

Badge-Layout-Creation



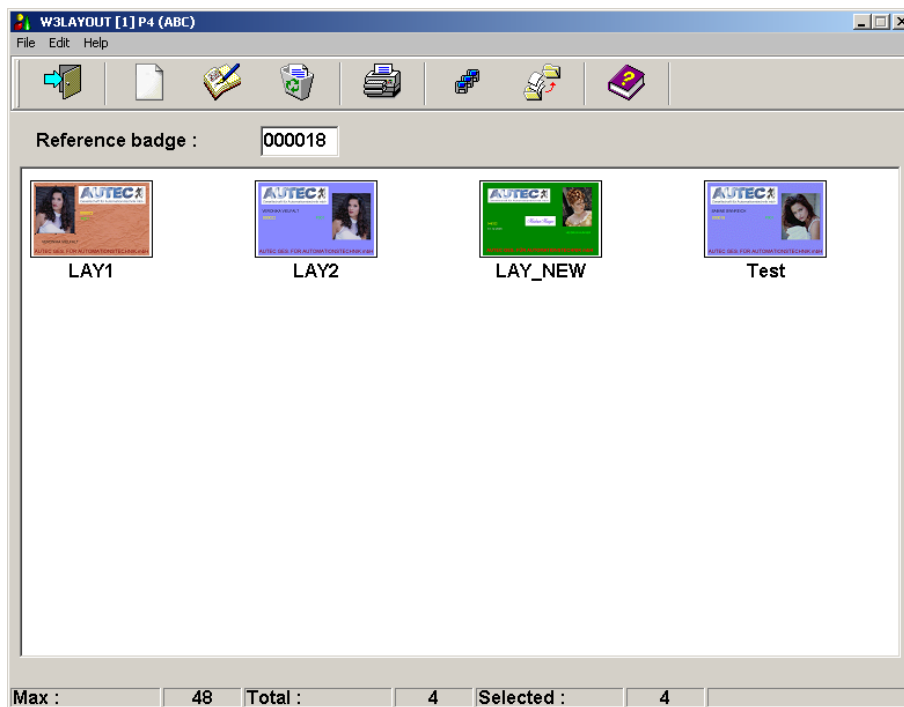
1	General	2
2	Starting the program	2
3	Meaning of symbols	3
4	Window „Reference badge“	4
5	Create and configure a badge layout	5
5.1	Insert font.....	7
5.2	Insert block	10
5.3	Insert picture.....	11
5.4	Insert signatur.....	12
5.5	Insert logo.....	13
5.6	Insert background color	14
6	Printing badges	15
7	Update	16

1 General

This Software is an easy tool to create individually layouts for printing on badges. This means by example definition of personally informations like (Name, Pictures, Signs) and company informations like (Name, Logo) which should appear later on the badge. Each Layout up to eight free usable text-fields and up to three graphic-fields (JPG or BMP) can be defined. Background color , fonts, position and size can be styled individually. The print will be generated by using the program **Badge-Creation**.

2 Starting the program

The program **Badge-Layout** can be started in the folder Access Control coming given on the main screen.



Main screen badge Layouts

3 Meaning of symbols



Exit



Create new Layout **F3**



Change highlighted Layout **F2**



Delete highlighted Layout **F4**



Print an overview of all Layouts **F8**



Copy highlighted Layouts to system memory **Strg+C**



Paste Layout to highlighted position **Strg+V**



Online-help

Attention:

All functions are also available in Top Line menu „File“.

4 Window „Reference badge“

This window allows to enter an 6-digit badge number which is maybe already used with pictures and signes in the personal data base. The existing data can be used in this case also for creation of badge Layouts.

**Example:**

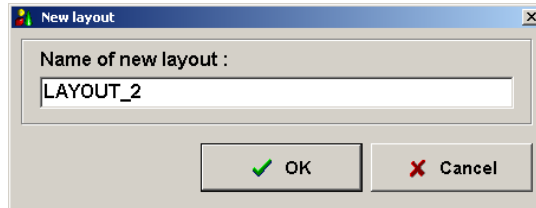
Reference Number:	048322
Name of picture-file:	P\$048322.JPG
Name of signatur-file:	U\$048322.JPG

The path and names of picture- and signur-files will be stored in the configuration file W3.ini.(*Signatures, Pictures*).

Are there no existing files in the named folder the programm includes a sample file.

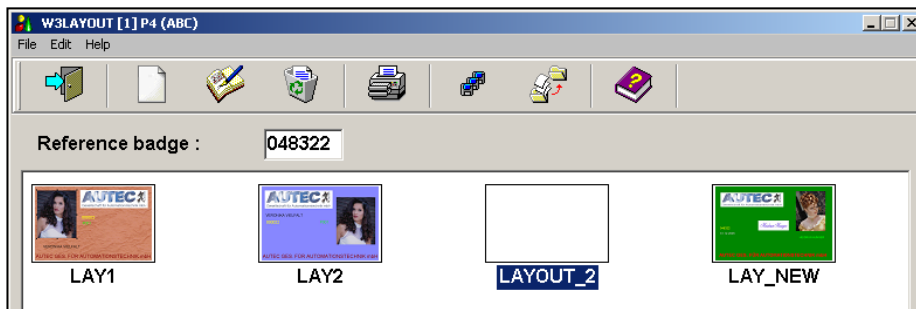
5 Create and configure a badge layout

To name a new Layout strike button ,[New](#)' (**F3**) .



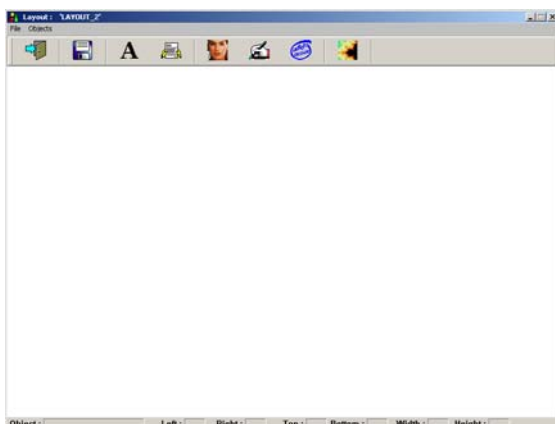
Window „ Define Layout-Names”

After Striking ok a new empty layout with the given name will be inserted in the overview.



Window “overview” with new empty Layout

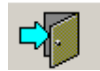
To change the layout a doubleclick on the highlighted layout will open it for configuration. See also Icon ,[Change](#)' or shortcut (**F2**).



Layout-configuration window (empty Layout on the left , sample layout on the right)

The configuration window shows an upscaled view of the badge card. The coordinates in the bottom line are scaled 1/100 mm of the badge card. The actual given coordinates depend on the highlighted field. The bottom line also gives informations about the type of the selected field.

Meaning of Symbols (Layout-Configuration)



Exit



Store badge layout **F2**



Insert font **F3**
(Up to 8 informations each layout)



Insert block **F4**
(1 block each layout)



Insert picture **F5**
(1 picture each layout)



Insert signature **F6**
(1 signature each layout)



Insert Logo **F7**
(3 Logos each layout)



Insert Background picture
Background color **F8** Background picture **F9**

Attention:

All functionality also available on menu ‚File‘ ‚Objects‘.

After reaching the maximum number of input fields the dependend symbol in the task line gets gray style.

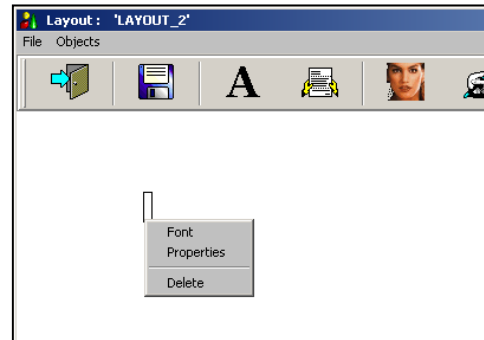


Task line style after maximum used fields in the layout

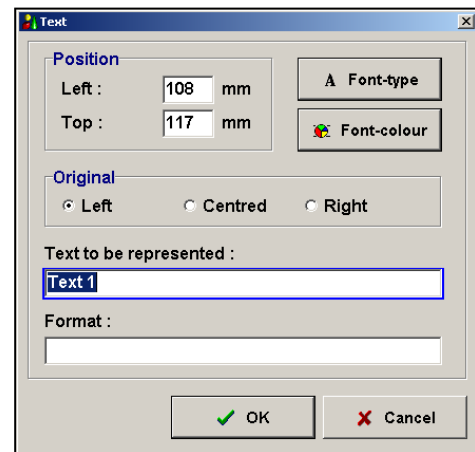
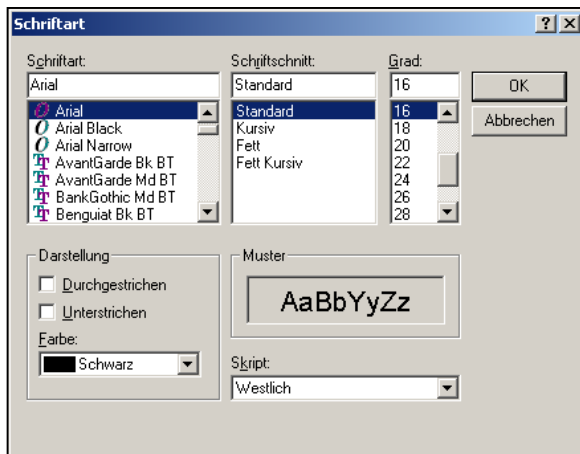
5.1 Insert font

Striking the symbol **Font** or using the shortcut **F3** allows to enter up to eight lines with informations. The font can be positioned with the left mouse button.

A click on the right mouse button generates the shown window:

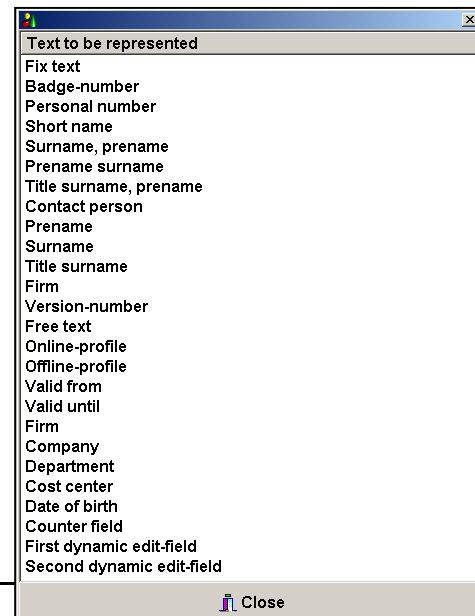


Now it is possible to change font options like size or color.

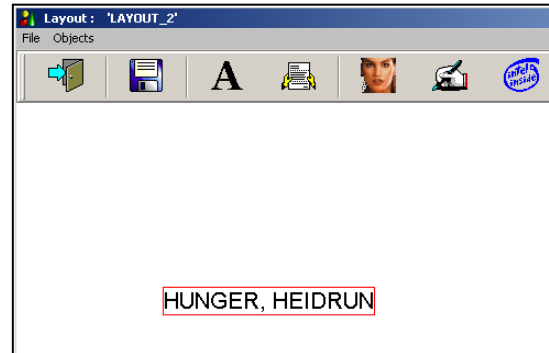
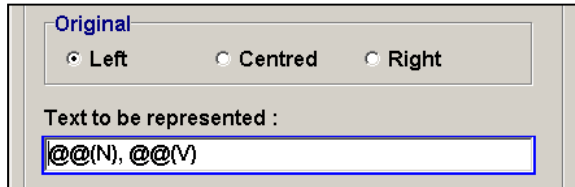


The information can be defined free or existing informations of the database could be used. A click with the right mouse button on the blue framed window opens a box with fixed values of the database.

By example it is wished to print the name and surname of a card user on the badge it is only necessary to choose the surname/prename value.

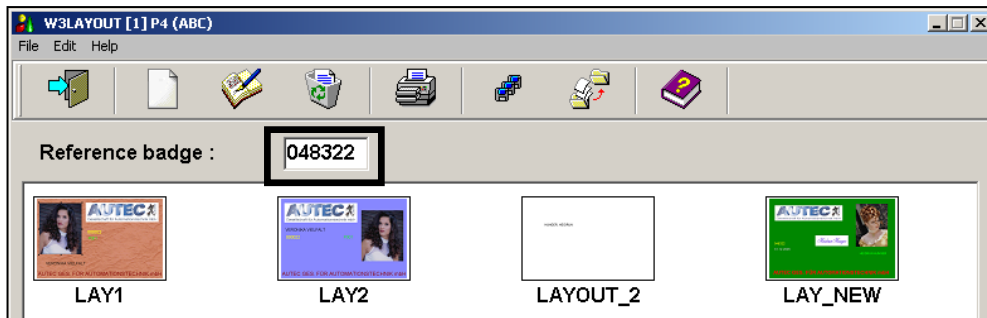


This choice generates afterwards an variable information string for the database:

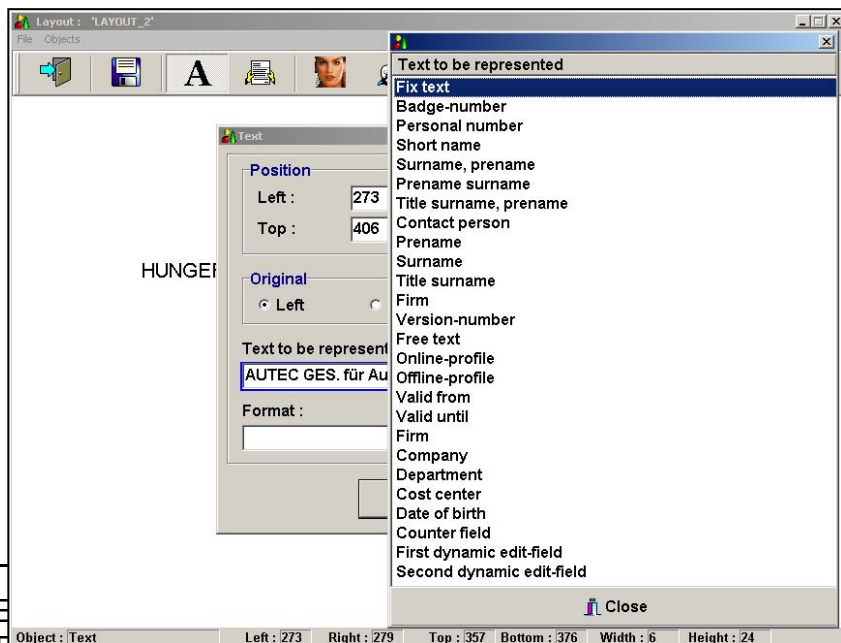


In the configuration window appears the Name and surname of the user that is defined by given badge number.

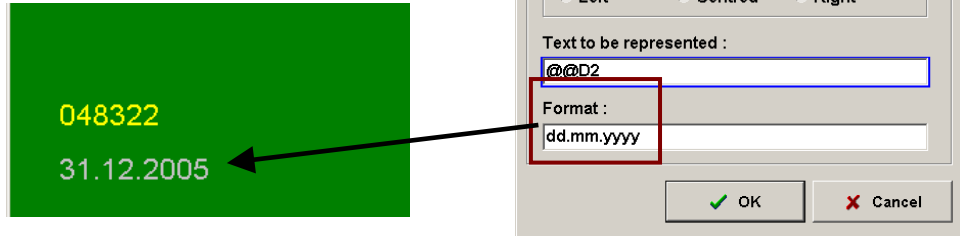
On the same way it is possible to add more informations to the badge like badge-number or access level.



Here an example to show the funktionalty of adding fixed values to the badge card.



In the window ,Format' the displaying of informations can be defined. By example the valid Date of the badge card can be configured.



Following digits are in Date configuration allowed:

d	Displays the day without beginning zero (1-31).
dd	Displays the day with beginning zero (01-31).
ddd	The name of the weekday would be displayed (Su to Sa).
dddd	The name of the weekday would be fully displayed (Sunday to Saturday).
m	Displays the month without beginning zero (1 to 12).
mm	Displays the month with beginning zero (01 bis 12).
mmm	The name of the month would be displayed (Jan to Dez).
mmmm	The name of the month would be fully displayed (January to Dezember).
yy	Displays the year as a two digit number (00 bis 99).
yyyy	Displays the year as a four digit number (0000 bis 9999).
h	Displays the hours without beginning zero (0 bis 23).
hh	Displays the hours with beginning zero (00 bis 23).
n	Displays the minutes without beginning zero (0 bis 59).
nn	Displays the minutes with beginning zero (00 bis 59).
s	Displays the seconds without beginning zero (0 bis 59).
ss	Displays the seconds with beginning zero (00 bis 59).
am/pm	The time would be displayed in 12 hours system (h oder hh necessary).
a/p	The time would be displayed in 24 hours system (h oder hh necessary).
'xx'/'xx"	All digits that are framed with „“ or ‚ ‚ will be displayed like they are given.

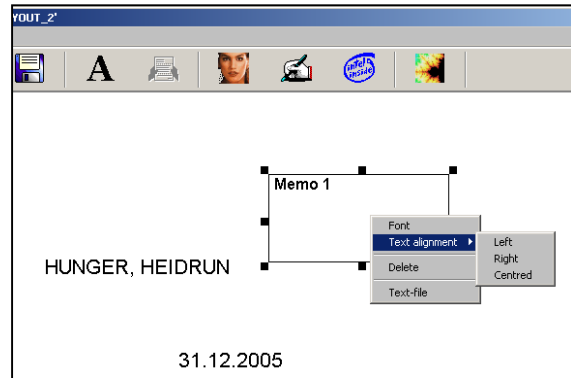
Following digits are in counter configuration allowed:

%#d	Displays value with #- digits. Less digits will be filled with blank.
%0#d	Displays value with #- digits. Less digits will be filled with zero.

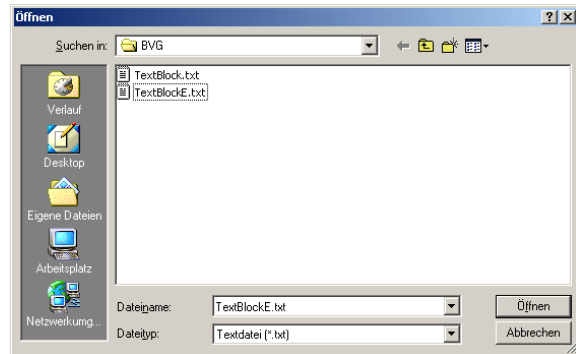
5.2 Insert block

The button *block* or shortcut **F4** allows to insert a font box. It is made for inserting existing text-files and is useful for printing the backside of the badge card. The box can be positioned by holding the right mouse button.

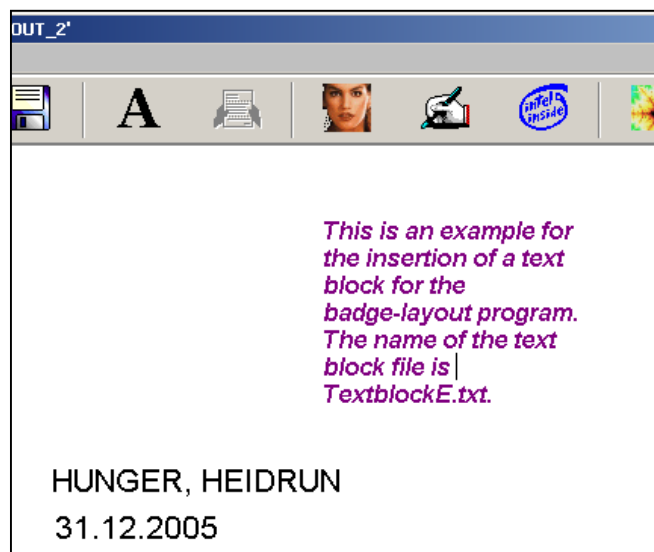
A klick with the right mouse button alignes the font in the box :



Striking the button Text-file opens an overview of the existing files for selection.



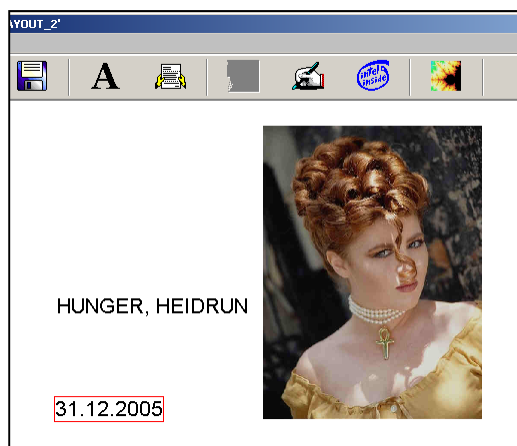
The result can look like this:



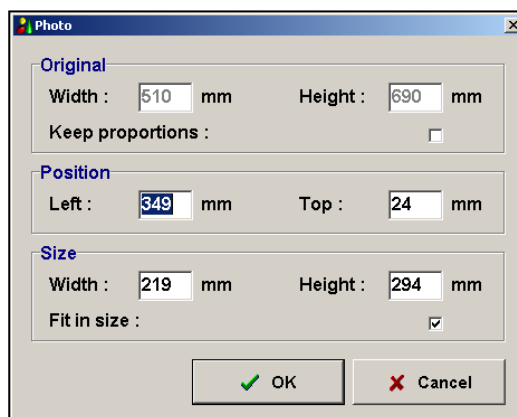
5.3 Insert picture

The button [Picture](#) or shortcut **F5** allows to insert a picture of the badge-user. Maybe this is made by an digital camera and captured with the Babylon/NT integrated software. To move the picture to the right position the left mouse button has to be hold down.

A klick with the right mouse button opens the following window:



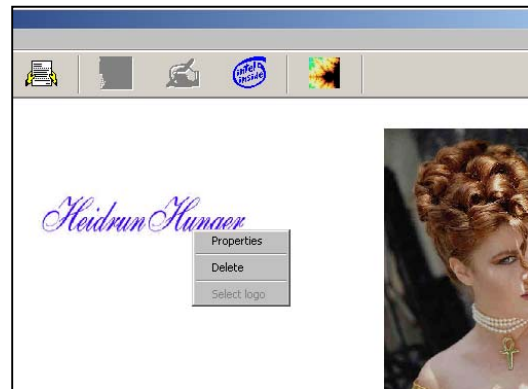
Here the size in width and height, scale or position can be defined.



5.4 Insert signatur

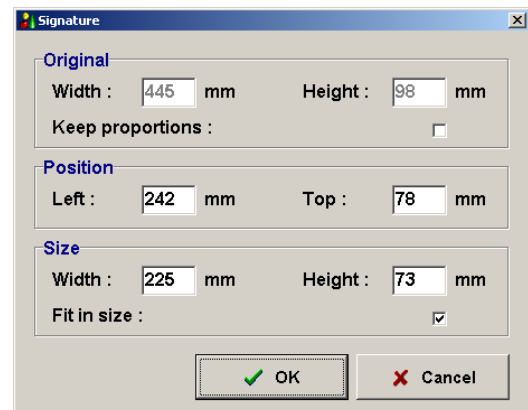
The button [,signatur](#) or shortcut **F6** allows to insert a signatur of the badge-user. The signatur has to be an graphic that could be scanned to the system. To move the signatur to the right position the left mouse button has to be hold down.

A klick with the right mouse button opens the following window:



Striking properties the size , scale or position can be defined.

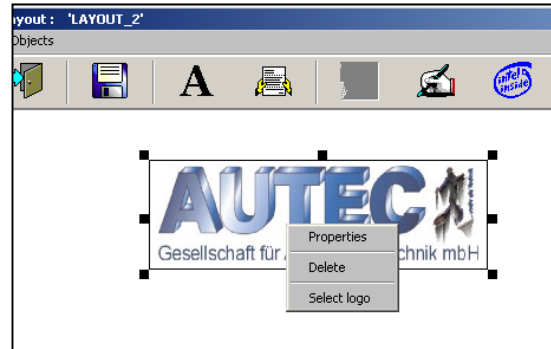
Striking delete the signatur can be deleted.



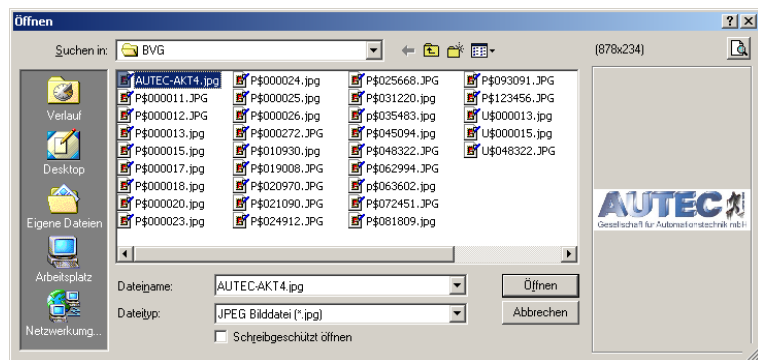
5.5 Insert logo

The button [,logo'](#) or shortcut **F7** allows to insert up to 3 logos. The logos have to be formatted to JPG- or BMP-Files. To move the logo the left mouse button has to be hold down.

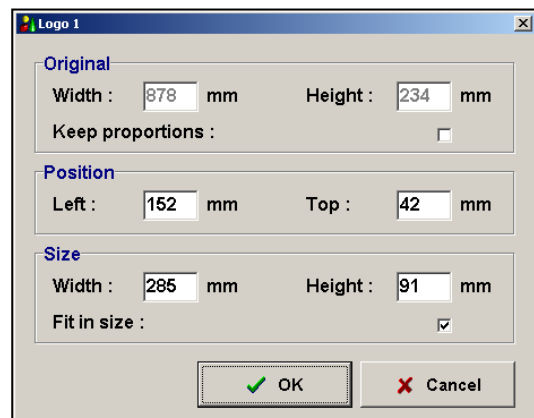
A klick with the right mouse button opens the following window:



The [,Select logo'](#) field opens an overview of the existing logos.

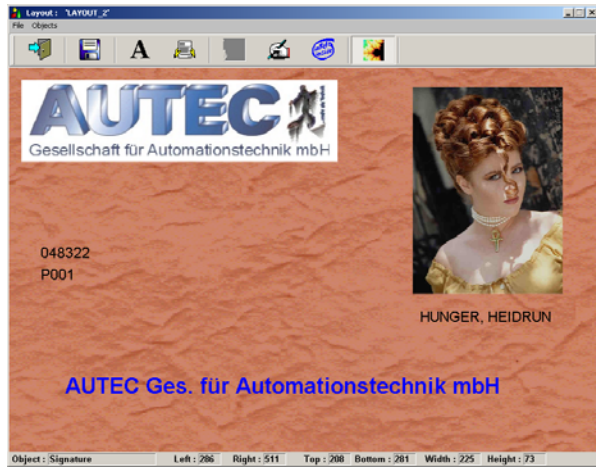


Striking properties the size , scale or position can be defined.

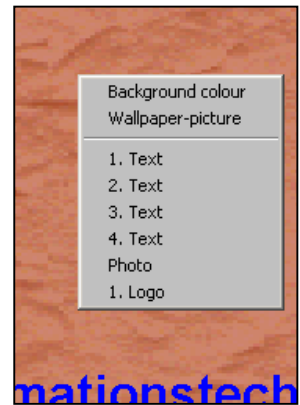


5.6 Insert background color

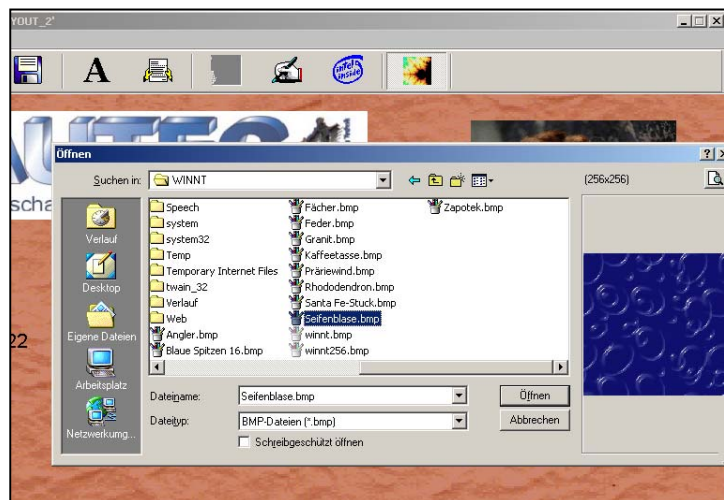
The button [Background](#) or shortcut **F9** allows to insert a background picture. The symbol switches between background color and background picture.



After loading a background picture a small window can be opened by striking the right mouse button. In this window a list of used objekts is given. On top the background color and background picture is displayed.



Striking the button background picture the file for displaying a picture can be chosen.



Striking the button background color a selected fillcolor can be chosen.



Saving layouts.

The button Save or shortcut **F2** saves the layout. Terminating the program without saving opens a window to remember saving the work.



6 Printing badges

The ready made layout can be printed on a badge printing machine with the Babylon/NT integrated badge-printing software.

7 Update

Revision	Date	Reason