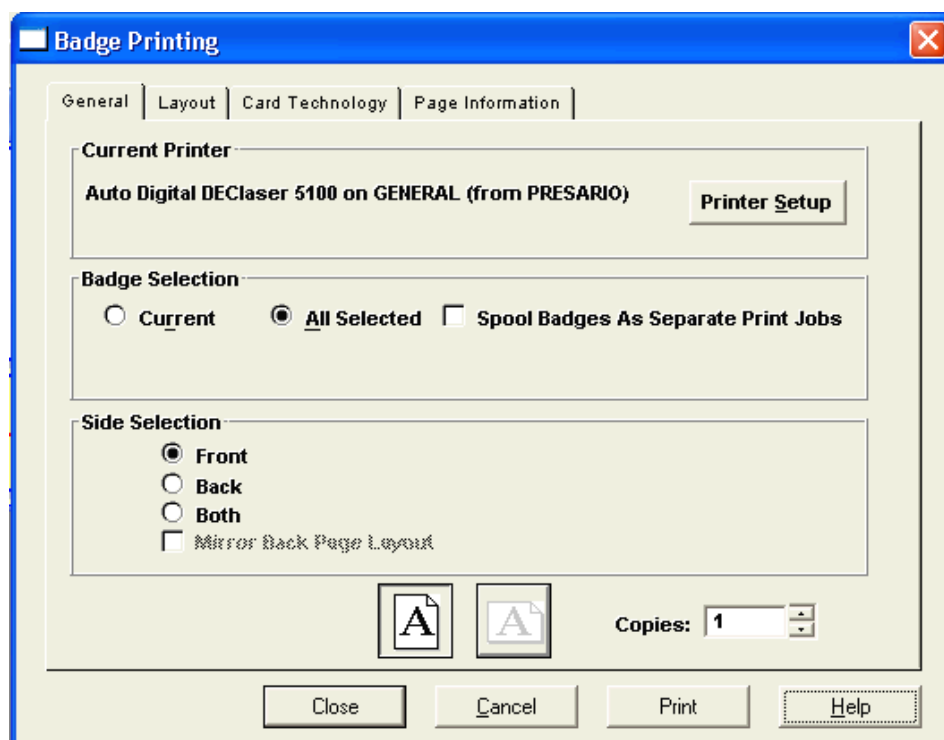
## Printing Capabilities

The ID badge software can print a single badge or multiple badges to any printer supported by Windows™. When multiple badges are printed you have full control of where the badges are printed on the page. The quality of the printed output is entirely dependent upon the quality of your printer. A high resolution color printer can create badges with photographic quality images. Dot matrix printers are generally unsatisfactory, unless you have a simple badge design without a photograph or complex graphics.

If the system has a Fargo, Datacard, Magicard, Atlantek or Eltron PVC card printer with a magnetic encoding option, and this option is also activated in the software, the database information can be directed to the magnetic stripe.

## Printing Badges

The **Print Badge** dialog is initiated by selecting **File, Print...** from the menu or clicking on the  button in the tool bar. When selected, a dialog will open which looks like this:



Please see “Setting Up For Printing” on page 159 for more details on the other settings in this dialog. The **General** tab has a place to specify the number of copies to be printed, plus 3 main sections which include the following.

### **Current Printer**

This area displays the name of the destination printer. A button alongside allows the printer to be set up, and to allow the selection of a different printer.

## ***Badge Selection***

**Current** - when this radio button is set, only the badge currently displayed will print

**All Selected** - when selected, this radio button tells the ID badge software to print all the selected badges. This will be the entire badge database if a selection has not been made previously. To determine how many badges will print, check the middle number of the 3 in the status line.

**Spool Badges as Separate Print Jobs** - when the **All Selected** option is selected, checking this check box allows the individual badges to be sent to the printer as separate print jobs. Normally multiple badges are sent to the printer as one job with each badge as a separate page. If your printer requires them to be sent as individual jobs check this box.

Immediately below this selection field, there may appear a warning message if the selected badges include multiple templates of different overall size. See "Printing Multiple Badges of Different Sizes" on page 167 for more information on the significance of this message.

## ***Side Selection***

If you have opened a single-sided database, this section will be unavailable and the buttons gray. **Front** will be selected by default. For more information on double-sided databases see "Double-sided Badges Databases" on page 177.

## **Starting Printing**


To start printing click on the button labeled **Print**. Sending graphics to a printer can be a time-consuming activity, so be prepared for a delay while printing. These delays are beyond the control of the ID badge software and are a function of the computer and printer.

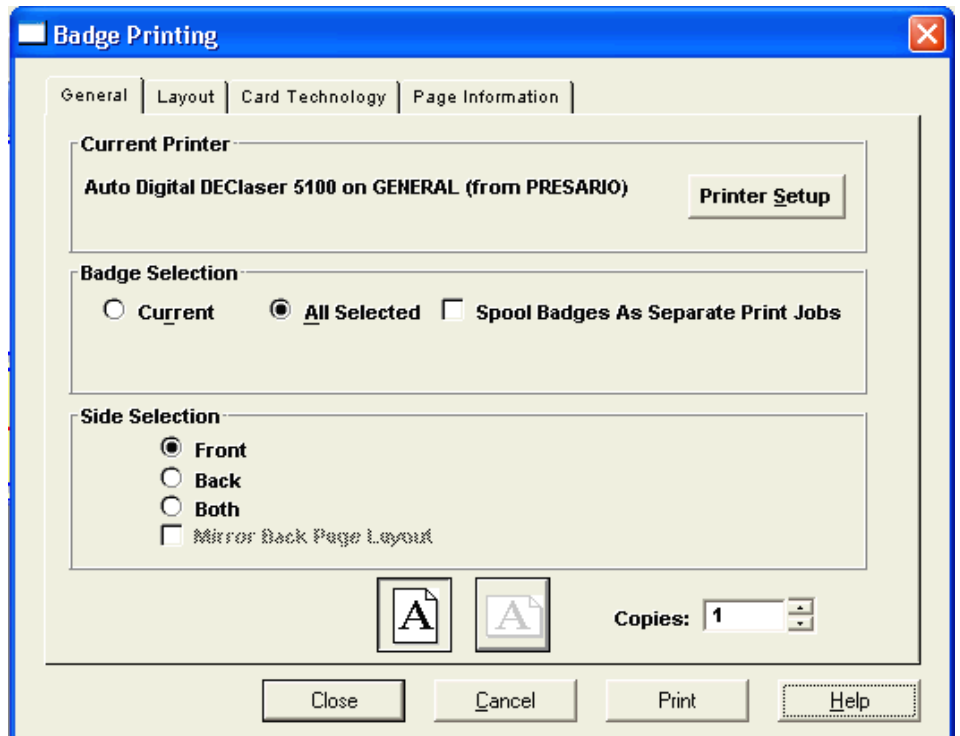
A dialog will appear during printing to show you which page is currently being printed. There is also a **Cancel** button to stop the printing process and return to the ID badge software. It is normal for the pictures and bitmaps on the screen to be temporarily blanked during the printing process.

For multiple template dialogs, the **Changed** flag will be cleared for each badge which completes the printing process.

**NOTE:** If no options have been previously set up, the program will automatically center the badge or badges on the page as appropriate for the selected printer.

## **Setting Up For Printing**

The **Print Badge** dialog is initiated by selecting **File, Print...** from the menu or clicking on the  button in the tool bar. When selected, a dialog will open which looks like this:



The dialog has several tabs across the top for setting the format for the printing operation, plus several buttons across the bottom. One is marked **Cancel** and can be selected at any time to close the dialog without printing or saving settings changes.

## The General Tab

When the **General** tab is selected the following areas are available:

### **Current Printer**

This area displays the name of the destination printer. This can be changed by clicking on the **Printer Setup** button and changing to a different printer.

### **Printer Setup Button**

Click on this button to bring up the standard Windows™ dialog for selecting and configuring your printer. If you change the page orientation (landscape and portrait) the ID badge software will update the page information table to reflect the new page size. Your printer may have settings to control picture quality and other parameters which can affect badge print quality. See your printer user manual for more information.

### **Badge Selection**

**Current** - when this radio button is set, only the badge currently displayed will print

**All Selected** - this radio button tells the ID badge software to print all the selected badges when the button is on. This will be the entire badge database if a selection has not been made previously. To determine how many badges will print, check the middle number of the 3 in the status line.

**Spool Badges as Separate Print Jobs** - when the **All Selected** option is selected, checking this check box allows the individual badges to be sent to the printer as separate print jobs. Normally multiple badges are sent to the printer as one job with each badge as a separate page. If your printer requires them to be sent as individual jobs check this box.



Immediately below this selection field, there may appear a warning message if the selected badges include multiple templates of different overall size. See "Printing Multiple Badges of Different Sizes" on page 167 for more information on the significance of this message.

### ***Side Selection***

If you have opened a single-sided database, this section will be unavailable and the buttons gray. **Front** will be selected by default. For more information on double-sided databases see "Double-sided Badges Databases" on page 177.

### ***Orientation***



By using the  and  buttons you can select portrait or landscape orientation without the need to open the Printer Setup Dialog.

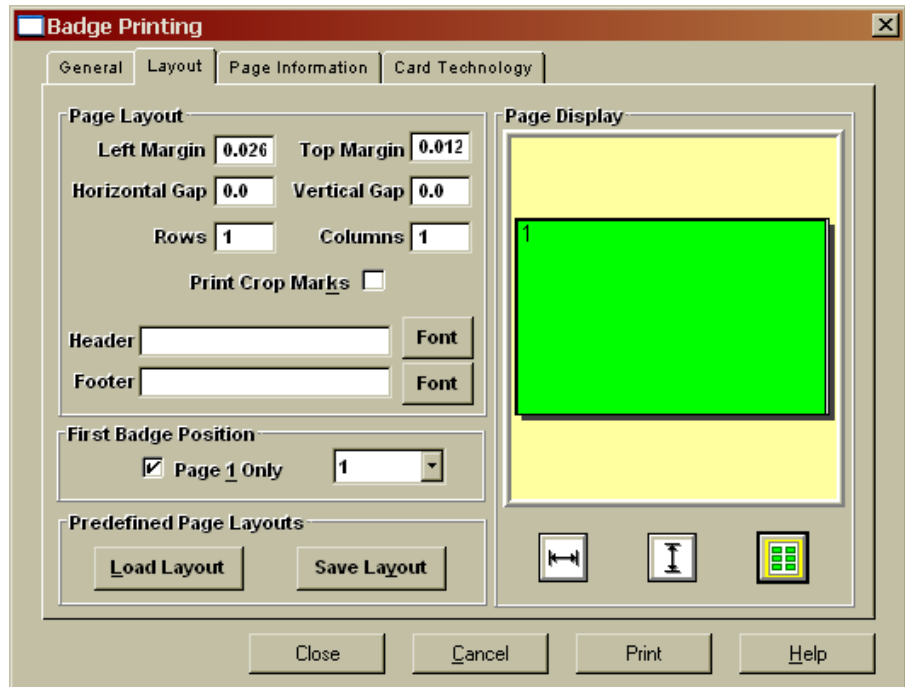
### ***Copies***

You can specify the number of copies of each badge to be printed by entering a copy count number directly, or clicking the up and down arrows to set the desired count.

If you have selected activity on the **Card Technology** page (Magnetic Encoding or Smart Card operations), then the copy count will default to 1 and you will not be able to change it until these operations are turned off.

## **The Layout Tab**

When the **Layout** tab is selected the dialog changes to look like this:



The various areas of the dialog are:

**Left Margin** this determines the distance from the left edge of the paper to the left edge of the first column of badges

**Top Margin** sets the distance from the top of the page to the top of the badge in the first row

**Horizontal Gap** is the spacing between multiple columns of badges

**Vertical Gap** sets the spacing between multiple rows of badges

**Rows** determines the number of rows when printing multiple badges. It has no effect when printing a single badge, of course

**Columns** similarly sets the number of columns

**Crop Marks** is a check box to determine if crop marks or cutting guides should be included on the printout

**Header** is a box that allows text or wildcards to be entered. Information entered into this box will display centered at the top of the printed output. Clicking the **Font** button to the right of the box will allow the font type, size, color, etc. to be selected.

**Footer** is a box that allows text or wildcards to be entered. Information entered into this box will display centered at the bottom of the printed output. Clicking the **Font** button to the right of the box will allow the font type, size, color, etc. to be selected.

### Setting up Wildcards for Headers and Footers

Wildcards are characters that are replaced by other information when they are placed in the appropriate place. For headers and footers the wildcards are as follows:

SYMBOL	PURPOSE
@	is the symbol for the date. This will use the

	Windows default setting for displaying the date. This can only be changed through the Windows Control Panel.
# (pound)	is the symbol for page number. This will only insert the number. If you wish the header or footer to read 'Page 1' for example, you must type in the word 'Page' (minus the quotes) before the pound sign.
^	is the symbol for listing the total number of pages. This would be used in conjunction with the pound symbol above to create '1 of 4' style page numbering.
	is the symbol for creating a link break in the header or footer. There is no set limit to the number of lines you can have.
\	is the escape character for the two symbols above. If you wish to use either the @ or the pound sign without the program replacing them, place a \ in front of the character. The \ will not display but will cause the chosen character to print as typed. If you wish to display a single \, simply type two of them.

## Page Display

This area of the dialog shows a graphic display of the layout of the badges on the page. It will change dynamically as the **Page Layout** information changes or the orientation or type of printer is changed.


The display shows where the badges will be printed on the page. The broken line rectangle indicates the size and position of the printable area. This is determined by the printer driver software and cannot be changed.

Each location for a badge shows as a solid green rectangle, possibly with a number in it. The number indicates where the first (and possibly only) badge will print. This can be changed by altering the value in the **First Badge Position** field in the **Page Layout** area. Place holders where badges will not be printed are shown in green cross-hatching. This is a very useful feature if you are printing to die-cut sheets and have already partially used a sheet and want to use the remaining areas. If you have previously used 3 locations, setting **First Badge Position** to 4 will start the printing at the next available location.


Normally you would only want to offset the first badge location on sheet 1 of a multi-sheet printing operation. This is why the **Page 1 Only** check box is checked by default. If you want to have the offset apply to all pages in the operation, uncheck this box.

The **Page Display** area also contains 3 buttons to help in the formatting of the badges on the page. These buttons allow for horizontal and vertical centering of the badges on the page, and for maximizing the number of badges that will fit on the page.





If you wish to space the badges evenly across the page, click on the  button. The effect will depend upon whether you have a single column of badges or multiple columns. If you have a single column, the **Left Margin** value will be adjusted to center the column on the page. If you have multiple columns, the **Left Margin** will not be changed, but the **Horizontal Gap** will be adjusted to position the columns evenly across the page.




Similarly, the  button will center the badges up and down the page. As before, the **Top Margin** will change if you have only one row of badges. If there are 2 or more rows, the **Top Margin** will not be changed and the **Vertical Gap** will change to evenly space the rows.

There are a couple of points to note when centering columns or rows. First, the number of rows or columns will not be changed by these buttons. Also, if you are working with multiple columns or rows, the top and left margins will not be altered, only the associated gaps will change. Therefore you should set the margins and the number of rows and columns before you use these buttons, if the values are not already correct. A good procedure to follow for multiple columns and/or rows is this:

1. Set the horizontal and/or vertical gaps to zero
2. Set the left and/or top margins to the desired values
3. Click on  and/or  buttons as required



The  button is used to maximize the number of badges that will fit on the page. When you click this button all 6 values in the **Page Layout** area may be adjusted to maximize the badge layout. The rules for adjusting the values are as follows:

**Left & Top Margins** will only be adjusted if centering the badges would cause some parts of a badge to be outside the printable area. This could happen, for example, if your printer can print closer to the top of the page than the bottom and you had set a top margin to make printing start at the top of the printable area. Associated margins will also change if only a single row or column of badges will fit on a page.

**Horizontal & Vertical Gaps** will only change to center the badges when there is enough room for multiple rows or columns.

**Rows & Columns** will change to maximize the number which will fit on a page. If multiple columns or rows will fit, remember that the margins will not be changed, so set these manually first.

The badge locations will be centered in the page according to the above rules. (This is not necessarily centered in the printable area, as some printers have printable areas which are not centered in the page.)

### ***First Badge Position***

**First Badge Position** allows the user to set the slot where they wish the first badge to be printed. This is particularly useful in situations where some badges may already have been printed on a page and there is other area that could still be used.

The **Page 1 Only** selection controls whether First Badge Position applies to the first page or all pages

### ***Predefined Layouts***

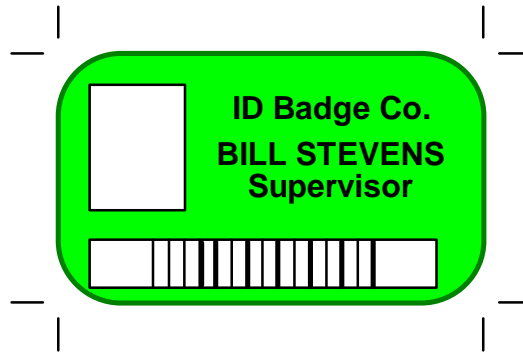
Once you have set up a printing configuration it can be stored for subsequent recall. When everything is the way you want it, click on the **Save Layout** button and enter a filename in the standard file dialog. Normal rules apply to overwriting an existing layout file depending upon your security level. See the **Security** chapter for more details.



To recall a previously saved layout, click on the **Load Layout** button and select the .lay file of your choice. When opened, all parameters will be set to the stored values.

### **Crop Marks Check Box**

If you check the **Crop Marks** box, crop marks will be printed to help show where to cut the paper when separating the badges. Crop marks will show around the outside edges of the badge or group of badges printed on each page.



Crop marks will not be considered when determining if the badges will fit on the usable page area, so remember to leave some margin for them.

## **The Page Information Tag**

When you click the **Page Information** tag the dialog changes to give useful information on the page sizes and badge dimensions.



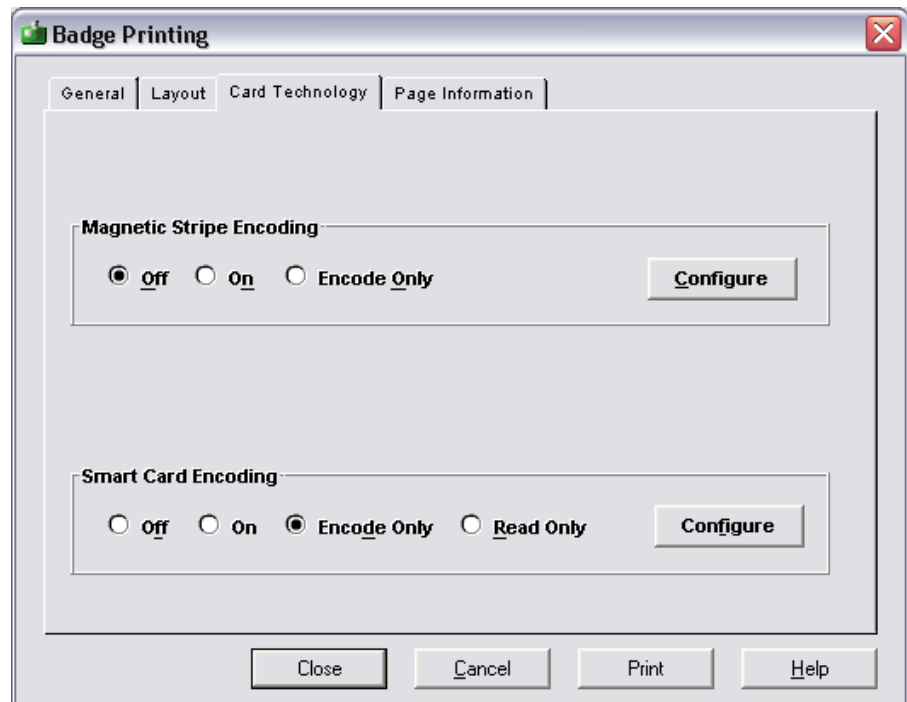
The values which appear in this table will depend upon the printer you currently are using and its configuration. Most printers cannot print right to the edges of the page. The table shows the actual page size and how much of it can be used. This area is usually positioned in the center of the page.

The maximum row and column counts are based upon using the minimum top and left margins shown and no horizontal or vertical gap between the badges. If you use a large margin or gap you may not be able to achieve the maximums shown here. The ID badge software will warn you of any attempt to print outside the usable area (except, the ID badge software does not consider any crop marks you may have used).

When you have finished reviewing the information, click on **OK**.

## The Card Technology Tab

When the **Card Technology** tab is selected the dialog appears as:



### ***Magnetic Stripe Encoding***

If the program has the magnetic encoding option enabled and it has been configured (see the **Configuration** chapter, **Setting Magnetic Encoding Information**) then the radio buttons in the section will be available.

There are 3 options:

1. **Off** - magnetic encoding will not take place
2. **On** - magnetic encoding will take place
3. **Encode Only** - magnetic encoding will take place but no printing will be performed.

If magnetic encoding takes place, the printer will automatically verify that the magnetic stripe has been correctly encoded.

If printing is suppressed a previously printed badge can be (re-)encoded without further printing. There are some considerations when doing this however. Depending upon the printer driver, a set of color panels on the ribbon may get “consumed” even though no printing occurs. Also an overlay panel may be laid

down anyway. Some drivers allow the overlay to be turned off and you might want to do this when **Encode Only** is being used.

If magnetic encoding has not been set up or this option is not enabled, the buttons in this area will be disabled. The **Configure** button can be used to set up magnetic encoding directly from this dialog.

The validity of data being sent to the magnetic stripe is checked as each badge is printed. If data is detected which is inconsistent with the requirements of each track, a warning dialog will appear and the magnetic stripe will not be encoded. For more information on the various tracks and the data they can contain, see the **Configuration** chapter, under **Setting Magnetic Encoding Information**.

### ***Smart Card Encoding***

If the program has the smart card encoding option enabled and it has been configured (see the **Configuration** chapter, **Smart Card Encoding**) then the radio buttons in the section will be available.

There are 4 options:

1. **Off** - smart card encoding will not take place
2. **On** - smart card encoding will take place
3. **Encode Only** - smart card encoding will take place but no printing will be performed.
4. **Read Only** – no printing or encoding will take place, the card will pass through the printer and the information it contains will be read and displayed.

If printing is suppressed a previously printed badge can be (re-)encoded without further printing. There are some considerations when doing this however due to the complexity of smart card encoding (see the **Configuration** chapter, **Smart Card Encoding**).

If smart card encoding option is not enabled, the buttons in this area will be disabled.. The **Configure** button can be used to set up smart card encoding directly from this dialog.

## **Printing Multiple Badges of Different Sizes**

There are some special considerations when printing badges of different sizes when **All Selected** is selected. When this radio button is first selected, the program must analyze the database to determine if there are badges using different sized badge layouts. Depending on the size of the database, this can take a while to complete. A progress dialog will display how the operation is progressing and a **Cancel** button is available if needed. If you do cancel, then the **Current** radio button will be automatically selected.

If the selected group of badges contains templates with different outside dimensions, a warning message will appear immediately underneath the **All Selected** radio button.

For badge spacing purposes, the overall printing area is considered to be the aggregate size of all of the templates used in the selection. For example, suppose the selection contains badges using 3 templates having these widths and heights:

1. 3.25”(82.6mm) wide by 2.125”(54mm) high
2. 3.00”(76.2mm) wide by 3.00”(76.2mm) high

### 3. 2.25”(57.2mm) wide by 3.5”(88.9mm) high

The program will use a badge area of 3.25”(82.6mm) wide by 3.5”(88.9mm) high because this is the minimum area which can contain all three sizes. Spacing buttons will use this for computing badge position. Each badge will then be printed in the upper right corner of the reserved area.

Before proceeding with the printing operation you must decide if this is acceptable. It probably would not be if you were printing to precut sheets designed for badges of the size shown in 1. Similarly, if you were printing to a PVC card printer, cards of different sizes and orientations would cause problems.

To make sure that only badges using a specific template number or range of template numbers is included in the selected set, you can select on template number in the **Fast Find** (see “Fast Find” on page 168) or **Select** (see “Select” on page 170) dialogs.

## Close and Save

Clicking the **Close** button is different from selecting **Cancel** button. This button allows the user to close the dialog and save all the changes that they have made without having to print. This also allows the user to later use the **Print Badge** dialog with all of their custom settings intact.

## Printing from Print Set Up

If you do wish to print from the **Print Set Up** dialog, click on the **Print** button. Sending graphics to a printer can be a time-consuming activity, so be prepared for a delay while printing. These delays are beyond the control of the ID badge software and are a function of the computer and printer.

A dialog will appear during printing to show you which page is currently being printed. There is also a **Cancel** button to stop the printing process and return to the ID badge software. It is normal for the pictures and bitmaps on the screen to be temporarily blanked during the printing process.

For multiple template dialogs, the **Changed** flag will be cleared for each badge which completes the printing process.


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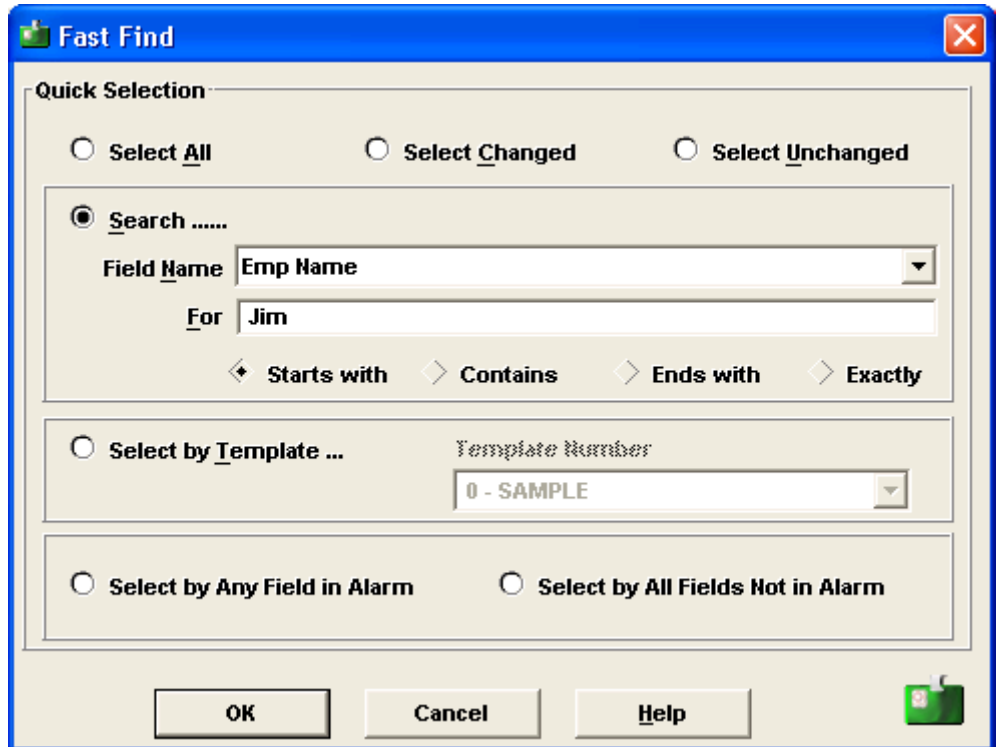
## Badge Selection

### Selection Capabilities

The ID Badge software offers two methods for finding and selecting a badge or groups of badges from the database. The first, called **Fast Find** offers a simple and quick way to find a badge. The second, called **Select** offers a much more sophisticated way to perform complex selection operations on the database.

### Fast Find

The **Fast Find** feature is provided to allow a simple and quick select of a badge or badges from the database. It is limited in capability and should be used when the search criteria is straight-forward. If you click on the  tool bar button, or select **Search, Fast Find** from the menu, the following dialog will appear:



When the dialog first opens, the **Search ....** radio button is selected. The field to be searched is set from the pulldown box labeled **Field Name**. The actual text or number to search for is entered into the **For** box. When all data is correct, select **OK** to perform the search.

The way the program handles data entered in the **For** box depends upon the type of field it is being applied to. This is different for alphanumeric and numeric fields.

If the field type is alphanumeric and uses the **General** format, the program looks for a match for the given characters. You can choose how the search is conducted by selecting one of the four search options. The comparison is **not** case sensitive. The four options are:

1. **Starts With** will match only if the field data starts with the given characters.
2. **Contains** will match if the field data contains the given characters anywhere, including at the beginning or end.
3. **Ends With** will match only if the field data ends with the given characters.
4. **Exactly** will match only if the field data exactly matches the given characters.

As a result, if the text in the **For** box is "Bert" and you select **Contains**, the badges containing "Bert Smith", "Robert Jones" and "Jill Robertson" will all be selected. You can move between the selected badges using the normal arrow tool bar buttons. Text searches actually use the **Like** comparison method, so the characters % and \_ have special significance. For a full discussion on how to use these characters please see "The "like" Criteria" on page 174.

If the field has the **Date**, **Time** or **Timestamp** format, then the entry field will contain a preformatted field. For more information on how to enter dates and times see "Date, Time and Timestamp Fields" on page 140. The search is for exact

matches only. See “Searching for Times and Dates” on page 174 for some special information on searching for dates and times.

If the field type is numeric, you will only be able to enter numbers, a decimal point, and a minus sign (as the first character only). If the **For** field already contains text when a numeric type field is selected, the box will be cleared. The comparison is for exact equality only. Remember that numeric fields may be set for fixed length with a leading fill character. Search only for the variable part of the field. The fixed part is not stored as part of the data.

The field name and entered text will be remembered between each invocation of the **Fast Find** dialog.

The Fast Find dialog also includes buttons to allow selecting on the **Changed** flag either being set or cleared. The **Changed** flag is set whenever a change is made to badge data and is cleared whenever it is printed. These buttons are only available if the database supported multiple templates. Click on **Select Changed** to select all those badges which have changed since they were last printed, or have never been printed. Click on **Select Unchanged** for those badges which have been printed and their data has not changed.

The radio buttons marked **Select by Any Field in Alarm** and **Select by All Fields not in Alarm** allow you to select those badges which have time, date or timestamp fields which have alarms enabled, based upon whether or not an alarm is in effect. To find out more about setting alarms see Setting the Auto Fill In, Locked, Hidden, Alarm and Preset Fields in the Design Section. Note: this feature may not be enabled in all versions of the program.


At the bottom of the dialog is a button to allow selection by template number. This can be useful, for example, when you wish to select only those badges assigned to a particular template number for printing. This button is only available if the database supported multiple templates.

After the search results are finished with, all badges can be selected by reopening the dialog and selecting the **Select All** radio button. When you select **OK**, all badges will be selected.

## Select

The ID badge software provides a sophisticated capability to select badges using up to 6 logically connected criteria. However, the capability is easy to use and for most selections a simple “English-like” statement will select the badges you want (for more information see **Selecting Badges from the Database** in the Guided Tour).

## The Selection Dialog

To activate, select the **Search, Select** menu item or click on the  tool bar button. This will bring up the following dialog:

**BADGE SELECTION CRITERIA**

Database Fields: **Employee Number**

Criteria: **less than**

Match Condition: **147**

**Selection Criteria**

Not		And / Or
[ ]	Employee Name equal to jim Smith	[ ]
[ ]	Employee Number less than 147	[ ]
[ ]		[ ]
[ ]		[ ]
[ ]		[ ]
[ ]		[ ]

**Stored Criteria**

Name:  Load Save Delete

☐ **Case Sensitive Character Comparisons**

The 3 boxes across the top of the dialog are where each criteria is established. The criteria is then moved to the next available **Selection Criteria** box. Each selection box has opening and closing parentheses buttons, a negating **Not** button and an **And/Or** slide switch. The parentheses and **Not** button are active when they are red. In the example dialog above, badges will be selected if the **Employee Name** field contains “Jim Smith” **OR** the **Employee Number** field is less than 147. At the bottom of the dialog is a check box (labeled **Case Sensitive Character Comparisons**) to set whether or not character comparisons take account of the case of the letters ‘A’ through ‘Z’. If the box is not checked, ‘B’ will be considered the same as ‘b’, for example. If checked, lower and upper case letters will be considered different. (See “Case Sensitive Comparisons” on page 175 for an important note about case sensitive comparisons.)

We will now look at this dialog a little closer. Each criteria consists of 3 parts. The first is the name of the **Database Field**, the second is the actual **Criteria** to be applied (“equal to”, “less than”, etc.), and the **Match Condition** to compare against. The first 2 are selected by clicking on the associated down arrow and making the desired selection. The third is a text entry box in which you can type the text you wish.

The **Database Field** pull-down includes all the data fields assigned to the database. It will also include fields for the **Datakey**, **PhotoFile**, **Changed** and **Template** fields. (The last two will not be present on older-style single template databases.)

The **Datakey** field is a unique numeric value assigned to each card. As this number can be displayed on the badge it may be useful to be able to select on it.

If a field has the **Date**, **Time** or **Timestamp** format, then the entry field will contain a preformatted field. For more information on how to enter dates and times see “Date, Time and Timestamp Fields” on page 140. See “Searching for Times and Dates” on page 174 for some special information on searching for dates and times.

The **PhotoFile** field only has one criteria; **is Defined**. If you wish, once entered into a Selection Criteria box, you can click the **Not** button to select on badges which do not have photos taken yet. This feature is valuable when you wish to only print badges for which photos exist, for example. Obviously, there is no **Match Criteria** for this selection. If your database has layouts with multiple different photographs on them, this will select a badge if any one photo has been defined, not when all have. When the **Not** button is active, selection will occur on all badges which have none of their photographs defined.

Similarly, the **Changed** field can be selected based upon whether or not it is defined. This might be useful in conjunction with the **PhotoFile** field to select all badges which have changed **AND** also have photographs. To create such a selection enter two such selection criteria and make sure the **And/Or** slide switch is in the **And** position (see below).

When a criteria has been set it is transferred to the next available criteria box by clicking on the **Add** button. This process can be repeated up to 6 times. The last added criteria can be removed by clicking on the **Delete** button and all the criteria can be removed by clicking on the **Clear** button.

The parentheses buttons allow the logical relationship between criteria to be modified and the example which follows clarifies their function. The **Not** button allows the criteria on the same line to be negated. If the first **Not** button was activated in the dialog above, badges with the **Employee Name** field not equal to “Jim Smith” or the **Employee Number** field is less than 147 would be selected.

The **And/Or** slide switch is used to determine how the criteria are linked together. Each time you click on the switch it will slide to the opposite position. To the left **And** is selected and to the right **Or**.

When you open the dialog box, the 3 boxes across the top will contain the criteria in the lowest **Selection Criteria** box. Each time **Delete** is pressed, the boxes will adopt the values of the new last criteria. If there are no previously entered criteria, the boxes will go to their default conditions. To revise the last criteria entered, simply press **Delete** to remove the last one from the list, make the changes to the entry boxes and select **Add**. The revision will be where the old criteria was located.

You can also save and load selection criteria. When the dialog is set up the way you want, you can save it by entering a name in the **Stored Criteria** area and clicking the **Save** button. This criteria can quickly be retrieved later by clicking the dropdown button against **Name** and selecting the stored name, the pressing the **Load** button. If you need to delete a stored criteria, select it from the drop down and click the **Delete** button.

## Selection Example

Here is an example which will help you to understand how to use the selection feature. For this example we assume you have loaded the sample database provided with the ID badge software. If you need help on loading this database see the **Guided Tour** chapter, **To Open the Sample Database**. This example is somewhat contrived and the end result could probably be achieved in a simpler manner, but the intent is to demonstrate the selection feature capabilities.




In our example we wish to select all badges where the **Department** is “**Technical**”. In addition, from those badges selected we only want those where the **Employee Name** starts with a capital “P” or has an **Employee Number** greater than 000270.



To enter this criteria follow these steps:


1. Select **Department** in the **Database Fields** box
2. In the **Criteria** box select “**like**”
3. In the **Match Condition** box type in “Tech%” (do not type in the quotes)
4. Click on the **Add** button to enter the first criteria
5. Select **Employee Name** in the **Database Fields** box
6. In the **Criteria** box select “**like**”
7. In the **Match Condition** box type in “P%” (do not type in the quotes)
8. Click on the **Add** button to enter the second criteria
9. Select **Employee Number** in the **Database Fields** box
10. In the **Criteria** box select “**greater than**”
11. In the **Match Condition** box type in “000270”
12. Click on the **Add** button to enter the third criteria
13. Click on the top **And/Or** switch to move it to the **And** position, if not already there
14. Click on the second **And/Or** switch to move it to the **Or** position, if not already there
15. Finally, make sure the **Case Sensitive Character Comparisons** check box is checked, as we only want to match names which start with a **capital P**.

*Hint: Click on  to see all the badge data.*

Review the criteria to make sure you have entered them all correctly and then click on **OK**. If you have not changed the sample database since installation, the status line should show 5 badges selected from 8. If we review these badges we find several people who are **not** in the Technical department; Rosa Colace for example.

We need to review the selection criteria to understand why it did not work. Click on the  tool bar button and look at the selection criteria. The ID badge software interpreted the 3 from top to bottom. It said that if the department started with “Tech” and the employee name started with “P” it would be selected. Or it will be selected if the employee number is greater than 000270. Rosa Colace’s employee number is greater than 000270 and so it was included in the selection.

To solve this problem we must make sure that the second and third criteria are considered together and then matched with the first. This is done by enclosing them in parentheses. To do this click on the  button on the second criteria line and the  button on the third. (Remember the buttons are active when they are red.) To see if this has solved the problem click on **OK**. Now you will find only 2 badges that match this criteria and this is what we wanted.

To see the effect of the  button, return to the badge selection dialog and click on this button on the first criteria line, then select **OK**. We now find 3 badges selected except that they only include people specifically **not** in the technical department.

## The “like” Criteria

In the example above, you may have been wondering about the percent sign in the first and second criteria. There are two special characters used in conjunction with the “like” criteria. These are the percent sign (%) and the underscore (\_) and only have special significance in this type of criteria.

---

### NOTE

In the example which follows, it is assumed that the **Case Sensitive Character Comparisons** check box is checked. See “Case Sensitive Comparisons” on page 175 for a special note on case sensitive comparisons.

---

The “like” criteria allows you to partially match characters in alphanumeric fields. When used in conjunction with these two special characters it offers a powerful selection method.

The “%” sign matches any number of characters regardless of what they are. It also matches no characters at all. The “\_” character matches one and only one character, regardless of what it is. Some examples will best show how to make use of these.

*%but% matches “button”, “I would but I can’t”, and “but” but not “Butcher”*

*but% matches “button”, and “but” but not “I would but I can’t”, and “Butcher”*

*%base\_ matches “based”, “Air Force bases”, but not “base”, “Air Force base”*

To explain, in the first example “Butcher” does not match because of the capital “B” (remember that we set selection comparisons to be case sensitive). In the second, “I would but I can’t” has characters before the “but” and again “Butcher” starts with a capital. In the third, “base” and “Air Force base” do not match because the word “base” is not followed by a character.

In our example, the “Tech%” needed the “%” because some badges have the department entered as “Tech” and others as “Technical”. The “P%” has the “%” because we wanted all names that began with a capital “P”.

If you are familiar with the DOS wild card characters “\*” and “?” you will notice that “%” and “\_” are very similar in function. In fact the only difference is that the “%” works correctly even if in the middle of other characters.

Normally you will always use one or other of these special characters in the “like” criteria to get the most power from the command.

## The Ignore Button

You will sometimes find it useful to leave the entered criteria in the dialog box but not have the ID badge software act upon it. This can be accomplished by clicking on the **Ignore** button. All badges will be selected but your entered criteria will still be present when you return to the dialog.

## Searching for Times and Dates

When selecting on times, dates and timestamps for an exact match you may not get the results you expect.

With regard to **Dates**, if you have set the date format to exclude the century digits and the century set in the configuration is 2000, then entering 01/23/96 will not find January 23<sup>rd</sup>, 1996 because 2000 is added to the 96, not 1900.

Similarly, with **Time** data, if you have suppressed the display of seconds in the configuration, and then select for an exact match of 10:43, you will not select the record that has its time stored as 10:43:15. The seconds are always included in the record and when suppressed in the time entry field will default to 00. Hence we looked up 10:43:00 and the failure to match was the result. This problem can come about when you change to suppression of seconds display in “mid-stream”. If you were displaying and entering seconds, and then switch to suppressing seconds, you will not be able to exactly match those whose seconds were not zero.

You can overcome this problem with a “bracketed” select. On our example above, you could enter 2 criteria as follows:

StartTime is greater than or equal to 10:43 **AND**

StartTime is less than 10:44

This would include all times from 10:43:00 to 10:43:59 and the desired result would be achieved.

Of course, both comments apply to **Timestamp** field formats.

## Case Sensitive Comparisons

Some databases inherently do not perform case sensitive comparisons, even when instructed to do so via the ODBC interface. Microsoft Access is one of those.

---

## Badge Deletion

Badges can only be removed from a database if you have a security level which permits it. See the **Security** chapter for more information. The ID badge software offers two ways of deleting; either the current badge or all of the badges currently selected.

### Single Badge Deletion

The currently displayed badge can be deleted by selecting the **Edit, Delete**

**Current** menu item or clicking on the  tool bar button. A pop-up dialog box will appear asking you to confirm that you really want to delete the badge.

---


#### WARNING!

ONCE A BADGE HAS BEEN DELETED IT CANNOT BE RECOVERED.

---

For step by step instructions on deleting a badge see **Deleting a Badge** in the **Guided Tour**.

### Deleting Selected Badges

Selecting the menu item **Edit, Delete Selected** or clicking on the  tool bar button will delete all badges currently selected. A pop-up dialog box will appear asking you to confirm that you really want to delete the badge. To protect your data, if you answer **YES** to this dialog a second dialog will appear asking if you want to

cancel the operation. To delete the badges you must answer **NO** to this one. You can determine how many badges will be deleted by looking at the 3 numbers in the status line and checking the middle number. This is the number of badges currently selected in the database.

---

**DANGER!**

IF YOU HAVE NOT MADE A BADGE SELECTION, THIS COMMAND WILL DELETE ALL THE BADGES IN THE DATABASE AND YOU WILL NOT BE ABLE TO RECOVER THEM. PROCEED WITH EXTREME CAUTION!

---


As the deletion may take some time, a progress bar will appear to show you how the deletion is proceeding. The dialog includes a **Cancel** button which can be pressed at any time during the deletion operation. All those badges deleted up to the time the **Cancel** button was pressed are gone forever, but the undeleted ones will remain.

---

## On-Line Help

The ID badge software comes with extensive on-line help. In fact, virtually the entire printed manual is available electronically and is fully cross-referenced and indexed.

## Table Of Contents

The on-line help contents can be called up by selecting **Help, Contents** from the menu or clicking on the  button in the tool bar. The standard Windows™ Help System is used by the ID badge software and it contains its own “help” on how to use it. Refer to this if you are not familiar with using the Windows™ Help System.

## Context Sensitive Help

All the ID badge software dialogs have a **Help** button on them which can be clicked to bring up the on-line help system. The ID badge software will automatically position you in the help information at the area relevant to the current operation you are performing. From there you can browse the related topics until your question has been answered. You can even print a topic if you cannot find the written manual and would like to refer to it this way.

---

## Demonstration Mode

If a security key is not attached to the computer then the ID badge software switches to **Demo Mode**. When in this mode, the user can perform all operations but with the following limitations:

- The database can only contain up to 10 badges
- Badges can be printed up to 20 times
- “Try out” optional features will be available for up to 20 uses

The “try out” optional features and badge printing can be used an aggregate total of 20 times. This means that you could perform printing operations 10 times, capture 5 TWAIN images and 5 signatures, for example. **Note:** not all versions have try out features.


For more information on the optional features, see the **Optional Features** chapter.  
In addition to the above, the security system is disabled when in **Demo Mode**.

---

## Double-sided Badges Databases

If this optional feature is available and selected in the **Configuration** menu, then the operation of the program changes to accommodate double-sided badges. The



button controls which side of the badge is visible. When appearing as shown, the front of the badge is displayed. When depressed it appears as  and the reverse of the badge is shown. To further emphasis which view is showing, the words **(Front)** and **(Back)** are displayed in the window title bar.

## Capturing Photographs

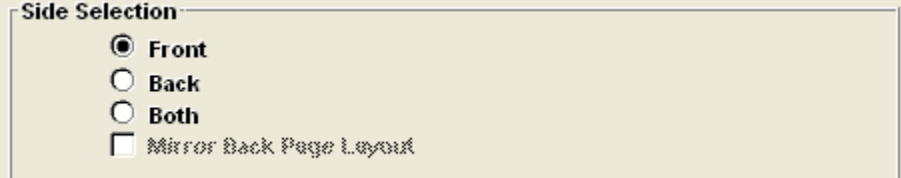
Photographs are captured in the usual way. It does not matter whether the holder is being displayed at the time of capture. Therefore if the back of the badge is currently showing and the photograph is displayed on the front, it is **not** necessary to display the front before capturing the picture (although you may wish to do so).

## Capturing Signatures

If you have this optional feature the same comments apply is in the previous section on capturing photographs.

## Printing

When a double-sided database is open, the section of both printing dialogs labeled **Side Selection** will be available. The section appears like this:



Side Selection

☒ Front

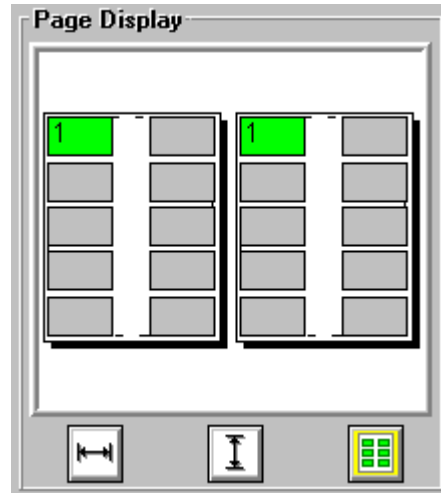
☐ Back

☐ Both

☐ Mirror Back Page Layout

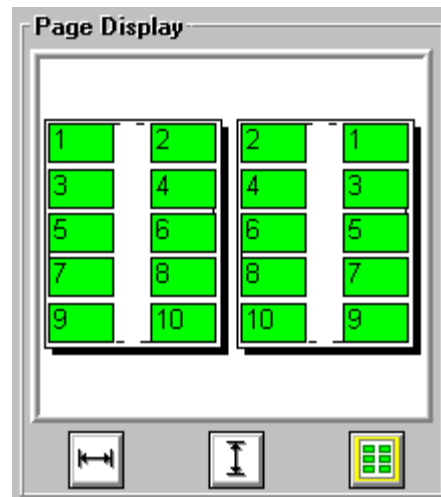
By selecting the appropriate button either the front, back or both can be sent to the printer.

When **Both** is selected, the **Page Display** in the **Printer Set Up** dialog changes to show the layout of both the front and back of the badge. Depending upon the aspect ratio of the printed page, the front will either be at the top or to the left. Here is an example:



The **Mirror Back Page Layout** check box controls how the badges are laid out on the back page. When unchecked the back page is laid out like the front, as in the above example. When checked, the back page layout is reversed.

This feature is useful when printing the back on the same piece of paper as the front. Without it, the back of badge 1 would not come out opposite the front of badge 1. The **Page Display** when printing multiple badges with this item checked appears like this:



Note that this does not reverse the actual badge itself, just the way they are laid out on the page.

You can also mirror the back layout when printing the back only.

## The Changed Flag

The changed flag will be cleared when you print either the front, back or both sides of the badge.

## Duplex Printers

There are now available a range of PVC card printers which support printing on both sides of the badge. Eltron, DataCard, Magicard, Atlantek and Fargo, among others, now offer such printers.

These printers have available a range of ribbons configurations which allow color on both sides, or color on one and black and white only on the other. These printers can also be used to print single-sided badges.

Generally, the printer driver provided by the printer manufacturer is used to determine how the printer is to respond to double-sided printing. You should check the printer set up within the Windows environment to determine what capabilities are available and how to use them. You will probably find a control which turns duplex (ie: double-sided) printing on and off. There may also be control of the orientation of the back with respect to the front and whether or not color is available on the back.

This program has been tested on printers from the previously mentioned manufacturers and found to be fully operational.

---

## Remote Databases

It has always been possible to use the Badging Program connected to a database on a remote computer linked via the Internet. However, until V5.40 the image files, which store photographs, fingerprints and signatures were always stored locally on a given computer.

This made true centralization of the badge database not fully possible. But starting with V5.40, these images can be stored right in the database, assuming the type of database supports it. Most professional databases do, including Microsoft SQL Server, Oracle, PostgreSQL and MySQL. The result of this is that multiple badging stations can connect via the Internet, or other high speed network, to a central badge database and all share the same data.

However, each station can have entirely different badge designs so the badge data can be displayed and printed on badges specific to the station.

When this feature is combined with the Database Mirror feature, it becomes particularly powerful. All badge data can be stored securely at a central location and "snap-shot" copies of it made to the local station for use when that station is not able to connect directly to the central database. You will find more information on "Database Mirroring" on page 182.

## Setting Up Your Own Central Database

If you want to set up your own central database, you will probably need to enlist the aid of your IT department. At a minimum, you will need to install and configure an ODBC driver at each station which is designed to communicate with your central database server. Your IT department will need to configure the Data Sources and will probably issue a database name, user name and password to access it. The exact details are beyond the scope of this manual.

## Using an NESC Central Database

If you do not have a IT department, NESC (the manufacturer of the badging software) can provide a central database and help you configure your badging stations. There will be a consulting charge for setting the central database up, and a recurring charge for its use. Our database server is accessed through the Internet, so a modern, high bandwidth Internet connection to your badging station will be required. Please contact NESC (508-476-9200) or your dealer for more information.

---

## Image Storage Methods

Until Version 5.40, all photographs, fingerprints and signatures were stored in files at the badging station. This was true even if the badge information database was remotely located.

But starting with V5.40 these images can be stored directly in the database, if it supports it, as most do. Storing images directly in the database has several advantages. It centralizes all information about the individual; it makes data backup easier; it facilitates remote central database storage; and it reduces the risk of accident deletion of image data.

When a new database is created, whether by using the wizard or the expert screens, an option can be selected to store the images in the database. Once this selection is made it is not final, however, and capabilities are provided to switch between the two image storage methods.

When images are stored in the database it may happen that a file copy is required for some other purpose. To aid in this an Image Export feature is provided. For more information see “Exporting Images” on page 181.

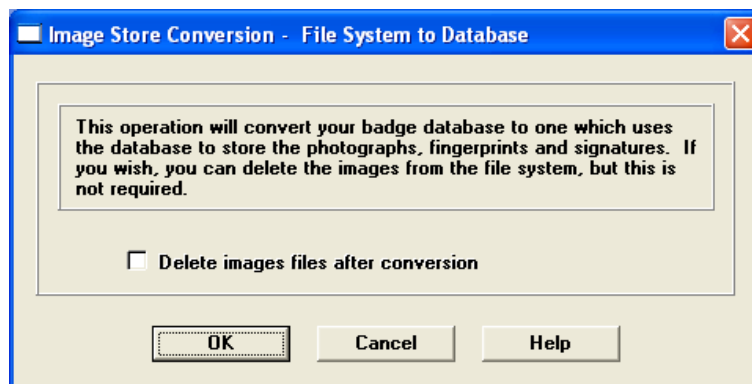
## Converting Between Methods

### *Existing Databases which use File Images*

If the database type supports it, you can convert to database storage of the images by selecting **File, Database Management, Convert Image Storage Method**.

You must be logged in with **Supervisor** or **Master** access to use the feature.

You will be presented with a screen like this:



You can optionally choose to delete the image files, once they have been stored in the database, by checking the indicated box, but this is not required. You might want to keep them as a backup.



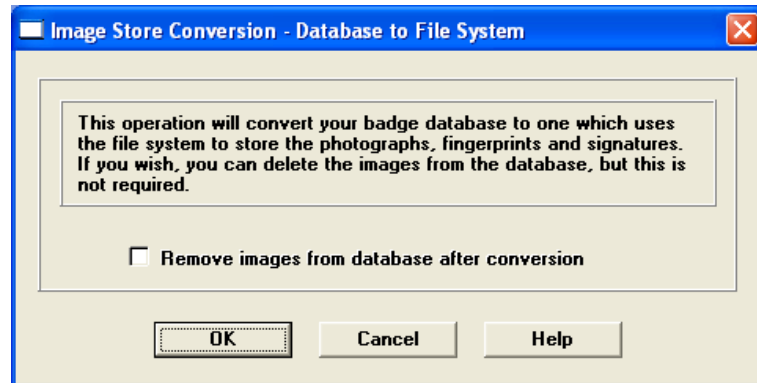
If you have a lot of image files to convert, or have a slow computer or connection to the database, then a progress dialog will display to indicate the operation status.

Once the conversion is complete the database will reopen and operate normally.

If there is already an image table in the database then you will not be allowed to proceed with this operation until the table is removed. This must be done outside the badging program.

### ***Existing Databases which use Database Image Storage***

If your images are currently stored in the database and you would like to convert to file storage at your badging station, then select **File, Database Management, Convert Image Storage Method**. You must be logged in with **Supervisor** or **Master** access to use the feature. This will open a dialog like this:



If you wish to remove the images left in the database, select the check box.

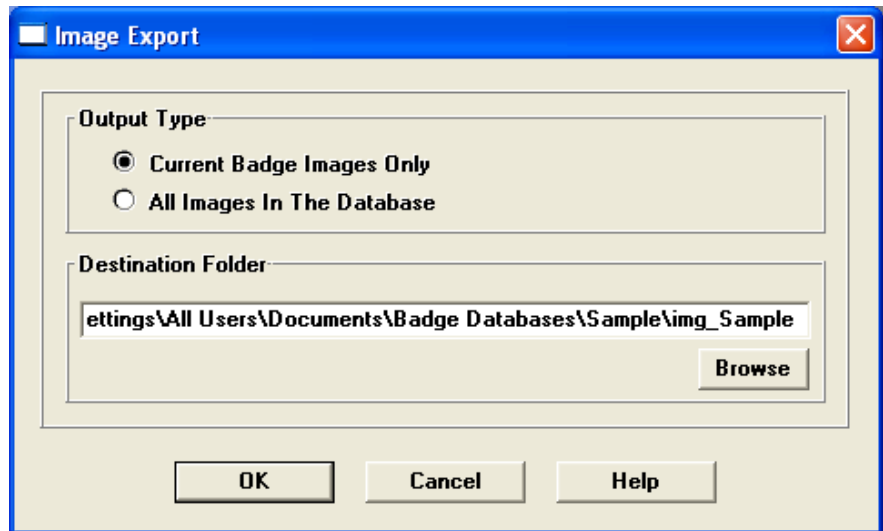
If you have a lot of image files to convert, or have a slow computer or connection to the database, then a progress dialog will display to indicate the operation status.

Once the conversion is complete the database will reopen and operate normally.

If there is already an image folder on the local station then you will not be allowed to proceed with this operation until it is removed or renamed. This must be done outside the badging program.

## **Exporting Images**


When images are stored in the database it may be desirable to export them to files for some other purpose. To do this, select **File, Database Management, Export Images**. You must be logged in with **Supervisor** or **Master** access to use the feature. A dialog like this will appear:



You can choose whether to export just the images for the current badge, or all images for all badges. You can also enter or browse for the destination for the exported files.

When you click **OK** the exporting will start. If you have a lot of image files to export, or have a slow computer or connection to the database, then a progress dialog will display to indicate the operation status.

The images for each badge are stored in a folder within the destination folder. The folder name is the Datakey for each person's record. You can discover a person's

Datakey by finding their badge and then clicking on the  toolbar icon. The dialog will show the Datakey value.

All photographs are exported as JPG files. The fingerprints are exported into PNG files to preserve their quality. Signature files are exported in a proprietary format.

---

## Database Mirroring

A database mirror is a copy of a real database intended for reading, but usually not for changing. A database mirror could be used as a backup mechanism, or it could be used to give the badging station access to data which it cannot currently access using the live database. This could occur if the live database is remotely located and the badging station is not currently connected to the Internet, for example.

The badging program provides operations to create the mirror database, and then to synchronize it over time.

A database mirror can only be created when the badge images are stored in it, not when they are stored in local files.

---

## Creating and Maintaining the Mirror

You can create a mirror at any time by selecting **File, Database Management, Create Local Mirror Database**. You must be logged in with **Supervisor** or **Master** access to use the feature. In addition, images (photographs, signatures. Etc.) must be stored in the database, not in separate files. If this is not the case you can

convert the database at any time. For more information see “Converting Between Methods” on page 180.

If this menu option is not available, but **Synchronize Local Mirror Database** is, then a mirror already exists and can be brought up to date by selecting this option.

In either case, if you have a lot of badge records in your database, or have a slow computer or connection to the database, then a progress dialog will display to indicate the operation status.

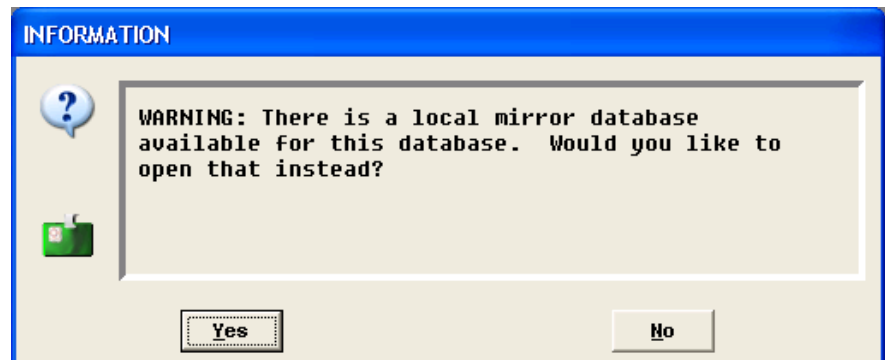
Note that if you have enabled main database synchronization and the mirror database contains changes which have not been uploaded, then you will be warned about this if you try to synchronize the local mirror database. You can choose to either synchronize then main database first, before synchronizing the mirror, or proceed and loose the changes made to the mirror database. Once completed, a dialog will indicate the success of the operation.

You can also delete a mirror database and this can be done whether or not it contains any changes.

---

## Using the Mirror

When you open a badge database which has a mirror available for it, you will see a dialog like this:



If you want to open the regular main database then select **No**. Select **Yes** to open the mirror.

If you open the mirror, note that you will be able to perform all operations as normal **except** those which would result in a change to the database. This means that you will not be able to revise existing, delete existing or create new badges. There will be other operations which will not be allowed also.

The previous paragraph will not be true, however, if you have configured the ID Badge program to allow the main database to be synchronized. If this is so, then you will be able to make changes to badge contents like text, photos, fingerprints, etc. but not perform any operation which would change the structure of the database, such as adding fields. See “Synchronizing the Main Database” on page 183 for more details.

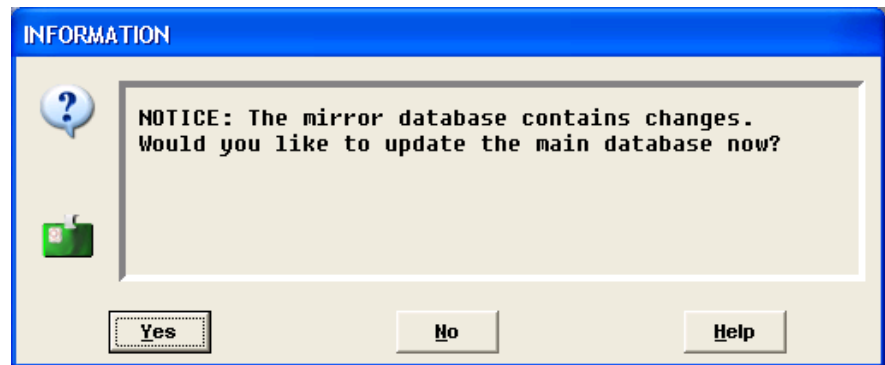
---

## Synchronizing the Main Database

If this feature is enabled then limited changes are permitted to the mirror database and those changes can be uploaded to the main database. In addition, images (photographs, signatures. Etc.) must be stored in the database, not in separate files, for this function to be available. For more information see “Converting Between

Methods” on page 180. This synchronization can be performed at any time when the main database is open and there are pending changes to the associated mirror. To do this, select **File, Database Management, Synchronize Main Database** in the menu system. This will only be available in **Supervisor Mode** or above.

You will also be advised that pending changes to the mirror database have not yet been uploaded when you open the main database. If you are in **Supervisor Mode** or above then you will see this dialog. If not you will see an advisory dialog telling you how to log in to **Supervisor Mode** and then perform the synchronization.



## Synchronization Considerations

It is possible that a badge record at the main database may have been deleted by others since the mirror database snapshot was taken. If the changes to the mirror database includes a change to that same badge record, then the record will be recreated at the main database during the synchronization process.

It is equally possible that a badge record at the main database may have been changed by others since the mirror database snapshot was taken. If the changes to the mirror database includes a change to that same badge record, the subsequently revised record at the main database will be over-written during the synchronization process.

If you make changes to the field structure of the main database, by adding fields for example, and a mirror database exists from prior to those changes, then the mirror will not be useable and will be deleted with the revised main database is first opened.

Note that synchronizing the main database is not permitted if the main database was created by attaching to a database table not originally created by the badging program.

# Reports

---

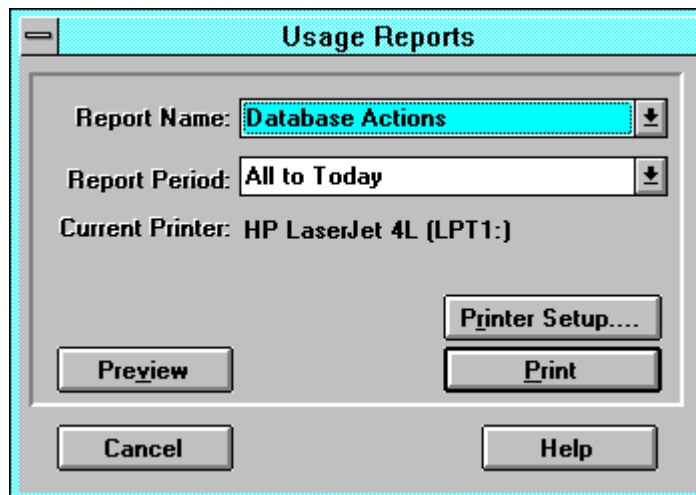
## Introduction

Report generation is an optional feature which provides on-screen and printed reports based on the data collected by the program when the logging feature is turned on.

The reports include information on changes to the database, user operations, changes to templates and other operational actions. The reports are generated by an embedded version of Crystal Reports™, a commercial reporting software package. Owners of this software can develop additional reports based on the logged data and make them available to the user, via the reporting menu item. At the time of publication, 9 reports are included with the software. Four of these are associated with the **Verifier** option.

## Creating a Report

Reports can be generated by all levels of users, if the optional feature is enabled. Selecting the **Reports!** menu item brings up a dialog like this:



At the top is the name of the report to be generated.

This pulldown dialog displays the report types available. These are the reports currently available:

## Database Actions

This report provides information on changes made to the badge database. A typical report might look like this:

Custom Badge		February 02, 1996	
<u>Badge Database Operations Report</u>			
Transaction Type: Add Badge		Datakey822947700	
	Database Field 1:	Jim Westford	
Date: January 29, 1996	Database Field 2:	434	
Time: 15:35:00	Database Field 3:	1933-03-08 00:00:00	
	Database Field 4:	1899-12-30 12:22:00	
Current User: MASTER	Database Field 5:		
	Database Field 6:		
Photofile	Database Field 7:		
Changed	Database Field 8:		
TemplateID: 0 - General	Database Field 9:		
	Database Field 10:		
Transaction Type:Change Badge		Datakey: 7564	
	Database Field 1:		
Date: January 29, 1996	Database Field 2:	6423	
Time: 16:09:49	Database Field 3:		
	Database Field 4:	1899-12-30 06:45:00	
Current User:MASTER	Database Field 5:	1996-01-28 15:33:00	
	Database Field 6:		
Photofile:	Database Field 7:		
Changed Flag	Database Field 8:		
Template ID:	Database Field 9:		
	Database Field 10:		

Each report section shows the changes made to a badge record. The action taken, time and date of the action, and who the user was, are always shown. The datakey is also always shown and can be used in conjunction with **Fast Find** or **Select** (see **Fast Find** and **Select** in the **Operation** chapter) to locate the badge which was modified (assuming the action was not to delete the badge).

The remaining fields will only be filled in if that data changed. So when a new badge is added, all fields will be filled in, as in the first example. But when an existing badge is changed, only the changes will be displayed, as in the second example.

There is no way for the reporting system to know the names you gave the various fields because you may have multiple databases with different field names. However, their order in the report will be the same as their order in the data entry dialog and the database open at the time can be determined by consulting the **Operations Actions** report.

In the example above, fields 3, 4 and 5 are stored as time stamps, but from inspection of the data it is probable that field 3 is a date (the time is zero), 4 is a time (the date is 1899-12-30) and 5 a timestamp.

Note that only the first 10 badge fields are displayed. If you have the “Dossier” feature and make changes to fields 11 and onward, the fact that a change occurred will be logged and reported, but not the field which was changed. This feature can be used to protect sensitive information from being displayed, by putting it in a field from 11 onwards. If you want to see up to 50 fields, use the **Database(50) Actions** report.

## Database(50) Actions

This report is the same in purpose as the **Database Report**, but shows up to 50 database fields. If the log contains actions on databases with less than 50 fields,

those unused fields will remain blank. See “Database Actions” on page 186 for more information on database reports.

## Operations Actions

This report provides information on actions taken by the user which affect the program operation or database. A typical report might look like this:

Custom Badge	February 03, 1996			
	<u>Program Operations Report</u>			
Transaction Type	Date	Time	User Name	Additional Information
Log Start	February 03, 1996	11:12:58		
Program Start	February 03, 1996	11:12:58		
Log In	February 03, 1996	11:22:54	MASTER	MASTER
Open Database	February 03, 1996	11:27:28	MASTER	E:\ID_CARDS\BADGES.IDC
Add Badge	February 03, 1996	11:28:44	MASTER	823364922
Close Database	February 03, 1996	12:51:18	MASTER	E:\ID_CARDS\ BADGES.IDC
Log End	February 03, 1996	12:51:19	MASTER	
Program End	February 03, 1996	12:51:20	MASTER	
Log Start	February 03, 1996	12:58:28		
Program Start	February 03, 1996	12:58:29		
Log End	February 03, 1996	13:01:32		
Program End	February 03, 1996	13:01:32		

The **Additional Information** column will contain different data depending upon the transaction type. In the example, “Log In” shows the user name after log in. Database operations show the name of the **.IDC** file and badge data changes show the **Datakey** of the record which was changed.

This is a very useful report for finding out which database was open at a particular time. One use of this is to find out the database being reported on in the **Database Actions** reports.

## Template Actions

This report displays all actions taken on templates stored within a database. It does not record any changes made to **.CTM** template files. A typical report might look like this:

Custom Badge	February 03, 1996			
<u>Template Operations Report</u>				
Date Range:	All to Today			
Transaction Type	Date	Time	User Name	Template ID
Add Template	January 29, 1996	15:34:11	MASTER	1 - ACCNTNG
Add Template	January 29, 1996	15:34:25	MASTER	2 - HAEMOV5
Change Template	January 29, 1996	15:36:08	MASTER	0 - SAMPLE
Reassign Fields	January 29, 1996	16:10:18	MASTER	0 - SAMPLE
Revise Template	January 29, 1996	16:10:46	MASTER	0 - SAMPLE
Reassign Fields	January 29, 1996	16:11:17	MASTER	0 - SAMPLE
Add Template	January 31, 1996	13:38:01	SUPER	2 - TEST
Revise Template	January 31, 1996	13:38:30	SUPER	2 - TEST
Add Template	January 31, 1996	13:40:18	SUPER	3 - TEST1
Add Template	January 31, 1996	13:41:14	SUPER	2 - TEST
Add Template	January 31, 1996	14:08:19	SUPER	3 - TEST1
Revise Template	January 31, 1996	14:09:26	SUPER	3 - TEST1
Revise Template	January 31, 1996	14:10:04	SUPER	3 - TEST1
Revise Template	January 31, 1996	20:26:08	SUPER	3 - TEST5
Revise Template	January 31, 1996	20:26:27	SUPER	0 - Horizontal
Revise Template	January 31, 1996	20:26:55	SUPER	1 - Vertical
Revise Template	February 01, 1996	21:49:26		0 - SAMPLE
Revise Template	February 03, 1996	13:44:47	MASTER	0 - General

The **Database Actions** report can be used to determine which database was open for any given template revision. For more information on that report see “Database Actions” on page 186.

## User Actions

This report provides information on changes made to the list of authorized program users and all “log in” operations. It displays the addition, deletion and changes made to each user as well as when each user logs in to the program. A typical report would be:

Custom Badge	February 03, 1996				
User Name Operations Report					
Date Range:	All to Today				
Transaction Type	Date	Time	Current	User	New Level
Log In	January 29, 1996	11:49:54	MASTER	MASTER	MASTER
Add User	January 31, 1996	12:33:01	MASTER	BROWSE	BROWSE
Add User	January 31, 1996	12:33:02	MASTER	NORMAL	NORMAL
Add User	January 31, 1996	12:33:02	MASTER	SUPER	SUPERVISORY
Log In	January 31, 1996	12:33:12	SUPER	SUPER	SUPERVISORY
Log In	January 31, 1996	12:34:13	NORMAL	NORMAL	NORMAL
Log In	January 31, 1996	12:35:05	SUPER	SUPER	SUPERVISORY

## Verifier Operations

This is a detailed report showing all **Verifier** operations. It includes the successes and failures along with some information from the database for the successes. A typical report would look like:

Custom Badge	January 18, 1997				
	Badge Verifier Operations Report				
	Searched Field:Department		Search Text:Test		
	Match Count:1	Database:			
	E:\ID_CARDS\SAMPLE\SAMPLE.IDC				
	First Matching Record				
Date:	1/ 8/97	Field 1:	8890		
Time:	00:43:55	Field 2:	Test		
		Field 3:	Greco, Christopher		
Current User:MASTER		Field 4:	9908		
		Field 5:			
		Field 6:			
		Field 7:			
		Field 8:			
		Field 9:			
		Field 10:			

## Verification Failures

This report shows only the verification actions which resulted in no matching record. A typical report is:

Custom Badge		January 18, 1997			
Unsuccessful Badge Verification Report					
Date	Time	User	Database	Search field	Search
1/ 8/97	22:45:03	MASTER	E:\ID_CARDS\SAMPLE\SA	Department	xxxx
1/ 9/97	00:19:02	MASTER	E:\ID_CARDS\SAMPLE\SA	BadgeNumber	271
1/17/97	22:07:29	MASTER	E:sample/sample.idc	BadgeNumber	271



## Verification Successes

This report displays all the successful verifications, including those which found more than one match. An example is:

Custom Badge		January 18, 1997				
Successful Badge Verification Report						
Date	Time	User	Matches	Database	Search field	Search
1/ 8/97	00:43:55	MASTER 1	1	E:\ID_CARDS\SA	Department	Test
1/ 8/97	00:44:25	MASTER 1	1	E:\ID_CARDS\SA	Department	Tech
1/ 8/97	00:45:07	MASTER 2	2	E:\ID_CARDS\SA	Department	Technical
1/ 9/97	00:19:20	MASTER 1	1	E:\ID_CARDS\SA	BadgeNumber	260
1/10/97	11:17:22	MASTER 1	1	K:\INTEGRAT\CA	LASTNAME	Wray
1/10/97	11:17:50	MASTER 3	3	K:\INTEGRAT\CA	FIRSTNAME	Greg
1/13/97	21:24:26	MASTER 1	1	K:\INTEGRAT\CA	LASTNAME	turlo

## Verification Duplicates

Finally, this report displays the verification successes which resulted in more than one match. A typical report might look like:

Custom Badge			January 18, 1997			
Duplicate Badge Verification Report						
Date	Time	User	Matches	Database	Search field	Search Text
1/ 8/97	00:45:07	MASTER	2	SAMPLE.IDC	Department	Technical
1/10/97	11:17:50	MASTER	3	SAMPLE.IDC	FIRSTNAME	Greg

## Report Period

Each report can retrieve data from specific time periods. This pulldown dialog is used to select the period desired. The text in the dialog is self-explanatory and a wide range of date selections are available.

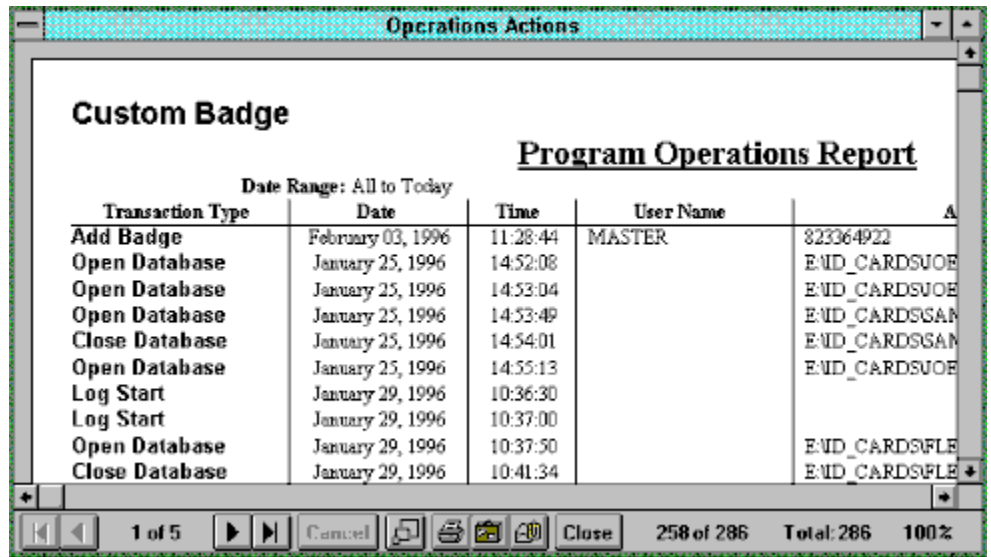
## Current Printer

This displays the destination printer for the report. It is very important that you check this to make sure it is correct. You may have set the Windows™ default printer to a special PVC card printer and this obviously would not be suitable for report printing.

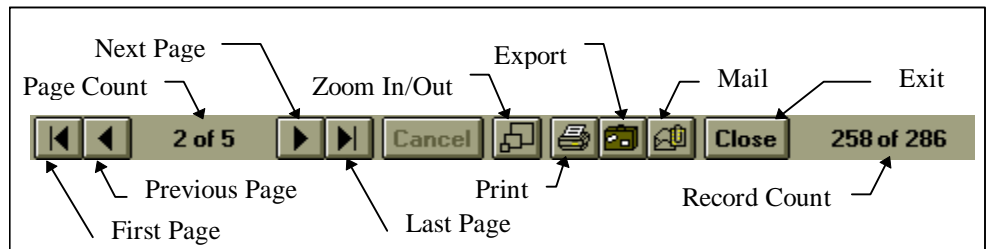
You can change the destination printer by clicking on the **Printer Setup...** button and selecting the desired printer from the dialog. This printer will remain the report printer for the remainder of the time the program is running, unless you change it. For more information on the **Printer Setup...** button see the **Operation** chapter under **Printer Setup Button**.

## Preview

This button allows you to review the final report on the screen before sending it to the printer. This is a powerful capability and you will probably always use it before printing. Pressing the preview button brings up a display like this:



The window contains a row of tool buttons along the bottom. The function of these are as follows:



### Printer Setup...

Use this button to determine which printer the report will be sent to. The currently selected printer is shown in the **Current Printer** line in the dialog. When you click this button a standard printer selection dialog will appear. From there the printer can be selected.

All supplied reports are designed for “portrait” printing, so changing the paper orientation will have no effect.

### Print

Pressing this button sends the report directly to the current report printer. If you want to see what the report will look like first, select the **Preview** button instead. For more information on preview, see “Preview” on page 189. The report can be printed from there if you wish.

### Cancel

Clicking this button will dismiss the **Usage Reports** dialog and return operation to the main menu and tool bar.

### Help

This button provides context-sensitive help and will position you in the help system at the place relevant to report printing.

# Optional Features

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## Introduction

Some versions of the badging program may contain optional features. These features are divided into 2 categories called “Try Out” and “Non-try Out”. The “Try Out” features will be available for 20 uses when the features is not enabled by the security key. The 20 uses is an aggregate number, meaning that these features can be tried out a combined total of 20 times. At five remaining try outs, a warning message will appear, down to none remaining. At that time the optional features will become disabled.

The idea of this concept is to allow you to investigate those features to determine their value to you, before investing in them. Some features require special hardware or would create non-compatible databases and therefore a “Try Out” period would not make sense for them. These are the “Non-try Out” features. Both types of features can be activated permanently; see **Enabling Optional Features** in the **Configuration** chapter for further information on this.

Depending upon the version of the program you are using, some optional features may already be available.

---

## Try Out Features

At this time, the optional features which fall into this category are:

1. Signature Capture
2. TWAIN Interface
3. Reports
4. Photo Capture from Bitmaps
5. Double-sided Badges
6. Verifier
7. Video for Windows® Image Capture
8. Data Table View
9. Image Optimizer

---

## Non Try Out Features

Currently, the optional features in this category are:

1. Magnetic Stripe Encoding
2. Dossier/Unlimited field Databases
3. Smart Card Programming
4. Mirror to Main Database Synchronization

---

## New Optional Features

To determine if your software has additional optional features, check the **README.WRI** write file and see **Enabling Optional Features** in the **Configuration** chapter.

# Configuration

---

## Setting the User Information

The user information provides a place to store company name and address data for possible inclusion on the badge. Selecting the **Configuration, User Information** menu item opens a dialog box for this data.

The data is stored along with the badge database and can therefore be different from database to database. If you enter data and then open an existing database, the user information stored in the database will replace the current information.

When creating a new database, create the database first, and then while it is open enter the user information. It will be automatically saved when you close the dialog.

---

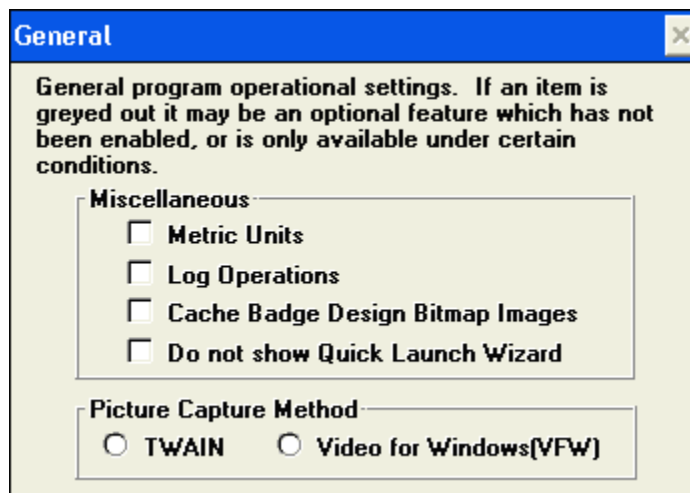
## Program Set Up

The **Configuration, Program Set Up** menu item provides a tabbed dialog which allows the setting of various program operations. The dialog generally looks like this, although your version may differ:



## General

**Note:** In some versions of the program the **General** tab may contain:



When this is the case, you can also select whether pictures are to be captured using the TWAIN or VFW interface. This can be changed at any time.

## Log Operations

When the **Log Operations** check box is checked, operations performed by the program will be written to an ASCII text file called **BB32.TXT**. This file will

continue to grow while logging is turned on and it is up to the user to manage the file size externally to the program.

The contents of the file can be used for any purpose the user wishes. The file is the source of information for the built-in, optional reporting package. For more information on this feature, see the **Reports** chapter.

The specification for the format of this file is available separately.

---

#### **Technical Note**

You can make the program start up with logging activated regardless of the last setting of the menu logging switch, by including the text “/LOG” on the command line. This is done in Windows™ by right-clicking on the Badging shortcut, choosing **Properties-Shortcut**, and adding the above text to the **Target** field. As a result, the command line might appear as:

---

**C:\Program Files\Badging\Badge\BB32.EXE /LOG**

---

### ***Double Sided***

When the **Double-sided Badges** check box is checked, the badges can contain information on both sides. Some PVC printers support double sided printing and facility also exists to print on both sides of normal paper.

Existing databases can be easily converted to double-sided. Existing badge templates can be easily changed to define both sides of the badge.

For more information on the operation and use of this feature see the **Double-sided Badges** sections of the **Design** and **Operation** chapters.

### ***Metric Units***

When the **Metric** check box is checked, all length values will be displayed and accepted in millimeters. The check box can be selected and deselected at any time. Values will automatically be displayed accordingly.

The program stores all length values internally in English units. Therefore it is not unusual to occasionally see small rounding errors when displaying metric values. These are very small and do not affect the accuracy overall of the application of the length value.

### ***Supervisor or higher for Dossier Access***

When checked, the program can only be put into Dossier Mode (if that feature is available) by users at **Supervisor** level or higher. This allows a level of privacy for information included on the Dossier.

This setting is on a "per badge database" basis, so a badge database must be open to check the box and each database has its own setting.

### ***Video Capture/Print Badge in Browse Mode***

When checked, the user of the currently open database will be able to capture photographs, fingerprints and signatures, if applicable, and also print badges, when the program is in **Browse** mode. When not checked, the user mode must be **Normal** or above to perform these operations.

### ***Cache Badge Design Bitmap Images***

When checked, all bitmaps which are part of the badge designs will be stored in the associated **IDC** file. They will be stored internally as lossless, compressed images. When the bitmaps are cached it is not necessary for the original bitmap files to be retained and available to the program. However, if the original files are no longer available, do not turn off Bitmap caching, or the images stored in the IDC file will be lost.

### ***Do Not Show Quick Launch Wizard***

When checked, the Quick Start Wizard will not show when the program is started.

### ***Enable Record Delete in Foreign Databases***

For foreign and unknown database types this checkbox will be available. Checking the box will allow badge deletion that would otherwise be disallowed. This setting is related specifically to the open database. The setting is not available if a database is not open.

By default deletion of records is not allowed on foreign databases (ie: ones not created by the badging program) for protection of the foreign data. This setting allows this protection to be overridden.

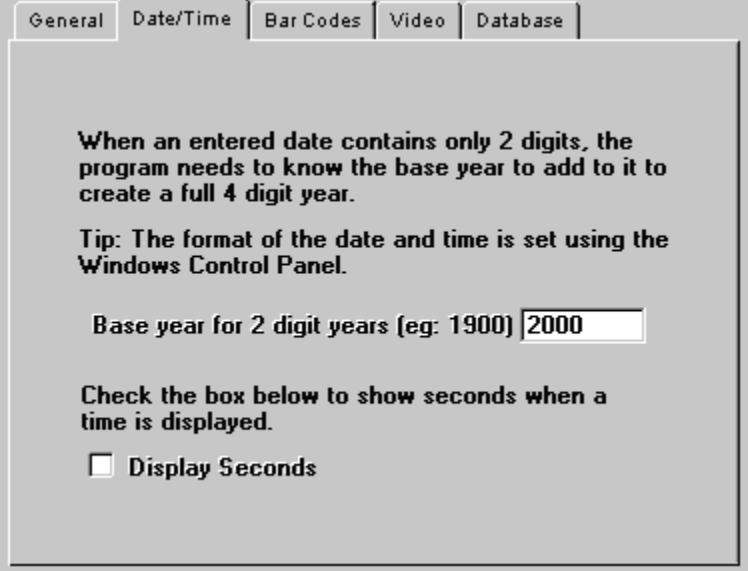
### ***Auto Open TeamTracer Action Capture Window***

This item will not be available unless the TeamTracer® feature is available. When set, TeamTracer's Action Capture Window will open immediately a badge database is opened, regardless of user level. When not checked, TeamTracer can only be started by a Normal level user or above.

This setting is on a "per badge database" basis, so a badge database must be open to check the box and each database has its own setting.

## **Date/Time**

When this tab is selected the contents of the dialog change to:



The screenshot shows a dialog box with five tabs: General, Date/Time, Bar Codes, Video, and Database. The Date/Time tab is selected. The dialog contains the following text:

**When an entered date contains only 2 digits, the program needs to know the base year to add to it to create a full 4 digit year.**

**Tip: The format of the date and time is set using the Windows Control Panel.**

Base year for 2 digit years (eg: 1900)

**Check the box below to show seconds when a time is displayed.**

☐ **Display Seconds**

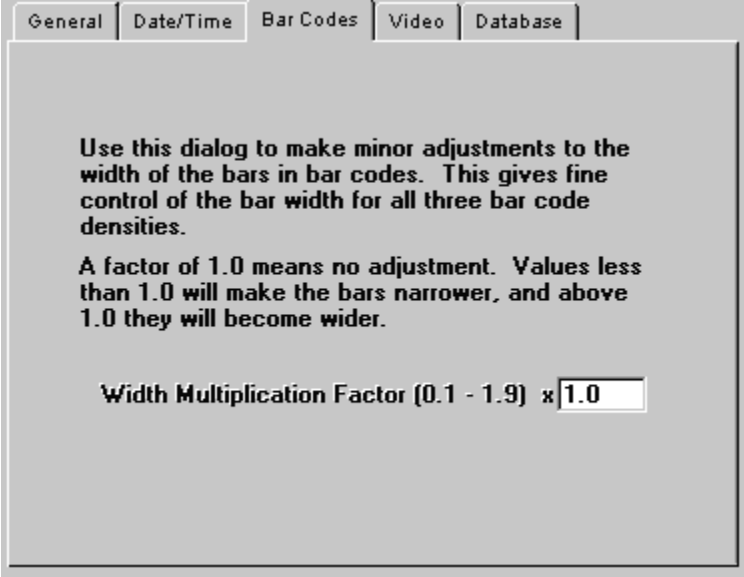


When dates are formatted to display the year with century information they are entered the same way. The value entered in this dialog will be added to years entered in all date-related dialogs. At the end of the twentieth century it will be necessary to change this value from 1900 to 2000.

The radio button will cause all time displays and entry fields to show or suppress the display of seconds. When suppressed, time entries will use 00 for the seconds value. For more information on time and date formats and entry see **Date, Time and Timestamp Fields** in the **Operation** chapter.

## Bar Codes

When this tab is selected the contents of the dialog change to:



The screenshot shows a dialog box with five tabs: General, Date/Time, Bar Codes, Video, and Database. The 'Bar Codes' tab is selected. The content of the dialog is as follows:

Use this dialog to make minor adjustments to the width of the bars in bar codes. This gives fine control of the bar width for all three bar code densities.

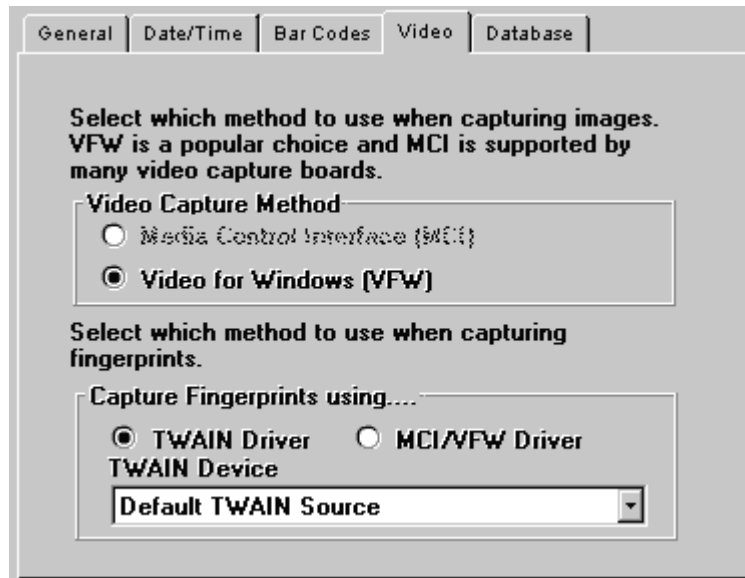
A factor of 1.0 means no adjustment. Values less than 1.0 will make the bars narrower, and above 1.0 they will become wider.

Width Multiplication Factor (0.1 - 1.9) x

The **TrueType Bar Code Width Multiplication Factor** provides a means to adjust the density of bar codes when displayed using TrueType fonts. Values in the range 0.1 to 1.9 may be entered. This is a multiplication factor so multiplying by 1.0 has no effect and 0.1 or 1.9, the maximum effect. Medium density bar codes are twice as wide as High density. Low Density are twice as wide as Medium. By combining basic density settings and the factor, a range of densities can be achieved. This feature is to allow for fine tuning of bar code density to improve readability. All bar codes using TrueType on all templates will be equally affected. Note that the factor has no effect on graphic bar codes.

## Video


When this tab is selected the contents of the dialog change to:




**Note:** this dialog is not available in all versions.

Depending upon your system, both MCI and VFW methods may be available for capturing photographs. If they are, then you use this dialog to select the method you want to us.

This dialog also allows you to select which method to use to capture fingerprints. Since the MCI driver can only be set up to use one input before the badging program is run, it can be difficult to setup a video based fingerprint scanner as well. However, using the **Capture Fingerprints Using ...** selection allows the user to choose whether they wish to capture fingerprints using either the MCI or TWAIN driver.

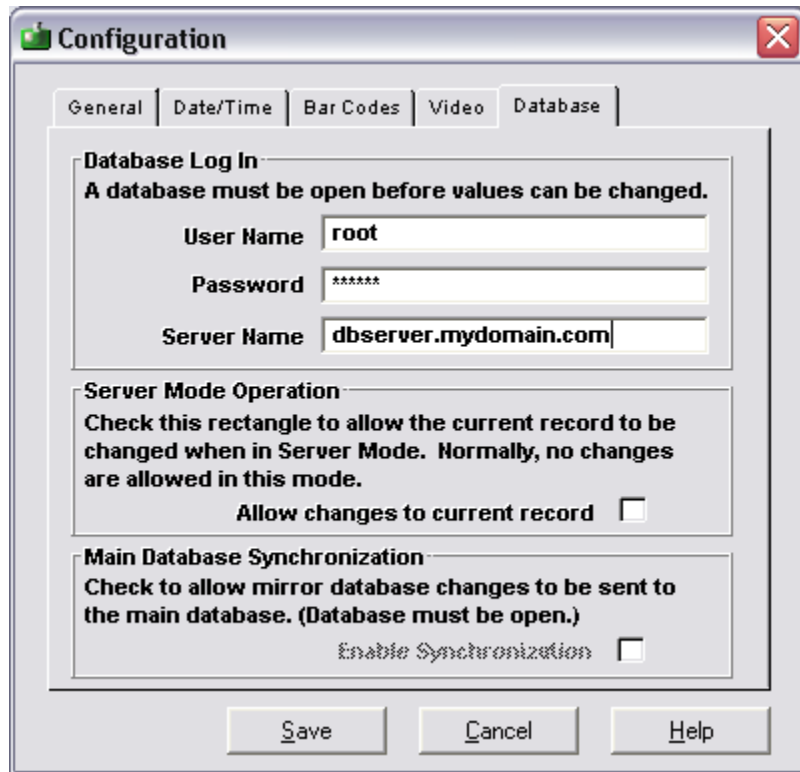
If the MCI driver has been setup for use with a camera to capture photos then selecting TWAIN will bring up the chosen TWAIN driver when the  button is pressed. You can select which TWAIN device will be selected by using the pull-down labeled **TWAIN Device**. If this is left at **Default TWAIN Device** then whichever TWAIN device has been selected by the **Select Source...** option under the **Configuration** menu item will be used. Alternatively, you can select a specific TWAIN device from the list and that will be used regardless of the device selected in the **Select Source...** option. This has the advantage of allowing a TWAIN photo device to be the default for photo capturing, but the fingerprint capture will always be done with the specified TWAIN device.

If the MCI driver has been setup for use specifically with the fingerprint capture device, then pressing the  button will bring up a live video image from the specified input.

The values are set by clicking the **Set** button and will be remembered between each invocation of the Badging Program. **Cancel** and **Help** buttons are also provided.

## Database

When this tab is selected the contents of the dialog change to:



**Note:** this dialog is not available in all versions.

The **Database Log In** portion of the dialog allows an appropriate username and password to be sent to the database when it is opened. Entering this information will prevent the database's own login dialog from appearing each time the database is opened. The **User Name**, **Password** and **Server Name** fields should be left blank if you desire the database login dialog to appear each time the database is opened, or if your database does not require/support logging in. A badge database must be open to complete these fields.

Normally, **Server Mode** does not allow any data to be changed, assuming that the data will be changed by the calling application. By checking the **Allow changes to current record** box, changes can be made to the current record within the ID Badge program, when in **Server Mode**.

When a mirror database is created it is normally read-only, meaning that changes to it cannot be made. If you check the **Enable Synchronization** box then the mirror database will permit limited changes, such as changing badge data, or the photograph or signature. Then, when the main database is accessed again, you will have the opportunity to upload those changes and synchronize the main database. This box is only available when all the following conditions are satisfied:

- The main database is open
- You are logged in **Supervisor Mode** or above
- The **Mirror to Main Database Synchronization** feature has been enabled in your dongle
- The database was not created by attaching to a foreign database table

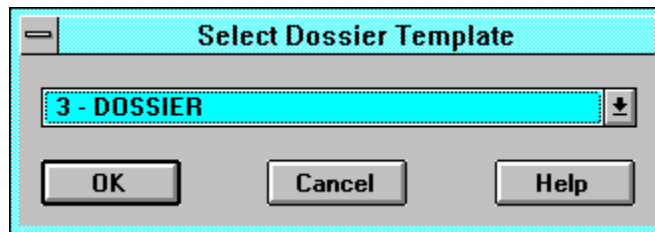
For more information on this topic see mirror databases.

---

## Setting the Dossier Template

This feature is only available as an option. If the option is active, the **Configuration, Set Dossier Template** menu item will be available.

This dialog allows you to select which badge layout to use in conjunction with the Dossier button. The normal sequence of operation is to create a dossier template, include it into the database and then define it as the dossier template with this menu item. The dialog looks like this:



For more information on dossiers, see **Using the Dossier Feature** in the **Operation** chapter.

---

## Set Data Entry Control

### Setting the Auto Fill In, Locked, Hidden, Alarm and Preset Fields

In **Supervisor** mode and with a database open, the **Set Data Entry Control** command in the **Configuration** menu will be available. For detailed instructions on how to configure these features, please see Setting the Auto Fill In, Locked, Hidden, Alarm and Preset Fields in the Design Chapter. **Note:** not all these features are available in all versions.

---

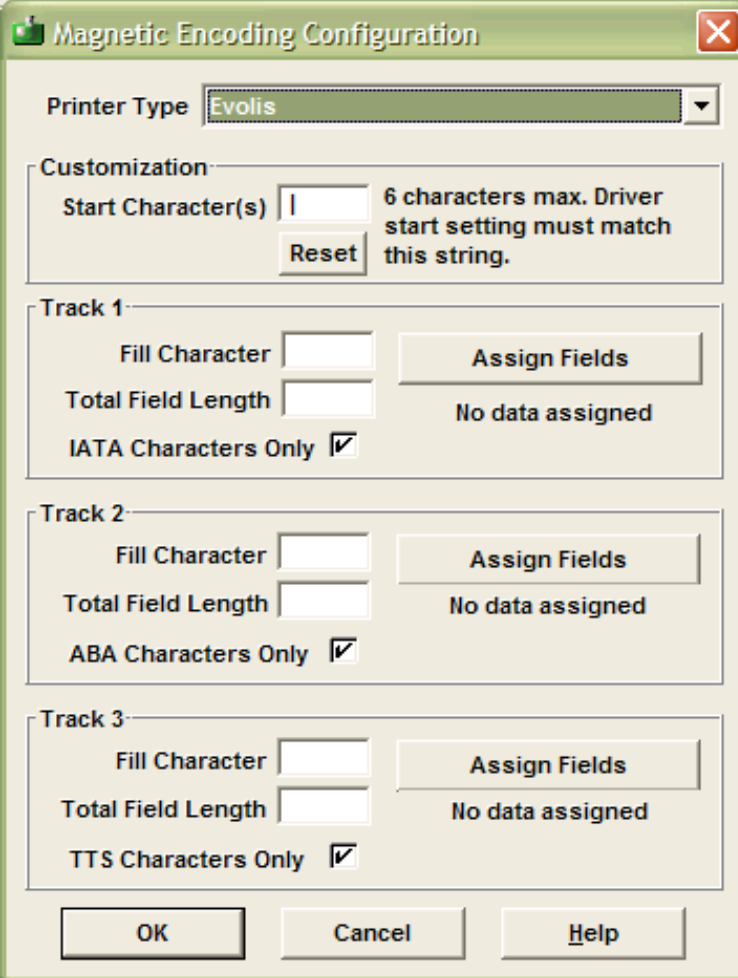
## Set Magnetic Encoding

### Introduction

If this optional feature is enabled the **Configuration, Set Magnetic Encoding** menu option will be available. The feature currently supports several different PVC printers when they are equipped with the magnetic encoding option. These include printers manufactured by Eltron, DataCard, Ultra, Atlantek and Fargo. These printers support programming all three tracks according to ISO standards.

### The Set Up Dialog

When the menu selection is taken, a tabbed dialog appears which looks like this:



The image shows a Windows-style dialog box titled "Magnetic Encoding Configuration". At the top, there is a "Printer Type" dropdown menu currently set to "Evolis". Below this is a "Customization" section with a "Start Character(s)" text box containing the character "I", a "Reset" button, and a note: "6 characters max. Driver start setting must match this string." The dialog is divided into three sections for "Track 1", "Track 2", and "Track 3". Each track section contains a "Fill Character" text box, a "Total Field Length" text box, an "Assign Fields" button, and a checkbox for "IATA Characters Only" (checked for Track 1), "ABA Characters Only" (checked for Track 2), and "TTS Characters Only" (checked for Track 3). A status indicator "No data assigned" is present next to the "Assign Fields" button in each track section. At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

At the top is a selection box for the type of printer. It is up to the user to select the correct printer type. This is entirely independent of the printer type selected in the **Print** dialog box, and will not change here if it changed there, or vice versa.


The **Customization** box allows you to change the character(s) sent to the printer to signify that magnetic data is following. The default will usually be correct. The entry can be set back to the default after a change by clicking the Reset button. You will not normally need to change this setting. However, the Magicard driver V2 has a flaw that makes it interpret characters even in the badge data, including barcodes. The result is the printer attempts to encode the magnetic stripe when it should not and the badge does not print correctly. To overcome this change this entry to a character or string of characters that will not appear in the badge data. Then go to the printer driver in Windows and set the start string to match. For more information go the [www.badgebuilder.com](http://www.badgebuilder.com). Look in the FAQ section of the Support area under Problems and Solutions. View to item titled **"Barcodes wont print on Magicard Rio Pro"**. It is essential that the associated printer's driver is set to match what you enter in this box. If the default is not used then the driver must be changed to match. Not all printers have this ability. In that case the default must always be used.

The remainder of the dialog is split into 3 sections, one for each track on the stripe.

## Track 1

This track can have up to 76 characters. The characters can be any in the ASCII character set between the SPACE and the UNDERSCORE inclusive, plus the CARET(^). If you leave the **Total Field Length** box set to zero, the field length will be variable and dependent upon the data assigned to the track. If you set a non-zero number it must be 76 or below and you must enter a fill character in the **Fill Character** box. The fill character must be in the set described above. This will result in a fixed field length of the given size. The fill character specified will be used to pad out those records where the assigned data does not meet this count.

Data is assigned to the track by clicking on the **Assign Fields** button. A dialog identical to that used for assigning data to a template will appear. For more information on how to use this dialog, see **Assigning Data to a Holder** in the **Design** chapter. Remember when assigning data that it must meet the character criteria mentioned earlier. As a result, it is recommended that you do **not** include a **New Line** in the assigned text as the character may not be an allowed data character.

(A **New Line** character is entered by pressing the  button or typing a **Ctrl/Enter**.)

When data has been assigned to a track, a message will display under the **Assign Fields** button to remind you. To unassign data, click on the button again, then click the **Clear** button and press **OK**. The message under the button will change accordingly.

## Track 2

Track 2 is set in exactly the same way as track 1. However, this track is limited to the characters ;<=>? and the digits 0 through 9. This should be born in mind when assigning data to the track.

The maximum length of data on this track is 37 characters and if a fixed field length is entered it must be at or below this number.

## Track 3

This track has the same content as track 2 except that it allows up to 104 characters.

## Data Type Verification

You will notice that the program does not prevent you from assigning an alphanumeric field to track 2 or 3. You may have an alphanumeric field which only contains numbers, for example, so there is no reason to exclude it from those tracks.

Nor is any check of the suitability of any of the data made at this time. This is because the data will almost certainly vary from badge to badge. The validity of the data is actually checked when the badge is encoded during the printing process. This is when the data from a specific badge becomes known and can be checked.

---

# Set Smart Card Encoding

## Introduction

Your version of the program may support the programming of smart cards. Currently the only printer and smart card supported is the Ultra Magicard printer with the Mifare® smart card programmer installed.

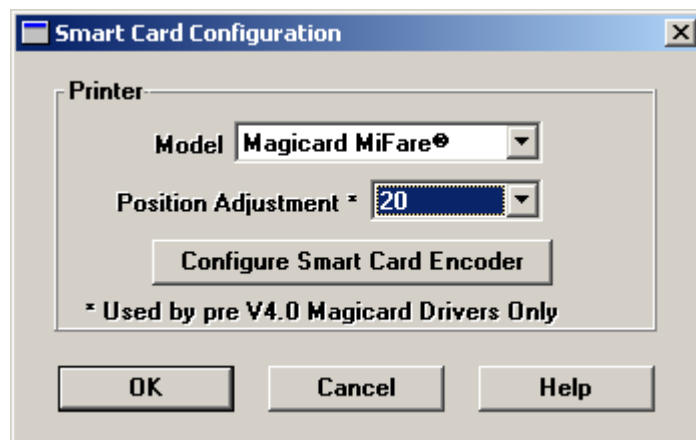
Mifare® smart cards are complex and capable technology and this manual assumes knowledge of their use and programming. More information is available at <http://www.semiconductors.philips.com/markets/identification/products/Mifare/index.html> and <http://www.semiconductors.philips.com/markets/identification/datasheets/index.html>.

Before using smart cards the badging program must be configured so that it knows where and how to store information. This involves specifying which memory cells (called blocks) that data should be stored in, what the data should be, and how the data should be protected.

Once configured, smart card programming can be activated so that the card is programmed and printed in a single pass through the printer.

## Smart Card Configuration

As part of the configuration process requires data from the badge database, a database must be already open. Each configuration is associated with a specific badge database. Once a database is open, switch to **Supervisor** or **Master** mode and then select the **Configuration** menu option. There you will find an option entitled **Set Smart Card Encoding**. Select this option and the following dialog will appear:



Select your model of printer and smart card type from the drop down menu and then click the **Configure Smart Card Encoder** button.

Some printers may have additional settings. For example, the Ultra Magicard printers allow a **Position Adjustment** which makes the printer position the card towards the rear of the printer for higher numbers. The default is 22. The units are in millimeters. This parameter can be used to ensure that the card is correctly positioned over the Mifare® reader/writer inside the printer. If cards are not detected reliably during the Mifare® encoding process, adjust this value for optimal card detection.

## Magicard Mifare Configuration

Configuring the Magicard Mifare® will start a "wizard" dialog to help you through the configuration process. Once you have read the opening screen click **Next>** to move to the initial configuration screen, which looks like this:

The screenshot shows the 'MiFare® Set Up Wizard' dialog box, titled 'Hardware Configuration'. The subtitle is 'Select your MiFare® reader type and card manufacturer'. The dialog is divided into several sections:

- Reader:** A dropdown menu showing 'Digion 24', a 'Com Port' field with '1', and a 'Baud Rate' dropdown with '38400'.
- MiFare® Card:**
  - Manufacturer:** A dropdown menu showing 'Phillips'.
  - Manufacturer's Key A:** A text field containing 'A0 A1 A2 A3 A4 A5'.
  - Manufacturer's Key B:** A text field containing 'A0 A1 A2 A3 A4 A5'.
  - A text box on the right explains: 'You must identify the keys the manufacturer places in new cards so that they can be initially accessed. On used cards, access will be attempted use both these keys and those you have set for the sector.'
- Card Serial Number Capture:**
  - Capture into:** A dropdown menu showing 'Employee Number'.
  - Reverse Byte Order:** A checked checkbox.
  - A text box on the right explains: 'Select the database field to read the card serial number into. The badge database must have at least 1 numeric field defined. WARNING: Existing data is overwritten.'

At the bottom, there are buttons for 'About', '< Back', 'Next >', and 'Cancel'.

First select the reader/programmer type your printer contains. This may require additional setting such as communications port and baud rate. If you do not know the baud rate which your printer's card programmer is set to, try with each value in turn, making sure you turn the printer off and then back on after each attempt. Testing can be performed by reading a known good card.

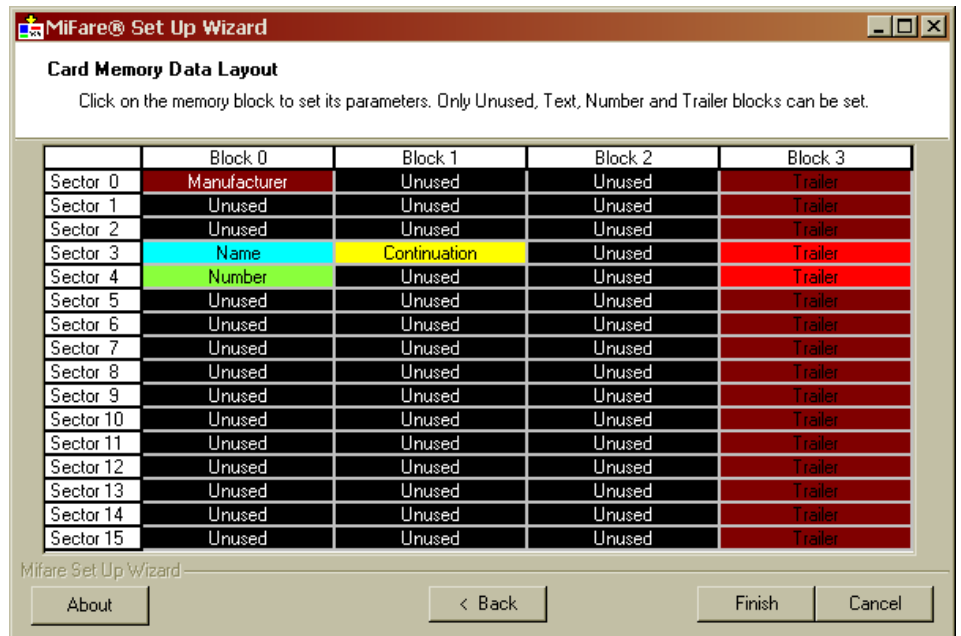
Then set the Mifare® card's manufacturer's keys. Different manufacturers use different initial values for the keys. If you know your manufacturer, select it from the drop down menu and the keys will be set appropriately. If not, enter the keys manually as 6 hexadecimal numbers (using 0 through 9 plus A through F characters). You must set at least the **Key A** value correctly to be able to program new Mifare® cards.

If you wish to read and store the serial number of the Mifare® card when you encode it, select the field in the database that the data should be stored in. The database field must be a numeric type. Philips defines this serial number as a "Unique Identifier" and as such it has no "Most Significant" or "Least Significant" byte. Therefore interpreting it as a number is up to the user. If the number is not interpreted by the badging program the way other programs (like your access control system) do, then try checking the **Reverse Byte Order** box.

When this dialog is completed click on **Next>**. You can always go back to it using the **<Back** button.

This is what the next dialog looks like:





Sector 0 block 0 contains manufacturer's information and cannot be changed. You can click on any block labeled **Unused** or **Trailer**, as well as any previously configured block colored in blue or green. You cannot click **Continuation** blocks and you can only click **Trailer** blocks if at least one other block is selected in the sector.

## Memory Blocks

When you click on a valid block other than a **Trailer** then following dialog will appear:

**Memory Parameters**

Block Data | Access Control

Block Status: ☐ Unused ☒ In Use

Block Label: Last Name

Data Source: «EmployeeName»

Fixed Data:

Data Type: ☒ Text ☐ Number ☐ Custom

Text Layout: Blocks: 1

Text Encoding: ☐ Configure

Number: Multiply by: 1 Address: 0 Unsigned: ☐

Customize

Note: When Text Data Type is selected, the text can be extended onto subsequent contiguous blocks in the same sector as long as those blocks are currently unassigned. The total blocks available will be reflected in the "Blocks" pulldown.

Sector 3 Block 0 OK Cancel

The **Block Status** is used to set whether or not this block is to be programmed. When **Unused** is selected all other dialog fields are disabled. The **Block Label** is a convenience field to identify the use of the block. It is not sent to the Mifare® card.

The **Data Source** area is where the information to be written to the block is defined. The pull down menu allows you to select either fixed text (which can be a number) which is specified in the box below it, or a field from the database. Field names between echelons are from the database and those between vertical bars come from the company information area.

The **Data Type** area defines whether information should be stored as text or numbers. Anything can be stored as text, including numbers. But if the final application for the Mifare® smart card needs the ability to add and subtract from a number then it should be stored as a **Number** data type.

When the **Text** data type is selected the Text Layout box becomes available. Here you can specify how many total blocks the text will use. All blocks must be in the same sector. Each block can hold 16 characters.

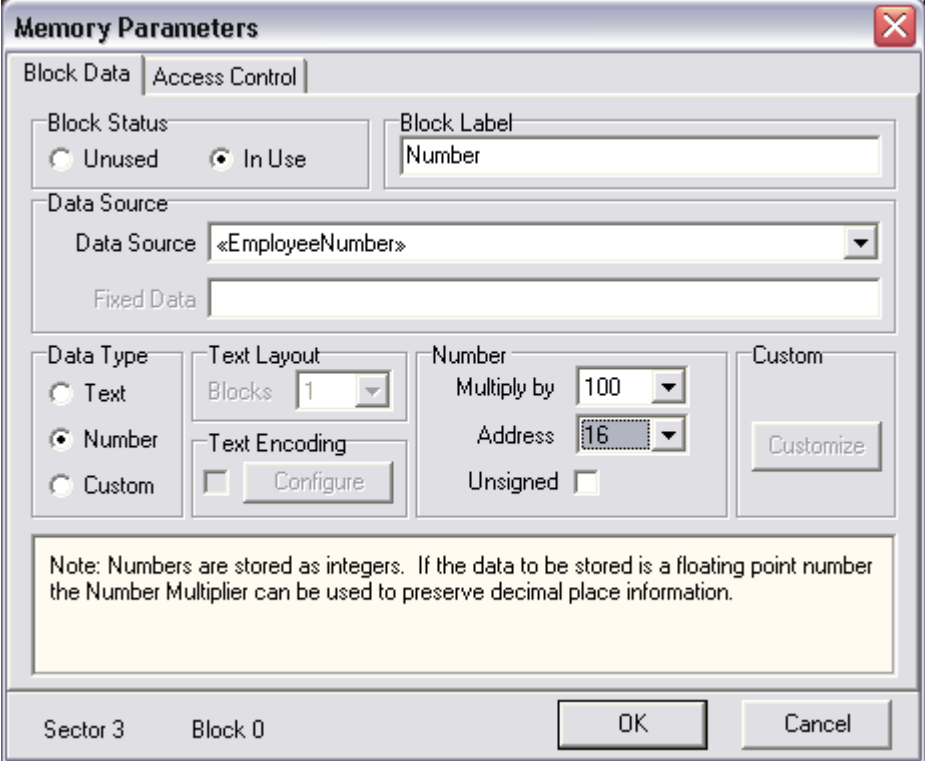
When the **Number** data type is set, the **Number** box becomes available. Here you can specify a multiplier, an arbitrary address for the value and if the number is unsigned.

The **Multiplier** can be used to help store floating point numbers. For example, if the number represents money, you might select a multiplier of 100 so that 213.42 would be stored as 21342. Remember that the maximum range applies after the multiplication has been performed.

The **Address** is a number between 0 and 255 which some applications use to identify the purpose of the stored value. Consult the final Mifare® application to determine what this address should be.

The number stored is an integer with a maximum range of -32768 to +32767 unless the **Unsigned** box is checked, when the range becomes 0 to 65535.

The dialog looks like this:



The image shows a Windows-style dialog box titled "Memory Parameters". It has two tabs: "Block Data" (selected) and "Access Control".

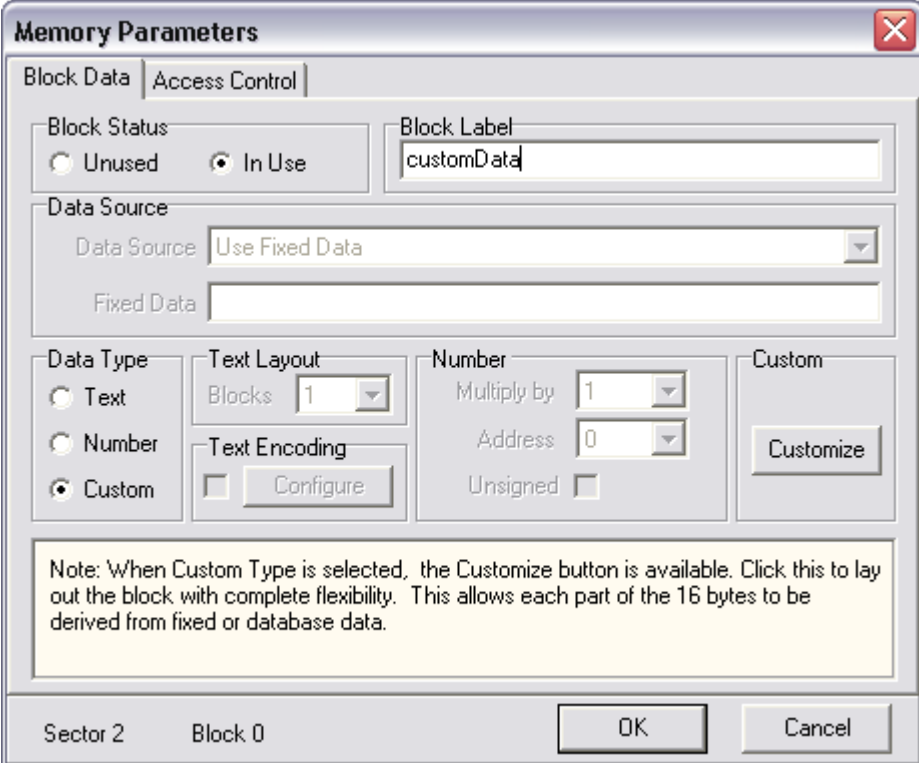
Under the "Block Data" tab, there are several sections:

- Block Status:** Two radio buttons, "Unused" and "In Use". "In Use" is selected.
- Block Label:** A text input field containing the word "Number".
- Data Source:** A dropdown menu showing "«EmployeeNumber»". Below it is a "Fixed Data" text input field.
- Data Type:** Three radio buttons: "Text", "Number" (selected), and "Custom".
- Text Layout:** A "Blocks" dropdown menu set to "1".
- Text Encoding:** A checkbox (unchecked) and a "Configure" button.
- Number:** A "Multiply by" dropdown set to "100", an "Address" dropdown set to "16", and an "Unsigned" checkbox (unchecked).
- Custom:** A "Customize" button, which is only visible when "Data Type" is set to "Custom".

At the bottom of the dialog, there is a status bar showing "Sector 3" and "Block 0", and two buttons: "OK" and "Cancel".

A note at the bottom of the dialog reads: "Note: Numbers are stored as integers. If the data to be stored is a floating point number the Number Multiplier can be used to preserve decimal place information."

When the **Data Type** is set to **Custom** the **Customize** button will be available. The dialog will look like this:



**Memory Parameters**

Block Data | Access Control

Block Status: ☐ Unused ☒ In Use

Block Label: customData

Data Source: Use Fixed Data

Fixed Data:

Data Type: ☐ Text ☐ Number ☒ Custom

Text Layout: Blocks 1

Text Encoding: ☐ Configure

Number: Multiply by 1 Address 0 Unsigned ☐

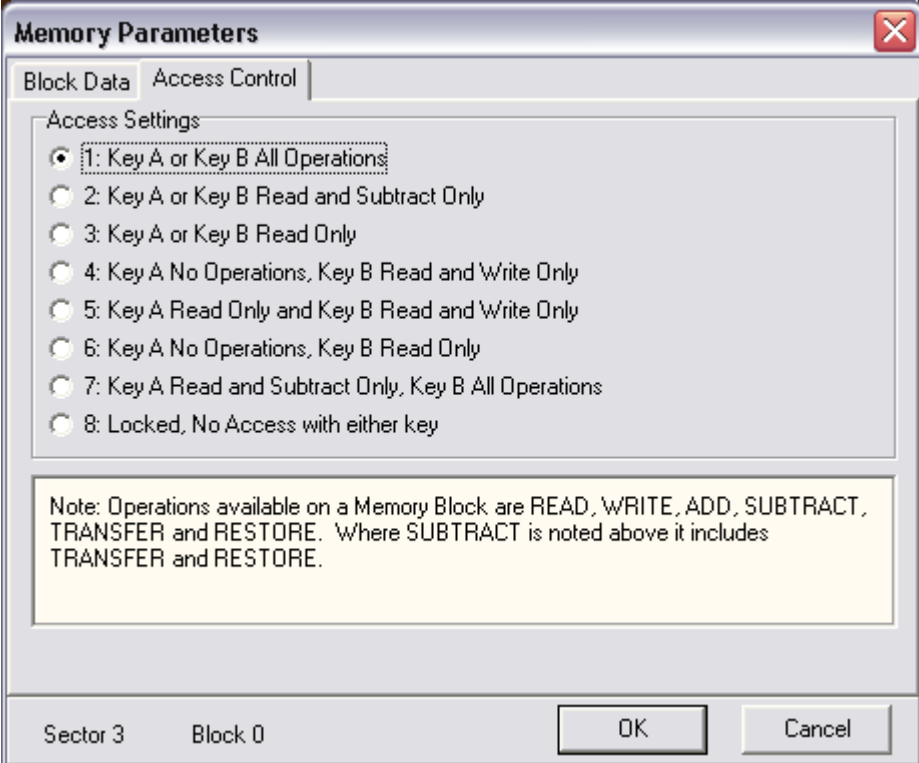
Custom: Customize

Note: When Custom Type is selected, the Customize button is available. Click this to lay out the block with complete flexibility. This allows each part of the 16 bytes to be derived from fixed or database data.

Sector 2 Block 0 OK Cancel

For more information on customizing the format of data, please see “Customized Formats” on page 209.

When the **Access Control** tab is clicked, the dialog changes to look like this:



**Memory Parameters**

Block Data | Access Control

Access Settings:

- ☒ 1: Key A or Key B All Operations
- ☐ 2: Key A or Key B Read and Subtract Only
- ☐ 3: Key A or Key B Read Only
- ☐ 4: Key A No Operations, Key B Read and Write Only
- ☐ 5: Key A Read Only and Key B Read and Write Only
- ☐ 6: Key A No Operations, Key B Read Only
- ☐ 7: Key A Read and Subtract Only, Key B All Operations
- ☐ 8: Locked, No Access with either key

Note: Operations available on a Memory Block are READ, WRITE, ADD, SUBTRACT, TRANSFER and RESTORE. Where SUBTRACT is noted above it includes TRANSFER and RESTORE.

Sector 3 Block 0 OK Cancel

Here you can specify the access rights required to manipulate the block. Some settings apply only to number blocks and one prevents any access to the block. These settings are actually stored in the **Trailer** block, so as long as you have set the **Trailer** block access conditions to allow access conditions to be written, you will be able to change the access conditions of the associated memory block. For more information on Mifare® access conditions please see the Mifare® documentation at the web sites mentioned above.

## Trailer Blocks

Trailer blocks can only be selected if at least one other block on the sector has been defined. Trailer blocks are never written to the Mifare® card unless this condition is fulfilled.

When a trailer block is clicked this dialog appears:

**Sector Access Control Parameters**

Key A: FF FF FF FF FF FF      Key B: FF FF FF FF FF FF      User Data: 69

Access Settings (AC = Access Conditions)

- ☐ 1: Key A or B Read AC and Key B - Key A or B Write Keys
- ☐ 2: Key A or B Read AC and Key B - Key A or B Write Keys and AC
- ☐ 3: Key A or B Read AC and Key B - No Write Allowed
- ☒ 4: Key A or B Read AC      - Key B Write Keys and AC
- ☐ 5: Key A or B Read AC      - Key B Write Keys
- ☐ 6: Key A or B Read AC      - No Write Allowed
- ☐ 7: Key A or B Read AC      - No Write Allowed
- ☐ 8: Key A or B Read AC      - No Write Allowed

Settings 1, 3, 5, 6, 7 or 8 will make ACs permanent for all 4 blocks in the sector. Settings 3, 6, 7 or 8 will also make both keys for the sector permanent. Key B is active for settings 4 and above only. Setting 4 provides the maximum flexibility.

Sector 1      OK      Cancel

Here the access keys for the sector are defined as well as a **User Data** value between 0 and 255. If **Key B** is not being used as a key, it can also be used the store user data.

The 8 access conditions define how the trailer can be accessed. Particular care should be used in selecting this setting. Some settings prevent the keys on the card from ever being changed in the future, and others have the same affect on the access conditions. The warning message in the dialog provides additional information.

## Customized Formats

**Customized Formats** provides a sophisticated and versatile way to develop an encoding structure for a data block. The 16 bytes can be broken down into **Elements**, and each element can be filled with fixed or database data in a variety of ways.

When the **Data Type** is set to **Custom** and the **Customize** button is pressed a dialog like this will appear:

[illegible]

The elements are formed from left to right, and the above dialog shows how the elements are formatted. If we look at element 2 for example, it is interpreted this way:

Name is Card Number

Occupies bytes 2 & 3

Is two bytes long

Expects data in decimal format

Is byte oriented

Output of words Least Significant Byte (LSB) first is not relevant

Data is right justified

Data is filled from the right

Padding value is 0

Data comes from the BadgeNumber field in the database

Sample data is 3858

**DF:** Data Format – D = Decimal H = Hexadecimal C= Character

**W:** Data Element Width - B = Byte W = Word

**L:** Output Words LSB first – N = No Y = Yes - = Not Applicable

**J:** Justify Data – L = Left R= Right

**F:** Fill Group - L = From the Left R = From the Right

The **Value** column shows either the fixed value to be used, or the source of the data. The **Sample** column shows the data that will be used to develop the Sample encoding lower in the dialog.

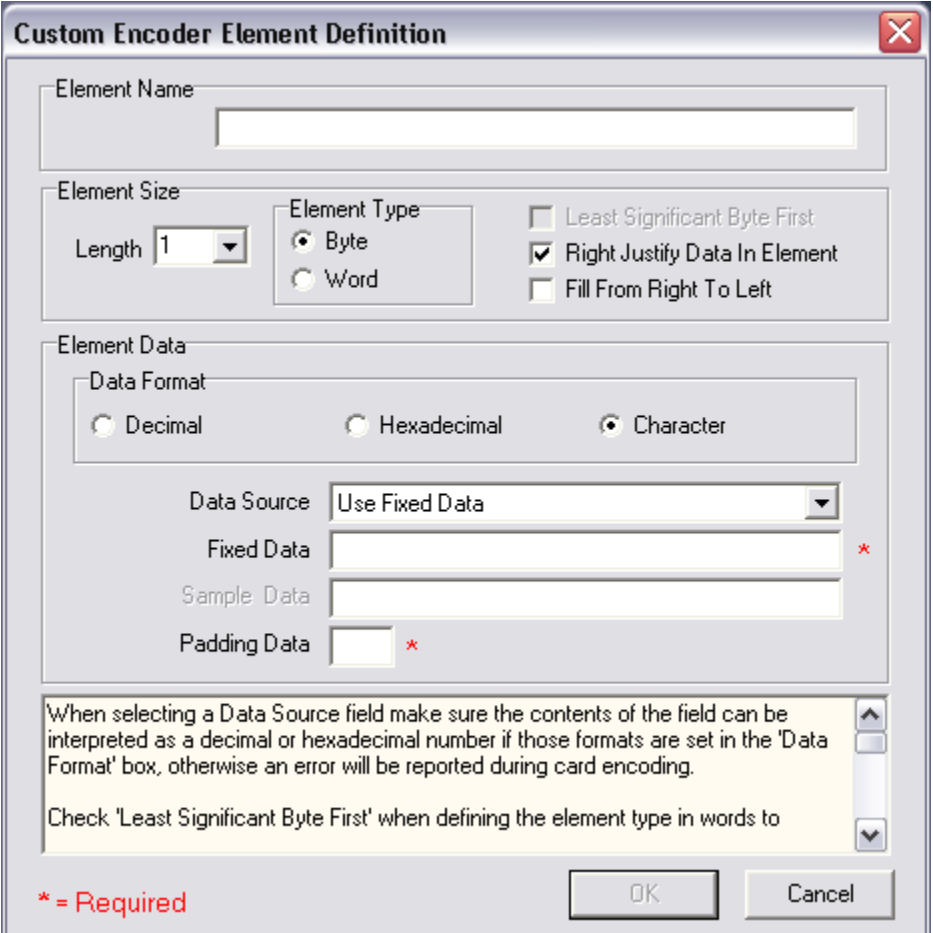
The **Sample In Hexadecimal** box shows how the sample will be encoded, representing in each byte as its hexadecimal number.

The **Sample In Characters** box shows how the same data would like in character format. Any values which do not have a character representation are shown as `¿`. The vertical bar `|` is used to separate each group and is not part of the data in either box.

To add a new element click the **Add** button. This button will not be available if all 16 bytes are defined. To edit an existing group, click the element in the table then click the **Edit** button. You can also double click the element in the table to edit it. To delete an element, highlight it and click the **Delete** button.

To reposition an element in the table highlight it and use the up and down arrow buttons to move it as desired.

When you click **Add** or **Edit**, a dialog like this will appear:



The dialog box is titled "Custom Encoder Element Definition" and contains the following sections:

- Element Name:** A text input field.
- Element Size:** A "Length" dropdown menu set to "1".
- Element Type:** Radio buttons for "Byte" (selected) and "Word".
- Checkboxes:** "Least Significant Byte First" (unchecked), "Right Justify Data In Element" (checked), and "Fill From Right To Left" (unchecked).
- Element Data:**
  - Data Format:** Radio buttons for "Decimal", "Hexadecimal", and "Character" (selected).
  - Data Source:** A dropdown menu set to "Use Fixed Data".
  - Fixed Data:** A text input field with a red asterisk.
  - Sample Data:** A text input field.
  - Padding Data:** A text input field with a red asterisk.
- Instructions:** A text area with the following text: "When selecting a Data Source field make sure the contents of the field can be interpreted as a decimal or hexadecimal number if those formats are set in the 'Data Format' box, otherwise an error will be reported during card encoding." and "Check 'Least Significant Byte First' when defining the element type in words to".
- Legend:** A red asterisk followed by "= Required".
- Buttons:** "OK" and "Cancel".

Here you can define all the parameters for the element as follows:

**Element Name:** a convenience to note the purpose of the element

**Element Size:**

**Length:** In bytes or words

**Element Type:** Byte or Word

**Least Significant Byte First** – only applicable for Word element types, outputs each byte of the word least significant first when checked

**Right Justify Data In Element** – when checked, the data is positioned at

the right end of the element

**Fill From Right To Left** – when checked. Data fills the element from right to left

#### Element Data:

**Data Format** – Decimal, Hexadecimal or Character

**Data Source** – Fixed or from the database or User Data

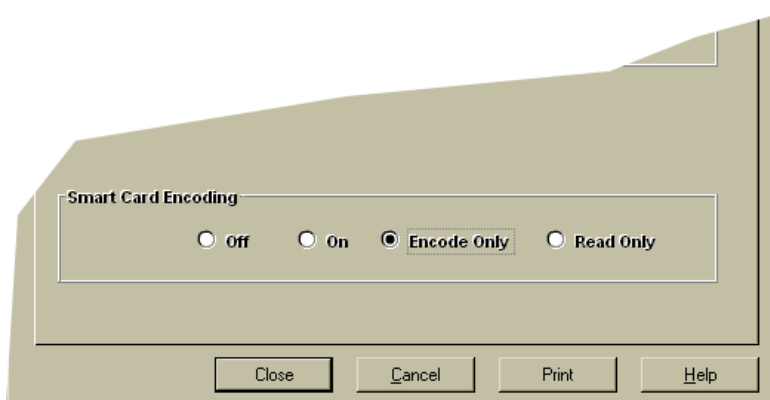
**Fixed Data** – Only available when the Data Format is “Use Fixed Data”

**Sample Data** – Only available when not “Use Fixed Data”. When Fixed, the fixed data will be used in the Sample boxes.

**Padding Data** – The byte to use to fill out the Element

### Encoding Mifare Smart Cards

Encoding Mifare® Smart Cards is performed during the printing process. When the main print configuration set-up dialog appears, dialog boxes towards the bottom right allow control of the encoding process. The dialog area looks like:



If **Encode Only** is selected, the card will not be printed, but will be passed through the printer for encoding. (**Note:** for this to work on some printers it is necessary to also set the printer driver for encoding only or for magnetic card encoding.)

When printing is started the card is drawn into the printer for encoding. The software expects it to arrive there within 5 seconds or an error occurs. A progress bar dialog appears when the card is being programmed and the length of time this takes depends upon the number of blocks being programmed.

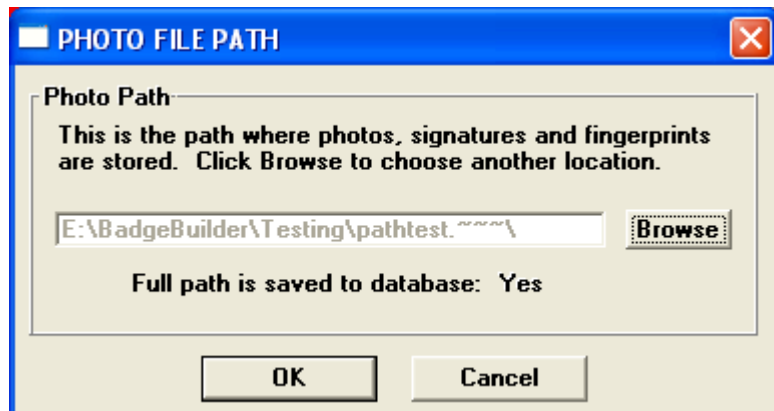
Any errors which occur during programming will be announced in a pop-up window. They will also be logged to a file called **Mifare®.err** in the same directory as the badge **.IDC** file.

Programming a factory-fresh the Mifare® card should not cause errors as long as the correct factory keys have been entered during the configuration process. However, attempts to re-program a card will meet with varying success depending upon the access conditions currently set in the card and the correctness of the keys defined for the sector. It is possible to set access conditions so that block values and/or access conditions can never be changed.



---

## Set Photo File Path



This dialog allows you to specify where photos, fingerprints, and signature files are stored. Usually this location is where the associated IDC file is located, and is a folder with the same name as the IDC file, but ending with ~~~.

If you change the location, please note that photo files etc. that were in the original location will not be automatically moved to the new location. This will have to be performed manually.

This dialog also indicates if the full path to the photo file folder is saved in the database. Normally only the file name is stored unless this feature is activated during creation of the database.

Prior to version 5.30 the data stored in the database only reflected where the files were stored. If the location is changed then the database will be updated to reflect the change when a file is updated.

From V5.30 onwards, the database controls where the photo files for a badge are located. The path in the database will be used to locate the files for the badge even if the default photo path is changed. For new badges the path stored in the database will be that set for the default in this dialog.

Therefore, if full paths are stored in the database, and the user wishes to relocate all photos, then it is not enough to change the photo path in this dialog. It will also be necessary to change the paths stored in the database, using an external database management program. The folders and files themselves will still need to be moved manually.

---

## Read Smart Card

This utility feature allows the reading and display of the contents of a Mifare® Smart Card using the settings designated in the Smart Card Configuration Setup.

A typical dialog looks like this:

MiFare® SmartCard Data				
	Block 0	Block 1	Block 2	Trailer
Sector 0	Card SN: 839522549	-	-	AC:2 UD: 255
Sector 1	«C6351E5000000000000000000000» (AC:7)	*** (AC:7)	*** (AC:7)	AC:4 UD: 69
Sector 2	-	-	-	AC:2 UD: 255
Sector 3	-	-	-	AC:2 UD: 255
Sector 4	-	-	-	AC:2 UD: 255
Sector 5	-	-	-	AC:2 UD: 255
Sector 6	-	-	-	AC:2 UD: 255
Sector 7	-	-	-	AC:2 UD: 255
Sector 8	-	-	-	AC:2 UD: 255
Sector 9	-	-	-	AC:2 UD: 255
Sector 10	-	-	-	AC:2 UD: 255
Sector 11	-	-	-	AC:2 UD: 255
Sector 12	-	-	-	AC:2 UD: 255
Sector 13	-	-	-	AC:2 UD: 255
Sector 14	-	-	-	AC:2 UD: 255
Sector 15	-	-	-	AC:2 UD: 255

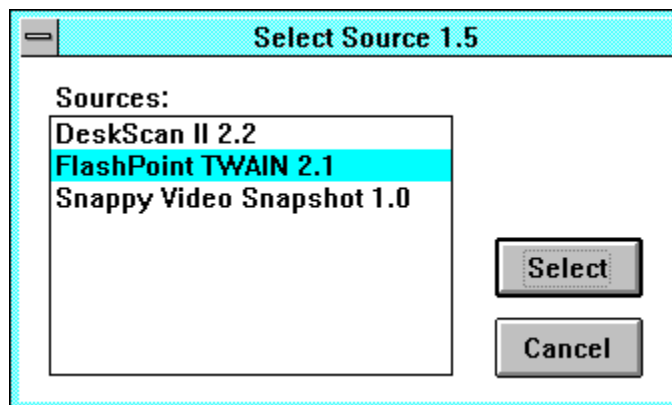
\*\*\* = ASCII Content ↔ = Hexadecimal Content AC = Access Control UD = User Data

The table shows the data in each block and its access code. The trailer block access code is also shown.

## Set Default TWAIN Source

It is possible to configure a computer to support various devices with TWAIN interfaces. For example, the computer may have available a flat-bed scanner, hand-scanner, video capture board and other devices all with TWAIN interfaces.

When the **Configuration, Set Default TWAIN Source...** menu item is selected, a dialog will appear listing all the TWAIN devices currently available. The desired device for use with the **Acquire** feature can be selected. The dialog might appear like this:



This menu option will only be available if the TWAIN option has been activated.

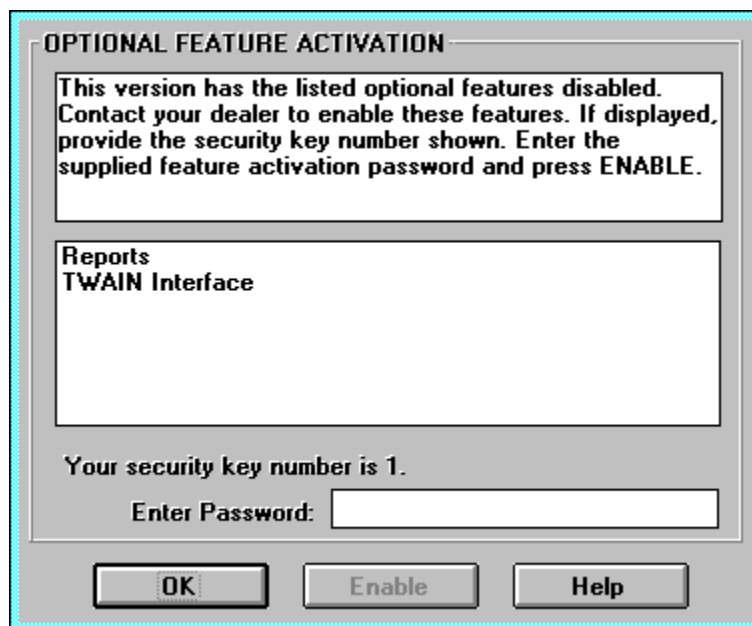
## Enabling Optional Features

### Introduction

If optional features are available in your version, they are activated by a special security key which can be field modified. As a result, it is possible to field activate optional features under some circumstances. If your supplier allows this method of feature enabling, then this section describes how it works. For more information on optional features, see the **Optional Features** chapter.

## Determining the Features Available

If the Configuration, Enable Features menu item is selected, a dialog like this will appear:



All the features in your software which are present but not enabled by your security key will be listed.

---

### IMPORTANT

Your security key must be attached for this dialog to display valid information.

---

Below the table is the serial number of your security key. If no number is shown then you have an old style, non-field programmable key and optional features must be enabled by key exchange. Contact your supplier in this situation.

## Field Programming the Security Key

When you have decided on the features you wish to enable, supply your dealer with their names and the serial number of your key. Once the commercial aspects have been taken care of, your dealer will provide you with an enabling password. This will be quite long and consist of the digits '0' through '9' and the letters 'A' through 'F'.

Enter the password carefully in the password box. You can use the backspace and delete keys to correct mistakes. As soon as you have entered it correctly (and you still have the same security key attached), the **Enable** button will become available. Click it to activate the options. The password supplied will only work with the security key having the serial number you provided.

If your supplier does not offer this field enabling of options, it will be necessary for a factory-programmed key to be supplied with the features you requested enabled.



# Security

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## Introduction

The ID badge software has a 5 level security system to control access to its various features. There can be an unlimited number of user names to which 4 of these security levels can be assigned.

When the ID badge software is first installed there is only one user name and password assigned and these are **MASTER** and **IDCARD** respectively. In order to provide security we strongly recommend you change this combination immediately.

---

## The 5 Security Levels

The availability of the ID Badge software features for each of the security levels is shown in the following table:


Program Feature	Security Level				
	Browse	Normal	Supervisory	Master	Server
View badges	√	√	√	√	√
Print badges	×	√	√	√	√
Add and Modify badges	×	√	√	√	×
Capture Photographs	×	√	√	√	√
Delete a single badge	×	√	√	√	×
Delete multiple badges	×	×	√	√	×
Start and stop logging	×	×	√	√	×
Switch between English & metric units	×	×	√	√	×
Select TWAIN source	×	×	√	√	×
Add new program features	×	×	√	√	×
Sort badges	√	√	√	√	√
Select badges	√	√	√	√	√
Modify numeric field formats	×	×	√	√	×
Capture signatures	×	√	√	√	√
Display dossier	√	√	√	√	√
Set dossier template	×	×	√	√	×
Set Field Name Aliases	×	×	√	√	×

Set Auto Fill In Fields	×	×	√	√	×
Display reports	√	√	√	√	×
Program Set Up	×	×	√	√	×
Configure magnetic stripe data	×	×	√	√	×
Display database information	√	√	√	√	√
Change security level	√	√	√	√	×
Create a badge database	×	×	√	√	×
Revise badge database fields	×	×	√	√	×
Revise badge template	×	×	√	√	×
Redefine badge fields	×	×	√	√	×
Change database templates	×	×	√	√	×
Change compression method	×	×	√	√	×
Change user information data	×	×	√	√	×
Build new badge design	×	×	√	√	×
Edit existing badge design	×	×	√	√	×
Maintain user names and passwords	×	×	×	√	×
Change Double-side Printing Status	×	×	√	√	×
Create Mirror Database	×	×	√	√	×
Synchronize Mirror Database	×	×	√	√	×
Delete Mirror Database	×	×	√	√	×
Enable Mirror-to-Main Synchronization	×	×	√	√	×
Verifier Search Field Selection	×	×	√	√	×

\*See **Configuration** to allow changes to the current badge when in Server Mode

## Maintaining The User List

The user list pop-up dialog can be accessed by selecting the **File, Enter User**

**Name** menu item or by pressing the  tool bar button. To make changes to the user list you must know a user name and password with **MASTER** security level.

Note: If you forget which user name has **MASTER** access and you have changed the list as recommended above, you must call Technical Support for instructions on how to proceed.



**Security**

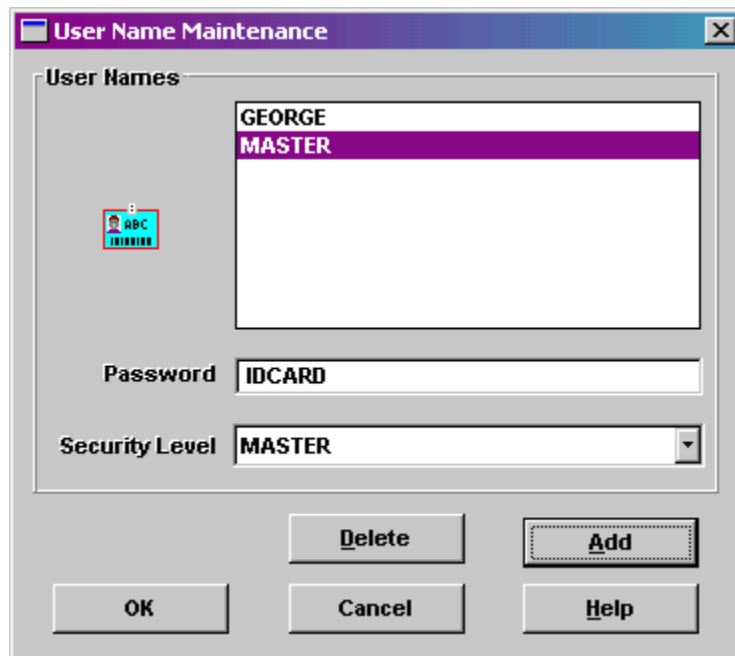
**Information**  
 The default user name and password are "MASTER" and "IDCARD". It is strongly recommended that you change these right away to maintain data security.  
 To do this, enter them and the "Maintain User Names, Passwords & Levels" button will become available.

**User Control**  
 User Name: MASTER  
 Password: \*\*\*\*\*

**Maintain User Names, Passwords & Levels**

**Log In** **Log Out** **Cancel** **Help**

After you have entered a valid user name and the password in the entry fields the **Log In** button will become available. If you have entered a user name with sufficient privileges (Supervisor or above) then the **MAINTAIN USER NAMES, PASSWORDS & LEVELS** button will also become available. If so, click on this button to bring up the User Name Maintenance dialog.



**User Name Maintenance**

**User Names**

GEORGE
<b>MASTER</b>

**Password** IDCARD

**Security Level** MASTER

**Delete** **Add**

**OK** **Cancel** **Help**

This dialog shows the current list of user names and their respective passwords and security levels. **Delete** and **Add** buttons are available to remove existing users and add new ones. To change the password or security level of an existing name, highlight the name and change the appropriate associated fields. You cannot assign **Server** security level to a user. When you have completed the **User Name Maintenance** changes click on **OK** to save them. If you wish to abandon the changes click on **Cancel**.

---

## Server Mode

This is a special security mode not normally used in regular program operation. It is used primarily when the program is used as a DDE server in conjunction with another program. It is fundamentally the same as **Browse** mode except for the following differences:

1. Changing user or security level is not allowed
2. Capturing photos and signatures is allowed
3. Warning dialog boxes will not be displayed

The net result is that badges can have signatures added to them and they can be printed, but no changing of the badge database is permitted. This provides for better data security when the data is actually being provided over the DDE link.

The program is placed in **Server Mode** via special commands over the DDE link. However, if the features of this mode would be useful without using the DDE interface, the program can be placed into **Server** mode by adding “**/Server**” to the command line. This is done in the Windows™ Program Manager by selecting the Badging icon and choosing **File, Properties** and adding the above text to the **Command Line** field. Remember restriction number 1 above, once the program is in **Server Mode** it cannot be changed (except via the DDE link).



# Troubleshooting

---

## Hardware

### Video Capture Board

The MCI video capture system consists of the board inserted into your computer and the video source connected to it. The first step in troubleshooting this system is to remove the ID badge software from the equation by running the software which came with the video capture board. If the problem persists then the malfunction is not within the ID badge software. The following lists some of the possible problems and their likely cause.

#### ***Magenta Border Around Video***

If a magenta (purplish color) borders the video, the calibration has not been set correctly. Run the software which came with the video capture board and follow the calibration procedure in the associated manual.

#### ***Scrambled Video Picture Or Poor Video Locking***

Make sure the video capture board you are using is compatible with your VGA card and the resolution it is running at. Some video capture boards do not work well at resolutions above 640x480 or with some brands of Accelerator VGA boards.

#### ***No Picture***

Check your camera cabling. Temporarily plug the cable from the camera into a video monitor to verify the signal. Make sure you have connected the video cable to the lowest numbered video input cable on the capture board, when there is more than one. Make sure you have configured your video board for the correct input via the Windows™ Control Panel.

To check your MCI video settings, select the **MultiMedia** applet in the **Control Panel** and click on the tab called **Devices** or **Advanced**. Expand the selection called **Media Control Devices** and search for the driver that pertains to your video card. Double click the correct driver listing and then click **Settings...**. This should display the available settings for your particular board. For more information on how to set your board up properly, consult the documentation from the manufacturer.

### ***Erratic Operation***

Make sure that the video capture board is not using resources in use by other hardware in your computer. This can be difficult to determine and experimentation is usually the best way to verify a conflict.

### ***No Color In Video***

Using the configuration software which came with your video capture board, check the COLOR calibration settings. Also make sure that the NTSC/PAL setting is correct for your video camera.

### ***No Video with an Integral FlashPoint Board***

You must select the **Live Deactivated Win** check box in the **Video Setting** section of the MCI driver set up dialog. This dialog is reached via the Windows Control Panel. For more information on how to access MCI settings, see No Picture on page 221.

### ***Poor Color with an Integral FlashPoint Board***

Color settings are retrieved from the **FPG.INI** file. These values can be set by running the **FPG.EXE** program supplied with the board and saving the changes. In particular, the default values for S-video input are not optimal and should be changed this way.

## **Video Camera**

Poor quality video or out-of-focus images can be caused by a defective video camera. This is best verified by connecting the camera to a known good video monitor and evaluating the picture quality.

Problems with the video camera are best referred to the supplier or manufacturer.

---

## **Software**

The ID badge software has been thoroughly tested but software errors can sometimes be difficult to discover. If you suspect a “bug”, see if it is reproducible. If so, write down the steps which lead to the error and contact Technical Support. You may be asked to provide files from your database to help track down the problem.

If you have just upgraded to a newer version of the ID badge software, try installing the older version to see if it has the same symptoms. (Do not try to open a database “seen” by the new version, however. Database files are not compatible backwards over versions.)

### ***Cannot Find A File Component***

If the ID badge software fails to start, it will most likely indicate that it is unable to find one of its component parts. The ID badge software installs and uses many files and if any one of them is missing it will not run. Some files are stored where you loaded the ID badge software and others are located in the *windows* and *windows\system* directories.

The best solution is to completely reinstall the ID badge software from the original distribution disks. This will return the required files to their directories.

### ***ODBC Errors***

The ID badge software makes use of the Microsoft® ODBC software to access the databases. The ODBC version currently in use is 4.0. Problems with the ODBC are most likely caused by missing or out-of-date drivers. Again, the best solution is a reinstall, especially if the ID badge software did work at one time.

If the ID badge software never worked, it may be that you have earlier copies of ODBC files which need to be replaced but were not for some reason, during the ID badge software install. Try installing the ID badge software again.

### ***Memory Allocation Error***

This error usually occurs when memory resources are low. In particular it can occur when trying to capture a video photograph. If this occurs restart your computer and Windows™ and try running the ID badge software alone. If you still experience problems, purchasing additional memory is the only solution.

### ***Disk Full Error***

Photographs can occupy about 130K of disk space. If you can no longer save badges and photographs, try deleting unwanted files from the disk, and remove any badges which are no longer needed.



# Context Sensitive Help Text

---

## Help Section Overview

This section contains the specific messages which appear when the **Help** button is pressed during the running of the program. They are provided here for reference only.

---

## Cannot Find Bitmap File

The badge you are trying to display has one or more bitmap files associated with the designs and the original file(s) cannot be found. The reference to the file has been removed so that this error message will not repeat.

To redefine the bitmap associated with this badge you must select **File, Revise Badge Design** and assign an existing bitmap file to the bitmap holder. This problem usually occurs when a bitmap file previously assigned to a badge template is accidentally erased.

A text file has been created (with the name shown in the dialog) which contains a listing of the designs and which ones have missing bitmap files.

---

## Cannot Find Photo File

The badge you are trying to display has a photo file associated with it which cannot be found. The reference to the file has been removed so that this error message will not repeat. To recreate the photograph associated with this badge you must select **Video!** from the menu and capture a new picture. Click on Capturing a Photo for more details.

This problem usually occurs when a photo file previously assigned to a badge template is accidentally erased.

---

## Invalid Badge File

The ID badge software attempted to load an invalid badge file. This is caused by a corrupted badge template or database file and can only be rectified by recreating the corrupted item.

If you were opening a badge database when this error occurred the database must be recreated, see [Creating a Database](#). If you were opening a badge template and got this error the template must be recreated, see [Badge Template Design](#).

The most likely cause of this problem is an external change or corruption of the ID badge software file.

---

## Error Accessing Video Capture System

The ID badge software was unable to access the video capture hardware. This is probably caused by an incorrect installation of the video capture board software. See [Troubleshooting](#) for more information.

---

## Invalid Video Board

The ID badge software detected an unsupported brand of video capture board. See [Installation](#) for a list of supported boards.

---

## Overwriting An Existing Photo File

If you continue with this operation the photograph currently assigned to this badge will be replaced by the video picture you have just captured. If you wish to continue click on the **Yes** button and if not click on **No**. See [Modifying an Existing Database](#) for more information.

---

## Incorrect Video Mode

The ID badge software has detected that your VGA board is set to a color resolution of less than 256 colors.

The quality of the photographs and certain bitmaps will be seriously degraded.

It is strongly suggested that you consult your VGA board manual to determine if it supports 256 colors and how to place Windows™ in the 256 color mode.

---

## Error Opening New Database

The ID badge software encountered an ODBC error creating the requested database. The nature of the error is described in the error box.

The most probable cause of this problem is an error in the underlying Microsoft® ODBC system. The database will not be accessible until this is rectified. It is possible that some other Windows™ application has changed or corrupted the ODBC. This is best rectified by reinstalling the ID badge software. See [Troubleshooting](#) for more information.

---

## Opening A Database With More Than 10 Records

You are attempting to open an existing database which contains more than 10 badges while the ID badge software is running in Demo Mode. If you wish to access this database you must attach the security key.

---

## Error Opening An Existing Database

The ID badge software encountered an ODBC error accessing the requested database. The nature of the error is described in the error box.

The most probable cause of this problem is an error in the underlying Microsoft® ODBC system. The database will not be accessible until this is rectified. It is possible that some other Windows™ application has changed or corrupted the ODBC. This is best rectified by reinstalling the ID badge software. See Troubleshooting.

---

## Attempting To Add More Than 10 Badges

You are attempting to add an eleventh badge to a database while the ID badge software is running in demo mode. If you wish to add more badges to this database you must attach the security key.

---

## Confirming Badge Deletion

You have selected multiple badge deletion and all of the information for the selected badges is about to be deleted. This information cannot be recovered after this operation. The number of badges about to be deleted can be determined by checking the middle number of the three on the status line.

If you wish to proceed with this deletion click on **Yes** otherwise click on **No**.

---

## Missing Or Incorrect Dialog Information

The dialog you are completing is missing data or has incorrect data entered into it. You must correct this before you can proceed. When you return to the dialog the cursor will be positioned in the box containing the offending item.

---

## Error Accessing ODBC Drivers

The ID badge software is unable to determine which database drivers have been installed by the ODBC system.

The most probable cause of this problem is an error in the underlying Microsoft® ODBC system. The database will not be accessible until this is rectified. It is possible that some other Windows™ application has changed or corrupted the ODBC. This is best rectified by reinstalling the ID badge software. See Troubleshooting.

---

## No Badge Designs Found

You cannot proceed with the definition of a new database because the ID badge software was unable to locate any badge templates. You must create at least 1 badge template before attempting this operation. See Creating a Badge Template.

---

## Error Adding New Field Name

You have attempted to add a new file name to the database when the name already exists. New field names must be unique.

---

## Error Creating New ODBC Data Source

The ID badge software was unsuccessful in requesting the ODBC to create a new data source.

The most probable cause of this problem is an error in the underlying Microsoft® ODBC system. The database will not be accessible until this is rectified. It is possible that some other Windows™ application has changed or corrupted the ODBC. This is best rectified by reinstalling the ID badge software. See Troubleshooting.

---

## Error Opening Existing ODBC Data Source

The ID badge software was unsuccessful in requesting the ODBC to open an existing data source.

The most probable cause of this problem is an error in the underlying Microsoft® ODBC system. The database will not be accessible until this is rectified. It is possible that some other Windows™ application has changed or corrupted the ODBC. This is best rectified by reinstalling the ID badge software. See Troubleshooting.

---

## Error Creating Database

The ID badge software was unable to create the requested ODBC database.

The most probable cause of this problem is an error in the underlying Microsoft® ODBC system. The database will not be accessible until this is rectified. It is possible that some other Windows™ application has changed or corrupted the ODBC. This is best rectified by reinstalling the ID badge software. See Troubleshooting.

---

## Error Writing Database Header File

The ID badge software was unable to write the database **.IDC** file to disk. The most probable cause is either a full hard disk or you are trying to write to a network drive to which you do not have write access privileges.

Exit the ID badge software and rectify the problem before proceeding.

---

## Attempting To Read An Invalid Database Header File

The database **.IDC** file is unreadable. This is caused by a corrupted file and can only be rectified by recreating the corrupted database.

The most likely cause of this problem is an external change or corruption of the ID badge software file.



---

## Error Reading Database Files

The ID badge software encountered an error reading one of the requested database files. This is most probably caused by some underlying problem with your hard disk system.

Exit the ID badge software and run SCANDISK on the associated drive to determine the nature of the problem.

---

## Page Layout Error

The ID badge software has detected a problem with the page layout dimensions you have provided. If you continue, the badges may not print correctly. The message in the error box provides more information on the nature of the error. See Badge Printing for more information.

You can disregard the error and continue with the printing by clicking on the **Yes** button. To rectify the problem click on **No**.

---

## Overwriting An Existing Page Layout File

If you continue with this operation the existing page layout file with the same name will be replaced by the current layout parameter you have just entered. If you wish to continue click on the **Yes** button and if not click on **No**.

---

## Attempting To Overwrite An Existing Page Layout File

You are attempting to overwrite an existing page layout file without a sufficiently high security level. At your current security level you must enter a file name which is unique.

---

## Error Reading Page Layout File

The ID badge software encountered an error reading one of the requested page layout files. This is most probably caused by some underlying problem with your hard disk system.

Exit the ID badge software and run SCANDISK on the associated drive to determine the nature of the problem.

---

## Attempting To Read An Invalid Page Layout File

The page layout file is unreadable. This is caused by a corrupted file and can only be rectified by recreating the corrupted layout file.

The most likely cause of this problem is an external change or corruption of the ID badge software file.

---

## Saving Badge Design Changes

You have made modifications to the badge template and the ID badge software is asking you if you wish to save them.

---

## Overwriting An Existing Badge Design File

If you continue with this operation the existing badge template file with the same name will be replaced by the current design you have just created. If you wish to continue click on the **Yes** button and if not click on **No**.

---

## Attempting To Overwrite An Existing Badge Design File

You are attempting to overwrite an existing badge template file without a sufficiently security level. At your current security level you must enter a file name which is unique.

---

## Error Adding Criteria

You are attempting to add a new criterion to the **Selected Criteria** area without entering one. Complete the 3 boxes at the top of this dialog before clicking on the **Add** button.

---

## Criteria Parentheses Error

The ID badge software has detected an inconsistency in the selection parentheses buttons. There must be the same number of selected closed parentheses as open, and the first encountered must be an open parenthesis.

You will be returned to the dialog to correct this problem.

---

## Rectangle Outside Badge Boundary

You have created a rectangle whose dimensions place it either partially or completely outside the badge boundary. You must adjust the position and/or size of the rectangle to correct this situation before continuing.

You will be returned to the dialog to correct this problem.

---

## Text Color Same As Background

You have selected a text color for this rectangle which is the same as the rectangle background color. As this would result in invisible text the ID badge software requires that you change one or other of the colors before proceeding.

You will be returned to the dialog to correct this problem.

---

## No Bitmap File Name

You have selected this rectangle to display a bitmap but you have not identified the associated bitmap file.

---

## Bitmap File No Longer Available

The badge you are saving has a bitmap file associated with it which can no longer be found. The most likely cause of this problem is that another Windows™ application has deleted the file since it was specified during the design.

You will be returned to the dialog to correct this problem by selecting an existing bitmap file name.

---

## Attempting To Move New Field To Old List

You are attempting to move a field which you have just created to the old list. Only fields originating from the old list can be returned there. To delete a new field click on the **Delete A Field** button.

---

## Cannot Move All Old Field Names

The ID badge software was unable to move all the old field names to the new list because it would have resulted in the new list containing more than the maximum 10 fields.

If you wish to move all of the old fields over, delete enough of the newly created fields to make room for the old. Click on Copying Existing Fields for more information.

---

## New Field Name Already Exists

You have attempted to add a new file name to the new database field list when the name already exists. New field names must be unique.

---

## Error Displaying Photo

The ID badge software encountered an error accessing one of its components responsible for displaying photographs.

This is probably caused by another Windows™ application having changed the component the ID badge software is attempting to access. This is best corrected by reinstalling the ID badge software.

---

## Canceling Database Creation

You have asked the ID badge software to cancel the new database construction and you are being asked to confirm this is really what you want to do. Click on **Yes** to proceed with the cancel or click on **No** to return to the creation process.

---

## Overwriting An Existing Database

If you continue with this operation, the existing database with the same name will be replaced by the database you have just created. If you wish to continue click on the **Yes** button and if not click on **No**.

---

## Password Validation Suspended In Demo Mode

When the ID badge software is operating in Demo Mode the user name and password system is deactivated and the program operates with all features available.

---

## Invalid User Name And/Or Password

You have entered a user name and password which are unknown to the ID badge software. If you have forgotten your user name or password you must ask a user with **MASTER** access to look it up for you.

To proceed with the current user name and access level click on **Cancel**.

---

## Attempting To Delete Last MASTER User

You are attempting to delete the last user name which has **MASTER** security level. As this would prevent you from ever being able to maintain user names again, the ID badge software is preventing you from doing this.

To delete this user, first create at least one other user name with **MASTER** security level, and then try again.

---

## No Password Supplied

You have tried to add a new user name without supplying a password to go with it. You will be returned to the dialog so that you can correct this.

---

## Attempting To Delete Current User

You have asked the ID badge software to delete the user name currently active and this is not permitted. If you wish to delete the current user name make some other name current and then try again.

---

## Attempting To Change Last MASTER User Level

You are attempting to change the security level of the last user name which has **MASTER** security level. As this would mean there would be no users with **MASTER** level and this would stop you from ever being able to maintain user names again, the ID badge software is preventing you from doing this.

To change this user level, first create at least one other user name with **MASTER** security level, and then try again.

---

## About To Delete A User Name

You have requested that the ID badge software delete a user name and you are being asked to confirm that you wish to do this. Click on **Yes** to continue with the deletion or **No** to cancel it. For more information see User Names.

---

## About To Delete A Badge

You have requested that the ID badge software delete the current badge and you are being asked to confirm that you wish to do this. Click on **Yes** to continue with the deletion or **No** to cancel it.

---

## Custom Badge Size Too Small

You have requested the ID badge software to create a custom badge with a dimension less than 0.1”(2.5mm). This is the smallest allowable custom dimension. There are no imposed limits to the maximum size other than the practical ones of screen size and print capabilities.

---

## Database Creation Dialog

This dialog is used to define the basic parameters of a new badge database. For more information click on Database Creation.

---

## Adding A New Field Dialog

This dialog is used to define the new field name, and its format. For more information click on Adding a New Field.

---

## Modify Database Dialog

This dialog is used to define how to modify the fields of an existing database. For more information click on modifying an existing database.

---

## Add A New Record or Modify an Existing Record Dialog

This dialog is used to define the data fields for a newly created badge or modify those of an existing record. For more information click on Adding a New Record or Modifying an Existing Record.

---

## Field Assignments Dialog

This dialog displays the associated badge template to allow data fields to be assigned to the various rectangles. For more information click on Field Assignments.

---

## Data Holder Definition Dialog

This dialog is used to define the source of the data for the selected rectangle. For more information click on Data Holder Definition.

---

## User Control Dialog

This dialog allows users to enter their user name and password combination. It also allows a user with **MASTER** access to maintain the user name list. For more information click on User Control.

---

## User Name Maintenance Dialog

This dialog allows the maintenance of user names to be performed. For more information click on User Control.

---

## Current Record Dialog

This dialog allows the date for the current badge to be modified. For more information click on Current Record.

---

## Badge Sort Order Dialog

This dialog allows the badges in the database to be sorted. For more information click on Badge Sort Order.

---

## Badge Selection Criteria Dialog

This dialog allows the selection criteria to be established. For more information click on Badge Selection.

---

## Field Reassignment Dialog

This dialog displays the associated badge template to allow data fields to be reassigned to the various rectangles. For more information click on Field Reassignments.

---

## Custom Size Dialog

This dialog allows the horizontal and vertical dimensions of a custom badge to be entered. For more information click on Custom Sizing.

---

## Unable To Display Bar Code

The ID badge software is unable to display the bar code for this badge. The text of the warning displays the nature of the problem.

If the problem is because the bar code will not fit in the available rectangle space, this can be corrected by any combination of the following:

- Increase the size of the rectangle
- Reduce the amount of data
- Increase the bar code density
- Reduce the size of the quiet zone

If the problem is invalid data for the bar code type, the data must be changed to valid characters before the bar code will display. For more information on revising the data, click on Revising Data.

Different bar code types have different data requirements. Some allow numeric data only. Others required a specific number of characters and others need prefix and possibly postfix characters. Consult a good bar code reference source to determine the requirements of the bar code you have selected.

---

## Print Set Up Dialog

This dialog is used to establish the parameters for printing the badges. For more information click on Print Set Up.

---

## Page Information Dialog

This dialog displays information regarding the current printer capabilities. For more information click on Page Information.

---

## User Information Dialog

This dialog is used to enter information on the user or owner of the database. For more information click on User Information.

---

## Revise Badge Layout Cancel Dialog

You have asked to cancel the revision of the badge layout and this dialog is asking you to confirm that you wish to proceed. Click on **Yes** to abandon the changes and **No** to return to the redesign dialog. For more information click on Changing the Badge Design.

---

## Badge Layout Redesign Dialog

This dialog is used to change the design of the badge associated with the current database. For more information click on Changing Rectangle Parameters.

---

## Video Capture Dialog

This dialog displays live video for capture to a photograph. For more information click on Video Capture.

---

## New User Data Dialog

This dialog allows the entry of a new user name/password combination and selection of its security level.

---

## Error Saving Photo or Bitmap from Video

An error occurred during the saving of a captured image to disk. The message displays more information about the problem. Two of the most likely causes are insufficient memory and problems writing to the hard disk. In the case of the latter, make sure your hard disk is not full.

---

## Error Compressing JPEG File

An error occurred during the compression of a photograph to the JPEG format. The message displays more details on the nature of the problem. Two of the most likely causes are insufficient memory and problems writing to the hard disk. In the case of the latter, make sure your hard disk is not full.

---

## Capture Bitmap Already Exists

You have given a file name for this bitmap which already exists. If you proceed the old file will be overwritten by the new.

---

## Limiting Rectangle to 0.01in(0.3mm)

You have requested that a rectangle have either its width or height or both at a value less than 0.01in(0.3mm). This is notification that the dimension will be increased to 0.01in(0.3mm). Click on rectangle parameters for more information.

---

## Recompression Warning

You are about to recompress the photographs using a different scheme. Depending upon the number of files and the types of compression, this could take a significant amount of time and cannot be interrupted. Before proceeding with any major activity such as this, it is always wise to back-up your hard disk to protect against power failures and other hardware and software problems.

The program will make a check that you have enough disk space to complete the operation. For more information click on recompression.

---

## Recompression Dialog

This dialog shows the current type of compress and how many files are involved. You can select the new type of compression from the pull-down box. For more information click on recompression.



---

## Not Enough Disk Space for Recompression

The program has determined that there is probably insufficient disk space to continue with the change of compression type. If you wish to continue, free some disk space on the drive where the photographs are stored. Unless you are severely short of disk space, this message will generally not appear when going from uncompressed to a compressed format. However, it is far more likely to appear if you have many compressed files and you are converting the uncompressed. For more information click on recompression.

---

## All Old Fields Not Included in Redefinition

This message warns you that you have not included all the old fields in the new field list. If the omitted field contains any data it will NOT be copied and the information will be permanently lost. For more information click on modifying database fields.

---

## Edit Rectangle Data Dialog

This dialog allows you to set the way information is displayed in the selected rectangle. Rectangles can contain text, bar code, bitmaps, photographs, signatures, or nothing at all. For more information on using this dialog click on Badge Field Characteristics.

---

## Unable to find Bar Code Font

The TrueType font being used for this badge is not installed. Before proceeding you must reinstall the font. The special bar code fonts were installed as part of the original program installation. If the files have been deleted it will be necessary to reinstall this program to recover them. If they have been installed but removed from the font list, use the Windows™ Control Panel to reinstall them. For a list of fonts installed as part of this program, consult the README.TXT file.

See Selecting Bar Codes for more information.

---

## Fast Find Dialog

This dialog allows you to quickly locate a badge knowing a key word or number. Select the field you wish to scan and enter the text or number in the **For** field. If the field type is numeric you will only be able to enter numbers, a decimal point and a minus sign. All badges having that number in the given field will be selected.

If the field is alphanumeric and general format, you can enter any text. The search is not case sensitive and will locate the given text anywhere in the given field. Date, Time and Timestamp fields are exact matches. For more information click on Fast Find.

---

## Change Database Templates

This dialog allows you to assign a new template to an existing template number or add a new template to those already assigned to the database. For more information click on Change Database Templates.

---

## Border Color same as Background Color

You have selected to include a border and its color is the same as the background color. You must select a different color before proceeding. For more information on borders click on Borders.

---

## Bad File Capture Type

You have provided a file name with an unsupported extension. The three letters to the right of the period must be from one of those shown in the list when you click on the **Save File As Type** list. For more information on saving captured pictures, click on Capturing Video Pictures.

---

## Overwriting A Custom Badge Size File

If you continue with this operation, the existing custom badge size file with the same name will be replaced with the currently entered values. If you wish to continue click on the **Yes** button and if not click on **No**.

---

## Attempting To Overwrite A Custom Badge Size

You are attempting to overwrite an existing custom badge size file without a sufficiently high security level. At your current security level you must enter a file name which is unique.

---

## Error Reading A Custom Badge Size

The ID badge software encountered an error reading one of the requested custom badge size files. This is most probably caused by some underlying problem with your hard disk system.

Exit the ID badge software run SCANDISK on the associated drive to determine the nature of the problem.

---

## Attempting To Read An Invalid Custom Badge

The requested given file is not a custom badge size file. You must select a **.SIZ** file created by a previous custom badge size **Save** operation.

---

## Password File Encrypted with a Different Key Type

The user/password file on disk was encrypted using a different type of security key. This can occur when the old style key is replaced with a new style programmable key.

The dialog shows the user names which will need to be recreated. The user name/password is reset to **MASTER** and **IDCARD**. For more information on adding user names and passwords click on Security.

---

## Enabling Optional Features

This dialog shows the optional features present in the software but not enabled by the security key. If the key is the programmable type, its serial number is also displayed. Your dealer can provide you with an enabling password if you provide a list of features you wish to activate and the key serial number. The password is entered into the box and the **Enable** key pressed. For more information on enabling program features, click on Enabling Optional Features.

---

## Attempting to Open a Database with more than 10 Fields

You have tried to open a database containing more than 10 user fields on a system that does not have the “Dossier” option enabled. This database was created by a copy of the program with the optional “Dossier” capability. It can only be opened on a system having a security key with this feature enabled. For more information on enabling program features, click on Enabling Optional Features..

---

## Signature Capture Window

This window is used to capture a signature via the graphics tablet. For more information on how to capture a signature, click on Signatures.

---

## Attempting to set Counter Increment to Zero

A counter field must have an increment value of 1 or greater. Click on Counters for more information on counter fields.

---

## Creating a Data Source Name

This dialog allows the selection of any existing, or creation of, a new Data Source. A Data Source is an ODBC definition of a database. It defines the type of database (FoxPro, Access, etc.) and the location on disk of the database itself. In ODBC terms a database is a collection of tables. This program stores the badge data in a table in the database.

Each Data Source is given a name. When this program creates a Data Source it builds a name like this:

IDBADGE\_XXXXXX or IDBADGE\_XXXXXX.DSN

where the XXXXXX is replaced by the name you gave the **.IDC** file.

Generally, it is most straightforward if you select **NEW** each time a badge database (i.e.: table) is to be created. Then a new Data Source name will be created.

However, you can select an existing Data Source name and group multiple badge tables under it. If there is an existing Data Source name which is of the type you wish and points to the database (i.e.: collection of tables) you wish, then highlight it and click on **Next>**.

If you are going to create a new Data Source, an ODBC dialog will appear in which you can complete the necessary information for its creation. For more information, click on Creating a Data Source.

---

## Invalid Database Type

You have selected an ODBC driver for a database type which does not have the necessary capabilities. Generally, the driver must support read/write operations, allow indices and allow bi-direction record location. The driver you selected does not meet one or more of the requirements.

Of the drivers supplied with the Microsoft® ODBC program, the “Text” and “Excel” drivers do not meet these requirements. Most others do.

Choose another driver type and try again.

---

## Table Selection

This dialog shows the tables already present in the database and provides a place to define a new table name. The latter will already contain the same name as the name given the **.IDC** file. This will not necessarily point to an unused table name.

If you enter or use a table name which does not exist in the “Existing Table” list, you will be creating a brand-new, empty badge database (i.e.: table). For more details on creating a new database, click on Creating a New Database.

If you select an existing table name, you will be attempting to attach to an existing table of information which may or may not be suitable for use with this program. This is the method used to attach to existing tables of information. For more details, click on “Attaching to existing databases”.

If you do not want to proceed with this operation, click on **<Back** to return to the previous dialog and select a different Data Source.

---

## Cannot Locate Database

The Data Source assigned to this badge table points to a database which does not exist. Depending upon the database manager type, the missing database might be a directory or a file.

The most likely cause of this is that the directory or file has been moved or deleted. When you select **OK**, an ODBC dialog will appear in which you can redefine the location of the database. You can usually browse the directory structure to locate the information. If you select **Cancel** from this dialog, the entire attempt to open the database will be terminated.

Click on Opening a Database for more information.

---

## Cannot Locate Table

The table associated with this badge database is not in the ODBC database pointed to by the Data Source. When you press **OK**, you will be presented with an ODBC dialog which will allow you to browse for the correct database containing the required table. If you select **Cancel** from this dialog, the entire attempt to open the database will be terminated.

Click on Opening a Database for more information.

---

## Unacceptable Foreign Database

The foreign badge database you are trying to attach to does not meet the required minimum standards. For more help on attaching to existing databases and the requirements they must meet, click on Attaching to Foreign Databases.

---

## Cannot Read Foreign Database Field Names

There is an undefined problem determining the names of the fields in the database you are trying to attach to. Try checking the Data Source configuration in the ODBC32 applet in the Windows™ Control Panel. For the database types supplied with the Badging Program this error should never occur.

---

## Inconsistent Photo Type

While analyzing the photo types in the foreign database photo directory, the program found more than one type. This is a warning only. The most predominant type will be used. For more information on photo types click on Photo Compression.

---

## Field Assignment Dialog

This dialog provides a means to associate data with a data holder. For more information on assigning data to holders, click on Assigning Database Fields.

---

## Magnetic Stripe Data Assignment

This dialog provides a means to associate data with tracks on magnetic stripes. For more information, click on Assigning Data to Magnetic Stripes.

---

## Invalid Magnetic Stripe Data

The data assigned to the magnetic stripe is invalid for the assigned track. Different tracks are allowed to include different characters. You must either change the data, change the track assignments or turn magnetic encoding off before proceeding. Click on Magnetic Track Data for more information on magnetic track formats.

---

## Snap Data Dialog

This dialog allows the setting of snap distances both vertically and horizontally. If you enter values other than zero for either axis, the snap feature will be turned on. For more information on using the snap feature, click on Snap.

---

## Counter Value Exceeds Fixed Field Size

A counter field with a fixed length has become too long to fit in the field. This dialog provides 3 ways to deal with this situation.

You can do one of the following:

1. Reset the counter to 1
2. Increase the fixed field length by 1
3. Ignore the overflow

Each of these options have some implications. Option 1 may result in records containing the same counter value. Option 2 may cause the data to display incorrectly, especially in bar code fields where the reader is expecting a fixed digit counter. Option 3 will result in this dialog appearing each time a new badge is entered. It also has the same implications as Option 2.

For more information on changing the field characteristics, click on Changing the Numeric Field Format.

---

## Reports Dialog

This dialog allows selection of the type of report, report period, printer destination and other related operations. For a full description click on Printing Reports.

---

## Photo Holder Selection Dialog

The badge layout for which you are about to capture a photograph has more than one designated photo holder. The list shows the names of the photo holders assigned. Select the holder you wish to place the photograph in and click on **OK**. For more information on multiple photographs, click on Multiple Photo Holders.

---

## About to Purge Photo Holder Names

If you click **OK**, all photo holder names which are not used on any assigned badge layouts within the database, (or in the dossier template, if it is defined) will be removed from the list.

This is only necessary if the list becomes too long to be manageable. You can create new holder names at any time. For more information on multiple photographs, click on Multiple Photo Holders.

---

## Bar Code Quiet Zone Too Wide

The size of the quiet zone for the bar code exceeds half the length of the longer side of the bar code holder rectangle. You can change the size of the quiet zone by revising the badge layout. For more information on quiet zone sizing, click on [Badge Design](#).

---

## Database Information Dialog

This dialog shows useful information about the currently open badge database. For a full explanation of the entries, click on [Database Information](#).

---

## Badge Resizing Too Small

You have entered a value for either the width or height (or both) of the badge which does not fully encompass all of the data holders. The program has computed new values for the axis (or axes) which was too small, such that the data holders will just be contained. You can accept these values by clicking on the **Yes** button in the dialog or reject them and enter new values by clicking on **No**. For more information, click on [Badge Resizing](#).

---

## Attaching to Existing Database Fields

This dialog allows a selection of fields in an existing database to be made available to the badging program. Four required fields must be assigned from the selections available in each pulldown box. In addition, at least one available user field must be moved to the assigned field box. Multiple selections may be made from the left box, if desired, up to the maximum allowable by your version of the badging program (currently 10, or unlimited if the dossier option is enabled). For more information on assigned the fields, click on [Field Assigning](#).

---

## Extracting Photos from Existing Bitmaps

This dialog allows extracting of a photograph from an existing bitmap on the computer system. It is possible to read BMP, DIB, PCX or JPG file types and extract a section of the image exactly as when obtaining a photograph from live video or a TWAIN image. For more information, click on [Photos from Existing Bitmaps](#).

---

## Setting Program Parameters

This dialog allows time and date settings to be established, as well as providing a control for fine tuning TrueType bar code font widths. For more information on using this dialog click on [Program Settings](#).

---

## Set Dossier Template Dialog

This dialog provides a means to select which template should be used as the Dossier template. Any template currently assigned to the database, whether in use or not, can be used as the Dossier template. For more information on assigning the Dossier template click on Assigning the Dossier Template.

---

## Insufficient Space Left in Record

Most databases have a maximum record length and the field you are trying to assign would make the record length exceed that value. To add the field causing the problem, you must make more room in the record. If you are creating a new database this can be done by deleting some other fields or reducing the field length of one or more alphanumeric fields (their field length is displayed in the curly braces after the A). To change the length you must delete the field and re-add it. The maximum length of an alphanumeric field is 255, but your database type may reduce this. For more information on creating database fields click on Creating Databases.

If you are adding fields to an existing database, you can create more record room by reducing the field length of newly added alphanumeric fields or by not including all the old fields in the new database. Remember however, that data will be lost in any old fields not moved to the new list. For more information on adding fields to existing databases, click on Adding Database Fields.

---

## Fingerprint Capture Dialog

This dialog displays live video for capture of a fingerprint. For more information click on Fingerprint Capture.

---

## Set Data Entry Control Dialog

This dialog allows selection of the fields which are to be active when the **Auto Fill In** feature is activated and which are to be locked during data entry. For more information click on Setting Auto Fill In, Locked, Hidden, Alarm and Preset Fields.

---

## Modify Field Settings Dialog

Available in **Supervisory Mode** and above, this dialog allows the characteristics of the fields to be changed. This includes revising field aliases; setting the current value, increment, fixed field length, and fill character for numeric and counter fields; setting the display text for logical fields; and establishing the field display order in the data entry and sorting dialogs. For more information on modifying field settings click on Modify Field Settings.

---

## Print Badge Dialog

This dialog allows fundamental choices to be made before printing. It also allows access to the enhanced printer setup screen through the **SET UP** button. For more information click on Print Badge Dialog.



---

## Preset Entries

This dialog provides a means to maintain a list of preset entries for the associated field. For more information click on Preset Entries.

---

## Smart Card Configuration

This dialog provides a means to select the type of printer and smart code encoder you system is equipped with. Use the pull down to select the printer then click on the **Configure Smart Card Encoder** button. For more information click on Smart Card Encoding.

---

## Save Badge Design Changes

This dialog provides options for saving the badge design you have just changed. For more information click on Saving Badge Design Changes.

---

## Using The Database Creation Wizard

This wizard will help you to create a straight-forward badge database. If you wish to use the original “Expert” screens, check the **Use export database create screens** and then click **Next>**. For more information click on Wizard.

---

## Using The Alignment Toolbox

This toolbox provides a range of useful tools for aligning and sizing rectangles on the badge. Some work on one or more rectangles and others on 2 or 3 or more. To select a rectangle left click it with the mouse. To select multiple rectangles hold the **Ctrl** key down while clicking. For more information click on Alignment Toolbox.

---

## Converting Image Storage Method

This dialog allows you to convert the method of image (photos, fingerprints, etc.) storage between file storage and database storage. In either case you can optionally delete the original images. For more information click on Converting Image Storage Method.

---

## Exporting Images

You can export the images associated with the current badge, or all badges, to the folder you select. The images will not be deleted from the database. For more information see Exporting Images.

---

## Using The Quick Launch Wizard

This Wizard will help you to quickly and easily get started with your badging operation. For more information see Quick Launch Wizard.

---

## Data Table Display

For more information on how to use this display onto your badge database please click on [Data Table Display](#)

---

## Mirror Database Contains Changes (Admin Mode)

The mirror database contains changes that need to be uploaded to the main database. For information on how to do this, and possible consequences, please click on [Synchronizing the Main Database](#).

---

## Mirror Database Contains Changes (Non-Admin Mode)

The mirror database contains changes that need to be uploaded to the main database. You need to be logged in at the appropriate security level to perform the upload. For information on how to do this, and possible consequences, please click on [Synchronizing the Main Database](#).

---

## Mirror Database Synchronizing (Admin Mode)

You are about to synchronize the mirror database with the main database, but you have made changes to the mirror database that have not been uploaded yet. If you proceed without uploading then the changes will be lost. You can upload them before performing the mirror synchronization. For information on how to do this, and possible consequences, please click on [Synchronizing the Main Database](#).

---

## Mirror Database Synchronizing (Non-Admin Mode)

You are about to synchronize the mirror database with the main database, but you have made changes to the mirror database that have not been uploaded yet. If you proceed without uploading then the changes will be lost. You can upload them before performing the mirror synchronization, but you need to be logged in at the security appropriate level to do so. For information on how to do this, and possible consequences, please click on [Synchronizing the Main Database](#).

---

## Image Storage in the Database Required

To use this function your database must store its image files (photographs, signatures, etc.) in the database rather than in files. For more information on how to change the storage method click on [Converting Image Storage Method](#).

# Glossary of Terms

## **Access DBM**

A proprietary database from Microsoft Corp.

## **Additional Templates**

In a multiple template database, the alternative templates to which a new badge can be assigned.

## **Alphanumeric**

Consisting of letters and numbers and other symbols.

## **Aspect Ratio**

The ratio between the height and the width of a rectangle.

## **Attached Fields**

The fields which the program is aware of in the foreign database.

## **Auto Fill In**

A feature where a new badge dialog is filled in with the current badge information. Can be turned on and off.

## **AUTOEXEC.BAT**

A DOS initialization file.

## **Back-up**

To transfer information to another medium for long term or archival storage.

## **Badge Template Design**

A badge template design which can be applied to a new or existing badge database to determine the badge's outward appearance.

## **Bar Code Holder**

A rectangle in a badge template designed to display numeric or alphanumeric data as a bar code.

## **Bar Codes**

Any one of a number of coding schemes which use bars to represent numbers and characters. Code 3 of 9 is a commonly used bar code.

## **BB32.LOG**

A file generated when logging is turned on. For more information on the data format see the separate DDE specification document.

## **Bitmap**

A digital representation of a picture in which bits represent dots in the picture.

## **BMP**

Bitmap. A Windows™ graphic format used rather generally, but here meaning a 256 color palletized image.

## **Boot Drive**

The hard or floppy disk drive used to start the computer.

## **Browse Mode**

A mode of program operation in which data can be inspected and printed but not changed in any way.

## **Case Sensitive**

When applied to character matching, a case sensitive comparison considers "A" and "a" dissimilar.

## **Changed Flag**

A database field which keeps track of when badge data has changed since the last printing.

## **Check Box**

A small rectangle which, when clicked on, toggles an X or check mark to select or deselect a state.

## **Clock Speed**

The rate at which the CPU is pulsed to perform computations. Higher numbers give quicker results.

## **Compression**

A means to reduce the size of files without significantly losing any content.

## **Concatenation**

Literally, to link together. Used here to describe linking together fixed and database information when assigning to a data box.

## **Context-Sensitive Help**

A feature whereby the HELP provided at any point during the operation of the program is relevant to the task at hand.

## **Control Panel**

A Windows utility program for setting up the way Windows™ operates.

## **Counter Field**

A numeric field which automatically increments or decrements on each badge creation.

## **CPU**

Central Processing Unit. The brain of the PC.

## **Crop Marks**

Small lines outside the printed area to indicate where to cut the badges apart.

## **Crystal Reports**

A commercially available reporting software package.

## **Data Source**

In ODBC terms, a definition of a database type and location.

## **Data Table**

A view onto the Badge Database which is like a spreadsheet

## **Database**

A organization of information lending itself to quick access, sorting and selecting, as well as addition, change and deletion. In ODBC terms, a collection of tables.

## **dBase DBM**

A proprietary Database Manager produced by Borland International.

## **DBM**

Database Manager.

## **DBMS**

Database Management System. This usually refers to the type, such as Paradox, MS Access, etc.

## **DCOM**

A basic component of MDAC which must be installed for ODBC to work properly.

## **DDE**

Dynamic Data Exchange. A way one Windows program can send and receive data from another.

## **Decimal Places**

The number of digits to the right of the decimal point.

## **Default**

A value or choice automatically selected by the program, which usually can be overridden by the user.

## **Demonstration Mode**

A mode of operation in which the functionality of the program is reduced to allow feature demonstration only, but to provide no really useful capability.

## **DIB**

Device Independent Bitmap. A high color resolution Windows™ graphic format.

## **Distortion**

The horizontal or vertical compression or expansion of a bitmap to fit the destination rectangle.

## **Dongle**

See Security Key.

## **DOS**

Disk Operating System. The computer software initially running on the PC which then runs Windows.

## **Dossier**

A sheet of vital information, usually contains personal details and historical information.

## **Double-sided Badges**

Badges having the appearance of both the front and back defined

## **DPI**

Dots Per Inch. A measure of resolution of a graphic display device (screen or printer). Higher numbers give better quality pictures.

## **Dragging**

A mouse operation in which the item is clicked, the button held and the mouse moved to drag the item to a new position.

## **DSN**

Data Source Name. This can be a USER, SYSTEM or FILE type.

## **Duplex**

A feature of some printers which allows them to print on both sides of the material

## **Dye Transfer**

A printing technique in which ink is transferred to the printing surface using a special ribbon and thermal process.

## **Feature Connector**

A special internal connector found on most VGA Graphics Cards.

## **Field Name Alias**

Text to use throughout the program in place of the real field name.

## **File DSN**

A Data Source Name in File Format.

## **Fill Character**

A character used to pad fixed length counter and numeric fields to maintain the length. This character does not need to be numeric.

## **Flip**

To turn over to show the other side

## **Font**

The attributes of a text character, including its shape, style, size and color.

## **Footer**

An area of user-definable text that appears at the bottom of the printed item.

## **Foreign Databases**

Databases not originally created by this program.

## **FoxPro DBM**

A proprietary database from Microsoft Corp.

## **Graphic Holder**

A rectangle in a badge template designed to display a bitmapped graphic.

## **Graphics Card**

Hardware inside the computer responsible for displaying data on the computer screen.

## **Hard Disk**

An electro-mechanical device for storing information. These devices remember the data when power is turned off. The more storage the better.

## **Header**

An area of user-definable text that appears at the top of the printed item

## **High Color**

A mode for VGA graphics in which up to 32768 or 65535 colors are available.

## **Holder**

A rectangle in a card design intended to hold text, a bitmap, a bar code or a photograph.



## **Icon**

A pictorial representation of an application or window.

## **Inkjet**

A printing technique in which the printer sprays the ink electronically onto the paper.

## **Installation Disk**

A floppy disk or disks on which the program is provided by the manufacturer.

## **Invert**

To turn up-side-down.

## **JPEG**

Joint Photographic Expert Group - an industry standard method for compressing photograph files.

## **JPG**

The file extension for a JPEG format graphic file.

## **Justification**

When applied to text, the automatic positioning of the characters to the left, center or right of the text area.

## **Key Field**

Each database has one column containing unique numbers for each record.

## **Landscape**

Paper orientation so that it is wider than it is tall.

## **Laser**

A printing technique in which the image is transferred to a light-sensitive drum using a laser and then transferred to paper using a Xerographic technique.

## **Layout File**

A file containing the badge printing layout parameters.

## **Main Badge Template**

The template in a multiple template database which is automatically assigned to a new badge.

## **Main Photo**

The default name given the primary photo rectangle.

## **Master Mode**

A user level which has privileges to perform all functions.

## **Match Criteria**

In the sense used in this manual, a set of rules for including or excluding badges from the database.

## **Mb**

Megabyte. A unit of digital storage capacity. A megabyte is approximately a million bytes or characters.

## **MDAC**

Acronym for Microsoft Data Access Components. A package which includes ODBC, the interface used by the badging program to access databases

## **Mifare®**

MIFARE® is a registered trademark of Philips Electronics, N.V. for their proprietary smart card technology

## **Mirror Database**

A local copy of the main database, often read-only, for use when the main database is unavailable.

## **Mouse**

An electro-mechanical device used for pointing.

## **Multi Bitmap**

A design rectangle that allows one of a pre-selected number of bitmap images to be displayed based on data from a field in the database

## **Multiple Template Database**

A database which can have assigned to it one or more badge styles or templates, and each badge can be assigned to a different style.

## **Network Dongle License Server**

A networked computer with a dongle attached and the Network Dongle License Server software installed and running. Badging programs running on the network will be able to obtain a license from the server.

## **Normal Mode**

An operating mode in which operations are allowed but design and user name maintenance are not.

## **NTSC/PAL**

Two television standards. NTSC is used in the USA and Japan, PAL is predominant in Europe.

## **Numeric**

The numbers 0 through 9, the + and - sign and decimal point.

## **ODBC**

Open Database Connectivity. A Microsoft Software Product for multi-database access.

## **On-Line Help**

Useful information available electronically.

## **Oracle DBM**

A proprietary client/server network database manager.

## **Paradox DBM**

A proprietary Database Manager produced by Borland International.

## **PCX**

A de facto standard for storing graphics images in a file, developed by zSoft, Inc.

## **Photograph Holder**

A rectangle on a badge template designed to contain a video captured image.

## **PNG**

Portable Network Graphic – a lossless image compression commonly used on the Internet

## **Pop-up Dialog**

A window which appears to allow the user to enter data or make selections. No action can be taken outside the window until this window is closed.

## **Portrait**

Paper orientation so that it is taller than it is wide.

## **Printer Port**

A connection on the computer where a printer is plugged in. Usually located at the back of the computer as a female 25 pin connector.

## **Progress Bar**

A graphical device like a thermometer which displays the progress of a time-consuming operation.

## **PVC card**

Polyvinyl Chloride Plastic Card.

## **Quiet Zone**

In connection with Bar Codes, an empty area before and after the bars.

## **Radio Buttons**

A group of buttons where only one button can be selected at a time, as the station selector buttons on a car radio.

## **RAM**

Random Access Memory, the CPU stores intermediate data and the programs here. The data is lost when power is removed. The bigger the number the better.

## **Required Fields**

A badge database must contain the required fields for the key, photo name, template number and changed flag.

## **Rulers**

Scales along the sides of a badge layout design window.

## **Security Key**

An electro-mechanical encryption device attached to the computer to control program operation and feature availability.

## **Single Template Database**

An earlier version database in which all badges are assigned to a single layout design or template.

## **Single-sided badges**

Badges having only the front defined

## **Smart Card**

A technology which allows data to be stored on a card

## **Snap**

Used in connection with positioning objects, forces them to be positioned at exact multiples of the snap value.

## **Spool File**

A temporary file to hold output data destined for the printer.

## **SQL Server DBM**

A proprietary client/server database package from Microsoft Corp.

## **Standard File Dialog**

A standard Windows dialog for entering or selecting a file name.

## **Standard Font Selection Dialog**

A standard Windows dialog for setting the attributes of text characters.

## **Status Line**

A permanent section of the program window, located at the lower edge, where program status is displayed.

## **Supervisory Mode**

A mode of operation with privilege to perform all operations except User Name Maintenance.

## **Table**

In ODBC terms, a collection of information records. Badge information is stored in a table. A collection of tables make up a database.

## **Template**

A file containing a badge layout design.

## **Text Holder**

A rectangle in a badge template designed to display data as text.

## **Timestamp**

A combination date and time. E.g.: 11/23/88 11:45:00

## **Transparency**

A image manipulation technique where a specific color is designated as the transparency color. When the color is found in the image it is replaced by the pixel behind it, thus making sections of the image transparent.

## **True Color**

A VGA graphics mode in which 16,777,216 different colors are available.

## **TWAIN**

Reportedly an acronym for Technology Without An Interesting Name. In fact, a standard way of software interfacing with graphics capture hardware like scanners.

## **Uniquely Indexed Field**

A field in a database which is indexed to disallow duplicate data.

## **User/System DSN**

A Data Source Name in normal format assigned to a user or the system.

## **VGA**

Video Graphics Array. A type of graphics card.

## **Video for Windows®**

A video interface for capturing live video and still images, supported by a wide range of hardware

## **Video Photograph**

A graphic picture captured using a video camera and a special Video Capture Board for the computer.

## **Watcom SQL DBM**

A proprietary database from Watcom International Corp.

## **Windows™**

Software developed by Microsoft Corporation to improve the user-friendliness of the PC.







# Index

## A

- Acquire 43, 46, 51, 60, 67, 71
- Add a Field 97, 100, 101, 110
- Adding a bar code holder 30
- Adding a graphic holder 28
- Adding a new badge 139
- Adding a photograph holder 28
- Adding a text holder 29
- Adding user information 31
- Additional Templates 96
- Alarm 120
- Alignment Toolbox 56
- All Photo - Horizontal 40
- All Photo - Vertical 40
- And/Or slide switch 170
- Arrange icons 43
- Aspect ratio 28, 60, 144, 177
- Attachment 125
- Auto Font Sizing 113

## B

- Badge background 27, 53, 66, 69, 79
- Badge background border 59
- Badge Color 27, 59
- Badge Deletion 26, 175
- Badge Design
  - Adding a bar code 30
  - Adding a new badge 24
  - Adding a photograph 28
  - Adding a picture 28
  - Adding a text holder 29
  - Adding User Information 31
- Background 27, 53, 66, 69, 79
- Black and White Badges 11
- Border 59
- Changing the background color 113
- Color 27, 59
- Color Badges 11

- Coordinates 36
- Deleting a holder 30
- Field Rectangle Background 59
- Field Rectangle Border 59
- Holder overlap 30
- New Badge Design 27, 40, 58
- No background for text 30, 64, 73
- Rectangle parameters 63
- Resizing a rectangle 82
- Text Color 59
- Badge Field Characteristics 62
- Badge Printing 25, 158, 176
- Badge Selection
  - And/Or relationship 170
  - Criteria 1, 22, 45, 50, 106, 154, 170, 202
  - Match Conditions 22
  - Search 25, 37, 45, 51, 217, 221
  - The Ignore Button 174
- Badge Selection Criteria 170
- Badge Size 58, 61
- Badge Sorting 46, 50, 152
- Badge Template Design 2, 26, 31, 36, 47, 53, 83
- Bar code
  - Density 1, 197
  - Inverting 66, 69, 73, 82
  - Quiet Zone 66
  - Sideways 29
  - Using Graphics 60, 67, 80, 106, 163, 197
  - Using TrueType Fonts 66, 197
- Bar Codes
  - Using carbon-based ink 66
- Bitmap
  - Inverting 66, 69, 73, 82
- Black and white badges 11
- BMP 28, 46, 60, 67, 71, 78, 147
- Border 35, 63, 221
- Box 165
- Browse button 67, 71
- Browse Mode 23, 44, 130, 220
- Build new badge design 27, 40, 58

## C

- Capturing a Photograph 60, 145, 147, 149
- Carbon-based ink 66
- Cascade 43
- Centering columns or rows 163
- Central Database Storage 179, 180
- Change Compression Method 39, 120, 217
- Change Database Templates 96, 111, 143, 217
- Changed Flag 20, 36, 39, 62, 73, 83, 101, 110, 124, 132, 143, 152, 168, 178, 194, 198, 200, 204, 218, 220, 222
- Changing the background badge color 27
- Changing The Badge Design 111
- Circle 73

- Clock Speed 9
- Color Adjustment 145
- Color badges 11
- Combined Terminal Server/Dongle License Server 12
- Compression
  - JPEG 9, 67, 71, 96, 147
  - Recompression 120
  - RLE compression 96
- Concatenation 104, 154
- Content format 63
- Context-sensitive Help 1, 176, 189
- Continuation block 204
- Control Panel 97, 101, 131
- Converting an earlier Database 111
- Counter 39, 97, 144
- CPU 9
- CR100 40
- CR80 40
- Creating a database 32
- Credit Card - Horizontal 27, 40
- Credit Card - Vertical 40
- Criteria 1, 22, 45, 50, 106, 154, 202
- Crop marks 139
- Custom Badge Size 58

## D

- Data source 108, 125, 131, 139, 205
- Data Table 155
  - Exporting 156
  - Modifying 155, 156
  - Printing 156
- Database Access Menu Items 44
- Database Creation Wizard 83, 84
- Database Definition 83, 96, 100, 107, 129
- Database Design
  - Adding a field 97, 100, 101, 110
  - Entering the fields 97
  - Field name lengths 97
  - Fixed Text 1, 32, 104, 152, 205
  - New badge database design 49
  - Numeric Data 32, 101, 153
- Database Field Assignments 104
- Database Fields
  - Changed Flag 20, 36, 39, 62, 73, 83, 101, 132, 152, 178, 194, 198, 200, 204, 218, 220
  - Datakey 20, 104, 152
  - PhotoFile 20, 101, 170
  - Template 2, 20, 45, 51, 101, 131, 143, 159, 170, 202
- Database formats 1
- Database manager 84, 139
- Database Mirror 182
- Database Organization 108
- Database Redefinition 109
- Database Revision
  - Changing Compression 39, 120, 217

- Deleting a field 97, 101
- Revising badge layout 69
- Revising database fields 39, 108
- Database status 36
- Database Synchronizing 182, 183, 184
- Database Template 135
- Databases
  - Foreign 121
- Datakey 20, 104, 152
- DBMS 247
- DCOM 15
- Delete a Field 97, 101
- Deleting A Badge 175
- Deleting A Database 123
- Deleting a holder 30
- Deleting Selected Badges 175
- Deletion
  - Single Badge Deletion 175
- Demo Mode 19, 23, 27, 42, 176, 191
- Demonstration Mode 12, 176
- Density 1, 197
- Design coordinates 36
- Design operations 37
- Design Tutorial 26
- Designing Your First Badge Database 31
- Designing Your First Badge Template 27, 95
- Dialog box 40, 50, 63, 170, 193, 200
- DIB 60, 71, 147
- Digital Camera 10
- Disk full error 223
- Display Dossier 45, 217
- Dongle 12
  - Installing the Hardware 12
  - Installing the Software 12
  - Monitoring License Use 13
  - Multi-license 13
- Dongle License Server 12, 14
- Dossier
  - Display dossier 45, 217
  - Dossier Template 42, 45, 51, 115
- Dossier Template 42, 45, 51, 115, 217
- Dye transfer 11

## E

- Edit existing badge design 31, 40, 83, 217
- Ellipse 73
- Enable 43
- English 19, 170, 195, 217
- Enter user name 41, 49, 218
- Entering A User Name 23
- Entering The Database Fields 97
- Erratic operation 222
- Exit 37, 41
- Explorer 19, 123
- Export 157

Exporting Designs 115  
Exporting Images 181

## F

Fargo Persona 11, 158, 179  
Fast Find 21, 46, 50, 143, 186  
Field Display Order 119  
Field name lengths 97  
Field Rectangle background 59  
Field Rectangle border 59  
Field Text Color 230  
File DSN 90  
File Pull Down Menu 38  
Fill character 39, 125, 153, 168, 202  
First Badge Position 164  
Fixed Text 1, 32, 104, 152, 205  
FlashPoint  
    Integral Technologies, Inc. 146, 222  
Font 1, 59  
Footer 139  
Foreground 29, 30, 53, 77  
Foreign 121  
Foreign database 125

## G

Graphic 60, 67, 80, 106, 163, 197  
Graphic Bar Codes 60, 67, 80, 106, 163, 197  
Graphic Format  
    BMP 28, 46, 60, 67, 71, 78, 147  
    DIB 60, 71, 147  
    JPG 46, 60, 67, 71, 147  
    PCX 46, 60, 67, 71, 83, 96, 147  
    PNG 46, 60, 67, 71, 147  
Graphic images 1  
Graphics Card 9  
Grid 73  
Guided Tour 2, 22, 34, 53, 95, 152, 170, 172

## H

Hard disk space 9  
Hardware 24, 191  
Header 139  
Help 1, 36, 37, 69, 96, 163, 165, 172, 189, 197, 204, 205, 222  
Help Pull Down Menu 44  
Hidden 66, 149  
High Color 9  
Hints 36  
Horizontal Gap 139  
Horizontal sizing 29

## I

IBM Card - Horizontal 40  
IBM Card - Vertical 40  
Identification badges 1, 150  
Import 37, 47, 101  
Industrial Camera 10  
Informational box 37  
Inkjet 11, 152  
Install 19, 23, 223  
Internet Dongle Access 14  
Invert 30  
Inverted 66, 69, 73, 82  
Isosceles Triangle 73

## J

JPEG 9, 67, 71, 96, 147  
JPEG Compression 96  
JPG 46, 60, 67, 71, 147

## L

Laser 11, 152  
Left Margin 25  
Log Operations 194

## M

Magenta border around video 221  
Magnetic Encoding 42, 158, 166  
Magnetic stripe 11, 46, 51, 166, 192, 202, 217  
Main Badge Template 128  
Maintaining The User List 218  
Manufacturer's Keys 204  
Master 23, 41, 49, 203  
Match Conditions 22, 170  
Maximize the number of badges 163  
MDAC 15  
Memory 9, 19, 34, 205, 223  
Memory allocation error 223  
Memory Block 205  
Menu And Tool bar 37, 49, 189  
Metric 19, 82, 150, 217  
Mirror 182  
    Creating 182  
    Deleting 39  
    Synchronizing the Main Database 39  
    Synchronizing the Mirror 182  
Missing bitmaps 136  
Modifying An Existing Badge 25  
Modifying An Existing Database 108  
Modifying Field Settings 117, 118, 119  
Mouse 9, 11, 20, 24, 32, 53, 73, 82, 104, 106, 107, 144, 148  
MS Excel 90

- Multi-badge printing 25
- Multi-license Dongles 13, 14
- Multiple Photographs 107
- Multiple template 39, 96, 109, 111, 115, 143, 152, 159, 168

## N

- New badge database design 49
- New badge design 27, 40, 58
- No background 30, 64, 73
- No color in video 222
- No picture 221
- Normal Mode 42, 121, 144, 148
- NSP\_HOST 14
- Numeric data 32, 101, 153
- Numeric data fields 118, 153

## O

- ODBC
  - Data Source 39, 108, 125, 131, 139, 205
  - Table 44, 84, 94, 101, 130, 176, 215, 217
- ODBC errors 223
- Open an existing database 49, 193
- Open Database 38, 130
- Optional features 43, 176
- Options
  - Enable 43
- Overlap 30

## P

- Page 1 Only 163, 164
- Page Display 163, 177
- Page info 25, 58
- Page layout
  - Centering columns and rows 163
  - First Page Position 164
  - Maximize the number of badges 163
  - Page 1 Only 163, 164
  - Page Display 163, 177
- Password system 23
- PC Paintbrush 1, 67, 71
- PCX 46, 60, 67, 71, 83, 96, 147
- Pen Color 77
- Permanent Menu Items 38
- PhotoFile 20, 101, 170
  - Naming 97, 125
- Photograph
  - Inverting 66, 69, 73, 82
- PNG 46, 71, 96, 147
- Polygon 73
- Poor video locking 221
- Predefined layouts 164
- Preset 97, 120

- preset list of entries 122
- Printable area 58
- Printer 9, 25, 41, 58, 66, 146, 200
- Printer Port 12
- Printer setup 41, 158, 160, 189
- Printers
  - Dye Transfer 11
  - Ink jet 11, 152
  - Laser 11, 152
- Printing
  - Centering columns and rows 163
  - Crop Marks 139
  - First Badge Position 164
  - Horizontal Gap 139
  - Left Margin 25
  - Maximize the number of badges 163
  - Multi-badge printing 25
  - Page 1 Only 163, 164
  - Page display 163, 177
  - Page Information 25, 58
  - Page Layout 177
  - Predefined layouts 164
  - Setting up 159
  - Starting the printing 159
  - Top Margin 25, 163
  - Vertical Gap 163
- Printing A Badge 25
- Printing Multiple Badges of Different Sizes 167
- Printing Multiple Copies 161
- Program Area 36, 43
- Program Manager 220
- PVC card printers 58, 179

## Q

- Quick Launch Wizard 135
- Quiet Zone 66

## R

- Radio button 21, 25, 32, 66, 167, 168, 196
- Recompression 120
- Rectangle Parameters 63
- Remote Database 179
- Remote Database Services 180
- Renaming a design 115
- Report 185
- Resizing A Rectangle 82
- Resolution 1, 11, 48, 67, 158, 221
- Reverse 20, 30, 36, 37, 43, 49, 78, 152
- Revise badge layout 69
- Revise Database Fields 39, 108
- Revising The Badge Layout 38
- Right-Angled Triangle 73
- RLE Compression 96
- Rounding 63, 79, 195

## S

- Sample database 110, 123
- Save badge design 83
- Scanner
  - Flat Bed 1, 46, 51, 78
  - Hand Held 1, 46, 51, 78
- Scrambled video picture 221
- Screen Areas 36
- Screen Border 35
- Scroll bar 101, 123, 144, 152
- Search 25, 37, 45, 51, 217, 221
- Seconds 97, 101, 148, 174, 196
- Security
  - Dongle 12
  - Entering a user name 41, 49, 218
  - Password system 23
- Security Key 12, 176, 215
- Security level 217
- Select
  - Fast Find 21, 50, 143, 186
- Select Badges 170, 217
- Selecting A Badge Template 129
- Selecting Badges From The Database 21
- Selection Dialog 47, 64, 67, 77, 89, 115, 147, 170, 189
- Selection Example 172
- Set Aspect 28, 67
- Set Smart Card Encoding 203
- Set Snap 47, 82
- Setting Up For Printing 159
- Sideways 29
- Signature
  - Pen Color 77
- Signature Capture 11, 47, 52, 148, 149
- Single Badge Deletion 175
- Single template 39, 111, 115, 170
- Snap
  - Set Snap 47, 82
- sntlconfig.xml 14
- Sort Database 152
- Sorting
  - Specifying the order 152
- Sorting Considerations 153
- Special Fields 101
- Specifying The Sort Order 152
- Standard Badge Types
  - All Photo Horizontal 40
  - All Photo Vertical 40
  - Credit Card Horizontal 27, 40
  - Credit Card Vertical 40
  - Custom Sizes 58
  - IBM Card Horizontal 40
  - IBM Card Vertical 40
- Star 73
- Starting Printing 159
- Status Line 26, 36, 48, 49, 154, 168, 172, 175

- Supervisory Mode 31, 49, 121
- Suppress Blank Lines 64

## T

- Table 44, 84, 94, 101, 130, 176, 215
- Table Of Contents 176
- TeamTracer 42, 196
- Template 2, 20, 45, 51, 101, 131, 143, 159, 170, 202
- Template number 42, 101, 124, 143, 167, 168
- Terminal Server with a Dongle License Server
  - Elsewhere 12
- Text
  - Color 64
  - Font 1, 59
  - Formatting 129
  - Sideways 29
- Text Data
  - Inverting 66, 69, 73, 82
- The Ignore Button 174
- The Main Screen 19, 35
- The Menu System 36, 37, 49
- The Tool Bar System 21, 49
- Tile 43, 48
- Title Bar 36, 131, 177
- Tool Bar 32, 37, 49, 158, 172, 189, 218
- Top Margin 25, 163
- Tracks 42, 166
- Trailer 204
- Trailer Block 209
- Transparency 63
- Troubleshooting 221
- True Color 9
- TrueType font 66, 197
- TWAIN 10
  - Acquire 43, 46, 51, 60, 67, 71

## U

- UDP 14
- Uncompressed 9
- Units
  - English 19, 170, 195, 217
  - Metric 19, 82, 150, 217
- Up-side-down 73, 79, 82
- USB 10
- USB Cameras 10
- User Information 31, 32, 42, 111, 129, 217
- User/System DSN 90
- Users
  - Maintaining the user list 218

## V

- Vertical Gap 163
- Vertical Orientation 29

- Vertical sizing 29
- VFW 10
- VGA
  - Graphic Cards 9
  - High Color 9
  - True Color 9
- Video 37, 51, 71, 149, 191
- Video camera 222
- Video Capture Board 10, 12, 46, 51, 60, 67, 71, 146
- Video Capture Boards 10
- Video for Windows 51, 60, 71
- Video photograph 223
- Video quality 67

## **W**

- WebCam 10
- Window Layout
  - Cascade 43
  - Tile 43, 48
- Window names 43
- Window Pull Down Menu 43
- Wizard 83, 84

## **Z**

- Zoom
  - Zoom In 48
  - Zoom Normal 48
  - Zoom Out 48