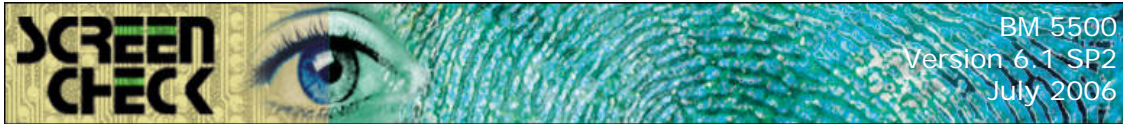


"BadgeMaker 5500 System"

# Getting Started

July 2006

<b>1.</b>	<b>SOFTWARE LICENSE AGREEMENT</b>	<b>2</b>
1.1	Acknowledgement	2
1.2	Copyright	2
1.3	Trademarks	2
1.4	System requirements	2
1.5	Release notes	2
<b>2.</b>	<b>INSTALLATION</b>	<b>3</b>
<b>3.</b>	<b>INTRODUCTION</b>	<b>4</b>
<b>4.</b>	<b>STEP 1: CREATE A PROJECT FILE AND DEFINE THE SETTINGS</b>	<b>5</b>
4.1	Create a project file	5
4.2	Defining the settings	12
<b>5.</b>	<b>STEP 2, CREATING BADGE LAYOUTS.</b>	<b>14</b>
5.1	Add items to the layout	17
5.2	Editing existing items	25
5.3	Often used tools in BadgeCreator	26
5.4	Working with the mouse and cursor keys	27
5.5	Button bar	29
<b>6.</b>	<b>STEP 3, PRODUCING CARDS WITH BADGEMAKER.</b>	<b>32</b>
6.1	Starting BM5500	32
6.2	Adding and editing data	35
6.3	Adding images	36
6.4	Printing cards	38
6.5	Often used functions in BadgeMaker	39



# 1. Software License Agreement

## 1.1 Acknowledgement

At ScreenCheck we are committed to design and develop the highest quality software and service.

We would like to thank all the people who have contributed their talent, intellect and heart to produce this product.

## 1.2 Copyright

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## 1.3 Trademarks

Badgemaker, BM3400, BM4400, BM5400, BM5500, BM6000, DBLC, BC and Visipass are trademarks of ScreenCheck B.V., The Netherlands.

Windows is a trademark of Microsoft Corporation.

All other trademarks are the property of their respective holders and are hereby acknowledged.

## 1.4 System requirements

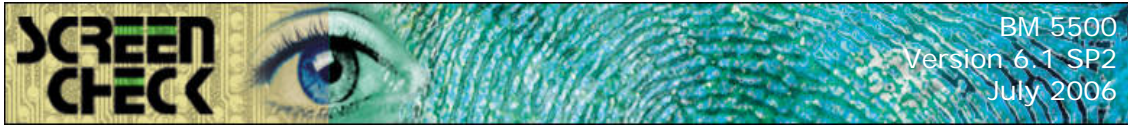
### System requirements BadgeMaker systems

BM requires Microsoft Windows 2000 or XP to run and can be used on any IBM compatible computer that meets the following minimum requirements:

- Pentium III 1 GHz Processor or better.
- 4GB hard disk space recommended, actual size depending on number of records and images in the database.
- 256Mb or more internal memory.
- Colour monitor and graphics card with support of at least SVGA resolution of 1024x768 pixels and 24 bit (true) colours.

## 1.5 Release notes

In the release notes the latest modifications are described grouped by version number. You can find the release notes in the BM5500 program folder.




## 2. Installation

The BM5500 software can be installed from the ScreenCheck BadgeMaker CD. This CD will run automatically (if it does not, start the 'autorun.exe' in the root directory of the CD) and will come up with a menu.

Select BadgeMaker software from the menu and then BM5500 32 bit software from the next menu.

The installation program will be started. The information in the installation dialogues will guide you through the installation. Make sure to install the other components as well (camera software and/or printer driver) when applicable. Restart your PC after the installation. Now your system will be ready to use.

BadgeMaker will also install an MSAccess demo database. If you select 'Demo Data Source' from the program folder, the ODBC registration for this database will be done automatically. When that is finished, you can work with the demo database right away.

 Make sure you have administrator rights when you install on a Windows 2000 or Windows XP workstation.

### 3. Introduction

This manual is intended to guide the beginning user of BadgeMaker through the process of producing basic cards. The necessary steps are described in the order as they have to be followed to produce cards. The more advanced options of BM5500 can be found in the reference manual and the help file.

The BadgeMaker software consists of three components integrated in one package. Each component has its own functionality.

DBLC: This module is used to create a project file with database and image settings and references to all the files used by BadgeMaker.

BC: This module is used to create badge layouts, with static text, fields from the database (normal as well as bar-coded), logos, photos, signatures, magstripe information and chip encode information (Badge Creator).

BM: This module is used to produce badges with the dynamic, static or encoded data according to the settings defined in DBLC and layouts created with BC (Badge Maker).


The system administrator uses DBLC to set up the system, he/she can also define the layouts or this can be done by the user. Once the settings are made and the layouts are created the only thing the user needs is the BM module to produce the cards.

With BM5500 an MSAccess demo database is included that shows most features of the software. The installation program will install the demo files and will register the ODBC data source, so it will be ready to run. You can use the demo database as a reference when you create your own BadgeMaker project or you can test different features you would like to integrate in your own project.

When you create a new project there are three steps to make in order to produce cards:

- **Step one: create a project file (chapter 4).**
- **Step two: create one or more layouts (chapter 5).**
- **Step three: manage your card data and produce cards (chapter 6).**

In the following chapters the three steps to set up your project will be described.


 **If the system supervisor already has set up a BadgeMaker project and if the card layouts are already made, you can skip chapter 4 and 5 and start directly at chapter 6 for the production of cards.**

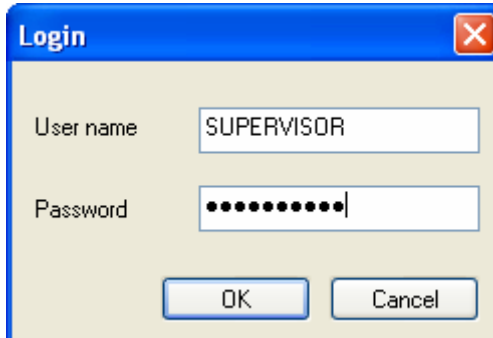
## 4. Step 1: Create a project file and define the settings

For Microsoft databases (e.g. MSAccess, SQL server) and some other popular databases an ODBC driver is already available in Windows. For other databases like Oracle and Pervasive a client with ODBC driver should be installed on the workstation in order to be able to make an ODBC connection. If you are unsure if the correct software is installed, consult your database administrator about this issue.

When you wish to connect to a database on your PC or on your network, you should first register this database with the ODBC data source administrator (control panel or DBLC).

### 4.1 Create a project file

Start BadgeMaker and click the 'Login' button  or select 'Login' from the 'User' menu. The login dialogue will come up:



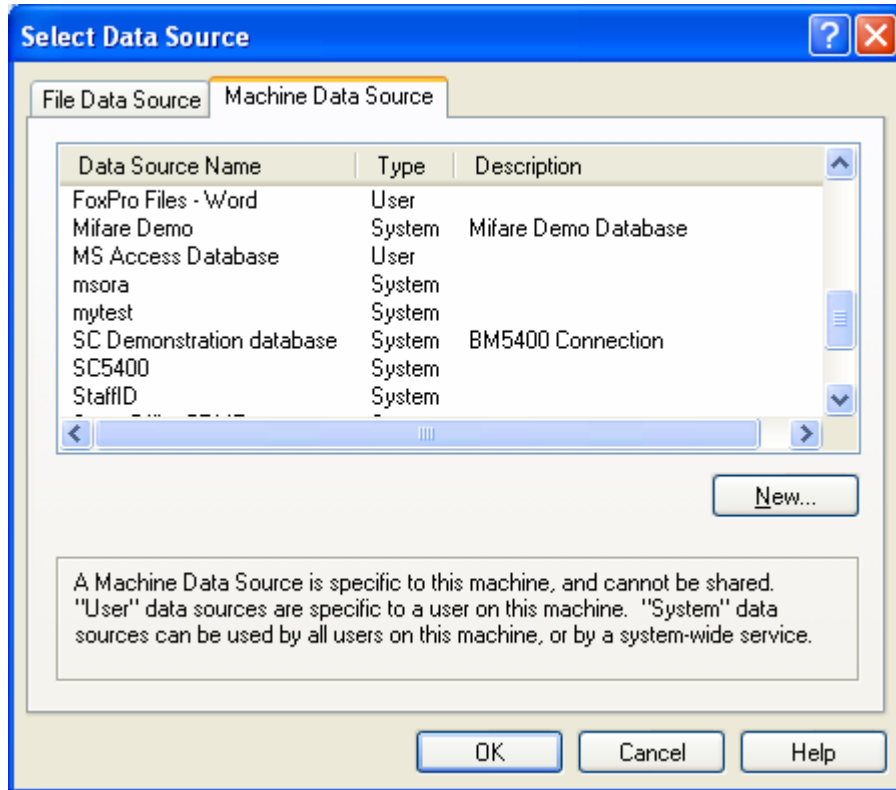
The image shows a 'Login' dialog box with a blue title bar and a close button (X) in the top right corner. It contains two text input fields: 'User name' with the text 'SUPERVISOR' and 'Password' with ten black dots. At the bottom, there are two buttons: 'OK' and 'Cancel'.

Give in your user name and password.

After the first time installation of BadgeMaker, you can login with the user name 'SUPERVISOR' and password 'SUPERVISOR'. This user has administration rights.

Select 'New' from the 'File' menu. The DBLC module will be started. to create a project file with the settings for BadgeMaker by selecting Database Layout Creator from the program folder.

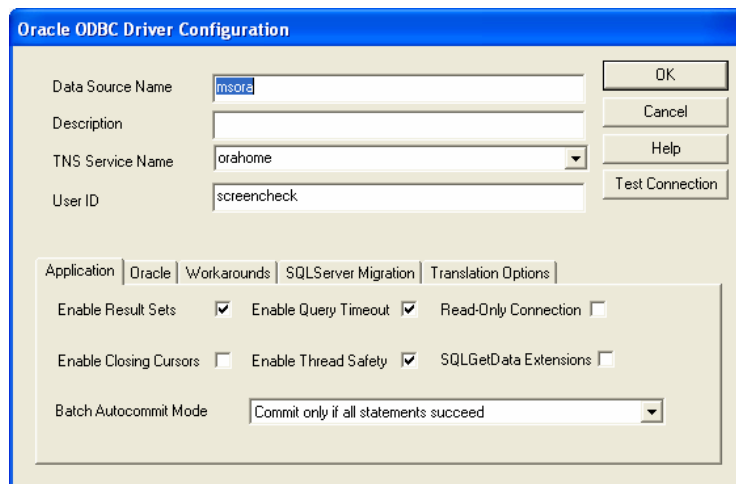
The 'Select data source' dialogue will be displayed. Click on the 'Machine data source' tab:




Select the DSN name if the database is already registered in ODBC or click 'New' to register a new database.  
 Select 'User Data Source' and click 'Next'.  
 Select the name of the database driver and click 'Next'.  
 Read the information in the window and click 'Finish'.

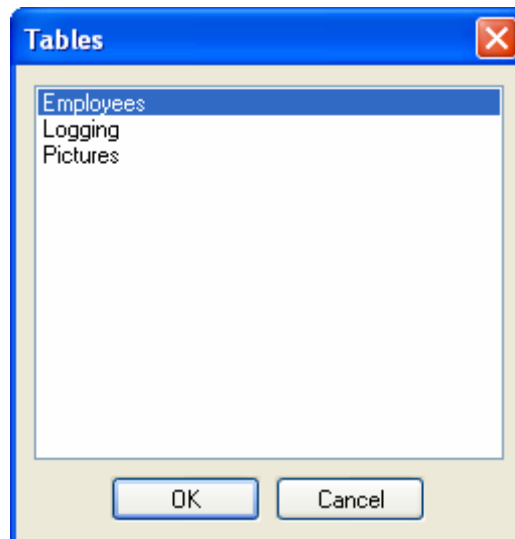
Now the ODBC setup dialogue will be displayed. This dialogue will differ depending on the selected ODBC driver.

Although the dialogues are different for the various ODBC drivers a data source name must always be entered (a description is optional). In the sample for the Microsoft Access database a database (.mdb) file can be selected. For an Oracle database installed on a server however a user and server have to be entered:



### Create a new project file:

Once the connection is made, a new project file can be created. Select 'New' from the file menu or click the  button. After selecting this option the 'Tables' dialogue will come up:



In this dialogue the available tables, queries and views from the connected database will be presented. Select the table, query or view where the data can be found for creating the badges and then click 'OK'. Since BM5500 connects to only one table, query or view for retrieving the card data, make sure that all necessary information for creating your ID cards is available.

Make sure in advance that this table has a unique field that also can be used as an ID for the images in the picture table.


After clicking OK the fields from this table will be read and filled in the main dialogue, at the same time a new dialogue, 'Step 1: General settings', will come up. When a new BM file is created, the environment settings have to be made in four steps. The first step is to fill in the project name and make the settings for the image quality, thumbnail and ldap support.

- Project name: Fill in a name for the project.
- Image quality: The 'Default Image quality' results in a good quality picture and a moderate image size. Refer to the help file or full BM5500 manual for more detailed information.
- Thumbnail image: Check this option to create a 256 colours bitmap image with reduced resolution apart from the standard generated jpeg image (use this option only if you would like to show images with an application that cannot display jpeg images). This option can only be used to create a bitmap copy of the photo and signature.
- Ldap support: Check this option if you use an ldap database (this option is necessary since the ldap ODBC driver is not completely compliant with the ODBC standards).

Click next to go to the 'Step 2: Image types' dialogue.

By default BM5500 reserves 4 images types: photo (type 1), signature (type 2), photo thumbnail (type 3), signature thumbnail (type 4).

Use this dialogue to add if you wish additional images types to your project (e.g. fingerprint image). Apart from the four existing types, you can add 16 extra image types. In this way you can use BadgeMaker also to create a database of objects (e.g. real estate) with multiple images.

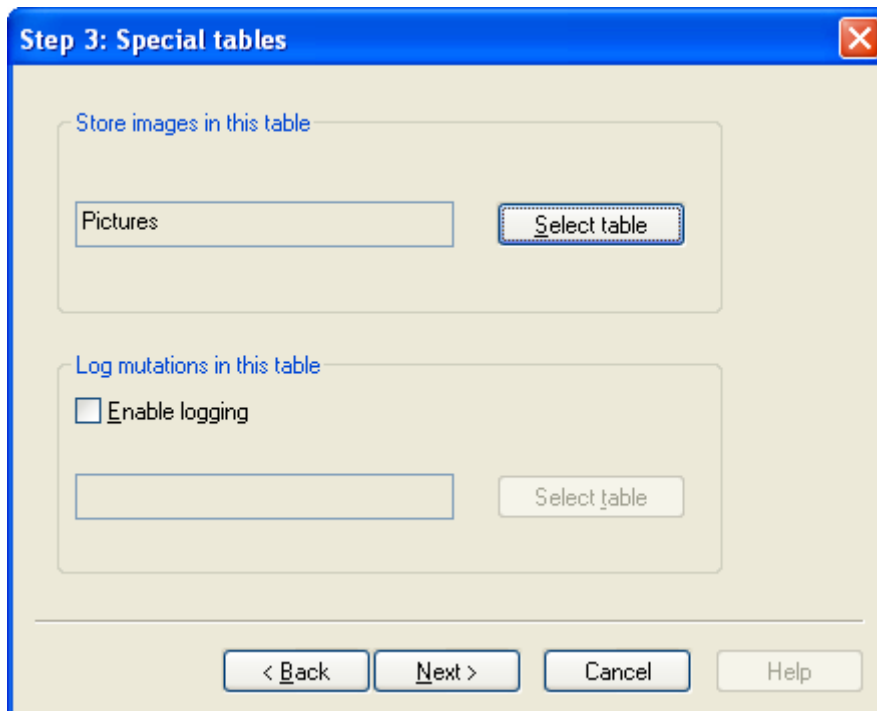
 The image types 1 – 4 cannot be removed from the system. If you select one of them the 'Remove' button will not be accessible.

### Use custom size thumb nails

If you use the thumb nail option, thumb nails of the photo and signature can be stored. For more details refer to the full version of the manual.

Click 'Next' to go to Step 3, the 'Special tables' settings where you can select the image table and select a logging table (if required).

### Step 3: Special tables



**Store images in this table:** Select here the table that will be used to store the images in. This table has to have a fixed structure. Refer to 'Structure of the image table' on the next page for a description how to set up this table in your database.

**Log mutations in this table:** If you want to keep track of the mutations made in BadgeMaker a logging table can be kept. Select here the table to log the mutations in. Refer to the full version of the manual for details on logging.

### Structure of the image table:

BM5500 stores images as BLOBs (binary large objects) in a table in the database. This has the advantage that you only have to backup your database, alpha numeric fields can be used as photo and signature ID and you have the option of storing thumbnail pictures and signatures. If you select this option, a table must be selected by clicking the 'Select Table' button. If a table is selected without the appropriate structure an error message will be displayed.

The picture table must be created using the database management system of your existing database (e.g. MSAccess, Oracle, SQL Server, Sybase etc.). The name of the table is free to select (e.g. Pictures, Images or else), but the table

must consist of 4 fields with fixed names and fixed types in a fixed order. See table below:

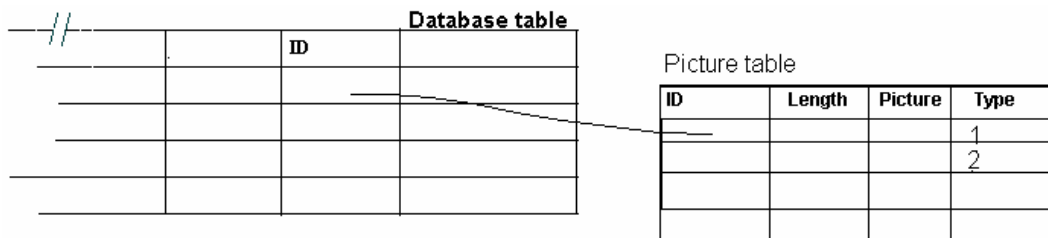
Picture Table :

Field Name	type	length
ID	: Alpha numeric	8 or more
Length	: Numeric	8 or more
Picture	: Long Binary	
Type	: Numeric	2 or more

The type can be different depending on the database used. In MSAccess the numeric fields can be Long Integers, the pictures must be of the type 'OLE object'. In Oracle the type for the pictures is 'Long Raw'.

**Note:** The ID field in the Picture table is not unique; the same ID can be used with up to 20 types of pictures (photo, thumbnail photo, signature and thumbnail signature). ID and Type fields together are unique (a combined index can be made). Don't create a relationship between the tables.

Below the link between the database table and the picture table is displayed. BadgeMaker will take care of the link between the photo or signature ID in the database table and the ID field in the picture table.



Click 'Next' to go to the 'Step 4 dialogue' (special fields) or click 'Back' to change the 'General Settings'.

#### Step 4: Special Fields

**Specify a unique field:** Select a unique field from the database (by clicking the drop down list). When an image is stored in BadgeMaker, BM will copy this value in the field 'ID' of the images table. Together with the field 'type' this will identify the images stored in the database (images table).

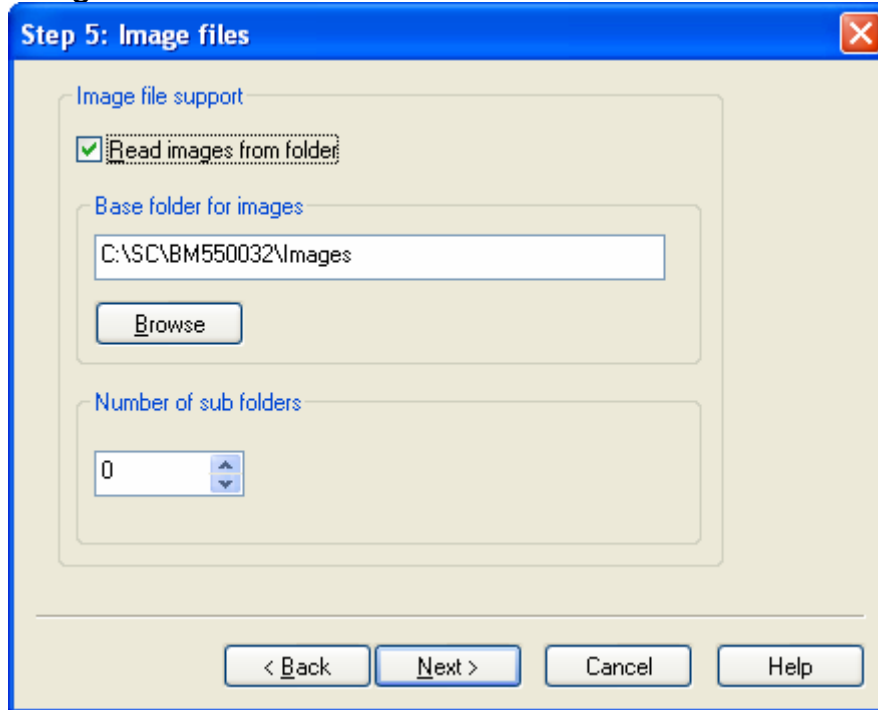
**Register tagged records in this field:** If you would like to use the option 'tag records'. A field has to be selected to register the tagged records. An unused numeric field in the database can be used for this purpose. If this is not available a field has to be added to the database. This field is not mandatory, but if it is not defined the option to tag records cannot be used. For an explanation of the option 'tag records' refer to the BM5500 part of the manual.

**Store layout description in this field:** If the 'Automatic layout' option is used a field has to be selected where to read the layout description from (the layout

descriptions as displayed in BM in the layout selection dropdown list should match the values filled in this field). You only need to select a field if you intend to use the automatic layout option.

Now click 'Next' to go to step five.

### Step 5: Image files



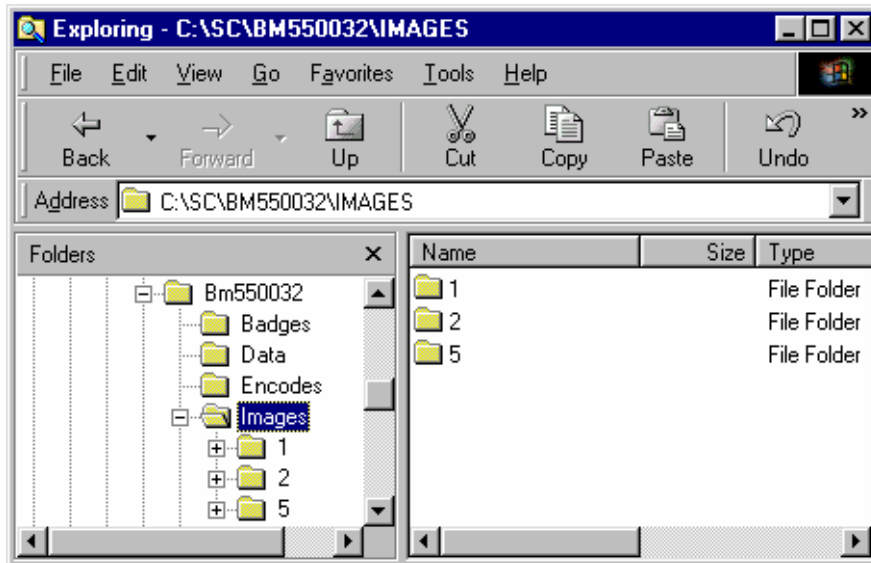
BM5500 stores images in an image table, but it can read image files from the hard disk or from a CD Rom. Check this option if you have ready made image files. The name of these image files must correspond with the value in the field specified in step 4 under 'Specify unique field'.

#### Read images from folder

In case you already have ready made image files on CD-Rom or hard disk, you can use the option 'read images from folder' to access them. This option is read-only, so new captured images cannot be stored as files, but will be saved in the image table of the database. If an image with the same name exists as well in the image table as image file, the image in the image table will have priority over the image file.

After checking the option 'read images from folder' you have to select the image file folder. Note that the different types of images must be stored in the folder according to their image type number:

The image folders 3 and 4 will not be used (since these are thumbnail images of the types 1 and 2). If you add new image types, the first new image type is type '5', the second will be type '6' and so on.



If the images come from a 16 bit BM5000 or BM5500 system, images were stored in a number of sub folders. In that case specify also the number of sub folders. Since BadgeMaker used a special algorithm to calculate the sub folder, this option will probably not work with files in subfolders created by other systems.

If the image files are divided over a number of sub folders, fill in the number of folders in the box 'number of sub folders'.

In case the image file has a number, the sub folder will be determined as follows:

Remaining value of: (image file number)/(number of sub folders).

In case the image file name is 56784234.JPG (or 56784234.JIF) and the number of sub folders is 10, the image file must be placed in the sub folder 4. This is the same way as the files were handled in the 16 bit versions of BadgeMaker 5000 and 5500.

In case the image files have a name in letters, BadgeMaker will search all sub folders. However note that this will result in a longer retrieving time.

**Step 6: MM integration (optional).**

Fill in the parameters for MM integration if applicable or just click 'Next' to skip this step.

**Step 7: Folders**

- BM file folder                      Location of the BM-file.
- Card layout folder                Location of the badge layouts files.
- Encode layout folder            Location of the encode files for magstripe and chip encoding.
- Logos folder                        Advised location of the logos used on badge layouts.

You can change the location of the files by:

1. Clicking on the button of the subject you want to change. A directory structure will be shown:

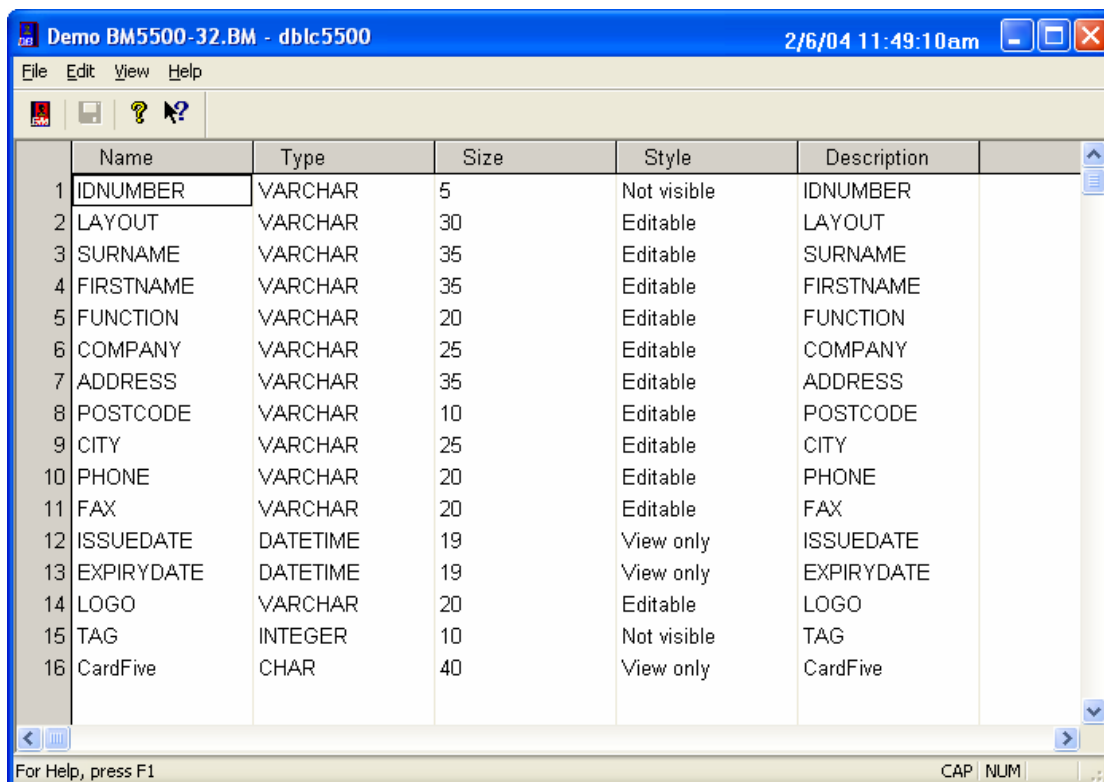
Selection of the desired folder can be done in the same way as in the Windows Explorer, then click OK.

2. Or fill in the path directly.

After the selection of the folders, click 'Finish' to close the dialogue and save the settings.

## 4.2 Defining the settings

When a new BM-file is created or an existing BM-file is opened the field information of the 'main' table will be displayed in this dialogue:



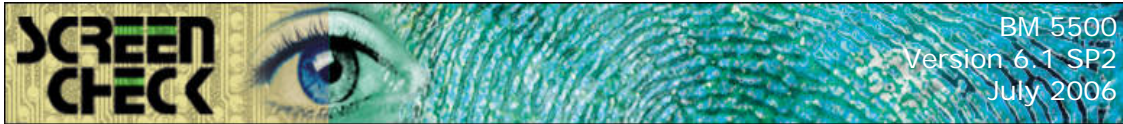
	Name	Type	Size	Style	Description
1	IDNUMBER	VARCHAR	5	Not visible	IDNUMBER
2	LAYOUT	VARCHAR	30	Editable	LAYOUT
3	SURNAME	VARCHAR	35	Editable	SURNAME
4	FIRSTNAME	VARCHAR	35	Editable	FIRSTNAME
5	FUNCTION	VARCHAR	20	Editable	FUNCTION
6	COMPANY	VARCHAR	25	Editable	COMPANY
7	ADDRESS	VARCHAR	35	Editable	ADDRESS
8	POSTCODE	VARCHAR	10	Editable	POSTCODE
9	CITY	VARCHAR	25	Editable	CITY
10	PHONE	VARCHAR	20	Editable	PHONE
11	FAX	VARCHAR	20	Editable	FAX
12	ISSUEDATE	DATETIME	19	View only	ISSUEDATE
13	EXPIRYDATE	DATETIME	19	View only	EXPIRYDATE
14	LOGO	VARCHAR	20	Editable	LOGO
15	TAG	INTEGER	10	Not visible	TAG
16	CardFive	CHAR	40	View only	CardFive

By default all fields are 'view only' for BM5500 if a new BM-file is created. By double clicking on a field some properties for use in BadgeMaker can be changed. The same can be done by selecting 'properties' from the edit menu.

The properties dialogue consists of three tabs where for every field a number of properties can be set:

### Miscellaneous tab

**Field description:** The field description is displayed in BM on top of the field columns (in the multi record view) and in the edit box. It can be edited by filling in another description in the input box. The actual field name cannot be changed in DBLC, this can only be done with the database management system of the used database (MSAccess, Oracle, SQL Server etc.).



**Restrict input:** This option is only available if a field is a text field. Input restrictions are used for magstripe encoding to prevent that data is inserted (in BadgeMaker) that is not allowed on the magnetic stripe.

**Log this field:** Check this option if the contents of this field has to be stored in the log table.

**Field style:** Select whether the field must be invisible, view only or editable in BM5500.

### **Pick list tab**

**Has pick list:** This option can be activated only when a field is 'editable'. If this option is active a list of items can be created to select from in BM5500. For example a list of all available departments can be created to fill in in the field 'Department'.

**Has logo:** This option can be activated only when the option 'Has pick list' is checked. It can be used to link a logo to an item in the pick list. Refer to the full manual version for more details.

**Default value:** In this input box a default value can be filled in that will be used in BM5500 when a new record is created. When a pick list is used an item from the list has to be selected as default value with the 'Default' button.

**New item:** Type in a new item for the list in this input box.

**Add to list:** Use this button to add the new item to the list.

**List of items:** In this dropdown list the already available items can be displayed.

**Drop:** Use this button to remove a selected item from the list.

**Default:** Use this button to make the selected item the default value for this field.

**Edit:** Use this button to edit the selected item from the list.

### **Auto update tab**

Use this option to let BadgeMaker fill field values automatically triggered by an event.

This option can only be enabled when the field style 'View only'. For more details refer to the full version of the manual.

Once the settings for each field are defined, you can save the project by selecting

'Save' from the file menu. You can also click the 'save button' .

If you were editing a new BM-file, you will see the same dialogue as in Save As.

### **Save**

With the 'Save as' option you can save either a newly entered file or an existing file using another name. You are prompted to enter the name of the BM-file.

If the name you selected already exists, you will get a warning. Click 'Yes' to replace the existing file or click 'No' and select another name.

### **Exit**

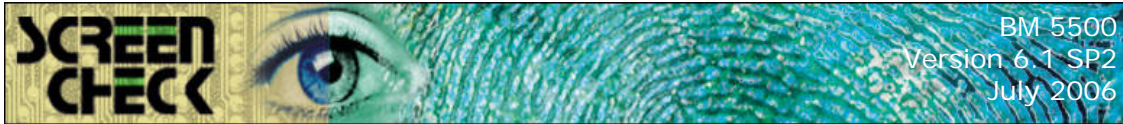
After saving the project file you can exit DBLC.

Mouse: Click the close button in the right top corner.

Key: ALT+F4

Menu: File menu|Exit





If you click cancel, you will see the empty BC screen. BC has its own menus and buttons.

Select 'New Layout' from the 'File' menu to start creating a new layout. The 'New Badge Layout' dialogue will be displayed.

### **Layout tab:**

**Name** Type the description of the layout, as you want it to appear in the layout selection box in BadgeMaker, for example: "Employee badge"  
The name can be up to 30 positions, however not all positions can be displayed in the layout selection list in BM.

### **Include Back**

Check this option if you want to create a layout for both the front and the back of the card (this is only useful when your printer supports dual side printing).

### **Background Color Front/Back**

With these options the background color for the front and the back (if the option 'Include back side' is checked) of the card can be selected. By default no background color (white) is selected.

### **Magnetic Stripe Positioning**

If an ISO card format is selected, the position of the magstripe can be displayed on the back of the card. This can be helpful to prevent that items will be printed on top of the magstripe. Use this option to select if the magstripe is on top or on the bottom (for landscape printing) or on the left or right side of the card (for portrait printing) or that no cards with magstripe will be used.

**NB:** For other sizes than the ISO card format, no magstripe indication can be displayed.

### **Chip Positioning**

This option can give an indication where the chip will be positioned on the card. There are three options: front, back or no chip. Keep in mind that the positioning is just meant as an indication and only applicable for the selectable chip types.

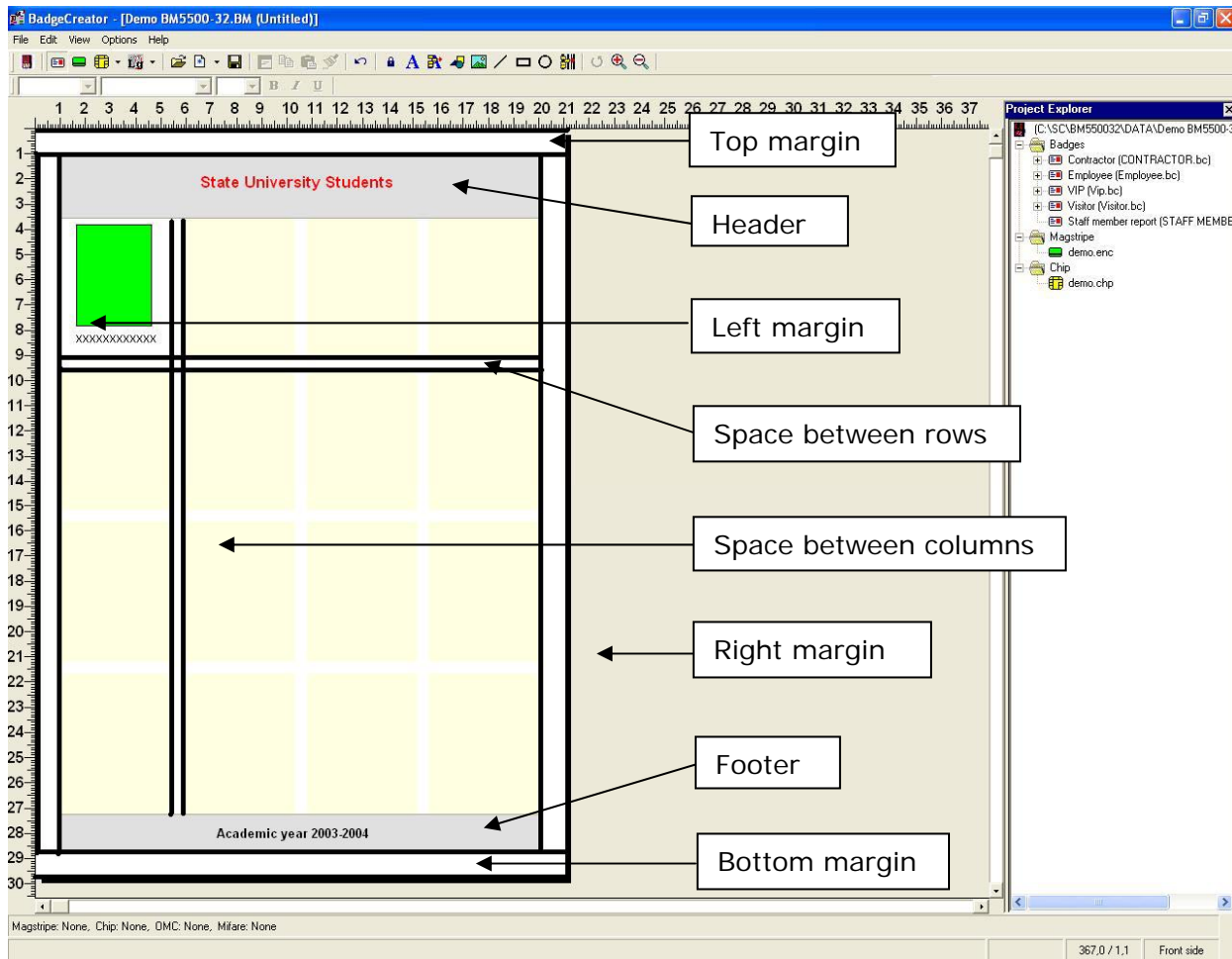
### **Paper tab:**

**Type** The dropdown list box includes all layout types that are supported.

*ISO-Card 86/54.5* Select this if you want to design an ISO standard card and you use a full size printer (edge to edge).

*ISO-Card DNP* Select this if you want to design an ISO standard card

- and you use a Dai Nippon CP410 or CP510 printer.
- ISO-Card Fargo* Select this if you want to design an ISO standard card and you use an older model Fargo printer.
- ISO-Magicard* Select this if you want to design an ISO standard card and use an older model Magicard printer.
- A4* Select this if you want to design a layout for A4 paper (if you print the layout on A4 paper it is possible to print six or more records on one sheet).
- Mitsubishi 150/100* Select this if you have a Mitsubishi CP100 with sheets of 150x100 mm.
- Mitsubishi 110/110* Select this if you have a Mitsubishi CP100 with sheets of 110x110 mm.
- Manual Size* If you have selected ISO-card, you can define your own badge size. The badge dimensions can now be filled in in the dialogue.
- Portrait** Define if the layout is in portrait.
- Landscape** Define if the layout is in landscape
- Size** The size is fixed for every card (or form) type, except for the manual size. If the type is 'Manual Size' the size can be filled in here.
- Badges per page** The number of badges per page can be selected for the types A4 and Manual Size. Fill in the number of badges per row and per column, if you multiply these numbers, you will get the number of badges per page.
- Margins** Margins can be set only if the type is A4. Left, right, top and bottom margins can be set.



**Space between** The space between the badges can only be set if the type is A4. In that case the space between rows and the space between columns can be set (in millimeters).

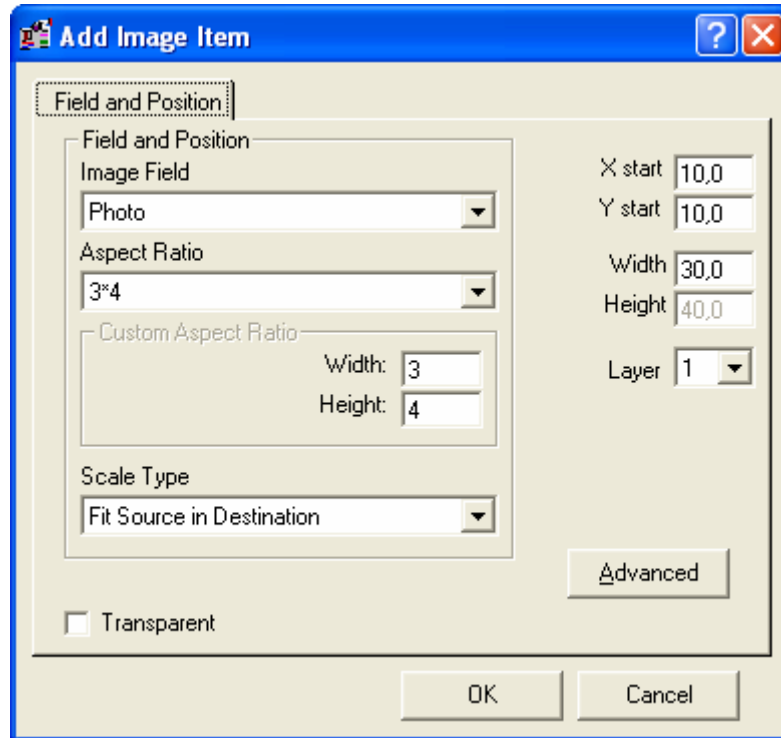
After clicking 'OK' the dialogue will be closed and the main dialogue will come up with an empty badge layout.

Now you will be ready to add the different items to the badge layout.

### 5.1 Add items to the layout

Under Add Item in the 'Edit menu', the following options can be found:

## Image



### Image Field

Select one of the available image types (photo, signature, etc.) to add to the layout.

### Image Format

Select the required image format. The following options are available:

- 3\*4 (image is scaleable in 3 to 4 ratio)
- 4\*1 (image is scaleable in 4 to 1 ratio)
- Custom format (image is scaleable in selected ratio)
- Free (image is free scaleable)


### Scale Type

Allows you to define how the image is drawn in the rectangle defined by X start, Y start, Width and Height.

**Clip Destination On Source:** The rectangle is fully covered by the image by enlarging the image so that the image width or height fits exactly in the frame width or height. The parts which are outside the rectangle are clipped. (No image distortion)

**Fit Source In Destination:** The image size is reduced so that the width or height fits on the width or height of the rectangle. (No image distortion)

**Scale Source To Destination:** The rectangle is filled with the image by resizing the image width and height to the width and height of the rectangle. (Image distortion)

 **Note:** Choose the same value here as in the camera settings to get the best results.

**X start**

Enter a value in millimeters for the starting point of this item in X direction.

**Y start**

Enter a value in millimeters for the starting point of this item in Y direction.

**Width**

Enter a value in millimeters for the item with.

**Height**

Enter a value in millimeters for the item height.

**Layer**

Select a layer for this item (ranging from layer 0 till 9)..

Items with a high layer value will be placed on top of items with a low value.

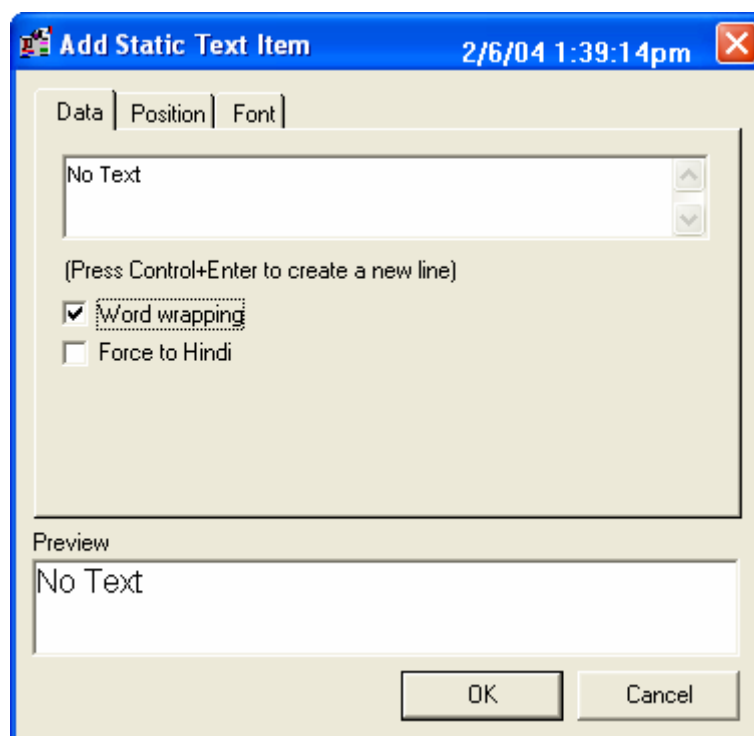
**Static Text**



When you use this option you can add static text to the current badge layout.

After selecting this option you see the following dialogue box:

**Data tab**



Type in the static data to put in the static text box. At the bottom of the dialogue in the preview box this text will be displayed with the selected font and color.

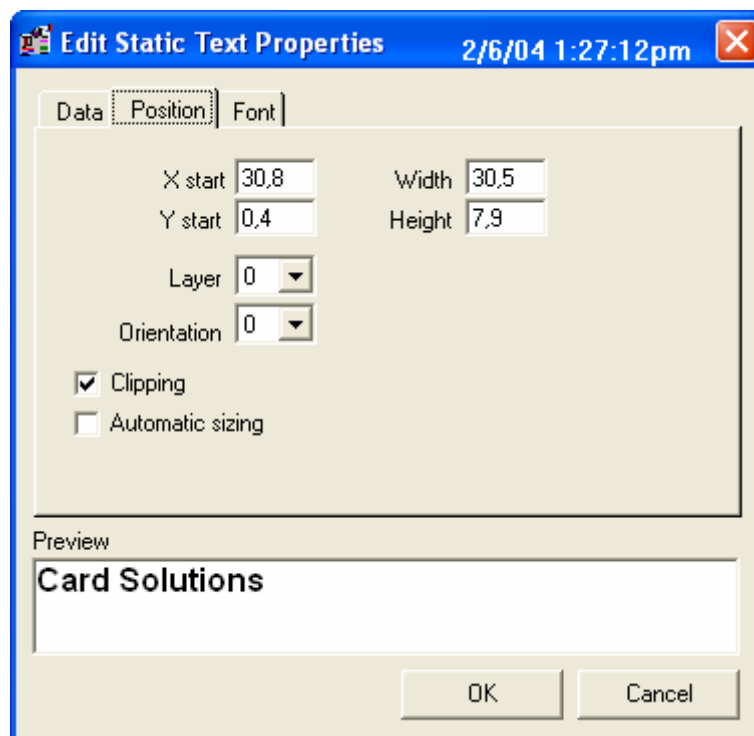
Use the 'Word wrap' option if the text you entered is too long for one line. Note that the preview is not suitable to determine how the lines will be wrapped. This

depends on the selected layout size and the width you reserve for the string. Finish the settings in the other tabs and click 'OK'.

When word wrap is used, the options 'clipping' and 'automatic sizing' (see position tab) will be disabled. The 'textbox' on the layout will only have two handles when the option 'word wrap' is enabled. Only the width can be changed, the height will be adjusted automatically to make the text fit into the box.

This is a long text string that does not fit on one line. Use word wrap to divide the string over multiple lines.

### *Position Tab*



**Position** The position and the size of the text block on the badge layout. The text is positioned within a rectangle (text box).

X start = Start position on the X-(Horizontal) Bar

Y start = Start position on the Y-(Vertical) Bar

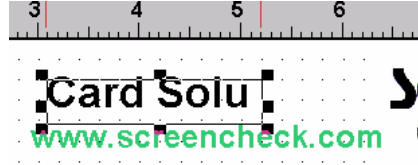
Width = Width of the text block to a 10<sup>th</sup> of a mm on the layout.

Height = Height of the text block to a 10<sup>th</sup> of a mm on the layout.

**Clipping** When checked, text outside the rectangle is clipped.




Without clipping (off),  
text inside and outside  
the box is visible.



With clipping (on),  
only the text inside the box is visible.

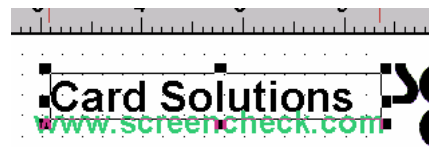
Use clipping to make sure that no other items will be covered with text.

 **Note:** Do not use clipping with Arabic text (right aligned) and italics (a part of the first character can be clipped).

**Automatic sizing** When checked, the box around text will be sized to fit exactly around the text in it.




Without automatical sizing (off).



With automatical sizing (on).

**Layer** Value 0 to 9.  
Items can be placed on several transparent layers,  
Items created with a high value will be placed on top of items with  
a low value.

**Orientation** Enables the user to rotate text in steps of 90 degrees.

 **Note:** When using special characters like Arabic text, don't forget to use the corresponding character set (e.g. Arabic) instead of the default one, otherwise the characters will not be displayed correctly.

### Font tab

Define the font in which the text will be displayed on the badge layout.

**Font** The name of the font to be used.

**Size** The size of the font.

**Character set** Select the which character set from the used font should be used.

**Alignment** Defines how the text is positioned within the text box, left, right or centered.

**Effects** Determine with which effects the text is placed on the badge.

Underline = puts a line under the text  
Strike Out = puts a line through the text  
Font Base = The base line on which a font rests

**Color**

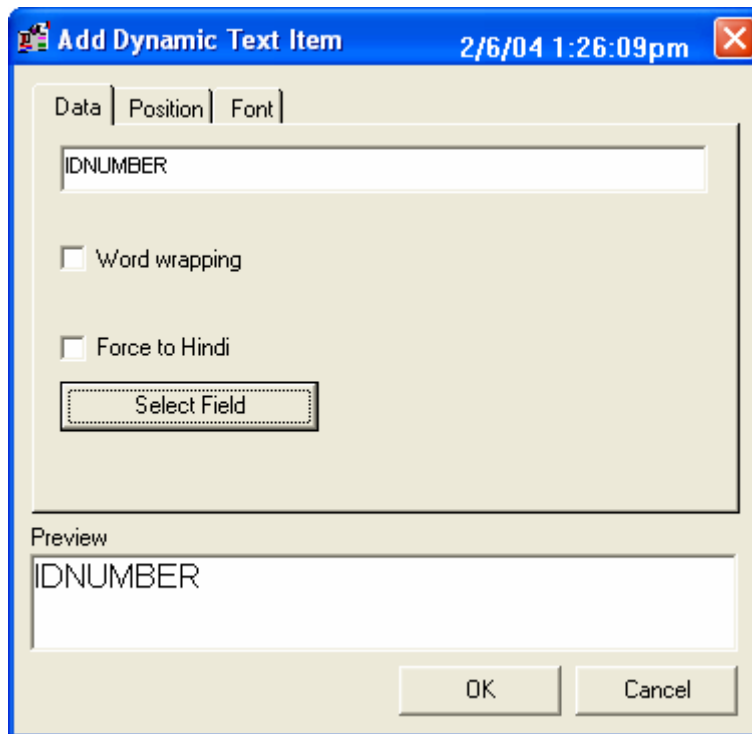
Click this button to get the Windows color dialogue.

**Dynamic Text**

Use this option to add dynamic text to the layout (text from a database field).

The 'Position', 'Font' and 'Color' tab in the dialogue are identical to the ones in the 'Static Text' dialogue (refer to the previous paragraph for a description of these items).

Select the 'Data' tab to select a field (or a combination of fields) from the database.



Click the 'Select Field' button to get a list of the available fields. Select a field and click 'OK' to confirm. If you click 'Cancel' no field will be selected. You can also type a string that can be built of one or more database fields in combination with constants. The "+" operator is allowed:

Add a database field to constant text:

"Company: " + COMPANY

Or to another database field,

ZIPCODE + CITY

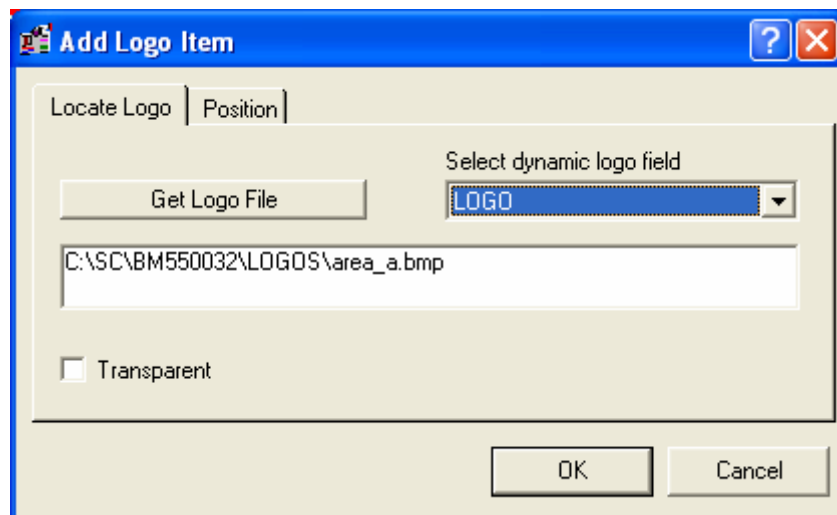
Add a database field to another database field or to constant text, spaces between the fields will not be displayed\*.

FIRSTNAME + " " + LASTNAME

**Logo**

Use this option to add a logo to the layout:

- Position** The position and the size of the text block on the badge layout. The text is positioned within a rectangle (text box).  
 X start = Start position on the X-(Horizontal) Bar  
 Y start = Start position on the Y-(Vertical) Bar  
 Width = Width of the text block to a 10<sup>th</sup> of a mm on the layout.  
 Height = Height of the text block to a 10<sup>th</sup> of a mm on the layout.
- Layer** Value 0 to 9.  
 Items can be placed on several transparent layers,  
 Items created with a high value will be placed on top of items with a low value.
- Scale Type** Three options are available: free, actual size, keep aspect ratio.  
 Free: logo is free scaleable. Actual size: logo will be displayed on layout in the actual size. Keep aspect ratio: size of logo can be scaled, but only within the original width/height ratio. These options are available as soon as a logo file has been selected.



**Locate Logo tab**

Click the 'Get Logo File' button to select a logo file (in BMP format). It is advisable to store the logos for BadgeCreator in the logos directory in the BM5500 folder to prevent that the logo file will be deleted by accident.

If a dynamic logo is used (refer to description of DBLC module), select the dynamic logo field from the dropdown list. The fields marked in DBLC as dynamic logo fields (options 'has pick list' and 'has logo' enabled) can be selected from this list. Make sure the logos corresponding with the logo names in DBLC are available in Logos directory.

**Transparent** Under the 'locate logo' tab the option transparent can be found. If this option is selected, the logo will be made transparent. Note that the transparent option will work best with black and white logos. Colored logos will mingle with the background when they are made transparent.

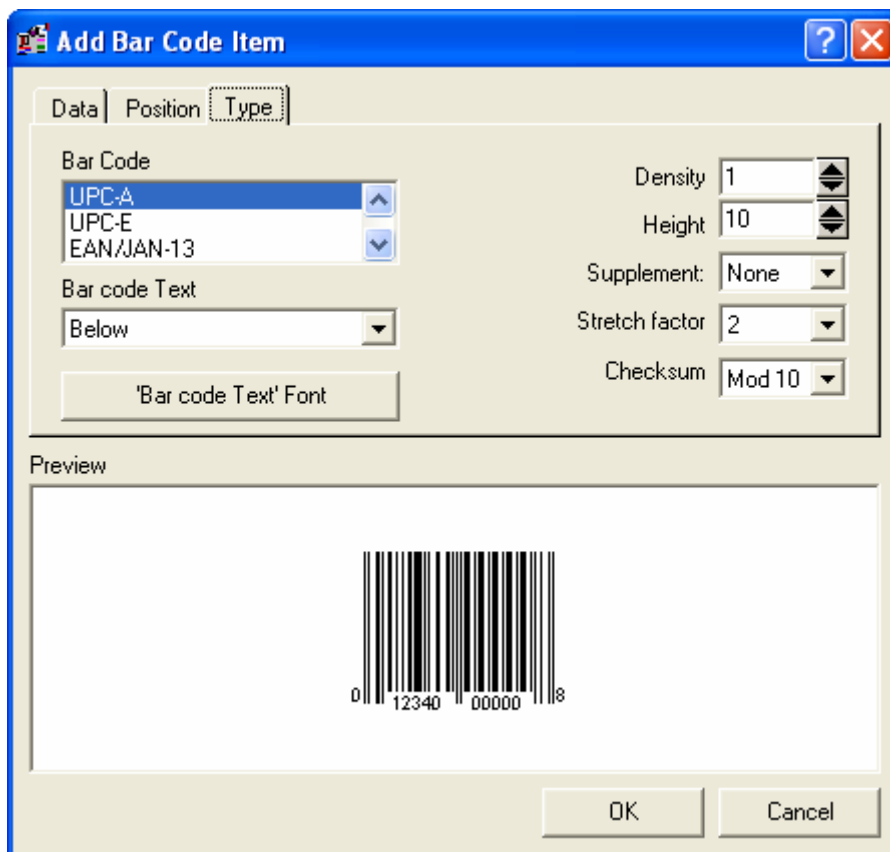
**Barcode**

Adds a barcode that is dependent on the contents of a database field (depending on the barcode type, numeric, date or character fields can be used).

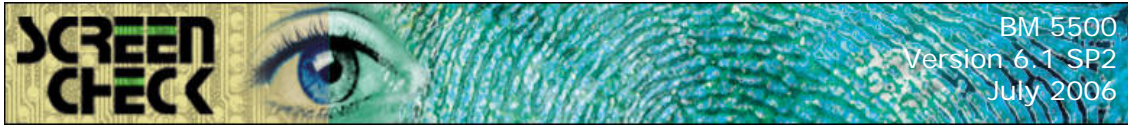
Use the 'data' tab to select a database field where the barcode will be based upon. This works in the same way as for 'dynamic text'(see previous paragraphs). Use this tab also to indicate if the barcode has to be transparent or not.

Click the settings under the 'position' tab to position the barcode on the layout. This works in the same way as the position of fixed and variable data (see previous paragraphs). The transparent option can be used to put a transparent barcode on top of a dark colored rectangle. In this way the barcode will be infrared readable, but cannot be copied.

**Type tab**



- Barcode** This list specifies the available barcode types. Most of the general barcodes are available, including the 2 dimension PDF417 barcode.
- Bar code text** Place (human readable text) below the bar code, above the bar code or use no text.
- BCT Font** Define the font in which the human readable text will be displayed.
- Density** Determines the width off the thinnest bar code stripe.
- Height** Determines the height of the barcode layout in mm's.
- Supplement** Add a supplementary bar code.
- Stretch factor** Determines the longitudinal length of the barcode as an addition to the density setting. Note that the result of this setting is visible in the Preview of BadgeMaker and on the printed cards, but not in the Add Barcode dialogue.
- Checksum** In order to increase the reading accuracy, some barcode types can use checksums. The availability of a checksum is dependent on the barcode type. The calculated value is added to the barcode.



## **Line**

Position:

With the X start and end value, the length of the line will be determined.  
With the Y start and end value, the angle of the line will be determined.

Color:

Use the 'Color' button to select a color to display the line. The line thickness can be adjusted in 10ths of a millimeter.

## **Rectangle**

Use the 'position' tab to position the rectangle and to define the dimensions.  
Use the 'color' tab to define the color, the line thickness and if the rectangle should be solid or not.

## **Circle**

Use the 'position' tab to position the circle by giving the coordinates for the center and the size of the radius.

Use the 'color' tab to define the color, the line thickness and if the circle should be solid or not.

## **Delete Item**

Use this option to delete the selected item from the layout. Before deleting the item, BC will ask for a confirmation (do you really want to delete this item?).

Click 'Yes' if you are sure to delete the item.

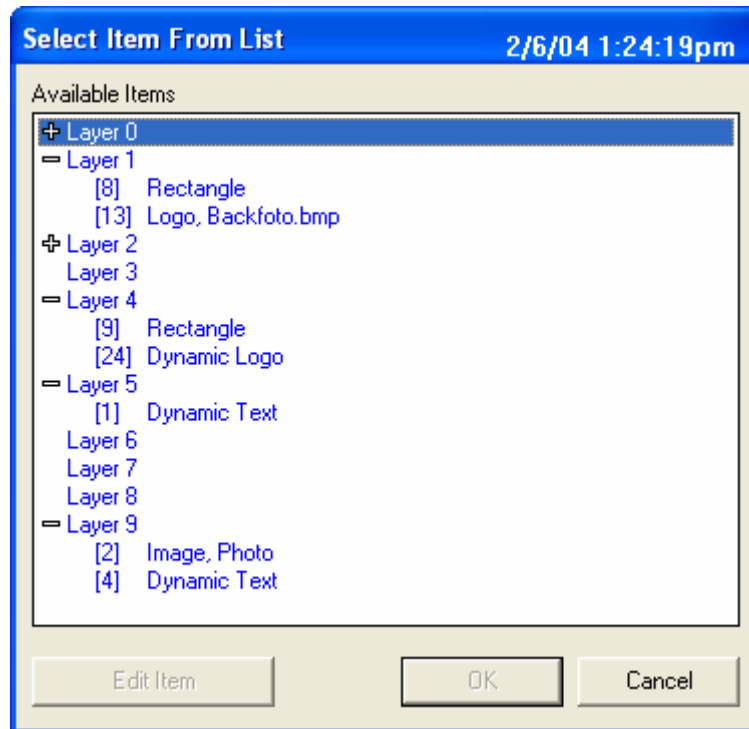
## **5.2 Editing existing items**

Click on an item to select it and then select Item from the Edit menu or double click on an item. The dialogue will look the same as when a new item is added. Now you can make the necessary adjustments.

### **Select item from list**

Select item (Edit menu) enables the user to select and edit specific items (per layer) A screen appears, with the used layers marked. This option is particularly handy if items are positioned close together on the badge. In that case they are difficult to select by mouse.

Clicking on one of the "+" marks will show the items associated with this layer and allow you to edit these particular items. If no "+" mark is displayed, no items are available on this layer.



### **Badge Layout**

Use this option from the 'Edit menu' to adjust the layout settings of the currently opened layout. The 'Edit Badge Layout' dialogue is similar to the 'New Badge Layout' dialogue.

### **5.3 Often used tools in BadgeCreator**

In this chapter some tools are described that can help you to make the design of your badge easier.

#### **Snap to reference line**

In the 'Options' menu a reference lines can be set. Depending on the settings (left alignment, center alignment, right alignment etc.), items will be aligned to the horizontal or vertical reference line.

#### **View Menu**

The 'View' menu contains five options:

Zoom in: Use this option to zoom in on the layout (details).

Zoom out: Use this option to zoom out from the layout (overview).

Center On Screen: Use this option to center the layout on the screen.

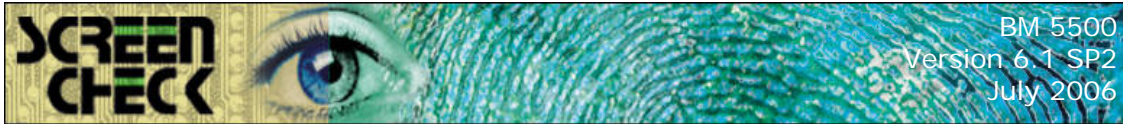
Show Whole Badge: Use this option to fit the layout into the window. Use this option again (or press F11) if the window is resized. The size of the layout will be adjusted to the new size of the window.

Layout side: Use this option to switch between the front and back of the card layout (only available for double sided badge layouts).

#### **Options menu, system settings:**

##### **Default Font tab**

Use the 'Select New Font' button to select a default font, a default font size, default font style and default color for the static text and database fields. Also



defaults can be selected for the alignment and effects. When you click the 'Select New Font' button the Windows font selection dialogue will be opened.

This option makes it possible to choose a default font, font style and font size.

### **Zoom and Grid**

In the 'Zoom and Grid' dialogue the options zoom factor, grid resolution, snap to grid and show grid can be set.

### **Reference Line**

There are three reference line options:

#### **No Reference Line**

No reference line will be drawn to align to.

#### **Vertical**

A vertical reference line will be displayed, starting at the X position as given in. There are three ways to align: Left (the left side of the item aligns with reference line), Center (the center of the item aligns with the reference line) or Right (the right side of the item aligns with the reference line).

#### **Horizontal**

A horizontal reference line will be displayed, starting at the X position as given in. There are three ways to align: Top (the top of the item aligns with reference line), Center (the center of the item aligns with the reference line) or Bottom (the bottom of the item aligns with the reference line).

### **Help**

Press the F1 button or select 'Help Index' from the 'Help menu' to open the BadgeCreator help file. Help can be found based on the option in the menu or on keyword.

### **About BadgeCreator**

If you select this option from the menu, the about box will be displayed.

The about box gives information about the version number and the license. The serial number displayed is read from the security dongle. This information is useful if you would need to contact the helpdesk.

## **5.4 Working with the mouse and cursor keys**

Apart from the normal mouse functions, in BadgeCreator the mouse is used to position and resize items and to select items by double clicking them.

A new feature is that more than one item can be selected with the mouse by using <CTRL-Left- Click>. The selected items can be moved, copied or deleted.

The right mouse button is used to open the mouse menu. The following items will be available:

Tag all	F9
Remove tags	Shift+F9
<hr/>	
Find...	F3
SQL Select...	F7
<hr/>	
Copy	Ctrl+Ins
Paste	Shift+Ins
<hr/>	
Adjust image...	
<hr/>	
Image window	▶
Activate image	▶
Options	▶

These items are also available in the regular menus.













**Cursor keys:**















It is possible now to move items on the layout by using the cursor keys (←↑↓→).








## 5.5 Button bar

The button bar can be used to easily start a function, by simply clicking on the corresponding button. In general, the most frequently used options can be found here.



	<b>Login</b>	Click on this button, to login to BM5500 and get access to the BM functions
	<b>Logout</b>	Click on this button, to logout of BadgeMaker and disable all other functions. After logging out, all BM files will be closed. You have no access to BadgeMaker data until you login again with a valid user name and password.
	<b>Open Layout</b>	Click on this button, to open an layout file that is linked to the currently opened BM file.
	<b>Send data</b>	Click on this button to send card data by email to a central office.
	<b>Preview</b>	Click on this button, to preview the current record in the current layout on the screen. (front, back, encoding etc.)
	<b>Print</b>	Click on this button, to print the selection using the current layout to a Windows supported printer.
	<b>Copy</b>	Click on this button, to copy the active image of the current record to the clipboard.
	<b>Paste</b>	Click on this button, to paste the image from the clipboard to the active image of your current record.
	<b>Photo</b>	Click on this button, to add an image of the selected image type.
	<b>Bulk Input</b>	Click on this button to activate the bulk input module.
	<b>Import data</b>	
	<b>Add Record</b>	Click on this button to add a record to the database.

- 
**First Button** Click on this button, to go to the first record in the database.
  - 
**Previous Button** Click on this button, to go to the previous record in the database.
  - 
**Next Button** Click on this button, to go to the next record in the database.
  - 
**Last Button** Click on this button, to go to the last record in the database.
  - 
**Find Button** Click on this button to activate the find function.
  - 
**SQL Select Button** Click on this button to open the selection dialogue.
  - 
**Chip encoding** Click on this button to create a chip info file to do chip encoding with separate encode unit.
  - 
**OMC encoding** Click on this button to create an OMC info file to do OMC encoding with a separate OMC encode unit (special option).
  - 
**About BM** Click on this button, to display the About box.
  - 
**Help** Click on this button to activate the help option.
- 
- Employee
- Layout selection** Click on this box to select one of the available layouts.
  - 
**New badge** Click this button to start the BC module to create a new badge.
  - 
**Edit badge** Click this button to start the BC module to edit the current badge layout.
  - 
**Toggle card** Click here to show or hide the card preview in the main dialogue.
  - 
**Toggle front** Click to show or hide preview of the front of the card

-  **Toggle reverse** Click to show or hide preview of the reverse side of the card.
-  **Toggle encode** Click this button to show or hide the preview of the encode information
-  **Show magnetic encode info**  
Click this button to show the magstripe encode information.
-  **Show chip encode info**  
Click this button to show the chip encode information.
-  **Scan single form** Click this button to scan a single form with the automatic scan option.
-  **Scan multiple forms** Click this button to scan multiple forms with the automatic scan option.
-  **Scan image only** Click this button to scan an image from a form with the automatic scan option without recognizing the barcode.

## 6. Step 3, producing cards with BadgeMaker.

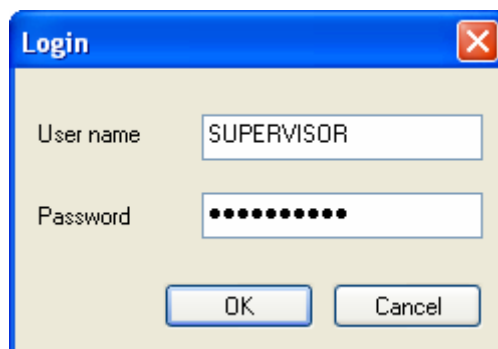
When step 1 and step 2 are finished, the settings are made and layouts have been created. Now you are ready to produce cards.

Advanced options like encoding, import and export, security settings and special print options will not be described. If you miss certain options, refer to the reference manual.

### 6.1 Starting BM5500

Select BadgeMaker from the "BM5500 32 bit edition" program folder.

When you have started BM5500 click the 'Login' button, or select 'Login' from the 'User' menu. The following dialogue will come up:



To be able to open a project (BM file), you have to login first. The login dialogue will also come up, when you try to open a project (BM file) before logging in.

Each user is a member of a group. The group determines the authorization level. If you stop working at the end of a day, you have to logout.

User           Type your user name followed by <TAB> or <ENTER>  
Password       Type your password followed by <ENTER>

When using BadgeMaker for the first time : SUPERVISOR as user name and SUPERVISOR as PASSWORD will provide access to the system. It is advisable that the supervisor changes the password directly after login and create new users for the other levels.

Now you can open a BM (project) file to get access to a database.

If you typed in the wrong password, select 'Retry' to return to the 'User Login' window, to try again.

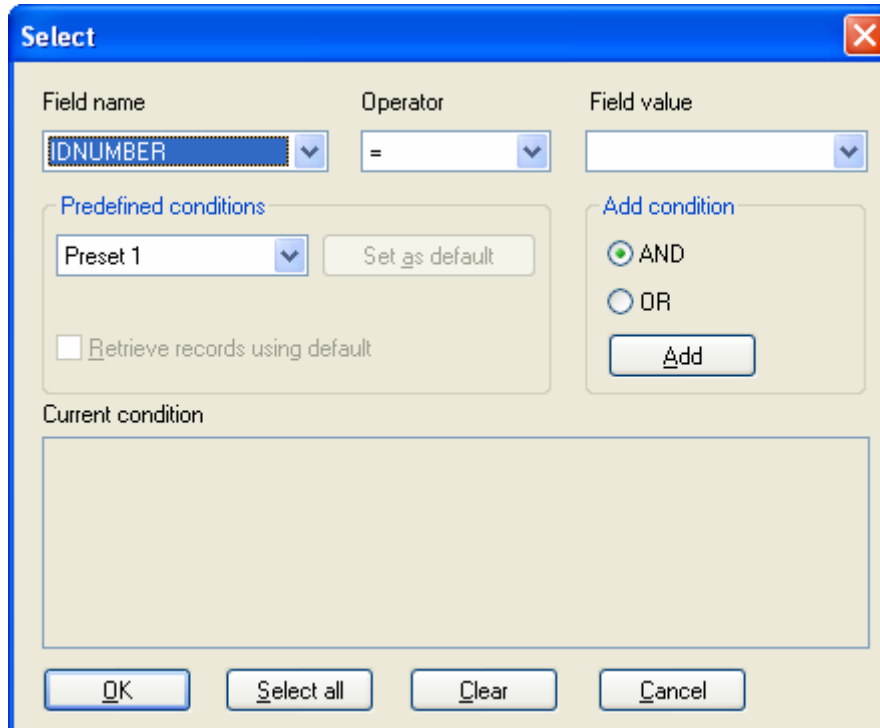
When the database is secured, you will be requested a second time for a user name and password after opening a BM file, to get access to the database.

### Open a project file

When you select open, the open BM file dialogue will be displayed.

Select a valid BM file and click the 'Open' button. If you did not login yet, the login dialogue will come up. In that case you first have to log in before the BM file

will be opened. When you are logged in, the Select data window will be displayed. With the options in this window all data or part of the database can be selected.

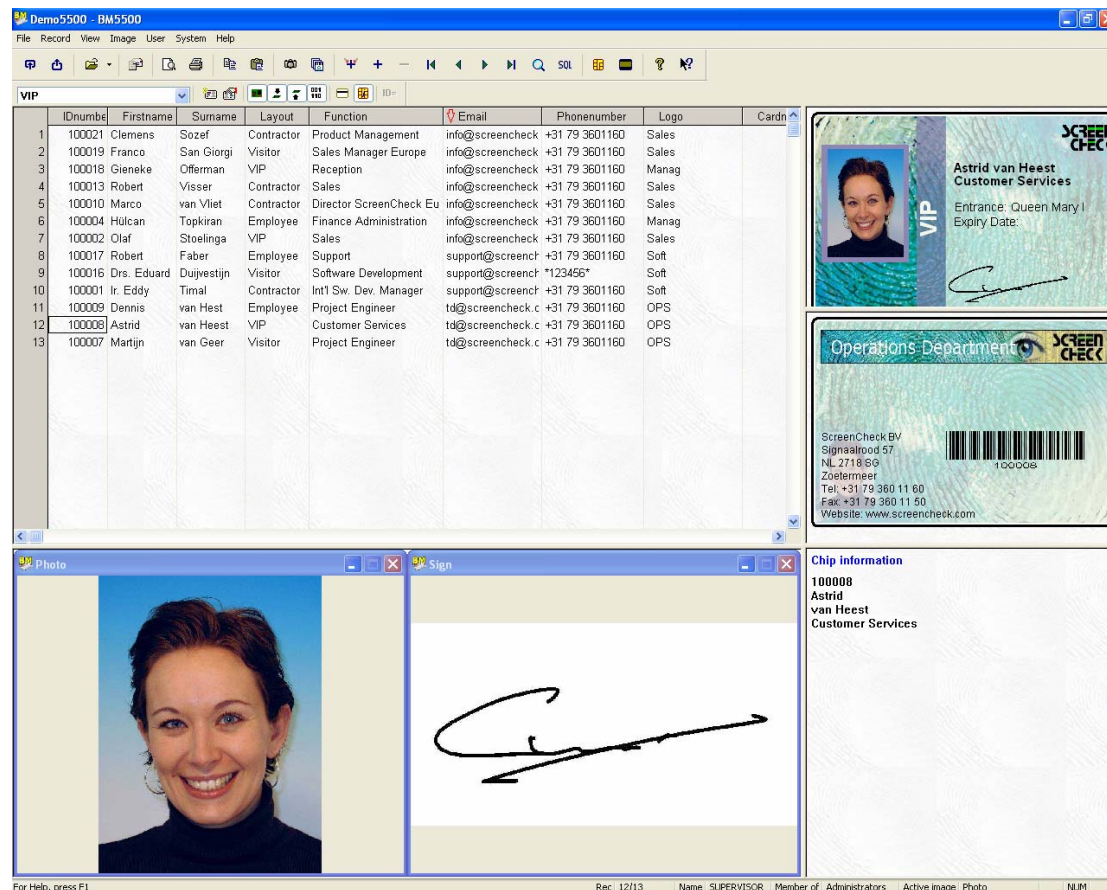


A field name can be selected from the dropdown list, then an operator has to be selected from the next dropdown list (=, <, >, <=, >=, <>, LIKE) and a value has to be filled in the 'field value' box. Select the type of selection AND or OR (for the first selection statement this does not matter yet) and click the 'Add' button to add the selection statement. This procedure can be repeated to add more selection statements.

<i>OK</i>	Select the records on specified criteria.
<i>Select all</i>	Selects all the records (can take some time when working with a very large database).
<i>Reset</i>	Removes the current selection.
<i>Cancel</i>	Closes the select dialogue, no selection will be made.

**Note:** Click on SELECT ALL if you want to work with the entire database. In some cases opening a large database entirely may take a while, do not reset your system or the database may be damaged.

After selecting the entire database or part of it, within the specified criteria, the main screen will be displayed.



**VIP**

IDnumbel	Firstname	Surname	Layout	Function	Email	Phonenumber	Logo	Cardn
1	100021	Clemens	Sozef	Contractor	Product Management	info@screencheck	+31 79 3601160	Sales
2	100019	Franco	San Giorgi	Visitor	Sales Manager Europe	info@screencheck	+31 79 3601160	Sales
3	100018	Gieneke	Offerman	VIP	Reception	info@screencheck	+31 79 3601160	Manag
4	100013	Robert	Visser	Contractor	Sales	info@screencheck	+31 79 3601160	Sales
5	100010	Marco	van Vliet	Contractor	Director ScreenCheck Eu	info@screencheck	+31 79 3601160	Sales
6	100004	Hulcan	Topkiran	Employee	Finance Administration	info@screencheck	+31 79 3601160	Manag
7	100002	Olaf	Stoelinga	VIP	Sales	info@screencheck	+31 79 3601160	Sales
8	100017	Robert	Faber	Employee	Support	support@screencheck	+31 79 3601160	Soft
9	100016	Drs. Eduard	Duijvestijn	Visitor	Software Development	support@screencheck	*123456*	Soft
10	100001	Ir. Eddy	Timal	Contractor	Int'l Sw. Dev. Manager	support@screencheck	+31 79 3601160	Soft
11	100009	Dennis	van Heest	Employee	Project Engineer	td@screencheck.c	+31 79 3601160	OPS
12	100008	Astrid	van Heest	VIP	Customer Services	td@screencheck.c	+31 79 3601160	OPS
13	100007	Martijn	van Geer	Visitor	Project Engineer	td@screencheck.c	+31 79 3601160	OPS

**Card Preview:**  
Astrid van Heest  
Customer Services  
Entrance: Queen Mary I  
Expiry Date: [Signature]

**Operations Department**  
ScreenCheck BV  
Signaalrood 57  
NL 2718 SG  
Zoetermeer  
Tel: +31 79 360 11 60  
Fax: +31 79 360 11 50  
Website: www.screencheck.com

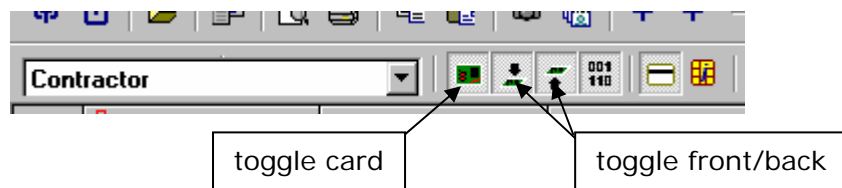
**Chip information**  
100008  
Astrid van Heest  
Customer Services

**Photo/Sign Window:**  
Photo of Astrid van Heest and her signature.

For Help, press F1 | Rec: 12/13 | Name: SUPERVISOR | Member of: Administrators | Active Image: Photo | NUM

The main screen can display the selected records, the different image types and the card preview.

The first time you open a new project in BM5500 it might be necessary to select a layout first in order to see a layout preview.



Click on the layout selection box to select one of the available layouts.

BM5500 offers the possibility to display a constant preview on the right of the database window or a full screen print preview.

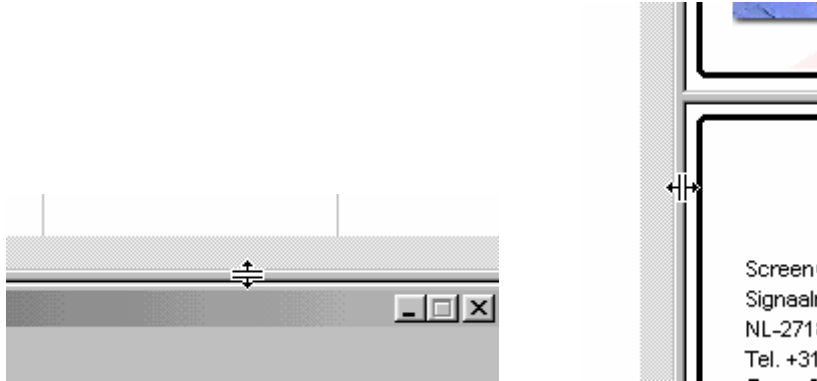
To display the full size print preview, select 'print preview' from the 'File' menu or click the 'print preview' button.

To display a constant layout click on the 'toggle card' button on the right of the layout selection box. Next to this button you can find the buttons to toggle the display of the front and the back of the card.

For more information on the encode options refer to the full version of the manual.

### Adjusting the database window

You can adjust the size of the database window, the preview pane and the image window pane by moving your cursor to the vertical or horizontal separation bar. The arrow will change as indicated below. Hold the left mouse button down and move to the right, left, top or bottom to adjust the borders.



## 6.2 Adding and editing data

### Add Record



Depending on the use you make of the database, you will add records in BadgeMaker or will read only existing data. If you wish to add a new record click the '+ button'. Note: The add record option can be disabled by the administrator. The field edit dialogue will come up, where you can insert the new data.

### Edit Record

When you double click on a record the field edit dialogue will also be displayed. This time the fields will be filled. Depending on the settings made in the database management system and in DBLC fields can be edited, will be read only or will be invisible. Read only fields will be marked gray.

**Field Edit** [X]

LAYOUT	MP	OK
SURNAME	van der Toorn	Cancel
FIRSTNAME	Michael	New
FUNCTION	Employee	First
COMPANY	SCREENCHECK	Last
ADDRESS	Signaalrood 57	Next
POSTCODE	2718 SG	Prev
CITY	Zoetermeer	Help
PHONE	+31-79-360 11 60	
FAX	+31-79-360 11 50	
ISSUE DATE	01/05/2003	
EXPIRY DATE	31/12/2006	
LOGO	area c	

### 6.3 Adding images

When the data has been entered, it is time to add photos and/or other images. To acquire an image you will need a capturing device. This can be a digital photo camera, a video camera in combination with a capture board or a scanner. Most of these devices can be controlled with a TWAIN driver or a direct driver. Use the 'select source' option from the 'image' menu to select a driver.

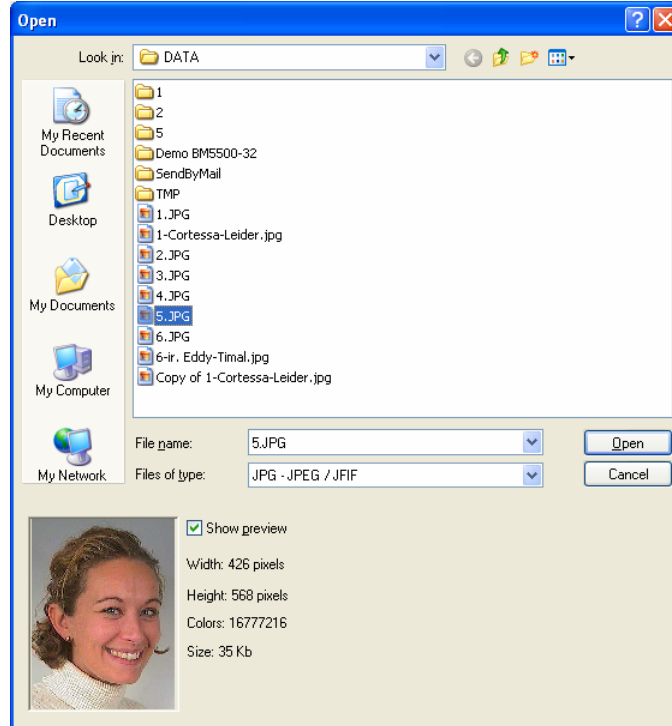
#### Select source

Use this option to select a driver for your image capture device. First select the image type from the list for which you wish to select the driver. Then select a direct driver from the dropdown list or click the 'Twain' button to display a list with the installed Twain drivers. Select a driver and click 'OK'.

#### Acquire...

Use this function to add an image to the image database. The image type that will be acquired is equal to the type of the active image window. Click on the window of the desired image type to make it active. The input source to acquire an image, can be selected under 'Select Source' (also in the Image menu).

If 'Image File' is selected (default) as image source, the following dialogue will come up when acquiring an image:



In this way graphic files of different formats can be selected and linked directly to the current record. Keep in mind that the graphic files already must have the correct height/width ratio to show on the Badge Layout (to prevent parts will be cut of).

Use the ScreenCheck Image File grabber (optionally available) if your graphic files should be cropped and/or rotated. The ScreenCheck Image File grabber supports various height/width ratios.

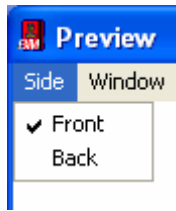
## 6.4 Printing cards

### Print preview



When a layout is selected and the database is filled a card can be printed. To check the result in advance you can use the 'print preview' command to switch from the active file to a print preview.

With Print Preview, you can see how the current (or the first selected) badge will look like when you print it. From the preview dropdown menu you can choose a view of ..



the front of the badge and the back ..

Select 'Close' from the Window menu to close the preview window.

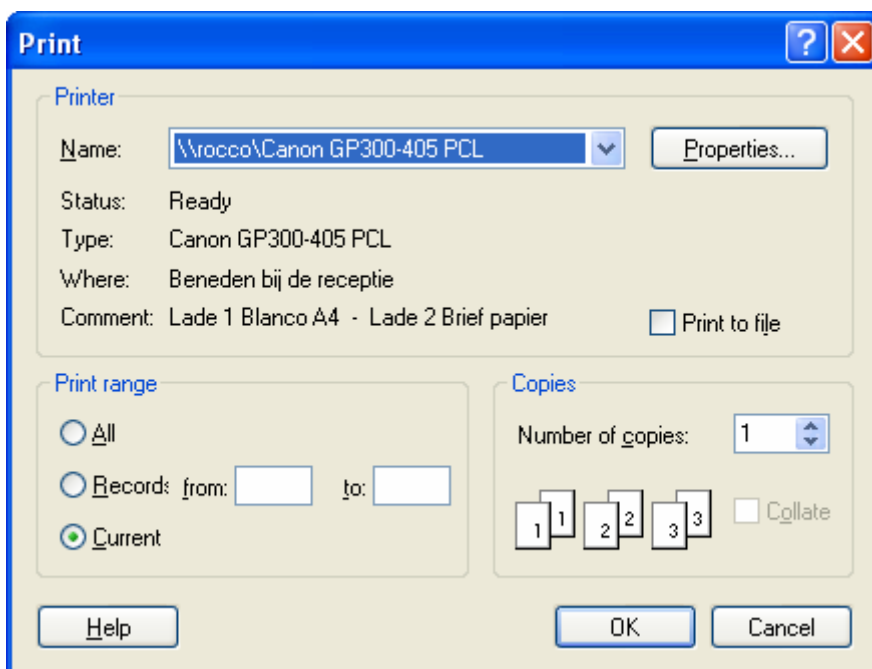
### Print



Use this command to print badges from the selected records, current record or all records.

**Shortcut:** CTRL P

If you choose this option you will see the following dialog box (normally a direct card printer will be selected):



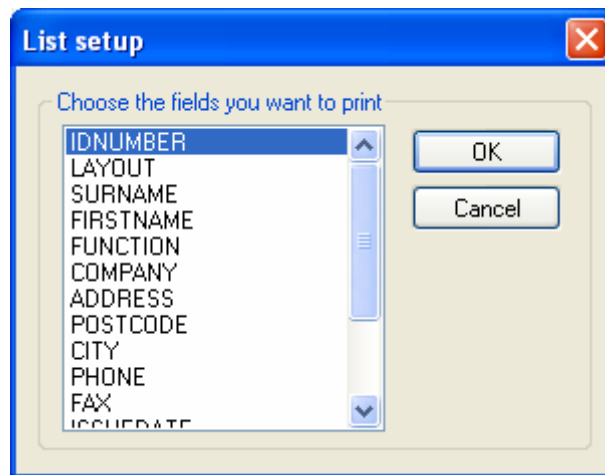
Select the print range and click 'OK'. You can change the properties of the printer driver by clicking the properties button.

### Print Setup

Enables the user to setup the printer for printing in BM5500:

### List setup

Use the left mouse button to select the fields to be printed. The selected fields will be printed in columns next to each other in the order as they appear in the list.



### Print List

Use this function to print a list of the selected records. Make sure you selected the correct fields to be printed in 'List setup'. If many fields are selected, print in landscape, otherwise the other columns will be printed on a next page. To print a badge use the 'Print...' option.

## 6.5 Often used functions in BadgeMaker

### File menu

- **Recent Files:** The four last opened project files will be displayed for easy opening.
- **Close:** Use this option to close the current project file. BM5500 will not be closed, the current user is still logged in.
- **Exit:** Select this option to exit BM5500.

### Record menu

- **First, Next, Previous, Last:**



Use this command to go to the first, next, previous or last record of the selection, as displayed in the grid.

- **Find:**



Use this option to search one or more records from the current database that matches the find statement. After finding these records only these records will be displayed. To return to the initial selection click the 'Sort button'.

You can also search on the contents of a field by pressing the 'F3' key on your keyboard or clicking on the search line.

The find option will search in the selected record set. However if the = (equal sign) is used, the find option will search in the whole database. This enables the user to work with a predefined record set, but adds the flexibility to search for a particular record in case of an urgency (a new card has to be issued at once).

*Field name*

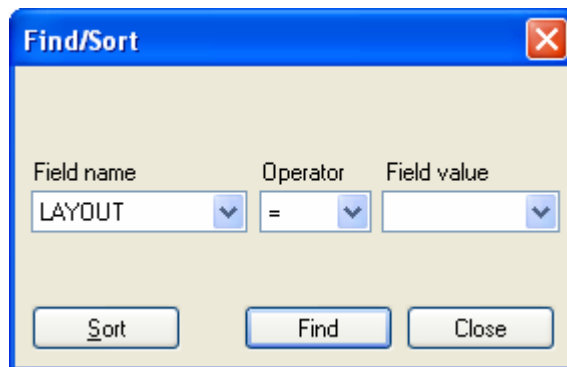
The dropdown menu enables the user to select a field name on which the sorting is based.

*Operator*

The =, <, >, >=, <=, <> or LIKE operators are used in correspondence with the selected field value.

*Field value*

Fill in the value to search for, or use the drop down list to select a value of an earlier find action:



*Example:*

For searching 'Johnson' in the Database click to show the dropdown list under Field name.

Select Person name, type "Johnson" in the Field Value edit box and choose the " = " operator.

The specified field value "Johnson" enables the database to be searched for this particular field-value.

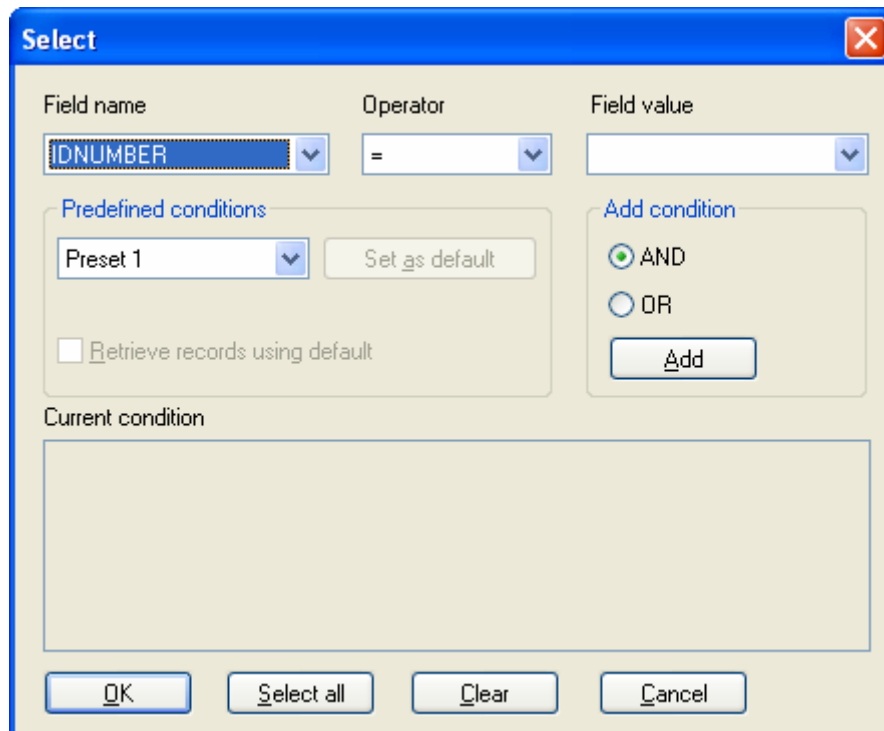
*Sort button:*

To sort the database on the selected field click the 'Sort' button. To sort on another field, select the field from the field name drop down list and click the 'Sort button'. After using the 'Sort button' the initial selection (made with 'SQL select') will be displayed again.

- **SQL Select...:**

With this function you are able to select or deselect a group of records.

You can also start SELECT window by clicking the right mouse button on the grid, and choose select from the dialog window (or the F7 function key).



A field name can be selected from the dropdown list, then an operator has to be selected from the next dropdown list (=, <, >, <=, >=, <>, LIKE) and a value has to be filled in the 'field value' box. Select the type of selection AND or OR (for the first selection statement this does not matter yet) and click the 'Add' button to add the selection statement. This procedure can be repeated to add more selection statements. It is also possible to select a predefined selection (four presets are available). Refer to 'Predefined conditions' for an explanation how to define the presets.

<i>OK</i>	Select the records on specified criteria.
<i>Select all</i>	Selects all the records (can take some time when working with a very large database). A confirmation will be asked if you are sure you want to select all records.
<i>Reset</i>	Removes the current selection.
<i>Cancel</i>	Closes the select dialogue, no selection will be made.

- **Tag all:**  
Use this option to tag all records in the selection. Tagged records can be used to print cards, export or to print a list from.
- **Remove tags:**  
Use this option to remove all tags from the records.

## Image Menu

- **Activate**

Select this option to make one of the available images the active image. When selecting 'Acquire' or clicking the 'photo button', the acquired image will be stored under the active image type.

- **Copy**



Use this command to copy the current photo onto the Clipboard. Copying photos to the Clipboard replaces the contents previously stored there.

You can use this function to import pictures from your database into a Word document or another database.

- **Paste**



Use this command to insert a copy of the Clipboard contents at the insertion point. This command is not available if the Clipboard is empty. You can use this option to copy a photo from another database.

## System menu

- **Setup**

Use the setup (system menu) to specify the workstation settings, Int2of5 barcode settings, auto import settings and the mail settings. When you start with BadgeMaker, normally you can use the default settings. For more information on the settings refer to the full version of the manual.