Table of Contents

1.Getting Started 3

1.0 About iDesign 3

1.1 Software Activation/Deactivation(For Keyless only) 3

1.2 Specifications 5

1.2.1 Supported barcodes and 2-D Symbologies 5

1.2.2 Data sources 5

1.2.3 Systems 5

1.2.4 Graphics formats 6

1.3 Introduction to the main window 6

1.4 Working with commands 7

1.5 Setting Up Path 9

2. Creating Card 10

2.1 Open card design template 10

2.2 Save card design template 11

2.3 Displaying card information 12

2.3.1 General tab 12

2.3.2 Objects List 14

2.4 Creating a basic card 14

2.4.1 Create a new card 14

2.4.2 Card setup 14

2.4.3 Adding a Line 15

2.4.4 Adding a Rectangle 15

2.4.5 Adding a Round Rectangle 15

2.4.6 Adding Text 16

2.4.7 Adding Rich Text 17

2.4.8 Adding an Image 18

2.4.9 Adding A 1D Bar Code 19

2.4.10 Adding A PDF417 (2D Bar Code) 19

2.4.11 Adding A DataMatrix (2D Bar Code) 20

2.4.12 Adding A QR Code (2D Bar Code) 21

2.4.13 Adding A AZTEC Code (2D Bar Code) 22

3. Working with Objects 23

3.1 Selecting and deselecting objects 23

3.2 Resizing objects 23

3.3 Moving and Aligning objects 23

3.4 Editing objects properties 25

3.4.1 Opening properties dialogue box 26

3.4.2 General properties for object 26

3.4.3 Line properties 27

3.4.4 Bounds Shape properties 27

3.4.5 Text Shape properties 29

3.4.6 Rich Text Shape properties 30

3.4.7 Image Shape properties 32

Screen Face Capture / From Video 33

3.4.8 Barcode Shape properties 34

4. Working with Variables 36

4.1 Managing with the Variable Data 36

4.2 The common variable sources for text properties 36

4.2.1 Date Time Source 36

4.2.2 Global Print Counter Source 37

4.2.3 Database Source 38

4.2.4 Concatenation Source 40

4.2.5 Print counter Source 41

4.2.6 Keyboard input Source 41

4.3 Variable sources for image properties 42
4.3.1 Scan TWAIN Source 42
4.3.2 Print Time Image Source 44
4.3.3 File Choose Source 46
5. Working with Databases 47
5.1 Existing Database Connection 47
5.1.1 Access Database Connection 47
5.1.2 Excel File Data Connection 54
5.1.3 CSV File Data Connection 56
5.1.4 MS SQL Database Connection 58
5.1.5 Data Filtering 61
5.2 New Internal Database Connection 63
6. Printing With iDesign 67
6.1 Print Setup 67
6.2 Select Record(s) to print 68
6.3 Preview card 69
6.4 Print card 70
7. Logins and Passwords 71
7.1 Administrator Login 71
8. Magnetic Encoding 73
8.1 Setting Up 73
9. Keyboard shortcuts 75
10. Menu Commands 76
10.1 File Menu 76
10.2 Shape menu 76
10.3 Edit menu 77
10.4 Format menu 78
10.5 Database menu 79
10.6 View menu 79
11. Toolbar Commands 81
11.1 Standard toolbar 81
11.2 Edit toolbar 82
11.3 Shape toolbar 83
11.4 Format toolbar 84
11.5 Database toolbar 85
11.6 Smart Card toolbar 86
12. Barcode Blocker 87
12.1 Creating Barcode Blocker 87

1. Getting Started

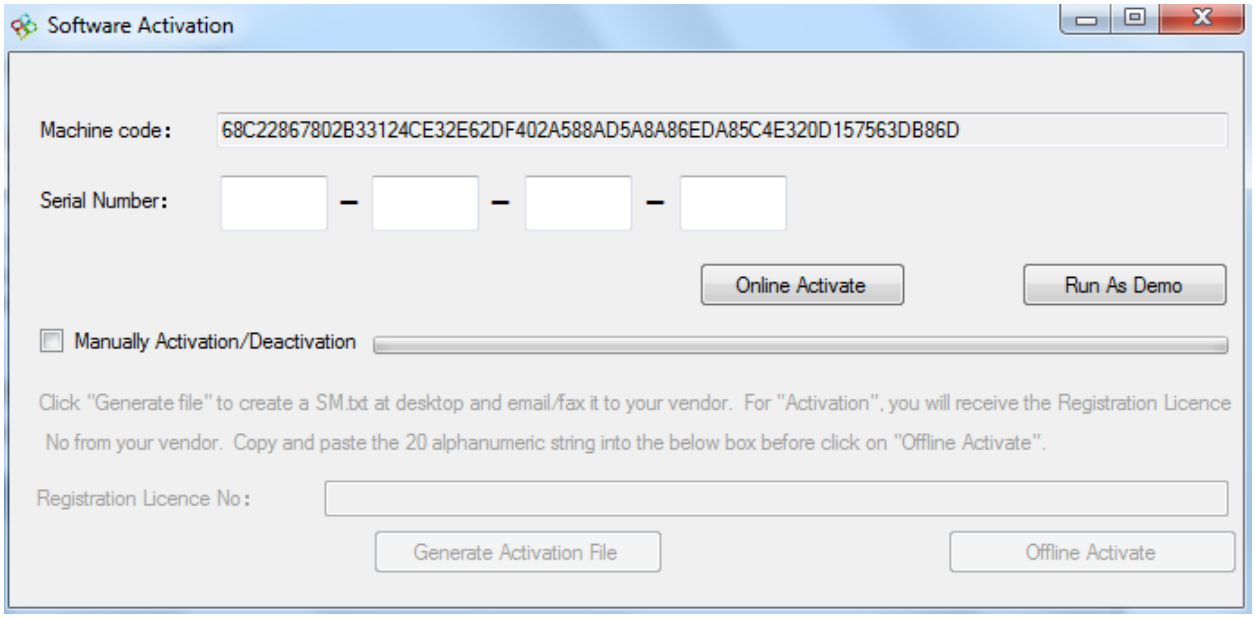
1.0 About iDesign

iDesign is the professional software that offers card designing and printing solutions with complete support for barcodes, databases etc. A wide range of features and options makes this a powerful, but easy-to-use tool for any designing and printing requirement.

This iDesign user manual will guide you through the use of iDesign, from creating a card, to editing, and to advance functions such as database commands. Please refer back to this manual if you are unsure of the iDesign functions during the use of the software.

1.1 Software Activation/Deactivation (For Keyless only)

If iDesign software is not activated, the “Software Activation“ window will display when start up iDesign software.

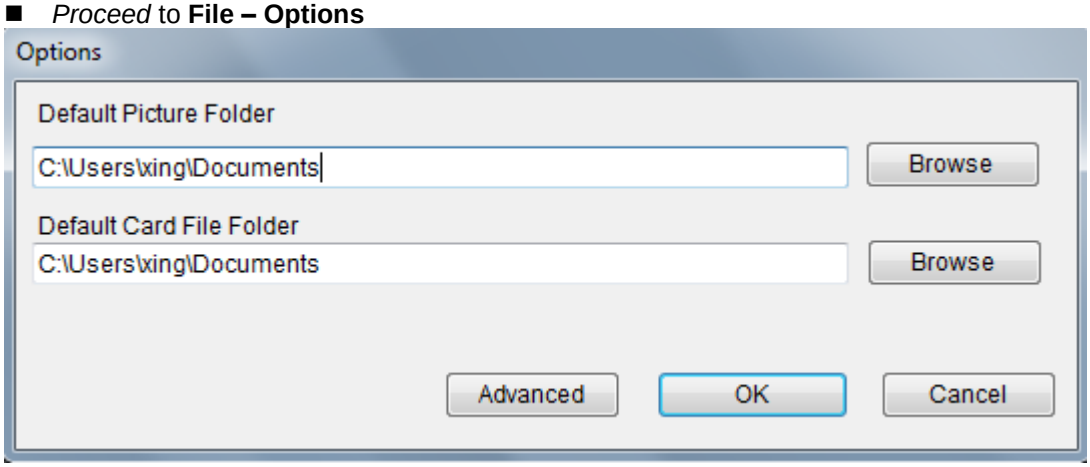


1.1.1 **Run demo version**, click **Run As Demo** button if user need to try iDesign software before proceed to buy the license.

1.1.2 **Online Activation**: Make sure the internet connection is connected, key in serial number, then click **Online Activate** button to activate the software,

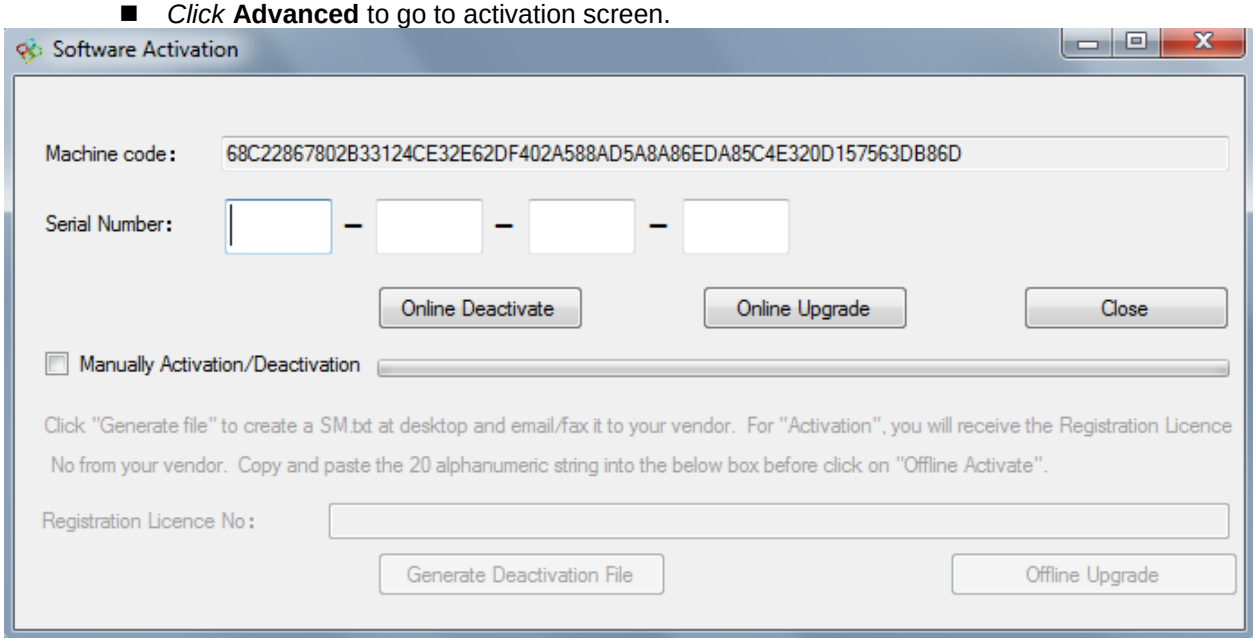
1.1.3 **Online Deactivation/Upgrade**, **Offline Deactivation**: (Demo Version is not available)

- *Proceed* to **File – Options**



If iDesign has been activated, the **Advanced** button will be enabled. (Disabled in demo mode)

- *Click* **Advanced** to go to activation screen.

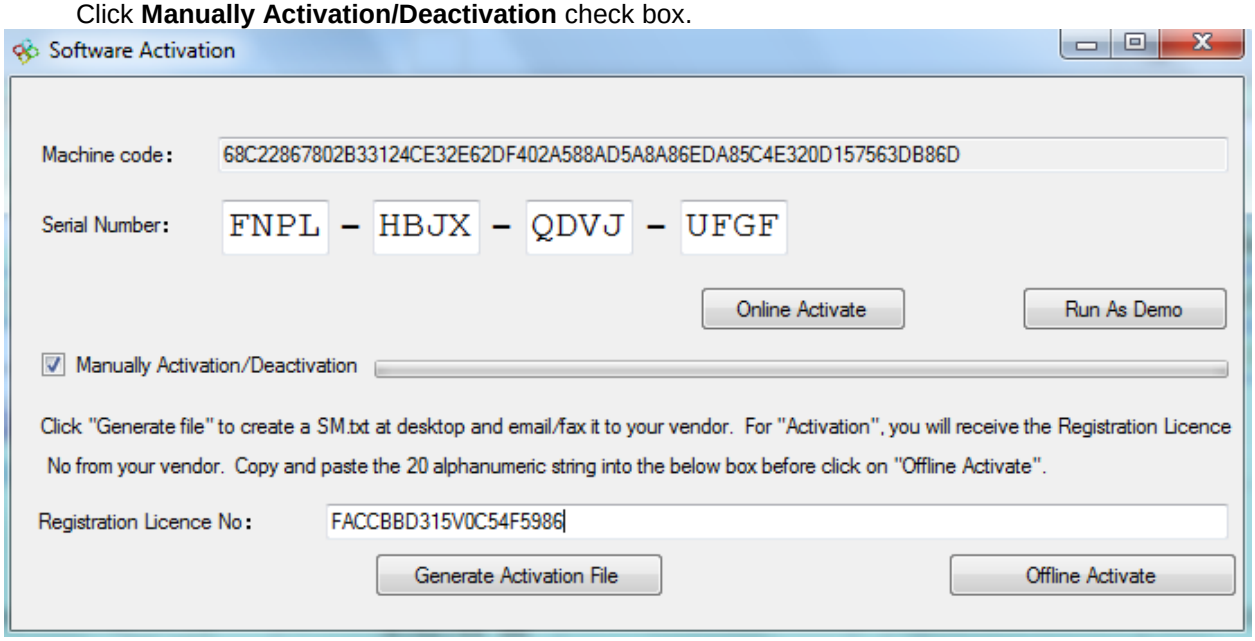


Make sure the internet connection is connected, key in serial number, then click **Online Upgrade** button to upgrade the software or online **Deactivate** to deactivate the software.

- Offline Deactivation
  Key in serial number, then tick the **Manually Activation/Deactivation** check box, click **Generate Deactivation File**.

1.1.4 Manually Activation

Click **Manually Activation/Deactivation** check box.



- **Manually Activation**:

1) Key in serial number, then click **Generate Activation File** button to create a SM.txt at desktop, email/fax it to your vendor, wait for your vendor to work out with the licence and send back the registration licence number.
2) After you received the Registration Licence Number from vendor, key in the Registration Licence Number here and click “Offline Activate” button to active the software.

1.2 Specifications

1.2.1 Supported barcodes and 2-D Symbologies

The iDesign supports the following one-dimensional symbologies:

- MSI/Plessey
- Interleaved 2 of 5
- Interleaved 2 of 5 with Check Digit
- Codabar Symbology
- Code 39 or Code 3 of 9
- Code 39 with Check
- Code 39 Extended
- Code 39 Extended with Check
- Code 93
- Extended Code 93
- Code 128 Auto
- Code 128-A
- Code 128 B
- Code 128 C
- UPC A
- UPC E
- EAN 13
- EAN 8
- Postnet

The iDesign supports the following 2-D barcode symbologies:

- PDF 417
- DataMatrix
- QR Code
- AZTEC Code

1.2.2 Data sources

iDesign supports the data sources with ODBC or ADO interface, including MS SQL Server, Oracle, Sybase, DB2, Access, Database, Foxpro, Excel, Text, Interbase, SQL Anywhere and MySQL etc.

1.2.3 Systems

Windows Vista, Windows 7, Windows 8, Windows 10

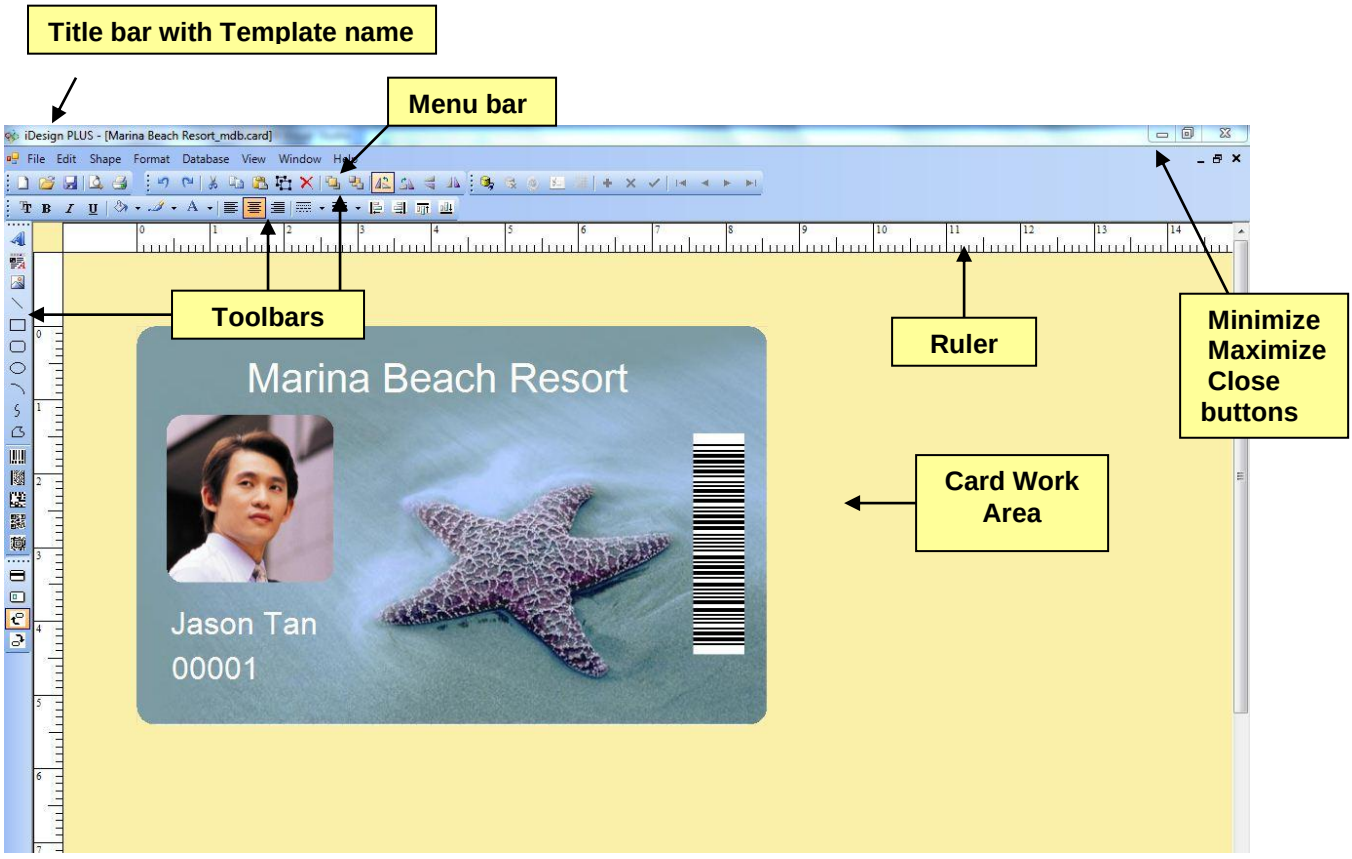
1.2.4 Graphics formats

iDesign supports the following commonly used graphics formats:

- Windows Bitmap (BMP, DIB, RLE)
- CompuServe Bitmap (GIF)
- JPEG
- Bitmap (JPG, JPEG, JPE)
- Portable Network Graphics (PNG)
- Windows Metafile (WMF)
- Enhanced Windows Metafile (EMF)
- Windows Icon (ICO)

1.3 Introduction to the main window

The iDesign user interface, with its functions and commands, follows similarly to the interfaces you work in for other windows based software. The following will illustrate and name each part of the iDesign main window, and explains how each part works.



The Title Bar

The title bar displays the name of iDesign and the name of the active card template filename.

The Menu Bar

The Menu bar lists the available menus. A menu contains a list of commands, or actions, you can carry out with the Card Software.

Close Button

You can *click* the **Close** button to end your iDesign working session.

Minimize, Maximize Button

You can *click* the **Maximize** button to enlarge the active program window so that it fills the entire desktop, or you can click the Minimize button to reduce the window to an icon.

The Scroll Bars

When the Card Work Area is zoomed-in beyond the size of the window, Scroll Bars appear so that you can use to view information that exists beyond the borders of the window. *Drag* a **Scroll Box** or *click* one of the **Scroll Arrows** to scroll the window and move the desired part of the card image into view.

The Standard Status Bars

Messages appearing at the bottom left of the window is called the status bar. These messages describe what you are seeing and doing in iDesign window as you work. It will display the name of the tool of the tool's button you desired or provides a short message telling you what that command will do when you rollover with your mouse pointer.

The Toolbars

You can use toolbars for quick access to some of the most commonly used commands and tools. Tooltips explaining the functions of each button are displayed if you rollover the mouse pointer over the desired button.

The Card Work Area

All your work to layout a card is done in the Card Work Area. This area displays a card outline depicting the physical limits of the card. Any objects placed outside the card borders will not be printed

The Rulers

iDesign includes Rulers to help you align your artwork and arrange image elements symmetrically. Rulers can be configured to display inches or millimeters. To set your unit of measure, *select* **View** -> **Metrics**

The Grid

An invisible network of lines covering the card. As you draw objects, they will co-interact with the grid if Snap To Grid is checked in the **View** menu. You can turn it on and off using the Grid command from the **View** menu.

1.4 Working with commands

The user uses a command to instruct an operation to be carried out. There are 3 methods to choose commands. You can choose a command from the menu, or from the toolbar, or using shortcut keys.

Toolbar Commands

iDesign toolbars provide you with one-step access to lots of tasks. You can draw a rectangle, insert an image, define a bar code, edit text and much more - all with just a click of the mouse button.

For more information about each of the Card Software toolbars, see the details in their respective chapter on Toolbars and Tools.

Menu Commands

Commands are grouped in menus. Some commands carry out an action immediately; others display a dialog box so that you can select options. You can select commands from the menu bar.

Shortcuts

You can use a mouse shortcut to give you quick access an object's property sheet, or to display a shortcut menu.

To display the Shortcut menu when you have an object selected.

- Move the mouse pointer over the selected object.
- *Right click* mouse button. The Shortcut menu appears.
- *Choose* the command you want to perform.

To display an object's property sheet.

- *Double click* on the object

OR

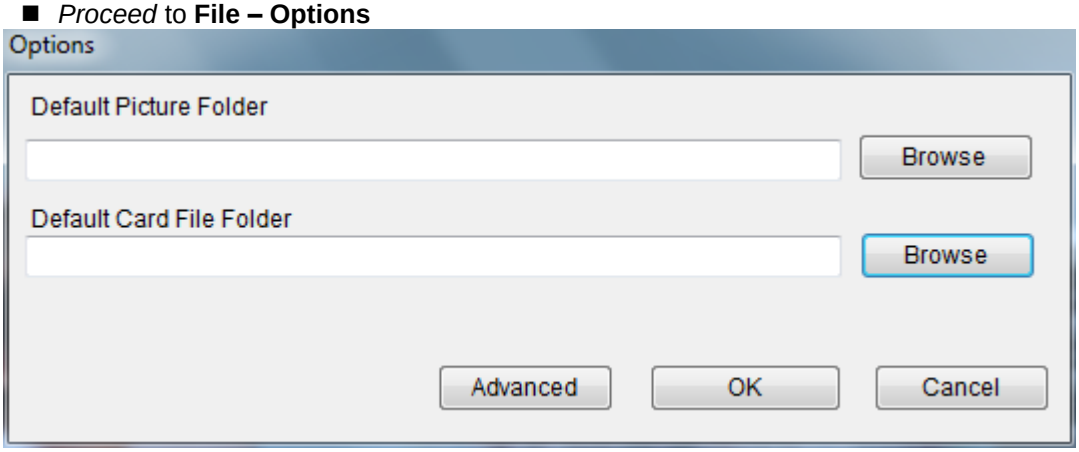
- *Right click* on the object
- *Choose* **Properties** when the shortcut menu appears.
- The properties dialogue box will pop up.

You can also activate commands by pressing the keyboard shortcut keys listed on the menu to the right of the command. iDesign uses many of the shortcut keys found in other Windows programs. You find a list of shortcut keys in Chapter 7 - "Keyboard Shortcuts".

1.5 Setting Up Path

You may want to specify a folder to contain all your card template layouts and image file. The system will then look into the folders each time to access a template or an image file.

- *Proceed* to **File – Options**



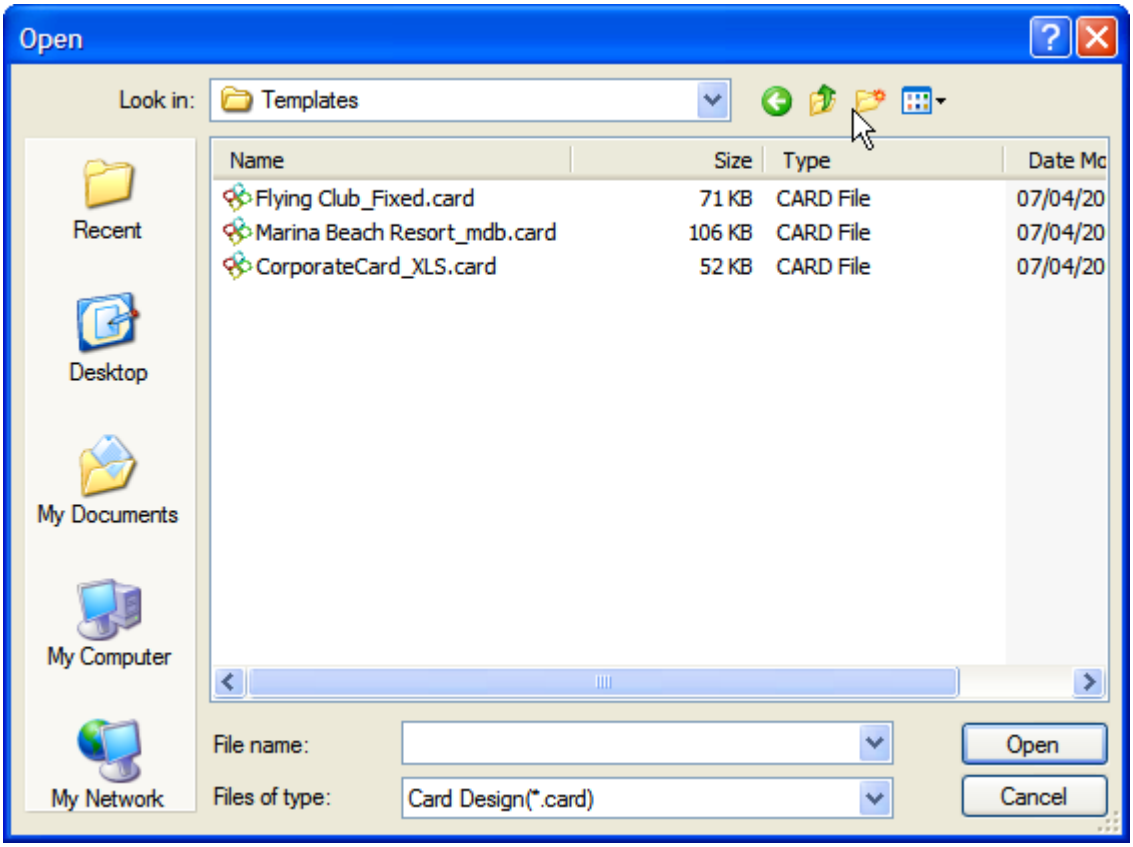
- *Click* **Browse** to select a picture folder and template folder to store the default path for looking for a template or picture.
- *Click* **OK** to save the default path for both setup.

2. Creating Card

This chapter will show the procedures to open existing card design template, save the work and to create a new card.

2.1 Open card design template

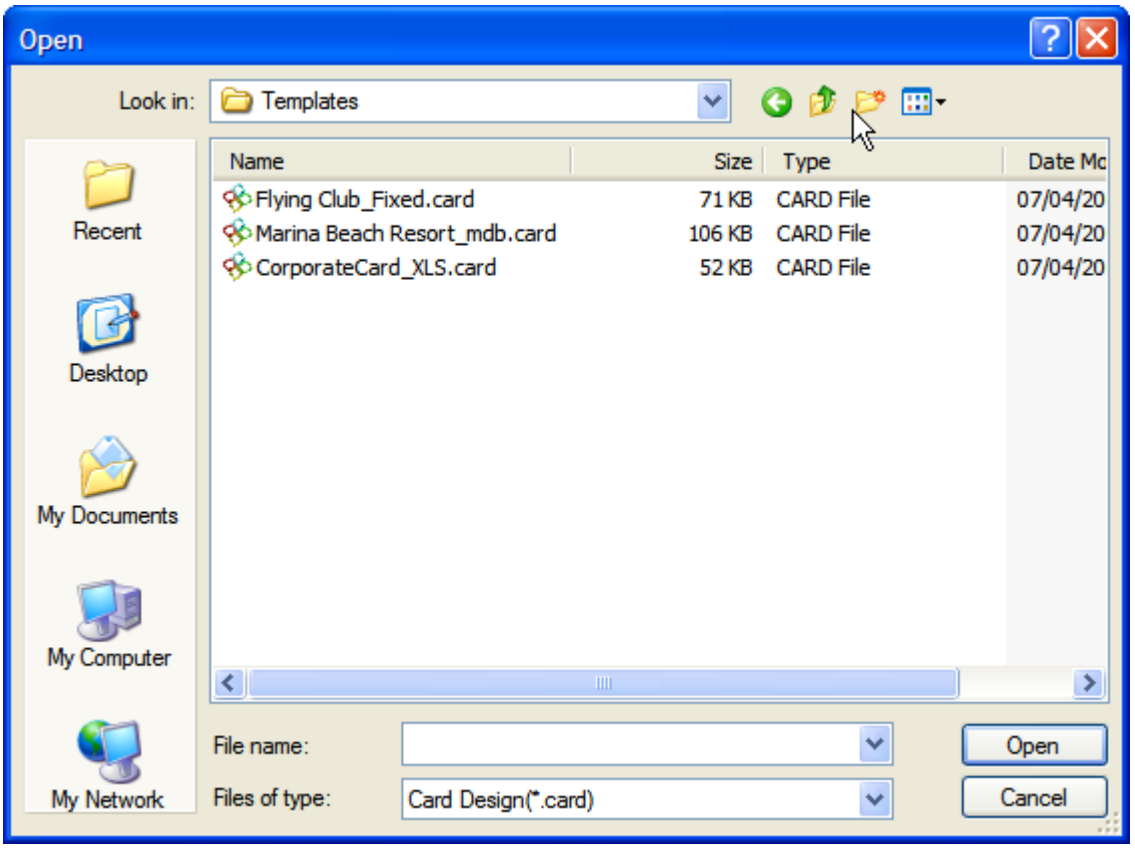
- To open an existing card design template, *click* on the **Open** button on the toolbar.
- In the Open dialogue box, *select* or *type* the design template name that you want to open



- *Click* on the **Open** button
- If the card file you want is not listed, *scroll* to another drives or folders from the Open dialogue box to look for the desired design template.

2.2 Save card design template

- To save an existing card design template, *click* on the **Save** button on the toolbar.

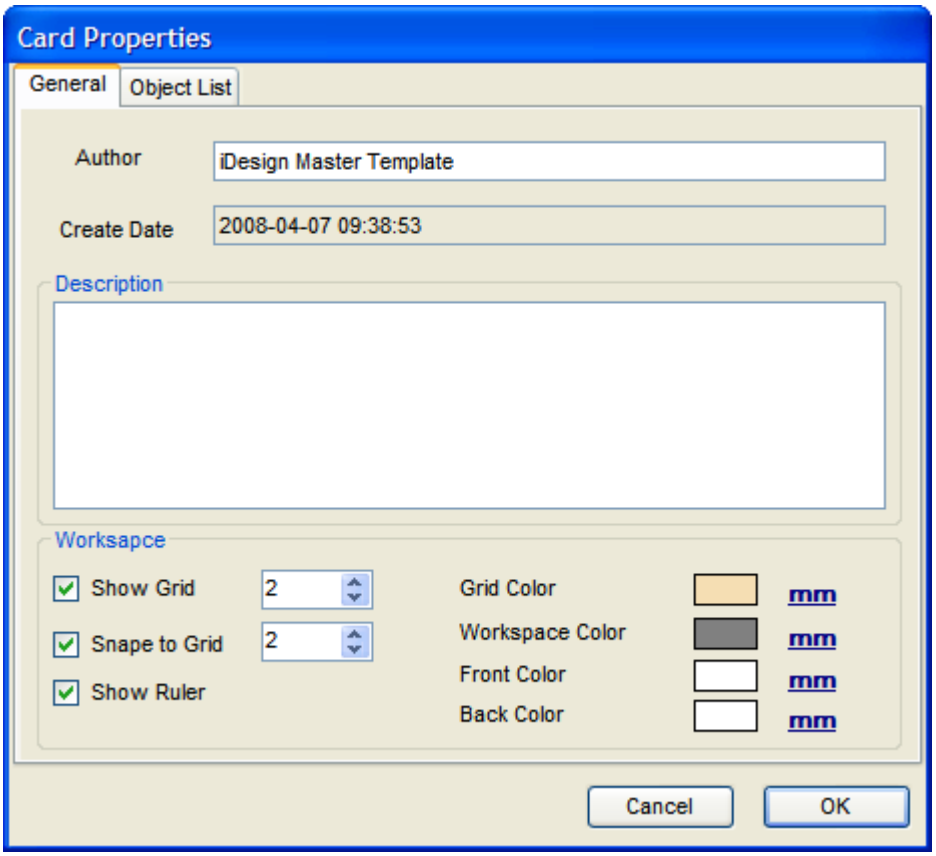


- When you save the card for the first time, the Save Dialogue box will appear.
- In the Save dialogue box, *type* the desired design template name that you want to save the design template as.

2.3 Displaying card information

Card Properties command is used to display information about the card design template.
To open the Card Properties dialog box, *select* from the menu bar **File** > **Card Properties**.

2.3.1 General tab

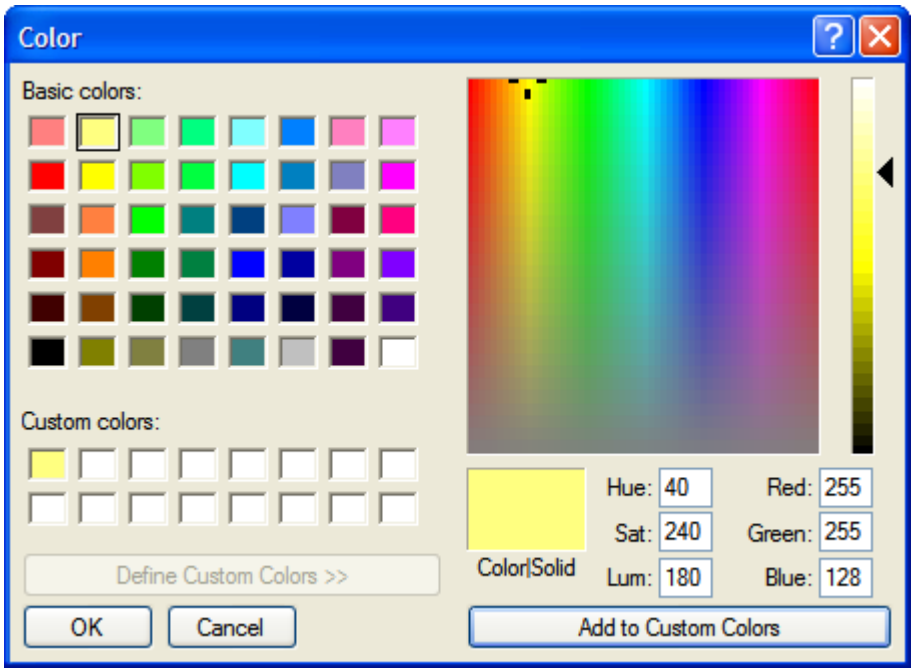


- General tab displays the card Author, creation date, the workspace and card colors and brief description of the design template.

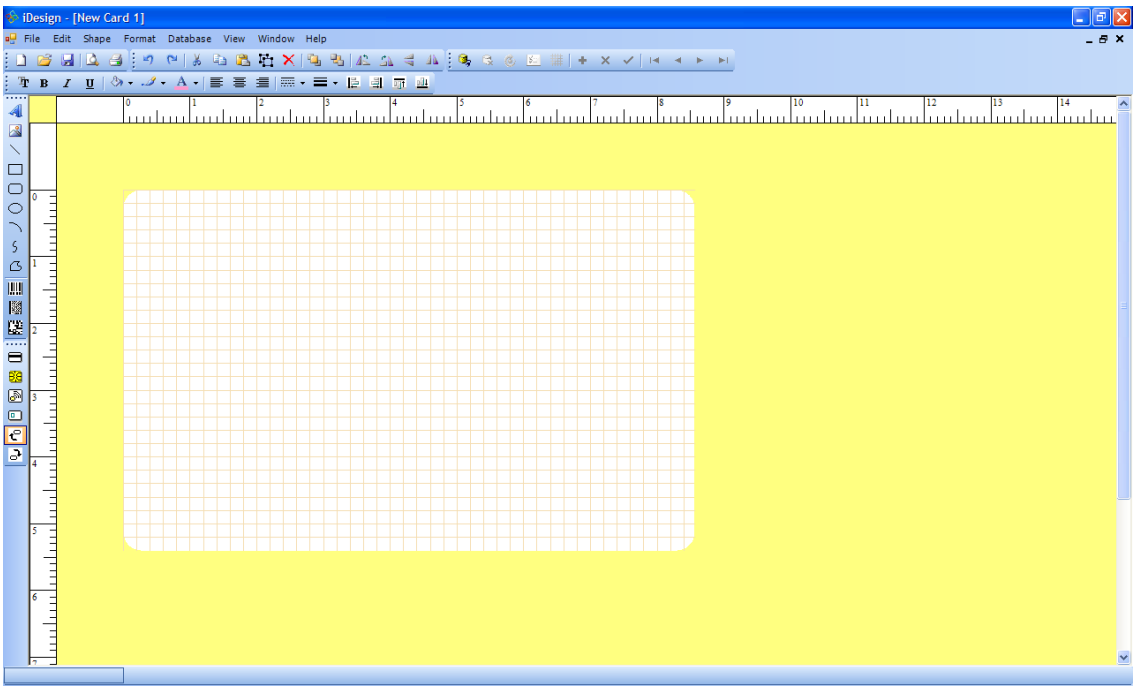
To select custom color using workspace

- To change color for grid, workspace, front and back, *click* on the **color box** beside each function. The color dialogue box pops up.

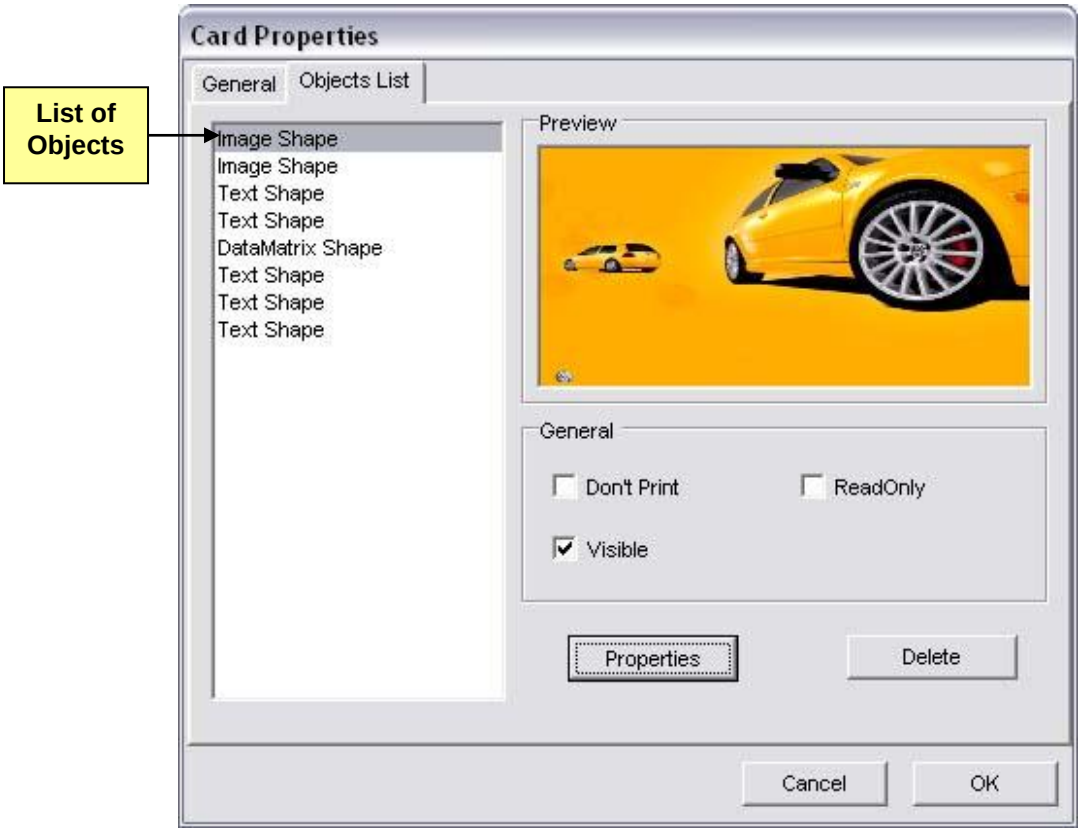
- *Select* the **desired color** from the list of colors.
- If you want to use a custom color, *click* on **Define Custom Colors button**.



- *Select* the **desired custom color** from the color picker
- *Click* **Add to Custom Colors button** to select the desired custom color
- *Click* **OK** to complete selection



2.3.2 Objects List



- Objects List allows you to see a list of all objects of a card, and from where it's possible to delete or edit the design templates' properties.
- *Click* on any one of the **object** in the list will show you the relevant data in the "Preview" window.
- You can specify to each object general properties by *checking* "**Don't print**", "**Read only**" and "**Visible**".
- To edit these objects, *click* **Properties** button. "Text Shape Properties", "Image Shape Properties" or other shape properties dialog box will pop up according to the different objects.
- To remove an object, *click* "**Delete**" button.

2.4 Creating a basic card

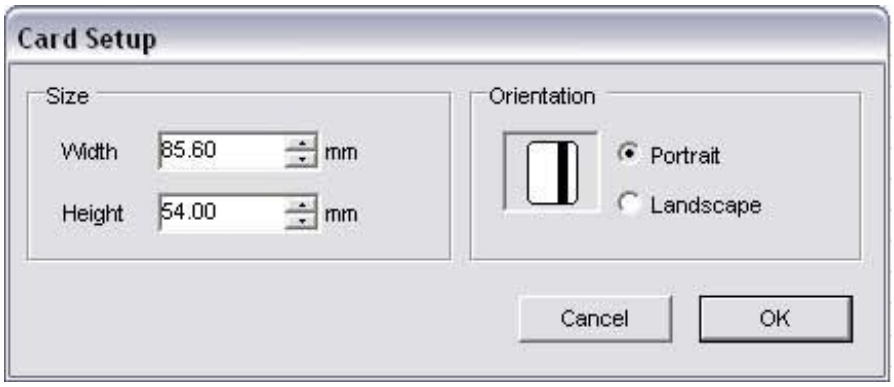
This section shows the procedures to create a basic card using some of the more popular tools in iDesign.

2.4.1 Create a new card

- To create a new card design template, *click* on the **New** button on the standard toolbar.

2.4.2 Card setup

- The card can be created in either landscape or portrait mode. The card defaults to landscape mode on creation.
- To set the card to portrait mode, *select* from the menu bar **File** > **Card Setup**. The Card Setup dialogue box will pop up.



- *Select* **Portrait** in the Card Setup Dialogue box.

2.4.3 Adding a Line

- *Click* the **Line tool** on the shape toolbar; the pointer changes from an arrow to a cross.
- *Move* the **pointer** to the point on the card where you want to place one end of the line.
- *Click* and *hold* the **left mouse button** on the card work area and *drag* it in the direction desired. As you drag, a line is drawn, with one end fixed where you began to drag, and the other end following the pointer.
- Continue *dragging* until the line is the desired length.
- *Release* the **mouse button**. The line appears on the card.

2.4.4 Adding a Rectangle

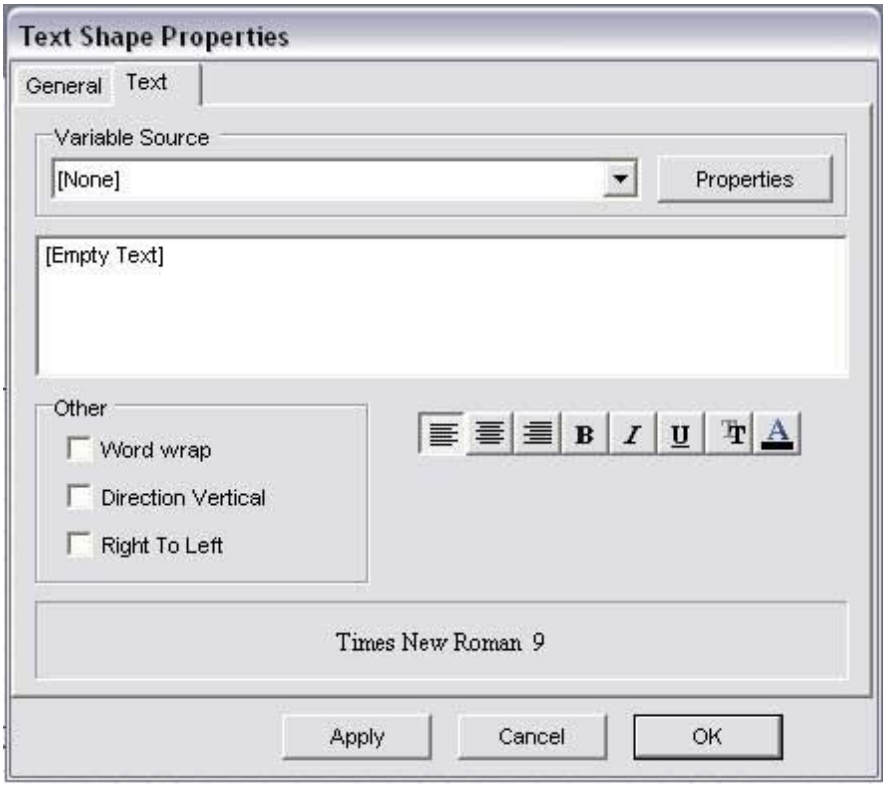
- Click the **Rectangle tool** on the shape toolbar; the pointer changes from a pointer to a cross.
- *Move* the **pointer** to the point on the card work area where you want to place the upper left corner of the rectangle.
- *Press* and *hold* the **left mouse button** and *drag* in any direction desired. As you drag, a rectangle forms with one corner fixed where you began to drag, and the other corner following the pointer.
- Continue *dragging* until the rectangle is the desired size.
- *Release* the **mouse button.** The rectangle appears on the card.

2.4.5 Adding a Round Rectangle

- Click the **Round Rectangle tool** on the shape toolbar; the pointer changes from a pointer to a cross.
- *Move* the **pointer** to the point on the card work area where you want to place the upper left corner of the rectangle.
- *Press* and *hold* the **left mouse button** and *drag* in any direction desired. As you drag, a rectangle forms with one corner fixed where you began to drag, and the other corner following the pointer.
- Continue *dragging* until the rectangle is the desired size.
- *Release* the **mouse button.** The rectangle appears on the card.

2.4.6 Adding Text

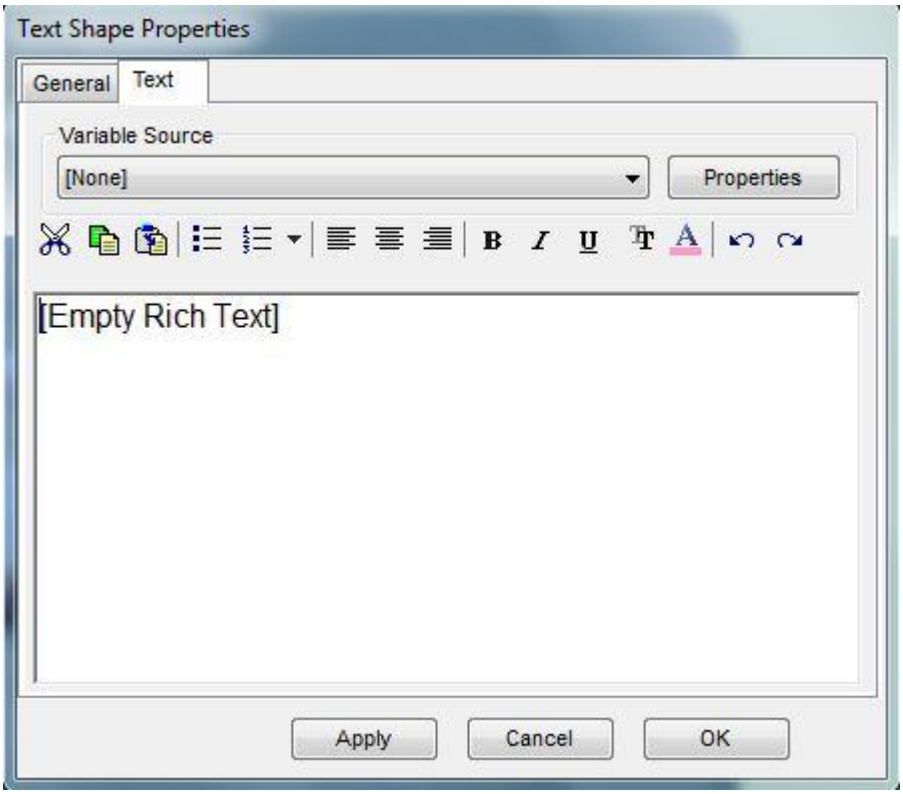
- *Click* the **Text tool** on the shape toolbar; the pointer changes from a pointer to a cross.
- *Move* the **pointer** to the card work area where you want to place the text
- *Click* on the card work area. A **text box** will appear on the card work area.
- *Double click* on the **text box**. The Text Shape Properties Dialogue box will pop up.



- *Type* in the desired text on the text area in the Text Shape Properties Dialogue box
- *Click* **OK** to complete the task.

2.4.7 Adding Rich Text

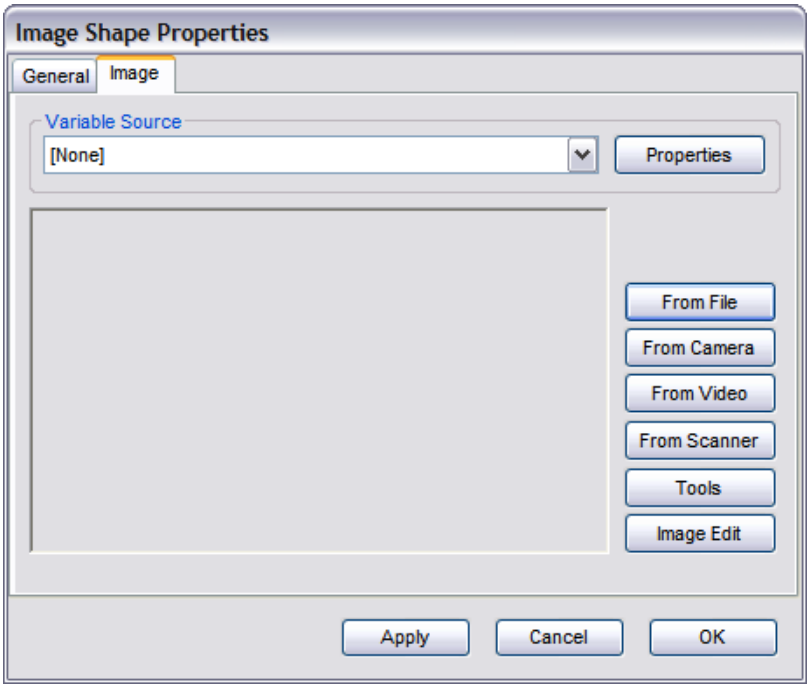
- Click the Rich Text tool on the shape toolbar; the pointer changes from a pointer to a cross.
- Move the pointer to the card work area where you want to place the text
- Click on the card work area. A rich text box will appear on the card work area.
- Double click on the text box. The Rich Text Shape Properties Dialogue box will pop up.

➢ 

- *Type* in the desired text on the text area in the Rich Text Shape Properties Dialogue box
- *Click* **OK** to complete the task.

2.4.8 Adding an Image

- *Click* the **Image tool** on the shape toolbar; the pointer changes from a pointer to a cross.
- *Move* the **pointer** to the card work area where you want to place the image
- *Click* on the card work area. An **image box** will appear on the card work area.
- *Double click* on the **image box**. The Image Shape Properties Dialogue box will pop up.



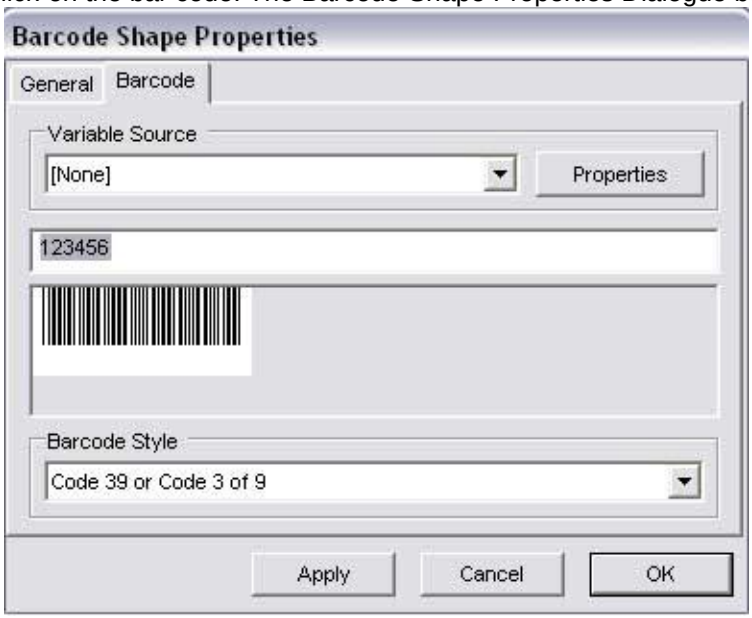
- To insert a static image or picture from a list of files, *click* on **From File**. The Image File Dialogue box will pop up.

- *Select* the desire picture file from the list or *scroll* to the desired folder to find the desired picture file.
- *Click* **Open** to confirm the selection.
- *Click* **OK** in the Image Shape Properties Dialogue box to complete the task.

Note: You can also add picture file from camera, video and scanner. See details on Chapter 4.

2.4.9 Adding A 1D Bar Code

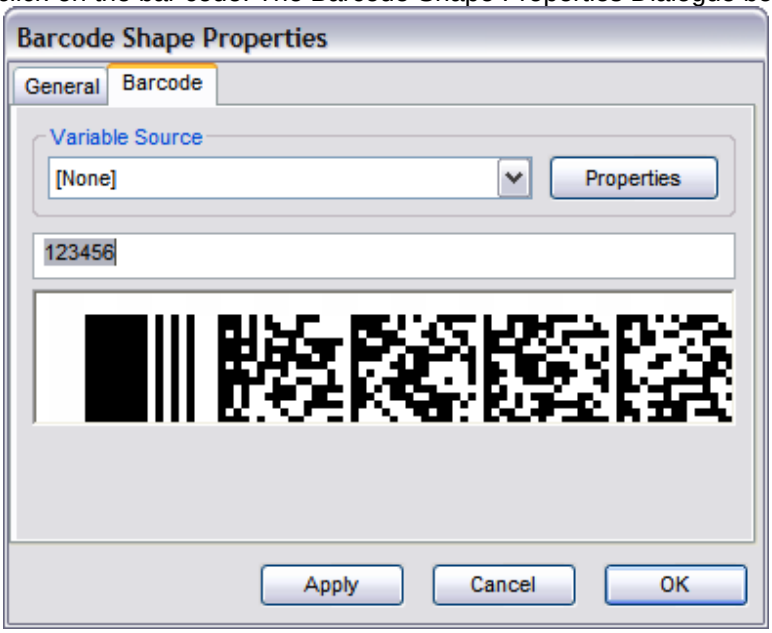
- *Click* the **bar code tool** on the shape toolbar; the pointer changes from a pointer to a cross.
- *Move* the **pointer** to the card work area where you want to place the bar code
- *Click* on the card work area. A bar code will appear on the card work area.
- *Double click* on the bar code. The Barcode Shape Properties Dialogue box will pop up.



- Select a desired barcode style from the list. The default barcode style is Code 39.
- *Type* in the desired data you want to embed in the barcode
- *Click* **OK** to complete the task.

2.4.10 Adding A PDF417 (2D Bar Code)

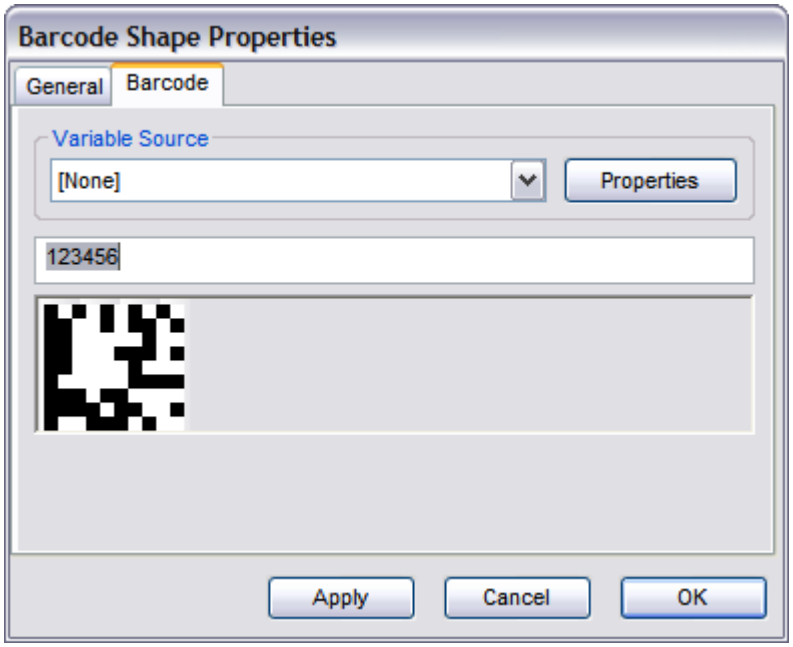
- *Click* the **PDF417 tool** on the shape toolbar; the pointer changes from a pointer to a cross.
- *Move* the **pointer** to the card work area where you want to place the bar code
- *Click* on the card work area. A PDF417 bar code will appear on the card work area.
- *Double click* on the bar code. The Barcode Shape Properties Dialogue box will pop up.



- *Type* in the desired data you want to embed in the barcode
- *Click* **OK** to complete the task.
- *Drag the barcode box to change the desired size you want.*

2.4.11 Adding A DataMatrix (2D Bar Code)

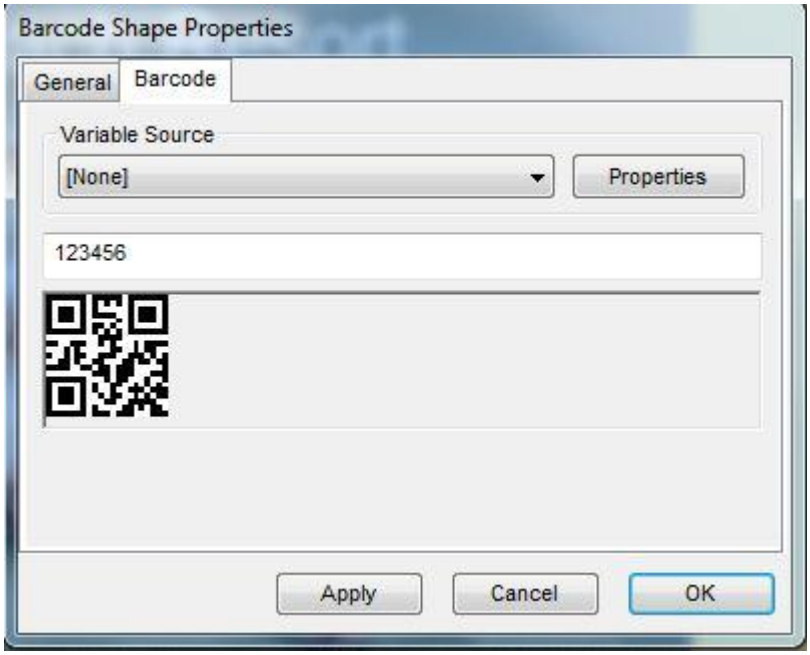
- *Click* the **DataMatrix tool** on the shape toolbar; the pointer changes from a pointer to a cross.
- *Move* the **pointer** to the card work area where you want to place the bar code
- *Click* on the card work area. A DataMatrix bar code will appear on the card work area.
- *Double click* on the bar code. The Barcode Shape Properties Dialogue box will pop up.



- *Type* in the desired data you want to embed in the barcode
- *Click* **OK** to complete the task.
- *Drag the barcode box to change the desired size you want.*

2.4.12 Adding A QR Code (2D Bar Code)

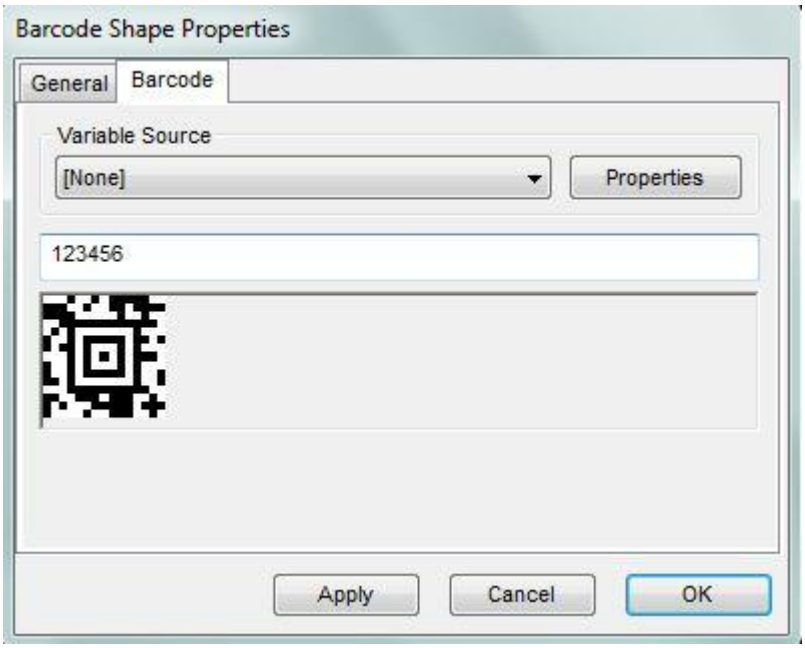
- *Click* the **QR Code tool** on the shape toolbar; the pointer changes from a pointer to a cross.
- *Move* the **pointer** to the card work area where you want to place the bar code
- *Click* on the card work area. A **QR Code** will appear on the card work area.
- *Double click* on the **QR Code**. The BarcodeShape Properties Dialogue box will pop up.



- *Type* in the desired data you want to embed in the barcode
- *Click* **OK** to complete the task.
- *Drag the barcode box to change the desired size you want.*

2.4.13 Adding A AZTEC Code (2D Bar Code)

- *Click* the **AZTEC Code tool** on the shape toolbar; the pointer changes from a pointer to a cross.
- *Move* the **pointer** to the card work area where you want to place the bar code
- *Click* on the card work area. A **AZTEC Code** will appear on the card work area.
- *Double click* on the **AZTEC Code**. The BarcodeShape Properties Dialogue box will pop up.



- *Type* in the desired data you want to embed in the barcode
- *Click* **OK** to complete the task.
- *Drag the barcode box to change the desired size you want.*

3. Working with Objects

All cards are made up of objects. The line, text, image, barcode you use to create the card in the previous chapter are all objects. After inserting these objects into your card, you will then need to manipulate and modify the object properties to suit your card requirements.

3.1 Selecting and deselecting objects

In order to work on an object, you need to select it first.

To select an object

- *Move* the **mouse pointer** to a visible part of the object and *click* on the object.

To select multiple objects

- *Hold* down the **Control** key and *click* on each of the multiple objects that you want to select together.

To deselect objects

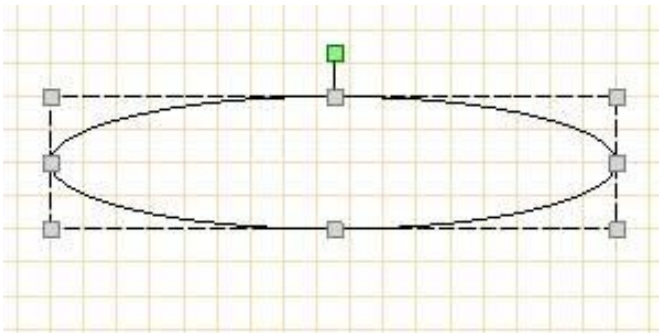
- *Click* anywhere outside the object(s).

3.2 Resizing objects

You can change the size of an object by dragging the sizing handles that surround a selected object.

To resize an object

- *Select* the **object**. (See previous section)
- *Move* the **mouse pointer** over a sizing handle. The pointer changes in appearance to indicate the direction where you can resize the object.



- *Click* and *drag* the **sizing handle** until the object is in the desired shape and size.

3.3 Moving and Aligning objects

Here you will learn how to move your objects around the card to match your requirements for the card design.

To move an object

- *Select* the **object**.
- *Move* the **pointer** over the object until the pointer becomes a cross sign
- *Click* and *drag* the **object** to the desired location on the card work area.

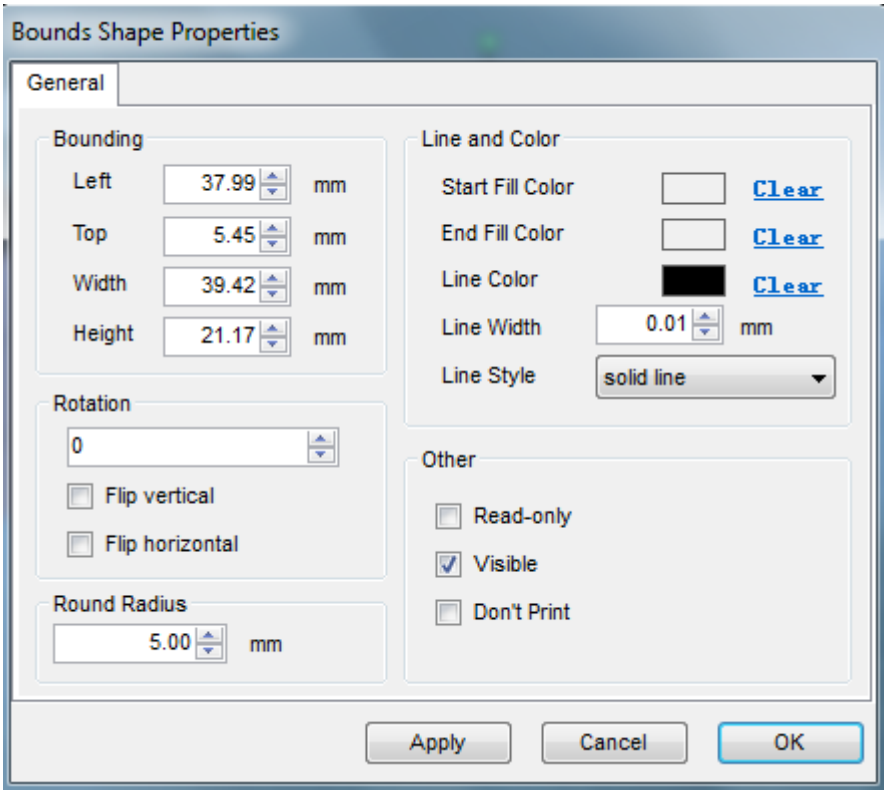
> **Note:** You can move the object to a location more precisely by disabling the snap to grid function. To disable it, go to menu **view** > **snap to grid** and uncheck it.

To align objects

- *Select* the **objects** you want by mouse. Highlight and hold the mouse click to make sure you cover all the objects you want.
- *Click* on for left alignment, for right alignment, for top alignment and for bottom alignment.
- You can make use of Ctrl + Left Mouse click to select the objects you want before selecting the alignment icons to align the selected group objects.

To rotate an object using properties

- *Select* the **object**.
- *Double click* on the **object**. The object properties dialogue box pop up.
- *Click* on the **General** tab.

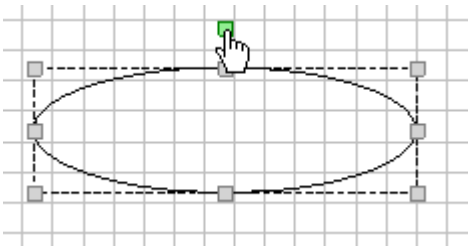


- *Under* the rotation section, *input* the desired amount of degrees you want the object to rotate to, in the clockwise direction.
- *Click* **OK** to complete the task.

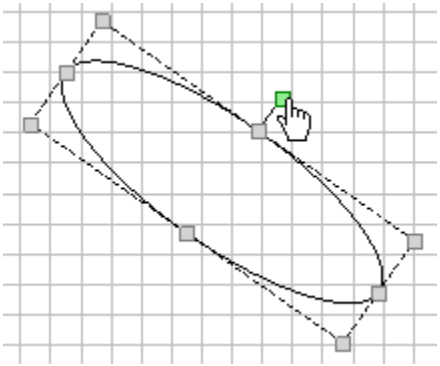
Note: If you just want to rotate the object at 90 degree precisely, you can do this easily by clicking on the rotation toolbar. To rotate to the left at 90 degree, *click* . To rotate to the right at 90 degree, *click*

To rotate an object using mouse(Free angle rotation)

- *Select* the **object**.
- *Move* the **mouse pointer** over to the green box on the sizing handle. The pointer changes to a hand sign.



- *Click* and *drag* the **green box** on the sizing handle towards left or right direction as required.
- *Release* the **mouse button** after the object is rotated to the desired position.



To stack the object

- *Select* the **object**.
- *To* send the object to the back of all other objects, click on the toolbar
- *To* bring the object to the front of all other objects, click on the toolbar

To duplicate an object

- *Select* the **object**.
- *Select* from the menu **edit** > **double** or right click **Duplicate** or click on
- *The* duplicated item appears on top of the object you selected.

To cut and paste an object

- *Select* the **object**.
- *Select* from the menu **edit** > **cut** or right click **Cut** or click on . The object disappears.
- *Move* your mouse to the position you want and select menu edit > **paste or** right click **Paste** or click on
- *The* item re-appears on the card area you have selected.

3.4 Editing objects properties

Each object has its own set of properties associated to it. You can change the properties of the object using its properties dialogue box.

3.4.1 Opening properties dialogue box

There are 3 ways to open the object properties dialogue box.

To open properties dialogue box using mouse

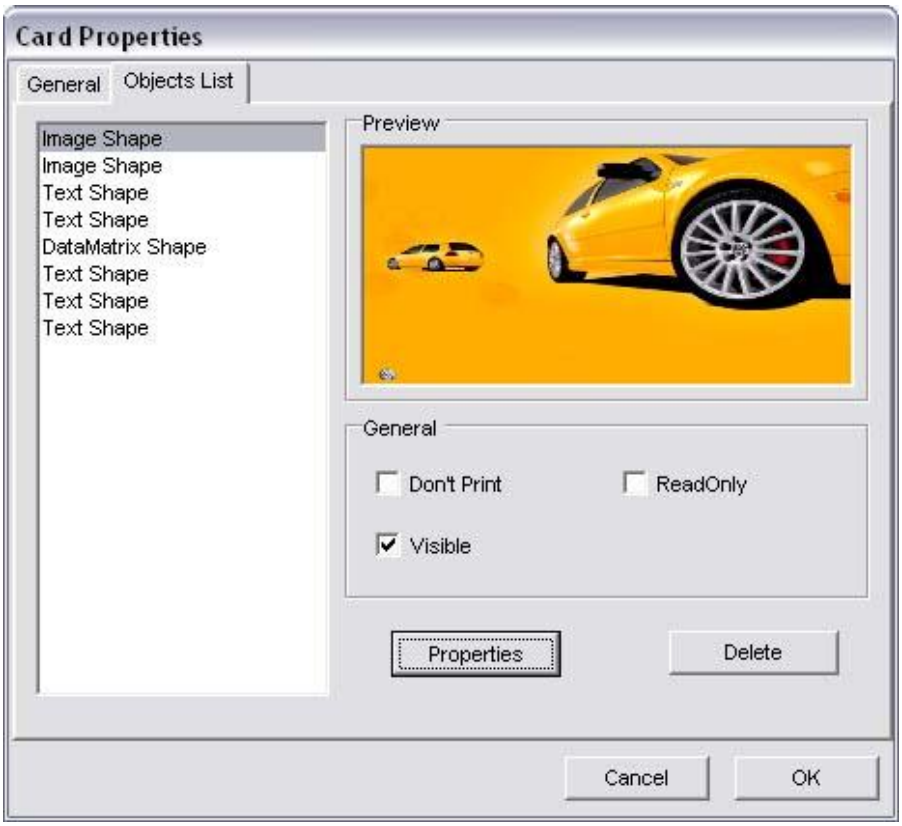
- *Select* the **object**.
- *Double click* on the **object**. The object properties dialogue box pop up.

To open properties dialogue box using shortcut

- *Select* the **object**.
- *Press F2*

To open properties dialogue box using object list

- *Select* from the menu bar **File** > **Card Properties**.
- *Click* on the **object list tab**



- *Select* the **object** whose properties you want to edit and *click* **Properties**.

3.4.2 General properties for object

All objects contain common object properties, which can be accessed from the general tab in the object properties dialogue box. Each can have all or some of the following properties.

Bounding

This is use to define the exact position of the object on the card work area. It can also define the size of the bounding box surrounding the object.

Rotation

This use to rotate the object by keying in the desired amount of degree to rotate the object to. You can flip the object horizontally or vertically by checking the respective checkbox.

Color and line

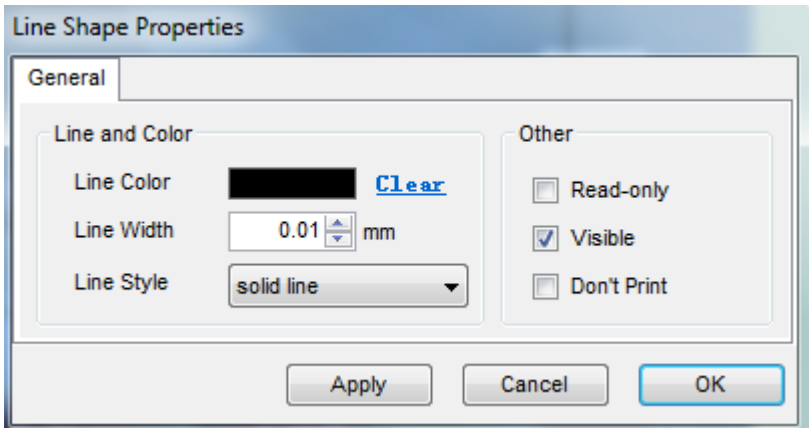
This use to define the fill color of the background of the object and the border color to surround the object. You can also change the border width or change the borderline to dashed line, solid line, dotted line, dash-dot line, or dash-dot-dot line.

Other

Here, you can define whether to allow the object to be visible, transparent, read only, or omitted during printing.

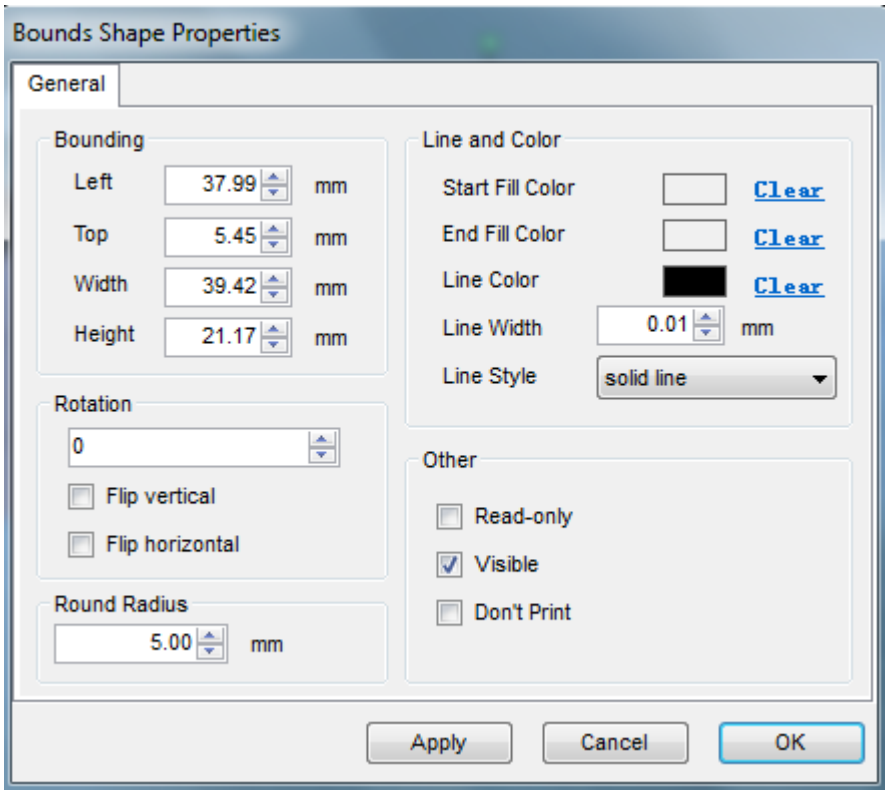
3.4.3 Line properties

Line properties dialogue box contains the color of the line, thickness and style.



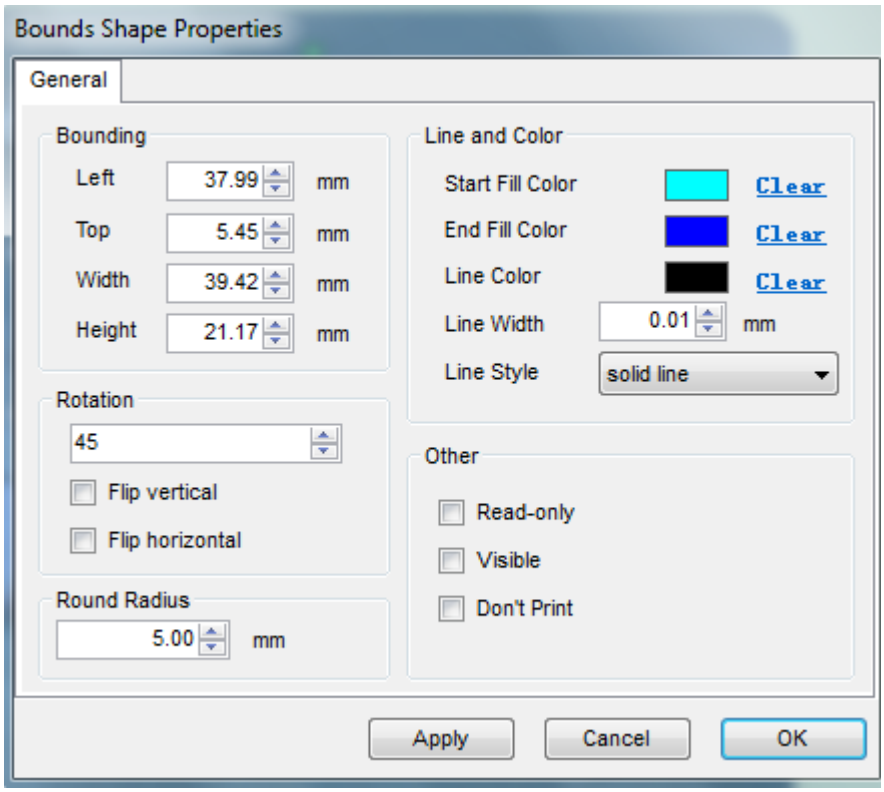
3.4.4 Bounds Shape properties

The rectangle, round rectangle, eclipse, pie, free line and polygon uses the bounds shape properties dialogue box. Bounds shape properties contain general properties such as rotation, bounding, color and border line.



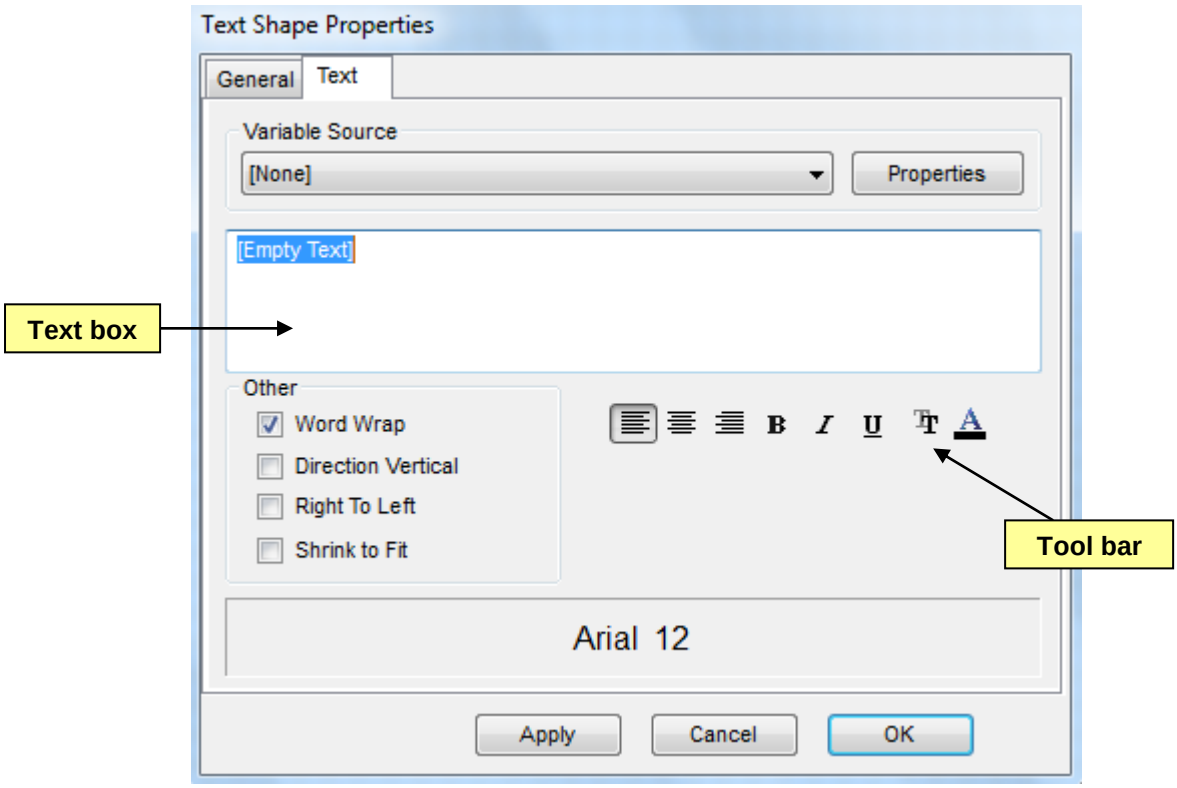
To fill shapes with color,

- *Select* the **object**.
- *Double click* on the **object**. The object properties dialogue box pop up.
- *Click on **Start Fill Color** Box to choose a color to fill up. By default, the system will auto populate the End Fill Color Box with the same color.*
- *To change the End Fill Color box so that there is gradient filled object, click on End Fill Color Box to choose another color.*



3.4.5 Text Shape properties

The text shape properties dialogue box contains 2 tabs. The general tab contains the common properties while the text tab contains additional properties specifically for text shape properties.



Text box

Here you can key in the required text you want it to appear on the card. Use Ctrl + Enter key to enter a carriage return so that you can continue to type the next paragraph of text.

Other

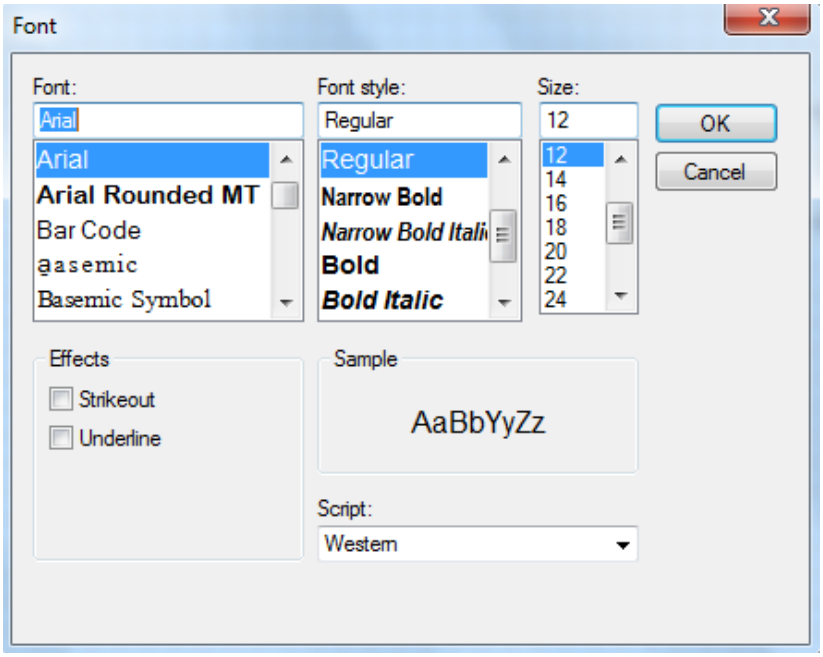
Here, you can define whether to allow word wrap in the text-bounding box, change the text direction to vertical or even to change direction from right or left by checking the respective checkboxes. In additions, you can check Shrink to Fit to fit the text according to your text box width.

Variable source

Here, you can define other sources for the text other than keying in manually. Variable source will be discussed in details in Chapter 4.

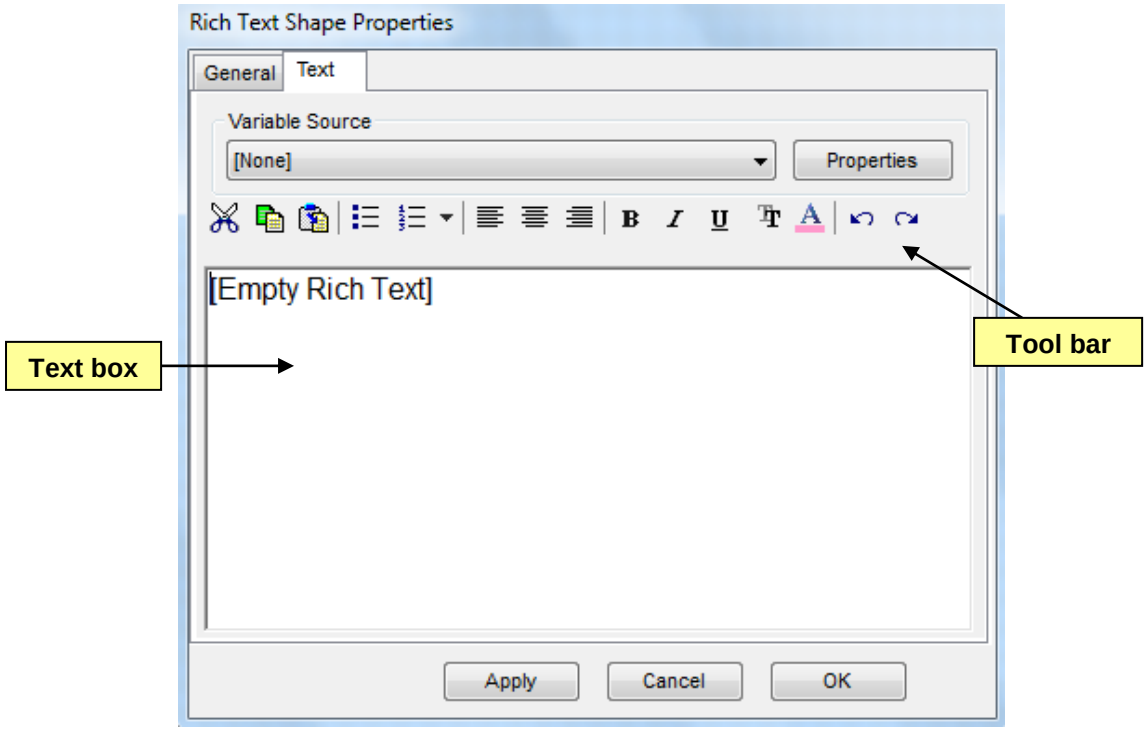
Tool bar

You can use the toolbar to align the text to the left, middle, or right in the bounding box that you have created for the text. You can apply bold, italic, underline to the text, or change the color of the text. You can also change the font size and font here.



3.4.6 Rich Text Shape properties

The Rich text shape properties dialogue box contains 2 tabs. The general tab contains the common properties while the text tab contains additional properties specifically for Rich text shape properties.



Rich Text box

Here you can key in the required text you want it to appear on the card. Use Enter or Ctrl + Enter key to enter a carriage return so that you can continue to type the next paragraph of text.

Other

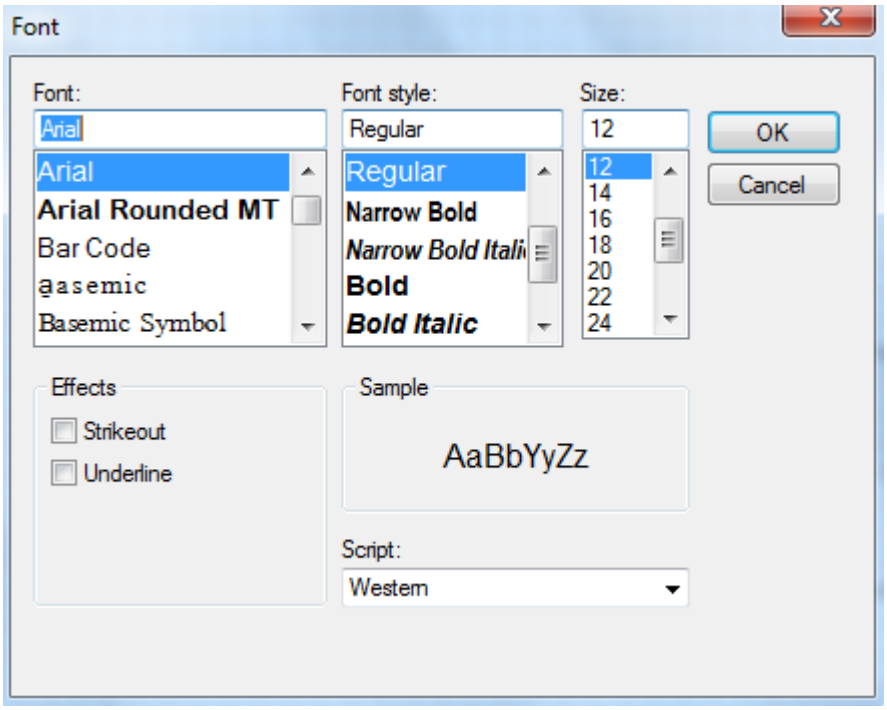
Here you can change the font, font size, font color of the text color, can apply both, italic, underline, numbering and bullets to the text, and also have undo/redo functions.

Variable source

Here, you can define other sources for the text other than keying in manually. Variable source will be same as text shape that discussed in details in Chapter 4.

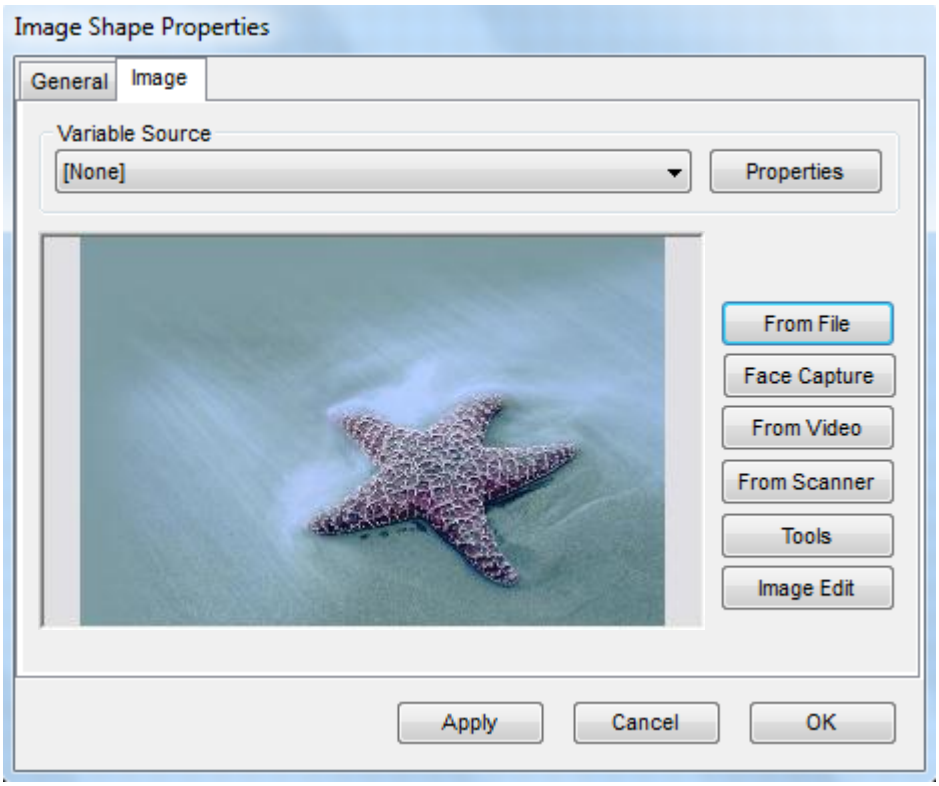
Tool bar

You can use the toolbar to align the text to the left, middle, or right in the bounding box that you have created for the text. You can apply bold, italic, underline, numbering and bullets to the text, or change the color, font and font size of the text. You can also use the undo/redo button to undo or redo an action.



3.4.7 Image Shape properties

The text shape properties dialogue box contains 2 tab, general tab and image tab.



From File

You can select an image file by browsing to the desired folder where your file is stored.

From Face Capture

You can capture the image from webcam with face auto-detecting function, then grab face photo. (Ref. below screen **Face Capture**)

From Video

You can capture the full image from webcam attached to your computer. (Ref. below screen **Face Capture**)

From Scanner

You can get the image source from the flatbed scanner or cameras that supports Windows Image Acquistion(WIA) by scanning in or capturing an image.

Tools

This allows you to modify your image with cropping function.

Image Tools

This allows you to enhance your image with many advanced image editing features.

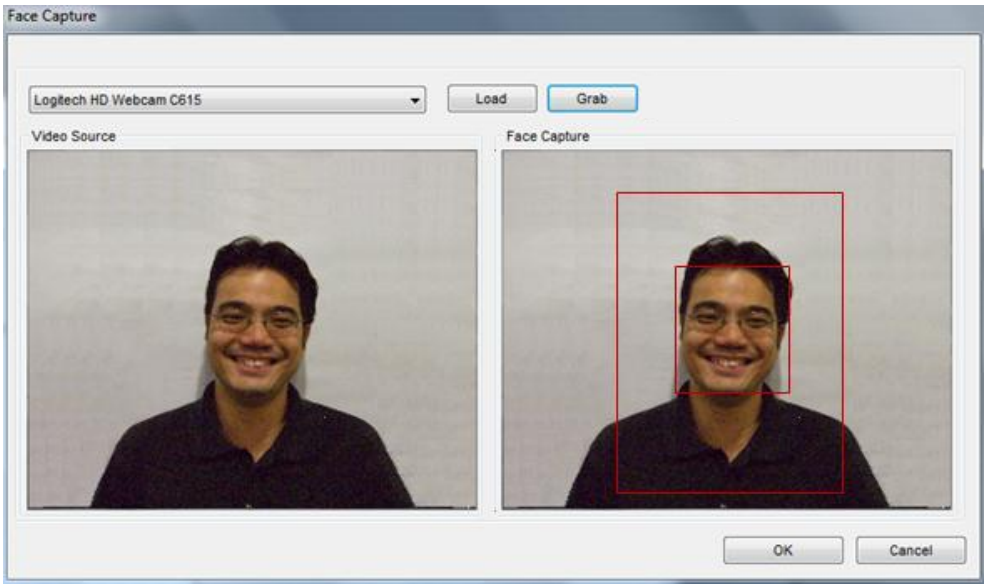
Variable source

Here, you can define other sources for the image. Variable source will be discussed in details in chapter 4.

Screen - Face Capture / From Video

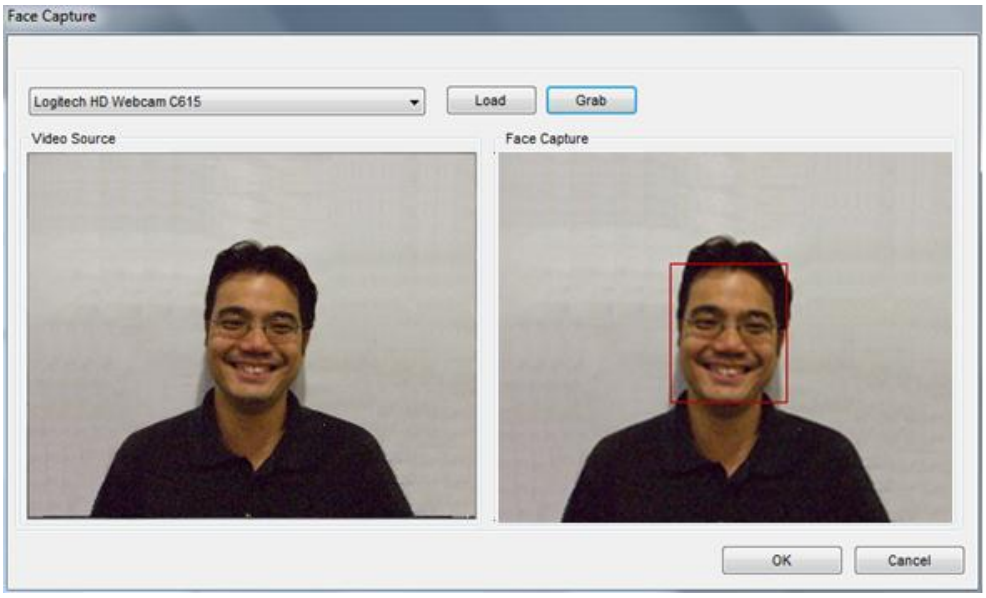
To get image from Face Capture

- *In* the image shape properties dialogue box, *Click the button* **Face Capture**, the **Face Capture** dialogue screen will pop up as below, click OK button to capture the standard size picture that in large rectangle box.



To get image from Video

- *In* the image shape properties dialogue box, *Click the button* **Video Source**, the **Face Capture** dialogue screen will pop up if connected to webcam, here auto-detect face, click OK button to capture the full picture.

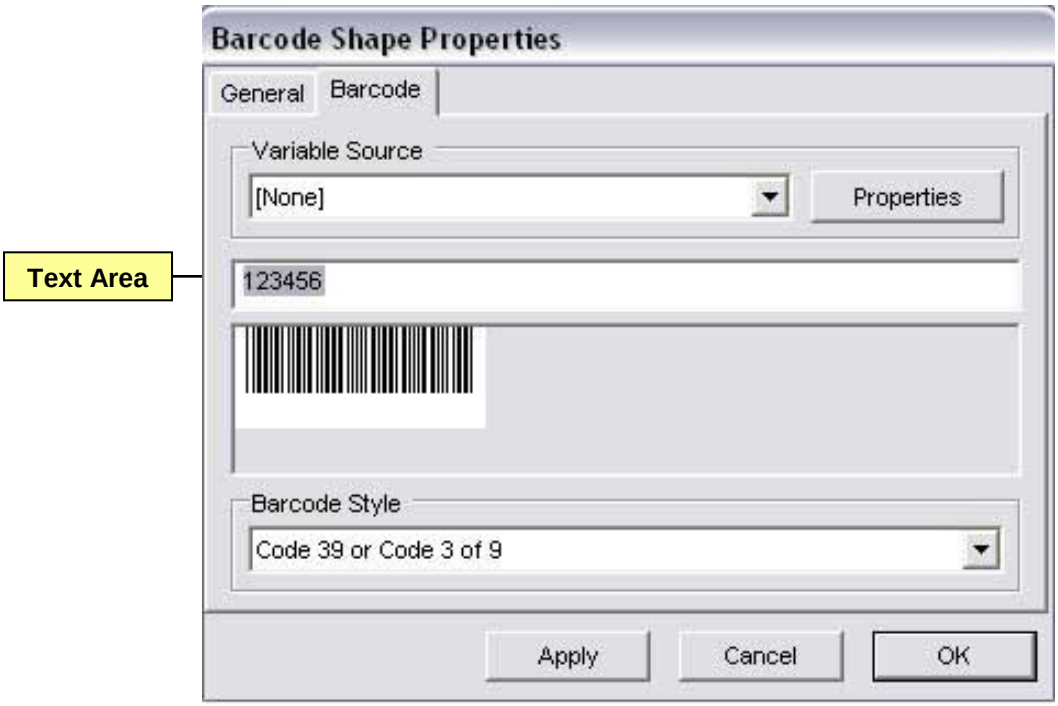


- Other buttons in the face capture dialogue box:

1. Selects the webcam driver from the dropdown list.
2. **Load button:** will load the driver and display the current video image.
3. **Grab button:** will auto detect face and capture in current video image.

3.4.8 Barcode Shape properties

The barcode shape properties dialogue box contains 2 tab, general tab and barcode tab. The 2D barcode (PDF417, DataMatrix, QR Code and AZTEC Code) uses the barcode shape properties.



Text area

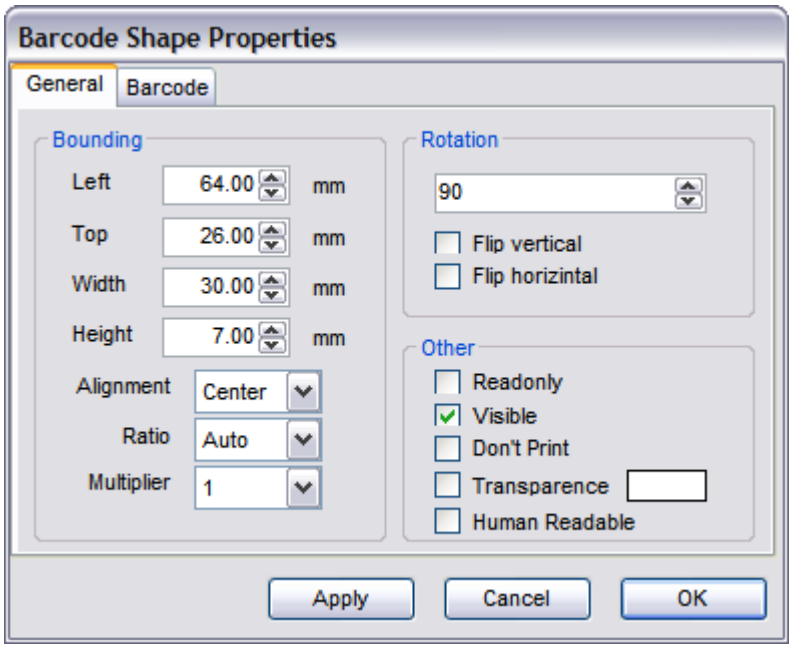
This allows you to key in the desired data to be embedded in the barcode.

Barcode style

Here you can select the barcode symbology you want for the barcode code while it is fixed for 2D barcode (PDF417, DataMatrix, QR Code and AZTEC Code).

Variable source

Here, you can define other sources for the barcode information. Variable source will be discussed in details in Chapter 4.



Human Readable

Check the box if you want to print the data text below the barcode. This is not applicable for 2D barcode.

Alignment

This allows you align the text within the barcode object box.

Ratio

Select the ratio between the thin and thick bars. It is only applicable to some symbologies. By selecting **Auto**, there will be no effect by selecting the **Multiplier**. The ratio will change automatically if you change the barcode object box size. This is not applicable for 2D barcode.

Multiplier

This allows you to change the barcode size. If the Ratio is set to **2:1, 5:2 or 3:1**, and you start to change the Multiplier, the barcode size will increase or decrease according to the number selected. Remember to change the barcode object box size to accommodate the change in barcode size. This is not applicable for 2D barcode.

Transparence

This allows you set your barcode object to transparent mode. A light background color is recommended in order for the barcode to be scannable. To change the background color of the barcode box, click on the default white box to choose a color. It will not be effective if the transparent box is checked.

4. Working with Variables

4.1 Managing with the Variable Data

When you design a card, you can insert the fixed data as well as variable data. The variable data is changeable automatically at the time the card is printed. It is used to eliminate the need to manually edit the card to enter each piece of data before printing. You can use the same card format, your card design will be remained constantly, only the variable data changes from card to card.

Variable data is supported by the following shapes:

- Text----Text object drawing
- Rich Text----Rich Text object drawing
- Image----Image object drawing
- Bar Code----Bar code object drawing
- PDF417----PDF417 object drawing
- DataMatrix – DataMatrix object drawing
- QR Code --- QR Code object drawing
- AZTEC Code --- AZTEC Code object drawing

By default all tools will be entered as fixed data because the option “Variable Source” is set to “None”. To enter a variable data, you need to choose a variable source from the list of variable source.

4.2 The common variable sources for text properties

Next, we will look into the different common variable sources in the pull down list.

4.2.1 Date Time Source

It allows you to define the display for system date and time. It will extract the real data and time during printing.

Style

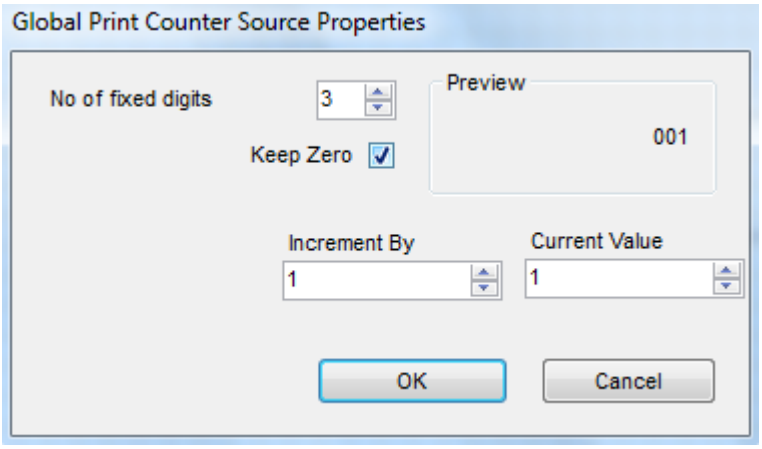
Provides a space to type the date and time style, commonly formats that use in Windows environment. It can be any combination as follows and case sensitive:
dd/MM/yyyy HH:mm:ss – 02/05/2007 15:35:01
d MMM yyyy HH:mm – 2 May 2007 15:35
h:mm tt – 2:35 pm
dddd, MMMM dd, yyyy - Wednesday, May 02, 2007

Preview

Displays a preview for the date and time variable.

4.2.2 Global Print Counter Source

It allows you to define the display for the global print counter for each template. The system will auto-update the counter for each print and continue from the last printed counter unless the current value is being changed.



No of fixed digits

Allows you to choose the number of digits you want the counter to have.

Keep Leading zero

Check the box if you would like to keep the leading zero/zeros e.g.001

Increment by

Type or select the increment value for the counter after each print.

Current value

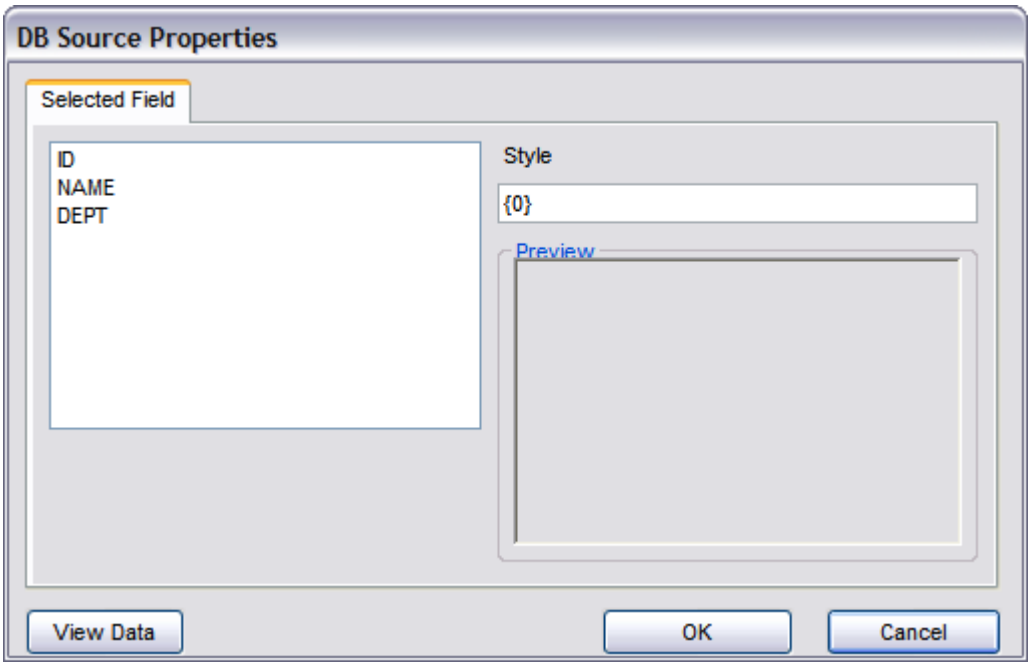
Type or select the current value to print.

Preview

Displays a preview for the global counter variable.

4.2.3 Database Source

It allows you to choose the table field for that will be linked to the Database. You must make sure you are connected to the database before selecting this option.

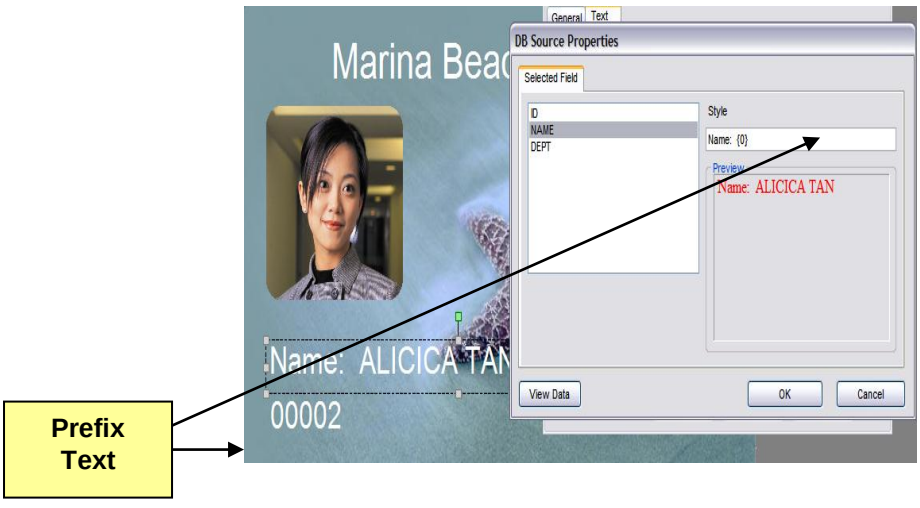


Select field

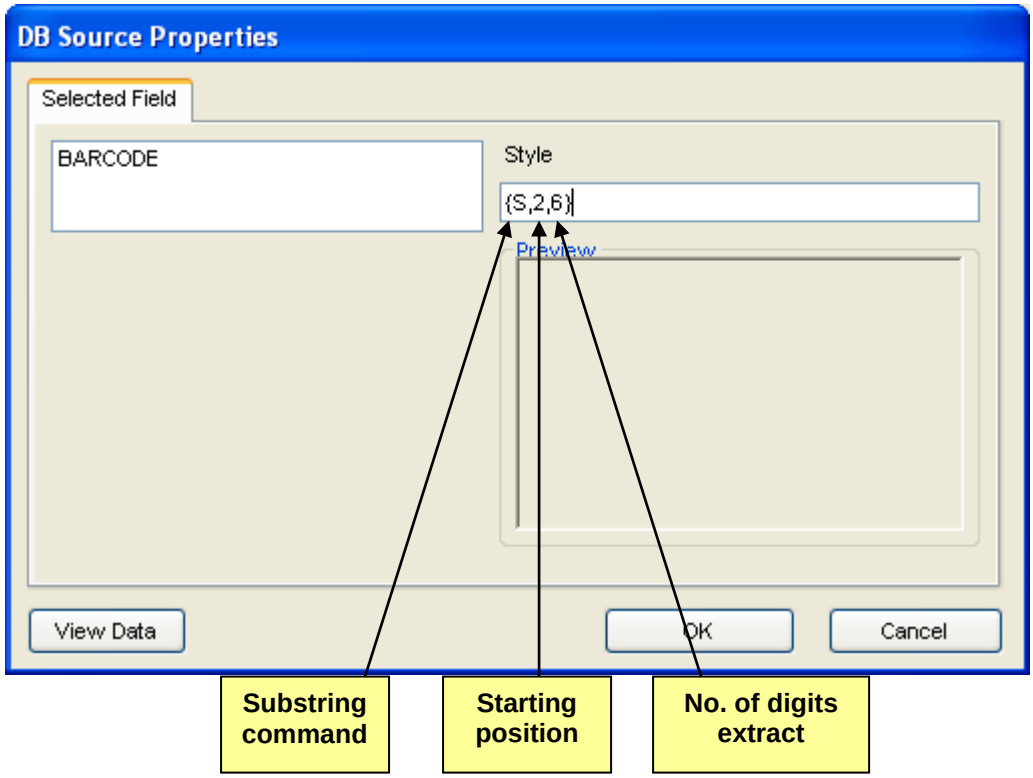
Provides a list of all items in the database, double clicks each item, a relevant preview appears in the "Preview" space.

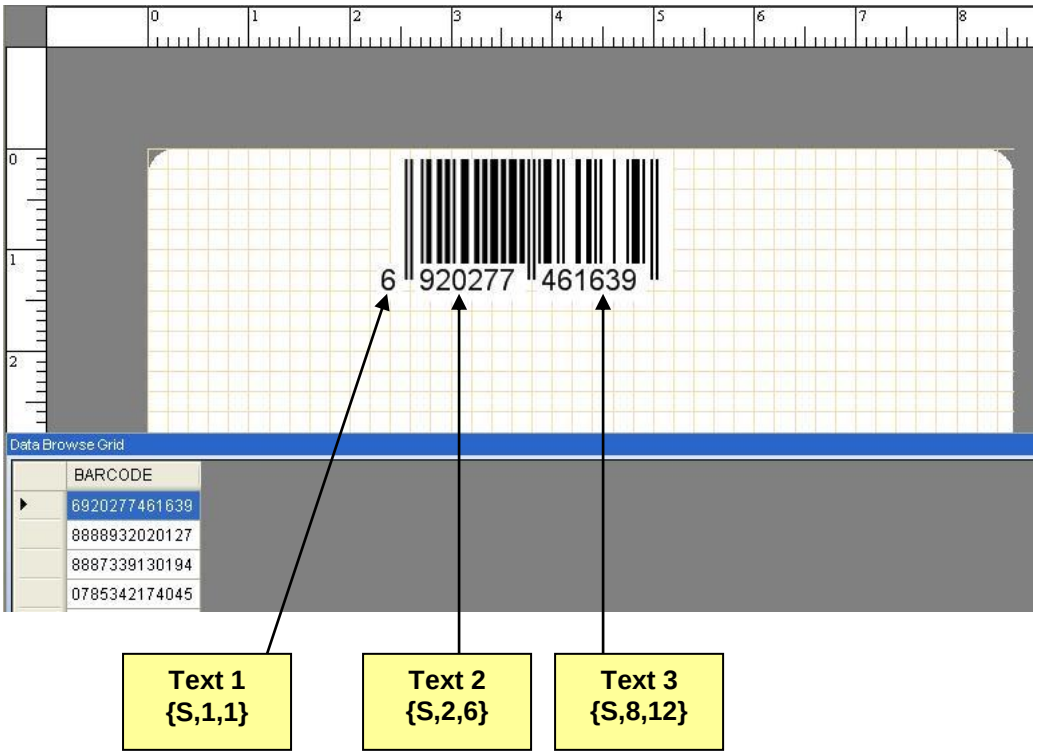
Style

To show or modify the selected item style. The "{0}" means "default" fieldname. You can enter prefix or suffix text in front or behind the selected field. Refer to below example:



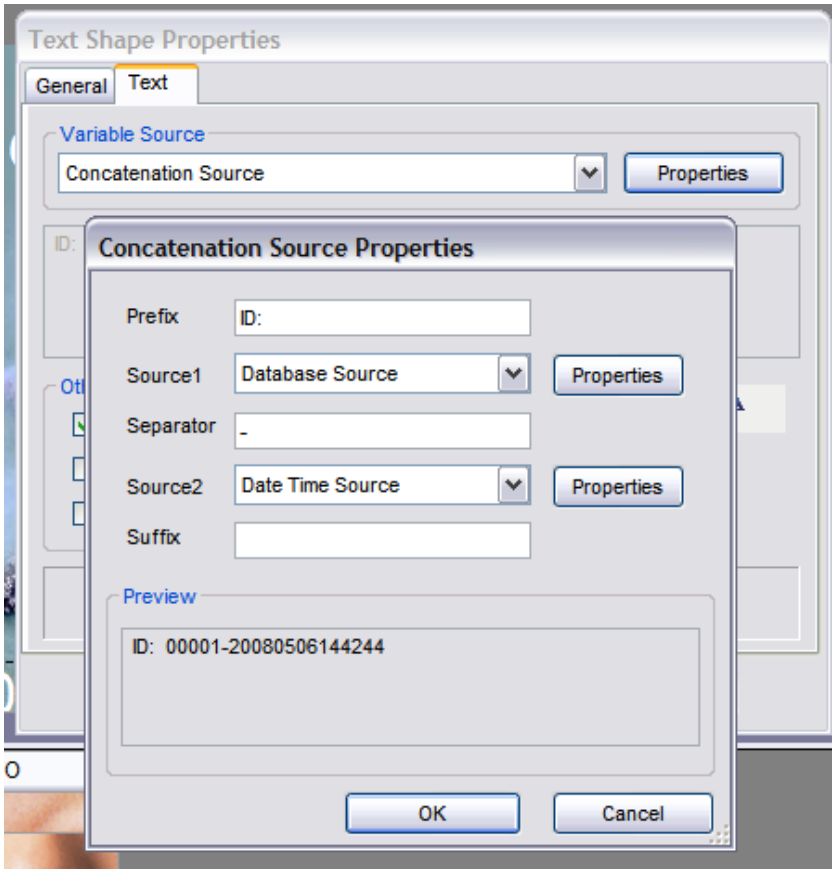
Alternatively, you can change the style for example {S,2,6} where Capital S denotes the substring command, the 2 denotes the starting position to extract the data and the 6 denotes the number of digits to extract. Refer to the example below.


DB Source Properties
Selected Field
BARCODE
Style
{S,2,6}
Preview
View Data
OK
Cancel
Substring command
Starting position
No. of digits extract


6 920277 461639
Data Browse Grid
BARCODE
6920277461639
8888932020127
8887339130194
0785342174045
Text 1 {S,1,1}
Text 2 {S,2,6}
Text 3 {S,8,12}

4.2.4 Concatenation Source

It allows you to define the display for the concatenation source, with prefix, 2 sources and suffix.



Prefix

This provides a space to type any prefix text that you want to formulate. Leave blank if not applicable.

Source1

To define the first variable source to retrieve. Select from the dropdown list before clicking on the **Properties** button

Separator

Provides a space to type a separator between the 1st and 2nd source. Leave blank if not applicable.

Source2

To define the second variable source to retrieve. Select from the dropdown list before clicking on the **Properties** button

Suffix

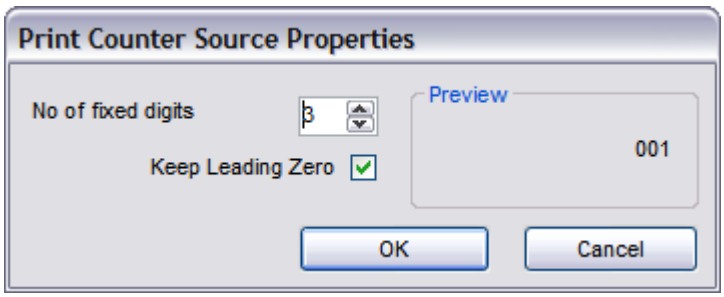
Provides a space to type any suffix after the concatenated variables.
Leave blank if not applicable.

Preview

Displays a preview on the concatenation variables.

4.2.5 Print counter Source

It allows you to define the display for print counter source for each print job. This is only applicable to template that linked to any database. The system will auto-increase the counter for each record printed and auto-reset when the batch job is completed, that is, the number will always begin from 1 for each print job and increment accordingly depends on the number of records printed.



No of fixed digits

Allows you to choose the number of digits you want the counter to have

Keep leading zero

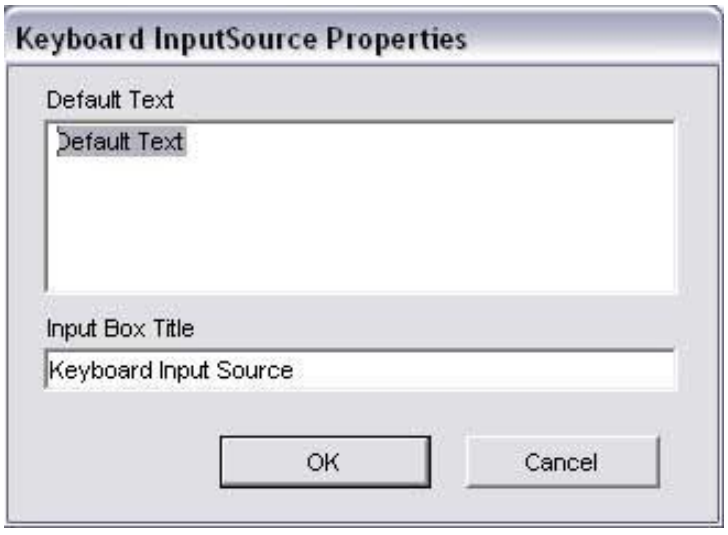
Keeps the zero/zeros ahead of the number, e.g.001

Preview

Displays a preview for the print counter variable.

4.2.6 Keyboard input Source

It allows you to define the display for keyboard input source. During previewing or printing, the system will prompt you to enter the text data that you intent to print. The data will be discarded after each printing.



Default Text

Provides a space to type the default text. Leave blank if you prefer a blank screen during data entry mode.

Input Box Title

Allows you to define the prompting box message before printing. This prompting message will guide you to identify the data to be entered.

4.3 Variable sources for image properties

Here, we will look at 3 variable sources used by image properties. These sources allow you to place a static image onto your design template or a variable image during printing or previewing.

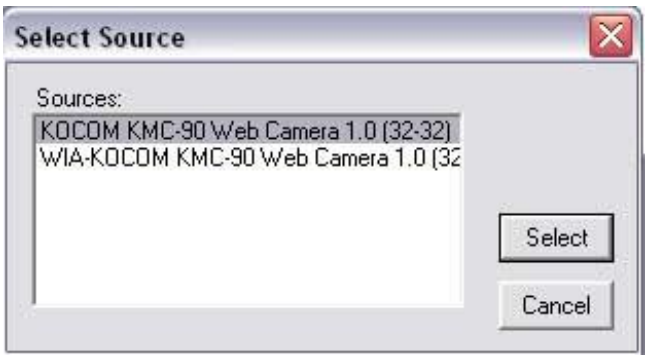
4.3.1 Scan TWAIN Source

It allows you to define the display for scan TWAIN source or WIA source.

To get image from scan TWAIN

- *In* the image shape properties dialogue box, *select from variable sources list* **Scan TWAIN Source**
- *Click* the **Get** button. The scan source properties dialogue pop up

- *Click* **select source** button
- *Select* the **data source** that you want to get the data from list box.



- *Click* **select** and return to the scan source properties dialogue box
- *Click* **start scan button**. The data source dialogue box pop up

- *Click* **Capture** to capture scanned image. The captured image appears as thumbnail image in the thumb box. You can capture more than 1 image at the same time and preview them in the thumb box.
- *Select* the **desired image** from the thumb box.
- *Click* **Transfer** to transfer the desired image into iDesign and return to image shape properties dialogue box.

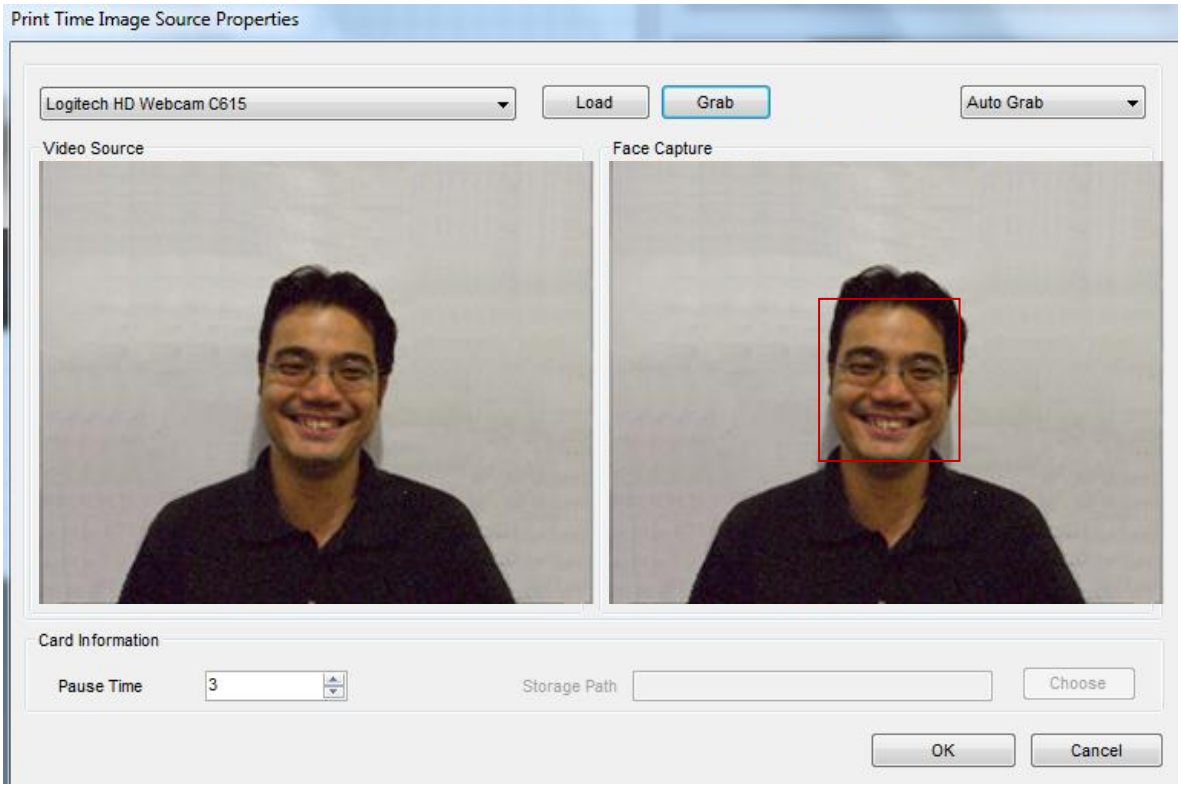
- *Click* **OK** to transfer the desired image into iDesign Image box or Tools or Image Tools to edit the image.

4.3.2 Print Time Image Source

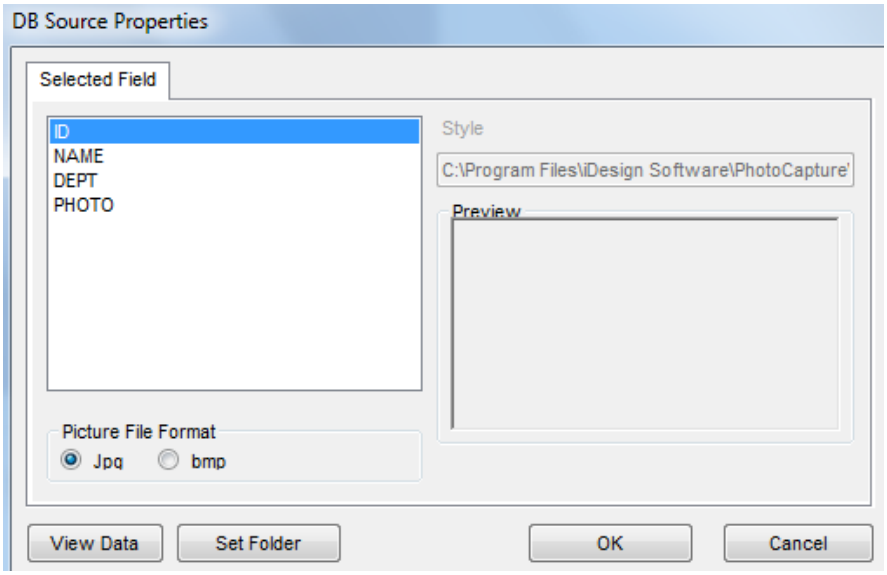
It allows you to capture a face photo during printing or previewing.

To capture image with face detecting during printing

- *In* the image shape properties dialogue box, *select from variable sources list* **Print Time Image Source**
- *Click* on **Properties,** the Print Time Image Source Properties dialogue screen will pop up.



- Setting up for the Print Time Image Source
  In the Print Time Image Source Properties dialogue screen:
  1. Selects the webcam driver from the dropdown list.
  2. **Load button:** will load the driver and display the live video image at left side.
  3. **Grab button:** will auto detect face and capture in current video image.
  4. **Auto Grab in dropdown list:** during printing or previewing, system will auto detect face and capture the image if no image stored (Captured before), and if there is image stored in storage path for current record, system will take the previous image and stay at capturing screen, user can re-capture photo by click “Grab” button, or click “OK” button to use the previous photo.
     Auto Force Grab in dropdown list: during printing or previewing, system will force to capture the photo every print or preview.
  5. **Pause Time:** this is the time delay to capture photo after mouse click on “Grab” button.
  6. **Storage path:** this is to define photo name and storing path. Note: this setting available only working with database, the Photo name should use the field name with unit data (i.e. Staff ID). Click “Set Folder” at **DB Source Property** (ref. below) to set the photo storing path.
  7. **OK button:** capture the face parameter and save all the setting in this screen and exit.

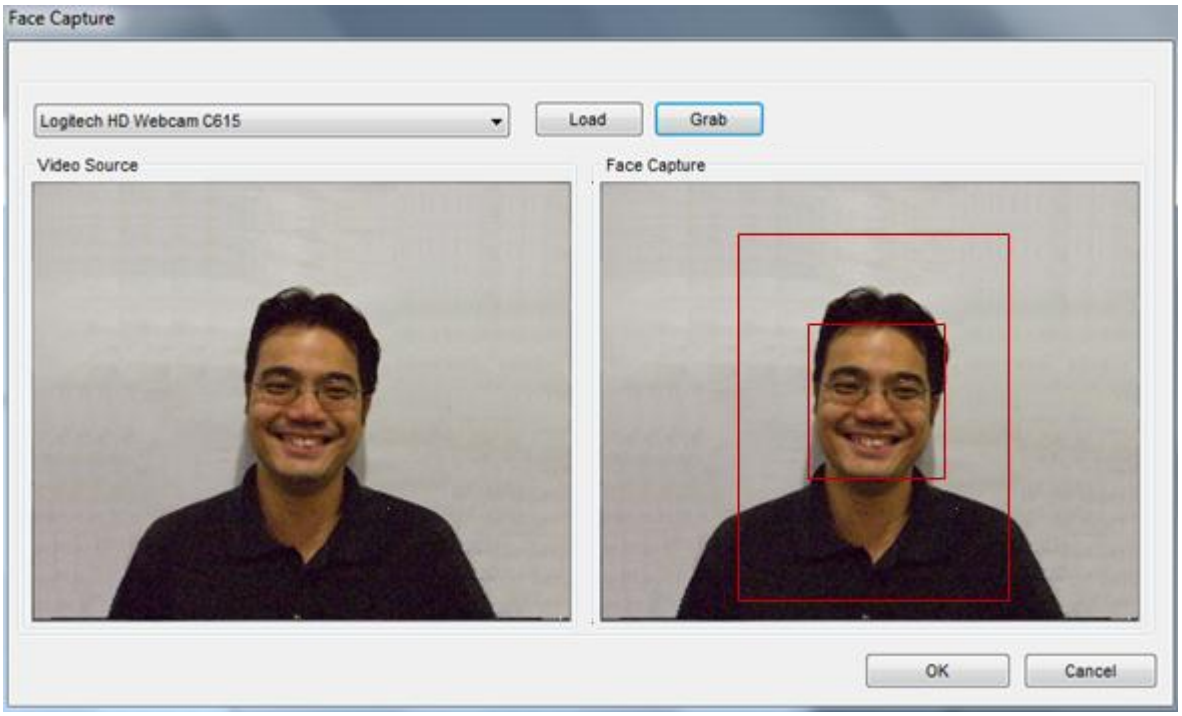


- Capturing the photo during printing or previewing

  If there is image shape with Print Time image source, the face capture dialogue screen will pop up during printing or previewing. (Ref. Below), by default, system will auto detect and capture the photo.

  The following is to manually capturing functions.

  1. Selects the webcam driver from the dropdown list.
  2. **Load button:** will load the driver and display the current video image.
  3. **Grab button:** will auto detect face and capture in current video image.
  4. **OK button:** capture and cut the standard size (within Red frame) image and exit.

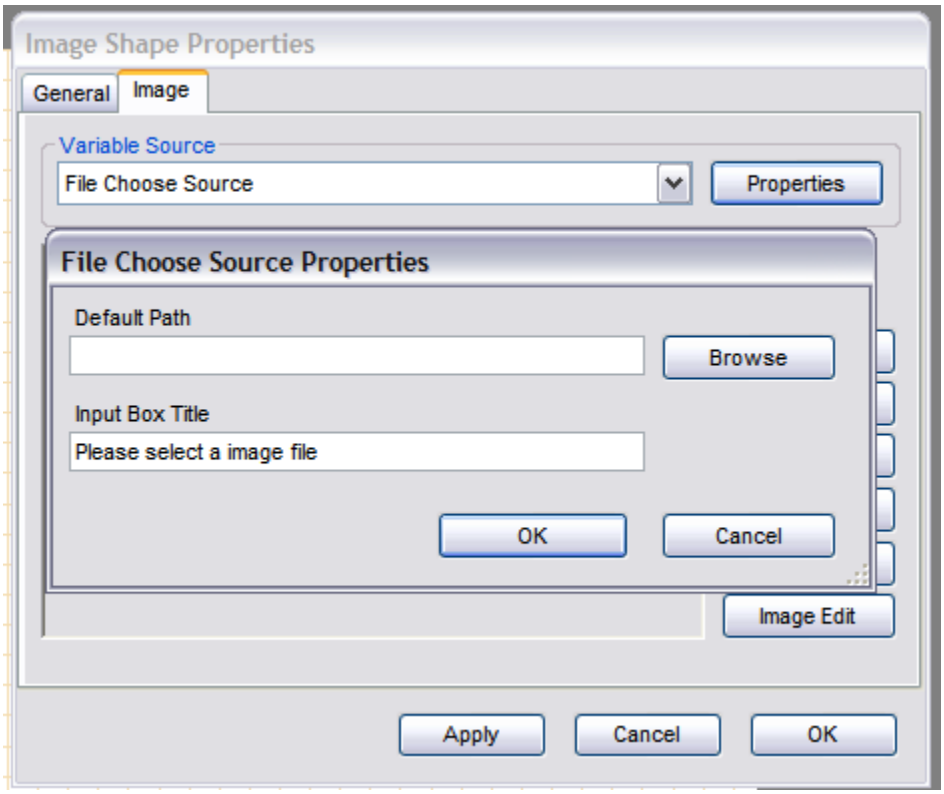


4.3.3 File Choose Source

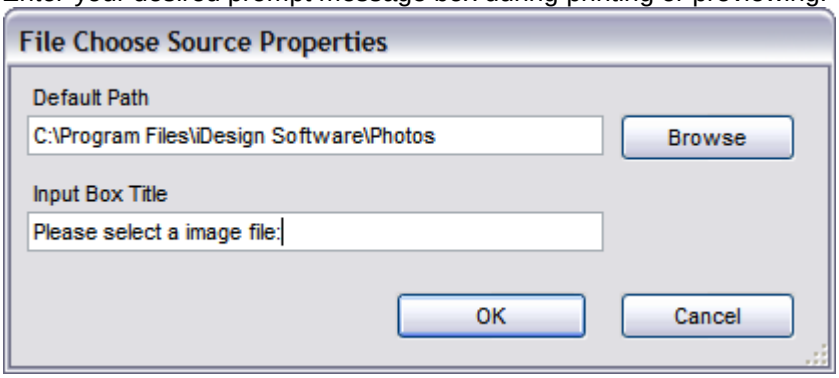
It allows you to choose an image file during printing or previewing.

To get image file during printing

- *In* the image shape properties dialogue box, *select from variable sources list* **File Choose Source**
- *Click* on **Properties,** the File Choose Properties dialogue box will pop up.



- *Click* **Browse** to select the desired folder to find the desired picture file during printing or previewing.
- *Enter* your desired prompt message box during printing or previewing.



- *Click* **OK** to confirm the settings and return to image shape properties dialogue box.

5. Working with Databases

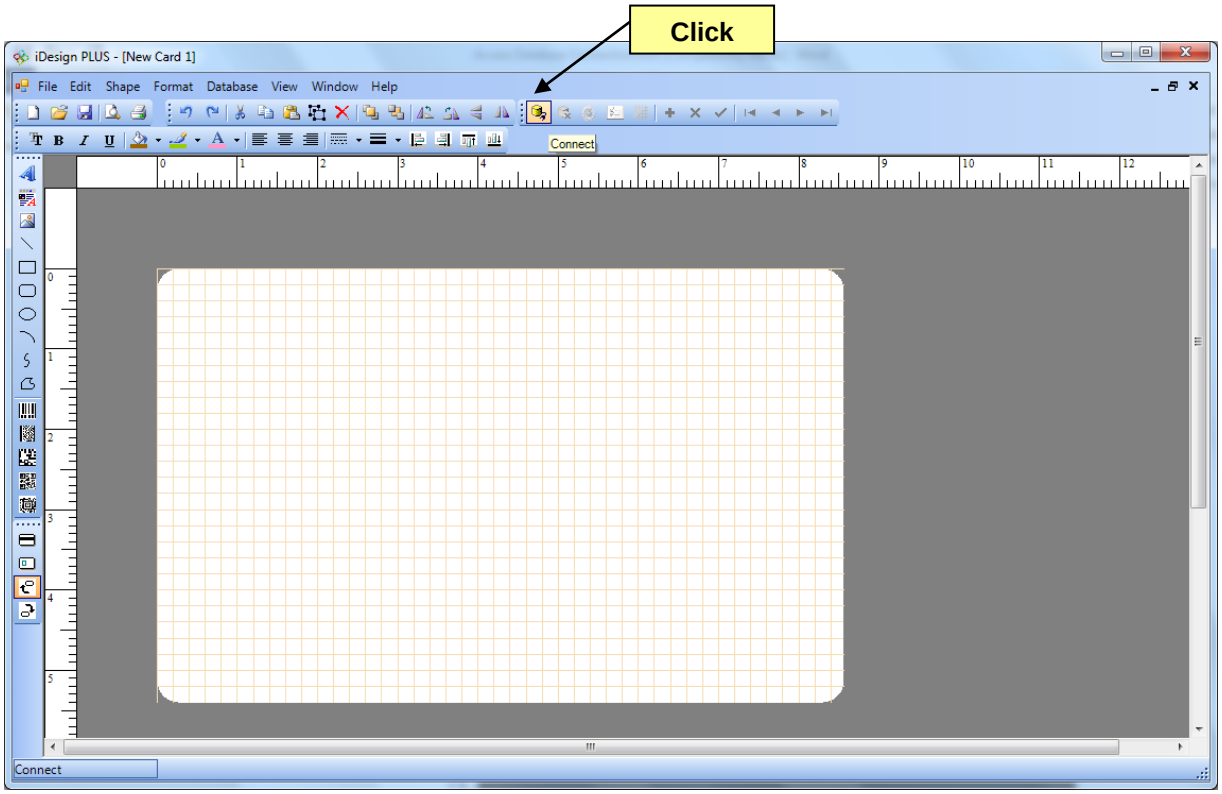
This chapter explains how to connect to internal as well as external database using iDesign software.
Notes: Different editions can access to different database modules. Please check the brochure for details.

5.1 Existing Database Connection

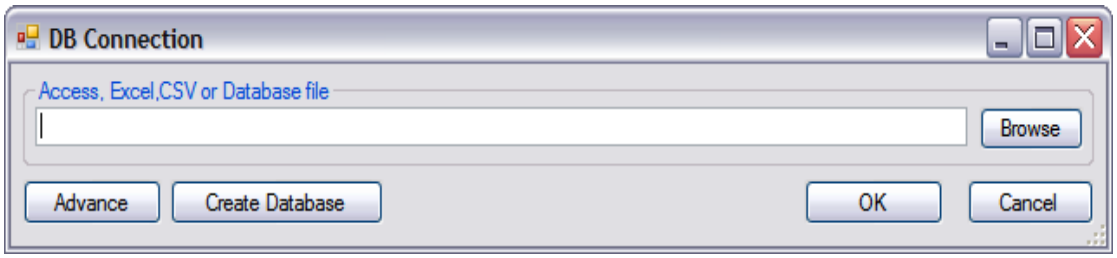
5.1.1 Access Database Connection

To connect to a mdb file

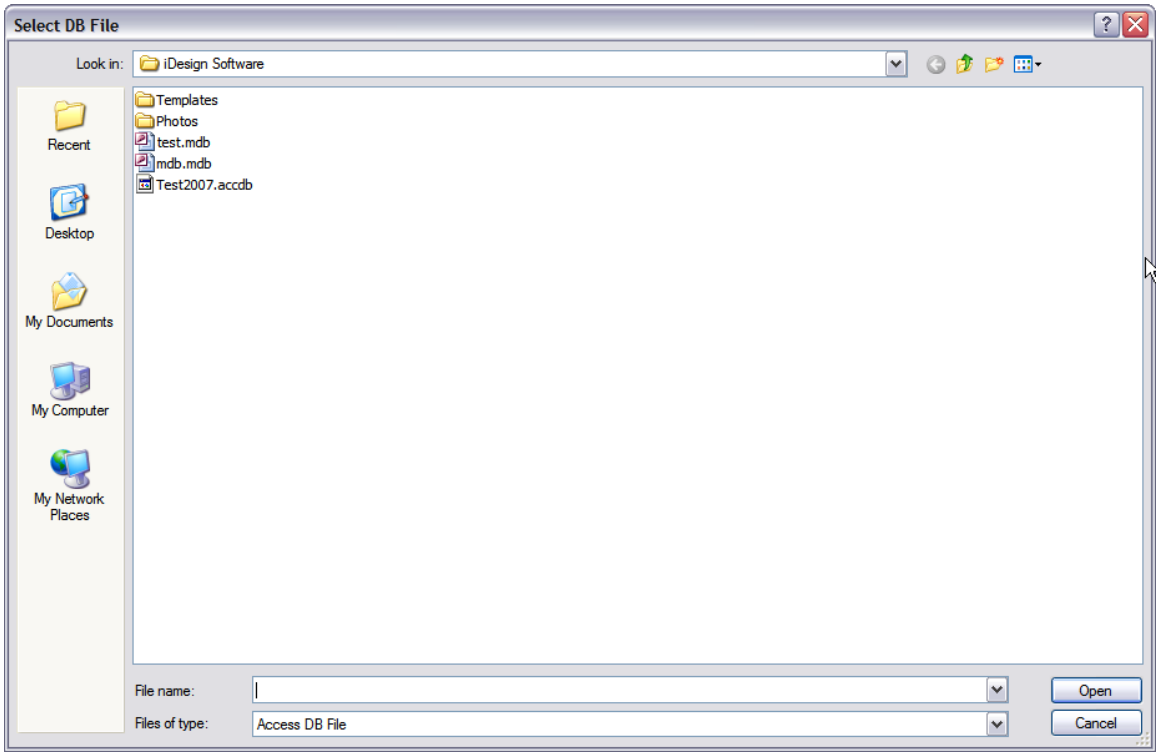
- *Select* from the menu bar **Database** > **Connect or** *click* on



- *Click* **Browse** to explore your folder containing the database file you want.

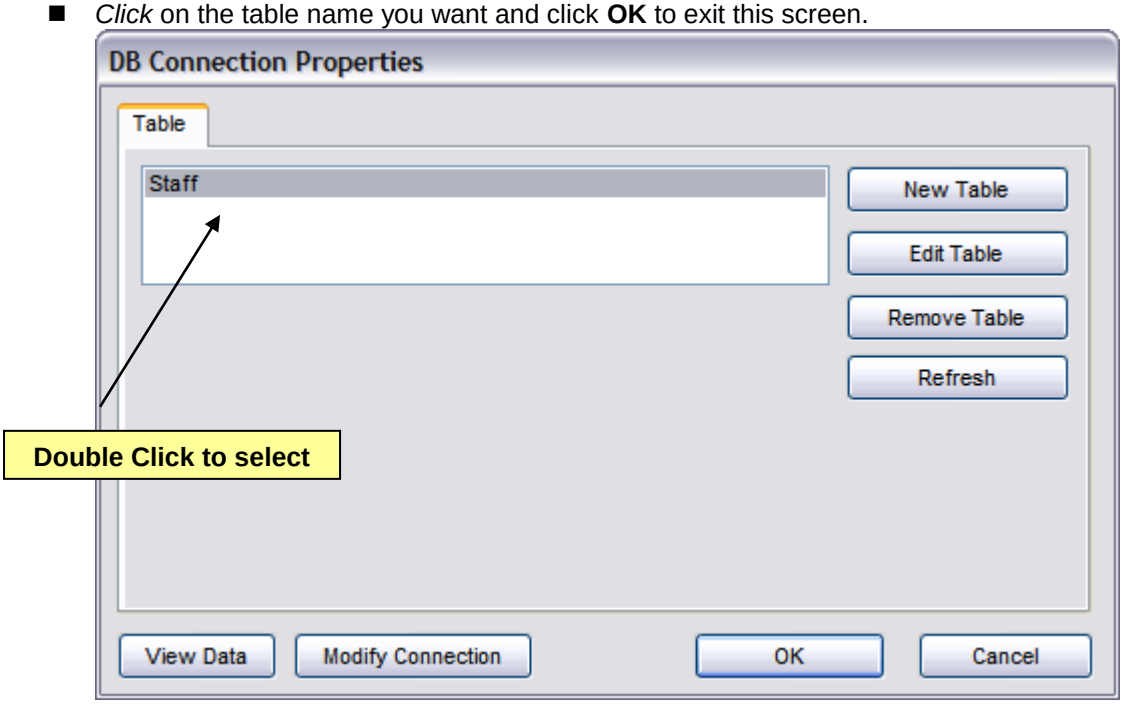


- *Select* the right database format from the dropdown list before double clicking on the right mdb file you want including accdb file from Office 2007.

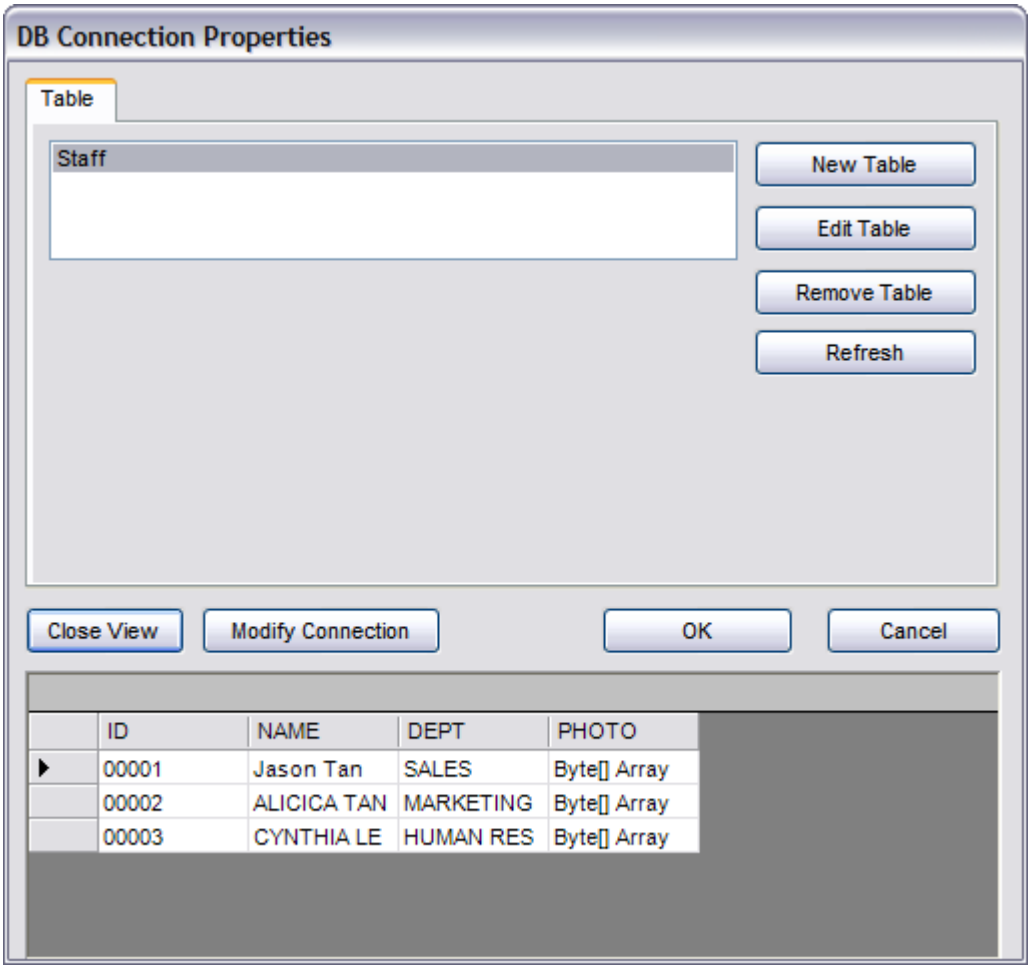


- *Click* on **OK** to proceed.

- *Click* on the table name you want and click **OK** to exit this screen.



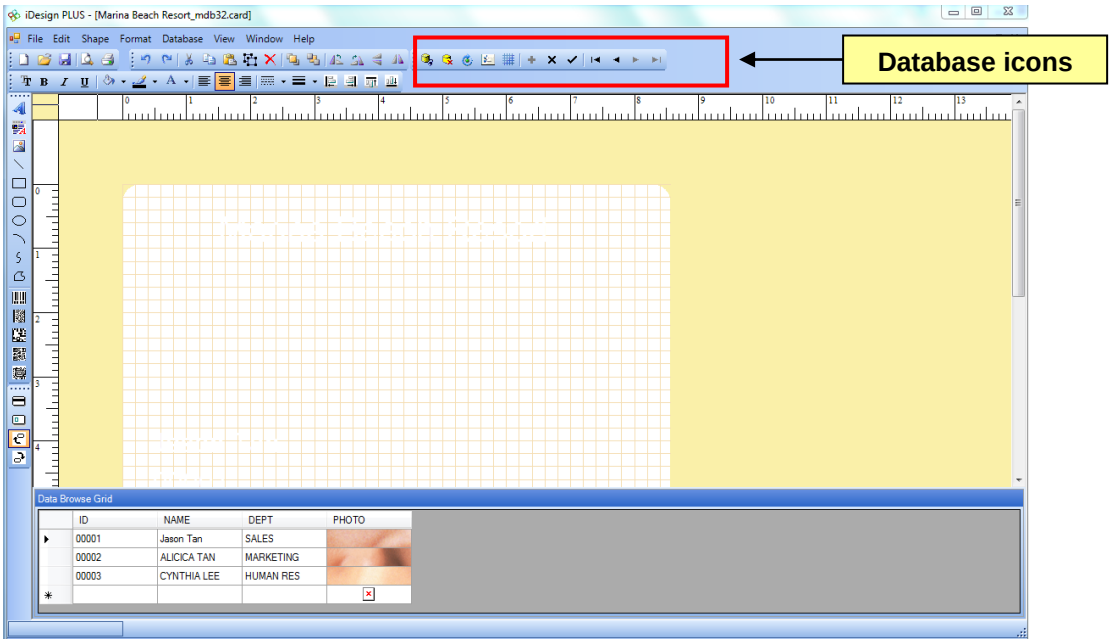
- *Click* on the table name you want and click **OK** to exit this screen to return to design screen.
- *You* can also click on the **View Data** to preview the set of data that you have selected.



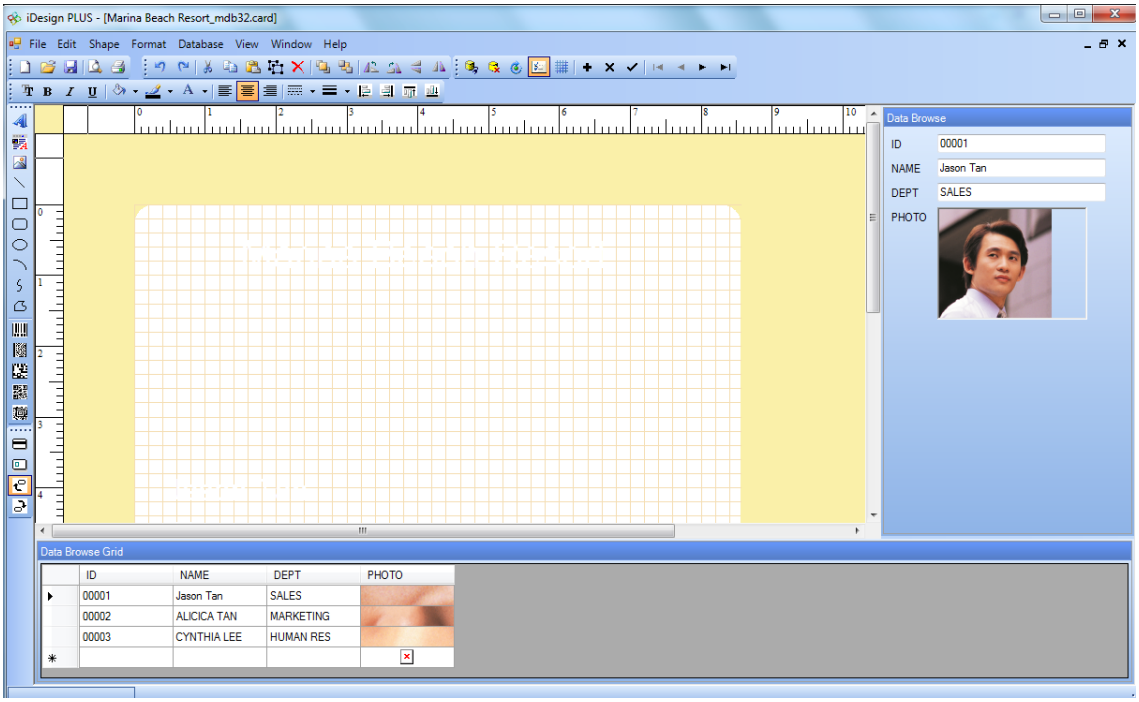
- *Click* on **Modify Connection** to change another database if you need. Just follow the above mentioned steps after that. Or click **OK** to exit.

To view data

- *By* default, the system will display the **Data Browse Grid** windows below the screen once returning to the designing mode as well as a full set of **Database icons** on top of the toolbar.
- *You* can click on any of the column header to sort the data in descending or ascending order.

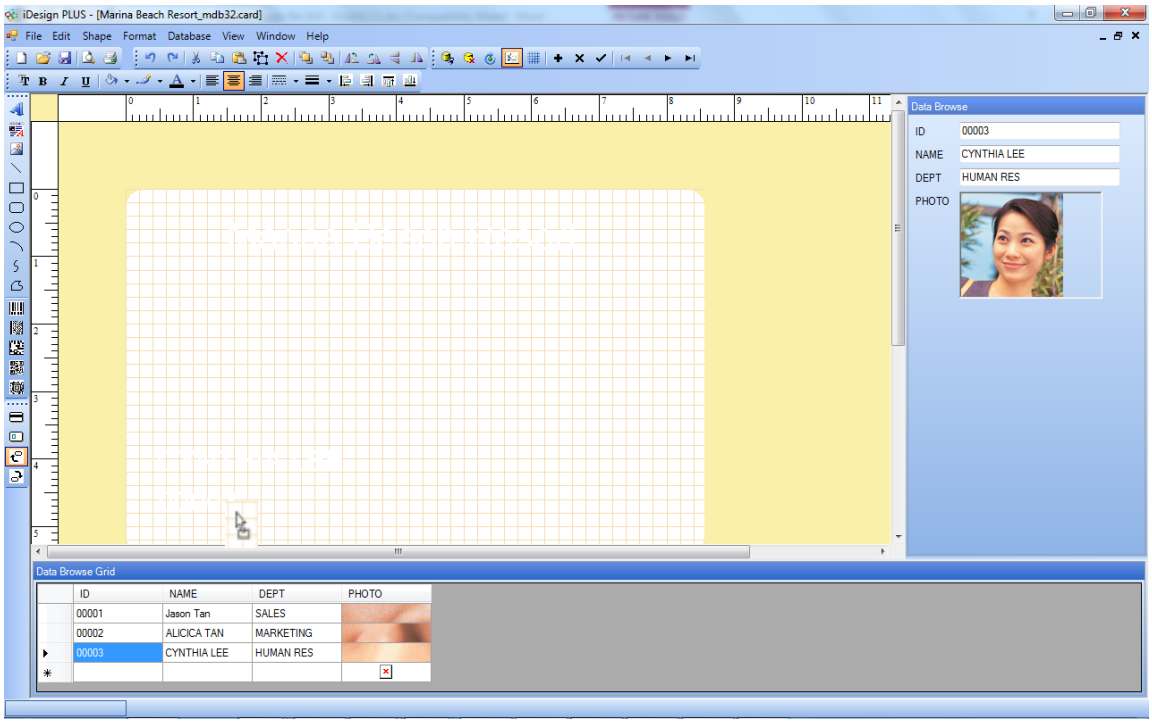


- *Click* on or *select* from the menu bar **Database** > **Browse Data** to view record by record as well as to perform data entry.

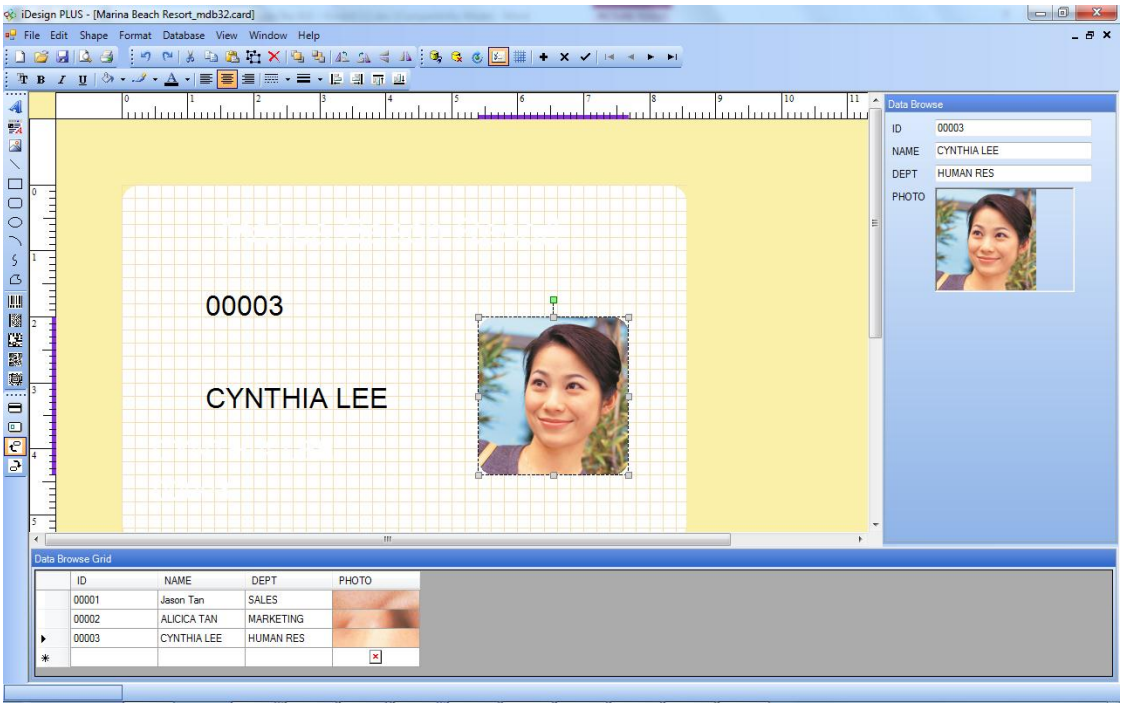


To auto-link objects with data

- *Click* on the column you want, hold it and drag it into your design template

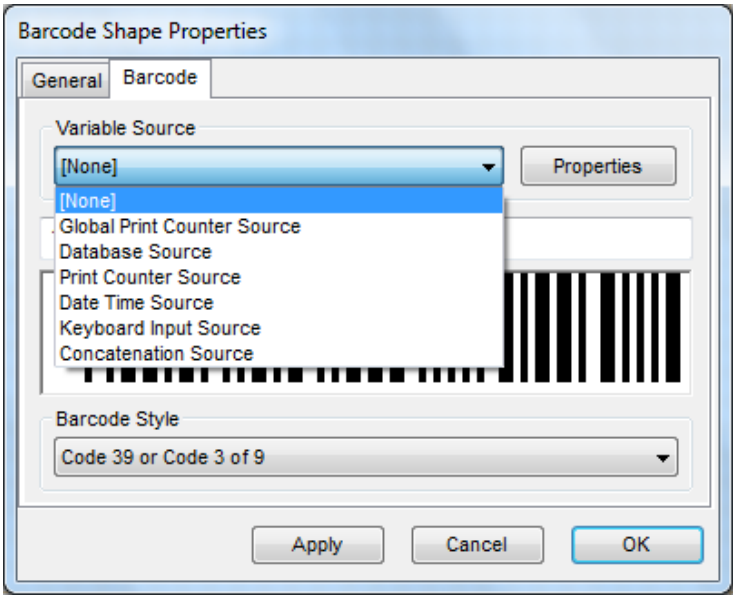


- *Release* the mouse click and the data will be displayed in the design template.

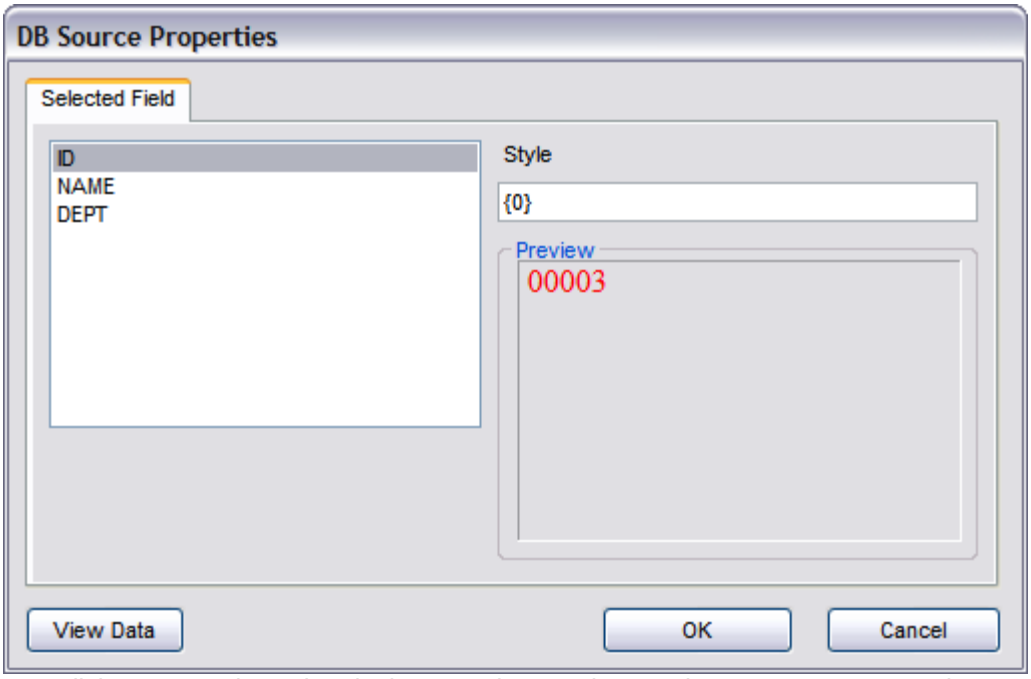


To link objects with data manually

- *Add* a barcode object(Refer to Chapter 2.4.8)



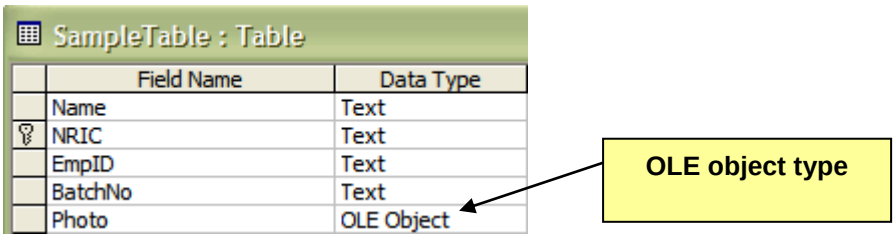
- *Select* **Database Source** from the Variable Source dropdown list.
- *From* the **Properties**, select the field that you would like to link this barcode object to.



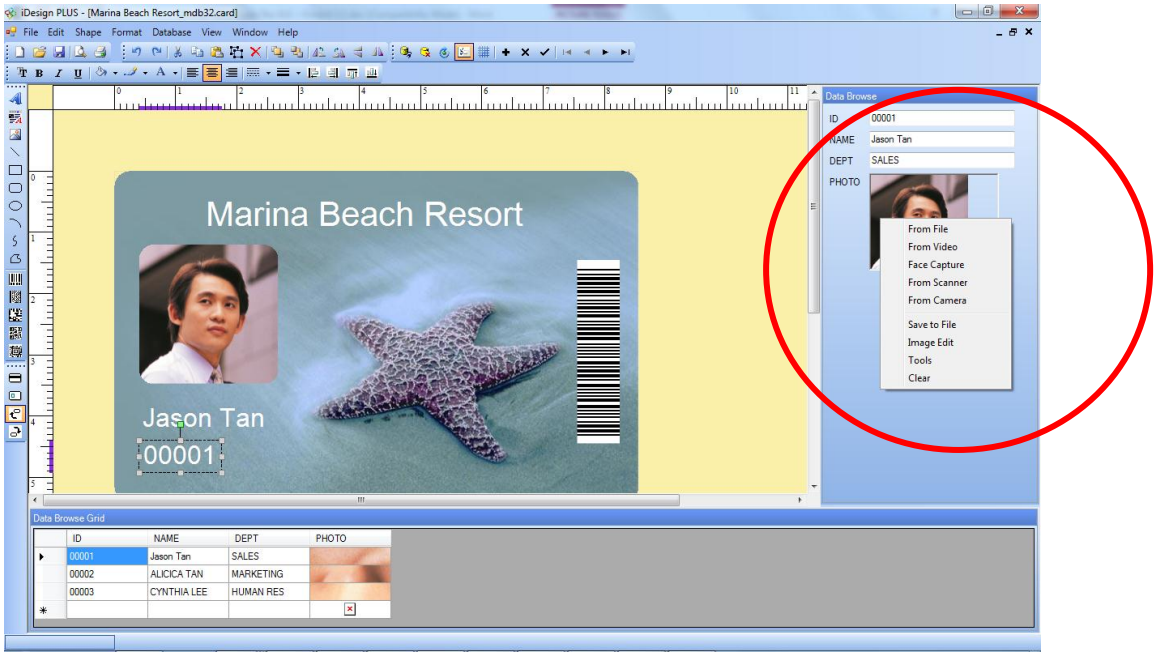
- *Click* OK to exit to the design template. Change the necessary properties accordingly. Refer to Chapter 3.4.7 for properties details.

To link image objects with data manually (OLE Object)

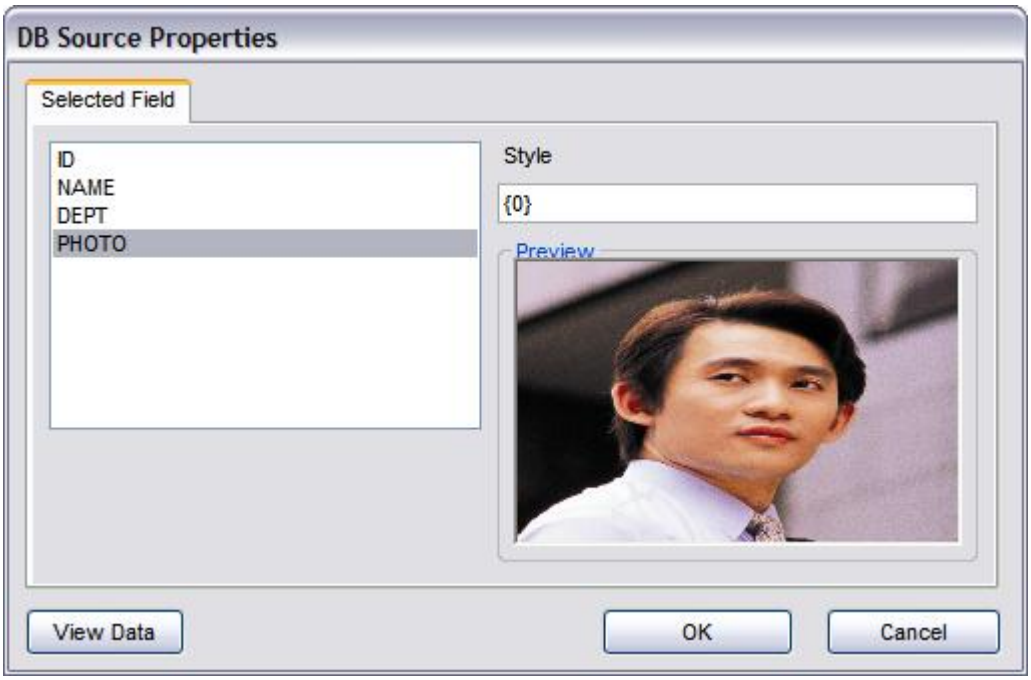
- *To* store image in a database like Access database, make sure the photo field in the Access table is of **OLE object** data type.



- To insert photo and save it into the record, right-click on the photo field and select any of the various sources. Refer to Chapter 4.3 for details.



- *Similarly*, from the image object **Properties**, double click on the OLE Object field, for example, **Photo** to link this image object to.



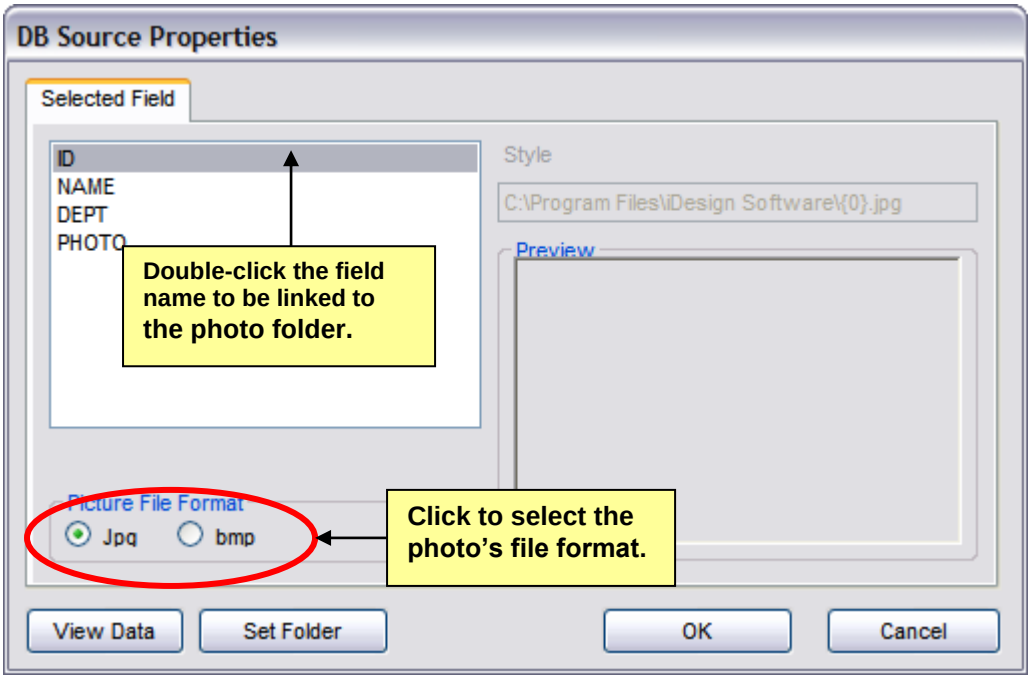
- *Click* **OK** to return to the design template screen.

***Note**: For OLE Object, you are required to insert the photo manually record by record to save all the photos into the database if your picture source is **From File**.*

To link image objects with data manually (Images stored in Specified Folder)

- *Proceed* to **File – Option** to set a path to store your picture path if you have a fixed folder to store your pictures and have not setup in Chapter 1.5.
- *From* the image object **Properties**, double click on the field that you want to link to the filename of your picture file.
- *Click* on the **Set Folder** if you want to select a different picture folder containing your photos.
- Select the P**icture File Format** that you are using for your photos.

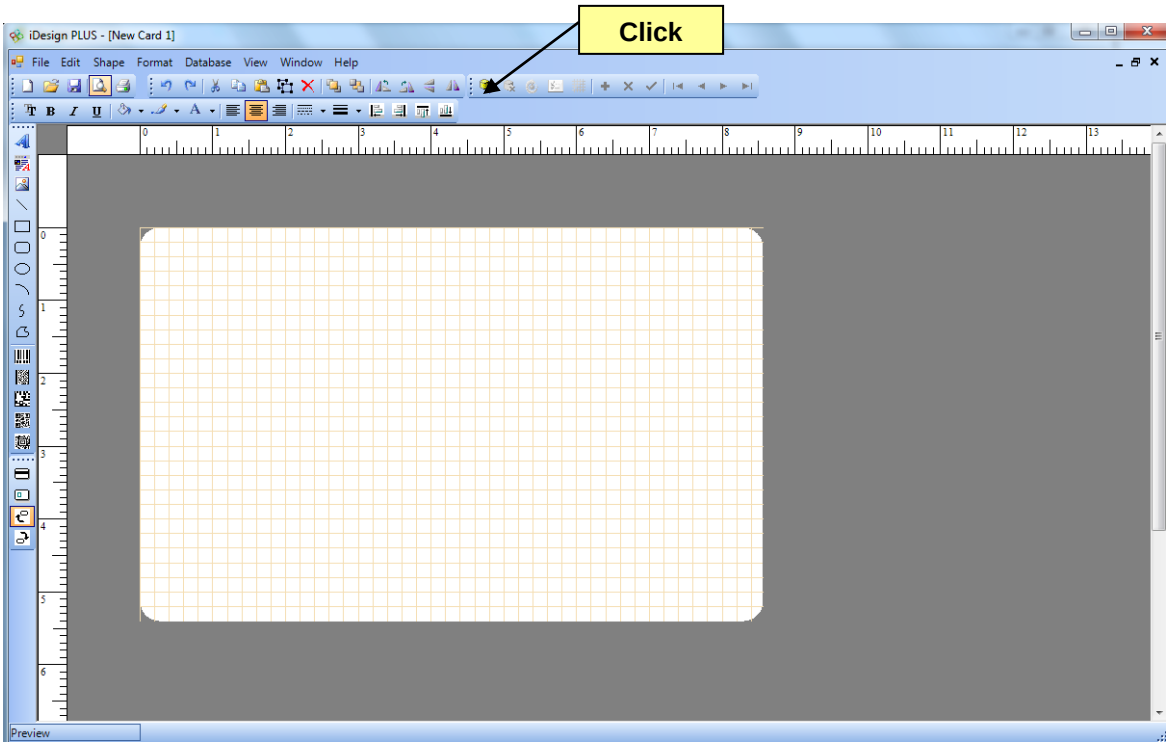
***Note**: The field that you have selected must be unique so that it can contain the string of data matches the filename of your picture file. For example: If ID is selected, the first record with ID **00001**, should correspond to a physical picture filename **00001**.jpg in the picture folder.*



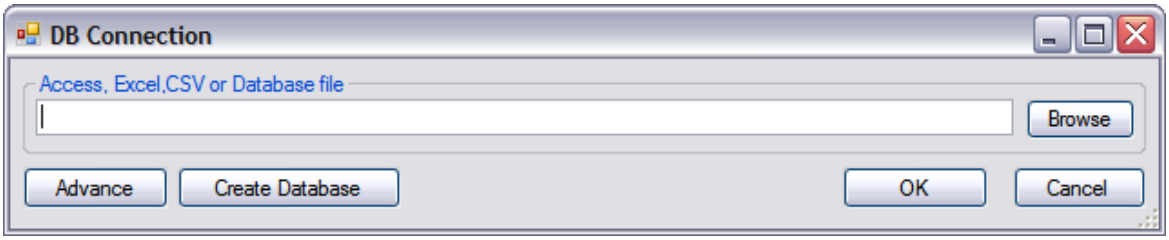
5.1.2 Excel File Data Connection

To connect to an Excel file

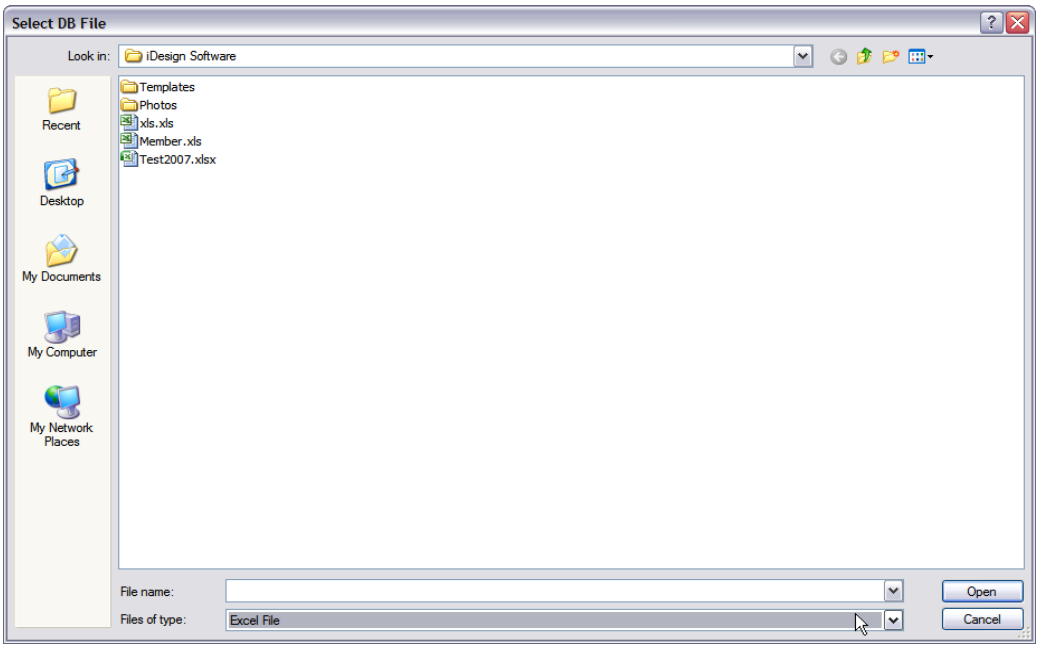
- *Select* from the menu bar **Database** > **Connect or** *click* on



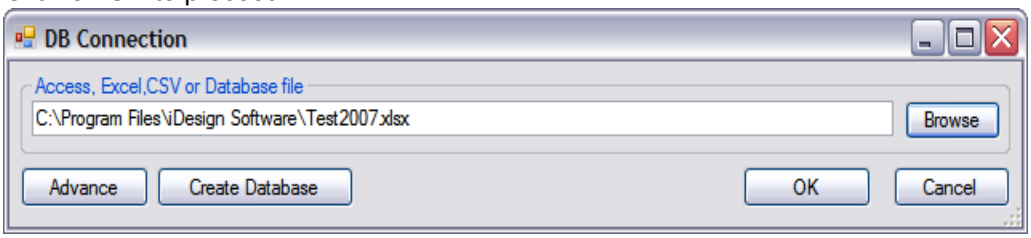
- *Click* **Browse** to explore your folder containing the excel file you want.



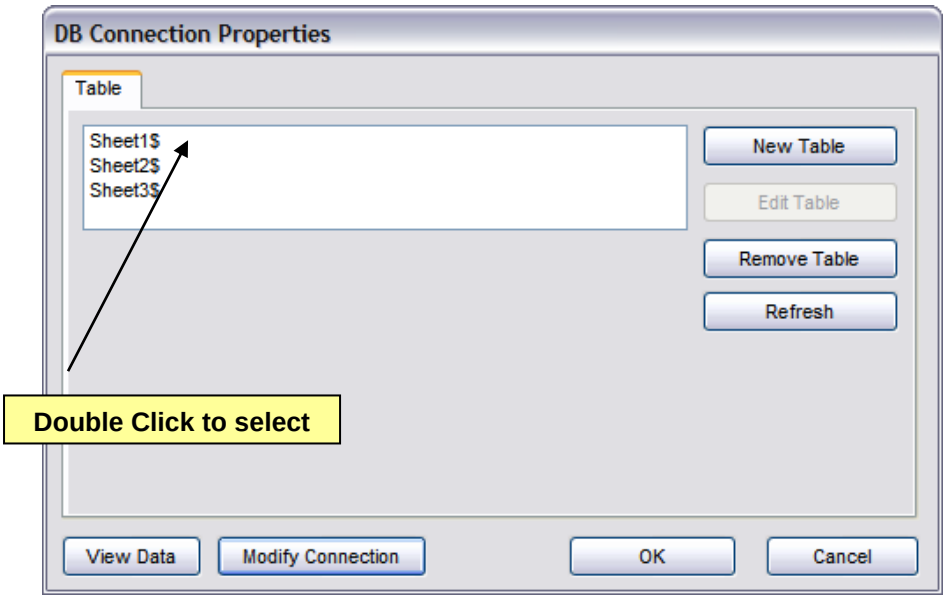
- *Select* the right format from the dropdown list before double clicking on the right xls or xlsx(Microsoft Excel 2007) file you want.



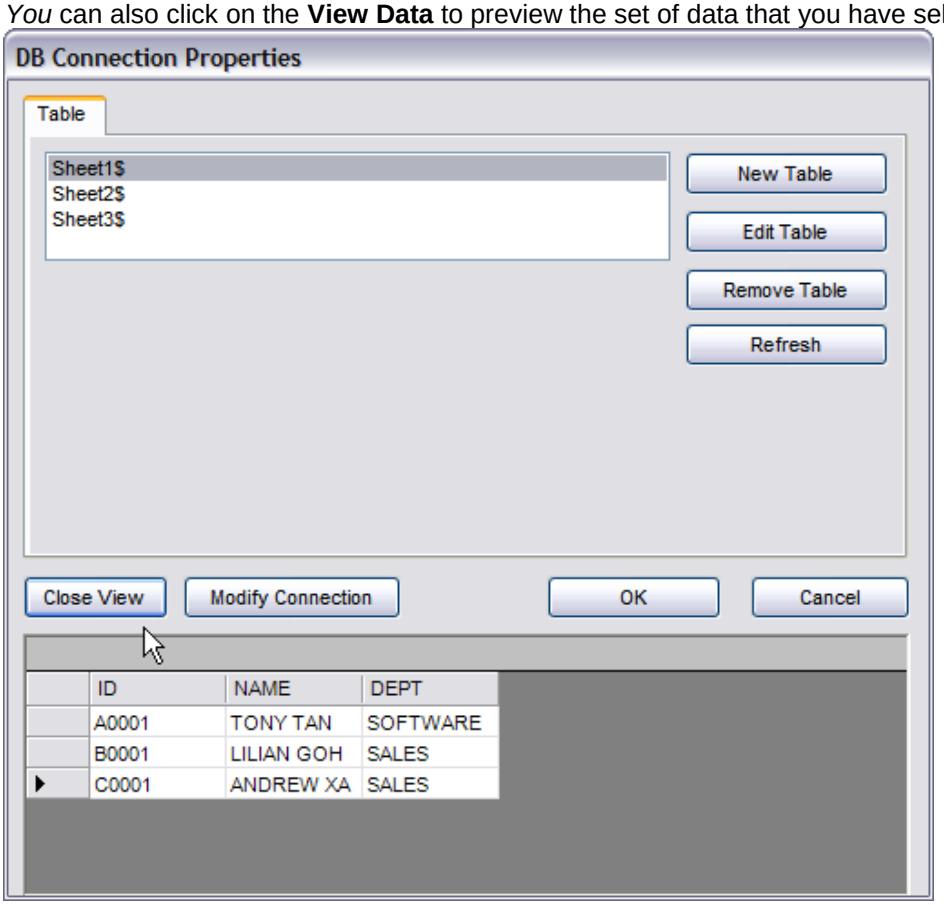
- *Click* on **OK** to proceed.



- *Click* on the sheet name you want and click **OK** to exit this screen.



- *You* can also click on the **View Data** to preview the set of data that you have selected.



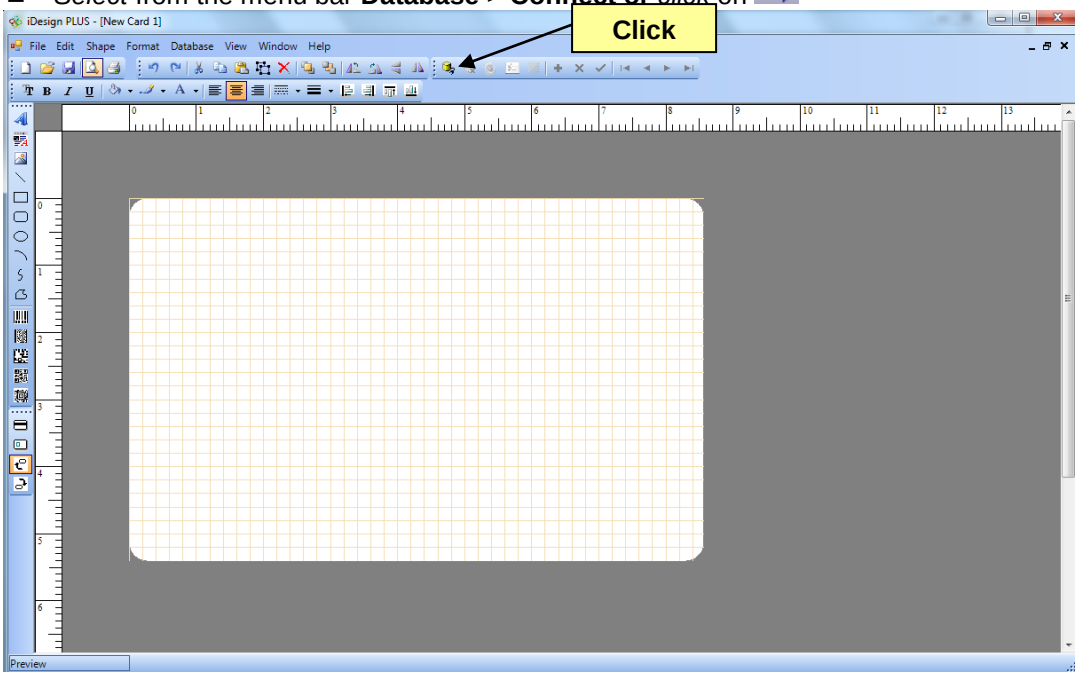
- *Click* on **Modify Connection** to change another xls or xlsx Excel file if you need. Just click **OK** to exit.

***Note**: Excel format files do not allow you to save pictures within the file. You have to store the pictures in a specified folder. Refer to above Chapter 4.1.1 for details. Strictly no record adding or deleting for Excel format files within iDesign. However, you can edit the data and save it.*

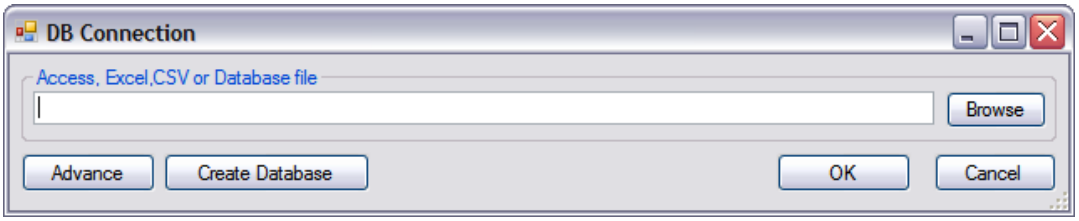
5.1.3 CSV File Data Connection

To connect to a CSV file

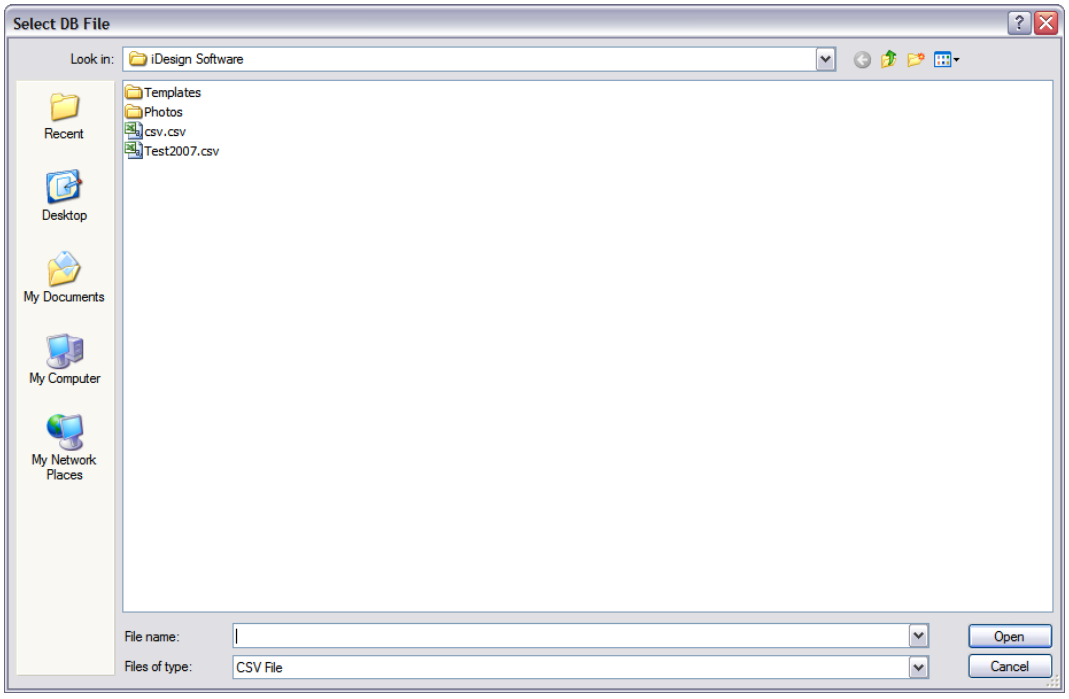
- *Select* from the menu bar **Database** > **Connect or** *click* on



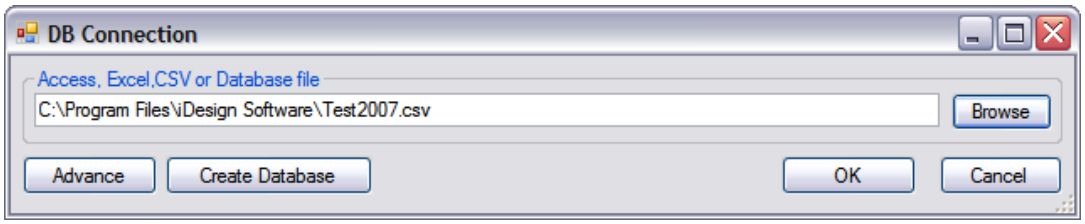
- *Click* **Browse** to explore your folder containing the excel file you want.



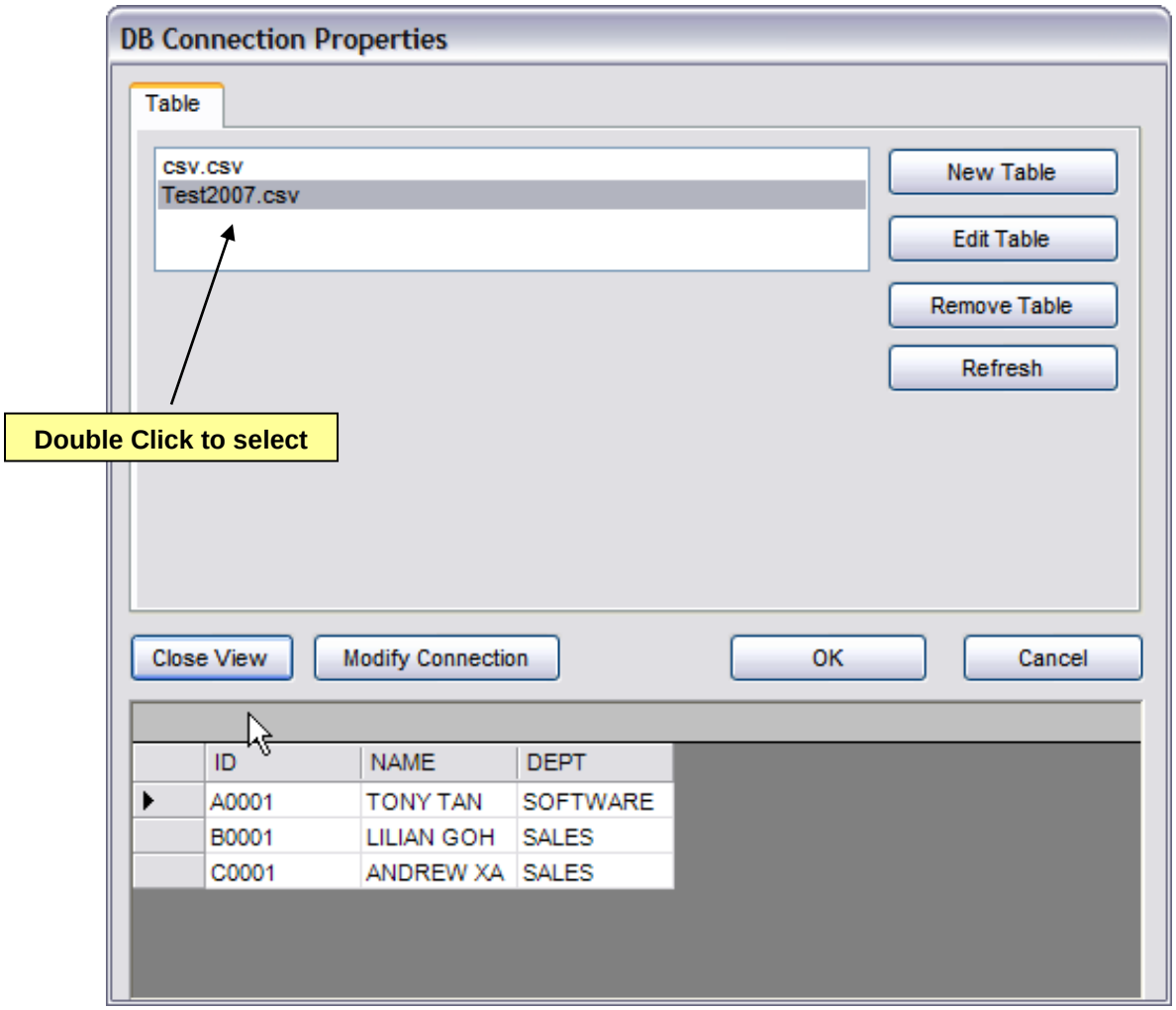
- *Select* the right format from the dropdown list before double clicking on the right csv file you want.



- *Click* on **OK** to proceed.



- *Click* on the file name you want and click **OK** to exit this screen.



- *You* can also click on the **View Data** to preview the set of data that you have selected.

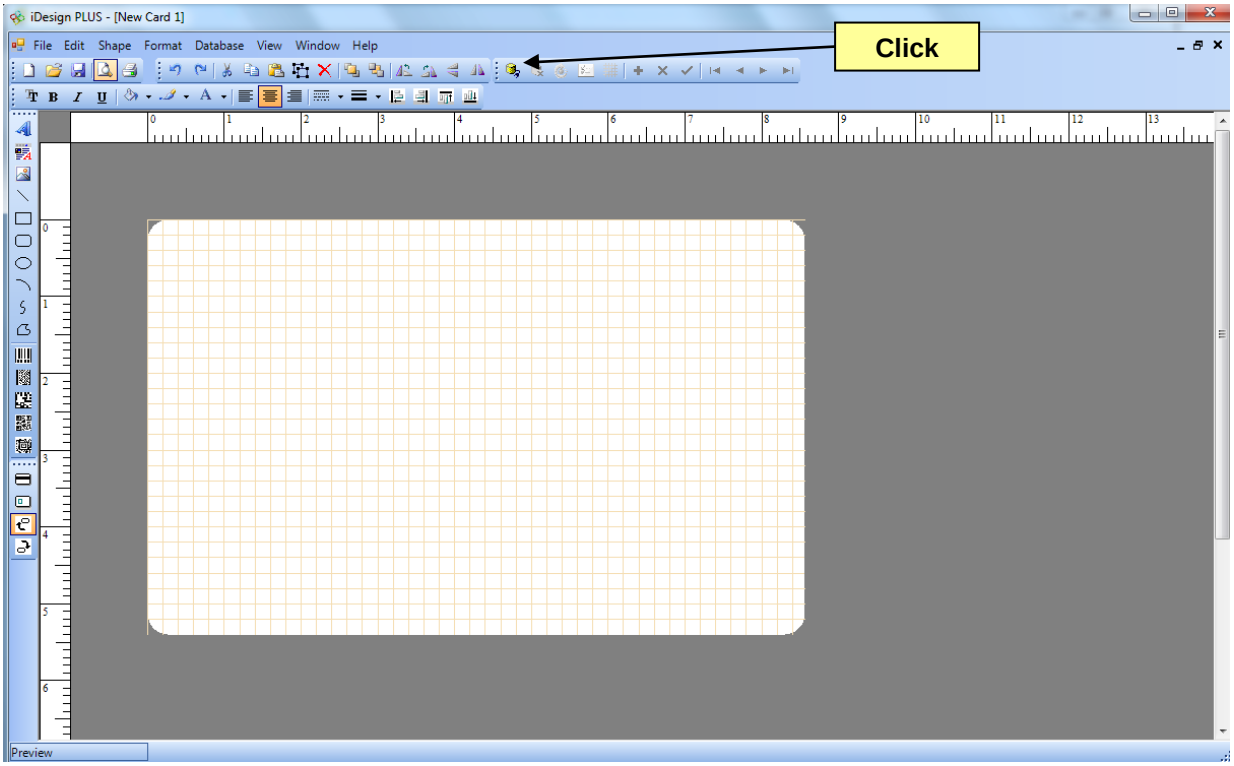
- *Click* on **Modify Connection** to change another format or csv file if you need. Just click **OK** to exit and follow the usual steps to view or edit data.

***Note**: CSV format files do not allow you to save pictures within the file. You have to store the pictures in a specified folder. Refer to above Chapter 4.1.1 for details. Strictly no record adding or deleting for CSV format files within iDesign. However, you can edit the data and save it. Make sure your 1st row of data contains the record header.*

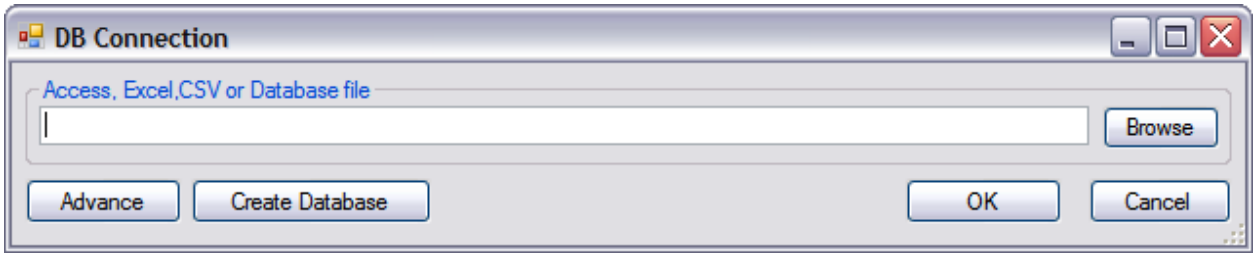
5.1.4 MS SQL Database Connection

To connect to a MS SQL Database

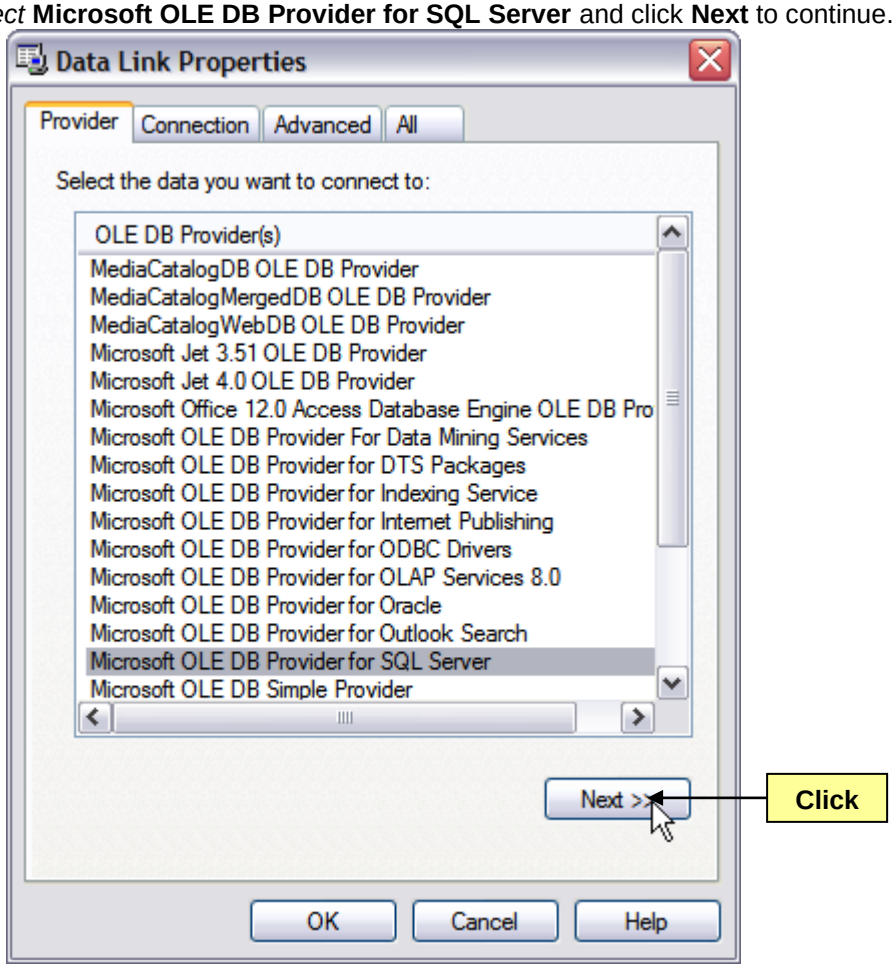
- Create a new design template as shown on the screen below.
- *Select* from the menu bar **Database** > **Connect or** *click* on



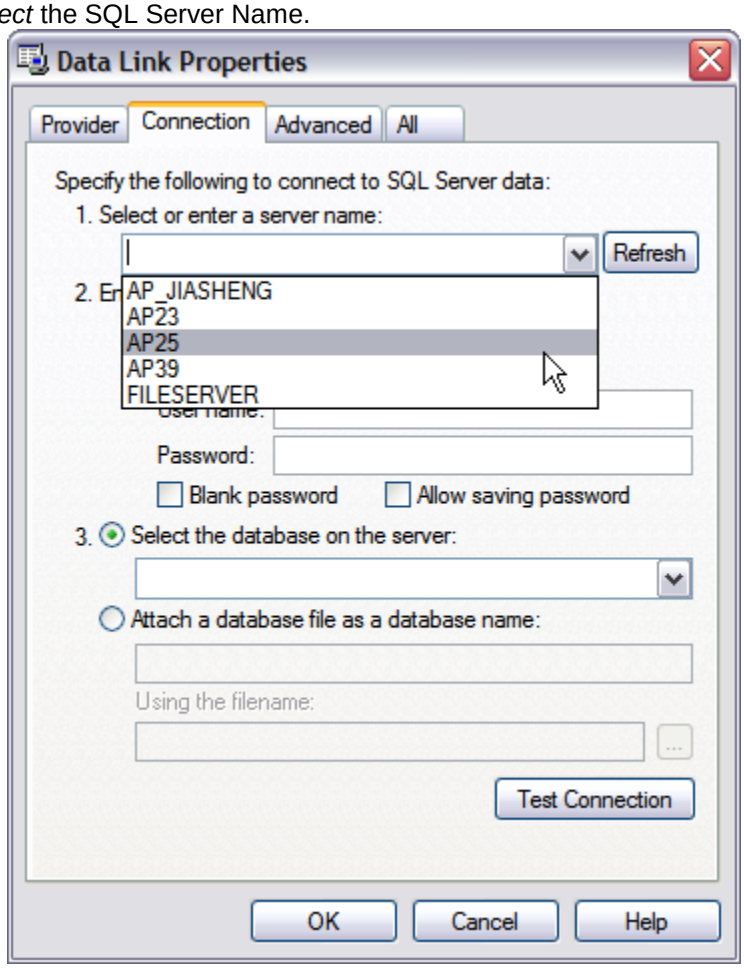
- *Click* **Advance** to explore your folder containing the excel file you want.



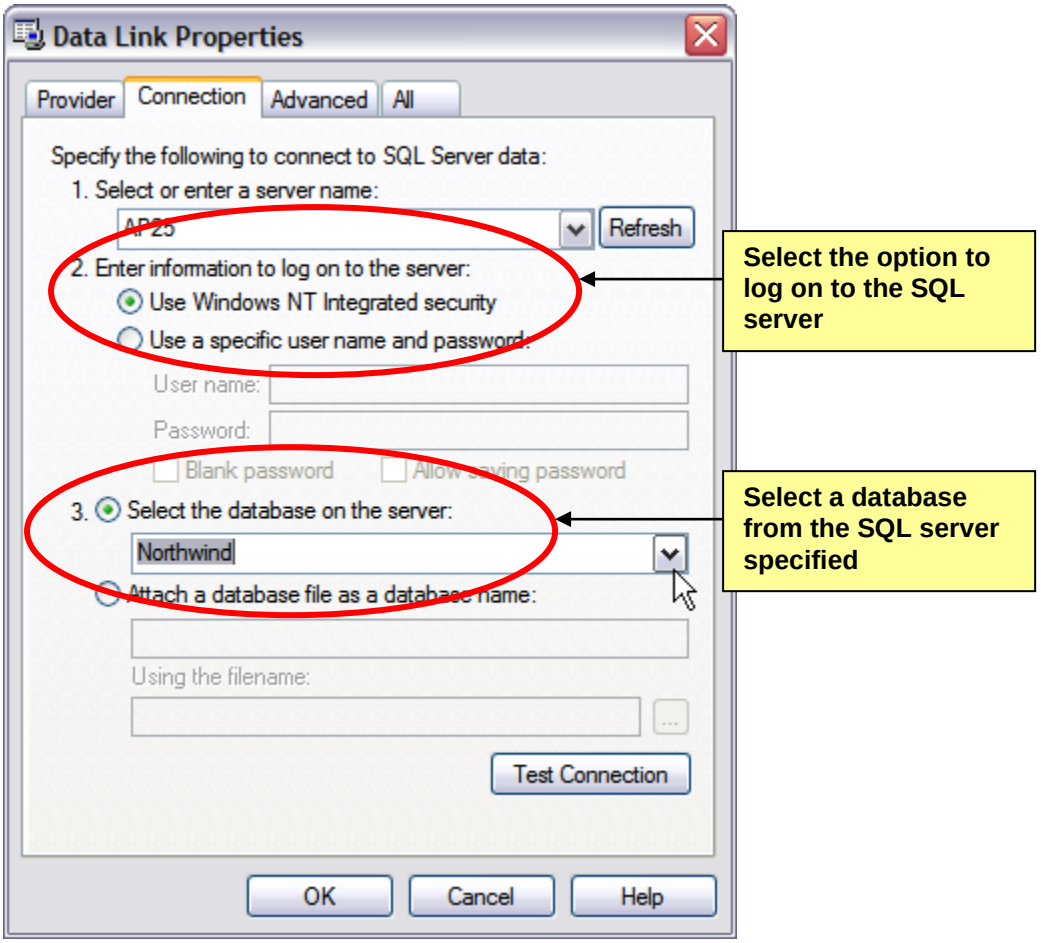
- *Select* **Microsoft OLE DB Provider for SQL Server** and click **Next** to continue.



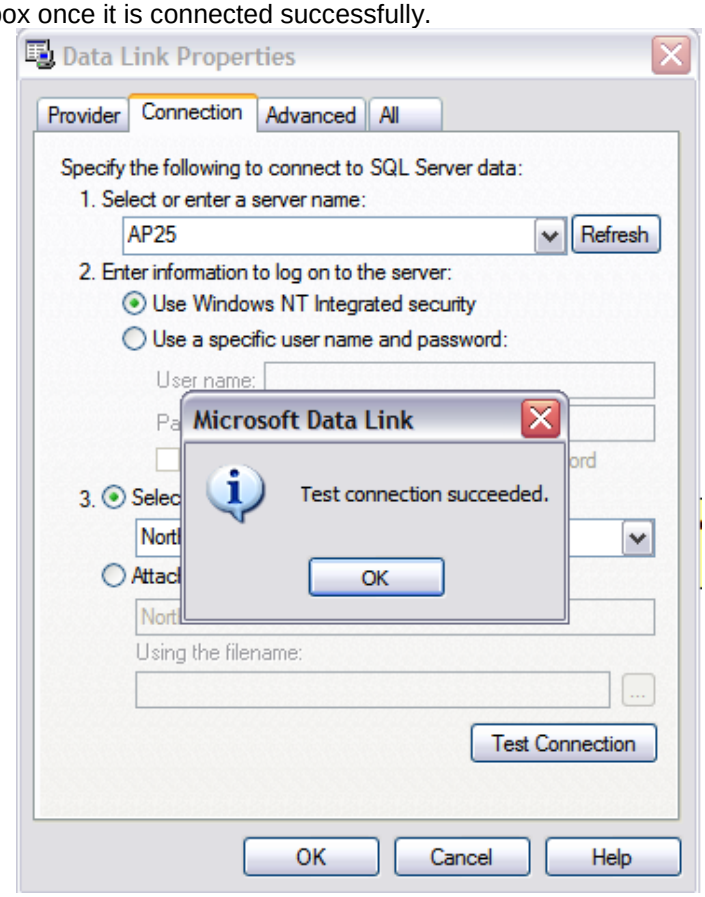
- *Select* the SQL Server Name.



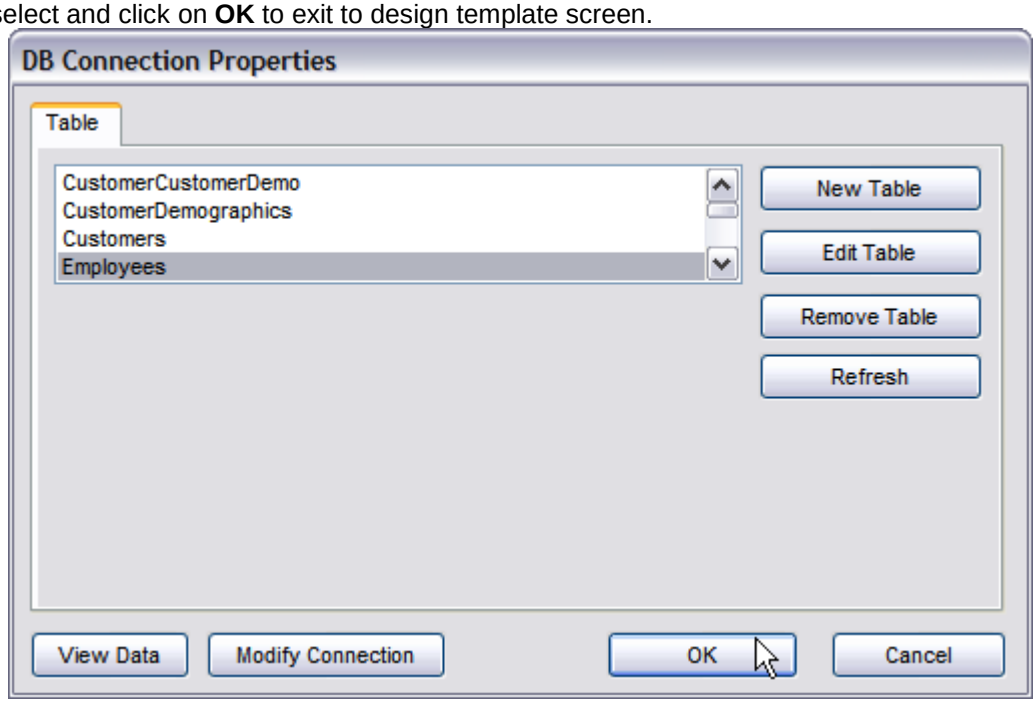
- *Select* the right **login authentication** and **database** on the server.



- *Click* **Test Connection** to check the connectivity to your selection. The system will display a message box once it is connected successfully.

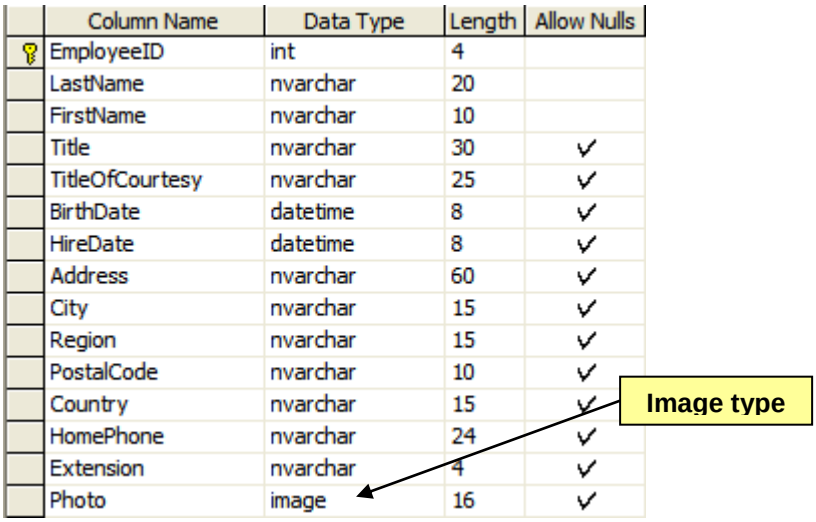


- *Click* **OK** to continue and exit from the Advance connection screen.
- *You* will get to see a list of tables from the **Northwind** database. Click on **Employees** table to select and click on **OK** to exit to design template screen.



- *Refer* to Chapter 5.1.1 for standard data viewing and data linking in details.

Notes: Similar to Access database, before you can save the photo in the SQL database, make sure the photo field in the SQL database table is of ***image*** *data type.*

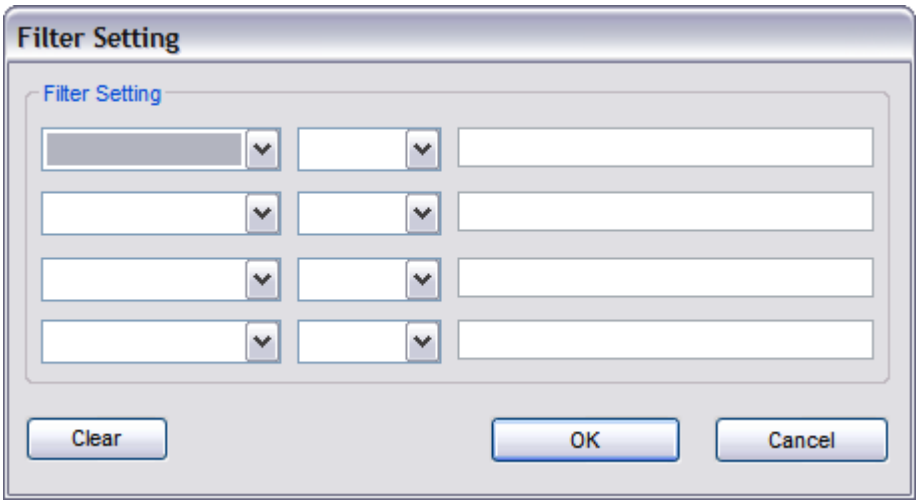


5.1.5 Data Filtering

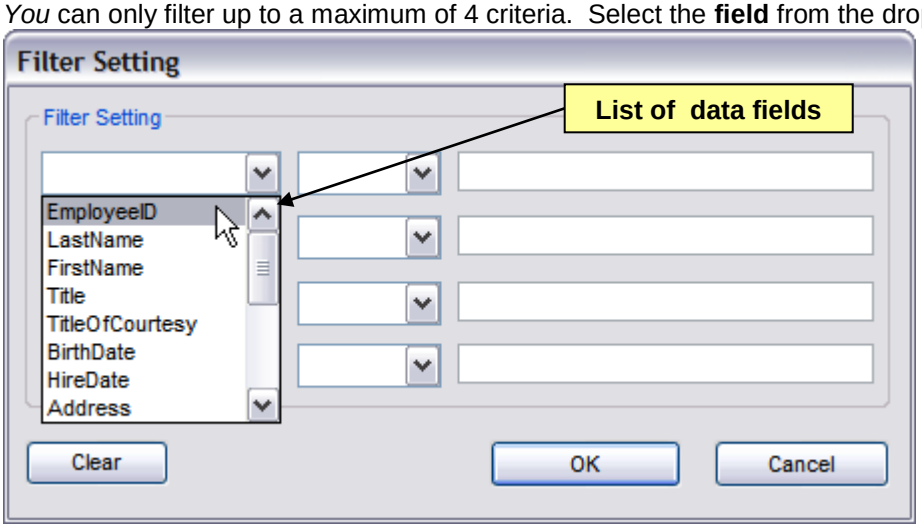
Once you have connected to any form of database, you can select data to view or print. You can be very specific to filter to one record or a group of records that fulfill your criteria.

To filter records

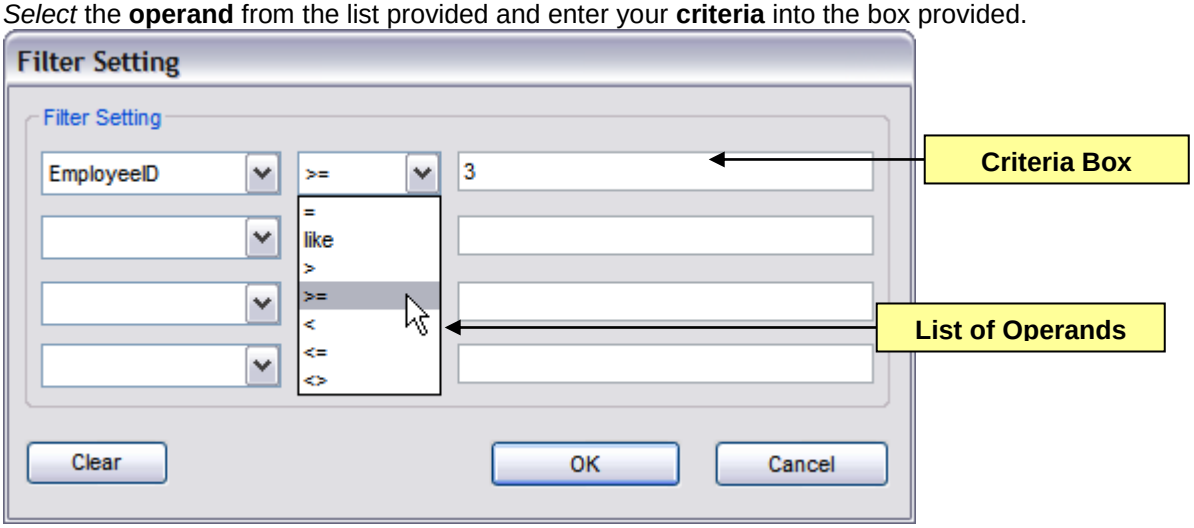
- *Make* you have connected to any form of database.
- *Click* on to filter data.



- *You* can only filter up to a maximum of 4 criteria. Select the **field** from the dropdown box.



- *Select* the **operand** from the list provided and enter your **criteria** into the box provided.



- *Click* **OK** to start filtering data or **Clear** to reset the criteria.

Note: *By saving the template design, the filtering criteria will always remain applicable till a reset is being done and followed by another re-saving of template.*

To search for a particular record, make sure you make use of an unique field likes ID and enter the exact data in the criteria box in order to match completely.

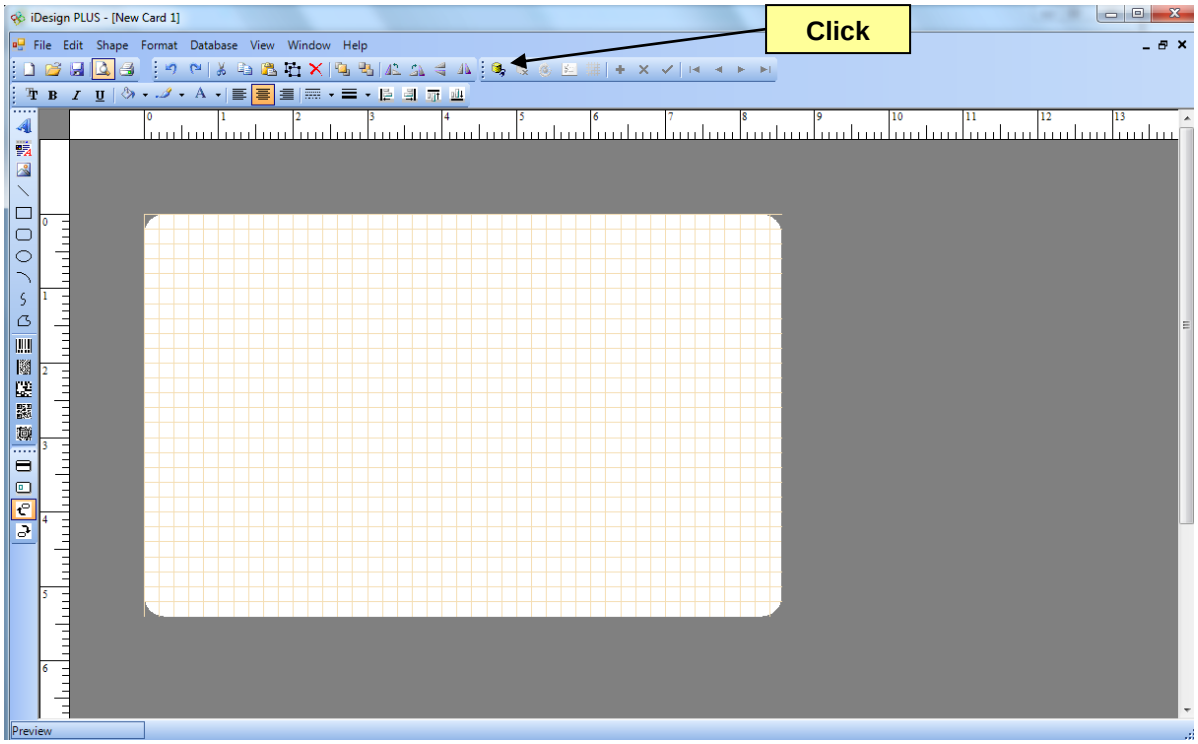
If an empty Data Browse Grid is displayed after you have set your criteria, it means there is no record that fulfills the criteria.

5.2 New Internal Database Connection

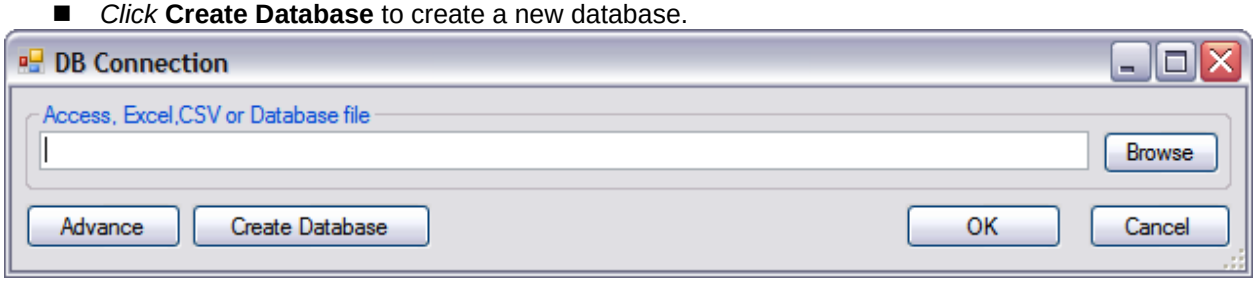
Instead of making use of external database via another software, you can create your own database to store data according to your own needs.

To create database

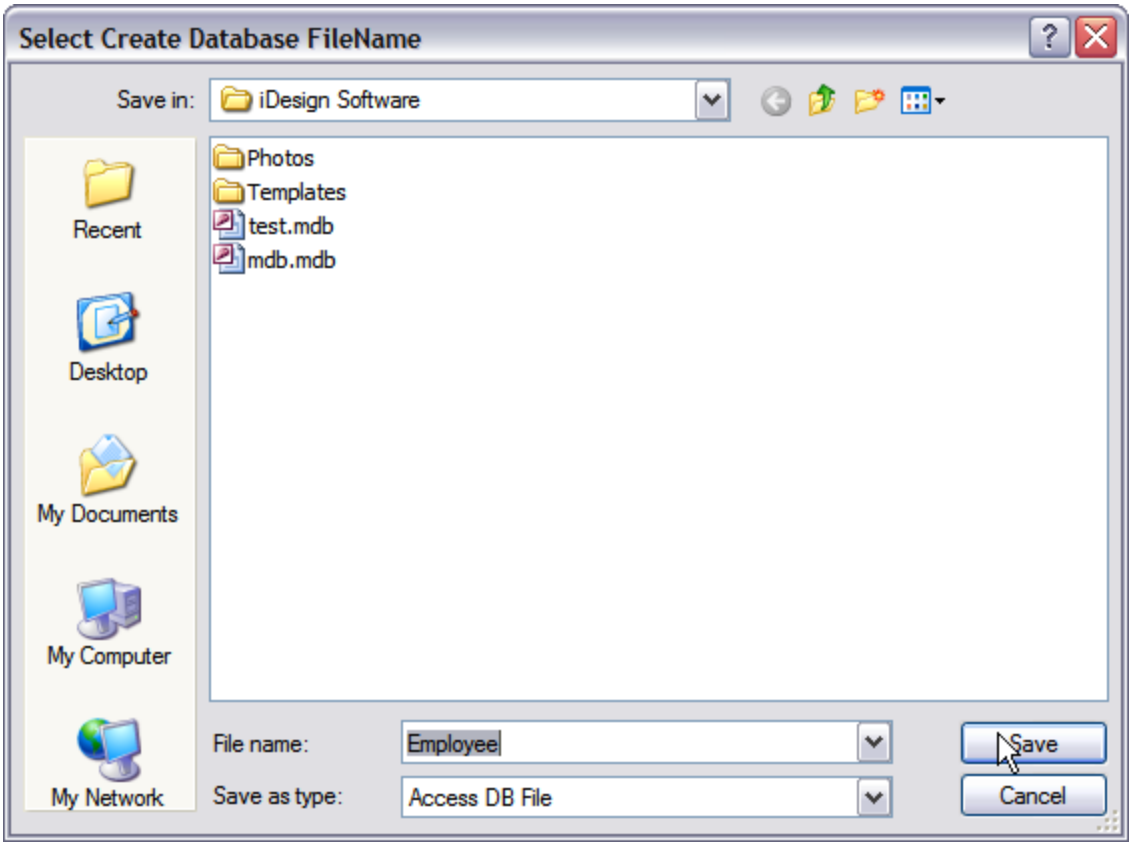
- *Select* from the menu bar **Database** > **Connect or** *click* on



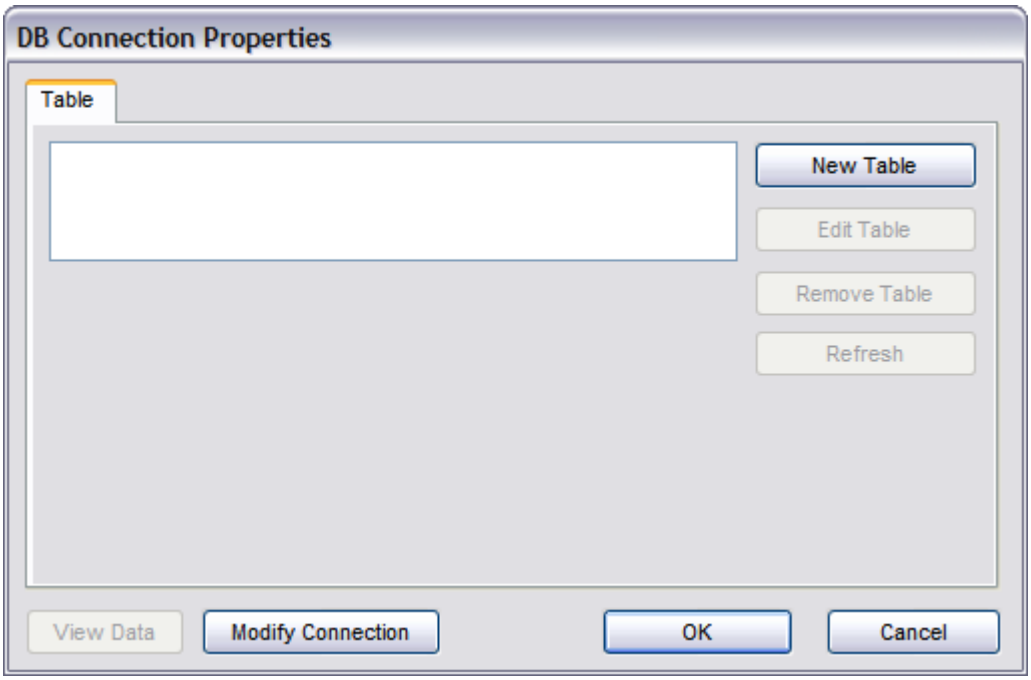
- *Click* **Create Database** to create a new database.



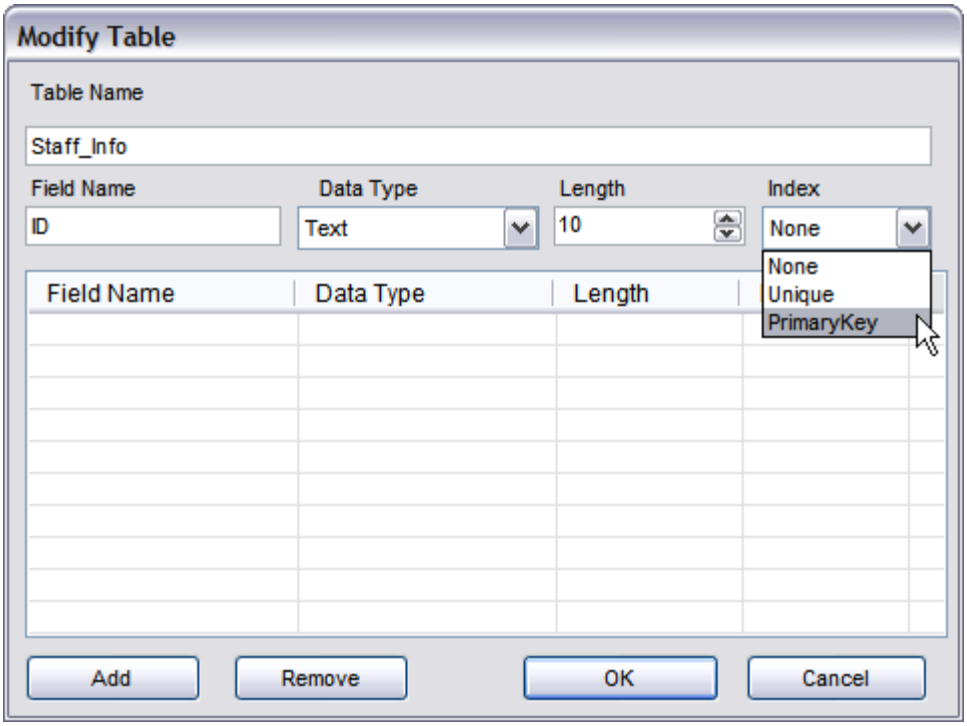
- *Enter* a database name, for example, Employee and click Save button.



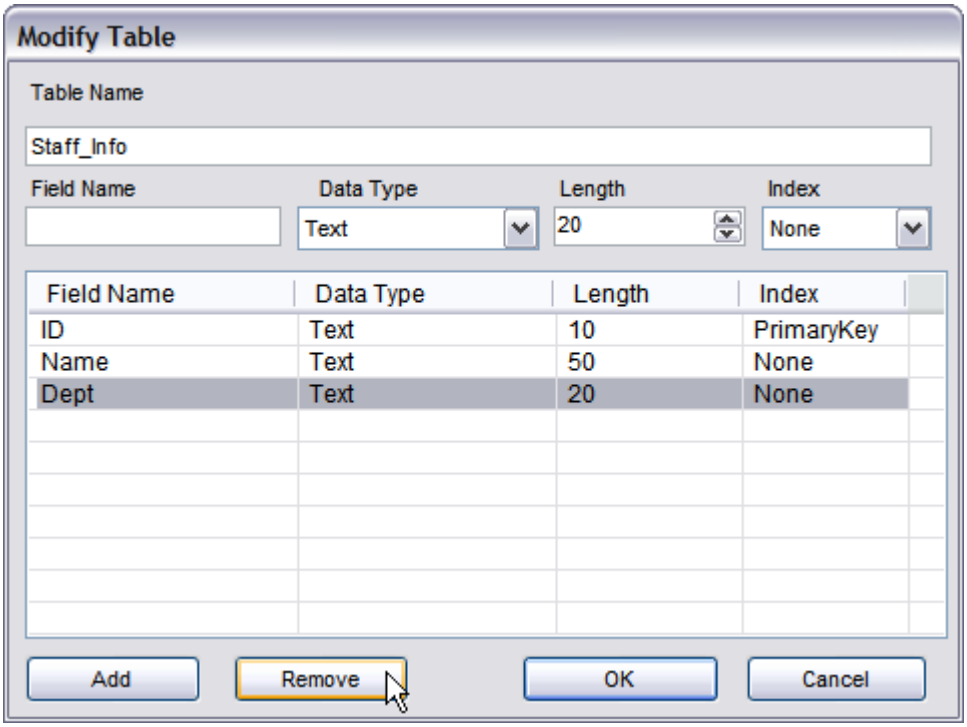
- C*lick* on **New Table** to create a table.



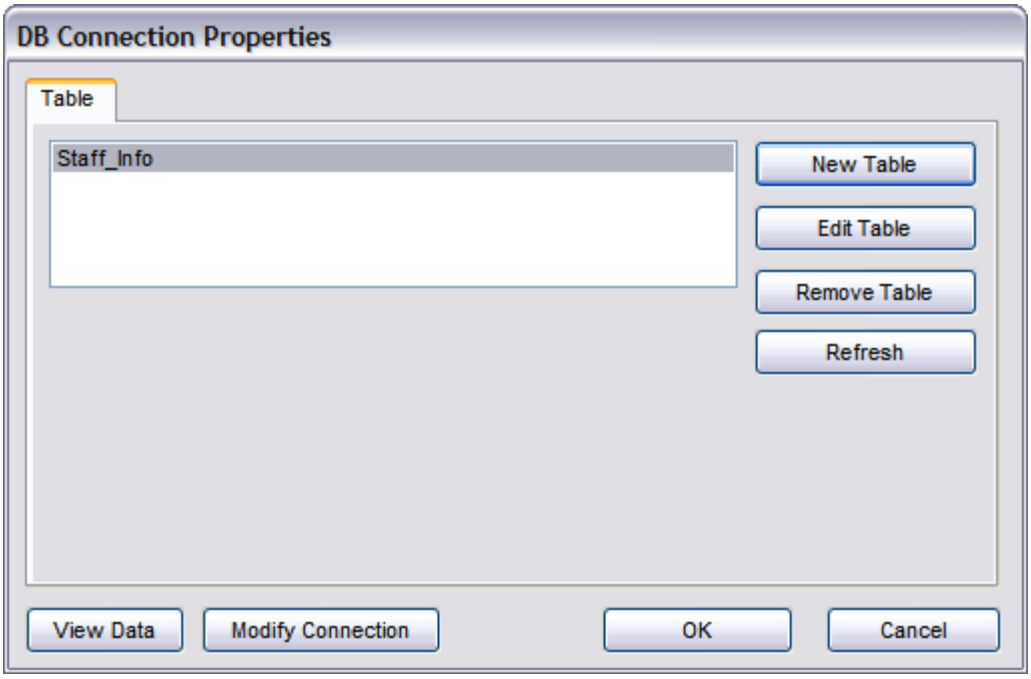
- *Enter* the table name, for example, Staff_info.
- *Next*, specify all the field names row by row. Make sure you have an unique key to one of your fields in your table to identify your record, especially if you are storing your picture as an external jpg or bmp file and link to one of fields to identify the record uniquely.



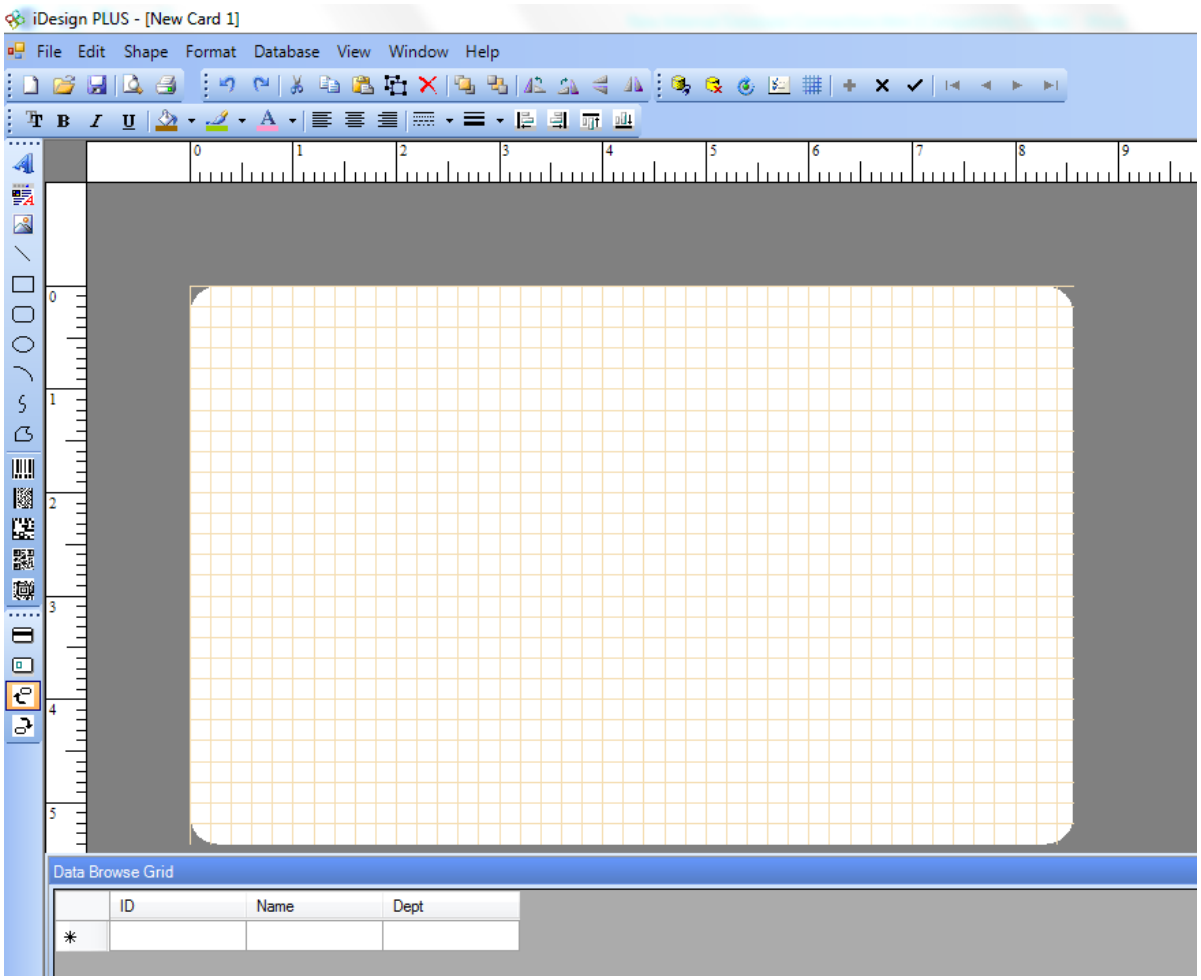
- *To* remove a particular field, highlight the field and click **Remove**. To save the table, click on **OK** to save.



- *Click* on the table, Staff_Info before clicking on **OK** to return to the design template screen.



- *By* default, the system will display the data grid window for you to enter new data into the new table. Refer to Chapter 5.1.1 for data entry and linking details.



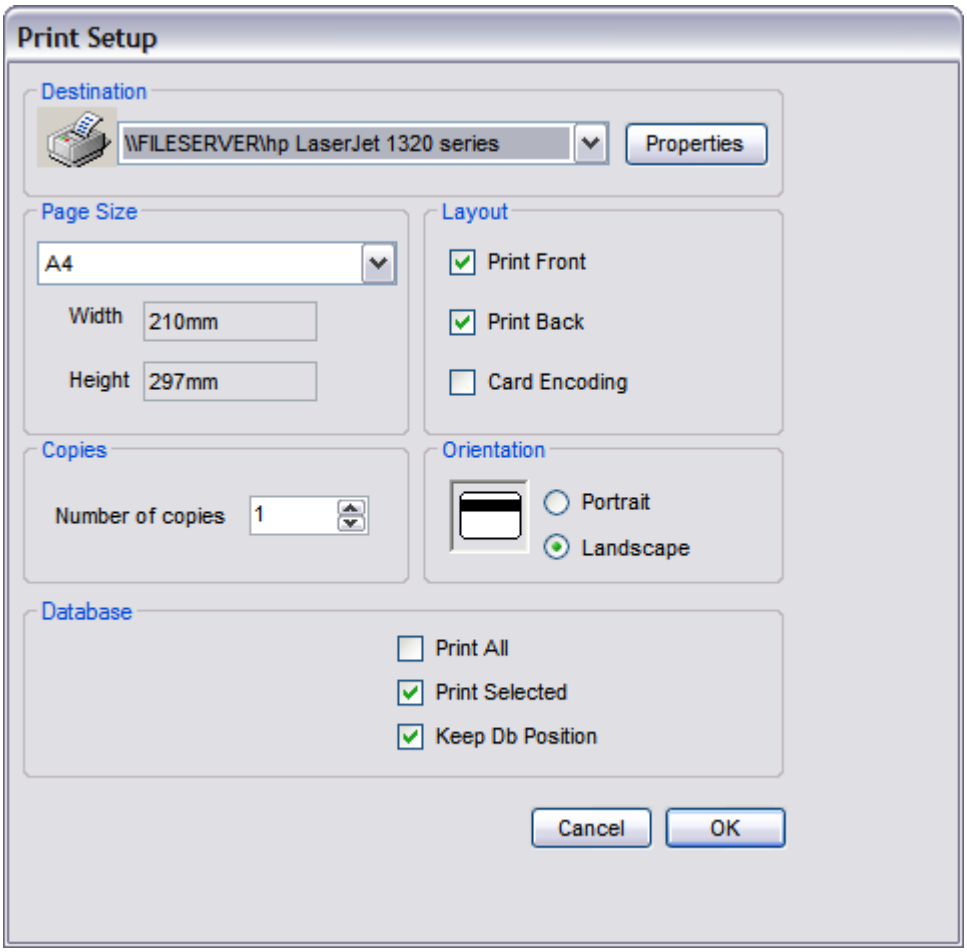
6. Printing With iDesign

This section explains how to print cards with iDesign. For specific information about your printer, please refer to your printer user manual.

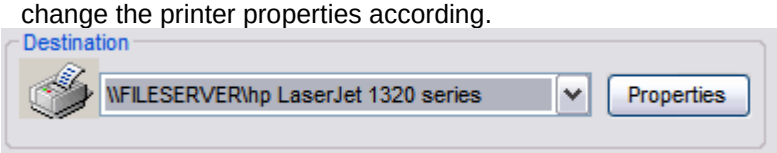
6.1 Print Setup

To setup a printer before printing

- *To* setup printing, *select* **File > Print Setup**. The print setup dialogue box pops up.

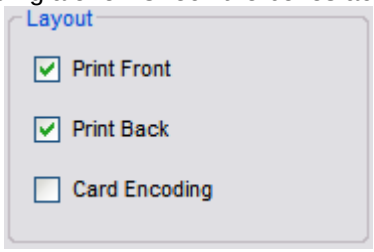


- *Under* the Destination, the system will display the default printer name. Click down arrow to view and choose a list of window driven printers. Click the "Properties" button to display or change the printer properties according.

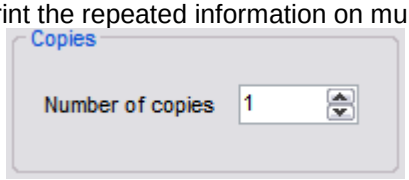


- To change the page size or card size, click on the dropdown list to select a size from the provided list.

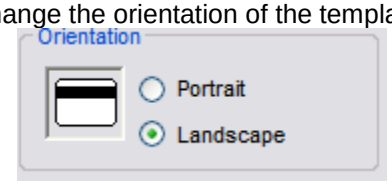
- *You* have a choice to select the layout to be printed as well as whether just to perform card encoding alone. Check the boxes according to your requirements.



- *You* can set the number of copies you want to print for each record by change the value. This will print the repeated information on multiple cards based on your specified.copies.

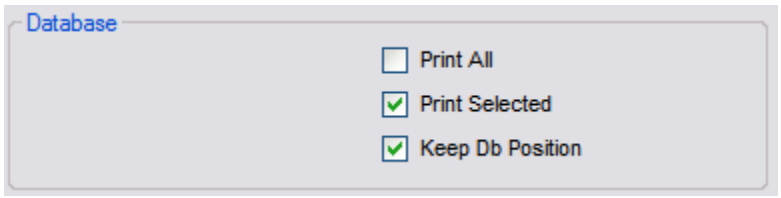


- *To* change the orientation of the template, you have to click on **Portrait** or **Landscape**.



- *If* your template is linked to any form of database, the database section will be displayed for you to make the necessary changes. You can check on the boxes to print all records or only records that you have selected. Refer to next section on how to select records to print. **Print All** option will print all records that you have filtered(Refer to Chapter 5.1.5 for data filtering).

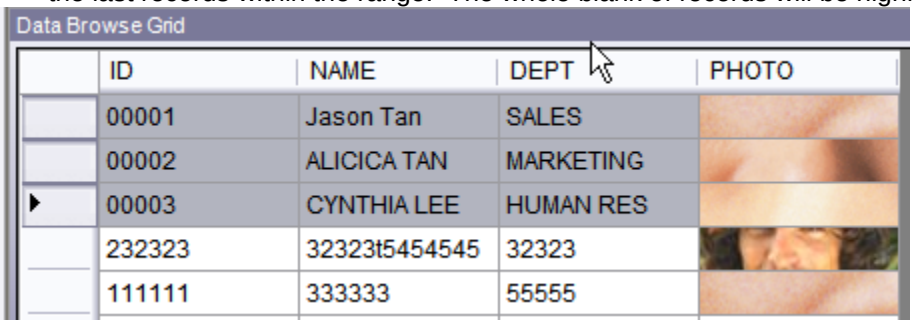
  By checking **Keep Db Position**, the system record pointer will remain pointing at the same record even after the printing. By unchecking the box, the pointer will point at the last record of your selection.



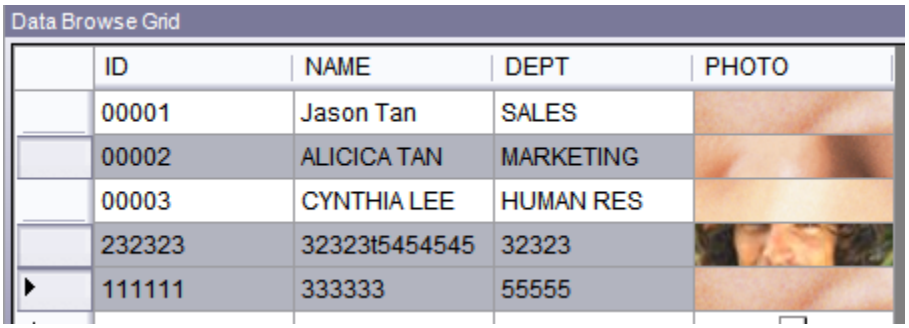
6.2 Select Record(s) to print

To select a record, range of records or multiple records to print

- *On* the data grid windows, move your cursor to the record you want and click on the row to highlight the record.
- *For* range of records selection, click on the first record, hold on to the **Shift key** followed by the last records within the range. The whole blank of records will be highlighted.



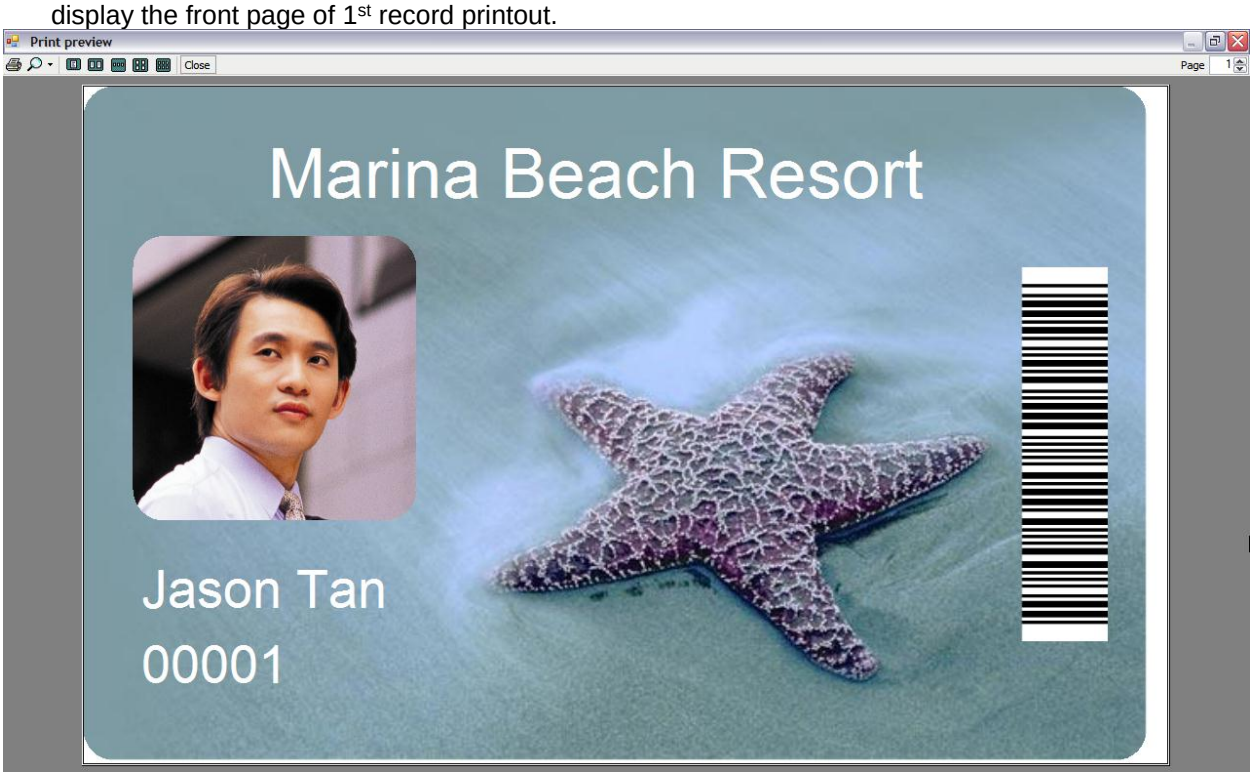
- *For* multiple records selection, click on the first record, hold on to the **Ctrl key** and continue to click on the record you want till you have completed your selection.



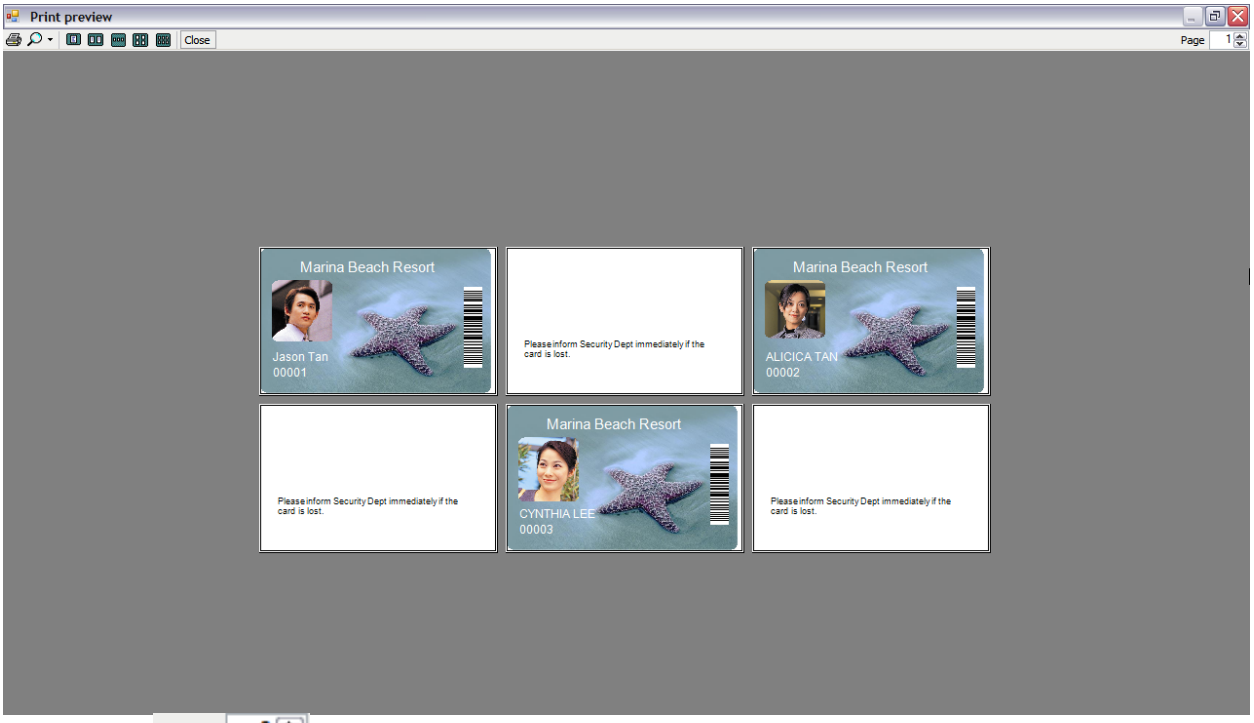
6.3 Preview card

To preview card(s)

- *You* can preview the template layout before printing by clicking on the **Preview button** on the Standard Toolbar or Select **File > Preview** from the menu. By default, the system will display the front page of 1st record printout.



- *You* can click on to zoom in or out. You can also click on to display the printout in 2 pages, 3 pages, 4 pages or 6 pages within one windows screen, for example, 6 pages icon was selected as follows:



- *Click* on Page 9 at the right top corner to change page number you want to display if your selection contains more than 1 record.
- *Click* on to print all cards that you are previewing currently.

6.4 Print card

To print card(s)

- *To* quickly print a card design template, *click* the "**Print" button** on the Standard Toolbar or use shortcut key **"Crtl+P".**

OR

- *Select* **File > Print**
- *Configure* the **print setup dialogue box** to fit your needs
- *Click* **OK** to print card

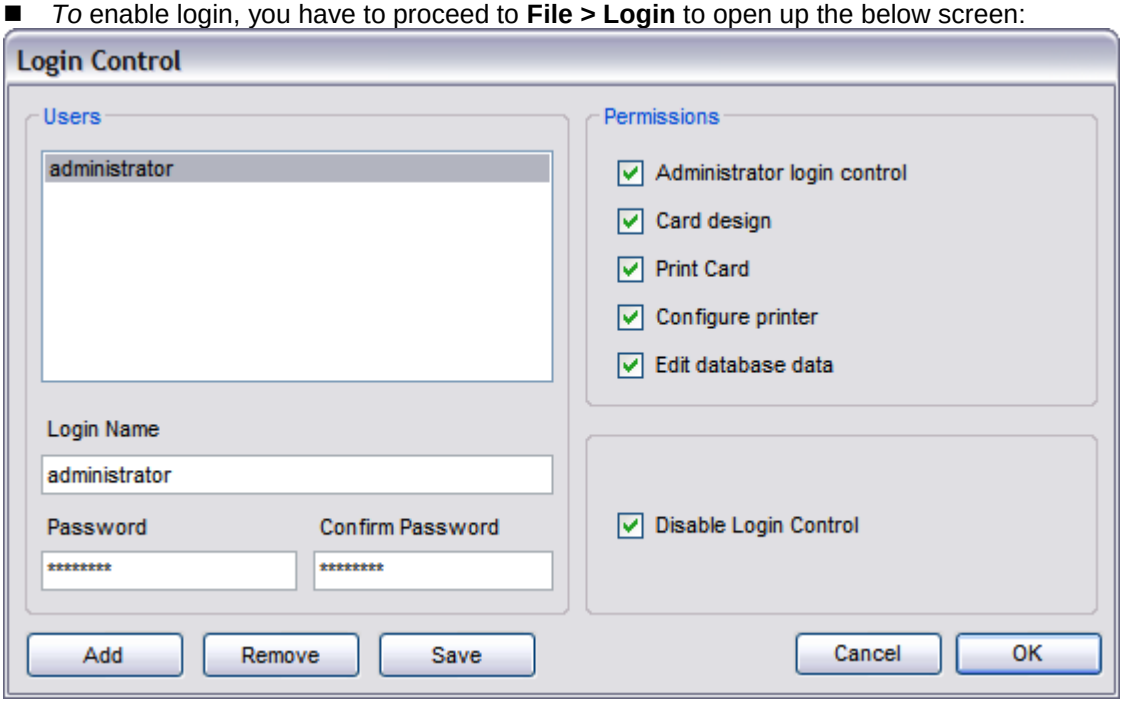
7. Logins and Passwords

iDesign allows you to define authorized users to access to the system. This allows you to control the accessibility of each module to different users.

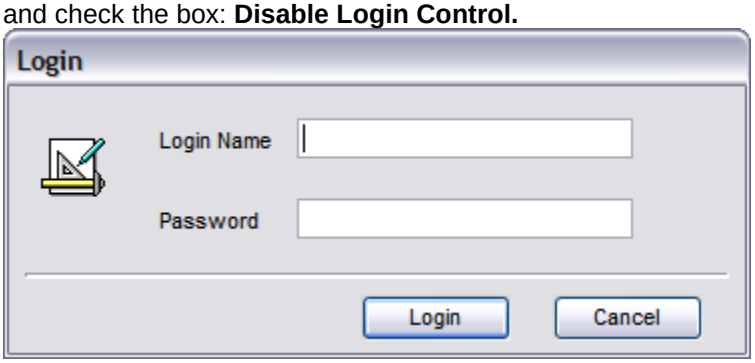
7.1 Administrator Login

To Enable Login

- *To* enable login, you have to proceed to **File > Login** to open up the below screen:



- Under the Users list window, click on **administrator** to highlight.
- *Uncheck* the box: **Disable Login Control**.
- *Remember* to change the default **password** and **Confirm Password** and click on **Save** to save the password.
- *Click* on **OK** to exit this screen. Once you exit the application completely, you will be always prompted to login when you access the application till you re-access the Login Control screen and check the box: **Disable Login Control.**

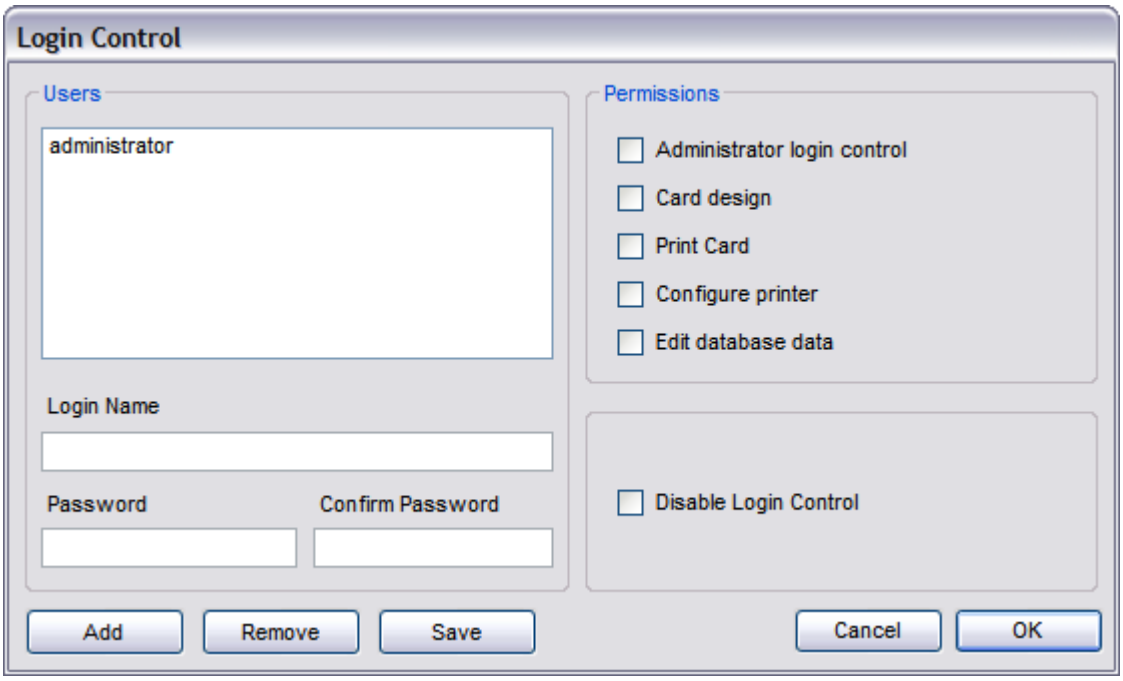


Notes:

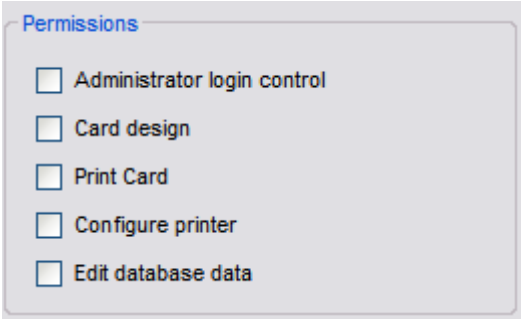
1) *Once you enable login id by removing the check on the **Disable Login Control** and save it, the Login feature is enabled. Similarly, if you check the box against the **Disable Login Control** and save it again, the Login feature is disabled.*
2) *The default login id and password is **administrator** if you have not changed your password.*
3) *Once you click **OK** to exit this screen and exit from the application, the system will prompt you a login screen.*

To Add New User

- *To* add new user, you have to proceed to **File > Login** to open up the below screen:



- *Click* on **Add** before entering the Login Name, Password and Confirm Password.
- *Check* on the check boxes under the **Permissions** Windows:



- *Click* **OK** to save all changes.

8. Magnetic Encoding

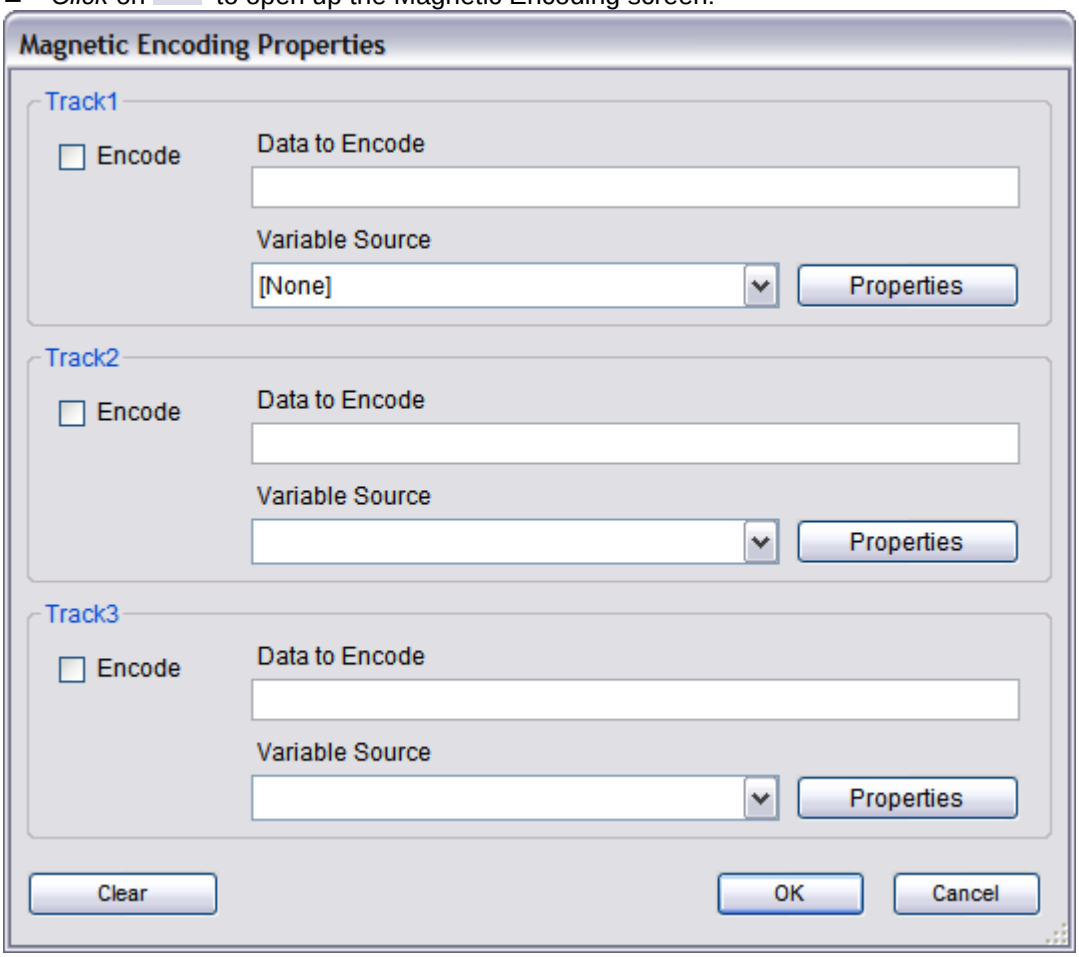
This module allows you to encode data into your magnetic strip that comes with the card. Of course, your printer must equip with the magnetic encoder before getting the cards encoded and according to ANSI and ISO/IEC standards.

Track	Maximum number of Character
1	79 alphanumeric
2	40 numeric
3	107 numeric

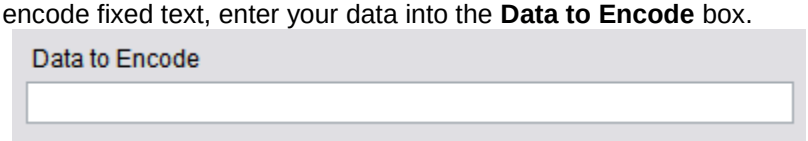
8.1 Setting Up

To setup for encoding

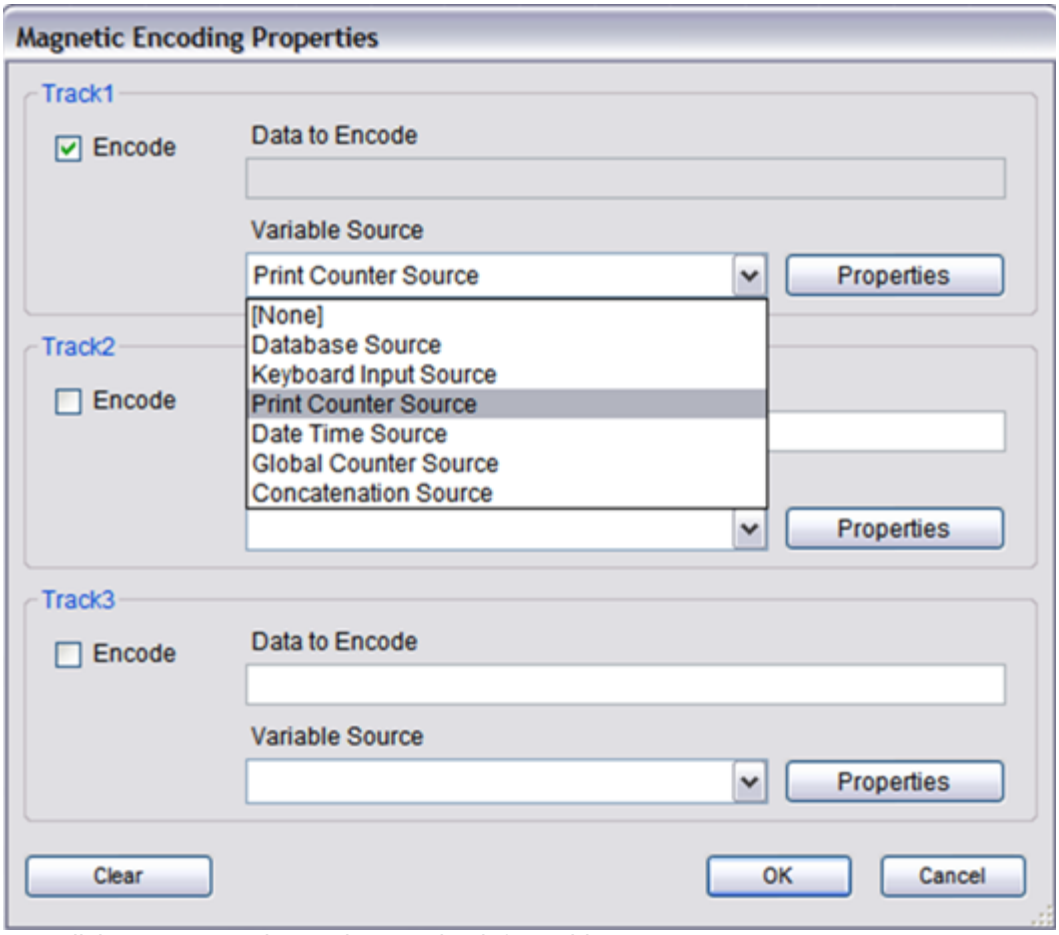
- *Click* on to open up the Magnetic Encoding screen:



- *Select* the track that you would like to encode and check on the box besides the prompt: **Encode**
- *To* encode fixed text, enter your data into the **Data to Encode** box.



- *If* you would like to link to database variable or other forms of variables, click on the dropdown list box to select. Refer to Chapter 4 on **Working with Variables** for details.



- *Click* **OK** to save the settings and exit from this screen.

Notes: You have to remember to check on the ***Card Encoding*** *Check Box under the Print Dialog window if you would like to print and encode at the same time. Please remove the check boxes for* ***Print Front*** *and* ***Print Back*** *if you would like to encode the cards only.*

9. Keyboard shortcuts

Use the following key combinations to execute the command listed next to it. When the keys are connected by a +, it means to press both keys at the same time.

File Menu

New----Creates a new design template	Ctrl + N
Open----Opens an existing design template	Ctrl + O
Save----Saves an active design template	Ctrl + S
Print----Prints the current design template	Ctrl + P
Card Properties----Card information	Ctrl + F2

Edit Menu

Undo----Undoes the last action.	Ctrl + Z
Cut----Cuts the selection and puts it on the clipboard.	Ctrl + X
Copy----Copies the selection and puts it on the clipboard	Ctrl + C
Paste----Inserts data from clipboard.	Ctrl + V
Duplicate----Duplicates selection.	Ctrl + D
Delete----Deletes selection.	Del
Properties----A selected object Information	F2

Others

Card Front---- Views front card layout	Ctrl + F
Card Back----views back card layout	Ctrl + B

10. Menu Commands

This section summarizes the commands available in the iDesign menus.

10.1 File Menu

New Command
To create a new card design template

Open Command
To open an existing card design template

Close command
To close the active design template and save it

Save command
To save the active card design template with name and location

Save As command
To change the name or location of an existing card design template when saving

Card Setup command
To set up a card size and orientation

Print Setup command
“Print Setup” command is used for printing control

Language Command
To select the language you want to display

Preview command
To display a preview for the current design template before printing

Logins command
Configuration of user login, password and area access

Card Properties command
Card Properties command is used to display information about the card design template.

Options command
To specify default directory and folder for the card design template

Exit command
To close all iDesign windows

10.2 Shape menu

Text Command
To define a text object on the card

Rich Text Command
To define a rich text object on the card

Image command
To insert an image which already exists

Line command
To draw a line on the card
Rectangle command
To draw a rectangle on the card

Round Rectangle command
To draw a round rectangle on the card

Ellipse command
To draw an ellipse on the card
Pie command
To draw a pie on the card

Free Line command
To draw a free line on the card

Polygon command
To draw a polygon on the card

Barcode command
To insert a bar code in the card

PDF417 command
To insert a PDF417 in the card

Data Matrix command
To insert a Data Matrix in the card

Overlay Varnish command
To overlay some place which not be printed in the card

10.3 Edit menu

Undo command
To reverse the last command or action

Redo command
To reverse the action of the “Undo” command

Cut command
To remove selected drawing objects and put them on the clipboard

Copy command
To copy a selected drawing object to the clipboard

Paste command
To insert a copy from the clipboard into the card design template

Duplicate command
To duplicate a drawing object

Delete command
To remove a drawing object

Bring to Front command
To put the selected drawing object above another one

Send to Back command
To put the selected drawing object below another one

Rotate -90 command
To rotate the selected drawing object counter-clockwise by 90 degree

Rotate 90 command
To rotate the selected drawing object clockwise by 90 degree

Flip Vertical command
To make the selected drawing object vertically

Flip Horizontal command
To make the selected drawing object horizontally

Properties command
To display the properties dialog box for the selected drawing objects

10.4 Format menu

Font command
The “Font” command is used to open the font dialog box, which allows you to change the appearance of individual characters

Bold command
To make the text heavier and darker

Italic command
To make the text slope to the right

Underline command
To make the text be underlined

Fill Color command
To fill the color into the selected drawing shape

Border Color command
To change the color of the selected shape

Font Color command
To change the front color of a shape

Align Left command
This command allows the selected object flush against the left margin

Align Center command
This command allows the selected object is aligned with the mid point between the left and right margins

Align Right command
This command allows the selected object flush against the right margin

Border Style command
To change the border style of the selected drawing shape

Border Width command
To change the border width of the selected drawing shape

10.5 Database menu

Database Command
To connect to a data source

Data Browse command
To browse the records in the database

Data Browse with Grid command
To browse the records with grid

Add New command
To add new records to the table

Delete command
To remove records from the table

Save to Database command
To save the current record into the database

First command
To find the first record on the current table

Prior command
To find the previous record on the current table

Next command
To find the next record on the current table

Last command
To find the last record on the current table

Filter command
To filtrate some records when browse data

10.6 View menu

Card Front command
To see the front card layout

Card Back command
To see the back card layout

Metrics command
To change the default measurement unit

Zoom in command
To zoom in the design template

Zoom out command
To zoom out the design template

View Scale command
To configure the view scale

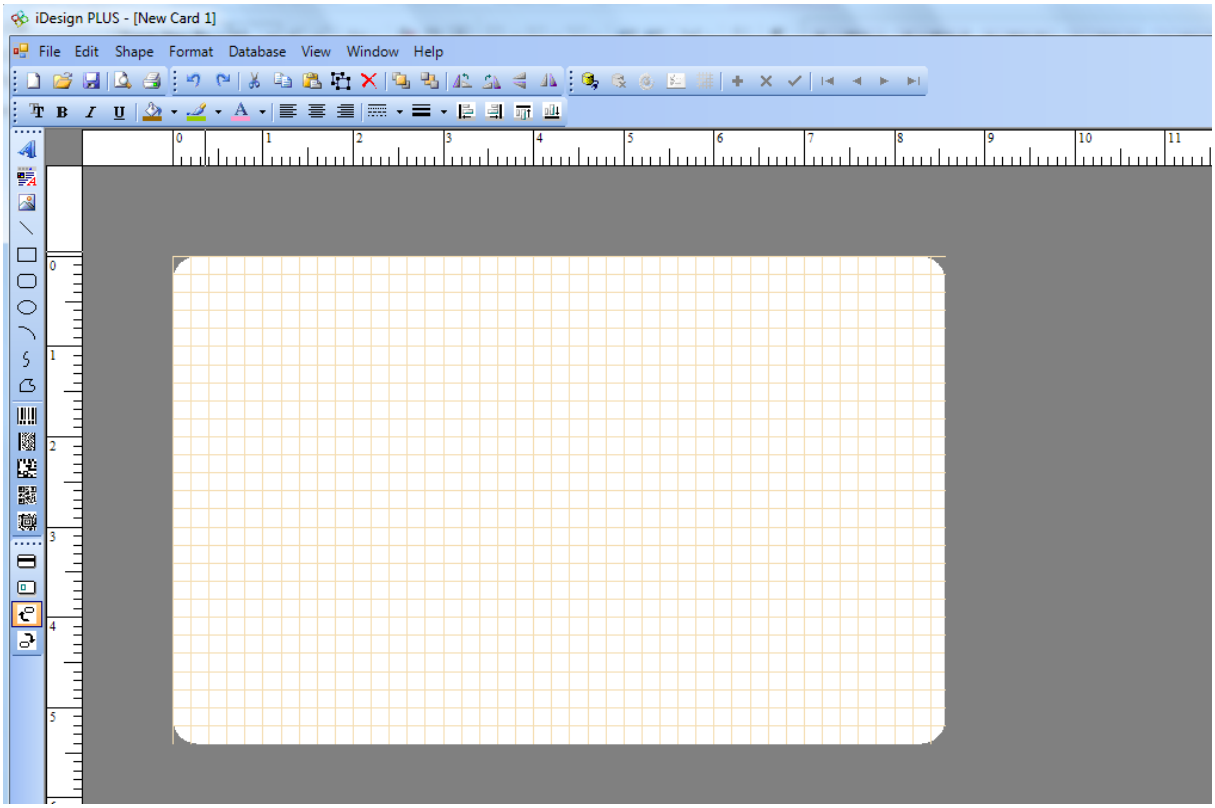
Show Grid command
To show or hide the grid on the screen

Snap to Grid command
To use the “Snap to Grid” command so that you align the object bounding to the grid points

Toolbar command
To show or hide any of the individual toolbars

11. Toolbar Commands

This section provides a summary of the Card Software tools.



11.1 Standard toolbar

New -- To create a new card design template

Open -- To open an existing card design template

Save -- To save the active card design template with name and location

Preview -- To preview card design template before printing

Print -- To print current card design template

11.2 Edit toolbar

Undo - Reverses the last action.

Redo - Redoes the last action that was undone.

Cut -Deletes the selected object and places it on the Clipboard so you can paste it elsewhere.

Copy - Makes a copy of the selected object and places it on the Clipboard.

Paste - Pastes the object from the Clipboard onto the card. A copy of the pasted object remains on the clipboard until it is replaced by another cut or copy command.

Duplicate - Makes a copy of an object and places it slightly overlapping the original.

Delete – Delete a selected object

Send to Front - Moves the selected object to the front of a stack of objects.

Send to Back - Moves the selected object to the back of a stack of objects.

Rotate -90º – Rotate the selected object by -90 degrees

Rotate 90º – Rotate the selected object by 90 degrees

Flip vertical - Flip the selected object vertically

Flip horizontal - Flip the selected object horizontally

11.3 Shape toolbar

Text - Defines a text field.

Rich Text - Defines a rich text field.

Image - Draws a frame to contain an image.

Line - Draws a line

Rectangle - Draws a rectangle or square

Rectangle - Draws a round rectangle

Eclipse - Draws a eclipse

Pie - Draws a pie

Free line - Draws a free line

Polygon - Draws a polygon

Bar code - Draws a bar code symbol.

Bar code PDF - Draws a bar code PDF symbol.

Data matrix - Draws a data matrix symbol

QR Code - Draws a QR Code symbol

AZTEC Code - Draws a AZTEC Code symbol

11.4 Format toolbar

Font - to open the font dialog box, to change the appearance of individual characters

Bold - To make the text heavier and darker

Italic - To make the text slope to the right

Underline - To make the text be underlined

Fill color - To fill the color into the selected drawing shape

Border color - To change the color of the selected shape

Font color - To change the front color of a shape

Left - allows the selected object flush against the left margin

Centre - allows the selected object is aligned with the mid point between the left and right margins

Right - allows the selected object flush against the right margin

Border style - To change the border style of the selected drawing shape

Border width - To change the border width of the selected drawing shape

Align Left - To change the border width of the selected drawing shape

11.5 Database toolbar

Database - To connect to a data source

Filter - To filter through data

Data browse - To browse the records in the database

Data browse grid - To browse the records with grid

Add new – Add new data to database record

Delete – Delete selected data

Save to database - To save the current record into the database

First - To find the first record on the current table

Previous - To find the previous record on the current table

Next - To find the next record on the current table

Last - To find the last record on the current table

11.6 Smart Card toolbar

Magnetic encoder - To edit magnetic encoding properties

Contact smart card - To insert contact smart card

Contactless smart card - To insert contactless smart card

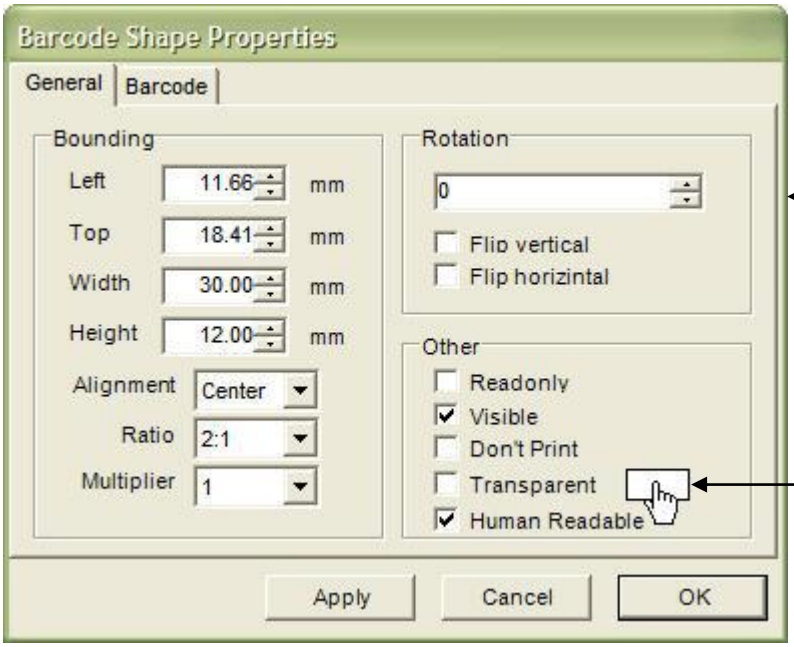
Overlay varnish - To insert overlay varnish

Card front side - To see the front card layout

Card back side - To see the back card layout

12. Barcode Blocker

12.1 Creating Barcode Blocker

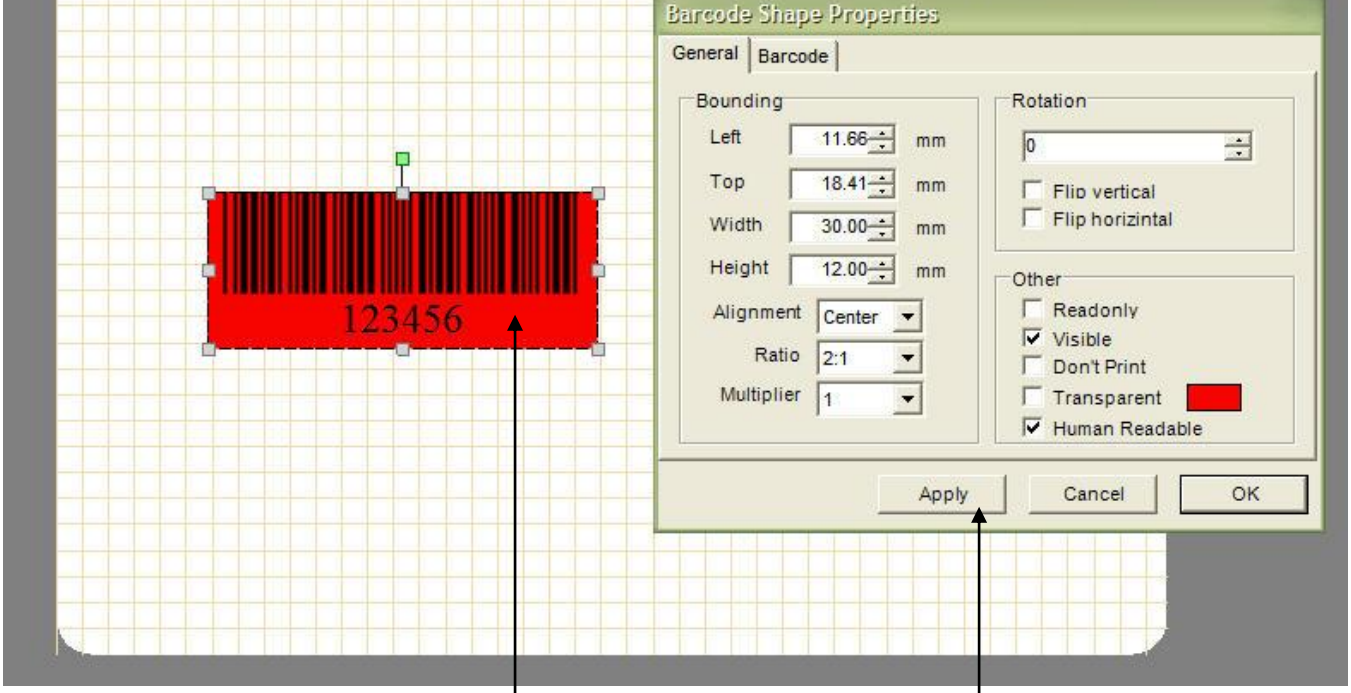


Right-Click / double-click the barcode shape to view its properties as shown.

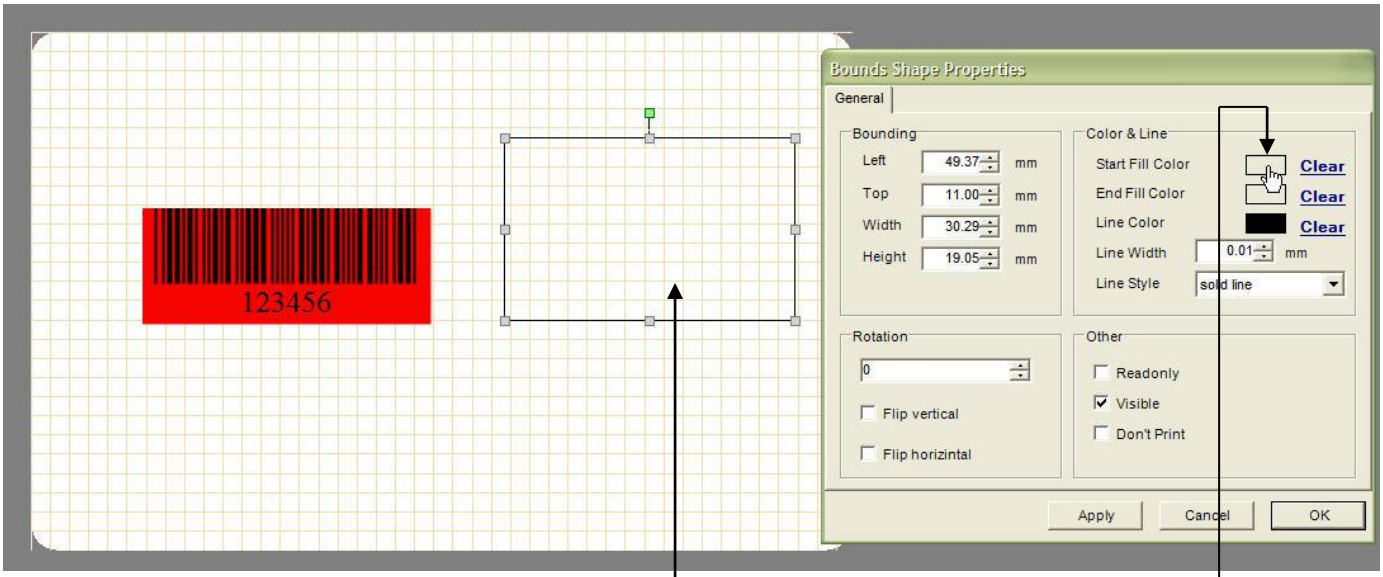
- Make sure the Transparent checkbox is unchecked.
- Click on the color box to change the background color of the barcode.

Click to select the preferred color of your choice.

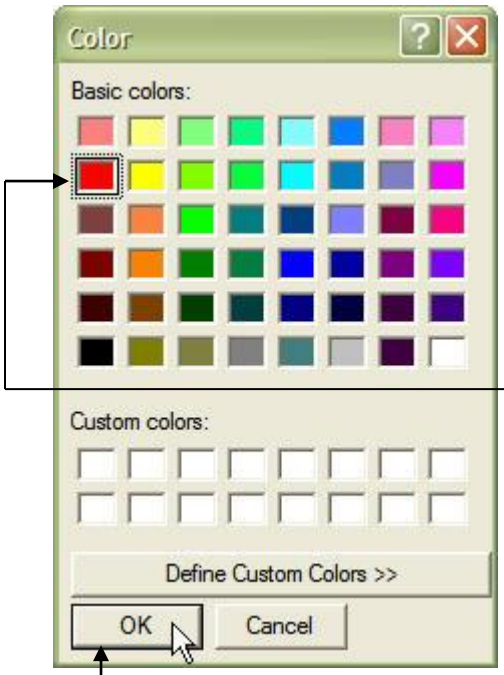
Click OK to confirm the chosen color.



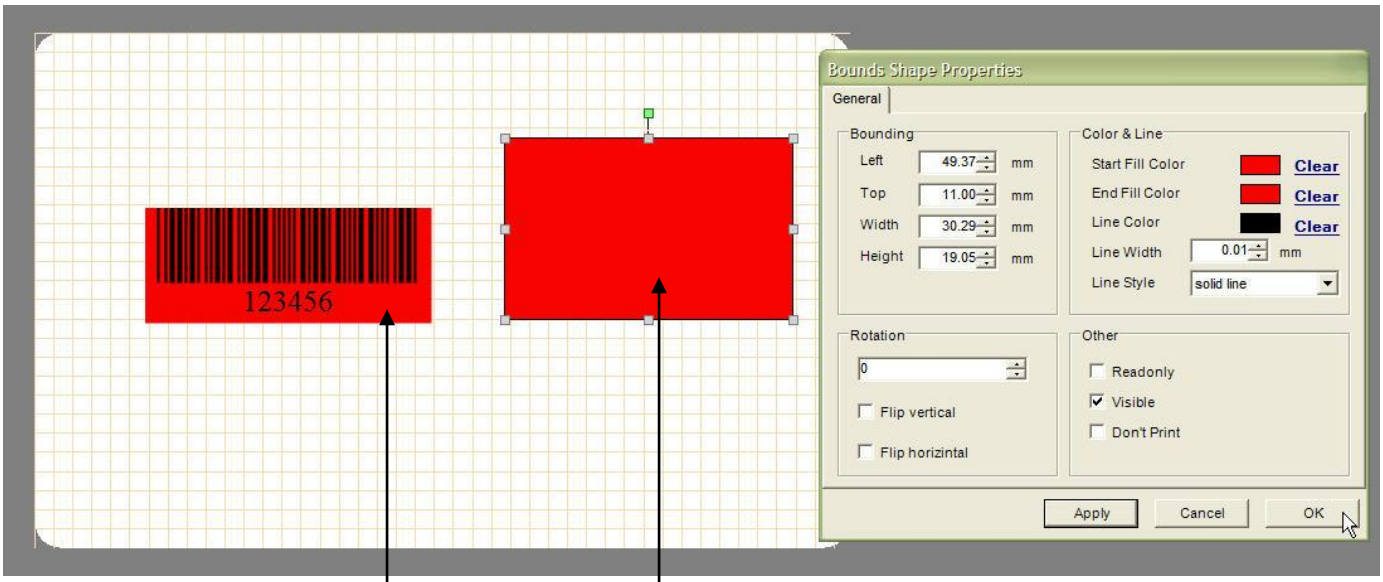
Click Apply button and the background color of the barcode will be changed as shown above.



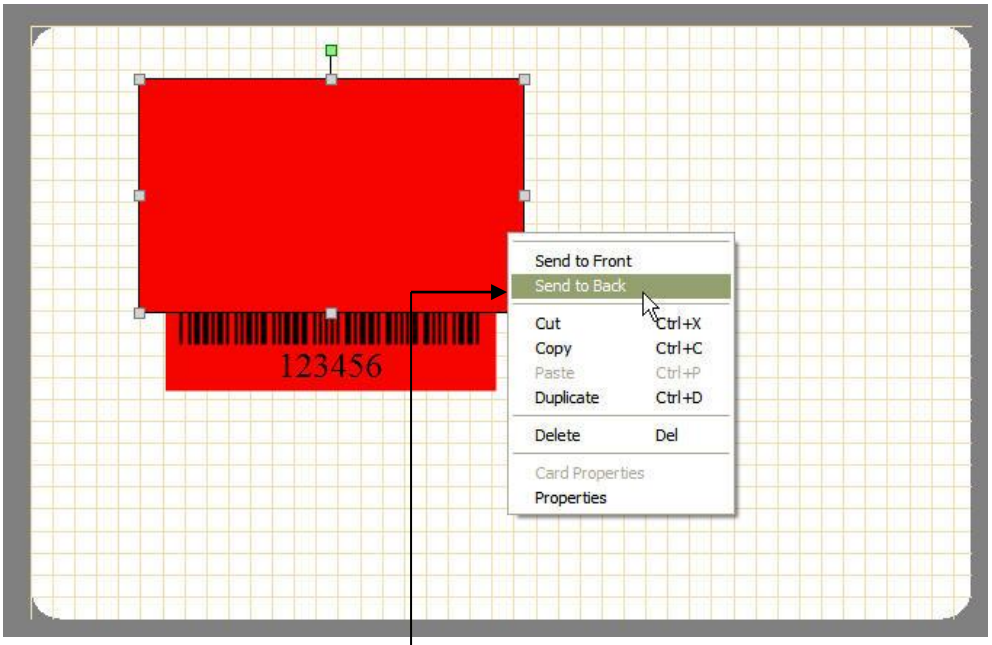
- Insert a Box shape as shown above.
- Right-click / Double-click to view its properties as shown above.
- Click on the Start Fill Color box.



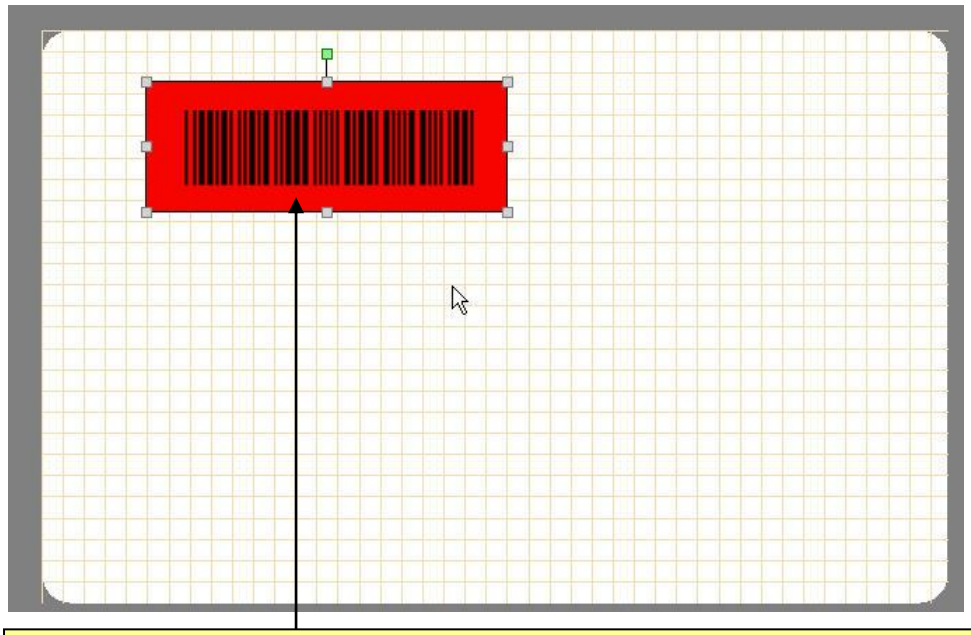
• Click to select the same color as the barcode background color, which you have chosen earlier in the beginning.
• Click OK button to confirm the chosen color.



The background color of the Barcode and the Box fill color MUST BE the same in order to create a barcode blocker.



Right-click on the Box shape and select Send to Back as shown above.



• Move the barcode so that it’s position is within the box boundary as shown above.
• The barcode blocker is successfully created.